Monthly Mentor User Manual

About

Monthly Mentor is an application to help with all your time-management needs. Not only does this application sort your university tasks in order of importance, it also tells you when you should be working on those tasks by generating "study sessions" in your free time. Create semesters, courses, any session related to those courses, as well as general tasks you need to remember to do; Monthly Mentor will organise it all for you.
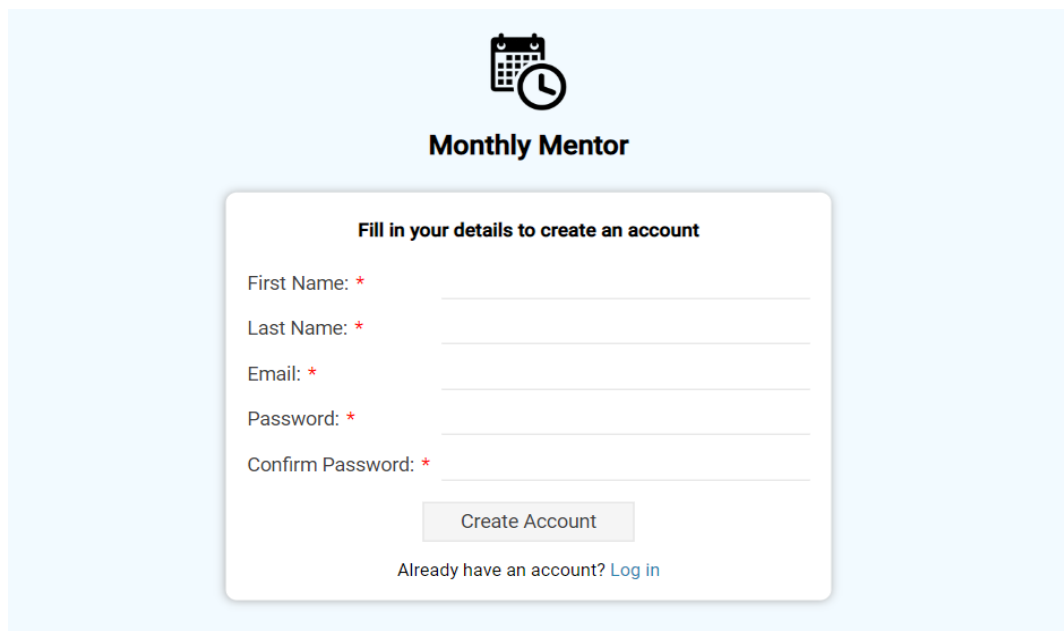
This guide explains the usage and functions of the application.

Account Access

You can access your account by going to the home page of the application on any browser when there is an internet connection. There you can either create an account or log in if you have an existing account.
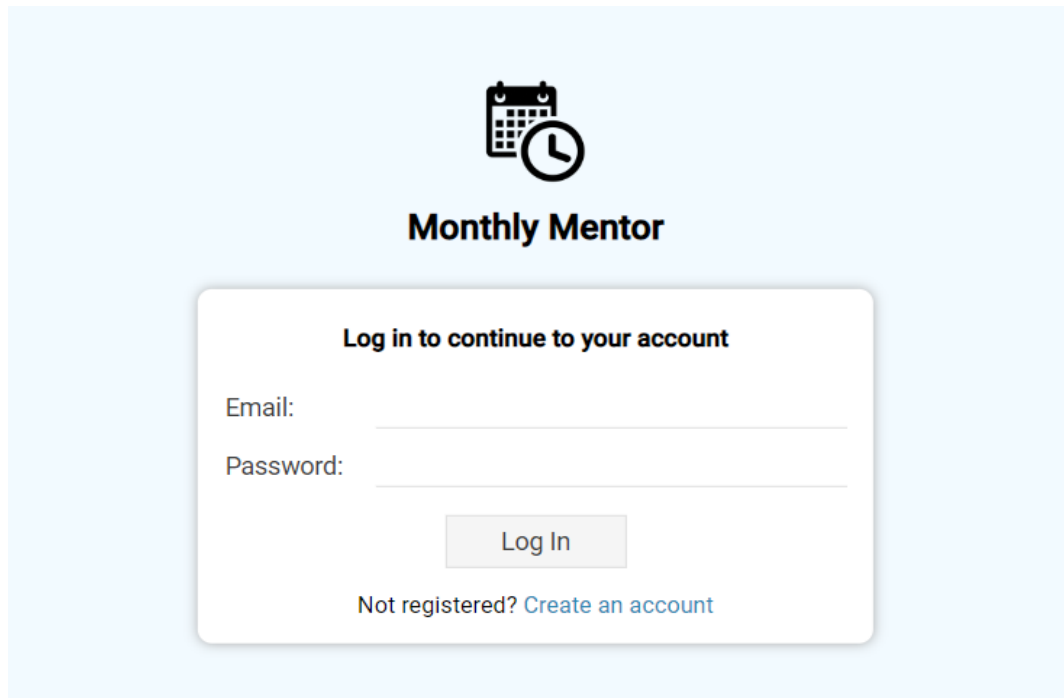
Create an Account

