



UC Denver Staff Training Guide Scheduler

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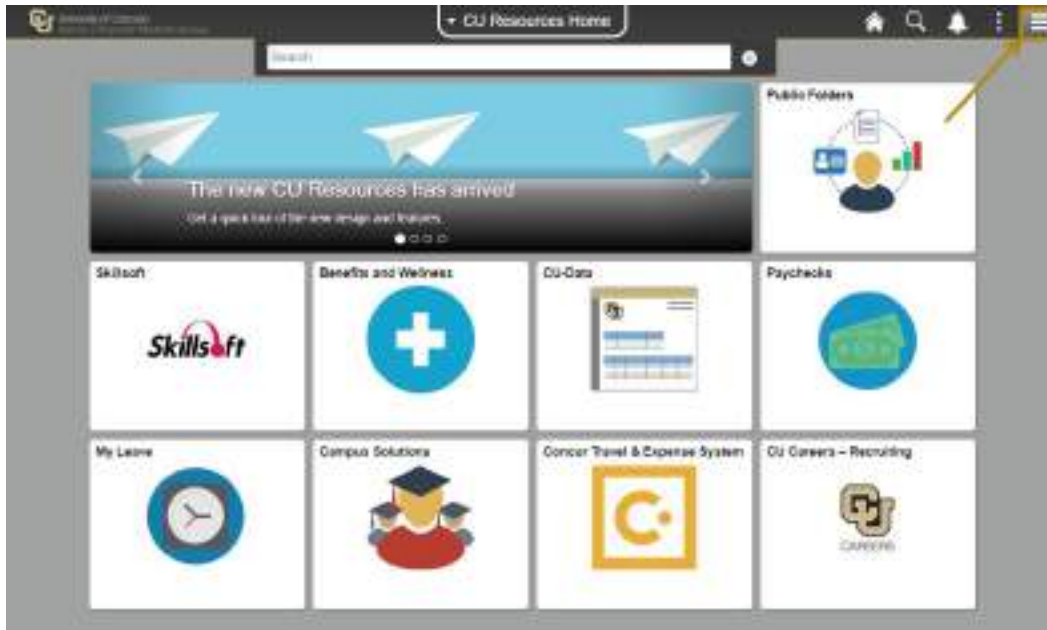
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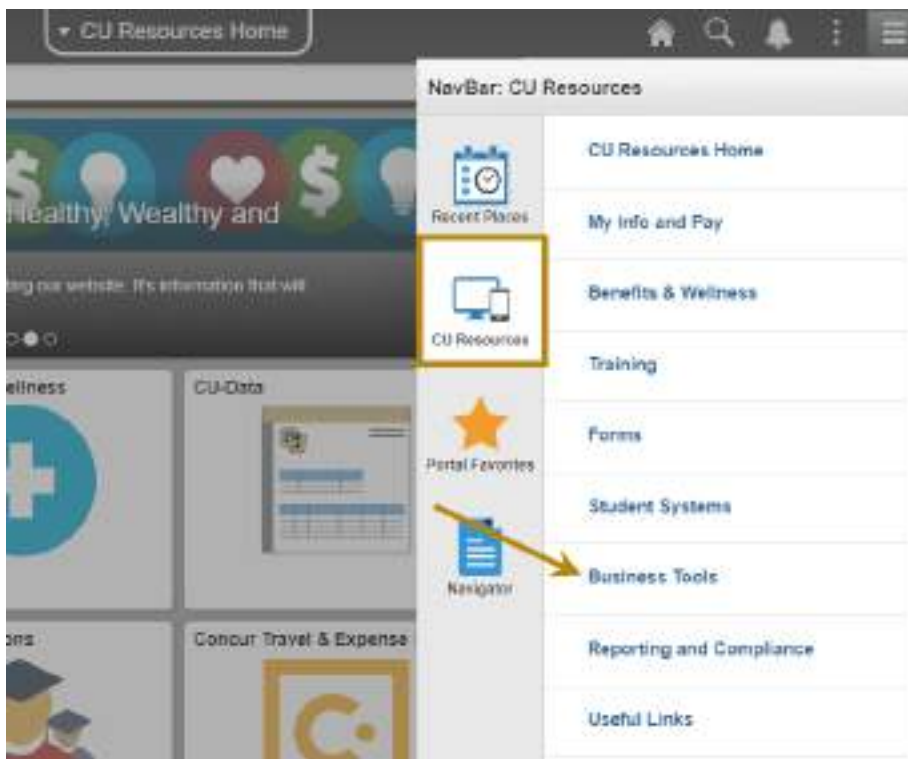
Staff Access

Go to [Creating Schedules from Preferred Plan](#) (pg. 9) if you have accessed **Schedules** through Planner. If not, below are steps to access **Schedules** through the Degree Audit system.

1. Go to **UCDAccess** and click on the **NavBar** in the upper right hand corner

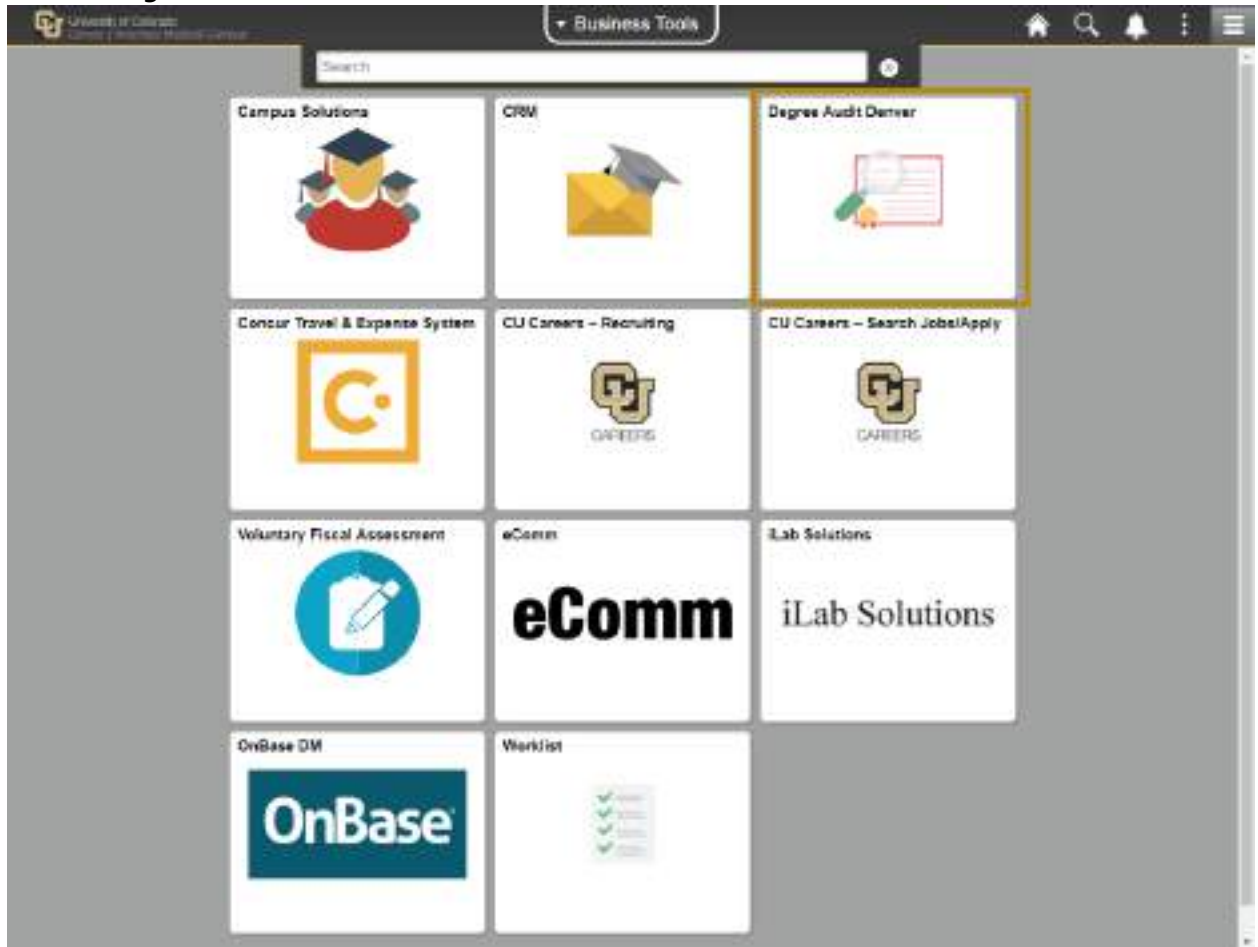


2. Click on **CU Resources** and then select **Business Tools**





3. Click on **Degree Audit Denver**



4. Once in the Degree Audit system, to search for a student - either click on **Students** drop down menu and select **Search** or click on Students Icon





- You can either search by **Student ID** or **Student Name**

- Two new tabs, **Plans** and **Schedules**, will appear in the Degree Audit system, select **Schedules**

SCHOOL	Degree Program	Title	Catalog Year	Minor	Value
DN			20194		

- If no plans had been made in the Planner to be applied to Scheduler, go to [Creating Schedules without Plans](#) (pg. 5)



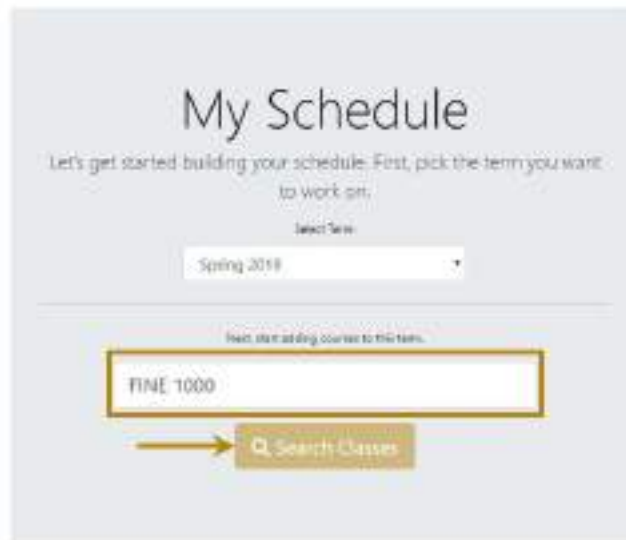
Getting Started

Creating Schedules without Plans

1. If courses are not in the Planner, courses can be manually added to **Schedules**
2. Once in the Degree Audit system, click on **Schedules** tab
3. Following the directions that pop up: Pick the term from the drop down list

