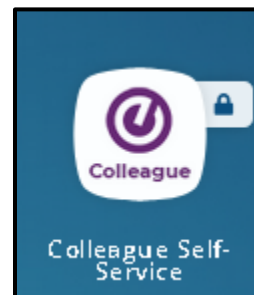


# Colleague Faculty Guide – Schedules

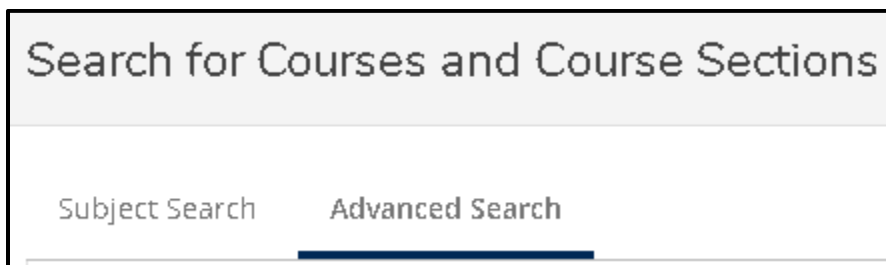
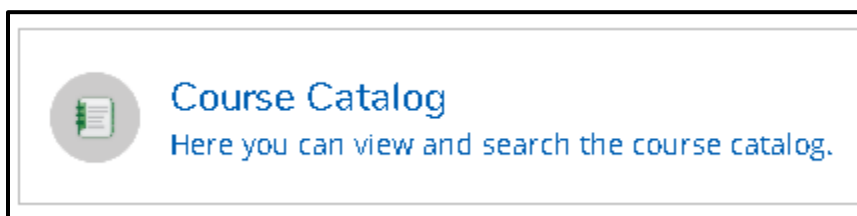
## Accessing Colleague Self-Service

- Log in to Classlink: <https://login.classlink.com/my/hcc>
- Select the Colleague Self-Service app



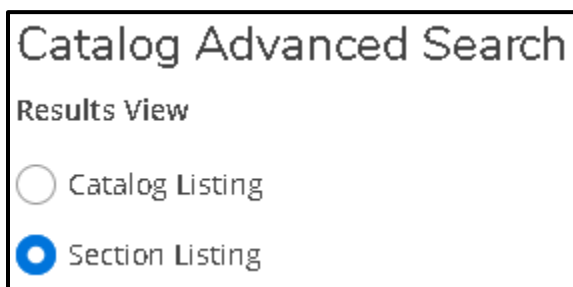
## Faculty Schedules

- Select the **Course Catalog** category
- From the **Search for Courses and Course Sections** page, choose the **Subject Search** or **Advanced Search** tab (**Advanced Search** is the default)



## Advanced Search Options

- For a general search, select the **Section Listing** radio button under the **Results View** section of the **Catalog Advanced Search**.



- Leave the other fields blank or set to the default setting. Click **Search** at the bottom of the page. Colleague will display all sections that are Active on the schedule.

- Results are displayed in a table format.
- Hide the filter on the left side of the screen to view the table in full screen mode.  
Click on **Show Filters** to exit full screen mode.

Filter Results		Filters Applied: None							
Subjects		Term	Status	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information
<input type="checkbox"/> Agriculture (Agribusiness) (10) <input type="checkbox"/> Anthropology (3) <input type="checkbox"/> Art (18) <input type="checkbox"/> Auto Collision & Refinishing (24) <input type="checkbox"/> Automotive Technology (20) <a href="#">Show All Subjects</a>		Fall 2026	Open	<a href="#">A-101-01</a>	Art Appreciation	8/17/2026-12/11/2026	Highland Campus		T, Th 12:30-1:50 PM 8/17/2026 - 12/11/2026 MSCT MS-1
		Summer 2026	Open	<a href="#">A-101-01.1</a>	Art Appreciation	6/3/2026-7/28/2026	Highland Campus	Online	6/3/2026 - 7/28/2026 (ONLN)

- Apply filters to narrow your search (on the left). Your options include:
  - Subjects
  - Locations
  - Terms\*
  - Days of Week
  - Time of Day
  - Instructors\*
  - Academic Levels (we only have one: UG)
  - Course Levels
  - Course Types
  - Instruction Type

\*Note: **Terms** and **Instructors** are the primary filters to select if you want to view all the sections that are assigned to you as an instructor.

- Click **Back to Course Catalog** to start a new search.

## Search for Courses and Course Sections

[< Back to Course Catalog](#)

Filter Results Hide

Subjects ^

Filters Applied: None

Term  
^  
v

Status  
^  
v