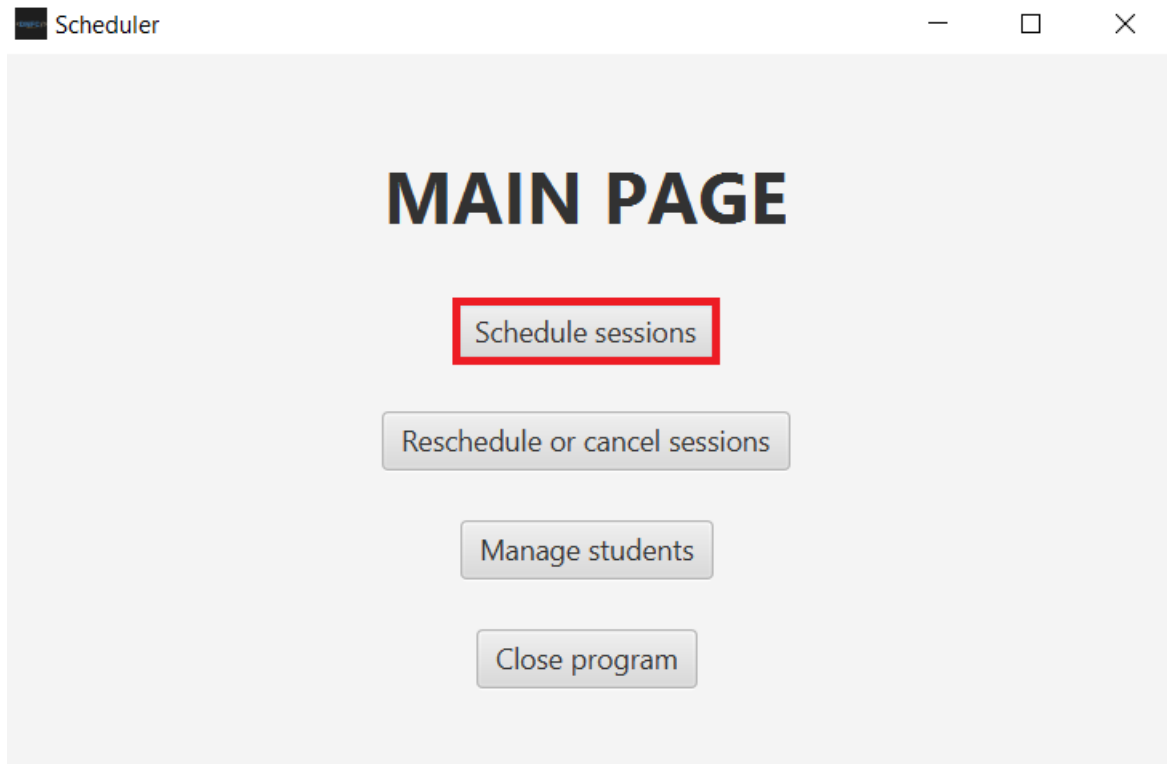


User Guide

Scheduling sessions:

1. To start scheduling, press the “Schedule sessions” button in the main page:



2. In the following page, select a semester, class, course, date for the session, starting time, number of lessons, how weeks ahead it should repeat (same day of the week at the same time), and a classroom for that session. If anything is missing, an error label will appear.


Scheduler

SCHEDULE SESSION

Semester

Class

Course

Date 

Start Time

Number of lessons

Repeat how many times?

Classroom

3. If all the fields are filled out but the session overlaps with other sessions, it will show an error label and the session will not be scheduled:


