

## User Guide – How to use the Course Scheduler Web App

### Introduction

This guide provides insight into all the different features included for the most updated version of the Course Scheduler Web App. It includes how to use each aspect of the site, and what to do when you receive specific error messages:

- 1) [Search Courses](#)
  - a. [Entering Courses/Adding to Schedule](#)
  - b. [Potential Error Messages](#)
- 2) [Create Schedule](#)
  - a. [Create/View Schedule](#)
  - b. [Potential Error Messages](#)
- 3) [New Search](#)
- 4) [Delete Courses](#)
- 5) [Fall/Winter Courses](#)
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- 7) [Advanced Search](#)
  - a. [Filtering](#)
  - b. [Clear Filter](#)

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**CIS 3760**  
TEAM 104

[Create Schedule](#) [Available Courses](#)

	Su	Mo	Tu	We	Th	Fr	Sa
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS\*3760\*101

[Create Schedule](#) [Clear Schedule](#)

## 1.0 - Search Courses

Location:

The screenshot shows the CIS 3760 course search interface. At the top, there is a navigation bar with 'CIS 3760' and 'TEAM 1.04'. On the right, there are links for 'Create Schedule' and 'Available Courses'. Below the navigation, there are two tabs: 'Fall 2022' (selected) and 'Winter 2023'. Underneath the tabs are two buttons: 'Print Fall 2022 Schedule' and 'Export Fall 2022 Schedule to ICS'. A search bar contains the text 'CIS'. Below the search bar, a list of course suggestions appears, with the first one highlighted: 'CIS11500\*0110 (7184) Introduction to Programming'. At the bottom of the search panel are 'Add Course' and 'Search' buttons. To the right of the search panel is a weekly calendar grid from Sunday to Saturday, with time slots from 9:00 AM to 2:00 PM.

Description:

Allows the user to search for courses with an autofill, only 5 courses appear at a time as suggestions to not overwhelm the user. The search narrows down as more characters are added as depicted in the image below.

	Su	Mo	Tu	We	Th	Fr	Sa
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS

CIS\*1500\*0110 (7184) Introduction to Programming

[Add Course](#)

[Create Schedule](#) [Clear Schedule](#)

## 1.1 - Entering Courses

Location:

	Su	Mo	Tu	We	Th	Fr	Sa
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS

CIS\*1500\*0110 (7184) Introduction to Programming

[Add Course](#)

[Create Schedule](#) [Clear Schedule](#)

Description:

The user can enter up to 5 courses using the search bar. The courses are added by clicking the “Add Course” button next to the course they would like to add. The course will then appear in the “Selected Courses” section with the button “Create Schedule”.

## *Step 1: Search for course*

The screenshot shows the CIS 3760 course search interface. At the top, there are buttons for "Fall 2022" and "Winter 2023". Below them are links to "Print Fall 2022 Schedule" and "Export Fall 2022 Schedule to ICS". A "Search Courses" section contains an "Advanced Search" link and a search input field with "CIS" typed in. A scrollable list of courses shows "CIS\*1500\*0110 (7184) Introduction to Programming" with an "Add Course" button. To the right is a weekly calendar grid from Sunday to Saturday, with time slots from 9:00 AM to 2:00 PM.

Note: The list of courses that are suggested in the auto-search are scrollable

## *Step 2: Click Add course button*

The screenshot shows the CIS 3760 course search interface after adding a course. The "Selected Courses" section now lists "CIS\*1500\*0110 (7184) Introduction to Programming" with a "Delete Course" button. The rest of the interface is identical to the first screenshot, including the search bar, schedule links, and the weekly calendar grid.

*Step 3: Repeat steps 1-2 until all desired courses are in the Selected Courses section.*

## 1.2 - Potential Error Messages

- Presently, there are no error messages for the search functionality

## 2.0 – Create Schedule

Location:

The screenshot shows a user interface for creating a schedule. On the left, there's a sidebar with links to 'Print Fall 2022 Schedule' and 'Export Fall 2022 Schedule to ICS'. Below these are sections for 'Search Courses' and 'Selected Courses'. In the 'Search Courses' section, there's a dropdown menu set to 'CIS' and a search result for 'CIS\*1200\*DE01 (7161) Introduction to Computing' with a 'Add Course' button. In the 'Selected Courses' section, there's a result for 'CIS\*1300\*0101 (7165) Programming' with a 'Delete Course' button. At the bottom, there are two buttons: 'Create Schedule' (which is circled in blue) and 'Clear Schedule'.

