



# COLLEGE SCHEDULER BY CIVITAS LEARNING®

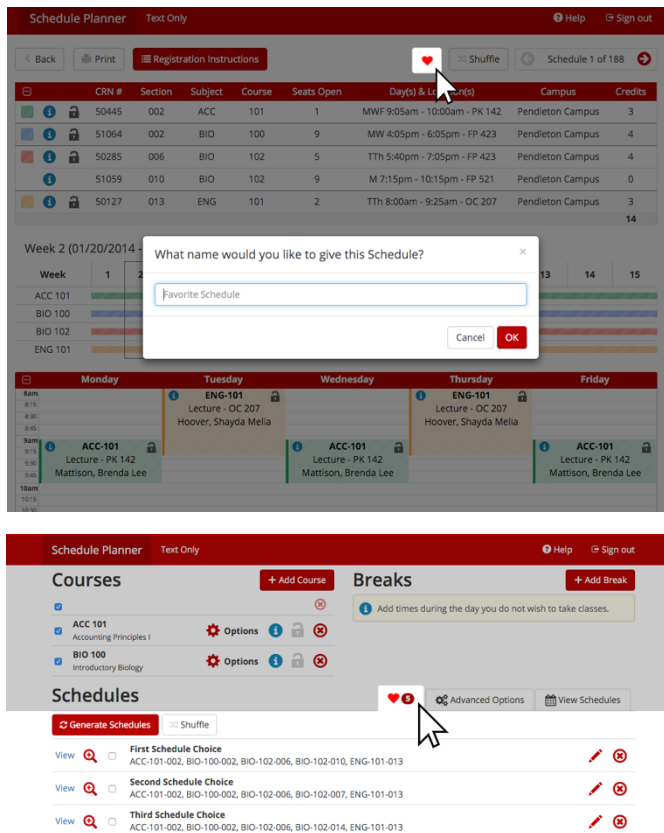
## 3.1 FEATURE RELEASE PEOPLESOFT

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## Favorite Schedules

**Where:** When viewing a schedule, click the **Heart Icon** at the top right of the screen to name and save favorite schedules. On the home page, click the **Favorites Tab** to view, edit and compare favorite schedules.

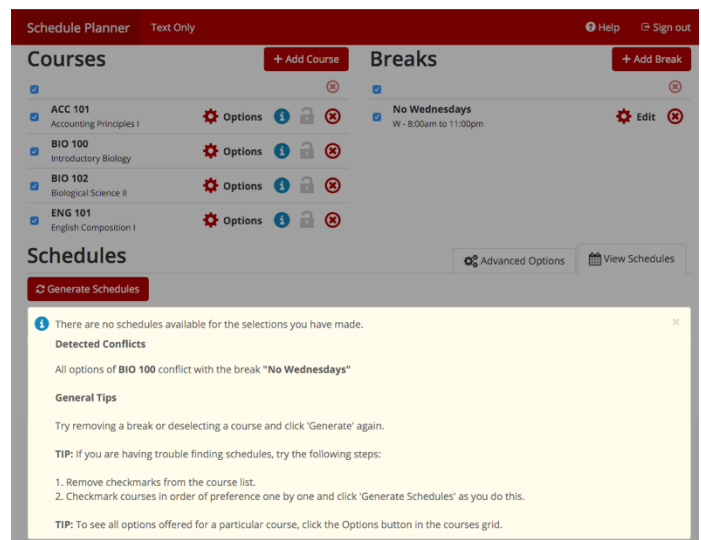
**What:** Allows students to save and name preferred schedules. Students can save a variety of schedules, with diverse courses and breaks. When registration opens, students can access all saved schedules from the **Favorites Tab**, as shown in the second image, to complete enrollment.

