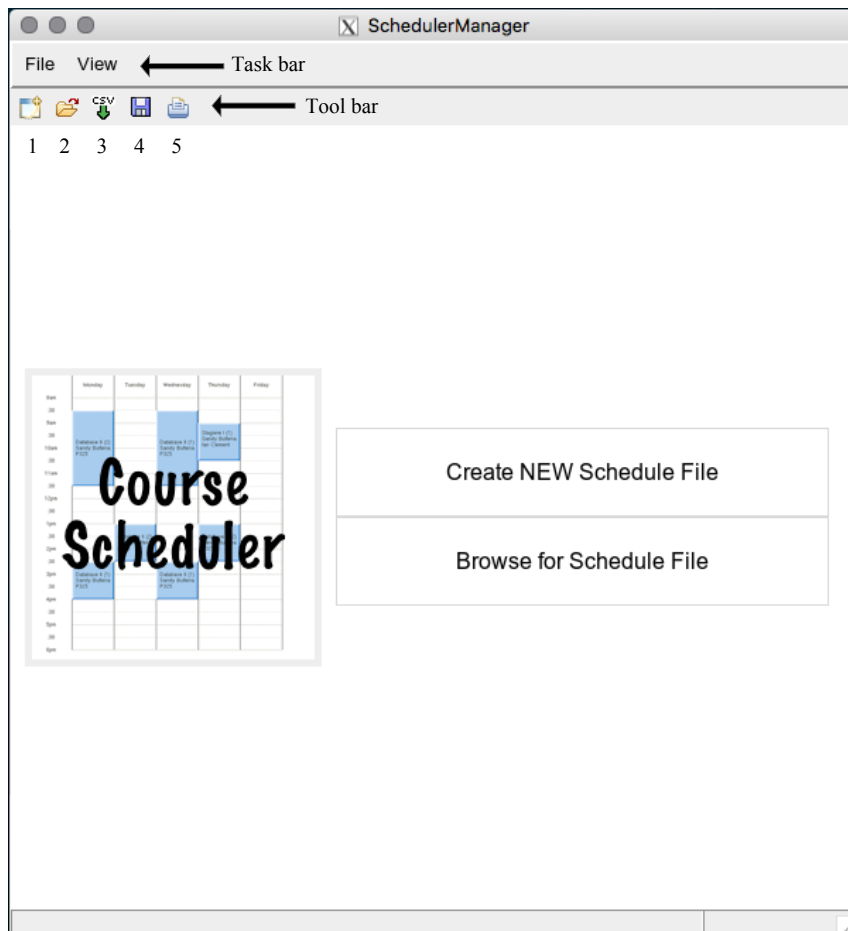


Start - up

Upon opening the program, you will be greeted by this menu, where you can either choose to create a new Schedule file, or open an existing one.



Create NEW Schedule File:

Creates a blank schedule file and proceeds to the main menus

Browse for Schedule File

Allows you to open a previously saved schedule file to continue editing.

If you previously used the program, you will have an option to open the Schedule you last worked on.

Import CSV

Takes in a correctly formatted CSV file and creates a new Schedule file base on what is inside.

The tool and task bar will be explained in the Main Window Section
(Page 6)

Getting Started

You can

- 1) Open Existing Saved Schedule
 1. Saved schedules include *everything*,
- 2) Start a new Schedule
 1. This requires manually creating teachers, courses, resources (labs), and streams. See documentation for further instructions
- 3) Import a CSV file
 1. A CSV file can contain information for the courses/teachers/labs.
 2. It *does not* include information for streams
 3. It *cannot* currently support multiple teachers or labs for same time block... If you have this situation, you must adjust manually (see documentation for editing courses, blocks, sections , etc.)

CSV Format For Importing

The input file must have...

The CSV **top row** must have these EXACT words in any order with each other row filling in the respective required data for EACH BLOCK

Course Name	required
Course No.	required
Section	required
Ponderation	
Start Time	required(Time must be in military time with no break 1:30pm -> 1330)
End Time	required(Time must be in military time with no break 1:30pm -> 1330)
Day	required
Type	
Max	
Teacher First Name	required
Teacher Last Name	required
Teacher ID	required if multiple teachers with same name
Room	
Other Room	
Restriction	
Travel Fees	
Approx. Material Fee	

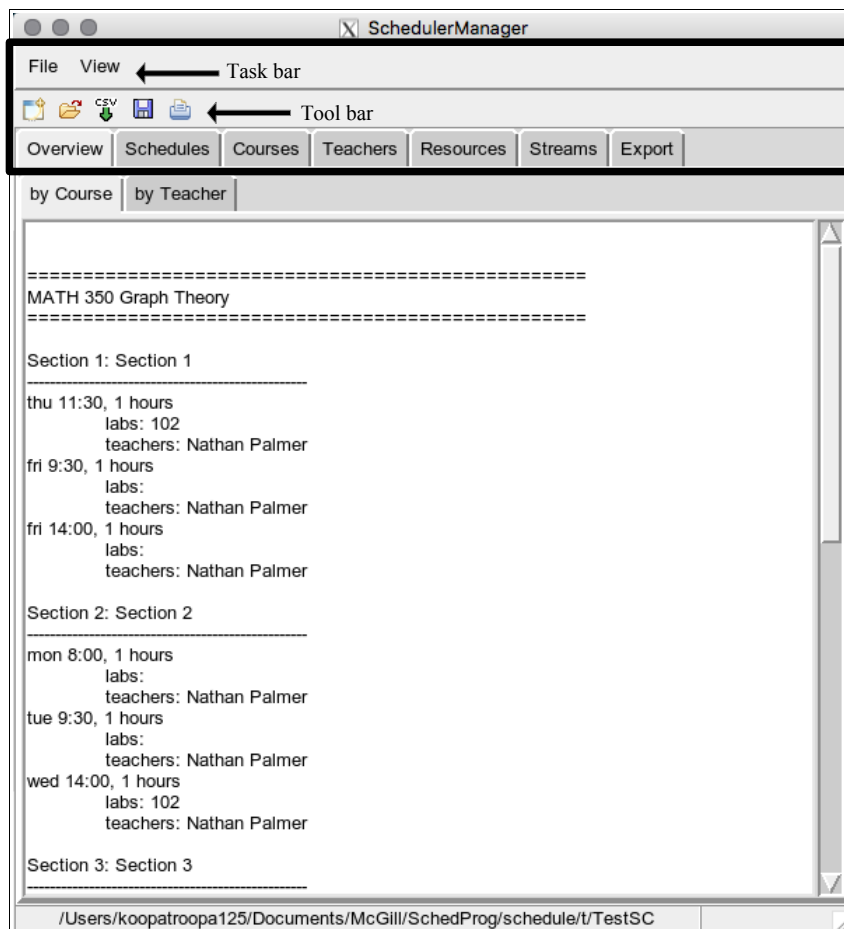
An example can be found on the following page

