Planner Site Tips:

The site allows you to add, edit or delete courses from last year's schedule, and notifies you if there is a room or instructor conflict.

The site is viewable by any HCC staff or faculty. However, you can only make changes (to your own department) if you are a department coordinator.

To preview the site, visit http://planner.highline.edu and log in. Your department should come up, but if it doesn't, select it from the dropdown list.

A few tips for using the site:

- Start off in "Planner View"

- Edit existing information (day, time, location, etc.) by clicking in a field, typing the change, and then pressing Enter. All changes are automatically saved. The Days field is still a bit funky… you need to click outside of the field for it to save.

- To offer a course that wasn't offered last year, click the Add a course button. This will open a text field. You can type the course number or the description. It will "autocomplete" with matching options. You cannot currently select an option with the mouse. (We're working on that). In the meantime, *use the up/down arrow keys to move through the list, and then press Enter to select the highlighted course.*

- If the Instructor you need is not in the drop-down list, select STAFF and then enter the instructor name into the Comment field.

- To add or delete class sections, right click on any row for that class. "Add Detail Row" is used to add an "alternate" row for a class, such as a lab.

- To hide a legitimate conflict (e.g. you have an instructor teaching two different level writing classes at the same time), right click the row and choose Hide Conflict.

- For the Mode field, that is where you indicate whether the class is In Person, Online, Hybrid, Hybrid/Virtual, Virtual, or Optional- F2F or OL (face-to-face or online).