

# User Reference Manual

## Timetables

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**Version Control:**

Version	Release Date	Updated by	Update Reason
Ashesi_1.0	01.08.2018	Vignesh Ravichandran	➤ First Release

**Contributors:**

Name	Department	Role/Title
AR Swaminathan	Management	Founder & Director

**Reviewers:**

Name	Department	Role/Title

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## Introduction:

Camu' s Timetable allows the user to Create the Timetables, assign staffs and generate the timetable related reports.

For further queries, please write to [support@octoze.com](mailto:support@octoze.com)

## Pre-requisites:


Academic year, Semester configuration, Staff Planning information should be available.

## Creating the Staff Planning


The objective of Staff Planning is to map the faculty to the course who teaching/handling the course for the selected semester.

To create the new staff planning, navigate to Academic Plan → Staff Planning and provide the following information:


The screenshot shows the 'Staff Planning' interface. At the top, there is a navigation bar with 'Ashesi University' and user information 'Hello, IT Admin'. Below the title, there is a search bar 'Enter search criteria'. The main form contains several dropdown menus: 'Institution\*' (Ashesi University), 'Degree\*' (Under Graduate), 'Program\*' (B.Sc - Business Administration), 'Academic Year\*' (2018-2019), 'Department\*' (Business Administration), 'Semester\*' (Semester 1), and 'Section\*' (Section A). At the bottom of the form, there are four buttons: 'New Staff Planning' (blue), 'Find Staff and courses' (orange), 'Download' (green), and 'Reset' (grey).

 New Staff Planning

- Option to create new staff planning

 Find Staff and courses

- To view the existing available staff planning for the selection

 Download

- Download the staff planning details

Click on New Staff Planning and provide the start date and end date for Staff Planning. The following action will be selecting the course name and corresponding staff name in next field. No. of Hours define the hours required to complete the course.

Note: Providing the course name and staff name is suffice, rest of the fields are not applicable.

Create Staff Planning

Action	Course	Staff	No. of Hours	Is Coordinator?	Is Combined?	Min	Max
	Foundation - Foundations of Design	<input type="text"/>	<input type="text" value="0"/>	<input type="radio"/>	<input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>
	Undergradu - Undergraduate Thesis	<input type="text"/>	<input type="text" value="0"/>	<input type="radio"/>	<input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>

[+ Add New Courses](#)

[Save academic plan](#)

Once the details are provided, click on the [Save academic plan](#) to save the staff planning details.

## Creating the Timetables

To create the new timetable, navigate through Academic Plan → Timetables. The below screen will appear:

Ashesi University

Academic Timetable/Schedule

Search Timetable/Schedule

Institution \* Ashesi University

Department \* Business Administration

Degree \* Under Graduate

Semester/Year \* Semester 1

Program \* B.SC-Business Administration

Section \* Section A

Academic Year \* 2018-2019


[+ New](#) [Search](#) [Reset](#)


[Please choose your search criteria and click on 'Search!'](#)

[Upload](#)

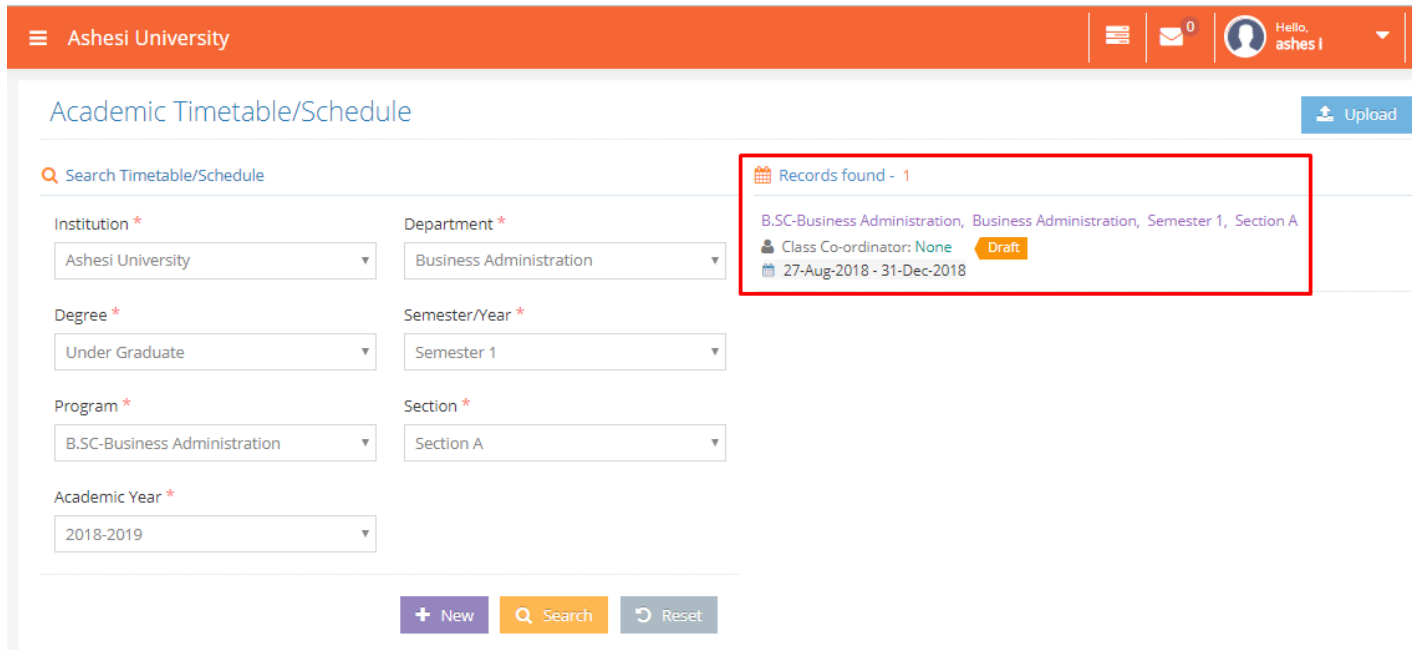
[Timetable/Schedule List](#)

