



STUDENT CO-OP ACTIVITIES MANAGEMENT SYSTEM

# USER MANUAL

Presented By Team Sierra

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# Introduction

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

## 1.1 About

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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

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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

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**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.

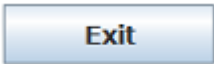


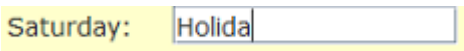
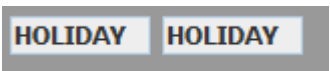
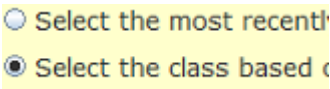

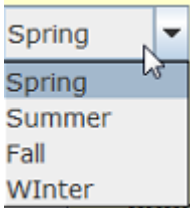

### Creating Weeks

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
	Close the window without saving.
	Sign out from the current account and a log-in window will be popped up.
	Tabs: Clicking on one of the tabs will bring you to a corresponding panel.
	Text field: Numbers or characters are allowed to be typed in the text field.
	Disabled field: Text fields disabled to prevent from changing them.
	Radio box: A single choice group for selecting one of many options.
	Spinner field: Click up or down to increase or decrease the current number in the field.
	Drop down list: An options list for you to select a type/variable.
	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

Ved	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:

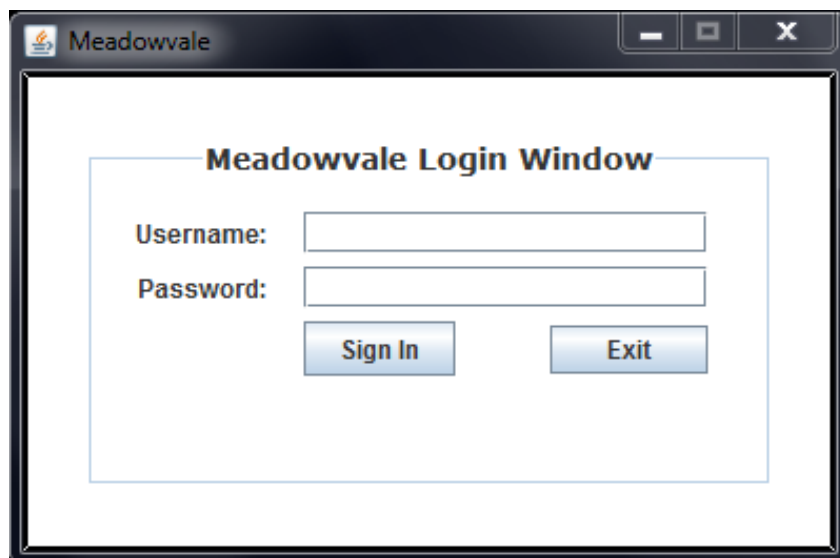
Log-in Interface, Teacher Interface, and Student Interface.

## 3.1 Log-in Interface

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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

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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.

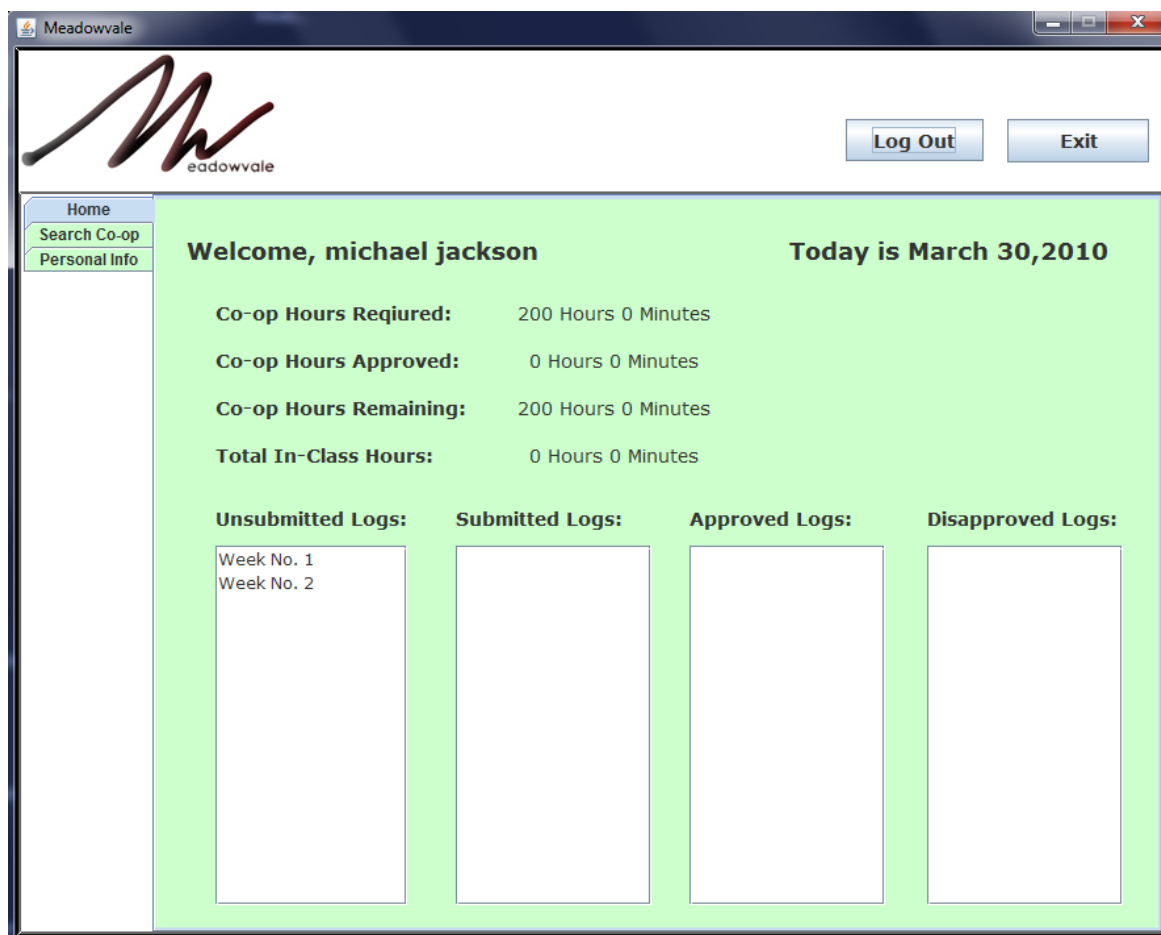
If you want to exit Meadowvale without saving, click "Exit" at the upper right corner.

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

### 3.3 Student Interface

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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

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### 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.”

The screenshot shows a web browser window titled 'Meadowvale'. The page has a header with a logo and 'Log Out' and 'Exit' buttons. A left sidebar contains a menu with 'Home', 'Management', 'Weekly Logs', 'Co-op Info', 'Reports', and 'Personal Info'. The 'Management' tab is selected, and within it, the 'Add Classes' sub-tab is active. The main content area is titled 'Add Classes' and contains the following fields: 'Class Number:' with a dropdown menu showing 'No. 1', 'Class Name:' with a text input field, 'School Term:' with a year spinner set to '2010' and a term dropdown set to 'Spring', and 'Required Co-op Hours:' with a text input field followed by the word 'hours'. A 'Create Class' button is at the bottom of the form.

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.”

