



LEHMAN COLLEGE

SCHEDULE  BUILDER

How to Guide for Advisors

Last Updated: September 20, 2023

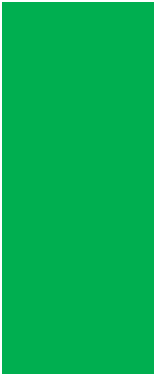




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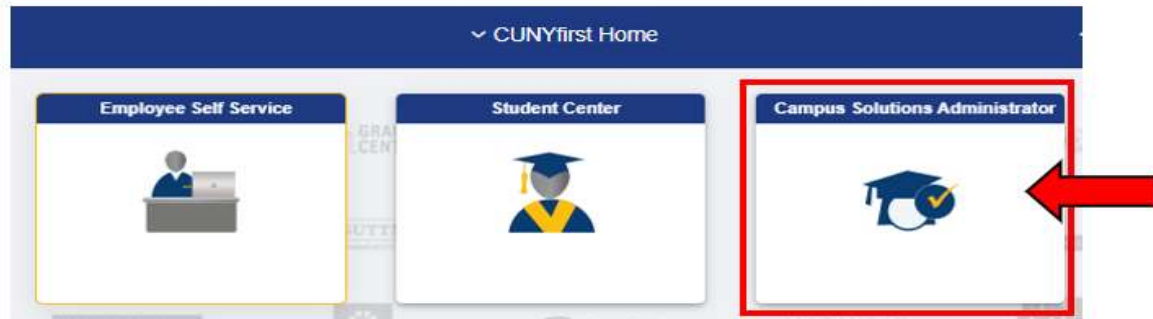
Assigning a
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What is Schedule Builder?

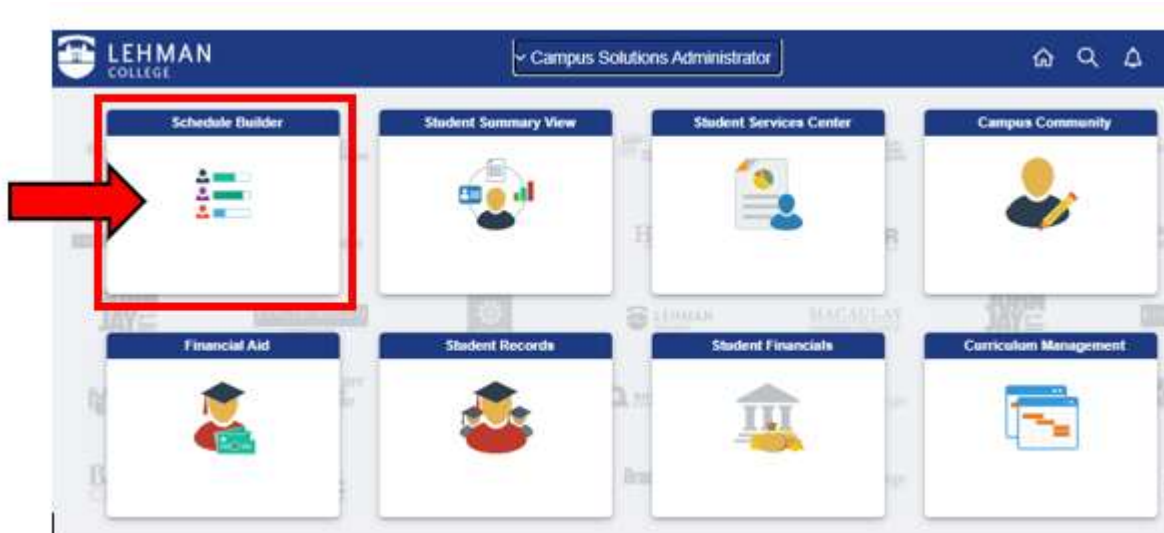
Schedule Builder is a tool that allows students to plan their class schedule and register for classes for the upcoming semester. With this tool, students can arrange selected courses into conflict-free timetable options, making it easier to see what available options best fit into their personal and academic lives.

How to Access **Schedule Builder**

- 01 | Log into CUNYfirst with your credentials. After logging in, select the Campus Solutions Administrator tile

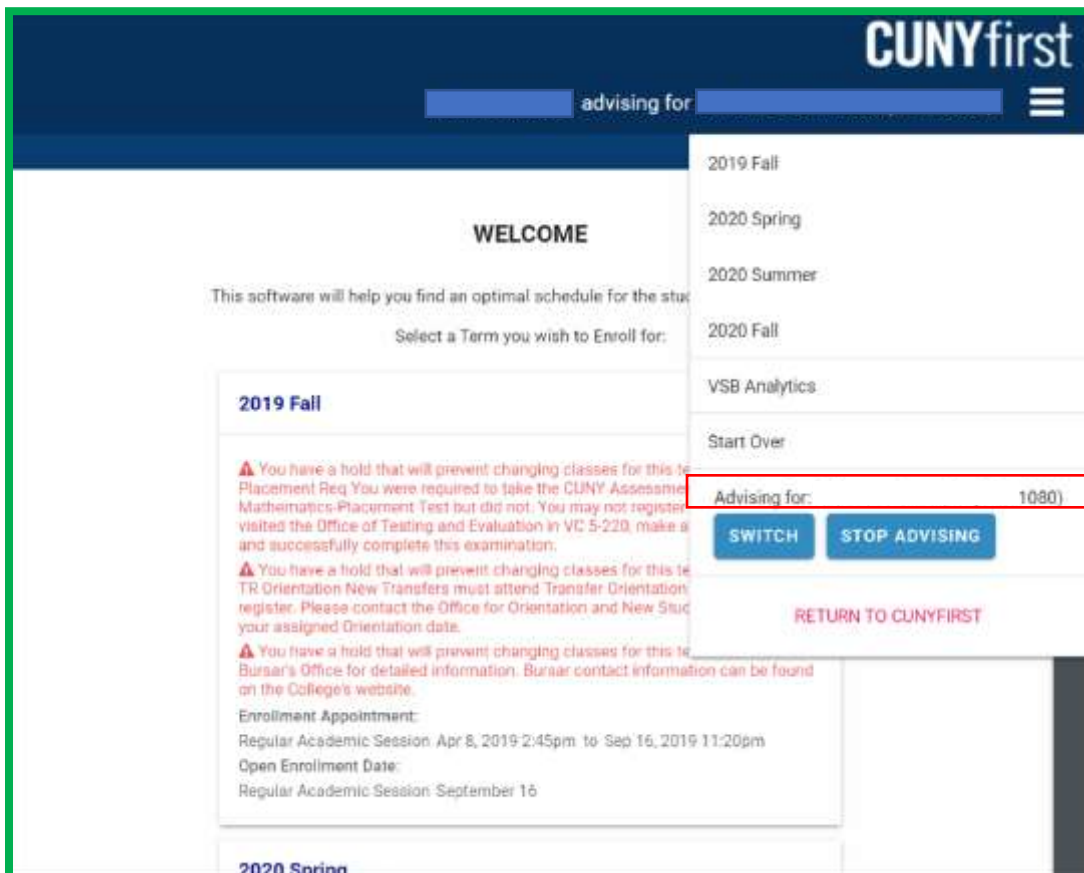


- 02 | Select the Schedule Builder tile once on the Campus Solutions Administrator page



How to **Select Terms** for Advisement

- 01 | Once the application opens, Schedule Builder's "**Welcome**" page should populate with the student's information.



02 | Next, select the term in which you would like to advise the student. This can be done from the Schedule Builder welcome page or by using the drop-down menu.

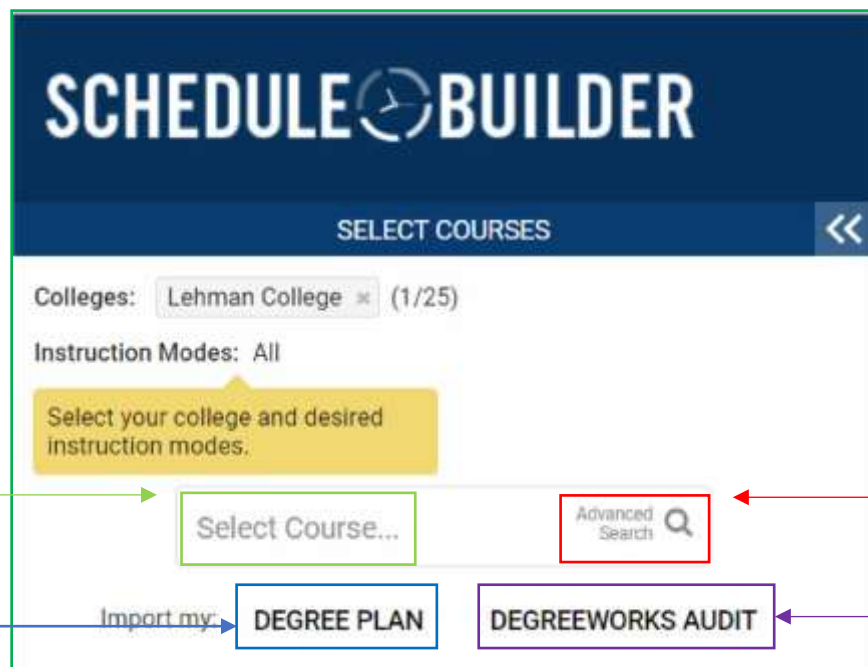
- The Welcome page provides specific term by term information about the student. This may include holds, enrollment appointments and current enrollment status.

The screenshot displays the CUNYfirst Schedule Builder interface. At the top right, the CUNYfirst logo is visible. Below it, a blue bar contains the text "advising for" followed by a red arrow pointing to a dropdown menu icon. The dropdown menu is open, showing a list of terms: 2019 Fall, 2020 Spring, 2020 Summer, and 2020 Fall. A red arrow points to the "2020 Fall" option. Below the dropdown menu, there are buttons for "VSB Analytics", "Start Over", "SWITCH", and "STOP ADVISING". A "RETURN TO CUNYFIRST" link is also present. The main content area shows a "WELCOME" message and a "Select a Term you wish" dropdown menu. Below this, there is a section for "2019 Fall" with several warning messages (red triangles) and enrollment information for the Regular Academic Session.

