

WISE TIMETABLE

Wise Timetable – Option Selector User Manual for Administrators



Wise Timetable option Selector - Admin
www.wisetimetable.com
Wise Technologies Ltd.
support_wise@wise-t.com
Publication date: July, 2019

Table of content

1	Introduction.....	3
2	Login screen.....	3
3	First steps	4
3.1	First step – create project	4
3.2	Second step – define project basic parameters	4
3.3	Third step – creating option sets.....	6
3.4	Fourth step – importing options	8
3.5	Fifth step – editing options.....	9
3.5.1	Term names.....	10
4	Sixth step – selecting options for the project.....	11
5	Final corrections for the options inside the project	12
6	Seventh step: open the selection season.....	13
7	Altering student enrollment data.....	14
8	Utility information: option description	16
9	Utility functions: additional filtering	17
10	Final Report	17
11	Miscellaneous exports.....	18

1 Introduction

This web application is divided into the two main parts: Administration Module (this is where Option sets are being created and final reports made) and Students Module. You are reading User Manual for Administrators – to learn everything from importing options from Wise Timetable system, creating projects and option sets, preparing options into projects and finally through exporting final report.

2 Login screen

Depending on University configuration, the login screen can be set to accept local credentials (like email as username and your SSO or University ID for password) or to accept Single Sign On credentials (or Active Directory or Shibboleth SSO).

Anyway – until now, you have received your username and password and logged-in through this page:



Options Selection

User:

Password:

Login

v12.12

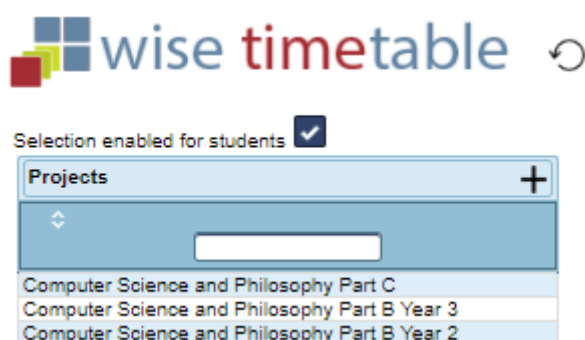
Powered by Wise Technologies

3 First steps

After successful login, you are presented with the complete screen for administration. At the left side, you have created projects (first time you are here there are no any yet), at the right side, there are available options and further to the rights options prepared for the selected project (if any):

3.1 First step – create project

You have to create one ore more projects. Each project corresponds to a certain program you want to differentiate in your Department/Faculty. You do that by clicking on “+” icon at the left-side table (of projects):



Projects you create here will be visible as initial selection for your student – at the student’s screen. There, students will be able to select exactly one project (their program) before they proceed to select their options which corresponds to that program (which you prepare later).

3.2 Second step – define project basic parameters

Under the bottom of the projects table, you will see parameters which corresponds to a selected (created) project. Here you can define project name (usually you will put here program name or combination of program name and year or subject area – depending on how you divide your learning process).

Then you define number of options student have to select if he choose to take options from this project.

Bellow student numbers, you will see a big text field, containing project description – here you can write the instructions to the students, how to select options and give them some advice, depending on project selected. This description is later shown to a student at their screen (at the top).

Note that description edit fields (this one for the project but also description for the option/courses) are in plain text format and cannot be formatted like HTML – you actually have to press “Enter” to make a new line there. This is not the case with Options Description, where we can (and must) format text in HTML format (providing detailed text formatting and also links to an external content).

When data is changed (name, options limits, description), you can save data for the project with button “Save”. Depending on a current state of the project, it can be activated or deactivated (through a corresponding button at the bottom) or deleted. Note that a project can be deleted (and button visible) only if there are no students already using this project for their selection of options.

Current status is here displayed as Active/Inactive. Also, number of students currently “enrolled” into this project is displayed.

Status: Active

Number of enrolled students: 0

Project name

Computer Science Part B Year 2

Allowed number of options

min 1

max 6

Description

In your second and third years you are required to offer a total of ten optional subjects for examination from Schedules S1 and S2 (with no more than two from S2).

You should study at least four optional courses in your second year.

Save

Deactivate



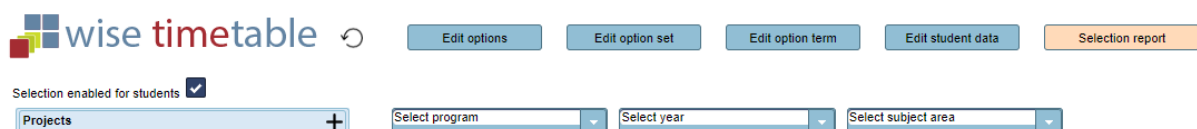
Delete



3.3 Third step – creating option sets

Project (program) is a first thing student have to select (only one). After that selection, students will be presented with a number of options you've put into this project. In order to put more structure into this process, you are able to create “Option Sets” – so students can select options from one or more “Option Sets” (you can define number of options). Also, all available options can be filtered through option sets.

