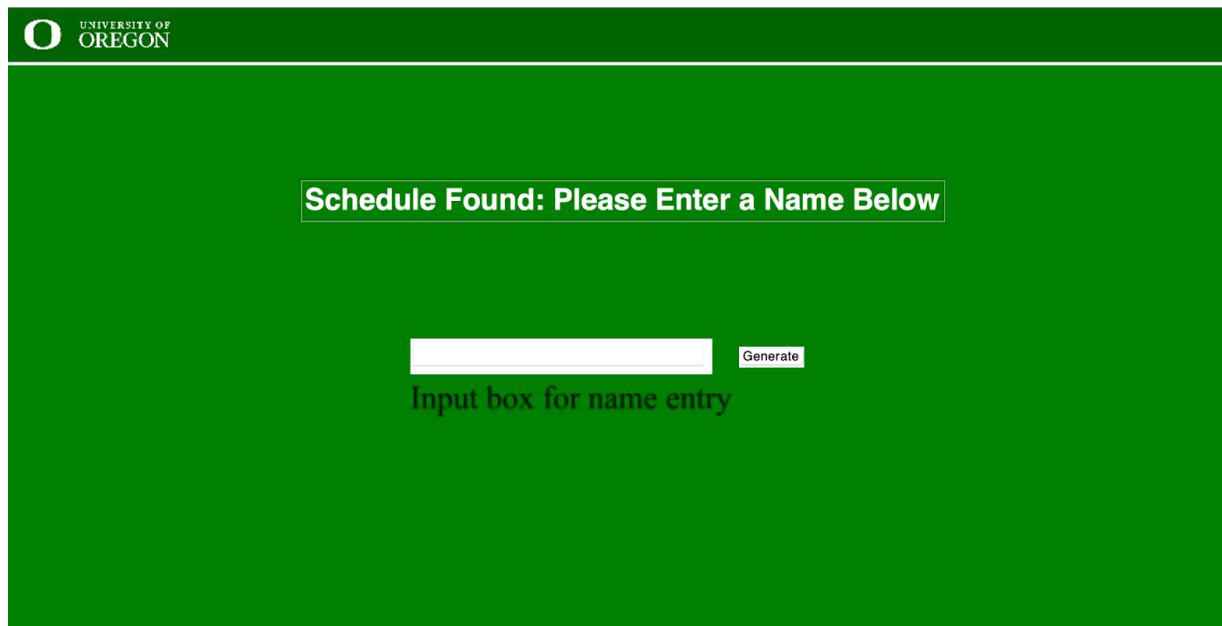


## JTAS (Jaqua Tutor Appointment Scheduler) User Documentation

This system allows a user to create a schedule for student athletes and tutors that work in the John E. Jaqua Academic Center. When the system is in use the user can:

- Import their own athlete and tutor files for use or switch the files being used.
- Create a full schedule containing all the tutoring appointments scheduled for the week.
- Create an individual schedule containing the tutoring appointments scheduled for an individual.
- Create an error log if an error is found in the input files.

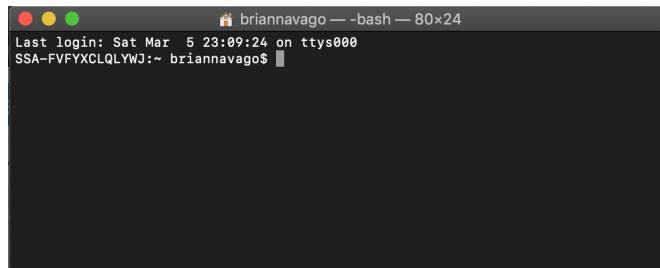
Here is an image of the main screen of the system:

The screenshot shows the main interface of the JTAS system. At the top, there is a dark green header bar with the University of Oregon logo on the left. The main area has a green background. A white-bordered box in the center contains the text "Schedule Found: Please Enter a Name Below". Below this, there is a white input field for name entry, followed by a "Generate" button. The text "Input box for name entry" is written below the input field.

