Instructions for using Faculty Schedule:

1. Log into DrexelOne.
2. Select the Faculty tab.
3. Select the Faculty Detail Schedule or Faculty Schedule by Day and Time link in the Course Administration channel.

Faculty Schedule by Day and Time:

4. Clicking “Faculty Schedule by Day and Time” will open a weekly calendar that shows meeting times of assigned courses. Any courses without an assigned meeting times will be listed below the calendar.
5. To navigate to a specific date, click on the calendar icon in the upper right corner of the screen, and choose a date from the calendar window. Click “Go” to display the chosen date.

6. To navigate to the course details, click on the course link.

Faculty Detail Schedule:

7. If you are using the Faculty Detail Schedule link, you may choose a term from the “Term” dropdown menu.

   a. You may then choose a course from the “CRN” dropdown menu.
8. The Faculty Detail Schedule displays course details, scheduled meeting times, enrollment numbers and instructor contact information.

   a. The Class List may be accessed by clicking on the “Class List” link below the “Roster” heading.

Please contact Academic Information & Systems at ais_student@drexel.edu for any system related issues or training. You can contact OUR at UC-Academic-Records@drexel.edu, if you have any issues regarding the information being presented in your faculty schedule.