Utilizing Faculty Search to View Classes

This guide will cover:

- Navigating to My Advissee tab in the Advisor Center
- Searching for course affiliated with a faculty member

**Step One**

Navigate to the following breadcrumb:

![Breadcrumb](image)

**Step Two**

Select the **Search** tab in the Advisor Center then select the **Faculty Search** tab.

This area allows you to see all of the classes connected to a faculty member.

![Faculty Search](image)

**Step Three**

Select the **Search** by name button to start the search process.

![Faculty Search](image)
Step Four

The search by name feature will bring up a list of people identified as instructors. You can search for an instructor by their Name, Campus ID, or Catalyst ID. Then click Look Up.

Once you have found the person you are looking for in the results list, click on the associated hyperlink.

Step Five

Select a term to view the courses that the instructor has been assigned to and then click Continue.
Step Six

You will see all of the class sections being taught by the selected instructor.

Click the hyperlink under the class column to get more information about the class section.

### Faculty Search

Albert Instructor

### Fall Sem 2014 | University of Cincinnati

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1000-0011 (1002)</td>
<td>INTRO TO ENGL COMP (Lecture)</td>
<td>MoWeFr 8:00AM - 8:55AM</td>
<td>University Hall Room 430</td>
<td>Aug 28, 2014 - Dec 14, 2014</td>
</tr>
<tr>
<td>SPAN 1001-002 (14492)</td>
<td>Basic Spanish I (Lecture)</td>
<td>MoTuWeThFr 9:00AM - 9:50AM</td>
<td>CC McDonough Hall 100</td>
<td>Aug 25, 2013 - Dec 13, 2014</td>
</tr>
</tbody>
</table>

NOTE: If you would like to view another term with course associated with the same instructor select change term. To begin a new search with a different instructor select start new search.
Step Seven

On the Class Detail page you will see the information about the selected class section.

**IMPORTANT:** Click Return to Faculty Search to return to previous page. If you use the previous page browser control it may take you further back to previous pages than you intended.

You have now completed the steps of utilizing faculty search to view classes.