

USER'S MANUAL

By The Schedulers.

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Software Requirements

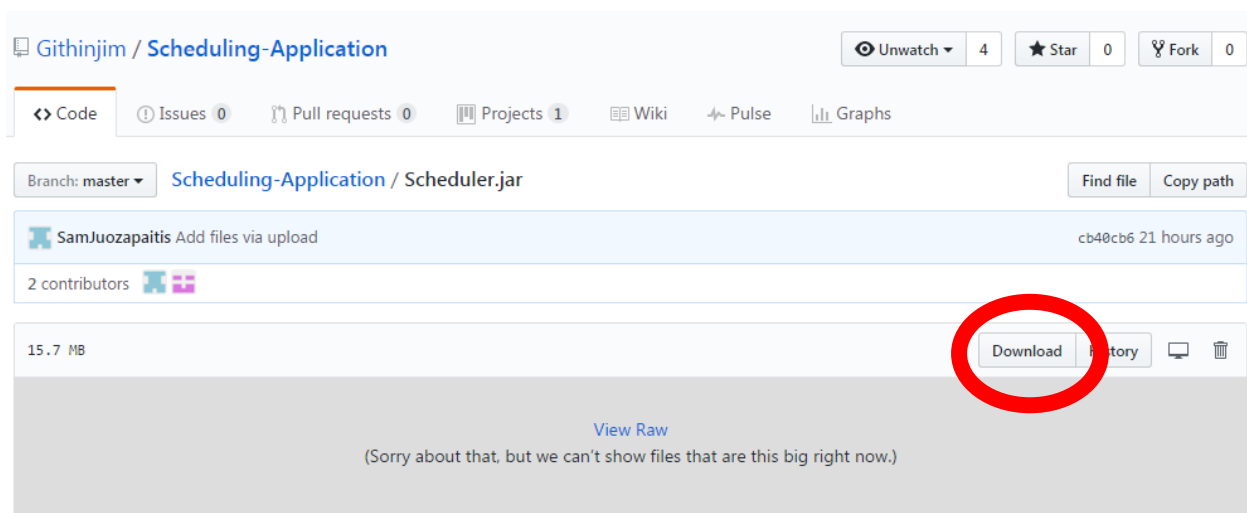
- Java is required to run the software.
- A Windows, Mac or Linux operating system is also required.

Obtaining the Software

Download Link for Software

<https://github.com/Githinjim/Scheduling-Application/blob/master/Scheduler.jar>

Upon clicking or going to the download link, click download in the bottom right corner. This will provide you with an executable for the software.



Download Link for Excel Sheets

<https://github.com/Githinjim/Scheduling-Application/tree/master/Blank%20Excel%20Sheets>

Upon clicking or going to the download link, click download in the bottom right corner. This will provide the user with the needed excel sheets.

Class Assistant Sheets

Populating the Class Assistant Sheets

The class assistant sheets are titled “Blank_Graduate_Assitant_Form”, and will need to be populated with the classes that are offered under the “Available classes” section. An example of a populated excel sheet is shown below.

Preferred/Qualified Classes	Available Classes
	EXSC 350
	EXSC 351
	EXSC 353
	EXSC 370
	EXSC 446
	EXSC 450
	EXSC 455
	EXSC 456
	EXSC 551
	EXSC 564
	IHP 551
	Anatomy Lab
	Research
	Fitness Lab

Assistant Information

After the Available Classes section has been populated. It is time to populate the rest of the excel sheet. It is intended that one excel sheet represent one assistant. Following the instructions on the excel sheet will provide sufficient results.

Name:					
Phone Number:					
	Monday	Tuesday	Wednesday	Thursday	Friday
6:00AM					
7:00AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					

1. Please Enter in your name and phone number at the top

****DO NOT MERGE CELLS PLEASE****

2. In the calendar above, enter in your class schedule. Please format with class prefix and number. Do NOT include physical activity classes that you plan to take for your own credit. Register for physical activity classes AFTER you know your GA duties for the next quarter!

3. If there is a different reason that you are busy, write why in the corresponding box(s). You will also need to send an email to Dr. Karen Roemer explaining why you are busy at that time.

3. Under the "Preferred/Qualified Class" column, please list the classes from the "Available Classes" column that you are qualified for and prefer.

