

iNEIS™: CCA Schedule Instructions

Introduction

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

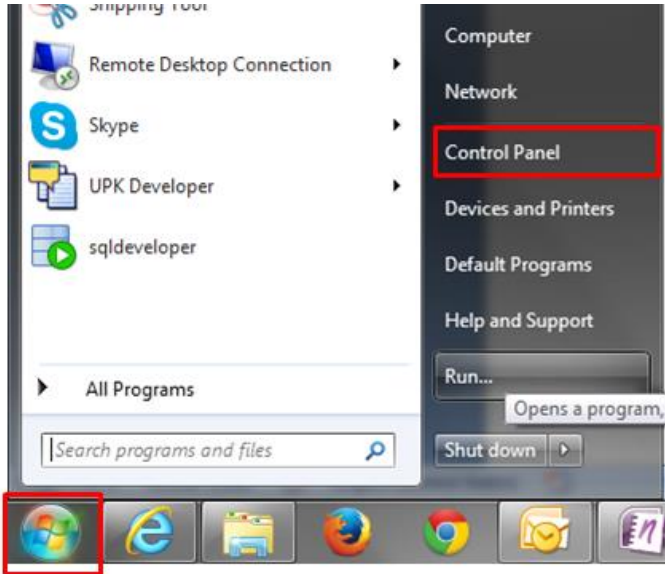
- Setup and download data source for CCA scheduling
- Create CCA scheduling data file
- Upload CCA schedule
- Verify CCA schedule

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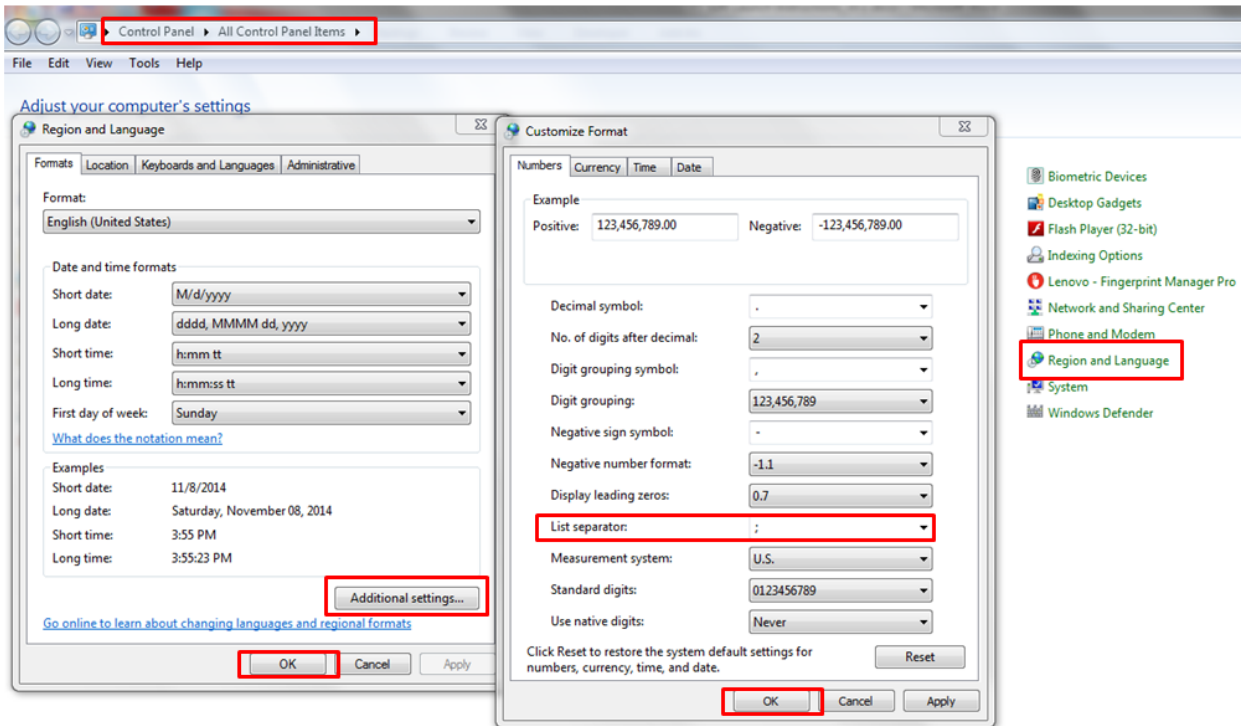
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1. Pre-setup