Scheduler

SCHEDULE SESSION

Semester

Class

Course

Date 

Start Time

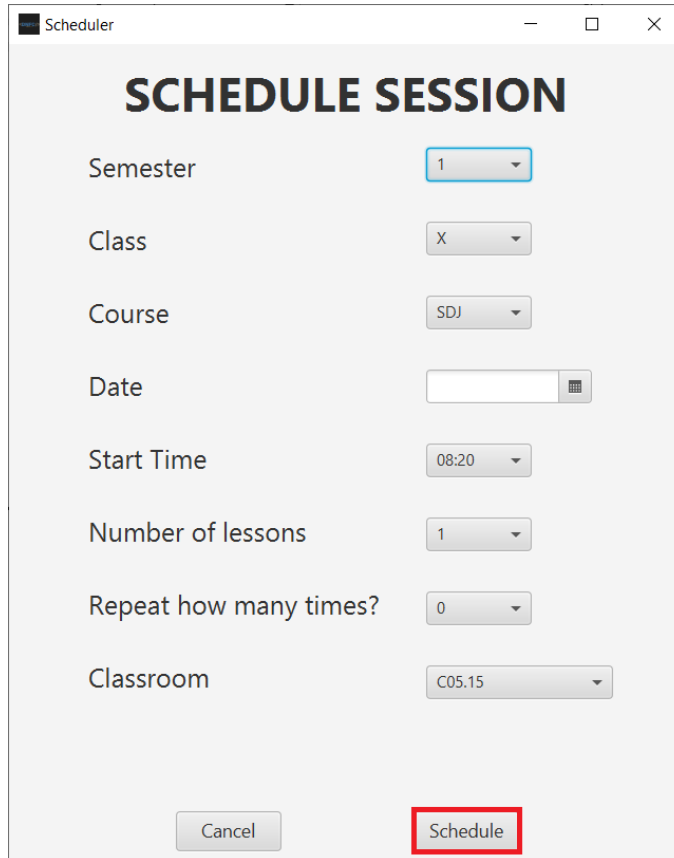
Number of lessons

Repeat how many times?

Classroom

Time overlap with: SDJ - 24/12/2021 - 08:20 - 09:05

4. If everything is done correctly, after pressing the “Schedule” button, the session should be scheduled, and no errors should appear:



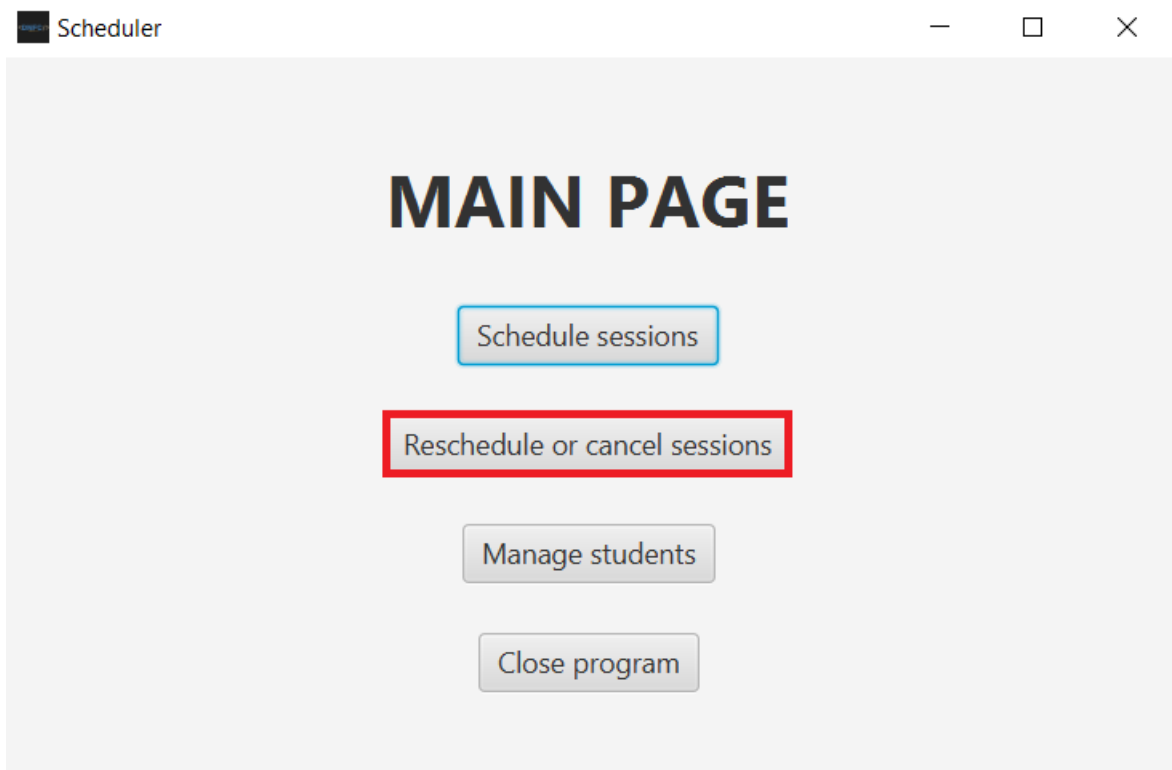
The screenshot shows a window titled "Scheduler" with a "SCHEDULE SESSION" form. The form contains the following fields and values:

Field	Value
Semester	1
Class	X
Course	SDJ
Date	[Empty text box with calendar icon]
Start Time	08:20
Number of lessons	1
Repeat how many times?	0
Classroom	C05.15

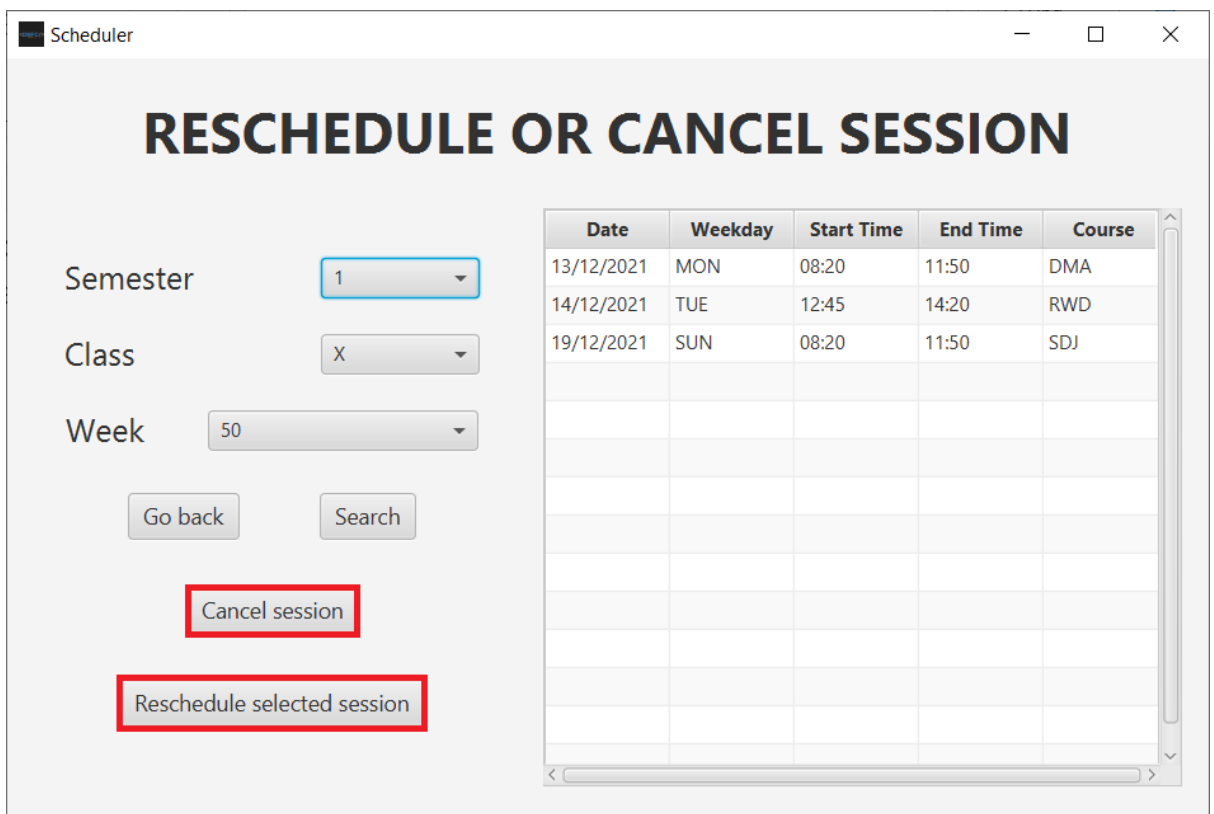
At the bottom of the form, there are two buttons: "Cancel" and "Schedule". The "Schedule" button is highlighted with a red rectangular border.

