

Advisor APEX: Planned Course Feature

ADDING PLANNED COURSES

There are two ways to add planned courses to a student's audit.

1. Adding planned course via the "Planned Course" menu.

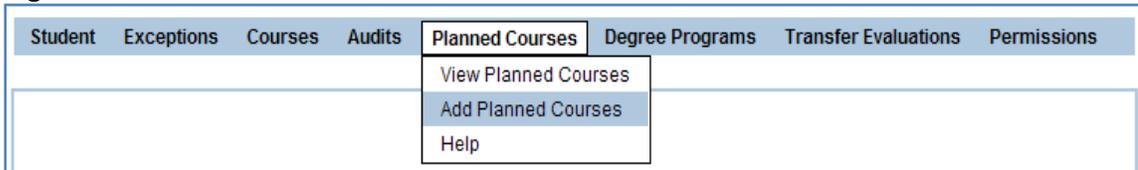
- Click on "Planned Courses" from the top menu. (See Figure 1.)

Figure 1.



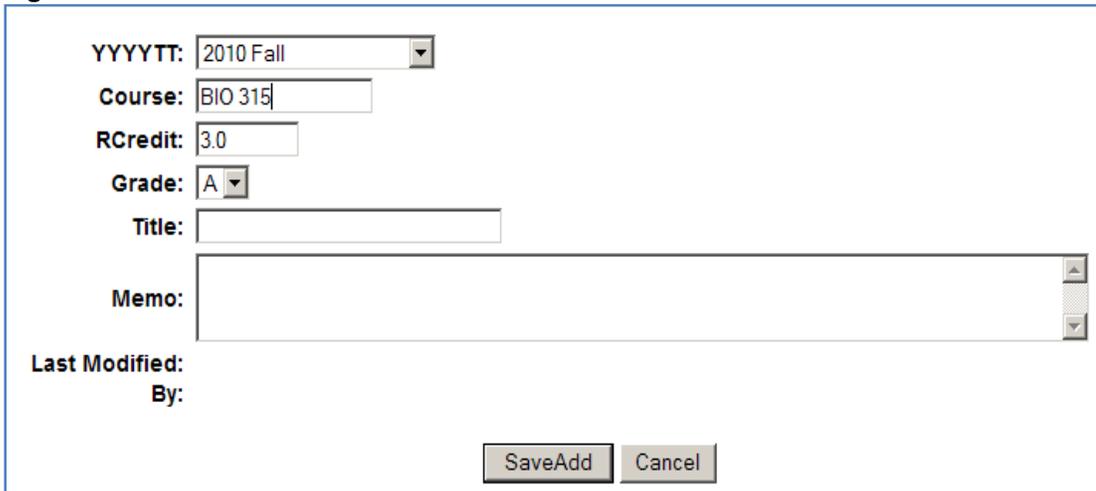
- Then click on "Add Planned Course". (See Figure 2.)

Figure 2.



- Next, fill in the year and term that the student will plan to take the course. Fill in the course prefix and number. Remember that 3 character prefixes need 1 space between the prefix and number, and 2 character prefixes need 2 spaces. Enter the number of credits for the course. All other fields are optional. When finished click on "SaveAdd" button. (See Figure 3.)

Figure 3.

A form for adding a planned course. It contains the following fields: 'YYYYTT:' with a dropdown menu showing '2010 Fall'; 'Course:' with a text input field containing 'BIO 315'; 'RCredit:' with a text input field containing '3.0'; 'Grade:' with a dropdown menu showing 'A'; 'Title:' with an empty text input field; 'Memo:' with a large text area; 'Last Modified:' and 'By:' with empty text input fields. At the bottom right, there are two buttons: 'SaveAdd' and 'Cancel'.

2. Adding planned course via the audit's "Course Cart".

- The second way to add a planned course is inside the audit itself. After running an audit, go to the course cart and add the course in the **Course to add:** field. Remember that 3 character prefixes need 1 space between the prefix and number, and 2 character prefixes need 2 spaces. (See Figure 4.) This adds the course only to the course cart. Click on the **Go** button. All other fields are optional.

Figure 4.

