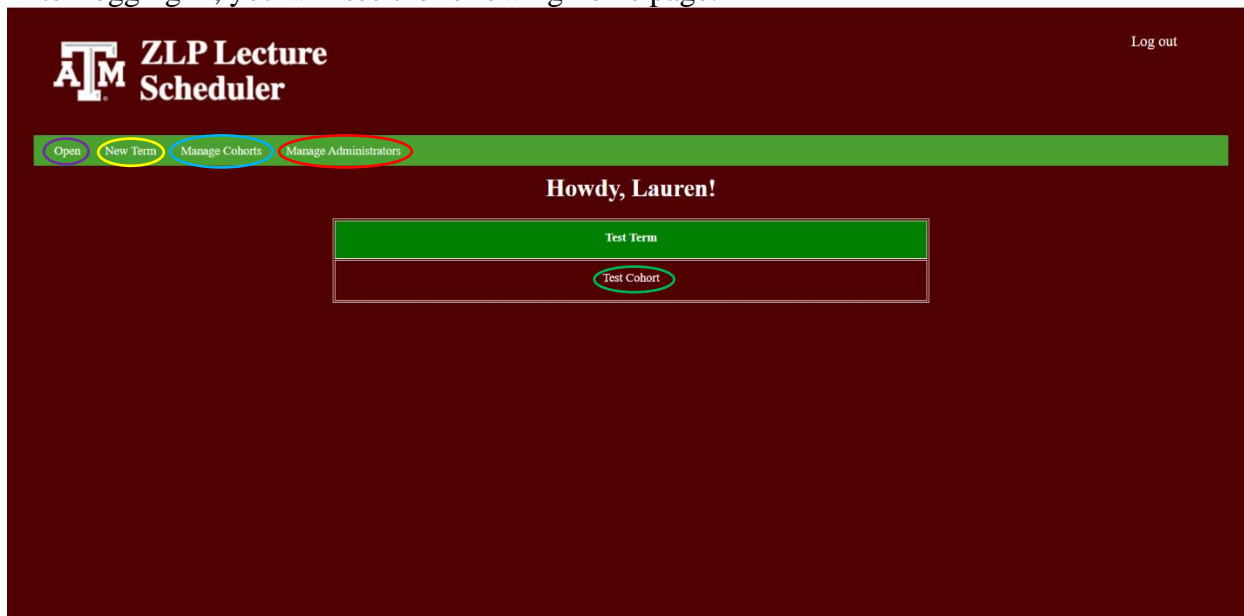


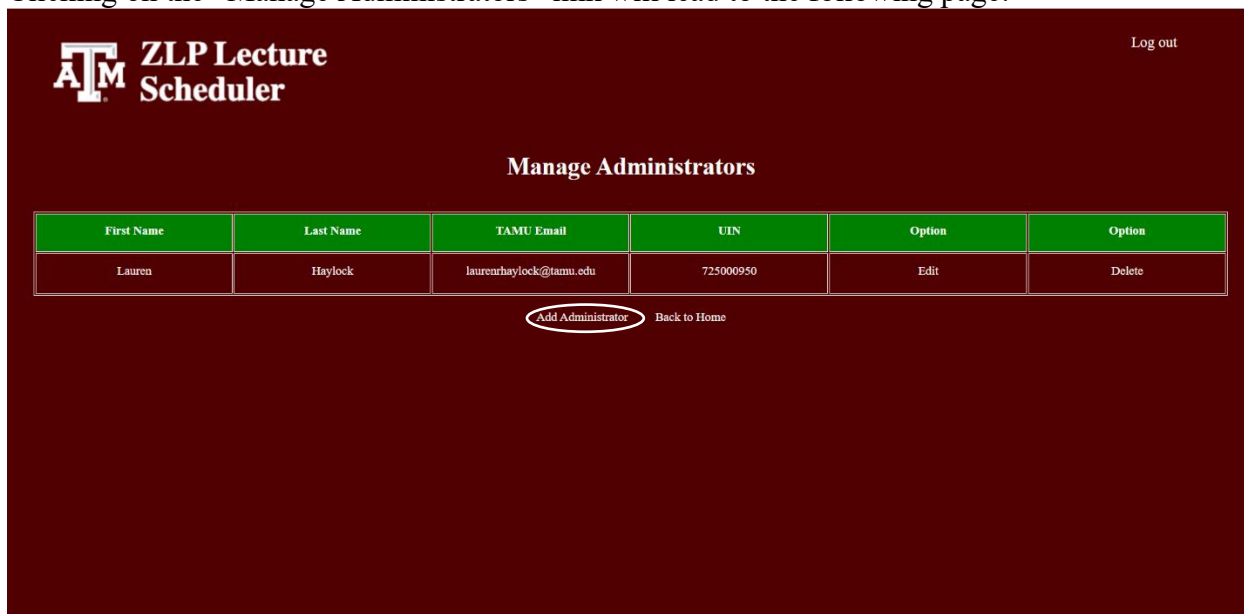
ZLP Scheduler Administrator User Guide

After logging in, you will see the following home page:




Manage Administrators (Red Circle)

Clicking on the “Manage Administrators” link will lead to the following page:



From this page, you can edit and delete existing administrators. Clicking the “Add Administrator” link (white circle) leads to the following page:

 **ZLP Lecture Scheduler**

Log out

Add Administrator

First Name	Last Name	TAMU Email	UIN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


CreateCancel

By filling in this form and clicking “Create,” a new administrator will be added to the application. This administrator must claim their account to create a password for their account. The email must be a TAMU email address (@tam.u.edu).

Note: There must be at least one administrator at all time. You will not be allowed to delete an administrator if they are the only administrator. You can delete yourself.

Manage Cohorts (Blue Circle)

Clicking on the “Manage Cohorts” link will take you to the following page:

 **ZLP Lecture Scheduler**

Log out

Manage Cohorts

Test Cohort

Delete Current Cohort

Create New CohortBack to Home

From this page, you can edit and delete both cohorts and the students in those cohorts. Clicking on the name of a cohort (white circle in the picture above) will show the students in the cohort.

Manage Cohorts

Test Cohort				Delete Current Cohort	
First Name	Last Name	TAMU Email	UIN	Option	Option
Kylie	Brown	kyliebrown@tamu.edu	424242	Edit	Delete
Gabi	Hernandez	gabihernandez@tamu.edu	852648	Edit	Delete
Kiersten	Potter	tonystark@tamu.edu	799852	Edit	Delete
Valentina	Alarcon	scoobydoo@tamu.edu	458723	Edit	Delete

[Create New Cohort](#)
[Back to Home](#)

Clicking the “Create New Cohort” link (white circle) will bring up the following form:

Import From Excel

Please make sure the excel sheet has the columns in the following order: First Name, Last Name, UIN, TAMU Email

[Download an Example](#)

