STUDENT CO-OP ACTIVITIES MANAGEMENT SYSTEM

USER MANUAL

Presented By Team Sierra

Table of Contents

① Introduction

Welcome and thank you for choosing Meadowvale, the student co-op management system.

1.1 About

Meadowvale is an application for teacher to effectively manage and to keep track of each student's co-op progress. Teacher will be able to manage weekly log journals submitted by students through this application. Teacher is also able to add and modify co-op placements information for students.

More features will be explained in the subsequent sections. We strongly recommend you to go through the "Tasks" section for better understanding the core features in Meadowvale and to make best use of them.

1.2 Requirements

When working with Meadowvale, the minimum resolution for the screen should be 800*600, though it is recommended to use a screen resolution of 1024*768 or higher.

1.3 Installation

Step 1 Decompress the Meadowvale.zip to the path of your preference.

Step 2 Double click on the Meadowvale.jar to execute. If the log-in interface does not appear, proceed to 2.5

Step 2.5 Download and install the latest version of the Java Virtual Machine (Java Runtime Environment) from http://java.sun.com/javase/downloads/index.jsp

If installing for testing or demonstration purpose, proceed to step 3, which will set up a local database. Otherwise, please skip step 3 to 5, as the application will be pre-configured to connect to the client database.

To change the database connection parameters, go to step 4.

Step 3 To change the database connection parameters for Meadowvale:

(1) Change the filename of meadowvale.jar to meadowvale.zip

(2) Decompress the zip file.

(3) Locate the persistence.xml file at Meadowvale/META-INF, and open it.

(4) Look for the following properties, and change the database address or port to the desired one.

For example, if the database is located at the IP address 192.168.1.1, with port 3306 for the connection, change the "localhost:3306" to "192.168.1.1:3306".

```
<property name="javax.persistence.jdbc.url" value="jdbc:mysql://localhost:3306/meadowvale"/>
<property name="javax.persistence.jdbc.password" value="jjjjjj"/>
<property name="javax.persistence.jdbc.driver" value="com.mysql.jdbc.Driver"/>
<property name="javax.persistence.jdbc.user" value="meadowvale"/>
```

(5) Compress the meadowvale folder, and change its extension back to .jar

Step 4 Install MySQL Community Server 5.1.44: http://www.mysql.com/downloads/mysql/.

Step 5 Set up the database.

(1) Configure the database.

After successfully installing MySQL, configure the database with the default 3306 database port

connection.

If you are configuring the database in the Windows environment, please make sure to enable the 'add to PATH variable' option.

This allows our application to communicate with the database.
Please remember the password for your root database account.

(2) Set up proper database structure.

Open the MySQL Command Line Client and create a new account by typing the following two queries at the prompt:

```
CREATE USER 'meadowvale'@'localhost' IDENTIFIED BY 'jjjjjj';
GRANT ALL PRIVILEGES ON meadowvalue.* to 'meadowvale'@'localhost';
```

Now you have successfully created a new user account named 'meadowvale'
with password 'jjjjjj' (6 j's).

(3) Construct database.

Use the "meadowvale.sql" file to setup the database schema that is to be used for the application.

You can use the following information to connect to the database.

```
Connector - MySQL (Connector/J driver)
Host: localhost
Port: 3306
Database: meadowvale
Username: meadowvale
Password: jjjjjj
```

(4) If no errors occur, the database should be properly setup.

Step 6 Double click on the meadowvale.jar to launch the application. Use the default admin account to log in administrator / teacher interface.
Username: veldcl
Password: jjjjjj
Once logged in, you can change your password and create new accounts for students.

1.4 Main Features

In Meadowvale, teacher (also known as the administrator in this application) has higher privileges and more features than students.

The main features for teacher are:
- Manage Accounts
- Manage Weekly Log Journals
- Manage Co-op Placements Information

The main features for students are:
- Fill out Weekly Log Journals and submit
- Search for Co-op Placements Information

The features will be described more specifically in the "Tasks" section in this document. Please refer to the lists of tasks for details.

◇2 Basics

Before you start carry out any tasks with Meadowvale, there is a few concepts you should understand first……

2.1 Getting Started

After you install Meadowvale and set up the database successfully, you can now start to manage accounts and data with this application.

To actually enter the regular work flow and to use the list of features, teacher has to do some "pre-settings".

Creating Accounts
If you are a teacher and this is the first time you use this application, there is only one default account that you can use. You can create as many student accounts as you want. You can also create teacher accounts for other teachers.

In order to create student accounts, you have to decide which class a student is going to be put in. So before creating student accounts, classes will be necessary.

Creating Classes
Since there will be different classes in different terms, you are able to define/specify classes by class numbers, years, class names and seasons. After a few classes have been created, you can now add students into.
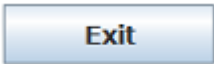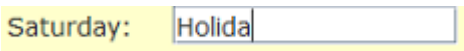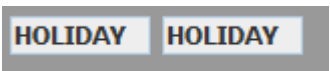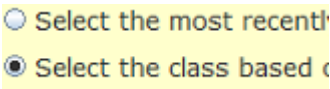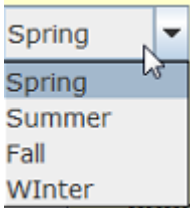
Creating Weeks
In order to let student fill out weekly log journals of different weeks, teacher has to specify some properties of a weekly log journal such as the week number, starting date, ending date and due date. There will be a very detail process of how to create the weeks in the "Tasks" section.

After all the "pre-settings" are done, students can now log in their accounts and fill out some weekly log journals. Teacher is able to view status of students and perform more complex operations now.

2.2 Descriptions of Components

This section is about descriptions for different kinds of components in Meadowvale.

Components	Descriptions
Exit	Close the window without saving.
Log Out	Sign out from the current account and a log-in window will be popped up.
Home / Management / Weekly Logs / Co-op Info / Reports / Personal Info	Tabs: Clicking on one of the tabs will bring you to a corresponding panel.
Saturday: Holida	Text field: Numbers or characters are allowed to be typed in the text field.
HOLIDAY HOLIDAY	Disabled field: Text fields disabled to prevent from changing them.
○ Select the most recently ◉ Select the class based	Radio box: A single choice group for selecting one of many options.
2010	Spinner field: Click up or down to increase or decrease the current number in the field.
Spring / Spring / Summer / Fall / WInter	Drop down list: An options list for you to select a type/variable.
Confirmation — Do you want to create the following class? Class Number: 3 School Term: 2010 Fall Required Co-op Hours: 50 [Yes] [No]	Confirmation window: Usually when you are going change something, a confirmation window will be prompted. In this case, click "Yes" to continue and save the changes, click "No" to cancel.