How to Search for Classes

01 | There are four (4) methods available to search for courses when providing advisement services to your student:

- Search for classes using the course number, course name, professor name or subject name using the “**Select Course**” field.
- With the “**Advanced Search**” field, search for classes by requirement designation, course attribute and the course attribute value.
- Import the student’s “**Degree Plan**” from Degree Works, if there is one available.
- Select the “**DegreeWorks Audit**” link to see what courses your student still needs in order to fulfill their degree requirement.



Plan

- a. If a student has a SEP plan attached to their record, the "Degree Plan" option allows you to import their plan for the current semester you are building.

The screenshot displays the Schedule Builder interface. On the left, a list of courses is shown, including:

- LEH 100: STUDIES IN LITERATURE
- ART 100: INTRODUCTION TO ART
- LEH 263: STUDIES IN SCIENTIFIC AND APPLIED PERSPECTIVES
- LEH 304: STUDIES IN HISTORICAL STUDIES

A red box highlights this list. Above the list, there are buttons for 'importing DEGREE PLAN(1)' and 'DEGREEWORKS AUDIT(1)'. A green arrow points to the 'DEGREE PLAN(1)' button. On the right, a class schedule grid is visible, showing time slots from 9 am to 9 pm and days from Mon to Sun. A green arrow points to the 'RESULT 1 OF 3722' navigation button at the top of the grid. The grid shows several classes scheduled, including LEH 100, ART 100, and LEH 304.

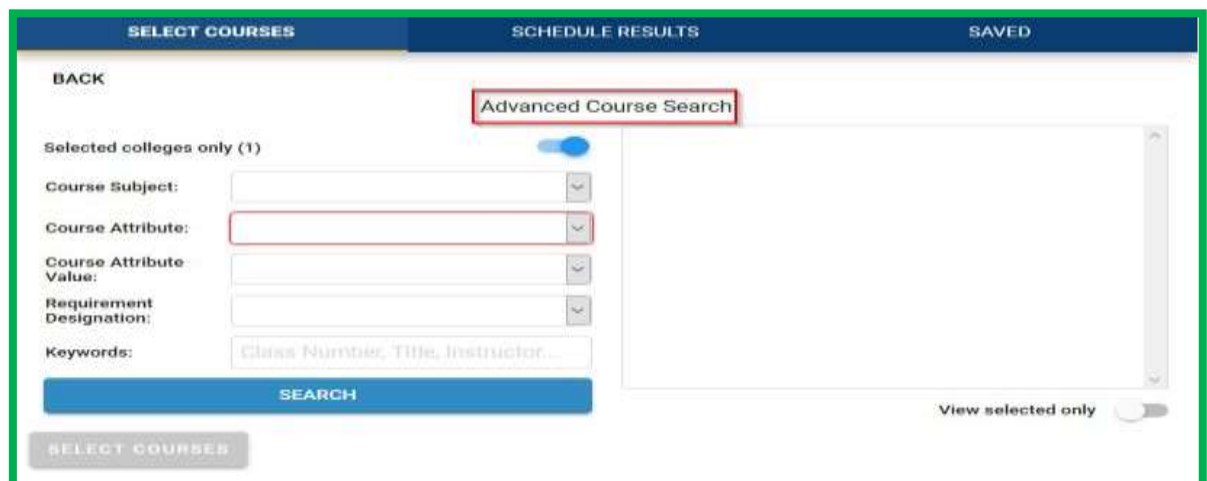
DegreeWorks Audit

- b. “Degreeworks Audit” allows you to select classes directly from the student’s audit.



Advanced Search

- c. The “Advance Search” offers added flexibility when attempting to add a course.



How to Generate Schedules

- 01 | Once classes have been selected, Schedule Builder will generate schedules for the desired classes that have been selected. To add or remove a class from your list, check or uncheck the box, on the left, in front of the course name. The generated results will show all possible schedules available for your student.

The screenshot displays the 'SELECT COURSES' interface on the left and the 'SCHEDULE RESULTS' grid on the right. The 'SELECT COURSES' panel shows a list of selected courses with checkboxes:

- LEH 352** STUDIES IN LITERATURE (Lehman College, 48 classes)
- ART 101** INTRODUCTION TO ART (Lehman College, 3 classes)
- LEH 381** STUDIES IN SCIENTIFIC AND APPLIED PERSPECTIVES (Lehman College, 110 classes)
- LEH 354** STUDIES IN HISTORICAL STUDIES (Lehman College, 56 classes)

The 'SCHEDULE RESULTS' grid shows a weekly schedule from Monday, August 31 to Saturday, September 5, 2020. The grid is divided into 15-minute slots from 9:00 am to 9:00 pm. The following table summarizes the class placements shown in the grid:

Day	Time Slot	Class
Mon (Aug 31)	10:00 am - 11:00 am	ART 101 LEC
Mon (Aug 31)	11:00 am - 12:00 pm	ART 101 LEC
Tue (Sep 1)	11:00 am - 12:00 pm	LEH 352 LEC
Fri (Sep 4)	6:00 pm - 7:00 pm	LEH 354 LEC

At the bottom of the grid, a monthly overview shows the distribution of classes across the months of August, September, October, November, and December. The 'Total Credits' at the bottom right is 12.0.

