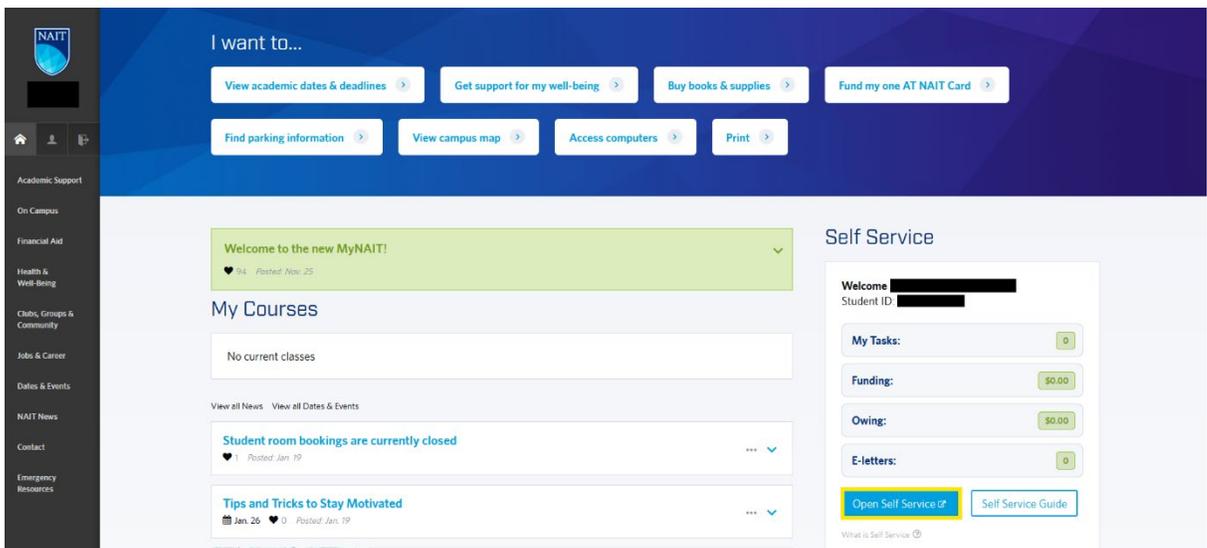


Using Schedule Planner – Student Guide

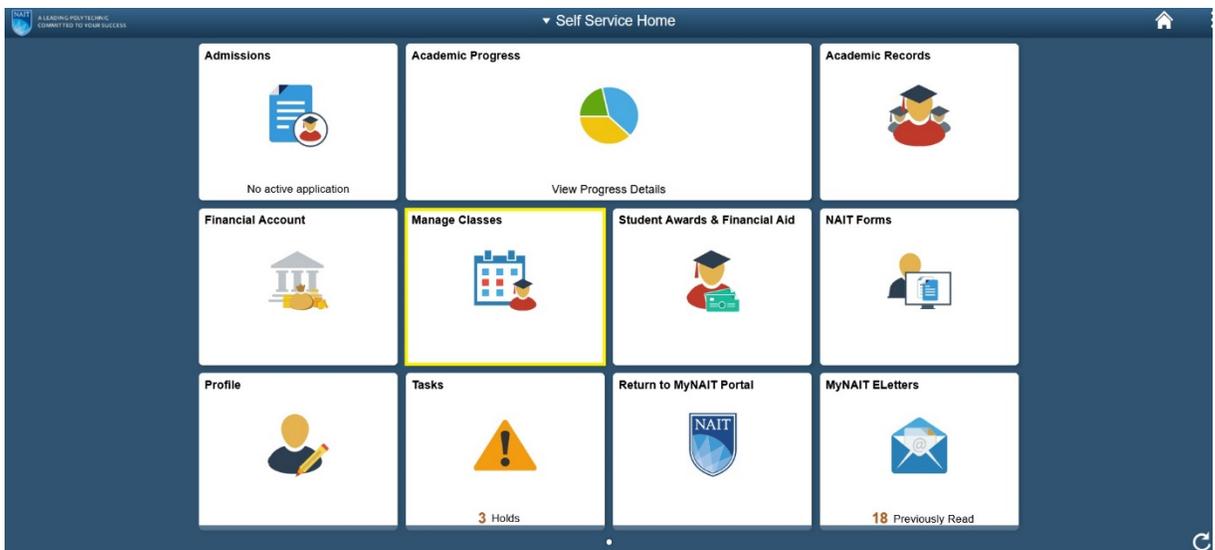
If your program offers multiple class sections to choose from, you can use Schedule Planner to build a conflict-free class schedule that works with your lifestyle and learning preferences. *Note: if your program only offers one class section, Schedule Planner cannot be used.*

