

Client Meeting Notes

Client Contact: l.roe@northeastern.edu

Service Learning

- Track student service experiences - time and location priority
- Report out number of hours of students
- How many students serving in a location, how many hours historically
- Teaching assistants, service learning dept, faculty
- Option to leave notes
- Honor system on hours reporting
- Admin or a SL faculty/TA, tag student with a community partner
- Ability to add community partners, have a selection drop down
- Supervisor's name and email
- Upload excel sheets
- Student side - download personal report, create own account - maybe kind of like joining classes on piazza?
- No need for custom options - might change??

Reports

- Excel sheets with filtering
- Total number of hours per student
 - Organization by locations - zip code
 - Community partner - students and hours
 - College
- Name of service role - assigned
- Geotag - Not necessarily priority
- Needs to be mobile friendly - priority
- One student for multiple classes
- Count of students
- Count of hours - total or per student? - could these just be displayed on the admin view?
- Breakdown by college - pie chart - could these just be displayed on the admin view?

Tracking

- Have actual times, not just hours
- Very quick - 10 seconds to submit time
- TA's should also be able to track their own hours as well
- A couple buckets - have student select category, have "other" option

Scale

- 50 - 60 classes

Legacy

- Salesforce
- No log overtime, gets overwritten on new
- Grid

Roles

- Admin: Master control.
 - Add classes
 - Manage users (students/TAs/Professors)
 - Add partners
- TA/Professor
 - View over class data
 - TAs need to be able to enter their own hours
- Student
 - Enter service time (with preassigned partners)
 - View their history of logged time/data visualizations

Student Service Time Entry

- Pre-populated fields:
 - Faculty member
 - course #, course name, section #
 - CRN
 - college
 - day & time
 - student leader position
 - community partner

- address
- type of service role
- supervisor name and email