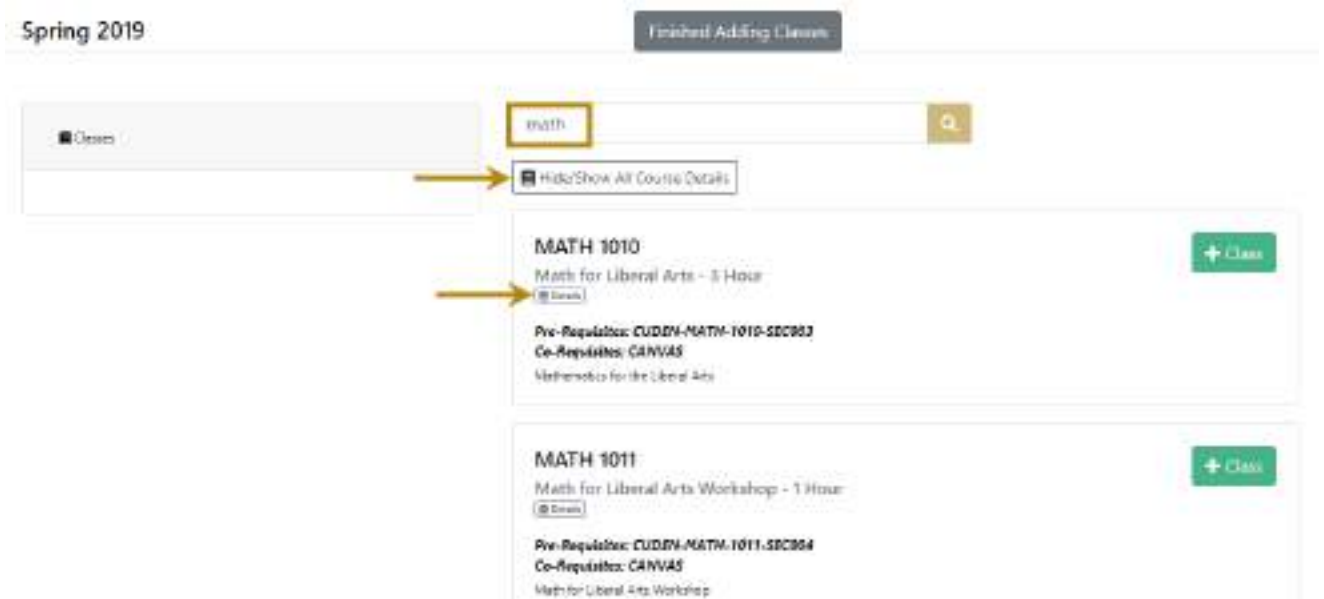
NOTE: Depending on when a student is planning – there may be two terms open for registration

4. You can either add a course in the box, a department prefix or just click on **Search Classes**
 - a. Make sure to put a space between Department and Course Code
5. Once inside Schedules application, it will walk you through a series of steps to initially set up your schedule





6. Continue adding the courses:
 - a. Either type in the department prefix for a complete list of department courses or the 'department prefix *SPACE* course code'
 - b. To view course details, click on **Hide/Show All Course Details** or **Details** under a specific course
 - i. This also displays pre-requisite/co-requisite for courses



- c. Click on the green **+ Class** button to add under **Classes** on the left hand side
 - i. A notification will pop up on the upper right hand corner **Added Course to your Cart**





- ii. If added classes do not initially show up on the left hand side, click on **Classes** to view the list of recent adds

University of Colorado Denver | Anschutz Medical Campus

Added Course to Cart: MATH1010 has been added to your cart

Student | Search | Add | Plan | Schedule | Transfer Evaluations | Logout

Spring 2019 **Finished Adding Classes**

Classes ←

MATH1010 Math for Liberal Arts - 3 Hour

math 1010

Hide/Show All Course Details

MATH 1010
Math for Liberal Arts - 3 Hour
[View](#)

+ Class

- d. Click on **Finished Adding Classes** to continue and view all added courses

Spring 2019 **Finished Adding Classes**

Classes

FINE1000 Creative Composition I - 3 Hour	
FINE1000 Creative Composition I - 3 Hour	
MATH1010 Math for Liberal Arts - 3 Hour	

Search

Hide/Show All Course Details

BOL 1550
Basic Biol. Ecology-Diversity Life - 4 Hours
[View](#)

+ Class

NOTE: After adding classes, you may receive a notification of holds preventing you from registering, but you can continue to create schedules. Also, courses may already appear on the calendar if the student is Enrolled or Pre-Enrolled.

Fall 2018

You have holds preventing you from registering.

Classes | Schedules | Busy Times

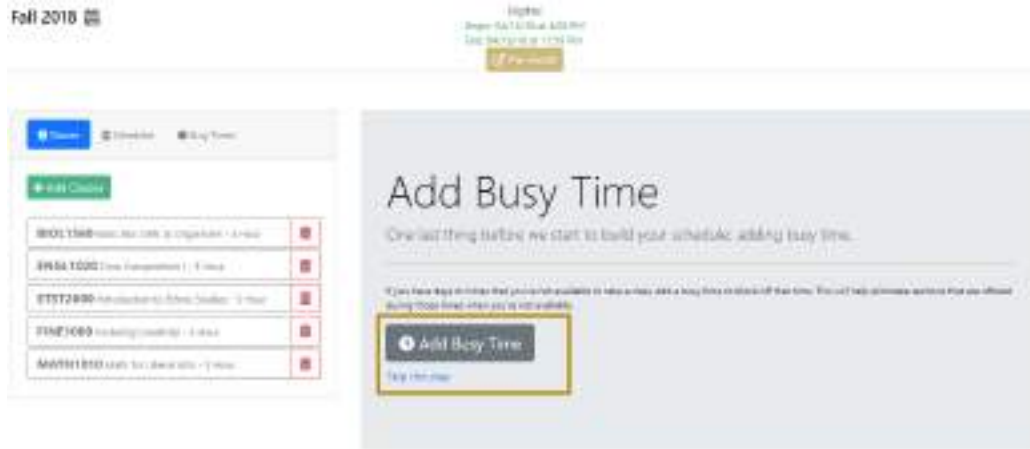
+ Add Classes

BOL1550 Basic Biol. Ecology-Diversity Life - 4 Hour	
ENGL2030 Creative Composition II - 3 Hour	
ETST2000 Introduction to Ethnic Studies - 3 Hour	
FINE1000 Creative Composition I - 3 Hour	
MATH1010 Math for Liberal Arts - 3 Hour	
MUSC2540 Audio Production I - 3 Hour	



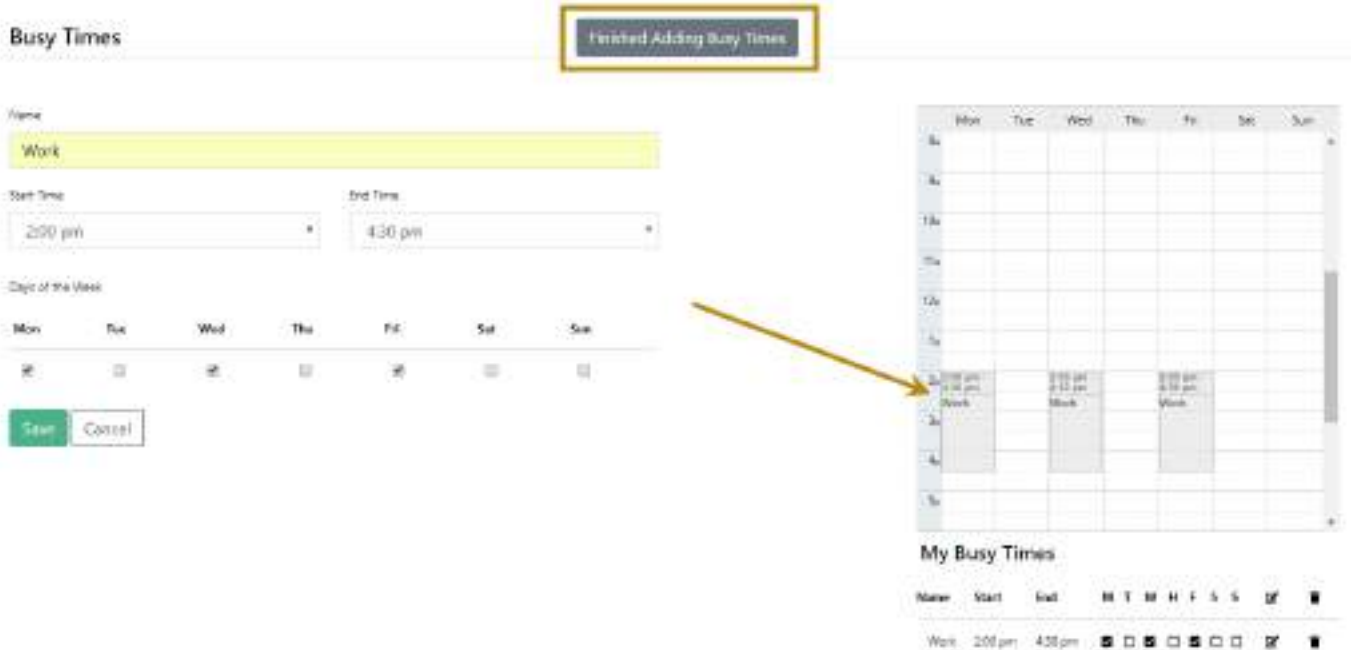
7. Add Busy Time

- a. Scheduler will direct you to block busy times on your schedule, click on **Add Busy Time** -OR-
- b. You can click on **Skip this step** if you do not need to add busy times



c. Once in **Busy Times**

- i. Enter name for your busy time
- ii. Select from the drop down menu for **Start Time** and **End Time**
- iii. Check the days of the week
- iv. Click on **Save** and busy times will show up on the schedule in grey
- v. Click on **Finished Adding Busy Times**



8. Schedules

- a. The scheduler will then prompt you to build your schedule by either **Create Your Own** or **Auto-Generate**
- b. You can jump to: [Create Your Own](#) (pg. 16) or [Auto-Generate](#) (pg. 19) for how-to