How to use Schedule Planner

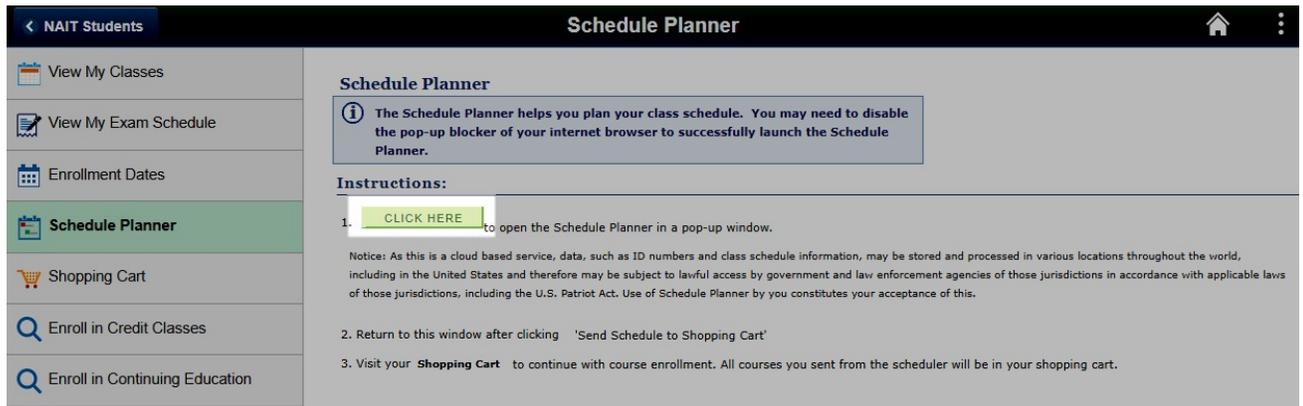
1. Once logged in to your [MyNAIT Portal](#), select the **Open Self Service** blue button on the right.



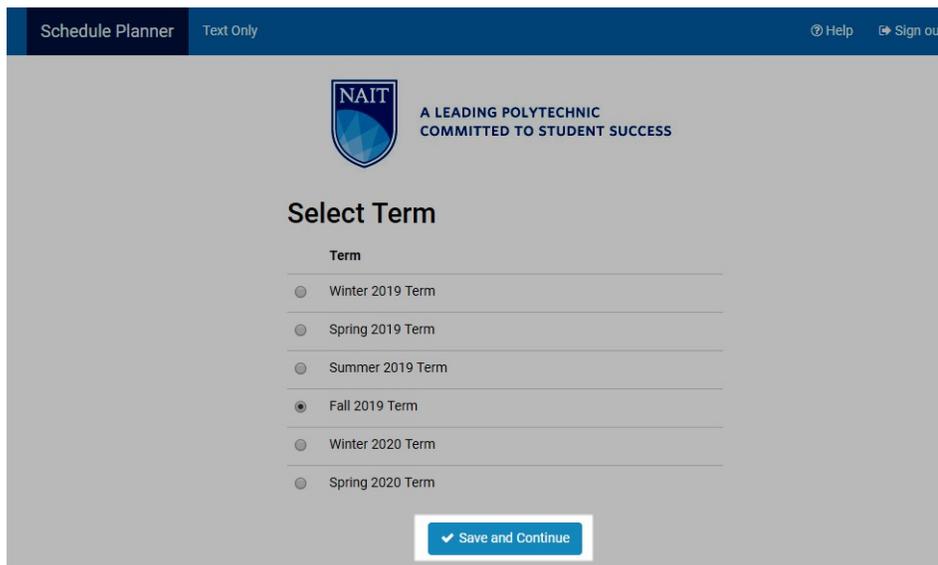
2. Select **Manage Classes**.



