

# Computing, SSE Feedback Website Staff-User Manual



University  
of Dundee

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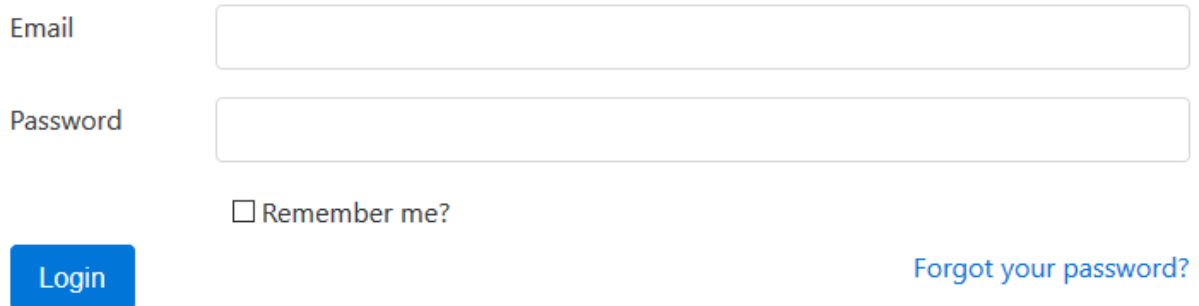
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# 1 Account Management

## 1.1 Login

The login page can be accessed by clicking on “Staff Log In” found in the navigation bar (top right corner). The login page will load, prompting for the user’s email and password (**Figure 1**). Users can login by entering their email and password and clicking on the login button.

### Log in

The login page features a title "Log in" at the top. Below it are two input fields: "Email" and "Password". To the right of the "Password" field is a checkbox labeled "Remember me?". At the bottom left is a blue "Login" button, and at the bottom right is a blue link "Forgot your password?".

Email

Password

☐ Remember me?

Login

[Forgot your password?](#)

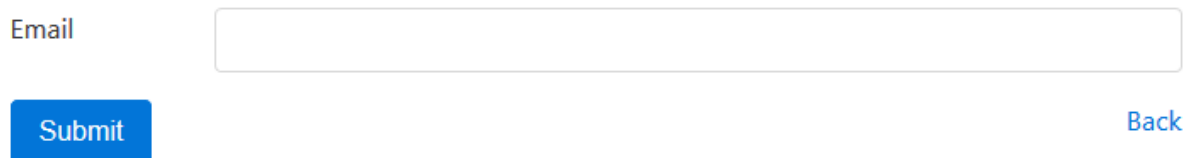
**Figure 1** - Login Page

## 1.2 Password Reset

Clicking on “Forgot your password?” will open password recovery reset (**Figure 2**). The password can be reset by entering an email address in the field provided, and clicking the submit button. An email will be sent to provided address with the instructions how to reset the password.

### Forgot your password?

Enter your email

The password recovery form has the title "Forgot your password?" and the subtitle "Enter your email". Below the subtitle is an "Email" input field. At the bottom left is a blue "Submit" button, and at the bottom right is a blue link "Back".

Email

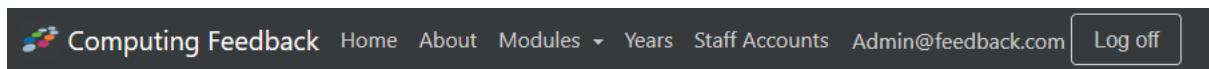
Submit

[Back](#)

**Figure 2** - Password Recovery

### 1.3 Account settings

The accounts settings page can be accessed after logging in by clicking on user's email address URL found in the navigation bar (**Figure 3**).



**Figure 3** - Navigation Bar

The accounts settings page (**Figure 4**) allows the user to change the account password (it must contain at least 8 characters, a number and one uppercase ('A'-'Z')) and to edit the account holder's forename and surname.

## Change your account settings

---

**Password:** [Change](#)

**Name:** [Change](#)

---

**Figure 4** - Account Settings

## 2 Staff Accounts (Accounts)

This section (**Figure 5**) is accessible to website administrators only and is used to manage and create accounts for the website. It includes a table of accounts and their details. The table is fully sortable and searchable.

Actions found on the page are:

- Create a Staff Account (2.1)
- Edit (2.2)
- Delete – Permanently deletes an account, should be used when the user should no longer have access to the website or if a wrong email address was used when creating an account. Currently logged in administrator cannot delete its account; this is to ensure that at least one administrator account exists on the website.
- Resend Email – Resends a confirmation email to a user should be used if the user has not confirmed email after extended period after account creation. This action is not available if the user has confirmed its email address.

