



## **IS480 Final Year Project**



**AY 2013/14 Term 1**

### **IS480 Scheduling System User Guide (For TA)**

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**Last update on:**  
10 December 2013

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# 1. Introduction to IS480 Scheduling System

## 1.1 What is IS480 Scheduling System?

IS480 Scheduling System is a platform for IS480 course coordinator to set up IS480 presentation slots, for supervisors/reviewers to mark their availability and approve or reject bookings and for students to book their presentation slots based on their supervisor/reviewers' availability.

This user guide offers to help TAs learn how to get around, navigate and use the system.

## 1.2 Users of the system

Main users of the system are:

- IS480 course coordinator
- IS480 admin
- IS480 supervisors and reviewers
- IS480 students
- IS480 TAs

## 2. System functions

This section shows all main functions in the IS480 Scheduling System that are available to TAs.

### 2.1 Login

URL to the system:

<http://202.161.45.168/is480-scheduling/welcome>

Step 1: Click "login" or "SMU Login" button to access the system

**IS480**

IS480 Scheduling - Please **login** to use the system

2013-14 Term 2 ▾

Acceptance Midterm Final

Available Pending Approved

|       | 20 Feb Thu | 21 Feb Fri | 22 Feb Sat | 23 Feb Sun | 24 Feb Mon | 25 Feb Tue | 26 Feb Wed | 27 Feb Thu | 28 Feb Fri |
|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 09:00 |            |            |            |            |            |            |            |            |            |
| 10:00 |            |            |            |            |            |            |            |            |            |
| 11:00 |            |            |            |            |            |            |            |            |            |
| 12:00 |            |            |            |            |            |            |            |            |            |
| 13:00 |            |            |            |            |            |            |            |            |            |
| 14:00 |            |            |            |            |            |            |            |            |            |
| 15:00 |            |            |            |            |            |            |            |            |            |
| 16:00 |            |            |            |            |            |            |            |            |            |
| 17:00 |            |            |            |            |            |            |            |            |            |
| 18:00 |            |            |            |            |            |            |            |            |            |

**Step 1**

Step 2: Enter your SSO username and password and click “Login”

Authentication Required

The server https://learntools.smu.edu.sg/443 requires a username and password.

User Name:

Password:

Log In Cancel

Step 2

2013-14 Term 2

Acceptance Midterm Final

20 Feb Thu 21 Feb Fri 22 Feb Sat 23 Feb Sun

09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00

Feb 26 Feb Fri

Available Pending Approved

## 2.2 Sign up for video filming

### 2.2.1 Method 1

Step 1: Click “Sign up for Filming” on the nav bar

IS480 My Bookings Sign Up for Filming! My RSVPs

Chloe CHIANG Foon Hui - TA

2013-14 Term 1

Download Calendar Select View: Full

Acceptance Midterm Final

Available Pending Approved Your video sign up Another TA sign up

25 Nov Mon 26 Nov Tue 27 Nov Wed 28 Nov Thu 29 Nov Fri 30 Nov Sat 01 Dec Sun 02 Dec Mon 03 Dec Tue

09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00

ThunderBolt Kungfu Panda FourPointFive Alexis Acellence Prime Factor InfoTopia Marvel lous

Step 2: Click on any available slots (you can check as many slots as possible at one time) and click “Save” once done.

**IS480** My Bookings Sign Up for Filming! My RSVPs Chloe CHIANG Foon Hui - TA

### TA Video Sign Up

Milestone:

- Available Slot
- You signed up
- Unavailable Slot

|       | 25 Nov 2013<br>Mon<br>Select All | 26 Nov 2013<br>Tue<br>Select All | 27 Nov 2013<br>Wed<br>Select All | 28 Nov 2013<br>Thu<br>Select All | 29 Nov 2013<br>Fri<br>Select All | 02 Dec 2013<br>Mon<br>Select All | 03 Dec 2013<br>Tue<br>Select All |
|-------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 09:00 |                                  | ThunderBolt                      |                                  |                                  | FourPointFive                    | Michelle LEONG                   | SEBASTIAN Kiran                  |
| 09:30 |                                  |                                  |                                  |                                  |                                  |                                  |                                  |
| 10:00 |                                  |                                  |                                  |                                  |                                  |                                  |                                  |
| 10:30 |                                  |                                  |                                  |                                  |                                  |                                  |                                  |
| 11:00 |                                  |                                  |                                  |                                  | Danial Asri KOH                  |                                  | SEBASTIAN Kiran<br>Alexis        |
| 11:30 |                                  |                                  |                                  |                                  |                                  |                                  |                                  |
| 12:00 |                                  |                                  |                                  |                                  |                                  |                                  |                                  |
| 12:30 |                                  |                                  |                                  |                                  |                                  |                                  |                                  |
| 13:00 |                                  |                                  |                                  |                                  |                                  |                                  |                                  |
| 13:30 |                                  | SEBASTIAN Kiran                  |                                  |                                  |                                  | Danial Asri KOH                  | SEBASTIAN Kiran                  |

**Step 2**

## 2.2.2 Method 2

Click and slot without TA and click “Signup”

**IS480** My Bookings Sign Up for Filming! My RSVPs Chloe CHIANG Foon Hui - TA

2013-14 Term 1  Select View:

Acceptance Midterm Final

Team Booking

Team: ThunderBolt  
Status: PENDING  
Date: Tue, 26 Nov 2013  
Time: 09:30 - 11:00  
Venue: SIS Seminar Room 2-1


Students: DAI Xuling, Tarlochan Singh GILL S/O P S, Abhilash MURTHY, Suresh SUBRAMANIAM, Prakhar AGARWAL  
Faculty: Youngsoo KIM, Richard C. DAVIS  
TA: -  
Invite:   
Others:

|       | 25 Nov<br>Mon | 26 Nov<br>Tue | 27 Nov<br>Wed | 28 Nov<br>Thu | 30 Nov<br>Sat | 01 Dec<br>Sun | 02 Dec<br>Mon | 03 Dec<br>Tue |
|-------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 09:00 |               | ThunderBolt   |               |               |               |               |               |               |
| 10:00 |               |               |               |               |               |               |               |               |
| 11:00 |               |               |               |               |               |               |               | Alexis        |
| 12:00 |               |               |               |               |               |               |               |               |
| 13:00 |               |               |               |               |               |               |               |               |
| 14:00 |               |               |               |               |               |               | Acellence     | Prime Factor  |
| 15:00 | Kungfu Panda  |               |               |               |               |               | InfoTopia     | Marvel Ious   |
| 16:00 |               |               |               |               |               |               | Awe-K2        | Jskey         |

## 2.3 Cancel sign up


### 2.3.1 Method 1

Step 1: Click on “Sign Up for Filming!” on the nav bar



The screenshot shows the top navigation bar of the IS48 website. The 'Sign Up for Filming!' button is highlighted with a red rectangle. Below the navigation bar, the 'TA Video Sign Up' section is visible. It includes a 'Milestone' dropdown menu set to 'Acceptance' and a 'Save' button. A red 'Step 1' label is placed next to the 'Save' button. To the right, a legend indicates that green slots represent 'Available Slot', dark green slots represent 'You signed up', and yellow slots represent 'Unavailable Slot'. Below the legend, a 'TA Statistics' button is shown. The main calendar grid displays dates from 04 Nov 2013 to 08 Nov 2013. The 04 Nov 2013 slot at 12:00 is highlighted in dark green and labeled 'The Codefather', indicating a signed-up slot. Other slots show names like 'Aretha CHANG Si', 'SEBASTIAN Kiran', and 'RubberDuck Studios'.

Step 2: Click on the slot you’ve signed up and click “Save” once done



The screenshot shows the 'TA Video Sign Up' section of the IS48 website. The 'Sign Up for Filming!' button in the navigation bar is highlighted with a red rectangle. A red 'Step 2' label is placed next to the 'Save' button. The calendar grid shows the same dates and times as the previous screenshot. The 04 Nov 2013 slot at 12:00 is highlighted in dark green and labeled 'The Codefather', indicating a signed-up slot. Other slots show names like 'Aretha CHANG Si', 'SEBASTIAN Kiran', and 'RubberDuck Studios'.

