

## CampusConnection Helpsheet

### Print my Class Schedule – List View

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.

The screenshot shows the 'Campus Solutions Log In' page. At the top, it says 'NORTH DAKOTA UNIVERSITY SYSTEM'. Below that, there are two main sections: 'Campus Solutions Log In' and 'Trouble Logging In?'. The 'Campus Solutions Log In' section includes a 'User ID' field with the text 'Mystic.M.Ian', a 'Password' field with masked characters, a checkbox for 'I agree to the terms of the User Agreement', and a 'Log In' button. The 'Trouble Logging In?' section includes a message: 'If you are experiencing any difficulties getting logged into the system, please use the links below.' and three buttons: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

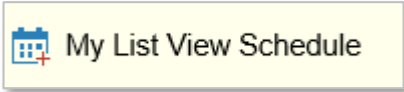
*On your Student Homepage:*

3. Click **[Manage Classes]** tile.

The screenshot shows the 'Student Homepage' dashboard. It features a grid of tiles. The top row includes 'Academic Progress' (with a pie chart showing 18% Complete and 82% Incomplete), 'Tasks' (with a warning icon and '11 To Do's 3 Holds'), and 'Manage Classes' (highlighted in yellow with a calendar icon). The second row includes 'Financial Account' (with a building icon), 'Financial Aid' (with a graduation cap icon), 'Academic Records' (with a graduation cap icon), and 'Profile' (with a person icon). The third row includes 'Information Center' (with a person and information icon) and 'Student Self Service' (with a person and book icon).

On the left-side menu:

4. Select **[My List View Schedule]**.



5. By default, the weekly view will display as follows:

My Class Schedule

Select Display Option  List View  Weekly Calendar View

<< Previous Week Week of 6/3/2019 - 6/9/2019 Next Week >>

Show Week of 06/07/2019 Start Time 8:00AM End Time 6:00PM Refresh Calendar

Time	Monday Jun 3	Tuesday Jun 4	Wednesday Jun 5	Thursday Jun 6	Friday Jun 7	Saturday Jun 8	Sunday Jun 9
8:00AM							
9:00AM							
10:00AM	ENGL 110 - 01 Lecture 10:00AM - 11:15AM BSC Lea Hall 305	ENGL 110 - 01 Lecture 10:00AM - 11:15AM BSC Lea Hall 305	ENGL 110 - 01 Lecture 10:00AM - 11:15AM BSC Lea Hall 305	ENGL 110 - 01 Lecture 10:00AM - 11:15AM BSC Lea Hall 305			
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

6. To switch to the list view, select **[List View]** at the top of the page.

My Class Schedule

Select Display Option  List View  Weekly Calendar View

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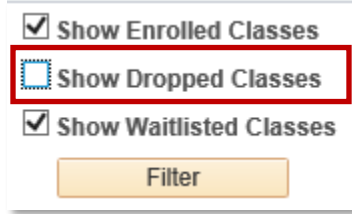
7. Select appropriate college and semester, then click **[Continue]**.

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2019 Fall	Undergraduate	Bismarck State College
<input type="radio"/> 2019 Fall	Undergraduate	Valley City State University

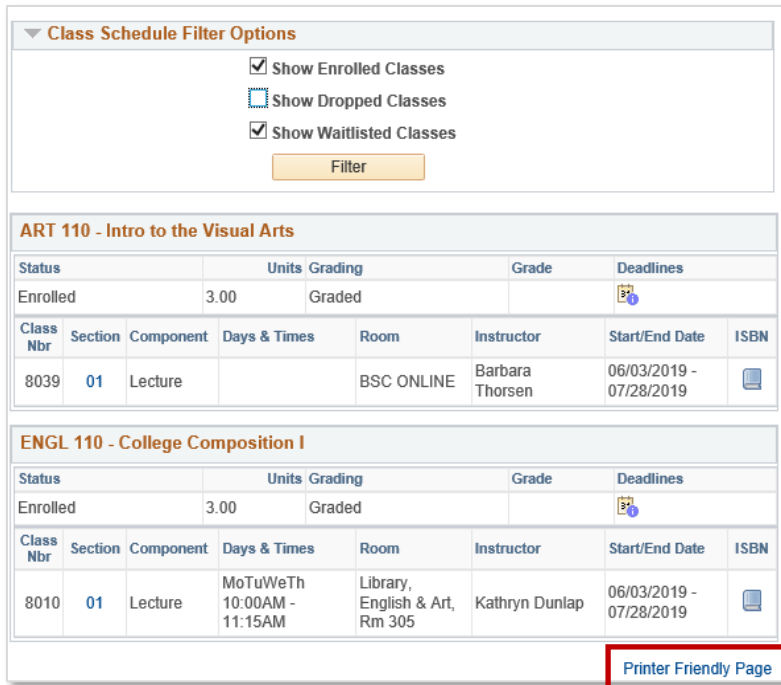
Continue

8. To filter dropped classes, remove the check mark from **[Show Dropped Classes]**, then click **[Filter]**.



A dialog box with three checkboxes: 'Show Enrolled Classes' (checked), 'Show Dropped Classes' (unchecked and highlighted with a red dashed border), and 'Show Waitlisted Classes' (checked). Below the checkboxes is a yellow 'Filter' button.

9. Select **[Printer Friendly Page]** at the bottom of the page.



The screenshot shows a 'Class Schedule Filter Options' section with three checkboxes: 'Show Enrolled Classes' (checked), 'Show Dropped Classes' (unchecked and highlighted with a red dashed border), and 'Show Waitlisted Classes' (checked). Below this is a yellow 'Filter' button. The main content area displays two class listings: 'ART 110 - Intro to the Visual Arts' and 'ENGL 110 - College Composition I'. Each listing includes a summary table and a detailed table with columns for Class Nbr, Section, Component, Days & Times, Room, Instructor, Start/End Date, and ISBN. At the bottom right, a blue 'Printer Friendly Page' button is highlighted with a red dashed border.

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	ISBN
8039	01	Lecture		BSC ONLINE	Barbara Thorsen	06/03/2019 - 07/28/2019	

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	ISBN
8010	01	Lecture	MoTuWeTh 10:00AM - 11:15AM	Library, English & Art, Rm 305	Kathryn Dunlap	06/03/2019 - 07/28/2019	

10. Click the print button on your browser toolbar.

Note: The scale percent may need to be adjusted to fit the schedule on one page.