CRSMGR GROUP-WORK ASSISTANT (CGA)

COMP 5531, GROUP 5

Winter 2022 – Section NN

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The Project Description:

Our team designed a web application driven by a relational database system. The interface design mimics the existing Course Manager website so that it can act as an extension or assistant to it. We have implemented the system using CSS/HTML and made it accessible to users through popular web browsers such as Chrome.

We created a MySQL database and used PHP and JavaScript for the server-side to support the functionalities. Based on the requirements given, we identified the necessary and nice to have functionalities of our web application and established an ER diagram. We then created a Relational Database Schema using this ER diagram to generate the collection of tables we used to support various activities and services of our application.

Our application will act as a common platform for instructions, TAs, and students to view and share information about a course. Additionally, it will allow students to have more opportunities to communicate with other team members. The detailed functionalities supported by our application are outlined in this draft report. Additionally, we have included the assumptions we made, our design decisions, the limitations of our application, the user guide and more. Please refer to the Table of Content on the previous page to locate specific topics you would like to see.

The Assumptions We Made:

Based on the requirements given to us for this project, we made the following assumptions while developing our Course Manager Group-Work Assistant application:

1. **Assumption:** One course can have multiple course sections. Each course section will have numerous course groups, and each course group will have one group leader.

   Rationale: Since our CGA should handle multiple courses, we felt it would be ideal to mimic reality and ensure that we have multiple course sections available for each one - not just one-course section per course. The differentiation between the course sections could be the instructors or course time.

2. **Assumption:** Students cannot simultaneously belong to multiple course groups within one-course section. They can belong to multiple groups simultaneously, provided these groups are in different courses.

   Rationale: Students can be placed into a different group at the end of a marked entity, but they must be with the same group until that group marked entity is completed. Students cannot belong to multiple groups simultaneously for the same marked entity/course section because it would not make sense and cause an error/duplication in data.

3. **Assumption:** There are four types of users for our CGA application:
   - Administrator: has access to all functionalities
   - Instructor: has access to almost all functionalities
   - TA: has access to most functionalities

- Student: has access to limited functionalities

Rationale: As there will be multiple courses and course sections, we cannot guarantee that the instructor will be the same. Thus, we assume the instructor is not necessarily the administrator. The administrator should be able to insert, delete or edit courses, course sections, instructors, etc. Therefore, it will not make sense for the instructor to be the administrator if they only teach one of the courses listed on our CGA application.

4. **Assumption:** There are three types of discussions available in our CGA web application:
   - Marked Entity Discussions
     - Discussions within a course group about specific marked entities
     - i.e., group discussion dedicated to Assignment 3
     - Visible to members within that group, instructors, and TAs
   - Group Discussions
     - General discussion forum for the group
     - i.e., sharing useful sources relevant to course topics or planning team meetings
     - Visible to members within that group, instructors, and TAs
   - Section Discussions
     - Public forums within the course section
     - Visible to all students enrolled in the course section, instructors, and TAs

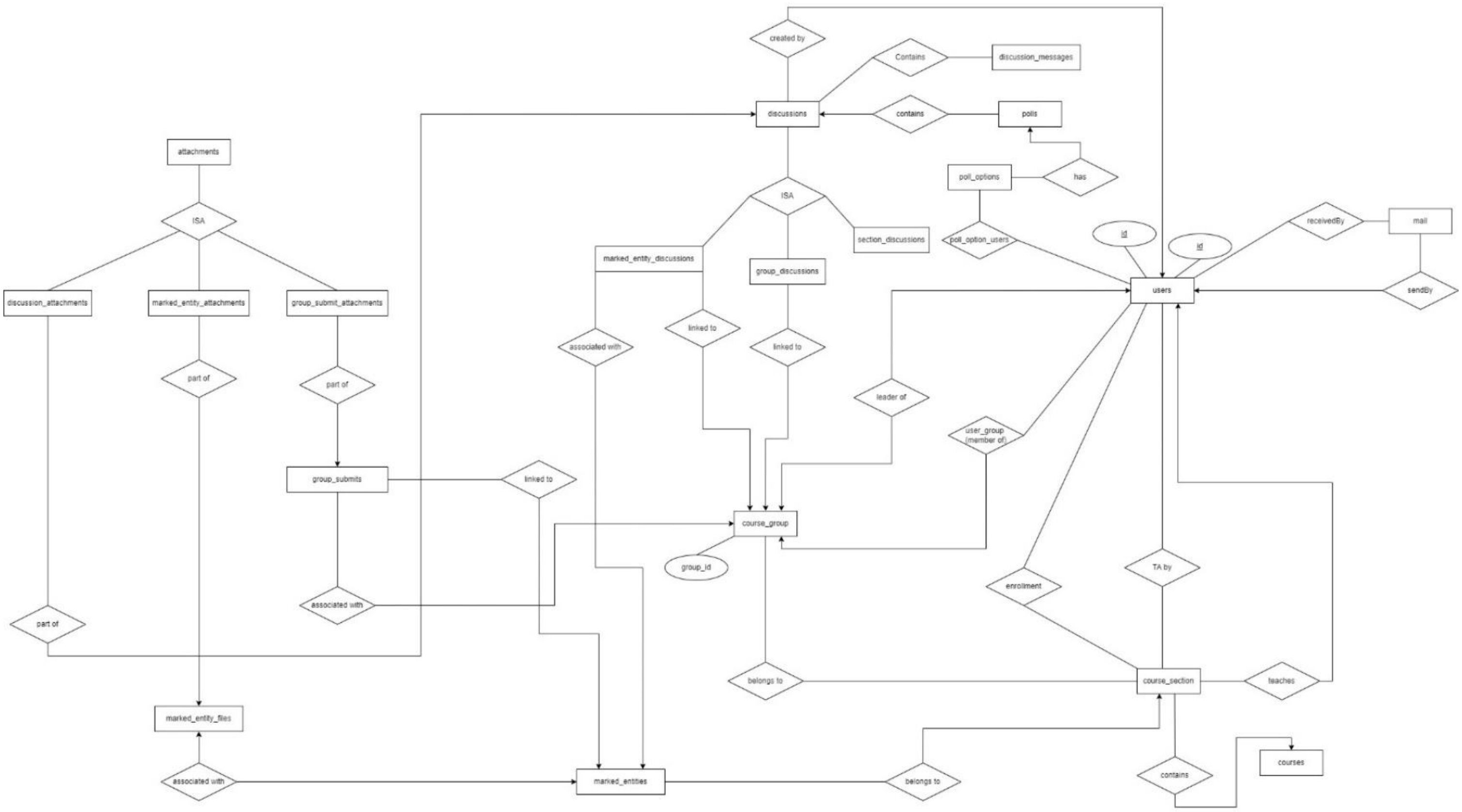
Rationale: We believe this will keep our group discussions organized and allow for more options for the users. Students, TAs, and Instructors can post in the public forum to share files and texts with the class. Students can also share files and texts with other students in the same group (for specified group marked entities or in general). The instructors and TAs will be allowed to view these private forums, but members from other groups will not be able to.

5. **Assumption:** There are three types of attachments considered for our CGA web application:
   - Marked Entity Attachments
     - Attachments posted by the instructor or TA
     - i.e., Assignment 2 Questions
   - Group Submit Attachments
     - Attachments submitted by the group
     - i.e., Completed assignment 2
   - Discussion Attachments
     - Attachments posted or shared within a forum
     - i.e., Partial answers or draft of assignment 2

Rationale: As mentioned in the previous point, there will be three different types of discussion forums. Thus, indicating the three potential types of attachments users can upload/download.

The ER Diagram:

Based on the requirements given to us, we created the following ER diagram. This is our understanding of the requirements and what we referenced while building the database and structure of our application.



The User Interface Design Decisions:

The user interface of our CGA application mimics the current Course Manager website. We maintained consistent color schemes and designs so our application could act as an extension to Course Manager. Here are some of the major design decisions we made for our user interface:

1. **Home Page:** Our home page has a header menu and the "Landing Page". In the header menu, we have actions for Home, Account Settings, and Email. In our "Landing Page" we have actions such as Create a New User, Manage All Users, Manage Courses, etc.

   Rationale: We separated the actions like this because we felt this would make our home page more fulfilling. The header menu contains all actions that can be accessible no matter what page the user ends up on. We also implemented an email notification feature so users will know when/if they have unread emails in their inbox by looking at the header menu.

2. **Account Settings:** Administrators can change the details of their accounts by going to Account Settings. These details include: First and last name, email, and password. Other users can only change their password in Account Settings – they can not edit other details such as name and email.

Rationale: We decided to put a restriction on the details other users can alter to avoid any potential confusion. If students were to change the name on their account, this will also change the database and might cause confusion when the instructors or TAs are inputting grades for this student. We want to avoid this entirely and thus put the restriction there.

3. **Current User:** We display the current user at the top left corner of every page and a "Logout" button next to the user's name.

   Rationale: This sets an easy reminder for those users who might have two accounts. If the administrator wants to test this application for bugs or changes, they can be reminded of who they have logged in as and can easily choose to log out.

4. **Quick Navigation Menu:** On the Landing Page we have implemented a Quick Navigation Menu for convenience of the users. Users can use this tool to easily access information for the marked entity files or discussion forums associated to a group. All users will have access to this tool.

   Rationale: Our web application was built in a hierarchical structure which led too many navigations – particularly for the discussion forums and marked entity files. We implemented this to provide a short cut for all users to easily access the files or discussion forums they desire.

5. **Email Feature:** Users can email other users registered within CGA by typing in the recipient's email address which is unique and will not cause any duplication.
   a. Users can send emails to multiple recipients by separating the usernames with a semicolon.
   b. Users can delete emails in their inbox and/or outbox without influencing the corresponding sender or receiver's mailbox.
   c. Unread emails are bolded

   Rationale: We chose to go with email addresses to consider future compatibility with external email accounts. We chose to separate the recipient usernames with a ";" as this is a functionality used with Gmail and gives a clear indication of the end of one user id and the start of another. We believe sending mass emails using the semicolon separator allows for more flexibility (users can choose to send the mass email to all users or only to some users).

The Limitations:

Here are some of the limitations of our CGA web application:

- **Compatibility with Third-Party Tools:** There is a limitation in the number of third-party tools that could be used with our application.
  - Our file upload feature is done locally; thus, if our application is published onto a web server, there might be some things that will need to be refined.
  - The search function in our discussion forums may not be precise due to the limitation of third-party tools we can use.

- **Email Feature:** Our email feature allows users to send mass emails by separating usernames with semicolons. If an instructor would like to send an email to all students, they will have to type in the username of each student one by one, which can be time-consuming. Additionally, our email feature only allows users to send emails to those registered in our CGA system.

- **Potential Time Inconsistency:** Our discussion board makes use of local time. If some students contribute to this board from Montreal while others contribute from a different province or country, it could lead to potential inconsistent time stamps.

- **Type Validation Method:** We used the type validation method to pinpoint the type of users logged in and types of attachments uploaded. Using this method allows for more flexibility in changes in the future. The only limitation is the possibility of affecting our overall database structure, making it no longer in 3NF or BCNF.

The Applications Supported:

Here are some of the major functionalities of our CGA application.

1. **User Account**
    - Admins can create accounts with a username and password
    - Four different types of users can be created
        i. Administrator
        ii. Instructor
        iii. TA
        iv. Student
    - User functionality is based on the given requirements
    - Users can log in, log out and edit their passwords

2. **Course and Group Enrollment**
    - Students can enroll in their desired course/course section
    - Students can select the groups they want to sign up for
    - Students cannot join the same course or course group twice
    - Administrators can create courses, course sections, and groups and assign students
    - Instructors can create groups and assign students to groups

3. **Internal Email Feature**
    - Users can send emails to a single or multiple recipients
    - Users can view their inbox for received emails and outbox for sent emails
    - Users can send emails to themselves
    - Users can delete emails in their inbox and/or outbox
    - Unread emails are bolded in the user's inbox
    - Users can see the number of unread emails in the header menu

4. **Discussion Forums**
    - Each group has a discussion forum that are accessible only by the members of that group, the TAs, and the instructor

- Users can create discussion topics and reply to existing topics
- Traceability of who did what and when for which forum
- Instructors can create discussion posts
- Users can upload attachments to the discussion forums

5. **File Attachments**
    - Users can upload attachments (one zipped folder or multiple separate files)
        1. Instructors uploading marked entities (i.e., assignment criteria)
        2. Students uploading completed marked entities
    - Users can download attachments
        1. Students downloading marked entities uploaded by the instructor
        2. Instructor downloading completed marked entities submitted by the students/groups

6. **Meeting Scheduler**
    - Users can schedule meetings through our CGA application
        1. Set the date and time of the meeting
        2. Set meeting title and the agenda
    - Users will be able to see the list of planned meetings and past meetings
    - Users can start/end meetings and take meeting minutes
        1. Meeting start time and end time both recorded
        2. Visible agenda
        3. Available space for taking meeting minutes

The Database & Logic Design Decisions:

Here are some of the significant database design decisions we made:

1. **Triggers:**
    a. **noDupSection:** Prevents students from being added into two sections for the same course.

    b. **noDupGroup**: Prevents students from being added into two or more groups for the same course section.

    c. **DeleteAttachment**: To ensure all related attachments to a marked_entity_files are deleted when the marked_entity_file is deleted.

    d. **trans_update & trans_delete**: Keeps track of users who leave a group (either update or delete) into the leftMarkedEntity table.

    e. **add_attach, update_**attach: Records the action (adding or updating the attachment) into the file_action table.

2. **Constraints:** In addition to the primary and foreign key constraints, we also used the following:

a. **UNIQUE**: To ensure all user emails are unique and no duplicates will be allowed.
b. **DELETE CASCADE:** When a user is deleted, log-in information will be deleted to ensure no data is hidden in the void, unlinked to anything.
c. **UPDATE CASCADE ON DELETE CASCADE:** When ***x*** is updated or deleted, the information for ***x*** in ***y*** will also be updated or deleted to ensure the linked entity is automatically updated or removed. The areas we used them in:
   i. Course and Course Section
   ii. User and Enrollment
   iii. Course Section and Enrollment
   iv. Course Section and Course Group
   v. Course Group and User Group

3. **Users:** There are four types of users our CGA will allow (Administrator, Instructor, TA, Student). We have decided to store the different user types into a list of integers, and each number represents a role. We chose this design decision because we felt it would be better to keep each field separate to make it easier for certain operations in the future.

4. **Attachments:** When an attachment is uploaded into our web application, it is uploaded as a temporary file that is not stored. We have a function that will check for validation. When it succeeds, it will be uploaded and stored in our CGA. If the uploaded file is incomplete or invalid, the temporary file will be deleted – this will ensure our storage is not wasted and our code will not be affected.

5. **Discussion Forums:** We chose to implement our discussion forums with the help of ajax. The discussion forum web page can be refreshed immediately after the user creates a post with this method. This brings more convenience for the user as they do not have to manually click refresh after posting a comment or creating a new discussion topic.

The Meeting Log:

Here is a record of the zoom meetings we have logged throughout the semester:

Day	Date	Duration	Attendees
Thursday	February 10th	2 Hours	All Members
Sunday	February 27th	1 Hour	All Members
Wednesday	March 16th	1 Hour	All Members
Monday	March 28th	1 Hour	All Members
Wednesday	April 13th	2 Hours	All Members
Saturday	April 16th	2 Hours	All Members
Wednesday	April 20th	2 Hours	All Members

*We also have a group chat where we continuously shared our progresses and roadblocks. *

The Contributions:

Our team spent a lot of time brainstorming and designing our CGA web application. Each member was assigned some primary responsibilities, but we still made sure to help each other complete tasks and ensure our parts were all compatible. Here is a breakdown of the responsibility of each team member:

1. Xiang Chen Zhu:
    - User Management
    - Discussion Forums
    - Marked Entities
2. Xiao Fan Xing:
    - Email Feature
    - Account Settings
    - Password Reset
3. Zong Quan Mao:
    - Course, Course Section, Group Creation
    - Instructor Implementation
    - Course Group Feature
4. Jessica Chen:
    - ER Diagram
    - Documentation
    - Login Page
    - Testing

The Changes We Have Made (Since the Demo):

We really appreciated having the chance to receive some feedback from Reethu and Yogesh before the final submission. They pointed some work to be done on our user interface, ability to handle error messages, easier navigation, etc. We took the feedback and refined our system as best as we could in the short period of time. Here are some of the major changes since the Demo:

- Refined ER diagram
- Refined User Interface:
    - Took away unnecessary white space
    - Fixed spelling mistakes
    - Created Quick Navigation Menu for easier access to certain locations
    - Put more restrictions on user input and implemented error messages if input is invalid
- Ensured Instructors cannot assign Students to two groups at the same time
- Completed discussion forum with attachment uploads
- When assigning Students to course sections or groups, admin will use Student ID instead of User ID.

Aside from that, we completed a more thorough testing for our entire system. We found various bugs here and there but were able to fix all of them.

The Installation Guide (README):

Here is an installation guide to ensure everything is set up and ready for you to access our CGA web application. We have the same installation guide in our README file, but this will include more details and some screenshots to provide some visuals.

Requirements: PHP 8.0 and MySQL

Installation Guide:

1. Download the zip file we submitted and extract the contents to your desired location
2. Open the folder and go into the COMP-5531-w22 folder
3. Before opening the terminal, you will need to change the password credentials for the following files:
    - config.php (in COMP-5531-w22)
    - config.php (in COMP-5531-w22 → public → sub_forum)

      Please only change the "$password" to your MySQL password

```
config.php
<?php

/**
 * Configuration for database connection
 *
 */

$environment = "dev"; // dev/test/prod
$host        = "127.0.0.1";
$username    = "root";
$password    = "PASSWORD_HERE";
$dbname      = $environment."_cga";
$dsn         = "mysql:host=$host;dbname=$dbname";
$options     = array(
                 PDO::ATTR_ERRMODE => PDO::ERRMODE_EXCEPTION
               );
```

4. Save the file and open a terminal in the **COMP-5531-w22** folder
5. Type **php -S localhost:4000** to get it started
6. To set up the database and tables: http://localhost:4000/install.php
7. To go to the go to the main page or to login: http://localhost:4000/public/index.php

CGA Login Credentials:

Administrator	Email: admin@concordia.ca
	Password: root

Instructor	Email: instructor@concordia.ca
	Password: 0000

Student	Email: student@concordia.ca
	Password: 123456

The User Guide:

Here below is a guide in using our CGA application. If you have not already, please follow our installation guide to ensure the database and tables have been created successfully.

