



How To Narrow Down Class Schedules in Schedule Builder

For instructions on how to locate and open Schedule Builder, as well as a video explaining the instructions below [click here](#).


Before beginning to build and narrow down class schedules, check your filters. When starting, it is most helpful to have the following filters set:



Course Status	Open Classes Only	Change	Instruction Modes	All Instruction Modes Selected	Change	<h3>Select Campus</h3> <input type="checkbox"/> Select All Campuses <input checked="" type="checkbox"/> Main Campus <input type="checkbox"/> Marshfield Campus <input type="checkbox"/> Wausau Campus
Locations	All Locations Selected	Change	Campuses	1 of 3 Selected	Change	
Sessions	All Sessions Selected	Change	Academic Careers	All Academic Careers Selected	Change	
Term	2024 Spring					


Three Main Ways to Build and Narrow Down Class Schedules

- Using the “Options” Button**
- Selecting and deselecting certain sections of a class
- Adding a Break, [video available](#)**
- Choose days/times you would prefer to not have or cannot have a class
- Using the Lock Feature, [video available](#)**
- Selects a specific section of a class for all available schedules
- Using the “Favorites” tab**
- Select specific class schedules to compare to one another, or save for future viewing

Anytime you use one of these options, you may need to click on “Generate Schedules” to update your class schedule options.

Schedules 

 You have modified your course settings or filters. Click [Generate Schedules](#) for your changes to take effect. 

 Select at least two schedules to compare side by side



1. The “Options” Button

Click on the “Options” button to view all the possible sections of a class.



Selecting and Unselecting Sections

If a box is checked that section will be pulled into your schedule options. If you deselect the section, it will no longer be an option pulled into your schedule options. **Remember if you choose to deselect any sections.** You may need to include these sections again if your preferred sections no longer have seats when you can register.

Check the class modality:

- In-Person
- Virtual Classroom (need to attend day and time via Zoom)
- Online (100% online, no scheduled Zoom meeting day and time)

Enabled (4 of 5) Disabled (3) [Advanced Filters](#)

<input type="checkbox"/>	Class #	Section	Subject	Component	Seats Open	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	40880	01	Psychology	LEC			MWF 9:00am - 9:50am - Science Building (SCI) D102
<input checked="" type="checkbox"/>	40881	02	Psychology	LEC			MWF 1:00pm - 1:50pm - Science Building (SCI) D224
<input checked="" type="checkbox"/>	40882	03	Psychology	LEC			MWF 12:00pm - 12:50pm - Science Building (SCI) D217
<input checked="" type="checkbox"/>	40883	04	Psychology	LEC			MWF 11:00am - 11:50am - Science Building (SCI) D223
<input type="checkbox"/>	40884	05	Psychology	LEC			Online

Selected sections will be included schedule options.
Deselected sections will not be included in schedule options.

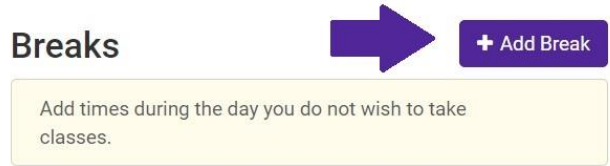
When finished making your selections, click "Save & Close"

Look for honors sections designated by an “H” in the section information. You must be an accepted member of the honors program to be able to enroll into these sections.

<input checked="" type="checkbox"/>	40122	02H	Natural Resources	LEC			TTh 3:00pm - 3:50pm - Trainer Nat Res Bldg (TNR) 170
<input type="checkbox"/>	40123	2HD1	Natural Resources	DIS			Th 10:00am - 10:50am - Trainer Nat Res Bldg (TNR) 255

2. Adding a Break

On the "Build Schedule" page of Schedule Builder, select "Add Break".



Name your break, select the days, beginning, and ending times. All classes that are held on these days and times will no longer be available in your class schedule options.

