



# Nexus User Manuals

Hello and welcome to the user manuals for Nexus! To navigate through this document, we recommend you use the document outline which can be found on Google Docs using the button off to the left-hand side that looks like three lines. If you click on that, you will find a sort-of table of contents which should show you two separate user manuals, one for administration, and one for students. Underneath each of those sections, there are smaller subsections for specific uses like logging in or editing courses.

We hope you find this document useful! Remember this document only details how to do things as if you are an administrator or a student and does not detail the behind-the-scenes inner-workings of our project. For those kinds of details, check out our other bits of documentation located within the Nexus SWE folder shared with you on your Google Drive!

We here at Nexus wish you the best of luck and thank you for using our product.

-The Nexus Team

# Administrative Usage

## To Log In

*This section will teach you how to log in to your account.*

1. Type in your email and password and hit log in.
  - a. If your login fails, you will be sent to a new page containing an error message.
  - b. Hit the back button to go back to the login page.
2. You will be sent to a new page.
3. You are now on your admin dashboard page.

## Dashboard Navigation

*This section will give you a brief overview of your admin dashboard.*

1. On your dashboard, you will see a few things. Below the welcome message, you will see...
  - a. Total Students:
    - i. This gives you the total number of student accounts in the database.
  - b. Total Teachers:
    - i. This gives you the total number of teacher accounts in the database.
  - c. Total Classes:
    - i. This gives you the total number of classes in the database.
  - d. Creation Station:
    - i. Create User:
      1. Clicking on this takes you to a new page where you can create a new user profile. ([Go to Creating A New User](#))
        - a. This information automatically gets added to the database.
    - ii. Create Class:
      1. Clicking on this takes you to a new page where you can add a new class using a preexisting subject to the current semester or a future semester. ([Go to Creating A New Class](#))
        - a. This information automatically gets added to the database.

- iii. Create Subject:
  - 1. Clicking on this takes you to a new page where you can create a new subject altogether. ([Go to Creating A New Subject](#))
    - a. This information automatically gets added to the database.
- e. Recent Activities:
  - i. This shows you all recent activities by all users with a timestamp indicating when that activity was completed.
    - 1. Recent activities could be a student registering for a class, a student dropping a class, etc.
- f. Active Classes:
  - i. This shows you your current local time and date and all classes that are in session at this time.
- 2. Above the welcome message on your dashboard, you will see...
  - a. Hexagon Logo:
    - i. Clicking on this will always take you back to your dashboard.
  - b. Classes:
    - i. Clicking on this will take you to a new page where you can filter & search through all the classes that currently exist in the database. ([Go to Filtering & Searching Classes](#))
  - c. Audit info:
    - i. Clicking on this will take you to a new page where you can filter through all of the changes happening within the system. ([Go to Filtering & Searching Audits](#))
      - 1. Changes within the system could be: students adding classes, classes being created, etc.

## Creating A New User

*This section will teach you how to create a new user account.*

- 1. Locate the Creation Station section of your dashboard.
  - a. This is located on the right-hand side of the screen below the welcome message.
  - b. Once located, click Create User from the provided options.
  - c. You will be taken to a new page once you have clicked Create User.
- 2. On this new page, you will be prompted to enter information about the new user you want to create.
  - a. Full Name:
    - i. Enter the new user's full name.

- b. User ID:
    - i. Enter the new user's ID number.
  - c. Status:
    - i. Select if the new user is an admin, teacher, or student.
  - d. Email:
    - i. Enter the new user's email address in name@domain format.
      - 1. name@domain format is as follows:  
[fakename@fakeschool.edu](#), [friend@gmail.com](#), etc.
  - e. Password
    - i. Enter a temporary and secure password for the new user.
- 3. Once you have entered all of the required information, click the "Add User" button located at the bottom of the Add User box.
  - 4. The new user you have created has been automatically added to the database and now has access to the website using the login credentials you have created for them.

