Faculty- Viewing Your Teaching History

1. Click **Teaching History** at the top of your **Faculty Portal** page.

   ![Teaching History at Faculty Portal](image)

   *Note: If you are on a mobile device or have a smaller screen size, click the **Thumbnail** icon to access the menu items.*

2. Scroll down to the grid located under the **Select Academic Year** dropdown. The courses you taught during the most recent Academic Year will populate chronologically in this grid.

   ![Teaching History Grid](image)

   *Notes: - Click a column header to sort the column data. - Click **Export to Excel** to transfer the grid data to an Excel spreadsheet.*

3. To view a different year’s courses, select the year from the **Academic Year** dropdown.

   ![Selecting Academic Year](image)