


Effective Date: <b>7-August-2018</b>	No. of Revisions: <b>7</b>	
Document Catalog No: <b>SMU/IITS/LMS/User Guide/2020/FFTS02</b>		
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Last Date of Revision: <b>28-April-2020</b>		
Last Revision Done by: <b>Laurel Lee</b>		
<div><i>Find Free Time Slots Tool</i> <i>User Guide</i></div>		
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## 1. Introduction

Find Free Time Slots Tool allows students and instructors to find free time slots among different users based on their class and exam schedules.

Find Free Time Slots Tool offers users to schedule different events such as a personal event or a project meeting with his/her teammates. Class schedules can be easily retrieved by this tool to facilitate this efficient scheduling.

The tool has multiple views: weekly, detail and list. A search function allows users to specify start and end date, duration and participants to search free time slots.

## 2. Landing page

The landing page consists of the following:

- 1) Term and course selection
- 2) Views selection (weekly, detail, list) and search function
- 3) Calendar
- 4) Team mates
- 5) Selected calendar view

The screenshot shows the landing page of the Find Free Time Slots Tool. The interface is divided into several sections, each highlighted with a red box and a number:

- 1**: The top navigation bar, which includes the 'FFTS' logo and the 'TERM' and 'COURSE' dropdown menus. The 'TERM' is set to '2019-20 T1' and the 'COURSE' is 'COR-STAT1202-Introductory Statistics-G14'.
- 2**: The left sidebar, which contains the 'Weekly view', 'Detail view', 'List View', and 'Search' options. The 'Weekly view' is currently selected.
- 3**: The calendar view, which displays a grid of dates for December 2019. The date '19' is highlighted, indicating the current day.
- 4**: The 'Team Mates' section, which shows a list of team members. The 'Parker Peter \_ (Me)' is listed, and the 'Team Mates (0)' are listed below it.
- 5**: The main calendar grid, which shows the time slots for each day. The time slots range from 8:00 AM to 6:00 PM. The grid is currently empty, indicating no conflicts or bookings.

### 3. Scheduling a personal event

- 1) Select a day and time by clicking on the corresponding spot in calendar view at the landing page where you wish to schedule your personal event.



- 2) Select the desired start and end time.
- 3) Enter description and venue of personal event.
- 4) Key in remarks, if any.
- 5) Click '**Save**'.

### Schedule Meeting

Tue, 26 Feb 2019

**2**

START TIME

9:00 AM



END TIME

9:30 AM



**3**

DESCRIPTION

Study session

VENUE

LKS Library

**4**

REMARK

Stay focused!

INVITEES

Select student...

NOTE: If no one is selected, it becomes a personal event.