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



1.2 Change line separator to semicolon ‘;’



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 By begins with [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 begins with [Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
MOE_TT_CCA_SUB	CCA Class Schedule - Subject	Public		HTML	Excel	XML	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:

Career:

Acad Org:

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

Career: CCA1

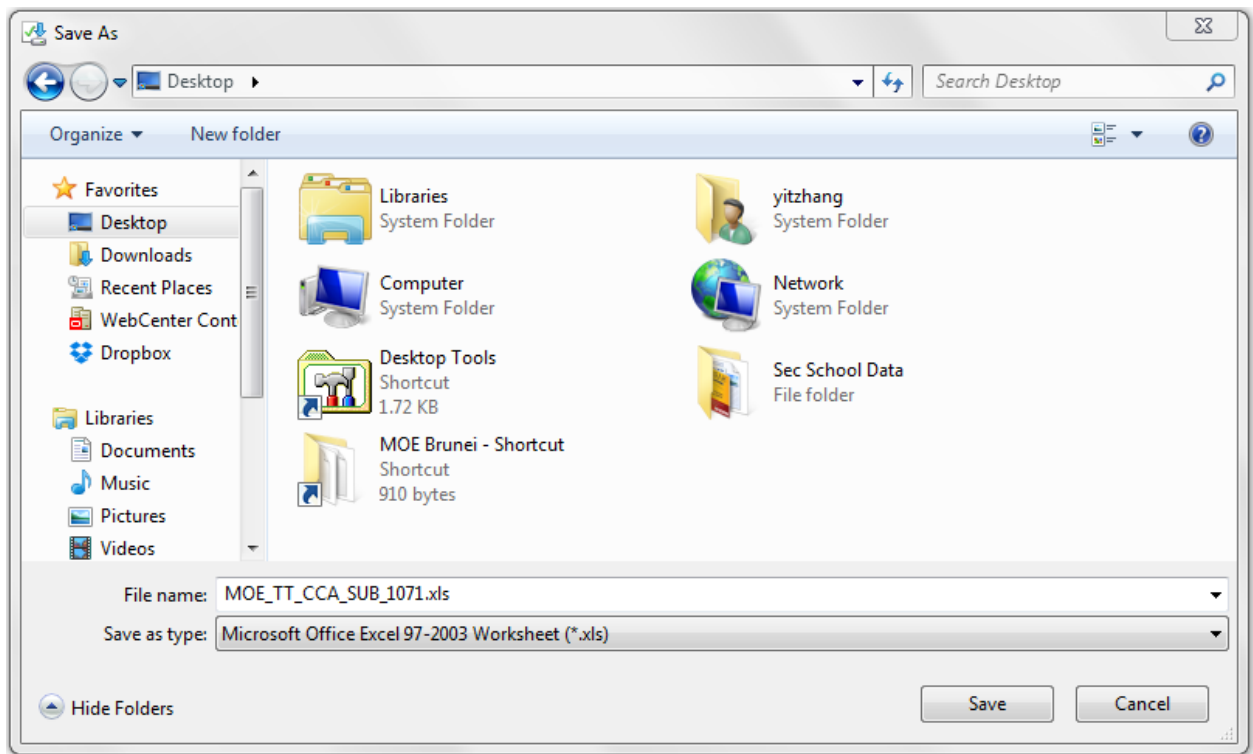
Acad Org: 1071

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.

