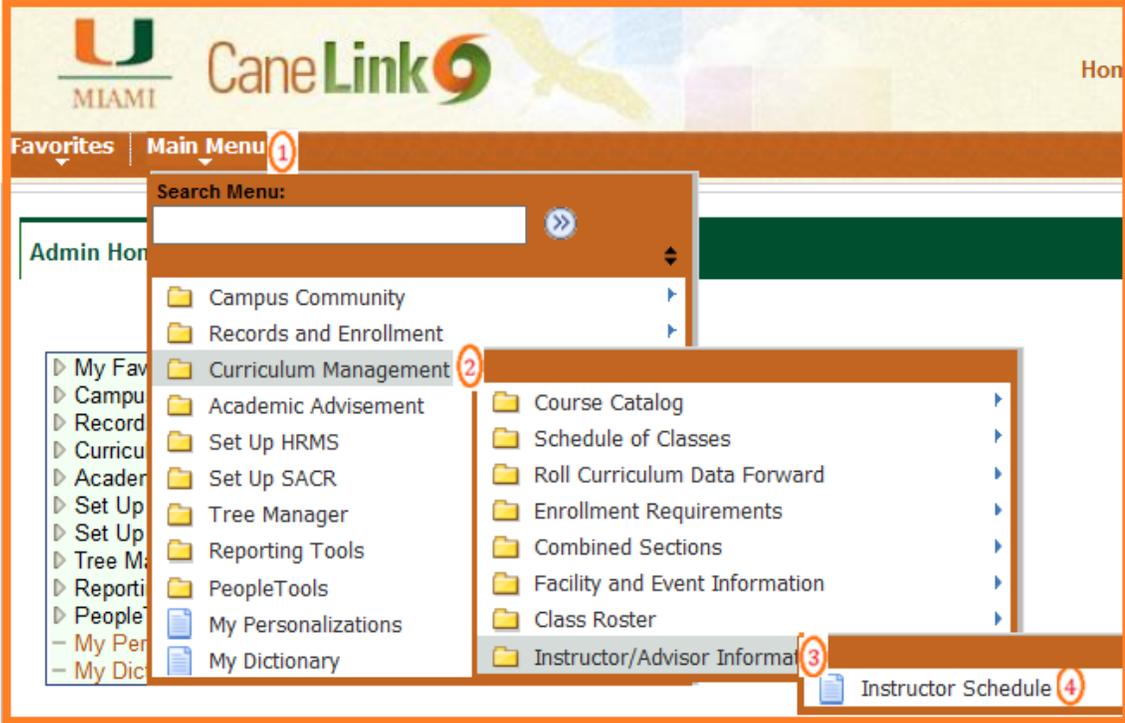OFFICE OF
CLASSROOM MANAGEMENT

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	**Follow the breadcrumb:** Main Menu → Curriculum Management → Instructor/Advisor Information → **Instructor Schedule**

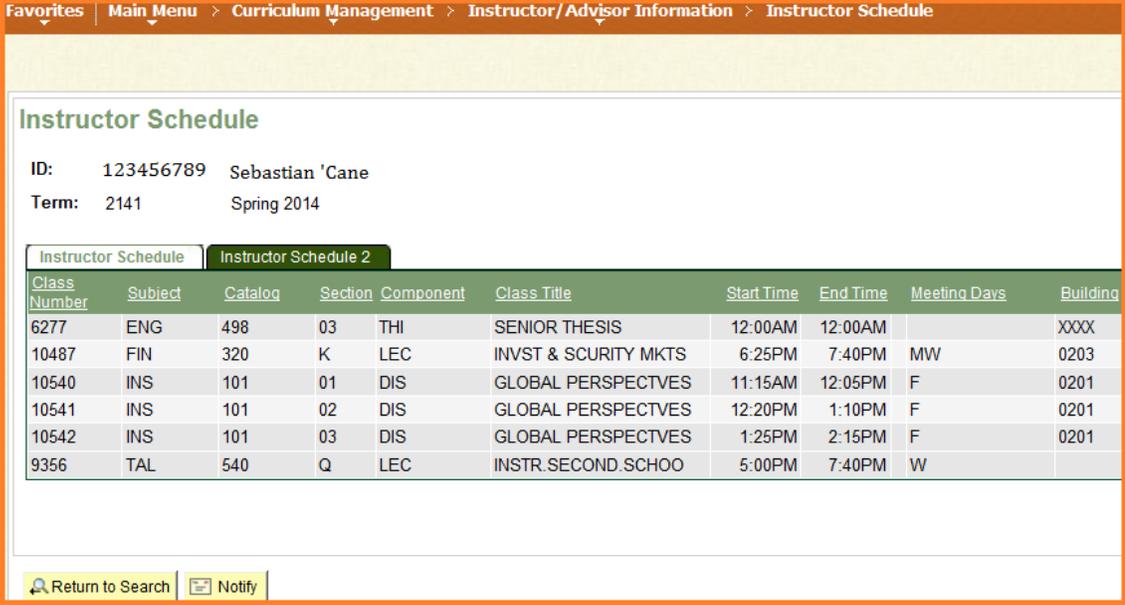|	
C	Enter the relevant information in each field of the Instructor Schedule screen Example: ✓ **Term:** 2141 ✓ **ID:** 123456789 ✓ **Last Name:** 'Cane ✓ **First Name:** Sebastian Then click **Search**
	Favorites | Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule Instructor Schedule Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria Term: begins with ✔ 2141 ID: begins with ✔ 123456789 Last Name: begins with ✔ 'Cane First Name: begins with ✔ Sebastian Search Clear Basic Search 💾 Save Search Criteria

D	Results will reflect the professors' list of course sections with the Meeting Pattern, etc.
E	**Congratulations,** you have now retrieved an Instructor Schedule in CaneLink. **End of Procedure.**