



College Scheduler: Functional Training Guide

Step by Step Instructions

1. **Launch** College Scheduler
2. Optional: Review Home Page Filters
3. **Add Courses**
4. Optional: Course Options
5. **Generate Schedules**
6. Optional: Add Break
7. **View** Potential Schedules
8. Review Potential Schedules
9. Optional: Section Lock
10. **Send to Shopping Cart**

1. Launch College Scheduler

Once College Scheduler is launched, the homepage is loaded with custom configuration settings *specific to the institution* (filters, custom text, colors, logo, etc).

The screenshot shows the configuration page for College State University. At the top is the university logo and name. Below are several filter settings, each with a 'Change' button:

Course Status	Open & Full w/Waitlist Open	Change	Academic Groups	All Academic Groups Selected	Change
Campuses	All Campuses Selected	Change	Instruction Modes	All Instruction Modes Selected	Change
Sessions	All Sessions Selected	Change	Sessions	All Sessions Selected	Change
Term	2018 Fall				

Below the filters is a yellow instruction box: "Instructions: Add desired courses and breaks and click Generate Schedules button!" with a close button (X). At the bottom, there are two buttons: "+ Add Course" under the "Courses" section and "+ Add Break" under the "Breaks" section.

2. Optional: Home Page Filters

Click [Change](#) to edit any filter settings like Course Status, Campus, Parts of Term, Instructional Method.

- Custom filters are unique to each institution's course catalog setup.

This close-up shows the 'Course Status' and 'Campuses' filter settings. The 'Course Status' is set to 'Open & Full w/Waitlist Open' and has a red arrow pointing to its 'Change' button. The 'Campuses' is set to 'All Campuses Selected' and also has a 'Change' button.

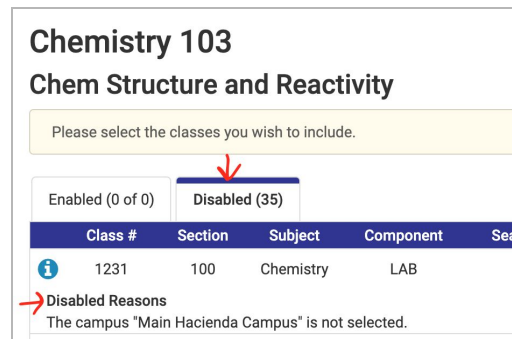
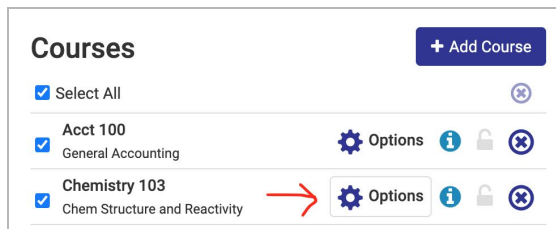
3. Add Courses

When adding courses for your selected term, taking into account the filter settings, it will display the appropriate course offerings. There are typically a few ways to search for a course. Click the [Add Course](#) button to start.



4. Optional: Course Options

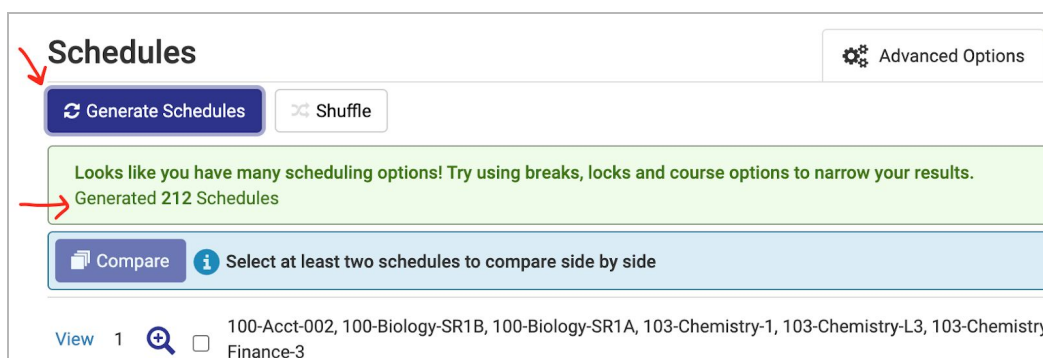
The course [Options](#) button allows the selection of specific sections, review section information, and to see if any sections are [Disabled](#) due to the **filter settings**. Disabled sections will not appear in the set of potential schedules to review.



