

Faculty: View My Teaching Schedule

This document provides an overview of viewing your teaching schedule.

To access the self-service applications 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. Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

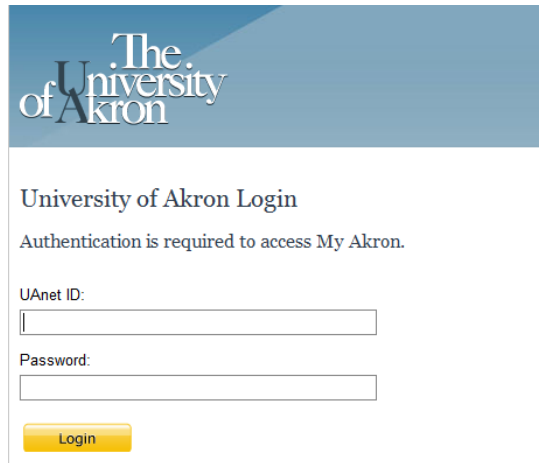
Important Guidelines:

- ✓ 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

Instructions:

1. Log in to [My Akron](#) with your Uanet ID and password:



The University of Akron

University of Akron Login

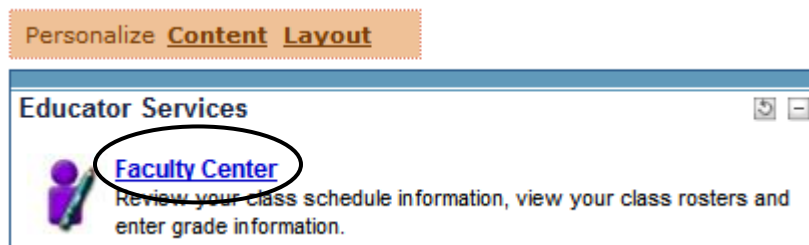
Authentication is required to access My Akron.

UAnet ID:

Password:

Login

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



Instructions:

3. The Teaching Schedule is displayed.
4. OPTIONAL: If you wish to view the schedule for a different term, click the **Change Term** button.
5. To view additional class details, click the Class hyperlink.

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

2008 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 > 2008 Fall > The University of Akron

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	3100 103-001 (70516)	Natural Science: Biology (Lecture)	183	TuTh 10:45AM - 12:00PM	Auburn Sci 120	Aug 25, 2008- Dec 7, 2008
	3150 305-001 (77689)	Phys Chemistry for Bio Science (Lecture)	11	MoTuWeFr 1:10PM - 2:00PM	Gladwin 204	Aug 25, 2008- Dec 7, 2008
	3300 111-001 (70755)	English Composition I 20 (Lecture)	20	MoTuWeFr 6:50AM - 7:40AM	Olin Hall 374.	Aug 25, 2008- Dec 7, 2008
	3750 100-013 (71485)	Introduction to Psychology (Lecture)	42	TuTh 9:15AM - 10:30AM	Olin Hall 121	Aug 25, 2008- Dec 7, 2008

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

My Exam Schedule > 2008 Fall > The University of Akron

You have no final exams scheduled at this time.

[Go to top](#)

Instructions:

6. Additional class details are displayed.
7. Click the **Return to Faculty Center** link to return to the previous page.

3100 103 - 001 Natural Science: Biology

The University of Akron | 2008 Fall | Lecture

[Return to Faculty Center](#)

Class Details			
Status	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Fits	Career Undergraduate
Class Number	70516		Dates 8/25/2008 - 12/7/2008
Session	Regular Academic Session		Grading ABC/NC Grading
Units	4 units		Location Akron Campus - Student Admin
Instruction Mode	Multimedia		Campus Akron Main Campus
Class Components	Laboratory	Required	
	Lecture	Required	

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 10:45AM - 12:00PM	Auburn Sci 120	David Perry, Robert Duff	08/25/2008 - 12/07/2008

Class Availability	
Class Capacity	183
Enrollment Total	183
Available Seats	0

Description
Designed for non-science majors. Laboratory and class instruction illustrate concepts of living organisms with emphasis on mankind's position in, and influence on, the environment. Not available for credit toward a degree in biology.

