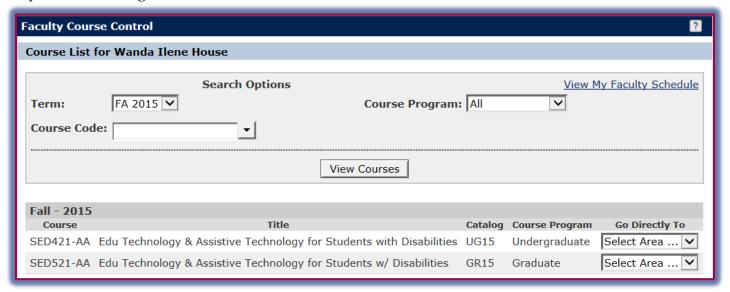
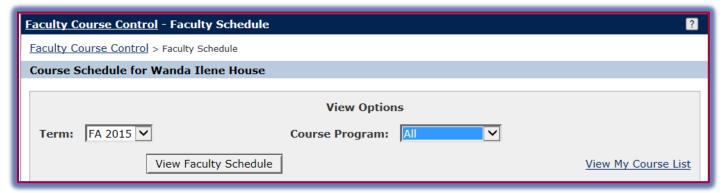
Advisor Tools-View Faculty Schedule

This option will allow faculty members to view information about a course they are teaching such as the time, day, dates, room assignment, and the number of students registered for the course.

- † Click **My Courses** in the **Faculty Tools** category under **My Tools**.
- The **Course List** window will display (see illustration below). This window lists all the courses you are teaching for the semester.



- To change the semester for which the courses are listed, click the **Term** list arrow.
- \$\P\$ Select the program from the **Program** list. The options are **All**, **Graduate**, or **Undergraduate**.
- † Click the **View My Faculty Schedule** button
- The **Course Schedule** window will display (see illustration below).



- All the courses for the specified semester will display along with the days and times of the courses.
- † Click the **View My Course List** link to return to the **Course List** window.