Course Scheduling System
User’s Guide

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Document: Course Scheduling System – User’s Guide

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Course Scheduling System
Contents

CONTENTS .............................................................................................................................. I
REVISION SHEET .................................................................................................................. II
REVIEW HISTORY .............................................................................................................. II
1. INTRODUCTION ............................................................................................................. 1
  1.1 Purpose .................................................................................................................. 1
  1.2 Scope ..................................................................................................................... 1
  1.3 Overview ............................................................................................................... 1
  1.4 User Role Definitions ......................................................................................... 2
    1.4.1 Administrator Role ....................................................................................... 2
    1.4.2 Department Chair Roles ............................................................................ 2
    1.4.3 Faculty Role ................................................................................................... 2
2. REPORT FILE .................................................................................................................. 3
  2.3 Reports .................................................................................................................. 3
    2.3.1 Faculty Schedule in Grid Format – ASP Driven Web Page Report .......... 3
    2.3.2 Faculty Schedule in List Format – ASP Driven Web Page Report .......... 4
    2.3.3 Professor Course Load in List Format – ASP Driven Web Page Report .... 5
    2.3.4 Classroom Use in Grid Format – ASP Driven Web Page Report .......... 6
3. SAMPLE PROCESSES ....................................................................................................... 7
  3.1 Accessing the CSS Application through the Login Security ............................... 7
    3.1.1 Main CSS Page ............................................................................................. 8
  3.2 Maintenance Processes (Chairperson Role and Above) ...................................... 9
    3.2.1 Faculty (and Staff) ........................................................................................ 9
    3.2.2 Classrooms .................................................................................................... 13
    3.2.3 Semesters ....................................................................................................... 17
    3.2.4 Courses ......................................................................................................... 21
  3.3 Scheduling a Class (Chairperson Role and Above) ............................................ 25
  3.4 Editing/Deleting a Class (Chairperson Role and Above) ................................... 29
    3.4.1 Editing a Class .............................................................................................. 30
    3.4.2 Deleting a Class ............................................................................................. 31
  3.5 Viewing Reports (All Users) ............................................................................... 32
    3.5.1 Faculty Schedule Report – Grid Layout .................................................. 32
    3.5.2 Faculty Schedule Report – List Layout .................................................... 34
    3.5.3 Professor Course Load Report – List Layout ............................................ 35
    3.5.4 Classroom Use Report – Grid Layout ....................................................... 37
    3.5.5 Non-Standard Classes Listing ................................................................. 39
4. ERROR/INFORMATIVE MESSAGES ............................................................................. 40
  4.1 Login Page .............................................................................................................. 40
    4.1.1 “Bad Login, invalid username or password” .......................................... 40
APPENDIX A ACRONYMS .................................................................................................. 41
  A.1 Acronyms ............................................................................................................. 41
APPENDIX B TROUBLESHOOTING ..................................................................................... 41
Revision Sheet

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Brief summary of changes</th>
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<tr>
<td>1.0</td>
<td>30 March 2003</td>
<td>Baseline version</td>
</tr>
<tr>
<td>1.1</td>
<td>18 April 2003</td>
<td>Screen shots added, revisions to sample processes to match application</td>
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<tr>
<td>1.2</td>
<td>27 April 2003</td>
<td>Final screen shots added, non-standard listing report added, appendices added</td>
</tr>
<tr>
<td>1.3</td>
<td>30 April 2003</td>
<td>Added description to adding users and what their roles are.</td>
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Review History

At a minimum, the CSS group reviews this document every week. Reviews of this document are recorded below.

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<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>CSS Group</td>
<td>3 April 2003</td>
<td>Work in Progress</td>
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1. Introduction

1.1 Purpose

The Course Scheduling System (CSS) is an application that is designed to assist the Associate Dean and the Department Chairs of the College of Business Administration (CBA) of Winthrop University to schedule classes each semester. The system utilizes a database and web technologies to aid in the scheduling of courses to be taught in the CBA, as well as provides useful reports on the scheduled courses for the system’s users.

