Faculty Center-My Schedule

1. Login to Moasic, if you are not logged in already.

2. Click on the Faculty Center tab.

Alternately you can navigate to the Faculty Center by Clicking Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule
3. The **My Schedule** tab will include the following:

   A. **My Teaching Schedule** – lists the classes with the class number (5 digit number located below the class name, yellow arrow), date, time and location that you are teaching

<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>ANTHROP 1400-001 (10183)</td>
<td>Culture &amp; Society (Lecture)</td>
<td>18</td>
<td>TBA</td>
<td>TBA</td>
<td>Sep 1, 2015-Dec 31, 2015</td>
</tr>
<tr>
<td>ANTHROP 1403-001 (10183)</td>
<td>Culture &amp; Society (Tutorial)</td>
<td>2</td>
<td>Tu 11:00AM - 12:00PM</td>
<td>TBA</td>
<td>Sep 1, 2015-Dec 31, 2015</td>
</tr>
</tbody>
</table>

   B. **My Exam Schedule** – lists your scheduled exam

<table>
<thead>
<tr>
<th>Exam Period</th>
<th>Class</th>
<th>Course Name</th>
<th>Exam Type</th>
<th>Sequence</th>
<th>Exam Dates</th>
<th>Day of Week</th>
<th>Exam Start Time</th>
<th>Exam Duration</th>
<th>Exam Room</th>
<th># of students in Exam</th>
<th># of students in the section</th>
<th># of students in the Section</th>
<th>Last updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>ANTHROP 1400-001</td>
<td>Culture &amp; Society</td>
<td>Regular</td>
<td>1</td>
<td>January 31, 2015, Wednesday</td>
<td>1:00PM</td>
<td>120 Minutes</td>
<td>TEST ROOM</td>
<td>0</td>
<td>9</td>
<td>6</td>
<td>January 15, 2015</td>
<td></td>
</tr>
</tbody>
</table>
How to View Weekly Teaching Schedule

Click the link View Weekly Teaching Schedule under My Schedule, to see a calendar view of your schedule. Alternatively, you can also click the My Exam Schedule button to view the schedule.
View My Weekly Schedule
Shows a calendar view of your schedule. This is Printable.

Please note that the weekly view is for a specific week. If you are teaching classes or labs taught every other week, you may need to scroll to another week to see them on the schedule. To view another terms schedule, please adjust the date accordingly.
b) **My Schedule** – Will list, in a grid (or in a calendar format), the details of your teaching schedule such as the day(s) of the week, time and location of each specific class. You will also find the **Class Number** here which you may need for grading.

c) **Exam Schedule** – same as above except for examinations.

d) **Exam Questionnaire** – allows you to identify details about your exam which are important to the Scheduling Office.

1. [Login](#), if you are not logged in already.

2. Click on the **Faculty Center** tab.

   Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**

3. The **My Schedule** tab will include the following:

   C. **My Teaching Schedule** – lists the classes with the class number (**5 digit number located below the class name**), date, time and location that you are teaching
- My Exam Schedule – lists your scheduled exams