# iNEIS<sup>™</sup>: CCA Schedule Instructions

# Introduction

This instruction guides school CCA head/timetable admin to create CCA schedule in iNEIS<sup>™</sup>. This instruction covers the following functions:

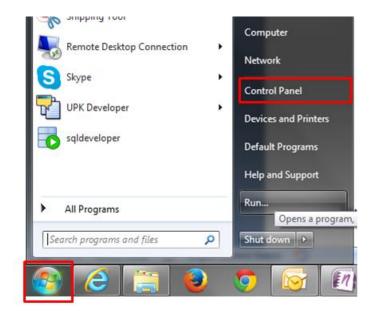
- Setup and download data source for CCA scheduling
- Create CCA scheduling data file
- Upload CCA schedule
- Verify CCA schedule

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## 1. Pre-setup

1.1 Under 'Start' menu, go to Start -> Control Panel -> Region and Language -> Additional settings



1.2 Change line separator to semicolon ';'

File       Edit       View       Tools       Help         Adjust your computer's settings       Settings       Settings	~	
Adjust your computer's seturids       Image: Seturids         Image: Point image:	Customize Format           Currency Time Date           Example           Positive:         123,456,789.00           No. of digits after decimal:           Digit grouping symbol:           .           Digit grouping:           123,456,789           No. of digits after decimal:           Positive:           123,456,789           No. of digits after decimal:           V           No. of digits after decimal:           V           No. of digits after decimal:           V           Negative sign symbol:           .           Negative number format:	22 ■ Biometric Devices ■ Desktop Gadgets 2 Flash Player (32-bit) ■ Indexing Options ● Lenovo - Fingerprint Manager Pro ■ Network and Sharing Center ■ Phone and Modern ● Region and Language ■ System ■ Windows Defender
Short date: 11/8/2014 Long date: Saturday, November 08, 2014 Short time: 3:55 PM Long time: 3:55:23 PM Additional settings Go online to learn about changing languages and regional formats	Display leading zeros: 0.7  List separator: :  Measurement system: U.S. Standard digits: 0123456789  Use native digits: Never  Click Reset to restore the system default settings for numbers, currency, time, and date.	ply

- 1.3 Click 'OK' in 'Customize Format' window
- 1.4 Click 'OK' in 'Region and Language' window

## 2. Download Data Source

Data of CCA subjects, teachers and facilities can be downloaded from iNEIS.

## 2.1 Download CCA subject file

- 2.1.1 Login to iNEIS URL: http://system.ineis.moe.gov.bn using your user ID & password.
- 2.1.2 Navigate to Reporting Tools > Query > Query Viewer
- 2.1.3 Specify Query Name: MOE\_TT\_CCA\_SUB and click Search

#### **Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Advanced Search	

#### 2.1.4 Click on Excel link in query result

#### **Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By	Query Name	✓ begins with	MOE_TT_CCA_SUB	×	
Search	Advanced Search				
Search Results					
*Folder	View All Folders	~			
0					

Query		Personal	lize   Find	View All	🕮    🖥	🛛 🛛 🖬 🖬 🖌	1 of 1 💵 Last 🛛	
Query Name	Description	Owner	Folder	Run to	Run to	Run to	Schedule	Add to
	Description	Owner		<u>html</u>	Excel	XML	JUIEUUIE	Favorites
MOE_TT_CCA_SUB	CCA Class Schedule - Subject	Public		HTML	Excel	KML	Schedule	Favorite

#### 2.1.5 Specify input values:

Institution: MOE01

Career: CCA1- CCA Primary, CCA3 - CCA Secondary, CCA5 - CCA Sixth Form Acad Org: (Your school code)

MOE_TT_CCA_SUB - CCA Class Schedule - Subject
Institution: MOE01
Career: CCA1 Q
Acad Org: 1071
View Results

#### Note: Please enable browser pop-up window to view this page.

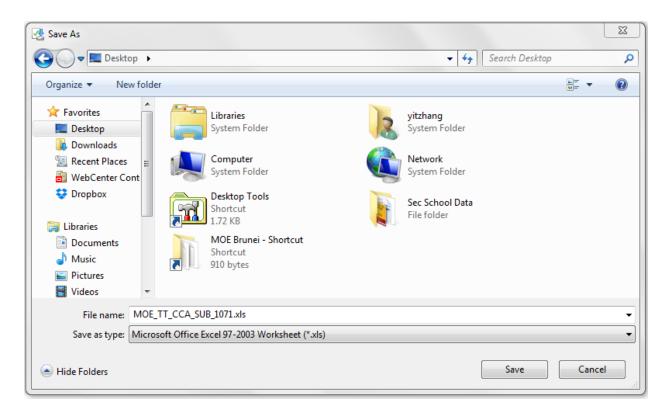
#### 2.1.6 Click View Results

MOE_TT_CCA_SUB - CCA Class Schedule - Subject						
Institution: MOE01 Q						
Career: CCA1 Q						
Acad Org: 1071						
View Results						

