


## Using Schedule Builder to Find and Enroll for Classes

*Schedule Builder helps students efficiently navigate the complex and often-frustrating schedule planning and enrollment process by allowing you to graphically view schedule options based on your personal and academic needs.*

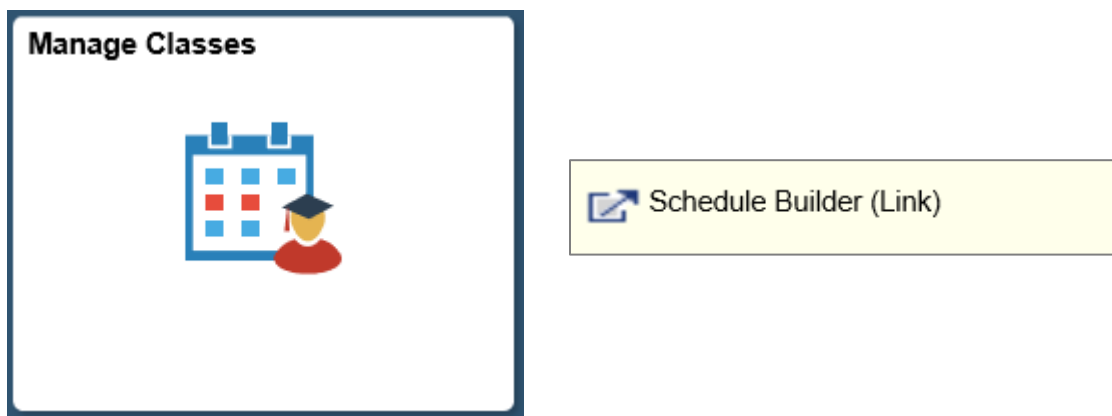
Using Schedule Builder is as easy as following these five steps:

1. Launch the Schedule Builder
2. Select Your Courses
3. View Results and Refine Your Search
4. Save/Favorite Your Work
5. Proceed With Enrollment

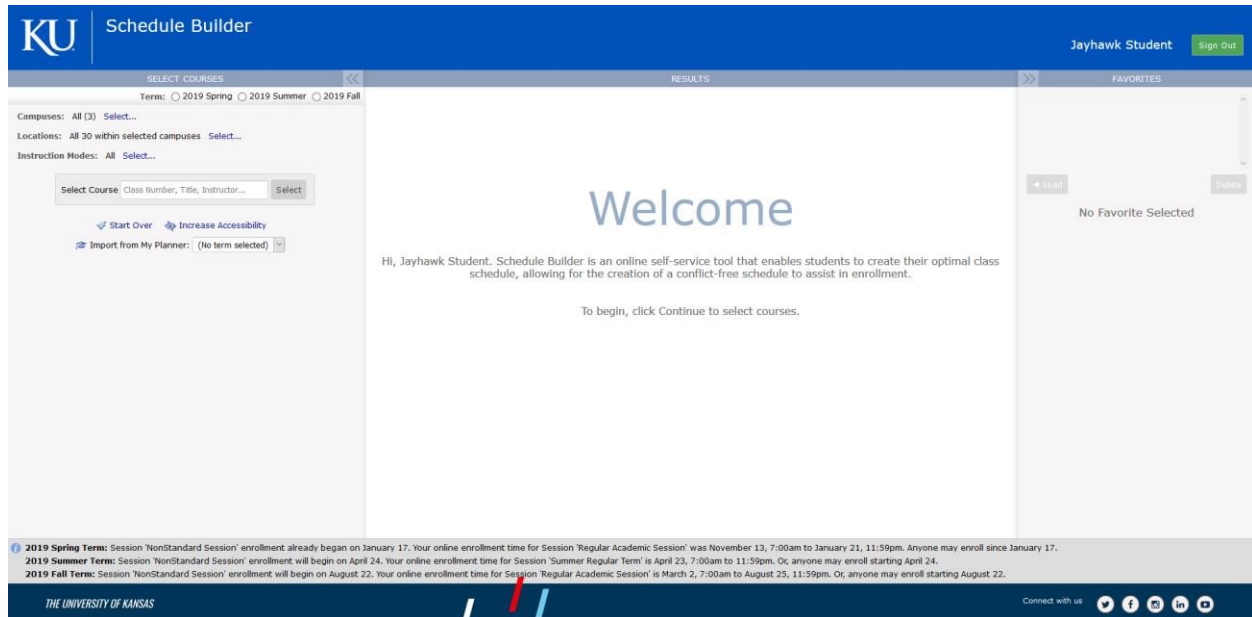
Note: Students with disabilities can access all features of the Schedule Builder by clicking on the  [Increase Accessibility](#) icon at any time. This will render all features of Schedule Builder that is accessible via a screen reader.

