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VISUAL SCHEDULE BUILDER

HOW-TO GUIDE

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## Overview

CCBC’s Titan Builder Scheduling by VSB helps students efficiently navigate the complex and often-frustrating schedule planning and registration process, by allowing you to graphically view schedule options based on your personal and academic needs

Always mindful of the student experience, we have made every effort to guide you the student through simple steps to complete your schedule planning and registration.

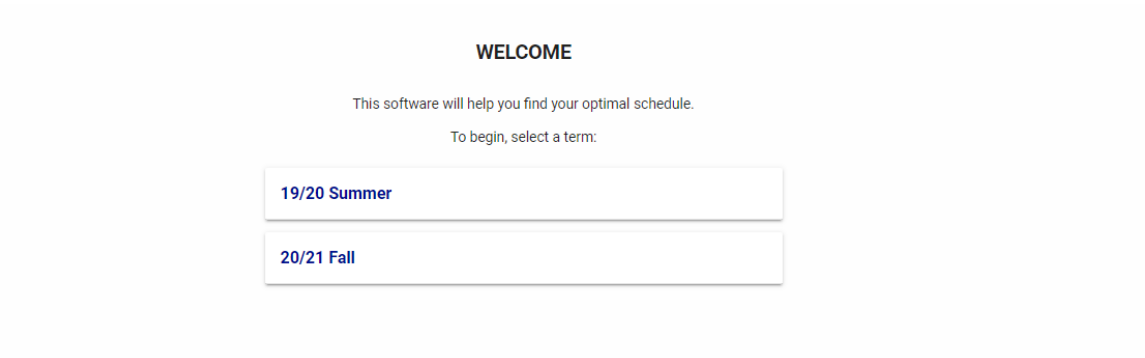
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## Step 1. Select your courses

Since your course selection is dependent on the term you wish to enroll in, you will be asked to **select a term** to start.



**WELCOME**

This software will help you find your optimal schedule.

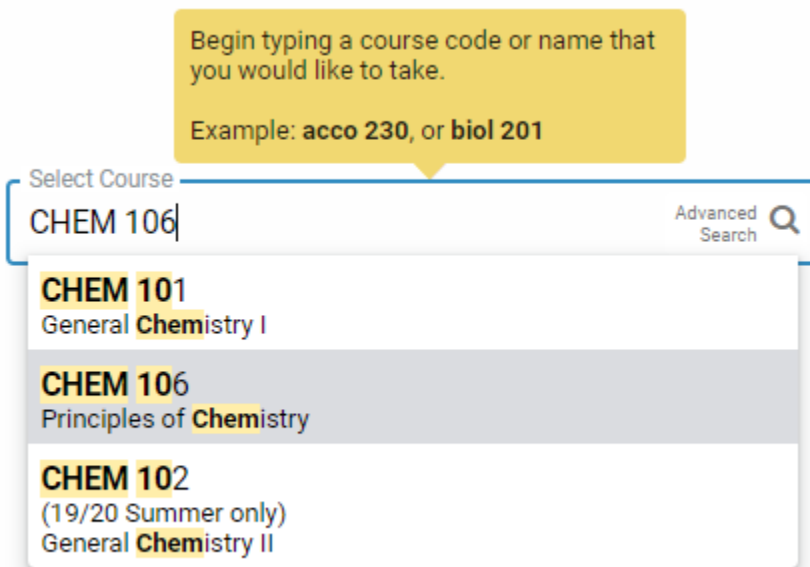
To begin, select a term:

19/20 Summer

20/21 Fall

Once you have selected a term you can start to **search for courses** in the intelligent search bar.

You can search by course code, course name, or instructor and the intelligent search bar will start to display all courses that match your criteria. Select the courses you want.



Begin typing a course code or name that you would like to take.

Example: **acco 230**, or **biol 201**

Select Course

CHEM 106

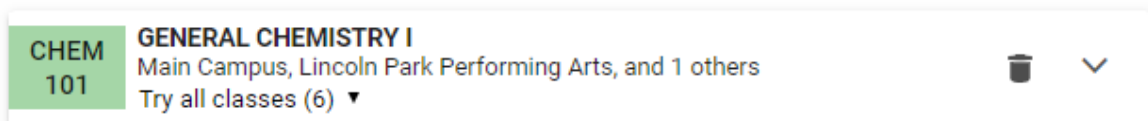
Advanced Search

**CHEM 101**  
General **Chemistry I**

**CHEM 106**  
Principles of **Chemistry**

**CHEM 102**  
(19/20 Summer only)  
General **Chemistry II**

Once selected, the course will be added to the list of courses you wish to take below the search box.



