

My Schedule Page

Path: Gateway / Faculty Center / My Schedule


1. At the Gateway page, click on the **Faculty Center** link.
2. When you arrive at the Faculty Center, you are automatically put in to the **My Schedule** page.
3. The upper portion of the My Schedule page contains information about the assigned faculty as well as the college, quarter, and year being viewed.

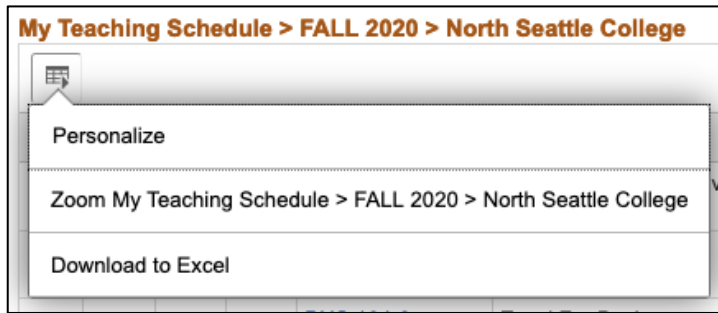
The screenshot shows the Faculty Center navigation menu on the right with 'My Schedule' highlighted. The main page area shows 'Assigned faculty' (redacted), 'FALL 2020 | North Seattle College', a 'Change Term' button, and a 'Select display option' section with 'Show All Classes' selected. Callouts explain the 'Change Term' button and the 'View Textbook Summary' and 'My Exam Schedule' links.

4. The lower portion of the My Schedule page is shown below. It indicates your teaching schedule which includes the quarter, year, and each of the classes assigned to you. Details are shown on the next page.

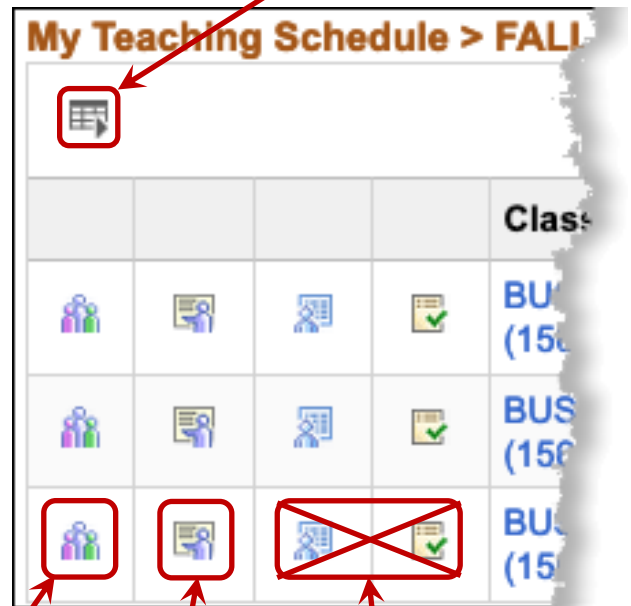
My Teaching Schedule > FALL 2020 > North Seattle College

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|--|--|--|--|-------------------|-----------------------------------|----------|--------------|------|---------------------------|
| | | | | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
| | | | | BUS 118-1 (15614) | Project Mgmt Intro Over (Lecture) | 18 | TBA | TBA | Sep 29, 2020-Dec 17, 2020 |
| | | | | BUS 124-1 (15615) | Excel For Business (Lecture) | 11 | TBA | TBA | Sep 29, 2020-Dec 31, 2020 |
| | | | | BUS 124-2 (15616) | Excel For Business (Lecture) | 27 | TBA | TBA | Sep 29, 2020-Dec 31, 2020 |

5. There are a number of icons on the left side of the schedule area. The grid symbol  in the upper left corner allows for a few options regarding the course list:



- **Personalize:** Here you have options regarding which columns are visible, the order of the columns, and how the list is sorted.
- **Zoom My Teaching Schedule:** Just what it says, it will enlarge the list.
- **Download to Excel:** This will extract the course list and download the data to an Excel file that can be printed or copied to an Excel grade sheet.



6. There are additional icons on the left side of the schedule which link to the rosters associated with each class. Please see the separate PDFs for the **Class Roster** and the **Grade Roster** for detailed information.

This icon is a link to the **Class Roster**.

These icons are not used by Big Bend.

This icon is a link to the **Grade Roster**. It will appear only when the grade rosters have been released by Registration.

7. In the right side of the schedule area section of the **My Schedule** page, you will find information about each course including the class designation and item number, class title, number of enrolled students, along with the day and times of class meetings, room number, dates of the course.

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|----------------------|--------------------------------------|----------|--------------|------|-------------------------------|
| BUS 118-1 (15614) | Project Mgmt Intro Over (Lecture) | 18 | TBA | TBA | Sep 29, 2020- Dec 17, 2020 |
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8. If you click on a **Class** designation, you will be taken to a page with additional information about that particular course. The **Class Detail** page includes further details about course specifics, meeting information, class availability (class capacity, enrollment total, and waitlist total), and a course description.
9. The lower portion of the My Schedule page, shown below, gives a breakdown on how the payments will be distributed across your pay periods. Typically, this will show equal amounts for each period.