EASTERN VISAYAS STATE UNIVERSITY - ORMOC CAMPUS

COMPUTER STUDIES DEPARTMENT

User Manual (Admin & Moderator)

CLASSYNC: DEVELOPMENT OF A WEB-BASED TIMETABLE MANAGEMENT SYSTEM FOR EFFICIENT CLASS SCHEDULING

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1. Introduction

1.1 About the System

The EVSU-OCC Scheduling System is a web-based platform designed to streamline academic scheduling, room assignments, user management, and administrative processes for Eastern Visayas State University – Ormoc Campus.

1.2 Key Features

- Automated semester progression
- Real-time notifications
- Automated instructor workload calculation
- Audit logging for all system actions
- Room request submission and approval
- Class schedule creation and management
- User and role management
- Schedule conflict detection
- Room Access Management
- Copy Schedule Functionality
- Subject Management
- Curriculum Management
- Program / Course Management
- Building Management
- Section Management
- Reports and Analytics
- Profile Management
- Auto-Generate Section

1.3 System Requirements

- **Browser:** Chrome, Firefox, Edge, or Safari
- **Internet:** Stable connection required
- **Email Access:** Needed for verification and notifications

1.4 Department Head (Admin & Moderator) Roles and Permissions

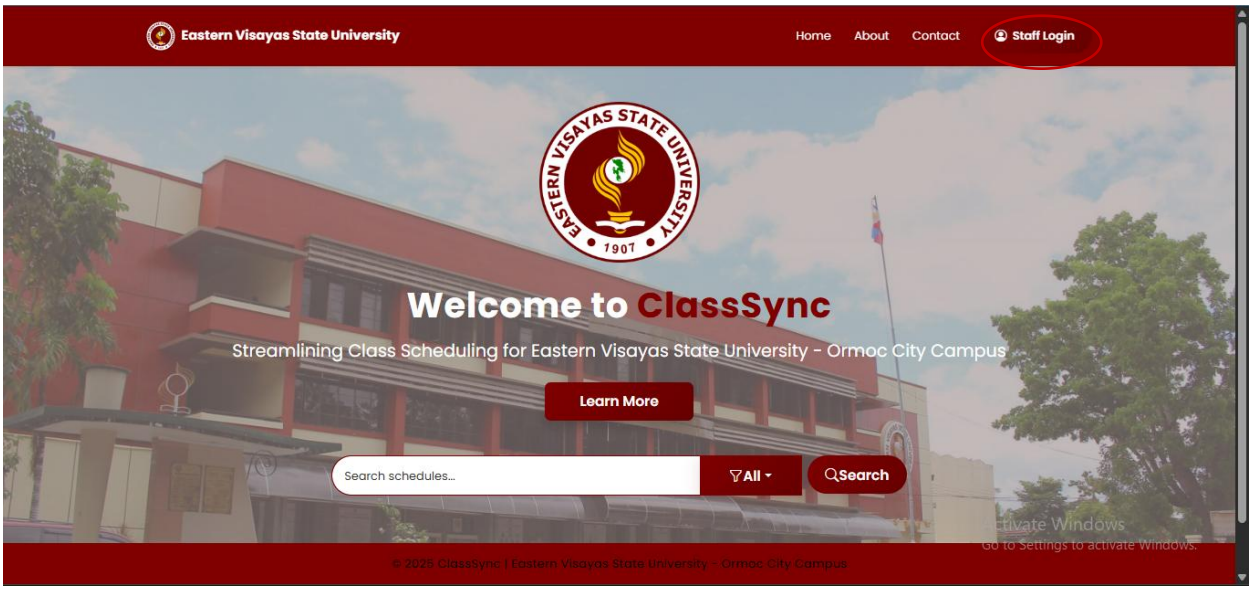
The system uses four main roles, each with defined access levels.

- Manage users in their department.
- Approve room request from other department.
- Manage subjects, rooms, schedules, and programs.
- View and generate department reports.

2. Getting Started

2.1 Accessing the System

1. Open your browser.
2. Go to the classsync.site URL.
3. You will be directed to the Home page.



2.2 Login As Admin

For Computer Studies Department (Admin Created Account):

- **Department Head** : Username = comdept | Password = evsu-occ

For Industrisl Technology Department (Created Account):

- **Department Head** : Username = technodept | Password = evsu-occ

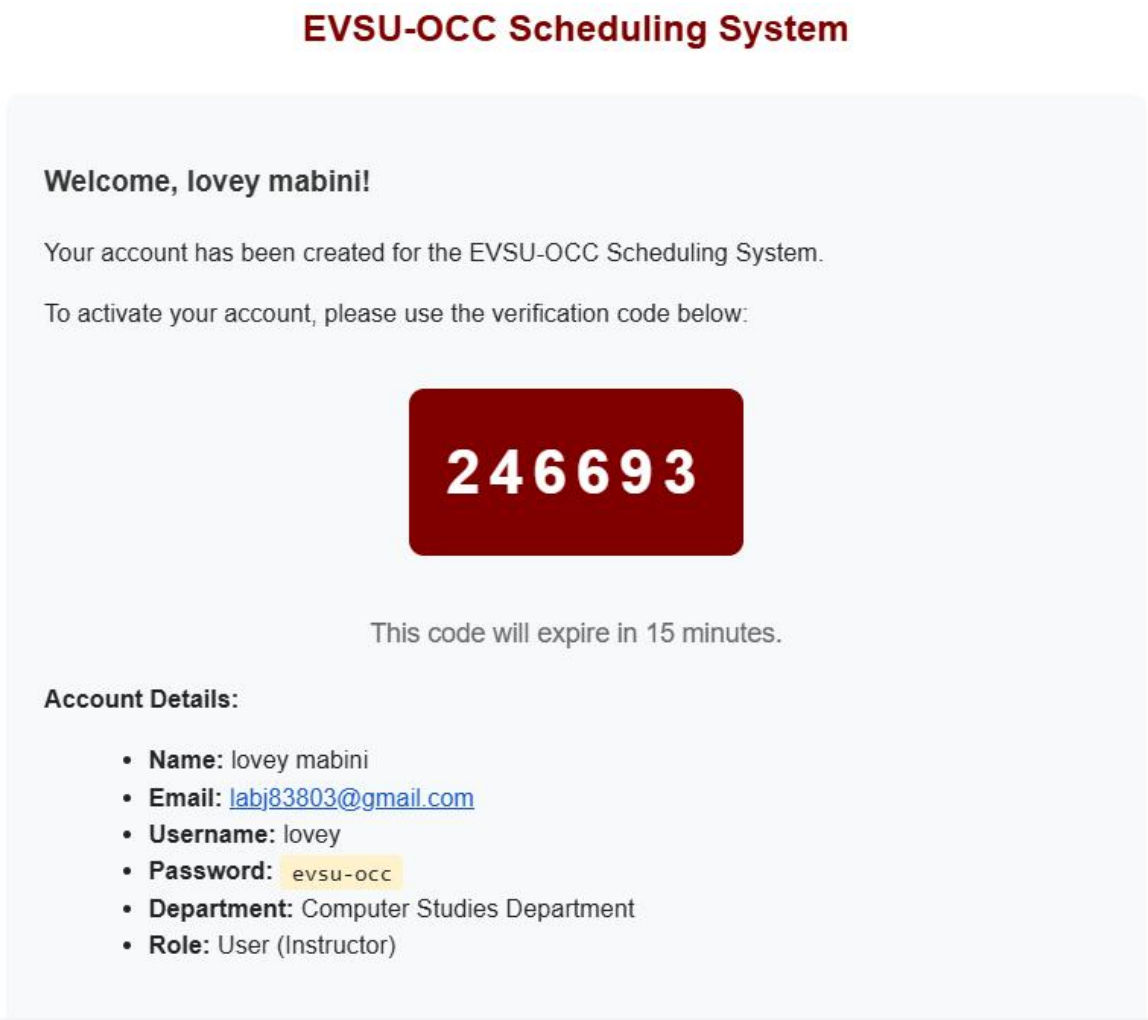
For Education Department (Created Account):

- **Department Head** : Username = educdept | Password = evsu-occ

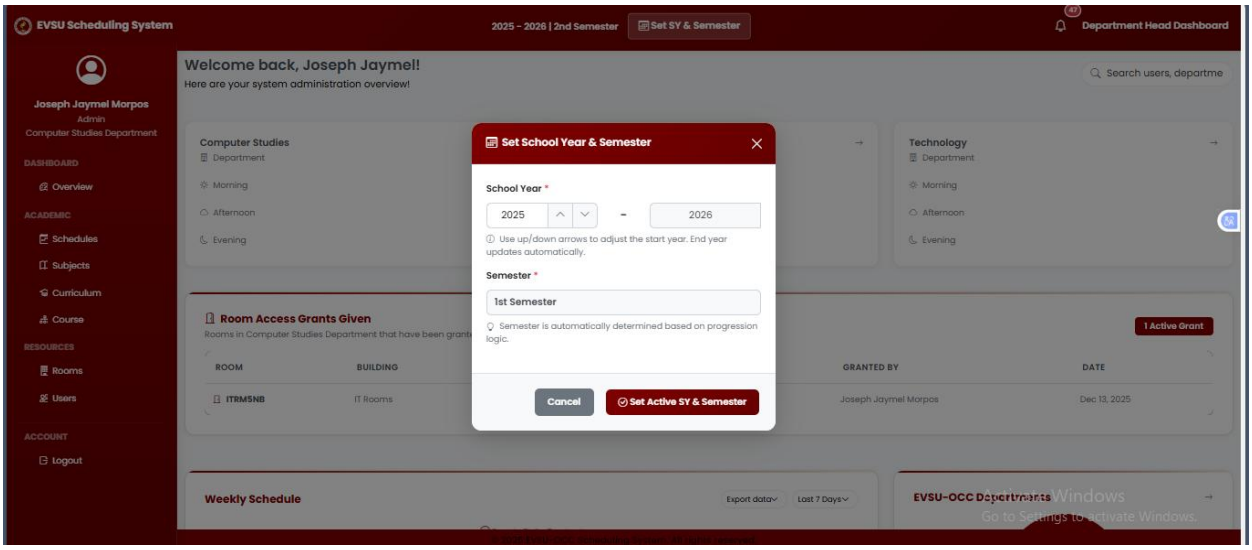
2.3 Login As Moderator

Email Verification

A 6-digit OTP will be sent to your email.
Note: OTP expires after 15 minutes. (Refer to the picture below).

