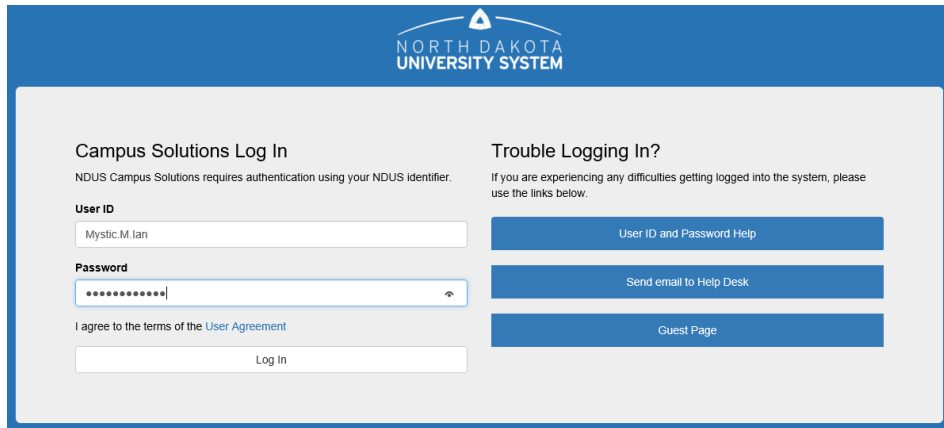


## CampusConnection Help sheet Add a Class using Schedule Planner

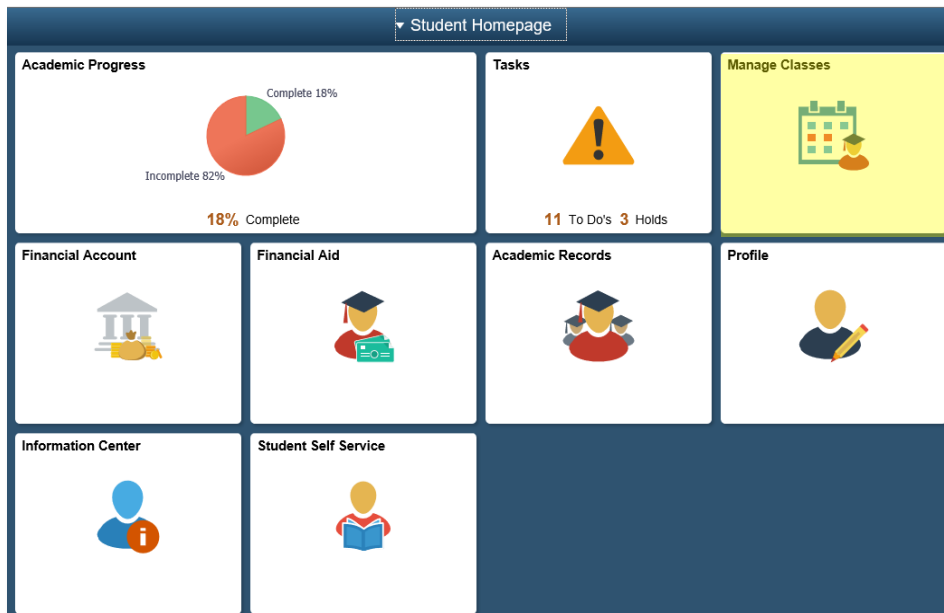
1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The screenshot shows the login page for the North Dakota University System. It features a blue header with the university logo. Below the header, there are two main sections: 'Campus Solutions Log In' and 'Trouble Logging In?'. The 'Campus Solutions Log In' section includes a 'User ID' field with the text 'Mystic.M.Ian', a 'Password' field with masked characters, a checkbox for 'I agree to the terms of the User Agreement', and a 'Log In' button. The 'Trouble Logging In?' section provides three links: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

*On your Student Homepage:*

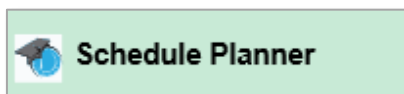
3. Click **[Manage Classes]** tile.