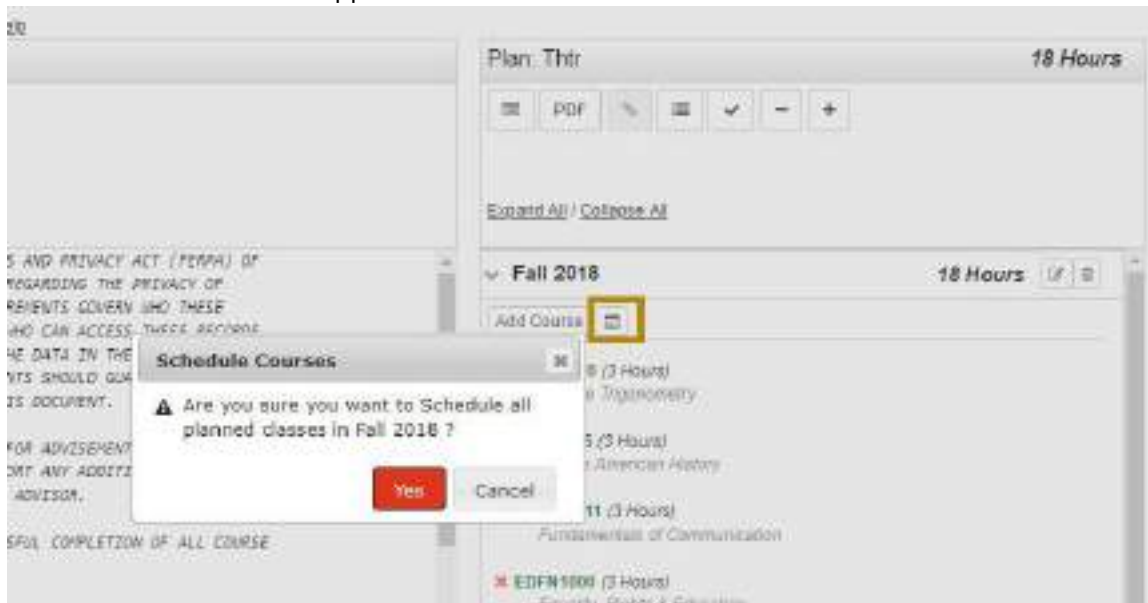


Creating Schedules from Preferred Plan

1. As mentioned in the Planner guide, if multiple plans have been made, a **Preferred/Starred or Locked Plan** is the only plan that can be applied to **Schedules**



2. The calendar icon will not appear if it is not the **Preferred Plan**



3. After clicking on the calendar icon through **Plan**, it will take you directly to the **Schedules** application

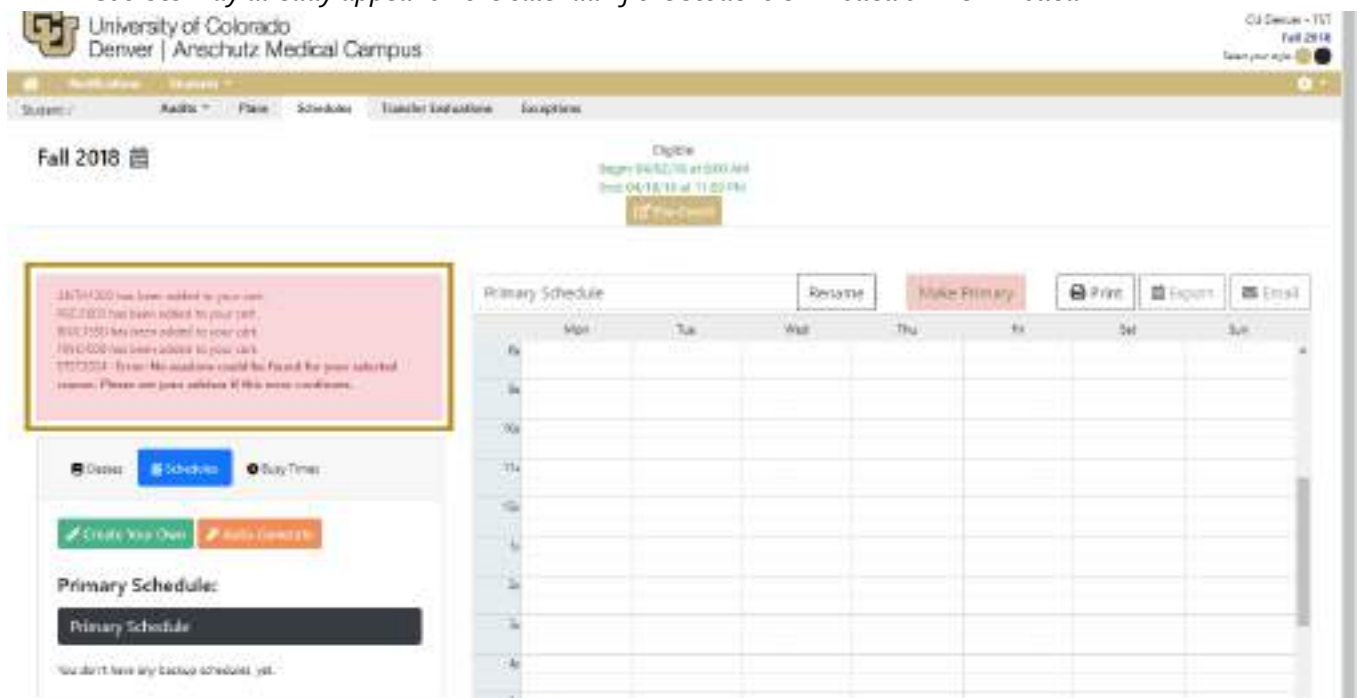


4. When you first enter, a pink pop up notification will let you know what all has been added

NOTE: It currently says "added to your cart", it has NOT been added and the wording is going to be fixed. The classes have just been added to the scheduler. You must click on Pre-Enroll and then courses will actually be added to the cart.

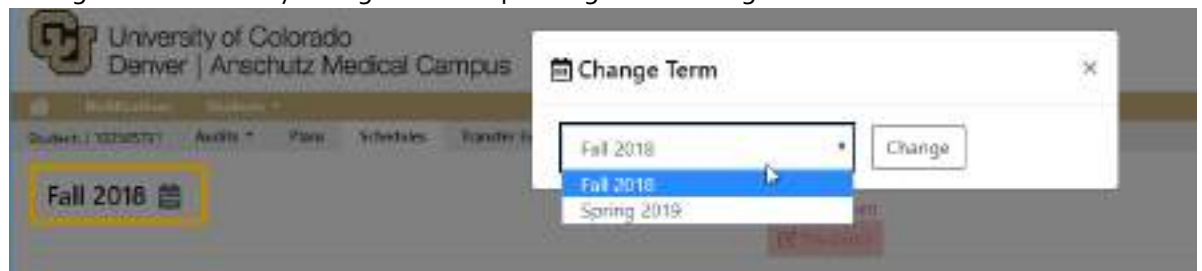
- a. An error may appear: **No sessions could be found for your selected course. Please see your advisor if this error continues.**
 - i. If this occurs, this means that this class is not offered for the upcoming registration term
- b. You can manually add a different class if this error pops up, go to [Classes](#) (pg.) section on how to

NOTE: Courses may already appear on the calendar if the student is Enrolled or Pre-Enrolled.



Other information when first accessing Scheduler:

- 1. Change Term: You may change terms depending on if two registration terms are available

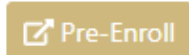




2. Eligible:

- a. This section will display enrollment appointment dates and if the student is eligible to enroll
- b. If dates are in green – eligible to enroll and push courses to shopping cart to register

Eligible:
Begin: 04/16/18 at 4:00 PM
End: 04/18/18 at 11:59 PM

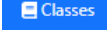


- c. If dates are in red or it says **Date Not Found** – not eligible to enroll. Student can still create Schedules, but are unable to push classes to their cart to register. The Pre-Enroll button will become clickable once they are within their enrollment appointment.
 - i. Date Not Found – means the date has not been updated yet

Eligible:
Date Not Found
Pre-Enroll

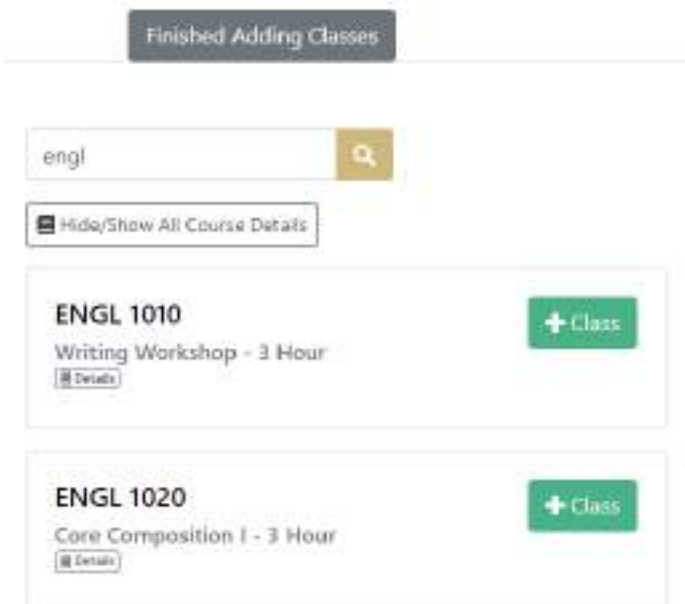


Classes

1. Clicking on , the imported classes will appear as a list on the left hand side
2. If you would like to add classes, you can manually add by clicking on **Add Classes**



- a. There are several ways you can search for a class:
 - i. You can enter the department prefix and it will show a full list of that department's courses
 - ii. If you know the full course code, enter the department prefix *SPACE* and then add the number





- b. Clicking on **Hide/Show All Course Details** will show all details for courses
- c. Click on the green button **+ Class** to add

Finished Adding Classes

Hide/Show All Course Details

ENGL 1010
Writing Workshop - 3 Hour

[Details](#)

Pre-Requisite: CU/DEN-ENGL-1010-SEC001
Co-Requisite: CANVAS
Writing Workshop

→ + Class

- d. A notification will appear in the right hand corner that the course has been added, the class will display on the classes list
- e. Click on **Finished Adding Classes** once you are done

Added Course to Cart
ENGL 1010 has been added to your cart.

