

# **Course Scheduling System**

**User Manual** 

Last Edited 4/17/2023



## **Table of Contents**

User Manual	0
Table of Contents	1
General Information	3
Purpose	3
Contents	3
How to Access the Website	4
Problems When Accessing the Website	4
Login Screen	5
Login screen (Possible Issues)	5
Create an Account	7
Projects Page	8
Importing Schedules	9
Importing Schedules (Possible Issues)	15
New Project Pages	16
Home Page	16
Schedule Page	17
Adding Course Placement	18
Adding a Course Placement (Possible Issues)	21
Print Option	22
Export Option	24
Report Page	25
Filtering by Semester	27
Filtering by Department	27
Viewing Professor-Specific Information	28
Emailing a Specific Professor	29
Emailing all Professors in Selected Semester	30
Admin Pages	31
Departments/Subjects Page	32
Searching for a Subject	33
Adding a Subject	34
Editing a Subject	35
Deleting a Subject	36
Searching for a Department	37
Adding a Department	38
Editing a Department	
Deleting a Department	40
Faculty Page	41



Adding a Faculty Member	41
Editing a Faculty Member	42
Removing a Faculty Member	43
Faculty Screen (Possible Issues)	44
Courses Guidelines Page	45
Add a Course	45
Adding a Course (Possible Issues)	49
Courses Screen Filtering Options	52
Buildings Page	54
Adding a Building	54
Adding a Building (Possible Issues)	56
Editing a Building	57
Editing a Building (Possible Issues)	58
Removing a Building	59
Deployment of the Application	60



## **General Information**

### **Purpose**

The purpose of this manual is to give the user instructions as to how to use the Scheduling System in the best and most efficient way. This manual will be a guide for any new or existing users to use the system.

## Contents

Along with having the explanation as to how to use the application, this manual has:

- Screen display examples
- Instructions as to how to get to other screens
- Possible errors that could occur on different screens
- Each different functionality of the pages



## How to Access the Website

To access the website, you will have to open any browser and type into the search bar "course-scheduling.svsu.edu" into the search bar and then press enter. This can be referenced in **Figure 1.0** below.



Figure 1.0

## **Problems When Accessing the Website**

When problems arise on the website, please contact the administrators of the application:

- Sam Johnson sgjohns1@svsu.edu
- Scott James james@svsu.edu



## Login Screen

Email	
example@example.com	
Password	
Password	
Go to sign up	

After you type in the "coursescheduling.svsu.edu" address into their browser, the login screen will appear as **Figure 1.1** as referenced below. If you are a returning user, you will be able to input your email and password into the specified boxes. If you are not a returning user, you will have to click the "**GO TO SIGN UP**" link that is referenced in the "Create an account" section below.

### Figure 1.1

### Login screen (Possible Issues)

Welcome back!	
Email	
example@example.com	
Invalid email	
Password	
•••••	
Go to sign up	SIGN IN

The login screen can have a variety of issues dealing with all credential issues. All the possible issues are listed below that you may encounter:

• If no email is typed into the text box, as referenced in **Figure 1.1.1**, the box will be outlined in red, and in red lettering "Invalid email" will show up.

Figure 1.1.1

Welcome back!	
Email	
example@example.co	rm )
Password	
Password	
Password must be at lea	ast 6 characters
<u>Go to sign up</u>	SIGN IN

Figure 1.1.2

- If a password is not typed into the text box, as referenced in **Figure 1.1.2**, the box will be outlined in red, and in red lettering "Password must be at least 6 characters" will show up.
- If both an email and password are inputted into the textboxes, and one is incorrect, by default the password textbox will be highlighted in red, and in red lettering "Invalid Email or Password" as referenced by Figure 1.1.3.

Email	
example@examp	le.com
Password	
•••••	
Invalid Email or Pas	ssword
<u>Go to sign up</u>	SIGN IN

Figure 1.1.3



## **Create an Account**



After you click "GO TO SIGN UP" the next screen that will show up is referenced in Figure 1.2.1 below. You will be asked to first put in your username that you want to set it as. After that, click the drop down and select your department. Next, input your email, which should be your SVSU email. Then finally input your password. Once done, click the gray "SIGN UP" button and you will be brought back to the first screen in Figure 1.2.

#### Figure 1.2



Figure 1.2.1



## **Projects Page**

Welcome Tvadasz@	to Class Scheduling Program! svouedu		
	Recent Project:		CREATE NEW PROJECT
		<b>NO REVISION FOUND!</b> Create New Project by Clicking the Button Above	

### Figure 1.2.2

After successfully logging in, you will be brought to the projects page screen. In this screen, you will be able to access the admin pages, log in or out, and import new schedules.



### **Importing Schedules**

Importing schedules is how you will get the main functionality of this application. To start and open the import screen, click the green "CREATE NEW PROJECT" button, as referenced below by the red arrow in Figure 1.3.

Recent Project:		 CREATE NEW PROJECT
		*
Cre	NO REVISION FOUND! ate New Project by Clicking the Button Above	
		÷

#### Figure 1.3

Once the button is clicked the Import screen will pop up. The next step is to click the "CHOOSE FILE" button as referenced in Figure 1.3.1 below.

1 2 Import Excel Finalize	?	×
CHOOSE FILE No file chosen		
0%		
		NEXT

Figure 1.3.1

Once clicked it will open your <u>file explorer</u>, and the next step would be to pick a valid excel file to import into the application. The one that will be used throughout this user-manual experience is the "Winter 2023" schedule.



### ✓ Today

FULLY\_UPDATED\_23WISched\_CS\_Updated 4/8/2023 11:47 PM

### Figure 1.3.2

The excel file should contain 27 columns that follow the standards in the table below. A course can also have multiple times and locations (or none, depending on if the course is online). Bold values in the table denote one of the possible values in the columns for each row.

Name of Column in Excel	Description
What has Changed?	Notes for what has changed on this course. This will be generated by this application for newly added courses, deleting, or modifying a course.
	Example: Changed Date
Section ID	Section ID Number for the course. This is automatically generated by the registrar.
Term	Term that this course will be taken in.
	Example: 23/WI
Division	Groups of Departments within SVSU.
	Example: SC
Department	Department that the courses correlate too.
	Example: <b>CS</b>
Subject	Subject that the course correlates too.
	Example: CIS
Course Number	The course number that the course correlates too.
	Example: <b>301</b>
Section	The section that the course correlates too.
	Example: 90
Start Date	The start date of the course.
	Example: 8/8/22
End Date	The end date of the course



	Example: <b>12/14/22</b>
Credits	How many credits the course is. It can have 1-4 credits
	Example: <b>4</b>
Title	What the title of the course is.
	Example: Introduction to Java programming
Course Time/Location Block (each time and location	n of a course is separated by a newline)
Campus/Location	Where the course is located Online ( <b>ONL</b> ) or at the university ( <b>UC</b> )
Faculty	What faculty is teaching the course
Instruction Method	How this course is being taught, Lecture ( <b>LEC</b> ) or Lab ( <b>LAB)</b>
Course Meeting Instruction/Method 2	Online (ONL), hybrid (HYBRID), or lecture (LEC)
Building	What building the course is located in
	Example: <b>SE</b> (for Science East)
Room	What room the course is located in
	Example: 100
Start Time	What time the course starts
	Example: 8:30 AM
End Time	What time the course ends:
	Example: 10:20 AM
Days	The days a course can occur. M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday Example: <b>MW</b> or <b>TR</b>
Course Meeting Pattern Start Date	Start date of the meeting
	Example: 10/2/22
Course Meeting Pattern End Date	End date of the meeting



	Example: <b>10/2/22</b>
End of course time & location	
Printed Comments	Comments for printing
	Example: Also in room 232
Capacity	Capacity of a course
	Example: 30
Notes for academic affairs	Notes for academic affairs
	Example: Moved to SE 124

Then to get to the next screen, click the "NEXT" button as referenced in Figure 1.3.3 below.

Import Exe	2 ? cel Finalize	×
CHOOSE FILE	FULLY_UPpdated.xlsx	
100%	RESET	•
		NEXT

### Figure 1.3.3

Finally, once the "**NEXT**" button is clicked you will be brought to the screen where you finalize all the information that is going to be put into the web application. In this screen you will be required to input information into the text boxes at the top of each column. There are drop downs for each, and each textbox has its correct input to click. For example, in the "Term" column, in the third column, you would click "Term." Some are more intuitive than others. For ease of understanding, there is a list below of each one that should be selected for each column.



