

SCHEDULER

G2 Communicator

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user how to create a day schedule, set the default day schedule, and set calendar exceptions to the default schedules.

Note: These instructions apply to Standard, Admin, and District Admin users.

This document assumes the reader has the appropriate user credentials, (username and password), as well as the IP address or DNS name of the G2 Communicator system.

CONTENTS

Document Purpose.....	1
General Scheduling Overview	2
Getting Started	3
Instructions.....	3
Create a Day Schedule.....	3
Copy a Day Schedule	4
Rename a Day Schedule	6
Add a Bell to a Day Schedule	7
Add a Bell at an Interval	9
Delete a Day Schedule.....	10
Set Default Schedule	11
Set a bell Exception	13
Append a Schedule.....	15
Set an Exception Range	16
Remove an Exception Range	18

GENERAL SCHEDULING OVERVIEW

G2 Communicator is a powerful scheduling software application. While creating daily schedules is simple, understanding all the capabilities of the systems allows the school to take full advantage of the software. Based on a schedule, G2 Communicator can send bell audio file to one or many zones within the same schedule. Let us assume we are building a bell schedule for a K-3 elementary school. The school contains the following Zones:

- All Call – All areas of the school
- All Interior – All interior areas of the school
- All Exterior – All exterior areas of the school
- Kindergarten – All Kindergarten classrooms
- First Grade – All First-Grade classrooms
- Second Grade – All Second-Grade classrooms
- Third Grade – All Third-Grade classrooms

Each Zone represents an area where a bell audio file may be scheduled and played. An example day schedule would include morning bells, recess bells, lunch bells, end of day bells, and perhaps specials.

Scheduled Time	Description	Zone	Sound
7:55 AM	Warning Bell	All Call	Alert1.wav
8:00 AM	Report to Class	All Call	Schoolbell2.wav
8:15 AM	Instruction begins	All Interior	Schoolbell2.wav
10:00 AM	1 st Grade Recess Start	First Grade	Ballgame1.wav
10:20 AM	1 st Grade Recess Line up	All Exterior	Schoolbell2.wav
10:20 AM	2 nd Grade Recess Start	Second Grade	Ballgame1.wav
10:40 AM	2 nd Grade Recess Line up	All Exterior	Schoolbell2.wav
10:40 AM	3 rd Grade Recess Start	Third Grade	Ballgame1.wav
11:00 AM	3 rd Grade Recess Line up	All Exterior	Schoolbell2.wav
12:00 PM	Kindergarten Release	Kindergarten	Schoolbell2.wav
12:20 PM	Lunch Starts	All Interior	Chime High x2.wav
12:50 PM	Lunch Ends	All Call	Schoolbell2.wav
2:30 PM	End of Day	All Call	Schoolbell2.wav

As the schedule above shows, G2 Communicator allows for numerous options when playing bells throughout the building. Based on the needs of the building, bell schedules may be as simple or as complex as required.

In addition, a building may create as many individual bell schedules as needed. Examples could include daily schedules, early release, late start, AM assembly, PM assembly and so on.

Default Schedule – Creating the day schedules is the first part of playing bell sounds in the building. The second and almost equally important is the Default Schedule for the Calendar. The Default Schedule sets which bell schedule will play on any given day. For example, Monday, Tuesday, Thursday, and Friday may play the “Standard Day” schedule, while Wednesday may play the “Early Release” schedule. These schedules are easily applied through the Default Schedule.

For a day or days where a different bell or no bells are required, exceptions may be set.

GETTING STARTED

To get started it is recommended a paper schedule is created which includes the following:

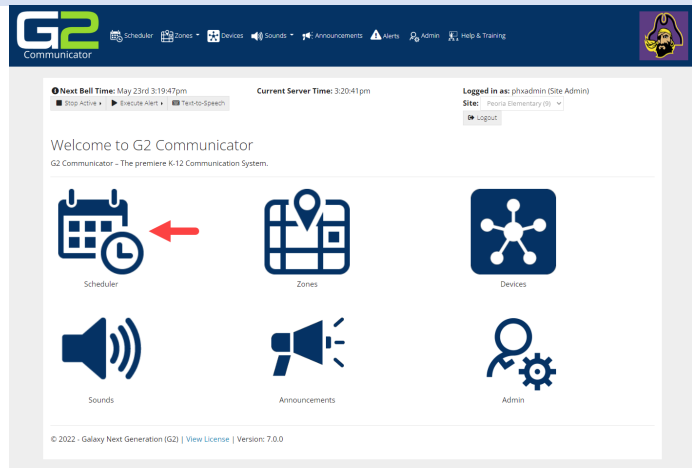
- Start time for each bell
- Description of each bell
- Zone where the bells are to be played
- Sound file to be played
- Exception days (Early Release, Holidays, Assemblies, etc.)
- Exception ranges (Fall, Spring, Summer breaks)

INSTRUCTIONS

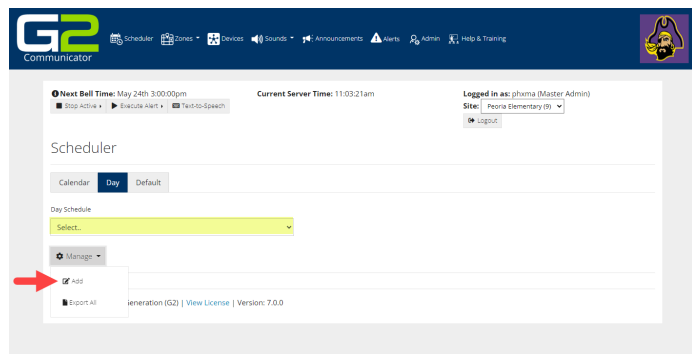
Each section in this document will step the reader through a specific task. Locate the task you wish to complete, read all the steps completely once. Then follow the steps on your production system.

CREATE A DAY SCHEDULE

1. Log into your **G2 Communicator System**.
2. Click the **Scheduler** icon or tab.

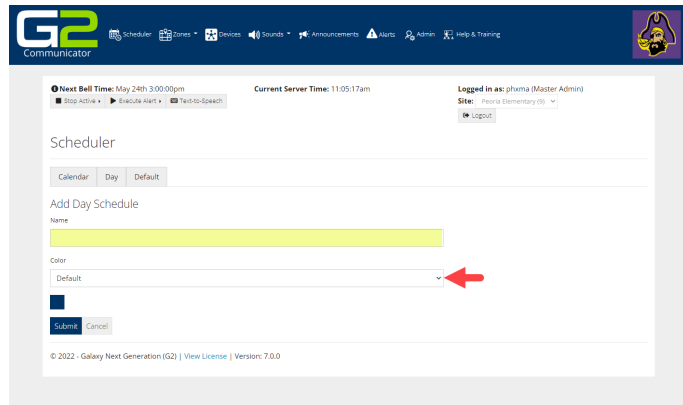


3. Select the **Day** tab.
4. Click the **Manage** button.
5. Click **Add**.

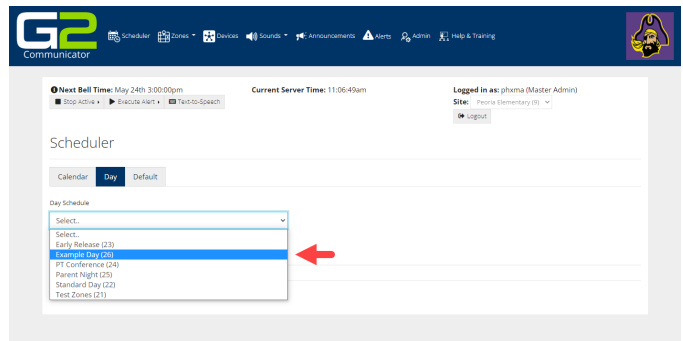


Scheduler

6. Type the name of the schedule in the **Name** field.
7. In the **Color** field, click the **down arrow** and **choose a color**.
8. Click the **Submit** button.

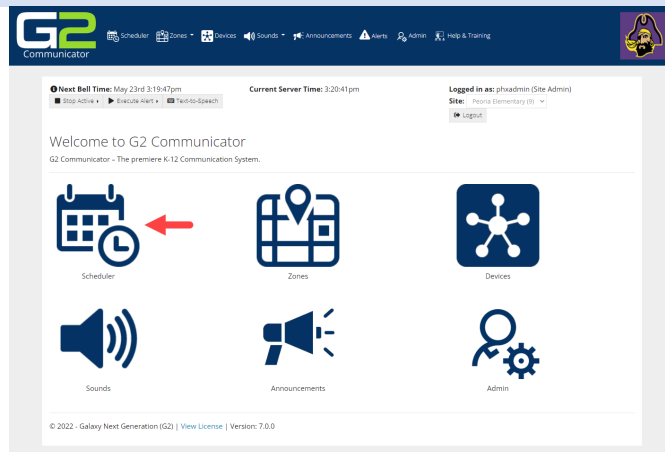


9. Click the **Day Schedule** field to view the newly added schedule.



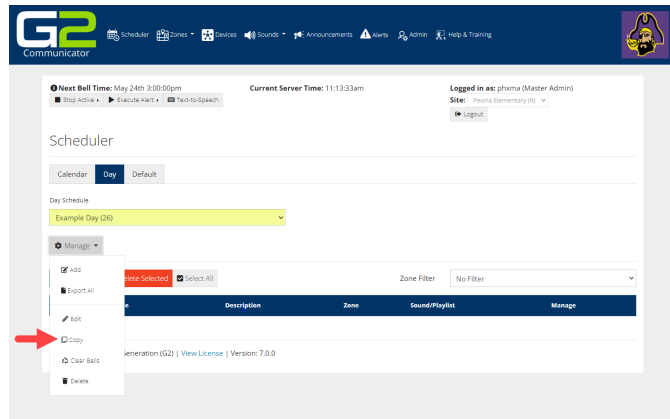
COPY A DAY SCHEDULE

1. Log into your **G2 Communicator System**.
2. Click the **Scheduler** icon or tab.
3. Select the **Day** tab.

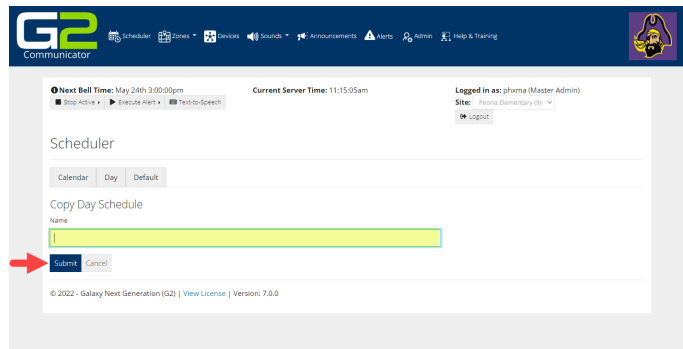


Scheduler

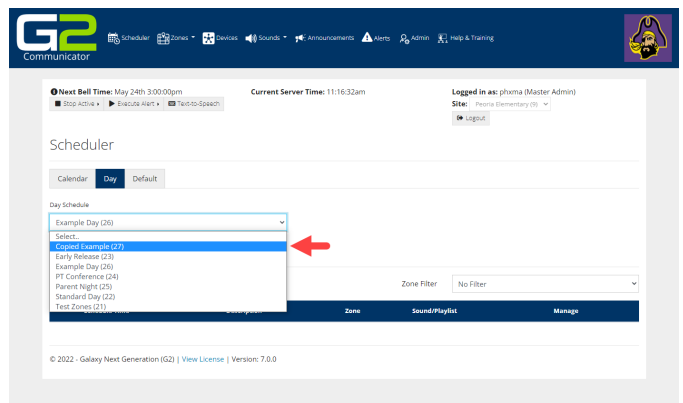
4. Select the **schedule to copy** in the **Day Schedule** field.
5. Click the **Manage** button.
6. Select **Copy**.



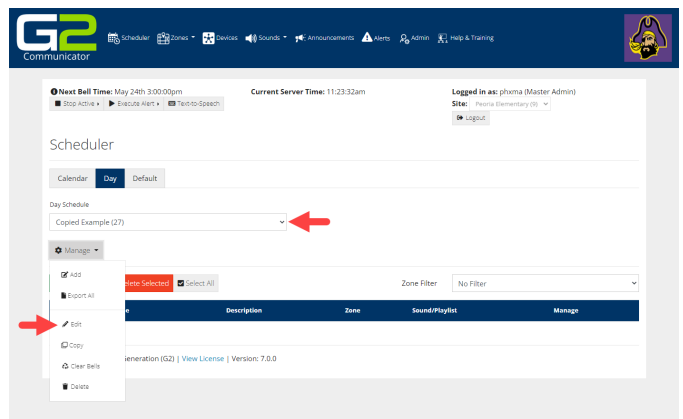
7. Type the name for the copied schedule in the **Name** field.
8. Click the **Submit** button.



