

## Using Schedule Builder

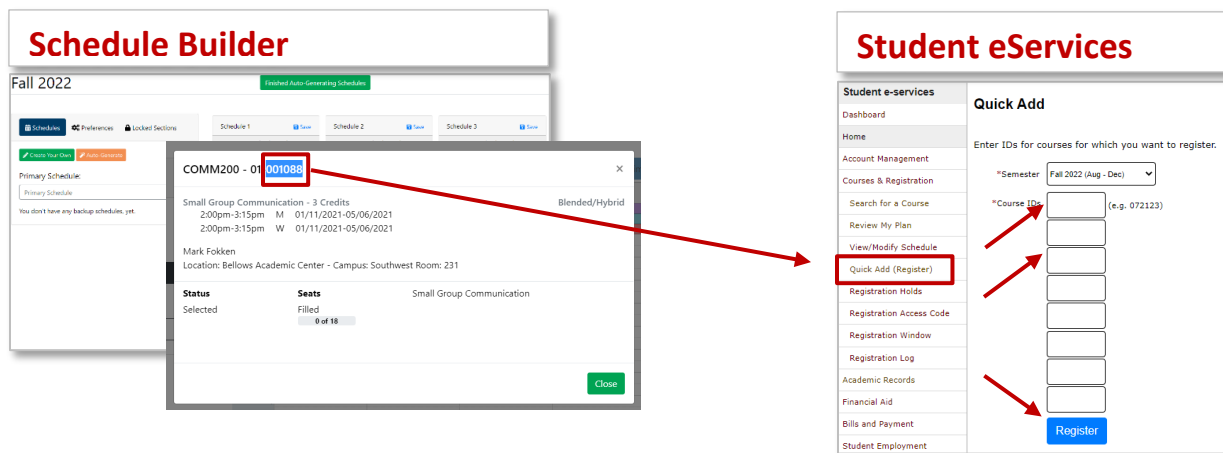
### CREATE YOUR OPTIMIZED SCHEDULE

Schedule Builder is a dynamic scheduling platform where you can choose your primary schedule from multiple possible schedules.

Build class schedules manually or automatically generate combinations based on preferences.

Building a schedule in Schedule Builder does not register you for classes. After you build a schedule in Schedule Builder, complete your registration in Courses & Registration in [Student eServices](#).

See steps on pages 9-11, **IMPORTANT: Register for your courses in eServices.**



The image shows two screenshots. The left screenshot is from 'Schedule Builder' and displays a course detail for 'COMM200 - 01 001088'. The course is a 'Small Group Communication' class, 3 credits, taught by Mark Fokken. The right screenshot is from 'Student eServices' and shows the 'Quick Add' section. A red box highlights the 'Quick Add (Register)' button. A red arrow points from the course ID '001088' in the first screenshot to the 'Quick Add (Register)' button in the second screenshot.

### Start in Plans or Schedules

#### In Plans

Create schedules by pushing planned courses from a term in a Preferred Plan to Schedule Builder.

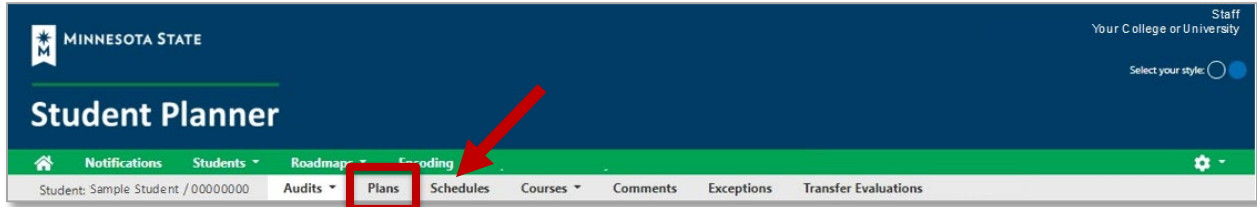
#### In Schedules

Create schedules by adding courses in Schedule Builder.

