

OPEN LAB SESSION MANAGER

User Guide

Faculty & Leadership Edition

VERSION

March 2026

AUDIENCE

Faculty & Leadership

PLATFORM

open-lab-manager-tan.vercel.app

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1. What is Open Lab Session Manager?

The Open Lab Session Manager is CBD College's internal scheduling platform for managing open lab availability, student bookings, and faculty coverage. It replaces manual scheduling spreadsheets with a real-time web application accessible from any device on any browser.

The system is designed around three priorities:

- **Student access** — Students can see available open lab slots and book sessions up to 21 days in advance.
- **Faculty accountability** — Faculty can view their schedule and see which students are booked for each session.
- **Leadership oversight** — Admins can manage the full faculty schedule, block out breaks and holidays, and maintain compliance records.



Access the platform

Open Lab Session Manager is available at:

open-lab-manager-tan.vercel.app

. Bookmark it for quick access. It works on desktop, tablet, and mobile browsers.

2. Logging In

All users sign in using their CBD College Google account (`@my.cbd.edu`). There are no separate passwords — your existing Google account is your credential.

1

Go to the platform URL

Visit

open-lab-manager-tan.vercel.app

in your web browser.

2

Click "Sign in with Google"

You'll see the CBD College login screen. Click the red "Sign in with Google" button.

3

Select your @my.cbd.edu account

A Google account selector will appear. Choose your

@my.cbd.edu

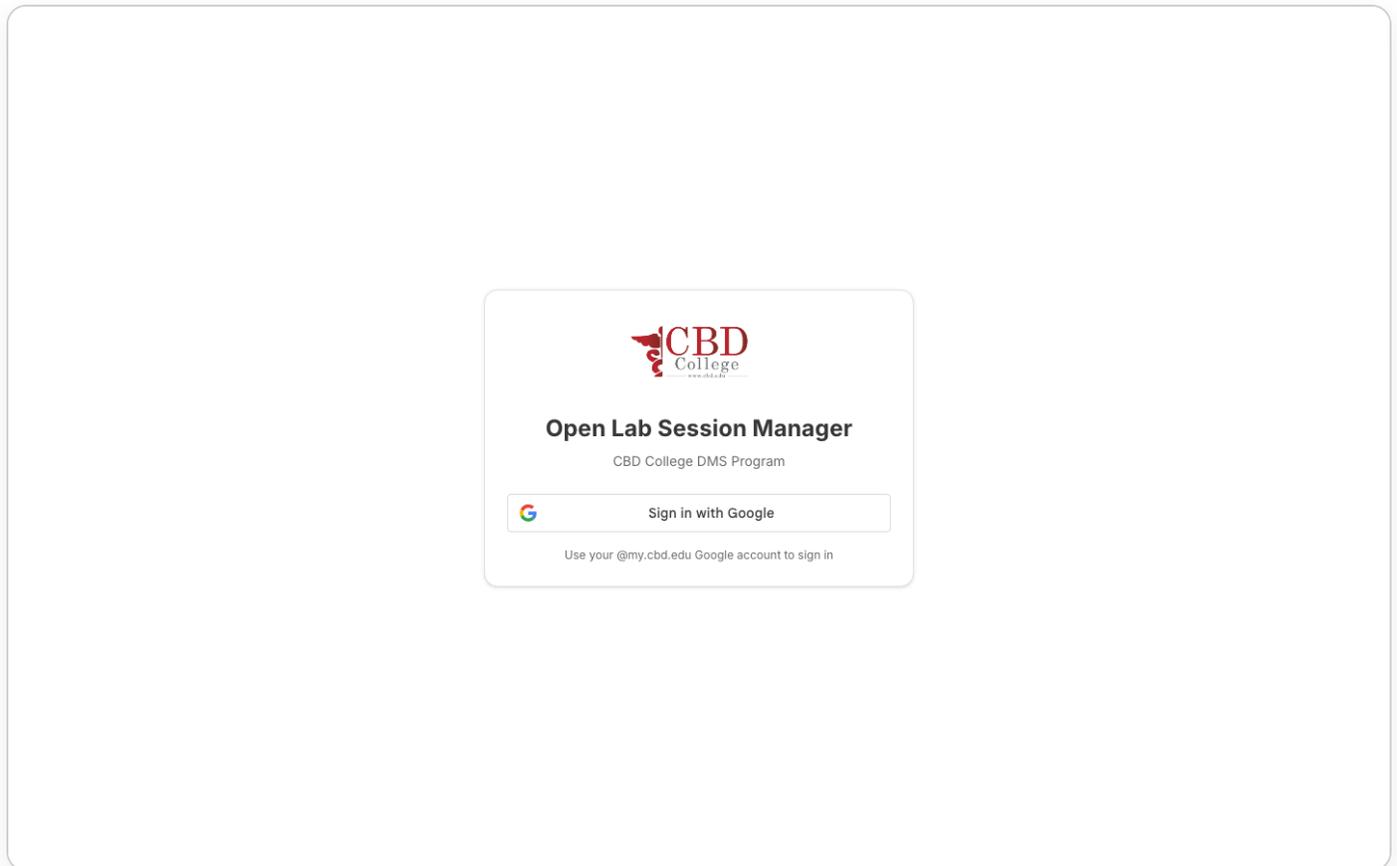
email address. If prompted to authorize the app, click "Allow."