### Accounts

[Create a Staff Account](#)

Show  entries

Email	Forename	Surname	Account type	Email Confirmed	Action
Redacted	Redacted	Redacted	Administrator - full privileges.	True	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Admin@feedback.com</a>	Admin	Super	Administrator - full privileges.	True	<a href="#">Edit</a>
Redacted	Redacted	Redacted	Administrator - full privileges.	True	<a href="#">Edit</a>   <a href="#">Delete</a>
Redacted	Redacted	Redacted	Administrator - full privileges.	True	<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1 to 4 of 4 entries 

Previous **1** Next

**Figure 5** - Accounts Page

## 2.1 Create a Staff Account

This page (**Figure 6**) can be accessed by clicking on “Create Staff Account” found in top left corner on the accounts page. The page contains following fields:

- Forename – user’s first name.
- Surname – user’s last name.
- Email – user’s email, only @dundee.ac.uk emails are accepted. An email confirmation will be sent to specified email.
- Account Type – role associated with the account, four roles are available:
  - Administrator – full privileges, including account creation, academic year form creation and publishing.
  - Head Lecturer – has no access to categories, levels, account management and cannot create, publish or archive academic year forms.
  - Lecturer – can only work with optional questions: unable to create, edit or add mandatory questions. Cannot archive or restore entities.
  - Teaching Staff – can only view gathered feedback, does not have access to any other functionality.
  - All roles have access to individual account management.

An account is created by filling out all fields and clicking the “submit button”. On account creation, an email message will be sent to specified email address. It contains URL to the page that allows to confirm the email address and to set the account password. This is done to ensure that supplied email address exists and to allow the account holder to set the password.

A confirmation email is valid for one year after a year it will expire and require to be re-sent. This can be done by clicking on “Resend” action in the account’s table found in the accounts page.

## Create a Staff Account

Account creation notification will be sent to the supplied email address.

Forename

Surname

Email

Account Type  ▼

[Create](#) [Back to List](#)

**Figure 6** - Account Creation Page

## 2.2 Edit Account

The edit page (**Figure 7 - Edit Account Page**) allows administrative staff to edit accounts found on the website. The page holds following fields:

- Forename – user’s first name.
- Surname – user’s last name.
- Email – user’s email address, it cannot be changed. The new account should be created for the user if email address needs to be changed.
- Account type – user’s account role (2.1). The user cannot change its role, this to ensure that at least one administrator exists for the website.

### Edit an Account

Forename	<input type="text" value="Admin"/>
Surname	<input type="text" value="Super"/>
Email	Admin@feedback.com
Account type	Admin

[Back to List](#)

**Figure 7** - Edit Account Page



## 3 Entities

Five entities are used to create an academic year feedback form. These entities are Categories, Questions, Levels, Supervisors, Modules. Each entity can be accessed by clicking on “Entities” in the navigation bar and then selecting desired entity from the sub menu.

### 3.1 Categories

The categories index page (**Figure 8**) contains a table with all existing categories in the database. The table can be sorted and is fully searchable. Categories are used to categorise and group questions and can only be accessed by an administrator.

## Categories

[Create a New Category](#)

Show 10 entries

Search:

Title	↑↓	Description	↑↓	Category Order	↑↓	Status	↑↓	Action	↑↓
Comments and Improvements		Standard questions about the module.		2		Active		<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>	
Module Specific		Optional module specific questions.		3		Active		<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>	
Rate the Module		Questions where student is asked to rate something about the module.		1		Active		<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>	

Showing 1 to 3 of 3 entries

Previous 1 Next

**Figure 8** - Categories Index Page

### 3.1.1 Create A New Category

The new category page (**Figure 9**) is accessed by clicking on “Create a New Category” found in top left corner of the page. The category entity contains following fields:

- Title – the category’s title, this is how the category will be displayed throughout the website.
- Description – the category’s description, short descriptions to describe the role of the category.
- Category Order – ordering number for the category. This is the order categories will appear in the questionnaires. This ordering is global throughout all the questionnaires and generally, should not be changed. It is possible to have two categories with the same order number, in this scenario senior category would be displayed before newer category in the questionnaire. For example, the order can be as follows 1 2 3 4old 4new 5 6. This order is set automatically, but can be manually edited to arrange categories.
- Type
  - Any Questions – the category can contain both optional and mandatory questions.
  - Mandatory Questions Only – the category can contain only mandatory questions.
  - Optional Questions Only – the category can contain only optional questions.

A category is created by filling in all required fields and clicking on the “Create” button found at the bottom left of the screen.

## Create a Category

Title

Description

Type

Category Order

Create

[Back to List](#)

**Figure 9** - Create a Category Page

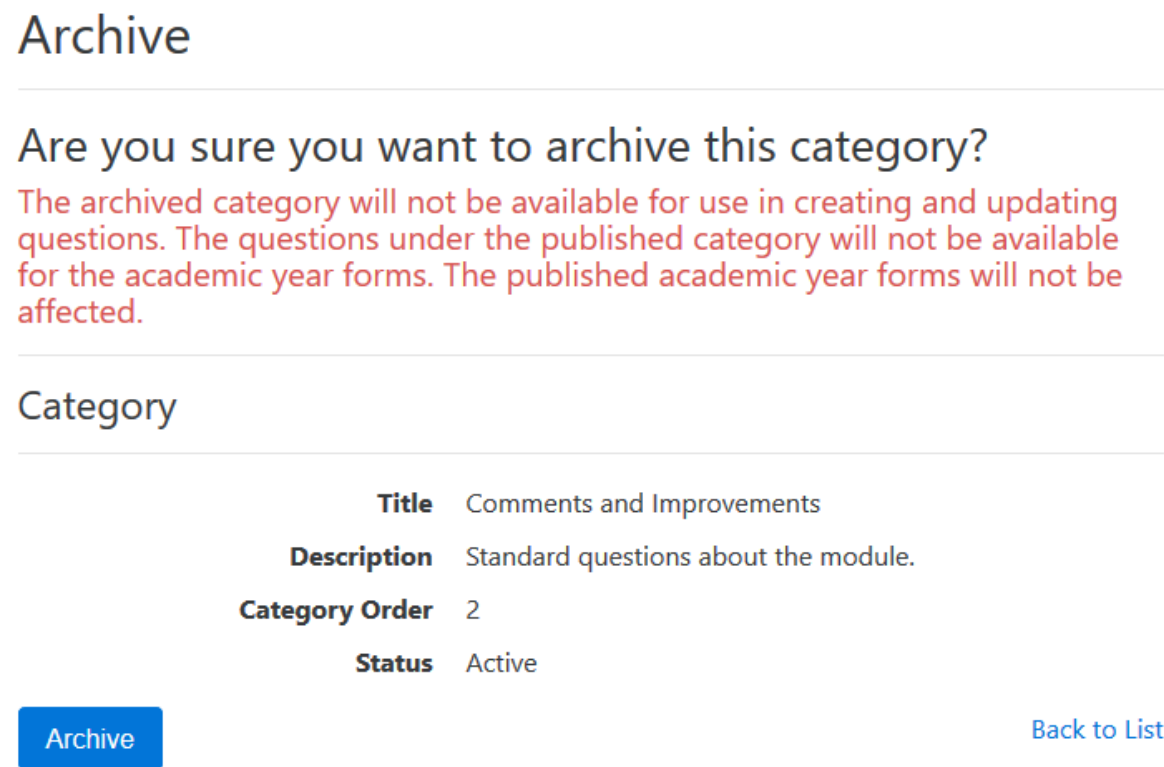
### 3.1.2 Edit a Category

The edit page can be accessed by clicking on “Edit” found in the actions column of the categories table. The edit page is prefilled with the selected category values from the database, but otherwise is identical to the category creation page, it allows to edit the category values.

3.1.3    Archive a Category

The archive page (**Figure 10**) can be accessed by clicking on “Archive” found in the actions column of the categories table. Archiving a category will set the category status to archived. An archived category will not be available for selection when creating or modifying questions. Questions under the archived category will not be affected, but these questions will not be available for selection in new and pending module questionnaires. Archiving a category indirectly archives all questions under it.

**This action is not available while an academic year form is published.**



**Figure 10** - Archive a Category

3.1.4    Restore a Category

The restore page can be accessed by clicking “Restore” in the actions column of the categories table. Restoring a category will undo archiving action, allowing the category to be used when creating new questions. Questions under the restored category will once again be available for selection in new and pending module questionnaires. This functionality is only available to the archived categories.

**This action is not available while an academic year form is published.**

3.1.5    Details

The details page displays details about the selected category and can be accessed via “Details” link found in the action column of the categories table.

## 3.2 Questions

The questions index page (**Figure 11**) contains a table with all existing questions in the database. The table can be sorted and is fully searchable. Questions are used to create module questionnaires.

### Questions

[Create a New Question](#)

Show 10 entries

Search:

Question	Type	Optional	Status	Category	Question Order in the Category	Action
Timetable and other arrangements for the module were highly satisfactory.	Star Rating	False	Active	Rate the Module	7	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Tutor support during lab sessions was sufficient.	Star Rating	True	Active	Module Specific	2	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Were there enough help from lab tutors during practical session?	Free Form Text	True	Active	Module Specific	1	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
What were the three best things about this course?	Free Form Text	False	Active	Comments and Improvements	1	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>

Showing 11 to 14 of 14 entries

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**Figure 11** – Questions Index Page




### 3.2.1 Create A New Question

The new question page (**Figure 12**) is accessed by clicking on “Create a New Question” found in top left corner of the page. The question entity contains following fields:

- Question – The question to be asked.
- Type – the question’s type, there are two types:
  - Free Form Text – a standard free form text answer question.
  - Star Rating – a rating question, rated in stars ranging from 0.5 to 5 stars.
- Category – a category to which the question belongs. Lecturer accounts are limited to categories which accept optional questions.
- Question Order in the Category – order in which the question will appear within the category in a questionnaire. This is a global value and will affect all questionnaires, but each category has its individual order. Thus two questions can easily have same order if they belong to two different categories. This order is set automatically, but can be adjusted if required.
- Optional – Indicates if a question is optional or not. Mandatory questions will be added to all module questionnaires automatically. Only an admin and a head lecturer can create non-optional (mandatory) questions. A mandatory question can only be created while there are no questionnaires published. Creating a mandatory question will automatically add it to new and currently pending questionnaires.

A question is created by filling in all required fields and clicking on the “Create” button found at the bottom left of the screen.