## Student View



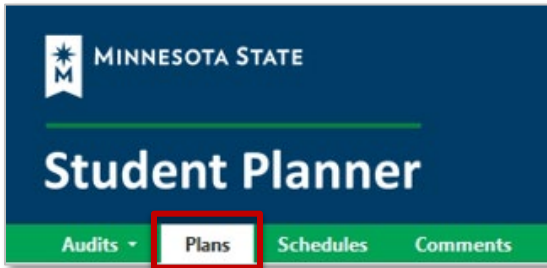
## Staff View in a Student Account



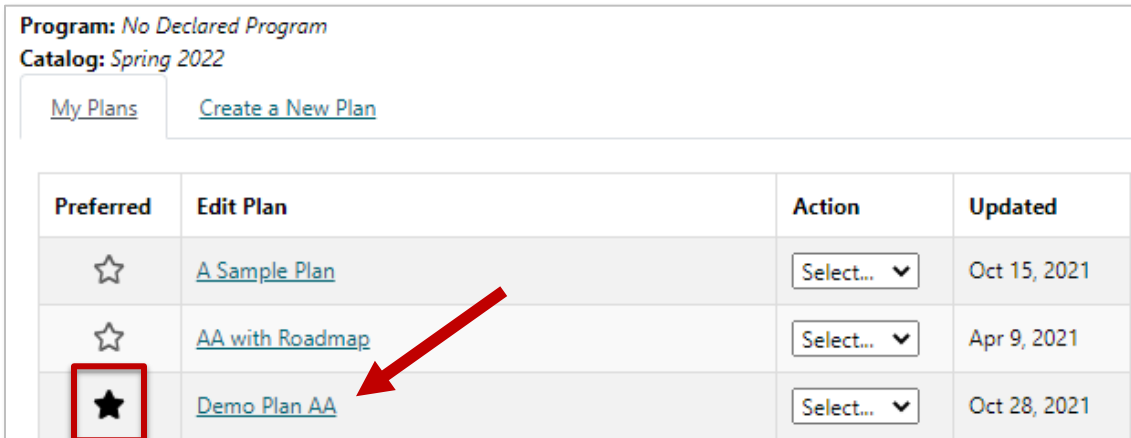
## Start in Plan Builder

Planned courses can be pushed from a Preferred Plan Term in Graduation Planner to the My Schedule section in Schedule Builder.

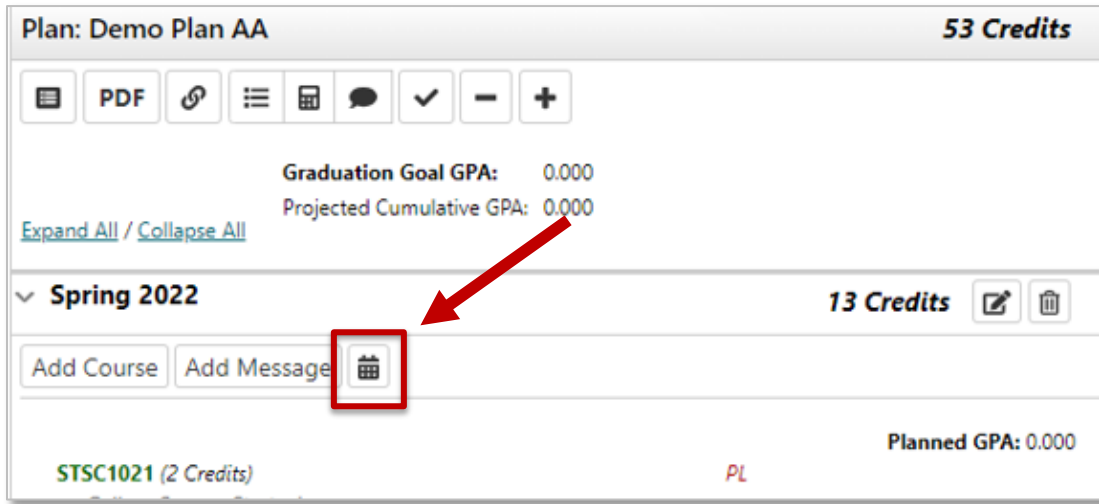
1. Select the Plans tab:



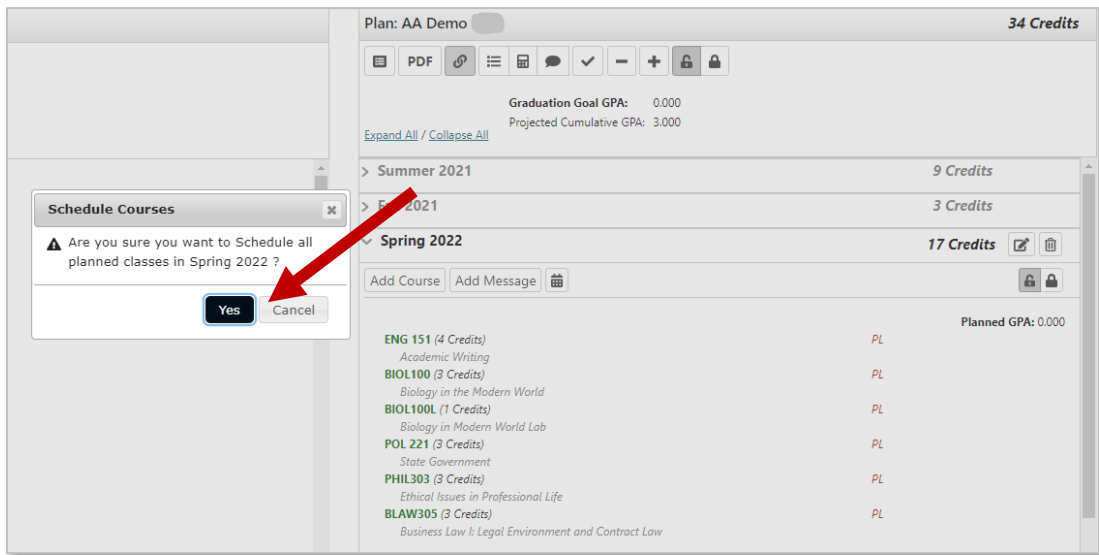
2. On the Manage Plans page, select the Preferred Program:



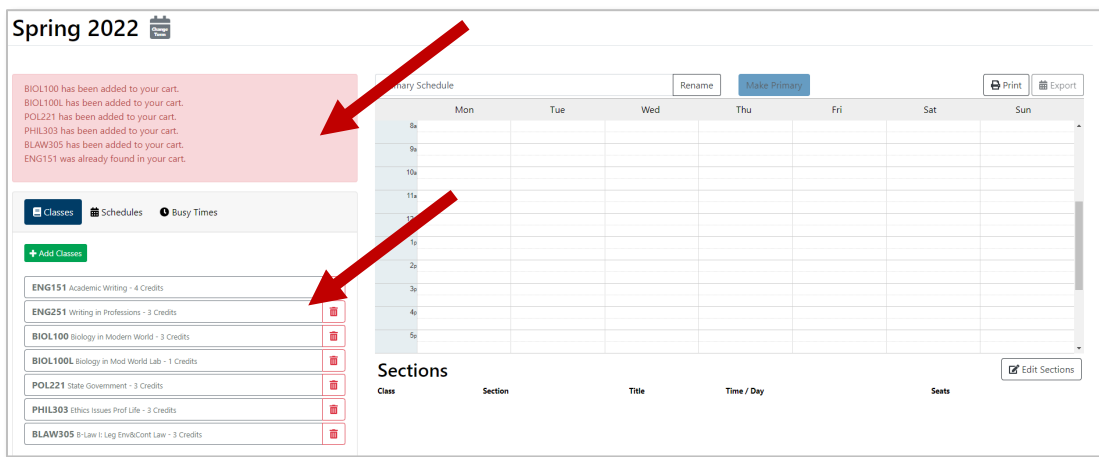
3. In the term you would like to push to Schedule Builder, select the calendar icon:



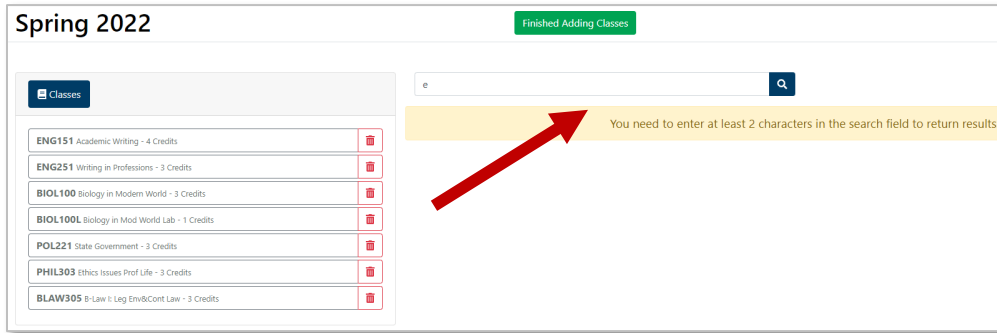
4. Select 'Yes' to add the Planned courses to the same term in Schedule Builder:



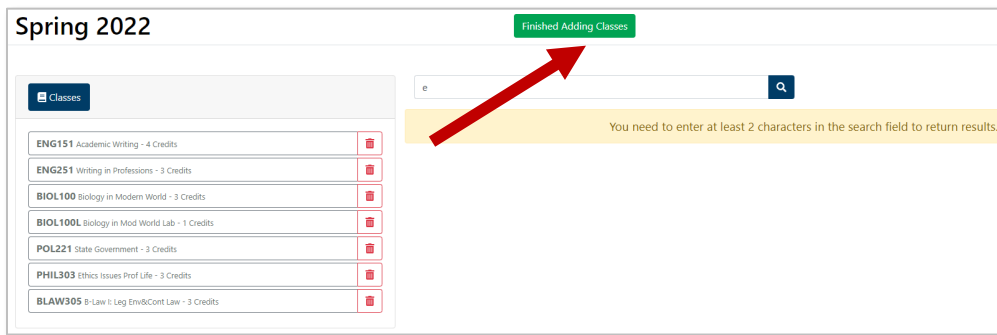
5. Opens in Schedule Builder with courses already added:



## Add Courses Directly in Schedule Builder

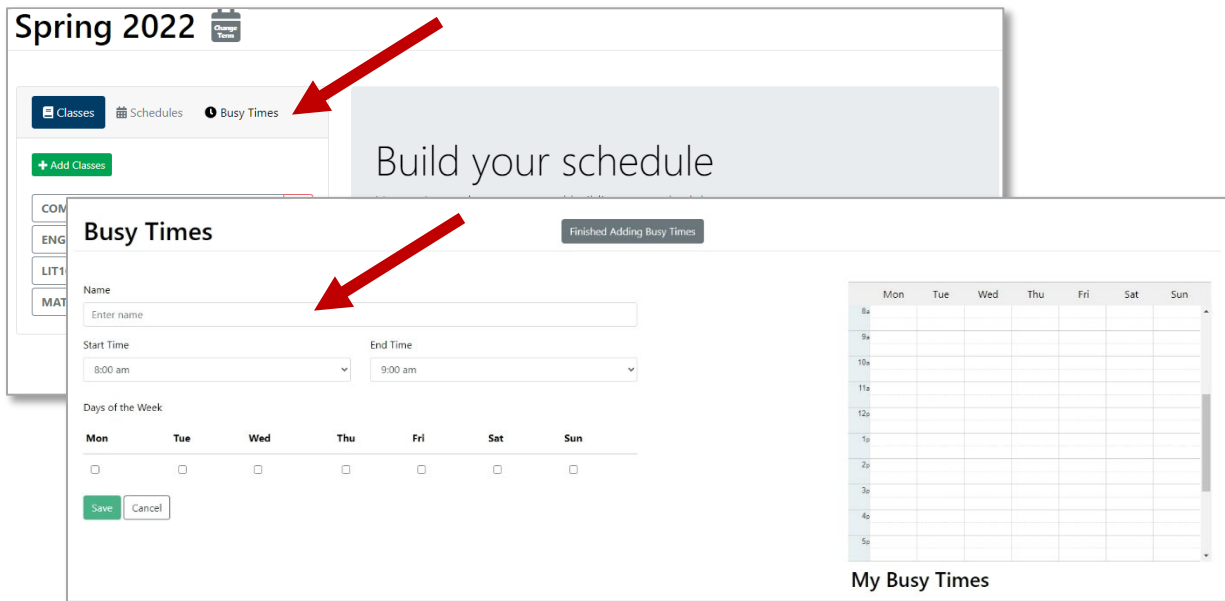


Once all your courses have been added, select “Finished Adding Classes”



## Add Your Settings

Busy Times - Enter times you cannot take classes.



## Set Your Preferences

Spring 2022

Finished Auto-Generating Schedules

Preferences Locked Sections

Time-based Preferences	✎
Number of Classes	✎
Professor Preferences	✎
Additional Preferences	✎

### Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

You can configure some settings to help us generate schedules more tailored to fit your needs, or you can skip this step and just use the default options.

We will also use any Busy Times you've set up to make sure we don't select classes when you're not available. If you haven't set up any Busy Times, you can do so now: [Add Busy Times](#).

[Configure Preferences](#)

[Skip this step](#)

### Time-based Preferences

Narrow down when you want to take classes:

- Time Between Classes
- Time Between Classes on Different Campuses
- Number of Days
- Time Block

### Number of Classes

Identify the number of classes you want to take:

- Take them all
- I planned extra
  - Minimum/Maximum number of classes
  - Minimum/Maximum number of credits
  - Are there classes you must take together?
  - Are there classes you do not want to take together?
  - Prioritize which classes you want or prefer over others

### Professor Preferences

- Identify the professors you prefer

### Additional Preferences

- Identify the course delivery types you prefer

## Select Save & Finish

Some of the classes you have added to this term have multiple delivery types, set priorities on those you prefer over others.

In Person

Want  
Completely Online-Asynchronous

Neutral  
Blended/Hybrid

Neutral  
Completely Online - Synchronous

Neutral

Reset All Preferences to Default

## Auto-Generate Schedules

Select the number of schedules and then the Generate Schedules button:

Preferences Locked Sections

Time-based Preferences

Number of Classes

Professor Preferences

Additional Preferences

### Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

How many schedules do you want to generate?

You can now edit the auto-generated schedules:

Spring 2022 Finished Auto-Generating Schedules

Schedules Preferences Locked Sections

Create Your Own Auto-Generate

Primary Schedule:

You don't have any backup schedules, yet.

Schedule 1

Mon	Tue	Wed	Thu	Fri	Sat	Sun
ENGA 1110	ENGA 1110	ARCI 1010	ARCI 1010			
		COUN 2730	GEOS 1104	BUSN 1140		

Schedule 2

Mon	Tue	Wed	Thu	Fri	Sat	Sun
ENGA 1110	ENGA 1110	ARCI 1010	ARCI 1010			
		COUN 2730	GEOS 1104	BUSN 1140		

Schedule 3

Mon	Tue	Wed	Thu	Fri	Sat	Sun
ENGA 1110	ENGA 1110	ARCI 1010	ARCI 1010			
		COUN 2730	GEOS 1104	BUSN 1140		