The same selection from staff planning need to be provided above.

 - To create new timetables

 - To view the existing timetables

Provide the selection details and click on the New button, provide the start date and end date of the timetable. After the dates are entered, the timetable record will be displayed:



Academic Timetable/Schedule

Search Timetable/Schedule

Institution \* Ashesi University Department \* Business Administration

Degree \* Under Graduate Semester/Year \* Semester 1

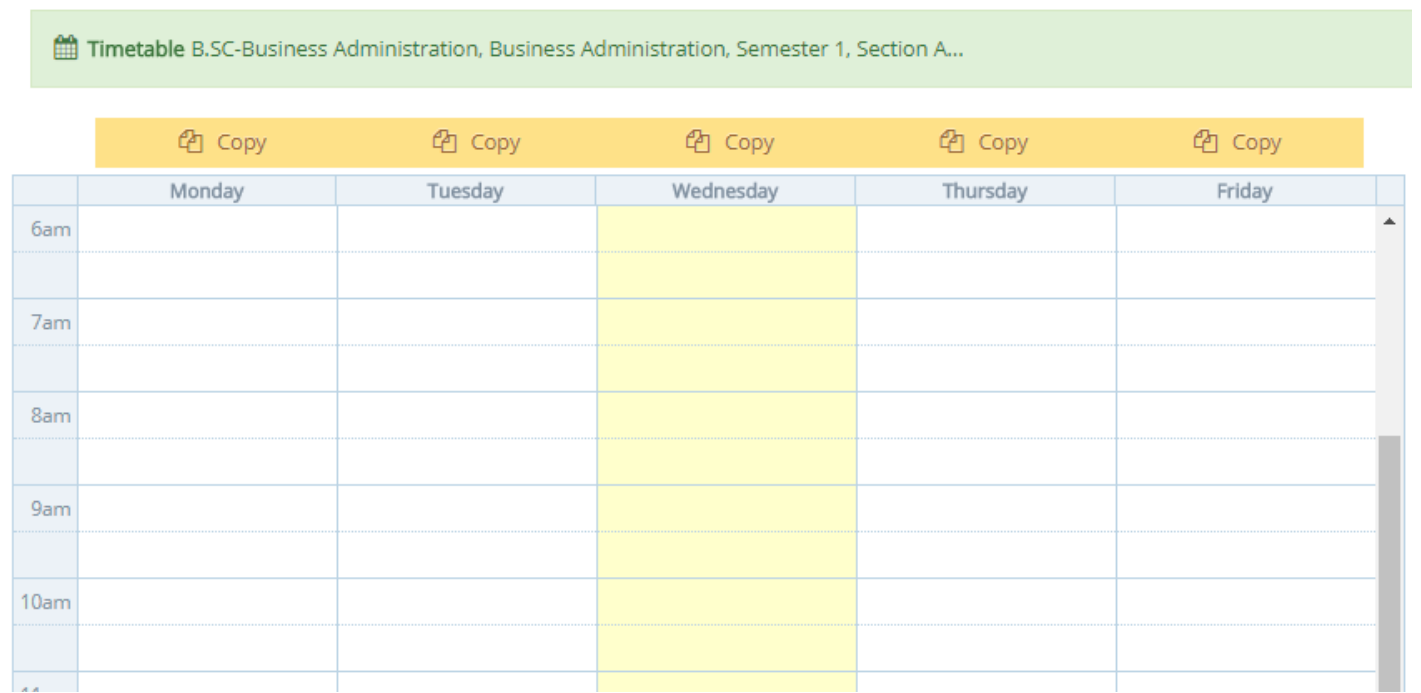
Program \* B.SC-Business Administration Section \* Section A

