WISE TIMETABLE

Wise Exam Planner
User Manual

Wise Exam Planner
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In front of you there in planner for organizing exam schedule. In this document, you will find instructions how to use this software and the meanings of icons. This application can work completely standalone but in order to import data, you might find useful to do that from Wise Timetable system.

1 Use of icons and shortcuts

Add program/year of school/subject/professor

Confirm your choice

Refresh

Remove the selected record

Additional explanations

Key Esc (escape): If you click to that key, the modal window will close down. A modal window is a window that prevents background work.

Orange color: Each choice that we make (about subject, program, professor etc.) is colored in orange. With the help of coloring we know that we have chosen a certain subject area or content. When we click on a particular selection, it turns to orange.

Filtering

In order to search for professors, we simply enter first letter of name of surname in Blue-marked line with white window (for example letter D) and the program will find all lecturers whose names start to that letter. If we want to find lecturer faster, we can type more than one word in the line (for example Da). The same procedure stands for all the other lists (for example year of study, program etc.).

In the Modal Window **Lecturers/Professors**, the checkbox tab (check mark) can be found in the upper right corner. If we check the box in the head that lies next to the filter, then all the lecturers/professors are automatically marked.

Lecturers/Professors – example of filtering

2 Log in to the application

Log in window

In order to log in the application, you use user name and password that you get when from the administrator of application (or demo, demo for demonstration data only – you can freely experiment with data entry here). Once you have entered all the required information correctly, click on the **Login** button.

3   User interface
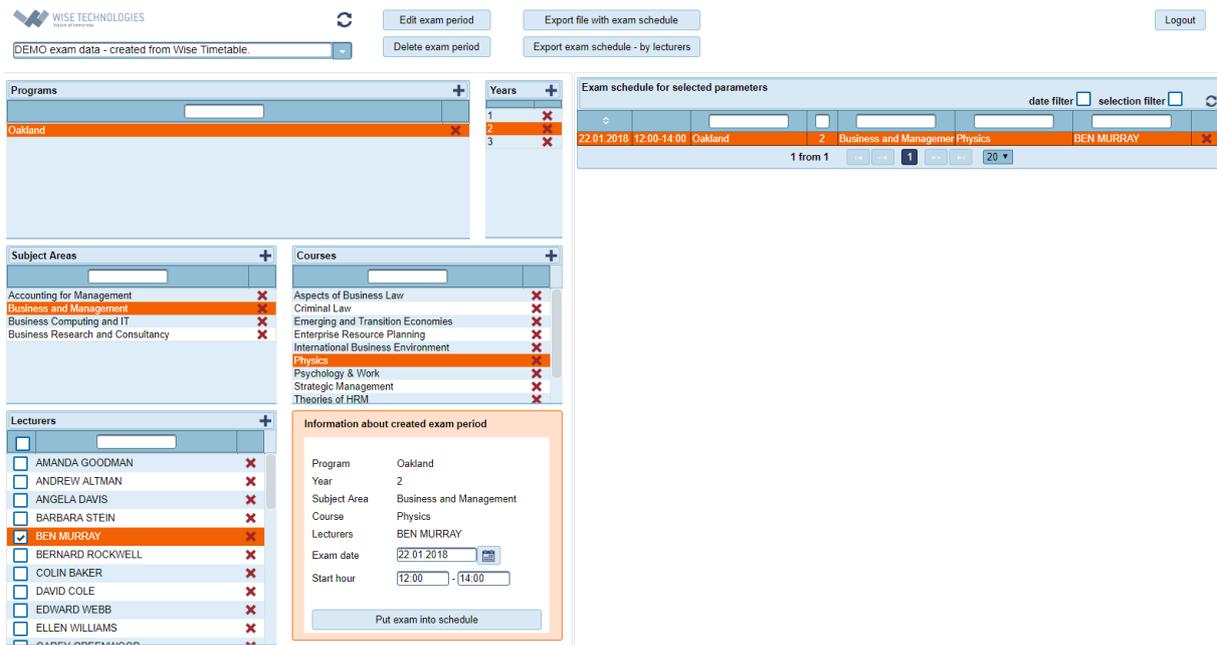
An example of creating a new exam

On the picture above you can see the main screen of **Wise Exam planner**. There is a drop-down list of existing exam periods in the planning head. The exam period represents a group of exams you are working currently – you can have several groups each year, if needed. Each user can decide what group he/she is editing at the moment. The exam period can include all the exams in one study year or we can group the exams from separate exam deadlines so the exam period is equal to the exam deadline. Before you start to enter the data, you have to select the exam period for editing your exams.
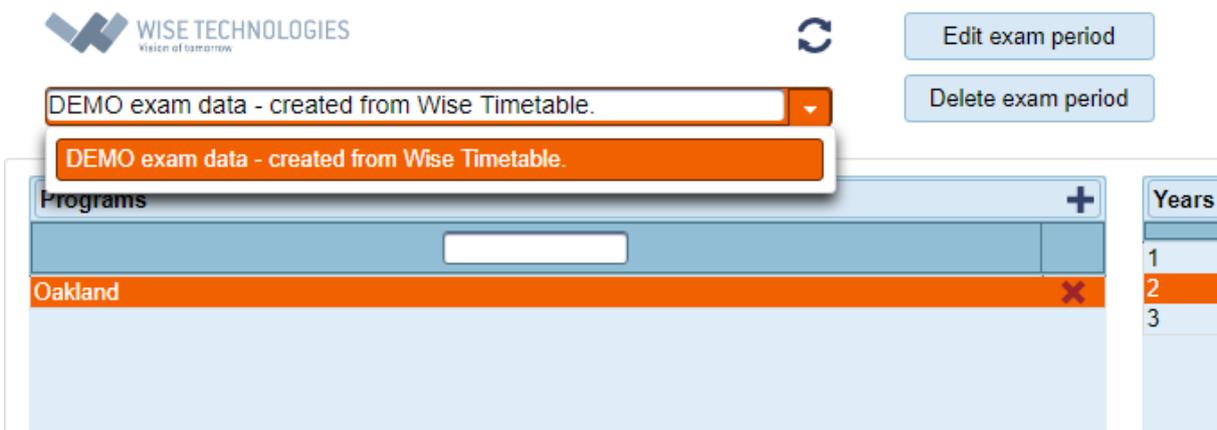
Selection of the exam period

