

Scheduling in Lion Path

Lion Path is Penn State's registrar online system for managing courses and grades. As a student in Penn State you're expected to use Lion Path to manage your classes and enrollment status. Lion Path's built in schedule builder allows you to create multiple schedules and pick the schedule that suits you the best. Class search is a tool that allows you to look up classes without having to create a whole schedule. Creating schedules, searching classes, and adding classes are all primary functions of Lion Path that you will be using during your time at Penn State.

This guide contains basic instructions of how to schedule in Lion Path. The first step is accessing Lion Path and logging in. This guide is then going to go through how to:

- Access and login into Lion Path
- Use Schedule Builder
- Search Classes
- Add Classes

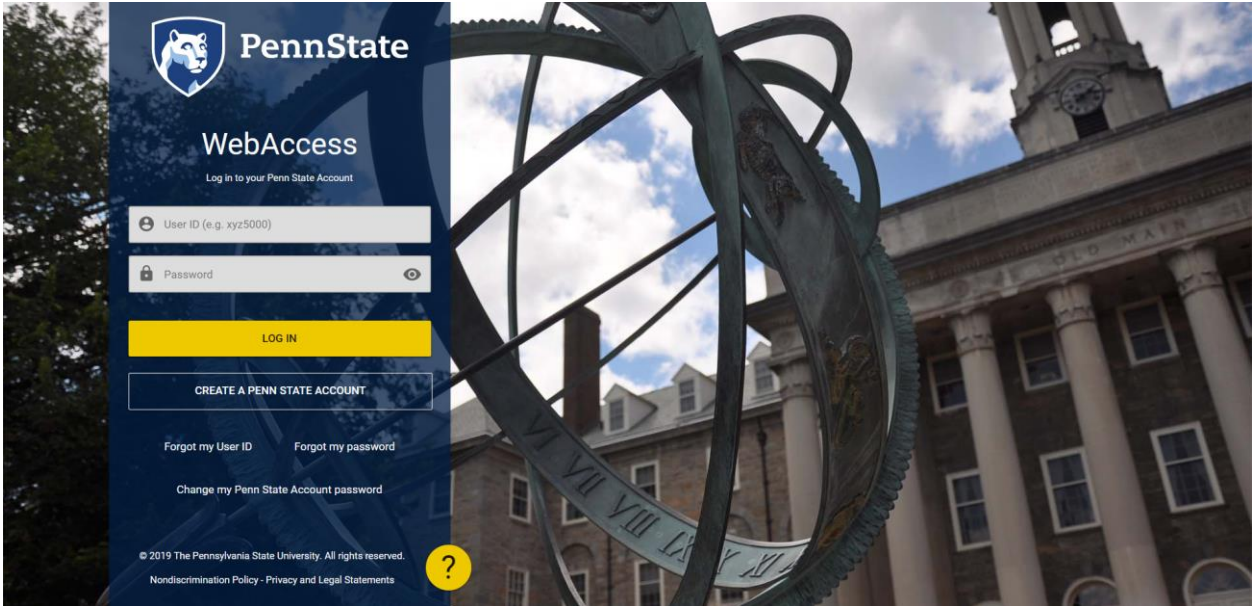
Only a reliable internet connection and a device capable of connecting to the internet (the device you're using to read this right now is a good option) are needed.

Warning: This guide is designed to introduce you to the basic functions of Lion Path. For information on obtaining more advanced tutorials and instructions please refer to the last page of this document.

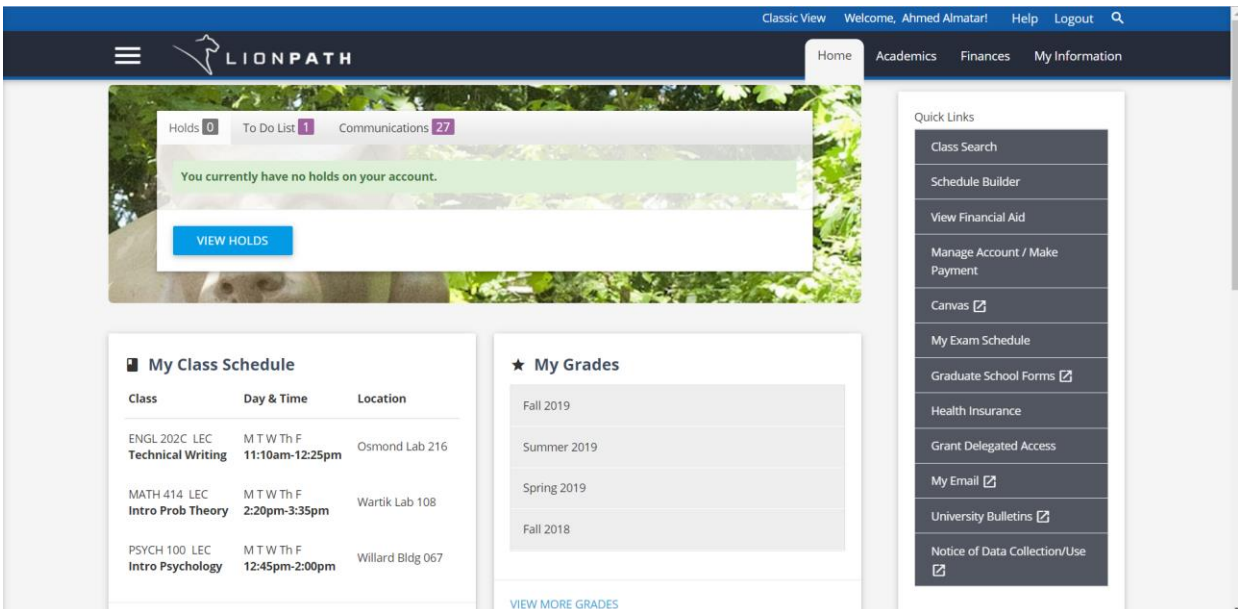
Accessing Lion Path

1. Go to lionpath.psu.edu

2. Enter your Penn State WebAccess login details.



- You will be redirected to Lion Path's main page briefly afterwards.



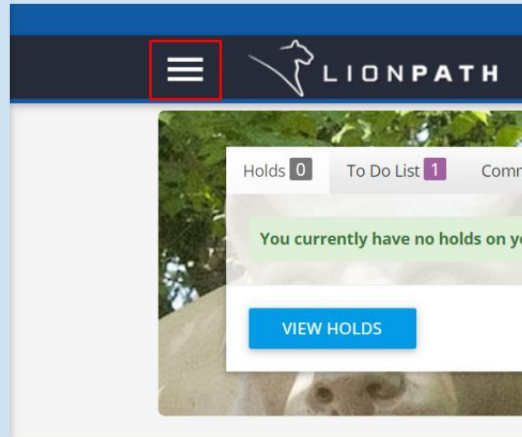
Schedule Builder

Accessing Schedule Builder

Start from the main page of Lion Path.

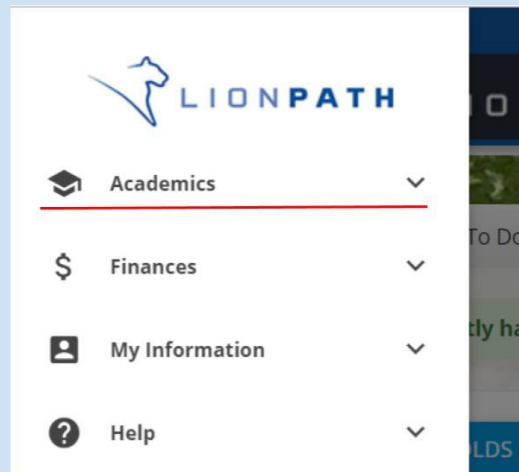
1. Click the Hamburger menu icon.