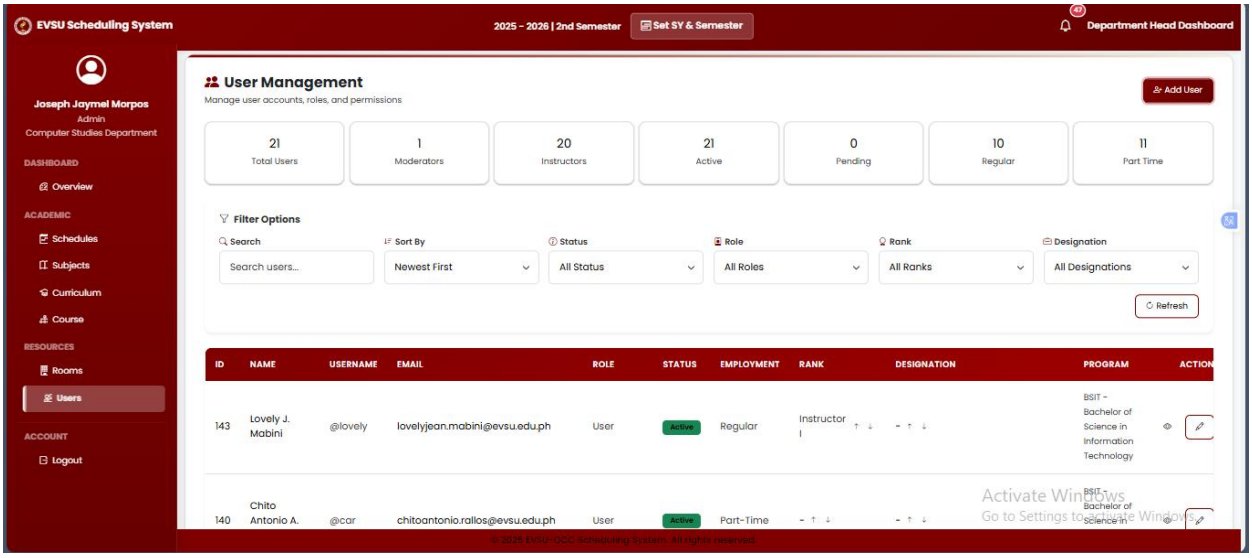


1. Set School Year and Semester

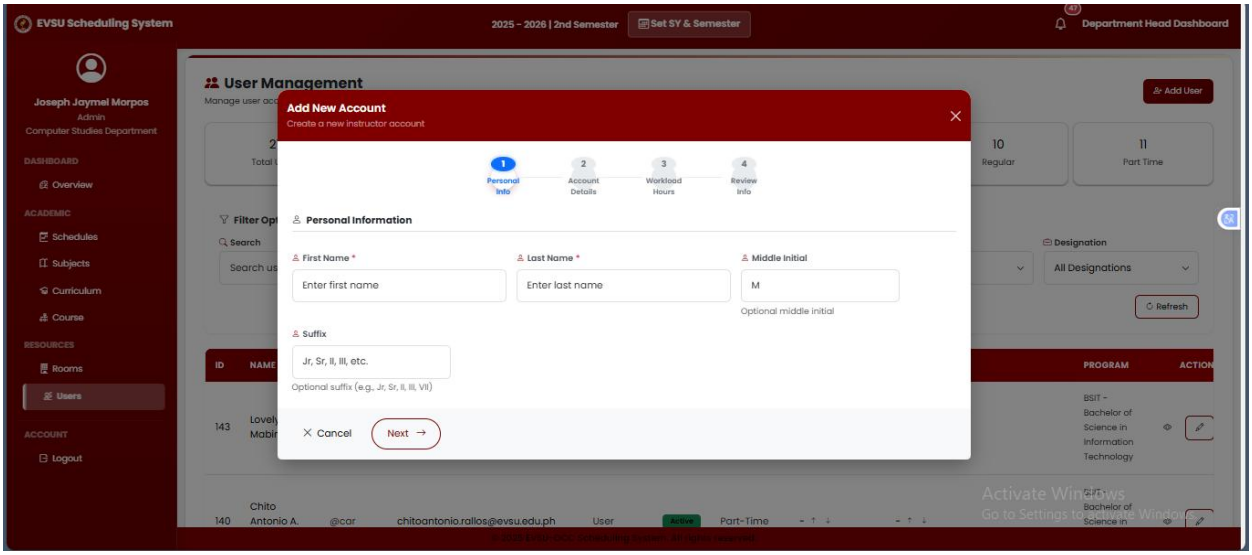


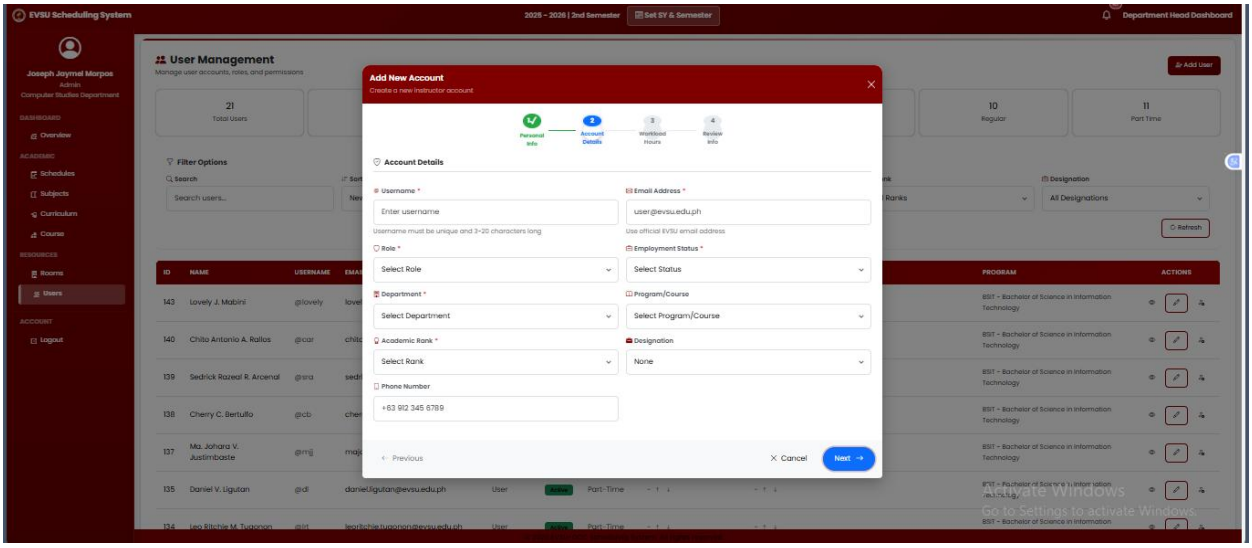
2. User Management

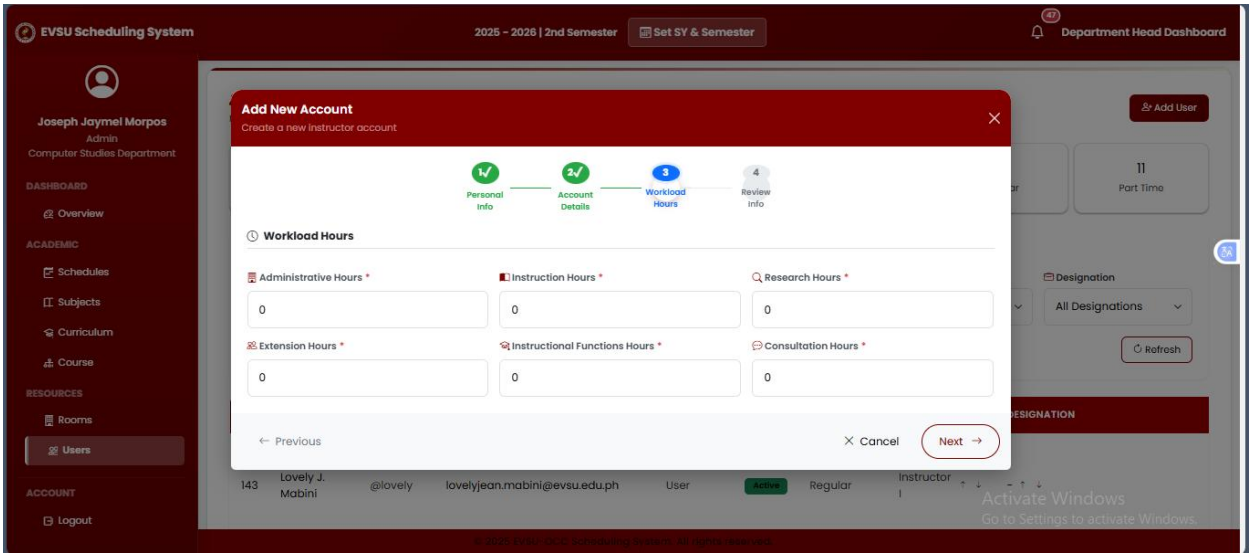
Click “Add User”.



Complete all input fields.


EVSU Scheduling System
2025 - 2026 | 2nd Semester
Set SY & Semester
Department Head Dashboard
Joseph Jaymel Morpos
Admin
Computer Studies Department
DASHBOARD
Overview
ACADEMIC
Schedules
Subjects
Curriculum
Course
RESOURCES
Rooms
Users
ACCOUNT
Logout
User Management
Add User
Add New Account
Create a new instructor account
1 Personal Info
2 Account Details
3 Workload Hours
4 Review Info
Personal Information
First Name *
Enter first name
Last Name *
Enter last name
Middle Initial
M
Optional middle initial
Suffix
Jr, Sr, II, III, etc.
Optional suffix (e.g., Jr, Sr, II, III, VII)
Cancel
Next
10
Regular
11
Part Time
Designation
All Designations
Refresh
ID
NAME
PROGRAM
ACTION
143
Lovely J. Mabini
BSIT - Bachelor of Science in Information Technology
140
Chito Antonio A.
@car
chitoantonio.rallos@evsu.edu.ph
User
Active
Part-Time


EVSU Scheduling System
2025 - 2026 | 2nd Semester
Set SY & Semester
Department Head Dashboard
User Management
Add User
Add New Account
Create a new instructor account
Personal Info
Account Details
Workload Hours
Review Info
Account Details
Username *
Enter username
Username must be unique and 3-20 characters long
Email Address *
user@evsu.edu.ph
Use official EVSU email address
Role *
Select Role
Employment Status *
Select Status
Department *
Select Department
Program/Course
Select Program/Course
Academic Rank *
Select Rank
Designation
None
Phone Number
+63 912 345 6789
Previous
Cancel
Next
21
Total Users
10
Regular
11
Part Time
Filter Options
Search
Search users...
Designation
All Designations
Refresh
ID
NAME
USERNAME
PROGRAM
ACTIONS
143
Lovely J. Mabini
@lovely
140
Chito Antonio A. Rallos
@car
139
Sedrick Razeal R. Arcenal
@sra
138
Cherry C. Bertullo
@ccb
137
Ma. Johara V. Justimbaste
@mjj
135
Daniel V. Ligutan
@dll
134
Leo Ritchie M. Tugonon
@lrt


EVSU Scheduling System
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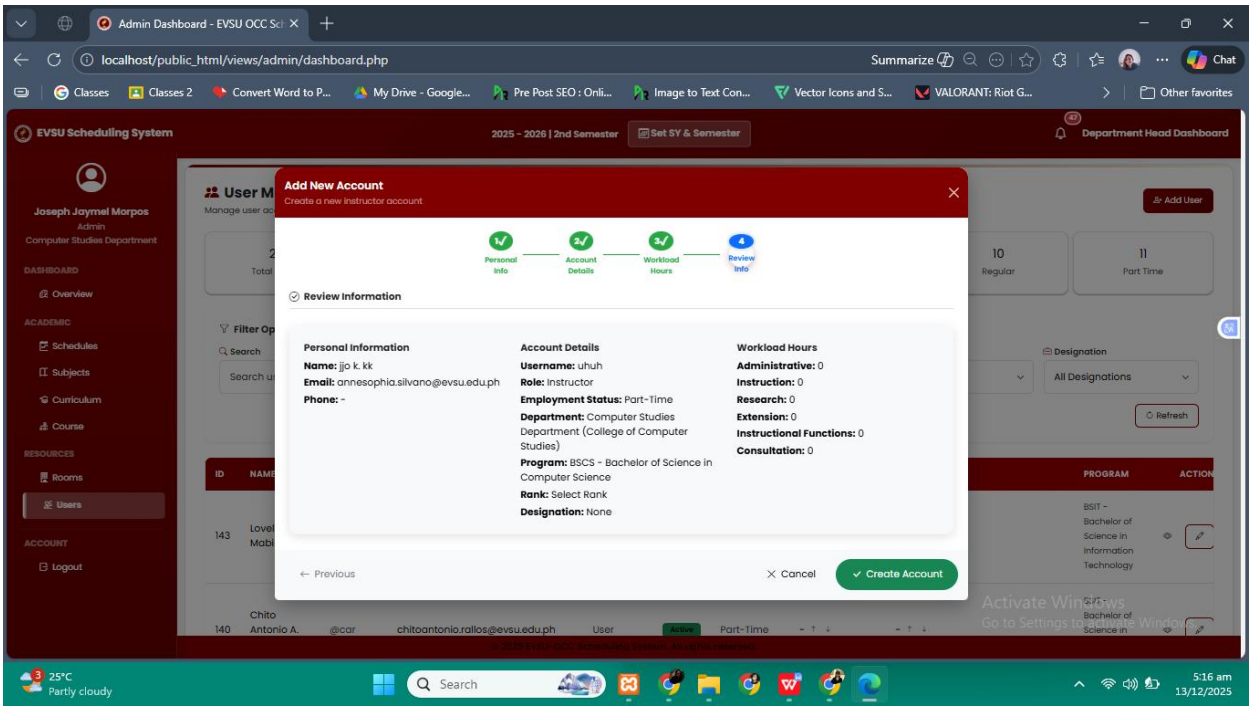
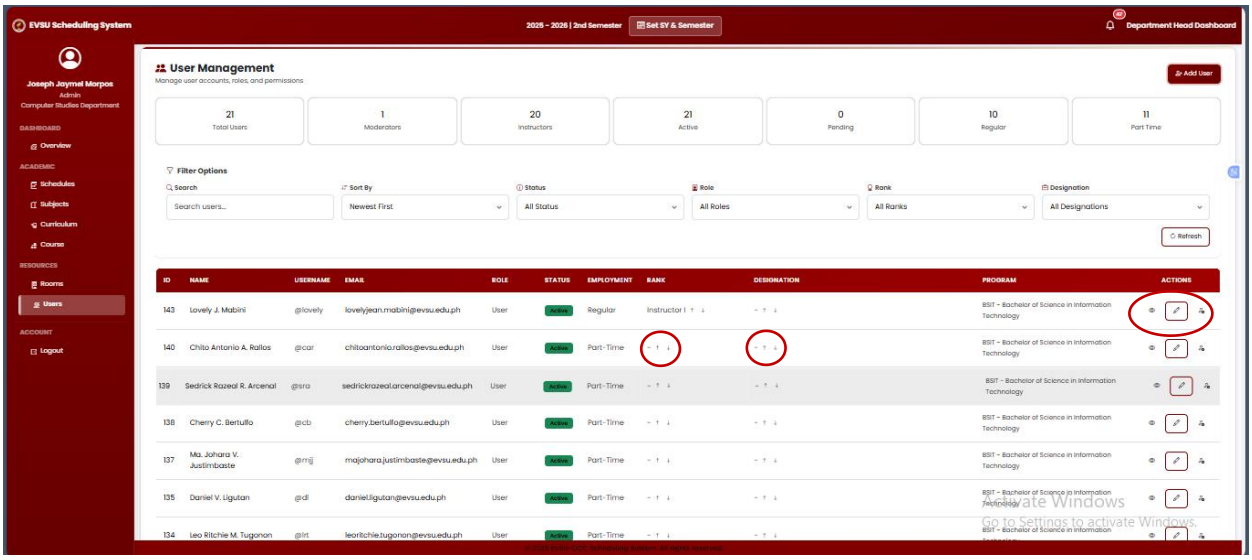
Logout
Add User
Add New Account
Create a new instructor account
Personal Info
Account Details
3 Workload Hours
4 Review Info
Workload Hours
Administrative Hours *
0
Instruction Hours *
0
Research Hours *
0
Extension Hours *
0
Instructional Functions Hours *
0
Consultation Hours *
0
Previous
Cancel
Next
11
Part Time
Designation
All Designations
Refresh
143
Lovely J. Mabini
@lovely
lovelyjean.mabini@evsu.edu.ph
User
Active
Regular
Instructor I

