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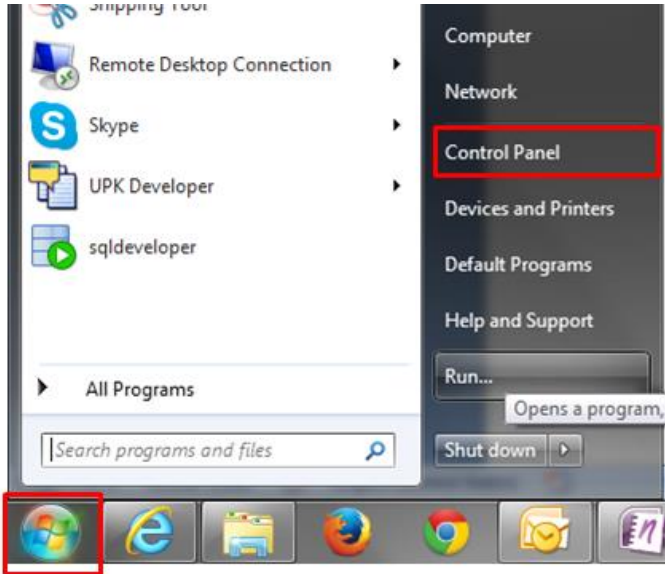
- Setup and download data source for CCA scheduling
- Create CCA scheduling data file
- Upload CCA schedule
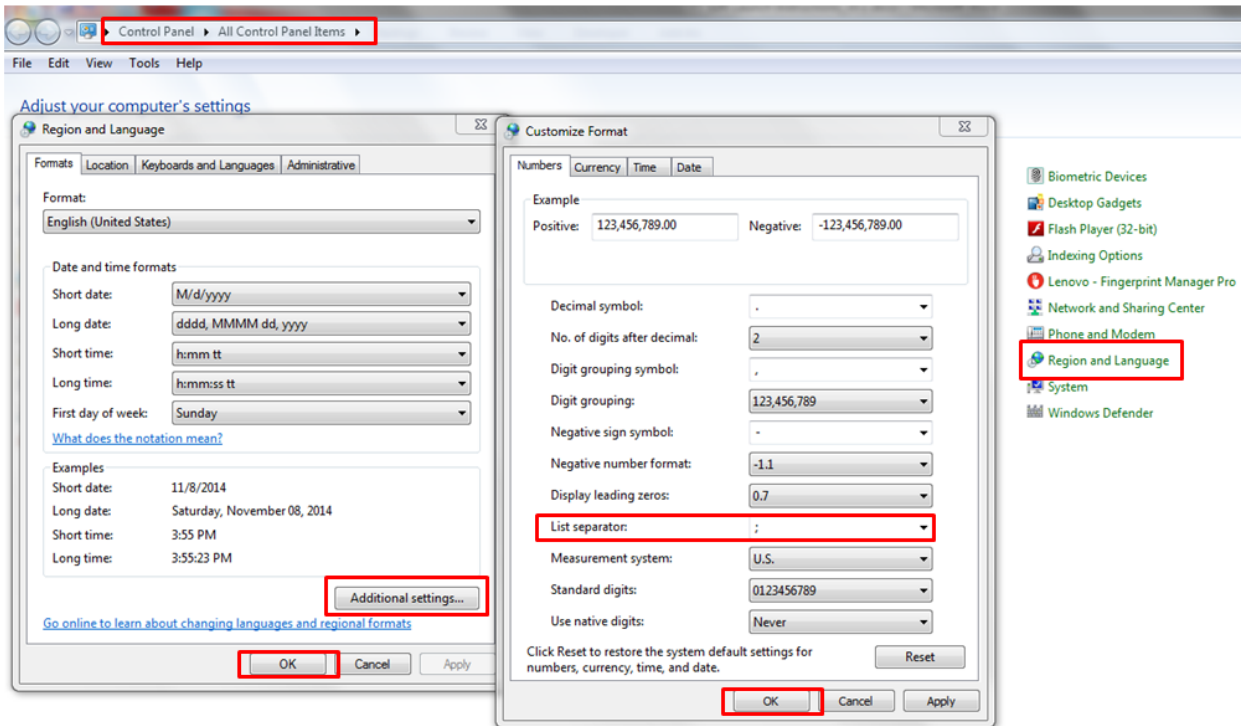- Verify CCA schedule