- Clicking the hamburger menu will display a multi-tier drop-down menu.



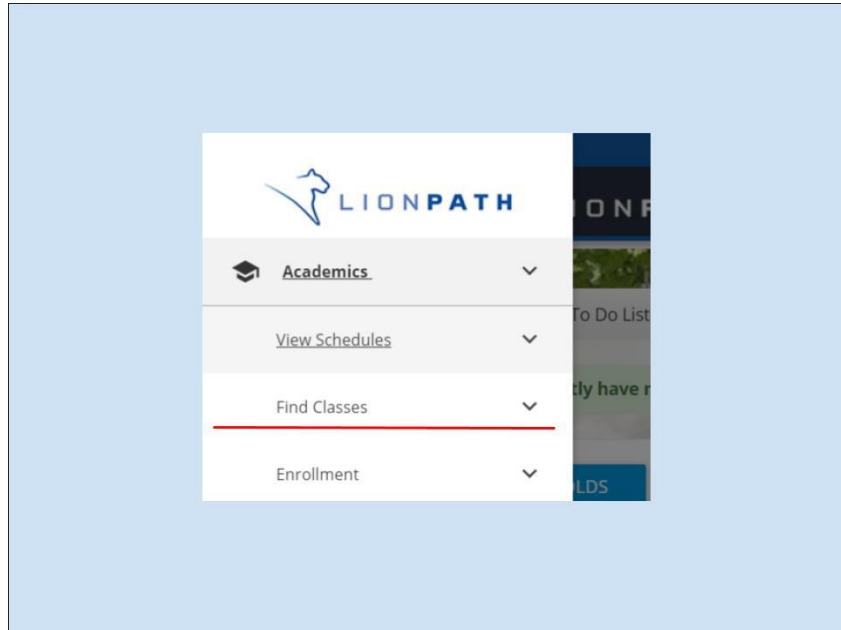
2. Click the Academics drop-down menu.

- Clicking the Academics drop-down menu will display a smaller drop menu.

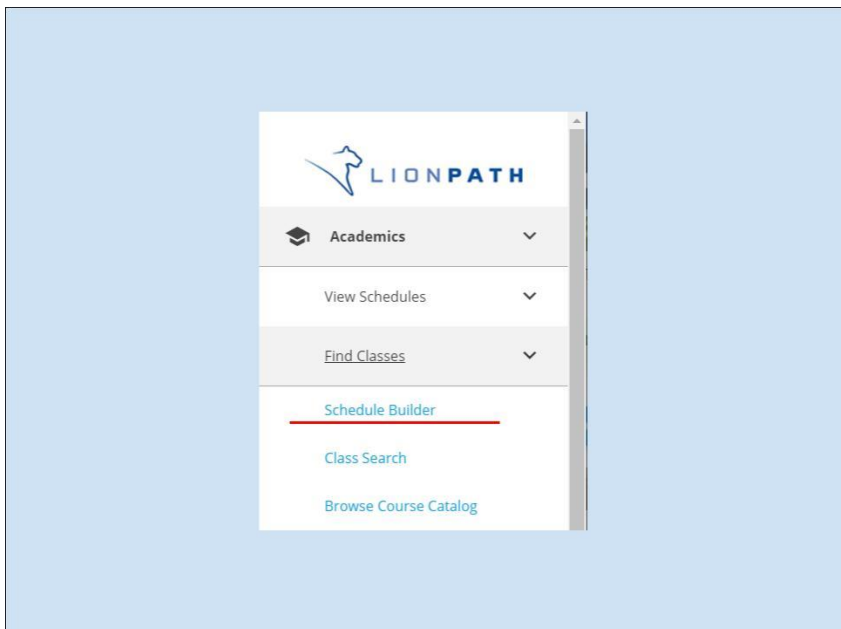


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3. Click the Find Classes drop-down menu.



4. Select the Schedule Builder link.

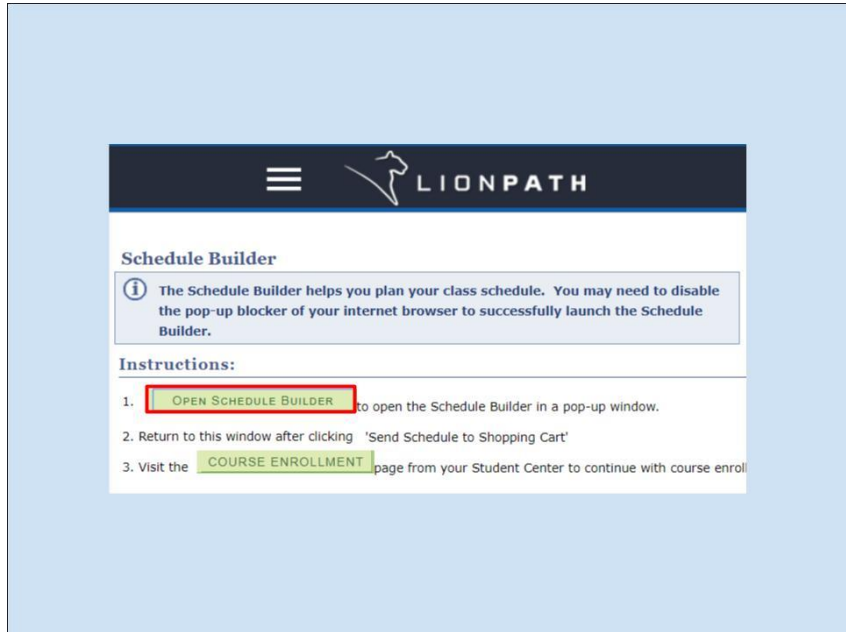


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5. Click “Open Schedule Builder”.

- Schedule Builder will open in a new tab.

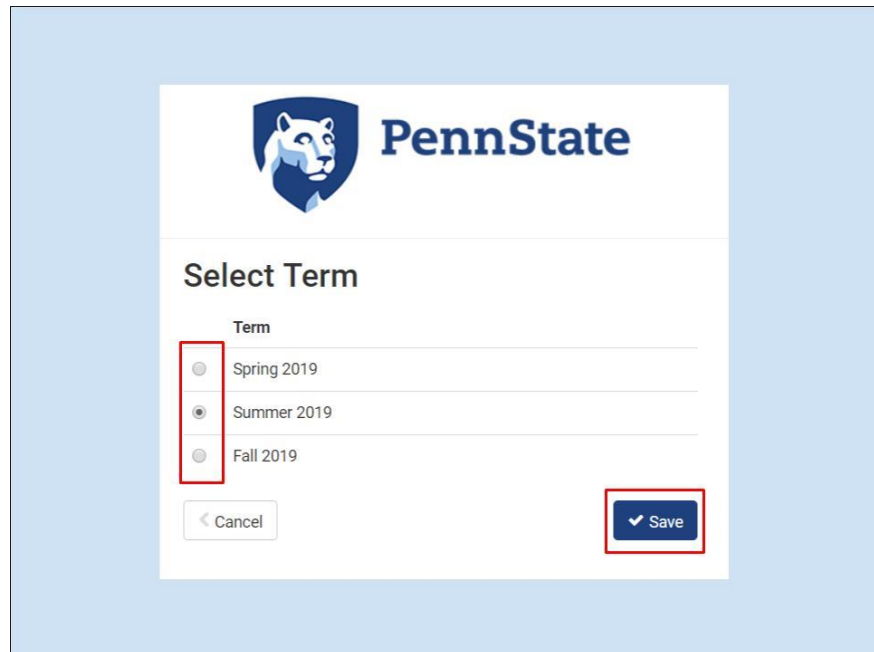
Caution: Lion Path will remain open, but you CANNOT use both Lion Path and Schedule Builder at the same time. Schedule Builder has to be closed first in order for Lion Path to function again.



