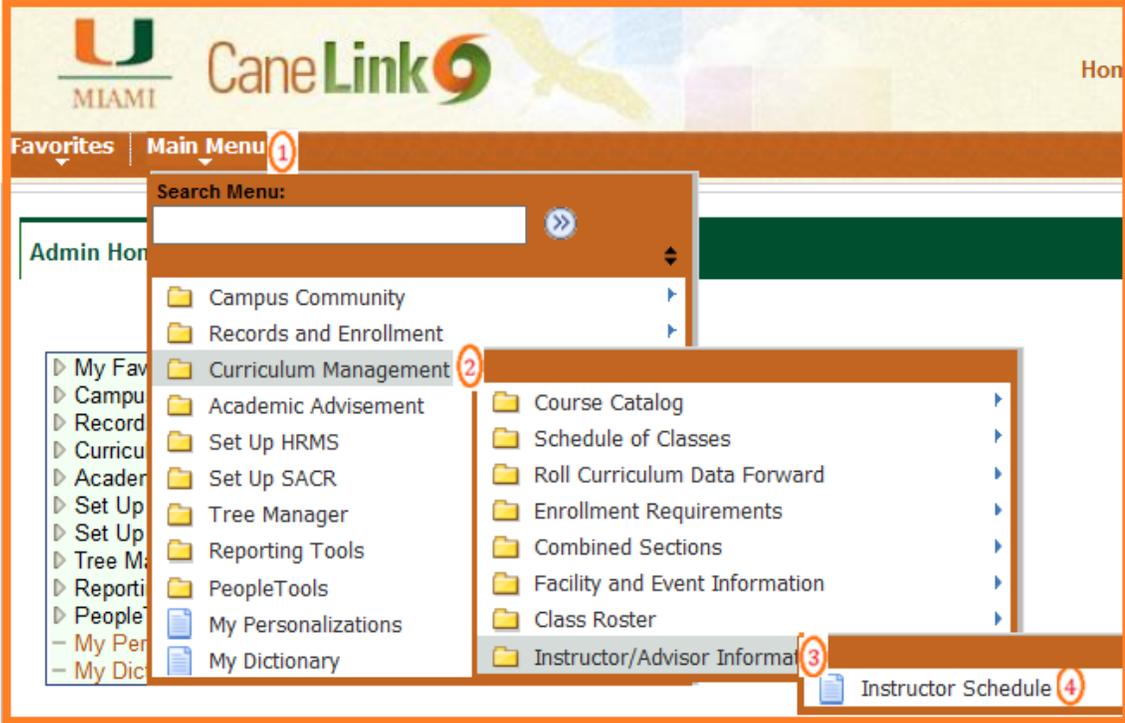


How to Retrieve an Instructor Schedule

The Instructor Schedule helps Department and School Schedulers retrieve a summary of an instructor's class schedule per term.

| Step | Action and Print Screen |
|------|--|
| A | Log into CaneLink |
| B | <p>Follow the breadcrumb:</p> <p>Main Menu → Curriculum Management → Instructor/Advisor Information → Instructor Schedule</p> |
| |  <p>The screenshot shows the CaneLink interface with the following navigation steps highlighted by red circles:</p> <ul style="list-style-type: none"> 1: Main Menu 2: Curriculum Management 3: Instructor/Advisor Information 4: Instructor Schedule |



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C

Enter the relevant information in each field of the Instructor Schedule screen

Example:

- ✓ **Term:** 2141
- ✓ **ID:** 123456789
- ✓ **Last Name:** 'Cane
- ✓ **First Name:** Sebastian

Then click **Search**

avorites | Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule

Instructor Schedule

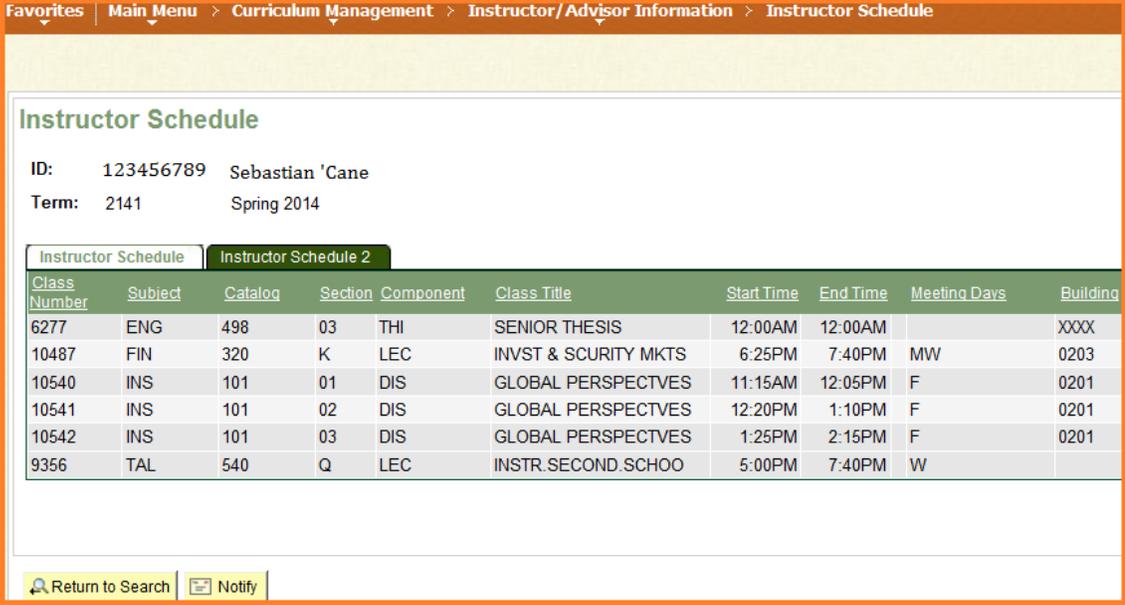
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