In the head area, you can find buttons for editing and deleting the test/exam periods. You can also find buttons for export the exam schedule to the file. The program offers you two options for export:

- exporting of file with exam schedule,
- exporting the exam schedule by lecturers.

In the upper right corner, there is a button to log out from the application. Please note that application will lose connection to the database (session) automatically after 2 hours of idle time (when you do not work on computer).

On the **left side,** you can add/select programs year of study, Subject area and subjects which follows in that order. At the highest level, we see window **Programs** which mean that we cannot select year of study without choosing the program first. Under the years of study, in the program hierarchy, we can see courses of study and subjects. In each group we add the record with click to the icon Plus (➕). That icon opens the modal window in which we add data about a group that we select. If you want to delete data that you enter before, you click to the icon cross (❌). Every time you want to delete something, it is necessary to confirm your choice, because the program asks you to confirm your choice. The selected record is colored in orange.

In a rounded square with an orange color we see information about the selection: program, year of study, subjects and professors. To add the exam in the exam deadline, it is necessary to specify the date of exam. It is also possible to enter the time of exam. On the **right side**, we can see a list of exams which is already entered displayed. The list can be filtered according to the conditions on the left side.

Note: At the same time and date, several exams may be taken from different years of study. We can also add more than one professor at the same term/time. The only limitation is that we cannot plan more than one exam at the same date if we have the same program, year of study and Subject area. The lecturers/professors are independent of the other data entered, all other data, programs, years of study, Subject area, and objects are interconnected and relate to one another.

4   Modes of editing the exam period

On the top of the side we select the option **Edit the exam period.** If we click to that option, we get a choice to create new, exam period or to create recent/ already existing exam period. A new window opens, where you can select from a variety of options under the "Creation type" drop-down list. The values (self-explanatory) are as follows:
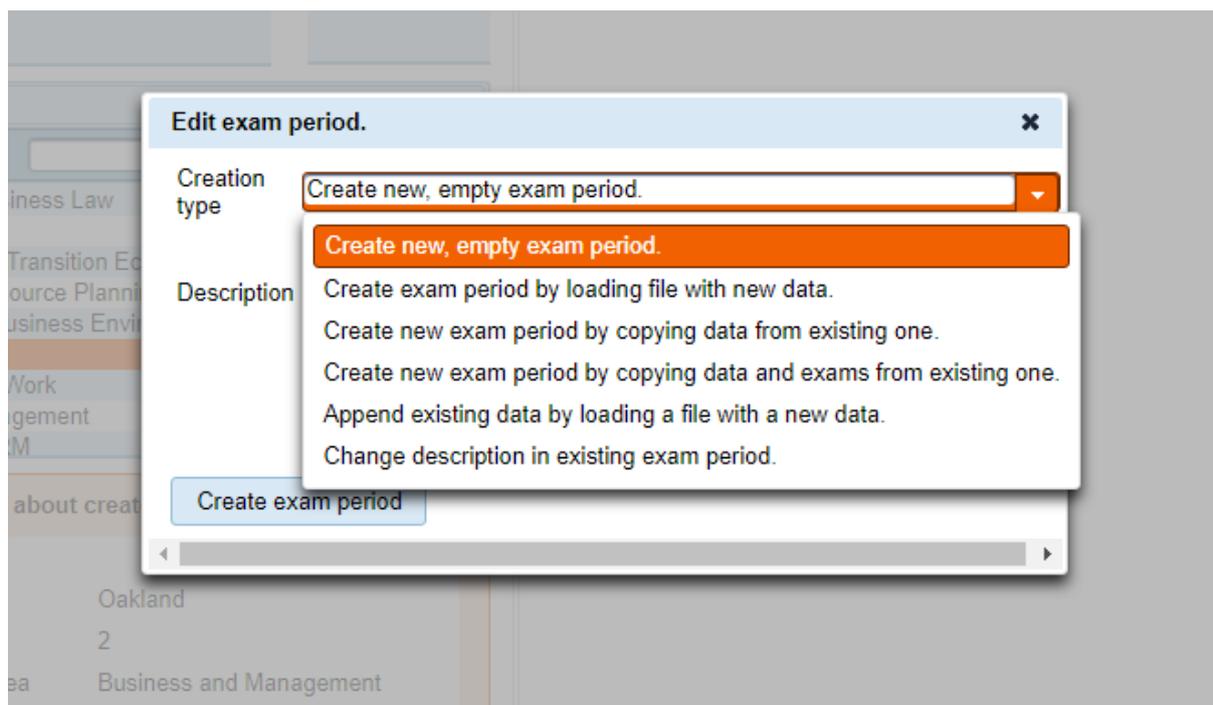

The tab for editing the exam period

4.1   Create new, empty exam period

With this option, we have to insert data on our own. After we insert data about our study and professors etc., we can edit exam schedule. In the window Description box, we add the name of the test period (for example: August 2017, Study year 2017/2018 ect.). To confirm output we have to click to the button **Create exam period**.

