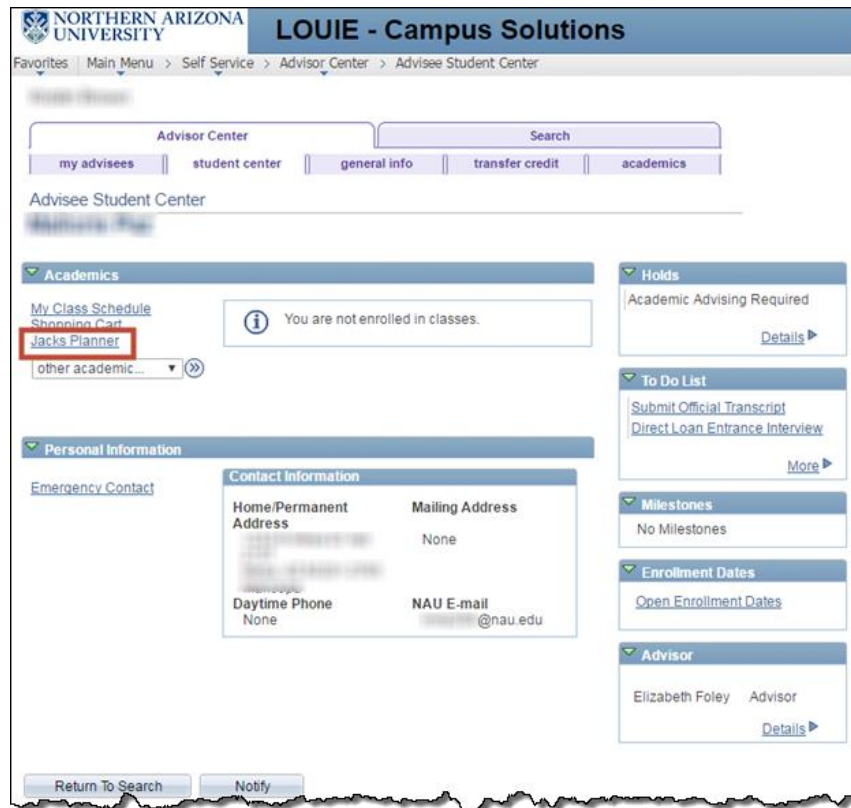


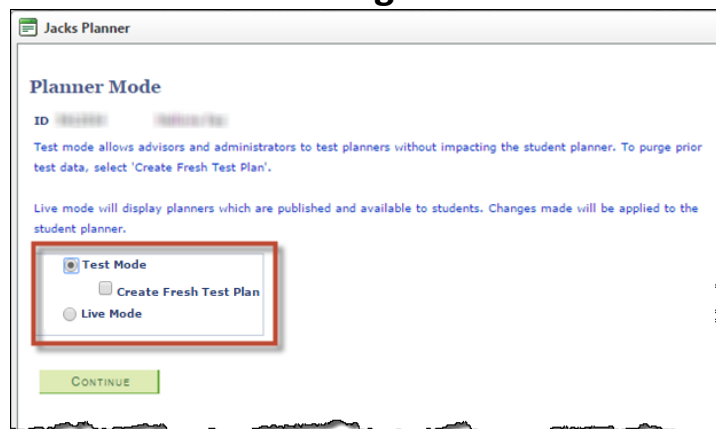
Jacks Planner Tips and Tricks for Advisors

Accessing Jacks Planner

Advisee's Student Center: Louie > Self Service > Advisor Center > Advisee's Student Center



Live mode or Test mode when entering into Jacks Planner?



Test Mode: Test Mode allows you to go into a planner and “play” around without impacting the student’s “real” planner. It was originally designed for coordinators to preview planners before they were published. Even though that phase of the project is mostly complete, we kept Test Mode available so advisors would have a “sandbox” to experiment with planner tools. You can go into Test Mode and move courses around, add/delete terms, select courses... and the information will **not** be permanently saved.

Once you make a choice, this will be declared and you cannot return to this page to change your selection. Please review your options carefully before making a choice. If you have any questions regarding the options, contact your academic advisor.

Additional Information Needed

Academic Plan: EEBSEDX Elem Edu (BSED)

Please choose a track or concentration.

- History/Social Studies Track [Additional Info](#)
- Humanities Track [Additional Info](#)
- Language/Cultural Diversity Tr [Additional Info](#)
- Science Track [Additional Info](#)
- Math K-6 Track [Additional Info](#)
- Math Middle School Track [Additional Info](#)
- Early Childhood Track [Additional Info](#)
- [I am not ready to choose yet.] [Additional Info](#)

Advisors:

Do NOT update Track/Student Group if in test mode as it will change the student record in production.