## Creating A New Class

*This section of your dashboard allows you to add a pre-existing class to the current semester or future semesters.*

- 1. Locate the Creation Station section of your dashboard.
  - a. This is on the right-hand side of the screen underneath the welcome message.
  - b. Once located, click the Create Class option.
  - c. You will be taken to a new page on you click Create Class.
- 2. On this new page, you will be prompted to enter information about the new class you want to create.
  - a. Department:
    - i. Select the department this new class will exist in from the drop-down menu.
      - 1. This is required for Part B, Class Name.
  - b. Class Name:
    - i. Select the name of the class you want to create from the drop-down menu.
      - 1. Part A, Department, is required for this section.
  - c. Schedule:
    - i. Select the time slot this class will be in.
      - 1. Timeslots will appear in the form: M W 11:30 - 12:20, T Th 9:55 - 11:10, etc.
  - d. Room:

- i. Room selection is composed of two parts:
    1. Select the building in which this class will occur.
      - a. This is required for the following step.
    2. Select the room this class will occur in.
      - a. Make sure to check that your class's capacity is less than or equal to the room's capacity.
  - e. Semester:
    - i. Choose the semester this class will exist in.
      1. Semesters appear in the format: Fall 2023, Spring 2024, etc.
3. Once you have entered all of the required information, click the "Add Class" button located at the bottom of the Add Class box.
4. The new class you have created has been automatically added to the database and can now be viewed by all users.

## Creating A New Subject

*This section of your dashboard allows you to create an entirely new class from scratch.*

1. Locate the Creation Station section of your dashboard.
  - a. This is located on the right-hand side of your screen underneath the welcome message.
  - b. Once located, click Create Subject.
  - c. You will be taken to a new page once you click Create Subject.
2. On this new page, you will be prompted to enter information about the new subject you want to create.
  - a. Course Name:
    - i. Type in the new subject's name.
  - b. Departments:
    - i. Enter the department this new subject will exist in.
  - c. Credits:
    - i. Select the number of credits this course will be worth.
  - d. Course ID:
    - i. Enter a 4-digit number in the following format:
      1. ABCD
        - a. A
          - i. This indicates the course level.
            1. Course levels can be numbers one through four. One is the introductory level course whereas courses get

more difficult as the number increases.

- b. B
  - i. This number indicates how many credits a course is worth.
    - 1. This is denoted in the above step, Part C: Credits.
- c. C
  - i. This has different significance depending on the department you are in. Make sure to follow a department's specific course creation guidelines.
- d. D
  - i. This typically indicates the order in which courses were created.
    - 1. A course ending in zero is the first course in a series. If another course with the same three first numbers is created, the last number must be the next available number in the sequence.
      - a. For example, 1320, 1321, 1322...
    - 2. This also may change based on the department the course is in, so make sure to follow a department's specific course creation guidelines.
- e. Pathways:
  - i. Select the pathways this course will fulfill.
    - 1. There are 8 possible pathway choices which are as follows:
      - a. WC:
        - i. Writing Communication
          - 1. Typically these are courses with an emphasis on teaching students how to write effectively.
      - b. OVC:
        - i. Oral & Visual Communication
          - 1. Typically these are courses with a focus on working in groups, learning

how to communicate effectively, and learning crucial presentation skills.

- c. HP:
  - i. Historical Perspective
    - 1. These classes typically focus on looking back at our past and learning more about historical topics.
- d. UD:
  - i. Understanding Diversity
    - 1. These classes focus on understanding and learning about the different people and cultures we are surrounded by.
- e. FL:
  - i. Foreign Language
    - 1. These classes focus on teaching a new language.
- f. GA:
  - i. Global Awareness
    - 1. These classes focus on making students aware of what is happening around the globe, trying to decentralize their minds.
- g. DL:
  - i. Digital Literacy
    - 1. These classes focus on advancing a student's technological skills and learning how to solve complex problems.
- h. NS:
  - i. Natural Science
    - 1. These classes teach students about different areas of science and typically give them laboratory experience.

f. Short Description

- i. Enter a brief description of this course.
  - 1. A brief description could be what this course will be about, some topics you may cover, etc.

3. Once you have entered all of the required information, click the “Add Class” button located at the bottom of the Add Course box.
4. The new subject you have created has been automatically added to the database.

