

UTM TimeTracker



UTM TimeTracker

User Guide

2018-2019



UNIVERSITY OF
TORONTO
MISSISSAUGA

CENTRE FOR
STUDENT ENGAGEMENT
Connecting Learning to Life

TABLE OF CONTENTS

Introduction to UTM TimeTracker	3
Accessing UTM TimeTracker	4
MANAGE COURSES	5
Importing UTM courses from ACORN	5
Adding courses manually	6
MANAGE ITEMS	8
Course Activity	8
Adding Tests	8
Adding Study Time	9
Adding Readings	11
Adding Assignments	12
Navigating the Assignment Calculator	13
Editing/Deleting Course Activity Items	15
Out-of-Course Activity	16
MY STATISTICS	17
Academics and Engagement	17
Marks	18
MY SETTINGS	19
Frequently Asked Questions	20
Troubleshooting	22



What is UTM TimeTracker?

Introduction to UTM TimeTracker:

UTM TimeTracker is a holistic tool developed with the needs of students in mind. It is designed help you become more aware of how you manage and use your time and organize your goals and tasks according to your academic priorities. UTM TimeTracker features a variety of embedded components to help you better understand university expectations and optimize your self-organization according to best practices supported by research.

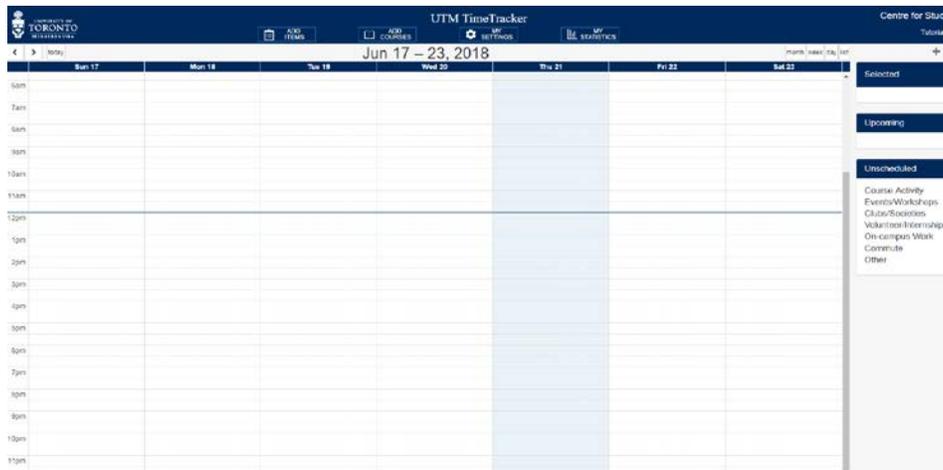
For example, TimeTracker features daily study tips and a built-in assignment calculator to help you break down your assignments or projects into manageable steps. The tool will encourage you to track time spent on academic and other activities, helping you make your university experience well rounded and productive.



ACCESSING THE APPLICATION

Accessing UTM TimeTracker:

1. Go to the Centre for Student Engagement website or click the following link:
uoft.me/timetracker
2. Login to the tool using your UtorID and password. The following screen will appear:



There are four main buttons that are available:



Manage Items: Add events onto the calendar, whether it is course-related or co-curricular activities, jobs, volunteering, and other events.

Manage Courses: Add, modify, and delete courses from the calendar. Most courses can be imported directly from ACORN. Some courses may need to be added manually if they do not appear on ACORN.

My Settings: Choose how many upcoming activities to be displayed, the time format, and enable/disable calendar colours.

My Statistics: Track how much time you are spending on studying and co-curricular activities during every week and how it compares to your goals and best practices. The marks and weightings of assessments can also be changed from this tab.



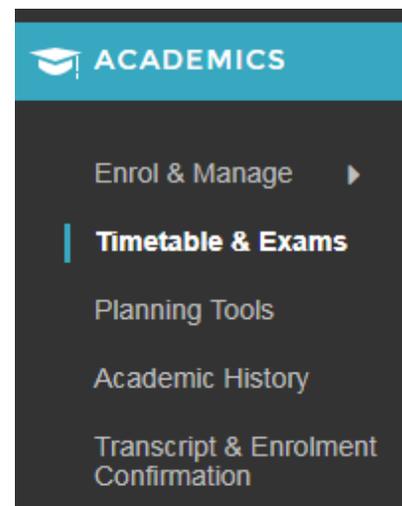
MANAGE COURSES

How to Add and Manage cCourses:

When first accessing the application, there will be two options: adding courses manually, or importing courses from ACORN.

