Viewing Instructor Schedules – Class Search

You can use the Instructor Schedule page to see what classes an instructor is teaching during a certain term.

To see an instructor’s schedule,

1. Go to Manage Student Records > Establish Courses > Inquire > Class Search.
2. Choose (or look up) the
   - Institution
   - Career
   - Term (below)

3. Click Advanced Search.
4. Remove the check in the Open Classes Only box (below).
5. Choose "Regular Academic Session" from the Session drop down list (below).

6. Scroll down to the bottom of the page.

7. Type the instructor’s last and/or first names (below).

8. Click [Search], and you will see all courses the instructor is teaching for that particular term.
9. Use the blue bar (below) to scroll through additional courses (if applicable).

10. Click the Class Details icon (below) to see capacity and other class information.