Visual Schedule Builder (VSB) Information

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Quick Steps

Add/Waitlist - enrol (or register) in courses/sections or add yourself to the waitlist (if available).
Drop - remove a course/section.
Swap - add a course/section and remove course/section at the same time. You will not be removed from your section until you are enrolled in the new section.

How to Add/Waitlist

Video - VSB - Add a Course

1. Log in to **MyQuest**.
2. Click '**Visual Schedule Builder**'. You can also go to Student Center and find the 'Build my Schedule' link or button.
3. Choose the term.
4. Add options by typing the code (example: BUSD 1001) or the name of the course(s) you would like to take. Click the downward arrow next to the trashcan icon to expand the course for options and further details, or click the 'Legend'.
5. Once you have found a schedule that works for you, click '**Get This Schedule**'.
6. Click '**Do Actions**'. This will enroll you or add you to the waitlist (if applicable).

How to Add/Waitlist

Video - VSB - Drop a Course

1. Log in to **MyQuest.**
2. Click '**Visual Schedule Builder**'. You can also go to Student Center and find 'Build my Schedule' link or button.
3. Choose the term.
4. The courses you are enrolled in will be listed. Click the **trashcan icon** for the course you wish to drop.
5. You will be asked if you want to **drop now or later**. Click the appropriate option.
6. Click '**Get this Schedule**' followed by '**Do Actions**' (only required if you click 'drop later' in step 5).

How to Swap

1. Log in to MyQuest.
2. Click '**Visual Schedule Builder**'. You can also go to Student Center and find 'Build my Schedule' link or button.
3. Choose the term.
4. The courses you are enrolled in will be listed. Find the course you want to swap and click the **red pin icon** to unpin the course from your schedule.
5. Review your options using the arrows above the calendar.
6. Once you have found a schedule that works for you, click '**Get This Schedule**'.
7. Click '**Do Actions**'. This will enroll you in the new section, or add you to the waitlist (if applicable).
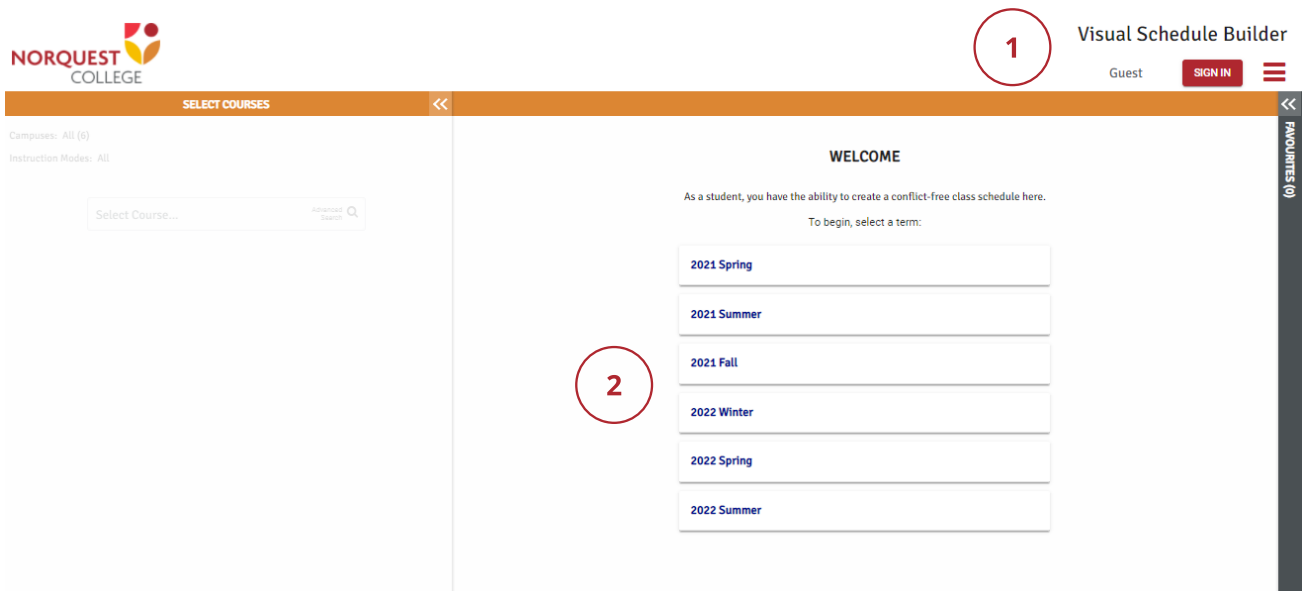
How to Access VSB
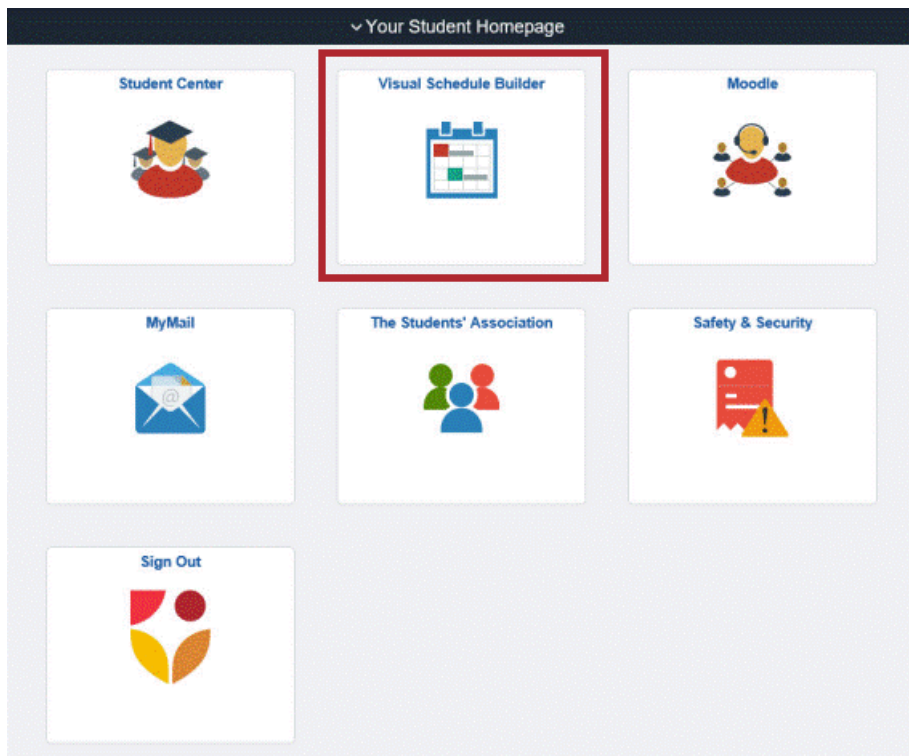
Log in to MyQuest
Select 'Visual Schedule Builder'.

