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).

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.

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.
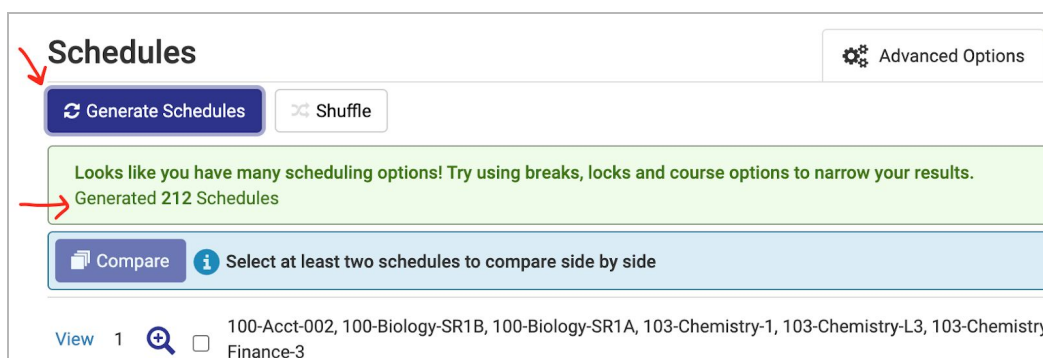
4. Optional: Course Options

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.
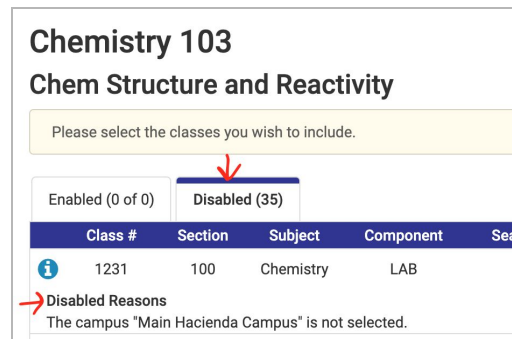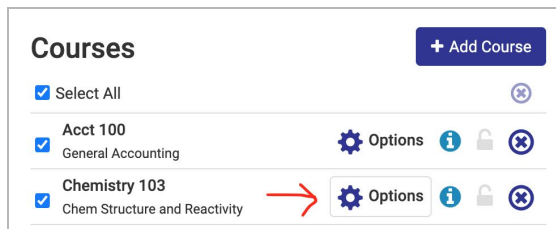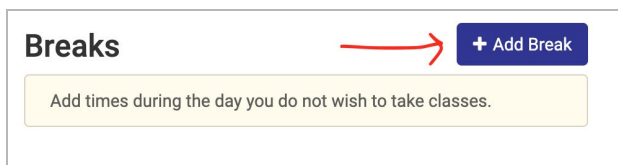
5. Generate Schedules

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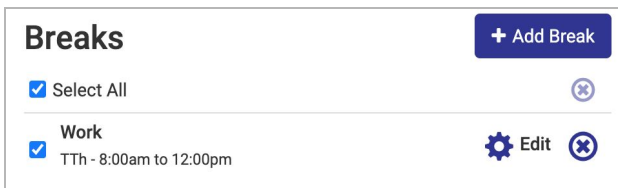- If there is a conflict detected, there will be a notification with the specific courses that are the cause of the conflict and the student will know what to adjust.
- Many times, there will be a large number of potential schedules; too many to efficiently review. This is where the Add Break functionality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

6. Optional: Add Break

Breaks   **+ Add Break**

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

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

Breaks   **+ Add Break**

☑ Select All   ⊗

☑ **Work**
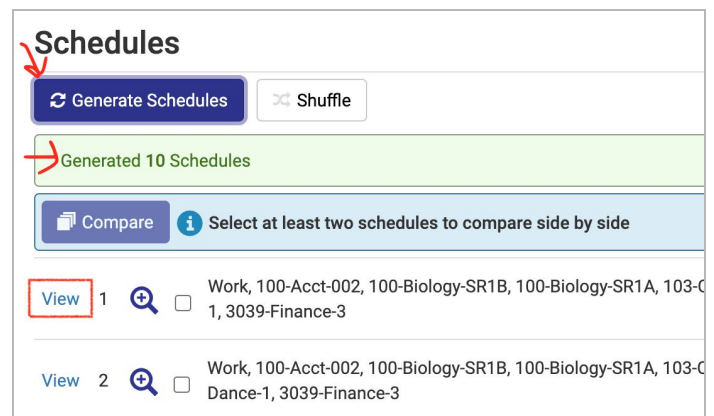TTh - 8:00am to 12:00pm   ⚙ Edit ⊗

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.
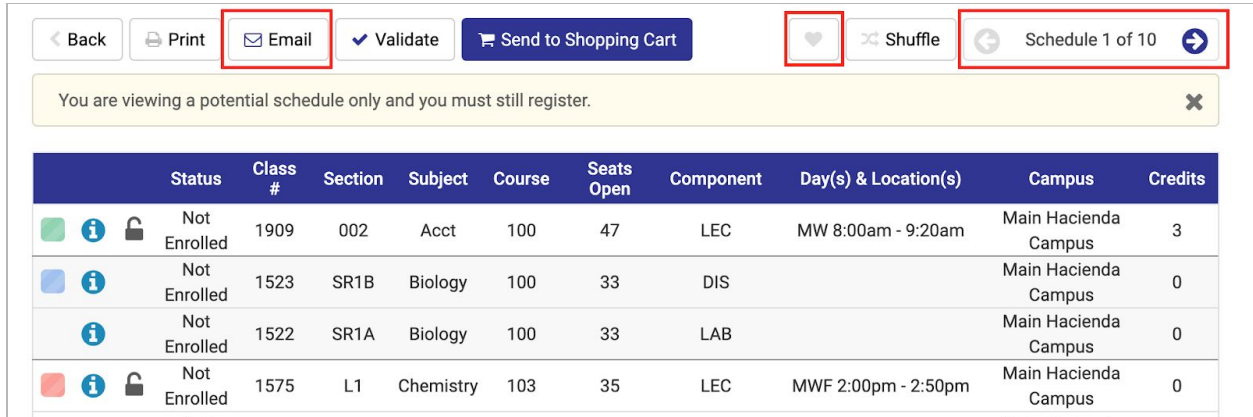
7. View Potential Schedules

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.

Schedules

🔄 Generate Schedules   ⤨ Shuffle

Generated **10** Schedules

📋 Compare   ⓘ Select at least two schedules to compare side by side

View | 1 | 🔍 | ☐ | Work, 100-Acct-002, 100-Biology-SR1B, 100-Biology-SR1A, 103-0 1, 3039-Finance-3

View | 2 | 🔍 | ☐ | Work, 100-Acct-002, 100-Biology-SR1B, 100-Biology-SR1A, 103-0 Dance-1, 3039-Finance-3

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

8. Reviewing Potential Schedules

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.

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.