

# Academic Advising Using iGPS Planner

## 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.

1 to 1 of 1 results

Catalog Nbr	Title	Units	Scheduled	Typically Offered	Actions
MATH-M 119	BRIEF SURVEY OF CALCULUS 1 <small>CLASS ATTRIBUTES* : COLL (CASE) MATHEMATICAL MODELING CREDIT, COLL (CASE) N&amp;M BREADTH OF INQUIRY CREDIT, IUB GENED MATHEMATICAL MODELING CREDIT, IUB GENED N&amp;M CREDIT</small>	3	SU15 FA15 SP16	SP FA SU	<input type="checkbox"/>

\* The attributes that are listed may not apply to all of the classes offered for the course. For courses with scheduled classes, click the course title and review the individual classes to determine if a class has the listed attribute.

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A dialog box will pop up.

- 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.
- Click **Add**.
- The checkbox for the course will now be checked, indicating that it has been added to the plan.

Catalog Nbr	Title	Units	Scheduled	Typically Offered	Actions
MATH-M 119	BRIEF SURVEY OF CALCULUS 1 CLASS ATTRIBUTES*: COLL (CASE) MATHEMATICAL MODELING CREDIT, COLL (CASE) N&M BREADTH OF INQUIRY CREDIT, IUB GENED MATHEMATICAL MODELING CREDIT, IUB GENED N&M CREDIT	3	SU15 FA15 SP16	SP FA SU	<input checked="" type="checkbox"/> ☆

- Close the dialog box.

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## Option 2: From the Course Overview page

The screenshot shows a search bar with the text 'math-m 119' and a 'Go' button. Below the search bar, it indicates '1 to 1 of 1 results'. A table lists the search results with columns: Catalog Nbr, Title, Units, Scheduled, Typically Offered, and Actions. The first result is 'MATH-M 119' with the title 'BRIEF SURVEY OF CALCULUS 1' circled in red. The table also shows 3 units, scheduled for SU15 FA15 and SP16, and typically offered in SP, FA, and SU. Below the table, there is a note: '\* The attributes that are listed may not apply to all of the classes offered for the course. For courses with scheduled classes, click the course title and review the individual classes to determine if a class has the listed attribute.'

Catalog Nbr	Title	Units	Scheduled	Typically Offered	Actions
MATH-M 119	<b>BRIEF SURVEY OF CALCULUS 1</b> CLASS ATTRIBUTES*: COLL (CASE) MATHEMATICAL MODELING CREDIT, COLL (CASE) N&M BREADTH OF INQUIRY CREDIT, IUB GENED MATHEMATICAL MODELING CREDIT, IUB GENED N&M CREDIT	3	SU15 FA15 SP16	SP FA SU	

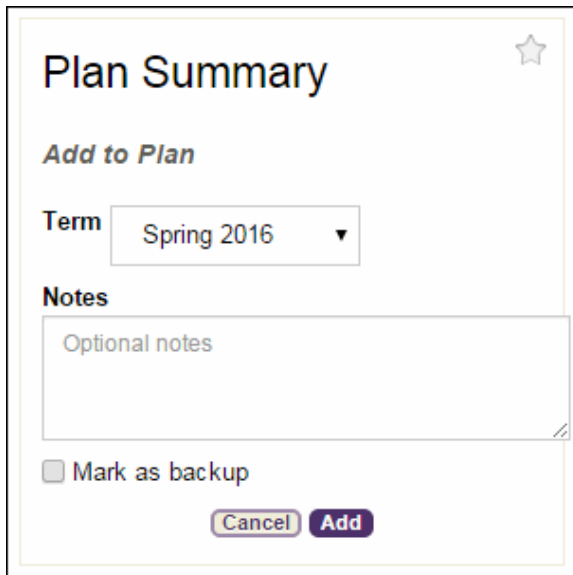
1. From the search results, choose the course overview for the course by clicking on the link to that course.

The screenshot shows the course overview page for 'MATH-M 119 BRIEF SURVEY OF CALCULUS 1 (3)'. The page includes a navigation bar with 'Indiana University iGPS' and links for 'Course Search', 'Bookmarks', 'Plan', and 'Degree Maps'. Below the navigation bar, there is a 'Back to Previous Page' link. The main content area is titled 'MATH-M 119 BRIEF SURVEY OF CALCULUS 1 (3)' and includes sections for 'Course Overview', 'Course Description', 'Course Requisites', 'Terms', and 'General Edu. Req.'. The 'Course Description' section contains the text: 'Sets, limits, derivatives, integrals, and applications. (Source: Course Catalog) INTRODUCTION TO CALCULUS. PRIMARILY FOR STUDENTS FROM BUSINESS AND THE SOCIAL SCIENCES. (Source: Bulletin)'. The 'Course Requisites' section contains: 'Prerequisites: Two years of high school algebra or M014. (Source: Bulletin)'. The 'Terms' section contains: 'Scheduled For: Summer 2015, Fall 2015, Spring 2016. (Source: Schedule of Classes) Terms Typically Offered: Fall, Spring and Summer Terms (Source: Course Catalog)'. The 'General Edu. Req.' section contains: 'None'. The 'Subject Area' section contains: 'Mathematics, Bloomington'. On the right side of the page, there is a 'Plan Summary' box with a star icon and a red circle around the 'Add to Plan' link.

