How to Use Timetable Builder to Plan your Schedule

Disclaimer: The Timetable Builder is an explorative tool that lets you search for courses and build potential timetables. It does not connect to your ACORN account, does not check your eligibility for courses, and will not enrol you in courses. To enrol, please visit ACORN during your assigned enrolment times.

To build your mock schedule, use the <u>Timetable Builder</u> to find your preferred courses.

Step 1: Select your Faculty & Session

In Timetable Builder, select your Faculty & Session.

• In the Faculty/Division field, select **Faculty of Kinesiology & Physical Education** only.



• In the Session field, select the terms for the courses you are interested in taking. Note: If you select **Fall 2023 (F)** and **Winter 2024 (S)**, you will not see **Fall-Winter 2023-2024 (Y)** courses. You have to select all three terms to see F, S and Y courses.



Step 2: Search by Course

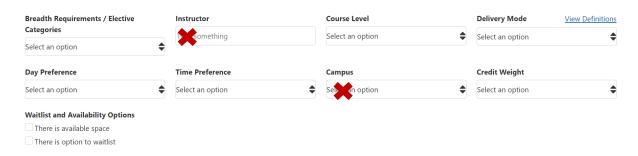
- Under the Add More Filters (Optional) section, you can search for courses using course code, course title or keyword (e.g., history, Shakespeare, anatomy). You can find these in the <u>Academic Calendar</u>
- It is recommended that you leave the Department field blank.



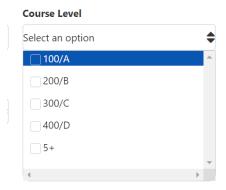
Show more filters

• Use the **Show more filters** link to further narrow your search.

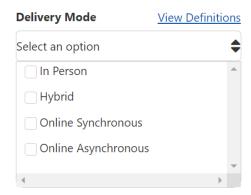




- **Breadth requirement**: Select the Faculty of Arts & Science or "FAS (Breadth)" to filter for breadth requirement.
- **Instructor**: It is recommended to not use this filter.
- **Course level**: Select the course level to find courses offered at the 100 level, 200-level, etc.



• **Delivery mode**: Select one or more of the delivery modes. Note that not all modes are offered by the Faculty of Kinesiology & Physical Education. Click "View Definitions" to learn more about each delivery mode.



• **Day preference**: Select your day preference to see courses offered on a particular day of the week.



- **Time preference:** It is recommended to leave this field blank as this filter may not provide accurate results. Please note that asynchronous courses do not have a time and will be listed in all search results.
- **Campus**: It is recommended to leave this field blank.
- **Credit weight**: Select one or both of the two credit weights offered at Faculty of Kinesiology & Physical Education or Arts & Science 0.5 and 1.0. The other credit weights do not apply to KPE or A&S courses.



Step 3: Review the Search Results

Please note, courses are sorted alpha-numerically, not by year of study. You may find third-year courses at the top of the list and first-year courses towards the end of the list.

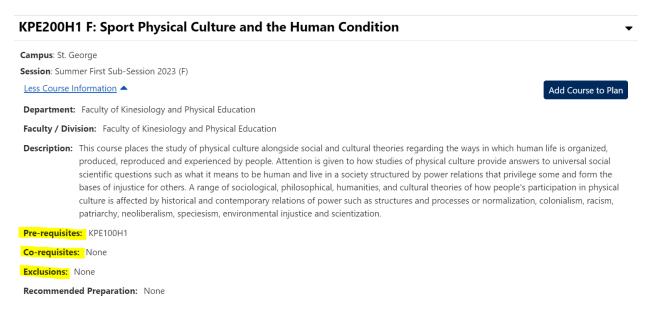
Click the arrow next to the course you want to learn more about:



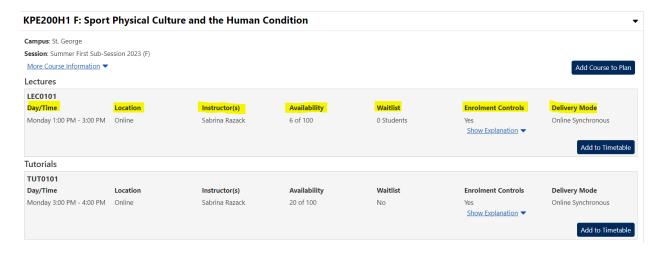
• Click on **More Course Information** for the courses delivery mode and to learn about any enrolment controls (pre-requisites, co-requisites, exclusions).