Rescheduling or Cancelling Sessions:

1. To see all the sessions for a specific class and week, press the “Reschedule or cancel sessions” button in the main page:

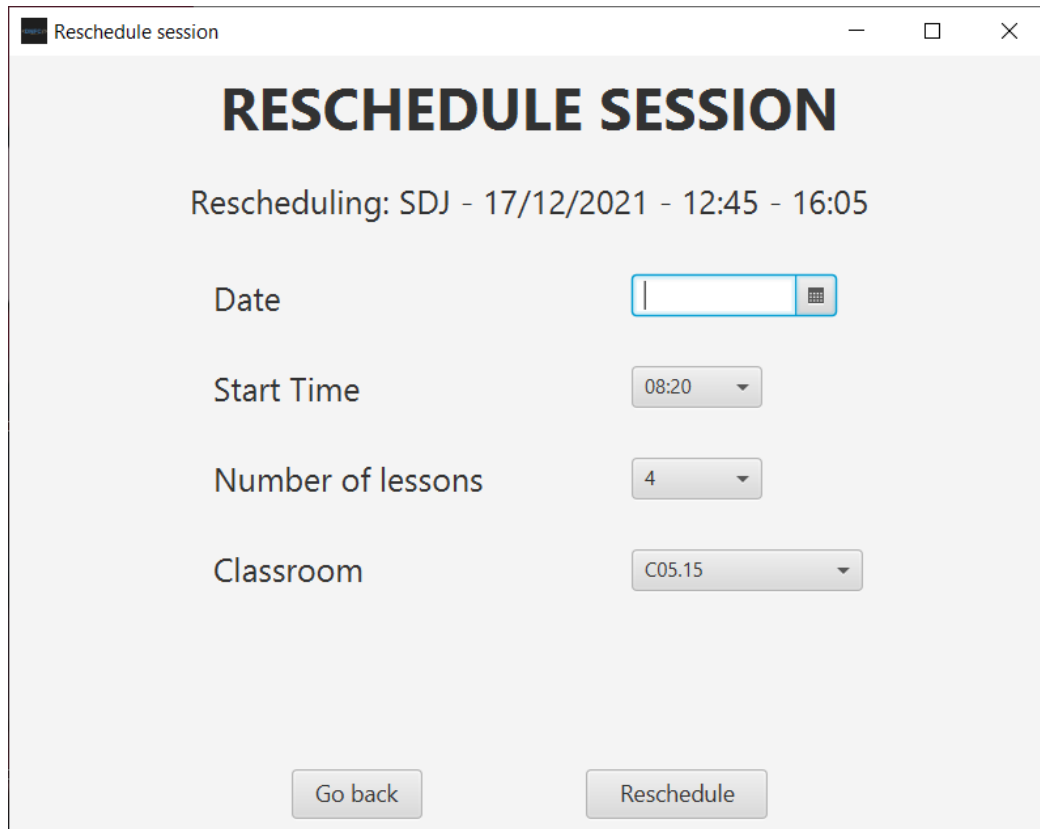


2. In the following window, it is possible to search for sessions by class and week. There are two options when a session is selected: to cancel or reschedule it.



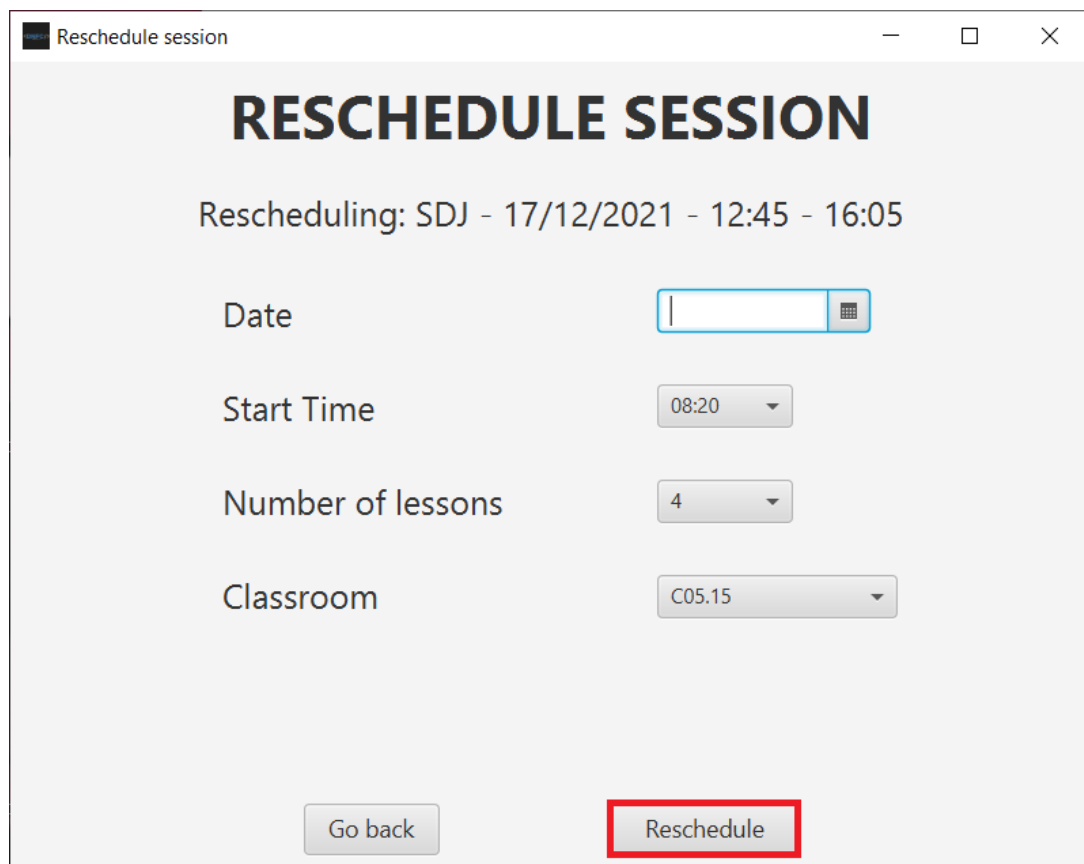
3. To cancel a session, select one of the sessions and then press “Cancel session” button. The session will then be cancelled and removed from the table.

