



# College Scheduler & In-App Registration

## Functional Training Guide

### Step by Step Instructions

1. **Launch College Scheduler**
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3. **Add Courses**
4. Optional: Course Options
5. **Generate Schedules**
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11. **Register**
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### 1. Launch College Scheduler

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

**COLLEGE STATE UNIVERSITY**

Course Status	Open & Full w/Waitlist Open	<a href="#">Change</a>	Academic Groups	All Academic Groups Selected	<a href="#">Change</a>
Campuses	All Campuses Selected	<a href="#">Change</a>	Instruction Modes	All Instruction Modes Selected	<a href="#">Change</a>
Sessions	All Sessions Selected	<a href="#">Change</a>	Sessions	All Sessions Selected	<a href="#">Change</a>
Term	2018 Fall				

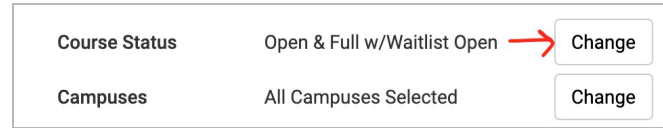
Instructions: Add desired courses and breaks and click Generate Schedules button! [×](#)

**Courses** [+ Add Course](#) **Breaks** [+ Add Break](#)

## 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.



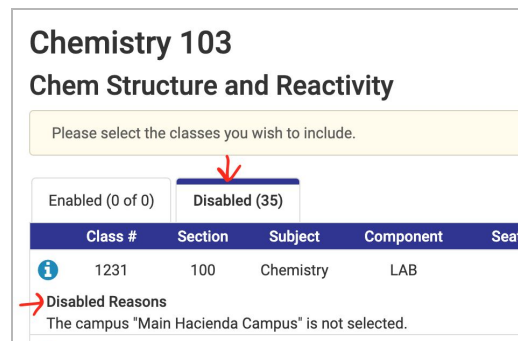
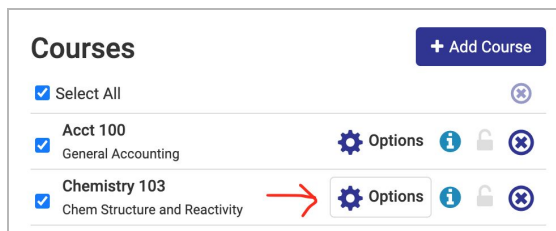
## 3. Add Courses

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

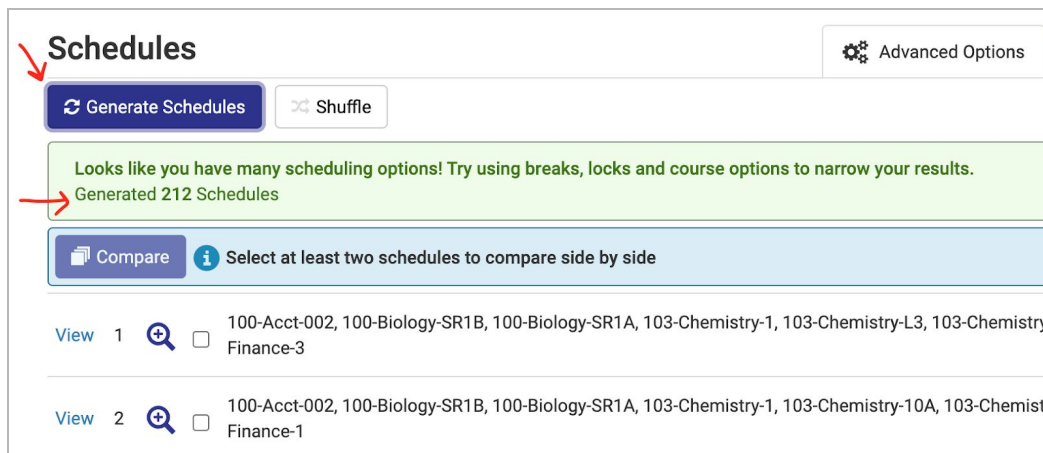
The course [Options](#) button allows the selection of specific sections, review section information, and to see if any sections are [Disabled](#) due to the **filter settings**. Disabled sections will not appear in the set of potential schedules to review.



