

Plan my studies

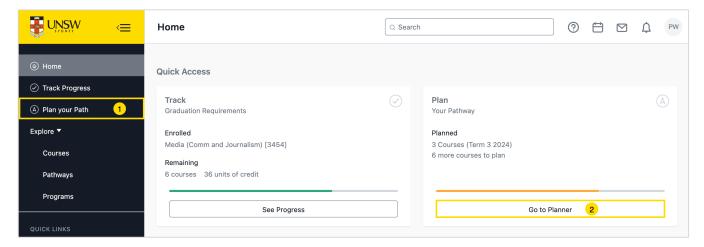
Plan my studies shows you how to access your study planner, add courses to your study plan, add activities and notes, and enrol in planned courses.

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Access my study planner

There are 2 ways to access your study planner. These are:

- 1. Via Plan your Path in the side menu
- 2. Via the Go to Planner button





Add a course or requirement to a teaching period via drag and drop

The study planner allows you to plan your studies for the entirety of your program. Courses or requirements can be added to the study plan via the drag and drop functionality from the Progress view or Remaining Courses. This can be useful when you don't know the course or requirement to search for. The Progress view or Remaining Courses can show you exactly what you need to take.

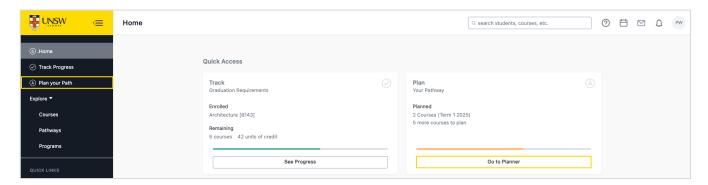
Courses have a solid grey line around the edge and requirements have a dotted grey line.



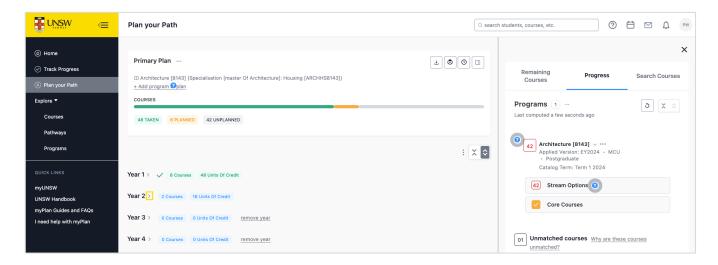
myPlan lets you know if there's a prerequisite or co-requisite or if the course is not available in a particular teaching period.

Instructions:

1. Select **Plan your Path** in the side menu or **Go to Planner** to access the Planner.

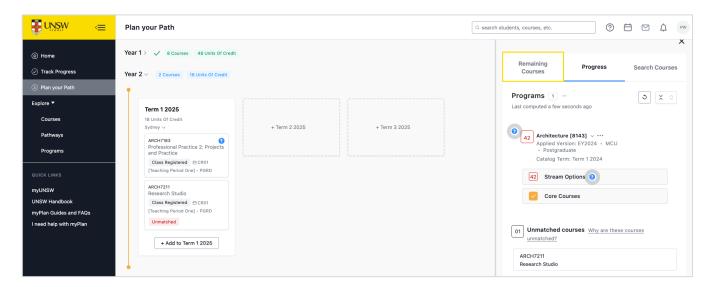


2. Select the **dropdown arrow** to access the relevant teaching period.



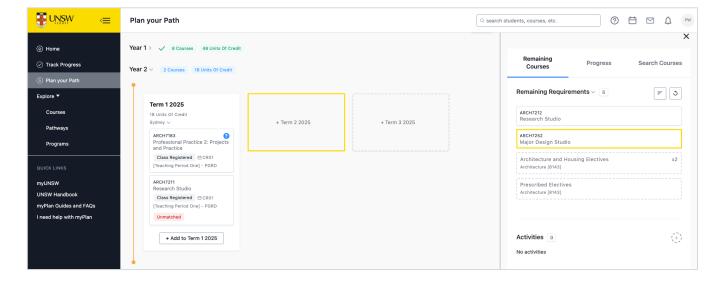


3. Select **Remaining Courses** from the sidebar to access Remaining Requirements.



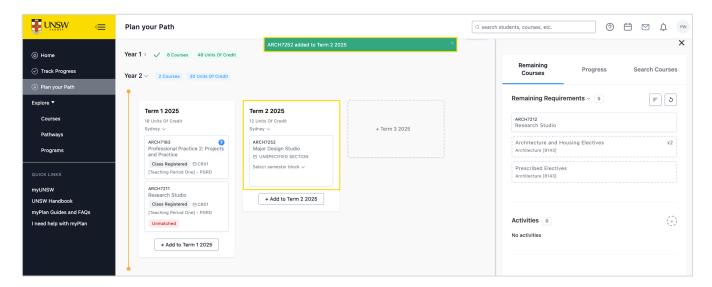
The Remaining Requirements is a list of courses and requirements you can choose from that are applicable to your program.

4. Drag a course or requirement from **Remaining Requirements** within Remaining Courses and drop in the relevant **teaching period** to include in your study plan.





5. A **confirmation message** displays and the course or requirement is added to the nominated teaching period.



Continue to drag and drop courses or requirements from the Remaining Requirements to the relevant teaching period to add to your study plan.

Planning a course does not mean you are enrolling in the course. You still need to enrol via myUNSW.



Add a course or requirement to a teaching period via the Add button

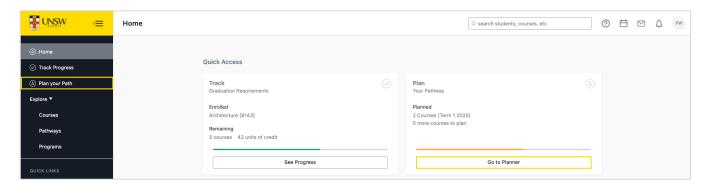
The study planner allows you to plan your studies for the entirety of your program. Courses and requirements can be added to the study plan via the Add button.

