Course Advising Application
User Manual
Simran Bhamra

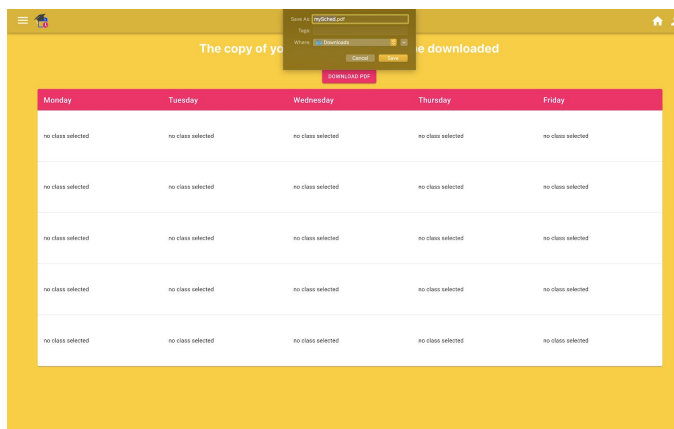## Table of Contents

How to export files

1. Navigate to the export button to the side of the page in the scheduling tools.
2. Right-click on the export button.
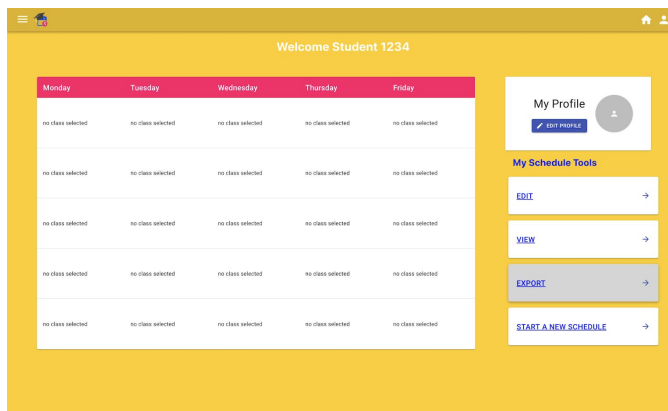
3. Now you will see a preview of what your schedule will look like, on this page right click the pink "Download PDF" button located at the top of the screen.
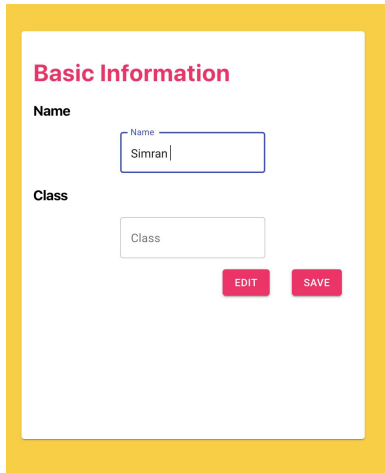

4. Select the save option on the dialog which opens on your computer and select the appropriate folder.
    a. If you accidentally click this button right click on the cancel option to prevent the download of your schedule.
5. To view the file open your Finder (MacOS) or your File Explorer (Windows) navigate to the folder that the file was saved in, the file is defaulted to save into the "Download" folder.
6. Double click the document saved as "MySched" or any name you may have saved the document as and your schedule should open up in your default PDF viewer of choice.