## Filtering & Searching Classes

*This page will allow you to filter and search through all existing classes in the database.*

1. Locate the toolbar at the top of the page.
  - a. This is above the welcome message.
  - b. Once located, select the “Classes” option from the toolbar.
  - c. This will take you to a new page.
2. On this new page, you will be able to search and filter through existing classes by entering filtering criteria.
  - a. To see all classes, do not input any filtering criteria, just click the Search button located at the bottom of the Class Search box.
  - b. To filter classes, do as follows:
    - i. Select a Department...
      1. To filter by department, select a department from the dropdown field.
        - a. If you just want to see all classes within a certain department, click the Search button located at the bottom of the Class Search box. Otherwise, you may add more filtering criteria.
    - ii. Pathways...
      1. To filter by pathway, select the pathway you want the course to fulfill from the dropdown box.
        - a. If you just want to see all classes that fulfill a certain pathway, click the Search button located at the bottom of the Class Search box. Otherwise, you may add more filtering criteria.
    - iii. Course ID...
      1. If you know the course you are looking for by its Course ID, type that into the box labeled Course ID...
        - a. If you just want to see the class with that specific course ID, click the Search button located at the bottom of the Class Search box. Otherwise, you may add more filtering criteria.
    - iv. Credits...



1. To filter by the number of credits a course occupies, select the credit amount you want the course to fulfill from the dropdown box.
  - a. If you just want to see all classes that fulfill a certain number of credits, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- v. Professor Name...
  1. To filter by Professor Name, type in the name of the professor you want the course to be taught by.
    - a. If you just want to see all classes that fulfill a certain professor teaches, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- vi. Time...
  1. To filter by time, select the time slot you want the course to fill from the dropdown box.
    - a. If you just want to see all classes that exist in a certain time frame, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- vii. Select a Class...
  1. To make finding a course by class name easier, we recommend selecting the department the course you are looking for exists in before attempting to select a class by name from this specific dropdown box. Otherwise, you will have to manually scroll through all the courses currently offered.
  2. To filter by class name, select the class name from the dropdown box.
    - a. If you just want to see all classes with a certain name, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- viii. Course Level...
  1. To filter by course level, select the course level you want the course to be from the dropdown box.
    - a. If you just want to see all classes that are of a certain level, click the Search button located at the

bottom of the Class search box. Otherwise, you may add more filtering criteria.

3. Once you have finished adding filtering criteria, hit the search button located at the bottom of the class search box if you have not already done so.
4. If there are any courses matching your filtering criteria, they will appear underneath the class search box, if not, no such classes will appear.
5. If you wish to edit any of the courses that appear, click the pencil on the right-hand side of the results next to the course you wish to edit. ([Go to Editing Courses](#))
6. If you wish to modify your search, change any of the filtering criteria at any time and click the search button located at the bottom of the class search box to get a refiltered set of results.

## Filtering & Searching Audits

*This page will allow you to filter through all activity occurring on the website by all users, such as students adding and dropping classes, admins adding and deleting classes, etc.*

1. Locate the toolbar at the top of the page
  - a. This is located above the welcome message.
  - b. Once located, select the “Audit Info” option from the toolbar.
  - c. This will take you to a new page.
2. On this new page, you will be able to filter and search through all changes made through the website.
  - a. To see all changes made within the system, leave all these fields blank and click the search button located at the bottom of the audit search box.
  - b. Select a type of change.
    - i. To see all changes within a certain date range, leave this section blank and proceed to part b, date range.
    - ii. Otherwise, choose from the following options:
      1. Class Created:
        - a. Checks when a class was created by an admin.
          - i. If this is selected, a few more drop-down fields will appear.
            1. Select a Department...
              - a. If you are looking for classes created within a certain department, choose a department from the drop-down, otherwise, leave this section blank.

2. Course ID...
    - a. If you are looking for a class with a certain ID, type that course ID into this field, otherwise, leave this field blank.
  3. Select a Class...
    - a. If you are looking for a class by a specific name, select the class by name from the drop-down menu, otherwise, leave this field blank.
      - i. We recommend selecting the department the class occurs in if you are trying to find a specific class.
2. Class Updated:
- a. Checks when a class was updated by an admin.
    - i. If this is selected, a few more drop-down fields will appear.
      1. Select a Department...
        - a. If you are looking for classes created within a certain department, choose a department from the drop-down, otherwise, leave this section blank.
      2. Course ID...
        - a. If you are looking for a class with a certain ID, type that course ID into this field, otherwise, leave this field blank.
      3. Select a Class...
        - a. If you are looking for a class by a specific name, select the class by name from the

drop-down menu, otherwise, leave this field blank.

- i. We recommend selecting the department the class occurs in if you are trying to find a specific class.

3. Student Registered:

- a. Checks when a student registers for a specific class.