2.1.7 In the pop-up message, choose Save > Save As



2.1.8 Save the file as MOE\_TT\_CCA\_SUB\_(your school code).xls



## 2.2 Download CCA teacher file

- 2.2.1 Login to iNEIS URL: http://system.ineis.moe.gov.bn using your user ID & password.
- 2.2.2 Navigate to Reporting Tools > Query > Query Viewer

### 2.2.3 Specify Query Name: MOE\_TT\_CCA\_TCH and click Search

#### **Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

*S	earch By	Qu	ery Name	~	begins with	MOE TT CCA TCH	
	Search		Advanced Search				

#### 2.2.4 Click on Excel link in query result

#### **Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By	Query Name	$\checkmark$	begins with	MOE_TT_CCA_TCH	
Search	Advanced Search				
Search Results					
*Folder \	/iew All Folders		~		
Query				Demonstra L Cast D Cast M 12	

Query	Personalize   Find   View All   🕮   🏥 First 🖾 1							
Query Name	Description	<u>Owner</u>		Run to	<u>Run to</u> Excel		Schedule	Add to Favorites
MOE_TT_CCA_TCH	CCA Class Schedule - Teacher	Public		HTML	Excel	XML	Schedule	Favorite

- 2.2.5 Specify input values:
  - Institution: MOE01

Acad Org: (Your school code)

## MOE\_TT\_CCA\_TCH - CCA Class Schedule - Teacher

Institution: MOE01 Q	
Acad Org: 1071 🔍	
View Results	
	Short Description

Note: Please enable browser pop-up window to view this page.

2.2.6 Click View Results

MOE_TT_CCA_TCH - CCA Class Schedule - Teacher	
Institution: MOE01 Q	
Acad Org: 1071	
View Results	
Shor	rt Description

\_



### 2.2.8 Save the file as MOE\_TT\_TCH\_(your school code).xls

🛃 Save As		
🕒 🗢 💻 Deskt	₽ ▶	<ul> <li>✓ 4 Search Desktop</li> </ul>
Organize 🔻 Ne	folder	₩ <b>-</b> ▼ 0
Favorites	Libraries System Folder	<b>yitzhang</b> System Folder
🔚 Recent Places	nt Computer System Folder	Vetwork System Folder
Stropbox	Desktop Tools Shortcut	MOE Brunei - Shortcut Shortcut
词 Libraries	1.72 КВ	910 bytes
Documents		
🌙 Music		
Pictures		
Videos	-	
File name:	MOE_TT_CCA_TCH_1071.xls	•
Save as type:	Microsoft Office Excel 97-2003 Worksheet (*.xls)	
Alide Folders		Save Cancel

## 2.3 Download CCA facility file

- 2.3.1 Login to iNEIS URL: http://system.ineis.moe.gov.bn using your user ID & password.
- 2.3.2 Navigate to Reporting Tools > Query > Query Viewer
- 2.3.3 Specify Query Name: MOE\_TT\_CCA\_FAC and click Search

#### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Qu	ery Name	~	begins with	MOE_TT_CCA_FAC
Search	Advanced Search			

#### 2.3.4 Click on Excel link in query result

#### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By	Query Name	~	begins with	MOE_TT_CCA_FAC	
Search	Advanced Search				
Search Results					
*Folder V	iew All Folders		~		

Query Personalize   Find   View All   🕮   🛗 First 🚺 1 of 1 💟 Last								
Query Name	Description	<u>Owner</u>	Folder		Run to	Run to	Sebadula	Add to Favorites
MOE_TT_CCA_FAC	CCA Schedule - Facility List	Public		<u>HTML</u>	Excel	XML	Schedule	Favorite

2.3.5 Specify input values:

Institution: MOE01

Acad Org: (Your school code)

MOE_TT_	CCA_FAC	- CC	CA Schedule - Facility List
Institution:	MOE01 Q		
Acad Org:	1071	Q	
View Res	ults		

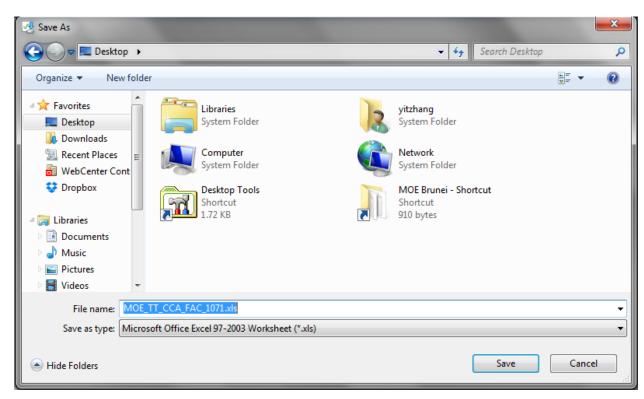
Note: Please enable browser pop-up window to view this page.

## 2.3.6 Click View Results

MOE_TT_CCA_FAC - CCA Schedule - Facility List	
Institution: MOE01	
Acad Org: 1071	
View Results	

2.3.7 In the pop-up message, choose Save > Save As

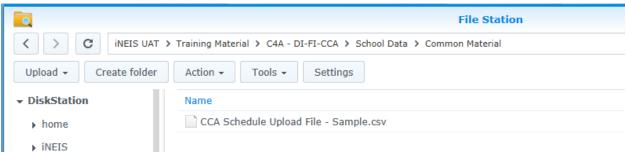
	Save	
	Save as	
Do you want to open or save MOE_TT_CCA_FAC_16838.xls (10.5 KB) from system.ineis.moe.gov.bn? Open Save 🔻	Save and open	



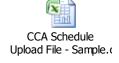
2.3.8 Save the file as MOE\_TT\_FAC\_(your school code).xls

## 2.4 Download CCA schedule file sample

- 2.4.1 Go to website http://stsb.diskstation.me:5000/webman/index.cgi
- 2.4.2 Log in as User ID: user40 user49, Password: moe2@!4
- 2.4.3 Navigate to iNEIS UAT -> Training Material > C4 DI FI CCA > School Data > Common Material > CCA Schedule Upload File - Sample.csv



OR use the attached file below if you have issue accessing the website.



- 2.4.4 download CCA Schedule Upload File Sample.csv and save to desktop
- 2.4.5 Rename file name as 'CCA Schedule\_(term)\_(Session)\_(Your School code)\_(Your school name)\_(Acad career).csv'
  e.g. CCA Schedule\_1510\_T1\_1071\_SR Muda Hashim.csv
  This will be become the CCA schedule file used in further steps.

# 3 Build CCA class schedule data file

## 3.1 Create CCA schedule file

- 3.1.1 Open file: CCA Schedule Upload File Sample.csv
- 3.1.2 Save this file to another file name: 'CCA Schedule\_(Term)\_(Session)\_ (school code) (school name).csv'

Example: CCA Schedule\_1510\_T1\_1071\_SR Muda Hashim

Note: CCA is not applicable for Pre-schools and sports school

## 3.2 Identify which CCA is applicable to your school

Refer to the list in MOE\_TT\_CCA\_SUB\_(school code).xls.

Copy and paste applicable CCA to column A & B in your CCA Timetable file 'CCA Schedule (school code) (school name).csv'

	A	В	С
1	Institution = MOE0	80	
2	Subject Code	Descr	
3	001615/71/CLS	Bola lesut / Softball	
4	001631/71/CLS	Olahraga / Athletics	
5	001386/71/CLS	Badminton	
6	001401/71/CLS	Gimnastik / gymnastics	
7	001676/71/CLS	Kelab Bahasa Inggeris / Englis	
8	001712/71/CLS	Kelab memancing / Fishing Clu	
0	001027/71/01 S	Co-curricular Activities	

	A	В	С	D	E	F
1	Subject	Description	Class Section	Date	Start Time	End Time
2	001386/71/CLS	Badminton				
3						
4						

## 3.3 Specify class section (student group) of each activity

This group is where you will enroll your students into. If you have one group in school, you can just put them in one group.

For example, in the table below, Badminton has only one group, i.e. G1 (for group 1). Basketball also has another one group. It can be named as G1 also.

Note: Class section MUST be no more than 4 characters including spacing.

	Α	В	С	D	E	F	G
1	Subject	Description	Class Section	Date	Start Time	End Time	Mon
2	001386/71/CLS	Badminton	G1				
3							
4							

## 3.4 Specify Date & Time

For each CCA (e.g. Badminton), you will need to fill up **all activity dates**. For example, if you have Badminton activity is scheduled from 05 Jan 2015 to 31 Jan 2015, 3pm to 4pm on Saturday for odd weeks, 230pm – 330pm on Wednesday for even weeks:

3.4.1 Put the first event date (10/01/2014) in Date column (Column D). Date format should be **DD/MM/YYYY**, with zero remains.

Note: CCA scheduling is **by term/session**. Please make sure the dates are within the term. For term 1510, the dates should be between 05/01/2015 and 26/03/2015.

A	В	С	D
Subject	Description	Class Section	
001386/71/CLS	Badminton	G1	10/01/2015

The activity dates should be within the term start date and end date based on your school acad career.

