View a Students Schedule Through Student Services

Trigger:

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output - Results</td>
<td>Comments</td>
</tr>
</tbody>
</table>

Additional Information
Procedure

This topic demonstrates how to view a student's schedule using the Student Services Center page.

Objectives:
1.) View a student's class schedule in list view
2.) View a student's dropped classes
3.) View a student's schedule in a weekly calendar view.

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**Student Services Center**

View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.

*Home>Campus Community>Student Services Center*
Step | Action
--- | ---
1. | Click the ID object.

2. **Decision:** Please make a selection from the options listed below.
   - Student Center Tab
     Go to step 3 on page 3
   - View All Courses for a Student
     Go to step 4 on page 4
   - Calendar View of a Student's Schedule
     Go to step 11 on page 6

3. **End of Procedure.** Remaining steps apply to other paths.
4. To view a complete list of the courses a student has enrolled in or dropped, click the [My Class Schedule](#) link.

5. The My Class Schedule page displays a list of all the course that a student has enrolled in and/or dropped. This list is sorted alphabetically by the Course Subject and Course Number.

6. **Decision:** Please make a selection from the options listed below.

   - View Class Detail
     * Go to step 7 on page 5
   - Show Dropped Classes
     * Go to step 16 on page 8
### Step 7
To view additional information related to a specific class, click the **Class Section** link.

### Step 8
The Class Details page shows, the status of the class, career level, component, meeting information, enrollment information, class availability, class notes and the course description.

### Step 9
To return the My Class Schedule page, click the **Close** link.
### Step 10
Click the **Cancel** button.

Go to step 2 on page 3

### Step 11
To view a student's schedule in a calendar (grid) view, click on the weekly schedule link located under the class schedule list.

This view is beneficial in assisting a student in determining what days and times they have available to add a class.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td><strong>Click the Weekly Schedule link.</strong></td>
</tr>
<tr>
<td>13.</td>
<td>The calendar (grid) view makes it easy to determine which days and times a student has available to schedule a class. This view only shows a students schedule a week at a time. It does not show any &quot;arranged&quot; course the student is enrolled in. (To view arranged course see View All Courses for a Student)</td>
</tr>
</tbody>
</table>
| 14.  | **Decision:** Please make a selection from the options listed below.  
  - Return to Student Services Center  
    Go to step 15 on page 8  
  - Changing Display Options  
    Go to step 22 on page 9  
  - Viewing a Different Week  
    Go to step 29 on page 11 |
Step | Action
--- | ---
15. | Click the **Cancel** button to return to the Student Services Center page. 

Go to step 2 on page 3

16. | You can show classes that the student has enrolled in, dropped, or both by checking or unchecking the Show Enrolled Classes or Show Dropped Classes check box. Showing only Dropped Classes will be demonstrated.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Uncheck the <strong>Show Enrolled Classes</strong> option.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Show Enrolled Classes" /></td>
</tr>
<tr>
<td>18.</td>
<td>Check the <strong>Show Dropped Classes</strong> option.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Show Dropped Classes" /></td>
</tr>
</tbody>
</table>
| 19.  | Click the **Filter** link.  
This will show only the dropped classes. |
| 20.  | Click the **Filter** link. |
| 21.  | After clicking the Filter Button, only the Dropped Classes will be displayed.  
Go to step 10 on page 6 |
| 22.  | You may choose to display or hide information in the calendar view for each class, by scrolling to the bottom of the page and checking or unchecking the items you wish see in the Display Options area and clicking the Refresh Calendar button. |
### Business Process Document

**myZou Enrollment: View a Students Schedule Through Student Services**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Click the <strong>Show Instructors</strong> option.</td>
</tr>
<tr>
<td>24.</td>
<td>Click the <strong>Show Class Title</strong> option.</td>
</tr>
<tr>
<td>25.</td>
<td>Click the <strong>Tuesday</strong> option.</td>
</tr>
<tr>
<td>26.</td>
<td>Click the <strong>Thursday</strong> option.</td>
</tr>
<tr>
<td>27.</td>
<td>Click the <strong>Refresh Calendar</strong> link.</td>
</tr>
<tr>
<td>28.</td>
<td>The calendar has been updated to display the Instructor, Class Title, and only the days Monday, Wednesday, and Friday.</td>
</tr>
</tbody>
</table>

Note: You cannot hide Saturday and Sunday.

Go to step 14 on page 7
29. To view the calendar for a different week you may use the Previous Week and Next Week buttons or change the date in Show Week of field.

30. **Decision:** Please make a selection from the options listed below.
   - Use Previous Week and Next Week buttons
     Go to step 31 on page 11
   - Change the Show Week of Date
     Go to step 33 on page 11

31. Click the **Next Week** link.

32. Click the **< Previous Week** link.
   Go to step 14 on page 7

33. Click the Choose a date (Alt+5) button.

![Calendar screenshot](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.</td>
<td>Click the Drop down arrow in the pop up calendar to change the month.</td>
</tr>
</tbody>
</table>

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<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.</td>
<td>Select a <strong>Month</strong> from the list.</td>
</tr>
</tbody>
</table>

![Image of a weekly schedule with a pop-up calendar and a list of months including July, August, September.]
### Step 36

**Action**

Click the desired date.
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.</td>
<td>Click the <strong>Refresh Calendar</strong> link.</td>
</tr>
<tr>
<td>38.</td>
<td>The week of October 29, 2007 to November 4, 2007 is now displayed. Go to step 14 on page 7</td>
</tr>
</tbody>
</table>