[Return to Faculty Center](#)

Instructions:

8. To view the schedule in a weekly calendar format click the **[View Weekly Teaching Schedule](#)** link located under the teaching schedule.

Faculty Center[My Exam Schedule](#)

Athletic Academic Progress Grade Rosters

[View My Advisees](#)[View Personal Data Summary](#)

2008 Fall | The University of Akron

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

My Exam Schedule > 2008 Fall > The University of Akron

You have no final exams scheduled at this time.

[Go to top](#)

Instructions:

9. The teaching 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.

Show Instructor Role – check this box to view the instructor status, i.e. **Primary Instructor**.

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 Role, or days of the week**, click the **Refresh Calendar** button to refresh the view.

Faculty Center

View My Weekly Schedule

<< previous week
Week of 8/25/2008 - 8/31/2008
next week >>

Show Week of
 Start Time End Time

Time	Monday Aug 25	Tuesday Aug 26	Wednesday Aug 27	Thursday Aug 28	Friday Aug 29
8:00AM					
9:00AM		3750 100 - 013 Lecture 9:15AM - 10:30AM Olin Hall 121		3750 100 - 013 Lecture 9:15AM - 10:30AM Olin Hall 121	
10:00AM		3750 100 - 013 9:15AM - 10:30AM 3100 103 - 001 Lecture 10:45AM - 12:00PM Auburn Science and Engineering 120		3750 100 - 013 9:15AM - 10:30AM 3100 103 - 001 Lecture 10:45AM - 12:00PM Auburn Science and Engineering 120	
11:00AM		3100 103 - 001 10:45AM - 12:00PM		3100 103 - 001 10:45AM - 12:00PM	
12:00PM					
1:00PM	3150 305 - 001 Lecture 1:10PM - 2:00PM Mary Gladwin Hall 204	3150 305 - 001 Lecture 1:10PM - 2:00PM Mary Gladwin Hall 204	3150 305 - 001 Lecture 1:10PM - 2:00PM Mary Gladwin Hall 204		3150 305 - 001 Lecture 1:10PM - 2:00PM Mary Gladwin Hall 204
2:00PM					
3:00PM					
4:00PM					
5:00PM					
6:00PM					

Display Options

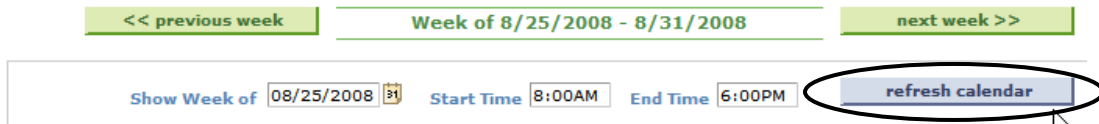
<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday

Sunday

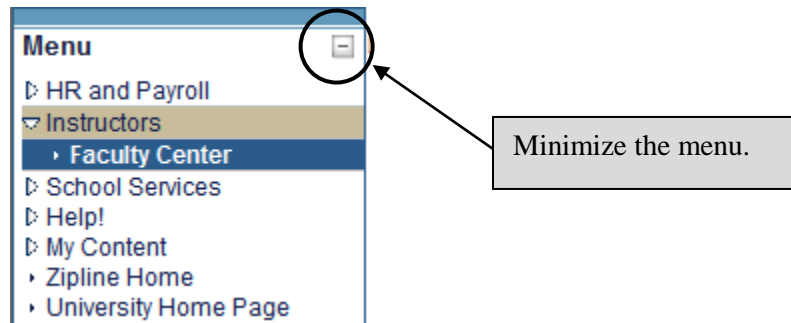
Instructions:


10. 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.
11. 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.

