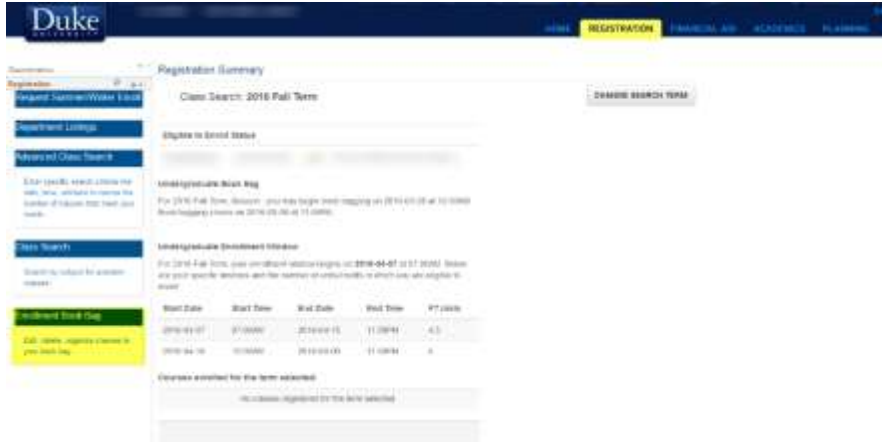


Schedule Builder

1. Navigate to Schedule Builder in DukeHub>REGISTRATION>Enrollment Bookbag>LAUNCH SCHEDULE BUILDER



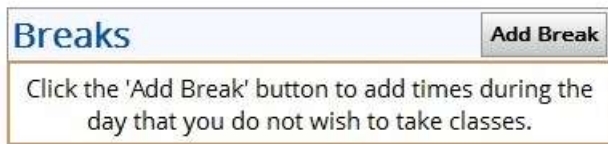
2. All course statuses (open, closed and waitlist), all careers and all instruction modes are set as the default. You can narrow your choices in the fields below.



3. Add courses of interest. At this stage of the process, all sections of the courses are included.



4. Add breaks such as practice schedules and study time.



5. Generate potential schedules.



42 schedule combinations are available. Click “view” to see specific details regarding each schedule or roll-over the magnifying glass for a graphic display.

Schedules				Generated 42 schedules.
Generate Schedules				
	#	Compare		
View	1	<input type="checkbox"/>		AAAS-895-01, Soccer Practice, LIT-891-01, BIOLOGY-202L-001.01L
View	2	<input type="checkbox"/>		AAAS-895-01, Soccer Practice, LIT-891-01, BIOLOGY-202L-001.02L
View	3	<input type="checkbox"/>		AAAS-895-01, Soccer Practice, LIT-891-01, BIOLOGY-202L-001.03L
View	4	<input type="checkbox"/>		AAAS-895-01, Soccer Practice, LIT-891-01, BIOLOGY-202L-001.05L

If you want to narrow your options, select View/Edit in the options column in the courses section. This will allow you to eliminate sections that you do not want.

COURSES				Add Course
<input checked="" type="checkbox"/>	Course	Options	Info	
<input checked="" type="checkbox"/>	AAAS 895	topic view/edit		
<input checked="" type="checkbox"/>	BIOLOGY 202L	view/edit		
<input checked="" type="checkbox"/>	LIT 891	view/edit		

BIOLOGY 202L - 2014 Fall Term									
*Please select the classes you wish to include.									
<input type="button" value="Save And Close"/>					<input type="button" value="Cancel"/>				
<input checked="" type="checkbox"/>	Info	Section	Enrl/Cap	Wait/Cap	Component	Instructor	Day(s) & Time(s)	Room(s)	Campus
<input checked="" type="checkbox"/>		001	0/12	0/12	LEC	John Willis	MWF - 11:45am - 1:00pm	Biological Sciences 111	Duke University
<input checked="" type="checkbox"/>		01L	0/14	0/14	LAB	Juliet Noar	F - 9:00am - 11:30am	Biological Sciences 0040	Duke University
<input checked="" type="checkbox"/>		001	0/12	0/12	LEC	John Willis	MWF - 11:45am - 1:00pm	Biological Sciences 111	Duke University
<input checked="" type="checkbox"/>		02L	0/14	0/14	LAB	Juliet Noar	F - 1:40pm - 4:10pm	Biological Sciences 0040	Duke University
<input checked="" type="checkbox"/>		001	0/12	0/12	LEC	John Willis	MWF - 11:45am - 1:00pm	Biological Sciences 111	Duke University
<input checked="" type="checkbox"/>		03L	0/14	0/14	LAB	Juliet Noar	TH - 10:05am - 12:35pm	Biological Sciences 0040	Duke University

Once you have saved your revisions, click Generate Schedules. Notice there are now only 28 options versus 42.