3.4.2 Fill up start time & end time. Time format should be HH:MM (24 hours), with zero remains.

A	В	С	D	E	F	
Subject	Description	<b>Class Section</b>	Date	Start Time	End Time	Ν
001386/71/CLS	Badminton	G1	10/01/2015	15:00	16:00	ŀ
			•			

3.4.3 In column E & F, specify activity days of week. 'Y' means the activity is on, 'N' means there is no activity on that particular day of week.

A	В	С	D	E	F	G	н	1	J	К	L	М
Subject	Description	<b>Class Section</b>	Date	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
001386/71/CLS	Badminton	G1	10/01/2015	15:00	16:00	N	N	N	N	Ν	Y	N

3.4.4 Copy Badminton activity rows and modify date/time information for other rows.

1	Α	В	С	D	E	F	G	н	1.	J	K	L	Μ
	Subject	Description	<b>Class Section</b>	Date	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	001386/71/CLS	Badminton	G1	10/01/2015	15:00	16:00	N	N	N	N	Ν	Y	N
ſ	001386/71/CLS	Badminton	G1	14/01/2015	14:30	15:30	N	N	Y	N	Ν	Ν	Ν
I	001386/71/CLS	Badminton	G1	24/01/2015	15:00	16:00	N	N	N	N	Ν	Y	N
I	001386/71/CLS	Badminton	G1	28/01/2015	14:30	15:30	N	N	Y	N	N	N	N

## 3.5 Specify Facility where CCA will be conducted

Refer to 'MOE\_TT\_CCA\_FAC\_(school code).xls'. You will find all facilities in your school as captured in INEIS. Please copy applicable Facility ID & Description to Column N & O in CCA timetable file.

Facility	ID	Facilit	y De	script	ion					
1071_CN	109	Classro	om 0	9						
1071_CN	112	Classro	om 1:	2						
1071_LIE	301	Library	01							
1071_CM03 Classroom 03										
1071_CN	IR01	Comput	er Ro	om 01						
1071_AR	01	Art Roo	m 01							
1071 CN	102	Classro	om 0	2						
1071_SP	01	Sports /	Area0	)1						
1071_CN	104	Classro	om 0	4						
							-			
E	F	G	н	1	J	K	L	м	N	0
tart Time	End Tim	e Mon	Tue	Wed	Thu	Fri	Sat	Sun	Facility ID	Description
15:00	16:0	0 N	N	N	N	N	Y	N	1071_SP01	Sports Area01
15:00	16:0	0 N	N	N	N	N	Y	N	1071_SP01	Sports Area01
14:30	15.2	0 N	N	Y	N	N	N	N		

## 3.6 Specify Instructor ID/Instructor Name of each activity class

Refer to 'MOE\_TT\_CCA\_TCH\_(school code).xls' and select applicable Instructor ID & Instructor Name to column P&Q.

Employee ID	Te	acher	Nam	e						
\$00275749	Sa	linah	binti	Haji	Zolk	efli				
S00302811	Fa	rah W	ahida	h	inti H	łaji R	Razali			
S00288899	Te	o Lee	Lee		1					
G	н	I	J	K	L	M	N	0	р	Q
G		I Wed	J	a constant	and the second se		N Facility ID	0 Description		Q Instructor Name
and the second se		l Wed N	J Thu N	Fri	Sat				Instructor	11.
Mon	Tue			Fri	Sat Y	Sun	Facility ID		Instructor	Instructor Name

If there are multiple instructors for the same class, specify one instructor in the each row.

L	D	E	F	G	H	1	1	Κ	L	M	N	0	Р	Q
1	Date	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Facility ID	Description	Instructor	Instructor Name
	10/01/2015	15:00	16:00	N	N	N	N	Ν	Y	N	1071_SP01	Sports Area01	\$00275749	Salinah binti Haji Zolkefli
	10/01/2015	15:00	16:00	N	N	N	N	N	Y	N	1071_SP01	Sports Area01	S00302811	Farah Wahidah binti Haji Razali

## 3.7 Complete CCA schedule file

Repeat step 3.3 to 3.7 for other CCAs. The final schedule file should have all fields fulfilled.

