Course Planner User Guide

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# Introduction

Course Planner is to be a website that will enable UBC students to efficiently and easily schedule their courses and others tasks they created in the same calendar. Our scheduling system will generate helpful reminders directing you when to begin studying or working on certain tasks that you input to your personalized calendar. Course Planner is unique to other existing scheduling applications in that it allows UBC students specifically, to easily enter their registered courses and have their schedule automatically create entries for them with course information directly sourced from UBC's website. Our site also allows users to create unique calendar entries and have them displayed alongside their course schedule.

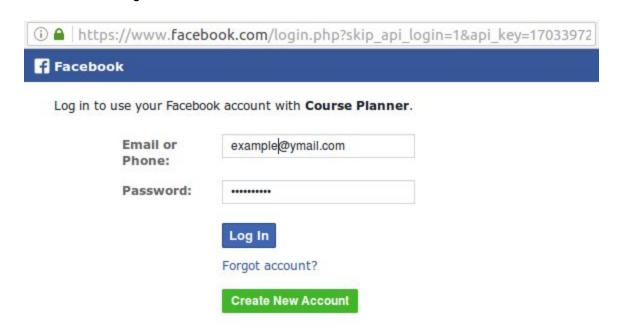
The courplanner website is: www.courseplanner.de

# **Getting start**

#### Login

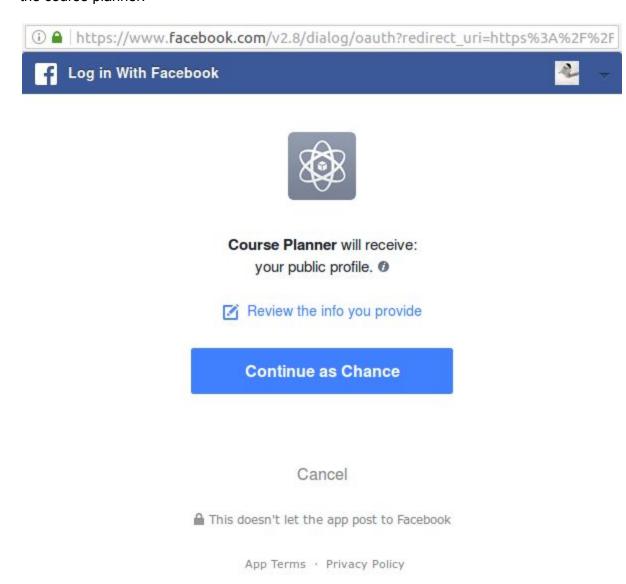
- 1. You will need a Facebook account to login to the Course Planner.
- 2. On the top right of the Course Planner main page, click the your Course Planner.

3. On the pop out Login page, simply input your Facebook account ID and Password, and then click the "Login" button.

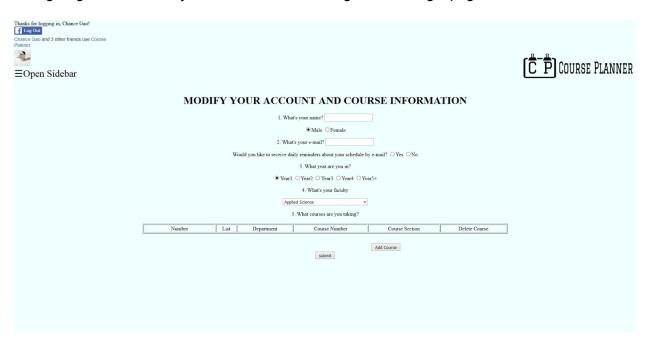


- 4. If you do not have a Facebook account, please click the "Create New Account" button.
- 5. If you forgot your account, please click the "Forgot account?" button.

6. If it is your first time login, you will need to give authorization with Facebook to login to the course planner.



7. After giving authorization, you will enter the following first time login page



- It is optional to tell us your name, gender, email address, academic year level and your department etc.
- 9. If you want to add some UBC courses now, you can click the "Add Course" button to input the related course information, or you can add your courses latter.
- 10. If you have already login before, you will be redirected to the main page.



### Logout

When you click the "Logout" button on the right top, you will automatically logout Course Planner.

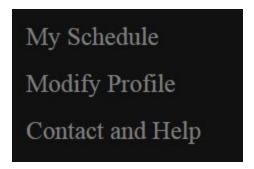
### User's Profile

### Viewing and Editing User's Profile

1. At any page, click the "Open Sidebar" option, then you will see the sidebar.

# **∃**Open Sidebar

2. After you select the "Modify Profile" option, you will be redirected to the profile page.



3. In the profile page, you can edit your name, gender, email address, academic year level and your department.

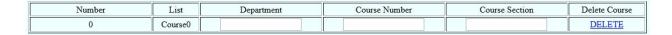
# User's Calendar

### Adding UBC Schedule

1. On the user's profile page, click the add course button.



2. Enter your course Department ID, Course ID, Section ID.

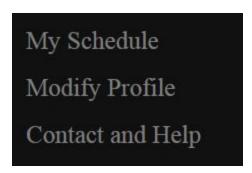


3. Click the submit button, and your UBC course schedule will be added to the calendar.

submit

# Adding Customer Personal Schedule

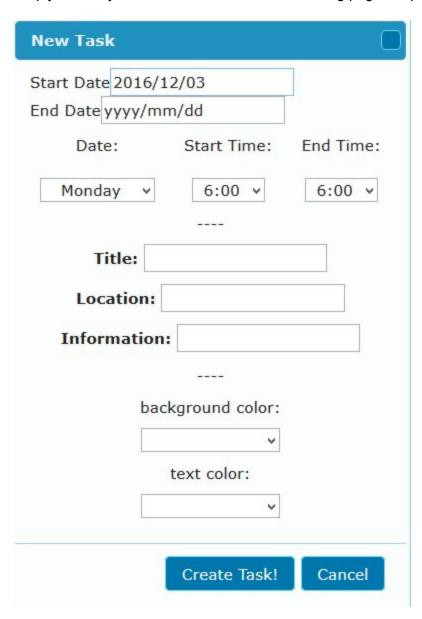
1. Choose the My Schedule option on the sidebar.



2. It will redirect you to the calendar page.



3. Simply click anywhere in the calendar, the following page will pop up.



- 4. You can add your personal schedule here.
- 5. If the Start Date and the End Date are the same, the events will be one day events, otherwise will be a recurring event in a period.

### Deleting and Edit Calendar Events

- 1. Click the event you want to delete or edit on the calendar.
- 2. Click the delete or edit button.
- 3. The event will be deleted or will be editable.



# **Email Reminder System**

#### Enable or Disable the Email Reminder

On the user's profile page, set the Email Notification option to YES or NO.

Would you like to receive daily reminders about your schedule by e-mail? O Yes O No

# Sending and Receiving Email Notifications

The reminding email will be sent out at 4am every, and you can check your task on the main page of course planner by clicking the "Check Your Task".

# **Welcome to Course Planner!**

**CPEN311 Team CP** 

Check Your Task