1.2 Scope

The Associate Dean and Department Chairs of Winthrop University's College of Business Administration need a software application that enables them to schedule courses. The CSS will enable the Department Chairs to enter information such as faculty name, course, time, and a tentative room number into an existing grid that will serve as a course schedule. Each of these users will be able to see a full grid of what has already been entered by others. They may also perform maintenance functions such as adding a new course, instructor, or room. The CSS will present an error (flag) for various conflicting entries. The faculty will be able to use this application to view and print a variety of reports. These reports can be obtained by selecting the type of report desired. The Associate Dean will be able to perform all previously listed functions, and will be able to make any changes or modifications to the main schedule. The primary goal of the CSS is to provide a convenient means for the Department Chairs to schedule courses. This system should drastically reduce the time and complexity of the manual process that is currently in place, allowing the Chairs to initially enter a schedule that will require only a few changes. By seeing a common grid, possible conflicts before they occur, and warning 'flags', this objective will be obtainable. With the implementation and utilization of the CSS, the entire course scheduling process will become more effective and efficient, benefiting the Associate Dean and the Department Chairs.

1.3 Overview

This User's Guide provides detailed information and instructions on how to use the CSS designed by the CSCI 680 Spring 2003 Team for the CBA at Winthrop University. The Users Guide describes the processes of scheduling classes with the aid of the CSS system and how to produce reports on classes scheduled. The CSS system is a database driven web site that stores data on the scheduling of classes to allow the Associate Dean and Department Chairs of the CBA to view reports on the schedule of classes each semester. The system requires the use of a Windows 2000 or later PC and Internet Explorer 5.5 or later as the web browser.

The Report Files section describes the report web pages that the CSS application produces.

The Sample Processes section will describe the processes that the users will use to schedule classes and to view the output reports to aid in the scheduling process.

The Error/Informative Messages section will describe the messages that the CSS application will display for the user during the scheduling of classes.
1.4 User Role Definitions

This section details the assignable CSS roles for the users of the system. Each user will be assigned a “role” or access level to the system depending on their role in the scheduling process. The defined roles include:

1.4.1 Administrator Role

The Administrator Role (Dean, Associate Dean, Staff Administrators) has privileges to every aspect of the application. A user with this role may access the scheduling system and reports that all other users can view as well as reports that show all information for a semester that other users cannot. The Associate Dean Role has the ability to add/edit/delete courses, semesters, users, and classrooms as the Department Chairs can.

1.4.2 Department Chair Roles

The department chair roles have the ability to schedule classes and to view the entire schedule for each semester. This role also has the ability to access the admin area to add courses, semesters, users, and classrooms. The department chairs are restricted in the viewing reports to only their department.

1.4.3 Faculty Role

The Faculty Role is restricted to seeing reports about the user who is logged in. The user will be able to see each of the reports in the report section, but will only be able to see the classes that they are currently scheduled for in the selected semester.
2. Report File

2.3 Reports

This section describes the output files produced by the CSS application. All reports are ASP (Active Server Pages) web pages using data from a database.

2.3.1 Faculty Schedule in Grid Format – ASP Driven Web Page Report

The user will be able to view a report that is laid out in a grid format based on the day of the week and the time of day. The report shows the classes that are taught during each class time, in what room they are taught, and who the instructor(s) for the class are. The report will also allow the user to be able to filter the report based on department, discipline, or by professor.
2.3.2 Faculty Schedule in List Format – ASP Driven Web Page Report

Similar to the Faculty Schedule in Grid Format, the user will also be able to view a report that is laid out in a list format that shows all of the classes being offered during the selected semester. The report shows the class information including instructor(s), days of the week and time of day the class is taught, and what classroom the class is in.

![Schedule for Fall 2003](http://www.birdnest.org/ztaylorjr/cSCI680/3FacultyScheduleList.asp)
2.3.3 Professor Course Load in List Format – ASP Driven Web Page Report

The user will be able to view all of the professors in the CBA who have been scheduled in a given semester and a listing of the classes that each professor is scheduled to teach. This report is useful to see what kind of class load each professor will have in a given semester. As with the other reports, the user will be able to filter the list by department, discipline, and faculty member.

