TEAM CEREBELLUM

Scheduling Web App User Guide

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WEB APP VERSION 2.0.0 USER GUIDE VERSION 2.0.0 UPDATED ON 6.25.15

PLEASE CONTACT TEAM CEREBELLUM TO FIND OUT IF THERE IS A NEWER VERSION AVAILABLE

Scheduling Web App

Introduction

The Scheduling Web App is a simple-to-use online tool for creating, updating, and viewing schedules for participants.

he Seven Hills Foundation in Worcester Massachusetts offers services to people with a wide array of cognitive and physical disabilities. These disabilities make performing everyday tasks challenging. The primary goal of this project is to specifically address the clients' need for accessing and remembering their schedules at Seven Hills. The project also intends to create an easier way for the staff of Seven Hills to manage the schedules of the participants. Users are encouraged to contact Team Cerebellum with any questions they may have regarding the Web App its features.

Background

The ages of the participants at the <u>Aspire! Worcester Program</u> range from 20 to 60. Most of the participants at the center have Down syndrome: a genetic disorder that presents a variety of symptoms ranging from cognitive disabilities to physical impairments. While therapy and training can help participants overcome most physical issues, one disability that hinders patients is a low IQ. The faculty at the Seven Hills facility must work around this disorder by providing simple instructions and easy to follow rules that the participants can understand. The faculty must be careful to support and respect the participants while providing them with enough freedom so they can enjoy their time at the program.

According to the Assistive Technology Program Director, Mrs. Jean Des Roches, there are approximately twenty iPads that the participants are allowed to sign out and use. The intent of the iPads was to allow the participants to learn to use modern technology and apply the technology in their daily lives. However, shortly after the iPads were introduced to the facility, many of the participants found them difficult to use and stopped using them all together. Now, the participants only use the iPads for entertainment: watching movies and television shows. Because many of the participants have a cognitive disadvantage, they are unable to use complex apps with

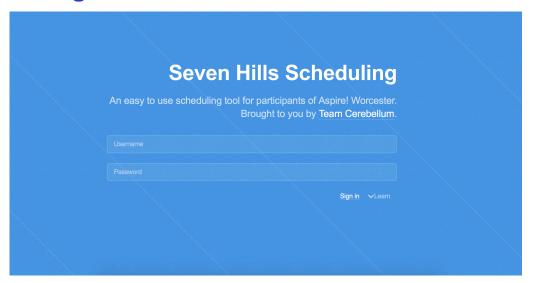
several buttons and options. While many apps exist that are simple to use, most of these are directed toward an age inappropriate audience, and many of the participants would feel patronized to use apps that were designed for elementary students. As a result, the iPads are not used to the extent to which they can be used.

At the program, the participants are able to participate in a range of activities and plan their own schedules for the week. One of the rules of the facility is that the schedules need to be reviewed by the faculty before they can be approved. The current method that participants use to generate their schedules is archaic: writing schedules by hand. Not only is it difficult for the faculty to manage these schedules, but also it is difficult for the participants to see their own schedules. Because they can be forgetful, the participants need easy access to their own schedules to avoid chaos and confusion. This problem pertains to many of the participants of the Seven Hills facility, and they would all benefit from a simple way to view their weekly schedules.

iOS Companion

The iOS companion app was developed in tandem with the web app. The app is still in the developmental phase and the release date for the app is currently pending. This user guide was specifically written for the use of the web app only. The iOS user guide will be released with the iOS app.

Getting Started



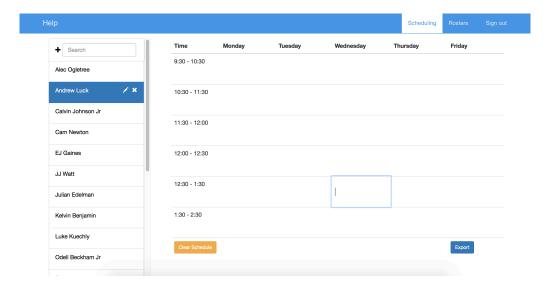
Above is the Web App home screen. In the middle of the screen, there is a secure user login with username and password text fields. Please contact Team Cerebellum for questions regarding specific login information such as dealing with forgotten passwords or usernames. Because the system is designed to be as secure as possible, system administrators can only reset logins. By default, the login information is:

Username: test

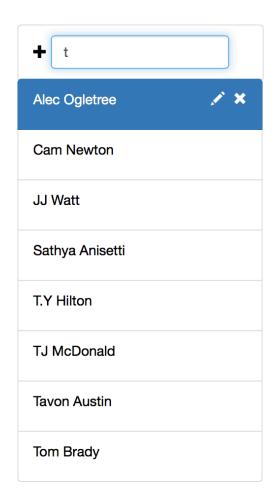
Password: test

To login and begin managing the participant data, enter the username and password into the text fields and click the green sign in button. To request an individual login, please contact a system administrator or Team Cerebellum representative.