### Step 1: Launch the Schedule Builder

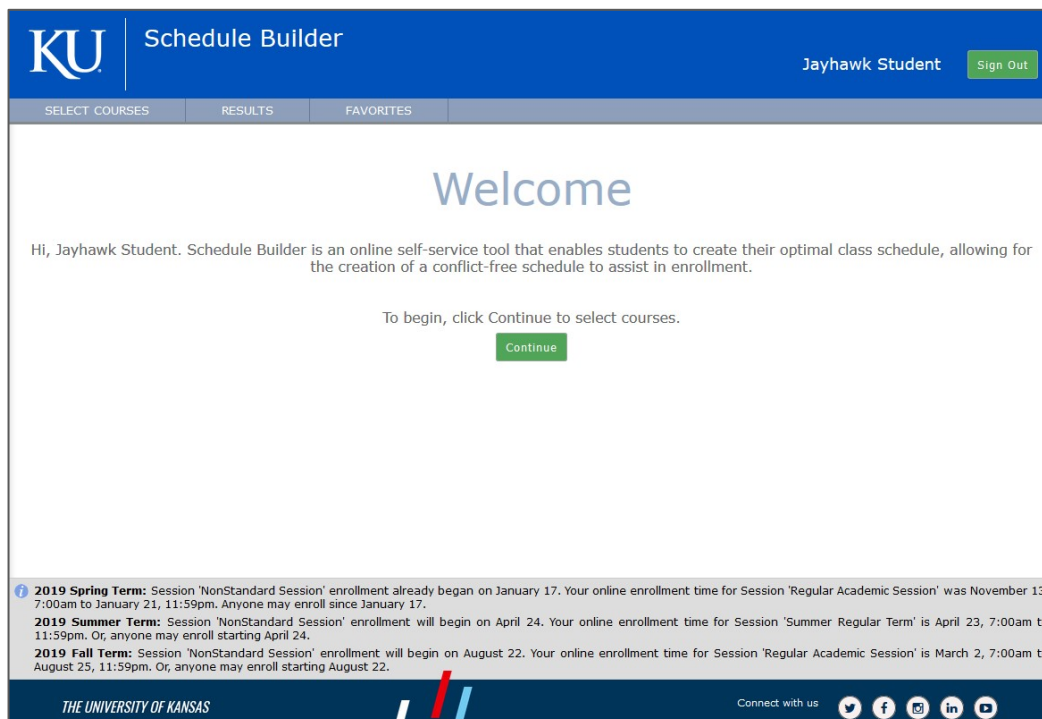
From your Student Homepage, select the Manage Classes tile and then the Schedule Builder (Link). The link will open up a separate tab/window.



Schedule Builder has three distinct panels: Select Courses, Results, and Favorites. When the screen is expanded, you will see all three spread across the screen.

