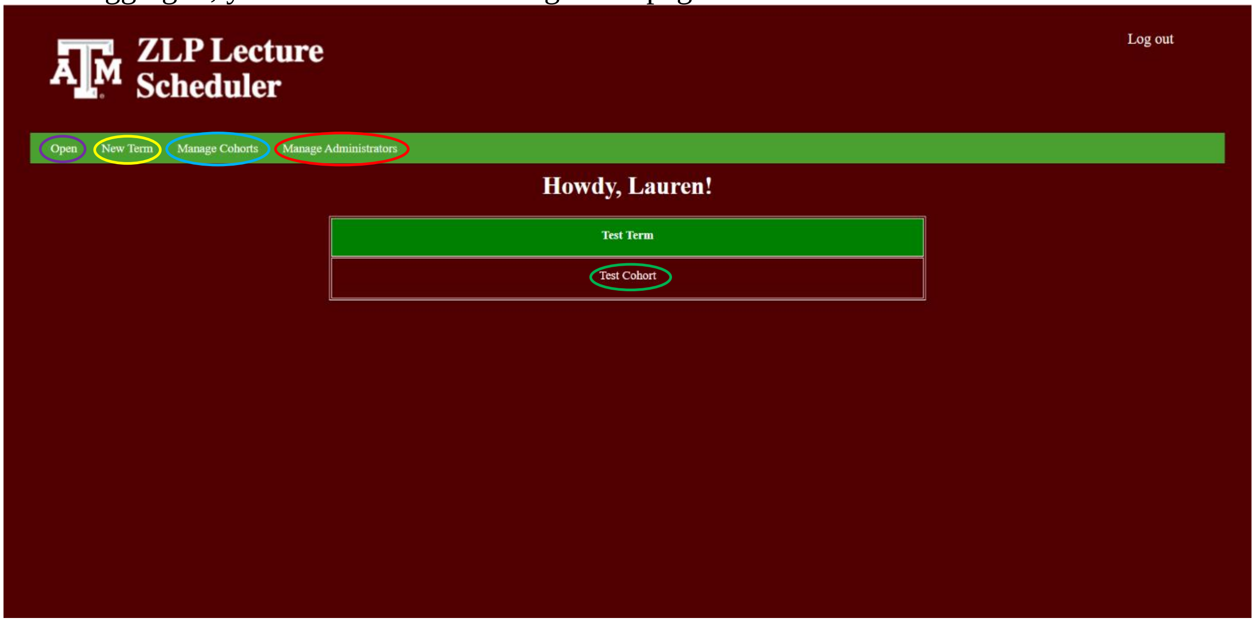
ZLP Scheduler Administrator User Guide

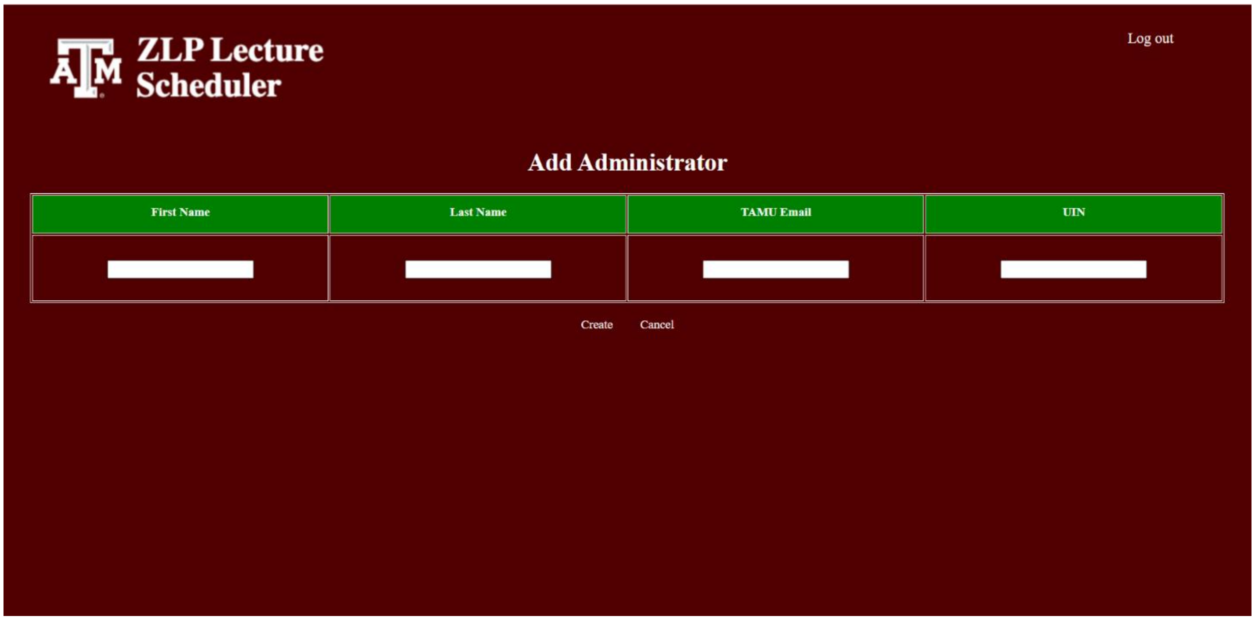
After logging in, you will see the following home page:



Manage Administrators (Red Circle)

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

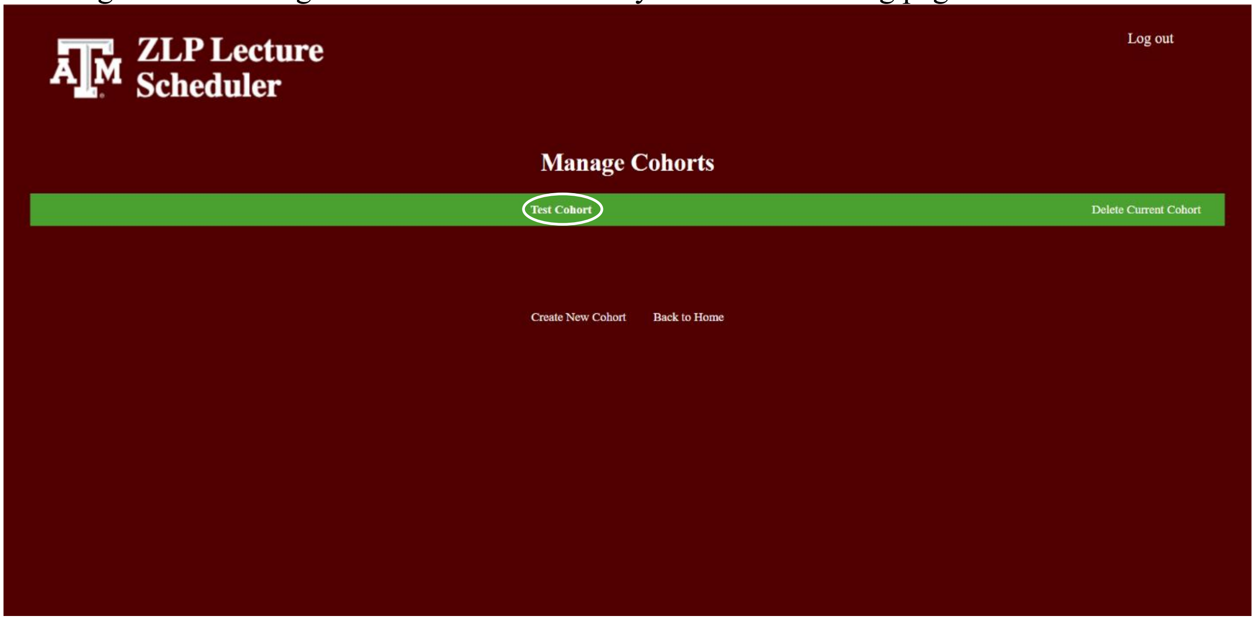
From this page, you can edit and delete existing administrators. Clicking the “Add Administrator” link (white circle) leads to the following page:



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 (@tamu.edu).

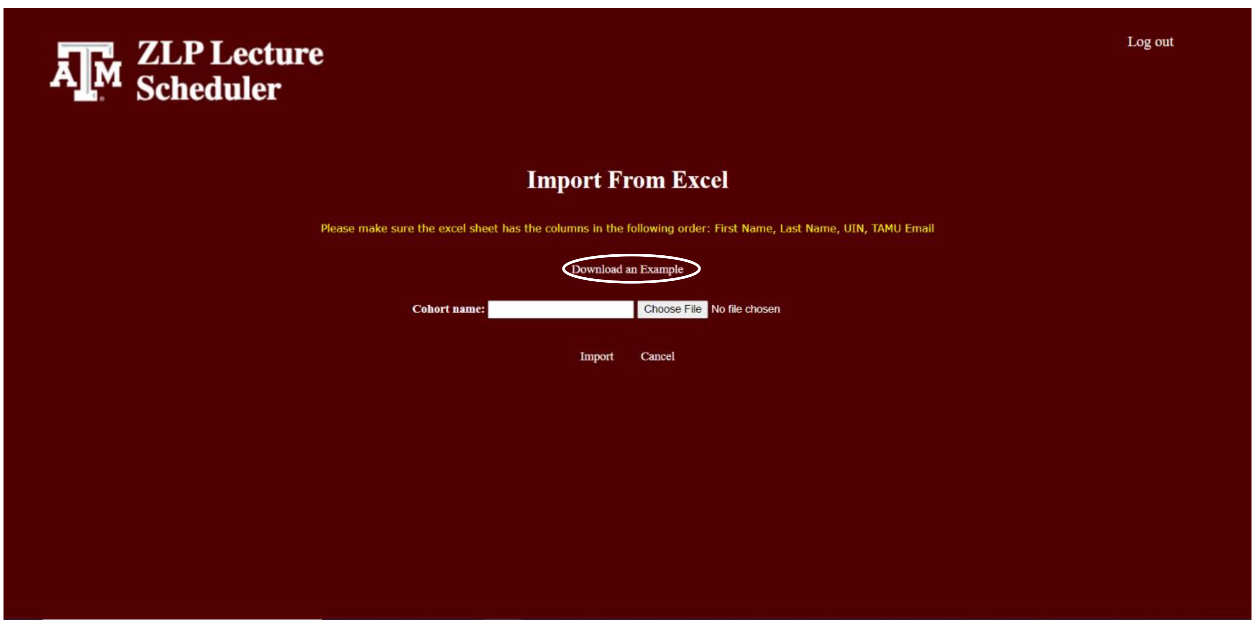
Note: There must be at least one administrator at all time. You will not be allowed to delete an administrator if they are the only administrator. You can delete yourself.

Manage Cohorts (Blue Circle)
Clicking on the "Manage Cohorts" link will take you to the following page:



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.

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

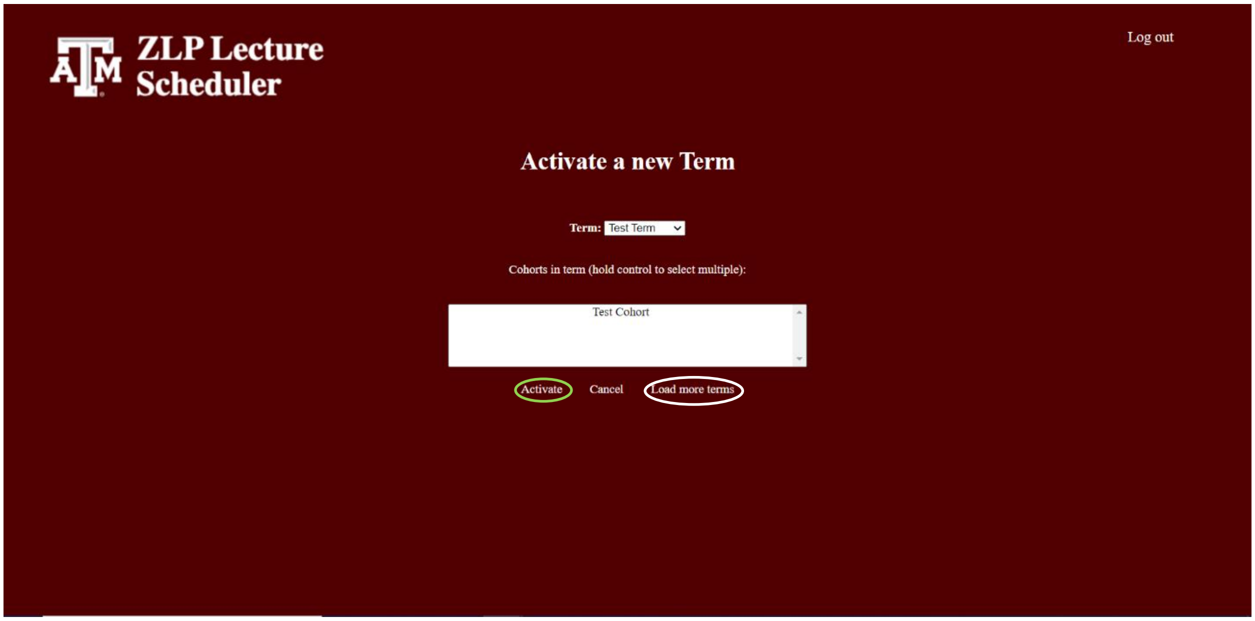


To create a new cohort, give the cohort a name and upload an excel file containing the names, emails, and UINs of the students in the cohort. An example file is available (white circle) as a reference. Click “Import” to load the students into the application.

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

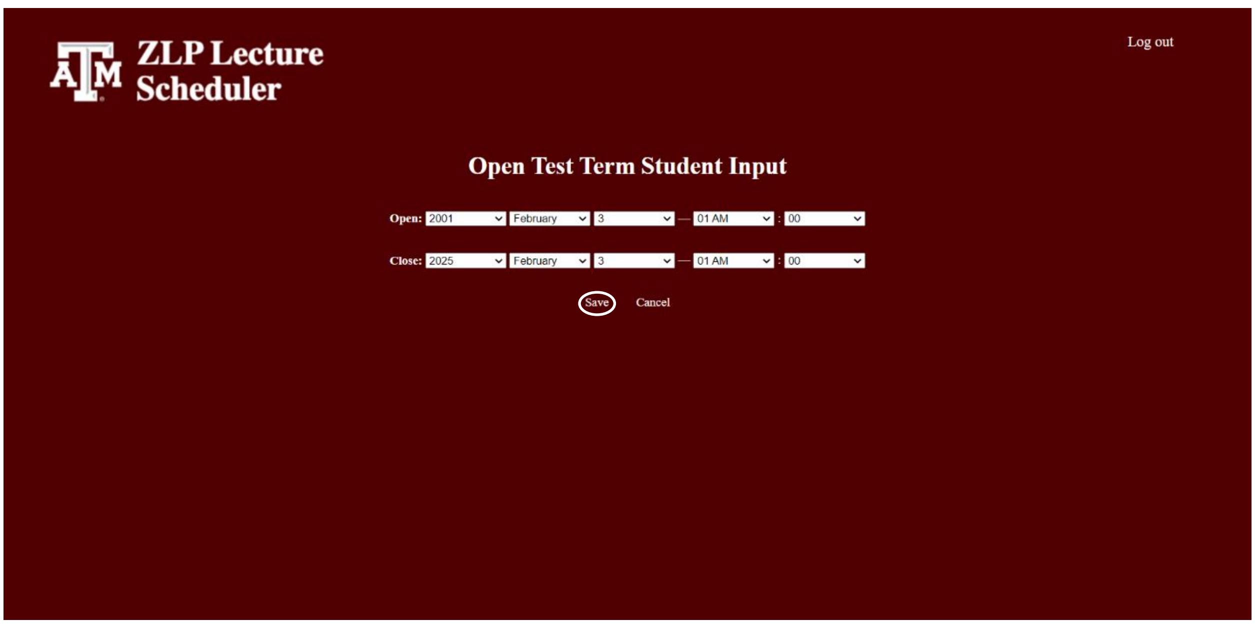
Create and Open a New Term (Yellow and Purple Circles)

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:



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).

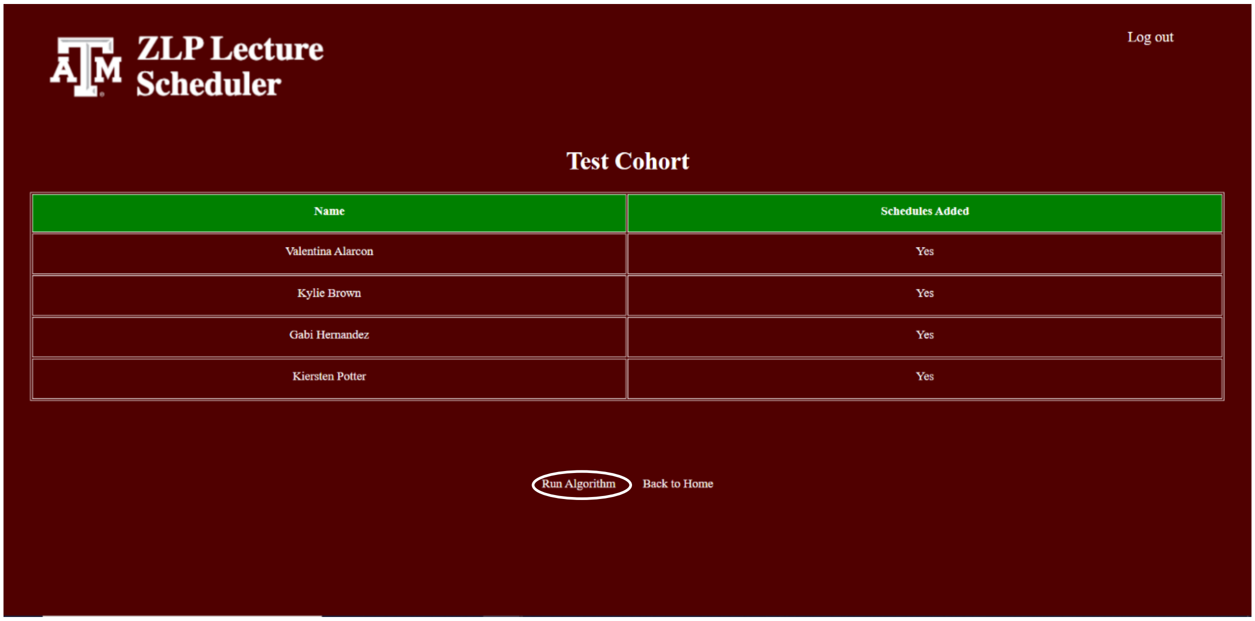
Once the term has been activated, click on the "Open" link (purple circle on the main page). This will bring up the following form:



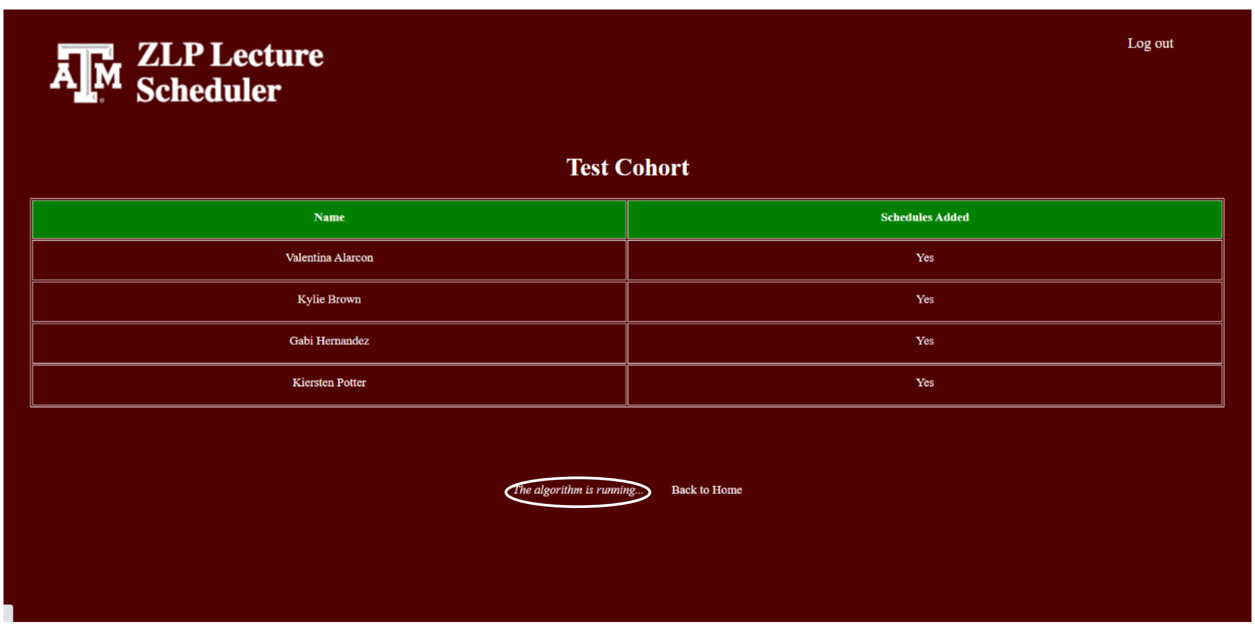
Choose the beginning and end date for the term. This is the timeframe that the students will be able to enter and view their schedules. Click "Save" (white circle) to submit the form.

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.

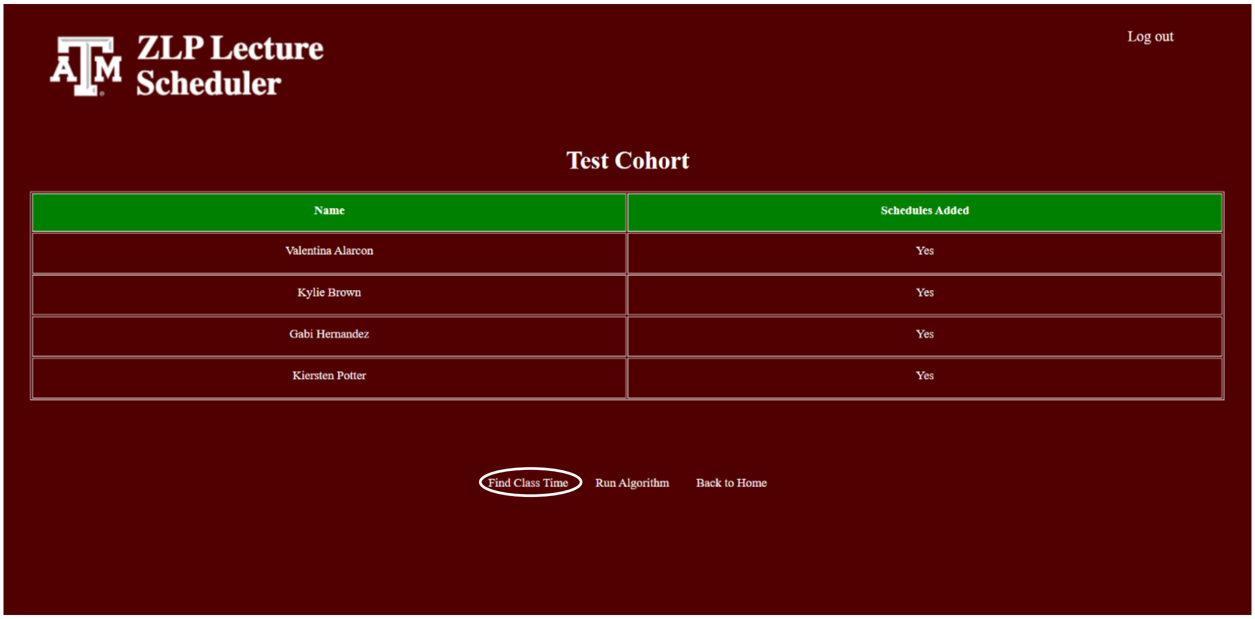
View Cohort and Run the Algorithm (Green Circle)
Once a term has been created, you will be able to see which students have submitted their schedules and run the algorithm to find a class time. To do so, click on the name of the cohort (green circle on the main page). This will bring up the following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



