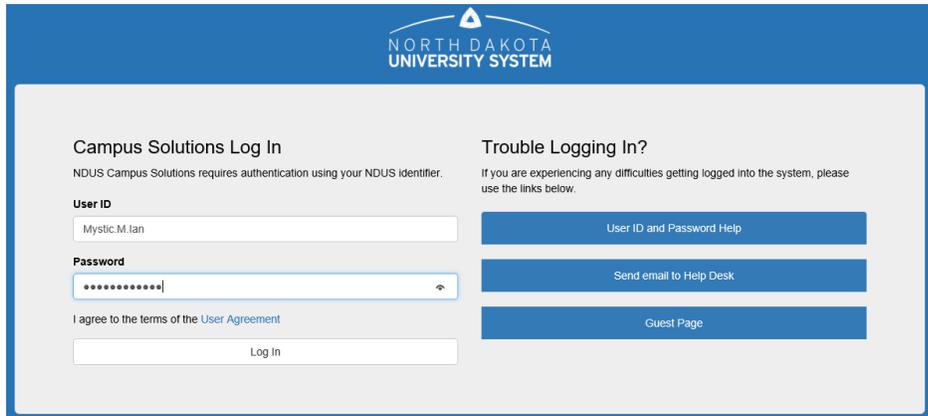


CampusConnection Help sheet

Add a Class using Schedule Planner

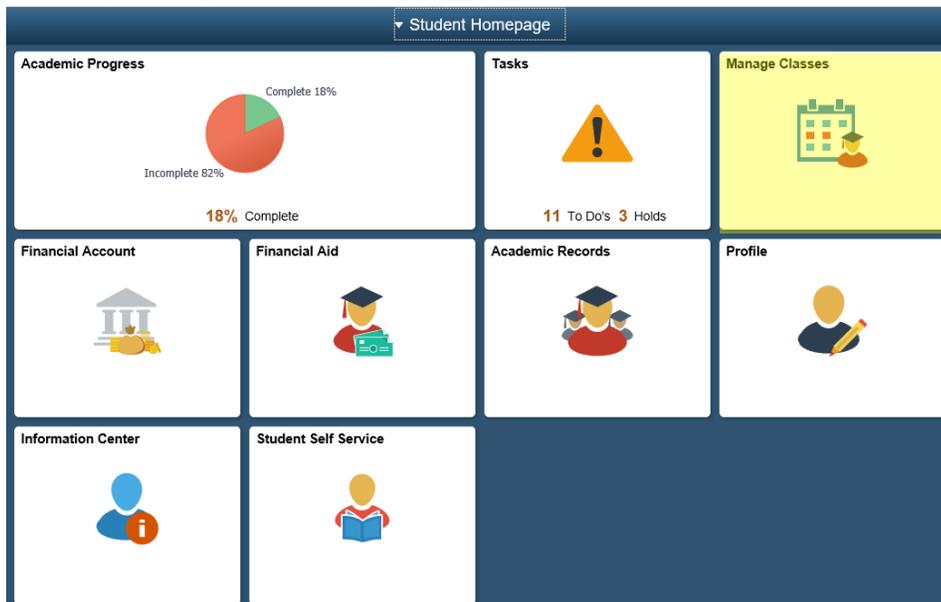
1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The screenshot shows the 'Campus Solutions Log In' page for the North Dakota University System. It features a 'User ID' field with the text 'Mystic.M.Ian', a 'Password' field with masked characters, and a 'Log In' button. To the right, there is a 'Trouble Logging In?' section with three links: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

On your Student Homepage:

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



The screenshot displays a 'Student Homepage' dashboard with a grid of tiles. The 'Manage Classes' tile is highlighted in yellow and features a calendar icon. Other tiles include 'Academic Progress' with a pie chart showing 18% complete and 82% incomplete, 'Tasks' with a warning icon and '11 To Do's 3 Holds', 'Financial Account', 'Financial Aid', 'Academic Records', 'Profile', 'Information Center', and 'Student Self Service'.

