

# Using Schedule Planner

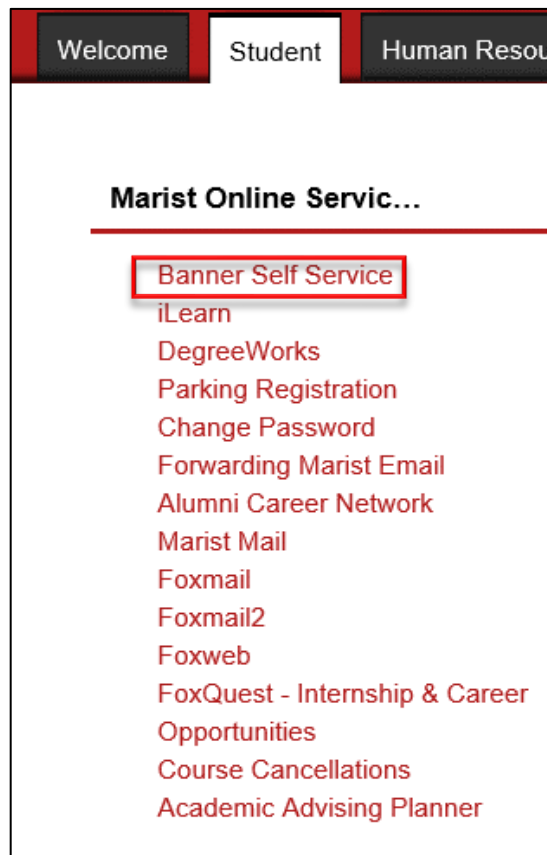
## Overview:

Schedule Planner is a tool designed to assist students with creating an ideal class schedule, taking in to account any other regularly scheduled events or day/time preferences a student may have.

## **Instructions:**

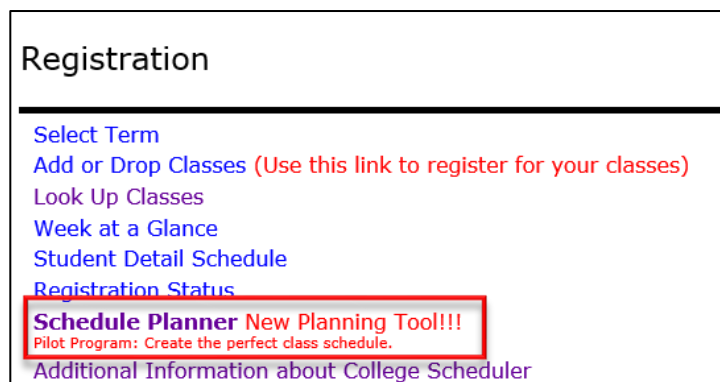
### **Step 1**

Sign in to myMarist, and go to the Student tab and select Banner Self Service.



### **Step 2**

Once in the Registration Menu, select *Schedule Planner* in the Student tab



### Step 3

Select the *desired term*, then click *Save and Continue*.

**MARIST**

### Select Term

Term

Fall 2017

Spring 2018

✓ Save And Continue

### Step 4

Select the desired campus(es), then click *Save And Continue*.

**MARIST**

### Select Campus

Select All Campuses

Marist College Campus

On-Line

✓ Save And Continue

### Step 5

Make sure Course Status is Open Classes Only, then click on *+ Add Course*.

**MARIST**

Course Status	Open Classes Only	Change	Term	Spring 2018	Change
Campuses	1 of 2 Selected	Change	Parts of Term	All Parts of Term Selected	Change
Levels	All Levels Selected	Change			

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

**Courses** + Add Course **Breaks** + Add Break

**Schedules**

**Course Status** Open Classes Only Change

**Campuses** 1 of 2 Selected Change

**Levels** All Levels Selected Change

**Term** Spring 2018 Change

**Parts of Term** All Parts of Term Selected Change

**Instructions:** Add the courses you wish to take for the upcoming term.

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

## Step 6

You will have 3 ways to search for courses: by Subject, By Course Attribute (Fine Arts, History, Core Literature etc.) and by Instructor.

### By Subject:

The screenshot shows the 'Add Course' form with three tabs: 'By Subject' (selected), 'Search by Course Attribute', and 'Search By Instructor'. The 'Subject' dropdown menu is open, showing a search bar and a list of subjects. 'Accounting' is highlighted in blue.