4. Student Unregistered

- a. Checks when a student is unregistered for a specific class.

c. Date Range:

- i. To see all updates of a certain type, leave this section blank and click the search button located at the bottom of the audit search box.
  - ii. First Date:
    1. Select the first day these changes could have occurred.
  - iii. Second date:
    1. Select the last day these changes could have occurred.
3. Once you have entered all the filtering information, click the search button at the bottom of the audit search box if you have not done so already.
4. If there is a result that matches your filtering criteria, it will appear below the audit search box, otherwise, there is no such result that matches that filtering criteria.

## Editing Courses

*This section will allow you to edit course details & subject details.*

1. You can only access this feature after searching for a specific class. ([Go to Filtering & Searching Classes](#))
  - a. Once you have completed a search and wish to edit a course, click the pencil to the right of the course you wish to edit.
  - b. You will be taken to a new page.
2. Under Class Data, there will be a couple of fields you can change & you will be able to save your changes, you also have the option to delete the entire course.
  - a. Changing Data:
    - i. Teacher:

1. To assign a teacher to teach a certain course, select their name from the drop-down menu.
  - ii. Room:
    1. This comes in three parts:
      - a. Edit Room Capacity:
        - i. If you would like to change how many seats are available in a room, select this option.
          1. Enter the new room capacity.
          2. Save your changes.
      - b. Building:
        - i. To change the building a class occurs in, select a new building from the drop-down menu.
          1. If you are just changing the room a class occurs in and not the building, proceed to Part C, Room.
      - c. Room:
        - i. After you have selected the new building the class will occur in, select a new room from the drop-down menu to select the new classroom a class occurs in.
          1. If you are just changing the room a class occurs in and not the building, ignore the portion about selecting a new building.
  - iii. Schedule:
    1. To change the times or days a class occurs on, choose a new timeslot from the drop-down menu.
  - b. Saving Data:
    - i. Once you have updated all the information you need to, click the Save Class Changes button below the Class Data section but above the section titled Subject Data.
  - c. Deleting a Course:
    - i. If you wish to delete a course, click on the red trash can button below the Class Data section but above the section titled Subject Data, you will be asked to confirm if you want to delete this class.
3. If you wish to edit or delete an entire subject, follow these steps below:
    - a. In the subject data section underneath the class data section, there are a few options:
      - i. Edit Subject:

1. If you select this option, a new box will appear below the subject data section titled Subject Editing.
2. You will have the option to make more changes to this specific class.
  - a. Subject Name:
    - i. You can change the name for this specific subject to something else by typing in a new name.
  - b. Department:
    - i. You can change the department this class occurs in by selecting a different department from the drop-down menu.
  - c. Subject ID Number:
    - i. If you would like to change the subject's ID number, type in the new number in this box, and make sure to follow class numbering guidelines (see below):
      1. ABCD
        - a. A
          - i. This indicates the course level.
          - ii. Course levels can be numbers one through four. One is the introductory level course whereas courses get more difficult as the number increases.
        - b. B
          - i. This number indicates how many credits a course is worth.
          - ii. This is denoted in the above step, Part C: Credits.
        - c. C
          - i. This has different significance depending on the

department you are in. Make sure to follow a department's specific course creation guidelines.

d. D

- i. This typically indicates the order in which courses were created.
- ii. A course ending in zero is the first course in a series. If another course with the same three first numbers is created, the last number must be the next available number in the sequence.
- iii. For example, 1320, 1321, 1322...
- iv. This also may change based on the department the course exists in, so make sure to follow a department's specific course creation guidelines

d. Pathways

- i. If you would like to change the pathways a course fulfills, select or deselect certain pathways from the checkboxes. All pathways are associated with the checkbox to their left.
- ii. There are 8 possible pathway choices, which are as follows:
  1. WC:
    - a. Writing Communication

- i. Typically these are courses with an emphasis on teaching students how to write effectively.
- 2. OVC:
  - a. Oral & Visual Communication
    - i. Typically these are courses with a focus on working in groups, learning how to communicate effectively, and learning crucial presentation skills.
- 3. HP:
  - a. Historical Perspective
    - i. These classes typically focus on looking back at our past and learning more about historical topics.
- 4. UD:
  - a. Understanding Diversity
    - i. These classes focus on understanding and learning about the different people and cultures we are surrounded by.
- 5. FL:
  - a. Foreign Language
    - i. These classes focus on teaching a new language.
- 6. GA:
  - a. Global Awareness



