Using My Planner
Friday, July 24, 2009

Slide 1
PAWS Tutorial “Using My Planner”
Slide notes:

Slide 2
Objective
In this tutorial you will learn how to use the planner.

You will learn how to:
1) Add courses to "My Planner"
2) Delete courses from "My Planner"
3) Assign courses to a term in "My Planner"

Slide 3
What is "My Planner"?

Slide 4
My Planner
Allows for planning of future coursework
Helps when meeting with Advisor(s)
Once courses are in the planner, you can utilize the planner to enroll in classes

Slide notes:
Text Captions: Objective
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Slide notes:
Text Captions: What is "My Planner"?

Slide notes:
Text Captions: My Planner
Allows for planning of future coursework
Helps when meeting with Advisor(s)
Once courses are in the planner, you can utilize the planner to enroll in classes
Slide 5
Slide notes:
Text Captions: Here is a sample of “My Planner”
The first time you open “Plan” your planner will be empty.
This sample has information loaded already.

Slide 6
Slide notes:
Text Captions: For those courses that have Prerequisites, you can see
additional details by selecting the appropriate link.

Slide 7
Slide notes:
Text Captions: Select the yes link

Slide 8
Slide notes:
Text Captions: The Course Detail page appears
Slide 9
Slide notes:
Text Captions: Select the Return to My Planner link

Slide 10
Slide notes:

Slide 11
Slide notes:
Text Captions: Select the Return to My Planner link

Slide 12
Slide notes:
Text Captions: Select the course name in the description column to see course details.
Note: The page that displays is the same as when viewing course prerequisites.
For this example, Business Law II will be selected
Slide 13
Slide notes:
Text Captions: The Course Details page appears

Slide 14
Slide notes:
Text Captions: Select the Return to My Planner link

Slide 15
Slide notes:
Text Captions: How do I add courses?

Slide 16
Slide notes:
Text Captions: Select the Plan link from the Student Center page
Slide 17
Slide notes:
Text Captions: The My Planner page appears
The first time you open “Plan” your planner will be empty.

Slide 18
Slide notes:
Text Captions: To add courses, select the Browse Course Catalog button

Slide 19
Slide notes:
Text Captions: The Browse Course Catalog page appears
Use the Expand All and Collapse All buttons to open and close list of all subjects.

Note: Expand All button will show all of the details for every Department listed. This is too much information to scroll through.
To search for a subject, it is suggested to select a letter of the alphabet from this list

Slide 20
Slide notes:
Text Captions: In this example, we are looking for Business Administration
Select the letter B
Slide 21
Slide notes:
Text Captions: Subjects jump to those beginning with the letter B
Select the subject to expand
For this example, BUS ADM - Business Administration will be selected

Slide 22
Slide notes:
Text Captions: BUS ADM - Business Administrative subjects expand to show all Courses Nbr

Slide 23
Slide notes:
Text Captions: The Typically Offered field, shown here, will be populated with a value that will be based on when:
The Typically Offered field, shown here, will be populated with a value that will be based on when:
1) Course was offered in the past
2) Course will possibly be offered in the future
Typically Offered value is an estimate and is subject to change

Slide 24
Slide notes:
Text Captions: Scroll if necessary
Slide 25
Slide notes:
Text Captions: Select the appropriate checkbox
For this example, Business 491 will be selected

Slide 26
Slide notes:
Text Captions: Scroll to the top or bottom of the page

Slide 27
Slide notes:

Slide 28
Slide notes:
Text Captions: Select the Add to Planner button
Slide 29
Slide notes:
Text Captions: The My Planner page refreshes
Notice the confirmation message

Slide 30
Slide notes:
Text Captions: You can add additional courses now or return to your Student Center page
To return to the Student Center, select the drop down arrow

Slide 31
Slide notes:
Text Captions: Select the Student Center option

Slide 32
Slide notes:
Text Captions: Select the >> to continue
Slide 33
Slide notes:
Text Captions: The Student Center page appears

Slide 34
Slide notes:
Text Captions: How do I delete courses?