How to edit your profile

1. You can access the profile page but right-clicking the "edit profile" button on the right side of the page or by clicking the person icon in the top right-hand corner in the navigation bar.
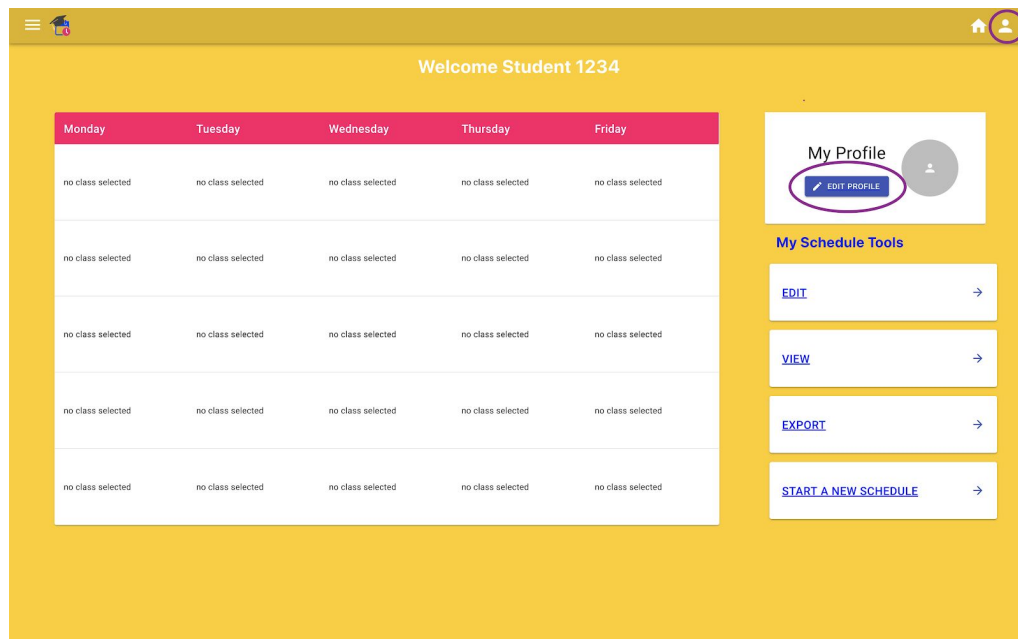
2. Once you click either of these buttons you will be taken to the profile page. The user profile is broken up into three parts, basic information, major information, and classes taken. These parts are broken into separate cards and in order to edit them, you must right click on the edit button in each card. This will allow you to edit that specific card information.

3. To edit your basic information first right-click the edit button in the bottom right-hand corner of the card.

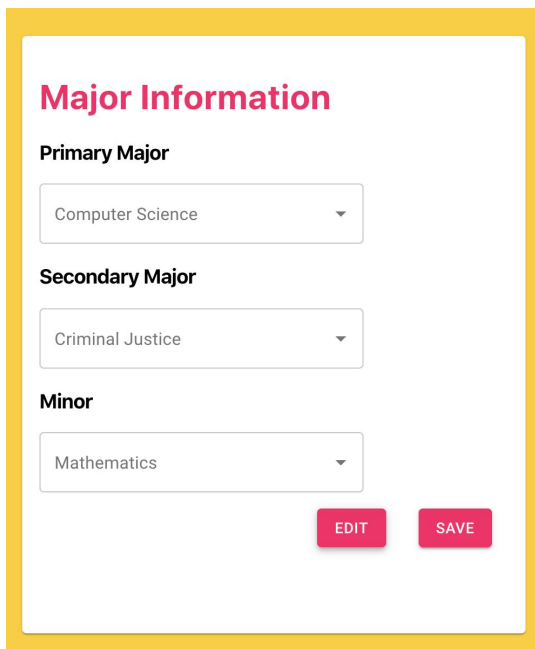4. Once you have clicked this you can enter a different name or adjust your class standing, once you right-click save this new information will be saved to your profile.
    a. If you accidentally click the edit button simply do not change anything and you can leave the page and your previous profile information will still be saved.
5. To edit your major information once again right-click on the edit button located in the bottom right-hand corner of the card.

6. Once you click edit you can select any of the boxes and begin typing your new major or minor. A drop-down menu of the available majors should appear.
7. After you find your major double click on the text and then right-click save to make your changes.
    a. If you accidentally click the edit button simply do not change anything and you can leave the page and your previous profile information will still be saved.

Major Information

Primary Major

┌─ Accounting — Data Analytics Track ──────┐
│ w   ×   ▲   │
└──┘

    C

      Creative Writing

    L

      Law and Society

    Mathematics   ▼

                          [EDIT] [SAVE]

8. To edit your classes taken information right-click the edit button located in the bottom right-hand corner of the classes taken box.
9. Enter the name of the class that you would like to add and right-click to add this class to the classes you have taken.
10. To remove a class from this list right-click the cross in next to the course title.
11. After you have made your changes right-click the save button in the bottom right-hand corner of the card.
    a. If you accidentally click the edit button simply do not change anything and you can leave the page and your previous profile information will still be saved.

Classes

Add Classes

AB-219: Managerial Accounting ⊗

AB-322: Federal Income Taxation ⊗

AB-272: The Legal Environment of Business ⊗   ×   ▼

AB-3250: Student Field Work Experience ⊗ | Class

                          [EDIT] [SAVE]