Using Schedule Builder

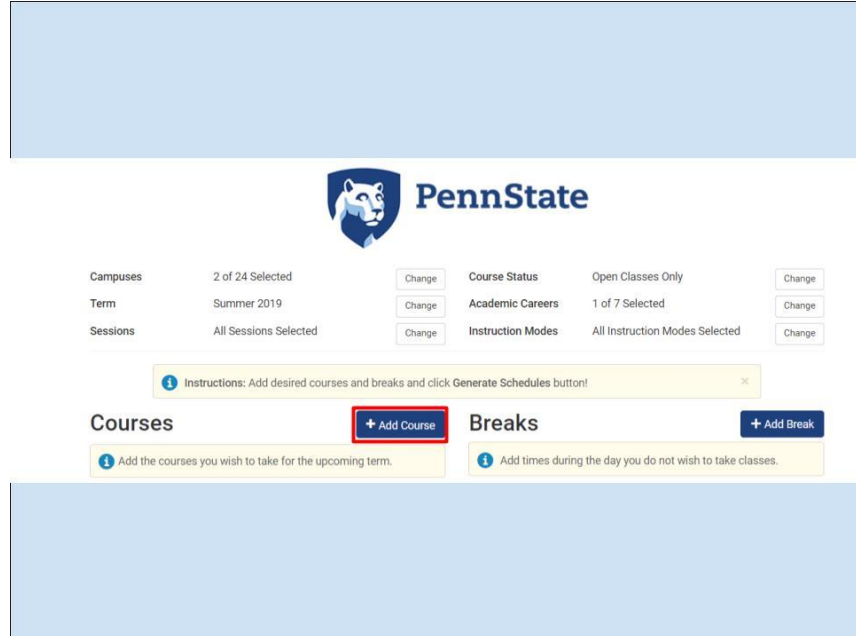
a) Creating Schedules

1. Select the appropriate Term and click the Save and Continue button.



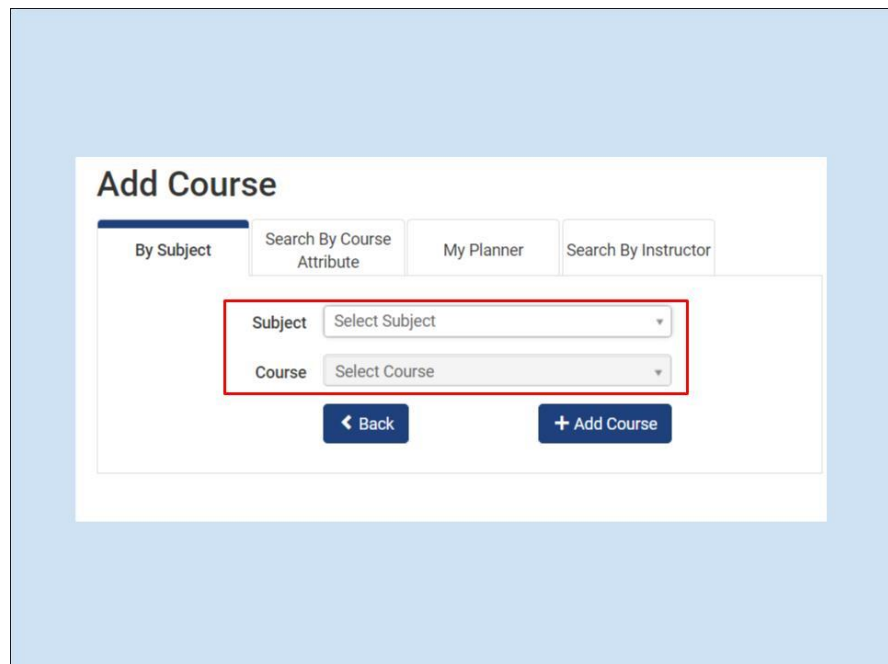
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2. Click the Add Course button to the left of the Courses heading.



The screenshot shows the PennState Lion Path scheduling interface. At the top, there is the PennState logo and the text "PennState". Below this, there are several filter sections: "Campuses" (2 of 24 Selected), "Term" (Summer 2019), "Sessions" (All Sessions Selected), "Course Status" (Open Classes Only), "Academic Careers" (1 of 7 Selected), and "Instruction Modes" (All Instruction Modes Selected). Each filter section has a "Change" button. Below the filters, there is a yellow information box with the text: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Underneath, there are two main sections: "Courses" and "Breaks". The "Courses" section has a red-bordered button labeled "+ Add Course" and a yellow information box below it that says "Add the courses you wish to take for the upcoming term." The "Breaks" section has a blue-bordered button labeled "+ Add Break" and a yellow information box below it that says "Add times during the day you do not wish to take classes."

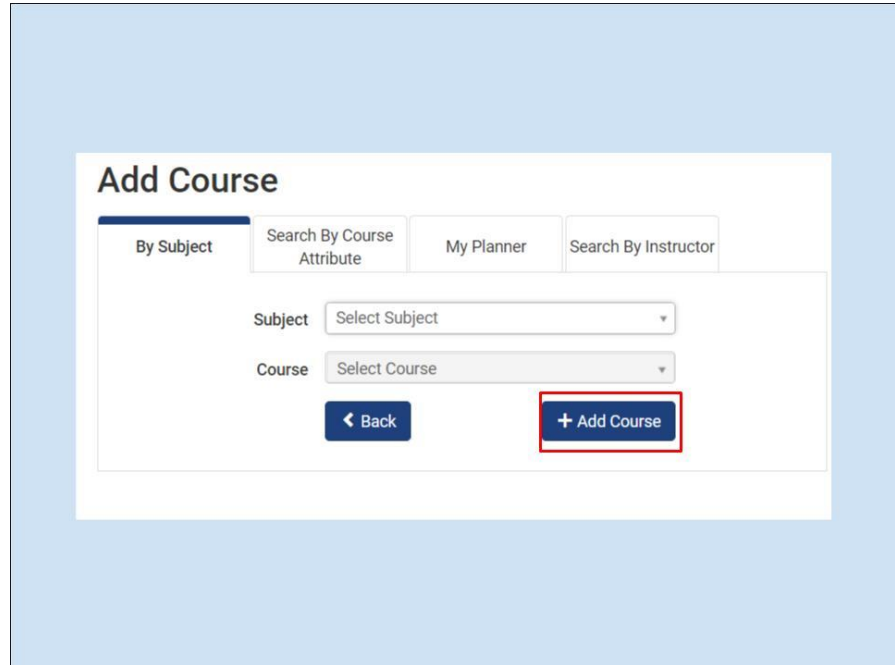
3. Locate the course you would like to add to your schedule, using the Subject and Course drop-down lists.