Table of Contents

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 [Query Name ▼] begins with [MOE_TT_CCA_SUB ✕]

[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 -- ▼]

Query					Personalize | Find | View All | 📄 | ▦	First ◄ 1 of 1 ► Last			
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: [MOE01 🔍]

Career: [CCA1 🔍]

Acad Org: [1071 🔍]

[View Results]

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

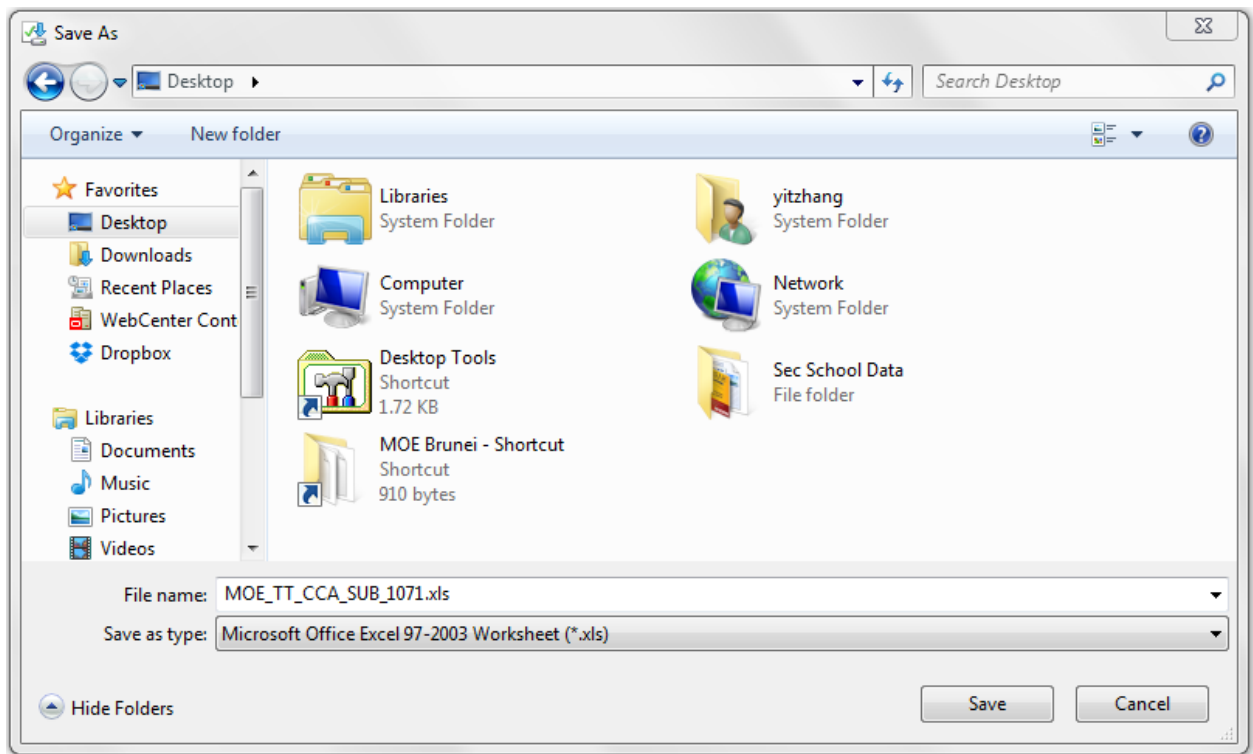2.1.6   Click View Results

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 [Query 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 ∨] begins with [MOE_TT_CCA_TCH]

[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ∨]

Query									
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: [MOE01 🔍]
Acad Org: [1071 🔍]
[View Results]
Short Description