[illegible]


Task Bar


This is the task bar you will be seeing for most of the time while working on your schedule.


It is important to know where everything is, and this is how you will get there.




Task and Tool Bar:

 File → New:
Creates an empty Schedule to start anew*

 File → Open:
Opens an already existing Schedule file to edit.*

 File → Import CSV:
Takes in a correctly formatted CSV file and creates a new Schedule file base on what is inside *

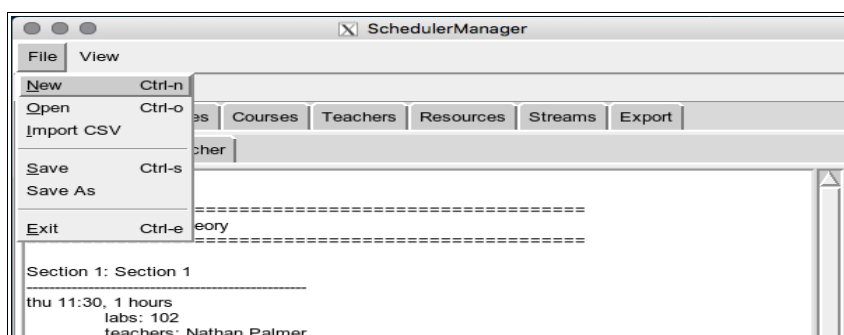
 File → Save:
Save the Schedule you are currently working on to a file.

File → Save As:
Save the Schedule you are currently working on to a new file with a different name.

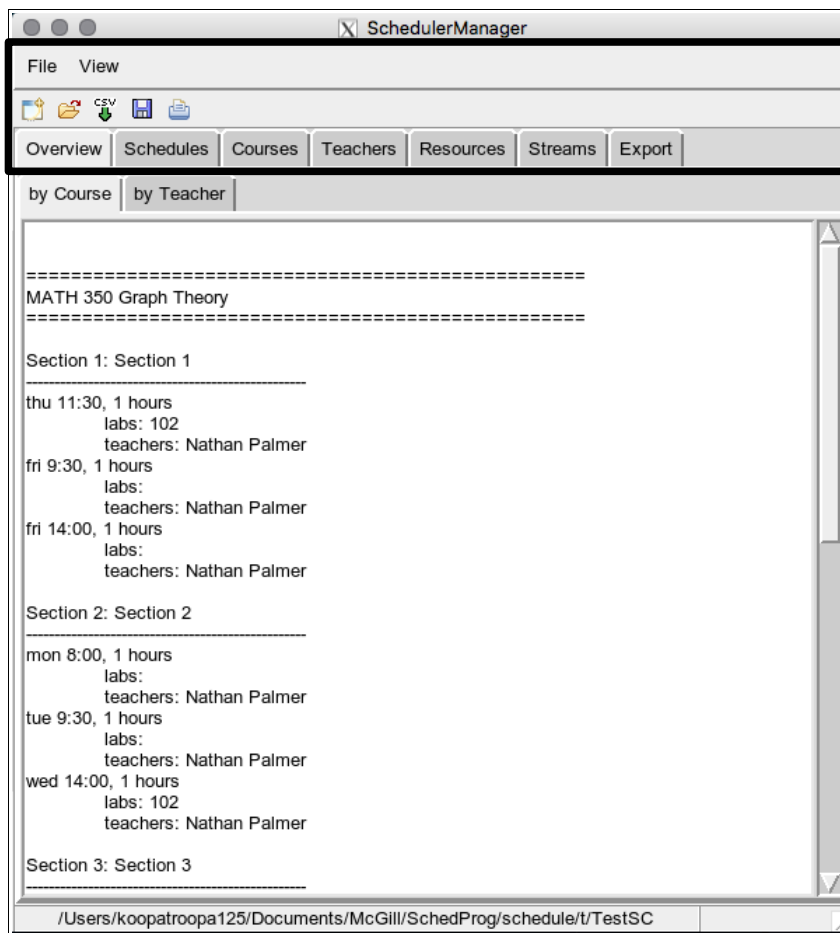
File → Exit:
Quits the program*

 :
Currently does nothing

View:
Currently does nothing



*unsaved changes to the schedule you were working on previously will be lost



TABS:

Overview:

Shows all the information about the Schedule in one place, organized either by course or by teacher.
(Page 8)

Schedules:

After course data is added, here is where you can move the time slots around to create a schedule.
(Page Error: Reference source not found)

Courses:

Here is where you can create/edit Courses, Sections, and/or Blocks.
-Assign Teacher/Resource/Stream etc.
(Page 9)

Teachers:

Create or delete teacher from list of teachers
(Page 15)

Resources (Rooms, Lab, Equipment):
Create or delete resource from list of resources
(Page 15)