Academic Year \* 2018-2019

Records found - 1  
B.SC-Business Administration, Business Administration, Semester 1, Section A  
Class Co-ordinator: None Draft  
27-Aug-2018 - 31-Dec-2018

+ New Search Reset

Clicking on the highlighted record will display the timetable structure as below:



Timetable B.SC-Business Administration, Business Administration, Semester 1, Section A...

Copy Copy Copy Copy Copy

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
7am					
8am					
9am					
10am					

The timetable structure has the days of the week (Monday – Friday). If the class has schedule on Monday, click anywhere on Monday session and below screen will appear:

Create Period
MONDAY
8:00 AM
9:00 AM
✕

---

Select Period

Period

Start Time \*

End Time \*

Day

Location

Course

Staff

✕ Close
Save changes

Provide the period details like name, Start time, End time, Location and Course details. The staff name details will be populated automatically. Once the details are provided, click on Save Changes to save the timetables. Repeat the process for all the applicable courses in the timetable. The final timetable structure will look like below:

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Behavioral Economics (R216(Lec))	Business Law (MP Room)	Behavioral Economics (R216(Lec))	Business Law (R217(Lec))	Foundations and Entrepreneur (Design Lab)   Operations Management (Lab221(Dis))
9am					Business Law (R217(Disc))   Investments (MP Room)
10am	Organizational Behaviour (R207B(Lec))	Operations Management (R218(Lec))	Organizational Behaviour (R207B(Lec))	Operations Management (R218(Lec))	Behavioral Economics (Lab221(Dis))
11am	Entrepreneur: Introduction to Finance (R207B(Disc.))   (R218(Lec))	Foundations and Investments and Entrepreneur (Design Lab) (R218(Lec))	Entrepreneur: Introduction to Finance (R207B(Lec))   (R218(Lec))	Foundations and Investments and Entrepreneur (Design Lab) (R218(Lec))	
12pm					Strategic Brand Management (R116(Disc))
1pm	International Policy (R218(L))   Principles of Economics (MP Room)		Entrepreneur: International Trade and Policy (R207B(Lec))   (R218(Lec))		
2pm					International Trade and Policy (R218(Disc))
3pm	International (R216(Lec))   Principles of Economics (MP Room)	Africa and the International Industry (Lab2)   Finance (R216(Lec))		Africa and the International Industry (Lab2)   Introduction to Finance (R216(Disc))	
4pm		Strategic Brand Management (R217(Lec))		Strategic Brand Management (R217(Lec))	Africa and the International Industry (R207)   Finance (R218(Disc))

Once the timetables are entered, enable the finalised button to finalize the timetables. Students can see the timetables in MyCamu portal only if the timetables are finalised.

## Updating/Editing the Timetables

To edit/update the created timetables, click one the period schedule to do the edit from the below screen:

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Behavioral Economics (R216(Lec))	Business Law (MP Room)	Behavioral Economics (R216(Lec))	Business Law (R217(Lec))	Foundations and Entrepreneurship (Design Lab)
9am					Business Law (R217(Disc))
10am	Organizational Behaviour (R207B(Lec))	Operations Management (R218(Lec))	Organizational Behaviour (R207B(Lec))	Operations Management (R218(Lec))	Behavioral Economics (Lab221(Disc))
11am	Entrepreneur: Introduction to Finance (R207B(Disc.))	Foundations and Entrepreneurship (Design Lab)	Entrepreneur: Introduction to Finance (R207B(Lec))	Foundations and Entrepreneurship (Design Lab)	
12pm	Introduction to Finance (R218(Lec))	Investments and Entrepreneurship (R218(Lec))	Introduction to Finance (R218(Lec))	Investments and Entrepreneurship (R218(Lec))	Strategic Brand Management
1pm	International Policy (R218(Lec))		Entrepreneur: International Trade and Policy (R207B(Lec))		
2pm	Principles of Economics (MP Room)		International Trade and Policy (R218(Lec))		International Policy (R218(Lec))
3pm	International Policy (R216(Lec))	Africa and the Industry (Lab)	International Finance (R216(Lec))	Africa and the Industry (Lab)	
	Principles of Economics (MP Room)			Introduction to Finance (R216(Disc))	Africa and the Industry (R216(Lec))
4pm		Strategic Brand Management (R217(Lec))		Strategic Brand Management (R217(Lec))	

Edit/Change the Subjects by clicking the Course field and make the changes. Once the changes are made click on Update Changes to update the course details.



