

# Schedule Builder Guide

Please Use Chrome or Firefox when using Schedule Builder

## About:

Towson University has decided to implement a tool to help students' quickly create course schedules that meet their busy lives and academic needs. By inputting the classes you would like to take, schedule builder will quickly produce all available iterations of that schedule and make it easy to enroll. To get started building a schedule, follow the steps outlined below.

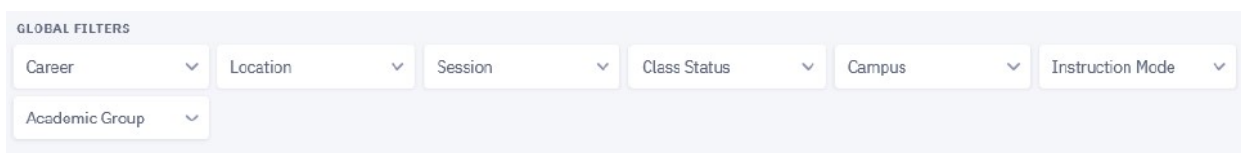
### 1. Choose Term:

Students will be taken into the page with the earliest term selected by default. Students can change the term by selecting the term header and then selecting a term from the dropdown.



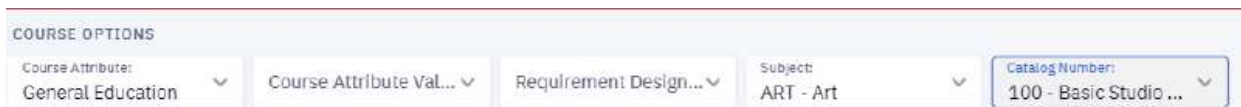
### 2. Select Filters:

The global filters apply to all of the courses a user selects and are used to filter a user's possible schedules. For each dropdown, users can select one or more values. Additionally, the values selected for those dropdowns are used to filter the Subject and Catalog Number dropdowns.



### 3. Select Course Option:

Once a student selects their filter options, they will then use the Course Options panel to select the courses that will be used to build their possible schedules.



### 4. Adding a Course:

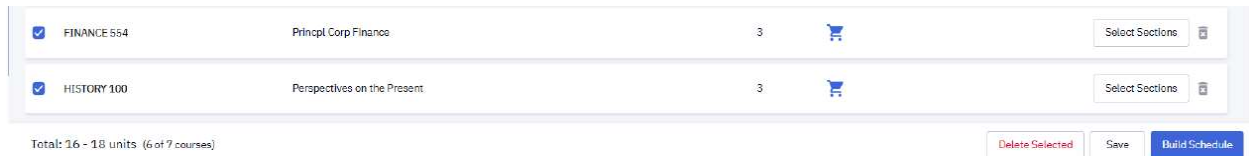
Click the "Add Course Button" for the course to be included in the schedule.



# Schedule Builder Guide

## 5. Build the Schedule:

Once a student has selected their availability and up to 7 courses, they are now ready to build their schedules. All of the courses that are checked will be included when generating schedules for the user. If the student would like a course to not be used but does not want to remove the course, they may simply uncheck the checkbox for the course.