Note: You can also access VSB in Student Center by clicking 'Build my Schedule'.

Welcome Page

1. Sign In (if applicable).
2. Select the term you want to plan a schedule for.

Schedule Page

1. This is where you search for courses to add. You can search by name, instructor, subject code, etc. Advanced search has a couple of extra options.
2. The courses you've selected from your search appear here.
3. The current version of your schedule is listed in the calendar view here. This shows you the time of day and days of the week that the course will be offered. Some courses have colored bars on the left side to indicate status: Red Bar = course is closed, Orange Bar = course is wait listed, No bar = course is available for enrolment
4. These are all the possible scheduling combinations of the courses in your list. As you cycle through these, you'll see the schedule change on the calendar view. The ones you see first are based on your sort criteria and any personal time off you've selected.
5. This shows the duration of each course over the term and is color coded to match the schedule. Most courses run the full term, but any unusual start or end dates will be reflected here. Online courses are only displayed here, as they have no specific scheduled times during the day.
6. The Legend toggle provides more detail about each section of the courses you've selected. More info below.
7. You can select a sort criteria here, like Evening sections or schedules with the most days off, etc.
8. You have limited filter functionality to exclude sections that are are already full or wait listed.
9. Select a new term from the dropdown. Warning, this will clear and reset your current schedule. Be sure to add it to Favorites if you want to keep it.
10. You can add personal time to your schedule. These are times when you do not want to be in class, maybe because of work or extra-curricular activities. You can do this with the dropdown menu or by selecting and dragging blocks of time off in the calendar view.
11. Once you have a schedule you like, you can save it here for later. It's a good idea to save a couple of versions of your schedule in case some of the courses are not available when you go to enrol. You can print any schedule by clicking "Print". You can share a copy of a schedule with others like your friends by clicking "Share".
12. You can use the trashcan to drop courses and use the downward arrow to expand each course. You can also pin/unpin sections.
13. Once you have found a schedule that works for you, click "Get this Schedule". On the next screen, click 'Do Actions' to finalize your schedule.

