

View/Print Schedules in the Staff Portal

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The **Staff Portal** gives staff members a clear, centralized view of their schedules - making it easy to stay on top of classes, events, appointments, and substitution assignments. With instant access to their personal schedule, staff can plan ahead and stay informed throughout the day.

Schedules can be viewed and filtered by session or date range directly from the My Schedule tab. Staff can also check for substitution assignments and print any schedule as needed for quick reference.

Select a heading to expand the section and learn more.

**Expand/Collapse
All**

View Classes Schedule

To view your assigned Classes, go to the **My Schedule** tab and select **Classes**.

- My Active Classes opens by default, displaying all classes currently assigned. Use the drop-down filter to narrow your view by session, making it easy to focus on specific classes.
- Select **My Substitutions** to view when you are scheduled to substitute for another staff member or when someone else is covering one of your classes.

View Events Schedule

To view your upcoming Events, go to the **My Schedule** tab and select **Events**.

- Use the drop-down filter to narrow your view by date range, including *Current and Future* (default), *Past 90 Days*, or *All* events.

View Appointments Schedule

To view your upcoming Appointments, go to the **My Schedule** tab and select **Appointments**.

- Use the drop-down filter to narrow your view by date range, including *Current and Future* (default), *Past 90 Days*, or *All* appointments.

Print Schedules

To print a copy of your schedule, go to the **My Schedule** tab and select either **Classes**, **Events**, or

Appointments.

- Select the **Print Schedule** button to print a version of the schedule currently displayed.
