Schedule Builder Instruction Sheet

We have a new and easy to use Schedule Building Software! Check it out!

- Log into MyIvy > Student > Student Dashboard > Schedule Builder (dark green box).
- Select your term: Spring 2021
- Select your campus: Sellersburg, Scottsburg, and IvyOnline (for online classes)
- Verify your address and acknowledge the campus COVID statement.

Now you’re ready to search for classes!

**Step 1: Set Your Search Filters**

![Schedule Builder Instruction Sheet]

- Course Status: will allow you to see open, full, or classes with a waitlist.
- Campuses: will allow you to add or remove previously selected campuses.
- Instruction Modes: This is how the course is delivered.
  - Traditional – this is on campus, face-to-face instruction
  - Online only – 100% of the content is delivered online
  - Blended, primarily online – most of the content is online with some on-campus meetings
  - Blended, primarily traditional – most of the content will be delivered on campus, with some online requirements
  - Learn Anywhere – course will be taught on campus, with the option for student to attend on-site or virtually.
  - Virtual – students are required to attend online lectures and all other content/assignments will be delivered online.
- Term: this is the term for which you will be registering.
- Parts of term: Sellersburg only offers 16wk and 8wk options. This option will help you plan a balanced schedule.
  - 16 weeks: January – May
  - First 8 weeks: January – March
  - Second 8 weeks: March – May
Step 2: Add Your Courses to the Search Criteria

- Once you click the green Add Course button, you can then add courses you’d like to search for by subject, by instructor or by your Academic Plan. The classes on your Academic Plan have been selected by your advisor as good options for you to take in the spring. Check the box to the left of the course to select any or all of those classes to add them to your search option.
- Click Done.

Step 3: Add Your Breaks

- Click Add Break to enter any time that you are unavailable to attend class. This will eliminate any time conflicts in your search results.
Step 4: Generate and Select Your Preferred Schedule

- Click the Generate Schedule button and you should see a list of courses populate. If no courses populate, you may need to remove breaks or deselect 1 or more courses to meet all the criteria.
- Once your list populates, click the “view” button to the left to see details of that schedule.

Here you can see the course, the days/time or online.
- **Tips:** click the blue “i” to see more info about the course.
- If you like the one of the course options, but not the entire schedule, you can “lock” a course and new schedules will be generated around that course.
- You can also see a visual representation if your schedule will be balanced between the 8wk and 16wk sections with the bar graph below your schedule.

Step 5: Register!

- Once you find all of the classes and the most ideal schedule, you can “Add (classes) to Shopping Cart.”
- Click the Shopping Cart tab in the green menu bar to see your selected schedule. At this point, you still have not registered.
  - From your shopping cart, you can email your potential schedule to your advisor, employer, spouse, etc. if you want to get approval or suggestions before registering.
  - You can edit your cart if you need to adjust a class or two.
- If everything in your shopping cart looks good, click “REGISTER.”
• Accept the financial responsibility statement.
• Enter your Registration PIN for Spring 2021.
• If there were any issues with registration, an error window will pop up and should reach out to your advisor for additional assistance.
• You are now registered!!