

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.	Faculty Center Advisor Center Search my schedule class roster grade roster Faculty Center My Schedule grade roster Fall 2011 Cal State Univ., Bakersfield change term Misw Textbook Summary My Exam Schedule Select display option: © show All Classes O show Enrolled Classes Only Icon Legendi Icon Legendi Class Roster Class Testering Management My Teaching Schedule > Fall 2011 > Cal State Univ., Bakersfield Micon Class Dates Class Class Title Enrolled Days & Times Icon Science III 315 Mu/20, 2011 Jun 20, 2011 Jun 20, 2011
2.	When the Advisor Center page opens, either click on <u>View Student Details</u> of one of your assigned advisees, or click the <u>View Data For Other Students</u> button to search for a student who is not one of your advisees.	Faculty Center Advisor Center Search my advisees student center general info transfer credit academic: My Advisees student center general info transfer credit academic: My Advisees student center general info transfer credit academic: My Advisees student center general info transfer credit academic: Mame ID View Student Details View Student Details View Student Details 2 Grant.Uksees S. 467.074670002 View Student Details View Student Details 4 Madison.lames 467.972869001 View Student Details View Student Details VIEW DATA FOR OTHER STUDENTS Click one Click one Click Faculty Center Advisor Center Search Learning Management My Advisees Student Center General Info Transfer Credit Academics
3.	 On the search page opens, In the ID, enter the student's CSUB ID Click the <u>Search</u> button to continue. 	Maximum number of rows to return (up to 300): 300 ID: begins with • Campus ID: begins with • National ID: begins with • Last Name: begins with • Duck First Name: First Name: begins with • Search Clear Basic Search Save Search C
4.	 When the Advisee's Student Center opens, Click the Schedule Builder link 	M class Schedule Shopping Cart My Planner Image: Class Schedule Schedule Builder This Week's Schedule other academic Image: Class Schedule Image: Class Schedule Schedule MoWe 3:45PM - 5:50PM DDH 101K Image: Class Schedule Schedule Image: Class Schedule Image: Class Schedule Schedule Image: Class Schedule Image: Class Schedule Schedule Image: Class Schedule Image: Class Schedule Schedule Schedule Image: Class Schedule Image: Class Schedule Schedul

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5.	 When the Scheduler Builder page opens, Click the CLICK HERE button 	Schedule Builder Image: Click Here by the pop-up blocker of your internet browser to successfully launch the Schedule Builder. Imstructions: Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in a pop-up window. Image: Click Here by the schedule Builder in
6.	 When the page appears, Click the down arrow From the list select a term, such as <i>Spring 2014</i> 	*Please select the term you wish to schedule for below. Select Term: -Select TermSelect Term- Winter 2014 Spring 2014
7.	 The Schedule Builder page opens, Click the Add Course button 	Courses Add Course Click the 'Add Course' button to add courses. Breaks Add Break' Click the 'Add Break' button to add times during the day that you do not wish to take classes. 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 <i>Spanish</i> Select a Course, such as <i>Spanish 101</i> 	Add Course - Spring 2014 Search By Subject And Course My Planner 1. Select Subject: Spanish (4) 2. Select Course: 101 - Introductory Spanish I (2)
9.	The course is added to the course list. To add another course, click the Add Course button.	Courses Add Course Course Options Info Info Course Click the 'Add Break' button to add times during the day that you do not wish to take classes. SPAN 101 View/Edit Image: Span to the
10	To add a break, click the Add Break button.	Courses Add Course Course Options Info T SPAN 101 View/Edit Image: Course of the set o
11	 On the Add Break page, In the Break Name: enter a meaningful name for the break, such as <i>Work</i> 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 Break Name: Work Start Time: Hour Minute Time Image: 00 + arr + Image: Image: Image: Minute Image: Image: Image:

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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. 	Courses Add Course Course Options Info SPAN 101 View/Edit Image: Second state of the sec
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. 	Schedules Generated 2 schedules. # Compare Yiew 1 SPAN-101-01, Yiew 2 SPAN-101-02,
14	Once you decide upon a schedule for the student, click the <u>View</u> link.	Schedules Generate Schedules # Compare View 2 SPAN-101-01, View 2 SPAN-101-02,
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.	View Schedule #1 - Spring 2014 Print Page Send Schedule to Quick Enroll Close Schedule *You are viewing a potential schedule and must send to Quick Enroll to enroll. More Status Subject Course Section Class Open # Seats Day(s) & Time(s) Date Location(s) Campus Info Not Enrolled Spanish 101 01 30771 35 TTh 12:45pm - 2:50pm 4/1/2014 - 6/12/2014 CSUB Main Campus Monday Tuesday Wednesday Thursday Friday 12:45 Spanish-101-01 LEC Spanish-101-01 Friday 12:45 Josephine Schmidt Josephine Schmidt Josephine Schmidt
16	To return to the Schedule Builder, • Click the Close Schedule button	View Schedule #1 - Spring 2014 Print Page Send Schedule to Quick Enroll Close Schedule *You are viewing a potential schedule and must send to Quick Enroll to enroll. More Status Subject Course Section Class Open # Seats Day(s) & Time(s) Date Location(s) Campus More Status Subject Course Section Class Open # Seats Day(s) & Time(s) Date Location(s) Campus Info Not Enrolled Spanish 101 01 30771 35 TTh - 12:45pm - 4/1/2014 - 6/12/2014 CSUB Main Campus