# User Guide for the Junior Lab Scheduling Software

# User Guide for the Junior Lab Scheduling Software

The Junior Lab scheduling software can be used as follows.

- Students may:

  1. Reserve time $24 \times 7$ on the equipment used for the experiments in 8.13 and 8.14.
  2. Register their choices for the main experiments they want to do.
  3. Indicate the times they can be available to make oral reports.

- In addition, staff may:

  1. Schedule and reserve time in the oral exam rooms.
  2. Prepare the calendar for the course and set up the experimental lines for the sections in the course.
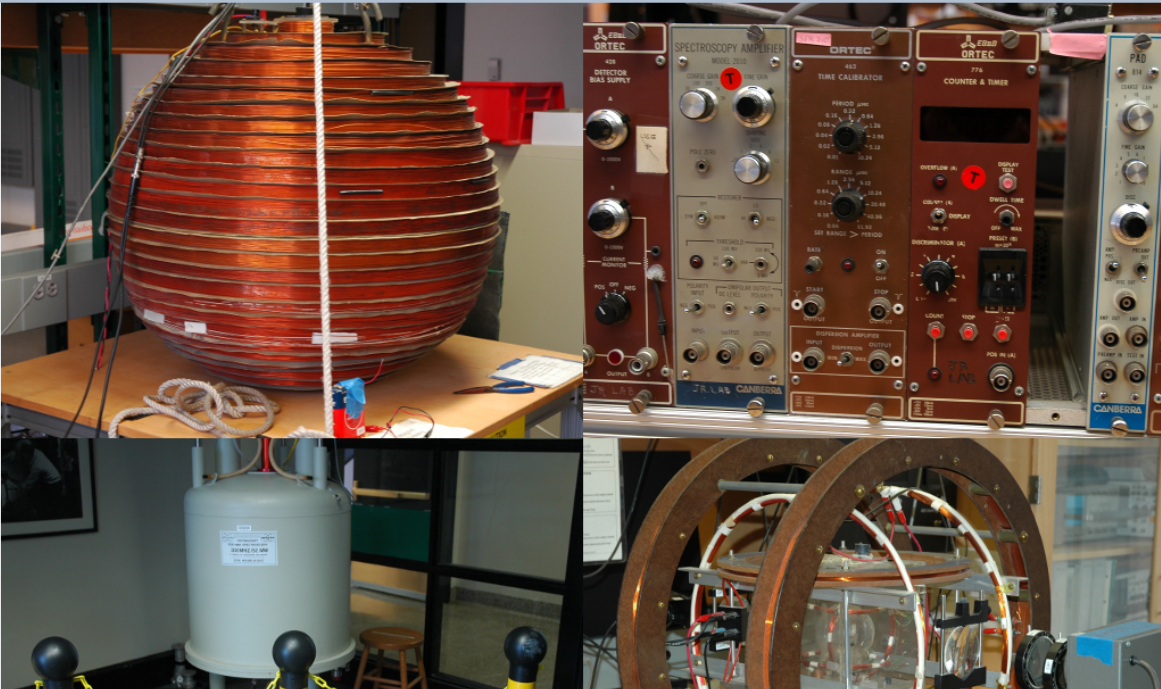
The results are stored in a *mysql* database and the software creates inserts for the relevant 8.13/8.14 course web pages.