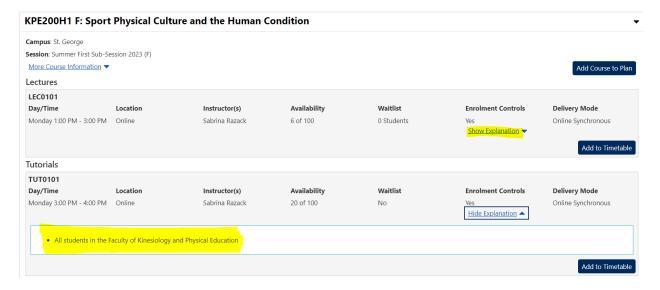


 Below you will see information about the Lecture and/or Tutorial options: Day/Time, Location, Instructor(s), Availability (# of spots), Waitlist, Enrolment Controls and Delivery Mode.



• Under **Enrolment Controls**, click "Show Explanation" to understand restrictions on what students can enrol in this course (e.g. only available to students in the KPE program, only available to students who have successfully completed a course (pre-requisite)).





To enrol in a course with enrolment controls in which you are not eligible, you will need
to contact the KPE Office of the Registrar and Student Services at
undergrad.kpe@utoronto.ca for permission to enrol.

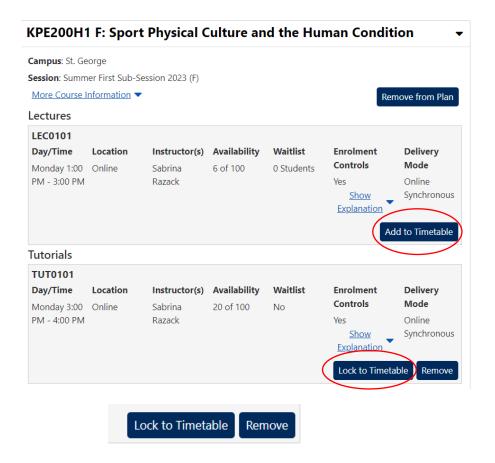
Step 4: Generate Timetable

• To have the Timetable Builder generate the most optimal combination of sections and activities based on your time preferences, click the **Add Course to Plan** button.

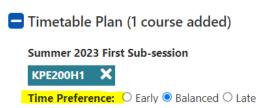


If you would like to pick a specific section of a Lecture and/or Tutorial, click the Add to
Timetable button immediately below your chosen section. You can also Lock to
Timetable if you are sure that is the section you would like or Remove if you change
your mind.





Once you have your initial list of courses, at the bottom of the screen you have the
option to select your schedule time preference. Select early, balanced or late depending
on when you want most courses to be scheduled.

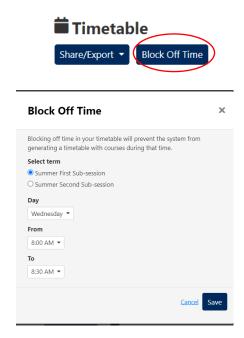


• If there are certain times/days of the week you cannot attend a course, you can Block Off Time. On the ride side of you screen, click the **Show Timetable** icon.





• Then click **Block Off Time** and choose the days and times you aren't available. Be mindful, the more time you block off, the less options you will have.



• You can export your mock timetable as a PDF and/or copy a link to share.



Tips

- Create multiple mock timetables in case some of the courses are full once you begin course enrolment.
- Reduce the number of filters if you aren't seeing options that work for you.
- Keep in mind that course information can change in the weeks leading up to and during the enrolment period.
- As of the first <u>day of registration</u> for Faculty of Kinesiology & Physical Education students, use the <u>Enrolment Cart in ACORN</u> to search for and save the courses and course sections in which you want to enrol. Make sure to save your backup course choices too. For instructions on using the enrolment cart feature, check out the <u>ACORN</u> <u>How-To page</u>.



 As of the first <u>day of registration</u> for Faculty of Kinesiology & Physical Education students, go to <u>ACORN</u> and click the **Enrol** button to add the courses to your academic record.

Important Reminder

- 1. Timetable Builder is for planning only. It does not connect to your ACORN account, does not check your eligibility for courses, and will not enrol you in courses. To enrol, please visit ACORN during your <u>assigned enrolment times</u>.
- 2. Remember, on <u>ACORN</u>, that courses in your cart are not automatically added to your record. You have to enrol in each course individually. If the course is full, you can add yourself to the waitlist for that course.

Need More Help?

Email <u>undergrad.kpe@utoronto.ca</u> to meet with a Student Advisor.

