IS480 Final Year Project

AY 2013/14 Term 1

IS480 Scheduling System User Guide
(For TA)

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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

Step 2: Enter your SSO username and password and click "Login"

2.2 Sign up for video filming

2.2.1   Method 1

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

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

2.2.2 Method 2

Click and slot without TA and click "Signup"

2.3 Cancel sign up

2.3.1 Method 1

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

Step 2: Click on the slot you've signed up and click "Save" once done

2.3.2 Method 2

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

2.4 View TA sign up statistics

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

Step 2: Click "TA Statistics" button

2.5 Swap slots with other TA

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

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

2.6 View all your signups

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

2.7 Export ICS file

Step 1: Click "Download Calendar" to export all bookings to your personal calendar.
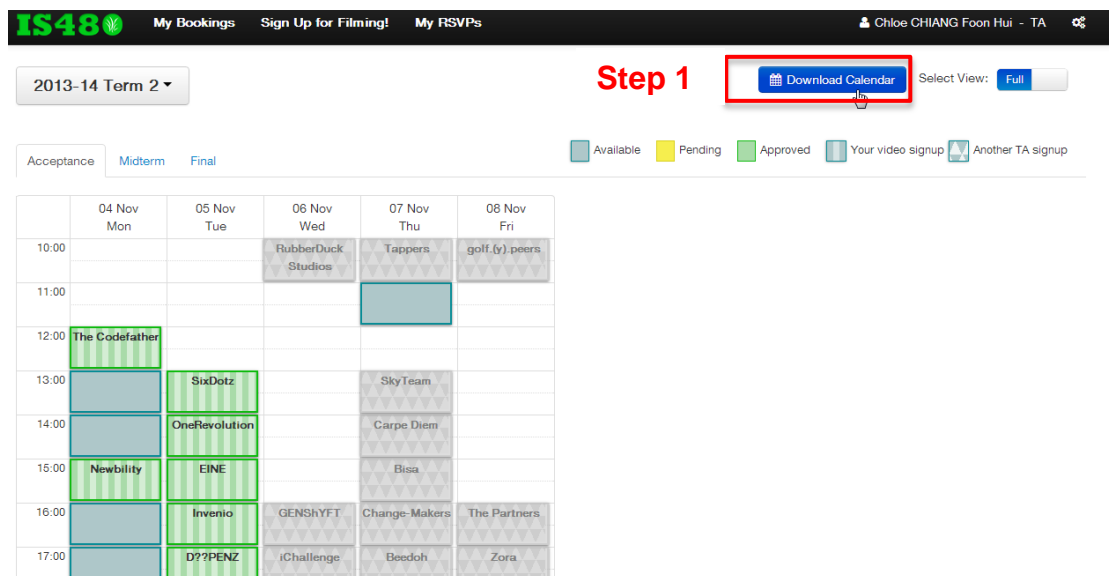
Step 2: Save the ics file to your desired location and import it to your personal calendar.
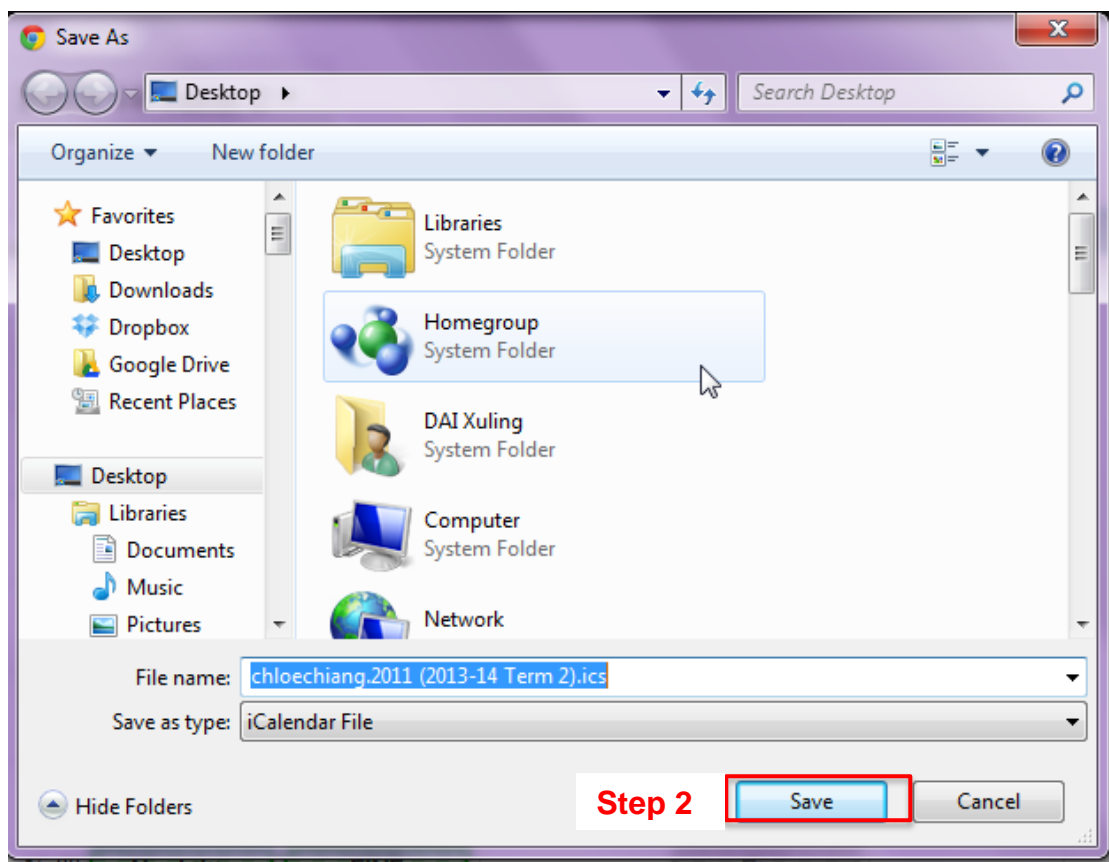
2.8 RSVP presentation