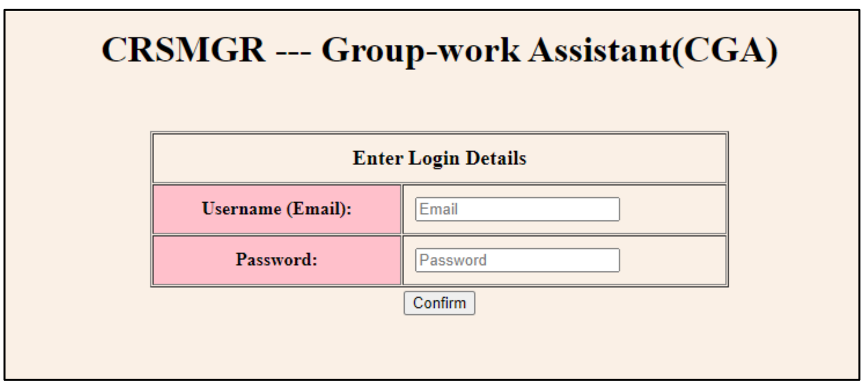
In this guide, we used >>> to indicate any actions required for you to perform to experience the full functionalities of our web application. Should you enter any issues with any of the functionalities, please feel free to contact our support team:

Name	Email
Jessica Chen	c_jess@encs.concordia.ca
Xiang Chen Zhu	x_zhu202@encs.concordia.ca
Zongquan Mao	zo_mao@enc.concordia.ca
Xiaofan Xing	x_xiaof@encs.concordia.ca

Please expand the following headers to see further details on how to perform certain functionalities within our web application. We hope you enjoy!

The First Log-In (as Admin)

As this is probably your first time visiting our CGA web application, you will have to login as the pre-set administrator. The login page should look something like this:



>>> Please login as an Admin with the following credentials:

- Username (Email): admin@concordia.ca
- Password: root

>>> Click **Confirm** to enter our web application.

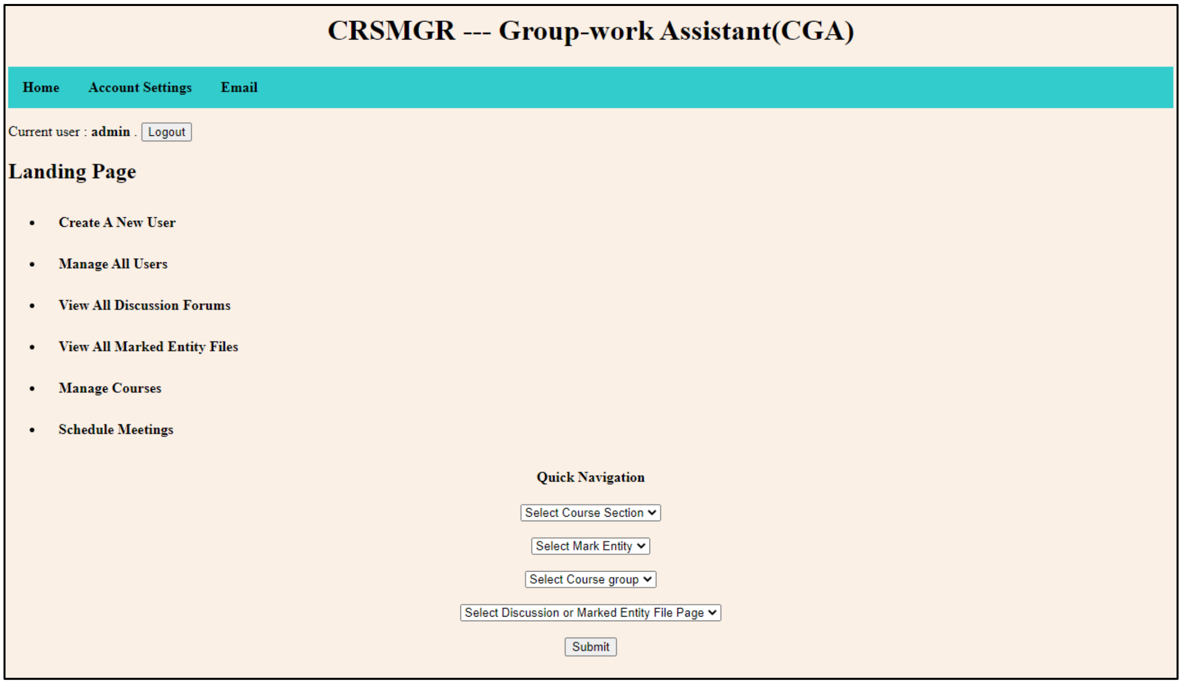
*If you do not enter the correct information, an error message will pop up above the form. You will not be able to see the details within our application without entering the proper credentials. *

The users created by the Administrator will also be logging in through this page with the credentials you (the administrator) give them. They will be able to change their passwords after logging in once – more on password changing in the “Editing Your Account” section.

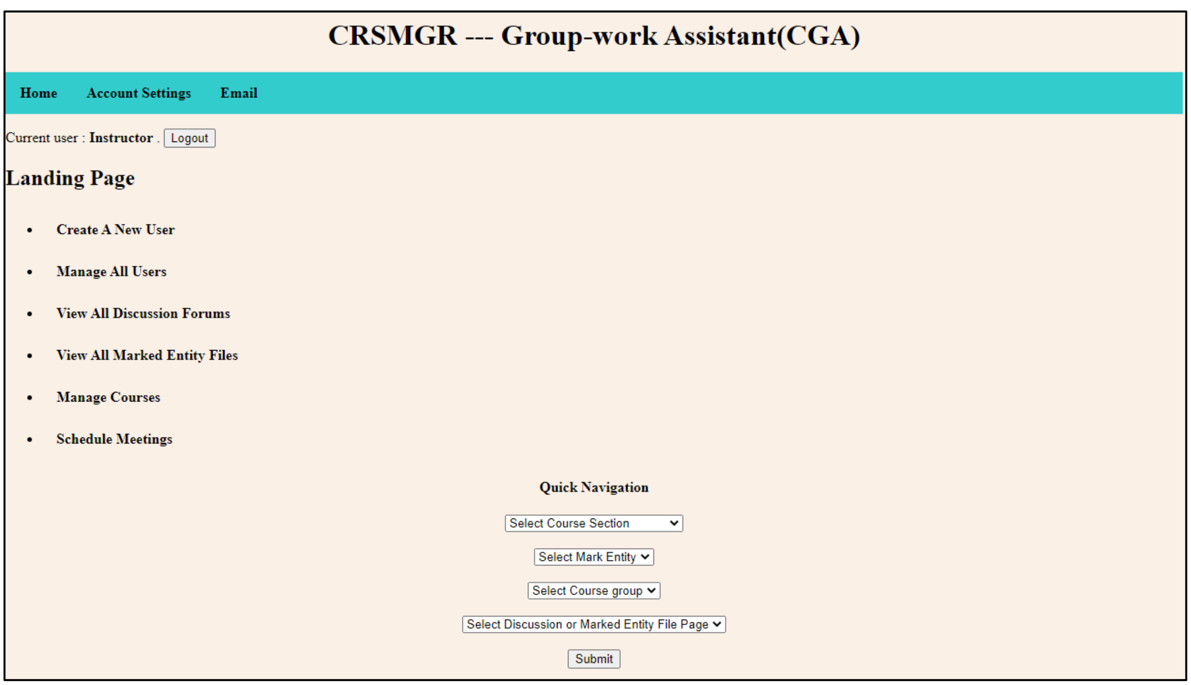
The Home Page

After logging in, you will be redirected to our Home Page. The content in the "Landing Page" will be slightly different for each type of user – dependent on their level of access. However, the header (Home, Account Settings, Email) will remain the same for all users.

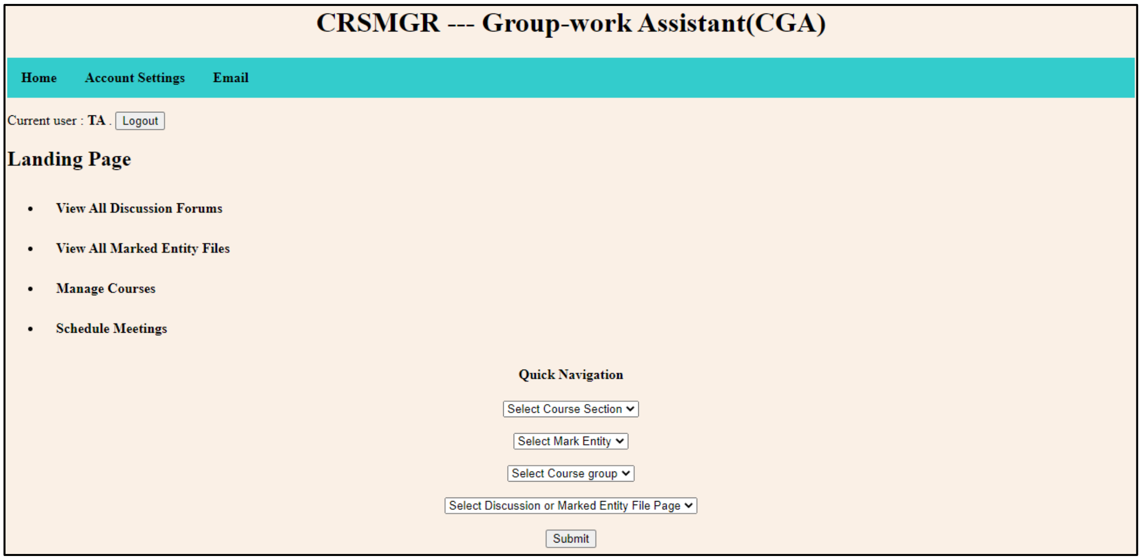
The Administrator's Home Page:



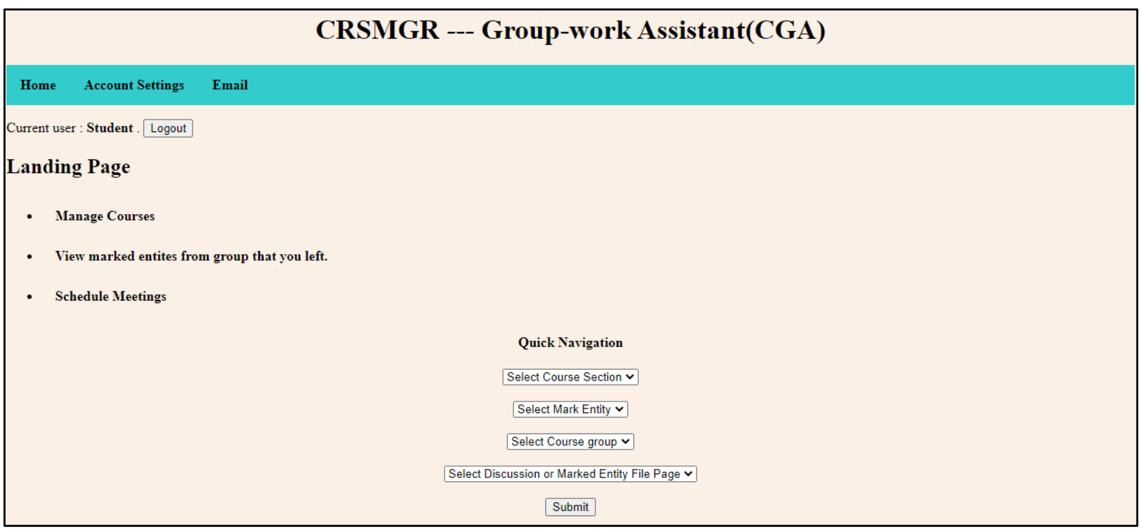
The Instructor's Home Page:



The TA's Home Page:



The Student's Home Page:

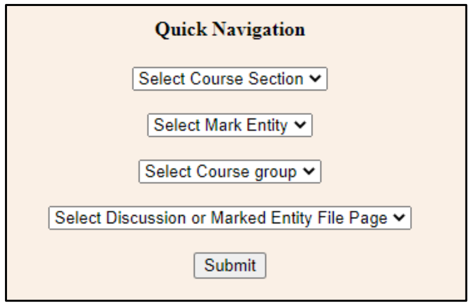


>>> If you are browsing a different site, simply click **Home** to return to this page.

>>> To logout of your current session, simply click **Logout**.

*Once you log out, you will not longer have access to any content in the Landing Page or other pages of the web application.

>>> The **Quick Navigation** menu allows all users to easily access their desired **Marked Entity File** or **Discussion Forums.**



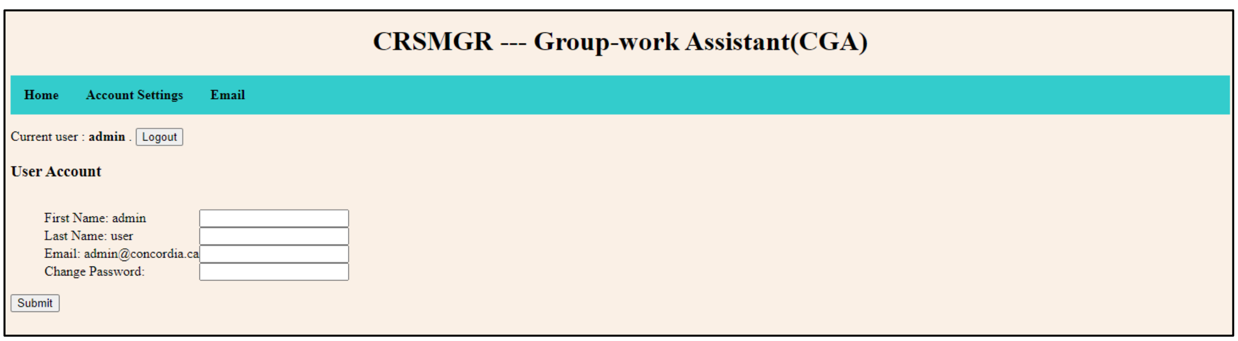
>>> To go to a particular discussion forum or marked entity file page, simply go through the drop-down menus, and **select** the **course section**, the **marked entity**, the **course group**, and **either Discussion or File Page**. Then click **Submit.**

*If you do not have any course sections associated with your account then there will not be any options available.

There is another way to reach the discussion forums and marked entity file pages – this is discussed later in the user guide.

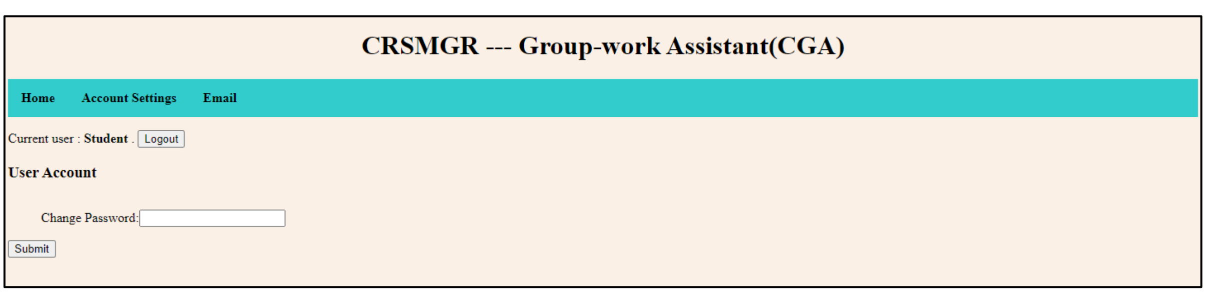
Editing Your Account

As an Administrator, you can change your account details by going to **Account Settings** located on the top navigation bar (header). The page should look something like this:



>>> Once you have inputted the desired information, please click **Submit** to update your account details. You will be able to see the change if you go to **Manage All Users** located on the Home page or the next time you log back in.

To ensure accuracy, we do not recommend users (other than the admin) changing their own account details – other than the password. The Account Settings page for all other users should look something like this:



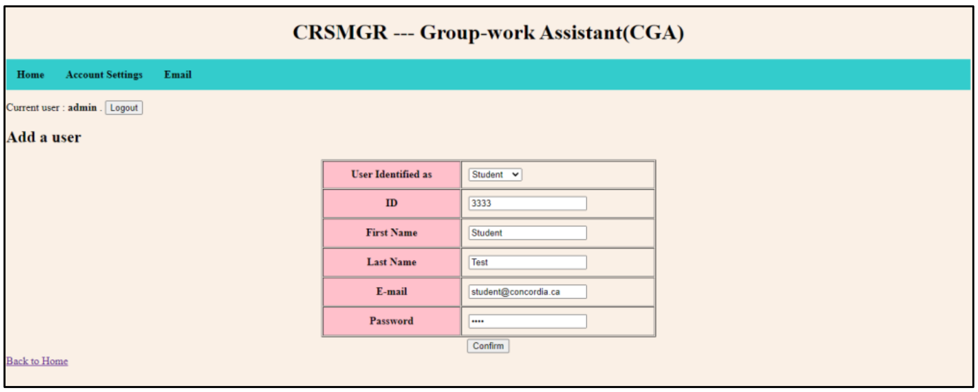
>>> Once you have inputted the desired information, please click **Submit** to update your account details. The page will refresh, and the new password will be linked to your account.

