Visual Schedule Builder

Student How-to Guide

VISUAL SCHEDULE BUILDER (VSB) is a dynamic, real-time class scheduling tool that allows you to create a schedule based on the courses and times that work best for you by arranging selected courses into conflict-free timetable options and displaying them in an easy-to-read weekly schedule.

Disclaimer: VSB does not replace the need for academic advising or degree auditing.

To Access VSB:

Log in to the MyVSU portal and click on Visual Schedule Builder from the Portals list.
If Visual Schedule Builder is not listed, click **View All** and select it from the alphabetical listing.

Learn to use VSB:

1. Select your courses

2. View your results

3. Refine your results and find your best schedule

4. Save your work

5. Register for classes

For additional assistance:
Contact the Office of Registrar:
Office of the Registrar
Contact Advising:
University Advising & Student Transition
-or-
Contact VSU Solutions Center:
229-245-4357 or solutions@valdosta.edu

Select Your Courses

Begin in the **SELECT COURSES** panel.

1. Choose a term

Click the desired **academic term** (i.e., Fall, Spring, and Summer) using the **radio button** in the top left-hand corner of the screen.
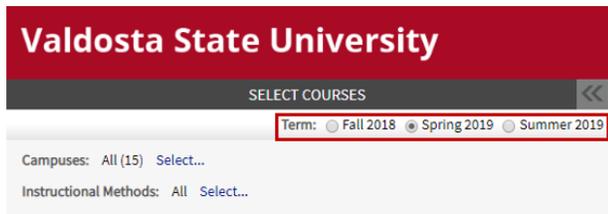
2. Optional: Select campuses/instructional methods

You can omit this step or click **Select...** to open lists. By default, all selections are marked. Click the individual checkboxes to add/remove options, or click Select None to remove all options.

3. Select your courses

1.   In the **Select Course** search box, type in a course using one of the following methods:

      - **Code** (i.e., ACCT 2110 **or** ENGL 1120) *or*
      - **Title** (i.e., calculus or Intro to Business) *or*
      - **Instructor's Name** (i.e., Patel or Sharen Smith) *or*
      - **Catalog Numbe**r (i.e., 23456)

2. Choose the desired course from the list of results and click the **Select** button.

3. Repeat steps 1-3 to add other desired courses (*4-5 courses recommended*).
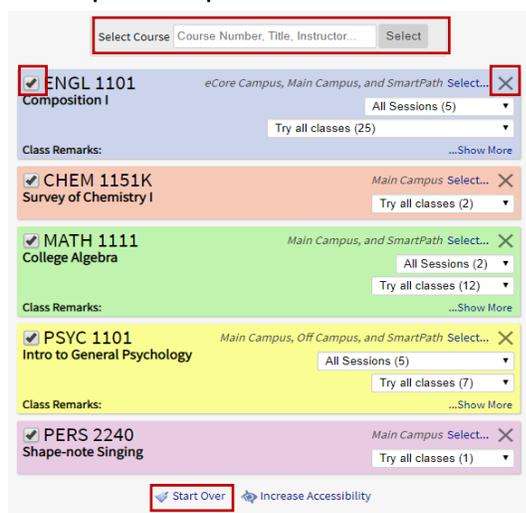
Remove a course(s)

Click the '**X**' in the upper right-hand corner of the colored box for that course.

To deselect a course without removing it entirely from the list, click the **Check Mark** next to the course code in the upper left-hand corner of the colored box for that course.

Click the **Start Over** link to remove all selections and courses and restart at Step 1.

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4. Review selected course information

Under the Select Courses section, the courses you added are listed in colored boxes and contain the following information:

- Course Name
- Location and instructional method
- Class Sessions – click **All Sessions** or **Try all classes** to **select a specific class(es)**
  This can help to narrow your results.
- Class Remarks – click **…Show More** link to **view important notes, including possible class restrictions or pre/requisites** (i.e., "Reserved for Dual Enrollment Students")

TIP: Review class restrictions and requirements now to save planning time and avoid attempting to register for classes in which you are not eligible to do so.
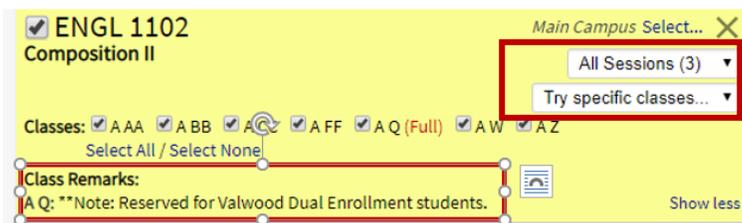
Optional: Once all courses have been added, the Select Courses panel can be collapsed (and expanded) by clicking the gray, double arrows **<<** at the top left of the screen.