Meadowvale

Log Out Exit

Home Management Weekly Logs Co-op Info Reports Personal Info

Add Classes Add Weeks Create New Accounts Manage Existing Accounts Change Student Password

**Add Classes**

Class Number: Class Name:

No. 1 No. 2 No. 3 No. 4 No. 5 No. 6 No. 7 No. 8

Spring

Required Co-op Hours: hours

Create Class

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

Meadowvale

Log Out Exit

Home Management Weekly Logs Co-op Info Reports Personal Info

Add Classes Add Weeks Create New Accounts Manage Existing Accounts Change Student Password

**Add Classes**

Class Number: Class Name:

No. 3 Mr Ander

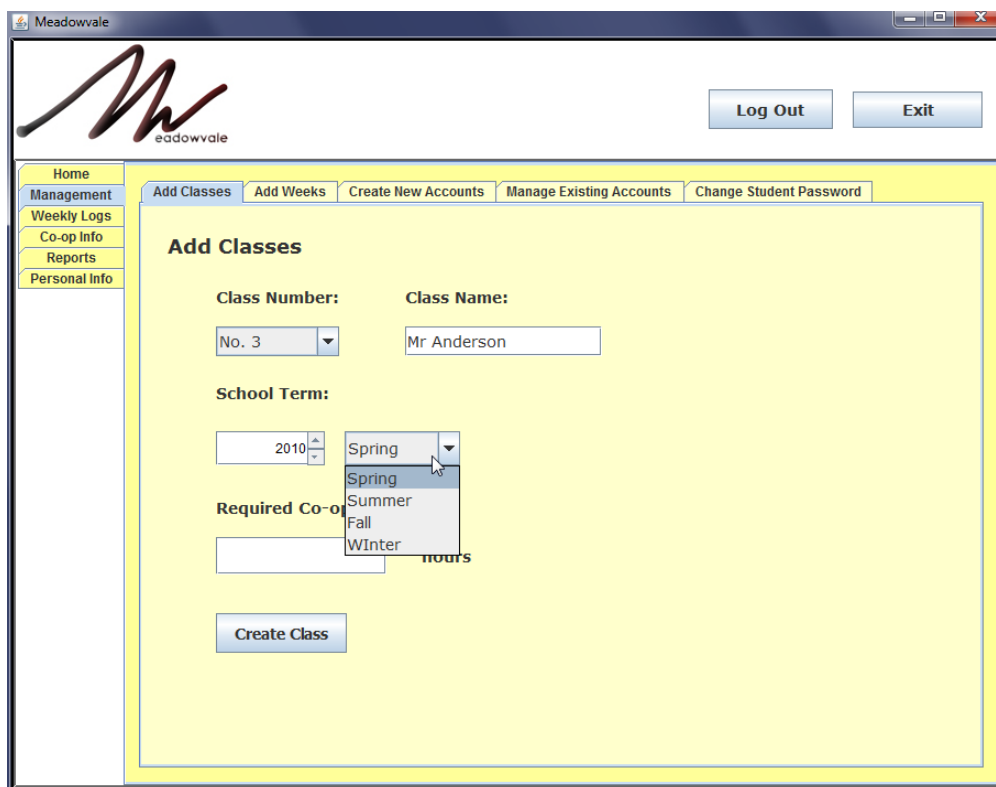
School Term:

2010 Spring

Required Co-op Hours: hours

Create Class

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



The screenshot shows the 'Add Classes' form in the Meadowvale application. The 'Class Number' is set to 'No. 3' and the 'Class Name' is 'Mr Anderson'. The 'School Term' dropdown menu is open, showing options: Spring, Spring, Summer, Fall, and Winter. The 'Required Co-op' field is empty. The 'Create Class' button is visible at the bottom.

Meadowvale

Log Out Exit

Home Management Weekly Logs Co-op Info Reports Personal Info

Add Classes Add Weeks Create New Accounts Manage Existing Accounts Change Student Password

**Add Classes**

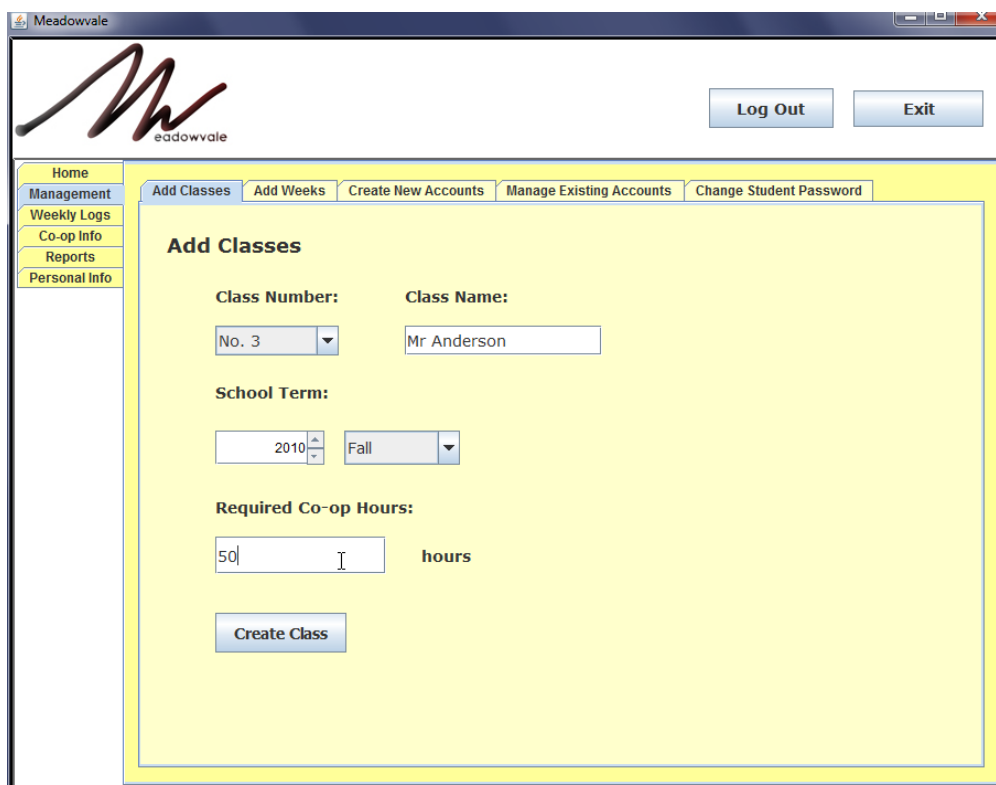
**Class Number:** No. 3 **Class Name:** Mr Anderson

**School Term:** 2010 Spring

**Required Co-op:** hours

Create Class

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



The screenshot shows the 'Add Classes' form in the Meadowvale application. The 'Class Number' is set to 'No. 3' and the 'Class Name' is 'Mr Anderson'. The 'School Term' is set to '2010 Fall'. The 'Required Co-op Hours' field now contains the number '50'. The 'Create Class' button is visible at the bottom.

Meadowvale

Log Out Exit

Home Management Weekly Logs Co-op Info Reports Personal Info

Add Classes Add Weeks Create New Accounts Manage Existing Accounts Change Student Password

**Add Classes**

**Class Number:** No. 3 **Class Name:** Mr Anderson

**School Term:** 2010 Fall

**Required Co-op Hours:** 50 hours

Create Class

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

The screenshot shows the Meadowvale web application interface. The 'Add Classes' tab is selected. A confirmation dialog box is displayed in the center, asking 'Do you want to create the following class?'. The dialog lists the following details: Class Number: 3, School Term: 2010 Fall, and Required Co-op Hours: 50. The 'Yes' button is highlighted by the mouse cursor. In the background, the 'Add Classes' form is visible with the following fields: 'Class Number' (dropdown menu showing 'No. 3'), 'School Term' (year dropdown showing '2010'), and 'Required Co-op Hours' (text input showing '50' followed by 'hours'). A 'Create Class' button is located at the bottom of the form.

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

This screenshot shows the same 'Add Classes' form after the class has been successfully created. The 'Class Name' field, which was not visible in the previous screenshot, is now populated with 'Mr Anderson'. The 'School Term' dropdown now shows 'Fall' in addition to the year '2010'. The 'Required Co-op Hours' field remains '50 hours'. The 'Create Class' button is still present, and a green message 'Class Successfully Created.' is displayed to its right.



## 4.112 Add Weeks

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.

