

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:
CougarNet > Faculty Services > 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 weekly calendar interface. At the top, it displays 'Today - 06/24/2025' and 'Week 06/23/2025 to 06/29/2025'. A search box with a calendar icon and a 'Go' button is in the upper right. The calendar grid has columns for days of the week (Mon 6/23 to Sun 6/29) and rows for times (6am, 7am, 8am, 9am). Two class entries are visible: 'ENG 101 - 99 24582 Class' on Monday and Wednesday at 8:00-09:50 AM, with a 'TBA' venue. A legend at the bottom indicates 'Courses without assigned meeting times' and shows icons for 'Time' and '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.