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](mailto: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)

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.

Generated Results

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Swipe Through Results
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](image)

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.
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:

- None
- Most days off
- Morning classes
- Mid-day classes
- Evening classes
- Time off campus
- Most on-campus

**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.

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

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.

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.