| | | | |
|-------------|-------------|-----------|--|
| Term: | begins with | 2141 | |
| ID: | begins with | 123456789 | |
| Last Name: | begins with | Cane | |
| First Name: | begins with | Sebastian | |



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| D | Results will reflect the professors' list of course sections with the Meeting Pattern, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|--------------|---------|-----------|----------------------|------------|-------------|--------------|----------|--------------|----------|------|-----|-----|----|-----|---------------|---------|---------|--|------|-------|-----|-----|---|-----|----------------------|--------|--------|----|------|-------|-----|-----|----|-----|--------------------|---------|---------|---|------|-------|-----|-----|----|-----|--------------------|---------|--------|---|------|-------|-----|-----|----|-----|--------------------|--------|--------|---|------|------|-----|-----|---|-----|--------------------|--------|--------|---|--|
| |  <p>Instructor Schedule</p> <p>ID: 123456789 Sebastian 'Cane Term: 2141 Spring 2014</p> <table border="1"><thead><tr><th>Class Number</th><th>Subject</th><th>Catalog</th><th>Section</th><th>Component</th><th>Class Title</th><th>Start Time</th><th>End Time</th><th>Meeting Days</th><th>Building</th></tr></thead><tbody><tr><td>6277</td><td>ENG</td><td>498</td><td>03</td><td>THI</td><td>SENIOR THESIS</td><td>12:00AM</td><td>12:00AM</td><td></td><td>XXXX</td></tr><tr><td>10487</td><td>FIN</td><td>320</td><td>K</td><td>LEC</td><td>INVST & SCURITY MKTS</td><td>6:25PM</td><td>7:40PM</td><td>MW</td><td>0203</td></tr><tr><td>10540</td><td>INS</td><td>101</td><td>01</td><td>DIS</td><td>GLOBAL PERSPECTVES</td><td>11:15AM</td><td>12:05PM</td><td>F</td><td>0201</td></tr><tr><td>10541</td><td>INS</td><td>101</td><td>02</td><td>DIS</td><td>GLOBAL PERSPECTVES</td><td>12:20PM</td><td>1:10PM</td><td>F</td><td>0201</td></tr><tr><td>10542</td><td>INS</td><td>101</td><td>03</td><td>DIS</td><td>GLOBAL PERSPECTVES</td><td>1:25PM</td><td>2:15PM</td><td>F</td><td>0201</td></tr><tr><td>9356</td><td>TAL</td><td>540</td><td>Q</td><td>LEC</td><td>INSTR.SECOND.SCHOO</td><td>5:00PM</td><td>7:40PM</td><td>W</td><td></td></tr></tbody></table> | Class Number | Subject | Catalog | Section | Component | Class Title | Start Time | End Time | Meeting Days | Building | 6277 | ENG | 498 | 03 | THI | SENIOR THESIS | 12:00AM | 12:00AM | | XXXX | 10487 | FIN | 320 | K | LEC | INVST & SCURITY MKTS | 6:25PM | 7:40PM | MW | 0203 | 10540 | INS | 101 | 01 | DIS | GLOBAL PERSPECTVES | 11:15AM | 12:05PM | F | 0201 | 10541 | INS | 101 | 02 | DIS | GLOBAL PERSPECTVES | 12:20PM | 1:10PM | F | 0201 | 10542 | INS | 101 | 03 | DIS | GLOBAL PERSPECTVES | 1:25PM | 2:15PM | F | 0201 | 9356 | TAL | 540 | Q | LEC | INSTR.SECOND.SCHOO | 5:00PM | 7:40PM | W | |
| Class Number | Subject | Catalog | Section | Component | Class Title | Start Time | End Time | Meeting Days | Building | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6277 | ENG | 498 | 03 | THI | SENIOR THESIS | 12:00AM | 12:00AM | | XXXX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10487 | FIN | 320 | K | LEC | INVST & SCURITY MKTS | 6:25PM | 7:40PM | MW | 0203 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10540 | INS | 101 | 01 | DIS | GLOBAL PERSPECTVES | 11:15AM | 12:05PM | F | 0201 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10541 | INS | 101 | 02 | DIS | GLOBAL PERSPECTVES | 12:20PM | 1:10PM | F | 0201 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10542 | INS | 101 | 03 | DIS | GLOBAL PERSPECTVES | 1:25PM | 2:15PM | F | 0201 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9356 | TAL | 540 | Q | LEC | INSTR.SECOND.SCHOO | 5:00PM | 7:40PM | W | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E | <p>Congratulations, you have now retrieved an Instructor Schedule in CaneLink.</p> <p>End of Procedure.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |