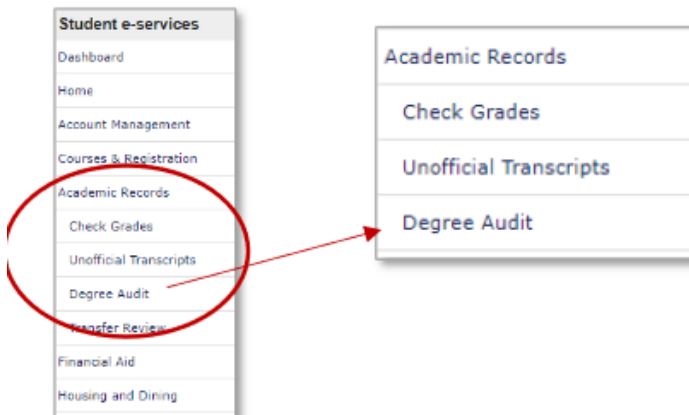


Student Instructions – Schedule Builder

Schedule Builder helps students plan their academic terms by allowing students to schedule planned courses according to preferences of days/times offered, location, instructor, and non-curricular commitments. Students can view course information including seat availability and can build schedules manually or let Schedule Builder automatically generate combinations based on their indicated preferences.

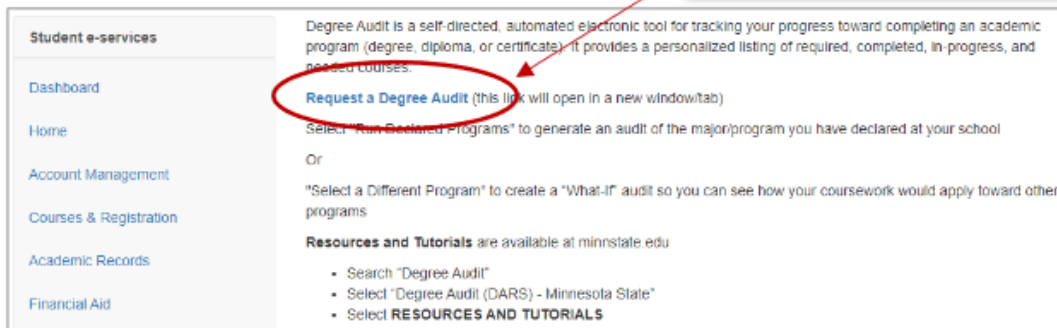
Login to your eServices account with star id and password

- Select **Academic Records** on the left-hand navigation and then click **Degree Audit**



- Select **Request a Degree Audit**

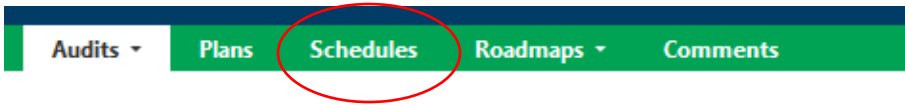
Request a Degree Audit (this link will open in a new window/tab)



- Enter your **StarID**, enter your **Password**, and select **Sign on**.

The image shows a screenshot of the Minnesota State login page. The 'StarID' and 'Password' input fields are highlighted with red arrows pointing to them from the right. Below the input fields is a green 'Sign on' button.

- On this page is where you can run your declared program audit, or in this instance, click on Schedules on the green tool bar to access schedule builder. *NOTE: it takes awhile for the schedule page to load.*



Request an Audit

[Run Declared Programs:](#)

School	Degree Program	
	BS 0609	
	BS 1220	
	BSN 1225	

[Select a Different Program:](#)

Advanced Settings [Click to view available options.](#)

This is the screen that will come up. Select the term (term you want to register for) and start adding courses you would like to take that term.

My Schedule

Let's get started building your schedule. First, pick the term you want to work on.

Select Term:

Spring 2022

Next, start adding courses to this term.

Enter Course Department, Number, or Title

Search Classes

In this example, I am going to add a MATH course to my schedule. I will enter math and click on search classes.

All math courses will populate on the next screen.

MATH 105 Contemporary Mathematics	+ Class
MATH 110 Introduction to Mathematics	+ Class
MATH 127 College Algebra	+ Class

To add the course (MATH 105) click on the green + Class button. This will add it to your classes area.

Repeat this step to add more classes.

Classes

BIOL111 Cell Biology - 4 Credits	
BIOL111L Cell Biology Lab	
COMM100 Speech Communication - 3 Credits	
MATH127 College Algebra - 3 Credits	
MUS328 Jazz Combo - 1 Credits	
POL120 Am Nat Gov/Pol - 3 Credits	

mus 328

MUS 328
Ensemble Performance

Once you are finished adding classes, click on the green Finished Adding Classes button. This will take you to the next screen.

On the next screen is where you have the option to add busy times. Students can add breaks for athletic practice, lunch, work, etc. Give the busy time a name, enter a start and end time, select days of the week and add the break.

Add Busy Time

One last thing before we start to build your schedule: adding busy time.

If you have days or times that you're not available to take a class, add a busy time to block off that time. This will help eliminate sections that are offered during those times when you're not available.

Add Busy Time

[Skip this step](#)

Now, you can click on the orange Auto-Generate.

Build your schedule

Now we're ready to get started building your schedule.

You can manually create your own, or you can have us generate some for you. You can always come back and do the other option at any time.

