



**Campus Solutions: Faculty Center  
View Weekly Class Schedule**

**Last Revised: 3/19/2009**

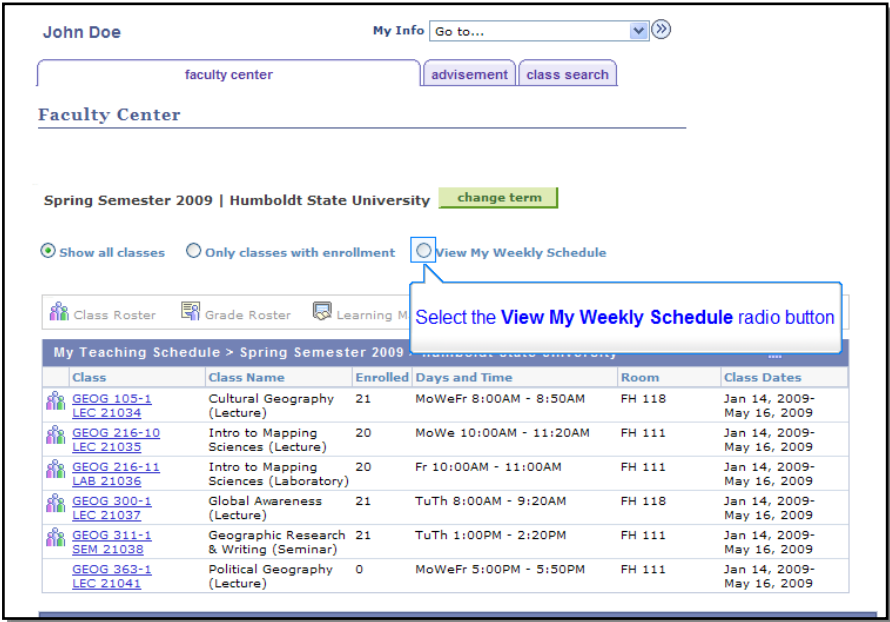

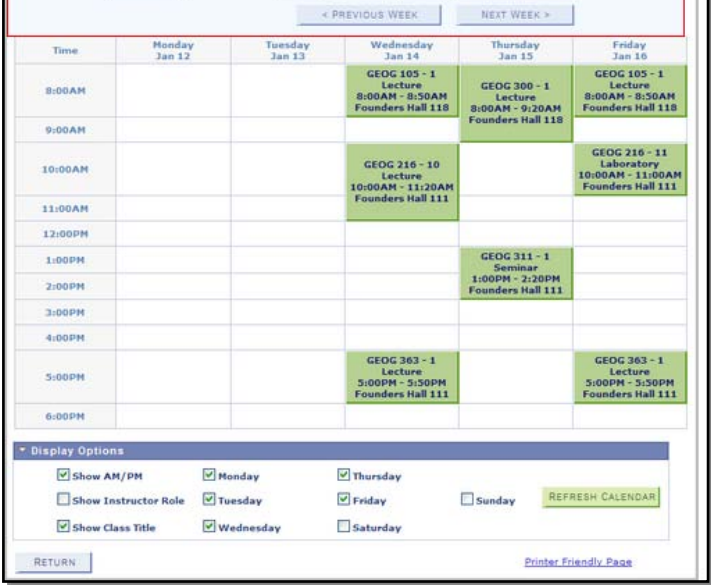
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## 1.0 View Weekly Class Schedule