Finished Adding Classes

Clear

ANTH1302 Introduction to Anthropology - 4 Hour	✖
BIOL1550 Basic Microbiology/Immunology - 4 Hour	✖
FINE1000 Positioning Creativity - 3 Hour	✖
PSCI1001 Intro Pol Sci: Power and Justice - 3 Hour	✖
ENGL1010 Writing Workshops - 3 Hour	✖

Hide/Show All Course Details

ENGL 1010
Writing Workshop - 3 Hour

[Details](#)

+ Class

ENGL 1020
Core Composition I - 3 Hour

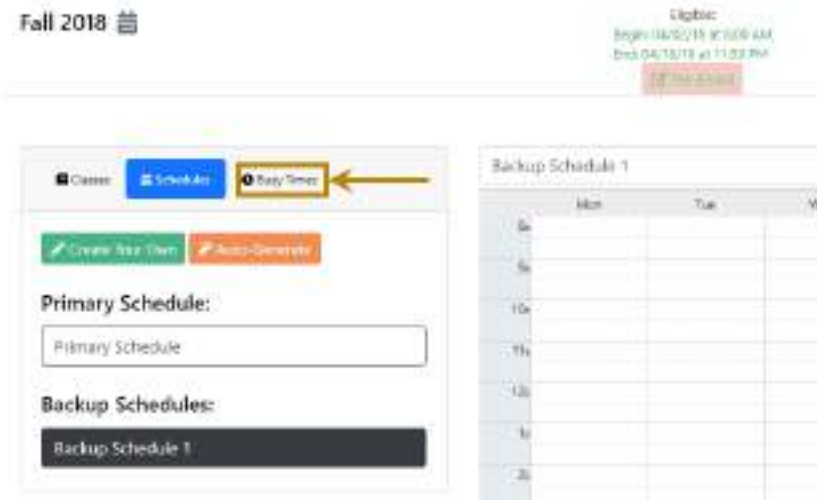
[Details](#)

+ Class



Busy Times

*NOTE: Although the Scheduler initially highlights the **Schedules** section after adding classes, it is better to first go to **Busy Times** if a student wishes to block busy times.*

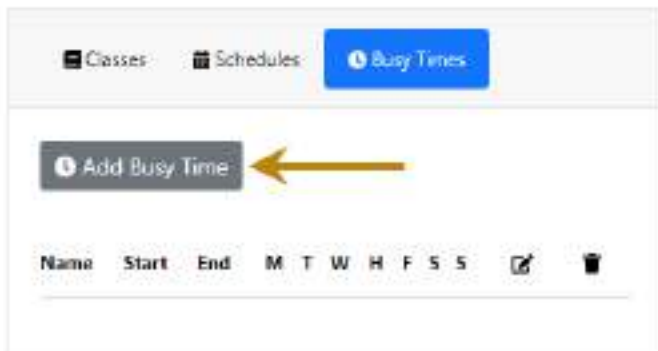


If you first create or generate schedules, an error may appear when adding busy times as it could conflict with already scheduled classes.



It is better to set Busy Times before generating schedules, see [FAQs](#) (pg. 34) section if schedules have already been generated and want to add a busy time.

1. After selecting **Busy Times**
 - a. Click on **Add Busy Time**





- b. Enter the **Name** e.g. Work
- c. Select from the drop down menus of both **Start Time** and **End Time**
- d. Check days of the week
- e. Click on **Save**
- f. Once saved click on **Finished Adding Busy Times**

Busy Times

Finished Adding Busy Times

Name
Work

Start Time: 2:00 pm End Time: 4:00 pm

Days of the Week
Mon: Tue: Wed: Thu: Fri: Sat: Sun:



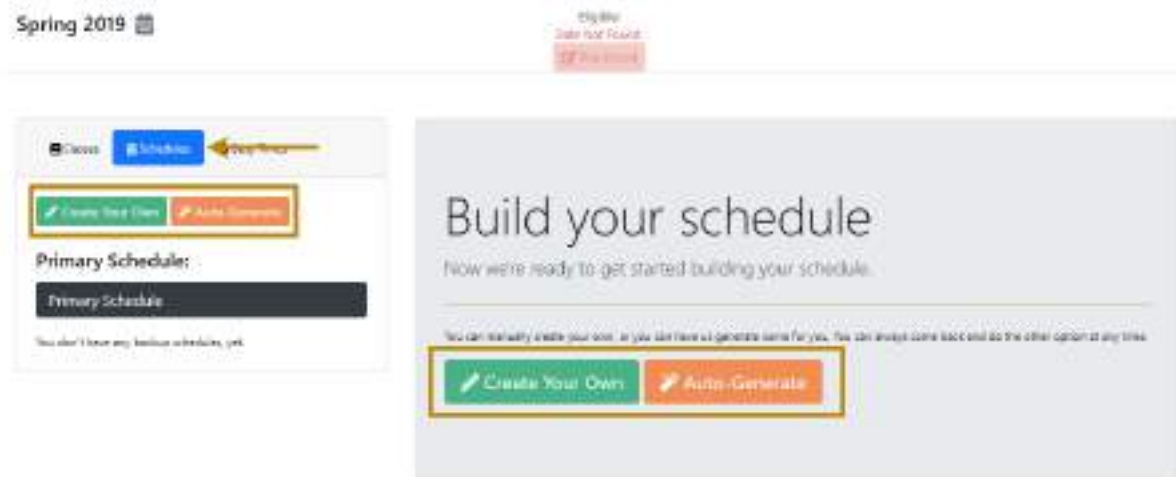
My Busy Times

Name	Start	End	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Work	2:00 pm	4:00 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



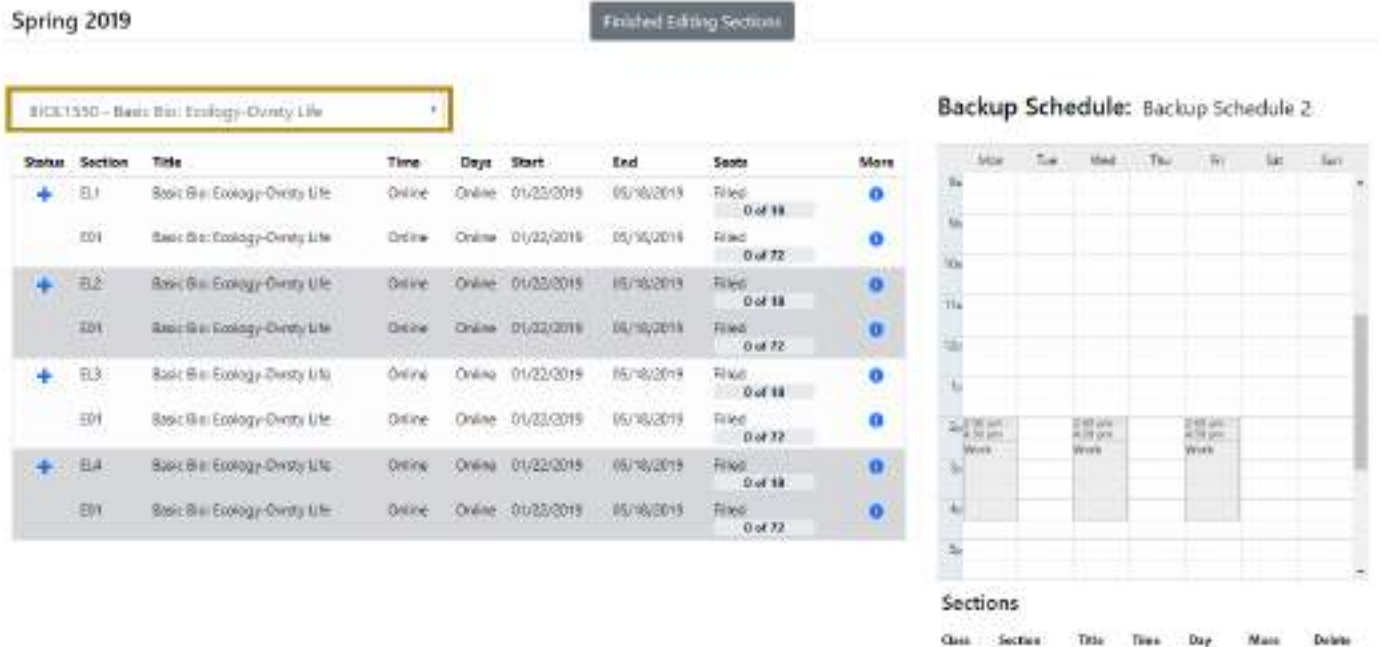
Schedules

Click on **Schedules** once done adding classes and/or busy times, two options will appear:



Create Your Own









1. A drop down menu will appear with each course that you selected
2. Selecting a course from the drop down will set up a list of different course times/options
 - a. Section
 - i. E## - Online Class
 - ii. H## - Hybrid Class
 - iii. ### - In Person



b. Clicking on the blue  will show full section details

Spring 2019 Classified Copying Sections

BIOL1550 - Basic Bio. Ecology-Diversity Life

Status	Section	Title	Time	Days	Start	End	Seats	More
+	BL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	BL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	
+	BL2	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	BL2	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	
+	BL3	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	BL3	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	
+	BL4	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	BL4	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	

BIOL1550 - EL1

Basic Bio. Ecology-Diversity Life - 4 Hour
Online - Online 01/22/2019 - 05/18/2019




Faculty: Roger
Online Course - DC

Status: Available










Seats: Filled
0 of 18
Waitlist Filled
0 of 12

Pre-Requisites: (BIOLM) BIOL 1550 SUCCESS
Co-Requisites: CANVAS
Basic Bio Ecology-Diversity Life

Close

3. Clicking on the blue  will add the course time to the schedule
- Busy Time Conflict** means the class time conflicts with your busy time
 - A green check mark  means the class has been added to the schedule
 - A clock symbol  means that the course conflicts with an already scheduled class

MATH1010 - Math for Liberal Arts

Status	Section	Title	Time	Days	Start	End	Seats	More
Busy Time Conflict	001	Math for Liberal Arts	9:30 AM - 10:45 AM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	002	Math for Liberal Arts	12:30 PM - 1:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	003	Math for Liberal Arts	2:00 PM - 3:15 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	004	Math for Liberal Arts	3:30 PM - 4:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
+	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	
+	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	



- Once you have finished adding courses to your schedule, click on **Finished Editing Sections**

Spring 2019 Finished Editing Sections ←

MATH1010 - Math for Liberal Arts

Status	Section	Title	Time	Days	Start	End	Seats	More
Buy Time Conflict	001	Math for Liberal Arts	9:00 AM - 10:45 AM	W	01/22/2019	05/10/2019	Filed	0 of 30
✓	002	Math for Liberal Arts	12:30 PM - 1:45 PM	W	01/22/2019	05/10/2019	Filed	0 of 30
+	003	Math for Liberal Arts	2:00 PM - 3:15 PM	W	01/22/2019	05/10/2019	Filed	0 of 30
●	004	Math for Liberal Arts	3:30 PM - 4:45 PM	W	01/22/2019	05/10/2019	Filed	0 of 30
+	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30
+	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30
+	007	Math for Liberal Arts	2:00 PM - 3:15 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30
+	008	Math for Liberal Arts	3:30 PM - 4:45 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30
+	009	Math for Liberal Arts	Online	Online	01/22/2019	05/10/2019	Filed	0 of 30

Primary Schedule: Primary Schedule

Sections

Class	Section	Title	Time	Day	More	Delete
MATH1010	002	Math for Liberal Arts	12:30 PM - 1:45 PM	W	+	✖
MATH1010	003	Math for Liberal Arts	2:00 PM - 3:15 PM	W	+	
MATH1010	004	Math for Liberal Arts	3:30 PM - 4:45 PM	W	+	
MATH1010	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	+	
MATH1010	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	+	
MATH1010	007	Math for Liberal Arts	2:00 PM - 3:15 PM	TH	+	
MATH1010	008	Math for Liberal Arts	3:30 PM - 4:45 PM	TH	+	
MATH1010	009	Math for Liberal Arts	Online	Online	+	

- This will create your **Primary Schedule**
 - The **Primary** schedule is the only one a student can use to Pre-Enroll

Spring 2019

Classes Schedule Buy Time

✓ Add New Class Add Course

Primary Schedule:

Primary Schedule

Hasn't been added to any backup schedules, yet.