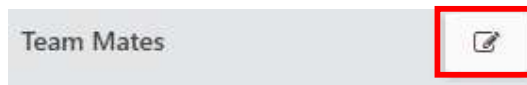
× CLOSE

**SAVE**

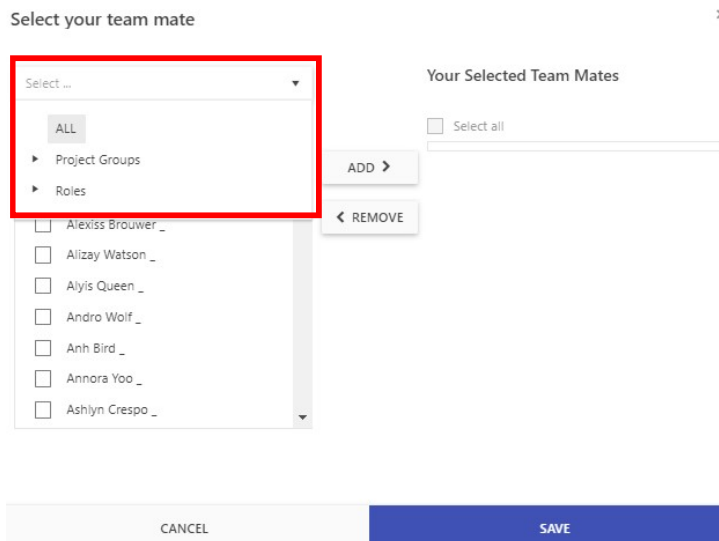
**5**

## 4. Scheduling a meeting with Team Mates

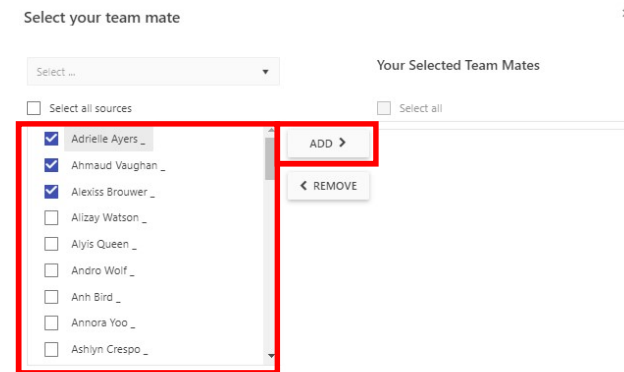
- 1) Click on the pencil button beside **Team Mates** to add in desired team mates.



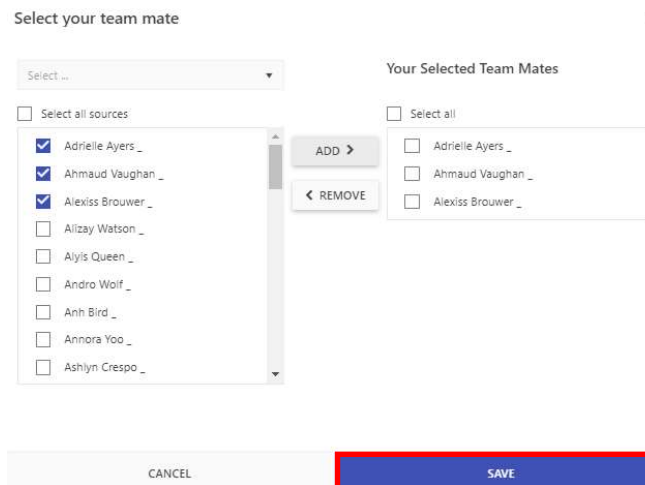
- 2) Select team mates based on roles, groups, sections or from a dropdown list.



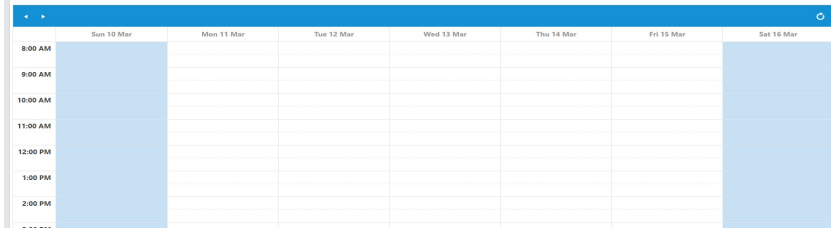
- 3) Check the names of the people you would like to add as your team mates. Click '**Add**'.



- 4) To confirm the selection of your team mates, click '**Save**'.



- 5) Click on a day on selected calendar view in landing page where you wish to schedule your meeting with team mates.



- 6) Select the desired start and end time.  
 7) Enter description, meeting venue and remarks, if any.  
 8) Team mates that were selected and added in **Step 2 to 4** will appear under '**Invitees**'.  
 9) Click '**Send Invite**'.

## Schedule Meeting

Wed, 13 Mar 2019

START TIME

9:00 AM



END TIME

9:30 AM



DESCRIPTION

VENUE

REMARK

INVITEES

STUDENT 012 SMU x

NOTE: If no one is selected, it becomes a personal event.

x CLOSE

SEND INVITE

## 5. Viewing team mate's availability in detail view

- 1) Click '**Detail View**' on the view selection menu on the landing page.
- 2) Check team mate's availability displayed in detail view.

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM
stafftest2_ (Me)					
Student 012 SMU				Busy	

## 6. Accepting / rejecting invites

### Weekly view

- 1) Locate a meeting slot with red fill and white font.