**Schedule System Main Screen**

## Task 1: Setup

The system needs to be set up properly on your computer to start it up. There are a few steps to take before the system can be used. The first step is to open a terminal.



**Terminal Screen**

1. You need to install tkinter in the terminal by doing one of the following:
  - If you are on a Mac terminal:
    1. Type “pip3 --version” and then hit enter
    2. Type “pip3 install --upgrade pip” and hit enter
    3. Type “pip3 install tk” and hit enter.
  - If you are on Linux Ubuntu:
    1. Type “sudo apt-get install python3-tk” and hit enter.
2. Navigate into the “Schedule\_Builder” folder in the terminal.
3. To run the code type “python3 ScheduleSystem.py” and hit enter.

Once the setup is done, the only thing that needs to be done to run the code from then on is to do step 2 and 3.

## Task 2: Importing Files and Creating Schedule

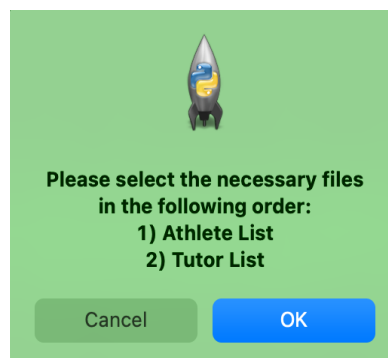
The system needs a .csv file containing the athlete information and a .csv file containing the tutor information to be able to create a schedule. The system will automatically create a schedule once these files are inputted. Either of these files can be swapped out for a different one using these same steps.

1. Start the system using the steps from Task 1.
2. Click the “File” button on the top left part of your screen.



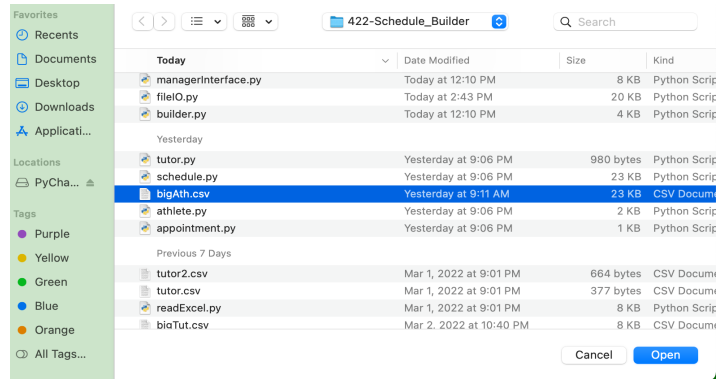
**Import File Button Image**

3. Click on the “Import Files” button.



**Instruction Image**

4. A pop-up should appear with the instructions for the next few steps in the process. Once you read and understand the steps, click “OK”.



**The First File Finder Window**

5. A file finder window will open on the screen. Once it opens, navigate to the file that contains the athlete information and click on it. Once you click on it press the “Open” button. Make sure the file that is being imported is a .csv file. The file should have the headings specified:

<First Name> <Last Name> <UUID> <GPA> <Year> <# of Hours Wanted>  
<Subjects> <Available times>

6. A second file finder window will open. Once it opens, navigate to, and click on the .csv file that contains the tutor information and click on it. Press the “Open” button. This .csv file headings should be the specified headings:

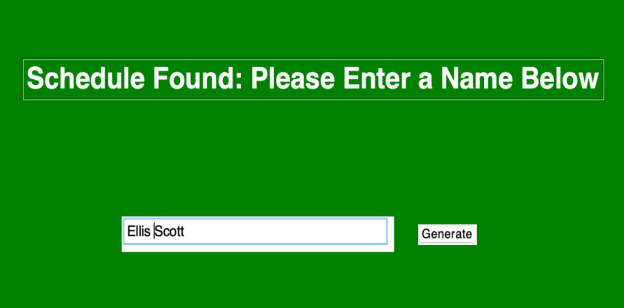
<First Name> <Last Name> <UO ID> <# of Hours Wanted to Work> <Subjects>  
<Available Times>

7. The full schedule containing all the appointments will automatically be created in a “Schedules” folder. This file will be called “schedule.csv”.

