

Viewing My Teaching Schedule

Concept

This topic reviews the teaching schedule that appears in the Faculty Center.

My Teaching Schedule displays the classes that you are currently teaching. The current semester's classes are displayed when the Faculty Center is accessed; however, the **Change Term** button provides the ability to look at an upcoming or previous semester. The teaching schedule can be viewed at the semester level and at the weekly level.

Basic information shown for each class includes:

- Course identification
- Class number
- Class title
- Days/Times the class is offered
- Assigned room for the class
- The beginning and end dates for the class
- The number of students enrolled

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

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Student Information System Process Document

Viewing My Teaching Schedule



Step	Action
1.	The Faculty Center appears on the default tab, called My Schedule. my schedule
2.	Your teaching schedule for the most current term is listed in the center of the screen in the table called My Teaching Schedule .
3.	To look at a week-by-week teaching schedule, click the View Weekly Teaching Schedule link. View Weekly Teaching Schedule
4.	To look at your schedule from a past or future term (if available), click the Change Term button. change term

The Teaching Schedule on the Faculty Center homepage defaults to the current semester. In order to look at the enrollment for classes of a past or upcoming term, click the Change Term button to select a term from a list of all terms in which you have taught. Click the radio button to the left of a term and click the Continue button to see your teaching schedule from that semester. To return to the current term, click on the Change Term button again and select the current term. Select Term CONTINUE Select a term then click Continue Institution Term Spring 2007 Case Western Reserve Univ ○ Fall 2006 Case Western Reserve Univ CONTINUE

Step	Action
5.	If a class has enrollment, the Class Roster icon will appear to its left in the schedule. Click on the icon to see a list of students enrolled in the class.
	Please note : The icons that appear above the teaching schedule are not active; they serve only as a legend to the icons that may appear on the teaching schedule.



Student Information System Process Document

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Viewing My Teaching Schedule

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Step	Action
6.	A list of all students currently enrolled in the class appears. For more information on the Class Roster, please see the document called Class Roster .
	To see the roster for a different class, click the Change Class button to be returned to the My Schedule tab.
7.	The My Schedule tab also displays your classes' final exam schedule. Click the My Exam Schedule link to be taken to the bottom of the screen, or scroll to the bottom of the screen manually.

Student Information System Process Document



Viewing My Teaching Schedule

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Step	Action
8.	The exam schedule displays only the classes that are scheduled to have a final exam with their exam days and times.
9.	This completes the demonstration of the teaching schedule in the SIS Faculty Center. End of Procedure.