2. Click Add to Plan at the top of the page.

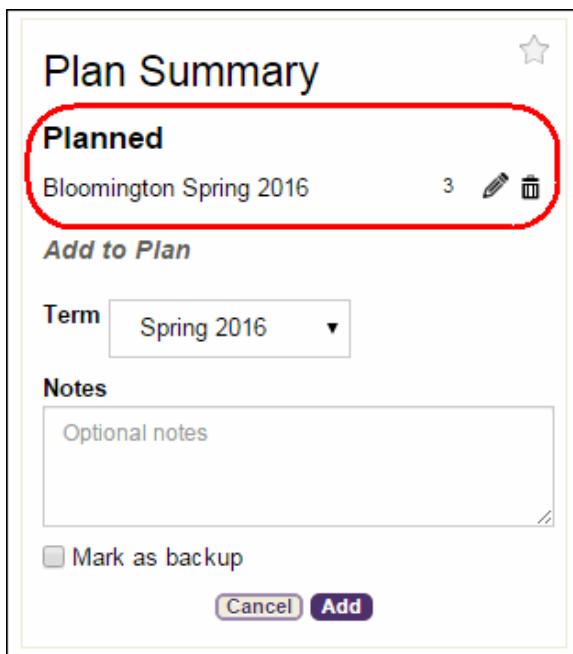
# Academic Advising Using iGPS Planner

This will expand the *Plan Summary* box.



The screenshot shows the 'Plan Summary' form. At the top right is a star icon. Below the title is the section 'Add to Plan'. It contains a 'Term' dropdown menu with 'Spring 2016' selected. Below that is a 'Notes' section with a text area containing the placeholder 'Optional notes'. At the bottom left is a checkbox labeled 'Mark as backup'. At the bottom center are two buttons: 'Cancel' and 'Add'.

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.



The screenshot shows the 'Plan Summary' form after a course has been added. The 'Planned' section is circled in red and contains the text 'Bloomington Spring 2016' followed by a '3' and icons for edit and delete. Below this is the 'Add to Plan' section, which is identical to the previous screenshot, showing the 'Term' dropdown set to 'Spring 2016', the 'Notes' text area, the 'Mark as backup' checkbox, and the 'Cancel' and 'Add' buttons.

# Academic Advising Using iGPS Planner

## Adding a course to a plan from within the Planner

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

The screenshot shows the iGPS Planner interface for the Fall 2015 - Summer 2016 term. The interface is divided into three columns representing the terms: Fall 2015, Spring 2016, and Summer 2016. Each column has a 'Planned' section where courses can be added. In the Summer 2016 'Planned' section, the 'Add a course to plan' button is circled in red. The 'Planned' section for Spring 2016 also has a 'Clear' button. The 'Planned' section for Fall 2015 is empty. The 'Planned' section for Summer 2016 also has a 'Backup' section, which is currently empty. The 'Planned' section for Spring 2016 has a 'Build Schedule' button. The 'Planned' section for Fall 2015 has a 'Registered' section with a 'Bloomington' button. The 'Registered' section for Fall 2015 lists three courses: ANTH-A 107, BIOL-L 111, and CSCI-C 102. The 'Planned' section for Spring 2016 lists four courses: COLL-X 292, INFO-I 201, INFO-I 202, and BIOL-L 112. The 'Planned' section for Summer 2016 lists no courses.

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.

The dialog box is titled 'Add a planned course to Spring 2016'. It features a dropdown menu with 'IU Bloomington' selected. To the right of the dropdown is a text input field containing the text 'e.g. eng 1xx, math-m 119, ebt, networks'. A purple 'Go' button is located to the right of the text input field.

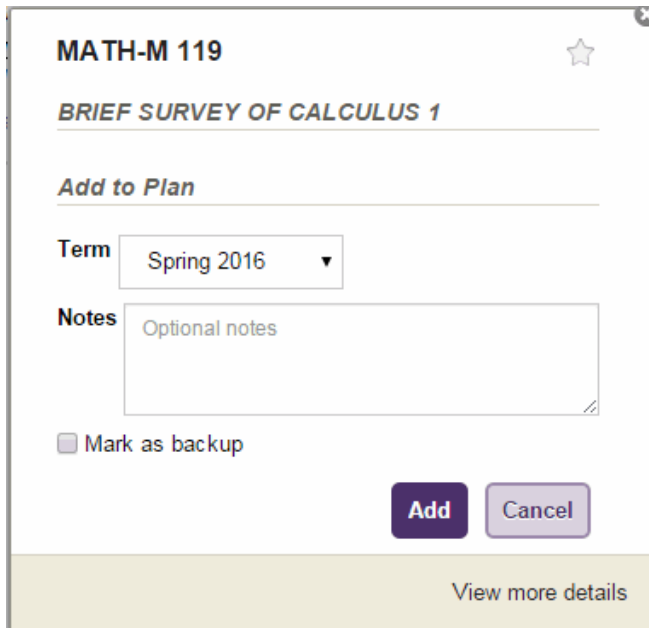
3. Select the campus.
4. Enter the **Subject** and **Catalog Number** for the course.

