



STUDENTS COME AND GO

MAKE EDUCATION FLEXIBLE USE SCAGO (AND ROSTERTOOL)

- Students Come And Go (Scago) offers full control over the enrollment proces of *a//* your students.
- You can also fully manage the enrollment process of exchange students. Incoming and outgoing.
- Just turn the buttons, let students do the work and keep track of all of them. Home and abroad.
- If you let SCAGO handle *a//* enrollments, the Rostertool can create automated time schedules and deploy them for a specific period. If students follow many different modules, creating a roster by hand takes too much time.
- Next the Rostertool.nl can easily manage all changes in your roster, replace a lecturer who is sick, change a room, look for available time slots on another day, etc. And of course, all clashes are avoided (also for students).

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Abstract

Students Come And GO (SCAGO) is a professional online enrollment application for higher education, and vocational education. In fact it can be used by for all types of enrollments; but the advanced features become clear if the enrollment process is more complex, for example if students can choose what courses they want to follow.

The online application gives organizations full control over the registration and the enrollment process. Clear overviews make it easy to see if students meet all requirements, necessary to enroll for a course, minor or an internship.

At registration of students and partner universities, a lot of information is asked for and stored in SCAGO, like full name, transcript of records, emergency information, whether housing should be arranged, and so on.

There are many criteria, that can be set by the administrator of an institute. For example: when a student fills out the registration form, the e-mail address must have a domain-extension that belongs to your own university, or one of the partner universities (like@hva.nl; or@student.rocab.nl, etc.). If not, the registration is not blocked, but the student has to provide additional information of the institute he/she is coming from. This makes it possible for employees of the international offices to judge in a later phase whether this university will be accepted as a partner (so the student can enroll).

The collection documents that is required, can be set by the admin. Common documents required for students coming from abroad are: copy of health insurance, transcript of records, Erasmus forms, copy of ID, etcetera. Throughout the enrollment, SCAGO offers tools to follow the progress in time.

After the enrollment SCAGO offers a lot of tools to closely follow the students progress during the semester. For each unit (a course) a set of required actions can be defined beforehand: assessment in week 3, exam in week 12, etc.

SCAGO can also be connected to the professional planning and roster tool of IRP: based on all enrollments, availability and skills of teachers and the availability of rooms, a complete roster is generated. After this process, the roster can be entered in the roster tool, where planned courses (timeslot, students, teacher and rooms) can easily be altered. The roster tool, in Dutch called Roostertool, looks for other timeslots where all resources are available.

In this document we use "Roostertool", because that is the name we gave our roostertool, the website has the same name (Roostertool.nl).

Note:

sometimes we use he, where you can also read she, or the other way around.

If we use the word university, we also mean other courses (like hogeschool, mbo, etc).

1. Introduction

In this document we focus on the enrollment of international students, because these functionalities are more extensive than those for the enrollment of your own students or students that come from another university in the same country. SCAGO can very well be used for the enrollment of all your students. In fact, we encourage to do so, as it will bring you great advantages in planning (see last chapters and check the manual of the roostertool.nl).

The description below mainly focuses on the role of the admin and the management of a faculty. There are many more roles in the system (mentor, partners, commercial companies, etc).

2. Students

Students mainly enroll for the courses/minors of their home institutes, or a university in the same country (country extension of the email is probably@.....nl). SCAGO can very well facilitate this process. In comparison to the enrollment of foreign students, this process is relatively easy, as it is not necessary to ask for a lot of additional information.

Generally, exchange students already know who the foreign partners of their home institutions are, so they know to which countries they could travel to follow a minor, course, or do an internship or project. If a student from ITCarlow creates an account at the IT-faculty of the University for Applied Sciences HvA in Amsterdam he is immediately recognized as a student from itcarlow.ie, because a new account has to be created with the e-mail address of his home university. If the e-mail domain is not recognized, a student can choose from a list of partners. Since both organizations (ITCarlow-HvA) have a contract, the students from ITCarlow can go directly to enrollments, without having the university being approved first.

Although SCAGO was primarily developed for exchange students. It can easily be used for the enrollment of all students. It is possible to give groups of students priority. These priorities can be assigned to a (known) group of students, or be determined at enrollment by the e-mail domain (for example @hva.nl: first, second or last).

The students coming from a partner University see immediately what the minors, courses and projects or internships are open for enrollment. However, in many cases the students first have to meet all obligations: like completing their profile and uploading all required files.