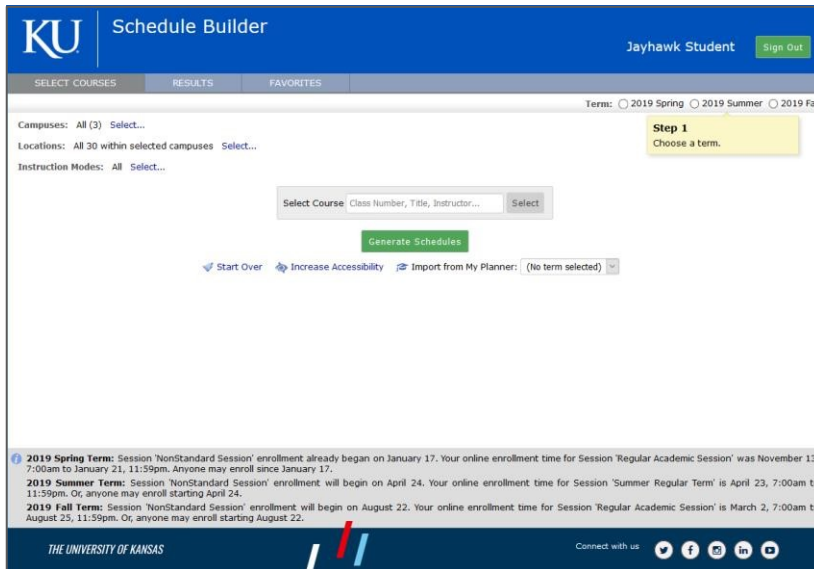


You can also elect to view the minimized screen and toggle through each area of Schedule Builder by clicking on the corresponding heading.

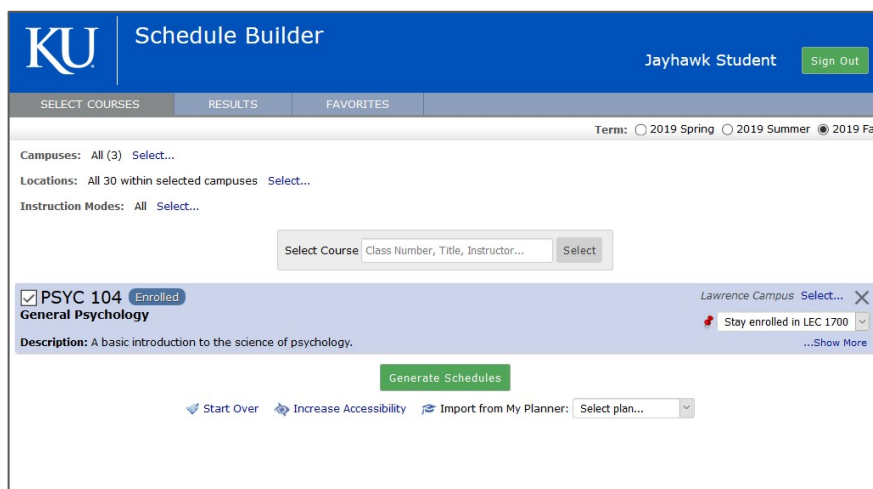


## Step 2: Select Your Courses

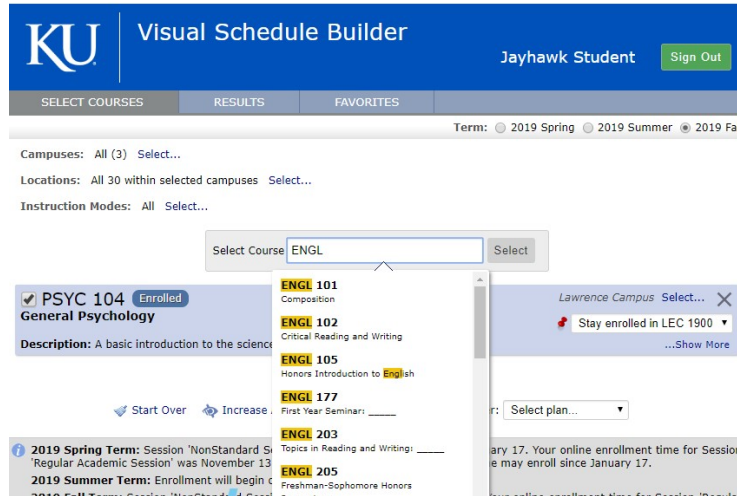
Since your course selection is dependent on the term you wish to enroll in, you will be asked to **select a term** using the corresponding radio button.