Streams:

Create or delete stream from list of streams
(Page 15)

Export:

Export a specific teacher/resource/stream schedule to an Microsoft Excel file, to the entire schedule to a formatted CSV.
(Page 16) ... NOTICE: Still a bit buggy

Overview

The overview simply gives a rundown of all the information of a course, organized either by course or by Teacher.

by Course	by Teacher
=====	
MATH 350 Graph Theory	
=====	
Section 1: Section 1	

thu 11:30, 1 hours	
labs: 102	
teachers: Nathan Palmer	
fri 9:30, 1 hours	
labs:	
teachers: Nathan Palmer	
fri 14:00, 1 hours	
labs:	
teachers: Nathan Palmer	
Section 2: Section 2	

mon 8:00, 1 hours	
labs:	
teachers: Nathan Palmer	
tue 10:30, 1 hours	
labs:	
teachers: Nathan Palmer	
wed 14:00, 1 hours	
labs: 102	
teachers: Nathan Palmer	
Section 3: Section 3	

mon 11:00, 1 hours	

By Course:

List the Courses with all the sections and their blocks, along with the teacher, labs, start time, and duration of each block.

by Course	by Teacher
=====	
Alex Oxorn	
=====	
COMP 250 Introdcution to Computer Science	

Section 1: Section 1	

thu 11:00, 1.5 hours	
labs: 101	
fri 8:00, 1.5 hours	
labs:	
Section 2: Section 2	

tue 10:00, 1.5 hours	
labs:	
fri 11:30, 1.5 hours	
labs: 101	
MATH 350 Graph Theory	

Section 3: Section 3	

mon 11:00, 1 hours	
labs: 102	
tue 12:30, 1 hours	
labs:	
wed 9:00, 1 hours	
labs:	

By Teacher:

List the Teachers followed by only the Courses, Sections, and Blocks that are being taught by that teacher.

Courses

Overview Schedules Courses Teachers Resources Streams Export

Schedule

- COMP 250 Introduction
 - Section 1: Section 1 (301)
 - 1 : mon, 10:00 1.5 hour
 - Teacher: Alex Oxorn
 - Resource: 101 Science
 - 2 : wed, 8:30 1.5 hour
 - Teacher: Alex Oxorn
 - Section 2: Section 2 (302)
 - 0: 101 Science
 - 1: 102 Computer
- ENGL 100 Classic Lite
 - Section 1: Manga
 - Section 2: Shakespear
 - Section 3: The Simpsons
- MATH 350 Graph Theo
 - Section 1: Section 1 (302)
 - 0: 301 Comp Sci
 - 1: 302 Math
 - Section 2: Section 2 (301)
 - Section 3: Section 3

New Course Edit Selection

This page is where all the information about a course can be created and edited.

This manual will go over how to create all the information from scratch so you can get an idea of how to create your own.

Adding Courses

To start off, simply press the New Course button at the bottom of the screen. The following window will pop up.

Overview Schedules Courses Teachers Resources Streams

Schedule

New Course

Number

Description

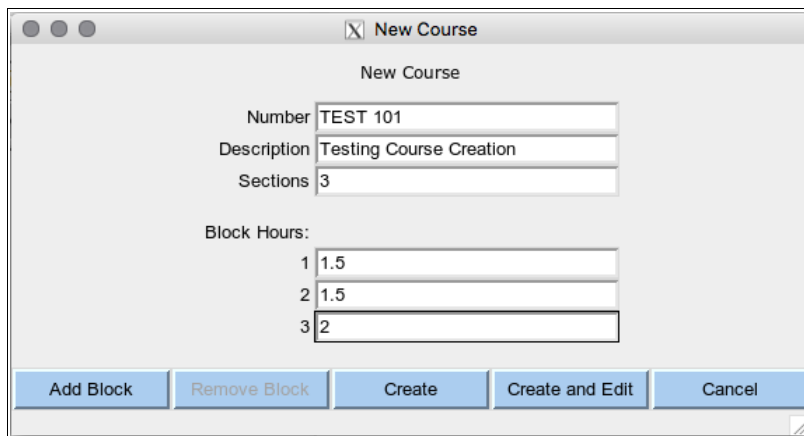
Sections 1

Block Hours: 1 1.5

Add Block Remove Block Create Create and Edit Cancel

New Course Edit Selection

At this point, you have to input the desired Course Number, Name, the number of Sections, as well as the number of blocks per section as well as their duration in hours



New Course

Number:

Description:

Sections:

Block Hours:

1	<input type="text" value="1.5"/>
2	<input type="text" value="1.5"/>
3	<input type="text" value="2"/>

Buttons:

Add Block:

Adds a block as well as add a field to input the new block's duration

Remove Block:

Remove a block from the new course
(KNOWN BUG, button never becomes active)

Create:

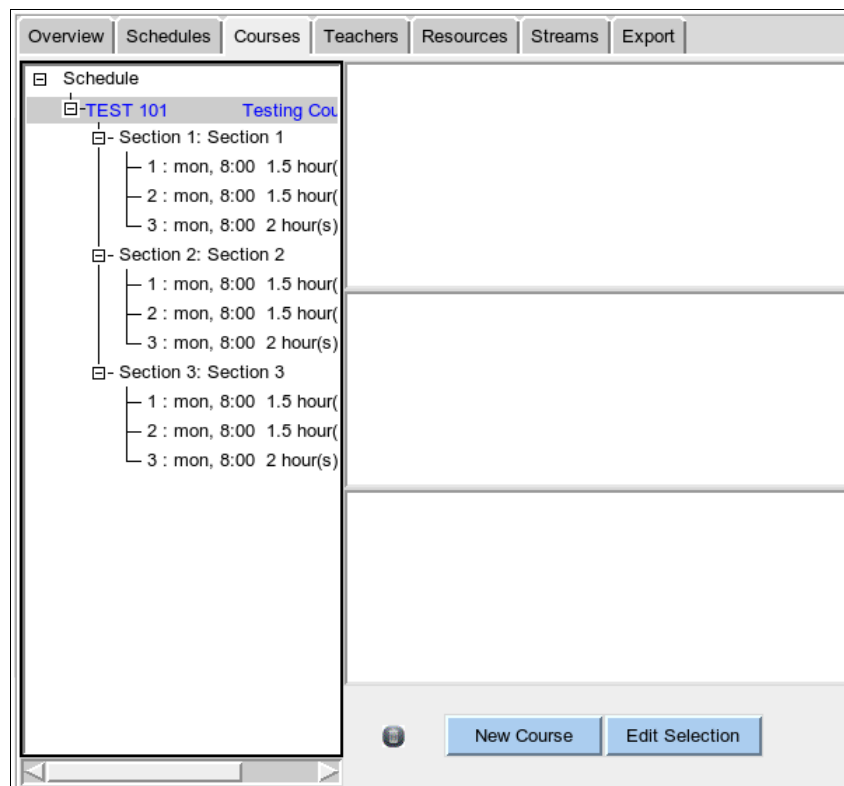
Creates a new course with the provided information

Create and Edit:

Creates a new course with the provided information, then immediately opens the Course Edit menu.
(Page 11)

Cancel:

Close the new course menu without creating a course



Overview | Schedules | **Courses** | Teachers | Resources | Streams | Export

Schedule

- TEST 101 Testing Cou
 - Section 1: Section 1
 - 1 : mon, 8:00 1.5 hour(
 - 2 : mon, 8:00 1.5 hour(
 - 3 : mon, 8:00 2 hour(s)
 - Section 2: Section 2
 - 1 : mon, 8:00 1.5 hour(
 - 2 : mon, 8:00 1.5 hour(
 - 3 : mon, 8:00 2 hour(s)
 - Section 3: Section 3
 - 1 : mon, 8:00 1.5 hour(
 - 2 : mon, 8:00 1.5 hour(
 - 3 : mon, 8:00 2 hour(s)

Buttons:

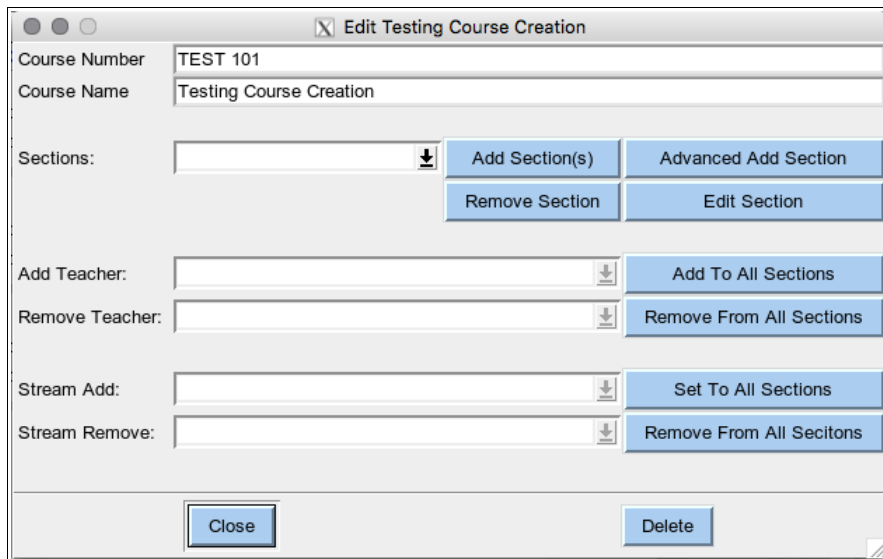
After creating the course, that course will be added to the tree on the left, allowing us to edit a course further.

Edit Courses

Broadly speaking there are 3 main ways to edit a course:

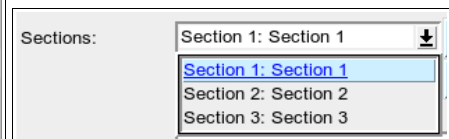
- Edit Course Menu
- Right Click Menu
- Drag and Drop

Firstly to get to the edit courses menu, you either double click the course you want to edit, or you can select the course to edit, and click the 'edit selection' on the bottom right. This will open up the following menu.



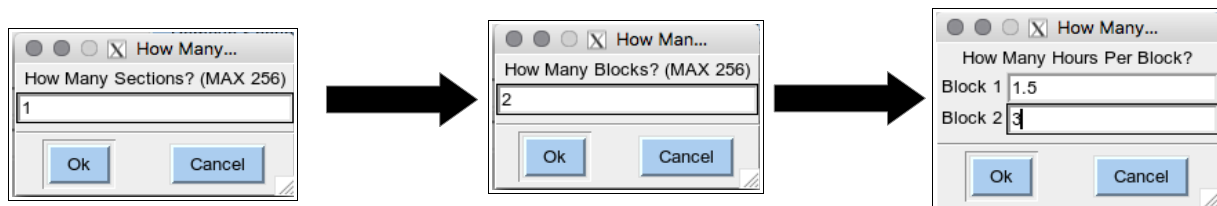
From here you can change the name and number of the course

After using the drop Sections' down menu to choose a section,



“Remove Section” will delete that section from the course, and “Edit Section” will open the Edit Section window (Edit Section, Page 13) for that section

Alternatively you can add many sections in bulk to the course, by pressing the “Add Section(s)” button. After pressing this, the program will prompt you to ask how many sections you want to add, then how many blocks to add per section, and lastly the duration of each block:

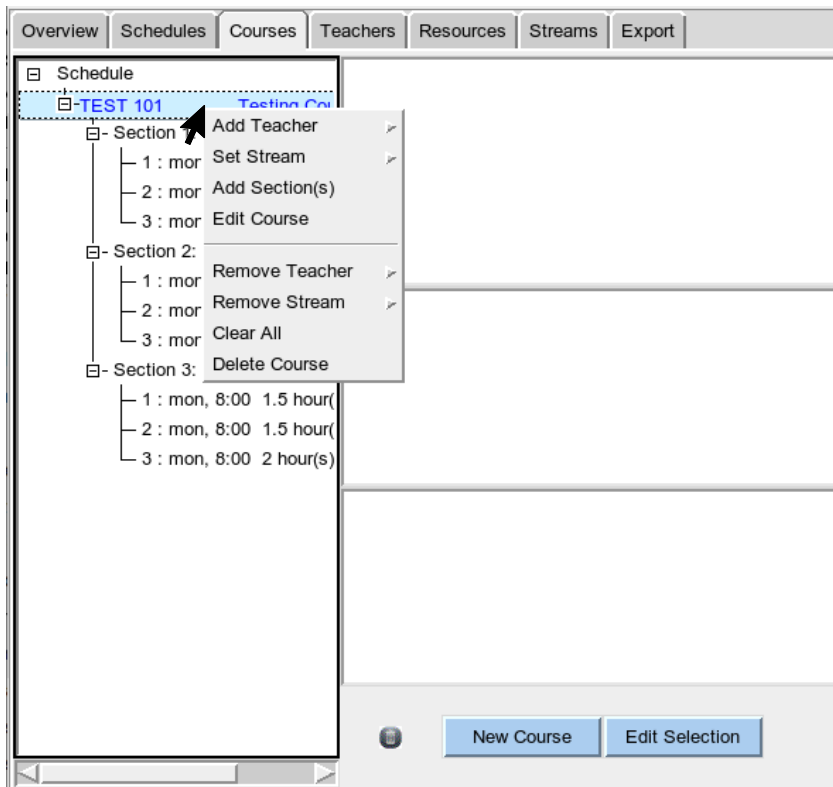


If a teacher is added to the schedule (Teachers, Page 15), you can select the teacher from the Add Teacher drop down menu, and click the “Add To All Sections” button to assign the selected teacher to all sections and blocks in the course

If a teacher is assigned to any block in the course, you can select that teacher from the Remove Teacher drop down menu, and click the “Remove From All Sections” button to remove that teacher from the course entirely

The same thing can be done with streams as with teachers.

After all is said and done, you can either click the “Close” button to apply the changes, or click the “Delete” button to remove the course from the schedule



The right click menu for Courses does much the same thing as the edit course menu

“Add Teacher” shows a list of teachers to add to the course and adds the selected teacher

“Set Stream” show a list of streams to set to the sections of the course and sets the selected stream

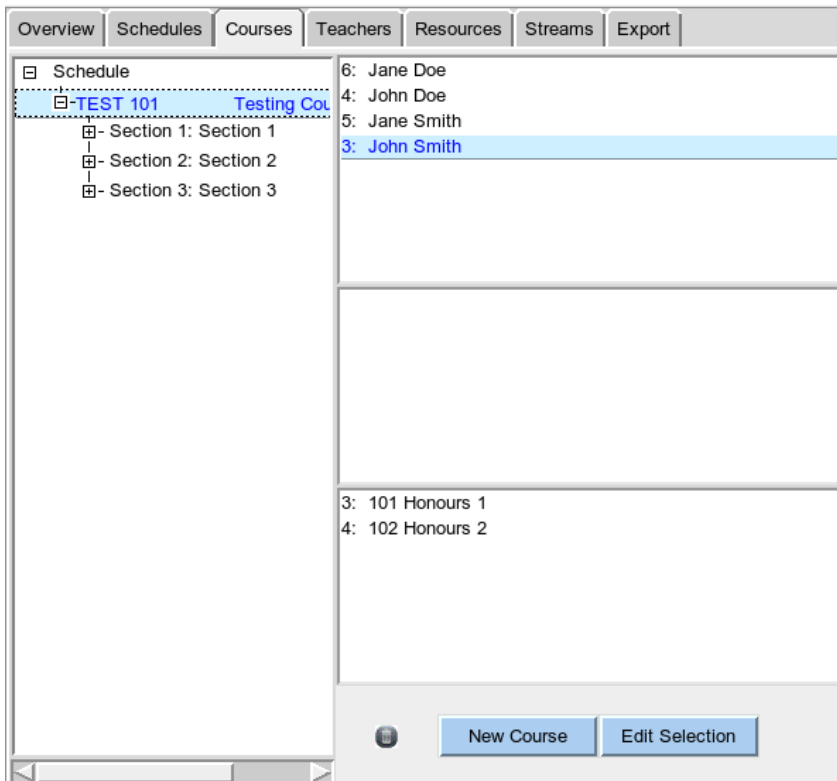
“Add Section(s)” does the same thing as in the edit course menu

“Edit Course” opens the edit courses menu

Remove Teacher (**BUGGED**) lists the teachers currently assigned to the course and removes the selected teacher

Remove Stream (**BUGGED**) lists the streams currently set to the course and removes the selected stream from the course

Delete Course removes the course from the schedule.



For Dragging and dropping, by simply drag a teacher to a course, you can add it to the entire course.

Same thing with setting streams.

To remove a teacher, stream, or even the course in its entirety, just drag the corresponding object to anywhere on the right side of the window

Edit Sections and Block

The same three ways to edit a section are the same as with courses

- Edit Menus
- Right Click Menu
- Drag and Drop

In fact, that is not the only thing that is similar, a lot the edit menu are almost identical to the edit courses menu, as such I will not be giving in depth detail.