## Task 3: Creating an Individual Schedule

The system can create individual schedules for a specific tutor or athlete when needed. These steps can be done for any tutor or any athlete.

1. Start the program using the steps in task 1.
2. If you have not run the program before, go through the steps in task 2 before continuing.



Screenshot of a program window with a green background. At the top, a yellow box contains the text "Schedule Found: Please Enter a Name Below". Below this, there is a text input field containing "Ellis Scott" and a "Generate" button to its right.

**Text Box Image**

3. Click on the text box in the center of the screen.
4. Type the name of the athlete or tutor that you would like an individual schedule for and hit enter.
5. This will create an individual schedule called "Last\_First.csv" in the "Schedules" folder. The "Last" will be replaced with the person's last name and the "First" will be replaced with the person's first name.

## Task 4: Reading Full Schedule

The full schedule is used for a person to view all the tutoring appointments that have been scheduled. It can also be used to verify that the athletes got their needed tutoring hours.

1. Navigate to the folder “Schedule\_Builder” and then into the folder “Schedule”.
2. Once in that file navigate to the “schedule.csv” file and open it.

Time	Monday	Tuesday	Wednesday
8	Pinto, Chanaya ANTH274 with Charlie, Early 201	Elia, Scott ANTH145 with Carleigh, Ocon 201	Morrow, Devin ACTG211 with Petyao, He 2
8	Wong, Nicholas HPHY323 with Cooper, Gardner 202	Barbieri, Alice WR122 with Teresa, David 202	Grebo, Shana AEIS102 with Anne, Walkup
8	Crocker, Isaiah/Cromwick, Josiah ASL102 with Jen, Gerould 203	Clayton, Ella Advising with Dietrich, Moore 203	Ganaashamoorthy, Hannah ARH205 with C
8	Jeffers, Jaylan ART101 with Carleigh, Ocon 204	Cleveland, Bella ACTG211 with Abigail, Smith 204	Brown, Keith ANTH274 with Kate, Jones 2
8	Doyle, Eric EC201 with Kellie, McSween 205	Avina, Cassidy EDST225 with Katelyn, Howery 205	Stoffal, Jace WR122 with Eli, Sero 205
8	Barbieri, Alice CH221 with Ally, Cook 206	Moriyama, Yuki GEOG342 with Morgan, Scatdi 206	Perez, Diego BA101 with Megan, Wilhoite
8	Zajac, Mara MATH241 with Sabrina, Schimscheimer 207	Gravante, Madeline SOC370 with Nick, Lougee 207	Zeigler, Jaden SOC207 with Cameron, Ha
8	Alaese, Macael Advising with Jennifer, Jackson 208	Johnson, Isaac SOC207 with Cameron, Hartquist 208	Jackson, Adrian Advising with Dietrich, Mo
8	Ayon, Isaac ENG110M with Lelyst, Miles 209	Hosendove, Taylor J397 with Audrey, Kalman 209	Matsuoka, Alexandra WR122 with Juliana
8	Tyus, Ella MATH111 with Erin, Speltz 210	Lokar, Madi MATH241 with Eli, Molloy 210	Luschar, Kallee ANTH274 with Alice, Cole
8	McClellan, Daley SOC204 with Juliana, Weinerth 211	Nakato, Kohana EC202 with Dominic, Vaccher 211	Mulvey, Abby SPAN102 with Carly, Wyatt 2
8	Flowe, Justin ANTH274 with Kate, Jones 212	Almone, Marlee HPHY234 with Cooper, Gardner 212	
8	Mercado, Logan BA316 with Teresa, David 213		
8	Islas, Jose BA101 with Madelyn, LaFollette 214		
8	Cardwell, Byron FIN240 with Dan, Cheung 215		
8	Krauel, Asher WR122 with Anne, Walkup 301		
8	Luescher, Sophie MATH241 with Kaita, Autumn 302		
8	Nakato, Kohana EC202 with Dominic, Vaccher 303		
9	Lydon, Carson CIS110 with Aaron, Casserly 201	Stoffal, Jace GEOG342 with Morgan, Scatdi 201	Wong, Nicholas HPHY323 with Cooper, G
9	Williams, Zoe HPHY323/324 with Cooper, Gardner 202	Esau, Halle B212 with Kiana, Sagon 202	Pinto, Chanaya SOC380 with Nick, Lougee
9	War, Lok ASL202 with Jen, Gerould 203	Bass, Travis ANTH341 with Kate, Jones 203	Crocker, Isaiah SOC345 with Kaita, Clarke
9	Davis, Timon EC202 with Kellie, McSween 204	Grebo, Shana AEIS111 with Anne, Walkup 204	Macchiarollo, Italia MATH241 with Sabri
9	Mercado, Logan CaseMgt. with Sara, Jackson 205	Sabia, Dylan Advising with Steve, Stelp 205	Mercado, Logan CaseMgt. with Sara, Jack