## 2.3.2 Method 2

Click on the slot you've signed up for and click "Cancel Signup" button

The screenshot shows the IS48 'Team Booking' interface. At the top, there's a navigation bar with 'IS48', 'My Bookings', 'Sign Up for Filming!', and 'My RSVPs'. The user is logged in as 'Chloe CHIANG Foon Hui - TA'. Below the navigation bar, there's a legend: Available (light blue), Pending (yellow), Approved (green), Your video signup (light blue with a video icon), and Another TA signup (light blue with a person icon). The main area is divided into two parts. On the left is a calendar for '04 Nov Mon' with slots from 10:00 to 19:00. Slots are color-coded: green for 'The Codefather' (12:00-13:00), green for 'Newbility' (15:00-16:00), and green for 'Viva' (19:00-20:00). On the right is a details panel for 'The Codefather'. It shows: Team: The Codefather, Status: APPROVED, Date: Mon, 04 Nov 2013, Time: 12:00 - 13:00, Venue: SIS MR 4.4, Faculty: Benjamin GAN Kok Siew (with a green checkmark), TA: Chloe CHIANG Foon Hui. Below this, there's a list of students: TAY Hui Shia, TAN Jun Liang, Tommy SOH Jun Kui, Hector SIM Yiu Shin, TAN Wei Chong, and Anthony Marius HOLLEN. There's also a list of email addresses for invitees: jltan.2010@smu.edu.sg, wctan.2011@smu.edu.sg, amhollen.2011@smu.edu.sg, hector.sim.2011@smu.edu.sg, and tommy.soh.2011@smu.edu.sg. At the bottom of the panel is a 'Cancel Signup' button.

## 2.4 View TA sign up statistics

Step 1: Click "Sign up For Filming!" on the nav bar

The screenshot shows the IS48 'Sign Up for Filming!' interface. At the top, there's a navigation bar with 'IS48', 'My Bookings', 'Sign Up for Filming!', and 'My RSVPs'. The user is logged in as 'Chloe CHIANG Foon Hui - TA'. Below the navigation bar, there's a legend: Available (light blue), Pending (yellow), Approved (green), Your video signup (light blue with a video icon), and Another TA signup (light blue with a person icon). The main area is divided into two parts. On the left is a calendar for '2013-14 Term 1' with slots from 09:00 to 16:00. Slots are color-coded: light blue for 'ThunderBolt' (10:00-11:00), light blue for 'FourPointFive' (11:00-12:00), light blue for 'Alexis' (12:00-13:00), light blue for 'Kungfu Panda' (15:00-16:00), and light blue for 'Prime Factor' (16:00-17:00). On the right is a details panel for 'ThunderBolt'. It shows: Team: ThunderBolt, Status: APPROVED, Date: Mon, 25 Nov 2013, Time: 10:00 - 11:00, Venue: SIS MR 4.4, Faculty: Benjamin GAN Kok Siew (with a green checkmark), TA: Chloe CHIANG Foon Hui. Below this, there's a list of students: TAY Hui Shia, TAN Jun Liang, Tommy SOH Jun Kui, Hector SIM Yiu Shin, TAN Wei Chong, and Anthony Marius HOLLEN. There's also a list of email addresses for invitees: jltan.2010@smu.edu.sg, wctan.2011@smu.edu.sg, amhollen.2011@smu.edu.sg, hector.sim.2011@smu.edu.sg, and tommy.soh.2011@smu.edu.sg. At the bottom of the panel is a 'Cancel Signup' button. A red box highlights the 'Sign Up for Filming!' button in the navigation bar, and a red 'Step 1' overlay is present.

Step 2: Click “TA Statistics” button

IS480

My Bookings

Sign Up for Filming!