An example of a student's profile is printed on the next page. Please note that the requested information can easily be changed by the admin, as well as the set of files that have to be uploaded.

3. Partners

In SCAGO there are two types of partners: Universities and (commercial) companies. These two types have a lot in common: address, website, contact information, etc. and they both have to provide one or more contact-persons.

In SCAGO:

- Companies [C] offer internships and sometimes they offer guest lectures.
- Universities [U] have a contract, offer education and sometimes guest lectures.

Both have to make an account and leave detailed information. Subsequently an admin of SCAGO has to accept the partner, before the partner can fully use the system.

[C] A company can now create an internship: upload a company logo, fill out a title, a lead text, a full description, and leave contact information for this specific internship. A company can also provide information on the guest lecture(s) they could provide.

[U] A university is mainly in the system to be "recognized" if one of their students makes an account and wants to enroll. Most institutes have their own partners with whom they exchange students.

Below: example of two internships (Dutch) of a company. Internships are not automatically published on the website, they have to be approved by the internship manager.

The screenshot shows the 'Stages' interface in SCAGO. At the top, there are navigation menus for 'Netwerk', 'Inschrijvingen', 'Instellingen', 'Stagebank HBO-ICT', and 'Stages'. The user 'Jo Lahaye' is logged in. The main content area displays a table of internships with columns for 'Actief', 'Mag gepubliceerd worden', 'Publicatiestatus', 'Titel', 'Bedrijf', 'Contactpersoon', and 'Acties'. Two internships are listed, both with a status of 'Gepubliceerd 25-11-2016 13:37'. The first internship is titled 'OnroerendGoedDashboard, state of the art 3D en 2D voor beheer' and the second is 'Deze stagebank en andere onderwijssystemen hebben jou nodig'. Both are associated with the company 'IRP' and the contact person 'Jo Lahaye'. A pagination bar at the bottom shows '1' of 1 items.

Actief	Mag gepubliceerd worden	Publicatiestatus	Titel	Bedrijf	Contactpersoon	Acties
✓	✓	Gepubliceerd 25-11-2016 13:37	OnroerendGoedDashboard, state of the art 3D en 2D voor beheer	IRP	Jo Lahaye	👁️✎️🗑️🔄
✓	✓	Gepubliceerd 25-11-2016 13:39	Deze stagebank en andere onderwijssystemen hebben jou nodig	IRP	Jo Lahaye	👁️✎️🗑️🔄

The next pictures shows how (the text for) an internship is created:

Afbeeldingen

LET OP: De eerste afbeelding wordt gebruikt als thumbnail.



Remove file Remove file

Stagebeschrijving

Publicatiestatus Niet gepubliceerd Gepubliceerd Afgekeurd

Gepubliceerd op

Mag gepubliceerd worden Concept Mag gepubliceerd worden

Titel

Tags

Type

Plaats

Introductie Een korte introductie, met een maximum lengte van 400 tekens. Deze tekst wordt getoond boven de beschrijving.

IRP bouwt grote enterprise applicaties, waarin vaak veel technologie samenkomt. Apps die informatie uitwisselen met de backend, meerdere databases in één applicatie, frontend javascript frameworks, message-bussen, REST api's, enzovoorts. Wil jij meewerken aan het OnroerendGoedDashboard (OGDB)? Lees dan snel verder.

Beschrijving

Wij hebben bijvoorbeeld deze stagebank gebouwd, een (kleine) online service waarmee HBO-ICT het hele proces rond het aanmaken van stages en het sollicitatieproces kan managen. In het groot hebben we dat ook voor een ministerie gedaan, niet voor stages, maar voor het gehele sollicitatieproces. Het gaat daarbij om vele tienduizenden sollicitanten op 1200 verschillende functies per jaar, met dagelijks vele honderden gebruikers. Dit systeem kent een complex en uitgebreid autorisatie-systeem.

OnroerendGoedDashboard (OGDB). IRP is koploper als het gaat om de ontwikkeling van systemen voor het beheren van onroerendgoed. We hebben daartoe verschillende state of the art applicaties ontwikkeld, zoals een unieke webgebaseerde 3D viewer (kijk eens op OGDB.nl). Nieuwste ontwikkeling is dat we op basis van sensoren laten zien wat bijvoorbeeld de kwaliteit is van het binnen-klimaat in een ruimte. Of er veel geluid, is, beweging, wat de temperatuur is, enzovoorts. Belangrijkste werkzaamheden liggen aan de backend: op welke wijze kunnen we koppelen met de organisaties die deze informatie verzamelen, zodat wij het in onze viewers real-time kunnen tonen.