Participants

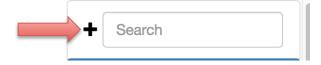


After signing in, the web app displays the list of participants in the facility on the left hand side of the screen, and the corresponding participant schedule in the middle. In the example above, "Andrew Luck" is highlighted on the participant roster, and his schedule appears in the middle of the screen. Participants can be selected from the left side of the screen by scrolling and clicking on the participant name. Typing in the search bar can also search for participants.

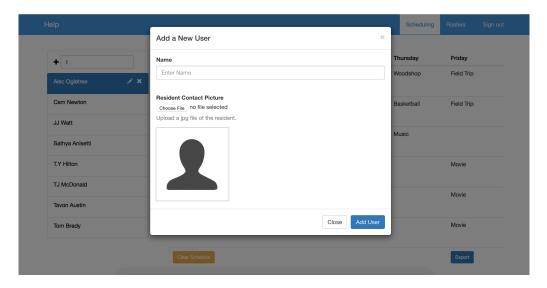


Above is an example of how the search can be used to quickly find a participant from the participant list. In the example, the search returns all participants who have the letter "T" in his or her name.

Adding a Participant



To add a new participant to the participant list, click the plus button next to the search bar. This automatically opens the Add a New User Wizard.



In the Add a New User Wizard, enter in the information for the new user. Please include the participant's name and contact picture. After entering in this information, click the add user button to confirm the new participant.

Editing/Removing a Participant



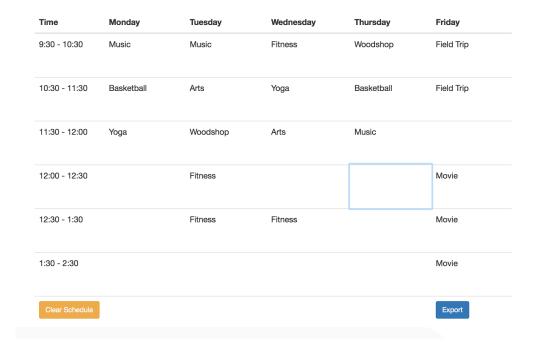
To edit the name or picture of a participant, or to completely remove the participant, click the appropriate button next to the participant's name. If the remove resident button is selected, a prompt will appear asking if the user is sure that the participant can be removed.

WARNING: AFTER CONFIRMING A PARTICIPANT CAN BE REMOVED, THIS ACTION CANNOT BE UNDONE.

Participant Schedules

After clicking on a participant in the left hand side of the screen, the participant's schedule will appear in the middle of the page. The schedule is a Monday-Friday schedule and it has fixed activity times for each day.

To add or edit an activity or class for a specific time slot, click the box that is in the correct row (time) and column (day).



Type the name of the class into the cell and hit enter. The arrow keys can be used to quickly navigate through the grid of cells.

Along the bottom of the schedule, there are two colored buttons.

Saving Schedules

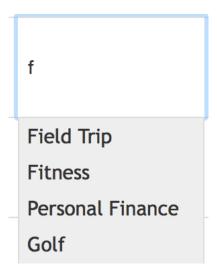
Schedules save automatically after any change or update is made. This feature was introduced in Version 2.

Clearing Schedules

To quickly clear the schedule of a given participant, click the yellow Clear Schedule button. This will be helpful for when entire schedules need to be updated with new information.

Using Autocomplete

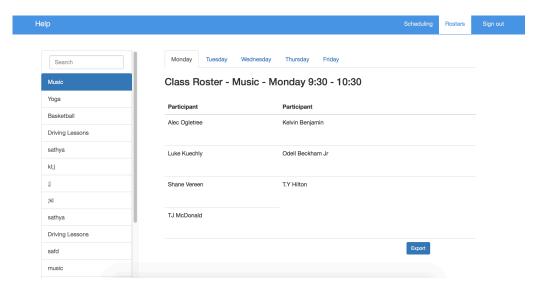
When typing in a cell, users can quickly enter several class names by using autocomplete. The autocomplete feature is enabled by default. Simply begin typing a class name into a cell and a list of *class names that have already been entered* is generated.