Getting Schedule Page
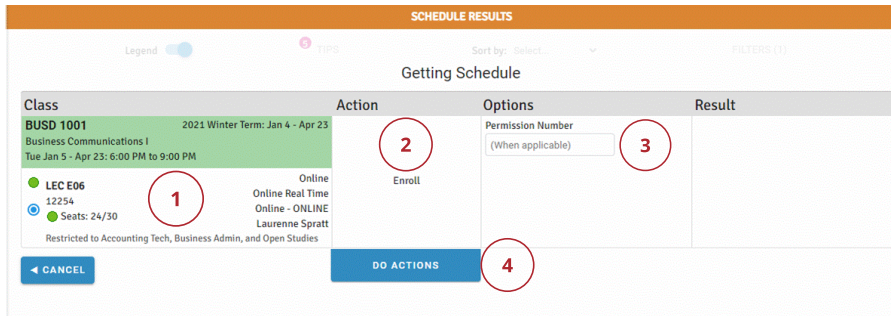
1. Course information, like type (lecture, lab), course code, seat availability, waitlist, and section restrictions.
2. The action you are able to take (Enroll, Drop, Swap) will appear here.
3. If you have a permission number, enter it here. Note: Permission numbers are not required to enrol for most courses/sections.
4. The 'Do Actions" button processes your request to Enrol, Drop, or Swap.

Advanced Search
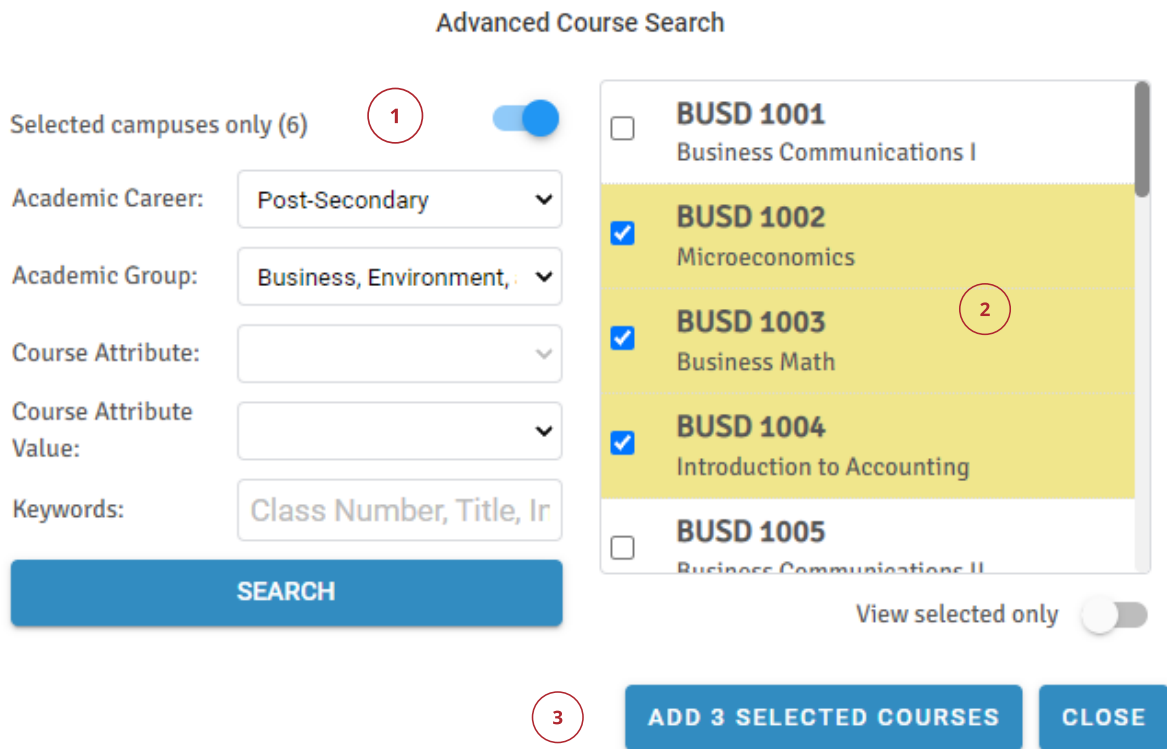
1. Course criteria - here you can put in keywords to search on. The keywords will match with course titles, subject codes, instructor names, etc.
2. Your search results will display here. You can check off the courses you want to add to your schedule.
3. Click this to add your selected courses.

Legend

1. Course information, including Subject / Course number, Name and course times.
2. Term, duration and session type.
3. Course information, like type (lecture, lab), course code, seat availability, waitlist, and section restrictions.
4. The location/room the course will be held in and instructor.

Personal Times

You can add personal time to your schedule. These are times when you do not want to be in class, maybe because of work or extra-curricular activities. This can be a great way to prioritize the schedules you want.

These times will be used to present you with the best schedules first. In some cases, you may wish to have mornings off, but the only time a course is offered is in the morning. In this case, you will still see this schedule, it will just be ranked behind other potential options.

If you enter the time(s) manually, there are a number of accepted formats for days and times

- Days can use initials, abbreviations, or the full day (e.g. F, Fri, Friday)
- Times can use am/pm or the 24-hour clock (e.g. 2-9pm, 8-10, 15-17)

Note: When adding times using the personal times field, any new times that overlap will replace the existing time. For example, if you have an existing time of Friday 1-5 p.m. blocked off and then you add in a new time of WF 12-3 p.m., the existing Friday 1-5.p.m. time will be deleted and replaced with the new Friday 12-3 p.m. time.

