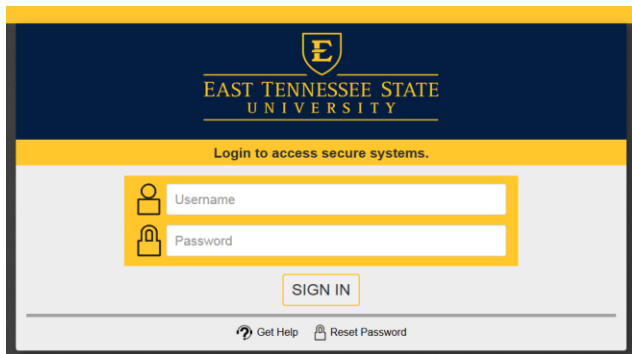


# SCHEDULE BUILDER!!!

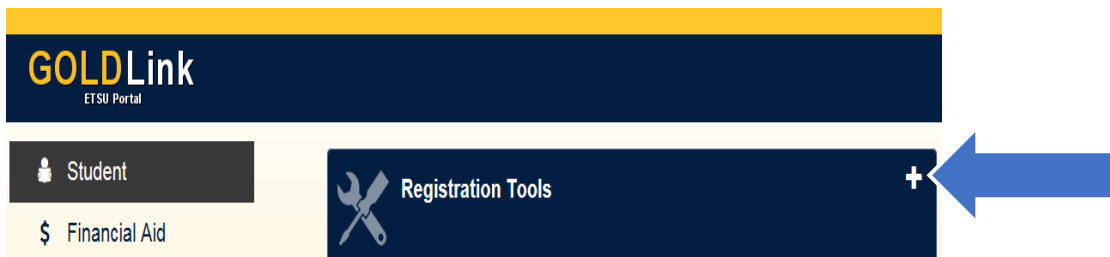
*Use Schedule Builder to create a class schedule in the most efficient way possible!*

## Part One: Logging In and Accessing Schedule Builder

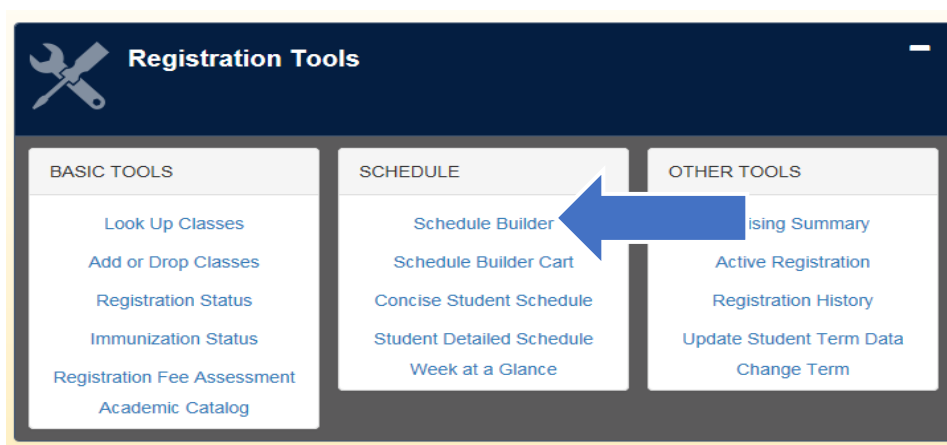
1. Log into GoldLink (<https://goldlink.etsu.edu/>) by using your ETSU username and password



2. Once logged in, under the "Student" Page open Registration Tools by hitting the +




3. Under the Schedule Block in Registration Tools open Schedule Builder



## Part Two: Selecting Your Search Criteria

### Select Term

4. Select the Term that you will be using to build your class schedule; click “Save and Continue”



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EAST TENNESSEE STATE UNIVERSITY

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### Select Term


Term
<input checked="" type="radio"/> Fall 2016
<input type="radio"/> Fall 2016 - Quillen COM
<input type="radio"/> Fall 2016 - Gatton COP

[✔ Save And Continue](#)

### Select Campus

5. Select the Campus you wish for your classes to be held by checking the empty box to the right of the campus selection; click “Save and Continue”

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.



