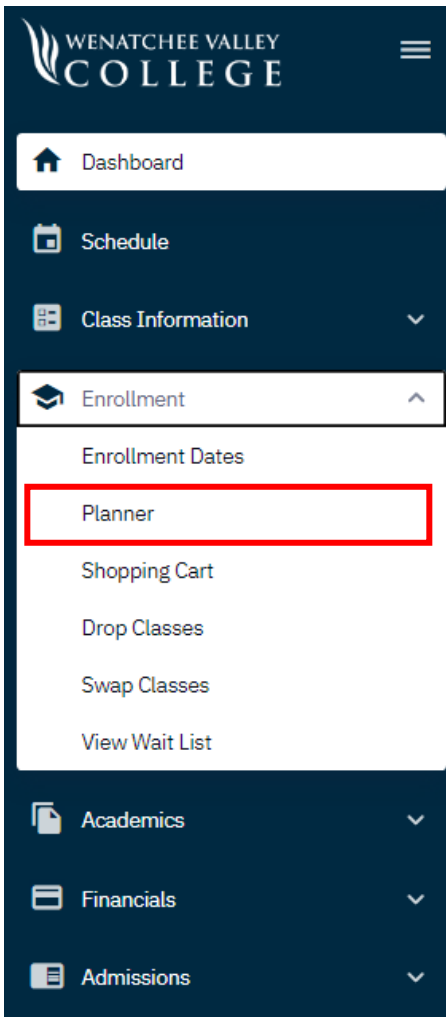


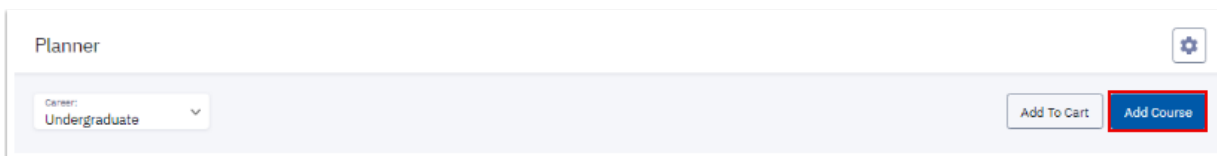
CtcLink Planner

Adding Courses

1. After logging into your ctcLink account, select **Enrollment** and then **Planner** from the sidebar navigation.



2. Select the **Add Course** button.



3. The **Course Catalog** page displays. From there, you can choose a subject by selecting the **View Courses** button.

The screenshot shows the 'Planner > Course Catalog' page. At the top, there is a breadcrumb trail 'Planner > Course Catalog' and a settings gear icon. Below this, there are two dropdown menus: 'Career: Undergraduate' and 'Filter By Letter'. To the right is a search bar with a magnifying glass icon and the text 'Search'. The main content area is titled 'SUBJECT' and contains a list of subjects, each with a 'View Courses' button. The subjects listed are: ABE - Adult Basic Education, ABF - Auto Collision/Refinish Tech, ACCT - Accounting, ACCT& - Accounting & (highlighted with a red box), AGGEN - Agriculture, General, AGHRT - Agriculture/Horticulture, AIRC - Heat, Ventilation, AC/Refrig, and ANTH - Anthropology.

4. Choose a course and select the **Add to Planner** button.

The screenshot shows the 'Planner > ... > ACCT& - Accounting &' page. At the top, there is a breadcrumb trail 'Planner > ... > ACCT& - Accounting &' and a settings gear icon. Below this, there is a search bar with a magnifying glass icon and the text 'Search'. The main content area is titled 'Choose a course to see more information' and contains a table with three columns: 'COURSE', 'DESCRIPTION', and 'TYPICALLY OFFERED'. The table has three rows, each with an 'Add To Planner' button. The first row is highlighted with a red box. The data in the table is as follows:

COURSE	DESCRIPTION	TYPICALLY OFFERED
> ACCT& 201	Principles of Accounting I	-
> ACCT& 202	Principles of Accounting II	-
> ACCT& 203	Principles of Accounting III	-

5. Select the **Planner** menu item again to refresh the page and view the added course. You will notice it is in the **Unassigned** section. To assign the course to a specific quarter you will:
 - a. Select the checkbox next to the course.
 - b. Select the **Move Selected** button.

The screenshot shows the HighPoint Planner interface. On the left is a navigation menu with options: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner (checked), Shopping Cart, Drop Classes, Swap Classes, and View Wait List. The main area is titled 'Planner' and has a 'Term: Undergraduate' dropdown. At the top right are 'Add To Cart' and 'Add Course' buttons. Below these are 'Deselect All', 'Delete Selected', and 'Move Selected' buttons. A dropdown menu is open showing 'Unassigned'. Below this is a table with the following data:

COURSE	DESCRIPTION	TYPICALLY OFFERED	PRE-REQ	UNITS	
> ACCT& 201	Principles of Accounting I	-	No	5	<input checked="" type="checkbox"/>

- c. A **Move Selected Courses** pop-up window displays.
- d. Choose a term from the **Move To:** drop-down menu.
- e. Select the **Move** button.

The screenshot shows a 'Move Selected Courses' pop-up window. It has a close button (X) in the top right corner. The main heading is 'Move Selected Courses'. Below the heading is the instruction: 'Move the selected course(s) to a new planner term.' There is a 'Move To:' dropdown menu with 'SPRING 2021' selected. At the bottom are two buttons: 'Cancel' and 'Move'.

Enrolling From the Planner

Later, when you are enrolling in classes for your next quarter, you can start from your Planner to add the classes you have already identified to your schedule.

1. Select the checkbox next to the course.
2. Select the **Add to Cart** button.

The screenshot shows the 'Planner' interface. At the top, there is a 'career' dropdown menu set to 'Undergraduate'. To the right, there are two buttons: 'Add To Cart' (highlighted with a red box) and 'Add Course'. Below these are three buttons: 'Deselect All', 'Delete Selected', and 'Move Selected'. The main content area is titled 'SPRING 2021' and contains a table with the following columns: COURSE, DESCRIPTION, TYPICALLY OFFERED, PRE-REQ, UNITS, and a checkbox. The first row in the table is for 'ACCT& 201' with the description 'Principles of Accounting I', 'Typically Offered' as '-', 'Pre-Req' as 'No', and 'Units' as '5'. The checkbox in the final column of this row is checked and highlighted with a red box.

3. The **Add to Cart** page displays available classes for this course. Select one of the scheduled class sections. Select the course row to expand and open the **Class Information** details. Scroll down near the bottom and select the Add to Cart button.

The screenshot shows the 'Add to Cart' page for 'Principles of Accounting I | ACCT& 201'. At the top, there is a breadcrumb 'Add to Cart > SPRING 2021'. Below the title, there is a table with the following columns: SECTION, SESSION, DAYS, START, END, ROOM, INSTRUCTOR, and STATUS. The first row is for 'R70-LEC (16991)' with session '1', days 'ARR', start and end as '-', room 'Online', instructor 'Arya Brown', and status '6/25'. The 'R70-LEC (16991)' section is expanded, showing 'Class Information' and 'Details'. The 'Class Information' section includes: Class Number: 16991, Career: Undergraduate, Session: Regular Academic Session, Units: 5 units, Grading: Graded, and Description: An introduction to the fundamentals of accounting, with application to sole proprietorship, partnership and corporate forms of business organization. Must be taken in sequence. The 'Details' section includes: Instructor: Arya Brown, Dates: 04/05/2021 - 06/18/2021, Meets: ARR, Instruction Mode: On-line, Room: Online, Location: Rural Online, and Components: Lecture Required. Below this is a 'COMBINED SECTION' section with three columns of information: Class: QuickBooks, Section: ACCT 141 - R70 (16987), Status: Open, Seats Taken: 3, Wait List Total: 0; Class: Advanced Quickbooks, Section: ACCT 142 - R70 (16988), Status: Open, Seats Taken: 1, Wait List Total: 0; and Class: Principles of Accounting I, Section: ACCT& 201 - R70 (16991), Status: Open, Seats Taken: 15, Wait List Total: 0. At the bottom right, there are three buttons: 'Share', 'Add To Cart' (highlighted with a red box), and 'Enroll'.

4. If the **Enrollment options** pop-up window displays, select the **Save** button to continue.
5. Select the **Shopping Cart** from the left sidebar navigation. The **Shopping Cart** now displays the newly added class.

The screenshot shows the 'Shopping Cart' interface. At the top, there is a 'Term' dropdown set to 'SPRING 2021', a 'Schedule' button, and an 'Add Class' button. Below this is a search bar and three buttons: 'Delete', 'Validate', and 'Enroll'. The main content is a table with the following columns: CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, UNITS, STATUS, and an enrollment checkbox. The first row is highlighted with a red box.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> ACCT& 201 R70-LEC (16991)	Principles of Accounting I	ARR	-	-	Arya Brown	5	6/25	<input type="checkbox"/>
> ENGL& 101 13-LEC (11943)	English Composition I	ARR	-	-	Archer Foster	5	16/25	<input type="checkbox"/>
> HLTH 101 02-LEC (12143)	Health and Wellness	TuTh	9:30 am	10:20 am	Billie Dixon	3	13/15	<input type="checkbox"/>

6. When you are ready to enroll, check the boxes next to the classes you want to sign up for and select the **Enroll** button. Select **Enroll** again and then select the **Save** button.

NOTE: Putting classes in your Shopping Cart does not mean you are in the class yet; you **MUST** click the **Enroll** button to make it official.