			2 Import Excel Finalize	?			×
•What Has Changed? •Section ID	SELECT WHAT IS TO BE	SEC ID (DO NOT EDIT	TERM	DIV	DEPT	SUBJ	
•Term •Division		116068	23/WI	sc	CS	CIS	30
•Department		116069	23/WI	SC	CS	CIS	31
•Subject		116070	23/WI	SC	CS	CIS	35
Course Number     Section		116071	23/WI	SC	CS	CIS	35
•Title •Instruction Method	Instruction mode and day change	116072	23/WI	SC	CS	CIS	36
•Faculty		116073	23/WI	SC	CS	CIS	42
•Campus/Location •Credits		116154	23/WI	SC	CS	CS	10
•Capacity	Instructor change	116155	23/WI	sc	CS	CS .	11 -
•Start Date	<ul> <li>Hold SHIFT key to scroll horizontally</li> </ul>						•
Name			Select Revision (Not Re	equired)			LIZE
eg. Fall Draft			Select			CAN	ICEL



SELECT WHAT IS TO BE WHAT HAS CHANGED?	SEC ID (DO NOT EDIT SECTION ID	TERM	DIV DIVISION V	DEPT DEPARTMENT	SUBJ SUBJECT V
CRS COURSE NUMBER	SEC SECTION	SECTION START DATE	SECTION END DATE	CR CREDITS	TITLE (30 CHAR. LIM TITLE
STATUS	LOC CAMPUS/LOCATION	FACULTY (INCLUDE FI FACULTY V	INSTR METH	MTG PTRN METHOD	BLDG BUILDING
ROOM V	START TIME START TIME	END TIME	DAYS DAYS	MTG PTRN START DATE COURSE/MEETING STA	MTG PTRN END DATE COURSE/MEETING EN
SHARED ROOM GROUP	BER OF WEEKS	ON IDS XLST CAP	PRINTED COMMENTS (A PRINTED COMMENTS	CRS CAP (CONTACT DE CAPACITY	NOTES FOR ACADEMIC A

### Figure 1.3.5

**\*NOTE**\* The drop downs that are left blank, should be left blank, and should not have any information input into them.

As you continue to input the correct information into the dropdowns above each column, on the left, there is a box that will tell you what you have left to input. If you compare **Figure 1.3.5**, you will notice that the columns that have been input are no longer showing. Remember to use the scroll bar under the columns to access all the columns and input all the information into the drop downs.



			<b>√</b> − Import Ex	2 cel Finalize	?			×
<b>•</b>	1.	2.		3.	4.	5.	6.	
Columns RESET 🔶	SELECT WHAT IS TO BE	SEC ID (DO NOT EDIT	TERM		DIV	DEPT	SUBJ	, <b>*</b>
•Course Number	WHAT HAS CHANGED?	SECTION ID	TERM		DIVISION	DEPARTMENT	SUBJECT	$\sim$
•Section								
Inte		116167	23/WI		SC	CS	CS	43
Faculty			22.040					
•Campus/Location		116168	23/WI		SC	CS	CS	44
•Credits		116169	23/WI		SC	CS	CS	45
•Capacity		116170	23/WI		SC	CS	CS	47
Start Date     End Date	Delete	116171	23/WI		sc	CS	CSIS	5C
•Building	End time adjusted	116172	23/WI		SC	CS	CSIS	58
•Room	Day change and end time adjusted	116173	23/WI		SC	CS	CSIS	63
•Start Time	Add		23/WI		SC	CS	CSIS	65 -
•End Time	4							• •
•LBAVS	* Hold SHIFT key to scroll horizontally							
Name			5	Select Revision (Not Re	quired)			
eg. Fall Draft				Select				
								CANCEL

#### Figure 1.3.6

Once all the information is inputted into the text boxes above each required column, the left side telling you what still needs to be inputted will go away, and the "FINALIZE" button will go green. Make sure to input a name into the "NAME" text box so it is easily referenced and click the green finalize button. If this happens to be a different version of an already imported excel file, make sure to click the "select revision" text box so it will show up under the previous version as well.

Z ? Import Excel Finalize										
SELECT WHAT IS TO BE WHAT HAS CHANGED?	SEC ID (DO NOT EDIT SECTION ID	TERM V	DIV DIVISION	DEPT DEPARTMENT	SUBJ SUBJECT V	CRS COURSE NUMBER	*			
	116167	23/WI	sc	cs	CS	433				
	116168	23/WI	SC	CS	cs	446				
	116169	23/WI	SC	CS	CS	451				
	116170	23/WI	SC	CS	CS	471				
Delete	116171	23/WI	SC	CS	CSIS	501				
End time adjusted	116172	23/WI	SC	CS	CSIS	586				
Day change and end time adjusted	116173	23/WI	SC	CS	CSIS	633				
Add		23/WI	SC	CS	CSIS	697	Ŧ			
A      A										
examplewinter						CANCEL	. ]			

Figure 1.3.7



### Importing Schedules (Possible Issues)

There are quite a few issues that could happen when importing your schedule. A few of them are listed below:

- Make sure to select a valid excel file, not just any excel file will work. It must be formatted in the correct way so all of the information will be inputted correctly.
- Make sure to input all the column headers information into the drop downs. If you do not, the "FINALIZE" button will never go green and you will not be able to import the excel file.
- Make sure to input a valid name into the "NAME" Text box, if you do not the finalize button will not put you through to the next screen.
- Make sure you input all admin information before importing a schedule.
- Make sure to input the admin information first, followed by the department information before faculty, and campus information before buildings.

		Impor	t Excel Finalize			8
Errors Found!	SELECT WHAT IS TO BE	SEC ID (DO NOT EDIT	TERM	DIV	DEPT	SUBJ
String must contain at least 7	SECTION ID	WHAT HAS CHANGED?	TERM V	DIVISION	DEPARTMENT	SUBJECT V
character(s)						
capacity:	Instructor change	116159	23/WI	SC	CS	CS
Number must be greater than or equal to 1	Instructor change	116160	23/WI	SC	CS	CS
locations:	Add new section		23/WI	SC	CS	CS
Building ' 12:20 PM' does not exist!		116161	23/WI	SC	CS	CS
Faculty member '4' does not exist!	Instructor change	116162	23/WI	SC	CS	CS
	Instructor, room change	116163	23/WI	sc	cs	cs
		116164	23/WI	sc	cs	cs 🗸
1	* Hold SHIFT key to scroll horizontally					
Name			Select Revision (Not Required)			FINALIZE
Testtt			Select			
						CANCEL

Figure 1.4



## **New Project Pages**

## **Home Page**

The home page of the website is where the "main menu" is. This is where you can get directed to any other page of the scheduler. This page can be viewed as an "overview" to the scheduler as a whole and will thus be an indication of the main functions necessary to run the scheduler smoothly. A view of the home page can be viewed below in **Figure 2.0**.

	Course Scheduler	≡ Home   Win23					
4	Projects	Welcome to the Course Scheduler and Visualizer Total Courses					
Genera	al	<b>20</b> 4. <b>IU</b> 5.					
6	Home 1.	Added Modified Removed 6.	COLUMN IN	county with	LOCATION .		
÷	Schedule 2.	TAN, ULL T MEMBER NAME	COURSE ID	COURSE HILE	LOCATION .	STARL LINES CHEN LINE	
ഫി	Report 3.		This schedule of	currently has no courses that	meets this criteria		

Figure 2.0

The home page is sectioned off into a few sections. Throughout the site, you have the general navigation menu on the left where you can navigate right to the current home page, marked by "1". You can get directed to the Schedule itself, marked by "2" or the Report page, marked by "3".

Another function of the home page is to view the total number of courses currently present in the schedule, marked by "**4**". This in turn allows you to view the total numbers of faculty members present in the schedule, which is marked by "**5**".

The last function of the home page, marked by "**6**", is the ability to view the additions, changes, modifications, revisions, or deletions made to the schedule itself. It is tabbed by the additions of what course or faculty was added. Same goes for the removal with the specific course or faculty. The modifications, however, show what was changed within the schedule that was different from being added or removed.