- i. These classes focus on making students aware of what is happening around the globe, trying to decentralize their minds.
  - 7. DL:
    - a. Digital Literacy
      - i. These classes focus on advancing a student's technological skills and learning how to solve complex problems.
  - 8. NS:
    - a. Natural Science
      - i. These classes teach students about different areas of science and typically give them laboratory experience.
  - e. Credits:
    - i. To change the number of credits a course will be worth, select a new number from the drop-down menu.
      - 1. This will also change your course ID, see Part C, subject ID from this section to learn how to edit that.
  - f. Description:
    - i. To change a course's description, type in a new description in the box below the word description.
- 3. Once you are satisfied with your editing, click the button labeled Save Subject at the bottom of the box labeled Subject Editing.
  - a. This will update the information for every instance of this subject in the database.

- ii. Delete Subject:
  - 1. To do this, select the trashcan button below Subject Data above the Subject Editing box.
  - 2. If you select this, you will be deleting all instances of any class by this name from the database.
    - a. You will be asked to confirm this action.
    - b. Make sure that you are confident in your decision as this action is unrecoverable.
  - 4. Make sure that all of the changes you have made are correct before saving.
  - 5. Click save.
  - 6. The changes you made to the class have been saved.

# Student Usage

## To Log In

*This section will teach you how to log in to your student account.*

1. Type in your email and password and hit log in.
  - a. If your login fails, you will be sent to a new page containing an error message.
  - b. Hit the back button to return to the login page.
2. You will be sent to a new page.
3. You are now logged in and on your student dashboard.

## Dashboard Navigation

*This section will teach you how to navigate your student dashboard and give you a brief overview of the things that are on it.*

1. On your dashboard, you will see a few things. Below the welcome message, you will see...
  - a. My Classes:
    1. Clicking on this will show you all the classes you are registered for in table format. The information in this table is as follows...
      - a. ID:
        - i. This ID tells you what department your course is in alongside the four-number code used to identify it within its department.
      - b. Name:
        - i. This is the formal name for your course.
      - c. Teacher:
        - i. This is the teacher who is teaching this course.
      - d. Time:
        - i. These are the days and times in which this course takes place.
    - b. Registration:
      - i. This has two components to it which are as follows:
        1. Edit Classes ([See Editing Your Classes for more information](#)):
          - a. In Edit Classes, there are two options, they are as follows...
            - i. Currently Registered Classes ([See Registering For Classes for more information](#)):
              1. This shows you all of the classes you are currently registered for.

- ii. Currently Waitlisted Classes ([See Editing Your Waitlist for more information](#)):
    - 1. This shows you the classes that you are currently on the waitlist for.
  - 2. Saved Classes:
    - a. These are classes that you have saved using the search function. ([For more information, see Saved Classes](#))
  - c. Today's Classes:
    - i. This is on the right-hand side of your dashboard.
    - ii. This shows you your current local date and time.
    - iii. This tells you what classes you have today based on your registered classes.
      - 1. If you don't have any classes today, it will tell you that as well.
- 2. Above the welcome message, there is a toolbar. On this toolbar, you will see...
  - a. Hexagon Logo:
    - i. Clicking on this will always return you to your student dashboard.
  - b. My Classes:
    - i. This takes you to a new page.
    - ii. On this new page, you will see two things...
      - 1. Currently Registered Classes ([See Registering For Classes for more information](#)):
        - a. This shows you a list of classes that you are currently enrolled in. The information given in this section is as follows...
          - i. Class ID:
            - 1. This ID tells you what department your course is in alongside the four-number code used to identify it within its department.
          - ii. Name:
            - 1. This is the formal name for your class.
          - iii. Teacher:
            - 1. This is the teacher who is teaching your class.
          - iv. Location:
            - 1. This is where your class takes place. The location is in the format Building-Room.
            - 2. For example, Chapman-133 is a class in the building named Chapman in the room labeled 133.
          - v. Time:

1. These are the days and times your class takes place. It is in the format Day | Time - Time.
    2. For example, M W F | 11:20 - 12:30 is a class that happens every Monday, Wednesday, and Friday from 11:20 to 12:30.
  - vi. Capacity:
    1. This is the maximum amount of students this class can hold, once that limit is reached, everyone who wants to take this class must place it on their waitlist and wait and see if spots become available.
2. Currently Waitlisted Classes ([See Editing Your Waitlist for more information](#)):
  - a. This shows you the classes that you are currently on the waitlist for. The information in this section is as follows...
    - i. Class ID:
      1. This ID tells you what department your course is in alongside the four-number code used to identify it within its department.
    - ii. Name:
      1. This is the formal name for your class.
    - iii. Teacher:
      1. This is the teacher who is teaching your class.
    - iv. Location:
      1. This is where your class takes place. The location is in the format Building-Room.
      2. For example, Chapman-133 is a class in the building named Chapman in the room labeled 133.
    - v. Time:
      1. These are the days and times your class takes place. It is in the format Day | Time - Time.
      2. For example, M W F | 11:20 - 12:30 is a class that happens every Monday, Wednesday, and Friday from 11:20 to 12:30.
    - vi. Capacity:

1. This is the maximum amount of students this class can hold, once that limit is reached, everyone who wants to take this class must place it on their waitlist and wait and see if spots become available.
  - vii. Register for Class:
    1. This button allows you to register for the class when spots become available.
      - a. If no spots are available, you will be unable to register for the course.
  - viii. Remove from Waitlist:
    1. This button removes this class from your waitlist if you are no longer interested in registering for this course.
- c. Search:
  - i. Clicking this takes you to a new page where you can search and filter through all current classes. ([See Filtering & Searching Classes for more information](#)).
- d. Schedule:
  - i. This takes you to a new page.
  - ii. This shows you your classes in a color-coded, visual, calendar format. ([See Interpreting Calendar Data for more information](#))

## Editing Your Classes

*This section will teach you how to edit your courses.*

1. Under the welcome message on the right-hand side of the screen, locate the Registration section.
2. Under registration, click on the option titled Edit Classes.
3. This will take you to a new page.
4. On this new page, you will see two sections, which are as follows...
  - a. Currently Registered Classes:
    - i. This shows you a list of classes that you are currently enrolled in. The information given in this section is as follows...
      1. Class ID:
        - a. This ID tells you what department your course is in alongside the four-number code used to identify it within its department.
      2. Name:
        - a. This is the formal name for your class.
      3. Teacher:

- a. This is the teacher who is teaching your class.
- 4. Location:
  - a. This is where your class takes place. The location is in the format Building-Room.
  - b. For example, Chapman-133 is a class in the building named Chapman in the room labeled 133.
- 5. Time:
  - a. These are the days and times your class takes place. It is in the format Day | Time - Time.
  - b. For example, M W F | 11:20 - 12:30 is a class that happens every Monday, Wednesday, and Friday from 11:20 to 12:30.
- 6. Capacity:
  - a. This is the maximum amount of students this class can hold, once that limit is reached, everyone who wants to take this class must place it on their waitlist and wait and see if spots become available.
- b. Currently Waitlisted Classes:
  - i. This shows you a list of classes that you are currently waitlisted for. The information in this section is as follows...
    - 1. Class ID:
      - a. This ID tells you what department your course is in alongside the four-number code used to identify it within its department.
    - 2. Name:
      - a. This is the formal name for your class.
    - 3. Teacher:
      - a. This is the teacher who is teaching your class.
    - 4. Location:
      - a. This is where your class takes place. The location is in the format Building-Room.
      - b. For example, Chapman-133 is a class in the building named Chapman in the room labeled 133.
    - 5. Time:
      - a. These are the days and times your class takes place. It is in the format Day | Time - Time.
      - b. For example, M W F | 11:20 - 12:30 is a class that happens every Monday, Wednesday, and Friday from 11:20 to 12:30.
    - 6. Capacity:

- a. This is the maximum amount of students this class can hold, once that limit is reached, everyone who wants to take this class must place it on their waitlist and wait and see if spots become available.
7. Register for Class:
  - a. This button allows you to register for the class when spots become available.
    - i. If no spots are available, you will be unable to register for the course.
8. Remove from Waitlist:
  - a. This button removes this class from your waitlist if you are no longer interested in registering for this course.

## Registering For Classes

*This section will teach you how to register and waitlist for classes.*

1. Above the welcome message on the toolbar, click on the word Search.
2. This will take you to a new page.
3. On this page, you can filter and search for classes. ([For more information, see Filtering & Searching Classes](#))
4. Once you have searched & filtered courses and found a course you want to register for, click on the bookmark button to save the course.
5. Click the Hexagon Logo to go back to your dashboard.
6. Under the welcome message, find the section labeled Registration on the right-hand side.
7. Click on the option for Saved Classes under the Registration tab. ([For more information, go to Saved Classes](#))
8. This will take you to a new page.
9. On this page, find the course you wish to register for.
  - a. Each course has its separate box detailing the course.
10. To register for that specific course, click the button Register for Class at the bottom of that class's box.
  - a. If you cannot register for this course because it is already full, this course will instead be added to your waitlist. ([See Editing Your Waitlist for more information](#))
11. If you do not already have a class within that timeframe, you will be allowed to register for that class.



