

## Instructions for Copying a Student's Schedule into an Email

Step 1: Register students in INB or skip step 1 if student is already registered.  
Recommend registering all the students in INB first and not bounce back and forth from INB to SSB.

Step 2: Once the students are registered, the chair should open the SSB portal and get themselves into the Faculty Services tab by whatever method they are best with.  
Recommend inputting the first student into the box on the portal where one can get the student's transcript and then selecting the faculty services tabs on the screen that appears.

Step 3: Select the Student Information option from that listed links.

Step 4: Select the Concise Student Schedule link from the list that appears. This will bring up a screen that shows the student's schedule with times and professors.

Step 5: Right click on this screen and then clicks on Select All. The whole screen will be highlighted.  
Right click again and this time select the copy option.

Step 6: Switch screens to your email. Right click in the body of your email and paste the schedule. It will appear in the readable format displayed below. The student's email address can be found on the report.

Personal Information
Faculty Services

Search Search
Top of Form
RETURN TO MENU SITE MAP HELP

Bottom of Form
[REDACTED]

### Concise Student Schedule

Fall 2014  
Mar 19, 2014 09:02 am

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Information for [REDACTED]

<b>Classification:</b>	Freshman
<b>Level:</b>	Undergraduate
<b>College:</b>	College of Arts & Sciences
<b>Major and Department:</b>	Mathematics, Mathematics College of Arts & Sciences
<b>Major Concentration:</b>	Math/Secondary Education Conc

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
92381	CMST 111 7	GE: Speech Communication	Main Campus (200 Prospect St)	3.000	U	Aug 25, 2014	Dec 12, 2014	TR	12:30 pm - 1:45 pm	Monroe Hall 116	Yan

91929	HIST 142 2	GE: 19th Century United States	Main Campus (200 Prospect St)	3.000	U	Aug 25, 2014	Dec 12, 2014	TR	11:00 am - 12:15 pm	Stroud Hall 113	Gray
92005	MATH 140 5	GE: Calculus I	Main Campus (200 Prospect St)	4.000	U	Aug 25, 2014	Dec 12, 2014	R	9:30 am - 10:45 am	Science & Technology Center 147	TBA
						Aug 25, 2014	Dec 12, 2014	MWF	10:00 am - 10:50 am	Science & Technology Center 147	Keiter
92226	PSED 150 3	Introduction to Teaching All Students	Main Campus (200 Prospect St)	6.000	U	Aug 25, 2014	Dec 12, 2014	MWF	12:00 pm - 1:50 pm	Stroud Hall 212	To Be Determined
			<b>Total</b>	<b>16.000</b>							
			<b>Credits:</b>								