## The Scheduling Home Page

After you log in you will start with the home page, where you may choose the activity you want. This is what students will see.
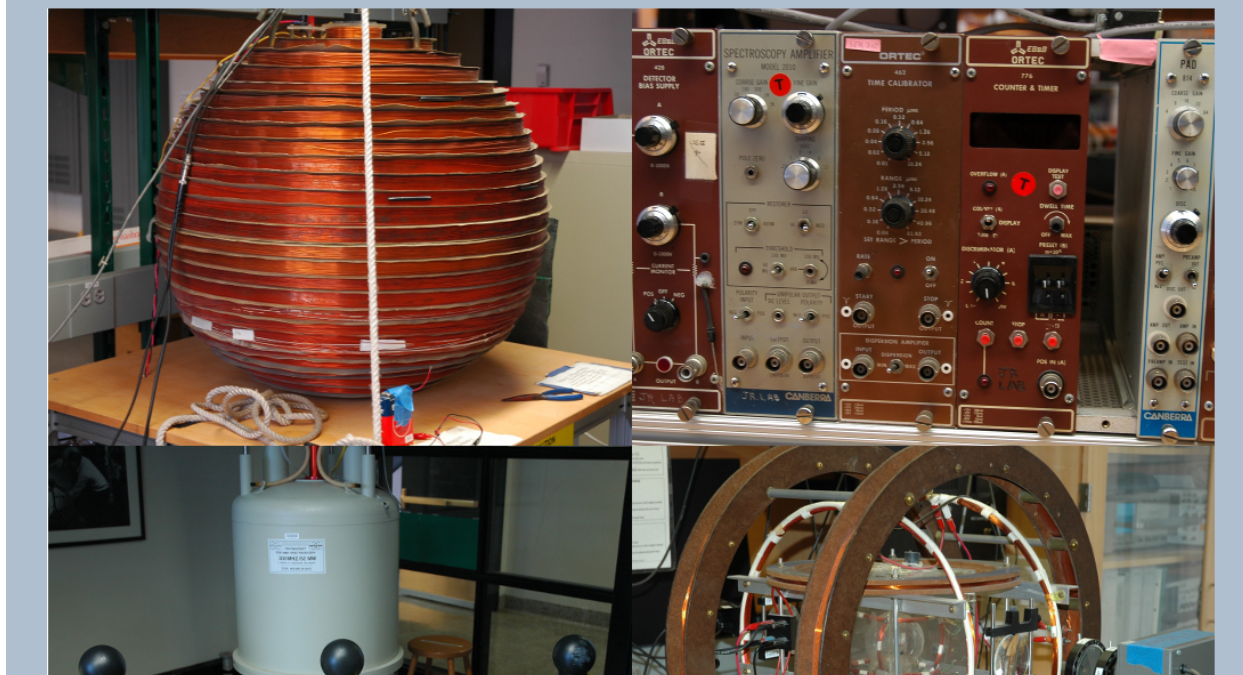


Staff will see a slightly different home page, shown at the top of the next page.

## Reserving Time on Experiments

The experiments are reserved outside of regular class hours by using the menu items to show all experiment reservations for a day that you choose or else to show all the reservations that you have made as an individual. (The neutron physics experiment is scheduled separately, using *iLab*, at `http://norbert.mit.edu/ilabServiceBroker`.)

### Show Expt Reservations for One Day:

When you choose this item, you will first first choose the experiment and date that you are interested in. The experiments are all reserved in 24 one-hour time slots throughout the day, and all reservations—including the times reserved for class periods—will be shown. Students will see a list like the one below.



Placing the mouse pointer over a reservation, will open a label to say who made the reservation. Choosing the checkbox for an unscheduled time will reserve it (for the user who is logged in) when the "Schedule/Cancel..." button is clicked. Choosing the checkbox for a scheduled time and clicking the same button will cancel the reservation. Students may only cancel their own reservations.

The window below is what staff will see; all of the reserved times will have checkboxes.

**21-cm Radio Astrophysics Schedule**

Experiment: [ 21-cm Radio Astrophysics ▲▼ ]   Year: [ 2010 ▲▼ ]   Month: [ Mar ▲▼ ]   Day: [ 29 ▲▼ ]   ( Show Selected Day )   ( Return to Home Page )