4

You're in

You'll be redirected to your dashboard automatically. Your access level (Faculty or Leadership) is set by an administrator.

FIG. 1 — LOGIN SCREEN



Use your @my.cbd.edu account only

Personal Gmail accounts will not work. If you see "Access denied," contact your administrator — your account may not have been added to the system yet.

3. Role Overview

There are two roles in the system. Your role is assigned by an administrator and determines what you can access.

Feature	Faculty	Leadership / Admin
View lab schedule & available slots	✓	✓
View student roster by week	✓	✓
View dashboard & booking statistics	✓	✓
Admin panel access	—	✓

Manage blackout dates & breaks	—	✓
Assign faculty to time slots	—	✓
Manage user roles	—	✓
Import student data	—	✓



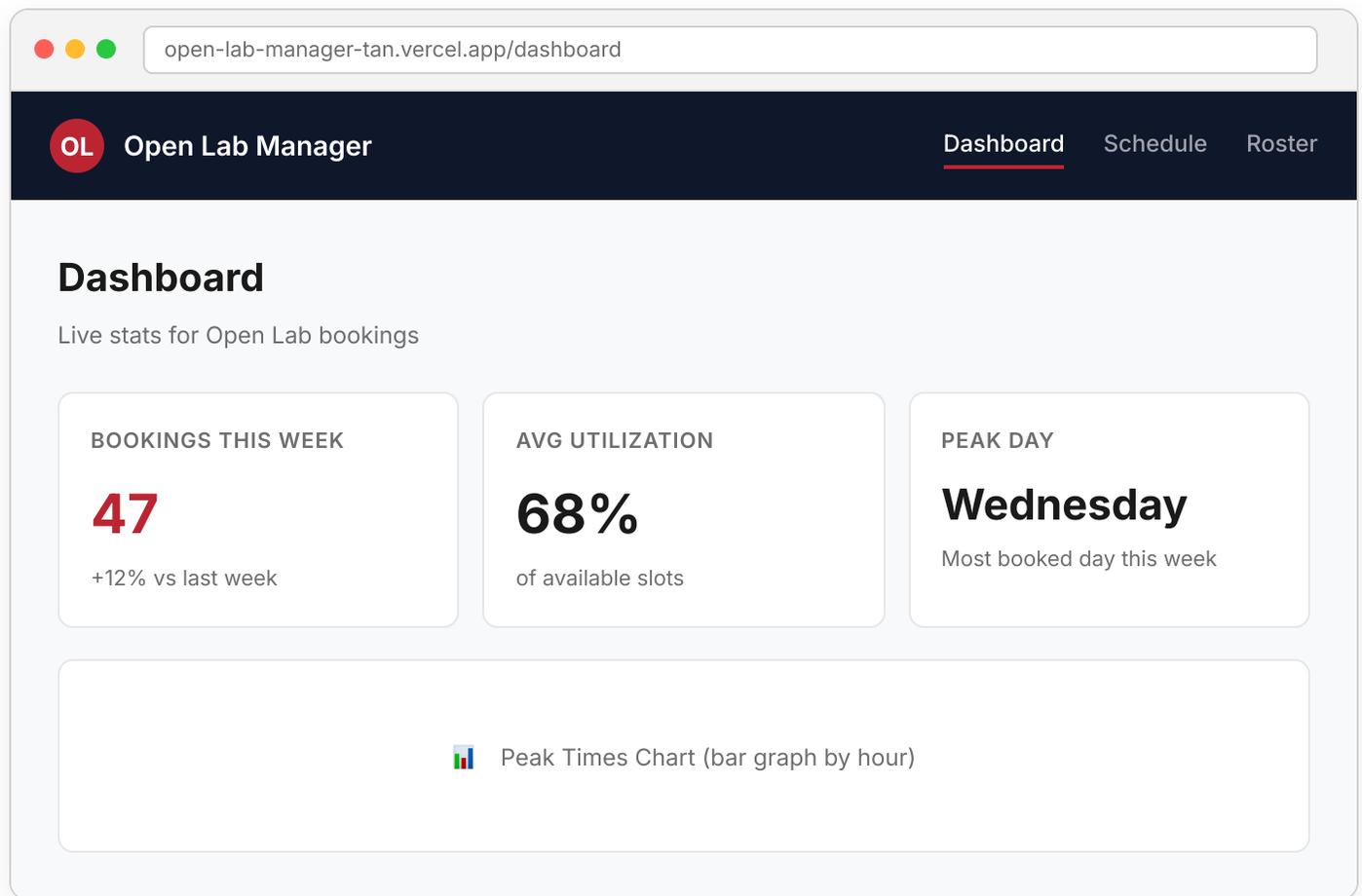
Faculty Guide

For Faculty and Leadership roles — what you can see and do

4. Dashboard Overview

When you log in, you'll land on the **Dashboard**. It gives you a real-time snapshot of lab activity — how many students are booked, peak usage times, and capacity trends.

