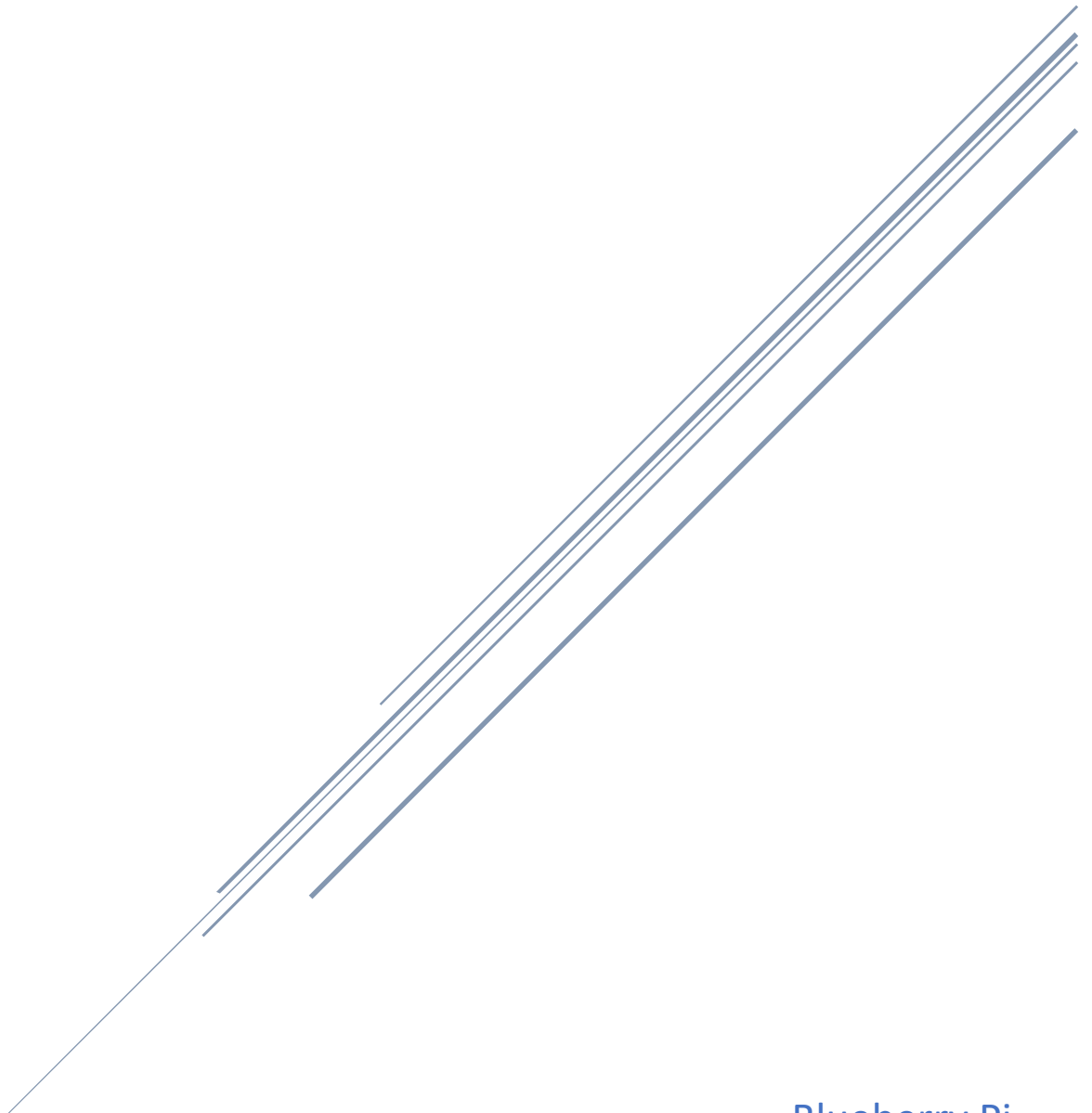


# USER MANUALS

Intended for Public



Blueberry Pi  
Everybyte Digital Products

## Table of Content

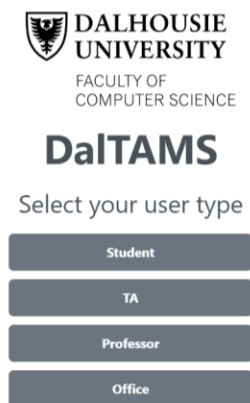
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## Summary

