

Quick Guide: View Teaching Schedule

Last update: 12 August 2014

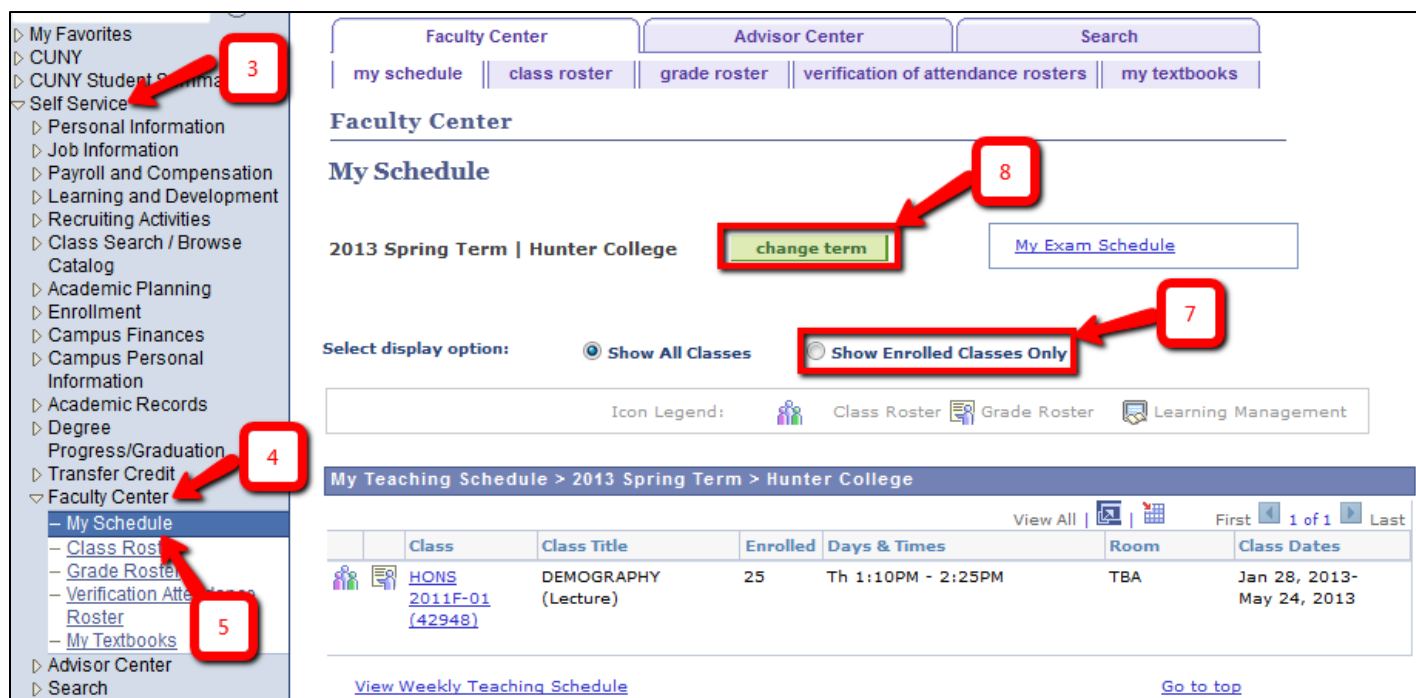
1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



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

A screenshot of the 'Faculty Center' 'My Schedule' page. The page is divided into several sections. On the left is a navigation menu with 'My Favorites', 'CUNY', 'CUNY Student Summary', 'Self Service', 'Personal Information', 'Job Information', 'Payroll and Compensation', 'Learning and Development', 'Recruiting Activities', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', and 'Faculty Center'. Under 'Faculty Center', 'My Schedule' is selected. The main content area has tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below the tabs are links for 'my schedule', 'class roster', 'grade roster', 'verification of attendance rosters', and 'my textbooks'. The 'Faculty Center' section is expanded to show 'My Schedule' for '2013 Spring Term | Hunter College'. There is a 'change term' button and a 'My Exam Schedule' button. Below this is a 'Select display option:' section with two radio buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below the radio buttons is an 'Icon Legend' section with icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The 'My Teaching Schedule > 2013 Spring Term > Hunter College' section contains a table with the following data:

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	HONS 2011F-01 (42948)	DEMOGRAPHY (Lecture)	25	Th 1:10PM - 2:25PM	TBA	Jan 28, 2013- May 24, 2013