9. Click the **Day Schedule** field to view the newly copied schedule.
10. Select the **renamed bell schedule**.

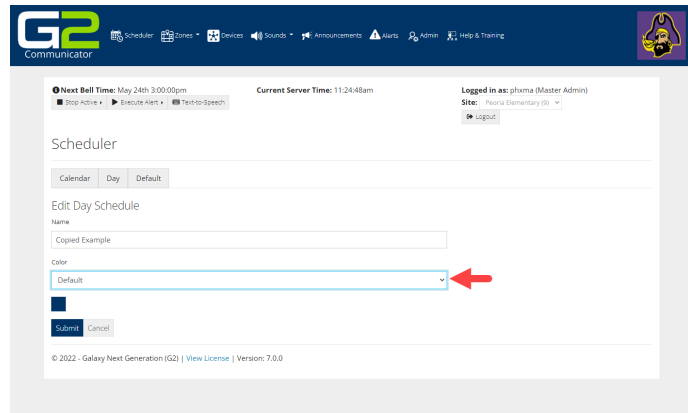


11. Click the **Manage** button.
12. Click **Edit**.



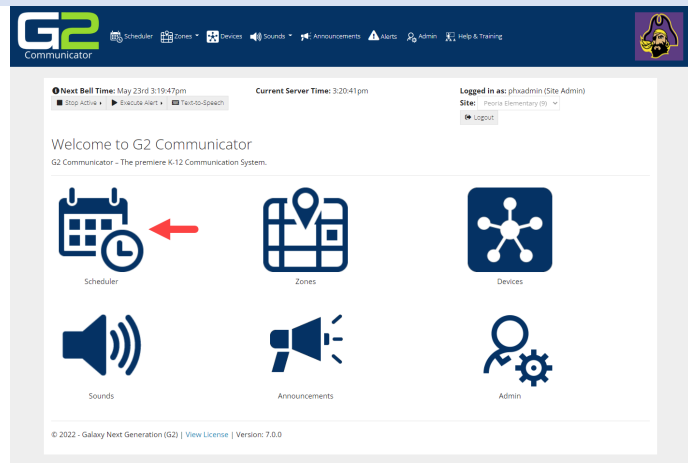
Scheduler

- Click the **Color** field to set the calendar color.
- Click the **Submit** button.

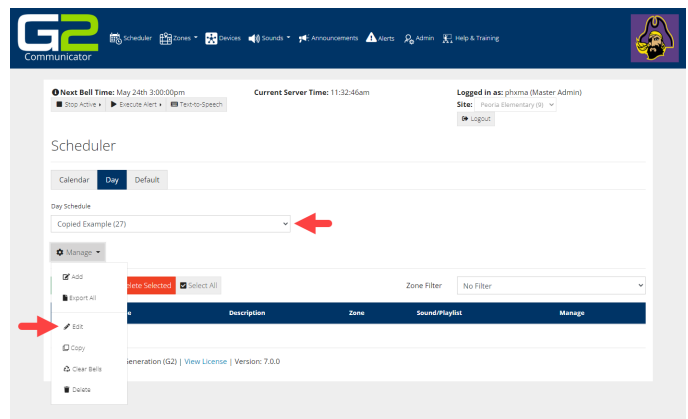


RENAME A DAY SCHEDULE

- Log into your **G2 Communicator System**.
- Click the **Scheduler** icon or tab.

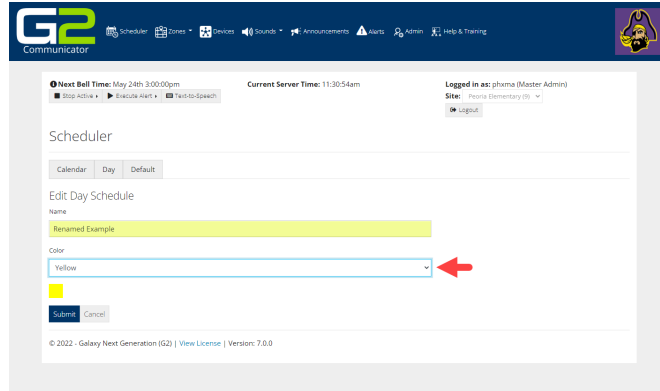


- Select the **Day** tab.
- Select the **schedule to copy** in the **Day Schedule** field
- Click the **Manage** button.
- Click **Edit**.

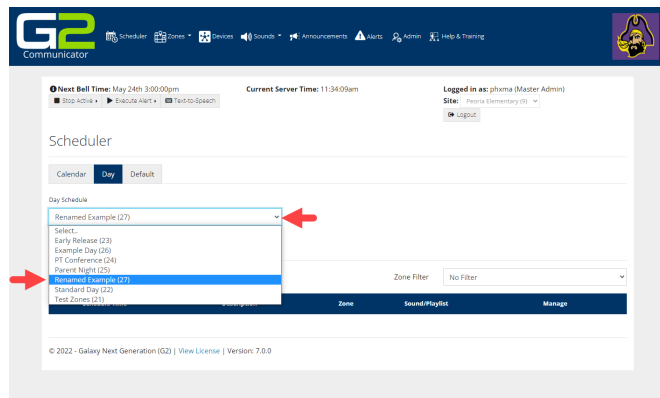


Scheduler

7. Type the new name of the schedule in the **Name** field.
8. **Change the color** in the **Color** field if applicable.
9. Click the **Submit** button.

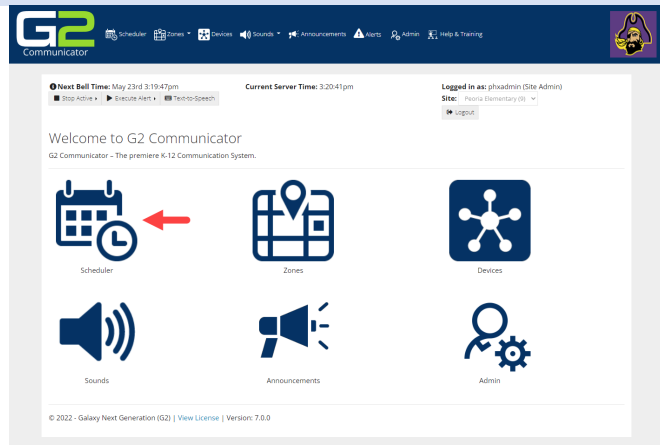


10. Click the **Day Schedule** field to view the newly renamed schedule.



ADD A BELL TO A DAY SCHEDULE

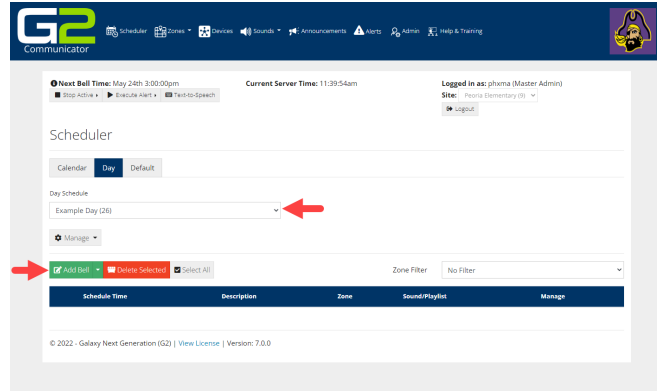
1. Log into your **G2 Communicator System**.
2. Click the **Scheduler** icon or tab.



Scheduler

3. Select the **Day** tab.
4. Select the **schedule to copy** in the Day **Schedule** field
Note: It is important to verify the correct bell schedule is chosen in this step.