Course Scheduling System
Faculty Course Load Report
For: SPRING 2003 Semester

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<thead>
<tr>
<th>FACULTY NAME</th>
<th>COURSE INFORMATION</th>
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<tr>
<td>Breakfield, Robert H.</td>
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<td>Breishenham, Jack E.</td>
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<td>Grigsby, William W.</td>
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<td>Spears, Martha C.</td>
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As of 4/17/2003 9:27:13 PM
2.3.4 Classroom Use in Grid Format – ASP Driven Web Page Report

The user will be able to view a report in a grid format that shows each classroom and what classes are scheduled in that classroom at a given day and time. This report is useful when trying to resolve conflicts where more than one class is scheduled in a classroom at the same time and where courses cannot be offered at the same time.
3. Sample Processes

This section will describe how a user can access the system and what the process is to be able to complete the scheduling of classes using the CSS application. Each section describes these processes in detail accompanied by screen shots that show the process in a visual format.

3.1 Accessing the CSS Application through the Login Security

This section describes the process the users will complete in order to login and access the CSS application on the web. Below is the step by step process for accessing the CSS application.

1. The user will access the application through Internet Explorer, a web client installed on their workstation. The user will enter the CSS Home Page URL (http://cba.winthrop.edu/CSS/) into the browser.

![Login - Microsoft Internet Explorer](image)

2. The application will request the user to enter their Winthrop network username and password into a login form and submit the form to the server. The system will then complete the login by authenticating the user’s credentials and then determining the appropriate role of the user within the CSS application.
3.1.1 Main CSS Page

Once authenticated, the application will display the main CSS page. This page allows the user to choose a semester to work on and then access the input forms and reports that the user’s role allows.
3.2 Maintenance Processes (Chairperson Role and Above)

3.2.1 Faculty (and Staff)

One of the maintenance functions of the CSS Application is maintaining a list of users for the system, which will also include a list of available faculty that can be scheduled for classes. The level of access to the CSS System that the user is determined by the role selected in the list of CSS Roles in the user form. Additionally, if the user is also an instructor that should show up in the list of available professors, the user should choose this option. Lastly, if the user being entered or edited is going to be inactive for a period of time and should not be in the list of available instructors, then the Is Active option should be deselected. This option can be used for professors that are on sabbatical, etc. where they will be away from the university, but will return. To add/edit/delete a user in the CSS Application, the user can do the following:

1. When the Faculty link under the Administration Heading on the CSS Main page is selected, the application will display a listing of the faculty currently in the CSS system. The user will be able to select individual faculty members and edit their information, delete them from the list of current faculty that can be selected when scheduling classes, or add new faculty to the list.
To edit a faculty member’s information, the user will be able to click on the Edit Icon (笔) to the left of the faculty member’s name. The application will then display a web form displaying the selected faculty member’s information. The user can edit the information and then submit the form and the application will record the changes in the database.
3. **To add a faculty member to the system**, the user will be able to click the “Add New User” hyperlink at the bottom of the table of users. When the user clicks this link, the application will display a form similar to the edit form above which will allow the user to enter the faculty member’s information. For an administrative role, choose the Associate Dean Role and if the user is not a faculty member be sure to unselect the Is Instructor option on the form.
4. **To delete a faculty member from the system**, the user will be able to click the Delete Icon (✘) to the left of the faculty member’s name. The system will then ask the user to confirm the request to delete the faculty member. The user can then either click OK to delete the faculty member, or Cancel to leave the faculty member in the system.
3.2.2 Classrooms

One of the maintenance functions of the CSS Application is maintaining a list of classrooms that can be used to schedule classes in the system. **To add/edit/delete a classroom in the CSS Application**, the user can do the following:

1. When the Classrooms link under the Administration Heading on the CSS Main page is selected, the application will display a listing of the classrooms currently in the CSS system. The user will be able to select individual classrooms and edit the information, delete the classroom from the list of currently used classrooms, or add a new classroom to the list. The application keeps track of the classroom’s building location, room number and the capacity of the room.
2. **To edit a classroom’s information**, the user will be able to click on the Edit Icon (FixedSizeImage) to the left of the classroom’s entry in the list and the application will display a web form that will display all of the information for that particular classroom. The user can then make the necessary changes to the information and submit the form. The application will then record the changes in the CSS database.
3. **To add a classroom to the CSS system**, the user will be able to click on an “Add New Room” hyperlink at the bottom of the room list on the Classroom Administration Page. The user will be presented with a web form requesting all of the information for the new classroom. Once the user enters the information and submits the form, the application will add the new classroom to the system’s available classrooms for scheduling classes.
4. **To delete a classroom from the CSS system**, the user will be able to click the Delete Icon (❌) to the left of the classroom in the list. The system will then ask the user to confirm the request to delete the classroom. The user can then either click OK to delete the classroom, or Cancel to leave the classroom in the system.

![Room Setup:](image)

1. To edit a Room, click on the pencil under Edit/Delete with your mouse.
2. To add a new Room click on 'Add New Room' with your mouse.
3.2.3 Semesters

One of the maintenance functions of the CSS Application is maintaining a list of semesters that the users can schedule classes for. **To add/edit/delete a semester in the CSS Application,** the user can do the following:

1. When the Semesters link under the Administration Heading on the CSS Main page is selected, the application will display a listing of the semesters currently in the CSS system. The user will have the opportunity to then edit or delete individual semesters in the list and add new semesters to the list.
2. **To edit a semester from the list**, the user will click on the Edit Icon (>Edit<) to the left of the listing for the semester. The application will display a web form containing the selected semester's information. The user will be able to edit the information and then submit the form. The application will then record the changes in the CSS database.
3. **To add a new semester**, the user will click the “Add New Semester” link at the bottom of the table of semesters on the Semester Administration page. The application will display a web form requesting the semester’s information. The user will complete the form and submit the form to the system. The application will then record the new semester in the CSS database.
4. **To delete a semester from the system**, the user will click the Delete Icon (∆) to the left of the semester’s listing in the table. The system will then ask the user to confirm the request to delete the semester. The user can then either click OK to delete the semester, or Cancel to leave the semester in the system.
3.2.4 Courses

One of the maintenance functions of the CSS Application is maintaining a list of courses that can be scheduled through the system. **To add/edit/delete a course in the CSS Application**, the user can do the following:

1. When the user selects the Courses link under the Administration Heading on the CSS Main page, the application will display a listing of the courses that are currently available in the CSS system for scheduling classes. The user will then have the opportunity to select a particular course by clicking on a link to be able to edit or delete the selected course as well as add a new course to the system.
2. **To edit a course’s information**, the user will click on the Edit Icon (✏️) to the left of the course in the table. The application will then display a web form displaying the selected course’s information. The user can edit the information and then submit the form and the application will record the changes in the database.
3. **To add a course to the system**, the user will click the “Add New Course” link at the bottom of the table of users. When the user clicks this link, the application will display a form similar to the edit form above which will allow the user to enter the course’s information.
4. **To delete a course from the system**, the user will click the Delete Icon (❌) to the left of the course in the table. The system will then ask the user to confirm the request to delete the course. The user can then either click OK to delete the course, or Cancel to leave the course in the system.
3.3 Scheduling a Class (Chairperson Role and Above)

Once the user is logged into the CSS Application and viewing the CSS Main Page, the user needs to select the semester that they wish to schedule classes for and/or view reports on. To do this, the user simply selects the appropriate semester from the list box located under the Semester Heading on the main page as shown below.

When the user is ready to schedule classes for a selected semester, the user will click the View Semester Schedule link under the Schedule Heading on the Main CSS page. The application will then display a two frame web page.
In the left frame will be a listing of all of the currently available courses that are taught in the CBA. Optionally, the user can choose to view only the courses available within the user’s department. To do this, the user will click the check box at the top of the list that says “Show My Department Only.”