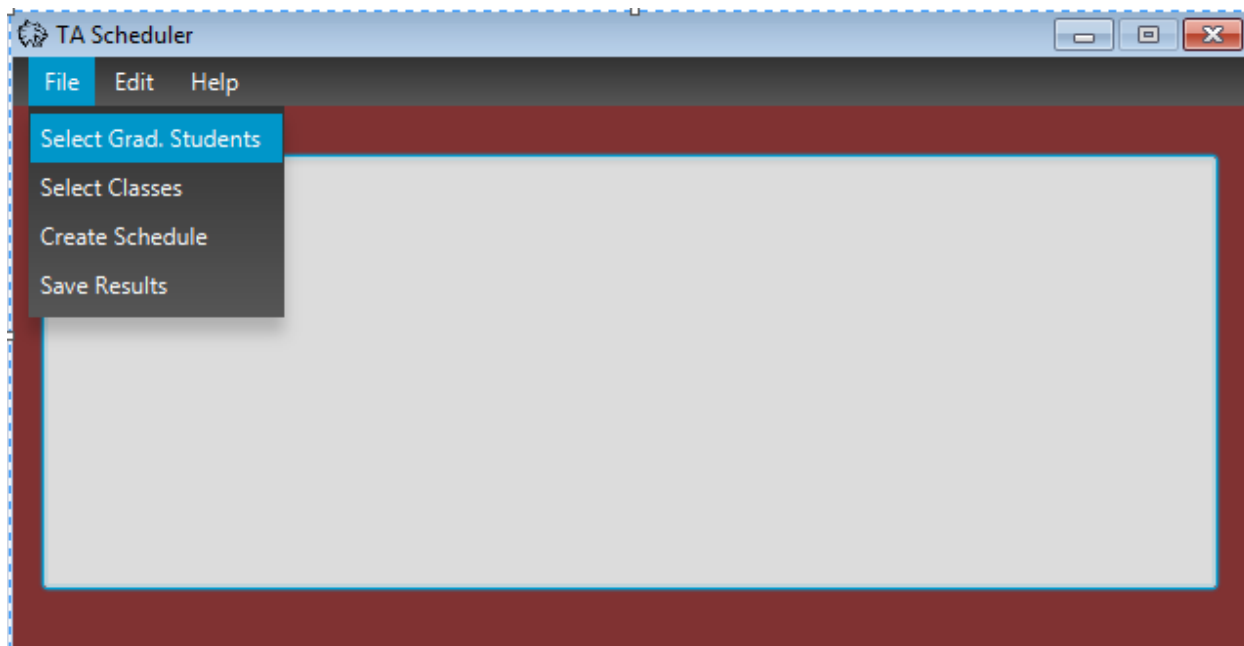
****If you don't not know what a class number contains, click this box to be brought**

Running the Program

At this point all the data should be collected in the excel sheets provided.