	Sun 15 Dec	Mon 16 Dec
8:00 AM		
9:00 AM		
10:00 AM	10:00 AM - 10:30 AM Meeting	Meeting Busy
11:00 AM		

- 2) Click on the meeting slot and click either '**Decline**' or '**Accept**' on the pop-up window.

**Schedule Meeting**

Mon, 16 Dec 2019

**START TIME**  
10:00 AM

**END TIME**  
10:30 AM

**DESCRIPTION \***  
Meeting

**VENUE**  
SIS

**REMARK**  
meeting

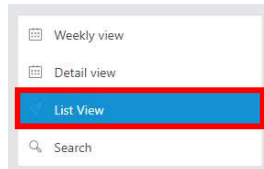
**OWNER**  
stafftest2\_

**INVITEES**  
Student 012 SMU

**ACTIONS:** CLOSE, DECLINE, ACCEPT

## 7. Viewing scheduled meetings in list view

- 1) Click '**List View**' on the list view selection menu on top left corner of the landing page.



- 2) Check scheduled meetings displayed in list view.

ID	Meeting	Date/Time	Status
2	meeting	Friday, 01 Mar 2019 10:00 to 11:00	Pending Invitee(s): Student 012 SMU
3	Miracle to happen	Wednesday, 27 Feb 2019 12:30 to 13:30	Meeting cancelled
4	Testing	Wednesday, 27 Feb 2019 12:30 to 13:30	Meeting cancelled





## List view

- 1) Locate a meeting slot with an invitation waiting for you to **accept** or **reject**.

#	Schedule	Date/Time	Invitees	Status
1	meeting	Monday, 11 Mar 2019 11:00 to 11:30		Invitation from <b>stafftest2</b> _. Click <a href="#">Here</a> to join.

- 2) Click on the meeting slot and click either **'Decline'** or **'Accept'** on the pop-up window.

**FFTS V3 Testing Course**

Organizer **stafftest2** \_

Description **meeting**


Venue **SIS**

Start Time **11 Mar 2019 11:00**

End Time **11 Mar 2019 11:30**

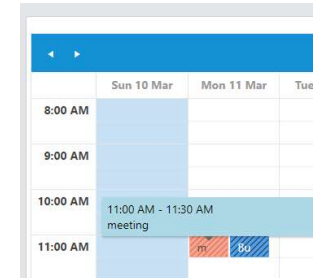
Remarks **meeting**

Attendees **Student 012 SMU** ?

 **INVITE.ICS**

## 8. Editing / deleting invites

- 1) Select the meeting slot that you wish to edit or delete meeting invite using weekly view.



- 2) Edit any fields that you wish to change or click **'Delete'** if you wish to delete the meeting invite.

## My Schedule

**Mon, 11 Mar 2019**

**START TIME**

**END TIME**

**DESCRIPTION**

**VENUE**

**REMARK**

**INVITEES**

NOTE: If no one is selected, it becomes a personal event.  
Download invite.ics




**CLOSE**

**SEND INVITE**

**DELETE**

## 9. Searching availability

- 1) Specify start & end date, duration and participants and click 'Search'.

Start Date: 28 Feb 2019  End Date: 28 Feb 2019  Duration (minutes): 60 

Participants: [Select All](#) [Unselect All](#)

JIAWEI INSTRUCTOR x LAUREL INSTRUCTOR x

**SEARCH**

- 2) Select timeslots in the daily view below to find participants who are free in desired timeslots.
- 3) Create meeting in slots that are highlighted in green.
- 4) Click on timeslots that are highlighted in yellow to check availability of participants.

Full Available
Partially Available
No One Available
 Click on All Available or Partially Available block in calendar to create meeting invitation

	Fri 08 Mar	Sat 09 Mar	Sun 10 Mar	Mon 11 Mar	Tue 12 Mar	Wed 13 Mar	Thu 14 Mar
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							

## 10. Feedback

If you have any questions or feedback, please email the eLearn team at [elearn@smu.edu.sg](mailto:elearn@smu.edu.sg).