Courses have a solid grey line around the edge. Requirements have a dotted grey line around the edge.

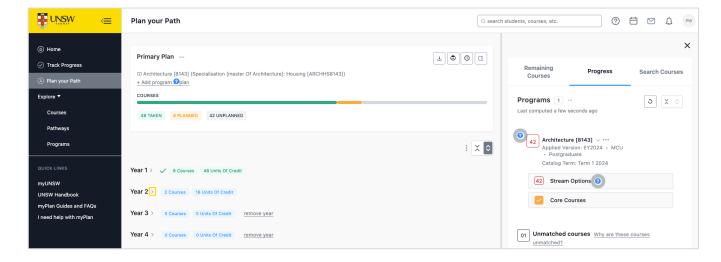
ARCH7212	Prescribed Electives
Research Studio	Architecture [8143]
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Instructions:

1. Select Plan your Path in the side menu or Go to Planner to access the Planner.

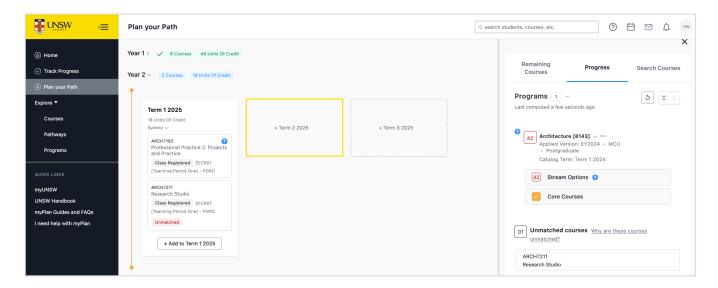


2. Select the **dropdown arrow** to access the relevant teaching period.

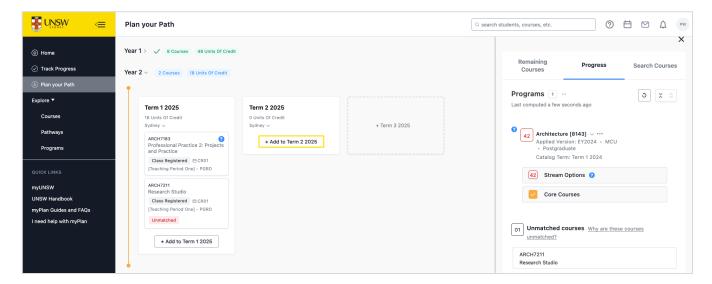




3. Select the **teaching period** where you want to add a course or requirement to access the Add button.

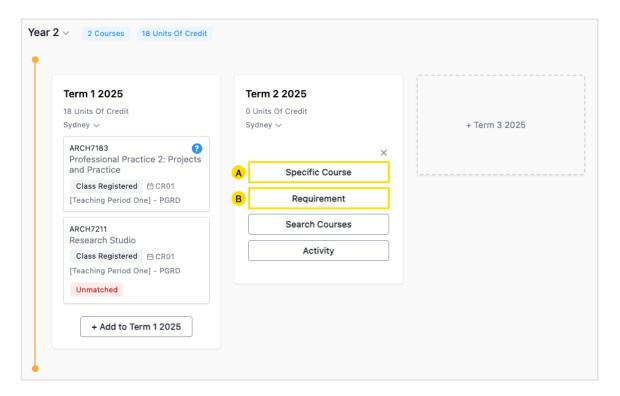


4. Select the **Add to** [teaching period] button to access options.

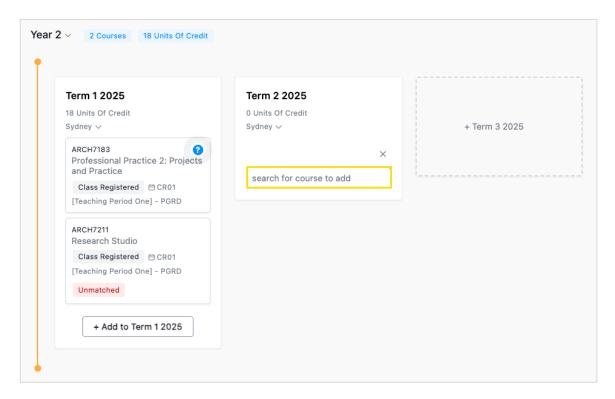




5. Select **Specific Course** or **Requirement** to access the search functionality for a course or requirement for the teaching period.



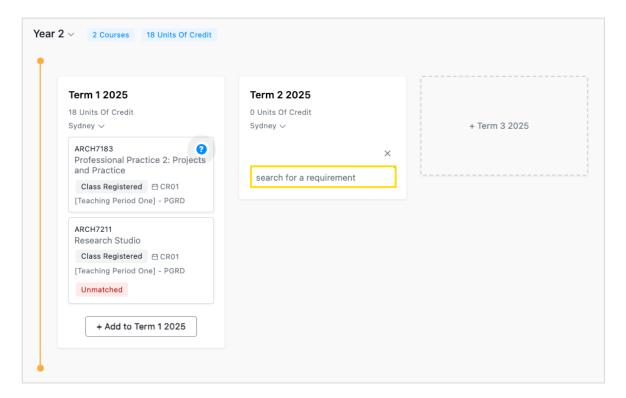
- a. Specific Course is applicable to search for a course. Go to step 6 to search for a course.
- b. **Requirement** is applicable to search for a requirement. Go to **step 7** to search for a requirement.
- 6. Enter a **course code or name** in the search field to search for a specific course or requirement.



Continue with step 8.