Creating/Editing/Deleting a User

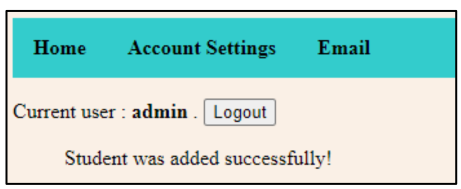
To Create a New User (Admin)

As an administrator, you have the capability to create a new user. The currently available user types are Administrator, Instructor, TA, Student.

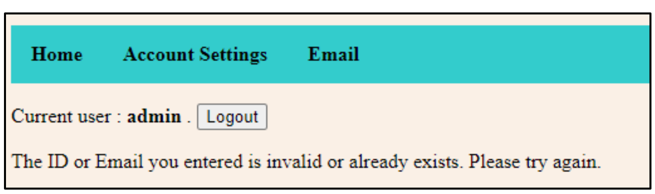
>>> To create a new user, click **Create a New User** located on the Home page to be redirected to this form:



>>> Fill out the form with the appropriate information and click **Confirm** to create the user. When a user is successfully added, a success message will appear on the top left corner:

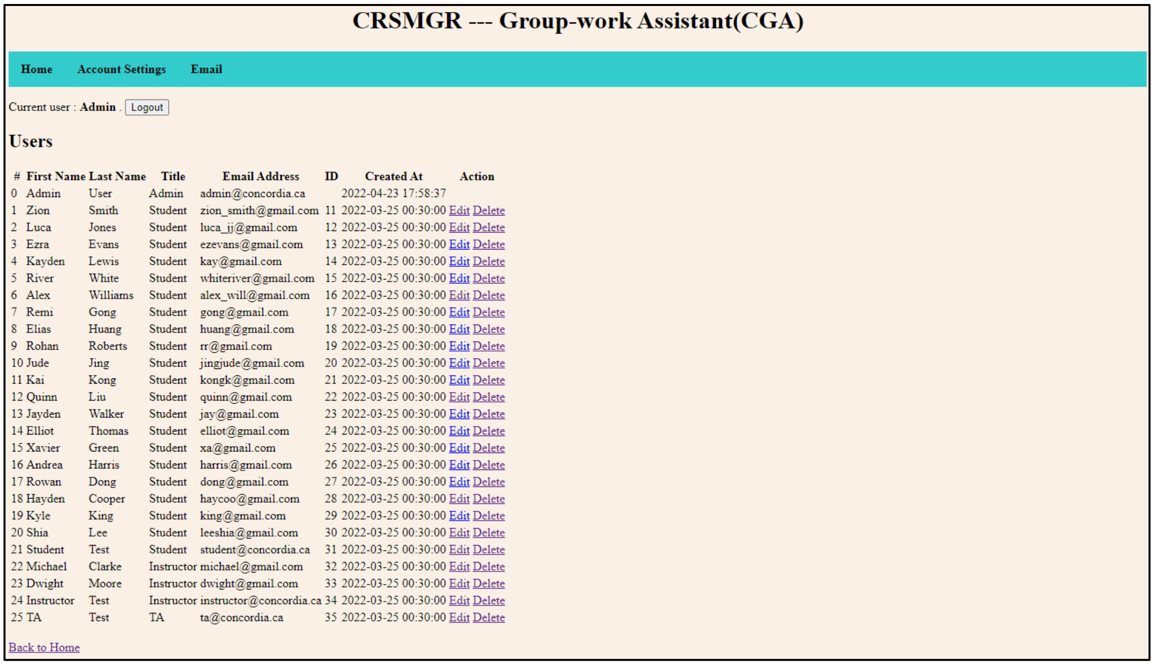


If you try adding a user that already exists, an error message will appear on the top left corner:



To Edit an Existing User:

>>> From the Home page, click **Manage All Users** to be redirected to a page that contains a list of users that are currently in our database. It should look something like this:



CRSMGR --- Group-work Assistant(CGA)

Home Account Settings Email

Current user : **Admin** . Logout

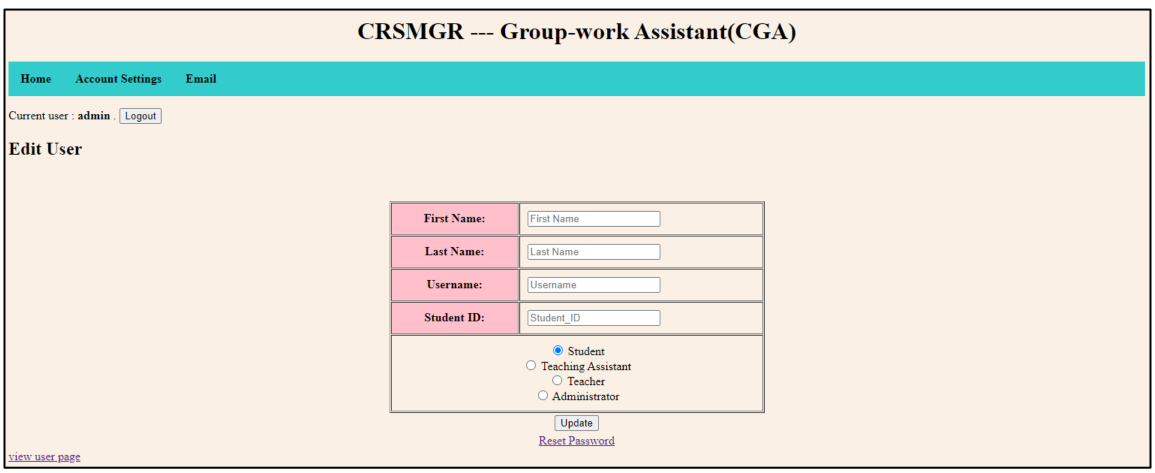
Users

#	First Name	Last Name	Title	Email Address	ID	Created At	Action
0	Admin	User	Admin	admin@concordia.ca		2022-04-23 17:58:37	
1	Zion	Smith	Student	zion_smith@gmail.com	11	2022-03-25 00:30:00	Edit Delete
2	Luca	Jones	Student	luca_jj@gmail.com	12	2022-03-25 00:30:00	Edit Delete
3	Ezra	Evans	Student	ezevans@gmail.com	13	2022-03-25 00:30:00	Edit Delete
4	Kayden	Lewis	Student	kay@gmail.com	14	2022-03-25 00:30:00	Edit Delete
5	River	White	Student	whiteriver@gmail.com	15	2022-03-25 00:30:00	Edit Delete
6	Alex	Williams	Student	alex_will@gmail.com	16	2022-03-25 00:30:00	Edit Delete
7	Remi	Gong	Student	gong@gmail.com	17	2022-03-25 00:30:00	Edit Delete
8	Elias	Huang	Student	huang@gmail.com	18	2022-03-25 00:30:00	Edit Delete
9	Rohan	Roberts	Student	rr@gmail.com	19	2022-03-25 00:30:00	Edit Delete
10	Jude	Jing	Student	jingjude@gmail.com	20	2022-03-25 00:30:00	Edit Delete
11	Kai	Kong	Student	kongk@gmail.com	21	2022-03-25 00:30:00	Edit Delete
12	Quinn	Liu	Student	quinn@gmail.com	22	2022-03-25 00:30:00	Edit Delete
13	Jayden	Walker	Student	jay@gmail.com	23	2022-03-25 00:30:00	Edit Delete
14	Elliot	Thomas	Student	elliot@gmail.com	24	2022-03-25 00:30:00	Edit Delete
15	Xavier	Green	Student	xa@gmail.com	25	2022-03-25 00:30:00	Edit Delete
16	Andrea	Harris	Student	harris@gmail.com	26	2022-03-25 00:30:00	Edit Delete
17	Rowan	Dong	Student	dong@gmail.com	27	2022-03-25 00:30:00	Edit Delete
18	Hayden	Cooper	Student	haycoo@gmail.com	28	2022-03-25 00:30:00	Edit Delete
19	Kyle	King	Student	king@gmail.com	29	2022-03-25 00:30:00	Edit Delete
20	Shia	Lee	Student	leeshia@gmail.com	30	2022-03-25 00:30:00	Edit Delete
21	Student	Test	Student	student@concordia.ca	31	2022-03-25 00:30:00	Edit Delete
22	Michael	Clarke	Instructor	michael@gmail.com	32	2022-03-25 00:30:00	Edit Delete
23	Dwight	Moore	Instructor	dwight@gmail.com	33	2022-03-25 00:30:00	Edit Delete
24	Instructor	Test	Instructor	instructor@concordia.ca	34	2022-03-25 00:30:00	Edit Delete
25	TA	Test	TA	ta@concordia.ca	35	2022-03-25 00:30:00	Edit Delete

Back to Home

**The most recently created users will be located at the bottom of the list. **

>>> To edit a user, click the **Edit** located on the far-right column under **Action**. You will then be redirected to this page:



>>> Fill in each field of the form and select the appropriate user type. Then click **Update.**

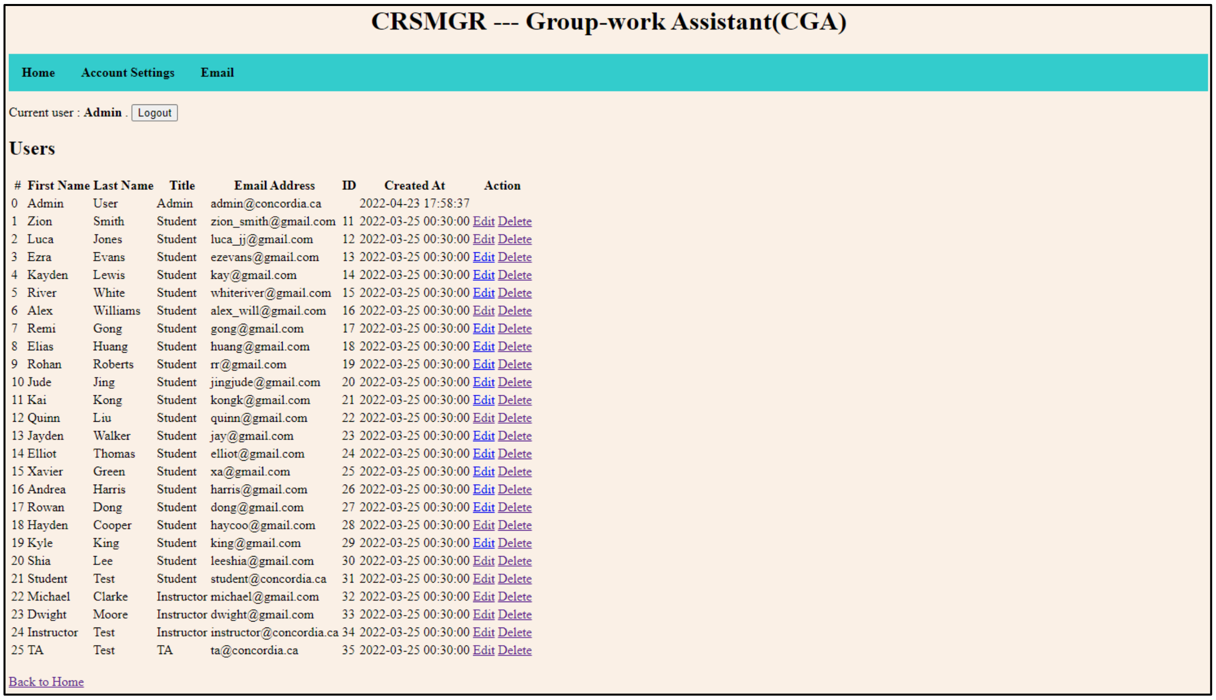
*For the fields you do not wish to modify, simply type in the original information.

Once successfully updated, you will be returned to the previous page and be able to see the change.

>>> If you wish to reset an account's password, simply click **Reset Password** and you will be redirected to the previous page. ***The default password is: 123456***

To Delete an Existing User:

>>> From the Home page, click **Manage All Users** to be redirected to a page that contains a list of users that are currently in our database. It should look something like this:


CRSMGR --- Group-work Assistant(CGA)

Home Account Settings Email

Current user : **Admin** . Logout

Users

#	First Name	Last Name	Title	Email Address	ID	Created At	Action
0	Admin	User	Admin	admin@concordia.ca		2022-04-23 17:58:37	
1	Zion	Smith	Student	zion_smith@gmail.com	11	2022-03-25 00:30:00	Edit Delete
2	Luca	Jones	Student	luca_jj@gmail.com	12	2022-03-25 00:30:00	Edit Delete
3	Ezra	Evans	Student	ezevans@gmail.com	13	2022-03-25 00:30:00	Edit Delete
4	Kayden	Lewis	Student	kay@gmail.com	14	2022-03-25 00:30:00	Edit Delete
5	River	White	Student	whiteriver@gmail.com	15	2022-03-25 00:30:00	Edit Delete
6	Alex	Williams	Student	alex_will@gmail.com	16	2022-03-25 00:30:00	Edit Delete
7	Remi	Gong	Student	gong@gmail.com	17	2022-03-25 00:30:00	Edit Delete
8	Elias	Huang	Student	huang@gmail.com	18	2022-03-25 00:30:00	Edit Delete
9	Rohan	Roberts	Student	rr@gmail.com	19	2022-03-25 00:30:00	Edit Delete
10	Jude	Jing	Student	jingjude@gmail.com	20	2022-03-25 00:30:00	Edit Delete
11	Kai	Kong	Student	kongk@gmail.com	21	2022-03-25 00:30:00	Edit Delete
12	Quinn	Liu	Student	quinn@gmail.com	22	2022-03-25 00:30:00	Edit Delete
13	Jayden	Walker	Student	jay@gmail.com	23	2022-03-25 00:30:00	Edit Delete
14	Elliot	Thomas	Student	elliot@gmail.com	24	2022-03-25 00:30:00	Edit Delete
15	Xavier	Green	Student	xa@gmail.com	25	2022-03-25 00:30:00	Edit Delete
16	Andrea	Harris	Student	harris@gmail.com	26	2022-03-25 00:30:00	Edit Delete
17	Rowan	Dong	Student	dong@gmail.com	27	2022-03-25 00:30:00	Edit Delete
18	Hayden	Cooper	Student	haycoo@gmail.com	28	2022-03-25 00:30:00	Edit Delete
19	Kyle	King	Student	king@gmail.com	29	2022-03-25 00:30:00	Edit Delete
20	Shia	Lee	Student	leeshia@gmail.com	30	2022-03-25 00:30:00	Edit Delete
21	Student	Test	Student	student@concordia.ca	31	2022-03-25 00:30:00	Edit Delete
22	Michael	Clarke	Instructor	michael@gmail.com	32	2022-03-25 00:30:00	Edit Delete
23	Dwight	Moore	Instructor	dwight@gmail.com	33	2022-03-25 00:30:00	Edit Delete
24	Instructor	Test	Instructor	instructor@concordia.ca	34	2022-03-25 00:30:00	Edit Delete
25	TA	Test	TA	ta@concordia.ca	35	2022-03-25 00:30:00	Edit Delete

Back to Home

**The most recently created users will be located at the bottom of the list. **

>>> To delete a user, click the **Delete** hyperlink located on the far-right column under **Action**.

>>> A pop up should appear at the top of your browser, confirming to delete the record. If you would like to continue. Click **OK** to continue **or Cancel** to go back to viewing the list of users.

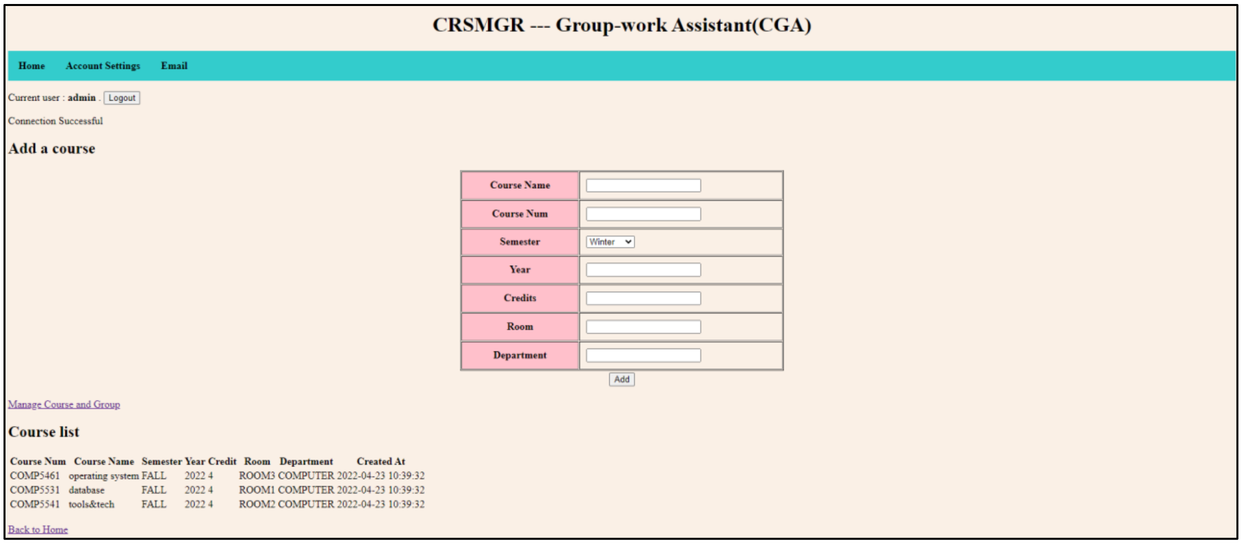
>>> If you chose to proceed with the deletion, another pop up will appear to confirm the record was successfully deleted, click **OK** to close the window.

