

How to View My Weekly Schedule



As the class schedule is set for each upcoming term, Faculty / Instructors can use the **View My Weekly Schedule** functionality to view information about their classes; time, location, etc. in a graphical grid display.

- Step** 1. Log on to ISIS Self Service by entering your ISIS User ID and Password.
Navigate to the **View My Weekly Schedule** page.



SA Self Service → Learning Management → Home → Management → View My Weekly Schedule

The **Weekly Schedule** page opens.

Weekly Schedule

Bernice Burke

As of Date: Start Time: End Time:

Week of 29 November 2004 - 05 December 2004

Short Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM	HIST 203G (1812) Leaders In History Lecture / Primary Instructor 10:00AM - 11:00AM		HIST 203G (1812) Leaders In History Lecture / Primary Instructor 10:00AM - 11:00AM		HIST 203G (1812) Leaders In History Lecture / Primary Instructor 10:00AM - 11:00AM		
11:00AM							
12:00PM							
1:00PM		HIST 301 (1709) Greek History Lecture / Primary Instructor 1:00PM - 2:00PM		HIST 301 (1709) Greek History Lecture / Primary Instructor 1:00PM - 2:00PM			
2:00PM							
3:00PM							
4:00PM		HIST 306 (1813) Roman Archaeology Lecture / Primary Instructor 4:00PM - 6:00PM		HIST 306 (1813) Roman Archaeology Lecture / Primary Instructor 4:00PM - 6:00PM			
5:00PM		HIST 306 (1813) 4:00PM - 6:00PM		HIST 306 (1813) 4:00PM - 6:00PM			
6:00PM	HIST 339 (1014) Modern Irish History Lecture / Primary Instructor 6:00PM - 6:00PM						

Display Options

Show AM/PM

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

[Return to Learning Management](#)



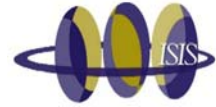
Note: A **Weekly Schedule** table displays with your teaching schedule for that week. The schedule defaults with today's date, 8:00am Start Time and 6:00pm End Time (The time parameters of the schedule are 5am - 10pm.)



Note: The schedule display can be modified. Options include:

- Which week to show (As of Date)
- The times to show (Start Time / End Time)
- Which days to show in your weekly schedule (Days of the Week checkboxes)*
- Display of AM/PM suffix on the times in the left-hand column (Show AM/PM checkbox)*

*These default as checked.




Step 2. Enter or change specific schedule criteria.

Step 3. Click .

The modified **Weekly Schedule** displays.

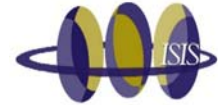


Note: If a blank **Weekly Schedule** appears, note the **As of Date**. Change it to the start of the week you wish to view, or click on the  button to choose the date you wish to enter in the field. If it remains blank, contact the Registrars Office.



Note: The Self Service Weekly Schedule shows up-to-date class information. This schedule will reflect any recorded changes in class location and time over the course of the term.

End of Procedure



**HOW TO VIEW MY WEEKLY SCHEDULE
GLOSSARY**

As of Date:	The date of the week's schedule being viewed.
Catalog Nbr: (Number)	The Catalog Number associated with the overall course in the Course Catalog. The unique identifier that designates the course in the Course Catalog. Generally paired with the Subject Area code within a department listing. <i>Do not confuse the Catalog Nbr with the Class Nbr.</i>
Course Title:	The Title of the course. This displays in the Course Catalog, Schedule of Classes and on the Transcript, etc.
Days of the Week: (checkboxes)	The designation to display specific days in the Weekly Schedule.
End Time:	The end time of the Weekly Schedule display
Instructor:	The name (First Last) of the Instructor accessing their weekly schedule.
Location:	The location (building / room) in which the class is being held.
Primary / Secondary Instructor:	The status of the instructor in this course.
Section Number:	A specific offering of a course component within an academic term. Some courses, for example, freshmen writing, have many sections while others, such as senior seminars, have only one section. The section number of the class the instructor is teaching.
Short Description:	The time block on the Weekly Schedule, i.e., 8:00 AM.
Show AM/PM: (checkboxes)	The designation to display AM/PM suffix on the times in the left-hand column.
Start Time:	The start time of the Weekly Schedule display.
Subject: (Subject Area Code)	The subject area of the course or the code used to represent a subject or area of instruction.