Due Date: 2010 Wed Thu Fri Sat 3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27	**Date picker:** By clicking the icon at the right side of the text field, you will be able to pick a date from a mini-calendar.
Sorry... ⚠ You typed some of the time incorrectly. The correct format is the following: 'number:numberA' for morning time (e.g. 10:30A) and 'number:number' for evening time (e.g. 04:30). If you did not work on a certain day, you should type 00:00 for both Time In and Time Out. Please re-fill the time entries that are left blank. OK	**Error window:** If you performed invalid or incorrect operations or the data type you entered is not acceptable, a window with error message will be prompted. In this case, follow the error message and fix the issues accordingly.

③ User Interface

There are three kinds of interfaces in Meadowvale:

Log-in Interface, Teacher Interface, and Student Interface.

3.1 Log-in Interface

You will see a log-in window displayed at the center of the screen on your computer after you launch Meadowvale.

Then you have to enter the correct username and password to log into your account.
The log-in window looks like this in Windows Vista:
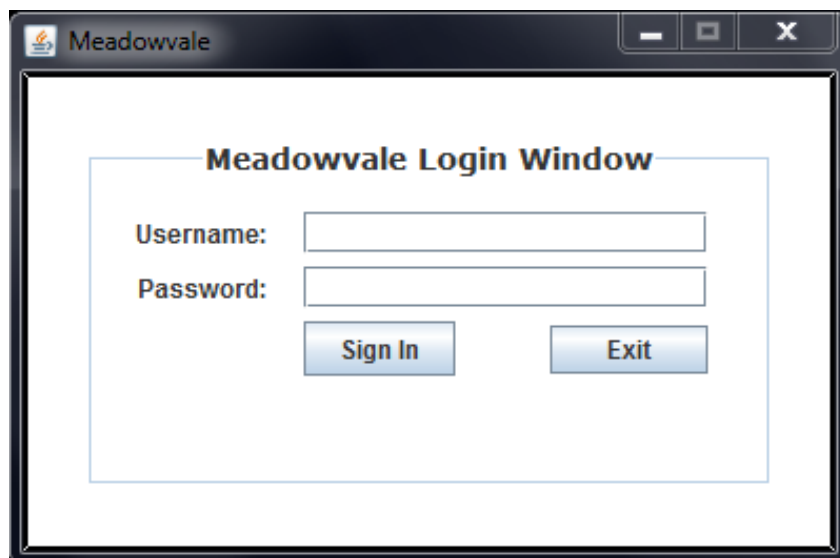
After you enter the correct user name and password, click "Sign in" to log in the main interface.

If you want to exit the application, click "Exit".

3.2 Teacher Interface

If you use an administrator account, you will see a window like this after you successfully log in.

The default panel going to be shown after you successfully log in is the Home panel.

You can see some information such as your name, numbers of recent submission from students, and the current date on this page.

If you want to log in using a different account, click "Log Out" at the upper right corner.

If you want to exit Meadowvale without saving, click "Exit" at the upper right corner.

If you want to go to another page for further operations, click on one of the tabs on the left.

3.3 Student Interface

If you are a student, you will see a window like this after you successfully log in.
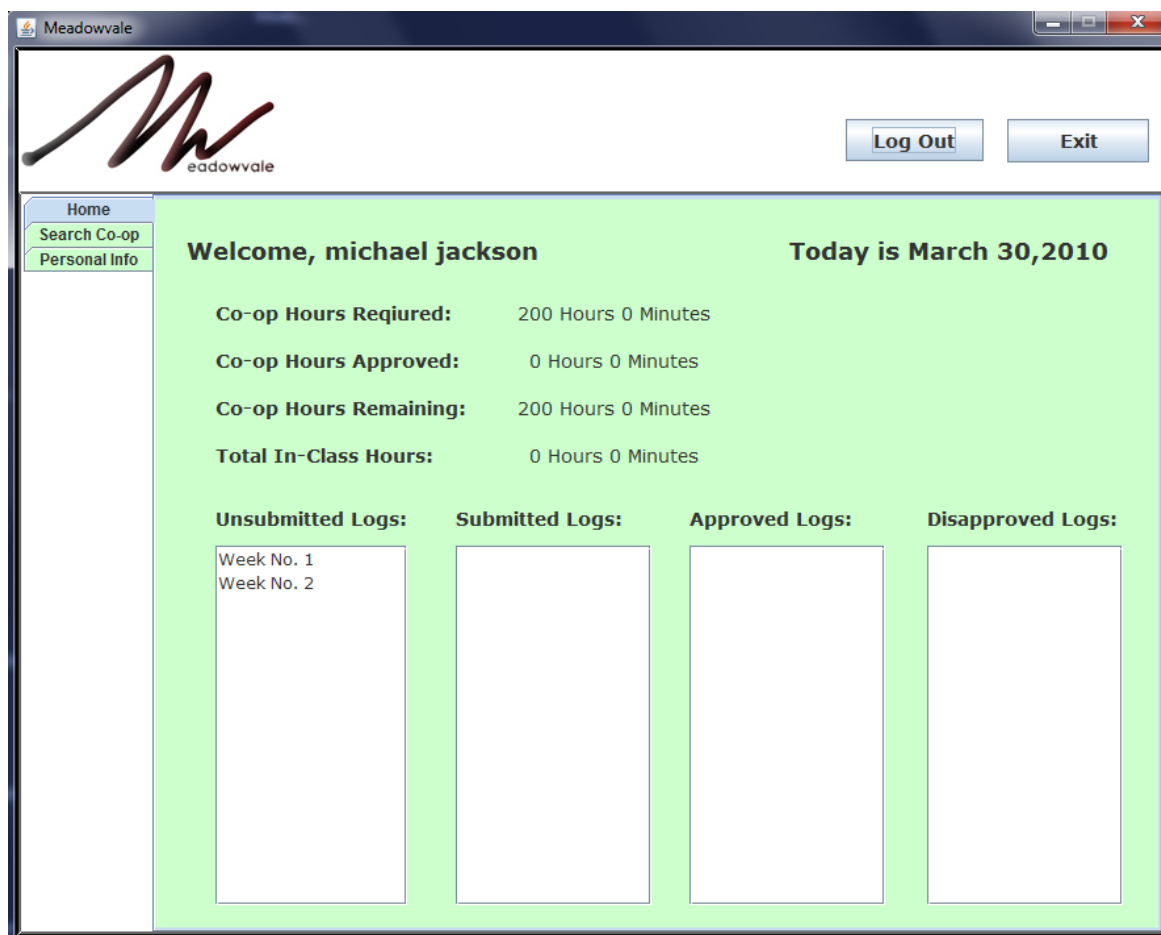
The default page going to be shown after you log in successfully is the Home Panel.

