Objective

In this tutorial, you will learn the steps to add a class to your schedule using your My Planner.

You will see how to:
1) Add a class to your Shopping Cart
2) Move a class to your Schedule

My Planner:
Allows for planning of future coursework.
Courses must be in the planner in order to enroll in classes from My Planner.
Steps to add a class to My Planner will be covered under a separate tutorial.

Part 1
Shopping Cart
Add a Class from Planner Revised

Slide 5
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Enroll link.

Slide 6
Slide notes: Click to add notes for the selected slide
Text Captions: If there are multiple terms on PAWS you may need to select the appropriate term.
For this example, Fall 2009 will be selected.

Slide 7
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Continue button.

Slide 8
Slide notes: Click to add notes for the selected slide
Text Captions: You are now on the Add tab within the Enroll folder. Within Enroll you can Add, Drop, Swap, and Edit classes.
Slide 9
Slide notes: Click to add notes for the selected slide
Text Captions: Register for classes by:
• Entering Class Nbr.
• Conducting Class Search
• Searching My Planner

Slide 10
Slide notes:
Text Captions: Add a class using My Planner

Slide 11
Slide notes: Click to add notes for the selected slide
Text Captions: Select the My Planner radio button.

Slide 12
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Search button.
Slide 13
Slide notes: Click to add notes for the selected slide
Text Captions: The Search from My Planner page appears.
You must add courses to your My Planner prior to attempting to enroll.
Review the Using Planner PAWS Tutorial for details.

Slide 14
Slide notes: Click to add notes for the selected slide
Text Captions: Courses can be listed in a specific term, such as Fall 2009.
Or they can be listed in the Unassigned Courses area.

Slide 15
Slide notes: Click to add notes for the selected slide
Text Captions: Important Note: Only the term you are registering for will be listed.

Slide 16
Slide notes: Click to add notes for the selected slide
Text Captions: Click the Select button, next to the course you wish to enroll in.
Select buttons will only appear for courses being offered during the term.
For this example, we will select Psych 101.
Add a Class from Planner Revised

Slide 17
Slide notes: Click to add notes for the selected slide
Text Captions: All the sections for Psych 101 appear

Slide 18
Slide notes: Click to add notes for the selected slide
Text Captions: Click the Select button for the section you wish to enroll in.

Slide 19
Slide notes: Click to add notes for the selected slide
Text Captions: Notice a discussion was selected.

Slide 20
Slide notes: Click to add notes for the selected slide
Text Captions: If a course has multiple components, such as a discussion, lecture, and/or lab, you must enroll in all sections of the class.
In this case, a lecture must also be selected.
Add a Class from Planner Revised

**Slide 21**
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Next button.

**Slide 22**
Slide notes: Click to add notes for the selected slide
Text Captions: You are on Step 1 of the registration process. Important to read the Enrollment Preferences page.

**Slide 23**
Slide notes: Click to add notes for the selected slide
Text Captions: Enter the following if necessary:
- Wait list if Class is Full
- Permission Number
- Grading Basis
- Number of Units

**Slide 24**
Slide notes: Click to add notes for the selected slide
Text Captions: Note: This class does not allow for putting yourself on a Wait List or for number of Units to be adjusted.
Slide 25
Slide notes: Click to add notes for the selected slide
Text Captions: If allowed, Wait list option will appear above Permission Nbr.

Slide 26
Slide notes: Click to add notes for the selected slide
Text Captions: If Units are editable a text box will appear similar to Permission Nbr. or Grading.

Slide 27
Slide notes: Click to add notes for the selected slide
Text Captions: Let's take a look at another example.

Slide 28
Slide notes: Click to add notes for the selected slide
Text Captions: Here is Example 2.
This student is enrolling in a class that allows her to change the grading option.

Click the drop down arrow for Grading.

Grading Options could include:
- Audit
- Credit/No Credit
- Graded

For this example, Audit will be selected.
Slide 33
Slide notes: Click to add notes for the selected slide
Text Captions: Continue filling out this page.

Slide 34
Slide notes: Click to add notes for the selected slide
Text Captions: We are back to Example 1.

Slide 35
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll down.

Slide 36
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Next button to continue.
Add a Class from Planner Revised

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Slide 37
Slide notes: Click to add notes for the selected slide
Text Captions: PSYCH 101 has been added to the Shopping Cart.

Slide 38
Slide notes: Click to add notes for the selected slide
Text Captions: Adding a class to your Shopping Cart does NOT mean you are registered.

Slide 39
Slide notes: Click to add notes for the selected slide
Text Captions: Part 2 - Move to Schedule

Slide 40
Slide notes: Click to add notes for the selected slide
Text Captions: To register, you must select the classes from the Shopping Cart and complete all of the registration steps.
You can select more than one class at a time, but multiples may slow down the process.
Select the class to add.
Slide 41
Slide notes: Click to add notes for the selected slide
Text Captions: Notice Psych 101 has two components. The Discussion and the Lecture will both be processed with one checkbox.
From this page you cannot tell which component is the Lecture or the Discussion.

Slide 42
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Enroll button.

Slide 43
Slide notes: Click to add notes for the selected slide
Text Captions: On this page you can see Discussion and Lecture.

Slide 44
Slide notes: Click to add notes for the selected slide
Text Captions: You are on Step 2 of the registration process.
Add a Class from Planner Revised

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Slide 45
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Finish Enrolling button.

Slide 46
Slide notes: Click to add notes for the selected slide
Text Captions: Check to see if the class was successfully added.
Note: Important to read all messages.
Status should show a green check mark.

Slide 47
Slide notes: Click to add notes for the selected slide
Text Captions: Select My Class Schedule button to confirm class was added.

Slide 48
Slide notes: Click to add notes for the selected slide
Text Captions: Your My Class Schedule displays.
In this tutorial, you have learned the steps to add a class to your schedule using your My Planner.

You have seen how to:

1) Add a class to your Shopping Cart
2) Move a class to your Schedule

CONGRATULATIONS!
You have completed the “Add a Class using your My Planner”

PAWS Tutorial

Click the X in the upper right corner to close the tutorial window.

Or select a link to continue:

* View another tutorial
* Sign into PAWS
* View PAWS Training web site