In the right frame will be a grid displaying all of the class times during the week. Within each class time, any scheduled classes will be listed.
To schedule a class, the user will do the following:

1. Scroll through the master listing of courses in the left frame to the course to be scheduled. The user will then click the link of the chosen course. Courses shown with a red marking to the left have at least one class section scheduled during the semester.
2. The application will then display a web form that requests the user to enter the information needed for the class to be scheduled, such as the days and times the class will be taught, by which professor(s), and what classroom it will be taught in. Under the course information heading, the form displays the course selected, the section number (counts the number of sections scheduled for the semester, not actually a university section number), and the number of credit hours for the course.
3. When the user submits the form, the application records the information in the CSS database and redisplays the class schedule in the right frame. If there are conflicts such as two classes in the same classroom at the same time, the application will display a warning flag so that the user knows that there is a conflict that will need to be resolved at some point.

3.4 Editing/Deleting a Class (Chairperson Role and Above)

During the scheduling process, it will be necessary for the user to be able to change the information about a scheduled class for various reasons. It may become necessary to change the classroom the class is in, the day and time the class is offered, the professor(s) that is (are) teaching the class, or to delete a class if it will not be offered. The user can view more information about a scheduled course by moving the mouse over the class name and pausing. A description box will display more information about the course (see below).
3.4.1 Editing a Class

1. To edit a scheduled class, the user will click on the link that represents the class that needs to be edited in the grid in the right frame of the Semester Schedule page.

2. The application will display a web form containing all of the information about the selected class and allow the user the opportunity to make any necessary changes to the class.
3. When the user submits the changes in the web form, the application will record the changes in the CSS database and redisplay the schedule grid with the updated information.

3.4.2 Deleting a Class

1. To delete a scheduled class, the user will click on the delete class button (❌) to the left of the class information in the Schedule Grid.

2. The application will request that the user confirm that the class should be deleted from the semester’s schedule. The user can either click OK to delete the class, or Cancel to leave the class on the schedule.

3. Once the user confirms that the class should be deleted, the application will delete the class from the schedule by updating the information in the CSS database and redisplay the Schedule grid with the updated information.
3.5 Viewing Reports (All Users)

The purpose of the CSS system is to aid in the scheduling of classes within the College of Business Administration. Once classes have been entered into the CSS system, the users will want to be able to look at the scheduled classes from a number of different angles to determine if any changes need to be made. The Reports section of the Main CSS page is where the user will have the ability to review the information for a given semester and its scheduled classes. This section will review the available reports. The user must first select the semester that they would like to review reports for, as seen below.

3.5.1 Faculty Schedule Report – Grid Layout

The Faculty Schedule Report – Grid Layout Report can be accessed by the user by clicking the report’s link under the Reports Header on the Main CSS page. This report is similar to the grid layout that the user will see when scheduling the classes for a given semester. The major benefit of this report is that the user can choose to filter the semester schedule by department, discipline, or even by professor.
1. When the user requests this report from the Main CSS page, the application displays a form that asks the user what filters, if any, the user wants to use on the report.

![Report Options](image1)

2. The user selects the filters that he/she wants, and submits the form. The application then displays the Schedule Grid displaying the semester class information requested by the user. This allows the user to customize the report to only show the information about the semester schedule that the user is interested in.

![Schedule Grid](image2)
3.5.2 Faculty Schedule Report – List Layout

The Faculty Schedule Report – List Layout contains the same information as the Grid Layout Report above, but the information is displayed in a list layout instead of the schedule grid. The same filtering is available to the user.

1. When this report is selected on the Main CSS page, the application will display a web form requesting the appropriate level of filtering required by the user.
2. Once the user completes the form and submits it, the application will display the list of classes based on the filter restraints from the user.

### 3.5.3 Professor Course Load Report – List Layout

One of the important factors in the scheduling of classes within a particular discipline is the course loads that each professor has. In order to easily be able to determine the course loads that each professor has for a selected semester, the CSS system provides a Course Load Report. This report is in a list format and displays each professor scheduled to teach a class during the chosen semester. The report then lists all of the classes each of these professors has been selected to teach. This allows the user to quickly determine how many classes each professor has been assigned, which classes the professors have been assigned, and on what days and times those classes are scheduled.