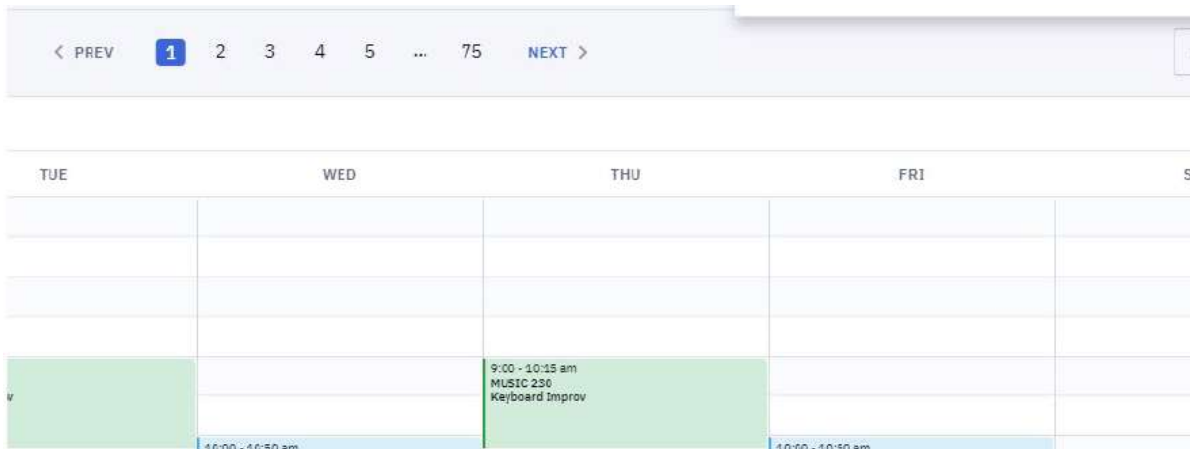
This screenshot shows a list of selected courses in a schedule builder interface. Two courses are listed:

- FINANCE 554 - Principl Corp Finance - 3 units
- HISTORY 100 - Perspectives on the Present - 3 units

Below the list, it shows a total of 16 - 18 units (6 of 7 courses). At the bottom right, there are buttons for "Delete Selected", "Save", and "Build Schedule".

## 6. Review Schedule:

The possible schedules section includes all of the schedules that meet the user’s availability and course criteria. If there are more schedules than the maximum number allowed, a message will display within the schedules heading informing the user a limited number of schedules are displayed. Users can navigate between the various schedules using the arrow buttons on the page or the arrow keys on their keyboard.



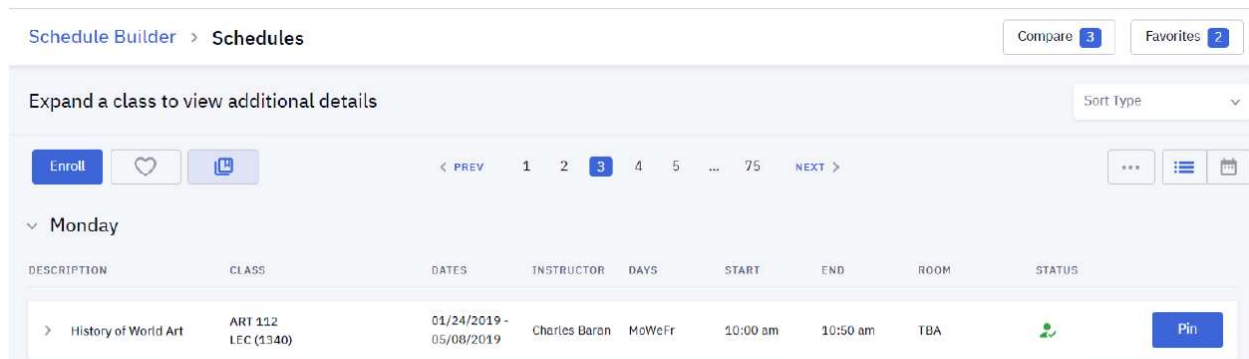
This screenshot shows a weekly schedule grid with days of the week (TUE, WED, THU, FRI, S) as columns. A specific class is highlighted in a green box on Thursday:

- 9:00 - 10:15 am
- MUSIC 230
- Keyboard Improv

Other time slots shown include 10:00 - 10:50 am on Tuesday, Wednesday, and Friday.

## 7. Enroll

When a student find a schedule that meets their needs, click enroll to register for the courses outlined in the schedule.



This screenshot shows the "Enroll" button and a list of course details for Monday. The interface includes a "Schedule Builder > Schedules" header, "Compare 3" and "Favorites 2" buttons, and a "Sort Type" dropdown. The course details table is as follows:

DESCRIPTION	CLASS	DATES	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
> History of World Art	ART 112 LEC (1340)	01/24/2019 - 05/08/2019	Charles Baron	MoWeFr	10:00 am	10:50 am	TBA	Pin