# Academic Advising Using iGPS Planner


5. Click .

**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.



The screenshot shows a dialog box for adding a course to a plan. At the top, it displays "MATH-M 119" with a star icon to its right. Below this is the course title "BRIEF SURVEY OF CALCULUS 1". A section titled "Add to Plan" contains a "Term" dropdown menu set to "Spring 2016" and a "Notes" text area with the placeholder text "Optional notes". There is a checkbox labeled "Mark as backup" which is currently unchecked. At the bottom right of the dialog are two buttons: "Add" and "Cancel". At the very bottom of the dialog, there is a link that says "View more details".

7. Click .
8. The checkbox for the course will now be selected. Close the box.  
The course will also display in the correct term.

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Fall 2015	Spring 2016	Summer 2016
<p><a href="#">Edit Term Note</a></p> <p>-Direct Admit to SOIC -English, S&amp;H, and Natural Science credits already completed -3 credits of N&amp;M taken (need 2 more) -CSCI-C 102 and INFO-101 REQUIRED</p>	<p><a href="#">Build Schedule</a></p> <p><a href="#">Edit Term Note</a></p>	<p><a href="#">Edit Term Note</a></p>
<p><b>Registered ?</b></p>	<p><b>Cart ?</b></p> <p>No courses planned</p>	<p><b>Planned ?</b></p> <p>No courses planned</p> <p><a href="#">Add a course to plan</a></p>
<p><b>Bloomington</b></p> <p>ANTH-A 107 3 <i>BECOMING HUMAN: EVOLVING GENES, BODIES, BEHAVIORS, IDEAS</i> Class Nbr: 13273,13274</p> <p>BIOL-L 111 3 <i>FOUNDATIONS OF BIOLOGY: DIVERSITY, EVOLUTION, AND ECOLOGY</i> Class Nbr: 2473,6701</p> <p>CSCI-C 102 3 <i>GREAT IDEAS IN COMPUTING</i> Class Nbr: 33529</p> <p>INFO-I 101 4 <i>INTRODUCTION TO INFORMATICS</i> Class Nbr: 8911,9289</p> <p>MATH-M 118 3 <i>FINITE MATHEMATICS</i> Class Nbr: 4718</p> <p><b>Units ?</b> 16</p>	<p><b>Bloomington</b></p> <p>COLL-X 292 2 <i>RESEARCH METHODS ACROSS THE DISCIPLINES (CEWIT RESEARCH EXPERIENCE)</i></p> <p>INFO-I 201 4 <i>MATHEMATICAL FOUNDATIONS OF INFORMATICS</i></p> <p>INFO-I 202 3 <i>SOCIAL INFORMATICS</i></p> <p>BIOL-L 112 3 <i>FOUNDATIONS OF BIOLOGY: BIOLOGICAL MECHANISMS</i></p> <p>SLAV-P 223 3 <i>INTRODUCTION TO POLISH CULTURE</i></p> <p><b>MATH-M 119 3</b> <i>BRIEF SURVEY OF CALCULUS 1</i></p> <p><b>Units ?</b> 18</p> <p><a href="#">Add a course to plan</a></p>	<p><b>Backup ?</b></p> <p>No courses planned</p> <p><a href="#">Add a course to plan</a></p>
<p><b>Planned ?</b> <a href="#">Clear</a></p>		

# Academic Advising Using iGPS Planner

## Moving a course to a different term

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

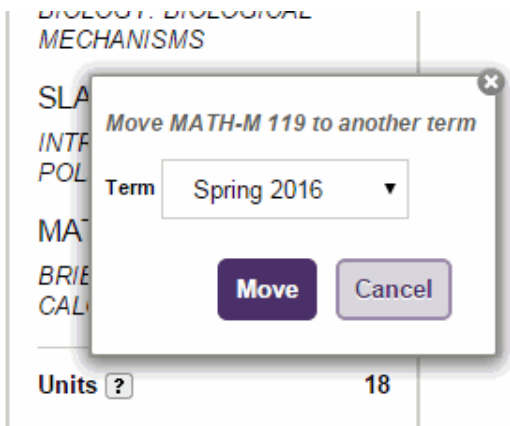
The screenshot displays the iGPS Planner interface with three term panels: Fall 2015, Spring 2016, and Summer 2016. The Spring 2016 panel is active, showing a list of courses under the 'Bloomington' location. A contextual menu is open over the course 'SLA', with the option 'Move to another term' circled in red. The menu options include: View course summary, Edit plan item, Add to shopping cart, Mark as backup course, Copy to another term, Move to another term, and Delete from plan.