# Create a Question

Question	<input type="text"/>
Type	Free Form Text 
Category	Rate the Module 
Question Order in the Category	99 

☒ An optional question will not be automatically added to all module questionnaires, but can be manually added to any module.

[Create](#) [Back to List](#)

**Figure 12** - Create a Question Page

## 3.2.2 Edit a Question

The edit page can be accessed by clicking on “Edit” found in the actions column of the questions table. The edit page is prefilled with the selected question values from the database, but otherwise is identical to the question creation page, it allows to edit a question.

Making a mandatory question into an optional question will remove it from all currently pending questionnaires. The question optionality change can only be done while there are no currently published questionnaires. Only an admin or a head lecturer can edit a mandatory question.

### 3.2.3 Archive a Question

The archive page (**Figure 13**) can be accessed by clicking on “Archive” found in the actions column of the question table. Archiving a question will set the question status to archived. The archived question will not be available for selection in the new questionnaires and will be removed from currently pending questionnaires; archived questionnaires are not affected.

**This action is not available while an academic year form is published and can only be performed by an administrator or a head lecturer.**

## Archive

### Are you sure you want to Archive this question?

The archived question will not be available for the new questionnaires. The archived question will be removed from pending or **currently published questionnaires**, archived questionnaires will not be affected.

## Question

<b>Question</b>	All the learning outcomes were achieved.
<b>Type</b>	Star Rating
<b>Optional</b>	False
<b>Status</b>	Active
<b>Category</b>	Rate the Module
<b>Question Order in the Category</b>	2

[Archive](#)[Back to List](#)

**Figure 13** - Archive a Question

### 3.2.4 Restore a Question

The restore page can be accessed by clicking “Restore” in the actions column of the questions table. Restoring a question will undo archiving action, allowing the question to be used in the module questionnaires. This will also restore question to currently pending questionnaires if the question was part of the questionnaire before being archived.

**This action is not available while an academic year form is published and can only be performed by an administrator or a head lecturer.**

### 3.2.5 Details

The details page displays details about the selected question and can be accessed via “Details” link found in the action column of the questions table.

### 3.3 Levels

The levels index page (**Figure 14**) contains a table with all existing levels in the database. The table can be sorted and is fully searchable. Levels are used group the modules and can only be accessed by an administrator.

## Levels

[Create a New Level](#)

Show  entries Search:

Title	Description	Level Order In a Year	Status	Action
Postgraduate	Masters modules	5	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Undergraduate - Level 1	First year modules.	1	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Undergraduate - Level 2	Second year modules	2	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Undergraduate - Level 3	Third year modules	3	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Undergraduate - Level 4	Fourth year modules	4	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>

Showing 1 to 5 of 5 entries Previous **1** Next

**Figure 14** – Levels Index Page

#### 3.3.1 Create A New Level

The new level page (**Figure 15**) is accessed by clicking on “Create a New Level” found in top left corner of the page. The level entity contains following fields:

- Title – the level’s title, this is how the level will be seen throughout the website.
- Description – the level’s description.
- Level Order in a Year – the order in which level will appear in an academic year form, this order is set automatically but can be adjusted if required.

A question is created by filling in all required fields and clicking on the “Create” button found in bottom left of the screen.

## Create a Level

Title

Description

Level Order In a Year

Create

[Back to List](#)

**Figure 15** - Create a Level Page

3.3.2 Edit a Level

The edit page can be accessed by clicking on “Edit” found in the actions column of the levels table. The edit page is prefilled with the selected level values from the database, but otherwise is identical to the level creation page, it allows to edit a level.

3.3.3 Archive a Level

The archive page (**Figure 16**) can be accessed by clicking on “Archive” found in the actions column of the levels table. Archiving a level will set the level status to archived. Modules under an archived level will not be available for selection in a new academic year form. This does not affect currently existing academic year forms.

# Archive

## Are you sure you want to archive this level?

An archived level and all questions belonging to the archived level will not be available when creating new academic year forms. This does not affect existing academic year forms.

### Level

Title

Undergraduate - Level 1

Description

First year modules.

Level Order In a Year

1

Status

Active

Archive

Back to List

Figure 16 - Archive a Question

3.3.4 Restore a Level

The restore page can be accessed by clicking “Restore” in the actions column of the levels table. Restoring a level will undo archiving action, allowing it to be used again when creating new academic year forms. This action does not affect currently existing academic year forms.

3.3.5 Details

The details page displays details about the selected level and can be accessed via “Details” link found in the action column of the levels table.



### 3.4 Supervisors

The supervisors index page (**Figure 17**) contains a table with all existing supervisor entities in the database. The table can be sorted and is fully searchable. The supervisor entities are used when creating module entities.

#### Supervisors Index

[Create a New Supervisor](#)

Show  entries

Title	Forename	Surname	Email	Status	Action
Dr	Jiangou	Zhang	<a href="mailto:jgzhang@computing.dundee.ac.uk">jgzhang@computing.dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Miss	Shazia	Akbar	<a href="mailto:shaziaakbar@computing.dundee.ac.uk">shaziaakbar@computing.dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Mr	Andy	Cobley	<a href="mailto:acobley@computing.dundee.ac.uk">acobley@computing.dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Prof	Stephen	McKenna	<a href="mailto:stephen@computing.dundee.ac.uk">stephen@computing.dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Prof	Annalu	Waller	<a href="mailto:a.waller@dundee.ac.uk">a.waller@dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Prof	John	Arnott	<a href="mailto:j.arnott@computing.dundee.ac.uk">j.arnott@computing.dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Prof	Chris	Reed	<a href="mailto:chris@computing.dundee.ac.uk">chris@computing.dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
Prof	Janet	Hughes	<a href="mailto:jhughes@computing.dundee.ac.uk">jhughes@computing.dundee.ac.uk</a>	Active	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>

Showing 11 to 18 of 18 entries 

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**Figure 17** – Supervisors Index Page

### 3.4.1 Create A New Supervisor

The new level page (**Figure 18**) is accessed by clicking on “Create a New Supervisor” found in top left corner of the page. The supervisor entity contains following fields:

- Title – the supervisor’s title, selected from prepopulated list of 7 titles for every possibility.
- Forename – the supervisor’s first name.
- Surname – the supervisor’s last name.
- Email – the supervisor’s email address.

A supervisor entity is created by filling in all required fields and clicking on the “Create” button found at the bottom left of the screen.

## Create a Supervisor

Title

Forename

Surname

Email

[Create](#) [Back to List](#)

**Figure 18** - Create a Supervisor Page

### 3.4.2 Edit a Supervisor

The edit page can be accessed by clicking on “Edit” found in the actions column of the supervisors table. The edit page is prefilled with the selected supervisor values from the database, but otherwise is identical to the supervisor creation page, it allows to edit a supervisor entity.

3.4.3    Archive a Supervisor

The archive page (**Figure 19**) can be accessed by clicking on “Archive” found in the actions column of the supervisors table. Archiving a supervisor will set the supervisor status to archived. An archived supervisor will not be selectable when editing or creating new modules. This does not remove the supervisor from already existing modules. This action is only available to an administrator or a head lecturer.

# Archive

## Are you sure you want to archive this supervisor?

An archived supervisor will not show up when creating new modules. The modules with the archived supervisor will not be affected.

### Supervisor

<b>Title</b>	Redacted
<b>Forename</b>	Redacted
<b>Surname</b>	Redacted
<b>Email</b>	Redacted
<b>Status</b>	Active

Archive

Back to List

**Figure 19** - Archive a Supervisor

3.4.4    Restore a Supervisor

The restore page can be accessed by clicking “Restore” in the actions column of the supervisors table. Restoring a supervisor will undo the archiving action, allowing the supervisor to be used again when working with module entities.

This action can only be performed by an administrator or a head lecturer.

3.4.5    Details

The details page displays details about the selected supervisor entity and can be accessed via “Details” link found in the action column of the supervisors table.

## 3.5 Modules

The modules index page (**Figure 20**) contains a table with all existing module entities in the database. The table can be sorted and is fully searchable. Each module entity has its questionnaire to gather feedback.

### Modules

[Create a New Module](#)

Show  entries

Search:

Code	Title	Module URL	Status	Level	Coordinator	Action
AC11001	Introduction to Software Development	<a href="https://www.dundee.ac.uk/study//modules/computing/">https://www.dundee.ac.uk/study//modules/computing/</a>	Active	Undergraduate - Level 1	Dr Iain Martin	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
AC11002	Web Authoring	<a href="https://www.dundee.ac.uk/study//modules/computing/">https://www.dundee.ac.uk/study//modules/computing/</a>	Active	Undergraduate - Level 1	Prof Annalu Waller	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
AC12001	Introduction to Data Structures and Algorithms	<a href="https://www.dundee.ac.uk/study//modules/computing/">https://www.dundee.ac.uk/study//modules/computing/</a>	Active	Undergraduate - Level 1	Dr Craig Ramsay	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
AC12003	Argumentation & Computers	<a href="https://www.dundee.ac.uk/study//modules/computing/">https://www.dundee.ac.uk/study//modules/computing/</a>	Active	Undergraduate - Level 1	Prof Chris Reed	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Archive</a>
AC21007	Algorithms and Artificial Intelligence	<a href="https://www.dundee.ac.uk/study//modules/computing/">https://www.dundee.ac.uk/study//modules/computing/</a>	Archived	Undergraduate - Level 2	Dr Ekaterina Komendantskaya	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Restore</a>

**Figure 20** – Modules Index Page

### 3.5.1 Create A New Module

The new level page (**Figure 21**) is accessed by clicking on “Create a New Module” found in top left corner of the page. The module entity contains following fields:

- Code – the module’s identifying code.
- Title – the module’s title.
- Level – the level module belongs to; this is a drop-down list that is populated using level entities.
- Coordinator – the module’s supervisor; this is a drop-down list that is populated using supervisor entities.
- Description – description of the module, this description will be displayed in module questionnaire.
- Module URL – the URL that links to the module on UoD website for additional information.

A module entity is created by filling in all required fields and clicking on the “Create” button found at the bottom left of the screen. Creating a new module will automatically create its questionnaire and populate it with mandatory questions. This questionnaire then can be edited when the module is added to an academic year form.

## Create a Module

The screenshot shows a web form titled "Create a Module". It contains the following fields:

- Code**: A text input field.
- Title**: A text input field.
- Level**: A dropdown menu with "Undergraduate - Level 1" selected.
- Coordinator**: A dropdown menu with "Dr Alison Pease" selected.
- Description**: A text area with a small icon in the bottom right corner.
- Module URL**: A text input field.

At the bottom left is a blue button labeled "Create". At the bottom right is a blue link labeled "Back to List".

**Figure 21** - Create a Module Page

### 3.5.2 Edit a Module

The edit page can be accessed by clicking on “Edit” found in the actions column of the module table. The edit page is prefilled with the selected module values from the database, but otherwise is identical to the module creation page, it allows to edit a module entity.

3.5.3    Archive a Module

The archive page (**Figure 22**) can be accessed by clicking on “Archive” found in the actions column of the module table. Archiving a module will set the module status to archived. An archived module will not be available when creating new academic year forms. Archiving a module will also remove it from currently pending academic year forms, this does not affect published or archived academic year forms. This action can only be performed by an administrator or head lecturer.

# Archive

## Are you sure you want to archive this module?

An archived module will not be available when creating new academic year forms and will be removed from currently pending academic year forms. Published or archived academic year forms will not be affected.

# Module

<b>Code</b>	AC11001
<b>Title</b>	Introduction to Software Development
<b>Level</b>	Undergraduate - Level 1
<b>Coordinator</b>	Redacted
<b>Status</b>	Active
<b>Description</b>	"The best way to learn how to design good software is to think about the people who will be using it first, then to practice designing good software for those people"

**Figure 22** - Archive a Module

3.5.4    Restore a Module

The restore page can be accessed by clicking “Restore” in the actions column of the module table. Restoring a module will undo the archiving action, enabling the module to be selectable again when creating new academic year forms. This action affects currently pending academic year forms and can only be performed by an administrator or a head lecturer.

3.5.5    Details

The details page displays details about the selected module entity and can be accessed via “Details” link found in the action column of the module table.

## 4 Academic year form (Year)

The year page (**Figure 23**) contains a table with all academic year forms. As previous tables, it can be sorted by any column and is fully searchable. An academic year form can have 3 states:

- Pending – this is an initial state after the creation of a form, modules and their questions can be added and removed while the form is pending.
- Published – the published form will be closed to any modifications, instead, will be displayed on the main page allowing students to provide feedback. The feedback is visible to lecturers during this state.
- Archived – final state, the form no longer accepts feedback from students. Lecturers can view gathered feedback in this state.

### Year Forms Index

[Create a New Year Form](#)

Show  entries

Search:

Academic Year	↑↓	Status	↑↓	Action	↑↓
2018/2019		Published		<a href="#">Details</a>   <a href="#">Archive</a>	
2017/2018		Archived		<a href="#">Details</a>	
2016/2017		Archived		<a href="#">Details</a>	

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

**Figure 23** - Year's Page

## 4.1 Create a New Year Form

The new year form page (**Figure 24**) is accessed by clicking on “Create a New Year Form” found in top left corner of the page. The page displays all currently active modules in the database, and if required any active module can be set the inactive state for a year if the module is not running during the academic year.

A year form is created by entering a year for which the form is created (this is the starting year of an academic year, e.g. 2016/2017 starting year would be 2016) and clicking on the “Create” button found at the bottom left side of the page.

**Creating a new year form will automatically archive all currently published or pending year forms. This should be done at the start of a new academic year. Only an administrator can create a year form. It should be noted that it is not possible to have two forms for the same year.**

### Create

#### Academic Year Form

Only one academic year form can be active at a time!

Any currently pending or published forms will be automatically archived upon creation of a new year form.

Please only create a new year form at the start of a new academic year.

Academic year starting:

2017



Ending: **2018**

Please select modules running this year, the module list can be edited later until published.

Archived modules will not show up in this list.

#### Undergraduate - Level 1

AC11001 Introduction to Software Development	Active ▾
AC11002 Web Authoring	Active ▾
AC12001 Introduction to Data Structures and Algorithms	Active ▾
AC12003 Argumentation & Computers	Active ▾

#### Undergraduate - Level 2

AC21007 Algorithms and Artificial Intelligence	Active ▾
--	----------

**Figure 24** - Create A New Year



## 4.2 Edit a Year Form

The edit page can be accessed by clicking on “Edit” found in the actions column of the year table. The edit page shares the same layout as the year creation page. It allows editing a year entity by adding or removing active modules. It should be noted that it is not possible to have two forms for the same year. Only an administrator can edit a year form.

