PUP TAGUIG FACULTY LOADING AND SCHEDULING SYSTEM

USER'S MANUAL

Introduction

The PUP Taguig Faculty Loading and Scheduling System (PUPT-FLSS) is a web-based platform that simplifies faculty workload assignments and scheduling processes. It enables faculty members to submit their preferences for teaching schedules and allows admins to manage the assignment of courses, resolve scheduling conflicts, and generate comprehensive reports.

The system digitizes the manual process of faculty scheduling, reducing errors and improving efficiency for both faculty and administrative users.

System Requirements

- **Processor**: 2.5 GHz quad-core or higher
- **RAM**: 8GB or higher
- **Storage**: 500MB for project files, with at least 20GB available for system operations
- **Browser**: Google Chrome, Microsoft Edge, or Firefox
- **Internet**: A stable internet connection

Logging In and Out

1. Navigate to the PUPT-FLSS web application.
2. Enter your **account code** and **password**.
3. Click on the "Login" button.
4. To log out, click on your profile icon and select "Logout."

User Roles and Functions

SUPERADMIN

The Super Admin provides access to key management features and system configurations. From this interface, the Super Admin can oversee faculty loading, manage users, and maintain the overall system.

KEY FEATURES:

1. Dashboard (Home):

- This is the main landing page after logging in as a Super Admin.
- Navigation options are on the left side for quick access to different management sections.

2. Management:

- **Manage Admin**: Allows Super Admins to add, edit, and manage other administrative users within the system.
- **Manage Faculty**: Enables the Super Admin to manage faculty information, including their roles, schedules, and assignments.

3. Maintenance:

- **Curriculum**: Provides access to create, modify, and view various curricula used by the institution.
- **Programs**: Allows Super Admins to manage academic programs, including adding or modifying programs offered.
- **Rooms**: Enables the management of rooms for scheduling and assignments.

User Profile & Settings:

- **Top-right corner** of the screen displays the logged-in Super Admin's name and role (e.g., "Juan Dela Cruz - PUPT FLSS Super Admin").
- **Settings** available under the profile:
  - **Switch Theme**: Allows switching between light and dark mode for user preference.
  - **Logout**: Ends the session and logs the user out of the system.

Manage Admin - Super Admin Functions

The Manage Admin section allows Super Admins to oversee the administrative users of the system. From here, you can view existing admins, edit their details, or add new ones. It offers complete control over the creation, modification, and removal of administrative accounts.

Main Features on the Manage Admin Screen

1. **Admin List Table**:
   - **Admin Code**: The unique code assigned to each admin.

    - **Name**: Displays the name of the admin.
    - **Password**: A hidden field for security purposes (represented by dots).
    - **Role**: Indicates the type of admin (e.g., admin, superadmin).
    - **Status**: Shows whether the admin is currently **Active** or not.
    - **Actions**:
        - **Edit**: Modify the details of the selected admin.
        - **Delete**: Permanently remove the admin from the system.
2. **Search Admin**:
    - The search box allows Super Admins to quickly find a specific admin by entering their name.
3. **Export to PDF**:
    - The button at the top right allows exporting the list of administrators into a PDF file.
4. **Add Admin**:
    - Clicking the **Add Admin** button opens a form where you can create a new admin account.

Add a New Admin.

1. Click the **Add Admin** button located at the top right of the screen.
2. A new form will appear, requesting the following information:
    - **Admin Code**: Automatically generated by the system.
    - **Name**: Enter the full name of the new admin.
    - **Password**: Set a secure password for the new admin.
    - **Confirm Password**: Re-enter the password to confirm.
    - **Role**: Select the role from the dropdown (admin or superadmin).
    - **Status**: Set the status of the admin as **Active** or **Inactive**.
3. Click **Confirm** to create the new admin or **Cancel** to discard the operation.

Edit an Admin.

