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 Ti

Q Search Classes

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

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   Q   Classes with Friends
Dept/Number   Title
Exact Match

Hide/Show All Course Details

ART 121
DESIGN FOUNDATION I - 3 Hours
0   Details   + Class

ART 211

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.

4. 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

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

Name

Work

Start Time

3:00 pm

End Time

5:00 pm

Days of the Week

Mon	Tue	Wed	Thu	Fri	Sat	Sun
☑	☑	☑	☑	☑	☐	☐

Save   Cancel

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

Summer 21

Finished Auto-Generating Schedules

⚙ Preferences   🔒 Locked Sections

Time-Based Preferences   ☑
Number of Classes   ☑
Professor Preferences   ☑
Additional Preferences   ☑

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

🪄 Generate Schedules

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.

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.

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

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

8. 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 [Change Term]

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