## 4.3 Publish a Year Form

The publish page can be accessed by clicking on “Publish” found in the actions column of the year table. The publish page follows the same layout as the create and edit pages, displaying list of active modules and basic information about the year. A year form can be published by clicking on the “Publish” button found at the bottom left of the page. Once published the form will appear on the main page allowing students to fill in the module questionnaires, this will close the form to any further modifications. Only an administrator can publish a pending year form.

## 4.4 Retract a Year Form

The retract page can be accessed by clicking on “Retract” found in the actions column of the year table. The retract page follows the same layout as the publish page, displaying a list of active modules and basic information about the year. A year form can be retracted by clicking on the “Retract” button found at the bottom left of the page. Once retracted the form will disappear from the main page, no longer allowing students to fill in the module questionnaires, this will open the form to modifications. Retraction should be done during the middle of a second semester to allow lecturers to add any questions they desire to the second-semester modules, or to generally edit a year form. Only an administrator can retract a published year form, the retracted form will have a pending status and will require re-publishing after modifications to be available to students.

## 4.5 Archive a Year Form

The archive page can be accessed by clicking on “Archive” found in the actions column of the year table. This action is only available to a published year form and can only be performed by an administrator. A form can be archived by clicking on the “Archive” button found at the bottom left of the page. Once archived the form will no longer be displayed on the main page or accept feedback from the students. This action should be performed at the start of a new academic year, just before creating a new year form, but can be safely ignored as creating a new year form will automatically archive currently published year form.

## 4.6 Restore a Year Form

The restore page can be accessed by clicking on “Restore” found in the actions column of the year table. This action is only available to an archived year form and can only be performed by an administrator. A form can be restored by clicking on the “Restore” button found at the bottom left of the page. Once restored the form will no longer be published and will gain pending status. This action will automatically archive all currently pending or published forms. This action should only be performed if a year form was archived by accident.

## 4.7 Details

The details (**Figure 25**) page can be accessed by clicking on “Details” found in the actions column of the year table. The page displays details about an academic year, but primarily acts as a gateway to the module questionnaires and feedback pages. Based on a year status, buttons found on the right side of the list change.

- Year status: pending – Module Questions (Questionnaire) page (4.7.1) is available.
- Year status: published or archived – Module Feedback page (4.7.2) is available.

# Details

## Year Form

<b>Academic Year</b>	2016/2017
<b>Status</b>	Pending

### Modules

#### Undergraduate - Level 1

AC11001 Introduction to Software Development	Module Questions
AC11002 Web Authoring	Module Questions
AC12001 Introduction to Data Structures and Algorithms	Module Questions
AC12003 Argumentation & Computers	Module Questions

#### Undergraduate - Level 2

AC21007 Algorithms and Artificial Intelligence	Module Questions
AC21008 Multi-Paradigm Programming and Data Structures	Module Questions

**Figure 25** - Year Details

#### 4.7.1 Module Questions

The module questions page (**Figure 26**)

### Module Questions

#### Module

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<b>Code</b>	AC11001
<b>Title</b>	Introduction to Software Development
<b>Level</b>	Undergraduate - Level 1
<b>Coordinator</b>	Dr Iain Martin

---

#### Questions

##### Rate the Module

<b>Optional:</b> False, <b>Type :</b> Star Rating, <b>Question :</b> The learning outcomes of the course were very clear.	Active ▾
<b>Optional:</b> False, <b>Type :</b> Star Rating, <b>Question :</b> All the learning outcomes were achieved.	Active ▾
<b>Optional:</b> False, <b>Type :</b> Star Rating, <b>Question :</b> The teaching method(s) used were very appropriate.	Active ▾
<b>Optional:</b> False, <b>Type :</b> Star Rating, <b>Question :</b> The module teaching and learning materials were very informative and useful.	Active ▾

) can be accessed by clicking on the “Module Questions” button found on a year details page. This page is only available while a year is pending. The page lists all currently active questions and their status within the questionnaire. Active questions will be marked as active and inactive as inactive. It is possible to change the status of the questions and thus add or remove them from the questionnaire. A lecturer can add or remove optional questions, and a head lecturer or an admin can add and remove mandatory questions.

Questionnaires are persistent throughout the years and do not require repeated attention if no questions are being added or removed.

# Module Questions

## Module

<b>Code</b>	AC11001
<b>Title</b>	Introduction to Software Development
<b>Level</b>	Undergraduate - Level 1
<b>Coordinator</b>	Dr Iain Martin

## Questions

### Rate the Module

<b>Optional:</b> False, <b>Type:</b> Star Rating, <b>Question:</b> The learning outcomes of the course were very clear.	Active ▾
<b>Optional:</b> False, <b>Type:</b> Star Rating, <b>Question:</b> All the learning outcomes were achieved.	Active ▾
<b>Optional:</b> False, <b>Type:</b> Star Rating, <b>Question:</b> The teaching method(s) used were very appropriate.	Active ▾
<b>Optional:</b> False, <b>Type:</b> Star Rating, <b>Question:</b> The module teaching and learning materials were very informative and useful.	Active ▾

Figure 26 - Module Questions

#### 4.7.2 Module Feedback

The module feedback page can be accessed by clicking on the “Module Feedback” button found on a year details page. This page is not available while a year has a pending status.

The page has three sections of interest.

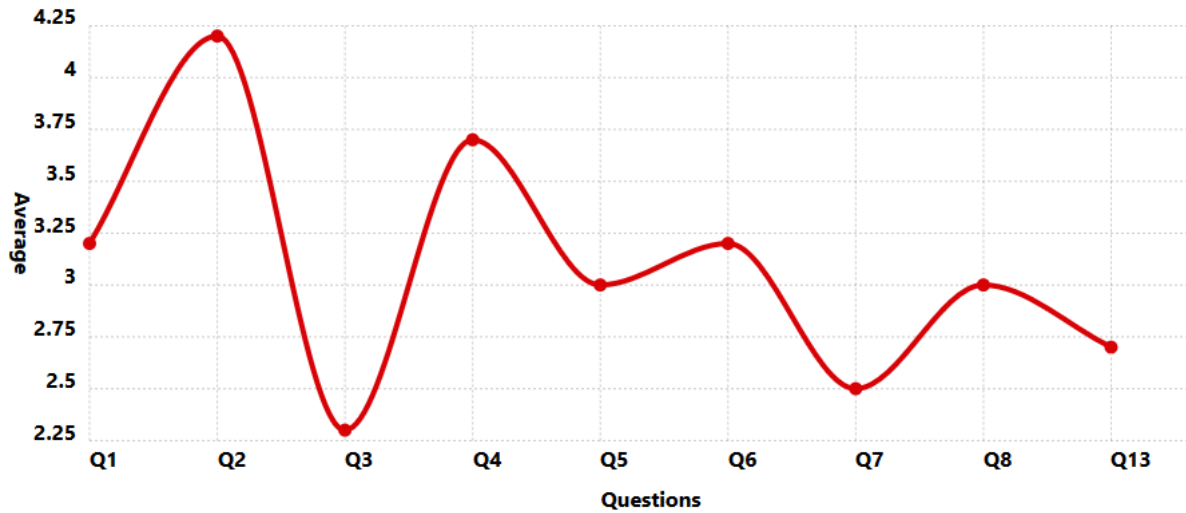
1. Overall average rating chart (**Figure 27**) which maps average scores from all of the star rating questions. Y-axis plots the average score for the questions and X axis indicates the question number. Overall average score for the module is visualised above the chart using stars.
2. Individual star rating question feedback section (**Figure 28**) which has a chart that visualises vote distribution for the question. Y axis maps the number of votes and x-axis maps the value of the vote.
3. Free text question feedback section which lists the question and all associated answers for the question.

The module feedback page is available to archived year forms and can be accessed by all account types.

## Overall Average



[Toggle overall average chart](#)



**Figure 27** – Overall Average (in the final project version, line chart was changed to a bar chart, like one visible below).

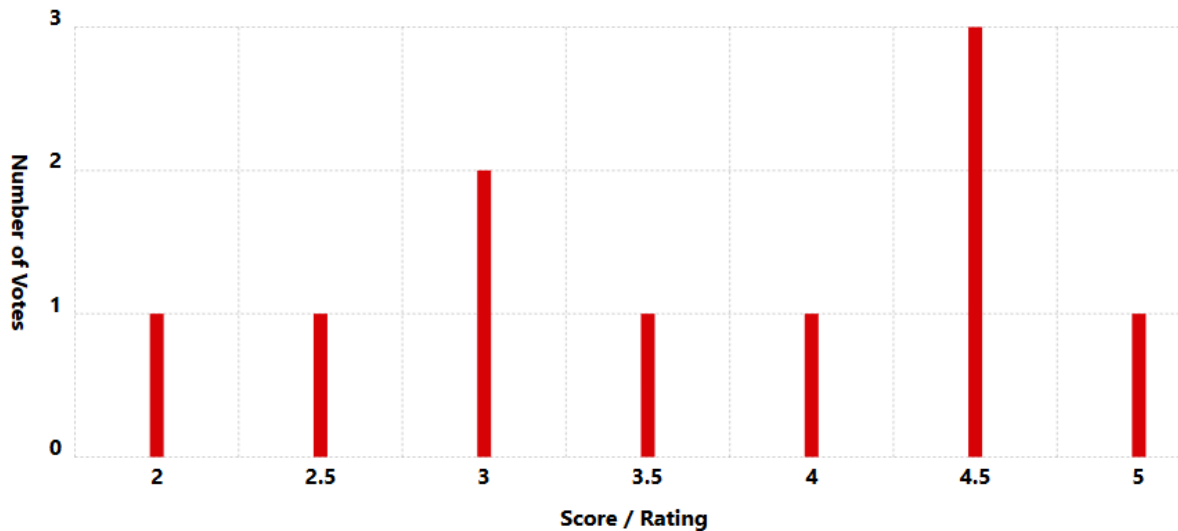
**Question :** The teaching method(s) used were very appropriate.

**Number of Votes:** 10

**Average:**



[Toggle vote distribution chart](#)



**Figure 28** - Star Rating Question Feedback