Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	The desired student's work report is displayed to the Administrator.
Normal Flow	1. The Administrator selects "Evaluations". 2. The Administrator selects "Search Submitted/Pending Evaluations" 3. The Administrator inputs student information. 4. The Administrator clicks "Search" button. 5. The Administrator selects desired student for the chosen co-op block. 6. The use case ends successfully.
Alternative Flows	N/A

Exceptions	**Student is Not in the System**
	 If in step 4 of the normal flow the desired student does not exist in the system, then
	     1. The system shall display a message stating that the student does not exist.
	     2. The use case ends with a failure condition.

4.1.3 View Employer Evaluation

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to view an Employer's submitted evaluation.
Trigger	Administrator desires to look over a student's co-op evaluation.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	The desired employer's co-op evaluation of the student is displayed to the Administrator.
Normal Flow	1. The Administrator selects "Evaluations". 2. The Administrator selects "Search Submitted/Pending Evaluations" 3. The Administrator clicks "Search" button. 4. The Administrator selects desired employer evaluation link for the chosen student and co-op block. 5. The Administrator selects the submission for the specific semester. 6. The use case ends successfully.

Alternative Flows	N/A

Exceptions	**Employer is Not in the System**
	If in step 4 of the normal flow the desired employer does not exist in the system, then
	    1. There is no action to be taken by the Administrator.
	    2. The use case ends with a failure condition.

4.1.4 Check Status of Emails

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to check the status of the reminder emails sent out to students and employers.
Trigger	Administrator desires to look over the status of emails sent to students and employers.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator is viewing the given status of student and employer emails.
Normal Flow	1. The Administrator selects "Email" from the navbar. 2. The Administrator selects "Email Status" from the dropdown. 3. The Administrator selects either "Student" or "Employer" to display the associated emails. 4. The Administrator views scheduled emails as well as the date and time for which the emails are scheduled. 5. The Administrator views failed emails and the reason for failure. 6. The use case ends successfully.
Alternative Flows	N/A
Exceptions	N/A

4.1.5 Resend All Failed Emails

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to send out any email notifications that failed to send to students and employers.

Trigger	Administrator desires to send out any email notifications that failed to send to students and employers.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	The Administrator resent all "failed" emails.
Normal Flow	1. The Administrator selects "Email" from the navbar. 2. The Administrator selects "Email Status" from the dropdown. 3. The Administrator selects either "Student" or "Employer" to display the associated emails. 4. The Administrator sees a list of all emails that failed to send. 5. The Administrator selects "Resend All Failed Emails" from page. 6. The use case ends successfully.
Alternative Flows	N/A
Exceptions	**No Failed Emails in System** If in step 4 of the normal flow there are no emails that failed to send, then 1. The Administrator does nothing. 2. The use case ends with a failure condition.

4.1.6 Add and Administrator

Actors	Administrator
Description	This use case describes how an administrator uses the Co-op Evaluation System to add an administrator to the system.
Trigger	Administrator desires to add an administrator to the system.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully added the administrator to the system.
Normal Flow	1. The Administrator accesses "Users" in the navigation bar. 2. The Administrator chooses "Administrators" from the dropdown menu. 3. The Administrator clicks the "Add new" button. 4. The Administrator enters the user's RIT account information. 5. The Administrator selects the "Add" button. 6. The Administrator verifies user has been added to the system. 7. The use case ends successfully.

Alternative Flows	N/A

Exceptions	**User Already in the System**
	If in step 2 of the normal flow the user is already an administrator, then
	    1. There is no action to be taken by the Administrator.
	    2. The use case ends with a failure condition.

4.1.7 Remove an Administrator

Actors	Administrator
Description	This use case describes how an administrator uses the Co-op Evaluation System to remove an administrator from the system.
Trigger	Administrator desires to remove an administrator to the system.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully removed the administrator from the system.
Normal Flow	1. The Administrator accesses "Users" in the navigation bar. 2. The Administrator chooses "Administrators" from the dropdown menu. 3. The Administrator searches for the user in the table listing all current users. 4. The Administrator locates user to be removed from the system. 5. The Administrator clicks the "Remove" button in the row listing the selected user. 6. The use case ends successfully.
Alternative Flows	N/A
Exceptions	N/A

4.1.8 Add Academic Department User

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to add an Academic Department User to the system.
Trigger	Administrator desires to add an Academic Department User to the system.
Pre-conditions	1. The Administrator has an Internet connection.

	2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully added an Academic Department User to the system.
Normal Flow	1. The Administrator accesses "Users" in the navigation bar. 2. The Administrator chooses "Department Users" from the dropdown menu. 3. The Administrator clicks the "Add new" button. 4. The Administrator enters the user's RIT account information. 5. The Administrator selects the "Add" button. 6. The Administrator verifies user has been added to the system. 7. The use case ends successfully.
Alternative Flows	N/A
Exceptions	**Department User Already in the System** If in step 5 of the normal flow the user is already an Academic Department User, then 1. There is no action to be taken by the Administrator. 2. The use case ends with a failure condition. The system returns with an error message.

4.1.9 Delete Academic Department User

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to remove an Academic Department User from the system.
Trigger	Administrator desires to remove an Academic Department User from the system.
Pre-conditions	1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully deletes an Academic Department User from the system.
Normal Flow	1. The Administrator accesses "Users" in the navigation bar. 2. The Administrator chooses "Department Users" from the dropdown menu. 3. The Administrator searches for the user in the table listing all current users. 4. The Administrator locates user to be removed from the system.