

Using Schedule Builder

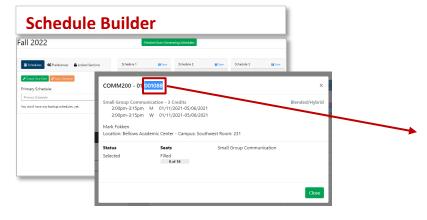
CREATE YOUR OPTIMIZED SCHEDULE

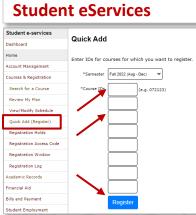
Schedule Builder is a dynamic scheduling platform where you can choose your primary schedule from multiple possible schedules.

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 <u>Student eServices</u>.

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





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

*ĭ	MINNESOTA ST	ATE								Staff Your College or University Select your style: 🔿 🔵
St	udent P	lanne	r							
*	Notifications	Students -	Roadmap		oding					¢ -
Stud	ent: Sample Student	/ 00000000	Audits 👻	Plans	Schedules	Courses -	Comments	Exceptions	Transfer Evaluations	

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:

rogram: No De atalog: Spring 2	clared Program 2022							
My Plans Create a New Plan								
Preferred	Edit Plan	Action	Updated					
☆	A Sample Plan	Select 🗸	Oct 15, 2021					
☆	AA with Roadmap	Select 🗸	Apr 9, 2021					
*	Demo Plan AA	Select 🗸	Oct 28, 2021					

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

Plan: Demo Plan AA		53 Credits
Graduation Goal GPA: 0.000		
Projected Cumulative GPA: 0.000 Expand All / Collapse All		
✓ Spring 2022		13 Credits 🕜 🗎
Add Course Add Message		
		Planned GPA: 0.000
STSC1021 (2 Credits)	PL	

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

	Plan: AA Demo	34 Credits
	🖻 PDF 🥑 🗮 📾 🗢 🗸 — 🕇 🖴 🖴	
	Graduation Goal GPA: 0.000 Projected Cumulative GPA: 3.000 Expand All / Collapse All	
A	> Summer 2021	9 Credits
Schedule Courses	> 5 2021	3 Credits
Are you sure you want to Schedule all planned classes in Spring 2022 ?	Spring 2022 Add Message	17 Credits 😰 🛍
Yes Cancel	ENG 151 (4 Credits)	Planned GPA: 0.000
	Academic Writing BIOL100 (3 Credits) Biology in the Modern World	PL
	BIOL100L (1 Credits) Biology in Modern World Lab	PL
	POL 221 (3 Credits) State Government	PL
	PHIL303 (3 Credits) Ethical Issues in Professional Life	PL
	BLAW305 (3 Credits) Business Law I: Legal Environment and Contract Law	PL

5. Opens in Schedule Builder with courses already added:

IOL100 has been added to your cart.	mary Schedule		Ren	ame Make Prima	ry -		🖶 Print 🛗 Expo
OL100L has been added to your cart. DL221 has been added to your cart. HIL303 has been added to your cart. LAW305 has been added to your cart.	Mon 8a	Tue	Wed	Thu	Fri	Sat	Sun
NG151 was already found in your cart.	9a 10a						
Classes	11.						
+ Add Classes	2						
ENG151 Academic Writing - 4 Credits	30						
ENG251 Writing in Professions - 3 Credits	3р						
ENG151 Academic Writing - 4 Credits ENG251 Writing in Professions - 3 Credits BIOL100 Biology in Modern World - 3 Credits BIOL100L Biology in Mod World Lib - 1 Credits	3p 4p						🔓 Edit Section

Add Courses Directly in Schedule Builder

Spring 2022		Finished Adding Classes					
Classes		e Q					
ENG151 Academic Writing - 4 Credits	The second se	You need to enter at least 2 characters in the search field to return resu					
ENG251 Writing in Professions - 3 Credits							
BIOL100 Biology in Modern World - 3 Credits	ā						
BIOL100L Biology in Mod World Lab - 1 Credits	ā						
POL221 State Government - 3 Credits	â						
PHIL303 Ethics Issues Prof Life - 3 Credits	â						
BLAW305 B-Law I: Leg Env&Cont Law - 3 Credits	â						