02 | To reduce the total number of generated schedule results for your student, set specific parameters to meet the students' academic needs. The calendar will automatically adjust to show schedules that meet the criteria specified, reducing the total number of schedule results generated.

- Filter out closed and waitlisted classes.
- Sort schedule results based on the time of day.
- Select and/or drag on the schedule form to block out times your student cannot or prefers not to attend classes.
- Reduce schedule results by choosing the session in which your student would like to take classes in a specific term.
- Deselect class sections that don't fit into the preselected time constraints. Hover over each class section to see where they fall on the schedule.

The screenshot displays the 'SELECT COURSES' and 'SCHEDULE RESULTS' interface. On the left, under 'SELECT COURSES', there are filters for 'Colleges: Lehman College (1/25)', 'Instruction Modes: All Select...', and a 'Plan ART BA Graduation Plan (9 credits) impacted.' Below this is a search bar and a list of courses with checkboxes:

- LEH 252 STUDIES IN LITERATURE (Lehman College, 46 classes)
- ART 101 INTRODUCTION TO ART (Lehman College, 8 classes)
- LEH 351 STUDIES IN SCIENTIFIC AND APPLIED PERSPECTIVES (Lehman College, 10 classes)
- LEH 354 STUDIES IN HISTORICAL STUDIES (Lehman College, 56 classes)

The right side shows the 'SCHEDULE RESULTS' for 'RESULT 6 OF 3722'. The 'Sort by' dropdown is set to 'Evenings' and 'FILTERS (1)' is active. The main grid shows a weekly schedule from Monday, August 31 to Sunday, September 6, 2020. The time slots range from 9am to 9pm. Orange arrows point to the 9am-11am slot on all days, indicating a time constraint. Class sections are shown as colored blocks: LEH 252 (yellow) on Mon, Tue, Thu, and Fri; ART 101 (red) on Tue and Wed; LEH 354 (purple) on Thu; and LEH 351 (green) on Fri. A red starburst icon is present in the 9am slot for each day. At the bottom, a timeline shows the current selection for 'Sep' (September).

03 | “Course Details” provides additional information about each course on the schedule. Click here to view the number of seats available, the class meeting patterns, class times, room numbers, and total credit units.

SCHEDULE RESULTS

Class Details TIPS Sort by: Evenings FILTERS (1)

K < RESULT 6 OF 3722 > K

	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm		ART 101 LEC		LEH 354 LEC	LEH 352 LEC	
7 pm	LEH 351 LEC					
8 pm		ART 101 LAB				
9 pm						

August 30 - September 5, 2020

	Aug	Sep	Oct	Nov	Dec	Jan
Studies in Literature						
Introduction to Art						

LEH 352 2020 Fall Term: Aug 26 - Dec 20
Studies in Literature
Regular Academic Session
Fri : 6:00 PM to 6:50 PM

LEC A01 63700
Lit of Narrative&Consciousness
Lehman College Fully Online
Elizabeth Wolske
Seats: 0/22
Wait List: 0/10
Recommendations: 1 : 0
Class Attributes: Writing Intensive, College Option
LEH-60 cr. or CO06 or COAX + Declared Major
3.0 Units

ART 101 65891
Introduction to Art
Lehman College
Regular Academic Session
Tue : 6:00 PM to 7:40 PM
Tue : 7:50 PM to 9:30 PM
Katherine Fischer
In Person
Seats: 0/18
Wait List: None
Recommendations: 0 : 0
3.0 Units

LEC 81LC 65891
Lehman College
In Person
Katherine Fischer
3.0 Units

LAB 81LB 65892
Lehman College
In Person
Katherine Fischer

LEH 351 63698
2020 Fall Term: Aug 26 - Dec 20
Studies in Scientific and Applied Perspectives
Regular Academic Session
Mon : 6:00 PM to 8:40 PM
Lehman College
In Person