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EAST TENNESSEE STATE UNIVERSITY

---

### Select Campus

<input type="checkbox"/>	Select All Campuses
<input type="checkbox"/>	AVL Centre at Millennium Park
<input type="checkbox"/>	ETSU at Elizabethton (NAVE)
<input type="checkbox"/>	ETSU at Kingsport - Allandale
<input type="checkbox"/>	ETSU at Kingsport - Downtown
<input type="checkbox"/>	ETSU at The Sevier Center
<input type="checkbox"/>	ETSU Eastman Valleybrook Camp
<input checked="" type="checkbox"/>	ETSU, Main

[✔ Save And Continue](#)

This next page displays additional search criteria that you can change by selecting the “Change” button beside the option you wish to change.


## Additional Search Criteria:

Schedule Builder

Text Only

Help

Sign out

  
**EAST TENNESSEE STATE UNIVERSITY**

<b>Course Status</b>	Open & Full	Change	<b>Term</b>	Fall 2016	Change
<b>Sessions</b>	All Sessions Selected	Change	<b>Campuses</b>	1 of 17 Selected	Change
<b>Instructional Methods</b>	All Instructional Methods Selected	Change	<b>Levels</b>	All Levels Selected	Change

### Definitions:

**Course Status:** (Open Classes Only or Open & Full)

**Sessions:** (All Sessions Selected or Individual Session)

**Instructional Methods:** (In Person or Web)

**Term:** (Spring, Summer, Fall)

**Campuses:** (Campuses)

**Levels:** (Academic Level)

## Part Three: Building Your Schedule


6. To start building your schedule please select the + Add Course button.

Schedule Builder


Text Only

Help


Sign out

  
**EAST TENNESSEE STATE UNIVERSITY**

<b>Course Status</b>	Open & Full	Change	<b>Term</b>	Fall 2016	Change
<b>Sessions</b>	All Sessions Selected	Change	<b>Campuses</b>	1 of 17 Selected	Change
<b>Instructional Methods</b>	All Instructional Methods Selected	Change	<b>Levels</b>	All Levels Selected	Change


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

**Courses**

 Add the courses you wish to take for the upcoming term.

+ Add Course

**Breaks**

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

+ Add Break

7. Add your Course by selecting one of following Add Course Tabs:

Schedule Builder Text Only Help Sign out

### Add Course

By Subject By Course Number By Degree Works Plan More

Desired Courses Current Schedule

Subject Select Subject

Course Select Course

By Course Attribute By Section Attribute

Choose a course and click Add Course

Back Add Course

- By Subject Tab:** Course Subject **\*The Most Commonly Used\***
- By Course Number Tab:** Course Number
- By Degree Works Plan Tab:** **Active Degree Works Plan**  
\*If you do not have an Active Degree Works Plan created, then you will have to create one\*  
Please see tutorial: <http://www.etsu.edu/reg/degreeworks/tutorials.aspx>
- By the More Tab:** By Course Attributes Tab/ By Section Attribute Tab

## 1. Building Your Schedule by Selecting the By Subject Tab

8. Adding Course with the “By Subject Tab”

- Select the By Subject Tab
- Use the Subject selection dropdown box selecting the Course Subject.

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

Schedule Builder Text Only Help Sign out

### Add Course

By Subject By Course Number By Degree Works Plan More

Desired Courses Current Schedule

Subject Select Subject

Course

Accelerated MBA (3) (AMBA)  
Accounting (27) (ACCT)  
Advertising (7) (ADVR)  
African/African-Amer Stud (2) (AFAM)  
Allied Health (2) (ALHE)  
Anthropology (12) (ANTH)  
Appalachian Studies (12) (APST)

Choose a course and click Add Course

c. Use the Course selection dropdown box selecting the Course Number.

**\*\*Please note that if a Course is not listed then it may not be offered during that term\*\***

Schedule Builder Text Only Help Sign out

### Add Course

By Subject By Course Number By Degree Works Plan More ▾

Desired Courses Current Schedule

Choose a course and click Add Course

Subject Accounting (27) (ACCT)

Course Select Course

- 2000 ACCT for Nonbusiness Majors
- 2010 Principles of Acct I
- 2020 Principles Of Acct II
- 3000 Professionalism In Acct
- 3010 Financial Accounting I
- 3020 Financial Accounting II
- 3090 Administrative Acct**

d. The course description will now display below. Click the + Add Course button. This will move the course under the Desired Courses Tab. Continue selecting additional Courses you need to build your schedule.

