

## 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
- View My Weekly Schedule
- View My Exam Schedule

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

There are a series of online tutorials available which accompanies this document. A tutorial exists for each of the schedule options (class schedule, weekly schedule, and exam schedule). Please navigate to <http://www.uakron.edu/its/learning/training/StudentSelfService.php> and select the link for the appropriate tutorial.

### Important Guidelines:

- ✓ Log into ZipLine ([zipline.uakron.edu](http://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 print your schedule in Landscape format.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

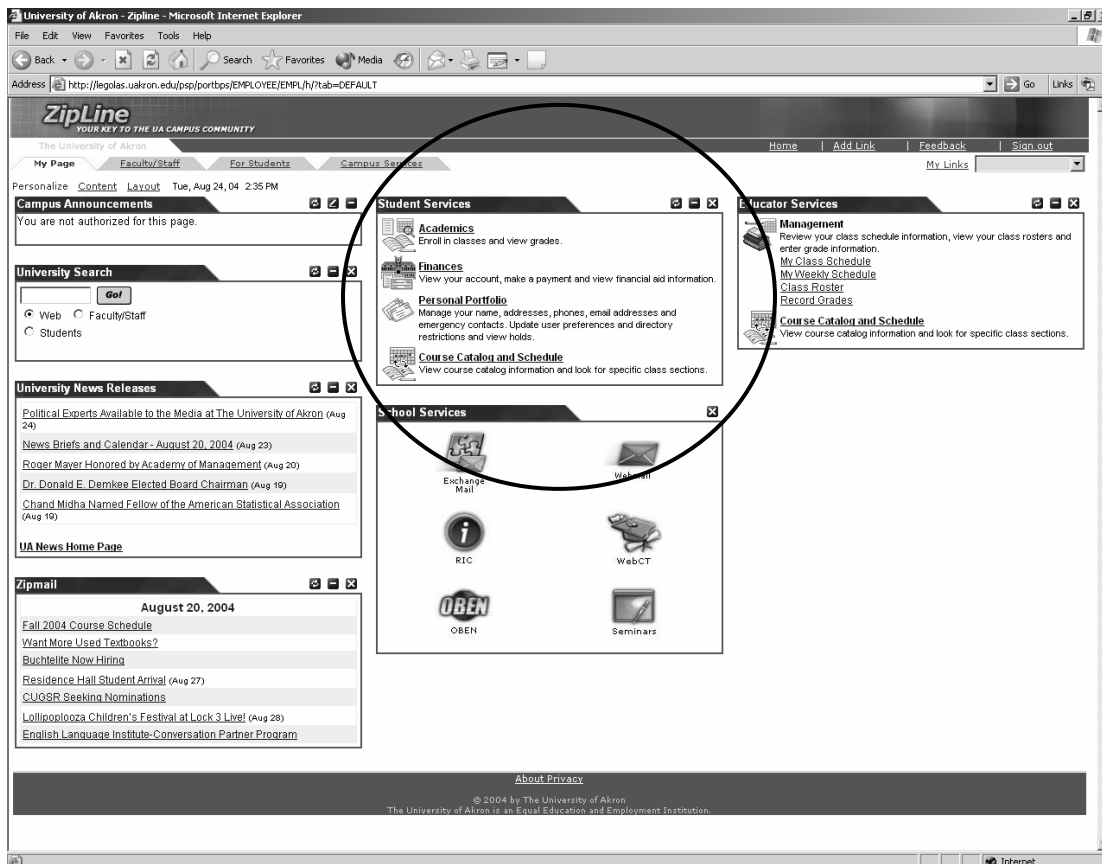
## Part A: View My Class Schedule

### Instructions:

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

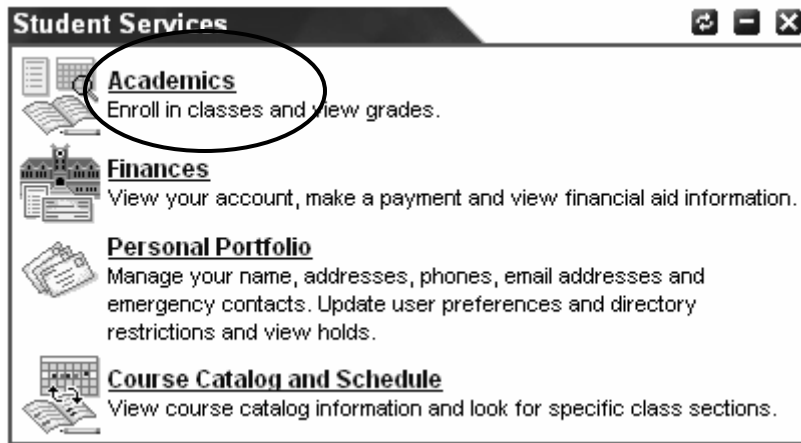


2. You are now logged in to the portal. Notice the **Student Services** pagelet located on the **My Page** tab.



**Instructions:**

3. Within the **Student Services** pagelet, click on the **Academics** link.



4. The class schedule views are all located under the **Enrollment** heading. Click on the "**View My Class Schedule**" link.

**Academics****Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

**Instructions:**

5. You will be asked to select the term you wish to view. Our test student (Joe Student) has 3 careers (Graduate, Law, and Undergraduate) – most students will only have 1 career, making the selection list much smaller. We will select the Fall 2004 Undergraduate schedule to view:

**View My Class Schedule****Select Term**

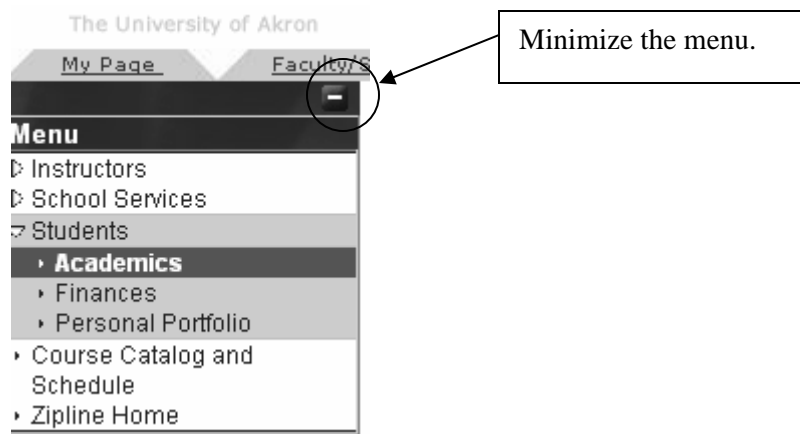
Joe Student


<b>Term</b>	<b>Academic Career</b>	<b>Institution</b>
<a href="#">2004 Fall</a>	Graduate	The University of Akron
<a href="#">2004 Summer</a>	Graduate	The University of Akron
<a href="#">2004 Fall</a>	Law	The University of Akron
<a href="#">2004 Summer</a>	Law	The University of Akron
<a href="#">2004 Fall</a>	Undergraduate	The University of Akron
<a href="#">2004 Summer</a>	Undergraduate	The University of Akron

[Return to Academics](#)

**Instructions:**

6. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of your schedule. To minimize the menu, 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:**

- 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.

If you wish to hide the name, click on the “**Hide Student Name**” link. The link will change to “**Show Student Name**” and may be clicked once again to make the name reappear.

Class Schedule View Details

Student Name and Career appear in the upper left.

Suppress the student name.

Print

2004 Fall

Hide Student Name

The University of Akron

Class Schedule Filter Options

Show Enrolled Classes Refresh Class Schedule

<b>8200 410</b>	Cls#: 74496	101	Lecture	Nursing Families with Children	Non-Graded Component	0.00	Enrolled
		9:55AM	11:50AM	Mon,Wed	<b>Location: TBA</b>	08/28/2004 - 12/15/2004	
				<b>Instructor:</b>	Chiu,Sheau-Huey		

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<b>8200 410</b>	Cls#: 74497	131	Seminar	Nursing Families with Children	ABC/NC Grading	5.00	Enrolled
		3:10PM	5:00PM	Mon	<b>Location: TBA</b>	08/28/2004 - 12/15/2004	
				<b>Instructor:</b>	Gill,Kristine M		

- Scroll to the bottom of the page and click on the “**Printer Friendly Page**” link in the lower right corner.

