

Class Scheduler Advanced Functions and Tips

Class scheduler has some advanced functions to create the ideal schedule.

A. Adding Breaks: Some uses for breaks are:

- a. Commuting time to and from school.
 - b. Work Hours
 - c. Creating a schedule without long gaps by blocking out specific times
 - d. Breaks can be used from term to term. They are saved and you can select which breaks to be used.
1. **Adding a Series of Breaks:** Breaks are used to block out times when you cannot attend classes. To add a break Click on Add Break.

The screenshot displays the Class Scheduler interface. At the top, a yellow instruction box reads: "Instructions: Add desired courses and breaks and click **Generate Schedules** button!". Below this, the interface is divided into three main sections: "Courses", "Breaks", and "Schedules".

- Courses:** This section lists three courses, each with a checkbox, a "Linked Course" button, and a set of icons (gear for Options, info, lock, and refresh):
 - AH 110:** World History of Art and the Built Environment I
 - ART 101:** Signifying Practices: Art and Visual Culture
 - BIOS 101:** Biology of Populations and Communities
- Breaks:** This section has a yellow instruction box: "Add times during the day you do not wish to take classes." A red arrow points to the "+ Add Break" button.
- Schedules:** This section contains a "Generate Schedules" button and a "Shuffle" button. To the right, there are "Advanced Options" and "View Schedules" buttons.

2. Enter Name, Start Time, End time, and Days. Click on Add Break

Add New Break

 Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :

Days Select Weekdays

MON TUE WED THU FRI SAT SUN



3. Keep adding Breaks until you are finished. When finished click on the back button.

Tip: If you generate a schedule which most of the sections listed start at a time that you do not want, then add a break to eliminate that section.

B. Adding Extra Time between Classes: If you have classes that are on different sides of the campus, you might want to allow extra time between classes.

1. Click on Advanced Options:

The screenshot shows a scheduling interface with a yellow instruction box at the top: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below this are two main sections: "Courses" and "Breaks".

Courses: A list of three courses is shown, each with a checkbox, a course ID, a title, and a "Linked Course" button. Each course also has "Options", "Info", "Lock", and "Refresh" icons.

- AH 110**
World History of Art and the Built Environment I
Linked Course
- ART 101**
Signifying Practices: Art and Visual Culture
Linked Course
- BIOS 101**
Biology of Populations and Communities
Linked Course

Breaks: A section with a "+ Add Break" button and an information icon containing the text: "Add times during the day you do not wish to take classes."

Schedules: A section with a "Generate Schedules" button, a "Shuffle" button, and two buttons: "Advanced Options" (with a gear icon) and "View Schedules" (with a calendar icon).

2. Select the pad time between classes. UIC usually allows ten minutes between classes. Select the number of minutes from the dropdown.

This screenshot shows the "Schedules" section with a dropdown menu open for "Class Padding". The dropdown lists options from 0 to 35 minutes in 5-minute increments. A red arrow points to the "10 minutes" option. In the background, a table of scheduled classes is visible.

101	Montano, Sherwin	MW 8:00am - 8:50am - 2BSB 145
101	Montano, Sherwin	F 8:00am - 8:50am - 2BSB 145

Buttons for "Advanced Options" and "View Schedules" are also visible.

3. Exit by clicking on View Schedules.

This screenshot shows the "Schedules" section with the "Class Padding" dropdown set to "30 minutes". A red arrow points to the "View Schedules" button. A "Restore Default Scheduling Options" button is also visible at the bottom.

- C. Locking a particular section of a course. You can lock sections of a course if you need to keep a section. Locking a section is used for:
- Holding a section because it is an Honors Section or a specific section restricted to a group.
 - You need to be enrolled in that section. For instance certain courses are offered for different credit hours for different colleges. You should first add that course, click on generate schedules and find the appropriate section and lock it before adding any other courses.
 - The section is at a specific day/time that you need.
1. You can lock a section when you View a Schedule. Click on View Schedule in the generated schedules.

