

How to Use the Multi-Year Planner

The Multi-Year Planner is a useful tool for keeping a student on track for graduation. The following steps show how advisors can use the Multi-Year Planner. Currently, the planner is only available for advisors, and only allows advisors to set up a plan for Fall 2016. It will roll out to students and advisors, alike, as a true multi-year planner in Fall 2016.

1. Log into CalCentral using your CalNet ID and passphrase. You arrive at the **My Dashboard** page.

The screenshot shows the CalCentral interface. At the top, the 'CALCENTRAL' logo is on the left, and user information 'Janet' is on the right. Below the logo, the 'My Dashboard' tab is selected and highlighted with a red box, labeled '1.'. The dashboard is divided into several sections: 'My Classes' (SUMMER 2016), 'My Groups', 'Tasks', 'Notifications', and 'Student Lookup'. The 'Tasks' section has tabs for 'Scheduled', 'Unscheduled', and 'Completed'. It shows 'Overdue 0', 'Today 0', and 'Future 1' tasks. The 'Future 1' task is 'Create WebNow for Advisors job aid' due on 05/26. The 'Advising Resources' section is highlighted with a red box and labeled '2.'. It contains a list of links: 'Favorite Reports', 'Enrollments by Class', 'Other', 'Service Indicators', 'Advising Assignments', 'Reporting Center', 'Schedule of Classes - Class Search', and 'Multi-Year Planner'. The 'Multi-Year Planner' link is highlighted with a red box and labeled '3.'. An arrow points from the 'Advising Resources' section to the 'Multi-Year Planner' link.

2. Observe the **Advising Resources** section.
3. Click the “**Multi-Year Planner**” link in the **Advising Resources** section.

4. You are taken to the **Advisor Student Select** page, where you input a student's UID (or you can also input Last Name and First Name).

Favorites ▾ Main Menu ▾

Berkeley Menu ▾ Search

Advisor Student Select

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: 4.

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

Search Clear Basic Search Save Search Criteria

5. Click on the **Search** button to search for the student.

Favorites ▾ Main Menu ▾

Berkeley Menu ▾ Search

Advisor Student Select

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

5. Search Clear Basic Search Save Search Criteria

6. You arrive at the Multi-Year Planner for the student in question. Key sections of the planner are:
 - a. student's name
 - b. student's major (If a student has more than one major, or a major and minor, a drop-list menu will appear that will contain all of his/her active academic plans. The advisor is then able to select a major or minor for which a multi-year plan needs to be developed.)
 - c. student's plan

6b.

6c.

7.

7. To add a course to the planner, click the **Add Course** button.

8. Within the **Acad Planner Catalog** window, click the drop-list arrow for **Subject (8a)**, and choose a subject (**8b**). (You can also add a **Catalog Nbr** or text string from a **Description** of the course.)

Exact Match: Returns **Anthropology 10** when you click the **Search** button.

Wildcard: Returns **all Anthropology courses with the digits "10" in the catalog number** when you click the **Search** button

9. Next, click the **Search** button..

Planner Launch Acad Planner Catalog

Enter Subject and/or Description. Catalog number is optional.

Institution UC Berkeley

Subject Area BIOCHEM-Biochemistry

Catalog Nbr Exact Match

Description

9.

10. Depending on how much you have narrowed the search results, you may see the message to the right. If so, click on the **OK** button to view the results.

Your search will return over 50 courses, would you like to continue?

10.

11. The next step is to select the course you want to add to the student's planner. Scroll through the list of courses, and then click the **Select** button when you find the right course.

BIOCHEM 10 - Of Molecules and Man: A View for the Layman

Units 3 units

Grading Basis Student Option

Discussion Required Lecture Required

Descripti... Examination of molecular mechanisms that underlie normal functions of living organisms and ways those functions are disrupted by medical disorders and environmental agents. Designed to provide non-biologists with an understanding of modern biochemistry and the ways man controls and alters the biology of his life and environment.