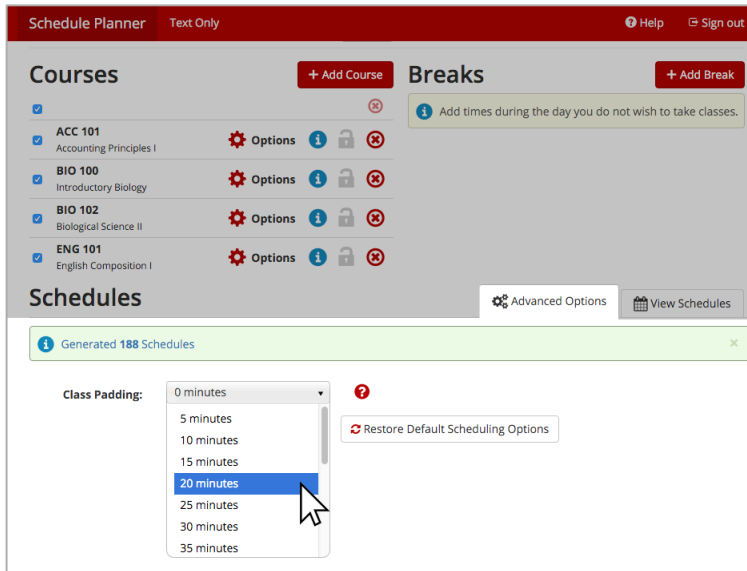
**Why:** This is a highly requested feature that will greatly enhance the student experience and make finding the perfect schedule even easier!

## Conflict Detection

**Where:** Shown on the home page when no possible schedules are generated.

**What:** When no schedules are possible, the software now audits the student's courses and breaks to determine which entries are conflicting. This will alert the student of the conflict and provides tips to address the issue. This eliminates confusion by easily explaining to students why there are no schedule results makes it easy for students to successfully generate schedules.





## Class Padding

Where: Click the **Advanced Options** tab to edit **Class Padding**

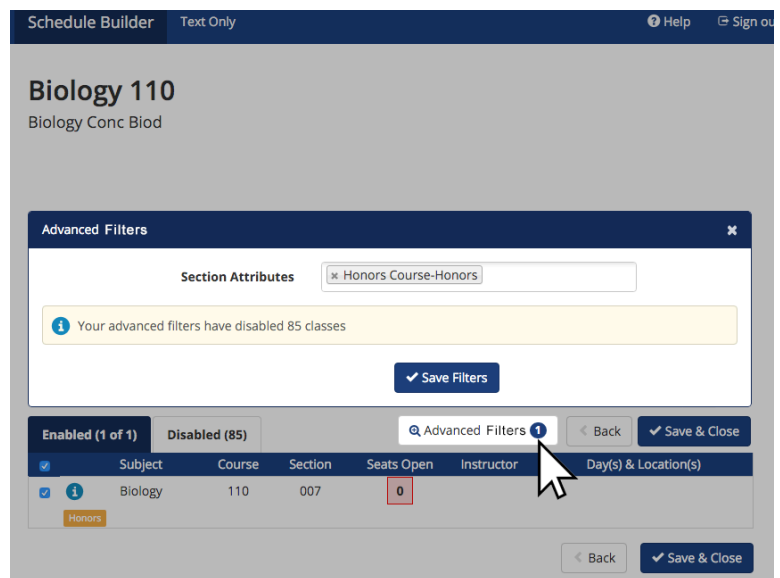
What: Class padding allows students to input time needed between classes. This makes it easier to plan for required travel time or breaks between classes.

## Advanced Filters

Where: On the **course options** screen, click the **Advanced Filters** button.

What: **Advanced Filters** allow users to add or remove filters applied to sections of a course. This is a way of bulk editing sections without having to individually uncheck each one. Available filters include editing by **instructor** or **section attribute**.

\*Indicate which filters you want to be activated on the survey by selecting “**Filter by Section Attribute on Course Options Screen**” and/or “**Filter by Instructor on Course Options Screen**”



Schedule Builder Text Only

### Add Course

By Subject Search By Course Attribute My Planner

Attribute: General Education-GenEd: Natural Sciences (GN)

Section Attribute: Honors

Subject: BIOL - Biology

Course: 110 - Biology Conc Biod

< Back + Add

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Biology 110 - Biology Conc Biod

A STUDY OF THE EVOLUTION OF THE MAJOR GROUPS OF ORGANISMS INCLUDING THE FUNDAMENTAL CONCEPTS OF BIOLOGY.

## Search by Section Attribute

**Where:** From the **Add Course** screen, click the search by course attribute and utilize the **Section Attribute** drop down menu.

**What:** This allows students to search and filter by section attributes. This enables students to include only sections of a course that match the **Section Attribute** they've selected. For example, students can find all courses that contain "Honors" sections. Once the course is added from this tab, only "Honors" sections will appear in the generated schedules.