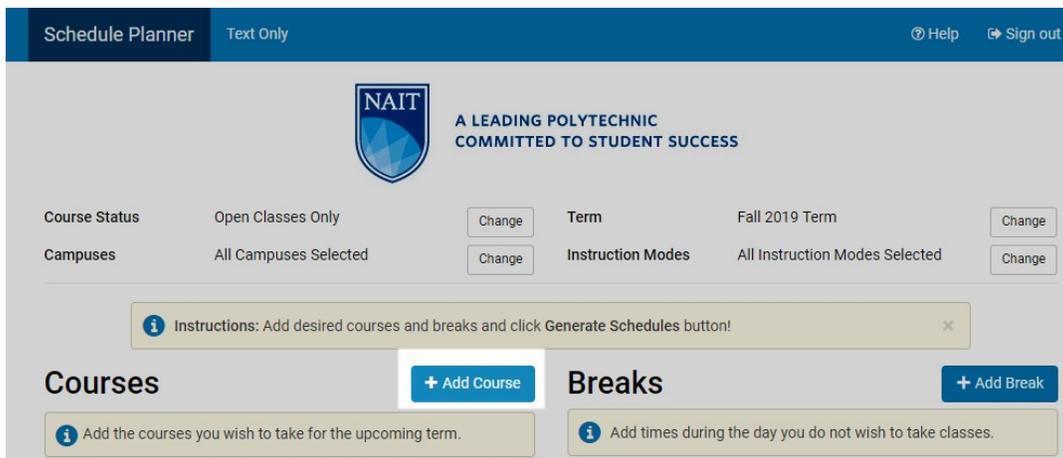
- Go to the **Schedule Planner** tab and click “Click here” to open the Schedule Planner in a pop-up window.



- Select the term you want to register for (e.g. Fall 2019) and click “Save and Continue”.



- Click “Add Course”.



6. Select the subject and course in the respective fields.

The screenshot shows the 'Add Course' interface. At the top, there is a blue header with 'Schedule Planner' and 'Text Only'. Below this, the title 'Add Course' is displayed. There are two search tabs: 'By Subject' (which is selected) and 'Search By Instructor'. Under 'By Subject', there are two search options: 'Search by Course Attribute' and 'Search By Instructor'. The 'Subject' dropdown menu is set to 'ECON' and the 'Course' dropdown menu is set to '1112 - Macroeconomics'. At the bottom of the form, there are two buttons: a blue button with a left arrow labeled 'Back' and a blue button with a plus sign labeled '+ Add Course'. Below the form, a preview box shows 'Economics 1112 - Macroeconomics'.

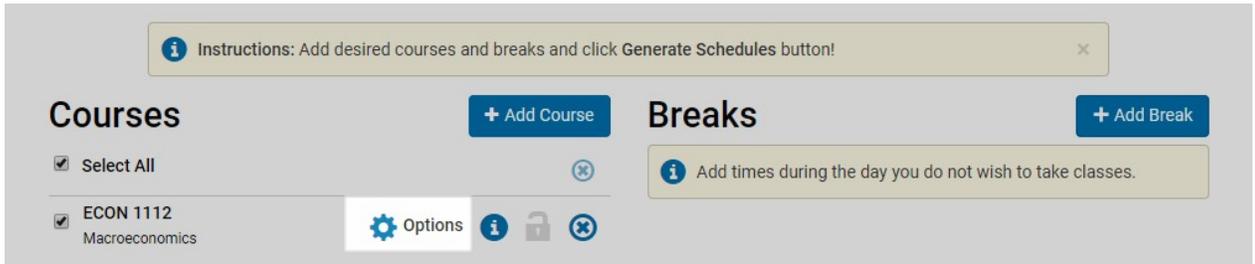
7. Click "Add Course" to confirm the class selection.

This screenshot is identical to the previous one, but the '+ Add Course' button is highlighted with a white border, indicating it is the button to be clicked.

