

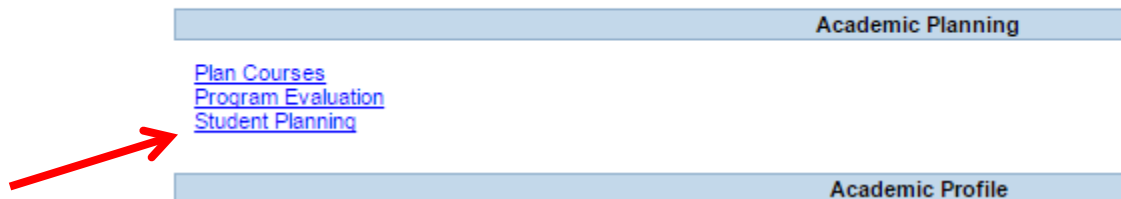
MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

How to use Student Planning

Student Planning is new software that will allow students and advisors to work together to plan sections for the next term, plan courses for future terms, and register for specific sections. **Please be sure to always follow specific instruction from your department regarding advising and registration policies.**

1. Log-In to daVinci using your NetId and Password (the same you use for your MassArt email.)
2. Select Student Planning from the Academic Planning menu



3. Student Planning Main Menu

The screenshot shows the Student Planning main menu. At the top, there are tabs for 'Student Planning' and 'User Profile'. Below the navigation bar, there are links for 'Home', 'My Progress', 'Plan & Schedule', 'Course Catalog', 'Test Summary', and 'Unofficial Transcript'. A search bar is located on the right side of the page.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

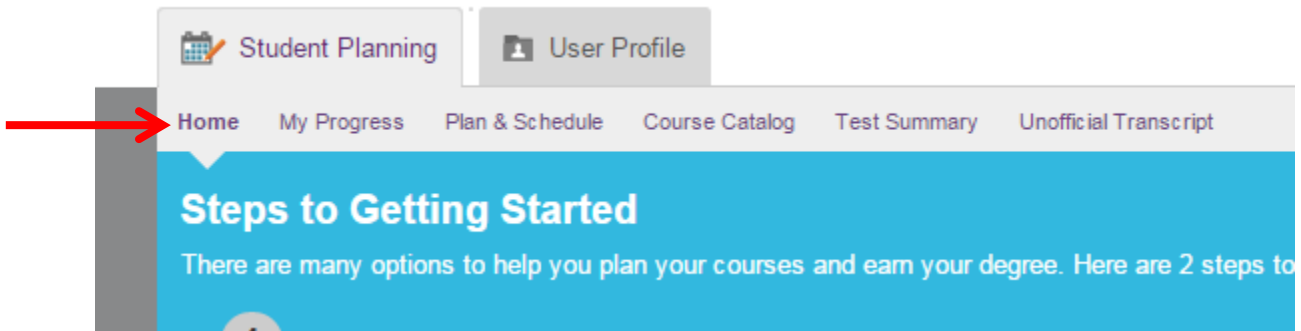
Programs

Programs	Progress
Bachelor of Fine Arts in Fashion Design	0.000 (0.000 required)

Spring 2016 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			✓ ZCPA-100-01	✓ ZCPA-200-01			
9am							
10am							
11am							

- From the Main Menu, use the menu items to create an academic plan, communicate with your advisor, and register for classes



- MY PROGRESS:** The My Progress tab will display your program requirements and alert you whether they are completed (graded), in progress (currently taking), planned, or not started.

The screenshot displays the 'My Progress' page for the 'Bachelor of Fine Arts in Fashion Design' program. The page includes a search bar, a 'View a New Program' button, and a 'Program Completion must be verified by the Registrar' notification. The 'At a Glance' section shows program statistics and progress bars for 'Total Credits (84 of 120)' and 'Total Credits from this School (81 of 60)'. The 'Requirements' section is divided into 'Foundation Year' and 'A. Studio Foundation'. A table at the bottom lists courses with their status, course number, title, grade, term, and credits. A red arrow points to the 'In-Progress' status of the first two courses in the table.

Status	Course	Grade	Term	Credits
In-Progress	SFDN-182 Visual Language		16/SP	3
In-Progress	SFDN-191 Time		16/SP	3

6. When reviewing the My Progress tab, you can begin to plan what courses you need to take next semester. Select the Course link of the course you need to plan or click on the Search button.

Complete all of the following items: 0 of 7 Completed. [Hide Details](#)

1. Literary Traditions 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search
Not Started	LALW-200 Literary Traditions	<input type="text" value="Search"/>

2. a literature/writing/crit elective - LALW Fully Planned 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search
Planned	LALW-201 Myth of Masculinity	<input type="text" value="Search"/>

3. a social science elective - LASS 0 of 3 Credits Completed.