You create Option Sets with button (second from the left) “Edit Option Set” at the top of this screen:



Wise Timetable Option Selector: User Manual, Administration

A new screen for Option Set editing will appear:

The 'Edit option set' dialog box contains a table with the following data:

Name	min	max	Active	
Schedule S1 Computer Science	0	10	Yes	
Schedule S2 Computer Science	0	2	Yes	
Schedule C1 Computer Science	0	8	Yes	
Schedule S2 Maths and Computer Science	0	6	Yes	
Schedule S1 Maths and Computer Science	0	10	Yes	
Schedule C1 Mathematics and Computer Science	0	8	Yes	
Schedule C2 Mathematics and Computer Science	0	8	Yes	
Schedule S1 Computer Science and Philosophy	0	10	Yes	
Philosophy Options	0	8	Yes	
Schedule C1 Computer Science and Philosophy	0	10	Yes	

At the bottom of the dialog, there is a form to add a new option set:

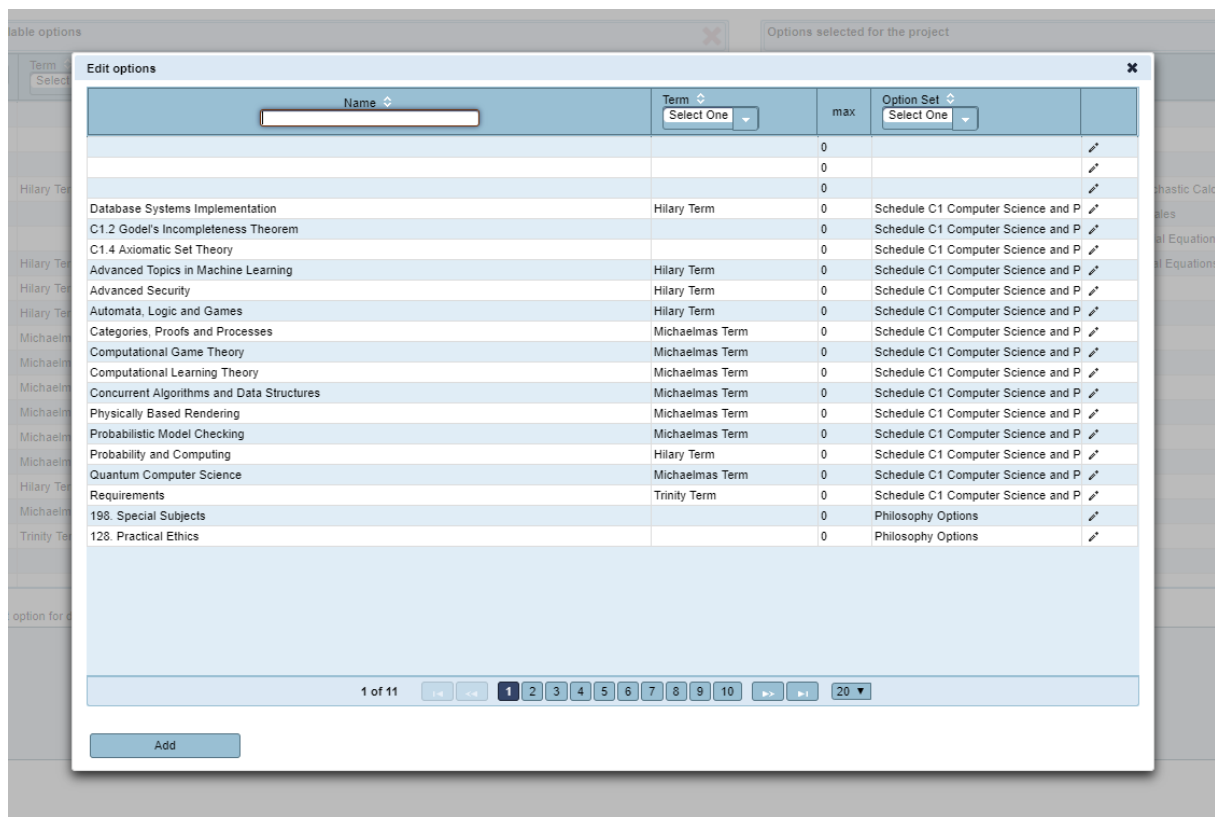
Name: min: max:

Here you can add your new Option Sets at the bottom of this screen: define Option Set name and minimum and maximum number of options, student must select from this Option Set. If you do not want to define min and max options needed, just put zeros into these two fields. At the end, for creating an Option Set, click on “Add” button. Newly created option will appear inside the table.

The table containing all the Option Sets can be used for all the projects (so no option set intentionally corresponds to an individual project/program). As all the tables, this one is having filter field at the top – allowing you to filter-out any option set containing a text you type into the filter field. Of course, with “small arrows” near the filter, you can sort the table alphabetically (ascending, descending).