LEC XM81 63698
Restorative Practices &Justice
Lehman College
In Person

9 am

10 am

11 am

12 pm

1 pm

2 pm

3 pm

4 pm

5 pm

6 pm

7 pm

8 pm

9 pm

Aug Sep Oct Nov Dec Jan

Studies in Literature

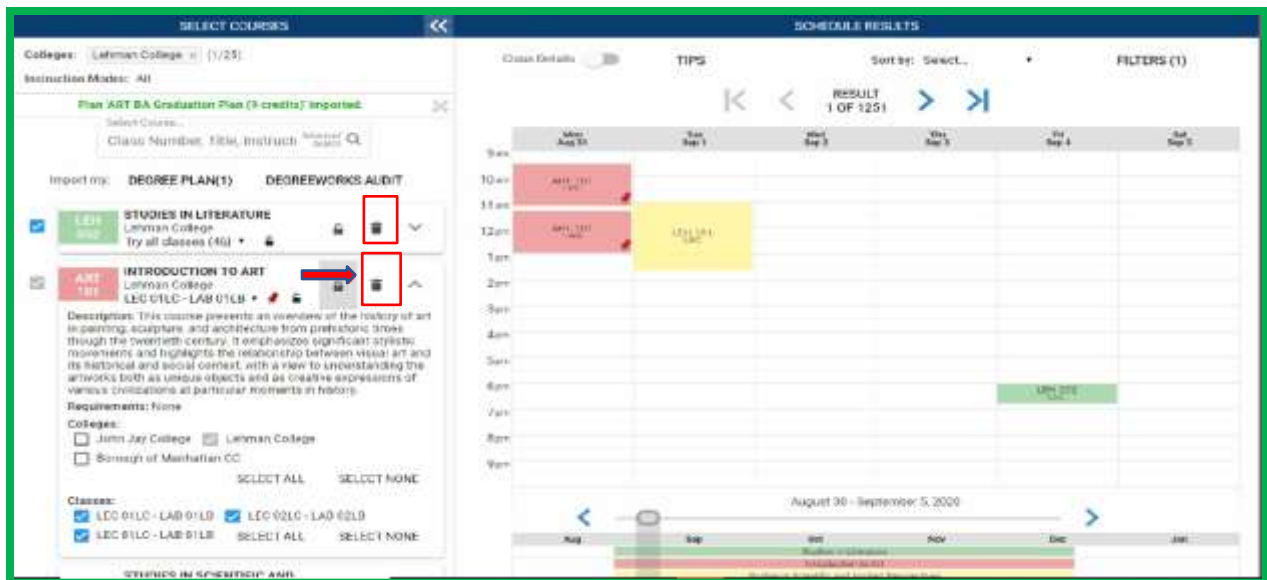
Introduction to Art

04 | View the course descriptions, prerequisites and class sections using the drop-down menu for each class.

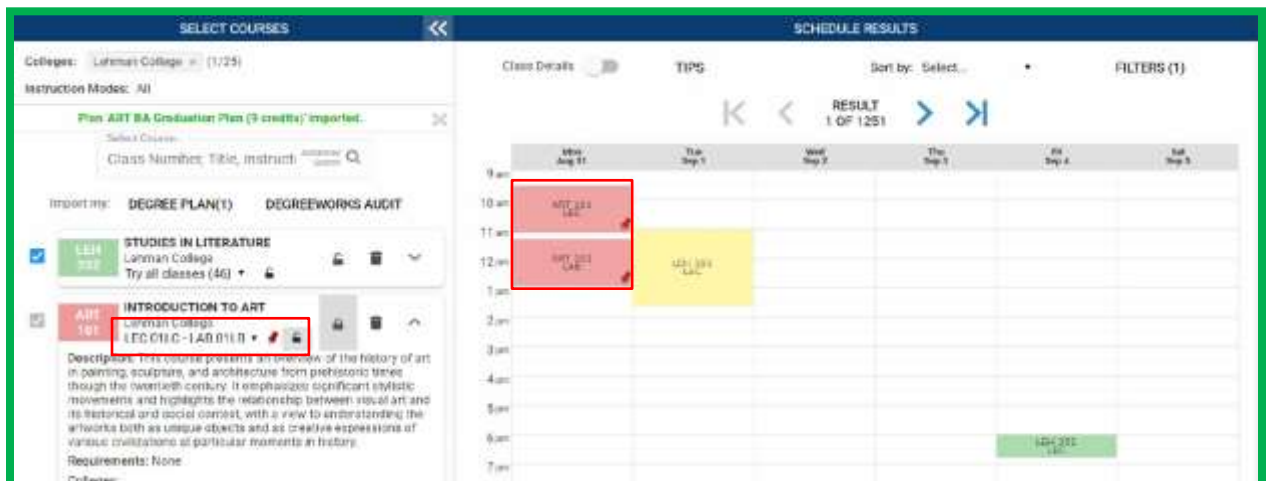
The screenshot displays the 'SELECT COURSES' and 'SCHEDULE RESULTS' sections of a software interface. On the left, under 'SELECT COURSES', there are search filters for 'Colleges' (Lehman College), 'Instruction Modes' (All), and a search bar. Below this, a list of courses is shown, including 'STUDIES IN LITERATURE' (LEH 352) and 'INTRODUCTION TO ART' (ART 101). A red arrow points to the dropdown menu icon next to the 'ART 101' course entry. The right side of the interface, 'SCHEDULE RESULTS', shows a grid of class sections for the 2020 Fall Term (Aug 26 - Dec 20). The grid has columns for days (Mon-Sat) and rows for times (9am-9pm). A red box highlights the 'ART 101' section on Tuesday from 7:30 PM to 9:30 PM. Below the grid, there is a date range selector for 'August 30 - September 5, 2020' and a monthly view of the schedule.

How to Assign Classes to Students

01 | As an Advisor, you have the ability to “lock” selected classes. This forces your student to register for that particular class.