## **Schedule Page**

	Course Scheduler	≡ s	cheduler	Example					EXPOR	RT	ADD COURSE		ends X	BASIC COURSE INFO?	
								Winte	r						
		Asynchro	onous Onl	ine Courses											
٩	Projects	CS - 150 Contemp Business	- 90 orary Software	CS - 150 - 91 Contemporary Business Software	CS - 150 - 92 Contemporary Business Software	<b>CS - 150 - 93</b> Contemporary Business Software	CS - 160 Microco Software	<b>9 - 90</b> mputer	CS - 160 - 91 Microcomputer Software		CS - 433 - 70 Cybersecurity	CSIS - 501 - 90 Computer Network & Security	CSIS - 633 - Inform Securi Privacy	90 ity and	4
		Time	Monday		Tuesday	Wednesday		Thursday		Frida	у	Saturday	Su	nday	
Gener	al	8:00 AM													^
습	Home	9:00 AM	CS - 331 - Computer C	CS - 451 - 1 Prog Lang Concepts	CIS - 4; CS - 11 CS - 233 - 1 System Compu Cybercrime Design, Prograf	CS - 331 - CS - 451 Computer ( Prog Lan Assembly L Concepts	- 1 g	CIS - 4; CS - System Comp Design, Progr	11 CS - 233 - 1 pu Cybercrime rar						I
÷	Schedule	10:00 AM			& Mgm I			& Mgrr I							I
ഫി	Report	11:00 AM	CIS - 355 - Server Side App Dev	CS - 216 - 1 Computer Programming II	CIS - 301 - CS - 446 - 1 Data Comr Operating Network Ac Systems	CIS - 355 - CS - 216 Server Side Compute App Dev Program	- 1 r ming II	CIS - 301 - C Data Comr C Network Ac S	CS - 446 - 1 Operating Systems						
		12:00 PM													
		1:00 PM	CIS - 311 - Windows P with VB.NE	<b>CS - 116 - 1</b> Computer Programming I	CIS - 357 - CS - 471 - 1 Advanced Software Programmi Engineering II	CIS - 311 - CS - 116 Windows Pi Compute with VB.NE' Program	- 1 r ming I	CIS - 357 - C Advanced S Programmi E	CS - 471 - 1 oftware ingineering II						
		2:00 PM			With Java			With Java							
		3:00 PM	CS - 105 -	nputers &	CS - 433 - 70 Cybersecurity	CS - 105 - 1 Intro to Computers &									
		Select		~ OP	EN										1

Figure 2.1

The scheduling home page has multiple different functionalities. The first and most obvious one being, this is where you can see all of the classes that are scheduled for that semester. The one in the figure above is for the winter semester. The asynchronous classes are above the synchronous classes at the top. Then along the top border you have the option to print, export, or add a course. Along with a toggle on or off option to show weekends as referenced in **Figure 2.1** above or show basic course info when mousing over specific classes.



### **Adding Course Placement**

Add Course Plac	cement		×
Section Identifier		Title	Changes
		Example	
Term Year	Credits Start Date	End date	
23	4 01/09/202	3 04/30/2023	
Department	Subject Course	e Section Faculty Member	
CSIS X V	CS X V 100	1 Staff >	:   ~
Fall Semester	◯ Winter Semester ◯ Sp	oring Semester 🔵 Summer Semester	Academic Affairs
A course must have	e at least 1 time & location		Department
			ADD

#### Figure 2.1.1

To add a course to the schedule, click the yellow "ADD A COURSE" button in the top right of the screen. When doing so, the "add course placement" prompt will come up. This is where you will ultimately put in all the information for the course. This includes, title of the course, year, how many credits, start and end date, what department it is a part of, subject of the course, course number, section, and faculty member. Then there are optional boxes on the side for comments, if need be, one being for changes, one being for academic affairs, and one being for the department.



Time & Locations					ADD LOCAT	IONS
	Cat Sup	Start Time		End Time	団	*
		8:30 AM 🗸	to	10:30 AM 🗸		
	Building			Room		
Course Online	UC - Sciend	ce East (SE) 🛛 🗙	$\sim$	146		
A course must have at l	least 1 time &	k location				
						-



Then once all that information is input correctly, you need to click the "ADD LOCATIONS" button above, as referenced by the red arrow in figure above. This is where you will input the days of the week the class will be held on, the start and end time, if it is an online course, what building it is in, and the room number. Then once all that information is put in correctly, the course will be added and will show up on the schedule with any other classes that are there. For ease of seeing the class, a fall semester was created to show the course and how it looks in the figure below.

Time	Monday	Tuesday	Wednesday
8:00 AM			
9:00 AM	CS - 100 - 1 Example		CS - 100 - 1 Example
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM			

Figure 2.1.3



In the figure below, this shows on the right what it will look like if you mouse over any course. For consistency, the course that has been made is what is being shown. It will list all the information that the course has. Keep in mind, section ID is not going to show up if course was recently added as referenced in **Figure 2.1.4** below. That is not set by any users.

	Course Scheduler	≡ 5	Scheduler   Example						DS 🗸 BASIC COURSE INFO?	
				Fall				Winter		Example
		Time 800 AM	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Section ID ?
٥	Projects									Department CSIS Subject CS
`	-	9:00 AM	CS - 100 - 1 Example		CS - 100 - 1 Example					Course Number 100 Course Section 1
-		10.00 114								Start Date 1/9/2023 End Date 4/30/2023
Gener	ai	10:00 AM								Faculty
ੰ	Home	11:00 AM								- Starr Locations - Science Fast, 146, MW
Ħ	Schedule	12:00 PM								8:30 AM to 10:30 AM
_										
மி	Report	1:00 PM								
		2:00 PM								
		3:00 PM								
		4:00 PM								
		5:00 PM								
		6:00 PM								
		7:00 PM								
		8:00 PM								
		Select	· · · · ·	PEN						

Figure 2.1.4



### Adding a Course Placement (Possible Issues)

Adding a course can come with a lot of possible issues if you are not careful. For the best chance of adding a course correctly, make sure to read over what you input into the "add course placement" window in figure . This is the best way to ensure that everything is correctly inputted. Also make sure to select the days you want to add times for a selected class. A few other possible errors are referenced below in **Figure 2.2.1**.

ection Identifier		Title		Changes
erm Year C	Credits	Start Date	End date	
		03/27/2023	02/26/2023	
equired R	Required	Course	Section Eaculty Member	
Enter	Enter	~	Enter Faculty	~
elect a department	Select a subject	Course must be 3 numbers		
		indifiberis,		Acadamic Affairs
Fall Semester (	) Winter Semest	ending in an optional letter and/or optional '!'	ester 🔵 Summer Semester	Academic Affairs
Fall Semester	) Winter Semest	ending in an optional letter and/or optional '!'	ester O Summer Semester	Academic Affairs
Fall Semester	) Winter Semest	ending in an optional letter and/or optional '!' ter O Spring Seme	ester Summer Semester	LOCATIONS
Fall Semester ( elect a semester ime & Locations	) Winter Semest	ending in an optional letter and/or optional '!' ter O Spring Seme Start Time 8:30 AM V to	ester Summer Semester ADD End Time 10:30 AM	Academic Affairs
Fall Semester elect a semester ime & Locations M T W TH F f a course is in perso	Winter Semest	ending in an optional letter and/or optional '!' ter Spring Seme Start Time 8:30 AM V to	ester Summer Semester	Academic Affairs
Fall Semester ( elect a semester ime & Locations M T W TH F f a course is in perso	Sat Sun <b>n, select day(s).</b> Building	ending in an optional letter and/or optional '!' ter O Spring Seme Start Time 8:30 AM V to	ester Summer Semester	Academic Affairs

Figure 2.2.1



### **Print Option**

To print out the schedules, you must click the blue "**PRINT**" button located at the top of the schedule page as referenced by the numbers "**1**" and "**2**" in **Figure 2.3** below. This brings up a sub-menu to select which schedule to print.

	Course Scheduler	≡ s	cheduler   \	Win23						2. 🔁 PRI	NT C EXPORT	ADD COURSE		X BASIC COURSE INFO?
									Winter					
		Asynchro	onous Onlin	ne Courses										
٩	Projects	CS - 150 Contemp Business	- 90 orary Software	CS - 150 - 91 Contemporary Business Software	CS - 150 - 92 Contemporary Business Software	CS - 150 - 93 Contemporary Business Software	CS - 160 - 90 Microcomputer Software	CS - 160 - 91 Microcomputer Software	CS - 433 - 70 Cybersecurity	CSIS - 501 - 1 Computer Ne Security	twork & Inform Security Privacy	) and		
Genera	al	Time 8:00 AM	Monday			Tuesday		Wednes	day		Thursday		Friday	
窗	Home	9:00 AM	CS - 331 - 1 Computer Or	CS - 451 - 1 rg i Prog Lang Concepts		CIS - 366 - CIS - 424 - IT Project System Det	CS - 116 - 2 CS - 233 - 1 Computer Cybercrime							
÷	Schedule 1.	10:00 AM	Assembly Lan	19		Managemer Design, Imp Mgmt	Programmin							
ഫി	Report	11:00 AM	CIS - 355 - 1 Server Side W Dev	CS - 216 - 1 Vet Computer Programming II		CIS - 301 - 1 Data Comm & Network Admin	- 1 g Systems							
		12:00 PM												
		1:00 PM	CIS - 311 - 1 CS - 116 - 1 Windows Prog. Computer VB.NET Programming I			CIS - 357 - 1 CS - 471 Advanced Software Programming W II	- 1 Engineering							
		2:00 PM				Java								
		3:00 PM	CS - 105 - 1 Intro to Comp Programmg	puters &		CS - 433 - 70 Cybersecurity								
		4:00 PM												
			CS - 411 - 1 Database Sys	tems		CS - 146 - 1 Visual Basic.NET Programming								
		6:00 PM	CSIS - 697 Special Top (Programm Puthon)	- 1 iic iing in		CSIS - 586 - 1 Cloud & Big Data Analytics		CSIS - 697 Special To (Programm	r - 1 pic ning in					
		Select	P yolon)					-ython)						

Figure 2.3

After clicking the "**PRINT**" button, you are given the choice of printing the top calendar or the bottom calendar as referenced in **Figure 2.3.1** below by the numbers "**1**" and "**2**".