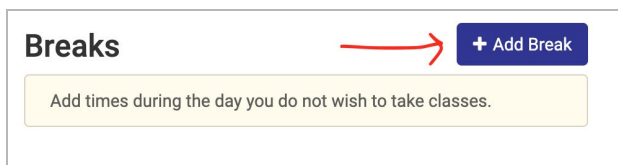
5. Generate Schedules

Once the courses have been added, and any specific options have been selected, hit the [Generate Schedules](#) button to show all the potential **conflict-free** schedules.

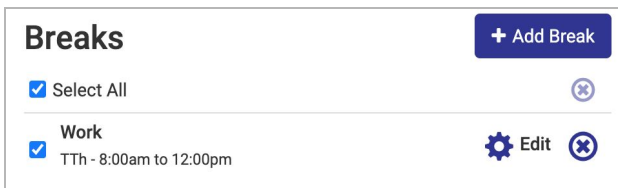
- If there is a conflict detected, there will be a notification with the specific courses that are the cause of the conflict and the student will know what to adjust.
- Many times, there will be a large number of potential schedules; too many to efficiently review. This is where the [Add Break](#) functionality comes into play.



6. Optional: Add Break



Click the [Add Break](#) button to add in any time of the day, any day of the week where one **does not** wish to take classes

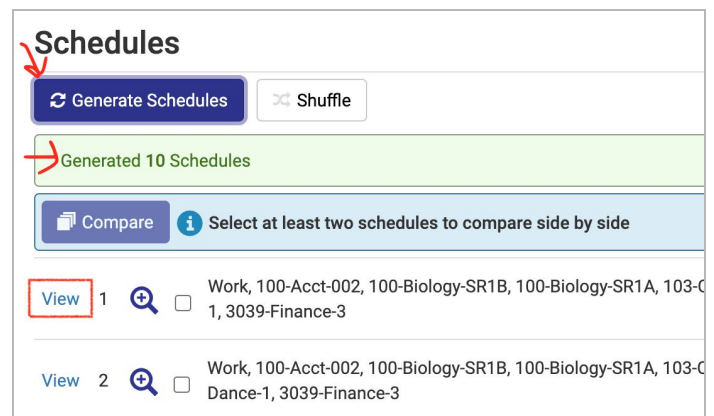


Students today have work, families, and many added responsibilities outside of school. When adding a break to the Schedule Planner, it allows the student to find a balance between school and life - further supporting students' persistence.

7. View Potential Schedules

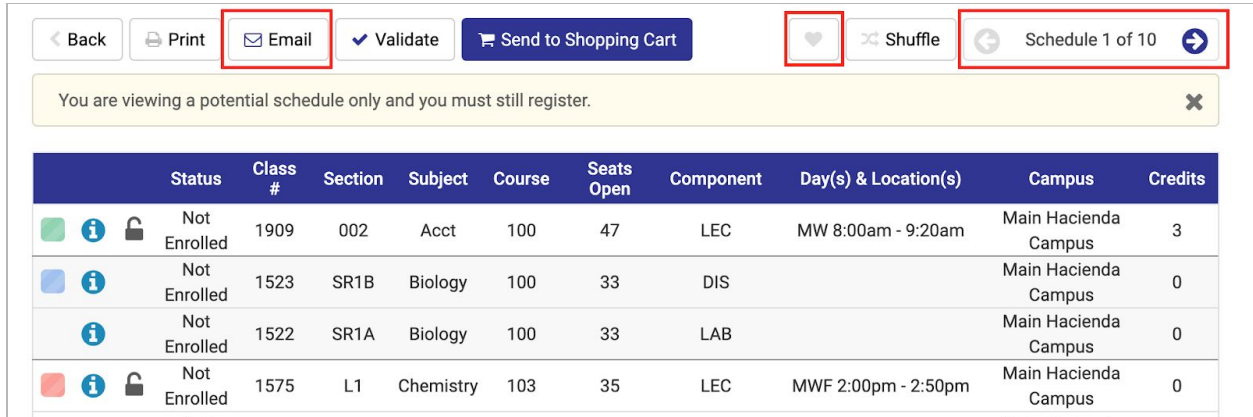
Click on the [View](#) button to review the schedule.