*Search By begins with
 [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 begins with
 [Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	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:
Acad Org:

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

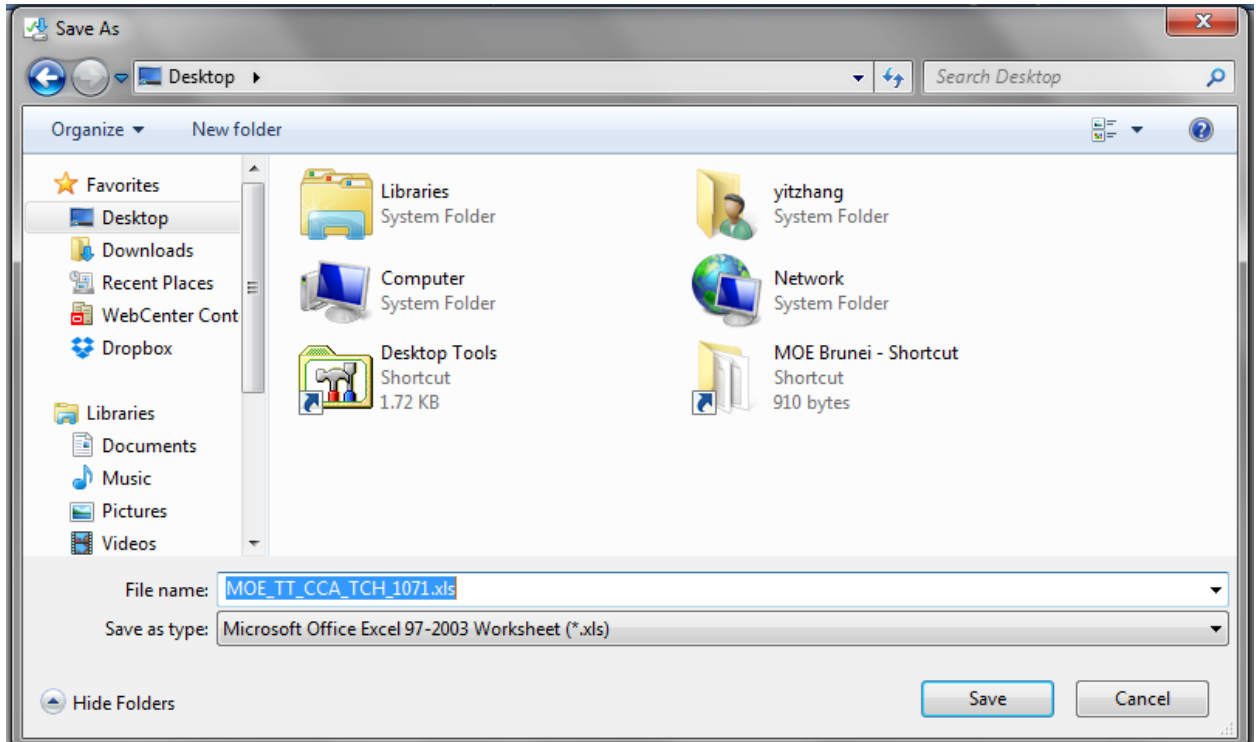
Institution:
Acad Org:

Short Description

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



2.2.8 Save the file as MOE_TT_TCH_(your school code).xls



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 begins with
 [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 begins with
 [Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
MOE_TT_CCA_FAC	CCA Schedule - Facility List	Public		HTML	Excel	XML	Schedule	Favorite

2.3.5 Specify input values:

Institution: MOE01

Acad Org: (Your school code)

MOE_TT_CCA_FAC - CCA Schedule - Facility List

Institution:
Acad Org:

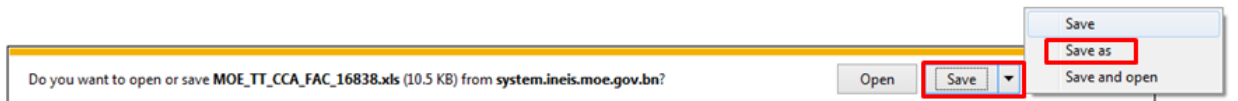
Note: Please enable browser pop-up window to view this page.