<b>8200 410</b>	Cls#: 74499	133	Practicum	Nursing Families with Children	Non-Graded Component	0.00	Enrolled
		7:30AM	7:31PM	Tues	<b>Location: TBA</b>	08/28/2004 - 12/15/2004	
				<b>Instructor:</b>	Chiu,Sheau-Huey		

Printer Friendly Page Select a Different Term

Update My Class Schedule Return to Academics

**Instructions:**

9. Click the Print button located in the upper right corner of the screen.

**Class Schedule**

Joe Student		<a href="#">Hide Student Name</a>	
Undergraduate		2004 Fall	
		The University of Akron	

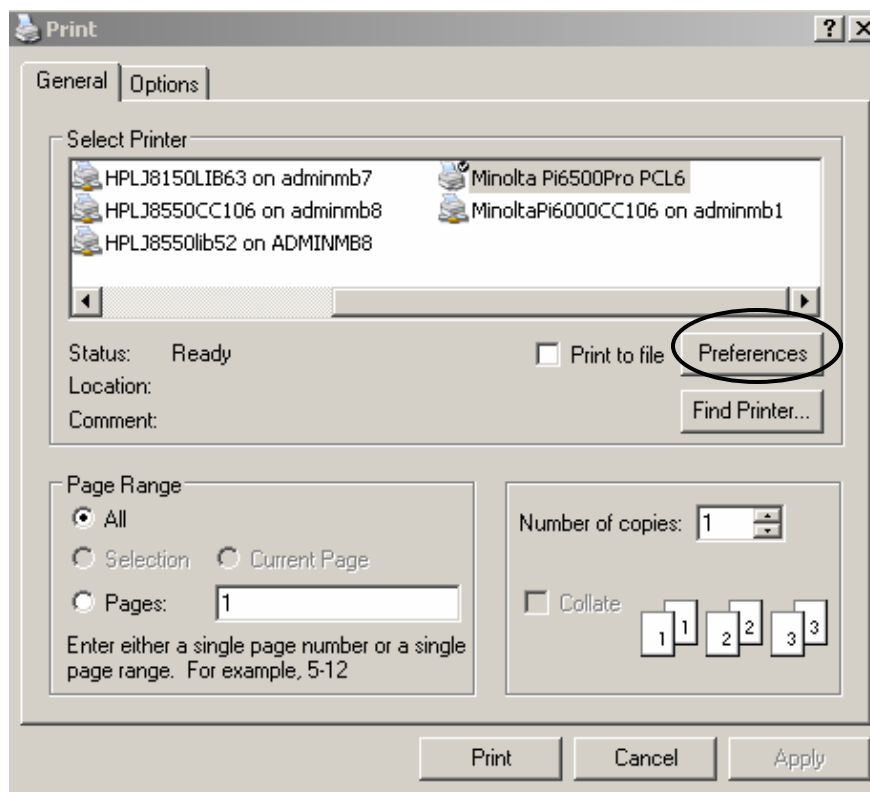
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<b>8200 410</b>						
Cls#: 74496	101	Lecture	Nursing Families with Children	Non-Graded Component	0.00	Enrolled

9:55AM	11:50AM	Mon,Wed	<b>Location: TBA</b>	08/28/2004 - 12/15/2004	
<b>Instructor:</b>		Chiu,Sheau-Huey			

10. Before the schedule can be printed, the paper orientation **MUST** be changed to Landscape. The schedule will not print correctly if the orientation is not set to Landscape!

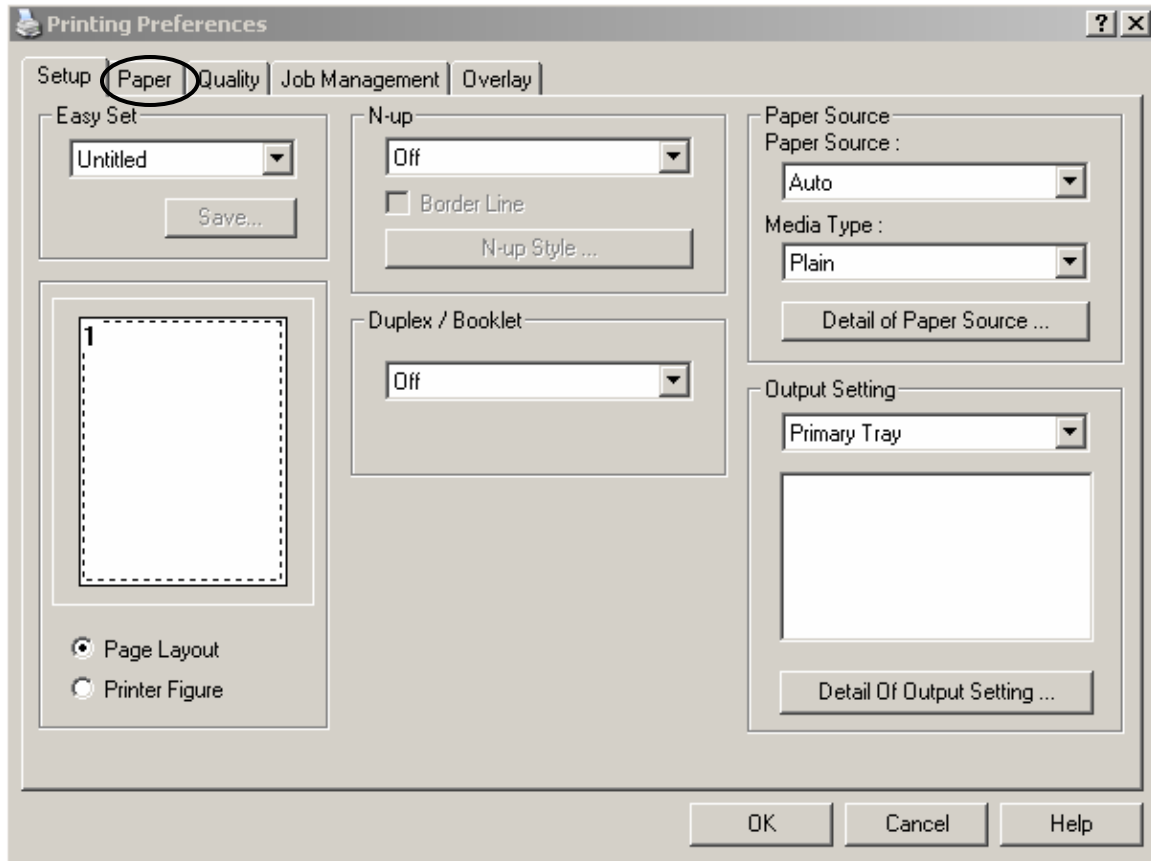
Click the **Preferences** button to modify the printer settings.



