

View/Print Schedules in the Staff Portal

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To access their class schedule (including substitution assignments), as well as view upcoming events, staff members will navigate to the **My Schedule** tab within the Staff Portal. Filters are available to drill down to a specific session of classes or a particular time period of events.

Click the **Print Schedule** link if you would like to print a copy of the classes or events schedule. Use the *Manage Classes* tab to take class attendance, view and update resources, and send an email.

**Expand/Collapse
All**

- ▼ [View Class Schedule](#)
 - ▼ [View Events Schedule](#)
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