2.3.6 Click View Results

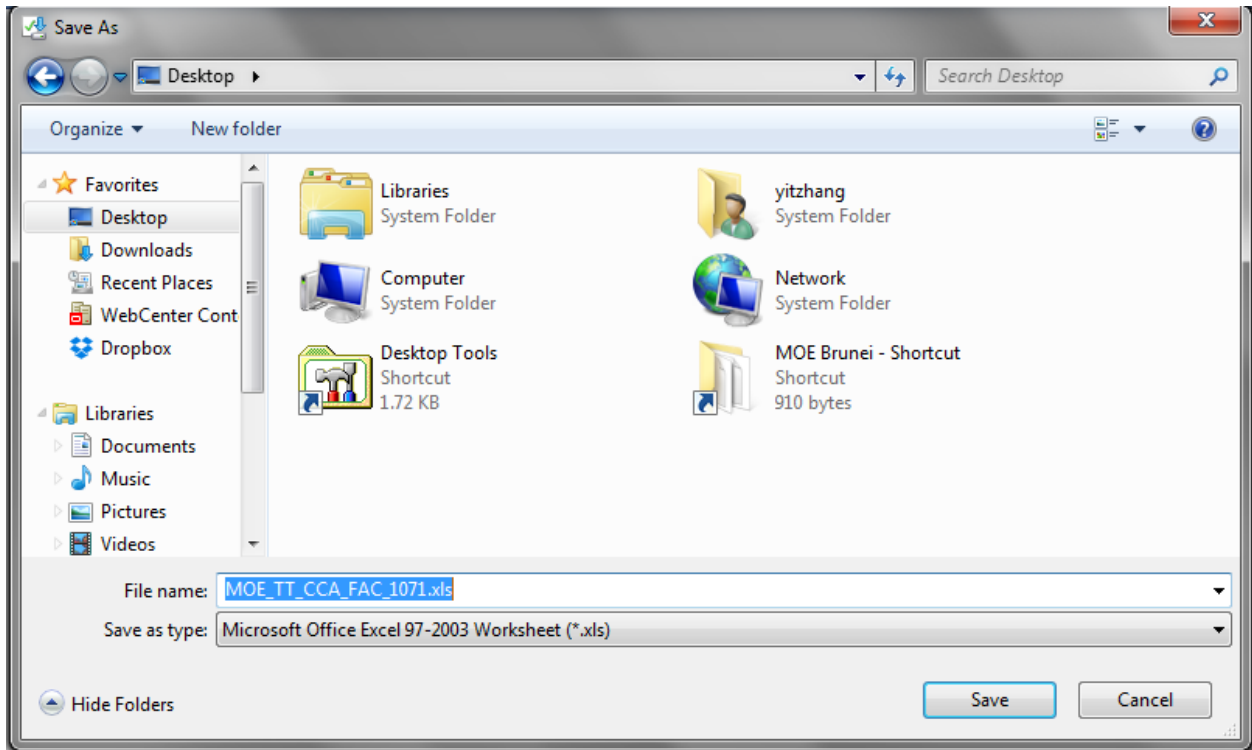
MOE_TT_CCA_FAC - CCA Schedule - Facility List

Institution:
Acad Org:

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



2.3.8 Save the file as MOE_TT_FAC_(your school code).xls

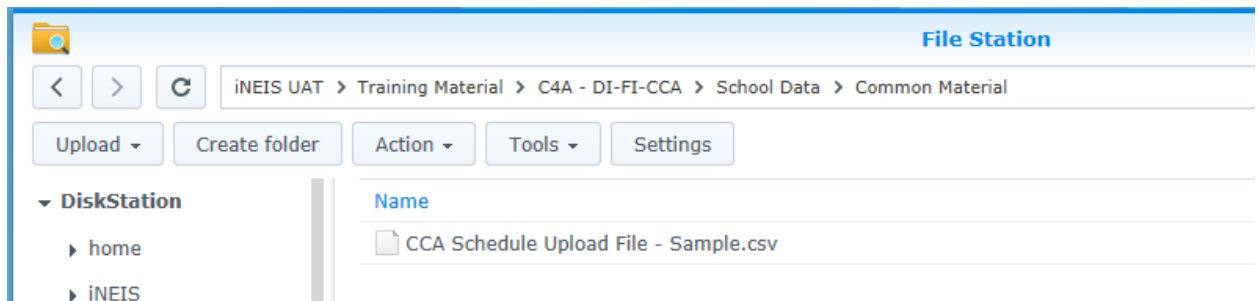


2.4 Download CCA schedule file sample

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.



CCA Schedule Upload File - Sample.c

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 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	B	C
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 / English	
8	001712/71/CLS	Kelab memancing / Fishing Club	
9	001027/71/CLS	Co-curricular Activities	

	A	B	C	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.