3.4 Fourth step – importing options

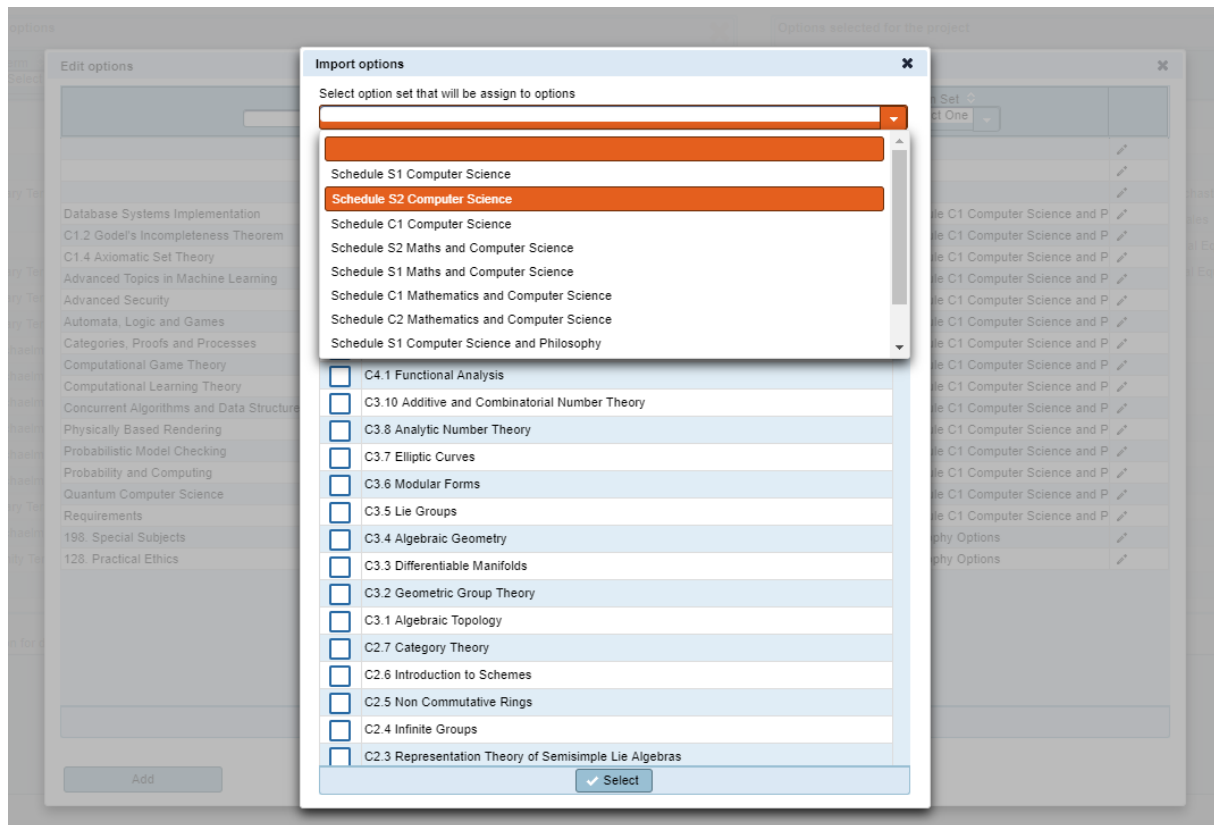
At the beginning, you will see no options available for putting into projects you create. You have to import all the options from the Wise Timetable system. You do that with button “Edit options” – first at the top row of buttons.



Here you have to import options you use in (any) projects. So, firstly you have to click on “Add” button at the bottom left corner and you get import window.

In the import window you have a list of all available options (courses) from all the programs in Wise Timetable and you import one or more option directly into the Option Set, which you select at the top of the screen.

Theoretically, you can leave Option Set empty and options will be imported without determined Option Set.