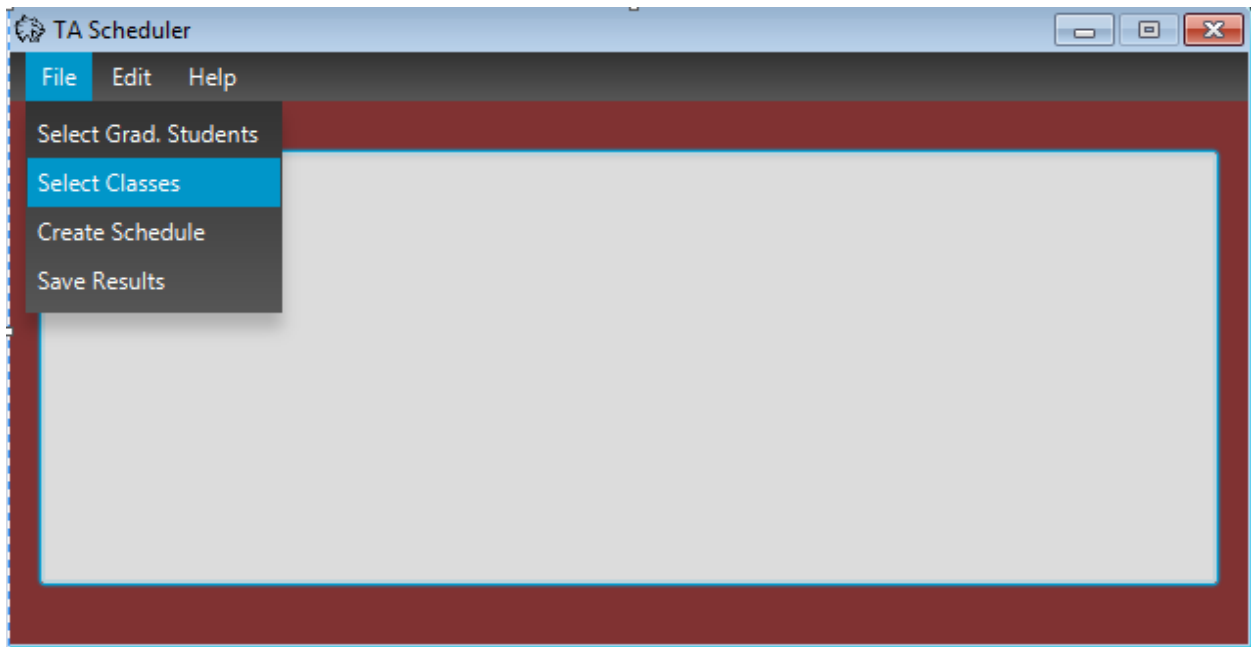
Step One – Reading In The Assistants

Click on “File” then click “Select Grad Students” from the drop down menu. Upon clicking this it will bring up the native file browser for your computer. Navigate to where the files are stored. You can select one or many files at a time. There is no need to read in the same file twice, as it will just read in duplicate information. Below is an example of the buttons to click.



Step Two – Reading In The Classes

Click on “File” then click the “Select Classes” from the drop down menu. Upon clicking this will bring the native file browser for your computer. Navigate to where the files are stored. You can select one or many files at a time. There is no need to read in the same file twice, as it will just read in duplicate information. Below is an example of the buttons to click.



Step Three – Creating the Schedule

Click on “File” then click the “Create Schedule” from the drop down menu (Figure 4.3.1). Upon clicking this, it will run the algorithm that was entered in the previous steps. Once the system says “Finished Assigning TAs”, you are ready to save the file (figure 4.3.2).

