Visual Schedule Builder Instructions

The Visual Schedule Builder is a tool to help students visualize their schedules before enrolling in classes. You can find the Visual Schedule Builder at http://vsb.unt.edu. You can use this tool as a guest, but if you’d like to actually complete registration, make sure you are logged in by clicking “Sign In” in the top right corner.

1) Select term:
2) Click on “Select” to Select your desired course locations. **By default, all locations will be selected, so please uncheck if you wish to avoid Frisco, online classes, etc.**

3) Once you have checked which locations you want, type in your desired course code, class title, or instructor name, and click “Select”
4) Use the arrows to toggle between class days and times to find one that works for you:
5) Click on a class to pin it to your schedule, (click again to unpin it) and then add another. The schedule builder will only show courses that do not conflict with your currently pinned classes.

6) Repeat this process until you have selected all the classes you want. From this time on, you must be logged in as a student to proceed.
7) Then click “Send Schedule to Course Cart” at the bottom of the page
8) Once you click that, a box will pop up asking if you want to be waitlisted for the class if it’s full. Its default is checked, so leave it checked or uncheck it based on your preference. Then click “Do Actions”:

![Image](image.png)

9) Once you have completed this process, the text under “Result” will change to “Added to Course Cart.” Please note: You are not enrolled in any classes yet. Either click “Return to Select Courses” to select more courses, or return to your Student Center, and go to your Shopping Cart to check out and complete the registration process.

![Image](image.png)
10) In your Student Center (https://my.unt.edu/), click on your Shopping Cart tab on the left hand side of the screen. The courses you have added to the cart will be listed:

11) Review your classes, check the ones you want to enroll in, and then click “Enroll” in the top right corner to finalize enrollment.
Tips:

Online classes will not show on the visual schedule builder as they do not take place at designated times. These will appear at the bottom of your schedule, highlighted here:

On the top right of the page, you can choose what kind of classes you prefer. The “Sort preference” bar also includes the choices of morning classes, evening classes, etc.
**TIP #1/4**

*Click and drag* to indicate when you do not want to have classes. Schedules that avoid these times will be prioritized.

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**TIP #2/4**

*Click on classes* to pin them down temporarily. This will narrow the number of results.

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**TIP #3/4**

*Use the arrow keys* to quickly browse your generated schedule results.

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**TIP #4/4**

*Share* this schedule by clicking 'Create Share Link'.