myCap Schedule Manual

A Step-by-Step Guide to Building your CapU Schedule
Contents

What is myCap Schedule? .................................................................................................................. 3
How do I access myCap Schedule? .................................................................................................. 3
How is the myCap Schedule page set up? ......................................................................................... 6
How do I search for courses? ........................................................................................................... 8
How can I select specific course sections? .......................................................................................10
What information is displayed in the selected courses? .................................................................12
How do I block off times that I don’t want to have classes? ............................................................13
There are a lot of schedules available. How do I sort or filter these options? .................................14
I found a course I want in the time I want. How do I see other schedules with that specific course selection only? ....................................................................................................................15
What are the fees for my course(s)? ...............................................................................................17
How do I print or share my schedule? .............................................................................................20
How do I save my schedule as a PDF? .............................................................................................21
How do I reset my search? ..............................................................................................................22
For Logged in Users Only ...............................................................................................................23

  How do I save my schedule? ........................................................................................................23
  How do I register for my selected courses? ....................................................................................27
What is myCap Schedule?

myCap Schedule is an interactive tool that allows you to plug in your desired courses and see what courses will fit with your schedule. You can see all of your options at a glance and customize your schedule in just a few clicks.

With myCap Schedule you can plan your term and register quickly and easily.

How do I access myCap Schedule?

There are two ways to access myCap Schedule:

1. All users can access myCap Schedule from the [Capilano University website](#) in the Current Students Menu.

## Current Students - myCap

<table>
<thead>
<tr>
<th>Log in to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Moodle</td>
<td>Student Information Web Service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Resources &amp; Dates</th>
<th>Popular Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>myCap Schedule</td>
<td>Bookstore</td>
</tr>
<tr>
<td>Important Dates and Schedules</td>
<td>Building Floor Plans</td>
</tr>
<tr>
<td>Registration Dates</td>
<td>CapCard Centre</td>
</tr>
<tr>
<td>How to Register, including tutorials</td>
<td>Capilano Students Union (CSU)</td>
</tr>
<tr>
<td>Final Exams Schedule</td>
<td>Quiet Study Spaces</td>
</tr>
<tr>
<td></td>
<td>U-PASS/Compass Card</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Classifications</th>
<th>Technology Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Quantitative/Analytical Courses</td>
<td>IT Services</td>
</tr>
<tr>
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<td>Reset Forgotten Password</td>
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<td>Wireless Internet</td>
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a. Current & Admitted Students (those with a Capilano University ID):
   - Select Login.
   - Enter your User ID (Student number) and Password and click Login.

b. Other Uses (those without a Capilano University ID):
   - Select Guest.
   - By choosing guest you will be able to view and create but will NOT be able to save or register. We encourage all students to login through the LOGIN button.

2. Current and Admitted Students can access myCap Schedule through the Student Information Web Service via myCap.
Enter your CapilanoU ID (Student number) and Password and click **Login**.

From the main menu, select **Registration**.
From the Registration menu, select **myCap Schedule**.

You will be automatically logged into myCap Schedule.

**How is the myCap Schedule page set up?**

The first panel, on the left-hand side, is the **ADD COURSES** panel. In this panel, you will select the term, campuses, and courses.
One you have selected the above options, your courses will show up in the RESULTS window, in the middle of the screen, with the **CALENDAR DISPLAY** showing your courses in their scheduled timeslots.
How do I search for courses?

1. **Select the Term** (Optional): The active term will be selected by default.

2. **Select your desired course location(s)** (Optional): This option defaults to all campuses/locations.
   - To select specific locations, click on Select…
   - Check and uncheck your desired location(s).
3. **Select your desired courses**
   - You can search for courses by typing in the course name/code, CRN (Course Registration Number), subject name, or Instructor name.
   - Once you start typing, options matching your entry will pop up. The search results are presented in a scroll bar format, with the courses best matching your search showing first. You can scroll through the results to view more courses. For courses that more exactly match what you are searching for, your search input needs to be more specific.
     - For example: “ENGL” will display ENGL 100 level courses first; “ENGL 2” will display ENG 200 level courses first.
Click on the entry that matches your search.
By clicking Select this will add the course to your schedule builder.

How can I select specific course sections?

Once you select a course from the search bar, it is added to your schedule builder. In the ADD COURSES panel, below the search bar, is a list of your selected courses. Here you are able to select specific sections and/or campuses.

To see the list of available sections, there are 2 methods.

1. Select a section from the drop down bar.

2. Click the ...Show More text to reveal all available sections.
Check and uncheck the desired section(s).

If you have selected to search for courses that are offered at the campus(es) you have selected, as well as non-selected campuses, you can choose to also view the sections located at the non-selected campuses.

In the ADD COURSES panel, click on Select… on the top left of the course you have selected.

- Check the campus that is not selected.
What information is displayed in the selected courses?

1. **ADD COURSES Panel**

   - **Course code & Name**
   - **Full Course Description**
   - **Registration Notes for all available sections**
   - **Sections Offered**
   - **Course Restrictions**
   - **Campus(es)**
How do I block off times that I don’t want to have classes?

To block off days or times where you do not want to have classes, click and drag on the calendar display in the RESULTS window.

- Please note: You can only block off times after you have selected a course.
- The time that you want blocked off will now be filled in gray.

