

The online bidding system is part of “TeamWork” a workforce management application developed by ScheduleSource specifically for Saint Mary’s Course Assignment process. TeamWork provides lots of functionality outside of the scope of course bidding. These instructions focus solely on the course bidding steps.

To successfully enter course bids, you must be able to:

1. Sign In
2. Navigate to the “bid”
3. Find Courses
4. Add & Prioritize Bids

This document provides instructions for each required step.

1. Sign In

Using a current web browser (Chrome recommended) load:

<https://tmwork.net/signin>

Fill out the sign in form:

- **Employee Sign In**
- **Code** = SMCCA
- **Username** = Your SMC Employee ID Number without leading zeros, e.g. 116825
- **Password** = Previous password or use “*Forgot Password?*” for reset.
- Click **Sign In**

The screenshot displays the TeamWork login interface. The 'Sign In' header is at the top left, and the 'TeamWork SCHEDULE SOURCE' logo is at the top right. There are two main login sections: 'Employee' and 'Manager'. The 'Employee' section is highlighted with a red box and contains three yellow circles around the 'Code', 'Username', and 'Password' labels. The 'Code' field is pre-filled with 'SMCCA'. The 'Username' field has the placeholder text 'Enter SMC ID#'. The 'Password' field has the placeholder text 'Last year's or forgot Password?'. A red arrow points from the 'Forgot Password?' text in the password field to a 'Forgot Password?' link in the footer. The footer also includes links for 'Requirements', 'Support', 'Helpdesk', and 'Messages'.

2. Navigate to the “Bid”

Before you can view courses and enter choices, you must find the current bid.

Under the **ACYR Courses** box, click the current course bidding period.

Bidding ▾

Shift Bid

Name	Start ↓	End ↓	Stage
No records available.			
<div> <div>◀◀ 0 ▶▶</div> <div>All ▾</div> <div>No items to display</div> </div>			

ACYR Courses

Name	Stage
<div> <div>▲ Status: Select</div> <div>2021-22 Course Bidding</div> <div>Select</div> </div>	
<div> <div>◀◀ 1 ▶▶</div> <div>All ▾</div> <div>1 - 1 of 1 items</div> </div>	

This will open your HOME page with your member information displayed.

Return “HOME” if you are lost.

- Name
- 3-year annual average
- List of SMC courses taught
- Number of times each course was taught
- Existing Workload for the upcoming academic year, if applicable
- Total SMC Workload
- Messages will contain instructions, announcements, and any important information pertaining to bidding.

If you have questions or concerns about any of your member information, please contact memberbidding@stmarys-ca.edu.

Your screen will look similar to this:

Home ▾

Information

Organization: Saint Mary's College

Employee:

My Attributes

name	key	value
3_year_avg		4.67
Course_Number	ENGL-175	1
Course_Number	ENGL-19	1
Course_Number	ENGL-25	1
Course_Number	ENGL-264	1
Course_Number	ENGL-4	39
Course_Number	ENGL-5	29
Course_Number	ENGL-11	1

The navigation has three pages for selection on the top menu:

1. **Home** – displays employee information, bid settings, and messages
2. **Courses** – the course list, filtered to courses available to the employee to bid
3. **My Bids** – the courses selected by bidding, in bid rank order

3. Find Courses

Click on Courses on the top menu to view available courses.

Courses ▾

Layout: Details ▾

Drag a column header and drop it here to group by that column

Term	Course_N...	Title	DaysText	TimeStart	TimeEnd	Workload	Quantity	Bids	Bid
18/FA	ENGL-4	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	9:15 AM	10:20 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	11:45 AM	12:50 PM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	10:30 AM	11:35 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Tu Th	8:00 AM	9:35 AM	1.00	1	0	Add

Click on the course **Title** to see the course number for SEM courses, and to see any notes for all courses.

Courses ▾ Layout: Details ▾

Drag a column header and drop it here to group by that column

Term	Course_Number	Title	DaysText	TimeStart	TimeEnd	Workload
20/FA	SEM	Western Tradition II	Tu Th	11:30 AM	1:05 PM	1.00
20/FA	SEM	Western Tradition II	Tu Th	11:30 AM	1:05 PM	1.00
20/FA	SEM	Western Tradition II	Tu Th	3:00 PM	4:35 PM	1.00
20/FA	SEM	Western Tradition II	Tu Th	7:00 PM	8:35 PM	1.00
20/FA	SEM	Global Conversation: 20th and 21st Centu	Mo We Fr	8:00 AM	9:05 AM	1.00
20/FA	SEM	Global Conversation: 20th and 21st Centu	Mo We	4:00 PM	5:35 PM	1.00

The courses are listed in a “grid”.

- **Sort** courses by clicking on column headers
- **Group** by a column by dragging header to top of grid.

TeamWork ▾ 2018-19 Course Bidding ▾ Home Courses My Bids

Courses ▾ Layout: Details ▾

↑ DaysText X

Term	Course_N...	Title	DaysText	TimeStart	TimeEnd	Workload	Quantity	Bids	Bid
DaysText: Mo									
19/SP	ENGL-5	Argument and Research	Mo	6:00 PM	10:00 PM	1.00	1	0	Add
DaysText: Mo Fr									
18/FA	ENGL-5	Argument and Research	Mo Fr	1:00 PM	2:35 PM	1.00	1	0	Add
19/SP	ENGL-5	Argument and Research	Mo Fr	1:00 PM	2:40 PM	1.00	1	0	Add
DaysText: Mo We									
19/SP	ENGL-5	Argument and Research	Mo We	4:00 PM	5:40 PM	1.00	1	0	Add
19/SP	ENGL-5	Argument and Research	Mo We	7:00 PM	8:40 PM	1.00	1	0	Add
DaysText: Mo We Fr									
18/FA	ENGL-4	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	0	Add

- **Filter** the list by clicking the funnel icon in a column header.
- **Navigate** pages using the controls at the bottom of the grid.

SAINT MARY'S COLLEGE COURSE BIDDING – EMPLOYEE QUICK START

Items ▾ Layout: Details ▾

Drag a column header and drop it here to group by that column

Term	Course_Number	Title	DaysText	TimeStart	TimeEnd	Workload	Quantity	Bids	Bid
17/FA	PERFA 012	Applied Music	Tu Th	9:45 AM	10:50 AM	0.33	1	0	Add
17/FA	PERFA 012	Applied Music	We	2:45 PM	3:50 PM	0.33	1	0	Add
17/FA	PERFA 012	Applied Music	Mo We	5:15 PM	6:20 PM	0.66	1	0	Add
18/SP	PERFA 012	Applied Music	Tu Th	9:45 AM	10:50 AM	0.33	1	0	Add
18/SP	PERFA 012	Applied Music	Tu Th	11:30 AM	12:35 PM	0.33	1	0	Add
18/SP	PERFA 012	Applied Music	Mo	2:45 PM	3:50 PM	0.33	1	0	Add

Items per page: 20 ▾ 1 - 6 of 6 items

- **Change Page Size** using the drop-down on the bottom of the grid.

Tip: For fast scanning of courses, set page size to the max, sort by a column, and simply scroll the page up and down to view.

You can switch layouts using the drop-down above the grid. “Details” is the default view. The “Item” layout is built-in and lists basic columns only.

4. Add and Prioritize Bids

Each row in the items list has an “Add” button in the bid column. Click this button to open a pop-up for ranking and adding the course to your bids.

TeamWork ▾ 2018-19 Course Bidding ▾ Home Courses My Bids

Courses ▾ Layout: Details ▾

Drag a column header and drop it here to group by that column

Term	Course_N...	Title	DaysText	TimeStart	TimeEnd	Workload	Quantity	Bids	Bid
18/FA	ENGL-4	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	9:15 AM	10:20 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	11:45 AM	12:50 PM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Mo We Fr	10:30 AM	11:35 AM	1.00	1	0	Add
18/FA	ENGL-4	Composition	Tu Th	8:00 AM	9:35 AM	1.00	1	0	Add

As you add bids, you can select where to put the new course in your list of bids. Selecting a “Rank” number of an existing bid will place the new selection before it in the list. The “End” rank is selected by default.

To add a new bid:

1. Select a Rank
2. Click “Save”

If you decide not to bid on the course, click “Close”.

Add » Bid

Applied Music

Mo We 5:15 PM - 6:20 PM

ExternalId	Quantity
106733	1

attribute	key	value
Course_Number	PERFA	012
Department	PERFA	
Season	FALL	
Term	17/FA	
Workload		0.66

My Bid

Rank	Current
<input checked="" type="radio"/> #1	

Save

Close

To edit an existing bid

- Click the rank button for that course in the bid column on the Course view.

Courses ▾ Layout: Details ▾

Drag a column header and drop it here to group by that column

Term	Course_N...	Title	DaysText	TimeStart	TimeEnd	Workload	Quantity	External	Bids	Bid
21/FA	ENGL-004	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	125476	1	1
21/FA	ENGL-004	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	125477	0	Add
21/FA	ENGL-004	Composition	Mo Fr	1:00 PM	2:40 PM	1.00	1	125483	0	Add
21/FA	ENGL-004	Composition	Mo We Fr	2:45 PM	3:50 PM	1.00	1	125484	1	2
22/SP	ENGL-004	Composition	Mo We Fr	8:00 AM	9:05 AM	1.00	1	127281	0	Add

1 - 5 of 5 items

- The edit pop-up lets you re-rank the course, or delete the bid from your list.

In the example below, the employee clicked on an existing bid for “**BIOL-120 Vertebrate Zoology**”. The default is to add the course to the bottom of the rank list as #3 when selecting save. The employee can select rank #1 or #2 to move the course to rank 1, or 2. In the example below, selecting #1 will move Composition to #2 and Tax Accounting to #3. Always click **save** to save the ranking.

Add » Bid

Vertebrate Zoology (Lec & Lab)

Tu Th 9:45 AM - 11:20 AM

ExternalId	Quantity
123368	1

attribute	key	value
Course_Number	BIOL-120	
Department	BIOL	
Season	Fall	
Term	20/FA	
Workload		1

My Bid

Rank	Course	
<input type="radio"/> #1	Composition	Mo We Fr 2:45 PM - 3:50 PM
<input type="radio"/> #2	Tax Accounting	Tu Th 6:30 PM - 8:05 PM
<input checked="" type="radio"/> #3		

Delete

Save

Close

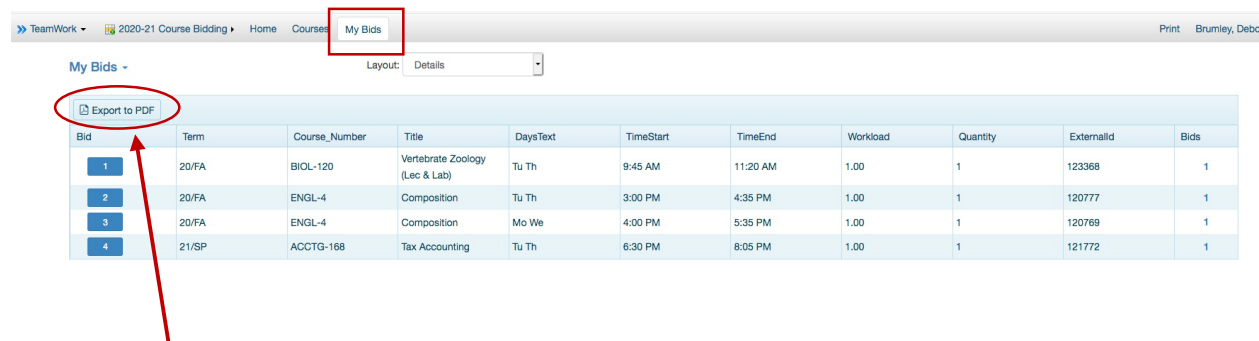
You can edit your bids by selecting a course from the course list that you have already ranked and moving it to the position as instructed above. You can also delete a course from your bid list using this edit feature.

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5. Review your Bids

The “My Bids” page lists only your selections, in rank order.

Bids can be re-ranked or deleted from both the “Courses” page and the “My Bids” page by selecting the bid number on the page.



My Bids - Layout: Details

Bid	Term	Course_Number	Title	DaysText	TimeStart	TimeEnd	Workload	Quantity	ExternalId	Bids
1	20/FA	BIOL-120	Vertebrate Zoology (Lec & Lab)	Tu Th	9:45 AM	11:20 AM	1.00	1	123368	1
2	20/FA	ENGL-4	Composition	Tu Th	3:00 PM	4:35 PM	1.00	1	120777	1
3	20/FA	ENGL-4	Composition	Mo We	4:00 PM	5:35 PM	1.00	1	120769	1
4	21/SP	ACCTG-168	Tax Accounting	Tu Th	6:30 PM	8:05 PM	1.00	1	121772	1

You can **print this page** for your records by selecting the Export to .pdf button.

Please Note:

The system is always saving your work. There is no distinct “Save” button – your work is being saved in the background every few seconds.

Confirmation of Your Selections:

You can always return to the “My Bids” page to view the courses you have selected and ranked. There will be no additional email or confirmation message – the “My Bids” page is your confirmation page. As of the close of the bidding period, what you see on your “My Bids” page is your final confirmation of the bids you have submitted.

For additional support, please contact:

memberbidding@stmarys-ca.edu