

TEAM CEREBELLUM

# Scheduling Web App User Guide

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# Cerebellum

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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

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## Scheduling Web App

### Introduction

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

The 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 Aspire! Worcester Program 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

## SEVEN HILLS SCHEDULING

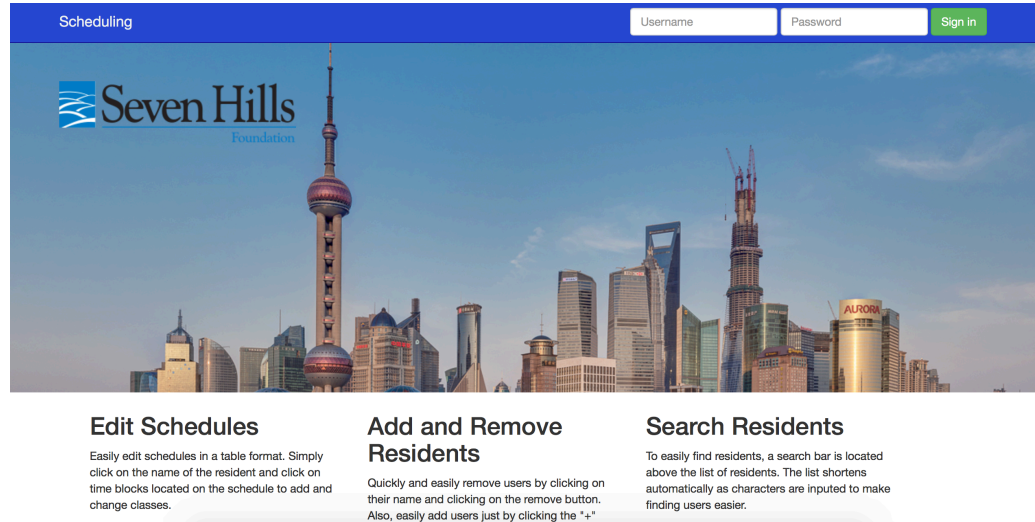
several buttons and options. While many apps exist that are simple to use, most of these are directed toward an age inappropriate audience, and many of the participants would feel patronized to use apps that were designed for elementary students. As a result, the iPads are not used to the extent to which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

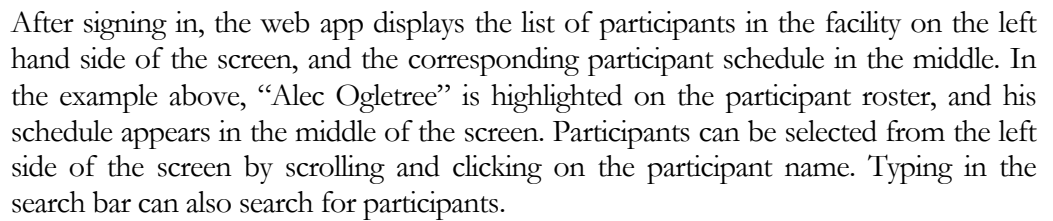


Above is the Web App home screen. At the top right-hand side of the screen, there is a secure user login with username and password text fields. Please contact Team Cerebellum for questions regarding specific login information such as dealing with forgotten passwords or usernames. Because the system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

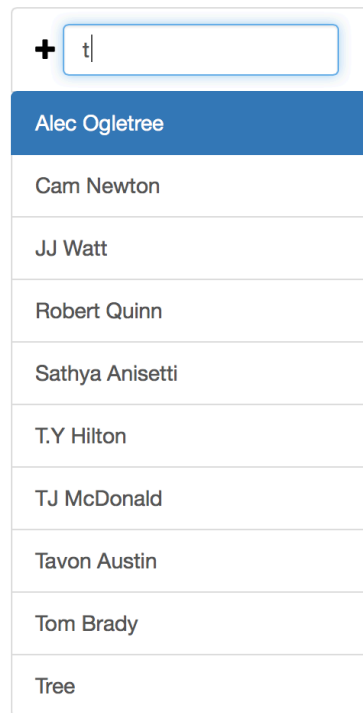
Username: test

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.