А	В	С	D	E	F	G	Н	1	J	Κ	L	М	N	0	Р	Q
Subject	Description	Class Section	Date	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Facility ID	Description	Instructor	Instructor Name
001386/71/CLS	Badminton	G1	10/01/2015	15:00	16:00	N	N	Ν	Ν	Ν	Y	N	1071_SP01	Sports Area01	S00275749	Salinah binti Haji Zolkefli
001386/71/CLS	Badminton	G1	10/01/2015	15:00	16:00	N	N	Ν	Ν	Ν	Y	Ν	1071_SP01	Sports Area01	S00288899	Teo Lee Lee
001386/71/CLS	Badminton	G1	14/01/2015	14:30	15:30	N	N	Y	Ν	Ν	N	N	1071_SP01	Sports Area01	S00257572	Hajah Hasfena binti Haji Bolhassa
001386/71/CLS	Badminton	G1	24/01/2015	15:00	16:00	N	N	Ν	Ν	Ν	Y	N	1071_SP01	Sports Area01	S00275749	Salinah binti Haji Zolkefli
001386/71/CLS	Badminton	G1	28/01/2015	14:30	15:30	N	N	Y	Ν	Ν	N	N	1071_SP01	Sports Area01	S00275749	Salinah binti Haji Zolkefli
001404/71/CLS	Gulingtangan	G1	05/02/2015	15:00	16:00	N	N	N	Y	Ν	Ν	N	1071_AR01	Art Room 01	S00273423	Asmah binti Aliakbar
001404/71/CLS	Gulingtangan	G2	06/02/2015	15:00	16:00	N	N	N	Y	Ν	N	N	1071_AR02	Art Room 02	S00273423	Asmah binti Aliakbar

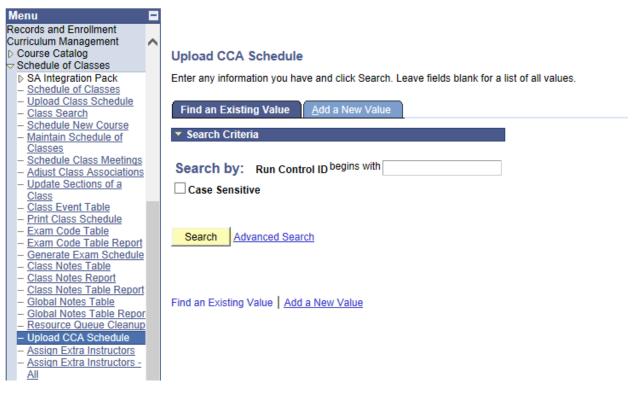
# 3.8 Save CCA schedule file

Save the file as .csv format. Use Save As, then change File Type to CSV.

Save as type:	CSV (Comma delimited) (*.csv)
Authors:	Excel Macro-Enabled Workbook (*.xlsm)
A Hide Folders	Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls) XML Data (*.xml)
	Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html)
16	Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm)
17	Excel 97-2003 Template (*.xlt)
18	Text (Tab delimited) (*.bt)
19	Unicode Text (*.txt) XML Spreadsheet 2003 (*.xml)
20	Microsoft Excel 5 0/05 Workbook (* xlc)
21	CSV (Comma delimited) (*.csv)
22	Formatted Text (Space delimited) (*.prn) Text (Macintosh) (*.bxt)

# 4 Upload CCA Timetable

- 4.1 Login to iNEIS URL: http://system.ineis.moe.gov.bn using your user ID & password.
- 4.2 Navigate to Curriculum management > Schedule of classes > Upload CCA Schedule



4.3 Click 'Add a new value' tab

Upload CCA Schedule

Add

Find an Existing Value	Add a New Value	
Run Control ID:		

Find an Existing Value Add a New Value

4.4 Specify run control ID, and click on 'Add'

Recommended naming convension: (school\_code)\_(acad career)\_(term)\_(session)\_(2 digit running number). E.g. 1071\_CCA1\_1510\_T1\_01

Upload CCA So	chedule			
Find an Existing	Value Add a New Value			
Run Control ID: 1	071_PRIM_1510_T1_01	×		
Add				
Find an Existing Va	lue Add a New Value			
Note: Ac CCA1: CC CCA3: CC CCA5: CC	equired fields. Values ca ad career should start w CA Primary CA Secondary CA Sixth Form CA Schedule	an be selected by clicking /ith 'CCA'.	on the magnifying	g glasses.
Run Control ID:	1071_PRIM_1510_T1_01	Report Manager Process Mo	<u>nitor</u>	Run
*Institution:	MOE01	Ministry of Education,	Brunei	
*Acad Career:	CCA1	CCA Primary		
*Campus:	1071 🔍	SR Muda Hashim		
*Term:	1510 🔍	Academic Year 2015	Term 1	
*Session:	T1 Q	Term 1		
Upload full t	erm data			
Start Date:	03/01/2015	End	Date: 12/03	3/2015 🛐
Attached File:		Upload I	Delete File	View FIIe
Save Save	otify		E Add 2	Update/Display

4.6 Select **Upload full term data** option.

# Upload CCA Schedule

Run Control ID:	1071_PRIM_1510_T1_01	Report Manager Process Monitor	Run
"Institution:	MOE01	Ministry of Education, Brunei	
*Acad Career:	CCA1	CCA Primary	
*Campus:	1071 Q	SR Muda Hashim	
*Term:	1510 🔍	Academic Year 2015 Term 1	
*Session:	T1 Q	Term 1	
☑ Upload full t	term data		
Start Date:		End Date:	
Attached File:		Upload File Del	ete File View File
Save N	otify	E	Add Dypdate/Display

