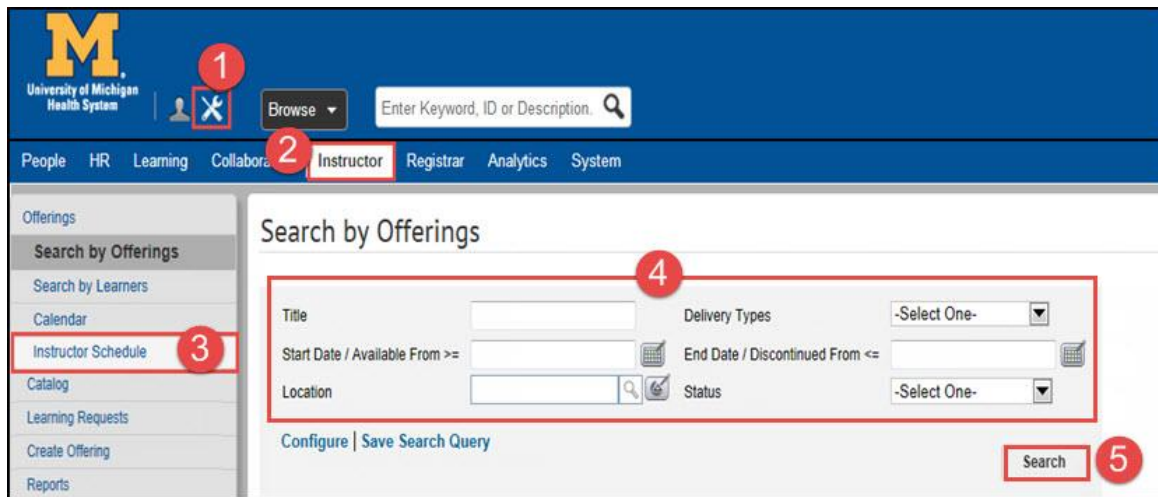


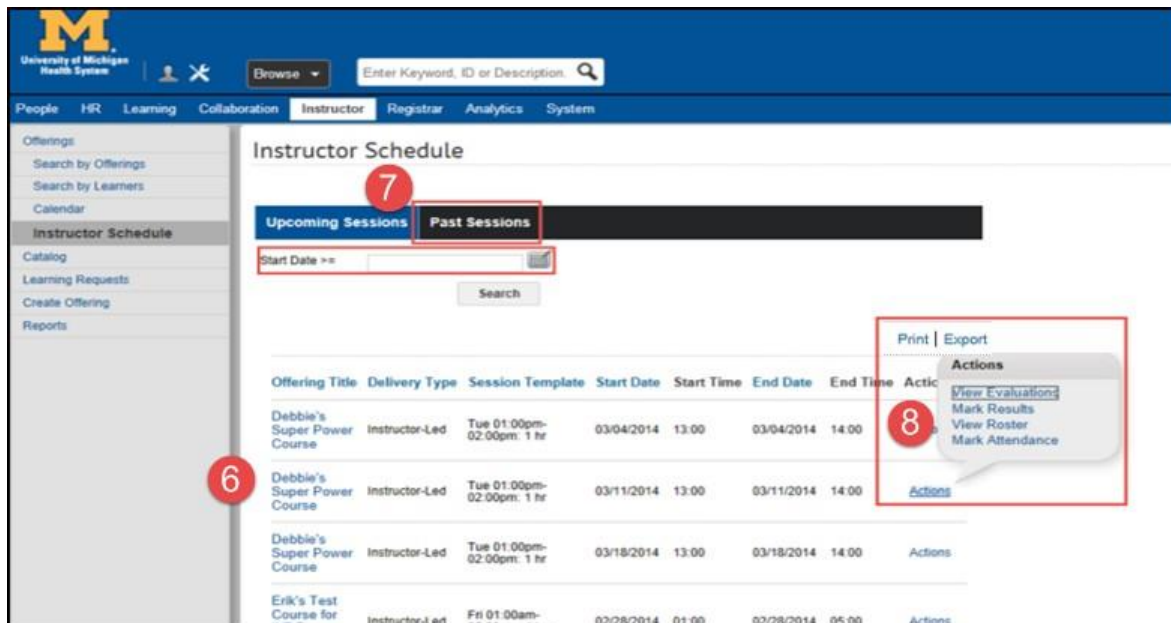
Instructor: Viewing the Instructor Schedule and Accessing the Class Roster

1. **Admin** icon.
2. **Instructor** tab on the top page navigation.
3. **Instructor Schedule** in the left hand navigation.
4. Enter search criteria in the **Search Box** search field.
5. Click **Search**.

TIP: Clicking the Search button (with blank search fields) returns all offerings assigned to the instructor.



6. Review list of classes with name, dates, time.



7. Filter the search as needed:
 - Click Upcoming (default) or Past Sessions.
 - Start date.
8. Hover over the Actions hyperlink to access the Roster or Mark Results without going through the Roster.

Note: the Job Aid "Viewing the Instructor Roster" begins from this page.