**Reservations for Mon, Mar 29, 2010**

| | | | | | |
|---|---|---|---|---|---|
| ☐ 00:00 empty | ☐ 01:00 empty | ☐ 02:00 empty | ☐ 03:00 empty | ☐ 04:00 empty | ☐ 05:00 empty |
| ☐ 06:00 empty | ☐ 07:00 empty | ☐ 08:00 empty | ☐ 09:00 class | ☐ 10:00 class | ☐ 11:00 class |
| ☐ 12:00 empty | ☐ 13:00 empty | ☐ 14:00 class | ☐ 15:00 class | ☐ 16:00 class | ☐ 17:00 reserved |
| ☐ 18:00 reserved | ☐ 19:00 reserved | ☐ 20:00 reserved | ☐ 21:00 reserved | ☐ 22:00 reserved | ☐ 23:00 reserved |

( Schedule/Cancel Checked Times )   ( Return to Home Page )

Staff who check to reserve a time will be reserving it in their own name. Users without passwords are not allowed to make or cancel reservations.

**Show My Experiment Reservations:**
Students who choose this item will see a list of all the reservations they have made for the experiment they select. They may use the checkboxes to cancel any of their reservations. They will also see a second list of all of the reservations made by their lab partner, but only the partner or a staff member may cancel the partner's reservations.

**Pulsed NMR: Spin Echoes Reservations**

Experiment: [ Pulsed NMR: Spin Echoes ▲▼ ]   ( Show Selected Experiment )   ( Return to Home Page )

**Your reservations, Candice Murray:**

| | | | | | |
|---|---|---|---|---|---|
| ☐ 02/10/2010 12:00 | ☐ 02/17/2010 13:00 | | | | |

( Click to Delete the Checked Reservations )   ( Return to Home Page )

**Also, your partner Todd Mooring has reserved:**

| | | | | | |
|---|---|---|---|---|---|
| 02/10/2010 13:00 | 02/17/2010 12:00 | | | | |

The above view is the one seen by students. Staff will see a view like the one below.

**21-cm Radio Astrophysics Reservations**

Experiment: [ 21-cm Radio Astrophysics ▲▼ ]   ( Show Selected Experiment )   ( Return to Home Page )

**Your class's reservations:**

| | | | | | |
|---|---|---|---|---|---|
| ☐ 02/10/2010 13:00 | ☐ 03/29/2010 17:00 | ☐ 03/29/2010 18:00 | ☐ 03/29/2010 19:00 | ☐ 03/29/2010 20:00 | ☐ 03/29/2010 21:00 |
| ☐ 03/29/2010 22:00 | ☐ 03/29/2010 23:00 | ☐ 03/30/2010 00:00 | ☐ 03/30/2010 01:00 | ☐ 03/30/2010 02:00 | ☐ 03/30/2010 03:00 |
| ☐ 03/30/2010 04:00 | ☐ 03/30/2010 05:00 | ☐ 03/30/2010 06:00 | ☐ 03/30/2010 07:00 | ☐ 03/31/2010 12:00 | ☐ 03/31/2010 13:00 |
| ☐ 04/01/2010 12:00 | ☐ 04/01/2010 13:00 | | | | |

( Click to Delete the Checked Reservations )   ( Return to Home Page )

In this case all of the reservations made by students and staff will be shown, and putting the mouse pointer over a reservation will show who made it. As you can see in this example, someone scheduled an overnight run for the radio telescope. (Times set aside for the class periods are not shown.)

# Oral Exam Scheduling

There are two items in the top menu row that staff may use to schedule oral exams. One will show the orals scheduled for a day that you choose. The other will show all the oral exams that have been scheduled for the current term. The `Schedule Oral Reports` tab will open a window like the one below.

## Oral Exam Schedule

Year: 2010 ▼   Month: Oct ▼   Day: 20 ▼   ( Show Selected Day )   ( Return to Home Page )

**Orals in 4-358 for Wed, Oct 20, 2010**

| | | | |
|---|---|---|---|
| 08:00 empty | 08:30 empty | 09:00 empty | 09:30 empty |
| 10:00 empty | 10:30 empty | 11:00 empty | 11:30 empty |
| 12:00 empty | 12:30 empty | 13:00 empty | 13:30 empty |
| 14:00 empty | 14:30 empty | ☐ 15:00 reserved | 15:30 empty |
| 16:00 empty | 16:30 empty | ☐ 17:00 reserved | 17:30 empty |
| 18:00 empty | 18:30 empty | 19:00 empty | 19:30 empty |
| 20:00 empty | 20:30 empty | 21:00 empty | 21:30 empty |