Create Your Own

Auto-Generate


On the next screen, you can set up the following preferences by clicking on the green Configure Preferences button. These can include times you prefer to take courses; the amount of courses you want to take; professors you want to have for your course; or if you prefer in-person or online courses.

Auto-Generate Schedules





We can auto-generate different schedules based on the classes you've added to this term.

You can configure some settings to help us generate schedules more tailored to fit your needs, or you can skip this step and just use the default options.

We will also use any Busy Times you've set up to make sure we don't select classes when you're not available. If you haven't set up any Busy Times, you can do so now: [Add Busy Times](#).

 **Configure Preferences**

[Skip this step](#)

Time-based Preferences	
Number of Classes	
Professor Preferences	
Additional Preferences	


The student will now click the orange generate schedules button. You have the option to choose how many different schedule combinations you would like to view. Based on this number, it will list all possible schedules based on the courses and breaks that you added previously.

Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

How many schedules do you want to generate?

5

 **Generate Schedules**

[Configure Preferences](#)

Click on View Details on one of the schedules to view it.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
MATH105 - 02- Remote Teaching No In-Person							
POL120 - 01- Remote Teaching No In-Person							
8a	8:00 am - 9:00 am Basketball Practice	8:00 am - 9:00 am Basketball Practice	8:00 am - 9:00 am Basketball Practice	8:00 am - 9:00 am Basketball Practice	8:00 am - 9:00 am Basketball Practice		
9a							
10a							
11a							
12p	12:00 pm - 1:15 pm WS305 - 02		12:00 pm - 1:15 pm WS305 - 02				
1p	1:30 pm - 2:45 pm COMM100 - 06		1:30 pm - 2:45 pm COMM100 - 06				
2p							
3p							
4p							
5p							

Sections

Lock	Class	Section	Title	Time / Day	Seats
	COMM100	06	Speech Communication	1:30pm-2:45pm MW	Filled 0 of 25
	MATH105	02	Contemporary Mathematics		Filled 0 of 30
	POL120	01	American National Government a		Filled 0 of 30
	WS305	02	The Economics of Poverty, Disc	12:00pm-1:15pm MW	Filled 0 of 13

Clicking on any course will show the details of the course.

COMM100 - 06-000453



Speech Communication - 3 Credits

In Person

1:30pm-2:45pm M 01/10/2022-05/11/2022

1:30pm-2:45pm W 01/10/2022-05/11/2022

Jason Anderson

Location: MacLean Hall - Campus: MSU Moorhe Room: 0165

Status

Selected

Seats

Filled

0 of 25

Speech Communication

If you like the schedule you are viewing, click the blue SAVE button and name your schedule. You can still go out and play around with other schedules until you build the schedule you want.


NOTES:

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

- Courses that are online and not scheduled at a specific meeting time will show up on the top of the calendar view (in the screenshot above, this is the MATH and POL courses).
- Courses that meet in person or have a scheduled meeting time will show up within the calendar view during that time.
- Make sure to check if any of your courses have pre-reqs. Do this by checking the semester schedule on eServices.

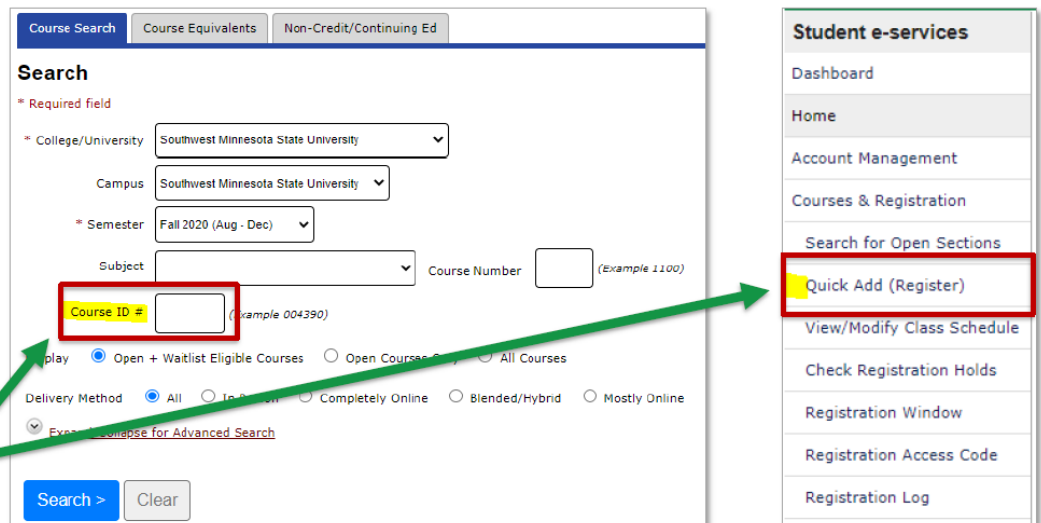
Once you configure the schedule you want, you will use the course id numbers in the schedule to register for your classes in eServices. The course id number can be found when you click on the details of each course. (With the example above COMM 100, the course id is 000453).

Use the Course ID numbers in your schedule to register for classes

In Schedule Builder
Open
More Details 

Copy
Course ID #

In eServices
Enter Course ID#
In Course Search or
Quick Add



Additional Preferences Course Definitions	
In-Person	Meets at a specific date/time on campus
Blended/Hybrid	Combination of in-person and online instruction
Completely Online – Asynchronous	Online course with no specific meeting times
Completely Online – Synchronous	Online course with specific meeting times
Hyflex	Student has choice between online OR in-person instruction