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

Spring 2022		Finished Adding Classes				
E Classes		e Q				
ENG151 Academic Writing - 4 Credits		You need to enter at least 2 characters in the search field to return results				
ENG251 Writing in Professions - 3 Credits	1					
BIOL100 Biology in Modern World - 3 Credits	1					
BIOL100L Biology in Mod World Lab - 1 Credits	ī					
POL221 State Government - 3 Credits	î					
PHIL303 Ethics Issues Prof Life - 3 Credits	Î					
BLAW305 B-Law I: Leg Env&Cont Law - 3 Credits	î					

Add Your Settings

Busy Times - Enter times you cannot take classes.

Spri	ng 2	022 🕻	hange Ferm												
E Cla	sses	nedules 0	Busy Times												
+ Add	Classes			l	Bulla	you	r scr	edule							
	Busy	Times					Finished	dding Busy Times							
LIT1															
MAT	Name Enter name			K					84	Mon Tue	Wed	Thu	Fri	Sat	Sun
	Start Time			En	d Time				9.						
	8:00 am			~	9:00 am			~	10e						
_	Days of the W	leek							11a 12p						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		10						_
	0	0	0				D		Zp						
									30						
	Save Ca	ncel							40						
									5p						
									Му	Busy T	imes				

Set Your Preferences

Spring 2022		Finished Auto-Generating Schedules
Cocked Sections		
Time-based Preferences	ľ	Auto-Generate Schedules
Number of Classes	ľ	We can auto-generate different schedules based on the classes you've added to this term.
Professor Preferences	ď	
Additional Preferences	ď	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: <u>Add Busy Times</u> .
		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

ome of the classes you have added to this term have multiple delivery types, set priorities on those you prefer over others.
Person
Don't Want Don't Prefer Neutral Prefer Want
Vant ompletely Online-Asynchronous
Don't Want Don't Prefer Want
leutral lended/Hybrid
Don't Want Don't Prefer Want
leutral ompletely Online - Synchronous
Don't Want Don't Prefer Want
leutral
Cancel Back Save & Finish

Auto-Generate Schedules

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

✿ Preferences		
Time-based Preferences	ľ	Auto-Generate Schedules
Number of Classes	ľ	We can auto-generate different schedules based on the classes you've added to this term
Professor Preferences	ľ	
Additional Preferences	ľ	How many schedules do you want to generate?
		5
		Construction of the second sec
		Configure Preferences

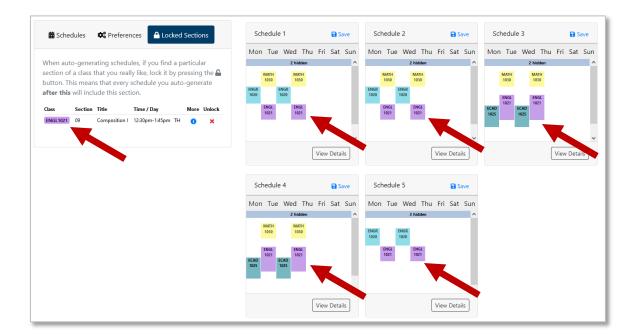
You can now edit the auto-generated schedules:

pring 2022	Finis	shed Auto-Genei	ating Schedules			
🛱 Schedules 🗱 Preferences 🔒 Locked Sections	Schedule 1	Save	Schedule 2	Save	Schedule 3	Save
✓ Creste Your Own	Mon Tue Wed Thu INGA III0 ARCH ARCH 1010 ARCH 1010	Fri Sat Sun	Mon Tue Wed Ti ARCH 1010 ENGA 1110 ENGA 1110	nu Fri Sat Sun	Mon Tue Wed Th ARCH 1010 ARCH 1010 ENGA 1110 1110	u Fri Sat Su
Primary Schedule You don't have any backup schedules, yet.	COUN 2730 EEOG 1184 BUSN	View Details	COUN 2730 1104 805N 1140	View Details	COUN 2710 1104 8005 1104 1100	View Details
	Schedule 4 Mon Tue Wed Thu ARCH ARCH 1910	Save	Schedule 5 Mon Tue Wed Ti	∎ Save nu Fri Sat Sun		
	1010 1010 ENGA ENGA 1110 1110		ENGA ENGA 1110 1110 GEDG 1104	- 1		