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

2.2.6 Click View Results
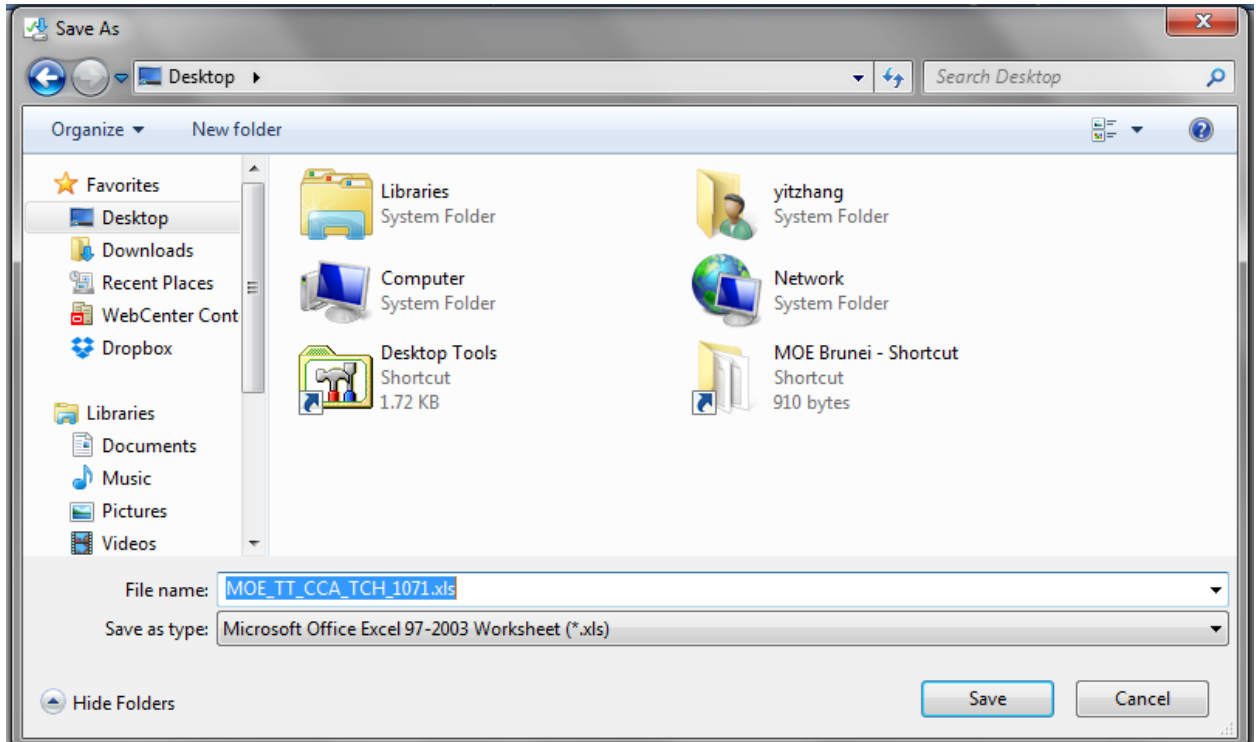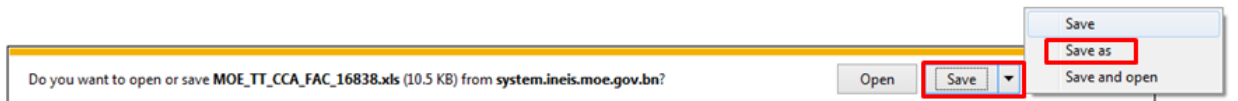
MOE_TT_CCA_TCH - CCA Class Schedule - Teacher

Institution: [MOE01 🔍]
Acad Org: [1071 🔍]
[View Results]
Short Description

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

Do you want to open or save **MOE_TT_CCA_TCH_16838.xls** (10.5 KB) from **system.ineis.moe.gov.bn**?   Open   Save ▼   Save / Save as / Save and open

