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Cohort 4.2

TECHCarrers

APP USER Guide

A-Z Learn LMS Application

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# Introduction

This document is a user guide that will help AZ Learn LMS users to smoothly operate the web application. AZ Learn is a one-stop-shop for Cohort, Courses, HomeWorks, Students Timesheet and Grades management.

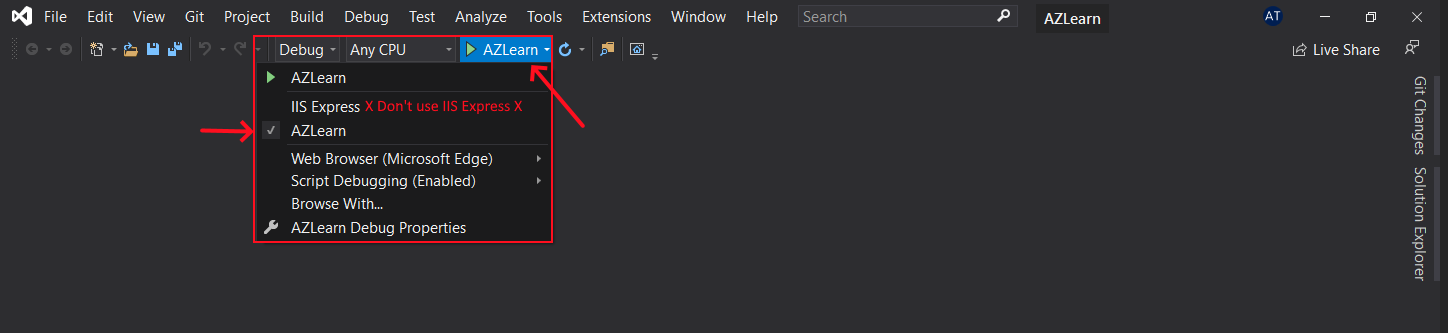
Please kindly note that the project is available for download from below GitHub Repo, where installation instructions and other project documentations are available including README.md file.

Project GitHub Repo: [*TECHCareers-by-Manpower/capstone-project-a-to-z: capstone-project-a-to-z created by GitHub Classroom*](https://github.com/TECHCareers-by-Manpower/capstone-project-a-to-z)

# Start Up

Once the web application is installed as per the Installation Guide found in GitHub Repo *\Project\_Documentation\AppInstallation\_Instructions* folder.

Start the application using Visual Studio Community 2019 using AZLearn. It may take a couple of minutes for the application to start due to dependencies installations.



This application has two main dashboards:

* **Instructor** (Admin Role) Dashboard
* **Student** Dashboard

# Instructor Dashboard

## Login Screen

The screenshot below shows the application sign in page for an instructor (system admin or program admin), in this screen, the instructor signs in using his/her email address and password (e.g., Email: [bo.cen@azlearn.ca](mailto:bo.cen@azlearn.ca) Password: abc.123) as shown in Fig1.

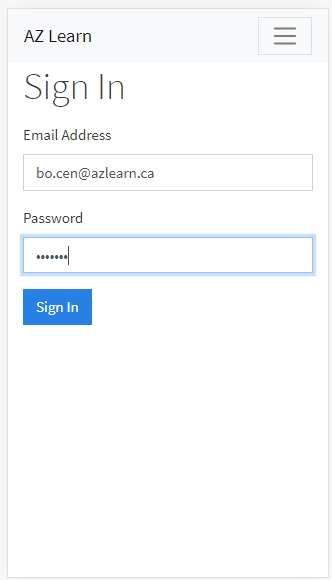


Figure 1 Log in Screen for Instructor

Once the instructor is logged in, he/she has several privileges that can be accessed from this main dashboard i.e., Cohort Summary Screen

## Cohort Summary Screen (Read)

Here, the instructor can view list of active cohorts with its details like capacity, city, start date, end date, and mode of teaching. On this screen, instructor have privileges to create, read, update, archive a cohort, manage courses for a particular cohort and register an instructor or a student. The functionality of each action will be described in following sections.

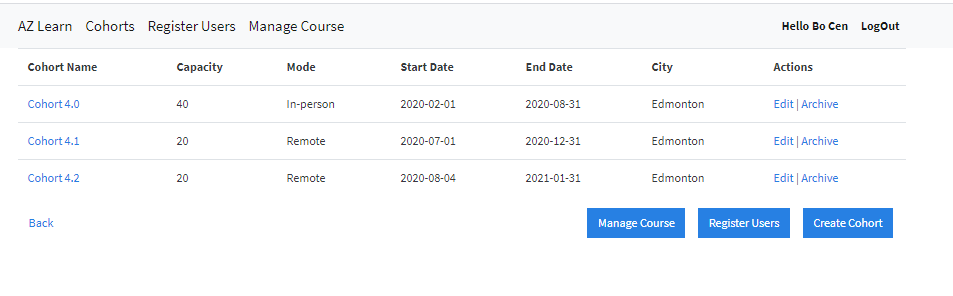


Figure 2 Cohort Summary

## Register Users

By clicking the ***Register Button*** or ***Register Users*** from navigation bar. The instructor can register a new instructor or a student from this view and assign them to a respective cohort.

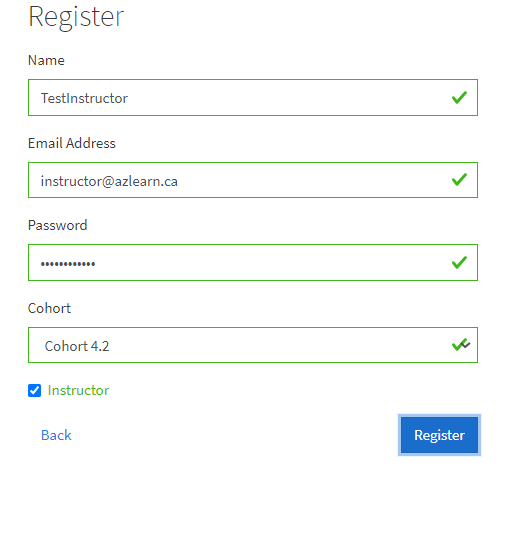


Figure 3 Register a User

In case of instructor registration, and to avoid assigning instructor privileges to a student. The instructor will be requested to respond to A **Confirmation** - **Warning** message to confirm assigning instructor privileges to a new user.

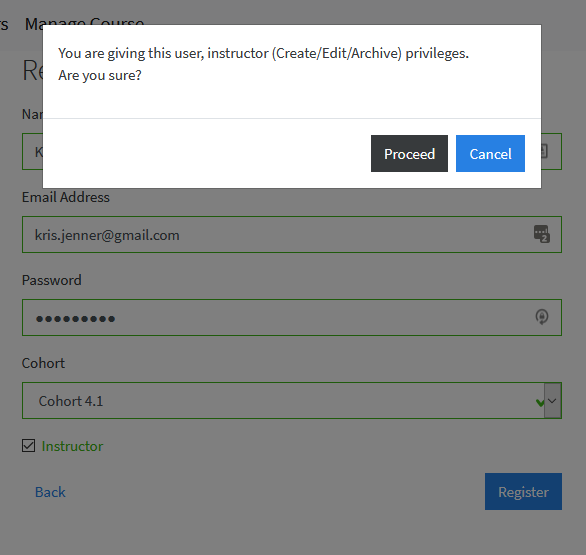


Figure 4 Assigning Instructor Privileges Warning

## Cohort Create

The instructor can create a new cohort by clicking **Create Cohort** button and input the mandatory fields like cohort name, mode of teaching, start date, end date and city as shown below.