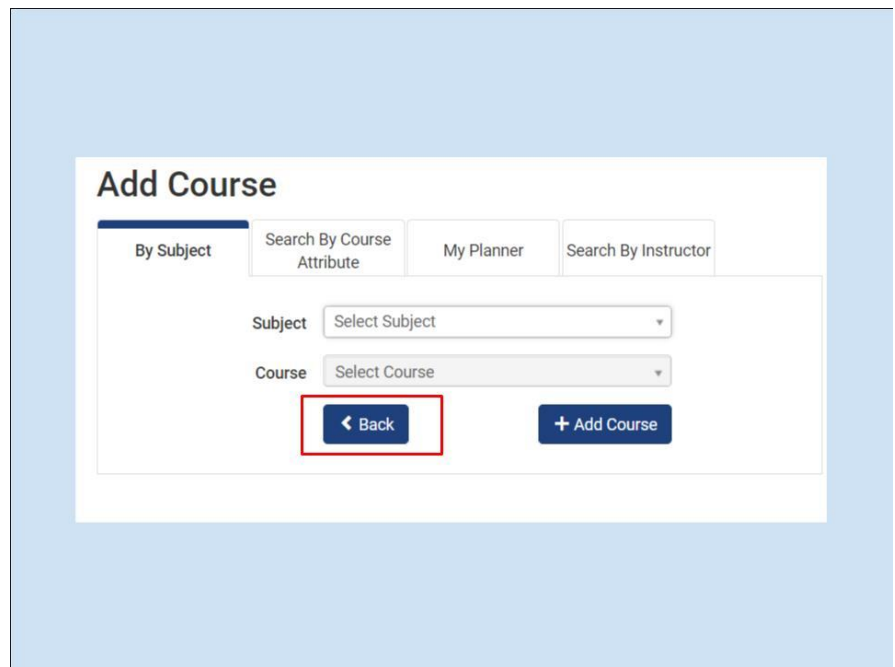
The screenshot shows the "Add Course" form in the Lion Path interface. The form has a title "Add Course" and four tabs: "By Subject", "Search By Course Attribute", "My Planner", and "Search By Instructor". The "By Subject" tab is selected. Below the tabs, there are two drop-down menus: "Subject" and "Course". Both drop-down menus have a red border around them. Below the drop-down menus, there are two buttons: a blue-bordered button labeled "< Back" and a blue-bordered button labeled "+ Add Course".

4. Click the Add Course button.

- Your selection will appear in the Courses list on the right.



5. Click on the Back button to go back to the main Schedule Builder page.

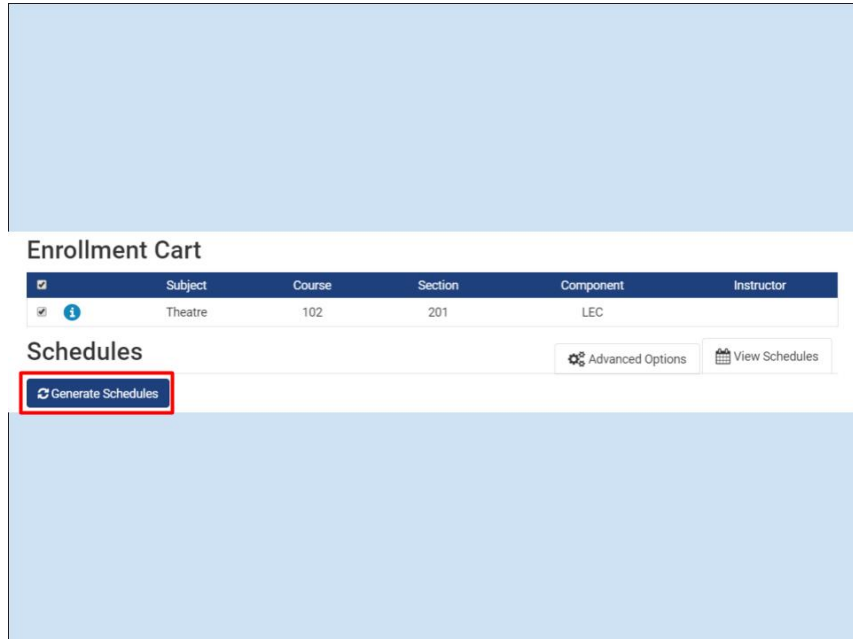


b) Locking a Schedule

When you use Schedule Builder to help plan your schedule, it will display all possible schedule options for the open classes you have specified. This could generate a lot of possible schedule options. Locks can be used to narrow down the number of possible schedules that are created.

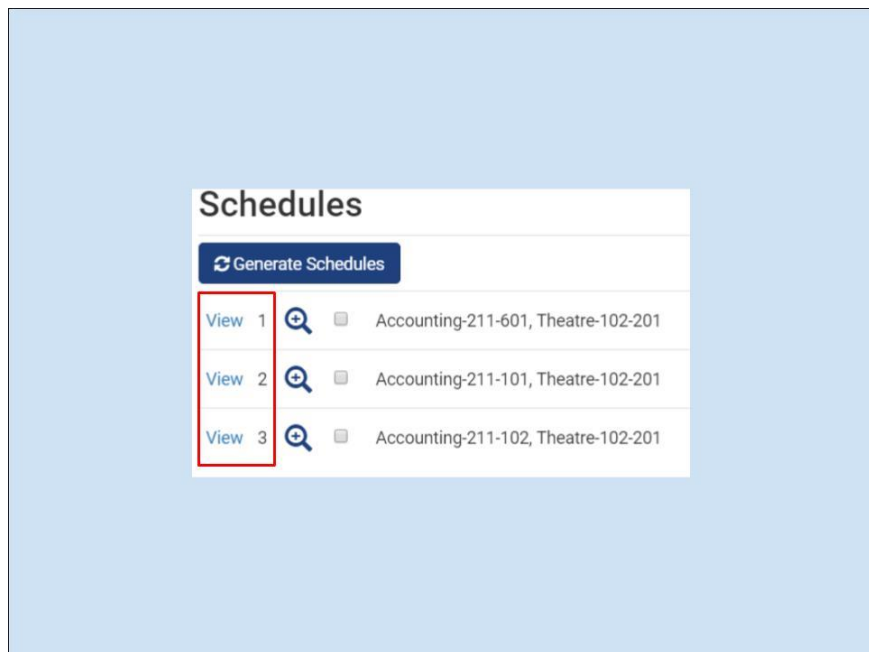
1. Click generate to generate schedules.

- The possible schedules are generated.