Importing UTM Schedule and Courses From ACORN:

1. Login to ACORN (<http://www.acorn.utoronto.ca/>)
2. Click the **'Timetables & Exams'** tab on the left hand side of ACORN under 'Academics'.
3. Scroll to **'Export a Calendar of Your Courses'**.
4. Click the button that says **'Download Calendar Export'** and your schedule will be downloaded onto your computer:

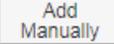


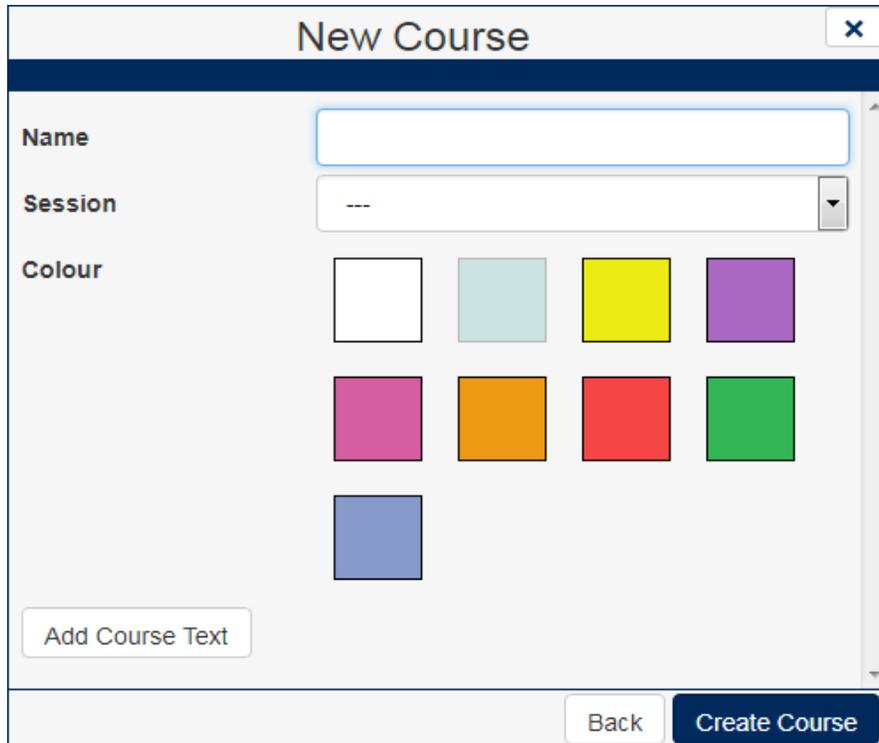
5. Click **'MANAGE COURSES'** tab and on the right sidebar that appear, click **'Acorn Import'**, then **'choose file.'** Find the file which you have downloaded from Acorn (it be in your downloads unless you saved it in a different location). Click **'Next'** button in the bottom right corner of the sidebar.
6. Your courses will now be available and you can view them when you click **'week'** view in the tabs:



Adding Courses Manually:

In some cases, some of your courses may not be on ACORN for a variety of reasons. The course may be an individual thesis project, an internship course, or a research opportunity project (ROP). Such courses can be added manually.

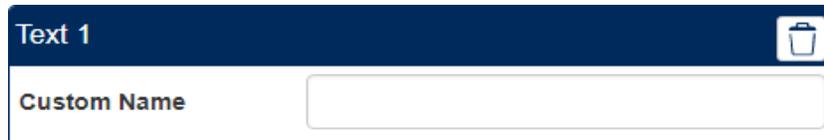
1. Click **'MANAGE COURSES'** and then click 
2. The following interface will appear:



The screenshot shows a 'New Course' form with the following fields and options:

- Name:** A text input field.
- Session:** A dropdown menu with a placeholder '---'.
- Colour:** A grid of color swatches including white, light blue, yellow, purple, pink, orange, red, green, and blue.
- Add Course Text:** A button to add a description.
- Navigation:** 'Back' and 'Create Course' buttons at the bottom right.