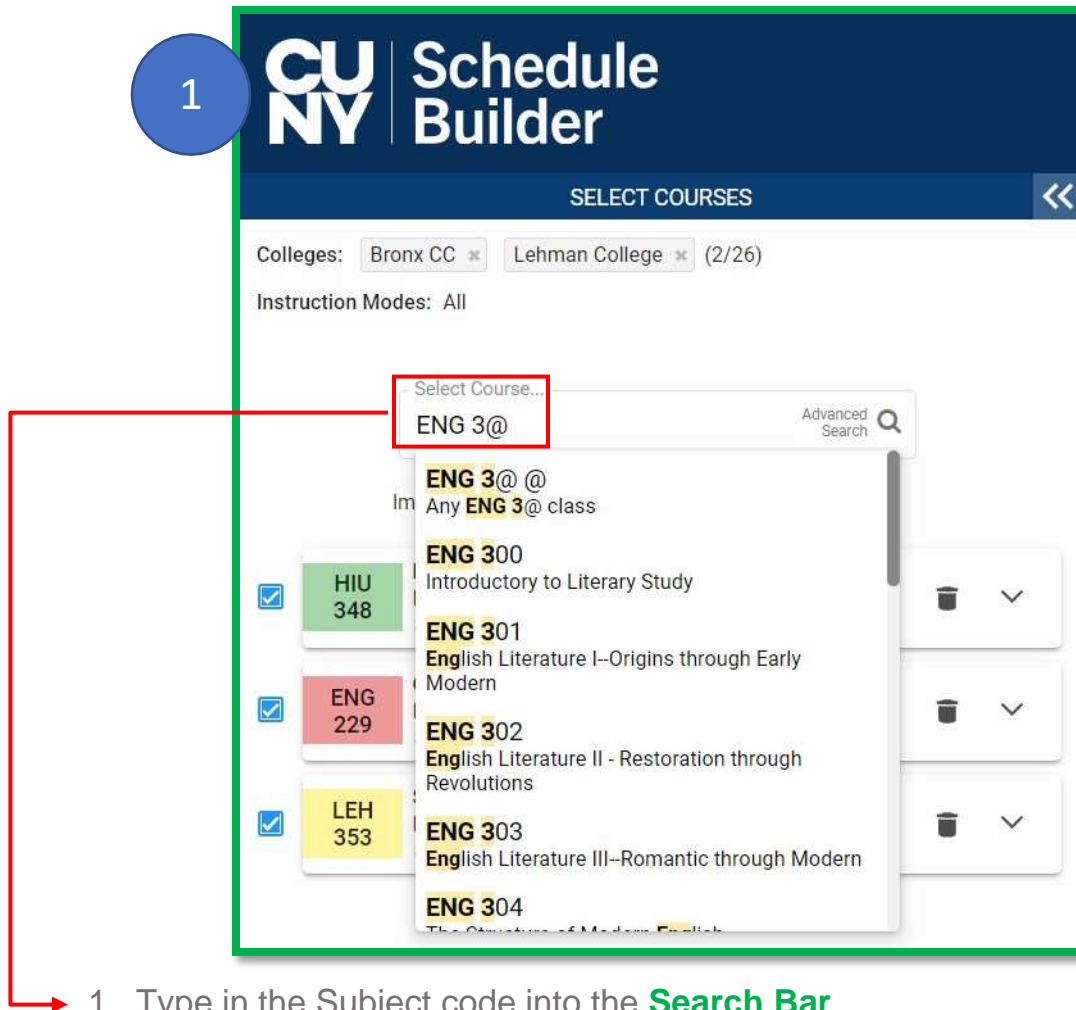


02 | Class sections may also be locked by selecting the padlock under section details. Classes can also be pinned to a schedule to keep that particular class constant.

