User’s Guide

Student Schedule Alert

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# Introduction

The Student Schedule Alert is a simple way to track your tasks and view your schedule. The app aims to streamline the process of setting up your availability, tracking your tasks and their due dates, and visualizing your schedule. The app will also allow you to save your schedule on your computer so you can always come back later. The app also supports multiple schedules that can be easily loaded for different students.

# Getting Started

## App Requirements

To run the program you will need a computer with Java installed. You will also need a little bit of storage available, more if you plan on having a large amount of student schedules saved on the computer.

## First Time Users

When running the app for the first time you will have to register a new user first. This will help with keeping track of multiple students and their schedules. This registration will require your first name, last name, email, username, and password. After you have been registered, you can login using your and create a new schedule.

## Returning Users

Login using your username and password. You can now create a new schedule or load a previously saved schedule if you have one save on your computer. You will only have access to your schedules.

### Forgot your password?

On the login page there will be an option to retrieve your password if you have forgotten it.

# Schedules

## Creating a New Schedule

### Setting Availability

The first thing you will have to do when creating a new schedule is set the times you are available to complete your tasks. Times you are not available would be when you are at school, sports practice, music lessons, etc. Make sure this is as accurate as possible as this will be relied on to create your schedule. Don’t worry, we know things come up and you can edit this at a later time as well.

### Adding Tasks

After your availability has been set, you can now start adding tasks. These tasks will have a name, start date, end date, expected time it will take, description or notes, status, and a priority. The priority field is important as tasks with the highest priority will be scheduled first. High priority tasks would be things that MUST get done without exception, while lower priority tasks are things that can be delayed since you have some time before they must be done.

#### Task Status

Each task will have a status of Not Started, In Progress, or Completed. This will be used so you can keep track of the tasks and their current state. It also works hand-in-hand with the notification system, making sure the tasks are In Progress at their start time and Completed at their due date.

## Loading Schedules

Your schedule should automatically load upon logging in with your account if one has already been created. If a schedule does not load, create a new schedule using the instructions from the previous section. Multiple schedules for one user is not supported. This is because we want one schedule to track all of your availability in one spot. When you start tracking multiple availabilities on multiple schedules, tasks get forgotten about and lost.

## Saving Schedules

Your schedule will automatically save to your account as additions and changes are made. THis includes availability updates, task updates, and task additions. There is no need for you to manually save anything.

## Fixing Errors

What if there is not enough time to complete the tasks before their due dates in the set availability? The app will let you know what tasks were not able to be scheduled due to this problem. Ideally, these tasks would be low priority. We can now do one of three things: Delete the task, Edit the task, or Edit your availability.

#### Editing the task

This is the preferred fix to the error. You can go in and edit the due date or anticipated time the task will take and that may fix the issue if the availability allows. You can also break the task into separate smaller parts to possibly resolve the issue.

#### Editing availability

If editing the task does not fix the issue, you can edit your availability. This will allow for more time to schedule tasks and may fix the issue as well. Only edit your availability if you are sure you will be available to work on your scheduled task at that time.

#### Deleting the task

You can completely delete the task to fix the issue. This should be saved as a last resort and only if you are sure that the task does not need to be completed by you.

## Navigating the Dashboard

Once a schedule has been created and/or loaded, you will be able to view your schedule on the dashboard. This will give you an outlook of the week and your tasks. It will also show you any notifications and overdue assignments. You will also have access to the edit availability, add/edit tasks, and edit account options form the dashboard.

## Notifications

The application will let you know when task start times are approaching and when tasks are due using the notification system. This will serve as an additional reminder. The app will alert you at the 1 hour, 30 minute, 5 minute, and the start/end time for each task. Once the start time has been reached, if the task status is not In Progress, the app will let you know the status has been changed and you should begin working on the given task. Similarly, if a due date has been reached and the task status is not “Completed”, the app will let you know that the task is due and will ask you to set the status to Completed as soon as possible. The task will now appear in the Overdue Tasks section.

## Overdue Tasks

If a task has passed its due date and time, the task will automatically appear in the Overdue Tasks section. The tasks will remain there until the status has been changed to Completed. These tasks should be completed as soon as possible.

## Edit Account

Once logged in you will have the option to edit your account. You can change things like your username, password, or email. Please ensure you click the confirm button to save your changes.

## Admin User

There will be a provided login to access the Admin account. This account will be able to view all users on the current computer, as well as their login credentials. This account will also be able to delete or edit any of the users or schedules on the system. The Admin will not be able to create or load schedules, as the account is strictly used for accessing the other user’s information. This login information should be protected and only accessed by the Admin.