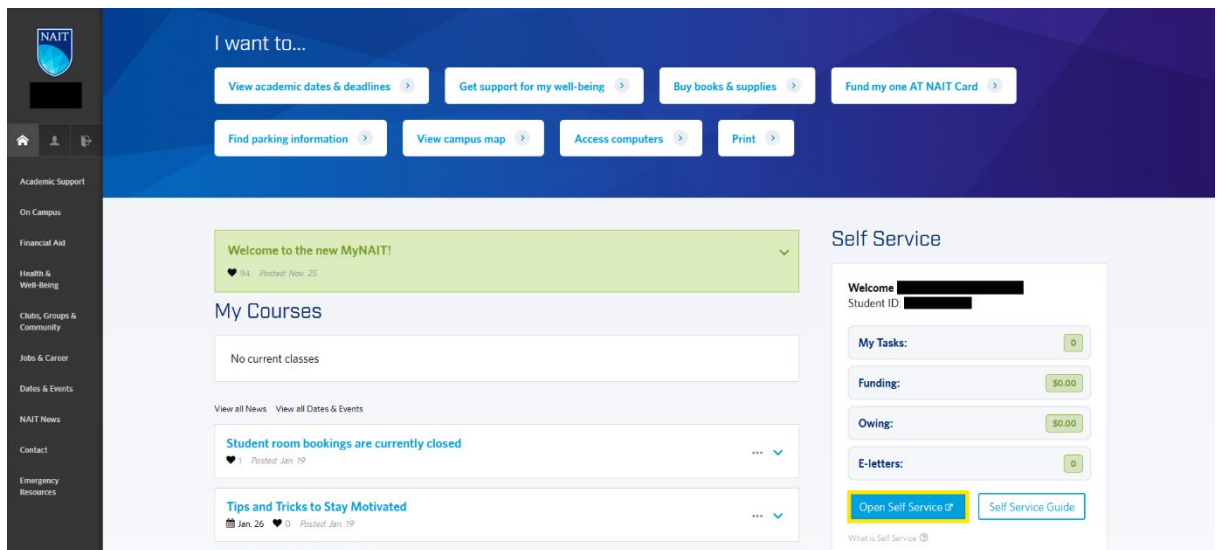


Using Schedule Planner – Student Guide

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**.



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

The screenshot shows the NAIT Students Schedule Planner interface. On the left is a sidebar with navigation links: View My Classes, View My Exam Schedule, Enrollment Dates, **Schedule Planner** (highlighted), Shopping Cart, Enroll in Credit Classes, and Enroll in Continuing Education. The main content area is titled 'Schedule Planner' and contains an information box stating: 'The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.' Below this is an 'Instructions' section with three steps: 1. 'CLICK HERE' to open the Schedule Planner in a pop-up window. 2. Return to this window after clicking 'Send Schedule to Shopping Cart'. 3. Visit your Shopping Cart to continue with course enrollment. A notice at the bottom states: 'Notice: As this is a cloud based service, data, such as ID numbers and class schedule information, may be stored and processed in various locations throughout the world, including in the United States and therefore may be subject to lawful access by government and law enforcement agencies of those jurisdictions in accordance with applicable laws of those jurisdictions, including the U.S. Patriot Act. Use of Schedule Planner by you constitutes your acceptance of this.'

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

The screenshot shows the 'Select Term' screen in the NAIT Schedule Planner. The header includes 'Schedule Planner' and 'Text Only' tabs, along with 'Help' and 'Sign out' links. The NAIT logo and tagline 'A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS' are displayed. The main heading is 'Select Term'. Below it, a list of terms is shown with radio buttons: Winter 2019 Term, Spring 2019 Term, Summer 2019 Term, **Fall 2019 Term** (selected), Winter 2020 Term, and Spring 2020 Term. At the bottom, there is a blue button with a checkmark and the text 'Save and Continue'.