Schedule 4

Mon	Tue	Wed	Thu	Fri	Sat	Sun
ARCI 1010	ARCI 1010	ENGA 1110	ENGA 1110			
		GEOS 1104				

Schedule 5

Mon	Tue	Wed	Thu	Fri	Sat	Sun
ENGA 1110	ENGA 1110	ARCI 1010	ARCI 1010			
		GEOS 1104				

## Locked Sections

**Locking a section only applies to Auto-Generate, not Create Your Own.**

After a section(s) is locked, the locked section(s) are pulled into every auto-generated schedule that is produced.

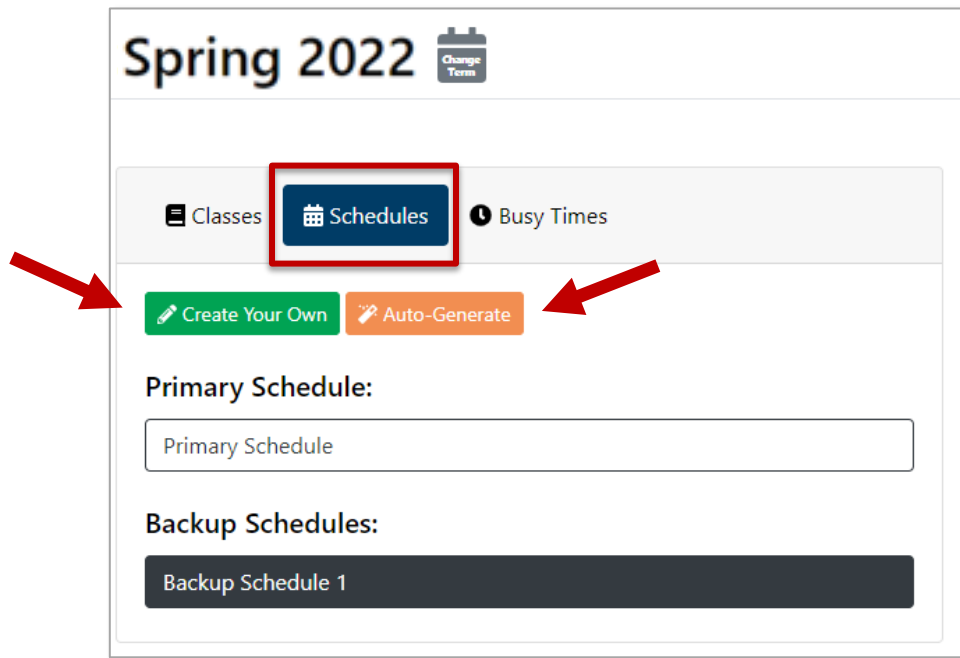
The screenshot shows the 'Locked Sections' interface. On the left, there is a table with the following columns: Class, Section, Title, Time / Day, More, and Unlock. One section is listed: ENGL1021, 09, Composition I, 12:30pm-1:45pm TH. A red arrow points to the 'ENGL1021' cell. To the right, five schedules (Schedule 1 to Schedule 5) are displayed as weekly grids. Each grid shows various course sections (MATH 1030, ENGR 1020, ENGL 1021, ECAD 1025) on different days. Red arrows point from the 'ENGL 1021' section in the 'Locked Sections' table to its corresponding position in each of the five auto-generated schedules, demonstrating that the locked section is included in every generated schedule.