\*Requires upgrade of existing SIS interface.

## Unlinked Lab & Lecture Display

**Where:** This is a simpler view of linked labs and lectures shown on the **Options** display.

**What:** This is a cleaner way to display and edit linked labs and lectures. Rather than showing every possible combination as a linked group, section options for labs and lectures are displayed independently. This significantly simplifies section editing!

Timetable Planner Text Only

### Biology 1101

Molecules, Genes & Cells

Enabled (2326 of 2326)

BEFORE

Section	Component	Seats Open	Day(s) & Location(s)	Dates	Campus
LE01	LEC	569	M 11:00am - 12:00pm - Scott Theatre 001 F 11:00am - 12:00pm - Scott Theatre 001	29/02/2016 - 07/03/2016 04/03/2016 - 18/03/2016	North Terrace Campus
PR01	PRA	60	T 10:00am - 1:00pm - The Braggs 440 T 10:00am - 1:00pm - The Braggs 440	01/03/2016 - 08/03/2016 22/03/2016 - 22/03/2016	North Terrace Campus
TU01	TUT	20	T 9:00am - 10:00am - The Braggs 425 T 9:00am - 10:00am - The Braggs 425	01/03/2016 - 05/04/2016 29/04/2016 - 07/06/2016	North Terrace Campus
WR01	WRK	100	T 1:00pm - 2:00pm - Maewson Labs 134 T 1:00pm - 2:00pm - Maewson Labs 134	08/03/2016 - 05/04/2016 29/04/2016 - 31/05/2016	North Terrace Campus
LE01	LEC	569	M 11:00am - 12:00pm - Scott Theatre 001 F 11:00am - 12:00pm - Scott Theatre 001	29/02/2016 - 07/03/2016 04/03/2016 - 18/03/2016	North Terrace Campus

Timetable Planner Text Only

### Biology 1101

Molecules, Genes & Cells

Enabled (58 of 58)

AFTER

Section	Component	Seats Open	Day(s) & Location(s)	Dates	Campus
LE01	LEC	569	M 11:00am - 12:00pm - Scott Theatre 001 F 11:00am - 12:00pm - Scott Theatre 001	29/02/2016 - 07/03/2016 04/03/2016 - 18/03/2016	North Terrace Campus
PR01	PRA	60	T 10:00am - 1:00pm - The Braggs 440 T 10:00am - 1:00pm - The Braggs 440	01/03/2016 - 08/03/2016 22/03/2016 - 22/03/2016	North Terrace Campus
PR02	PRA	52	T 2:00pm - 5:00pm - The Braggs 440 T 2:00pm - 5:00pm - The Braggs 440	01/03/2016 - 08/03/2016 22/03/2016 - 22/03/2016	North Terrace Campus



# Administration Features

## Course Pre-Loader

**Where:** From the Administration Home Page, use the **Advanced** drop down and select **Course Pre-Loader**

**What:** Allows advisors to pre-populate suggested courses for groups of students. The pre-loaded courses will be added to the individual student's **Courses** list for them to easily access from schedule planner. Students still have the freedom to pick **when** to take the courses, while enjoying the simplicity and support of having suggested courses already loaded.

**How:** Upload a list of student ID numbers and select the desired courses for those students. The courses will appear in each student's list of courses inside schedule planner. (Please request our **Course Pre-Loader Guide** for detailed instructions)

**Benefits:** This is especially valuable for freshman or transfer orientations, making the scheduling process easier.

## Registration Worksheet

**Where:** From the Administration Home Page, use the **Advanced** drop down and select **Registration Worksheet**

**What:** Allows administrators to utilize schedule planner to generate a schedule for a group of students and provides all information necessary to complete registration in a downloadable spreadsheet.

**How:** Administrators upload a list of student IDs, launch schedule planner to find classes available for the group of students, and then click **Registration Worksheet**. A complete worksheet of student IDs and class registration numbers are downloaded. Note: This does not actually register students in the selected schedule, however you can utilize this spreadsheet in the SIS to assist with registration. (Please request our **Registration Worksheet Guide** for detailed instructions)

**Benefits:** Easily create schedules for special **groups** of students, such as cohorts, athletes or even freshmen!



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