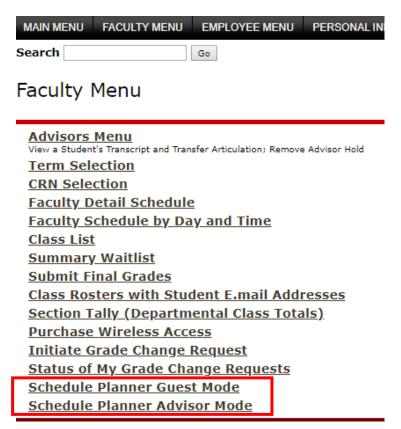# College Scheduler – Advisor Tools

College Scheduler is a new tool to help students and advisors with planning their classes for upcoming terms. You can refer to this [tutorial video](#) for instructions on how students use the planner.

To access the advisor tools, you will log into the university Portal, select WolfWeb, and then on the Faculty Menu. Under the faculty menu options, you will see a link for Schedule Planner Guest Mode and Schedule Planner Advisor Mode.

Schedule Planner Guest Mode

The Guest Mode option allows you to see the planning tool the same way a student would see it. You can use this tool to give instructions to students on what College Scheduler looks like and how they can use it. In addition to the tutorial video referenced above, additional instructions for using College Scheduler are available in the Appendix. They are also detailed help videos located in the upper right hand corner of the Schedule Planner window.

Schedule Planner Advisor Mode

The Advisor Mode allows you to input a student's V-Number and pull up the Schedule Planner for that specific student. In this mode, you will be able to see any classes or breaks the student has added, as well as any plans they have saved in their Favorites. When working with the student, you can use this tool together to discuss classes for the upcoming term and potential plan options. The student will then be able to log into the tool through WolfWeb and see any of the information that you saved and send their favorite plan to their registration cart.

Guidelines for generating schedules for students:

- Students can create plans prior to advising meetings to guide the discussion in the appointment.
    - This allows students to take initiative by looking at degree requirements/DegreeTracks and be proactive in planning their classes.
    - Students can be encouraged to use Schedule Planner to prepare for and get the most out of their advising sessions.
- Advisors can use this mode as they meet with student to create a plan based on needed courses discussed and times that meet the student's needs and responsibilities.
    - Classes can be planned for the next term and one term after that to facilitate future planning. (e.g. classes will be available for during Winter term registration time for planning Winter term and Spring term classes).
    - This mode can be an effective tool for finding how critical major courses work around timing conflicts (e.g. athlete practices, work, etc).
- Multiple plans can be saved as favorites. As advisors work with students on potential plans, if you save a new plan, label the plan with your name or the word advisor in the title so students know who created the plan.
    - Advisors can provide additional information and recommendations to students about necessary classes for graduation, but should not delete plans the student has created.

Considerations: The planning tool does not allow advisors to register students for classes. Student are still responsible for selecting the final plan and sending it to the registration cart and registering for classes.

Appendix

College Scheduler Instructions

Once you log into the Guest Mode or Advisor Mode (you will also enter the student's V-Number in this mode) of College Scheduler, you can select whether you want to search all campuses, classes in Monmouth, online classes (virtual campus), our Salem classes, or classes at other locations off campus. Make your selection and then select Save and Continue (you can change these selections later if you need to).

Course Filters

On the planner screen, you can use the options at the top to add filters to the classes in the search. The planner defaults to only show open classes, but you can change this to by selecting the Change Button Course Status and selecting Open Classes, Open & Waitlist Available Classes or All Classes. After choosing one, click the Save button.

To make changes to the campus, select the Change button next to Campuses. You can select as many of the campus options as you would like. After choosing one, click the Save button.

To or select a specific type of instructional method, select the Change button next to Instructional Methods. You can also select as many of the options as you would like. After choosing one, click the Save button.

If you need to change the term you are planning classes for, you can select the Change button next to the Term. The tool will be available to schedule classes for the next term registration and one term after that (e.g. it will be available during Winter term registration for planning Winter term and Spring term classes).

Adding Courses

To select the courses you want to add to the plan, select the Add Course button. You can search for a specific course by entering the subject and then selecting the course number. Next, click on Add Course.

You can also search for classes by attribute (e.g. general education classes or classes with low cost/no cost textbooks). When you select an attribute, it will show you all the subjects in that category, and then you can see all the courses under that subject. Once you have selected the class you want to add, click the Add Course button.

As you add classes, they will show up on the right hand side of the page. Once you have added all the courses you want, click on the Done button to go back to the planning page.

Adding Breaks

You can add breaks for when students are not able to take classes. Click on the Add Break button to add the dates and times of the desired breaks. You can add multiple breaks.

Generating, Viewing, and Modifying Schedules

Once you have the courses and breaks entered, click on Generate Schedules. This will load a list of schedule options at the bottom of the page.

Once the schedule options are loaded, you can hover over the magnifying glass to see the schedule at a glance. You can also select multiple schedules to view side by side by checking the box next to the plans and select the Compare button.

To see a schedule more in depth, select the View option next to the plan. In the View screen, if there is as specific section of a class that a student wants or needs to take, you can lock the class to only show schedules with that course included. To lock the classes, select the icon next to the course at the top of the page or on the calendar view.

On the main planning page, if you want to remove classes from the list of plan options, you can uncheck the box next to the course or use the X button to remove the class from the list. As you make any changes to the filters, courses, or breaks, you will need to click Generate Schedules again to update the list of plan options.

You can also select the information icon (lower case i) next to the list of courses in the main planning page to read a course description. You can select the sections option to see all the sections of that class being taught for that term. If the student only wants to include a specific section in their schedule options, you can uncheck all the boxes and only select the box next to the desired course. You can also select the information icon (lower case i) to see specific information about the section, such as the course title. Once you have made and changes, select the Save and Close button to return to planning page. After making any changes, you will need to click on the Generate Schedules button again to refresh the schedule options.

Saving Plans

In the View page, if there is a plan the student likes and wants to save, you can select the heart icon at the top of the View page to save it to your Favorites. After selecting the heart icon, name the plan (include your name or advisor in the title of the plan) and select the Save button. The favorite schedules will be saved under a favorites tab in the schedules section at the bottom of the main planning page.

In the View mode, you can also print a copy of the schedule on this page to print a hard copy or save it as a pdf.

Registering for Classes

Once students have a schedule the way they want it, when they log into College scheduler, they can select the plan from the Favorite tab and select View. In the View mode they can select the option to send it to the Registration cart. This will take the student to WolfWeb where they can click on the Submit button to add the classes. If the student's registration time hasn't opened yet, they can log back into WolfWeb to add the classes once it does. To do this, they will log into the Portal, select WolfWeb, select the Student Tab, Schedule and Registration, and then click on the Schedule Planner Registration Cart.

If a student has sent a schedule to the registration cart but they make changes to their plan and select a new one, if they send the new plan to the registration cart, it will override the classes that were previously saved in the plan.