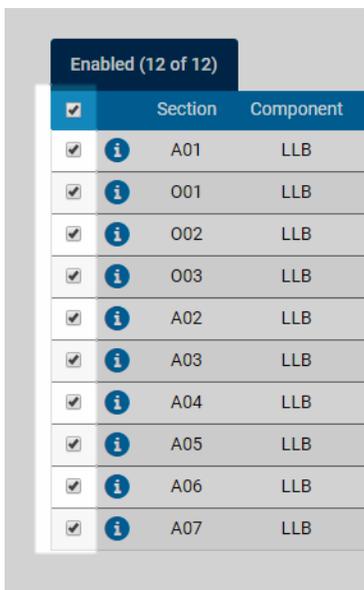
8. Return to the Schedule Planner homepage by selecting **Schedule Planner** in the left corner.

This screenshot is identical to the previous ones, but the 'Schedule Planner' link in the top left corner of the blue header is highlighted with a white border, indicating it is the link to be clicked to return to the homepage.

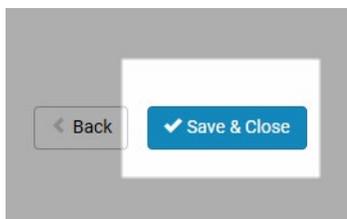
9. You can now see your selected courses under Courses. Click **“Options”** to view the scheduling details.



10. This will display the various days/times the course is available. Select the classes you wish to include in your schedule. Note: you can select more than one as the schedule generator will use this information as a base to build a schedule.



12. Click **“Save & Close”** to return to the homepage.



13. Add additional courses for this term following the above process.

14. If there are times during the day you do not wish to take classes, click “Add Break”.

The screenshot shows the NAIT Schedule Planner interface. At the top, there is a dark blue header with "Schedule Planner" and "Text Only" on the left, and "Help" and "Sign out" on the right. Below the header is the NAIT logo and the text "A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS". There are two rows of filters: "Course Status" (Open Classes Only) and "Term" (Fall 2019 Term), and "Campuses" (All Campuses Selected) and "Instruction Modes" (All Instruction Modes Selected). Each filter has a "Change" button. A yellow information box contains the text: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below this, there are two main sections: "Courses" and "Breaks". The "Courses" section has a "+ Add Course" button and a list of courses, including "ECON 1112 Macroeconomics". The "Breaks" section has a "+ Add Break" button and a yellow information box that says: "Add times during the day you do not wish to take classes.".

15. To add a break, fill out the respective entries and click “Add Break”. You will be returned to the homepage.

The screenshot shows the "Add New Break" form in the NAIT Schedule Planner. At the top, there is a dark blue header with "Schedule Planner" and "Text Only" on the left, and "Help" and "Sign out" on the right. Below the header is the text "Add New Break". A yellow information box contains the text: "Breaks are times during the day that you do not wish to take classes.". The form has the following fields: "Break Name" (text input with "Lunch"), "Start Time" (time selector with "12", "00", and "pm" options), "End Time" (time selector with "1", "00", and "pm" options), and "Days" (radio button for "Select Weekdays" and seven day selection buttons: MON, TUE, WED, THU, FRI, SAT, SUN). The "MON", "WED", and "FRI" buttons are checked. At the bottom of the form, there are "Back" and "Add Break" buttons.

16. Schedule Planner will automatically generate a schedule for you based on your entered class selection(s) and breaks. Click **“Generate Schedules”** to view possible schedules.

The screenshot shows the NAIT Schedule Planner interface. At the top, there's a header with "Schedule Planner" and "Text Only" on the left, and "Help" and "Sign out" on the right. Below the header is the NAIT logo and the text "A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS".

There are two rows of settings:

- Course Status: Open Classes Only (Change button)
- Term: Fall 2019 Term (Change button)
- Campuses: All Campuses Selected (Change button)
- Instruction Modes: All Instruction Modes Selected (Change button)

An information box states: "Instructions: Add desired courses and breaks and click Generate Schedules button!".

Below this are two sections:

- Courses**: Includes a "+ Add Course" button, a "Select All" checkbox, and a list of selected courses. One course is visible: "ECON 1112 Macroeconomics" with an "Options" button.
- Breaks**: Includes a "+ Add Break" button, a "Select All" checkbox, and a list of selected breaks. One break is visible: "Lunch MWF - 12:00pm to 1:00pm" with an "Edit" button.

