SCHEDULE PLANNER INSTRUCTIONS

From the Student SS tab in the Portal, click on the "Schedule Planner" link:
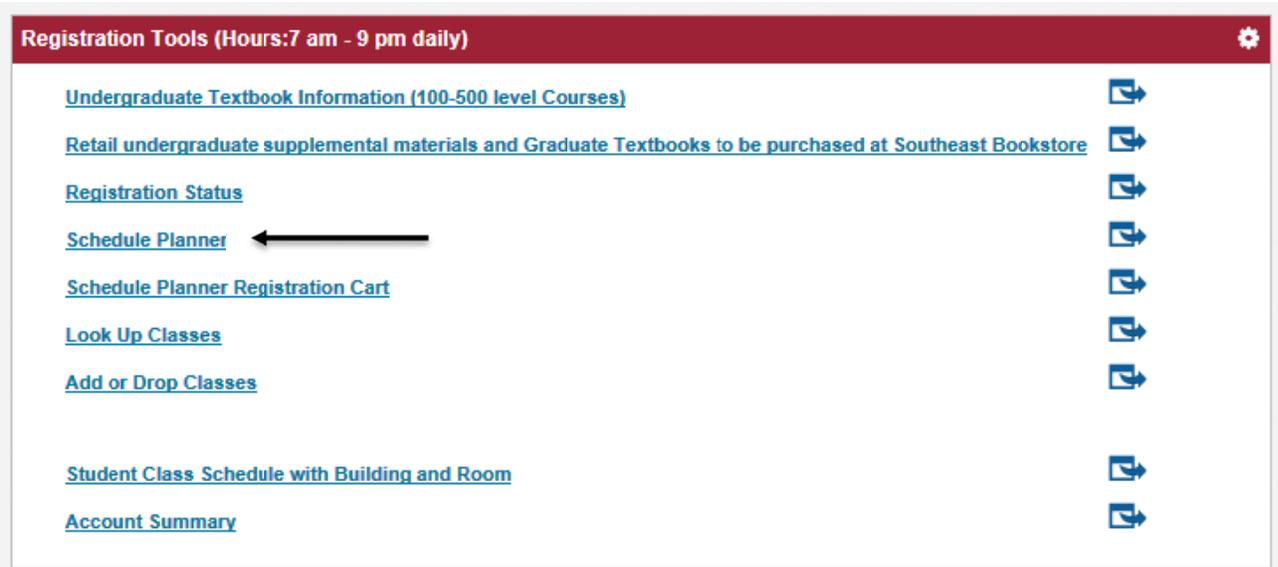
The Schedule Planner should open in a new tab or window.
Select the term and click on "Save and Continue."

Next, select the appropriate campus(es) and click on "Save and Continue." (Please note that all online courses are listed under the "Web-based" campus.)

The Schedule Planner will open and a schedule can begin to be built.

Near the top of the page are several options that can be used to filter the course results:

- Course Status: Click "Change" to select between viewing only courses with open seats or viewing all courses (open and full/controlled).
- Campuses: Click "Change" to update the campus selections.
- Term: Click "Change" to update the term selection.
- Part of Term: Click "Change" to narrow course results to only select parts of term (such as full semester, eight week courses, wintersession, etc.).

To start building a schedule, click "Add Course."

Courses can be searched by subject and course number (e.g. UI100 or WP003) or by course attribute (e.g. Artistic Expression or Behavioral Systems), or by section attribute (e.g. Honors Program Sections of UI100). As courses are added they will be listed on the right side of the screen under "Courses."

Courses can be deleted from the list by clicking on the red X to the right of the course.

Once the desired courses have been chosen, click "Back" (circled in green below).

The courses will now be listed in the Planner.

To use only specific sections of the chosen courses, click "Options" next to the course listing.

Uncheck any sections for the Schedule Planner to ignore. Or to filter the section choices by section attribute or instructor, click on "Advanced Filters." When complete, click "Save & Close" at the bottom of the page.

To add a time when courses should not be scheduled due to other commitments, click "Add Break." Before adding a Break, it will need to be given a Break Name.

Add New Break

> ℹ Breaks are times during the day that you do not wish to take classes.

Break Name	
Start Time	8 : 00 **am** pm
End Time	11 : 00 **am** pm
Days	○ Select Weekdays

○ ○ ○ ○ ○ ○ ○
MON TUE WED THU FRI SAT SUN

‹ Back   ✔ Add Break

Once all necessary breaks have been added, click "Back" (circled in green above).

To add a set amount of time after each class for break or travel purposes, click on the "Advanced Options" tab (circled in green below). Select the amount of time to be added from the Class Padding drop down menu. This amount of time will be added to every class on a potential schedule. When finished, click on the "View Schedules" tab (to the right of the "Advanced Options" tab).

