Viewing/Printing Schedules

This document provides an overview of printing the various schedules available in self-service. The following schedules may be viewed/printed:

- View My Class Schedule
- My Weekly Schedule
- My Exam Schedule

To access the schedules log in to the portal, My Akron, at http://my.uakron.edu/ with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the Software Training website and select the link for the appropriate tutorial.

Important Guidelines:

- Log into My Akron (my.uakron.edu) to access the self-service applications.
- ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session
Part A: View My Class Schedule

Instructions:

1. Log in to My Akron with your Uanet ID and password:

2. Click the “My Experience” tab.
Instructions:
3. Click on the “Student Center” link located in the left side of the page.

4. From the Student Center you can easily navigate to your academic, financial, and personal information. Under the Academics heading click the drop down for “other academic…” and select Class Schedule. Click the icon.

NOTE: You must click the icon to navigate to the selected page.
Instructions:

5. The class schedule for the selected term appears. Depending upon the number of classes, the scroll bars may need to be used to navigate through the schedule.

6. To print the schedule, click the **Printer Friendly Page** link at the bottom of the schedule.

7. To view or order your textbooks click the **View/Order Your Textbooks** link located at the bottom of the schedule.

8. Click the section number to view additional details for the class.

9. Clicking the deadlines icon provides details of the deadline dates for the semester.

10. You can also view the schedule in a weekly format by clicking “**Weekly Calendar View**”.

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**Jane Doe**

Change to Weekly View

**Class Schedule**

- **5540 126 - Fitness and Wellness**
  - Status: Enrolled
  - Units: 1.00
  - Grading: ABC/NC
  - Days & Times: Th 8:00AM - 9:40AM
  - Room: Wayne Coll A107
  - Instructor: Melissa Jarvis
  - Start/End Date: 08/25/2008 - 12/07/2008

- **7100 233 - Foundation Life Drawing**
  - Status: Enrolled
  - Units: 3.00
  - Grading: ABC/NC
  - Days & Times: MoWe 6:05PM - 8:14PM
  - Room: Folk Hall 180
  - Instructor: Mary Stouffer
  - Start/End Date: 08/25/2008 - 12/07/2008

- **7100 243 - Introduction to Painting**
  - Status: Enrolled
  - Units: 3.00
  - Grading: ABC/NC
  - Days & Times: TuTh 11:00PM - 3:50PM
  - Room: Folk Hall 175
  - Instructor: Laura Vinnedge
  - Start/End Date: 08/25/2008 - 12/07/2008

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View/Order Your Textbooks

Printer Friendly Page

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Instructions:

11. The following is an example of the “printer friendly” view of the schedule. To print the page, click the Printer Friendly Page link at the bottom right of the page.

12. To return to the schedule click the Return to My Class Schedule link at the bottom of the page.

Jane Doe
2008 Fall > Undergraduate > The University of Akron

<table>
<thead>
<tr>
<th>5540 126 - Fitness and Wellness</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Units</td>
</tr>
<tr>
<td>Enrolled</td>
<td>1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nr</th>
<th>Section Component Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>72154</td>
<td>702 Lecture Th 8:00AM - 9:40AM</td>
<td>Wayne Coll A107</td>
<td>Melissa Jarvis</td>
<td>08/25/2008 - 12/07/2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7100 233 - Foundation Life Drawing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Units</td>
</tr>
<tr>
<td>Enrolled</td>
<td>3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nr</th>
<th>Section Component Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>77685</td>
<td>800 Laboratory MoWa 6:05PM - 8:45PM</td>
<td>Folk Hall 180</td>
<td>Mary Stauffer</td>
<td>08/25/2008 - 12/07/2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7100 243 - Introduction to Painting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Units</td>
</tr>
<tr>
<td>Enrolled</td>
<td>3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nr</th>
<th>Section Component Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>77493</td>
<td>002 Laboratory TuTh 11:10AM - 12:50PM</td>
<td>Folk Hall 175</td>
<td>Laura Vinnedge</td>
<td>08/25/2008 - 12/07/2008</td>
</tr>
</tbody>
</table>

13. You can easily navigate to other areas of Self Service from the “My Class Schedule” page. Click the down arrow in the “go to …” box to view a list of other self-service functions you can access.

14. You can also use the links available to access other areas of self-service:

- **Search** takes you to the search for classes.
- **Enroll** takes you to the “Add Classes” page.
Instructions:

- **My Academics** takes you to a page where you can: View Advisors, View Transfer Credit History, or View Course History.
- **Add** allows you to search for classes (same as the **Enroll** link above).
- **Drop** takes you to the drop classes page.
- **Term Information** takes you to a page where you can: View Enrollment Dates, View Your Exam Schedule, or View Your Grades.

15. You can easily change to a weekly view of the schedule by selecting the “**Weekly Calendar View**” option.
Part B: View My Weekly Schedule

NOTE: You can easily switch the view from list to weekly by selecting the “Weekly Calendar View” option.

Instructions:

1. Log in to My Akron with your Uanet ID and password:

2. Click the “My Experience” tab.
Instructions:

3. Click on the “Student Center” link located in the left side of the page.

4. From the Student Center you can easily navigate to your academic, financial, and personal information. Click the weekly schedule link located under the “This Week’s Schedule” grid.
Instructions:

5. The class schedule for the current week appears. Depending upon the number of classes, the scroll bars may need to be used to navigate through the schedule.

NOTE: Any TBA courses (with no meeting pattern set) will display at the bottom of the grid.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Sep 19</th>
<th>Tuesday Sep 18</th>
<th>Wednesday Sep 17</th>
<th>Thursday Sep 18</th>
<th>Friday Sep 19</th>
<th>Saturday Sep 20</th>
<th>Sunday Sep 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM</td>
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<td></td>
<td></td>
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<tr>
<td>10:00AM</td>
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<td></td>
<td></td>
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<tr>
<td>11:00AM</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12:00PM</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00PM</td>
<td>7100 243 - 002</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:10PM - 2:50PM</td>
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<td></td>
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<tr>
<td></td>
<td>Folk Hall 175</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2:00PM</td>
<td>7100 243 - 002</td>
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<tr>
<td></td>
<td>Laboratory</td>
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<td></td>
<td>1:10PM - 2:50PM</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00PM</td>
<td>7100 243 - 002</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:10PM - 2:50PM</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>4:00PM</td>
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<td></td>
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</tr>
<tr>
<td>5:00PM</td>
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<td></td>
</tr>
<tr>
<td>6:00PM</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
Instructions:

6. Pay close attention to the **Show Week Of** – the view is based upon this date. The date defaults to the current week. Therefore, if the current date is 8/19/2008 and you wish to view your Fall schedule (which begins 8/25/2008) you must change the date to 08/25/2008 in order to see your Fall 2008 schedule for that specific week. *Keep in mind, some classes do not run the entire semester so they will only appear on the schedule for a specific time frame.*

   You may also change the **Start Time** and **End Time**. For example, if you are taking evening classes beginning at 6:00 PM, you might want to specify the **Start Time** as 6:00 PM since you will have no classes prior to that time.

   After making any changes to the **Show Week Of**, **Start Time**, or **End Time**, click the **Refresh Calendar** button to refresh the view.

7. You can make some additional changes to the view using the options at the bottom of the calendar:

   - **Show AM/PM** – check this box to view the “AM/PM” designation.
   - **Show Class Title** – check this box to view the full class title in the schedule.
   - **Show Instructors** – check this box to view the instructor name for each class.
   - **Days of the week** – check each day of the week you wish to view the calendar for.

   After making any changes to the **AM/PM**, **Class Title**, **instructor**, or **days of the week**, click the **Refresh Calendar** button to refresh the view.
### Instructions:

8. If you wish to print the weekly schedule click the **Printer Friendly Page** link in the lower right of the page.

<table>
<thead>
<tr>
<th>Time</th>
<th>12:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2790 106 - 002</td>
</tr>
<tr>
<td></td>
<td>Anat &amp; Phys for Allied Hlth I</td>
</tr>
<tr>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>12:00PM - 12:55PM</td>
</tr>
<tr>
<td></td>
<td>Polsky Building 427</td>
</tr>
<tr>
<td></td>
<td>Instructors: Kristine Kraft</td>
</tr>
</tbody>
</table>

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**Display Options**

- Show AM/PM
- Show Class Title
- Show Instructors

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

[refresh calendar]

[Printer Friendly Page]
Instructions:

9. You can easily navigate to other areas of Self Service from the “Weekly Class Schedule” page. Click the down arrow in the “go to …” box to view a list of other self-service functions you can access.

10. You can also use the links available to access other areas of self-service:

   - **Search** takes you to the search for classes.
   - **Enroll** takes you to the “Add Classes” page.
   - **My Academics** takes you to a page where you can: View Advisors, View Transfer Credit History, or View Course History.
   - **My Class Schedule** displays the schedule in list format.
   - **Add** allows you to search for classes (same as the Enroll link above).
   - **Drop** takes you to the drop classes page.
   - **Term Information** takes you to a page where you can: View Enrollment Dates, View Your Exam Schedule, or View Your Grades.
Instructions:
11. You can also change the view to a list format by selecting the “List View” option.

Jane Doe

My Class Schedule

Select Display Option  ○ List View  ○ Weekly Calendar View

<< previous week  Week of 9/22/2008 - 9/28/2008  next week >>
Part C: View My Exam Schedule

Instructions:

1. Log in to My Akron with your Uanet ID and password:

2. Click the “My Experience” tab.
Instructions:

3. Click on the “Student Center” link located in the left side of the page.
Instructions:

4. From the Student Center you can easily navigate to your academic, financial, and personal information. Under the Academics heading click the drop down for “other academic…” and select Exam Schedule. Click the icon.

   NOTE: You must click the icon to navigate to the selected page.

5. The exam schedule for the selected term appears. If you wish to print the exam schedule use the Printer Friendly Page link in the lower right.

   NOTE: If a course is not listed, please contact your instructor for the final exam information.
Instructions:
6. Use the links at the bottom of the page to navigate.

Return to Academics will return to the Academics self-service page.

Select a Different Term will allow you to view the exam schedule for a different term.

For questions regarding registration and enrollment, please e-mail the Registrar’s Office at:

registrar@uakron.edu