WELCOME TO SCHEDULE PLANNER

QUICK REVIEW GUIDE

Schedule Planner is a web-based software, primarily for use by students at Pace University.

Schedule Planner replaces the dated process of using pen, paper and entirely too much time to develop a working schedule only to find out that a course is then closed. This software automates the process with an easy to use interface that presents the students with every possible schedule option, including breaks, that fits their desired course load. You can set the filter to only show open classes, filter by campus and/or level of the course. This process not only saves time in building the schedule but also increases the student's chance of being able to register prior to the classes closing.

Just choose the courses that you want to register for, block out your busy time, such as practice, work or just some free time, then let Schedule Planner build a series of schedules that fit and you pick the one that is best for you.

ACCESSING SCHEDULE PLANNER

To access the new Schedule Planner login to **MyPace Portal**.

Once you have logged in click on the **Student Tab** at the top of the page.

Now click on the **Registration, Grades and Tuition Schedule** link.

On the next page click on the **Student Button** along the top of the window, and then the bottom link on the **Registration Tab** click on the link for **Scheduler Planner**.

NOTE: When you click on the Schedule Planner link the page will open in seperate window.

Once the page loads, you must answer three mandatory questions to set the filters for the content.

- First select the **TERM** for which you would like to register.
- Second select the **CAMPUS** you would like to attend. (Check all that apply)
- Thrird select you **ACADEMIC LEVEL**. (Check all that apply)

NOTE: Please select for the TERM, CAMPUS and LEVEL of the course that you are registering for.

Select Term

	Term
●	Fall 2015
○	January Intersession 2016

✔ Save And Continue

Select Campus

☑	**Select All Campuses**
☑	Midtown Center
☑	New York City
☑	Off Campus
☑	Online
☑	Pleasantville
☑	White Plains

✔ Save And Continue

Select Levels

☑	**Select All Levels**
☑	Undergraduate
☑	Graduate
☑	Doctoral
☑	Law-JD
☑	Law-LLM
☑	Law-SJD
☑	Non-Traditional

‹ Cancel

After you click **Save and Contine**, your selections are saved for the next time you log in and you should now be on the official Scheduler Planning Page as shown below. Lets review this page.

Schedule Planner	Text Only			❓ Help	➔ Sign out

PACE UNIVERSITY

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected	Change	Levels	All Levels Selected	Change
Term	Fall 2015	Change			

ℹ️ **Instructions:** Add desired courses and breaks and click **Generate Schedules** button!

Tip: Send your schedule to the Registration Cart to save your schedule! ✕

Courses   ＋ Add Course

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

Breaks   ＋ Add Break

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

Schedules

🔄 Generate Schedules

SCHEDULE PLANNER is a simple solution. The page consist of just two sections…

The top half is the **Filters Section**. This is where you can filter your selections by a series of five areas.

- **COURSE STATUS:** By default the software is searching open classes. However, you can search all courses regardless if they are open or closed.
- **CAMPUS:** You can narrow the seach down to your primary or home campus.   Or, if you are near another campus freqently you can search for course on multiple campuses.
- **TERM:** Term or semester that the student regeristing for. The traditional college semesters are Spring, Summer 1, Summer 2 and Fall. Pace offers addition semester depending on need and your availabilty.
- **PART OF TERM:** Within the traditiaonal and non-traditional terms there are a number of special sub-catagories such as Later Start, this can be for one target group or the general student body.
- **LEVEL:** Again this is for the level of the course you are searching for. The student could be an undergraduate student looking to register for a graduate level course for example. In this example you would select the graduate level.

The bottom half is the **Courses and Breaks section**. This is where you build your course load desired and block out any break time for the planner to work around when building all posibile schedules.

Now that you have selected the correct filters it is time to build your schedule. First lets add the course load you would like to take this semester.

Start by clicking the **+Add Course** button.
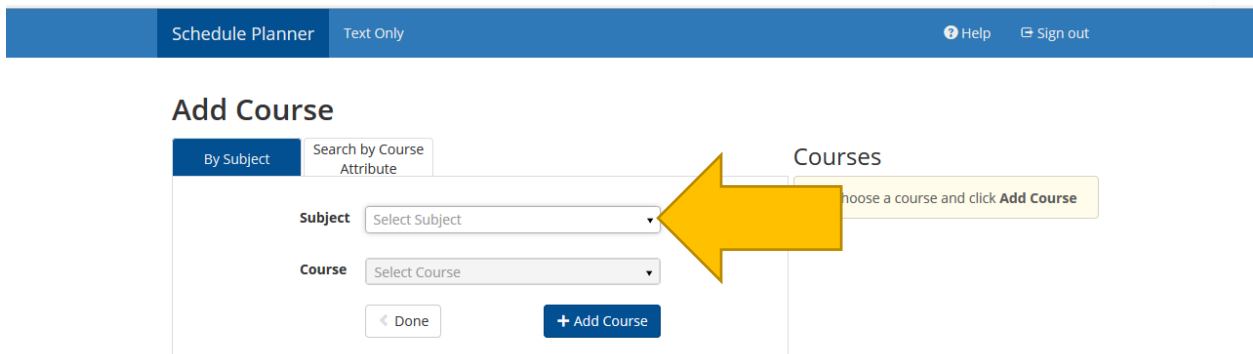
You should now be on the **Add Course** screen

Next click on the down arrow in the subject field to find your course listed by subject area.