3. Fill in information (course and session - fall, winter, or full year) and choose a colour.
4. A description can be added by pressing **'Add Course Text'**. The following will appear:



The screenshot shows a 'Text 1' form with the following fields and options:

- Text 1:** A header with a trash icon.
- Custom Name:** A text input field.

5. Once you have filled in the information press **'Create Course'**:



6. The following screen will come up where you can fill out any relevant information:

Example Course : Schedule

Lecture Tutorial Practical More (2) +

Section Type Lecture

Lecture 1

Day & Time ---

Duration 1 h 0 m

Location

Add Section

Save Schedule and Close

7. Switch through the following header options, and fill out all the information pertaining to your courses:

Lecture Tutorial Practical

8. There are also more options when you click 'More (2)' such as: 'Office Hour' and 'FSG' on which you can input your professor's office hours and any FSGs you may plan on attending, if relevant to your courses.

9. If any extra times need to be added, such as for lectures, press .

10. Once you're done, click 'Save Schedule and Close':



11. Your new course will show up in your schedule, as long as you inputted both a 'Day & Time' and 'Duration' for any of the course components.

TIP

If your courses' location for lectures, tutorial, practicals, or any other fields change for the next semester, such as for full year courses, then go to:

'MANAGE COURSES' > 'Edit' > 'Course' > Change the fields as needed.



MANAGE ITEMS

A holistic nature of UTM TimeTracker allows managing academic-related and co-curricular items in one application. In this section, we will review some important features of the tool.

How to Add Course Activity:

'MANAGE ITEMS' > 'Add' > Choose 'Course Activity' > Choose 'Course' > 'Activity'

Course Activity Options:

After pressing the dropdown menu for course activity, many options will appear:

The screenshot shows a web form titled "Manage Items" with a close button (X) in the top right corner. The form has four main sections: "Action", "Category", "Course", and "Activity".

- Action:** Contains three buttons: "Add" (highlighted with a black box), "Edit", and "Delete".
- Category:** A dropdown menu currently showing "Course Activity".
- Course:** A dropdown menu currently showing "Example Course".
- Activity:** A dropdown menu currently showing "---". Below the dropdown, a list of activity options is displayed, including "Reading", "Test", "Assignment" (with a bold header), "Annotated Bibliography", "Literature Review", "Research Paper", "Business report", "Critical Review", "Group Assignment", "Lab Report", "Oral Presentation", "Poster Presentation", "Reflection/Response Paper", "Research Proposal", "Essay", and "Custom".

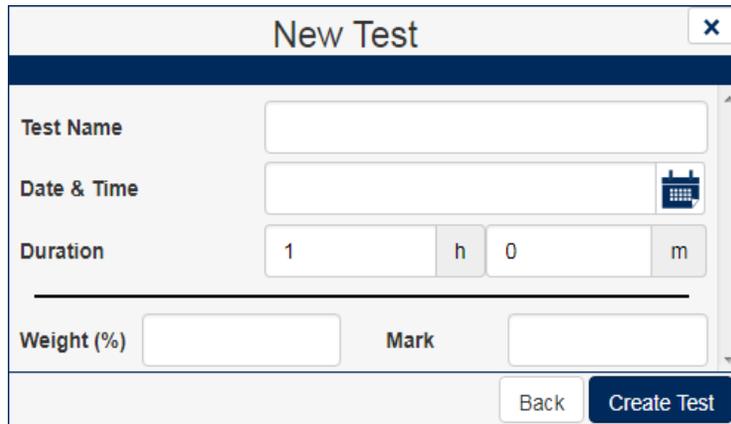
At the bottom right of the form, there is a "Next" button.

Adding Tests:

The **'New Test'** option allows you to add upcoming tests or tests that have already passed. The weight and mark can also be added.

If the mark is not known (which will happen if you are inputting the test before it actually happens), you can put what you roughly expect to have on the assignment as a placeholder mark. The mark can be easily modified later.

!! For more information on how to modify marks and weightings for assessments after setting them up, see the **'Marks'** section in **'MY STATISTICS'**.



The screenshot shows a 'New Test' form with the following fields and controls:

- Test Name:** A text input field.
- Date & Time:** A date and time picker with a calendar icon.
- Duration:** A time selector with '1' in the hours field and '0' in the minutes field, with 'h' and 'm' labels.
- Weight (%):** A text input field.
- Mark:** A text input field.
- Buttons:** 'Back' and 'Create Test' buttons at the bottom right.