Figure 2.3.1



Once you have selected which calendar to print, they are prompted with the standard print screen for their designated OS. The figure below represents Windows 10.

synchro	nous Onli	ine Cours	ses						
CS - 150 - Contempo Business S	90 orary Software	CS - 150 Contemp Business	- <b>91</b> orary Software	CS - 150 Contemp Business	oorary Software	CS - 150 Contemp Business	<b>) - 93</b> porary s Software	CS - 160 Microco Softwar	<b>0 - 90</b> omputer re
Time	a1 Monday	CE 433	70 Tuesday	CEIE E/	Wednesday		77 on Thursday		Friday
8:00 AM						,			
9:00 AM	CS - 33 CS - Compu Prog Org & Con Assemt	- <b>451 - 1</b> g Lang icepts	CIS CIS CS IT F - 1 Cor Ma Sys Pro De I	<b>CS - 233 -</b> <b>1</b> Cybercrim					
10:00 AM	Lang		Imu						
11:00 AM	CIS - 3 CS - Server : Con Web Aj Prop Dev II	- 216 - 1 nputer gramming	CIS - 3 CS - Data Cc Ope & Netv Syst	- 446 - 1 erating tems					
12:00 PM			- Cumin						
1:00 PM	CIS - 3 CS - Windox Com Prog. w Prog	- <b>116 - 1</b> nputer gramming	CIS - 3: CS - Advanc Soft Prograr Eng	- <b>471 - 1</b> tware jineering					
2:00 PM	VB.NET I		With Ja II						
3:00 PM	CS - 105 - 1 Intro to Con & Programm	nputers mg	CS - 433 - 7 Cybersecuri	<b>70</b> ity					
4:00 PM									
5:00 PM	<b>CS - 411 - 1</b> Database Sy	l /stems	CS - 146 - 1 Visual Basic Programmir	1 ::NET ng					
6:00 PM	CSIS - 697 Special To (Program)	<b>7 - 1</b> ipic ming in	Cloud & E Analytics	<b>6 - 1</b> Big Data	CSIS - 697 - 1 Special Topic (Programming	ı in			
7:00 PM	Python)				Python)				
8:00 PM									
9:00 PM									
10:00 PM									

Figure 2.3.2





## **Export Option**

To export the schedules, you must click the green "**EXPORT**" button located at the top of the "Schedule" page as referenced by the numbers "**1**" and "**2**" in **Figure 2.4** below. This downloads the schedule to your computer.

	Course Scheduler	≡ s	cheduler	Win23							2.	ADD COURSE			
									Winter						
		Asynchro	synchronous Online Courses												
٩	Projects	CS - 150 - 90 Contemporary Business Software		CS - 150 - 91 Contemporary Business Software	S - 150 - 91 CS - 150 - 92 ontemporary Contemporary usiness Software Business Software		CS - 150 - 93 CS - 160 - 90 Contemporary Microcomputer Business Software Software		CS - 433 - 70 Cybersecurity	CSIS - 501 - 90 Computer Network Security	CSIS - 633 - 90 & Inform Security an Privacy	d			
Canar	-1	Time	Monday			Tuesday		Wednesday		Т	hursday				
Gener	ai	8:00 AM													
ຝ	Home	9:00 AM	CS - 331 - 1 Computer O Assembly La	CS - 451 - 1 rg { Prog Lang Concepts		CIS - 366 - IT Project System Det	CS - 116 - 2 CS - 233 - 1 Computer Cybercrime								
÷	Schedule 1.	10:00 AM	Astenby to			Managemer Scalar, imp. Mgmt									
പി	Report	11:00 AM CIS - 355 Server Sic Dev	CIS - 355 - 1 Server Side V Dev	IS - 355 - 1 CS - 216 - 1 erver Side Wet Computer Dev Programming II		CIS - 301 - 1 CS - 446 - 1 Data Comm & Operating Systems Network Admin									
		12:00 PM	м												
		1:00 PM	CIS - 311 - 1 Windows Prog. VB.NET	CS - 116 - 1 Computer Programming I		CIS - 357 - 1 CS - 471 Advanced Software Programming V II	- 1 Engineering								
		2:00 PM		,	Java	Java	wa								
		3:00 PM	CS - 105 - 1 Intro to Com Programmg	puters &		CS - 433 - 70 Cybersecurity									
		4:00 PM													
		5:00 PM	CS - 411 - 1 Database Sys	stems		CS - 146 - 1 Visual Basic.NET Programming									
		C-00 DM	CSIS - 697	- 1		CSIS - 586 - 1		CSIS - 697 - 1							
		Select		~ OPEN											

Figure 2.4



## **Report Page**

	Course Scheduler	≡ Home   Win23					
٩	Projects	Total Courses         Total Faculty Members           10         10	zer				
Genera	al						
窗	Home	Added Modified Removed					
Ħ	Schedule	FACULTY MEMBER NAME	COURSE ID	COURSE TITLE	LOCATION	START TIME/ END TIME	
Ш	Report		This schedule currer	tly has no courses that r	neets this criteria		

### Figure 2.5

To locate the Report page, you will need to access it through the side bar menu after clicking the designated project from the home menu. This can be found where the red arrow is pointing at in **Figure 2.5** above.



Figure 2.5.1

Once on the report page, you will see many different functions listed as referenced in **Figure 2.5.1**.

- 1. Filtering by the semester, marked by "1" can show which semester you are working in.
- By filtering depending on the department, can display only those based on the department listed, marked by "2".
- 3. The professor's name, marked by "3" categorizes the classes taught by that specific professor which allows you to create a drop down listing the various classes taught by the professor in the given semester.
- 4. The professor's total credit count can be viewed where it is marked "4".
- 5. If you need to email the professor with their specific schedule and courses, you will click the blue email button marked by "**5**".
- 6. The email feature can be extended to include all the professors listed with the blue **"EMAIL TO ALL**" button marked by **"6**".



### **Filtering by Semester**

This is predetermined based upon the schedule you have given and is automatically chosen. You can double check you are in the correct semester by clicking the drop-down menu. As referenced in **Figure 2.5.2**.

<b>⊒</b> Report		
SEMESTER 🗢	x   ~	MEMAIL TO ALL
Fall	orted Excel sheet to the email!	
Winter	aram	
Spring		
Summer	105	

Figure 2.5.2

### **Filtering by Department**

If you are uploading a schedule by a specific college that contains many different departments, you can filter these results using the drop-down menu and clicking the specific department. This function can be referenced in **Figure 2.5.3** below.

<b>≡</b> Report		
SEMESTER 🗢	x   ~	Memail to all
*Please attatch ti	CSIS	
Poon	MATH	
	ENGL	
Scott	CS	
	NUR	

Figure 2.5.3



### **Viewing Professor-Specific Information**

You can view the professor information by clicking on the drop-down from the entire professor list referenced in **Figure 2.5.4**. The section will organize all the classes being taught by that specific professor.

Based on the specific professor, you can view how many credits they are teaching in that semester in addition to the class-specific information referenced in **Figure 2.5.4**. The classes are broken down into class ID, credit hours, and class presentation type marked by "**1**". The detailed class name is marked by "**2**". The class location, when on the main campus, class time, and the class days is marked by "**3**".

Poonam Dharam	with 15 credits teaching in 🔺
CIS301*1 - 4 CREDITS - LEC 1. Data Comm & Network Admin 2. • Wickes 216 from 10:30 AM to 12:20 PM M T W TH F SAT SUN 3.	
CS116*2 - 4 CREDITS - LEC Computer Programming I • Wickes 216 from 08:30 AM to 10:20 AM M T W TH F SAT SUN	
CS216*1 - 4 CREDITS - LEC Computer Programming II • Science East 117 from 10:30 AM to 12:20 PM M T W TH F SAT SUN	
CSIS501*90 - 3 CREDITS - ONL 4. Computer Network & Security • Online Location	

Figure 2.5.4



### **Emailing a Specific Professor**

If you choose to email a specific professor about their class load, you will need to click the blue email button that resides next to their name on the professor list drop-down. You will then be prompted with what email application you choose. The email will then be populated with the information that is referenced from Figure 2.5.4 into the email referenced below in Figure 2.5.5.



#### Figure 2.5.5

The email is broken down into each of the classes with the same information provided in the application. The email will not be sent out until you review all of the information, and you click the send button in the specified email application.



### **Emailing all Professors in Selected Semester**

If you choose to email all the professors in the drop-down list on the specified semester, the same email prompt will be given and thus populating the email with every professor email. Instead of each professor getting their run-down of the courses they are offered, the entire schedule will be sent via an Excel file where added modifications will be indicated.

