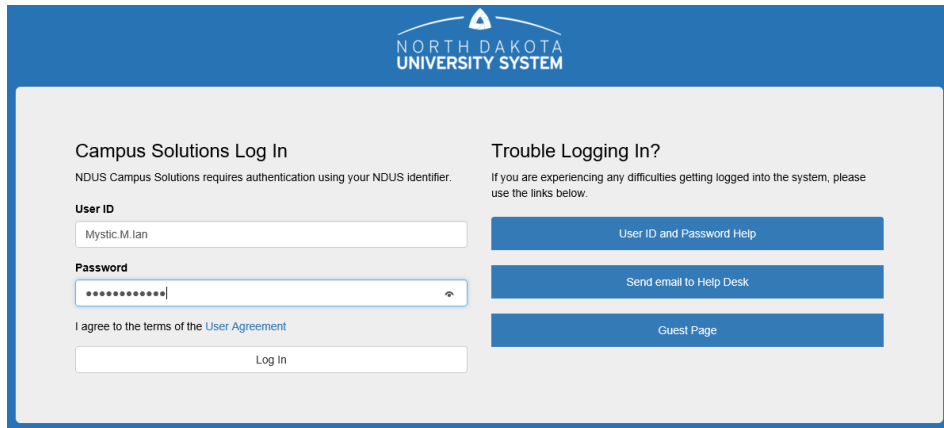


CampusConnection Help sheet Add a Class using Schedule Planner

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The image shows the login page for the North Dakota University System. At the top, it says "NORTH DAKOTA UNIVERSITY SYSTEM". Below that, there are two main sections: "Campus Solutions Log In" and "Trouble Logging In?".

Campus Solutions Log In
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID
Mystic.M.Ian

Password
[Masked password]

I agree to the terms of the [User Agreement](#)

Log In

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

- User ID and Password Help
- Send email to Help Desk
- Guest Page

On your Student Homepage:

3. Click **[Manage Classes]** tile.

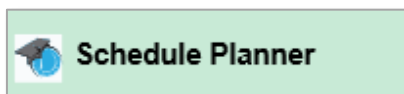


The image shows a student homepage dashboard with a "Student Homepage" dropdown menu. The dashboard is divided into several tiles:

- Academic Progress**: A pie chart showing "Complete 18%" and "Incomplete 82%". Below the chart, it says "18% Complete".
- Tasks**: A yellow warning triangle icon. Below it, it says "11 To Do's 3 Holds".
- Manage Classes**: A yellow tile with a calendar and graduation cap icon.
- Financial Account**: A tile with a building and money icon.
- Financial Aid**: A tile with a graduation cap and money icon.
- Academic Records**: A tile with a graduation cap and diploma icon.
- Profile**: A tile with a person and pencil icon.
- Information Center**: A tile with a person and information icon.
- Student Self Service**: A tile with a person and book icon.

On your left-side menu:

4. Select **[Schedule Planner]**.



5. Select **[Open Schedule Planner]**.



6. Enter CampusConnection User ID and Password

The login page for the North Dakota University System. It features the university's logo at the top, followed by the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS. INNOVATION. EXCELLENCE.". Below this, it says "Please login using your NDUS Account." There are two input fields: one for the user ID and one for the password. A blue "Sign in" button is located at the bottom.

7. Select **[Bismarck State College]**, then click **[Continue]**.

The institution selection page for the North Dakota University System. It features the university's logo at the top, followed by the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS. INNOVATION. EXCELLENCE.". Below this, it says "Please select the institution you wish to use to plan your schedule!". There is a section titled "Institution" with a list of institutions and radio buttons next to each. "Bismarck State College" is selected. A blue "Continue" button is located at the bottom.

8. Select registration **[Term]**, then click **[Save and Continue]**.

The "Select Term" page. It has a title "Select Term" and a section titled "Term" with three radio button options: "2020 Fall", "2021 Spring" (which is selected), and "2021 Summer". A green "Save and Continue" button is located at the bottom.

9. Adjust filters to reflect scheduling preferences. (optional)

- **Course Status** – Searches for open classes only or open/full classes
- **Instruction Mode** – Searches for different methods of instruction, such as on campus face to face which are classes taught in the classroom or online asynchronous, classes taught online via Blackboard.
- **Sessions** – Searches for a class with a specific start/end date, such as a class that starts mid-semester.

The screenshot shows a scheduling interface with a red box highlighting the filter options. The filters are: Term (2019 Spring), Course Status (Open Classes Only), Instruction Modes (All Instruction Modes Selected), Sessions (All Sessions Selected), and Locations (4 of 6 Selected). Each filter has a 'Change' button. Below the filters is a yellow instruction box: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. There are sections for 'Courses' and 'Breaks', each with an 'Add Course' or 'Add Break' button and an information box. At the bottom, there is a 'Schedules' section with 'Advanced Options' and 'View Schedules' buttons, and a 'Generate Schedules' button.

10. Choose the course(s) you would like to register for.

a. Select **[Add Course]**.

