

# HOW TO FILTER IN SCHEDULER PLANNER

This feature can be used to filter “T” sections or specific courses that Advisors have instructed students to take.

1. Select the **View/Edit** option next to the course needing to be filtered.

2. Be sure to view all options when searching for sections. Some courses will have multiple pages of sections.

3. Check only the sections you wish to include in your results.

Info	Section	Component	Seats Open	Instructor	Day(s) & Time(s)	Location(s)	Campus
<input type="checkbox"/>	110	Lecture	10	Montemayor, Juan C.	TTh - 11:00am - 12:15pm	MCS 210	Angelo State University
<input type="checkbox"/>	120	Lecture	10	Not Assigned	MWF - 11:00am - 11:50am	MCS 212	Angelo State University
<input type="checkbox"/>	130	Lecture	10	Not Assigned	MWF - 1:00pm - 1:50pm	MCS 212	Angelo State University
<input type="checkbox"/>	D10	Lecture	10	Koca, Paula C.	M - 5:30pm - 7:30pm	MCS 212	Distance Education
<input checked="" type="checkbox"/>	T10	Lecture	10	Fuchs, Ashlee R.	MWF - 1:00pm - 2:50pm	MCS 215	Angelo State University
<input checked="" type="checkbox"/>	T20	Lecture	10	Hoover, Autumn M.	MWF - 10:00am - 11:50am	MCS 215	Angelo State University

4. Select **Save and Close**.