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:*

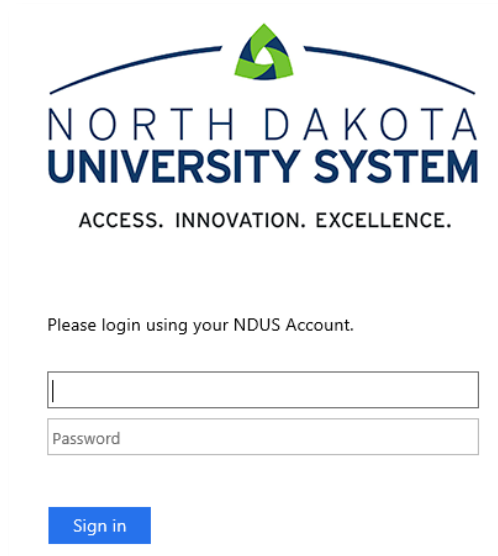
4. Select **[Schedule Planner]**.



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

**Open Schedule Planner**

6. Enter CampusConnection User ID and Password



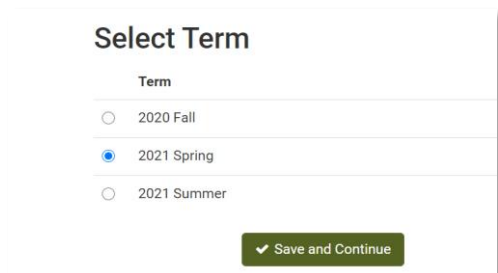
The image shows the login page for the North Dakota University System. At the top is the logo, which consists of a stylized green and blue triangle above the text "NORTH DAKOTA UNIVERSITY SYSTEM" and the tagline "ACCESS. INNOVATION. EXCELLENCE.". Below the logo, it says "Please login using your NDUS Account." There are two input fields: one for the user ID and one for the password. A blue "Sign in" button is located at the bottom of the form.

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 tagline as the previous page. Below the logo, it says "Please select the institution you wish to use to plan your schedule!". Under the heading "Institution", there is a list of institutions with radio buttons next to each name. "Bismarck State College" is selected. A blue "Continue" button is at the bottom right of the list.

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



The image shows the "Select Term" page. It has a title "Select Term" and a sub-heading "Term". There are three radio button options: "2020 Fall", "2021 Spring" (which is selected), and "2021 Summer". A green "Save and Continue" button is at the bottom right.

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 several filter options. A red box highlights the following settings:

Term	2019 Spring	Sessions	All Sessions Selected	Change	
Course Status	Open Classes Only	Change	Locations	4 of 6 Selected	Change
Instruction Modes	All Instruction Modes Selected	Change			

Below the filters, there is an instruction box: "Instructions: Add desired courses and breaks and click Generate Schedules button!".

The interface is divided into three main sections:

- Courses**: Includes a "+ Add Course" button and an instruction: "Add the courses you wish to take for the upcoming term."
- Breaks**: Includes a "+ Add Break" button and an instruction: "Add times during the day you do not wish to take classes."
- Schedules**: Includes a "Generate Schedules" button, "Advanced Options" (gear icon), and "View Schedules" (calendar icon).

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

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

This screenshot is identical to the one above, but the "+ Add Course" button in the Courses section is highlighted with a green box, indicating the next step in the process.

b. You can search by Subject, Class Number, Instructor

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

The screenshot shows the "Add Courses for 2022 Spring" interface. It has four search tabs: "By Subject", "By Class Number", "Search By Instructor", and "Search General Education".

Under the "By Subject" tab, there are two dropdown menus:

- Subject**: ENGL - English
- Course**: |110 College Composition I

A red box highlights these two dropdown menus.

On the right side, under the "Courses" section, the selected course is displayed:

**English 110**  
College Composition I

Below this, there is a description of the course: "English 110 - College Composition I. 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."

At the bottom, there is a "Click 'Done' to return to the homepage and generate schedules." instruction box, a "Done" button, and an "Add Course" button.

- ii. Class Number, enter **[Class #]**. Then select **[Add Course]**.  
*The selected course will display on the right side of the page under courses.*

- iii. By Instructor, select **[Instructor]** and **[Course]**. Then select **[Add Course]**.  
*The selected course will display on the right side of the page under courses.*

- iv. By General Education Course Attributes, select [General Education Course Attributes], then choose Attribute [BSC General Education], choose value [General Education Category], available subjects and courses will appear in the drop-down menu. Then select **[Add Course]** <sup>1 2</sup>

*The selected course will display on the right side of the page under courses.*

<sup>1</sup> the listed General Education (GE) courses follow the Associate in Arts and Associate Science General Education Matrix. These courses may fulfill the GE requirements for the Bachelors in Applied Science, Associate in Applied Science, Diplomas and Program Certificates. However, many of these degrees have specific GE requirements or additional GE courses available. Please check the BSC Catalog for further information.