4. To Reschedule a session, select it, and then press the “Reschedule selected session” button. This window should appear:



The screenshot shows a window titled "Reschedule session" with a light gray background. At the top, the title "RESCHEDULE SESSION" is displayed in large, bold, black letters. Below the title, the text "Rescheduling: SDJ - 17/12/2021 - 12:45 - 16:05" is shown. The form contains four fields: "Date" with a text input and a calendar icon, "Start Time" with a dropdown menu showing "08:20", "Number of lessons" with a dropdown menu showing "4", and "Classroom" with a dropdown menu showing "C05.15". At the bottom, there are two buttons: "Go back" and "Reschedule".

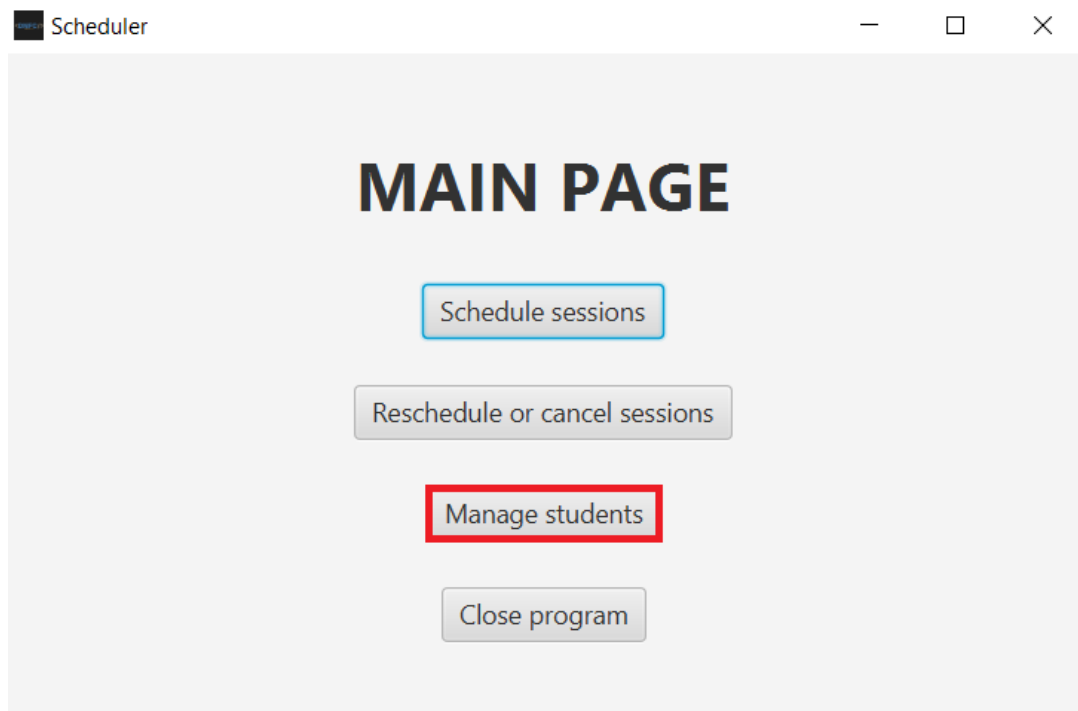
5. It will show what session is being rescheduled. Then by selecting a date, start time, number of lessons and a classroom, if the date does not overlap with any other sessions, by pressing “Reschedule button” the session should be rescheduled:



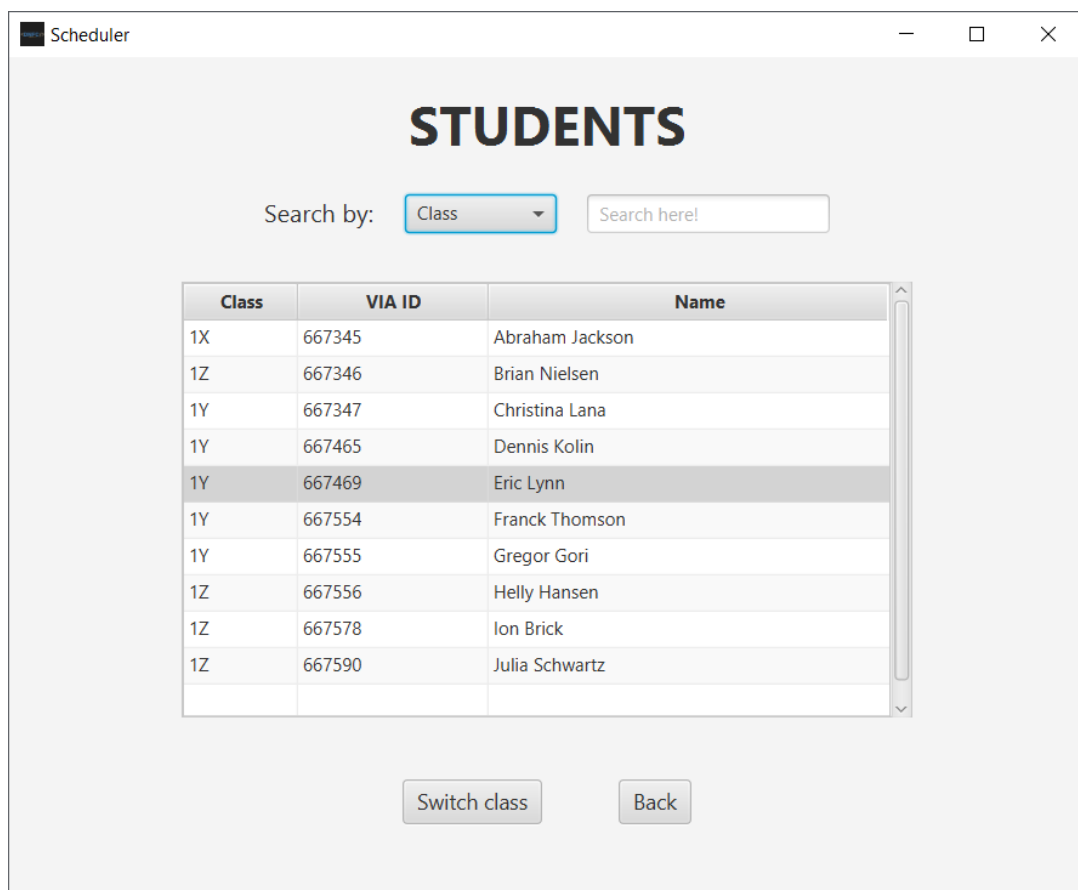
This screenshot is identical to the one above, showing the "Reschedule session" window. However, the "Reschedule" button at the bottom right is highlighted with a red rectangular border, indicating the next step in the process.

Managing students and changing their class:

1. To see all the students, press the “Manage students” button on the main page:



2. Then, all the students will be displayed in the page. It is possible to search for them by Name, Class or Via ID.



3. To change their class, select a student by clicking on them and pressing the “Switch class” button.

Scheduler

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□

×

STUDENTS

Search by:

Class

Search here!

Class	VIA ID	Name
1X	667345	Abraham Jackson
1Z	667346	Brian Nielsen
1Y	667347	Christina Lana
1Y	667465	Dennis Kolin
1Y	667469	Eric Lynn
1Y	667554	Franck Thomson
1Y	667555	Gregor Gori
1Z	667556	Helly Hansen
1Z	667578	Ion Brick
1Z	667590	Julia Schwartz

Switch class

Back

4. Then, the pop up will appear that will allow to change the student's class:

