

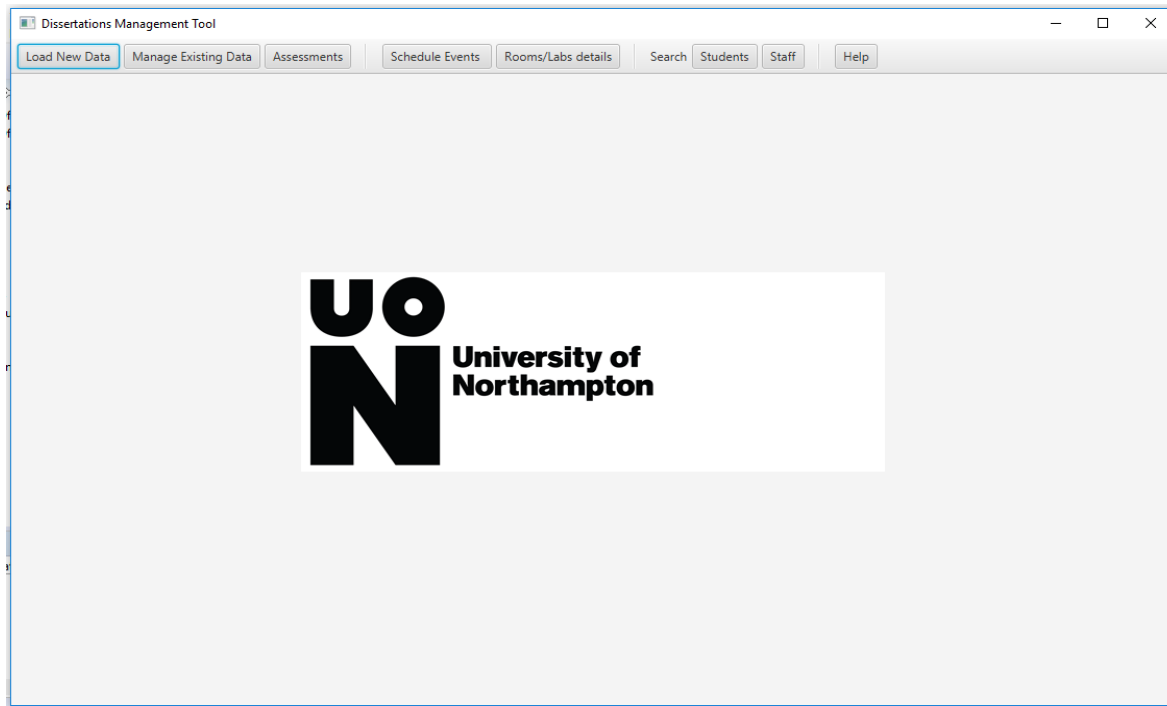
Dissertation Module Management Tool

User Guide

@ Hussein Ajam

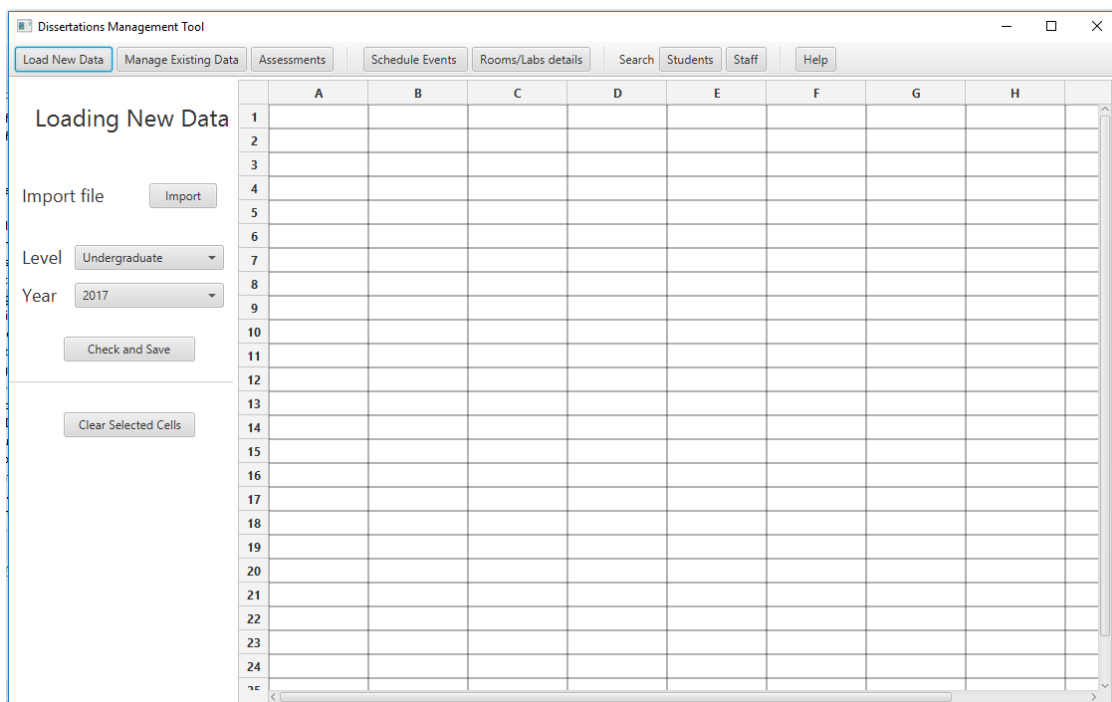
1. Home Page

1. Home Page

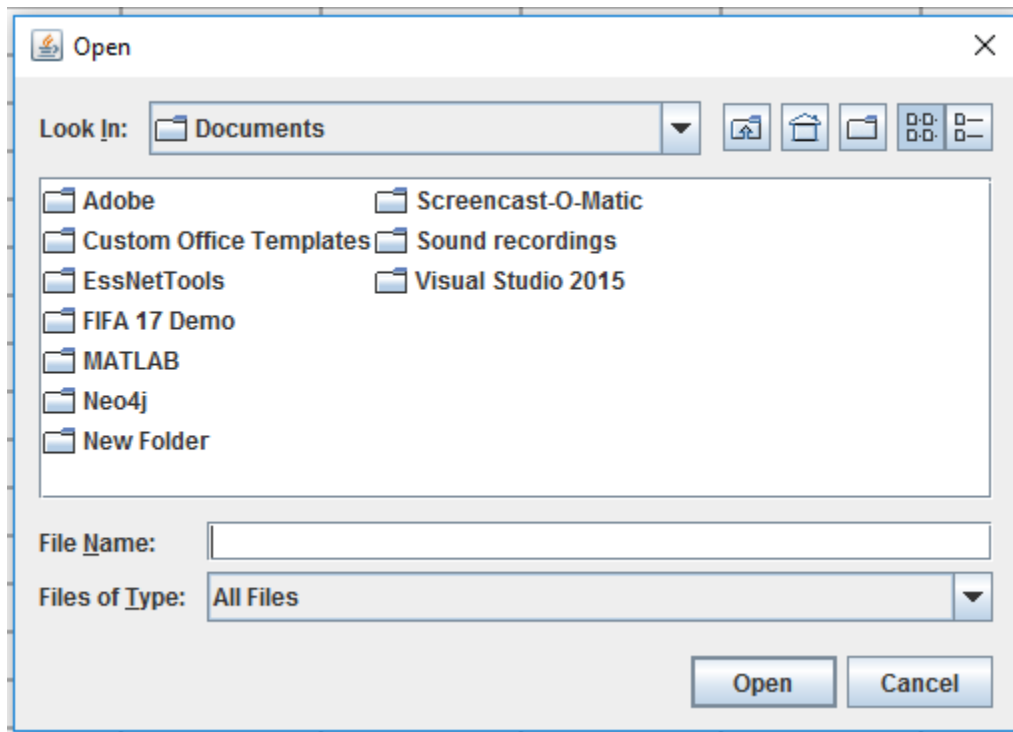


Once you run the software, this page will show up. On top of this panel is the menu, this menu is visible from anywhere in the software, you can move to different places