De volgende technologie heeft voor jou weinig geheimen:

- Java, in het bijzonder Spring MVC.
- HTML
- CSS
- JavaScript
- Git

Overige technologieën die we gebruiken: THREE.js, React, Thymeleaf, Android, iOS, JQuery, etc.

Wij bieden:

Een goede (hands-on) begeleiding door professionals.

Mogelijkheid om werktijden aan te passen (b.v. om een dag te blijven werken).

Aanvang: doorlopend.

Kleine vergoeding mogelijk.

Geschikt voor studenten

Business IT & Management

Game Development

Software Engineering

System and Network Engineering

Technische Informatica

4. International office

The international office, or the administration of the system, has an important role in the entire process, because the management has to:

- accept partners/companies
- accept students
- accept the enrollment of students

4.1 Managing the enrollment process

The enrollment overview page, shown below, is central to facilitating the enrollment process. At the top, filters are provided in order to easily find student(s) within specified periods or filtered by search terms. The results below present some important details of the student and the enrollment. For example, the status of the enrollment (pending, enrolled, denied), the period for which they have enrolled, and whether the student has uploaded all of their mandatory files (e.g. erasmus forms, transcript of records, cv). Here it's possible to view more details about the enrollment or student, and to accept or deny them. In this section we will describe these functionalities in detail.

The screenshot shows the 'Enrollments' overview page. At the top, there is a navigation menu with items like 'Network', 'Education', 'Enrollments', 'Review', 'Settings', 'Manual', 'Internship tool', and 'Internships'. The user is logged in as 'Adrianus Jong'. Below the navigation is a 'Filter' section with a 'Clear period selection' button. The filter section includes a table for selecting academic years (2015-2016, 2016-2017, 2017-2018) and semesters (Fall, Spring). There are also input fields for 'Start date' (from), 'End date' (to), 'Cluster' (All), 'Filter by' (Enrollment start/end date), 'Filter type' (Matching - results which exactly match the), and 'Threshold (days)' (30). A 'Filter' button is present. Below the filter section are links for 'Go to file overview' and 'Go to archive'. The main part of the page is a table with the following columns: First name, Prefix, Surname, Country, S.I. country, Type, Status, Date created, Total ECTS, Study period, Start date, End date, Files, and Action(s). The table contains four rows of data:

First name	Prefix	Surname	Country	S.I. country	Type	Status	Date created	Total ECTS	Study period	Start date	End date	Files	Action(s)
Jelle		Aalst	France		Incoming	Pending	08-06-2016 18:34	27		01-09-2016	01-02-2017	0 / 3	👁️ 👤 ✖️
Mustafa		Aarts	Ireland		Incoming	Pending	08-06-2016 18:34	32		01-09-2016	01-02-2017	0 / 3	👁️ 👤 ✖️
Jari	MR	Abbink	Norway	Norway	Incoming	Enrolled	26-10-2015 00:00	0	S2	16-02-2016	16-06-2016	1 / 3	👁️ 👤 ✖️
Martijn		Aken	Norway		Incoming	Enrolled		0				0 / 3	👁️ 👤 ✖️

Period selection

By default, enrollments for students within all periods are shown. It is possible to narrow down the results by either selecting a range of predefined "blocks" (a range of semesters within schoolyear), or by entering a specific start/end date.

2015-2016		2016-2017		2017-2018	
Fall	Spring	Fall	Spring	Fall	Spring

Example: selecting only the 2016-2017 spring semester (February 2017 to July 2017)

2015-2016		2016-2017		2017-2018	
Fall	Spring	Fall	Spring	Fall	Spring

Example: selecting both fall and spring semesters of school year 2016-2017 (Septemer 2016 to July 2017)

The selected period is – by default – applied to the start/end date of a student’s enrollment ("Filter by: Enrollment start/end date"). It is possible that this period does not match the study period entered by the student in their profile. For example, if two separate enrollments were created instead of single one, each for a different semester. To apply the period to profile field, select the "Filter by: Study period in profile" **(1)** option.