Primary Schedule Refresh Make Primary Print Export Email

Sections Edit Sections

Class	Section	Title	Time	Day	Start	End	Seats	More	Delete
MATH1010	002	Math for Liberal Arts	12:30 PM - 1:45 PM	W	01/22/2019	05/10/2019	Filed	0 of 30	+
MATH1010	003	Math for Liberal Arts	2:00 PM - 3:15 PM	W	01/22/2019	05/10/2019	Filed	0 of 30	+
MATH1010	004	Math for Liberal Arts	3:30 PM - 4:45 PM	W	01/22/2019	05/10/2019	Filed	0 of 30	+
MATH1010	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30	+
MATH1010	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30	+
MATH1010	007	Math for Liberal Arts	2:00 PM - 3:15 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30	+
MATH1010	008	Math for Liberal Arts	3:30 PM - 4:45 PM	TH	01/22/2019	05/10/2019	Filed	0 of 30	+
MATH1010	009	Math for Liberal Arts	Online	Online	01/22/2019	05/10/2019	Filed	0 of 30	+

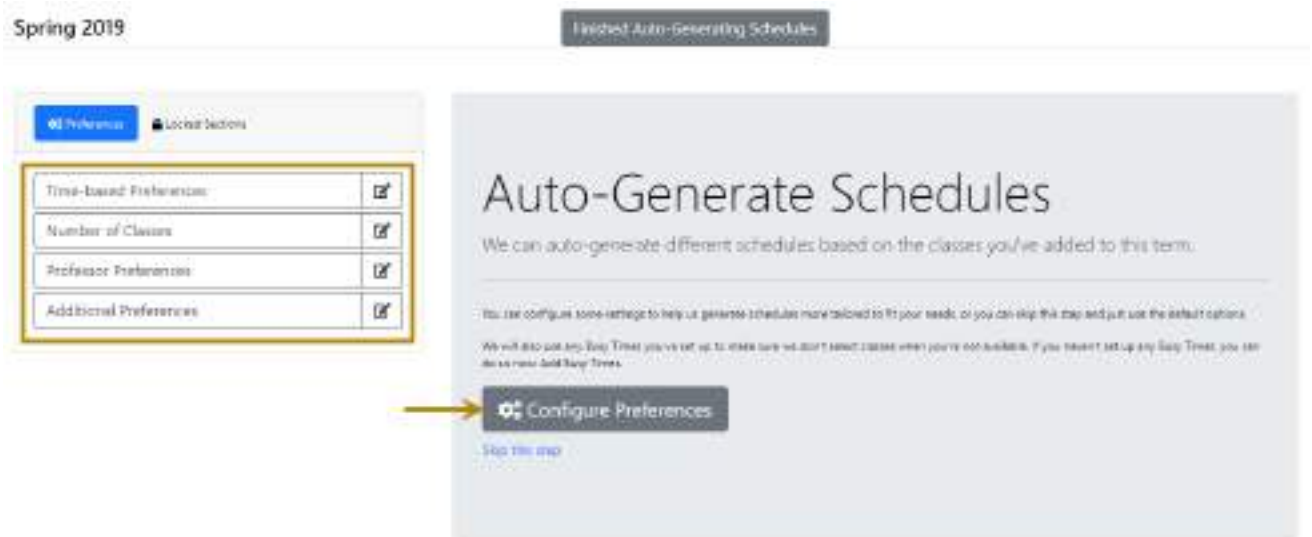


Auto-Generate

NOTE: Student or staff can immediately generate schedules instead of setting preferences, click on **Skip this step** and go to [Auto-Generate Schedules](#) (pg. 25) for more info

Also, if **Busy Times** have not been added, it's best to add first before generating schedule. Scheduler reminds you to add with a link to **Add Busy Times**.

To add Preferences, click on **Configure Preferences** and it will direct you through every preference section. Or click on any of the Preference on the left hand side.





Preferences

Time-based Preferences

Time Between Classes

- Allows you to enter minimum and maximum minutes between classes

Number of Days

- Allows you to choose classes per day

Time Block – “While *Busy Times* is where you identify times when you can't take classes, *Time Blocks* is where you set the days and times when you want to take classes.”

- Fill out **Name** i.e. Available
- Select **Start** and **End** times from the drop down list
- Check the days that correspond with available times
- Click on **Save**
- Once all preferences are set, you can either click on **Next** or **Save & Finish**
- Save & Finish** will direct you right back to Auto-Generate Schedules
- NOTE: Clicking on Finished Auto-Generate Schedules will just take you to the main view and not generate schedules**
- You also can **Reset All Preferences to Default**



Time-Based Preferences

First up, let's narrow down when you want to take classes.

Time Between Classes

Minimum Minutes Between Classes: Maximum Minutes Between Classes:

Number of Days

Fewer Days, More Classes per Day | Balanced | More Days, Fewer Classes per Day

Time Block

While *Busy Times* is where you identify times when you can't take classes, *Time Blocks* is where you tell us the days and times when you want to take classes.

Name	Start	End	M	T	W	Th	F	S	S	☑	✖
Free	8:00 am	1:00 pm	☑	☐	☐	☐	☐	☐	☐	☑	✖
<input type="text"/>	8:00 am	9:00 am	☐	☐	☐	☐	☐	☐	☐	Save	Clear

(Maximum Name Length: 50)

Cancel Next > **Save & Finish**

[Reset All Preferences to Default](#)



Number of Classes

Per the instructions – select either **Take them all** or **I planned extra**

TIP! **I planned extra** is useful for planning backup classes in place if some are filling up fast or may not be offered during that specific semester

1. **I planned extra** walks you through preferences on extra planned courses
2. Once all preferences are set, you can either click on **Next** or **Save & Finish**
3. **Save & Finish** will direct you right back to Auto-Generate Schedules
*NOTE: Clicking on **Finished Auto-Generate Schedules** will just take you to the main view and not generate schedules*
4. You also can **Reset All Preferences to Default**

Preference Name	Selected
Time Based Preferences	<input type="checkbox"/>
Number of Classes	<input checked="" type="checkbox"/>
Preferred Professor	<input type="checkbox"/>
Additional Preferences	<input type="checkbox"/>

Number of Classes

Next, let's identify how many classes you want to take.

Review your ID number to see if you need to take all offered or how you want a few extra added!

Section all
 I planned extra

Offer 12 classes or more, and the schedule number you want to take?
 What is the maximum number?

Are there classes you **must** take together? (You can't take a class without its co-requisite.)

BIOC 205 General Biology I + AND BIOC 207 General Biology Lab I

First Course: BIOC 205 General Biology I Second Course: BIOC 207 General Biology Lab I Delete

Are there classes you **do not** want to take together? (You can't take a class with its co-requisite.)

MATH 1070 College Algebra for Business + OR MATH 1070 Math for Liberal Arts

First Course: MATH 1070 College Algebra for Business Second Course: MATH 1070 Math for Liberal Arts Delete

You can modify which classes to skip when creating schedules by clicking on which radio button in the table below.

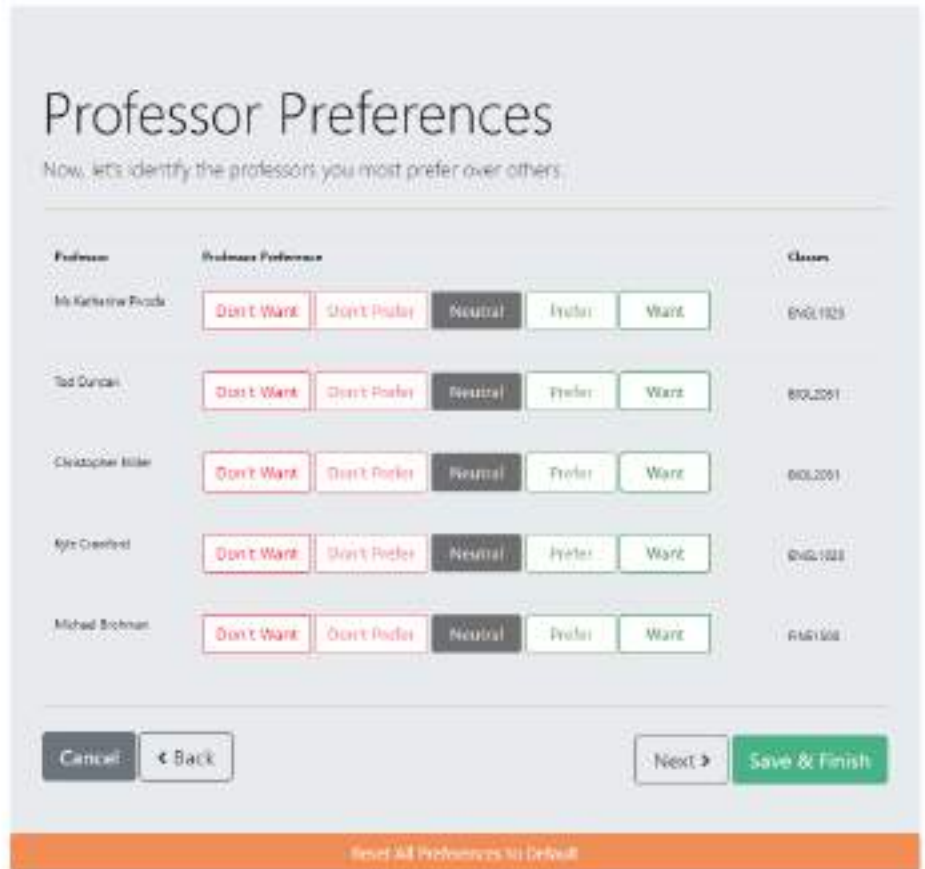
ANTH 1000 Introduction to Archaeology	Don't Want	Don't Know	Neutral	Prefer	Must
ANTH 1000 Intro Biological Anthropology	Don't Want	Don't Know	Neutral	Prefer	Must
ARTH 1312 Cultural Diversity: Modern World	Don't Want	Don't Know	Neutral	Prefer	Must
BIOC 1840 Basic Bio: Cells to Organisms	Don't Want	Don't Know	Neutral	Prefer	Must
BIOC 2851 General Biology I	Don't Want	Don't Know	Neutral	Prefer	Must
BIOC 2871 General Biology Lab I	Don't Want	Don't Know	Neutral	Prefer	Must
BIOC 1842 Core Competencies I	Don't Want	Don't Know	Neutral	Prefer	Must
BMOL 2116 Intro to Creative Writing	Don't Want	Don't Know	Neutral	Prefer	Must
GSST 2890 Introduction to Ethnic Studies	Don't Want	Don't Know	Neutral	Prefer	Must
HWK 1808 Following Creativity	Don't Want	Don't Know	Neutral	Prefer	Must
MATH 1070 Math for Liberal Arts	Don't Want	Don't Know	Neutral	Prefer	Must
MATH 1070 College Algebra for Business	Don't Want	Don't Know	Neutral	Prefer	Must