The screenshot shows the Meadowvale software interface. The title bar reads 'Meadowvale'. The main window has a logo on the top left and 'Log Out' and 'Exit' buttons on the top right. A sidebar on the left contains a menu with 'Home', 'Management', 'Weekly Logs', 'Co-op Info', 'Reports', and 'Personal Info'. The 'Management' section is active, showing a tabbed interface with 'Add Classes', 'Add Weeks', 'Create New Accounts', 'Manage Existing Accounts', and 'Change Student Password'. The 'Add Weeks' tab is selected, displaying the 'Add Weeks to the Created Class' form.

**Add Weeks to the Created Class**

Step 1: Select the class:

- ☐ Select the most recently created class, OR
- ☒ Select the class based on class number and school term

Class Number:  School Term:

Step 2: Add a week / weeks to the class:

Week Number:  Week Start Date:  Week End Date:  Due Date:

A calendar dropdown is open, showing the month of September 2010. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates 30 and 31 are visible. To the right of the calendar, there are input fields for 'Thursday:', 'Friday:', and 'Saturday:'.

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.

The screenshot shows the 'Add Weeks to the Created Class' form in the Meadowvale application. The form is divided into three steps. Step 1: Select the class. It has two radio buttons: 'Select the most recently created class, OR' (unselected) and 'Select the class based on class number and school term' (selected). Below are dropdowns for 'Class Number' (No. 3) and 'School Term' (2010 Fall). Step 2: Add a week / weeks to the class. It has dropdowns for 'Week Number' (No. 1), and date pickers for 'Week Start Date' (1-Sep-2010), 'Week End Date' (8-Sep-2010), and 'Due Date' (8-Sep-2010). Step 3: Specify Special Dates. It has text input fields for Monday (IC), Tuesday (Chapel), Wednesday, Thursday, Friday, and Saturday (Holid). An 'Add Week' button is at the bottom.

5. Click "Yes" to confirm and a new week will be created and attached to the designated class.

This screenshot shows the same 'Add Weeks to the Created Class' form as the previous one, but with a confirmation dialog box overlaid. The dialog box is titled 'Confirmation' and contains a question mark icon and the text: 'Do you want to add the following week to class 3, 2010 Fall?'. It also displays the selected values: 'Week Number: 1', 'Start Date: 2010-09-01', 'End Date: 2010-09-08', and 'Due Date: 2010-09-08'. At the bottom of the dialog are 'Yes' and 'No' buttons. The background form is partially visible, showing the same steps and fields as before.

#### 4.113 Create New Accounts

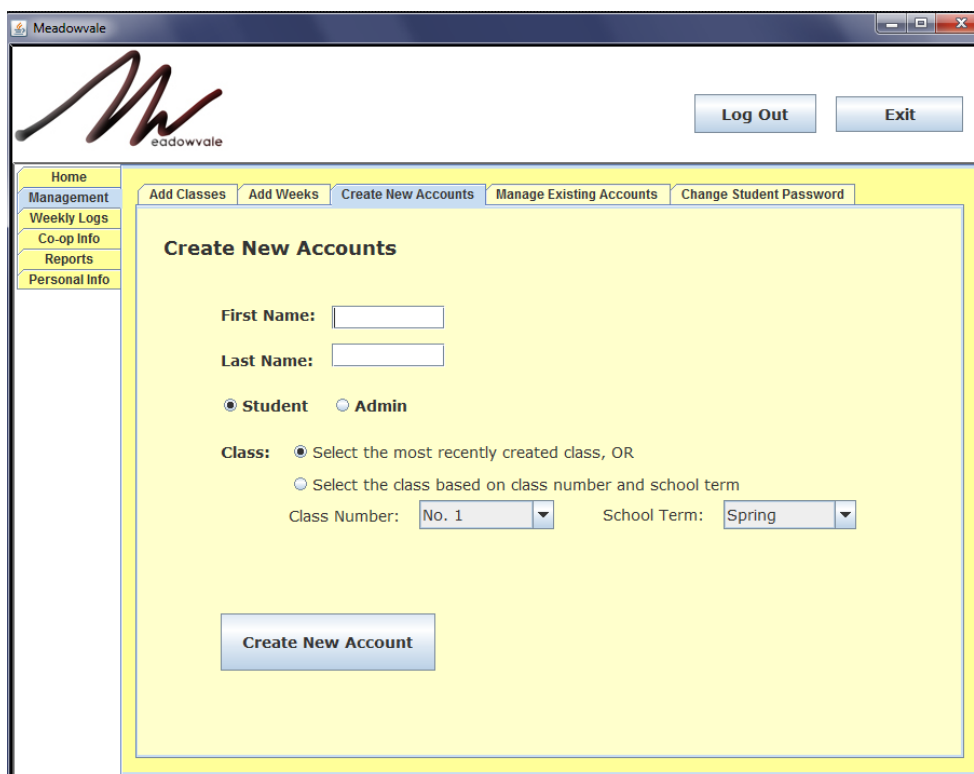
A class may have multiple students. When creating a student account, a particular class must be selected for that student.

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”



The screenshot shows a web browser window titled "Meadowvale". The page has a header with a logo and the text "meadowvale". In the top right corner, there are "Log Out" and "Exit" buttons. A navigation menu on the left includes "Home", "Management", "Weekly Logs", "Co-op Info", "Reports", and "Personal Info". The main content area has a yellow background and is titled "Create New Accounts". It contains the following fields and options:

- First Name:** A text input field.
- Last Name:** A text input field.
- Account Type:** Two radio buttons labeled "Student" (selected) and "Admin".
- Class:** A section with two options:
  - ☒ Select the most recently created class, OR
  - ☐ Select the class based on class number and school term
- Class Number:** A dropdown menu currently showing "No. 1".
- School Term:** A dropdown menu currently showing "Spring".
- Create New Account:** A large blue button at the bottom.

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

The screenshot shows the Meadowvale software interface. The main window has a title bar with the Meadowvale logo and the text "Meadowvale". Below the title bar is a navigation menu with the following items: Home, Management, Weekly Logs, Co-op Info, Reports, and Personal Info. The "Management" menu is expanded, showing sub-items: Add Classes, Add Weeks, Create New Accounts, Manage Existing Accounts, and Change Student Password. The "Create New Accounts" sub-item is selected. The main content area is titled "Create New Accounts" and contains the following fields and options:

- First Name:** jim
- Last Name:** maleson
- User Type:** ☒ Student ☐ Admin
- Class:** ☒ Select the class ☐ Select the class based on class number and school term
- Class Number:** No. 1 (dropdown menu)
- School Term:** Spring (dropdown menu)
- Create New Account** (button)

A confirmation dialog box is displayed over the main content area. The dialog box has a title bar with the text "Confirmation" and a close button (X). The dialog box contains the following text:

Do you want to create the following user to class 3, 2010 Fall?  
First Name: jim  
Last Name: maleson  
User Type: Student

At the bottom of the dialog box are two buttons: "Yes" and "No".

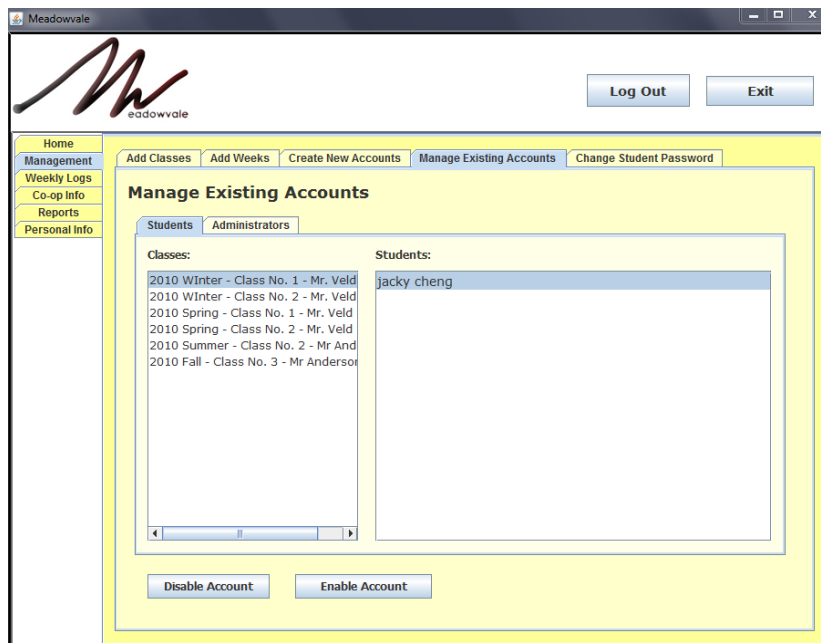
## 4.114 Enable/Disable Accounts

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.

