Step 1: Get Some Classes in Your Planner

To benefit from Build Schedule, there must be courses in your Planner for a term for which the Schedule of Classes is released. There are currently two Planners: the SIS Planner, which has been with us for a while and has the dark blue and light blue bars dividing grids and green action buttons; and since September 2013, the iGPS Planner, a companion tool to the new Course Search, both of which bear the clean, open look of a Google search screen:

![SIS Planner Screen](image1)

![iGPS Planner Screen](image2)

Although both Planners talk to each other and planning work done in one updates the other, Build Schedule is only available from the iGPS Planner. If you have been using the SIS Planner regularly, don’t worry: your planned courses have been moved to your iGPS Planner too.

If you’ve never used either Planner tool, now is a great time to get comfortable with the iGPS Planner and integrated Course Search. If you have never seen or used either iGPS tool, these short videos at the links below will quickly familiarize you with the actions necessary to get some courses in your Planner. These videos assume you have developed some idea of what you need to take next to graduate on time by consulting with your advisor, reviewing your Academic Advising Report (AAR), or reviewing a four-year degree map—or all three.

**Video Links**

Pre- Course Search – Criteria Part 1 (2.05 minutes): [http://youtu.be/RNyM6E4ZIis](http://youtu.be/RNyM6E4ZIis)

Course Search – Results Part 2 (5.54 minutes): [http://youtu.be/omZlgAGkT3I](http://youtu.be/omZlgAGkT3I)

Course Search – Course Overview Part 3 (4.54 minutes): [http://youtu.be/3TIBbmqu3CQ](http://youtu.be/3TIBbmqu3CQ)

Step 2. Generate Schedule Options.

The next step is easy: with classes in your planner, click Build Schedule. After a few seconds, the results page, annotated below, appears:

- **Navigation Links**: Back to other utilities.
- **Click Table to display First versus Second 8 weeks of semester, when schedule options include less than full semester choices.**
- **The Schedule Options**: Clicking any one will cause graphic details to display in weekly grid to the right. Arrows permit moving option up or down, trash icon, deletes schedule option, star icon, saves it and moves it to "Saved" tab. Cart icon moves all courses in that option to the SIS enrollment shopping cart.
- **Classes included in the Schedule Options**: "4/4 selected" means "Of 4 sections offered this semester, all 4 are included in the schedule options above." To remove course and all class sections from options above, unclick check here.
- **To remove some of the class sections from results, click gray arrow here to expand display, and unclick specific class sections.** If targeting specific section of classes for consideration, unclick all others.
- **Weekly Calendar Grid**: Displays side by side color-coded comparisons of schedule options when 2 or more are clicked. Also displays reserved times in comparison to class times; classes "to be arranged" and 100% online classes.
- **Time Not Specified Box**: Courses that have no room/day/time assignment appear here, including 100% online courses.
- **If you have created a "reservation" it appears here. If you want to create a reservation, click the "New" button. Reservations are time blocks on your schedule you wish to keep clear of classroom commitments.**
- **Build Schedule default is to include only classes with open seats in your options. Click this button to include closed sections.**
Step 3. Review and Adjust Results

The Schedule Options are ranked 1, 2, 3 based on criteria built into the application. The primary factor is the number of open seats in a class: higher ranked options, i.e. those with lower numbers, include class sections with the most open seats. A secondary factor is the number of credits of a requested class: higher ranked options include class sections with the most credits attached.

If the classes you selected for your planner generate more than 20 schedule options, you will see a slider bar that appears to the right of options display on screen. Pull this bar to the bottom to see a count of the total number of schedule options generated; and a “More” link that brings the other options to the screen. Students at large campuses like Bloomington and IUPUI, where there are numerous offerings of the same course, who have not created any reservations are more likely to see large numbers of schedule options.

There are tools available on the results page to help you narrow your focus, and select the schedule option you want to move to your enrollment shopping cart.

A. Creating Reservations

Reservations are time blocks you create, save, and apply to your schedule options to identify those options that work around your job or other non-class commitments; or if you are trying to limit your in-class time to only certain days of the week; or certain times of the day. Most students have some times during the week they’d prefer not to have class, so it is a good idea to create reservations to accommodate those preferences first—and limit the number of schedule options to review.

i. “All Day” reservations

Use “All Day” reservations when you want to have only a MWF or T TH schedule. To create, click New.

This dialog box appears:
• In the “description” field, type what you want to call the reservation, e.g. “Tuesday-Thursday Block” of “MWF Only.” This label will appear on the schedule options results page.
• Click the days you do not want to take classes.
• Click “All Day.” When you do, the center two hour selection boxes go away. Choosing “All Day” means the block time parameters will be 12 AM to 12 AM for those selected days.
• In the “From” and “Until” boxes, enter date range you want reservation to apply, by either typing in the dates, like 01/14/2014 or 05/09/2014; or using the calendar tools to select a start and stop date. Although you can specify a date that goes beyond the current term, setting the start and stop dates to reflect the start and end of the planned term is a good rule of thumb—as you will need to recreate that block when you create a schedule next term.
• Click “Create.” When you do, two things happen: the reservation is saved and selected on your results screen; and the schedule options rebuild, adjusting to this new restriction.

Here’s an example of what an “All Day” reservation looks like on screen:
ii. Less than “All Day” reservations

Create a reservation that is less than all day to generate time blocks around a job, an athletic training schedule, or a regular, non-class meeting you attend. To create, follow the instructions above for “All Day” reservations, but instead of clicking “All Day,” enter the start and end time of day of the reservation in the dialog box, using format 11:30 AM or 04:30 PM.

Here’s an example of what two less than full day reservations look like on-screen:

B. Using the Panel to Focus Options

The Build Schedule engine creates options that include all open sections you are qualified to enroll in; of all the courses that you have put in your planner for the semester. But what if you only want to look at schedules that include a specific class section of a particular course? By deselecting class sections in the Classes panel in lower left of results screen, you can re-build more narrowly tailored options.

Example: A Southeast campus student has filled his planner with courses, including PSY-P 101 and SPCH-S 121, courses for which there are many offerings each semester. He knows he wants to take Psychology with Professor Day; and Speech with Professor Ramsey. The following annotated screenshot shows his initial results, and actions he took to narrow his results.
Over 400 schedule options to review!

...because it’s using all offered sections of PSY-P 101 and SPCH-S 121.

Clicking gray arrow next to PSY-P 101 displays class details of all offerings, including available seats. Deselect all but the targeted class for Day.

Similar action in SPCH-S 121 targets Ramsey’s class.
Upon rebuild, student has much fewer options to review, and he knows all contain both targeted classes.

All schedule options include classes 7246 (Day) and 6793 (Ramsey).

Selecting specific sections of PSY-P 101 and SPCH-S 121 reduced number of schedule options to 30.
Step 4. Saving and Moving Chosen Schedule Option to Cart to Register

If you identify a schedule that meets all your needs on the first attempt—great! You can move it to your shopping cart, a required step toward registering. If you find one that you like, but want to explore some other options before committing that one to your cart, you can save it; do some more exploring; and come back to it.

A. Saving Schedules

Save a schedule by clicking the star icon next to the schedule option.

You can “unsave” a schedule by clicking the gold star icon on either the “Possible” or “Saved” tabs. You can also discard a schedule saved in a previous session by clicking the trash can icon on the “Saved” tab. If checked, as in example above, saved schedules will display in the weekly grid next to other schedule options under consideration, like so:
B. Moving Chosen Schedules to Shopping Cart to Register

Either Possible or Saved schedules can be moved to your enrollment shopping cart as a block by selecting the schedule with a check, then clicking the cart icon on the same line. When you do, you see displays, confirming the details of your chosen schedule:

The first screen summarizes what classes are going to be added to your cart, if you proceed. To edit choices, click “Cancel” to go back and make changes.

You can use Build Schedule to add to classes already in your cart or enrolled, up to the end of the first week of classes. When you do, this display makes clear what’s in already, and what’s being added.

When ready to proceed, click “Update Cart.”

When you update cart, Build Schedule communicates with SIS to capture and return verification information about your eligibility to enroll in your chosen classes, and the display updates like so:
By clicking, “Go to Cart” you will be linked in to your SIS shopping cart, at the point illustrated below, and can then proceed to complete registration by responding to the on-screen prompts.