( Schedule/Cancel Chosen Times )   ( Return to Home Page )

**Orals in 4-360 for Wed, Oct 20, 2010**

| | | | |
|---|---|---|---|
| 08:00 empty | 08:30 empty | 09:00 empty | 09:30 empty |
| 10:00 empty | 10:30 empty | 11:00 empty | 11:30 empty |
| 12:00 empty | 12:30 empty | 13:00 empty | 13:30 empty |
| ☐ 14:00 reserved | ☐ 14:30 reserved | ☐ 15:00 reserved | ☐ 15:30 reserved |
| ☐ 16:00 reserved | ☐ 16:30 reserved | ☐ 17:00 reserved | 17:30 empty |
| 18:00 empty | 18:30 empty | 19:00 empty | 19:30 empty |
| 20:00 empty | 20:30 empty | 21:00 empty | 21:30 empty |

( Schedule/Cancel Chosen Times )   ( Return to Home Page )

**Orals in annex for Wed, Oct 20, 2010**

| | | | |
|---|---|---|---|
| 08:00 empty | 08:30 empty | 09:00 empty | 09:30 empty |
| 10:00 empty | 10:30 empty | 11:00 empty | 11:30 empty |
| 12:00 empty | 12:30 empty | 13:00 empty | 13:30 empty |
| 14:00 empty | 14:30 empty | 15:00 empty | 15:30 empty |
| 16:00 empty | 16:30 empty | 17:00 empty | 17:30 empty |
| 18:00 empty | 18:30 empty | 19:00 empty | 19:30 empty |
| 20:00 empty | 20:30 empty | 21:00 empty | 21:30 empty |

( Schedule/Cancel Chosen Times )   ( Return to Home Page )

The five weekdays may be scheduled in 28 half-hour time slots between 8:00 AM and 10:00 PM. If a slot has not been reserved it will say "empty" in green letters. There is also a small text field that you may use to reserve the time (see below). Reserved slots will say "reserved" in letters of a color that depends on the class section. If you place the mouse pointer over a scheduled time, a small label will open to tell you the name and section of the student the time is reserved for. You may cancel a reservation by selecting the appropriate checkbox and then clicking the "Schedule/Cancel..." button.

To make a reservation, type the 'KEY' number for the student you want to make the reservation for into the text field of the time slot you want to reserve. Normally, you should reserve two adjacent time slots for the two partners on an experiment so that they may attend each other's presentation. If students and staff for the section have provided their available times (see page 7) then you may use the "Show Suggested Oral Times" item on the home page to see what times are possible for each team. If you want the table to indicate (by a different color) that a WAC instructor will also attend the exam, enter the negative of the student's KEY.

You may list the keys for students and their partners for all the sections of the class by clicking the left item of the third menu bar on the home page. If you right-click this to open it in a separate browser window you may size the window and keep it to one side for reference as you type the student keys to reserve the times. You may also make and download a spreadsheet (tab separated values) of the partners and keys. The listing for 8.14 in the spring of 2010 is shown below.

## Lab Partners and Keys for All Sections (Spring2010)

**Spring2010, Section: MW-AM**

| STUDENT | KEY | PARTNER | KEY |
|---------|-----|---------|-----|

**Spring2010, Section: MW-PM**

| STUDENT | KEY | PARTNER | KEY |
|---------|-----|---------|-----|
| Caroline Figgatt | 111 | No Partner | 10000 |
| Nicholas Hunter-Jones | 115 | Ryan Foote | 112 |
| Candice Murray | 121 | Todd Mooring | 120 |
| David Zou | 127 | Shawn Westerdale | 126 |

**Spring2010, Section: TR-AM**

| STUDENT | KEY | PARTNER | KEY |
|---------|-----|---------|-----|
| Jennifer French | 113 | Zachary Addison | 107 |
| David Kelley | 116 | Emma Tolley | 125 |