### 1.1 View Weekly Class Schedule

Navigation: Login to your Faculty Center > Faculty Center Tab

Process Steps	Screen Shot																																																																								
<p>1. Select the View My Weekly Schedule radio button</p>	 <p>The screenshot shows the Faculty Center interface for John Doe. At the top, there are navigation links for 'faculty center', 'advisement', and 'class search'. Below this, the current term is 'Spring Semester 2009   Humboldt State University'. There are three radio buttons: 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule' (which is selected). Below the radio buttons are icons for 'Class Roster', 'Grade Roster', and 'Learning M...'. A table titled 'My Teaching Schedule &gt; Spring Semester 2009' lists several classes with columns for Class, Class Name, Enrolled, Days and Time, Room, and Class Dates.</p> <table border="1" data-bbox="500 867 1300 1094"> <thead> <tr> <th>Class</th> <th>Class Name</th> <th>Enrolled</th> <th>Days and Time</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td><a href="#">GEOG 105-1</a> <a href="#">LEC 21034</a></td> <td>Cultural Geography (Lecture)</td> <td>21</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>FH 118</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 216-10</a> <a href="#">LEC 21035</a></td> <td>Intro to Mapping Sciences (Lecture)</td> <td>20</td> <td>MoWe 10:00AM - 11:20AM</td> <td>FH 111</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 216-11</a> <a href="#">LAB 21036</a></td> <td>Intro to Mapping Sciences (Laboratory)</td> <td>20</td> <td>Fr 10:00AM - 11:00AM</td> <td>FH 111</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 300-1</a> <a href="#">LEC 21037</a></td> <td>Global Awareness (Lecture)</td> <td>21</td> <td>TuTh 8:00AM - 9:20AM</td> <td>FH 118</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 311-1</a> <a href="#">SEM 21038</a></td> <td>Geographic Research &amp; Writing (Seminar)</td> <td>21</td> <td>TuTh 1:00PM - 2:20PM</td> <td>FH 111</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 363-1</a> <a href="#">LEC 21041</a></td> <td>Political Geography (Lecture)</td> <td>0</td> <td>MoWeFr 5:00PM - 5:50PM</td> <td>FH 111</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> </tbody> </table>	Class	Class Name	Enrolled	Days and Time	Room	Class Dates	<a href="#">GEOG 105-1</a> <a href="#">LEC 21034</a>	Cultural Geography (Lecture)	21	MoWeFr 8:00AM - 8:50AM	FH 118	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 216-10</a> <a href="#">LEC 21035</a>	Intro to Mapping Sciences (Lecture)	20	MoWe 10:00AM - 11:20AM	FH 111	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 216-11</a> <a href="#">LAB 21036</a>	Intro to Mapping Sciences (Laboratory)	20	Fr 10:00AM - 11:00AM	FH 111	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 300-1</a> <a href="#">LEC 21037</a>	Global Awareness (Lecture)	21	TuTh 8:00AM - 9:20AM	FH 118	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 311-1</a> <a href="#">SEM 21038</a>	Geographic Research & Writing (Seminar)	21	TuTh 1:00PM - 2:20PM	FH 111	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 363-1</a> <a href="#">LEC 21041</a>	Political Geography (Lecture)	0	MoWeFr 5:00PM - 5:50PM	FH 111	Jan 14, 2009-May 16, 2009																														
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<p>2. Your weekly calendar displays your class schedule.</p>	 <p>The screenshot shows the 'View My Weekly Schedule' interface. It includes a 'Show Week of' dropdown set to '01/14/2009', 'Start Time' (8:00AM), and 'End Time' (6:00PM). There are 'PREVIOUS WEEK' and 'NEXT WEEK' buttons. Below is a grid with columns for days of the week (Monday Jan 12 to Friday Jan 16) and rows for time slots from 8:00AM to 6:00PM. Class entries are shown in green boxes within the grid.</p> <table border="1" data-bbox="467 1339 1141 1730"> <thead> <tr> <th>Time</th> <th>Monday Jan 12</th> <th>Tuesday Jan 13</th> <th>Wednesday Jan 14</th> <th>Thursday Jan 15</th> <th>Friday Jan 16</th> </tr> </thead> <tbody> <tr> <td>8:00AM</td> <td></td> <td></td> <td>GEOG 105 - 1 Lecture 8:00AM - 8:50AM Founders Hall 118</td> <td>GEOG 300 - 1 Lecture 8:00AM - 9:20AM Founders Hall 118</td> <td>GEOG 105 - 1 Lecture 8:00AM - 8:50AM Founders Hall 118</td> </tr> <tr> <td>9:00AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:00AM</td> <td></td> <td></td> <td>GEOG 216 - 10 Lecture 10:00AM - 11:20AM Founders Hall 111</td> <td></td> <td>GEOG 216 - 11 Laboratory 10:00AM - 11:00AM Founders Hall 111</td> </tr> <tr> <td>11:00AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1:00PM</td> <td></td> <td></td> <td></td> <td>GEOG 311 - 1 Seminar 1:00PM - 2:20PM Founders Hall 111</td> <td></td> </tr> <tr> <td>2:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5:00PM</td> <td></td> <td></td> <td>GEOG 363 - 1 Lecture 5:00PM - 5:50PM Founders Hall 111</td> <td></td> <td>GEOG 363 - 1 Lecture 5:00PM - 5:50PM Founders Hall 111</td> </tr> <tr> <td>6:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Time	Monday Jan 12	Tuesday Jan 13	Wednesday Jan 14	Thursday Jan 15	Friday Jan 16	8:00AM			GEOG 105 - 1 Lecture 8:00AM - 8:50AM Founders Hall 118	GEOG 300 - 1 Lecture 8:00AM - 9:20AM Founders Hall 118	GEOG 105 - 1 Lecture 8:00AM - 8:50AM Founders Hall 118	9:00AM						10:00AM			GEOG 216 - 10 Lecture 10:00AM - 11:20AM Founders Hall 111		GEOG 216 - 11 Laboratory 10:00AM - 11:00AM Founders Hall 111	11:00AM						12:00PM						1:00PM				GEOG 311 - 1 Seminar 1:00PM - 2:20PM Founders Hall 111		2:00PM						3:00PM						4:00PM						5:00PM			GEOG 363 - 1 Lecture 5:00PM - 5:50PM Founders Hall 111		GEOG 363 - 1 Lecture 5:00PM - 5:50PM Founders Hall 111	6:00PM					
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<p>3. You have the ability to navigate to weeks past and future by clicking on the "previous" and "next" buttons. You may also jump to a specific week by selecting a week from the calendar icon. To view these changes click "Refresh Calendar."</p>	 <p>The screenshot shows the 'Display Options' section at the bottom of the calendar view. It includes checkboxes for 'Show AM/PM', 'Show Instructor Role', and 'Show Class Title'. There are also checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A 'REFRESH CALENDAR' button is located to the right of the day checkboxes. A 'RETURN' button is at the bottom left, and a 'Printer Friendly Page' link is at the bottom right.</p>																																																																								