By adding tests, study times associated with the test can also be added. This command will be explained on the next page.

!! Any study time added is associated with its respective test. If the test is deleted, any associated study times will also be deleted.

Adding Study Time:

The 'Study Time' interface automatically pops up after scheduling a test (i.e. midterms, exams). If the test is already scheduled and you want to add study time to a course, you can do so by:

'MANAGE ITEMS' > 'Edit' > Filter by 'Course' > Choosing the inputted 'Test' name.

1. After opening the **'Study Time'** interface, fill out the information as necessary.
2. Multiple instances of studying the same topic can be added through the **'+'** button.
3. Multiple topics for the course can be scheduled by pressing **'Add Topic'**.

The following is how the interface for adding 'Study Time' appears:

The screenshot shows a web application window titled "Example Midterm : Study Time". Inside, there's a tab labeled "UTM TimeTracker". Below the tab, the "Unit" is set to "UTM TimeTracker". A section titled "Untitled Topic" contains a "Topic" input field. Below this, there's a table with one row labeled "Instance 1". The "Date & Time" field is empty, and the "Duration" is set to "1 h 0 m". There is also a "Notes" field. At the bottom of the form, there are buttons for "Add Topic", "Back", "Test Setup", and "Save".

TIP

Start scheduling time to study for courses early to stay on top of coursework during the semester. Studying too early is always better than studying too late!

Adding Readings:

After choosing **'Reading'** as the course activity, the following interface will appear:

The screenshot shows a 'New Reading' window with the following elements:

- Source:** A dropdown menu currently showing 'Custom Source'.
- Range 1:** A section header with a trash icon.
- Range:** Two input fields labeled 'pg' separated by a hyphen.
- Instance 1:** A section header with a plus sign button.
- Date & Time:** A date picker field.
- Duration:** Input fields for '1' hour and '0' minutes.
- Notes:** A text input field.
- Buttons:** 'Add Range', 'Back', and 'Create Reading and Close'.

1. Input the name of the textbook as the **'Source'**.
2. Input the page **'Range'**. If there is no page range, it can be replaced with '-'. You can include the chapter name inside the **'Notes'** section, if needed.
3. If reading the same reading on multiple occasions, you can press **'+'** to increase the **number of instances** to schedule multiple times when the reading is done. Clicking on each instance will allow you to schedule a new time for each repeated reading.
4. If **reading different page ranges** of the same book, press **'Add Range'**, and multiple ranges from the same book can be added. This is also how you can add different readings for the same textbook source.

Adding new readings to the **same source book** can be done by the following actions:

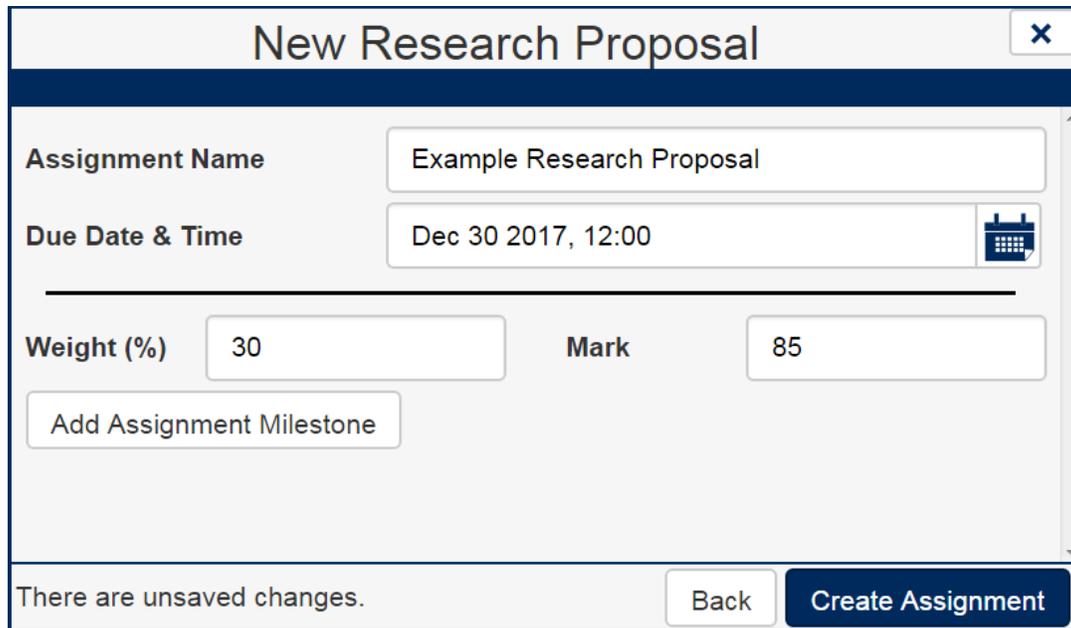
'MANAGE ITEMS' > 'Edit' > Filter by 'Course' > Choosing the inputted 'Reading' source.

