

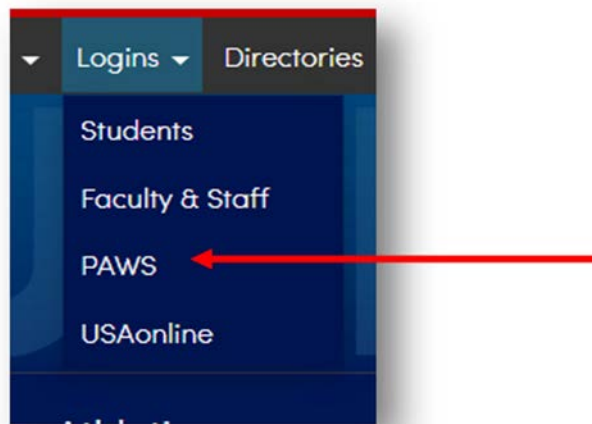
# How to Build a Plan for Advisees in South Scheduler

## *Advisors Directions*

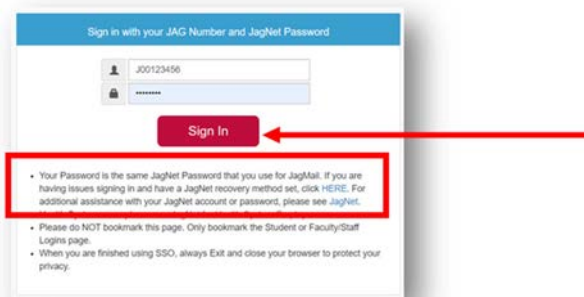
1. Login to PAWS by going to [www.southalabama.edu](http://www.southalabama.edu) and clicking on “Logins.”



2. Use the dropdown menu and click on PAWS.



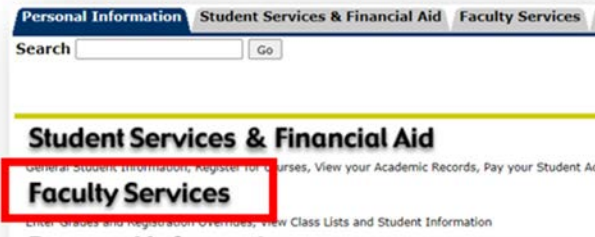
3. Login to PAWS.



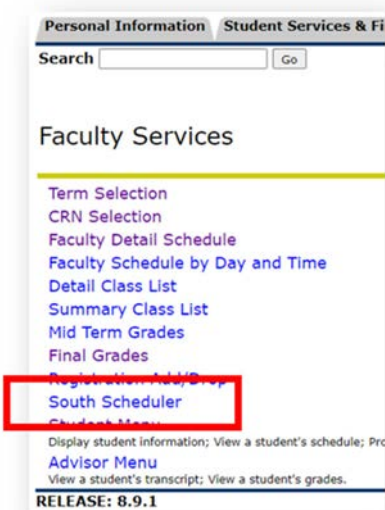
## How to Build a Plan for Advisees in South Scheduler

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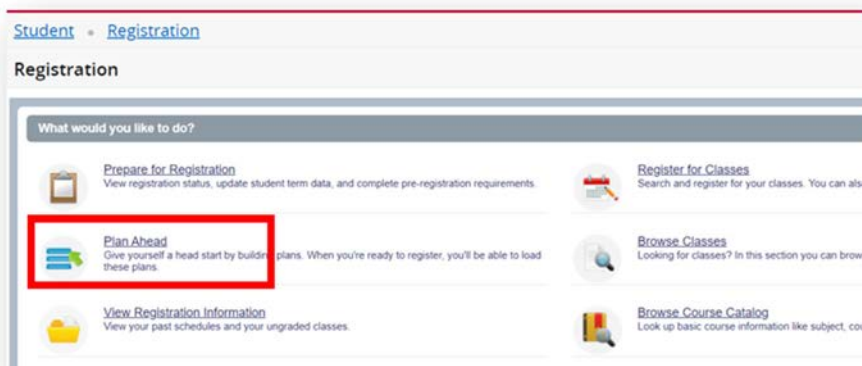
4. Click on “Faculty Services.”



5. Click on “South Scheduler.”



6. Click “Plan Ahead.”

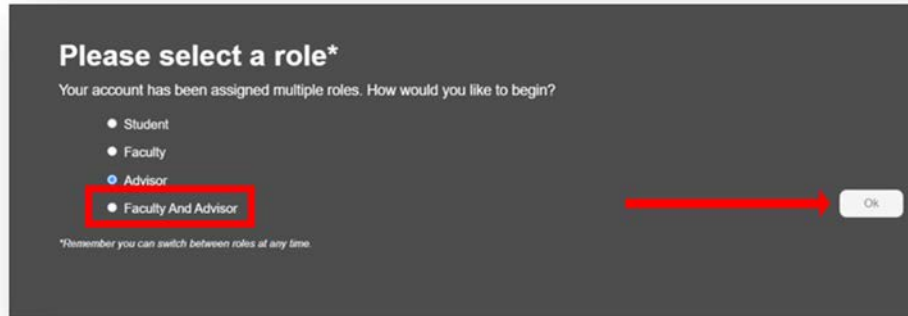


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7. Select the role of “Faculty And Advisor” and click “Ok.”