**Instructions:**

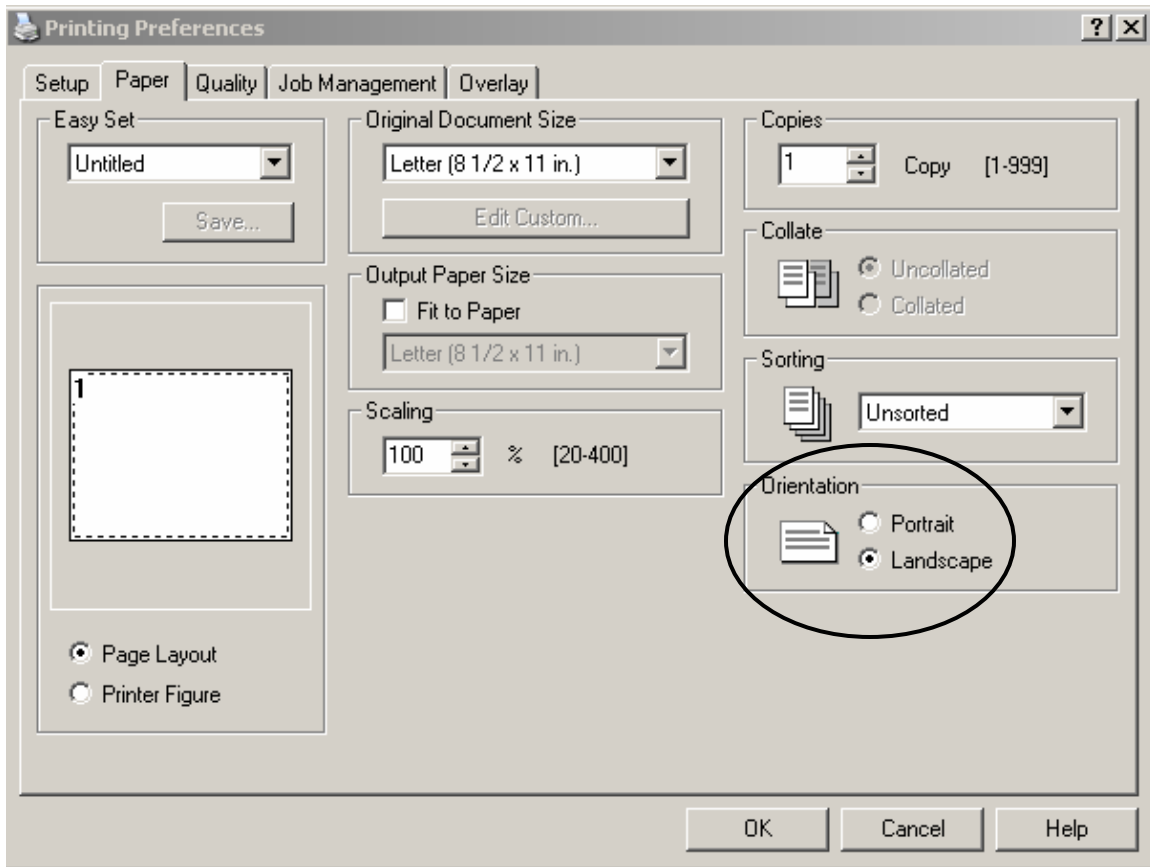
11. Click on the **Paper** tab.

NOTE: Your screens may vary from those shown, depending upon the printer being used.



**Instructions:**

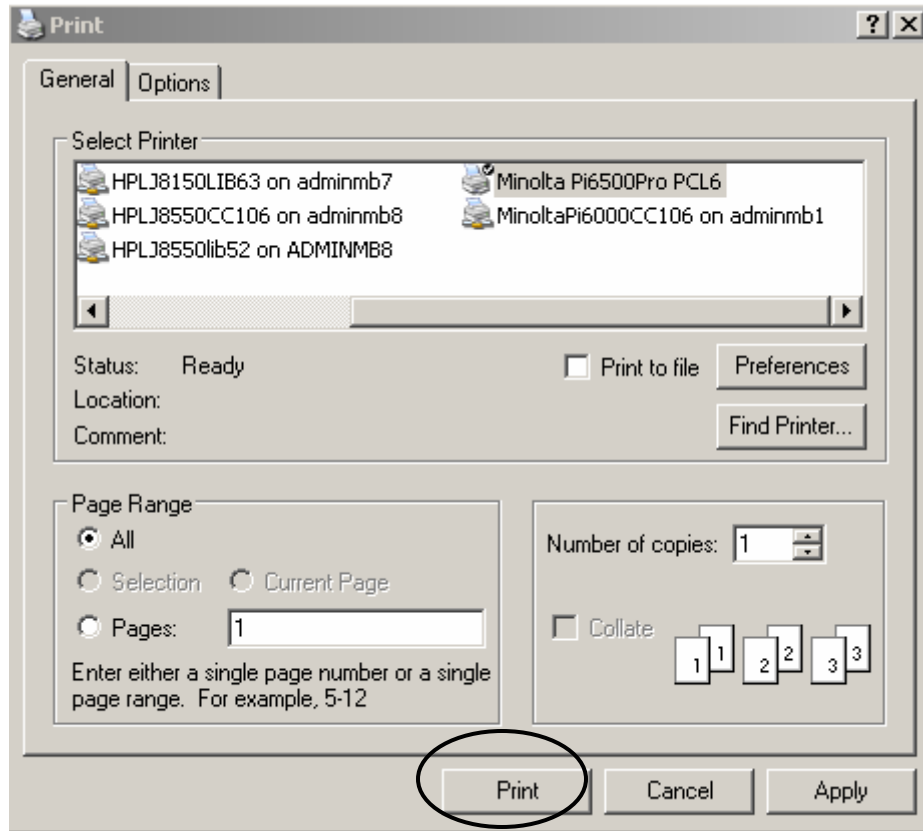
12. The Orientation must be set to **Landscape**. Click the **OK** button to accept the setting.



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

**Instructions:**

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



14. We are still in the Printer Friendly view. Click the **Cancel** button to return to regular view.

Instructor:		Enrollment	
<b>8200 410</b>			
Cls#: 74498	132	LRC	Nursing Families with Children Non-Graded Component 0.00 Enrolled
1:10PM	3:00PM	Mon	<b>Location: TBA</b> 08/28/2004 - 12/15/2004
		<b>Instructor: TBA</b>	
<b>8200 410</b>			
Cls#: 74498	133	Practicum	Nursing Families with Children Non-Graded Component 0.00 Enrolled
7:30AM	7:31PM	Tues	<b>Location: TBA</b> 08/28/2004 - 12/15/2004
		<b>Instructor:</b>	Chiu,Sheau-Huey
<input type="button" value="Cancel"/>			

**Instructions:**

15. There are links at the bottom of the page to assist you with navigation.

**Update My Class Schedule** will allow you to make changes to your registration (if online registration is currently available).

**Select a Different Term** will allow you to view your schedule for a different term.

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

JUE SUWERN

Undergraduate

The University of Akron

## Class Schedule Filter Options

 Show Enrolled Classes

Refresh Class Schedule

**8200 410**

Cls#: 74496

101

Lecture

Nursing Families with Children

Non-Graded  
Component

0.00

Enrolled

9:55AM

11:50AM

Mon,Wed

**Location: TBA**

08/28/2004 - 12/15/2004

**Instructor:**

Chiu,Sheau-Huey

**8200 410**

Cls#: 74497

131

Seminar

Nursing Families with Children

ABC/NC Grading

5.00

Enrolled

3:10PM

5:00PM

Mon

**Location: TBA**

08/28/2004 - 12/15/2004

**Instructor:**

Gill,Kristine M

**8200 410**

Cls#: 74498

132

LRC

Nursing Families with Children

Non-Graded  
Component

0.00

Enrolled

1:10PM

3:00PM

Mon

**Location: TBA**

08/28/2004 - 12/15/2004

**Instructor: TBA****8200 410**

Cls#: 74499

133

Practicum

Nursing Families with Children

Non-Graded  
Component

0.00

Enrolled

7:30AM

7:31PM

Tues

**Location: TBA**

08/28/2004 - 12/15/2004

**Instructor:**

Chiu,Sheau-Huey

[Printer Friendly Page](#)[Select a Different Term](#)[Update My Class Schedule](#)[Return to Academics](#)