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.
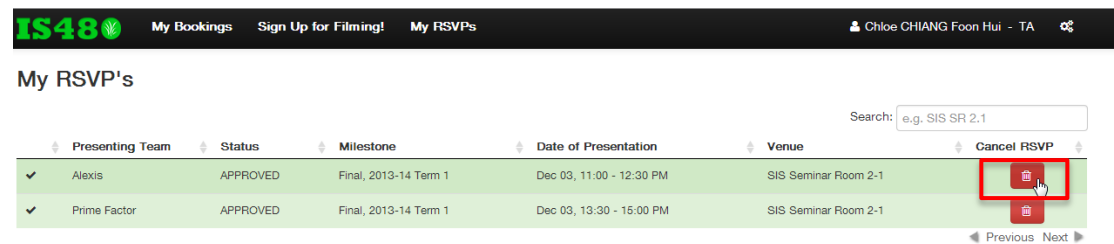
2.9 View My RSVPs

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

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.
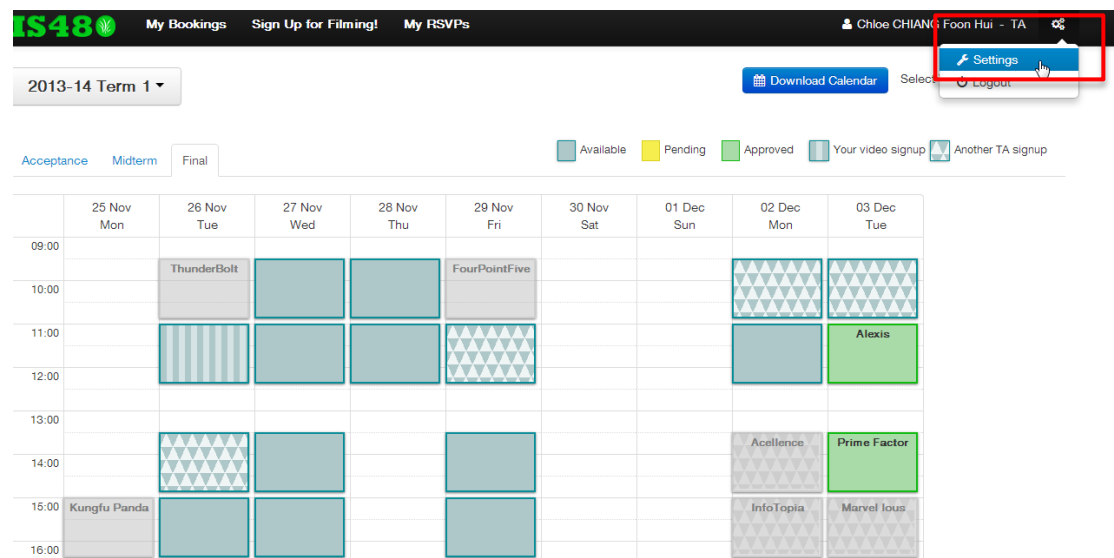

2.11   SMS notification

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

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.