Quick Guide: View Teaching Schedule

Last update: 1 October 2015 by JAE (96% of this was written by Manfred Kuechler, though he gets none of the blame)

1. After you have logged into your CUNYfirst account, select Faculty Center on the left side Enterprise Menu

2. Click on My Schedule

3. The My Teaching Schedule displays the current term.

   **Note:** In most cases, when you cannot view your schedule, then the department has not yet assigned you to a class or classes. Please contact your department administrator.

4. To display only classes with enrolled students, select the radio button that reads Show Enrolled Classes Only

5. To change term, click the Change Term button
6. On the Select Term page, you can select the radio box to select the semester and institution you want to view

   Note: If you have multiple institutions listed, each semester will be listed multiple times

7. Click Continue

8. To view details of an assigned class, click the Class link
9. The **Class Detail** page displays Class Details with Instruction Mode, Meeting Information, Enrollment Information, Class Availability, and Textbook/Other Materials Section

**Note:** All information in CUNYfirst is updated in real time. During the enrollment period, numbers in the **Class Availability** section will vary as students enroll, drop, or swap classes.

10. Click the **Return to Faculty Center** link to return to **My Schedule**
11. To view your schedule in a calendar format, click the **View Weekly Teaching Schedule** link

![View Weekly Teaching Schedule](image)

12. You MAY have to go through the following extra steps due to a glitch and hopefully they will be fixed soon:
   a. Click the **Add** button
   b. On the following Page, click on Any of the row links

![Add button](image)
13. Select the **previous week** or **next week** buttons to browse through the calendar
14. Alternatively click on the calendar icon (/calendar) and select the week to view on the calendar
15. As needed, enter the **Start Time** and **End Time** for that week
16. Click the **refresh calendar** button for changes to take effect
17. Click on the **Printer Friendly Page** link to view a printable layout of the calendar

**Note:** Depending on your browser you can print the page by going to **File >> Print** or by clicking **Ctrl+P** on your keyboard

18. Click on **Return to Faculty Center** to return to your **My Schedule** page