Filter by: **(1)**

Filter type: **(2)**

Threshold (days): **(3)**

The "Filter type" **(2)** option defines how the selected period is interpreted. This is very important. There are three different options:

Matching

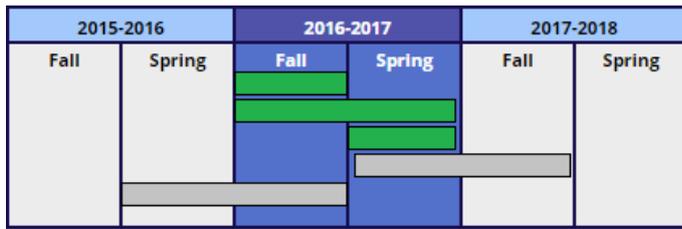
This filter returns all users or enrollments that *exactly* match (minus or plus the selected threshold) the selected date range, visualized here:

2015-2016		2016-2017		2017-2018	
Fall	Spring	Fall	Spring	Fall	Spring

Example use case: finding all enrollments for the Fall & Spring semester in 2016-2017, but not enrollments for *just* Fall or Spring.

Between

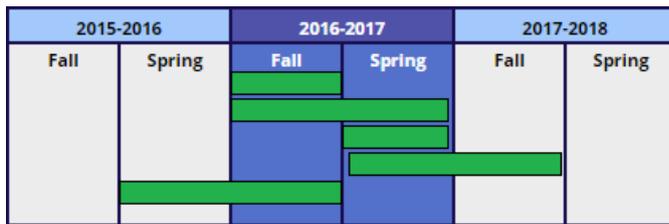
This filter returns all users or enrollments that are *between* (minus or plus the selected threshold) the selected date range:



Example use case: finding all enrollments that start and end within school year 2016-2017.

Overlapping

This filter returns all users or enrollments that *overlap* (minus or plus the selected threshold) the selected date range:



Example use case: checking how many active enrollments there are in school year 2016-2017

Period threshold

The threshold value (in days) **(3)** is used to determine by how much the results may deviate from the exact start/end date of the specified period. Naturally, enrollments need not exactly match the start date of the semester, but are usually a few days or weeks around that date. Setting this value determines how much deviation is allowed in the search results.

Filter period	Actual period	Threshold	Result
01-02-2017 to 01-07-2017	06-02-2017 to 28-06-2017	10	Shown; difference is 5 and 3
01-02-2017 to 01-07-2017	20-02-2017 to 28-06-2017	10	Not shown; difference is 19 and 3

The default threshold is 30 days, so the enrollment may start (or end) a month earlier or later.

Cluster

Cluster:

By selecting this field, only enrollments which contain the specified cluster will be shown.

Alternative overviews

[Go to file overview](#) [Go to archive](#)

By going to the file overview, it is possible to see at a glance which required files have been uploaded:

Name	Type	Status	transcript of records *	cv *	health insurance	erasmus	additional	Action(s)
Adrianus Miss Beens	Incoming	Enrolled	✓	✓		✓		
Adrianus Zimmerman	Incoming	Enrolled				✓		
Adrianus Zimmerman	Incoming	Enrolled				✓		

The archive contains enrollments which have been archived (*not* denied). For example, a student can remove an enrollment they have accidentally submitted (unless it had been reviewed already). For archival purposes, such removed enrollments will still be accessible here.

Actions

 /  = By clicking this button, it is possible to switch the enrollment from pending to enrolled, or enrolled to pending. It is not possible to deny an enrollment here.

 = View the details of the enrollments, including the cluster(s), unit(s) and remarks made by the student.

 = View all the details of the student's profile.

 = Change the status of the enrollment (Enrolled, Pending, Denied), or edit the details of the enrollment (selected cluster(s)/unit(s)).

 = Archive the enrollment (removes it from administration – this should not be used to deny enrollments)

5. Administrator

5.1 Registrations

The most important task of the management is to make sure that the application is doing exactly what the institute wants. So the management has to decide on what information is necessary to ask for in the different registration profiles (partners, students, teachers, etc.).

If for any reason you want to ask more or less information, your service can be adapted. The same goes for the documents that are required (transcript of records, copy of health insurance, etc.)

5.2 Units

After these decisions are made, it is necessary to "create" all units (courses, internships). A unit is used for the description of one (1) activity, like one course of 3 ECTS (study points). The description of a unit has at least:

- a title
- a description
- amount of ECTS
- duration (number of weeks and start date)
- link with a teacher
- information on the room(type) required; when a specific room is needed

Units can have a lot of additional information, for example:

- a course code (if your organization uses codes)
- specific request for students' skills (students have to confirm)
- link to more information
- extended descriptions, etc.

