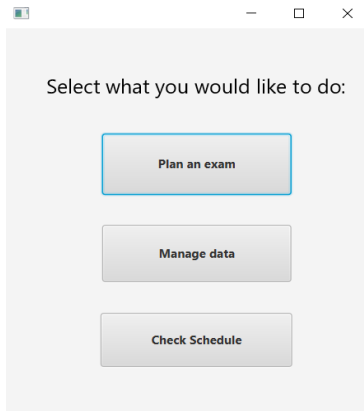


User Guide for Exam Scheduler

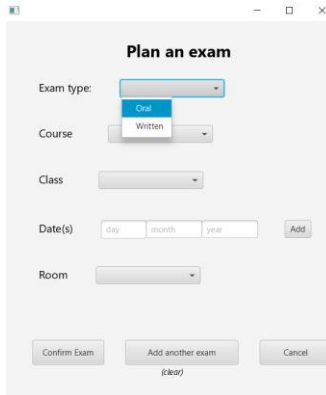
1. How to plan an exam ?

Step 1: Open the program

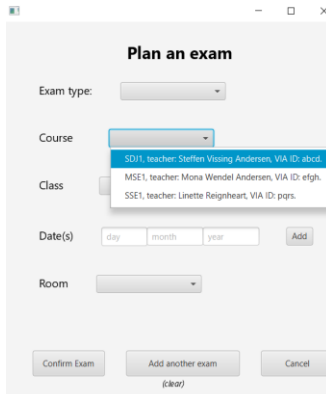
Step 2: Click on Plan an exam



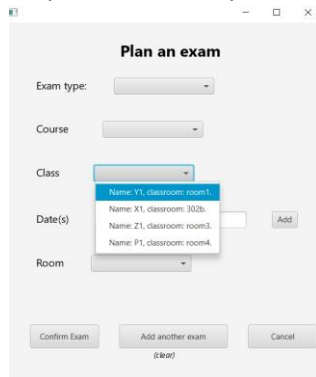
Step 3: From a drop down menu select the exam type



Step 4: From a drop down menu select the course

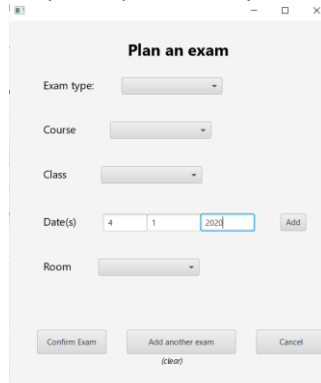


Step 5: From a drop down menu select the class



The screenshot shows the 'Plan an exam' form. The 'Exam type' dropdown is set to 'Written'. The 'Course' dropdown is set to 'SSE1, teacher: Linette R.'. The 'Class' dropdown is open, showing a list of options: 'Name: Y1, classroom: room1', 'Name: X1, classroom: 302b', 'Name: Z1, classroom: room3', and 'Name: P1, classroom: room4'. The 'Date(s)' field is empty, and the 'Room' dropdown is also empty. The 'Add' button is visible next to the 'Date(s)' field. At the bottom, there are three buttons: 'Confirm Exam', 'Add another exam (clear)', and 'Cancel'.

Step 6: Input the day, month and year

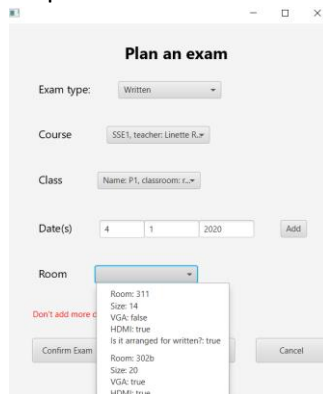


The screenshot shows the 'Plan an exam' form. The 'Exam type' dropdown is set to 'Written'. The 'Course' dropdown is set to 'SSE1, teacher: Linette R.'. The 'Class' dropdown is set to 'Name: P1, classroom: room4'. The 'Date(s)' field is filled with '4', '1', and '2020'. The 'Room' dropdown is empty. The 'Add' button is visible next to the 'Date(s)' field. At the bottom, there are three buttons: 'Confirm Exam', 'Add another exam (clear)', and 'Cancel'.

Step 7: Click add

Step 8 (in case of oral exam): Input the day, month and year of when the period ends for oral exam and click add

Step 9: Select the room from the drop down list



The screenshot shows the 'Plan an exam' form. The 'Exam type' dropdown is set to 'Written'. The 'Course' dropdown is set to 'SSE1, teacher: Linette R.'. The 'Class' dropdown is set to 'Name: P1, classroom: room4'. The 'Date(s)' field is filled with '4', '1', and '2020'. The 'Room' dropdown is open, showing a list of options: 'Room: 311', 'Size: 14', 'VGA: false', 'HDMI: true', 'Is it arranged for written?: true', 'Room: 302b', 'Size: 20', 'VGA: true', and 'HDMI: true'. The 'Add' button is visible next to the 'Date(s)' field. At the bottom, there are three buttons: 'Confirm Exam', 'Add another exam (clear)', and 'Cancel'.

Step 10: Click Confirm Exam

Plan an exam

Exam type: Written

Confirmation ?

Date(s) 4 1 2020 Add

Room Room: 311
Size: 14

You must enter data!

Confirm Exam Add another exam Cancel

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If you wish to go back, click Cancel

Step 1: In case you are in a different window click Cancel to go to the main window.

Step 3: Enter the teachers ID to filter by ID.

[illegible][illegible]

Step 5: If you wish to filter by course, click on the drop down menu next to Course name and select a course you want to check

Step 6: If you wish to go back to the main window click Cancel

Step 7: If you wish to turn off the program click Ok

3. How to add additional dates and room of an exam?

Step 1: In case you are at a different window than the main one click Cancel

Step 2: In the main window select Manage Data

Step 3: Select an exam from the displayed table

Step 4: Select the room that you want to change to or if not needed leave blank

Step 5: Enter the day, month and year for the date and click add, if not needed leave blank.

Step 6: Click Edit

4. How to delete an Exam?

Step 1: Select Manage Data

Step 2: In the displayed table click on the exam you wish to delete

Step 3: Click Delete exam

5. How to check the exam on the website?


Step 1: Go to the website

Step 2: In the navigation bar select Schedule

Step 3: If you wish to Filter the table click on Search:

Class	Course	Date	Examiner	Room
P1	SD11	12/01/2020 13.00/15.00	Steffen Vissing Andersen, VIA ID: SVA	301a
X1	MSE1	13/01/2020	Lars Beth Sørensen, VIA ID: LBS	307b
Z1	MCE2	21/01/2020	Pål Jørgensen, VIA ID: 299154	308
Y2	SD12	22/01/2020	Steffen Vissing Andersen, VIA ID: SVA	308

Step 4: Input what you want to search by



VIA UNIVERSITY
COLLEGE

The schedHOME EXAM **SCHEDULE** RULES ADVICE ABOUT US

January

Search

Class	Course	Date	Examiner	Room
Y1	SD11	12/01/2020 13/01/2020	Steffen Vissing Andersen, VIA ID: SVK	301a
Y2	SD12	22/01/2020	Steffen Vissing Andersen, VIA ID: SVK	300

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