Fall 2015	Spring 2016	Summer 2016
<p>Edit Term Note</p> <p>-Direct Admit to SOIC -English, S&amp;H, and Natural Science credits already completed -3 credits of N&amp;M taken (need 2 more) -CSCI-C 102 and INFO-101 REQUIRED</p> <p>Registered ?</p> <p><b>Bloomington</b></p> <p>ANTH-A 107 3 <i>BECOMING HUMAN: EVOLVING GENES, BODIES, BEHAVIORS, IDEAS</i> Class Nbr: 13273,13274</p> <p>BIOL-L 111 3 <i>FOUNDATIONS OF BIOLOGY: DIVERSITY, EVOLUTION, AND ECOLOGY</i> Class Nbr: 2473,6701</p> <p>CSCI-C 102 3 <i>GREAT IDEAS IN COMPUTING</i> Class Nbr: 33529</p> <p>INFO-I 101 4 <i>INTRODUCTION TO INFORMATICS</i> Class Nbr: 8911,9289</p> <p>MATH-M 118 3 <i>FINITE MATHEMATICS</i> Class Nbr: 4718</p> <p>Units ? 16</p> <p>Planned ? Clear</p>	<p>Build Schedule</p> <p>Edit Term Note</p> <p>Cart ?</p> <p>No courses planned</p> <p>Planned ? Clear</p> <p><b>Bloomington</b></p> <p>COLL-X 292 2 <i>RESEARCH METHODS ACROSS THE DISCIPLINES (CEWIT RESEARCH EXPERIENCE)</i></p> <p>INFO-I 201 4 <i>MATHEMATICAL FOUNDATIONS OF INFORMATICS</i></p> <p>INFO-I 202 3 <i>SOCIAL INFORMATICS</i></p> <p>BIOL-L 112 3 <i>FOUNDATIONS OF BIOLOGY: BIOLOGICAL MECHANISMS</i></p> <p>SLA <i>INTRO POL</i></p> <p>MA <i>BRIE CAL</i></p> <p>Units ?</p> <p>Add courses to plan</p>	<p>Edit Term Note</p> <p>Planned ?</p> <p>No courses planned</p> <p>Add a course to plan</p> <p>Backup ?</p> <p>No courses planned</p> <p>Add a course to plan</p>

2. Click on the course you want to move. A contextual menu will pop up.
3. Select **Move to another term**.



# Academic Advising Using iGPS Planner



- 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.

Indiana University  
iGPS

Course Search Bookmarks Plan Degree Maps Undergraduate

< > **Fall 2016 - Summer 2017**  
Create your plan by finding and adding courses to any term

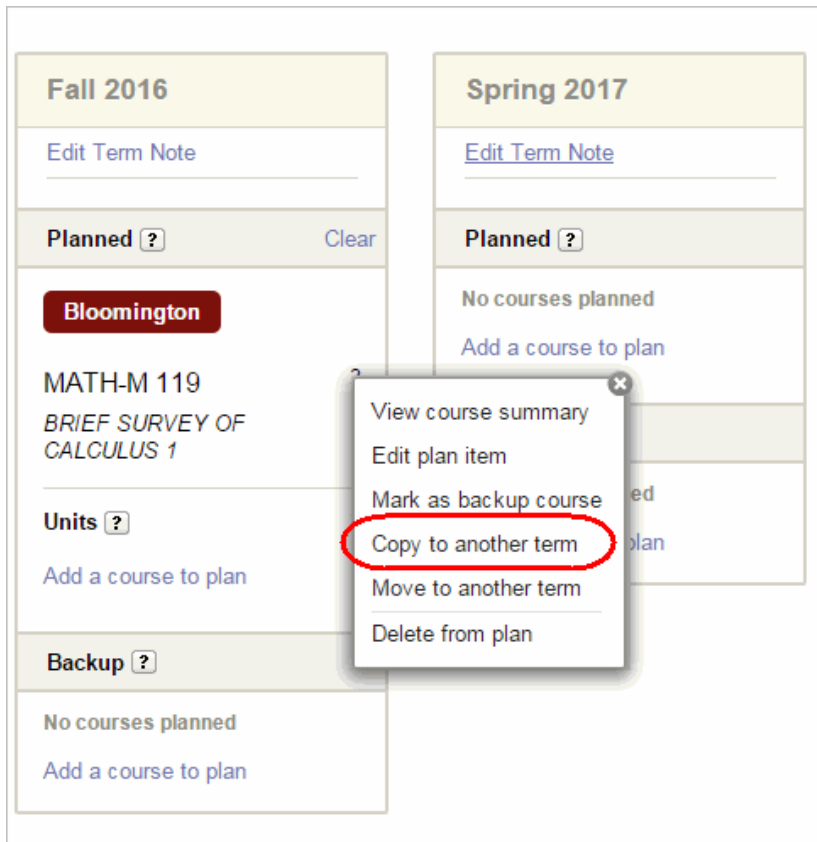
**View AAR** Click on 'View AAR' (Academic Advisement Report) to view your degree progress based upon Enrolled, In Progress and Completed courses. [Learn more.](#)

