Users

* Admin: all access, including adding/removing all user types (other admin, researchers and raters)
* Researchers: similar to admin, but can only add/remove raters
  + Ideally, researchers can only see & access projects they’ve created or have been added to (i.e., researchers can add existing researchers to projects they’ve created)
* Raters: only access to the published project modules/forums they’ve been allocated to (the modules and discussion forum in that project)

Functions [like an LMS, so can use/reference open-source LMSs as base if there are no security concerns]

* Admin function to add/remove users: either all users OR raters only
  + When raters are added, they must be allocated to a specific project
    - Ideally can be added to multiple projects, but also okay if they can only be added to one at a time
* User profile: where users can update their passwords
  + Ideally, all users can edit the name that appears on discussion forums, and any name changes will result in the name showing up on old posts updating to the new name
* Data security is very important, as raters will be shown confidential test materials
* Create and edit a project. Projects house all the modules and forums for a particular set of raters
  + Ideally can split raters into sub-groups within a project so that some modules/forums are accessible to a subset of raters but not to others
  + Access to modules can happen at different times (e.g., first, can turn on access to module 1 and the next week, turn that access off and turn on access to module 2
  + Data from modules (i.e., anything that the raters enter) can be downloaded by researchers/admin
* Modules are used to put together sets of activities that logically go together.
* What researchers are able to do when creating activities:
  + Text input
  + Embed downloadable Word and PDF documents
  + Embed audio (ideally also video)
  + Ideally, can also create simple surveys (short answer, multiple choice, Likert scale)
  + Add a sample text (text, embedded Word doc/PDF/audio/video) that will be rated
    - Ideally sets of ratings to be available for these (e.g., can save sets, e.g., set 1 “A1, A2, B1” and set 2 “below A2, A2, above A2”) when we create the activity
  + Ideally, we’ll be able to see overall rating data for completed ratings
    - Summary of frequency of rating levels for each sample (if click on/hover over number, can see which raters selected that rating level)
    - And the system can highlight discrepancies (with what is considered a discrepancy adjustable, e.g., two rating levels from the norm)
* What raters are able to do when accessing activities:
  + Ideally, can highlight text on page (e.g., when comparing two descriptions, can highlight differences) and this will be saved so raters can refer to it later, and ideally this can be downloaded so raters don’t have to return to the system
  + Ideally, can reorder chunks of text on page from top to bottom (if not, then somewhere to type in answers to this activity, e.g., “5,2,3,1,4” for five chunks of text)
  + Enter rating below a sample text
    - Ideally this would let raters select from a range of options
    - Raters can return to ratings and make changes
  + Ideally, raters will also be able to see rating statistics (frequency) for certain groupings of samples that they’ve already finished rating, and this would be updated as more raters complete their ratings
* Forums: discussion forums that allow users to post their thoughts/answers
  + Basic functions are fine
    - Researchers/admin can create new threads; raters can only create new posts/respond to existing posts within those threads
    - Adding text and uploading images is good (no need for embedding video, etc.)
  + At the very least, raters should be able to post on the forum. Ideally, other users can post on the forum as well, and researchers/admin will be differentiated from the raters in some way (e.g., different colour of name associated with the post).
  + Ideally, there will be some way to transfer their activity answers into a forum post, e.g., when creating a new thread, the researcher can select which module (and which activities within that module) will have the answers automatically posted to the thread. Others will be able to reply to those automatic posts and create other posts.
    - Ideally, there would be an option to anonymise rater responses for each activity
* There should be a place that contains all modules (and activities within modules), a bit like an archive/library
  + They should be able to be copied (to then alter for new modules/activities)
  + They should be available for admin and researchers to use on new projects
    - Ideally, when being created, there should be a setting to say if the module is completely shareable (i.e., accessible to all researchers) or if it contains sensitive information (i.e., accessible to only admin and researchers working on the project)