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

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**Instructions:**

16. For this example we will click on **Return to Academics**. We are back at the Academics self-service page.

## Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

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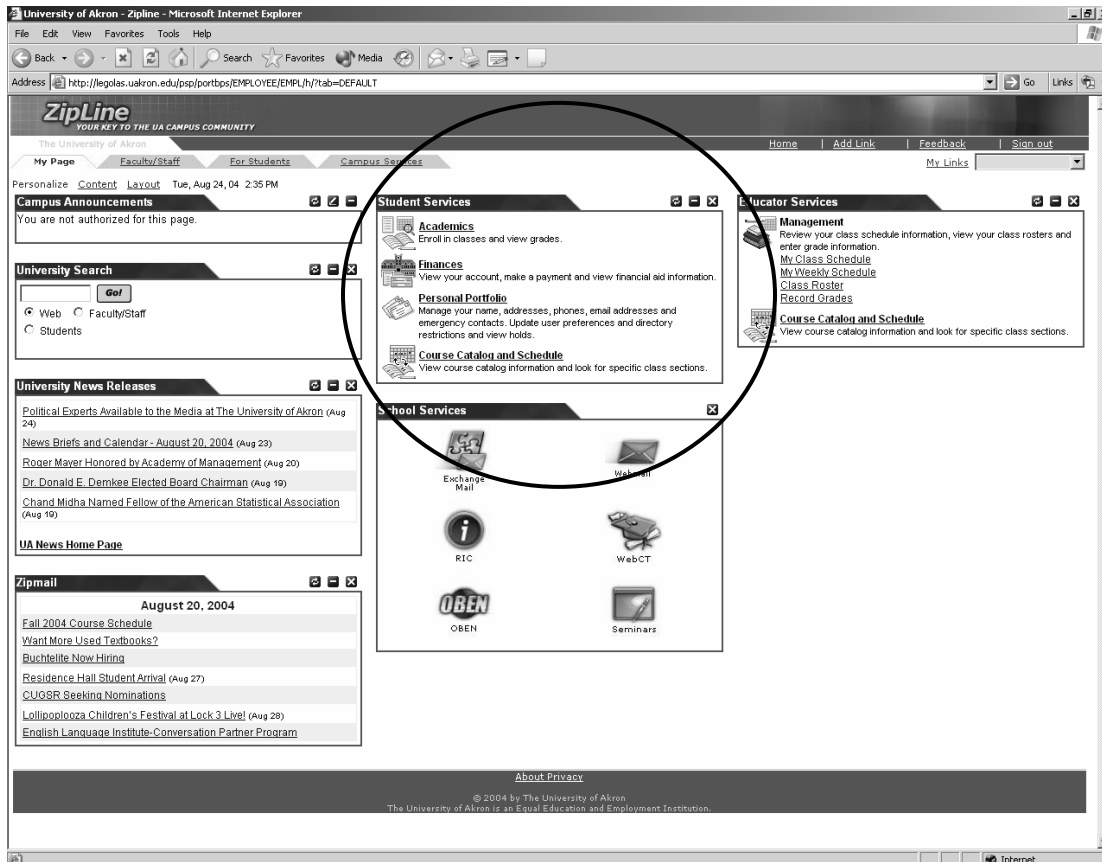
## Part B: View My Weekly Schedule

### Instructions:

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

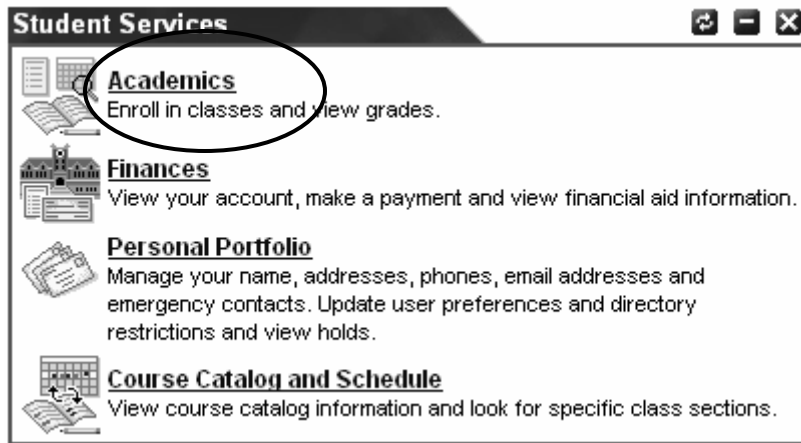


2. You are now logged in to the portal. Notice the **Student Services** pagelet located on the **My Page** tab.



**Instructions:**

3. Within the **Student Services** pagelet, click on the **Academics** link.



4. The class schedule views are all located under the **Enrollment** heading. Click on the "**View My Weekly Schedule**" link.

**Academics****Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

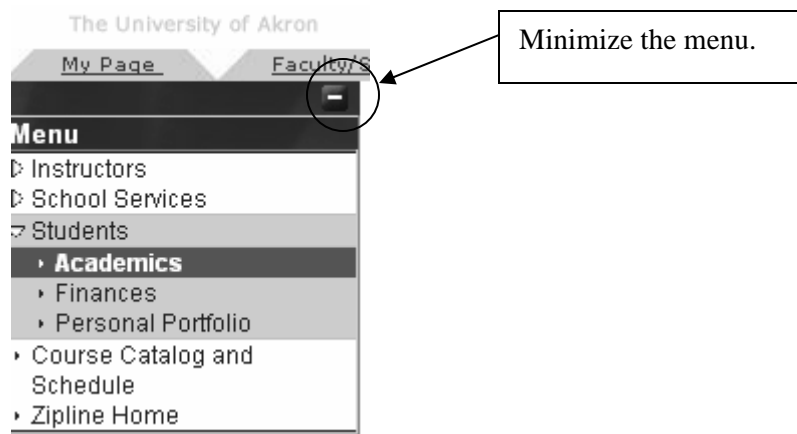
[View Schedule of Classes](#)


[Return to Student Services](#)

[Change User Preferences](#)

**Instructions:**

5. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of your schedule. To minimize the menu, 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:**

6. 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.

If you wish to hide the name, click on the “**Hide Student Name**” link. The link will change to “**Show Student Name**” and may be clicked once again to make the name reappear.

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

**Weekly Schedule** (Includes all classes from all careers)

Joe Student

As of Date: 09/03/2004  Start Time: 8:00AM End Time: 6:00PM

Week of 30 August 2004 - 05 September 2004

Short Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM	3300 111 (014) English Composition I Lecture 7:45AM - 8:35AM	3300 111 (014) English Composition I Lecture 7:45AM - 8:35AM	3300 111 (014) English Composition I Lecture 7:45AM - 8:35AM		3300 111 (014) English Composition I Lecture 7:45AM - 8:35AM		
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM		5500 522 (080) Content Area Literacy Lecture 4:20PM - 6:55PM					
5:00PM		5500 522 (080) 4:20PM - 6:55PM					
6:00PM		5500 522 (080) 4:20PM - 6:55PM					

Display Options

<input type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday
	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday
		<input checked="" type="checkbox"/> Sunday

[Return to Academics](#)

**Instructions:**

7. Pay close attention to the **As Of Date** – the view is based upon the **As Of Date** specified. This date defaults to the current week. Therefore, if the current date is 8/24/2004 and you wish to view your Fall schedule (which begins 8/30/2004) you must change the date to 08/30/2004 in order to see your Fall 2004 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 **As of Date**, **Start Time**, or **End Time**, click the **Go** button to refresh the view.

Click the Go button if changes have been made to the date or time.

**Weekly Schedule** (Includes all classes from all careers)

Joe Student

As of Date:   Start Time:  End Time:

[Hide Student Name](#)

Week of 23 August 2004 - 29 August 2004

Short Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM		8200 410 (133) Nursing Families with Children Practicum  7:30AM - 7:31PM					

**Instructions:**

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

**Show Instructors** – check this box to view the instructor name for each class.

**Show AM/PM** – check this box to view the “AM/PM” designation.

**Days of the week** – check each day of the week you wish to view the calendar for.

After making any changes to the **instructor**, **AM/PM**, or **days of the week**, click the **Go** button to refresh the view.

3:00PM	8200 410 (131) Nursing Families with Children Seminar Location: TBA 3:10PM - 5:00PM	8200 410 (133) 7:30AM - 7:31PM						
4:00PM	8200 410 (131) 3:10PM - 5:00PM	8200 410 (133) 7:30AM - 7:31PM						
5:00PM		8200 410 (133) 7:30AM - 7:31PM						
6:00PM		8200 410 (133) 7:30AM - 7:31PM						

Click the Go button if changes have been made to the date or time.

**Display Options**

Show Instructors

Show AM/PM

Monday

Tuesday

Wednesday

Thursday

Friday

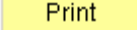
Saturday

Sunday

Go

[Return to Academics](#)

**Instructions:**

9. If you wish to print the weekly schedule click the  button.

**Weekly Schedule** (Includes all classes from all careers)

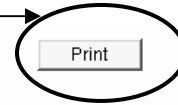
Joe Student

As of Date:   Start Time:  End Time:


Week of 16 August 2004 - 22 August 2004

Short Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM	7400 201 (431) Courtship, Marr & Fam Relation Lecture Location: TBA 9:45AM - 11:15AM	7400 201 (431) Courtship, Marr & Fam Relation Lecture Location: TBA 9:45AM - 11:15AM	7400 201 (431) Courtship, Marr & Fam Relation Lecture Location: TBA 9:45AM - 11:15AM	7400 201 (431) Courtship, Marr & Fam Relation Lecture Location: TBA 9:45AM - 11:15AM	7400 201 (431) Courtship, Marr & Fam Relation Lecture Location: TBA 9:45AM - 11:15AM		

Click the Print button to print the weekly schedule.