This user manual is provided for the users of DALTAMS, a Teaching Assistant (TA) Management System, that is currently accessible via our website at <https://daltams.ca> or <https://daltams.000webhostapp.com>. There are three types of main users: Professor, Student, and TA. The user instruction on page 4 has the instruction for finding the navigation bar, and specific features that apply to each type of user. The product description on page 3 explains what DALTAMS is aimed to achieve, and what DALTAMS provide to our users.

## Product Description

DALTAMS is a Teaching Assistant (TA) Management System that simplifies the process of recruiting and managing TA. This web application can help students save time to apply for a TA position and managing their application; simplify the process for professor posting a job, tracking and evaluating TA; helping TA to managing their time schedule and submit the Hours of submission as well as seeing their performance. DALTAMS provides users with the user-friendly interface, easy to understand title, and straightforward interaction. The focus for each type of user is the convenience, and timesaving. Another type of user that is integrated with our website is the Office side, which allows the human resource department to view and approve the hours of submission.



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Figure 0.1: Login page interface of DALTAMS

## User instructions

In this section, there will be three sub-section for specific user including student, professor, and teaching assistant (TA). The user will select their role: Student, Professor, TA. Then, they will login with their NetID credentials to get access to the website. The navigation bar is located on the left of the website as a vertical bar. The picture below shows the location of the navigation bar.

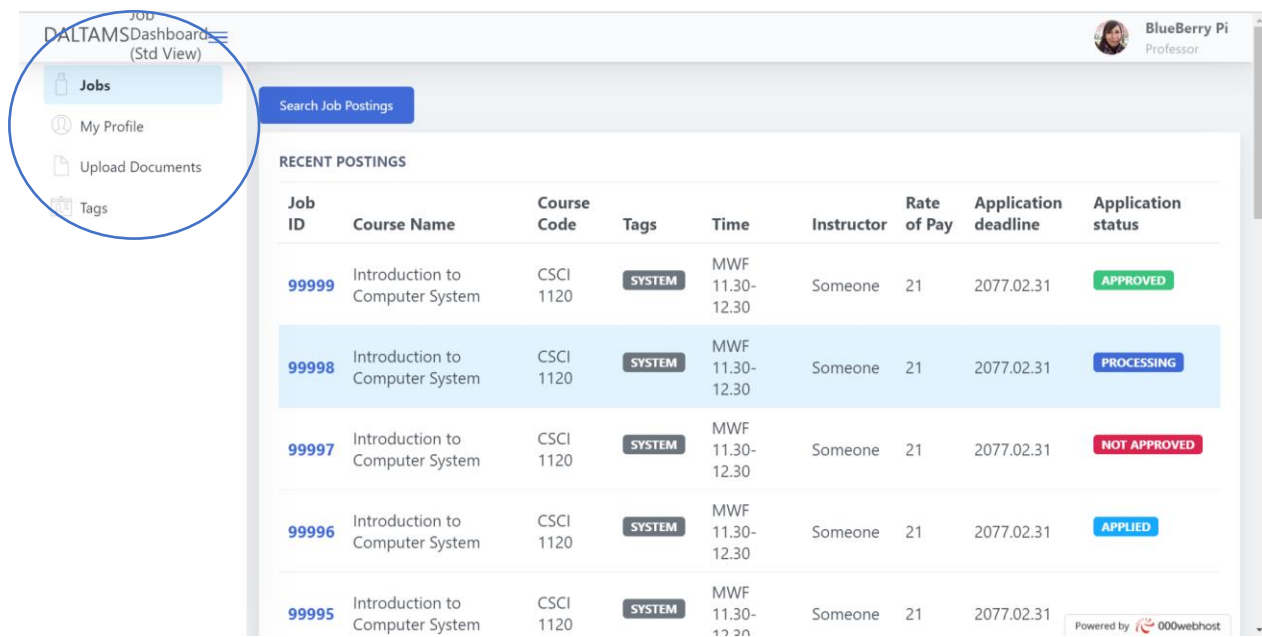


Figure 0.2: The location of the navigation bar.

