

Schedule Planner for Advisors

Advisors can view their advisee's current schedule, shopping cart, and the **Add Course** list in Schedule Planner. They can also update the courses in the Add Course list, generate schedules, and validate the courses. However, once a schedule is found, advisors cannot add those courses to the shopping cart or register for the student.

Pull up your advisee in the advisee's Student Center. Click on the **Schedule Planner** link.

The screenshot shows a navigation menu under the heading 'Academics'. On the left, there are links for 'My Class Schedule', 'Shopping Cart', 'My Planner', and 'Schedule Planner'. A red arrow points to the 'Schedule Planner' link. Below these links is a search box containing the text 'other academic...' and a search icon. To the right, there are sections for 'Deadlines' and 'URL', and a table titled 'This Week's Schedule'.

This Week's Schedule		
	Class	
	CHM 103-21L LAB (1231)	We 2:1 5:20PM Prairie
	CHM 103-420	MoWe

Select the appropriate term. Click **Save and Continue**.



Select Term

Term

- Fall 2020
- Winter 2021
- Spring 2021

✓ Save and Continue

You are now on the **Plan Schedule** screen.

The screenshot shows a dark red navigation bar with several items: 'Plan Schedule' (highlighted with a red arrow), 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'.



The various filters at the top of the screen affect which courses you will find in the search. Click on the **Change** button to change the filters.

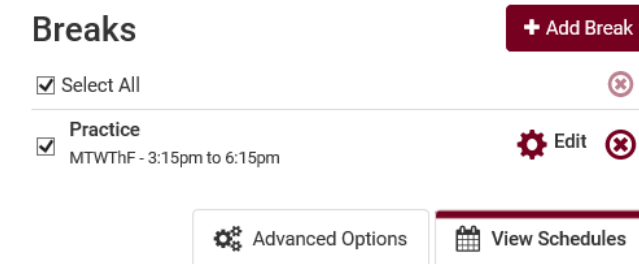


Course Status	Open Classes Only	Change	Term	Spring 2021	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

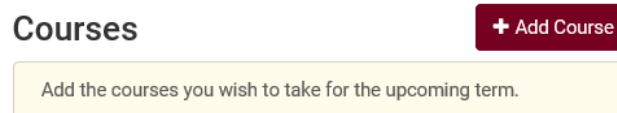
- **Course Status:** can limit your search to open classes (classes that still have seats available) or to both open & full classes
 - **Classes that are full but have a wait list are under the Open & Full filter.**
- **Sessions:** in most situations keeping all of these checked will give you the best results.
 - If you want to limit your options to only classes that run the entire semester, only check the **Regular Academic Session**.
 - If you are looking to add a shorter class, choose one of the shorter sessions.
 - **Dynamic Dates** means the class can have an unusual start and/or end date.
 - Summer term will have many more session options to choose from, so the session filter is often more widely used when searching for summer classes.
- **Term:** what term of classes you would like to search. There is often more than one term available, so check that this is set correctly before searching
- **Instruction Modes:**
 - **Blended (In Person/Online/ITV):** Course in which content delivery, course activities, and assessments take place both in a physical classroom and online. The percentage in which the class meets in a classroom versus online is determined by the department & instructor.
 - **Independent Study:** Students work out with their instructor when they will meet and what topic they will study. This type of course always requires instructor approval in order to register. First years and sophomores vary rarely have this type of course.
 - **In-Person:** Course in which content delivery, course activities, and assessments take place in a physical classroom.
 - **Online Asynchronous or Online:** All content and course activities take place online. Students do not meet in person at a physical site. Although there are deadlines for students by which they need to complete work, there are no requirements for a specific date/time when the student must be available.

- **Online Synchronous:** All content and course activities take place online. Some or all of the class still takes place at a scheduled time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). A meeting date & time is listed in the schedule and enrolled students must schedule other classes/activities around that time.

Use **+Add Breaks** to build in activities that you want to schedule around such as lunch, practice, or work.

