**Math Department Scheduler**

**User Guide**

**Pasadena City College**

**Spring 2014**

1. **User Guide for Instructors**
2. Go to the following website:

http://XXXXXXXX

1. Please enter the following:

Instructor Name

Instructor ID

Status (full time or adjunct)

Courses that the instructor wants to teach

Time Block and Notes corresponding to each course

1. Submit the above information. When the request is submitted, you should see “Your Request was successfully submitted”.
2. **User Guide for Math Dean**
3. Double click the “3b.jar” file.
4. Choose “Import from DB”.
5. Enter the information of database and enter the main program.
6. The main panel in the middle is the completed course list. You can use the “Filter By” options in the right panel to view different result.
7. If you want to add an instructor and a course to the completed list, select the instructor and the course from the bottom panel, and then click “Add” button to add the instructor and course to the main panel.
8. If you want to remove an instructor and a course from the completed list, select the instructor and the course from the main panel, and then click “Remove” button to add the removed instructor and course to the bottom panel.
9. If you want to swap two instructors and courses in the completed list, select the two rows of instructor and the course in the main panel, and then click “Swap Courses” button to swap the selected instructors and courses in the main panel.
10. If you want to export the completed course list, use “Export Completed Courses” option from “File” menu at the top left corner. Please name the file as XXXX.csv format so that you can view the file in Microsoft Excel.