## 4.2   Create exam period by loading file with new data.

If we select this option, it is necessary to prepare data manually in csv file or automatically export data from the program Wise Timetable before we upload them:
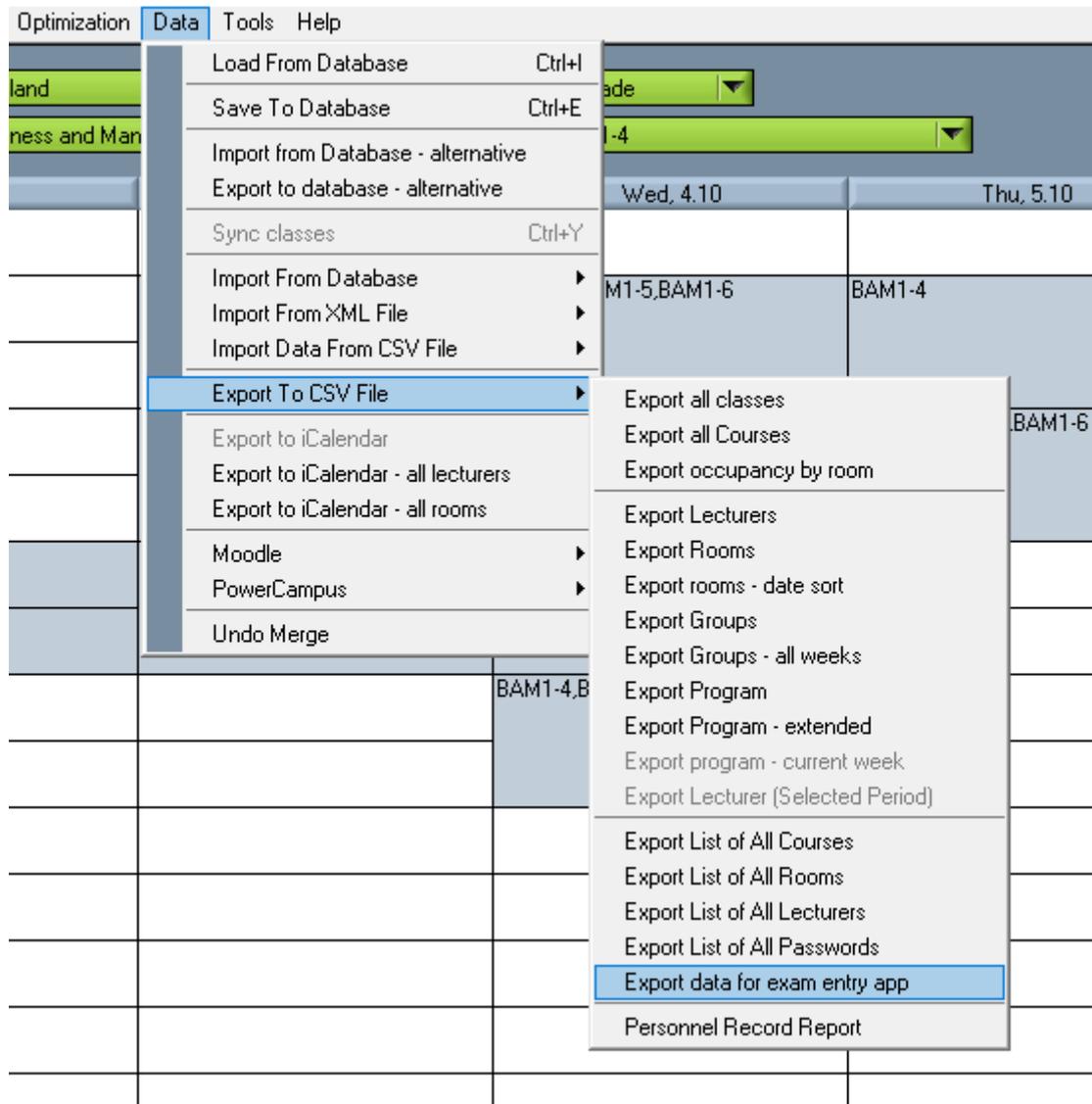
Export data from the program Wise Timetable

