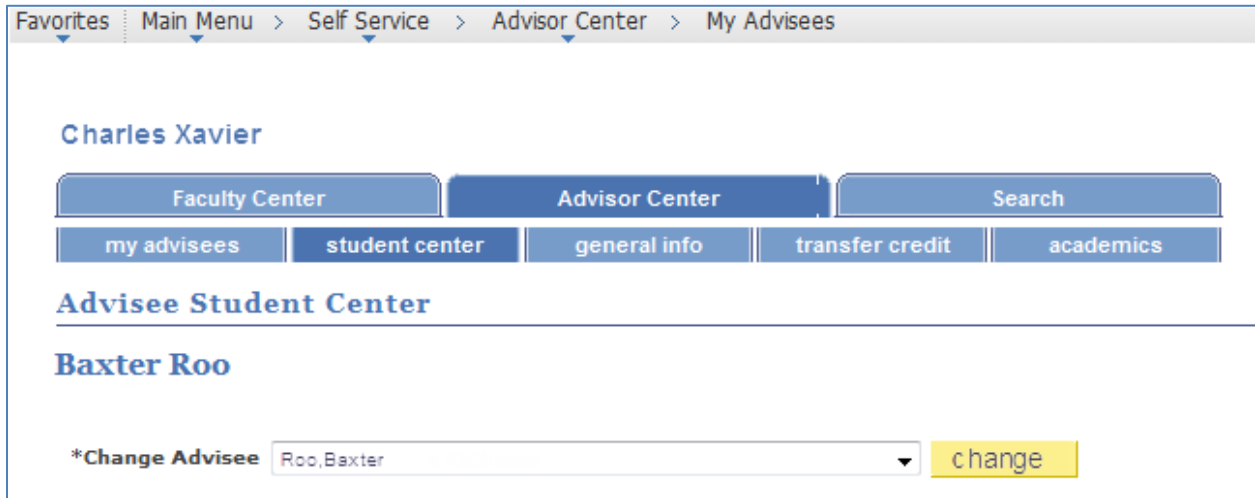


How to Use Schedule Planner Advisor Quick Reference Guide

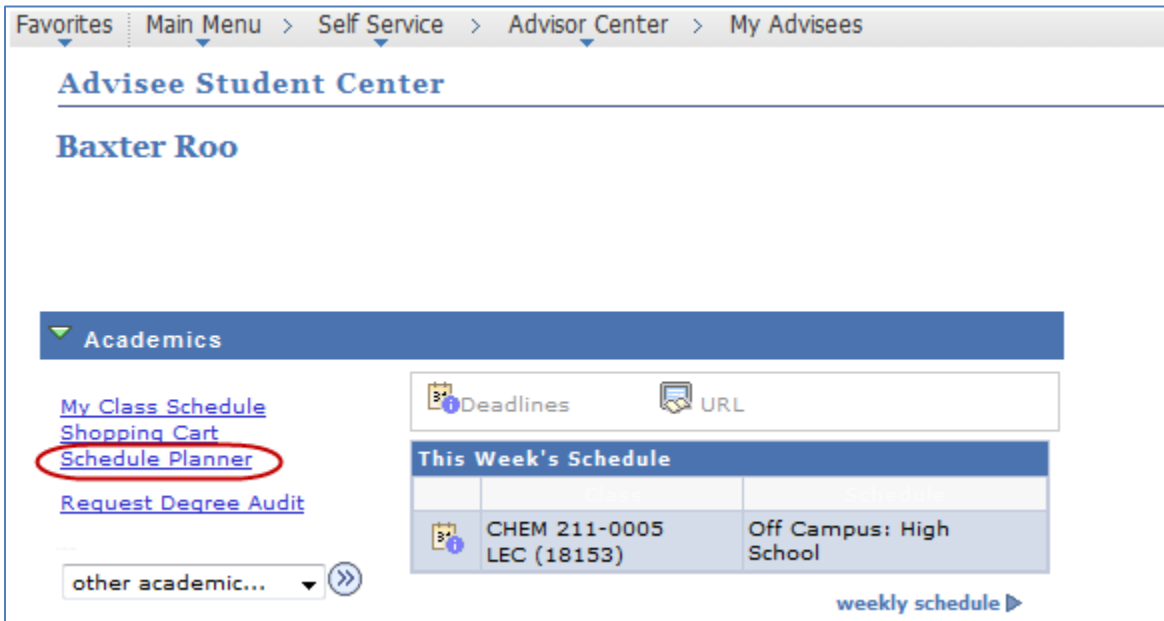
Navigation: Main Menu > Self-Service > Advisor Center > Advisee Student Center

1. Select your Advisee under the **Change Advisee** drop-down list and click **Change**.



The screenshot shows the 'My Advisees' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Self Service > Advisor Center > My Advisees. Below this, the name 'Charles Xavier' is displayed. There are two rows of navigation buttons: the first row contains 'Faculty Center', 'Advisor Center', and 'Search'; the second row contains 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. Below the navigation buttons, the page title is 'Advisee Student Center'. Underneath, the name 'Baxter Roo' is shown. At the bottom, there is a section labeled '*Change Advisee' with a dropdown menu currently showing 'Roo, Baxter' and a yellow 'change' button to its right.

