User Guide for Schedule Planning Tool

Contents

1. Importing the files

When starting the program, you will see a grid view of the current week (see Screenshot 1). You have to start by importing the text files by following the next steps:
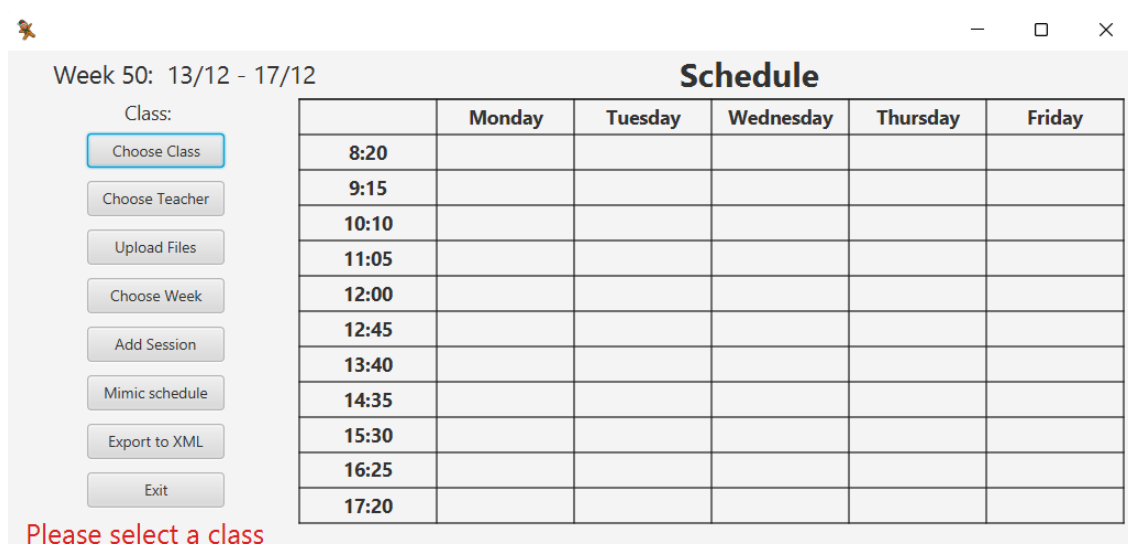
Screenshot 1

1. Click on the Upload Files button.
2. Click on the Select File button separately for browsing the Student, the Course, and the Rooms text files on your computer.
3. Make sure you have selected the corresponding files and click on the "Confirm" button. Your files have now been uploaded.

2. Adding a Session

1. Click on the Choose Class Button (Screenshot 1).
2. Click on the dropdown bar and select the Class you want to add a session.
3. Confirm your selection by clicking on the Confirm button.
4. You can now see which class you have selected above the Choose Class button (Screenshot 2).
5. Click on the Add Session Button (Screenshot 2).
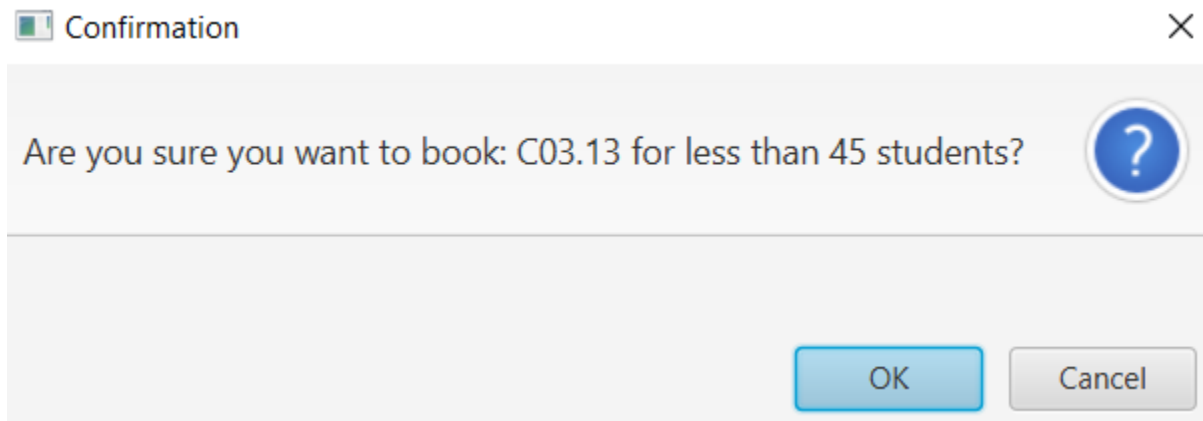