5. Click the **Add Bell** button.

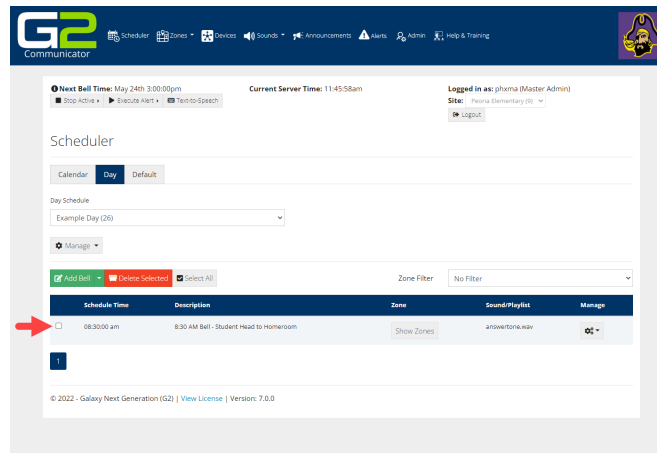
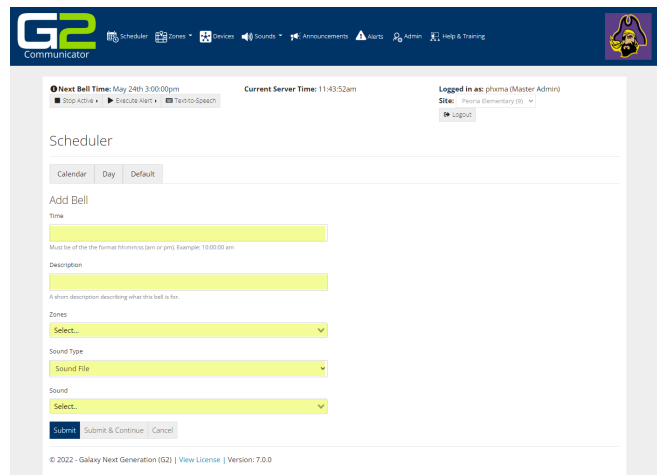


6. Type the time the bell will play in the **Time** field.

Note: Time may be typed. The field will accept for 8:30:00 AM:

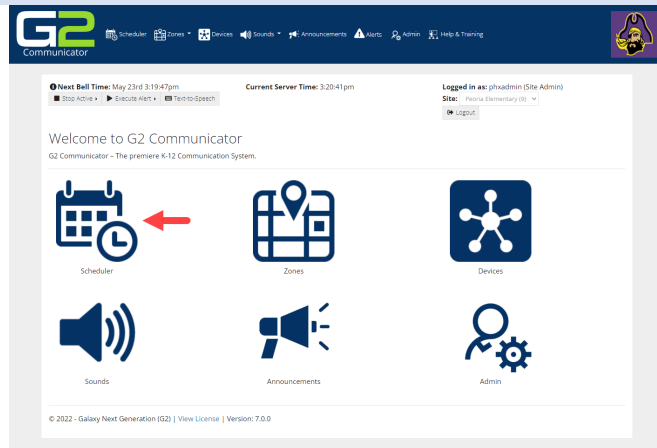
- 8:30:00 AM
- 8:30 AM
- 8:30
- 8 30

7. If a PM, time, add **"PM"** or use **24-hour time**.
8. Type a description of the bell in the **Description** field.
9. Click the **Zone** field, select the Zone where the bell will play.
10. Click the **Sound Type** field, select the type of sound required.
11. Click the **Sound** field, select the sound to play.
12. Click the **Submit** button.
13. The browser will refresh showing the newly added bell.
14. **Repeat this process until all bells for the selected schedule have been added.**



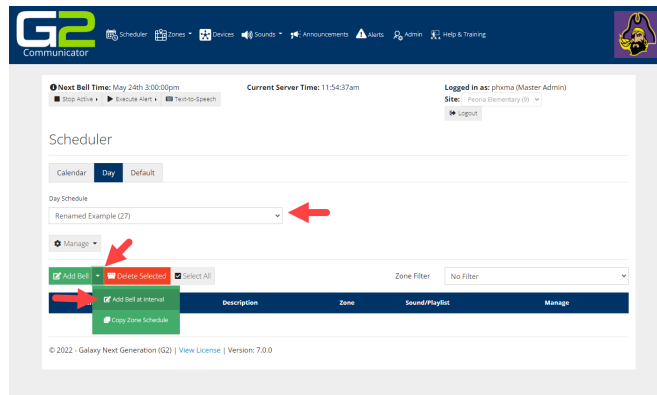
ADD A BELL AT AN INTERVAL

1. Log into your **G2 Communicator System**.
2. Click the **Scheduler** icon or tab.

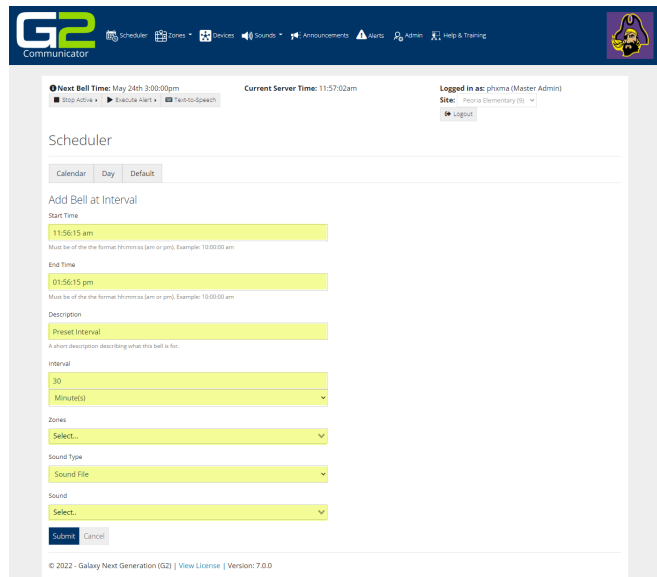


3. Select the schedule to **Add a Bell** in the **Day Schedule** field.
Note: It is important to verify the correct bell schedule is chosen in this step.

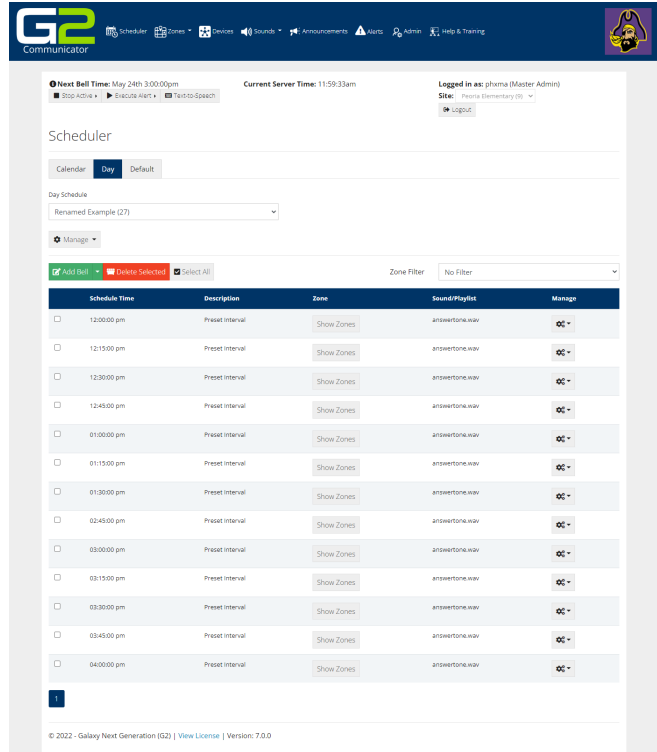
4. Click the **downward arrow** adjacent to the **Add Bell** button.
5. Select **Add Bell at Interval**.



