# Distance Learning

# &

# Summer Programs System

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# 

# User Documentation

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## 

## User Manual

## System Overview

## 1. Overview

The Distance Learning and Summer Program department has used Microsoft Excel to maintain and reference prospective student inquiries. Their website provides access to search for classes through Banner, with no option to search for classes based on personal interest. For this reason the department receives many phone calls about the DSLP from prospective students regarding courses that are offered for the upcoming or current term. Due to this the department is regularly in communication with a community of over 15,000 people and struggles to keep up with the demand.

The inefficiency of the current process hinders the department’s communication with students and prospective students and risks the loss of students. The Distance Learning and Summer Program department needs an information system that can maintain and manage the amount of inquiries they receive about summer and distance courses.

Viewing courses through an interface that is simple to navigate is inviting to all students. A system in which the department will allow the DLSP department to keep track of the courses that are most frequently requested or interested in by prospective students and give them a sense as to what kind of classes should be offered. It will also give the DLSP department a better understanding of what summer and distance classes are needed most.

## 2. Background

The Distance Learning and Summer Program department exists as the communication between prospective students and Temple in regards to summer and online courses. The department assists both Temple and non-Temple students in finding the classes they need or wish to take as well as answering any questions regarding summer and online classes. The department’s website allows students to submit their information so that they may be contacted by the department, as well as added to their mailing list. Their current process expends both time and money that could be saved by means of a new system, which would expedite both the department’s work and the speed of communication with the prospective students.

The Distance Learning and Summer Program (DLSP) system capabilities include an intuitive, easy to use user interface, a database to store student inquiries & courses, report generation, and a notification system. The user interface will allow students to submit their information to the department, as well as search through typically offered courses. The database will allow a better means of storage and querying of student inquiries by the department. The report generation will allow the department to view daily, monthly, or term totals, as well as present total course requests to the university. The notification system will alert the department of inquiries that request an immediate response, as well as inform the student that their inquiry was received.

## System Requirements

**Computer Requirements**

Our system is ADA compliant and can be viewed through any device that has internet access. The system webpages function on Google Chrome, Mozilla Firefox, and Internet Explorer. We used responsive design to scale the interface to any mobile devices such as tablets and smart phones. Through responsive design, the system can also scale to fit any laptops and desktop computers of various screen sizes.

## System Testing

Testing methods that ensure the system usability:

**Usability Testing**

Involved the testing of system functionality, system integration, system conversion, responsive design, cross browser support, and interfaces in order.

**Client Testing**

Involved the client using the system to test that it fulfills requirements.

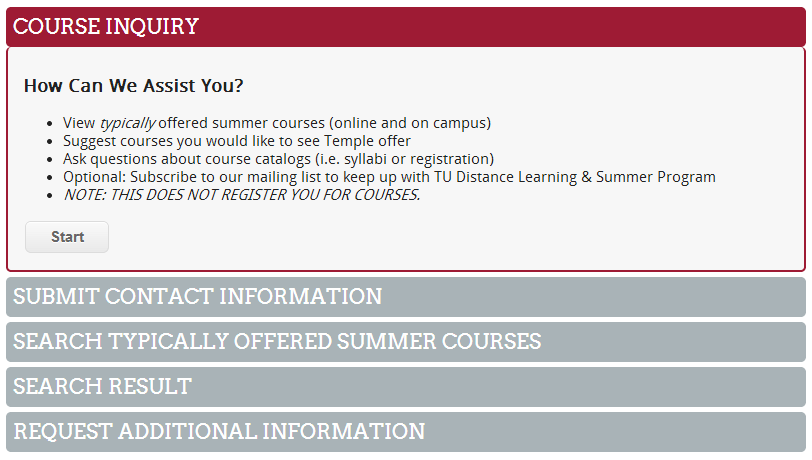
### **Functionality**

**Prospect Functionality**

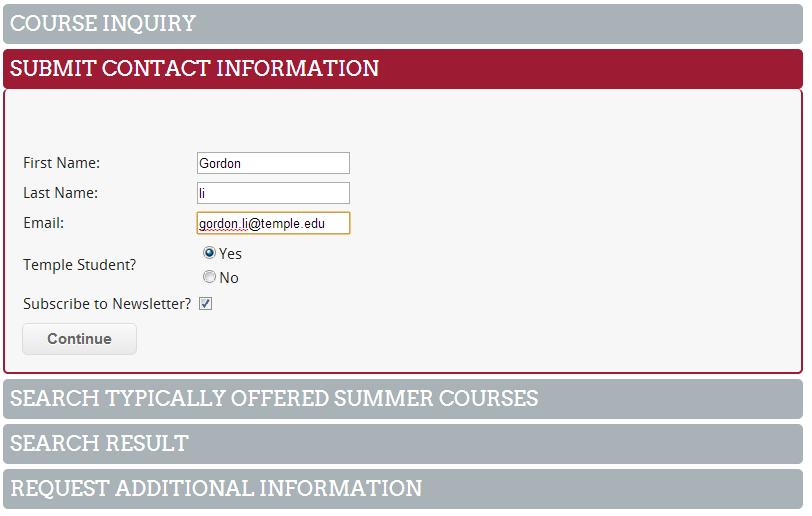
### Submit Feedback & Inquiry

**Description:** This page allows prospective students to submit their contact information, search for typically offered courses and leave feedback or comments.

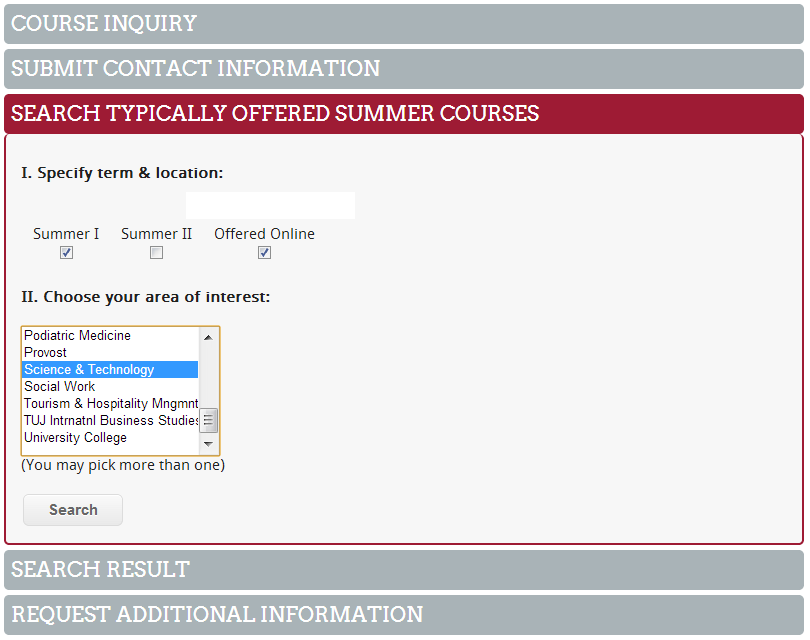
**Step 1:** Go to the “Prospective Student Inquiry” page. This page will open up the following screen. There are six panels intially and the “Instructions” panel is open by default. *Note: the location of this page is still to be decided. It will reside on temple.edu/summer but the exact url is not known yet.*



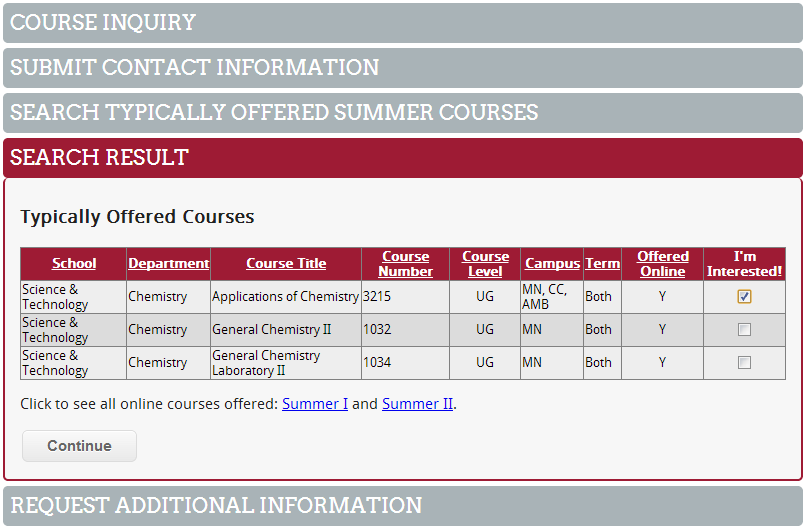
**Step 2:** After you have finished reading the instructions, click “Start”. This will open up the “Submit Contact Information” panel. Fill out your information and then click “Continue”.



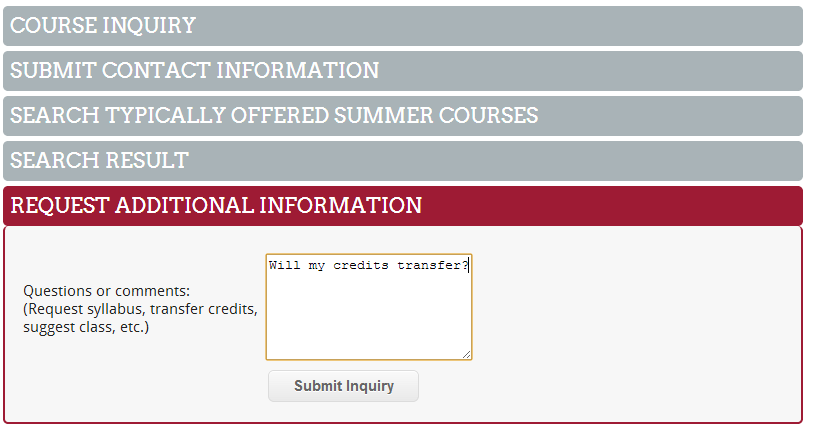
**Step 3:** This will lead you to the next pane, “Search Courses”. Define the search criterias and click “Search”. *Note: you can choose more than one area of interest.*



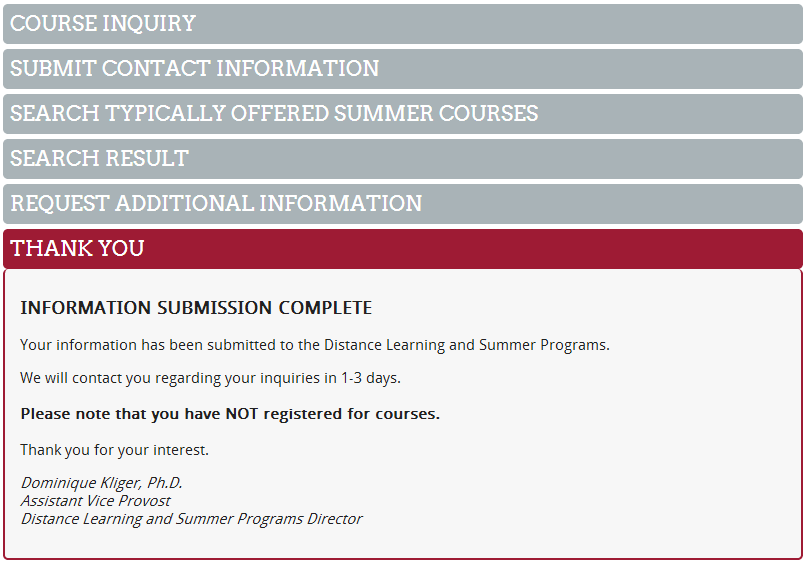
**Step 4**: This will take you to the results of your search. Express your interest in any of the courses listed on this page by checking the box in the “I’m Interested” column. *Note: you are not required to select courses you are interested in*. Click “Continue” once done with this page.



**Step 5:** You will be redirected the “Leave A Comment Panel”. This panel will allow you to leave a comment or ask a question. Press “Submit Inquiry” to submit your information. *Note: you may leave this blank.*



**Step 6:** You will be directed to a panel that was hidden up until this point. The last panel will lets you know that the submission process is now complete and has been sent to the Distance Learning & Summer Department as well as display their contact information.



