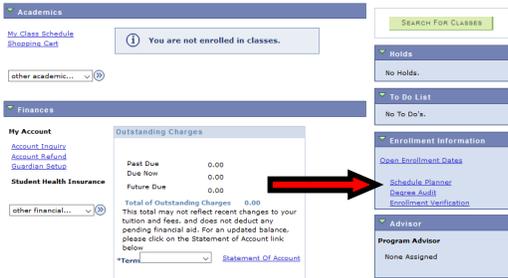# How to Use the Schedule Planner

① Login to **My Buckeyelink** at *buckeyelink.osu.edu*

② Under the "Enrollment Information" pane, click on **Schedule Planner**

③ Tap the **Click Here** button to open Schedule Planner

④ Select the Academic term **(Autumn/Spring/Summer)**

⑤ Select **Newark** as the campus

⑥ Select **Undergraduate** as the academic career

⑦ Make sure the **Open Classes Only** option is selected and click **Add Course**
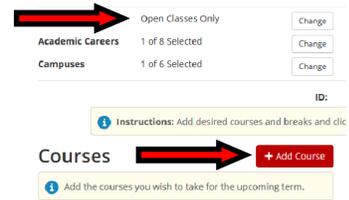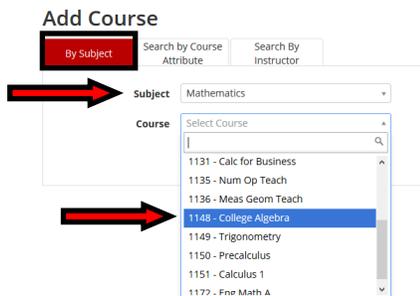
⑧ Search for courses by **Subject** and Course Number **OR** **Search by Course Attribute** (Attribute/Value/Course)

For example, if I know that I need to take Math 1075, I can select "Math" as my Subject and "1075" as the Course

- click on the **Search by Course Attribute** red tab
- for Attribute, select General Education × General Education
- for Value, select the specific GE category you desire (ex. Historical Study) × General Education - GE Historical Study
- leave Subject as "All Subjects"
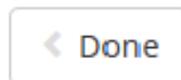- for Course, scroll through the dropdown and select the course you desire
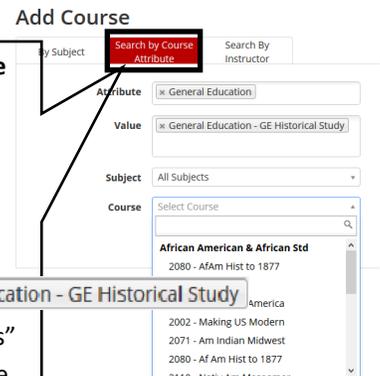
The Course Attribute Search allows you to search for courses by their specific General Education categories

⑨ When you've made your selection click **Add Course**

+ Add Course

⑩ **Repeat steps 8 & 9** until you've added all of the courses you desire; then click **Done**
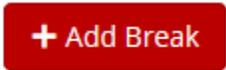
< Done

⑪ Next you'll have the opportunity to add breaks. This allows you to designate specific times you do not want to schedule classes. To do this, click **Add Break**

+ Add Break

⑫ Give the break a name, (ex. "No class before 9"), then select the periods (both days & times) in which you don't want to have classes. When you've finished, click **Add Break**

+ Add Break

⑬ Repeat for as many breaks as needed. Once you've finished, at the bottom of the main page click **Generate Schedules**

↻ Generate Schedules

Add New Break

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

Break Name → No class before 9

Start Time   8 ⌄ : 00 ⌄   **am** pm

End Time   9 ⌄ : 00 ⌄   **am** pm

Days   ✓ Select Weekdays →

✓ ✓ ✓ ✓ ○ ○
MON TUE WED THU FRI SAT SUN

‹ Back   ✓ Add Break

---

⑭ The total number of Generated Schedules will be displayed:

ⓘ Generated **240** Schedules

To narrow down your schedule options, just go back and add additional breaks to your schedule until you're satisfied with the options

OR

If you don't see any options, go back and remove breaks or change your course choices until you're satisfied with the options you have

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⑮ For a quick view of each schedule, you can hover over the magnifying glass icon.

🔍

To continue, click the **View** button

View

	M	T	W	Th	F
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

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⑯ A detailed view of the schedule will be displayed. If you're satisfied with the schedule you've chosen,

scroll down to page 3 for how to send that schedule to your Shopping Cart and register for classes.

⬇
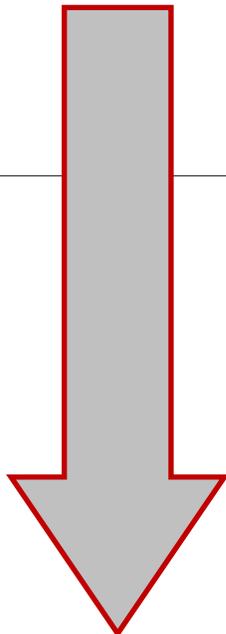
How to Register for Classes

① Scroll to the top of the screen & click **Send to Shopping Cart**

A popup will appear confirming that you want to send your schedule to the Shopping Cart—click **OK**

Schedule Planner	ADA Compliant Schedule Planner

Back   Print   →   🛒 Send to Shopping Cart

ℹ *You are viewing a potential schedule and must send it to your Shopp...

② Return to the previous tab on your browser (where you had opened BuckeyeLink) and click the **Course Enrollment** button

COURSE ENROLLMENT

③ Select the Academic Term you're registering for—Autumn/Spring/Summer—and click **Continue**

④ On the Add Classes page, click **Import Cart**

Click   Import Cart   to continue with registration.

⑤ The classes you've selected will appear one at a time. For each selection click the **Next** button

NEXT

⑥ Once you've imported all of the classes, your full shopping cart will appear. To continue with registration, click **Proceed to Step 2 of 3**

Autumn 2018 Semester | Undergraduate | The Ohio State University   change term

🟢 Open   🟦 Closed   ⚠ Wait List

Add to Cart:
Enter Class Nbr
[ ] enter

Find Classes
🔘 Class Search

search
schedule planner

	Autumn 2018 Semester Shopping Cart					
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	ENGLISH 1110.01-0150 (14912)	MoWe 2:20PM - 3:40PM	TBA	S. Green	3.00	🟢

→ PROCEED TO STEP 2 OF 3

⑦ Finally, on the Confirm Classes page, click **Finish Enrolling** Now you should be successfully enrolled!

You can view your finished schedule by clicking on the "My Class Schedule" tab toward the top of the page

MoWe 2:20PM - 3:40PM	TBA	S. Green	3.00	🟢

CANCEL   PREVIOUS   FINISH ENROLLING

→ My Class Schedule | Add a Class | Drop a Class