**CHEM 101** **GENERAL CHEMISTRY I**  
Main Campus, Lincoln Park Performing Arts, and 1 others  
Try all classes (6) ▼

Repeat course search and selection for all desired courses for the term. To remove a course, click the trash can button in the upper right-hand corner of the box for that section. Once you have your list of courses selected you can toggle courses on and off to see what impact your course selection has on available schedules:

A search bar at the top contains the text "Subject, title, instructor..." and a "Search" button. Below it are three course selection boxes, each with a checkmark on the left and a trash can and dropdown arrow on the right.

- CHEM 101** GENERAL CHEMISTRY I  
Main Campus, Lincoln Park Performing Arts, and 1 others  
Try all classes (6) ▼
- MATH 126** STATISTICS  
Main Campus, Aviation Sciences Center, and On-line class  
Try all classes (10) ▼
- WRIT 101** ENGLISH COMPOSITION  
Main Campus, Aviation Sciences Center, and 8 others  
Try all classes (28) ▼

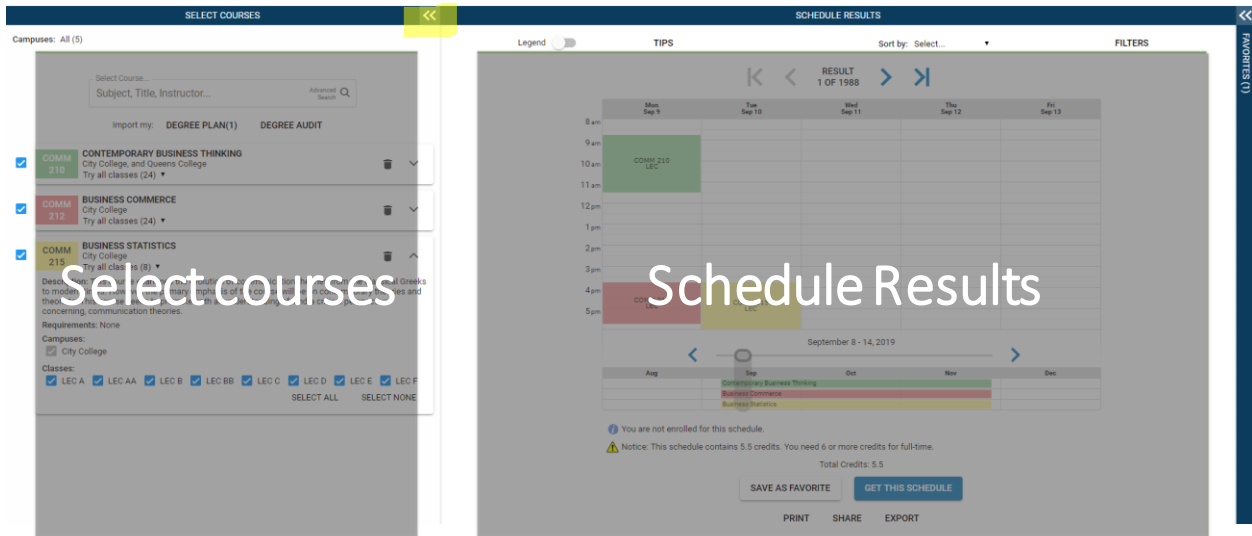
It is also recommended to expand the course box and read all the details of the courses you are selecting to make sure you are selecting the right course and/or to be informed of any course restrictions and requirements.

The interface shows the "CHEM 101" course box expanded. A button in the top right corner says "Expand detail on CHEM". The trash can icon is circled in red, indicating it should be clicked to remove the course.

- CHEM 101** GENERAL CHEMISTRY I  
Main Campus, Lincoln Park Performing Arts, and 1 others  
Try all classes (6) ▼