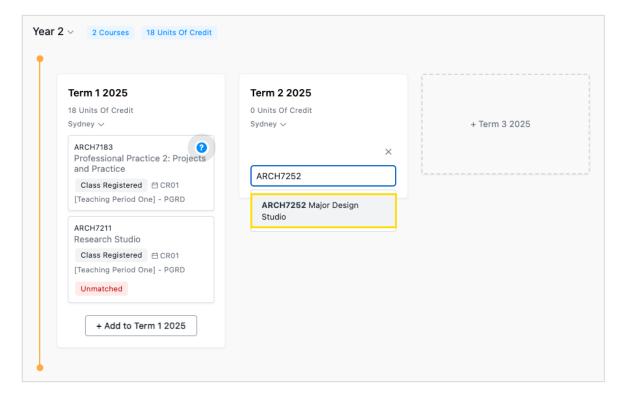


7. Enter a **requirement** in the search field to search for a specific requirement.



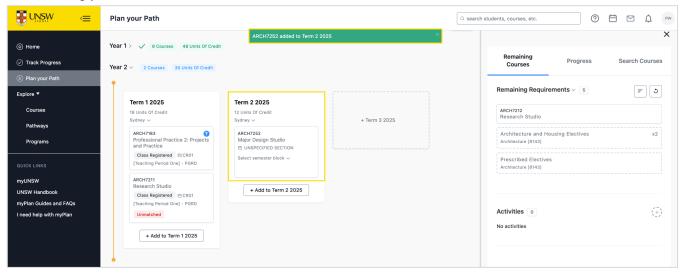
Continue with step 8.

8. Select the relevant **course** or **requirement** from the options to add to the teaching period.





9. A **confirmation message** displays and the course or requirement is added to the nominated teaching period.



Select the **Add to [teaching period]** button to continue adding courses or requirements to the relevant teaching period in your study plan.

Planning a course does not mean you are enrolling in the course. You still need to enrol via myUNSW.

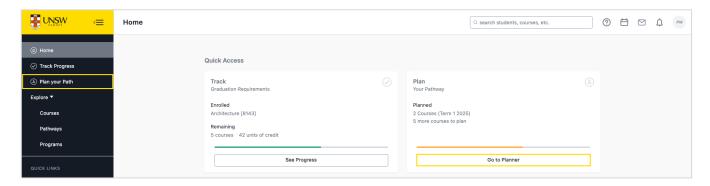


Search for a course

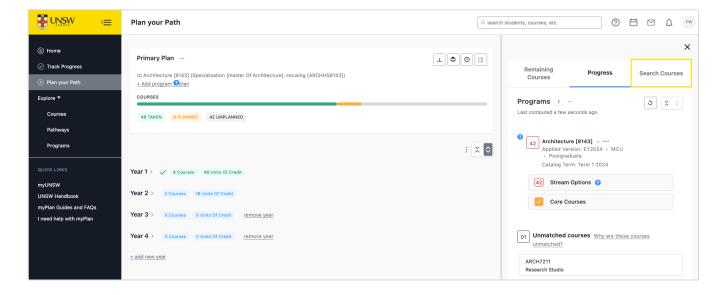
You can search for courses to obtain more information or add to the study plan. Some filters are automatically applied to help you search for courses that are applicable to your program for a specific teaching period. These filters can be removed or changed.

Instructions:

1. Select Plan your Path in the side menu or Go to Planner to access the Planner.

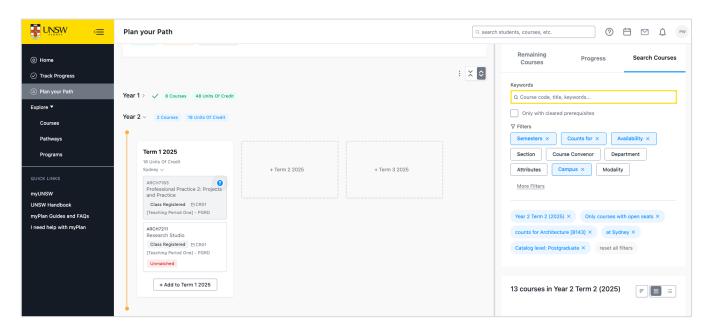


2. Select **Search Courses** from the sidebar.

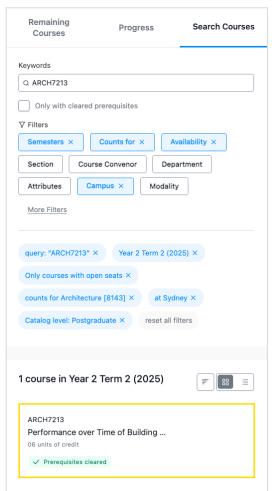




3. Enter a course code or name in **Keywords** to search for the course.



4. Select the **course** to access additional information via the sidebar.



You can access additional information about a course or drag and drop a course into your study plan.

- Continue with step 5 for additional information about the course.
- Go to step 6 to add the course to your study plan.



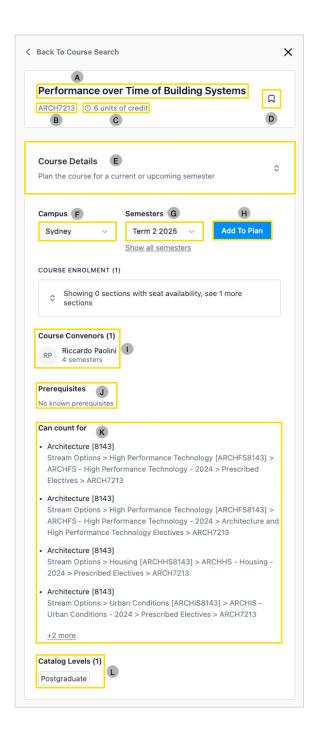


- Review the additional course information.
 - a. Course name
 - b. Course code
 - c. Applicable units of credit
 - d. Add to Remaining Courses icon
 - e. Course details header
 - f. The campus options where the course will most likely be offered
 - g. The teaching periods when the course will most likely be offered
 - h. Add To Plan button
 - Course convenors
 - Prerequisites
 - k. Requirements the course can count towards
 - Study levels e.g. Undergraduate or Postgraduate