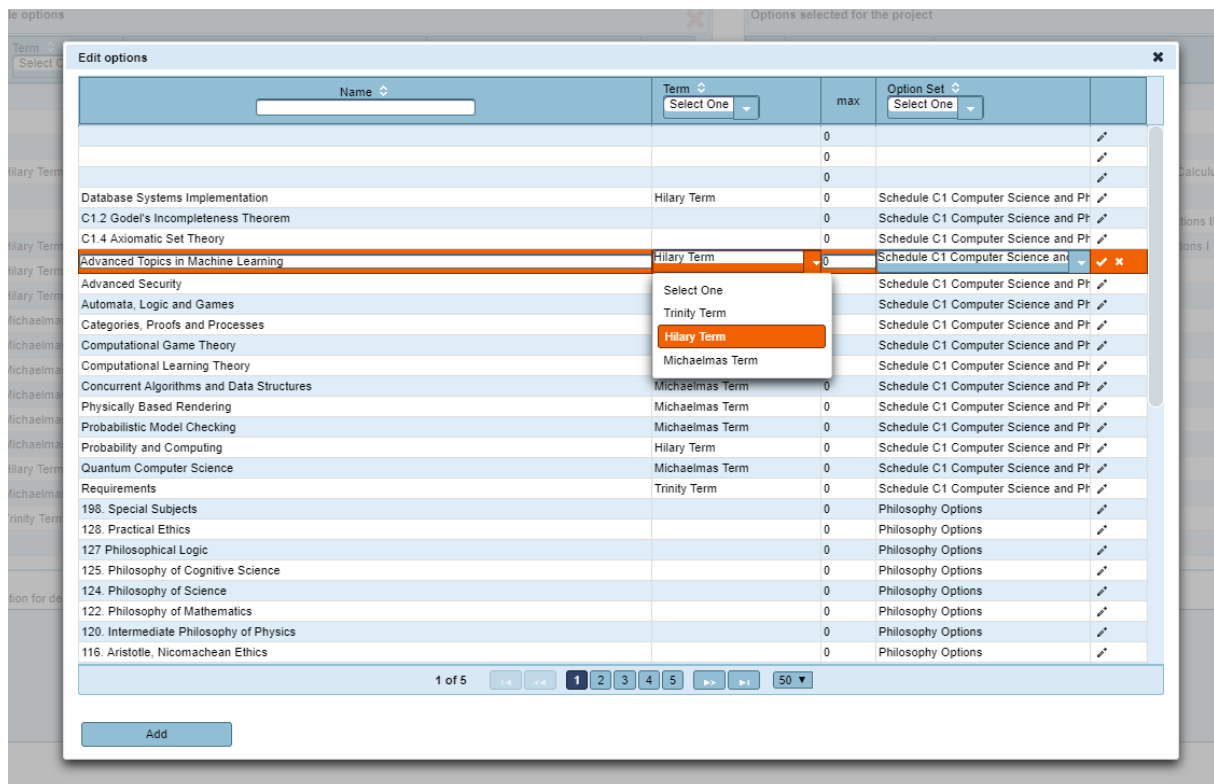
Please use search filter at the top to quickly find the courses and then select one or more options before pressing on the button “Select” to confirm these options are part of the Option Set.

Do not worry about wrong options in Option Set – you can still change it later on the main screen if needed.

3.5 Fifth step – editing options

You can inform students about term used for an option or set different Option Sets for some options. You can do this here – at Edit Options screen and later at the Main Screen – in the left table, showing list of all available options.

Wise Timetable Option Selector: User Manual, Administration

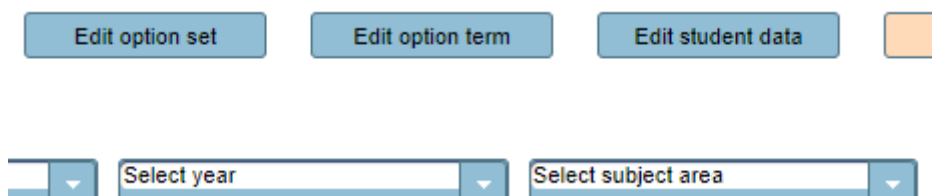


As you can see, here we can edit the whole line, including:

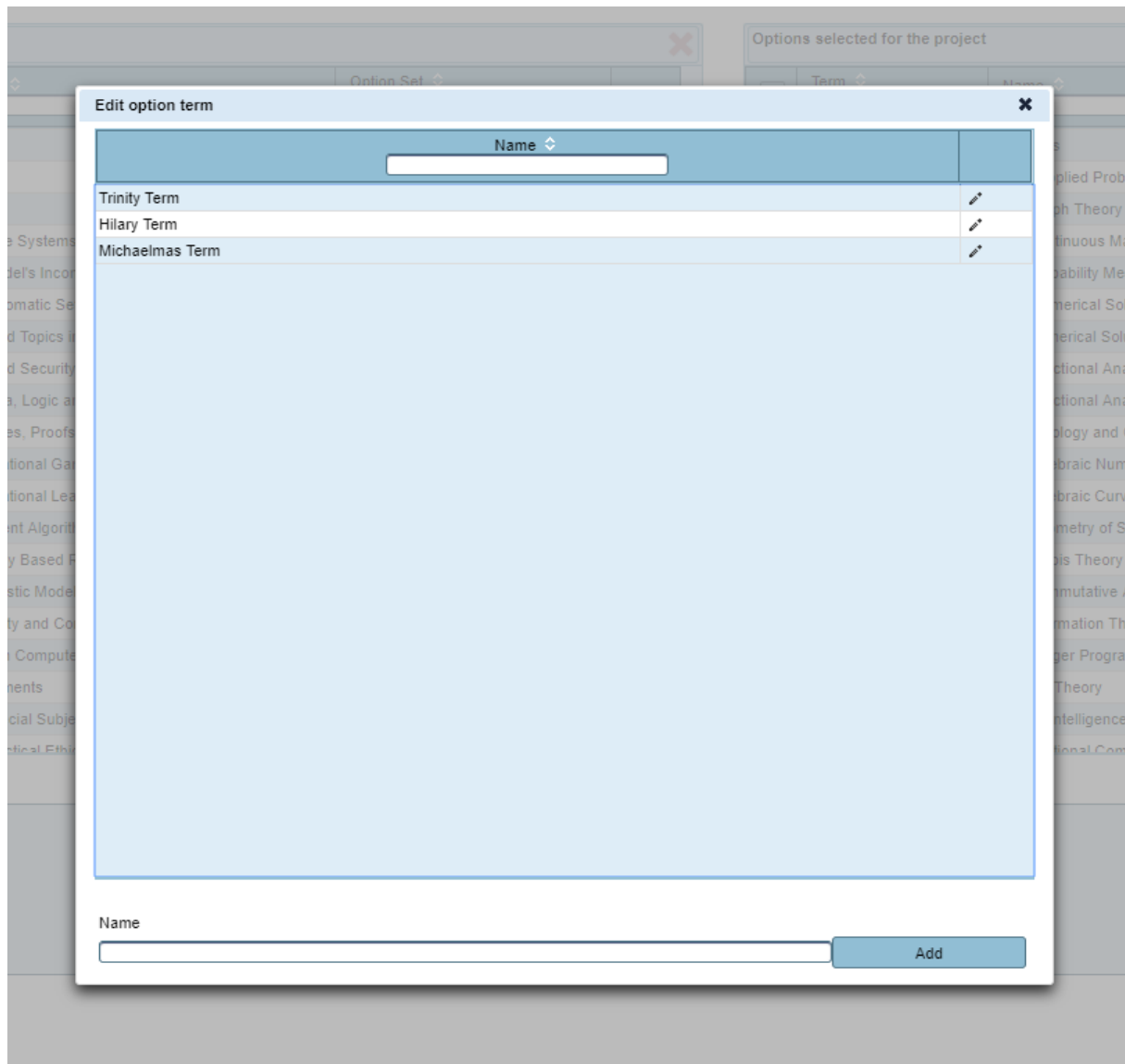
- Option name
- Select Option Term
- Change Option “Option Set”

3.5.1 Term names

The Term names can be changed on the main screen with button “Edit Option Term”:



You can define as many terms as you want but we recommend that these terms directly correspond to a terms defined in Wise Timetable main application.



On this screen you can add new terms at the bottom or change the previously created terms in the presented table (click “Pencil” icon to change the line).

4 Sixth step – selecting options for the project

In this last preparation set, you can select options from all the available options (left table) to a selected options for individual project (selected options are in the right table).

You do that simply by “moving” the options to the right side with “>>” button (after ticking the desired options) or removing them with “<<” button.

Wise Timetable Option Selector: User Manual, Administration

Select program Select year Select subject area

Available options

☐	Term	Name	Option Set	max
☐	Select One		Select One	
☐				0
☐				0
☐	Hilary Term	Database Systems Implementation	Schedule C1 Computer Science and Ph 0	0
☐		C1.2 Gödel's Incompleteness Theorem	Schedule C1 Computer Science and Ph 0	
☐		C1.4 Axiomatic Set Theory	Schedule C1 Computer Science and Ph 0	
☒	Hilary Term	Advanced Topics in Machine Learning	Schedule C1 Computer Science and Ph 0	
☒	Hilary Term	Advanced Security	Schedule C1 Computer Science and Ph 0	
☒	Hilary Term	Automata, Logic and Games	Schedule C1 Computer Science and Ph 0	
☐	Michaelmas Term	Categories, Proofs and Processes	Schedule C1 Computer Science and Ph 0	
☐	Michaelmas Term	Computational Game Theory	Schedule C1 Computer Science and Ph 0	
☐	Michaelmas Term	Computational Learning Theory	Schedule C1 Computer Science and Ph 0	
☐	Michaelmas Term	Concurrent Algorithms and Data Structures	Schedule C1 Computer Science and Ph 0	
☐	Michaelmas Term	Physically Based Rendering	Schedule C1 Computer Science and Ph 0	
☐	Michaelmas Term	Probabilistic Model Checking	Schedule C1 Computer Science and Ph 0	
☐	Hilary Term	Probability and Computing	Schedule C1 Computer Science and Ph 0	
☐	Michaelmas Term	Quantum Computer Science	Schedule C1 Computer Science and Ph 0	
☐	Trinity Term	Requirements	Schedule C1 Computer Science and Ph 0	
☐		198. Special Subjects	Philosophy Options	0
☐		128. Practical Ethics	Philosophy Options	0
☐		127 Philosophical Logic	Philosophy Options	0

