Use Schedule Builder to create a class schedule in the most efficient way possible.

**Part One: Logging In and Accessing Schedule Builder**
1. Log into GoldLink (http://goldlink.etsu.edu) by using your ETSU username and password.

2. Once logged in, choose the “My Student Info” tab.

3. Under the Registration Tools channel, click “Schedule Builder”.

**Part Two: Selecting Your Term**
4. Select the term that you are going to be building your schedule for.
Part Three: Selecting Your Search Criteria

5. Once Schedule Builder opens, the first choice will be to select the campuses you wish for your classes to be held. The initial screen will display “Select Campus”, allowing you to choose your campus settings. Checkboxes will allow course selections on that campus to show on your schedule options. Unchecked boxes will prevent those sections from showing in your schedule options. Once you have finalized your selection, choose “Save and Continue”.

6. The following page will provide you with additional search options.

   a. **Course Status** allows you to choose to display only classes that have availability or you can view all classes even if they are closed.
   
   b. **Session** is when the course is taught during the semester (example, you can search for ONLY Winter Session Classes in the Spring semester or May Session Classes in the Summer semester).
   
   c. **Instructional Method** allows you to select which instructional methods you are interested in which is how the course is taught whether it be online or in person.
   
   d. **Campus** allows you to change your selections that you made on the previous page.
   
   e. **Levels** allows you to select your academic level. (example, Undergraduate, Graduate or Pharmacy)

Please note that the system defaults the choices to all sections and open classes only!
Part Four: Adding Classes and Breaks

7. Scroll and select the “Add Course” button.

8. Use the Selection box and either type the course subject or scroll and select from the options.

**Please note that if a course subject is not listed then no courses have been created for that subject during that term**

9. Now that your course subject has been selected, pick the specific course you wish to search for.

**Please note that if a course is not listed then it may not be offered during that term**
10. Once your course subject and number have been entered, click the “Add Course” button. Once classes you want have been added, click the < Back button on the Schedule Builder to go back to home page to continue.

**Add Course**

By Subject

<table>
<thead>
<tr>
<th>Subject</th>
<th>Advertising (2) (ADVR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>3100 Survey of Promotion</td>
</tr>
</tbody>
</table>

Click + Add Course

11. Your course will now appear on the main Schedule Builder page.

**Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVR 3100</td>
<td></td>
</tr>
</tbody>
</table>

You can delete a course by clicking the “X” icon on the far right

**Pay close attention to the legend for important course information such as Prerequisites, Corequisites and Course Information including the Class description**

**Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>APST 2060</td>
<td></td>
</tr>
<tr>
<td>CHEM 1110</td>
<td></td>
</tr>
</tbody>
</table>

12. Once you have added all classes you are interested in, if applicable, add any “Breaks” that you wish to not have classes. This can be for work, athletic practice, child care etc. Schedule Builder will NOT select class schedules that occur during the break times you enter. Be sure to name your break and enter the appropriate start and end time (Don’t forget AM or PM) as well as the days of the week.

**Add New Break**

<table>
<thead>
<tr>
<th>Break Name</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 AM - 10 AM</td>
<td>11 AM - 12 PM</td>
<td>Mon, Tues, Wed, Thu, Fri, Sat, Sun</td>
</tr>
</tbody>
</table>
13. Once the information has been entered, select the “Add Break” button.

14. The break you built will now show on the main schedule builder page.

![Breaks](image)

You can delete a break by clicking the “X” icon on the far right.

### Part Five: Generating Schedules

15. Now that your classes and breaks have been added, you can generate *All Possible Schedules* by clicking the “Generate Schedules” button.

![Courses and Breaks](image)

16. Within seconds, Schedule Builder will provide you with every single schedule option based on your search criteria, classes and breaks entered!
Part Six: Viewing & Locking In Schedules

17. You can now quickly view a visual schedule of each by hovering over the magnifying glass icon.

18. To view more information about the schedule such as instructor, location and max enrollment, click the “View” link.

19. From this page, you can see a week at a glance of your potential schedule. If you see a class you really like “lock it in*” by selecting the Lock icon beside the course.

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

20. Once you have locked in any classes you would like to, click the “back” button at the top of the page to return to the Schedule Builder main page.

**Locking in a class does not register you in the class or save you a spot. It merely locks it in for schedule generating**
21. You will now notice that your course(s) you locked in have a “locked” icon under your courses list.

22. Now, click again the “Generate Schedules” button to view all the possible schedules that ensure you have your locked section/class.

**The number of schedules generated decreased because your schedule is now guaranteed to have the class you locked in earlier.**

23. Follow the earlier steps to view the new schedule options. Once you have viewed the schedule that you now want (from the weekly schedule page) Choose the “Send to Shopping Cart” button.

24. Once you hit the Shopping Cart button it will ask you if you want to be transferred to shopping cart. If you are done with your schedule click yes.

25. You are now at the FINAL step! Courses listed in this page are in your registration cart. This **does not mean you are registered**. You must still register for the courses by selecting the “Register” button.
Important Notes

Schedule Builder will save your CRN’s and course information in your “Registration Cart” until your first available registration time! All you have to do is click register!

Schedule Builder will allow:
- The generation of potential schedules even if you have a hold
- The generation of potential of schedules for courses that you are missing the prerequisite or corerequisite.
- The registration cart to be cleared

Schedule Builder will not register for you

Schedule Builder will not allow:
- Registering for a closed class
- Registering before your first available registration time
- Registering for a class if missing the prerequisite or corequisite
- Registering for a class that will create a time conflict