Before you upload the file, you have to check that it is in utf8 format (and if not make encoding into utf8). We can check that in notepad program (File > Encoding) and if it is necessary, we can change the form there. Than we have to save data on the computer and later export data in Exam planner with click to the button **Select file to upload**.
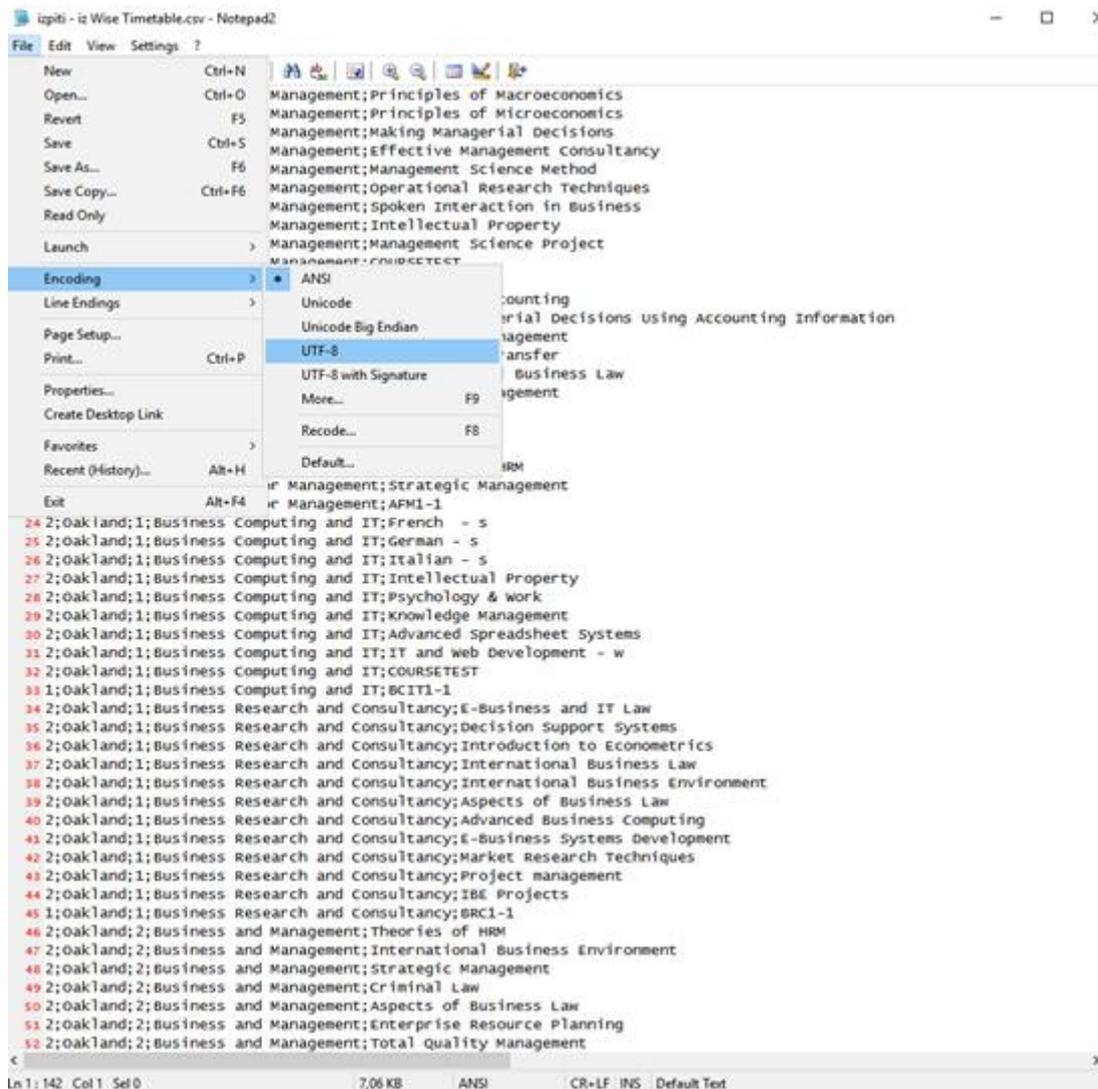
Prepare file to upload -changing encoding into utf8 using Notepad application

4.3   Create new exam period by copying data from existing one.

From recent exam period, which was chosen recently, we create new exam period. All student and provider information is transferred.

4.4   Create new exam period by copying data and exams from existing one.

A new test period is created from the already existing exam period that is currently selected. All student and provider information is transferred. All exams are transferred too. If a choice is selected Select one year on the date of the exam, a new exam date is set when passing the exams. The new date is determined by passing the exam in the same week, month, and day of the week as the current exam is being copied. Let's take a look at the example: if the exam was carried out within the existing examination period on Thursday, 5/ 5/2016, which falls on the first week

of May, the transfer date of this exam will be a new date on 4/5/2017, which falls on the same day, which is Thursday, also in the first week of May.

4.5   Append existing data by loading a file with a new data.

We upload new data from the file to existing data. The file must be prepared as described above in point 4.2, exported from the Wise Timetable program in UTF-8 format.

