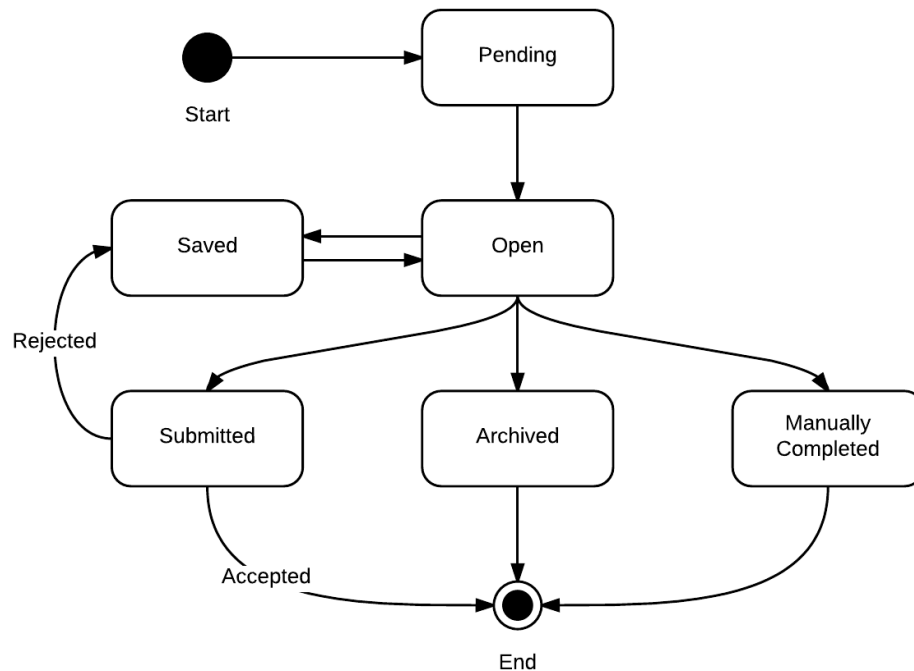


Three weeks from the end of the term, all evaluations will be changed from Pending to Open. An evaluation in the Open state can be filled out by an Employer or Student that it is assigned to. An open evaluation can be changed to Saved, Submitted, Manually Completed, or Archived state.

If the user saved the evaluation, it is changed to the Saved state. In this state, the user can open the evaluation and continue filling out answers. They can continue saving the evaluation until they are finished. The Saved state will be referred to as “In Progress” in the user interface. The evaluation can be changed to Submitted, Manually Completed, or Archived state from the Saved state.

The Submitted state is reached by submitting the form from either the Open state or the Saved state. In this state, the evaluation cannot be changed by any class of user. At this point, the only change that can be made to the evaluation is by an evaluation approval change. If the evaluation is approved, nothing else will happen. If the evaluation is rejected, the evaluation will go back to the Saved state.

There are two other states that an evaluation can end up in: Manually Completed and Archived. If the evaluation is completed in some way other than the normal process, an evaluation can be changed to the Manually Completed state. If the evaluation will never be completed, and the user does not want to receive messages telling them to fill out the evaluation, the evaluation can be marked as Archived. The Archived state was known as the Past Pending state in the previous version of the CES.



2.4 Operating Environment

Since the product will be a web-based application, the software is required to be accessible by numerous browsers, and different versions of each browser. The browser in which the application is accessed may be from a desktop computer, or a mobile device.

The required browsers and versions of each in which the system must be accessible from are as follows:

- Google Chrome, latest version
- Mozilla Firefox, latest version
- Safari, latest version
- Internet Explorer, 9+

The system itself shall be deployed and will operate on a VM provided by ITS. The system specifications of this VM are as follows:

- The server is currently running Tomcat 7.0.55. The version will be upgraded to 7.0.56 in January.
- The amount of memory will be adjusted to suit the needs of our application.
- The current configuration has both the minimum and maximum heap size is set to 512MB. If more space is required, another Tomcat instance will be spun up to distribute the load across two servers controlled by the same host.
- Hardware is shared between many applications and monitored by the ITS application support team.
- Both TEST and PROD servers are within the RIT network and will require use of the RIT VPN in order to conduct testing.

2.5 Design and Implementation Constraints

The system must comply with the development guidelines provided to us by ITS, as defined by the EWA Student Development Guidelines wiki page. At a high level, these guidelines include approved application frameworks, build tools, application server technologies, database standards, and several other technology standards.

The system must also comply with the RIT Web standards document, which defines the standards for RIT-related websites in regard to language, graphics, and navigational architecture.

