



Viewing Your Teaching Schedule Online

1. From the Faculty Services menu select **View Week at a Glance**.
2. You will see the following screen:

The screenshot shows the 'Week at a Glance' page for a faculty member at the University of Manitoba. The page includes navigation tabs for 'Personal Information', 'Faculty Services', 'Advisor Services', 'Application for UG Admission', and 'Student Reports'. The current view is 'Week at a Glance' for the week of Nov 29, 2010. The schedule is displayed in a grid format with days of the week as columns and time slots as rows. The following table summarizes the classes shown:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11am	ABIZ 0440-A01 11624 Lecture 11:30 am-12:20 pm 1011 172		ABIZ 0440-A01 11624 Lecture 11:30 am-12:20 pm 1011 172		ABIZ 0440-A01 11624 Lecture 11:30 am-12:20 pm 1011 172		
12pm							
1pm							
2pm							
3pm			ABIZ 0440-B01 11625 Laboratory 2:30 pm-3:45 pm 1011 172				

At the bottom of the page, there are links for [Active Teaching Assignments | Teaching Assignment History | Faculty Detail Schedule].

Note: This screen displays a specific week in the year. Your schedule may vary depending on the week and courses or labs that you are instructing.

3. Use **Previous Week** and **Next Week** to navigate through your schedule, or retrieve a specific week by submitting a date within that week in the **Go to** field.