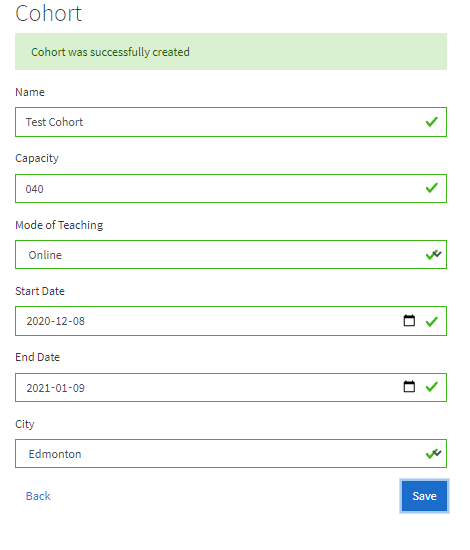


Figure 5 Cohort Successfully Created

Once a cohort is created the instructor can go back to the **Cohort Summary** view by clicking the **Back** button or hit **Cohorts** in Navigation Bar.

## Cohort Edit

In the Cohort Dashboard, by clicking the **Edit** button associated with the cohort the instructor can edit the cohort details.

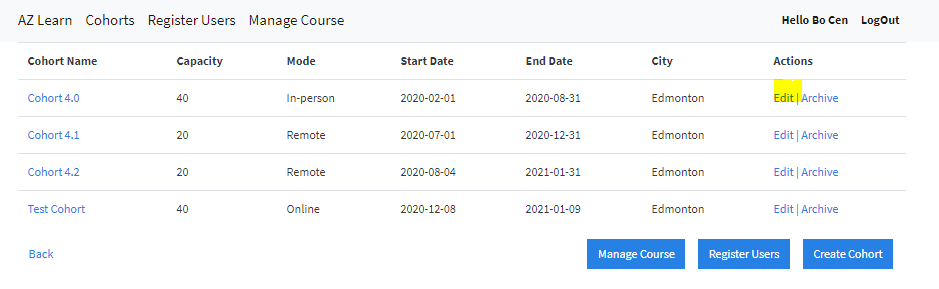


Figure 6 Cohort Summary

Once Edit is clicked the existing details of the cohort are populated and user can update the cohort information and save, a success message will show once cohort information is updated.

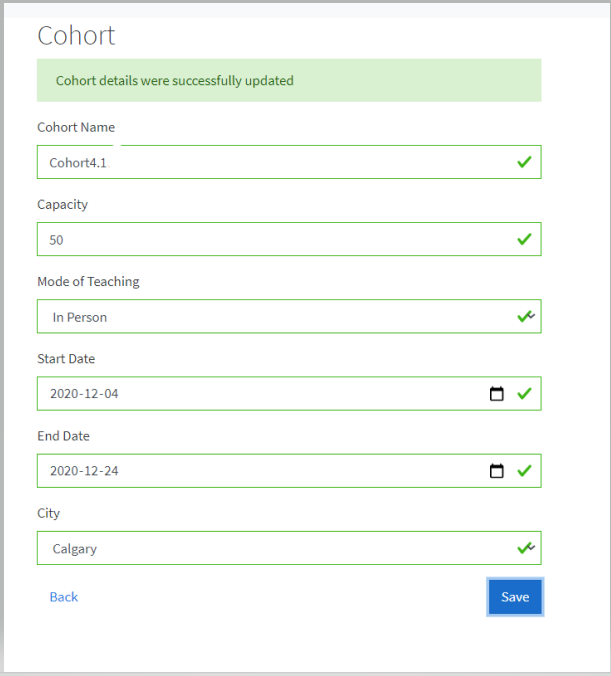


Figure 7 Cohort Updated Successfully

## Cohort Archived

The user can also archive a particular cohort by simply selecting **Archive** action associated with specific cohort name. once the Archive button is clicked a warning - confirmation message will request archive action confirmation. Clicking Yes, will result in archiving the cohort and will not show in the summary screen.

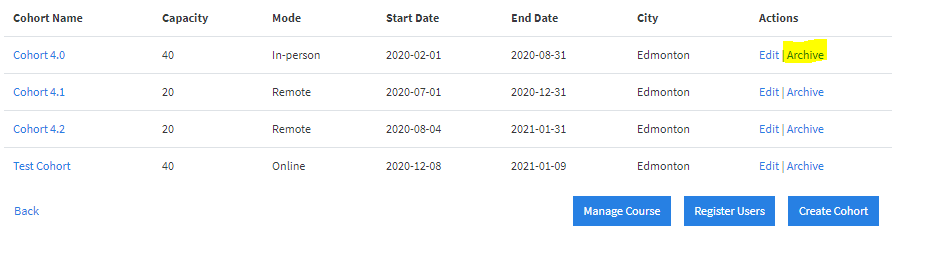


Figure 8 Cohort Summary Archive

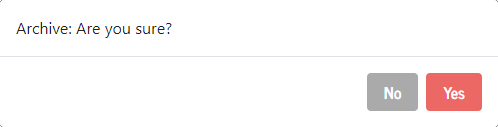


Figure 9 Archive Warning - Confirmation

## Manage Course

The **Manage Course** button in Cohort Summary screen allows the instructor to show a list of all available courses. From the Manage Course view the instructor can create, edit, and archive a course which are explained in below sections.

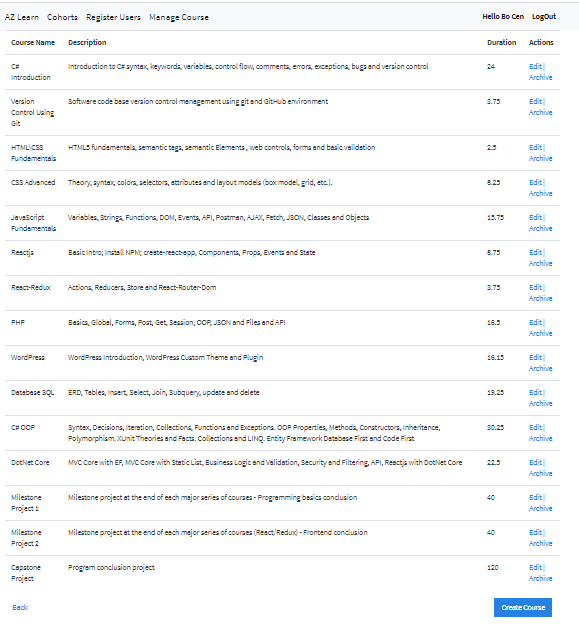


Figure 10 Manage Course

## Course Create

The instructor can create a courseby clicking **Create Course** button and input the required fields like course name, description, and duration then click create course. The created course will be added to the manage course screen. Once finished, as success message will be shown, otherwise error message with error details. To go back click the **Back** button to navigate to courses dashboard.

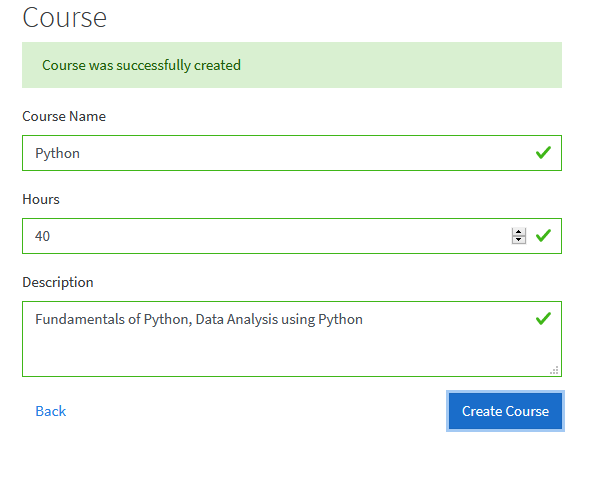


Figure 11 Course Created Successfully

## Course Edit

From the courses’ dashboard, the instructor can update course information by clicking **Edit** button associate with specific course.

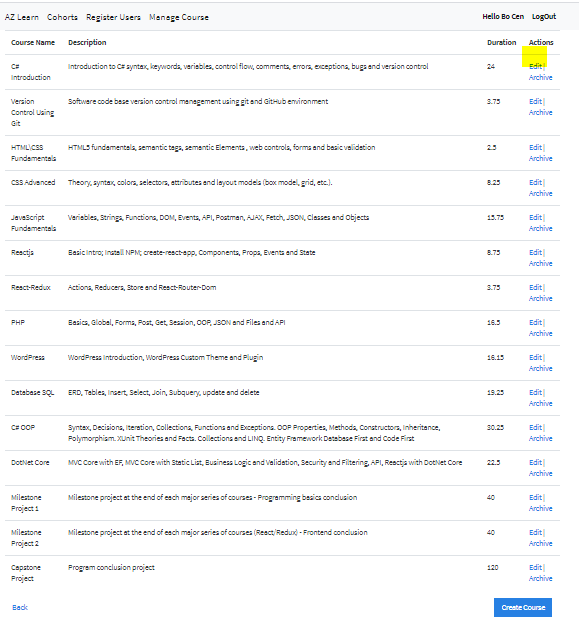


Figure 12 Manage Course Edit

Once Edit is clicked the existing details of the course are populated and can be updated the submitted. The below screen would appear once course information is updated successfully, otherwise error message with error details would be shown.

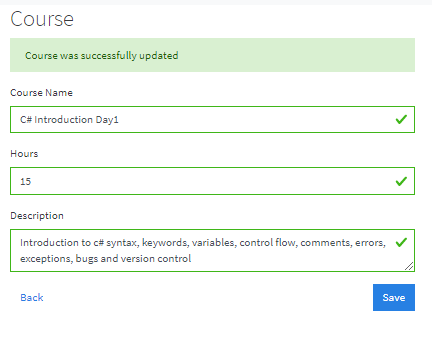


Figure 13 Course Updated Successfully

## Course Archived

The instructor can archive a particular course by simply clicking **Archive** action associated with course name. as shown below.

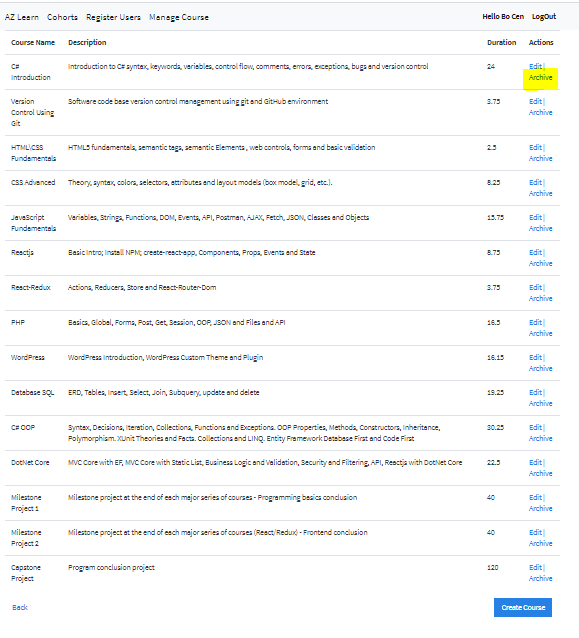


Figure 14 Course Archive

once the Archive button is clicked the instructor will receive a warning - confirmation before archiving a course. If Yes, is selected, the course will be archived, and removed from courses dashboard.

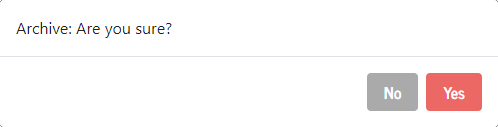


Figure 15 Archive Confirmation

## Course Assign (Create)

The instructor can also assign a particular course to a specific cohort by selecting cohort from Cohort Summary screen then click **Add Course**.

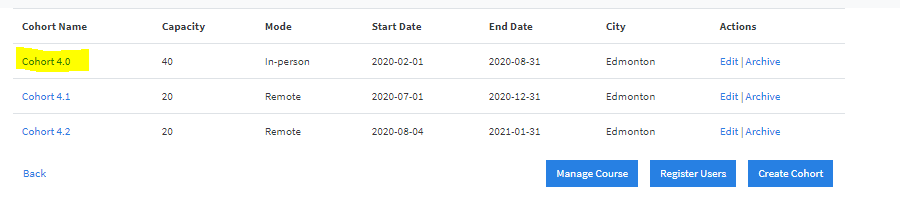


Figure 16 Cohort Summary Screen

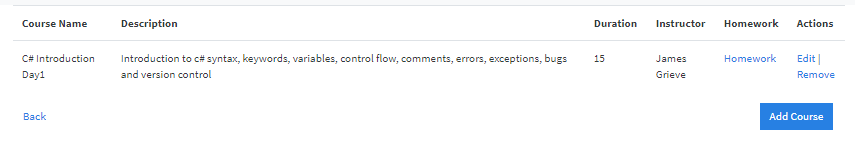


Figure 17 Course Assign to a Cohort

Note: Course assign will display only the active courses so instructor can only assign existing courses without having to worry about the retired ones.

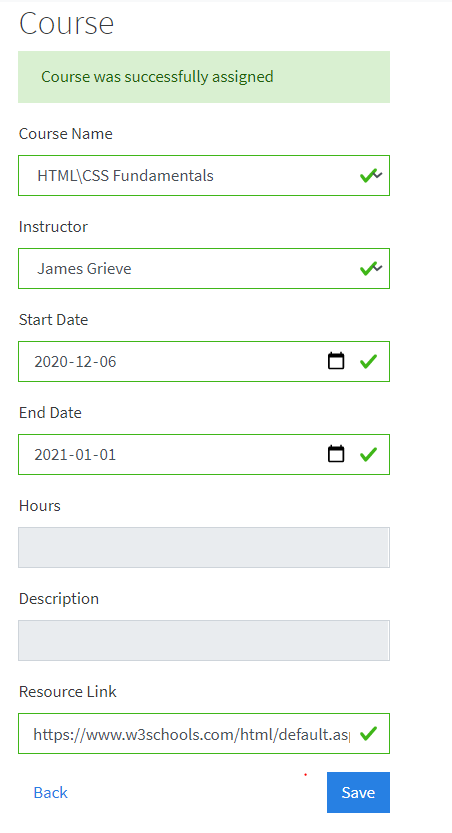


Figure 18 Course Assigned Successfully

## Course Assign Update

The instructor needs to first select a particular cohort name where he/she would like to update,

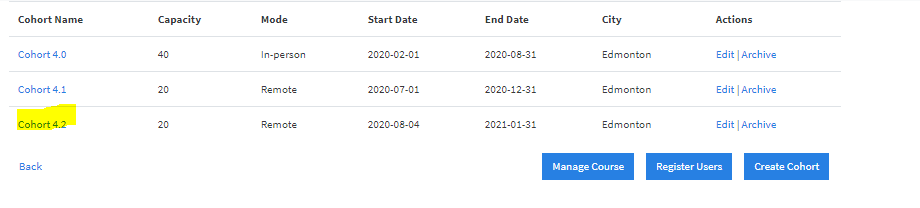


Figure 19 Cohort Summary Screen

A list of courses (course summary) that were assigned for that cohort would be displayed. The user can select edit button for whichever course that he/she would like to update by clicking edit button which is present in Action column of that screen as shown below:

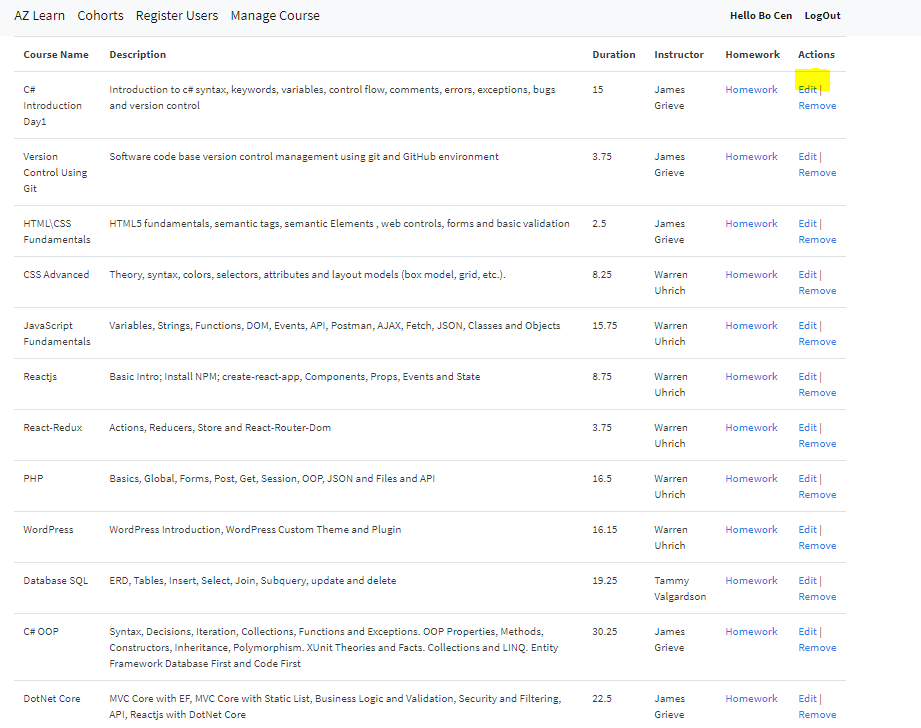


Figure 20 Course Summary Screen

Existing details of the course will be prepopulated, and user can update the required fields such as dates, instructor name, description and resource link and save to update the details of the course as shown below:

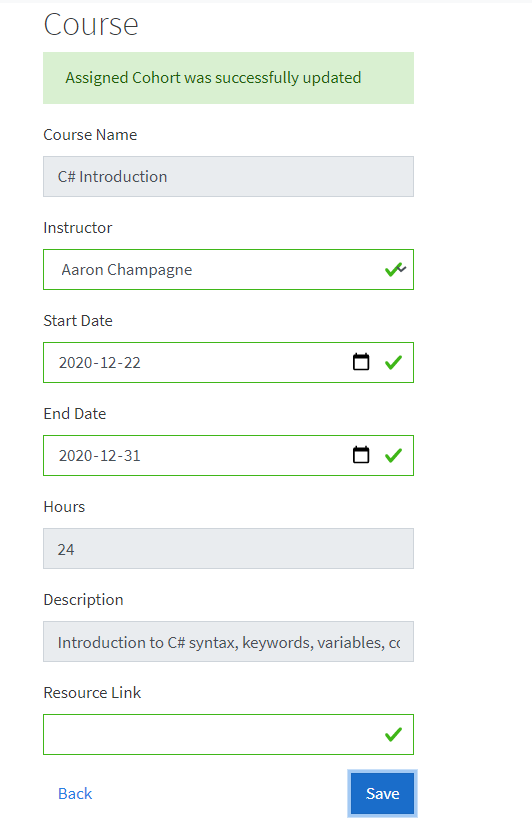


Figure 21 Course Assign Update Successful

## Course Assign (Archive)

The user can also archive a particular course that does not exist anymore to keep the view clean for other instructors by simply selecting **Archive** action beside Course name. as shown below. Once the Archive button is selected the course is archived from the view.

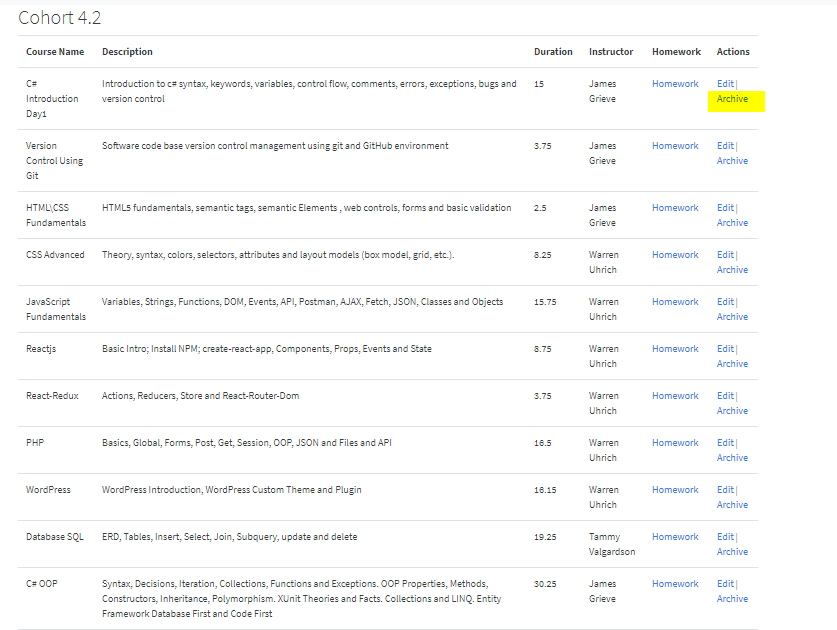


Figure 22 Course assign Archive

## Homework View/Read

The instructor can create, read, update, archive a homework (i.e., homework can be a practice or graded assignment) by first selecting the cohort from the main dashboard (Cohort Summary) then assign/view a homework as shown below.

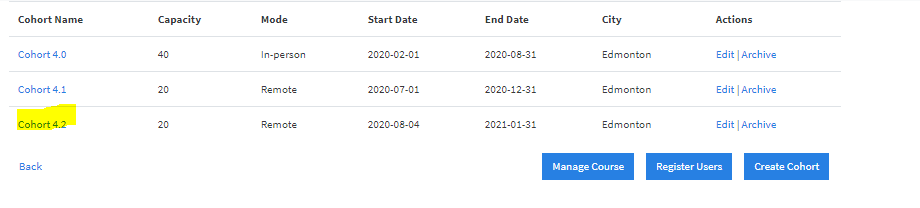


Figure 23 Cohort Summary

Once cohort is selected, the instructor can select a course to which he is willing to see the homework associated with it.

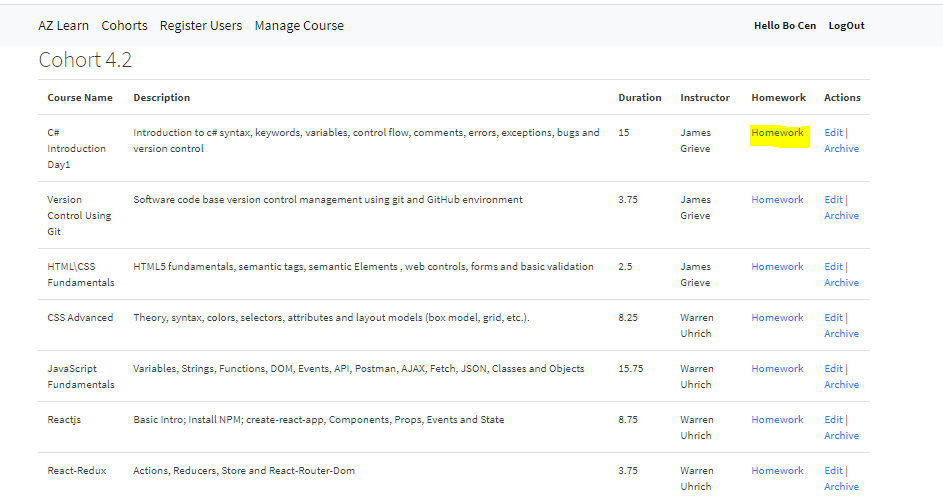


Figure 24 Course Summary Screen

A list of all homework related to the selected course is displayed as shown below.

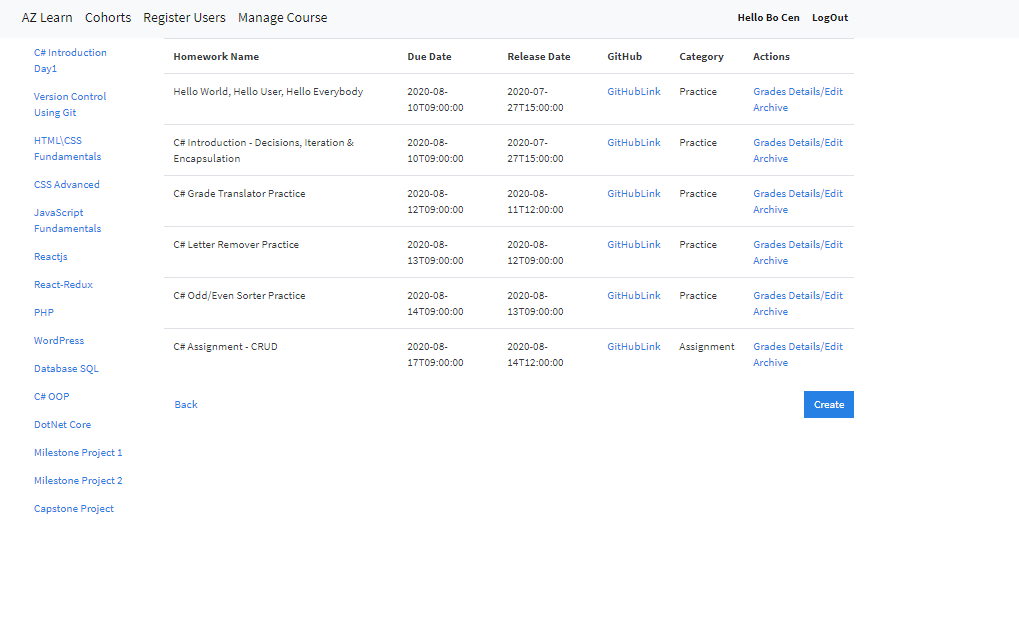


Figure 25 Homework Summary for a Course

## Homework Create

The instructor can create some homework from the same screen by clicking **Create** option and input the required fields.

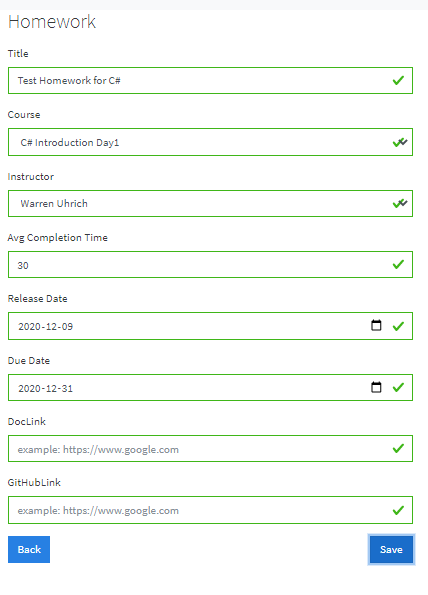


Figure 26 Homework Created Successfully

The homework would be added to the list of homework’s for that course as shown below.

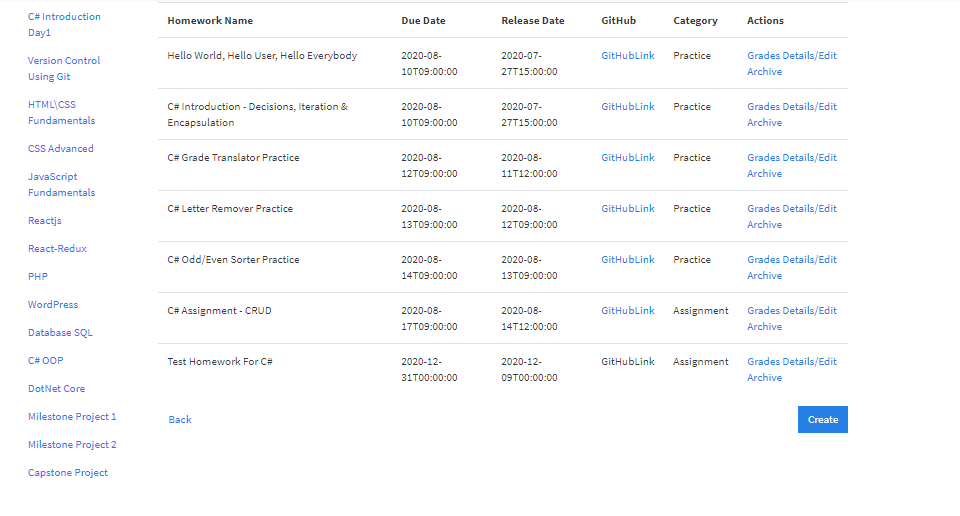


Figure 27 Successfully Added Homework to a Course

## Homework Read/Edit

The instructor can update the homework details by clicking **Details / Edit** button which is in the action column for the desired homework.

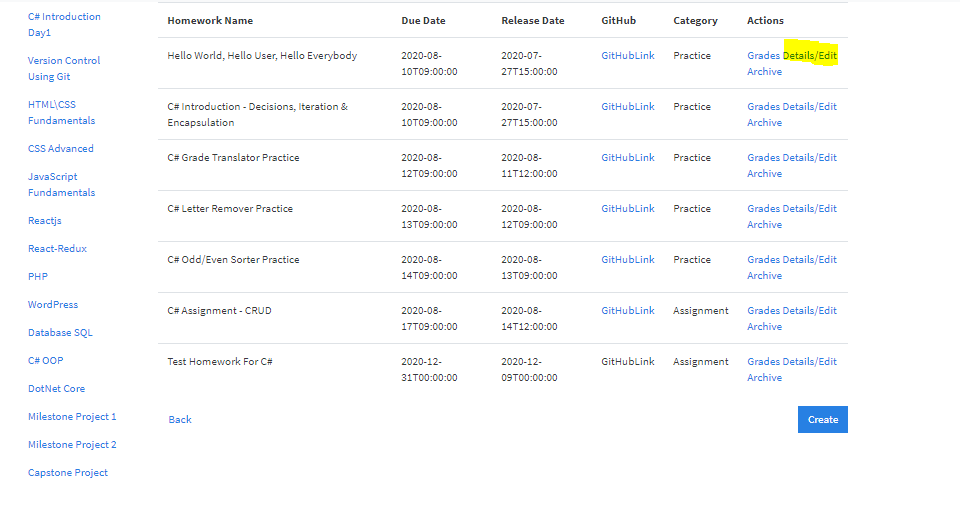


Figure 28 Homework Summary Screen for a Course

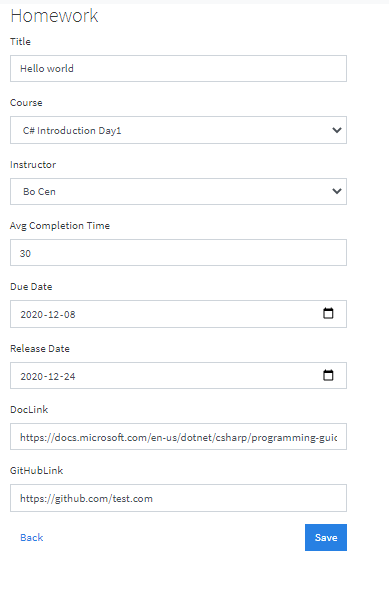


Figure 29 Homework Read/Update

## Homework Archive

The instructor can also archive a particular homework by simply clicking **Archive** action beside the homework name, as shown below.

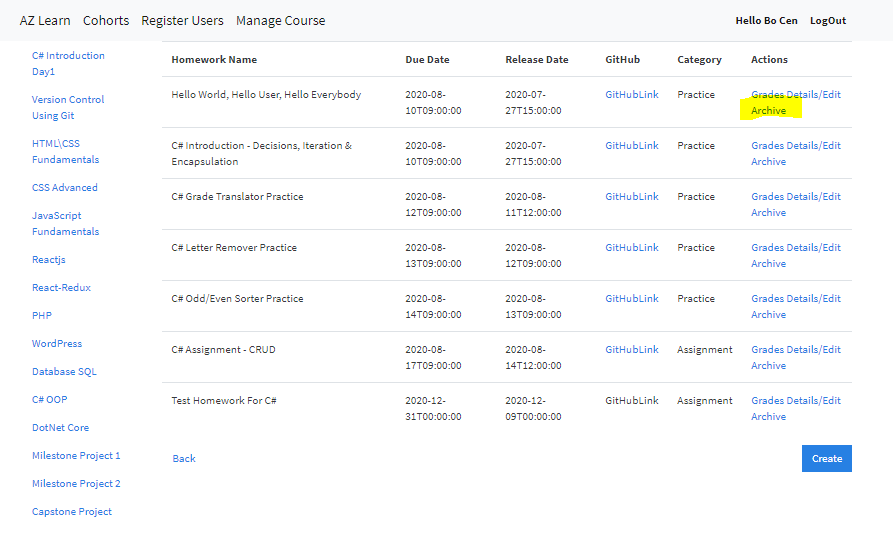


Figure 30 Course summary screen

once the Archive button is clicked the instructor will receive a warning - confirmation to archive the course. If Yes, is selected, the homework will be archived and removed from the homework summary for the course.

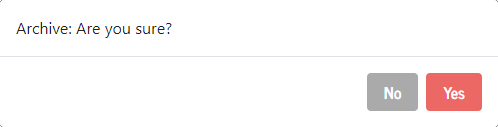


Figure 31 Archive Confirmation

## Grade /Timesheet View

The instructor has privileges to view the grades and average time spent on a particular assignment per each student, that can be helpful analyzing the difficulty level of each assignment. That can help in determining which student has performed exceptionally well and which student needs support. This view can be generated by first selecting a cohort from main dashboard, then navigating to a particular course and then associated homework.

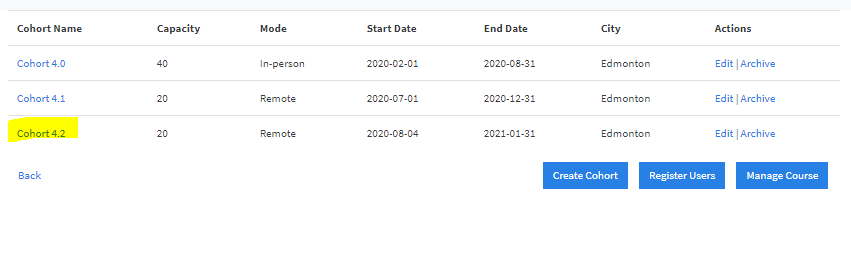


Figure 32 Cohort Summary Screen

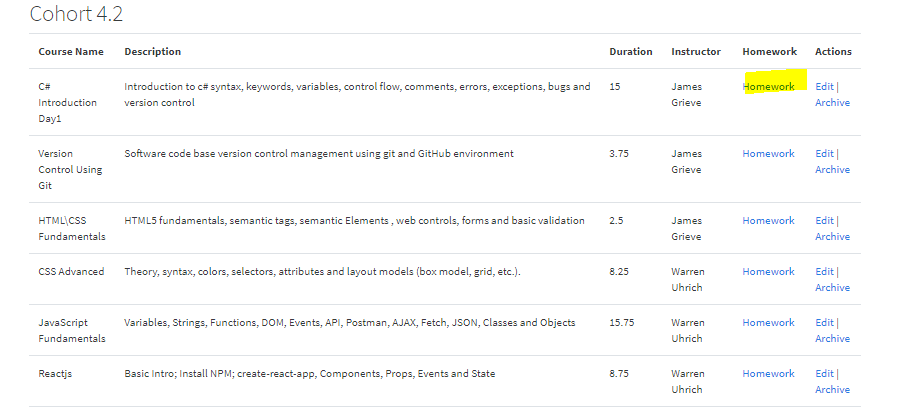


Figure 33 Course Summary for a Cohort

From the list of homework’s for a particular course, select a particular homework and click **Grades** for which you would like to see the grades or average time spent by each student.

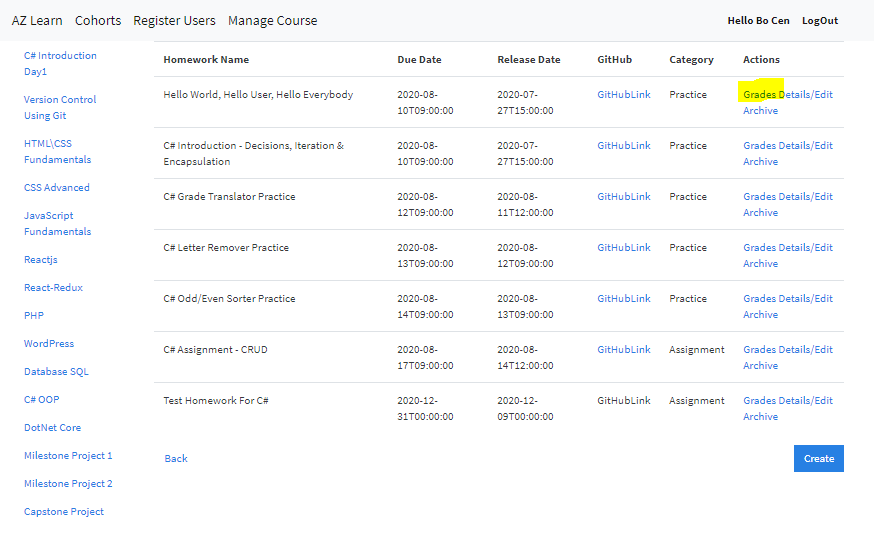


Figure 34 Homework Summary for a course

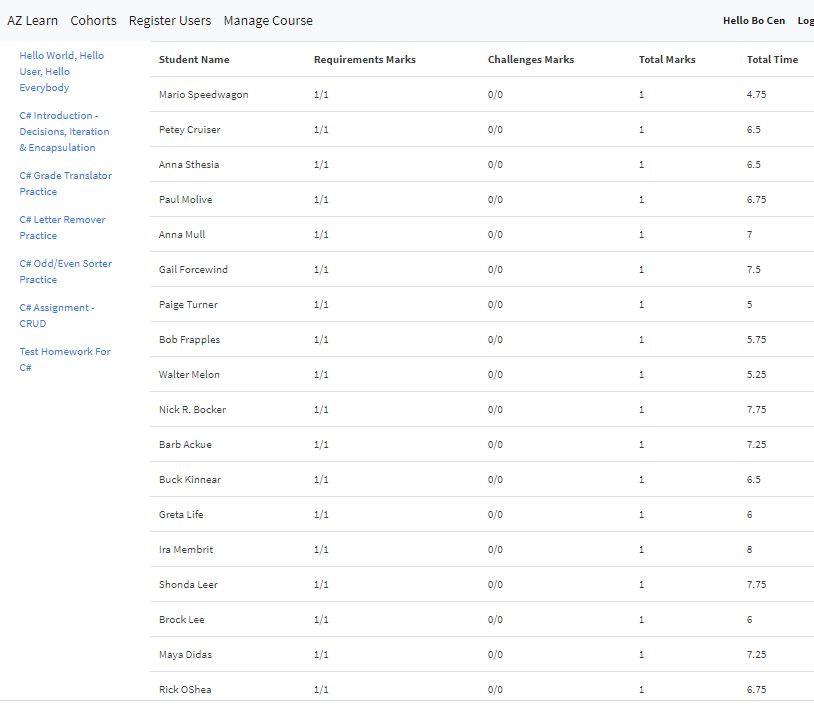


Figure 35 Grades for a Particular Homework

# Student Dashboard

## Login Screen

Below screen shot shows the application homepage, in this page, a student can sign-in using student email address and password (Ex: Email: [walter.melon@azlearn.ca](mailto:walter.melon@azlearn.ca) Password: abc.123) as shown below

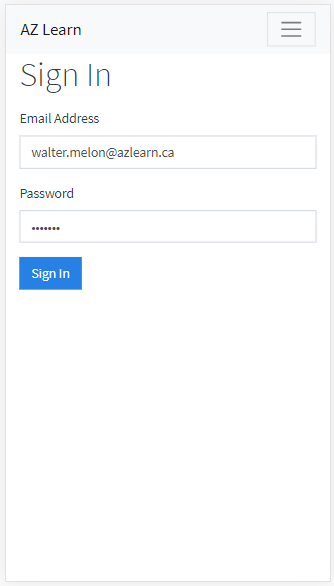


Figure 36 Login Screen for Student

Once the student is Logged in, the student has very limited privileges that can be accessed from this main dashboard i.e., Course Summary Screen

## Course Summary Screen (Read)

Here, the student can view list of courses that are offered for his/her cohort with details like approximate duration for the course, instructor name, and homework’s pertaining to that course. The functionality of each action has been described in below sections.

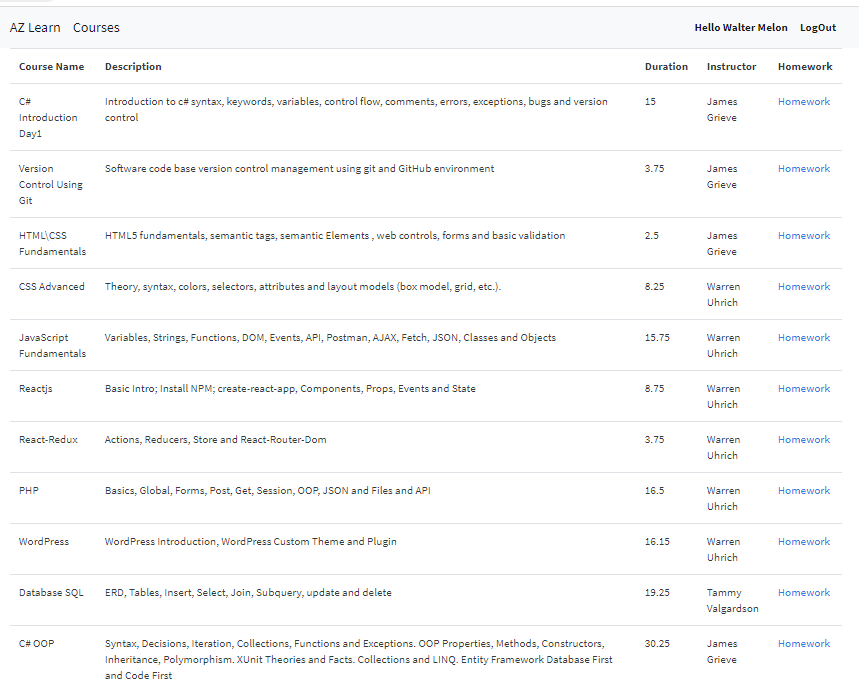


Figure 37 Course Summary for Student

## Homework Read

The student can select the **Homework** option for a particular course and see the list of homework’s that were assigned as shown below.

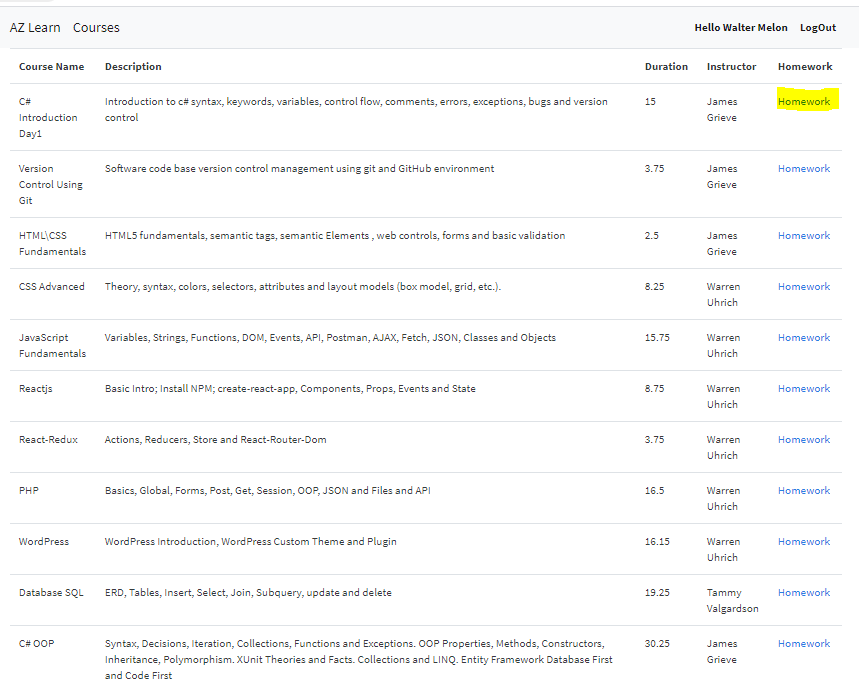


Figure 38 Homework View Only

The student can also check in the view whether the homework is a practise or a graded assignment and can access GitHub classroom link.

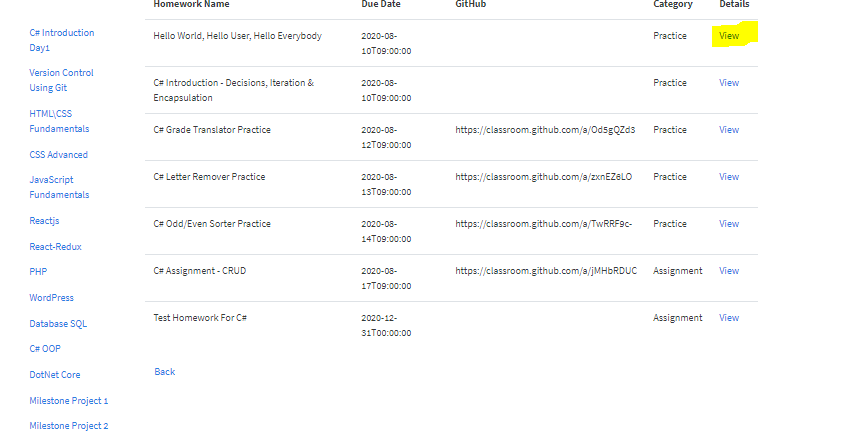


Figure 39 Homework Summary for a particular course

The student can also click View button to see more details of that Homework as shown below.

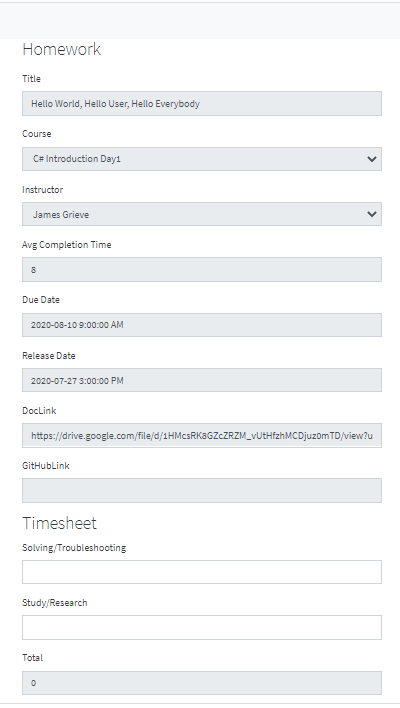


Figure 40 Homework Details

## Timesheet Update

Once the student has submitted the assignment the student can return to the same screen (i.e., course summary screen as shown below) and update the timesheet for that homework by selecting the homework which was assigned, and then log the time spent during solving and study for the homework.

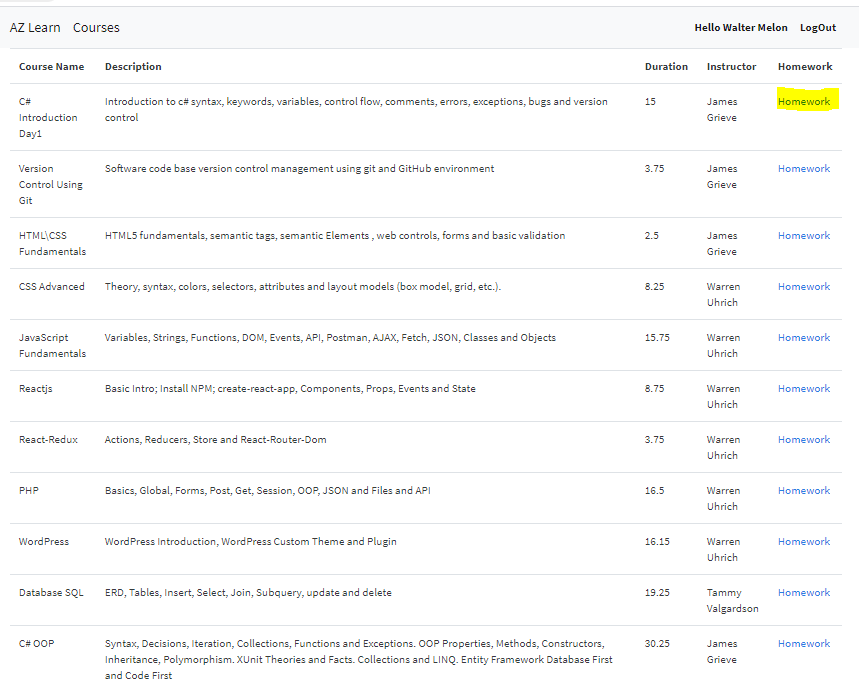


Figure 41 Course Summary for Student

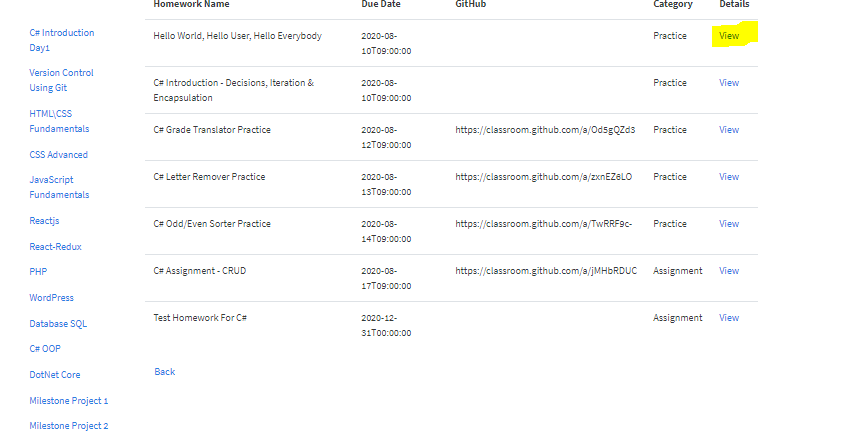


Figure 42 Homework Summary for a course

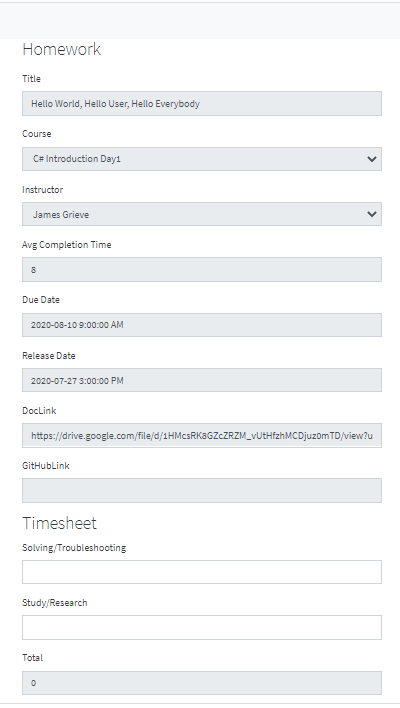


Figure 43 Timesheet Update for a Homework

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