






View Your Workload

Overview: Instructors can view their workload through self-service. Workload represents the courses taught and the associated teaching credits for a designated term. For adjuncts, workload represents the number of units for which they will be paid.

1. From the NOVA home page, click MyNOVA
2. Click VCCS SIS: Student Information System>Self-Service>Faculty Center>My Schedule

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2011 Fall > Northern Virginia Comm College

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ACC 211-001A (51243)	Prin. of Acctg. I (Lecture)	6	MoWe 7:00AM - 7:50AM	A-Bisdorf/AA-0346	Aug 22, 2011- Dec 19, 2011
	ACC 211-002A (13151)	Prin. of Acctg. I (Lecture)	16	MoWe 8:00AM - 9:15AM	A-Bisdorf/AA-0346	Aug 22, 2011- Dec 19, 2011

[View Weekly Teaching Schedule](#) [SIS Workload](#) [Go to top](#)

3. Click SIS Workload

Workload Definition Find | View All First 2 of 22 Last

Academic Institution: NV280 Northern Virginia Comm College
Term: 2114 2011 Fall
 Full-Time

Workload Assignment

Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Assign Type	Work Load	App. Load	Assignment FTE %
Prin. of Acctg. I	ACC	211	001A	51243		Lecture	3.00		20.00
Prin. of Acctg. I	ACC	211	002A	13151		Lecture	3.00		20.00

4. Use the Scroll Arrows to find the correct term
5. Workload for the term is indicated under the Workload Assignment tab.

Notes:

- Please ignore the status listed below the term, in this case “Full-Time”. It is a default and may not represent your real status. Also ignore the “Assignment FTE%”
- Assign Type: these descriptions are tied to the type of workload being listed. In addition to lecture, you will see lab, collapsed, not included, etc.

- Since classes are “rolled over” from previous terms a year in advance, teaching assignments and workload for those future terms are still being determined.
- If you have any questions or concerns about your workload, please contact your Division Dean or Program Head.