How to View Teaching Schedule

This guide will show you how to view your teaching schedule. The Green River College IT Help Desk can help 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.