1. From the **Manage Admin** tab, click the **Edit** button next to the admin you want to modify.
2. A form will appear with the following editable fields:
    - **Admin Code**: The unique code assigned to the admin (non-editable).
    - **Name**: Enter or update the name of the admin.
    - **Password**: Leave blank if no change is required.
    - **Confirm Password**: If updating the password, confirm it by typing again.
    - **Role**: Use the dropdown to assign or update the role (e.g., admin, superadmin).
    - **Status**: Set the admin as **Active** or **Inactive**.
3. Click **Update** to save the changes, or **Cancel** to discard them.

Delete an Admin.

1. In the **Manage Admin** screen, click the **Delete** button next to the admin you wish to remove.

2. A confirmation prompt will appear to confirm the deletion.
3. Once confirmed, the admin will be permanently removed from the system.

Manage Faculty - Super Admin Functions

The **Manage Faculty** section provides the Super Admin with the ability to oversee faculty information. From this screen, the Super Admin can view the list of faculty members, edit their details, and add or delete faculty as necessary.

Main Features on the Manage Faculty Screen:

1. **Faculty List Table**:
    - **Faculty Code**: A unique code assigned to each faculty member.
    - **Name**: The full name of the faculty member.
    - **Email**: The registered email address of the faculty.
    - **Type**: Defines the faculty type, such as Full-time (Permanent), Part-time, Full-time (Temporary), or Full-time (Designee).
    - **Units Assigned**: Shows the number of teaching units assigned to the faculty member.
    - **Status**: Indicates if the faculty is currently **Active** or **Inactive**.
    - **Actions**:
        - **Edit**: Allows the Super Admin to modify the faculty's details.
        - **Delete**: Permanently removes the faculty from the system.
2. **Search Faculty**:
    - Use the search bar to quickly find a specific faculty member by name.
3. **Export to PDF**:
    - The button at the top right allows the user to export the list of faculty members into a PDF file for offline reference.
4. **Add Faculty**:
    - Clicking the **Add Faculty** button opens a form where a new faculty member can be added to the system (as seen in the second screenshot).

Add a New Faculty Member.

1. Click the **Add Faculty** button at the top-right of the screen.
2. A new form will appear, requesting the following information:
    - **Faculty Code**: Automatically generated by the system.
    - **Name**: Enter the full name of the new faculty member.
    - **Password**: Set a secure password for the faculty member.
    - **Confirm Password**: Re-enter the password to confirm.
    - **Email**: Provide the faculty member's email address.

    - **Type**: Select the type of faculty from the dropdown (e.g., Full-time, Part-time).
3. After filling in the details, click **Confirm** to create the new faculty member or **Cancel** to discard the operation.

Edit Faculty Information.

1. To edit the information of a faculty member, click the **Edit** button next to their name in the faculty list.
2. A form will appear with the following fields:
    - **Faculty Code**: This field is non-editable.
    - **Name**: Update the name of the faculty member if necessary.
    - **Password**: Leave blank if no change is required.
    - **Confirm Password**: If updating the password, confirm it by typing it again.
    - **Email**: Update the email address if needed.
    - **Type**: Use the dropdown to change the faculty type (e.g., Full-time, Part-time).
    - **Units Assigned**: Adjust the number of units assigned to the faculty member.
    - **Status**: Set the faculty member as **Active** or **Inactive**.
3. Click **Update** to save the changes or **Cancel** to discard them.

Delete a Faculty Member.

1. In the **Manage Faculty** screen, click the **Delete** button next to the faculty member you wish to remove.
2. A confirmation prompt will appear to verify the deletion.
3. Once confirmed, the faculty member will be permanently deleted from the system.

Curriculum Management - Super Admin Functions

The **Curriculum** section allows Super Admins to manage academic curricula. From this interface, Super Admins can view, add, edit, or delete curricula for various programs and year levels. The curriculum is broken down into specific courses, including lecture and lab hours, units, and prerequisites.