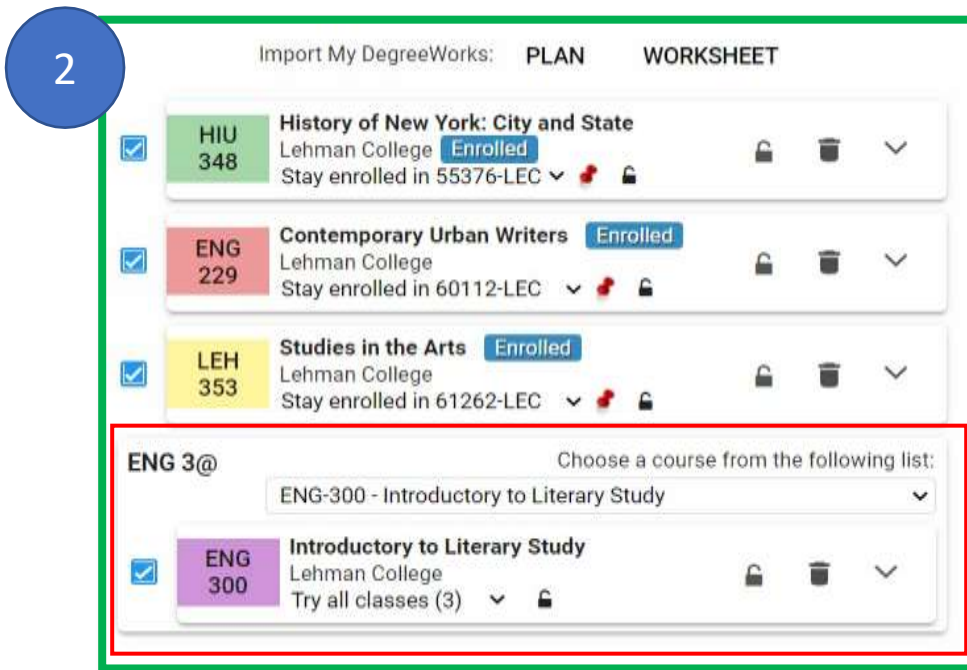


How to Generate a Range of Courses in a Subject

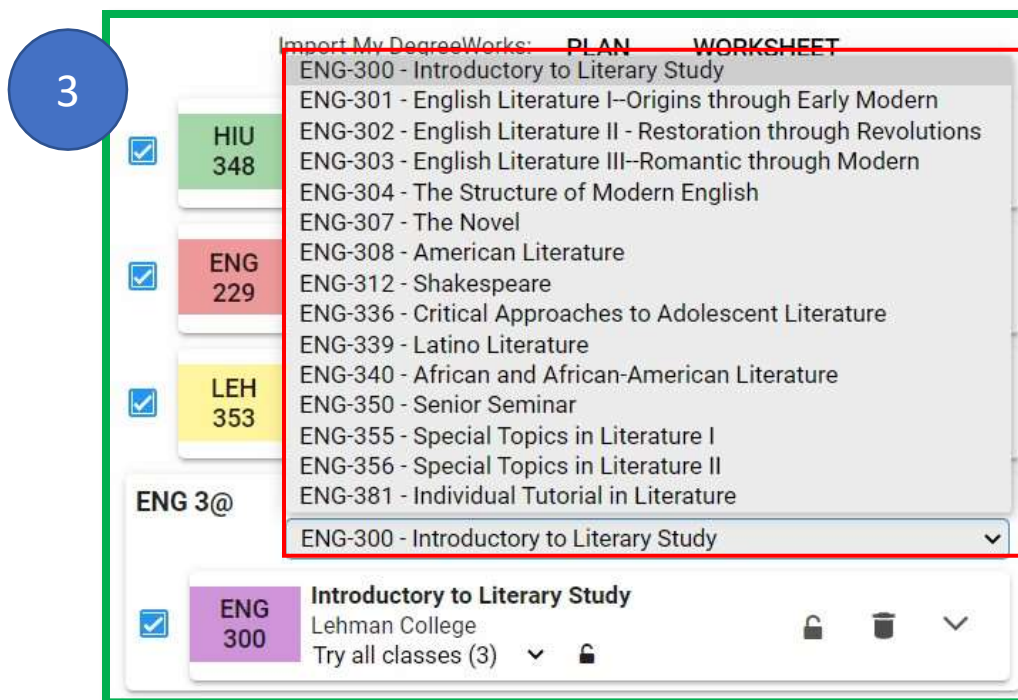
If you want to recommend a range of courses to a student under a specific subject, you can do so by using the '@' symbol in the Search Bar. Let us try together!



1. Type in the Subject code into the **Search Bar**.
 - a. This will only work with the 3 letter Subject Code (ENG, MAT, etc.)
2. Type the first number of the range of courses you would like to pull in.
 - a. For example, typing **ENG 3@** will pull all 300 level courses being offered in the term you are advising for.
 - b. You can also just type the ENG @ to pull in ALL English courses offered for that term.



Once you hit enter, this box will show up in the enrollment Cart with a drop-down list.



The student is now able to choose any course from this list to enroll into! All done in one box.