Description:

This button will add the courses to the schedule that can be seen on the right side of the screen.

## 2.1 – Create/View Schedule

Location:

Fall 2022	Winter 2023
-----------	-------------

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

### Search Courses

[Advanced Search](#)

CIS\*3210

CIS*3210*0101 (7254) Computer Networks
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[Add Course](#)

### Selected Courses

CIS*3760*0101 (7263) Software Engineering
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[Delete Course](#)

#### Description:

After clicking the “Create Schedule” button, the schedule will appear.

Note: Each course is a different colour, and exams for all courses are the same colour (salmon pink \*\* seen below)

#### Step 1: Click Create Schedule Button

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

### Search Courses

[Advanced Search](#)

CIS

CIS*1200*DE01 (7161) Introduction to Computing
--

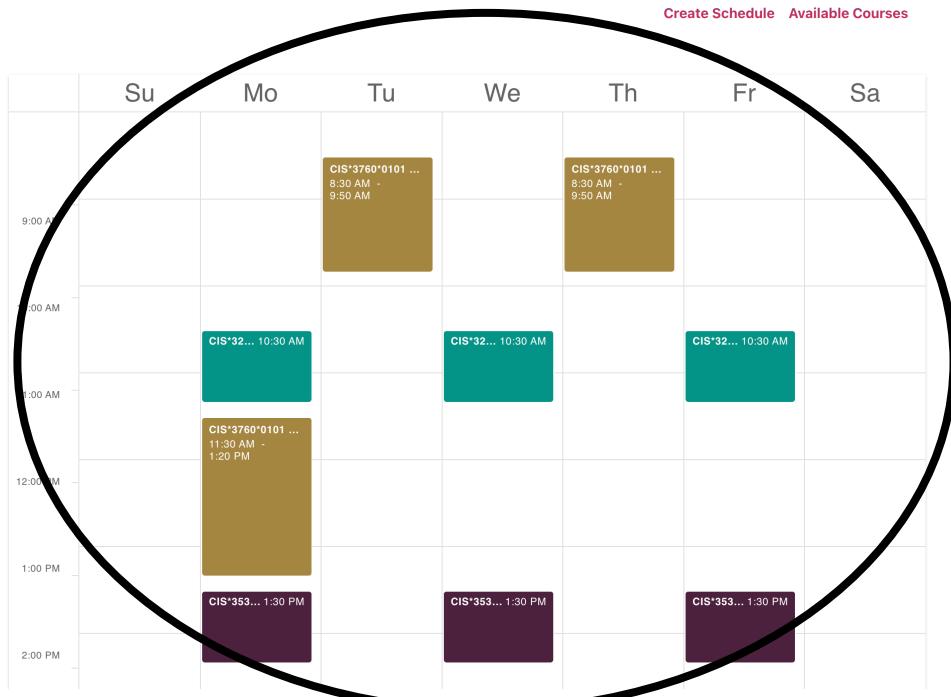
[Add Course](#)

### Selected Courses

CIS*1300*0101 (7165) Programming
----------------------------------

[Delete Course](#)

[Create Schedule](#) [Clear Schedule](#)



## Step 2: View Schedule

Note: you can also click on the schedule elements to see more information

The screenshot shows a weekly course scheduler for Fall 2022. On the left, there are buttons for 'Fall 2022' and 'Winter 2023'. Below them are links for 'Print Fall 2022 Schedule' and 'Export Fall 2022 Schedule to ICS'. A 'Search Courses' section includes a link to 'Advanced Search' and a list of courses starting with 'CIS\*3210'. On the right is a grid for the week, with columns for Sunday through Saturday and rows for time from 9:00 AM to 2:00 PM. A callout box highlights a conflict for CIS\*3760\*0101 (LEC) on Tuesday from 8:30 am - 09:50 am, which overlaps with another course. Other courses listed in the grid include CIS\*3210, CIS\*353, and CIS\*353.

## 2.1 – Potential Error Messages

### Conflicts

When a conflict occurs, the courses in the “Selected Courses” section will change to the colour red to indicate that there is a conflict between those courses in the schedule.

