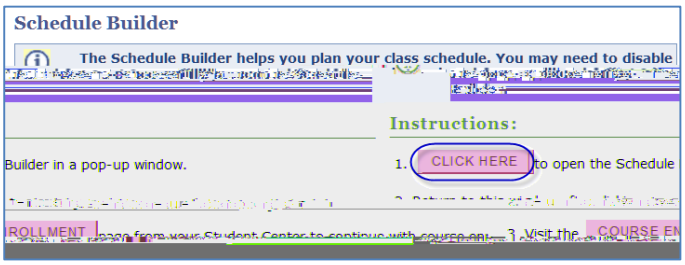
College Scheduler

Faculty

Job Aid

When the Scheduler Builder page opens,

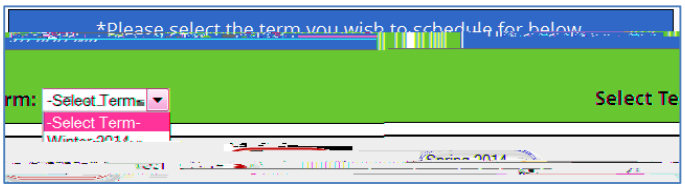
Click the CLICK HERE button



When the page appears,

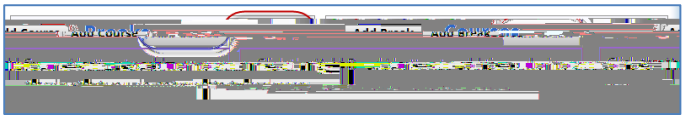
Click the down arrow

From the list select a term, such as *Spring 2014*



The Schedule Builder page opens,

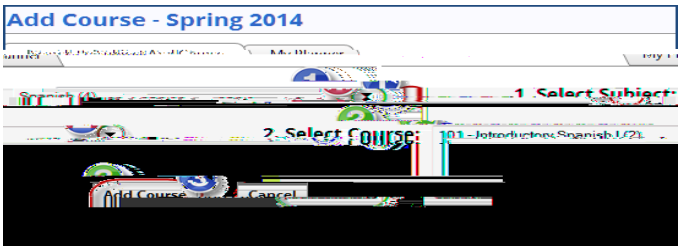
Click the Add Course button



On the Add Course page,

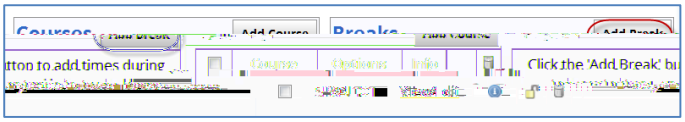
Select a Subject, such as *Spanish*

Select a Course, such as *Spanish 101*



The course is added to the course list. To add another course, click the Add Course button.

To add a break, click the Add Break button.



On the Add Break page,

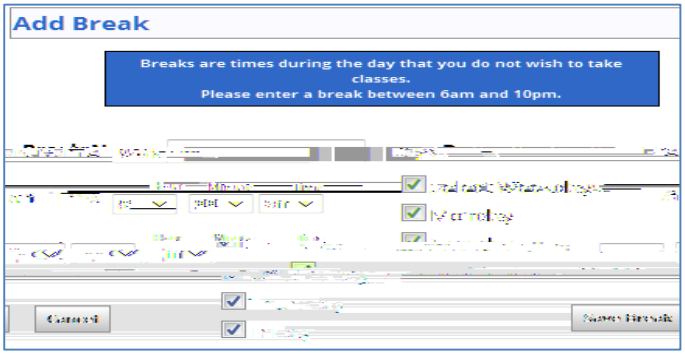
In the **Break Name**: enter a meaningful name for the break, such as *Work*

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 [redacted] button



Copyright 2014. All Rights Reserved.
CSU Bakersfield

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 button.

Copyright 2014. All Rights Reserved.
CSU Bakersfield