Assigning a Recommendation to a Student

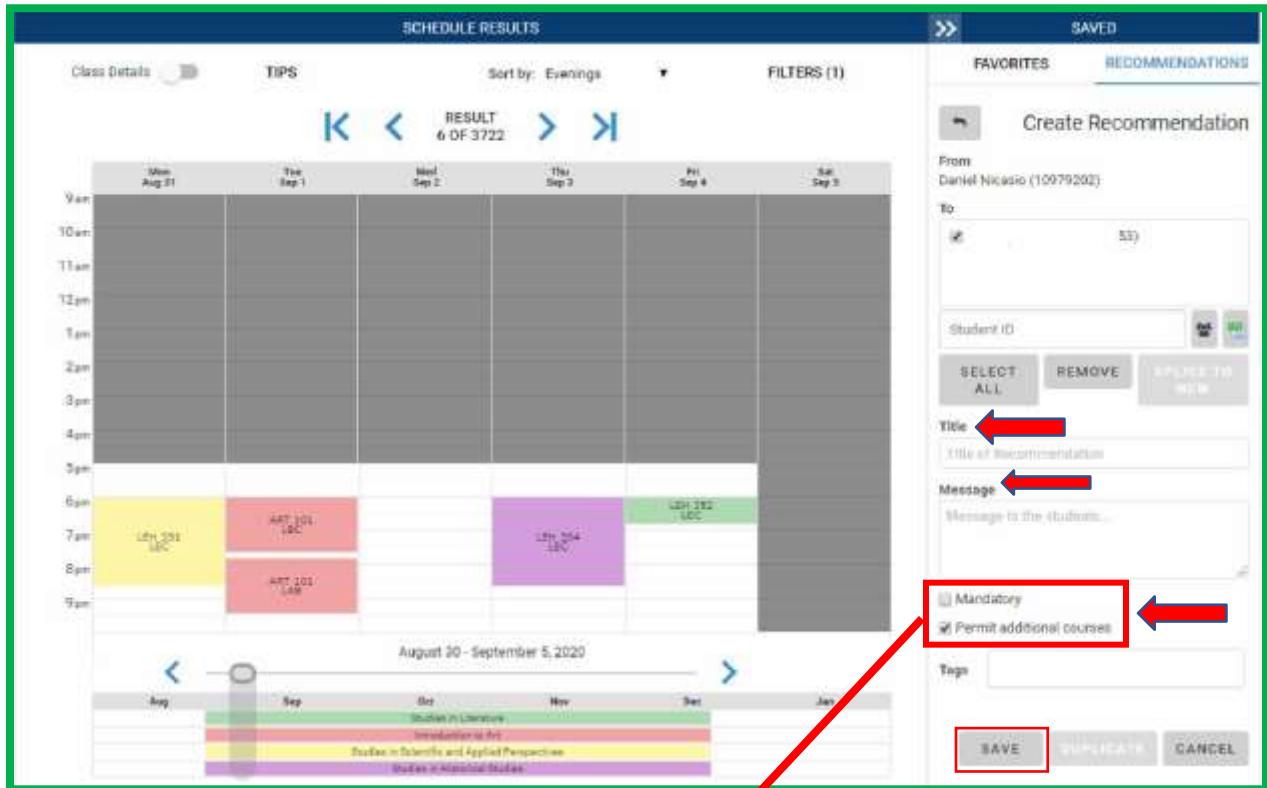
Once a schedule has been finalized, select “**Recommend**” to create a recommendation for your student.

The screenshot displays the 'SCHEDULE RESULTS' interface. At the top, there are navigation options like 'Class Details', 'TIPS', 'Sort by: Select..', and 'FILTERS (1)'. Below this is a weekly grid for the week of August 31 to September 5, 2020. The grid shows the following classes:

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
10am	AFT 101 L1C					
11am						
12pm	AFT 101 L1B	LPH 101 L1C				
1pm						
2pm						
3pm						
4pm						
5pm						
6pm					LPH 101 L1B	
7pm						
8pm						
9pm						

Below the weekly grid is a monthly view for August 30 - September 5, 2020, showing a calendar with colored bars representing classes: 'Studies in Literature' (green), 'Introduction to Lit.' (red), 'Studies in Scientific and Applied Perspectives' (yellow), and 'Studies in Historical Studies' (purple). At the bottom, there are buttons for 'ADD PERSONAL TIMES', 'Total Units: 12.0', and a row of action buttons: 'RECOMMEND' (highlighted with a red box), 'SAVE AS FAVORITE', 'VALIDATE SHOPPING CART', and 'GET THIS SCHEDULE'.

03 | Next, provide a title to the recommendation, and formulate a message to the student that you are advising. Select “**Save**”, which shares this recommendation with the student. Once the student logs into Schedule Builder, they will see the recommendation.



- **Permit Additional Courses:** Allows the student to add courses into their cart and remove courses from the recommendation. Students can also ignore the recommendation all together.
- **Mandatory:** Students are not able to add courses into their cart but can remove courses from the recommendation that are not locked. These recommendations cannot be ignored by the student.
- **Permit Additional Courses + Mandatory:** Students cannot ignore the recommendation but are able to add additional courses. Courses from the recommendation that are not locked can be removed.

You can check one box, or both when creating a recommendation.

04 | Once the recommendation is saved, the courses are now marked “**Recommended**”.

SELECT COURSES:

Colleges: Lehman College (1/25)
 Instruction Modes: All Select...

Plan 'ART BA Graduation Plan (9 credits)' imported.

Select Course... Advanced Search

Import my: DEGREE PLAN(1) DEGREEWORKS AUDIT

- LEH 252 STUDIES IN LITERATURE
Lehman College Recommended
Try all classes (46)
- ART 101 INTRODUCTION TO ART
Lehman College Recommended **←**
Try all classes (5)
- LEH 351 STUDIES IN SCIENTIFIC AND APPLIED PERSPECTIVES
Lehman College Recommended
Try all classes (10)
- LEH 254 STUDIES IN HISTORICAL STUDIES
Lehman College Recommended
Try all classes (56)

SCHEDULE RESULTS:

Class Details TIPS Sort by: Evenings

RESULT 6 OF 3722

	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm	LEH 254 LEC	ART 101 LAB		ART 101 LEC	LEH 254 LEC
8 pm		ART 101 LAB			
9 pm					

05 | Advisors also have the option to recommend classes to multiple students, by inputting the student IDs. There is also the option to select students based on their **Student Groups** or uploading a **Comma-separated Values (CSV)** with the student IDs.

SCHEDULE RESULTS **SAVED**

Class Details TIPS Sort by: Evenings FILTERS (1)

RESULT 6 OF 3722

	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						

RECOMMENDATIONS

Create Recommendation

From

SELECT ALL

Select from Student Group

Import Student IDs from CSV

Title

Title of Recommendation

Message