**Administrator Functionality**

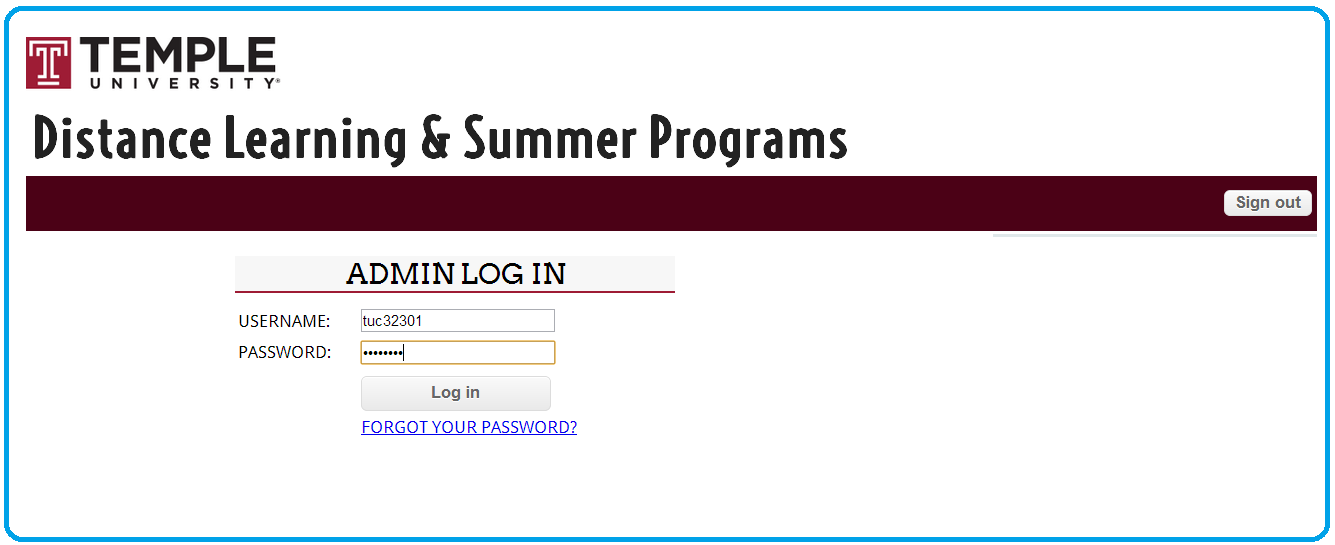
Manager Admins

### Login

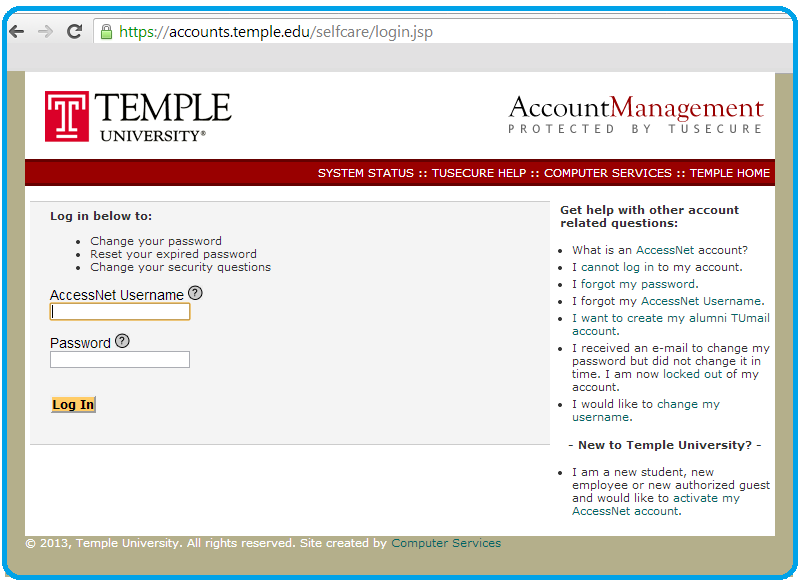
**Description**: This page will allow admins to log into the DLSP system. Admins will be given the URL of this page.

**Step 1:** Fill out the Username and Password fields. Click “Login”.

*Note: username is your AccessNetID.*



*If you have forgotten your password, click on the “Forgot your password” link to be directed to Temple’s page to change your password, as shown below.*

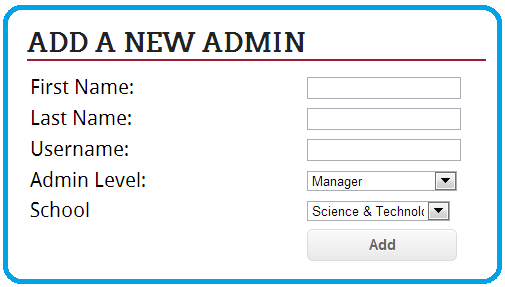


### Add Admins

**Description:** This page will allow admins to add additional admins of the DLSP system. There are two different access levels: admins with limited access and admins with manager access.

**Step 1**: Click on “Add Admins” from the navigation bar.

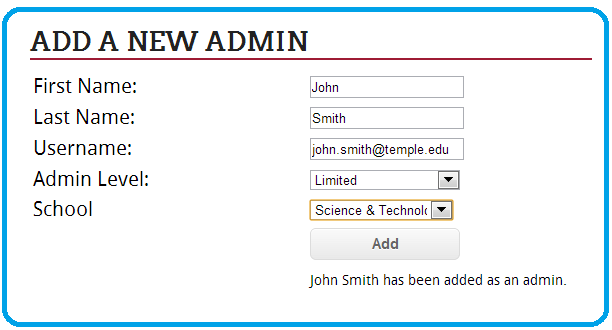
**Step 2:** Fill out all fields and select an admin level from the drop down list. Please note that the Username *must* be the admin’s AccessNetID.



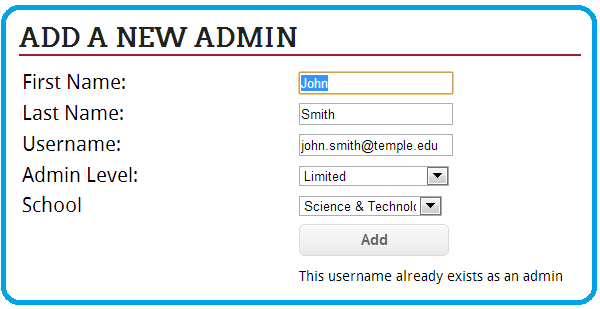
**Step 3:** Click “Add”

If successful, the admin has been added to the system

**Step 3a:** Click “Add”. If successful, the admin has been added and can now login to the system.



If the user has already been created, the following message will appear:



### 

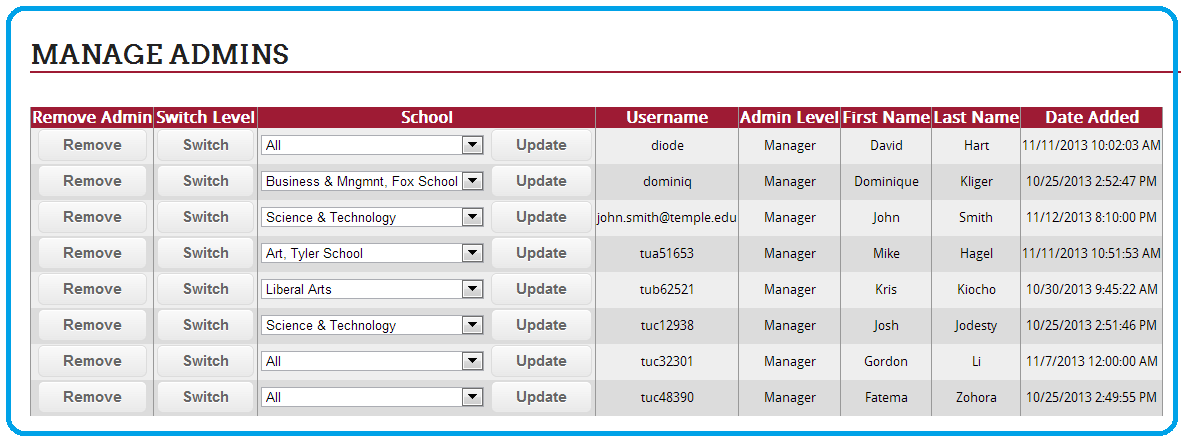
### Manage Admins (delete/switch level/assign school)

**Description:** This page will allow manager admins to either remove or switch an admin’s level.

### Switch level

**Step 1:** Go to the “Edit Admins” from the navigation bar.

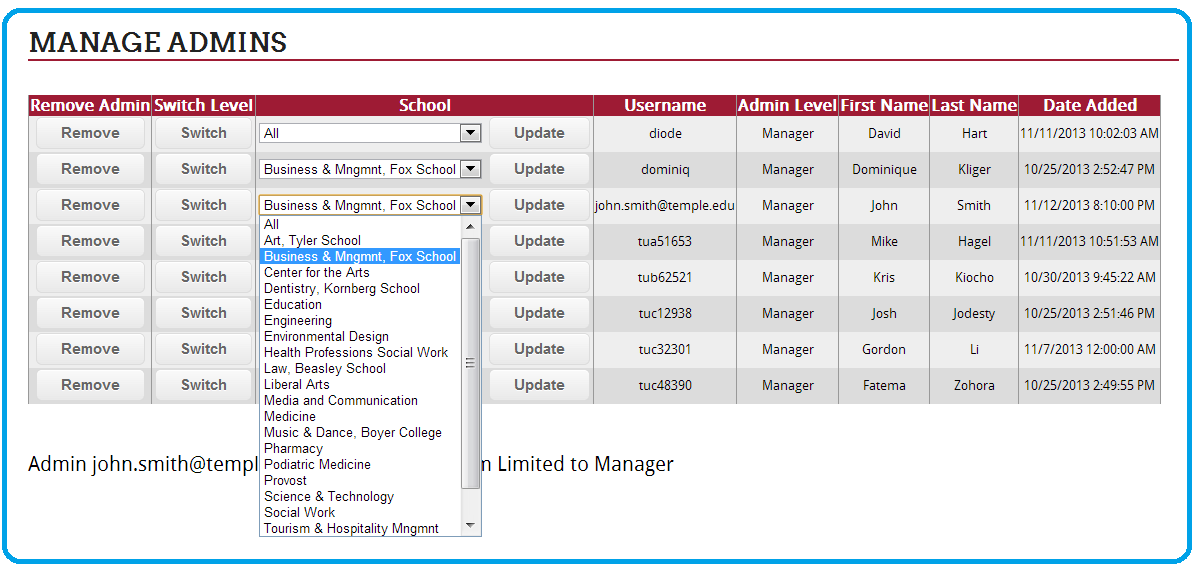
**Step 2:** If you want to switch an admin’s access level, click the “Switch” button and the admin will be switched from “manager” to “limited” or vice versa.



### Change admin's assigned school

**Step 1:** Go to the “Edit Admins” from the navigation bar.

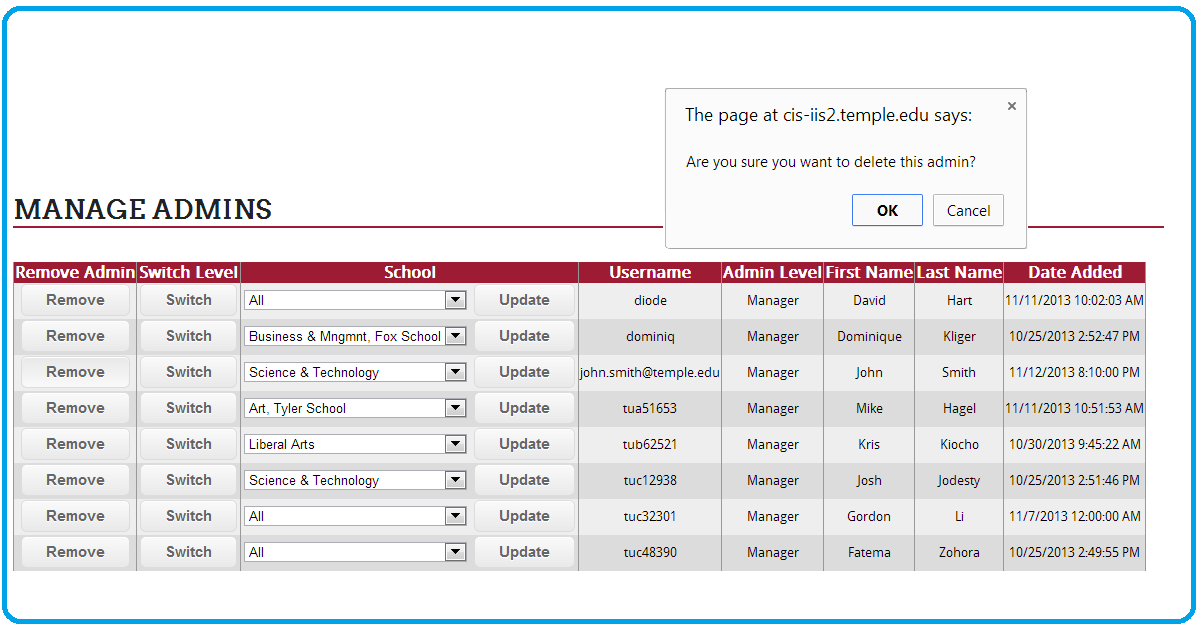
**Step 2:** If you want to change the admin's assigned school, click on the dropdownlist and select the school you would like to assign to the admin.



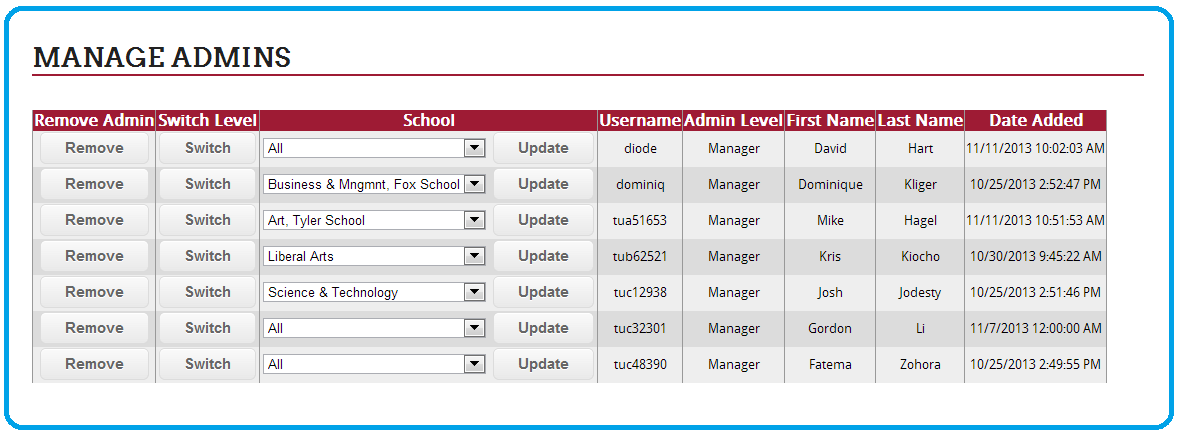
### Delete courses

**Step 1:** Go to the “Edit Admins” from the navigation bar.

**Step 2:** If you want to remove an admin, click on “Remove” button on the admin you want to remove and a prompt will give you the choice to continue with the removal or cancel.