**Spring2010, Section: TR-PM**

| STUDENT | KEY | PARTNER | KEY |
|---------|-----|---------|-----|
| Fernando Aponte | 108 | Ashley Perko | 122 |
| Philip Engel | 109 | No Partner | 10000 |
| Lin Fei | 110 | Thomas Roxlo | 123 |
| Nathaniel Thomas | 124 | Raghu Mahajan | 117 |
| Christopher Miles | 119 | Frederick Mako | 118 |

( Spreadsheet? )     ( Return to Home Page )

Students and staff will see the same information for orals scheduled for a selected day, but students will see only orals scheduled for themselves or their partner under the "Show All..." menu item. They cannot schedule or cancel orals.

Staff members can see orals scheduled for the entire class, a section at a time. I entered the orals scheduled after November 1, 2009 for Prof. Matthews' section as an example.

### Scheduled Orals for Section TR-AM (Fall2009)

Section: TR-AM ⬍  (Change Section)  (Return to Home Page)

**The scheduled orals for Kai Cao and Sunshine Zhou in the Fall2009 term are:**

| | | | |
|---|---|---|---|
| ☐ 12/04/2009 16:30 in 4-360 | ☐ 12/04/2009 17:00 in 4-360 | ☐ 12/02/2009 10:30 in 4-360 | ☐ 12/02/2009 11:00 in 4-360 |
| ☐ 11/30/2009 14:30 in 4-360 | ☐ 11/30/2009 15:00 in 4-360 | ☐ 11/23/2009 11:00 in 4-360 | ☐ 11/23/2009 11:30 in 4-360 |

**The scheduled orals for Fangfei Shen and Tucker Chan in the Fall2009 term are:**

| | | | |
|---|---|---|---|
| ☐ 12/03/2009 11:00 in 4-358 | ☐ 12/03/2009 11:30 in 4-358 | ☐ 11/30/2009 11:00 in 4-358 | ☐ 11/30/2009 11:30 in 4-358 |
| ☐ 11/25/2009 10:30 in 4-360 | ☐ 11/25/2009 11:00 in 4-360 | ☐ 11/09/2009 10:30 in 4-360 | ☐ 11/09/2009 11:00 in 4-360 |

**The scheduled orals for Jeffrey Xing and Philip Engel in the Fall2009 term are:**

| | | | |
|---|---|---|---|
| ☐ 12/03/2009 12:00 in 4-358 | ☐ 12/03/2009 12:30 in 4-358 | ☐ 12/02/2009 15:30 in 4-360 | ☐ 12/02/2009 16:00 in 4-360 |
| ☐ 11/02/2009 15:30 in 4-358 | ☐ 11/02/2009 16:00 in 4-358 | | |

**The scheduled orals for Brayden Ware and David Reens in the Fall2009 term are:**

| | | | |
|---|---|---|---|
| ☐ 12/02/2009 14:30 in 4-360 | ☐ 12/02/2009 15:00 in 4-360 | ☐ 11/23/2009 12:00 in 4-360 | ☐ 11/23/2009 12:30 in 4-360 |
| ☐ 11/09/2009 14:30 in 4-360 | ☐ 11/09/2009 15:00 in 4-360 | | |

(Click to Delete the Checked Reservations)  (Return to Home Page)

The time and place are normally shown in the color for the section, latest ones first. If the color is turquoise (or whatever your browser renders it as), it indicates that a WAC instructor is also scheduled to attend.

**Enter Possible Oral Times:**

All students and staff should fill out this form to indicate times outside of regular class times that they can be available for an oral report on an experiment. On choosing "Enter Possible Oral Times" they will see this form.

## Oral Schedule Possibilities

### For David Litster

For each weekday, select time preferences for your oral examinations on that day of the week. For Wednesday you may copy Monday and then modify what you copied; also, for Thursday you may copy Tuesday and then modify what you copied.