From:						
To: poonamdharam@svsu.edu; James@svsu.edu; avishek@svsu.edu; stackhouse@svsu.edu; corser@svsu.edu; rahman@svsu.edu; beyers@svsu.edu; nailashahrin@svsu.edu; AosMulahuwaish@svsu.edu; II- HyungCho@svsu.edu;	8	Cc & Bcc				
Proposed Calendar for Review						
Attachments						
23WISched_CS_Updated × 21.88 KB						
Hello All,						
Here's the proposed schedule that is attatched to this email						
Please review and email back,						
SVSU Course Scheduler Sent from <u>Mail</u> for Windows						

#### Figure 2.5.6

Once again, the email will not be sent out until you review it and click the "SEND BUTTON".





## **Admin Pages**

The Admin Screens are where qualified users will be able to Add, Edit, or Remove specific information from the application. Such as Course, faculty, building, and department information. You can access these screens by clicking the "ADMIN" button on the projects page that is referenced in **Figure 3.0** below and referenced by the red arrow.

Welcome to Class Sched Tvadasz@svsu.edu	Iuling Program!		
	Recent Project:	CREATE NEW PROJECT	
	🖾 Example	2/20/2023	
		*	

Figure 3.0

	Course Scheduler	Faculty							
			Search						
٩	Projects			NAME	EMAIL	IS ADJUNCT?	EDIT	DELETE	
Admi	Admin		1	Poonam Dharam	poonamdharam@svsu.edu	×	0	Ū	
ш	Courses		2	Avishek Mukherjee	avishek@svsu.edu	×	Ø	Ū	
ĉ	Faculty		3	Michael D. Stackhouse	stackhouse@svsu.edu	×	Ø	ⓓ	
	Buildings		4	George P. Corser	corser@svsu.edu	×	Ø	Ū	
Q	Departments		5	Khandaker Abir Rahman	rahman@svsu.edu	×	0	<b>a</b>	

Figure 3.1



## **Departments/Subjects Page**

The Departments/Subjects Screen is a screen that will open up after you click the "ADMIN" button that is in Figure 3.0 as discussed above, and then click the "DEPARTMENTS" button as referenced in Figure 3.2 below. In this screen you can add new departments or subjects, edit and remove existing departments or subjects, and search by name or subjects for departments as well.







## Searching for a Subject

To search for a subject, click the search bar while on the "**SUBJECTS**" tab as referenced by "**1**" in **Figure 3.2.1** below, then type in your desired subject as referenced by "**2**".

	Course Scheduler	r ≡ Department/Subjects										
<b></b>		Departments Subjects 1.										
٩	Projects	Search 2.										
			NAME	EDIT	DELETE							
Admin	n Courses	1	CS	0	<b>û</b>							
°C	Faculty	2	CIS	0	<b>Ü</b>							
⊞	Buildings	3	MATH	0	Û							
Q	Departments			1								

Figure 3.2.1



### Adding a Subject

To add a new subject, click the black button in the upper right corner of the "SUBJECTS" tab labeled "+ ADD SUBJECT" as referenced in Figure 3.2.2 below. This will bring up a sub-menu where you enter in the name of the subject.

	Course	⊟ Department/S	Subjects		
	Scheduler	Departments Subje	ects		
٩	Projects	Search			+ ADD SUBJECT
			NAME	EDIT	DELETE
Admin	1	1	CS	0	面
ы С	Faculty	2	CIS	0	<b></b>
	Buildings	3	MATH	0	<u>ل</u>
Q	Departments			1	

Figure 3.2.2

When adding a new subject, you enter in the name of the subject as referenced by the number "1" in **Figure 3.2.3** below. To add the subject, you click the green "**ADD**" button as referenced by the number "2". To leave this menu, click the "X" in the top right as referenced by the number "3".

	Add Subject	3. 🗙
0	Subject	
. (	Subject Name	
		2. ADD

Figure 3.2.3





## **Editing a Subject**

To edit a subject, while on the "**SUBJECTS**" tab as referenced by "**1**" in **Figure 3.2.4** below. Then click on the yellow pencil under the "**EDIT**" column of the desired subject you wish to edit referenced by "**2**". This will open a sub-menu, where you edit the name of the subject.

	Course Scheduler	Department/Subjects				
		Departments Subjects 1.				
٩	Projects	Search + AD				
			NAME	EDIT	DELETE	
Admir		1	CS	2.	<b>b</b>	
Ш	Courses			_	-	
ĉ	Faculty	2	CIS	0	Ū	
⊞	Buildings	3	MATH	0		
Q	Departments			1		





When editing a subject, you change the name of the subject as referenced by the number "**1**" in **Figure 3.2.5** below. To save the changes , click the green "**SAVE**" button as referenced by the number "**2**". To leave this menu, click the "**X**" in the top right as referenced by the number "**3**".

Figure 3.2.5



## **Deleting a Subject**

To delete a subject, while on the "SUBJECTS" tab as referenced by "1" in Figure 3.2.6 below, click on the red trash can under the "DELETE" column of the desired subject you wish to remove. This is referenced by the "2". This will open a sub-menu, where you confirm the removal of the subject.

	Course Scheduler	Department/Subjects					
		Departments Subjects 1.					
٩	Projects	Search +					
			NAME	EDIT	DELETE		
Admir	Courses	1	CS	0	2.		
} OC	Faculty	2	CIS	0			
⊞	Buildings	3	MATH	0	<u>ل</u>		
Q	Departments			1			

### Figure 3.2.6

When deleting a subject, you are prompted with a sub-menu. Click the red button labeled "CANCEL" to cancel the deletion as referenced by the "1" in Figure 3.2.7 below. Click the green button labeled "CONFIRM" to confirm the deletion as referenced by the "2". To leave this menu click the "X" in the top right as referenced by the number "3".



**Figure 3.2.7** 



### **Searching for a Department**

To search for a department, click the search bar while on the "**DEPARTMENTS**" tab as referenced by "1" in **Figure 3.2.8** below, type in your desired department as referenced by "2".

	Course Scheduler	⊟ Department/Subjects			
	1	. Departments Subjects			
٩	Projects	Search 2			+ ADD DEPARTMENT
			NAME	EDIT	DELETE
Admir	Courses	1	CSIS	0	Đ
oC	Faculty	2	MATH	0	Û
⊞	Buildings	3	ENGL	0	<b>b</b>
Q	Departments	4	CS	0	<b>D</b>
		5	NUR	0	Ū

Figure 3.2.8



## **Adding a Department**

To add a new department, click the black button in the upper right corner of the "DEPARTMENTS" tab labeled "+ ADD DEPARTMENT" as referenced in Figure 3.2.9 below. This will bring up a sub-menu where you can enter in the name of the department.

	Course	Department/	Subjects		
	Scheduler	Departments Subj	iects		
٩	Projects	Search		-	+ ADD DEPARTMENT
			NAME	EDIT	DELETE
Admir	Courses	1	CSIS	0	一型
0 E	Faculty	2	MATH	0	一型
	Buildings	3	ENGL	0	۵
Q	Departments	4	CS	0	Ē
		5	NUR	0	Ē

Figure 3.2.9

When adding a new department, you enter in the name of the department as referenced by the number "1" in **Figure 3.2.10** below. To add the department, click the green "**ADD**" button as referenced by the number "2". To leave this menu, click the "X" in the top right as referenced by the number "3".

	Add Department	3. 🗙
I	Department	
1.	Department Name	
	2.	ADD

Figure 3.2.10



### **Editing a Department**

To edit a subject, while on the "**DEPARTMENTS**" tab as referenced by "**1**" in **Figure 3.2.11** below, click on the yellow pencil under the "**EDIT**" column of the desired department you wish to edit. This is referenced by the "**2**". This will open a sub-menu, where you edit the name of the department.

	Course	<b>⊟</b> Departme	ent/Subjects			
	Scheduler 1.	Departments	Subjects			
٥	Projects	Search				+ ADD DEPARTMENT
			NAME	EDIT	DELETE	
Admir		1	CSIS	2.	世	
е С	Faculty	2	MATH	Ø	世	
	Buildings	3	ENGL	0	団	
Q	Departments	4	CS	0	団	
		5	NUR	Ø	団	
				1		

Figure 3.2.11

When editing a department, you change the name of the department as referenced by the number "1" in **Figure 3.2.12** below. To save the changes , click the green "**SAVE**" button as referenced by the number "2". To leave this menu, click the "**X**" in the top right as referenced by the number "**3**".

	Edit Department	3. 🗙
	Department	
1.	CSIS	
	2.	SAVE

Figure 3.2.12



### **Deleting a Department**

To delete a department, while on the "**DEPARTMENTS**" tab as referenced by "**1**" in **Figure 3.2.13** below, click on the red trash can under the "**DELETE**" column of the desired department you wish to remove referenced by "**2**". This will open a sub-menu and you can confirm the removal of the department.

