Quick Guide: View Teaching Schedule

Last update: 12 August 2014

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu.

2. You will get a popup window with more options.

3. Click on **Self Service**

4. Click on **Faculty Center**

5. Click on **My Schedule**

6. The **My Teaching Schedule** displays the current term.

   **Note:** In most cases, when you cannot view your schedule, then the department has not yet assigned you to a class or classes. Please contact your department administrator.

7. To display only classes with enrolled students, select the radio button that reads **Show Enrolled Classes Only**

8. To change term, click the **Change Term** button.
9. On the **Select Term** page, you can select the radio box to select the semester and institution you want to view

**Note:** If you have multiple institutions listed, each semester will be listed multiple times

10. Click **Continue**

11. To view details of an assigned class, click the **Class** link
12. The **Class Detail** page displays Class Details with Instruction Mode, Meeting Information, Enrollment Information, Class Availability, and Textbook/Other Materials Section.

**Note:** All information in CUNYfirst is updated in real time. During the enrollment period, numbers in the **Class Availability** section will vary as students enroll, drop, or swap classes.

13. Click the **Return to Faculty Center** link to return to **My Schedule**
14. To view your schedule in a calendar format, click the **View Weekly Teaching Schedule** link

![Image of My Teaching Schedule]

*Note: The default is for the first week of classes to display.

15. You MAY have to go through the following extra steps:
   a. Click the **Add** button
   b. On the following Page, click on Any of the row links

![Image of Weekly Schedule]

![Image of Search Results]
16. Select the **previous week** or **next week** buttons to browse through the calendar
17. Alternatively click on the calendar icon ( ) and select the week to view on the calendar
18. As needed, enter the **Start Time** and **End Time** for that week
19. Click the **refresh calendar** button for changes to take effect
20. Click on the **Printer Friendly Page** link to view a printable layout of the calendar

**Note:** Depending on your browser you can print the page by going to **File >> Print** or by clicking **Ctrl+ P** on your keyboard

21. Click on **Return to Faculty Center** to return to your **My Schedule** page