Main Features on the Curriculum Screen:

1. **Curriculum List Table**:
    - **Curriculum Year**: Displays the year of the curriculum (e.g., 2018, 2022).
    - **Status**: Indicates whether the curriculum is **Active** or **Inactive**.
    - **Actions**:
        - **View**: Allows the Super Admin to view detailed curriculum content (such as courses for each semester).

        - **Edit**: Modify the curriculum year or status.
        - **Delete**: Permanently removes the curriculum from the system.
2. **Search Curriculum**:
    - Use the search bar to quickly find a specific curriculum by year.
3. **Add Curriculum**:
    - Clicking the **Add Curriculum** button opens a form where a new curriculum can be created.

View Curriculum Details.

1. In the **Curriculum** screen, click the **View** button in the Actions column for the curriculum you want to view.
2. The curriculum details will appear, displaying the courses for each semester, along with the following information for each course:
    - **Course Code**: The unique code assigned to the course (e.g., IT104).
    - **Course Title**: The title of the course (e.g., Operating Systems).
    - **Pre-req** and **Co-req**: Prerequisites and co-requisites for the course.
    - **Lecture Hours**: The number of lecture hours per week.
    - **Lab Hours**: The number of lab hours per week.
    - **Units**: The total number of units assigned to the course.
    - **Tuition Hours**: The total tuition hours for the course.
    - **Actions**:
        - **Edit**: Modify the course details.
        - **Delete**: Remove the course from the curriculum.
3. The user can add courses to the semester by clicking the **Add Course** button at the bottom of the semester table.
    - **Add a Course to the Specific Semester**
        1. Click the **Add Course** button located at the top right of the semester table.
        2. A form will appear requesting the following course information:
            - **Course Code**: The unique course code.
            - **Pre-requisite**: Select the prerequisite course if applicable.
            - **Co-requisite**: Select the co-requisite course if applicable.
            - **Course Title**: Enter the full course title.
            - **Lecture Hours**: Enter the number of lecture hours.
            - **Laboratory Hours**: Enter the number of laboratory hours.
            - **Units**: Enter the total units for the course.
            - **Tuition Hours**: Enter the number of tuition hours.
        3. Click **Confirm** to add the course to the curriculum or **Cancel** to discard the action.

    - **Edit a Course to the Specific Semester**
        1. To edit a course, click the **Edit** button next to the course in the semester table.

    2. A form will appear pre-filled with the course information.
    3. Modify any fields as necessary (e.g., course code, title, hours, etc.).
    4. Click **Update** to save changes or **Cancel** to discard them.

- **Manage Programs to the Curriculum**
    1. Click the **Manage Programs** button at the top-right corner of the screen.
    2. A window will appear displaying the available academic programs. Select or deselect programs as needed.
        - For example, select **BSIT-TG** to manage the curriculum for Bachelor of Science in Information Technology.
    3. Click **Confirm** to apply the changes.

Export Curriculum to PDF.

1. Click the **Export to PDF** button at the top-right of the screen.
2. A window will appear with two options:
    - **Export entire curriculum**: This exports the entire curriculum across all programs and semesters.
    - **Export specific program curriculum**: This allows you to export the curriculum for a specific program (e.g., BSIT-TG).
3. Choose the desired option and click **Export** to download the curriculum as a PDF file.

Add a New Curriculum.

1. Click the **Add Curriculum** button located at the top right of the screen.
2. A form will appear where you can enter the following information:
    - **Curriculum Year**: Enter the academic year for the curriculum.
    - **Status**: Set the curriculum as **Active** or **Inactive**.
    - **Copy from Existing Curriculum**: If applicable, select an existing curriculum to copy from.
3. Click **Confirm** to create the new curriculum, or **Cancel** to discard the operation.

Edit a Curriculum.

1. To edit a curriculum, click the **Edit** button next to the curriculum in the list.
2. A form will appear where you can update the following:
    - **Curriculum Year**: Modify the year of the curriculum.
    - **Status**: Set the curriculum as **Active** or **Inactive**.
3. Once the desired changes are made, click **Update** to save the changes, or **Cancel** to discard them.