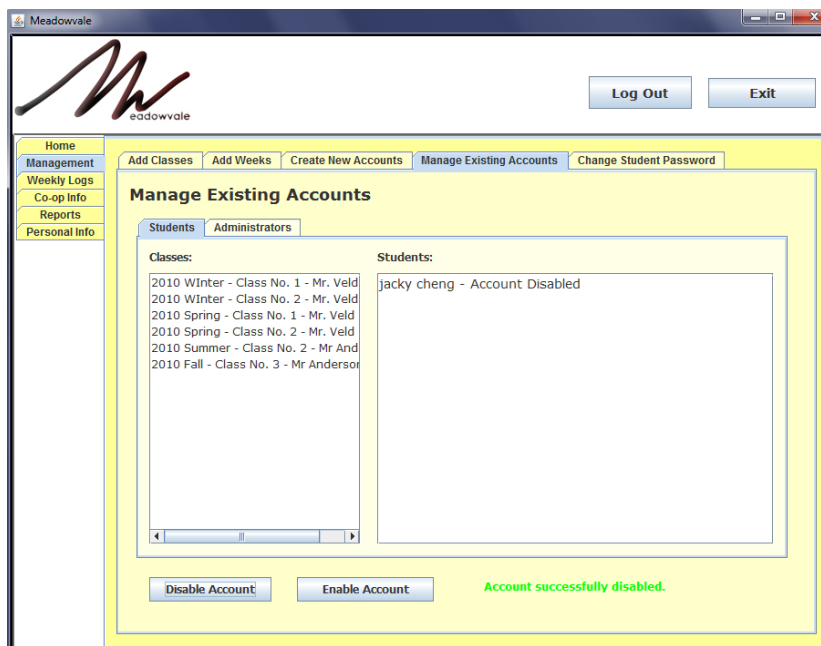
To disable an account, go to the “Managing Existing Accounts” tab, which can be located next to the “Create New Accounts” tab.

The steps are quite simple to disable a designated account.

1. Select a student account from a class which you would like to disable.

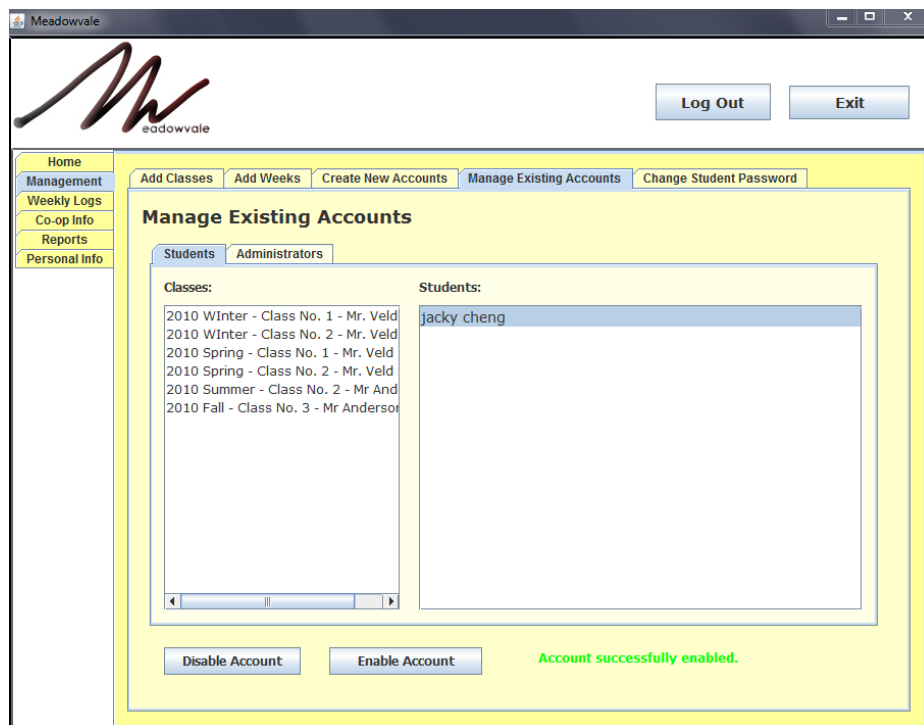


2. Click “Disable Account” and the account will be disabled immediately.



If you want to enable an inactive account, simply do these:

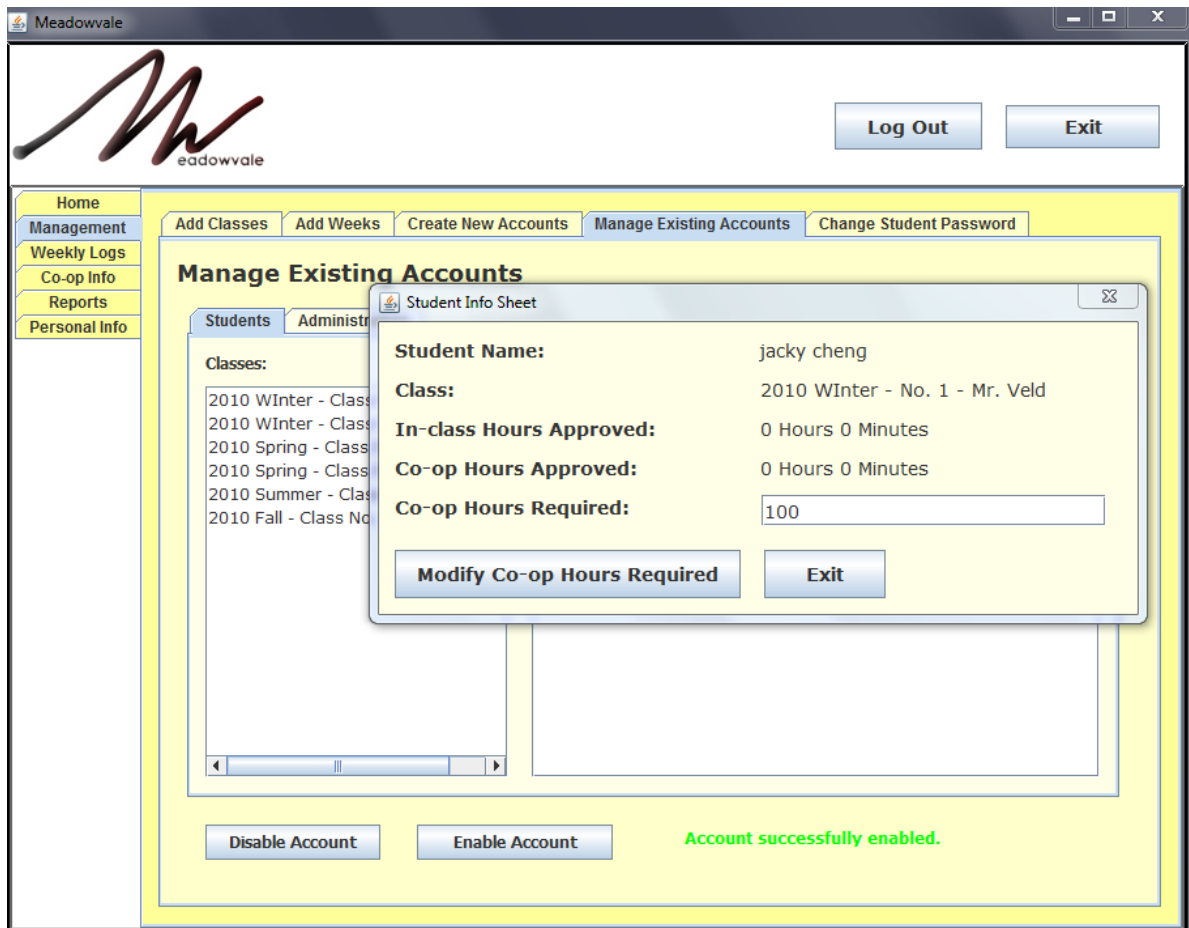
1. Select a disabled account
2. Click "Enable Account" and the inactive account becomes active again.