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

File name: MOE_TT_CCA_TCH_1071.xls

Save as type: Microsoft Office Excel 97-2003 Worksheet (*.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   Query Name ▼   begins with   MOE_TT_CCA_FAC

Search   Advanced Search

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

2.3.5   Specify input values:
Institution: MOE01
Acad Org: (Your school code)

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

2.3.6   Click View Results

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
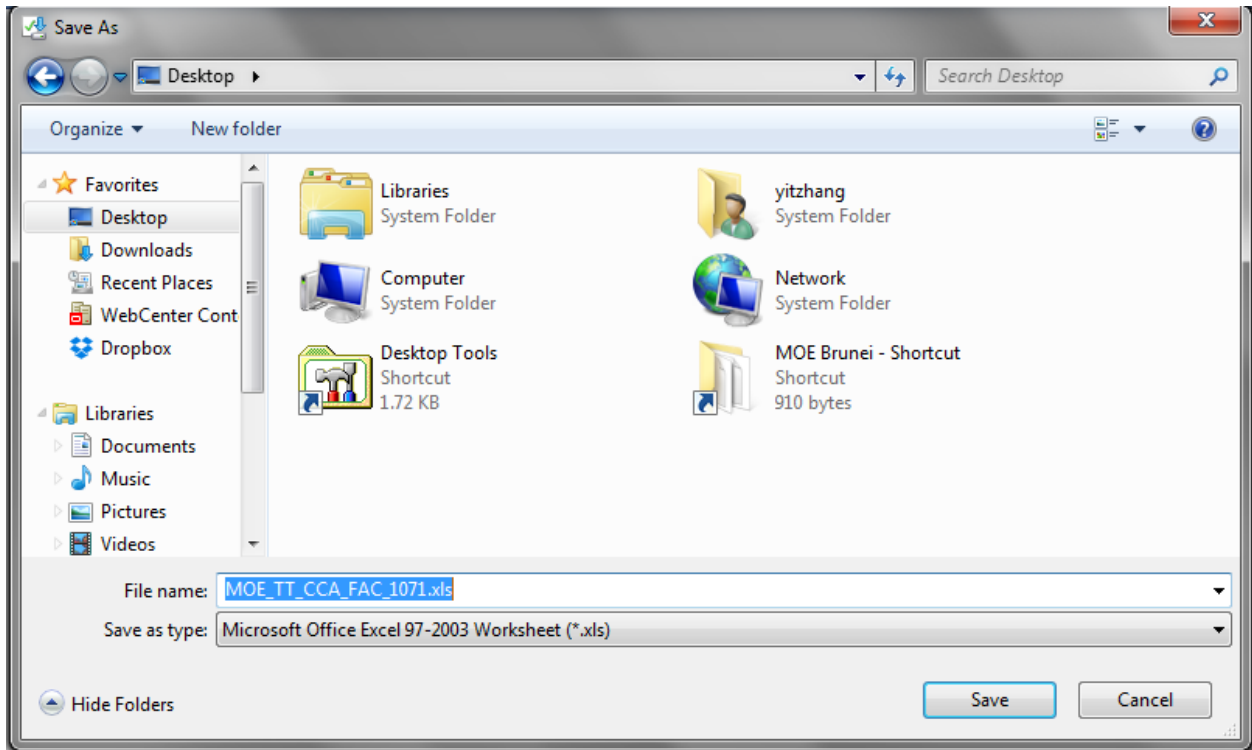
2.4   Download CCA schedule file sample
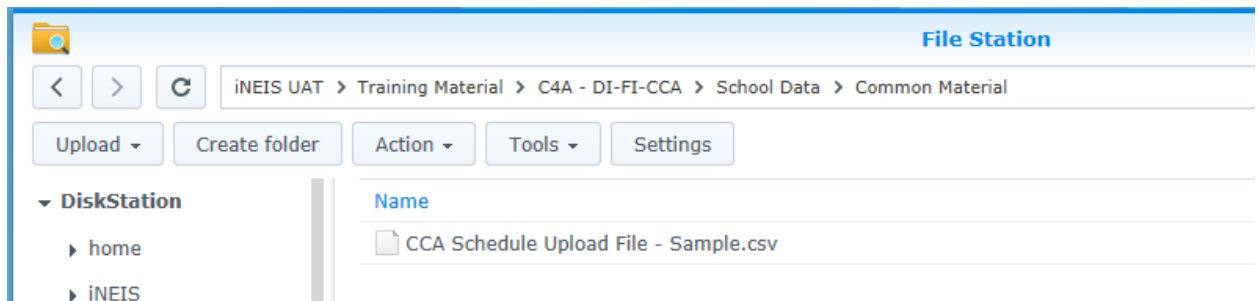
2.4.1   Go to website http://stsb.diskstation.me:5000/webman/index.cgi

