

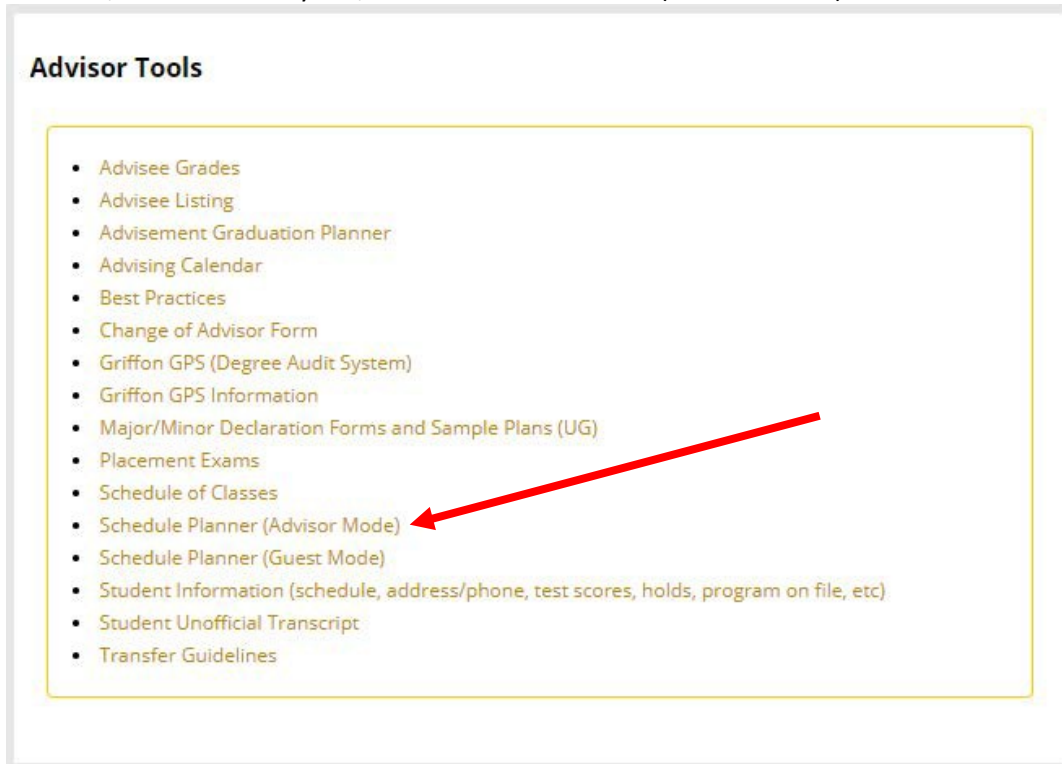
Schedule Planner Instructions for Advisors

Advisor Mode allows advisors to sign in to the Scheduler "as" their advisee. Any changes made by the advisor to the student's Scheduler are reflected the next time the student signs in, just as if the student had made them.

Advisors can also email their advisees a recommended schedule for the upcoming semester directly from the Schedule Planner portal.

Accessing Schedule Planner (Advisor Mode)

- 1) Log in to Goldlink, click the Faculty tab, then "Schedule Planner (Advisor Mode)" in the Advisor Toolbox.



Using Schedule Planner

- 1) Select the appropriate semester then click the "Submit" button.

The image shows a screenshot of the 'Schedule Planner' interface. At the top, there are tabs for 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Finance'. Below the tabs is a search bar with the text 'Search' and a 'Go' button. Below the search bar is the heading 'Select Term'. Below the heading is a message: 'Select the Term for processing then press the Submit Term button.' Below the message is a dropdown menu labeled 'Select a Term:' with the following options: 'Spring 2019', 'Spring 2019', and 'Fall 2018'. Below the dropdown menu is a 'Submit' button. A red arrow points to the 'Submit' button. At the bottom of the page, there is a footer that reads 'RELEASE: 8.4'.

- 2) Enter the advisee's G Number then click the "Submit" button.