You can see some information such as your name, different types of co-op hours, and different status of logs (either unsubmitted, submitted, approved, or disapproved).

If you want to log in using a different account, click "Log Out" at the upper right corner.

If you want to exit Meadowvale, click "Exit".

If you want to go to another page for further operations, click on one of the tabs bar at the left.

If you want to open a weekly log journal, double click on one of the logs, such as "Weekly No.1" shown in the image above.

◇4◇ Tasks

In this section, you get to know more details about main features in Meadowvale and how the tasks can be carried out here.

4.1 Tasks - Teacher

4.11 Account Management

4.111 Add Classes

To go to the panel of creating classes, click on the tab "Management."
The first panel displayed after you enter "Management" is "Add Classes" panel.
You will be able to create classes with specific information such as "Class Name" and "School Term."

To create a new class, you need to follow the process below:
1. Choose a class number in the drop down list under "Class Number."

2. Enter a class name with no longer than 50 characters under "Class Name."

3. Specify a year and a season for the school term.

4. Enter a positive number for the co-op hours.

5. Click "Create Class."

6. Click "Yes" to confirm for creating a class and click "No" to cancel.

7. After "Yes" is selected, a message stating that class is successfully created would be shown on the right side of "Create Class" button.

The "Add Weeks" tab is next to the "Add Classes" tab.

To create a new week, you have to follow the process below.
1. Select a class that the weekly log journal will be attached to.
2. Select the number of the week, a starting date for the week, an ending date, and a due date.

3. Enter a description for different days in a week by entering "IC," "Chapel," "Holiday," or other kinds of days you would like to call.

4. Click "Add Week" button at the bottom of the panel.

5. Click "Yes" to confirm and a new week will be created and attached to the designated class.
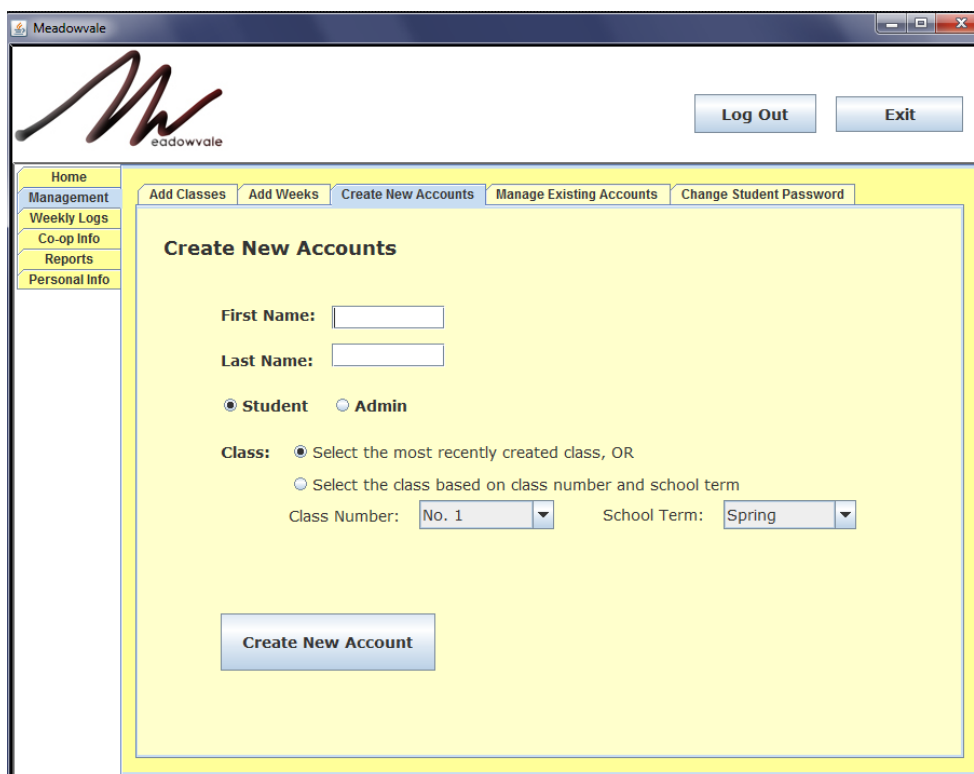
A class may have multiple students. When creating a student account, a particular class must be selected for that student.

Therefore, please MAKE SURE you have created a class previously or there is at least one class in the database.

The "Create New Accounts" tab can be located next to the "Add Weeks" tab.

To create a new account:
1. Enter a first name and a last name.
2. Specify the type of the new account by selecting one of "Student" or "Admin" radio boxes.
3. If "Student" radio box is selected, you will need to select the class for the new student account. By selecting the class for the new student account, the new account will be associated with the same weekly log journals exactly as the other students in the same class.
3.5. If "Admin" radio box is selected, it is UNNECESSARY to select a class.
4. Click "Create New Account"

5. Click "Yes" to confirm, then a new account will be successfully created.

4.114 Enable/Disable Accounts

If an account is no more in used anymore or you simply want to make it inactive, you can use the disabling function in Meadowvale.

To disable an account, go to the "Managing Existing Accounts" tab, which can be located next to the "Create New Accounts" tab.