In this example we are going to add a course from the School of Education a **Teaching Course.**

After selecting the subject area, in this case **TCH – Teaching.** The next step is the selection of the course.

In this example we are going to add, **TCH 301, Education II: Understanding Learning and Teaching.**

After selecting your course you must now click on the **+Add Course** button.

After you click on the **+Add Course** button you get a green notification bar across the top of the page.

The course will also be added to the **Courses** column on the right side of the screen. This adds all of the TCH 301 and corresponding sections.

On this page you will also notice additional course information. Including the prerequisites for the course and course description.

If you want to add any additional courses, repeat the process for each additional course.

After you have added your desired course load for the semester click on the **Done** button.

Once you are click **Done**. You will be back the **Main Page**, and you will now have your courses listing.

Now that you have the course(s) listed you will have additional buttons available. To the right of the course you will see an **options button**, an **information button**, a lock and a **remove button**.

The **Options Button** give you a list of the sections available for that particular course. You are able to see the Course Reference Number (CRN), the instructor and the day and time the class meets.

The **Information Button** gives an overview of the course. You can see the title and a course description

| Campuses | 1 of 6 Selected | Change | Levels | 1 of 7 Selected | Change |
| Term | Fall 2015 | Change | | | |

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Tip: Send your schedule to the Registration Cart to save your schedule!

Courses   + Add Course

☑

TCH
DASA- Harassment, Bullying,
Cyberbullying and Discrimination   ⚙ Options ℹ 🔒 ⊗
in Schools, Prevention &
Intervention

Title: DASA- Harassment, Bullying, Cyberbullying and
Discrimination in Schools, Prevention & Intervention
Notes: Catalog Description: This coursework will address the
social patterns of harassment, bullying and discrimination,
marginalization and microaggressions, including but not limited
to, those acts based on a persons actual or perceived race,
color, weight, national origin, ethnic group, religion, religious

Breaks   + Add Break

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

The **Remove Button** removes the corresponding course from the list. You can see the title and a course description

Schedule Planner   Text Only   ❓ Help   ⤷ Sign out

PACE
UNIVERSITY

Course Status	Open Classes Only		Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected		Levels	1 of 7 Selected	Change
Term	Fall 2015				

Instructions: Add desired courses and bre___ ___ick **Generate Schedules** button!

Tip: Send your schedule to the Registration ___ ave your schedule!

Courses   + Ad___

☑

TCH 211D
DASA- Harassment, Bullying,
Cyberbullying and Discrimination in   ⚙ Options ℹ 🔒 ⊗
Schools, Prevention & Intervention

TCH 301
Education II: Understanding   ⚙ Options ℹ 🔒 ⊗
Learning and Teaching
Prerequisites Corequisites

Remove

Breaks   + Add Break

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

This system also indicates whether there are any Prerequisites and/or Co-requisites.

PLANNING YOUR SCHEDULE – ADDING BREAKS

Once the courses have been added to your list you can add your **Breaks** or Busy time to be excluding when building your schedule.

First click on the **+Add Break** button.

Once the **Add Break** screen opens you have to enter a **Break Name**, select the **Start Time** and **End Time** and **Days** of each individual break.

Once you have entered all of the information click on the Add Break button on the bottom of the page.

NOTE: The break name can only contain letters and numbers. If you enter any other character you will get an error message.

Once the correction has been made to the Break Name click **Add Break** button. A notification indicates that the break has been created and the break will now be listed on the Schedule Planner screen.

Once all the classes are listed and the breaks click on the **Generate Schedules** button on the bottom of the screen.

If there any type of warning or problems a notification will show upon the screen. If it is a problem with one particular course you can remove that one course and generate the schedule again.

In this example there is a problem with the TCH 301 course. There is no possible schedule available with that course included with the break I indicated I need.