Name your break

Break Name: Practice

Select the timeframe of your break

Start Time: 3 : 00 am pm

End Time: 5 : 00 am pm

Make sure you have right option selected: AM or PM

Days: Select Weekdays

MON TUE WED THU FRI SAT SUN

Select the days of your break

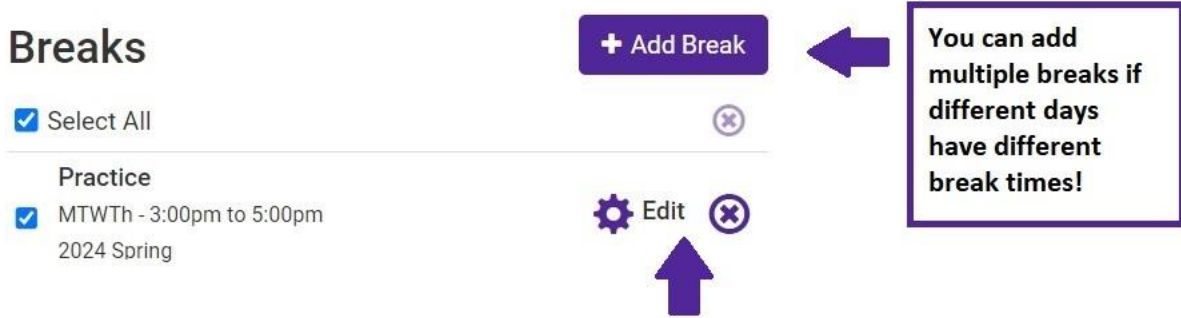
Duration: Ongoing

2024 Spring x

Make sure the correct semester is selected

< Back


Click "Add Break" once finished entering your break details

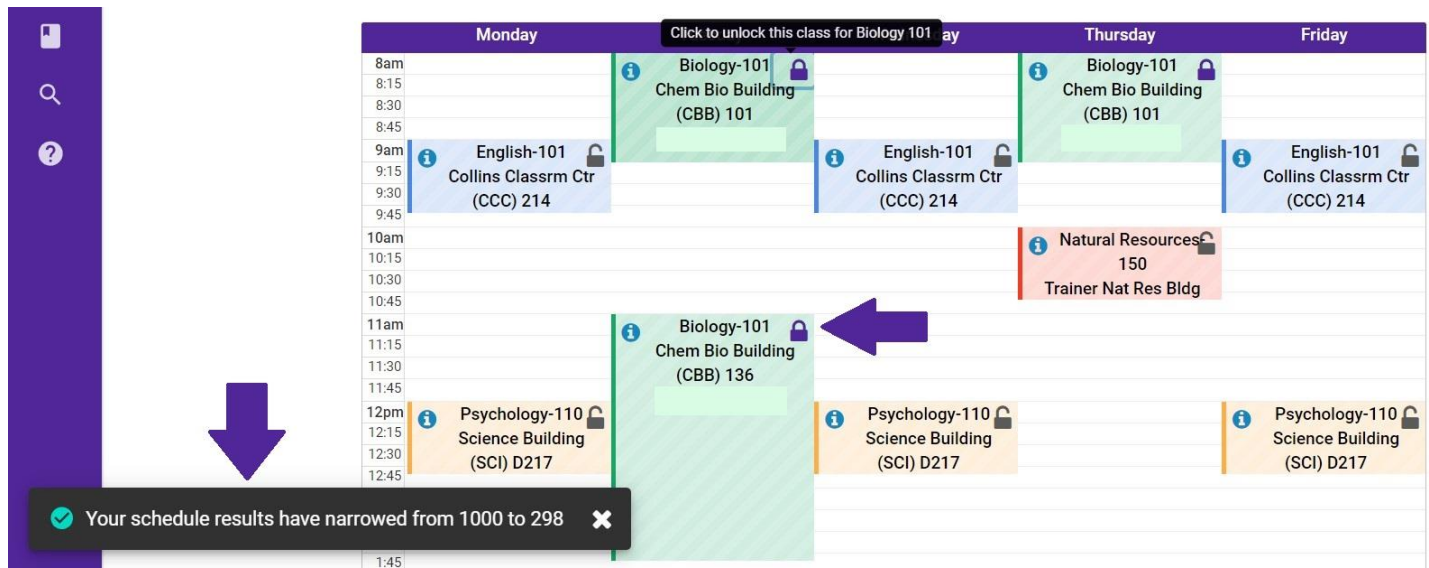


If you go to register and no longer have class schedule options, you can try removing or changing your break, if possible.