When you access the Monthly Mentor website, you are presented with the log in page. Click the "Create Account" link on the bottom of the log in form. This will take you to the page to create an account, which will require some of your personal and account information such as name, email and password. Once you have entered the correct information and clicked the "Create Account" button, you will be taken back to the Semesters page of the application. See the "Semesters" section for more details.

Log in to Account

When you access the Monthly Mentor website, you are presented with the log in page. To log in, it is necessary to enter your **correct** username and password. Once that is complete, you will be logged in to your account. New users will be directed to the Semesters page (see "How do I create a Semester?") and existing users will be directed to the calendar page.

Log Out

In the application, the user icon can be found in the top right corner. It consists of your initials and your first name. Click this button and a drop-down menu will appear with various options. One is the "Log out" option. Click this and you will be logged out of your account and taken back to the login page.

Semesters

What is a Semester?

A semester in Monthly Mentor represents your semester in real life. It is a period during university when you schedule lectures, practicals, tests and anything else that needs to be attended. You need to create a semester to access the functionality of the application, thus new users are directed to the Semesters page (see "How do I create a Semester?") where a semester can be created, while existing users who have already created semesters are taken to the calendar page. You are not able to create courses and other sessions if there is no semester to link those items to.

How do I create a Semester?

To create a semester, you need to access the Semesters page. New users are directed to this page automatically when logging in to the application. If not already there, you would need to click the Semesters tab on the sidebar menu (circled below in red) on the left and then click the "Create" button, circled in pink. Here you will select "New Semester" in the drop-down menu that appears. You then need to input all the relevant information about the semester, most importantly the start and end dates, in the form on the right of the screen. Once you have completed this and clicked the "Save" button, you will be able to create courses and then anything relating to those courses.

How do I edit a Semester?

To edit a semester, you need to access the Semesters page (shown above). You must then select name of the semester you wish to edit, and the details of the semester will appear on the right, as can be seen in the previous picture. Change any details you wish in this right-hand form and click "Save" to apply those changes.

How do I delete a Semester?

To delete a semester, you need to access the Semesters page (shown above). You must then select the (unfortunate) semester and you will see its details on the right, as well as "Save" and "Delete" buttons shown in the previous picture. Click the "Delete" button and follow the prompts that appear.

Courses

What is a Course?

A course in Monthly Mentor represents the virtual version of the courses that you have at university. A course has a code, a name and all the other information one would normally associate with a course. Courses are also comprised of course sessions and assignments (See the "Course Sessions" and "Course Assignments" sections respectively), where a course session can vary from lectures to tutorials and practicals. Graded sessions are also included for course sessions, which would be events for marks, such as tests and exams. You can only create a course after you have created a semester. Likewise, you can only create course sessions or assignments for a course once you have created that course. Naturally, one semester would normally comprise of several courses that you have in that semester.

How do I create a Course?

To create a course, navigate to the Semesters page and click the "Create" button (see the "Semesters" section for details). On the drop-down menu, select "New Course". This will display the new course form on the right which contains relevant information about the course that needs to be filled in. The colour that you select is the colour that the course sessions of that course will be displayed in (we suggest saving red for the super hard subjects like Maths).

How do I edit a Course?

To edit the details of a course you need to navigate to the Semesters page (see the "Semesters" section for details). You can then select the course you wish to edit. The details of the course will appear (like magic) on the right-hand side of the screen, as shown below, and you are free to edit and change them as you wish. You then need to click "Save".