Delete a Curriculum.

1. In the **Curriculum** screen, click the **Delete** button next to the curriculum you wish to remove.

2. A confirmation prompt will appear to verify the deletion.
3. Once confirmed, the curriculum will be permanently deleted from the system.

Program Management - Super Admin Functions

The Programs section allows Super Admins to manage academic programs within the system. You can view, add, edit, or delete programs, as well as export program information to PDF.

Main Features on the Programs Screen:

1. **Program List Table**:
   - **Program Code**: The unique code assigned to each program (e.g., BSIT-TG).
   - **Program Title**: The official title of the program (e.g., Bachelor of Science in Information Technology).
   - **Program Info**: A short description or focus area of the program.
   - **Status**: Indicates whether the program is **Active** or **Inactive**.
   - **Years**: The duration of the program in years.
   - **Curriculum Year**: Displays the years of the curriculum(s) associated with the program.
   - **Actions**:
     - **Edit**: Modify the program details.
     - **Delete**: Remove the program from the system.
2. **Search Programs**:
   - Use the search bar to quickly find a specific program by its code or title.
3. **Add Program**:
   - Clicking the **Add Program** button opens a form to add a new program to the system (as seen in the second screenshot).
4. **Export to PDF**:
   - Click the **Export to PDF** button to generate and download a PDF report of all programs (as seen in the third screenshot).

Add a Program.

1. Click the **Add Program** button located at the top right of the screen.
2. A form will appear where you can enter the following details:
   - **Program Code**: The unique code for the program.
   - **Program Title**: The official title of the program.
   - **Program Info**: A short description or focus of the program.
   - **Program Status**: Set the program as **Active** or **Inactive**.
   - **Years**: The duration of the program in years (e.g., 4 years).
3. Click **Confirm** to save the new program or **Cancel** to discard the action.

Edit a Program.

1. To edit a program, click the **Edit** button next to the program in the list.
2. A form will appear pre-filled with the program's current information.
3. Modify any fields as necessary (e.g., program title, status, years, etc.).
4. Click **Update** to save the changes or **Cancel** to discard them.

Delete a Program.

1. In the **Programs** screen, click the **Delete** button next to the program you wish to remove.
2. A confirmation prompt will appear to verify the deletion.
3. Once confirmed, the program will be permanently deleted from the system.

Export Programs to PDF.

1. Click the **Export to PDF** button located at the top right of the Programs screen.
2. A report preview will be displayed, showing all programs, their details, and curriculum years.
3. You can choose to **Download PDF** or **Close** the report.

Room Management - Super Admin Functions

The **Rooms** section allows Super Admins to manage room details such as location, capacity, type, and status. You can view, add, edit, or delete rooms as well as export room data to PDF.

Main Features on the Rooms Screen

1. **Room List Table**:
   - **Room Code**: The unique code assigned to the room (e.g., A201).
   - **Location**: The building or location where the room is found.
   - **Floor Level**: The specific floor on which the room is located (e.g., 2nd, 3rd floor).
   - **Room Type**: The type of room (e.g., Lecture, Lab).
   - **Capacity**: The maximum number of people the room can accommodate.
   - **Status**: Indicates whether the room is **Available** or **Unavailable**.
   - **Actions**:
     - **Edit**: Modify the room details.
     - **Delete**: Remove the room from the system.
2. **Search Rooms**:
   - Use the search bar to quickly find a specific room by its code or location.
3. **Add Room**:

    - Clicking the **Add Room** button opens a form to add a new room to the system (as seen in the third screenshot).
4. **Export to PDF**:
    - Click the **Export to PDF** button to generate and download a PDF report of all rooms (as seen in the second screenshot).

Add a Room.