4.6   Change description in existing exam period

We can change name (rename it) the current exam periods. We simply change description (name) of the current period from for example June 2017 to August 2017. To confirm out choice we have to press the button **Change the description**.
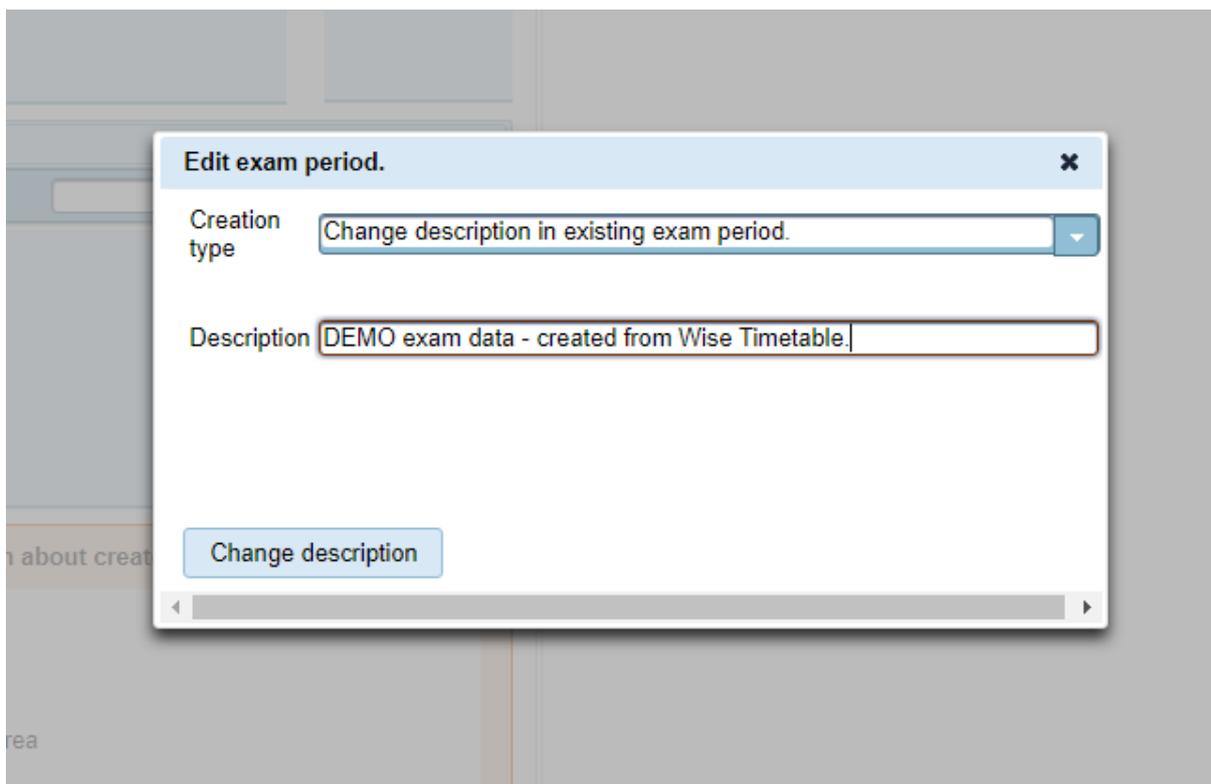
Change of the description of current period

5   Process of data editing

5.1   Programs

The Study Programs are shown at the upper left- hand corner. It is possible to add new Programs or delete those who already exist. If we want to add Program, we have to click on the icon ✚. In the new modal window, we can add new name for example Communicology. In order to confirm the choice, you need to click the icon ✔. The number of programs is not limited.
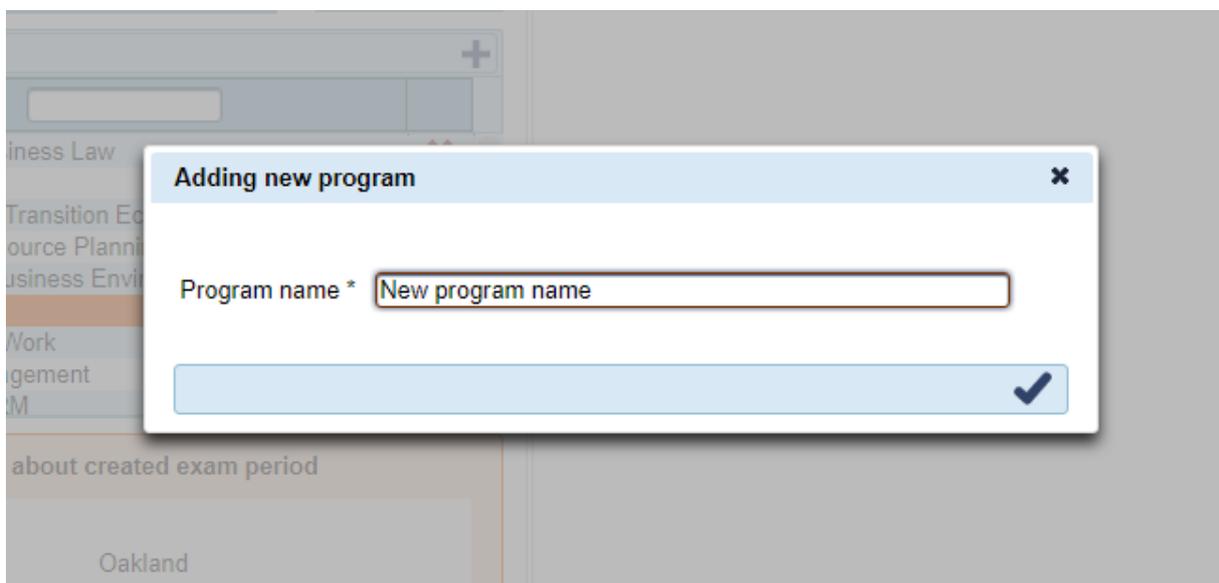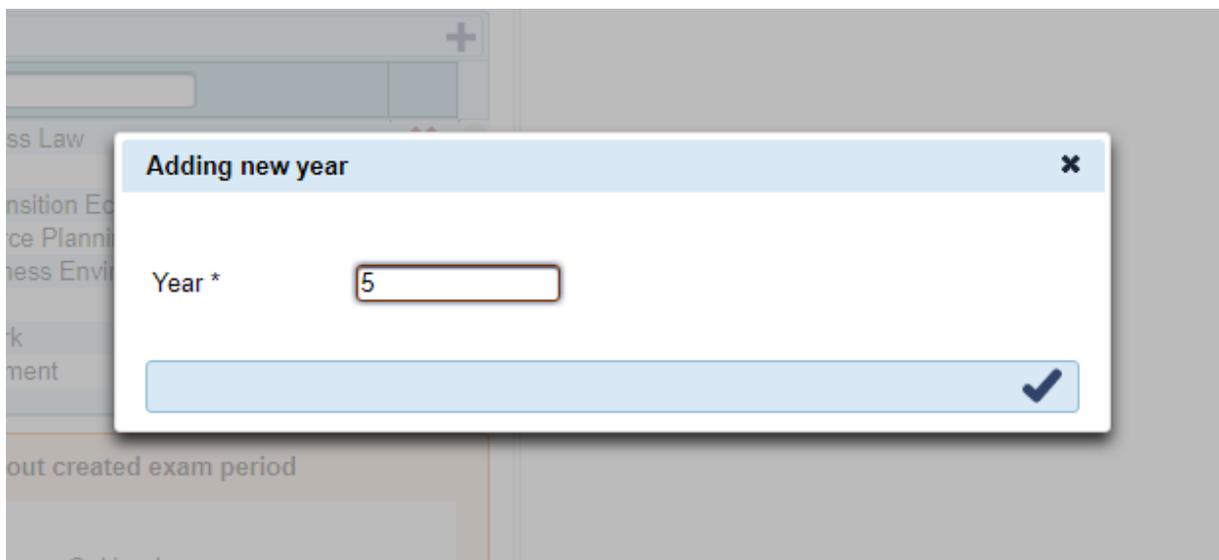