Once you click “OK” the admin will be removed from the system.



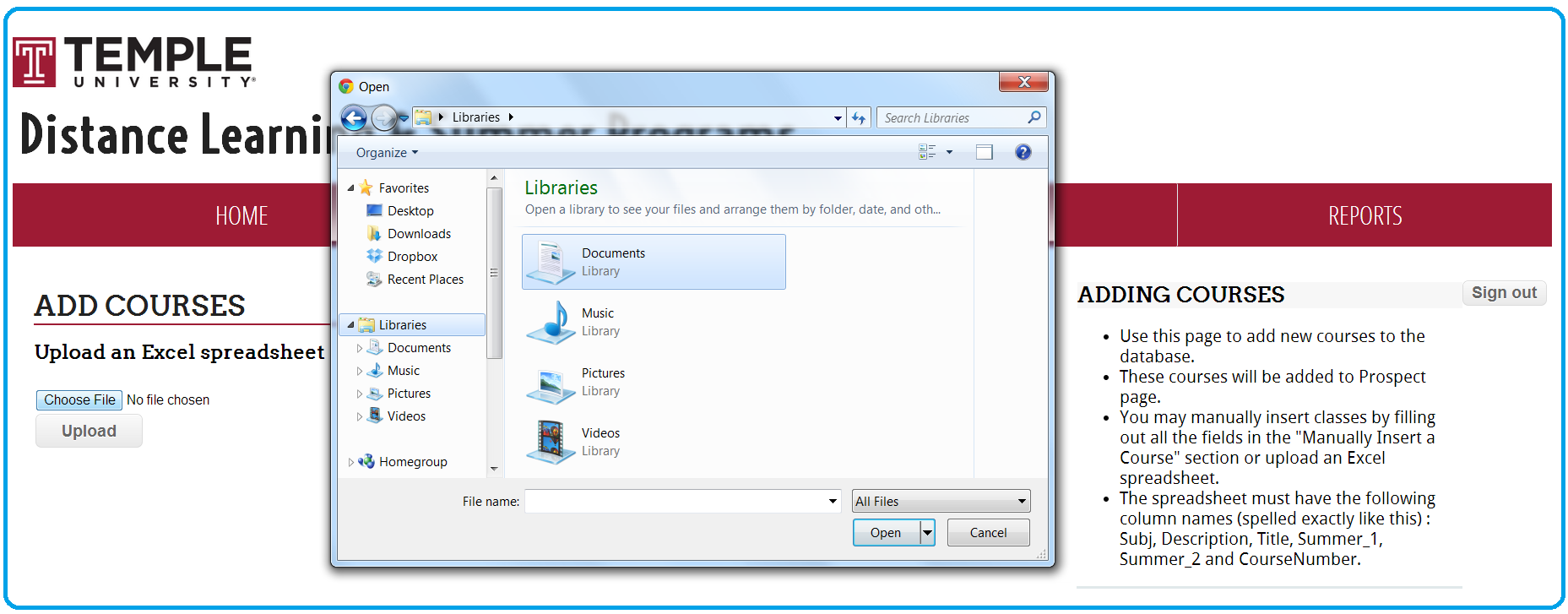
### Add Courses

### Import excel file

**Description:** This page will allow manager admins to add and edit courses to the database. Prospective students will be able to see these newly added courses when they search for courses. Courses may either be uploaded manually or by importing an Excel spreadsheet.

**Step 1**: Click on “Import Course File” from the navigation bar.

**Step 2:** To upload an Excel spreadsheet, go to the “Upload an Excel Spreadsheet” section then click on “Choose File”. A file explorer will appear. Find the Excel file you want to upload and click “Open”.

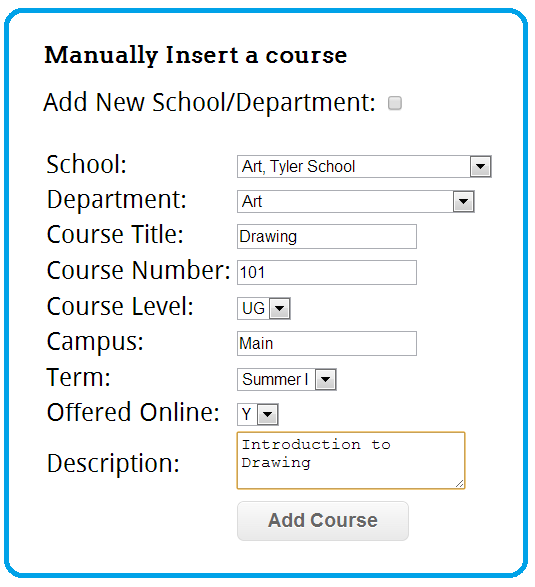


**Step 2a:** The file explorer should have disappeared. Click on “Upload”. This will import your Excel spreadsheet to the database.

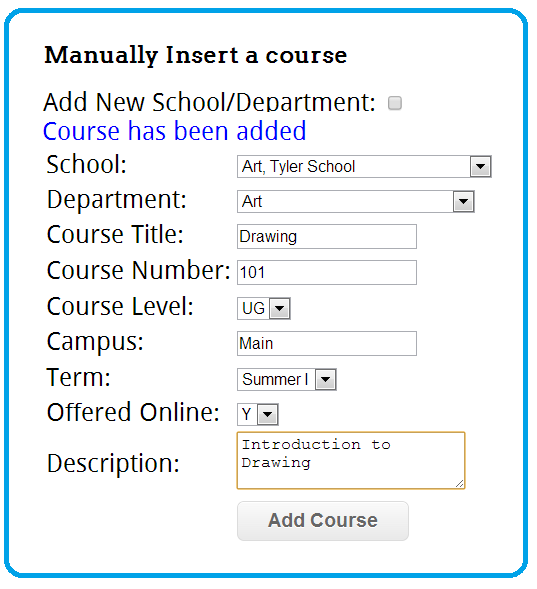
Please note that your Excel spreadsheet must have the following column names: Subj, Description, Title, Summer\_1, Summer\_2, and CourseNumber. The column names must be spelled exactly as shown here otherwise they will not be mapped correctly to the database.

### Manually add courses

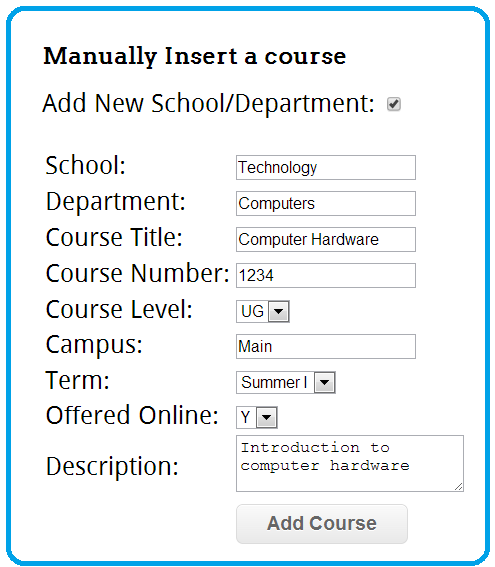
**Step 1:** To manually insert a course into the database, go to the “Manually Add a Course” section. Fill out the form by selecting values from the drop down lists and filling out all text box fields.



**Step 1a:** Click on “Add Course”. This will insert the course to the database.

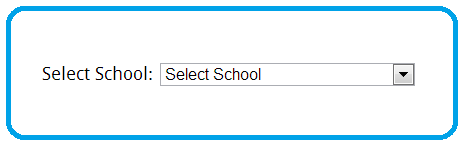


**Step 2:** To add a course a school and department that is not listed, check the checkbox to change the dropdownlist to textfields so the you can input your own school and department

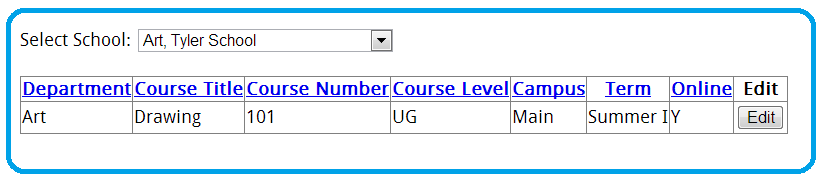


### Edit courses

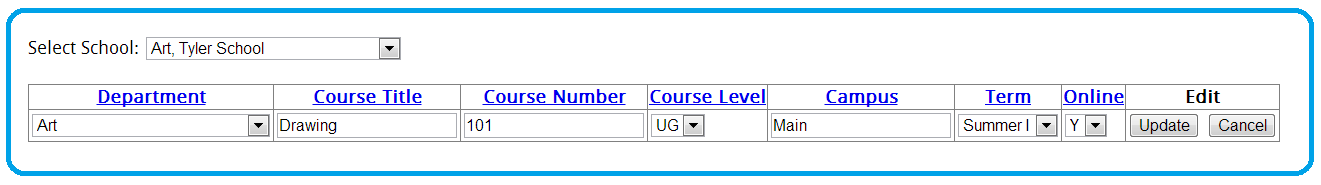
**Step 1:** Click on “Edit Courses” from the navigation bar.



**Step 2a:** Select the School to view the courses to edit.



**Step 2b:** Click on the "Edit" button to edit the course information.



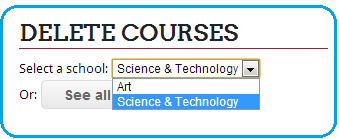
**Step 3:** Change the values and then click on "Update"

### Delete Courses

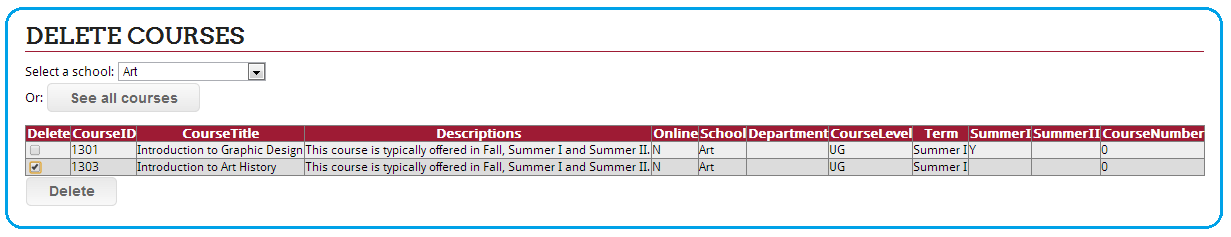
**Description:** This page will allow you to delete courses from the database. Once courses are deleted, they will not appear on the Prospect side. Please note that if a course has received inquires, it cannot be deleted.

**Step 1:** Click on “Delete Courses” from the navigation bar.

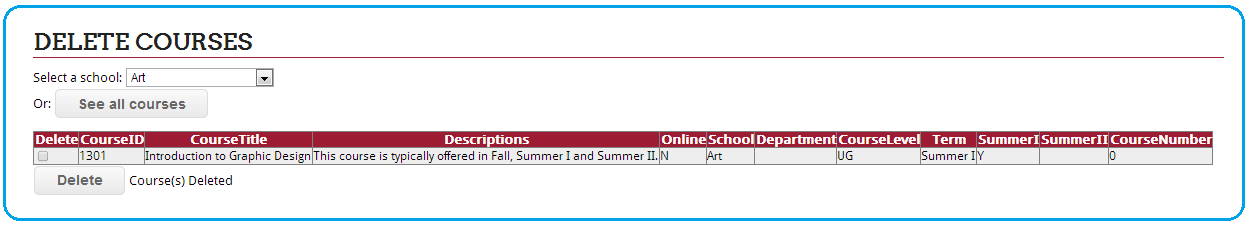
**Step 2:** You may either click on “View All Courses” or you can narrow down the course list by picking a school to view courses from within that school that you wish to delete.



**Step 3:** Select courses you would like to delete by checking the checkbox in the “Delete” column. You may choose multiple courses.



**Step 4:** Click “Delete”. The selected courses will be deleted from the database.



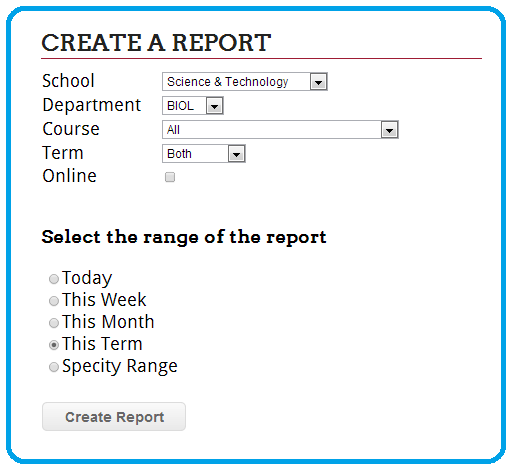
### 

### Create Reports

**Description:** This page will allow you to create reports based on (prospective) student inquiries. This is where you can view which courses they are interested in as well as view feedback/comments from students. This page will generate reports that you can export to Excel or retrieve a list of emails in the report to a text file.

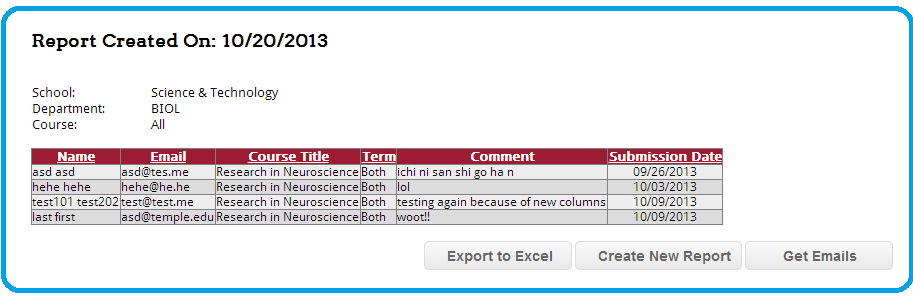
**Step 1:** Click on “Reports” from the navigation bar.

