

# Pathway help: Faculty Center View Class Schedule

OFFICE OF REGISTRATION & RECORDS

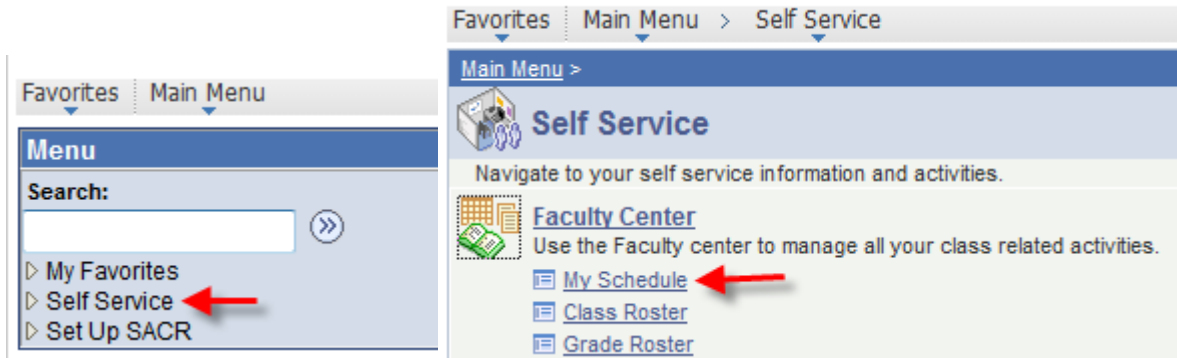
**Path: Self Service > Faculty Center > My Schedule**

1. Login to [Pathway](#) with your User ID and Password.
  - a. Your User ID is your Single-Sign-On (SSO) which is typically the part of your UMKC e-mail address before the @ sign. **DO NOT include the @umkc.edu when you input your User ID.**
  - b. Your password is the same password you use for UMKC e-mail and Blackboard
2. Click the "Sign In" Button



3. Click on **Self-Service**
4. Under Faculty Center select **My Schedule**

Note: Depending on the access you have been granted, your menu box may look different and have more options or fewer options.



- This is your **Faculty Center**. The classes you are teaching should be displayed in the table labeled “**My Teaching Schedule.**” If the class(es) you are teaching are not displayed, you are most likely not listed as the official instructor of record for the class. Contact the person in your department responsible for scheduling classes. A list of people in each department can be found here: <http://www.umkc.edu/registrar/procedures/room-scheduling.asp>
- Check to make sure the current semester is displayed. If it is not displayed, click the yellow **change term** button to select a different semester.

Favorites Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center Search

my schedule class roster grade roster

## Faculty Center

### My Schedule

2012 Fall Semester | Univ of Missouri - Kansas City **change term** Final Exams

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > 2012 Fall Semester > Univ of Missouri - Kansas City

View All | | First 1-11 of 11 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">CHEM 206-0001 (45426)</a>	Human Nutrition (Lecture)	65	TBA	Internet Class	Aug 20, 2012- Dec 14, 2012
	<a href="#">CHEM 321-0002 (40251)</a>	Organic Chemistry I (Lecture)	255	MoWeFr 1:00PM - 1:50PM	Royall Hall-Rm 00111	Aug 20, 2012- Dec 14, 2012
	<a href="#">CHEM 321L-0001 (40252)</a>	Organic Chem Lab I (Laboratory)	30	Mo 2:00PM - 4:50PM	Spencer Chemistry-Rm 0C217	Aug 20, 2012- Dec 14, 2012
	<a href="#">CHEM 321L-0002</a>	Organic Chem Lab I (Laboratory)	31	We 2:00PM - 4:50PM	Spencer Chemistry-Rm	Aug 20, 2012- Dec 14, 2012

- Click [View Weekly Teaching Schedule](#) at the bottom of the screen to see a weekly view of the courses you are teaching.
- Click [Return to Faculty Center](#) at the bottom of the screen to return to your Faculty Center.

Navigation Links

Faculty Center		Search
my schedule	class roster	grade roster

**Faculty Center**

**View My Weekly Schedule**

<< previous week
Week of 8/20/2012 - 8/26/2012
next week >>

Show Week of   
 Start Time  End Time 
refresh calendar

Time	Monday Aug 20	Tuesday Aug 21	Wednesday Aug 22	Thursday Aug 23	Friday Aug 24	Saturday Aug 25	Sunday Aug 26
8:00AM		CHEM 321L - 0003 Laboratory 8:00AM - 10:50AM Spencer Chemistry Building 0C217		CHEM 321L - 0006 Laboratory 8:00AM - 10:50AM Spencer Chemistry Building 0C217	CHEM 321L - 0007 Laboratory 8:00AM - 10:50AM Spencer Chemistry Building 0C217		
9:00AM							
10:00AM							
11:00AM							
12:00PM		CHEM 321L - 0009 Laboratory 11:00AM - 1:50PM Spencer Chemistry Building 0C217					
1:00PM	CHEM 321 - 0002 Lecture 1:00PM - 1:50PM Royall Hall 00111		CHEM 321 - 0002 Lecture 1:00PM - 1:50PM Royall Hall 00111		CHEM 321 - 0002 Lecture 1:00PM - 1:50PM Royall Hall 00111		
2:00PM	CHEM 321L - 0001 Laboratory 2:00PM - 4:50PM Spencer Chemistry Building 0C217	CHEM 321L - 0004 Laboratory 2:00PM - 4:50PM Spencer Chemistry Building 0C217	CHEM 321L - 0002 Laboratory 2:00PM - 4:50PM Spencer Chemistry Building 0C217	CHEM 321L - 0005 Laboratory 2:00PM - 4:50PM Spencer Chemistry Building 0C217	CHEM 321L - 0008 Laboratory 2:00PM - 4:50PM Spencer Chemistry Building 0C217		
3:00PM							
4:00PM							
5:00PM							
6:00PM							