

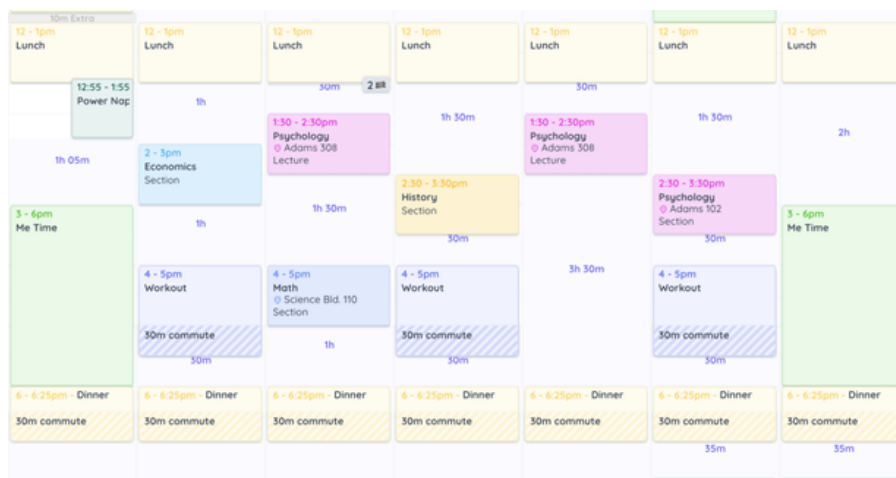
SHOVEL

CREATING YOUR SCHEDULE

Why use Shovel to create your schedule?

What makes the Shovel Calendar unique is that it finds and calculates all of your available study time. Unlike other calendars that start out empty, Shovel assumes that free time is Study Time.

As you fill in your schedule Shovel you will notice that Shovel shows Study Time Blocks in between all of your classes and activities.



How to Create Schedule on Shovel

1. Add new courses and activities from the sidebar by clicking "Add new"
2. Add course details by clicking the three dots next to the course name (optional)
3. To start building your schedule, **drag and drop a Course, Activity, or Custom Event onto the calendar**
 - a. Dropping items into the white area of the calendar will reduce your available study time. Dropping into the gray areas (sleep time) will not
 - b. When you add an item to the Calendar, a dialog will open to add more details. Click "does not repeat" to display repeat options
 - c. You can set an event to repeat weekly or for any weekly rotation, for example every 2 weeks, and set the days it repeats on, for example Monday, Wednesday, and Friday
 - d. If you have an irregular schedule, you can even set to repeat an event on "selected days" which will allow you to pick specific days the event repeats on
4. Commute Time is the time needed to walk to and from different classes and activities