The steps are quite simple to disable a designated account.
1. Select a student account from a class which you would like to disable.
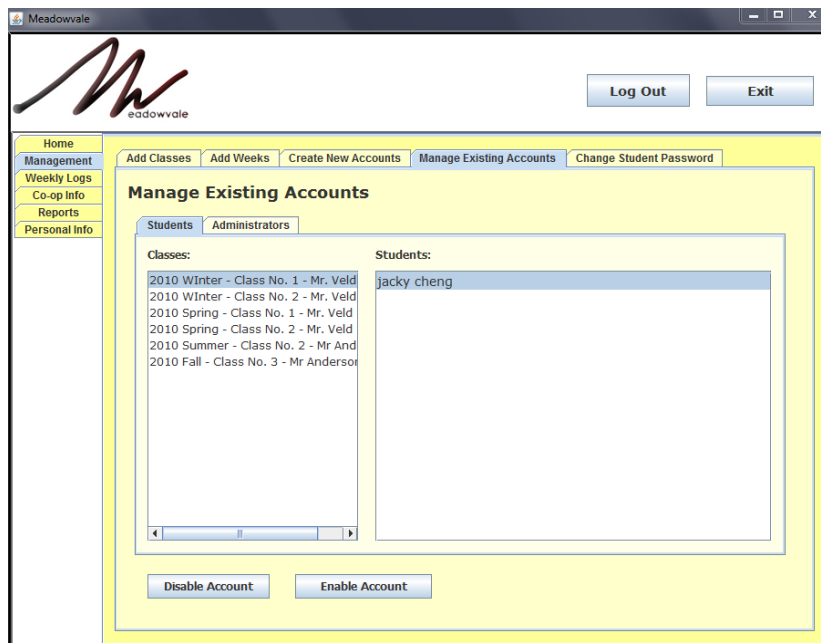
2. Click "Disable Account" and the account will be disabled immediately.
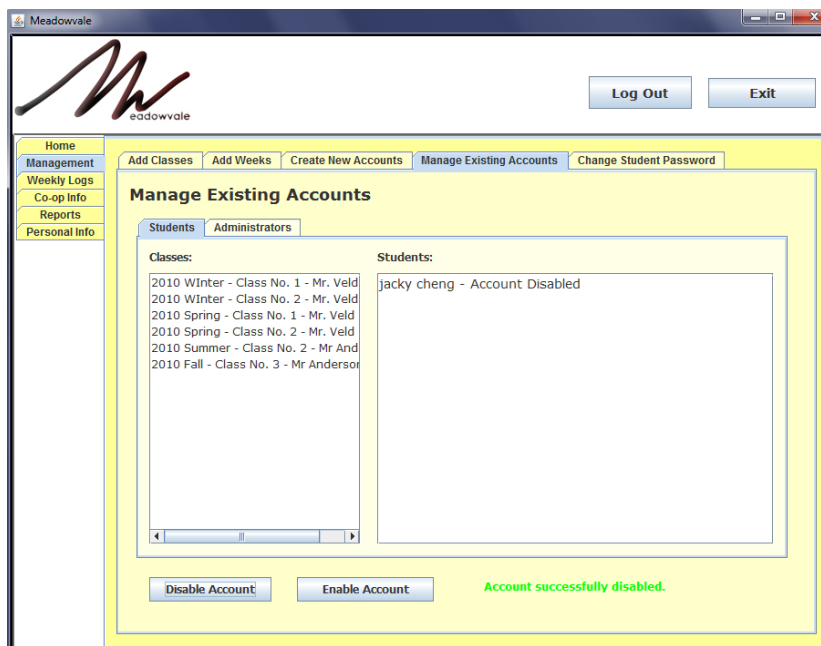
If you want to enable an inactive account, simply do these:
1. Select a disabled account
2. Click "Enable Account" and the inactive account becomes active again.
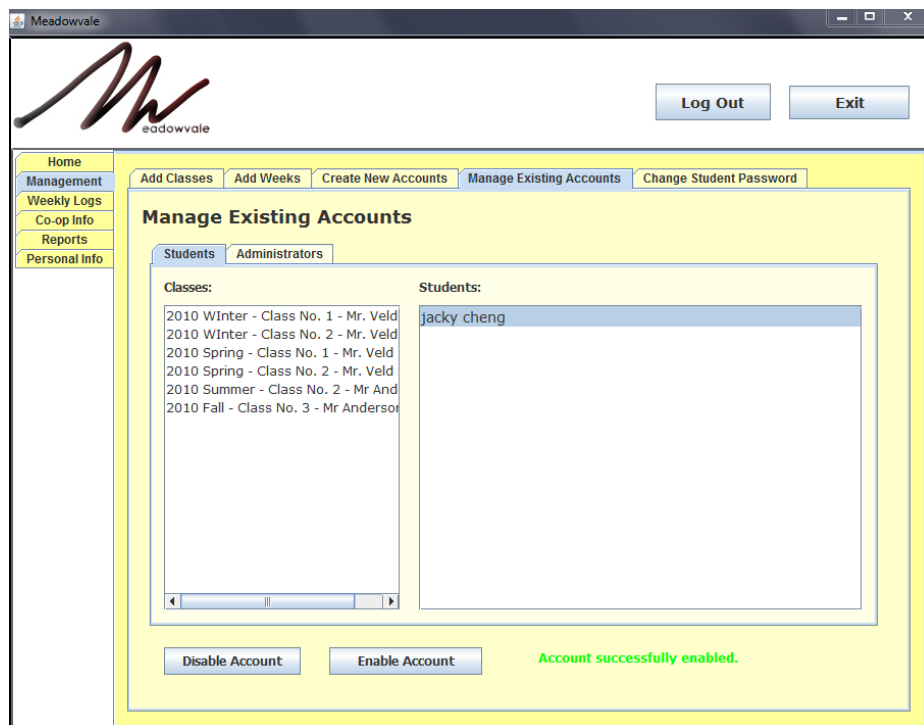
In the "Manage Existing Accounts" panel, teacher can keep track of the co-op hours and related information of a student.