Creating/Editing/Deleting a Course (Admin)

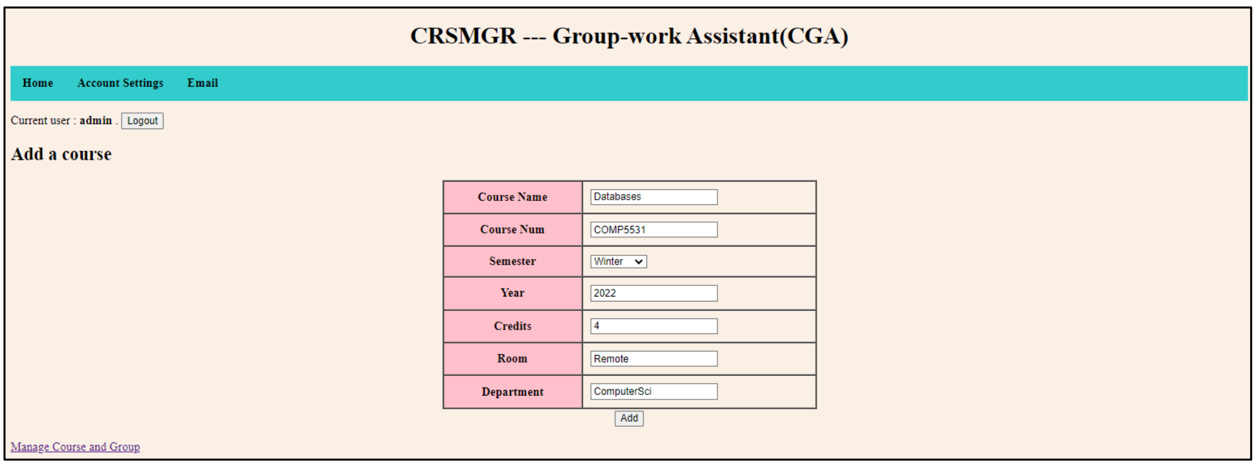
Administrators are the only ones that can create, edit, or delete a course. Instructors, TAs, and students can view the Course List available, but they will not have the authority to make any changes.

To Create a New Course

>>> To make any modifications, click **Manage Courses** located on the Home page. You will be redirected to a page that contains a form at the top for new course details and a list of courses in the database located right below the form.



>>> Fill out the form with the appropriate details for each field then click **Add**.

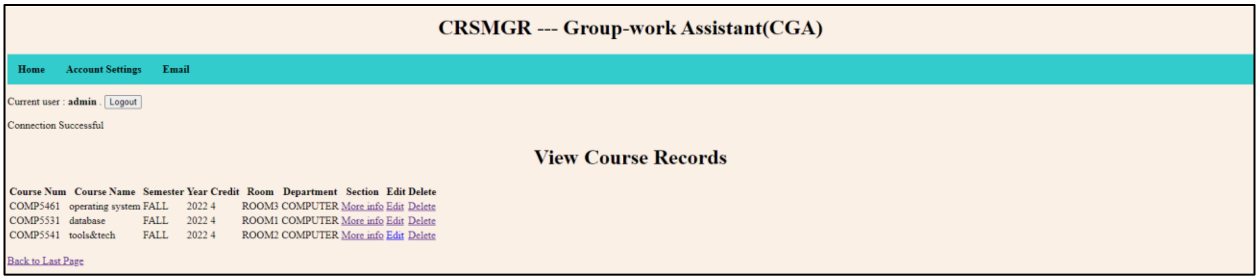


If all fields are filled out correctly, the course will be successfully added. A message will appear briefly at the top left corner above **Add a Course.** If you try adding an existing course into the database, a message will appear in the same area asking you to check your input.

You can check the list of courses currently in the database by scrolling down to **Course List**. The list is sorted by alphabetical order.

To Edit or Delete a Course

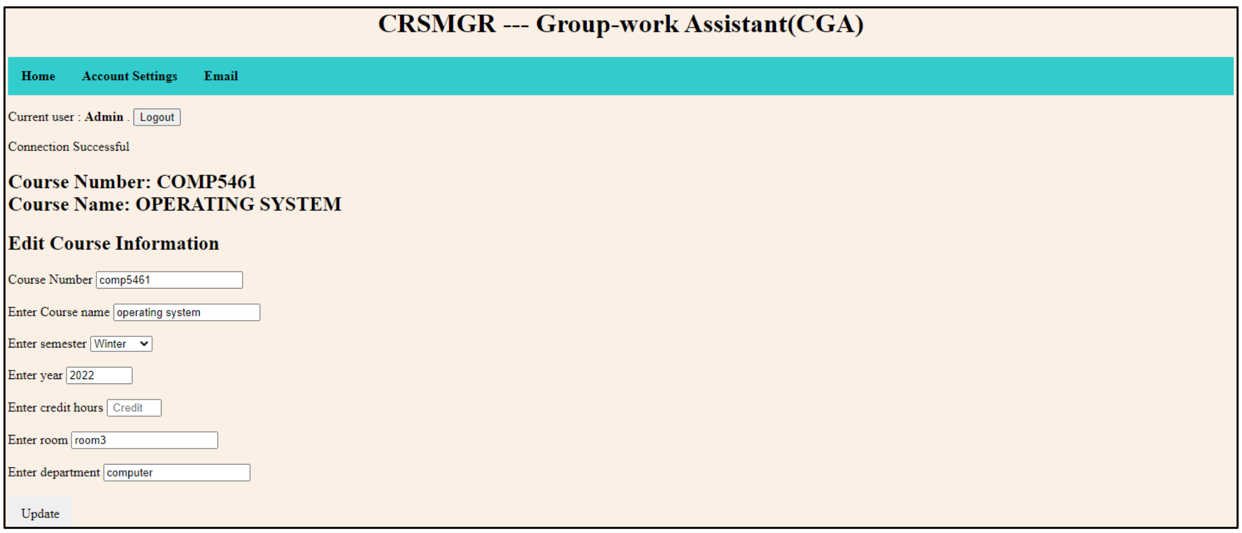
>>> On the same page where you can add a course, click the **Manage Course and Group** to be redirected to this page:



>>> To delete a course, click **Delete** for the corresponding course you would like to modify. The course will be deleted right away, and the list of records will be automatically refreshed.

>>> To view more details about a course, click **More Info** for the corresponding course you would like to see the details for.

>>> To edit a course, click **Edit** for the corresponding course you would like to modify. Make the changes you would like and then click **Update** to save the new information.



Once you click **Update**, you will be redirected to the previous page containing the course list.

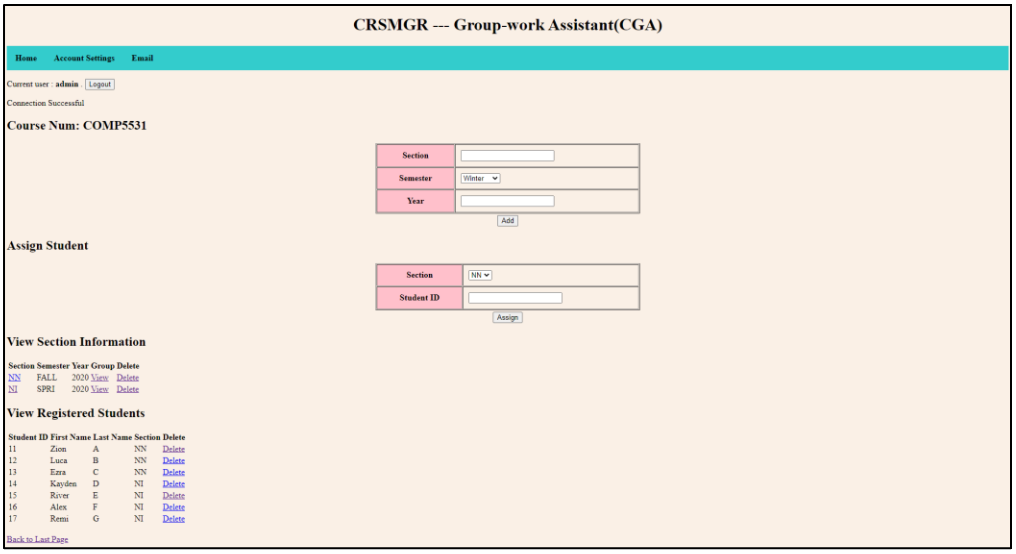
Creating/Editing/Deleting a Course Section (Admin)

Administrators are the only ones that can create, edit, or delete a course section. Instructors, TAs, and students can view the sections available, but they will not have the authority to modify them but they will be able to perform other actions such as assign, enroll or drop a course section.

>>> To get to the page containing all the course section details, please do the following:

1. Select **Manage Courses** located on the Landing Page
2. Select **Manage Course and Group** located on the Course List page
3. Select **More Info** to the course of your choosing

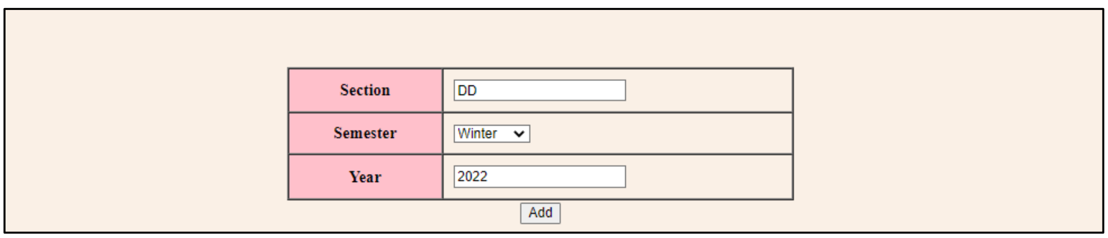
4. You should be redirected to a page that looks like this:



Here, you will be able to see two forms: one to create/add a course section (top) and one to assign students to a course section (bottom). Below the forms, you can see the list of available course sections and the list of registered students.

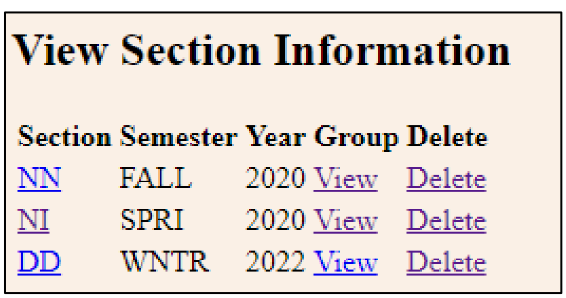
To Create and Delete a Course Section

>>> To create a new course section, fill out the form located at the top of the page with the appropriate information and click **Add.**



*If you try to add an existing section, an error message will appear asking you to try again.

When the course section is successfully added, a success message will appear above the form and the new section will appear in the **View Section Information** list.

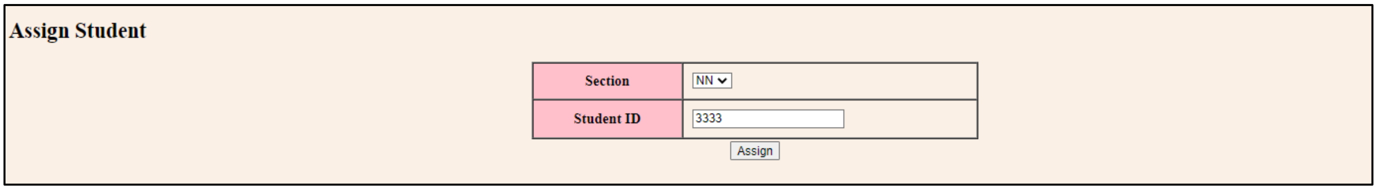

View Section Information

Section	Semester	Year	Group	Delete
NN	FALL	2020	View	Delete
NI	SPRI	2020	View	Delete
DD	WNTR	2022	View	Delete

>>> To delete a course section, click **Delete** for the corresponding section you would like to delete. The course section will disappear from the list immediately.

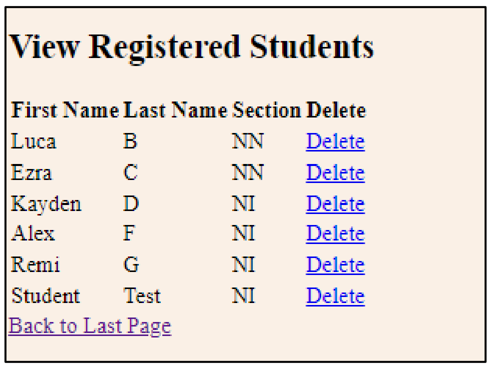
Assigning/Deleting Students to/from a Course Section

>>> To assign a student to an existing course section, fill out the second form with the appropriate information and click **Assign.**



*If you try to assign a non-existing student ID to the course, an error message will appear.

Once the student is assigned successfully, a success message will appear and the student's first and last name will show up on the **View Registered Students** list.

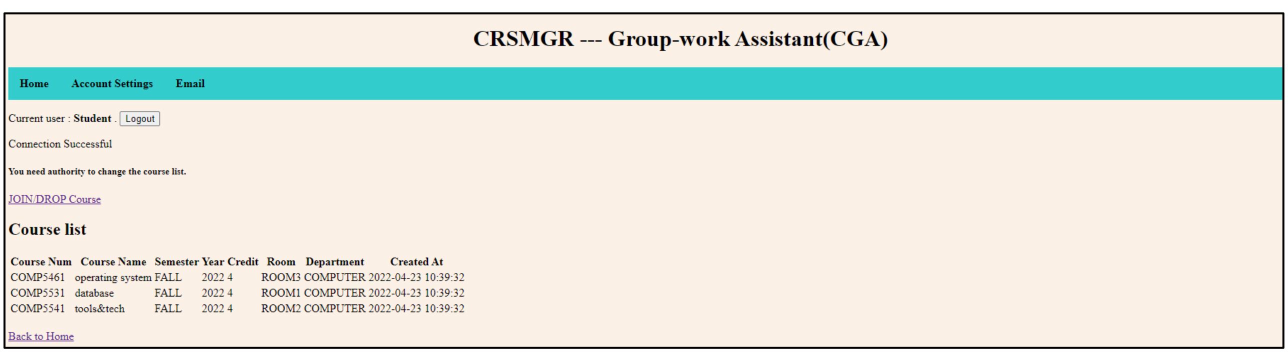


>>> To remove a student from a course section, click **Delete** for the corresponding student you would like to remove from the section.

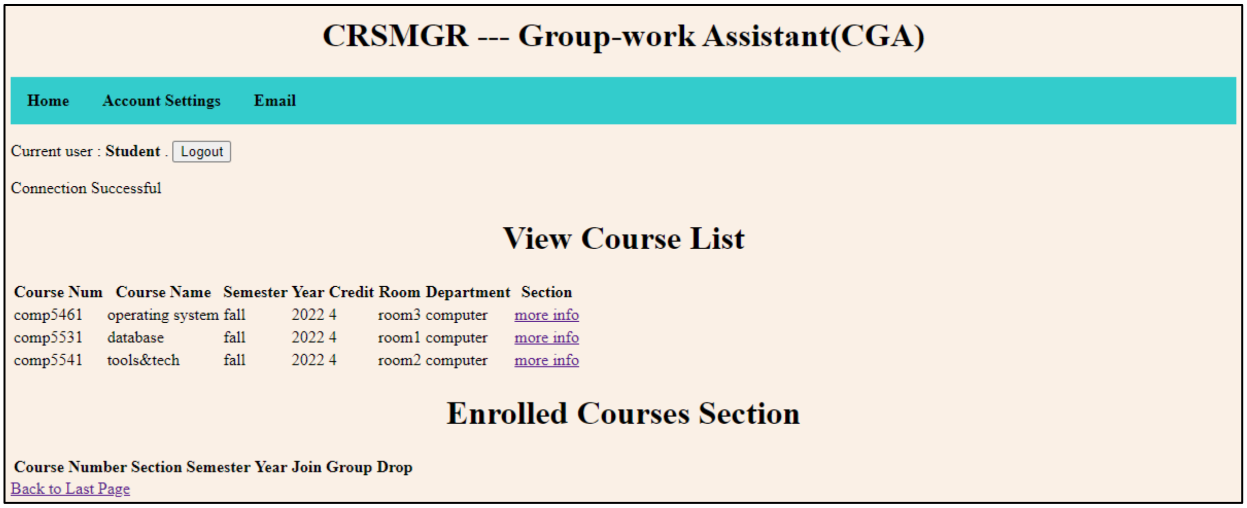
To Enroll or Drop a Course (Student)

As a student, you can view the list of courses/course sections currently available and choose to which courses you would like to enroll in or drop.

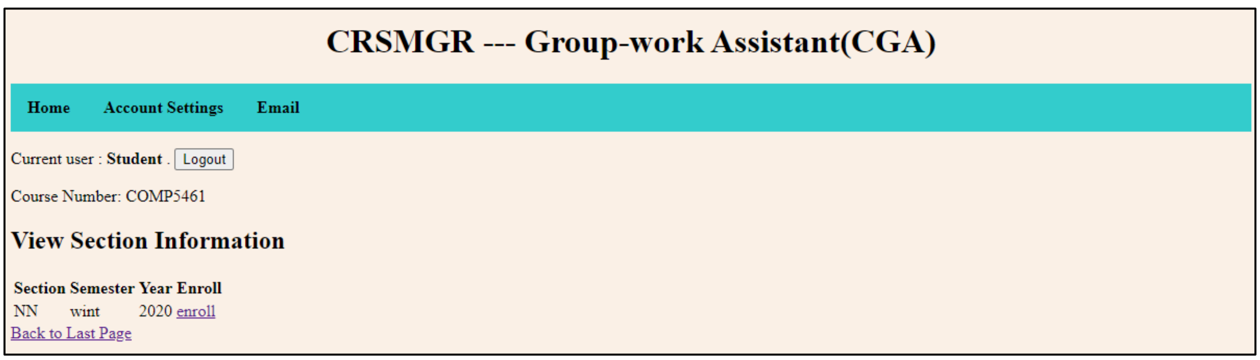
>>> To enroll or drop a course, click **Manage Courses** located on the Home page. You will be redirected to a page that contains a list of courses available. It should look something like this:



>>> Click **JOIN/DROP Course** to see the list of available courses and the current course you are enrolled in (if any). The page should look something like this:



>>> Click **more info** for the corresponding course you are interested in, and you will be redirected to the list of course sections available for that course.