My RSVPs

Chloe CHIANG Foon Hui - TA

## TA Video Sign Up

Milestone

Final

Save

TA Statistics

Step 2

Available Slot

You signed up

Unavailable Slot

### TA Signup Count

| Name        | Signups with Bookings | Signups without Bookings | Total |
|-------------|-----------------------|--------------------------|-------|
| SEASTIAN    | 8                     | 2                        | 10    |
| Michelle LE | 2                     | 1                        | 3     |
| Agurz Gary  | 0                     | 0                        | 0     |
| Chloe CHIA  | 0                     | 1                        | 1     |
| Daniel Asri | 2                     | 1                        | 3     |
| Aretha CHA  | 0                     | 0                        | 0     |
| Jimmy SOH   | 0                     | 0                        | 0     |

## 2.5 Swap slots with other TA

Step 1: Click “Sign up For Filming!” on the nav bar

[illegible]



Step 2: Click on the slot with other TA's name and change to "You". Click "Save" once done.

[My Bookings](#)
[Sign Up for Filming!](#)
[My RSVPs](#)
Chloe CHIANG Foon Hui - TA

### TA Video Sign Up

Milestone: Final Save

TA Statistics

Available Slot

You signed up

Unavailable Slot

|       | 25 Nov 2013<br>Mon<br>Select All | 26 Nov 2013<br>Tue<br>Select All | 27 Nov 2013<br>Wed<br>Select All | 28 Nov 2013<br>Thu<br>Select All | 29 Nov 2013<br>Fri<br>Select All | 02 Dec 2013<br>Mon<br>Select All                | 03 Dec 2013<br>Tue<br>Select All |
|-------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|---|----------------------------------|
| 09:00 |                                  |                                  |                                  |                                  |                                  |   |                                  |
| 09:30 |                                  | ThunderBolt                      |                                  |                                  | FourPointFive                    | Michelle LEONG<br>Michelle LEONG Kai Xin<br>You | SEBASTIAN Kiran                  |
| 10:00 |                                  |                                  |                                  |                                  |                                  |   |                                  |
| 10:30 |                                  |                                  |                                  |                                  |                                  |   |                                  |
| 11:00 |                                  |                                  |                                  |                                  | Danial Asri KOH                  |   | SEBASTIAN Kiran<br>Alexis        |
| 11:30 |                                  |                                  |                                  |                                  |                                  |   |                                  |
| 12:00 |                                  |                                  |                                  |                                  |                                  |   |                                  |
| 12:30 |                                  |                                  |                                  |                                  |                                  |   |                                  |
| 13:00 |                                  |                                  |                                  |                                  |                                  |   |                                  |

## 2.6 View all your signups

Click "My Bookings" on the nav bar. All your sign ups with presentation information will be displayed.

[My Bookings](#)
[Sign Up for Filming!](#)
[My RSVPs](#)
Chloe CHIANG Foon Hui - TA