	A	B	C	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	B	C	D
Subject	Description	Class Section	Date
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	B	C	D	E	F
Subject	Description	Class Section	Date	Start Time	End Time
001386/71/CLS	Badminton	G1	10/01/2015	15:00	16:00

- 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	B	C	D	E	F	G	H	I	J	K	L	M
Subject	Description	Class Section	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	N	Y	N

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

A	B	C	D	E	F	G	H	I	J	K	L	M
Subject	Description	Class Section	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	N	Y	N
001386/71/CLS	Badminton	G1	14/01/2015	14:30	15:30	N	N	Y	N	N	N	N
001386/71/CLS	Badminton	G1	24/01/2015	15:00	16:00	N	N	N	N	N	Y	N
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	Facility Description
1071_CM09	Classroom 09
1071_CM12	Classroom 12
1071_LIB01	Library 01
1071_CM03	Classroom 03
1071_CMR01	Computer Room 01
1071_AR01	Art Room 01
1071_CM02	Classroom 02
1071_SP01	Sports Area01
1071_CM04	Classroom 04

E	F	G	H	I	J	K	L	M	N	O
Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Facility ID	Description
15:00	16:00	N	N	N	N	N	Y	N	1071_SP01	Sports Area01
15:00	16:00	N	N	N	N	N	Y	N	1071_SP01	Sports Area01
14:30	15:30	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	Teacher Name
S00275749	Salinah binti Haji Zolkefli
S00302811	Farah Wahidah binti Haji Razali
S00288899	Teo Lee Lee

G	H	I	J	K	L	M	N	O	P	Q
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Facility ID	Description	Instructor	Instructor Name
N	N	N	N	N	Y	N	1071_SP01	Sports Area01	S00275749	Salinah binti Haji Zolkefli
N	N	N	N	N	Y	N	1071_SP01	Sports Area01		
N	N	Y	N	N	N	N				

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

D	E	F	G	H	I	J	K	L	M	N	O	P	Q
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	N	Y	N	1071_SP01	Sports Area01	S00275749	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

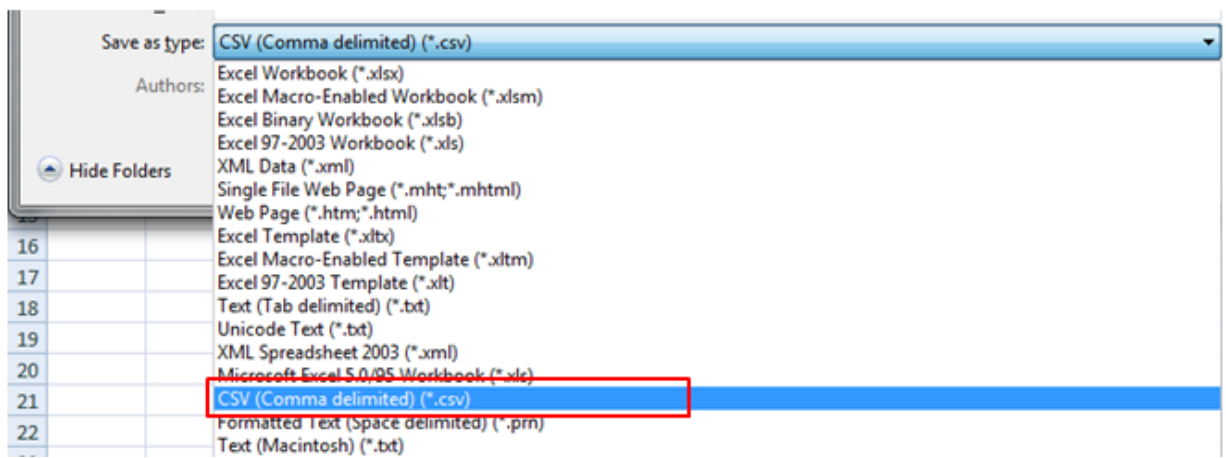
3.7 Complete CCA schedule file

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	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	N	N	N	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	N	N	N	Y	N	1071_SP01	Sports Area01	S00288899	Teo Lee Lee
001386/71/CLS	Badminton	G1	14/01/2015	14:30	15:30	N	N	Y	N	N	N	N	1071_SP01	Sports Area01	S00257572	Hajah Hasfena binti Haji Bolhassan
001386/71/CLS	Badminton	G1	24/01/2015	15:00	16:00	N	N	N	N	N	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	N	N	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	N	N	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	N	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.



