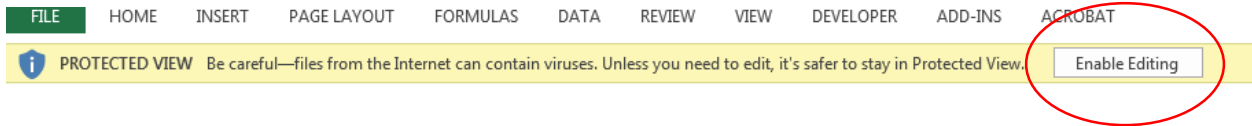


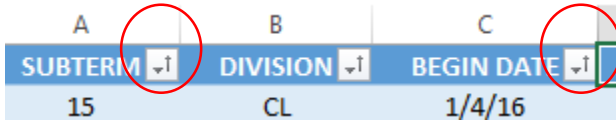
## Navigating the New Schedule

1. After downloading the file, before you can sort, you will need to click the Enable Editing button at the top of the page. This will allow you to personalize the upcoming semester schedule through filtering. You will be able to filter the schedule to suit your division, degree program and availability.



2. You will then want to filter the information

There should be arrows at the top of every column; these will allow you to filter for only the category of classes you want.

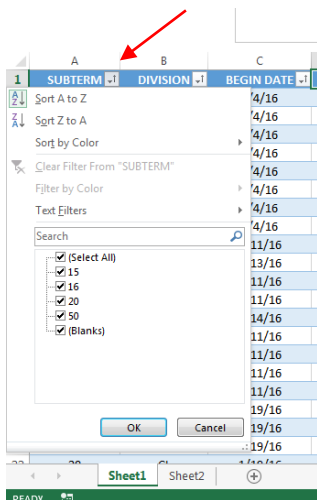


The image shows a portion of an Excel spreadsheet with three columns: A, B, and C. The headers are "SUBTERM", "DIVISION", and "BEGIN DATE". Below the headers are the values "15", "CL", and "1/4/16". Small downward-pointing arrows are visible on the right side of each header cell, and these arrows are circled in red.

A	B	C
SUBTERM	DIVISION	BEGIN DATE
15	CL	1/4/16

### HOW TO FILTER:

1. Click on the arrow next to the column you want to filter.
2. A menu will appear.
3. Choose the criteria you want or do not want to include by clicking on the boxes next to the criteria.
4. Click OK.



FILTER OPTIONS (You can select different filter options from selecting the arrows by the headings) :

Filter by **subterm**:

- 15 – Early Spring, week 1 (1/4-1/8)
- 16 – Early Spring, week 2 (1/11-1/15)
- 20 – Regular Semester
- 50 – Summer

Filter by **division** (This will limit the class information to the exact division that you are in):

- CL – Traditional undergraduate
- GR – MAC
- SM – Seminary

Filter by **day** (this is perfect for locating a class that meets your availability):

If you are looking for classes that only meet on Monday, filter the Monday column by choosing only the M criteria. Filter Tuesday, Wednesday, etc. for only Blanks. Be sure to clear the filter before looking for classes that meet on other days.

**If you want to return from filtered information you will need to clear the filter so that you can see all of the original information again.**

HOW TO CLEAR A FILTER:

1. Click on the arrow next to the column you want to filter.
2. A menu will appear.
3. Click on “Clear Filter From (Column Name)”

