

## **Introduction to the Student Options Selector VBA Model**

### **Model Access**

This VBA model operates in two modes: student and admin. The student mode does not allow the students to access the Excel workbook which contains all the raw data, including other students' personal details, prerequisite modules and third year options. On the other hand, the admin mode does not allow the admin to access the forms which enable the user to select any module options.

#### **Admin mode:**

- On the first screen of the model, there is a button called 'Admin'. By clicking on it, the user is taken to the Admin Login page. Once the credentials are entered, the form unloads and only the Excel workbook can be accessed.

**Admin Username:** Admin28

**Admin Password:** Pass\$\$99

#### **Student mode:**

- The first screen of the model is the Login Page for students. If they enter wrong credentials, they are prompted by labels telling them to try again.
- The usernames and passwords are verified by comparing them with the ones provided in the Excel workbook, 'StudentInformation' sheet.

#### **Model Source Code**

- The VBA source code of the model is also password protected so that people who are not supposed to make changes in the source code cannot do so.

**VBA Project Password:** BP-B516368

### **Model Features**

A welcome Excel sheet was created in the Excel workbook which is seen by both students and admin. However, the rest of the Excel sheets are hidden until they are unhidden by pressing the top-right corner button on the welcome sheet. Moreover, the 'Year2' sheet is protected so that the cells cannot be formatted. This was done in order to prevent anybody from changing them as they affect what modules are available to students in their final year. If a mistake had been made, only the people with the right authority (i.e. also the ones who have access to the VBA source code) should be able to make the necessary changes.

#### **Admin features**

New columns and worksheets have been added to the ones initially provided:

- The options chosen by all students are recorded in a new worksheet called 'Year3Options' in the same way as second year modules taken by the students are recorded in the 'Year2' worksheet

- A new worksheet with the programmes' data was created (taken from the scenario description)
- A new field called 'Details Confirmed' was added to the 'StudentInformation' sheet which records whether the students confirmed their details as being correct or not.
- A new field called 'Last Login' was added to the 'StudentInformation' sheet which records when the student last logged in.
- A field called 'Last Saved' was added to the 'Year3Options' sheet which records when the student last saved their options.
- A field called 'Submitted' was added to the 'Year3Options' sheet which records if the students submitted their options or not and a field 'Submission Date' which records when the submission was made.
- A sheet called 'IncorrectDetails' was created which records what students said their details were incorrect and what details were incorrect.
- A sheet called 'Summary' let the admin know how many students per programme logged in and how many submitted their options.

All these added features to the Excel workbook itself enables better reporting on the progress of the options submission process.

### User features

- Login: Once the students are logged in, they are asked to confirm their personal details. This request is made at this stage because if their details are incorrect, they should be rectified before allowing the students to submit their options. If they confirm their details, then they are taken to the instruction and summary page of the model. If they say one of their details are incorrect, then they are told the Undergraduate Admin of their school/department will contact them. If their email address is incorrect, they are asked to provide a valid mobile phone number (+ followed by 12 digits). If their email is correct, the email will be the contact method. All this information is recorded in the specific fields in the 'IncorrectDetails' spreadsheet.
- Choice option: The users have instructions on the next screen. Once the 'Choose options' button is clicked, they are taken to the page where they can choose their options. The students can save the choices they've made and come back later to change them, undo the selections made in the current session or delete from the system the selections they have made up to that point. The modules are available based on prerequisites and programme specifications. There are running total credits boxes and warnings if the maximum number of credits is exceeded. In the case of HRM students, they are warned if they do not select at least 20 credits of Group 1 modules. A summary is provided on the main page.
- Submission: Once submitted, the choices cannot be changed. Thus, the module options page and the submission button become unavailable.
- Password change: The users can change their password, if they wish to. The new password needs to be a least 6 characters long, have at least 2 digits and both upper and lower-case letters. By pressing 'Cancel', the new password will not be saved.
- Students are told when they last logged in and when they last saved their options.