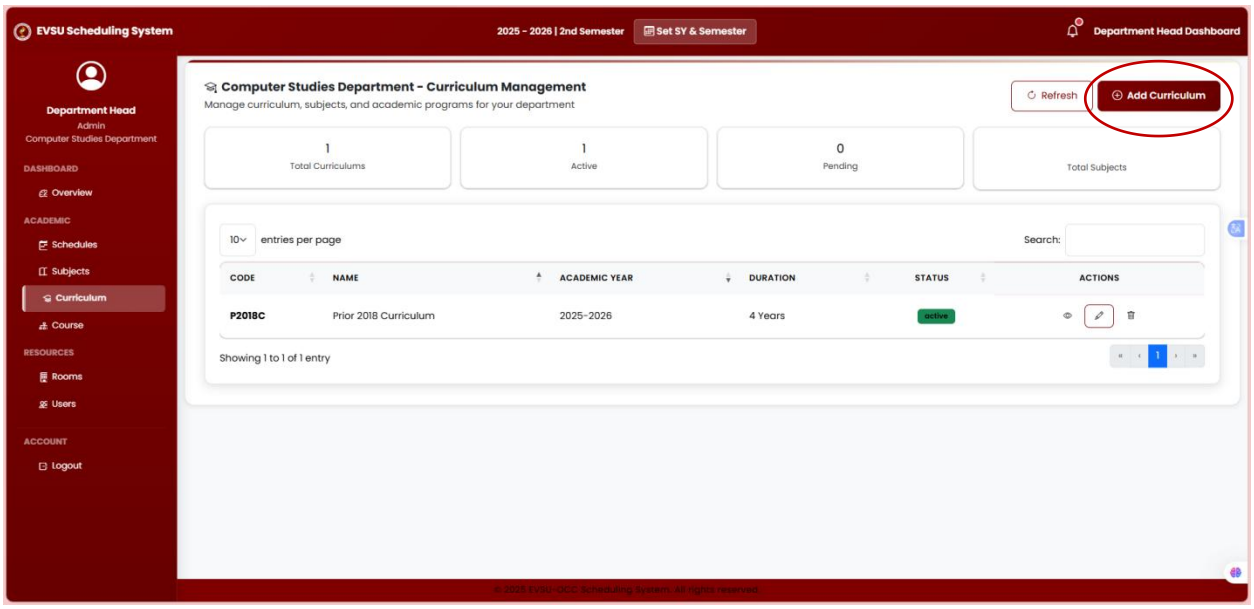


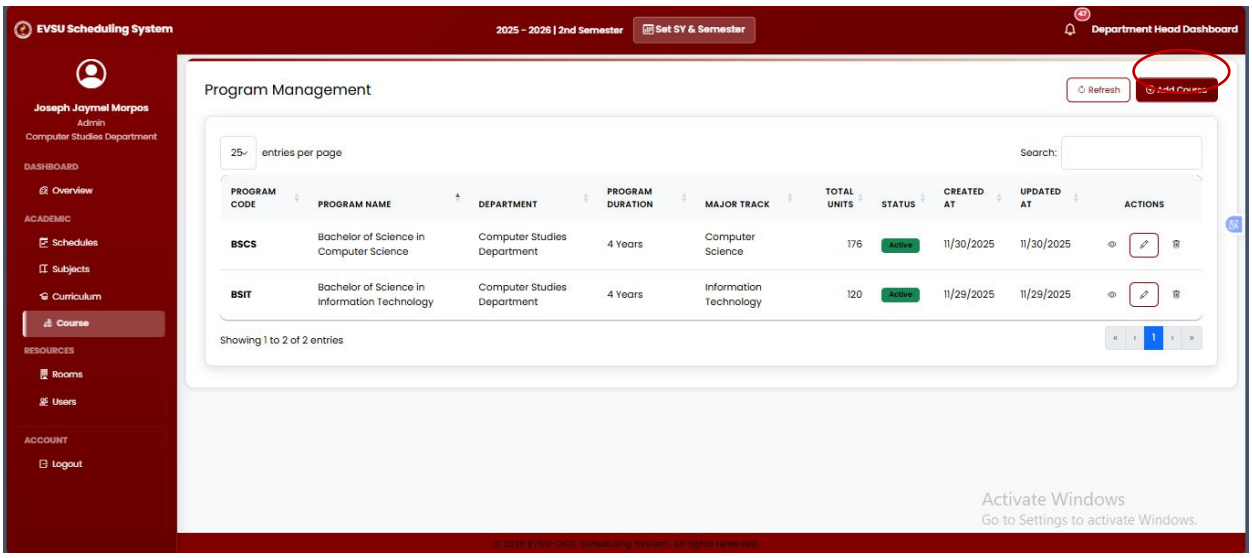
Admins can create, edit, activate, or deactivate users in their department. Also, admin can promote or demote the user (rank or designation).



3. Program and Curriculum Management

Add programs and manage curriculum by assigning or removing subjects.

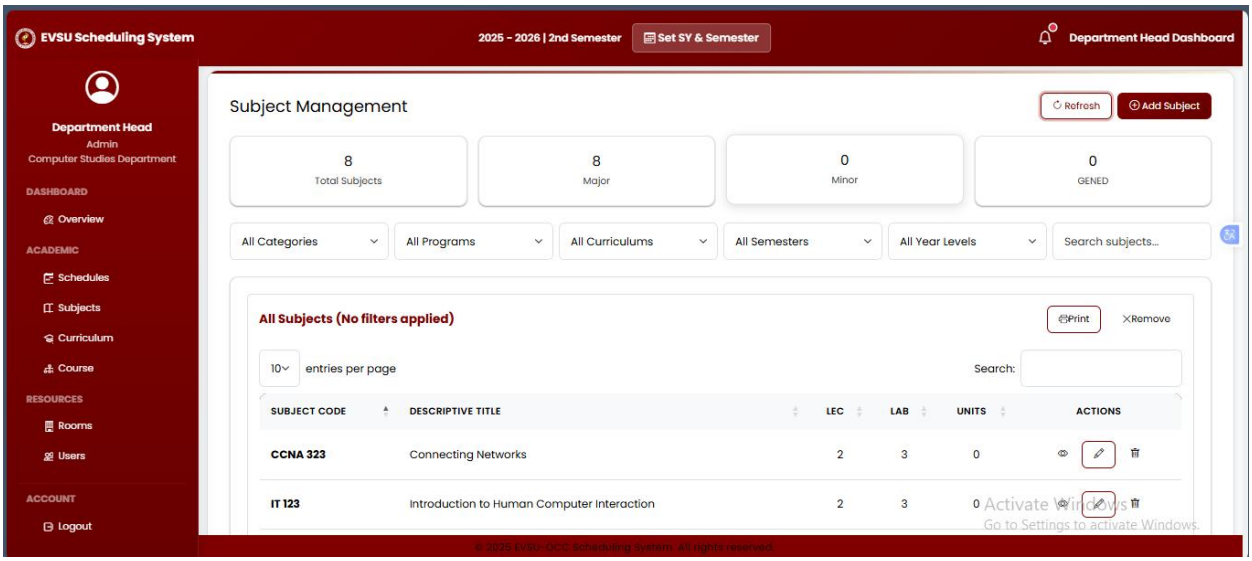


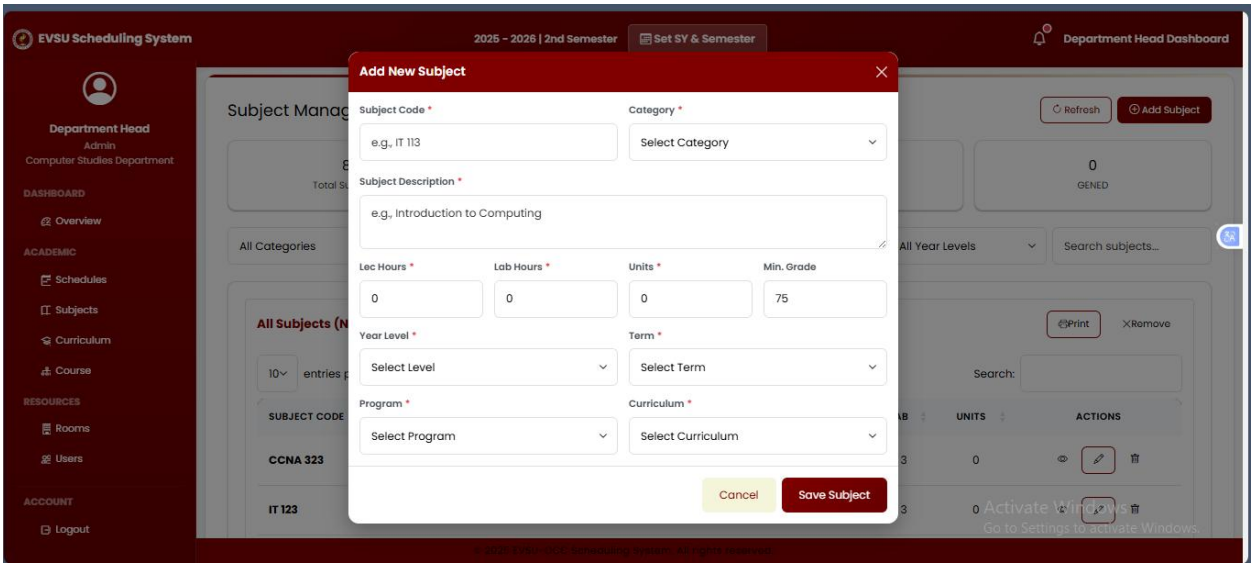


4. Subject Management

Add, (click the Add subject button on the right side). Edit (click the pencil icon below the action column), and delete subjects(click the trash icon beside the pencil icon to delete the schedule).

Note: Subjects with assigned schedules cannot be deleted. Also, if there's no display of schedules, just click the *Refresh* btn right beside the *Add Subject btn.*



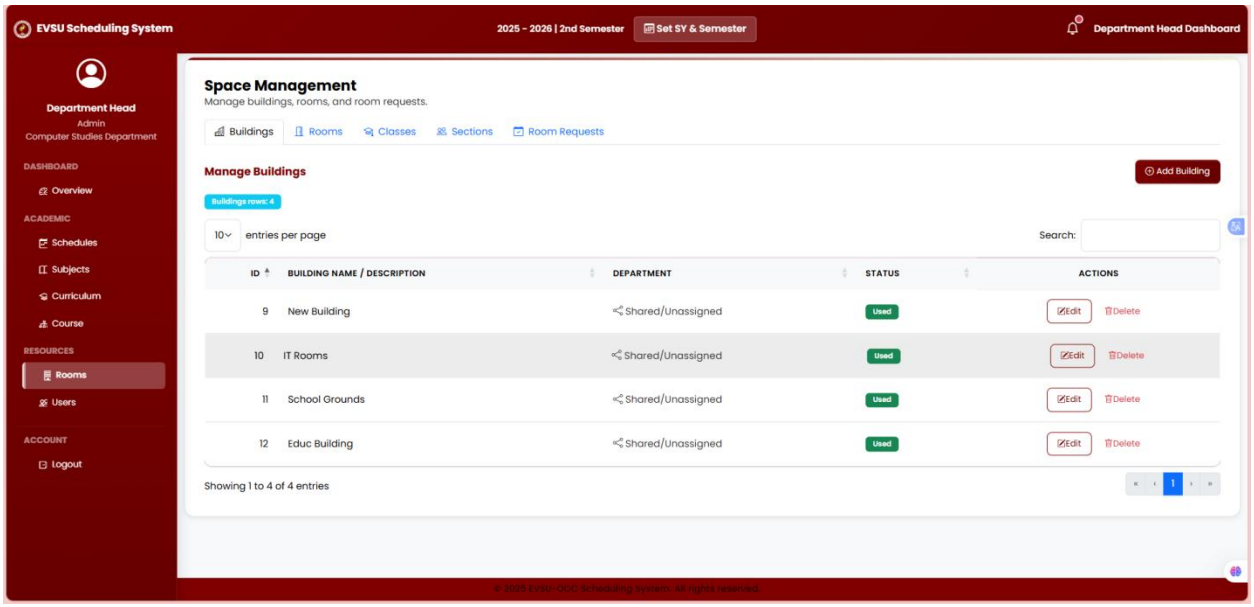


5. Room Management

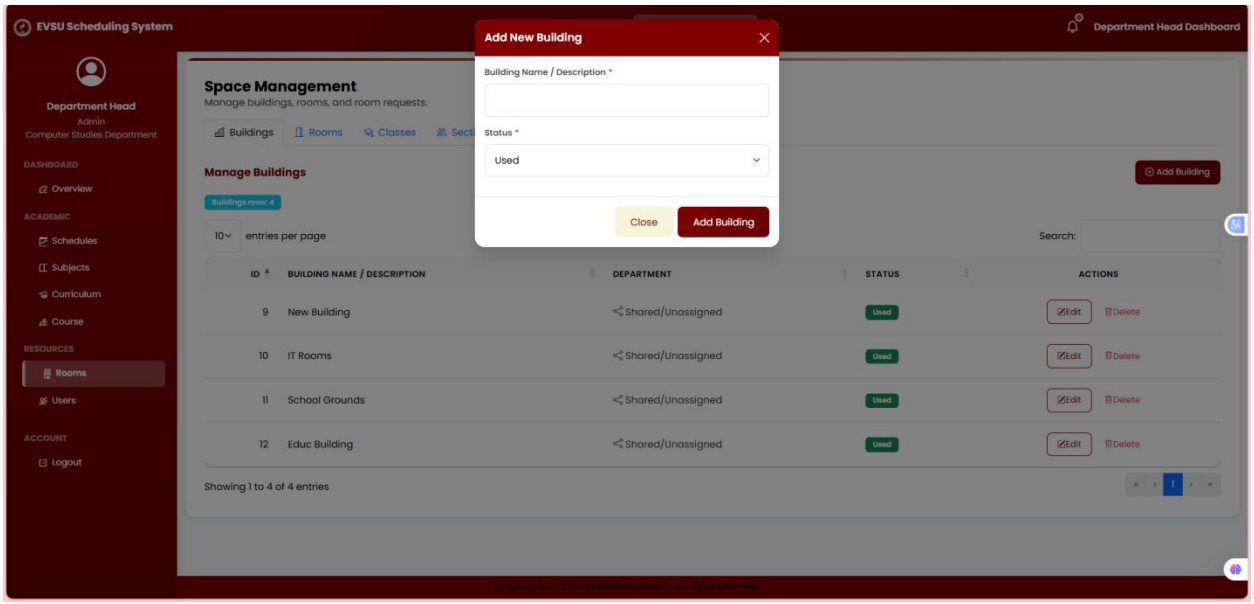
- Add new rooms
- Set room type, capacity, and features
- Check availability
- View schedules assigned to rooms