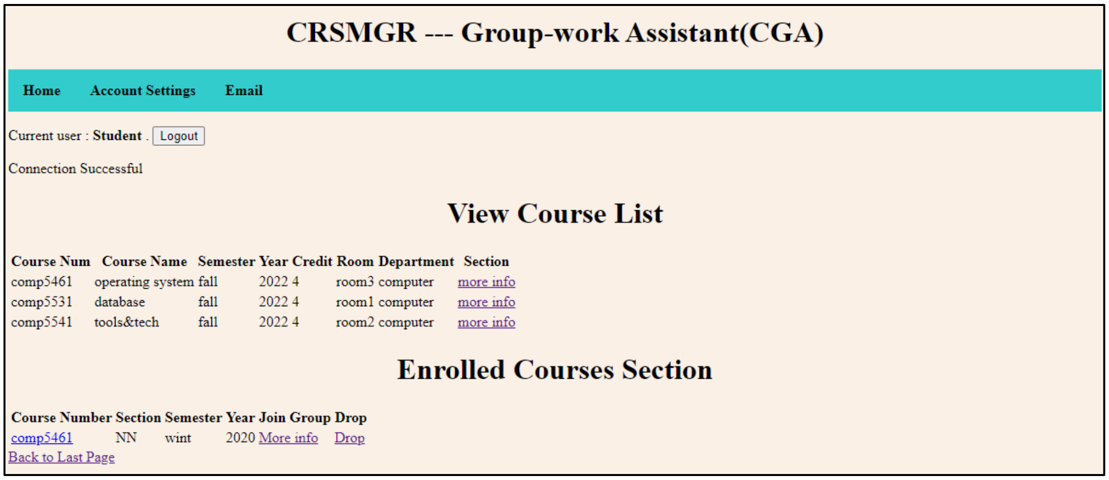


>>> Click **enroll** to be enrolled into the course section of your choosing.

A success message will appear when you have been successfully enrolled and the **Enrolled Course Section** list will also be updated.

*You can only be enrolled in one course section per course. If you try to enroll in two course sections, an error message will appear. **

>>> To drop a course section, return to this page by clicking **Back** or **Back to Last Page**.



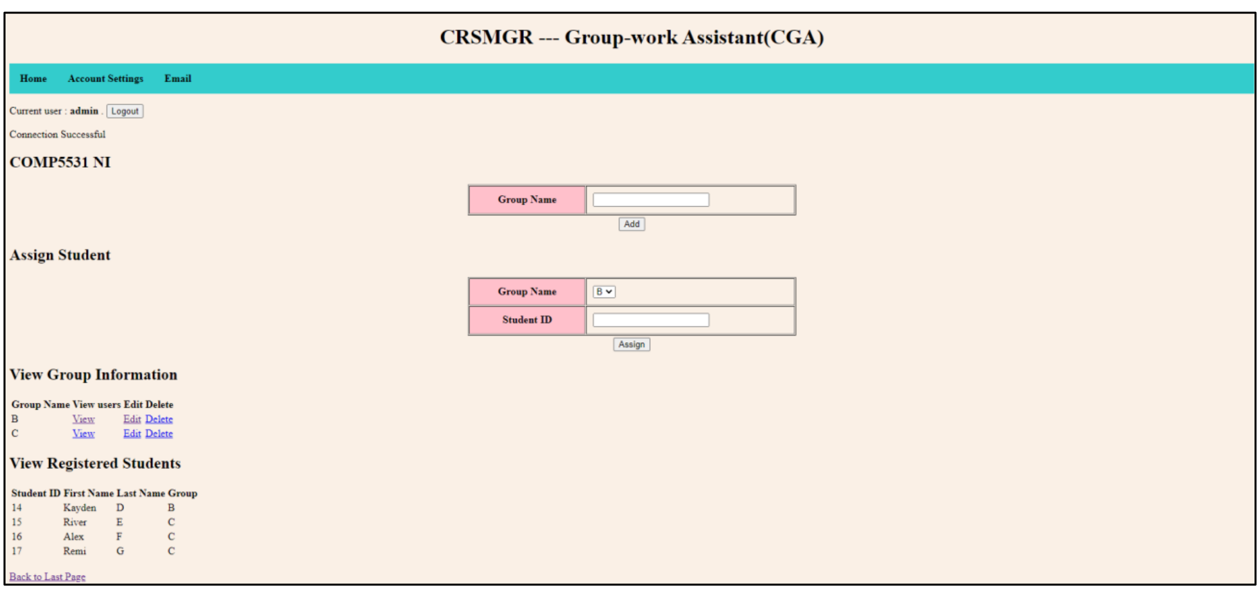
>>> Click **Drop** to drop the course section. By dropping this course section, you will also be removed from any group you joined associated with the course.

Creating/Editing/Deleting a Group (Admin/Instructor)

Administrators can create, edit, and delete groups for all courses and course sections. They also have the authority to assign students to groups or remove them from groups. While Instructors have similar capabilities, their access lies within the course sections they teach.

As an Administrator, to get to the page containing all the group information for a course section, please do the following:

1. Select **Manage Courses** located on the Landing Page
2. Select **Manage Course and Group** located on the Course List page
3. Select **More Info** to the course of your choosing
4. Select **View** located under **Group** in the section **View Section Information**
5. You should be redirected to a page that looks like this:

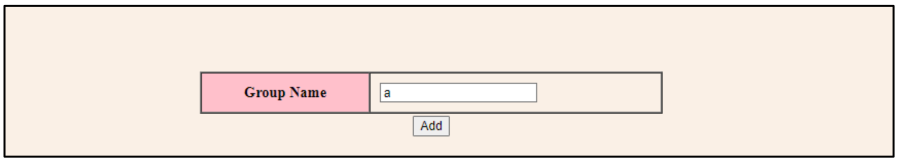


On this page, you will notice two forms: one to add groups (top) and the other to assign students to groups (bottom). Below the forms, you will be able to see the available group information and the list of registered students currently in groups.

>>> *As an Instructor, to get to the page above, simply click **Manage Courses** on the Home page to see the course sections you teach. Then click **View** located under **Group** for the course section you would like to see.

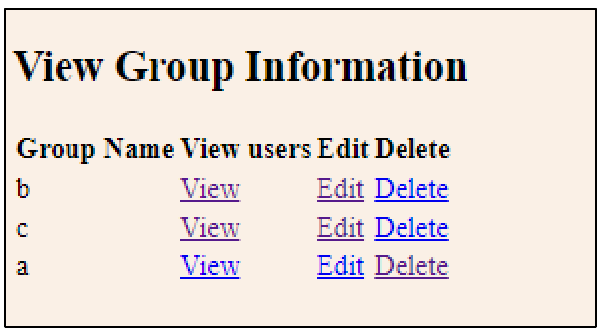
To Create/Delete/Edit a Group

>>> To create a new group for a particular course section, fill out the form located at the top of the page with the appropriate information and click **Add.**



If successful, a success message will appear above the form, and the new group name will appear in the **View Group Information** section at the bottom.

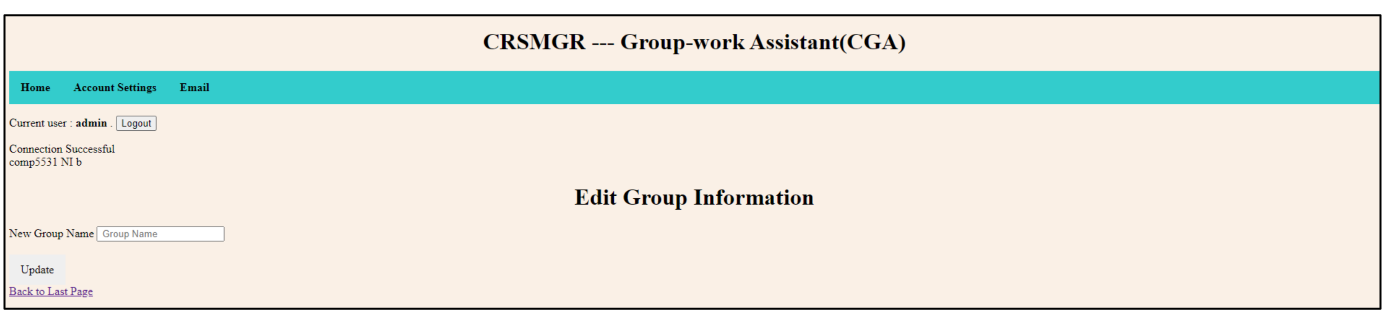
*If you try adding a group that already exists, an error message will appear.



>>> To delete an existing group, you simply click **Delete** for the corresponding group you would like to remove from the course section.

*The page will refresh automatically, and the group name will disappear from **View Group information.**

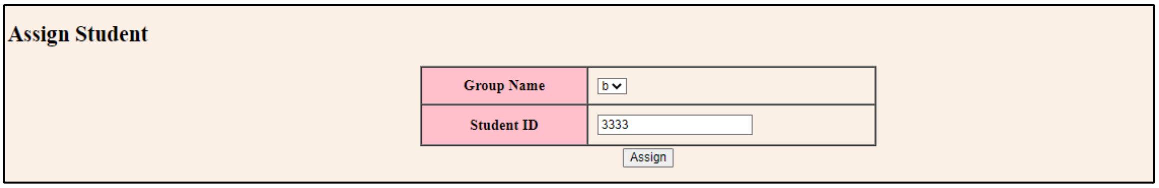
>>> To edit an existing group, you simply click **Edit** for the corresponding group you would like to modify. You will be redirected to this page that will allow you to modify the group name:



>>> After inputting the new name, click **Update** and the name will automatically change.

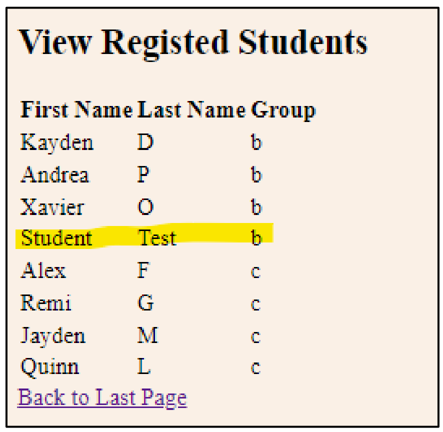
Assigning/Removing Students to/from a Group

>>> To assign a student to a group, fill out the **Assign Student** form with the appropriate information and click **Assign.**

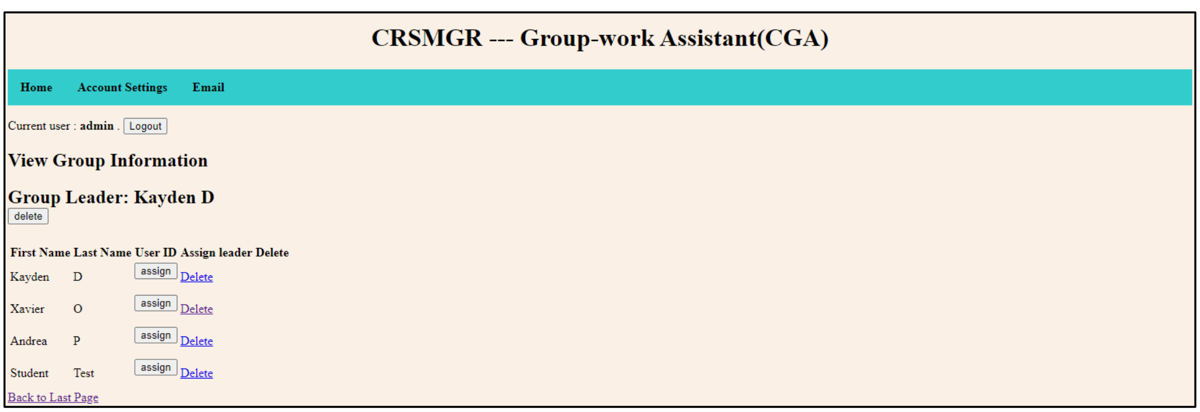


*If your assign a student that is not enrolled in this course section, an error message will appear.

If successful, a success message will appear indicating the student has been assigned, and the newly added student's name will appear in the **View Registered Students** list, in line with the group you assigned them to.



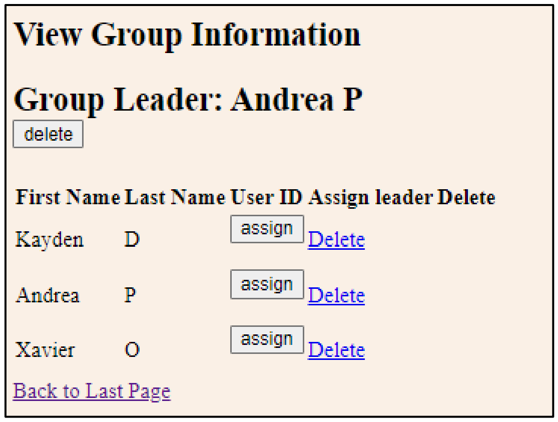
>>> To assign a group leader, click **View** for the corresponding group you would like to see more details for. You will be redirected to this page:



>>> To assign a group leader, simply click the **assign** button next to the name of the student you would like to assign as the leader. Once assigned, the page will refresh automatically, and the **Group Leader** name will be changed.

>>> To delete a group member, simply click **Delete** next to the name of the student you would like to delete. The page will refresh automatically, and the student will be removed from the group.

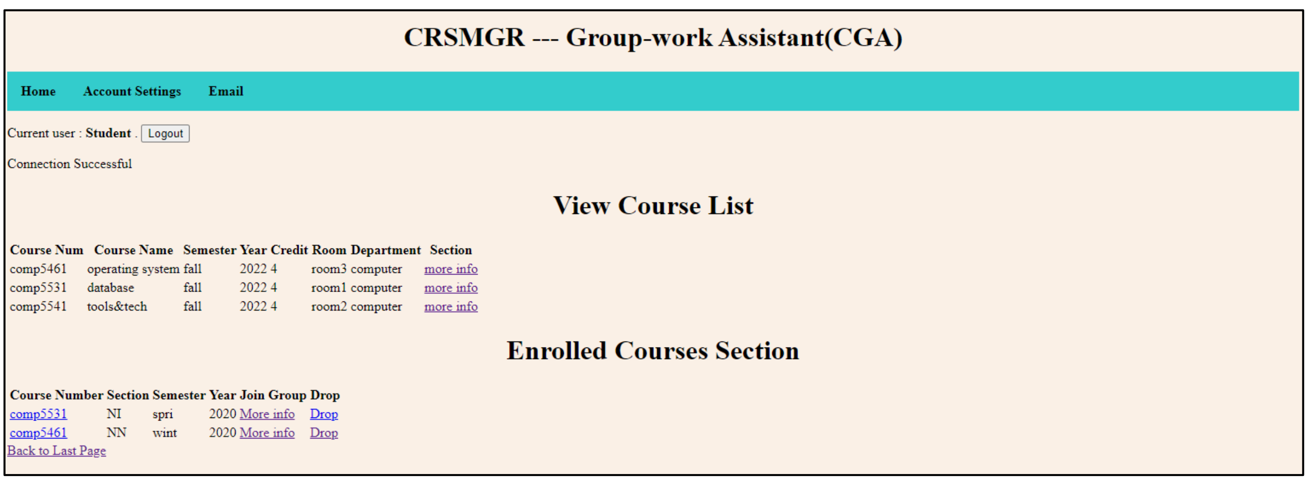
In the example below, we changed the group leader to **Andrea P** and deleted **Student Test**:



To Join or Leave a Group (Student)

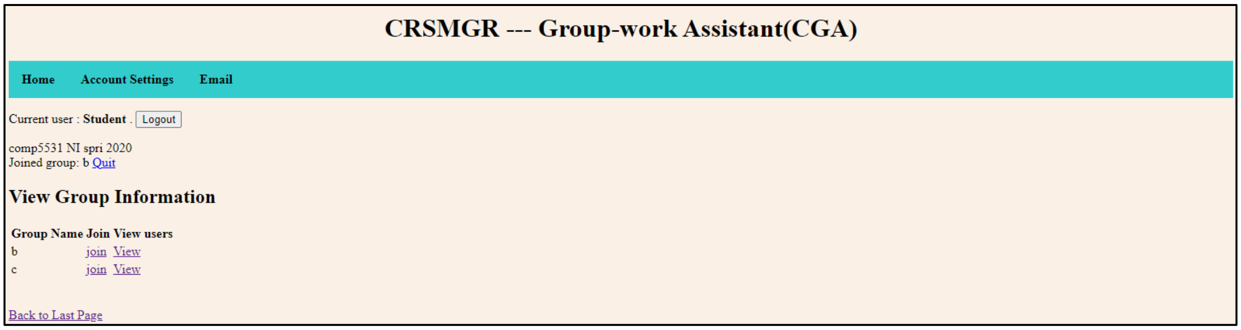
As a student, you can view the list of groups currently available for a course section and choose a group to join or leave.

>>> To join or leave a group, click **Manage Courses** located on the Home page. You will be redirected to a page that contains a course list. Click **JOIN/DROP Course** located above **Course list** to get to this page:



*Please enroll in a course before trying to join a group.

>>> Click **more info** for the corresponding course section you would like to join or leave a group for – under **Enrolled Course Section**. This will redirect you to a page with all the groups available for the course you selected:



>>> To join a group, simply click **join** for the corresponding group you would like to join.