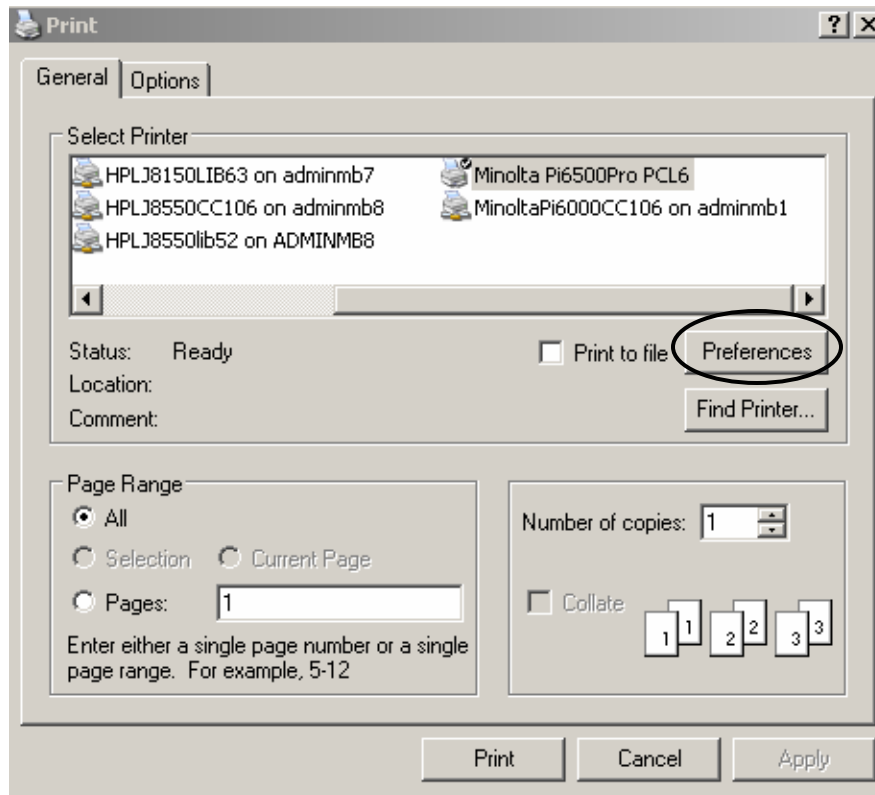
[Hide Student Name](#)

Do **NOT** click on the printer  icon to print the schedule. This will send the schedule directly to the printer and you must first change the paper orientation to Landscape to properly print the schedule.

**Instructions:**

10. Before the schedule can be printed, the paper orientation **MUST** be changed to Landscape. The schedule will not print correctly if the orientation is not set to Landscape!

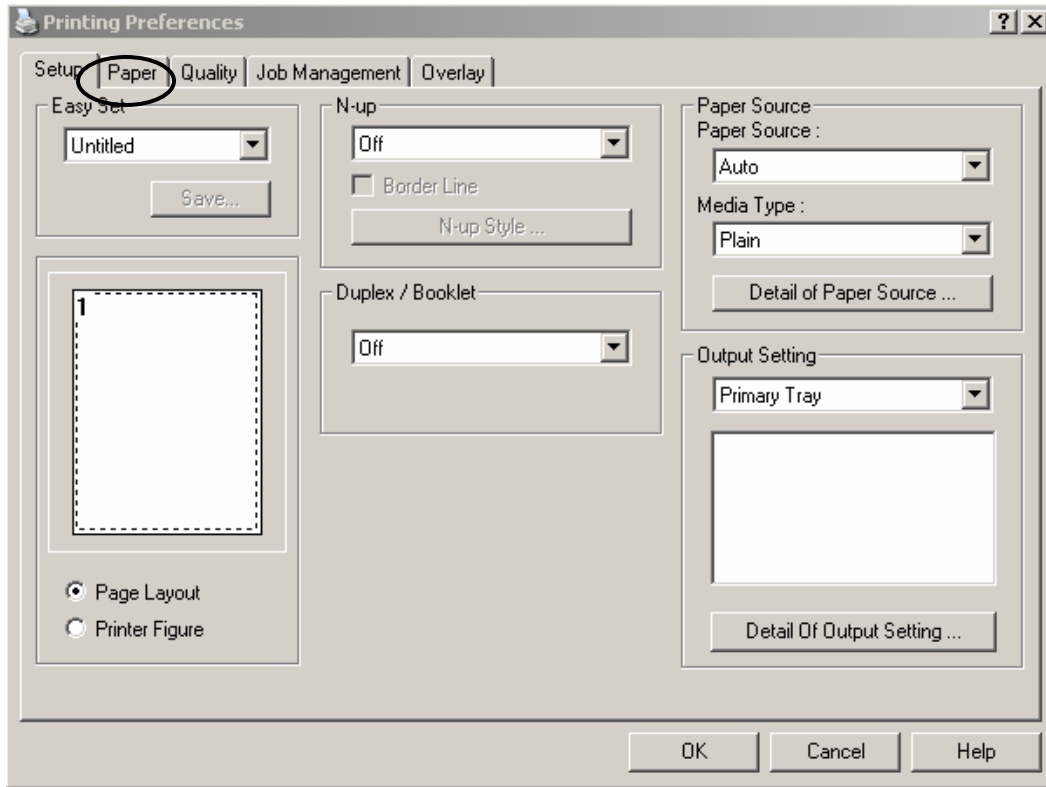
Click the **Preferences** button to modify the printer settings.



**Instructions:**

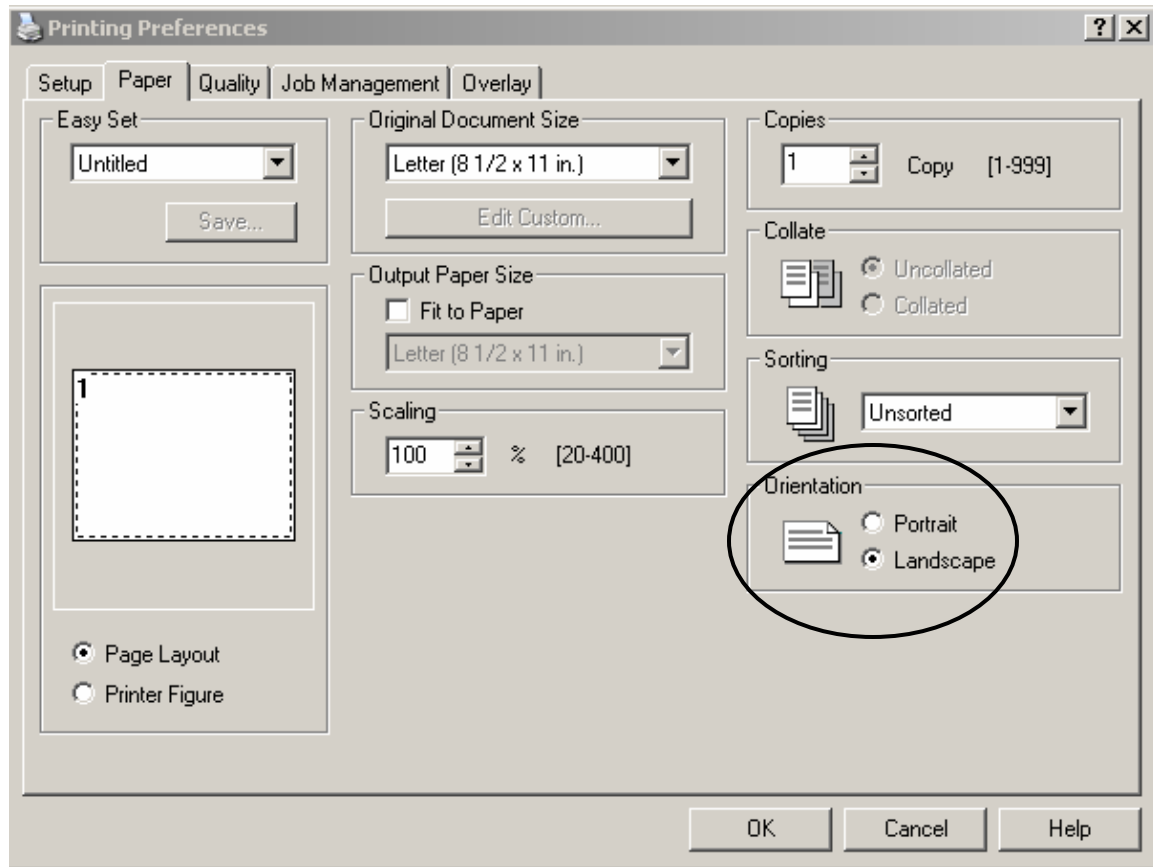
11. Click on the **Paper** tab.