Active	Type	Name	Course code	ECTS	Action(s)
✓	All	Advanced Physics		4	🔔👤👁️⚙️✖️
✓	Minor	Animation Technology Game Design minor autumn 2015)		4	🔔👤👁️⚙️✖️
✓	Course	Automated Game Design		4	🔔👤👁️⚙️✖️
✓	Project	Big Data Projects of the Thematic Semester		11	🔔👤👁️⚙️✖️
✓	Course	Business Intelligence		3	🔔👤👁️⚙️✖️
✓	Project	Business IT & Management Project		11	🔔👤👁️⚙️✖️

Each unit can also have a set of requirements on a timeline during the period the course is running. A teacher can add information and ask for responses. For example: in week 3 students have to upload a project initiation document, in week 9 there will be an assessment, in week 12 there is an exam. The student can set personal alerts for these requirements. SCAGO sends a warning some days before each of these events. These reminders can be scheduled by the student. The student can -during the course- communicate with a teacher and upload requested forms. Get feedback, etc.

Cluster	Total enrollments	Grades	Deliverables	Unread messages
Thematic semester on Mobile Development	35	35 / 35		👁️
Thematic Semester on the Internet of Things	13	13 / 13		👁️
Digital forensic investigation	13	13 / 13		👁️
Specialised Thematic Semester on Game Technology	19	18 / 19	6 / 8	👁️
Thematic Semester on big Data	19	19 / 19		👁️

5.3 Cluster

The enrollment process is not directly connected to units, but to clusters. A cluster is a collection of units. However, it is possible to make a cluster of only one unit. The advantage of using a "cluster" for enrollment, is that students enroll for all units within the cluster at once. A clear example of a specific cluster, is a "minor".

Active	Type	Title	Duration (In weeks)	Year	ECTS Total	Action(s)
All	All					Filter
	Internship	Desert lizards census	17		30	👁️ ⚙️ ✖️
	A number of courses	Development of User tool for 3D Printed Knitware	17		30	👁️ ⚙️ ✖️
✓	Minor	Digital forensic investigation	23		32	👁️ ⚙️ ✖️
	Internship	Electrical bike refurbishing	17		30	👁️ ⚙️ ✖️
✓	A number of courses	Escalatie testvak	54		4	👁️ ⚙️ ✖️
	Minor	Semester programme on Game Design autumn 2015	66		30	👁️ ⚙️ ✖️

So, students can only enroll to a "cluster". A cluster can contain one or many different (types) of units. As you can see above, the minors have 30 or 32 ECTS. That amount is calculated (all units).

The number of allowed participants can of course not exceed the maximum number that is set for a cluster. Both Units and Clusters can hold a number of participants; only a cluster does (work in progress, because we think a unit could also be a show stopper for enrollment).

The details of the minor (cluster) Digital Forensic Investigation gives an overview of all units in the cluster. Now we also understand why this cluster has a total of 32 ECTS: not all units are mandatory. Perhaps the student chooses a set of courses that have a total of 32, or perhaps 27 (if this is allowed).

Cluster units			
Unit	Mandatory	ECTS	Action(s)
Data Aquisition	✓	4	👁️ ⚙️ ✖️
Incident Investigation	✓	4	👁️ ⚙️ ✖️
Data Analysis	✓	4	👁️ ⚙️ ✖️
Digital forensics	✓	4	👁️ ⚙️ ✖️
Survival Dutch 1 and 2		2	👁️ ⚙️ ✖️
Intercultural Skills PSP		2	👁️ ⚙️ ✖️
Digital Forensic Investigations Project of the thematic semester	✓	11	👁️ ⚙️ ✖️
English Fluency B1		1	👁️ ⚙️ ✖️

Add

So SCAGO also makes it possible to set up a minor (cluster) with, for example, 4 mandatory units and 6 units to choose from, with a minimum amount of xx ECTS.

The cluster contains no information of the duration. The duration of the cluster, is the combined duration of all units.

A very important function is setting the date for opening the enrollment process for a specific cluster. The management can "close" a cluster at any time. This moment can be scheduled, or it can be done manually. The enrollment is closed automatically if the maximum number of students is reached. It is also possible to put all clusters on hold. Up until the first of March (for example).

6. Communication

6.1 Communication is stored within SCAGO

This makes it very easy to manage information. The big advantage over e-mails, is that the complete history of all messages can be found in one place. If for example your colleague is absent for holidays, it is very easy to take over, without having to go through hundreds (or thousands) of mails.