This dialog box is titled "Testing Course Creation: Section 1". It contains several input fields and buttons:

- Section Name:** A text field containing "Section 1".
- Block:** A dropdown menu with a downward arrow, followed by "Edit Block" and "Remove Block" buttons. Below these is an "Add Block(s)" button.
- Add Teacher:** A dropdown menu with a downward arrow, followed by a "Set to all blocks" button.
- Remove Teacher:** A dropdown menu with a downward arrow, followed by a "Remove from all blocks" button.
- Add Stream:** A dropdown menu with a downward arrow, followed by a "Set Stream" button.
- Remove Stream:** A dropdown menu with a downward arrow, followed by a "Remove Stream" button.
- At the bottom are "Close" and "Delete" buttons.

This dialog box is titled "Edit Testing Course Creation: Section 1...". It contains several input fields and buttons:

- Block Duration:** A text field containing "1.5".
- Add Teacher:** A dropdown menu with a downward arrow, followed by a "Set Teacher" button.
- Remove Teacher:** A dropdown menu with a downward arrow, followed by a "Remove Teacher" button.
- Add Resource:** A dropdown menu with a downward arrow, followed by a "Set Resource" button.
- Remove Resource:** A dropdown menu with a downward arrow, followed by a "Remove Resource" button.
- At the bottom are "Close" and "Delete" buttons.

This is a right-click context menu for a section. The menu is open over a tree view where "Section 1: Section 1" is selected. The menu options are:

- Add Teacher
- Set Stream
- Add Block(s) (In progress)
- Edit Section
- Remove Teacher
- Remove Stream
- Clear All
- Delete Section

This is a right-click context menu for a block. The menu is open over a tree view where "1 : mon. 8:00 1.5 hour" is selected. The menu options are:

- Add Teacher
- Set Resource
- Edit Block
- Remove Teacher
- Remove Resource
- Clear All
- Delete Block
- Change Number of Hours(In progress)

Edit Blocks

Adding Teachers/Resources/Streams

Once you've added Teacher (Page _), Resources (Page _), or Streams (Page _), you can set/remove any one of them from a course by either dragging and dropping to or from the tree.

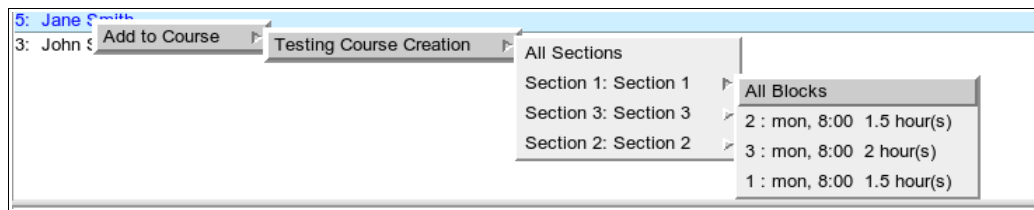
The valid Drag Drops are

Teacher -> Course / Section / Block

Resource -> Section / Block. (Dragging to course causes a bug where the resources can't be selected)

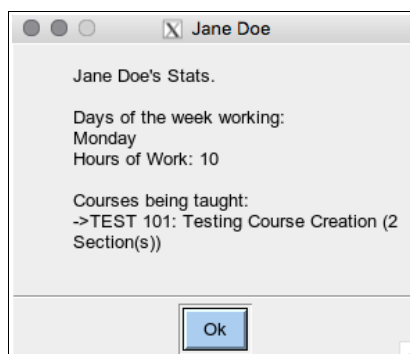
Stream -> Course / Section / Block. (Dragging to a Block will assign the stream to the section it belongs to)

Alternatively all 3 have a right click menu to assign themselves to a course, section, or block



Teacher Stats

By double clicking on a teacher you can get a very quick summary of what they are teaching



Teachers, Streams, Resources

All of the three of these tabs have the same format, and are used to add Teachers, Streams and Resources to the Schedule.

	id	first name	last name	RT
x	1	Wile E.	Coyote	
x	3	Daffy	Duck	
x	2	Mickey	Mouse	
x	4	Road	Runner	
x				

From there, to add a an object, fill in the required information to the blank space and hit enter.

Navigation

'tab' - goes to next cell

'arrow key' – as expected

To edit an existing object, simply change the fields that are already filled in.

To delete an course, click the x icon to the left of the object you want to delete.

Changes will be saved when you leave the page, or if you delete an object.

*Keep in mind that IDs are not entered by the user and instead of assigned by the program automatically

	id	first name	last name	RT
x	1	Wile E.	Coyote	
x	3	Daffy	Duck	
x	2	Mickey	Mouse	
x	4	Road	Runner	
x				
x	9	Number	One	

** If the data is invalid, then no ID will be created, and the object will not be accepted

In this example, teacher “Sandy” will not be saved because the required last name was not submitted.

No error messages will be given

Export

Here is where you can export the schedule into a Excel spreadsheet, or to a formatted CSV

Overview

Schedules

Courses

Teachers

Resources

Streams

Export

Excel (*.xlsx)

Comma Separated Value (*.csv)

Teacher views

J Doe

J Doe

J Smith

J Smith

Resource views

101

102

Stream views

101

102

Export

To export it into an Excel, select Excel from the top list**, then select which schedules to export, and hit export

