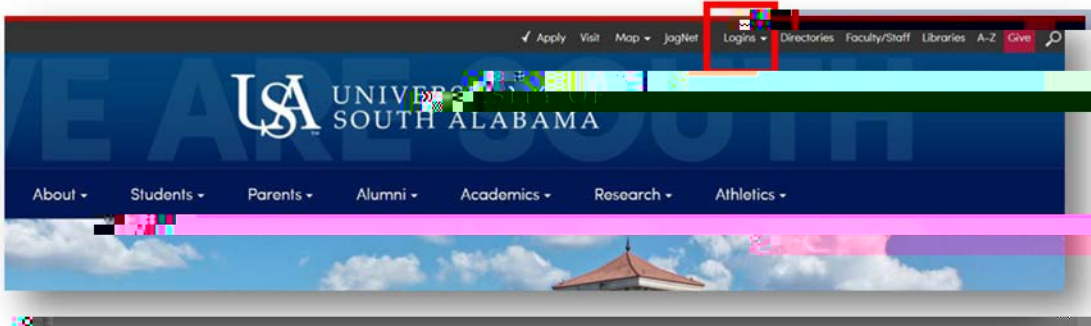


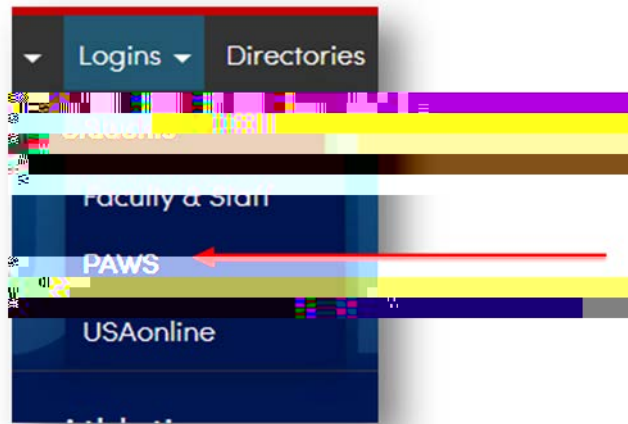
How to Build a Plan for Advisees in South Scheduler

Advisors Directions

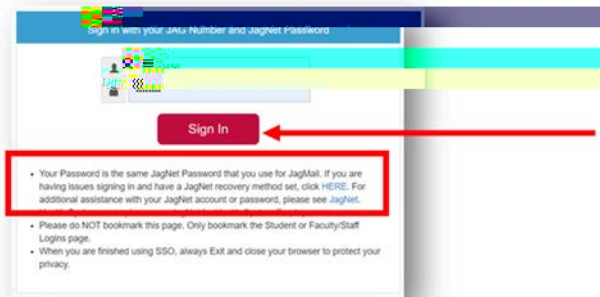
1. Login to PAWS by going to www.southalabama.edu and clicking on “Logins.”



2. Use the dropdown menu and click on PAWS.



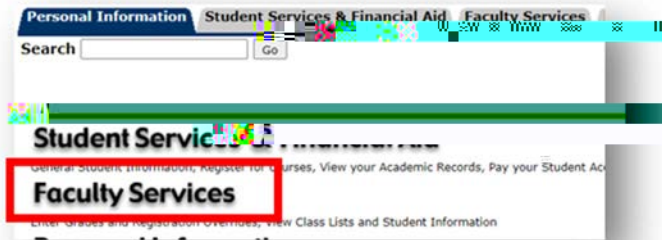
3. Login to PAWS.



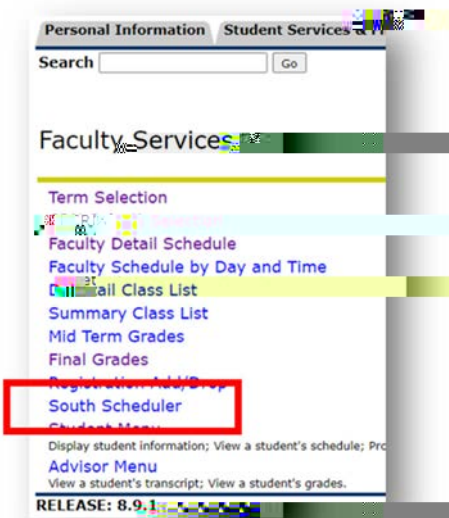
How to Build a Plan for Advisees in South Scheduler

