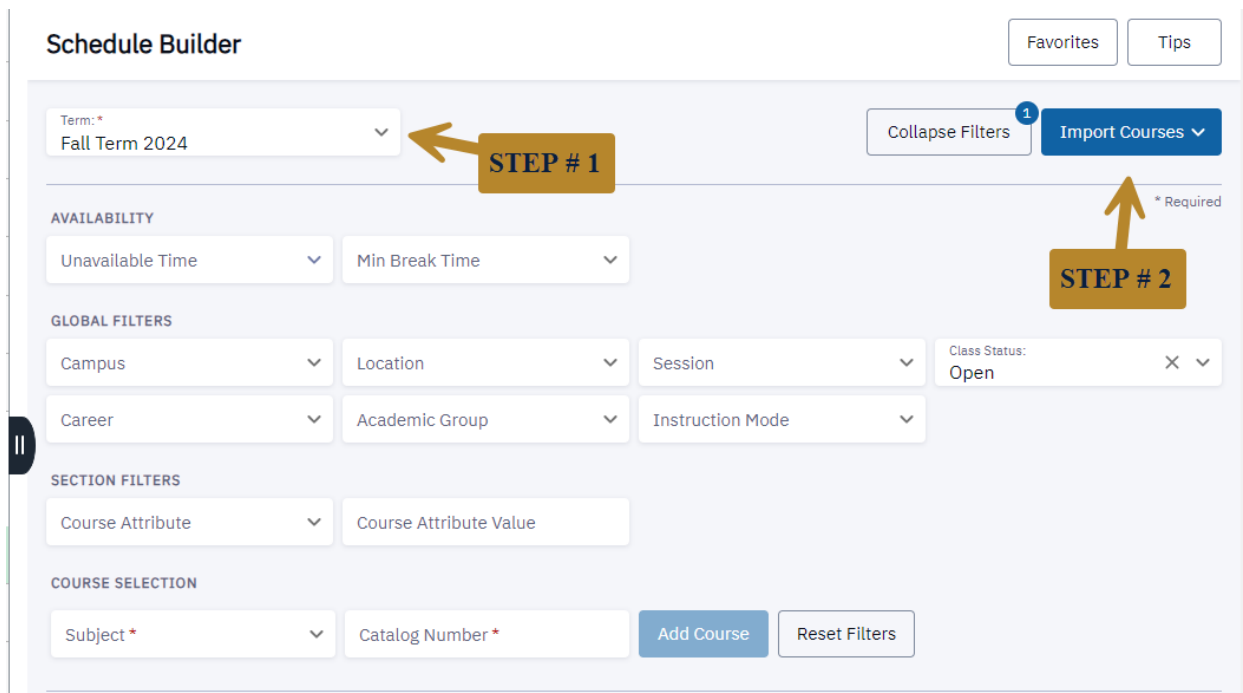


## How to Access and Navigate Schedule Builder:

1. Log in to the My.FIU portal.
2. Select the "Manage Classes" tile.
3. Click on "Planning Tools".
4. Choose "Schedule Builder" from the options.

The image shows two screenshots from the My.FIU portal. The top screenshot displays the main dashboard with a grid of tiles. A yellow arrow points to the "Manage Classes" tile, which is highlighted. The bottom screenshot shows the "Schedule Builder" interface. On the left is a navigation menu with "Schedule Builder" selected. The main content area displays a welcome message: "This is Schedule Builder. All you need to do is to select courses and chill, Schedule Builder will do everything else." Below the message are two buttons: "Continue" and "View Tips". At the bottom, there is a checkbox labeled "Skip this message in the future".

Opting to "Skip this message in the future" will prevent its display during subsequent visits.



