

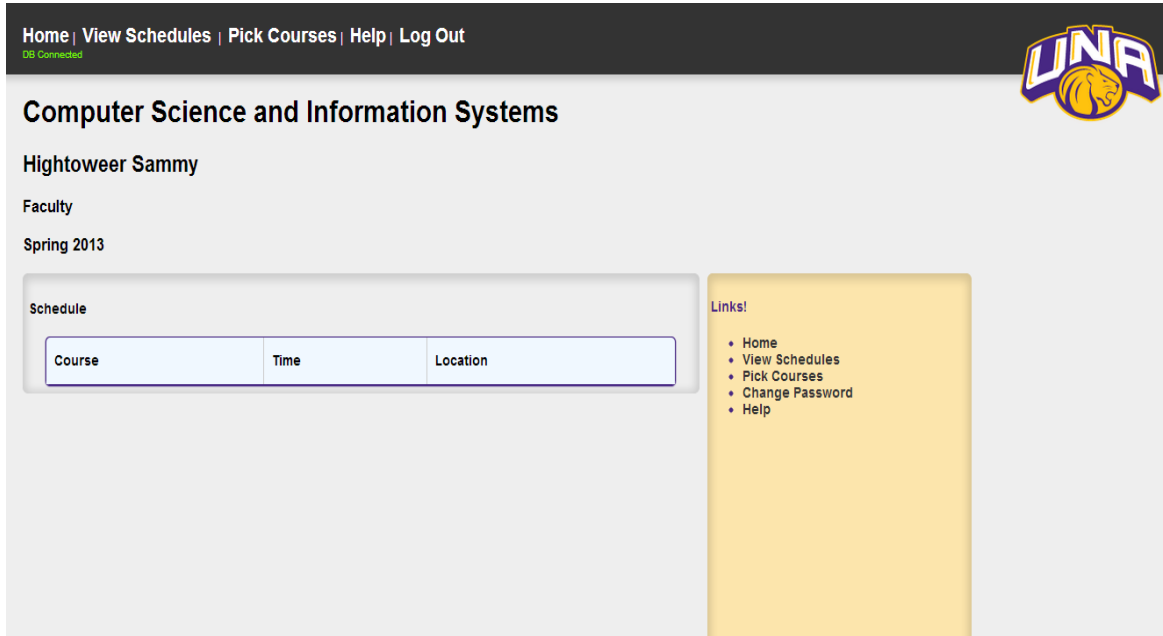
Faculty: Getting Started

(Scheduling Application CS 455)
Blue Team, University of North Alabama

1. Upon logging in:
 - a. Faculty members have several options:

- **Option 1: Home Page Actions**

1. From the home page, you will be able to see the course schedule, once the scheduling algorithm has ran, as well as navigate through faculty actions listed on the right located in a box labeled “Links!” shown in **Figure 1.1**