Figure 4.3.1

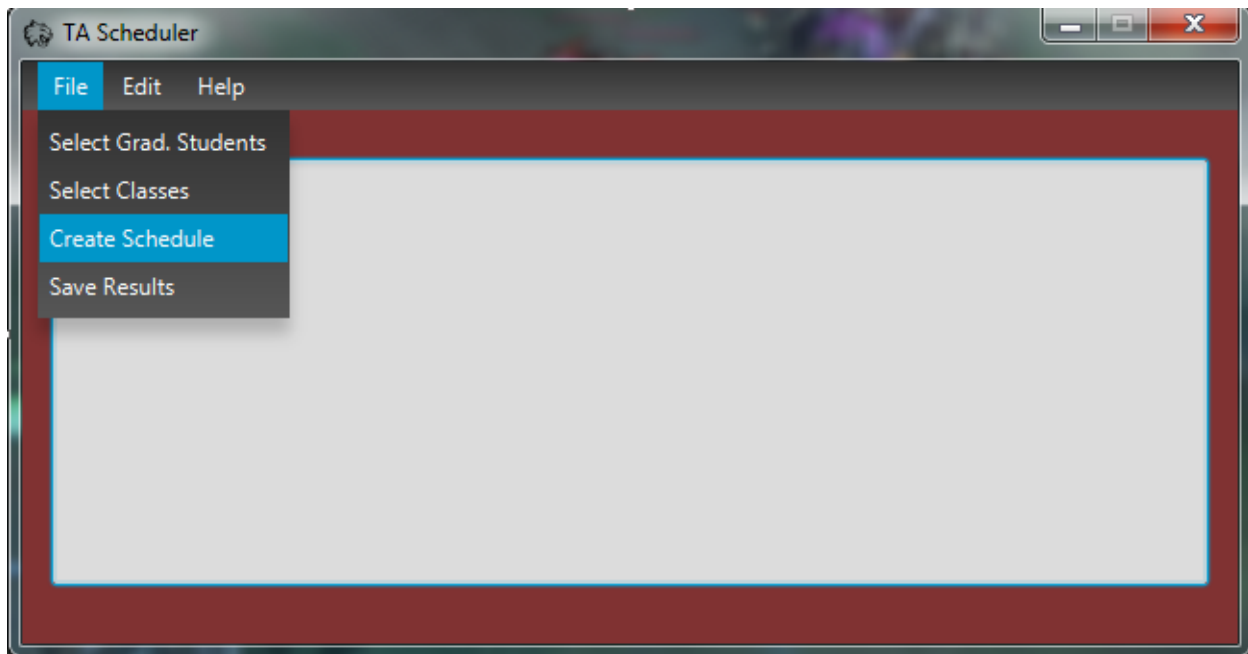
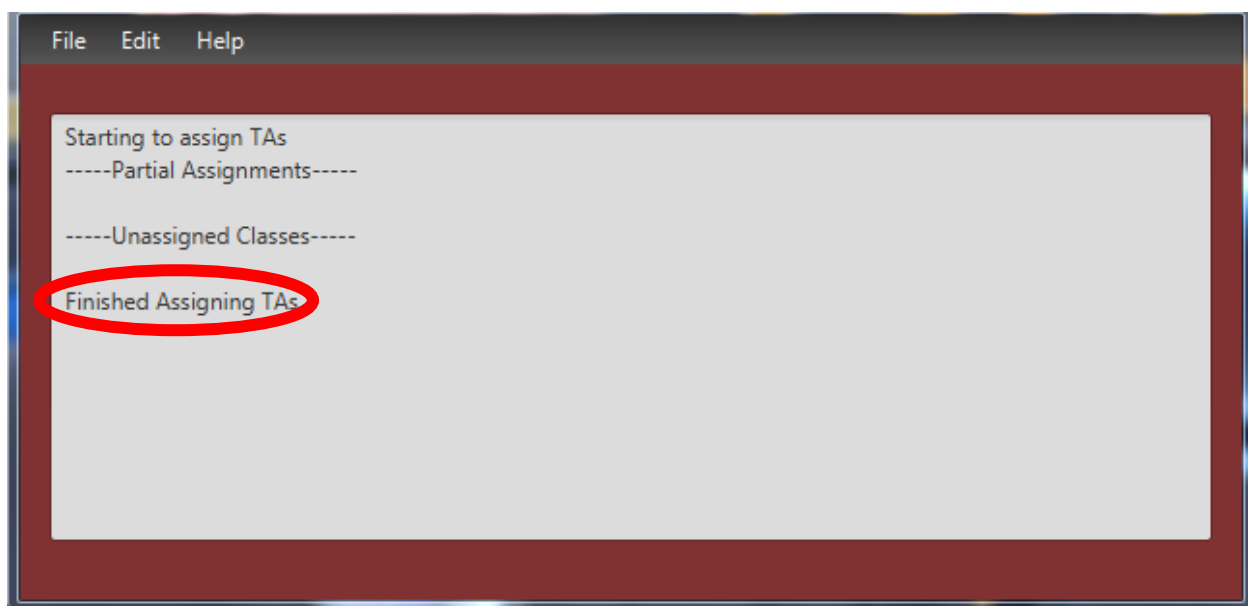
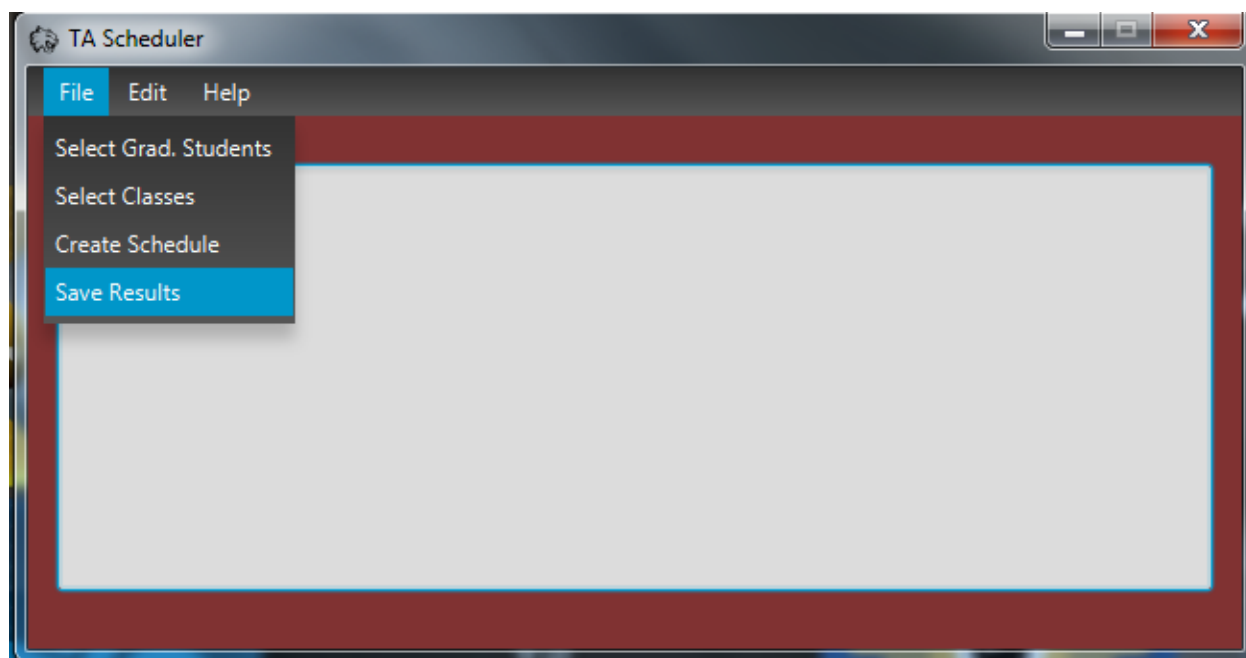