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 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'

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.

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

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.

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.
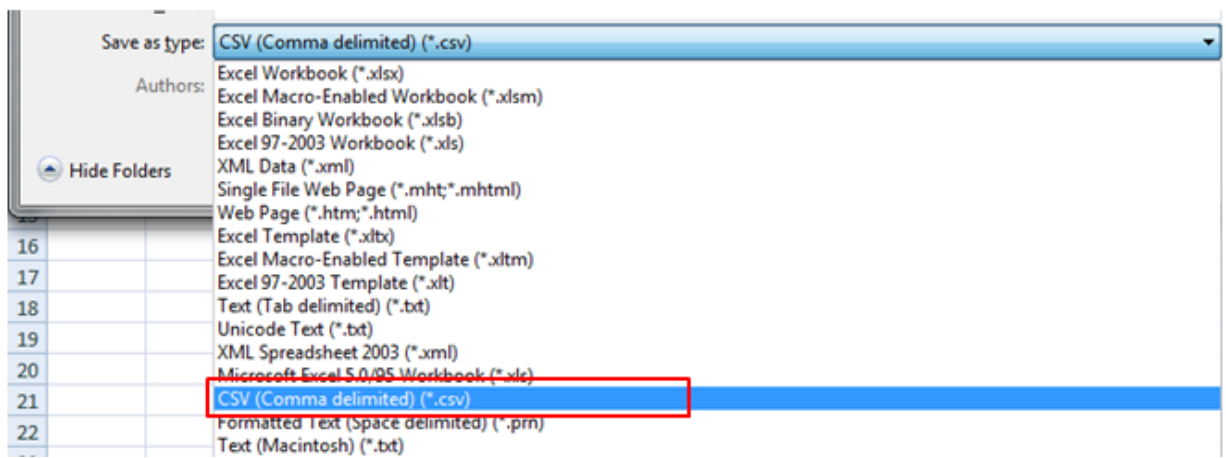
4 Upload CCA Timetable

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

4.3   Click 'Add a new value' tab

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

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

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

4.7   Upload CCA schedule file prepared in previous steps.

4.8   Click on 'run' button

Upload CCA Schedule

Run Control   1071_PRIM_1510_T1_01   Report Manager   Process Monitor | Run |
ID:

*Institution: MOE01   🔍   Ministry of Education, Brunei

*Acad   CCA1   🔍   CCA Primary
Career:
*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   CCA_Schedule_1510_T1_1071_SR_Muda_Hashim.csv | Upload File | | Delete File | | View File |
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 20/01/2015   📅
Recurrence [∨]   Run Time 6:51:46AM | Reset to Current Date/Time |
Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	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   1071_PRIM_1510_T1_01   Report Manager   Process Monitor | Run |
ID:
                                                        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'

4.12   Click on 'details' link

4.13   Click on 'view log/trace' link

Process Detail

Process

Instance 3731	Type Application Engine
Name MOE_CCA_UPL	Description Upload CCA Schedule
Run Status Success	Distribution Status Posted

Run

Run Control ID 1071_PRIM_1510_T1_01
Location Server
Server PSUNX
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
☐ Delete Request
○ Restart Request

Date/Time

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

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

[OK]   [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

[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**

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

View All   First ◄ 1 of 1 ► Last

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

5.5 Navigate to 'meetings' tab

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.