Schedule Builder

With classes in your planner, click Build Schedule. Wait a few seconds while the whirligig spins; the results page will display as shown below.

The banner contains navigation to other parts of iGPS.

Though students may plan and enroll on multiple campuses each term, Schedule Builder shows the student’s primary campus.
Filtered Courses

To simplify the search process, filters have been added for the user to further define class selections prior to generating schedules. Users are not required to use filters in order to select classes and generate a schedule.

Note: Registered and Shopping Cart classes will be excluded from the Filtered Courses tab.

Filter window

Use the filter window on the left to narrow course/class selections. Filter topics include Show Closed Sections, Mode of Instruction, Sessions, and Campus Locations. These areas will expand and contract based on the courses listed in the planner. The system will only show classes with open seats by default. A user can select the Show Closed Sections filter to view/select closed sections.

Making multiple selections within one filter topic will display all classes that meet either filter’s criteria. (Example: user selects In Person and 100% Online from Mode of Instruction. Results will contain classes that are taught either In Person OR 100% Online.)

Selecting items from more than one filter topic will display all classes that meet both criteria. (Example: user selects In Person from Mode of Instruction and Off Campus from Campus Locations. Results will contain classes that are taught In Person AND meet at a location that is not on campus.)

Note: Closing the web browser will clear all selections on the Filtered Courses tab. Selections will persist within an active session only.

In the example below, you can see that only EDUC-M 202 and MATH-M 119 have classes that use an online mode of instruction.
Use the filters on the left to minimize courses on the right that do not meet your needs. Filters can be used together.

Quickly clear filters here.

Filtered Results: Based on filtered selections on the left, only EDUC M 202 and MATH M 119 have any classes taught online in Fall 2016.

Notice that the rest of the courses from the planner have been minimized.

These numbers indicate the classes that meet the filter criteria. These numbers will change based on user selections.

Add to Selected Classes

View more details on each class.
## View Details

To help a user make more informed decisions, each class has a link to view more details on the *Filtered Courses* and *Selected Classes* pages.

Once clicked, the popup will display enrollment requirements, class attributes and class notes. This functionality also exists on the *Selected Classes* tab.

![View Details Pop-up]

![Class Details Pop-up]

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### Table Example

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Component</th>
<th>Session/Date</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Building</th>
<th>Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2995</td>
<td>Lecture</td>
<td>Regular Academic Session 8/22 - 12/16</td>
<td>M 4:00 PM - 5:15 PM</td>
<td>Mike Hetland</td>
<td>LH 102</td>
<td>View</td>
<td>Open</td>
</tr>
<tr>
<td>8290</td>
<td>Practice</td>
<td>Regular Academic Session 8/22 - 12/16</td>
<td>W 4:00 PM - 5:15 PM</td>
<td>View</td>
<td>LI 002</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>8292</td>
<td>Practice</td>
<td>Regular Academic Session 8/22 - 12/16</td>
<td>W 4:00 PM - 5:15 PM</td>
<td>View</td>
<td>LH 030</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>8291</td>
<td>Practice</td>
<td>Regular Academic Session 8/22 - 12/16</td>
<td>W 4:00 PM - 5:15 PM</td>
<td>View</td>
<td>FA 157</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>
Selecting Courses in Filtered Courses
There are two types of courses, those with a single component (example: a course that only has a lecture) and multi-component courses (example: courses that have a lecture and a lab or a discussion). Note: clicking anywhere on the course header will expand/collapse the class details for that course.

Selecting a single component course
Here, the user will select the lecture(s) they’d like to have added to a schedule.

Selecting a multi-component course
Multi-component courses are slightly different in Schedule Builder. On this page, the user will select the primary component (a lecture in this example). The system will then transfer this information to the Selected Classes tab, where the user will select which of the secondary components (discussion sections in this example) they would like to see in a schedule.

After selecting all of the preferred course primary components, click [Add to Selected Classes] at the bottom of the page to move to the Selected Classes tab.
Selected Classes

This page has three sections: **Selected Classes, Registered Classes, and Classes in Shopping Cart.** Courses in **Registered Classes** are listed for context and no changes can be made. Users can select/deselect courses in their shopping cart to replace/remove them from the shopping cart.

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**Selected Classes**

- **HIST.H 105 AMERICAN HISTORY I**
  - 1 of 1 sections selected
  - Class Nbr: 11025
  - Component: Lecture
  - Session/Date: Regular Academic Session 8/22 - 12/16
  - Meeting Time: TuTh 1:00 PM - 2:15 PM
  - Instructor: MY 130
  - Building: View
  - Status: Open

- **EDUC.M 202 JOB SEARCH STRATEGIES FOR EDUCATORS**
  - 4 of 4 sections selected
  - Class Nbr: 7553
  - Component: Lecture
  - Session/Date: 6 W 10:00 AM - 11:00 AM
  - Meeting Time: MI 1:00 PM - 2:15 PM
  - Instructor: ED 125
  - Building: View
  - Status: Open

**Registered Classes**

You are not registered for any classes.