## 4.7 Upload CCA schedule file prepared in previous steps.

Upload CO	CA Sche	dule		
Run Control ID:	1071_PRI	M_1510_T1_01	Report Manager Process Monitor Run	
"Institution:	MOE01	a	Ministry of Education, Brunei	
*Acad Career:	CCA1	Q	File Attachment	_
*Campus:	1071	a		
"Term:	1510	a	Upload Cancel	Browse
"Session:	T1 Q		Cancel	
Upload full	term data			
Start Date:			End Date:	_
Attached File:			Upload File	
Save QR	eturn to Search	Notify	Add Update/Display	

## 4.8 Click on 'run' button

# Upload CCA Schedule

Run Control ID:	1071_PRIM_	1510_T1_01 <u>Rep</u>	ort Manager	Process Monitor	[	Run
*Institution:	MOE01	Q	Ministry of	Education, Brunei		
*Acad	CCA1	Q	CCA Prima	ary		
Career: *Campus:	1071	Q	SR Muda I	Hashim		
*Term:	1510	Q	Academic	Year 2015 Term 1		
*Session:	T1 Q		Term 1			
Upload f	full term data					
Start Date:				End Date:		
Attached File:	CCA_Schedule	_1510_T1_1071_SR	_Muda_Hashim.	Upload File	Delete File	View File
Save	Return to Sear	ch FNotify			E Add	Jpdate/Display

## 4.9 Click on 'OK' in confirmation page

### Process Scheduler Request

	User ID MOEADMIN		Run Control ID	1071_PRIM_1	510_T1_01	
Sen	ver Name	V Run D	ate 20/01/2015	1		
Re	ecurrence	V Run Ti	me 6:51:46AM	Reset t	o Current Date/	Time
Т	ïme Zone					
Process L	List					
Select De	escription	Process Name	Process Type	*Type	*Format	Distribution
🗸 U;	pload CCA Schedule	MOE_CCA_UPL	Application Engine	Web 🗸	TXT 🗸	Distribution



## 4.10 In run control page, click 'process monitor' link

Upload CCA Schedule		
Run Control 1071_PRIM_1510_T1_0 ID:	Report Manager Process Monitor	Run Process Instance:3731
*Institution: MOE01	Ministry of Education, Brunei	

4.11 Click on 'refresh' button for a few times until process status changes to 'Success', and distribution status changes to 'Posted'

Server Run Status		Type Name Distribution	Q	.ast Instance ✓	to Days	~	Refresh	
Process List					Personalize   Find   View /	ալքույ՝	First 🚺 1-2 of 2	D La
Select Instance	Seq. Process Type		Process Name	<u>User</u>	Run Date/Time	Run Status	Distribution Status	Detai
3731	Application E	ngine I	MOE_CCA_UPL	MOEADMIN	20/01/2015 6:51:46AM CHN	Success	Posted	Detai
3725	COBOL SQL		FAPREQRN	MOEADMIN	19/01/2015 9:59:06PM CHN	No Success	Posted	Detai
	Notify							

	Jser ID M Server	OEAI		Type Name	√[	Last Instance	✓	1 to	Days	~	Refresh	
Run	Status	_	~	Distribution	n Status	~	Save Or	Refresh				
Proce	ss List							Personalize   Fi	nd   View A	القرار ا	First 🚺 1-2 of 2	2 🚺 La:
		Seq.	Process Type		Process Name	User	Run Date/1	<u>Personalize   Fi</u> îime	nd   View A	a   <mark>2</mark> 21   ¥≣ Run Status	First 1-2 of 2	
			Process Type Application El		Process Name MOE_CCA_UPL	User MOEADMIN	Run Date/				Distribution Status	

Go back to Upload CCA Schedule

Save Notify

Process List | Server List

## 4.13 Click on 'view log/trace' link

### Process Detail

Instance 3731 Name MOE_CCA_UPL Run Status Success Distril	Type Application Engine Description Upload CCA Schedule bution Status Posted
	Update Process
Run Control ID 1071_PRIM_1510_T1_01 Location Server Server PSUNX Recurrence	<ul> <li>Hold Request</li> <li>Queue Request</li> <li>Cancel Request</li> <li>Delete Request</li> <li>Restart Request</li> </ul>
e/Time	Actions
Request Created On         20/01/2015         6:52:42AM CHN           Run Anytime After         20/01/2015         6:51:46AM CHN           Began Process At         20/01/2015         6:52:49AM CHN           Ended Process At         20/01/2015         6:53:04AM CHN	Parameters     Transfer       Message Log     View Locks       Batch Timings     View Log/Trace