#### 4.115 View/Modify Student Co-op Information

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.

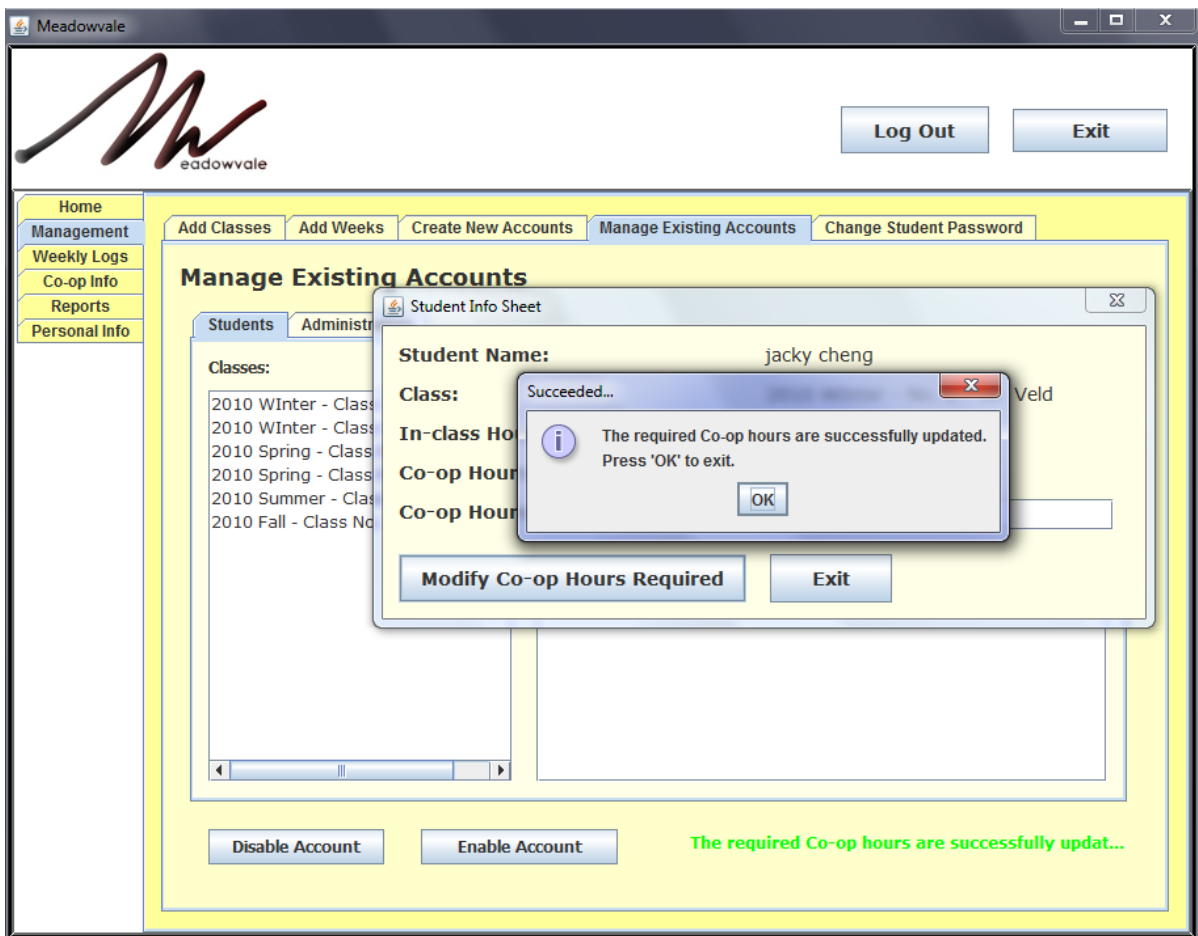


Teacher is able to modify student's required co-op hours at any time.

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.





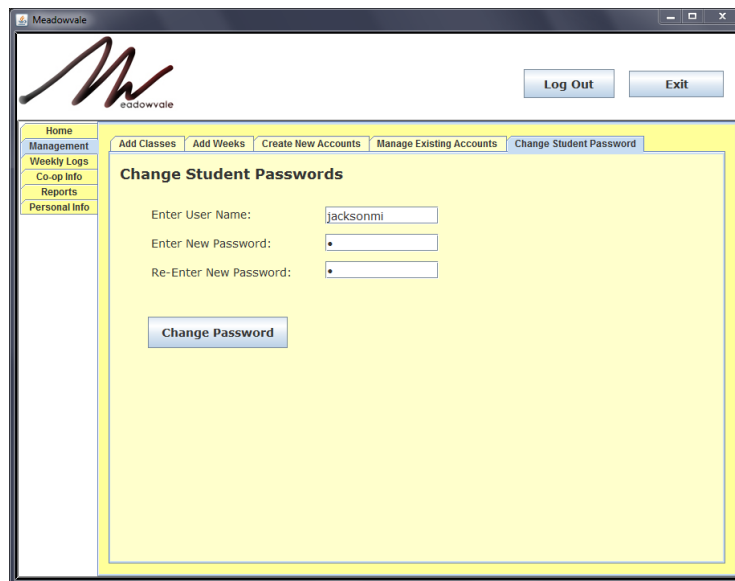
## 4.116 Change Student Password

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.

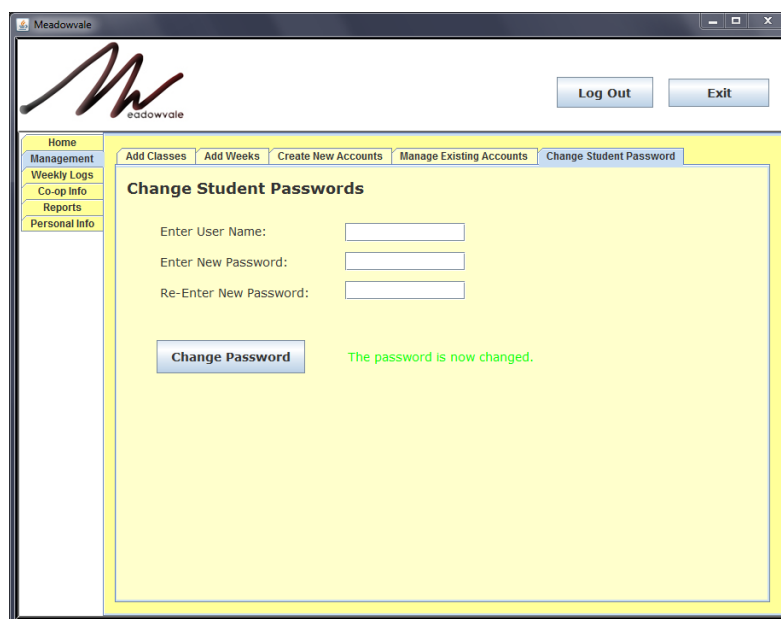
To change student password:

1. Enter user name of a student
2. Enter new password for the student twice.



The screenshot shows a web application window titled 'Meadowvale'. On the left is a sidebar menu with options: Home, Management, Weekly Logs, Co-op Info, Reports, and Personal Info. The 'Management' tab is selected. The main content area has a sub-header 'Change Student Passwords' and a tabbed interface with 'Add Classes', 'Add Weeks', 'Create New Accounts', 'Manage Existing Accounts', and 'Change Student Passwords'. The 'Change Student Passwords' tab is active. It contains three input fields: 'Enter User Name:' with the text 'jacksonmi', 'Enter New Password:', and 'Re-Enter New Password:'. Below these fields is a 'Change Password' button. At the top right of the window are 'Log Out' and 'Exit' buttons.