TIP

General studying can be also added through this method by choosing **'Reading'** as the option if needed. The type of studying can be inputted for the source name, such as the topic. Page range can be replaced with '- '.

Adding Assignments:

After choosing an **'Assignment'** as the course activity, an interface that looks like the following interface below will appear:



The screenshot shows a web interface titled "New Research Proposal" with a close button (X) in the top right corner. The interface contains the following fields and buttons:

- Assignment Name:** A text input field containing "Example Research Proposal".
- Due Date & Time:** A date and time picker field showing "Dec 30 2017, 12:00" with a calendar icon to its right.
- Weight (%):** A text input field containing "30".
- Mark:** A text input field containing "85".
- Add Assignment Milestone:** A button located below the weight and mark fields.
- Bottom Bar:** A status bar at the bottom of the form containing the text "There are unsaved changes.", a "Back" button, and a "Create Assignment" button.

The assignment that was chosen as an example was **'Research Proposal'**, but every other assignment will have the same general options and fields.

Steps for 'Assignment Setup':

1. Input the **'Assignment Name'**, the **'Due Date & Time'**, as well as the **'Weight'** and **'Mark'** of the assignment. Add a placeholder mark if you still do not know the mark. See **'MY STATISTICS'** for more information on how to change any marks you may have inputted.
2. Add **'Assignment Milestone'** if there are certain components of the assignment that need to be completed before a certain date. This is particularly useful for assignments like lab reports or essays where you hand in the assignment at certain stages.
3. Press **'Create Assignment'** when you have the assignment setup ready.

Navigating the Assignment Calculator:

Once you press 'Create Assignment', you will be taken to the 'Assignment Calculator'. One example of how the assignment calculator looks like is provided below. Based on the assignment type chosen earlier, different steps will appear.

Example Research Proposal : Assignment Calculator

Getting Going Making Progress Getting it Done

Review Assignment

Instance 1

Date & Time

Duration 1 h 0 m

Notes

+

Select or Narrow Topic

Instance 1

Date & Time

Duration 1 h 0 m

Notes

+

Back Assignment Setup Save

TIP

Avoid a common mistake of finishing assignments just before the due date/time. Always reserve extra time for proofreading and editing before submitting your work. It can mean the difference between a B- and an A!

Assignment Calculator Steps:

The screenshot shows the 'Review Assignment' interface. At the top, there are three tabs: 'Getting Going', 'Making Progress', and 'Getting it Done'. The 'Getting it Done' tab is selected, indicated by a red arrow with the number 1. Below the tabs is a header for 'Review Assignment' with a question mark icon and a delete icon (trash can) with a red arrow and the number 3. The main content area is divided into two columns. The left column has a blue box labeled 'Instance 1' with a red arrow and the number 5, and a '+' button with a red arrow and the number 4. The right column has three input fields: 'Date & Time' with a calendar icon, 'Duration' with input boxes for '1', 'h', '0', and 'm', and 'Notes' with a text area. Below the main content area is an 'Add Step' button with a red arrow and the number 2. At the bottom right, there is a 'Save' button with a red arrow and the number 6. At the bottom left, there is a message: 'There are unsaved changes.' Below the message are three buttons: 'Back', 'Assignment Setup', and 'Save'.

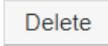
1. Change between the tabs: 'Getting Going', 'Making Progress' and 'Getting it Done'. These tabs are to help guide you throughout the assignment to break it up into manageable pieces and start on the assignment early.
2. **Add steps** through the button.
3. **Delete steps** through the 'delete' icon.
4. **Add instances** to each step. By pressing the '+' button, you will be able to add multiple times in which the step is repeated in the calendar.
 - !! *For each instance that you create, you will need to add the appropriate 'Date & Time', 'Duration' and 'Notes' as well.*
5. **Modify existing steps:**
 - a. Assign 'Date & Time' and 'Duration'.
 - b. **Add instances.**
 - c. **Add 'Notes':** When the assignment is clicked in the calendar, these notes will be visible.
6. Press '**Save**' when all the steps have been modified as desired.

