

SCHEDULE BUILDER

ADVISORS



HOW TO USE SCHEDULE BUILDER

REGISTRATION

SCHEDULE

BALANCE

REALTIME

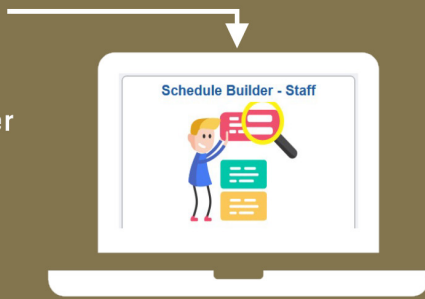
STEP 1

Login: opus.emory.edu

TIP: Advisors will be asked to enter student data prior to accessing the student's account.

STEP 2

Click on the Schedule Builder Tile for Staff



STEP 3

The next screen will ask the advisor to enter the student's information they wish to review.

Schedule Builder Std. Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Search Clear Basic Search Save Search Criteria

STEP 4

When advisors enter the student's information, they will see the Schedule Builder search section like students.

STEP 5

Advisors can view class schedule entries made by students or build a schedule for students and save it to their favorites.

Select up to 10 courses to build your schedule

COURSE	COURSE TITLE	UNITS	STATUS		
<input checked="" type="checkbox"/>	BIOL 120	Concepts In Biology	3	-	Select Sections
<input checked="" type="checkbox"/>	CHEM 150	Structure and Properties	3	-	Select Sections
<input checked="" type="checkbox"/>	CHEM 150L	Structure and Properties Lab	2	-	Select Sections
<input checked="" type="checkbox"/>	ENG 210W	Major Authors	4	-	Select Sections

STEP 6

Advisors can use Build Schedule to see the student's different options for the term.

