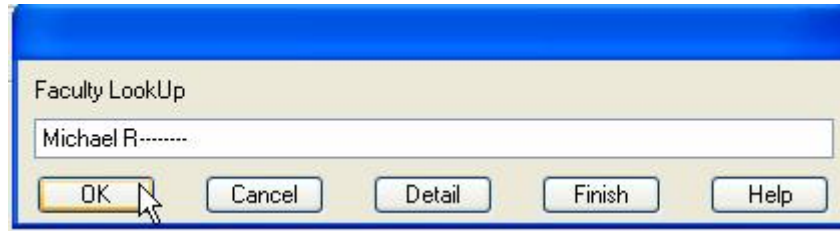


FWKL: Faculty Workload

Gives faculty workload including section numbers, points, etc.

In the mnemonic box, enter FWKL. Press enter. Quick Access FWKL Go



If you have entered the name of the faculty member instead of their ID, a resolution screen will display with all the available choices. Pick out the name that matches your needs and enter the number to the left of that name in the text box below – or place a checkmark in the box next to the name and press the blue disc icon next to the red “X” to bring up the Locator screen. See the screenshot below (with the faculty member’s information blocked out)

FWKL-Faculty Workload
FWKL-Faculty Workload

PERSON Lookup Screen
using PERSON, View: Combined

| | Seq: | Name | Address | SSN |
|--------------------------|------|----------------------------|-----------------------------------|------------|
| | | ID, Status (Reunion Class) | | Entry Date |
| | | Source (Birth Name) | Where Used | Birth Date |
| <input type="checkbox"/> | 1: | Michael F. | Tampa, FL 33606 | 09/10/97 |
| <input type="checkbox"/> | | | APP, EMP, FAC, HRP, MAI, PER, STU | |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |

Controller LookUp Resolution Page 1/1

Seq Number, (F)lag, (V)iew, (S)ort/Select:
H
X

FWKL-Faculty Workload

Start/End Date 01/03/05

The beginning of the course title is truncated

Instructional Workload

| Course | Start Date | End Date | Load |
|--------------------------------------|------------|----------|-------|
| 1 CGS-1000-35255 to Computers & Tech | 01/10/05 | 05/10/05 | 30.00 |
| 2 CGS-1000-35256 to Computers & Tech | 01/10/05 | 05/10/05 | 30.00 |
| 3 CGS-1000-35257 to Computers & Tech | | 05/10/05 | 30.00 |
| 4 CGS-1000-35261 to Computers & Tech | | 05/10/05 | 30.00 |
| 5 COP-1000-35268 Logic | | 05/10/05 | 30.00 |

All courses and sections within the term

Non-Instructional Workload

| Activity | Start Date | End Date | Load |
|------------------------|------------|----------|-------|
| 1 Faculty Release Time | 01/10/05 | 05/10/05 | 60.00 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Faculty Release Time

Load 150.00

Load 60.00

Total Load 210.00

Controller Instructional Workload

Subtotal loads and Total Load for all courses

Enter the term in the start date field (i.e., 05/FA). Scroll down as needed for additional courses.

The FCSI mnemonic (Faculty Schedule Inquiry) as shown below is similar, but instead gives faculty schedule including times and rooms. The term information (entered in the state date field) must be entered to display course section assignments accurately.

FCSI-Faculty Schedule Inquiry

Faculty Office

| Faculty Office | Hours | Start Date | End Date | Bldg | Room | Start Time | End Time | Days of Week | Freq |
|----------------|-------|------------|----------|------|------|------------|----------|--------------|------|
| 1 | | 01/08/03 | 05/06/03 | YADM | | 08:00AM | | MTWTH | W |
| 2 | | 01/08/03 | 05/06/03 | YADM | | 10:30AM | | MW | W |

Enter term info here

Start Date End Date Term

| Faculty | Teaching Schedule | Start Date | End Date | Bldg | Room | Start Time | End Time | Days of Week | Freq |
|---------|--|------------|----------|------|------|------------|----------|--------------|------|
| 1 | Course Section | 08/24/05 | 12/13/05 | YADM | 303 | 08:00AM | 09:15AM | TTH | W |
| | CGS-1000-39427 Intro to Computers & Tech | | | | | | | | |
| 2 | Course Section | 08/24/05 | 12/13/05 | YADM | 303 | 09:30AM | 10:45AM | TTH | W |
| | CGS-1000-39428 Intro to Computers & Tech | | | | | | | | |

Faculty Calendar Summary

Controller Faculty Office No Values

When you are done, press F10 (and then the Update button to finish and return to the previous screen and/or access another classes' information

Another option is to Press F9 and then the Update button to save anything you may have done and return to the main Colleague menu.