Search Method	Field Label	Selected Item	Other Items
By Subject	Subject	Accounting	Anthropology, Arabic, Art, Athletic Training, Biology, Business

### By Course Attribute:

The screenshot shows the 'Add Course' form with three tabs: 'By Subject', 'Search by Course Attribute' (selected), and 'Search By Instructor'. The 'Attribute' dropdown menu is open, showing a search bar and a list of course attributes. 'Fine Arts Requirement' is highlighted in blue.

Search Method	Field Label	Selected Item	Other Items
By Course Attribute	Attribute	Fine Arts Requirement	Core Literature Requirement, Ethics/Applied/Rel Studies, History Requirement, Math Requirement, Natural Science Requirement, Social Science Requirement

### By Instructor:

The screenshot shows the 'Add Course' form with three tabs: 'By Subject', 'Search by Course Attribute', and 'Search By Instructor' (selected). The 'Instructor' dropdown menu is open, showing a search bar and a list of instructor names. 'Akin, David A' is highlighted in blue.

Search Method	Field Label	Selected Item	Other Items
By Instructor	Instructor	Akin, David A	Algozzine, Christopher J, Amernick, Daniel P, Andrews, Matthew W, Ansley, John F, Apfel, Brian R, Applebee, Krista R

## Step 7

Select your courses, then select *Add Course*. As you add courses, they will appear on the right, under *Courses*. When you have added all of your courses, click *Done*.

### Add Course

**By Subject** Search by Course Attribute Search By Instructor

**Subject** Accounting

**Course** 204N MANAGERIAL ACCTNG

Accounting 204N - MANAGERIAL ACCTNG

Emphasis is on generating, analyzing, and using accounting information in the planning and control processes. Topics include budgets, standards, cost systems, incremental analysis, and financial statement analysis. Offered every fall.  
Prerequisite: ACCT 203

### Courses

- BIOL 101L**  
TOPICS IN BIOLOGY
- CMPT 103L**  
TECHNOLOGY FOR 21st CENTURY

## Step 8

Once you have added all of your courses, click *Generate Schedules*.

### Courses

**ACCT 204N**  
MANAGERIAL ACCTNG  
Prerequisites

**BIOL 101L**  
TOPICS IN BIOLOGY

**BUS 202N**  
GLOBAL BUS & SOC

**CMPT 103L**  
TECHNOLOGY FOR 21st CENTURY

**ENG 210L**  
AMERICAN LIT I

Options Options Options Options Options Options

Generate Schedules

### Schedules

## Step 9

All possible schedule combinations will be generated.

### Schedules

[Generate Schedules](#) [Shuffle](#)

**Generated 1000+ Schedules**

<a href="#">View</a>	1		<input type="checkbox"/>	ACCT-204N-111, BIOL-101L-111, BUS-202N-111, CMPT-103L-112, ENG-210L-111
<a href="#">View</a>	2		<input type="checkbox"/>	ACCT-204N-115, BIOL-101L-112, BUS-202N-112, CMPT-103L-116, ENG-210L-111
<a href="#">View</a>	3		<input type="checkbox"/>	ACCT-204N-116, BIOL-101L-112, BUS-202N-112, CMPT-103L-116, ENG-210L-111
<a href="#">View</a>	4		<input type="checkbox"/>	ACCT-204N-117, BIOL-101L-112, BUS-202N-112, CMPT-103L-116, ENG-210L-111
<a href="#">View</a>	5		<input type="checkbox"/>	ACCT-204N-200, BIOL-101L-112, BUS-202N-112, CMPT-103L-116, ENG-210L-111
<a href="#">View</a>	6		<input type="checkbox"/>	ACCT-204N-201, BIOL-101L-112, BUS-202N-112, CMPT-103L-116, ENG-210L-111
<a href="#">View</a>	7		<input type="checkbox"/>	ACCT-204N-203, BIOL-101L-112, BUS-202N-112, CMPT-103L-116, ENG-210L-111

## Step 10

To limit the number of schedules generated, you can scroll back up and add breaks for days and times that you work, have sports practice, meetings or any times you don't want classes scheduled. Click on *Add Break*.

### Breaks

[+ Add Break](#)

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

Click on *Add Break* to customize.

### Add New Break

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

**Break Name**

**Start Time** 2 : 00 am pm

**End Time** 4 : 00 am pm

**Days**  Select Weekdays

MON  TUE  WED  THU  FRI  SAT  SUN

[Back](#) [Add Break](#)

# Step 11

Click on *Generate Schedules* and the number of schedules will be reduced based on your break.