FIG. 2 — DASHBOARD



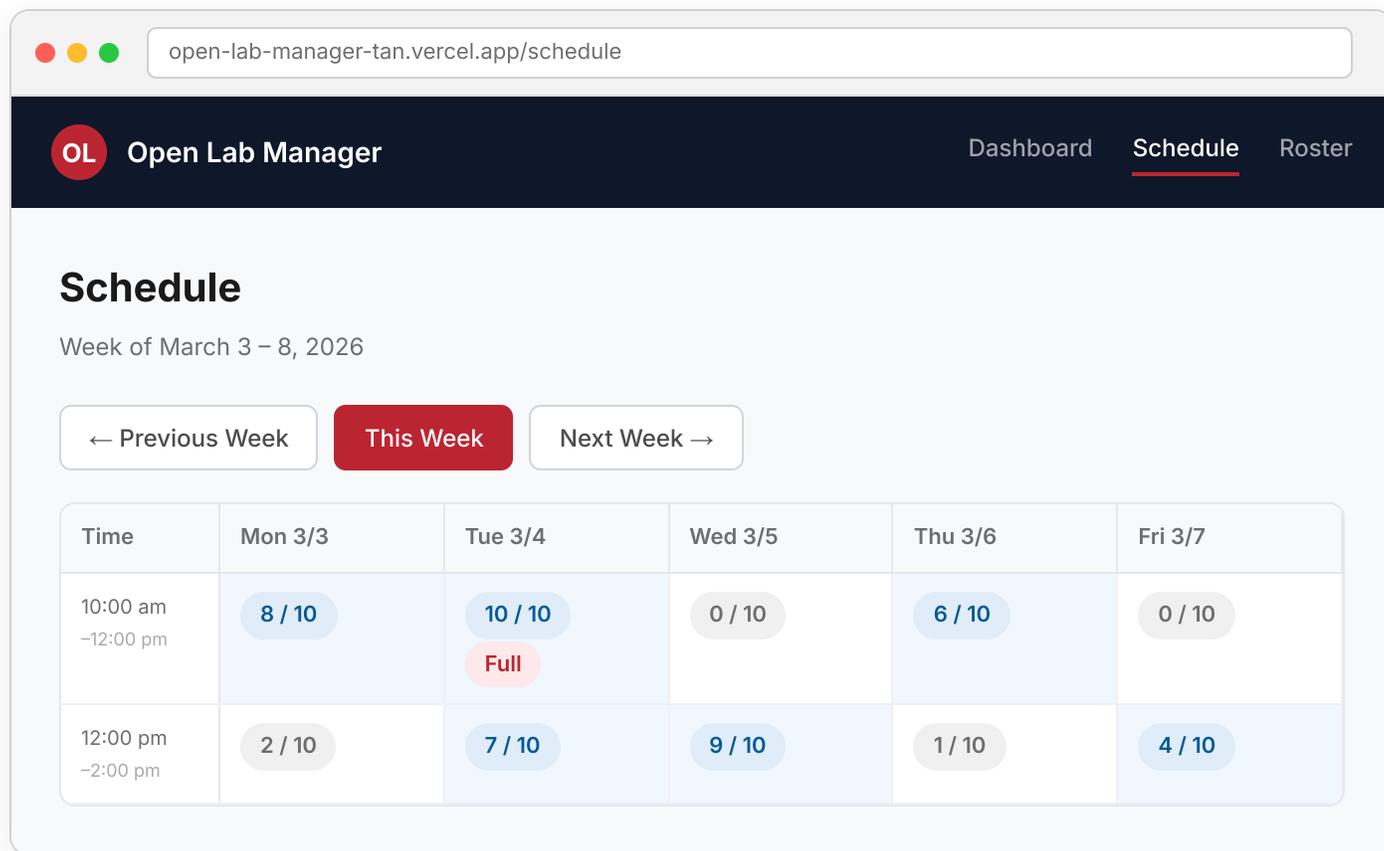
What's on the Dashboard

- **Bookings this week** — Total student bookings in the current 7-day window
- **Average utilization** — Percentage of available slots that have been booked
- **Peak day** — Which day of the week has the most lab activity
- **Peak times chart** — Visual breakdown of bookings by hour, showing when the lab is busiest

5. Schedule View

The **Schedule** page shows a week-by-week view of all available open lab slots. This is where you can see which time blocks are open, partially filled, or at capacity.

FIG. 3 — SCHEDULE VIEW



Reading the Schedule

- **Each column** is a day of the week (Monday–Saturday)
- **Each row** is a 2-hour time slot
- **Slot badges** show current bookings vs. capacity (e.g., "8 / 10")
- **Full badge** (red) means the slot is at capacity — no more students can book
- **Greyed-out slots** are either empty or unavailable



Blackout dates appear automatically

If a day has been marked as a holiday or break by an administrator, it will appear grayed out with a calendar icon and the name of the blackout (e.g., "Spring Break"). No slots are available on those days.

6. Roster View — Student Check-In

The **Roster** page shows which students are booked for open lab during the current or selected week. Use this to confirm attendance, track who showed up, and verify student compliance hours.

1 **Navigate to Roster**

Click "Roster" in the top navigation bar.

2 **Select the week**

Use the Previous / Next Week arrows to navigate to the desired week. The week range is shown in the header.

3 **Review booked students**

Each student booking shows their name, program, the time slot they reserved, and their booking status.



Check-in from the roster

When a student arrives for their session, locate their name in the roster and confirm their attendance. This creates a compliance record for the session.