6. Type the time the **first bell** in the interval will play in the **Start Time** field.
7. Type the time the **last bell** in the interval will play in the **End Time** field.
8. Type a description in the **Description** field
9. Type the **number of minutes or seconds** in the **Interval** field.
10. Select **Minutes or Seconds** in the lower **Interval** field (Default is minutes).
11. Click the **Zone** field, select the **Zone where the bell will play**.
12. Click the **Sound Type** field and choose Sound File.
13. Click the **Sound** field, select the sound to play.
14. Click the **Submit** button.

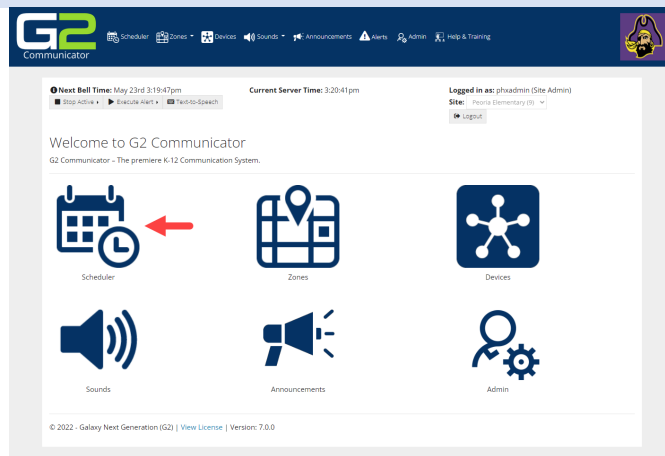


- The browser will refresh showing the newly added bells.



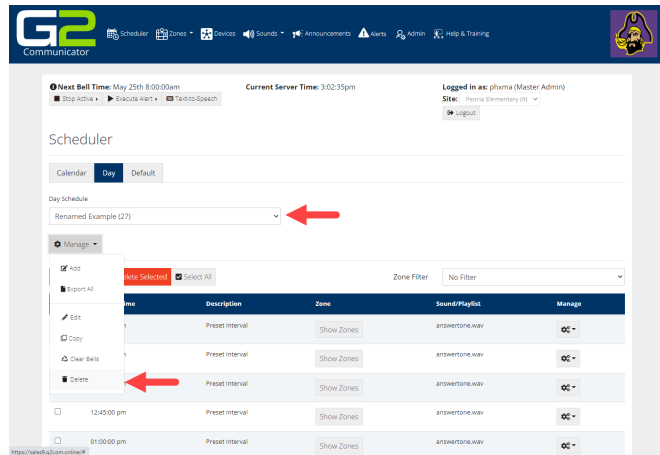
DELETE A DAY SCHEDULE

- Log into your **G2 Communicator System**.
- Click the **Scheduler** icon or tab.
- Select the **Day** tab.

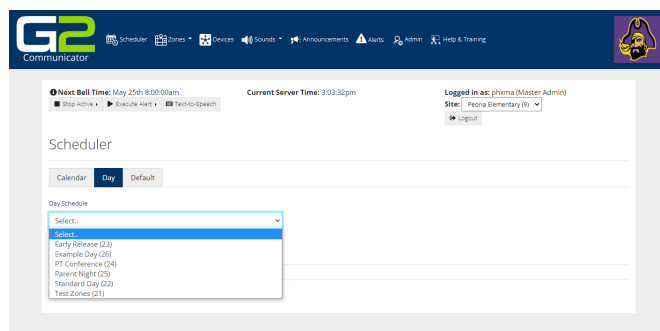


Scheduler

4. Select the **schedule to copy** in the **Day Schedule** field.
5. Click the **Manage** button.
6. Click **Delete**.

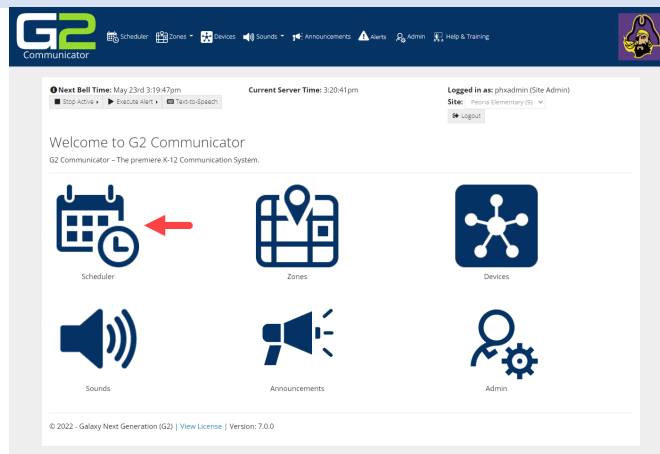


7. Click the **Day Schedule** field to view the schedule has been deleted.



SET DEFAULT SCHEDULE

1. Log into your **G2 Communicator System**.
2. Click the **Scheduler** icon or tab.



Scheduler

3. Click the **Default** tab.
4. Choose a **Start Date** clicking the **Schedule Start Date** field (Use the calendar)
5. Choose the **default schedule by clicking the drop arrow** adjacent to each day of the week.

Note: The default schedule is set for a period of one year.

Note: Exceptions e.g., Holidays, Vacations may be added after the Default schedule is set.

6. Click the **Submit** button

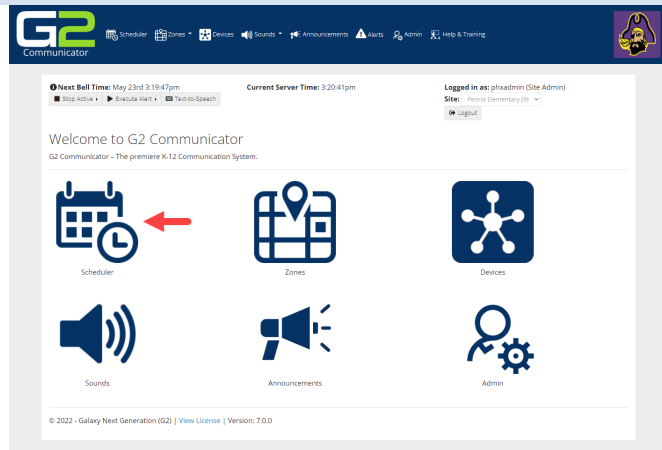
The screenshot shows the 'Scheduler' interface with the 'Default' tab selected. A red arrow points to the 'Default' tab. Below the tabs, there are fields for 'How many weeks are in the schedule?' (set to 'One Week'), 'Schedule Start Date' (05/02/2022), and a notification: 'Note: The default schedule is set for one year, starting from the above date.' A table lists days of the week with 'None' selected for each. A red arrow points to the 'Submit' button at the bottom.