### My Sign Ups

2013-14 Term 2

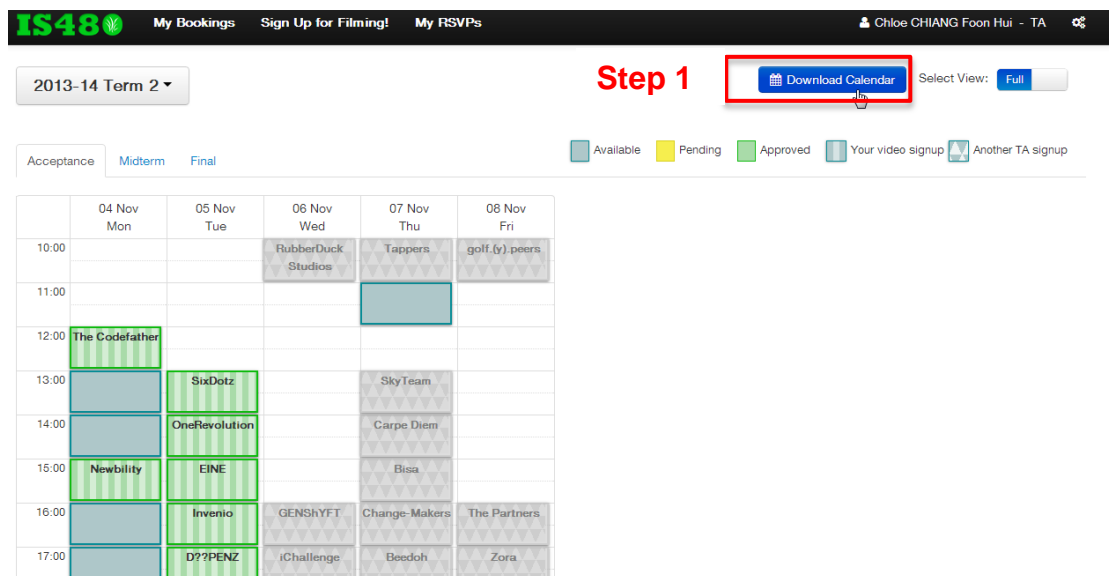
Show: All entries

Search: e.g. Acceptance

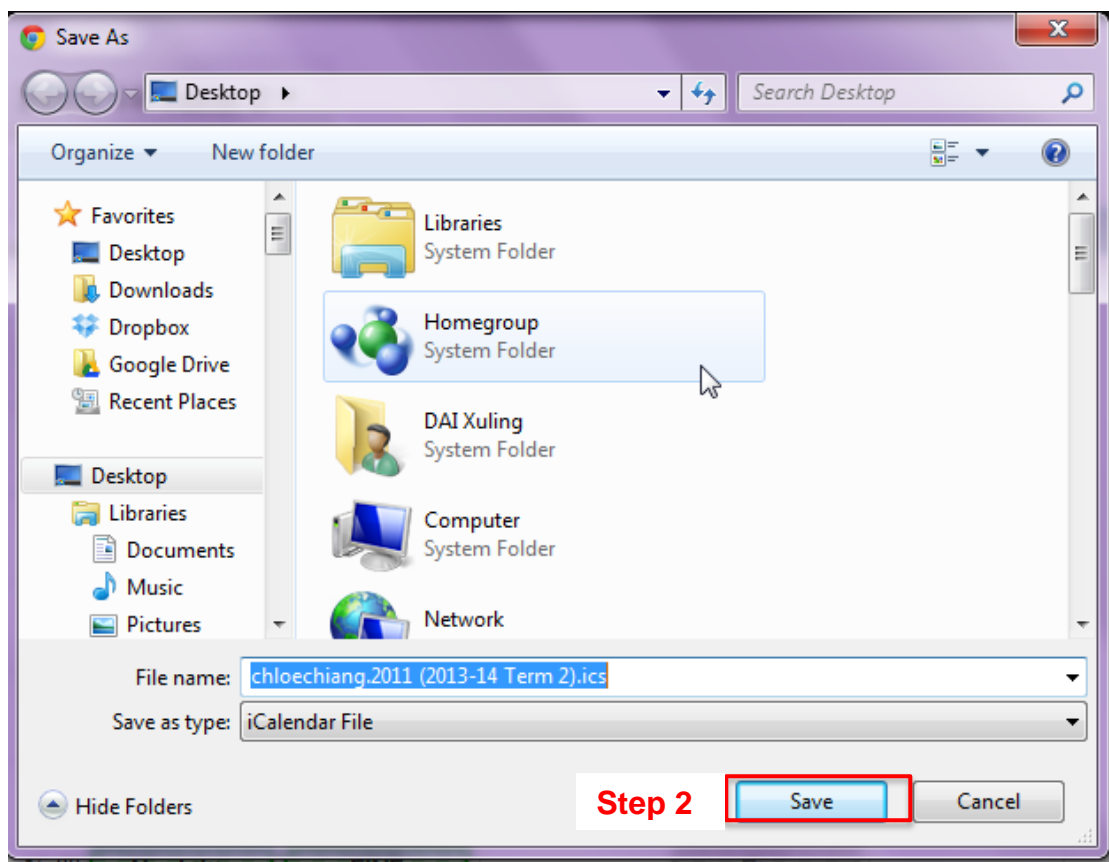
| Team           | Presentation | Date & Time                | Venue      |
|----------------|--------------|----------------------------|------------|
| Newblitty      | Acceptance   | Nov 04, Mon 15:00-16:00 PM | SIS MR 4.4 |
| SixDotz        | Acceptance   | Nov 05, Tue 13:00-14:00 PM | SIS MR 4.4 |
| OneRevolution  | Acceptance   | Nov 05, Tue 14:00-15:00 PM | SIS MR 4.4 |
| Invenio        | Acceptance   | Nov 05, Tue 16:00-17:00 PM | SIS MR 4.4 |
| D??PENZ        | Acceptance   | Nov 05, Tue 17:00-18:00 PM | SIS MR 4.4 |
| Rubix          | Acceptance   | Nov 05, Tue 18:00-19:00 PM | SIS MR 4.4 |
| The Codefather | Acceptance   | Nov 04, Mon 12:00-13:00 PM | SIS MR 4.4 |
| Viva           | Acceptance   | Nov 04, Mon 19:00-20:00 PM | SIS MR 4.4 |
| EINE           | Acceptance   | Nov 05, Tue 15:00-16:00 PM | SIS MR 4.4 |

