Overview

This document covers the basic functions that students will encounter when interacting with the iGPS planner:

- Adding a course to a plan from Course Search
- Adding a course to a plan from within the Planner
- Moving a course to a different term
- Copying a course to a different term
- Deleting a course
- Editing a course note or number of units
- Adding or editing a term note

Steps

Adding a course to a plan from Course Search

Note: Details for navigating to Course Search and performing a search are in the job aid entitled New Course and Class Search “iGPS: Searching the Course Catalog and Schedule of Classes”.

Option 1: From the search results

1. Click Course Search at the top of the page.
2. Perform a search for the course you want to add to the plan.
3. Select the checkbox on the row for the course you want to add.
A dialog box will pop up.

4. Select the term you want to put this course in. You may also mark this course as a backup course if you choose to do so.

5. Click Add.

6. The checkbox for the course will now be checked, indicating that it has been added to the plan.

7. Close the dialog box.
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Option 2: From the Course Overview page

1. From the search results, choose the course overview for the course by clicking on the link to that course.

2. Click Add to Plan at the top of the page.
This will expand the *Plan Summary* box.

3. Select the **Term** for which you want to put this course. You may also mark this course as a backup course if you choose to do so.

4. Click **Add**.

5. The course will now display for the appropriate Term under the **Planned** section, indicating that it has been added to your plan.
Adding a course to a plan from within the Planner

1. At the top of the page, click **Plan**.

2. From the term you want to add the course to, select **Add a course to plan** from either the **Planned** or **Backup** part of the term. These will add the course as a planned course or a backup, respectively.

   A dialog box will pop up.

3. Select the campus.

4. Enter the **Subject** and **Catalog Number** for the course.
5. Click **Go**.

**NOTE:** You can specify the number of units for a variable unit course by clicking on **Units**. You can add a note for yourself about the course.

6. Click the checkbox next to the appropriate class.

7. Click **Add**.

8. The checkbox for the course will now be selected. Close the box. The course will also display in the correct term.
### Fall 2015

- Direct Admit to SOIC
- English, S&M, and Natural Science credits already completed -3 credits of N&M taken (need 2 more) - CSCI-C 102 and INFO-101 REQUIRED

#### Registered:
- ANTHA 107
  - BECOMING HUMAN: EVOLVING GENES, BODIES, BEHAVIORS, IDEAS
  - Class Nr.: 13273, 13274
- BIO-L 111
  - FOUNDATIONS OF BIOLOGY: DIVERSITY, EVOLUTION, AND ECOLOGY
  - Class Nr.: 2473, 6701
- CSC/CLC 102
  - GREAT IDEAS IN COMPUTING
  - Class Nr.: 33929
- INFO-I 101
  - INTRODUCTION TO INFORMATICS
  - Class Nr.: 8911, 9289
- MATH-M 118
  - FINITE MATHEMATICS
  - Class Nr.: 4718

#### Planned:
- Bloomington
  - ANTHA 107: 3 units
  - BIO-L 111: 3 units
  - CSC/CLC 102: 3 units
  - INFO-I 101: 4 units
  - MATH-M 118: 3 units
  - MATH-M 119: 3 units

### Spring 2016

- Build Schedule

#### Registered:
- COLL-X 292
  - RESEARCH METHODS ACROSS THE DISCIPLINES (CEWIT RESEARCH EXPERIENCE)
- INFO-I 201
  - MATHEMATICAL FOUNDATIONS OF INFORMATICS
- INFO-I 202
  - SOCIAL INFORMATICS
- BIOL-L 112
  - FOUNDATIONS OF BIOLOGY: BIOLOGICAL MECHANISMS
- SLAV-P 223
  - INTRODUCTION TO POLISH CULTURE
- MATH-M 119
  - BRIEF SURVEY OF CALCULUS 1

#### Planned:
- Bloomington

### Summer 2016

- Planned:
  - No courses planned
  - Add a course to plan

- Backup:
  - No courses planned
  - Add a course to plan
Moving a course to a different term

1. At the top of the page, click Plan.

2. Click on the course you want to move. A contextual menu will pop up.

3. Select Move to another term.
4. The menu will be replaced by a dialog box. Select the term you want the course moved into and click **Move**.

The course will now appear in the term you selected.
Copying a course to a different term

1. At the top of the page, click Plan.
2. Click on the course you want to copy. A contextual menu will pop up.

3. Select Copy to another term.

The menu will be replaced by a dialog box.
4. Select the term you want the course copied into and click **Copy**.

5. The course will now appear in both terms.
Deleting a course

1. At the top of the page, click **Plan**.
2. Click on the course you want to delete. A contextual menu will pop up.

3. Select **Delete from plan**.
   The menu will be replaced by a dialog box.

4. If you are sure you want to delete the course, click **Delete**.
   The course will now be deleted from the plan.
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Editing a course note or number of units

1. At the top of the page, click Plan.
2. Click on the course you want to edit. A contextual menu will pop up.

3. Select Edit plan item.
   The menu will be replaced by a dialog box.
4. Select the **Term**.

5. If you want to add or edit a note for the course, edit the **Notes** field.

If this is a variable credit unit course, you will see a **Units** drop down box (see below).

6. To change the units for a variable unit course, select the value in the **Units** box.

7. Click **Edit**.

The changes have been saved

8. If you added notes for this course, you will now see a notes icon. Hover over it to see the notes you added.
Adding or editing a term note

1. At the top of the page, click Plan.

2. Click Edit Term Note for the term you want. This will display the Optional notes box.
3. Edit the content of the note text area.

4. Click **Save**.

The note will now appear in that term.