2.6 Assumptions and Dependencies

Our biggest personal assumption is that our own experiences on co-op and with the old CES are representative of every student. However, we know this is not the case, so we will do our best to talk to our friends in other majors to glean their perspectives. We will use our experiences and those of other users as examples of what can happen, not as hard facts.

JobZone may become a potential dependency. Right now employers can log in there without an RIT computer account, and the hope is that the CES can get the authentication token from

JobZone to authenticate the user on the Co-op Evaluation System. However, this is still up in the air; there may be some re-planning around finding an alternative solution for Employer Authentication.

SIS was another potential tie-in on the Evaluator side; however, this is out of scope for this project. The sponsor was looking into finding out if the Evaluator role can be shifted to SIS for an easier interaction experience for faculty and staff who use SIS on a daily basis. In this case, the system would need to provide a portal for SIS to access information as needed, and to send messages of acceptance or rejection for Student Evaluations.

3 System Features

3.1 System Requirements

3.1.1 Form Administration

Number	Priority	Requirement
F-01	High	Student and Employer evaluations shall have the following progress statuses: Submitted, Saved, Open, Pending, Manually Completed, and Archived. Refer to Section 2.3 for more detail.
F-02	High	Student evaluations shall have the following evaluation approval statuses: Submitted, Approved, and Rejected.
F-03	Medium	The system shall record an evaluation approval status change trail.
F-04	Medium	The system shall automatically change the progress status of all evaluations from Pending to Open after a configurable number of weeks before the end of a Student's co-op.
F-05	High	The system shall store evaluations in a database.

3.1.2 Evaluations

Number	Priority	Requirement
E-01	Low	The system shall be able to automatically save non-submitted evaluation forms.
E-02	High	The system shall be able to validate an evaluation for completeness.
E-03	Medium	The system shall be able to validate an evaluation for correctness (e.g. email validation) the client side.

3.1.3 Submissions

Number	Priority	Requirement
S-01	Medium	The system shall display the submissions in a format that is printable.
S-02	High	The system shall be able to search forms based on student last name, student first name, student ID, company name, term, department, advisor's RIT Computer Account user name, student progress status, evaluation progress status, and employer evaluation status.

3.1.4 Reports

Number	Priority	Requirement
R-01	Out of Scope	The system shall generate reports based on a user-defined selection of submissions and statistics.
R-02	Out of Scope	The system shall produce statistics on all questions that have numeric answers.
R-03	Out of Scope	The system shall produce statistics on all questions that have qualitative answers ("Comments Only").
R-04	Out of Scope	The system shall use an third-party service to generate reports that, at a minimum, supports the reports generated by the current system.
R-05	Out of Scope	The system shall be able to accommodate the addition of a more reports as defined by the sponsor and other users of the CES.
R-06	Out of Scope	The system should provide an easy way to select items to be included or excluded from the report.
R-07	Out of Scope	The system should provide the ability to run reports across multiple year-levels (i.e. all undergraduate students).
R-08	Out of Scope	The system should be able to export the SQL view created for the report.
R-09	Out of Scope	The system shall be able to export the report data in CSV format for use in any spreadsheet application.
R-10	Out of Scope	The system should be able to run reports on qualitative data.

R-11	Out of Scope	The system should display the qualitative questions on forms as selectable options when choosing the report settings.
R-12	Out of Scope	The system shall take no longer than 3 minutes to generate a report.
R-13	Out of Scope	The system shall have the ability run a report by academic year.
R-14	Out of Scope	The system should have the ability to run a report by form.

3.1.5 Email Notifications

Number	Priority	Requirement
N-01	Out of Scope	The system shall be able to send generated email notifications to Students and Evaluators manually.
N-02	Out of Scope	The system shall be able to send generated email notifications to Students and Evaluators automatically.
N-03	Out of Scope	The system shall be able to generate evaluation notifications to all Employers and Students a configurable number of weeks before the Student's end date.
N-04	Out of Scope	The system shall be able to generate a student confirmation email to Students and Employers.
N-05	Out of Scope	The system shall be able to display notification statuses for Student and Employer notifications. (Use Case 4.1.4)
N-06	Out of Scope	The system shall be able to display failed emails and sent emails in the notifications statuses.
N-07	Out of Scope	The system shall send a notification email to a Student or Employer when their evaluation has been rejected.
N-08	Out of Scope	The system shall send an email notification to Students confirming their supervisor, start date, and end date.
N-09	Out of Scope	The system shall send a notification email to Students when their work report was successfully persisted.
N-10	Out of Scope	The system shall send a notification email to Employers when their evaluation was successfully persisted.