Do NOT update Track/Student Group in any mode unless the student has requested it. This is an official change to the student record and cannot easily be reversed.

The only thing you should NOT do in Test Mode is select a track/concentration. When asked to do that, there is a big red box warning you that regardless of whether you are in Test Mode or Live Mode, if you select a track/concentration, it will record to the student's record (creating a student group).

Test Mode

Create Fresh Test Plan

Live Mode

Test Mode + Create Fresh Test Plan: If you are in Test Mode and make lots of changes but want to “start over”, go back to start of Jacks Planner, and this time select “Test Mode” and “Create Fresh Test Plan”. That will wipe away any previous changes you made and take the planner back to its original settings (like shaking the Etch-A-Sketch to get a clean slate).

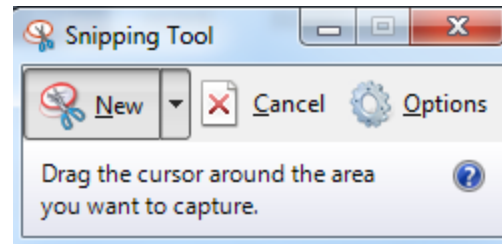
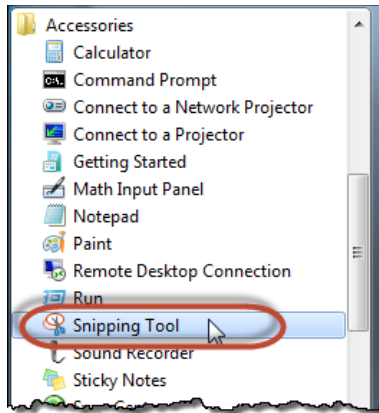
Test Mode

Create Fresh Test Plan

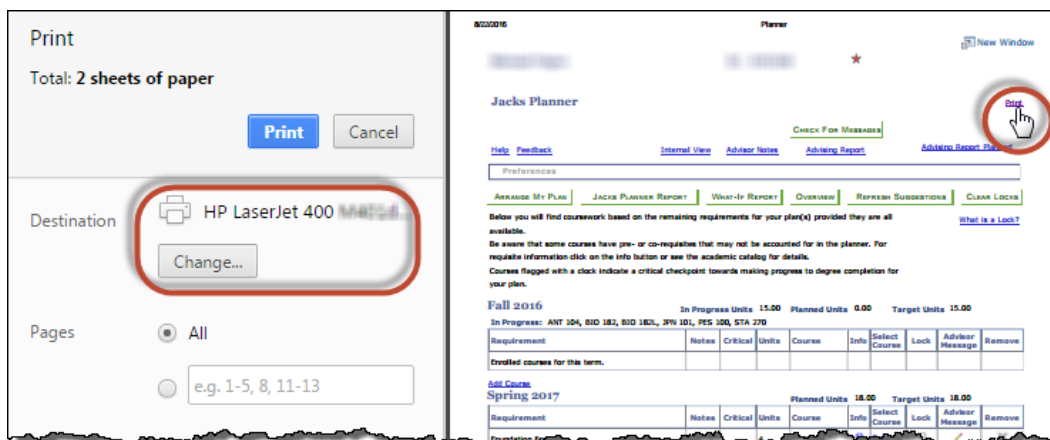
Live Mode

Live Mode: Selecting ‘Live Mode’ when using Jacks Planner, is what the students, other advisors and Jacks Planner admins see. If you make a change in Live Mode (i.e. select a course, move a course, add a term...), it can be seen by everyone who has access to the planner. You will likely spend most of your time in Live Mode using it during advising appointments so that you can actually discuss the “real” planner.

How to take a screen shot of Jacks Planner. (2 methods for Windows)



- 1. Capture a screen shot** of Jacks Planner using the Snipping Tool. The Snipping Tool is found in the Windows Icon on the bottom left side of the screen. If the Snipping Tool (image of scissors) doesn't appear in the list, then proceed to 'All Programs' and then the 'Accessories' file folder where you should find it. If you plan on regularly using this tool, I suggest pinning it to the taskbar (right click). Once the Snipping Tool is activated your screen is shadowed white. Select the area you wish to capture. The area captured pops up in the Snipping Tool window. Use 'Edit' or Ctrl C to copy, and Ctrl V to paste the screen where appropriate. The Snipping Tool can only capture what is visible on the screen and you may not be able to capture the entire Jacks Planner page, but here are some useful tips. Minimize the 'Preferences' area of the Jacks Planner page by clicking on the arrow on the left. Use Ctrl and mouse wheel to change the viewing resolution of the window to make more of the Jacks Planner page visible.