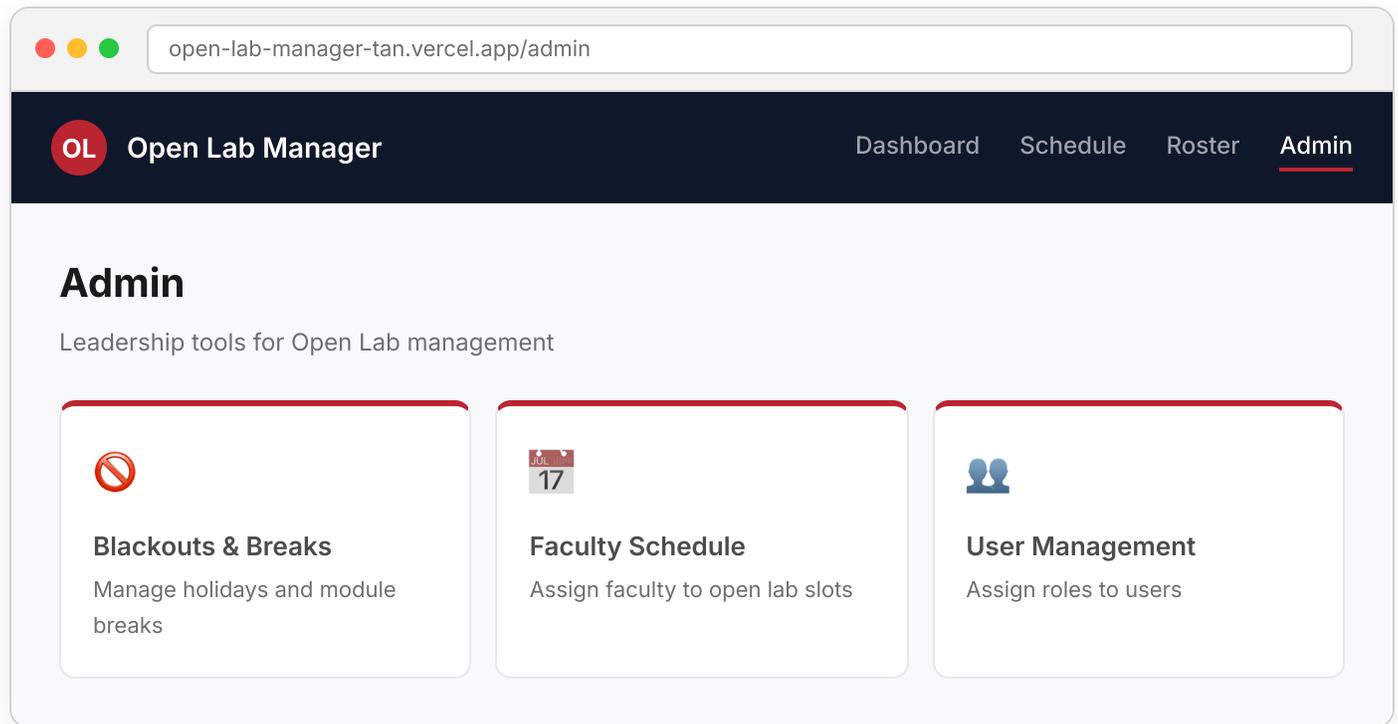
Leadership / Admin Guide

Admin-only features for managing the open lab system

7. Admin Panel Overview

Leadership users have access to an **Admin panel** via the navigation bar. The admin area contains all the tools needed to configure and manage the lab scheduling system.

