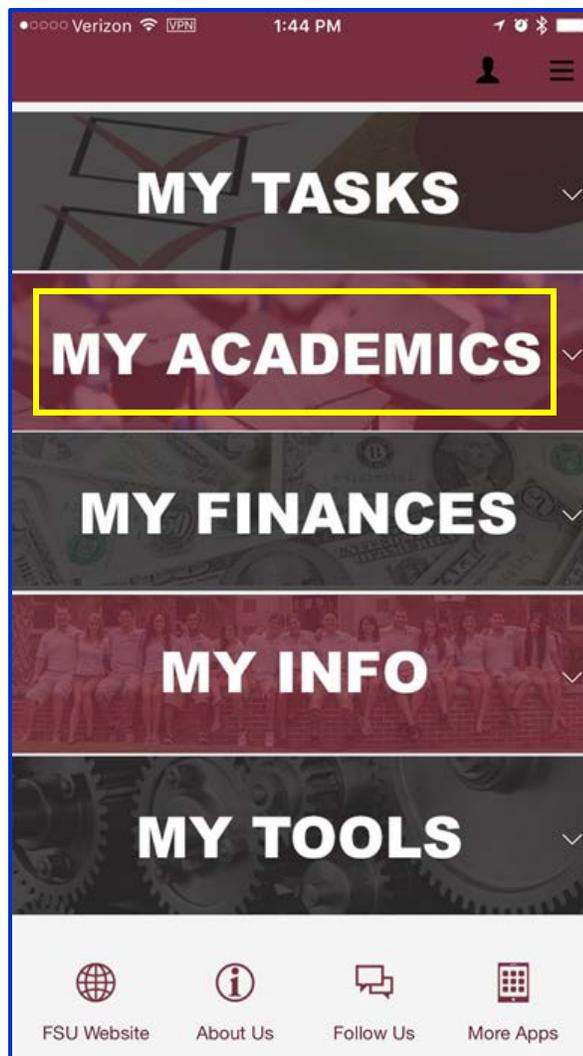


# Use myFSU Mobile to Assign Courses in My Planner to a Term

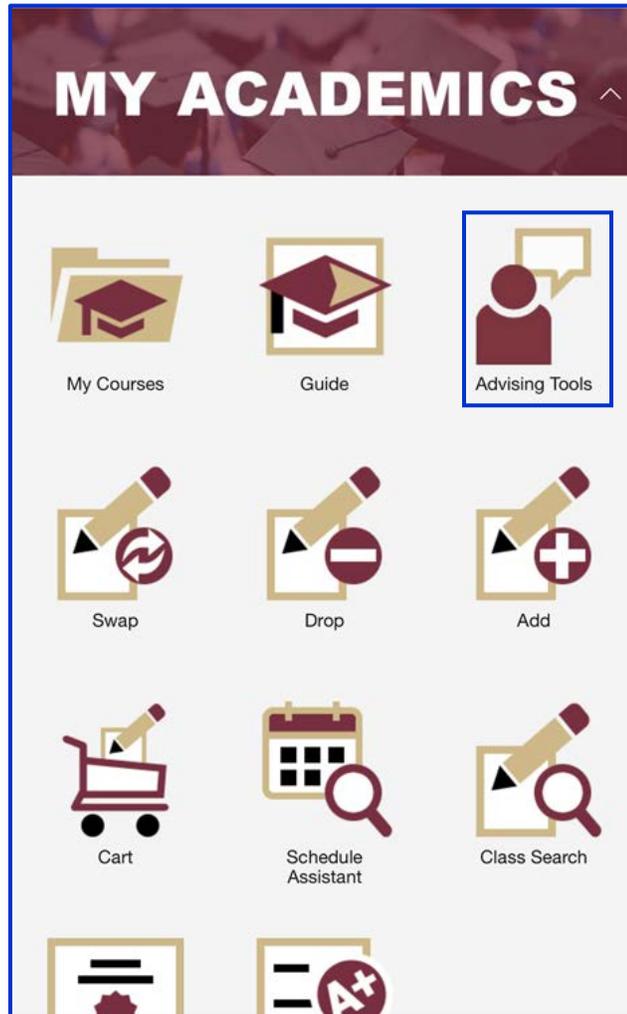
When you add courses to your Planner, they are added to the **Unassigned Courses** bucket. This means the course is in your Planner as one you intend to take at some point during your time at FSU. However, you may also assign courses in your Planner to a specific **Term and Year**.