Editing a new program

It is possible to delete the Programs you have added. To delete Program you click on the button/icon cross (✖). Before the Program is completely deleted, you need to confirm your choice once again.

Note: When deleting programs, you should be aware that not only the selected program will be deleted, but also all the substructure and exams associated with this program.
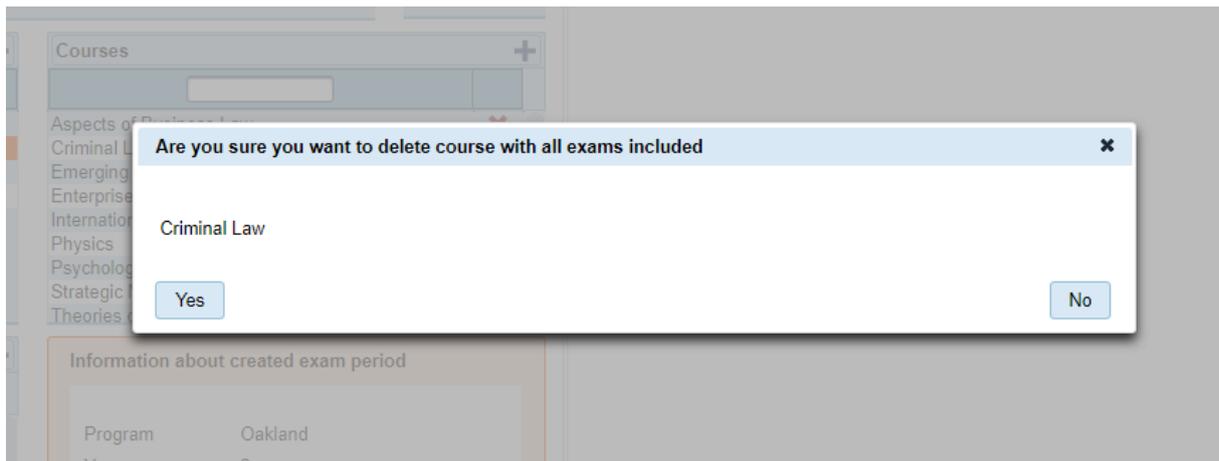
Picture 10: Delete an existing program

## 5.2   Year of study

Editing a new year of study

In the next window lists we can see the study years for the selected program. For each program, it is necessary to determine study years that coincide with the program (e.g. Communicology → 1, 2 years; International relations → 1, 2, 3 years, etc.).

If we select to delete one of the entries here, the deletion procedure is the same as described above (point 5.1). To delete, for example, subject (clicking the cross icon and confirming the selection), all other subcategories will also be deleted when the item is deleted.

5.3   Subject area

When entering the Subject area, we must pre-select a program and a year that relate to the chosen subject area. If the year is not selected, it is not possible to edit the subject area. The selection is marked with an orange color.

