

NACADA Annual Conference Interactive Schedule:

Searching by Track/Keyword/Both

This year we have added extra features to the Interactive Schedule Planner to help find sessions related to specific tracks and presentation keywords. You can now search by track, by keyword, or by both. Follow the steps below to get the most out of the interactive schedule.

Step 1. Access the NACADA Interactive Schedule Planner:

<http://apps.nacada.ksu.edu/conferences/proposalsphp/ScheduleInteractiveList.php>

Step 2. Once you have accessed the Interactive Schedule Planner you can search specific tracks by selecting the drop down menu labeled “track,” choose the appropriate track in the drop down box, and select the “search” button. Sessions that fall in that specific track will appear below.

| Select | Sess# | Time | Title | Room | Track | Handouts |
|-----------------------------|-------|--------------------|-------|------|-------|----------|
| Wednesday, October 05, 2016 | | | | | | |
| <input type="checkbox"/> | M430 | 8:00 am - 9:00 am | New | | | |
| <input type="checkbox"/> | M431 | 8:00 am - 9:00 am | New | A702 | | |
| <input type="checkbox"/> | M432 | 8:00 am - 9:00 am | New | A703 | | |
| <input type="checkbox"/> | M433 | 9:00 am - 11:00 am | New | A704 | | |
| <input type="checkbox"/> | M434 | 1:00 pm - 2:30 pm | Com | A701 | | |
| <input type="checkbox"/> | M435 | 2:30 pm - 5:00 pm | Divis | A704 | | |
| <input type="checkbox"/> | M436 | 2:30 pm - 5:00 pm | Divis | A703 | | |
| <input type="checkbox"/> | M437 | 2:30 pm - 5:00 pm | Divis | A702 | | |
| <input type="checkbox"/> | M438 | 3:30 pm - 5:00 pm | Boar | A704 | | |
| <input type="checkbox"/> | M439 | 5:00 pm - 7:00 pm | Boar | A701 | | |

Step 3. If you want to search by keywords, select the drop down menu labeled “keyword” and select the keyword you are looking for and select the “search” button. Sessions that relate to the “keyword” you have chosen will appear below.

| Select | Sess# | Time | Title | Room | Track | Handouts |
|-----------------------------|-------|--------------------|--|----------|-------|----------|
| Tuesday, October 04, 2016 | | | | | | |
| <input type="checkbox"/> | M430 | 8:00 am - 9:00 am | New Division Rep Training - Administrative Division | 702 | | |
| <input type="checkbox"/> | M431 | 8:00 am - 9:00 am | New Division Rep Training - CIG Division | 703 | | |
| <input type="checkbox"/> | M432 | 8:00 am - 9:00 am | New Division Rep Training - Regional Division | 704 | | |
| <input type="checkbox"/> | M433 | 9:00 am - 11:00 am | New Council Training | 701 | | |
| <input type="checkbox"/> | M434 | 1:00 pm - 2:30 pm | Combined Division Meeting - Administrative, CIG and Regional Divis | 704 | | |
| <input type="checkbox"/> | M435 | 2:30 pm - 5:00 pm | Division Meeting - CIG Division | 703 | | |
| <input type="checkbox"/> | M436 | 2:30 pm - 5:00 pm | Division Meeting - Administrative Division | 702 | | |
| <input type="checkbox"/> | M437 | 2:30 pm - 5:00 pm | Division Meeting - Regional Division | 704 | | |
| <input type="checkbox"/> | M438 | 3:30 pm - 5:00 pm | Board of Directors Orientation | 701 | | |
| <input type="checkbox"/> | M439 | 5:00 pm - 7:00 pm | Board of Directors Meeting | 701 | | |
| Wednesday, October 05, 2016 | | | | | | |
| <input type="checkbox"/> | M440 | 8:00 am - 10:00 am | Council Meeting | 202 | | |
| <input type="checkbox"/> | P02 | 9:00 am - 12:00 pm | An Introduction to the Foundations of Academic Advising | A706/707 | SD | |

Step 4. If you want to search by both track and keyword you need to first select a “track” you want, then select the preferred “keyword” you want and select the “search” button. Sessions that fall in that specific track and relate to the keyword you selected will appear below.