	Course	Department/	Subjects			
	Scheduler 1.	Departments Subj	ects			
٩	Projects	Search				+ ADD DEPARTMENT
			NAME	EDIT	DELETE	
Admir		1	CSIS	0	2.	
ш о	Courses	2	MATH	0	団	
	Buildings	3	ENGL	0	団	
Q	Departments	4	CS	0	世	
		5	NUR	0	団	
				1		

Figure 3.2.13

When deleting a department, you are prompted with a sub-menu. Click the red button labeled "CANCEL" to cancel the deletion as referenced by the "1" in Figure 3.2.14 below. Click the green button labeled "CONFIRM" to confirm the deletion as referenced by the "2". To leave this menu, click the "X" in the top right as referenced by the number "3".



Figure 3.2.14



## **Faculty Page**

The Faculty Screen is the default screen that will open after you click the "ADMIN" button that is in Figure 3.0. If for some reason you are not in this screen initially or click to another screen and want to get back to it, click the "FACULTY" tab on the left, as referenced by the red arrow in Figure 3.3 below. In this screen you can add new faculty, edit and remove existing faculty, and search by name for faculty as well.

	Course Scheduler	Faculty						
			Search					+ ADD FACULTY
٩	Projects			NAME	EMAIL	IS ADJUNCT?	EDIT	DELETE
Admir	n		1	Poonam Dharam	poonamdharam@svsu.edu	×	Ø	đ
Ш	Courses		2	Avishek Mukherjee	avishek@svsu.edu	×	0	Û
ĉ	Faculty 🔶		3	Michael D. Stackhouse	stackhouse@svsu.edu	×	0	世
	Buildings		4	George P. Corser	corser@svsu.edu	×	0	<b>•</b>
C	Departments		5	Khandaker Abir Rahman	rahman@svsu.edu	×	0	Û



### Adding a Faculty Member

Add Faculty	6. 🗙
Suffix <mark>1</mark> .	Full Name <mark>2</mark> .
Suffix	Full Name
Email <mark>3</mark> .	
Email	
Is Adjunct?	
4.	
	5 ADD

Figure 3.3.1

To add a new faculty member, click the black button in the upper right corner of the "FACULTY" tab labeled "+ ADD FACULTY" as referenced in Figure 3.3. This will bring up a sub-menu where you can enter in the faculty members Suffix, Full Name, Email, and if the faculty is Adjunct or not, as referenced in Figure 3.3.1 above.



### **Editing a Faculty Member**

To edit a faculty member, while on the **"FACULTY**" tab, you can click the yellow **"EDIT**" button shown as a pencil and referenced in **Figure 3.3.2** below.

	Course Scheduler	Faculty						
			Search	x   v				+ ADD FACULTY
٩	Projects			NAME	EMAIL	IS ADJUNCT?	EDIT	DELETE
Admir			1	Poonam Dharam	poonamdharam@svsu.edu	× —	0	世
	Courses		2	Avishek Mukherjee	avishek@svsu.edu	×	0	Ū
ĉ	Faculty		3	Michael D. Stackhouse	stackhouse@svsu.edu	×	0	<b>b</b>
<u></u>	Buildings		4	George P. Corser	corser@svsu.edu	×	0	1
Q	Departments		5	Khandaker Abir Rahman	rahman@svsu.edu	×	0	0
			6	Richard V. Beyers	Beyers@svsu.edu	×	0	Ū
			7	Naila Shahrin	NailaShahrin@svsu.edu	×	0	Ū
			8	Aos Mulahuwaish	AosMulahuwaish@svsu.edu	×	0	Ū
			9	Il-Hyung Cho	Il-HyungCho@svsu.edu	×	0	世

Figure 3.3.2



In this submenu, as referenced in **Figure 3.3.3** below, you can change the faculty members Suffix, Full Name, Email, and Adjunct Status. In the top right of the submenu, you can click "X" to close the menu. In the bottom right of the submenu, you can click the green "**Save**" button to save any changes they have made on the selected faculty.

Figure 3.3.3



### **Removing a Faculty Member**

To remove a faculty member, while on the "**FACULTY**" tab, you can click the red "**DELETE**" button shown as a trashcan and referenced in **Figure 3.3.4** below.

	Course Scheduler	aculty						
		Search		x   v			+ ADD FACULTY	
٩	Projects			NAME	EMAIL	IS ADJUNCT?	EDIT	DELETE
			1	Poonam Dharam	poonamdharam@svsu.edu	×	0	Ū
Admir	Courses		2	Avishek Mukherjee	avishek@svsu.edu	×	0	Ŵ
ĉ	Faculty		3	Michael D. Stackhouse	stackhouse@svsu.edu	×	0	Ū
⊞	Buildings		4	George P. Corser	corser@svsu.edu	×	0	<b>D</b>
Q	Departments		5	Khandaker Abir Rahman	rahman@svsu.edu	×	Ø	<b>b</b>
			6	Richard V. Beyers	Beyers@svsu.edu	×	0	Ū
			7	Naila Shahrin	NailaShahrin@svsu.edu	×	0	Ū
			8	Aos Mulahuwaish	AosMulahuwaish@svsu.edu	×	0	Û
			9	ll-Hyung Cho	Il-HyungCho@svsu.edu	×	0	Ū

Figure 3.3.4

In this submenu, you can remove a faulty member from the system by clicking on the red trash can button. By doing so, a prompt is brought up with a confirmation screen. You have two options, clicking the green "**Confirm**" button as referenced in **Figure 3.3.5** by the number "**3**". If you want to cancel the deletion, they can click the red "**Cancel**" button by the number "**2**". If you want to close the menu, they can click "X" in the upper right corner of the submenu referenced by the number "**1**". Keep in mind that if a faculty member is currently scheduled to teach a class in the corresponding semester, the faculty will not be able to be deleted.



Figure 3.3.5



### Faculty Screen (Possible Issues)

The faculty screen can be challenging if the inputs are not correct. Below is a list of the issues that could potentially arise.

Add Faculty	
Suffix	Full Name
Suffix	Full Name
	Faculty's name must be
example@exa	mple.com
Is Adjunct?	
$\bigcirc$	
	ADD

• If no name is typed into the text box, as referenced in **Figure 3.3.6** below, "Faculty's name must be at least 2 characters" will appear in red text.

Figure 3.3.6

 If no email is typed into the text box, as referenced in Figure 3.3.7 below, "Faculty's email must be a valid email address" will appear in red text.

Suffix example Email Email Faculty's email field must be a valid email address Is Adjunct?	Cuffix	Eull Name
Suffix example Email Email Faculty's email field must be a valid email address Is Adjunct?	Sullix	Full Name
Email Email Faculty's email field must be a valid email address Is Adjunct?	Suffix	example
Email Faculty's email field must be a valid email address Is Adjunct?	Email	
Faculty's email field must be a valid email address Is Adjunct?	Email	
address Is Adjunct?	Faculty's email fie	eld must be a valid email
Is Adjunct?	address	
$\cap$		
	ls Adjunct?	
$\bigcirc$	Is Adjunct?	

Figure 3.3.7



## **Courses Guidelines Page**

The course guidelines screen can be accessed by clicking the "**COURSES**" tab on the left, as referenced by the red arrow in **Figure 3.4** below. In this screen you can Add a course and its guidelines, edit all course information, and Delete courses from the schedule.

	Course Scheduler	Course Guidelines								
v			SEMESTER			T W TH F SAT SUN			++	DD COURSE GUIDELINE
٩	Projects			CREDITS	TOTAL MEETINGS	COURSE LENGTH	TIMES	DAYS	EDIT	DELETE
Admir			1	4	2	2 hours 0 minutes	8:30 AM to 10:30 AM	тн	0	Ū
ш	Courses 🔫		2	2	1	1 hours 0 minutes	8:30 AM to 9:30 AM	т	0	Û
ĉ	Faculty		3	4	1	4 hours 0 minutes	8:30 AM to 12:30 PM	м	0	Ū
	Buildings		4	4	1	3 hours 0 minutes	8:30 AM to 11:30 PM	тн	0	Û
0	Departments		5	2	1	1 hours 0 minutes	8:30 AM to 9:30 AM	F	0	Ŵ

Figure 3.4

### Add a Course

The Add Course button can be found in the top right of the Courses screen, as referenced below in **Figure 3.4.1**. Once clicked, the image referenced in **Figure 3.4.2** will pop up to allow you to add a new course to the schedule.

Credits	Times	ADD TIME Days	ADD DAY
Credit Hours			
Total Meetings			
Meetings per week			
Fall Semester			
0			
Winter Semester			
0			
Spring Semester			
0			
Summer Semester			
$\cap$			

Figure 3.4.1

In **Figure 3.4.2**, you can see the process of adding a course to the schedule. In the first column referenced by the "**1**", you can add the number of credit hours, how many meetings per week, and what semester this course should be offered in.

