

How to Edit Time Table Slots? – 5 Steps

Any deviations from the actual timetable has to be edited so that the subject wise slot attendance reports taken from TCS iON should match with the attendance register. Now the editing user rights are given to every Faculty. Please go through the step by step help guide.

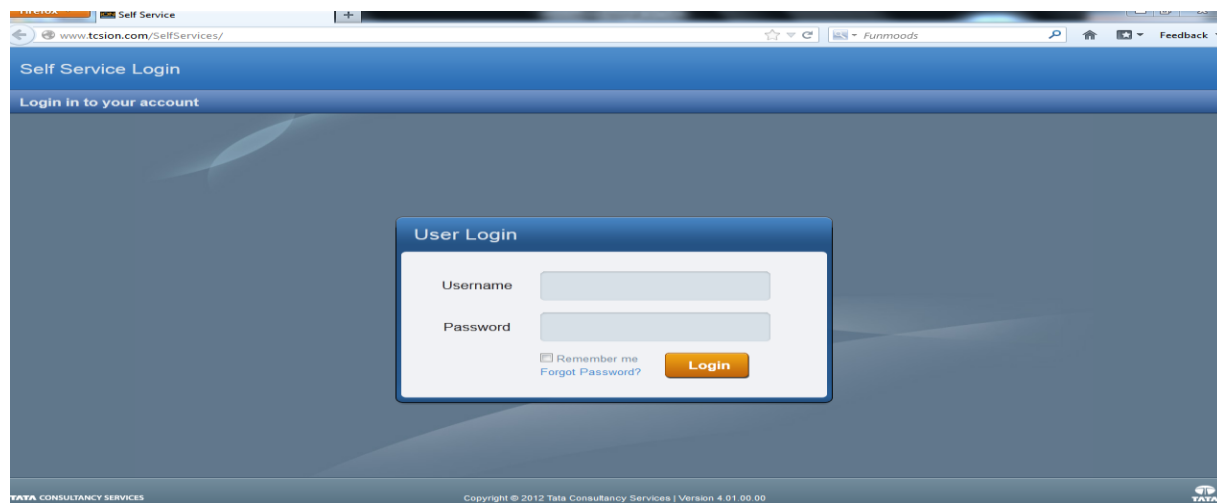
Step 1

Log on to Self Service through the direct link

www.tcsion.com/SelfServices/

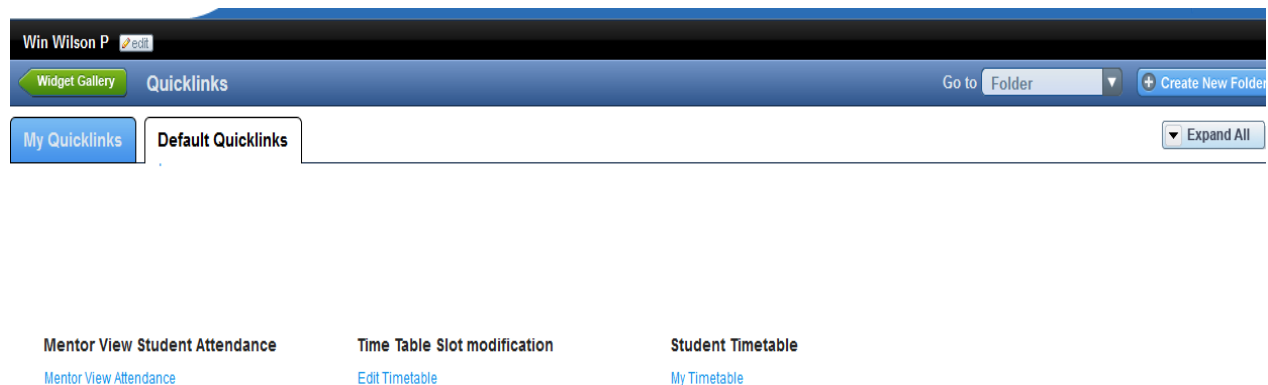
Now the home page of the intranet is linked to the above page.

Always use Mozilla Firefox browser for accessing TCS iON.



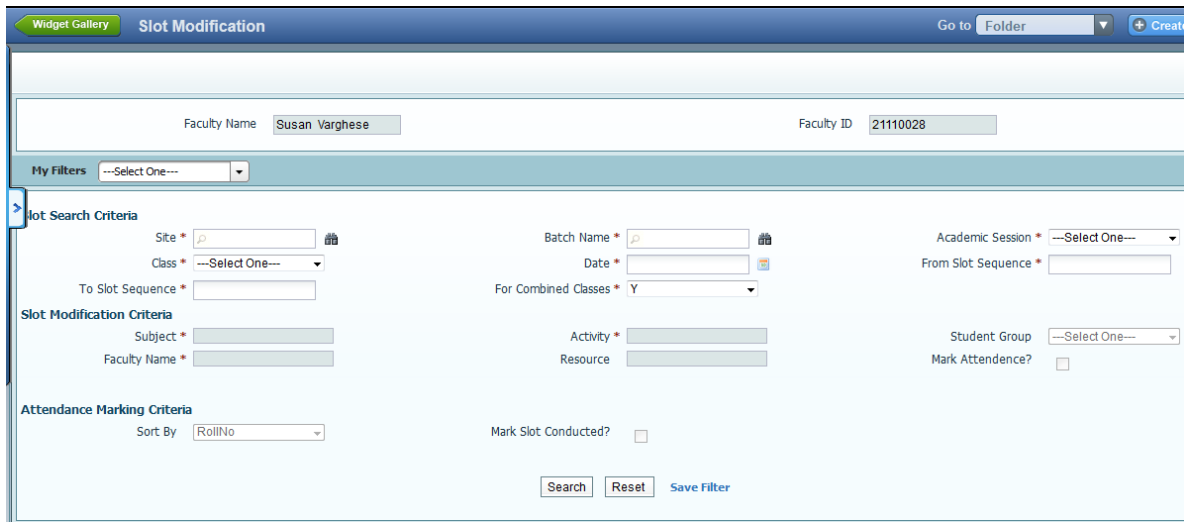
Step 2

Login using your TCS iON username and password. You will be taken to the Self Service page directly.



Step 3

In quick links please select timetable slot modification.



Depending on the Batch/ Semester/Class fill all the mandatory fields in the slot search criteria. You can use the look up for that.

For example if you need to edit your hour in S6 EEE then the fields have to be filled as follows.

Site : ACE-Ammini College of Engineering

Batch : BTech 2010-14 EEE

Academic Session: Semester 6

Class : EEE 6-1

Date : Choose from the calendar

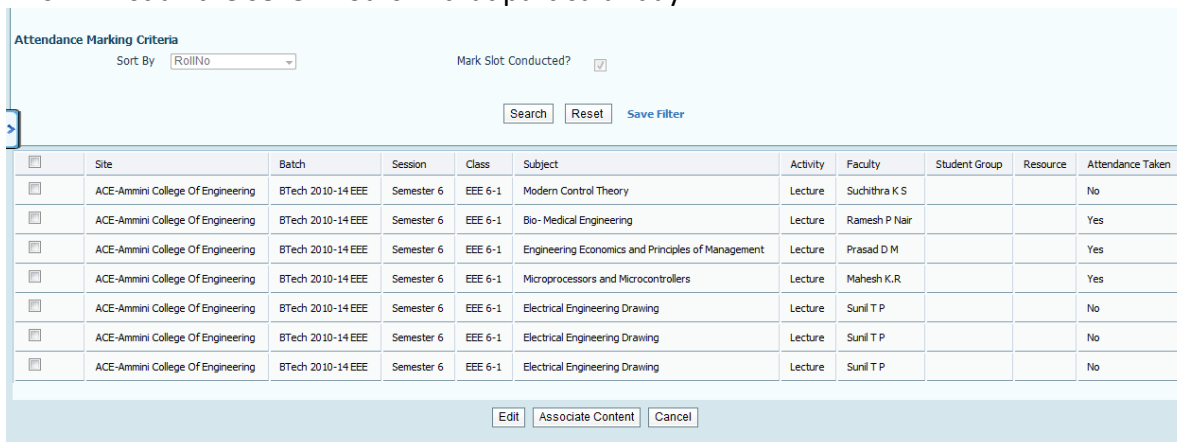
From Slot Sequence: 1

To slot Sequence : 8

Combined Class : N

Click the search tab.

This will list all the seven hours in that particular day.



	Site	Batch	Session	Class	Subject	Activity	Faculty	Student Group	Resource	Attendance Taken
<input type="checkbox"/>	ACE-Ammini College Of Engineering	BTech 2010-14 EEE	Semester 6	EEE 6-1	Modern Control Theory	Lecture	Suchithra K S			No
<input type="checkbox"/>	ACE-Ammini College Of Engineering	BTech 2010-14 EEE	Semester 6	EEE 6-1	Bio- Medical Engineering	Lecture	Ramesh P Nair			Yes
<input type="checkbox"/>	ACE-Ammini College Of Engineering	BTech 2010-14 EEE	Semester 6	EEE 6-1	Engineering Economics and Principles of Management	Lecture	Prasad D M			Yes
<input type="checkbox"/>	ACE-Ammini College Of Engineering	BTech 2010-14 EEE	Semester 6	EEE 6-1	Microprocessors and Microcontrollers	Lecture	Maresh K.R			Yes
<input type="checkbox"/>	ACE-Ammini College Of Engineering	BTech 2010-14 EEE	Semester 6	EEE 6-1	Electrical Engineering Drawing	Lecture	Sunil T P			No
<input type="checkbox"/>	ACE-Ammini College Of Engineering	BTech 2010-14 EEE	Semester 6	EEE 6-1	Electrical Engineering Drawing	Lecture	Sunil T P			No
<input type="checkbox"/>	ACE-Ammini College Of Engineering	BTech 2010-14 EEE	Semester 6	EEE 6-1	Electrical Engineering Drawing	Lecture	Sunil T P			No

Note:

Slot No	1	2	3	4	5	6	7	8
Period	Period 1	Period 2	Period 3	Period 4	Lunch Break	Period 5	Period 6	Period 7

That is for changing fifth period it is enough to give from slot sequence and to slot sequence as 6 to 6.

Step 4

Now tick the hour/hours that you need to change.

Now fill the slot modification criteria.

Subject : Name of the new subject

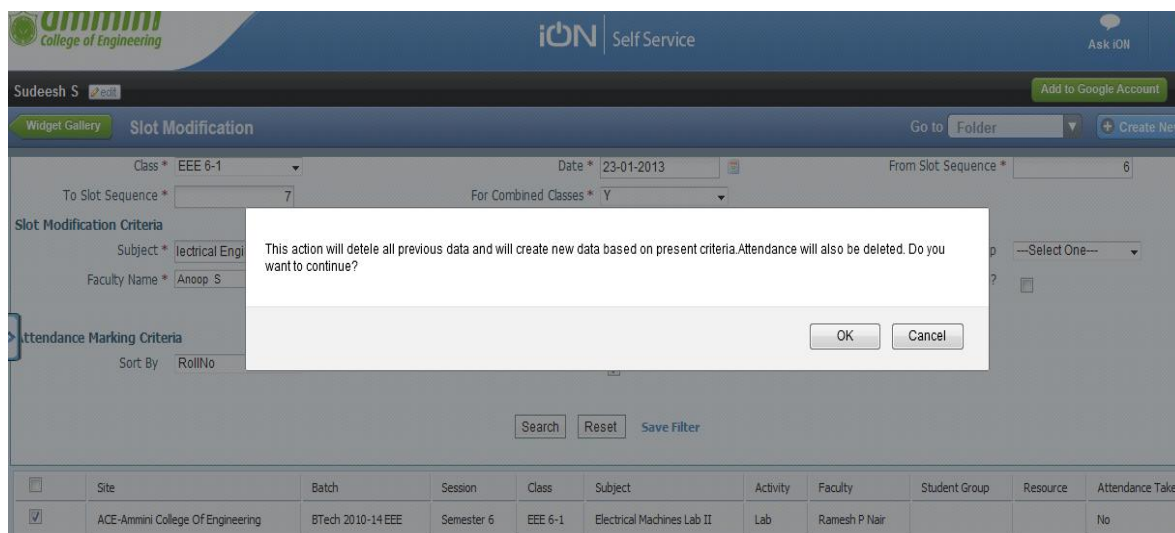
Activity: Lecture/Lab/Tutorial choose relevant

Student Group: need to fill only in the case of labs where the class is divided into more than one.

If you want to mark the attendance from here itself tick the intended box.

Click on the edit button.

The below pasted window will appear. If the hour that you have selected is correct press ok which will change the slot.



Mark the attendance. The attendance will be saved and the slot became yours.

Step 5

Log out by clicking on the image of a lock on the top right corner of window.