- a. Otherwise, you will not be allowed to register for this new class until you remove the class that intersects with this new course from your schedule. ([See Removing Classes for more information](#))
12. You will get a pop-up saying you have registered for that class and the class will automatically be removed from your saved classes and added to your Currently Registered Classes list.
  - a. You can find the Currently Registered classes list by using the toolbar at the top of the page to navigate to the My Classes page.
13. You have now registered for your course!

## Editing Your Waitlist

*This section will teach you how to manage your waitlisted courses.*

1. Using the toolbar located above the welcome message, locate the tab called My Classes.
2. Click on My Classes.
  - a. You will be sent to a new page.
3. On this new page, scroll toward the bottom and find the section titled Currently Waitlisted Classes.
4. Under this section, you will find each course you have waitlisted and information about them. The information presented in this section is as follows...
  - a. Class ID:
    - i. This ID tells you what department your course is in alongside the four-number code used to identify it within its department.
  - b. Name:
    - i. This is the formal name for your class.
  - c. Teacher:
    - i. This is the teacher who is teaching your class.
  - d. Location:
    - i. This is where your class takes place. The location is in the format Building-Room.
    - ii. For example, Chapman-133 is a class in the building named Chapman in the room labeled 133.
  - e. Time:
    - i. These are the days and times your class takes place. It is in the format Day | Time - Time.
    - ii. For example, M W F | 11:20 - 12:30 is a class that happens every Monday, Wednesday, and Friday from 11:20 to 12:30.
  - f. Capacity:
    - i. This is the maximum amount of students this class can hold, once that limit is reached, everyone who wants to take this class must place it on their waitlist and wait and see if spots become available.

- g. Register for Class:
    - i. This button allows you to register for the class when spots become available.
      - 1. If no spots are available, you will be unable to register for the course.
  - h. Remove from Waitlist:
    - i. This button removes this class from your waitlist if you are no longer interested in registering for this course.
5. If there are spots available in this course, click the Register for Class button next to the course you want to register for.
    - a. If you are no longer interested in this course, select the Remove from Waitlist button instead to automatically remove this course from your waitlist.
  6. Once you have clicked the Register for Class button, if you are successful, the course will be automatically removed from your waitlist and added to your Currently Registered Classes list.
    - a. To locate this list, use the toolbar to navigate to the page titled My Classes and look under the section titled Currently Registered Classes.
  7. You have successfully edited your waitlist!

## Saved Classes

*This section will teach you about your saved classes and what you can do with them.*

1. On your dashboard below the welcome message, locate the tab called Registration on the right-hand side of your screen.
2. Under this tab, click on the option labeled Saved Classes.
3. This will take you to a new page.
4. On this page, you will be presented with information about classes you have saved, the information here is as follows...
  - a. Each class you have saved will appear in its separate box.
  - b. In each box, the following information is displayed...
    - ii. Class ID:
      - 1. This ID tells you what department your course is in alongside the four-number code used to identify it within its department.
    - iii. Class Name:
      - 1. This is the formal name of the course.
    - iv. Teacher:
      - 1. This is the name of the teacher teaching this course.
    - v. Location:
      - 1. This is where your class takes place. The location is in the format Building-Room.

2. For example, Chapman-133 is a class in the building named Chapman in the room labeled 133.
- vi. Time:
  1. These are the days and times your class takes place. It is in the format Day [Time - Time] Day [Time - Time] ...
  2. For example, M [11:20 - 12: 30] W [11:20 - 12:30] .. is a class that occurs on Monday and Wednesday from 11:20 to 12:30.
- c. At the bottom of each box, there are two buttons, they do as follows...
  - i. Register For Class:
    1. This button allows you to register for this course and removes it from your saved courses.
    2. If you already have a course at the time the course you are trying to register for occurs, you will not be allowed to register for this new course.
  - ii. Minus Button:
    1. This button allows you to remove a course from your saved courses.
5. To register for a class in your saved classes, use the mentioned Register For Class button in Part C of the above step, Step 4.
6. To remove a class from your saved classes, use the mentioned Minus button in Part C of Step 4.
7. You have now navigated through your Saved Classes!

