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.

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).

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.