



College Scheduler

Schedule Planner Registration

Worksheet

Campus Solutions

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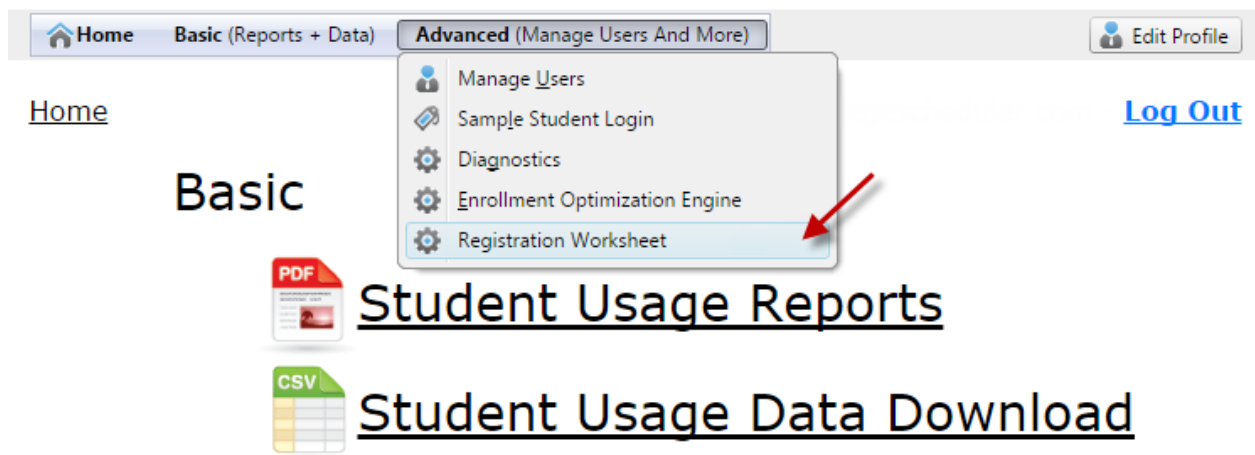
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The Schedule Planner Registration Spreadsheet generates a spreadsheet containing student ID, term code, and registration numbers for a schedule. Users are able to upload a CSV file containing the student IDs that they would like to create a schedule for. They then use Schedule Planner to find a schedule and output a CSV file containing rows of their uploaded student IDs, the planned term code, and the registration numbers from the planned schedule.

Accessing Registration Spreadsheet

1) From the **Advanced** drop-down, choose **Registration Spreadsheet**.

Client Administration Home



Home Basic (Reports + Data) **Advanced (Manage Users And More)** Edit Profile

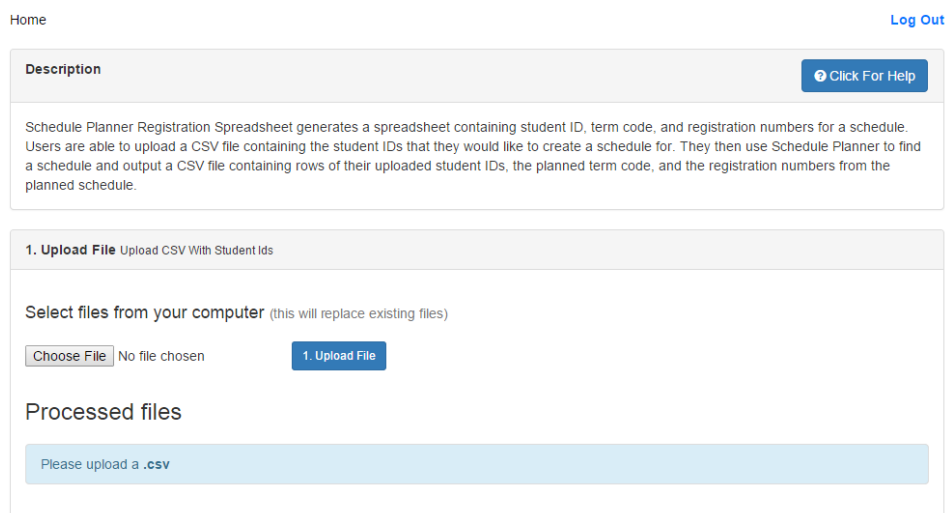
Home [Log Out](#)

Basic

PDF Student Usage Reports

CSV Student Usage Data Download

2) Follow the instructions to upload the CSV containing the Student IDs.



Home [Log Out](#)

Description [Click For Help](#)

Schedule Planner Registration Spreadsheet generates a spreadsheet containing student ID, term code, and registration numbers for a schedule. Users are able to upload a CSV file containing the student IDs that they would like to create a schedule for. They then use Schedule Planner to find a schedule and output a CSV file containing rows of their uploaded student IDs, the planned term code, and the registration numbers from the planned schedule.

1. Upload File Upload CSV With Student Ids

Select files from your computer (this will replace existing files)

Choose File No file chosen [1. Upload File](#)

Processed files

Please upload a .csv

3) Click Launch **Schedule Planner** and plan courses.

2. Student Ids View uploaded student ids & Launch Schedule Planner

Selected Student Ids

65464 6851 8168	684 65 1	68416 168	5814 516	68541 816
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3. Launch Schedule Planner

4) Use **Add Courses** to fill in your desired courses.

Courses

[+ Add Course](#)

- ACC 102**
Accounting Principles II Options Info Lock Remove
- BIO 101**
Biological Science I Options Info Lock Remove
- ENG 201**
American Literature I Options Info Lock Remove

5) **Generate** and **View** your desired schedule.

Schedules

[Generate Schedules](#) [Shuffle](#)

Generated 38 Schedules

View 1 [+](#) ACC-102-001 , BIO-101-001 , BIO-101-025 , ENG-201-002

6) From the View Schedule Page, click the **Registration Worksheet** button and follow the instructions to create a CSV file.

< Back
Registration Worksheet
Shuffle
Schedule 1 of 24

Registration Worksheet

You can fit a maximum of **2** students in your registration worksheet.

Student Rows to Generate.
Generate
Generate For All Students

7) A spreadsheet is created, based on the settings you have chosen, that contains the following data for each student ID:

[StudentID] [TermCode] [RegistrationNo1] [RegistrationNo2]... [RegistrationNo10]

	A	B	C	D	E	F
1	StudentID	TermCode	CRN	CRN	CRN	CRN
2	5123548	1254	48060	49703	48857	49700
3	2236326	1254	48060	49703	48857	49700
4	2471548	1254	48060	49703	48857	49700
5	1258478	1254	48060	49703	48857	49700
6	2547854	1254	48060	49703	48857	49700