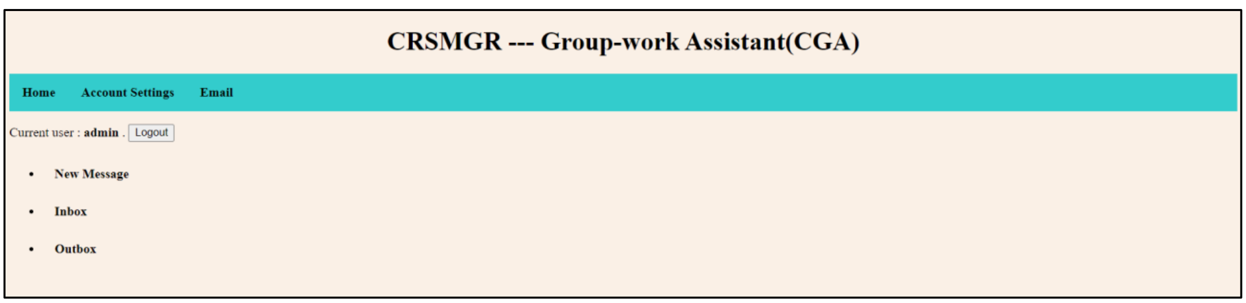
*If you try joining the same group twice or if you try to join a second group for the same course section, an error message will appear.

>>> To view the group members, simply click **View** for the corresponding group you would like to see the members for.

The Email Feature

All users will be able to use the email feature to send and receive emails. Users can send emails to themselves, to single recipients or multiple recipients.

>>> To access the email feature, click **Email** located on the header menu. You will be redirected to our email page which should look something like this:

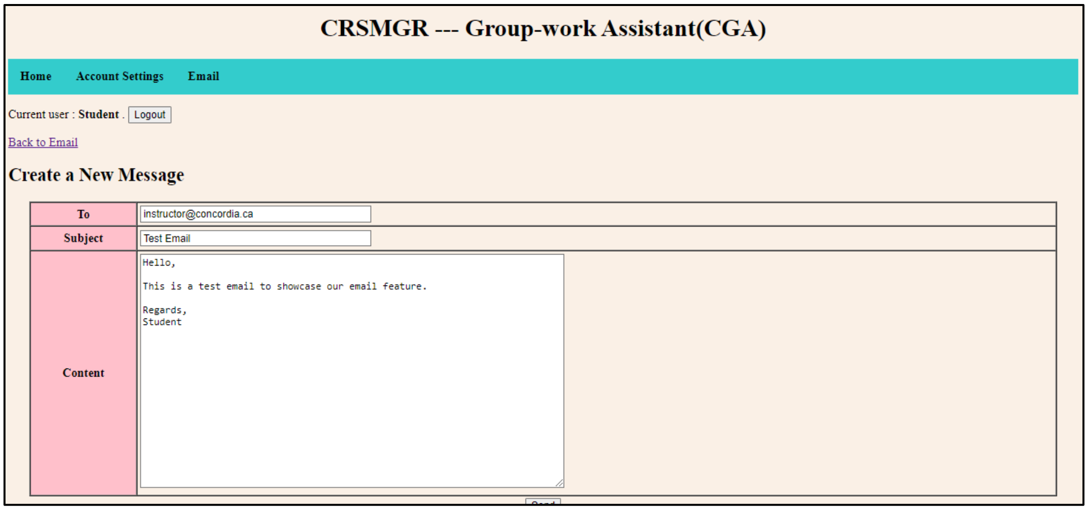


>>> To create an email, click **New Message** to be redirected to this page where you can type up the contents of your email, input the recipient(s) you would like to send it to and input a subject.

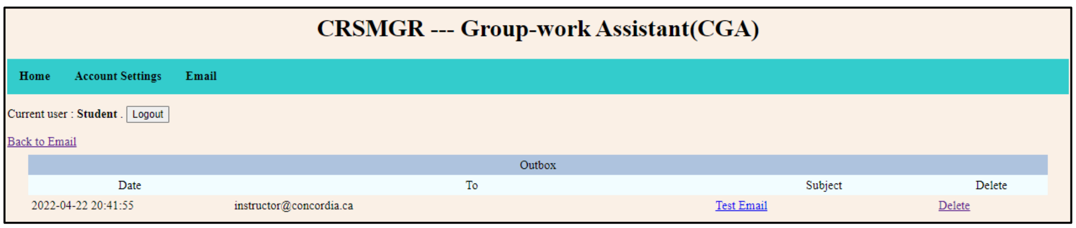
>>> To send an email to multiple recipients, separate the emails with a semi colon " ; " ← this is a similar feature used in Gmail.

*If you wish to stop writing an email, simply click **Back to Email** to return to the main email page. However, your email draft will not be saved.

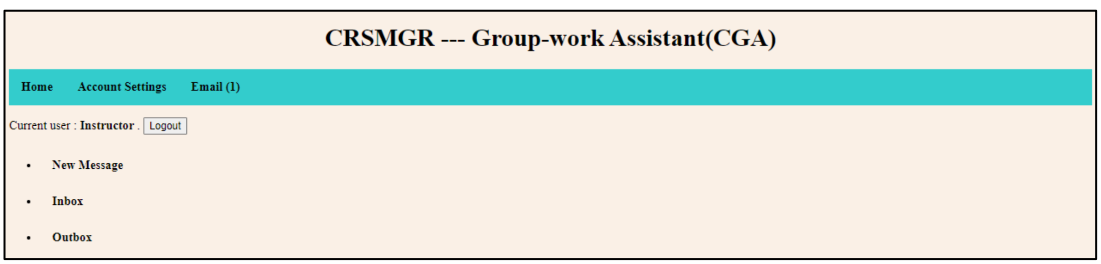
*You can only send emails to those registered within our CGA application. If your input is not complete, and error message will appear at the top of the webpage.



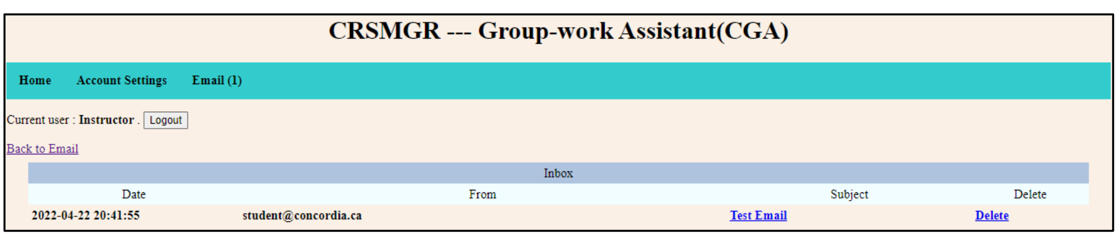
>>> When you are ready to send an email, click **Send**. Once sent, you will be redirected to your **Outbox** and will be able to view your sent history:



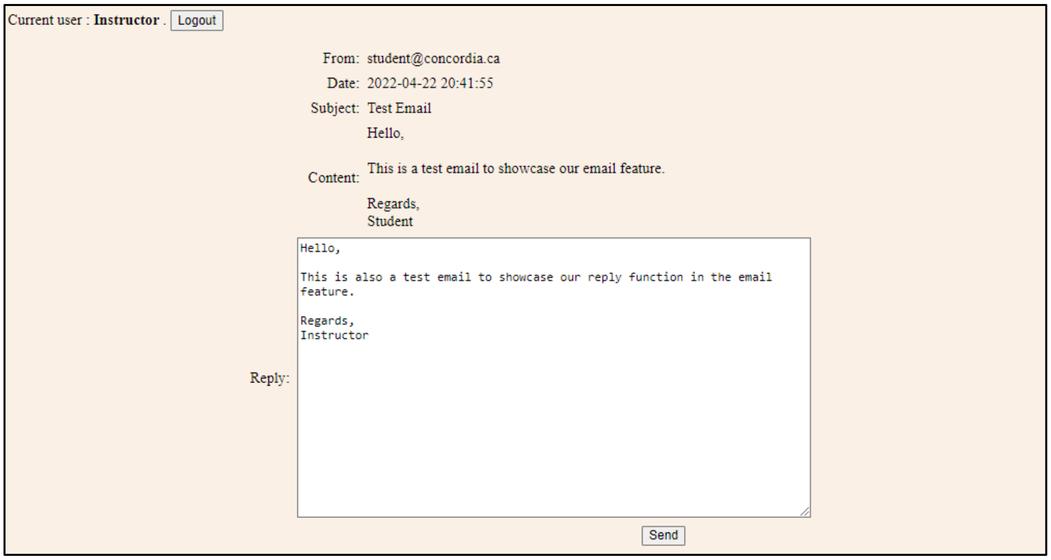
>>> When you receive new emails, you will be able to see a notification next to **Email** on the header like this:



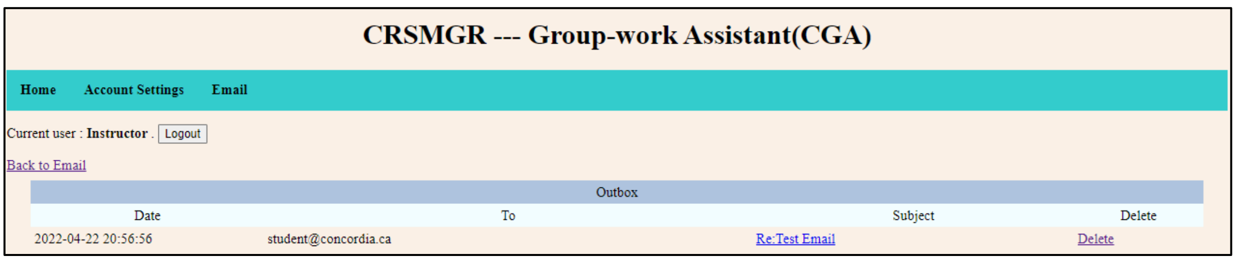
>>> To read this new email, click **Inbox** to be redirected to this page. When an email is unread, it will be displayed in bold.



>>> Once you open the unread message, you will be able to see the content of the email and reply to the email on the same page:



>>> After clicking **Send** you will be redirected to your **Outbox** and the number notification beside **Email** on the header will disappear.

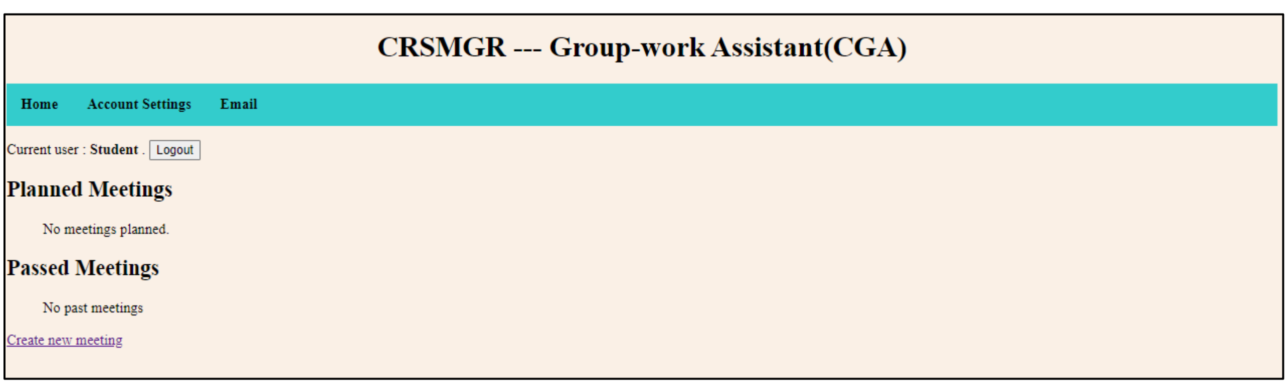


>>> To Delete emails, simply click **Delete** for the corresponding emails you would like to delete. This will not affect the inbox or outbox of the other parties involved.

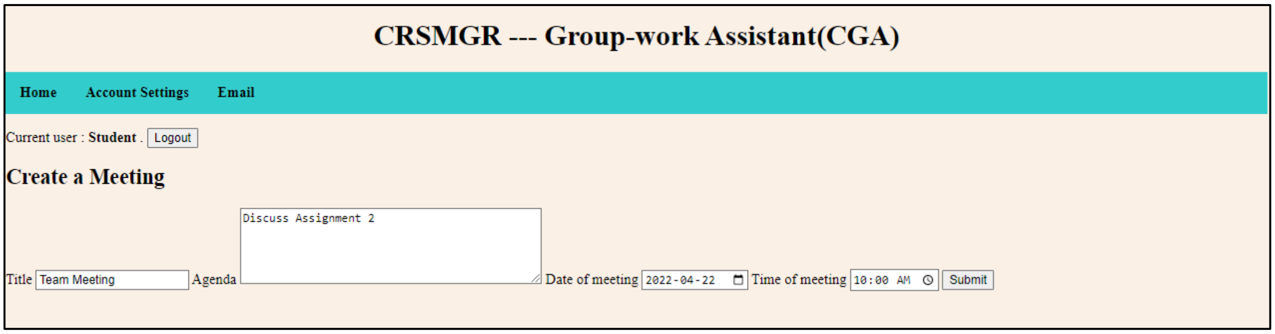
To Schedule Meetings

All users will have access to the Schedule Meetings functionality in our CGA application. Users can schedule new meetings, take meeting minutes, and view old meetings. This functionality operates the same for all types of users.

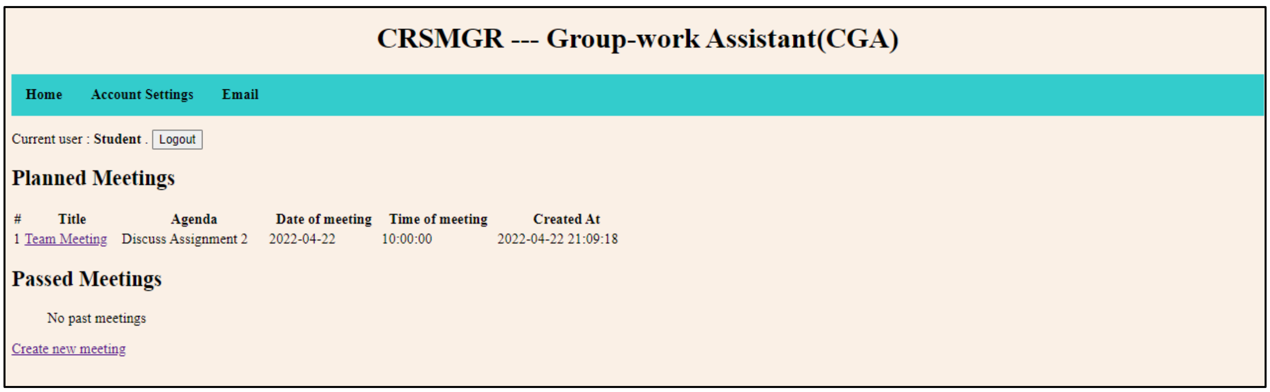
>>> From the home page, click **Schedule Meetings** to be redirected to this page:



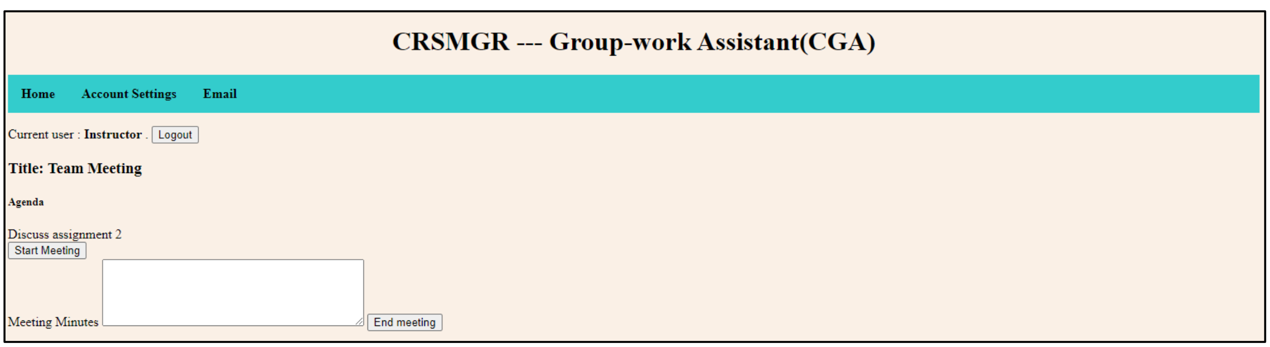
>>> To create a meeting, simply click **Create new meeting**. You can fill out the form with the meeting details and click **Submit**.



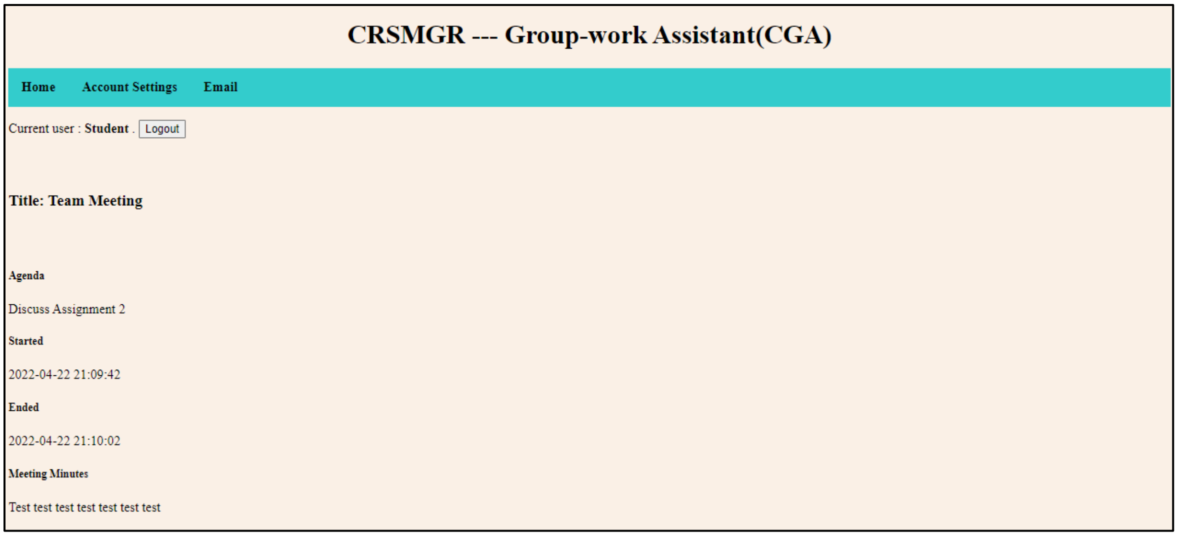
The main meeting page will now contain your newly created meeting and look something like this:



>>> To start the meeting, click on the title of your meeting (i.e., **Team Meeting**). You will be redirected to a new page where you will click **Start Meeting** to allow a box for meeting minutes to pop up.



