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## **Navigation: Faculty Center**

# **View My Weekly Teaching Schedule**

**Screen Page** 

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#### Action(s) to be taken

- 1. Click the Faculty Center tab
- 2. Click change term to select a different term

**<u>Note</u>**: If the current term is acceptable, proceed to step #5



## Screen Page

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			CONTINUE						
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## Action(s) to be taken

- 3. Select the Term for which you wish to view your teaching schedule by pressing on the radio button beside the term in the listing.
- 4. Click CONTINUE



Action(s) to be taken

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## **Screen Page**

5. Scroll down towards the bottom of the page under the **My Teaching Schedule** area, click <u>View Weekly Teaching Schedule</u> to view your weekly schedule in grid format.



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#### **Screen Page**

#### Action(s) to be taken

- - Display options appear at the bottom of the page. If you change the display options, click **refresh calendar** to update the grid.
- 7. Click the **Faculty Center** tab at the top of the page or click the <u>Return to Faculty Center</u> link at the bottom of the page to continue with other functions.



**EagleLINKS Student Records** 

**Screen Page** 

Action(s) to be taken

To print the Weekly Teaching Schedule

- 1. Click File
- 2. Click Print Preview
- 3. Click the Page Setup button [2<sup>nd</sup> button from left]

Print Preview		
Print 🐻 ↔ ← Page 1 of 1 → ↔ 🕞 🔂 75%	<ul> <li>As laid out on screen</li> </ul>	Help Close



Proprietary and Confidential Coppin State University

- 4. At the Page Setup page, under the heading, **Orientation**, click Landscape
- 5. Click Ok
- 6. At the Print Preview toolbar, in the window that reads: As laid out on screen, click the drop down arrow and select, Only the Selected Frame
- 7. Click Print...
- 8. Click Close