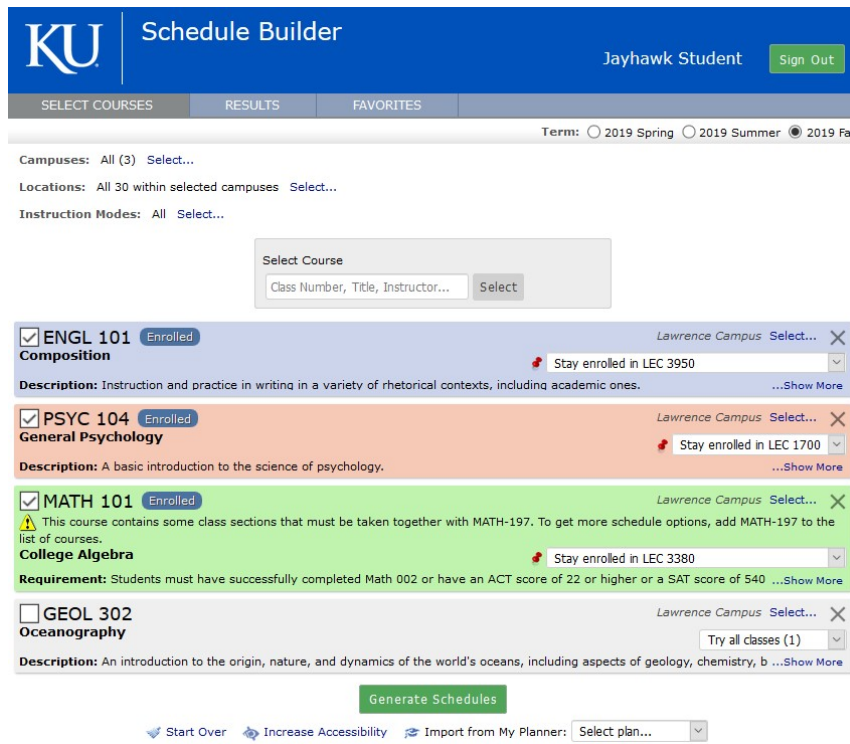
If you have previously enrolled in classes for that particular term, they will appear below the search box:



Once you have selected a term and filtered your options (as appropriate), you can start to **search for courses** in the search bar. You can search by course, course description, or instructor and the search bar will display all courses that match your criteria. Once selected, the course is added to the possible list of courses you wish to take. Repeat the course search and selection for all desired courses for the term.



Schedule Builder will generate schedules for the desired course(s) that have been selected. To adjust which courses are checked in the system, you can check or uncheck the box next to the course name.



To completely remove a course from your desired classes, click on the 'x' in the upper right hand corner of the box for that section. When you have selected the courses you're ready to view, select on the

**Generate Schedules** button. You can clear your search by selecting **Start Over** at any time.

**Step 3: View Results and Refine Search**

Once you have completed your course selection, you can turn your attention to viewing schedule options, which are displayed in the **Results Panel**.

	Class Information
	Class Schedule Option Grid
	Class Timeline
	Generated Results

The screenshot displays the KU Schedule Builder interface. At the top, it shows the KU logo and 'Schedule Builder' title. The user is identified as 'Jayhawk Student' with a 'Sign Out' button. A 'RESULTS' section is active, featuring a 'Generated Results' panel with navigation arrows and '1 of 170' results. A 'TIP #1/4' box provides instructions on using the 'x' icon to remove courses. The interface is divided into three main colored sections: a yellow 'Class Information' panel on the left listing courses like PSYC 104, ENGL 101, and MATH 101; a light blue 'Class Schedule Option Grid' on the right showing a weekly time slot grid with course blocks; and a purple 'Class Timeline' at the bottom showing a monthly view for September 1-7, 2019, with colored bars representing the duration of the selected courses.