>>> When the meeting is done, simply click **End meeting.** A summary of your meeting will be displayed for you like the following:

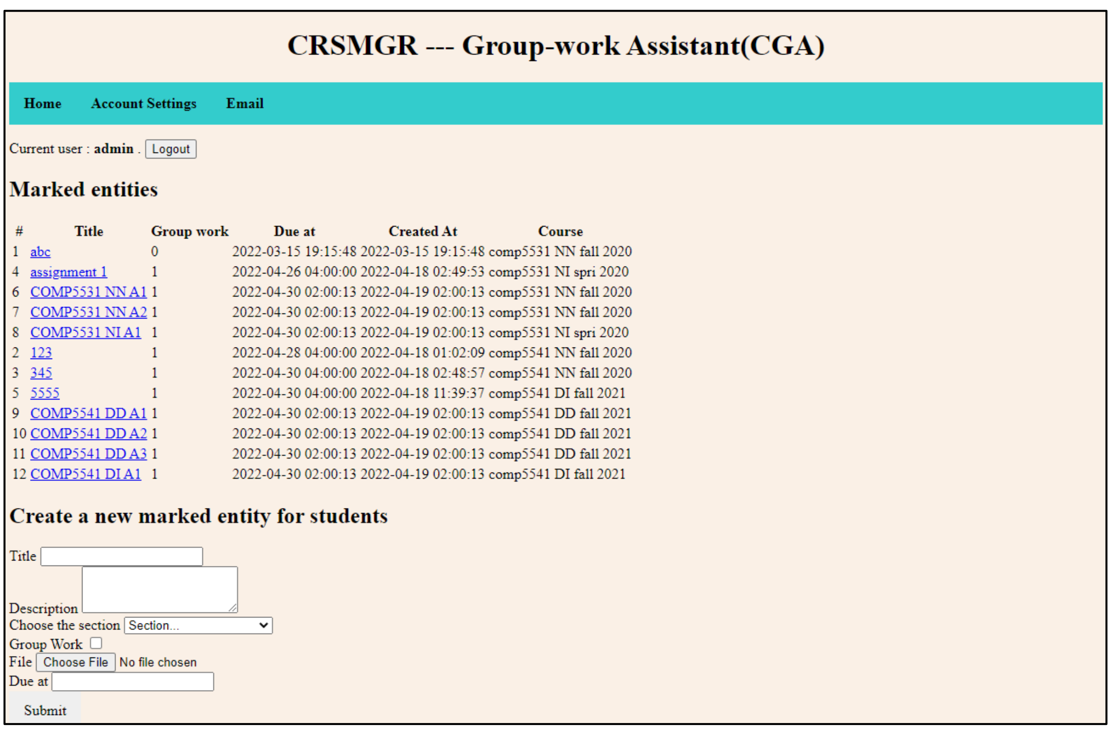


Marked Entity Files and Discussion Forums

The Administrator will have access to all discussion forums and marked entity files. Instructors and TAs will have access to those that are linked to the course section they are teaching. Students will have access to those that are linked to the course section/group they are enrolled in.

For Administrators

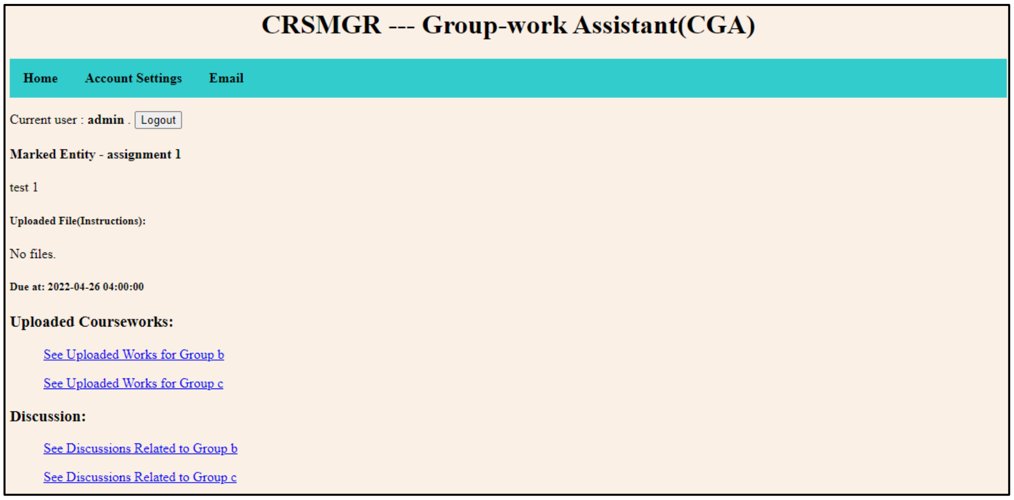
>>> To access the marked entity files for all courses as an administrator, you simply click **View All Marked Entity Files** on the Home page. You will be redirected to this page which displays all the available marked entity files for all courses.



>>> To create a new marked entity, you can simply fill out the “form” located below **Create a new marked entity for students** and click **Submit**.

>>> You can choose to upload an attachment with the marked entity by clicking **Choose File**.

Once the marked entity has been successfully created, you will be redirected to the details of it:

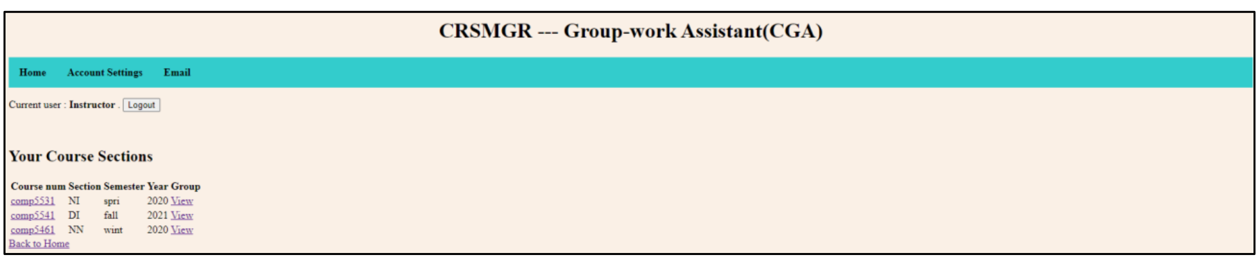


>>> You can access the uploaded marked entity files by the students by clicking **See Uploaded Works for Group b.** You will be able to see the details of the upload (who, what, when), and if any action is required (i.e., feedback).

>>> You can also access the discussions linked to this specific marked entity by clicking **See Discussions Related to Group b**. This will allow you to see any posts by the instructor and any discussions created by Group b.

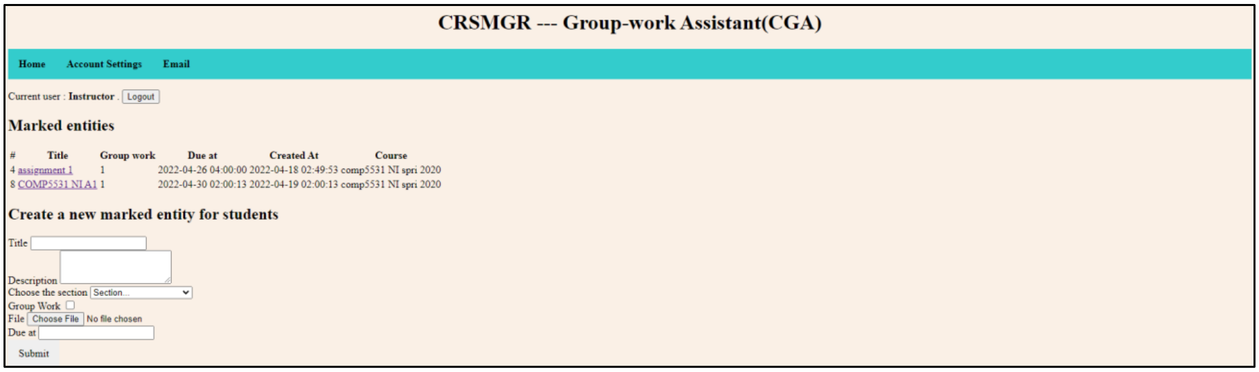
For Instructors

>>> As an Instructor, you can access the marked entity files related to the course section you are teaching by clicking **Manage Courses** located on the Home page.

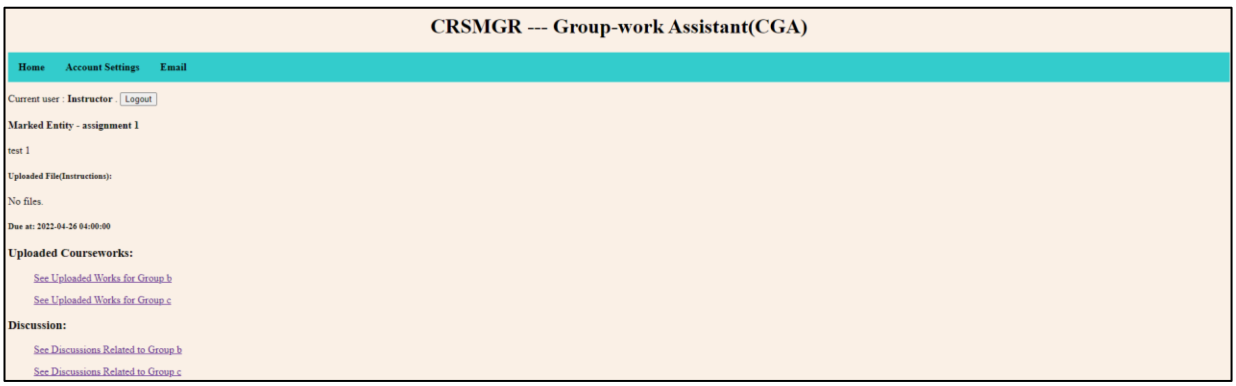


>>> To see the marked entities of a course/course section, simply click on the course you would like to view (i.e., **comp5531**). The page you will be redirected to will have a list of the marked entities previously created and a form to create a marked entity.

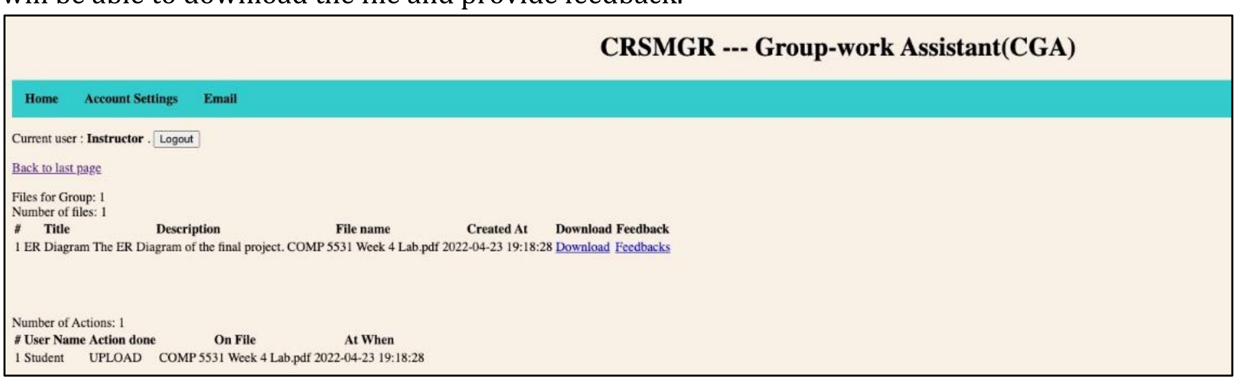
>>> To create a new marked entity, simply fill out the details of your marked entity and click **Choose File** to upload an attachment suitable for the marked entity, then **Submit**.



>>> To view marked entities and any submissions by the students, simply click on the marked entity title (i.e., **assignment1**). You will see the following content and be able to view uploaded coursework or discussions by groups currently in your course section:



>>> Click **See Upload Works for Group b** to see the uploaded marked entities by the students. You will be able to download the file and provide feedback.



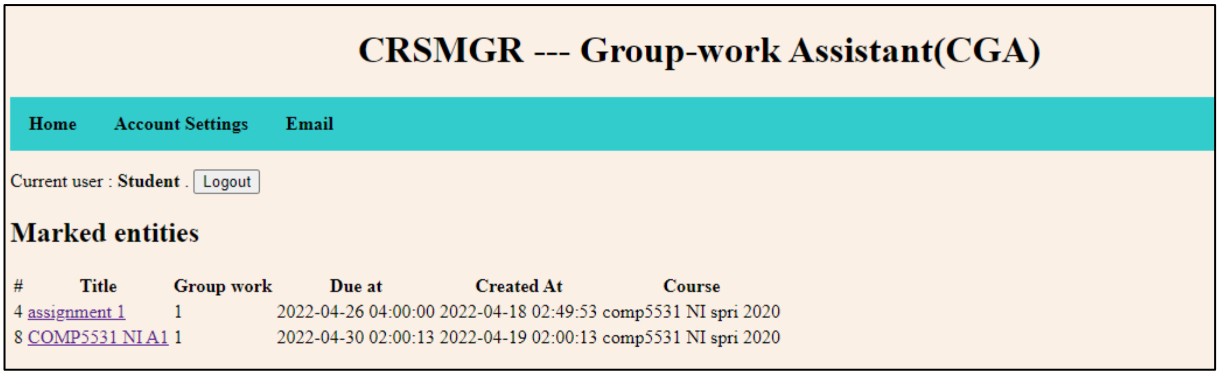
>>> Click **See Discussions Related to Group b** to see the current discussions for this group. You will be able to see their posts and reply to their thread. You can also create instructor posts through this link.

For Students

>>> As a Student, you can access the marked entity files and discussions forums related to the course section you are enrolled in by doing the following:

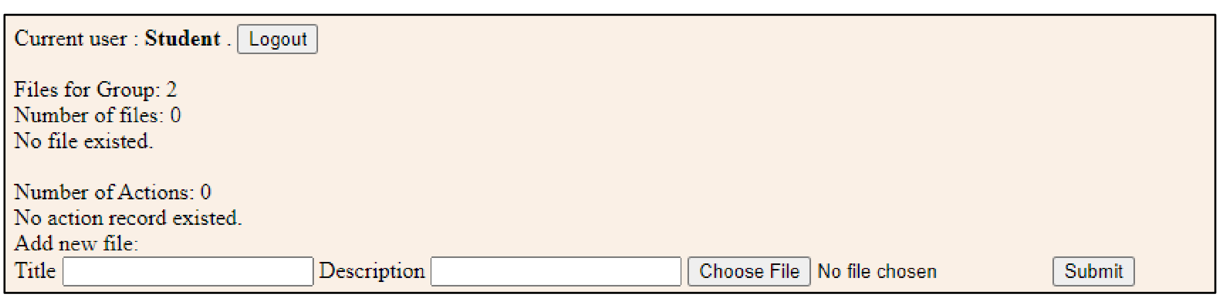
1. Click **Manage Courses** located on the Home page

2. Click **JOIN/DROP Course** located above **Course list**
3. Click on the course you would like to view the marked entity files for (i.e., **comp5531**) under **Enrolled Courses Section**
4. You will be redirected to this page and will be able to access the marked entity files currently associated with the course/course section you selected.

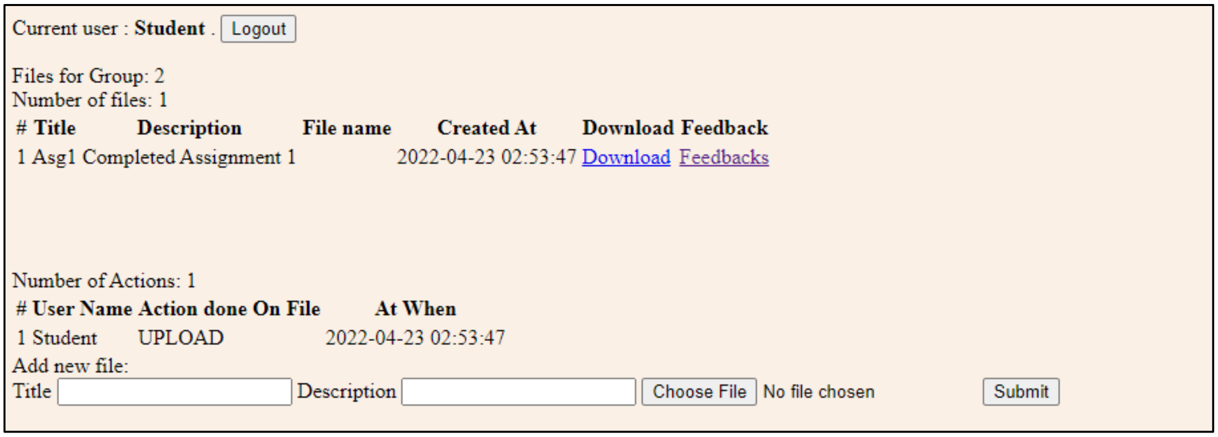


>>> To view the details of a specific marked entity files, click on the marked entity's name (i.e., **COMP5531 NIAI**) which should result in a page like this:

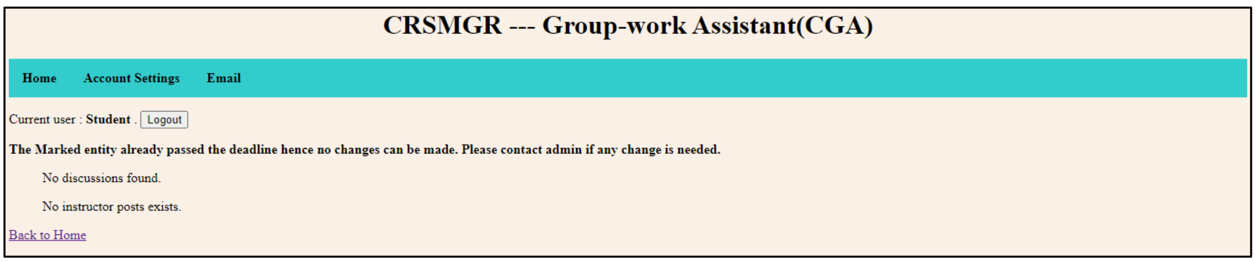
>>> To upload a marked entity attachment, simply click **See Uploaded Works for Group b** and you will see the details of the group, the files uploaded, and a place for you to upload a file.