Fall 2016	Spring 2017	Summer 2017
<a href="#">Edit Term Note</a>	<a href="#">Edit Term Note</a>	<a href="#">Edit Term Note</a>
<b>Planned</b> ? <a href="#">Clear</a>	<b>Planned</b> ?	<b>Planned</b> ?
<b>Bloomington</b>	No courses planned <a href="#">Add a course to plan</a>	No courses planned <a href="#">Add a course to plan</a>
<b>MATH-M 119</b> 3 BRIEF SURVEY OF CALCULUS 1	<b>Backup</b> ?	<b>Backup</b> ?
<b>Units</b> ? 3 <a href="#">Add a course to plan</a>	No courses planned <a href="#">Add a course to plan</a>	No courses planned <a href="#">Add a course to plan</a>
<b>Backup</b> ?		
No courses planned <a href="#">Add a course to plan</a>		

# Academic Advising Using iGPS Planner

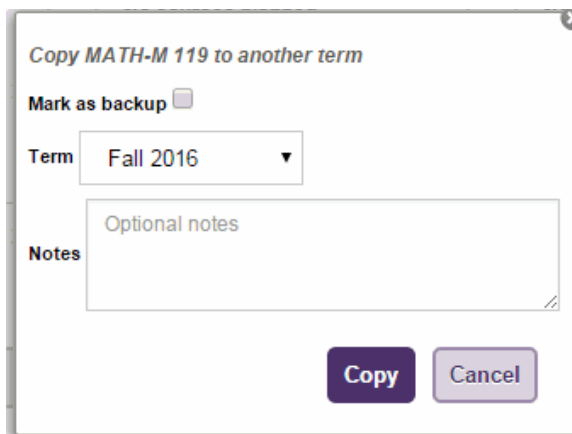
## Copying a course to a different term

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**.

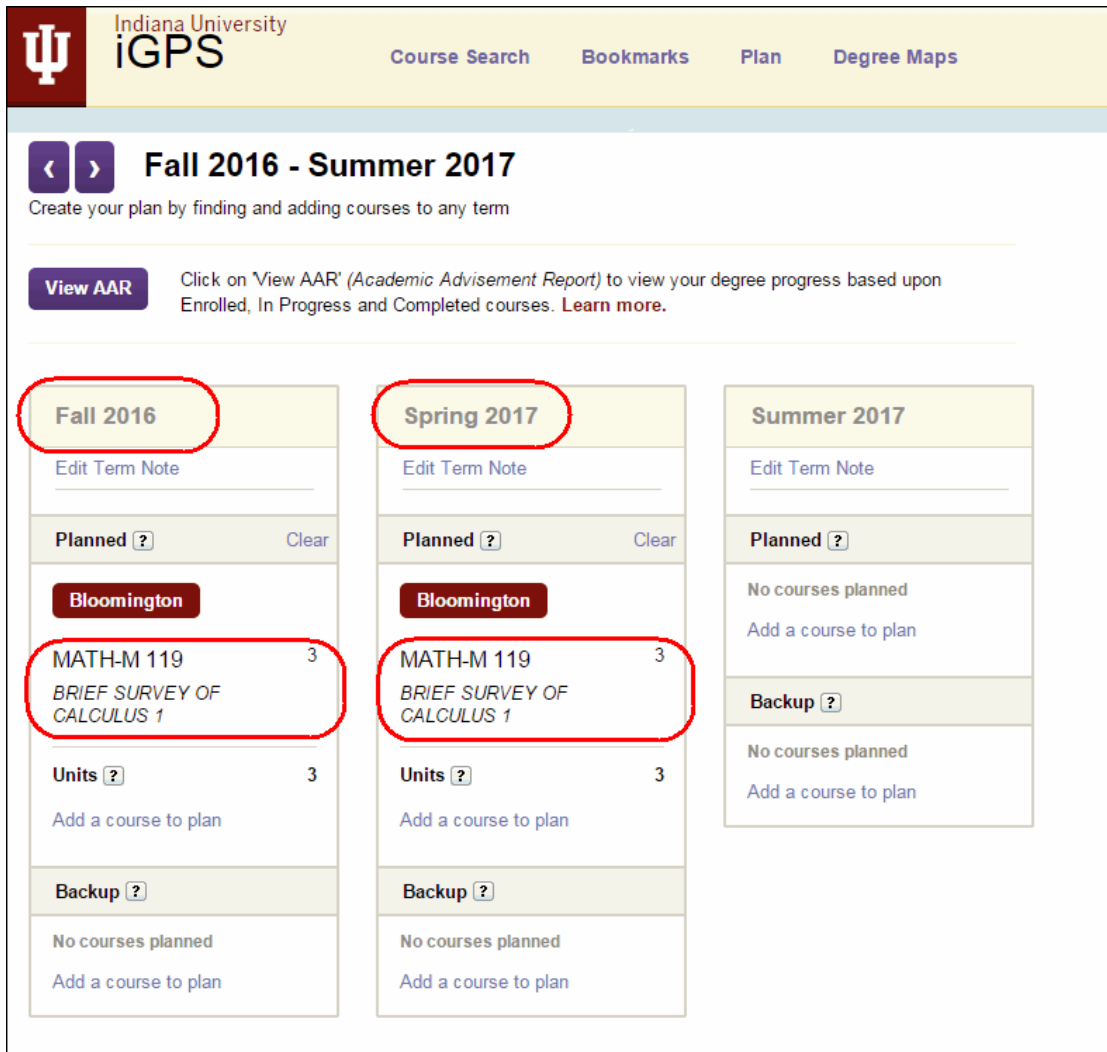
The menu will be replaced by a dialog box.