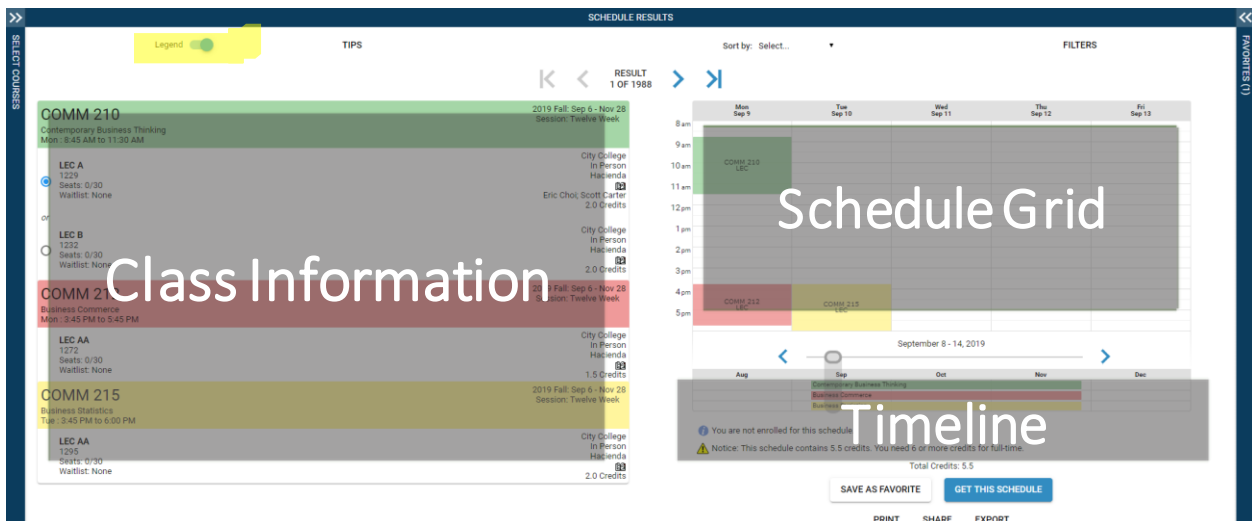
## Step 2. Schedule Results

Once you have completed your course selection, select Generate Schedules on a mobile, or on a desktop you can turn your attention to viewing schedule options which are displayed in the **results panel on the right**



The results panel displays all schedule options in a list with detailed information as well as in a graphical timetable view, so you can make the most informed decision about which schedule you want. Once all courses have been added, the search panel can be collapsed to expand the view schedule options by clicking the “<<”.

You can toggle on the class information by turning the toggle in the upper left.



You can **navigate through all schedule results** by clicking on the left and right arrows, by swiping left and right on a mobile device or touch screen, or by scrolling using you keyboard keys.



### Step 3. Refine your search

There are several tools to narrow your search results to find your optimal schedule. Directly in the timetable view you can **click to pin** classes, **preference sort** schedules, **apply filters**, and **click and drag to block out** times when you do not want to take classes.

The screenshot displays a weekly timetable from Monday, August 31, to Saturday, September 5, 2020. The vertical axis shows time slots from 8 am to 11 pm. The horizontal axis shows days of the week. Classes are represented by colored blocks: MATH 126 LEC (yellow), WRIT 101 LEC (red), CHEM 101 LAB (green), and a large grey block representing a time block from 4 pm to 10 pm. At the top, there is a 'Sort by: Select...' dropdown menu and a 'FILTERS' button. Below the timetable is a monthly navigation bar for August 30 - September 5, 2020, with a slider and arrows. Below the monthly bar, a summary of classes is shown: General Chemistry I (green), Statistics (yellow), and English Composition (red).

Annotations with red arrows point to the following features:

- Filters**: Points to the FILTERS button at the top right.
- Sort Preferences**: Points to the Sort by: Select... dropdown menu at the top center.
- Pins (s)**: Points to small red pin icons on the CHEM 101 LAB blocks.
- Time Blocks**: Points to the large grey block representing blocked-out time from 4 pm to 10 pm.

### Step 4. Save your work

Once you have found your optimal schedule, if your registration period has not started, there are several ways to save your work. You can **Print** your schedule, create a **Share** link and email and/or post, **Export** to your personal calendar, or **Save As Favorite**.

You can save a limited number of favorites as per the configuration at your institution. Favorites can be retrieved at your registration appointment to see if seats are still available, and then proceed with registration.

ADD PERSONAL TIMES ▾

SAVE AS FAVORITE

GET THIS SCHEDULE

PRINT

SHARE

## Step 5. Proceed with registration

Select GET THIS SCHEDULE once to start the registration process.

Getting Schedule

Class	Action	Options	Result
<b>LITR 207</b> Introduction To Poetry Tue, Thu : 8:00 AM to 9:30 AM 20/21 Fall: Aug 24 - Dec 12		Nothing	
<b>LEC 01</b> Introduction To Poetry LITR-207-01 Seats: 0/30 Recommendations: 0 : 0 Cengage: Yes Main Campus LRC-9100	Enroll		

◀ CANCEL      DO ACTIONS

To register you will want to select the DO ACTIONS button the action that will happen is listed above. In this example, it will be enrollment.

Getting Schedule

Class	Action	Options	Result
<b>LITR 207</b> Introduction To Poetry Tue, Thu : 8:00 AM to 9:30 AM 20/21 Fall: Aug 24 - Dec 12		Nothing	Adding course 'LITR 207 01' succeeded.
<b>LEC 01</b> Introduction To Poetry LITR-207-01 Seats: 0/30 Recommendations: 0 : 0 Cengage: Yes Main Campus LRC-9100	Enroll		

RETURN TO 'SELECT COURSES'

Click this button to view the latest state of your courses.

The result grid will tell you the results of enrolling or dropping the courses and changes selected. This will tell you the registration succeeded, or if it failed.