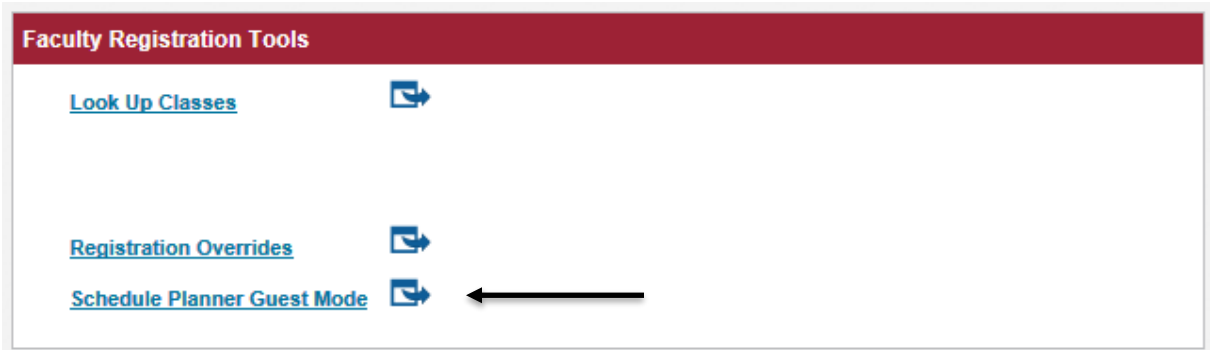


SCHEDULE PLANNER GUEST MODE INSTRUCTIONS

Faculty and staff advisors have access to a Guest Mode in the Schedule Planner that will allow them access to all functionality, except registration, of the Schedule Planner.

From the Faculty SS tab in the Portal, click on the “Schedule Planner Guest Mode” link:

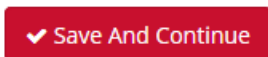


The Schedule Planner should open in a new tab or window. Select the term and click on “Save and Continue.”




Select Term

| Term | |
|----------------------------------|-------------|
| <input checked="" type="radio"/> | Spring 2016 |
| <input type="radio"/> | Summer 2016 |



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.)

Schedule Planner Text Only Help Sign out




Select Campus

- Select All Campuses
- Main Campus
- Other off-campus
- Poplar Bluff
- Southeast MO State U-Kennett
- Southeast MO State U-Sikeston
- Web-based
- Webinar

Save And Continue

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

Schedule Planner Text Only Help Sign out



| | | | | | |
|----------------------|-------------------|--------|----------------------|----------------------------|--------|
| Course Status | Open Classes Only | Change | Term | Spring 2016 | Change |
| Campuses | 3 of 8 Selected | Change | Parts of Term | All Parts of Term Selected | Change |

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

Breaks

+ Add Break

Add times during the day you do not wish to take classes.

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.”

Screenshot of the "Add Course" interface. The top navigation bar includes "Schedule Planner", "Text Only", "Help", and "Sign out". The main heading is "Add Course". Below it are three search tabs: "By Subject" (selected), "Search by Course Attribute", and "Search By Section Attribute". The "By Subject" tab contains two dropdown menus: "Subject" with "Select Subject" and "Course" with "Select Course". Below these are "Back" and "+ Add Course" buttons. To the right, under the heading "Courses", there is a yellow box with an information icon and the text "Choose a course and 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.”

Screenshot of the "Add Course" interface showing a search result. The search tabs are the same as in the previous screenshot. The "Subject" dropdown is now filled with "UI - University Studies (25)" and the "Course" dropdown is filled with "100 First Year Seminar". The "+ Add Course" button is highlighted. An arrow points from the search area to the "Courses" list on the right. The "Courses" list contains two items: "EN 100 English Composition" and "UI 100 First Year Seminar", each with an information icon and a red X delete button.

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).

Add Course

By Subject

Search by Course Attribute

Search By Section Attribute

Subject UI - University Studies (25) ▼

Course 100 First Year Seminar ▼

◀ Back
+ Add Course

Courses

i **EN 100**
English Composition ✕

i **UI 100**
First Year Seminar ✕

The courses will now be listed in the Planner.

Courses + Add Course

✕

EN 100
English Composition ✕
Prerequisites
⚙️ Options ⓘ 🔒 ✕

UI 100
First Year Seminar ✕
⚙️ Options ⓘ 🔒 ✕

Breaks + Add Break

i Add times during the day you do not wish to take classes.

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

UI - University Studies 100

First Year Seminar

i Please select the classes you wish to include.

Enabled (5 of 5)

Disabled (3)

⚙️ Advanced Filters

◀ Back

✔ Save & Close

| | Section | Component | Seats Open | Instructor | Day(s) & Location(s) | Campus | Credits |
|-------------------------------------|---|---------------------|------------|----------------------------|----------------------------|-------------|---------|
| <input checked="" type="checkbox"/> | i 01 | Lecture Only Course | 30 | Not Assigned | | Main Campus | 3 |
| | Corequisites | | | | | | |
| <input checked="" type="checkbox"/> | i 019 | Lecture Only Course | 4 | Blanchard, Marsha L | WEB MW 12:00pm - 1:20pm | Main Campus | 3 |
| | Corequisites | | | | | | |
| <input checked="" type="checkbox"/> | i 02 | Lecture Only Course | 25 | Not Assigned | | Main Campus | 3 |
| | Corequisites | | | | | | |
| <input checked="" type="checkbox"/> | i 740 | Lecture Only Course | 30 | Haug-Belvin, Theresa Marie | | Web-based | 3 |
| | Corequisites | | | | | | |
| <input checked="" type="checkbox"/> | i 741 | Lecture Only Course | 30 | Criblez, Adam J | | Web-based | 3 |
| | Corequisites | | | | | | |

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.

If there are times that the student is unable to take courses 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

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 **Breaks**

UI 100 **Morning**
First Year Seminar W - 8:00am to 11:00am

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

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](#)

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

| | CRN # | Section | Subject | Course | Seats Open | Day(s) & Location(s) | Campus | Credits |
|------------------------------|-------|---------|---------|--------|------------|----------------------------------|-------------|---------|
| | 30487 | 01 | AG | 371 | 1 | MWF 8:00am - 8:50am - SCULLY 103 | Main Campus | 3 |
| | 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 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 1pm 1:15 | AG-371 CLAS - SCULLY 103 Not Assigned | | AG-371 CLAS - SCULLY 103 Not Assigned | | AG-371 CLAS - SCULLY 103 Not Assigned |
| | UI-100 CLAS Blanchard, Marsha L | | UI-100 CLAS Blanchard, Marsha L | | |

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).

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

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

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).

Courses + Add Course

EN 100 English Composition Options Info Lock Remove

Breaks + Add Break

Morning W - 8:00am to 11:00am Edit Remove

Schedules Generate Schedules Favorites 2 Advanced Options View Schedules

The CRN’s for the sections in each tentative schedule are listed so that they can be share with the student. The student will need to follow the normal registration process in order to get enrolled in the desired courses.