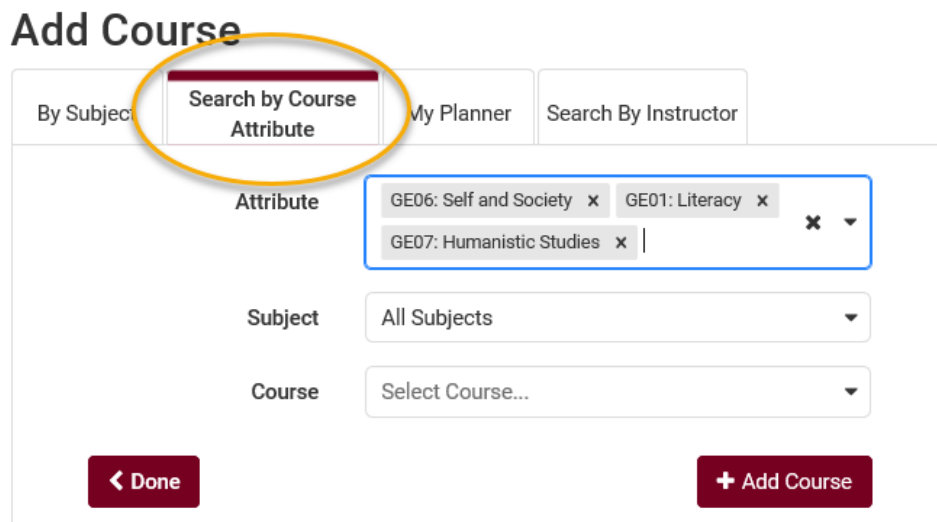


Click **+Add Course** to find and add courses to use in a schedule.



Use the course filters on the **Add Course** screen to find your course.

- **Course Attributes** allow you to search for general education courses. You can add multiple general education attributes so you can search multiple categories at once.



- **My Planner** helps students find courses you have already put term by term into the Academic Planner in your WINGS Student Center. If no classes show here, the student does not have any classes in that term in the My Planner in WINGS. Unassigned courses (not assigned to a term) do not appear in Schedule Planner. Courses on the My Planner tab can be selected for use when generating schedules.

Add Course

The screenshot shows the 'Add Course' interface with the 'My Planner' tab selected. The 'Plan Term' is set to 'Spring 2021'. A course is listed with a checked 'Select All' box and a '+ Add' button circled in yellow.

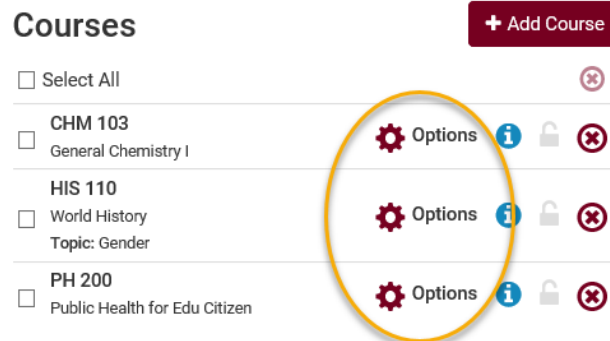
- If the course has a **topic**, an additional field will appear. You must select a topic before you can add that course. Only one topic can be added at a time. To search multiple topics, you must add the course multiple times to your list.
- Click **+Add Course** when you find the course you want. It will put the course in the right column so you can search for more courses to add. If you change your mind about a course you've added, you can use the red X to remove it.

Add Course

The screenshot shows the 'Add Course' interface with the 'My Planner' tab selected. The 'Subject' is 'HIS - History', the 'Course' is '110 - World History', and the 'Topic' is '10 Objects Changed the World'. A red box highlights the course details, and a red arrow points to the '+ Add Course' button. On the right, the 'Courses' list shows 'CHM 103 General Chemistry I' with a red arrow pointing to the red X remove button.

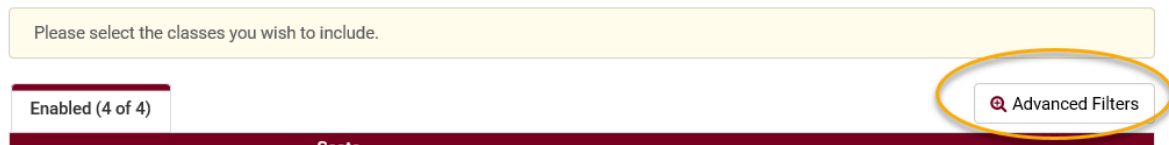
Click **Done** when ready to generate a schedule. You will be returned to the main Plan Schedule tab and the courses you chose will appear under the +Add Course section.

Filter more by using **Options**, the gear icon next to each course in the Add Course list. The **Generate Schedules** step will use your filters to narrow down your list of options even further.



- **Filter by instructor:** click on the Options next to your course. Then click on the **Advanced Options** link.

Public Health 200 Public Health for Edu Citizen



- **Filter by exact time:** click on Options. Each section displays its scheduled time and mode of instruction. Check only the sections you would like to get into. Be sure to pay attention to whether there are still seats available in your desired section.

Enabled (2 of 4)										Advanced Filters
<input type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits	Instruction Mode		
<input checked="" type="checkbox"/>	01	LEC	1	Katie Wagoner	MWF 9:55am - 10:50am - Wimberly 105 105	La Crosse	3	In Person		
Instruction Mode: In Person										
<input type="checkbox"/>	02	LEC	14	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous		
Instruction Mode: Online Asynchronous										
<input type="checkbox"/>	03	LEC	17	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous		
Instruction Mode: Online Asynchronous										
<input checked="" type="checkbox"/>	04	LEC	20	Gary Gilmore	MWF 12:05pm - 1:00pm - Wimberly 228 228	La Crosse	3	Online Synchronous		
Instruction Mode: Online Synchronous										

- **Find the closed sections with wait lists that have room on the wait lists:** Make sure the Course Status filter at the top of the main screen is looking for both Open & Full sections. Then click on Options next to your course. Click on the blue information bubble next to a section to see if there is a wait list. If there are students on the wait list, a **Waitlist** number will show. If there are seats available in the wait list, a **Waitlist Open** number will show. If there is no wait list at all, neither one of these will show.

The screenshot shows a course section card with the following details:

- Section ID:** 01
- Component:** LEC
- Waitlist:** 3
- Waitlist Open:** 27
- Instructor:** Megan Leach
- Title:** Accounting Principles I
- Session:** Regular Academic Session
- Description:** An introduction to accounting as an information system. Emphasis is on reporting to external constituencies: investors and creditors. Topics include recording economic activities of the firm and the resultant financial reports, time value of money concept and its applications to financial reporting.
- Textbook:** [View Books to Buy](#)

A red arrow points to a blue information bubble (i) next to the section ID '01'. A red box highlights the number '0' in the top right corner of the card.

Tips when using Options:

- Click the **Generate Schedules** button before adding a lot of filters, so that you can see the largest number of possibilities first. Getting very specific before you know what is available will make it more difficult to find an open schedule.
- If too many filters are selected, it is possible to end up with 0 possible schedules. In that case, go back and adjust your selected filters or update the list of courses you are scheduling.
- See how many seats are available in all sections of a course by clicking on the **Options**. If all of the sections say 0, click on the blue info button to see if there is a wait list.
- If you have changed the **Course Status** filter to include both open and closed sections in order to see wait lists, you use the checkboxes under Options to uncheck any closed sections that don't have a wait list or have a full wait list.
- If you have the **Course Status** filter to include only open classes, the closed sections will display on the **Disabled** tab.

Click on **Generate Schedules** to view potential schedules based on those courses (and filters, if you have added any). The example below has generated 132 possible schedules. You can look through those schedules or use the additional filters under Options to narrow down your results more.

Courses

+ Add Course

<input checked="" type="checkbox"/> Select All				
<input checked="" type="checkbox"/> CHM 103 General Chemistry I	Options	i	🔒	✖
HIS 110				
<input checked="" type="checkbox"/> World History Topic: Gender	Options	i	🔒	✖
PH 200				
<input checked="" type="checkbox"/> Public Health for Edu Citizen	Options	i	🔒	✖

Breaks

+ Add Break

<input checked="" type="checkbox"/> Select All		
<input checked="" type="checkbox"/> Practice MTWThF - 3:15pm to 6:15pm	Edit	✖


Schedules

Advanced Options

View Schedules

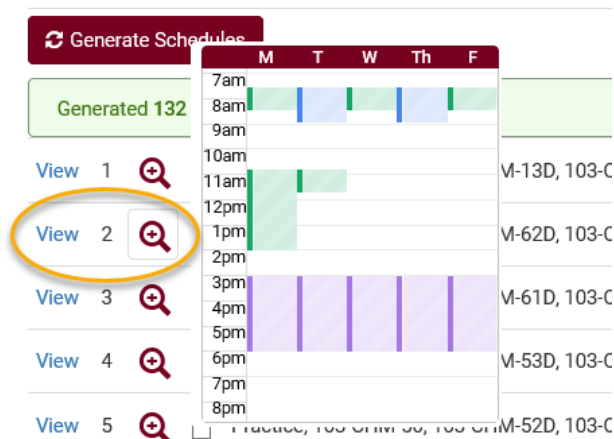
Generate Schedules

Generated 132 Schedules

[View](#) 1  Practice, 103-CHM-10, 103-CHM-13D, 103-CHM-14L, 110-HIS-03, 200-PH-04

[View](#) 2  Practice, 103-CHM-60, 103-CHM-62D, 103-CHM-61L, 110-HIS-05, 200-PH-03

Hover over the magnifying class with your cursor to see a miniature view of the weekly schedule. Click on the blue **View** link to see the large view.



