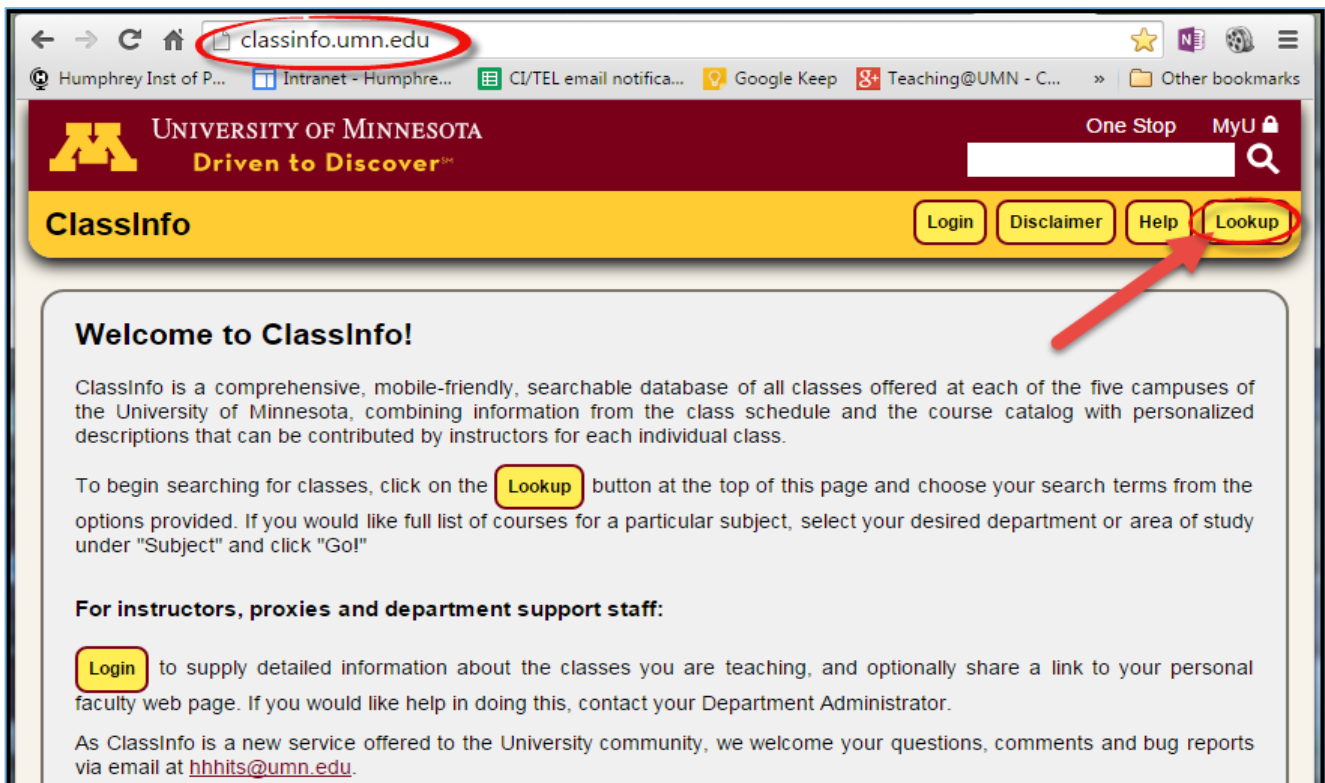
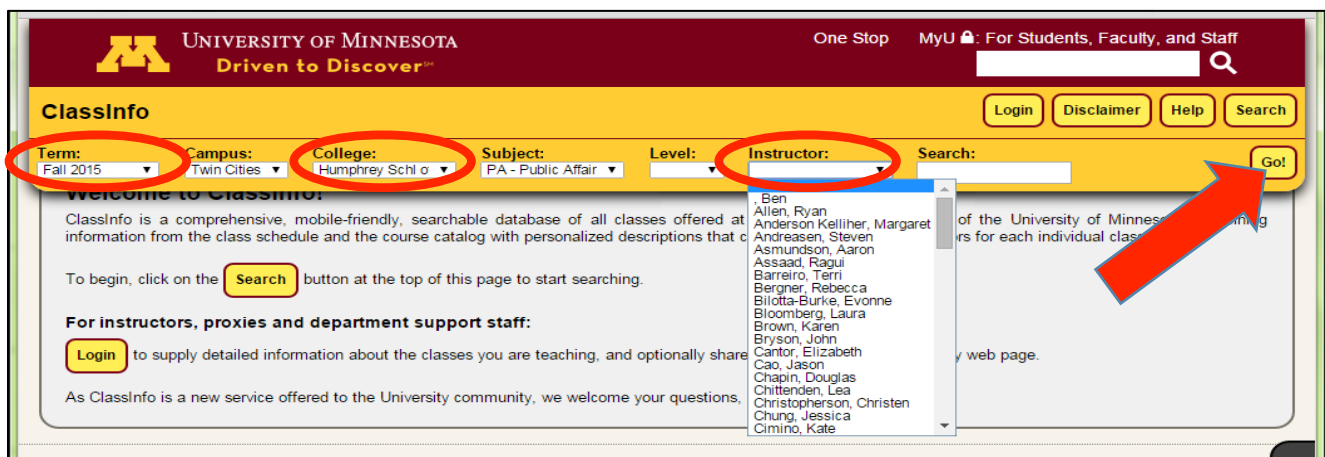