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

Menu

- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - SA Integration Pack
 - Schedule of Classes
 - Upload Class Schedule
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report
 - Global Notes Table
 - Global Notes Table Report
 - Resource Queue Cleanup
 - Upload CCA Schedule**
 - Assign Extra Instructors
 - Assign Extra Instructors - All

Upload CCA Schedule

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

Find an Existing Value | **Add a New Value**

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 4.3 Click 'Add a new value' tab

Upload CCA Schedule

Find an Existing Value | **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

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

Recommended naming convention: (school_code)_(acad career)_(term)_(session)_(2 digit running number). E.g. 1071_CCA1_1510_T1_01

Upload CCA Schedule

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID: x

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

4.5 Specify required fields. Values can be selected by clicking on the magnifying glasses.

Note: Acad career should start with 'CCA'.


CCA1: CCA Primary


CCA3: CCA Secondary


CCA5: CCA Sixth Form


Upload CCA Schedule


Run Control ID: 1071_PRIM_1510_T1_01 [Report Manager](#) [Process Monitor](#) [Run](#)

*Institution:  Ministry of Education, Brunei



*Acad Career:  CCA Primary

*Campus:  SR Muda Hashim

*Term:  Academic Year 2015 Term 1

*Session:  Term 1

Upload full term data

Start Date:  End Date: 

Attached File: [Upload File](#) [Delete File](#) [View File](#)

[Save](#) [Notify](#) [Add](#) [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 SR Muda Hashim
*Term: 1510 Academic Year 2015 Term 1
*Session: T1 Term 1

Upload full term data

Start Date: End Date:

Attached File: Upload File Delete File View File

Save Notify Add Update/Display

4.7 Upload CCA schedule file prepared in previous steps.

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 SR Muda Hashim
*Term: 1510 Academic Year 2015 Term 1
*Session: T1 Term 1

Upload full term data

Start Date: End Date:

Attached File: Upload File Delete File View File

Save Return to Search Notify Add Update/Display

File Attachment

Browse...

Upload Cancel

4.8 Click on 'run' button

Upload CCA Schedule

Run Control ID: 1071_PRIM_1510_T1_01 [Report Manager](#) [Process Monitor](#) Run

*Institution: Ministry of Education, Brunei
*Acad Career: CCA Primary
*Campus: SR Muda Hashim
*Term: Academic Year 2015 Term 1
*Session: Term 1

Upload full term data
Start Date: End Date:

Attached File: CCA_Schedule_1510_T1_1071_SR_Muda_Hashim.csv Upload File Delete File View File

Save Return to Search Notify Add Update/Display

4.9 Click on 'OK' in confirmation page

Process Scheduler Request

User ID MOEADMIN Run Control ID 1071_PRIM_1510_T1_01

Server Name Run Date ti
Recurrence Run Time Reset to Current Date/Time
Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Upload CCA Schedule	MOE_CCA_UPL	Application Engine	Web	TXT	Distribution

OK Cancel

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

Upload CCA Schedule

Run Control ID: 1071_PRIM_1510_T1_01 [Report Manager](#) Process Monitor Run

Process Instance:3731

*Institution: 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'

Process List | [Server List](#)

View Process Request For

User ID: MOEADMIN x [Search] Type: [Dropdown] Last: [Dropdown] [Input] 1 Days: [Dropdown] **Refresh**

Server: [Dropdown] Name: [Input] [Search] Instance: [Input] to: [Input]

Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh

Process List Personalize | Find | View All | [Icons] | First 1-2 of 2 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3731		Application Engine	MOE_CCA_UPL	MOEADMIN	20/01/2015 6:51:46AM CHN	Success	Posted	Details
<input type="checkbox"/>	3725		COBOL SQL	FAPREQRN	MOEADMIN	19/01/2015 9:59:06PM CHN	No Success	Posted	Details

