

HOW TO . . .**Look Up Faculty Schedules**

1. Sign on to Administrative Computing.
2. From the MIS Main Menu, type **go AFFBB** on the command line. Tap the **Enter** key.

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Selection:          Opt/Menu Help _____
===> go affbb_

Help=Help          F1=Signoff          F5=Wrkst
F8=Query/IDDU     F9=Retrieve          F10=Star

```

3. Tab down to the line in front of the current semester and type the letter **X**. Tap the **Enter** key.
4. Choose "Inquiry – Faculty Schedule by Day" by typing the number **3** on the command line. Tap the **Enter** key.

```

Select one of the following:
1 Inquiry -Faculty Master Information.      Menu Job#
2 Inquiry -Faculty Schedule & Master Information.  11
3 Inquiry -Faculty Schedule By Day.          12
                                           13

Selection:          Opt/Menu Help _____   Mode Normal   User AACC06
===> 3_

```

5. From the Faculty Alphabetical Driver, type the last name of the faculty member (make sure you capitalize the first letter) and tap the **Enter** key.
6. Tab down to the line in front of the name and type the letter **X**. Tap the **Enter** key.
7. You will now see the teaching schedule for the current semester. If a plus sign (“+”) appears in the bottom right hand corner of the screen, **Page Down** to see additional information.
8. To submit the schedule for printing, tap the **F6** key.
9. Back out of the last screen by tapping the **F3** key.
10. To print the schedule tap the **F18** key combination (SHIFT+F6) to go to *Spooled Files*.
11. To print, type the number **2** on front of the job, click on the print macro button on the toolbar, and tap the **Enter** key.