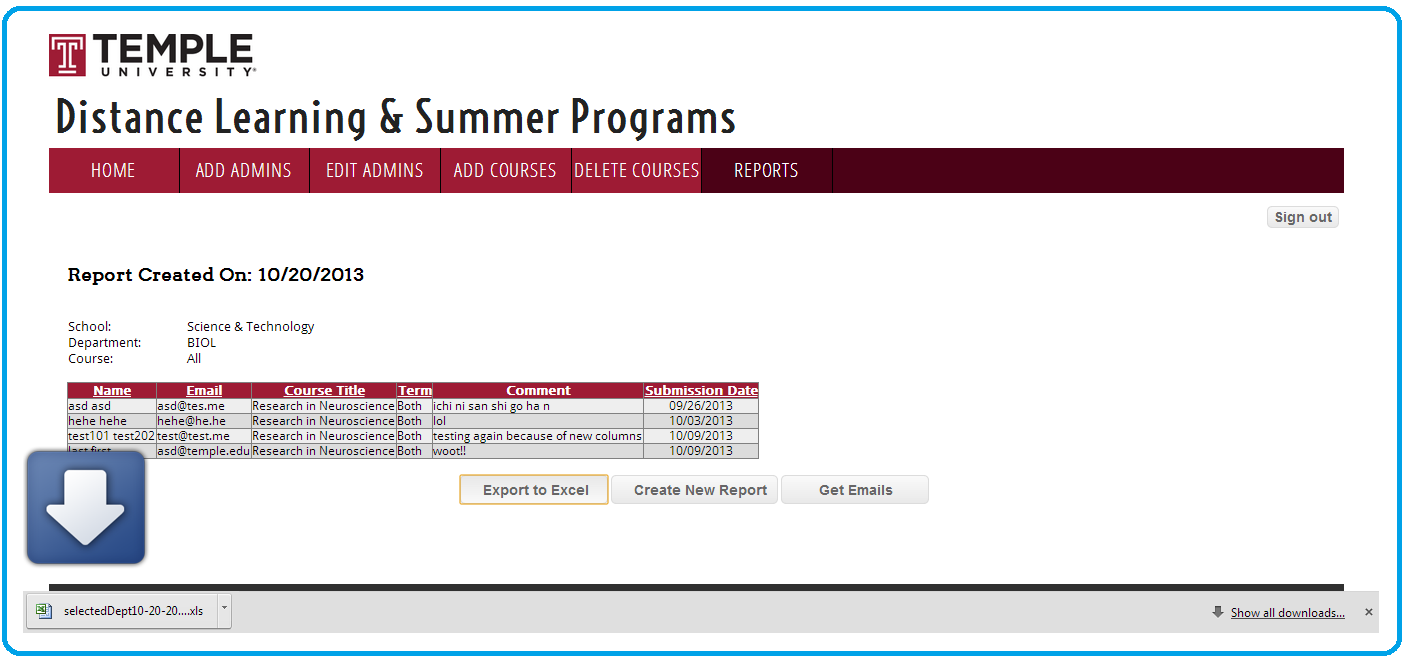
**Step 2:** Specify the School, Department, Course, and/or Term by picking values from the dropdown lists. You may leave these all to ALL if you wish. If you would like to create reports for courses typically offered online, check the Online checkbox. Finally, specify the range for the report (for inquires submitted today, this week, this month, this term, or a specify your own start or end dates).



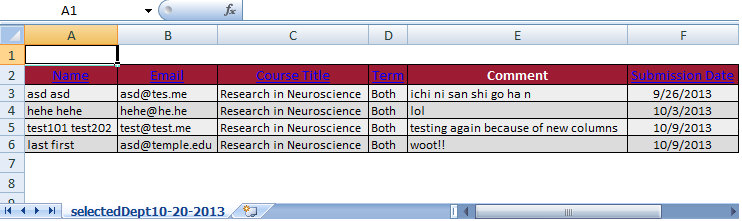
**Step 3:** Click on “Create Report”. Your report will be generated. You can click on any of the column names to sort the report based on that column.

From this page, you may: export your report to Excel, create another report, or get a list of emails from this page into a .txt file.



**Step 3a:** If you want to export this report to an Excel spreadsheet, click on “Export to Excel”. 

The report will be downloaded into an Excel file:



**Step 3b**: If you would like to get a list of all the emails from this report, click on “Get Emails”. This will download an Excel file of all the emails.

Limited Administrators

### Add Admins

**Description:** Limited admins may add other limited admins of the system.

**Step 1:** Click on “Add Admins” from the navigation bar.

**Step 2**: Fill out all fields and click “Add”. The new admin will automatically be in the same school as the admin who added them and they will be of type limited admin.



### Create Reports

Please refer to the steps defined above for creating a report. This functionality is identical to manager admins creating a report.

## Support/Administrator’s Guide

## 1. Security & Access Levels

In order to maintain system security, user authentication for administrators is required. The DLSP department staff must enter login information in order to use the system for administrative purposes. Authentication is provided through Temple’s Active Directory.

Levels of access to the system functionality are assigned to each administrator.

* *Manager administrators* are able to use the entire system’s functionality.
* *Limited Administrators* will only be able to add limited administrators and create reports on schools a manager administrator assigned them access to.

**2. Database Management**

Administrative access to the DLSP system database hosted on TUCloud2\_60 service package.

Microsoft SQL Server

Database name: CIS439603

Database user name: usrCIS439603

Database password: 3psil0N10

**3. Hosting providers**

The system will be on the Computer services STEM PRODUCTION server.

**4. Support**

* After the system has been implemented and fully tested, the client will receive free support for 60 days. After \_\_\_\_ days, the client may continue to seek technical support from the project team for an hourly service fee of $\_\_\_\_ hour for any additional support needed to maintain the system

|  |  |  |
| --- | --- | --- |
| Name | Phone | Email |
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| Fatema Zohora | (215) 354-7045 | fatema@temple.edu |
| Gordon Li | (267) 902-0988 | gordon.li@temple.edu |
| Joshua Jodesty | (201) 407-1701 | joshua.jodesty@temple.edu |

# System Vision Document

**Problem Description**

Online and summer courses at Temple University offer more opportunities for student learning. The Distance Learning and Summer Program (DLSP) currently uses a website that might be difficult for prospective students (non-Temple students) to navigate (specifically the Banner class schedule). In addition, the website does not offer a way to market classes based on student interests. Currently, student requests are addressed individually, via phone or email. A system that provides a more efficient method of communication will be beneficial to the DLSP as well as prospective students. The DLSP department will be able to keep record of the inquiries they receive. An automated system that markets to specific users would attract more attention to both online and summer courses. A system without these capabilities could drive away potential students, decreasing potential revenue for the university.

**System Capabilities**

The capabilities required by the information-gathering portion of the system are:

* Gathering information from Temple and Non-Temple Students
  + Contact information
  + Course interests
  + Suggest Courses To Be Offered

Other capabilities of the system include:

* Importing “typically offered” course lists
* Generating reports based on inquiries
* Exporting emails – provide an Excel spreadsheet of e-mail addresses

**Business Benefits**

The main business benefit of a new system would be to bring more money to the university by increasing the awareness and enrollment of Temple’s online and summer programs. More benefits to the department and university include:

* Attracting more Temple and non-Temple students
* Increasing the frequency of new enrollees
* More frequent communication to keep potential students interested in Temple
* Better, more personalized communication between the DLSP Department and prospective students
* View suggested courses to offer

# Design

# Overview

## 1. Overview

The Distance Learning and Summer Program (DLSP) department has used Microsoft Excel to maintain and reference prospective student inquiries. Their website provides access to search for classes through Banner, with no option to search for classes based on personal interest. The department is constantly in communication with a community of over 15,000 people and struggles to keep up with the demand. The inefficiency of the current process hinders the department’s communication with students and prospective students and risks the loss of students. The DLSP department needs an information system that can maintain and manage the amount of inquiries they receive about summer and distance courses. Viewing courses through an interface that is simple to navigate is inviting to all students. A system in which the department can track the metrics of requested classes would give Temple University a better understanding of what summer and distance classes are needed most.

## 2. Background

The Distance Learning and Summer Program department exists as the communication between prospective students and Temple in regards to summer and online courses. The department assists both Temple and non-Temple students in finding the classes they need or wish to take as well as answering any questions regarding summer and online classes. The department’s website allows students to submit their information so that they may be contacted by the department, as well as added to their mailing list. Their current process expends both time and money that could be saved by means of a new system, which would expedite both the department’s work and the speed of communication with the prospective students.

The Distance Learning and Summer Program (DLSP) system capabilities include an intuitive, easy to use user interface, a database to store student inquiries & courses, report generation, and a notification system. The user interface will allow students to submit their information to the department, as well as search through typically offered courses. The database will allow a better means of storage and querying of student inquiries by the department. The report generation will allow the department to view daily, monthly, or term totals, as well as present total course requests to the university. The notification system will alert the department of inquiries that request an immediate response, as well as inform the student that their inquiry was received.

## 3. Acronyms & Abbreviations

|  |  |  |
| --- | --- | --- |
| 1 | DLSP | Distance Learning and Summer Program (System) |
| 2 | **TU** | **Temple University** |

## 4. Requirements

## 4.1 Functional Requirements

The DLSP system will have the following functions:

* Administrator sign in
  + DLSP administrators must log in order to access the system. The system determines the admins access level upon signing in
* Add administrators
  + DLSP administrators can add an administrator to the system, or grant administrative access to the system.
* Remove administrator
  + DLSP administrators can delete an administrator from the system, or deny administrative access to the system.
* Import Course Listing
  + DLSP administrators can import the list of typically offered ((((Suggested))) courses into the system to be viewed by students.
* Export Student Emails
  + DLSP administrators can export the email of students who have subscribed to the DLSP newsletter.
* Create Report
  + - DLSP administrators can create a report based on the inquiries submitted by students interested in certain schools.
  + Daily Report
    - At the end of each workday, a report based on the inquiries submitted that day is generated and posted on an online grid view.
    - The user will be able to choose a report type from a dropdown list
  + Monthly Report
    - At the end of each month, the DLSP department can view all the inquiries received for that month.
  + Term Report
    - The DLSP department can view all the inquiries that have been submitted during the term. This will allow the department to notify TU of the courses that have been most requested.
  + Custom Report
    - The DLSP department can set the start and end date of the report.
* Export Report
  + DLSP administrators can export a report to Microsoft Excel.
* Enter Prospective Student Demographics
  + The prospective student submits their personal and educational information, and a record is created and saved within the system.
* Specify Course Interest
  + The prospective student enters course interests to be used by the DSLP department to create reports. The interest is saved within the student’s record.

## 4.2 Nonfunctional Requirements & Environmental Design

The Distance Learning and Summer Program System will be hosted on any of the websites the department currently uses (<http://www.temple.edu/distanceandsummer/> or [http://www.temple.edu/DLSP/](http://www.temple.edu/oll/)), and can be managed by the department through the webhost. Using the webhost that Temple University currently offers, the system will be provided with security and backup capabilities. Hosting the system on the sites the department currently uses allows easy access by new and former students. The system will be created in Visual Studio and the programming language used will be VB.NET and ASP.NET. The database will be stored in SQL Server.

The system will be used on desktop computers by the DLSP department and on desktop and mobile devices by prospective students. Responsive design will be used to create the system so that the user gets the optimal viewing experience on the device they wish to access the system from.

## 5. Assumptions and Constraints

## 5.1 Assumptions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Assumption | Validated By | Status | Comments |
| 1 | The DLSP system will be hosted where the current website is hosted. | DLSP coordinator | Closed | The department will host the system on the same server where their other sites are hosted. |
| 2 | The site will be hosted on Temple University’s newly-formatted site | DLSP coordinator | Closed | The system will be migrated into the new Temple website, but does not need to be developed in Drupal. |
| 3 | The system will need to handle sending approximately 300-500 emails | DLSP coordinator | Close | The system will only need to handle sending email to students who submit inquiries though the DLSP system, allowing for the use of Temple’s listserv. |

## 5.2 Constraints

The following are constraints that have an impact on the system design:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Area | Constraints | Comments |
| 1 | Registration | DLSP system does not register students for courses. | Students must be made aware throughout the entire system that they are not registering for courses. |
| 2 | DLSP Staff | Data to be uploaded into the system can only be done by the head of the DLSP department. | There needs to be administrative users, as well as student worker users who have different access. |
| 3 | DLSP Website | The DLSP website is updated/changed after implementation. | If there is a change in website, the format/coding of the system will need to be updated. |

## 6. Conversion

The DLSP department needs to provide the project team with an excel spreadsheet which will list the courses that are typically offered for the upcoming term. This spreadsheet will be used to display course information on the system. The excel worksheet will need to be imported into the database.

The prospect data from the database will be used to create online reports for administrative purposes. The DLSP department administrator will have the option of viewing online reports in several different ways: daily report, monthly report and term report. We will need to convert data from the database in order to create reports. Data will be exported from the database to create excel worksheets for additional reporting.

The system will export subscribed student emails for use by the department. These will be held within an Excel Spreadsheet.

## 7. Security & Access Level

In order to maintain system security, user authentication for administrators is required. The DLSP department staff must enter login information in order to use the system for administrative purposes. Authentication will be provided through Temple’s Active Directory.