- You can click and drag as many times as you need.
  - Please note: too many time restrictions may reduce the amount of optimal schedules.
- Schedules that avoid those times will be prioritized.
- If there are not any courses available that do not overlap with blocked-off time, those that have the least amount of overlap will be prioritized.

To remove your block-off, click and drag on the grey area. The blocks will be removed from all schedules.
There are a lot of schedules available. How do I sort or filter these options?

By sorting your schedules, there will still be the same number of results, but they will be prioritized by your preference.

- The **Sort preference** box is found on the right-hand side of the screen in the RESULTS window, above the Calendar view.
- By clicking the selection bar, you will see 4 options to sort your classes by.

![Sorting Options](image)

By filtering your schedules, you will only see the schedules that meet your preference (if available).

- The filter options are found on the right-hand side of the screen, below the Sort Preferences.
  - Check the boxes to view those options.
  - Uncheck the boxes to remove the schedules that contain those courses.
I found a course I want in the time I want. How do I see other schedules with that specific course selection only?

Once you have found a course that you want in the time slot that you prefer, you can pin it to hold it in place while you view schedule options. There are 2 ways to pin a course.

1. In the calendar display, click on the course you want to pin.
   - A red push pin will appear.
   - That class is now held in place while you view available schedules.
   - Please Note: Pinning is not registering. Pinning filters the schedule options so you will only see schedules that work with that (or those) pinned course(s). You can pin as many courses as you want.
2. In the ADD COURSES panel, select the **Try Specific Sections** drop down.

- Once you select a section, the red push pin will appear.

You can remove the pin by clicking on the course in any of the three displays:

1. Calendar view
2. RESULTS window

3. ADD COURSES panel
   - Please note: to unpin by clicking in the ADD COURSES panel, you must directly click on the pin.

What are the fees for my course(s)?

1. If you are logged in:
   - Click on the Get Fee Details button at the bottom of the screen.
• The total credits and fee details will be displayed.
  - Please note: International tuition calculation is approximate only.

2. If you are a guest:
  • Click on the Get Fee Details button at the bottom of the screen.
• From the drop down, select **International** or **Domestic**.

![Image of a dropdown menu with options for International or Domestic]

• The total credits and fee details will be displayed.
  ▪ **Please note:** International tuition calculation is approximate only.

![Image of a fee details page showing credits and fees for a course]

You can print the fee details by clicking the **Print Button** on the right-handed corner of the Fee Detail box.

![Image of a print button indicated on the fee details page]
How do I print or share my schedule?

By printing your schedule, you can have a hard copy of the information found in the RESULTS window, including the Calendar View.

- Click the **Print Schedule** text above the course detail list.

- Set your printing preferences and click **print**.
  - *Please note: Printing orientation is set to portrait.*

Sharing your schedule will allow you to send your schedule to another recipient.

- Click the **Create Share Link** text above the course detail list.

- A text box will appear with a personalized link for your schedule.
How do I save my schedule as a PDF?

To save your schedule as a PDF, you will follow the same instructions as you would for printing.

- Click the Print Schedule text above the course detail list.

- From the “Select Printer” pane, select Adobe PDF.
  - Please note: Orientation is set to portrait.
• Select the folder where you want to save your schedule.
• Select the name that you would like to save your schedule as.
  ▪ *Please note: Schedule default name is “access.”*
• Click Print.

**How do I reset my search?**

To clear all selected courses and start your search from the beginning, with the default active term selected:
• Click **Clear this Search** below the list of selected courses in the ADD COURSES panel.
For Logged in Users Only

How do I save my schedule?

Once you have found a schedule you want to save, you can store it in myCap Schedule to access at a later time.

- Click **Add to Favourites** text above the course detail list.

- The FAVOURITES panel on the right-hand side of the window will expand to show your schedule has been saved in your favourites.
Please note: Favorites allows you to save up to 9 schedules total.

To access a Favourite schedule:

- Click the blue Favorites arrow on the right hand side of the RESULTS window.

- This will open up the FAVOURITES panel to show all of your saved schedules. If you have more than 2 schedules saved, you will need to use the scroll bar to see the others.
• You can load your schedule into the quick view screen below the thumbnails by clicking on the thumbnail once.

• To load a favourite schedule into the schedule builder, click the green button, <Load>.
- From here, your favourite schedule will load into the RESULTS window. You can edit, print, share, register, or access fee details.
- Please note: If you edit your loaded favourite schedule, you will need to re-add to your favourites. The only favourite will be unaltered and remain in the Favourites folder.

There are 2 methods to delete a Favourite Schedule:

1. Open the FAVOURITES panel.
   - When you hover the mouse over the thumbnail, an X will appear.
   - Click on the X to delete the schedule.

2. Open the FAVOURITES panel.
   - Click on the Favourite’s thumbnail once to load it into the quick view.
   - When you have found the schedule you wish to remove from Favourites, click the green button, Delete.
How do I register for my selected courses?

- Once you have created your desired courses and schedule, click **Register**. This will send the courses CRNs (Course Registration Numbers) to the Registration System.
  - *It is recommended you favourite this schedule before clicking **Register**.*

- The registration system will open automatically in a separate tab on the Add/Drop/Waitlist Classes webpage.
- To register, click the **Register** button.
- Any course restrictions or pre-requisite errors will appear on this page. If you have any restrictions or errors, you will need to revise your schedule.
- You can do this by going back to your original tab and revising your schedule and clicking **Register**.