Student/Advisee ID Selection



You may enter:

1. The ID of the Student/Advisee you want to process, or
2. A combination of partial names and/or a student search type. Then press the

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students
☐ Advisees
☐ Both
☒ All

- 3) Verify that the advisee you have selected is correct, then press the "Submit" button.



Please verify that the person you have selected is correct by pressing the OK button.

Max Griffon is the name of the student or advisee that you selected.

- 4) After being redirected to Schedule Planner, select the appropriate campus(es), then click the "Save and Continue" button. Note: Hybrid courses will only appear in your results if you select the Online campus.



Select Campus

- ☐ Select All Campuses
- ☒ Undergraduate - Main Campus
- ☒ Undergraduate - Online
- ☐ Undergraduate - KC Northland
- ☐ Graduate - Main Campus
- ☐ Graduate - Online
- ☐ Graduate - KC Northland

Course Selection Screen

- 5) Click the “+ Add Course” button to add the courses in which you intend to enroll.

Schedule Planner
Text Only
Help
Sign out

Course Status: Open Classes Only Change
Term: Fall 2016 Change
Campuses: 2 of 6 Selected Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

Breaks

+ Add Break

Add times during the day you do not wish to take classes.

Schedules

Generate Schedules

- 6) Select classes by Subject, then Course, then click the “+ Add Course” button. Classes will appear in the Courses column on the right. Repeat for each class, then click the “Back” button next to the “+ Add Course” button.

Schedule Planner
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Help
Sign out

Added PED 101 - Fitness and Wellness

Add Course

By Subject
Learning Communities
Search by Course Attribute

Subject: Physical Education (30)
Course: 101 Fitness and Wellness
Back
+ Add Course

Physical Education 101 - Fitness and Wellness

Offered: F, Sp, Su. Develops knowledge and skill in obtaining optimal health fitness through nutrition, stress management, cardiorespiratory endurance, recognition of risk factors for heart disease, and musculoskeletal development. Two hours lecture.

Courses

BIO 101	Principles of Biology	ⓧ
ENG 104	College Writing and Rhetoric	ⓧ
MAT 116	College Algebra	ⓧ
PED 101	Fitness and Wellness	ⓧ

- 7) Click the “Generate Schedules” button below the added courses. All available combinations of the checkmarked courses will appear, at random, in a list below. (Note the 1000+ results. See below for how to narrow further.)
- 8) Hover your mouse over the magnifying glass next to any of the schedules for a preview of the weekly schedule.
- 9) Click “View” next to any of the available schedules for the detailed week view that includes not only class times and days, but instructor and location.

[illegible]

10) From the detailed week view you can print a recommended schedule for your advisee or send it via email.

Schedule Planner

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←
Schedule 56 of 343
→

ID: G000000000

i *You are viewing a potential schedule only and you must still register. Click "Send to Cart" above, then click "OK" to continue the registration process. ✕

CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus
i 🔒 20823	BIO	101	08	1	T 2:00pm - 3:50pm - REMING 209	Undergraduate - Main Campus
i 22668	BIO	101	04	24	MWF 2:00pm - 2:50pm - POPPLE 304	Undergraduate - Main Campus
i 🔒 20045	ENG	104	01	1	MWF 9:00am - 9:50am - MURPHY 105	Undergraduate - Main Campus
Prerequisites						
i 🔒 23538	MAT	116	04	9	TTh 12:30pm - 1:50pm - REMING 117	Undergraduate - Main Campus
Prerequisites						
i 🔒 21421	PED	101	04	88	TTh 9:30am - 10:20am - GISC 113 TTh 9:30am - 10:20am - GISC 134	Undergraduate - Main Campus
i 21485	PED	101	22	11	MWF 12:00pm - 12:50pm - LOONEY ARENA	Undergraduate - Main Campus

Week 2 (01/20/2020 - 01/27/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
BIO 101																
BIO 101																
ENG 104																
MAT 116																
PED 101																
PED 101																