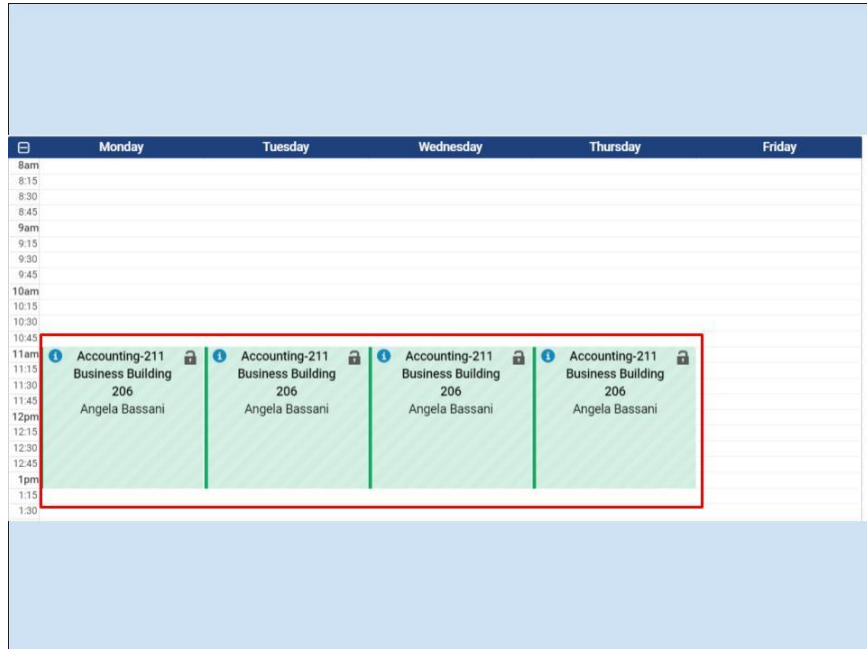
2. Click on view for the schedule you want to see.

- After that your schedule is going to be presented.



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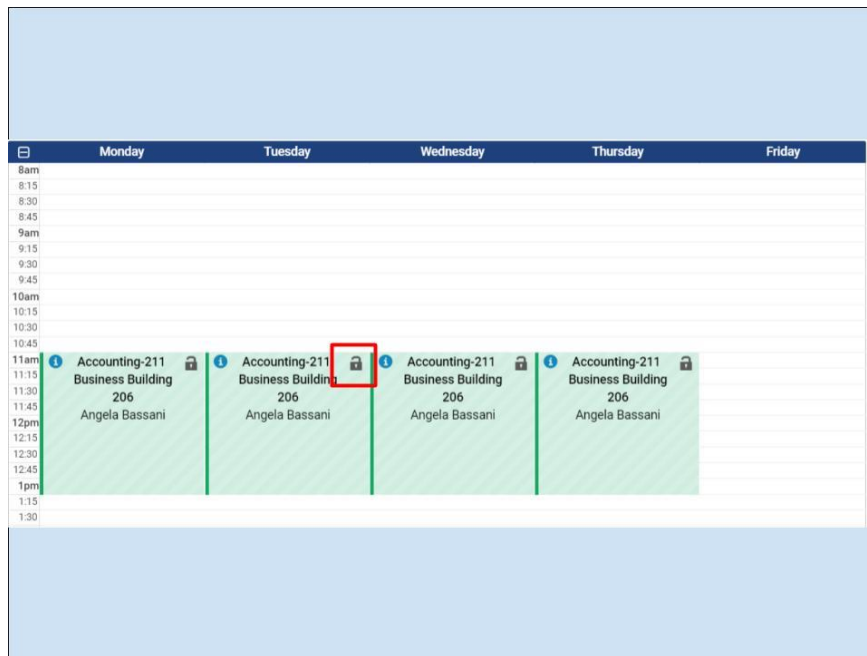
3. Locate the course you want to lock.



4. Click the lock icon on the course.

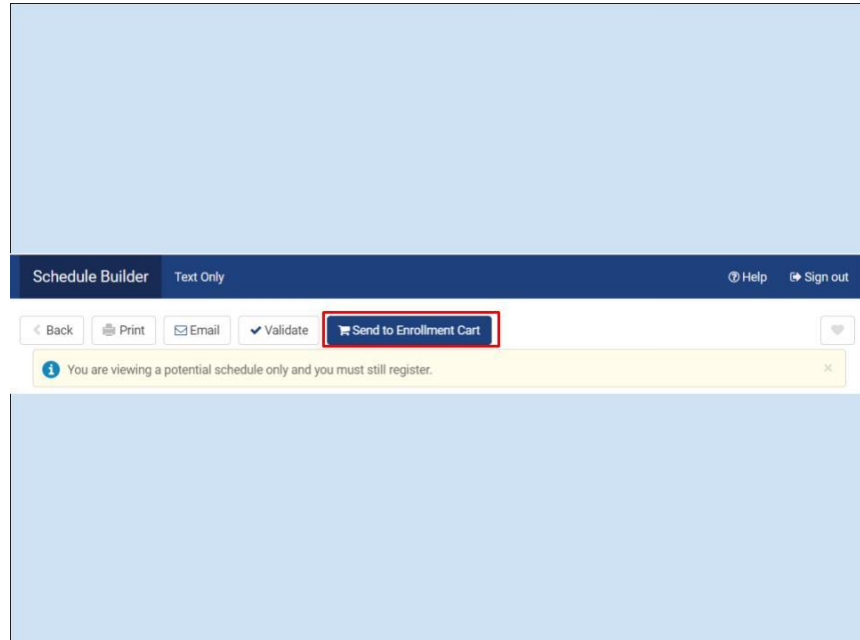
- The course is going to be locked in place.

- A message appears indicating that this lock reduced your total number of schedule options.



5. Click send to enrollment cart when you find a schedule you like.

- This will send your schedule to the shopping cart. We will revisit this later in the adding classes section.



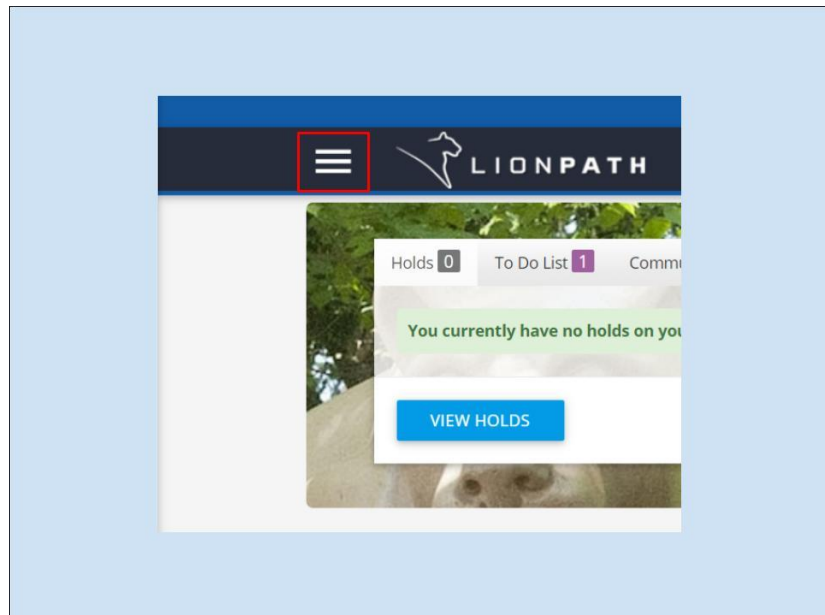
Class Search

Accessing Class Search

Start from the main page of Lion Path.