3. Click “Change Password”, then the new password will be saved.



This screenshot shows the same 'Change Student Passwords' form after the password has been successfully changed. The input fields for 'Enter User Name:', 'Enter New Password:', and 'Re-Enter New Password:' are now empty. The 'Change Password' button remains. A green message 'The password is now changed.' is displayed to the right of the button. The rest of the interface, including the sidebar and top navigation, is identical to the previous screenshot.

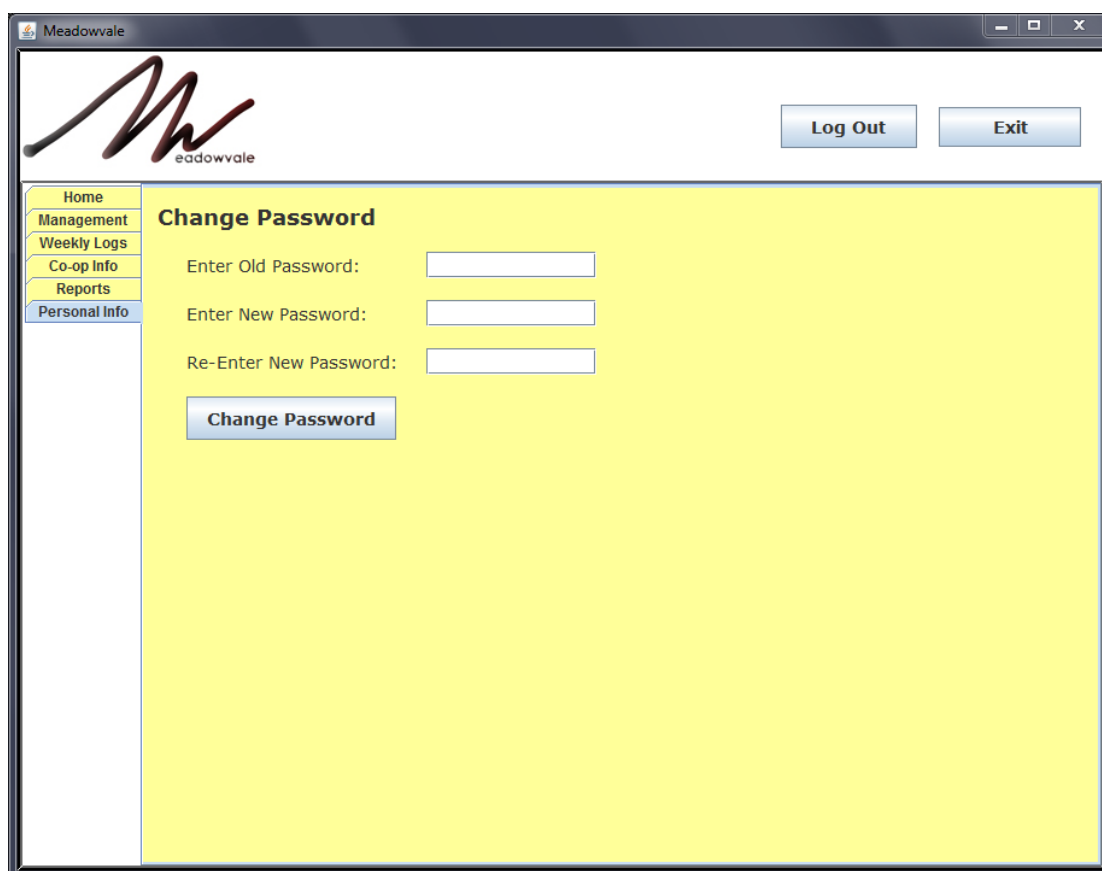
#### 4.117 Reset Teacher Password

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.



The screenshot shows a web browser window titled "Meadowvale". The page features a logo with a stylized "M" and the word "meadowvale" below it. In the top right corner, there are two buttons: "Log Out" and "Exit". On the left side, there is a vertical navigation menu with the following items: "Home", "Management", "Weekly Logs", "Co-op Info", "Reports", and "Personal Info". The "Personal Info" item is highlighted with a blue background. The main content area has a yellow background and is titled "Change Password". It contains three input fields: "Enter Old Password:", "Enter New Password:", and "Re-Enter New Password:". Below these fields is a blue button labeled "Change Password".

## 4.12 Weekly Logs Management

### 4.121 View Submitted Weekly Log Journals

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 screenshot shows a web application window titled 'Meadowvale'. The interface has a sidebar on the left with a menu containing 'Home', 'Management', 'Weekly Logs' (highlighted), 'Co-op Info', 'Reports', and 'Personal Info'. The main content area is titled 'View / Modify / Approve Submitted Weekly Logs' and contains three columns: 'Classes:', 'Student Names:', and 'Submitted Weekly Logs:'. The 'Classes:' column lists several class entries, with '2010 Spring - Class No. 2 - Mr. Veld' selected. The 'Student Names:' column lists 'michael jackson', 'michael jordan' (selected), 'anna wong', and 'susan xu'. The 'Submitted Weekly Logs:' column shows 'Week No. 1 - Not Yet Submitted' and 'Week No. 2 - Not Yet Approved'. At the top right of the main area are 'Log Out' and 'Exit' buttons. The Meadowvale logo is in the top left corner.

Classes:	Student Names:	Submitted Weekly Logs:
2010 WInter - Class No. 1 - Mr. Veld	michael jackson	Week No. 1 - Not Yet Submitted
2010 WInter - Class No. 2 - Mr. Veld	michael jordan	Week No. 2 - Not Yet Approved
2010 Spring - Class No. 1 - Mr. Veld	anna wong	
2010 Spring - Class No. 2 - Mr. Veld	susan xu	
2010 Summer - Class No. 2 - Mr And		
2010 Fall - Class No. 3 - Mr Anderson		

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”.

**Detail Log Sheet**

**CO-OPERATIVE EDUCATION**

**Weekly Log / Journal Sheet** March 31, 2010

WEEK LOG SHEET: 2  
WEEK ENDING: March 15, 2010  
Log/Journal Due: March 15, 2010

STUDENT NAME: Clarence Veld  
CLASS: 2010 Spring - Class No. 2 - Mr. Veld  
FINAL MARK: Not Marked Yet.

**WEEKLY HOURS**

DAY	TIME		TOTAL HOURS:MINS
	IN	OUT	
MONDAY	01:00	03:00	02:00
TUESDAY	01:00	03:00	02:00
WEDNESDAY	01:00	03:00	02:00
THURSDAY	01:00	03:00	02:00
FRIDAY	01:00	03:00	02:00
SATURDAY	01:00	02:00	01:00

Hours Carried Forward: 00:00 + Hours This Week: 11:00 = Cumulative Hours To Date: 11:00

Total In-Class Hours: 00:00

Reasons: Days Absent: 0

Number of Characters Left: 100

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITIES:**

Approve Disapprove Mark Modify Cancel / Exit

(A snapshot of the weekly log / journal sheet)

**Detail Log Sheet**

**WEEKLY HOURS**

DAY	TIME		TOTAL HOURS:MINS
	IN	OUT	
MONDAY	01:00	03:00	02:00
TUESDAY	01:00	03:00	02:00
WEDNESDAY	01:00	03:00	02:00
THURSDAY	01:00	03:00	02:00
FRIDAY	01:00	03:00	02:00
SATURDAY	01:00	02:00	01:00

Carried Forward: 00:00 + This Week: 11:00 = Hours To Date: 11:00

Total In-Class Hours: 00:00

Reasons: Days Absent: 0

Number of Characters Left: 100

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITIES:**

TASKS		TASKS	
1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	

Approve Disapprove Mark Modify Cancel / Exit

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

#### 4.122 Modify Submitted Weekly Log Journals

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.

