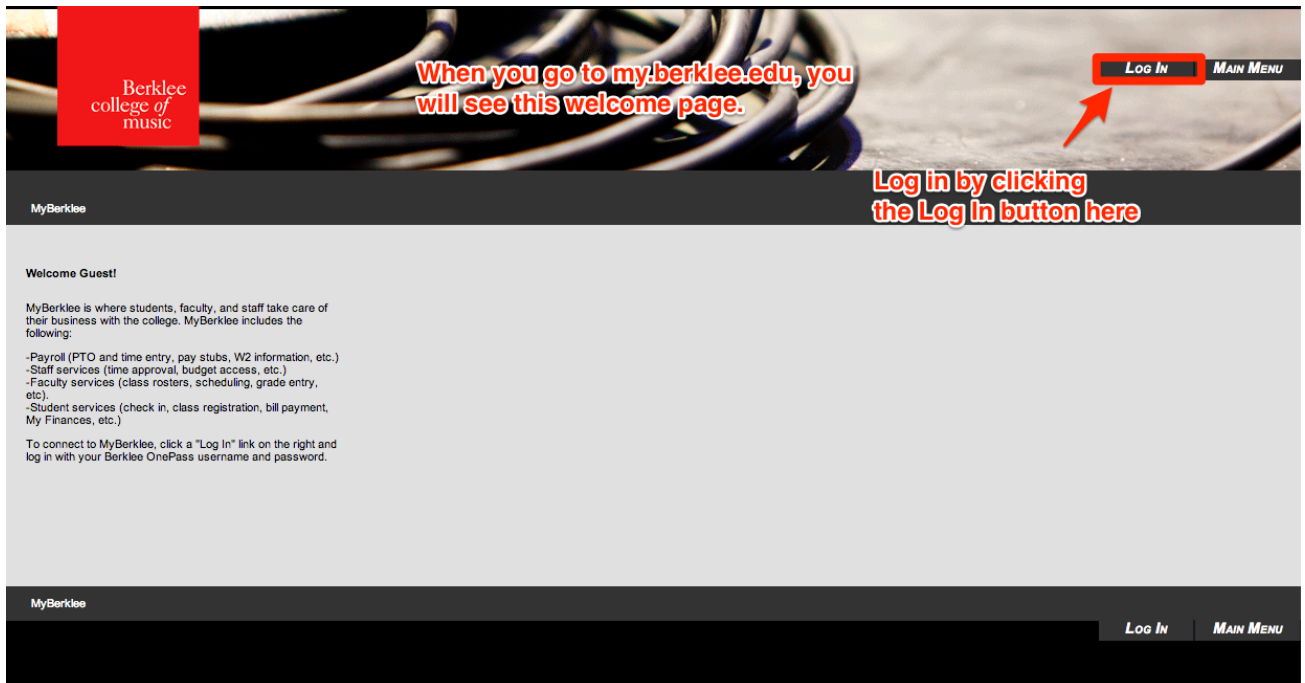


August 8, 2017

## Instructions for Online Class Lists

Your class lists are available well before the first week of classes. As each registration period begins, you can review your class lists to see the students that are registering in them.

To access your 2017FA class lists, please follow these simple steps:



The image shows a screenshot of the MyBerklee website. At the top left is the Berklee College of Music logo. The main content area has a light gray background. In the top right corner, there are two links: "LOG IN" and "MAIN MENU". A red arrow points to the "LOG IN" link. A red text box with a white border contains the text: "When you go to my.berklee.edu, you will see this welcome page." Below this, another red text box with a white border says: "Log in by clicking the Log In button here". The "MyBerklee" logo is visible in the top left and bottom left corners of the page. The "LOG IN" and "MAIN MENU" links are also visible in the bottom right corner.