Schedule Builder Text Only Help Sign out

### Add Course

By Subject By Course Number By Degree Works Plan More ▾

Desired Courses Current Schedule

ACCT 3090 Administrative Acct

Subject Accounting (27) (ACCT)

Course 3090 Administrative Acct

Back + Add Course

Accounting 3090 - Administrative Acct

The study of accounting as it relates to administrative planning and control in the business environment. Topics addressed will include budgeting, responsibility accounting systems, financial statement analysis, and special quantitative decision techniques. NOT FOR ACCOUNTANCY MAJORS OR MINORS

- e. After you have selected all of the courses that you need to build your schedule and they are displaying under the Desired Courses Tab, click the < Back button. The < Back button will take you back to the Main Schedule Builder page.

Schedule Builder Text Only Help Sign out

## Add Course

By Subject By Course Number By Degree Works Plan More ▾

Subject Advertising (7) (ADVR) Course 3270 Audience Research

< Back + Add Course

Advertising 3270 - Audience Research


Instruction in fundamental arithmetic, creative strategy, and analysis of media-buying decisions, including media vehicle selections.

Desired Courses Current Schedule

- ACCT 3090 Administrative Acct
- ADVR 3270 Audience Research

10. Your Desired Courses will display under Courses on the Main Schedule Builder page.

Schedule Builder Text Only Help Sign out

  
EAST TENNESSEE STATE UNIVERSITY

Cr Status Open & Full Change Term Fall 2016 Change

Se All Sessions Selected Change Campuses 1 of 17 Selected Change

In Instructional Methods All Instructional Methods Selected Change Levels All Levels Selected Change

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

## Courses Breaks

+ Add Course + Add Break

ACCT 3090 Administrative Acct Options Prerequisites

ADVR 3270 Audience Research Options Prerequisites

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

You can delete a Course by clicking the "X" icon on the far right

Helpful NOTE: \*Under Courses, please pay close attention to the colored legends for important information on your selected course such as: Prerequisites, Corequisites\*

## Courses

+ Add Course

APST 2060 Int App Studies Options Prerequisites Corequisites

CHEM 1110 General Chemistry Options Prerequisites Corequisites

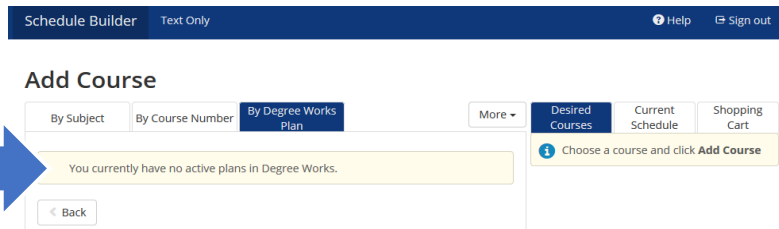
↔

## 2. Building Your Schedule by Selecting the Degree Works Plan Tab

Helpful NOTE: \*The Degree Works Plan Tab can only be used with an **Active Degree Works Plan**\*

### No Active Plans in Degree Works

If you do not have an active plan, you will receive the following message:

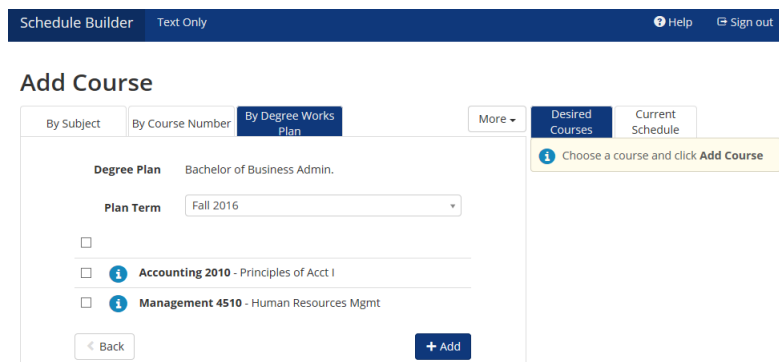


Screenshot of the 'Add Course' page. The top navigation bar includes 'Schedule Builder', 'Text Only', 'Help', and 'Sign out'. The 'Add Course' section has tabs for 'By Subject', 'By Course Number', and 'By Degree Works Plan'. A message box states: 'You currently have no active plans in Degree Works.' A blue arrow points to this message. Below the message is a 'Back' button. To the right, there are tabs for 'Desired Courses', 'Current Schedule', and 'Shopping Cart', with a note: 'Choose a course and click Add Course'.