The screenshot shows a web interface titled "Course Cart". At the top, it says "No courses in cart". Below that, a "Total" field shows "0.0". There is a text input field labeled "Course to add:" containing the text "BIO 315". Below this is a dropdown menu with "Add to cart" selected. A "Go" button is positioned below the dropdown. At the bottom of the form, there is a section titled "Update year/terms of all courses" with a dropdown menu showing "2011-Spring" and another "Go" button.

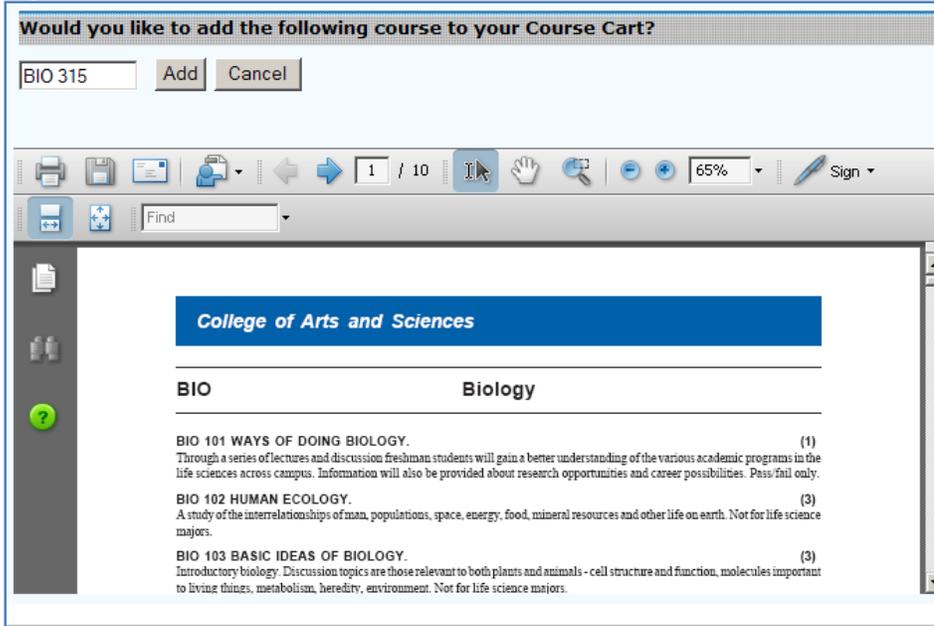
- You can also add a course to the course cart from the course description page. Click on the link to a course in a requirement. (See Figure 5.)

Figure 5.

The screenshot shows a requirement list for "BIOLOGY MAJOR REQUIREMENTS - CORE COURSES". The text reads: "COMPLETE ALL OF THE FOLLOWING: SELECT FROM: [BIO 304,315,325,350](#) OR [430G,425](#) OR [499](#)".

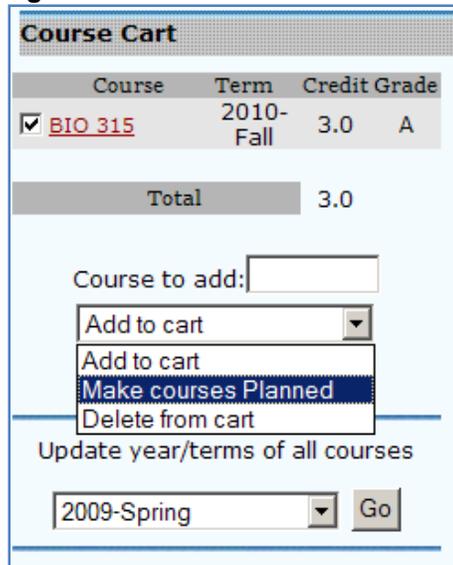
This takes you to the course description from the current UK bulletin. Click **Add**. (See Figure 6.)

Figure 6.



Now that the course has been added to the course cart we need to make it a planned course. **Check the box** next to the course, and below in the drop down menu where it says "Add to cart" select **"Make courses Planned"** (See Figure 7.). Then click **Go**. The courses that you selected have disappeared and are now planned courses. Close the audit window to run a new audit with the planned courses.

Figure 7.



RUNNING AN AUDIT INCLUDING PLANNED COURSES

1. Click on the "Audits" tab from the top menu. (See Figure 8.)

Figure 8.