Options selected for the project

☐	Term	Name
☐	Select One	
☐	Michaelmas Term	Compilers
☐		S93.a Applied Probability
☐		B8.5 Graph Theory
☐		B8.2 Continuous Martingales and Stochastic Calculus
☐		B8.1 Probability Measure and Martingales
☐		B9.2 Numerical Solutions of Differential Equations II
☐		B8.1 Numerical Solutions of Differential Equations I
☐		B4.2 Functional Analysis II
☐		B4.1 Functional Analysis I
☐		B3.5 Topology and Groups
☐		B3.4 Algebraic Number Theory
☐		B3.3 Algebraic Curves
☐		B3.2 Geometry of Surfaces
☐		B3.1 Galois Theory
☐		B2.6 Commutative Algebra
☐		B8.4 Information Theory
☐		B9.3 Integer Programming
☐		B1.2 Set Theory
☐	Hilary Term	Artificial Intelligence
☐	Hilary Term	Computational Complexity
☐	Hilary Term	Computer Architecture

Select options into project

Apart from filtering all the available options with filters at the top of the table, you can select some options and delete them (only if they are not used yet in projects or by students!).

5 Final corrections for the options inside the project

In the right table (containing the selected options for the project) ,you can still make changes for all the option parameters:

- Selected term
- Name
- Maximum number of students allowed for this option (0 = not limited)
- Current number of enrolled students (this information cannot be edited – only indicator)
- Option set

Options selected for the project						
☐	Term Select One	Name 	Option Set Select One	max	enrolled	
☐	Hilary Term	Artificial Intelligence	Schedule S1 Computer Science	0	0	
☐		B1.2 Set Theory	Schedule S2 Computer Science	0	0	
☐		B2.6 Commutative Algebra	Schedule S2 Maths and Computer Scienc	0	0	
☐		B3.1 Galois Theory	Schedule S2 Maths and Computer Scienc	0	0	
☐		B3.2 Geometry of Surfaces	Schedule S2 Maths and Computer Scienc	0	0	
☒	Select One	B3.3 Algebraic Curves	Schedule S2 Maths and Computer Sc	0	0	
☐		B3.4 Algebraic Number Theory	Select One			
☐		B3.5 Topology and Groups	Schedule S1 Computer Science			
☐		B4.1 Functional Analysis I	Schedule S2 Computer Science			
☐		B4.2 Functional Analysis II	Schedule C1 Computer Science			
☐		B6.1 Numerical Solutions of Differential Equations I	Schedule S2 Maths and Computer Science			
☐		B6.2 Numerical Solutions of Differential Equations II	Schedule S1 Maths and Computer Science			
☐		B6.3 Integer Programming	Schedule C1 Mathematics and Computer Science			
☐		B8.1 Probability Measure and Martingales	Schedule C2 Mathematics and Computer Science			
☐		B8.2 Continuous Martingales and Stochastic Calculus	Schedule S1 Computer Science and Philosophy			
☐		B8.4 Information Theory				
☐		B8.5 Graph Theory	Schedule S2 Maths and Computer Scienc	0	0	
☐	Michaelmas Term	Compilers	Schedule S1 Computer Science	0	0	
☐	Hilary Term	Computational Complexity	Schedule S1 Computer Science	0	0	
☐	Michaelmas Term	Computer-Aided Formal Verification	Schedule S1 Computer Science	0	0	
☐	Hilary Term	Computer Architecture	Schedule S1 Computer Science	0	0	

6 Seventh step: open the selection season

Finally, you can enable students to start selecting. If they try to login into their page before you enable the season, there will be message for them waiting, with information about “closed season”.

At the end it is a matter of one checkbox here:



Selection enabled for students ☒

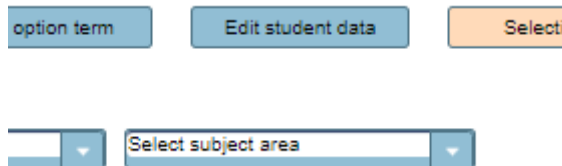
Projects

Computer Science and Philosophy Part C

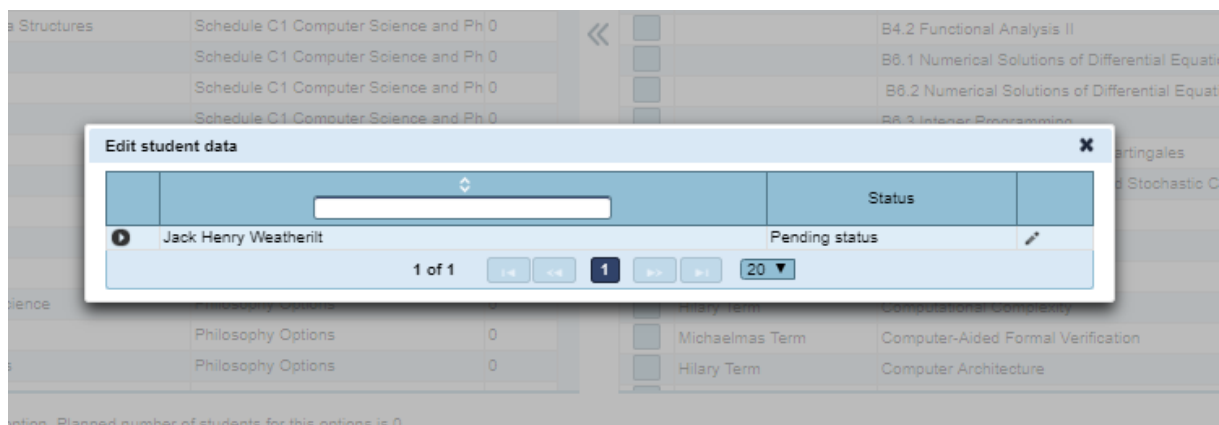
Computer Science and Philosophy Part B Year 2

