

Faculty Quick Guide

Home Page

When you login to TRACS this will be the first screen that you see.

The screenshot shows the TRACS Home Page. At the top is a search bar with the text "Search TRACS | Enter Name, Stakeholder ID, Employee ID, Student ID, Email, Computing ID, Course Term & Number (e.g. 1141 360)" and a "Search" button. Below the search bar is a welcome message: "Hello TestFac B Faculty, Welcome to TRACS, the Faculty of Health Sciences' Teaching, Research and Collaboration System." Underneath the welcome message are two buttons: "View Your Own Profile" and "View Your Teaching Pattern". To the right of the welcome message is a red number "1". Below the welcome message is a "System Overview" section. The "System Overview" section contains text about the FHS TRACS system and lists the TRACS Development Team, including the Steering Committee and the Development Team. To the right of the "System Overview" section is a red number "2". Below the "System Overview" section is a "Tools" section with a link to "Faculty & Staff Contacts List". Below the "Tools" section is a "Help" section with a link to "User Documentation" and the text "To report issues or for further assistance, please email: fhs-help@sfu.ca". To the right of the "Help" section is a red number "3".

1. As a faculty member you will have two choices under your name, view your own profile or view your teaching pattern. (see example screen shot at the bottom of this document)
2. To the right of this screen is the tools where you can view a contact list for faculty and staff.
3. Below that is the "Help" section for TRACS where you can view the instructions for the different pages in TRACS.

Personal Information

This is what you will be taken to when you click on 'View your own Profile'.

From here you can view and update your contact information.

Faculty, Test B Profile Page

📄 Contact Information

Phone Numbers

No Phone Information

[+ Add a Phone Number](#)

Office

Delete	Edit	Primary Location	Status	Term	Room Number	Phone Number	Campus
			Active	0	BLU 1234	-	BURNABY

[+ Add an Office](#)

Email Addresses

No Email Information

[+ Add a Email Address](#)

Addresses

No Address Information

[+ Add an Address](#)

☰ Future Teaching Assignments

☰ Teaching History

View your future teaching assignments and view your teaching history.

When you click on the teaching history you will see information similar to the example below.

Current Term				
Term	Course	Position	Co	
Spring 2016	HSCI 304-3 C100 Perspectives on Environmental Health	Instructor	Act	
Spring 2016	HSCI 471-3 D100 ST-Exposure Assess & Analysis	Instructor	Act	
Spring 2016	HSCI 846-3 G100 Environmental Health Exposure Assessment and Analysis	Instructor	Act	

Past Terms				
Term	Course	Position	Co	
Fall 2015	HSCI 304-3 D100 Perspectives on Environmental Health	Instructor	Act	
Spring 2015	HSCI 304-3 D100 Perspectives on Environmental Health	Instructor	Act	
Spring 2015	HSCI 471/850-3 D100 ST-Air Pollution & Human Health	Instructor	Act	
Spring 2015	HSCI 850/471-3 G100 Air Pollution and Human Health	Instructor	Act	

When you see the history you may click on one of the courses and will see all the details of that course such as the example below.

HSCI 304-3 D100 Perspectives on Environmental Health

- Course Information	
Offered ID	90
Course ID	33
Title	Perspectives on Environmental Health
Unit	3
Status	Active
Instructor	Allen, Ryan (Ryan)
Term	1157 - Fall 2015
Location	BBY
Type	Internal
Program	Undergraduate Program
Email Group	hsci304-d100@sfu.ca
Enrollment Allowed	250
Combined Sections	None
FTE	0%
Value	1
Class Type	LEC
Section	D100
Session	REG
Level	300
Area	None Assigned / Not Applicable
Actual Enrollment	162

- Course Outline
View Course Outline

- Activity Logs
Data Record Created: Dec 31st, 1969
No Activity Recorded

Teaching Pattern

Below is an example of what a teaching pattern looks like. You can adjust the view to show a range of terms or just one term.

Home | Teaching Pattern for Test B Faculty

TTR Detail

Test B Faculty
 Professor, Undergraduate Program
 Initial hire date: 2003-05-01 | Tenure date: - | Promotion date: -

From: Summer 2014 to Summer 2019

Summer 2014	Fall 2014	Spring 2015	Summer 2015	Fall 2015	Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019
Research	HSCI 100	HSCI 100	Research	HSCI 100	HSCI 100	Research	HSCI 100							
R	T	T	R	T	T	R	T	T						