

How to Guide – Finding your Class Number



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Quick Reference Guide (QRG) to be used for training purposes

For Class Numbers

This guide will help you locate your Class Number.

[CONTINUE](#)



How to find your Class Number 1/2



To find your Class Number:

1. Visit the [UNDA Staff Portals](#) page and click on the **PeopleSoft** tile.
2. Click on the **Faculty Centre** tile.
3. Enter your **Staff ID** and **Password**.
4. Click on the **Faculty Centre** tile.



The Navigation is as follows
[Staff Portals](#) > PeopleSoft tile
> Faculty Centre > Faculty
Centre

- ITO Home
- 1** PeopleSoft
- PeopleSoft Upgrade
- Allocate
- eduroam
- myUNDA
- Think Print
- PortalGuard

PeopleSoft

Access

To access the system follow the links below and

- Our People Hub Employee and Man
- People & Culture **Access for People
- Finance **Access for Financ
- Student Management **Access for PSO, Management
- 2** Faculty Centre Access for Teaching

ORACLE® PeopleSoft

3

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode

Faculty Center

Class Roster

Grade Roster

Gradebook

4

How to find your Class Number 2/2



Once in the Faculty Centre:

1. Ensure you are in the **My Schedule** tab.
2. Go to the **Class** Column.
3. Your **Class Number** is the four numbers in brackets next to the Course Code (i.e., 1771).

The screenshot shows the Faculty Centre interface. At the top, there is a 'Faculty Centre' header with a search bar and navigation tabs: 'Schedule', 'Class Roster', 'Grade Roster', 'Gradebook', and 'Class Assignments'. A red circle with the number '1' highlights the 'Schedule' tab. Below the navigation is a 'My Schedule' section for '2022 Study Period 2 | Uni of Notre Dame Australia', with a 'Change Term' button and links for 'View Textbook Summary' and 'My Exam Schedule'. A 'Select display option' box contains radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A horizontal menu below contains icons for 'Icon Legend', 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main content area is titled 'My Teaching Schedule > 2022 Study Period 2 > Uni of Notre Dame Australia' and features a table with columns for 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. A red circle with the number '2' highlights the 'Class' column header. The table contains four rows of class information. A red circle with the number '3' highlights the course code '(1771)' in the second row. Below the table are buttons for 'View Weekly Teaching Schedule' and 'Go to top'. At the bottom, there is a section for 'My Exam Schedule > 2022 Study Period 2 > Uni of Notre Dame Australia' which states 'You have no final exams scheduled at this time.' and includes a 'Go to top' button.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ARTS 6005-1 (2306)	Special Project (Lecture)	1	TBA	TBA	Jul 25, 2022- Nov 20, 2022
ENGL 3000 (1771)	FictionsoftheSelf:LifeWrit'g (Lecture)	32	TBA	TBA	Jul 25, 2022- Nov 20, 2022
ENGL 3010-1 (1252)	Uses&Abuses of Literary Theory (Lecture)	26	TBA	TBA	Jul 25, 2022- Nov 20, 2022
ENGL 3010-1 (1772)	Uses&Abuses of Literary Theory (Lecture)	28	TBA	TBA	Jul 25, 2022- Nov 20, 2022

Got a question?



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Sessional, first point of contact, please refer to your relevant **Faculty Manager** or **Director**

- Faculty of Medicine, Nursing, Midwifery and Health: **Yvette Maloney**
- Faculty of Arts, Sciences, Law & Business: **Michelle Cosgrave**
- Faculty of Education, Philosophy & Theology: **Jan Dunphy**
- Director for Pathways: **Helen Rogers**

General Casual, first point of contact, please refer to **Bianca Petrovski**, Resource Manager

Second point of contact will be **P&C** email them on p&c@nd.edu.au