- 2. Create a PDF.** Jacks Planner has a 'Print' feature to print the entire plan. If the preferences are viewable, then they will also print. Using the 'Print' feature can also produce an electronic pdf file. To create a pdf file, select the print option on the Jacks Planner page, and change the destination to 'Save as PDF' then select the blue 'Save' button. You will be asked for a location to save the file, and a file name. contact

Drag and drop courses in Jacks Planner – Arrange My Planner

In 'Arrange My Planner' students and advisors can **customize the course sequence by moving courses** to different terms. The drag and drop functionality easily moves courses from one term to another. Prereq and Coreq rules still apply as well as when courses are typically offered, which will not allow courses to be moved. Hovering over a course will allow you see the course information like requisites and when typically offered. If several courses need to be moved to different terms, it is best to move a few at a time to ensure correct sequencing with prereq's and coreq's.

Spring 2019 (planned units: 15, target units: 15)

ACC 455 Financial Reporting III	Selected: ACC 455	UNITS: 3	PREREQ: CRITICAL
ECC 488 or FIN 480 or MGT 405 or MKT 480		UNITS: 3	PREREQ
ACC 490 Income Tax: Accounting	Selected: ACC 490	UNITS: 3	PREREQ
ACC 480 Auditing	Selected: ACC 480	UNITS: 3	PREREQ
General Elective Course		UNITS: 3	

Fall 2019 (planned units: 8, target units: 15)

MGT 400C Strategic Management	Selected: MGT 400C	UNITS: 3	PREREQ
General Elective Course		UNITS: 3	
Additional Elective - 2 Units		UNITS: 2	

Using Jacks Planner with Jacks Scheduler

- Jacks Scheduler is an interface to facilitate scheduling classes taking into account scheduling conflicts between classes or personal obligations. Jacks Scheduler can be accessed through the student center or Jacks Planner. It is only available for active schedule of classes.

Navigation: Home, My Planner, ID: 1000196

Jacks Planner

Help Feedback Internal View Advisor Notes Advising Report Advising Report Planned

Preferences

ARRANGE MY PLAN JACKS PLANNER REPORT WHAT-IF REPORT OVERVIEW REFRESH SUGGESTIONS CLEAN LOCKS

Check For Alerts

Below you will find coursework based on the remaining requirements for your plan(s) provided they are all available.
Be aware that some courses have pre- or co-requisites that may not be accounted for in the planner. For requisite information click on the info button or see the academic catalog for details.
Courses flagged with a clock indicate a critical checkpoint towards making progress to degree completion for your plan.

Unassigned Requirements Unassigned Units 3.00

Updating preferences (adding terms, units, or locations) may help to move unassigned units into your plan sequence.

Requirement	Notes	Critical	Units	Course	Info	Select Course	Lock	Advisor Message	Remove
MAT 108			3	Not Selected					

Fall 2016

Requirement	Notes	Critical	Units	Course	Info	Select Course	Lock	Advisor Message	Remove
NAU 100 Transition to College			1	NAU 100		Select			
MAT 108 Algebra for Precalculus			3	MAT 108		Select			
ACC 205 Introduction to Business Law			3	ACC 205		Select			
General Elective course			1	Not Selected		Select			
Liberal Studies and/or Diversity Course			3	Not Selected		Select			
Liberal Studies and/or Diversity Course			3	Not Selected		Select			
ISM 120 Introduction to Computer Information Systems			3	ISM 120		Select			

Spring 2017

Requirement	Notes	Critical	Units	Course	Info	Select Course	Lock	Advisor Message	Remove
English Foundation			4	ENG 105		Select			

Access Jacks Scheduler through Jacks Planner for an active schedule.

Only courses named under the 'Course' heading will import into Jacks Scheduler.

Jacks Scheduler - For Student ID: [REDACTED]

i The Jacks Scheduler helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Jacks Scheduler.

Instructions:

1. **CLICK HERE** to open the Jacks Scheduler in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Enrollment Request'
3. Visit the **ENROLLMENT REQUEST** page to complete the student enrollment process.

This message always appears when accessing Jacks Scheduler and the first green button takes you to Jacks Scheduler.

Jacks Scheduler Text Only Help Sign out

NORTHERN ARIZONA UNIVERSITY

Course Status: Open Classes Only Change Term: Fall 2016

Campuses: 1 of 22 Selected Change Instruction Modes: All Instruction Modes Selected Change

ID: [REDACTED]

i Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses + Add Course **Breaks** + Add Break

Schedules Generate Schedules

This is the landing page for Jacks Scheduler. Three steps are involved to create a schedule. 1. Add Courses 2. Specify times you are unavailable to take classes. 3. Generate optional schedules.