Schedules

[Generate Schedules](#) [Shuffle](#) [Advanced Options 1](#) [View Schedules](#)

1 Generated 1 Schedule ×

[View 1](#)  HIST-101-CL1, HIST-101-CD4, PHIL-101-BL, PHIL-101-BD3



2. Click on the Lock icon in the listing or the schedule display.

The image shows a course listing table and a weekly schedule grid. In the course listing, a red arrow points to a lock icon next to the course ID 36165. In the schedule grid, a red arrow points to a lock icon on the HIST-101 2LCF F006 class block on Wednesday at 12pm.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm	HIST-101 2LCF F006 Jordan, Noelle Tn		HIST-101 2LCF F006 Jordan, Noelle Tn		
12:15					
12:30					
12:45					
1pm					HIST-101 2AH 303 Jordan, Noelle Tn
1:15					
1:30					
1:45					

Tip: Make sure you click on Generate Schedules after you lock a section. The Class Scheduler will only use that section in creating Schedules.

D. Viewing Section/Course Detail: You can view section detail by clicking on the “i” for each section or course

Linked Course		36165	BL	PHIL	101	2	T 5:30pm - 6:59pm - 2TH 204	3	
Linked Course		36169	BD3	PHIL	101	2	T 7:00pm - 8:00pm - 2TH 204	0	
Linked Course									6

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15	HIST-101 2LCF F006 Jordan, Noelle Tn		HIST-101 2LCF F006 Jordan, Noelle Tn		
12:30					
12:45					
1pm					
1:15					HIST-101 2AH 303 Jordan, Noelle Tn
1:30					
1:45					

Courses

+ Add Course

- HIST 101**
Western Civilization Since 1648
Options **i** **l** **x**
Linked Course
- MATH 181**
Calculus II
Prerequisites **i** **l** **x**
Linked Course
- PHIL 101**
Critical Thinking
Options **i** **l** **x**
Linked Course

Breaks

+ Add Break

- Travel Time**
MTWThF - 8:00am to 9:00am
Edit **x**

E. Options Functions: You can use the options functions to narrow down sections.

1. Click on options:

Courses + Add Course

- ✕
HIST 101
 Western Civilization Since 1648
Linked Course

⚙️ Options
 i
🔒
✕
- ✕
MATH 181
 Calculus II
Prerequisites Linked Course

⚙️ Options
 i
🔒
✕
- ✕
PHIL 101
 Critical Thinking
Linked Course

⚙️ Options
 i
🔒
✕

Breaks + Add Break

- ✕
Travel Time
 MTWThF - 8:00am to 9:00am

⚙️ Edit
 ✕

2. Click on Advanced Filters:

Economics 120

Principles of Microeconomics

i Please select the classes you wish to include.

	CRN	Section	Subject	Component	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	i 37449	AD	ECON	Discussion/Recitation	Officer, Lawrence H	
	Linked Course					
<input checked="" type="checkbox"/>	i 37448	AL	ECON	Lecture	Officer, Lawrence H	MWF 1:00pm - 1:50pm - 2SES 250
	Linked Course					
<input checked="" type="checkbox"/>	i 37452	BD1	ECON	Discussion/Recitation	Not Assigned	Th 9:30am - 10:20am - 2BSB 211
	Linked Course					
<input checked="" type="checkbox"/>	i 37453	BD2	ECON	Discussion/Recitation	Not Assigned	M 9:00am - 9:50am - 2BSB 315
	Linked Course					
<input checked="" type="checkbox"/>	i 37454	BD3	ECON	Discussion/Recitation	Not Assigned	M 10:00am - 10:50am - 2LCA A002
	Linked Course					
<input checked="" type="checkbox"/>	i 37456	BD5	ECON	Discussion/Recitation	Not Assigned	W 9:00am - 9:50am - 2BSB 315
	Linked Course					
<input checked="" type="checkbox"/>	i 10743	BL	ECON	Lecture	Lehrer, Evelyn L	MWF 1:00pm - 1:50pm - 2BSB 145
	Linked Course					