2. Click the **Schedule Planner** link.



The screenshot shows the 'Advisee Student Center' page for 'Baxter Roo'. At the top, there is a breadcrumb trail: Favorites > Main Menu > Self Service > Advisor Center > My Advisees. Below this, the page title is 'Advisee Student Center'. Underneath, the name 'Baxter Roo' is shown. There is a blue bar with a dropdown arrow and the text 'Academics'. Below this bar, there are several links: 'My Class Schedule', 'Shopping Cart', 'Schedule Planner' (which is circled in red), and 'Request Degree Audit'. To the right of these links, there are two icons: 'Deadlines' and 'URL'. Below the links, there is a section titled 'This Week's Schedule' with a table. The table has two columns: 'Class' and 'Schedule'. The first row of the table shows 'CHEM 211-0005 LEC (18153)' in the 'Class' column and 'Off Campus: High School' in the 'Schedule' column. At the bottom right of the page, there is a link labeled 'weekly schedule' with a right-pointing arrow. At the bottom left, there is a dropdown menu labeled 'other academic...' with a right-pointing arrow.

3. Schedule Planner will launch, click **CLICK HERE** to begin building the schedule.

Note: The Go to Accessible Version button is used to access the version of Schedule Planner that is compatible with assistive technologies (e.g., screen readers).

4. Use the Schedule Planner features to build schedules.

The screenshot shows the PATHway Schedule Planner interface. At the top right, there are links for "Help Videos" and "Log Out". The main header features the "PATHway" logo, where "PATH" is in blue block letters and "way" is in a yellow script font inside a blue arrow pointing right.

Below the header, there are several filter dropdown menus:

- Course Status: Open Classes Only
- Academic Group: All Groups Selected
- Sessions: 1 of 7 Selected
- Instruction Mode: All Modes Selected
- Term: 2014 Fall Semester
- Academic Career: All Careers Selected
- Campus: 1 of 3 Selected

The user ID is displayed as "ID: 2222222".

There are two main sections: "Courses" and "Breaks".

Courses Section: Includes an "Add Course" button and a table with the following data:

<input checked="" type="checkbox"/>	Course	Options	Info	
<input checked="" type="checkbox"/>	English 101D	View/Edit		

Breaks Section: Includes an "Add Break" button and a table with the following data:

<input checked="" type="checkbox"/>	Name	Days	Time	
<input checked="" type="checkbox"/>	.job	MWF	2:00pm to 5:00pm	

Schedules Section: Includes a "Generate Schedules" button and the text "Generated 1 schedule." Below this is a table with the following data:

	#	Compare	
View	1		English-101D-0001, .job,

Four red callout boxes with arrows point to specific features:

- Top left: "Add Courses for enrollment in the next semester." (points to the "Add Course" button)
- Top right: "Add Breaks to block off time from classes." (points to the "Add Break" button)
- Middle left: "Click View to preview potential schedules." (points to the "View" link in the Schedules table)
- Bottom left: "Click View to preview potential schedules." (points to the "View" link in the Schedules table)

- When you have found a schedule the student likes, enter their email address and click **E-mail Schedule**. This will send an email to the student reminding them to complete the registration process.

Enter a recipient e-mail address and press the "E-Mail Schedule" button.

E-Mail Address:

More Info	Status	Subject	Course	Section	Class #	Open Seats	Day(s) & Time(s)	Date	Location (s)	Campus
	Not Enrolled	English	101D	0001	30672	30	MTWThF - 10:00am - 11:15am	6/9/2014 - 8/1/2014	Main UMKC	Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00	English-101D-0001 LEC	English-101D-0001 LEC	English-101D-0001 LEC	English-101D-0001 LEC	English-101D-0001 LEC
10:15					
10:30	Samantha Sagastume	Samantha Sagastume	Samantha Sagastume	Samantha Sagastume	Samantha Sagastume
10:45					
11:00					
11:15					
11:30					
11:45					
12:00					
12:15					
12:30					
12:45					
1:00					
1:15					
1:30					
1:45					
2:00	Job		Job		Job
2:15					
2:30					

- Return to the Advisee Student Center, select another advisee and repeat the previous steps to build another schedule.