How do I delete a Course?

To edit the details of a course you need to navigate to the Semesters page (see the "Semesters" section for details). You can then select the course you wish to delete. On the right, underneath the course details, you will see a "Delete" button (see above) which will, when clicked, delete the course and all related information.

Course Sessions

What is a Course Session?

A course session is any period you have relating to a course that takes up your time at university. For example, a lecture or practical would be a course session as they have a beginning and end. However, an assignment, which only has a due date, would not be considered a course session (it is called a course assignment and is explained in the "Course Assignments" section). The set types for a course session include lectures, practicals, tutorials, tests and exams, but you can add your own types too (for example, a meeting). You can also set a course session as being for marks. You are encouraged to add as much information as possible for these course sessions so that Monthly Mentor can help you as much as possible.

How do I create a Course Session?

The easiest way for you to create a course session is to double click on the calendar view between the two times that the session will take place. You can then click the newly created session and select the edit button (which is the pencil icon that appears, shown below in black). This will bring up the information about the course session and allows you to tailor it to your needs. You can also create a course session by clicking the "Create" button in the top right corner on the calendar view (circled in red below). This will immediately bring up the details form for you to fill in about the course session. If it is a graded session, you are also

able to schedule your hours to study using our automatic scheduler (See the "Scheduler and Study Sessions" section and the FAQs for more information).

How do I edit a Course Session?

To edit a session, click the session on the calendar view and choose the edit button that pops up (which is the pencil icon that appears, shown above). You can then choose to either only edit that session, or the entire series of sessions, shown below. The change you make to the session/s will be reflected in real-time, so no more waiting for ages for your page to reload to see the changes. You can also change the times and date of a course by clicking the time section of the block on the calendar and dragging the course session to its desired time slot, even if it's on a different day. The length can also be simply changed by clicking and dragging the bottom of the session.

How do I delete a Course Session?

To delete a course session is a very simple process. If you want to only delete a single session, click the desired course session on the calendar page and select the bin icon that appears. If, however, you want to delete an entire series of sessions, such as all lectures scheduled for the rest of the semester, you need to open the form for the session you want to delete by choosing the edit icon (see above) or double clicking the session. This will then give you the option of editing a single occurrence or the series (shown above). Select the series and then click the "Delete" button, seen above.
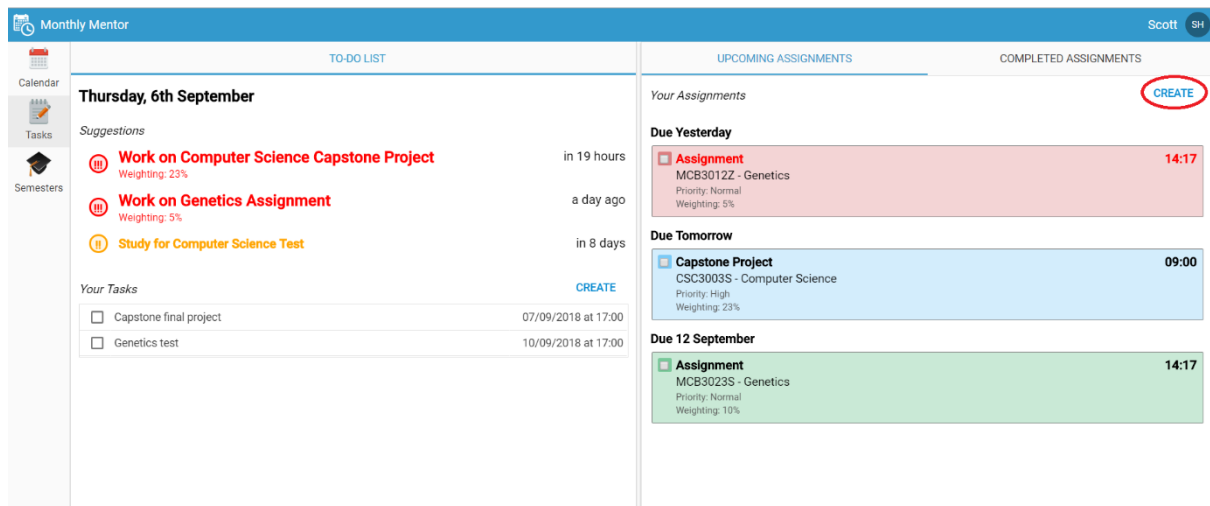
Course Assignments

What is a Course Assignment?