There are two different kinds of conflicts:

Conflicts (2 courses at the same time)

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

### Search Courses

[Advanced Search](#)

CIS\*3760\*0102

### Selected Courses

CIS\*3760\*0101 (7263) Software Engineering

[Delete Course](#)

[Create Schedule](#)

[Clear Schedule](#)

	Su	Mo	Tu	We	Th	Fr	Sa
9:00 AM			<b>CIS*3760</b> 8:30 AM - 9:50 AM	<b>CIS*3760</b> 8:30 AM - 9:50 AM		<b>CIS*3760</b> 8:30 AM - 9:50 AM	
10:00 AM		<b>CIS*32...</b> 10:30 AM		<b>CIS*32...</b> 10:30 AM		<b>CIS*32...</b> 10:30 AM	
11:00 AM			<b>CIS*3760*0101 ...</b> 11:30 AM - 1:20 PM				
12:00 PM							
1:00 PM		<b>CIS*353...</b> 1:30 PM		<b>CIS*353...</b> 1:30 PM		<b>CIS*353...</b> 1:30 PM	
2:00 PM							
			<b>CIS*3760*0102</b>				

If two courses conflict at the same time, they will appear next to one another in the schedule.

### Conflicts (2 courses that overlap somewhere)

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

### Search Courses

[Advanced Search](#)

CIS\*3760

CIS\*3760\*0101 (7263) Software Engineering

[Add Course](#)

### Selected Courses

CIS\*1500\*0110 (7184) Introduction to Programming

[Delete Course](#)

	Su	Mo	Tu	We	Th	Fr	Sa
9:00 AM		<b>CIS*1250</b> 8:30 AM - 10:20 AM	<b>CIS*3760</b> 8:30 AM - 9:50 AM		<b>CIS*3760*0101 ...</b> 8:30 AM - 9:50 AM		
10:00 AM			<b>CIS*1500*0110 ...</b> 10:00 AM - 11:20 AM		<b>CIS*1500*0110 ...</b> 10:00 AM - 11:20 AM		
11:00 AM		<b>CIS*3760*0101 ...</b> 11:30 AM - 1:20 PM	<b>CIS*1250*0102 ...</b> 11:30 AM - 1:30 PM		<b>CIS*1500*0110 ...</b> 11:30 AM - 1:30 PM		
12:00 PM							
1:00 PM							
2:00 PM							

If multiple courses overlap, but not at the exact same times, they will appear on the schedule as shown above.

## 3.0 – New Search

Location:

The screenshot shows a user interface for creating a new course schedule. On the left, there's a sidebar with 'Print Fall 2022 Schedule' and 'Export Fall 2022 Schedule to ICS' buttons. Below that is a 'Search Courses' section with an 'Advanced Search' link and a 'CIS' dropdown menu. Under 'CIS', a course 'CIS\*1200\*DE01 (7161) Introduction to Computing' is listed with an 'Add Course' button. To the right is a large, empty 8x5 grid representing a weekly schedule from Monday to Friday. Below the sidebar, there's a 'Selected Courses' section containing one course: 'CIS\*1300\*0101 (7165) Programming' with a 'Delete Course' button. At the bottom of the sidebar are 'Create Schedule' and 'Clear Schedule' buttons, with 'Clear Schedule' being circled in red.

Description:

Clicking the clear schedule button will allow the user to start making a new schedule.

## 4.0 – Delete Courses

Location:

This screenshot shows the same interface as the previous one, but with a different focus. The 'Delete Course' button in the 'Selected Courses' section is circled in black. The rest of the interface, including the sidebar and the empty schedule grid, remains the same.

Description:

This button allows the user to delete courses one at a time.

*Step 1: Add courses to your schedule (see Create Schedule section)*

*Step 2: Press the Delete Course Button*

The image shows a composite of two screenshots. On the left is a course search interface with tabs for Fall 2022 and Winter 2023. It includes links to print the Fall 2022 schedule and export it to ICS. A search bar finds 'CIS\*3760'. Below are sections for 'Search Courses' (with an 'Advanced Search' link) and 'Selected Courses' (listing 'CIS\*3760\*0101 (7263) Software Engineering' with a 'Delete Course' button circled in black). At the bottom are 'Create Schedule' and 'Clear Schedule' buttons. On the right is a weekly calendar grid from Sunday to Saturday. CIS\*3760\*0101 is listed in three slots: Tuesday 9:00 AM - 9:50 AM, Thursday 9:00 AM - 9:50 AM, and Friday 11:30 AM - 1:20 PM. The 'Delete Course' button in the search interface corresponds to the course listed in the Wednesday slot of the calendar.