VIEW YOUR CLASS LISTINGS IN CLASSINFO

1. Go to classinfo.umn.edu and click “Lookup”



2. Select search categories, especially “Term” and “Instructor.” Then click “Go!”



The results you see are in “student view.”

Want to edit what you see? Turn the page to log in as Instructor...

EDIT YOUR CLASS LISTINGS IN CLASSINFO

3. From student view, click “Login.”

The screenshot displays the University of Minnesota ClassInfo interface. At the top, the University of Minnesota logo and name are visible, along with the tagline "Driven to Discover". The navigation bar includes "One Stop" and "MyU" links, a search bar, and buttons for "Login", "Disclaimer", "Help", and "Search". A red arrow points to the "Login" button. Below the navigation bar, the course title "Fall 2015 | PA 4961W Section 002: Leadership for Global Citizenship" is shown. The main content area is divided into two columns. The left column lists course details: Instructors (Linnette Werner, Jessica Chung), Class Component (Lecture), Credits (3 Credits), Grading Basis (A-F only), Prerequisites (3971 or EdPA 3402 or OLPD 3306), Instructor Consent (No Special Consent Required), Instruction Mode (In Person Term Based), Meets With (OLPD 4303W Section 002), and Times and Locations (001 Regular Academic Session). The right column contains the Course Catalog Description and Class Description. A yellow box in the center of the page reads: "THIS IS A STUDENT VIEW. TO SEE INSTRUCTOR VIEW AND TO EDIT, CLICK 'LOGIN'". A vertical "Schedule Viewer" button is located on the right side of the page.

- Click “Edit” on the fields you want to add or revise. Click “Save” or “Cancel” to try again.

UNIVERSITY OF MINNESOTA
Driven to Discover™

One Stop MyU For Students, Faculty, and Staff


ClassInfo Student View Help Search

Hello maron008, welcome to ClassInfo!


Fall 2014 | PA 4101 Section 001: Nonprofit Management and Governance (17988)

Faculty Center URL:
<http://classinfo.umn.edu/?rojas004+PA4101+Fall2014>

Instructors:
[Allison Rojas](#)
[Mary Maronde \(Proxy\)](#)

Class Description  Edit

Enter information here.

Grading  Edit

Enter information here.

Exam Format HTML allowed. Save Cancel

ENTER OR REVISE INFO

Class Time Edit

Enter information here.

Workload Edit

- On the “Syllabus” line, click upload to include a syllabus or other document. Students tell us even a draft syllabus or list of learning objectives is helpful.
- Finished? Return to the student view by clicking “Student View” or close the window.

GUIDE to the CATEGORIES in CLASSINFO:

Grading: Use this field to describe what makes up the final grade. For example: Class Participation 10%, Written Reports 40%, Group Presentation 30%, Final Exam 20%.

Exam Format: Use this field to describe exams. For example: multiple choice, essays.

Class Time: Describe how class time is allocated over the semester. For example: Lecture 40%, Small Group Work 30%, Guest Lecturer 20%, Video 10%.

Workload: Describe overall course workload. For example: 60 pages of reading weekly, 3 Memos, 12 Discussion Forums, 2 Small Group Projects, Midterm Exam, Final Exam.

HELPFUL HINTS:

Don't want data in the Grading, Exam Format, Class Time, or Workload categories?
Just leave them blank; students won't see categories if they're empty.

If bullets or other special formatting don't appear correctly,
try typing your data in a Google Document, then copy and paste into ClassInfo.