

# CLASS SCHEDULING TOOL: ASSISTING IN COURSE SCHEDULING

The Class Scheduling Tool can be used to help create a course schedule. Below are the steps you can follow to use this tool to assist in your course scheduling.

1. Log into uAchieve: <https://uwrf.uachieve.com>
2. Click on Schedules in uAchieve and select the term you would like to build a class schedule for.
3. Next start adding courses by searching by Course Department, Course Number or Course Title.

You can add as many courses as you would like.

When you start generating schedules you will have the ability to choose the minimum/maximum number of courses. You will also be able to lock certain sections of a course when you are generating schedules.

My Schedule

Let's get started building your schedule. First, pick the term you want to work on.

Select Term:

Summer 21

Next, start adding courses to this term.

Enter Course Department, Number, or Title

Search Classes

Summer 21

Finished Adding Classes

Classes

ENGL 105 Lit Human Experience - 3 Hours

MATH 146 College Algebra - 3 Hours

PSYC 101 General Psychology - 3 Hours

ART 211 WORLD ART HISTORY SURVEY I - 3 Hours

Art

Classes with Friends

Dept/Number Title

Exact Match

Hide/Show All Course Details

ART 121

DESIGN FOUNDATION I - 3 Hours

+ Class

Click the + Class icon to add a class to your schedule.

The classes you've added will appear in this list. You can delete any selection by clicking the trash icon.

When you have all your classes selected, click **Finished Adding Classes** to move onto the next step.

- After you have all your courses selected, you can then add Busy Times. For example, maybe you work every day from 3 – 5pm, or have athletics practice and you don't want to schedule a class over those times. The scheduling tool will take these times into account and will build class schedule options around them.

## Busy Times

Finished Adding Busy Times

Name

Start Time End Time

Days of the Week

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you have finished adding busy times, click **Finished Adding Busy Times** to move onto the next step.

- Next, you will be able to auto-generate schedules.

## Summer 21

Finished Auto-Generating Schedules

⚙️ Preferences

🔒 Locked Sections

Time-Based Preferences	<input type="checkbox"/>
Number of Classes	<input type="checkbox"/>
Professor Preferences	<input type="checkbox"/>
Additional Preferences	<input type="checkbox"/>

### Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

Select the maximum number of schedules to generate.

20

[Configure Preferences](#)

You can select other preferences here. Click the edit icon to set preferences.

Select the number of potential schedules you want generated and click **Generate Schedules**.

6. Your generated schedules will appear for you to review.

**Spring 2021** Finished Auto-Generating Schedules

Schedules Preferences Locked Sections

Create Your Own Auto-Generate

Primary Schedule:  
Schedule 10 - 15 Hours

Backup Schedules:  
Primary Schedule

**Schedule 1 - 15 Hours** Save

Mon Tue Wed Thu Fri Sat Sun

HIST 100 ENGL 200 ENGL 200 ENGL 200  
SOCI 100 SOCI 100 SOCI 100  
ESM 105 ESM 105 ESM 105

View Details

**Schedule 2 - 15 Hours** Save

Mon Tue Wed Thu Fri Sat Sun

HIST 100 ENGL 200 ENGL 200 ENGL 200  
SOCI 100 SOCI 100 SOCI 100  
ESM 105 ESM 105 ESM 105

View Details

**Schedule 3 - 15 Hours** Save

Mon Tue Wed Thu Fri Sat Sun

ESM 105 ESM 105 ESM 105  
HIST 100 HIST 100 HIST 100  
ENGL 200 ENGL 200 ENGL 200  
SOCI 100 SOCI 100 SOCI 100

View Details

**Schedule 4 - 15 Hours** Save

Mon Tue Wed Thu Fri Sat Sun

ESM 105 ESM 105 ESM 105  
HIST 100 HIST 100 HIST 100  
ENGL 200 ENGL 200 ENGL 200  
SOCI 100 SOCI 100 SOCI 100

View Details

**Schedule 5 - 15 Hours** Save

Mon Tue Wed Thu Fri Sat Sun

HIST 100 HIST 100 HIST 100  
ENGL 200 ENGL 200 ENGL 200  
SOCI 100 SOCI 100 SOCI 100  
ESM 105 ESM 105 ESM 105

View Details

Click **View Details** on any of the generated schedules to see additional information, select other sections and re-generate your schedule.

7. You will be able to view the details in each schedule and select sections that you like and re-generate your schedule.

Classes Friends Busy Times Schedules

Create Your Own Auto-Generate

Primary Schedule:  
Schedule 10 - 15 Hours

Backup Schedules:  
Primary Schedule

Schedule 10 Rename **Make Primary** Print Export Email

Mon Tue Wed Thu Fri Sat Sun

8a  
9:00 am - 9:50 am ESM 105 - 02 ESM 105 - 02  
10:00 am - 10:50 am HIST 100 - 02 HIST 100 - 02  
11:00 am - 11:50 am MATH 146 - 2-30 ENGL 200 - 34 MATH 146 - 2-30 ENGL 200 - 34  
12:30 pm - 1:45 pm SOCI 100 - 03 SOCI 100 - 03  
3:00 pm - 7:00 pm Basketball Practice Basketball Practice Basketball Practice Basketball Practice Basketball Practice

**Sections** Edit Sections


Class	Section	Title	Time / Day	Seats	Friends
ENGL 200	34	Read Write Disciplines	11:00am-12:15pm TH	Filled 0 of 23	2.0 1 X
ESM 105	02	Intro Env Studies	9:00am-9:50am MWF	Filled 0 of 45	2.0 1 X
HIST 100	02	Defining Themes in US Hist	10:00am-10:50am MWF	Filled 0 of 52	2.0 1 X
MATH 146	2-30	College Algebra	11:00am-11:50am MWF	Filled 0 of 5	2.0 1 X
SOCI 100	03	Introduction to Sociology	12:30pm-1:45pm TH	Filled 0 of 50	2.0 1 X

Your **Primary Schedule** will appear here. This will be the schedule that will be involved in the next step of the process.

When you have found the schedule you like best, click **Make Primary**.

- After you have selected the schedule you like best by flagging it as your **Primary Schedule**, you will then select the button to Sync w/eSIS. This will take the schedule into the Shopping Cart where you can finish enrolling.

# Spring 2021



Your registration window opens:  
Begin: 11/16/20 at 8:00 AM  
End: 11/24/20 at 8:00 AM

[Pre-Register](#)

[Sync w/ eSIS](#)