How to Build a Plan for Advisees in South Scheduler

Advisors Directions

1. Login to PAWS by going to www.southalabama.edu and clicking on “Logins.”

2. Use the dropdown menu and click on PAWS.

3. Login to PAWS.
4. Click on “Faculty Services.”

5. Click on “South Scheduler.”

6. Click “Plan Ahead.”
7. Select the role of “Faculty And Advisor” and click “Ok.”

8. Choose term using drop down, enter student J-number or search to find student, and click “Continue.”
9. Click “Create a New Plan.”

10. Enter subject, course number, click “Search.”
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.
14. You will now be able to view the course in the “Schedule” area.

15. If you would like to save the plan for an advisee, click “Save Plan.”
16. You can then name the plan with the advisee’s name or whatever naming convention you choose, and click “Save.”

![Name Your Plan dialog box]

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

![Save Successful notification]

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

![Select A Plan screen]