## Update Period

WEDNESDAY

9:00 AM

11:30 AM

Select Period

Period

Start Time\*

End Time\*

DAY

Location  ✓

Course  🔍

Staff

Additional Staff - 1

+

## Copying the Timetables

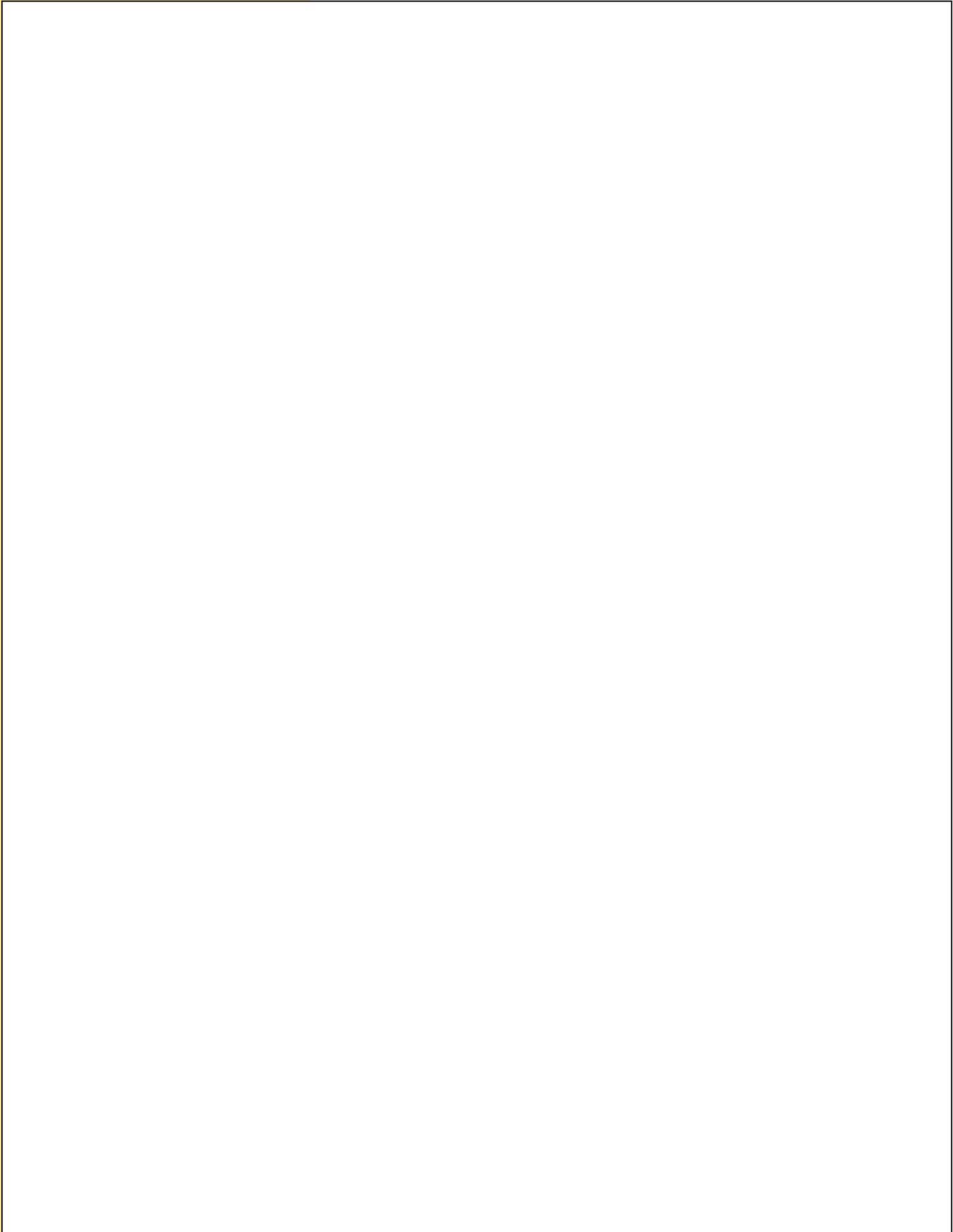
The timetable schedule can be copied between the days in a week. The Copy field above the weekdays header will copy the schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
7am					
8am					
9am		Applied Programming for Engineers (Lab221(Lec))	Applied Programming for Engineers (Lab221(Lec))	Applied Programming for Engineers (Lab221(Lec))	
10am					
11am					

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