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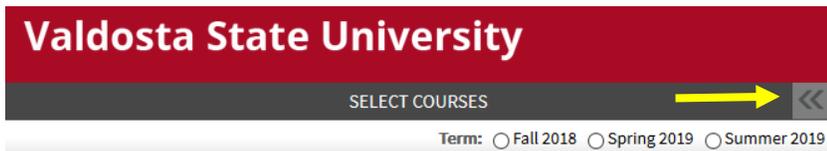
View Your Results

Your selected courses are now displayed in the **RESULTS** panel on the right side of the screen. The Results panel displays all possible schedule options in three layouts:

1. a list with detailed **Class Information** (name, date/time, location, restrictions, etc.)
2. a graphical **Timetable** view (days and times)
3. a **Timeline** that indicates the duration of the course (full or partial term)

Results Panel

To browse outcomes, use the left and right arrows keys on your keyboard, the arrows under **Generated Results**, or swipe left and right on a mobile device or touch screen.

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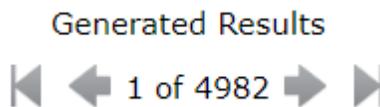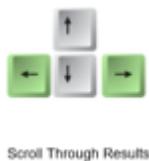
Refine Your Results

There are several tools available to narrow your search results to find your optimal schedule:

1. **Apply Filters** – Directly above the Timetable, select or deselect options listed under the **Includes schedules containing**:

   - **Full classes** – no seats are available and wait listing is **not** an option
     (Keep in mind that classes that are currently full may have availability later.)
   - **Waitlistable classes** – no seats are available but wait listing **is** an option
     (*deselect to narrow choices*)
   - **Online classes** – web-based and hybrid classes
   - **On-campus classes** – classes that must be attended at a VSU physical site

2. **Pin Classes** - This prioritizes a specific course(s) and arranges your other options around the pinned course(s). You can pin or unpin a course(s) with any of these methods:

   1. Click **Course Code Name** on the graphical Timetable
   2. Click the **Course Title** from the detailed Course Information list
   3. Click the **specific Classes Section** from the Select Course list

3. **Block Out Times** – There are two ways to block times when you do not want to take classes:

   1. On the Timetable, **click and drag** to select times, *or*

   2. Click **Increase Accessibility** in the Select Courses panel > **type a time range** in the Add Personal Times box located below the Timetable grid on the right > click **Add Time**

Schedules that show classes that overlap with your blocked times will still appear but are moved to the back of the viewing order.

To remove a blocked-off time, click the **gray area** on the Timetable grid or the **Clear all Personal Times** button located at the bottom of the screen when Increase Accessibility is enabled.

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Sort Preference

Filters

Pin(s)

Block Out Times

4. Sort Preference – Sort preference does not change the number of your schedule results. Instead, it allows you to prioritize your viewing order.

Click the **Sort preference** drop-down menu to select the type of schedules you want to view first:

- **None**
- **Most days off**
- **Morning classes**
- **Mid-day classes**
- **Evening classes**
- **Time off campus**
- **Most on-campus**

Note: VSB does not save your sorting preferences between logins.

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Save Your Work

Once you have found your desired schedule, there a three options to save/access your work: **Favorite, Share, and Print**.

⭐ Favorite

🔗 Share   *Options are located to the top left section of the Results panel.*

🖨 Print

1. **Favorites** allow you to easily retrieve your schedule(s) at your registration appointment, check if seats are still available, and then proceed with registration.

Click the **Favorite** link to save your preferred schedule(s). The **FAVORITES** panel opens in the far-right side of the screen:

- Click the **gray Graphical Box** to select and display schedule
- Click the **Untitled** edit pencil icon to type a name for the schedule
- Click the **Load** icon to display selected favorite schedule in the Select Courses panel
- Click the **Delete** button to delete selected favorite schedule

2. Click the **Share** link to copy and paste an URL address to email and/or post, *or*
3. **Print** your schedule

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Register for Classes

When you are ready to register at your appointed time, do the following:

1. At the bottom of the Class Information Section, click **Get this Schedule** button.

   A Confirmation page displays, listing your chosen classes along with action and options

2. Under the **Options Section**, you will choose to either **"Web Register"** or **"Waitlist"** your classes

3. Click **Do Actions** to register for classes.

   - Click **Cancel** if you wish to do something different with your schedule.

4. Once you click **Do Actions**, the page will notify you of your registration. Click **Return to "Select Courses"**, in the right bottom corner, once you are ready to return to the Schedule Builder.

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