## Navigation

1. Log-on to **myFSU Mobile App** with your FSUID and password. Tap **My Academics**.



2. Click the icon for **Advising Tools** under the My Academics area, then select **My Planner**.



## Steps

1. In your **My Planner**, review the courses you have already have in the **Courses Not Assigned To A Term** area. Tap the **Description** or **Prereq** links to verify that you will have satisfied any prerequisite requirements before you plan to take the course. You should also review the information in the **Typically Offered** column to see which terms the course is usually offered (i.e. Fall, Spring, Summer).

**NOTE:** The terms listed under **Typically Offered** are intended to serve as a general guide. Course offerings for a specific semester are subject to change depending upon enrollment demands and other factors.

The screenshot displays the 'myFSU My Planner' interface. At the top, there is a header with the 'myFSU' logo and a menu icon. Below the header, the page is titled 'My Planner'. A user profile section shows 'Student Name' with a three-dot menu icon to its right. Below this is a 'Select Career' dropdown menu currently set to 'Undergraduate', with a 'Change' button underneath. The main content area is titled 'Courses Not Assigned To A Term' and contains a list of courses. The first course shown is 'ACG 2071'. To the left of this course is a 'Select' checkbox. The course details are as follows: 'Description' is 'INTR MANAGERIAL ACTG', 'Prereq' is 'yes', and 'Units' is '3.00'. At the bottom of the course entry is a 'Typically Offered' field with the text 'Fall, Spring, Summer'. A callout box with a blue border and arrows pointing to the 'Description' and 'Prereq' links contains the text: 'Click the Description or Prereq links to view Course Details, such as Units, required Prerequisites, and the Course Description.' At the bottom of the screen, there are three buttons: 'Browse Course Catalog', 'Plan by My Requirements', and 'Delete All'.

myFSU

My Planner

Student Name

Select Career

Undergraduate

Change

^ Courses Not Assigned To A Term

Select

Course

ACG 2071

Description

INTR MANAGERIAL ACTG

Prereq

yes

Units

3.00

Typically Offered

Fall, Spring, Summer

Browse Course Catalog

Plan by My Requirements

Delete All

Click the **Description** or **Prereq** links to view **Course Details**, such as **Units**, required **Prerequisites**, and the **Course Description**.

2. Tap the **Select** box for the course you want to move to an assigned Term.
3. From the drop down box beside the statement **Move Selected Courses to Term**, choose the **Term and Year** you would like to assign the course to.

The screenshot shows the myFSU interface. At the top left is the myFSU logo. Below it, a course card for STA 2122 is displayed. The card includes a 'Select' checkbox (checked) with a blue arrow pointing to it, the course name 'Course STA 2122', description 'Description INTRO APPL STATISTIC', prerequisites 'Prereq yes', units 'Units 3.00', and typical offering terms 'Typically Offered Fall, Spring, Summer'. Below the course details is a 'Req' section with a 'Delete' button. Underneath is a section titled 'Move Selected Courses To Term' with a 'Move' button and a dropdown menu labeled 'Select'. A blue arrow points from this dropdown to a separate window titled 'Move Selected Courses To Term'. This window shows a list of terms: 'Select', '2013 Fall', '2014 Fall', '2014 Spring', '2015 Fall', '2015 Spring', '2015 Summer', '2016 Spring', and '2017 Fall'. The '2017 Fall' option is circled in blue. At the bottom of the main interface are three buttons: 'Browse Course Catalog', 'Plan by My Requirements', and 'Delete All'.

myFSU	
Select <input checked="" type="checkbox"/>	Course STA 2122
Description	INTRO APPL STATISTIC
Prereq	yes
Units	3.00
Typically Offered	Fall, Spring, Summer
Req	
<input type="button" value="Delete"/>	
Move Selected Courses To Term	
<input type="button" value="Move"/>	
▼ 2015 Summer	
▼ 2016 Spring	
▼ 2017 Spring	
<input type="button" value="Browse Course Catalog"/>	<input type="button" value="Plan by My Requirements"/>
<input type="button" value="Delete All"/>	