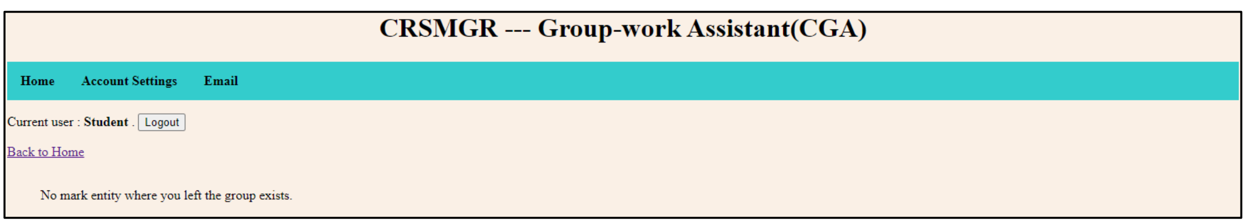
>>> Enter the title, description and choose your file. Once you click **Submit** the page will refresh automatically and you will be able to **Download** the file you uploaded and view feedbacks, if any, by clicking **Feedbacks**.



>>> Once the deadline of a marked entity is passed, you will not be able to make any changes to the discussion forums associated with that marked entity or the marked entity file page.

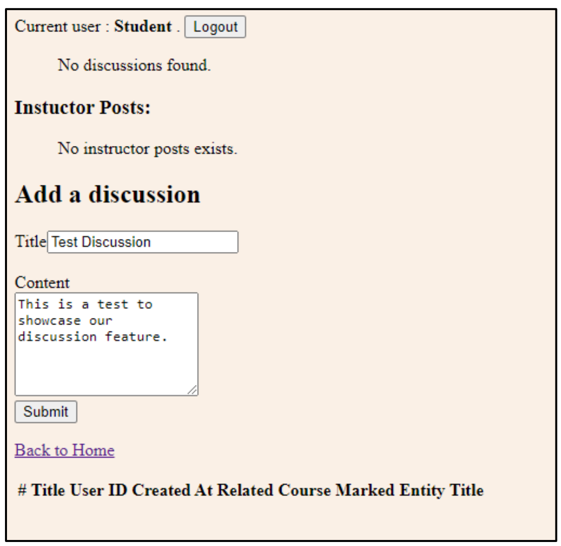


>>> To view the marked entities from your previous group, click **View marked entities from group that you left** on the home page. If you have not changed groups, the following will be displayed:



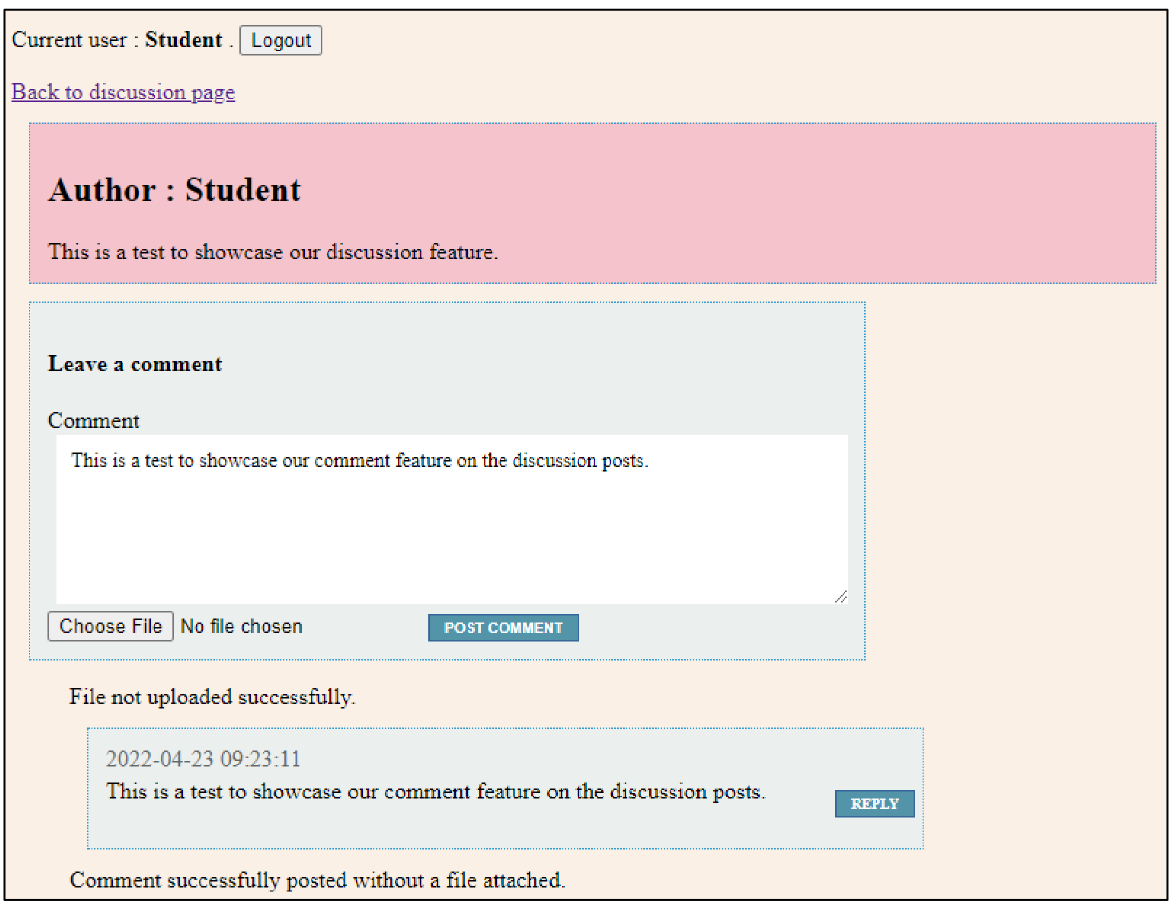
>>> To view discussion forums associated with a specific marked entity, you simply click **See Discussions Related to Group b** located on the following page:

>>> You will be able to view any current posts by the Instructor OR any current discussion posts by the group. You can also **Add a discussion** by filling in the contents:

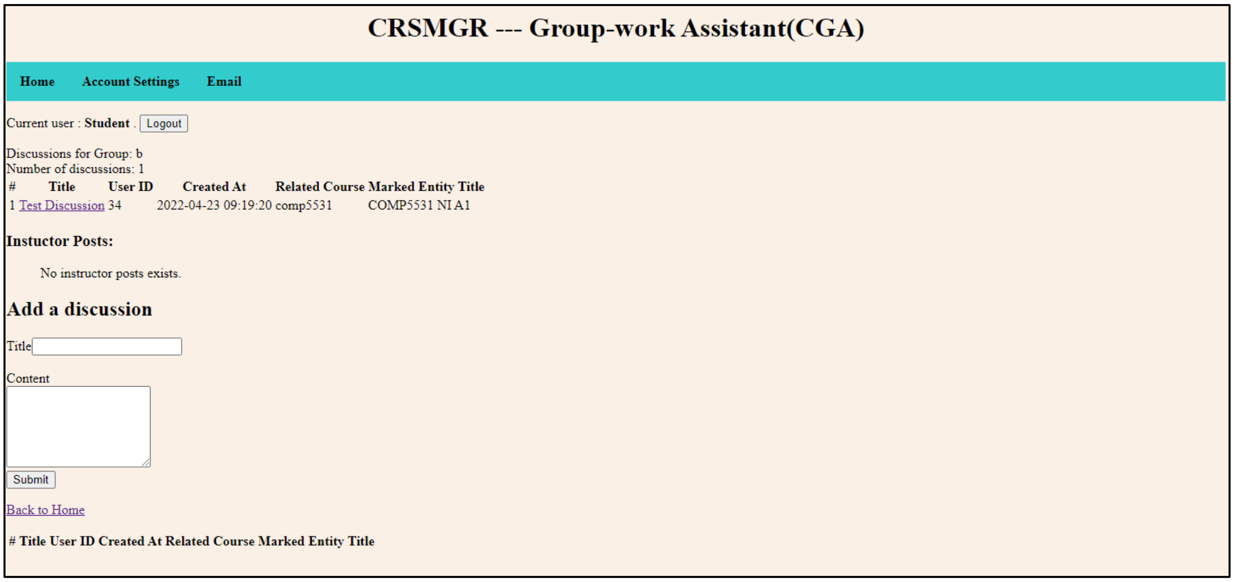


>>> Once the contents are filled in and you click **Submit**, your new discussion will be created and allow others to reply with simple texts or files.

>>> When replying to a thread, you simply **type out your comments** and upload a file (if you would like) then click **POST COMMENT** to publish your reply. The page will automatically refresh, and your comment will show up like this:



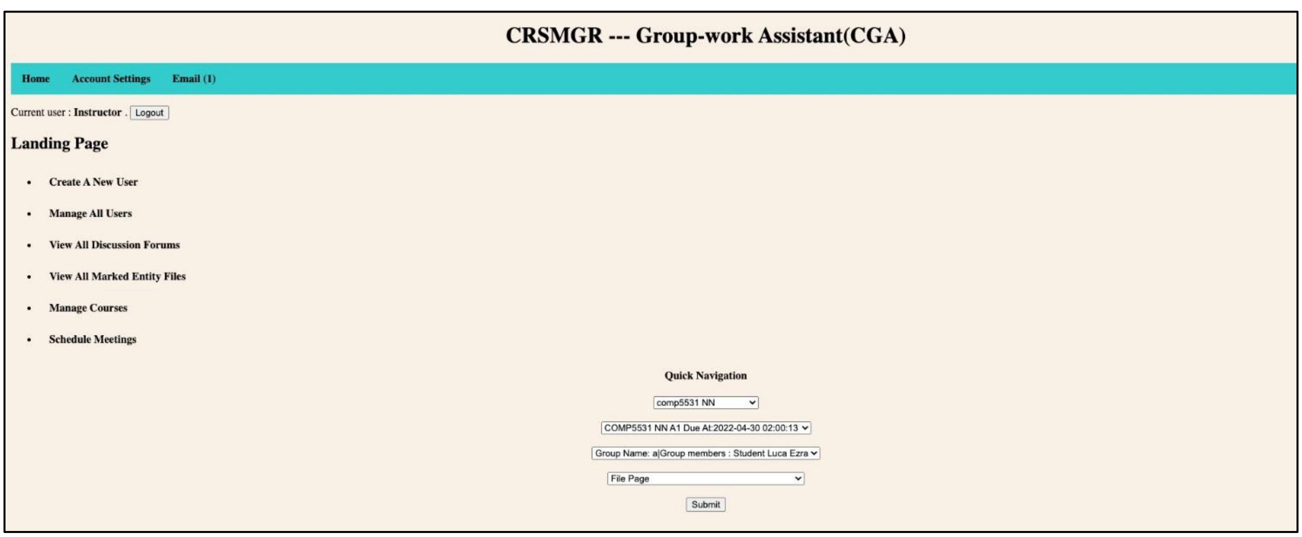
>>> To go back to the list of discussions associated with this marked entity/group, click **Back to discussion page** and you will see your new discussion topic posted:



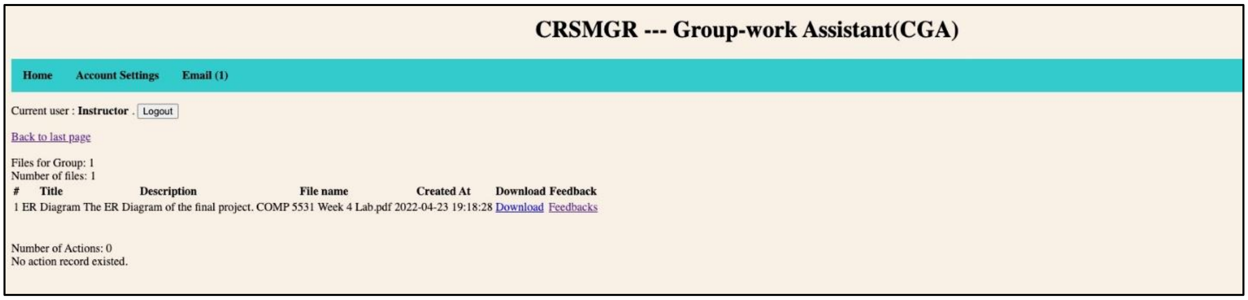
Quick Navigation Marked Entity Example

As an Instructor, you can access a Marked Entity File page for a specific course with the help of the Quick Navigation tool, located on the Home page.

>>> Go through the drop-down menu and select a **course section**, **marked entity file name**, **group name**, and the **File Page**. Then click **Submit**.

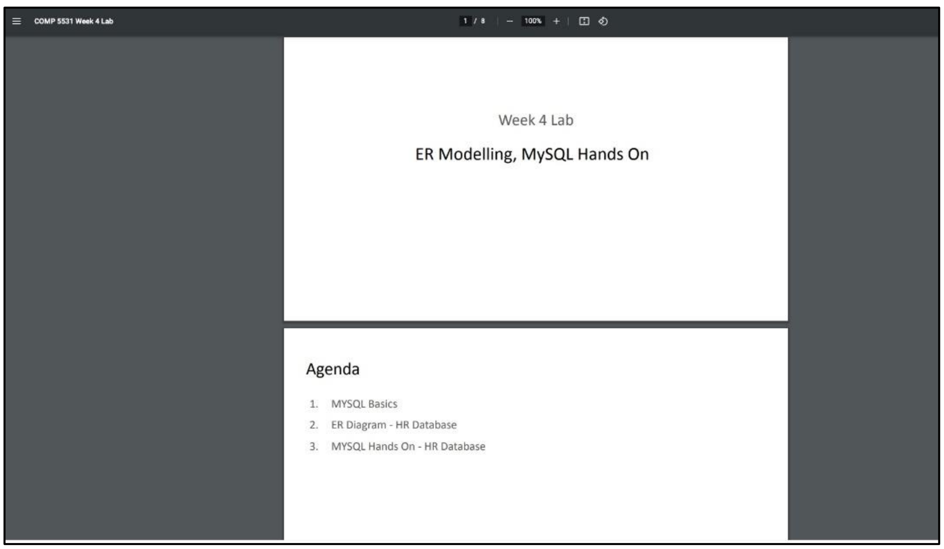


Once you submit the request, you will be redirected to Marked Entity File page associated with the information you provided:



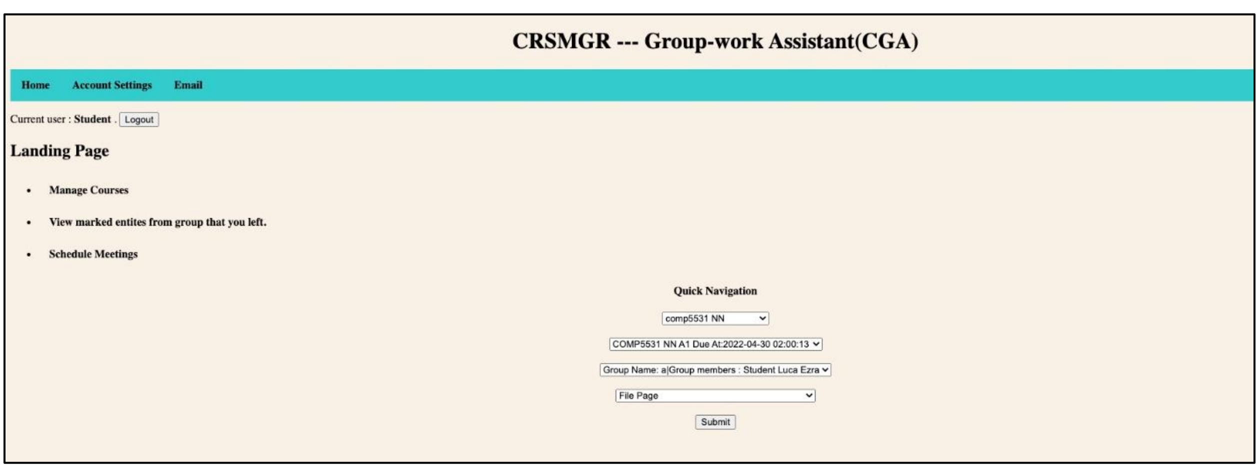
As you can see, the ER Diagram file on this page was uploaded by a student who is currently enrolled in comp5531 NN section.

>>> To download this Marked Entity file, you simply click **Download** and your browser will start the downloading process. Here is the downloaded file:



As a Student, you can also access the Marked Entity File page for a specific course with the help of the Quick Navigation tool, located on the Home page.

>>> Go through the drop-down menu and select the **course section**, **marked entity file name**, **group name**, and **File Page**. Then click **Submit**.



Once you submit the request, you will be redirected to Marked Entity File page associated with the information you provided:

As you can see, the ER Diagram was submitted by you (the Student) previously and you are able to come back to this page to redownload your work or review the feedback from the Instructor, if any.

>>> To download the file, you simply click **Download** and your browser will start the downloading process.