To view co-op information of a student, go to "Students" panel under "Manage Existing Accounts" panel, select a student name and double click on it.
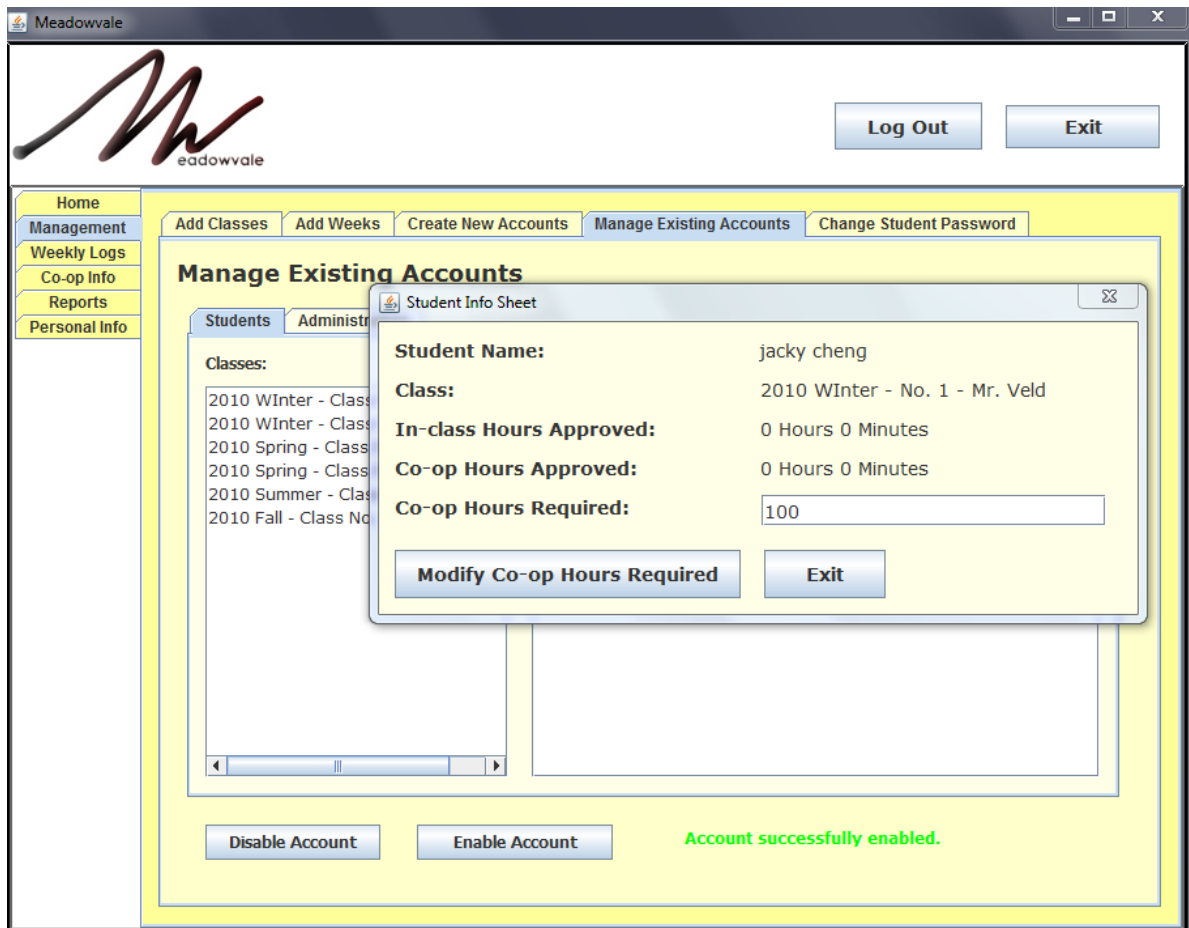
Teacher is able to modify student's required co-op hours at any time.

To modify co-op hours required information:
1. Enter a new number of co-op hours required.
2. Click "Modify Co-op Hours Required".

3. After "Modify Co-op Hours Required" is clicked, a success window will be prompted, click "OK" to finish.
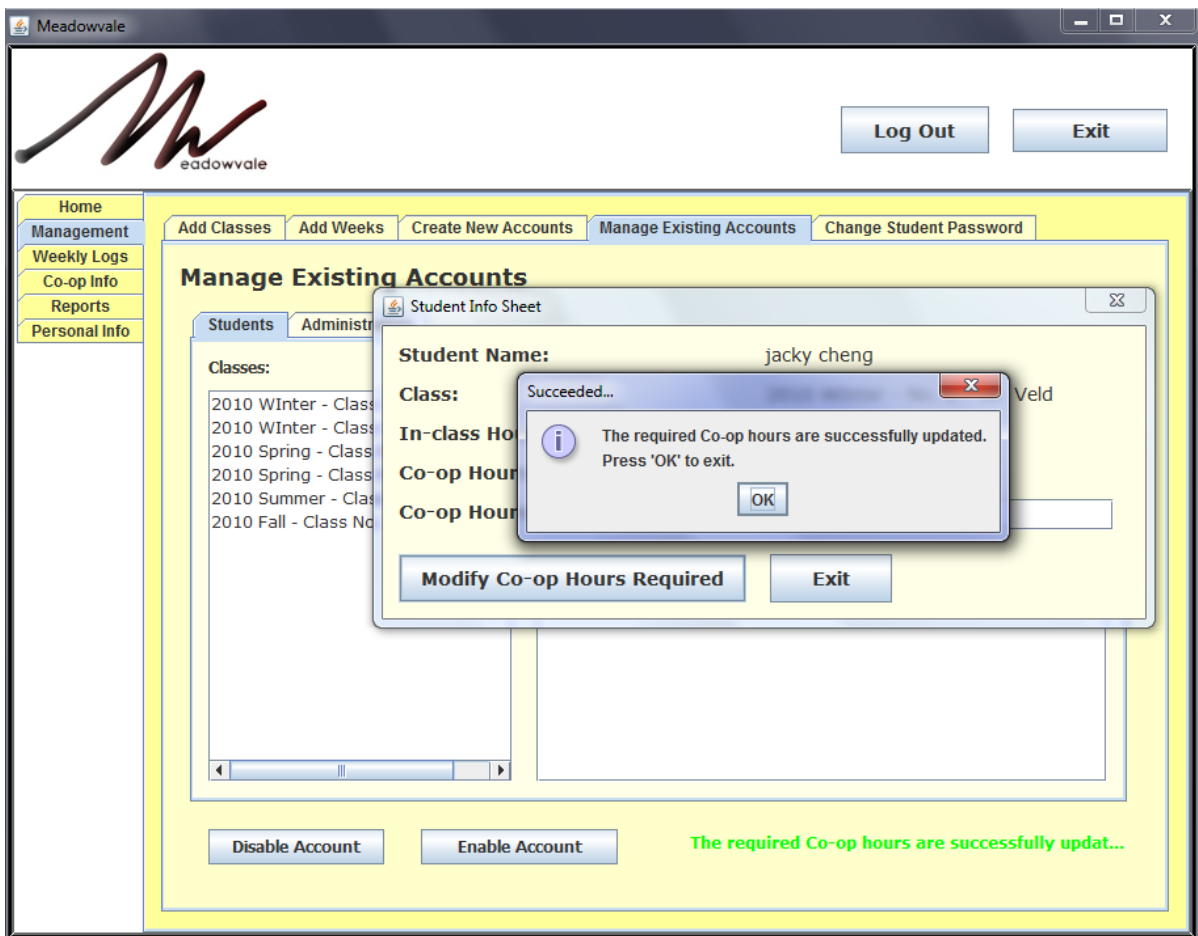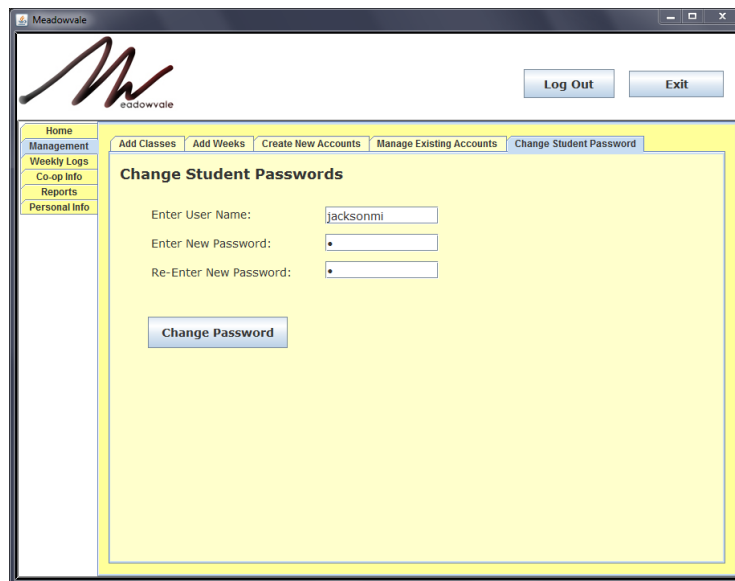
4.116 Change Student Password

Teacher is able to reset account password for students in case they forget their passwords.

First, go to the "Change Student Password" panel locating next to the "Manage Existing Account" panel.
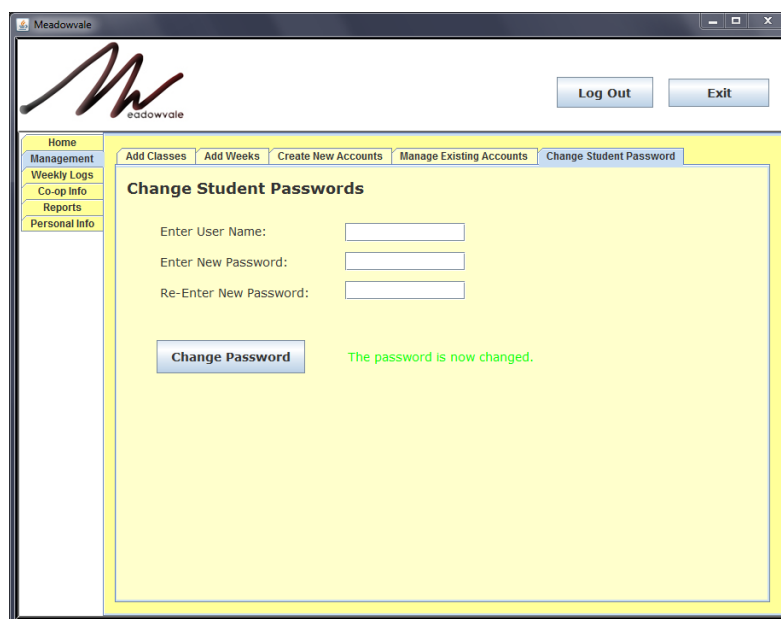
To change student password:
1.   Enter user name of a student
2.   Enter new password for the student twice.

3.   Click "Change Password", then the new password will be saved.
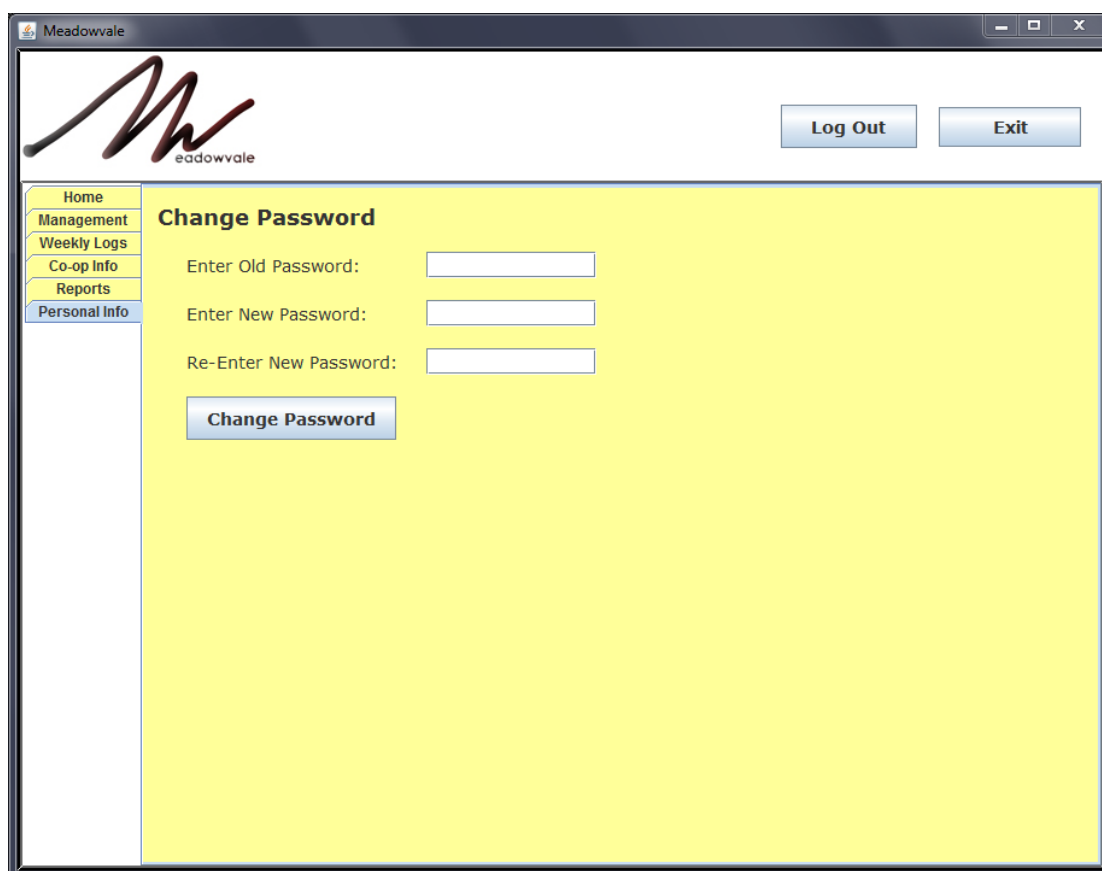
If you are a teacher, you can reset your own password as you can reset students' passwords.