How this is done? Easy. In SCAGO there is a communication button, for example at a students profile page. If you enter a title and message text and press send, the student receives an e-mail with a link that refers to the SCAGO website where the message can be read. The student can directly reply to your message. There are several overviews of recent communication, and the sender also receives an e-mail if a student replies.

It is also possible to communicate with a group of students in SCAGO. A group could be: all students that are enrolled for a specific cluster, all students that enrolled for this semester (or any other period), etc. Communication is stored in the system, so everyone who receives an e-mail, must login to read the message. Students, but the same goes for communication with the partners (companies).

6.2 Alerts

It is also possible to use e-mail alerts for several different activities in the system. For example if a student enrolls an e-mail can be sent to any employee of the International Office. Or if an internship of a company awaits approval, an e-mail is sent to the internship manager.

Alerts are just a way to attract the attention of an employee. The same information can of course also be found in SCAGO. Many pages also offer users clear insight in the latest developments.

7. Advanced functionalities

7.1 Auto generated rosters: planning tool (see Roostertool.nl)

Based on enrollments it is possible to auto generate a roster. A roster is a time schedule of events, where one event can be a lesson.

Before this can be done, it is necessary to know the availability (roster) of all necessary resources. To make this process understandable a few examples:

- If a math lecturer is not available on Thursday and Friday, the course math where his presence is necessary, has to be scheduled on another day.
- If a Unit (Math lesson) is scheduled Monday morning 09.00 - 11.00 hours, a student who is attending Math, cannot attend another lecture at the same moment.
- If a course needs a specific room (chemistry lab), this course can only be planned at a timeslot where this lab is not already occupied.

In general: Teachers can enter and alter their own availability. And the availability of rooms should come from any (real-time) source, which could be the Rostertool (remark: the functionalities of Roostertool.nl and Rostertool.nl are the same).

Our planning algorithm is real time calculating the availability of all necessary resources for a specific event. Clashes are avoided: rooms are not booked twice, neither is a lecturer, nor is a student. The planning-tool creates several possible rosters. From a technical point of view, these rosters look alike (any of these rosters is "possible", meanin there are no clashes). But we don't want to put the human ability for judgement aside. Sometimes, the human eye sees things, that computers overlook.

There is a more in depth description available of the process, because before the planning-tool can actually start calculating to create a possible roster, a lot of basic information has to be in place:

- availability of lecturers
- availability and size of rooms
- all special requests (this lecture requires a specific room).

And more basic: are there enough lecturers and rooms available to make a planning possible at all.

7.2 Manually re-scheduling planned courses

After the planning process, the preferred roster is entered in our roster tool; that can be found at roostertool.nl. The roster tool makes it possible to alter planned events. In this case an event is a course: a combination of timeslot, students, teacher, and rooms.

The Roostertool is a very advanced application that has the ability to MOVE an event to another timeslot. All future possibilities to move this event are shown. The Roostertool is checking the availability of the same resources that were assigned in the original planned event. So the tool is looking for the combined availability of the lecturer, the students, the room but ANOTHER timeslot.

But the Roostertool can do more. It is also possible to check the availability of the students and lecturer and ANY (suitable) room and ANY timeslot. So the Roostertool can find a new timeslot based on changed resources.

It is also possible to assign another lecturer to an event, for example if a colleague is ill. The Roostertool then no longer checks the availability of the sick teacher, but the availability of the newly assigned teacher.

The combination of the planning tool and roster tool is necessary, because a 'technically perfect' roster, can have imperfections that only become apparent in a later phase. The "move" option in the Roostertool, can then help to solve these imperfections without starting over from scratch. The Roostertool is also necessary to resolve any (incidental) need for rescheduling.

8. Exceptions

During several sessions we were asked how to deal with exceptions. For example is a lecturer gets sick, pregnant, etc. Or if a student enrolls too late. Or a certain room is no longer available, etc.

In general, there are no automated answers nor solutions for exceptional situations. However, the above questions *can* be answered and be dealt with. And in most cases without starting over the process from scratch.

If any resource (lecturer or room) is no longer available, it is no problem to let the Roostertool find solutions based on for example the availability of the newly assigned lecturer. Or an alternative room (with the same properties).

It is more difficult to add students to a group/schedule if their enrollment is too late. However, in comparison to the challenges roster makers face without the Roostertool, finding a solution is peanuts. It is, for example, possible to check if another student has subscribed to the same clusters. If the 'late' student is added to the same planning, it is obvious that there will be no clashes.

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