Move Selected Courses To Term	
Select	
2013 Fall	
2014 Fall	
2014 Spring	
2015 Fall	
2015 Spring	
2015 Summer	
2016 Spring	
2017 Fall	

4. Tap the **Move** button.

The screenshot shows the 'myFSU' mobile application interface. At the top, there is a dark red header with the 'myFSU' logo and a hamburger menu icon. Below the header, a grey card displays course details for STA 2122. The details include: 'Select' (checked), 'Course' (STA 2122), 'Description' (INTRO APPL STATISTIC), 'Prereq' (yes), 'Units' (3.00), and 'Typically Offered' (Fall, Spring, Summer). Below the details is a 'Req' section and a 'Delete' button with an 'X' icon. Underneath is a white card titled 'Move Selected Courses To Term' with a dropdown menu set to '2017 Fall'. A blue box highlights the 'Move' button, and a blue arrow points to it from the right. Below this card are three more dropdown menus for '2015 Summer', '2016 Spring', and '2017 Spring'. At the bottom, there is a dark red navigation bar with three buttons: 'Browse Course Catalog', 'Plan by My Requirements', and 'Delete All'.

Select	<input checked="" type="checkbox"/>	
Course	STA 2122	
Description	INTRO APPL STATISTIC	
Prereq	yes	
Units	3.00	
Typically Offered	Fall, Spring, Summer	
Req		
<input type="button" value="X Delete"/>		
Move Selected Courses To Term	2017 Fall ▾	
<input type="button" value="Move"/>		
▾ 2015 Summer		
▾ 2016 Spring		
▾ 2017 Spring		
Browse Course Catalog	Plan by My Requirements	Delete All

5. A confirmation note will appear at the top of the page letting you know that the course(s) you selected has been moved to the term you selected. The moved course will appear in a new area of the Planner with the **Term and Year** listed in the header. If you still have other courses that are unassigned to a particular term, they will still appear in the **Courses Not Assigned To A Term** area at the top of the Planner.

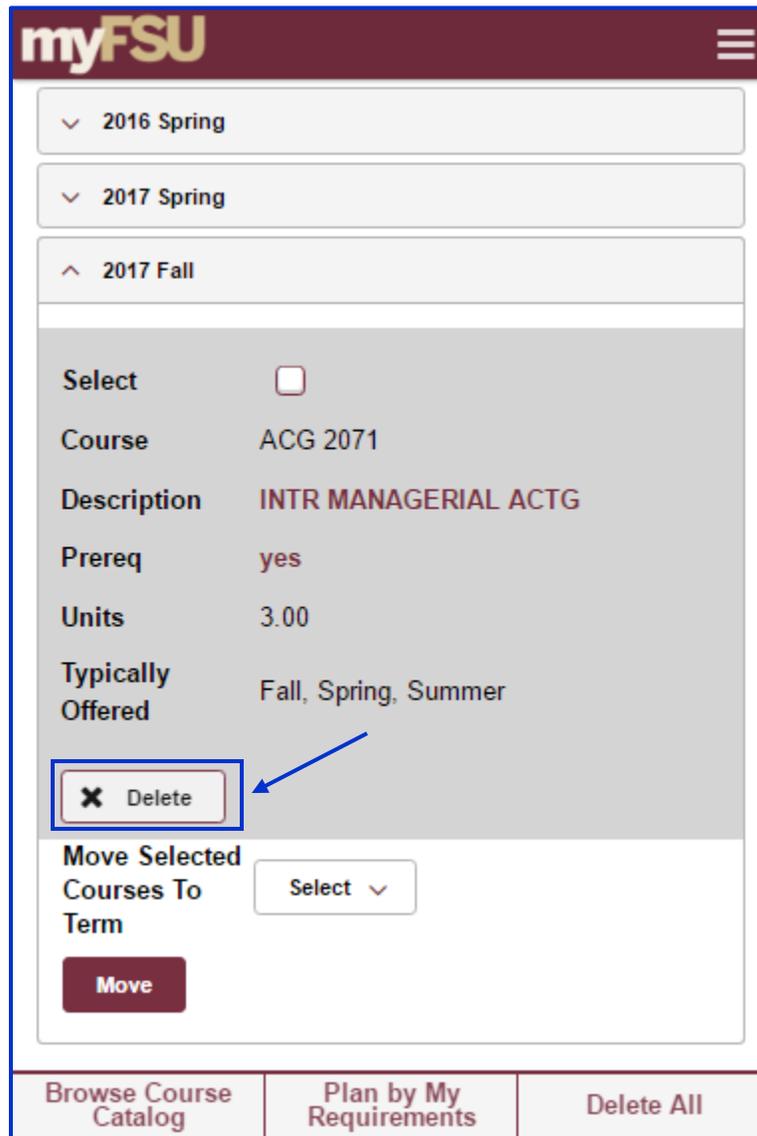
The screenshot shows the myFSU My Planner interface. At the top, there is a confirmation message: "ACG 2071, STA 2122 have been moved to 2017 Fall." Below this, there is a section titled "Courses Not Assigned To A Term" which contains a course card for ADE 4930. The course card includes a "Select" checkbox, the course name "ADE 4930", a description "SPECIAL TOPICS ADE", a "Prereq" field, "Units" of 3.00, and "Typically Offered" as "Fall, Spring, Summer". A "Delete" button is located at the bottom of the course card. At the bottom of the interface, there are three buttons: "Browse Course Catalog", "Plan by My Requirements", and "Delete All".