1. Click the **Add Room** button located at the top right of the screen.
2. A form will appear where you can enter the following details:
    - **Room Code**: The unique code for the room.
    - **Location**: The building or location where the room is found.
    - **Floor Level**: Specify the floor level (e.g., 2nd, 3rd floor).
    - **Room Type**: Select the type of room (e.g., Lecture, Lab).
    - **Capacity**: Enter the maximum number of people the room can accommodate.
    - **Status**: Set the room as **Available** or **Unavailable**.
3. Click **Confirm** to save the new room or **Cancel** to discard the action.

Edit a Room.

1. To edit a room, click the **Edit** button next to the room in the list.
2. A form will appear pre-filled with the room's current information.
3. Modify any fields as necessary (e.g., room code, location, capacity, status, etc.).
4. Click **Update** to save the changes or **Cancel** to discard them.

Delete a Room.

1. In the **Rooms** screen, click the **Delete** button next to the room you wish to remove.
2. A confirmation prompt will appear to verify the deletion.
3. Once confirmed, the room will be permanently deleted from the system.

Export Rooms to PDF.

1. Click the **Export to PDF** button located at the top right of the Rooms screen.
2. A report preview will be displayed, showing all room details such as room code, location, capacity, and status.
3. You can choose to **Download PDF** or **Close** the report.

ADMIN

The Admin role provides access to essential management features and operational controls. Admins manage day-to-day tasks related to faculty scheduling, room management, and reporting. They oversee the smooth execution of faculty load assignments and schedule management.

KEY FEATURES:

1. Overview:

- The landing page upon login as an Admin.
- Displays essential progress indicators such as preferences submitted, scheduling progress, and room utilization.
- The Action Center provides quick access to key functionalities like email communication with faculty and generating reports.

2. Faculty Preferences:

- Allows Admins to view and manage faculty preferences for courses and schedules.
- Features include exporting preferences to PDF, toggling preference submissions, and viewing the detailed preferences submitted by each faculty member.

3. Scheduling:

- Enables Admins to create, modify, and manage course schedules.
- Provides access to set active academic years and semesters, and assign courses to faculty based on submitted preferences.
- Features options for managing academic years, year levels, and sections within the programs offered.

4. Official Reports:

- Facilitates generating and exporting official reports related to faculty loads, room usage, and program schedules.
- Admins can view detailed schedules for faculty, programs, and rooms.
- Export options are available to generate PDF reports for records.

5. Help:

- Offers support for navigating and utilizing the system efficiently.
- Provides troubleshooting guides and resources for common issues Admins may encounter.

User Profile & Settings:

- The top-right corner displays the logged-in Admin's name and role (e.g., "Juan Dela Cruz - FLSS Administrator").
- Settings available beside the profile:
  - **Switch Theme:** Allows switching between light and dark mode for user preference.
  - **Logout:** Ends the session and logs the user out of the system.

Overview - Admin Functions

The Overview tab provides Admins with a snapshot of the key information for the ongoing semester's faculty loading and scheduling process. It offers insights into the submission of preferences, scheduling progress, and room utilization, alongside key administrative actions.

Main Features on the Overview Screen:

1. Preferences Submitted:

- Displays the progress bar indicating how many faculty members have submitted their preferences for the semester.
- Admins can track the submission rate, ensuring that all faculty complete this requirement in a timely manner.

2. Scheduling Progress:

- Shows the overall progress of class scheduling across the institution.
- This progress bar reflects how much of the scheduling workload has been completed, helping admins stay informed on current progress.

3. Room Utilization:

- Provides an overview of room usage during the scheduling process.
- The bar tracks how many rooms have been assigned for classes, ensuring optimal space utilization.

Action Center

- The Action Center provides quick access to essential tasks that Super Admins may need to perform:
  1. **Send Email to Faculty:**

- Allows admins to communicate directly with faculty members regarding updates, reminders, or notifications about their schedule or submissions.

2. **Toggle Faculty Submission:**
    - This feature enables Admins to activate or deactivate faculty preference submission for the current semester.
3. **Publish Load and Schedule:**
    - Admins can officially publish the faculty load and class schedule, making it available to faculty members and other relevant parties.
4. **Generate the Reports:**
    - Admins can generate various reports related to faculty preferences, room utilization, or scheduling progress for record-keeping and analysis.