To reset your password:
1. Click on the "Personal Info" tab on the left tab bar to go to the "Change Password" panel.
2. Enter old password and new password.
3. Click "Change Password", then you are done.

This is essentially the similar process as changing password for students.

4.12 Weekly Logs Management

To view a submitted weekly log journal from a student, click on the "Weekly Logs" tab to go to the "View/ Modify / Approve Submitted Weekly Logs" panel.

To open a submitted weekly log journal:

    1. Select a class.

    2. Select a student name.

    3. Select a weekly log journal that is "Not Yet Approved" or "Approved" or "Disapproved" in the list field under "Submitted Weekly Logs" and double click on it.

For example, double click on the Week No.2 Weekly Log Journal of Michael Jordan.

The selected weekly log journal will be prompted with entries filled out previously by the student. Teacher is not able to open a weekly log journal that is "Not Yet Submitted".

(A snapshot of the weekly log / journal sheet)

(A snapshot of the weekly log / journal sheet, continued)

Teacher is able to modify weekly log journals submitted by students if there is any mismatch between the electronic form and the paper version.

To modify, follow the process in section 4.121 to open a weekly log journal.

Then you can modify any entries in the electronic form.

After modification is done, click "Modify" at the bottom of the weekly log journal window. After clicking "OK" in the confirmation window, this modified weekly log journal will be successfully saved to the system.

Teacher is able to approve the submission from students.

First, follow the process in section 4.121 to open a weekly log journal, which can be "Not Yet Approved" or "Approved".

To approve or disapprove the current weekly log journal, click the "Approve" or "Disapprove" button at the bottom of the weekly log journal window.

Then a confirmation window is prompted showing that the current weekly log journal has been successfully approved / disapproved.

Teacher is able to mark on weekly log journals submitted by students.   31

First, follow the process in section 4.121 to open a submitted weekly log journal.

After a weekly log journal window is prompted, you are able to enter the marks at the top right area, under the student name and class information.

Then click "Mark" button at the bottom of the weekly log journal window.

With the confirmation window shown as above, the mark has been successfully assigned to the current weekly log journal.

4.13 Co-op Placements Management

4.131 Add Co-op Job Posting

Multiple jobs posting information can be added at once into the table, as shown below. Then just click the "Add Postings" button to save the changes into the database.

Rows have to be completely filled out before they can be saved into the database. If certain information is not available at the moment, enter "N/A" for that field

If the rows are not enough, simply click on the "Add 10 Rows" to add more rows into the table.

Clicking "Clear All" will clear all the information you entered.

4.132 Search Co-op Job Postings

Postings can be searched by different fields. Meadowvale supports conditions for up to two fields at the same time. Select the field you want to search and enter the value. Specify the order if needed. Click the search button to see all the matching results.

To view all the postings, select Search By: Activity, leave the value blank, and use OR.

To change the existing job postings, select the postings you want to edit in the result table, and click the "update selected rows button".

A pop up window will show up and you can edit the posting in the same way described in the "Add posting" section. When finished, click update to save changes, or click Cancel/Exit to cancel the update.

4.14 View Weekly Log Journal Summary

Teacher can view weekly log journal submission summary in the "Weekly Log / Sheet Submission Summary" panel.

To go to this panel, click on the "Reports" tab on the left tab bar.
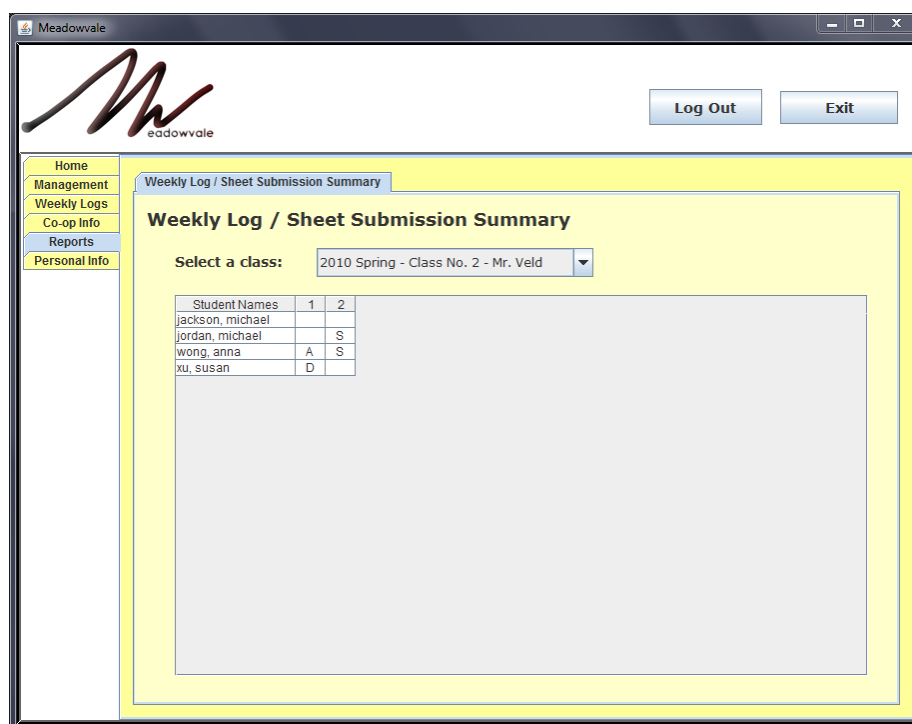
Teacher is allowed to view summary for different classes by selecting a class from the drop down list.