You may also see:

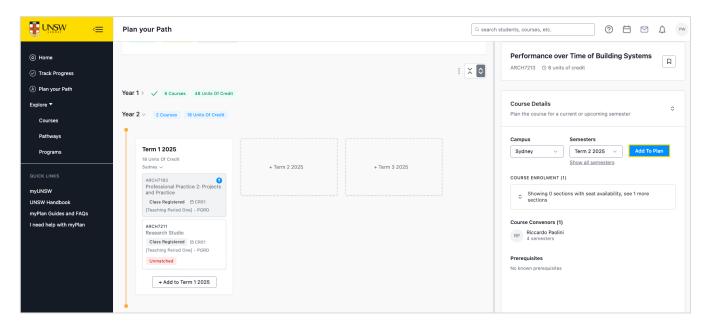
- Course equivalents
- Anti-requisites indicating courses that overlap
- Exclusion courses
- Attributes indicating a specific tag

You can select **X** to exit the sidebar or **Back to Course Search** to return to Search Courses.

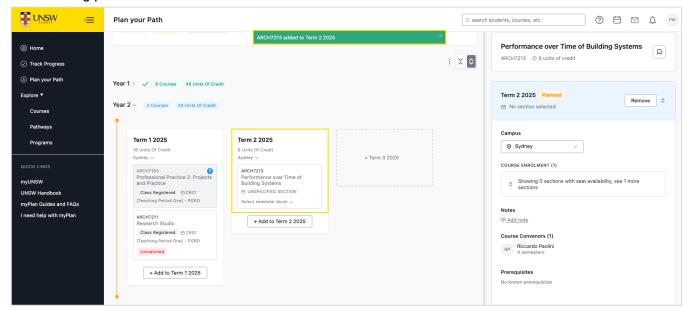




6. Select **Add To Plan** to add the course to your study plan.



7. A **confirmation message** displays and the course is added to the study planner in the nominated teaching period.



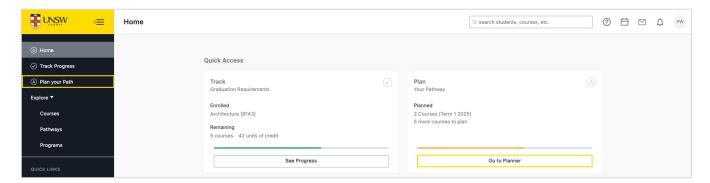


Refresh the study plan to update changes

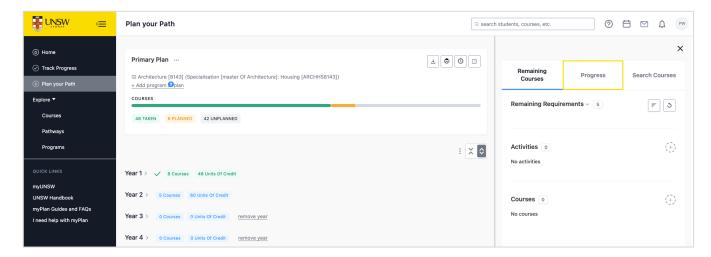
After you make changes to the study planner, you need to refresh myPlan. You can then check whether you are meeting your program requirements based on the courses you've added to your study plan.

Instructions:

1. Select **Plan your Path** in the side menu or **Go to Planner** to access the Planner.

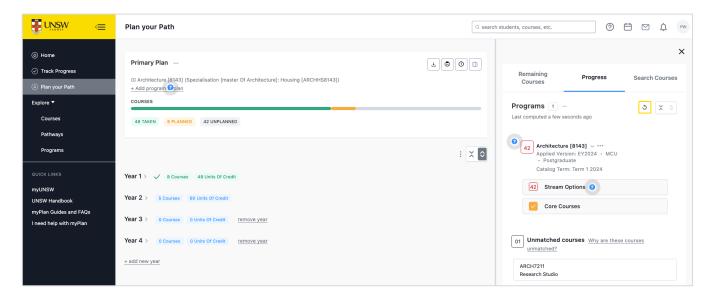


2. Select the **Progress** tab from within the study plan (if not already selected).



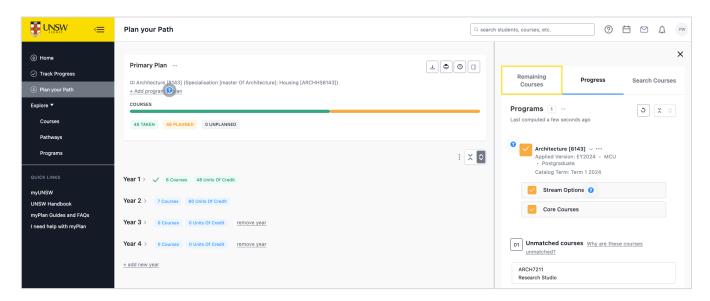


3. Select the **Refresh** icon to refresh the changes to the study plan.



There is also a refresh icon on the Remaining Courses tab.

4. Select the **Remaining Courses** tab to check for remaining requirements.



Check for remaining requirements to confirm whether you are meeting the program requirements based on the courses you've added to the study plan.