Below the course and break sections is the **Current Schedule** table:

<input checked="" type="checkbox"/>	Status	Subject	Course	Component	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	Enrolled	ACCT	1115	LLB		MW 8:00am - 9:50am
<input checked="" type="checkbox"/>	Enrolled	COMM	1101	LLB		WF 2:00pm - 3:50pm
<input checked="" type="checkbox"/>	Enrolled	ECON	1110	LLB		MW 4:00pm - 5:50pm

Below the current schedule is the **Schedules** section, which includes "Advanced Options" and "View Schedules" buttons. A prominent "Generate Schedules" button is highlighted with a white border.

17. Review the potential schedules created for you. Click **“View”** to see the schedule in more detail.

This screenshot shows the "Schedules" section of the NAIT Schedule Planner. It features a "Generate Schedules" button and a "Shuffle" button. A green information box at the top of the schedule list states "Generated 9 Schedules".

Below the information box is a list of four potential schedules, each with a "View" button and a magnifying glass icon:

- View 1: Lunch, ACCT-1115-A01, COMM-1101-A06, ECON-1110-A05, ECON-1112-A07
- View 2: Lunch, ACCT-1115-A01, COMM-1101-A06, ECON-1110-A05, ECON-1112-A01
- View 3: Lunch, ACCT-1115-A01, COMM-1101-A06, ECON-1110-A05, ECON-1112-A05
- View 4: Lunch, ACCT-1115-A01, COMM-1101-A06, ECON-1110-A05, ECON-1112-A06

18. Once you have chosen your preferred schedule, click “Send to Shopping Cart”.

The screenshot shows the 'Schedule Planner' interface. At the top, there are navigation buttons: 'Back', 'Email', and 'Send to Shopping Cart' (which is highlighted with a blue box). There are also 'Shuffle' and 'Schedule 1 of 9' buttons. A message box states: 'You are viewing a potential schedule only and you must still register.' Below this is a table with the following columns: Status, Subject, Course, Section, Class #, Seats Open, Day(s) & Location(s), Location, Campus, and Credits. The table contains four rows of course data. At the bottom, it says 'Week 2 (09/09/2019 - 09/15/2019)'.

Status	Subject	Course	Section	Class #	Seats Open	Day(s) & Location(s)	Location	Campus	Credits
Enrolled	ACCT	1115	A01	11161	26	MW 8:00am - 9:50am -	Main Campus	Main Campus	3
Enrolled	COMM	1101	A06	11652	23	WF 2:00pm - 3:50pm	Main Campus	Main Campus	3
Enrolled	ECON	1110	A05	11393	62	MW 4:00pm - 5:50pm -	Main Campus	Main Campus	3
Not Enrolled	ECON	1112	A07	11407	30	T 5:00pm - 8:50pm -	Main Campus	Main Campus	3
									12

19. Click “OK” to transfer the selected schedule to the Shopping Cart and close **Schedule Planner**.

The screenshot shows a confirmation dialog box with the text: 'This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?'. There are two buttons: 'Cancel' and 'OK' (which is highlighted with a blue box).

20. You now must return to your MyNAIT Portal to finish your enrolment. Follow the instructions on the screen.

The screenshot shows the 'Schedule Planner' interface with a success message: 'Thank you. All courses you sent from the scheduler are now in your shopping cart. Please follow the instructions below.' Below this is a box titled 'Instructions' containing the following text: 'Close "Schedule Planner" tab' and 'Click on "Shopping cart" then select your term to complete your enrollment.' At the bottom, there is a 'Close Schedule Planner' button.

Please note you will only be able to complete this step once your program has opened for enrolment (refer to date on our online enrolment e-letter).

21. Click “Shopping Cart”.

NAIT Students Shopping Cart

Fall 2019 Term
Credit Programs

View My Classes
View My Exam Schedule
Enrollment Dates
Schedule Planner
Shopping Cart
Enroll in Credit Classes
Enroll in Continuing Education

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	LLB A07 - 11407	ECON 1112 Macroeconomics	Regular Session	Tuesday 5:00PM to 8:50PM	CAT036	Staff	3.00	Open Seats 30 of 30	Change Preferences

Enroll Delete Validate

22. Review the courses listed in this view and check that they match the schedule you intended. Check the description, days/times and availability status.

