How to Retrieve an Instructor Schedule

The Instructor Schedule helps Department and School Schedulers retrieve a summary of an instructor’s class schedule per term.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action and Print Screen</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Log into CaneLink</td>
</tr>
<tr>
<td>B</td>
<td><strong>Follow the breadcrumb:</strong>&lt;br&gt;Main Menu → Curriculum Management → Instructor/Advisor Information → Instructor Schedule</td>
</tr>
</tbody>
</table>
Enter the relevant information in each field of the Instructor Schedule screen.

Example:

- **Term**: 2141
- **ID**: 123456789
- **Last Name**: Cane
- **First Name**: Sebastian

Then click **Search**.
D Results will reflect the professors’ list of course sections with the Meeting Pattern, etc.

E Congratulations, you have now retrieved an Instructor Schedule in CaneLink.

End of Procedure.