A course assignment is any assignment you have relating to a course that is due by a specific date. It is not the same as a course session, which takes up a set period in a day. Assignments can also be graded (for marks), and you can request study sessions to be created for them too. You are encouraged to add as much information as possible for these course assignments so that Monthly Mentor can help you as much as possible.

How do I create a Course Assignment?

A course assignment can be created in two ways. The first way is to click on the "Create" button in the calendar view and follow the prompts, just like you would for a course session (see "How do I create a Course Session?"). Alternatively, you can navigate to the Tasks page (shown in the "Tasks" section) and click the "Create" button (circled in red below) on the right of the page in the assignments section. This will bring up a form that you need to fill in describing all the details of the assignment, such as name and due date. The assignment will show up on the calendar view on the day it is due as a full-day event with no timeslot.

How do I edit a Course Assignment?

There are also two options to edit an assignment. The first option is to double click on the assignment in the calendar view. Otherwise, you can navigate to the Tasks page and click the assignment you wish to edit. Both options will result in the details of the assignment appearing (shown below), allowing you to change any section you wish. Once you've edited what you wanted, you need to click "Save".

How do I delete a Course Assignment?

To delete an assignment, you need to access the form shown above. Follow the instructions in "How do I edit a Course Assignment?" if you're not sure how to get to the form. Once there, you must press the "Delete" button seen in the above picture. This will remove the assignment from your schedule. If, on the other hand, you merely want to mark the assignment as being complete (thereby saying that you have finished working on it), then you need to navigate to the Tasks page and click the square box on the left of the assignment

name. A tick will appear there, and the assignment will be moved to the "Completed Assignments" section of the page.

Scheduler and Study Sessions

What is the Scheduler?

The scheduler in Monthly Mentor is an innovative time-scheduling system that allows you to specify the number of hours you wish to study or work for a task, and then finds the free time in your schedule and automatically schedules "study sessions" for you in that time (shown below in the grey blocks). It will do these for all course assignments and for the course sessions you identify as being graded (for marks). You must note, however, that if you do not enter any hours to study, the Scheduler will assume you do not want to study and will therefore not schedule any study sessions. These sessions are also automatically managed and deleted with the course session that you scheduled them for; so, for example, if you had a test you requested 12 hours of study time for, and the test got cancelled, the study sessions scheduled for you will be removed from your calendar too.
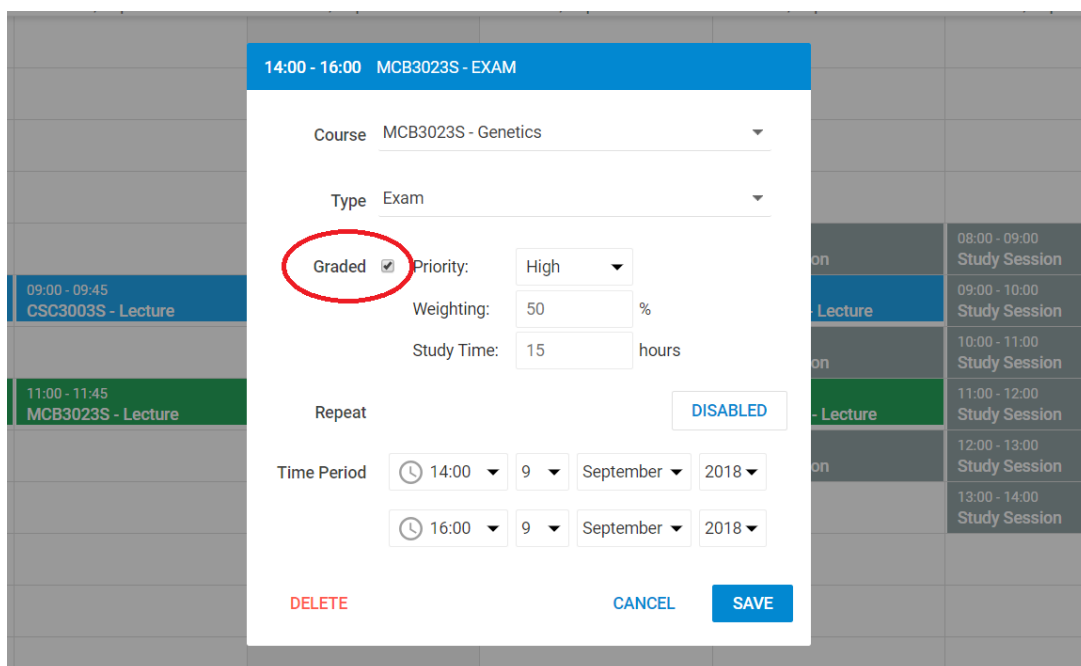
How do I use the Scheduler?

