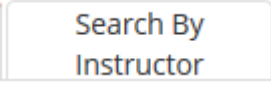


Valencia College Registration Planner How to Search by Instructor

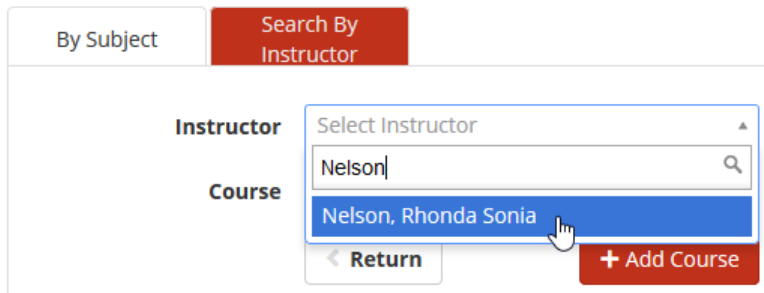
The **Registration Planner** allows you to narrow your course options by instructor. Below are the instructions to search by instructor (these instructions assume that you are already logged into your **Registration Planner**; for instructions on how to use the **Registration Planner**, please see the “*How to Use the Registration Planner*” instructions).

1. To begin, click on **+ Add Course**.

2. On the Add Course page, click on the **Search By Instructor** tab ():

a. From the drop down menu, select the **Instructor** you wish to search for:

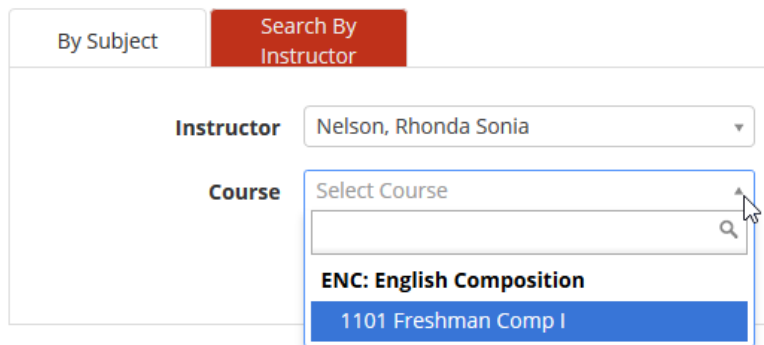
Add Course



The screenshot shows the 'Add Course' interface with the 'Search By Instructor' tab active. The 'Instructor' dropdown menu is open, displaying a search input field containing 'Nelson'. Below the search field, a list of search results is shown, with 'Nelson, Rhonda Sonia' highlighted in blue. A hand cursor is positioned over this highlighted result. At the bottom of the dropdown menu, there are two buttons: a white 'Return' button and a red '+ Add Course' button.

b. From the drop down menu, select the **Course** the Instructor is teaching that you wish to add:



Add Course

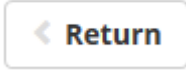


The screenshot shows the 'Add Course' interface with the 'Search By Instructor' tab active. The 'Instructor' dropdown menu is closed, displaying 'Nelson, Rhonda Sonia'. The 'Course' dropdown menu is open, displaying a search input field. Below the search field, a list of search results is shown, with '1101 Freshman Comp I' highlighted in blue. A hand cursor is positioned over this highlighted result.

- c. Click **+ Add Course** to add this course to your potential class schedule (the course will be added to the list on the right side of the page):

Courses

 **ENC 1101**
Freshman Comp I 

- d. After adding all of the courses you wish to take, click on  to return to the **Registration Planner** homepage.


3. The course(s) you selected will be listed on the **Registration Planner** homepage:

Courses

+ Add Course



ENC 1101
Freshman Comp I

 **Options**



Prerequisites

4. Click on **Generate Schedules**. In the example below, this instructor is teaching three sections of ENC 1101 so three potential schedules were generated:

Schedules

Generate Schedules

 **Generated 3 Schedules**

View 1  ENC-1101-W13

View 2  ENC-1101-W23

View 3  ENC-1101-W02