FIG. 4 — ADMIN PANEL



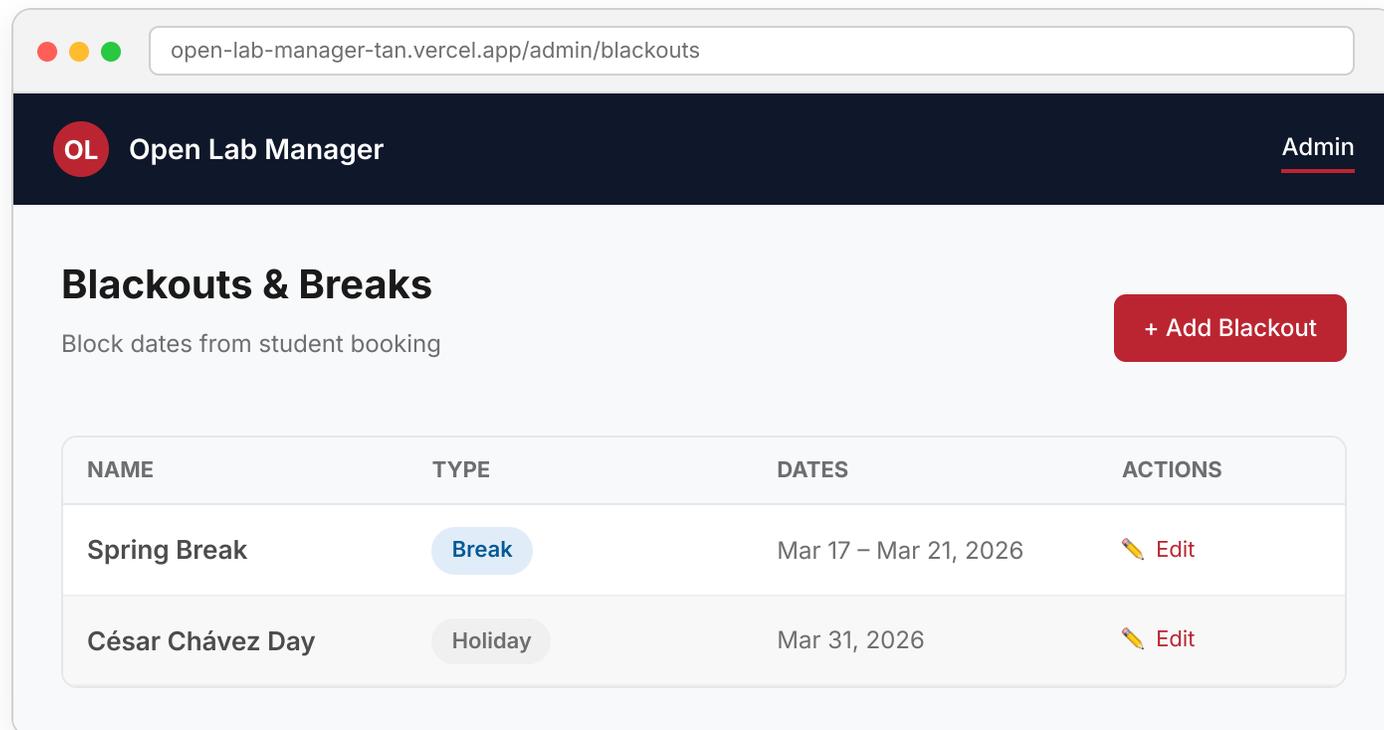
Admin Sections at a Glance

Section	What It Does
Blackouts & Breaks	Mark holidays and module break weeks so no slots appear during those dates
Faculty Schedule	Assign faculty members to specific time slots across an 11-week module
User Management	Add users, assign roles (Student / Faculty / Leadership), revoke access
Import	Bulk import student enrollment data

8. Managing Blackouts & Breaks

Blackouts allow you to block off specific date ranges — holidays, module breaks, clinical away weeks — so that no open lab slots appear to students during those periods. Any affected slots are automatically hidden from the booking system.

FIG. 5 — BLACKOUT MANAGER



Adding a New Blackout

- 1 Click "+ Add Blackout"**
A dialog will appear to enter the blackout details.
- 2 Enter a name**
Give it a descriptive name students and faculty will recognize (e.g., "Spring Break," "César Chávez Day").
- 3 Select the type**
Choose
Break
for multi-day module breaks, or
Holiday
for single observed holidays.
- 4 Set start and end dates**
For single-day holidays, set start and end to the same date. For week-long breaks, span the full date range.

5**Save**

The blackout takes effect immediately. Any slots in that date range are hidden from students and appear as blocked in the Faculty Schedule.

**Add blackouts before building the faculty schedule**

When you use the "Copy week to remaining weeks in this module" feature on the Faculty Schedule, it automatically skips blackout dates. Add your breaks first, then copy your faculty schedule, and the breaks will be respected automatically.

9. Faculty Schedule Management

The **Faculty Schedule** is where you assign faculty members to specific open lab time slots across an entire 11-week module. This is one of the most powerful features in the system — once you build one week's schedule, you can copy it across all remaining weeks instantly.