*Step 3: Course will automatically disappear*

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS\*3760

CIS\*3760\*0101 (7263) Software Engineering

[Add Course](#)

[Create Schedule](#) [Clear Schedule](#)

## 5.0 – Viewing Fall or Winter Courses

Location:

**CIS 3760**  
TEAM 104

[Create Schedule](#) [Available Courses](#)

[Fall 2022](#) [Winter 2023](#)

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS\*3760\*101

[Create Schedule](#) [Clear Schedule](#)

Description:

This toggle allows the user to decide if they would like to search for fall or winter courses.

Note: the dark purple means that this the semester selected (image shows Fall 2022)

## 6.0 – Exporting Options

### Location

The screenshot shows a course schedule interface for CIS 3760. At the top, there are tabs for "Fall 2022" and "Winter 2023". On the right, there are links for "Create Schedule" and "Available Courses". Below the tabs is a grid for the week, with days Su through Sa and times from 9:00 AM to 2:00 PM. In the top-left corner of the grid, there is a large black oval highlighting two buttons: "Print Fall 2022 Schedule" and "Export Fall 2022 Schedule to ICS". To the left of the grid, there is a section titled "Search Courses" with a link to "Advanced Search" and a search bar containing "CIS\*3760\*101". At the bottom left, there are buttons for "Create Schedule" and "Clear Schedule".

### Description:

Allows the user to export their schedule by printing or ICS

### 6.1 – Print Schedule

### Location:

Fall 2022	Winter 2023
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[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS\*3760\*101

[Create Schedule](#) [Clear Schedule](#)

Su	Mo	Tu	We	Th	Fr	Sa
9:00 AM						
10:00 AM						
11:00 AM						
12:00 PM						
1:00 PM						
2:00 PM						

Description:

This allows the user to print their schedule

*Step 1: Click the print button and utilize standard print functionality*

The screenshot shows the CIS 3760 schedule page with a print dialog box overlaid. The dialog box is titled 'Print' and specifies '2 sheets of paper'. It includes fields for 'Destination' (set to 'Brother MFC-J497DW'), 'Pages' (set to 'All'), 'Copies' (set to '1'), and 'Color' (set to 'Black and white'). The 'More settings' button is visible. The background shows a weekly course grid for Fall 2022, with three courses listed: CIS\*3760\*101 (Software Engineering) from 8:30 AM to 9:50 AM on Monday, Tuesday, and Thursday; CIS\*3760\*101 (Software Engineering) from 11:30 AM to 1:00 PM on Wednesday; and CIS\*3760\*101 (Software Engineering) from 1:00 PM to 2:00 PM on Friday. A 'Selected Courses' sidebar on the left lists 'CIS\*3760\*0101 (7263) Software Engineering' with a 'Delete Course' button.

## 6.2 – Export to ICS

Location:

The screenshot shows a weekly calendar grid from Sunday to Saturday. At the top left, there are buttons for "Fall 2022" and "Winter 2023". Below these are links for "Print Fall 2022 Schedule" and "Export Fall 2022 Schedule to ICS". The "Export Fall 2022 Schedule to ICS" link is circled with a black oval. To the right of the calendar, there are buttons for "Create Schedule" and "Clear Schedule". On the far right, there are links for "Create Schedule" and "Available Courses".