Click the remove button next to TCH 301 to remove the course then click Generate Schedules again.
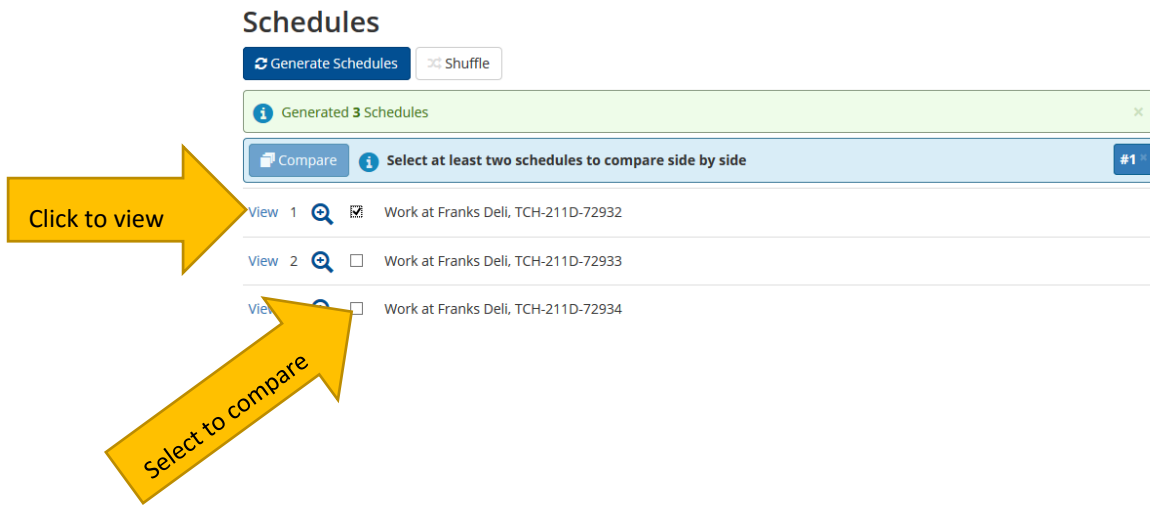
Once the schedules are generated you will see a list of all possible course schedules for the courses you selected fit in around your breaks.

From the list of schedules you can click on view to see that schedule plugged into a calendar, including your breaks.

You can also select multiple schedules to compare them side-by-side.

This is the compare view of the schedules.

This is a calendar view of a schedule.

On the top right side on the page you have buttons that allow you to navigate through the schedules. You can either **Shuffle** through the schedules randomly or you can go to the next and previous schedules respectively.

Once you feel you have found the schedule for you click **Send to Registration Cart.**

Once you click send to cart you will have to verify that you want to send your schedule to the registration cart from Schedule Planner. **CLICK OK**

Once you click OK, your schedule with be transferred to the Schedule Planner Registration Cart. From here you have a few options.

- **Register** - The courses will be added to the ADD/DROP from within Banner so you can register
- Add to Worksheet - The course will be added to a worksheet for review **(You are not registered)**
- Save Cart - The courses are saved in the cart incase you need to make changes prior to registering.
- Clear Cart - Clear all of the courses from the current Registration Cart.

This is a view of the Registration screen. Click **I Agree** to register for the course.

To access a saved Registration Cart. Follow the steps to login to MyPace Portal select the Student button and underregistration you will see a link **Schedule Planner Registration Cart**.
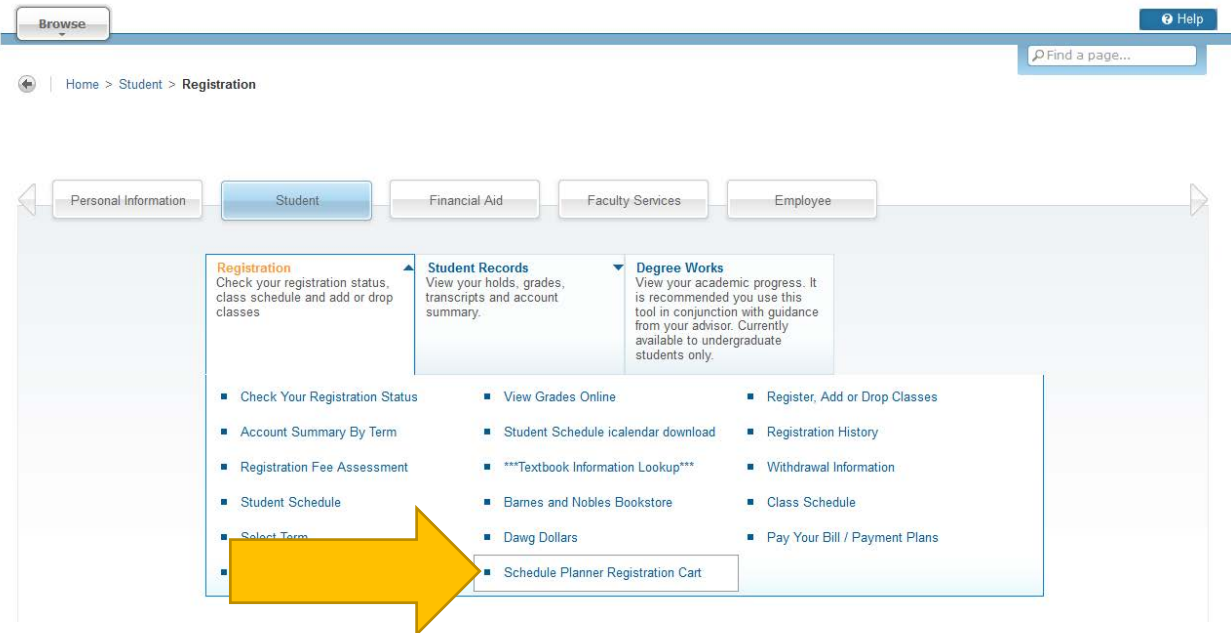
This walk through guide is a quick reference to help walk you through the use of Schedule Planner. There is also help available through the page and support through Information Technology Services.

If you have any questions please feel free to contact me:

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