**When you go to my.berklee.edu, you will see this welcome page.**

**Log in by clicking the Log In button here**

**LOG IN** **MAIN MENU**

MyBerklee

MyBerklee

**Welcome Guest!**

MyBerklee is where students, faculty, and staff take care of their business with the college. MyBerklee includes the following:

- Payroll (PTO and time entry, pay stubs, W2 information, etc.)
- Staff services (time approval, budget access, etc.)
- Faculty services (class rosters, scheduling, grade entry, etc.)
- Student services (check in, class registration, bill payment, My Finances, etc.)

To connect to MyBerklee, click a "Log In" link on the right and log in with your Berklee OnePass username and password.

MyBerklee

**LOG IN** **MAIN MENU**

Berklee college of music

Log Out MAIN MENU

berklee.edu

MyTestBerklee

Welcome [Name]

MyTestBerklee is where enrolled students, faculty, and staff take care of their business with the college. My Test Berklee includes the following:

- Payroll (PTO and time entry, pay stubs, W2 information, etc.)
- Staff services (time approval, budget access, etc.)
- Faculty services (class rosters, scheduling, grade entry, etc.)
- Student services (check in, class registration, bill payment, My Finances, etc.)

To connect to MyBerklee, click a "Log In" link on the right and log in with your Berklee OnePass username and password.

Berklee 'colitas' Colleague Application Environment

Log Out MAIN MENU

Click on the Faculty option

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Log Out MAIN MENU FACULTY MENU

FACULTY - FACULTY MENU

Welcome [Name]

**Personal Profile**

- [My Pay Stubs](#)
- [My Stipends](#)
- [Total Compensation](#)
- [W-2 Electronic Consent](#)
- [W-2 Statements](#)

**Faculty Information**

- [Grading](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Class Roster](#)
- [Browse Classes](#)

**Budgeting**

- [My Budget](#)

**Time Entry and Approval**

- [Approve Time](#)
- [My PTO Information](#)
- [My Time/PTO Entry](#)
- [My Time history](#)
- [Employee history \(for supervisors\)](#)

**Class Cancellation**

- [Cancel/d Classes List](#)
- [Class Cancellation](#)
- [Class Cancellation by Designee](#)

Log Out MAIN MENU FACULTY MENU

Click on the link called "Class Roster"

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LOG OUT MAIN MENU FACULTY MENU HELP

FACULTY

Welcome [ ]

**Choose your term using the "Select a Term" drop down menu. Then click "Submit"**

**Class Roster**

\* = Required

Select a Term\*  2012 Spring Term  
 2012 Summer Term  
 2012 Fall Term  
 2012 Summer Perf. Program

LOG OUT MAIN MENU FACULTY MENU HELP

Berklee college of music

LOG OUT MAIN MENU FACULTY MENU HELP

FACULTY

Welcome [ ]

**Choose the class you want to view by clicking the bubble next to it**

**Class Roster**

Choose One	Course Name and Title	Bldg	Room	Start Time	End Time	Days of Week
<input checked="" type="radio"/>	Hard Rock/Metal Lab					F
<input type="radio"/>	Department Meeting - Guitar					W
<input type="radio"/>						

**Then Click Submit**

LOG OUT MAIN MENU FACULTY MENU HELP

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LOG OUT MAIN MENU FACULTY MENU HELP

FACULTY

Welcome [ ]

**The class list will look something like this**

**Class Roster**

Course Name and Title	Instructors	Building	Room	Times	Days	Email Class
Hard Rock/Metal Lab						

Student	ID	Sem. Level	Program	Instrument	2nd Instrument	Ratings	Email Address	Mailbox	Date Added	Date Checked In
				GUI					09/14/2012	09/02/2012
				GUI					04/09/2012	09/04/2012
				GUI					09/04/2012	09/04/2012
				GUI					04/09/2012	09/07/2012
				GUI					04/11/2012	09/05/2012
				GUI					09/13/2012	09/02/2012
				GUI					04/09/2012	09/02/2012

Click the submit button to return to your course listing.  
 The instrument field still displays the student's principal instrument. Enhancements to this for ensemble rosters are in progress.

**Always click submit to go back to the list of your classes. Do not use the back/forward buttons on your browser**

LOG OUT MAIN MENU FACULTY MENU HELP