


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.

- 1) In the mySEMO portal, search for "Schedule Planner Guest Mode." Select the option marked as "Tool."
- 2) The Schedule Planner should open in a new tab or window.
- 3) Select the term and click on "Save and Continue."
- 4) On the next screen, select the appropriate campus(es) and click on "Save and Continue." (Please note that all online courses are listed under the "Web-based" campus.)
- 5) 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.).
- 6) 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.
- 7) Once the desired courses have been chosen, click "Back." The courses will now be listed in the Planner.
- 8) 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.
- 9) 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. Once all necessary breaks have been added, click "Back."
- 10) To add a set amount of time after each class for break or travel purposes, click on the "Advanced Options" tab. 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).
- 11) After all desired courses and breaks have been added, click "Generate Schedules" and the Schedule Planner will list the number of schedule options available.

- Click “View” to review each schedule option.
- 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. 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.

12) 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.