View Teaching Schedule
The Teaching Schedule displays a summary of class information including: class (catalog and section number), class title, number of students currently enrolled, meeting days and times, room assignments, and start and end dates. A link is provided to the class details page.

The Teaching Schedule automatically displays the latest term for which a faculty member has been assigned as a class instructor. Faculty may view their teaching schedule for other terms and at other institutions using CUNYfirst.

The Teaching Schedule may be viewed in a table or calendar format.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
• Enter your Username and Password and click the Log In button.  
• From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Faculty Center > My Schedule. |
| 3.   | The My Teaching Schedule displays for the current term in a table format.  
*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.*  
To view different terms at the same college or school or at other institutions click the change term button. |

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On the **Select Term** page, select a **Term** radio button.

6. Click either of the **Continue** buttons.

7. The **My Teaching Schedule** displays all classes for the selected term.

8. Alternatively, to display only those classes with enrolled students, select the **Show Enrolled Classes Only** radio button.

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

*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.*

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 101A</td>
<td>BASIC WRITING II</td>
<td>5</td>
<td>MoTuTh 11:00AM - 12:15PM</td>
<td>Bldg A 127</td>
<td>Aug 27, 2012 - Dec 21, 2012</td>
</tr>
</tbody>
</table>
13. The View My Weekly Schedule displays.

Note: The Academic Calendar of your primary institution is displayed in this view.

Select the previous week or next week buttons to go to those schedules.

14. Alternatively, enter the date or click the calendar icon and select the week to view. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

15. As needed, enter the Start Time and End Time (format is 10:00AM or 4:00PM) for that week.

16. Click the refresh calendar button.
17. From the **Display Options** section:
   - Select the **Show AM/PM** checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Select the **Show Class Title** checkbox to display the course name.
   - Select the **Show Instructor Role** checkbox to display the assigned faculty.
   - Select the checkboxes of those days of the week you wish to display.

18. Click the **refresh calendar** button.

19. In either the table or calendar format, select the **Printer Friendly Page** link and follow your browser’s prompts to print the schedule as displayed.

End of Procedure.