**Schedule Builder**

Welcome to our video on how to use the Schedule Builder to create your class schedule and register for courses for the upcoming academic year. Once you have decided which courses you would like to take, you can use the Visual Schedule Builder to view your class schedule options based on these courses.

To access the Schedule Builder you will begin on the Trent University homepage. Choose the academics tab and then click on the academic timetable. On the right-hand menu, under academic timetable, Visual Schedule Builder will appear. Click on this and then onto the Schedule Builder link on this page to access it.

You can also access the Schedule Builder through your myTrent portal by selecting the ‘Register’ tab and then finding the ‘Schedule Builder’ under the ‘Courses’ subsection.

Once you have reached this page, you will want to read the overview provided before continuing on to choose your schedule. Once you have done this, select continue. You are now ready to begin generating your schedule.

Your first step is to choose the term for which you would like to generate a schedule. In the top right-hand corner, you will be able to choose either the Fall or Winter term. I am going to choose the Fall option.

Before continuing, you will need to select the location options that apply to you. As you can see there are many options. You can check off as many of these as you want, however, it is important to make sure you have chosen only the locations that you would like to take courses. For example, if you do not wish to take any online courses, do not select online as an option.

After this, your next step is to begin entering the names or codes of your chosen courses into the search bar. Once you begin to type them in, you will see that course options will appear. Once you have entered all of the courses you want, you can choose between the different sections of each particular course if more than one is offered by clicking ‘Try all classes”.

Once you have entered all of your desired courses and chosen your sections, you can view all of your possible schedules with the courses and sections you have entered have been generated. You can navigate through these generated schedules by using the arrows above the timetable.

Schedule Builder allows you to add some preferences and filters into your schedule. In the top right-hand corner, you have the options to filter out full classes and online classes. Above this, you will find a sort preference option. By clicking the dropdown menu, a variety of options will appear that will help you fine-tune your schedule to certain times of day. You are also able to click and drag to try different sections. You should limit your use of this function, saving it to block off times that you will truly be unable to attend classes, otherwise you can greatly limit your possible schedules.

Once you are satisfied with the placement of certain classes, you can pin them down. To do this, simply click on the block for that course on your timetable and a red pin will appear.

After you have chosen all of your classes, you need to officially register in them.

Please note that it’s important to copy and save the course synonyms for your schedule found next to the shopping cart icon, as the visual schedule builder does not save your course selection. Each six-digit number represents each of your courses and it is these numbers that you will need to register. We will cover this next step of the course registration process in our next video tutorial on Express Registration.

For more information on this step of the course registration process and on the next step, course registration, visit the Academic Advising website to find a step-by-step guide to register for your courses.