**Detail Log Sheet**

**CO-OPERATIVE EDUCATION**

**Weekly Log / Journal Sheet** March 31, 2010

WEEK LOG SHEET: 2 STUDENT NAME: Clarence Veld  
WEEK ENDING: March 15, 2010 CLASS: 2010 Spring - Class No. 2 - Mr. Veld  
Log/Journal Due: March 15, 2010 FINAL MARK: Not Marked Yet.

**WEEKLY HOURS**

DAY	TIME		Hours his /week:	Cumulative Hours To Date:
	IN	OUT		
MONDAY	01:00	03:00	Total In-Class Hours:  00:00	Reasons:  Days Absent: 0
TUESDAY	01:00	03:00		
WEDNESDAY	01:00	03:00		
THURSDAY	02:00	03:00		
FRIDAY	01:00	03:00		
SATURDAY	01:00	02:00		

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITIES:**

Approve Disapprove Mark Modify Cancel / Exit

Succeeded...  
Weekly Log Sheet successfully modified.  
OK

Number of Characters Left: 100

#### 4.123 Approve / Disapprove Weekly Log Journals

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.

**Detail Log Sheet**

**CO-OPERATIVE EDUCATION**

**Weekly Log / Journal Sheet** March 31, 2010

WEEK LOG SHEET: 2 STUDENT NAME: Clarence Veld  
WEEK ENDING: March 15, 2010 CLASS: 2010 Spring - Class No. 2 - Mr. Veld  
Log/Journal Due: March 15, 2010 FINAL MARK: Not Marked Yet.

**WEEKLY HOURS**

DAY	TIME		Total In-Class Hours	Reasons:	Days Absent: 0
	IN	OUT			
MONDAY	01:00	03:00	00:00		
TUESDAY	01:00	03:00			
WEDNESDAY	01:00	03:00			
THURSDAY	02:00	03:00			
FRIDAY	01:00	03:00			
SATURDAY	01:00	02:00			

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITIES:**

Approve Disapprove Mark Modify Cancel / Exit

Succeeded...  
Weekly Log Sheet successfully approved.  
Press 'OK' to exit.  
OK

#### 4.124 Mark Weekly Log Journals

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

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.

<b>STUDENT NAME:</b>	Clarence Veld
<b>CLASS:</b>	2010 Spring - Class No. 2 - Mr. Veld
<b>FINAL MARK:</b>	<input type="text" value="82"/>

**Detail Log Sheet**

**CO-OPERATIVE EDUCATION**

**Weekly Log / Journal Sheet** March 31, 2010

WEEK LOG SHEET: 1 STUDENT NAME: Clarence Veld  
WEEK ENDING: March 08, 2010 CLASS: 2010 Spring - Class No. 2 - Mr. Veld  
Log/Journal Due: March 08, 2010 FINAL MARK: 82

**WEEKLY HOURS**

DAY	TIME IN	TIME OUT
MONDAY	02:00	04:00
TUESDAY	03:00	06:00
WEDNESDAY	01:00	03:00
THURSDAY	02:00	04:00
FRIDAY	12:00	02:00
SATURDAY	HOLIDAY	HOLIDAY

Succeeded...  
The mark has been successfully submitted.  
Press 'OK' to exit.  
OK

Total In-Class Hours: 00:00

Reasons: Days Absent: 0

Number of Characters Left: 100

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITIES:**

Approve Disapprove Mark Modify Cancel / Exit

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.

[illegible]

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.

The screenshot shows a web browser window titled 'Meadowvale'. The page has a logo with a stylized 'M' and the word 'meadowvale' below it. In the top right corner, there are 'Log Out' and 'Exit' buttons. A left sidebar contains a menu with 'Home', 'Management', 'Weekly Logs', 'Co-op Info', 'Reports', and 'Personal Info'. The main content area has two tabs: 'Add Co-op Job Postings' and 'Search / Update Co-op Job Postings'. The 'Search / Update Co-op Job Postings' tab is active, showing a search form. The form has 'Search By:' with two dropdown menus set to 'Activity:' and two text input fields containing 'Rock' and 'Fun', separated by an 'OR' dropdown. Below this is 'Order By:' with a dropdown set to 'Year' and a 'Search' button. A table displays the search results with columns: Year, Business, Location, Activity, Contact, and Phone Number. The first row shows '2009', 'Metal', 'Toronto', 'Rock, Fun', 'S.Simth', and '1231231234'. Below the table is an 'Update Selected Rows' button.

Year	Business	Location	Activity	Contact	Phone Number
2009	Metal	Toronto	Rock, Fun	S.Simth	1231231234

### 4.133 Update Co-op Job Postings

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

The screenshot shows a web application window titled 'Meadowvale'. On the left is a navigation menu with links: Home, Management, Weekly Logs, Co-op Info, Reports, and Personal Info. The main content area has two tabs: 'Add Co-op Job Postings' and 'Search / Update Co-op Job Postings'. The 'Search / Update Co-op Job Postings' tab is active, displaying a search form with fields for 'Search By: Activity:' (a dropdown menu), 'OR', 'Year:' (a dropdown menu), and 'Order By: Year' (a dropdown menu). Below the search form is a table with the following data:

Year	Business	Location	Activity	Contact	Phone Number
2009	Metal	Toronto	Rock, Fun	S.Simth	1231231234
2010	Food	Toronto	Meat	John Smith	4161231234

Below the table is a large empty rectangular area and a button labeled 'Update Selected Rows'. In the top right corner of the application window are 'Log Out' and 'Exit' buttons.

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.

The screenshot shows a pop-up window titled 'Update Co-op Job Listings'. It contains a table with the same data as the one in the main application:

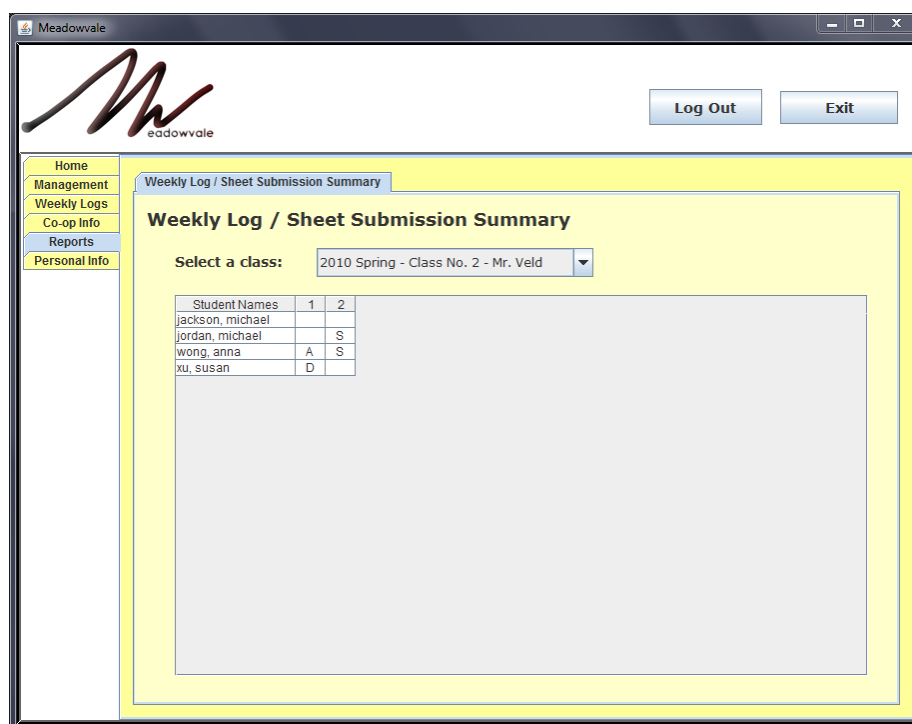
Year	Business	Location	Activity	Contact	Phone Number
2009	Metal	Toronto	Rock, Fun	S.Simth	1231231234
2010	Food	Toronto	Meat	John Smith	4161231234

Below the table is a large empty rectangular area. At the bottom of the window are three buttons: 'Update', 'Cancel', and 'Exit'.