5.1 Add Building

Go to **Rooms tab,** click **Add Building btn.**

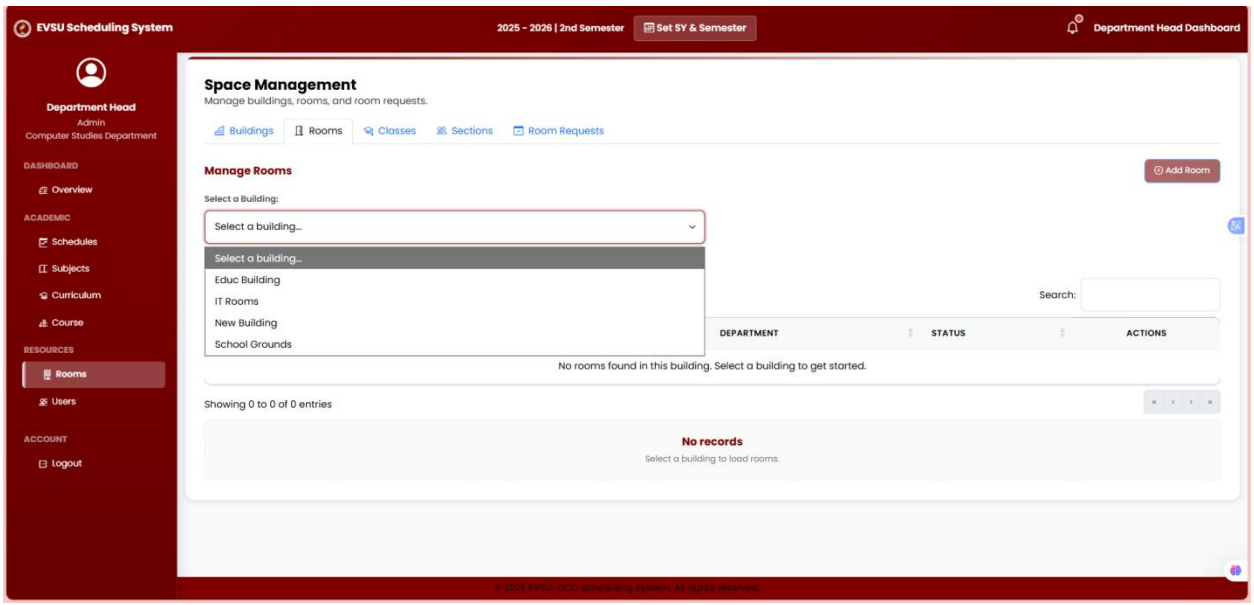


Fill Up the credentials and click Add Building to save.

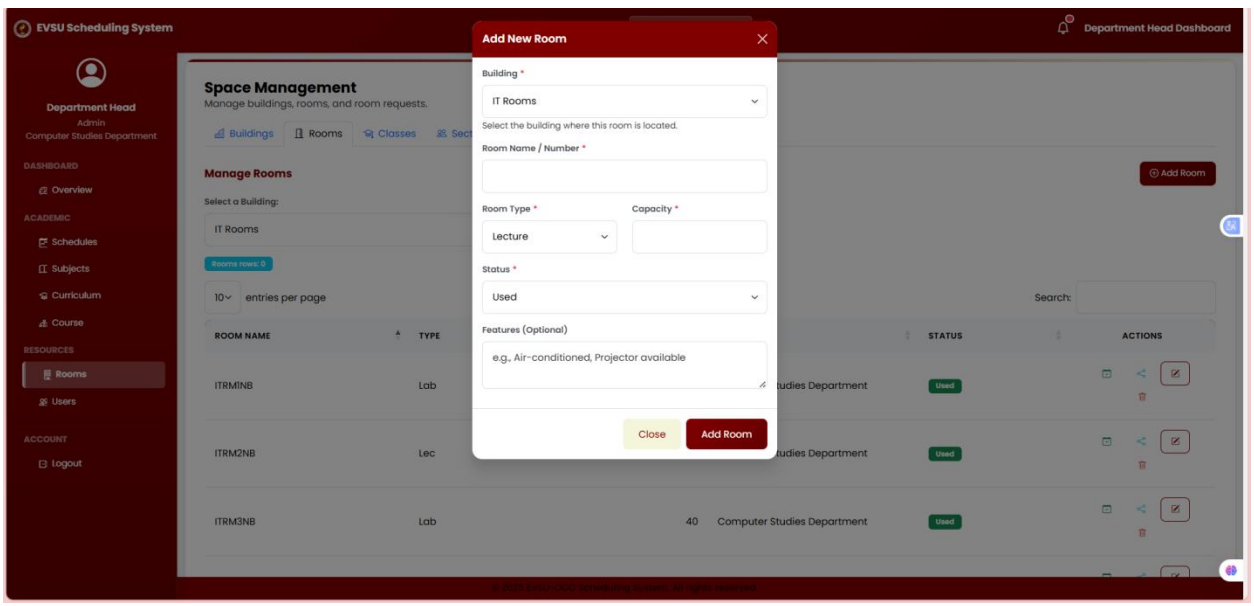


5.2 Add Rooms

Select a building first (e.g. IT Rooms)

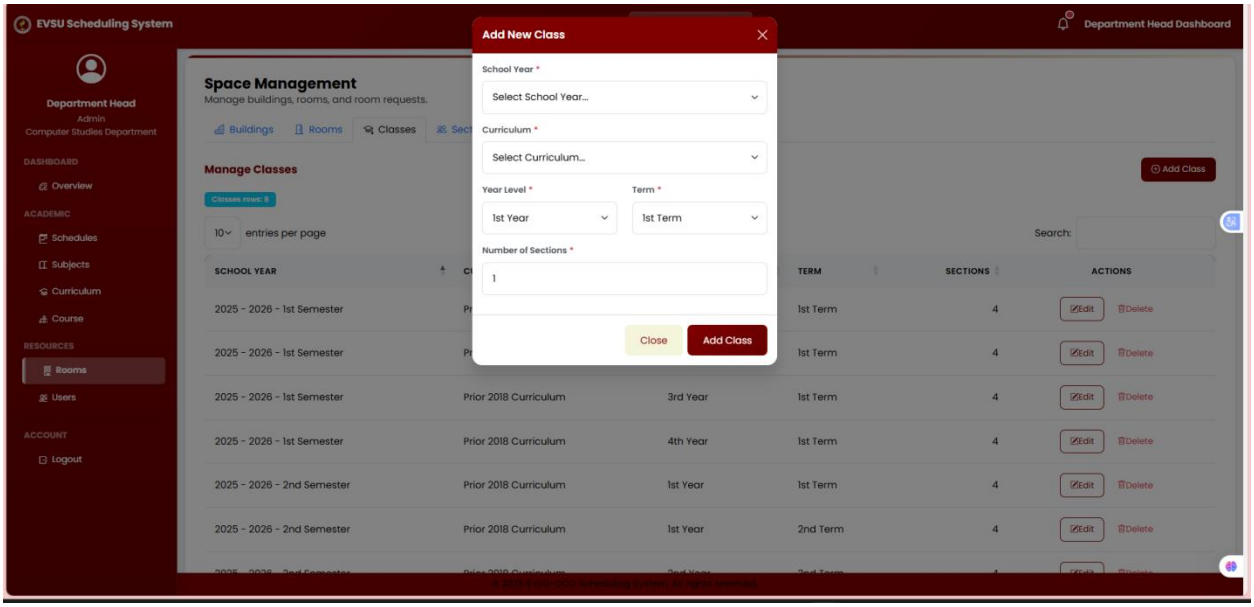


Click **Add Room btn** then fill up the form and click the **Add Room btn** to save.



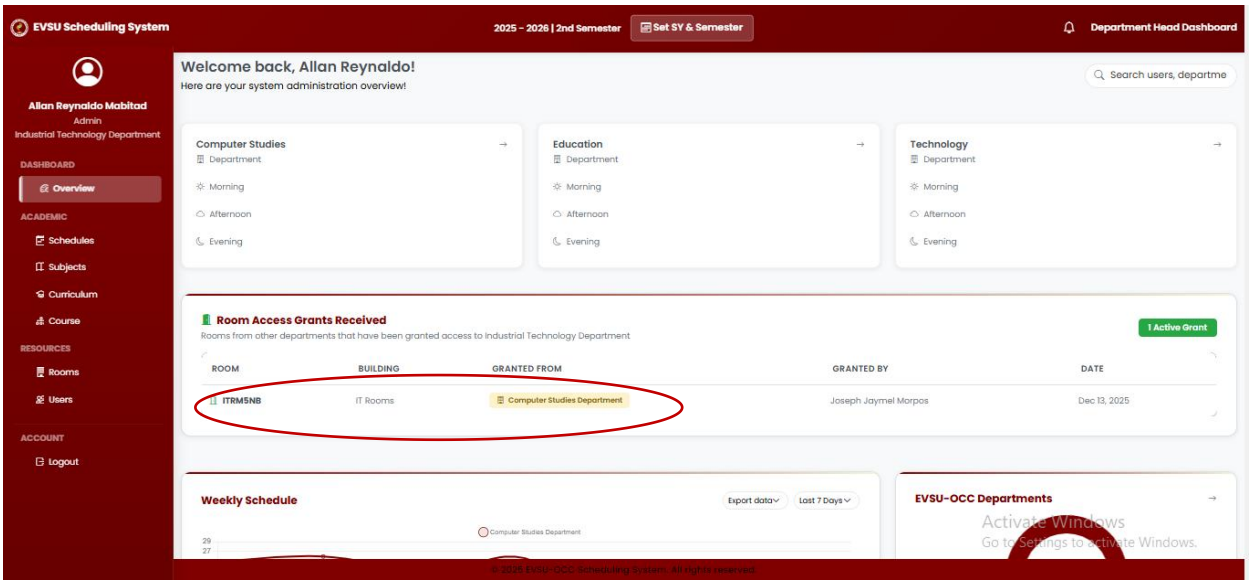
5.3 Add Classes

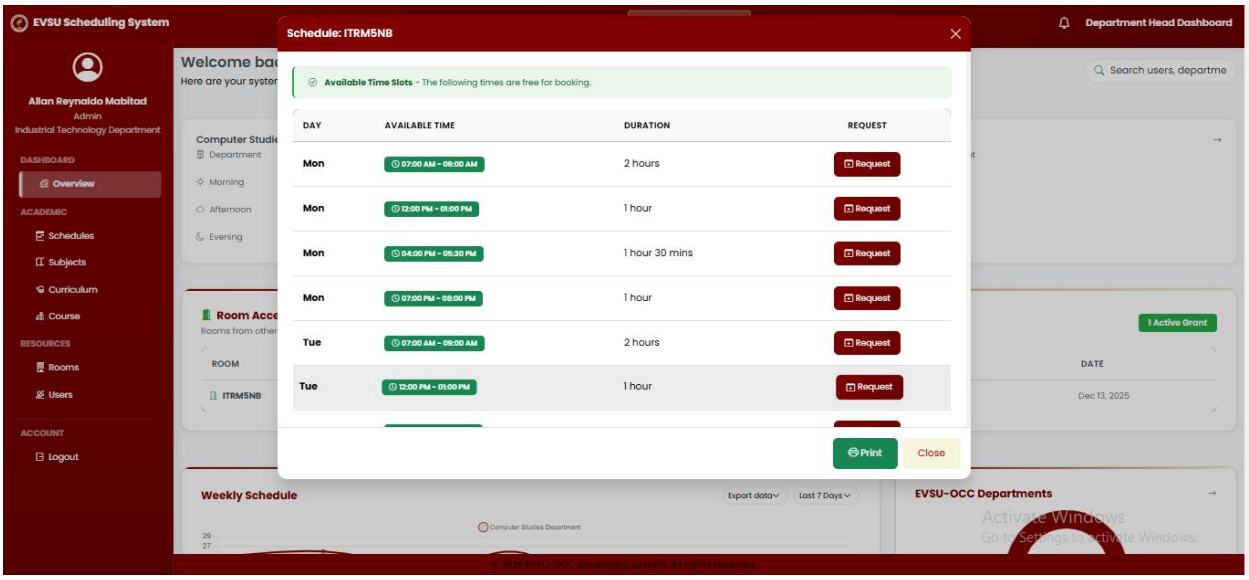
In here, you can select a school year, Curriculum for your new class and also number of sections you want.

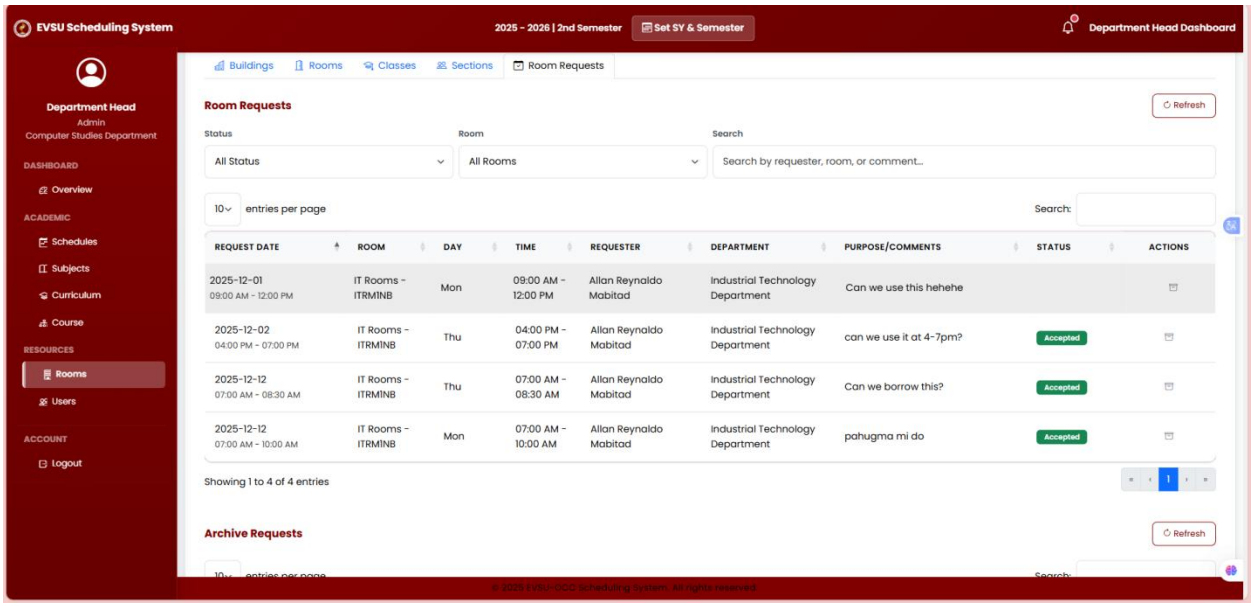


5.5 Room Request Approval And Room Request

Admins may approve or decline requests. Reasons may be added when declining. ***Note:*** *If the modal is loading just refresh and click again.*





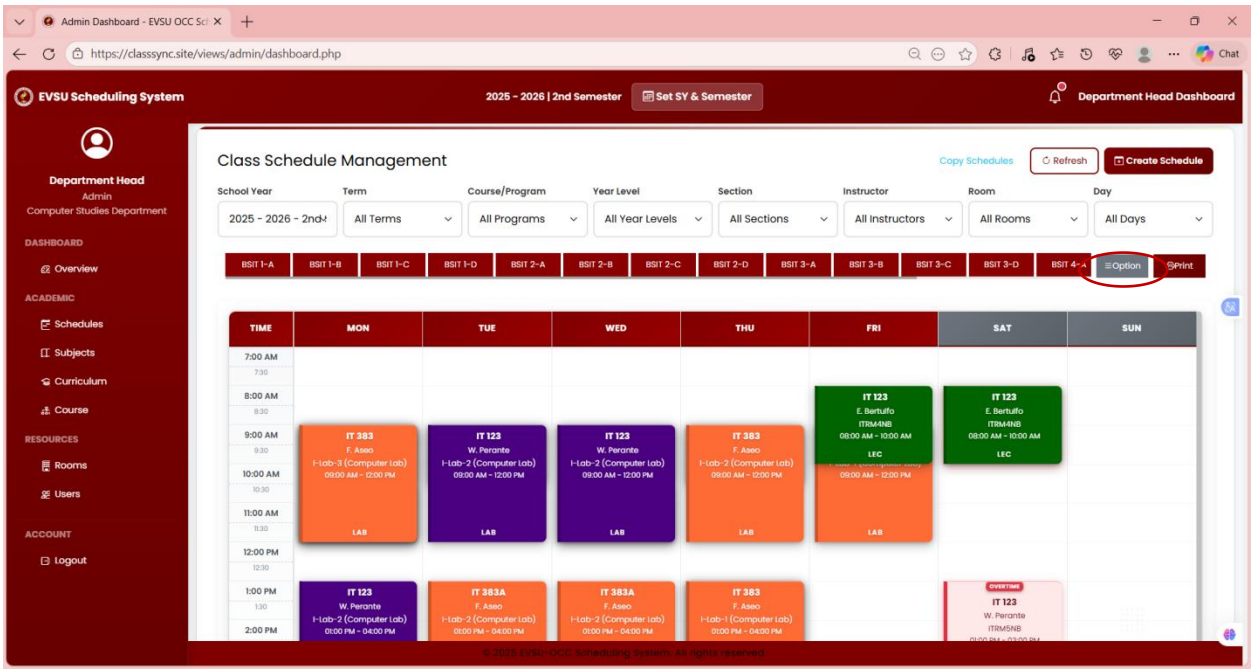


6. Schedule Management

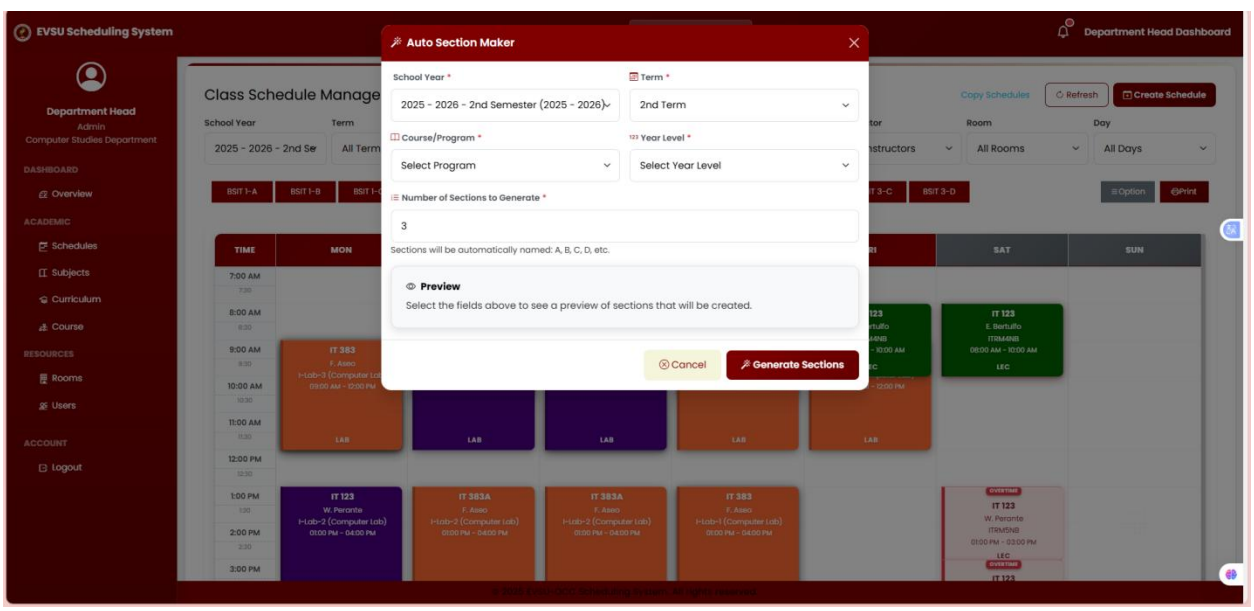
6.1 Schedule Management

Create Schedule

Go to **Schedules → Options**

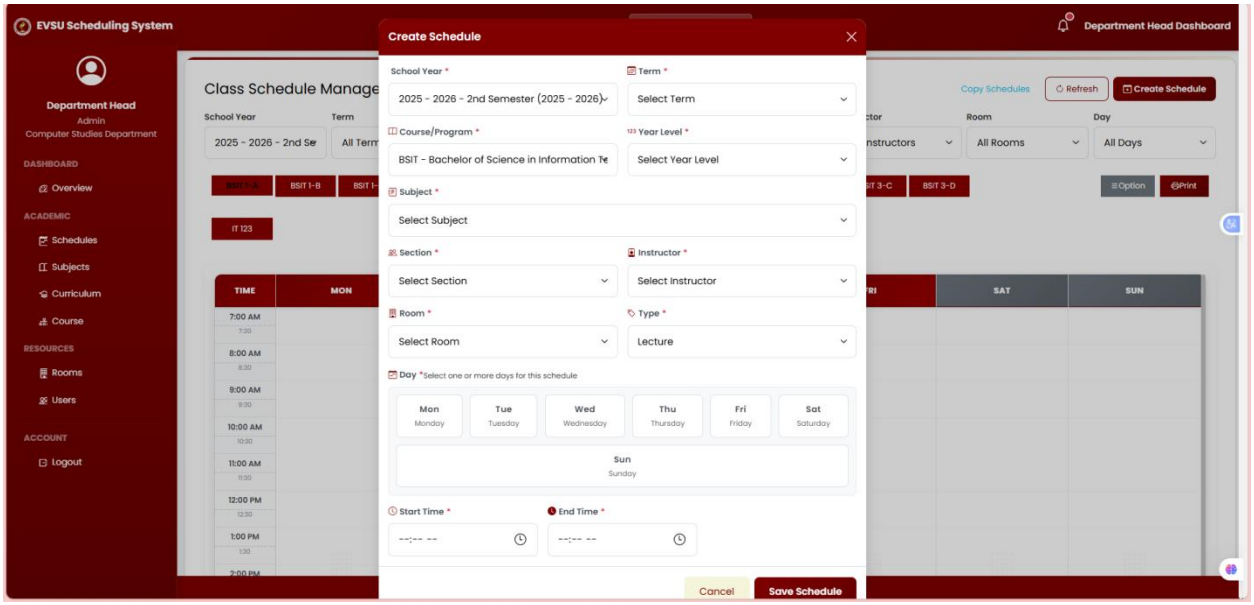


In Option, create sections or classes.



Click the section you've created, then the subject you will assign.

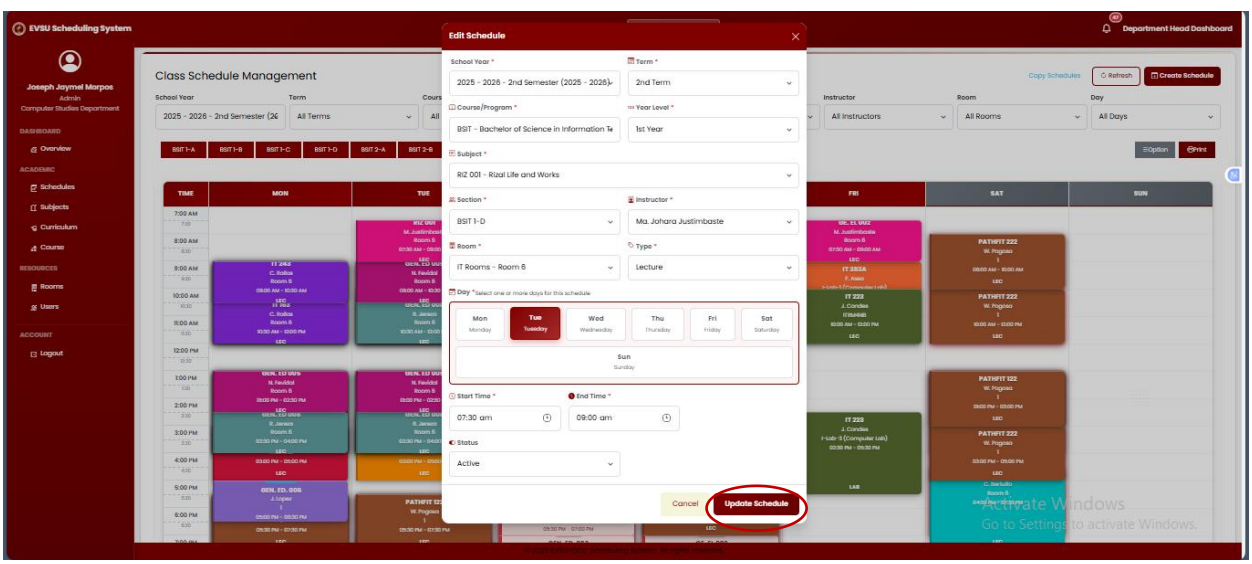
Fill in academic details, program, instructor, room, and time.



Save the schedule. The system automatically checks for conflicts and workload limits.

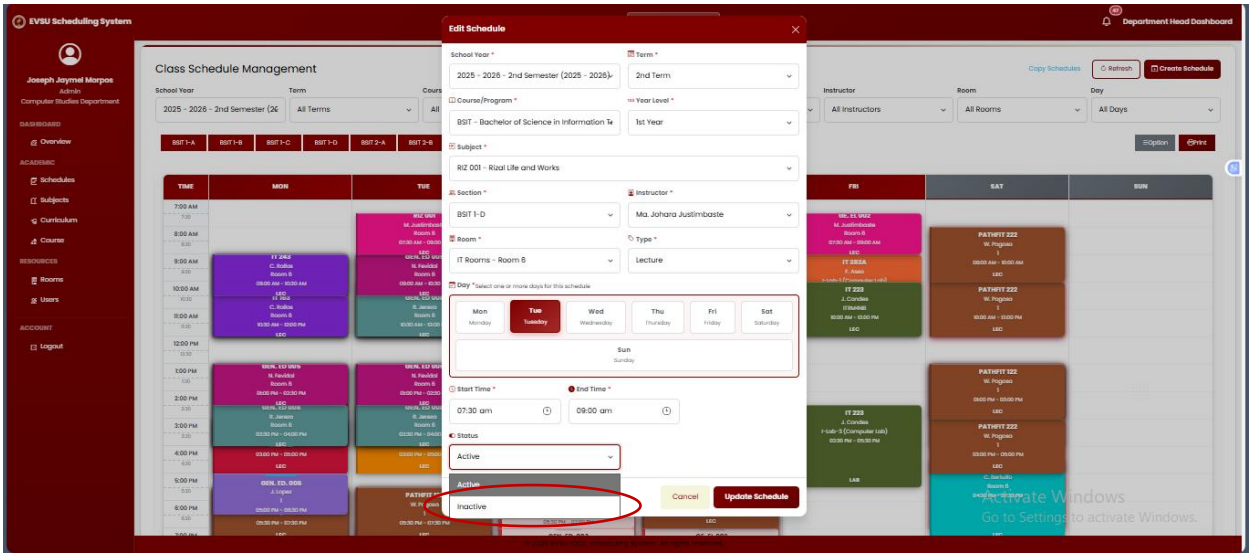
6.2 Edit Schedule

Select a schedule and click **Edit**.



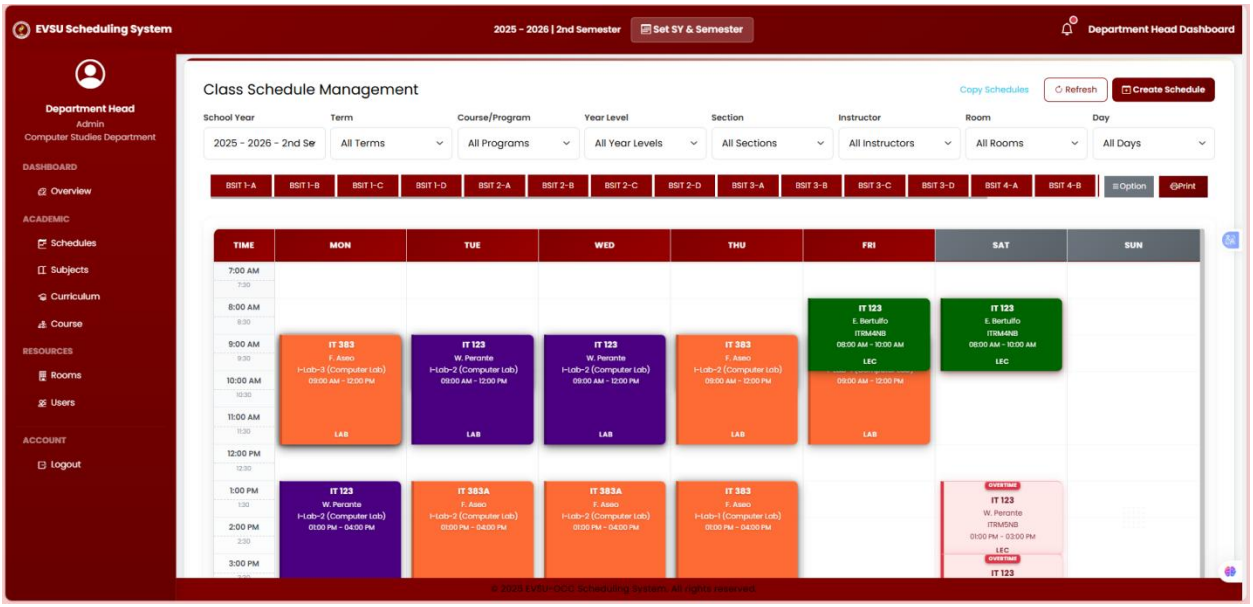
6.3.Delete Schedule

Click “Inactive” and confirm.



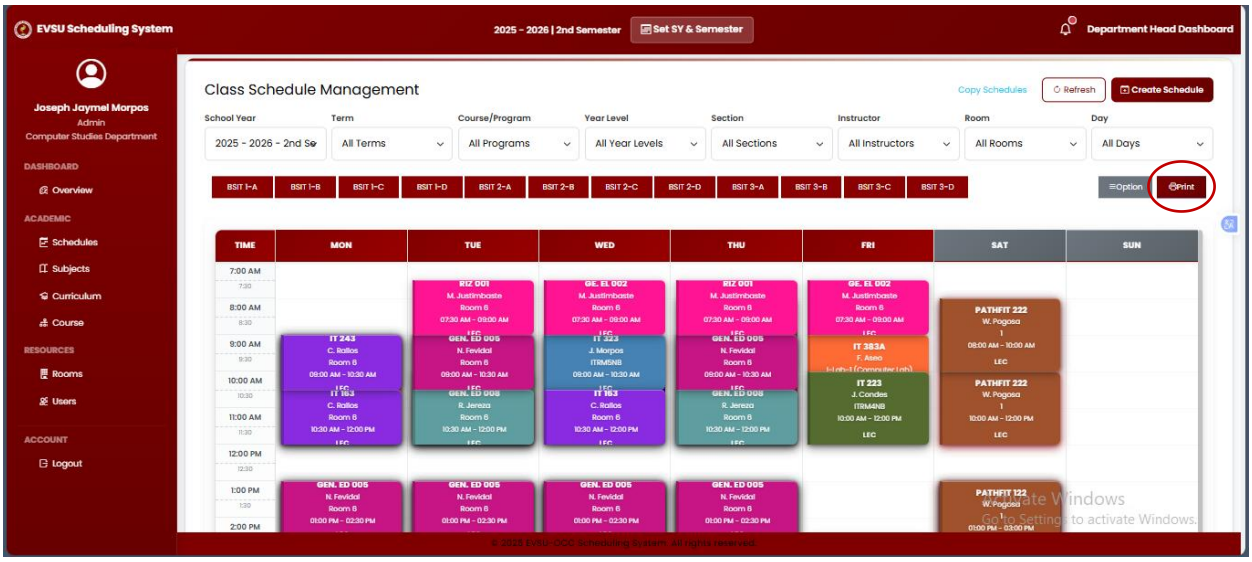
6.4 Viewing Schedules

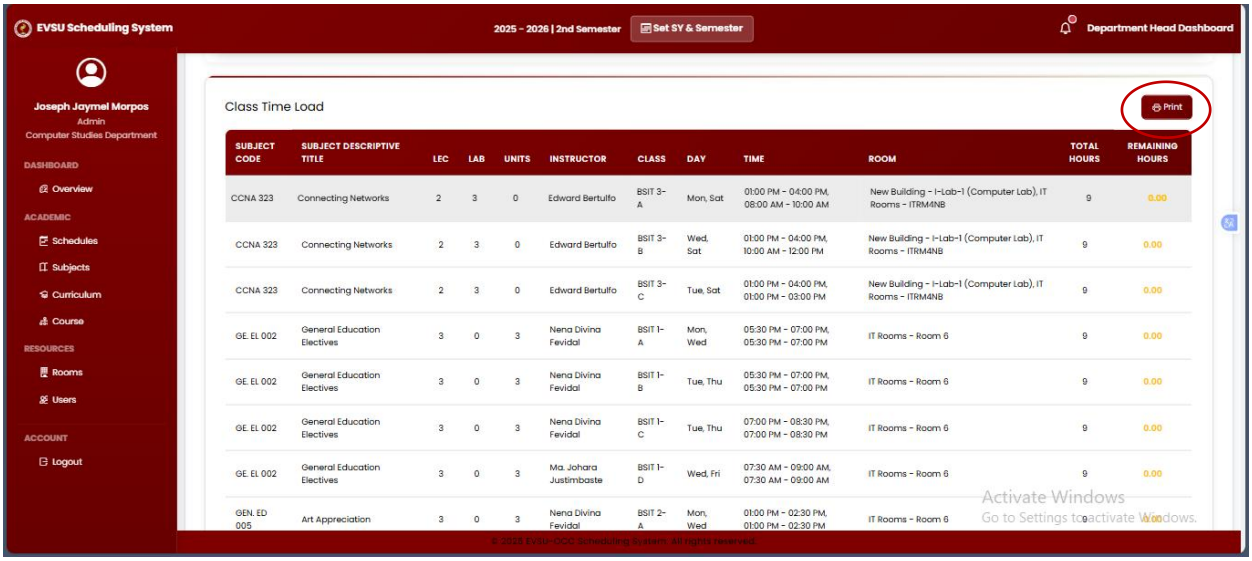
Use filters for school year, term, program, room, or instructor. Export options include PDF.

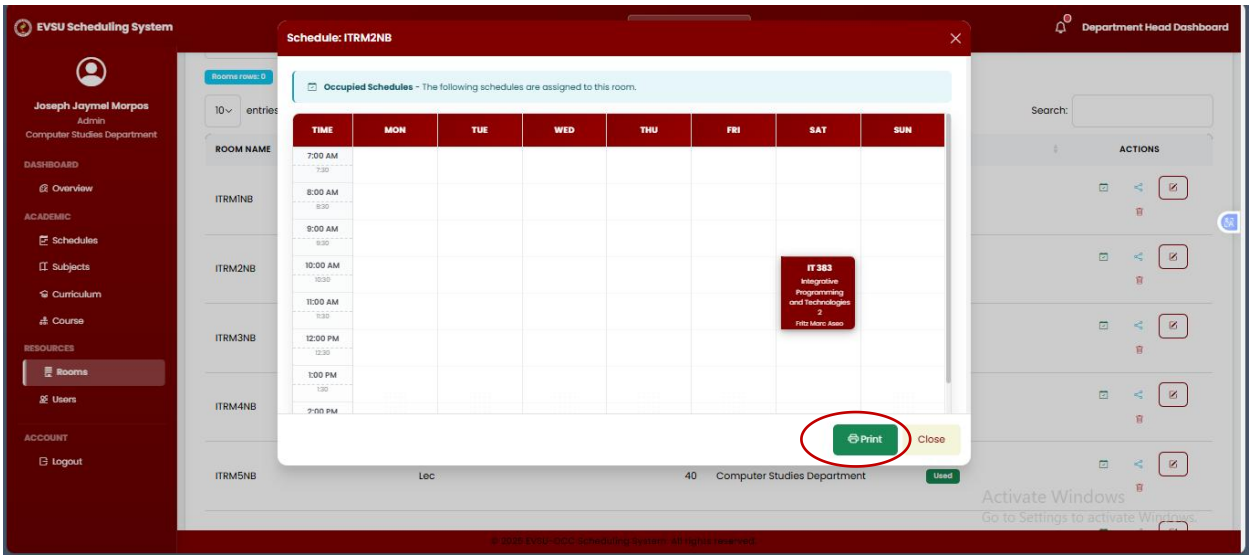


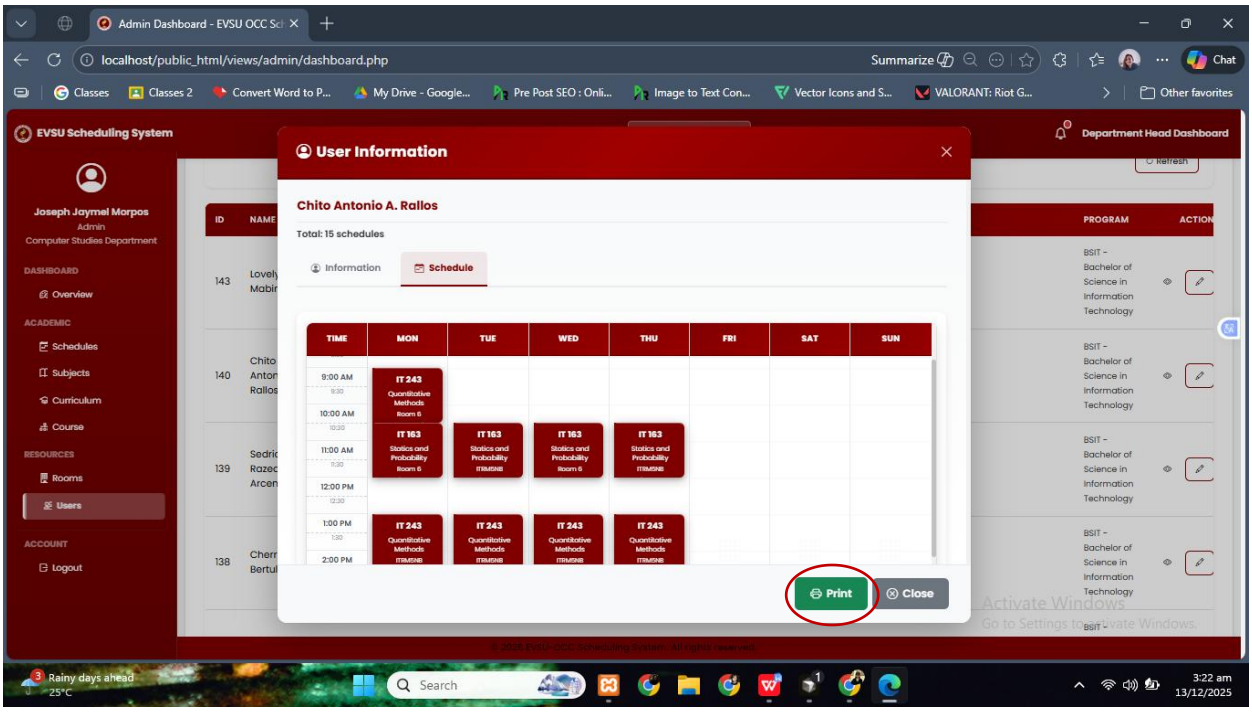
7. Reporting

Generate department reports for schedules, workloads, and room utilization (just click the btn Print).