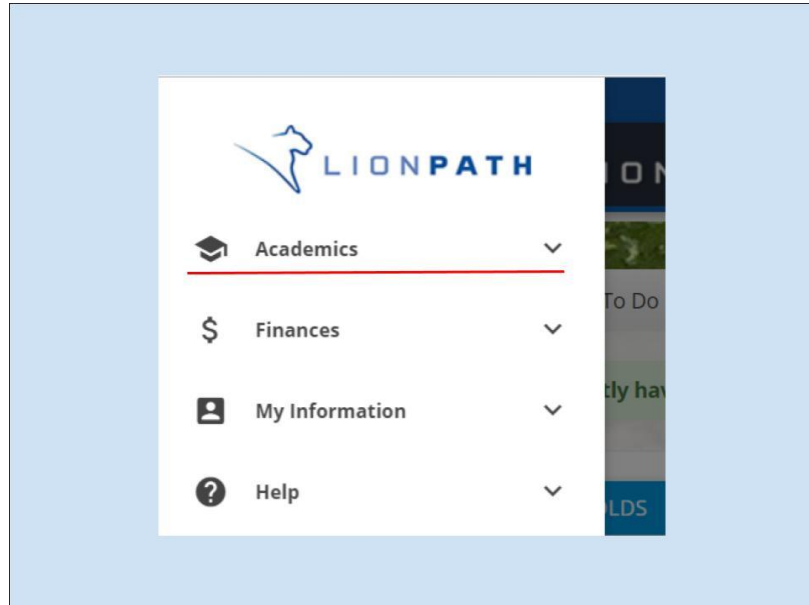
1. Click the Hamburger menu icon.

- Clicking the hamburger menu will display a multi-tier drop-down menu.

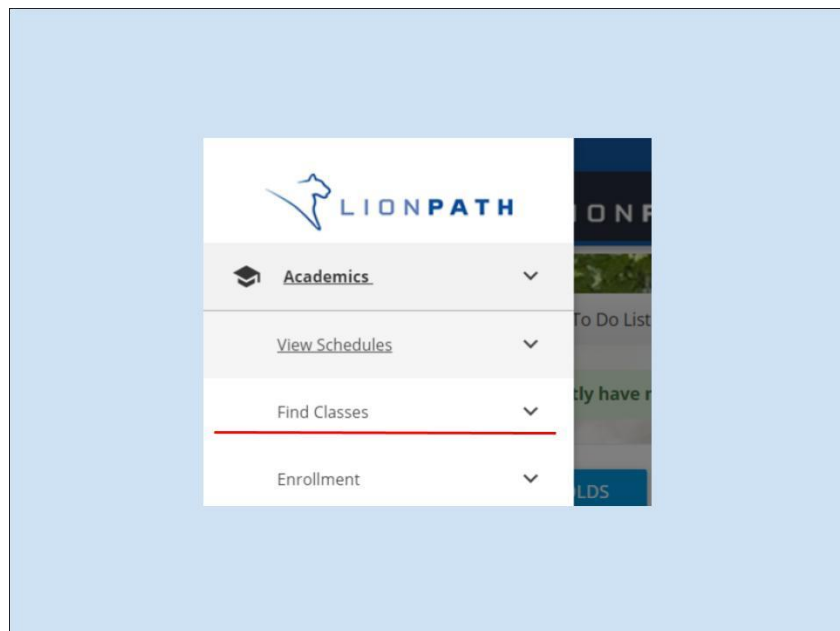


2. Click the Academics drop-down menu.

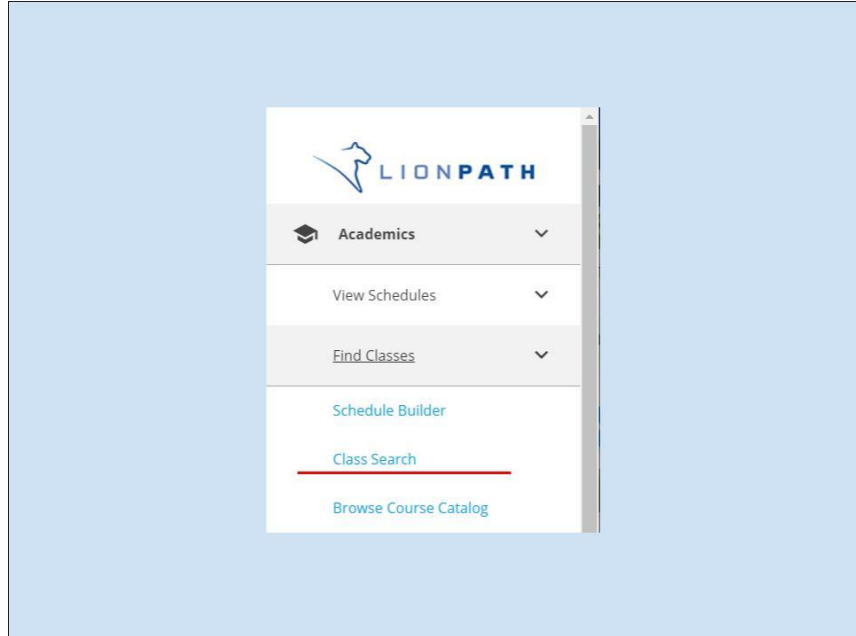
- Clicking the Academics drop-down menu will display a smaller drop menu.



3. Click the Find Classes drop-down menu.



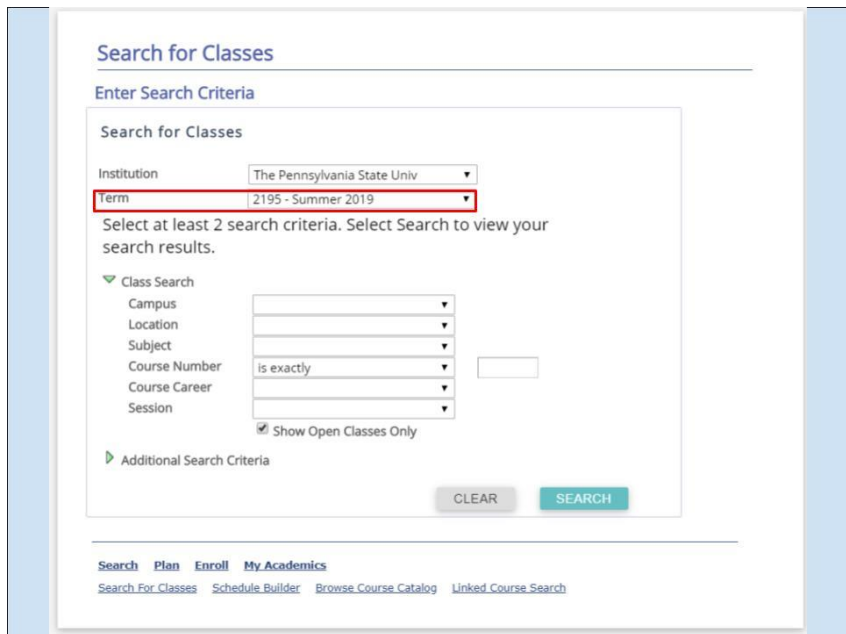
4. Select the Class Search link.



The search page will show with criteria for term, campus, and subject.

Selecting Classes

1. Pick a term.



2. Choose a campus.

The screenshot shows the 'Search for Classes' interface. At the top, it says 'Search for Classes' and 'Enter Search Criteria'. Below this, there are two dropdown menus: 'Institution' set to 'The Pennsylvania State Univ' and 'Term' set to '2195 - Summer 2019'. A message reads: 'Select at least 2 search criteria. Select Search to view your search results.' Under the 'Class Search' section, several criteria are listed: 'Campus', 'Location', 'Subject', 'Course Number', 'Course Career', and 'Session'. The 'Campus' dropdown is highlighted with a red box. The 'Course Number' dropdown is set to 'is exactly' with an adjacent empty text input field. A checkbox for 'Show Open Classes Only' is checked. At the bottom of the search criteria section are 'CLEAR' and 'SEARCH' buttons. Below the search form, there are navigation links: 'Search Plan Enroll My Academics' and 'Search For Classes Schedule Builder Browse Course Catalog Linked Course Search'.

