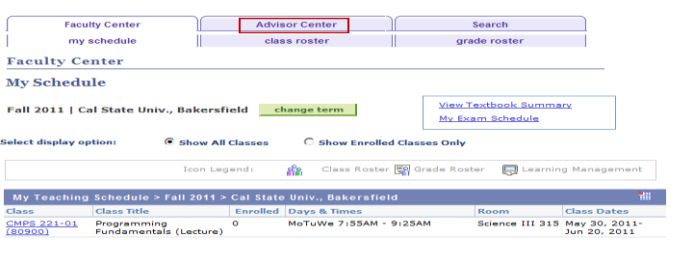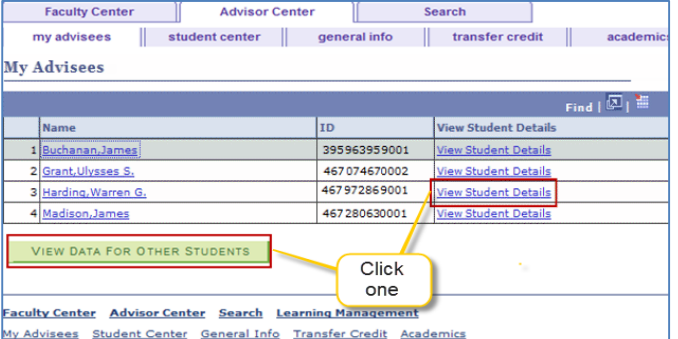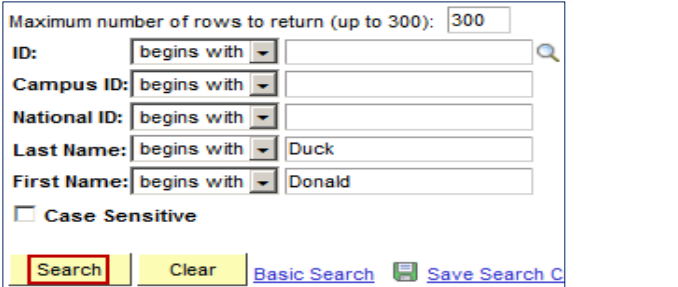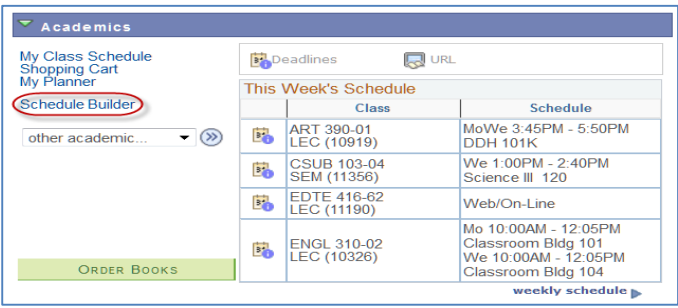# How to use Schedule Builder

Schedule Builder gives students the flexibility to plan their classes around their jobs, sports activities, and student life. With Schedule Builder, the students can take control of their schedule. These instructions will guide you through the steps to use Schedule Builder.

1.	From the Faculty Center, click the **Advisor Center** tab.	
2.	When the **Advisor Center** page opens, either click on **View Student Details** of one of your assigned advisees, or click the VIEW DATA FOR OTHER STUDENTS button to search for a student who is not one of your advisees.	
3.	On the search page opens, • In the ID, enter the student's CSUB ID • Click the Search button to continue.	
4.	When the **Advisee's Student Center** opens, • Click the Schedule Builder link	

5.	When the Scheduler Builder page opens, • Click the **CLICK HERE** button	**Schedule Builder** ⓘ The Schedule Builder helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder. **Instructions:** 1. **CLICK HERE** to open the Schedule Builder in a pop-up window. 2. Return to this window after clicking 'Send Schedule to Shopping Cart' 3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enr
6.	When the page appears, • Click the down arrow • From the list select a term, such as *Spring 2014*	*Please select the term you wish to schedule for below.* Select Term: -Select Term- -Select Term- Winter 2014 Spring 2014
7.	The Schedule Builder page opens, • Click the **Add Course** button	**Courses** **Add Course** **Breaks** **Add Break** Click the 'Add Course' button to add courses. Click the 'Add Break' button to add times during the day that you do not wish to take classes.
8.	On the Add Course page, • Select a Subject, such as *Spanish* • Select a Course, such as *Spanish 101*	**Add Course - Spring 2014** Search By Subject And Course | My Planner 1. Select Subject: Spanish (4) ① 2. Select Course: 101 - Introductory Spanish I (2) ② ③ **Add Course** **Cancel**
9.	The course is added to the course list. To add another course, click the **Add Course** button.	**Courses** **Add Course** **Breaks** **Add Break** ☐ Course | Options | Info | 🗑 Click the 'Add Break' button to add times during the day that you do not wish to take classes. ☐ SPAN 101 | View/Edit | ⓘ | 🔓 🗑
10	To add a break, click the **Add Break** button.	**Courses** **Add Course** **Breaks** **Add Break** ☐ Course | Options | Info | 🗑 Click the 'Add Break' button to add times during the day that you do not wish to take classes. ☐ SPAN 101 | View/Edit | ⓘ | 🔓 🗑
11	On the Add Break page, • In the **Break Name**: enter a meaningful name for the break, such as *Work* • In the **Start Time**, select the desired start time • In the **End Time**, select the desired end time • In the **Days**, select the days of the week • Click the **Save Break** button	**Add Break** Breaks are times during the day that you do not wish to take classes. Please enter a break between 6am and 10pm. Break Name: Work **Days:** Start Time: Hour 8 : Minute 00 Time am ☑ Select Weekdays ☑ Monday End Time: Hour 10 : Minute 00 Time am ☑ Tuesday ☑ Wednesday ☑ Thursday **Save Break** **Cancel** ☑ Friday

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12	With the courses and breaks added, it is time to generate the schedules. To do so, • Click the box beside the courses to include • Click the **Generate Schedules** button.	
13	The schedules appear. From this list, you can • Click the View link to view a Schedule • Hold your cursor over the 🔍 to preview a schedule • Check one or more schedules to compare them.	
14	Once you decide upon a schedule for the student, click the **View** link.	
15	On the **View Schedule** page, • Click the **Print Page** button. ⚠️ *Do not click the Send Schedule to Quick Enroll button. Your security role as an instructor or faculty advisor, does not permit access to this functionality. It will produce an error.*	
16	To return to the Schedule Builder, • Click the **Close Schedule** button	