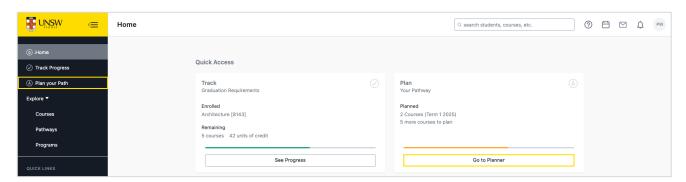


Identify my graduation term

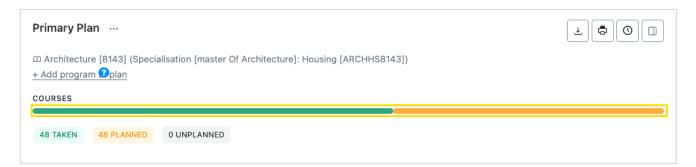
Review your study plan to confirm the last teaching period to determine your graduation term. A progress bar that only includes green (completed courses) and orange (planned courses) and no longer includes grey indicates the program is fully planned.

Instructions:

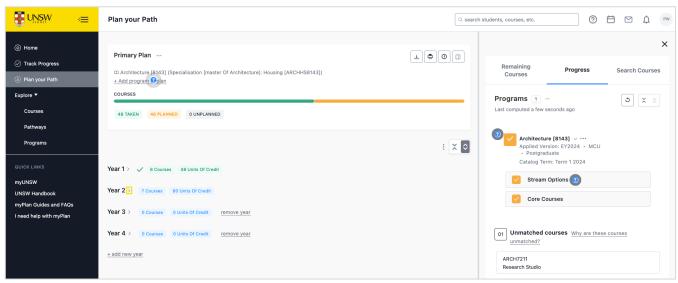
Select Plan your Path or Go to Planner to access your study plan.



2. View the **progress bar** from within the study plan to confirm there is only green and orange and no grey.



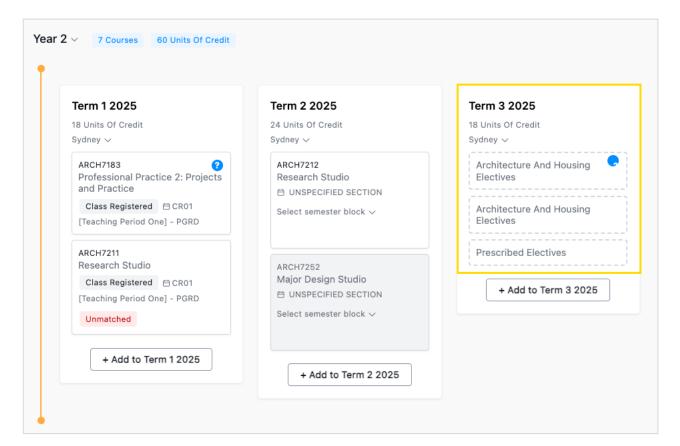
3. Select the **dropdown arrow** for the last year of your study plan.



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4. Refer to the **last teaching period** where a course is scheduled to confirm your graduation term.





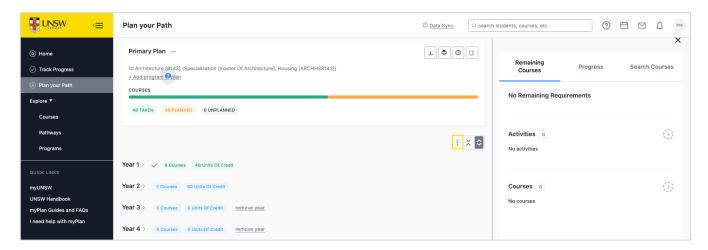
Remove all future courses from the study plan

You may opt to remove all future courses or requirements from your study plan so you can plan again. You can remove all future courses through one simple action. It does not remove your enrolled courses or registered classes.

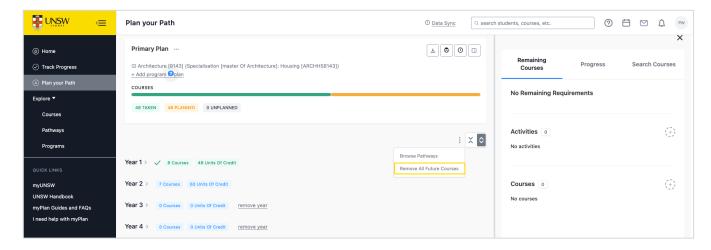
Select Plan your Path or Go to Planner to access your study plan.

Instructions:

1. In the study plan, select the **ellipsis** to view the options.

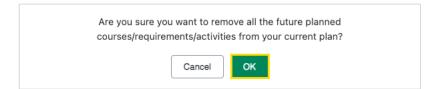


2. Select **Remove All Future Courses** from the dropdown.

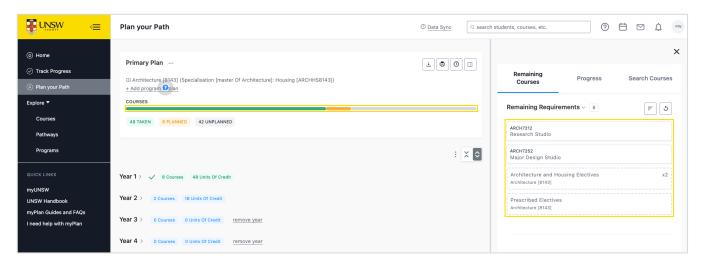




3. Select **OK** to confirm you want to remove all future courses.



4. myPlan **refreshes** and any future courses or requirements return to Remaining Requirements and the progress bar updates.





Add a specific course to Remaining Courses

myPlan allows you to add specific courses to Remaining Courses to easily access again later. You would do this when you are interested in a course but you are not yet ready to add to your study plan.