The results panel displays all schedule options in a list with detailed information as well as a graphical timetable view so you can make the most informed decision about the schedule that will work best for you. Students can also easily navigate through the generated schedule results by clicking on the left and right arrows or by swiping left or right on a mobile device.

There are several tools to narrow your search results to find your optimal schedule. In the Class Schedule Option Grid, you can pin classes that you'd like to keep by clicking on the class. You can also click and drag to block out times where you do not want to take classes.

	Mon Sep 2	Tue Sep 3	Wed Sep 4	Thu Sep 5	Fri Sep 6
12 <sup>am</sup>					
1 <sup>00</sup>					
2 <sup>00</sup>					
3 <sup>00</sup>					
4 <sup>00</sup>					
5 <sup>00</sup>					
6 <sup>00</sup>					
7 <sup>00</sup>					
8 <sup>00</sup>					
9 <sup>00</sup>					
10 <sup>00</sup>					
11 <sup>00</sup>					
12 <sup>pm</sup>	ENGL 101 LEC		ENGL 101 LEC		ENGL 101 LEC
1 <sup>00</sup>	MATH 101 LEC	PSYC 104 LEC	MATH 101 LEC		MATH 101 LEC
2 <sup>00</sup>					
3 <sup>00</sup>					
4 <sup>00</sup>					
5 <sup>00</sup>					
6 <sup>00</sup>					
7 <sup>00</sup>					

September 1 - 7, 2019

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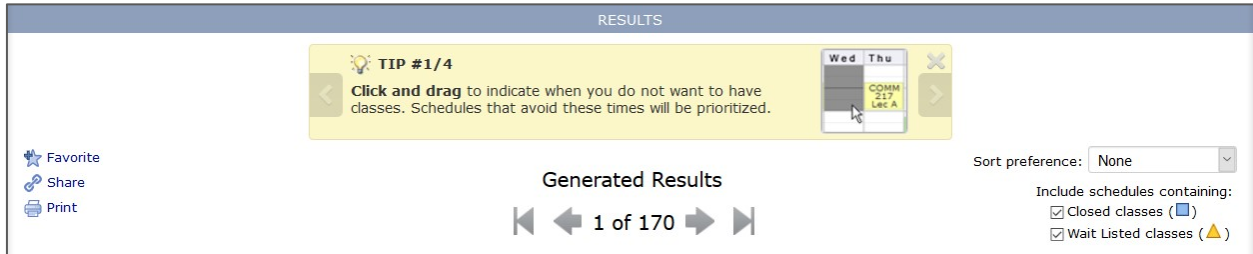
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Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	General Psychology									
	Composition									
	College Algebra									