Cancel Back Next Save & Finish



Professor Preferences

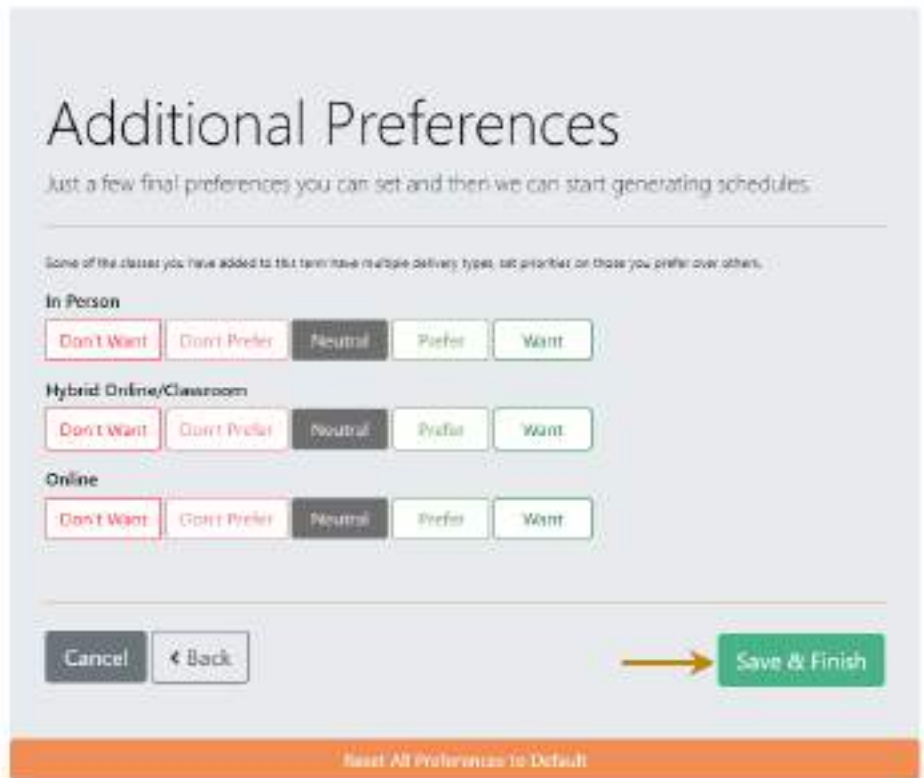
- **Professor Preferences** – identify professors you most prefer over others
 - **Want/Don't Want** – limits calendar options as schedules *must* include/not include these delivery type preferences
 - **Prefer/Don't Prefer** - more flexible than **Want/Don't Want** and will generate more calendars with this preference, but not necessarily remove calendars that don't follow it
 - **Neutral** – just how it sounds, generate any schedule without any preferences
- 1. Once all preferences are set, you can either click on **Next** or **Save & Finish**
- 2. **Save & Finish** will direct you right back to Auto-Generate Schedules
*NOTE: Clicking on **Finished Auto-Generate Schedules** will just take you to the main view and not generate schedules*
- 3. You also can **Reset All Preferences to Default**



Additional Preferences

This section depends mostly on the courses that were selected and delivery types, below is a list that may populate based on which courses were selected

- In Person
 - Hybrid
 - Online
 - **Want/Don't Want** – limits calendar options as schedules *must* include/not include these delivery type preferences
 - **Prefer/Don't Prefer** - more flexible than **Want/Don't Want** and will generate more calendars with this preference, but not necessarily remove calendars that don't follow it
 - **Neutral** – just how it sounds, generate any schedule without these particular preferences
1. Once all preferences are set, click on **Save & Finish**
 2. **Save & Finish** will direct you right back to Auto-Generate Schedules
*NOTE: Clicking on **Finished Auto-Generate Schedules** will just take you to the main view and not generate schedules*
 3. You also can **Reset All Preferences to Default**





Locked Sections

1. This section shows locked courses which can be done *AFTER* auto-generating schedules, go to [Locked Sections \(pg. 27\)](#) for where to lock courses

Fall 2018 Finished Auto-Generating Schedules

Preferences **Locked Sections** ←

Time-based Preferences	✎
Number of Classes	✎
Professor Preferences	✎
Additional Preferences	✎

Auto-Generate Sch

We can auto-generate different schedules based on

You can configure some settings to help us generate schedules more tailored to fit

We will also use any Busy Times you've set up to make sure we don't select classes can do so now: [Add Busy Times](#)

2. If you have locked sections already set, you may unlock by clicking on the red X under **Unlock**

Locked Sections

When auto-generating schedules, if you find a particular section of a class that you really like, lock it by pressing the button. This means that every schedule you auto-generate **after this** will include this section.

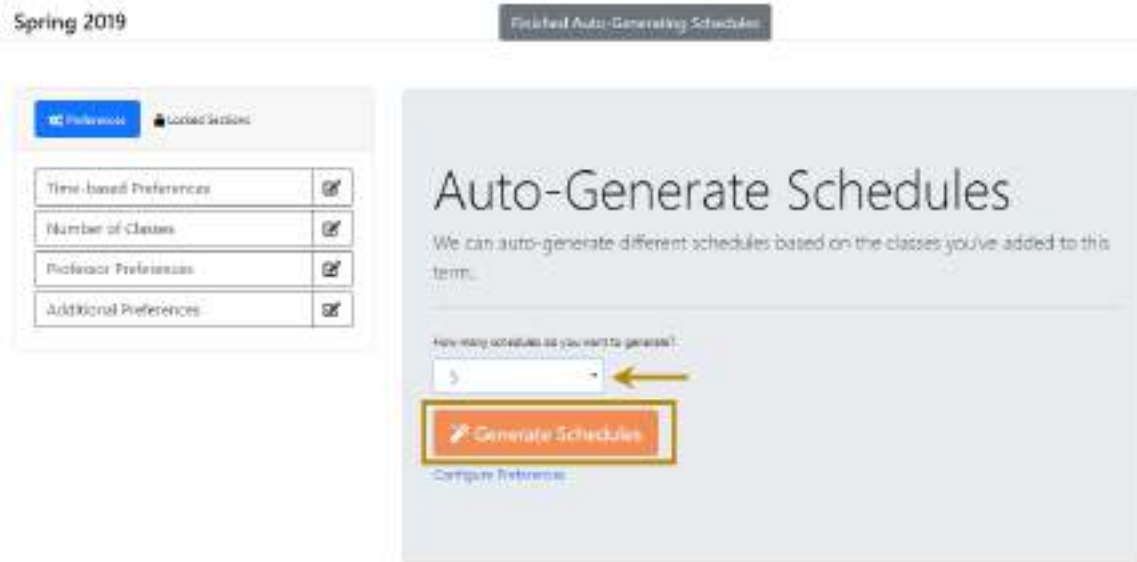
Class	Section	Title	Time	Day	More	Unlock
BIOL2051	003	General Biology I	12:30pm-1:45pm	MW		



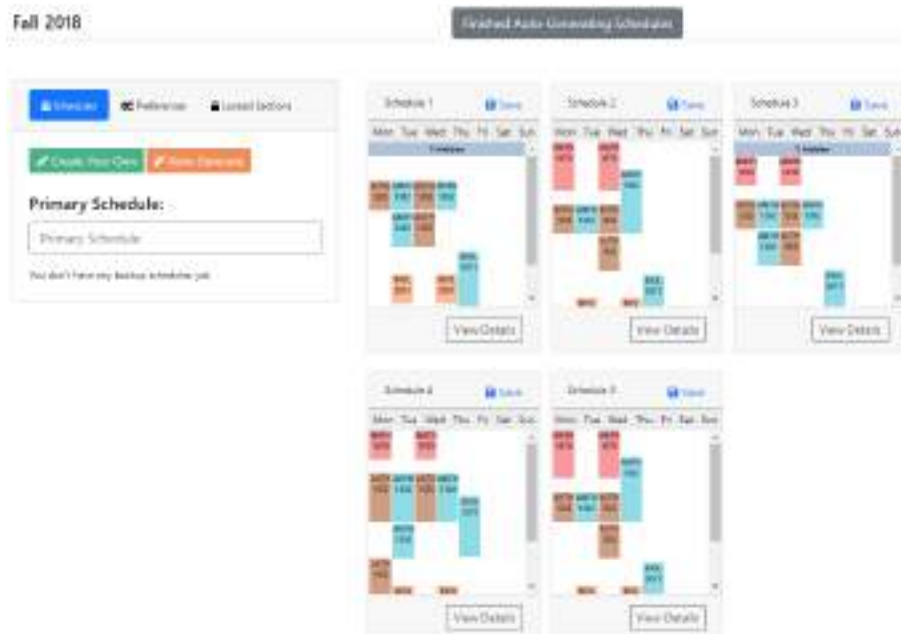
Auto-Generate Schedules

1. Once you are ready to generate schedules
 - a. Under **How many schedules do you want to generate**, select the number from the drop down menu
 - b. Click on **Generate Schedules**
 - c. **Configure Preferences** – will just direct you to **Preferences** section

NOTE: An alert may appear claiming "No schedules were generated based on your current preferences please change them and try again." This may appear as the more preferences you set, the narrower the search.

