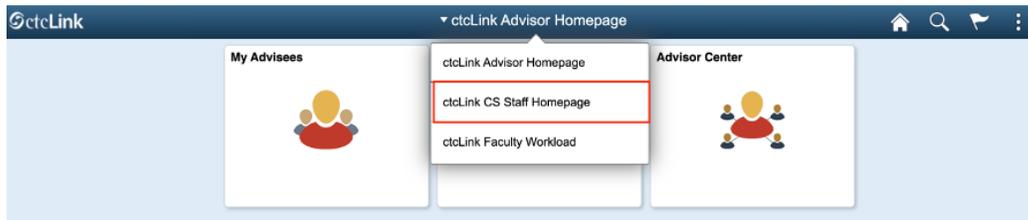# How to View Teaching Schedule

This guide will show you how to view your teaching schedule. Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames or passwords.
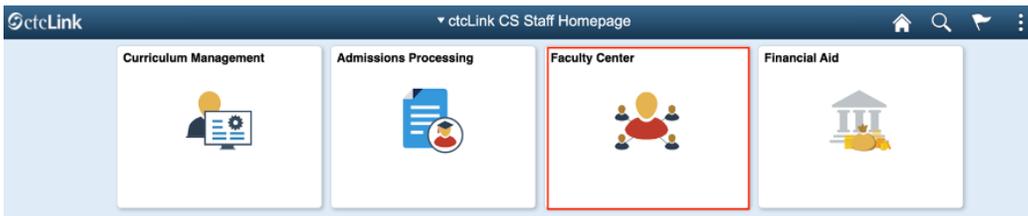
Directions

My Schedule will display your class schedule for the current term. In this display, you are able to view a different term's schedule, view a different display option, view your class roster and view your grade roster when available. If needed, change the term to the appropriate term for grading.

1. If you are not already on the **CS Staff Homepage**, use the drop-down menu to navigate there.

2. Click the **Faculty Center** tile.

3. The **My Schedule** page will display.

4. In the **Select display option** box, click **Show Enrolled Classes Only** to see only those classes that currently have enrollments or **Show All Classes** to see all courses assigned to you.
5. Click the **View Weekly Teaching Schedule** button to view in calendar mode.

6. The **View My Weekly Schedule** page will display. You can use the **Previous Week** or **Next Week** buttons to view other weeks. Or, enter dates in the **Show Week of** field and click the **Refresh Calendar** button.

7. In the **Display Options** section at the bottom, choose any options you prefer and click the **Refresh Calendar** button.
8. To print, click the **Printer Friendly Page** link.
9. To exit from calendar view, click the **Return to Faculty Center** link.

10. To view a different term, click the **Change Term** button.

11. Select another term and click the **Continue** button.