Downingtown STEM ScheduleTrak

Back-End Operation Guide

**Adding Daily Schedules**

1. Go to https://myh.godaddy.com
2. Login using the username and password provided by Connor
3. Click on “hurricanehq.net”
4. Click on the blue “cPanel Admin” button
5. Click on “File Manager”
6. A window will popup; out of all of the four radio buttons, make sure “Web Root (public\_html/www)” is selected and then click “Go”
7. Double click on the file “stem-scheduletrak”
8. Click “+ File”
9. Name the file using the following naming convention:

[three-letter month]-[date]-[four-digit year].txt

Name the file without the quotation marks. Replace [three-letter month] with jan, feb, mar, etc. Do not capitalize any letters. Replace [date] with the number of that day between 1 and 31. Replace [four-digit-year] with 2018, 2019, etc.

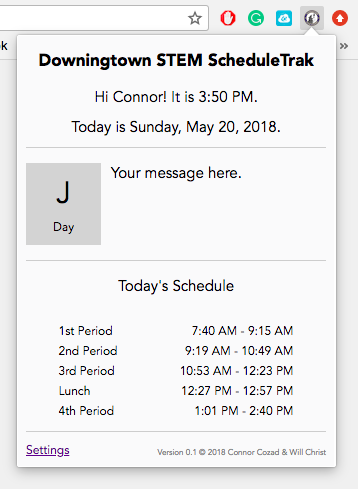
1. Click “Create New File”
2. Open the new file that was just created
3. Populate the file with the following information in the following format:

[letter day]

|

[customized message]

|

[HTML-formatted table with 9-10 schedule]

|

[HTML-formatted table with 11-12 schedule]

Replace [letter day] with only the letter of the day (example: J). Capitalize the letter. Replace [customized message] with a short message about the schedule for that day. The customized message will appear where it says “Your message here.” in the image right. Replace [HTML-formatted table with 9-10 schedule] and [HTML-formatted table with 11-12 schedule] with their respective schedules using HTML tags. An example of a typical 1-4 day 9-10 schedule is given here:

<tr>

<td class="column1">1st Period</td>

<td class="column2">7:40 AM - 9:15 AM</td>

</tr>

<tr>

<td class="column1">2nd Period</td>

<td class="column2">9:19 AM - 10:49 AM</td>

</tr>

<tr>

<td class="column1">Lunch</td>

<td class="column2">10:53 AM - 11:23 AM</td>

</tr>

<tr>

<td class="column1">3rd Period</td>

<td class="column2">11:27 AM - 12:57 PM</td>

</tr>

<tr>

<td class="column1">4th Period</td>

<td class="column2">1:01 PM - 2:40 PM</td>

</tr>

The format of this HTML cannot change. Note that each grouping of period name and times is contained within a <tr> and </tr> tag. Each of these denotes a row in the table. More rows or fewer rows can be added or removed based on the number of periods in a day. Simply copy and paste or delete <tr> groups to do this. The information between <td> and </td> tags (td stands for table data) can be edited in order to make changes to the schedule. Other than those two changes, nothing else can be altered.

1. If the daily schedule you are creating is for a snow day or a day between Monday thru Friday on which school is not taking place, simply type Snow Day in the file (capitalize “S” and “D”) to denote a snow day, or type No School in the file (capitalize “N” and “S”) to denote a day without school. Do not create files for Saturdays or Sundays. The extension will automatically note that it is a weekend and no file is needed.
2. Click the blue “Save Changes” button in the upper-right corner

Success! You have added a daily schedule.

**Template HTML-Formatted Schedules**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 9th and 10th Grade | | | 11th and 12th Grade | | |
|  | 1-7 Day | 1-4 Day | 5-7 Day | 1-7 Day | 1-4 Day | 5-7 Day |
| Regular Schedule | <tr>  <td class="column1">1st Period</td>  <td class="column2">7:40 AM - 8:35 AM</td>  </tr>  <tr>  <td class="column1">2nd Period</td>  <td class="column2">8:39 AM - 9:29 AM</td>  </tr>  <tr>  <td class="column1">3rd Period</td>  <td class="column2">9:33 AM - 10:23 AM</td>  </tr>  <tr>  <td class="column1">4th Period</td>  <td class="column2">10:27 AM - 11:17 AM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">11:21 AM - 11:51 AM</td>  </tr>  <tr>  <td class="column1">5th Period</td>  <td class="column2">11:55 AM - 12:45 PM</td>  </tr>  <tr>  <td class="column1">6th Period</td>  <td class="column2">12:49 PM - 1:39 PM</td>  </tr>  <tr>  <td class="column1">7th Period</td>  <td class="column2">1:43 PM - 2:40 PM</td>  </tr> | <tr>  <td class="column1">1st Period</td>  <td class="column2">7:40 AM - 9:15 AM</td>  </tr>  <tr>  <td class="column1">2nd Period</td>  <td class="column2">9:19 AM - 10:49 AM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">10:53 AM - 11:23 AM</td>  </tr>  <tr>  <td class="column1">3rd Period</td>  <td class="column2">11:27 AM - 12:57 PM</td>  </tr>  <tr>  <td class="column1">4th Period</td>  <td class="column2">1:01 PM - 2:40 PM</td>  </tr> | <tr>  <td class="column1">5th Period</td>  <td class="column2">7:40 AM - 9:15 AM</td>  </tr>  <tr>  <td class="column1">Advisory</td>  <td class="column2">9:19 AM - 9:54 AM</td>  </tr>  <tr>  <td class="column1">6th Period</td>  <td class="column2">9:58 AM - 11:28 AM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">11:32 AM - 12:02 PM</td>  </tr>  <tr>  <td class="column1">7th Period</td>  <td class="column2">12:05 PM - 1:36 PM</td>  </tr>  <tr>  <td class="column1">Seminar</td>  <td class="column2">1:40 PM - 2:40 PM</td>  </tr> | <tr>  <td class="column1">1st Period</td>  <td class="column2">7:40 AM - 8:35 AM</td>  </tr>  <tr>  <td class="column1">2nd Period</td>  <td class="column2">8:39 AM - 9:29 AM</td>  </tr>  <tr>  <td class="column1">3rd Period</td>  <td class="column2">9:33 AM - 10:23 AM</td>  </tr>  <tr>  <td class="column1">4th Period</td>  <td class="column2">10:27 AM - 11:17 AM</td>  </tr>  <tr>  <td class="column1">5th Period</td>  <td class="column2">11:21 AM - 12:11 PM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">12:15 PM - 12:45 PM</td>  </tr>  <tr>  <td class="column1">6th Period</td>  <td class="column2">12:49 PM - 1:39 PM</td>  </tr>  <tr>  <td class="column1">7th Period</td>  <td class="column2">1:43 PM - 2:40 PM</td>  </tr> | <tr>  <td class="column1">1st Period</td>  <td class="column2">7:40 AM - 9:15 AM</td>  </tr>  <tr>  <td class="column1">2nd Period</td>  <td class="column2">9:19 AM - 10:49 AM</td>  </tr>  <tr>  <td class="column1">3rd Period</td>  <td class="column2">10:53 AM - 12:23 PM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">12:27 PM - 12:57 PM</td>  </tr>  <tr>  <td class="column1">4th Period</td>  <td class="column2">1:01 PM - 2:40 PM</td>  </tr> | <tr>  <td class="column1">5th Period</td>  <td class="column2">7:40 AM - 9:15 AM</td>  </tr>  <tr>  <td class="column1">Advisory</td>  <td class="column2">9:19 AM - 9:54 AM</td>  </tr>  <tr>  <td class="column1">6th Period</td>  <td class="column2">9:58 AM - 11:28 AM</td>  </tr>  <tr>  <td class="column1">7th Period</td>  <td class="column2">11:32 AM - 1:02 PM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">1:02 PM - 1:36 PM</td>  </tr>  <tr>  <td class="column1">Seminar</td>  <td class="column2">1:40 PM - 2:40 PM</td>  </tr> |
| Two-Hour Early Dismissal Schedule |  |  |  |  |  |  |
| Two-Hour Delay Schedule |  |  |  |  |  |  |
| Events Schedule |  |  | <tr>  <td class="column1">5th Period</td>  <td class="column2">7:40 AM - 9:15 AM</td>  </tr>  <tr>  <td class="column1">6th Period</td>  <td class="column2">9:19 AM - 10:49 AM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">10:53 AM - 11:23 AM</td>  </tr>  <tr>  <td class="column1">7th Period</td>  <td class="column2">11:27 AM - 12:57 PM</td>  </tr>  <tr>  <td class="column1">Advisory</td>  <td class="column2">1:01 PM - 1:51 PM</td>  </tr>  <tr>  <td class="column1">Seminar</td>  <td class="column2">1:55 PM - 2:40 PM</td>  </tr> |  |  | <tr>  <td class="column1">5th Period</td>  <td class="column2">7:40 AM - 9:15 AM</td>  </tr>  <tr>  <td class="column1">6th Period</td>  <td class="column2">9:19 AM - 10:49 AM</td>  </tr>  <tr>  <td class="column1">7th Period</td>  <td class="column2">10:53 AM - 12:23 PM</td>  </tr>  <tr>  <td class="column1">Lunch</td>  <td class="column2">12:27 PM - 12:57 PM</td>  </tr>  <tr>  <td class="column1">Advisory</td>  <td class="column2">1:01 PM - 1:51 PM</td>  </tr>  <tr>  <td class="column1">Seminar</td>  <td class="column2">1:55 PM - 2:40 PM</td>  </tr> |