## 2.7 Export ICS file

Step 1: Click “Download Calendar” to export all bookings to your personal calendar.



Step 2: Save the ics file to your desired location and import it to your personal calendar.



## 2.8 RSVP presentation

Click on the team's slot and click "RSVP".

\*Note: you are only allowed to attend public and internal presentations. An error message will be displayed when you try to RSVP private presentation.

The screenshot shows the IS48 web application interface. At the top, there is a navigation bar with the IS48 logo and links for 'My Bookings', 'Sign Up for Filming!', and 'My RSVPs'. The 'My RSVPs' link is highlighted with a red box. Below the navigation bar, there is a dropdown menu for '2013-14 Term 1' and a 'Download Calendar' button. The main content area displays a calendar grid for the week of 25 Nov to 29 Nov. A 'Team Booking' modal is open, showing details for a team named 'Alexis' with a status of 'APPROVED'. The modal includes fields for Date, Time, Venue, Students, Faculty, TA, and an 'RSVP' button, which is also highlighted with a red box.

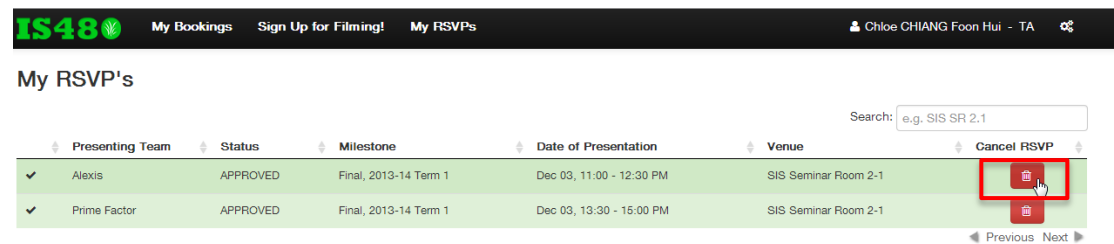
## 2.9 View My RSVPs

Click on "My RSVPs" on the menu bar to check all your RSVPs.

The screenshot shows the IS48 web application interface. At the top, there is a navigation bar with the IS48 logo and links for 'My Bookings', 'Sign Up for Filming!', and 'My RSVPs'. The 'My RSVPs' link is highlighted with a red box. Below the navigation bar, there is a dropdown menu for '2013-14 Term 1' and a 'Download Calendar' button. The main content area displays a calendar grid for the week of 25 Nov to 03 Dec. The grid shows various team bookings, including 'ThunderBolt', 'FourPointFive', 'Kungfu Panda', 'Alexis', 'Prime Factor', and 'Marvel Ious'. The 'My RSVPs' button is highlighted in a red box.

## 2.10 Cancel RSVPs

Click “My RSVPs” button on the menu bar and click on the button under “Cancel RSVP” column to cancel your RSVP.

