

# **Schedula Instruction Manual**

## **About Schedula:**

Schedula is a web application designed to help students of Stony Brook University to make their course schedules. Every semester, students have to preregister for courses in the following semester. Stony Brook University uses an application called Solar (designed by Stony Brook University) to officially enroll in a course. However, Solar does not provide an interface to make rough drafts of course schedules which can be very helpful for students. Students (especially first year students) are often confused as to what courses they should enroll in. These shortcomings of Solar led to the development of Schedula. Schedula allows students to create rough drafts of their course schedule (up to 5 drafts are permitted). When a student creates an account on Schedula, he/she enters his/her major along with the major and DEC (Diversified Education Curriculum) courses that he/she has already completed. Schedula saves this information to provide students with suggestions on the courses that they should take. For example, suppose a student wants to take a course in DEC F, then Schedula will sort classes based on their easiness ratings (pulled from RateMyProfessor) and then display them to the student. The student can choose which course he/she wants to take. Schedula will also notify students of time conflicts in their drafts.

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### For Students:

#### **How to create an account on Schedula?**

1. Please enter the following URL in your web browser: <http://schedula-ms.appspot.com>.
2. Click on the **New Student?** link that appears in the center of the page. A new page will open that will ask you for your first name, last name, email address, a new password and telephone number.
3. After filling in the details, click on the **Next** button. A new page will open that will ask you for your major, second major (if any), major classes that you have completed and DEC categories that you have completed.
4. After filling in the details, click on the **Submit** button. You will be redirected to <http://schedula-ms.appspot.com>.
5. Enter the login credentials with which you created your account namely your email address and password and click on the **Login** button.

**Notice:** If you enter an invalid email address or password, you will see an error. Enter your valid login credentials in order to login to your account.

### For Students:

#### **How to login to your account on Schedula?**

1. Please enter the following URL in your web browser: <http://schedula-ms.appspot.com>.
2. Enter your login credentials namely your email address and password and click on the **Login** button.

**Notice:** If you enter an invalid email address or password, you will see an error. Enter your valid login credentials in order to login to your account.

### For Students:

#### **How to make a new schedule on Schedula?**

1. Click on the **Make a New Schedule** button on your Schedula homepage.
2. In the new page that opens, select the major classes that you want to add to your schedule. To add DEC classes, follow the next step.
3. To select DEC classes, click on the **Add DEC Classes** button in the top center of the window.
4. In the new section of the page that opens, select the DEC classes that you want to add to your schedule. To navigate back to the list of major classes, click on the **Add Major Classes** button in the top center of the window.
5. When you are done selecting all the classes that you wish to add to your schedule, click the **Done** button that appears in the bottom center of the window.

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**Notice:** If any of the classes that you added had time conflicts, you will receive an error on the screen that explains you the classes that have time conflicts. Please navigate between the Add Major Classes and Add DEC Classes tabs to resolve the conflicts and then click on the **Done** button.

6. Your new schedule has now been created. You can view it any time by clicking on the name of the schedule in the left sidebar of the window.

### For Students:

#### **How to edit an existing schedule on Schedules?**

1. Click on the name of the schedule that appears in the left sidebar of your Schedules homepage.
2. A new section on the page should open that lists the schedule that you clicked on.
3. Click on the **Edit Schedule** button in the bottom center of the window.
4. In the new page that opens, select the major classes that you want to add to your schedule. To add DEC classes, follow the next step.
5. To select DEC classes, click on the **Add DEC Classes** button in the top center of the window.
6. When you are done selecting all the classes that you wish to add to your schedule, click the **Done** button that appears in the bottom center of the window.

**Notice:** If any of the classes that you added had time conflicts, you will receive an error on the screen that explains you the classes that have time conflicts. Please navigate between the Add Major Classes and Add DEC Classes tabs to resolve the conflicts and then click on the **Done** button.

7. Your schedule has now been modified. You can view it any time by clicking on the name of the schedule in the left sidebar of the window.

### For Students:

#### **How to delete an existing schedule on Schedules?**

1. Click on the name of the schedule that appears in the left sidebar of your Schedules homepage.
2. A new section on the page should open that lists the schedule that you clicked on.
3. Click on the **Delete Schedule** button in the bottom center of the window.
4. A dialog box asking you to confirm your action will be displayed. If you wish to continue with the deletion process, click on the **Ok** button in the dialog box. If you don't want to delete your schedule, click on the **Cancel** button in the dialog box.
5. If you clicked on the **Ok** button in the step 3, your selected schedule will be deleted and it will no longer appear in the left sidebar of the window. If you

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clicked on the **Cancel** button in step 3, the schedule will continue to be displayed in the life sidebar of the window.

### **For Students:**

#### **How to print an existing schedule on Schedula?**

1. Click on the name of the schedule that appears in the left sidebar of your Schedula homepage.
2. A new section on the page should open that lists the schedule that you clicked on.
3. Click on the **Print Schedule** button in the bottom center of the window.
4. A print popup box asking you to confirm information regarding the printer, click on the **Ok** button in the popup box. If you don't want to print your schedule, click on the **Cancel** button in the popup box.

### **For Students:**

#### **How to chat with an advisor or another student on Schedula?**

1. Click on the name of the person you want to chat with in the left sidebar of your Schedula homepage.
2. A popup box will appear in the bottom right of the screen, enter your chat message in the text box that appears and press the **Enter** key to send the message.

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### For Advisors:

#### **How to create an account on Schedula?**

1. Please enter the following URL in your web browser: <http://schedula-ms.appspot.com>.
2. Click on the **New Advisor?** link that appears in the center of the page. A new page will open that will ask you for your first name, last name, advising major, email address, a new password and telephone number.
3. After filling in the details, click on the **Submit** button. You will be redirected to <http://schedula-ms.appspot.com>.
4. Enter the login credentials with which you created your account namely your email address and password and click on the **Login** button.

**Notice:** If you enter an invalid email address or password, you will see an error. Enter your valid login credentials in order to login to your account.

### For Advisors:

#### **How to login to your account on Schedula?**

1. Please enter the following URL in your web browser: <http://schedula-ms.appspot.com>.
2. Enter your login credentials namely your email address and password and click on the **Login** button.

**Notice:** If you enter an invalid email address or password, you will see an error. Enter your valid login credentials in order to login to your account.

### For Advisors:

#### **How to chat with a student or another advisor on Schedula?**

1. Click on the name of the person you want to chat with in the left sidebar of your Schedula homepage.
2. A popup box will appear in the bottom right of the screen, enter your chat message in the text box that appears and press the **Enter** key to send the message.