Add Course				×
<b>1.</b> Credits	Times	ADD TIME	Days	ADD DAY
4				
Total Meetings				
2				
Fall Semester				
<b>v</b>				
Winter Semester				
Spring Semester				
Summer Semester				
$\cup$				
				ADD

Figure 3.4.2

In the next column over to the right, referenced by the "2", is where you can add in a time to the course. If you click the "ADD TIME" button right under the 2, this will pop up a spot where you can select your start and end times as referenced in Figure 3.4.3 below. It will default to the start time being at 8:30 AM, and end time being at 10:20 AM. To change the time, click into the respective text boxes for the hours and minutes. Then to change it from AM to PM click into the drop down box and select PM.



Add Course		2.		×
Credits	Times	ADD TIME	Days	ADD DAY
Credit Hours	Start Time	団		
Total Meetings	8 ;30 AM ❤			
Meetings per week	10 :20 AM V			
Fall Semester				
0				
Winter Semester				
0				
Spring Semester				
Summer Semester				
				ADD

Figure 3.4.3

The final column over to the right, referenced by the "**3**" is where you will be able to select your days. If you click the "**Add Day**" button under the 3, this will pop up a spot where you are able to select your required days. All you must do is click the checkbox under each day for the day that you would like to have the class scheduled on, as referenced in the figure below. Then once you have completed all three columns, click the "**ADD**" button as referenced by the "**4**" to add that course to schedule.



Add Course		8
Credits	Times ADD TIM	3. ME Days ADD DAY
Credit Hours		M T W TH F SAT SUN
Total Meetings		
Meetings per week		
Fall Semester		
0		
Winter Semester		
Spring Semester		
0		
Summer Semester		4.
_		ADD

### Figure 3.4.4

Then once you click add with all the correct information inputted, the class will be added and will show up as referenced in **Figure 3.4.5** below.

Course Guidelines														
	SEMES	TER 🗢		'INGS 🗢 🛛 M	т	w	тн	F	SAT	SUN				+ ADD COURSE GUIDELINE
	CREDITS TOTAL MEETINGS		NGS	COURSE LENGTH				TIMES	DAYS	EDIT	DELETE			
	1 4 2			1	nours 50	minutes				8:30 AM to 10:20 AM	MW	0	団	
										<	1 2			

Figure 3.4.5



### Adding a Course (Possible Issues)

Adding a course has its variety of issues if everything is not inputted correctly. Below are the variety of issues that could arise.

• If you are attempting to create a course and do not input the credit hours, or the meetings per week, you will be prompted to do so by red lettering saying "required" under both text boxes as referenced in **Figure 3.4.6** below.

Add Course				e
Credits	Times	ADD TIME	Days	ADD DAY
Credit Hours	Start Time	団	M T W TH	F SAT SUN
Required	8 :30 AM 🗸			
Total Meetings	End Time			
Meetings per week	10 :20 AM ~			
Required				
Fall Semester				
$\bigcirc$				
Winter Semester				
Spring Semester				
0				
Summer Semester				
$\bigcirc$				
				ADD

Figure 3.4.6

 If you are attempting to create a course and do not select a semester, you will be prompted with a message in red lettering saying, "Select at least one semester."

Add Course				×
Credits	Times	ADD TIME	Days	ADD DAY
4 Total Meetings	Start Time           8         :30         AM ♥           End Time           10         :20         AM ♥			H F SAT SUN
Fall Semester Winter Semester Spring Semester Summer Semester				
Select at least one semester.				ADD





• If you are attempting to create a course and do not click the "ADD TIME" button, you will be prompted with a message in red lettering saying, "At least one time is required."

Add Course				8
Credits	Times	ADD TIME	Days	ADD DAY
4	At least one time is required.		MTW	TH F SAT SUN
Total Meetings				
2				
Fall Semester				
0				
Winter Semester				
Spring Semester				
0				
Summer Semester				
$\bigcirc$				
				ADD



• If you are attempting to create a course and select a time for the course that has the start time before the end time, you will be prompted with a message in red lettering saying, "End time cannot occur before start time!"

Add Course		$\bigotimes$
Credits	Times ADD Start Time	TIME   Days   ADD DAY     M   T   W   TH   F     M   T   W   TH   F
Total Meetings 2 Fall Semester	10       ;20       AM ✓         End Time       8       ;30       AM ✓         End time cannot occur before start time!       8       10       10	
Winter Semester		
Summer Semester		ADD

Figure 3.4.9



• If you are attempting to create a course and do not click the "ADD DAY" button, you will be prompted with a message in red lettering that says "Required."

Add Course				$\mathbf{x}$
Credits	Times	ADD TIME	Days	ADD DAY
4	Start Time	団	Required	
Total Meetings	8 :30 AM 🗸			
	End Time			
2	10 :20 AM V			
Fall Semester				
Winter Semester				
Spring Semester				
0				
Summer Semester				
0				
			1	ADD



• If you are attempting to create a course and do not click checkboxes for the days of the course, you will be prompted with a message in red lettering that says, "Select at least one day."

redits	Times	ADD TIME	Days	ADD DAY
4 otal Meetings	Start Time 8 ;30 AM Y		M T W TH F SAT	sun 🔟
2	10 :20 AM ~		Select at least one day.	
all Semester				
Vinter Semester				
pring Semester				
ummer Semester				





### **Courses Screen Filtering Options**

There are a few other filtering functionalities of the courses screen that should be highlighted and will be marked below.

• If you want to filter by just a certain semester, click the "SEMESTER" button in the top left, as referenced by the red arrow in the figure below, and then you can select and unselect each semester you want to.

Course Guidelines							
	SEMESTER 🗢 🛛 CRI	edits 🗢 🛛 Meetings 🗢	M T W TH F SAT	SUN			+ ADD COURSE GUIDELINE
	Fall	TOTAL MEETINGS	COURSE LENGTH	TIMES	DAYS	EDIT	DELETE
	Winter Spring	2	2 hours 0 minutes	8:30 AM to 10:30 AM	тн	0	Ū
	Summer	2	1 hours 50 minutes	8:30 AM to 10:20 AM	MW	0	Û
				1			

Figure 3.4.12

• If you want to filter by just a certain number of credits, click the "CREDITS" button in between the semester and meetings button, then you are able to select the max and min number of credits you want to see.

		•					
SEN	iester 🗢		M T W TH F SAT SUM				+ ADD COURSE GUIDELINE
	CREDIT	Min Credits	COURSE LENGTH	TIMES	DAYS	EDIT	DELETE
1	2	1	1 hours 0 minutes	8:30 AM to 9:30 AM	т	0	<b>b</b>
2	2	Max Credits	1 hours 0 minutes	8:30 AM to 9:30 AM	F	0	<b>b</b>
3	2	1	1 hours 0 minutes	12:30 PM to 1:30 PM	М	0	団
				1			

Figure 3.4.13

• If you want to filter by just a certain number of meetings, click the "MEETINGS" button as referenced by the red arrow in the figure below, and then you can select the max and min number of credits you want to see.



Guidelines				+						
	SEMEST	er 🗢 🛛 Crei	DITS 🗢 🛛 M	EETINGS 🗢	м т и	V TH F SAT	T SUN			+ ADD COURSE GUIDELINE
		CREDITS	тот	Min Meeting	Amount	н	TIMES	DAYS	EDIT	DELETE
	1	2	1	1		nutes	8:30 AM to 9:30 AM	т	0	Û
	2	2	1	Max Meeting 4	j Amount	nutes	8:30 AM to 9:30 AM	F	0	Û
	3	2	1		1 hou	urs 0 minutes	12:30 PM to 1:30 PM	м	0	Û
							1			

Figure 3.4.14

• If you want to filter by just specific meeting days, by default everyday will be selected, so if you don't want to see certain days click on those days. The blue color will mean that the day is selected, and the gray color will mean that it is not selected. This can be referenced in **Figure 3.4.15** below.

ourse Guidelines									
	SEMESTE		S 🗢 🛛 🛚 N		TH F S	at sun			
		CREDITS	тот	Min Meeting Amount	н	TIMES	DAYS	EDIT	DELETE
	1	2	1	1	nutes	8:30 AM to 9:30 AM	т	0	Ŵ
	2	2	1	Max Meeting Amount	nutes	8:30 AM to 9:30 AM	F	0	Ŵ
	3	2	1	1 hours 0 r	ninutes	12:30 PM to 1:30 PM	М	0	Û
						1			

Figure 3.4.15



## **Buildings Page**

The Buildings Screen can be accessed by clicking the "**BUILDINGS**" tab on the left, as referenced by the red arrow in **Figure 3.5** below. In this screen you are able to add a building, edit current buildings information, and remove specific buildings from the schedule.