[Go back to Upload CCA Schedule](#)



[Process List](#) | [Server List](#)

- 4.12 Click on 'details' link

Process List | [Server List](#)

View Process Request For

User ID: MOEADMIN x [Search] Type: [Dropdown] Last: [Dropdown] [Input] 1 Days: [Dropdown] Refresh

Server: [Dropdown] Name: [Input] [Search] Instance: [Input] to: [Input]

Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh

Process List Personalize | Find | View All | [Icons] | First 1-2 of 2 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3731		Application Engine	MOE_CCA_UPL	MOEADMIN	20/01/2015 6:51:46AM CHN	Success	Posted	Details
<input type="checkbox"/>	3725		COBOL SQL	FAPREQRN	MOEADMIN	19/01/2015 9:59:06PM CHN	No Success	Posted	Details

[Go back to Upload CCA Schedule](#)



[Process List](#) | [Server List](#)

4.13 Click on 'view log/trace' link

Process Detail

Process	
Instance	3731
Name	MOE_CCA_UPL
Run Status	Success
Type	Application Engine
Description	Upload CCA Schedule
Distribution Status	Posted
Run	Update Process
Run Control ID	1071_PRIM_1510_T1_01
Location	Server
Server	PSUNX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="checkbox"/> Delete Request <input type="radio"/> Restart Request
Date/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
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

4.14 Click on the file with extension '.log'

View Log/Trace

Report		
Report ID:	1946	Process Instance: 3731 Message Log
Name:	MOE_CCA_UPL	Process Type: Application Engine
Run Status:	Success	
Upload CCA Schedule		
Distribution Details		
Distribution Node:	CSPRD	Expiration Date: 27/01/2015
File List		
Name	File Size (bytes)	Datetime Created
AE_MOE_CCA_UPL_3731_stdout	293	20/01/2015 6:53:04.662877AM CHN
CCA_Schedule_1510_T1_1071_SR_Muda_Hashim.csv	1,007	20/01/2015 6:53:04.662877AM CHN
MOE_CCA_UPL_3731.log	1,565	20/01/2015 6:53:04.662877AM CHN
Distribute To		
Distribution ID Type	*Distribution ID	
User	MOEADMIN	
<input type="button" value="Return"/>		

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

```

Run Control Parameters
-----
Institution      : MOE01
Acad Career     : CCA1
Acad Org        : 1071
Term            : 1510
Session         : T1
Upload Full Term Data : Y
Start Date      : 2015-01-03
End Date        : 2015-03-12
Uploaded file    : CCA Schedule_1510_T1_1071_SR Muda Hashim.csv
-----

Sucesses rows
-----
Term  Subject  Catalog Nbr  Component  Class Section  Date      Start Time  End Time  Mon  Tue  wed  Thu  Fri  Sat  Sun  Facility ID  Instructor
-----
1510  ACL        GLTG         CLS        G1             2015-01-10  15.00      16.00    N   N   N   N   N   Y   N   1071_SP01   S00275749
1510  ACL        GLTG         CLS        G1             2015-01-10  15.00      16.00    N   N   N   N   N   Y   N   1071_SP01   S00288899
1510  ACL        GLTG         CLS        G1             2015-01-14  14.30      15.30    N   N   Y   N   N   N   N   1071_SP01   S00257572
1510  ACL        GLTG         CLS        G1             2015-01-24  15.00      16.00    N   N   N   N   N   Y   N   1071_SP01   S00275749

```

5 Verify Class Schedule

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

Menu

- Schedule of Classes
 - SA Integration Pack
 - Schedule of Classes
 - Upload Class Schedule
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes**
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report
 - Global Notes Table
 - Global Notes Table Report
 - Resource Queue Cleanup
 - Upload CCA Schedule
 - Assign Extra Instructors
 - Assign Extra Instructors - All
 - Review Message Log
 - 6th Form Student Timetable
- Roll Curriculum Data

Maintain Schedule of Classes

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

Find an Existing Value

Search Criteria

Academic Institution: = MOE01

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search 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.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	MOE01	🔍
Term:	=	▼	1510	🔍
Subject Area:	=	▼		🔍
Catalog Nbr:	begins with	▼		
Academic Career:	=	▼	CCA Primary	▼
Campus:	begins with	▼	1071	🔍
Description:	begins with	▼		
Course ID:	begins with	▼		🔍
Course Offering Nbr:	=	▼		🔍

Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

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 Value

Search Criteria

Academic Institution:	=	▼	MOE01	🔍
Term:	=	▼	1510	🔍
Subject Area:	=	▼		🔍
Catalog Nbr:	begins with	▼		
Academic Career:	=	▼	CCA Primary	▼
Campus:	begins with	▼	1071	🔍
Description:	begins with	▼		
Course ID:	begins with	▼		🔍
Course Offering Nbr:	=	▼		🔍

Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
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	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface	
Course ID:	001386	Course Offering Nbr:	71						
Academic Institution:	Ministry of Education, Brunei	CCA Pri							Auto Create Component
Term:	Academic Year 2015 Term 1	Sports & Games							
Subject Area:	SPR	Badminton							
Catalog Nbr:	BADM								
Class Sections Find View All First 1 of 1 Last									
*Session:	T1	Term 1	Class Nbr:	0					
*Class Section:	G1		*Start/End Date:	05/01/2015	26/03/2015				
*Component:	CLS	Class	Event ID:						
*Class Type:	Enrollment								
*Associated Class:	1	Associated Class Attributes							
*Campus:	1071	SRMH	Add Fee						
*Location:	1071	SR Muda Hashim	<input checked="" type="checkbox"/> Schedule Print						
Course Administrator:			<input type="checkbox"/> Student Specific Permissions						
*Academic Organization:	1071	SR Muda Hashim	<input type="checkbox"/> Dynamic Date Calc Required						
Academic Group:	MOE	Ministry of Education	<input checked="" type="checkbox"/> Generate Class Mtg Attendance						
*Holiday Schedule:	BRUNEI	Brunei Holiday Schedule	<input type="checkbox"/> Sync Attendance with Class Mtg						
*Instruction Mode:	IP	In Person	<input type="checkbox"/> GL Interface Required						
Primary Instr Section:	G1								
Class Topic									
Course Topic ID:		<input type="checkbox"/> Print Topic in Schedule							
Equivalent Course Group									
Course Equivalent Course Group:	<input type="checkbox"/> Override Equivalent Course								
Class Equivalent Course Group:									

5.5 Navigate to 'meetings' tab

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface	
Course ID:	001386	Course Offering Nbr:	71						
Academic Institution:	Ministry of Education, Brunei	CCA Pri							Auto Create Component
Term:	Academic Year 2015 Term 1	Sports & Games							
Subject Area:	SPR	Badminton							
Catalog Nbr:	BADM								
Class Sections Find View All First 1 of 1 Last									
*Session:	T1	Term 1	Class Nbr:	0					
*Class Section:	G1		*Start/End Date:	05/01/2015	26/03/2015				
*Component:	CLS	Class	Event ID:						
*Class Type:	Enrollment								

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.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface				
Course ID:	001386	Course Offering Nbr:	71									
Academic Institution:	Ministry of Education, Brunei											
Term:	Academic Year 2015 Term 1			CCA Pri								
Subject Area:	SPR			Sports & Games								
Catalog Nbr:	BADM			Badminton								
Class Sections Find View All First 1 of 1 Last												
Session:	T1	Term:	Term 1	Class Nbr:	0							
Class Section:	G1	Component:	Class	Event ID:								
Associated Class:	1											
Meeting Pattern Find View All First 1 of 3 Last												
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
1071_SP01			3:00PM	4:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/01/2015 10/01/2015
Building 1 SP01		Topic ID:	Free Format Topic:									
<input type="checkbox"/> Print Topic On Transcript					Contact Hours							
Instructors For Meeting Pattern Personalize Find View All First 1-2 of 2 Last												
Assignment		Workload										
ID	Name	*Instructor Role	Print	Access	Contact							
S00275749	Haji, Salinah binti	Subject	<input checked="" type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S00288899	Lee, Teo Lee	Subject	<input checked="" type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room Characteristics Personalize Find First 1 of 1 Last												
*Room Characteristic							*Quantity					
<input type="text"/>							1					

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)