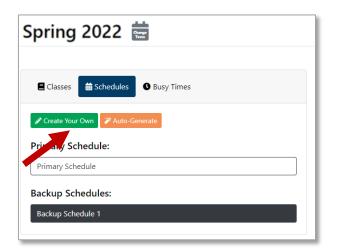
Locked Sections

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.



Create Your Own Schedule



		Finished Editing Sections								
~				Backup Sc	hedule:	Backup	Schedule	e 2		
Tin	ne / Day	Seats	More	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		Filled 0 of 100	0	8a						
		v Time / Day	Filled	Time / Day Seats More	Time / Day Seats More Mon	Time / Day Seats More Mon Tue		Backup Schedule: Backup Schedule Back	Backup Schedule: Backup Schedule 2 Time / Day Sexts More Mon Tue Wed Thu Fri Filled 0	Backup Schedule: Backup Schedule 2 Time / Day Seats More Mon Tue Wed Thu Fri Sat Filled Ba

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

Spring 2022 🚞
E Classes Schedules Busy Times
Create Your Own X Auto-Generate
Primary Schedule:
Primary Schedule
Backup Schedules:
Backup Schedule 1

Print or Export a saved Schedule

chedule 1				Rename	Make Primar	/		🖶 Print 🗎 🛱 E	xpor
	Mon	Tue	Wed		Thu	Fri	Sat	Sun	
				ENG151 - 44-					
				LIT100 - 44- MATH110 - 44					
12p									
1p									
2p 2:00 pm COMM2	- 3:15 pm 🛛 😝		2:00 pm - 3:15 pm COMM200 - 01	6					
30			_						
4p									
5p									
6p									
7p									
8p									
9p									
ection	S							🗹 Edit Sec	tion
55	Section	Title			Time / Day		Seats		
MM200	01	Small Group Comr	nunication		2:00pm-3:15pm M	лw	Filled 0 of 18	0	
G151	44	Academic Writing					Filled 0 of 100	0	,
100	44	Literature: Human	Diversity				Filled 0 of 100	0	,
ATH110	44	College Algebra					Filled	6	

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

- A 1. Select the blue information icon to open Full section details Schedule 1 Rename 🖨 Print 🛗 Export Classes Schedules O Busy Times Mon Tue Sat Wed Sun 🖋 Create Your Own 🏼 🌾 Auto-G Primary Schedule: Schedule 1 10, Backup Schedules: 11a Ô Alternate Schedule 12p 10 Sections Class Time / Day Title 3 × COM Small G 2:00pm-3:15pm Filled 0 of 18 × ENG151 Academic Writing 0 Filled 0 of 100 Literature: Human Diversity 0 × LIT100 0 of 100 College Algebra 0 × 0 of 100
 - 2. In the section details pop-up, select and copy the last six digits. This is the Course ID number.

COMM200 - 01 <mark>-00</mark>	1088		×
2:00pm-3:15pm Mark Fokken	cation - 3 Credits M 01/11/2021-05/06/2021 W 01/11/2021-05/06/2021 emic Center - Campus: Southw	est Room: 231	Blended/Hybrid
Status Selected	Seats Filled 0 of 18	Small Group Communication	
			Close