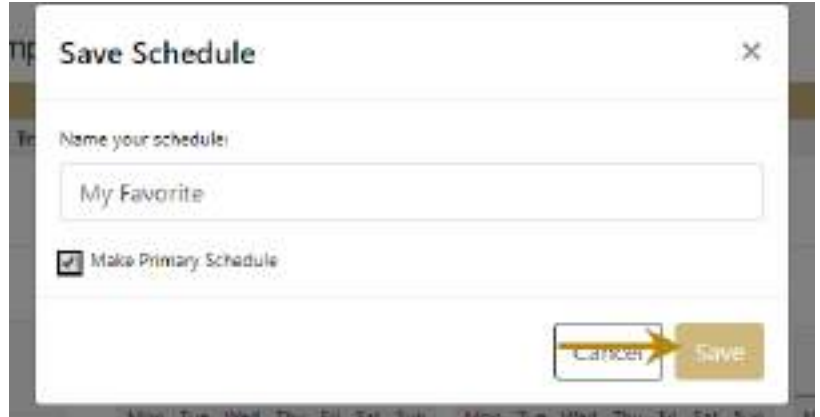
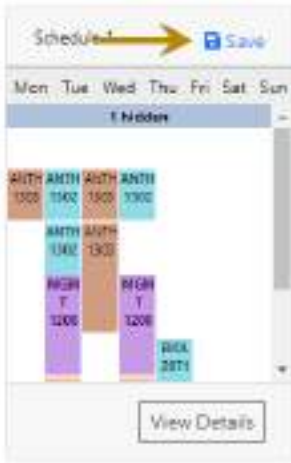


2. After generating several schedules, you go through schedules and either:



- a. Click on **Save, Name your schedule** and either check as **Primary Schedule** or it will save as a **Backup Schedule**

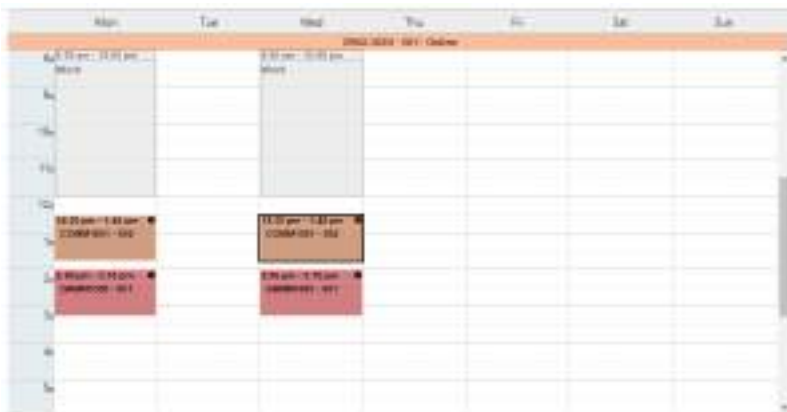
NOTE: Hidden means courses are online



-OR-

b. View Details

- i. This option allows you to fully view the calendar and courses
- ii. Calendar view
 1. Courses are color coded
 2. Online courses will appear at the top as a horizontal bar
 3. You can click on courses to view details





iii. Sections

Sections

Lock	Class	Section	Title	Time	Day	Start	End	Seats
	COMM1001	002	Presentational Speaking	12:30pm-1:45pm	MW	01/22/2019	05/18/2019	Filled 0 of 25
	ENGL1020	E01	Core Composition I			01/22/2019	05/18/2019	Filled 0 of 23
	GRMN1000	001	Germany and the Germans	2:00pm-3:15pm	MW	01/22/2019	05/18/2019	Filled 0 of 20

1. **Lock** – allows you to lock a class section you want to have appear on every schedule
 2. **Class** – Course code and color coded to calendar
 3. **Section**
H## - Hybrid course
E## - Online
– In Person
 4. Displays: **Title, Time, Day, Start & End Dates**
 5. **Seats** - It also allows you view how many seats are available
 6. The blue icon gives full details of course
- iv. Locked Sections - lock which ones you prefer to have appear on every schedule every time it is generated
1. Click on the lock icon next to the course you wish to set for each calendar
 2. This will be saved in the locked section on the left hand side – you can unlock by clicking on the red X

Locked Sections

When auto-generating schedules, if you find a particular section of a class that you really like, lock it by pressing the button. This means that every schedule you auto-generate after this will include this section.

Class	Section	Title	Time	Day	More	Unlock
COMM1001	002	Presentational Speaking	12:30pm-1:45pm	MW		

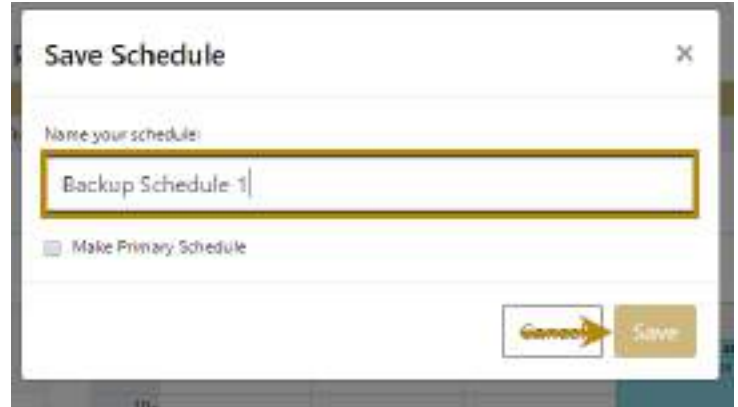
	Mon	Tue	Wed
12x			
1x			
2x			
3x			
4x			
5x			
6x			
7x			
8x	8:00 am - 12:00 pm Work		8:00 am - 12:00 pm Work
9x			

Sections

Lock	Class	Section	Title
	COMM1001	002	Presentational Speaking
	ENGL1020	E01	Core Composition I
	GRMN1000	001	Germany and the Germans



v. You can click on **Save** button to save this calendar as **Backup** or **Primary Schedule**



vi. Click on **Return** to go back to other auto-generated schedules

NOTE: This is live and linked to CU-SIS, course availability will update constantly and be sure to double check the saved calendars if courses are filled. This is why backup schedules and planning for extra can be helpful.



3. Clicking on **Finished Auto-Generating Schedules** will take you back out to the main view and note that it will not auto-generate schedules

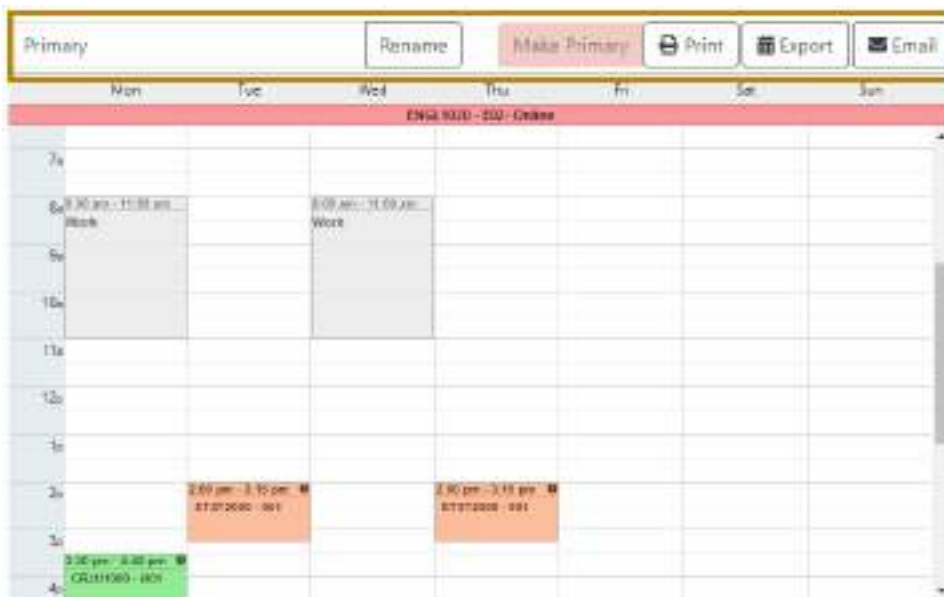


Managing Schedules

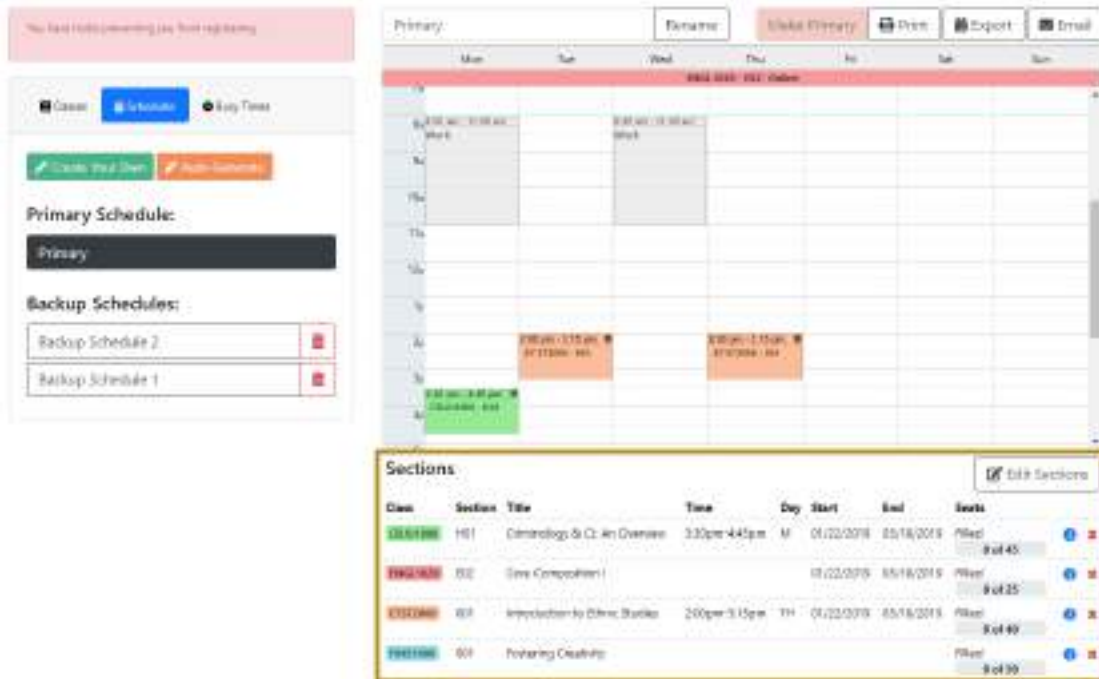
1. Once back out in the main view of Schedules, you can access your **Primary** and **Backup Schedules**
 - a. Remove **Primary** – selecting another schedule and clicking on **Make Primary** will allow you to remove your previous Primary schedule that you no longer want



- b. Remove **Backup** - if you wish to delete a specific schedule, you will need to select a different schedule in order for the trashcan to appear
2. Clicking on the schedules will display visual schedule blocks where you can:
 - a. Print – this pulls up another tab to allow you to print either a **Short Calendar** or **Full Calendar**
 - b. Export – this will export to your webmail calendar
 - c. Email – this can be sent to anyone’s email
 - d. You can also **Rename** or **Make Primary** if it’s already not set as **Primary**