## 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.



**Schedules** ⚙️ Advanced Options

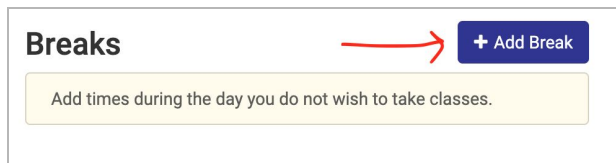
[Generate Schedules](#) [Shuffle](#)

Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results.  
Generated 212 Schedules

[Compare](#) ℹ️ Select at least two schedules to compare side by side

View	1		<input type="checkbox"/>	100-Acct-002, 100-Biology-SR1B, 100-Biology-SR1A, 103-Chemistry-1, 103-Chemistry-L3, 103-Chemistry-Finance-3
View	2		<input type="checkbox"/>	100-Acct-002, 100-Biology-SR1B, 100-Biology-SR1A, 103-Chemistry-1, 103-Chemistry-10A, 103-Chemistry-Finance-1

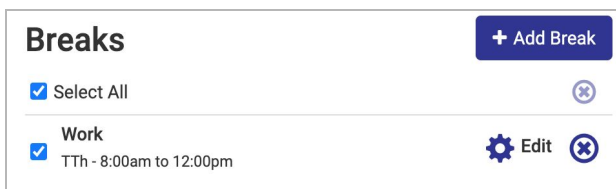
## 6. Optional: Add Break



**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**  Edit

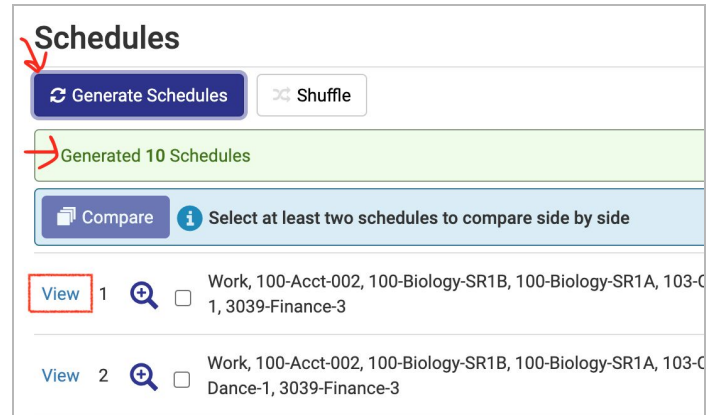
TTh - 8:00am to 12:00pm

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.

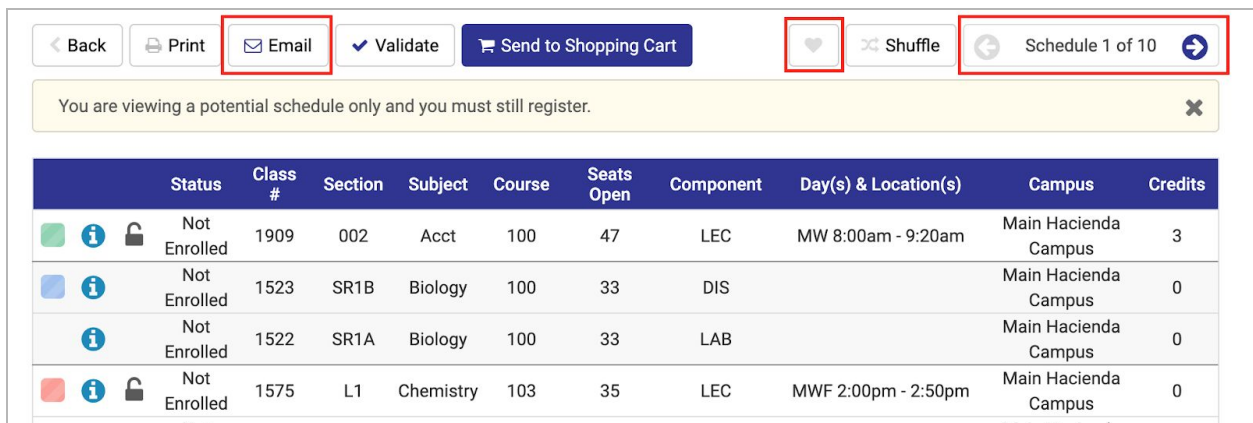
## 7. View Potential Schedules

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



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.