Levels of access to the system functionality will be given to each administrator. Manager administrators will be able to use the entire system’s functionality. Limited Administrators will only be able to add limited administrators and create reports on schools a manager administrator assigned them access to.

The system will be backed up by the hosting company that is currently hosting the Temple.edu/DLSP website. It also needs to go through a review process by Temple University to ensure that it meets their security requirements.

## 8. Client Commitment

At the end of the spring 2013 semester, all requirements needed to begin development will have been gathered. The project team will have presented the following to the client: use cases, activity diagrams, domain model class diagrams, a user interface, and other materials relevant to the system development process. At the end of the spring semester, the client will be presented with a mockup of the user interface for the DLSP system and all requirement documentation.

At the start of the fall 2013 semester, the project team will begin developing the system. The system will be developed in three sprints, with a demonstration of recent updates presented after each sprint. The client will be involved in the testing process as well as attending meetings with the project team to answer questions and view demos.

## 9. Testing

Several methods of testing will be used to ensure the system usability:

**Unit Testing** – Involves testing sections of codes to make sure the code does what is required by it. The project team will test individual methods to check their functionality.

**Integration Testing** – Similar to unit testing but involves testing multiple unit interactions to make sure they interface properly

**Conversion Testing** – Ensures that conversion of data from one system to another maintains the integrity of the data. After importing and exporting data from the database, the project team will need to review that the data has been converted correctly.

**System Testing** – Testing the complete system to make sure the system meets the requirements. Someone who has no knowledge of the inner workings of the system should be able to use the system without any problems. The client will find volunteer students to be involved with this process.

## 10. Documentation

## 10.1 User Manual

A guide will be provided to the DLSP department detailing administrative use of the system. The guide will show the department how to perform tasks like retrieving a summary report, sorting reports, and responding to questions posted by prospects.

## 10.2 Help Documents (First Semester)

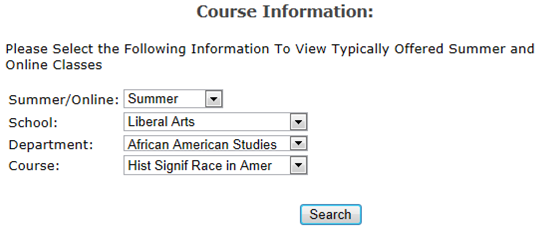
The system will include instructions to help the user navigate our system.

Steps to using our system if you are a prospective student:

1. Submit your contact information. First Name, Last Name, and Email are all required fields and must be entered in order to continue.



1. Submit course information to view more information. You must select to view either Summer or Online courses. All other dropdowns can be left to ALL if you do not wish to specify a school, department, and course.



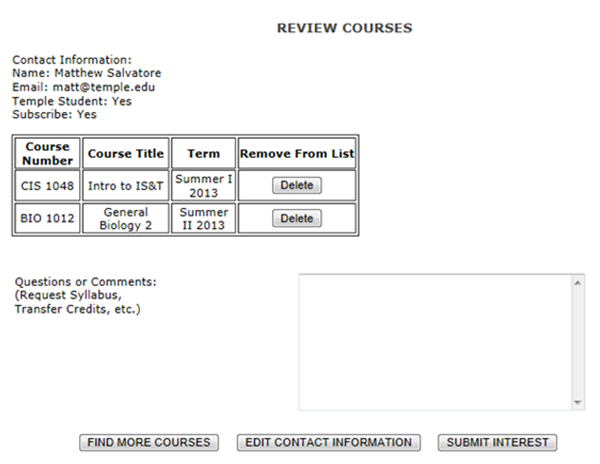
1. View typically offered courses and notify the DLSP of the ones you are interested in. From this table, find courses you are interested in and click “I’m Interested”. You may add as many courses as you wish.



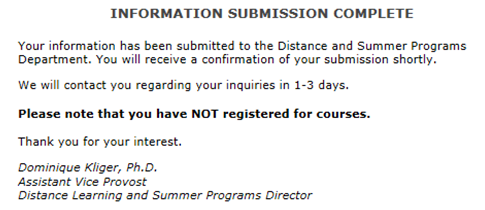
1. If there is a course that you would like to be offered and you did not see it listed above, use the comment box to suggest it to the DLSP Department. This comment box may be used for any other questions or comments you may have. Once you have filled out the form, you can proceed to submit the information.



1. You can review your information one last time before you submit. You can delete courses that you added to your interests or add new ones (this will take you back to the previous page where course information is listed). You can also edit your contact information, if needed.



1. Once the information has been submitted, you are presented with a screen that will inform you of when to expect a reply if you had any questions. You are also presented with the contact information for the Director of Distance Learning and Summer Programs, whom you may contact if you have any additional questions.



## 10.3 Frequently Asked Questions

These are questions that prospective students may have while using our system. These questions and answers will be provided on our website.

* What does this system do?
  + This system allows you to submit your information to learn more about Temple’s online and summer courses. By suggesting courses, the university can determine what new courses to offer during these terms.
* Why do I need to give my personal information?
  + The department uses your information to keep you up to date on the latest courses and developments for the summer and online terms.
* Are the courses I’m selecting the courses offered this year?
  + No. The courses you’re choosing from are the typically offered courses. Follow the links on the form to view confirmed courses.
* Am I registering for courses?
  + You are **NOT** registering for courses. You are only submitting your information to help us determine what courses we should and should not offer.
* When will I hear back from the department if I submitted a question?
  + You will hear from the department in 3-5 days.
* How can I contact the department?
  + Once you’ve submitted an inquiry, please wait 5 days before contacting the department.
* Can I choose not to provide an email address if I do not wish to receive newsletter e-mails?
  + The system give the prospective student the choice of receiving the newsletter and you must provide your email address.

## 10.4 Support/Administrator’s Guide

Documentation will be provided to allow the DLSP department to maintain and update the system if needed. The documentation will include detailed descriptions of the design and implementation of the system.

## 11. Budgetary Considerations

We will be hosting the DLSP system on the Computer Services’ hosting service called TUcloud. The package we will choose is the “TUCloud2\_60 “service which is priced at $42.56 per month. It will include 60 GB of storage space and 2GB of RAM Payment will be on a month-to-month basis.

## 12. Support

After the system has been implemented and fully tested, the client will receive free support for 60 days. After this date, the client may continue to seek technical support from the project team for an hourly service fee that will be discussed in advance.

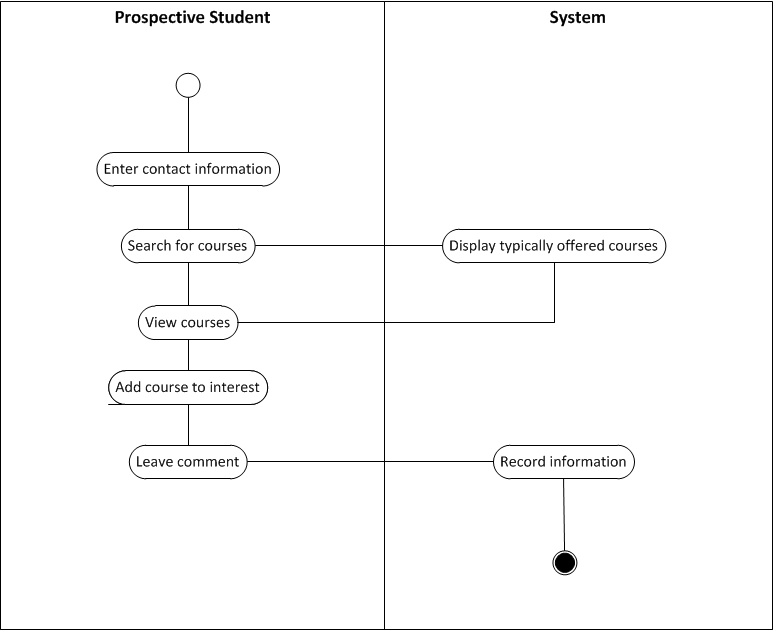
## 13. Summary

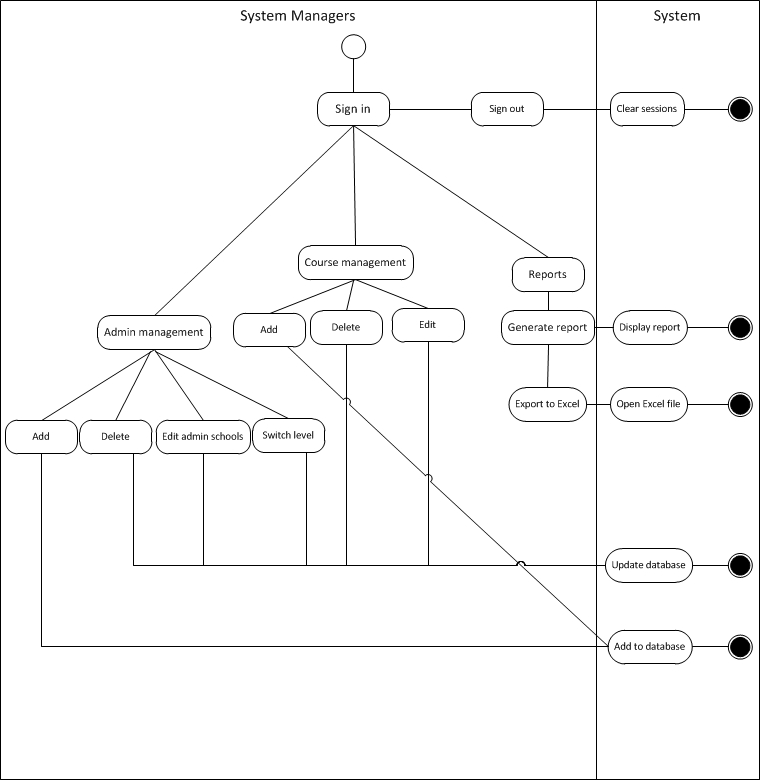
The implementation of the DLSP system will greatly benefit the DLSP department. It will enable prospective TU students to submit inquiries and it will allow the DLSP department to view data submitted in a variety of ways. The department receives many phone calls about the DLSP program from prospective students regarding courses that are offered for the upcoming or current term. Having this system will allow the department to direct these callers to the website. It will increase efficiency, as the DLSP department will not have to answer the same questions multiple times. It will allow the DLSP department to notify TU of the courses that are most frequently requested by prospective students, thus bringing in more revenue for the university.

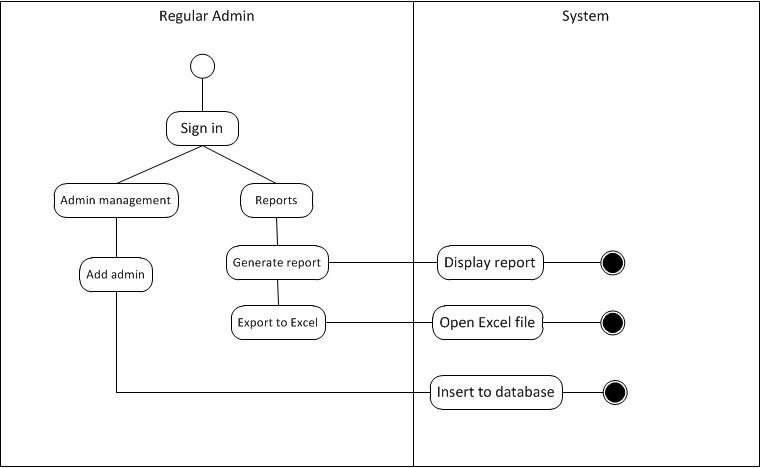
By the end of the 2013 spring semester, the analysis and design phase of the project will be completed. The client will be presented with a documentation that describes in detail the processes and requirements of creating the DLSP system. In the final meeting for the spring semester, the client will be given a presentation summarizing what has been done for the analysis and design phase and what the next steps will be.

During the 2013 fall semester, the development phase of the project will begin. Iterative development will be used to create the DLSP system, which will allow the client to make suggestions for changes they wish to see in the final system. The client will be involved in the testing process to ensure the system meets their requirements. Meetings will be held throughout the semester to keep the client informed about the development process.