5. Click “Add Course”.

The screenshot shows the 'Add Course' screen in the NAIT Schedule Planner. The header includes 'Schedule Planner' and 'Text Only' tabs, along with 'Help' and 'Sign out' links. The NAIT logo and tagline 'A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS' are displayed. Below the header, there are two rows of settings: 'Course Status' set to 'Open Classes Only' and 'Term' set to 'Fall 2019 Term', both with 'Change' buttons; and 'Campuses' set to 'All Campuses Selected' and 'Instruction Modes' set to 'All Instruction Modes Selected', both with 'Change' buttons. A yellow information box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this, there are two main sections: 'Courses' with a '+ Add Course' button and 'Breaks' with a '+ Add Break' button. At the bottom, there are two yellow information boxes: 'Add the courses you wish to take for the upcoming term.' and 'Add times during the day you do not wish to take classes.'

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

The screenshot shows the 'Add Course' form within the 'Schedule Planner' interface. The 'Text Only' tab is active. Under the 'By Subject' section, 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'. Below these fields are two buttons: '< Back' and '+ Add Course'. At the bottom of the form, the text 'Economics 1112 - Macroeconomics' is displayed.

7. Click “Add Course” to confirm the class selection.

This screenshot is identical to the previous one, showing the 'Add Course' form with 'ECON' and '1112 - Macroeconomics' selected. The '+ Add Course' button is highlighted with a white border, indicating it is the next step in the process.

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

This screenshot shows the 'Add Course' form with the 'Schedule Planner' tab in the top-left header highlighted with a white underline, indicating it is the selected option to return to the homepage.

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

The screenshot shows a web interface for course selection. At the top, there is a yellow instruction box: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below this, the interface is split into two main sections: "Courses" and "Breaks".

Courses Section:

- Buttons: "+ Add Course" (blue), "Options" (blue gear icon), and a lock icon.
- Checkboxes: "Select All" (checked), "ECON 1112" (checked), and "Macroeconomics" (checked).

Breaks Section:

- Buttons: "+ Add Break" (blue).
- Information box: "Add times during the day you do not wish to take classes." (blue icon).

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.

The screenshot shows a table titled "Enabled (12 of 12)". The table has three columns: a checkbox, "Section", and "Component". All checkboxes are checked.

<input checked="" type="checkbox"/>	Section	Component
<input checked="" type="checkbox"/>	A01	LLB
<input checked="" type="checkbox"/>	O01	LLB
<input checked="" type="checkbox"/>	O02	LLB
<input checked="" type="checkbox"/>	O03	LLB
<input checked="" type="checkbox"/>	A02	LLB
<input checked="" type="checkbox"/>	A03	LLB
<input checked="" type="checkbox"/>	A04	LLB
<input checked="" type="checkbox"/>	A05	LLB
<input checked="" type="checkbox"/>	A06	LLB
<input checked="" type="checkbox"/>	A07	LLB

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

The screenshot shows a button labeled "Save & Close" with a checkmark icon, next to a "Back" button with a left arrow icon.

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's a dark blue header with 'Schedule Planner' and 'Text Only' tabs, and 'Help' and 'Sign out' links. Below the header is the NAIT logo and the text 'A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS'. The main area has filters for 'Course Status' (Open Classes Only), 'Campuses' (All Campuses Selected), 'Term' (Fall 2019 Term), and 'Instruction Modes' (All Instruction Modes Selected), each with a 'Change' button. A yellow instruction box says: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this, there are two sections: 'Courses' with a '+ Add Course' button and a list of courses (ECON 1112 Macroeconomics) with checkboxes, and 'Breaks' with a '+ Add Break' button and a yellow instruction box: '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. At the top, there's a dark blue header with 'Schedule Planner' and 'Text Only' tabs, and 'Help' and 'Sign out' links. Below the header is the text 'Add New Break'. A yellow instruction box says: 'Breaks are times during the day that you do not wish to take classes.' The form has fields for 'Break Name' (Lunch), 'Start Time' (12 : 00 am/pm), 'End Time' (1 : 00 am/pm), and 'Days' (Select Weekdays). Below the 'Days' field, there are radio buttons for 'MON', 'TUE', 'WED', 'THU', 'FRI', 'SAT', and 'SUN'. The 'MON', 'WED', and 'FRI' buttons are checked. At the bottom, 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.

