Student Planner: Adding Terms, Classes and Placeholders
There are two ways to add a term to an academic plan. Either click the icon at the top of the academic plan, or click **+ADD TERM** following the last term in the plan. This will add a new term to the end of the academic plan.
To move a new term to a different place in the plan, click on the icon in the top right corner of the new term, and select **MOVE TERM** from the drop-down menu.

In the pop-up window, choose the term you want to move from the drop-down menu and where you want it moved to in the plan. Then, click the **MOVE** button.

This will move the term to a new location in the plan. **Click on the drop-down menu** next to the term name to select the correct name for the term, based on its new location.
Click +ADD to begin adding classes to the plan.

Begin typing the subject of the class you want to add to the plan. Then, choose the course from the drop-down menu.
1. Continue adding courses to the plan by clicking +ADD and searching for courses.

2. If a course does not initially appear on the drop-down, continue typing the course prefix and number until it appears.
1. To delete a course, click on the course you wish to delete from the plan.

2. Click DELETE ITEM.
Adding a Placeholder

1. A placeholder can be used when a student can choose from a variety of courses. To add a placeholder, click +ADD and then choose Placeholder.

2. When the text box appears, type a name for the placeholder. Be as specific as possible so both the adviser and student can easily determine what this placeholder is for. Then, click the text below the textbox that says, “Add …”

3. Click on the new placeholder to edit.
1. The title of the placeholder will self-populate.

2. Enter the credits. If all classes are the same number of credits, enter that number as both the min and max credits.

3. Enter any directions you desire into the Description box. Then, **click the toggle** to activate Course Placeholder.

4. Type the courses that fulfill this placeholder into the text field and select the courses as they appear from the drop-down. Then, **click SAVE**.

When a student clicks on the placeholder in their plan, they will only see the classes you entered as options on a drop-down menu.