# Activity Diagram

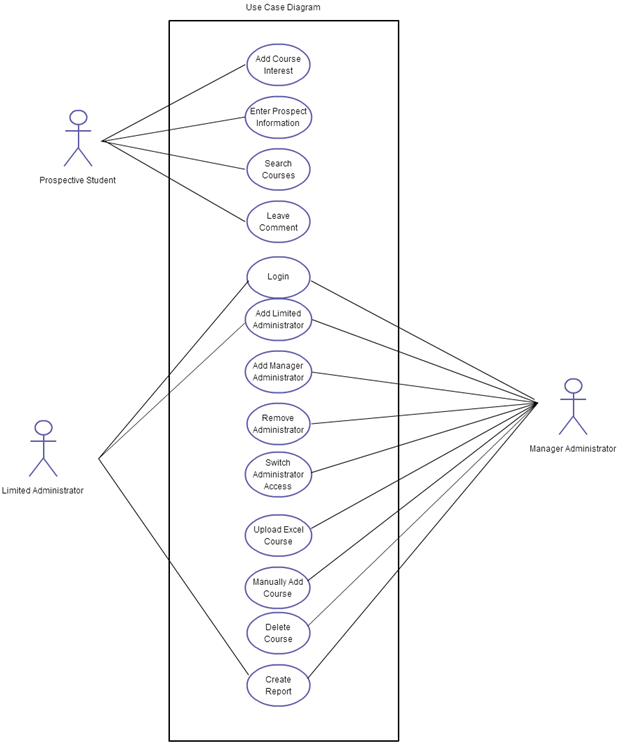






# Use Cases

## Use Case Diagram



## Fully Developed Use Cases

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Enter prospective student information | |
| Scenario: | Prospective student demonstrates interest in summer and distance courses | |
| Triggering Event: | Prospective student identifies themselves, provides contact information, and subscribes to an optional newsletter. | |
| Brief Description: | Prospective student provides their name, email, whether they are temple students, and subscribe to an optional newsletter.  This information is then added to the database | |
| Actors: | Prospective students | |
| Related use cases: | Add course interest. | |
| Stakeholders: | Prospective students, DLSP Department | |
| Preconditions: |  | |
| Post conditions: | Once personal information has been entered, prospective students may search for courses | |
| Flow of Activities: | Actor | System |
| 1. Prospective student identifies themselves, provides contact information, and subscribes to an optional newsletter | 1.1 Information is saved. |
| Exception Conditions: | 1.1 All information required by the system is not entered by the student. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Search Courses | |
| Scenario: | Searches for courses of interest | |
| Triggering Event: | Prospective student specifies the term, location, and area of interest of courses. | |
| Brief Description: | Prospective student provides desired course terms, whether or not they are interested in online courses, and specify area of interest in departments. | |
| Actors: | Prospective students | |
| Related use cases: | Add course interest. | |
| Stakeholders: | Prospective students, DLSP Department | |
| Preconditions: | Prospective students submit contact information. | |
| Post conditions: | Typically offered courses based on the prospective student’s search is displayed. | |
| Flow of Activities: | Actor | System |
| 1. Prospective student specifies the term, location, and area of interest of courses. | 1.1 System searches for information within the search parameters.  1.2 System generates a report based on the search parameters. |
| Exception Conditions: | 1.1 All information required by the system is not entered by the student. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Specify course interest. | |
| Scenario: | Prospective student specifies class they are interested. | |
| Triggering Event: | Prospective student demonstrates interest in taking a summer and online courses by specifying classes class they are interested in. | |
| Brief Description: | Prospective student selects courses they are interested in.  This information is then added to the database. | |
| Actors: | Prospective student. | |
| Related use cases: | Enter prospective student information.  Send confirmation email. | |
| Stakeholders: | Prospective student, DLSP Department. | |
| Preconditions: | Prospective student must enter prospective student information. | |
| Post conditions: | Prospective student are sent an email with a summary of their information and feedback. | |
| Flow of Activities: | Actor | System |
| 1. Prospective student selects courses. | * 1. Course list is associated with the prospective student. |
| Exception Conditions: | 1.1 The prospective student does not find an interesting or desired course and decides not to specify and interest. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Leave comment | |
| Scenario: | Prospective student leaves a comment | |
| Triggering Event: | Prospective student leaves a comment that can be a question, syllabus request, or suggestion. | |
| Brief Description: | Prospective student enters a comment into the text box and submits an inquiry.  This information is then added to the database. | |
| Actors: | Prospective student. | |
| Related use cases: | Enter prospective student information, Send confirmation email | |
| Stakeholders: | Prospective student, DLSP Department. | |
| Preconditions: | Prospective student must enter prospective student information. | |
| Post conditions: | Prospective student are sent an email with a summary of their information and feedback. | |
| Flow of Activities: | Actor | System |
| 1. Prospective student enters and submits. | * 1. System adds comment to prospect student account. |
| Exception Conditions: | 1.1 Prospective student must enter account information. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Login | |
| Scenario: | Administrator logs onto the system | |
| Triggering Event: | Administered logs onto the system to manage it. | |
| Brief Description: | Administered logs into the system using their TU AccessNet username and password to add and remove administrators, change administrative access, add/import and delete courses, create and export reports, and export email addresses. | |
| Actors: | Limited administrator, manager Administrator. | |
| Related use cases: | All use cases for administrative actors. | |
| Stakeholders: | Prospective student, DLSP Department. | |
| Preconditions: | Administrator must have a system account. | |
| Post conditions: | Administrators can manage system. | |
| Flow of Activities: | Actor | System |
| 1. Limited or manager administrator logs onto system. | * 1. System gives administer access to manage the system based on their level of access. |
| Exception Conditions: | 1.1 AccessNet username and/or password is invalid. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Add limited administrator | |
| Scenario: | Add an administrator with a limited access level. | |
| Triggering Event: | Administrator enter and submits information on the new limited administrator | |
| Brief Description: | A limited administrator only enters information about the new limited administrator, but a manager administrator enters the information, then specifies that the administrator to be limited.  An added limited administrator can only create reports concerning the schools assigned to the limited administrator that added them.  The administrator submits this information.  This information is then added to the database. | |
| Actors: | Limited Administrator, Manager Administrator | |
| Related use cases: | Switch Administrator Access, Remove administrator | |
| Stakeholders: | DLSP Department. | |
| Preconditions: | A manager or limited administrator must login to the system. | |
| Post conditions: | The new limited administrator recorded by the system can login and use the system.  The administrator will be notified that the administrator has been recorded. | |
| Flow of Activities: | Actor | System |
| 1. Limited or manager administrator indicates desire to add a limited administrator and enters information. | * 1. System creates a limited administrator account. |
| Exception Conditions: | 1.1 An administrator does not provide the required information. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Add manager administrator | |
| Scenario: | Add an administrator with a manager access level. | |
| Triggering Event: | An manager administrator enter and submits information about the new manager administrator | |
| Brief Description: | A manager administrator enter and submits the administrator information, then specifies that the administrator to be a manager.  An added manager administrator can only access and use the system concerning the schools assigned to them by the manager administrator that added them.  This information is then added to the database. | |
| Actors: | Manager Administrator | |
| Related use cases: | Switch Administrator Access, Remove administrator | |
| Stakeholders: | DLSP Department. | |
| Preconditions: | A manager administrator must login to the system. | |
| Post conditions: | The new manager administrator recorded by the system can login and use the system.  The manager administrator will be notified that the administrator has been recorded. | |
| Flow of Activities: | Actor | System |
| 1. A manager administrator indicates desire to add a new manager administrator and enters information. | * 1. System creates a manager administrator account. |
| Exception Conditions: | 1.1 An administrator does not provide the required information. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Remove Administrator | |
| Scenario: | Remove an administrator | |
| Triggering Event: | A manager administrator selects an administrator they wish to remove and removes it. | |
| Brief Description: | A manager administrator selects an administrator and removes it.  The database is updated. | |
| Actors: | Manager administrator | |
| Related use cases: | Add Limited Administrator, Add Manager Administrator, Switch Administrator Access. | |
| Stakeholders: | DLSP Department. | |
| Preconditions: | A manager administrator must be logged on to the system. The system must have limited administrators. | |
| Post conditions: | The administrator will be removed from the system and cannot login.  The manager administrator will be notified that the administrator has been removed. | |
| Flow of Activities: | Actor | System |
| 1. Manager administrator removes administrator. | * 1. System removes an administrator account.   2. System notifies manager administrator that the administrator has been removed. |
| Exception Conditions: | 1.1 The manager administrator cannot remove themselves. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Edit Course | |
| Scenario: | Edit a course | |
| Triggering Event: | An manager administrator edits pre-existing course information | |
| Brief Description: | A manager administrator changes pre-existing course information, such as the course’s department, title, number, campus, location, school, term, and description.  This information is submitted.  This information is then added to the database. | |
| Actors: | Manager Administrator | |
| Related use cases: | Add Course | |
| Stakeholders: | DLSP Department. | |
| Preconditions: | A manager administrator must login to the system. Pre-existing course information must exist. | |
| Post conditions: | A new course is in the course list and the administrator is notified | |
| Flow of Activities: | Actor | System |
| 1. A manager administrator indicates desire to edit a pre-existing course and changes the information. | * 1. System updates a pre-existing course to the course list.   2. System notifies administrator that the course was updated. |
| Exception Conditions: | 1.1 An administrator does not provide the required information. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Add Course | |
| Scenario: | Add a course | |
| Triggering Event: | An manager administrator enters and submits new course information | |
| Brief Description: | A manager administrator enters the course information, such as the course’s department, title, number, campus, location, school, term, and description.  This information is submitted.  This information is then added to the database. | |
| Actors: | Manager Administrator | |
| Related use cases: | Delete Course | |
| Stakeholders: | DLSP Department. | |
| Preconditions: | A manager administrator must login to the system. | |
| Post conditions: | A new course is in the course list and the administrator is notified | |
| Flow of Activities: | Actor | System |
| 1. A manager administrator indicates desire to add a new course and enters the information. | * 1. System adds a course to the course list.   2. System notifies administrator that the course was added. |
| Exception Conditions: | 1.1 An administrator does not provide the required information. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Delete Course | |
| Scenario: | Delete a course from course list. | |
| Triggering Event: | Administrator selects a course they wish to remove and removes it. | |
| Brief Description: | A manager administrator selects a course and removes it.  The database is updated. | |
| Actors: | Limited administrator, Manager administrator | |
| Related use cases: | Add course | |
| Stakeholders: | DLSP Department. | |
| Preconditions: | A manager administrator must be logged on to the system. | |
| Post conditions: | A course will be removed from the system course list.  The administrator will be notified that course has been removed. | |
| Flow of Activities: | Actor | System |
| 1. Limited or manager administrator removes a course. | * 1. System removes a course.   2. System notifies administrator that the course has been removed |
| Exception Conditions: | 1.1 There are no courses in the course list | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Create Report | |
| Scenario: | Administrator creates a prospective student interest information report needed by the DLSP department. | |
| Triggering Event: | Administrator creates a report on prospective student interest in courses. | |
| Brief Description: | Administrator creates a report on prospective student interest information submissions based on the schools, area of interest or departments, and courses.  These report content generated for periods of time which can be daily, monthly, term, and custom. | |
| Actors: | Manager administrator, Limited administrator | |
| Related use cases: | Enter prospective student information, Export to Excel, Get Emails | |
| Stakeholders: | Students, DLSP Department, Temple University. | |
| Preconditions: | An administrator must be logged on to the system. System has course, prospect student and student interest information. | |
| Post conditions: | The report and/or emails are exported and sent to the DLSP department. | |
| Flow of Activities: | Actor | System |
| 1. Manager administrator indicates desire to create a report and enters report attributes. | * 1. System creates report based on submitted information. |
| Exception Conditions: | 1.1 There is no recorded student information. | |

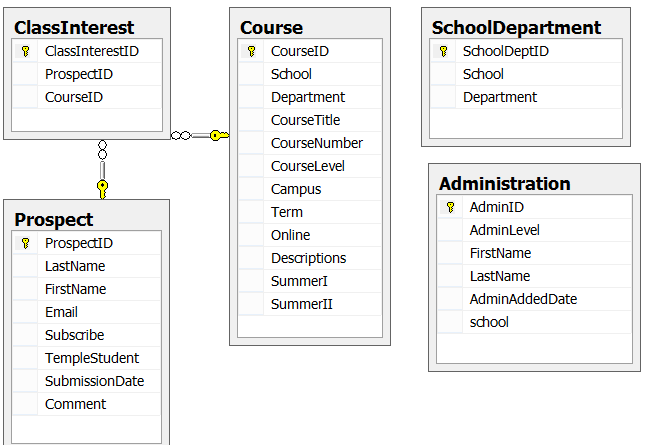
|  |  |  |
| --- | --- | --- |
| Use Case Name: | Import courses | |
| Scenario: | DLSP Department wants to post a course list. | |
| Triggering Event: | Administrator submits a properly formatted list of courses. | |
| Brief Description: | Each department provides the DLSP Department with a list of courses that are commonly offered during the Summer semesters. An administrator can submit this list to the system to be displayed on a webpage. | |
| Actors: | Limited administrator, manager administrator, DLSP Department. | |
| Related use cases: | Search Courses, Create report | |
| Stakeholders: | Students, DLSP Department, Temple University. | |
| Preconditions: | A manager administrator must be logged on to the system. Course list must be in the correct format. | |
| Post conditions: | Course list is converted into a format suitable to be displayed on a webpage.  The formatted course list is displayed. | |
| Flow of Activities: | Actor | System |
| 1.1 Limited or manager administrator submits course list. | * 1. System converts course list to proper format for webpage.   2. System posts course list to webpage. |
| Exception Conditions: | 1.1 List provided is not properly formatted. | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Export e-mail addresses | |
| Scenario: | An administrator desires a list of e-mail addresses in a report. | |
| Triggering Event: | Admin wants a list of prospective students e-mail addresses. | |
| Brief Description: | The administrator exports a copy of all the e-mail addresses of the prospective students who have submitted inquiries | |
| Actors: | Limited administrator, manager administrator | |
| Related use cases: | Create Report | |
| Stakeholders: | DSLP Department, Temple University | |
| Preconditions: | An administrator must be logged on to the system. The database must have prospect student information. | |
| Post conditions: |  | |
| Flow of Activities: | Actor | System |
| 1. Limited or manager administrator exports a list of e-mail addresses | * 1. Go into database and retrieve the e-mail addresses   2. Export the e-mail addresses to a CSV file   3. Display the CSV file to the admin |
| Exception Conditions: | 1.1 There are no e-mail addresses inside the database | |

|  |  |  |
| --- | --- | --- |
| Use Case Name: | Export reports | |
| Scenario: | An administrator desires to export a report. | |
| Triggering Event: | Administrator wants to export a report to send to the DLSP department. | |
| Brief Description: | Limited or manager administrator exports a report to excel.  System exports the report to excel. | |
| Actors: | Limited administrator, manager administrator | |
| Related use cases: | Create Report | |
| Stakeholders: | DSLP Department | |
| Preconditions: | An administrator must be logged on to the system. The database must have student information (at least one) | |
| Post conditions: | The report is opened in excel | |
| Flow of Activities: | Actor | System |
| 1. Limited or manager administrator exports report to excel | * 1. The system exports report to excel |
| Exception Conditions: | 1.1 There are recorded prospective student interest in the database | |

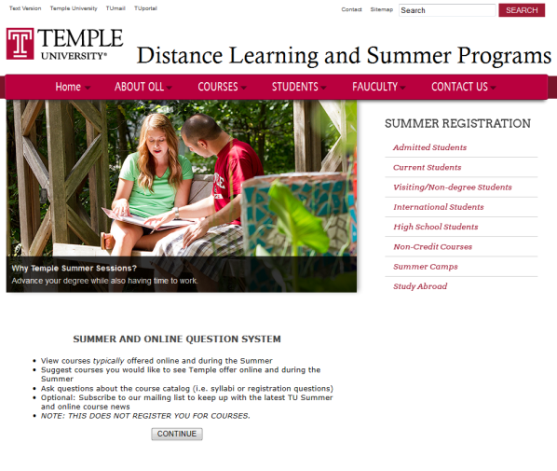
|  |  |  |
| --- | --- | --- |
| Use Case Name: | Switch administrator. | |
| Scenario: | Change administrator’s access level. | |
| Triggering Event: | Manager administrator wants to change an administrator’s access | |
| Brief Description: | Manager administrator changes an administrator’s access between limited and manager access, as well as school access. | |
| Actors: | Manager administrator | |
| Related use cases: | Remove Administrator | |
| Stakeholders: | DSLP Department, System | |
| Preconditions: | A manager administrator must be logged on. | |
| Post conditions: | The system applies the new access level of the changed administrator. | |
| Flow of Activities: | Actor | System |
| 1. Manager administrator switches a administrators access level | * 1. System updates administrator’s access level |
| Exception Conditions: | * 1. (The manager administrator changes their own access level to limited). | |

# Data Model Class Diagram



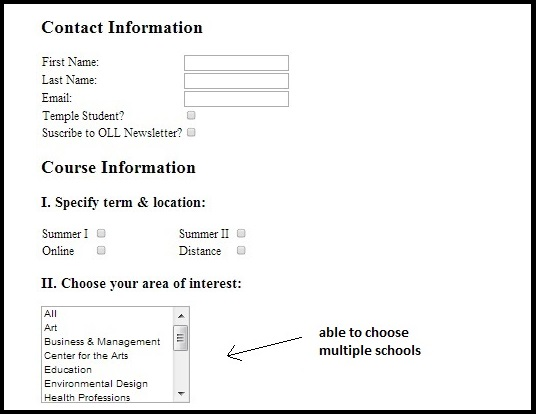
# First Semester Screen Designs

## Prospective Students



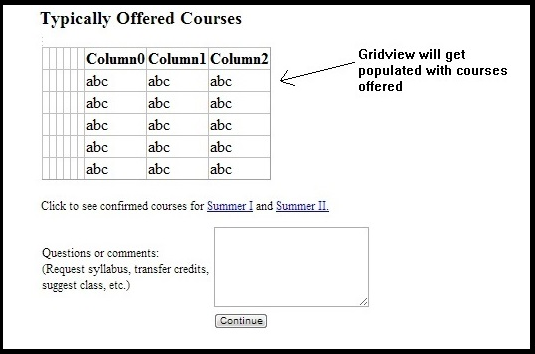
Introduction Screen

The user is presented with this initial screen that includes an overview of our system and its capabilities. It is made clear that they are not registering for classes but rather looking up information about classes and leaving class suggestions. This page is intended to show the user what they can achieve by using our system.



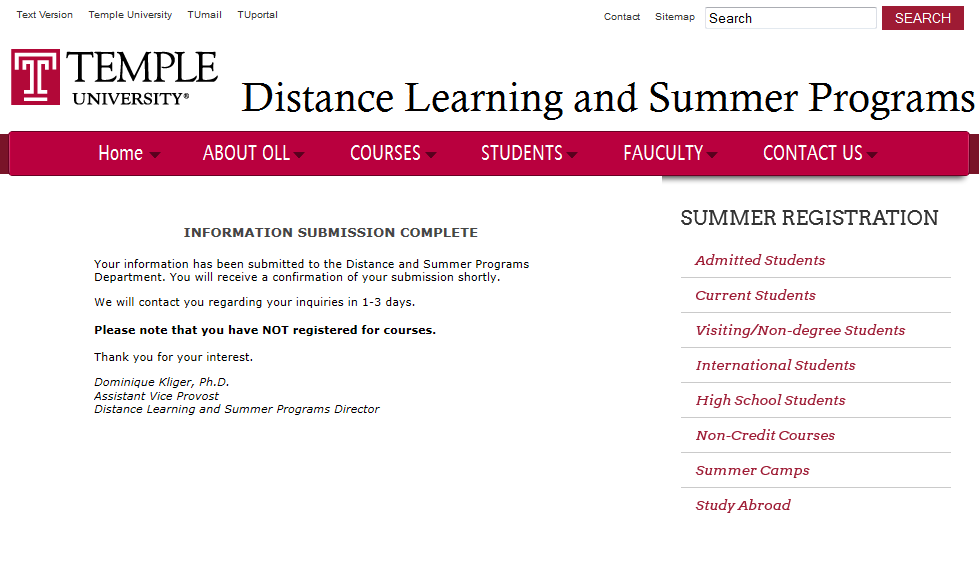
Personal & course information submission

Once the user clicks “Continue” from the last screen, they are presented with this screen. This is where personal and course information is entered.



Course information displayed

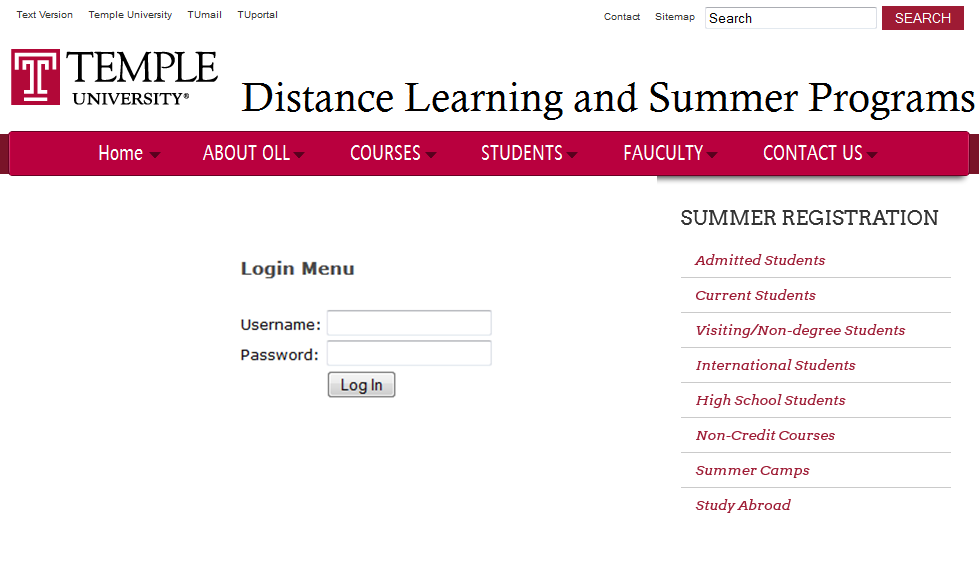
They are presented with a gridview that includes information about the classes that satisfy their query. The user has the option of notifying the Distance Learning and Summer Program department that they are interested in a course. This page will also let user type in their own course suggestion if they do not see it listed. The comment box will allow them to ask any question or suggestions they may have.



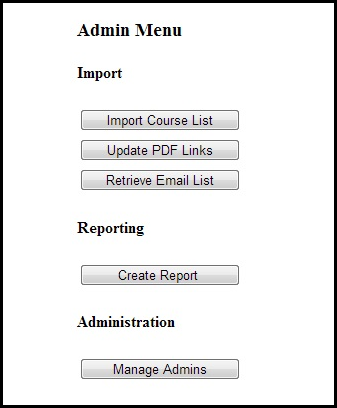
Final screen after information has been submitted

After submitting their information, users are presented with this page. This page includes Dominique’s contact information and informs the user to expect a reply from the Distance Learning and Summer Program within a certain number of business days.

## Admins

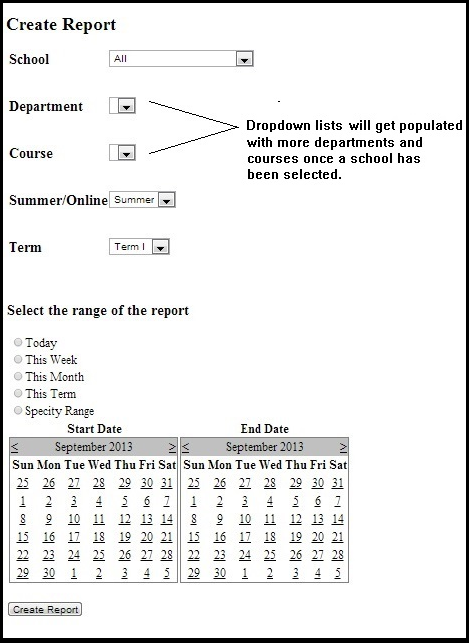


Admin login screen



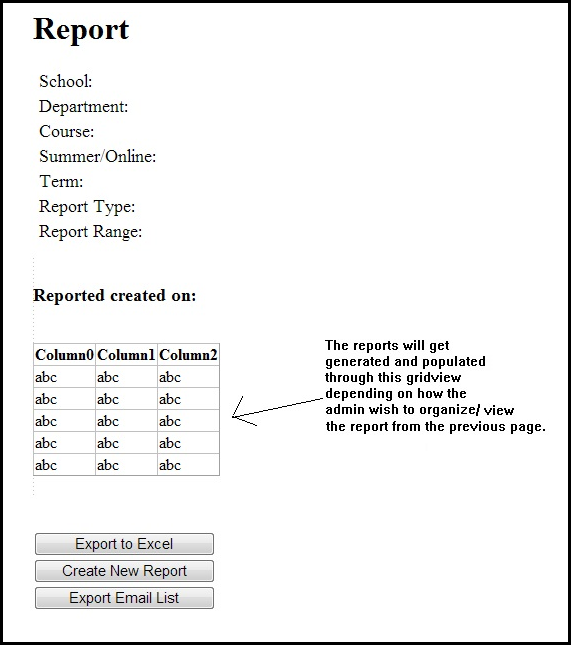
Admin functions

Once logged in, admins are presented with a menu. They can complete three different tasks: import course lists, create reports, and manage admins.



Generating report page

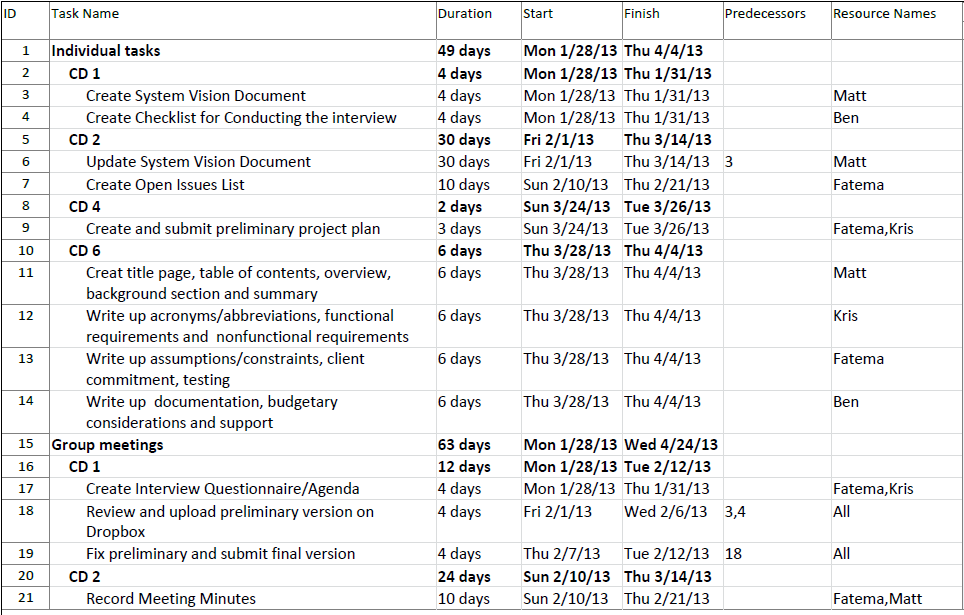
Admins are taken to this page if they wish to create a report. They can choose a school, department, and course to view the report on (by default, these values will be ALL). They can specify the time period for the report. They have five different options to choose from as well being able to choose from a specific time period from a calendar.

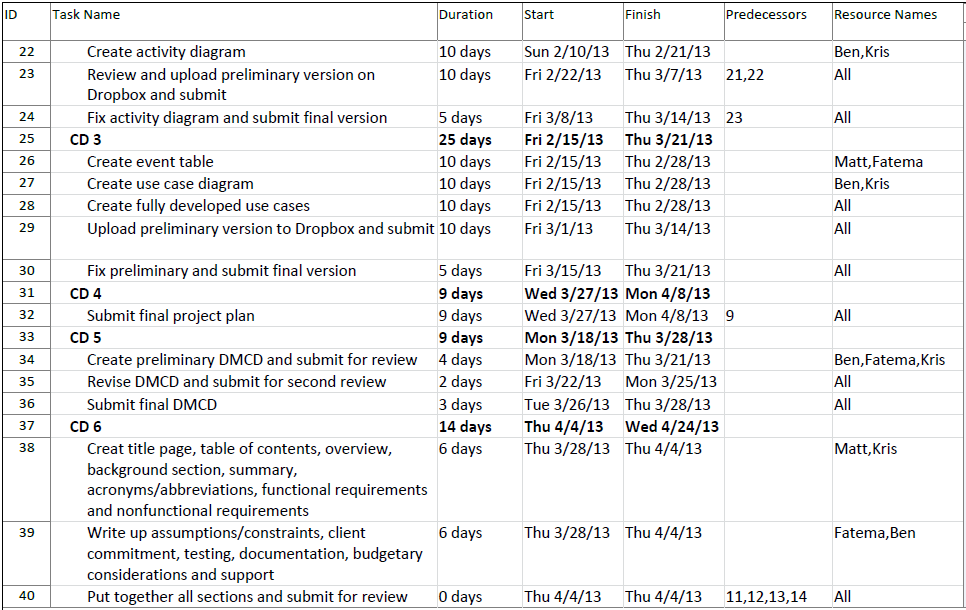


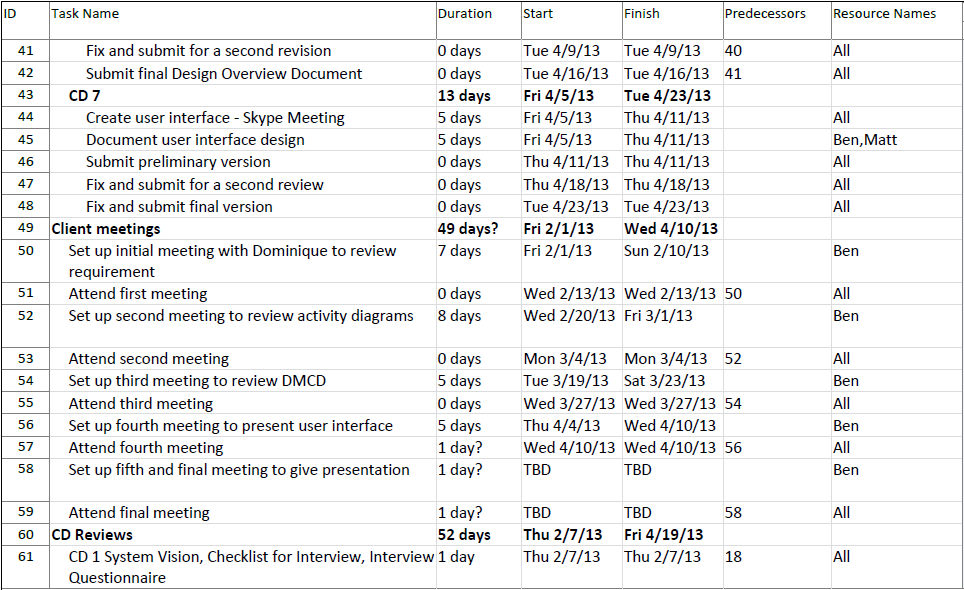
Sample report

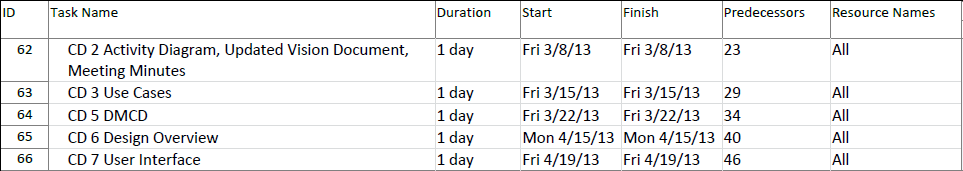
The reports will vary depending on how admins wish to organize/view the report (based on information selected from the dropdowns).

# Project Plan









# Meeting Minutes

## Meeting 1

Meeting Minutes

*February 13, 2013*

|  |  |
| --- | --- |
| *Present:* | Fatema, Kris, Matt, Ben |
| *Next meeting:* | Monday, March 4th 2013 - Ambler Campus |
|  |  |

* Goal 🡪 create a form for students to fill out in which students will indicate the classes they are interested in being offered in the summer or online
  + Fields to include in form: name, e-mail, course (students need to indicate if they would like it offered in the summer or online or both), and a section to include comments (optional)
  + Keep the form simple!
  + System needs to send out an automated e-mail to the students after they submit the form
    - Needs to be crafted towards each student
* Would like to offer an extract of the course catalogue on their website
* Most common inquires they receive from students:
  + Will credits transfer?
  + Are certain classes available to take?
  + When does registration begin?
* System must track and report on interest per class
  + I.E. Percentage/Amount of students wanting to take Bio
  + When we ask students what courses they’d like to take, I think we should have predetermined selections for them to choose from, with an optional input for them to enter ones that aren’t on that list
    - This will make it easier to track common classes
* Form submission should create and send an auto-reply confirmation to them, listing the information they sent
* Form should have an option to select if the user wants a reply/call from the department regarding questions. If this is done, it should send an alert or email to Dominique/the office.
* Before sending them to the course listing (wherever it may be), we must inform them that courses could be dropped prior to the start of that session
* Email Blasts - Dominique would like to send out automated e-mails to all students notifying them of the start of registration
  + When courses are posted
  + When courses are dropped
  + When it’s time to register
  + Reminders about the credit transfer form
  + Monthly summer mailings – December to April
    - She said these were done via postal service, but I think this could be an easy and effective use of our system to market to colleges/students
  + Market to past students - Alumni/Recent Summer-Online Students?
* Inquires about classes, not questions
* Don’t duplicate Banner
* Benefit-more students in classes=more money
* DL instead of Distance Learning and online

## Meeting 2

Meeting Minutes

*March 4, 2013*

|  |  |
| --- | --- |
| *Present:* | Fatema, Kris, Ben |
| *Next meeting:* | Wednesday, March 27th 2013 – Ritter Annex 6th floor |
|  |  |

* Can reply directly to student inquiries
  + (email the link that redirect to the page or can be accessed after logging in as an admin)
* 2 Columns:
  + - [Check mark for the inquiries they have responded to]
    - [Initials for who responded]
* Separate groups for emailing:
  + Matriculated and
  + non-matriculated
* COGNOS download
* Add FAQ
* Record school and campus information
* Ability to exclude from mailing
* Students usually request responses
* Fire Engine Red – 9-15,000 emails – 9,000 emails for summer program mailing
  + Monthly fee for Fire Engine Red?
  + Pictures/formatting

## Meeting 3

Meeting Minutes

*March 27, 2013*

|  |  |
| --- | --- |
| *Present:* | Fatema, Kris, Matt, Ben |
| *Next meeting:* | Wednesday, April 10th 2013 – Ritter Annex 6th floor |
|  |  |

* Include a date submitted for each response
* Add “school name” and “comment” to Prospect table
* Add “school/college” and “syllabus request” to Course table
* Add “online” option to list of Campuses
* TempleID is not needed in the Prospect table
* Add “description” to Course table
* List of campuses received
  + Include these campuses in a dropdown (school/college)
* Timestamp – needed to detect how long data has been in the system
* Let students know when the complete list goes up
* Option to receive copy of a syllabus
  + Syllabus request

## Meeting 4

Meeting Minutes

*April 10, 2013*

|  |  |
| --- | --- |
| *Present:* | Fatema, Kris, Matt, Ben |
| *Next meeting:* | Wednesday, April 17th 2013 – Ritter Annex 6th floor |
|  |  |

Comments about the user interface:

Include the personal information and course information all in one page

Main page (instructional page)

Include a main header

Inform the user why the system is beneficial to them

Create a different title for this page

Let users know this is optional

Let users know they can ask questions about course catalogue

Personal Information page

Call this page Course Information

Course Information page

Include a dropdown of colleges

Let users know these are *typically* offered courses

Include a link to see a pdf of a complete list of confirmed courses

Include a checkbox next to each course to Request Syllabus for that course

Information Submission Complete page

Change OLL to Distance Learning and Summer Programs

Let users know to expect a reply in 5-7 business days if they had any questions

Display Dominique’s contact information

Reports

Reports should have the following columns:

Semester

College

Student Name

Email

Comments

Selected Courses

## Meeting 5

Meeting Minutes

*April 17, 2013*

|  |  |
| --- | --- |
| *Present:* | Fatema, Kris, Matt |
| *Next meeting:* | Friday, May 3rd 2013 – Ritter Annex – Final Client Presentation |
|  |  |

This brief meeting was to recap what we have changed since the last client meeting, where we presented Dominique with the user interface.

Next meeting – we will be presenting the final client presentation to Dominique as well as 15-20 people from other departments.

## Meeting 6

Meeting Minutes

|  |  |
| --- | --- |
| ***Present:*** | Fatema, Kris, Gordon, Joshua, Dominique Kliger |
| ***Meeting Location:*** | Thursday, September 12th, 2013 – Ambler Campus, Conference Room |
|  |  |

* Website to implement system: temple.edu/summer
* Take course and department dropdown out from prospect section
* Change school to “Area of Interest”
* Capture what schools prospects are most interested in
* Retrieve list of email addresses in the database (text file & Excel)
* Make report gridviews sortable
* Give admins option of getting reports for all schools
* Contact Mike to discuss styling (CSS/master page) questions
* Next meeting: after completion of Sprint 1
  + October 3 – 10AM (Main Campus)

## Meeting 7

Meeting Minutes

|  |  |
| --- | --- |
| ***Present:*** | Fatema, Kris, Gordon, Joshua, Dominique Kliger, Mike Hagle |
| ***Meeting Location:*** | Thursday, *October 3rd, 2013* – Ritter Annex 6th floor |
|  |  |

* Add another column for gridview in prospectInformation
* Show Summer I or Summer II
* Get screenshots for Dominique or put the project online and give her the URL
* For “Contact” on Prospects, make 2 checkboxes “yes” or “no”?
* Put a disclosure of when certain courses will be available
* Take out padding for the responsive Admin pages
* Typo on “subscribe” on prospect page OLL newsletter
* Change it to say “Receive updates?”
* Limited admins can only add limited admins
* Limited admins can only create reports
* Summer I, Summer II or both for all dropdowns
* No confirmation emails
* Summer/ online should have both on reports
* Generate reports for subscribed prospects (name and emails)
* Term I and Term II should be Summer I and Summer II instead
* Change header to say “Distance Learning & Summer Programs”
* Test in IE8
* Put the word “Learning” After Distance in the header in the admin side

## Meeting 8

Meeting Minutes

|  |  |
| --- | --- |
| ***Present:*** | Fatema, Kris, Gordon, Joshua, Dominique Kliger |
| ***Meeting Location:*** | Wednesday, *October 23rd, 2013* – Ritter Annex 6th floor |
|  |  |

Prospective Students Page

• Change colors – soften the look for the prospect page (fake content for demo)

• Search results should show the following additional columns: Online and Campus

• Change the texts for all sections as discussed Admin Pages

• Give admins the ability to add Schools to the dropdown list

• Change the “Online” checkbox to say “Online Only” in Reports page

• Add the following columns in the Reports: Online, Campus, Subscribed?

• Limited admins should only be able to create reports for their schools (maybe-need to find out if we need to do this)

o Assign a School for admins when in the “Add Admins” page

## Meeting 9

Meeting Minutes

|  |  |
| --- | --- |
| ***Present:*** | Kris, Gordon, Wendy Urban, Rose McGinnis |
| ***Meeting Location:*** | Wednesday, *October 30, 2013* – 406 Wachman Hall |
|  |  |

**Prospect side**

* wants to know if Summer I/ Summer II is this coming summer
  + Should show year in Term
* Wants us to use checkboxes for Summer I/ Summer II instead of dropdownlist
* Is online only referring to Summer online or is Fall & Spring Online included also?
  + Ask Dominique to make sure
* Very important we ask Dominque to give us Course List before November 8th
* Wants to be able to sort by Department in gridview
* When gridview is displayed for the courses, user may not know "continue" is on the bottom of the screen. User may not know they need to click continue. Rose suggested to put the "continue" button on the top or figure out a way to let the user know to scroll down to the bottom of the gridview.
* footer will show contact information so no need to put it in the Final pane.

**Add Admin**

* Say "Select One" instead of "Pick One" in Add Admin
* capitalize the "s" in School
* Rose Suggested to not put the upload spreadsheet on the same page of Add Course
  + Wendy said she thinks it’s fine since Dominique uses the system

**Delete Courses**

* Sortable gridview on Delete Courses Section

**Add Courses**

* Instructions on second bullet of add course is weird.
  + Thought the instructions were a little weird and confusing
* Campus should be a dropdown list?
  + Ask Dominique if she wants to keep track of same course offered in different campuses separately (ie. CIS 1057 MN, CIS 1057 CC, CIS 1057 AMB) or if she wants it like how it is now (ie. CIS 1057 MN, CC, AMB)
  + If she wants separate, campus should be "key"
* Shrink text box for number only on Course number in Add Course section
  + Limit the characters to 4 (no more, no less)
* Need to add edit courses page
* Fields (for uploading excel) should match textboxes

**Create Reports**

* Reword "Select the timeframe of Prospect Inquiry " on Create Reports page

Take out "This Term" option

## Meeting 10

Meeting Minutes

|  |  |
| --- | --- |
| ***Present:*** | Kris, Gordon, Fatema, Joshua, Dominique Kliger |
| ***Meeting Location:*** | Thursday, *November 7th, 2013* – Ambler Campus, Conference Room |
|  |  |

* Demo on November 8th, in Weis Hall 6th Floor.
* Between 9:30 am – 10:30am. We will demo first at 9:30
* Dominique submitted 2 comments to us regarding the prospect side.
* Minor things
* Wanted text to be changed in the “Thank you” pane.
* “Click to see all online courses offered”
* Take out “Department” in Distance & Summer Programs on the “Thank you” pane.
* Assign multiple schools to admin.

## 