

Course Schedule Generator Instructions

If you want to access the Course Schedule Generator:

Visit <https://mubert.marshall.edu/scheduler/>. Once there, read the disclaimer at the top and click the box indicating that you have done so. Select which semester you would like to work on, and click Build My Schedule. If asked, login using your Single Sign On (SSO) password and username.

If you want to add classes to your list:

Simply click the plus sign next to “Classes” on the top left side of the page. On the menu that drops down, select the subject and course for the first class you would like to add. Click “Add”. Repeat this step for as many classes as you would like to add to the schedule.

***Note: If any classes are already on your list, they were added by your advisor. Classes with a red lock symbol cannot be deleted, and are required for your schedule.**

If you want to block out time commitments that will not work for your class schedule:

Click the plus sign next to “Time Exceptions”. Give the exception a descriptive name (work, athletic practice, etc). Click the days of the week and start/end times for this exception. Click add to list. If you have a work schedule which has you working multiple shifts each day, you can create multiple “work” exceptions. You are able to delete any exception simply by pressing the X next to it.

If you want to include available classes in other locations:

In the top right corner of the page, choose the locations where you would be willing to take classes. By default, only “Huntington Campus” is marked.

Once you are ready to see your possible schedules:

If all of your classes and time exceptions have been selected, you are ready to proceed. Click “Generate Schedules”. A notification will appear which tells you how many possible schedules are available (up to 50). Next to each possible schedule, there are several icons to choose from. Click the **LIST ICON** to bring up a list of each course section, CRN and day/time. The **CALENDAR ICON** opens a schedule in calendar view, making it easy to visualize all selected classes and exceptions during one week. Finally, when you find schedules that you are happy with, the **HEART ICON** allows you to move those schedules to your Favorited Schedules list on the lower right side of the page.

If you decide that you prefer another schedule:

You may “favorite” as many schedules as you like, but the first one you choose will be at the top of the list and labelled “Student Preferred”. After reading through the schedules, if you decide you’d prefer another of your favorites, you can simply click the up arrow to the left of the desired schedule.

If you want to delete a favorite schedule:

Click the X on the line of the schedule you would like to delete.

***Note: As schedules are created during the registration period, some of your favorite schedules may become unavailable. If this is the case, a note will appear on the Course Schedule Generator page and you will be able to delete that schedule from your favorites.**