At the bottom of the page, there are links for 'View Weekly Teaching Schedule' and 'Go to top'. Numbered callouts (3-8) point to specific elements: 3 points to 'Self Service' in the menu, 4 points to 'Faculty Center', 5 points to 'My Schedule', 6 points to 'My Teaching Schedule', 7 points to the 'Show Enrolled Classes Only' radio button, and 8 points to 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**

Term	Institution
<input checked="" type="radio"/> 2013 Spring Term	The Graduate Center
<input type="radio"/> 2013 Spring Term	Hunter College
<input type="radio"/> 2012 Fall Term	The Graduate Center
<input type="radio"/> 2012 Fall Term	Hunter College

11. To view details of an assigned class, click the **Class** link

2012 Fall Term | Hunter College [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2012 Fall Term > Hunter College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SOC 24000-02 (42761)	INTRO:RESEARCH MTHDS (Lecture)	29	Mo 9:45AM - 11:00AM	West Bldg 207	Aug 27, 2012- Dec 21, 2012
SOC 24000-04 (42767)	INTRO:RESEARCH MTHDS (Lecture)	28	Mo 5:35PM - 6:50PM	West Bldg 207	Aug 27, 2012- Dec 21, 2012

[View Weekly Teaching Schedule](#) [Go to top](#)

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**

Class Detail

SOC 24000 - 02 Introduction to Research Methods
 Hunter College | 2012 Fall Term | Lecture

[Return to Faculty Center](#)

Class Details			
Status	● Open	Career	Undergraduate
Class Number	42761	Dates	8/27/2012 - 12/21/2012
Session	Regular Academic Session	Grading	Undergraduate Letter Grades
Units	3 units	Location	Main - Hunter College
Instruction Mode	In Person	Campus	Hunter College
Class Components	Lecture Required		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Mo 9:45AM - 11:00AM	West Bldg 207	Manfred Kuechler, Michael Nisbett, Steven Giovino	08/27/2012 - 12/21/2012
Th 9:45AM - 11:00AM	West Bldg 207	Staff	08/27/2012 - 12/21/2012

Enrollment Information	
Enrollment Requirements	Prerequisite: SOC 10100.

Class Availability			
Class Capacity	30	Wait List Capacity	0
Enrollment Total	29	Wait List Total	0
Available Seats	1		

Description

"Discussion of various research techniques and strategies including the survey method, field research, experiments, and content analysis. Firsthand involvement in the collection of quantitative data."

Textbook/Other Materials			
Textbook Assignment Complete			
Book			
Status	Required	Social Research Counts, Author: Earl Babbie, Year Published: 2012, Price: 105.95 USD	
ISBN	1111833893		

14. To view your schedule in a calendar format, click the **View Weekly Teaching Schedule** link

My Teaching Schedule > 2012 Fall Term > Hunter College						
		View All		First 1-2 of 2 Last		
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
SOC 24000-02 (42761)	INTRO:RESEARCH MTHDS (Lecture)	29	Mo 9:45AM - 11:00AM	West Bldg 207	Aug 27, 2012- Dec 21, 2012	
SOC 24000-04 (42767)	INTRO:RESEARCH MTHDS (Lecture)	28	Mo 5:35PM - 6:50PM	West Bldg 207	Aug 27, 2012- Dec 21, 2012	

[View Weekly Teaching Schedule](#) [Go to top](#)

***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

Weekly Schedule

[Find an Existing Value](#) [Add a New Value](#)

[Add](#) ← 15a

[Find an Existing Value](#) | [Add a New Value](#)

Search Results

View All First 1 of 1 Last

ID	User ID	Start Date	Academic Institution	Term	Select
12169083	12169083	(blank)	(blank)	(blank)	(blank)

← 15b

[Find an Existing Value](#) | [Add a New Value](#)

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

Faculty Center

View My Weekly Schedule

<< previous week
Week of 4/29/2013 - 5/5/2013
next week >>

Show Week of 05/03/2013 📅 Start Time 10:00AM End Time 5:00PM refresh calendar

Time	Monday Apr 29	Tuesday Apr 30	Wednesday May 1	Thursday May 2	Friday May 3	Saturday May 4	Sunday May 5
10:00AM							
11:00AM							
12:00PM							
1:00PM				HONS 2011F - 01 Lecture 1:10PM - 2:25PM West Building 412			
2:00PM							
3:00PM							
4:00PM							
5:00PM							

▼ Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Sunday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday	refresh calendar

[Return to Faculty Center](#)
[Printer Friendly Page](#)