In this example, the submission summary of "2010 Spring – Class No.2 – Mr. Veld" is shown as a table format.

The columns after student names stand for the number of a week.

If an entry is blank, the weekly log journal for the corresponding week is not submitted.

If an entry is "A", the weekly log journal has been approved by the teacher.

If an entry is "S", the weekly log journal is submitted and it has not yet been approved.

4.2 Tasks – Students

4.21 Fill out and Submit Weekly Log Journals

After logged in their accounts, students are able to fill out any available weekly log journals and submit them to teacher through Meadowvale.

To access one of the available empty weekly log journals, students need to select one from the list field of "Unsubmitted Logs" on the home page of the student interface.
To open an empty weekly log journal, double click on it.

This is what an incomplete (not yet filled out) weekly log journal looks like:

Scroll down to see more fields:

There are a handful of rules for students to follow when they fill out the journal:

1. In the "WEEKLY HOURS" section, the form of time to enter will be like "3:00", "12:00", or "9:00A" / "10:30A".
2. When entering the times, "HOLIDAY" indicates the fields that are disabled since there is no co-op activity on that day. So nothing is needed to be entered.
3. If there is "Chapel" or "IC" in the text fields, simply erase it.
4. If a student didn't go co-op for a day or more due to some reasons, the field should be filled with "00:00".
5. The text field for absent reason can be left blank as long as a student is not absent.
6. In the "BRIEF SUMMARY OF THIS WEEK'S ACTIVITIES" section, the shorter text fields must be filled with either "O", "PA" or "PI". Texts fields in this section can be left blank as well.
7. After everything is filled out, click "Submit" to submit the weekly log journal.
8. After clicking "Yes", the weekly log journal will be submitted.

Students are able to search for co-op placements information posted by teacher.

The search function can be found on "Search Co-op Postings" panel by clicking the "Search Co-op" tab at the left tab bar.
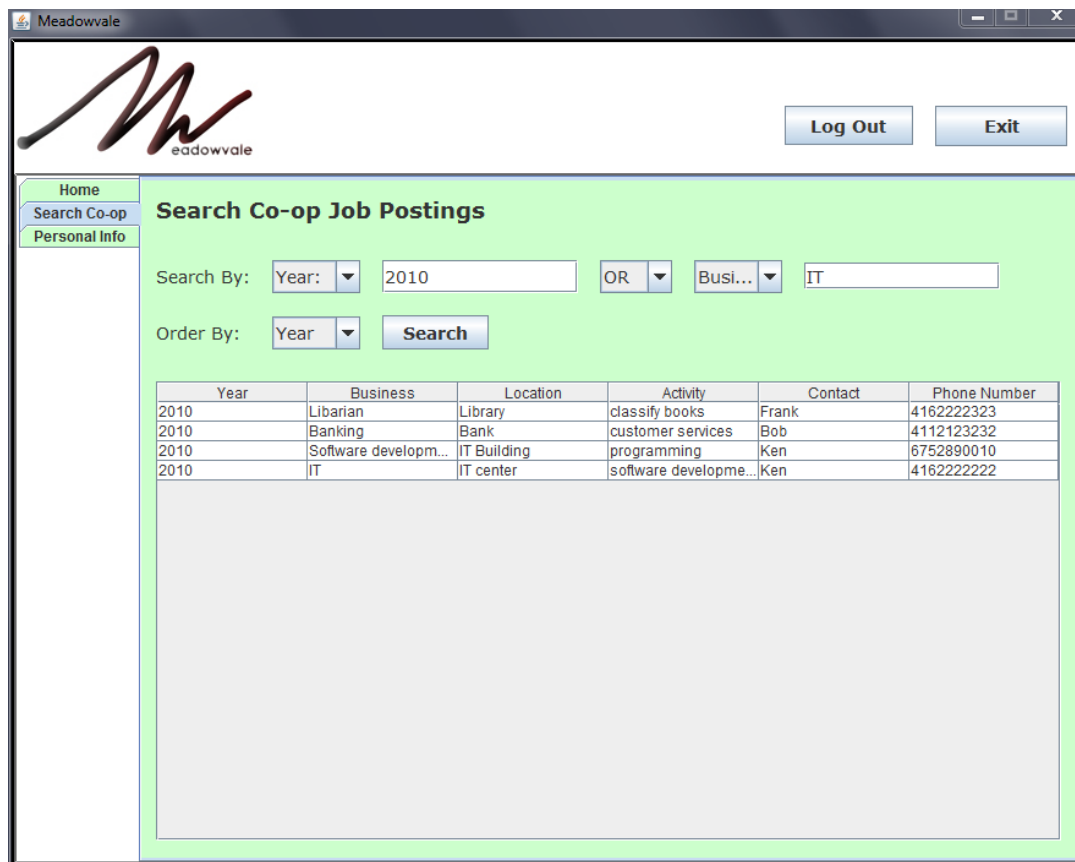
Students can use different keywords to search for co-op job postings: year, business, activities and location.

Students can search by using combinations of keywords to get more results.

To search:
1. Select the first type of keyword in the drop down list after "Search By" and enter a keyword accordingly.
2. Either select "AND"/"OR" and another keyword according to the second type selected, or click "Search" button directly.

Then the results will be shown in a table like below.

Students are able to change their own passwords.

To go to the "Change Password" panel, click on the "Personal Info" tab on the left.

To change password:
1. Enter the old password and new password.
2. Click "Change Password", and you are done.

⬦5⬦ Q&A

Q: As a teacher, can I disable administrators' accounts?
A: Yes, you can. It is the same way as you disable a student account.

Q: As a teacher, can I create a student account without specifying a class?
A: No, you must at least have one existing class there. Everytime you create a student account you have to associate it with a class.

Q: As a student, can I submit my weekly log journal again if it is disapproved?
A: Yes, you can make changes to the one disapproved and submit it to the teacher again.

Q: When I was searching co-op placements, I couldn't search for anything by entering generic letters.
A: The rule for searching is that you have to enter the specified types of keywords in order to get some results, such as company names (i.e. "Amazon," "Google," and etc.).

Q: As a student, what if I forgot my password?
A: If you forgot your password, ask the teacher to reset your password.

Q: I'm entering the correct password, why I can't log into my account?
A: Your account might be disabled. You'd better go to a teacher who has the authority to enable it.