Log in to ozone.ou.edu. Click the **Faculty and Staff** tab. Please note a tab becomes highlighted when it is activated.

**Faculty Schedule channel**

This channel shows an instructor’s teaching schedule for the date selected. The initial view of the Faculty schedule channel is limited to five courses. Click the **Weekly View** link to see all the instructor’s courses.

To search the schedule database, type your search date in the following format: **MM/DD/YYYY**.

Click the **Go** button.

Click on the **Course Designator-number** link to view the **Faculty Detail Schedule**, which displays the instructor’s teaching schedule for the term selected (displayed in upper right-hand part of screen).
Click the Weekly View link to view the instructor’s weekly teaching schedule.

The Weekly View shows in the example below.

Note: You are able to scroll backward and forward using the arrow icons in the upper left hand quadrant of the page.
Click the Back to Faculty and Staff Tab link in the upper left-hand part of the page to return to the Faculty and Staff tab.