## Create Your Own Schedule

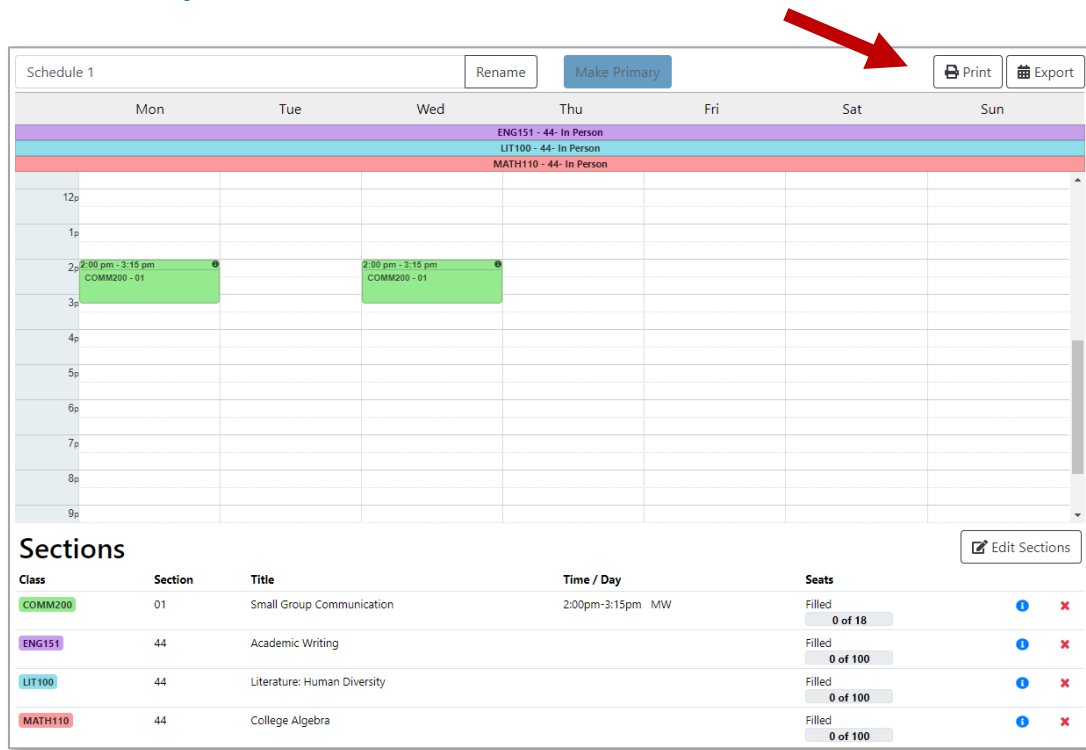
The screenshot shows the 'Create Your Own' schedule creation interface. At the top, it says 'Spring 2022' with a 'Change Term' button. Below that are tabs for 'Classes', 'Schedules', and 'Busy Times'. There are two buttons: 'Create Your Own' (highlighted with a red arrow) and 'Auto-Generate'. Under 'Create Your Own', there is a 'Primary Schedule:' section with a text input field containing 'Primary Schedule'. Below that is a 'Backup Schedules:' section with a dropdown menu showing 'Backup Schedule 1'.

The screenshot shows the 'Finished Editing Sections' interface. At the top, it says 'Spring 2022' with a 'Finished Editing Sections' button. Below that is a dropdown menu showing a list of classes: LIT100 - Literature:Human Diversi, COMM200 - Small Group Communicatio, ENGL151 - Academic Writing, LIT100 - Literature:Human Diversi (highlighted with a red arrow), and MATH110 - College Algebra. To the right, there is a 'Backup Schedule: Backup Schedule 2' section with a table showing 'Time / Day', 'Seats', and 'More' columns. The 'Seats' column shows 'Filled 0 of 100'. The table below has columns for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'.

You can always come back and do the other option at any time.



Print or Export a saved Schedule





# IMPORTANT: Register for your courses in eServices

Use the Course ID numbers in your Primary Schedule in **Schedule Builder** to register for classes in your **Student eServices**.