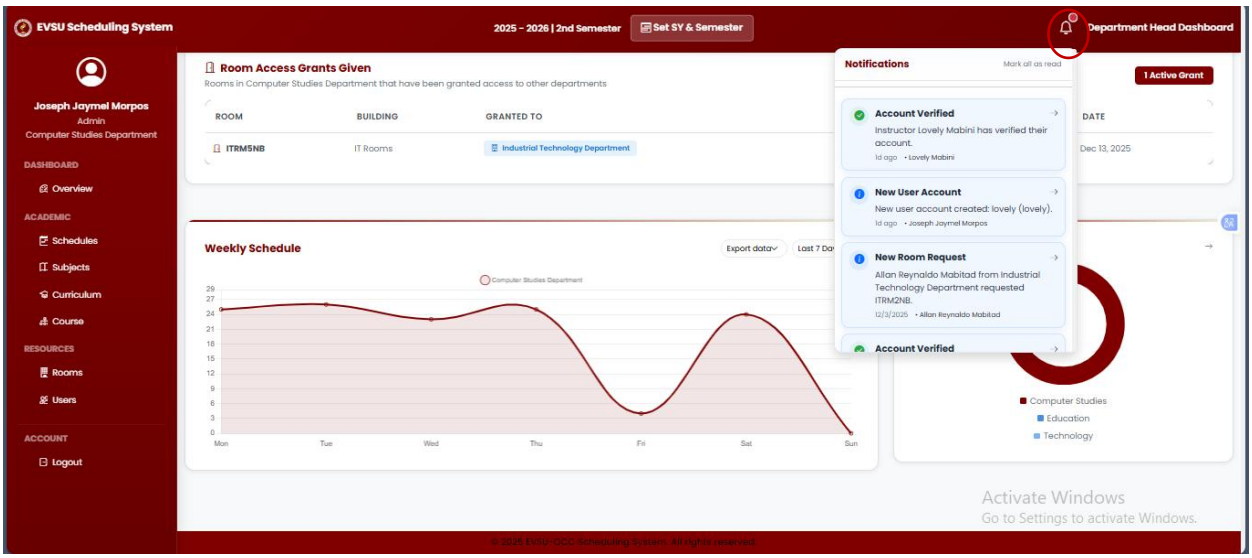

EVSU Scheduling System
Department Head Dashboard
Schedule: ITRM2NB
Occupied Schedules - The following schedules are assigned to this room.
TIME
MON
TUE
WED
THU
FRI
SAT
SUN
IT 383
Integrative Programming and Technologies 2
Fritz Marc Asao
Print
Close
Joseph Jaymel Morpos
Admin
Computer Studies Department
DASHBOARD
Overview
ACADEMIC
Schedules
Subjects
Curriculum
Course
RESOURCES
Rooms
Users
ACCOUNT
Logout
ROOM NAME
ACTIONS
ITRM1NB
ITRM2NB
ITRM3NB
ITRM4NB
ITRM5NB
Lec
40
Computer Studies Department
Used


Admin Dashboard - EVSU OCC Sc
localhost/public_html/views/admin/dashboard.php
EVSU Scheduling System
Department Head Dashboard
User Information
Chito Antonio A. Rallos
Total: 15 schedules
Information
Schedule
TIME
MON
TUE
WED
THU
FRI
SAT
SUN
IT 243
Quantitative Methods
Room 6
IT 163
Statics and Probability
Room 6
Print
Close
Joseph Jaymel Morpos
Admin
Computer Studies Department
DASHBOARD
Overview
ACADEMIC
Schedules
Subjects
Curriculum
Course
RESOURCES
Rooms
Users
ACCOUNT
Logout
ID
NAME
PROGRAM
ACTION
BSIT - Bachelor of Science in Information Technology
Rainy days ahead
25°C
Search
3:22 am
13/12/2025

8. Common Features

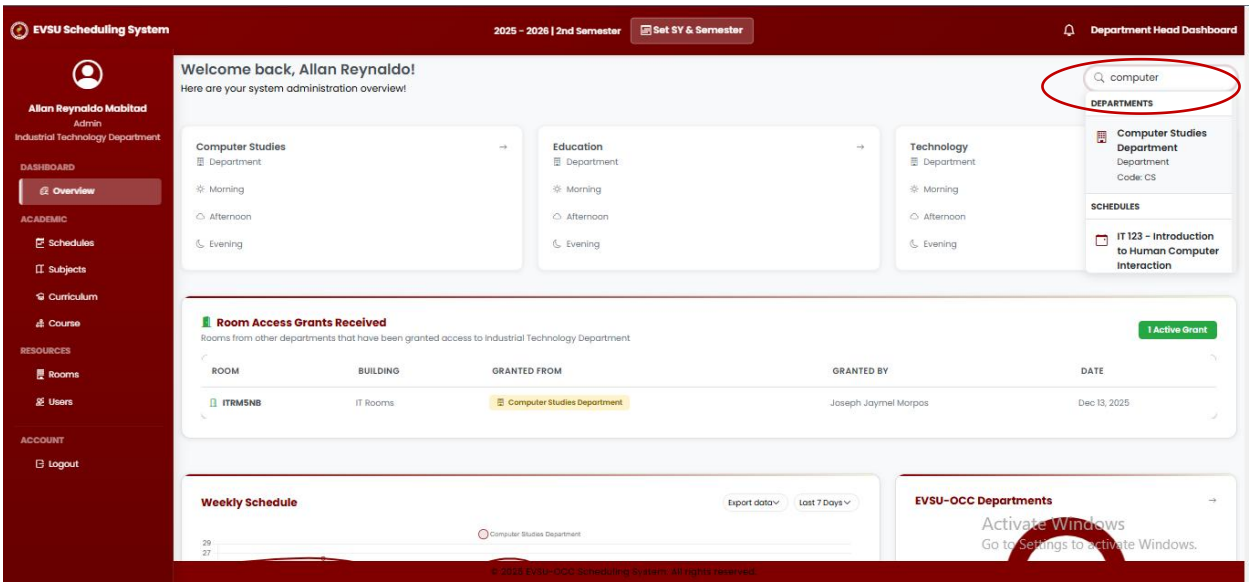
8.1 Notifications

Automatic updates every 30 seconds. Notifications include success, warnings, errors, and general information.



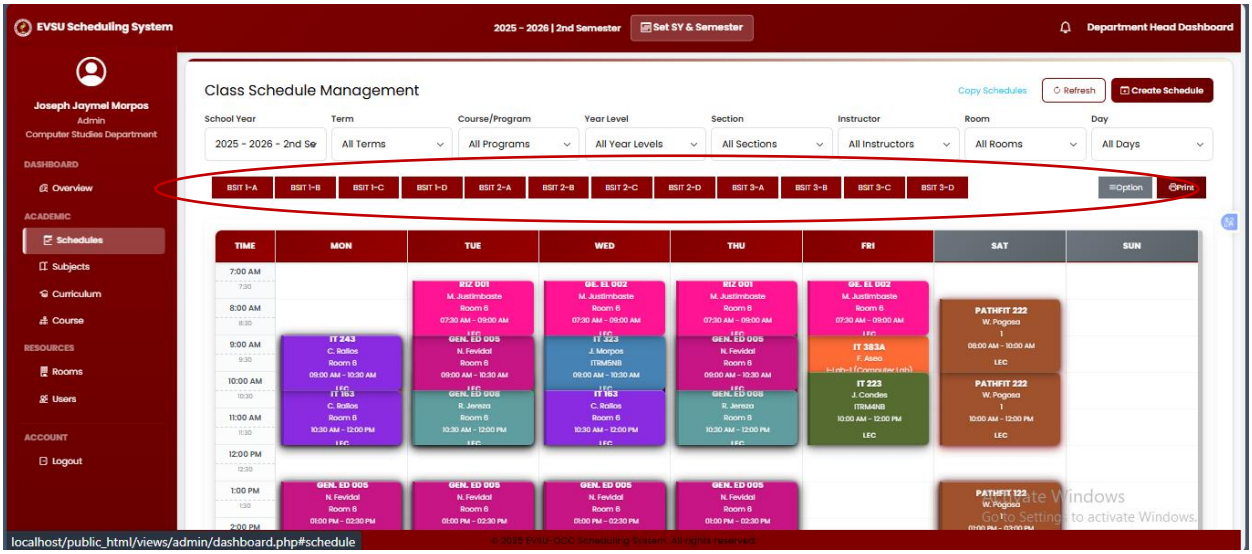
8.2 Search

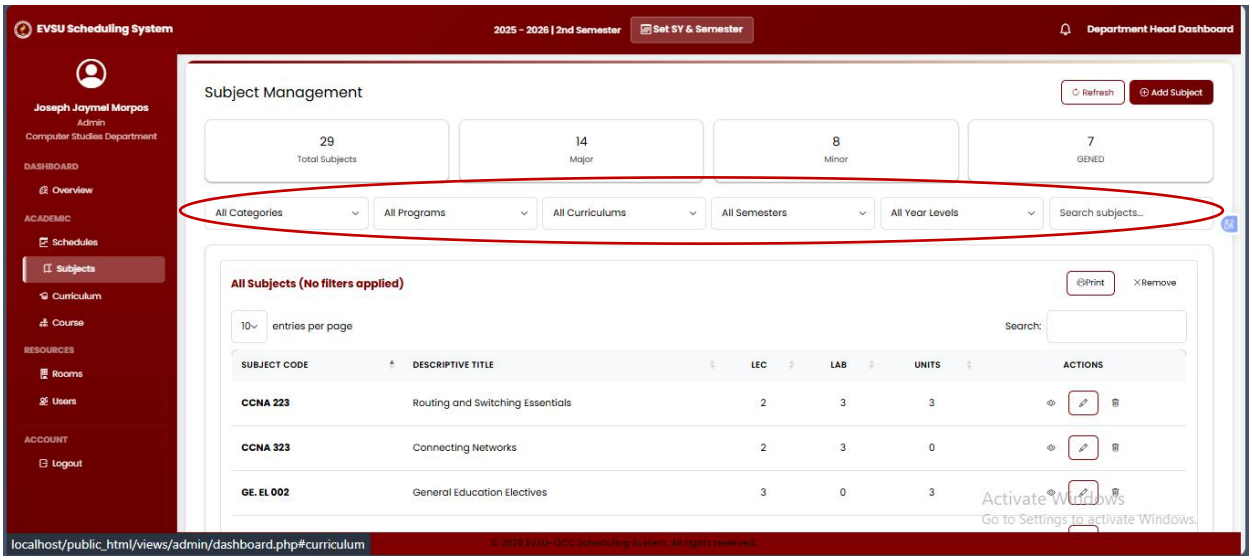
Search is available across modules, including Users, Schedules, Rooms, and Subjects.

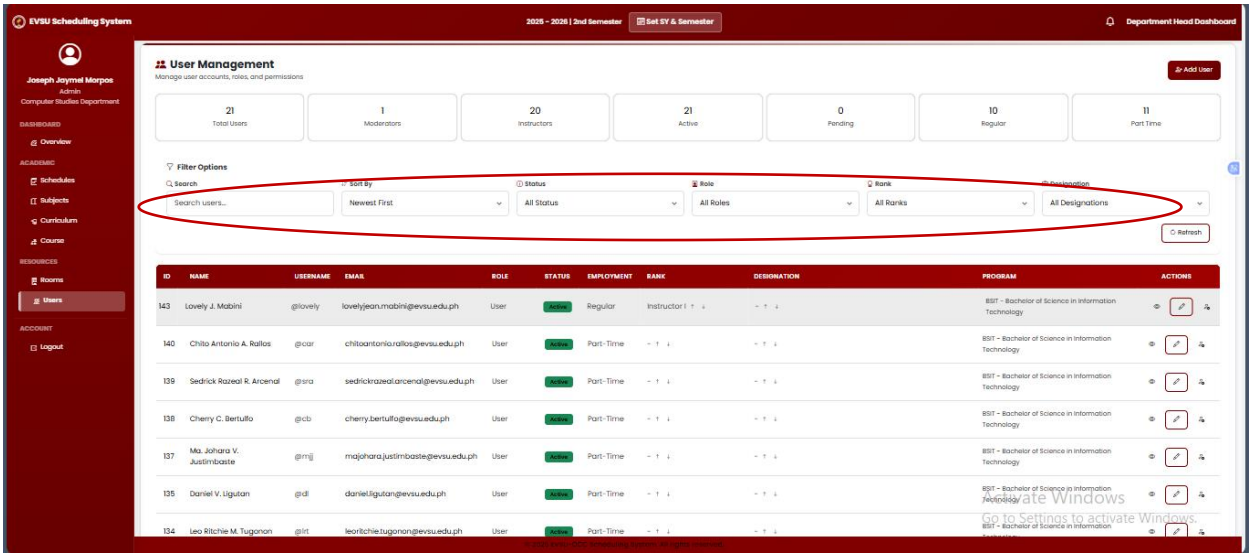


8.3 Filtering and Sorting

Tables can be sorted or filtered for more accurate results.