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).



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

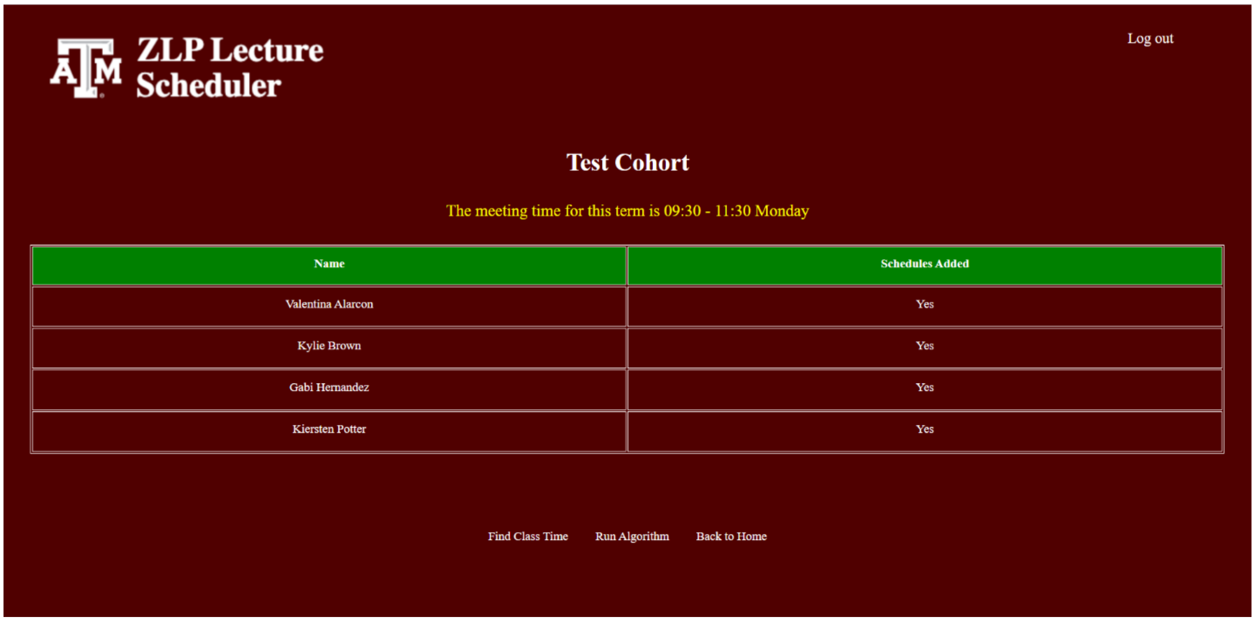


The algorithm can be run multiple times. Simply press “Run Algorithm” again to rerun the algorithm.

View and Choose Results

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

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).



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

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).

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

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.