7. Click the **Calendar** tab to view the default schedule in the calendar

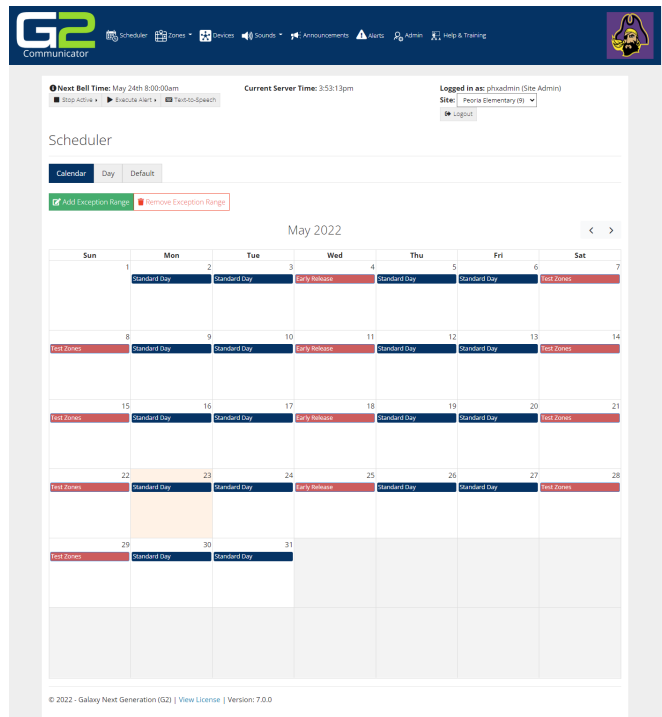
The screenshot shows the 'Scheduler' interface with the 'Calendar' tab selected. It displays a calendar for May 2022. A red box highlights the 'Add Exception Range' and 'Remove Exception Range' buttons. The calendar grid shows days with labels like 'Standard Day', 'Early Release', and 'Test Zones'.

SET A BELL EXCEPTION

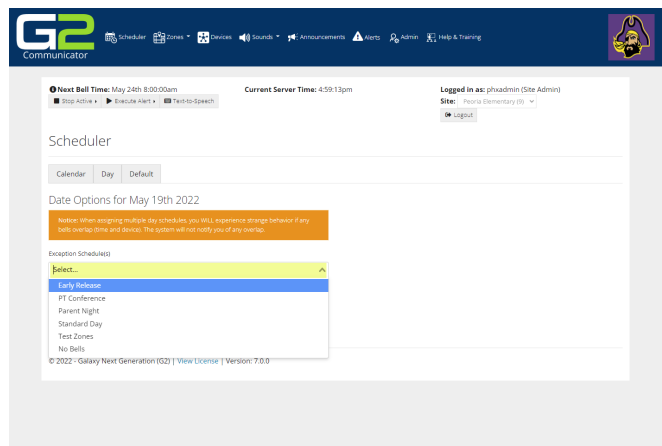
1. Log into your **G2 Communicator System**.
2. Click the **Scheduler** icon or tab.



3. Click in a **“Blank”** area of the date to be modified.
4. The **Date Options** for <date> will display.



5. Click the **Exception Schedule** field, choose the schedule to play.



Scheduler



6. Set the **Type** field to overwrite.
7. Click the **Submit** button

Next Bell Time: May 24th 8:00:00am
Current Server Time: 5:02:29pm
Logged in as: phadmm (Site Admin)
Site: Peoria Elementary (S)

Scheduler

Calendar Day Default

Date Options for May 19th 2022

Note: When adding multiple day schedules, you will experience strange behavior if any have overlapping times and devices. The system will not notify you of any overlaps.

Exception Schedule(s)

PT Conference X

Type

Overwrite

Submit Cancel

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8. The browser will refresh showing the newly added exception.

Next Bell Time: May 24th 8:00:00am
Current Server Time: 5:03:15pm
Logged in as: phadmm (Site Admin)
Site: Peoria Elementary (S)

Scheduler

Calendar Day Default

Add Exception Range Remove Exception Range

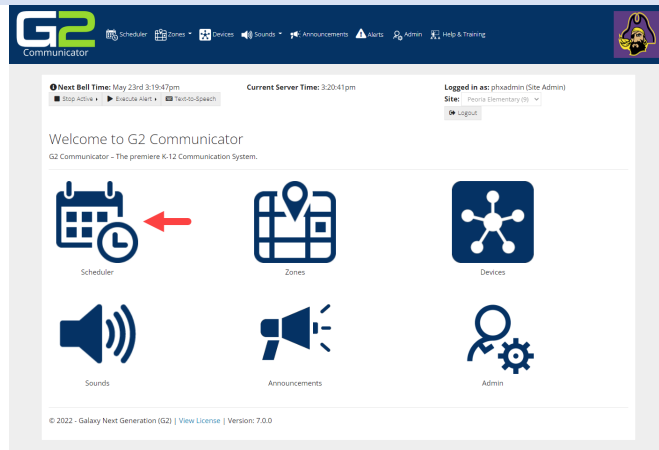
May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Standard Day	Standard Day	Early Release	Standard Day	Standard Day	Test Zones
Test Zones	Standard Day	Standard Day	Early Release	Standard Day	Standard Day	Test Zones
Test Zones	Standard Day	Standard Day	Early Release	Exception PT Conference	Standard Day	Test Zones
Test Zones	Standard Day	Standard Day	Early Release	Standard Day	Standard Day	Test Zones
Test Zones	Standard Day	Standard Day				

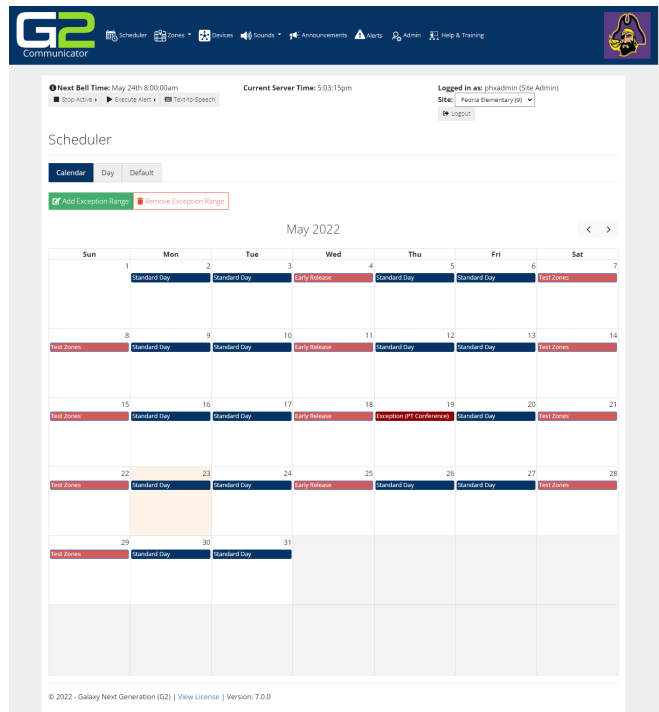
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APPEND A SCHEDULE