## 4.14 Click on the file with extension '.log'

View Log/1	frace			
Report				
Report ID:	1946	Process Instance:	3731	Message Log
Name:	MOE_CCA_UPL	Process Type:	Application Engin	1e
Run Status:	Success			
Upload CCA	Schedule			
Distribution	Details			
Distribution	n Node: CSPRD	Expiration	Date: 27/01/2	015
File List				
Name			File Size (bytes)	Datetime Created
AE MOE CO	A UPL 3731.stdout		293	20/01/2015 6:53:04.662877AM CHN
CCA Schedu	le 1510 T1 1071 S	R Muda Hashim.csv	1,007	20/01/2015 6:53:04.662877AM CHN
MOE CCA L	IPL 3731.log		1,565	20/01/2015 6:53:04.662877AM CHN
Distribute To	)			
Distribution ID	) Түре	*Distri	bution ID	
User		MOEA	DMIN	
Return				

4.15	The log file shows all successfully uploaded schedule, as well as error rows in upload file.

Institution Acad Career	: MOE													
	: CCA													
Acad Org	: 107													
Term	: 1510	D												
	: T1													
Upload Full To	erm Data : Y : 201	5 01 02												
Uploaded file	: 201 : CCA	Schedule 15	10 T1 1071 SR	Muda Hashim	I. CSV									
Sucesses rows  Term Subject	- Catalog Nbr	Component	Class Sectior	Date	Start Tim								Facility	ID Instruc
													4.074 04	
1510 ACL	GLTG	CLS	G1	2015-01-10		16.00	N	N N	N	N	Y	N .	1071_SP01	500275749
1510 ACL 1510 ACL		CLS CLS CLS	G1	2015-01-10 2015-01-10 2015-01-14	15.00	16.00 16.00 15.30	N	N N N N	N N N	N N	Y Y	N N	10/1_SP01 1071_SP01 1071_SP01	500288899
Sucesses rows														

# 5 Verify Class Schedule

5.1 Navigate to Curriculum management > Schedule of classes > Maintain Schedule of Classes

Menu			
Schedule of Classes	*		
SA Integration Pack			
<ul> <li>Schedule of Classes</li> </ul>	Maintain Schedule	of Classes	
- Upload Class Schedule	Enter environmetter u	where and disk Crarch Las	and delate blands for a list of all so
- Class Search Schedule New Course	Enter any information ye	ou have and click Search. Lea	we fields blank for a list of all v
- Maintain Schedule of	]		
Classes	Find an Existing Val	ue u	
- Schedule Class Meetings			
- Adjust Class Associations			
<ul> <li>Update Sections of a Class</li> </ul>	E .		
<ul> <li>Class Event Table</li> </ul>	Academic Institution:	= • MOE01	Q
- Print Class Schedule	Term:		
- Exam Code Table		= 💌	Q
<ul> <li>Exam Code Table Report</li> <li>Generate Exam Schedule</li> </ul>		=	Q
- Class Notes Table	Catalog Nbr:	begins with 💌	
- Class Notes Report	Academic Career:	= 💽	
<ul> <li>Class Notes Table Report</li> </ul>	Campus:	Land Land	
<ul> <li>Global Notes Table</li> </ul>		begins with	Q
<ul> <li>Global Notes Table Report</li> </ul>		begins with	
- Resource Queue Cleanup	Course ID:	begins with 💌	Q
<ul> <li>Upload CCA Schedule</li> <li>Assign Extra Instructors</li> </ul>	Course Offering Nbr:	=	Q
- Assign Extra Instructors -	grand grand grand	1656	4
All	Case Sensitive		
- Review Message Log	E		
- 6th Form Student	-		
Timetable	Search Clear	Basis Casarb E Caus Cu	and Ciliada
Roll Curriculum Data	Search Clear	Basic Search 📳 Save Se	earch Criteria

5.2 Specify search criteria and click 'Search'

Term = '1510', academic career = (school CCA career), campus = (Your school code)

Academic Career: CCA1: CCA Primary

CCA3: CCA Secondary

CCA5: CCA Sixth Form

#### Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

cademic Institution	: = 🗸	MOE01	Q	
erm:	= 🗸	1510	Q	
ibject Area:	= 🗸		Q	
atalog Nbr:	begins with 🗸	1		
cademic Career:	= 🗸	CCA Primary		~
ampus:	begins with 🗸	1071	Q	
escription:	begins with 🗸			
ourse ID:	begins with 🗸	•	Q	
ourse Offering Nbr	= 🗸		Q	

