

Administrator User Manual



Blue Team (Team Squirtle) Application Configuration Guide for
Scheduling Department Classes



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About This Guide

The purpose of this document is to help guide in the creation, submission, and viewing of class schedules for the administrator classified by department.

Scheduling

- Scheduling Algorithm accounts for:
 - Faculty's preferences, including:
 - Courses they want to teach
 - Preferred time they want to teach the course or no time preference at all (meaning they will teach the time at the first time slot the application finds for them)
 - Seniority
 - Based on years of service of faculty members OR
 - Based on time of submission of preferences
 - If sorting by years of service and two years of service are identical, then seniority is further established by time of submission
 - Scheduling courses
 - Multiple sections of the same course are not scheduled at the same time and day as existing sections
 - Will not schedule a course to a faculty member if any of their existing scheduled courses would overlap or intersect with the course being scheduled
 - Example1: Will not schedule a class for 75 minutes on TR at 12:30 to ProfessorA if ProfessorA is already scheduled a class for 120 minutes on TR at 11:00.
 - Example2: Will not schedule a class for 75 minutes on TR at 12:30 to ProfessorA if ProfessorA is already scheduled a class for 75 minutes on MTWR at 12:30.
 - Will not schedule a course to a room if any courses already scheduled in the specific room would overlap or intersect with the course being scheduled
 - Example1: Will not schedule a class for 75 minutes on TR at 12:30 in KELLER 207 if KELLER 207 already contains a class for 120 minutes on TR at 11:00.
 - Example2: Will not schedule a class for 75 minutes on TR at 12:30 in KELLER207 if KELLER207 is already contains a class for 75 minutes on MTWR at 12:30.



- Unscheduled Courses
 - The algorithm does not schedule Internet sections.
 - They are separated from all non-internet courses by the application, and the Department Head has a form to manually assign Internet sections to the faculty member of his/her choice
 - All unscheduled courses go on a list (separated by internet section and non-internet section) that the Department Head has access to and can manually schedule the course to a faculty member, room, and time slot of his/her choice.
 - Reasons a course is unscheduled by the algorithm:
 - The course section is an Internet section
 - No faculty member chose to teach it
 - There is no room available for it due to:
 - the class size being too large for all rooms
 - there was no time slot open in any room for the faculty's chosen preference
 - no room is available at any time
 - the room type is not what the particular course requires
- Manual Scheduling of Courses
 - Can only interact with unscheduled courses
 - Cannot schedule a course if the selected faculty member is already teaching at the selected time, or if the selected room is unavailable at the selected time.
 - There is a separate form for scheduling Internet courses.
 - When the Administrator manually schedules course information, it affects the faculty member already teaching at that time and the room being used as well

System Requirements

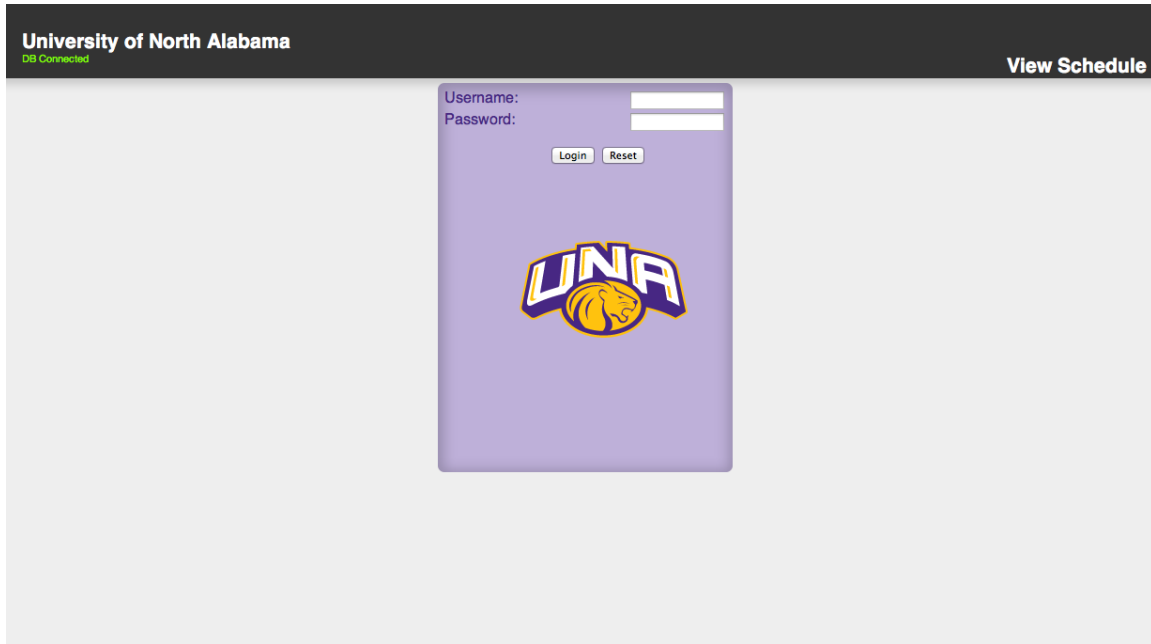
- Browser (tested):
 - PHP/Javascript enabled browser
 - Internet Explorer (9 or higher)
 - Safari
 - Firefox
 - Chrome



Getting Started

Login

1. To login, you will be presented with the window shown by **Figure 1.1**.



Login Window – Figure 1.1

2. At this screen you will be able to log in or view the schedule by clicking the “View Schedule” link located in the top right hand corner of the window.
3. Enter credentials using your username and password shown in **Figure 1.2**.
 - a. Administrator Credentials
 - i. Department Head
 1. username: dpthead
 2. password: squirtle1!
 - ii. Department Secretary
 1. username: dptsecret
 2. password: squirtle1!
 - b. Faculty Credentials
 - i. username: yourunaemail
 1. example: faculty1@una.edu
 - a. username = faculty1
 - ii. password: master1!



Username:

Password:



Login Window – Figure 1.2

4. Once both fields are entered, click the login button to get into user interface.



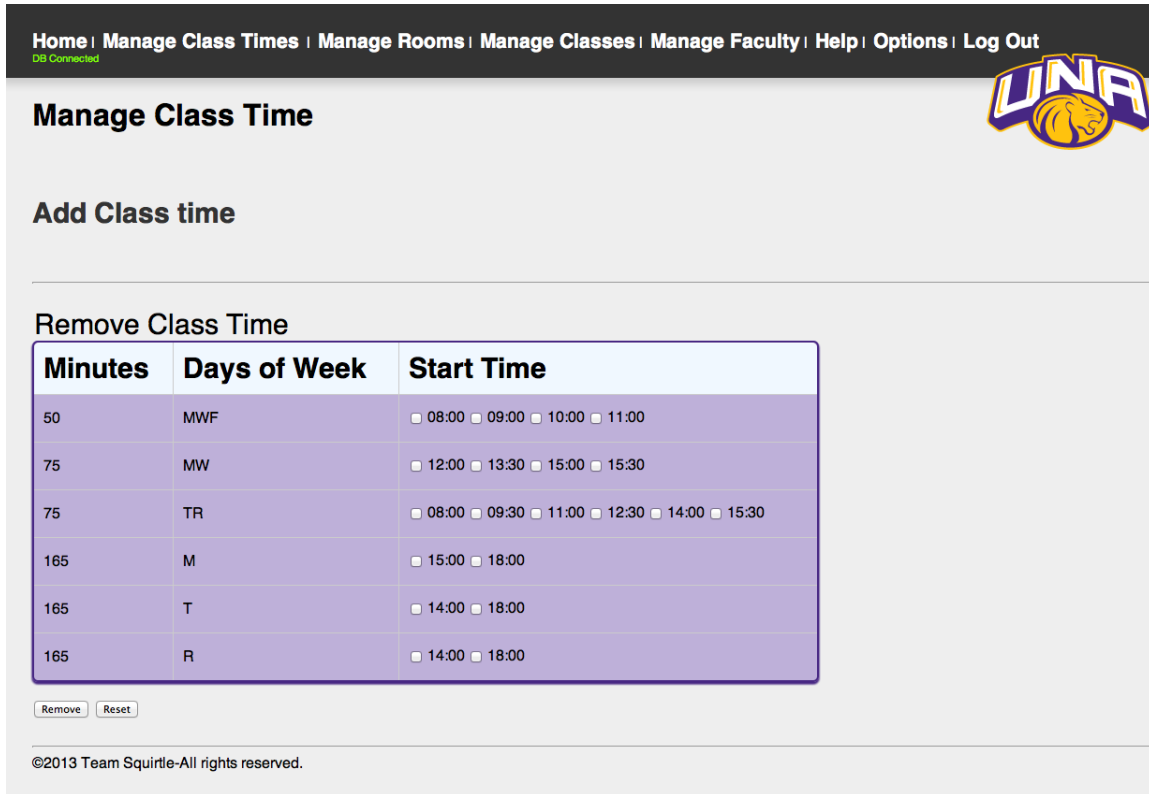
Home Page Navigation

1. From the home page you will be able to perform the following:
 - a. View department/administrator name as well as the current semester
 - b. View/download the course schedule
 - c. Actively link and maintain the courses, class times, rooms, and faculty
 - d. Run the scheduling algorithm provided that the faculty, available rooms, prerequisites, course times, and courses to schedule information is either uploaded to the database or manually entered via form input
 - e. Actively link and maintain scheduled courses once the scheduling algorithm has run



Manage Class Times


1. Click the tab “Manage Class Times” at the top of the administrator window.



Home | Manage Class Times | Manage Rooms | Manage Classes | Manage Faculty | Help | Options | Log Out

D8 Connected

Manage Class Time



Add Class time

Remove Class Time

Minutes	Days of Week	Start Time
50	MWF	<input type="checkbox"/> 08:00 <input type="checkbox"/> 09:00 <input type="checkbox"/> 10:00 <input type="checkbox"/> 11:00
75	MW	<input type="checkbox"/> 12:00 <input type="checkbox"/> 13:30 <input type="checkbox"/> 15:00 <input type="checkbox"/> 15:30
75	TR	<input type="checkbox"/> 08:00 <input type="checkbox"/> 09:30 <input type="checkbox"/> 11:00 <input type="checkbox"/> 12:30 <input type="checkbox"/> 14:00 <input type="checkbox"/> 15:30
165	M	<input type="checkbox"/> 15:00 <input type="checkbox"/> 18:00
165	T	<input type="checkbox"/> 14:00 <input type="checkbox"/> 18:00
165	R	<input type="checkbox"/> 14:00 <input type="checkbox"/> 18:00

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Manage Class Times – Figure 2.1

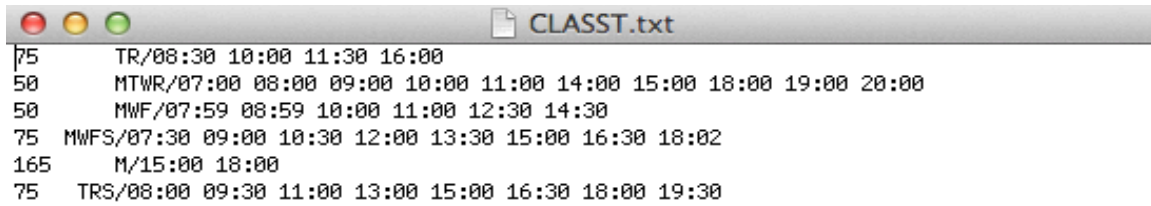
2. From this window, you will be able to remove/add classes.
3. To remove a class time, click the check box beside the start time(s) you wish to remove. You can remove multiple times at once.
4. Next, click the “remove” button at the bottom.
5. To add a class time, click the link “Add Class Time” at the top of this page in **Figure 2.1**.



Add Class Time – Figure 2.2

6. Once you enter the “Add Class Time” page, you will be able to insert or upload a class time shown in **Figure 2.2**.
 - a. The “Start Time” format should conform to military time:
 - i. “08:00” for 8:00 AM
 - ii. “14:00” for 2:00 PM
7. To upload a file:
 - a. The file must conform to **Figure 2.3**
 - b. The data can be represented by ANY of the lines shown
 - i. Examples:
 1. 75 TR/08:30 10:00 11:30 16:00
 2. 50 MTWR/07:00 08:00 09:00 10:00 11:00 14:00 15:00 18:00 19:00 20:00
 3. 50 MWF/07:59 08:59 10:00 11:00 12:30 14:30
 4. 75 MWFS/07:30 09:00 10:30 12:00 13:30 15:00 16:30 18:02
 5. 165 M/15:00 18:00
 6. 75 TRS/08:00 09:30 11:00 13:00 15:00 16:30 18:00 19:30





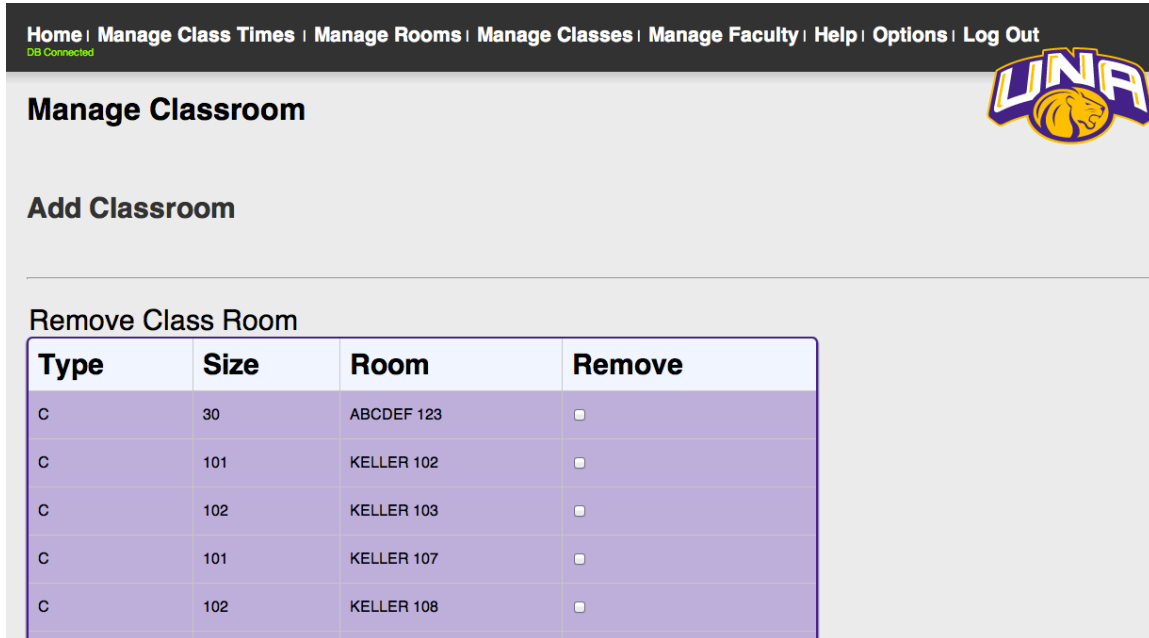
Class Times File Upload – Figure 2.3

8. Click “Submit” to successfully insert the class time or “Submit File” to upload the class time file.



Manage Rooms

1. Click the “Manage Rooms” tab at the top of the administrator window.



The screenshot shows the 'Manage Rooms' page of a web application. At the top is a navigation bar with links: Home, Manage Class Times, Manage Rooms (active), Manage Classes, Manage Faculty, Help, Options, and Log Out. Below the navigation bar is the 'Manage Classroom' section, which includes a link to 'Add Classroom'. The main content area is titled 'Remove Class Room' and contains a table with the following data:

Type	Size	Room	Remove
C	30	ABCDEF 123	<input type="checkbox"/>
C	101	KELLER 102	<input type="checkbox"/>
C	102	KELLER 103	<input type="checkbox"/>
C	101	KELLER 107	<input type="checkbox"/>
C	102	KELLER 108	<input type="checkbox"/>

The UNA logo is visible in the top right corner of the page.


Manage Rooms – Figure 3.1

2. Once you see the page in **Figure 3.1**, you will be able to remove multiple rooms or add rooms.
3. To remove a room, click the check box identified by that room(s) under the “Remove” column.
4. After you have selected each room you want to remove, click the remove button at the bottom of the page.
5. To add a room, click the link labeled “Add Classroom” at the top of the Manage Rooms page.



Home | Manage Class Times | Manage Rooms | Manage Classes | Manage Faculty | Help | Options | Log Out
DB Connected

Manage Classrooms



Add Class Room

Room Type

Room Size

Room Name

File to upload:

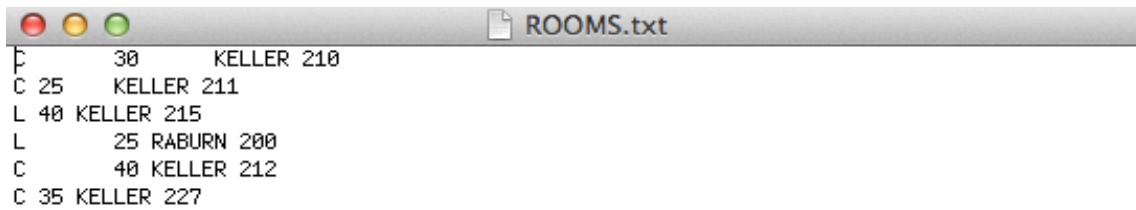
no file selected

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Add Class Room – Figure 3.2

6. Once you enter the “Add Classrooms” page, you will be able to insert or upload a class time shown in **Figure 3.2**.
7. Type the specific credentials for your new classroom.
 - a. The “Room Name” field should conform to:
 - i. Roomname: 6 characters exactly
 - ii. Room Size: between 1 and 200
 - iii. Roomname(space)room#
 - iv. Example:
 1. KELLER 121
 2. BIBBGV 234
8. To upload a file:
 - a. The file must conform to **Figure 3.3**
 - b. The data can be represented by ANY of the lines shown below
 - i. Examples for a class in Keller 227 with 35 students:
 1. C 35 KELLER 227
 2. C 35 KELLER 227





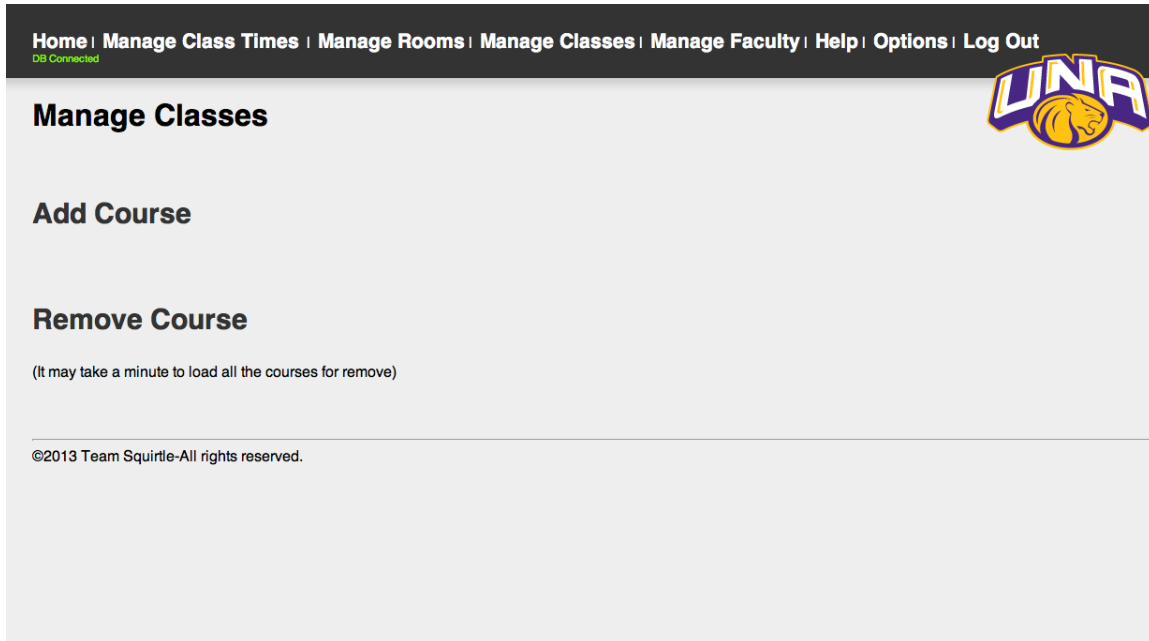
Rooms File Upload– Figure 3.3

9. Click “Submit” to successfully insert the class time or “Submit File” to upload the classroom file.



Manage Classes

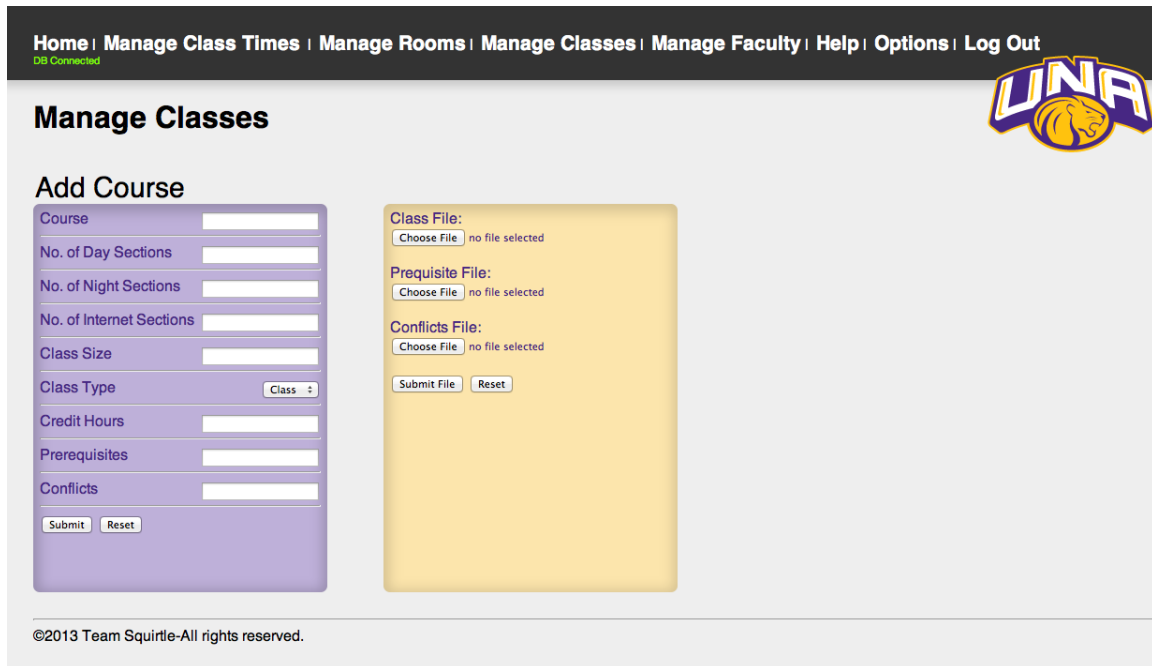
1. Click the “Manage Classes” tab at the top of the administrator window.



Manage Classes – Figure 4.1

2. Once you see the “Manage Classes” window shown in **Figure 4.1**, you will be able to add or remove a course.
3. To remove a course, select the “Remove Course” link illustrated above in **Figure 4.1**.
4. Next, select the checkbox for each course under the column “Course Name” you want to remove.
5. Once you have chosen all courses to remove, click the “remove” button at the bottom of the page.
6. To add a course, select the “Add Course” link shown in **Figure 4.1**, from the “Manage Classes” page.






Home | Manage Class Times | Manage Rooms | Manage Classes | Manage Faculty | Help | Options | Log Out

DB Connected

Manage Classes



Add Course

Course	<input type="text"/>
No. of Day Sections	<input type="text"/>
No. of Night Sections	<input type="text"/>
No. of Internet Sections	<input type="text"/>
Class Size	<input type="text"/>
Class Type	<input type="text" value="Class"/>
Credit Hours	<input type="text"/>
Prerequisites	<input type="text"/>
Conflicts	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Class File:	<input type="button" value="Choose File"/> no file selected
Prerequisite File:	<input type="button" value="Choose File"/> no file selected
Conflicts File:	<input type="button" value="Choose File"/> no file selected
<input type="button" value="Submit File"/> <input type="button" value="Reset"/>	

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Add Course – Figure 4.2

7. Once you enter the “Add Course” page, you will be able to insert or upload class time shown in **Figure 4.2**.
8. Type the specific credentials for your new course or choose your class file, prerequisite file, and conflicts file to upload.
9. To upload a file:
 - a. The file must conform to **Figure 4.3**
 - b. The data can be represented by ANY of the lines shown below



CTS.txt						
CS421	3	0	0	25	C	2
CS455	2	1	0	30	C	2
CS355	2	1	0	24	C	2
CS155	4	2	1	30	C	2
CS220LA	3	1	0	35	L	2
CS410W	2	2	0	35	C	3
CIS445LA	1	2	2	35	C	2
CS255	2	2	0	30	C	3
MATH101	5	0	0	30	C	3
CIS225L	3	1	0	34	L	2

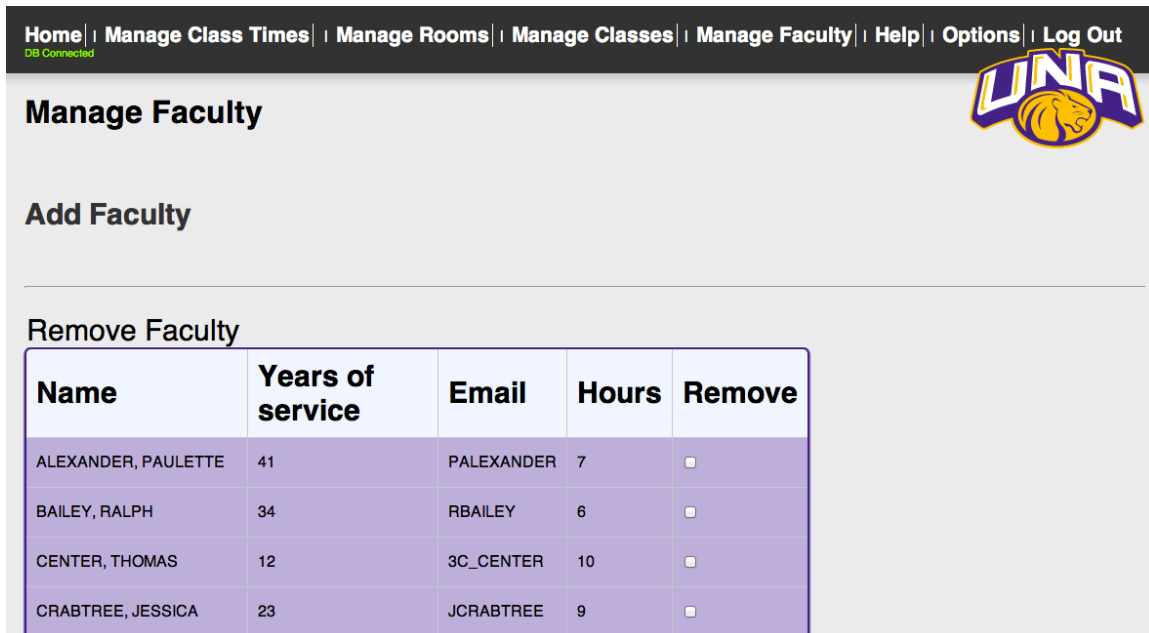
Courses File Upload – Figure 4.3

- Click “Submit” to successfully insert the class time or “Submit File” to upload the classroom file.



Manage Faculty

1. Click the “Manage Faculty” tab at the top of the administrator window.



Home | Manage Class Times | Manage Rooms | Manage Classes | **Manage Faculty** | Help | Options | Log Out

DB Connected

Manage Faculty

Add Faculty

Remove Faculty

Name	Years of service	Email	Hours	Remove
ALEXANDER, PAULETTE	41	PALEXANDER	7	<input type="checkbox"/>
BAILEY, RALPH	34	RBAILEY	6	<input type="checkbox"/>
CENTER, THOMAS	12	3C_CENTER	10	<input type="checkbox"/>
CRABTREE, JESSICA	23	JCRABTREE	9	<input type="checkbox"/>


Manage Faculty – Figure 5.1

2. Once you see the “Manage Faculty” window shown in **Figure 5.1**, you will be able to add or remove a faculty Members.
3. To remove a faculty member, select the checkbox for each faculty under the column “Remove” you want to remove.
4. Once you have chosen all faculty to remove, click the “remove” button at the bottom of the page.
5. To add a faculty member, select the “Add Faculty” link shown in **Figure 5.1**, from the “Manage Faculty” page.



Home | Manage Class Times | Manage Rooms | Manage Classes | Manage Faculty | Help | Options | Log Out
DB Connected

Manage Faculty



Add Faculty

Name:

Years of Service:

Email:

Hours:

Faculty File:

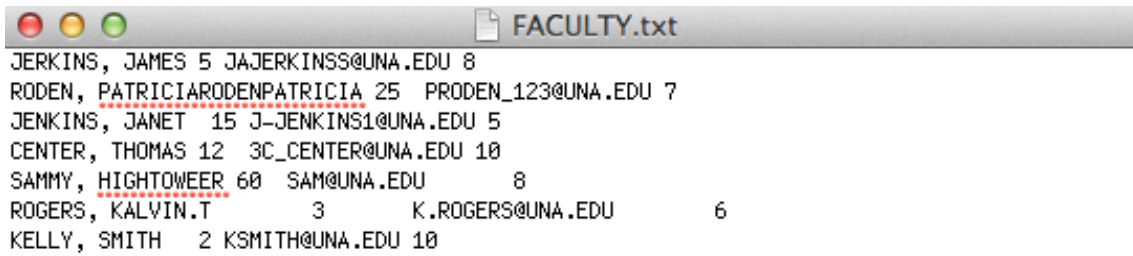
no file selected

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Add Faculty – Figure 5.2

6. Once you enter the “Add Faculty” page, you will be able to insert or upload a faculty member shown in **Figure 5.2**.
7. Type the specific credentials for your new faculty member or choose your faculty file to upload.
8. To upload a file:
 - a. The file must conform to **Figure 5.3**
 - b. The data can be represented by ANY of the lines shown below





A screenshot of a text editor window titled "FACULTY.txt". The window contains a list of faculty members with their names, IDs, and email addresses. The text is as follows:

```
JERKINS, JAMES 5 JAJERKINSS@UNA.EDU 8
RODEN, PATRICIARODENPATRICIA 25 PRODEN_123@UNA.EDU 7
JENKINS, JANET 15 J-JENKINS1@UNA.EDU 5
CENTER, THOMAS 12 3C_CENTER@UNA.EDU 10
SAMMY, HIGHTOWEER 60 SAM@UNA.EDU 8
ROGERS, KALVIN.T 3 K.ROGERS@UNA.EDU 6
KELLY, SMITH 2 KSMITH@UNA.EDU 10
```

Faculty File Upload – Figure 5.3

9. Click “Submit” to successfully insert the faculty member or “Submit File” to upload the faculty file.

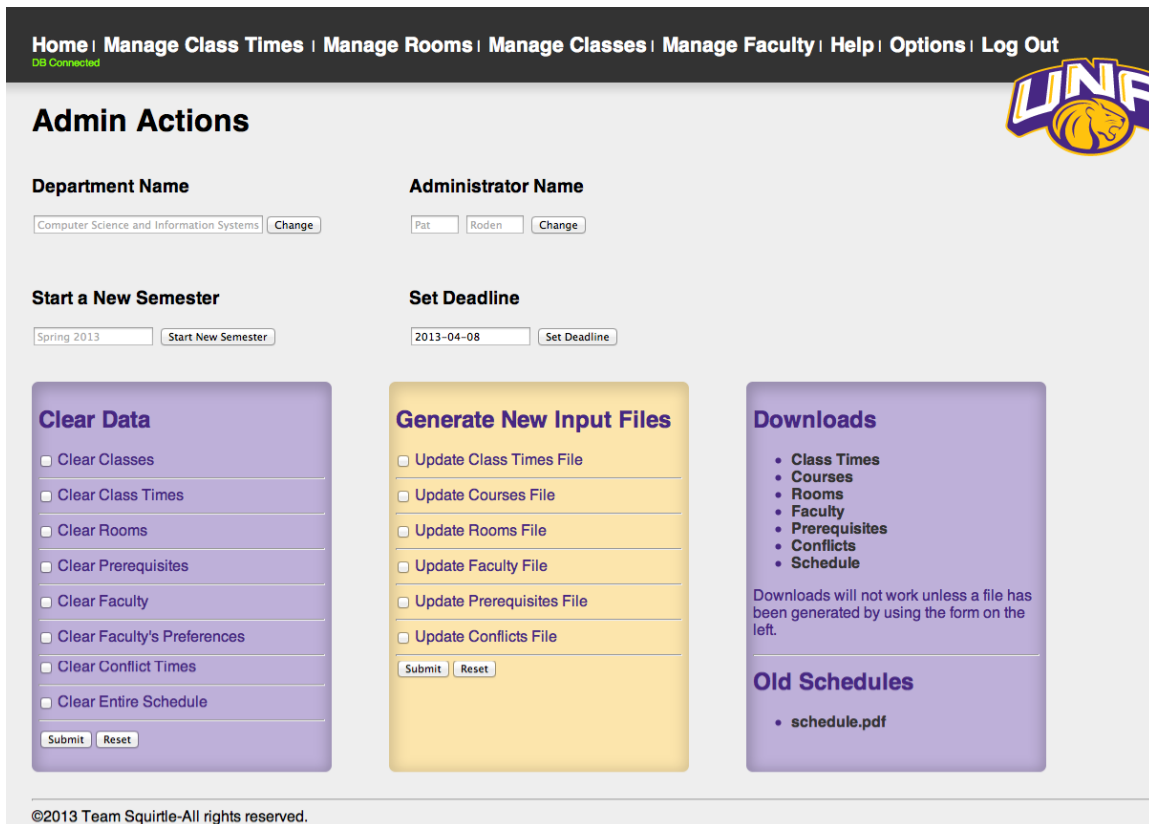


1. This portion of the administrator page will provide the option to download the User Manual via PDF.



Options

1. This portion of the administrator page in **Figure 6.1** will allow the administrator several actions:
 - a. Change the department name
 - b. Change the administrator name for a new semester
 - c. Set the schedule courses deadline
 - d. Start a new semester, saving the current schedule before clearing everything
 - e. Clear data
 - f. Generate new input files based on the contents of the database for each file type



Home | Manage Class Times | Manage Rooms | Manage Classes | Manage Faculty | Help | Options | Log Out

DB Connected

Admin Actions

Department Name
 Computer Science and Information Systems

Administrator Name
 Pat Roden

Start a New Semester
 Spring 2013

Set Deadline
 2013-04-08

Clear Data

- ☐ Clear Classes
- ☐ Clear Class Times
- ☐ Clear Rooms
- ☐ Clear Prerequisites
- ☐ Clear Faculty
- ☐ Clear Faculty's Preferences
- ☐ Clear Conflict Times
- ☐ Clear Entire Schedule

Generate New Input Files

- ☐ Update Class Times File
- ☐ Update Courses File
- ☐ Update Rooms File
- ☐ Update Faculty File
- ☐ Update Prerequisites File
- ☐ Update Conflicts File

Downloads

- Class Times
- Courses
- Rooms
- Faculty
- Prerequisites
- Conflicts
- Schedule

Downloads will not work unless a file has been generated by using the form on the left.