NOTE: Your screens may vary from those shown, depending upon the printer being used.



**Instructions:**

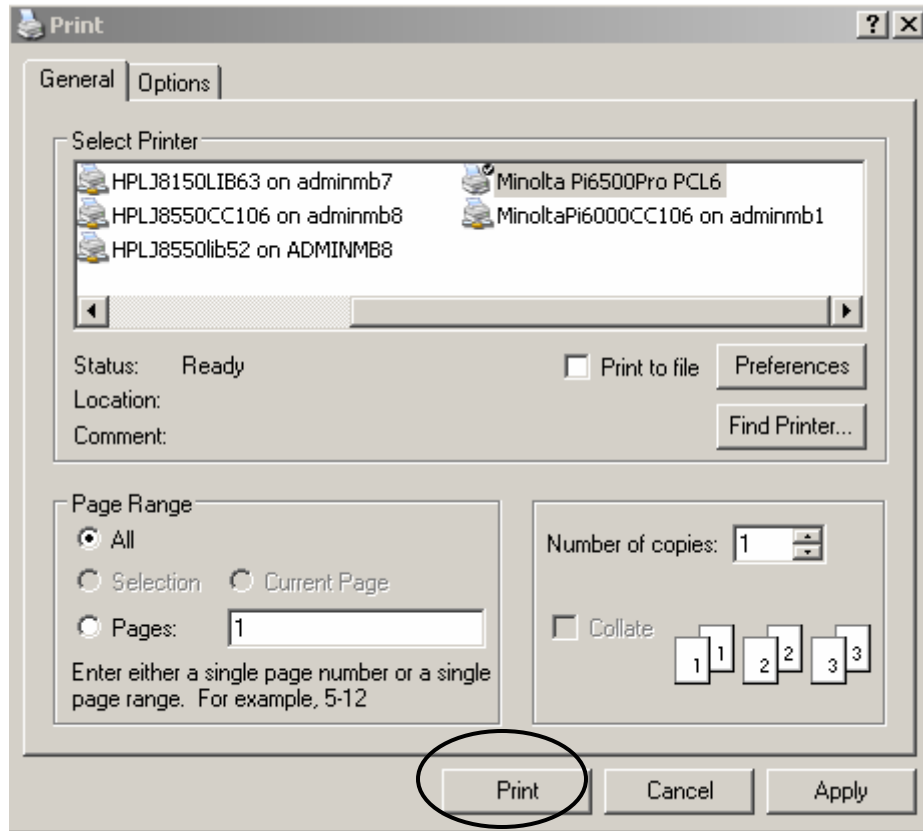
12. The Orientation must be set to **Landscape**. Click the **OK** button to accept the setting.



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

**Instructions:**

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



14. Use the link at the bottom of the page to return to the self-service page.

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

4:00PM	8200 410 (131) 3:10PM - 5:00PM	8200 410 (133) 7:30AM - 7:31PM				
5:00PM		8200 410 (133) 7:30AM - 7:31PM				
6:00PM		8200 410 (133) 7:30AM - 7:31PM				

Display Options			
<input type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input checked="" type="checkbox"/> Show AM/PM	<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	

Go

[Return to Academics](#)

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

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**Instructions:**

15. We are back at the Academics self-service page.

## Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

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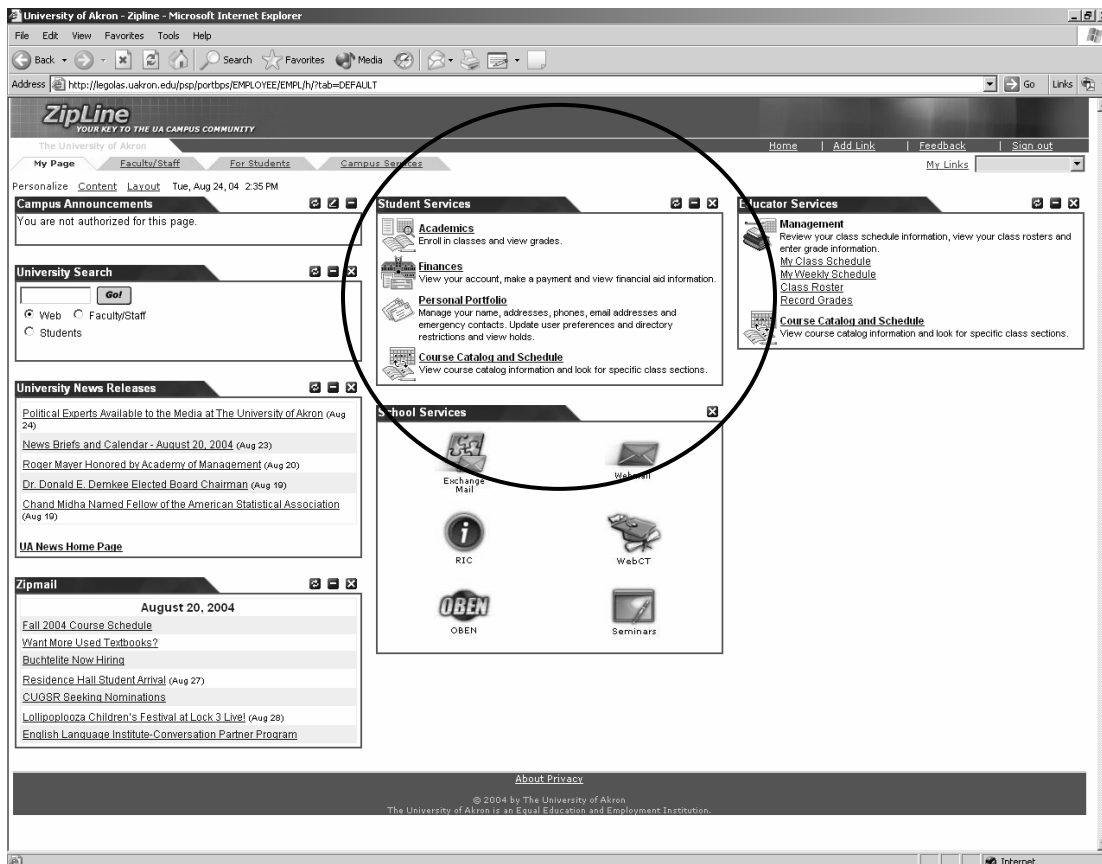
## Part C: View My Exam Schedule

### Instructions:

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

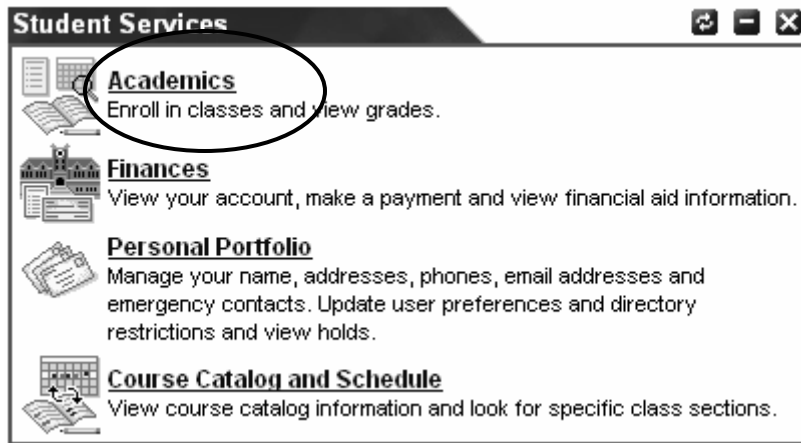


2. You are now logged in to the portal. Notice the **Student Services** pagelet located on the **My Page** tab.



**Instructions:**

3. Within the **Student Services** pagelet, click on the **Academics** link.



4. The class schedule views are all located under the **Enrollment** heading. Click on the "**View My Exam Schedule**" link.

