Schedule Builder How to Guide

1. Navigate to Schedule Builder in DukeHub (dukehub.duke.edu)>Registration>Schedule Builder.

2. Select the appropriate term from the drop-down menu.

3. Select Your Availability. Select the days and times you are not available to take classes (ex. practice time, study time).
4. Add Classes. Edit the Add Classes filters as necessary. The Class Status criteria filters classes when the schedule is generated, not when the classes are added to the initial list. We strongly encourage students to select the Closed, Open, and Waitlisted options after registration opens for the term.

5. Add courses of interest. You can search for courses by subject or course attribute (ex. Seminar or Inquiry). At this stage of the process, all sections of the courses are included. Review the course description in the Details section. Select the Add button.
6. View class information. After you have added a class, click on the subject and catalog number to view more details about the class, such as the number of sections offered, the number of seats available, class attributes. For more information, click the Details icon.
AAAS 134

New approaches to history of the world from ca. 500 to 1500 CE. Examines the world before European hegemony. Topics may include nature of autonomous centers of production around the globe; characteristics of trade, empire, science, technology, and high culture across Asia, the Middle East, Africa and the Americas; diffusion of inventions, ideas, cultures and religions through travel, trade, state and empire building. Readings and films explore diverse cosmopolitan worlds before the coming of modernity. Instructor: Staff

<table>
<thead>
<tr>
<th>Course Attribute</th>
<th>Any Course Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Attribute Value</td>
<td>Any Course Attribute Value</td>
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</tbody>
</table>

Please select the classes you wish to include.
One or more enrollment sections must be selected. These are denoted with an asterisk (*) beside the section number.
When the Apply Filters button is toggled off, all sections will display including any sections that were filtered out previously. These filters will still apply when the schedules are generated.

<table>
<thead>
<tr>
<th>Status</th>
<th>Section</th>
<th>Component</th>
<th>Seats Open</th>
<th>Instructor(s)</th>
<th>Day(s) &amp; Time(s)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td>01*</td>
<td>LEC</td>
<td>25</td>
<td>Staff</td>
<td>MoWeFr 2:30pm - 3:20pm</td>
<td></td>
</tr>
</tbody>
</table>

AAAS 134 - 01 (2101)

OLD WORLDS/NEW HISTORIES

Instructor(s) | Staff
Meets | MoWeFr 2:30pm - 3:20pm
Dates | 08/27/2018 - 12/07/2018
Room | TBA
Campus | Duke University
Session | Regular Academic Session
Component | Lecture - Required
7. Select the Import button to add classes already in your bookbag, planner, or schedule.

8. Generate potential schedules by selecting the Build button.
8 schedule combinations are available in this example.

Click on a class in the Calendar or List view for specific details regarding each class. Select the View Class Details button for additional information regarding the class (ex. course description). To lock a particular class on your generated schedule to ensure it stays constant, please select the Pin button.
9. Students can mark favorite schedules by clicking the Add to Favorites button. Enter a name for this schedule and select Save. Students can favorite multiple schedules.

8 Possible Schedules Found
Select a class to pin it or view additional information. Pinning classes will narrow down the number of possible schedules.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8am</td>
<td>ARABIC 102 - ELEMENTARY ARABIC</td>
<td>ARABIC 102 - ELEMENTARY ARABIC</td>
<td>ARABIC 102 - ELEMENTARY ARABIC</td>
<td>ARABIC 102 - ELEMENTARY ARABIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am</td>
<td>ECON 3215 - ART AND MARKETS</td>
<td>ECON 3215 - ART AND MARKETS</td>
<td>ECON 3215 - ART AND MARKETS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add to Favorites

AAAS 134 - OLD WORLDS/NEW HISTORIES
Section: 01-LEC (2101)
Days/Times: MoWeFr 2:30pm - 3:20pm
Instructor: Staff

ARABIC 102 - ELEMENTARY ARABIC
Section: 01D-DIS (2103)
Days/Times: TuTh 8:30am - 9:45am
Instructor: Staff

ARABIC 102 - ELEMENTARY ARABIC
Section: 001-LEC (2102)
Days/Times: MoWe 8:30am - 9:45am
Instructor: Staff

BIOLOGY 201L - MOLECULAR BIOLOGY
Section: 01L-LAB (2107)
Days/Times: Mo 12:00pm - 2:00pm
Instructor: Staff

BIOLOGY 201L - MOLECULAR BIOLOGY
Section: 001-LEC (2106)
Days/Times: MoWeFr 11:00am - 11:50am
Instructor: Staff

ECON 3215 - ART AND MARKETS
Section: 01-SEM (2104)
Days/Times: MoWeFr 10:30am - 10:50am
Instructor: Staff
Once a schedule is favorited, the Add to Favorites button will longer appear for that schedule in the generated list. If you want to view your favorited schedules, select the Favorites button.

8 Possible Schedules Found
Select a class to pin it or view additional information. Pinning classes will narrow down the number of possible schedules.

Add to Cart
Select a Sort Type

Calendar
List

1 of 8

Other

8am

9am

10. Add classes to your bookbag when you have your preferred schedule. Select the Add to Cart button.
Check the box next to each class you want to add to your bookbag and then select the Validate button to ensure you are eligible to enroll in the selected classes. Select the Add to Cart button to send the selected classes to your bookbag.
11. Select the Next button to confirm the addition of classes to your bookbag.

The selected classes have now been added to your bookbag.

Remember to select the classes you wish to enroll in for the term. Select the Validate button to confirm.