# Academic Advising Using iGPS Planner

Copy

4. Select the term you want the course copied into and click .
5. The course will now appear in both terms.



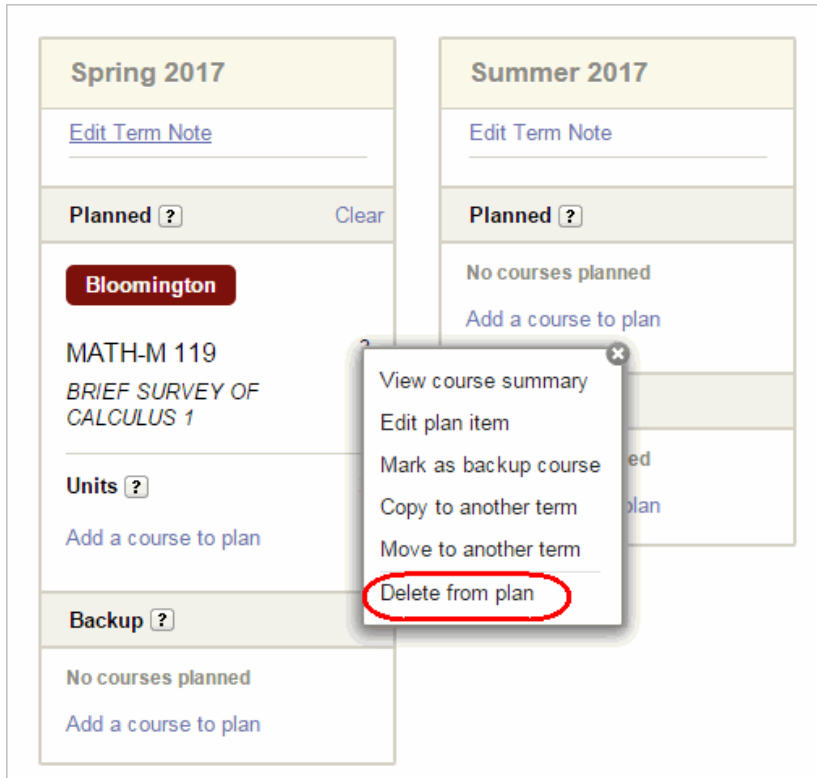
The screenshot shows the iGPS Planner interface for the Fall 2016 - Summer 2017 period. The interface includes a navigation bar with the Indiana University logo and the iGPS logo, and a menu with options for Course Search, Bookmarks, Plan, and Degree Maps. Below the navigation bar, there are navigation arrows and the text "Fall 2016 - Summer 2017" and "Create your plan by finding and adding courses to any term". A "View AAR" button is present, with a link to "Learn more" about the Academic Advisement Report. The main content area is divided into three columns representing the terms: Fall 2016, Spring 2017, and Summer 2017. Each column has a header, an "Edit Term Note" link, a "Planned" section with a "Clear" link, a "Bloomington" section, a "Units" section, and a "Backup" section. The course MATH-M 119 is listed in the Bloomington section of both the Fall 2016 and Spring 2017 columns, with 3 units. The Summer 2017 column is currently empty, showing "No courses planned" and "Add a course to plan" links.

Term	Planned	Units	Backup
Fall 2016	MATH-M 119 BRIEF SURVEY OF CALCULUS 1 3	3	No courses planned
Spring 2017	MATH-M 119 BRIEF SURVEY OF CALCULUS 1 3	3	No courses planned
Summer 2017	No courses planned	No courses planned	No courses planned

# Academic Advising Using iGPS Planner

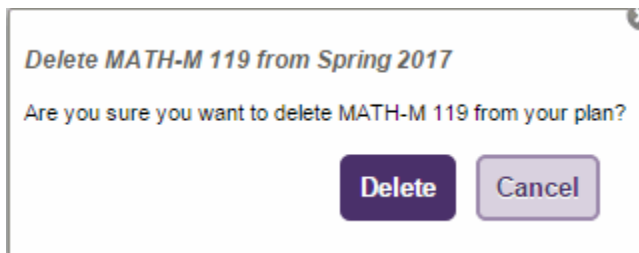
## Deleting a course

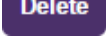
1. At the top of the page, click **Plan**.
2. Click on the course you want to delete. A contextual menu will pop up.