Your Shopping Cart

Enroll Delete Validate

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	LLB A19 - 21356	COMM 1101 Communications I	Regular Session	Tuesday 5:00PM to 8:50PM	CAT101	Staff	3.00	Open Seats 24 of 24	Change Preferences

Class Information

Meeting Information Enrollment Information **Class Details** Class Availability

COMM 1101 Communications I
LLB A19 - 21356 Status : Open

Units	Grading	Instruction Mode	Location	Campus
3.00	50% Pass	Face to Face	Main Campus	Main Campus

- If you need to delete courses, select the course and click “Delete”.

Shopping Cart

Enroll **Delete** Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
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23. If you need to add courses, return to the **Schedule Planner** and repeat the process.

24. To complete your enrolment, select the classes and click “Enroll.”

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	LLB A07 - 11407	ECON 1112 Macroeconomics	Regular Session	Tuesday 5:00PM to 8:50PM	CAT036	Staff	3.00	Open Seats 30 of 30	Change Preferences

25. Click “Yes” to enroll.

Are you sure you want to enroll?

26. If you see a green checkmark next to a course name, it means you’ve successfully enrolled in that course. If you see a red X, it means you haven’t been able to enroll in that course.

✔ **ECON 1112 - Macroeconomics**
This class has been added to your schedule.

27. To add classes for another term, return to the **Schedule Planner** tab.

28. Select “Change” next to Term and choose the next term you want to register for. Add courses following the above process.

Schedule Planner Text Only Help Sign out

NAIT
A LEADING POLYTECHNIC
COMMITTED TO STUDENT SUCCESS

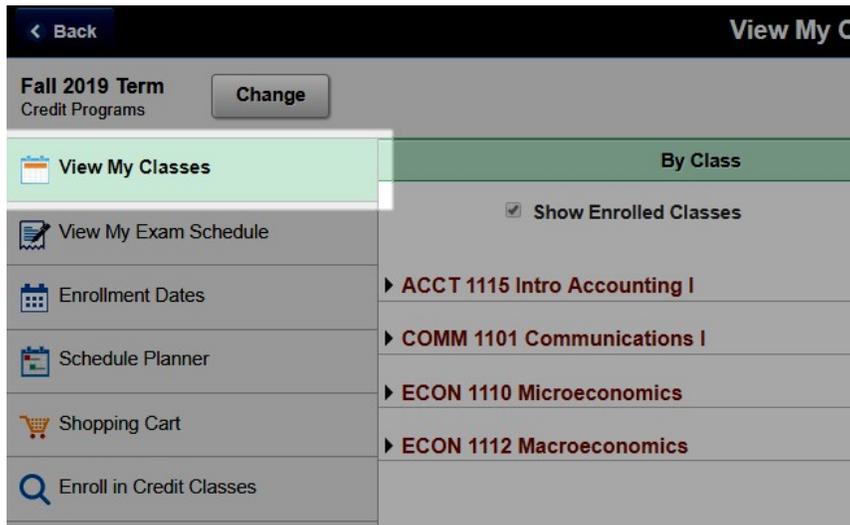
Course Status
Open Classes Only

Term
Fall 2019 Term

Campuses
All Campuses Selected

Instruction Modes
All Instruction Modes Selected

29. After you have finished enrolling for both terms, review the courses added to your schedule in the **View My Classes** tab.



Potential error messages

Error messages will appear if there are any conflicts in your schedule, or any requirements you have not met. Examples of error messages:

✘ ECON 1110 - Microeconomics
You cannot add this class due to a time conflict with class 11520. Choose another class.

✘ ACCT 1117 - Introductory Accounting II
Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

- If the message states "Unable to add this class – prerequisites have not been met", check the enrolment requirements in the description.

✘ ACCT 1117 - Introductory Accounting II
Unable to add this class - prerequisites have not been met. This course is not available to Open Studies students. Prerequisite: ACCT1115.

- If the message states that you've exceeded the permitted number of retake attempts for a course, please reach out to your program area as they will need to grant you permission to retake the course. Your program area's contact information can be found under the Contact tab of the program page on nait.ca.