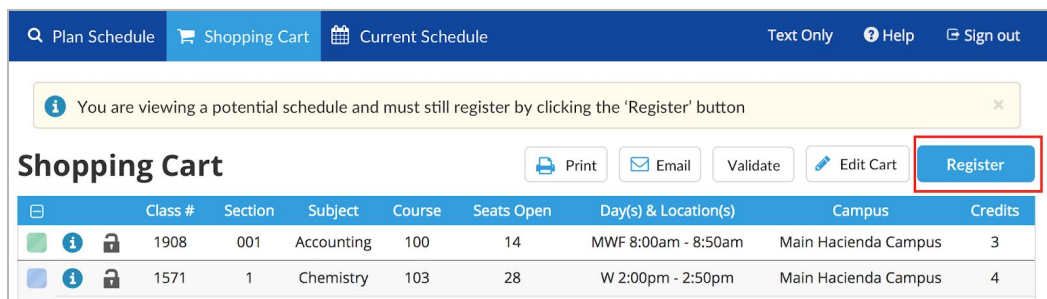
Status	Class #	Section	Subject	Course	Seats Open	Component	Day(s) & Location(s)	Campus	Credits
Not Enrolled	1909	<u>002</u>	Acct	100	46	LEC	MW 8:00am - 9:20am	Main Hacienda Campus	3

## 10. Send to Shopping Cart

From the View Schedule screen, click the **Send to Shopping Cart** button to begin registration.



## 11. Register

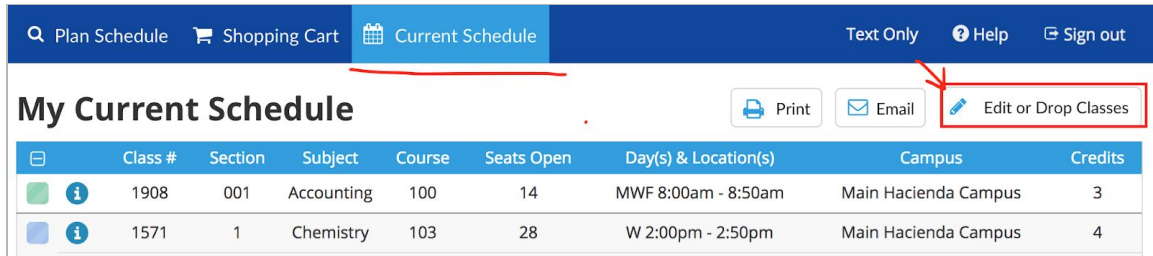




Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
1908	001	Accounting	100	14	MWF 8:00am - 8:50am	Main Hacienda Campus	3
1571	1	Chemistry	103	28	W 2:00pm - 2:50pm	Main Hacienda Campus	4

Click the **Register** button to enroll in these classes in the Shopping Cart.

- Courses can, and should, be added to the Shopping Cart **prior** to a student's registration window. The potential schedule can then be ready to go when that time comes.
- The actions taken at this point will reference back to the institution's SIS and validate any items that have been custom configured.

## 12. Optional: Edit or Drop Classes



	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	1908	001	Accounting	100	14	MWF 8:00am - 8:50am	Main Hacienda Campus	3
	1571	1	Chemistry	103	28	W 2:00pm - 2:50pm	Main Hacienda Campus	4

Using the [Edit or Drop Classes](#) button, a student can drop a course from within the Schedule Planner; there is not any need to go back into the SIS to complete this task. If a course has variable units or if it can be selected as Pass/No Pass, that option is available here as well.