How to use Schedule Builder

Schedule Builder gives students the flexibility to plan their classes around their jobs, sports activities, and student life. With Schedule Builder, the students can take control of their schedule. These instructions will guide you through the steps to use Schedule Builder.

1. From the Faculty Center, click the Advisor Center tab.

2. When the Advisor Center page opens, either click on View Student Details of one of your assigned advisees, or click the button to search for a student who is not one of your advisees.

3. On the search page opens,
   - In the ID, enter the student’s CSUB ID
   - Click the Search button to continue.

4. When the Advisee’s Student Center opens,
   - Click the Schedule Builder link
### How to use Schedule Builder

**How to use Schedule Builder**

*Faculty Job Aid*

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 5.   | When the Scheduler Builder page opens,  
|      | - Click the **CLICK HERE** button |
| 6.   | When the page appears,  
|      | - Click the down arrow  
|      | - From the list select a term, such as *Spring 2014* |
| 7.   | The Schedule Builder page opens,  
|      | - Click the **Add Course** button |
| 8.   | On the Add Course page,  
|      | - Select a Subject, such as *Spanish*  
|      | - Select a Course, such as *Spanish 101* |
| 9.   | The course is added to the course list. To add another course, click the **Add Course** button. |
| 10.  | To add a break, click the **Add Break** button. |
| 11.  | On the Add Break page,  
|      | - In the **Break Name**: enter a meaningful name for the break, such as *Work*  
|      | - In the **Start Time**, select the desired start time  
|      | - In the **End Time**, select the desired end time  
|      | - In the **Days**, select the days of the week  
|      | - Click the **Save Break** button |

---

*Copyright 2014. All Rights Reserved. CSU Bakersfield*

*Last Updated: 2/20/2014 by T. Sherman*
12. With the courses and breaks added, it is time to generate the schedules. To do so,
   - Click the box beside the courses to include
   - Click the Generate Schedules button.

13. The schedules appear. From this list, you can
   - Click the View link to view a Schedule
   - Hold your cursor over the 📅 to preview a schedule
   - Check one or more schedules to compare them.

14. Once you decide upon a schedule for the student, click the View link.

15. On the View Schedule page,
   - Click the Print Page button.

   ! **Do not** click the Send Schedule to Quick Enroll button. Your security role as an instructor or faculty advisor, does not permit access to this functionality. It will produce an error.

16. To return to the Schedule Builder,
   - Click the Close Schedule button