	2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully deleted an existing employer form.
Normal Flow	1. The Administrator selects "Forms" from the navigation menu. 2. The Administrator selects "Employer Forms" under the Forms dropdown. 3. The Administrator locates the form. 4. The Administrator clicks the "Delete" button. 5. The use case ends successfully.
Alternative Flows	N/A
Exceptions	**Employer Submission for Selected Form** If in step 3 of the normal flow the form to be deleted has an existing employer submission, then 1. The system displays a message saying that form cannot be deleted because there is an existing submission for that form. 2. The use case ends with a failure condition.

4.1.18 Edit Existing Employer Form

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to edit an existing form for a given department.
Trigger	Administrator desires to edit existing form for given department.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully edited an existing employer form.
Normal Flow	1. The Administrator selects "Forms" from the navigation menu. 2. The Administrator selects "Employer Forms" under the Forms dropdown. 3. The Administrator selects the desired form. 4. The Administrator clicks the "Edit" button. 5. The Administrator makes desired changes to the form. 6. The Administrator scrolls to the bottom of the form, and clicks the "Save Changes" button. 7. The use case ends successfully.
Alternative Flows	**Cancel Changes** If in step 5 of the normal flow the Administrator desires to cancel their changes, then

	1. The Administrator scrolls to the bottom of the form, and clicks the "Cancel" button. 2. The use case ends successfully.
Exceptions	N/A

4.1.19 Create a New Student Form

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to create a new Student form.
Trigger	Administrator desires to create a new Student form.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully created a new Student form.
Normal Flow	1. The Administrator selects "Forms" from the navigation menu. 2. The Administrator selects "Student Forms" under the Forms dropdown. 3. The Administrator clicks the "Add New" button. 4. The Administrator adds a name to the form. 5. The Administrator creates the blank form. 6. The use case ends successfully.
Alternative Flows	N/A
Exceptions	**Form Failed to Submit** If in step 5 of the normal flow an error occurs when the Administrator attempts to submit the form, then 1. The system displays an error message stating what went wrong. 2. The use case ends with a failure condition.

4.1.20 View Existing Student Form

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to view an existing form for a given department.
Trigger	Administrator desires to view existing form for given department.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.

Post-conditions	Administrator successfully viewed an existing student form.
Normal Flow	1. The Administrator selects "Forms" from the navigation menu. 2. The Administrator selects "Student Forms" under the Forms dropdown. 3. The Administrator selects the form. 4. The Administrator clicks the "View" button. 5. The use case ends successfully.
Alternative Flows	N/A
Exceptions	N/A

4.1.21 Delete Existing Student Form

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to delete an existing form for a given department.
Trigger	Administrator desires to delete existing form for given department.
Pre-conditions	1. The Administrator has an Internet connection 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully deleted an existing student form.
Normal Flow	1. The Administrator selects "Forms" from the navigation menu. 2. The Administrator selects "Student Forms" under the Forms dropdown. 3. The Administrator selects the form. 4. The Administrator clicks the "Delete" button. 5. The use case ends successfully.
Alternative Flows	N/A
Exceptions	**Student Submission for Selected Form** If in step 4 of the normal flow the form to be deleted has an existing student submission, then 3. The system displays a message saying that form cannot be deleted because there is an existing submission for that form. 4. The use case ends with a failure condition.

4.1.22 Edit Existing Student Form

Actors	Administrator

Description	This use case describes how an Administrator uses the Co-op Evaluation System to edit an existing form for a given department.
Trigger	Administrator desires to edit existing form for given department.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully edited an existing student form.
Normal Flow	1. The Administrator selects "Forms" from the navigation menu. 2. The Administrator selects "Student Forms" under the Forms dropdown. 3. The Administrator selects the desired form. 4. The Administrator clicks the "Edit" button. 5. The Administrator makes desired changes to the form. 6. The Administrator clicks the "Save Changes" button. 7. The use case ends successfully.
Alternative Flows	**Cancel Changes** If in step 6 of the normal flow the Administrator desires to cancel their changes, then 1. The Administrator scrolls to the bottom of the form, and clicks the "Cancel" button. 2. The use case ends successfully.
Exceptions	N/A

4.1.23 Import Evaluation

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to import evaluation information for students.
Trigger	Administrator desires import a newly registered co-ops .
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system. 3. The Administrator has an import file.
Post-conditions	Administrator successfully imported evaluations into the system.
Normal Flow	1. The Administrator selects "Evaluations" from the navigation menu. 2. The Administrator selects "Evaluation Management" under the Evaluations dropdown.

	3. Under "Import Evaluations", the Administrator chooses a file to import. 4. The Administrator clicks the "Upload" button. 5. The use case ends successfully.
Alternative Flows	N/A
Exceptions	**File is Not Properly Formatted** If in step 3 of the normal flow the file uploaded is not in the correct format, then 1. The system displays a message saying that the file is in an invalid format. 2. The use case ends with a failure condition.

4.1.24 Set Default Evaluation Status

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to set a default evaluation status for a college.
Trigger	Administrator desires needs to change the default status for a specific college.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system. 3. The college and department already exists in the system. 4. The evaluation status already exists.
Post-conditions	Administrator successfully changed the default evaluation status for a specific college or department.
Normal Flow	1. The Administrator selects "Evaluations" from the navigation menu. 2. The Administrator selects "Evaluation Management" under the Evaluations dropdown. 3. Under "Default Evaluation Status", the Administrator chooses a college from the drop-down menu. 4. The Administrator chooses a department from the dropdown. 5. The Administrator chooses the new default evaluation status. 6. The Administrator clicks the "Set Status" button. 7. The use case ends successfully.
Alternative Flows	N/A
Exceptions	N/A