Status	Course	Search
Not Started		<input type="text" value="Search"/>

4. a math/science elective - LAMS Fully Planned 0 of 3 Credits Completed. [Hide Details](#)

7. Once you have clicked on the course link, select View Available Sections

Filters Applied: None

LALW-200 Literary Traditions (3 Credits) [Add Course to Plan](#)

An exploration of the sources of culture through a survey of literary masterpieces from the ancient world to the seventeenth century.

Requisites: FRSM-100 and LALW-100 - Must be completed prior to taking this course.

Locations: Main Campus, Online

Terms Offered: Offered in Fall and Spring

Years Offered: Offered Every Year

[View Available Sections for LALW-200](#)

< < 1 > >

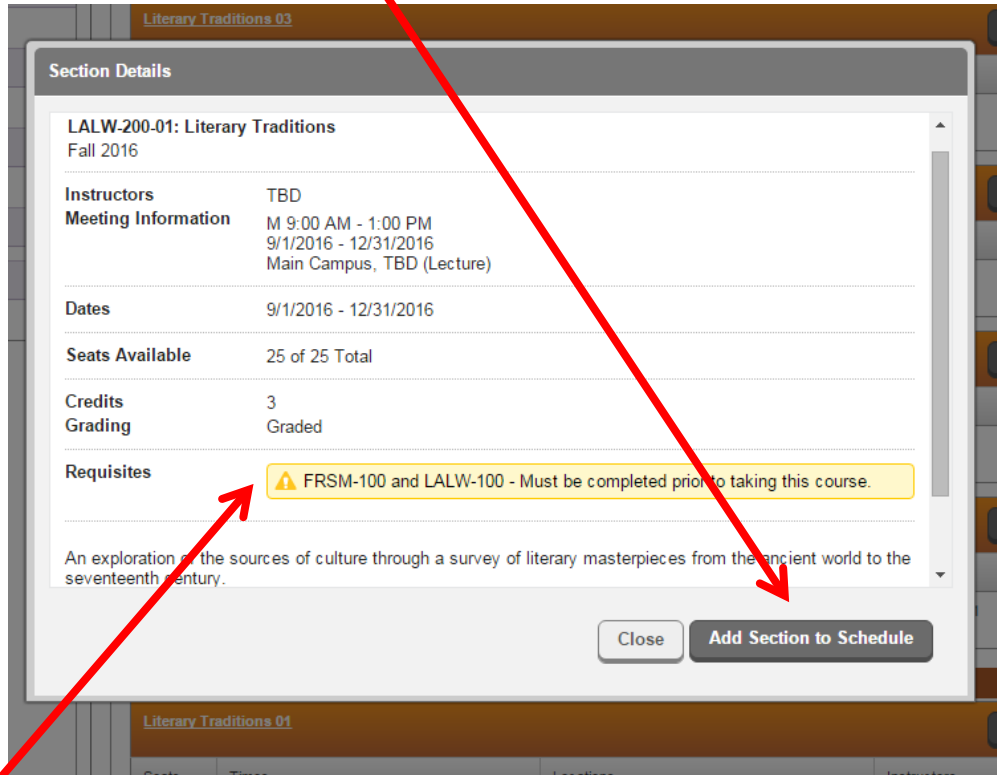
8. Click on Add Sections to Scedule

Fall 2016

Literary Traditions 01 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
25	M 9:00 AM - 1:00 PM 9/1/2016 - 12/31/2016	Main Campus Lecture	TBD

9. Click Add Section to Schedule



You will be alerted if you do not have the correct pre-requisite to register for the class on the section details screen.

10. Follow the same procedure for other classes you need to take the next semester:

Status	Course	
✓ Planned	EDFD-255	Creative Fashion Design I
✓ Planned	EDFD-257	Pattern Draft. & Constr. Tech.
! Not Started	EDFD-216	Digital Tools/Textile Design
! Not Started	EDFD-220	Fashion Illustration I
! Not Started	EDFD-256	Pattern Draft.& Constr. Tech.
! Not Started	EDFD-221	Fashion Illustration II

11. The course statuses will change when you have added them to your plan

Status	Course	Search	Grade	Term
Planned	EDFD-256	Pattern Draft.& Constr. Tech.		16/FA
Planned	EDFD-220	Fashion Illustration I		16/FA
Planned	EDFD-216	Digital Tools/Textile Design		16/FA

12. Course for **future** terms can be planned as well by selecting Add **COURSE** to Plan

EDFD-255 Creative Fashion Design I (3 Credits) Add Course to Plan

Communication of original ideas using geometric principles in design as well as master block pattern structure. Students learn fundamental draping and development. Basic garment construction and the experience in translating creative designs into 3D form. Work in fabric and non-textiles.