Tips for Planning and Building your Schedule

Use the **Try all classes** drop down option or check specific sections listed to limit your results to only include those sections. You may want to remove sections that are only offered online or those with program restrictions that you do not meet.

Use the **Legend** to see more information about the course, including location, number of seats available or section restrictions.

Pin courses with the fewest sections available first (i.e. if there is only one possible section, you will be in that section no matter your other preferences!). This will cause other courses to schedule around your pinned course(s), decrease the number of options presented, and will make finalizing your schedule easier.

Use the **Filter** function to exclude some sections from your results. This will lower the number of possible schedules available. For example, you may want to exclude sections that are full or only offered online. Online sections are not recommended for students right from high school or students with low GPAs.

Limit your choices by day / time using **Add Personal Times**. If a schedule is available that fits your personal time, you will see those schedules first. Otherwise, if there is no alternate schedule available, you will see courses listed within your personal time.

Use the **Sort By** function to change the order course schedules are presented to you, based on your preferences.

Definitions and Terminology

Closed - A course section will display as 'Closed' when the section is full and a waitlist is not an option, or is also full. You cannot enrol in a course if it is closed.

Corequisite - A course that you must take at the same time as another course if it has not been completed previously.

Favorites - This is a schedule that you've saved for later. You can save multiple favorites. It's a good idea to save a couple of versions of your schedule in case you encounter a course that is full or has restrictions when you go to register.

Filter - The filter option is another way to limit your results. You can filter by campus and/or instruction mode. Below are the instruction modes explained:

In-Person - Courses are delivered in a classroom setting, face-to-face instruction, with regularly scheduled class meetings. These can be delivered:

> **Day**: Classes are delivered with daytime meeting schedules, Monday – Friday.
> **Evenings**: Classes are delivered with evening meeting schedules, Monday – Friday.
> **Weekends**: Classes are delivered with weekend meeting schedules.

Online - Offered in an online setting. In-person meetings may be required for some programs to complete laboratory components. Online courses are offered in two ways:

> **Anytime** - Students are not required to participate in regularly scheduled class meetings although there are specific course start, end, and due dates for course work. Online learning is self-directed
>
> **Real-Time** - Students follow a specific real-time class schedule and must be available to log into organized online class meetings or video conferencing. Classes are often synced with an in-person delivery, which may be delivered during the day, evening, or weekend hours depending on the program or course.

Work Experience - Work experience, practicum, and clinical courses/sections.

Blended - A method of course delivery wherein online and in-person/synchronous instruction are required components.

HyFlex - A course delivery mode that allows learners to choose at any given time throughout the course their preferred method of participation by attending in person (face to face), online real-time (synchronously), or online anytime (asynchronously) through recorded video after the actual meeting time. The course outcomes and quality of teaching and learning remain the same no matter the delivery mode a student chooses.

Permission Number - A permission number is a six-digit number that is specific to a course/section that allows a student to enrol for a course with departmental permission.

Personal Times - These are times when you are unavailable to attend class, maybe because of work or extra-curricular activities. This time is a preference for time off and cannot always be accommodated based on the actual availability of the course(s). For example, if a course that you need to complete is only offered at 9 a.m. on Mondays and Wednesdays and you've indicated that you do not want to attend morning classes, you will still see the course as part of your possible schedules because it's the only way it's offered. However, if the course is offered multiple times, it will display the offerings that do not interfere with your personal time first.

Pin - Pinning a section locks that section in place and limits your available schedules to include only those schedules that fit with that particular section. This is a good way to narrow the number of possible schedules.

Prerequisite - A course that you must complete with a satisfactory grade before enrolling in another course.

Schedule - Your schedule is the specific organization of course sections that you wish to take in a given semester. Many courses are offered multiple times and in multiple ways each semester, so in building your schedule you are determining which of those sections you wish to take.

Sections - A course may be offered multiple times in a semester. Each offering is referred to as a section of the course. Sections vary by time, day of the week, or instructor. The most common are listed below.

> **A** = Edmonton Day
> **E** = Edmonton Evening
> **S** = Edmonton Weekend
> **O** = Online
> **OE** = Online Evening
> **H** = HyFlex
> **BL** = Blended
> **C** = Wetaskiwin students only
> **W** = Workplace

Restrictions - Course restrictions limit who can take the course. For example, a restriction may indicate that only students in a given program are eligible to enrol in that section of a course. Restrictions are assigned at the section level, meaning some sections of a course may have a restriction, while others may not.

Wait Listed - A course section will display as 'Wait Listed' when it is full and you can add your name to the waitlist. Not all courses allow this.