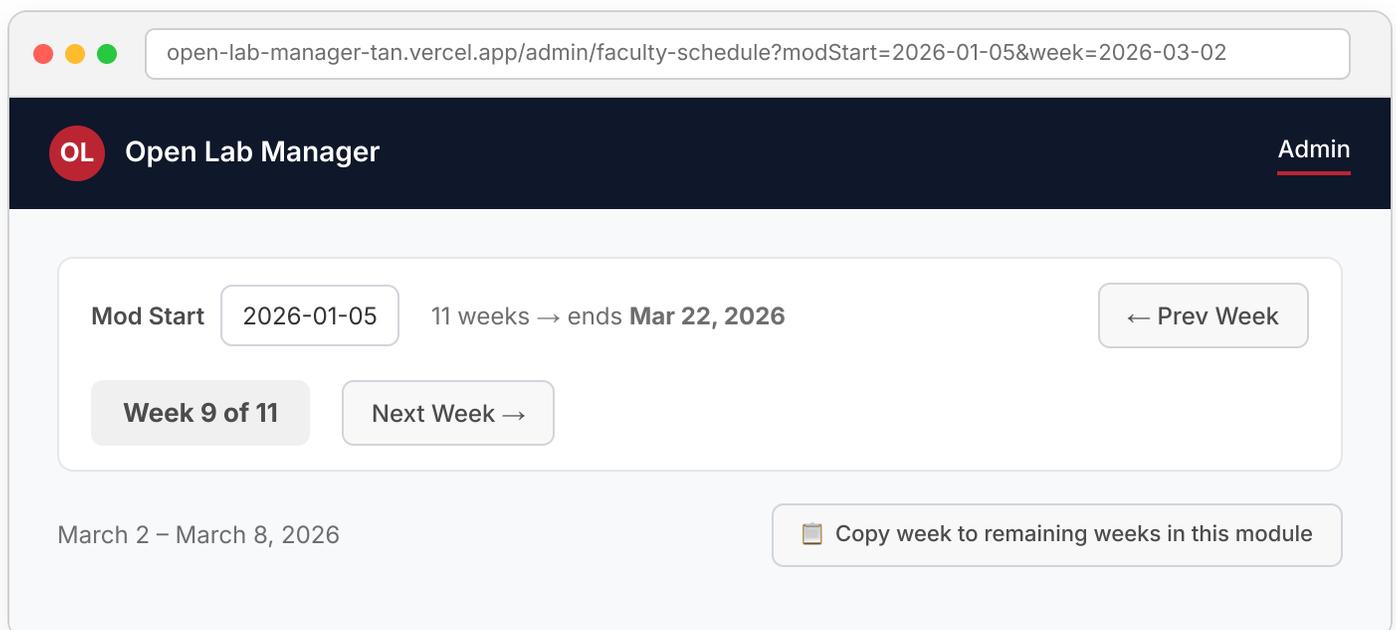
Key Concepts

- **Module (Mod)** — An 11-week academic term. Each module has a specific start date (always a Monday).
- **Week Navigation** — The system tracks which week of the module you're viewing (e.g., Week 9 of 11) based on the mod start date you enter.
- **Slots** — 2-hour time blocks within each day (Mon–Sat). Each slot can have one or more faculty members assigned.
- **Blackout Skipping** — When copying a week's schedule, the system automatically skips any dates marked as blackouts.

Step 1 — Set the Module Start Date

The first thing to do is enter the start date of the current module. This tells the system which week of 11 you're currently viewing, and it automatically lands you on the current week.

FIG. 6 — MODULE START DATE PICKER & WEEK NAVIGATOR





It auto-lands on the current week

When you enter the mod start date, the system automatically jumps to the current real-world week within that module. If today is Week 9, you'll land on Week 9 — no clicking through weeks required.

Step 2 — Assign Faculty to Slots

Each cell in the schedule grid represents a day + time slot combination. Use the dropdown in each cell to assign one or more faculty members.

FIG. 7 — FACULTY ASSIGNMENT GRID

Time	Mon 3/2 ↔ Apply to all Mons →	Tue 3/3 ↔ Apply to all Tues →	Wed 3/4 ↔ Apply to all Weds →	Thu 3/5	Fri 3/6 🛑 Spring Break
10:00 am – 12:00 pm	J. Smith + Add another 📄 Copy down ↓	M. Johnson P. Lee	Unassigned ▼	J. Smith	
12:00 pm – 2:00 pm	J. Smith	Unassigned ▼	M. Johnson	Unassigned ▼	

Assignment Actions

Action	How to Use It
Assign faculty to a slot	Click the "Unassigned" dropdown in any cell and select a faculty member's name
Assign multiple faculty	Click "+ Add another" beneath an existing assignment to add a second (or third) person to the same slot
Remove a faculty member	Click the X button next to their name chip to clear them from that slot
Copy down ↓	Click "Copy down ↓" under any assigned slot to fill all <i>empty</i> slots below it in the same day column with the same faculty
Apply to all [Day]s →	Click the blue link at the top of any day column to copy that day's full assignment to every matching weekday in the entire module (e.g., all Mondays)

Step 3 — Copy the Week to All Remaining Weeks

Once you've built a complete week's faculty schedule, use the **"Copy week to remaining weeks in this module"** button to propagate that pattern across every remaining week in the module automatically.