This screenshot is identical to the one above, showing the scheduling interface with the 'Add Course' button highlighted in the 'Courses' section.

b. You can search by Subject, Class Number or Instructor

- Subject, select **[Subject]** and **[Course]**. Then select **[Add Course]**.
The selected course will display on the right side of the page under courses.

The 'Add Course' dialog box has three search tabs: 'By Subject', 'By Class Number', and 'Search By Instructor'. The 'By Subject' tab is selected. Below the tabs are two dropdown menus: 'Subject' (ENGL - English) and 'Course' (110 College Composition I), both highlighted with a red box. To the right, there are two tabs: 'Desired Courses' and 'Current Schedule'. Under 'Desired Courses', the selected course is displayed: 'English 110 College Composition I'. Below this, there is a description of the course: 'English 110 - College Composition I. This course offers students guided practice in a variety of descriptive-narrative and expository forms, related reviews of grammar and standard usage, and reading and discussion related to these activities. Library research is incorporated into this course. Prerequisite: Qualifying placement score or previous successful completion of, ASC 96.' At the bottom, there is a yellow instruction box: 'Click "Done" to return to the homepage and generate schedules.' and two buttons: 'Done' and 'Add Course'.

- ii. Class Number, enter **[Class #]**. Then select **[Add Course]**.
The selected course will display on the right side of the page under courses.

- iii. By Instructor, select **[Instructor]** and **[Course]**. Then select **[Add Course]**.
The selected course will display on the right side of the page under courses.

11. Select **[Add Breaks]**. (optional)

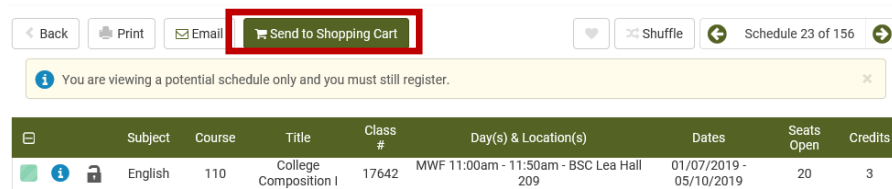
Block off times you cannot take class due to work or scheduling conflicts.

12. Select **[Generate Schedules]**, to load all open and conflict free schedule options.

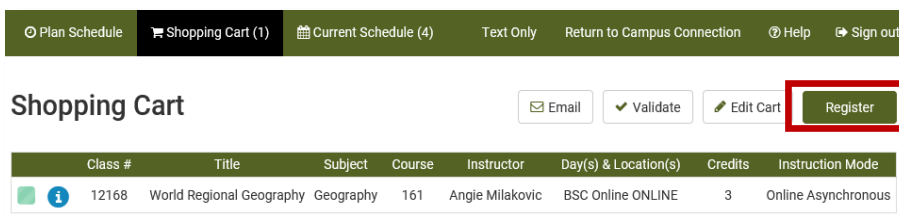
13. Click **[View]** next to a schedule to preview the details.

Review each schedule option by using the arrows on the top right corner.

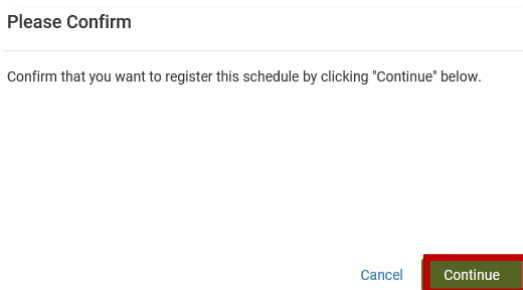
14. Once you find your ideal schedule,
- Click **[Validate]**. (optional)
 - This will verify whether you will have no problem registering for selected classes or if you may not be able to register.
 - Click **[Send to Shopping Cart]**.



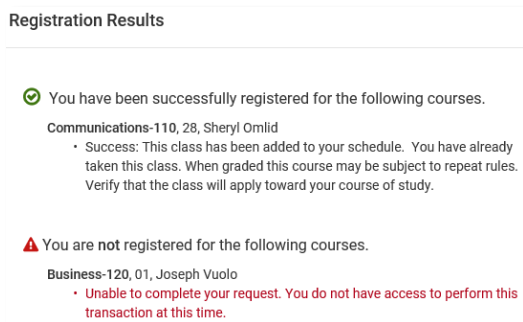
- Click **[Register]**.



- Click **[Continue]** to confirm you want to register.

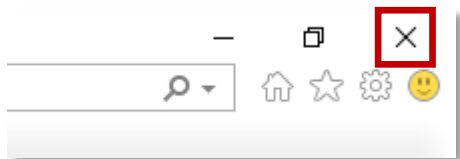


- Once the enroll process is complete, review the registration results of each course.



15. Return to CampusConnection tab. Click **[View my Classes]** or **[My Weekly Schedule]** to print your schedule.

16. When finished with your CampusConnection session you **must** close your browser entirely to end the session.



For questions, contact Academic Records at (701)224-5420.