## Filtering & Searching Classes

*This section will teach you how to filter & search through all existing courses in the database.*

1. Using the toolbar located above the welcome message, locate the option labeled Search.
2. Click on the Search option.
  - a. You will be taken to a new page.
3. Under the section labeled Class Search, you will have the option to filter through classes. The filters are as follows...
  - i. Select a Department...
    1. To filter by department, select a department from the dropdown field.
      - a. If you just want to see all classes within a certain department, click the Search button located at the bottom of the Class Search box. Otherwise, you may add more filtering criteria.
  - ii. Pathways...
    1. To filter by pathway, select the pathway you want the course to fulfill from the dropdown box.

- a. If you just want to see all classes that fulfill a certain pathway, click the Search button located at the bottom of the Class Search box. Otherwise, you may add more filtering criteria.
- iii. Course ID...
  - 1. If you know the course you are looking for by its Course ID, type that into the box labeled Course ID...
    - a. If you just want to see the class with that specific course ID, click the Search button located at the bottom of the Class Search box. Otherwise, you may add more filtering criteria.
- iv. Credits...
  - 1. To filter by the number of credits a course occupies, select the credit amount you want the course to fulfill from the dropdown box.
    - a. If you just want to see all classes that fulfill a certain number of credits, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- v. Professor Name...
  - 1. To filter by Professor Name, type in the name of the professor you want the course to be taught by.
    - a. If you just want to see all classes that fulfill a certain professor teaches, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- vi. Time...
  - 1. To filter by time, select the time slot you want the course to fill from the dropdown box.
    - a. If you just want to see all classes that exist in a certain time frame, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- vii. Select a Class...
  - 1. To make finding a course by class name easier, we recommend selecting the department the course you are looking for exists in before attempting to select a class by name from this specific dropdown box. Otherwise, you will have to manually scroll through all the courses currently offered.

2. To filter by class name, select the class name from the dropdown box.
  - a. If you just want to see all classes with a certain name, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
- viii. Course Level...
  1. To filter by course level, select the course level you want the course to be from the dropdown box.
    - a. If you just want to see all classes that are of a certain level, click the Search button located at the bottom of the Class search box. Otherwise, you may add more filtering criteria.
4. Once you have finished adding filtering criteria, hit the search button located at the bottom of the class search box if you have not already done so.
5. If there are any courses matching your filtering criteria, they will appear underneath the class search box, if not, no such classes will appear.
6. If you find a course you are interested in, click the bookmark button located on the right-hand side of the screen next to the class you are interested in.
  - a. To register for the course you are interested in, use the section entitled [Registering For Classes](#) to do so.
7. If you wish to modify your search, change any of the filtering criteria at any time and click the search button located at the bottom of the class search box to get a refiltered set of results.
8. You have filtered & searched through classes!

## Interpreting Calendar Data

*This section will tell you how to interpret the data within your calendar.*

1. Above the welcome message on the toolbar, locate the option titled Schedule.
2. Click on the Schedule option.
  - a. This will take you to a new page.
3. On this new page, you will be able to see all of the course you are registered for in calendar format. The information in this calendar is as follows...
  - a. Day:
    - i. Located at the top of the calendar. The only days shown are Monday through Friday.
  - b. Time:
    - i. Located to the left-hand side of the calendar. Times start at 7:00 at the top of the calendar and go to a little past 20:00 (8:00 P.M). The time inbetween each time marker is one hour.
  - c. Class Time:

- i. Located at the top of each box that indicates when you have a class. This is in the form XX:XX - YY:YY and tells you from when to when you have a class.
  - d. Class Name:
    - i. This tells you the name of the class that you have within a specific time frame.
4. This is your weekly schedule class wise.

## Removing Classes

*This section will teach you how to removed/unregister for courses.*

1. Located above the welcome message in the toolbar, locate the option titled My Classes.
2. Click on the My Classes option.
  - a. This will take you to a new page.
3. On this new page, below Currently Registered Classes, you have the option to remove a course from your schedule.
4. To remove a course, click on the red minus button to the right of the class you wish to remove.
5. Once you click on that, the class will be automatically removed from your Currently Registered Classes.
6. You are no longer registered for that class!