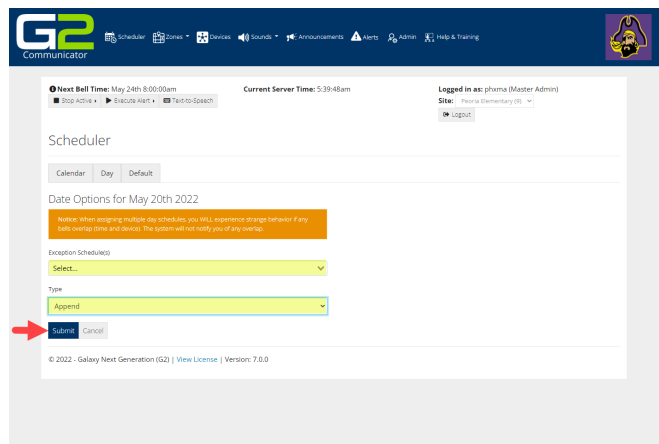
1. Log into your **G2 Communicator System**.
2. Click the **Scheduler** icon or tab.



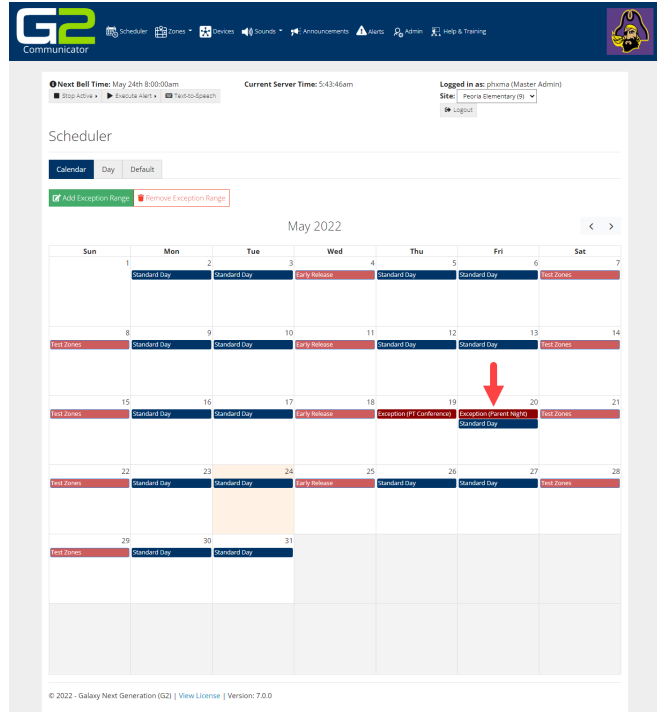
3. Click in a **“Blank”** area of the date to be modified.
4. The **Date Options** for <date> will display.



5. Click the **Exception Schedule** field, choose the schedule to play.
6. Click the **Type** field, select **Append**.
7. Click the **Submit** button.

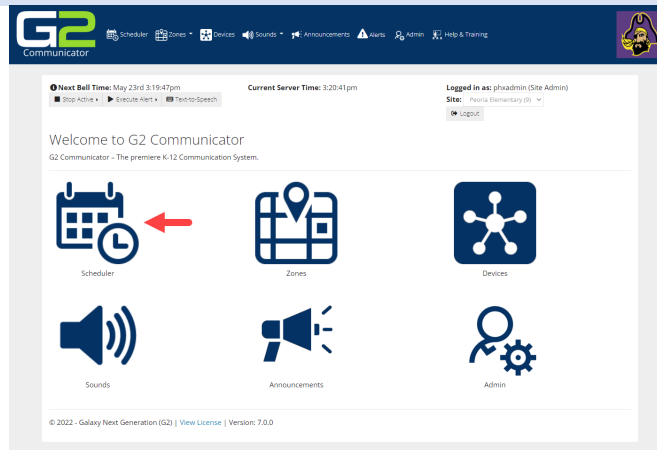


- The browser will refresh showing the newly appended exception.

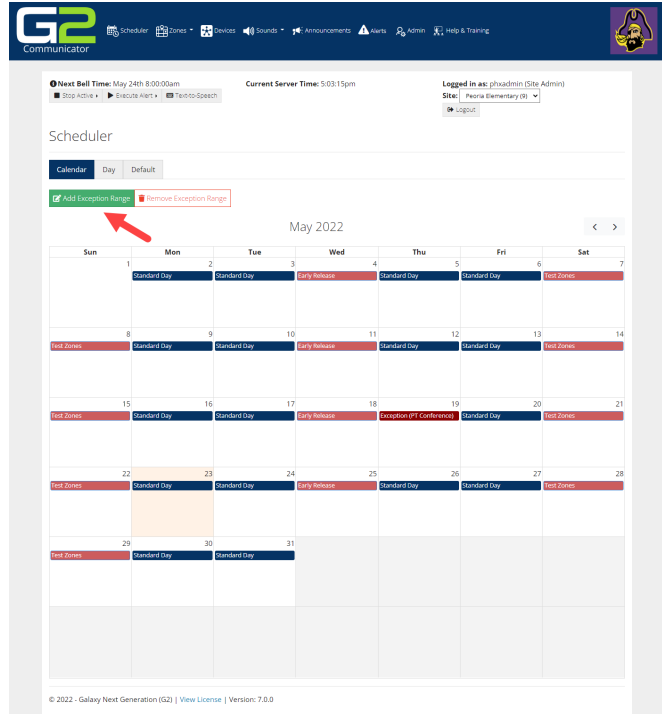


SET AN EXCEPTION RANGE

- Log into your **G2 Communicator System**.
- Click the **Scheduler** icon or tab.



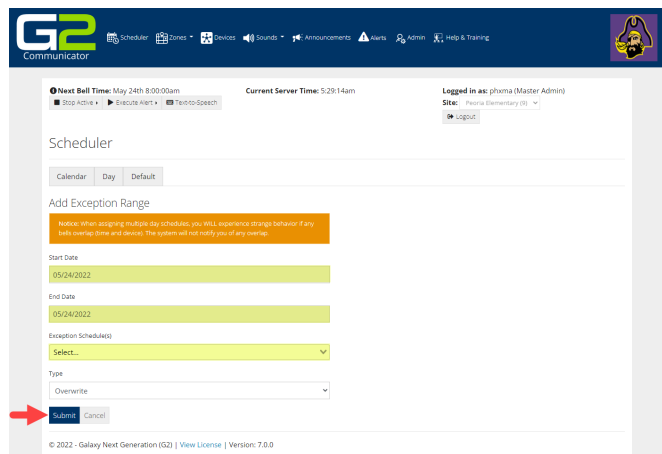
3. Click the **Add Exception Range** button.