#### 5.3 Click on one class in search results

#### Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Val	ue				
Search Criteria					
			_		
Academic Institution:	= 🗸	MOE01	Q		
Term:	= 🗸	1510	Q		
Subject Area:	= 🗸		Q		
Catalog Nbr:	begins with 🗸		1		
Academic Career:	= 🗸	CCA Primary	~		
Campus:	begins with $\checkmark$	1071	Q		
Description:	begins with 🗸		]		
Course ID:	begins with 🗸		Q		
Course Offering Nbr:	= 🗸		Q		
Case Sensitive					
Search Clear	Basic Search	Save Search Criteria			
Search Results					
View All				 First 🚺 1 of 1	1

# View All First K 1 of 1 Academic Institution Term Subject Area Catalon Ntv: Academic Career Compute Description Course ID Course Offerin MOE01 1510 SPR BADM CCA Pri 1071 Badminton 001386 71

5.4 In basic date page, verify if the class section matches class code in school timetable file

Basic Data	s 📔 Enrollment Cnl	rl <u>R</u> eserve Cap <u>N</u>	otes 🕇 Exan	n UMS Data	Iextbook GL Inte	rface
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:	001386 Ministry of Educatio Academic Year 201 SPR BADM			71Auto Cr	eate Component	
Class Sections				Eind	View All 🛛 First 🖬 🕯	of 1 🔝 Las
*Session: *Class Section: *Component: *Class Type:	T1 Q Ter G1 CLS Q Cla Enroliment V	*51	ass Nbr: art/End Date: rent ID:	0 05/01/2015 मि	26/03/2015	<b>+</b> =
*Associated Class:	10	As	sociated Class	Attributes		
*Campus:	1071	SRMH		Add Fee		
*Location: Course Administrator: *Academic	1071 Q 1071 Q	SR Muda Hast Q SR Muda Hast		Schedule Print	t fic Permissions	
Organization: Academic Group:	MOE	Ministry of Edu	cation	Dynamic Date	Calc Required	
*Holiday Schedule:	BRUNEI Q	Brunei Holiday	Schedule	Generate Class	s Mtg Attendance	
*Instruction Mode: Primary Instr Section:	IP Q G1	In Person		GL Interface R	ce with Class Mtg equired	
Class Topic Course Topic ID:	<u> </u>			🗌 Print T	opic in Schedule	
Equivalent Course Gro Course Equivalent Cou Class Equivalent Cou	urse Group:			Overrie	de Equivalent Course	

## 5.5 Navigate to 'meetings' tab

course ID:         001386           academic Institution:         Ministry of Education, Brunei           ferm:         Academic Year 2015 Term 1           subject Area:         SPR           catalog Nbr:         BADM		Course Offering Nbr: CCA Pri Sports & Games Badminton	71 Auto Create Component			
Class Sections				Find   View	Al First	1 1 1 of 1 12 La
*Session: *Class Section:	T1 Q Term 1	Class Nbr: *Start/End Date:	0	<b>H</b> 2	6/03/2015	
Gradd deciden.	CLS Q Class	Event ID:				

5.6 Verify if class facility, date/time matches school timetable file. You may click on 'view all' if there is more than one row under the same class code in CCA schedule file.

Please note that in CCA schedule, start/end date should always be the same. One meeting pattern should stand for the activity information for one day.

<u>B</u> asic Data	Meetings	Enrollment Cntrl	<u>R</u> eserve Cap	<u>N</u> otes	E <u>x</u> am	LMS Data	Textbook	GL Interface			
Course ID: Academic In: Term: Subject Area Catalog Nbr:	:	001386 Ministry of Educa Academic Year 2 SPR BADM		CCA P	& Games	Nbr:	71				
Class Sections Find   View All First 🖬 1 of 1 🔯 Last											
Session: Class Secti Associated		T1 G1 Compone 1	Term 1 ent: Class		-	lass Nbr: vent ID:	0				
Meeting Pat	ttern					<u>Finc</u>   Vie	w All First	🚺 <sub>1 of 3</sub> 🕨 Last			
Facility ID       Capacity Pat       Mtg Start Mtg End       M T W T F S S       *Start/End Date         1071_SP01       Q       3:00PM       4:00PM       Image: Contact Hours         Building 1 SP01       Topic ID:       Q       Free Format Topic:         Image: Contact Hours       Image: Contact Hours											
Instructors For Meeting Pattern Personalize   Find   View All   🔤   🛗 First 🚺 1-2 of 2 💟 Last											
Assignmer	Q Haji,S	<u>Name</u> alinah binti eo Lee	*Instrue Role Subject Subject		Print	Access	Contact	÷ -			
Room Characteristics     Personalize     Find     First     I of 1     Last       *Room Characteristic     *Quantity       Q     1     +											
Save Return to Search											

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface