

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

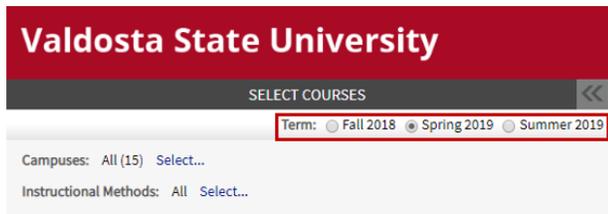


Select Your Courses

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.

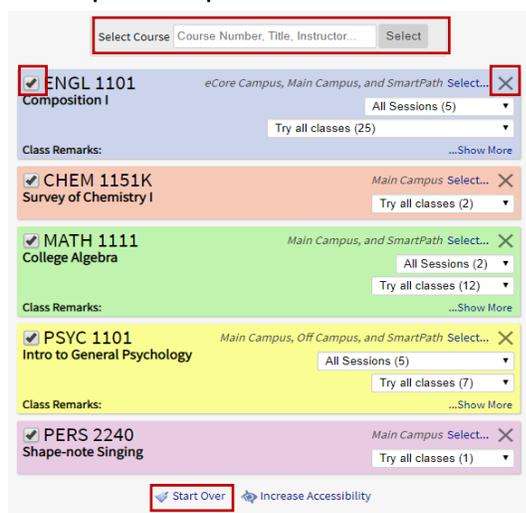
3. Select your courses

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 Number** (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.

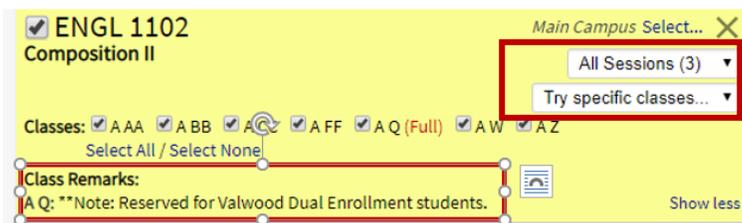
Click the **Start Over** link to remove all selections and courses and restart at Step 1.

4. Review selected course information

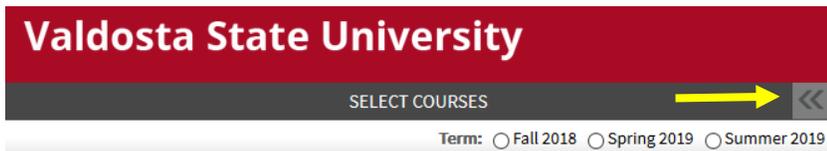
Under the Select Courses section, the courses you added are listed in colored boxes and contain the following information:

- 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.



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)

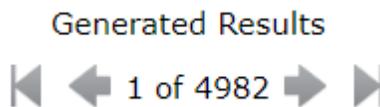
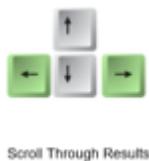
Results Panel

ENGL 1101 Composition I Tue, Thu : 11:00 AM to 12:15 PM	Spring 2019: Jan 14 - May 6 Session: Full Term
A J 20607 Available Seats: 0/25 Attributes: AENG, PPU	Main Campus Technology Enhanced WH 2309 Sale, Kimberly
CHEM 1151K Survey of Chemistry I Mon, Wed, Fri : 10:00 AM to 10:50 AM Wed : 1:00 PM to 2:50 PM	Spring 2019: Jan 14 - May 6 Session: Full Term
B B 21882 Available Seats: 0/75 Attributes: PPU, DCH1, SSEC, DV4L, FMGN, STEM	Main Campus BC 1011; BC 2203 Jonas, Arthur; Focsan, Alexandrina
MATH 1111 College Algebra Mon, Wed : 5:00 PM to 6:15 PM	Spring 2019: Jan 14 - May 6 Session: Full Term
A F 21279 Available Seats: 0/32 Attributes: AMAT, PPU, FMGM	Main Campus NH 02125 Morgan, Brenda
PSYC 1101 Intro to General Psychology	Spring 2019: Jan 14 - Mar 7 Session: SmarthPath SS1

	Mon	Tue	Wed	Thu	Fri
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰	CHEM 1151K B		CHEM 1151K B		CHEM 1151K B
11 ⁰⁰	PERS 2240 A	ENGL 1101 A	PERS 2240 A	ENGL 1101 A	
12 ^{PM}					
1 ⁰⁰			CHEM 1151K B		
2 ⁰⁰					
3 ⁰⁰					
4 ⁰⁰					
5 ⁰⁰	MATH 1111 A		MATH 1111 A		
6 ⁰⁰					

	Jan	Feb	Mar	Apr	May
Composition I					
Survey of Chemistry I					
College Algebra					
Intro to General Psychology					
Shape-note Singing					

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.



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**

Add Personal Times
Click and drag on the schedule above, or enter a time range here and click 'Add Time' to add it manually. Schedule results that avoid these times will be prioritized.

Examples: Friday 2-9pm, MW 8-10, Fri 15-17

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.

The screenshot shows a weekly schedule grid from Monday, Feb 5 to Friday, Feb 9. The grid has time slots from 8:00 to 4:00. Several classes are scheduled: COMM 212 LEC (Mon 9-11), COMM 210 LEC (Mon 12-1), COMM 217 LEC (Tue 9-11), AHSC 232 LEC (Tue 12-1), COMM 215 LEC (Wed 9-11), and COMM 217 LEC (Thu 9-11). A red pin icon is on the Wednesday 11:00 slot. A grey shaded area covers the entire Friday (Feb 9). In the top right, there is a 'Sort preference' dropdown set to 'Morning classes' and a 'Filters' section with checkboxes for 'Full classes', 'Waitlistable classes', 'Online classes', and 'On-campus classes'. Red arrows point from callout boxes to these elements: 'Sort Preference' to the dropdown, 'Filters' to the filter section, 'Pin(s)' to the red pin, and 'Block Out Times' to the grey shaded Friday.

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:

The screenshot shows the 'Sort preference' dropdown menu open. The current selection is 'Most days off'. Below the dropdown is a list of options: None, Most days off, Morning classes, Mid-day classes, Evening classes, Time off campus, and Most on-campus. To the right of the dropdown is a list of radio button options: None, Most days off, Morning classes, Mid-day classes, Evening classes, Time off campus, and Most on-campus. Below the dropdown, a small portion of a schedule grid is visible, showing 'Thu' and a class 'ACCT 3201 A'.

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

Save Your Work

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



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

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

The screenshot displays the 'RESULTS' panel on the left and the 'FAVORITES' panel on the right. The 'FAVORITES' panel is highlighted with a red border. It shows a list of saved schedules, including 'Spring19 Op.2' selected. Below the list is a graphical representation of the schedule grid for the selected favorite, showing classes like ENGL 1101, CHEM 1151K, MATH 1111, PERS 2240, and PSYC 1101.

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

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

Class	Action	Options	Result
MDIA 3250 Announcing Tue, Thu : 11:00 AM to 12:40 PM BA Enrolled 82371 Available Seats: 23/24 Attributes: PPU	Fall 2019: Aug 19 - Dec 9 Session: Full Term Main Campus MM 1104 Black, Andrew	None (already enrolled in this class)	N/A
MDIA 4982 Video Workshop Tue, Thu : 2:00 PM to 4:05 PM BA Enrolled 82382 Available Seats: Full Waitlist: 2/999 Attributes: PPU	Fall 2019: Aug 19 - Dec 9 Session: Full Term Main Campus CAC 2022 Brown, Jason	None (already enrolled in this class)	N/A
MDIA 4950 Senior Seminar Mon, Wed : 12:00 PM to 1:40 PM DA Enrolled 82385 Available Seats: Full Waitlist: 0/999 Attributes: PPU	Fall 2019: Aug 19 - Dec 9 Session: Full Term Main Campus Brown, Jason	None (already enrolled in this class)	N/A
MDIA 4700 Media Capstone Mon, Wed : 3:30 PM to 5:10 PM BA Enrolled 82384 Available Seats: Full Waitlist: 0/999 Attributes: PPU	Fall 2019: Aug 19 - Dec 9 Session: Full Term Main Campus Mulligan, Talley	None (already enrolled in this class)	N/A
MDIA 3400 Screenwriting Mon, Wed, Fri : 10:00 AM to 10:50 AM AB 84116 Available Seats: 7/24 Attributes: PPU	Fall 2019: Aug 19 - Dec 9 Session: Full Term Main Campus MM 1001 Conway, Dennis	Enroll	A 84116: “Web Registered”

At the bottom of the table, there are two buttons: **Cancel** and **Do Actions**. The **Do Actions** button is highlighted with a red box.

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.



DIVISION of INFORMATION TECHNOLOGY

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