

# Faculty Center help

## View my weekly class schedule

### Introduction

This guide will illustrate methods to view your class schedule in a calendar format and adjust the times, days and weeks displayed.

### Overview



### Procedure

Process Steps	Screen Shots																																																																																								
<p>1. Login to the Faculty Center using your HSU ID (abc123). The Faculty Center is located at <a href="http://humboldt.edu/facultycenter">humboldt.edu/facultycenter</a>.</p>																																																																																									
<p>2. Select the View Weekly Teaching Schedule link.</p>																																																																																									
<p>3. Your schedule will appear in calendar format.</p>	<table border="1"> <caption>View My Weekly Schedule</caption> <thead> <tr> <th>Time</th> <th>Monday Aug 22</th> <th>Tuesday Aug 23</th> <th>Wednesday Aug 24</th> <th>Thursday Aug 25</th> <th>Friday Aug 26</th> <th>Saturday Aug 27</th> <th>Sunday Aug 28</th> </tr> </thead> <tbody> <tr> <td>8:00AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9:00AM</td> <td></td> <td>GEOG 360 - 1 Lecture 9:30AM - 10:50AM Founders Hall 111</td> <td></td> <td>GEOG 360 - 1 Lecture 9:30AM - 10:50AM Founders Hall 111</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:00AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11:00AM</td> <td>GEOG 300 - 1 Lecture 11:00AM - 11:50AM Founders Hall 118</td> <td></td> <td>GEOG 300 - 1 Lecture 11:00AM - 11:50AM Founders Hall 118</td> <td></td> <td>GEOG 300 - 1 Lecture 11:00AM - 11:50AM Founders Hall 118</td> <td></td> <td></td> </tr> <tr> <td>12:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2:00PM</td> <td>GEOG 332 - 1 Lecture 2:00PM - 2:50PM Founders Hall 111</td> <td></td> <td>GEOG 332 - 1 Lecture 2:00PM - 2:50PM Founders Hall 111</td> <td></td> <td>GEOG 332 - 1 Lecture 2:00PM - 2:50PM Founders Hall 111</td> <td></td> <td></td> </tr> <tr> <td>3:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5:00PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Time	Monday Aug 22	Tuesday Aug 23	Wednesday Aug 24	Thursday Aug 25	Friday Aug 26	Saturday Aug 27	Sunday Aug 28	8:00AM								9:00AM		GEOG 360 - 1 Lecture 9:30AM - 10:50AM Founders Hall 111		GEOG 360 - 1 Lecture 9:30AM - 10:50AM Founders Hall 111				10:00AM								11:00AM	GEOG 300 - 1 Lecture 11:00AM - 11:50AM Founders Hall 118		GEOG 300 - 1 Lecture 11:00AM - 11:50AM Founders Hall 118		GEOG 300 - 1 Lecture 11:00AM - 11:50AM Founders Hall 118			12:00PM								1:00PM								2:00PM	GEOG 332 - 1 Lecture 2:00PM - 2:50PM Founders Hall 111		GEOG 332 - 1 Lecture 2:00PM - 2:50PM Founders Hall 111		GEOG 332 - 1 Lecture 2:00PM - 2:50PM Founders Hall 111			3:00PM								4:00PM								5:00PM							
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## Process Steps

- Navigate to past or future weeks by selecting the previous week or next week button. Display a specific week by selecting a date from that week using the calendar icon next to the Show Week Of field. View these changes by selecting the Refresh Calendar button

## Screen Shots

Navigation: << previous week | Week of 8/22/2011 - 8/28/2011 | next week >>

Show Week of: 08/22/2011 [calendar icon] Start Time: 8:00AM End Time: 6:00PM refresh calendar

Time	Monday Aug 22	Tuesday Aug 23	Wednesday Aug 24	Thursday Aug 25	Friday Aug 26	Satur Aug
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6:00PM						

Display Options:

- Show AM/PM
- Show Class Title
- Show Instructor Role
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

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- Select Display Options to access options to show more or less information in your calendar. You can, for example, limit the days displayed or choose to include the class title.

show instructor role | show class title | show AM/PM | **Display Options**

refresh calendar

- Select the Printer Friendly Page link to view a reformatted page that excludes controls, making the page more appealing when printed. To print the page, use the browser's print feature. This is often located in a browser's File menu.

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- Show AM/PM
- Show Class Title
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