**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, My Akron, at [http://my.uakron.edu](http://my.uakron.edu) with your UANetID and password.

There is an online tutorial available which accompanies this document. Please visit the [Software Training website](http://my.uakron.edu) 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
Instructions:

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

   ![Login Screen]

   University of Akron Login
   Authentication is required to access My Akron.
   UAnet ID: [ ]
   Password: [ ]
   Login

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

   ![Faculty Center Link]
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.
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.
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.

7. If you wish to print this schedule use the **Printer Friendly Page** link in the lower right corner and then use the browser’s print function.
Instructions:

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

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Dec 3</th>
<th>Tuesday Dec 4</th>
<th>Wednesday Dec 5</th>
<th>Thursday Dec 6</th>
<th>Friday Dec 7</th>
<th>Saturday Dec 8</th>
<th>Sunday Dec 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00AM</td>
<td>3450 140 - 001 Pre-calculus Mathematics Lecture (Final Exam)</td>
<td></td>
<td></td>
<td>7600 106 - 001 Effective Oral Communication Lecture (Final Exam)</td>
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<td>8:00AM</td>
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<td>9:00AM</td>
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</tr>
<tr>
<td>10:00AM</td>
<td></td>
<td></td>
<td>3100 101 - 001 Natural Sciences: Biology Lecture (Final Exam)</td>
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<tr>
<td>11:00AM</td>
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<tr>
<td>12:00PM</td>
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<tr>
<td>1:00PM</td>
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<td>2:00PM</td>
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<td>3:00PM</td>
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<tr>
<td>4:00PM</td>
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</tr>
</tbody>
</table>

*Display Options*

- ✔ Show AM/PM
- ✔ Show Class Title

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

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