On your left-side menu:

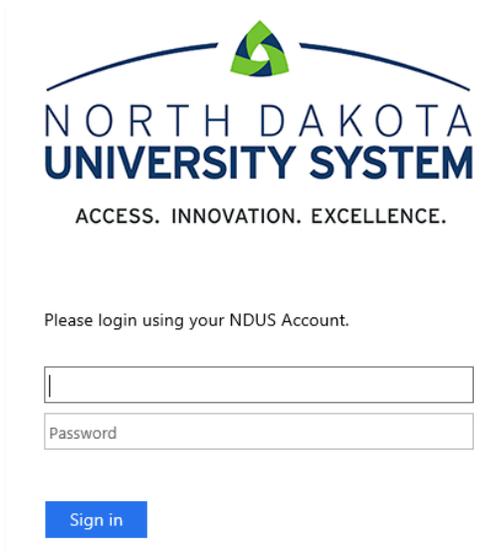
4. Select **[Schedule Planner]**.



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

Open Schedule Planner

6. Enter CampusConnection User ID and Password



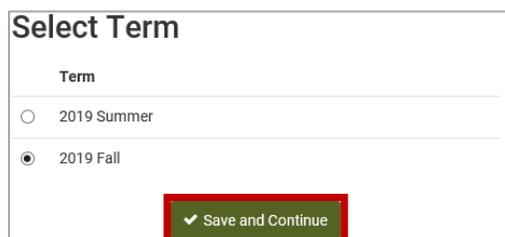
The image shows the login page for the North Dakota University System. At the top is the university's logo, a green and blue circular emblem with a white center, flanked by two blue curved lines. Below the logo is the text "NORTH DAKOTA UNIVERSITY SYSTEM" in a bold, blue, sans-serif font. Underneath that is the tagline "ACCESS. INNOVATION. EXCELLENCE." in a smaller, blue, sans-serif font. The main heading reads "Please login using your NDUS Account." Below this are two input fields: the first is empty, and the second is labeled "Password". At the bottom left is a blue button with the text "Sign in" in white.

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



The image shows the institution selection page for the North Dakota University System. It features the same logo and branding as the previous page. Below the tagline, it says "Please select the institution you wish to use to plan your schedule!". Underneath is a section titled "Institution" with a list of radio button options. The first option, "Bismarck State College", is selected with a blue dot. Other options include Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State College of Science, North Dakota State University, University of North Dakota, Valley City State University, and Williston State College. At the bottom right is a blue button with the text "Continue" in white.

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



The image shows a form titled "Select Term". Under the heading "Term", there are two radio button options. The first is "2019 Summer" and the second is "2019 Fall", which is selected with a blue dot. At the bottom right is a red button with a white checkmark and the text "Save and Continue" in white.

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 an information box: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. There are two main sections: 'Courses' with a '+ Add Course' button and 'Breaks' with a '+ Add Break' button. Below these are instructions: 'Add the courses you wish to take for the upcoming term.' and 'Add times during the day you do not wish to take classes.'. At the bottom, there is a 'Generate Schedules' button, 'Advanced Options', and 'View Schedules'.

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

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

This screenshot is similar to the previous one, but the '+ Add Course' button in the 'Courses' section is highlighted with a red box. The rest of the interface remains the same.

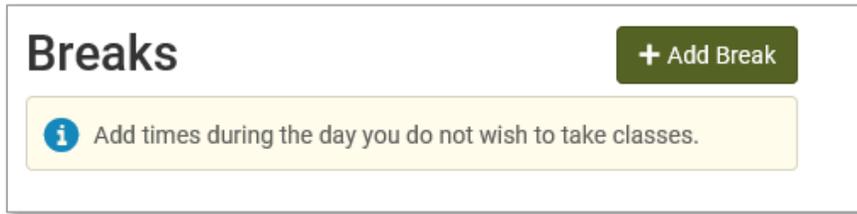
b. Select the **[Subject]** and **[Course]**. Then select **[Add Course]**.
The selected course will display on the right side of the page under courses.

Repeat this step until all courses have been added. Then select **[Done]**.

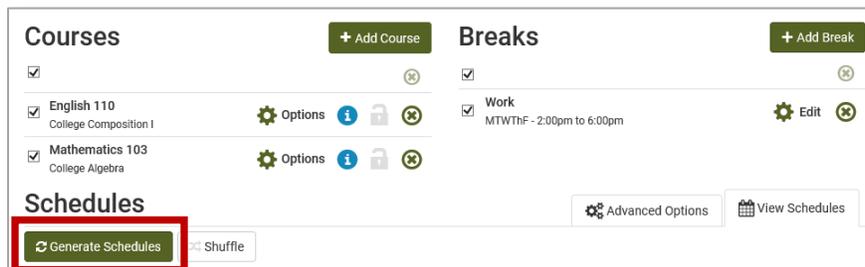
The screenshot shows the 'Add Course' dialog box. On the left, there are two dropdown menus: 'Subject' (selected: ENGL - English) and 'Course' (selected: 110 College Composition I). Below these are 'Done' and '+ Add Course' buttons. On the right, under the 'Courses' heading, the selected course is displayed: 'English 110 College Composition I'. Below this, there is a description of the course: '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.'

