SCHEDMULE: ASSISTING IN COURSE SCHEDULING

Schedmule is a tool that can be used to help create a course schedule. Below are the steps you can follow to use this tool to assist in your course scheduling.

1. Log into uAchieve: [https://uwrf.uachieve.com/schedmule](https://uwrf.uachieve.com/schedmule)

2. Navigate to Schedules in uAchieve and select the term you would like to build a class schedule for.

3. Next start adding courses by searching by Course Department, Course Number or Course Title.

You can add as many courses as you would like.

When you start generating schedules you will have the ability to choose the minimum/maximum number of courses. You will also be able to lock certain sections of a course when you are generating schedules.

The classes you’ve added will appear in this list. You can delete any selection by clicking the trash icon.

When you have all your classes selected, click Finished Adding Classes to move onto the next step.

Click the + Class icon to add a class to your schedule.
4. After you have all your courses selected, you can then add Busy Times. For example, maybe you work every day from 3 – 5pm, or have athletics practice and you don’t want to schedule a class over those times. The scheduling tool will take these times into account and will build class schedule options around them.

5. Next, you will be able to auto-generate schedules.

You can select other preferences here. Click the edit icon to set preferences.

Select the number of potential schedules you want generated and click Generate Schedules.
6. Your generated schedules will appear for you to review.

7. You will be able to view the details in each schedule and select sections that you like and re-generate your schedule.

Click **View Details** on any of the generated schedules to see additional information, select other sections and re-generate your schedule.

When you have found the schedule you like best, click **Make Primary**.

Your **Primary Schedule** will appear here. This will be the schedule that will be involved in the next step of the process.
8. After you have selected the schedule you like best by flagging it as your **Primary Schedule**, you will then select the button to Sync w/eSIS. This will take the schedule into the Shopping Cart where you can finish enrolling.