7 Altering student enrollment data

During opened season for option selection (and after), you are able to alter all the data student entered (changing options) with the button on the top: “Edit student data”:



By clicking on the button, you get the whole editing tool for the students:



Firstly, the table with all the students already enrolled appears here. You can quickly find a student by name, using the filter at the top of the table (also sort them ascending/descending).

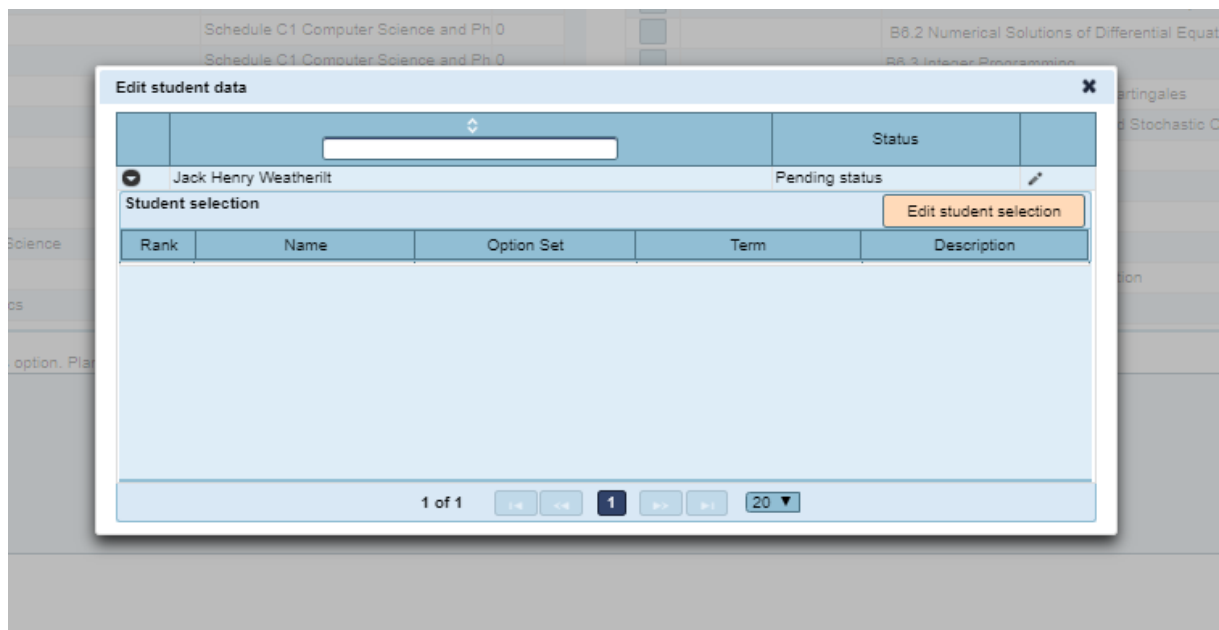
In this table we always see name and surname (in that sequence) and a Status. Status can be:

- Pending (this means student logged in, maybe selected some options but still have not finally confirmed a selection)
- Final (student already pressed the button “Confirm Project Selection”, which means the selection is final and should be review by Administration)

To see (or edit) the student selection, you have to click on the small “Arrow” icon at the left side of the table:



Student details selection will be displayed:



By default, you can only view the selection, or you can click on the orange button at the top-right side “Edit student selection”, in order to enable editing. Editing is done within a new screen, allowing you to add/remove options and to edit each option individually.

Basically, this is equivalent of a student editing screen, and you can do all the filtering and editing as a student.