The screenshot shows an advanced search interface. At the top, there are filters for 'All' (unchecked), 'Selected' (checked), 'Track' (set to 'All-All Tracks'), and 'KeyWord' (set to 'All'). A 'Search' button is visible. Below the filters, a dropdown menu is open, listing various tracks such as 'AA-Advising Administration', 'AE-Assessment and Evaluation', 'AMS-Academic Major Specific', etc. The main table below shows search results with columns for 'Select', 'Sess#', 'Time', 'Title', 'Room', 'Track', and 'Handouts'. The first row is highlighted in green, indicating it is selected.

| Select | Sess# | Time | Title | Room | Track | Handouts |
|-------------------------------------|-------|--------------------|---|----------|-------|----------|
| <input checked="" type="checkbox"/> | M430 | 8:00 am - 9:00 am | New | 702 | | |
| <input type="checkbox"/> | M431 | 8:00 am - 9:00 am | New | 703 | | |
| <input type="checkbox"/> | M432 | 8:00 am - 9:00 am | New | 704 | | |
| <input type="checkbox"/> | M433 | 9:00 am - 11:00 am | New | 701 | | |
| <input type="checkbox"/> | M434 | 1:00 pm - 2:30 pm | Com | 704 | | |
| <input type="checkbox"/> | M435 | 2:30 pm - 5:00 pm | Divis | 703 | | |
| <input type="checkbox"/> | M436 | 2:30 pm - 5:00 pm | Divis | 702 | | |
| <input type="checkbox"/> | M437 | 2:30 pm - 5:00 pm | Divis | 704 | | |
| <input type="checkbox"/> | M438 | 3:30 pm - 5:00 pm | Boar | 701 | | |
| <input type="checkbox"/> | M439 | 5:00 pm - 7:00 pm | Boar | 701 | | |
| <input type="checkbox"/> | M440 | 8:00 am - 10:00 am | Council Meeting | 202 | | |
| <input type="checkbox"/> | P02 | 9:00 am - 12:00 pm | An Introduction to the Foundations of Academic Advising | A706/707 | SD | |

Step 5. Once you find a session you want to add to your schedule, make sure to select the check box next to the session so it will save. You will continue this process (steps 1-5) until you have chosen all the sessions you want to attend.

The screenshot shows the same search results table as in Step 4. The 'Track' filter is now set to 'AA-Advising Administration' and the 'KeyWord' filter is set to 'Administration'. The 'Search' button is still present. The first row of the table, corresponding to session M430, has its 'Select' checkbox checked. A red circle is drawn around this checkbox, with a red arrow pointing to it from the left.

| Select | Sess# | Time | Title | Room | Track | Handouts |
|-------------------------------------|-------|-------------------|---|------|-------|----------|
| <input checked="" type="checkbox"/> | M430 | 9:00 am - 4:00 pm | Academic Advising Administration and Leadership Seminar | A703 | AA | |

NOTE: Sessions selected for inclusion into your schedule will be retained until you close your browser or choose to “start over.” They will even be retained if you use the “back to search” button to continue searching topics and keywords.

The screenshot shows a confirmation message and navigation buttons. The message states: "Sessions selected for inclusion into your schedule will be retained until you close your browser or choose to 'Start Over'. They will even be retained if you use the 'Back to Search' button to continue searching topics and keywords." Below the message, there is a link to "Use the print function of your browser to print this schedule if you wish." and another link: "If you want to create a different personal schedule, click [Start Over](#)." At the bottom, there are two buttons: "Back" and "Back to Search".

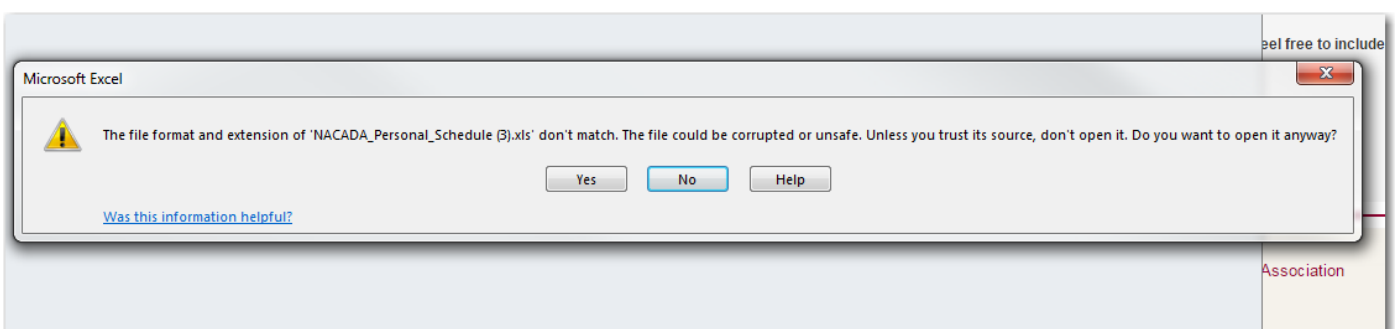
Step 6. Once all sessions have been chosen hit the “view your schedule, including session titles” button to move onto the next step.