13. **PLAN & SCHEDULE:** Once you have completed your plan, select Plan & Schedule. Navigate to the selected term using the arrows.

Home My Progress Plan & Schedule Course Catalog Test Summary Unofficial Transcript


Plan your Degree and Schedule your courses

Schedule Timeline Advising

< > Fall 2016 - +

Filter Sections > Print Save to iCal Planned: 12 Credits

	Sun	Mon	Tue	Wed	Thu
6am					
7am					
8am					
9am		✓ LALW-200-01	✓ EDFD-216-01	✓ EDFD-220-01	✓ EDFD-256-01
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					



14. Schedule: On the Schedule Tab, you can see the sections that you have planned, see if they have been approved by your advisor and register or drop sections when your registration period has arrived. *An advisors' Approval or Denial does not control what you can actually register for.* This is for advising and planning purposes only.

The screenshot shows the 'Schedule' tab interface. At the top, there are tabs for 'Schedule', 'Timeline', and 'Advising'. Below the tabs, there are navigation arrows and the term 'Fall 2016' with minus and plus buttons. A toolbar contains 'Filter Sections', 'Print', and 'Save to iCal'. The main area is a grid with days of the week (Sun, Mon, Tue, Wed) as columns and time slots (6am to 1pm) as rows. A course card for 'EDFD-216-01: Digital Tools/Textile Design' is shown on the left. It has a green 'Approved' status and a yellow 'Planned' status. Below this, it lists 'Credits: 3', 'Grading: Graded', 'Instructor: TBD', '9/1/2016 to 12/31/2016', and 'Seats Available: 12'. There is a 'Meeting Information' section with a 'Register' button. A red arrow points to the 'Approved' status, and another red arrow points to the 'Register' button. The grid shows that this course is scheduled for Tuesday at 9am, along with other courses like 'LALW-200-01' and 'EDFD-220-01'.

15. Timeline: You can see your planned courses by term by selecting Timeline. You can remove planned courses and Add new terms to plan for

The screenshot shows the 'Timeline' tab interface. At the top, there are tabs for 'Schedule', 'Timeline', and 'Advising'. Below the tabs, there are buttons for 'Remove Planned Courses' and '+ Add a Term'. The main area is divided into two columns for 'Fall 2016' and 'Spring 2017'. Each column contains a list of planned courses with their titles and credit values. For example, in Fall 2016, there are courses like 'EDFD-216-01: Digital Tools/Textile Design' (3 credits), 'EDFD-220-01: Fashion Illustration I' (3 credits), 'EDFD-256-01: Pattern Draft. & Constr. Tech.' (3 credits), and 'LALW-200-01: Literary Traditions' (3 credits). A warning message is shown for 'LALW-200-01' stating 'FRSM-100 and LALW-100 - Must be completed prior to taking this course.' At the bottom of each column, it says '12 Planned Credits'.

16. Advising: Under the Advising tab you can compose a note to your advisor, view notes from your advisor and Request a Review of your plan.

The screenshot shows the 'Advising' tab interface. At the top, there are tabs for 'Schedule', 'Timeline', and 'Advising'. Below the tabs, the 'My Advisors' section lists 'Jonathan Rand' and notes that the 'Course Plan last reviewed on 2/24/2016 by Rand, Jonathan P.'. A 'Request Review' button is located in the top right corner. The main area is divided into two sections: 'Compose a Note' and 'View Note History'. The 'Compose a Note' section contains a text box with the message 'I have added some course to my plan, can you please review and remove my hold?' and a 'Save Note' button. The 'View Note History' section shows two entries: one from 'Rand, Jonathan P.' dated 2/24/2016 at 2:15 PM, and another from 'Student, Test' dated 2/24/2016 at 12:51 PM. Red arrows point from the text above to the 'Request Review' button and the 'Save Note' button.

IMPORTANT: These notes are NOT private. They are viewable by any advisor (faculty or staff) who has access to your academic plan.

17. Once your Advisor Hold has been removed, you will be able to use the Schedule Tab to register for courses once your pre-determined registration time period has arrived. You can plan for as many sections as you want to help facilitate the registration process.

The screenshot shows the 'Schedule' tab interface. On the left, there is a list of courses. The first course is 'EDFD-216-01: Digital Tools/Textile Design', which is 'Approved' and 'Planned'. It has 3 credits, is graded, and the instructor is TBD. The registration period is from 9/1/2016 to 12/31/2016, with 12 seats available. Below the course details are buttons for 'Meeting Information', 'Register', and 'View other sections'. The second course is 'EDFD-220-01: Fashion Illustration I', which is also 'Approved' and 'Planned' with 3 credits, graded, and instructor TBD. It has the same registration period and 1 seat available. Below its details are buttons for 'Meeting Information' and 'Register'. On the right, there is a weekly schedule grid with columns for Sun, Mon, Tue, and Wed, and rows for time slots from 8am to 6pm. Two course sections are shown: 'EDFD-216-01' on Tuesday from 9am to 12pm, and 'EDFD-220-01' on Wednesday from 9am to 12pm. Red arrows point from the text above to the 'Register' buttons for both courses.