3. Select **Delete from plan**.

The menu will be replaced by a dialog box.

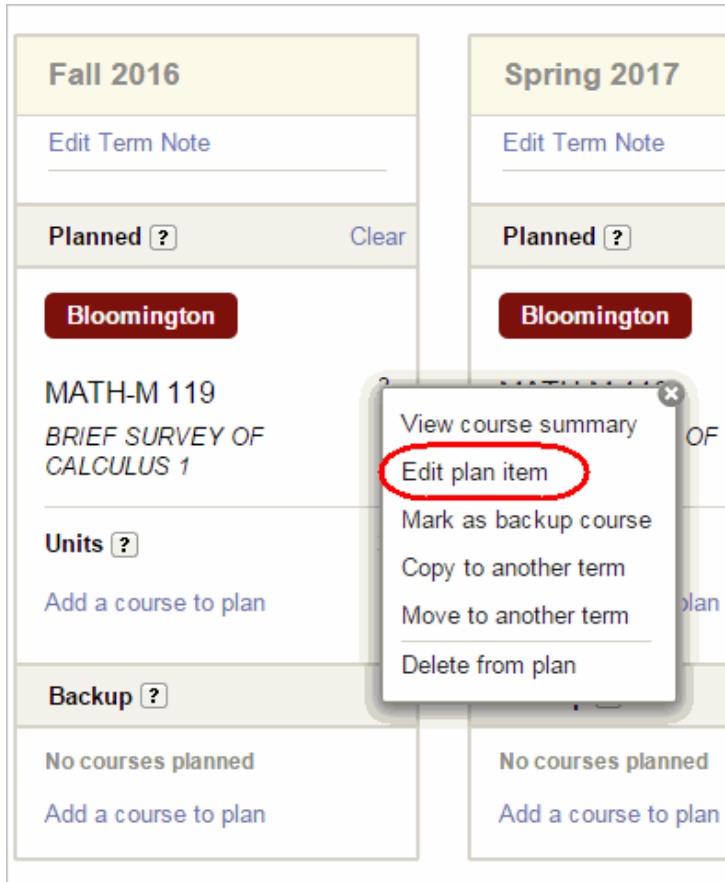


4. If you are sure you want to delete the course, click  .  
The course will now be deleted from the plan.

# Academic Advising Using iGPS Planner

## Editing a course note or number of units

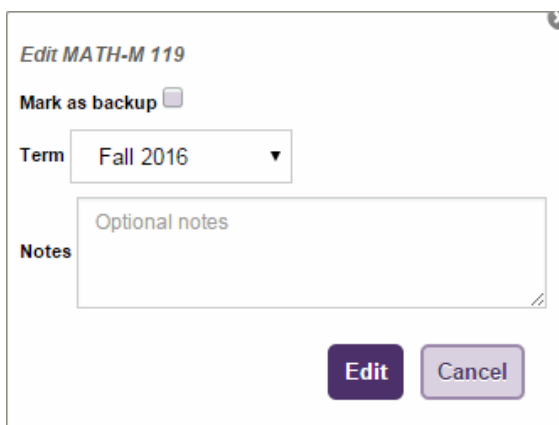
1. At the top of the page, click **Plan**.
2. Click on the course you want to edit. A contextual menu will pop up.



The screenshot displays the iGPS Planner interface for two terms: Fall 2016 and Spring 2017. Each term has a section for 'Planned' courses and a section for 'Backup' courses. In the Fall 2016 'Planned' section, the course 'MATH-M 119' is listed with the title 'BRIEF SURVEY OF CALCULUS 1'. A contextual menu is open over this course, listing several options: 'View course summary', 'Edit plan item' (which is circled in red), 'Mark as backup course', 'Copy to another term', 'Move to another term', and 'Delete from plan'. The 'Edit plan item' option is highlighted, indicating it is the selected action.

3. Select **Edit plan item**.

The menu will be replaced by a dialog box.

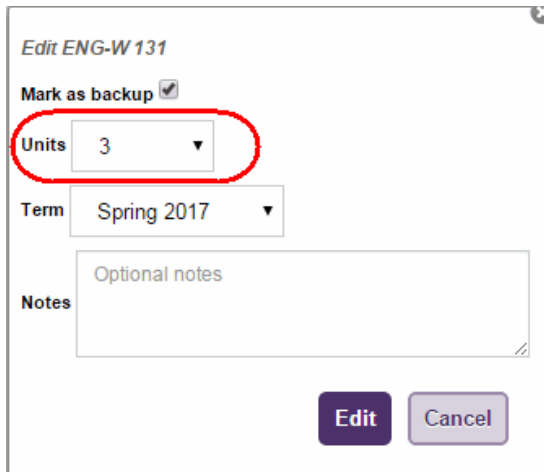


The screenshot shows the 'Edit MATH-M 119' dialog box. It contains a checkbox for 'Mark as backup', a dropdown menu for 'Term' set to 'Fall 2016', and a text area for 'Notes' with the placeholder text 'Optional notes'. At the bottom of the dialog box, there are two buttons: 'Edit' and 'Cancel'.