In Student eServices

Student e-services	Lagout
Dashboard	Courses and Registration
COVID-19 Attestation	Search for a Course
COVID-19 Test Submission	Review My Plan
	View/Modify_Schedule
Home	Quick Add (Register)
Account Management	Registration Access Code
Courses & Registration	Registration Window
Search for a Course	Registration Log
Review My Plan	Course Outlines
View/Modify Schedule	Course Placement
Quick Add (Register)	
Registration Holds	Your REGISTRATION may be CANCELLED if payment requirements have not been met by the published due date. Please go to your college or university
Registration Access Code	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
Registration Window	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. <u>Read summary of related Board policy</u> .
Registration Log	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
Course Outlines	remain in the United States.
Course Placement	
Academic Records	
Financial Aid	

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

In Quick Add (Register)

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

Student e-services	Quick Add
Dashboard	Quick Add
COVID-19 Attestation	Enter IDs for courses for which you want to register.
COVID-19 Test Submission	
Home	*Semester Spring 2022 (Jan - May)
Account Management	*Course IDs (e.g. 072123)
Courses & 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	Register
Course Placement	

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

Student e-services			_								_		<u>Lo</u> g	jout		
Dashboard			Q				0	li o pl								
COVID-19 Attestation			Searc			Search Results & Plan				Review	My Plan		Register			
COVID-19 Test Submission	Re	Review My Plan														
Home	Nev	v Sear	<u>ch</u>	_												
Account Management	S	ımmei	r 2022													
Courses & Registration													Plan was last char	ned 3/22/2022 at	4:39 PM	
Search for a Course	v	/ish	List (1)									Your registratio	n window is current	ly open	
Review My Plan		п	#	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc	
View/Modify Schedule		00	0102	BIOL	1020	01	Biology Concepts (Partially Online)	06/06 - 07/27 06/06 - 07/29		9:00am - 10:50a n/a	m 4.0	Open	Paulson, Chuck	Blended/Hybrid	9	
Quick Add (Register)							<u>x</u>						Paulson, Chuck			
Registration Holds		alact C		a) to pro	ceed to I	Dogisto	Domous Salasta	d Course(s) from	Mich List)	1			1		
Registration Access Code		Felect C	ourse(s) to pro	ceed to I	Registe	Remove Selecte	d Course(s) from	WISH LIST	J						

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.

Student e-servic	es) Logout				
Dashboard			-0)			Search Results & Plan Review My Plan					Register					
COVID-19 Attestatio			Sear				Search Resu	its & Plan		Review My	Plan		Keg	ister			
COVID-19 Test Subr	mission	Rev	iew N	My P	lan												
Home		New S	Search														
Account Managemer	nt	Fall	2022														
Courses & Registrati	ion												Die er weer laat alsoe		4.10 01		
Search for a Cours	se	wi	sh List	(2)				Your r	egistratio	on window is currently cl	losed. R	egistratior	1 Window Open Date		1:00 PM		
Review My Plan			ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Statue	Instructor	Denvery Method	Loc		
View/Modify Schee	dule		000382	-	100	01	Issues in Human Biology	08/22 - 12/14		10:30am - 11:45am	3.0	Open	Brisch, Ellen 🔤	Completely Online -	9		
Quick Add (Registe	er)		001088	нтет	590	01	A History of	08/22 - 12/14	p/2	n/a	3.0	Open	Arauza, Yolanda	Synchronous Completely	9		
Registration Holds			001088	1151	590	01	Immigration in the U.S. (Topics in	00/22 - 12/14	<u>II/ d</u>	<u>1)/ d</u>	5.0	Open	Miauza, folanda	Online- Asynchronous	•		
Registration Acces	s Code						Hist)[MN 18 Online Program]										
Registration Windo	ow	Sel	ect Course	e(s) to pr	oceed to	Deniste	Remove Selecte	d Course(s) from '	Wish List	1							
Registration Log			cu oourse	5(3) to bri		Registe				J							
								Legent									
Student e-services R	Registration V	Vindov	v					1 LINUM									
	emester Fall 2022 (A	Aug - Dec)	~														
COVID-19 Test Obmission Home	Submit	t															
Ya Ya	our registration window egistration Window Op	w is curren	itly closed.	022 1:00:00	PM												
Courses & 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 Outlines																	
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