without going back to the Home Page. In fact, there is no button guide you to the Home Page because it is pretty much empty as you see.

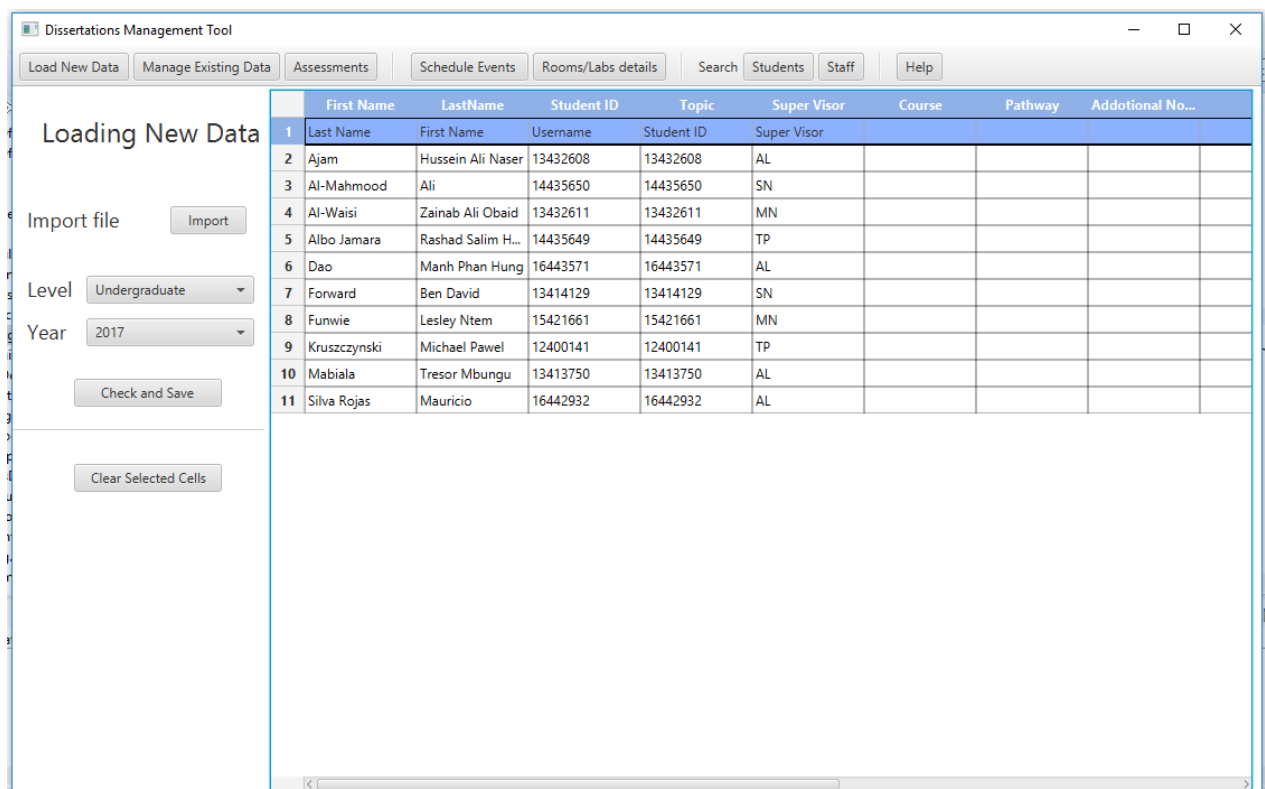
2. Load New Data



This panel gives you the ability to load students' data from external excel files.



once you hit import a file selector window with show up, choose any excel file from your disk and click OK.

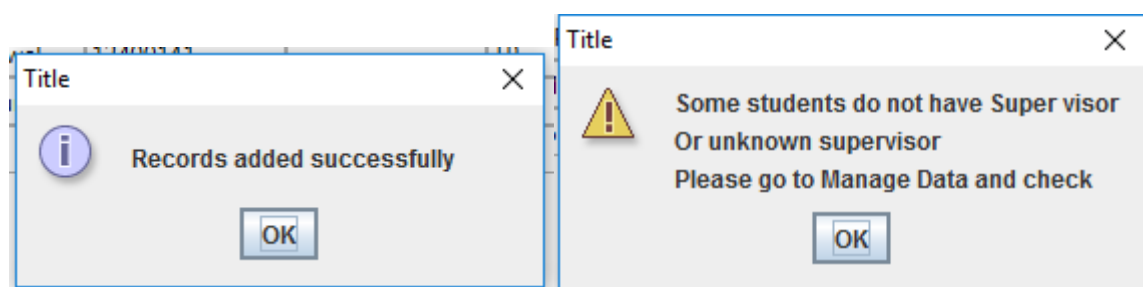


Now the file is loaded into the software, as showed above, the software is equipped with a spreadsheet as well, this could play a role of the middle check. Instead of loading data directly to the system, you can check it, delete any redundant data came with the file like the example above where the headers names are imported and we do not actually need them so select the row and click Clear Selected Sells

The screenshot shows the 'Dissertations Management Tool' window. On the left, there's a 'Loading New Data' panel with an 'Import file' button, 'Level' dropdown (set to 'Undergraduate'), 'Year' dropdown (set to '2017'), 'Check and Save' button, and 'Clear Selected Cells' button. The main area is a spreadsheet with the following data:

	First Name	LastName	Student ID	Topic	Super Visor	Course	Pathway	Additional No...
1								
2	Ajam	Hussein Ali Naser	13432608		AL			
3	Al-Mahmood	Ali	14435650		SN			
4	Al-Waisi	Zainab Ali Obaid	13432611		MN			
5	Albo Jamara	Rashad Salim H...	14435649		TP			
6	Dao	Manh Phan Hung	16443571		AL			
7	Forward	Ben David	13414129		SN			
8	Funwie	Lesley Ntem	15421661		MN			
9	Kruszczynski	Michael Pawel	12400141		TP			
10	Mabiala	Tresor Mbungu	13413750		AL			
11	Silva Rojas	Mauricio	16442932		AL			

The spreadsheet is sharing most of the normal spreadsheet characteristics: select, copy, paste. After refining the data is time to save them, select the level of study for this group of students, year and click “Check and Save”



These two message boxes showed up, the first one is clear but the second one tells you that the supervisor's name or (abbreviating name) is not stored in the system (we will check staff management later in the software). The details will be saved but the software is trained to store only clear information, so all these supervisor details will get ignored because otherwise the system will crash or lead to misleading data. The most important column is the ID, you can leave all left columns empty and the records will be added as long as they have a valid id.

The loading process is designed to be flexible and easy in some ways for instance, if you some rows empty

the software will just skip them and keep going, if you leave redundant data under no column name, they will be skipped automatically.

3. Manage Data.

The screenshot shows the 'Dissertations Management Tool' window. The 'Manage Existing Data' tab is active. On the left, there are filters for 'Study' (set to 'Undergraduate') and 'Year' (set to '2017'), with 'Load', 'Clear Selected Cells', and 'Check and Update' buttons. The main area is a spreadsheet with columns A-H and rows 1-24. The spreadsheet is currently empty.

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

In this page you can view/update data you already loaded and stored in the software before, the way to find these data is like always by selecting the study level and year if you have loaded data to that level and year before you will see them here:

Dissertations Management Tool

Load New Data
Manage Existing Data
Assessments
Schedule Events
Rooms/Labs details
Search
Students
Staff
Help

Manage Existing Data

Study
Undergraduate

Year
2019

Load

Clear Selected Cells

Check and Update

	First Name	LastName	Student ID	Topic	Super Visor	Course	Pathway	Addotional No...
1	Ajam	Hussein Ali Naser	13432608					
2	Al-Mahmood	Ali	14435650					
3	Al-Waisi	Zainab Ali Obaid	13432611					
4	Albo Jamara	Rashad Salim H...	14435649					
5	Dao	Manh Phan Hung	16443571					
6	Forward	Ben David	13414129					
7	Funwie	Lesley Ntem	15421661					
8	Kruszczyński	Michael Pawel	12400141					
9	Mabiala	Tresor Mbungu	13413750					
10	Silva Rojas	Mauricio	16442932					

In the example above I loaded the file of undergraduate 2019, It is the one we imported before, you may notice that the SuperVisor field is empty, as we discussed before because the name was entered before were unknown. This time will update this fields with known staff names and click save:

This page let the users add, save and calculate assessments grades in any percentage. In this example, I will load the same file (Undergraduate 2019). And click load:

Dissertations Management Tool

Load New Data | Manage Existing Data | **Assessments** | Schedule Events | Rooms/Labs details | Search | Students | Staff | Help

Assessments

Study: Undergraduate
Year: 2019
Load
Import Data from Excel Sheet

Proposal: 0 %
Interim: 0 %
Final: 0 %
Calculate Final Grades
Clear Selected Cells
Save or Update
Export to Excel

	Full Name	Student ID	Proposal SV	Proposal DM	Proposal Aggr...	Interim SV	Interim DM	Interim Agreed	Fin
1	Ajam Hussein AL...	13432608							
2	Al-Mahmood Ali	14435650							
3	Al-Waisi Zainab ...	13432611							
4	Albo Jamara Ra...	14435649							
5	Dao Manh Phan...	16443571							
6	Forward Ben Da...	13414129							
7	Funwie Lesley N...	15421661							
8	Kruszczynski Mi...	12400141							
9	Mabiala Tresor ...	13413750							
10	Silva Rojas Mau...	16442932							

Now the field is empty, you have got the choice to add them manually or chooses to copy data from external excel file like this example:

Dissertations Management Tool

Load New Data | Manage Existing Data | **Assessments** | Schedule Events | Rooms/Labs details | Search | Students | Staff | Help

Assessments

Study: Undergraduate
Year: 2019
Load
Import Data from Excel Sheet

Proposal: 0 %
Interim: 0 %
Final: 0 %
Calculate Final Grades
Clear Selected Cells
Save or Update
Export to Excel

	Full Name	Student ID	Proposal SV	Proposal DM	Proposal Aggr...	Interim SV	Interim DM	Interim Agreed	Fin
1	Ajam Hussein AL...	13432608							
2	Al-Mahmood Ali	14435650							
3	Al-Waisi Zainab ...	13432611							
4	Albo Jamara Ra...	14435649							
5	Dao Manh Phan...	16443571							
6	Forward Ben Da...	13414129							
7	Funwie Lesley N...	15421661							
8	Kruszczynski Mi...	12400141							
9	Mabiala Tresor ...	13413750							
10	Silva Rojas Mau...	16442932							

Select And Copy

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Username	Student ID	Super Visor	Proposal	Inteim	Final
2	Ajam	Hussein Ali Naser	13432608	13432608	AL	A	B+	A+
3	Al-Mahmood	Ali	14435650	14435650	SN	B	A+	A+
4	Al-Waisi	Zainab Ali Obaid	13432611	13432611	MN	C	A+	B
5	Albo Jamara	Rashad Salim H...	14435649	14435649	TP	C	D	D+
6	Dao	Manh Phan Hung	16443571	16443571	AL	F	F+	C-
7	Forward	Ben David	13414129	13414129	SN	G	G	G
8	Funwie	Lesley Ntem	15421661	15421661	MN	B+	B	B-
9	Kruszczynski	Michael Pawel	12400141	12400141	TP	A	A-	A+
10	Mabiala	Tresor Mbungu	13413750	13413750	AL	C	B	D+
11	Silva Rojas	Mauricio	16442932	16442932	AL	A	B	C-

Importing file is the same process, like we discussed before, after selecting the file, it will be shown on an

internal independent spreadsheet like the example above , it has the name of “Select and Copy”, simply select fields and copy and then paste them in the main sheet, keep doing the same process until finish populate the amount to data you want to load:

Dissertations Management Tool

Load New Data | Manage Existing Data | **Assessments** | Schedule Events | Rooms/Labs details | Search | Students | Staff | Help

Assessments

Study: Undergraduate
Year: 2019
Load
Import Data from Excel Sheet

Proposal: 5 %
Interim: 20 %
Final: 75 %
Calculate Final Grades
Clear Selected Cells
Save or Update
Export to Excel

	Proposal DM	Proposal Aggr...	Interim SV	Interim DM	Interim Agreed	Final SV	Final DM	Final Aggr...	Final Grades
1		A	B+	B+	B+	A+	A+	A+	
2		B	A+	A+	A+	A+	A+	A+	
3		C	A+	A+	A+	B	B	B	
4		C	D	D	D	D+	D+	D+	
5		F	F+	F+	F+	C-	C-	C-	
6		G	G	G	G	G	G	G	
7		B+	B	B	B	B-	B-	B-	
8		A	A-	A-	A-	A+	A+	A+	
9		C	B	B	B	D+	D+	D+	
10		A	B	B	B	C-	C-	C-	

Click save and these data will be saved and associated with each student, next time you came to this page and choose (Undergraduate, 2019) and click load, you will see all these grades stored internally in the software. The grades are divided into 3 fields (Proposal, Interim, and Final) each one has three fields as well (Supervisor, Double Marker and final agreed grade).we use the agreed grade field to accomplish any calculation. If you want to calculate final grades, go and select the right percentage for each exam from the right panel. For example, MSc students do not have proposal assessment, you can simply leave it with 0 % and it will not be counted. All calculation and conversion are based on the regulation of the university of Northampton. [1]. Calculation for undergraduate students is different that the postgraduates, all based on the university handbook

Dissertations Management Tool
Load New Data
Manage Existing Data
Assessments
Schedule Events
Rooms/Labs details
Search
Students
Staff
Help

Assessments

Study Undergraduate
Year 2019
Load
Import Data from Excel Sheet

Proposal 5 %
Interim 20 %
Final 75 %
Calculate Final Grades
Clear Selected Cells
Save or Update
Export to Excel

	Proposal DM	Proposal Aggr...	Interim SV	Interim DM	Interim Aggreed	Final SV	Final DM	Final Aggr...	Final Grades
1		A	B+	B+	B+	A+	A+	A+	A
2		B	A+	A+	A+	A+	A+	A+	A
3		C	A+	A+	A+	B	B	B	B+
4		C	D	D	D	D+	D+	D+	D
5		F	F+	F+	F+	C-	C-	C-	D
6		G	G	G	G	G	G	G	G
7		B+	B	B	B	B-	B-	B-	B-
8		A	A-	A-	A-	A+	A+	A+	A
9		C	B	B	B	D+	D+	D+	C-
10		A	B	B	B	C-	C-	C-	C

5. Staff

Staff panel is about anything related to staff, see all registered staff, delete staff, update their details and see lists of students supervised the current year by each staff, finally add new staff.

Dissertations Management Tool
Load New Data
Manage Existing Data
Assessments
Schedule Events
Rooms/Labs details
Search
Students
Staff
Help

Staff List

- AH Ali Hassan
- MH Mohammed Hassan
- MM Mohammed MMLAM
- AM Amir MMLAM
- CA Amir Niaiaia
- LL Libab Lima
- KL Kadub LPPO
- QW Queue Woeoeo
- AB AAdsd Bffdf
- PH POOP Hassan
- OH OIOI Hassan
- LZ LPOP ZAdsd

Personal Information

First Name *
Last Name *
Id Abbreviation *
Date of Birthday
Address

Gender Male
Contact Number
Contact Email *
Specialization General Computing
Job Jype Full Time

Register
Update
Delete

List of Supervised Student

Select staff member from the left list and this picture bellow will show up:

The screenshot shows a web application titled "Dissertations Management Tool". It has a navigation bar with buttons: "Load New Data", "Manage Existing Data", "Assessments", "Schedule Events", "Rooms/Labs details", "Search", "Students", "Staff", and "Help". The "Staff" button is active.

The main content area is divided into three sections:

- Staff List:** A list of staff members. The first entry, "AH ALi Hassan", is highlighted in blue. Other entries include "MH Mohammed Hassan", "MM Mohammed MMLAM", "AM Amir MMLAM", "CA Amir Nialaia", "LL Libab Lima", "KL Kadub LPPO", "QW Queeu Woeoeo", "AB AAdsd Bffdf", "PH POOP Hassan", "OH OIOI Hassan", and "LZ LPOP ZAdsd".
- Personal Information:** A form for editing the selected staff member's details. Fields include:
 - First Name *: ALi
 - Last Name *: Hassan
 - Id Abbreviation *: AH
 - Date of Birthday: (empty field with a calendar icon)
 - Address: (empty text area)
 - Gender: Male (dropdown menu)
 - Contact Number: (empty field)
 - Contact Email *: hhhffhf@yahoo.com
 - Specialization: General Computing (dropdown menu)
 - Job Jype: Full Time (dropdown menu)Buttons at the bottom: Register, Update, Delete.
- List of Supervised Student:** A list of students supervised by the selected staff member. It is divided into two sections:
 - Undergraduate Students:** Three entries with IDs and names: 13432608 Ajam Hussein Ali Naser, 14435650 Al-Mahmood Ali, and 16443571 Dao Manh Phan Hung.
 - Postgraduate Students:** (Empty section)

6. Students

In this panel, you can access each student individually, add extra details for them, update details, delete and add new students:

Dissertations Management Tool

Load New Data | Manage Existing Data | Assessments | Schedule Events | Rooms/Labs details | Search | **Students** | Staff | Help

Students

Level: Undergraduate
Year: 2017

Search: By Id

Search Results:

Personal Information

First Name:
Last Name:
Id Numbe *:
Date of Birthday:
Address:
Gender:
Contact Number:
Contact Email:

Academic Information

Pathway:
Course:
Topic:
Super Visor:
Additional Notes:

In order to find a student, you got to search for them, We supply different search criteria (by id, by the first name and by the last name). before searching any student, you go to have the student level and year selected as well. Once you click search, you will see all match results below, click on and see full data:

Dissertations Management Tool

Load New Data | Manage Existing Data | Assessments | Schedule Events | Rooms/Labs details | Search | **Students** | Staff | Help

Students

Level: Undergraduate
Year: 2019

Search: 13432608 By Id

Search Results:

13432608 Ajam Hussein Ali Naser

Personal Information

First Name:
Last Name:
Id Numbe *:
Date of Birthday:
Address:
Gender:
Contact Number:
Contact Email:

Academic Information

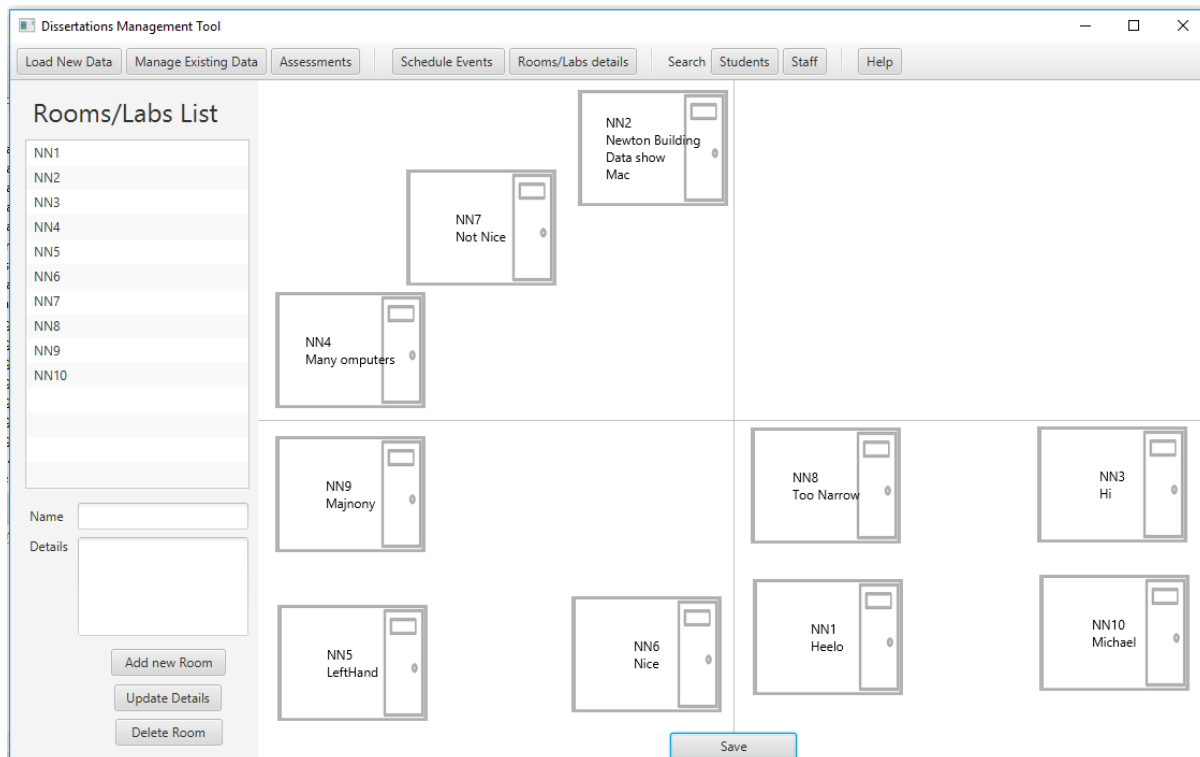
Pathway:
Course:
Topic:
Super Visor:
Additional Notes:

The screenshot displays the 'Dissertations Management Tool' window. The top navigation bar includes buttons for 'Load New Data', 'Manage Existing Data', 'Assessments', 'Schedule Events', 'Rooms/Labs details', 'Search', 'Students', 'Staff', and 'Help'. The 'Students' section is active, showing filters for 'Level' (Undergraduate) and 'Year' (2019). A search bar contains the text '13432608' with a 'By Id' dropdown and a 'Search' button. Below the search bar, the 'Search Results' section shows a single entry: '13432608 Ajam Hussein Ali Naser'. To the right, the 'Personal Information' and 'Academic Information' forms are visible. The 'Personal Information' form includes fields for 'First Name' (Ajam), 'Last Name' (Hussein Ali Naser), 'Id Numbe *' (13432608), 'Date of Birthday', 'Address', 'Gender', 'Contact Number', and 'Contact Email'. The 'Academic Information' form includes fields for 'Pathway', 'Course', 'Topic', 'Super Visor' (AH), and 'Additional Notes'. At the bottom right, there are 'Register', 'Update', and 'Delete' buttons.

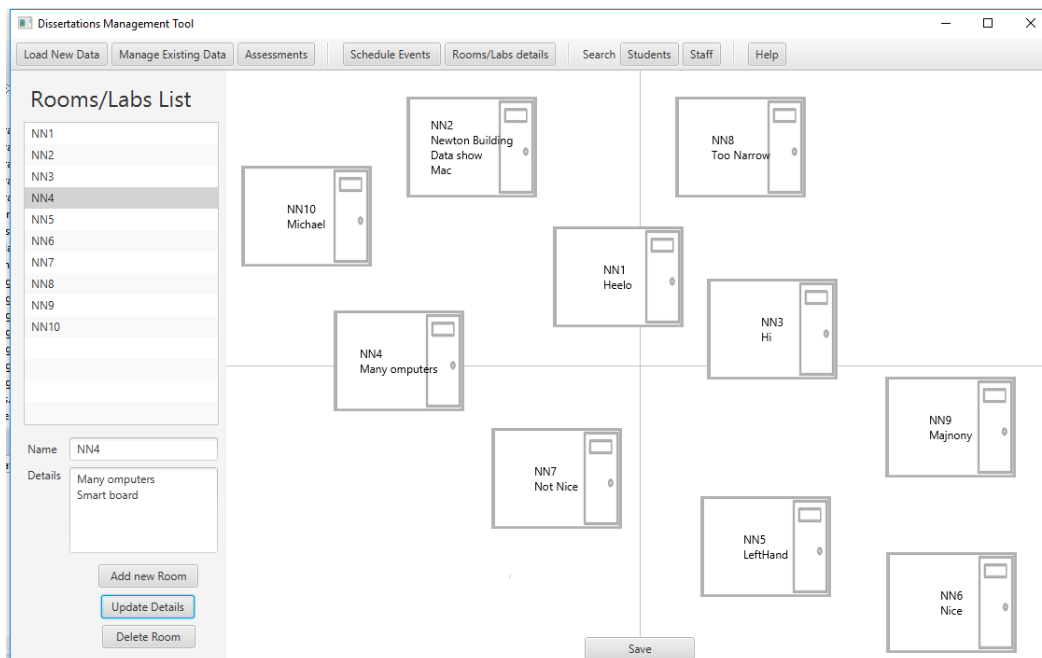
The picture above is showing the results after I taped on my name on the Search Results, You can update, add any personal information, Additional note for your preference and change Supervisor, select course and pathway finally type the topic of that student dissertation.

7. Rooms/Lbs details

In this panel, you have the full access to add, update and delete rooms

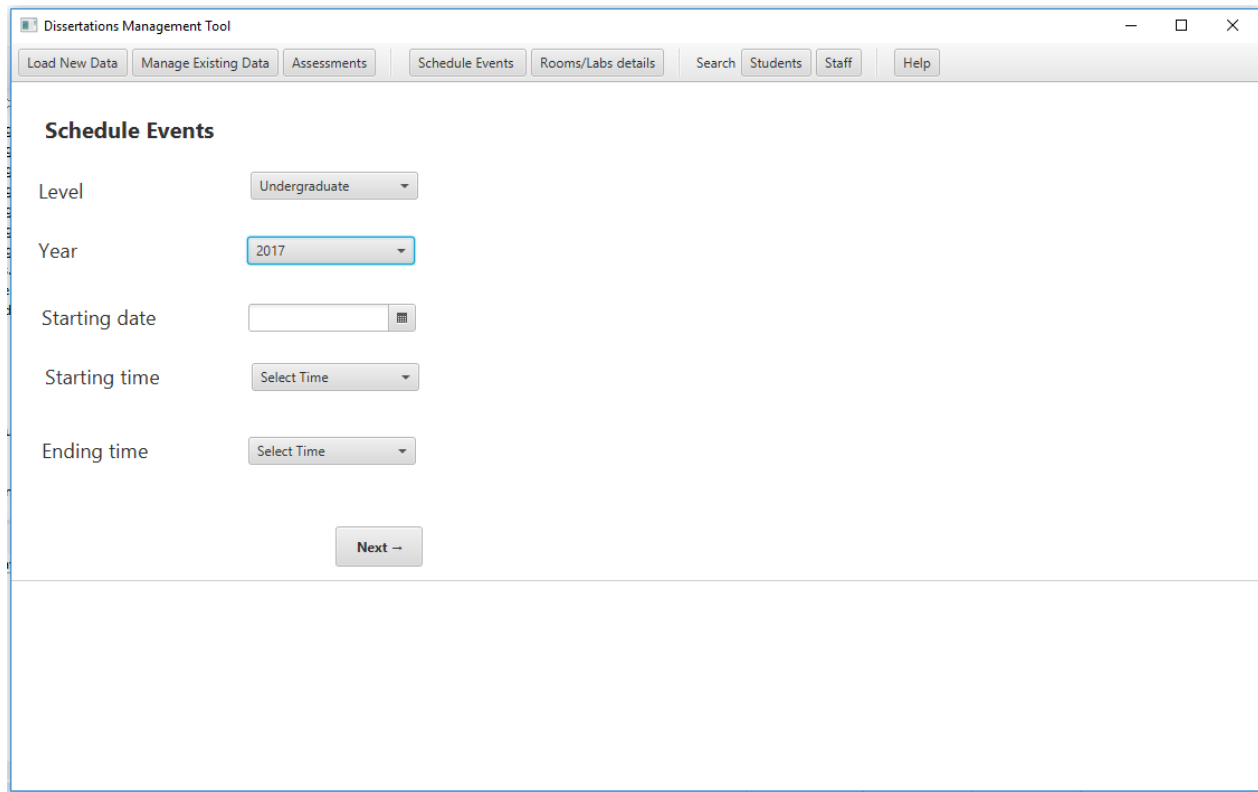


On the left panel, you see all rooms listed, click on any one and see the rom name and details, update this detail or delete room or add new room. On the right-hand side is the graphical representation for rooms. You can move these boxes and place them anywhere on the canvas drawing the map you like to identify rooms path or locations, once you finish click save and that drawing is saved.



8. Schedule Events.

The most important and the core part of the software, everything above was to pave the way for this service, in this guide I will run two tests on the same group of students we loaded and updated above.



The screenshot shows a web application window titled "Dissertations Management Tool". It features a navigation bar with buttons: "Load New Data", "Manage Existing Data", "Assessments", "Schedule Events" (which is active), "Rooms/Labs details", "Search", "Students", "Staff", and "Help". The main content area is titled "Schedule Events" and contains the following form elements:

- Level:** A dropdown menu with "Undergraduate" selected.
- Year:** A dropdown menu with "2017" selected.
- Starting date:** A text input field with a calendar icon on the right.
- Starting time:** A dropdown menu with "Select Time" selected.
- Ending time:** A dropdown menu with "Select Time" selected.
- Next →:** A button located below the time selection fields.

The picture above is the first thing to see when click on "Schedule Event", select level and year to identify the group of students you want to schedule events for. Starting date is the first day of the event. Starting and Ending time gives the ability to select timescale for the event from what time to what time, all allocations will be between starting and ending time.

Dissertations Management Tool

Load New Data | Manage Existing Data | Assessments | **Schedule Events** | Rooms/Labs details | Search | Students | Staff | Help

Schedule Events

Level: Undergraduate

Year: 2019

Starting date: 5/16/2019

Starting time: 09:00

Ending time: 17:00

Next -->

After input information click next:

Dissertations Management Tool

Load New Data | Manage Existing Data | Assessments | **Schedule Events** | Rooms/Labs details | Search | Students | Staff | Help

Schedule Events

Level: Undergraduate

Year: 2019

Starting date: 5/16/2019

Starting time: 09:00

Ending time: 17:00

Is there any staff memebrs you do not want them to be double markers?

Please hold "Ctrl" and select/unselect

- AH
- MH
- MM
- AM
- CA
- LL
- KL
- QW
- AB
- PH
- OH
- LZ

Next -->

This list will show up, here you can optionally exclude some staff from the duty of double marking, the reason why I did this way (exclude not include) because I believe that most of the staff are usually available for double marking as the client told us before. In this example, I will not select anybody which means all of them are available. Click next:

After clicking next, the picture above will show up, this time you can exclude specific rooms from this event, I did it exclude for the same reasons as before. Usually most of the room available. In this example, I will not select anyone which means all rooms are available for the event. Click next

Finally, click Schedule.

You may have noticed that here is nothing to let the user select number of days, well a number of days will be obtained by the software automatically based on the number of students. A number of available double markers, the number of available rooms and final the timescale. In the previous example, we only need one day to finish Viva for 10 students with all day open from 9 to 5 pm. the generated schedule will be directly parsed to new spreadsheet.xlsx. You can find this file in the project directory:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		Room Nar	Time	Student Id	Super Visor	Double Marker								
3		NN1	09:30	13432608	AH	MH								
4		NN1	10:30	14435650	MH	AH								
5		NN1	11:30	13432611	MM	AM								
6		NN1	12:30	14435649	AH	MM								
7		NN1	13:30	16443571	CA	LL								
8		NN1	14:30	13414129	LL	CA								
9		NN1	15:30	15421661	AH	KL								
10		NN1	16:30	12400141	MH	QW								
11														
12		NN2	09:30	13413750	OH	AB								
13		NN2	10:30	16442932	LZ	PH								
14		NN2	16:30											
15		NN3	16:30											
16		NN4	16:30											
17		NN5	16:30											
18		NN6	16:30											

Our scheduling algorithm make sure that

1. No clash in times between rooms.
2. No clash in times between staff and Vivas.
3. Do not waste the staff time, as you see in the example above the staff does not wait for preparation, instead, go from one to one immediately/
4. Add 30-minute break for a staff after continues 5 or 5 students
5. Do not waste students time as well by making them finish as early as possible between the selected time scale.
6. Distribute double marking duties fairly between staff, and part-time job staff get 50% number f students to double marking.
7. Consider staff workload by minimize their presents for instance if a staff have 3 students and finish 3 of them today, he will have the higher priority to finish the next day, not the day after.

Now, will run the second test. But before that, you need to go and take out the last generated excel file from the project's home directory because it might cause some conflict if you choose the same day for presentation again. In this second example, I will purposely select narrower timescale and less number staff, room available. This will force the algorithm to create more than one day for the event:

Dissertations Management Tool

Load New Data | Manage Existing Data | Assessments | **Schedule Events** | Rooms/Labs details | Search | Students | Staff | Help

Schedule Events

Level: Undergraduate

Year: 2019

Starting date: 4/29/2017

Starting time: 09:00

Ending time: 10:30

Next →

Is there any staff members you do not want them to be double markers?

Please hold "Ctrl" and select/unselect

AH
MH
MM
AM
CA
LL
KL
QW
AB
PH
OH
LZ

Next →

Is there any room not available during this event?

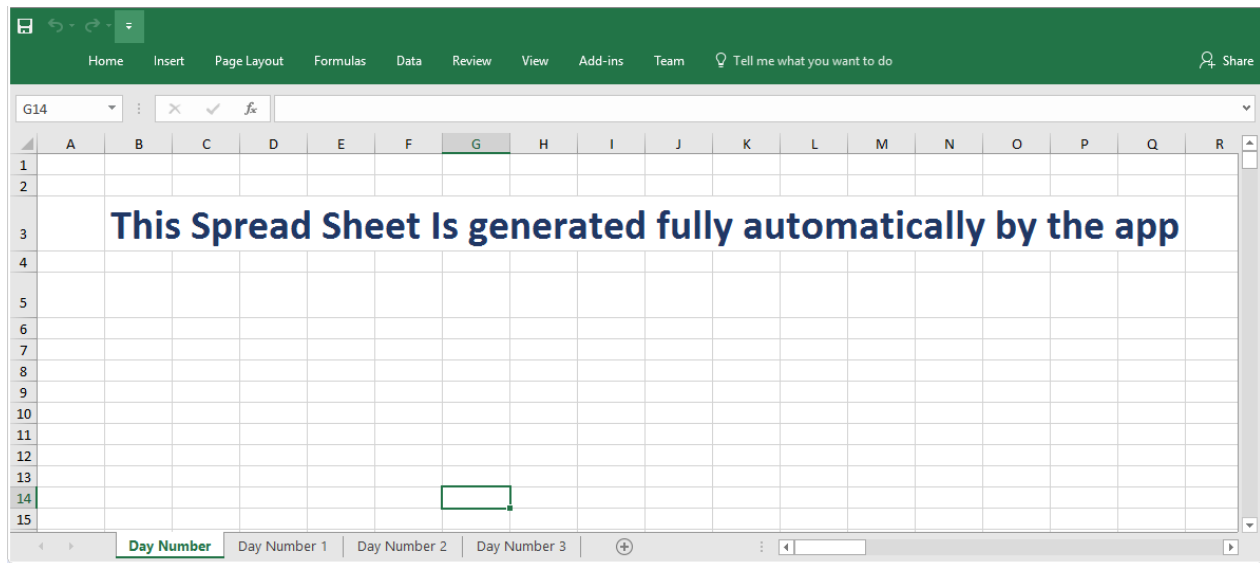
Please hold "Ctrl" and select/unselect

NN1
NN2
NN3
NN4
NN5
NN6
NN7
NN8
NN9
NN10

Next →

Schedule!

Vivas will be only between 09:00 am and 10:30, not all staff available for double marking, not all rooms are available as showing above, the results after click generate are below:



The algorithm decided to take 3 days to fill all students in, bearing in mind that this is the minimum available days possible because we wrote the algorithm to eliminate time waste, each day is stored in different sheet In the same file:

This screenshot shows a Microsoft Excel spreadsheet with a green header bar. The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, Team, and a search bar. The active cell is A1. The spreadsheet contains a table of student data for "Day Number 1". The table has columns for Room Number, Name, Time, Student ID, Super Visa, and Double Marker.

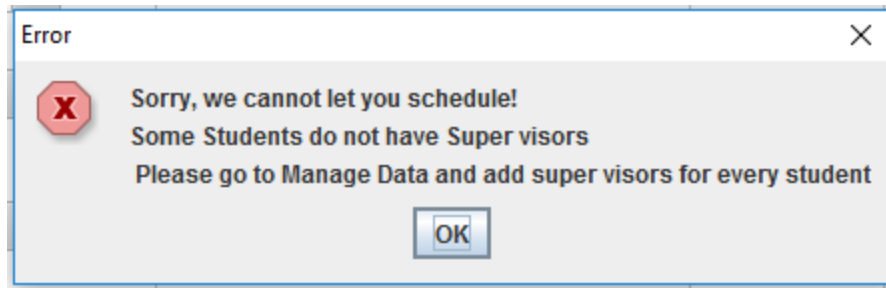
	Room	Nar	Time	Student	Id	Super	Visa	Double	Marker
2	NN1	10:30	13432608	AH	MH				
3	NN1	11:30	14435650	AH	MH				
4	NN4	11:00	13432611	MH	AM				
5	NN4	11:30							
6	NN7	10:30	14435649	MM	MH				
7	NN7	11:30	13414129	LL	AM				
8	NN10	11:00	16443571	AH	MH				
9	NN10	11:30							

The sheet tab at the bottom is labeled "Day Number 1".

Home Insert Page Layout Formulas Data Review View Add-ins Team Tell me what you want to do Share															
A1 X ✓ fx															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2		Room Nar	Time	Student Ic	Super Vis	Double Marker									
3		NN1	09:30	15421661	AH	KL									
4		NN1	10:00												
5		NN3	09:30	12400141	MH	KL									
6		NN3	10:00												
7		NN4	09:30	13413750	OH	AB									
8		NN4	10:00												
9		NN6	09:30	16442932	LZ	OH									
10		NN6	10:00												
11		NN8	10:00												
12		NN9	10:00												
13															
14															
15															
16															
17															
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Day Number Day Number 1 Day Number 2															

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2		Room Nar	Time	Student Ic	Super Vis	Double Marker									
3		NN1	09:30	13432608	AH	MH									
4		NN1	10:00												
5		NN3	10:00	14435650	MH	MM									
6															
7		NN4	09:30	13432611	MM	MH									
8		NN4	10:00												
9		NN6	10:00	14435649	AH	MM									
10															
11		NN8	09:30	16443571	CA	AM									
12		NN8	10:00												
13		NN9	09:30	13414129	LL	AM									
14		NN9	10:00												
15															
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Day Number Day Number 1 Day Number 2															

Finally, when try to schedule event for a group of students and all or any of them do not have a registered supervisor, the final “Schedule” button will stay invisible to not let the user finish, and this error message gets displayed, for the purpose of demonstration, I purposely added student to group (undergraduate 2020) without assigning supervisors for some them, and here is the error message:



9. Help:

When clicking this button, will open a pdf guide file which is the same one you are reading right now.