3. Using the Lock Feature

As you are looking at your available class schedules, in the weekly view you will see a “Lock”  icon in the upper-right corner. If you love one particular section, you can click on the lock icon and view all available schedules with that particular section of the class. As you lock classes, your schedule options will begin to reduce.



Monday Click to unlock this class for Biology 101 Thursday Friday

Time	Monday	Thursday	Friday
8am			
8:15		Biology-101 Chem Bio Building (CBB) 101	Biology-101 Chem Bio Building (CBB) 101
8:30			
8:45			
9am	English-101 Collins Classrm Ctr (CCC) 214	English-101 Collins Classrm Ctr (CCC) 214	English-101 Collins Classrm Ctr (CCC) 214
9:15			
9:30			
9:45			
10am			Natural Resources 150 Trainer Nat Res Bldg
10:15			
10:30			
10:45			
11am		Biology-101 Chem Bio Building (CBB) 136	
11:15			
11:30			
11:45			
12pm	Psychology-110 Science Building (SCI) D217	Psychology-110 Science Building (SCI) D217	Psychology-110 Science Building (SCI) D217
12:15			
12:30			
12:45			

Your schedule results have narrowed from 1000 to 298

Once a class section is locked, you can also view that it is locked on the “Build Schedule” page of Schedule Builder. **If you go to register and you no longer have any class schedule options**, you may need to unlock the class to see if other sections are available and fit in with your other chosen classes.

Courses



Select All Add Course

<input checked="" type="checkbox"/> Biology 101 General Biology Has Fees	Options
<input checked="" type="checkbox"/> English 101 Academic Reading and Writing	Options

Click to unlock Course

4. Using the “Favorites” Tab

While you are looking at your class schedule options, you may like one but want to keep moving through them. You can “favorite” and save this schedule to view later. To do so, on the top of the schedule you are viewing, you will find a heart

icon:  . Click on the heart to “favorite” the entire schedule. The heart will turn from grey to red: 

Potential Schedule for 2024 Spring

You are viewing a potential schedule only and you must still register. Visit [The University Store](#) for textbook information.

Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
Not Enrolled	41567	01	Biology	101		TTh 12:30pm - 1:45pm - Chem Bio Building (CBB) 101	Main Campus	0
Not Enrolled	41569	01L2	Biology	101		W 2:00pm - 4:50pm - Chem Bio Building (CBB) 130	Main Campus	5

Once you click the heart icon, you will need to name your favorite schedule, then click, “OK”.

What name would you like to give this Schedule?

Favorite Schedule

Cancel OK

You can find any schedule you “favorite” once you return to the “Build Schedule” page. A new tab will appear where you can generate schedules. Here you can save and compare only the schedules that you clicked the heart for to “favorite” it.

Schedules

Select at least two schedules to compare side by side

View	<input type="checkbox"/>	Favorite Schedule 1 101-Biology-01, 101-Biology-01L3, 101-English-09, 150-Natural Resources-01, 110-Psychology-03	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
View	<input type="checkbox"/>	Favorite Schedule 2 101-Biology-01, 101-Biology-01L3, 101-English-10, 150-Natural Resources-01, 110-Psychology-03	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
View	<input type="checkbox"/>	Favorite Schedule 3 101-Biology-01, 101-Biology-01L4, 101-English-03, 150-Natural Resources-01, 110-Psychology-03	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

You can remove any favorite schedules by deselecting the heart icon, or by clicking on the "X".

If you save your favorites prior to your registration date, make sure you check them prior to your registration day and time to ensure all of those class sections still have seats available.