This overwrites existing assignments in future weeks

When you copy the current week's pattern forward, it will replace any assignments already set for weeks {current week + 1} through 11. The system will ask you to confirm before proceeding. Blackout dates are automatically skipped — those days will remain empty.

Recommended Workflow for a New Module

- 1 Add blackouts first**

Go to Admin → Blackouts & Breaks and add all holidays and module breaks for the term before building the faculty schedule.
- 2 Set the mod start date**

Go to Admin → Faculty Schedule and enter the first Monday of the module in the "Mod Start" date picker. The system will land on the current week automatically.
- 3 Navigate to Week 1**

Use "Prev Week" to navigate back to Week 1 of the module if you're not already there.
- 4 Build Week 1's schedule**

Assign faculty to every slot using dropdowns. Use "Copy down ↓" to fill an entire column quickly.
- 5 Copy to all remaining weeks**

Click "Copy week to remaining weeks in this module" and confirm. All 10 remaining weeks are populated instantly, with blackout dates skipped automatically.
- 6 Make week-specific adjustments**

Use the week navigation arrows to move to any specific week and make individual changes as needed (e.g., a faculty swap for one week).

10. User Management

The **User Management** panel is where administrators assign roles to users who have signed into the system. A user must log in at least once before they can be assigned a role.

Assigning a Role

- 1 Go to Admin → Users**
Click "Admin" in the navigation, then select "User Management."
- 2 Find the user**
The user list shows everyone who has logged in. Search by name or email to find the person you want to update.
- 3 Select their role**
Use the role dropdown to assign:
Student
 ,
Faculty
 , or
Leadership
 .
- 4 Save**
The role change takes effect immediately. The user's access level will update on their next page load.

Role	Access Level	Who Gets This
Student	Can view and book open lab slots	All enrolled students
Faculty	Can view schedule, roster, and dashboard	Open lab instructors and clinical faculty
Leadership	Full access including all Admin tools	Program directors, lab coordinators, administrators

 **Users must log in first**
 A user will not appear in the User Management panel until they have signed in at least once using their @my.cbd.edu Google account. Direct them to the login page and have them authenticate

11. Tips & Quick Reference

Faculty Schedule Quick Tips

- **Week counter shows "Week X of 11"** — Always enter the actual module start date (the Monday the module began). The system will automatically land on the current week within that module.
- **Blackout days appear grayed out** in the scheduling grid with a calendar icon and the blackout name. You cannot assign faculty to blacked-out days — and you don't need to: the copy function skips them automatically.
- **Changes are saved instantly** — There's no "Save" button on the grid. Each assignment is saved the moment you select a faculty member from the dropdown.
- **"Apply to all [Day]s"** — The fastest way to set a repeating day pattern. Build Monday completely, then click "Apply to all Mons" to push that pattern to every Monday in the module.
- **"Copy down ↓"** — Fills the remaining empty slots in a single column with the same faculty. Use this to quickly fill an entire day with one click.

Common Troubleshooting

Issue	Solution
Week shows "Week 1 of 11" but you're in Week 9	Enter the actual module start date (first Monday of the mod) in the Mod Start date picker. The page will jump to the current week automatically.
A day is grayed out in the faculty schedule	That date is covered by a blackout. Go to Admin → Blackouts to review or edit the blackout dates.
Faculty member doesn't appear in the dropdown	Their user account hasn't been assigned the "Faculty" or "Leadership" role yet. Go to Admin → Users and update their role.
A user sees "Access denied" on login	They haven't been assigned a role. Go to Admin → Users, find their account, and assign the appropriate role.
Copied week includes a blackout date	This shouldn't happen — the system skips blackouts automatically during copy. If you see unexpected assignments, check whether the blackout was added <i>after</i> the copy was run.

Platform URL & Login

Bookmark: open-lab-manager-tan.vercel.app

Sign in with your @my.cbd.edu Google account only.



Questions or access issues?

Contact your Open Lab administrator or a Leadership role user to have your access updated. The system does not have a self-service role request feature.

CBD College

Open Lab Session Manager

open-lab-manager-tan.vercel.app · @my.cbd.edu sign-in required

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