schedule.csv Image

3. The file will have each day of the week in a separate column and the rows will be organized by time. Each of the rows will have an appointment that is scheduled for that time and the columns split those up by day.
4. Each of the appointments will be formatted like this:

<Athlete Name> <Subject> with: <Tutor Name> <Room #>

## Task 5: Reading Individual Schedule

The individual schedule is used for a person to view just the tutoring appointments that they have been scheduled.

1. To open the file, navigate to the “Schedule\_Builder” folder and then into the folder “Schedule”.
2. Open the file called “Last\_First.csv” where the last and first name are replaced by the person whose schedule was created.

A	B	C	D	E	F
---	---	---	---	---	---

Table 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8	Scott,Ellis ANTH145 with:Carleigh,Ocon 201	Scott,Ellis ANTH145 with:Carleigh,Ocon 201			

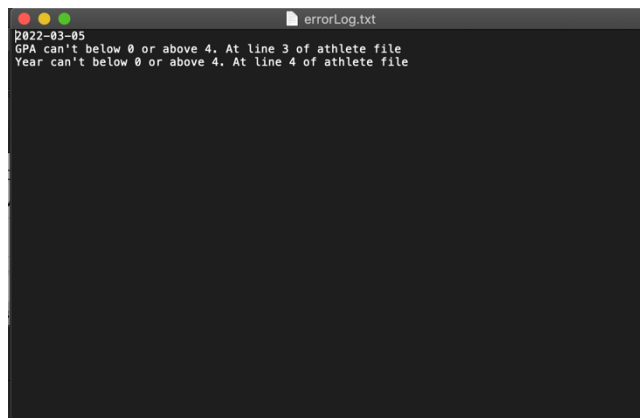
**Last\_First.csv Image**

3. The file will be formatted similarly to the format of the full schedule specified in task 3 steps 4 and 5.

## Task 6: Reading Error Log

When an error occurs during the running of the system due to the input files it will log it in a .txt file. These errors are written out so that you can see what needs to be fixed in the input files. The errors will always be from the most recent run.

1. To open the file, navigate to the “Schedule\_Builder” folder and then find “errorLog.txt” and open it.



**errorLog.txt Image**

2. The first line of the file will have the date that the code was run on.
3. The rest of the lines of the file will have the error written out. It will explain why there is an error and where the error is located. An example of this is:

“GPA can’t below 0 or above 4. At line 3 of athlete file”

This example shows an error for the third athlete in the file. It shows that their GPA input is an invalid number.