4. Under "Display options" you may:

- Show AM/PM
- Show Instructor
- Show Class Title
- Select the days of the week you would like to display

faculty center    [advisement](#)    [class search](#)

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**Faculty Center**

**View My Weekly Schedule**

Show Week of      Start Time     End Time    

Time	Monday Jan 12	Tuesday Jan 13	Wednesday Jan 14	Thursday Jan 15	Friday Jan 16
8:00AM			GEOG 105 - 1 Lecture 8:00AM - 9:50AM Founders Hall 118	GEOG 300 - 1 Lecture 8:00AM - 9:20AM Founders Hall 118	GEOG 105 - 1 Lecture 8:00AM - 8:50AM Founders Hall 118
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1:00PM				GEOG 311 - 1 Seminar 1:00PM - 2:20PM Founders Hall 111	
2:00PM					
3:00PM					
4:00PM					
5:00PM			GEOG 303 - 1 Lecture 5:00PM - 5:50PM Founders Hall 111		GEOG 303 - 1 Lecture 5:00PM - 5:50PM Founders Hall 111
6:00PM					

**Display Options**

Show AM/PM     Monday     Thursday  
 Show Instructor Role     Tuesday     Friday     Sunday   

Show Class Title     Wednesday     Saturday

   [Printer Friendly Page](#)

**\*To return to your Faculty Center home you can either:**

- Click on the "Return" button located at the bottom of the page.
- Click on the "Faculty Center" tab at the top of the page.