<sup>2</sup> you can select more than one GE value to satisfy degree requirements. A few selected general education courses from the Fine Arts, Arts & Humanities, and Science areas may also count for Enrichment. A few selected general education courses from the Arts & Humanities and Social & Behavioral Science areas may also count for Diversity.

By Subject | By Class Number | Search By Instructor | **General Education Course Attributes**

Attribute: BSC General Education x

Value: BSC General Education - SOCIAL AND BEH... x  
BSC General Education - DIVERSITY x

Subject: SOC - Sociology

Course: |110 Intro to Sociology

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

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

**Breaks** + Add Break

*Add times during the day you do not wish to take classes.*

12. Select **[Generate Schedules]**, to load all open and conflict free schedule options.

**Courses** + Add Course

English 110  
College Composition I Options ⓘ 🔒 🔄

Mathematics 103  
College Algebra Options ⓘ 🔒 🔄

**Breaks** + Add Break

Work  
MTWTF - 2:00pm to 6:00pm Edit ⚙️ 🔄

**Schedules** ⚙️ Advanced Options 📅 View Schedules

**Generate Schedules** 🔄 Shuffle

13. Click **[View]** next to a schedule to preview the details.

**View** 1 🔍  English-110-01, Mathematics-103-01

**View** 2 🔍  English-110-02, Mathematics-103-09

Review each schedule option by using the arrows on the top right corner.

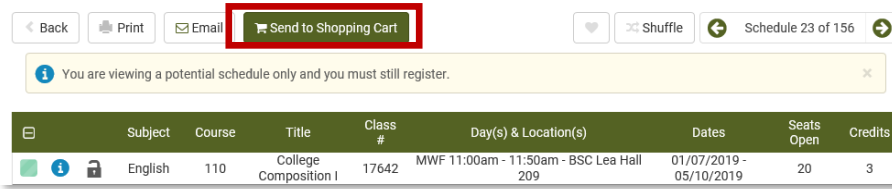
📖 🔄 Shuffle ⬅️ Schedule 23 of 156 ➡️

14. Once you find your ideal schedule,

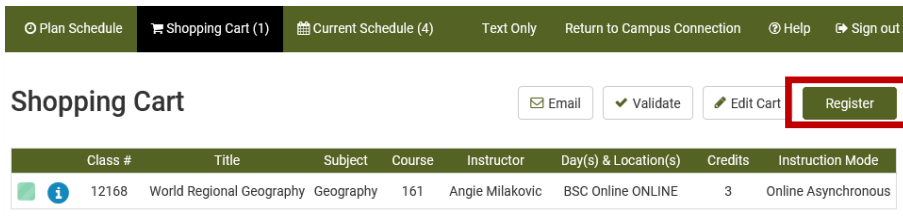
a. Click **[Validate]**. (optional)

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

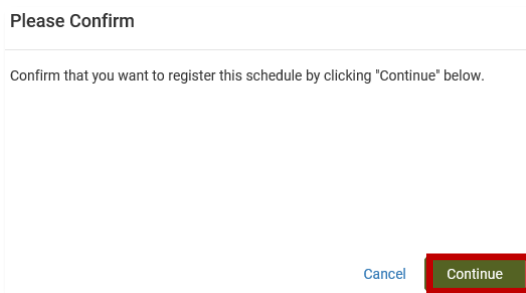
b. Click **[Send to Shopping Cart]**.



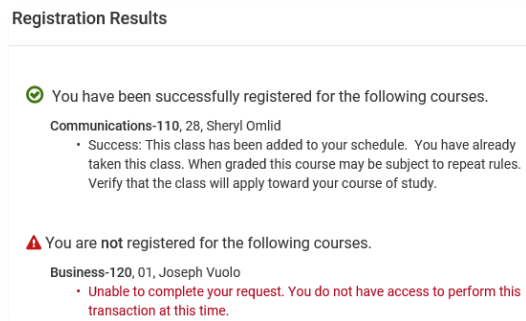
c. Click **[Register]**.



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

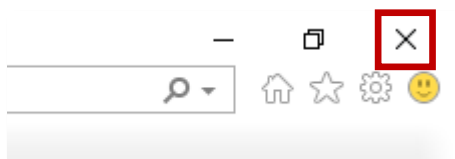


e. Once the enroll process is complete, review the registration results of each course.



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.