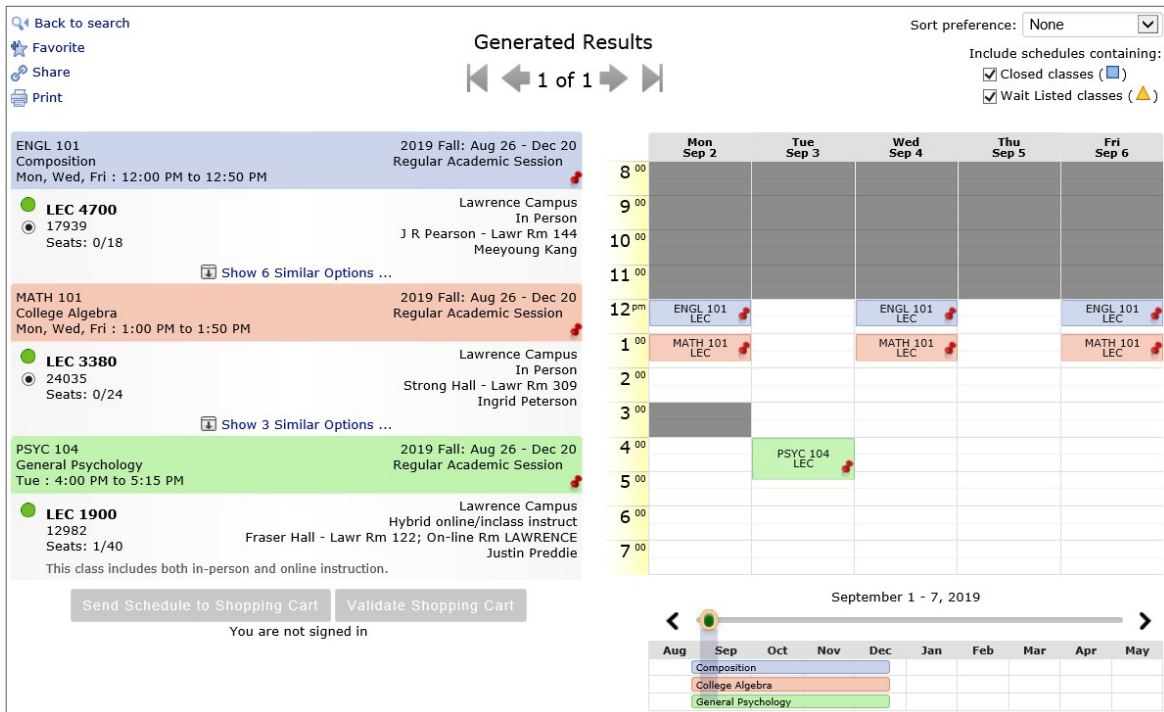
**Step 4: Save Your Work**

You have a number of options to save your work if your Enrollment Appointment hasn't begun. You can save your schedule as a favorite, create a shared link or print the schedule option. Each of these options can be accessed by selecting the corresponding link in the top left hand corner of the Results window.



**Saving a Favorite** - You can review or compare favorites at any time by clicking on the Favorites panel of your screen. These favorites are particularly useful since you can retrieve them easily at your enrollment appointment, see if seats are available, and then proceed with enrollment.

**Sharing Link** – By clicking on the Share link, you will receive a shareable URL. You can use this link to pull up the schedule prior to enrollment or to share with others. When the link is clicked, the schedule will appear in a browser with the desired breaks highlighted all of the courses pinned.



**Print Schedule** – Click here to create a printable copy of the selected schedule with class information.



### Step 5: Proceed With Enrollment

Students are able to transfer classes from Schedule Builder directly to the Shopping Cart in Enroll & Pay when they are ready to enroll. Once you click on **Send Schedule to Shopping Cart**, the Schedule Builder will validate your selection and check for open seats.

The screenshot shows the 'RESULTS' page in the Schedule Builder. At the top, there is a 'TIP #1/4' box that says 'Click and drag to indicate when you do not want to have classes. Schedules that avoid these times will be prioritized.' Below this, there are navigation buttons for 'Favorite', 'Share', and 'Print'. The main area is titled 'Generated Results' and shows a list of classes on the left and a grid view on the right. The grid view shows the schedule for September 2019, with columns for each day of the week and rows for each hour of the day. The classes listed include PSYC 104, LEC 1700, ENGL 101, MATH 101, and LEC 3380. The grid shows that PSYC 104 is scheduled for Tuesday, Wednesday, and Thursday. ENGL 101 is scheduled for Monday, Wednesday, and Friday. MATH 101 is scheduled for Monday, Wednesday, and Friday. LEC 3380 is scheduled for Monday, Wednesday, and Friday. The grid also shows that some classes are already enrolled in, indicated by a red 'X' in the cell.

Click on the **Do Actions** button to add classes from Schedule Builder to the Enroll & Pay Shopping Cart.