### Active Plan in Degree Works

#### 11. Adding Courses with the “By Degree Works Plan Tab”

- Select the By Degree Works Plan Tab
- The Active Degree Works Plan appears (Example shows: Bachelor of Business Admin.)
- Select the Plan Term from the dropdown box.



Screenshot of the 'Add Course' page. The top navigation bar includes 'Schedule Builder', 'Text Only', 'Help', and 'Sign out'. The 'Add Course' section has tabs for 'By Subject', 'By Course Number', and 'By Degree Works Plan'. The 'By Degree Works Plan' tab is selected, showing the 'Degree Plan' as 'Bachelor of Business Admin.' and the 'Plan Term' as 'Fall 2016'. Below this, two courses are listed with checkboxes: 'Accounting 2010 - Principles of Acct I' and 'Management 4510 - Human Resources Mgmt'. A blue arrow points to the '+ Add' button. To the right, there are tabs for 'Desired Courses' and 'Current Schedule', with a note: 'Choose a course and click Add Course'.

- Courses needed to complete your Active Degree Works Plan will appear
- To Add the Courses needed to complete you Degree Works Plan, ✓ the ☐ and select + Add

## Add Course

By Subject By Course Number **By Degree Works Plan** More ▾

**Desired Courses** Current Schedule

*Choose a course and click Add Course*

**Degree Plan** Bachelor of Business Admin.

**Plan Term** Fall 2016 ▾

☒ **Accounting 2010** - Principles of Acct I

☒ **Management 4510** - Human Resources Mgmt

< Back + Add

f. Once you select + Add, this will move the Courses under the Desired Courses Tab

## Add Course

By Subject By Course Number **By Degree Works Plan** More ▾

**Desired Courses** Current Schedule

**ACCT 2010**  
Principles of Acct I

**MGMT 4510**  
Human Resources Mgmt

**Degree Plan** Bachelor of Business Admin.

**Plan Term** Fall 2016 ▾

☐ **Accounting 2010** - Principles of Acct I

☐ **Management 4510** - Human Resources Mgmt

< Back + Add

g. After you have selected all of the courses that you need to build your schedule and they are displaying under the Desired Courses Tab, click the < Back button. The < Back button will take you back to the Main Schedule Builder page.

## Add Course

By Subject By Course Number **By Degree Works Plan** More ▾

**Desired Courses** Current Schedule

**ACCT 2010**  
Principles of Acct I

**MGMT 4510**  
Human Resources Mgmt

**Degree Plan** Bachelor of Business Admin.

**Plan Term** Fall 2016 ▾

☐ **Accounting 2010** - Principles of Acct I

☐ **Management 4510** - Human Resources Mgmt

< Back + Add

## Part Four: Adding Breaks

Breaks can be used for work schedules, athletic practice, child care, and more!

12. Once you have added all classes you are interested in, if applicable, add any “Break” time that you do not want your classes to appear in. Schedule Builder will NOT select class schedules that occur during the break times that you enter. Be sure to name your break and enter the appropriate start & end time (Don’t forget AM or PM) as well as the days of the week.

13. On the Main Schedule Builder page, select + Add Break

Schedule Builder Text Only Help Sign out

**EAST TENNESSEE STATE UNIVERSITY**

**Course Status** Open & Full **Change** **Term** Fall 2016 **Change**  
**Sessions** All Sessions Selected **Change** **Campuses** 1 of 17 Selected **Change**  
**Instructional Methods** All Instructional Methods Selected **Change** **Levels** All Levels Selected **Change**

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

**Courses** **+ Add Course**

- ☒ **ACCT 3090** Administrative Acct **Options** **Info** **Lock** **Remove**  
**Prerequisites**
- ☒ **ADVR 3270** Audience Research **Options** **Info** **Lock** **Remove**  
**Prerequisites**

**Breaks** **+ Add Break**

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

14. Add New Break by entering the following: Break Name, Start Time, End Time, and Days. Once you have entered your break criteria, select ✓ Add Break