3. Choose a subject.
The course number field is not mandatory.
Note: any field other than term, campus, and subject is not mandatory. Please feel free to experiment with other fields. For help with more advanced class search options please see the last page of this document.

This screenshot is identical to the one above, showing the 'Search for Classes' interface. In this version, the 'Subject' dropdown menu is highlighted with a red box, indicating that the user has selected a subject as their search criteria. All other elements, including the institution and term dropdowns, the 'Course Number' dropdown set to 'is exactly', the 'Show Open Classes Only' checkbox, and the navigation links at the bottom, remain the same as in the previous screenshot.

- The class sections that match the search criteria will display. Information for each class section is displayed showing the meeting dates and times, room, instructor. Each class section will display a status icon indicating the availability of the class.

4. Click select on the class you want to add.

15 class section(s) found						
ACCTG 211 - Financial and Managerial Accounting for Decision Making						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2103	101-LEC Six Wk 1	MoTuWeTh 12:45PM - 2:55PM	Business Bldg 004	Kyungjin Park	05/13/2019 - 06/21/2019	● SELECT
2104	102-LEC Six Wk 1	MoTuWeTh 10:15AM - 12:25PM	Business Bldg 003	Paul Richardson	05/13/2019 - 06/21/2019	● SELECT
2106	201-LEC Six Wk 2	MoTuWeTh 10:15AM - 12:25PM	Business Bldg 004	Vincent Castellani	06/26/2019 - 08/07/2019	● SELECT

- A page with class information will display.

5. Click next.

-The class will be placed in your enrollment shopping cart.

Search for Classes

Add to Shopping Cart - Enrollment Preferences

Summer 2019 | Undergraduate | The Pennsylvania State Univ

ACCTG 211 - Fin Mgl Acc Dec Mk

Class Preferences

ACCTG 211-201 Lecture ● Open

Session Six Week - Second

Career Undergraduate

Wait List Wait list if class is full

Grading Undergraduate Standard Grades

Units 4.00

Enrollment Information

- PreRequisite: MATH 021 or 1.5 units of high school algebra

CANCEL
NEXT

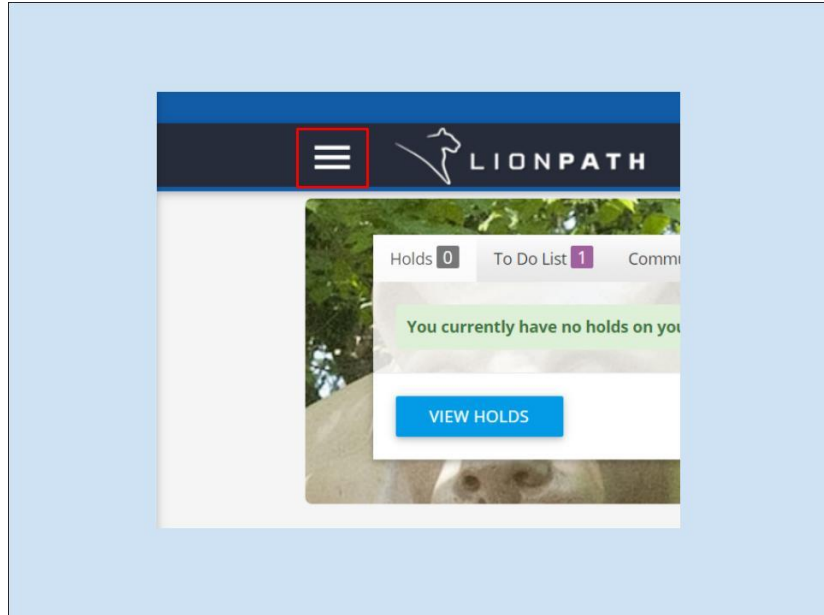
Adding Classes

Accessing Class Add

Start from the main page of Lion Path.

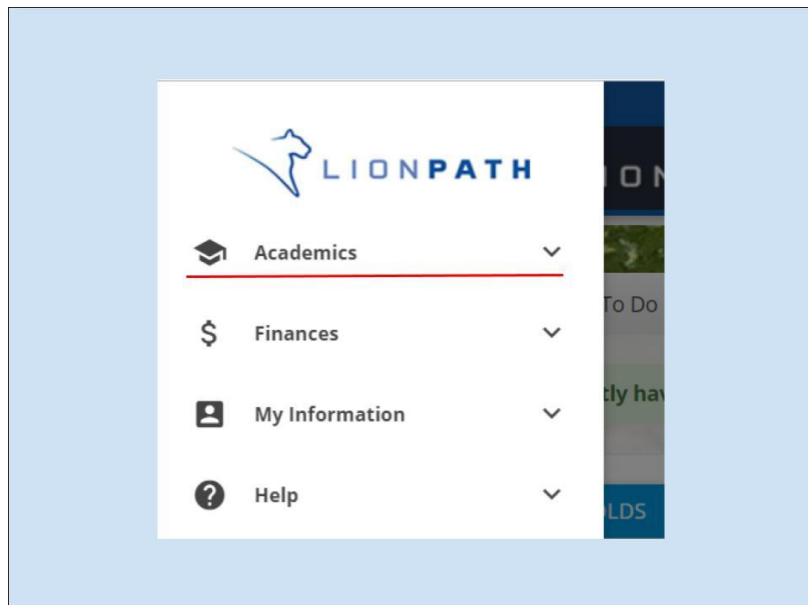
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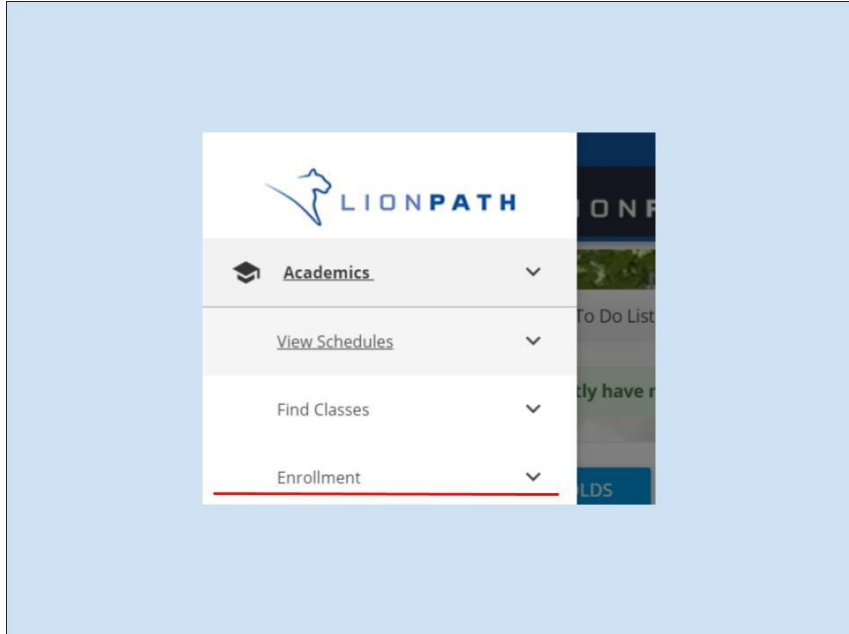


2. Click the Academics drop-down menu.

- Clicking the Academics drop-down menu will display a smaller drop menu.