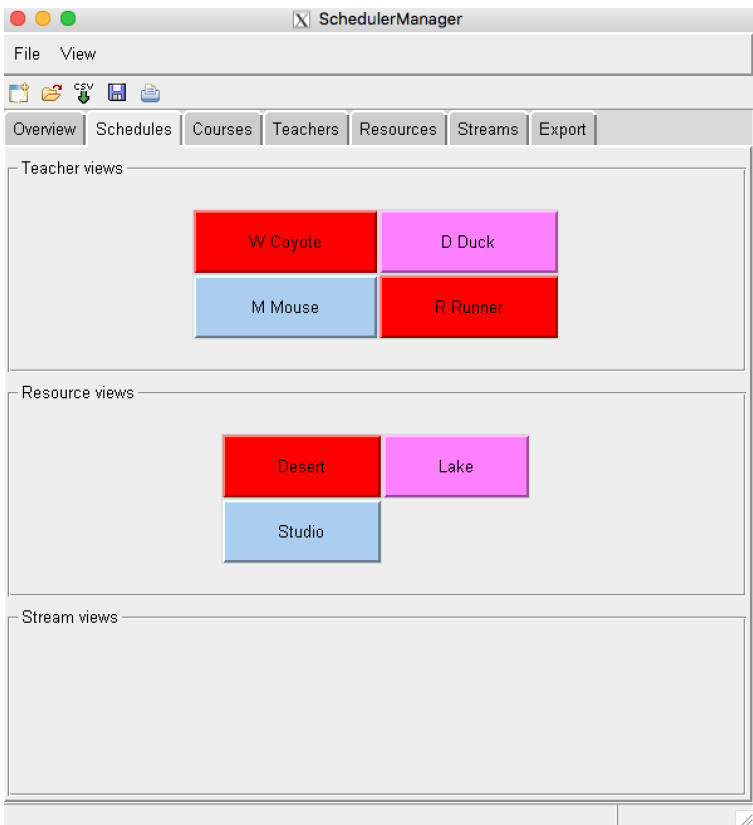
To export a CSV of the whole schedule, select Comma Separated Value from the top list**, the hit export

(Doesn't work if multiple teachers in one block)

****KNOWN BUG:** Selecting an option that is already selected will break the Export Tab. To fix, go to another tab and return to the Export tab

Scheduling

This is where you can start adjusting the class hours to create a schedule.



On this page, you can see that our schedule has some sort of conflicts.

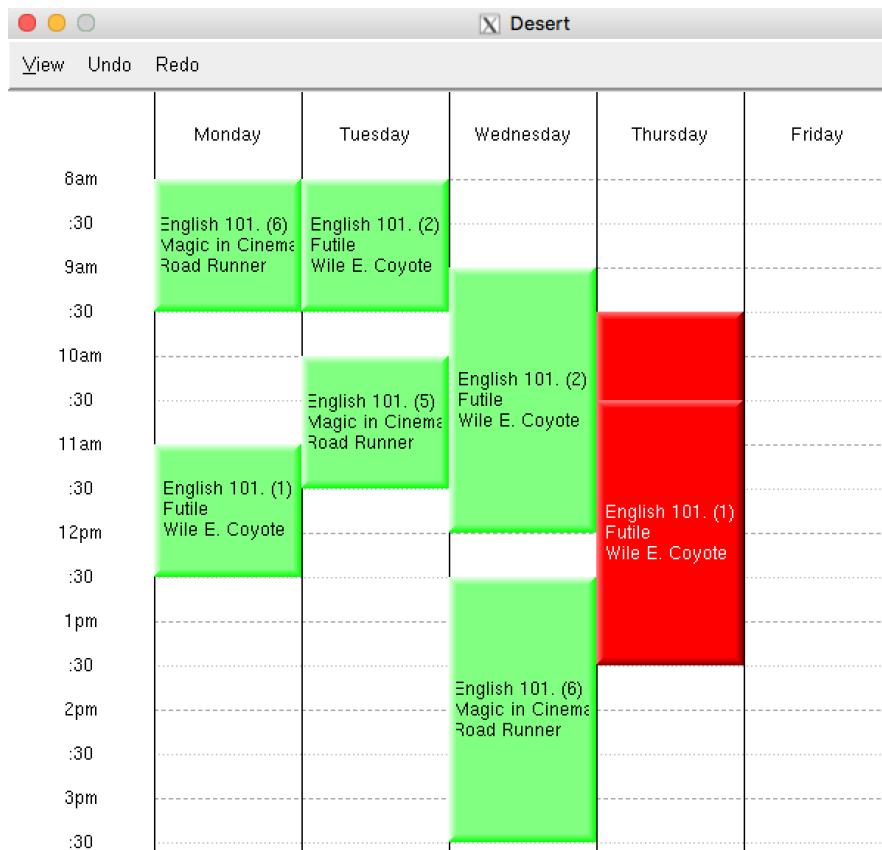
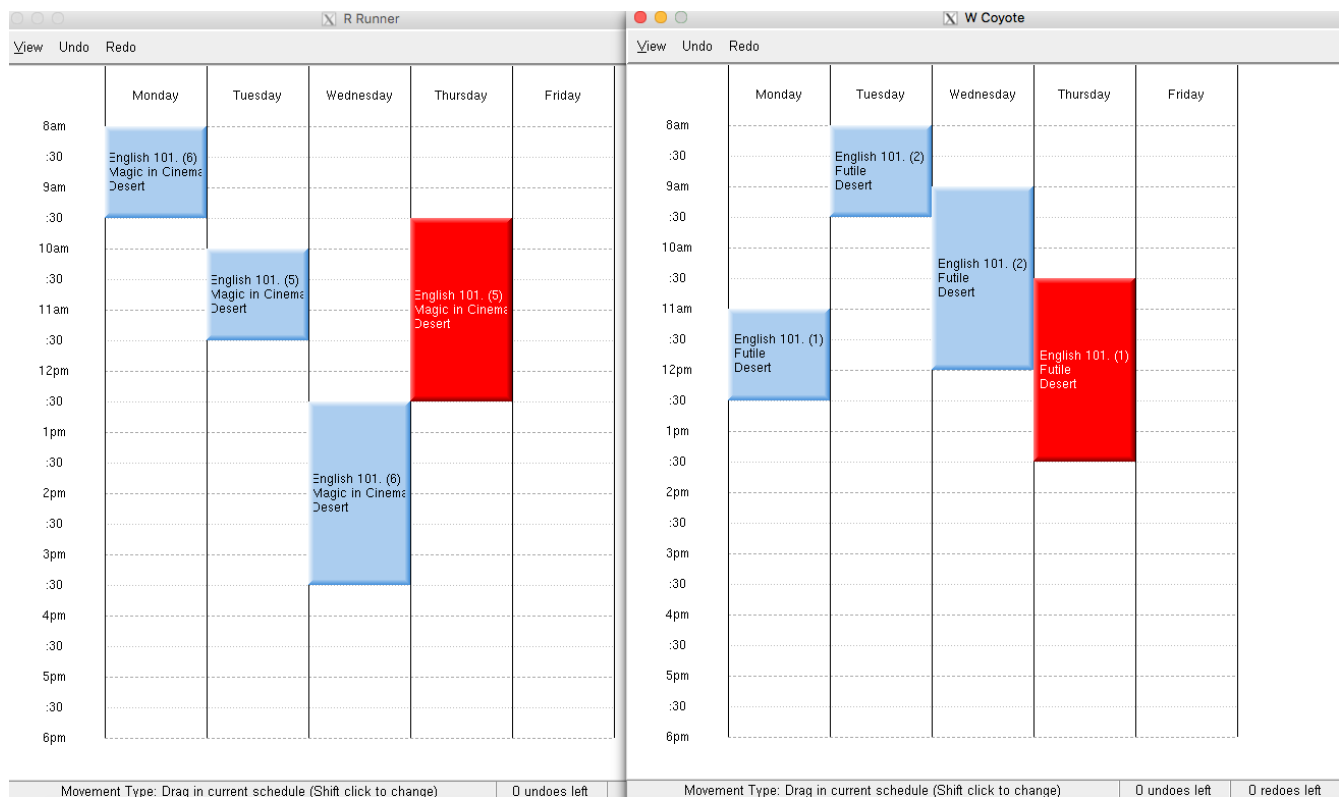
Firstly, blue means no conflicts