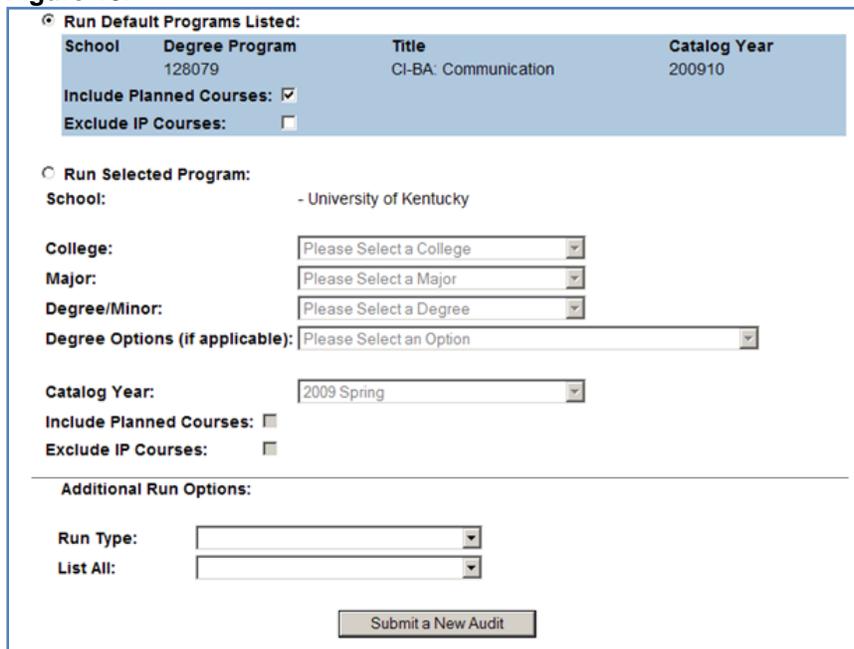
2. In the drop menu under "Audits" click on "Request New Audit". (See Figure 9.)

Figure 9.



3. To include all of the planned courses in the audit you now must check the box that reads, "Include Planned Courses". Then click on "Submit a New Audit". (See Figure 10.)

Figure 10.



The form is titled "Run Default Programs Listed:" and contains the following fields and options:

School	Degree Program	Title	Catalog Year
128079		CI-BA: Communication	200910

Include Planned Courses:
Exclude IP Courses:

Run Selected Program:
School: - University of Kentucky

College:
Major:
Degree/Minor:
Degree Options (if applicable):

Catalog Year:

Include Planned Courses:
Exclude IP Courses:

Additional Run Options:
Run Type:
List All:

4. The audit is currently processing the student's classes and putting them into the correct requirements. This page might refresh several times before the finished audit appears on the screen. (Approximately 10 to 60 seconds)

5. The audit now appears in the list of completed audits and is ready to view. Note that this list will keep the last ten audits that have been run on any one student with the most current audit on top. Click on "Open Audit" to view the audit for this student. (See Figure 11.)

Figure 11.

APEX Audits Completed for Student Number: JWWEBS1

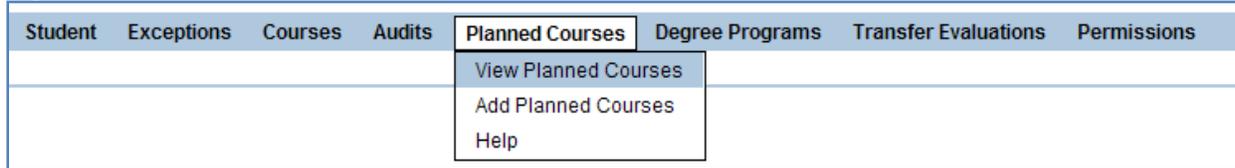
The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
<input type="button" value="Open Audit"/>	CI-BA: Communication	200910	2009-02-20	13:55:49	<input type="checkbox"/> Select for Deletion	<input type="button" value="Delete"/>

HOW TO VIEW and/or DELETE PLANNED COURSES

1. To view a planned course go to the "**View Planned Courses**" option under the Planned Courses Menu. (See Figure 12.)

Figure 12.



2. To delete the planned course go to the rightmost column, check the courses that you would like to delete, then click on **Delete Courses**. (See Figure 13.)

Figure 13.