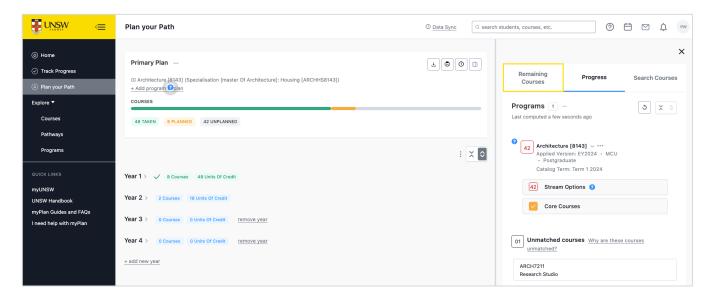
There are 2 ways to add a course to Remaining Courses:

- 1. Via Courses and then Specific Course
- 2. Via Courses and then Search Courses

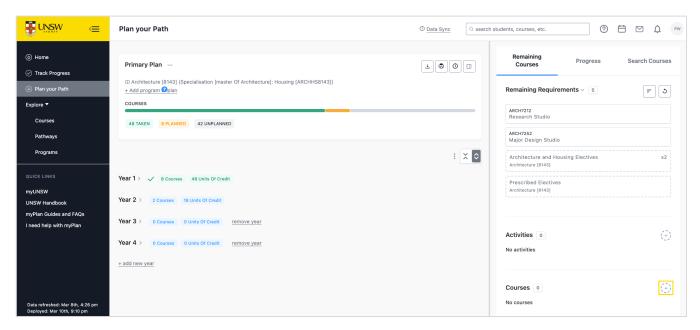
Select Plan your Path or Go to Planner to access your study plan.

Instructions:

In the study plan, select Remaining Courses (if not already selected).



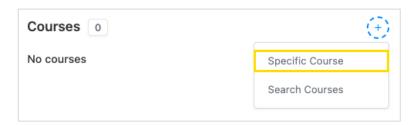
2. Select the **plus icon** next to Courses to access options.





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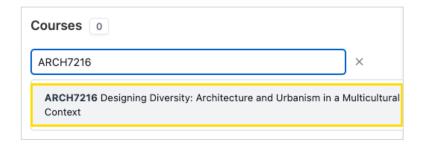
3. Select Specific Course to access the search functionality for a course.



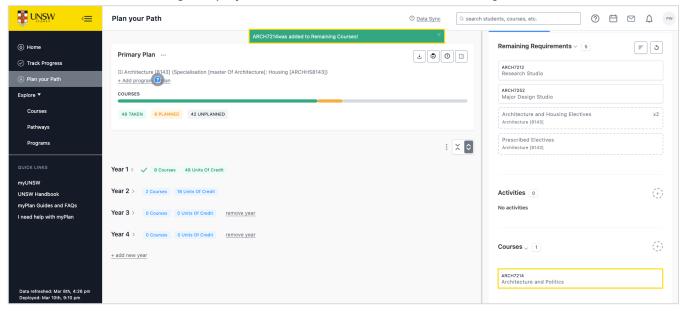
4. Enter a course code or name in the search field to search for a specific course.



5. Select the relevant **course** from the options to add to the courses list.



6. A confirmation message displays and the course is added to Remaining Courses.





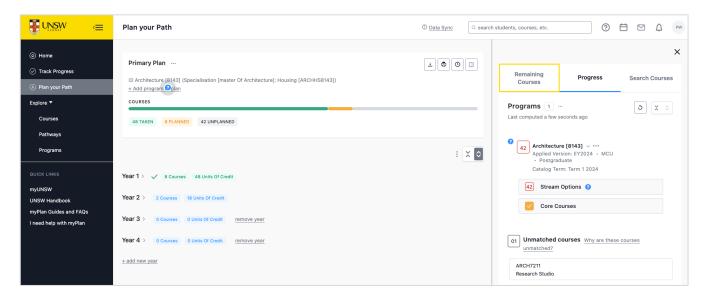
Add an activity to Remaining Courses

myPlan allows you to add an activity to the Remaining Courses to easily refer to again later. You would do this when you want to add the activity to your study plan.

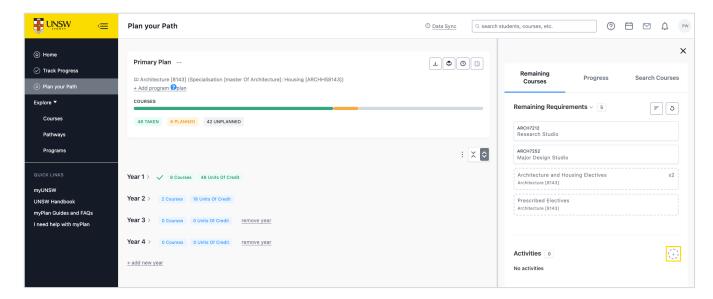
Select Plan your Plath or Go to Planner to access your study plan.

Instructions:

1. In the study plan, select **Remaining Courses** (if not already selected).

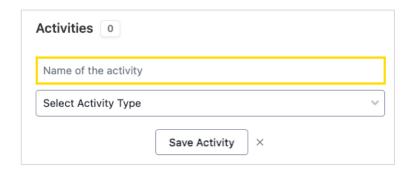


2. Select the **plus icon** next to Activities to access options.

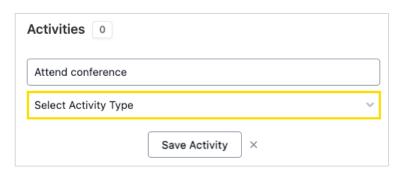




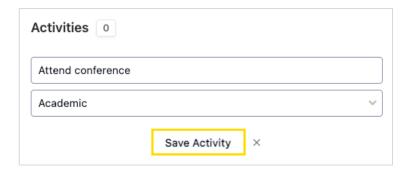
3. Enter the Name of the activity.



