


Viewing Student Staff Schedule of Classes

Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Class Schedule link. 
3.	Uncheck the Show Dropped Classes checkbox. 
4.	Uncheck the Show Waitlisted Classes checkbox. 
5.	Click the filter link. 
6.	Click the Weekly Calendar View option. 
7.	Click the scrollbar and navigate down the page.
8.	Click the Show Instructors option. 
9.	Click the refresh calendar link. 
10.	Click the scrollbar and navigate down the page.
11.	Click the Choose a date graphic and choose the desired Start week. 
12.	Click the month list. 
13.	Click the August list item. 
14.	Click the 28 link. 
15.	Click the refresh calendar link. 

Step	Action
16.	Shows the appropriate weekly schedule with all the details. Scroll down the page to have a full view of the weekly calendar. 
17.	The Class schedule page shows the schedule of the Student along with aff/ Instructor schedule for the week.
18.	You have successfully viewed the Student Staff Schedule. End of Procedure.