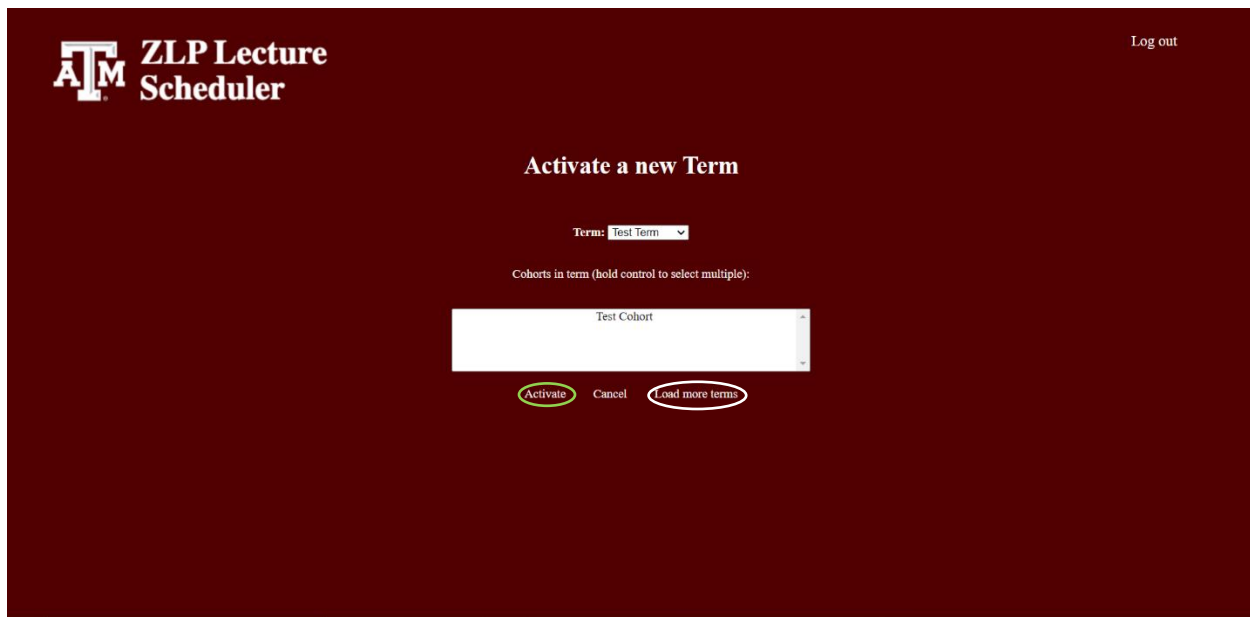
Cohort name:
 No file chosen

To create a new cohort, give the cohort a name and upload an excel file containing the names, emails, and UINs of the students in the cohort. An example file is available (white circle) as a reference. Click “Import” to load the students into the application.

Note: The student must have been added to a cohort this way before they will be able to claim their account.

Create and Open a New Term (Yellow and Purple Circles)

To allow students to input their schedules, you must first create and open a new term. First, click on “New Term” (yellow circle). Doing so brings up the following page:



ATM ZLP Lecture Scheduler

Log out

Activate a new Term

Term: Test Term

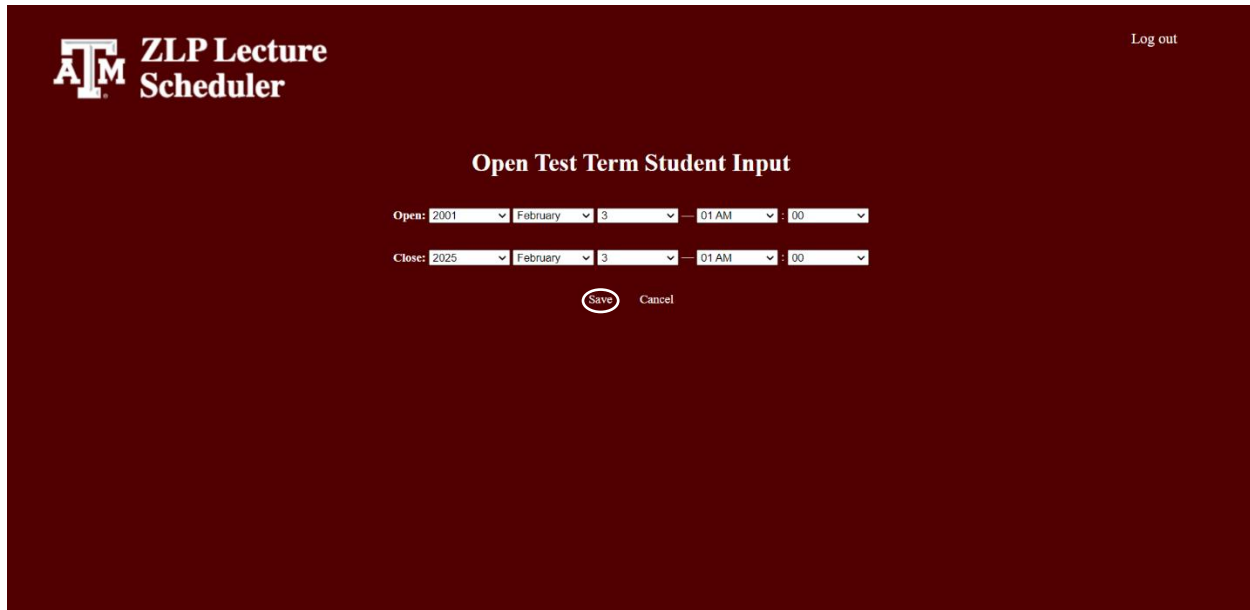
Cohorts in term (hold control to select multiple):

Test Cohort

Activate Cancel Load more terms

Select the desired term from the drop menu and select the cohorts that need to enter schedules for that term. If the desired term is not shown, click the “Load More Terms” link (white circle). Once the form is filled out, click “Activate” (green circle in the picture above).

Once the term has been activated, click on the “Open” link (purple circle on the main page). This will bring up the following form:



ATM ZLP Lecture Scheduler

Log out

Open Test Term Student Input

Open: 2001 February 3 01 AM : 00

Close: 2025 February 3 01 AM : 00

Save Cancel

Choose the beginning and end date for the term. This is the timeframe that the students will be able to enter and view their schedules. Click “Save” (white circle) to submit the form.