# Academic Advising Using iGPS Planner

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).



*Edit ENG-W131*

Mark as backup

Units 3 ▼

Term Spring 2017 ▼

Optional notes

Notes

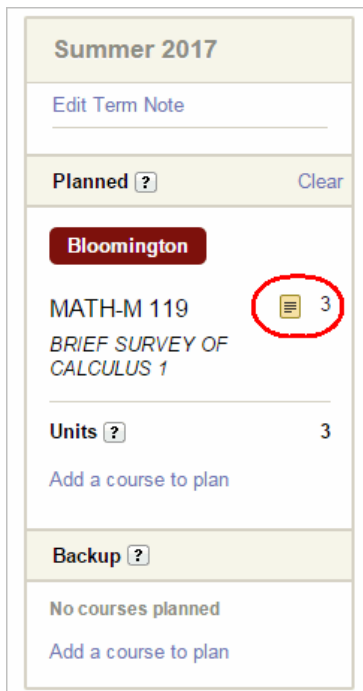
Edit Cancel

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

7. Click .

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.




Summer 2017

[Edit Term Note](#)

Planned [?](#) [Clear](#)

**Bloomington**

MATH-M 119  3

BRIEF SURVEY OF  
CALCULUS 1

Units [?](#) 3

[Add a course to plan](#)

Backup [?](#)

No courses planned

[Add a course to plan](#)

# Academic Advising Using iGPS Planner

## Adding or editing a term note

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

Fall 2015	Spring 2016	Summer 2016
<a href="#">Edit Term Note</a> -Direct Admit to SOIC -English, S&H, and Natural Science credits already completed -3 credits of N&M taken (need 2 more) -CSCI-C 102 and INFO-101 REQUIRED	<a href="#">Build Schedule</a> <a href="#">Edit Term Note</a>	<a href="#">Edit Term Note</a>
<b>Registered ?</b>	<b>Cart ?</b> No courses planned	<b>Planned ?</b> No courses planned <a href="#">Add a course to plan</a>
<b>Bloomington</b> ANTH-A 107 3 <i>BECOMING HUMAN: EVOLVING GENES, BODIES, BEHAVIORS, IDEAS</i> Class Nbr: 13273,13274 BIOL-L 111 3 <i>FOUNDATIONS OF BIOLOGY: DIVERSITY, EVOLUTION, AND ECOLOGY</i> Class Nbr: 2473,6701 CSCI-C 102 3 <i>GREAT IDEAS IN COMPUTING</i> Class Nbr: 33529 INFO-I 101 4 <i>INTRODUCTION TO INFORMATICS</i> Class Nbr: 8911,9289 MATH-M 118 3 <i>FINITE MATHEMATICS</i> Class Nbr: 4718	<b>Planned ?</b> <a href="#">Clear</a> <b>Bloomington</b> COLL-X 292 2 <i>RESEARCH METHODS ACROSS THE DISCIPLINES (CEWIT RESEARCH EXPERIENCE)</i> INFO-I 201 4 <i>MATHEMATICAL FOUNDATIONS OF INFORMATICS</i> INFO-I 202 3 <i>SOCIAL INFORMATICS</i> BIOL-L 112 3 <i>FOUNDATIONS OF BIOLOGY: BIOLOGICAL MECHANISMS</i> SLAV-P 223 3 <i>INTRODUCTION TO POLISH CULTURE</i> <b>Units ?</b> 15 <a href="#">Add a course to plan</a>	<b>Backup ?</b> No courses planned <a href="#">Add a course to plan</a>

2. Click **Edit Term Note** for the term you want. This will display the Optional notes box.

# Academic Advising Using iGPS Planner

The screenshot shows the iGPS Planner interface for the Spring 2016 term. The 'Build Schedule' button is highlighted with a red box. Below it, the 'Edit Term Note' section is also highlighted with a red box, showing a text area with the text 'Optional notes' and 'Cancel' and 'Save' buttons. The 'Planned' section shows three courses: ANTH-A 107 (3 credits), BIOL-L 111 (3 credits), and CSCI-C 102 (3 credits). The 'Cart' section shows 'No courses planned'. The 'Planned' section shows three courses: COLL-X 292 (2 credits), INFO-I 201 (4 credits), and a course with 3 credits.

3. Edit the content of the note text area.

4. Click **Save**.

The note will now appear in that term.

The screenshot shows the iGPS Planner interface for the Spring 2016 term. The 'Edit Term Note' section is highlighted with a red box, showing the text 'I might be studying abroad this term.' The 'Planned' section shows three courses: COLL-X 292 (2 credits), INFO-I 201 (4 credits), and a course with 3 credits.