Generate Schedules
Shuffle

i Generated **534** Schedules x

[View 1](#) +  Work, ACCT-204N-111, BIOL-101L-111, BUS-202N-111, CMPT-103L-112, ENG-210L-111

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[View 2](#) +  Work, ACCT-204N-204, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

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View 3 +  Work, ACCT-204N-203, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

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[View 4](#) +  Work, ACCT-204N-201, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

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[View 5](#) +  Work, ACCT-204N-200, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

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[View 6](#) +  Work, ACCT-204N-115, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

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[View 7](#) +  Work, ACCT-204N-114, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

Click on the magnifying glass to get a visual representation of a schedule. Click on *View* to see the selected schedule. All of the course information will be at the top and a color-coded visual schedule, showing courses and any breaks, will be at the bottom.

Close Schedule
+ Shuffle + 3 of 534 +

Registration instructions

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

	CRN #	Section	Subject	Course	Seats Open	Days(s) & Location (s)	Campus	Credits
	11884	203	ACCT	204N	20	T 6:30pm - 9:00pm	Marist College Campus	0
<b>Prerequisites</b>								
	10402	113	BIOL	101L	30	MW 5:00pm - 6:15pm	Marist College Campus	0
	10061	114	BUS	202N	20	W 2:00pm - 3:15pm F 3:30pm - 4:45pm	Marist College Campus	3
	10732	114	CMPT	103L	25	TF 12:30pm - 1:45pm - LB 303	Marist College Campus	0
	11262	111	ENG	210L	25	MTh 8:00am - 9:15am	Marist College Campus	0
								Total: 3

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30	ENG-210L Not Assigned			ENG-210L Not Assigned	
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45		CMPT-103L LB 303 Not Assigned		CMPT-103L LB 303 Not Assigned	
1pm					
1:15					
1:30					
1:45					
2pm		Work	BUS-202N Elenkov, Detelin S	Work	
2:15					
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					BUS-202N Elenkov, Detelin S
4pm					
4:15					
4:30					
4:45					
5pm	BIOL-101L Not Assigned		BIOL-101L Not Assigned		
5:15					
5:30					
5:45					
6pm					
6:15					
6:30					
6:45		ACCT-204N Not Assigned			
7pm					
7:15					
7:30					
7:45					
8pm					
8:15					
8:30					
8:45					
9pm					
9:15					
9:30					
9:45					

You can compare up to 4 schedules at once. Check the boxes by the desired schedules, then click *Compare*.

Generated 534 Schedules

**Compare** Select at least two schedules to compare side by side #1 #4 #6 #7

View 1	<input checked="" type="checkbox"/>	Work, ACCT-204N-111, BIOL-101L-111, BUS-202N-111, CMPT-103L-112, ENG-210L-111
View 2	<input type="checkbox"/>	Work, ACCT-204N-204, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111
View 3	<input type="checkbox"/>	Work, ACCT-204N-203, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111
View 4	<input checked="" type="checkbox"/>	Work, ACCT-204N-201, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111
View 5	<input type="checkbox"/>	Work, ACCT-204N-200, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111
View 6	<input checked="" type="checkbox"/>	Work, ACCT-204N-115, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111
View 7	<input checked="" type="checkbox"/>	Work, ACCT-204N-114, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

Q Open #1











Q Open #4

Q Open #6

Q Open #7

Close


To further customize your schedule, you can lock a section by clicking the lock icon next to the course section.









☰	CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
 	10004	111	ACCT	204N	25	TF 9:30am - 10:45am	Marist College Campus	3
<b>Prerequisites</b>								
 	10032	111	BIOL	101L	30	MW 3:30pm - 4:45pm	Marist College Campus	3
 	10059	111	BUS	202N	20	MTh 9:30am - 10:45am	Marist College Campus	3
 	10731	112	CMPT	103L	25	TF 8:00am - 9:15am - LB 303	Marist College Campus	0
 	11262	111	ENG	210L	25	MTh 8:00am - 9:15am	Marist College Campus	0
								<b>Total: 9</b>

Click *Generate schedules* again & all the newly generated schedules will revolve around this section.

## Schedules

[Generate Schedules](#) [Shuffle](#)

 **Generated 76 Schedules** ✕

- [View](#) 1   Work, ACCT-204N-111, BIOL-101L-111, BUS-202N-111, CMPT-103L-112, ENG-210L-111
- [View](#) 2   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-113, CMPT-103L-112, ENG-210L-111
- [View](#) 3   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-201, ENG-210L-111
- [View](#) 4   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-200, ENG-210L-111
- [View](#) 5   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-113, ENG-210L-111
- [View](#) 6   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-111, ENG-210L-111
- [View](#) 7   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111
- [View](#) 8   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-112, ENG-210L-111