STUDENT GUIDE

Using the Planner

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In the new SIS, students will be able to plan their courses for current or future semesters using the **Classes** tile on the **Student** home page.

When you click the **Classes** tile, the **Manage Classes** page opens with a list of menu items on the left.

**Planner**

1. Click **Planner** from the left-side menu.

   The **Planner** page will open, providing students with two options for adding courses to their planner:
   - **Add from Course Catalog**: To select from active MSU courses
   - **Add from My Requirements**: This will run a Degree Audit report to look at major, minor or college requirements that are not yet satisfied, and allow students to select courses from those areas to move into the Planner.
Add from My Requirements

2. Click **Add from My Requirements**.

After a moment, an Academic Progress (Degree Audit) report will be generated for the student. (Please refer to the *Degree Audit* student guide for details on navigating this report).

At the top of the page, a graph will display the percentage complete for the student’s requirements. The bottom half of the page contains sections for each group of requirements and lists the specific criteria to satisfy each.
3. Use the navigation bar on the right to scroll down to a section where requirements are Not Satisfied.
In the example below, the *Foundation Courses* requirement is Not Satisfied, and an *MC 202 course* is still needed.

4. Click the arrow for the **Not Satisfied** course and you will be directed to the requirement details page to see additional details of the course that will satisfy the requirement. In this example, course details for *MC 202* are displayed.

5. Click the hyperlink description for the course to add to your planner. The **Course Detail** page will open.
6. Click **Add to Planner** in the top right corner of the page.

You will receive a confirmation that the course has been added to your Planner. Once the course has been added, the next step is to identify the term that you plan to take the course.

7. Click the **Go to Planner** hyperlink at the bottom of the page.
The Planner will now display a section for **Unassigned Courses**. This is where the most recent addition to your Planner will be listed, until you assign it to a term.

8. Click **Unassigned Courses**. Here, you can view a list of all courses that have not yet been assigned to a term.

9. Click the arrow for the **Unassigned** item. The **Course Detail** page will open. You can see the recently added course.
10. Click **Move to Term**. A window will open for you to select the term.

11. Click the **Move course to term** drop-down and select a term to move the course into.

12. Click **Save**.
You will receive a confirmation that the new course has been moved into the term and will see a list of all courses in your planner for that term.

Note: It will be the student’s responsibility to maintain their Planner, adding or removing courses as needed.

Add from Course Catalog

1. From the Planner home page, click Add from Course Catalog.

2. Search for Courses: Enter the course subject, title or keyword.

3. Click the Go arrow.
A list of courses meeting your search criteria will display.

4. Select a course to add to your planner.

   The Course Detail page will open.

5. Click Add to Planner in the top right corner of the page.

   You will receive a confirmation that the course has been added to your Planner. Once the course has been added, the next step is to identify the term that you intend to take the course.

   Click the Go to Planner hyperlink at the bottom of the page.

   The Planner will now display a section for Unassigned Courses. This is where the most recent addition to your Planner will be listed, until you assign it to a term.

6. Click Unassigned Courses. Here you can view a list of all courses that have not yet been assigned to a term.

   Click the arrow for the Unassigned item. The Course Detail page will open. You can see the recently-added course.

7. Click Move to Term. A window will open for you to select the term.

8. Click the Move course to term drop-down and select a term to move the course into.

9. Click Save.

   You will receive a confirmation that the new course has been moved into the term and will see a list of all courses in your planner for that term.