## In Schedule Builder

1. Select the blue information icon to open Full section details

The screenshot shows the 'Schedule Builder' interface. On the left, there are tabs for 'Classes', 'Schedules', and 'Busy Times'. Below these are buttons for 'Create Your Own' and 'Auto-Generate'. The 'Primary Schedule' section shows 'Schedule 1' and a 'Backup Schedules' section with 'Alternate Schedule'. The main area displays a weekly schedule grid for 'Schedule 1' with days from Monday to Sunday. Below the grid is a 'Sections' table with columns for Class, Section, Title, Time / Day, and Seats. A red arrow points from a blue information icon in the 'Sections' table to the right side of the grid.

Class	Section	Title	Time / Day	Seats
COMM200	01	Small Group Communication	2:00pm-3:15pm MW	Filled 0 of 18
ENG151	44	Academic Writing		Filled 0 of 100
LIT100	44	Literature: Human Diversity		Filled 0 of 100
MATH110	44	College Algebra		Filled 0 of 100

2. In the section details pop-up, select and copy the last six digits. This is the Course ID number.

The screenshot shows a section details pop-up window. The title is 'COMM200 - 01-001088'. Below the title, it says 'Small Group Communication - 3 Credits' and 'Blended/Hybrid'. The schedule is listed as '2:00pm-3:15pm M 01/11/2021-05/06/2021' and '2:00pm-3:15pm W 01/11/2021-05/06/2021'. The instructor is 'Mark Fokken' and the location is 'Bellows Academic Center - Campus: Southwest Room: 231'. The status is 'Selected' and the seats are 'Filled 0 of 18'. A red arrow points to the course ID number '001088'.

## In Student eServices

### In Courses & Registration add your course IDs in Quick Add (Register)

**Student e-services** | Logout

**Courses and Registration**

- [Search for a Course](#)
- [Review My Plan](#)
- [View/Modify Schedule](#)
- [Quick Add \(Register\)](#)
- [Registration Holds](#)
- [Registration Access Code](#)
- [Registration Window](#)
- [Registration Log](#)
- [Course Outlines](#)
- [Course Placement](#)

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at <https://www.mnstate.edu/costs/payment-dates.aspx> for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MINNESOTA STATE COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. [Read summary of related Board policy.](#)

**International Students:** full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.

## In Quick Add (Register)

Paste each Course ID number in the Course IDs areas and then select Register:

**Student e-services** | Logout

**Quick Add**

Enter IDs for courses for which you want to register.

\*Semester: Spring 2022 (Jan - May)

\*Course IDs: (e.g. 072123)

Register

## The courses will now be in your Wish List in Courses & Registration.

If your registration window is open, you can register for the classes:

Register for the classes

**Review My Plan**

Summer 2022

Plan was last changed 3/22/2022 at 4:39 PM

Your registration window is currently open

ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
000102	BIOL 1020	01	Biology Concepts (Partially Online)	06/06 - 07/27 06/06...07/29	M W n/a	9:00am - 10:50am n/a	4.0	Open	Paulson, Chuck Paulson, Chuck	Blended/Hybrid	

Select Course(s) to proceed to Register    Remove Selected Course(s) from Wish List

If your registration window is closed, you cannot register for the classes yet:

Once your Registration Window is open, return to your Wish List to complete your registration.

**Review My Plan**

Fall 2022

Plan was last changed 3/22/2022 at 4:39 PM

Your registration window is currently closed. Registration Window Open Date/Time: 4/22/2022 1:00 PM

ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
000382	BIOL 100	01	Issues in Human Biology	08/22...12/14	T Th	10:30am - 11:45am	3.0	Open	Brisch, Ellen	Completely Online - Synchronous	
001088	HIST 590	01	A History of Immigration in the U.S. (Topics in Hist) (MN 18 Online Program)	08/22...12/14	n/a	n/a	3.0	Open	Arauz, Yolanda	Completely Online - Asynchronous	

Select Course(s) to proceed to Register    Remove Selected Course(s) from Wish List

**Registration Window**

Semester: Fall 2022 (Aug - Dec)

Submit

Your registration window is currently closed.  
Registration Window Open Date/Time: April 22, 2022 1:00:00 PM