### Monday

(Return to Home Page)   (Submit Preferences)

| 08:00 Impossible | 08:30 Impossible | 09:00 Impossible | 09:30 Impossible |
| 10:00 Impossible | 10:30 Impossible | 11:00 Impossible | 11:30 Impossible |
| 12:00 Impossible | 12:30 Impossible | 13:00 Impossible | 13:30 Impossible |
| 14:00 Impossible | 14:30 Impossible | 15:00 Impossible | 15:30 Impossible |
| 16:00 Impossible | 16:30 Impossible | 17:00 Impossible | 17:30 Impossible |
| 18:00 Impossible | 18:30 Impossible | 19:00 Impossible | 19:30 Impossible |
| 20:00 Impossible | 20:30 Impossible | 21:00 Impossible | 21:30 Impossible |

### Tuesday

(Return to Home Page)   (Submit Preferences)

| 08:00 Impossible | 08:30 Impossible | 09:00 Impossible | 09:30 Impossible |
| 10:00 Impossible | 10:30 Impossible | 11:00 Impossible | 11:30 Impossible |
| 12:00 Impossible | 12:30 Impossible | 13:00 Impossible | 13:30 Impossible |
| 14:00 Impossible | 14:30 Impossible | 15:00 Impossible | 15:30 Impossible |
| 16:00 Impossible | 16:30 Impossible | 17:00 Impossible | 17:30 Impossible |
| 18:00 Impossible | 18:30 Impossible | 19:00 Impossible | 19:30 Impossible |
| 20:00 Impossible | 20:30 Impossible | 21:00 Impossible | 21:30 Impossible |

### Wednesday

(Return to Home Page)   (Copy Monday)   (Submit Preferences)

| 08:00 Impossible | 08:30 Impossible | 09:00 Impossible | 09:30 Impossible |
| 10:00 Impossible | 10:30 Impossible | 11:00 Impossible | 11:30 Impossible |

This form has five tables to indicate possible times for each weekday (the figure above shows only Monday, Tuesday, and the top for Wednesday).

There are 20 half-hour time slots for each day. For each slot you have three choices: Impossible, Possible, or Preferred; the default for each is Impossible. When you click the "Submit Preferences" button your choices will be entered into the database and the form will display them.

For students, times are shown in green if the faculty instructor for the section has indicated his/her availability for them; otherwise they are orange.

As Monday/Wednesday and Tuesday/Thursday schedules are often similar, a short cut allows you to fill out your Monday availability and then click the "Copy Monday" button above the Wednesday table. This will enter your choices into the database, except a copy of your Monday choices will be entered for Wednesday and dislayed on the form. You can then edit this Wednesday table to correct any differences between the two days. Similar copying is possible for the Tuesday to Thursday table.

Each slot is given a score, 0 for Impossible, 1 for Possible, and 2 for Preferred.

If your schedule changes, you can modify any of your preferences later and the database will be updated.

**Suggested Oral Times:**
To provide help in scheduling oral exams, staff members may see a table of times that could work. It is based on the information that the participants have entered for possible times. Clicking the "Show Suggested Oral Times" menu item will open the window on the next page.

The first time you click "Suggest Times" after changing the Term or the Section, a table of available times will not be calculated; that is to give a chance to choose the student team you want from the new list.

The figure on the next page shows an example.

## Suggested Oral Times

### For section MW-AM (10 teams, David Litster/John Barrett)

Term: [ Fall2010 ▲▼ ]    Section: [ MW–AM ▲▼ ]    Faculty: [ David Litster ▲▼ ]

Include WAC Instructor: [ None ▲▼ ]    Grad TA: [ John Barrett ▲▼ ]

Team: [ Jessica Ruprecht + Simone Agha ▲▼ ]    Jessica Ruprecht ☑    Simone Agha ☑

Spreadsheet of Section? ☐    ( Return to Home Page )    ( Suggest Times )

### Monday:

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Includes David Litster, John Barrett, Jessica Ruprecht, Simone Agha | | | | | | |