	Monday	Tuesday	Wednesday	Thursday	Friday		
8am							
8:15							
8:30							
8:45							
9am	i ENG-104 MURPHY 105 Jackson, Jennifer Ann		i ENG-104 MURPHY 105 Jackson, Jennifer Ann		i ENG-104 MURPHY 105 Jackson, Jennifer Ann		
9:15							
9:30							
9:45							
10am	i PED-101 GISC 113 Gerlach, Stephanie	i PED-101 GISC 134 Small, Gerald Matthew	i PED-101 GISC 113 Gerlach, Stephanie	i PED-101 GISC 134 Small, Gerald Matthew			
10:15							
10:30							

Optional Selection Criteria – Simply adding classes and clicking the “Generate Schedules” button can yield thousands of results. Below are options that you can use to narrow down your search results.

Breaks - Add “Breaks” or times during the day/week at which a student does not want to be in class.

- 1) From the Course Selection screen click the “+ Add Break” button.

Schedule Planner Text Only ? Help Sign out

MISSOURI WESTERN STATE UNIVERSITY

Course Status: Open Classes Only Change Term: Fall 2016 Change
Campuses: 2 of 6 Selected Change

Courses + Add Course

- ☒ BIO 101 Principles of Biology Options
- ☒ ENG 104 College Writing and Rhetoric Options
- ☒ MAT 116 College Algebra Options
- ☒ PED 101 Fitness and Wellness Options

Breaks + Add Break

Add times during the day you do not wish to take classes.

Schedules

- 2) Name the Break(s) (“lunch”, “work”, etc.), select the days of the week, start time and end time, at which the student does NOT want to be in class Click the “✓ Add Break” button. Click the “Back” button.

Note: You may need to set the “End Time” at 50 minutes after the hour. For example, if a student cannot be in class from 12pm to 1pm, select a start time of 12pm and end time of 12:50pm. If you were to select 1pm as your end time, both 12pm and 1pm courses would be excluded from results.

Schedule Planner Text Only ? Help Sign out

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name: Sleep In

Start Time: 8 : 00 am pm

End Time: 8 : 50 am pm

Days: ☒ MON ☒ TUE ☒ WED ☒ THU ☒ FRI ☐ SAT ☐ SUN

< Back ✓ Add Break

- 3) Click the “Generate Schedules” button on the Course Selection screen. Every single available combination of the selected courses will appear, at random, in the list below. The available course schedules will now exclude any courses offered during your “Break” time (s).

Schedule Planner

Text Only

Help

Sign out

STATE UNIVERSITY

Course Status

Open Classes Only

Change

Term

Fall 2016

Change

Campuses

2 of 6 Selected

Change

Courses

+ Add Course

☒ **BIO 101**
Principles of Biology
Options ⓘ 🔒 ✕

☒ **ENG 104**
College Writing and Rhetoric
Prerequisites Options ⓘ 🔒 ✕

☒ **MAT 116**
College Algebra
Prerequisites Options ⓘ 🔒 ✕

☒ **PED 101**
Fitness and Wellness
Options ⓘ 🔒 ✕

Breaks

+ Add Break

☒ **Lunch**
MTWThF - 11:00am to 11:50am
Edit ✕

☒ **Sleep In**
MTWThF - 8:00am to 8:50am
Edit ✕

☒ **Work**
MTWThF - 3:00pm to 11:00pm
Edit ✕

Schedules

Generate Schedules

Shuffle

Generated 109 Schedules

View 1

🔍

☐

Lunch, Sleep In, Work, BIO-101-80, BIO-101-81, ENG-104-41, MAT-116-09, PED-101-40, PED-101-41

View 2

🔍

☐

Lunch, Sleep In, Work, BIO-101-80, BIO-101-81, ENG-104-41, MAT-116-09, PED-101-80, PED-101-25

View 3

🔍

☐

Lunch, Sleep In, Work, BIO-101-80, BIO-101-81, ENG-104-04, MAT-116-09, PED-101-29, PED-101-17

View 4

🔍

☐

Lunch, Sleep In, Work, BIO-101-80, BIO-101-81, ENG-104-41, MAT-116-09, PED-101-18, PED-101-05

Course Specific Options – Students can narrow/limit options and select a specific section or sections of a course prior to clicking the “Generate Schedules” button

- 1) Click the “⚙ Options” link to the right of any of the courses in the Courses list.

- 2) You have the option to check/uncheck any individual course or check/uncheck all available courses. When selections have been made on page(s), click the “✓ Save & Close” button.

Note: All available combinations of lectures and labs (PED101, Natural Sciences, etc.) are included and each combination will have its own checkmark. Honors sections (Sections 80-89) are included by default and should be unchecked beforehand if a student is not an honors student.

Section	Type	Seats Open	Instructor	Day(s) & Location(s)	Campus
2	Lab	13	Bangerter, Carolyn Elizabeth	MWF 11:00am - 11:50am - LOONEY ARENA	Undergraduate - Main Campus
80	Lecture, 100% in Classroom	6	Russell, William David	MW 1:00pm - 1:50pm - LOONEY 212	Undergraduate - Main Campus
23	Lab	24	Bangerter, Carolyn Elizabeth	MWF 12:00pm - 12:50pm - LOONEY ARENA	Undergraduate - Main Campus
29	Lecture, 100% in Classroom	15	Bird, Natalie Nicole	MW 10:00am - 10:50am - LOONEY 114	Undergraduate - Main Campus
23	Lab	24	Bangerter, Carolyn Elizabeth	MWF 12:00pm - 12:50pm - LOONEY ARENA	Undergraduate - Main Campus
80	Lecture, 100% in Classroom	6	Russell, William David	MW 1:00pm - 1:50pm - LOONEY 212	Undergraduate - Main Campus
25	Lab	15	Bangerter, Carolyn Elizabeth	MWF 9:00am - 9:50am - GISC INDOOR FLD MWF 9:00am - 9:50am - LOONEY ARENA	Undergraduate - Main Campus
29	Lecture, 100% in Classroom	15	Bird, Natalie Nicole	MW 10:00am - 10:50am - LOONEY 114	Undergraduate - Main Campus

- 3) Click the “Generate Schedules” button on the Course Selection screen. Every single available combination of the selected courses will appear, at random, in the list below. The available course schedules will now exclude any course sections that were unchecked on the Course Options screen.

Schedule Planner

Text Only

Help

Sign out

STATE UNIVERSITY

Course Status

Open Classes Only

Change

Term

Fall 2016

Change

Campuses

2 of 6 Selected

Change

Courses

+ Add Course

☒

BIO 101

Principles of Biology

Options

Info

Lock

Remove

☒

ENG 104

College Writing and Rhetoric

Options

Info

Lock

Remove

Prerequisites

☒

MAT 116

College Algebra

Options

Info

Lock

Remove

Prerequisites

☒

PED 101

Fitness and Wellness

Options

Info

Lock

Remove

Breaks

+ Add Break

☒

Lunch

MTWThF - 12:00am to 12:25am

Edit

Remove

☒

Sleep In

MTWThF - 8:00am to 8:50am

Edit

Remove

☒

Work

MTWThF - 3:00pm to 11:00pm

Edit

Remove

Schedules

Generate Schedules

Shuffle

Generated

17 Schedules

View

1

🔍

☐

Lunch, Sleep In, Work, BIO-101-18, BIO-101-03, ENG-104-18, MAT-116-09, PED-101-15, PED-101-06

View

2

🔍

☐

Lunch, Sleep In, Work, BIO-101-18, BIO-101-03, ENG-104-18, MAT-116-09, PED-101-16, PED-101-05

View

3

🔍

☐

Lunch, Sleep In, Work, BIO-101-18, BIO-101-03, ENG-104-18, MAT-116-09, PED-101-16, PED-101-06

View

4

🔍

☐

Lunch, Sleep In, Work, BIO-101-18, BIO-101-03, ENG-104-18, MAT-116-09, PED-101-15, PED-101-05

For questions regarding Schedule Planner, contact Derek Evans, Advisor in Student Success & Academic Advising Center, 816.271.5993, or devans4@missouriwestern.edu.