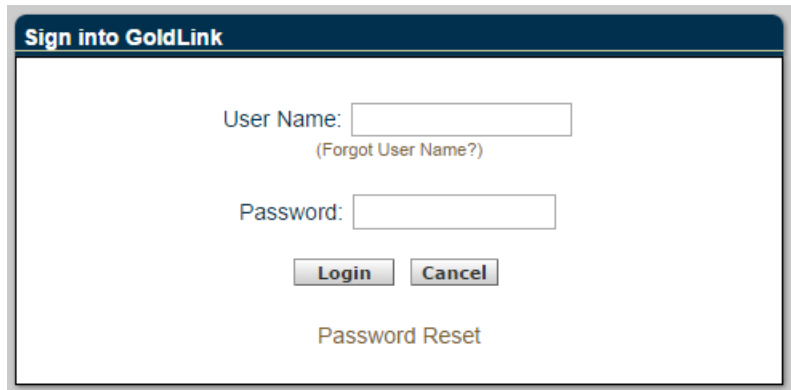


SCHEDULE BUILDER

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.



The image shows a login window titled "Sign into GoldLink". It contains two input fields: "User Name:" and "Password:". Below the "User Name:" field is a link that says "(Forgot User Name?)". Below the "Password:" field are two buttons: "Login" and "Cancel". At the bottom of the form is a link that says "Password Reset".

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

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.



EAST TENNESSEE STATE UNIVERSITY

Select Term

Term

☒ Summer 2015

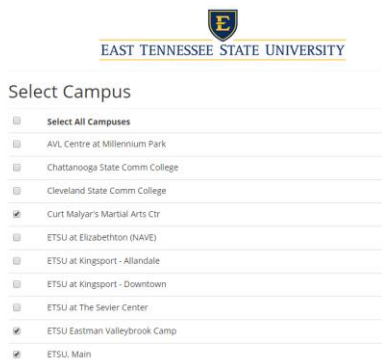
☐ Fall 2015

[✔ Save And Continue](#)

SCHEDULE BUILDER

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”.



East Tennessee State University

Select Campus

- ☒ Select All Campuses
- ☐ AVL Centre at Millennium Park
- ☐ Chattanooga State Comm College
- ☐ Cleveland State Comm College
- ☒ Curt Malyar's Martial Arts Ctr
- ☐ ETSU at Elizabethton (NAVE)
- ☐ ETSU at Kingsport - Allandale
- ☐ ETSU at Kingsport - Downtown
- ☐ ETSU at The Sevier Center
- ☒ ETSU Eastman Valleybrook Camp
- ☒ ETSU, Main

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



East Tennessee State University

Course Status	Display Open Classes Only	Change	Term	Summer 2015	Change
Sessions	All Sessions Selected	Change	Campuses	1 of 29 Selected	Change
Instructional Methods	All Instructional Methods Selected	Change	Levels	All Levels Selected	Change

- 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!

SCHEDULE BUILDER

Part Four: Adding Classes and Breaks

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

Courses

Add Course

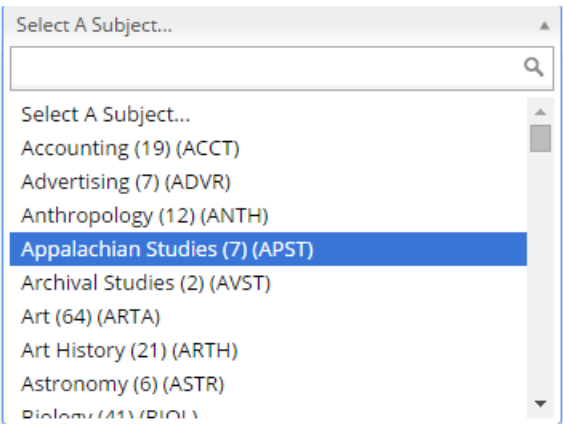
Click the 'Add Course' button to add courses.

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****

1. Select Subject:

2. Select Course:



Type subject code

OR

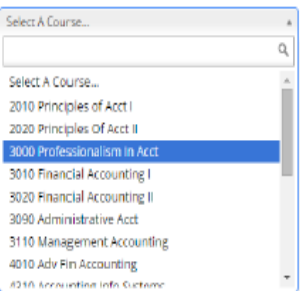
Select from options

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****

1. Select Subject: Accounting (19) (ACCT)

2. Select Course:



Type course number

OR

Select from options

SCHEDULE BUILDER

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

Search by Course
Attribute

Subject

Advertising (2) (ADVR)

Course

3100 Survey of Promotion

< Back

+ Add Course

Desired
Courses

Current
Schedule

ADVR 3100

Survey of Promotion

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

Courses

+ Add Course

☒

ADVR 3100

Survey of Promotion

Options

i

1

X

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

+ Add Course

☒

APST 2060

Int App Studies

Options

i

1

X

☒

CHEM 1110

General Chemistry

Options

i

1

X

Prerequisites

Corequisites

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

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

Break Name

TITLE

Start Time

8

:

00

am

pm

End Time

11

:

00

am

pm

Days

☐ MON

☐ TUE

☐ WED

☐ THU

☐ FRI

☐ SAT

☐ SUN

< Back

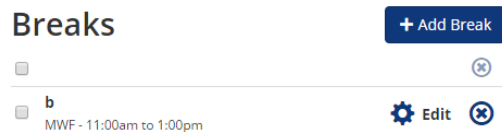
✓ Add Break

SCHEDULE BUILDER

13. Once the information has been entered, select the “Save Break” button.



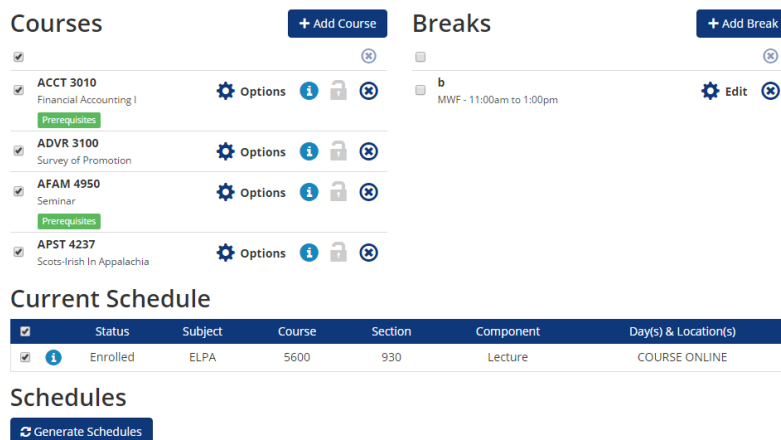
14. The break you built will now show on the main schedule builder page.



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.



16. Within seconds, Schedule Builder will provide you with every single schedule option based on your search criteria, classes and breaks entered!

Schedules		Generated 106 Schedules.	
#	Component		
1	Work, ACCT-2020-001, ENGL-1020-001		
2	Work, ACCT-2020-001, ENGL-1020-002		
3	Work, ACCT-2020-001, ENGL-1020-003		
4	Work, ACCT-2020-001, ENGL-1020-004		
5	Work, ACCT-2020-001, ENGL-1020-005		
6	Work, ACCT-2020-001, ENGL-1020-006		
7	Work, ACCT-2020-001, ENGL-1020-007		
8	Work, ACCT-2020-001, ENGL-1020-008		
9	Work, ACCT-2020-001, ENGL-1020-009		
10	Work, ACCT-2020-001, ENGL-1020-010		
11	Work, ACCT-2020-001, ENGL-1020-011		
12	Work, ACCT-2020-001, ENGL-1020-012		
13	Work, ACCT-2020-001, ENGL-1020-013		
14	Work, ACCT-2020-001, ENGL-1020-014		
15	Work, ACCT-2020-001, ENGL-1020-015		
16	Work, ACCT-2020-001, ENGL-1020-016		
17	Work, ACCT-2020-001, ENGL-1020-017		
18	Work, ACCT-2020-001, ENGL-1020-018		
19	Work, ACCT-2020-001, ENGL-1020-019		
20	Work, ACCT-2020-001, ENGL-1020-020		
1 2 3 4 5 6			

SCHEDULE BUILDER

Part Six: Viewing & Locking In Schedules

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

[View](#) 7  Work, ACCT-2020-001, ENGL-1020-007

Schedules

Generate Schedule	M	T	W	Th	F	S	S
1							
2							
3							
4							
5							
6							
7							

Work, ACCT-2020-001, ENGL-1020-007

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

[View](#)  7   Work, ACCT-2020-001, ENGL-1020-007

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.**

More Info	CRN#	Subject	Course	Section	Open Seats	Day(s) & Time(s)	Date	Location(s)	Campus
	12434	ACCT	2020	001	50	TTh - 11:15am - 12:35pm	1/20/2015 - 5/7/2015	Sam Wilson Hall 209	ETSU, Main
	14573	ENGL	1020	007	25	MWF - 9:20am - 10:15am	1/21/2015 - 5/6/2015	Burleson Hall 401	ETSU, Main

Additional Course Information

	Monday	Tuesday	Wednesday	Thursday	Friday
9:15	ENGL-1020-007				ENGL-1020-007
9:30	A014 401-CLAS				A014 401-CLAS
9:45	Not Assigned				Not Assigned
10:00					
10:15					
10:30					
10:45					
11:00					
11:15		ACCT-2020-001		ACCT-2020-001	
11:30		A012 209-CLAS		A012 209-CLAS	
11:45		Faidley, Joel K		Faidley, Joel K	
12:00					
12:15					
12:30					
12:45					
1:00					
1:15					
1:30					
1:45					
2:00		Work		Work	
2:15					
2:30					
2:45					
3:00					
3:15					
3:30					
3:45					

Click the lock icon to “lock in” a class

****Locking in a class does not register you in the class or save you a spot. It merely locks it in for schedule generating****

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.

[Back](#) [Print](#) [Send to Shopping Cart](#)

SCHEDULE BUILDER

21. You will now notice that your course(s) you locked in have a “locked” icon under your courses list.

Courses + Add Course

☒	ACCT 3010 Financial Accounting I	Options			
Prerequisites					
☒	ADVR 3100 Survey of Promotion	Options			
Prerequisites					
☒	AFAM 4950 Seminar	Options			
Prerequisites					
☒	APST 4237 Scots-Irish In Appalachia	Options			

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

Schedules

Generate Schedules Generated 3 schedules.

	#	Compare	
View	1		ENGL-1020-007, Work, ACCT-2020-001
View	2		ENGL-1020-007, Work, ACCT-2020-521
View	3		ENGL-1020-007, Work, ACCT-2020-531

****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.

Back Print Send to Shopping Cart

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.

This schedule will now be transferred to the Shopping Cart and the Schedule Builder will close. Do you want to continue?

Cancel OK

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.

Schedule Builder Registration Cart

Welcome to the Schedule Builder Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
☒	81654	ADVR	3100	901	Survey of Promotion	-
☒	83040	APST	4237	001	Scots-Irish In Appalachia	-
☒	84293	ACCT	3010	001	Financial Accounting I	-
☒	84976	AFAM	4950	001	Seminar	-

Register Add to WorkSheet Save Cart Clear Cart

SCHEDULE BUILDER

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 corequisite.
- 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