Slide 35
Slide notes:
Text Captions: Select the Plan link

Slide 36
Slide notes:
Text Captions: The My Planner page appears
Slide 37
Slide notes:
Text Captions: Notice multiple courses have been added to the My Planner page

Slide 38
Slide notes:
Text Captions: To delete a single course, select the garbage can icon next to the appropriate description

Slide 39
Slide notes:
Text Captions: Read message to confirm that course has been deleted

Slide 40
Slide notes:
Text Captions: You can delete ALL courses on the My Planner at one time
Slide 41
Slide notes:
Text Captions: Select the Delete All button

Slide 42
Slide notes:
Text Captions: Important to read message

Slide 43
Slide notes:
Text Captions: Important Note: If you click the Yes button, the courses will be gone and your My Planner will be refreshed to its original state.

Slide 44
Slide notes:
Text Captions: For this example, the No button will be selected.
Slide 45
Slide notes:
Text Captions: When No is selected, the My Planner page displays with the courses still listed

Slide 46
Slide notes:
Text Captions: How do I assign courses to a specific term?

Slide 47
Slide notes:
Text Captions: Notice that all courses are listed in the Unassigned Courses table
Unassigned means courses are not slotted to be taken in a given term.
In this example, we will assign a course to a specific term

Slide 48
Slide notes:
Text Captions: Select the check box for the course you want to assign to a term
In this example, Psych 101 will be assigned to the Fall 2009 term.
Slide 51
Slide notes:
Text Captions: This is when the Typically Offered field may come in handy.
Typically Offered value populated based on when course has been offered in the past.
Typically Offered value is not a guarantee that the course will be offered in the future during the same term.
If you have questions, please contact the department that offers the particular course.

Slide 52
Slide notes:
Text Captions: Select the drop down arrow
Slide 53
Slide notes:
Text Captions: Select the appropriate term you want to assign the course to

Slide 54
Slide notes:
Text Captions: For this example, Fall 2009 will be selected.

Slide 55
Slide notes:
Text Captions: Notice Fall 2009 fills into the "Move selected courses to Term" field.

Slide 56
Slide notes:
Text Captions: Select the Move button to continue
Slide 57
Slide notes:

Text Captions: Notice a new Fall 2009 area has appeared.
Message shows that "PSYCH 101 has been moved to Fall 2009."

Slide 58
Slide notes:

Text Captions: Notice a new Fall 2009 area has appeared.
Message shows that "PSYCH 101 has been moved to Fall 2009."

Slide 60
Slide notes:

Text Captions: For those courses that have Prerequisites, you can see additional details by selecting the appropriate link.
Slide 61
Text Captions: Select the yes link

Slide 62
Text Captions: The Course Detail page appears

Slide 63
Slide notes:

Slide 64
Slide notes:
Select the Return to My Planner link

Select the course name (i.e., Business Law II) in the description column to see course details.

Note: This is the same page that displays when viewing course prerequisites.

The Course Details page appears

Select the Return to My Planner link

Select the Return to My Planner link
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Slide 69
Slide notes:
Text Captions: Click the drop down arrow to return to the Student Center page.

Slide 70
Slide notes:
Text Captions: Select the Student Center option.

Slide 71
Slide notes:
Text Captions: Select the >> button.

Slide 72
Slide notes:
Text Captions: The Student Center page appears.
Slide 73
Slide notes:
Text Captions: Another way to see the Planner, is to select it from the drop down arrow

Slide 74
Slide notes:
Text Captions: Select the Academic Planner option

Slide 75
Slide notes:
Text Captions: Select the >> button

Slide 76
Slide notes:
Text Captions: The My Planner page appears
Summary

In this tutorial you have learned how to use the planner.
You have learned how to:

1) Add courses to "My Planner"
2) Delete courses from "My Planner"
3) Assign courses to a term in "My Planner"

CONGRATULATIONS!!!

You have completed the "Using My Planner"
PAWS Tutorial

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

Or select a link to continue:

* To view another tutorial
* To sign into PAWS
* To view PAWS Training web site