Old Schedules

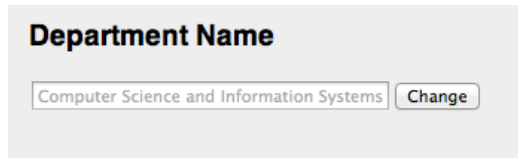
- schedule.pdf

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Admin Actions – Figure 6.1

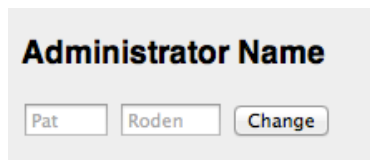


2. To change the department name, see **Figure 6.2**:

A screenshot of a web form titled "Department Name". It features a text input field containing "Computer Science and Information Systems" and a "Change" button to its right.

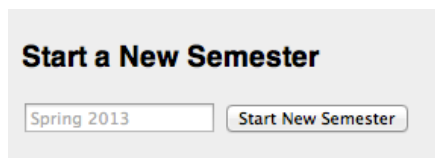
Department Name – Figure 6.2

3. Enter new department name and click “Change” to submit department name changes.
4. To change the administrator name, see **Figure 6.3**:

A screenshot of a web form titled "Administrator Name". It features two text input fields, the first containing "Pat" and the second containing "Roden", followed by a "Change" button.

Administrator Name – Figure 6.3

5. Enter new administrator name and click “Change” to submit administrator name changes.
6. To start a new semester, see **Figure 6.4**:

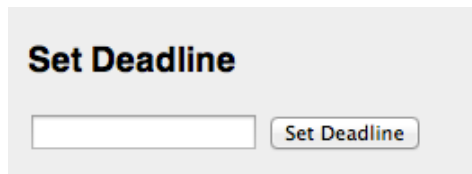
A screenshot of a web form titled "Start a New Semester". It features a text input field containing "Spring 2013" and a "Start New Semester" button to its right.

New Semester – Figure 6.4

7. Enter the new semester and click “Start New Semester” to submit the new semester.
 - a. The new semester will clear out any previous semester data
 - b. The old semester will be saved into a generated file
 - i. The saved generated file will be available to view/download from the administrator’s option page



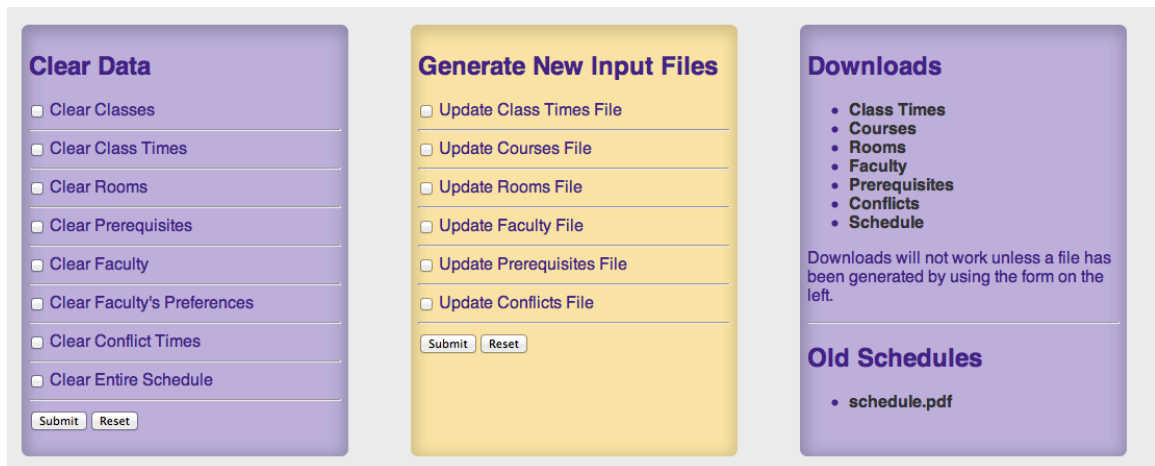
8. To set the schedule courses deadline, see **Figure 6.5**:



Set Deadline

Deadline – Figure 6.5

9. Enter deadline and click “Set Deadline” to submit deadline changes.
- The setting of the deadline format must conform to:
 - Year(dash)Month(dash)Day
 - Example:
 - 2013-04-08
 - 2013-10-23
10. To clear data/generate new input files/download data from any input information, use the administrator actions located in **Figure 6.6**.



Clear Data

- ☐ Clear Classes
- ☐ Clear Class Times
- ☐ Clear Rooms
- ☐ Clear Prerequisites
- ☐ Clear Faculty
- ☐ Clear Faculty's Preferences
- ☐ Clear Conflict Times
- ☐ Clear Entire Schedule

Generate New Input Files

- ☐ Update Class Times File
- ☐ Update Courses File
- ☐ Update Rooms File
- ☐ Update Faculty File
- ☐ Update Prerequisites File
- ☐ Update Conflicts File

Downloads

- Class Times
- Courses
- Rooms
- Faculty
- Prerequisites
- Conflicts
- Schedule

Downloads will not work unless a file has been generated by using the form on the left.

Old Schedules

- [schedule.pdf](#)

Admin Options – Figure 6.6



11. Select the checkboxes for the fields you want to clear and then hit the submit button at the bottom of the “Clear Data” box to successfully clear those fields.
12. Select the checkboxes for the fields you want to generate new input files for and then hit the submit button at the bottom of the “Generate New Input Files” box to successfully generate the selected input files.
13. To download the input data, you MUST first generate new input files for the file you want to download explained in step 10 (previous step).