	Course Scheduler	Buildings									
		Buildings Campus									
٩	Projects	Search									
			NAME	PREFIX	CLASSROOMS	EDIT	DELETE				
Admin	Courses	1	Science East	SE	100-100	0					
)o C	Faculty	2	Wickes	W	100-100	0	<b>b</b>				
⊞	Buildings	3	Gilbertson Hall	GH	100	0	<b>b</b>				
Q	Departments	4	Bookstore	GH	100	0	<b>b</b>				
		5	Admissions	AC	100	0	<b>b</b>				
					1						

Figure 3.5

Add Building	<
Name <mark>1.</mark>	
Building Name	
Prefix <mark>2</mark> .	
Prefix	
Classrooms <mark>3.</mark>	
Classrooms	
Campus <mark>4</mark> .	
Select a campus 🔻	
ADD	

### Adding a Building

To add a building to the building list, click on the "+ ADD **BUILDING**" button on the upper right part of the buildings tab in the admin page as referenced in **Figure 3.5.1**.

After clicking on the button, you are then prompted with a pop up with all the options associated with the building as referenced above in **Figure 3.5.1**. In the box labeled **1**, you will insert the name of the building. In box **2**, you will add the prefix correlated with that building. In box **3**, you will enter the classroom numbers that reside in the specified building. Then in the dropdown labeled **4**, you will select the campus the building resides on.





Name	
Pioneer	
Prefix	
Р	
Classrooms	
100-130	
Campus	
UC -	.] 🕴
	ADD

### Figure 3.5.2

After you have filled in all the required fields referenced in **Figure 3.5.2**, you can go ahead and press the green "**ADD**" button and it will be added to the list as referenced in **Figure 3.5.3** below.

Buildings												
Buildings	Buildings Campus											
Search					+ ADD BUILDING							
	NAME	PREFIX	CLASSROOMS	EDIT	DELETE							
1	Science East	SE	100-100	0	+							
2	Wickes	w	100-100	0	Ŵ							
3	Gilbertson Hall	GH	100	0	団							
4	Bookstore	GH	100	0	団							
5	Admissions	AC	100	0	団							
6	Pioneer	P	100-130	0	団							
			1									

Figure 3.5.3



### Adding a Building (Possible Issues)



If you are attempting to add a building to the list of buildings, you might run into one of the four possible errors if you fail to enter information in one of the four parameters as referenced in **Figure 3.5.4**.

To be able to fix each of these issues is right in the error message. For the name, you would need to add a name that is alphabetical that can include dashes and white space. The prefix must have at least one character that is representative of the building being added. Classrooms must contain a single room or a range of rooms that are alphabetical. The only exception to this is when adding in classrooms that may include an alphabetical character following a numbered classroom (for example 30a-40c). Lastly, a campus must be selected because a building will not appear off a campus.

**Figure 3.5.4** 





## **Editing a Building**

	NAME	PREFIX	CLASSROOMS	EDIT	DELETE
1	Science East	SE	100-100	0	Ū
2	Wickes	W	100-100	0	世
3	Gilbertson Hall	GH	100	0	也
4	Bookstore	GH	100	0	也
5	Admissions	AC	100	0	也
6	Pioneer	Ρ	100-130	0	世

Figure 3.5.5

Let's say you forgot to enter a piece of information or that you needed to go change one of those pieces of information. You will press the yellow edit button as referenced in Figure 3.5.5 above. In Figure 3.5.6 below, we wanted to edit the number of classrooms. You can change the amount and then press save to save your changes.

Edit Building	×
Name	
Pioneer	
Prefix	
Р	
Classrooms	
100-170	
Campus	
UC -	
	SAVE

Figure 3.5.6



### Editing a Building (Possible Issues)

Edit Building	×
Name	
Brown Hall	
Prefix	
BR	
Classrooms	
100-b	
Must contain a single room number like: 143 or a single rang like: 20-40 or a list of rooms like: 1,10,30a-40c Campus	e
UC 👻	
SAVE	

Figure 3.5.7

If you are to edit one of the buildings, you will run into the same error message as adding a building. The same parameters are expected if you enter a wrong piece of information that doesn't fulfill the requirements. If so, you will get the error message as referenced in **Figure 3.5.7**. To fix this error, you will need to enter information that matches the expected input.



## **Removing a Building**

	NAME	PREFIX	CLASSROOMS	EDIT	DELETE
1	Science East	SE	100-100	0	Ū
2	Wickes	W	100-100	0	団
3	Gilbertson Hall	GH	100	0	Ū
4	Bookstore	GH	100	0	団
5	Admissions	AC	100	0	団
6	Pioneer	P	100-130		Ū
			1		



To remove a building, you will simply press the red trash can button on the right side as referenced in **Figure 3.5.8** above, and then a prompt will appear verifying your intended choice as referenced below in **Figure 3.5.9**.

Delete Building?		×		
Are you sure you want to delete 'Pioneer'?				
	CANCEL	CONFIRM		

Figure 3.5.9

Once you click confirm, the specified building to delete will then be removed from the list of buildings.



## **Deployment of the Application**

Deployment of this applications requires the following knowledge of said technologies:

- Virtual Private Servers
- Docker
- Linux (Ubuntu)
- Git
- Nginx
- MySQL

This will go over the process of installing the application:

- 1. Have a machine/VPS capable of running a Docker compatible Linux system. Ubuntu Server is recommended for this application and the latest version can be installed from <a href="https://ubuntu.com">https://ubuntu.com</a>.
- 2. After setting up the Ubuntu Server, Docker can be installed for Ubuntu https://docs.docker.com/engine/install/ubuntu/
- Get a copy of the application software from one of <u>administrators of the application</u> (pg. 4) and install it on the Ubuntu Server either via file transfer service or via a **git clone** command, although this may require access for private repositories within the use of git. A **git clone** may be pulled from the following URL: <u>https://github.com/CISCapstone2023/svsu-course-scheduler.git</u>. You will be prompted for your username and GitHub password or classic personal access token if 2FA is enabled.
- Once the application source code is located on the machine, <u>environment variables</u> can be changed in the **docker-compose.yml** which is located in the root folder of the application source code.
  - a. Change the database password and the database name
  - b. Generate the JavaScript Web Token (JWT) secret for the authentication
- 5. Next, create a volume for the MySQL container to write data out to so that it may remain persistent among containers with the following command:

### \$ docker volume create mysql-course-scheduler-vol

6. Building the application can be done by running the command in a terminal or via ssh and navigating to the svsu-course-scheduler directory:

### \$ docker compose up -d

- 7. Once the application has compiled, the network has been built, and the containers are running, configuration of the proxy within the Nginx container will be required.
- 8. Enter the following command to open a bash session in the Nginx container:

### \$ docker exec -t -i svsu-course-scheduler-webproxy-1 /bin/bash

9. First, navigate to **/etc/nginx** and make a directory named "ssl" to store SSL certificates if they are to be used:

### \$ mkdir ssl



```
10. Next, navigate to letc/nginx/conf.d/default.conf to set up the server configuration file
   as listed:
   server {
     listen
               80;
     server_name course-scheduling.svsu.edu;
     location / {
        proxy_pass http://192.168.120.21:3000;
     }
     #error_page 404
                              /404.html;
     # redirect server error pages to the static page /50x.html
     #
     error_page 500 502 503 504 /50x.html;
     location = /50x.html {
        root /usr/share/nginx/html;
     }
     # proxy the PHP scripts to Apache listening on 127.0.0.1:80
     #
     #location ~ \.php$ {
     # proxy_pass http://127.0.0.1;
     #}
     # pass the PHP scripts to FastCGI server listening on 127.0.0.1:9000
     #
     #location ~ \.php$ {
     # root
                   html;
     # fastcgi_pass 127.0.0.1:9000;
     # fastcgi_index index.php;
     # fastcgi_param SCRIPT_FILENAME /scripts$fastcgi_script_name;
     # include
                    fastcgi_params;
     #}
     # deny access to .htaccess files, if Apache's document root
     # concurs with nginx's one
     #
     #location ~ A.ht {
        deny all;
     #
     #}
   }
```



```
server {
  listen
               443 ssl;
                    course-scheduling.svsu.edu;
  server name
                   /etc/nginx/ssl/course-scheduler.crt;
  ssl_certificate
  ssl_certificate_key /etc/nginx/ssl/course-scheduler.key;
  ssl_protocols
                   TLSv1 TLSv1.1 TLSv1.2 TLSv1.3;
  ssl ciphers
                   HIGH: aNULL: MD5;
  location / {
    proxy_pass http://192.168.120.21:3000;
  }
}
```

11. After the configuration file has been completed, navigate back to the host command line and if TLS certificates are available, copy them to the **/etc/nginx/ssl** directory with the following commands:

\$ docker cp foo.crt <container\_id>:/etc/nginx/ssl/foo.crt

- \$ docker cp foo.key <container\_id>:/etc/nginx/ssl/foo.key
- 12. After the config file has been completed and the TLS certificate files have been copied to the container, first test the config and then reload the file to implement it with the following commands:
  - \$ docker exec svsu-course-scheduler-webproxy-1 nginx -t
  - \$ docker exec svsu-course-scheduler-webproxy-1 nginx -s reload
- 13. The web application should now be live and accessible at the IP of the server on either port 80 or port 443.