Schedule PlannerText OnlyHelpSign out



A LEADING POLYTECHNIC
COMMITTED TO STUDENT SUCCESS

Course StatusOpen Classes OnlyChange

TermFall 2019 TermChange

CampusesAll Campuses SelectedChange

Instruction ModesAll Instruction Modes SelectedChange

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses+ Add Course

☒ Select All

☒ ECON 1112
MacroeconomicsOptions

Breaks+ Add Break

☒ Select All

☒ Lunch
MWF - 12:00pm to 1:00pmEdit

Current Schedule

	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

SchedulesAdvanced OptionsView Schedules

Generate Schedules

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

Schedule PlannerText OnlyHelpSign out

Current Schedule

	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

SchedulesAdvanced OptionsView Schedules

Generate SchedulesShuffle

Generated 9 Schedules

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 with a 'Text Only' tab. At the top, there are buttons for 'Back', 'Email', and 'Send to Shopping Cart' (which is highlighted with a white box). To the right are buttons for 'Help', 'Sign out', 'Shuffle', and 'Schedule 1 of 9'. A message bar 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.

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

Below the table, it says 'Week 2 (09/09/2019 - 09/15/2019)'.

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 white 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 button labeled 'Close Schedule Planner'.

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”.

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

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

Enroll Delete Validate

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.”

The screenshot shows the 'Shopping Cart' page for NAIT Students. The left sidebar contains links: 'View My Classes', 'View My Exam Schedule', 'Enrollment Dates', 'Schedule Planner', 'Shopping Cart' (highlighted), and 'Enroll in Credit Classes'. The main area is titled 'Your Shopping Cart' and contains a table with the following data:

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

At the top right of the cart area are three buttons: 'Enroll' (highlighted with a green border), 'Delete', and 'Validate'.

25. Click “Yes” to enroll.

A modal dialog box with the text 'Are you sure you want to enroll?'. It contains two buttons: 'Yes' (highlighted with a white border) and 'No'.

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.

A success message box with a green checkmark icon. The text reads: 'ECON 1112 - Macroeconomics' in bold, followed by 'This class has been added to your schedule.' in a smaller font.

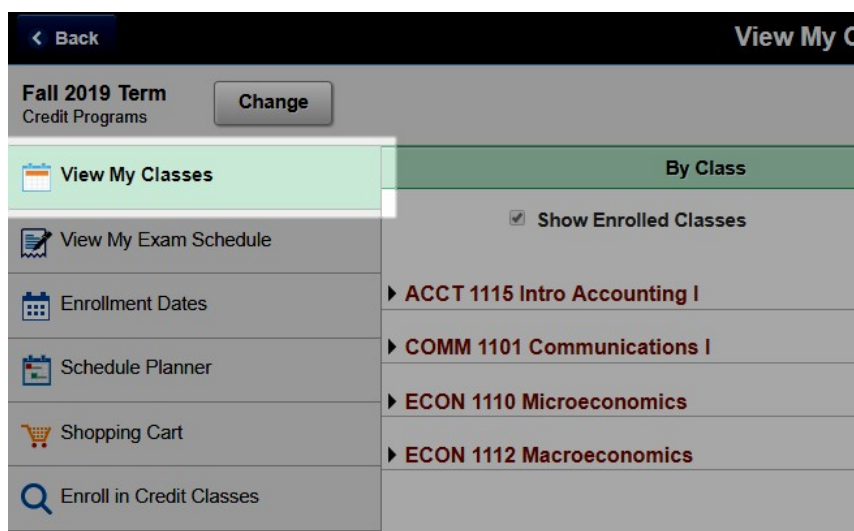
27. To add classes for another term, return to the **Schedule Planner** tab.

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

The screenshot shows the 'Schedule Planner' page. The top navigation bar includes 'Schedule Planner' and 'Text Only'. The main content area features the NAIT logo and the text 'A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS'. Below this, there are two sections with filters and 'Change' buttons:

- Course Status:** 'Open Classes Only' with a 'Change' button.
- Campuses:** 'All Campuses Selected' with a 'Change' button.
- Term:** A dropdown menu showing 'Fall 2019 Term' with a 'Change' button.
- Instruction Modes:** 'All Instruction Modes Selected' with a 'Change' button.

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 – requisites have not been met", check the enrolment requirements in the description.

✖ ACCT 1117 - Introductory Accounting II
Unable to add this class - requisites 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.