Pink means that Daffy does not have 4 days with contact hours. To fix this (or ignore it, your choice), you can add release time (RT) under the “teacher's tab” for Daffy

Brown means that someone doesn't have a proper lunch break

Red, means that there is a conflict.

In this case, Wile and Road are both competing for the same 'desert' class room (Resource)



If we wanted to fix this, it would be quite easy to simply move one of Wile's or Road's classes around.

However, assume for the moment that we can't and we decide to put Wile's class in his Cave.
We do not need to go back to the “Edit Courses” page and fiddle there,

we can use a drop down menu to move the course from one lab to another.

The screenshot shows a scheduling application window titled "Desert". The interface includes a menu bar with "View", "Undo", and "Redo". The main area is a grid with days of the week as columns and time slots as rows. Course blocks are represented by colored rectangles: green for English 101 and Futile, and red for Wile E. Coyote. A context menu is open over a red block on Thursday at 12:30, showing options to "Toggle Moveable/Fixed" and "Move Class to". The "Move Class to" option has a sub-menu with "Cave", "Lake", and "Studio".

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	English 101. (6) Magic in Cinema Road Runner	English 101. (2) Futile Wile E. Coyote			
:30					
9am					
:30					
10am		English 101. (5) Magic in Cinema Road Runner	English 101. (2) Futile Wile E. Coyote		
:30					
11am	English 101. (1) Futile Wile E. Coyote				
:30					
12pm				Engl Futil Wile	
:30					
1pm					
:30					
2pm			English 101. (6) Magic in Cinema Road Runner		
:30					
3pm					
:30					
4pm					
:30					
5pm					
:30					
6pm					

At the bottom of the window, there is a status bar with the text "Movement Type: Drag in current schedule (Shift click to change)", "0 undoes left", and "0 redoes left".

Assigning Blocks to Teachers or Resources by Selecting Time Range

Step 1.

Open a Teacher or Resource View (does not work in Stream View)

Step 2.

Select a range of times where you want your new block to be located (click and drag mouse)

Upon release of the mouse button, a window will pop up allowing you to :

- choose which course / section / teacher / resource to assign it to.
- create a new block, or assign the selected hours to an existing block
- Assign this block to the existing view

	time overlap	indirect time overlap	no lunch time	too few days	not avail
	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
:30					
9am		MATH 350. (3) Section 3		COMP 250. (1) Section 1	
:30					
10am					
:30	COMP 250. (1) Section 1 101: Science	COMP 250. (2) Section 2	COMP 250. (2) Section 2 101: Science		
11am					
:30					
12pm					
:30	MATH 350. (3) Section 3 102: Computer				
1pm		MATH 350. (3) Section 3			
:30					
2pm					
:30					
3pm					
:30					
4pm					
:30					
5pm					
:30					
6pm					

Assign block to Teacher

Course Info (required)

Choose Course

Choose Section

Create new from Section Name

Choose Block

Create block from selected date/time

Friday at 10:30 for 2 hour(s)

Resource (optional)

Choose Resource

Create new from Resource number and name

Ok Cancel

I

Step 3 – Choose a course (all blocks belong to course)

Step 4 – Select a section

Either

- Select an existing selection from that course, or
- Create a new section by entering a name in the text box, and clicking Create
NOTE the new section will be created immediately, and is independent of the “Ok” button at bottom of dialog box.

Step 5 – Choose Block

Either

- Select an existing block from that section,
NOTE: the day, start and DURATION will be modified according to what was selected, or
- Create a new block using selected day, start, duration by clicking Create
NOTE the new section will be created immediately, and is independent of the “Ok” button at bottom of dialog box

Optional Step 6 – Add Resource (or Teacher) depending on context

Either

- Select an existing resource, or
- Create a new resource using number and name, click Create button
NOTE the new resource will be created immediately, and is independent of the “Ok” button below