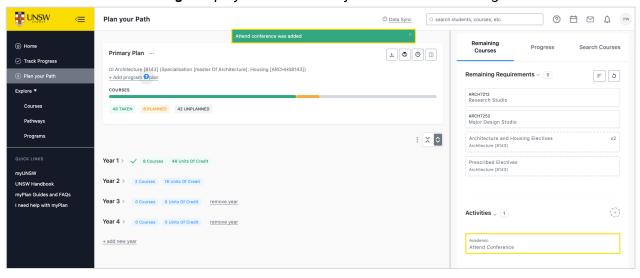
4. Go to the **Select Activity Type** dropdown and choose the activity type.



5. Select **Save Activity** to save the activity in Remaining Courses.



6. A **confirmation message** displays and the activity is added to Remaining Courses.



You can drag the activity and drop in the teaching period for where you plan to complete the activity.

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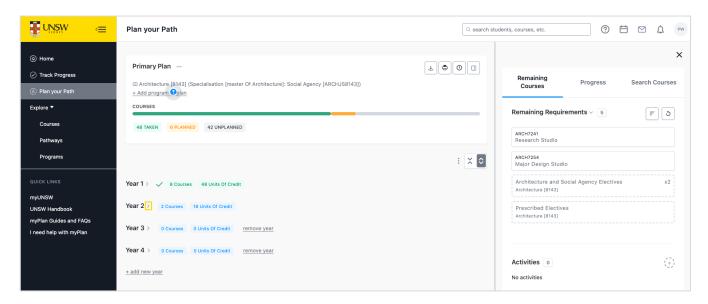
Add an activity to the study plan

myPlan allows you to add an activity directly to the study plan. You would do this when you want to add the activity to your study plan for a particular teaching period.

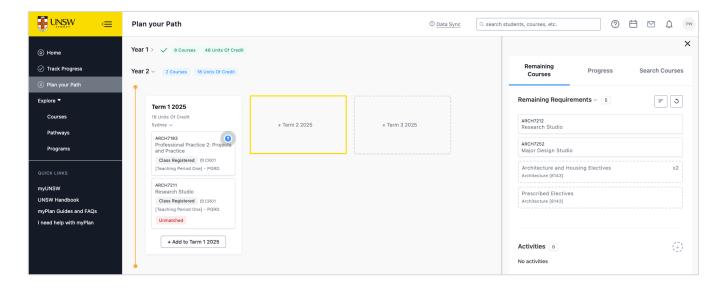
Select Plan your Path or Go to Planner to access your study plan.

Instructions:

1. In the study plan, select the **dropdown arrow** to access the relevant teaching period.

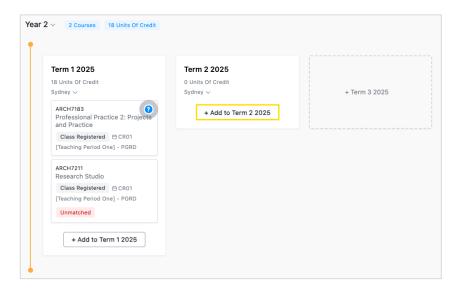


2. Select the **teaching period** where you want to add the activity to access the Add button.

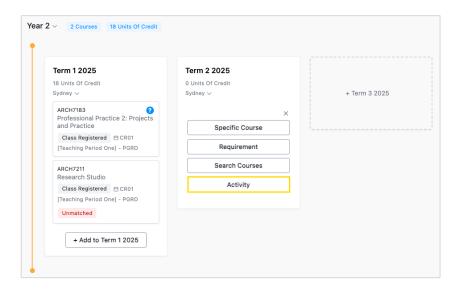




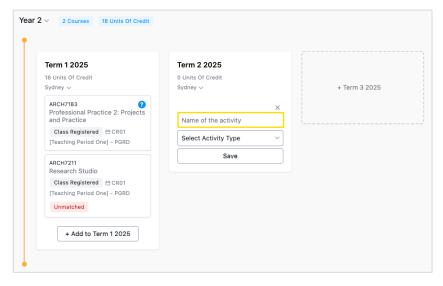
3. Select the **Add to** [teaching period] button to access options.



4. Select Activity to access a free text field for the teaching period.



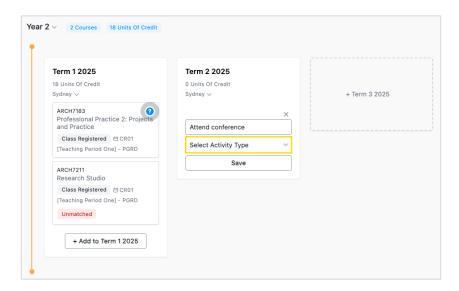
5. Enter the Name of the activity.



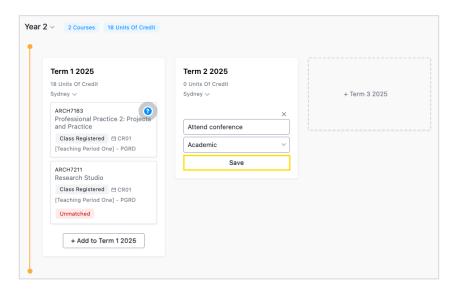
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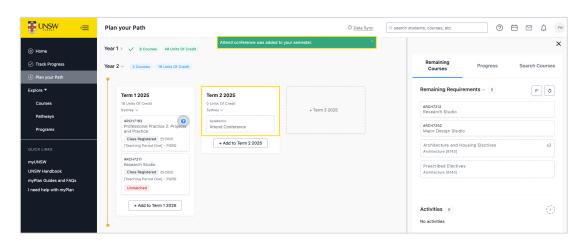
6. Go to the **Select Activity Type** dropdown and choose the activity type.



7. Select **Save** to save the activity to the study plan.



8. A confirmation message displays and the activity is added to the study plan.



Select the **Add to [teaching period]** button to continue adding activities to the relevant teaching period in your study plan.

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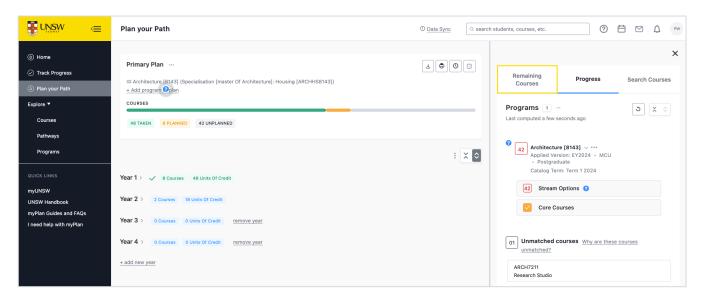
Add a note to an activity in Remaining Courses

myPlan allows you to add a note to provide more information about an activity. You can add a note to an activity within Remaining Courses.

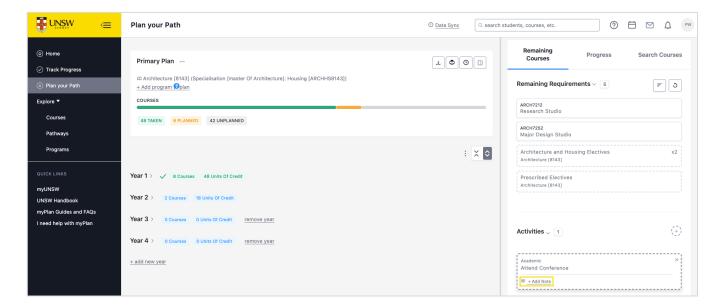
Select Plan your Path or Go to Planner to access your study plan.

Instructions:

1. In the study plan, select **Remaining Courses** (if not already selected).

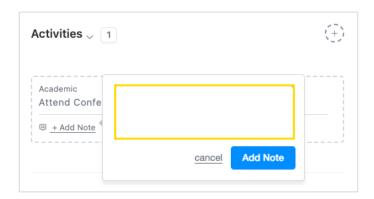


2. Hover over the activity and select the **Add Note** hyperlink.

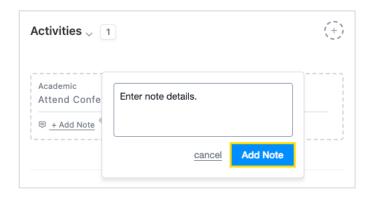




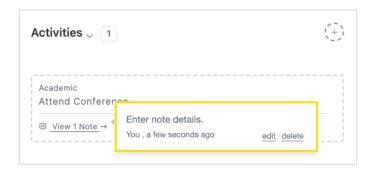
3. Enter the **details** of the note.



4. Select **Add Note** to save the note.



5. The note saves against the activity.





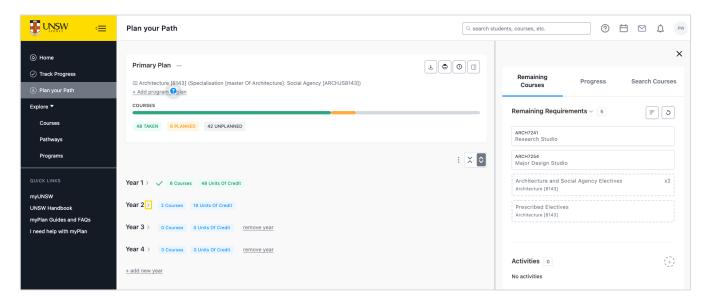
Add a note to an activity in a teaching period

myPlan allows you to add a note to provide more information about an activity. You can add a note to an activity within a teaching period.

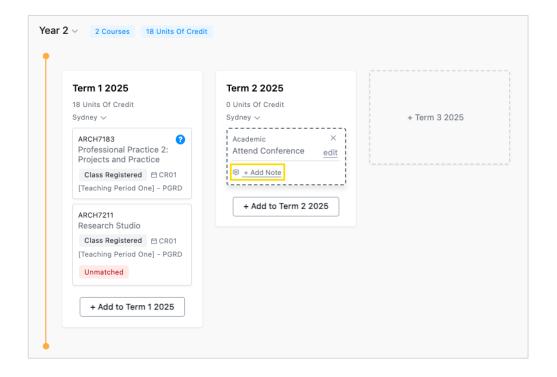
Select Plan your Path or Go to Planner to access your study plan.

Instructions:

1. In the study plan, select the **dropdown arrow** to access the teaching period with an activity.

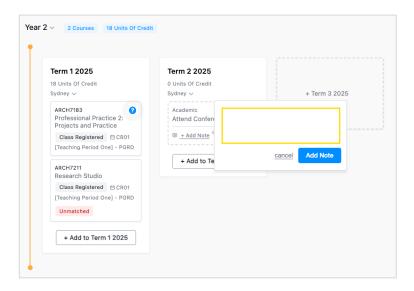


2. Hover over the activity and select the Add Note hyperlink.

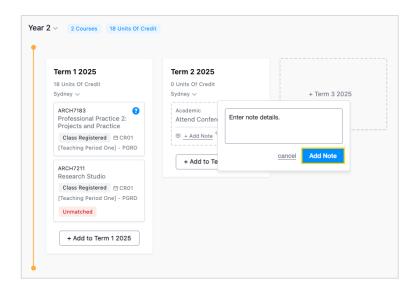




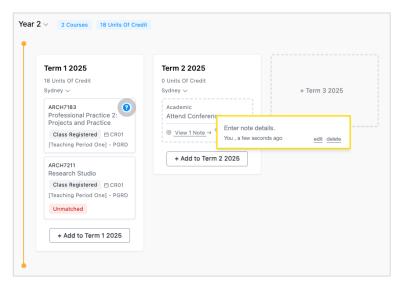
3. Enter the **details** of the note.



4. Select Add Note to save the note.



5. The note saves against the activity.



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