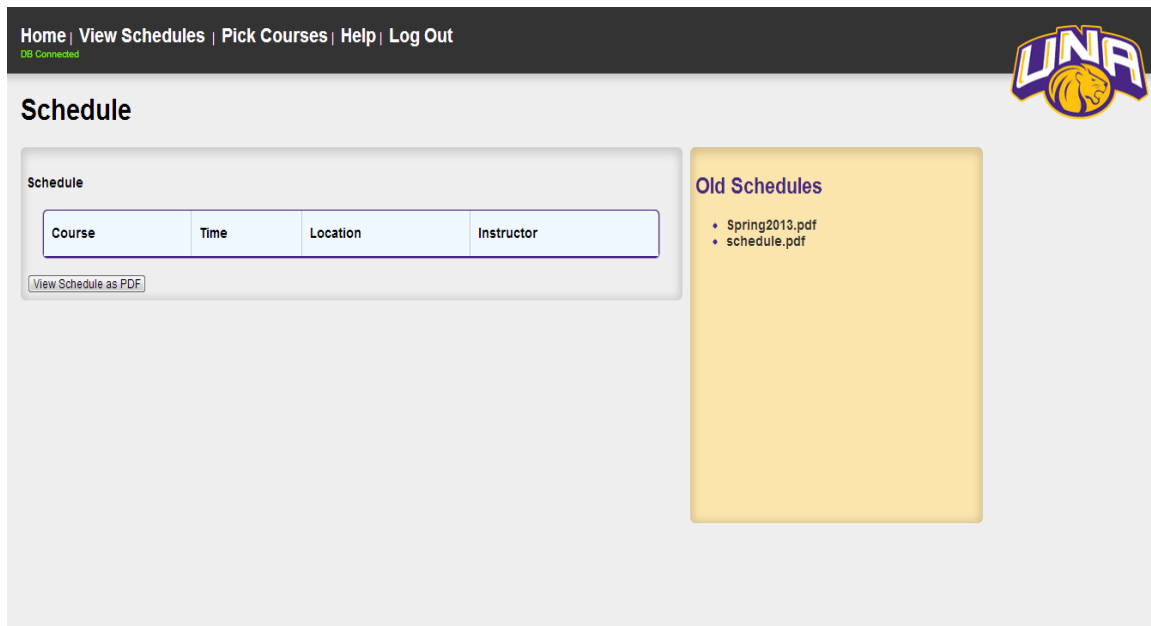


Faculty Home Page - Figure 1.1

2. From here you will be able to link to the following:
 - a. Home Page
 - b. View Schedule
 - c. Pick Courses
 - d. Change Password (see **Figure 1.5**)
 - e. Help

- **Option 2: View Schedules**

1. To view schedules, click the link labeled “View Schedules” at the top of the window shown in **Figure 1.2**



View Schedules - Figure 1.2


2. From this window, you will be able to view/download the current schedule as well as previous semester schedules shown in the “Old Schedules” box illustrated above

▪ **Option 3: Pick Courses**

1. To select courses to teach, click the link labeled “Pick Courses” at the top of the window shown in **Figure 1.2**

Home | View Schedules | Pick Courses | Help | Log Out

DB Connected



Pick Courses

[Remove existing preferences](#)

Course	Preferred Time
<input type="checkbox"/> CS421	<input type="radio"/> Early: before 11:00 AM <input type="radio"/> Mid-Day: 11:00 AM - 2:00 PM <input type="radio"/> Late Afternoon: after 2:00 PM <input type="radio"/> Night: 6:00 PM <input checked="" type="radio"/> No Preferences
<input type="checkbox"/> CS455	<input type="radio"/> Early: before 11:00 AM <input type="radio"/> Mid-Day: 11:00 AM - 2:00 PM <input type="radio"/> Late Afternoon: after 2:00 PM <input type="radio"/> Night: 6:00 PM <input checked="" type="radio"/> No Preferences
<input type="checkbox"/> CS355	<input type="radio"/> Early: before 11:00 AM <input type="radio"/> Mid-Day: 11:00 AM - 2:00 PM <input type="radio"/> Late Afternoon: after 2:00 PM <input type="radio"/> Night: 6:00 PM <input checked="" type="radio"/> No Preferences


Pick Courses - Figure 1.3

2. Select the course in the “Course” column along with the preferred time in the “Preferred Time” column, by clicking the checkbox (see **Figure 1.3**)
3. Once you have chosen your courses you want to teach and/or specified your time preference, click the submit button located at the bottom of the page to successfully complete your proposed courses

▪ Option 4: Remove Courses

1. To remove courses, select the “Remove Existing Preferences” button found at the top of the “Pick Courses” page shown in **Figure 1.3**

[Home](#) | [View Schedules](#) | [Pick Courses](#) | [Help](#) | [Log Out](#)
DB Connected



Remove Preferences

Remove	Course	Preference
<input type="checkbox"/>	CS421	noPreference
<input type="checkbox"/>	CS455	noPreference
<input type="checkbox"/>	CIS445LA	noPreference

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Remove Preferences - Figure 1.4

2. Next, select the courses you wish to delete by clicking the checkbox under the column labeled “Remove” shown in **Figure 1.4**

▪ Option 5: Help


1. The help page will allow you to download this document in the form of a .PDF by right clicking and “save as”

▪ Option 6: Reset Password

1. To reset your password, navigate to the faculty home page by selecting “Home” at the top of the navigation pane
2. In the gold box labeled “Links!” on the right of the home page, select the “Change Password” link illustrated in **Figure 1.1**
3. Next, type in your new password credentials shown in **Figure 1.5**
 - a. Make sure that your new password satisfies the requirements listed on the right hand portion of the page

DB Connected

Change Password



Change Your Password

New Password:

Retype Password:

Password requirements include the following:

1. Must begin with an upper-case or lower-case alphabetic character.
2. Must contain at least one of the following: , . ! ?
3. Must contain at least one digit 0-9.
4. Must have a total length of 6 to 10 characters.
5. Must NOT contain spaces or tabs.

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Password Reset - Figure 1.5

4. Once you have entered a valid password, click the submit button to commit your new password