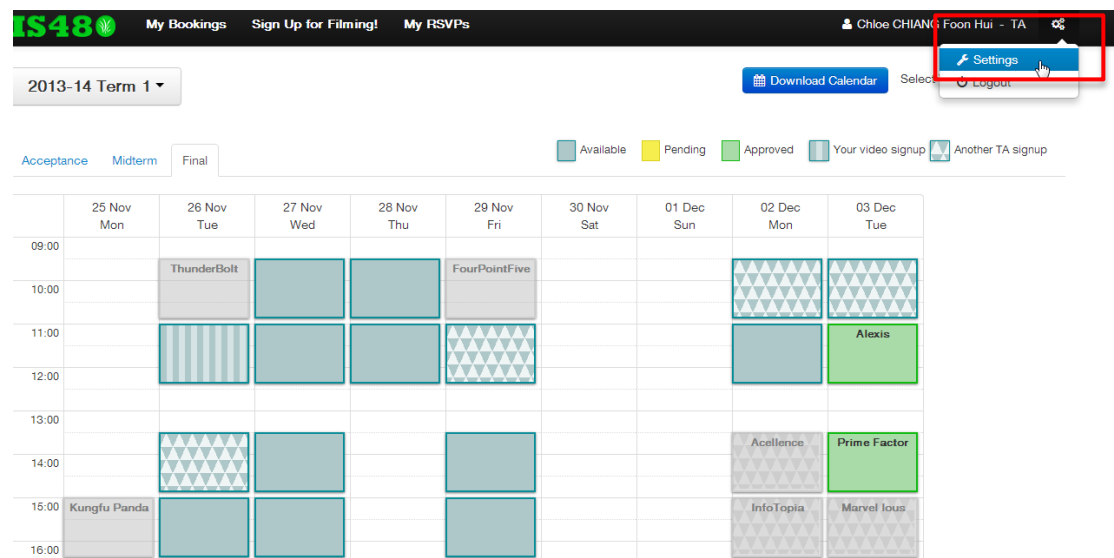


The screenshot shows the 'My RSVP's' page with a table of reservations. The table has columns for Presenting Team, Status, Milestone, Date of Presentation, Venue, and Cancel RSVP. A red box highlights the 'Cancel RSVP' button for the first row.

|   | Presenting Team | Status   | Milestone             | Date of Presentation     | Venue                | Cancel RSVP |
|---|-----------------|----------|-----------------------|--------------------------|----------------------|-------------|
| ✓ | Alexis          | APPROVED | Final, 2013-14 Term 1 | Dec 03, 11:00 - 12:30 PM | SIS Seminar Room 2-1 |             |
| ✓ | Prime Factor    | APPROVED | Final, 2013-14 Term 1 | Dec 03, 13:30 - 15:00 PM | SIS Seminar Room 2-1 |             |

## 2.11 SMS notification

Step 1: Click on the settings to subscribe to SMS reminder service.



The screenshot shows the 'My RSVP's' page with a calendar view. A red box highlights the 'Settings' button in the top right corner.

2013-14 Term 1

Download Calendar

Settings

Acceptance Midterm Final

Available Pending Approved Your video signup Another TA signup

|       | 25 Nov Mon   | 26 Nov Tue  | 27 Nov Wed | 28 Nov Thu | 29 Nov Fri    | 30 Nov Sat | 01 Dec Sun | 02 Dec Mon | 03 Dec Tue   |
|-------|--------------|-------------|------------|------------|---------------|------------|------------|------------|--------------|
| 09:00 |              | ThunderBolt |            |            | FourPointFive |            |            |            |              |
| 10:00 |              |             |            |            |               |            |            |            |              |
| 11:00 |              |             |            |            |               |            |            |            | Alexis       |
| 12:00 |              |             |            |            |               |            |            |            |              |
| 13:00 |              |             |            |            |               |            |            |            |              |
| 14:00 |              |             |            |            |               |            |            | Acellence  | Prime Factor |
| 15:00 | Kungfu Panda |             |            |            |               |            |            | InfoTopia  | Marvel Ious  |
| 16:00 |              |             |            |            |               |            |            |            |              |

Step 1

Step 2: Turn it “On” and enter a valid Singapore Mobile number. An SMS reminder will be sent to your mobile number 24 hours before your teams’ presentation.



The screenshot shows the 'Settings' page with a red box highlighting the 'Subscribe to SMS Notification' toggle and the phone number field.

Settings

Subscribe to SMS Notification: ☒ ON

SMS Notification will be sent to: +65  Enter S

Save

Step 2