Courses   + Add Course

☑   ⊗

☑   **UI 100**   ⚙ Options ℹ 🔓 ⊗
    First Year Seminar
    `Corequisites`

Breaks   + Add Break

☐   ⊗

☐   **Morning**   ⚙ Edit ⊗
    W - 8:00am to 11:00am

Schedules   ⚙ Advanced Options   📅 View Schedules

↻ Generate Schedules

After all desired courses and breaks have been added, click "Generate Schedules" and the Schedule Planner will list the number of schedule options available.

Schedules

Generate Schedules

ℹ Generated **8** Schedules   ×

View	1	🔍	☐	EN-100-18, UI-100-06
View	2	🔍	☐	EN-100-18, UI-100-04
View	3	🔍	☐	EN-100-18, UI-100-15
View	4	🔍	☐	EN-100-18, UI-100-07
View	5	🔍	☐	EN-100-02, UI-100-06
View	6	🔍	☐	EN-100-02, UI-100-04
View	7	🔍	☐	EN-100-02, UI-100-15
View	8	🔍	☐	EN-100-02, UI-100-07

Click "View" to review each schedule option.

| ‹ Back | | ♥ | ← | Schedule 1 of 3 | → |

ℹ You are viewing a potential schedule only and you must still register.   ×

			CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
🟩	ℹ	🔒	30487	01	AG	371	1	MWF 8:00am - 8:50am - SCULLY 103	Main Campus	3
🟦	ℹ	🔒	30967	019	UI	100	4	WEB MW 12:00pm - 1:20pm	Main Campus	3
Corequisites										
										6

	Monday	Tuesday	Wednesday	Thursday	Friday
8am 8:15 8:30 8:45	ℹ **AG-371** 🔒 CLAS - SCULLY 103 Not Assigned		ℹ **AG-371** 🔒 CLAS - SCULLY 103 Not Assigned		ℹ **AG-371** 🔒 CLAS - SCULLY 103 Not Assigned
9am 9:15 9:30 9:45					
10am 10:15 10:30 10:45					
11am 11:15 11:30 11:45					
12pm 12:15 12:30 12:45	ℹ **UI-100** 🔒 CLAS Blanchard, Marsha L		ℹ **UI-100** 🔒 CLAS Blanchard, Marsha L		
1pm 1:15					

To select that a specific section is to be used in all schedules, click on the lock icon (🔒) by the course.

To save a favorite schedule for later review, click on the heart icon in the upper right corner (circled in green below).
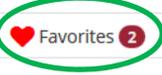

Before saving, the schedule will need to be given a name. To compare or review schedules that have been saved, click on the "Favorites" tab on the main screen (circled in green below).

Once the schedule that works best has been found, click "Send to Shopping Cart." When the following message appears, click "OK."

This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?

Cancel   OK
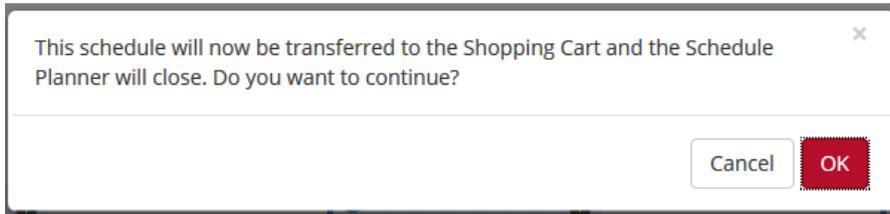
The following steps will need to be completed in order to register for the selected courses.

The Portal will re-open with the courses that were selected added to the registration cart. (Prior to your priority registration date, the selected sections can be saved by clicking "Save Cart." Be aware, **saving the selected sections does not guarantee course availability**. When it reaches your priority date, to attempt to register in the saved sections, click on the "Schedule Planner Registration Cart" link on the Student SS tab and completing the following steps.)

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
☑	20113	EN	100	02	English Composition	-
☑	21217	UI	100	07	First Year Seminar	-

Register | Add to WorkSheet | Save Cart | Clear Cart

To attempt to register in the selected sections, click "Register." The normal registration process will check to make sure that there are no registration holds, that there are seats available in the course, that prerequisites have been met, etc.
If there are any registrations errors, they will be displayed at this time. Otherwise, a confirmation message that the registration was successful will be displayed.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jan 21, 2016	None	20113	EN	100	02	Undergraduate	3.000	Standard Letter	English Composition

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Jan 21, 2016 10:53 am

❗ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Must also enroll in CL 001 21218	21217	UI	100	07	Undergraduate	3.000	Standard Letter	First Year Seminar