Screenshot 2

Screenshot 3

6.   In the Add Session Window (Screenshot 3) click on the dropdown bar, then on the course you would like to add to the session.
7.   Select the date for the Session.
8.   Select the Start Time of the Session by choosing from the values inside the dropdown bar.
9.   From the Lessons dropdown bar, select the number of lessons you want the Session to have.
10.   Click on the Find rooms button
11.   The dropdown bar Room now contains the available rooms for this time. Choose the room you would like to book for the Session.
12.   Your session is now booked and displayed on the schedule.

   You may run into the following warnings while adding a session:
   1.   You cannot book a session with a number of lessons that would end the session after 18:00.
   2.   You cannot book a session during the holidays.
   3.   You cannot book a session that would overlap another session of the class'.
   4.   You cannot book a session that would overlap another session of the teacher's.
   5.   If you are booking a room with a capacity of more than 100 for less than 45 students a confirmation window will show up (Screenshot 4). If you would like to book the room anyway, just click OK to book the room and add the session, or Cancel to start all over.
   6.   If you are adding a session with an empty lesson slot between two sessions (excluding the lunch break), a confirmation window will show up. Click OK to book the room and add the session, or Cancel to start all over.

Should any of the 4 first warnings show up, you will have to choose another date/ start time/ number of lessons for the session, depending on which warning showed up.
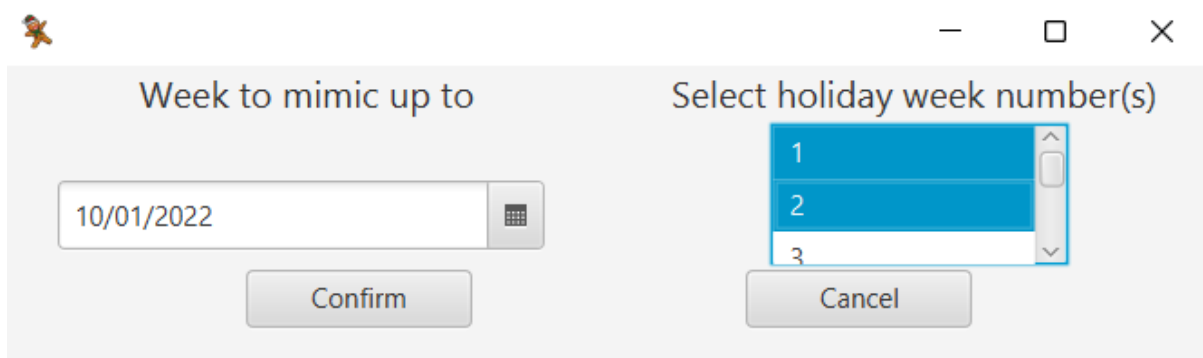
Screenshot 4
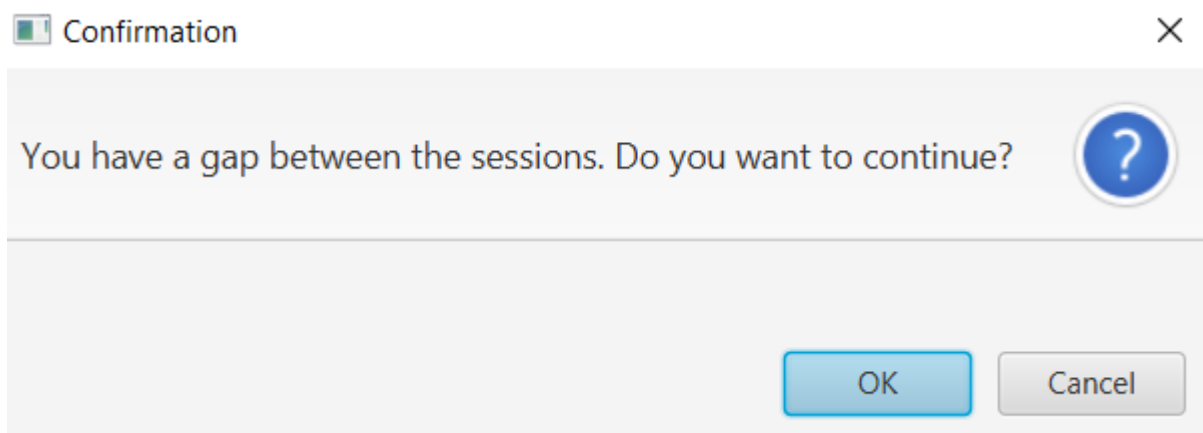
Screenshot 5