### Tuesday:

| | | | | | | |
|---|---|---|---|---|---|---|
| 08:00 (4) | 08:30 (4) | 09:00 (5) | | | | |
| | | | | | | |
| | | 16:00 (5) | 16:30 (6) | 17:00 (5) | 17:30 (5) | |
| | | | | | | |
| Includes David Litster, John Barrett, Simone Agha | | | | | | |

### Wednesday:

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | 12:30 (4) | | | | |
| | | 16:00 (4) | | | | |
| | | | | | | |
| Includes David Litster, John Barrett, Simone Agha | | | | | | |

### Thursday:

| | | | | | | |
|---|---|---|---|---|---|---|
| 08:00 (4) | 08:30 (4) | 09:00 (5) | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Includes David Litster, John Barrett, Simone Agha | | | | | | |

### Friday:

| | | | | | | |
|---|---|---|---|---|---|---|
| 08:00 (4) | 08:30 (4) | 09:00 (4) | 09:30 (3) | | | 11:00 (4) |
| 11:30 (4) | 12:00 (4) | 12:30 (4) | 13:00 (4) | | | |
| | | 16:00 (4) | 16:30 (4) | 17:00 (4) | 17:30 (4) | |
| | | | | | | |
| Includes David Litster, John Barrett, Simone Agha | | | | | | |

Spreadsheet is http://localhost/jlab/tmp/MW-AMsuggestions.xls

The computer assumes initially that the graduate TA, faculty instructor and both student team members must attend the oral. There is an option to include the section's WAC instructor, and you may also choose which of the five possible people you want to attend, or exclude from attending, the oral. This allows you to see the possibile times for just one individual if you wish. Impossible time slots will be empty. Possible times will be filled and include a numerical score for each; the score is the sum of the preference scores (1 = Possible, 2 = Preferred) for each of those who should attend the oral.

If the database does not have the availability information for someone expected to attend, they will be omitted from the calculation. The last line of the table for each weekday lists the names of those whose schedules were considered in filling in the table.

Checking the box after "Spreadsheet of Section?" will make a spreadsheet that you can download; it will have the results for all students in the section, including a column that indicates those whose schedules were considered for each day.

## Assigning Experiment Lines:

Once the teams have been formed and partners entered into the *students* table of the database, it will be time to schedule the four main experiments each team will do. Several tools are available to help. The students may enter their rank-ordered preferences into the database using this form.



**Experiment Preferences**

**For Xi Chen and Candice Murray**

Enter numerical preferences for your top eight experiments, with 1 being the greatest preference.

| | |
|---|---|
| | 21-cm Radio Astrophysics |
| | Atomic Spectroscopy |
| 6 | Compton Scattering |
| 1 | Cosmic-Ray Muons |
| | Franck-Hertz |
| 5 | Johnson/Shot Noise |
| | Neutron Physics |
| 2 | Pulsed NMR: Spin Echoes |
| | QM of Alpha Decay |
| 3 | Relativistic Dynamics |
| 4 | Rutherford Scattering |

( Click to Submit Preferences )   ( Return to Home Page )

Either partner may enter the preferences. They do not have to enter eight preferences; if they stop at six, the others will be left blank. They will not be rank-ordered, but you can probably assume they are all worse than a sixth choice.

The choices are displayed by clicking the "Show Experiment Preferences" menu item. I entered some choices (not the real ones) for six of the teams in my Fall 2009 section as an example.

**Experiment Preferences**

**Section MW-AM, Fall2009**

Term: Fall2009 ⇅    Section: MW-AM ⇅    Spreadsheet? ☐    ( Return to Home Page )    ( Show Preferences )

