

Faculty: View My Exam Schedule

This document provides an overview of viewing the exam schedule.

To access the self-service applications log in to the portal, Zipline, at <http://zipline.uakron.edu> with your UANetID and password.

There is an online tutorial available which accompanies this document. Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

Important Guidelines:

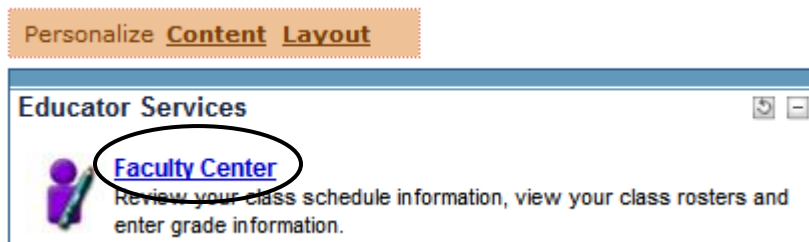
- ✓ Log into ZipLine (zipline.uakron.edu) to access the self-service applications.
- ✓ The self-service applications are available Monday – Saturday from 7:30 A.M. to midnight and Sunday from noon to midnight.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

Instructions:

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



2. Click the **Faculty Center** link located on the **Faculty/Staff** tab.



Instructions:

3. The Exam Schedule is displayed at the bottom of the page. To view the schedule in a weekly calendar format click the **View Weekly Exam Schedule** link located under the exam schedule.


Faculty Center[My Exam Schedule](#)[Athletic Academic Progress Grade Rosters](#)[View My Advisees](#)[View Personal Data Summary](#)

2006 Fall | The University of Akron

[change term](#)

Select display option:

 Show All Classes Show Enrolled Classes Only

 Class Roster
  Grade Roster
  Learning Management

My Teaching Schedule > 2006 Fall > The University of Akron

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	3150 610-001 (76828)	Basic Quantum Chemistry (Lecture)	13	MoWeFr 1:10PM - 2:00PM	Knight Che 321	Aug 28, 2006- Dec 10, 2006

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

My Exam Schedule > 2006 Fall > The University of Akron

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
3150 610-001 (76828)	Basic Quantum Chemistry (Lecture)	12/14/2006, Thursday	2:00PM - 3:55PM	Knight Che 321	13

[View Weekly Exam Schedule](#)[Go to top](#)Faculty Center [Class Search](#) [Browse Catalog](#) [Faculty Search](#)

Instructions:

4. The exam schedule is displayed in a weekly calendar format. 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.

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.

My Exam Schedule

<< previous week
Week of 12/11/2006 - 12/17/2006
next week >>

Show Week of
 Start Time End Time

Time	Monday Dec 11	Tuesday Dec 12	Wednesday Dec 13	Thursday Dec 14	Friday Dec 15	Saturday Dec 16	Sunday Dec 17
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM				3150 610 - 001 Lecture (Final Exam) 2:00PM - 3:55PM Knight Chemical Labs 321			
3:00PM				3150 610 - 001 2:00PM - 3:55PM			
4:00PM							
5:00PM							
6:00PM							

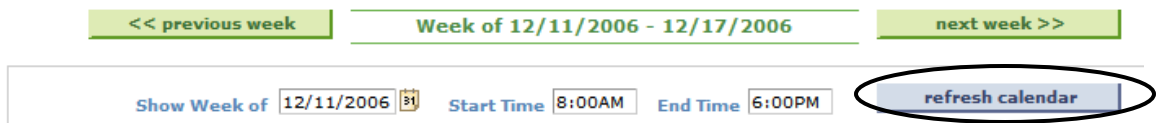
Display Options
 Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday
 Wednesday Saturday

[Return to Faculty Center](#)

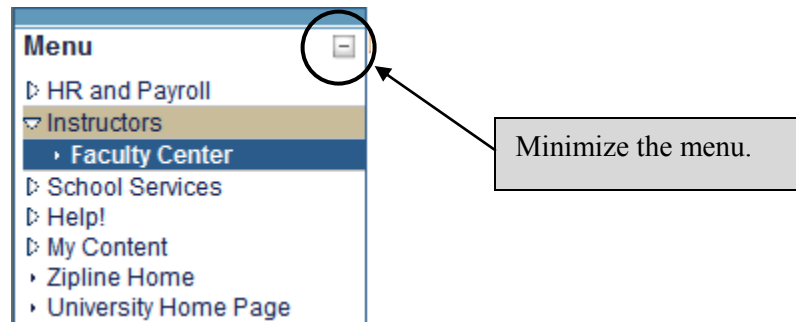
Instructions:


5. Pay close attention to the **Show Week Of** – the view is based upon this date. You can change the date using the **Previous Week** or **Next Week** buttons or by changing the “**Show Week of**” date.
6. You may also change the **Start Time** and **End Time**. For example, if you are teaching 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.

My Exam Schedule

7. If you wish to print this schedule you must first minimize the menu which appears on the left side of the page. Click on the minus sign in the upper right corner of the menu.

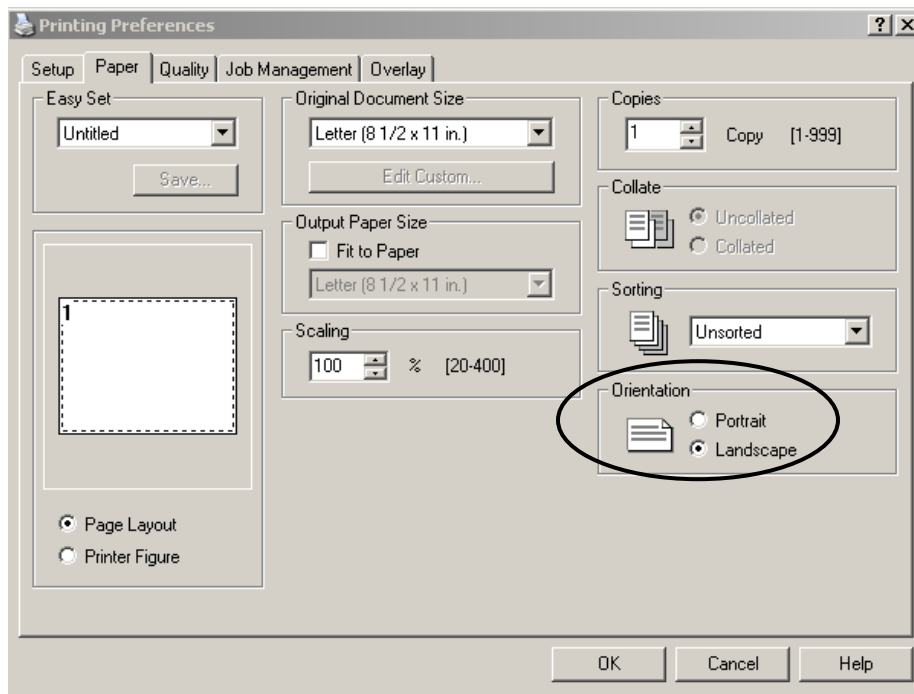


Any time you wish to return to the menu click the  icon which now appears in place of the menu.

Instructions:

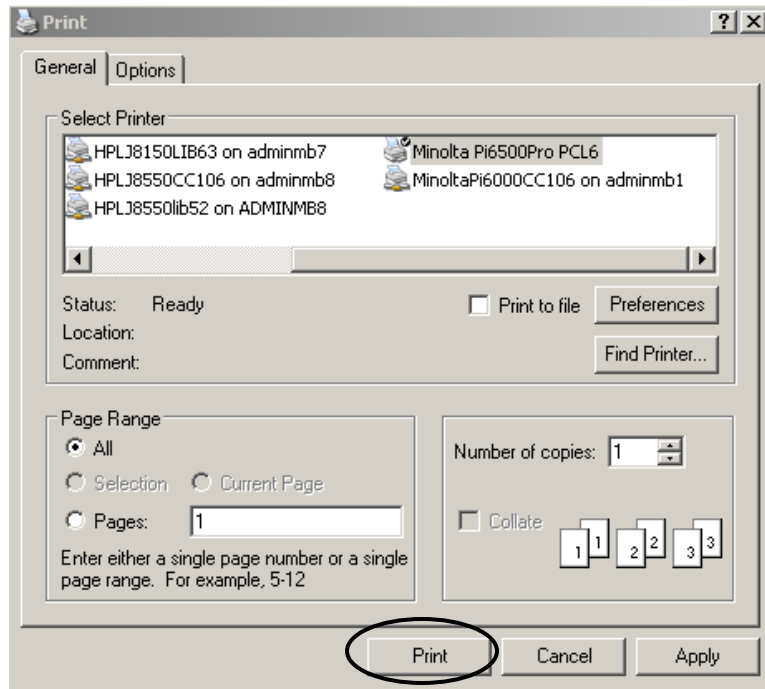
- Use the browser's Print function to print the schedule.
- The Orientation must be set to **Landscape**. Click the **OK** button to accept the setting.

Remember: The paper orientation **MUST** be set to **Landscape** in order to properly print the weekly schedule!



Instructions:

10. Click the **Print** button to send the schedule to the printer.



Instructions:

11. Use the link at the bottom of the page to navigate.

Return to Faculty Center will return to the Faculty self-service page.

My Exam Schedule

<< previous week
Week of 12/11/2006 - 12/17/2006
next week >>

Show Week of
 Start Time End Time

Time	Monday Dec 11	Tuesday Dec 12	Wednesday Dec 13	Thursday Dec 14	Friday Dec 15	Saturday Dec 16	Sunday Dec 17
8:00AM							
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10:00AM							
11:00AM							
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2:00PM				3150 610 - 001 Lecture (Final Exam) 2:00PM - 3:55PM Knight Chemical Labs 321			
3:00PM				3150 610 - 001 2:00PM - 3:55PM			
4:00PM							
5:00PM							
6:00PM							

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 checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday	<input type="button" value="refresh calendar"/>

[Return to Faculty Center](#)

Use the links provided to navigate – do **NOT** use the browser’s **Back** button to navigate!

For questions regarding registration and enrollment, please e-mail the Registrar’s Office at:
registrar@uakron.edu