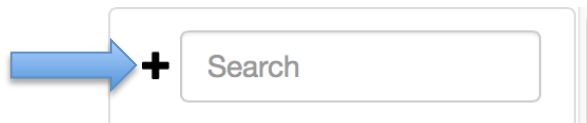
## SEVEN HILLS SCHEDULING



+ t
Alec Ogletree
Cam Newton
JJ Watt
Robert Quinn
Sathya Aniseti
T.Y. Hilton
TJ McDonald
Tavon Austin
Tom Brady
Tree

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.

## SEVEN HILLS SCHEDULING

**Add a New User**

Name  
Enter Name

☐ Red  
☐ Blue  
☐ Green  
☐ Yellow

Resident Contact Picture  
Choose File no file selected  
Upload a jpg file of the resident.

Close Add User

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

## 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).

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30 - 10:30	Music	Music	Fitness	Woodshop	Field Trip
10:30 - 11:30	Basketball	Arts	Yoga	Basketball	Field Trip
11:30 - 12:00	Yoga	Woodshop	Arts	Music	
12:00 - 12:30		Fitness			Movie
12:30 - 1:30					Movie
1:30 - 2:30					Movie

Remove Resident Edit Resident Clear Schedule Save Schedule



## SEVEN HILLS SCHEDULING

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 four colored buttons.

### Saving Schedules

A green rectangular button with rounded corners and a subtle drop shadow, containing the text "Save Schedule" in white.

The green button on the right side of the screen is the Save Schedule button. After completing the schedule for a given participant, click the green Save Schedule button to save the schedule.

**WARNING: SCHEDULES DO NOT AUTOMATICALLY SAVE. YOU MUST HIT THE SAVE SCHEDULE BUTTON BEFORE LEAVING THE SCHEDULE OR ELSE ALL THE UPDATED INFORMATION FOR THE PARTICIPANT WILL BE LOST.**

### Clearing Schedules

A yellow rectangular button with rounded corners and a subtle drop shadow, containing the text "Clear Schedule" in white.

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.

### Editing Participants

A blue rectangular button with rounded corners and a subtle drop shadow, containing the text "Edit Resident" in white.

To edit the name, color group, or contact picture of a given participant, click the blue Edit Participant button. This will bring up a window similar to the Add a New User Wizard. From this window, the participant information can be edited or updated,

### Removing Participants

A red rectangular button with rounded corners and a subtle drop shadow, containing the text "Remove Resident" in white.

To completely remove a participant and his or her schedule, click the red Remove Participant button.

**WARNING: THIS ACTION CANNOT BE UNDONE**

## Class Rosters

The Class Rosters feature of the app is still under development but it will be released shortly with Version 2.0.0 of the app. The second version of the user guide will contain more information regarding the Class Rosters.

## 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.



Scheduling

SchedulingRostersSign out

+ Search

Alec Ogletree

Andre Johnson

Andrew Luck

Calvin Johnson Jr

Cam Newton

EJ Gaines

JJ Watt

Joe Bob

Julian Edelman

Kelvin Benjamin

Luke Kuechly

Mark Baron

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30 - 10:30	Music	Music	Fitness	Woodshop	Field Trip
10:30 - 11:30	Basketball	Arts	Yoga	Basketball	Field Trip
11:30 - 12:00	Yoga	Woodshop	Arts	Music	
12:00 - 12:30		Fitness			Movie
12:30 - 1:30					Movie
1:30 - 2:30					Movie

Remove Resident

Edit Resident

Clear Schedule

Save Schedule

## Acknowledgments

Team Cerebellum would like to thank the multitude of people who assisted the team throughout this project. Without you, none of this would have been possible. You guys really rock.

### Mass Academy

Mr. Michael Barney

Mr. Richard Connell

Mrs. Maria Borowski

Mr. Tom Regele

Dr. Judith Sumner

### Seven Hills

Mrs. Sonya Bouchard

Mrs. Jean Des Roches

Ms. Julia Knowles

Mrs. Cathi Joseph

Mrs. Jen Keaney

### Parents

Mr. & Mrs. Anisetti

Mr. & Mrs. Jai Kumar

Mr. & Mrs. Nallapareddy

### Other

Google

Stack Overflow

GitHub

Sathya Q. Anisetti

## Team Cerebellum

We're just three 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.

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