Next, user will interact with the website as normal. The sub-section below will explain some features that some user may find it difficult to use.

## 1. For Student:

This sub-section will explain some useful features for student while using DALTAMS.

- UPLOAD FUNCTION:

To upload a document, click the *upload documents* on the navigation bar, there will be a pop-up shown as below. The user will select the type of the file. The options are Resume, CV, Cover Letter, Academic Transcripts, or Timetable. Then the user clicks on *choose file* to select the file for upload. Only one file is allowed. After choosing the file, user clicks on *upload* to finish upload the documents. For multiple files, user do the same steps on each row.

**UPLOAD DOCUMENTS**

|               |                            |        |
|---------------|----------------------------|--------|
| Select Type ▼ | Choose file No file chosen | Upload |
| Select Type ▼ | Choose file No file chosen | Upload |
| Select Type ▼ | Choose file No file chosen | Upload |
| Select Type ▼ | Choose file No file chosen | Upload |
| Select Type ▼ | Choose file No file chosen | Upload |

Figure 1.1: The pop up for uploading documents.

- TAGS:

The tags are used to quick search jobs that match specific tags. Below is the screenshot when the user clicks on the *tag* button on the navigation bar. When the pop-up shows, user click on the tag that they wish to see the jobs, and it will direct the user to the jobs with that tags.



Figure 1.2: The tags pop-up

## 2. For Professor:

This sub-section will explain some notable features for professor while navigating DALTAMS.

The professor had to fill in and send an hours of submission (contract) to a TA, then the TA signed and sent back to the professor. Professor will then send the contract to the HR Office and the Dean of the Faculty for approval. These steps have to be manual and beyond what DALTAMS is providing, or aiming to provide.

- POST A JOB:

The picture below shows the location of the *Post A New Job*, the user will select a course as a dropdown, then click on draft. Then there will be a pop-up asks the user to fill in the job posting information and click submit to post the job to the job poll.

The screenshot shows the DALTAMS Professor Dashboard. On the left is a sidebar with navigation links: My Dashboard, My Courses, My Postings, Hours Approval, and View Jobs. The main content area has a header with the user's name 'Alina Mcclourd Professor' and a dropdown arrow. Below the header, there are three main sections. The first section, 'POST A NEW JOB', is circled in blue and contains a 'Select Course' dropdown menu and a 'Draft' button. The second section, 'SCHEDULE', shows a table with columns for MON, TUE, and WED, and rows for JUL 1, JUL 2, and JUL 3. The third section, 'CURRENT COURSES', contains a table with columns for #, Course Name, Course ID, Office Hours, and TA & Markers. A 'More' button is located to the right of the table.

| # | Course Name          | Course ID | Office Hours    | TA & Markers           |
|---|----------------------|-----------|-----------------|------------------------|
| 1 | Web Development I    | CSCI 1180 | TWF 12:30-14:30 | Surya, Howard          |
| 2 | Network Computing II | CSCI 1183 | TWF 12:30-14:30 | Nhat, Zhaohe           |
| 3 | Intro to Robotics    | CSCI 1186 | TWF 12:30-14:30 | Abdullah, Howard, Nhat |

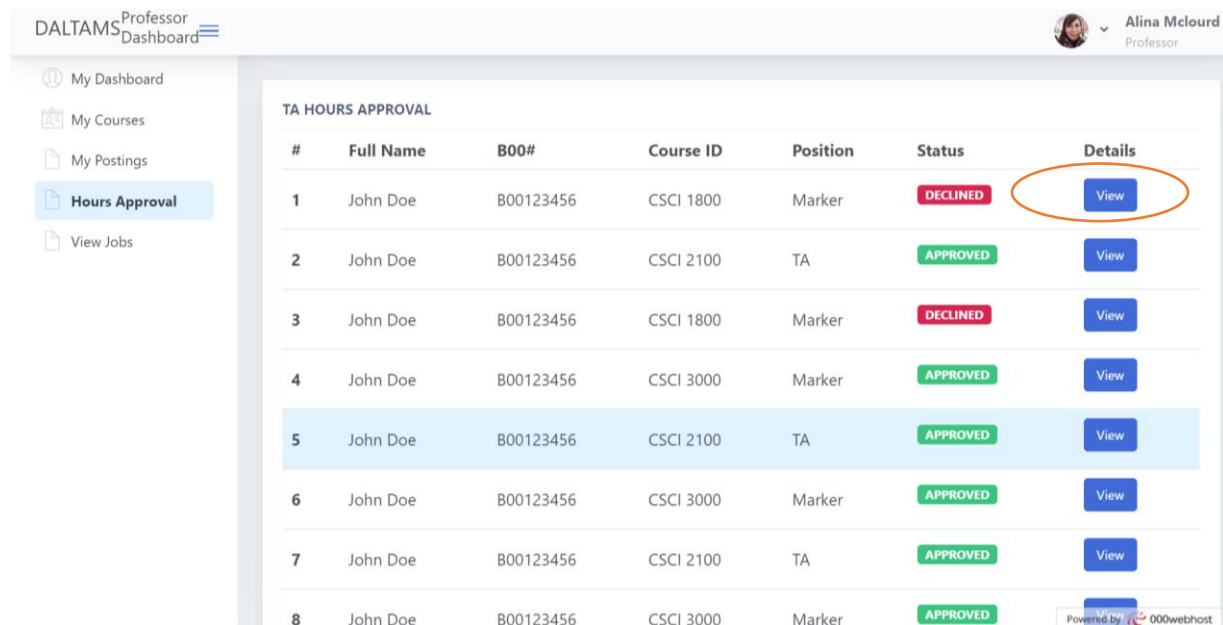
Figure 2.1: The location of the *Post a New Job*.



- VIEW HOURS OF APPROVAL:

To view, approve or decline an hour of approval, the user clicks on “hours approval” on the navigation bar. Then, there will be a list of TA’s hours of approval. The user clicks on the *View* button on the right, next to the TA’s name, Banner ID to view the hours of approval in detail.

The photo below shows the *View* button location.



The screenshot shows the DALTAMS Professor Dashboard. The left sidebar contains navigation links: My Dashboard, My Courses, My Postings, Hours Approval (highlighted), and View Jobs. The main content area is titled 'TA HOURS APPROVAL' and contains a table with the following data:

| # | Full Name | B00#      | Course ID | Position | Status   | Details              |
|---|-----------|-----------|-----------|----------|----------|----------------------|
| 1 | John Doe  | B00123456 | CSCI 1800 | Marker   | DECLINED | <a href="#">View</a> |
| 2 | John Doe  | B00123456 | CSCI 2100 | TA       | APPROVED | <a href="#">View</a> |
| 3 | John Doe  | B00123456 | CSCI 1800 | Marker   | DECLINED | <a href="#">View</a> |
| 4 | John Doe  | B00123456 | CSCI 3000 | Marker   | APPROVED | <a href="#">View</a> |
| 5 | John Doe  | B00123456 | CSCI 2100 | TA       | APPROVED | <a href="#">View</a> |
| 6 | John Doe  | B00123456 | CSCI 3000 | Marker   | APPROVED | <a href="#">View</a> |
| 7 | John Doe  | B00123456 | CSCI 2100 | TA       | APPROVED | <a href="#">View</a> |
| 8 | John Doe  | B00123456 | CSCI 3000 | Marker   | APPROVED | <a href="#">View</a> |

The 'View' button in the first row of the table is circled in orange. The dashboard also shows the user's profile 'Alina Mcclourd, Professor' and a footer 'Powered by 000webhost'.

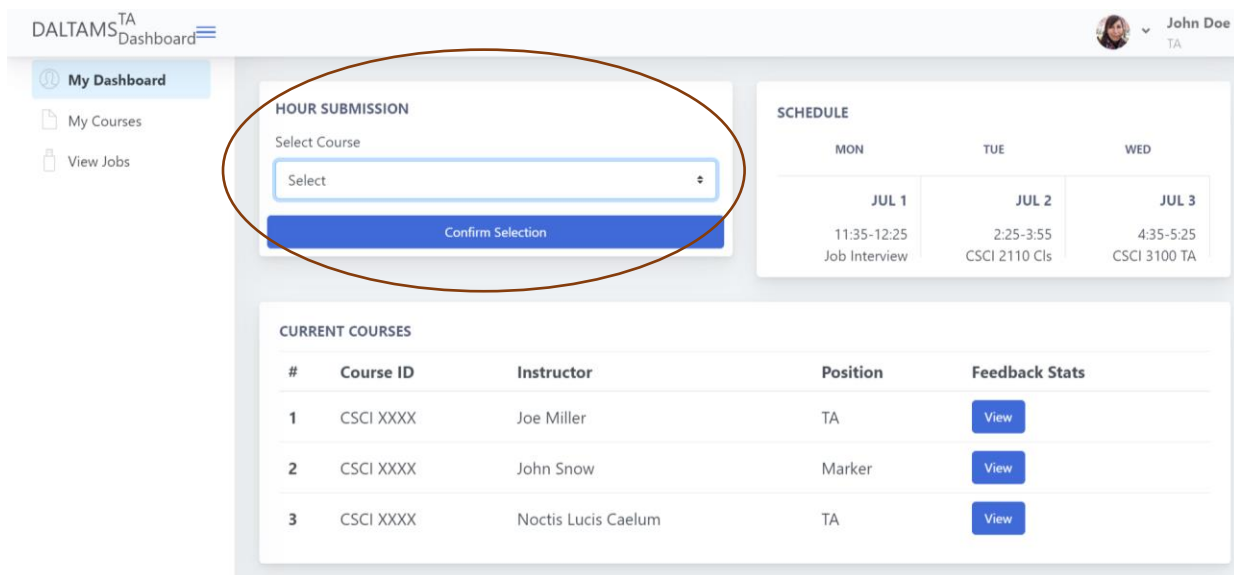
Figure 2.2: The location of the *View* button

### 3. For Teaching Assistant (TA):

This sub-section will provide some useful features for Teaching Assistant using DALTAMS.

- SUBMIT HOUR OF SUBMISSION:

To submit the hour of submission, the user selects the course that they are teaching from the drop box, then click “Confirm selection”. Then, the user clicks “Proceed” to fill in the hours of submission. On click “Proceed”, the user will see a pop-up asking the information about the hours. The user will select the appropriate hours from the drop box and click “Submit” to send the hours of submission. The picture below shows the location of the hours of submission on the Dashboard.



The screenshot shows the DALTAMS TA Dashboard. On the left is a sidebar with 'My Dashboard', 'My Courses', and 'View Jobs'. The main content area has three sections: 'HOUR SUBMISSION', 'SCHEDULE', and 'CURRENT COURSES'. The 'HOUR SUBMISSION' section contains a 'Select Course' dropdown menu with 'Select' in it, and a 'Confirm Selection' button below it. This section is circled in red. The 'SCHEDULE' section shows a table with columns for MON, TUE, and WED, and rows for JUL 1, JUL 2, and JUL 3. The 'CURRENT COURSES' section shows a table with columns for #, Course ID, Instructor, Position, and Feedback Stats.

| # | Course ID | Instructor          | Position | Feedback Stats       |
|---|-----------|---------------------|----------|----------------------|
| 1 | CSCI XXXX | Joe Miller          | TA       | <a href="#">View</a> |
| 2 | CSCI XXXX | John Snow           | Marker   | <a href="#">View</a> |
| 3 | CSCI XXXX | Noctis Lucis Caelum | TA       | <a href="#">View</a> |

Figure 3.1: The location of the *View* button

- VIEW STATISTICS AND PERFORMANCE:

To view the statistics for the performance in a course, the user clicks on *View* button on the main dashboard. A pop-up appears and show the performance of the user in a course that they are teaching, evaluated by the professor of the course. Some statistics include teamwork, organization, time management, course knowledge, student engagement, and the comments from the professor (if available). The picture below shows the location of the *View* button. To view the statistics from the past course, the user clicks on *My Courses* on the Navigation Bar.