| Advanced Search | | All | Selected | ---or--- | Track | ---and--- | KeyWord | | | |
|---|-------|--------------------------|---|----------|--|-----------|---------------------|---------------------------------------|----------|--|
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | SD-Student Development, Theory, and Research | | Advising Approaches | <input type="button" value="Search"/> | | |
| Wednesday, October 05, 2016 | | | | | | | | | | |
| Select | Sess# | Time | Title | | | | Room | Track | Handouts | |
| <input checked="" type="checkbox"/> | P01 | 9:00 am - 4:00 pm | Academic Advising Administration and Leadership Seminar | | | | A703 | AA | | |
| <input type="checkbox"/> | P10 | 10:00 am - 12:00 pm | Connecting With the Connected Generation | | | | A602 | SD | | |
| Thursday, October 06, 2016 | | | | | | | | | | |
| Select | Sess# | Time | Title | | | | Room | Track | Handouts | |
| <input type="checkbox"/> | 047 | 11:30 am - 12:30 pm | Using Habit Theory to Influence Student Behavior | | | | Imperial A | SD | | |
| Friday, October 07, 2016 | | | | | | | | | | |
| Select | Sess# | Time | Title | | | | Room | Track | Handouts | |
| <input checked="" type="checkbox"/> | 525 | 7:15 am - 8:30 am | Developmental Advising: How to Reduce Workload in Large Departments by Connecting Teaching and Advising | | | | Marquis C | SD | | |
| <input type="checkbox"/> | 217 | 2:00 pm - 3:00 pm | ◆The Only Way Out is Through: Conversations to Build Student Resiliency | | | | Atrium Ballroom A | SD | | |
| <input checked="" type="checkbox"/> | 226 | 3:15 pm - 4:15 pm | A.S.M.A.R.T. Academic Advising Plan | | | | International 1-2 | AA | | |
| <input type="checkbox"/> | 239 | 3:15 pm - 4:15 pm | ◆Just Because You Can Doesn't Mean You Should | | | | Atrium Ballroom A | SD | | |
| Saturday, October 08, 2016 | | | | | | | | | | |
| Select | Sess# | Time | Title | | | | Room | Track | Handouts | |
| <input type="checkbox"/> | 333 | 10:30 am - 11:30 am | Advising as Unlearning | | | | Marquis 302-303 | SD | | |
| <input type="button" value="View your schedule, including session titles"/> | | | | | | | | | | |

Step 7. From this screen you can either view your schedule with both titles and abstracts and then export to excel or you can just export to excel with only titles. Select the button you prefer.

| * - Commission Sponsored sessions; ◆ - Best of Region sessions | | | | | | | |
|---|-------------------|---|--|--|-------------------|--|----------|
| Wednesday, October 05, 2016 | | | | | | | |
| Sess# | Time | Title | | | Room | Track | Handouts |
| P01 | 9:00 am - 4:00 pm | Academic Advising Administration and Leadership Seminar | | | A703 | AA | |
| Friday, October 07, 2016 | | | | | | | |
| Sess# | Time | Title | | | Room | Track | Handouts |
| 525 | 7:15 am - 8:30 am | Developmental Advising: How to Reduce Workload in Large Departments by Connecting Teaching and Advising | | | Marquis C | SD | |
| 226 | 3:15 pm - 4:15 pm | A.S.M.A.R.T. Academic Advising Plan | | | International 1-2 | AA | |
| <input type="button" value="View your schedule, including Session Titles and Abstracts"/> | | | | | | <input type="button" value="Export to Excel"/> | |

Step 8. The final step is to export your Interactive Schedule to an excel file. Once you export it to excel a message will appear and click “Yes.” Once you have done that your schedule will appear in Excel with the session code number, date, beginning and end time, title, room number, track, and abstract.



From here you can either import to your calendar or into our guidebook app.

Thank you for using our Interactive Schedule. We hope it helps make your conference experience the best yet.