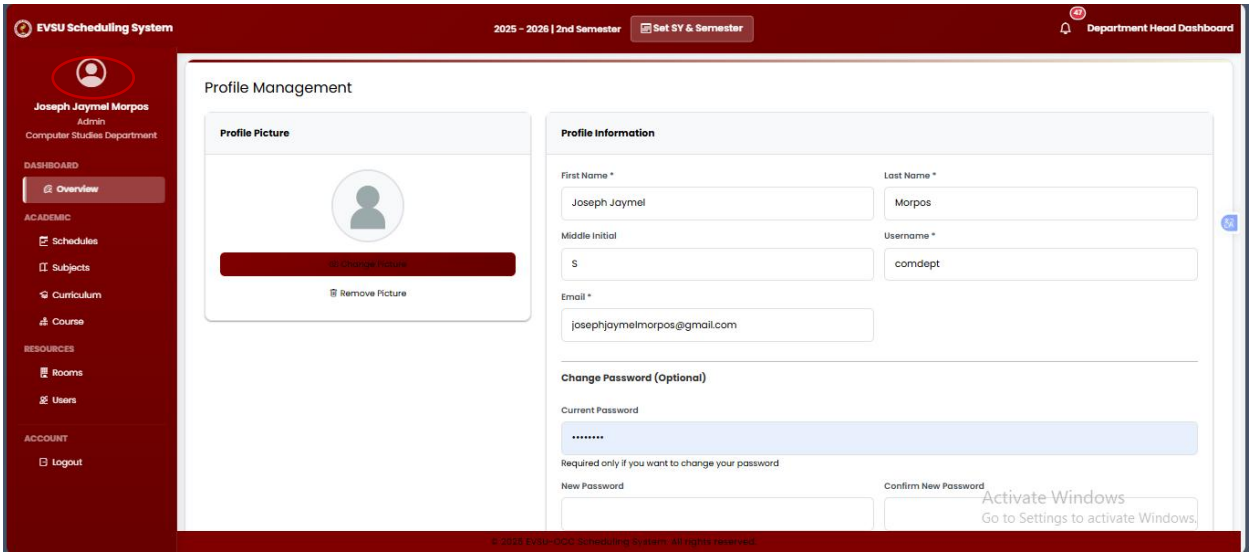


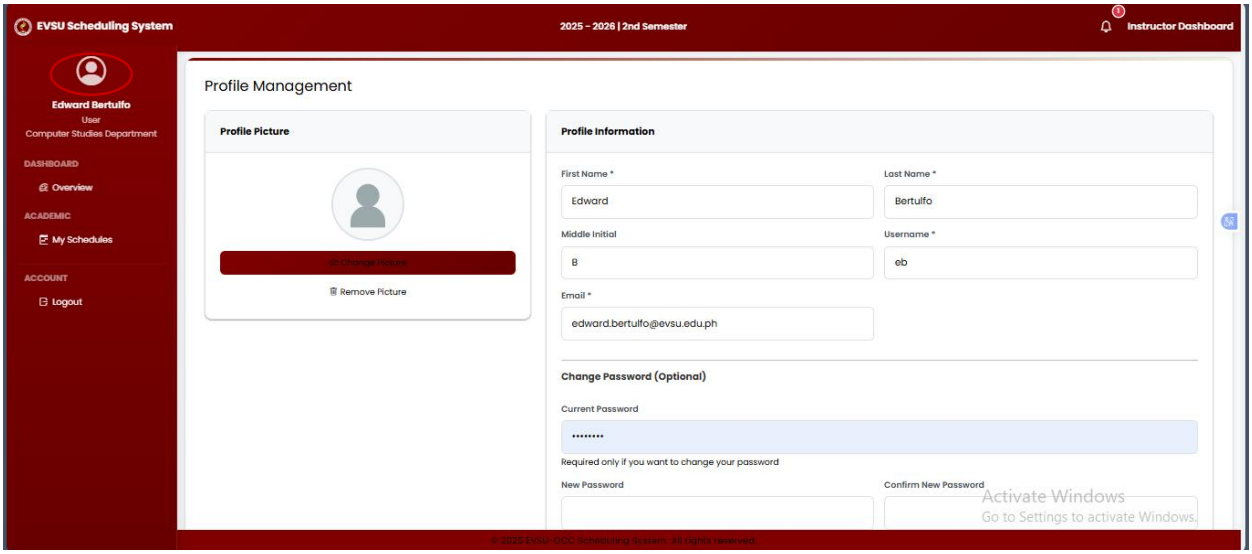




8.4 Profile Management

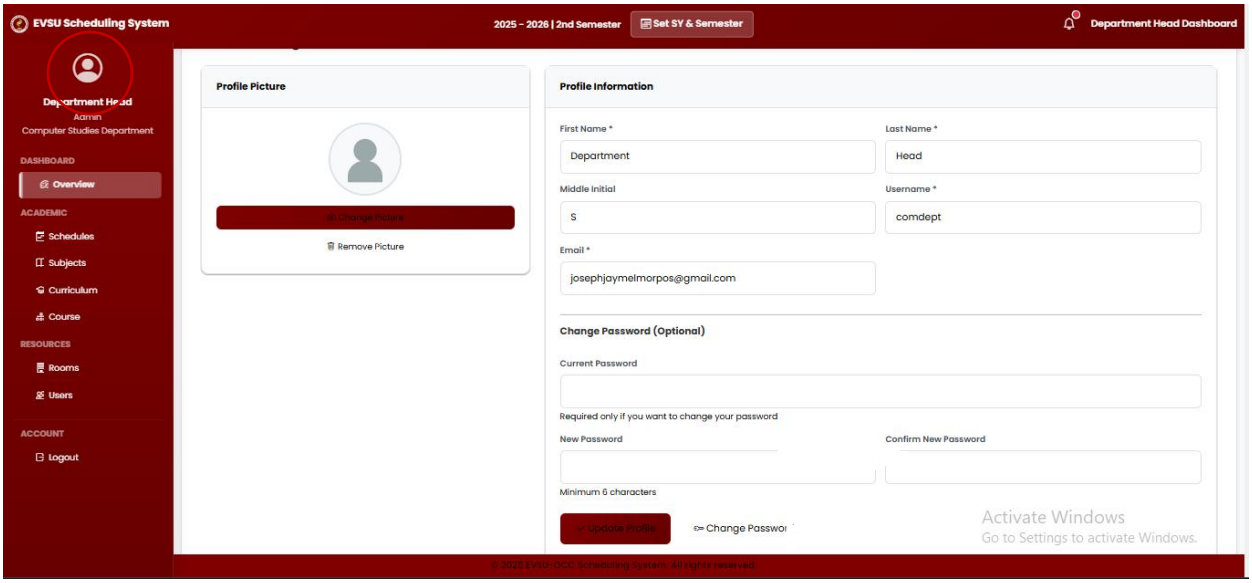
All users (Admin and Instructors) can view and update personal information and passwords.





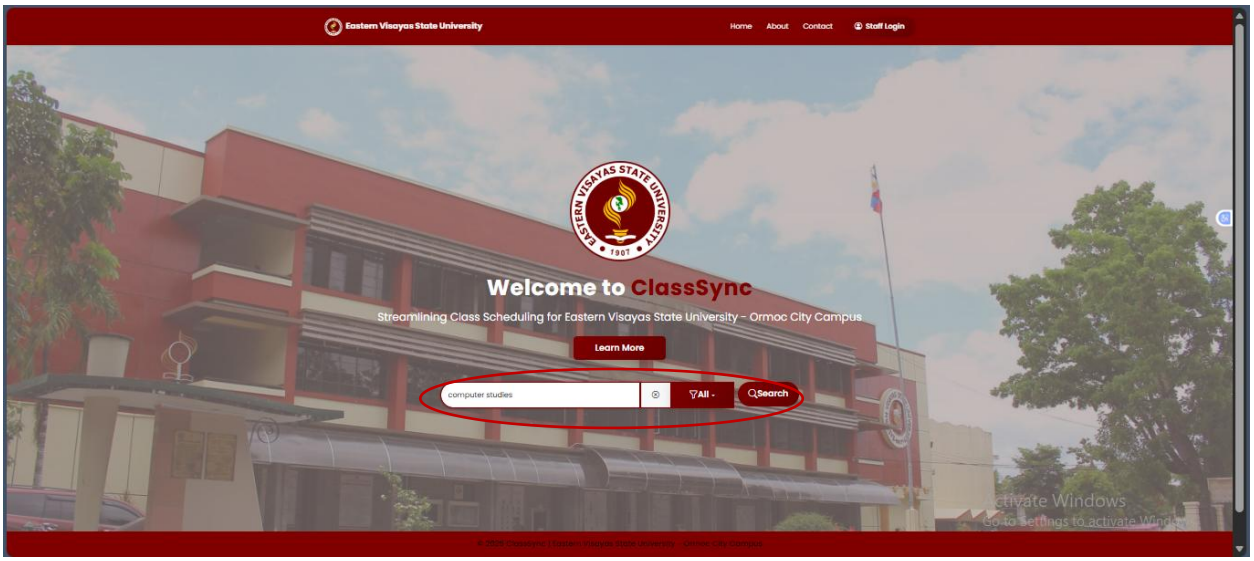
8.5 Changing Your Password

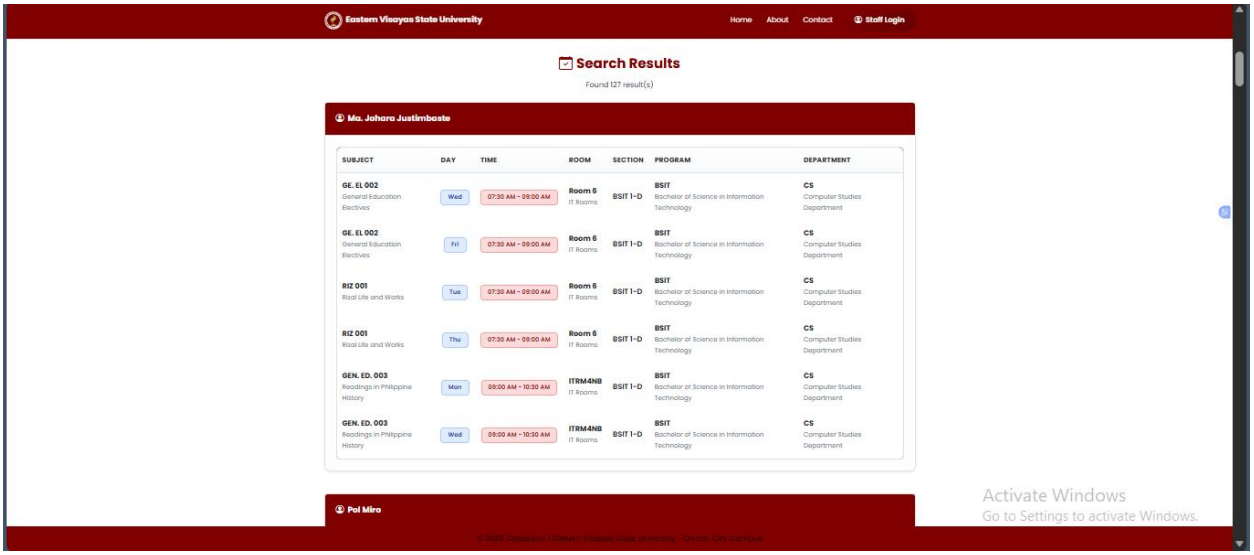
1. Click **Profile icon**.
2. Type your current **Password**.
3. Enter your current and new passwords.
4. Click "Update Profile".



8.6 Student / Faculty Member Viewing Schedule

- Go to the **Website's Homepage,** there is a search bar which can be used to quickly lookup an instructor's schedule. (e.g., BSIT)





7. Troubleshooting

7.1 Login Issues

- Verify email
- Recheck password
- Confirm the account is active
- Clear browser cache

- Use “Forgot Password” if necessary

7.2 OTP Issues (Instructor Side)

- Check the spam folder
- Request a new OTP if expired
- Contact Admin Support if needed

7.3 Room Request Issues

- Ensure fields are complete
- Check date and time format
- Try refreshing the page

7.4 Schedule Viewing Issues

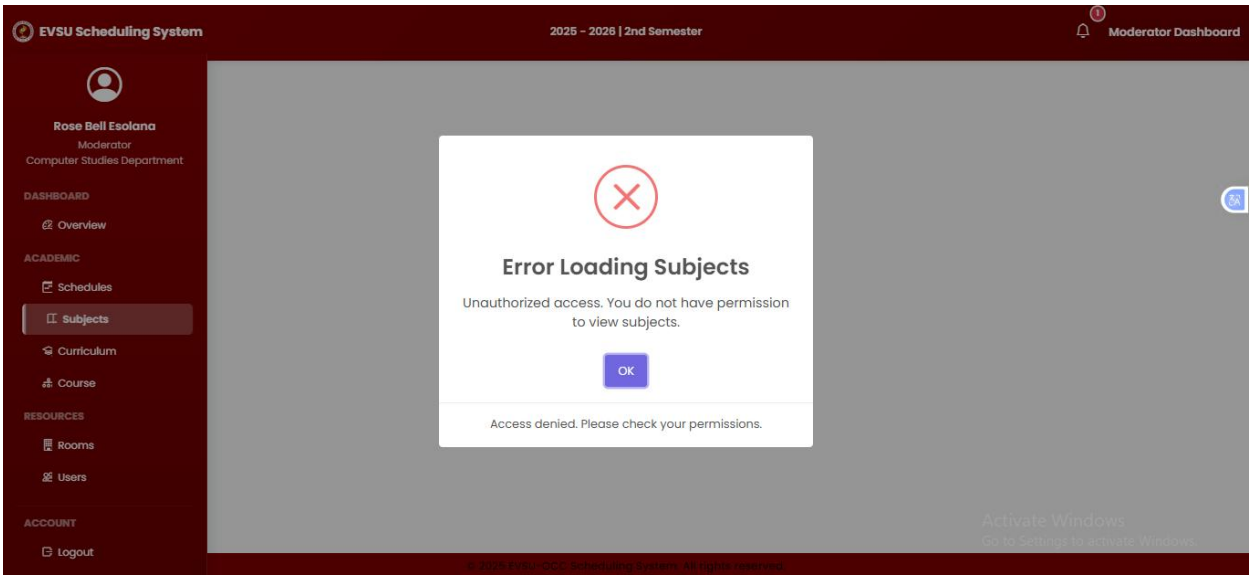
- Adjust filters
- Verify assignments
- Try another browser

7.5 General Problems

- Check the internet connection
- Clear cache
- Disable browser extensions
- Contact support if persistent

7.6 Access Denied Problems

- The Admin Support disabled your role to access specific module.



Appendix A: Quick Reference Guide

For Instructors

- View schedules → Dashboard → My Schedules
- Update Profile Information → Profile Settings → Profile Management

For Students / Faculty Members

- Homepage → Search Bar → Search Results

For Department Head (Administrators)

- Create schedule → Schedule Management → Add
- Add room → Room Management → Add
- Approve requests → Pending Requests
- Add user → User Management → Add Account

For Moderators

- Review schedules → Schedule Management
- Review room requests → Room Requests
- Moderate user activities → User Activity / Notifications
- Assist administrators → Shared management panels

For Admin Support

- Manage roles → Role Management
- View logs → Audit Logs
- Manage departments → Department Management

Appendix B: Contact Information

- **Department Admin:** For schedule or account concerns

- **Admin Support:** For system-wide issues

- **Tech Support:** For technical or login problems