Click on the lock icon next to the course section you want to keep. After locking a class, any new schedules generated will keep that specific section.

If you change your mind about keeping the section, click the lock icon again to unlock.

You are viewing a potential schedule only and you must still register.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	2187	CHM	103	60	69	MWF 7:45am - 8:40am - Wimberly 102 102	09/09/2020 - 12/16/2020	0	In Person
Not Enrolled	2188	CHM	103	61D	9	T 9:55am - 10:50am - Cowley 103 103	09/08/2020 - 12/15/2020	0	In Person
Not Enrolled	2191	CHM	103	61L	4	M 11:00am - 2:05pm - Prairie Springs 2009 2009	09/14/2020 - 12/14/2020	5	In Person

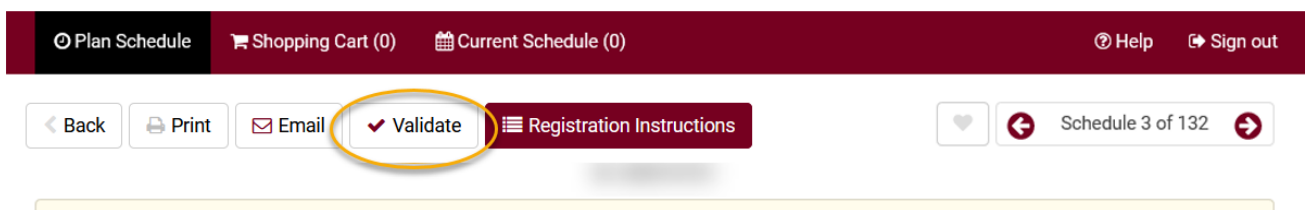
Click on the blue information bubble to review the class details. Class details include: instructor's name, course description, if there is a wait list, number of seats open in wait list (if the section has one), prerequisites, if consent is required to register, mode of instruction, view books to buy, and important notes about that section.

Shopping Cart

Subject	Course	Section	Component	Day(s) & Location(s)	Instruction Mode
CHM	103	61L	LAB	M 11:00am - 2:05pm - Prairie Springs 2009 2009	In Person
CHM	103	61D	DIS	T 9:55am - 10:50am - Cowley 103 103	In Person
CHM	103	60	LEC	MWF 7:45am - 8:40am - Wimberly 102 102	In Person
<p>Title: General Chemistry I</p> <p>Component: LEC</p> <p>Session: Regular Academic Session</p> <p>Instructor: Bryan Borders</p> <p>Description: An introduction to chemistry including topics in atomic structure, chemical bonding, molecular structure, chemical stoichiometry, reactivity, states of matter, solutions, acid-base theory, and nuclear chemistry, and also including selected topics in descriptive and applied chemistry. Scientific inquiry, experimental design and data analysis are included. Lect. 3, Lab 3, Disc. 1.</p> <p>Textbook: View Books to Buy</p> <p>Instruction Mode: In Person</p> <p>Day(s) & Location(s): MWF 7:45am - 8:40am - Wimberly 102 102</p> <p>Dates: 09/09/2020 - 12/16/2020</p> <p>Notes: Students registering for lecture 60 must also register for one discussion group(61D, 62D or 63D) and one lab section (61L thru 65L).</p> <p>Associated: Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher.</p> <p>Consent: No Special Consent Required</p> <p>Drop Consent: No Special Consent Required</p> <p>Enrollment Requirement: Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher. Students who are currently enrolled in CHM 103 may not register for this course again until after priority registration (unless they have instructor/department consent).</p> <p>Prerequisites</p>					
HIS	110	05	LEC	TTh 7:45am - 9:10am - Wimberly 102 102	In Person

Tip: All textbooks may not be posted at the start of registration. Students should check again two weeks before the semester starts. At that time, they can also find their entire booklist for the semester through their WINGS Student Center, in the drop down menu under the Academics section on the main page. They can also email themselves their booklist through the mobile WINGS site, which comes up on mobile devices.

Once a schedule is chosen, click **Validate** at the top to see if the student will meet the prerequisites for those courses. If they do not meet the prerequisites, the student will not be able to enroll in the course. If you see a red X, be sure to read the message about why the student will not be able to enroll in the course. If you have questions about the message, contact the Records office.



If the student is satisfied with the schedule, they should click Send to Shopping Cart and finish registering in their account. Advisors will only see a button called **Registration Instructions**. It does not need to be clicked.

Detailed directions on how students register through WINGS or Schedule Planner can be found on the WINGS Help page: <https://www.uwlax.edu/wings/#registration>.

If video training is preferred, there are videos posted on Schedule Planner's Help page that go over a lot of what this document has reviewed.

