

Online Tutorial: Viewing Teacher Schedules

Step 1: On the start page, click the “Teacher Schedules” link under the “Functions” heading in the left navigation bar.

- Functions
 - Absentee Report
 - Daily Bulletin
 - Enrollment Summary
 - Master Schedule
 - PowerLunch
 - Reports
 - Special Functions
 - Teacher Schedules**

- Bachrach, Steve
- Cho, Sophia
- Davis, Jessica
- Depalma, Laura
- Ewell, Denise
- Landa-Gonzalez, Marlem
- Nicodemus, Nicole
- Perkins, Douglas
- Ramos, Leddys Margarita

Step 2: In the left navigation bar, click the name of the teacher whose schedule you’d like to access.

Step 3: In the center of the screen, you’ll see the teacher’s schedule, classroom, number of students, and (if applicable) stored grades. Click any of these links for more detailed information.

Attendance Taken Today	Expression	Term	Course #	Course	Sec #	Room	Size	as of 03/04/2009	Team	Store Grades?	Grades	Graphs
<input type="radio"/>	SSR(A) PMU(A) KMO-A(A)	S1	7702GO	Advisory 10	13	A	23	0		Yes	Grades	
	WKS(A)	S1	835	Film	4	conference	0	0		Yes	Grades	
<input type="radio"/>	SSR(A) PMU(A) KMO-A(A)	S2	7702GO	Advisory 10	21	A	23	21		Yes	Grades	
<input type="radio"/>	WKS(A)	S2	835	Film	6	A	20	20		Yes	Grades	
<input type="radio"/>	LTI(A)	S2	FTA108	Learning Through Internship	7	A	22	20		Yes	Grades	

Step 4: If you need to change terms, click the “Term” link at the top of the page. This will allow you to view historical scheduling data, if necessary.

Term: 08-09 Year