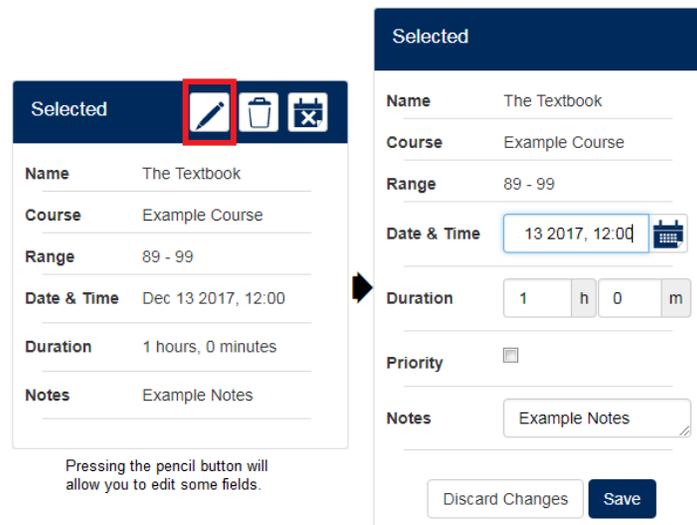
Editing and Deleting Course Activity Items:

This feature is used when you repeat the same item on multiple occasions or if you want to change the scheduling times.

'MANAGE ITEMS' > 'Edit' > Filter by 'Course' > choose existing 'Course Activity'.

Use this feature to add more study times to midterms, add new readings to an existing source, and update steps and dates for assignments.

1. The **'Reading'** items can also be deleted with the  button in the **'MANAGE ITEMS'** tab. Note that removing an item will also remove all associated times that are unscheduled as well as those that are scheduled in the future.
2. Pressing an item from the calendar gives information about the item and three icons:



Pressing the pencil button will allow you to edit some fields.

 The **'Edit'** icon can be used to edit fields like the **'Date & Time'**, **'Duration'** and the **'Notes'** section for most scheduled activities. Further editing can also be done by the method given earlier (Editing using **'MANAGE ITEMS'**).

 The **'Delete'** icon can be used to delete an item from the calendar. This will keep the item as part of the hours, but remove it from the calendar itself.

TIP

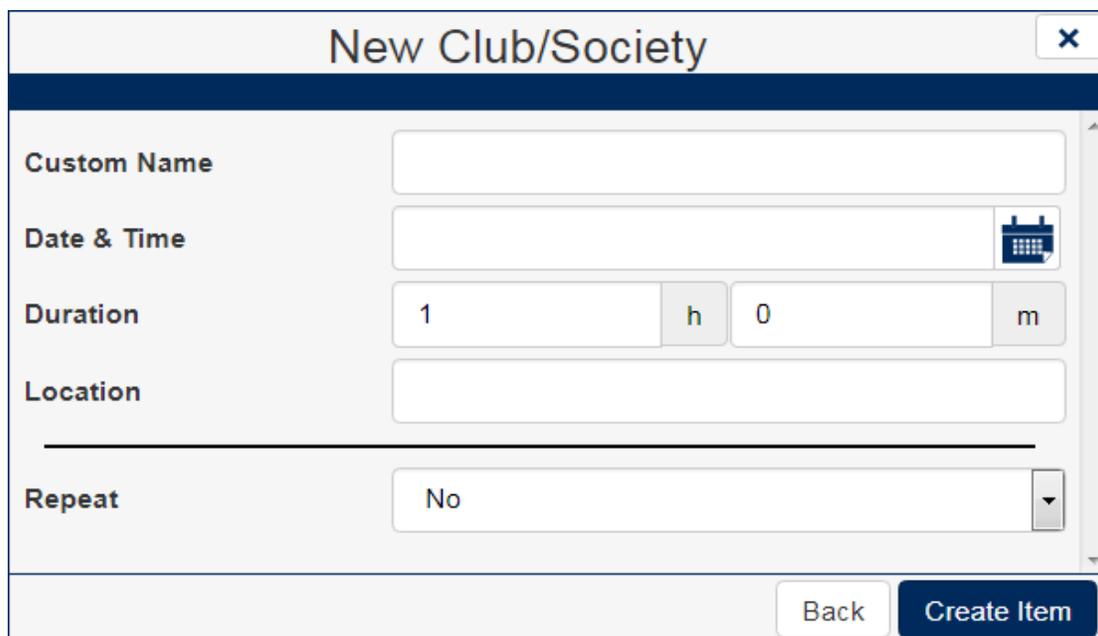
Pressing the  **'Unschedule'** icon will unschedule the item altogether, removing time (studying time or co-curriculars) that may have been added to the time tracking tool itself. Press this icon if you want to unschedule an event and remove it permanently.

Adding and Modifying Events for Out-of-Course Activity:

If adding events for out-of-course activity, follow these steps:

'MANAGE ITEMS' > Press **'Add'** > Choose the item from the drop down menu > click **'Next'**

You will be taken to an interface that looks like the following, depending on the type of out-of-course activity that was chosen:



The screenshot shows a web form titled "New Club/Society" with a close button (X) in the top right corner. The form contains the following fields:

- Custom Name:** A text input field.
- Date & Time:** A date and time picker with a calendar icon.
- Duration:** A field with "1" in a box, followed by "h", "0" in a box, and "m".
- Location:** A text input field.
- Repeat:** A dropdown menu with "No" selected.

At the bottom right, there are two buttons: "Back" and "Create Item".

For each out-of-course activity, a **'Custom Name'**, **'Date & Time'**, **'Duration'** and **'Location'** can be added. You can also choose if you want the same event to **'Repeat'**:

- ✓ **No Repeat:** Event only occurs once (useful for one-time workshops or events).
- ✓ **Daily:** every X number of days until a specified date or number of occurrences.
- ✓ **Weekdays:** every day until a specified date or number of occurrences, only on weekdays.
- ✓ **Weekly:** Every week (or every X weeks) until a specified date or number of occurrences.
- ✓ **Monthly:** Once every month until a specified date or number of occurrences.

Items can be modified by pressing . Items be deleted through . *Please note that if you delete an item, any items that are associated with it will also be deleted.*



MY STATISTICS

The 'MY STATISTICS' tab is useful for determining if you are reaching both academic goals and co-curricular engagement goals in terms of the amount of time spent. This section also allows you to determine where you are standing in terms of your current marks based on your inputted assessments.



Academics:

In the Academics tab, you will see a table similar to the table below. This table will list hours of studying you spent per course and an optimal goal to aim for each week of the course. According to best practices, for each hour of lecture/tutorial, you should spend two to three hours outside of class on course-related tasks such as reading, reviewing notes, and studying for tests.

Course	Week of Sep 17th (hours)		Over This Term (hours)	
	Time	Goal	Time	Goal
Combined	0	25	0	295
BIO315H5	0	8	0	90
BIO370Y5	0	5	0	60
BIO374H5	0	8	0	85
CHM211H5	0	5	0	60



Engagement:

In the Engagement tab, you will see a table similar to the one below. This table indicates the amount of time you spent for each type of activity during each week, and an approximate goal that you should be aiming for. According to best practices, you should spend around 10-15 hours a week for all combined out-of-class activities.

Category	Week of Sep 17th (hours)		Over This Term (hours)	
	Time	Goal	Time	Goal
Combined	0	12.5	0	150
Events	0		0	
Clubs	0		7	
Volunteer	0		6	
Work	0		8	

Marks:

In the **Marks** tab, you will be able to update the weights (%) and mark received for assessments that you have added through '**MANAGE ITEMS**'. The marks tab also gives an indication of your current mark in the course (mark projection) and how much of the course has been completed.

My Statistics

Academics Engagement **Marks**

CHM211H5	Assessment	Weight (%)	Mark Received
BIO374H5	Midterm 1	20	83
BIO370Y5	Midterm 2	20	85
BIO315H5	Participation Marks	10	80
	Exam	50	87

Course Completion **100%** Mark Projection **85%**

Update

TIP

Once you have your syllabus for a course, it may be a good idea to plug into your schedule all of your courses' assessments with due dates/times. Later, as you get your marks, you can make changes on the '**Marks**' tab.