**NOTE:** After you have assigned a course to a specific term, you may use the drop down box beside the statement **Move Selected Courses to Term** to move the course to a different term. You may even move an assigned course back to the **Courses Not Assigned To A Term** area.

## Deleting Courses from Planner

At some point, you may want to delete courses you have added to your Planner.

You may delete individual courses in your Planner by tapping the **Delete** button.



The screenshot shows the myFSU mobile app interface. At the top, there is a maroon header with the myFSU logo and a hamburger menu icon. Below the header, there are three dropdown menus for selecting a term: "2016 Spring", "2017 Spring", and "2017 Fall". The "2017 Fall" menu is expanded, showing a list of course details for "ACG 2071". The details include a "Select" checkbox (which is unchecked), the course name "ACG 2071", the description "INTR MANAGERIAL ACTG", prerequisites "yes", units "3.00", and typical offering times "Fall, Spring, Summer". A blue arrow points to a "Delete" button with a red 'X' icon, which is highlighted with a red box. Below the course details, there is a section for "Move Selected Courses To Term" with a "Select" dropdown menu and a "Move" button. At the bottom of the screen, there are three buttons: "Browse Course Catalog", "Plan by My Requirements", and "Delete All".

Term	Select	Course	Description	Prereq	Units	Typically Offered	Action
2016 Spring							
2017 Spring							
2017 Fall	<input type="checkbox"/>	ACG 2071	INTR MANAGERIAL ACTG	yes	3.00	Fall, Spring, Summer	Delete

Move Selected Courses To Term:

Navigation:

If you want to delete all courses in your Planner for both Unassigned and Assigned Terms, you may go to the bottom of the page and tap the **Delete All** button.

The screenshot displays the myFSU mobile application interface. At the top, the 'myFSU' logo is visible on the left, and a hamburger menu icon is on the right. Below the header, there are three term selection buttons: '2016 Spring', '2017 Spring', and '2017 Fall'. The '2017 Fall' term is currently selected and expanded, showing a course card for 'ACG 2071'. The course card includes a 'Select' checkbox (which is unchecked), the course name 'ACG 2071', a description 'INTR MANAGERIAL ACTG', prerequisites 'yes', units '3.00', and typical offering terms 'Fall, Spring, Summer'. Below the course details is a 'Delete' button with an 'X' icon. Underneath the course card is a section for moving courses, with the text 'Move Selected Courses To Term' and a 'Select' dropdown menu, followed by a 'Move' button. At the bottom of the screen, there is a navigation bar with three buttons: 'Browse Course Catalog', 'Plan by My Requirements', and 'Delete All'. A blue arrow points to the 'Delete All' button.

Term
2016 Spring
2017 Spring
2017 Fall

Select	<input type="checkbox"/>
Course	ACG 2071
Description	INTR MANAGERIAL ACTG
Prereq	yes
Units	3.00
Typically Offered	Fall, Spring, Summer

Move Selected Courses To