BIOCHEM 100A - General Biochemistry

Units 4 units

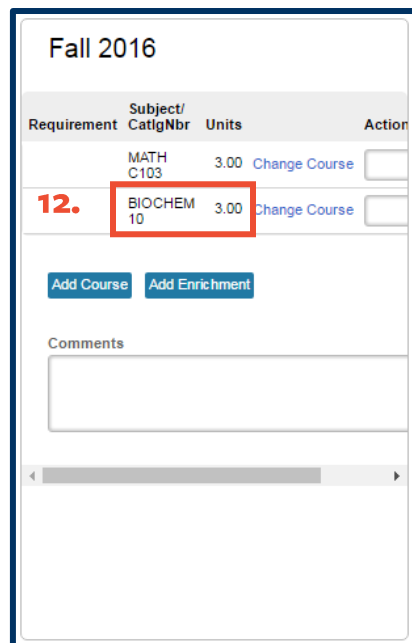
Grading Basis Student Option

Discussion Required Lecture Required

Descripti... Chemical and physical factors concerned in life processes, including the chemistry function, degradation, and biosynthesis of major cellular constituents; enzymatic catalysis, energy, and metabolism, and control of metabolic processes. Biochemical aspects of membranes and their synthesis, aspects of cellular physiology and adaptation, muscle proteins and motility, antibodies and immunoglobulin genes, and the functioning of excitable membranes. DNA replication, transcription, and recombination

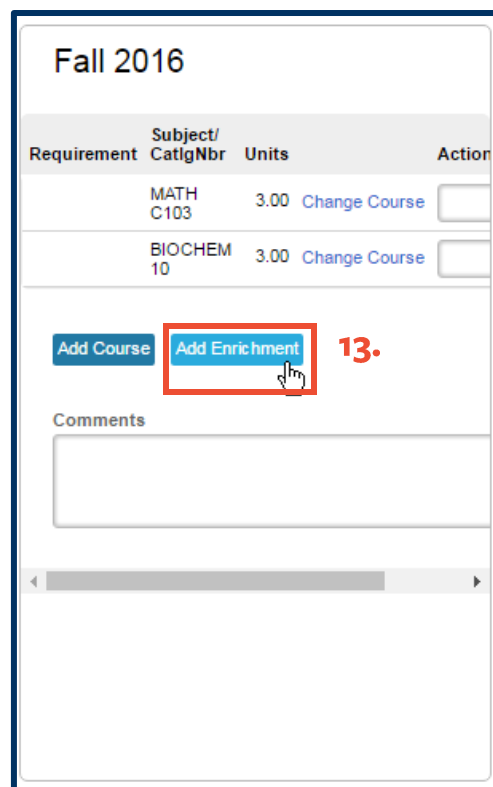
11.

- Once you click **Select**, you are returned to the **Multi-Year Planner** window, where the course you just added is displayed.

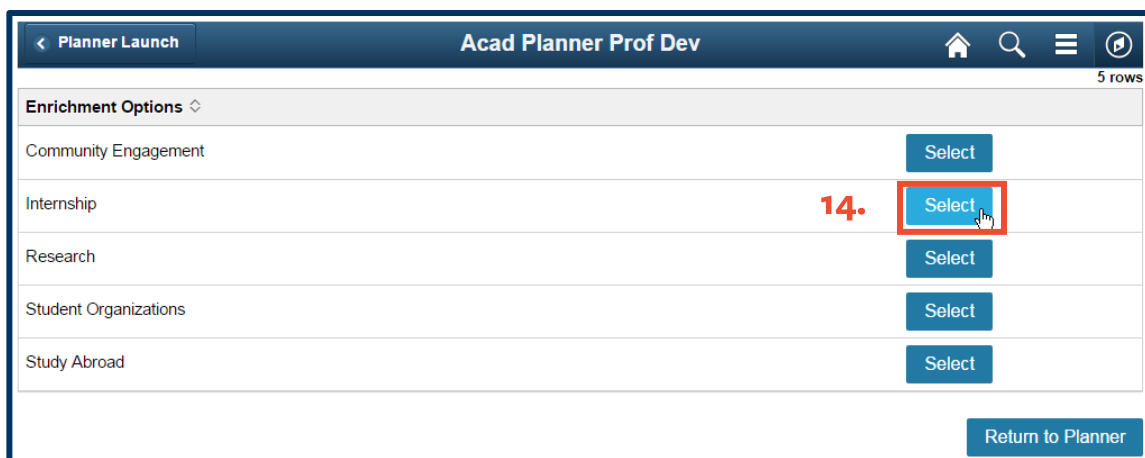


- You can also add enrichment activities, such as **community engagement**, **internship**, **research**, **student organizations**, and **study abroad**.

To add an enrichment activity, click the **Add Enrichment** button.

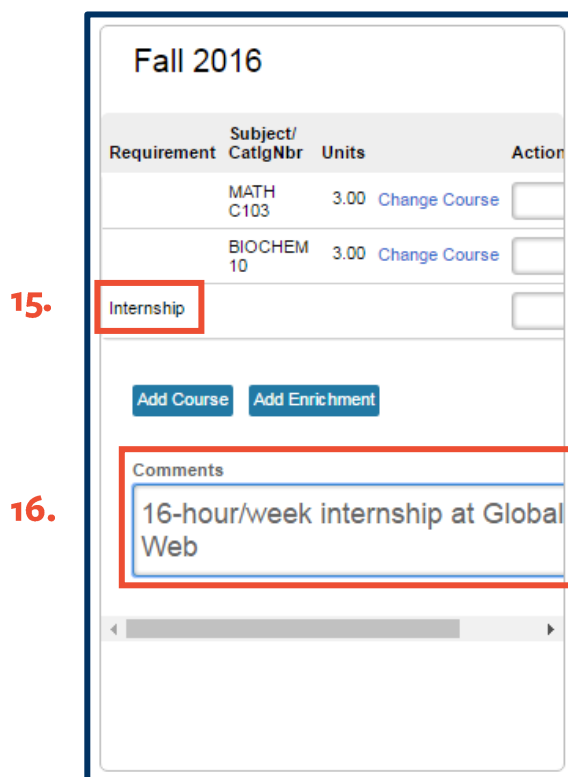


14. Choose an enrichment option by clicking on its **Select** button.



15. Once you select the enrichment option, you are returned to the **Multi-Year Planner** page, where the enrichment option is now displayed.

16. Note also the **Comments** section, into which you can add comments regarding any aspect of the planner.



17. You can also lock a course or enrichment activity, by clicking on its **Lock** checkbox.

Fall 2016

Requirement	Subject/ CatigNbr	Units	Action	Lock
	MATH C103	3.00	Change Course	<input type="checkbox"/>
	BIOCHEM 10	3.00	Change Course	<input type="checkbox"/>
Internship				<input type="checkbox"/>

17.

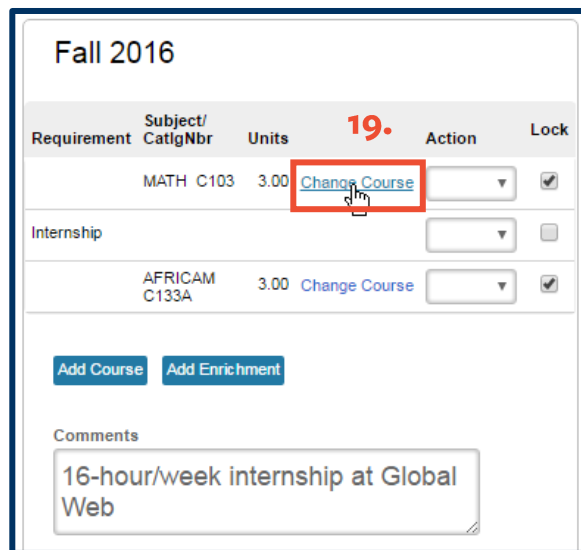
18. You can delete an enrichment activity or course by clicking on the drop-list arrow to the right and selecting **Delete**.

Fall 2016

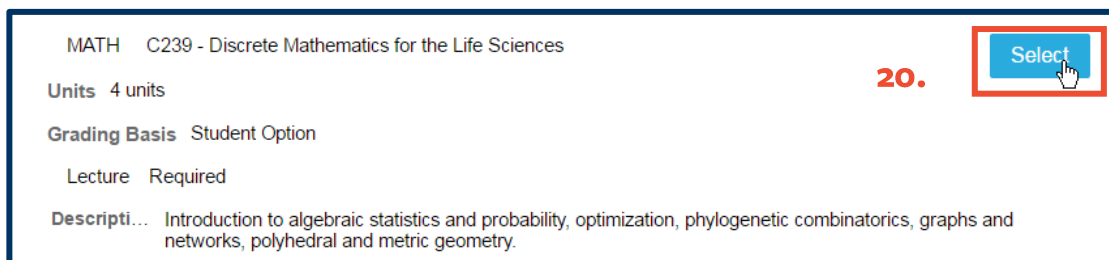
Requirement	Subject/ CatigNbr	Units	Action	Lock
	MATH C103	3.00	Change Course	<input checked="" type="checkbox"/>
	BIOCHEM 10	3.00	Change Course	<input type="checkbox"/>
Internship				<input type="checkbox"/>
	AFRICAM C133A	3.00	Change Course	<input checked="" type="checkbox"/>

18.

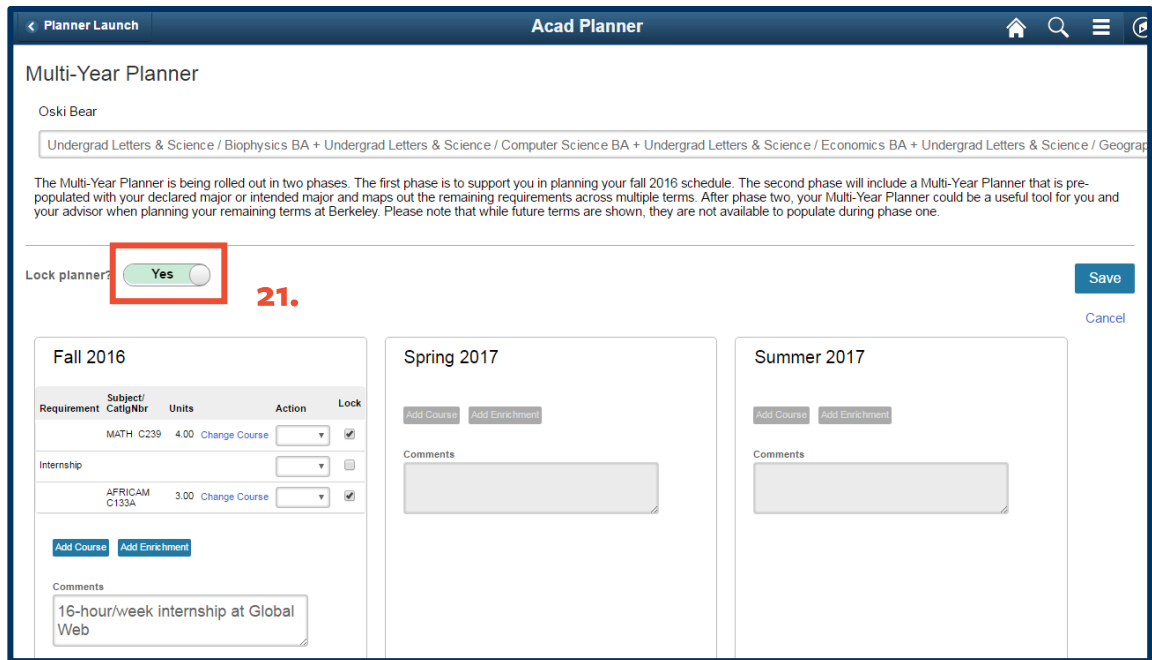
19. You can also change a course by clicking the **Change Course** link.



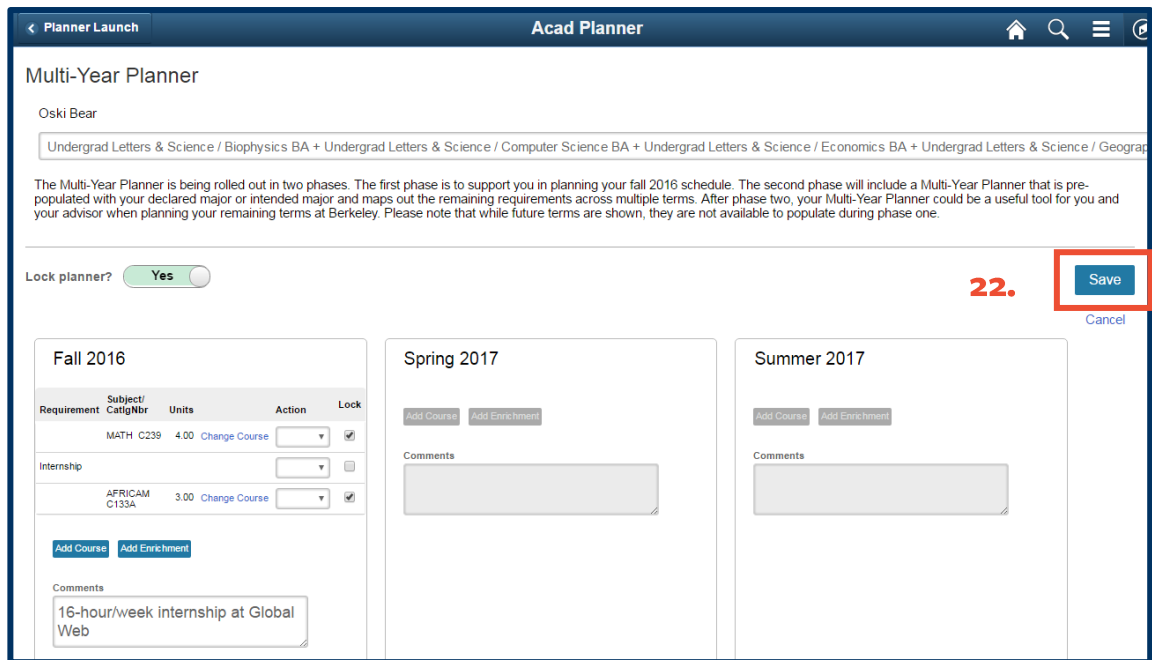
20. Search for the course you want to switch to, and scroll until you locate it. From there, click the **Select** button to choose the substitute course.



21. You are returned to the **Multi-Year Planner** page. In addition to being able to lock individual courses or enrichment activities, you can also lock the entire planner. To do so, drag the **Lock Planner slider**—which defaults to **No**—to the right, until it says **Yes**.



22. The next step is to save your actions. Click the **Save** button.



23. To return to the **Advisor Student Select** search page, click the **Planner Launch** link at the top, left of the page.

23.

Acad Planner

Multi-Year Planner

Oski Bear

Undergrad Letters & Science / Biophysics BA + Undergrad Letters & Science / Computer Science BA + U

The Multi-Year Planner is being rolled out in two phases. The first phase is to support you in planning your fall populated with your declared major or intended major and maps out the remaining requirements across multiple your advisor when planning your remaining terms at Berkeley. Please note that while future terms are shown,

Lock planner? Yes

24. From here, you can search for another student's **Multi-Year Planner**.

Favorites Main Menu Acad Planner Advisor Planner Launch

Berkeley

Menu

Advisor Student Select

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

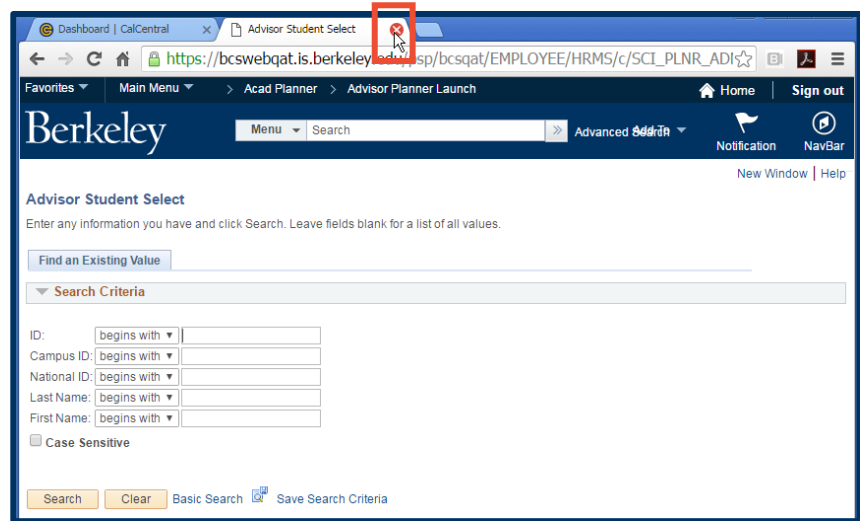
First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

25. You may also exit the **Multi-Year Planner/Advisor Student Select** environment by clicking the browser window's **Close** button. Once you have done so, you will again see your CalCentral's **My Dashboard** page.

25.



Support:

For questions or assistance, please contact SIS Project Support:

- Call **510-664-9000** (press **option 6**)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it