



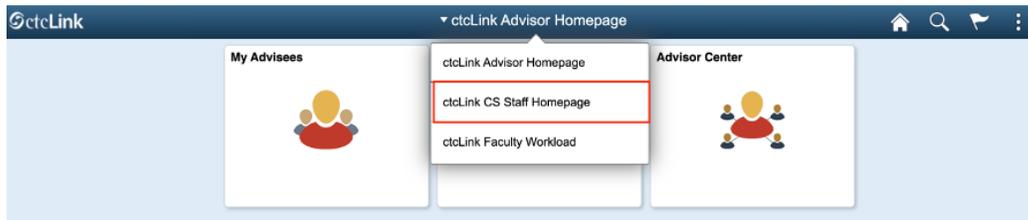
## How to View Teaching Schedule

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.

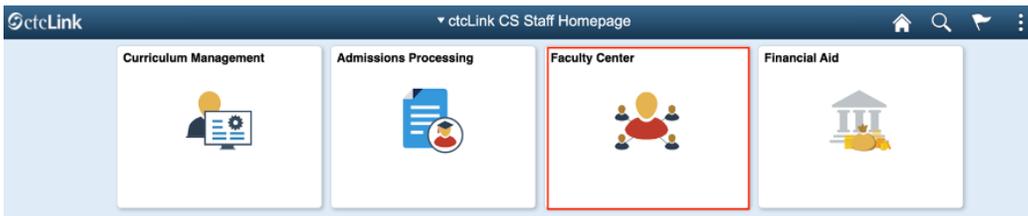
### Directions

**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.

**My Schedule**

FALL 2020 | Highline College Change Term View Textbook Summary  
My Exam Schedule

Select display option  
 Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > FALL 2020 > Highline College

My Teaching Schedule > FALL 2020 > Highline College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUSN 135-1 (19365)	Business Mathematics (Lecture)	28	TBA	TBA	Sep 28, 2020- Dec 18, 2020

- 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.
- Click the **View Weekly Teaching Schedule** button to view in calendar mode.

Faculty Center

My Schedule

FALL 2020 | Highline College

Change Term

View Textbook Summary  
My Exam Schedule

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > FALL 2020 > Highline College

My Teaching Schedule > FALL 2020 > Highline College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUSN 135-1 (19365)	Business Mathematics (Lecture)	28	TBA	TBA	Sep 28, 2020- Dec 18, 2020
BUSN 135-2 (40928)	Business Mathematics (Lecture)	5	MoWe 12:15PM - 1:20PM	TBA	Sep 28, 2020- Dec 18, 2020

View Weekly Teaching Schedule

Go to top

- 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.

Faculty Center

View My Weekly Schedule

View FERPA Statement

<< Previous Week

Week of 9/28/2020 - 10/4/2020

Next Week >>

Show Week of 09/28/2020 Start Time 8:00AM End Time 6:00PM Refresh Calendar

Time	Monday Sep 28	Tuesday Sep 29	Wednesday Sep 30	Thursday Oct 1	Friday Oct 2	Saturday Oct 3	Sunday Oct 4
8:00AM							
9:00AM							
10:00AM							

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.

ctcLink CS Staff Homepage
Faculty Center

Faculty Center

**My Schedule**

Class Roster

Grade Roster

Contract Info

Search

Faculty Center

**View My Weekly Schedule** [View FERPA Statement](#)

<< Previous Week
Week of 9/28/2020 - 10/4/2020
Next Week >>

Show Week of 
 Start Time 
 End Time 
Refresh Calendar

Time	Monday Sep 28	Tuesday Sep 29	Wednesday Sep 30	Thursday Oct 1	Friday Oct 2	Saturday Oct 3	Sunday Oct 4
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM	BUSN 135 - 2		BUSN 135 - 2				
1:00PM	Lecture 12:15PM - 1:20PM		Lecture 12:15PM - 1:20PM				
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

**Meeting Information not available**

Class	Course Title	Start Date	End Date
BUSN 135 - 1 (Lecture)	Business Mathematics	09/28/2020	12/18/2020
BUSN 135 - 3 (Lecture)	Business Mathematics	09/28/2020	12/18/2020
BUSN 135 - 4 (Lecture)	Business Mathematics	09/28/2020	12/18/2020
BUSN 210 - 1 (Lecture)	Statistical Analysis	09/28/2020	12/18/2020
BUSN 218 - 1 (Lecture)	Spreadsheet Construction	09/28/2020	12/18/2020

**Display Options**

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

Return to Faculty Center
Printer Friendly Page

Multiple display options

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

The screenshot shows the 'Faculty Center' interface. The left sidebar contains 'Faculty Center', 'My Schedule' (highlighted), 'Class Roster', 'Grade Roster', and 'Contract Info'. The main content area is titled 'My Schedule' and shows 'FALL 2020 | Highline College'. A red box highlights the 'Change Term' button. Below it is a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. At the bottom, there is an 'Icon Legend' with icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. A breadcrumb trail at the bottom reads 'My Teaching Schedule > FALL 2020 > Highline College'.

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

The screenshot shows the 'Faculty Center' interface with the 'Select Term' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Select Term' and includes a 'View FERPA Statement' link. A red box highlights the 'Continue' button. Below the button is a table with the following data:

Select a term then select Continue.		
	Term	
<input checked="" type="radio"/>	WINTER 2021	Highline College
<input type="radio"/>	FALL 2020	Highline College
<input type="radio"/>	SUMMER 2020	Highline College
<input type="radio"/>	SPRING 2020	Highline College

A red arrow points to the 'WINTER 2021' radio button.