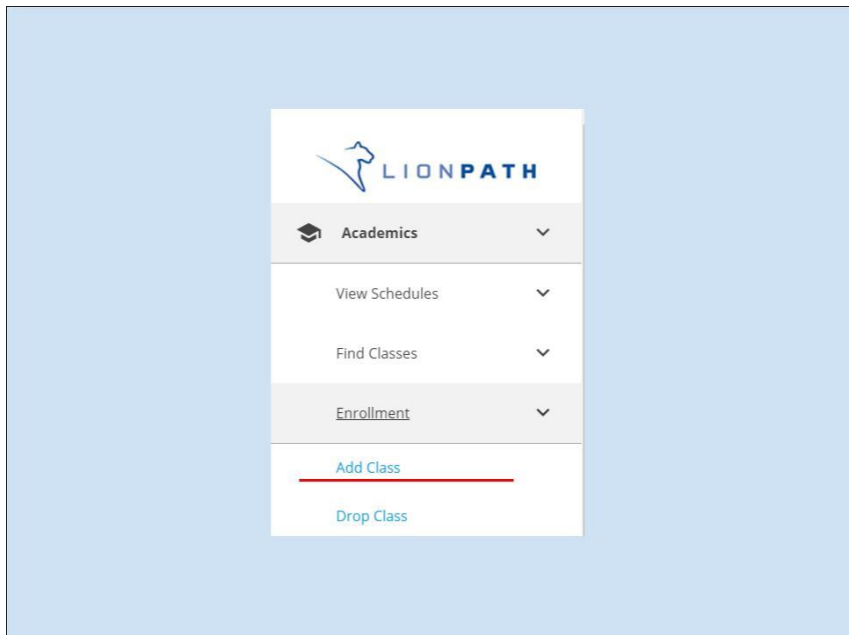
3. Click the Enrollment drop-down menu.



4. Select the Add Class link.

Caution: If prompted, select the term in which you would like to add a class and click the Continue button.

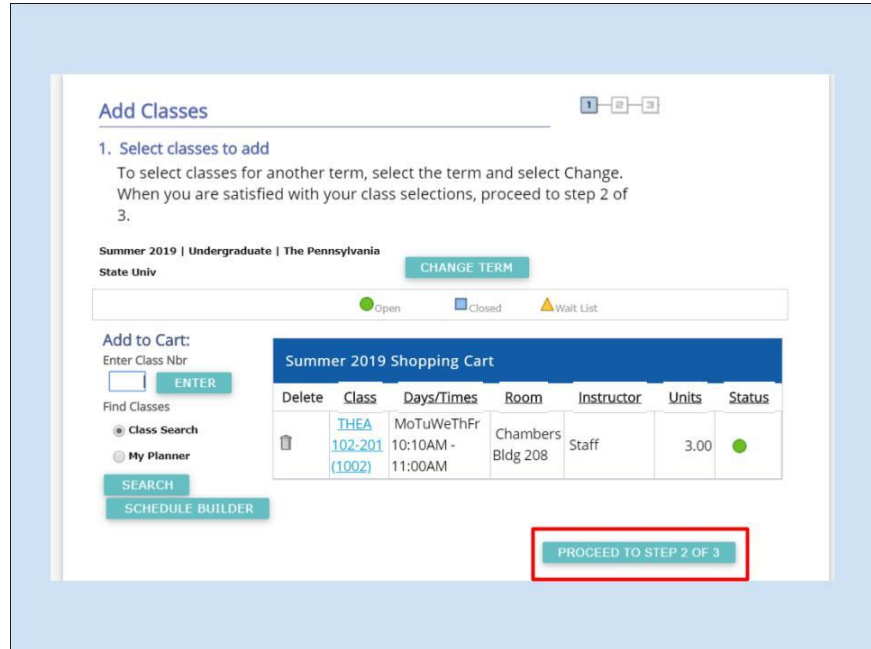
-A page will display. The page is going to have all the classes in your shopping cart.



Using Class Add

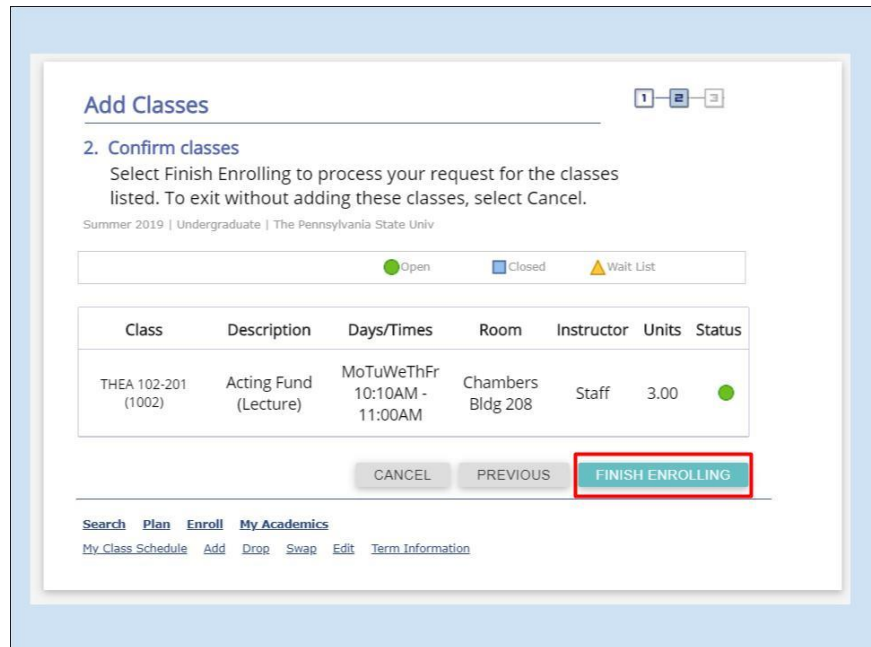
1. Click proceed to step 2 of 3

- You will be taken to a new page to confirm your enrollment.



2. Click finish enrolling to enroll.

- You will be taken to a new page. If the enrollment in some courses was not successful the courses are going to have a small red cross in the status column.



Conclusion

Now you should be able to do basic Lion Path tasks such as logging In, using schedule builder, locking schedules in schedule builder, searching classes, and lastly adding classes.

Accessing more advanced instructions

To access instructions on more advanced Lion Path features such as dropping classes, viewing grades and transcripts, changing majors, or planning future requirements please visit the Lion Path support website at: <https://lionpathsupport.psu.edu/student-help/>

Glossary of Terms

Hamburger Menu – The main menu in Lion Path. It's found on the top left corner in Lion Path. The name Hamburger menu is due to its three lines design looking like a hamburger.

Schedule Builder – A Lion Path feature that allows students to generate multiple schedule options to pick from.

Class Search – A feature in Lion Path that allows students to look up a single class using basic information such as term, campus, and subject.

Enrollment Shopping Cart – A page that temporally saves classes you intend to add. It's called a "Shopping Cart" because it's analogues to an online shopping website's shopping cart.