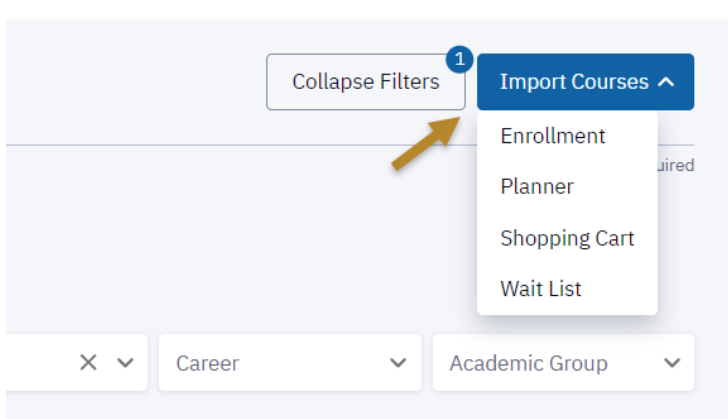
**Step 1. Term:** (Always defaults to the current term)

You can select the correct available term from the Term drop-down menu on the left-hand side of the screen. If you are unable to see a future term, it could mean one of two things:

1. The term is not yet available.
2. You are not term activated for the desired term.

**Step 2. Import Courses:** Courses automatically import from Enrollment.

You have the option to import courses from various sources such as the Shopping Cart, courses planned in the Degree Planner, Enrolled courses, or courses for which you are Waitlisted, simply by clicking the drop-down menu.



- Click "Enrolled" to display all courses you are currently enrolled in.
- Click "Planned" to display courses from Degree Planner.
- Click on "Shopping Cart" to display any courses you previously added to the Shopping Cart.
- Click "Wait List" to display all courses you are currently on the waitlist for.

**Schedule Builder** Favorites Tips

Term: \*  
Fall Term 2024

**STEP # 3** →

Collapse Filters <sup>1</sup> **Import Courses** ↓

**AVAILABILITY** \* Required

Unavailable Time **A** ↓ Min Break Time **B** ↓

**GLOBAL FILTERS**

Campus **C** ↓ Location **D** ↓ Session **E** ↓ Class Status: Open **F** × ↓

Career **G** ↓ Academic Group **H** ↓ Instruction Mode **I** ↓

**SECTION FILTERS**

Course Attribute **J** ↓ Course Attribute Value

**COURSE SELECTION**

Subject \* ↓ Catalog Number \* ↓ **Add Course** **Reset Filters**

### Step 3. Setting filter options:

You can customize your course search by setting filter options.

- A. Unavailable time: This feature enables you to set specific times when you're unavailable, which can be used as a filter when searching for courses. Simply select the time range and days of the week when you'll be unavailable. You can add multiple time ranges for when you won't be available by creating different labels.
- B. Min. Break time: allows students to specify breaks between courses. Breaks can range from 15 minutes to 120 minutes.
- C. Campus: Choose the campuses where you'd like to take courses. If no Global Filters are selected, Schedule Builder will display all available course options across all campuses.
- D. Location: You can select the specific campus and off-campus location where you'd like to take courses.
- E. Session: If left blank, Schedule Builder will display courses offered across all sessions.
- F. Class Status: The default setting is "open", but you have the option to include classes with "closed" or "waitlist" status.
- G. Career: Select between either undergraduate or graduate courses.
- H. Academic Group: You may choose the academic division or school.
- I. Instruction Mode: Choose this filter if you have a preference; if not selected, Schedule Builder will include courses with all varieties of instruction modes.
- J. Course Attribute: May be used to search for courses in specific categories.

## Schedule Builder

Favorites

Tips

Term: \*  
Fall Term 2024

Collapse Filters

Import Courses

### AVAILABILITY

\* Required

Unavailable Time

Min Break Time

### GLOBAL FILTERS

Campus

Location

Session

Class Status:  
Open

Career

Academic Group

Instruction Mode

### SECTION FILTERS

Course Attribute

Course Attribute Val...

### COURSE SELECTION

Subject \*

Catalog Number \*

Add Course

Reset Filters

Total: 0 units

STEP # 4

Delete Selected

Save

Build Schedule

### Step 4. Subject and Catalog Number Filters

You can directly search for a course by entering the Subject and Catalog Number in the drop-down fields. When searching for a course, these two fields are required (indicated by the red asterisk) ***Unless courses have been previously imported (see Step 2 for instructions)***

1. Under the Course Selection heading, click on "Subject" and choose the subject prefix.
2. Click on "Catalog Number" and select the course.
3. Click on "Add Course."
4. The course will appear at the bottom of the page. You can include up to ten (10) courses when building a schedule.

