

Visual Schedule Builder

User Information and Tips

What is Visual Schedule Builder?

Visual Schedule Builder (VSB) makes better student schedules based on personal and academic needs. This software helps you find your optimal schedule - all you do is plug in your desired courses and let VSB do the rest.

Where can I access VSB?

There are a few places where you can find VSB on the University of Regina website:

- <http://www.uregina.ca/currentstudents/academic%20resources/index.html>
- <http://www.uregina.ca/student/ssc/academic-advising/tool-box.html>
- Within UR Self Service, click on Student Services, click on Registration

Tutorial Video – located within the main page of VSB

<https://www.youtube.com/embed/FlaprnDAhgw>

Getting Started – Step by Step

Step 1: Choose a term

Step 2: Select desired Campus and/or Instructional Method

Tip: hovering over the text will provide you with more details

Step 3: Begin typing a course code or name that you would like to take, then click 'Select'.
(Example: **MATH 101**, or **CHEM 100**)

Tip: you can search by CRN, instructor, course, or class topic

Step 4: Add your classes and view the generated results on the right hand side, with multiple schedule options

Functions to Note:

- **Course description and pre-req** info is found after you select “Show More” in each selected course within the “Add Courses” view on the left hand side
- **Sort Preference** option on the top right hand side – allows you to select desired time frames for your preferred time of day/days of the week that you would like classes
- **Include schedules containing:** click on/off to include/remove Full Classes, Waitlist spot available, On-campus classes, Off-campus classes
- To see only **web-delivered sections**, turn off both On and Off Campus on the right hand side
- Blocking off time that you do not want classes during a particular day: **click and drag** with your mouse to choose when you do not want classes
- **Pin to keep a class you want:** if you found a class that you would like to keep in your schedule, you can click to pin it either within the calendar schedule or on the left hand side in the large blocks, by selecting a specific lecture section
- **Final Exams** for each class are shown under the weekly schedule template, and also in the course description box within the results view
- **Print Schedule** – allows you to print the schedule you have selected
- **Create Share Link** – allows you to send a copy of the schedule to yourself, your Academic Advisor, your friend (copy and paste link into an email)
- **Add to Favourites** - If you like a certain schedule, you can add them to your favourites to save. Once saved, it is stored in a new pane along the right hand side, until you choose to delete it
- Once you create a schedule that you like, you must go to UR Self Service to add the CRNs to register. Note that the CRNs for the classes you have selected are saved at the bottom in the box beside the grocery cart icon
- **Remember, VSB IS NOT A REGISTRATION SYSTEM!!! You must register for courses through UR Self Service**