The Scheduler works automatically when you create a course session or assignment and specify the number of hours you wish to study. To ensure a course session has study sessions scheduled for it, it needs to be identified as being for marks. This can be done by selecting the "Graded" option in the course session form (circled in red below). The generated study sessions will be in grey (see above) and fully customisable by you to fit in with your personal habits and preferences.

How do I edit or delete a study session?

Deleting a study session follows the exact same process as deleting a course session (see "How do I delete a Course Session?" for more details). To change the time or date of a study session, click the time section of the study session block on the calendar and drag the study session to its desired time slot, even if it's on a different day. The length can also be simply changed by clicking and dragging the bottom of the session.

Tasks

What are Tasks?

There are two types of tasks in Monthly Mentor. The first type of task is found under the heading "Your Tasks" on the Tasks page and consists of non-academic activities that you input into the application, such as "Go shopping" or "Pick up mom from the airport". The other type of task is also found on the Tasks page under the heading "Suggestions", and these are tasks that Monthly Mentor suggests to you based on what it has calculated to be the highest priority university tasks (see "How does priority work?" in the FAQs for more detail). For example, if you had a test and an exam in the same week, Monthly Mentor would suggest which one you should work on first and will display this suggestion on the Tasks page. Both types of tasks are shown in the next picture.

How do I create Tasks?

The Monthly Mentor suggestions cannot be made by you as they are automatically generated by the application. The other non-academic tasks, on the other hand, can be created by you. To create a task, access the Tasks page (shown below in red). On the Tasks page, click the "Create" button you next to the "Your Tasks" heading (shown below in pink). This creates a new empty task where you can enter the task name and select a due date for the task. The date on the right can be edited by clicking on said date.

How do I edit Tasks?

To edit a task, you need to be on the Tasks page (shown above). Click on the task you wish to edit, and a field opens allowing you to change the name. If you wish to change the deadline, click on the date section of the task and options to change both the date and time will appear.

How do I complete tasks?

To complete a task, you need to be on the Tasks page (shown above). To mark is at complete (or remove it if it no longer needs to be done), click on the square box on the left of the task name. A tick will appear, and a line will be drawn through the name of the task, indicating it no longer needs to be done. At that point, you have 2 seconds to click it again which will prevent the task from being removed. This is to ensure you didn't click the task by mistake. If you leave it for those 2 seconds, the task will be completed and disappear from the to-do list.

FAQ

How does the scheduler work?

The scheduler is an innovative algorithm that knows when you can or can't study and creates study sessions for you when you want to study. It is up to you how many hours you want to study, and you are free to edit and delete study sessions at will. To make this easier for you, each study session is set to an hour in length, so if you see a 4-hour block of study sessions and want to (rightly) take a break, then you can freely edit or delete one of those sessions.

What are graded sessions?

Graded sessions are a special type of course session that are for assessments you encounter during your university career. In other words, they are course sessions that count for marks and will contribute to your final course mark. This allows you to set a weighting for the assessment, set your priority for the assessment and identify how many hours you want to work for the assessment.

How does Priority work?

We calculate your priority based on three factors: the weighting of the assessment for your final course mark, your personal priority and the due date. You may find that something you set for a high priority is not at the top of the list. That can be because the due date is sooner for the lower-priority object or the weighting of the low-priority object is more than the one you set to a higher priority. The red priority is for tasks that are due very soon and must be attended to ASAP. Orange priority is for important work that is not due in the next three days. The green priority is for things that aren't urgent but are in your schedule in the near future and only really show when you have no other work.