Schedule Builder Text Only Help Sign out

**Add New Break**

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

**Break Name** Football Practice

**Start Time** 4 : 00 am pm

**End Time** 6 : 00 am pm

**Days** ☒ MON ☒ TUE ☒ WED ☒ THU ☐ FRI ☐ SAT ☐ SUN

**< Back** **✓ Add Break**

15. The break you built will now show on the Main Schedule Builder page under Breaks.

Schedule Builder Text Only Help Sign out

**EAST TENNESSEE STATE UNIVERSITY**

Course Status: Open & Full Change  
Sessions: All Sessions Selected Change  
Instructional Methods: All Instructional Methods Selected Change  
Term: Fall 2016 Change  
Campuses: 1 of 17 Selected Change  
Levels: All Levels Selected Change

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

**Courses** + Add Course

- ☒ ACCT 3090 Administrative Acct Options
- ☒ ADVR 3270 Audience Research Options

**Breaks** + Add Break

- ☒ Football Practice MTWTh - 4:00pm to 6:00pm Edit

You can delete a Break by clicking the "X" icon on the far right

## Part Five: Generating Schedules

16. Once all Courses and Breaks have been added, you can generate *All Possible Schedules*. Click the Check Boxes under Courses and Breaks; and then select the "Generate Schedules" button.

Schedule Builder Text Only Help Sign out

**EAST TENNESSEE STATE UNIVERSITY**

Course Status: Open & Full Change  
Sessions: All Sessions Selected Change  
Instructional Methods: All Instructional Methods Selected Change  
Term: Fall 2016 Change  
Campuses: 1 of 17 Selected Change  
Levels: All Levels Selected Change

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

**Courses** + Add Course

- ☒ ACCT 3090 Administrative Acct Options
- ☒ ADVR 3270 Audience Research Options

**Breaks** + Add Break

- ☒ Football Practice MTWTh - 4:00pm to 6:00pm Edit

**Schedules**

Generate Schedules

The schedules that are generated will take into account the search criteria and breaks that were selected. Within seconds, Schedule Builder will provide you with every single schedule option based on your search criteria, courses, and breaks entered!

## Part Six: Viewing & Locking In Schedules

17. To view your Generated Schedules, select View. The Generated Schedule will appear:

The screenshot shows the 'Schedule Builder' interface for East Tennessee State University. At the top, there's a navigation bar with 'Schedule Builder' and 'Text Only' tabs, and links for 'Help' and 'Sign out'. Below this is the university's logo and name. The main area has filters for 'Course Status' (Open & Full), 'Sessions' (All Sessions Selected), 'Instructional Methods' (All Instructional Methods Selected), 'Term' (Fall 2016), 'Campuses' (1 of 17 Selected), and 'Levels' (All Levels Selected). A yellow instruction box says: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this are sections for 'Courses' and 'Breaks'. The 'Courses' section lists 'ACCT 3090 Administrative Acct' and 'ADVR 3270 Audience Research', both with 'Prerequisites' links. The 'Breaks' section lists 'Football Practice' (MTWTh - 4:00pm to 6:00pm). At the bottom, there's a 'Schedules' section with a 'Generate Schedules' button and a 'Shuffle' button. A green box indicates 'Generated 1 Schedule'. A blue arrow points to the 'View 1' link, which leads to a schedule for 'Football Practice, ACCT-3090-001, ADVR-3270-001, MEDA-5400-905, MEDA-5950-930'.

18. The Generated Schedules will appear. You can see a week at a glance of your potential schedule.

The screenshot shows the 'Schedule Builder' interface for East Tennessee State University, displaying a weekly schedule grid. The grid has columns for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. The rows represent time slots from 8am to 6:45pm. The schedule shows the following courses and breaks:

- Monday:** ACCT-3090 (CLAS - A012 345, Faidley, Joel K) from 10:15 to 11:15.
- Tuesday:** ADVR-3270 (CLAS - A008 421, Richards, Melanie Burleson) from 1:15 to 2:15.
- Wednesday:** ACCT-3090 (CLAS - A012 345, Faidley, Joel K) from 10:15 to 11:15.
- Thursday:** ADVR-3270 (CLAS - A008 421, Richards, Melanie Burleson) from 1:15 to 2:15.
- Friday:** ACCT-3090 (CLAS - A012 345, Faidley, Joel K) from 10:15 to 11:15.
- Breaks:** Football Practice (MTWTh - 4:00pm to 6:00pm) is shown as a purple block across all days from 4:00pm to 6:00pm.

## Part Seven: Locking In Schedules

19. In this potential schedule, you can “lock in” a Course by selecting the Lock icon on the Course.

**NOTE:** Locking a Courses does NOT register you or save a spot. This locks the course in for a potential schedule.

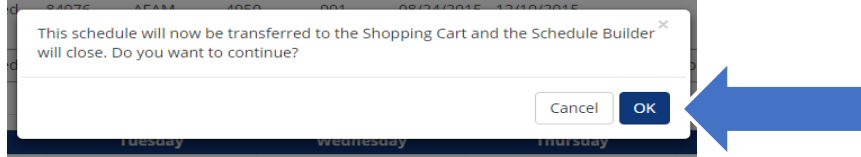
The screenshot shows the 'Schedule Builder' interface. At the top, there's a navigation bar with 'Schedule Builder', 'Text Only', 'Help', and 'Sign out'. Below this is a grid showing a potential schedule for Monday through Friday. The grid has time slots on the left (8am to 6:15pm) and days on the top. Courses are represented by colored boxes: green for ACCT-3090 and blue for ADVR-3270. Each course box has a lock icon in the top right corner. A large blue arrow points to the lock icon on the ACCT-3090 course on Friday.

20. Once you have locked your desired courses and determine the potential schedule you want, then select “Send to Shopping Cart” button at the top of the page.

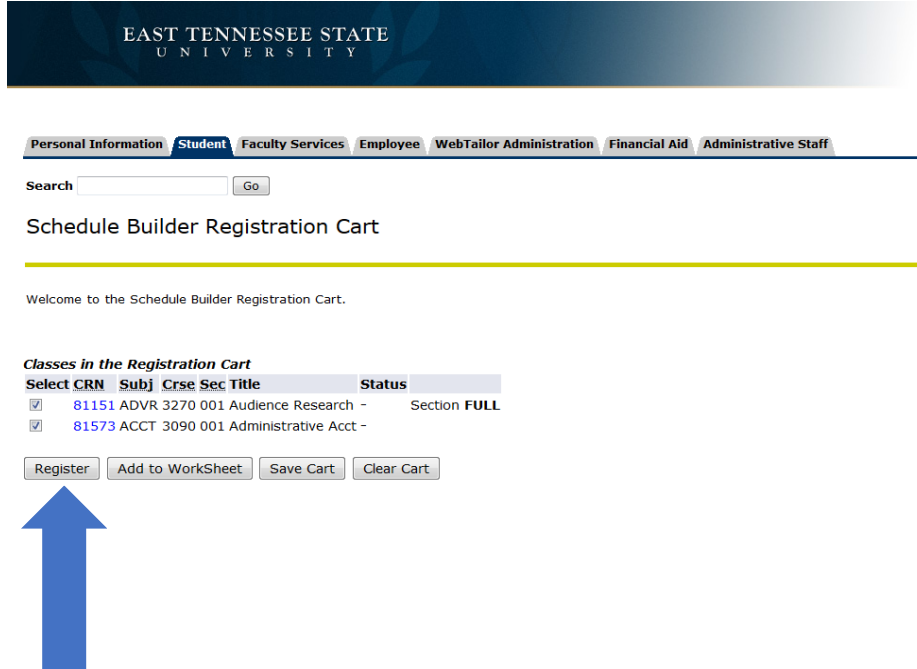
The screenshot shows the 'Schedule Builder' interface with the 'Send to Shopping Cart' button highlighted by a blue arrow. The interface includes a top navigation bar with 'Schedule Builder', 'Text Only', 'Help', and 'Sign out'. Below the navigation bar are buttons for 'Back', 'Print', 'Send to Shopping Cart', 'Shuffle', and a warning message. A table lists the selected courses with their CRN, Subject, Course, Section, Dates, Day(s) & Location(s), and Credits. Below the table is a grid showing the potential schedule for Monday through Friday, with a tooltip indicating how to lock a class.

CRN #	Subject	Course	Section	Dates	Day(s) & Location(s)	Credits
81573	ACCT	3090	001	08/22/2016 - 12/07/2016	MWF 10:25am - 11:20am - A012 345	3
81151	ADVR	3270	001	08/23/2016 - 12/08/2016	TTh 12:45pm - 2:05pm - A008 421	3

21. Once you hit the “Send to Shopping Cart” button, it will ask you if you want to continue to send the schedule to the Shopping Cart. If you are done building your schedule, select “OK”



22. 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!

## Important Notes

? Schedule Builder **Will Not Register For You**

? 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** 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