**Academics****Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

**Instructions:**

5. You will be asked to select the term – click on the appropriate link.

**Exam Schedule****Select Term**

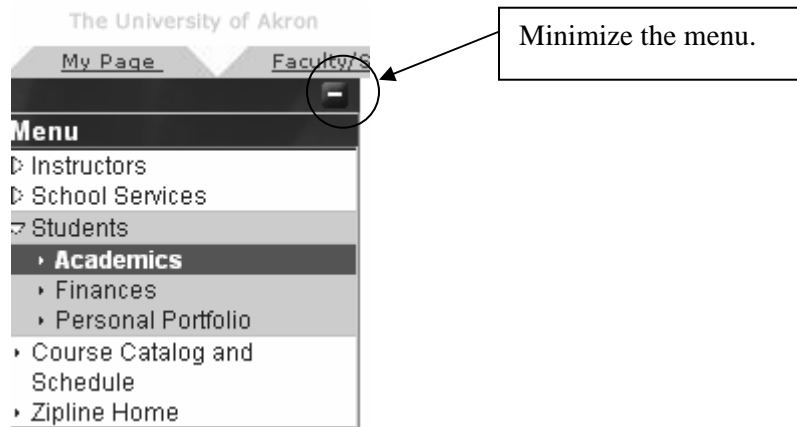
Joe Student


You are eligible to view exam information for the terms listed below. Select the appropriate term to do so.

Term	Institution
<a href="#">2004 Fall</a>	The University of Akron
<a href="#">2004 Summer</a>	The University of Akron
<a href="#">2004 Spring</a>	The University of Akron
<a href="#">2003 Fall</a>	The University of Akron
<a href="#">2003 Summer</a>	The University of Akron
<a href="#">2003 Spring</a>	The University of Akron
<a href="#">2002 Fall</a>	The University of Akron

[Return to Academics](#)

6. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of your schedule. To minimize the menu, 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:**

7. The exam schedule for the selected term appears. Notice the message that you should confirm all listings with your instructor(s).

If you wish to hide the name, click on the “**Hide Student Name**” link. The link will change to “**Show Student Name**” and may be clicked once again to make the name reappear.

Exam Schedule Print

**View Details**

Joe Student

Prevent student name from displaying.

**2004 Summer**  
[Hide Student Name](#)

The University of Akron

\*Please confirm all listings with your instructor(s). Check with the course instructor for information on listings marked TBA.

	Section	Component	Description	Exam Date	Start/End Time	Exam Type
7510 102	421	Lecture	Akron Symph: Chorus			
			Exam Schedule: TBA			

8. If you wish to print the exam schedule click the Print button.

Exam Schedule Print

**View Details**

Joe Student


Click the Print button to print the exam schedule.

**2004 Summer**  
[Hide Student Name](#)

The University of Akron

\*Please confirm all listings with your instructor(s). Check with the course instructor for information on listings marked TBA.

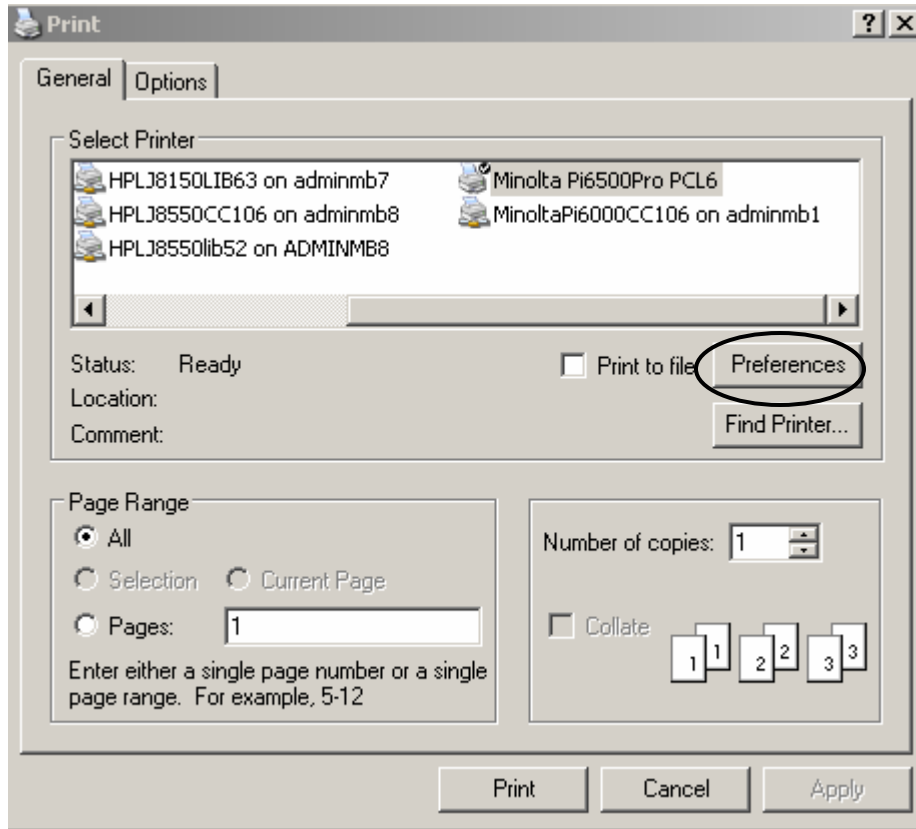
	Section	Component	Description	Exam Date	Start/End Time	Exam Type
7510 102	421	Lecture	Akron Symph: Chorus			
			Exam Schedule: TBA			

Do **NOT** click on the printer  icon to print the schedule. This will send the schedule directly to the printer and you must first change the paper orientation to Landscape to properly print the schedule.

**Instructions:**

9. Before the schedule can be printed, the paper orientation **MUST** be changed to Landscape. The schedule will not print correctly if the orientation is not set to Landscape!

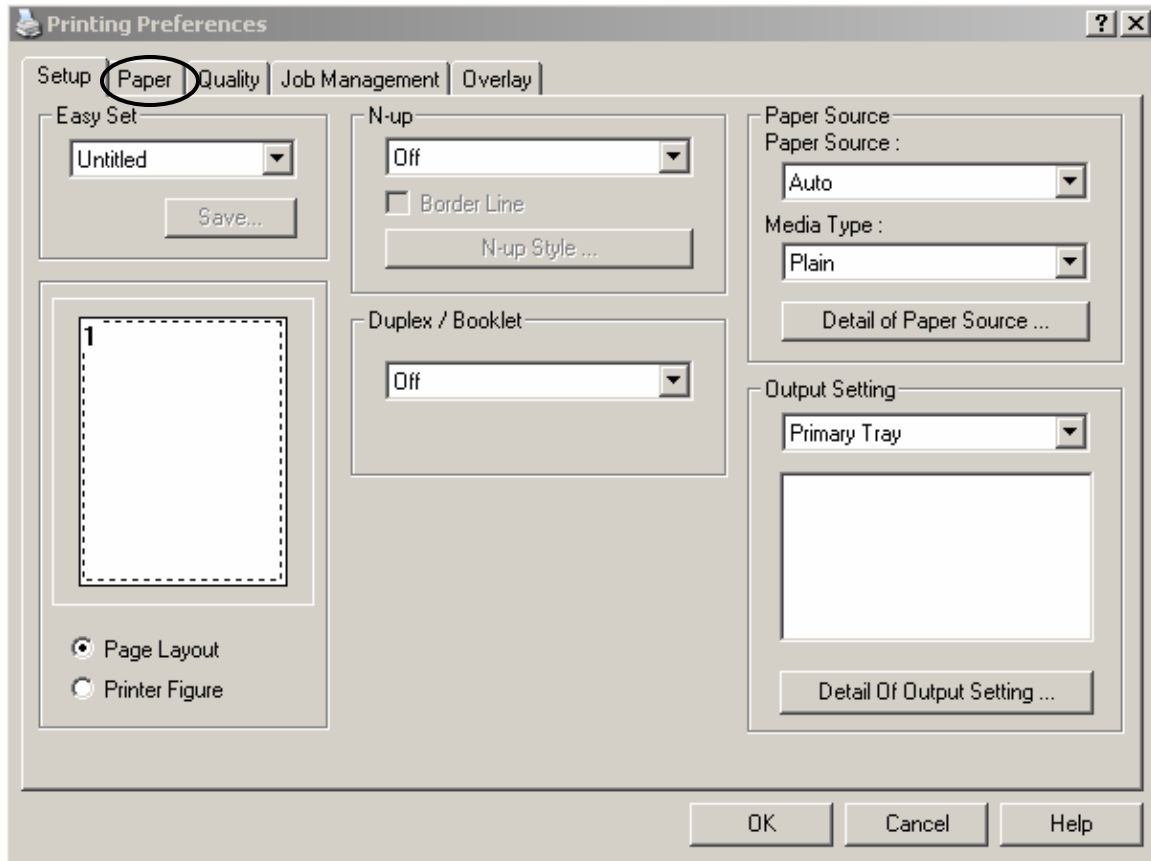
Click the **Preferences** button to modify the printer settings.