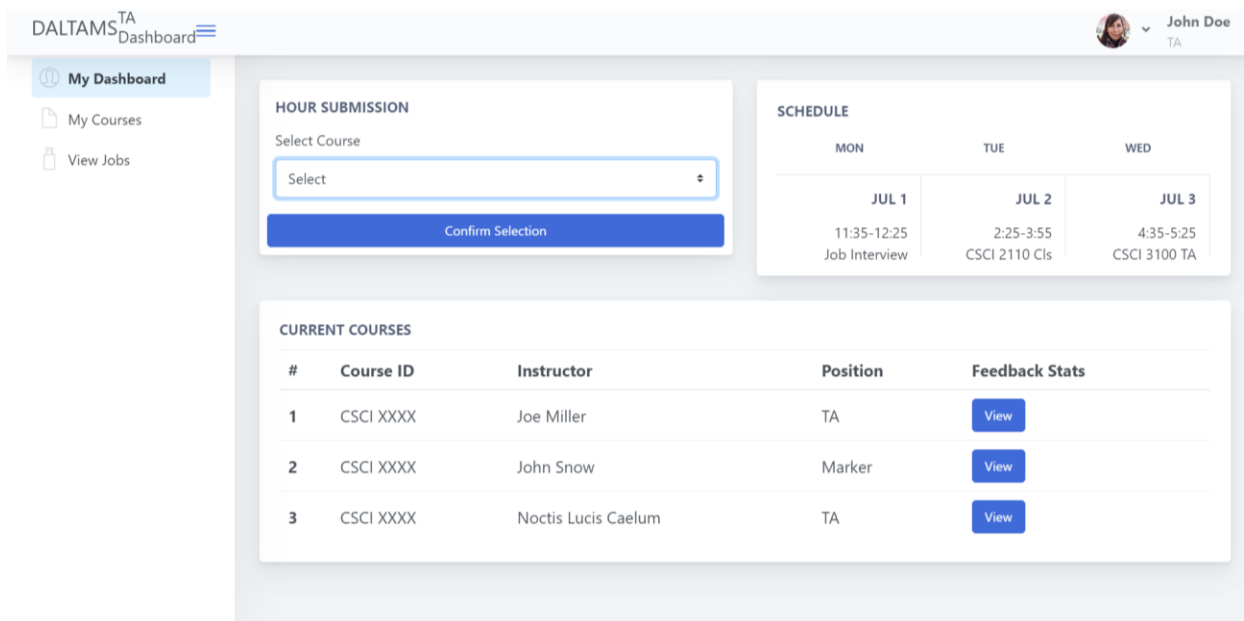


Figure 3.2: The location of the *View* button

## Contact Us

If you encounter any issues with the experience, functions, features on our website, you can contact us via the following ways:

- **Mail:** 123 Dalhousie Drive, Halifax, B3H 2T3, Nova Scotia, Canada.
- **Emails:**
  - User Experience:
    - **Howard Le:** Howard.Le@dal.ca
  - Technical related:
    - **Nhat Nguyen:** Nhat.Nguyen@dal.ca
    - **Surya Kashyap:** Surya.Kashyap@dal.ca
    - **Zhaohe He:** Z.He@dal.ca
  - Feedback:
    - **Abdullah Al Mukaddim:** ab845312@dal.ca
- **Phone call:** +1 (902)-111-2345
  - Monday to Friday: 8AM – 8PM (Atlantic Time)
  - Saturday and Sunday: 10AM – 5PM (Atlantic Time)