View My Weekly Schedule

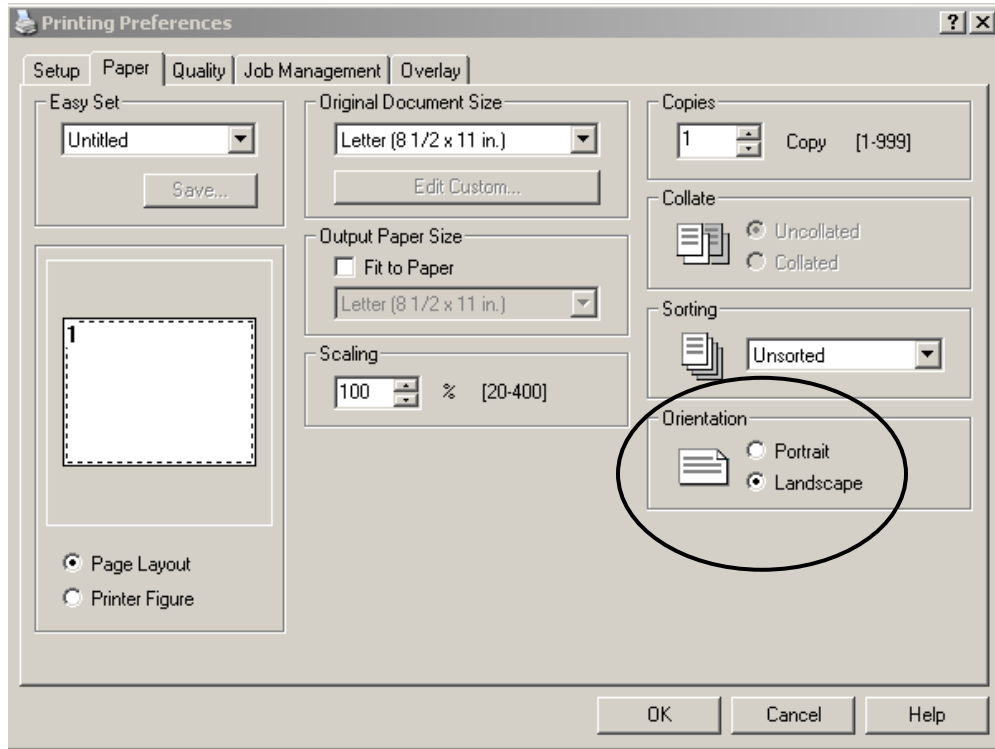
12. If you wish to print this schedule you must first minimize the menu which appears on the left side of the page. Click on the minus sign in the upper right corner of the menu.



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

Instructions:

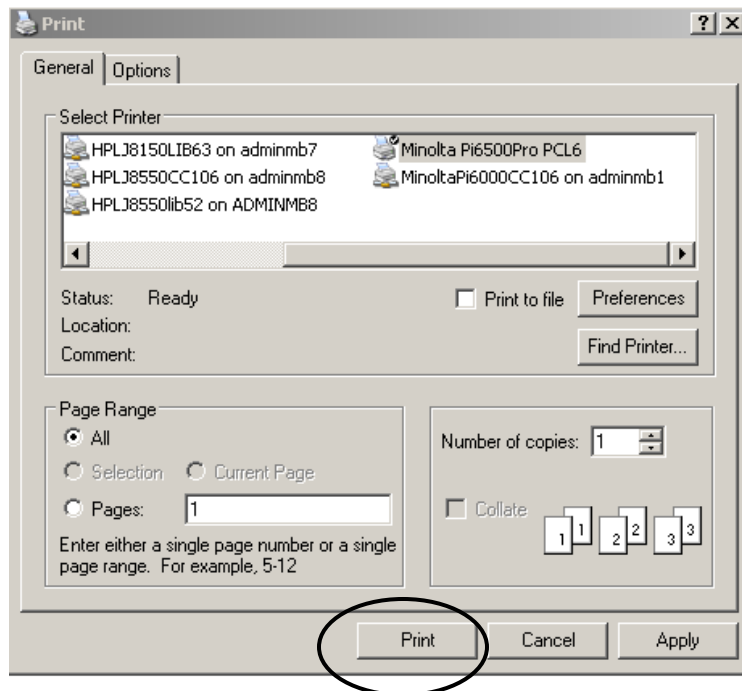
13. Use the browser's Print function to print the schedule.
14. The Orientation must be set to **Landscape**. Click the **OK** button to accept the setting.



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

Instructions:

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



16. Use the link at the bottom of the page to navigate. **Return to Faculty Center** will return to the Faculty self-service page.

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"/> Show Instructor Role	<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