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

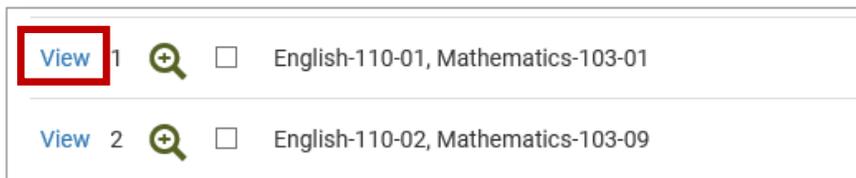
Block off times you cannot take class due to work or scheduling conflicts.



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.

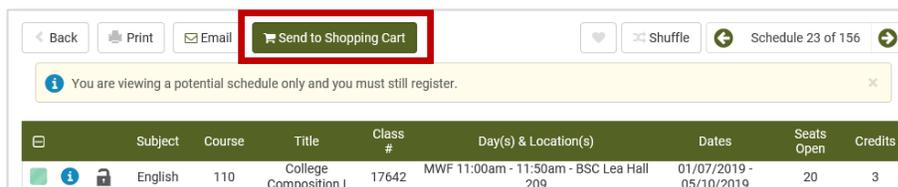


14. Once you find your ideal schedule,

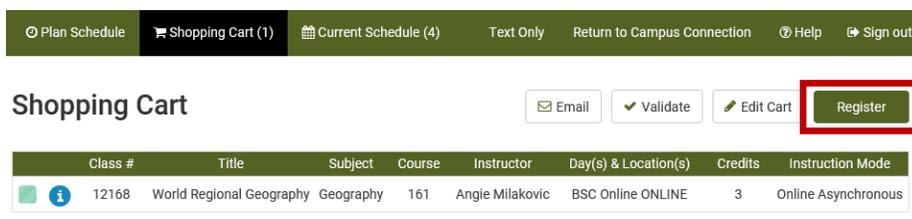
a. Click **[Validate]**. (optional)

I. This will verify whether you will have no problem registering for selected classes or if you may not be able to register.

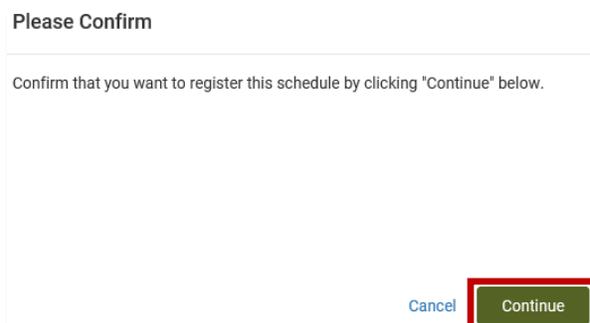
b. Click **[Send to Shopping Cart]**.



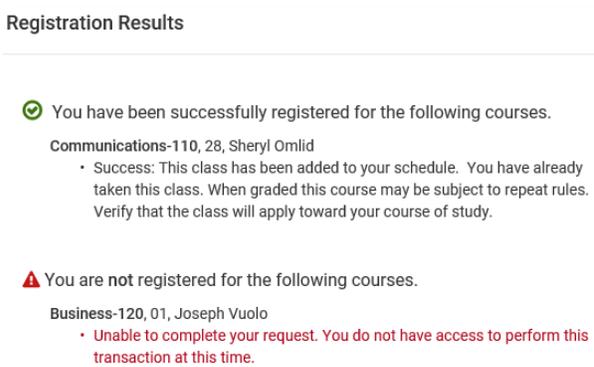
c. Click **[Register]**.



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

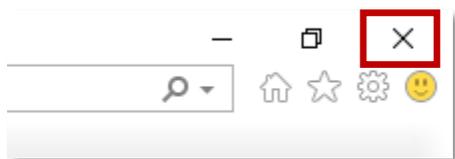


e. Once the enroll process is complete, review the registration results of each course.



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.