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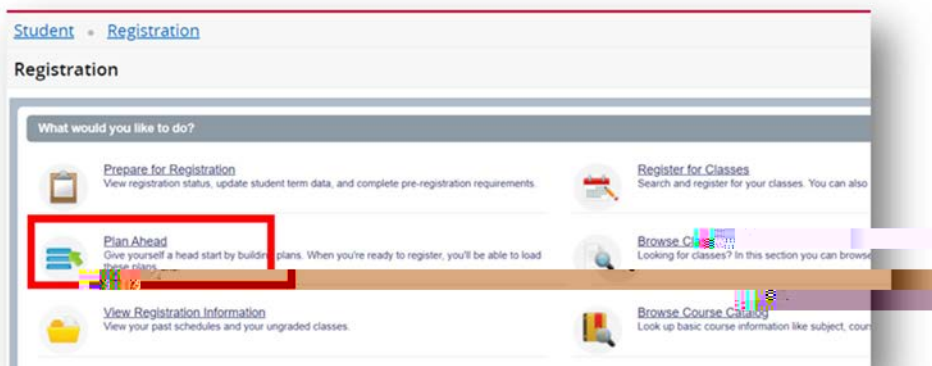
4. Click on “Faculty Services.”



5. Click on “South Scheduler.”



6. Click “Plan Ahead.”



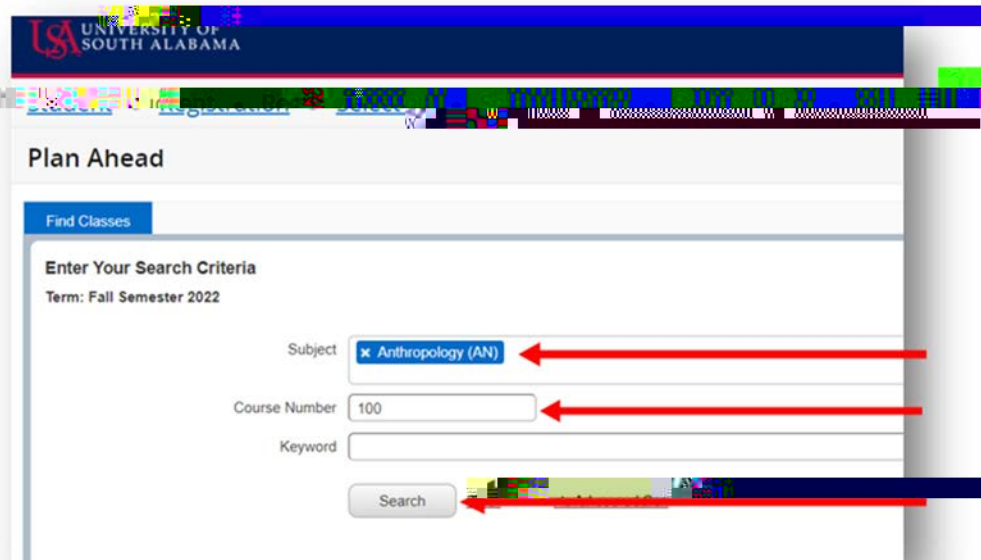
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9. Click “Create a New Plan.”



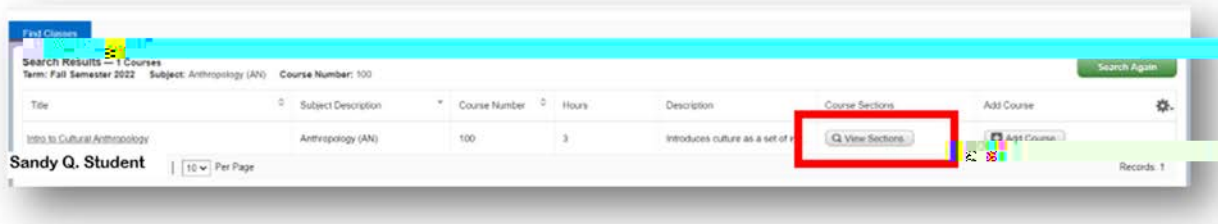
10. Enter subject, course number, click “Search.”



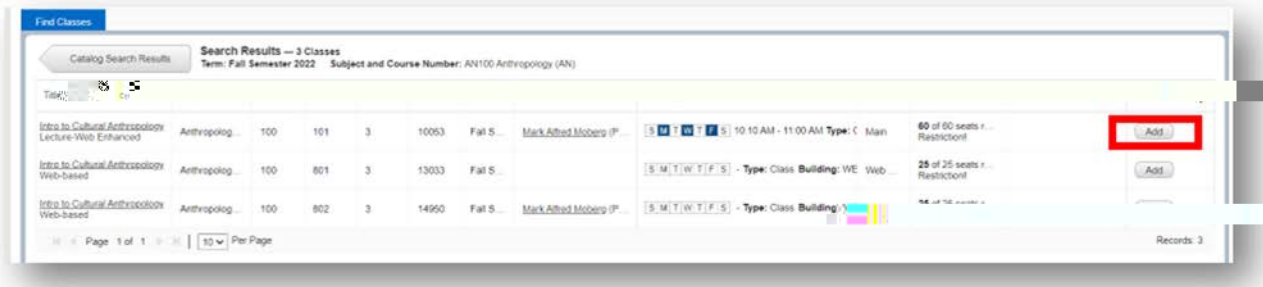
How to Build a Plan for Advisees in South Scheduler