← Back
✓ Save & Close

3. Select the filters that you want to use and then click "Save and Close":

Advanced Filters

Instructors: All Instructor Selected

Section Attributes: |

Your advanced filters have not disabled any classes

Save Filters

Enabled (7 of 7) Disabled (9) Back Save & Close

CRN	Section	Subject	Component	Instructor	Day(s) & Location(s)
37449	AD	ECON	Discussion/Recitation	Officer, Lawrence H	
37448	AL	ECON	Lecture	Officer, Lawrence H	MWF 1:00pm - 1:50pm - 2SES 250

F. Compare Schedules: You can compare schedules by selecting the schedules from the list.

1. Select the Schedules to compare from the "Generate Schedules List" then Click Compare Schedules.

Schedules

Advanced Options 1

View Schedules

Generate Schedules

Shuffle

You have modified your course settings or filters. Click Generate Schedules for your changes to take effect.

Compare

Select at least two schedules to compare side by side

#1

#2

#3

View 1 HIST-101-CL1, HIST-101-CD4, MATH-181-KD1, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3

View 2 HIST-101-CL1, HIST-101-CD4, MATH-181-KD2, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3

View 3 HIST-101-CL1, HIST-101-CD4, MATH-181-KD3, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3

View 4 HIST-101-CL1, HIST-101-CD4, MATH-181-KL1, MATH-181-KD4, PHIL-101-BL, PHIL-101-BD3

View 5 HIST-101-CL1, HIST-101-CD4, MATH-181-KL1, MATH-181-KD5, PHIL-101-BL, PHIL-101-BD3

The image displays three weekly schedule charts, each with a time axis from 8am to 7pm and days of the week (M, T, W, Th, F) as columns. The schedules are as follows:

- Open #1:**
 - 12pm-1pm: Green blocks on M, T, W, F.
 - 1pm-2pm: Blue blocks on T, Th, F.
 - 3pm-4pm: Blue blocks on M, T, F.
 - 5pm-6pm: Red block on T.
- Open #2:**
 - 12pm-1pm: Green blocks on M, T, F.
 - 1pm-2pm: Green block on F.
 - 2pm-3pm: Blue blocks on T, Th, F.
 - 3pm-4pm: Blue blocks on M, T, F.
 - 5pm-6pm: Red block on T.
- Open #3:**
 - 12pm-1pm: Green blocks on M, T, F.
 - 1pm-2pm: Green block on F.
 - 3pm-4pm: Blue blocks on M, T, W, Th, F.
 - 5pm-6pm: Red block on T.

Each chart has a search icon and label below it: "Open #1", "Open #2", and "Open #3". A "Close" button is located at the bottom center of the interface.

- G. Shuffle:** The shuffle function can be used to look at schedules. Shuffle will shuffle the schedules generated. It is useful when most of the schedules have the same section used over and over again. It will distribute the results.
1. Click on Shuffle and you will notice the schedule numbers will not be in chronological order.

[Generate Schedules](#) [Shuffle](#) 

 Generated **7** Schedules

[Compare](#)  Select at least two schedules to compare side by side [#1](#) [#2](#) [#3](#)

- View 4  HIST-101-CL1, HIST-101-CD4, MATH-181-KL1, MATH-181-KD4, PHIL-101-BL, PHIL-101-BD3 
- View 6  HIST-101-CL1, HIST-101-CD4, MATH-181-KL1, MATH-181-KD6, PHIL-101-BL, PHIL-101-BD3 
- View 7  HIST-101-CL1, HIST-101-CD4, MATH-181-LD4, MATH-181-LL1, PHIL-101-BL, PHIL-101-BD3 
- View 5  HIST-101-CL1, HIST-101-CD4, MATH-181-KL1, MATH-181-KD5, PHIL-101-BL, PHIL-101-BD3
- View 1  HIST-101-CL1, HIST-101-CD4, MATH-181-KD1, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3