Figure 4.3.2



Step Four – Saving the schedule

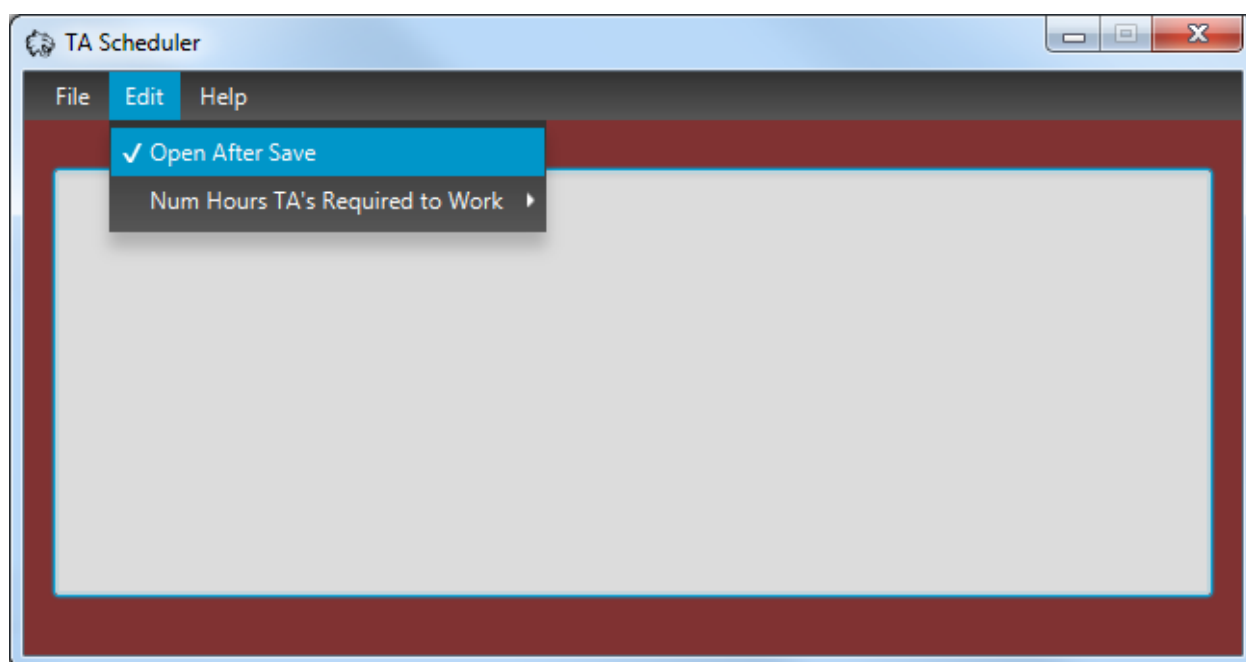
Click on “File” and then click “Save Results” from the drop down menu. The default setting are set to open up the excel file, once the file has been saved. Refer to section 5: setting for more on that.



Settings

Opening the File After Save

The default setting on the software is set to open the file after it has been saved. It can be set to not open after saving, and this done by click the “Edit” tab and selecting “Open After Save” from the drop down menu. The check mark next to “Open After Save” indicates it will open after saving.



Setting the Number of Hours the Assistants

Click the “Edit” tab, hover “Num Hours TA’s Required to Work” and to the right enter in the desired hours for each assistant. The default number is set to 20 hours for each assistant.