Recent Activities

- A list of recent actions taken by the Admin, providing a historical log of changes or updates made in the system. This ensures transparency and easy tracking of updates.

Faculty Preferences - Admin Functions

The **Faculty Preferences** section allows **Admins** to manage faculty preferences for scheduling. You can view, export, and toggle the submission of preferences for individual faculty members or all faculty members at once.

Main Features on the Faculty Preferences Screen:

Faculty List Table:

- **Faculty Name**: The name of the faculty member.
- **Faculty Code**: The unique identifier assigned to the faculty.
- **Faculty Type**: The employment status of the faculty (e.g., Full-time, Part-time, Designee).
- **Units**: The total number of units the faculty member is handling.

Actions:

- **View Preferences**: Displays the faculty member's submitted preferences for courses, days, and times.
- **Export**: Exports the selected faculty member’s preferences to a PDF report.

View Faculty Preferences.

1. In the **Faculty Preferences** list, click **View Preferences** next to a faculty member.
2. A list of their submitted preferences will appear, displaying details such as:
    - **Course Code**
    - **Course Title**
    - **Lecture Hours**
    - **Lab Hours**
    - **Preferred Days**
    - **Preferred Time**
3. You can switch between **Table view** and **PDF view** using the buttons at the top right of the modal.

Export Faculty Preferences.

1. Click **Export to PDF** at the top right of the **Faculty Preferences** screen to export all faculty preferences.
2. A report preview will display the preferences for all faculty members.
3. You can choose to **Download PDF** or **Close** the report.

Alternatively, you can export an individual faculty's preferences:

1. Click the **Export** button next to a faculty member.
2. A PDF report containing that faculty member's preferences will be generated for download.

Toggle Faculty Preferences Submission

- **For All Faculty**:
    1. Click the red toggle button at the top right to either enable or disable the submission of preferences for all faculty members.
- **For Individual Faculty**:
    1. Click the toggle button next to a faculty member's name to enable or disable preference submission for that specific person.

Scheduling Management - Admin Functions

The Scheduling section allows Admins to manage course schedules, assign faculty, and monitor the academic year's scheduling details. From here, you can set the active academic year and semester, manage year levels and sections, and assign courses to faculty.

Main Features on the Scheduling Screen:

Course List Table:

- **Course Code:** The unique code for the course (e.g., COMP103).
- **Course Title:** The name of the course (e.g., Computer Architecture).
- **Lecture (Lec) Hours / Lab Hours / Units / Tuition Hours:** Displays the lecture, lab, and unit details for each course.
- **Day, Time, Professor, Room:** Shows the day, time, professor, and room assignments for each course. If not yet set, it will show "Not set."
- **Action:** Click the "Edit" button to set or modify schedule details for a course.

Manage Course Schedules.

Step 1: Editing a Course Schedule

1. Click the **Edit** button next to the course in the Course List Table.
2. The **Edit Schedule Details** form will appear (as seen in the second screenshot).
3. Enter the following information:
    - **Day:** Select the day of the week.
    - **Start Time / End Time:** Specify the time for the course.
    - **Professor:** Assign a faculty member from the suggested list (based on their preferences).
    - **Room:** Assign an available room for the course.
4. Click **Assign Schedule** to save changes, or **Cancel** to discard the action.

Set Active Academic Year and Semester.

1. Click the **Active Year & Semester** button.
2. In the pop-up, select the **Academic Year**, **Semester**, and specify the **Start Date** and **End Date**.
3. Click **Confirm** to activate the selected academic year and semester.

Manage Academic Years.

Step 1: Access the Manage Academic Years Section

1. Click the **Manage Academic Years** button located under the academic year field in set active academic year and semester.