- If a break has been added, click [Generate Schedules](#) again to bring in that new data. Most of the time it will greatly decrease the large number and narrow down to the ones that best fit the student.



- The **Magnifying Glass** button gives a high-level *visual* of that potential schedule.

8. Reviewing Potential Schedules



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

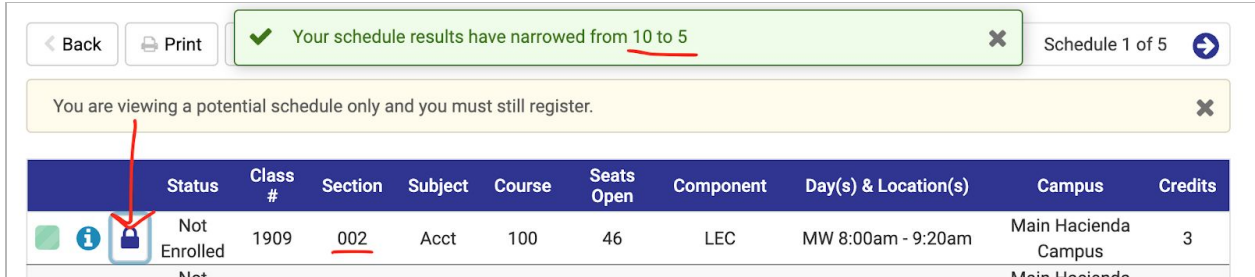
Status	Class #	Section	Subject	Course	Seats Open	Component	Day(s) & Location(s)	Campus	Credits
Not Enrolled	1909	002	Acct	100	47	LEC	MW 8:00am - 9:20am	Main Hacienda Campus	3
Not Enrolled	1523	SR1B	Biology	100	33	DIS		Main Hacienda Campus	0
Not Enrolled	1522	SR1A	Biology	100	33	LAB		Main Hacienda Campus	0
Not Enrolled	1575	L1	Chemistry	103	35	LEC	MWF 2:00pm - 2:50pm	Main Hacienda Campus	0

There is a total count of schedules in the top right corner that can be clicked through to review the differences between them.

- To save a schedule, click the **Favorite [Heart]** button.
- To email a schedule to an Advisor, Parent, Employer, etc. a student can click the **Email** button to do so.
- Different visuals of the schedule can be seen below the potential schedule. This allows one to better gauge that potential schedule with the **Week-by-Week** and a **One-Week** view.

9. Optional: Using the Section Lock

If there is a particular section that is wanted in **all** potential schedules, one can push the **Unlock** symbol, to turn it into a **Lock** symbol and the Scheduler will automatically narrow down the results to only include schedules that have that *one* specific section which was locked.



The screenshot shows the College Scheduler interface. At the top, there are navigation buttons for 'Back' and 'Print', a green notification box stating 'Your schedule results have narrowed from 10 to 5', and a 'Schedule 1 of 5' indicator. Below this is a yellow warning box: 'You are viewing a potential schedule only and you must still register.' The main content is a table with the following columns: Status, Class #, Section, Subject, Course, Seats Open, Component, Day(s) & Location(s), Campus, and Credits. The first row of data shows: Status: Not Enrolled, Class #: 1909, Section: 002, Subject: Acct, Course: 100, Seats Open: 46, Component: LEC, Day(s) & Location(s): MW 8:00am - 9:20am, Campus: Main Hacienda Campus, Credits: 3. A red arrow points to the 'Not Enrolled' status icon in the first row.

Status	Class #	Section	Subject	Course	Seats Open	Component	Day(s) & Location(s)	Campus	Credits
Not Enrolled	1909	002	Acct	100	46	LEC	MW 8:00am - 9:20am	Main Hacienda Campus	3

10. Final Step: Send to Shopping Cart

From the View Schedule screen, click the [Send to Shopping Cart](#) button to begin registration.



To complete the course registration using the Send to Shopping Cart feature, the students will be directed to their SIS shopping/registration cart where they will complete registration of their desired schedule.