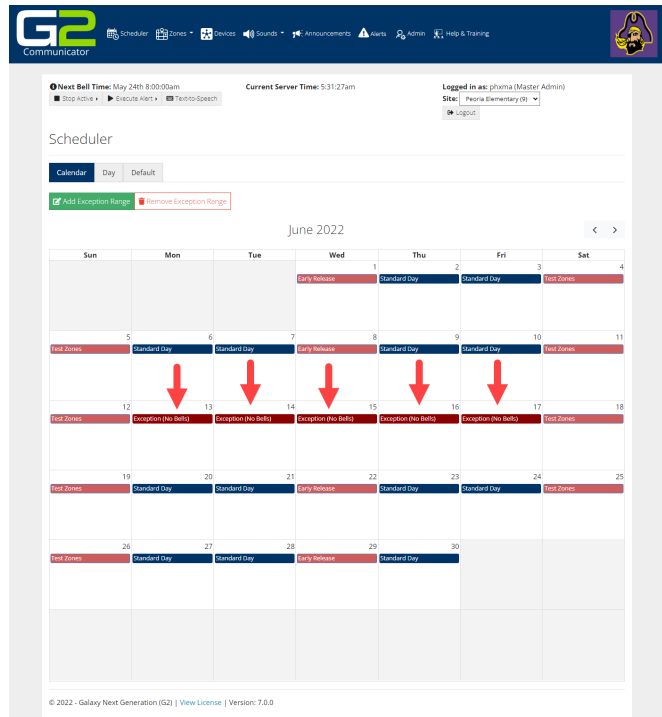
4. Type the **starting date of the exception range** in the **Start Date** field.
5. Type the **ending date of the exception range** in the **End Date** field.
6. Click the **Exception Schedule** field, choose the schedule to play.

Note: Default is "No Bell"

7. Click the **Submit** button.

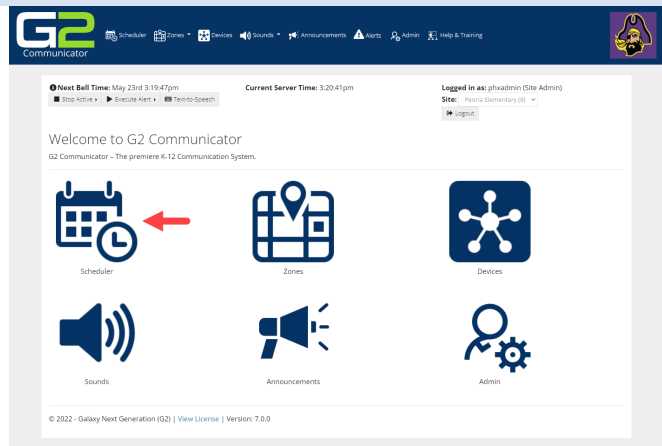


- The browser will refresh showing the newly added exception range.

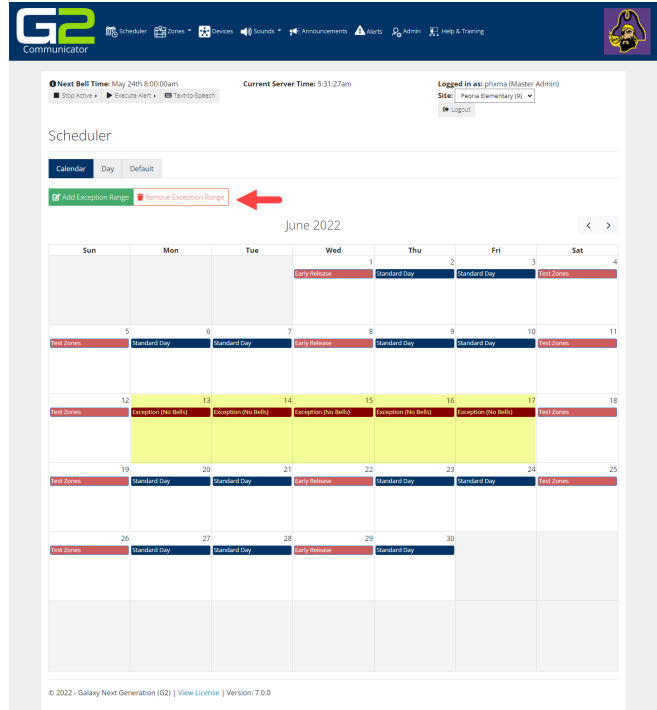


REMOVE AN EXCEPTION RANGE

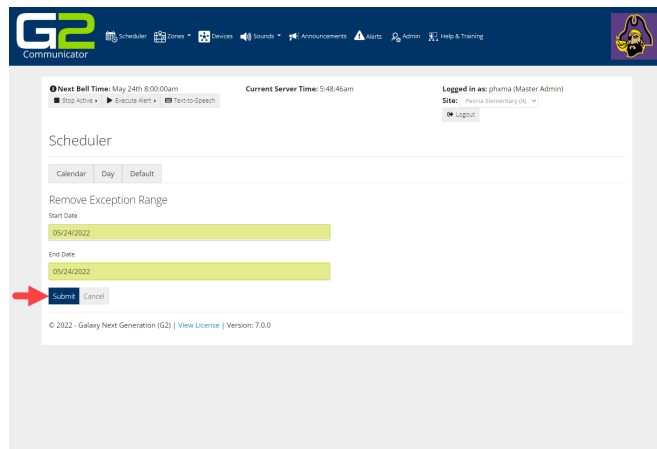
- Log into your **G2 Communicator System**.
- Click the **Scheduler** icon or tab.



3. Click the **Remove Exception Range** button.



4. Type the **starting date of the exception range** in the **Start Date** field.
5. Type the **ending date of the exception range** in the **End Date** field.
6. Click the **Submit** button.



Scheduler



- 7. The browser will refresh showing the newly removed exception range.

The screenshot shows the G2 Communicator Scheduler interface. At the top, there is a navigation bar with the G2 logo and various menu items like Scheduler, Zones, Devices, Sounds, Announcements, Alerts, Admin, and Help & Training. Below the navigation bar, the Scheduler section is active, displaying a calendar for June 2022. The calendar shows days from Sunday to Saturday, with various exception ranges highlighted in different colors: red for 'Test Zones', blue for 'Standard Day', and yellow for 'Early Release'. The interface includes buttons for 'Add Exception Range' and 'Remove Exception Range'. The footer of the page indicates the version is 7.0.0.