

Using View My Schedule in the Faculty Center

1. In the Faculty Center, click the **My Schedule** tab to display your schedule.

[My Schedule](#)

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

Faculty Center

My Schedule

Fall 2008 | CU Boulder [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2008 > CU Boulder						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
ANTH 2070-001 (10407)	Bones Bodies Disease (Lecture)	1	MoWe 10:00AM - 10:50AM	TBA	Aug 25, 2008- Dec 18, 2008	
ANTH 2070-641 (10011)	Bones Bodies Disease (Lecture)	4	MoWe 7:00PM - 7:50PM	TBA	Jul 14, 2008- Jul 13, 2009	

[View Weekly Teaching Schedule](#) [Go to top](#)

Figure 1 - My Schedule page

Note: To view your schedule for a different term, click the **Change Term** button.

[change term](#)

2. You can view more information for a specific class, such as meeting information, class availability, and the class description, by clicking the link for the class. This will take you to the **Class Details** page.
3. To view your weekly schedule, click the **View Weekly Teaching Schedule** link. This will display the **View My Weekly Schedule** page.

[View Weekly Teaching Schedule](#)

The **View My Weekly Schedule** page displays your weekly teaching and exam schedule in a grid format.

Faculty Center
Advisor Center
Search
Learning Management

my schedule
class roster
grade roster

Faculty Center

View My Weekly Schedule

[View FERPA Statement](#)

<< previous week
Week of 8/25/2008 - 8/31/2008
next week >>

Show Week of

Start Time

End Time

refresh calendar

Time	Monday Aug 25	Tuesday Aug 26	Wednesday Aug 27	Thursday Aug 28	Friday Aug 29	Saturday Aug 30	Sunday Aug 31
8:00AM							
9:00AM							
10:00AM	ANTH 2070 - 001 Lecture 10:00AM - 10:50AM		ANTH 2070 - 001 Lecture 10:00AM - 10:50AM				
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Figure 2 - View My Weekly Schedule page

4. To view classes that extend beyond 6:00PM, use the **End Time** field to indicate the end time of your last class.
5. After updating the fields on the **View My Schedule** page, click the **Refresh Calendar** button to display the new selection.