Step 2: Editing Year Levels

1. In the **Manage Academic Years** screen, click **Edit Year Levels** for the selected program.
2. You can update the **Curriculum Year** for each year level in the program.
3. Click **Update** to save changes or **Cancel** to discard the action.

Step 3: Editing Sections

1. In the **Manage Academic Years** screen, click **Edit Sections**.
2. For each year level, specify the **Number of Sections**.
3. Click **Update** to save changes or **Cancel** to discard the action.

Step 4: Deleting an Academic Year

1. In the **Manage Academic Years** screen, click the **Remove** button next to the academic year you wish to delete.
2. Confirm the deletion in the pop-up window (as seen in the last screenshot).

Official Reports - Admin Functions

The Official Reports section allows Super Admins to view and manage reports for faculty schedules, programs, and rooms. Admins can view and export schedules and reports in PDF format.

Main Features on the Official Reports Screen:

Faculty Reports.

- Displays a list of faculty members, including:
  - **Faculty Name**: Name of the faculty member.
  - **Faculty Code**: Unique identifier for each faculty.
  - **Faculty Type**: Indicates whether the faculty is Full-time (Permanent), Part-time, or Temporary.
  - **Load (Units)**: The number of units assigned to the faculty.
  - **Action**:
    - **View Schedule**: View detailed schedule of the faculty member.
    - **Export**: Download a PDF report of the faculty member's schedule.

***How to View and Export Faculty Schedule*:**

1. Click **View Schedule** next to the faculty's name.
2. A weekly timetable will be displayed showing the faculty's schedule for each day and time.
3. You can toggle between Table view and PDF view at the top right of the schedule.
4. Click **Export** to download the schedule as a PDF.

Program Reports.

- Displays all programs offered by the institution, including:
  - **Program Code**: Unique identifier for each program.

    - **Program Name**: Full name of the program.
    - **Year Levels**: Shows all year levels under the program.
    - **Sections**: Lists the sections associated with each year level.
    - **Action**:
        - **View Schedule**: View the class schedule for the entire program.
        - **Export**: Download the program's schedule in PDF format.

***How to View and Export Program Schedule*:**

1. Select **View Schedule** for the program.
2. The schedule for all year levels and sections in the program will be displayed.
3. Click **Export** to download the schedule as a PDF.

Room Reports.

- Displays room details including:
    - **Room Code**: Code assigned to the room.
    - **Location**: The building and floor where the room is located.
    - **Floor**: Specifies the floor level.
    - **Capacity**: The maximum number of students the room can accommodate.
    - **Action**:
        - **View Schedule**: View the schedule for classes held in this room.
        - **Export**: Download a PDF report of the room's usage.

***How to View and Export Room Schedule*:**

1. Click **View Schedule** for the desired room.
2. A list of scheduled classes for that room will be shown.
3. To save the schedule, click **Export** and download the report in PDF format.

FACULTY

The faculty side of the system is tailored for managing individual teaching schedules and preferences for courses. Below are the key features and functionalities available to faculty members.

KEY FEATURES:

1. Home:

- The landing page upon login as a Faculty member.
- Displays a monthly calendar view, showing the faculty's class schedule and important announcements.
- Faculty can quickly navigate to other sections such as **Set Preferences** and **Load and Schedule** using the navigation options at the top.

2. Set Preferences:

- Allows Faculty to submit their preferred courses, days, and times for the upcoming semester.
- Faculty can select from available academic programs and add courses to their preferences.
- Key features include:
  - Adding and removing courses from the preference list.
  - Setting the preferred day and time for each course.
  - Viewing the total units selected and ensuring the limit of maximum allowed units is not exceeded.
- Faculty can edit their preferences by selecting the preferred days and times for each course.
- Preferences can be submitted once all desired options are finalized.

3. Load and Schedule:

- Faculty can view their official teaching load and schedule once it's published by the Admin.
- A summary of total units and total teaching hours for the current semester is displayed.
- Faculty can also access their schedule history for previous semesters for reference.
- Provides a breakdown of the teaching schedule by day and time once it's officially released.

