Overview of Schedule Builder

Schedule Builder is a tool used to conduct a class search, examine course offerings, and plan course schedules. This tutorial will cover how to use the filters and add courses and breaks to create possible schedules.

1. To begin adding courses select the appropriate **Term** and click the **Save and Continue** button.

## Applying Filters

Schedule Builder contains filters that allow you to narrow your search based on multiple characteristics.

The top section of Schedule Builder contains filters. Filters are applied by clicking the change button to the right of each item and selecting the appropriate options. 

Figure 1: Schedule Builder with filters displayed

### Campuses Filters

By default, all campuses are selected. Apply a filter to narrow down the campus where you want to schedule the class.

1. Click on the **Change** button to the right of Campuses.
2. Uncheck the **Select All Campuses** checkbox to clear all of the checks.
3. Click the **checkbox** to the left of the campus you want to filter by.
4. Click the **Save** button to apply the changes and return to the Schedule Builder screen.

A temporary message appears at the top of the window to indicate changes.

### Term Filter

The Term filter is set based on the term you selected when entering Schedule Builder. You can change the term filter, if needed, to view other terms.

### Sessions Filter

The Sessions filter allows you to select a specific session for the selected term. By default, all session types are selected.

### Course Status Filter

The Course Status filter will allow you to display open classes with available seats, classes that are full with a waitlist available, or classes that are both open and full.

### Academic Careers Filter

The Academic Careers filter will allow you to view classes that are for a specific career like undergrad, grad, med, or law.

### Instruction Modes Filter

The Instruction Modes filter will allow you to choose the delivery mode for the class.

## Adding Courses

Once the filters are applied you are ready to add courses.

1. Click the **Add Course** button to the left of the Courses heading.
2. Locate the course you would like to add to your schedule, using the Subject and Course drop-down lists. In addition to adding a course By Subject, you can Search by Course Attribute, select a course from My Planner, Search By Instructor, or By Class #. For more details about how to use these options, see Adding Courses and Advanced Options in Schedule Builder in the LionPATH Student Help.
3. Click the **Add Course** button. Your selection will appear in the Courses list on the right.



Figure 2: Schedule Builder Add Course page

You can continue to add courses until you have everything you would like in your schedule.

When you are finished adding courses, click the Back button to return to the previous screen.

## Viewing the Available Schedules

The courses are now included in the Courses section.

1. Click the **Generate Schedules** button.
2. Scroll down to view the list of available schedules.

The total number of schedule options is displayed at the top of the section.



Figure 3: List of potential schedules

1. To view a schedule, click the **View** link to the left of the appropriate schedule. The schedule is displayed in a Summary View at the top of the screen and a Calendar View at the bottom.
2. Click on the **‘i”** in the summary view or the calendar view to read more information about the course. When available, prerequisite and course enrollment requirements will be included here.



Figure : A potential schedule

### Quick view

A quick view of each schedule can be viewed.

1. Roll over the **magnifying glass** icon.



Figure : Quick View of potential schedule

You can also compare up to four schedules by selecting them in the list and clicking the Compare button.

## Adding Breaks

Adding Breaks can limit the number of schedule options. Schedule Breaks can be added to allow for things like athletic practices or work schedules.

1. To add a break, click the **Add Break** button.
2. Enter a **break name.**
3. Select the **Start Time** and **End Time**.
4. Select the **Day**(s) you want to add the break.
5. Once the selections are complete, click the **Add Break** button.
6. To apply the break, click the **Generate Schedules** button.

When you view a schedule, you can see the breaks included.

Once you have located a schedule that you like, it can be added to your shopping cart by clicking the Send to Shopping Cart button. You will need to return to your LionPATH Enrollment Shopping Cart and continue with enrollment.

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