College Scheduler Faculty Job Aid

When the Scheduler Builder page opens, Click the CLICK HERE button	Schedule Builder The Schedule Builder helps you plan your class schedule. You may need to disable The Schedule Builder helps you plan your class schedule. You may need to disable The Schedule Builder helps you plan your class schedule. You may need to disable The Schedule Builder helps you plan your class schedule. You may need to disable Builder in a pop-up window. 1. CLICK HERE Builder in a pop-up window. 1. CLICK HERE COURT Schedule Schedule 1. CLICK HERE 1. CLICK HERE <td< th=""></td<>
When the page appears, Click the down arrow From the list select a term, such as <i>Spring 2014</i>	*Please select the term you wish to schedule for below.
The Schedule Builder page opens, Click the Add Course button	
On the Add Course page, Select a Subject, such as <i>Spanish</i> Select a Course, such as <i>Spanish 101</i>	Add Course - Spring 2014
The course is added to the course list. To add another course, click the Add Course button.	Courses add.gours Brooks add.gours (CC)
To add a break, click the Add Break button.	Contract and the second and the seco
On the Add Break page, In the Break Name : enter a meaningful name for the break, such as <i>Work</i> 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 Days button	Add Break Breaks are times during the day that you do not wish to take classes. Please enter a break between 6am and 10pm.

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With the courses and breaks added, it is time to generate the schedules. To do so,

Click the box beside the courses to include

button.

Click the