Jack Henry Weatherill

Current student selection status
Expected number of selected options are from 1 to 10. Current number of selected options are: 0. Status: NOT OK
Number of selected options by Option Set
Expected number of selected options for Schedule S1 Computer Science and Philosophy are from 0 to 10. Current number of selected options are: 0. Status: OK
Expected number of selected options for Philosophy Options are from 0 to 8. Current number of selected options are: 0. Status: OK

Selected project: Computer Science and Phil Allowed number of options: 1 - 10

Available options

☐	Term	Name	Option Set	max	enrolled
☐	Select One		Select One		
☐		Michaelmas Tr Compliers	Schedule S1 Com 0	0	
☐		B8.3 a Applied Probability	Schedule S2 Math 0	0	
☐		B8.5 Graph Theory	Schedule S2 Math 0	0	
☐		B8.2 Continuous Martingales and Stochastic	Schedule S2 Math 0	0	
☐		B8.1 Propability Measure and Martingales	Schedule S2 Math 0	0	
☐		B8.2 Numerical Solutions of Differential Equa	Schedule S2 Math 0	0	
☐		B8.1 Numerical Solutions of Differential Equa	Schedule S2 Math 0	0	
☐		B4.2 Functional Analysis II	Schedule S2 Math 0	0	
☐		B4.1 Functional Analysis I	Schedule S2 Math 0	0	
☐		B3.5 Topology and Groups	Schedule S2 Math 0	0	
☐		B3.4 Algebraic Number Theory	Schedule S2 Math 0	0	
☐		B3.3 Algebraic Curves	Schedule S2 Math 0	0	
☐		B3.2 Geometry of Surfaces	Schedule S2 Math 0	0	
☐		B3.1 Galois Theory	Schedule S2 Math 0	0	
☐		B2.6 Commutative Algebra	Schedule S2 Math 0	0	
☐		B8.4 Information Theory	Schedule S2 Com 0	0	
☐		B8.3 Integer Programming	Schedule S2 Com 0	0	
☐		B1.2 Set Theory	Schedule S2 Com 0	0	
☐		Hilary Term Artificial Intelligence	Schedule S1 Com 0	0	

Selected options

☐	Term	Name	Option Set	Rank	Description
☐	Select One		Select One		

8 Utility information: option description

Under the available options table (left one), you will see a big field, where you can enter option description.

NOTE: Option description is HTML information. The reason for this is enabling links and formatted text inside. So please use basic HTML keywords to format the text here.

B3.3 Algebraic Curves There is no enrolled students on this option. Planned number of students for this options is 0.

Preview Save Option Description

There are two buttons at the bottom right side:

1. Preview
2. Save option Description

You must “Save Option Description” before being able to see a “Preview”. Entered description will be presented in “Preview” format on the student’s pages (not HTML).

9 Utility functions: additional filtering

All the available options can be filtered by a “hierarchy” of the programs as entered in Wise Timetable system – thus, dividing all the structure by programs, then years (each degree might have different number of years), then Subject areas (each degree on each year can have “Subject Areas”, representing groups of courses available to students). Please do not mix “Subject Areas” and “Option Sets”. Subject Areas are inside program hierarchy under the year – as we have: program->years->subject areas. Option Sets are groups of courses you define completely outside the hierarchy in Wise Timetable – in order to be more flexible and create course sets across different programs or years.

The screenshot shows the 'Select program' dropdown menu open, displaying a list of programs: MSc in Computer Science, Mathematics and Computer Science, Computer Science, and Computer Science and Philosophy. The main interface includes three dropdown menus at the top: 'Select program', 'Select year', and 'Select subject area'. Below these is a table with columns for 'Option Set', 'Select One', and 'max'. The table lists various course options, including 'Systems Implementation', 'Gödel's Incompleteness Theorem', 'C1.4 Axiomatic Set Theory', 'Advanced Topics in Machine Learning', and 'Advanced Security'. Each row has a corresponding 'Schedule C1 Computer Science and Ph 0' in the 'max' column.

10 Final Report

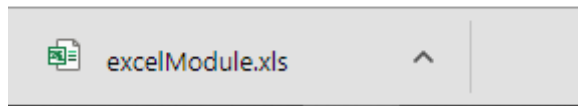
After period you defined for the students ends (and you uncheck the checkbox “Selection enabled for students”), you might want to create a report, containing all the student’s selections. This report can be created in any moment before selection season ends, as well.

You have to click on a button “Selection report”:

The screenshot shows a button labeled 'Selection report' in orange. Other visible elements include a 'List of progra' button, a 'Project report' button, a dropdown menu, and a 'Options selected for' button.

Wise Timetable Option Selector: User Manual, Administration

Usually, processing will end very quickly, and you will see that single Excel file is already downloaded and shown at the browser's bottom side:



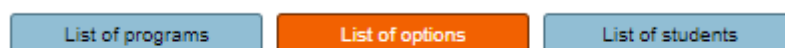
It will contain all the options selected, sorted and grouped by individual students:

A1										Student Number									
A		B		C		D		E		F		G		H					
1	Student	Surname		Forename(s)		Specialism		Status		Project		Option set		Option		Term			

All this information is also automatically transferred into Wise Timetable system central database and can be used for optimizing timetable generating and conflicts resolution.

11 Miscellaneous exports

There are three more buttons at the top for making various miscellaneous reports:



All of these are making a CSV (comma separated value) files, with various lists important for further integration with third-party applications or infrastructure. These reports are not having any functional value for the option selection for Administrators.

End of Document.

