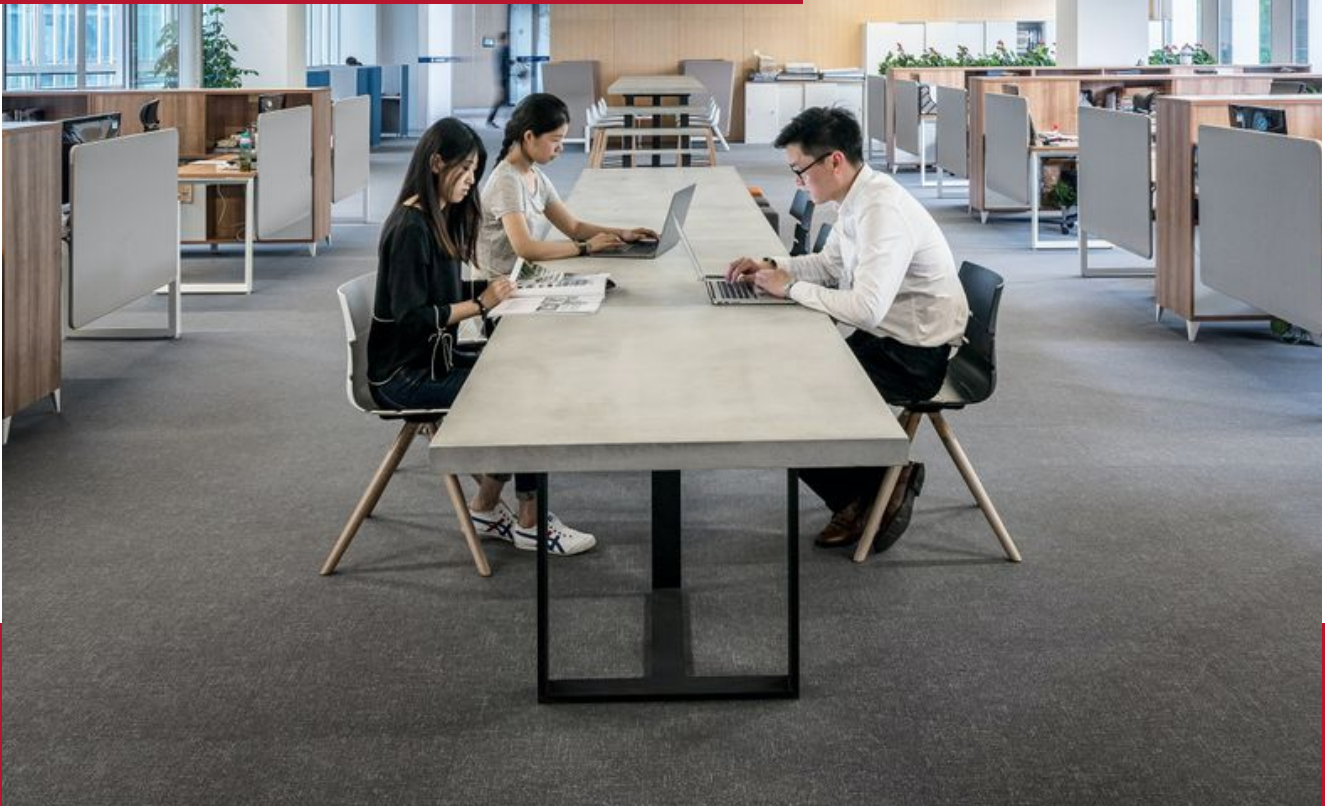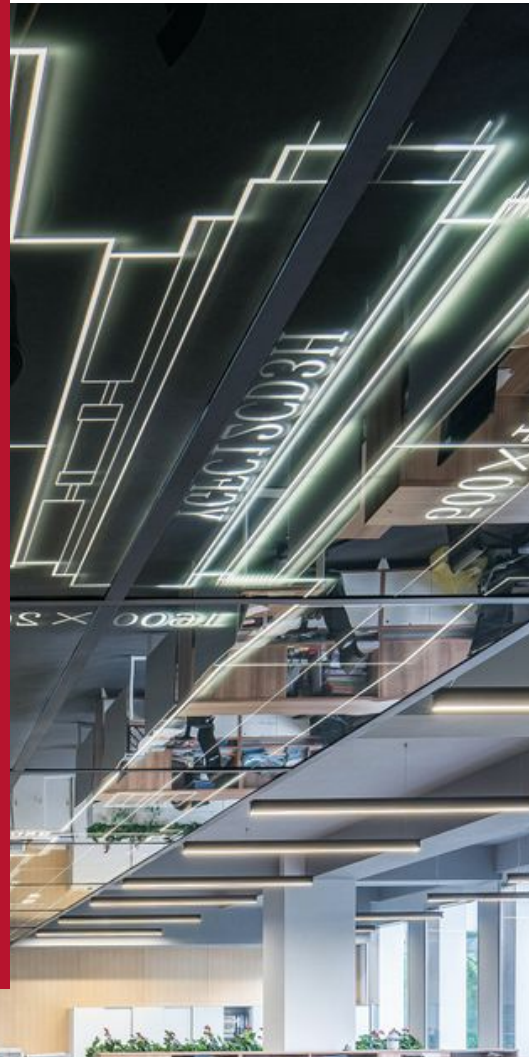# Scheduling – EagleNET

Training Manual for Students

Prepared by
The Degree Completion Team

Introduction

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After you have created your Degree Works Plan, you can start your Scheduling the course sections once the schedule is released for the upcoming term(s).

Accessing *Plan Ahead* in EagleNET

You will need to first access your EagleNET portal.

CLICK HERE TO ACCESS EAGLENET

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Scheduling

1. After logging into EagleNET with your SSO, select *Plan Ahead* on the middle left.

2. Choose the term you want to plan sections for (I'm using Fall 2023 as an example). Then click *Continue.*

Scheduling

You will notice a few lines here. The top line "Plans you have created for this term: 0" is referring to how many term plans you've created. The bottom line "Number of Degree Works Plans: 1" is referring to how many Long-Term Plans you have Active and Locked in Degree Works Plans.

3. To start, you will want to click on *Create a New Plan.*

Scheduling

4. To see your Long–Term Plan for this term, click on *Degree Works Plans*.

5. Then you'll see the courses you've selected for this term. Click on *View Sections* in order to plan out specific course sections to start building a schedule.

Scheduling

6. You'll see every section listed and how many seats are left. Click the *Add* button to add the section you want.

7. Then you'll see the bottom left pop up with a calendar view and then the course info on the bottom right. You need to click *Return to Plan* on the top left to return to your Degree Works Plan.

Scheduling

8. Continue the process for all of the courses until you have a complete schedule. Then click *Save Plan* on the bottom right.

9. Give the plan a name and click *Save*, I'm titling mine "Priority Plan"

Scheduling

10. You will see the status of your classes as *Planned*. If you want to create a backup plan with different variations of sections, you can! Click on *Registration* at the top.

11. Then you start with Step 1!