We select for example Communicology → 1. year of study → we click on the icon ✚ in the window names <u>Subject area</u>. It opens a new modal window, where we can put name of our Subject area.
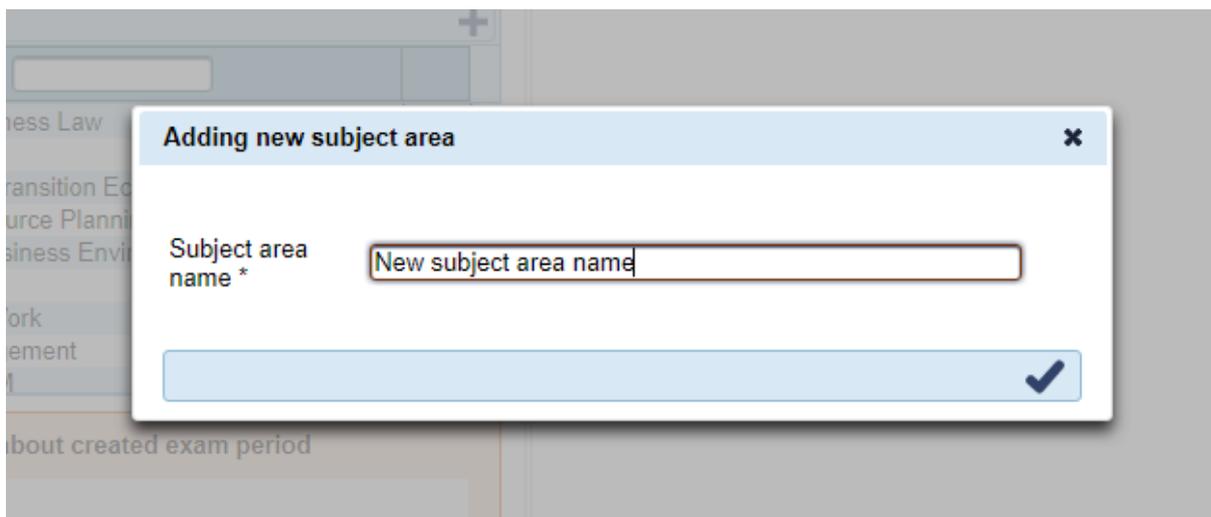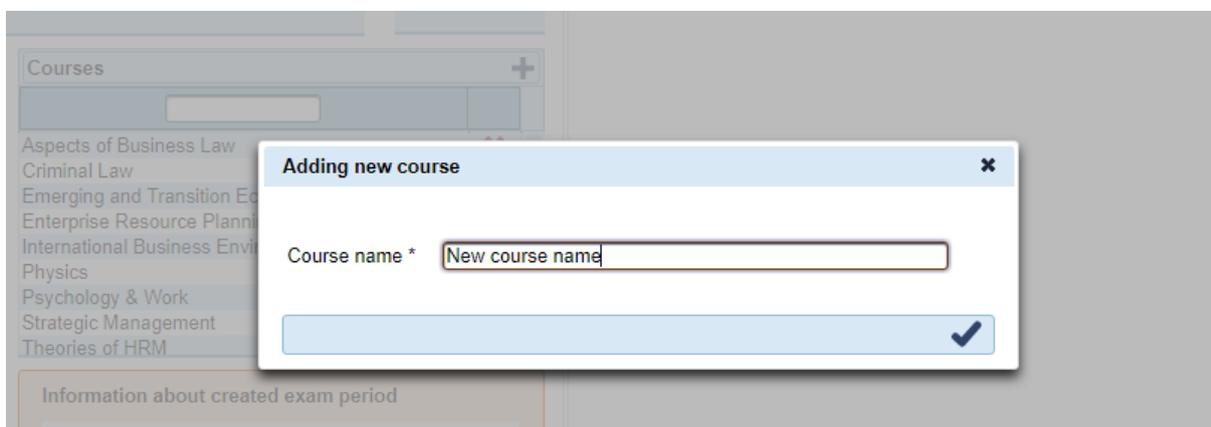

Adding a new Subject area

When the entry is confirmed, a new subject area is displayed in the subject area list.

5.4   Courses

The same system applies to the addition of objects. Therefore, it is necessary to indicate which Program, Study Year and Subject area the Course is related to. We do this simply by clicking on a selection that will (as shown above) colored orange.

The procedure:

1. We pre-marked the Subject area on which is related our Course (click on the Course → our choice colored in orange).
2. Than we click on the icon ✚ in the box Course.
3. We input the name of the Course and confirm our input by clicking on icon ✔.
4. If we want to insert more than one Course, we simply repeat the procedure.

5.5   Lecturer

Independently of the above mentioned structure, we can also enter the lecturers. We do this by the same procedure, namely to click the button plus (✚), enter the name of the artist, and then confirm the entry by clicking on the confirmation button (✔).

Unlike the study structures, we can select several providers/lecturers here, for example, conducting one exam. We do this by tagging. On the left side, we select the lecturer and the selection is displayed in the adjacent bordered box on the right side **Information about the exam time that we are creating**. You can also enter an unlimited number of lecturers in the modular window. The operators are independent of all other entries, so that their addition or deletion will not affect the entries or deletion of other tabs such as Subject area, subject, etc.
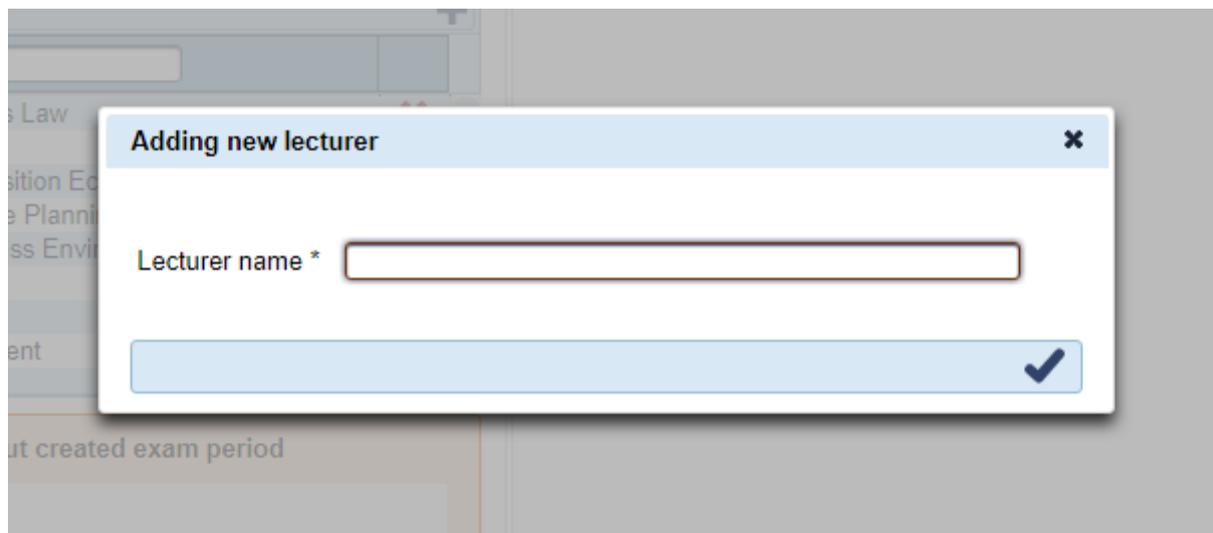
If we want to delete one of the lecturers, we simply click on the icon cross (✖) and then confirm our choice.

