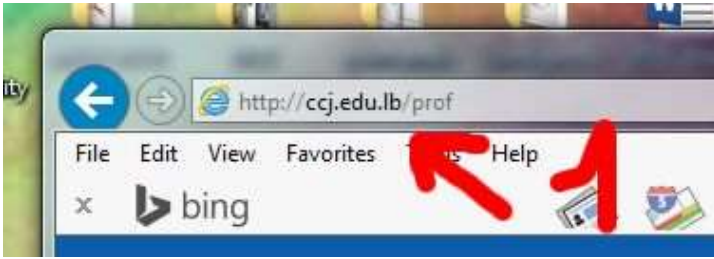


# Agenda using internet access(19-12-2013)

Until today, filling the agenda, required downloading an excel form, filling, sending to secretary, merging, sending to IT, uploading (daily errors required repetition of this cycle).

From 1-1-2014 the new (teacher-internet filling agenda) will be applied. Only 1 step is required, which is "filling the agenda". Below you will find the details.

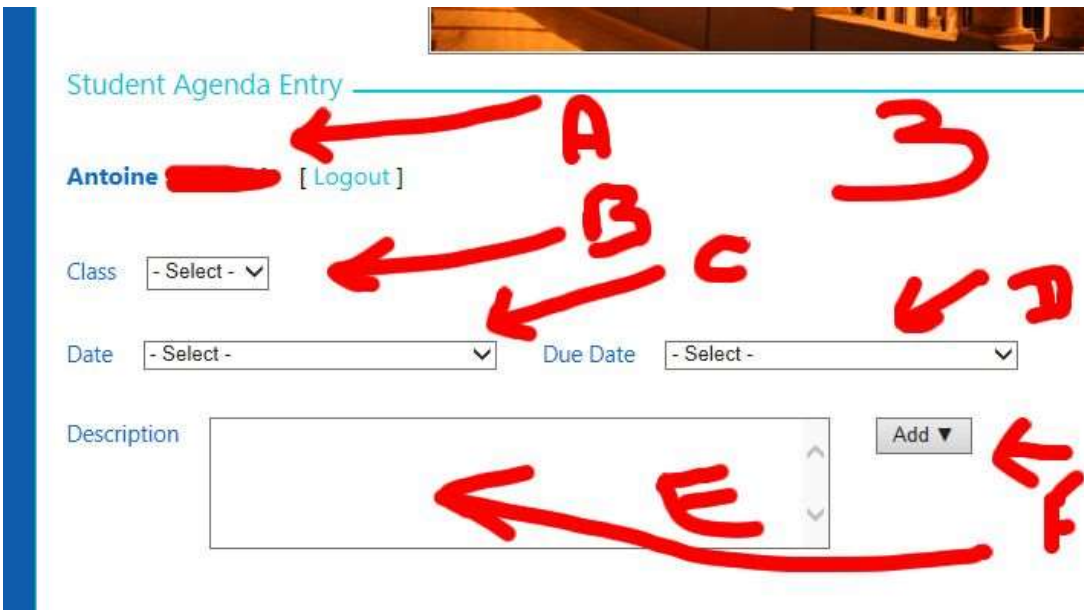
- 1- Logon to site <http://ccj.edu.lb/prof>



- 2- A (new) username and password for each teacher.



- 3- The editing agenda page opens



A Teacher's name

B select class

C select date of submission

D select due date

E fill the description

F click Add to record

4- In the different select fields only values related to the teacher will appear:

Class: - Select -  
1ère-SC  
1ère-H  
Term-SG  
Term-SV  
Term-SE  
Term-LH  
GR11SC  
GR12GS  
GR12LS  
GR12SE

Date: - Select -

Due Date: - Select -

Description: [Text Area]

Add ▼

4

For example only classes of teacher antoine xxxx will appear in the class field

5- The page filled will look like the following

Class: 1ère-SC Section: B Subject: CHIMIE

Date: - Select - Due Date: - Select -

Description: [Text Area]

Add ▼

Date	Due Date	Description
Wednesday, Dec 18, 2013	Friday, Dec 20, 2013	ch 12 et exe. 3,7 14
Thursday, Dec 19, 2013	Thursday, Dec 26, 2013	exercice exam semestriel

A B C D E F

X X

F the red X is used to remove an entry, either to delete it or to make changes.

6-At last the agenda will appear immediately on the home page of ccj.edu.lb in the same layout used previously.

**N.B.** You can practice filling agenda from today until 30-12-2013. The entries will **not** appear on the ccj home page. From 1-1-2014 all entries in the agenda will be displayed on the ccj homepage.

In case of required help for filling the agenda:

- 1- Read carefully this document
- 2- Email Aziz abinader: [awa1@ccj.edu.lb](mailto:awa1@ccj.edu.lb)