**Classes in Shopping Cart**

- **COLL.C 104 CRITICAL APPROACHES TO THE SOCIAL AND HISTORICAL STUDIES (EVOLUTION AND CREATIONISM)**
  - This course is in your cart
  - Class Nbr: 10290
  - Component: Lecture
  - Session/Date: Regular Academic Session 8/22 - 12/16
  - Meeting Time: MW 10:10 AM - 11:00 AM
  - Instructor: WH 120
  - Building: View
  - Status: Open

  At least one of the following must be selected: Discussion.

  **19260 — Discussion sections**

  - **10291** Discussion
    - Regular Academic Session 8/22 - 12/16
    - F 10:10 AM - 11:00 AM
    - AD A152
    - View
    - Open

  - **10292** Discussion
    - Regular Academic Session 8/22 - 12/16
    - F 11:15 AM - 12:05 PM
    - AD A152
    - View
    - Open

  - **12454** Discussion
    - Regular Academic Session 8/22 - 12/16
    - F 11:15 AM - 12:05 PM
    - BH 244
    - View
    - Open

  - **12911** Discussion
    - Regular Academic Session 8/22 - 12/16
    - F 10:12 AM - 11:00 AM
    - BH 244
    - View
    - Open
Class selection
The Selected Classes area displays all single component course information as selected in Filtered Courses. Multi-component courses will have all secondary components preselected. The user will then deselect any undesirable components. On-screen prompts remind the user to choose at least one component from each section.

If an additional course is needed, return to Filtered Courses and select the new course (the previous selections will be visible). When the user returns to Selected Classes, the new course will join the previous choices. Further refine course component selections.
Classes in Shopping Cart

Courses that are already in the Shopping Cart will appear on the Selected Classes page. The class components from the cart will display as preselected. These selections will be automatically added to any schedules generated. The user may also choose to add or remove components, of the Shopping Cart course, when generating schedules.

The user may also deselect classes from the Shopping Cart before generating schedules. Adding one of these new schedules to the Shopping Cart will overwrite the previous cart contents. (Example: a schedule was generated for EDUC-M 202 and excluded all components of COLL-C 104 that were previously in the Shopping Cart. Adding the new schedule to the Shopping Cart will remove the previous selections for COLL-C 104.)

Once all choices have been made, click to view the various scheduling options.
Schedules

The classes chosen on the *Selected Classes* tab will determine the number of schedules displayed on the left. The page will load with all information collapsed so the user can choose how to proceed.

Moving Schedules

Arrows permit moving option up or down

Trash deletes the schedule

Star add schedule to Saved Schedules

Cart moves all classes in the schedule to the Enrollment Shopping Cart
View Schedules

Weekly calendar grid initially loads to the full term. Once a schedule is expanded, if any non-regular session courses are included, the Weeks tabs will change to reflect the variances in schedule due to sessions. To view a schedule, select it or click on the name (example: Schedule 1).
Several schedules may be open at the same time.

Mark Unavailable Times

To better refine a schedule, the user can create **Reserved Times** when they cannot attend class. Click on the **Unavailable Times** tab to get started.
Once a Reserved Time has been added, Schedule Builder automatically reviews classes in the Selected Classes tab for conflicts and regenerates schedules based on the new information. Begin opening the new schedules to see how the Reserved Time impacts scheduling choices.
Refining the Schedule

If the user has chosen class times that conflict with a Reserved Time, no schedule will be produced.

To remove a class or course from a schedule: return to the Selected Courses tab in the Filter Courses area, deselect the course or class, and regenerate schedules.
Adding Schedule to Shopping Cart

Add a schedule to the Shopping Cart by clicking the cart icon.

If no classes have been added to the cart for this term previously, the Update SIS Shopping Cart window will show Add to Cart with the selected classes. Click Update Cart to proceed.

If the schedule being moved to the Shopping Cart already contains classes, the Update SIS Shopping Cart window will show Add to Cart and Keep In Cart. If this is desired, confirm information in the window and click Update Cart.
If the schedule being moved to the Shopping Cart already had classes in the cart, the Update SIS Shopping Cart window will show Remove From Cart and Add to Cart. To keep the classes already in the cart, return to Selected Classes and reselect the classes currently in the cart. If overwriting classes in the cart is desired, confirm information in the window and click Update Cart.

Save Schedule
Schedules can be saved and worked with at a later time. Clicking the star icon will save the schedule and add it to Saved Schedules. The star will also turn gold on View Schedules to signify it has been saved.