18. The courses on your schedule will turn green once you are registered.

Schedule Timeline Advising

< > Fall 2016 +

Filter Sections > Print Save to iCal Planned: 3 Credits

	Sun	Mon	Tue	Wed	Thu
8am					
9am			✓ ED216-01	✓ ED220-01	✓ ED256-01
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					

ED216-01: Digital Tools/Textile Design
Approved
Registered, but not started
Credits: 3
Grading: Graded
Instructor: TBD
9/1/2016 to 12/31/2016
Meeting Information
Drop
View other sections

ED220-01: Fashion Illustration I
Approved
Registered, but not started
Credits: 3
Grading: Graded
Instructor: TBD
9/1/2016 to 12/31/2016
Meeting Information
Drop

19. **COURSE CATALOG:** You can add courses to your plan by using the Course Catlog as well by by entering a subject, a specific course or choosing a deaprtment.

Home My Progress Plan & Schedule Course Catalog Test Summary Unofficial Transcript

Search for Courses and Course Sections Search for courses...

Search for a course subject: Type a subject...

- Animation (CDAN)
- Architectural Design (EDAD)
- Art Education (AETE)
- Ceramics (3DCR)
- Design (DSGN)
- Fashion Design (EDFD)

20. Searching the Catalog: You can search for courses by using the course filter column on the left (by term, days of week, instructor, etc...)

Filter Results

Filters Applied: Fashion Design (EDFD)

SUBJECTS

- Fashion Design (EDFD) (52)

LOCATIONS

- Main Campus (52)

TERMS

- Spring 2016 (21)
- Fall 2016 (4)
- 16/WI (1)

DAYS OF WEEK

- Sunday (1)
- Monday (7)
- Tuesday (10)
- Wednesday (8)
- Thursday (11)
- Friday (1)
- Saturday (1)

TIME OF DAY

Select time range...

INSTRUCTORS

- Anderson, J (1)
- Chan, A (2)
- Coppola (1)
- Corsano, E (1)
- Di Stefano (1)

EDFD-101 Culture,Dress&Identity (3 Credits) [Add Course to Plan](#)

This course will examine the relationship between culture, dress and identity. We will look broadly across the world at how dress and adornment are extension of one's culture and identity and compare and contrast this to our own. We will explore the significance of dress through rituals, ceremonies and rites of passages as well as through a social and political lens. We will also examine the effects of globalization on dress and what this means in our contemporary world and how this is leading us into the future.

Requisites: None
Locations: Main Campus
Terms Offered: Spring Term Only
Years Offered: Offered Every Year

[View Available Sections for EDFD-101](#)

EDFD-202 History of Textiles (3 Credits) [Add Course to Plan](#)

This History of Textiles course will survey the fascinating development of textiles around the globe, from ancient to modern times, familiarizing students with the specific styles, techniques, and constructions. Students will learn to identify motifs and patterns, as well as explore the cultural and historic milieu in which these textiles were created and used. Particular attention will be placed on understanding the role of textiles in clothing design.

Requisites: None
Locations: Main Campus
Terms Offered: Fall Term Only
Years Offered: Offered Every Year

EDFD-202X Handbag Design (3 Credits) [Add Course to Plan](#)

Everyone knows that accessories make the outfit and constitute a major part of the fashion industry. Explore handbag design as a specialization. Topics and projects include

21. Course and Section Details: Course descriptions, Terms offered and prerequisites are available to help you plan

EDFD-101 Culture,Dress&Identity (3 Credits) [Add Course to Plan](#)

This course will examine the relationship between culture, dress and identity. We will look broadly across the world at how dress and adornment are extension of one's culture and identity and compare and contrast this to our own. We will explore the significance of dress through rituals, ceremonies and rites of passages as well as through a social and political lens. We will also examine the effects of globalization on dress and what this means in our contemporary world and how this is leading us into the future.

Requisites: None
Locations: Main Campus
Terms Offered: Spring Term Only
Years Offered: Offered Every Year

View Available Sections for EDFD-101

Spring 2016

Culture,Dress&Identity 01 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
6	M 2:00 PM - 5:00 PM 1/20/2016 - 5/20/2016	Main Campus, Tower Building 603 Hybrid Studio Critique	Varekamp, J

22. Seats available and meeting information is available for active sections.