

Table of Contents

View My Weekly Teaching Schedule.....	1
To print the Weekly Teaching Schedule.....	5



Navigation: Faculty Center

View My Weekly Teaching Schedule

Screen Page

Action(s) to be taken

The screenshot shows the Faculty Center interface. At the top, there are four navigation tabs: 'faculty center', 'class search', 'browse catalog', and 'faculty search'. The 'faculty center' tab is highlighted with a green circle. Below the tabs, there are links for 'My Exam Schedule', 'View My Advisees', and 'View Personal Data Summary'. The current term is 'Fall 2008 | Coppin State University', and a 'change term' button is highlighted with a red circle. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A row of icons for 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management' is visible. The main content is a table titled 'My Teaching Schedule > Fall 2008 > Coppin State University'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Two classes are listed: ECON 201-401 (10022) and MNSC 322-101 (10064). At the bottom, there are links for 'View Weekly Teaching Schedule' and 'Go to top'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ECON 201-401 (10022)	INTRO TO ECONOMICS (Lecture)	19	TBA	TBA	Sep 2, 2008- Dec 15, 2008
			TBA	TBA	Sep 2, 2008- Dec 15, 2008
MNSC 322-101 (10064)	MANAGERIAL STATISTICS (Lecture)	25	Tu 5:20PM - 7:50PM	GRACE HILL JACOBS RM 220	Sep 2, 2008- Dec 15, 2008
			Tu 5:20PM - 7:50PM	GRACE HILL JACOBS RM 220	Sep 2, 2008- Dec 15, 2008

1. Click the **Faculty Center** tab
2. Click **change term** to select a different term

Note: If the current term is acceptable, proceed to step #5



Screen Page

Action(s) to be taken

Select Term

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> Fall 2008	Coppin State University
<input type="radio"/> Spring 2004	Coppin State University
<input type="radio"/> Fall 2003	Coppin State University
<input type="radio"/> Spring 2003	Coppin State University
<input type="radio"/> Fall 2002	Coppin State University

Faculty Center [Class Search](#) [Browse Catalog](#) [Faculty Search](#)

3. Select the Term for which you wish to view your teaching schedule by pressing on the radio button beside the term in the listing.
4. Click



Screen Page

Action(s) to be taken

Delores Reaves

faculty center class search browse catalog faculty search

Faculty Center

My Exam Schedule
View My Advisees
View Personal Data Summary

Fall 2008 | Coppin State University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

[Class Roster](#) [Gradebook](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > Fall 2008 > Coppin State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ECON 201-401 (10022)	INTRO TO ECONOMICS (Lecture)	19	TBA	TBA	Sep 2, 2008- Dec 15, 2008
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[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2008 > Coppin State University

You have no final exams scheduled at this time. [Go to top](#)

Faculty Center [Class Search](#) [Browse Catalog](#) [Faculty Search](#)

5. Scroll down towards the bottom of the page under the **My Teaching Schedule** area, click [View Weekly Teaching Schedule](#) to view your weekly schedule in grid format.



Screen Page

Action(s) to be taken

The screenshot shows the Faculty Center interface. At the top, there are four navigation tabs: "faculty center", "class search", "browse catalog", and "faculty search". The "faculty center" tab is highlighted with a red circle. Below the tabs, the page title is "Faculty Center" and the sub-header is "View My Weekly Schedule".

The main content area displays a weekly schedule for the week of 9/1/2008 - 9/7/2008. At the top of this section, there are two green buttons: "<< previous week" and "next week >>", both highlighted with red circles. Below these buttons, there is a "Show Week of" dropdown set to "09/01/2008", "Start Time" set to "8:00AM", "End Time" set to "6:00PM", and a "refresh calendar" button.

Time	Monday Sep 1	Tuesday Sep 2	Wednesday Sep 3	Thursday Sep 4	Friday Sep 5	Saturday Sep 6	Sunday Sep 7
8:00AM							
8:30AM							
9:00AM					SOWK 390 - 001 Lecture 9:00AM - 11:30AM Health & Human Services 201		
9:30AM					SOWK 390 - 001 9:00AM - 11:30AM		
10:00AM					SOWK 390 - 001 9:00AM - 11:30AM		
10:30AM					SOWK 390 - 001 9:00AM - 11:30AM		
11:00AM					SOWK 390 - 001 9:00AM - 11:30AM		
11:30AM							
12:00PM							
12:30PM							
1:00PM							
1:30PM							

Below the schedule grid, there is a section titled "Meeting Information not available:" with a table:

Class	Course Title	Start Date	End Date
ECON 201 - 401 (Lecture)	INTRO TO ECONOMICS	09/02/2008	12/15/2008

At the bottom, there is a "Display Options" section with several checkboxes:

- Show AM/PM
- Show Class Title
- Show Instructor Role
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

A "refresh calendar" button is also present in the Display Options section. At the very bottom, there is a link: "Return to Faculty Center".

6. Adjust weeks of calendar by clicking on **<< previous week** or **next week >>**.

- Display options appear at the bottom of the page. If you change the display options, click **refresh calendar** to update the grid.

7. Click the **Faculty Center** tab at the top of the page or click the [Return to Faculty Center](#) link at the bottom of the page to continue with other functions.

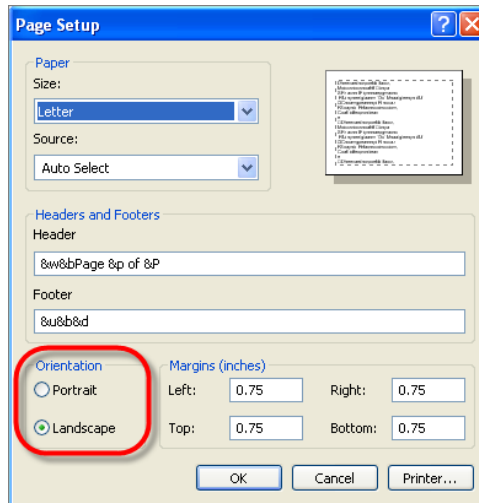
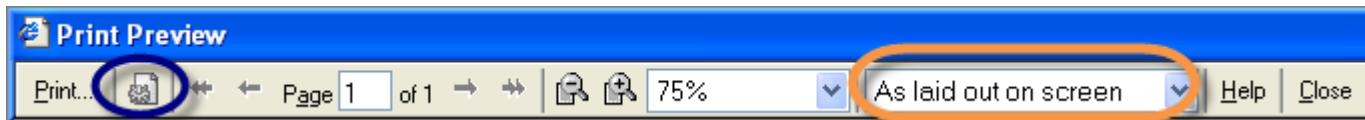


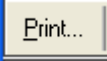
Screen Page

Action(s) to be taken

To print the Weekly Teaching Schedule

1. Click **F**ile
2. Click **P**rint Preview
3. Click the **P**age Setup button [2nd button from left]



4. At the Page Setup page, under the heading, **O**rientation, click **L**andscape
5. Click **O**k
6. At the Print Preview toolbar, in the window that reads: **A**s laid out on screen, click the drop down arrow and select, **O**nly the Selected Frame
7. Click 
8. Click **C**lose