Note: Once the term has been opened, it will take about ten minutes for the application to load all the course data for the term. Students will not be able to effectively enter their schedules until the course data has finished loading.

View Cohort and Run the Algorithm (Green Circle)

Once a term has been created, you will be able to see which students have submitted their schedules and run the algorithm to find a class time. To do so, click on the name of the cohort (green circle on the main page). This will bring up the following page:

The screenshot shows the 'ZLP Lecture Scheduler' interface. At the top left is the 'ATM' logo and the text 'ZLP Lecture Scheduler'. At the top right is a 'Log out' link. In the center, the title 'Test Cohort' is displayed above a table. The table has two columns: 'Name' and 'Schedules Added'. It lists four students: Valentina Alarcon, Kylie Brown, Gabi Hernandez, and Kiersten Potter, all with 'Yes' in the 'Schedules Added' column. Below the table, there is a button labeled 'Run Algorithm' (circled in green in the original image) and a link labeled 'Back to Home'.

Name	Schedules Added
Valentina Alarcon	Yes
Kylie Brown	Yes
Gabi Hernandez	Yes
Kiersten Potter	Yes

To run the algorithm, click the “Run Algorithm” (white circle) link. The algorithm may take up to a couple minutes to run. While the algorithm is running, the link will say “The algorithm is running...” (white circle in the picture below).

This screenshot shows the same 'ZLP Lecture Scheduler' interface as the previous one, but the 'Run Algorithm' button has been replaced by a button labeled 'The algorithm is running...' (circled in white in the original image). The 'Back to Home' link remains next to it. The table above still shows the same four students with 'Yes' in the 'Schedules Added' column.

Name	Schedules Added
Valentina Alarcon	Yes
Kylie Brown	Yes
Gabi Hernandez	Yes
Kiersten Potter	Yes

Once the algorithm has finished running, a link to “Find Class Time” (white circle in the picture below) will appear.

Test Cohort

Name	Schedules Added
Valentina Alarcon	Yes
Kylie Brown	Yes
Gabi Hernandez	Yes
Kiersten Potter	Yes

[Find Class Time](#)
[Run Algorithm](#)
[Back to Home](#)

The algorithm can be run multiple times. Simply press “Run Algorithm” again to rerun the algorithm.

View and Choose Results

Clicking on the “Find Class Time” link will bring up the following page:

Algorithm Result			
Non-conflicted Time Slots			
Day	Time	Cost	Option
Monday	09:30 - 11:30	0	Choose
Monday	09:45 - 11:45	0	Choose
Monday	10:00 - 12:00	0	Choose
Monday	10:15 - 12:15	0	Choose
Monday	10:30 - 12:30	0	Choose
Monday	10:45 - 12:45	0	Choose
Conflicted Time Slots			
Day	Time	Cost	Option
Monday	08:00 - 10:00	12	Details
Monday	08:15 - 10:15	12	Details
Monday	08:30 - 10:30	12	Details

Clicking on the “Choose” button next to one of the Non-conflicted Time Slots (white circle) will select that time slot for the cohort. This information will then show up on the main page for the cohort (shown below).

Test Cohort

The meeting time for this term is 09:30 - 11:30 Monday

Name	Schedules Added
Valentina Alarcon	Yes
Kylie Brown	Yes
Gabi Hernandez	Yes
Kiersten Potter	Yes

[Find Class Time](#)
[Run Algorithm](#)
[Back to Home](#)

The chosen time slot will also appear on the student's main page. This can be changed simply by choosing another time slot from the results table.

Clicking on the “Details” button next to one of the Conflicted Time Slots (blue circle on the results page) will bring up the students who have a course that conflicts with that time slot (show below).

Conflicted Time Slot Details

Student Name	Course	Section	Time	Mandatory
Kylie Brown	ISEN 210	501	13:00 - 14:15	False
Kylie Brown	ISEN 210	501	13:00 - 14:15	False
Gabi Hernandez	ISEN 210	501	13:00 - 14:15	False
Gabi Hernandez	ISEN 210	501	13:00 - 14:15	False
Kiersten Potter	ISEN 210	501	13:00 - 14:15	False
Kiersten Potter	ISEN 210	501	13:00 - 14:15	False

[Back](#)

Note: A conflicted time slot cannot be picked as the time slot for a cohort. But, the student(s) with the conflict can enter a schedule that does not conflict with the time, and the time should appear in the Non-conflicted Time Slots table.