3. Mimicking the schedule (spreading out a week throughout the whole semester)

1. You must have at least one Session to be able to mimic the schedule.
2. Click on the Mimic schedule button below the Add Session button.

Screenshot 6

3.   Select the week until which (and including) you wish to replicate the weekly schedule.
4.   Select the week(s) you want to set as holidays (no sessions will be booked on these weeks and you will be unable to add sessions to these weeks).
5.   Press the Confirm button.
6.   The sessions have been mimicked up to the chosen date, and the holiday weeks have been added (Screenshot 7).
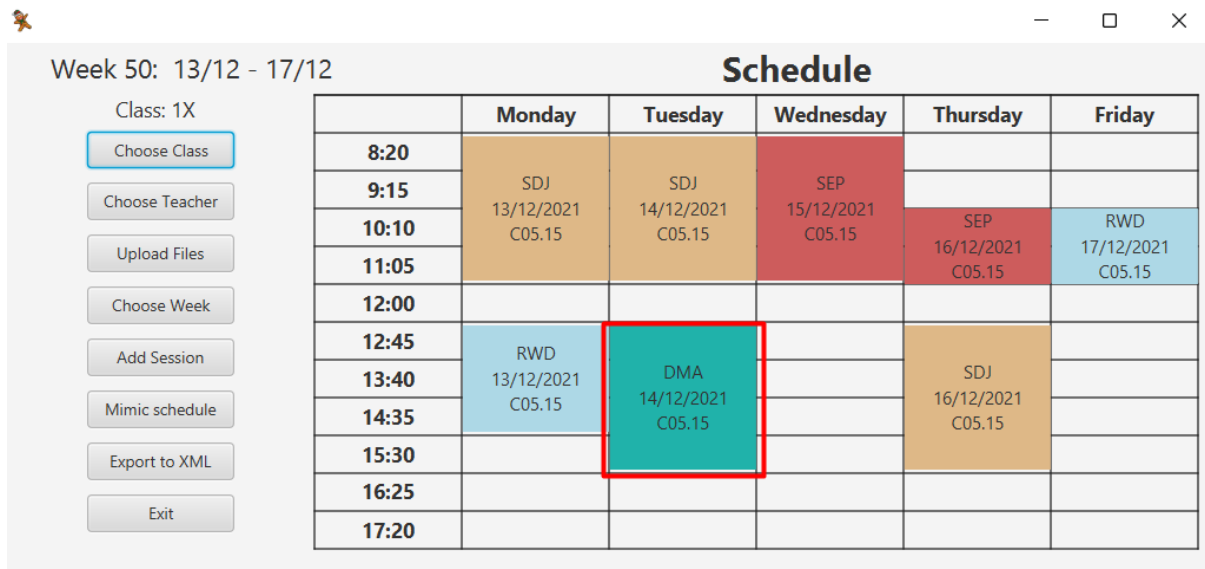

Screenshot 7

4. View Teacher's Schedule

After adding the sessions, you will be able to see the schedule of a teacher by following the next steps:

1. Click on the Choose Teacher button.
2. Select the teacher for whom you would like to view the schedule.
3. Click the Confirm button.
4. The sessions of the selected teacher are now displayed.
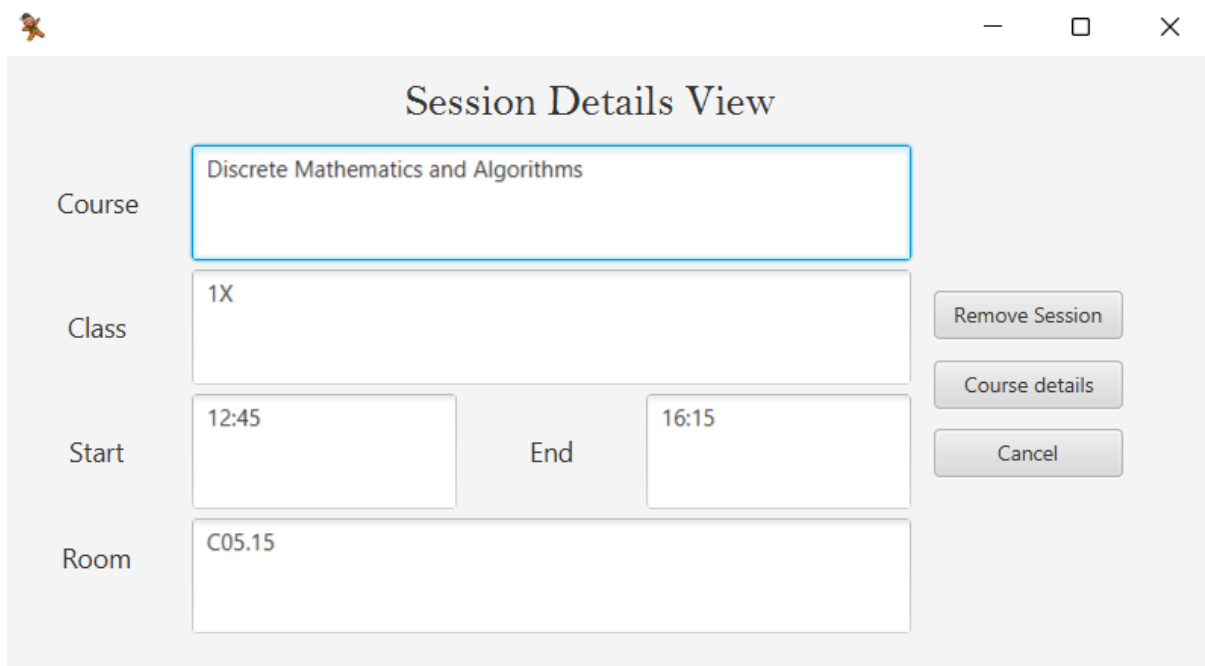
5. View Session Details

Screenshot 8

1. Click on the session of which details you would like to view (DMA in the example on Screenshot 8)
2. A new window will open (Screenshot 9) with the full name of the course (in Danish if it is for a Danish class), the class, the start time, the end time, and the room.

Screenshot 9

6. Remove Session

1. Choose the Session you would like to remove (Screenshot 8).
2. Click on the Remove Session button.
3. The session has been removed.

7. View Course Details

1. Choose the Session of the course which you would like to view (Screenshot 8).
2. Click on the Course Details button.
3. The Course Details View will open. Here you can see the full name of the course, the semester in which it is taught, its ECTS value, and two dropdown bars: one where the list with the teachers from this course can be viewed, and one where the list of students from this class can be viewed.

8. Add/Remove Teacher/Student

For the above actions you need to enter the Course Details View by clicking on a Session, then Course Details.

1. To add a Teacher to the course click on Add Teacher, then enter the VIA ID of the teacher to be added to the course.
2. To remove a Teacher from the course click on the dropdown bar and click on the teacher you would like to remove. After selecting the teacher, click on the Remove teacher button. The teacher has now been removed from the course.
3. To add a student to the course click on Add student. In the new window, enter the full name of the student, a 6-digit VIA ID, and the class you want to add the student to. Finalize the addition by clicking on the Confirm button.
4. To remove a student from the course click on the dropdown bar and click on the student you would like to remove. After selecting the student, click on the Remove student button. The student has now been removed from the course.

9. Publish the timetable

1. You either have to buy a domain for the website or open it from a Live Server using Visual Studio Code.
2. Click on the Export to XML button (Screenshot 1). The website will use this XML file to display the timetable on the website.