5.6   Exams

Preparation of data for input

In the last orange rounded box, the selection is selected, i.e. Selected program, Year, Subject area and Subject, and all selected lecturers. In order to enter the exam, it is necessary to mark the program, year, course, subject and one or more lecturers.

The example of the procedure:

- Click on the program for example Communicology. Only then you will see a list of years.

- We select **first year of study** than **Subject area** (for example Media and communication studies → MCS). At the end, we pick a course (for example Film studies).

- We select one or more lecturers.

- After that we select a date and hour of exam.

- We click on the button **Put exam into schedule**. When the entry is successful, a new record is written to the right and all the exam data is displayed in exam schedule/table.

When the entry of data is successful, we get a notification as shown in the picture below. The message is displayed in the window in the upper right corner. After a specified time (5 seconds), the message is automatically closed.

If an entry is not successful, we receive an error message. An error occurs if one of the mandatory conditions is not entered, namely the subject, the lecturer or the date of the exam. It is also a mistake to enter multiple exams on the same date for the same Subject area. The error is displayed in the window in the upper right corner. After a specified time (5 seconds), the error is automatically closed.
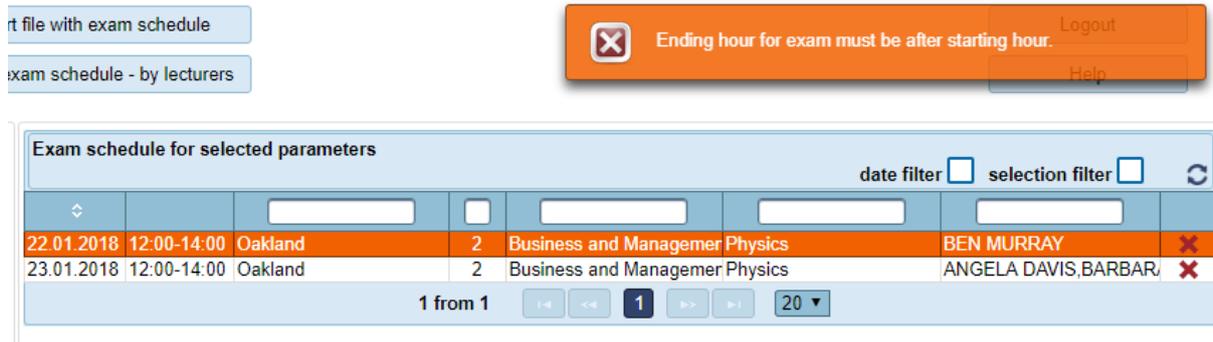
An example of the message and the error

On the right-hand side of the **Exam schedule for selected parameters** is a list of all exams created. To help find a particular exam, you can use:

• text filters in the head of the window

• check the date filter

• check the filter selection

When the filters are checked, the exams are filtered according to the selected conditions on the left side. In this way, it is easier to find exams that run on a specific date or according to the selected criteria. If the date or filter is checked, the window looks like this Filter selection:
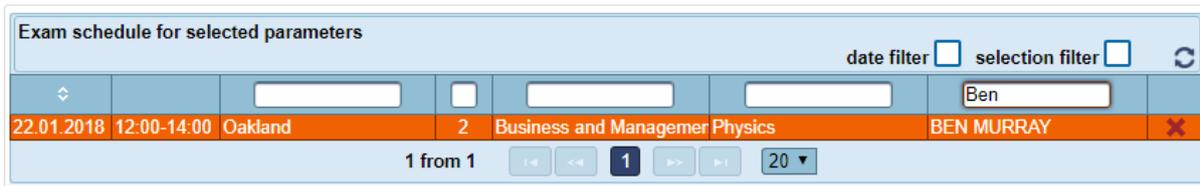
The entry of the exam on the left side is displayed on the right side, where we will find a list of all exams and exams lecturers. The date and time of the exam, which we have entered, are also written.

6   Outputs

An example of an output

If we click on the Output button, the entered data (in the form of a csv file) is exported. The first line of the output is a description of the test period. In the first column, we find the exam date, the second and third columns show the exam time (the beginning and end of the exam), followed by which program and subject the exam is conducted, and the last line shows the lecturers.

The second output of data which shows the lecturers is the same as the one describes above. The only difference is that the data lines are grouped by lecturers.