FWKL: Faculty Workload

Gives faculty workload including section numbers, points, etc.

In the mnemonic box, enter FWKL. Press enter.

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)
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.
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.