



Schedule Builder—Adding Courses

Schedule Builder allows you to push courses you added on your Planner into the scheduling tool or manually select courses using the “Search” function. The recommended method that you should be using is to export the courses you have on your planner into the scheduling tool.

Exporting Courses from the Planner into Schedule Builder

Exporting courses is very easy but the following must be met:

- The plan must be your ‘Preferred’ plan
- You must have courses added to your plan
- You can only export courses for the term that is open

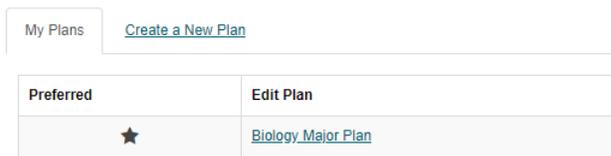
To Export Courses

- 1) Click on you the Plans Tab in MyDegreePath



1)

- 2) Open your Preferred plan



- 3) Click and expand the term that you want to export courses. Review the courses you added in that term.

- 4) When you are ready to export your courses, click on the ‘Calendar’ button next to the ‘Add Message’ button.

- 5) You will be prompted with a message. After clicking yes, a new tab or page will open up and have your courses imported into Schedule Builder