### COURSE SELECTION

Subject: \*  
ENC - English Co...

Catalog Number: \*  
1101 - Writing an...


Add Course

Reset Filters

### COURSE DESCRIPTION

The first in a two-course sequence introduces the principles of college-level writing and research. Students write for multiple rhetorical contexts, with emphasis on critical thinking and revision. Written work meets the state composition requirement. Completion of this course with a grade of C or better is linked to earning the Florida Public Postsecondary Fundamentals of Written Communication digital badge.

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	ENC 1101	Writing and Rhetoric I	3	-	Select Sections 

Total: 3 units

Delete Selected

Save

Build Schedule

## Step 5. Build Schedule

Once you have selected all the classes you want to consider together in creating your schedule, click "Build Schedule" Schedule Builder will display all possible schedules using the preferred filters and courses.

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	BSC 2023	Human Biology	3		Select Sections
<input checked="" type="checkbox"/>	ENC 1102	Writing and Rhetoric II	3		Select Sections
<input checked="" type="checkbox"/>	SPC 2608	Public Speaking	3		Select Sections
<input checked="" type="checkbox"/>	WST 3015	Intro Global Gender	3		Select Sections

Total: 12 units

[Delete Selected](#) [Save](#) [Build Schedule](#)

## Calendar Schedule View:

Schedule Builder > Schedules

Select a class to view additional details

[Add To Cart](#) [Favorites](#) [Tips](#)

Show Unavailable  Sort Type

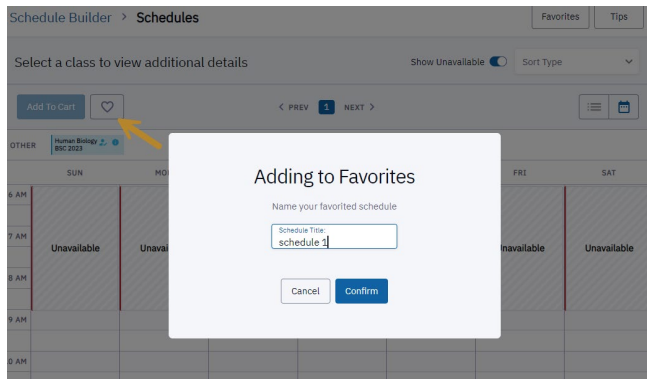
[List View](#) [Calendar View](#)

[PREV](#) **1** [NEXT](#)

OTHER	SUN	MON	TUE	WED	THU	FRI	SAT
6 AM	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
7 AM	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
8 AM	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
9 AM							
10 AM							
11 AM		11:00 - 12:15 pm Writing and Rhetoric II ENC 1102					
12 PM							
1 PM					12:30 - 1:45 pm Intro Global Gender WST 3015		
2 PM					2:00 - 4:45 pm Public Speaking SPC 2608		
3 PM							
4 PM							

- Favorites: Clicking on the "Favorites" bar in the top right corner will display any schedules favorited during previous sessions.
- Show Unavailable: Schedule Builder shows a student's unavailable times on the schedule by default. Turning off this button will remove the unavailable times from the schedules page view, but it will not erase the filters set on the previous page. Turning of the button will still only show schedules built around the unavailable times even if it is not marked off on the page itself.
- Sort Type: Sorts generated schedules by four different fields: Earliest Average Start Time, Latest Average Start Time, Most Days Scheduled, Least Days Scheduled.
- List & Calendar View: Changes the schedule view from calendar view (default) to list view.

- E. Add to cart: add to cart button turns blue during active enrollment periods.
- F. Favorite (heart) Icon: Clicking on the heart icon will favorite a schedule. The heart icon turns blue when a schedule is favorited.



- G. Course Card: Clicking on the course card will allow students to view courses details (instructors, campuses, etc.).