**Instructions:**

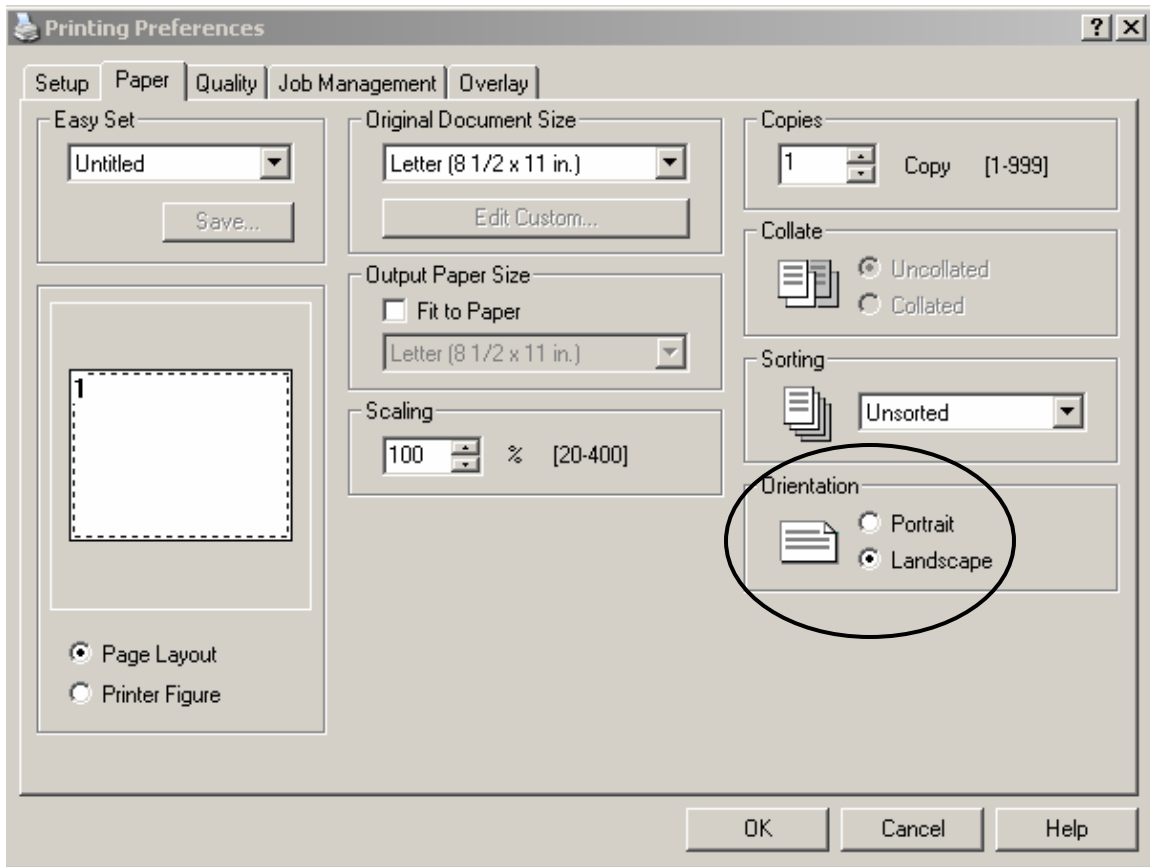
10. Click on the **Paper** tab.

NOTE: Your screens may vary from those shown, depending upon the printer being used.



**Instructions:**

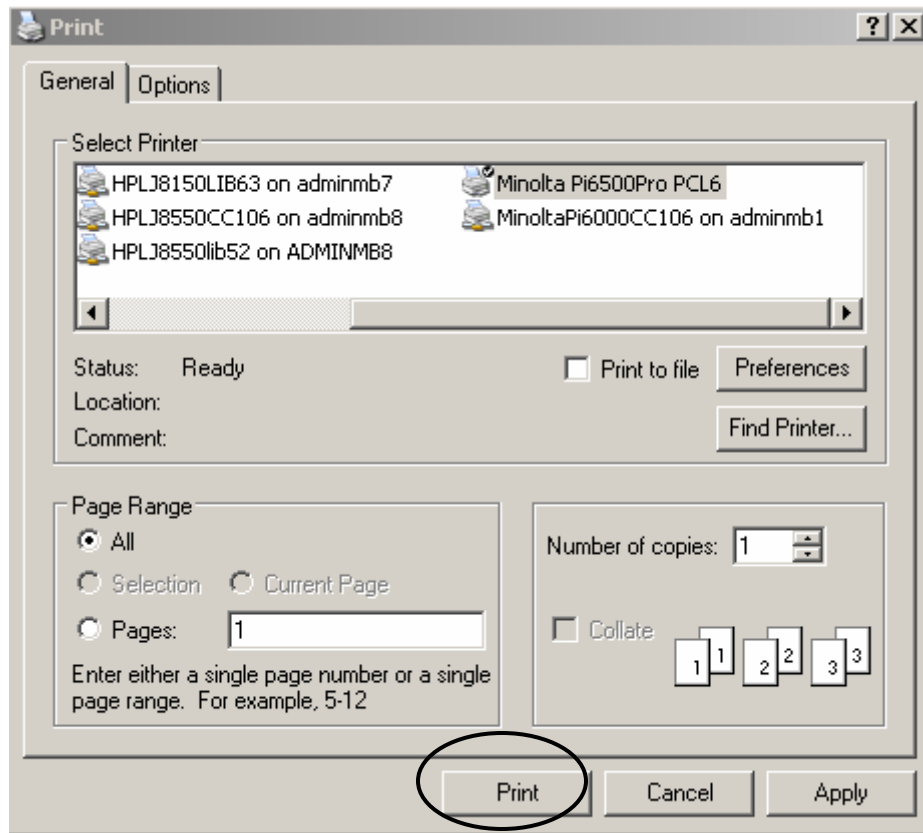
11. The Orientation must be set to **Landscape**. Click the **OK** button to accept the setting.



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

**Instructions:**

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



**Instructions:**

13. 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.

	Section	Component	Description	Exam Date	Start/End Time	Exam Type
7400 201	431	Lecture	Courtship, Marr & Fam Relation Exam Schedule: TBA			

	Section	Component	Description	Exam Date	Start/End Time	Exam Type
6500 221	402	Lecture	Quant Business Analysis I Exam Schedule: TBA			

[Return to Academics](#)   [Select a Different Term](#)

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

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**Instructions:**

14. We are back at the Academics self-service page.

## Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

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

[registrar@uakron.edu](mailto:registrar@uakron.edu)

For questions regarding this tutorial, please e-mail Software Training Services at:

[pstrain@uakron.edu](mailto:pstrain@uakron.edu)