MY SETTINGS

Use 'MY SETTINGS' tab to make any changes to the UTM TimeTracker tool display. When you click 'MY SETTINGS', the following interface will appear on the side:

My Settings

Show Upcoming Activity Dates Within 3 days 1 week 2 weeks 1 month

Disable Calendar Colours

Time Format 24 hour (13:00) 12 hour (1:00 PM)

Apply Changes

You can change the following settings:

1. **Time format (24h or AM/PM):** Changes how time is displayed on the calendar.
2. **Enable/disable calendar colours:** Enable or disable colours on course activity.
3. **Show Upcoming Activity Dates Within:** 1 day, 3 days, 1 week, 1 month: Changes how early course activity (reports, tests, poster presentations) are shown in the 'Upcoming' section. The upcoming tab is shown below.

Upcoming

UTM999

UTM Test
in 3 days

Example Lab Report
in 7 days

UTM888

Example Business Report
References
in 3 days

Example Business Report
in 6 days



FREQUENTLY ASKED QUESTIONS

Q : I want to add general study and review time for a course. There is no option for this available when adding in course activity. How do I add it in?

A: There are two ways to go about this.

1. Using 'Tests' (recommended):

First, create a test:

'MANAGE ITEMS' > 'Add' > 'Course Activity' > Choose 'Course' > 'Test' Activity

After creating the test, another interface will pop up that will allow you to add study time items. You can also access study times by:

'MANAGE ITEMS' > 'Edit' > Filter by 'Course' > Choose the 'Test' name.

From this section, you can add more study times for this course test (see Manage items section for more details). This method is more efficient, as all the studying is under one source name (the test that you are studying for).

2. Using 'Readings' option:

You can also add course time by:

'MANAGE ITEMS' > 'Add' > 'Course Activity' > Choose 'Course' > 'Reading'

Once reading is chosen, you can add a '-' to the page fields and give it a source name. The source name can be anything, but one possibility is the topic you are studying.

The same studying under the same source name can be added later by:

'MANAGE ITEMS' > 'Edit' > Filter by 'Course' > Choose the 'Source Name'

Q: Is there a way to input all my marks and weightings at once?

A: If you have added all of your assignments, tests and exams for the semester, you can press **'MY STATISTICS'**, and click the **'Marks'** tab. From this, you can modify any weightings or marks for any assessments during the semester

Q: I used a different device to access TimeTracker, and none of the changes I made from my other devices are saved. How do I fix this?

A: If this has occurred, try to refresh the device or change browsers. For some devices like phones, browsers like Google Chrome may work best. Generally, the changes will be synchronized within a short period of time.

Q: I added an item by accident. How do I delete it?

A: For most items, there will be a  **'unschedule'** icon that will unschedule the item completely. However, for items such as tests, this option may be unavailable. If a test needs to be modified, you can go to:

'MANAGE ITEMS' > Filter by **'Course'** > Choose the **'Item'** that you want to be deleted.

!! *For event items such as tests, any associated study times will also be removed if the original test is deleted.*

Q: My test was moved. How do I edit it without affecting any of my study time hours?

A: You can change the date, time and duration by pressing the  **'edit'** icon:

Selected	
Name	UTM Test
Course	UTM888
Date & Time	Dec 21 2017, 12:00
Duration	1 hours, 0 minutes

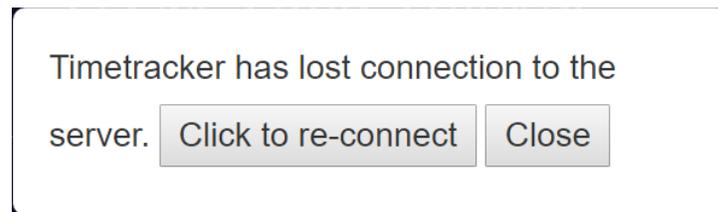


TROUBLESHOOTING

What do I do if something goes wrong?

If the server disconnects:

If the server has timed out, the following message may appear:



Press '**Click to re-connect**'. Usually, anything that you were attempting to create or edit will be saved before losing the connection.

If the program is not following through with inputted directions, you can try the following:

1. Refresh the page: this may require you to login again, but all of your data should still be present.
2. Close the window, open another window and paste in the URL (<https://tm.utm.utoronto.ca/timetracker/>) into the new window.
3. Change your browser. For instance, if using Safari, use Google Chrome or Firefox instead.
4. Try logging into UTM TimeTracker through another device.