

Plan Ahead Video Transcript

Plan Ahead is a new feature offered in GWeb.

This video will help to familiarize students with using the plan ahead tool.

Some of the features that come with plan ahead is the ability to create plans, view advisor created plans, and register directly from these plans. We'll now go through a demo of using this in GWeb.

Plan Ahead can be accessed from the Student Records and Registration menu in GWeb.

Once here you'll want to select the Registration menu.

We'll then be brought to this page which looks familiar if you are used to registering for courses. You'll then select plan ahead.

This page will show you any terms that are open for planning.

We'll be looking at Fall 22.

Here you're able to see any plans that you have created as well as any plans that your advisor has created.

Please note that there are a total of 5 plans allowed for each term. This includes plans created by the advisor as well as plans created by the student.

To get started with creating your own plan you want to select the Create a New Plan button located at the top under plans you have created for this term.

You'll then be taken to this page where you can search for courses. You have the option to put in a specific subject and course number if you know the course you're looking for. You can also browse through some of the subjects that are offer.

We'll now demonstrate looking for a sociology course.

So I can type in "Sociology".

And I'm able to just search on that if I want to see what courses I have to choose from.

So then you can see I'm taken to this page that will show me all of the sociology courses that are listed in our catalog.

Please note that some courses are not offered for the term. This will be noted under course sections and you will not be able to add either a course or a section.

Courses that are offered in the term you'll see you have the option to either add a course or view section. Adding a course will simply add the subject and course number to your plan as 0 credit. This is helpful if you have not decided on a specific section that you would like to take but you do want to keep the course in mind.

If you select View Sections you'll actually be able to see the sections that are offered for the course. Here were able to select add and this will add the specific CRN course number to our plan.

Because this will add the CRN to our plan we'll actually be able to register from this in the future if we choose.

So let's try to add this Intro to Criminal Justice course.

Once you select add on a course you can see your prompted with this bottom section here.

This has the courses that will be in your plan and it will also provide a tentative schedule that you can look at this is helpful so you're making sure you're not taking courses at the same time resulting in a Time Conflict.

So let's continue adding a few more courses to this plan. In order to go back and find more search results we can select Catalog Search Results.

Here we can select Search Again.

Now we're able to search for another subject.

Please note you are also able to search for more than one subject at a time.

So if I wanted to look at an American Studies course I can select this and hit Search.

This now brings me to the American Studies courses that are offered for this term.

So let's view sections for this Politics and Film course.

We can see that this is a linked course.

We now have the option to View Linked under linked section.

We recommend clicking on the View Linked option as you will be able to Add All which will include the discussion section as well as the lecture section.

So once I get to this page I'm able to select that Add All button.

And you can see it did add both the lecture and the discussions.

I'm also able to add notes to any courses for myself or my advisor to view.

So if I wasn't sure on this discussion section.

I can make a note.

And hit Save.

Now whenever I save my plan this note will be available for both myself or my advisor.

At any point I'm able to view other plans that have been created by selecting Created by Others.

Here I can see the plan that my advisor created.

And I can add courses directly from this plan as well.

And you can see that by selecting Add this has put it in the new plan on working on as well.

Now I've gone through and added a few more courses. We'll now show you how to save a plan so once you've got all the courses that you want to take.

You can take a look at your schedule and make sure that everything is fitting correctly.

And then you can select Save Plan.

You'll then have to enter a plan name and select Save.

We can see that all of these courses have now switched to Planned.

And we see that note that we put on the one course is still showing.

So if we wanted to go back out and take a look at all of our plans we can navigate back to Select a Plan.

Here will be able to see all the plans that have been created for the term.

So now the one that I created is showing at the top.

I can see my advisor approved the one that they have created.

So this is helpful as well if you have multiple plans and you are looking to find the one that was approved by your advisor.

From this page I'm also able to edit any plans that I've made and also delete these plans. Please note I will not be able to edit or delete a plan created by my advisor.

Will now take a look at registering from our plans for this will be navigating back to Registration.

Well then want to select Register for Classes.

From this page we're able to see any terms that are open for registration.

Once we're on this page were able to select the plans tab.

Here we can see the plan that I created and we're also able to see additional Plans by selecting the carrot.

Now that I can see both plans that I have on my record.

I'm able to register directly from these.

So if I wanted to I can select pieces of each plan or I can just register directly from one plan by selecting the Add All option.

Once I do this you'll see that this bottom pane has opened up again we now see that the action we want to perform is to Web Register for these.

I'm able to select Submit.

And I will now receive error messages if I'm unable to register or I will see that the courses have switch to Web Registered.

So I can see that I was able to register for four of the section. I'm unable to register for one course so at this point I'm I can just select Remove.

Once I submit that will remove the air course and I can see I'm now registered for four of these courses.

For additional information on registering for courses please see our How to Register video which is also on our registrar.gwu.edu webpage.