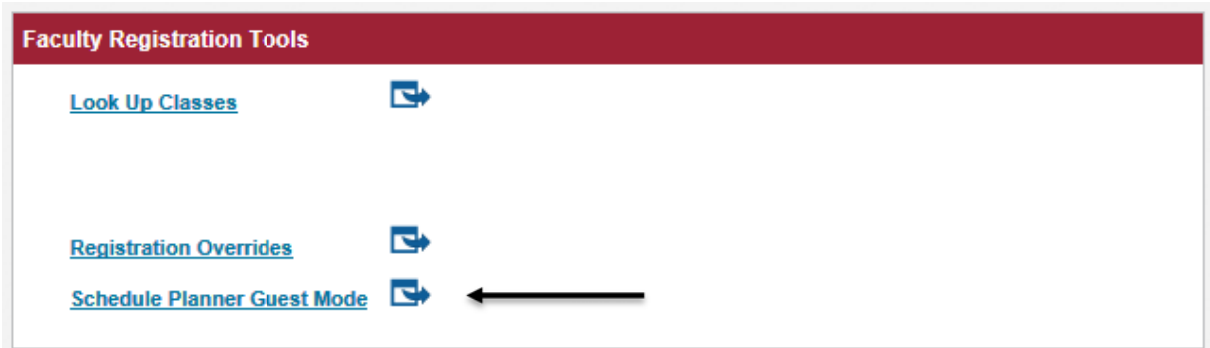


SCHEDULE PLANNER GUEST MODE INSTRUCTIONS

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

✓ Save And Continue

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-Malden
- 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

Breaks + Add Break

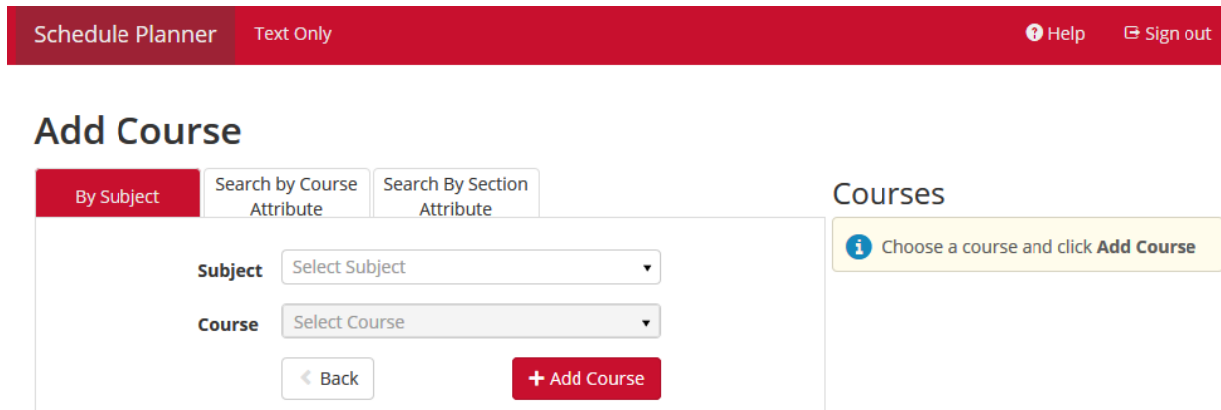
Courses Add the courses you wish to take for the upcoming term.

Breaks 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:

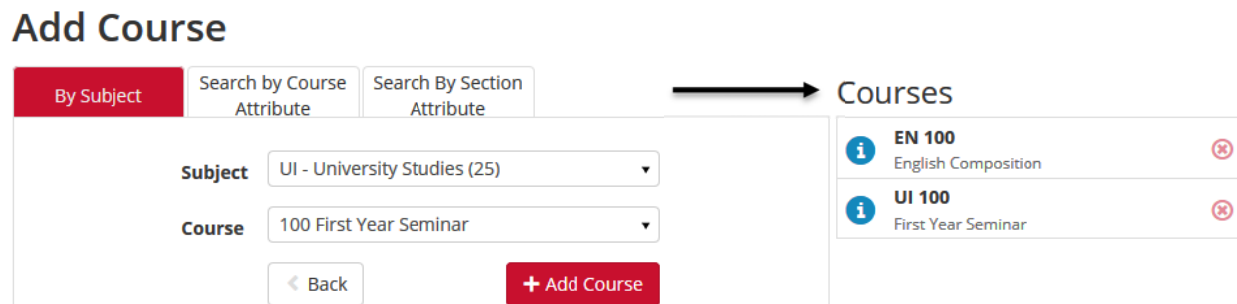
- Course Status: Click “Change” to select between viewing only courses with open seats or viewing all courses (open and full/controlled).
- Campuses: Click “Change” to update the campus selections.
- Term: Click “Change” to update the term selection.
- Part of Term: Click “Change” to narrow course results to only select parts of term (such as full semester, eight week courses, wintersession, etc.).

To start building a schedule, click “Add Course.”



The screenshot shows the 'Add Course' interface. At the top, there is a red navigation bar with 'Schedule Planner' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. Below the navigation bar, the 'Add Course' title is displayed. The main area is divided into two sections. On the left, there are three tabs: 'By Subject' (selected), 'Search by Course Attribute', and 'Search By Section Attribute'. Below the tabs are two dropdown menus: 'Subject' with 'Select Subject' and 'Course' with 'Select Course'. At the bottom of this section are two buttons: a white 'Back' button and a red '+ Add Course' button. On the right, there is a 'Courses' section with a yellow box containing 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.”



The screenshot shows the 'Add Course' interface with search results. The 'By Subject' tab is selected. The 'Subject' dropdown is set to 'UI - University Studies (25)' and the 'Course' dropdown is set to '100 First Year Seminar'. The '+ Add Course' button is highlighted. An arrow points from the search area to the 'Courses' section on the right. The 'Courses' section displays a list of two courses: 'EN 100 English Composition' and 'UI 100 First Year Seminar'. Each course entry has an information icon on the left and a red 'X' delete icon on the right.

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

- EN 100** English Composition
- UI 100** First Year Seminar

The courses will now be listed in the Planner.

Courses **+ Add Course**

- EN 100** English Composition **Options** **+** **+** **+**
- UI 100** First Year Seminar **Options** **+** **+** **+**

Breaks **+ Add Break**

+ 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

+ Please select the classes you wish to include.

Enabled (5 of 5) **Disabled (3)** **Advanced Filters** **< Back** **Save & Close**

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

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

UI 100
First Year Seminar

Breaks

Morning
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	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					

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					
8:15	AG-371 CLAS - SCULLY 103 Not Assigned		AG-371 CLAS - SCULLY 103 Not Assigned		AG-371 CLAS - SCULLY 103 Not Assigned
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

Prerequisites

Breaks + Add Break

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

Schedules ♥ Favorites 2 ⚙️ Advanced Options 📅 View Schedules

🔄 Generate 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.