Description:

Allows the user to export their schedule to an ICS file that can be used in an external calendar app. This will populate the calendar with the schedule for the whole semester

*Step 1: Click the button and file will be downloaded*



Create Schedule Available Courses

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS\*3760

CIS\*3760\*0101 (7263) Software Engineering

[Add Course](#)

**Selected Courses**

CIS\*3760\*0101 (7263) Software Engineering

[data \(1\).ics](#)

Show All X

Su	Mo	Tu	We	Th	Fr	Sa
			CIS*3760*0101 ... 8:30 AM - 9:50 AM		CIS*3760*0101 ... 8:30 AM - 9:50 AM	
				CIS*3760*0101 ... 11:30 AM - 1:20 PM		

Note: file will be named "data.ics"

## 7.0 - Advanced Search

Location:

*Option 1: Link*



Create Schedule Available Courses

Fall 2022 Winter 2023

[Print Fall 2022 Schedule](#)

[Export Fall 2022 Schedule to ICS](#)

**Search Courses**

[Advanced Search](#)

CIS\*3760\*101

[Create Schedule](#) [Clear Schedule](#)

Su	Mo	Tu	We	Th	Fr	Sa

## Option 2: Navigation Bar

The screenshot shows a web-based course search system. At the top left is the CIS 3760 logo with "TEAM 104". At the top right are links for "Create Schedule" and "Available Courses". Below the logo is a navigation bar with tabs for "Fall 2022" and "Winter 2023". Underneath the navigation bar are two download links: "Print Fall 2022 Schedule" and "Export Fall 2022 Schedule to ICS". A "Search Courses" input field is followed by an "Advanced Search" link, which is circled in black. Below the search area are "Create Schedule" and "Clear Schedule" buttons. To the right is a large, empty 7x6 grid representing a weekly schedule from Sunday to Saturday, with time slots from 9:00 AM to 2:00 PM.

### Description:

This page allows the user to see all details of course while searching

The screenshot shows the "Advanced Search" page. On the left is a "Quick Search" sidebar with tabs for "FALL 2022" and "WINTER 2023", and buttons for "MON", "TUES", "WED", "THUR", and "FRI". It also includes fields for "Start time" and "End time", "Subject (i.e. CIS)", "Professor LastName", and a "Distance Education" checkbox. At the bottom are "Search" and "Clear" buttons. The main content area displays course details for two sections of "ACCT\*1220\*0101 (6573) Intro Financial Accounting".  
**ACCT\*1220\*0101 (6573) Intro Financial Accounting**  
Lecture  
 Day: Fri  
 Time: 08:30AM - 10:20AM  
 Location: ROZH, Room 104  
  
Seminar  
 Day(s): Mon  
 Time: 04:30PM - 05:20PM  
 Location: MCKN, Room 225  
  
Exam  
 Day(s): Tues  
 Time: 08:30AM - 10:30AM (2022/12/06)  
 Location: TBA  
  
Other Information  
Name: P. Lassou  
Capacity: 3 / 48  
  
**Add Course**  
  
**ACCT\*1220\*0102 (6574) Intro Financial Accounting**  
Lecture  
 Day: Fri  
 Time: 08:30AM - 10:20AM  
 Location: ROZH, Room 104  
  
Seminar

Note: the “Quick Search” takes you back to the original page

## 7.1 – Filtering

Location:

**CIS 3760**  
T E A M 1 0 4

[Create Schedule](#) [Available Courses](#)

**Advanced Search**

Quick Search

FALL 2022 WINTER 2023

MON TUES WED THUR FRI

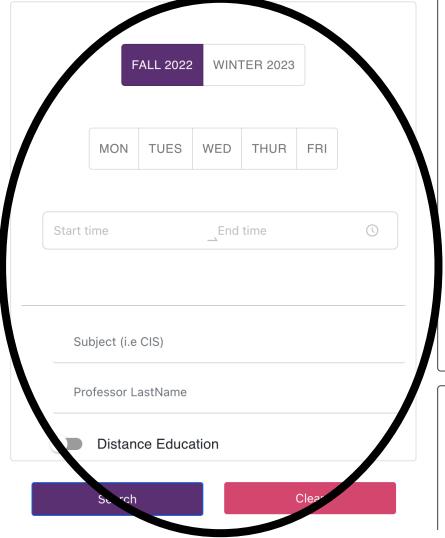
Start time End time

Subject (i.e CIS)

Professor LastName

Distance Education

Search Clear



**ACCT\*1220\*0101 (6573) Intro Financial Accounting**

Lecture  
 Day: Fri  
 Time: 08:30AM - 10:20AM  
 Location: ROZH, Room 104

Seminar  
 Day(s): Mon  
 Time: 04:30PM - 05:20PM  
 Location: MCKN, Room 225

Exam  
 Day(s): Tues  
 Time: 08:30AM - 10:30AM (2022/12/06)  
 Location: TBA

Other Information  
Name: P. Lassou  
Capacity: 3 / 48

Add Course

**ACCT\*1220\*0102 (6574) Intro Financial Accounting**

Lecture  
 Day: Fri  
 Time: 08:30AM - 10:20AM  
 Location: ROZH, Room 104

Seminar

Description:

Filter panel allows the user to filter courses listed on the right side.