User Profile & Settings:

- The top-right corner of the screen displays the logged-in Faculty member’s name and email. (e.g., "Juan Dela Cruz - juandelacruz@gmail.com").
- Settings available under the profile:
  - **Switch Theme**: Faculty can toggle between light and dark mode for a more personalized interface.
  - **Logout**: Ends the session and logs the faculty member out of the system.

Home - Faculty Functions

The Home tab provides faculty members with a calendar view of their current schedule for the selected month. This section helps the faculty keep track of their classes and any other key information related to their teaching schedule.

Main Features on the Home Screen:

1. **Monthly Calendar View**:
    - Displays the class schedule for the entire month.
    - Faculty members can toggle between month, week, or day views for a more detailed or broader look at their schedule.
    - The calendar is updated in real-time to reflect any changes in the schedule.
2. **Navigation Options**:
    - Faculty can navigate through previous or upcoming months using the left and right arrow buttons located at the top of the calendar.
    - Clicking "today" will return the user to the current date.
3. **Announcements Section**:
    - Located on the right-hand side of the screen, this section will display any important announcements for the faculty.
    - If no announcements are available, it will display a placeholder image with a "No announcement yet" message.
4. **Academic Year & Semester Info**:
    - The top right corner shows the current academic year and semester (e.g., A.Y. 2024-2025, 1st Semester), ensuring faculty are aware of the active term.
5. **Profile Overview**:
    - The faculty member's name and email are displayed in the top-right corner.
    - Users can access account settings, update profile details, or log out from this area.

Set Preferences - Faculty Functions

The Set Preferences tab allows faculty members to submit their preferred courses and schedule for the upcoming semester. Faculty can select the programs, courses, preferred days, and times, and review their selections before final submission.

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1. **Select a Program.**
    - Click the **Select a Program** section located on the left side of the screen.
    - Choose your desired program (e.g., **BSIT-TG** or **BSME-TG**).

- The courses under the selected program will be displayed.

2. **Add a Course.**
    - After selecting a program, click the **+** button next to the course you want to add.
    - The selected course will appear in the table on the right side of the screen.
    - The table will display the course details including Course Code, Title, and Units.
    - To remove a course, click the **-** button next to the course.
3. **Set Preferred Day.**
    - To set the preferred teaching day, click the **Preferred Day** column in the table.
    - A pop-up window will appear where you can choose a day from the dropdown (e.g., **Monday, Tuesday**).
    - Click **Confirm** to save your selection.
4. **Set Preferred Time.**
    - Click the **Preferred Time** column next to the course in the table.
    - A pop-up will appear to select the preferred **Start Time** and **End Time**.
    - You can also check **Whole Day** if you are flexible with the time.
    - Click **Confirm** to save the selected time.
5. **Review and Submit Preferences.**

    Once you've added courses and set preferences for both day and time,

    - Click the **Submit Preferences** button located at the bottom right of the screen.
    - A confirmation pop-up will appear. Carefully review the courses, days, and times.
    - Click **Confirm Submission** to finalize or **Go Back & Review** to make changes.

Load and Schedule - Faculty Functions

The Load and Schedule tab provides faculty members with an overview of their assigned teaching load and schedule for the current semester. Faculty can view their total units and hours, along with any pending updates regarding their schedule.

Main Features on the Load and Schedule Screen:

1. **View Your Load and Schedule.** Navigate to the **Load and Schedule** tab located in the top menu.
    - This section displays your official teaching load and schedule for the semester.
2. **Schedule Summary.** On the right side of the screen, the **Schedule Summary** shows a breakdown of:
    - **Total Units** assigned for the semester.
    - **Total Hours** you are scheduled to teach.
3. **Schedule History.** You can access your past load and schedule by clicking the **Schedule History** button. This provides a record of your previous teaching assignments.

4. **Pending Publication.** If your schedule has not yet been published, you will see the message: “Your official schedule is not yet published. Please wait for its release soon.”