Select 'Add Course'

Jacks Scheduler Text Only

Add Course

By Subject | Search by Course Attribute | **Jacks Planner**

Subject: Select Subject

Course: Select Course

Back + Add Course

Go to the Jacks Planner tab to import courses.

Jacks Scheduler Text Only Help Sign out

Add Course

By Subject | Search by Course Attribute | **Jacks Planner**

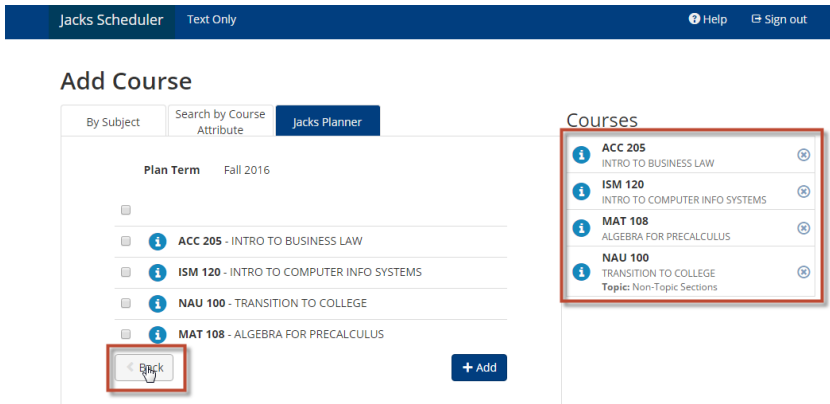
Plan Term: Fall 2016

- i** ACC 205 - INTRO TO BUSINESS LAW
- i** ISM 120 - INTRO TO COMPUTER INFO SYSTEMS
- i** NAU 100 - TRANSITION TO COLLEGE
- i** MAT 108 - ALGEBRA FOR PRECALCULUS

Back + Add

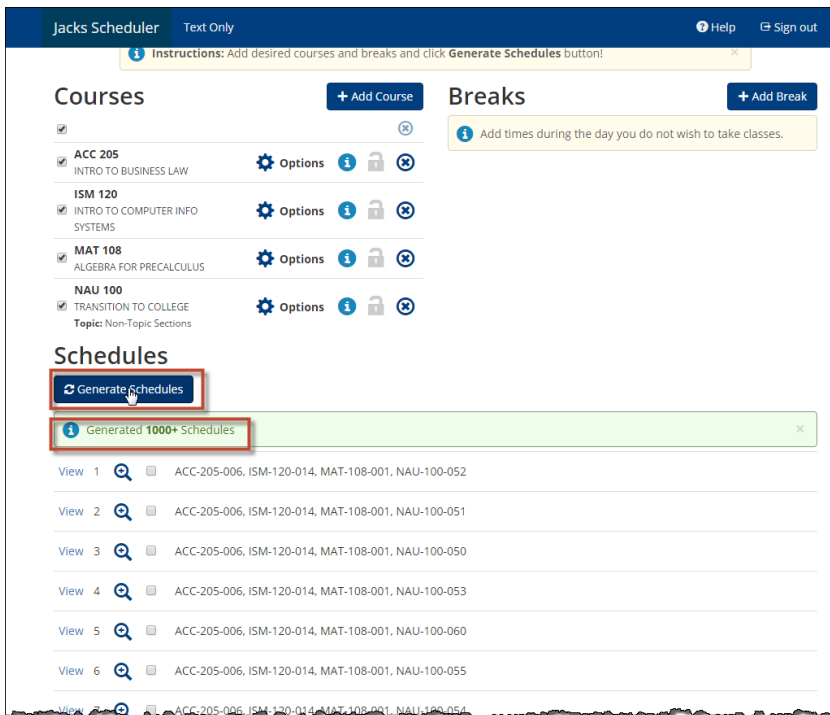
Courses i Choose a course and click Add Course

Only the courses named in Jacks Planner will show up in Jacks Scheduler. Select the courses by checking the box and 'Add' to import to Jacks Scheduler.



The courses showing up under the Jacks Scheduler 'Courses' heading will be used to create a schedule.

Use the 'Back' button to return to the landing page to schedule breaks and generate schedules.



On the landing page the newly imported courses appear. More can be added at another time.

You can add breaks when you are not available to take classes and 'Generate Schedules'. You can view schedule details using the Jacks Schedule tools.

Once you have selected your preferred schedule, 'Send to Enrollment Request' (located at the top of the page). The enrollment process has begun.