**Please select a role\***

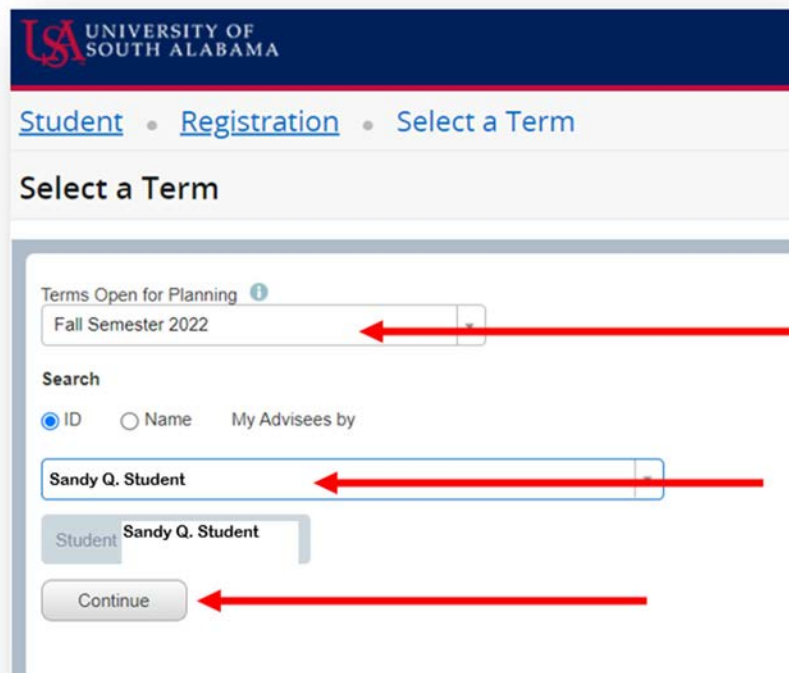
Your account has been assigned multiple roles. How would you like to begin?

- Student
- Faculty
- Advisor
- Faculty And Advisor

\*Remember you can switch between roles at any time.

Ok

8. Choose term using drop down, enter student J-number or search to find student, and click “Continue.”



USA UNIVERSITY OF SOUTH ALABAMA

[Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term

Terms Open for Planning ⓘ  
Fall Semester 2022

Search  
 ID  Name My Advisees by

Sandy Q. Student

Student Sandy Q. Student

Continue

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### *Advisors Directions*

#### 9. Click “Create a New Plan.”

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[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

### Select A Plan

Plans you have created for this term: 0

Term: Fall Semester 2022

You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

#### 10. Enter subject, course number, click “Search.”

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[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

### Plan Ahead

Find Classes

Enter Your Search Criteria

Term: Fall Semester 2022

Subject

Course Number

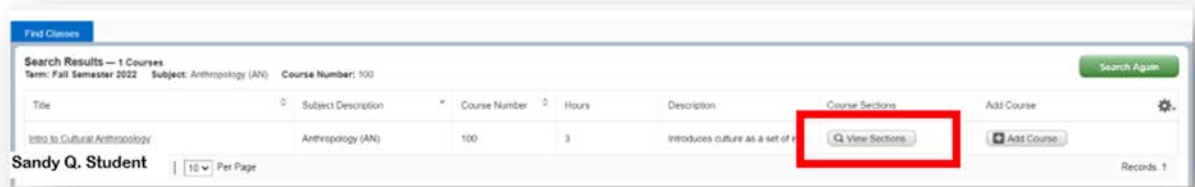
Keyword

[Search](#)

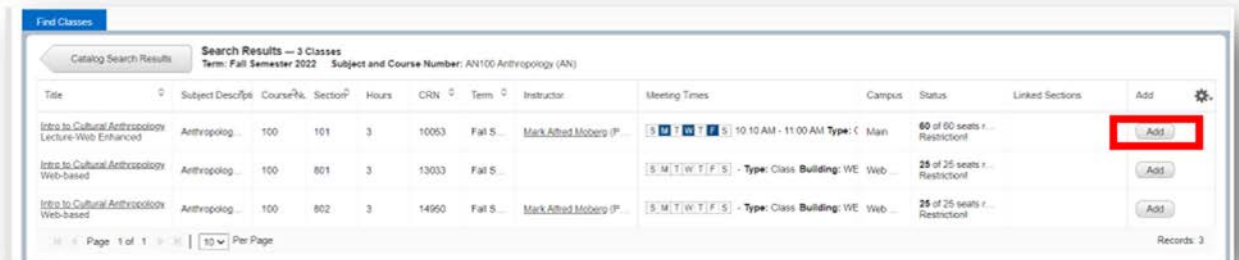
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### *Advisors Directions*