The screenshot shows the 'Getting Schedule' dialog box in the Schedule Builder. It contains a table with the following columns: Class, Action, Options, and Result. The table lists the following classes and their actions:

Class	Action	Options	Result
PSYC 104 General Psychology Tue - 1:00 PM to 2:15 PM Mon Sep 30: 5:50 PM to 7:50 PM Mon Oct 21: 5:50 PM to 7:50 PM Mon Nov 11: 5:50 PM to 7:50 PM Mon Dec 2: 5:50 PM to 7:50 PM	None (Already enrolled in this class)	N/A	N/A
LEC 1700 19002 Seats: 1/40 This class includes both in-person and online instruction. Students enrolling in this course will be required to take a special examination(s).	Add to Cart	None	
ENGL 101 Composition Mon, Wed, Fri : 12:00 PM to 12:50 PM	Add to Cart	None	
MATH 101 College Algebra Mon, Wed, Fri : 1:00 PM to 1:50 PM	Add to Cart	None	
LEC 3380 24035 Seats: 0/24	Add to Cart	None	

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Do Actions'.

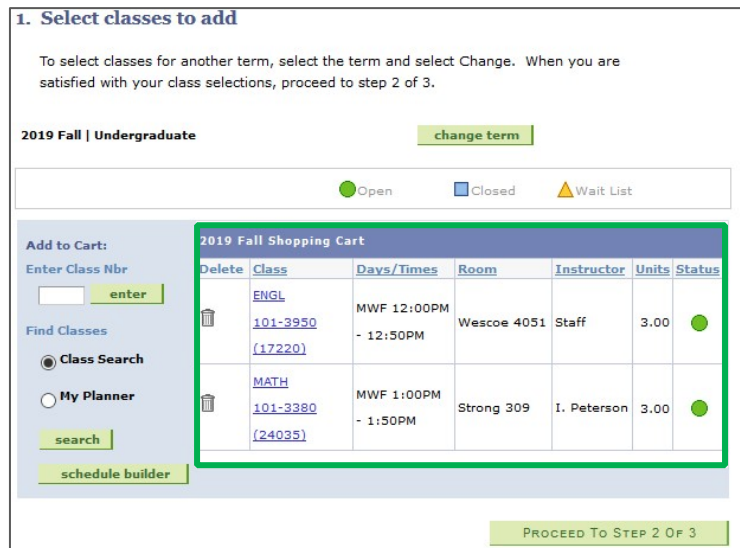
Schedule Builder will give you additional notes on the class in the "Results" column.

Class	Action	Options	Result
PSYC 104 General Psychology Tue : 1:00 PM to 2:15 PM Mon Sep 30: 5:50 PM to 7:50 PM Mon Oct 21: 5:50 PM to 7:50 PM Mon Nov 11: 5:50 PM to 7:50 PM Mon Dec 2: 5:50 PM to 7:50 PM 2019 Fall: Aug 26 - Dec 20 Regular Academic Session	None (Already enrolled in this class)	N/A	N/A
LEC 1700 19002 Seats: 1/40 This class includes both in-person and online instruction. Students enrolling in this course will be required to take a special examination(s). Lawrence Campus Hybrid online/inclass instruct Fraser Hall - Lawr Rm 122; On-line Rm LAWRENCE; Special Exam Rm SPEC Lauren Boddy			
ENGL 101 Composition Mon, Wed, Fri : 12:00 PM to 12:50 PM 2019 Fall: Aug 26 - Dec 20 Regular Academic Session	Add to Cart	None	<b>Added to Shopping Cart</b> IMPORTANT: You are not yet enrolled in this class. This class has been added to your shopping cart for further action.
LEC 3950 17220 Seats: 0/5 MATH 101 College Algebra Mon, Wed, Fri : 1:00 PM to 1:50 PM 2019 Fall: Aug 26 - Dec 20 Regular Academic Session	Add to Cart	None	<b>Added to Shopping Cart</b> IMPORTANT: You are not yet enrolled in this class. This class has been added to your shopping cart for further action.
LEC 3380 24035 Seats: 0/24 Lawrence Campus In Person Strong Hall - Lawr Rm 309 Ingrid Peterson			

Return to 'Select Courses'

Click this button to view the latest state of your courses.

In order to complete enrollment, the student will still need to go to **Enroll & Pay** and enroll using the classes listed in their Shopping Cart.



Additional assistance for enrollment can be found here: <http://sis.ku.edu/enrollpay-student>.