Note: The fall/winter toggle remains the same and the “Add course” button for each course remains the same. Courses will still be added to the selected course section on this page.

*Step 1: Select the filters that you would like*

*-Specify days, times, subject, professor, DE, and/or semester*

**Advanced Search**Quick Search     Start time  End time 

08	00	AM
09	15	PM
10	30	
11	45	

ation

**ACCT\*1220\*0101 (6573) Intro Financial Accounting**

## Lecture

Day: Fri  
 Time: 08:30AM - 10:20AM  
 Location: ROZH, Room 104

## Seminar

Day(s): Mon  
 Time: 04:30PM - 05:20PM  
 Location: MCKN, Room 225

## Exam

Day(s): Tues  
 Time: 08:30AM - 10:30AM (2022/12/06)  
 Location: TBA

## Other Information

Name: P. Lassou  
Capacity: 3 / 48

**ACCT\*1220\*0102 (6574) Intro Financial Accounting**

## Lecture

Day: Fri  
 Time: 08:30AM - 10:20AM  
 Location: ROZH, Room 104

## Seminar

**Step 2: Click Search Button and view results****Advanced Search**Quick Search     08: 00: am  12: 00: pm 

Subject (i.e CIS)

Professor LastName

 Distance Education**ACCT\*4350\*01 (6599) Income Taxation II**

## Lecture

Day: Mon, Wed  
 Time: 08:30AM - 09:50AM  
 Location: MACS, Room 209

## Exam

Day(s): Mon  
 Time: 11:30AM - 01:30PM (2022/12/05)  
 Location: TBA

## Other Information

Name: S. Dhaliwal  
Capacity: 2 / 95

**AGR\*3010\*01 (6625) Spec. Studies in Agr. Sci. I**

## Lecture

Day: TBA  
 Time: TBA  
 Location: TBA

## Other Information

Name: F. Tardif  
Capacity: 29 / 30

**7.2 – Clear Filter**Location:

**Advanced Search**[Quick Search](#)

FALL 2022   WINTER 2023

MON TUES WED THUR FRI

08: 00: am      12: 00: pm

Subject (i.e CIS)

Professor LastName

 Distance Education**Search****Clear****ACCT\*4350\*01 (6599) Income Taxation II**

## Lecture

Day: Mon, Wed  
 Time: 08:30AM - 09:50AM  
 Location: MACS, Room 209

## Exam

Day(s): Mon  
 Time: 11:30AM - 01:30PM (2022/12/05)  
 Location: TBA

## Other Information

Name: S. Dhaliwal  
Capacity: 2 / 95

**Add Course****AGR\*3010\*01 (6625) Spec. Studies in Agr. Sci. I**

## Lecture

Day: TBA  
 Time: TBA  
 Location: TBA

## Other Information

Name: F. Tardif  
Capacity: 29 / 30

**Add Course****Description:**

Allows the user to efficiently clear all filters

**Step 1: Click the button****Advanced Search**[Quick Search](#)

FALL 2022   WINTER 2023

MON TUES WED THUR FRI

Start time      End time

Subject (i.e CIS)

Professor LastName

 Distance Education**Search****Clear****ACCT\*4350\*01 (6599) Income Taxation II**

## Lecture

Day: Mon, Wed  
 Time: 08:30AM - 09:50AM  
 Location: MACS, Room 209

## Exam

Day(s): Mon  
 Time: 11:30AM - 01:30PM (2022/12/05)  
 Location: TBA

## Other Information

Name: S. Dhaliwal  
Capacity: 2 / 95

**Add Course****AGR\*3010\*01 (6625) Spec. Studies in Agr. Sci. I**

## Lecture

Day: TBA  
 Time: TBA  
 Location: TBA

## Other Information

Name: F. Tardif  
Capacity: 29 / 30

**Add Course****Step 2: Notice all filters are cleared**