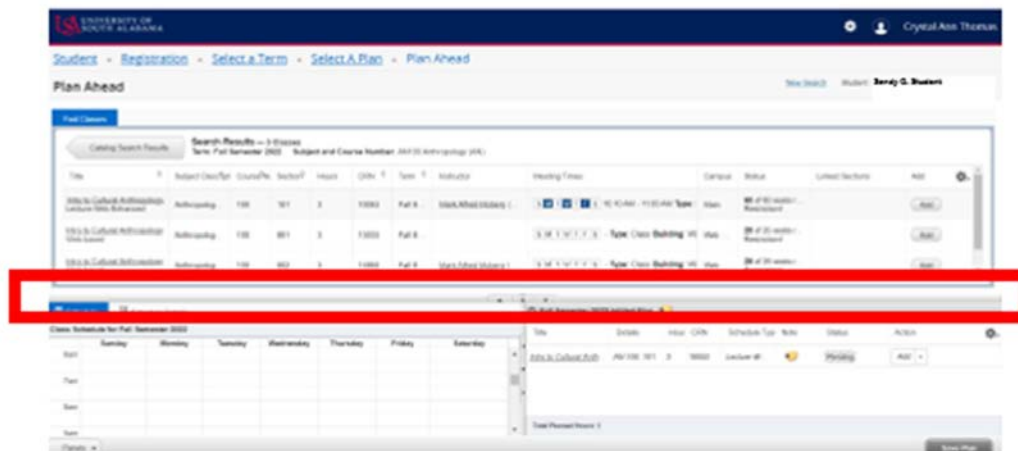
11. To view all sections offered, click “View Sections.”



12. Choose the section to add to South Scheduler by clicking “Add” on the appropriate line.



13. Note: You can adjust the views by clicking and dragging on the line to change ratio of areas.



## How to Build a Plan for Advisees in South Scheduler

### *Advisors Directions*

14. You will now be able to view the course in the “Schedule” area.

The screenshot displays the 'Plan Ahead' interface for a student named Sandy Q. Student. At the top, there are navigation links: Student > Registration > Select a Term > Select A Plan > Plan Ahead. Below this, there's a 'Find Classes' section with a search bar and a 'Catalog Search Results' button. The search results show 3 classes for Fall Semester 2022, with the first result being Anthropology 101. The interface includes a 'Schedule' tab and a 'Class Schedule for Fall Semester 2022' grid. The grid shows three sections on Monday, Wednesday, and Friday from 10am to 11am. A red box highlights the 'Schedule' tab and the class schedule grid.

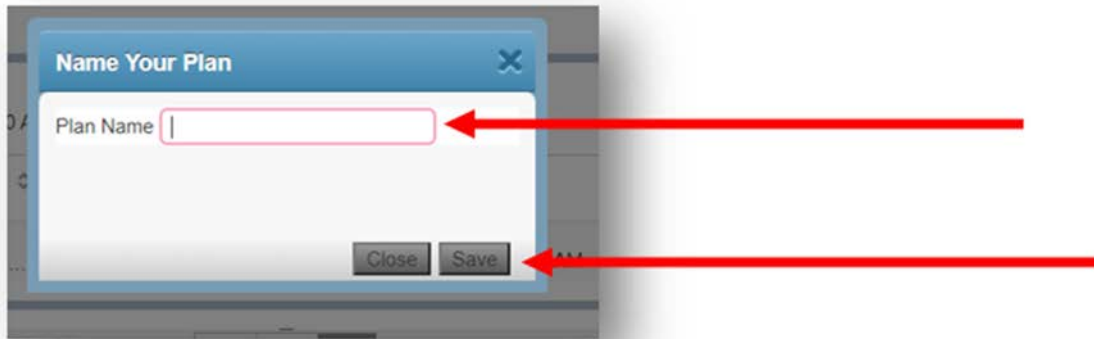
15. If you would like to save the plan for an advisee, click “Save Plan.”

This screenshot is similar to the previous one, showing the 'Plan Ahead' interface for Sandy Q. Student. The 'Save Plan' button is highlighted with a red box at the bottom right of the interface. The search results and class schedule grid are the same as in the previous screenshot.

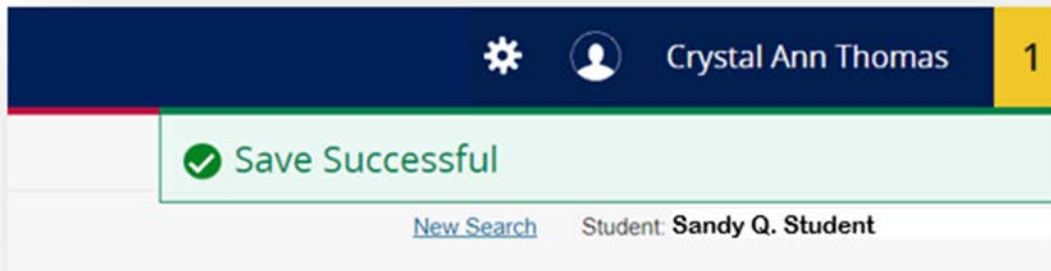
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16. You can then name the plan with the advisee's name or whatever naming convention you choose, and click "Save."



17. You will see a notification in the upper right hand corner that the plan was successfully saved.



18. You can later click on "Select a Plan" and view the plan you created.

