

# Faculty Self Service –Week at a Glance

Registrar Operations – Office of Registrar

## Overview

The Week at a Glance page in Banner Faculty Self-Service shows your schedule for the week.

## Accessing the Self-Service Page

Week at a Glance can be accessed in **CougarNet** by selecting:

**Faculty and Advisors > Faculty Week at a Glance**

## Week at a Glance

Upon opening Week at a Glance, you'll be presented with a view similar to the one below:

Faculty and Advisor • Faculty Week at a Glance

The screenshot shows a web-based calendar interface for the week of June 23, 2025, to June 29, 2025. The current date, Monday, June 24, 2025, is highlighted. The calendar grid displays time slots from 6am to 9am. Two classes are scheduled: 'ENG 101 - 99 24582 Class' on Monday, June 24, and Wednesday, June 25, both from 8:00-09:50 at a TBA location. The interface includes navigation arrows, a search box for dates, and a 'Go' button. Below the calendar grid, there is a section for 'Courses without assigned meeting times' with filters for 'Time' and 'Venue'.

	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Sun 6/29
6am							
7am							
8am	ENG 101 - 99 24582 Class ⌚ 08:00-09:50 📍 TBA		ENG 101 - 99 24582 Class ⌚ 08:00-09:50 📍 TBA				
9am							

Courses without assigned meeting times:  
⌚ Time 📍 Venue

The calendar will default to the current week, with today's date highlighted. You can skip ahead to another week using the search box in the upper right corner, or the arrows on either side of the week description. Courses are shown with the subject and number, the CRN, the meeting time and location if available. If a course does not have a fixed meeting time, it will be listed below the calendar grid.

Office hours are not displayed on the Week at a Glance.