| TEAM | FIRST | SECOND | THIRD | FOURTH | FIFTH | SIXTH | SEVENTH | EIGHTH |
|------|-------|--------|-------|--------|-------|-------|---------|--------|
| Davis+Haouzi | Neutron Physics | 21-cm Radio Astrophysics | Cosmic-Ray Muons | Rutherford Scattering | Compton Scattering | Johnson/Shot Noise | | |
| Daum+Burkard | 21-cm Radio Astrophysics | Neutron Physics | Cosmic-Ray Muons | Rutherford Scattering | Compton Scattering | | | |
| Murray+Chen | Cosmic-Ray Muons | Pulsed NMR: Spin Echoes | Relativistic Dynamics | Rutherford Scattering | Johnson/Shot Noise | Compton Scattering | | |
| Garcia+Ramirez | 21-cm Radio Astrophysics | Neutron Physics | Cosmic-Ray Muons | QM of Alpha Decay | Compton Scattering | Relativistic Dynamics | Atomic Spectroscopy | |
| Figgatt+Mays | Rutherford Scattering | Cosmic-Ray Muons | Compton Scattering | Franck-Hertz | Relativistic Dynamics | Neutron Physics | 21-cm Radio Astrophysics | Pulsed NMR: Spin Echoes |
| Waldman-Brown+Westerdale | Neutron Physics | 21-cm Radio Astrophysics | Cosmic-Ray Muons | Relativistic Dynamics | Rutherford Scattering | Franck-Hertz | | |

Spreadsheet is http://localhost/jlab/tmp/MW-AMprefs.xls

If you check the "Spreadsheet?" check box, a spreadsheet will be created and a link so you can download it will appear below the table. What you do with this information will require some judgement. Once you have figured out the assignments, you enter them into the database using "Schedule Experiment Lines" menu item:

**Schedule Experimental Lines (Fall2009)**

Section: MW-AM ⇅    ( Return to Home Page )    Spreadsheet? ☑    ( Schedule/Cancel Chosen Times )

Section MW-AM, Fall2009:

| EXPERIMENT | First Period | Second Period | Third Period | Fourth Period |
|------------|--------------|---------------|--------------|---------------|
| QM of Alpha Decay | ☐ assigned | available | available | available |
| Atomic Spectroscopy | available | available | available | available |
| Compton Scattering I | available | ☐ assigned | 10 available | available |
| Compton Scattering II | available | available | available | available |
| Relativistic Dynamics | available | available | available | 10 available |
| Franck-Hertz I | available | available | available | available |
| Franck-Hertz II | available | available | available | available |
| Cosmic-Ray Muons | ☐ assigned | ☐ assigned | ☐ assigned | ☐ assigned |
| Neutron Physics | ☐ assigned | ☐ assigned | ☐ assigned | ☐ assigned |
| Pulsed NMR: Spin Echoes | available | 10 available | available | available |
| Johnson/Shot Noise | available | available | available | available |
| Rutherford Scattering | 10 available | available | ☐ assigned | ☐ assigned |
| 21-cm Radio Astrophysics | ☐ assigned | ☐ assigned | ☐ assigned | ☐ assigned |
| X-Ray Physics | available | available | available | available |

Spreadsheet is http://localhost/jlab/tmp/MW-AMlines.xls

Make an assignment by typing in the KEY of either of the partners. To cancel an assignment, check the box. Students have a menu item on the student version of the home page to view the assignments, and the data are also used to make an html insert for the course 'Experimental Lines' web page.

The software will try to keep you from making silly mistakes, such as scheduling a team for two different experiments during the same period or scheduling the same experiment for the team in two different periods.

Check the "Spreadsheet?" check box before clicking the "Schedule/Cancel Chosen Times" button if you want a spreadsheet of the assignments you have made for the section. (The spreadsheet will include the changes you made just before clicking the button.)

**Logging in and Out:**
Your user (login) name will be the same as your Kerberos user name for Athena. Initially you will not have a password (i.e., it will be an empty string). Choose one that is NOT your Athena password; you will need a password before you can can reserve time on the experiments and do most of the other things in the scheduling software.

To log out, click the 'Logout' menu item. That will open up an alert window inviting you to log in again; just click the 'Cancel' button. The computer will automatically log you out if you have been inactive for about 15 minutes after logging in.

The URL to log in is `http://jlvideo-2.mit.edu/jlab/index.php`