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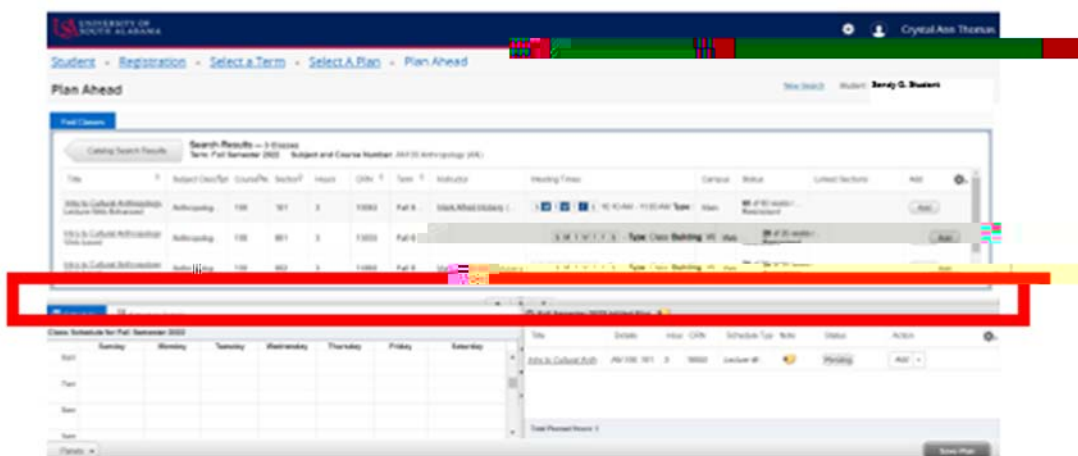
11. To view all sections offered, click “View Sections.”



12. Choose the section to add to South Scheduler by clicking “Add” on the appropriate line.



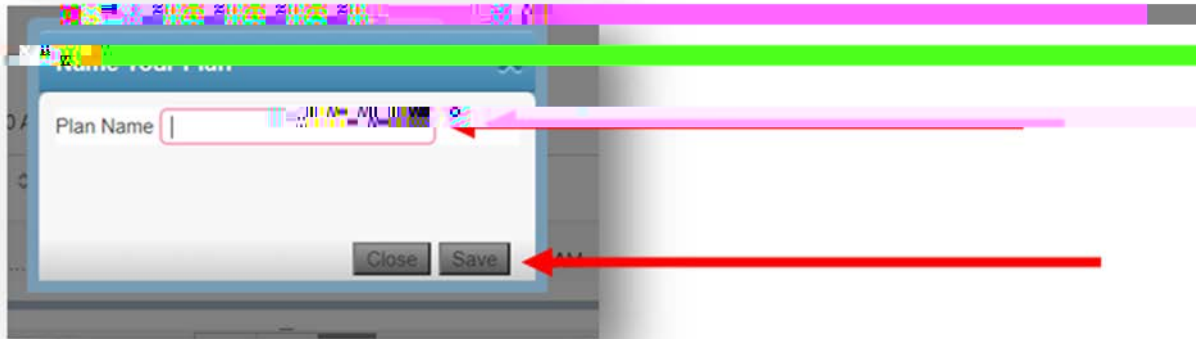
13. Note: You can adjust the views by clicking and dragging on the line to change ratio of areas.



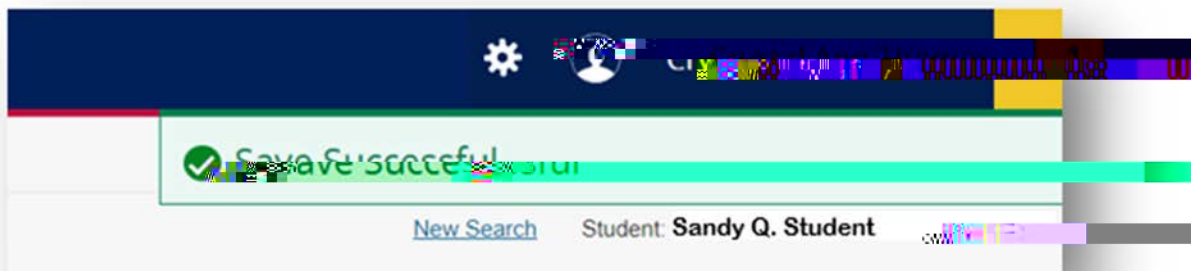
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16. You can then name the plan with the advisee's name or whatever naming convention you choose, and click "Save."



17. You will see a notification in the upper right hand corner that the plan was successfully saved.



18. You can later click on "Select a Plan" and view the plan you created.