1. To view this report, the user will select the reports link under the Reports Header on the Main CSS page.
2. The application will then display a web form that will allow the user to optionally filter the semester’s scheduled classes by the department, discipline, or a particular professor.

![CSS - Professor Course Load Report - Microsoft Internet Explorer](image1)

3. When the user submits this form, the application then displays the course load list report based on the filtering requested by the user.

![CSS - Professor Course Load Report - Microsoft Internet Explorer](image2)

### Course Scheduling System

**Faculty Course Load Report**

**For: SPRING 2003 Semester**

<table>
<thead>
<tr>
<th>FACULTY NAME</th>
<th>COURSE INFORMATION</th>
</tr>
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<tr>
<td>Breakfield, Robert H</td>
<td>ACCT 634, 001, MWF 8:00 - 9:30 AM</td>
</tr>
<tr>
<td>Letourneau, C. Angela</td>
<td>ACCT 501C, 001, MWF 8:00 - 8:50 AM</td>
</tr>
<tr>
<td>Snyder, Robin</td>
<td>ACCT 609, 001, MWF 8:00 - 8:50 AM</td>
</tr>
</tbody>
</table>

As of 4/18/2003 3:43:07 PM
3.5.4 Classroom Use Report – Grid Layout

Another important factor in the scheduling of classes is that there are a limited number of rooms available to the chairs to be used for classes during each class time. In order to give the user a quick and meaningful way of seeing which classrooms have been chosen to host classes during a given class period, the CSS system provides a Classroom Use Report in a Grid Layout. This report shows a grid that shows which classrooms have been scheduled to be in use during which class times during the selected semester. This report is divided into two grids (due to the different class schedules on the different days of the week), one grid for Mondays, Wednesdays, and Fridays, and the second for Tuesdays and Thursdays.

1. The user can view this report by selecting the appropriate link under the Reports Header on the Main CSS page.

2. The application will then display a web form requesting the user to select which grid they want to view, the MWF or TTH grid.
3. When the user selects the grid to view, the application then displays the appropriate grid for the user.

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As of 4/22/2003 3:25:56 PM.
3.5.5 Non-Standard Classes Listing

There are times that classes can be scheduled that do not fit the standard Monday through Friday grid on the scheduling page, namely Saturday classes. The Non-Standard Classes Listing Report details the classes that have been scheduled that do not fit on the scheduling grid.

1. The user can view this report by selecting the appropriate link under the Reports Header on the Main CSS page.

2. The user can also view this report by selecting the appropriate link at the top of the scheduling page.

3. When the user selects the report, the user can see a listing of any non-standard class that has been scheduled.
4. Error/Informative Messages

4.1 Login Page

4.1.1 “Bad Login, invalid username or password”

If the user enters a bad username or password, the system will display this error message. Users should use their network (WIN domain) username and password to log into the system as they do to log into their PC systems. This error will also appear if the user has used a proper username and password for the university’s network that does not have privileges on the CSS system.
Appendix A  Acronyms

A.1  Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASP</td>
<td>Active Server Pages</td>
</tr>
<tr>
<td>CBA</td>
<td>College of Business Administration</td>
</tr>
<tr>
<td>CSS</td>
<td>Course Scheduling System</td>
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</tbody>
</table>

Appendix B  Troubleshooting

<table>
<thead>
<tr>
<th>ERROR MESSAGE/ID</th>
<th>CAUSE</th>
<th>SUGGESTION</th>
<th>EFFECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bad login, invalid username or password</td>
<td>Username or password that does not exist on the university’s WIN domain</td>
<td>Retry username and password. If still error, contact User Support.</td>
<td></td>
</tr>
<tr>
<td>Bad login, invalid username or password</td>
<td>Username does not have access privileges on CSS</td>
<td>Contact CBA Technical Support/CSS Administrator to be added to system</td>
<td></td>
</tr>
</tbody>
</table>