Schedules				
<input type="button" value="Generate Schedules"/>				Generated 28 schedules.
	#	Compare		
View	1	<input type="checkbox"/>	AAAS-895-01, Soccer Practice, BIOLOGY-202L-001,01L LIT-891-01,	
View	2	<input type="checkbox"/>	AAAS-895-01, Soccer Practice, BIOLOGY-202L-001,01L LIT-891-02,	
View	3	<input type="checkbox"/>	AAAS-895-01, Soccer Practice, BIOLOGY-202L-001,01L LIT-891-03,	
View	4	<input type="checkbox"/>	AAAS-895-01, Soccer Practice, BIOLOGY-202L-001,01L LIT-891-04,	
View	5	<input type="checkbox"/>	AAAS-895-01, Soccer Practice, BIOLOGY-202L-001,01L LIT-891-05,	

- Import to ACES when you have found a schedule you like.

Important Note: If you are in Schedule Builder for a long time, your ACES session may have timed out. Before importing, login to ACES and then return to the Schedule Builder window.

Click "Return to ACES to Import".

View Schedule #4 - 2014 Fall Term											
<input type="button" value="Print Page"/>					<input type="button" value="Return to ACES to Import"/>			<input type="button" value="Close Schedule"/>			
*You are viewing a potential schedule and must click "Return to ACES to Import".											
More Info	Status	Subject	Course	Section	Class #	Enrl/Cap	Wait/Cap	Day(s) & Time(s)	Date	Room(s)	Campus
	Not Enrolled	AAAS	895	01	3222	0/18	0/18	W - 4:40pm - 7:10pm	8/27/2014 - 12/3/2014	Friedl Bldg 340	Duke University
	Not Enrolled	BIOLOGY	202L	001	3784	0/112	0/112	MWF - 11:45am - 1:00pm	8/25/2014 - 12/5/2014	Biological Sciences 111	Duke University
	Not Enrolled	BIOLOGY	202L	01L	3785	0/14	0/14	F - 9:00am - 11:30am	8/29/2014 - 12/5/2014	Biological Sciences 0040	Duke University
	Not Enrolled	LIT	891	04	8060	0/1	0/1		8/25/2014 - 11/25/2014		Duke University

Displaying Week 2 (9-1-2014 to 9-7-2014)
 Select Week: Week 2 (9-1-2014 to 9-7-2014) Or Click week number to view.

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
------	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

Refresh the bookbag

Registration

Book Bag/Enroll in Classes

Add classes to your Book Bag. Select book bagged classes to View in Graphic Schedule. Select book bagged classes to validate (validation checks for conflicts of checked classes). Select book bagged classes in which you wish to enroll.

Select the Go To Enroll button to finish your enrollment. You will not be able to finish your enrollment until your window opens.

You must click the "Refresh" button below AFTER closing your Schedule Builder session to ensure your Bookbag status is correct.

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Refresh Book Bag

Open | Closed | Wait List

Import your classes

Book Bag/Enroll in Classes

Add classes to your Book Bag. Select book bagged classes to View in Graphic Schedule. Select book bagged classes to Validate (validation checks for conflicts of checked classes). Select book bagged classes in which you wish to enroll.

Select the Go To Enroll button to finish your enrollment. You will not be able to finish your enrollment until your window opens.

You have a schedule pending from Schedule Builder. Please press the Import Bookbag button below to load your schedule into your bookbag.

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Import Bookbag

Search schedule builder

Schedule Builder Import Confirmation

Schedule Builder wants to import AAAS 89S - FIRST-YEAR SEMINAR (TOP) into your Bookbag. Allow?

YES

NO

(Note: Clicking NO will terminate the Import process.)

After your last class is imported, they will be easily identified in green. If you leave this page, the shading will disappear.

Bookbag Import from Schedule Builder complete. Add more classes or click Go To Enroll Page to continue processing your enrollment.

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Search schedule builder

Open | Closed | Wait List

2014 Fall Term Bookbag

Select	Delete	Class	Description	Days/Times	Room	Instructor	Cross Listing	Schedule Info	Course Eval	Prereq/Co-req	Prerequisite/Co-req	Section	Sec#	Enroll Cap	Status
<input type="checkbox"/>	<input type="checkbox"/>	AAAS 89S (2014)	FIRST-YEAR SEMINAR (TOP)	W 4:40PM - 7:10PM	Pratt Bldg 240	T. Winters		No information available at this time	Course Eval	Yes	Not	200	1.00	0/18	●
<input type="checkbox"/>	<input type="checkbox"/>	BIOLOGY 222L (2014)	GENETICS AND EVOLUTION	F 8:00AM - 11:00AM	Biological Sciences 0042	J. Neer		No information available at this time	Course Eval	Yes	Not	200	1.00	0/14	●
<input type="checkbox"/>	<input type="checkbox"/>	BIOLOGY 202L (2014)	197841	WAF 11:45AM - 1:00PM	Biological Sciences 111	J. Wiles		No information available at this time	Yes	Not				0/14	●
<input type="checkbox"/>	<input type="checkbox"/>	UT 89S (2014)	FIRST-YEAR	TuTh 10:00AM -	Pratt Bldg W.			No information available at this time	Yes	Not	200	1.00	0/11	●	