In the example above, typing the letter "f" yields a list of class names that contain the letter "f." Simply click on a class name to select it for the cell.

Class Rosters

The Class Rosters feature of the app allows users to quickly see which participants are enrolled in a particular class. Begin by clicking the Rosters button in the top right-hand side of the screen.



The Class Roster screen is similar to the scheduling screen. At the top of the screen, there are five days of the week that will populate the class list on the left-hand side of the screen with appropriate classes for the day. To select a class, click on a weekday, then search or click on the name of the class on the left hand side. Class Rosters cannot be edited from the Rosters screen, but they can be exported to PDFs.

Exporting Schedules and Rosters



To export a participant schedule or class roster to a PDF document for printing, click the blue export button located below the schedule or roster. The PDF will open in a new tab.

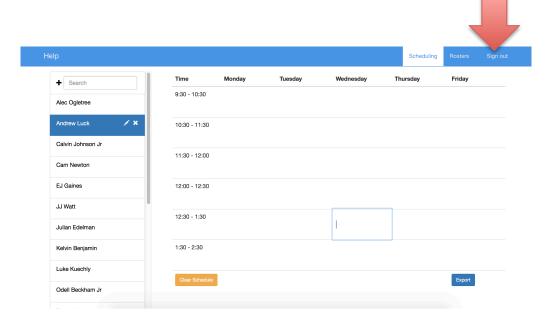
Music

Participant	Participant
Alec Ogietree	Kelvin Benjamin
Luke Kuechly	Odell Beckham Jr
Shane Vereen	T.Y Hilton
TJ McDonald	

Above is an example of the Music class roster PDF.

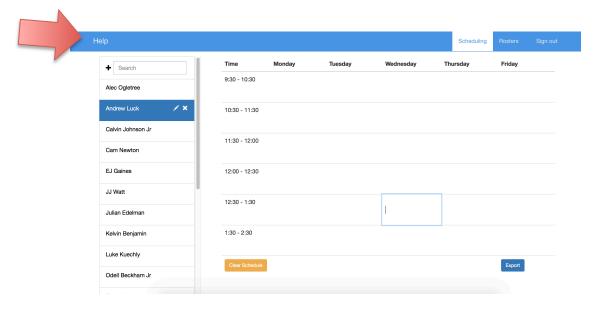
Signing Out

For the safety of the participants of Seven Hills, it is important to remember to sign out after each use of the web app. The sign out button is located on the top right hand side of the screen. Simply click it to return to the homepage of the app. Then you can safely close the browser window.

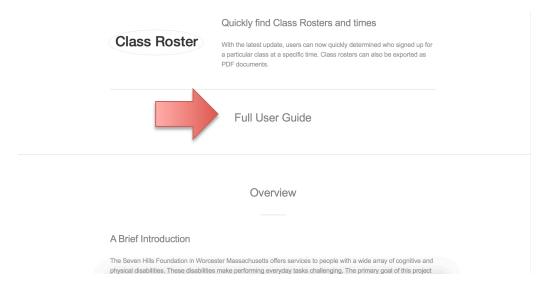


Help!

This document is always available in the top left-hand side of the screen by simply clicking on the Help button.



This User Guide can also be found on the home page of the app by scrolling down and clicking on the "Full User Guide" button.



Please contact Team Cerebellum for any technical issues or to receive additional support.

To contact Team Cerebellum, please email us at:

TeamCerebellum@gmail.com

Or call: 508.902.8089

Acknowledgments

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Seven Hills

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Mrs. Jean Des Roches

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Mrs. Cathi Joseph

Mrs. Jen Keaney

Parents

Mr.. & Mrs. Jai Kumar

Mr. & Mrs. Nallapareddy

Other

Stack Overflow

GitHub

Sathya Anisetti

Team Cerebellum

We're just two guys trying to help Seven Hills. Please feel free to contact us with any questions regarding the Seven Hills Scheduling apps. We are also really funny to talk to. Sometimes.

To contact Team Cerebellum, please email us at:

TeamCerebellum@gmail.com

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