View Instructor Teaching Schedule

This quick reference guide provides instructions on how to view an instructor's teaching schedule for an academic period in Workday Student.

How to View the Instructor Teaching Schedule Report

- 1. Go to the Search Bar
- 2. Type in View Instructor Teaching Schedule
- 3. Hit the Enter key

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- 5. Type in the **name of the instructor** who's schedule you would like to view
- 6. Select the Academic Period you would like to view

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<u>ai</u>		Cancel OK	

7. Click OK