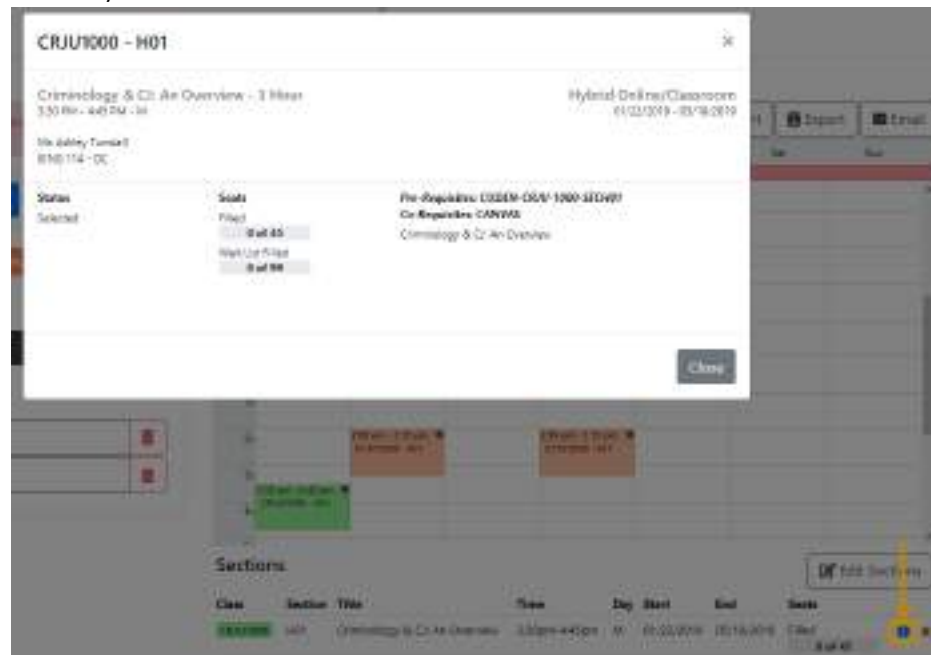
3. Sections



The screenshot shows the scheduler interface. On the left, there are navigation buttons for 'Class', 'Schedule', and 'Edit Times'. Below these are buttons for 'Create New Class' and 'Add Sections'. The 'Primary Schedule' is set to 'Primary', and there are two 'Backup Schedules' listed: 'Backup Schedule 2' and 'Backup Schedule 1'. The main calendar view shows a grid with colored blocks representing sections. Below the calendar is a 'Sections' table with the following data:

Class	Section	Title	Time	Day	Start	End	Seats
CRJU000	H01	Criminology & CJ: An Overview	3:30pm-4:45pm	M	01/22/2019	03/18/2019	8 of 45
CRJU000	E02	Crime Composites I			01/22/2019	03/18/2019	8 of 25
CRJU000	E03	Introduction to Crime Statistics	2:00pm-3:15pm	TH	01/22/2019	03/18/2019	8 of 40
CRJU000	E04	Forensic Chemistry					8 of 30

- Class** – Course code and color coded to calendar
- Section**
 - H## - Hybrid course
 - E## - Online
 - ### – In Person
- Displays: **Title, Time, Day, Start & End Dates**
- Seats** – Allows you view how many seats are available
- The blue **i** icon gives full details of course
- The red **X** will remove a courses from Sections and the calendar



The screenshot shows a modal window for the course 'CRJU000 - H01'. The modal contains the following information:

- Course Title:** Criminology & CJ: An Overview - 3 Hour
- Location:** 330 Bldg - 445 PM - 1st
- Modality:** Hybrid Online/Classroom
- Dates:** 01/22/2019 - 03/18/2019
- Status:** Selected
- Seats:** 8 of 45 (with a blue 'i' icon)
- Pre-Requisites:** CRJEM-0001-1000-3EDW01
- CR Requirement:** CANVAS
- Course Description:** Criminology & CJ: An Overview

At the bottom of the modal is a 'Close' button. The background shows the scheduler interface with the 'Sections' table visible.









- g. Edit Sections
 - i. Click on **Edit Sections**

 [Edit Sections](#)

Class	Section Title	Time	Day	Start	End	Seats
ANTH1301	L04 Intro Biological Anthropology	9:00am-10:50am	W	08/20/2018	12/15/2018	Filed 14 of 18
ANTH1301	001 Intro biological Anthropology	11:00am-12:10pm	MW	08/20/2018	12/15/2018	Filed 33 of 40
BIO1201	003 General Biology I	2:00pm-3:15pm	MW	08/20/2018	12/15/2018	Filed 152 of 158
BIO1201	027 General Biology Lab I	3:00pm-5:45pm	F	08/20/2018	12/15/2018	Filed 26 of 24
CLDE1000	001 Language, Identity, & Power	3:30pm-4:45pm	TH	08/20/2018	12/15/2018	Wait List Filed 0 of 10









- ii. This allows you to select different classes from the drop down menu
- iii. Selecting a course from the drop down will set up a list of different course times/options

Spring 2019 Finished Editing Sections

Status	Section	Title	Time	Days	Start	End	Seats	More
+	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL2	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL3	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL4	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	

- iv. Clicking on the blue  will show full section details

Spring 2019 Finished Editing Sections

Status	Section	Title	Time	Days	Start	End	Seats	More
+	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL2	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL3	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL4	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	

BIOL1550 - EL1

Basic Bio. Ecology-Diversity Life - 4 Hour
Online - Online Online
01/22/2019 - 05/15/2019

Emergency Register
Online Course - DC

Status	Available	Seats	Filed 0 of 18 Wait List Filed 0 of 12	Pre-Requisites (FROM BIOL 1550 SUCCESS) Co-Prerequisites: CHEM145 Basic Bio. Ecology-Diversity Life
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[Close](#)



- v. Clicking on the blue will add the course time to the schedule
 - a. **Busy Time Conflict** means the class time conflicts with your busy time
 - b. A green check mark means the class has been added to the schedule
 - c. A clock symbol means that the course conflicts with an already scheduled class

MATH1010 - Math for Liberal Arts -

Status	Section	Title	Time	Days	Start	End	Seats	More
	001	Math for Liberal Arts	9:30 AM - 10:45 AM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	002	Math for Liberal Arts	12:30 PM - 1:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	003	Math for Liberal Arts	2:00 PM - 3:15 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	004	Math for Liberal Arts	3:30 PM - 4:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	
	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	

- vi. Once you have finished editing courses to your schedule, click on **Finished Editing Sections**

Spring 2019

MATH1010 - Math for Liberal Arts

Status	Section	Title	Time	Days	Start	End	Seats	More
	001	Math for Liberal Arts	9:30 AM - 10:45 AM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	002	Math for Liberal Arts	12:30 PM - 1:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	003	Math for Liberal Arts	2:00 PM - 3:15 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	004	Math for Liberal Arts	3:30 PM - 4:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	
	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	
	007	Math for Liberal Arts	2:00 PM - 3:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	
	008	Math for Liberal Arts	3:30 PM - 4:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	
	009	Math for Liberal Arts	Online	Online	01/22/2019	05/18/2019	Filled 0 of 30	

Primary Schedule: Primary Schedule

Sections

Class	Section	Title	Time	Day	More	Delete
MATH1010	002	Basic Bio: Ecology, Diverse Life				
MATH1010	001	Basic Bio: Ecology, Diverse Life				



Info Only: Students Pre-Enrolling Classes

1. Once a student determines which schedule to enroll with
 - a. Make sure the calendar is set as **Primary**
 - b. Courses will be added to the registration shopping cart


IMPORTANT: *Students will still need to fully register for classes in their student portal according to their enrollment appointment. All registration rules will apply.*

2. After a student registers for courses and decided not to take some scheduled classes, they can sync their calendar with their registered courses by clicking on **Sync w/ Reg Sys**
 - a. This button will only appear *after* a student Pre-Enrolls

Eligible:

Begin: 04/16/18 at 4:00 PM

End: 04/18/18 at 11:59 PM

 Pre-Enroll

Sync w/ Reg Sys



FAQs

When I first add courses, are my courses going directly to my shopping cart?

No, the Scheduler wording is saying that but classes are actually being added to the Schedules application. Please disregard that notice as it is currently being fixed and note that they're only being added to Scheduler. Courses will be pushed to the shopping cart when you select the Pre-Enroll button.

Pre-Enroll



*What does **Date Not Found** mean under eligible?*

This area is where your enrollment appointment dates will appear. **Date Not Found** means that information hasn't been updated to the system yet.

Why are some courses that I had in Planner not showing up in Schedules?

Planner will not alert you if courses are not offered for particular semesters. In Scheduler, you will receive an error message if they are not offered that semester. You can manually add another class similar to what you are trying to fulfill or plan it for a different semester.



My added Busy Time is conflicting with a course on my schedule, how do I fix this?

Select a different schedule that may have been created or create your own schedule on the list that does not conflict with your busy time. Add the time and the Busy Time will appear on all saved schedules and may overlap on some classes. Check all schedules to see if there is overlap.



I'm trying to search for a specific course, but there were no results?

Your search returned no results. Try to search with words that could be in the course title, department, and department number.

Make sure you put a space between the department prefix and course code.



What's the difference between Want/Don't Want and Prefer/Don't Prefer?



Want/Don't Want – limits calendar options as schedules must include/not include these delivery type preferences

Prefer/Don't Prefer – more flexible than Want/Don't Want and will generate more calendars with this preference, but not necessarily remove calendars that don't follow it

Neutral – just how it sounds, generate any schedule without any preferences

Why can't I Pre-Enroll?

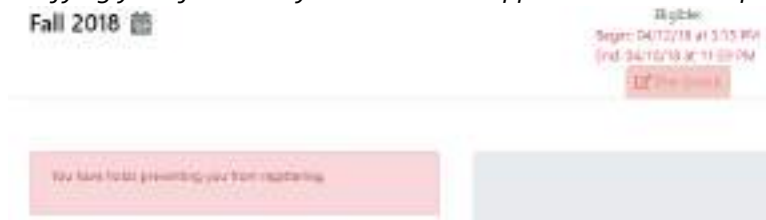
There could be several reasons:

1. You are not within your enrollment appointment, you can pre-enroll if your enrollment dates are green under Eligible





- You may have holds on your account, there will be a notification in Scheduler on the left hand side notifying you of this and your enrollment appointment shows up as red



- You may be trying to pre-enroll with a schedule that is not marked as **Primary**, make sure to change your Schedule to Primary if that's the schedule you want applied to the registration shopping cart.



If I select Pre-Enroll button, does that mean that I'm registered for these classes?
No, the scheduled classes will then be pushed into your registration shopping cart and you can proceed with registering for classes in the CU Denver registration system.

What if I decide not to register some courses in my shopping cart, will scheduler automatically update?

No, but you can sync your schedule with the courses you registered for by selecting **Sync w/ Reg Sys** after you register for classes. This button will only appear after you Pre-Enroll.