## 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

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### 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.

The screenshot shows a web browser window titled "Meadowvale". The interface has a sidebar on the left with links: "Home", "Search Co-op", and "Personal Info". The main content area has a green background. At the top left of the main area is a logo with a stylized "M" and the word "meadowvale" below it. At the top right are two buttons: "Log Out" and "Exit". Below the logo, the text "Welcome, michael jordan" is displayed on the left and "Today is March 31,2010" on the right. In the center, there are four lines of text: "Co-op Hours Required: 200 Hours 0 Minutes", "Co-op Hours Approved: 0 Hours 0 Minutes", "Co-op Hours Remaining: 200 Hours 0 Minutes", and "Total In-Class Hours: 0 Hours 0 Minutes". Below this, there are four columns: "Unsubmitted Logs:", "Submitted Logs:", "Approved Logs:", and "Disapproved Logs:". Under "Unsubmitted Logs:" is a box labeled "Week No. 1". Under "Disapproved Logs:" is a box labeled "Week No. 2". The other two columns are empty.

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

**Weekly Log Sheet**

**CO-OPERATIVE EDUCATION**

**Weekly Log / Journal Sheet** March 31, 2010

WEEK LOG SHEET: 1 STUDENT NAME: michael jordan  
 WEEK ENDING: March 08, 2010 CLASS: 2010 Spring - Class No. 2 - Mr. Veld  
 Log/Journal Due: March 08, 2010 FINAL MARK: Not Marked Yet.

**WEEKLY HOURS**

DAY	TIME		TOTAL HOURS:MINS
	IN	OUT	
MONDAY			00:00
TUESDAY			00:00
WEDNESDAY	Chapel	Chapel	00:00
THURSDAY			00:00
FRIDAY			00:00
SATURDAY	HOLIDAY	HOLIDAY	00:00

Hours Carried Forward: 00:00 + Hours This Week: 00:00 = Cumulative Hours To Date: 00:00

Total In-Class Hours: 00:00

Reasons: Days Absent: 0

Number of Characters Left: 100

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITES:**

Submit Cancel

Scroll down to see more fields:

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITES:**

TASKS		TASKS	
1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	

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.

**Weekly Log Sheet**

DAY	TIME		TOTAL
	IN	OUT	HOURS:MIN
MONDAY	3:00	6:00	03:00
TUESDAY	10:00A	2:00	04:00
WEDNESDAY	3:00	5:00	02:00
THURSDAY	1:00	2:00	01:00
FRIDAY	00:00	00:00	00:00
SATURDAY	HOLIDAY	HOLIDAY	

Hours Carried Forward: 00:00 + Hours This Week: 10:00 = Cumulative Hours To Date: 10:00

Total In-Class Hours: 00:00

Reasons: Days Absent: 1  
I was sick on Friday, man.

Number of Characters Left: 74

**BRIEF SUMMARY OF THIS WEEK'S ACTIVITIES**

TASKS	
1. Do a lot of jobs.	PI
2. Watch people do a lot of jobs.	O
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

**Confirmation**

Do you want to submit this weekly log sheet?

Yes No

Submit Cancel

## 4.22 Search Co-op Job Postings

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.

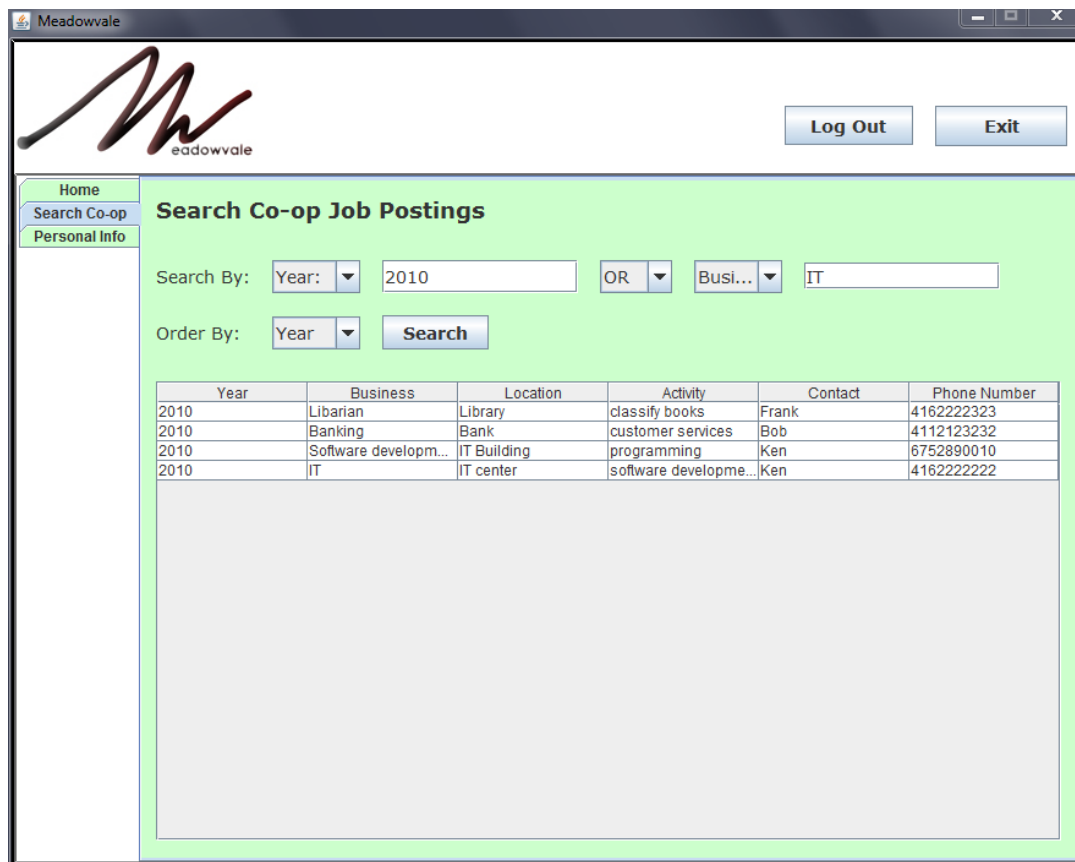
Students can use different keywords to search for co-op job postings: year, business, activities and location.

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.



The screenshot shows a web application window titled "Meadowvale". The main content area is titled "Search Co-op Job Postings". It features a search form with the following elements:

- Search By:** A dropdown menu set to "Year" with a text input field containing "2010".
- OR:** A dropdown menu set to "Busi..." with a text input field containing "IT".
- Order By:** A dropdown menu set to "Year".
- Search:** A button to execute the search.

Below the search form, a table displays the search results:

Year	Business	Location	Activity	Contact	Phone Number
2010	Librarian	Library	classify books	Frank	4162222323
2010	Banking	Bank	customer services	Bob	4112123232
2010	Software developm...	IT Building	programming	Ken	6752890010
2010	IT	IT center	software developme...	Ken	4162222222

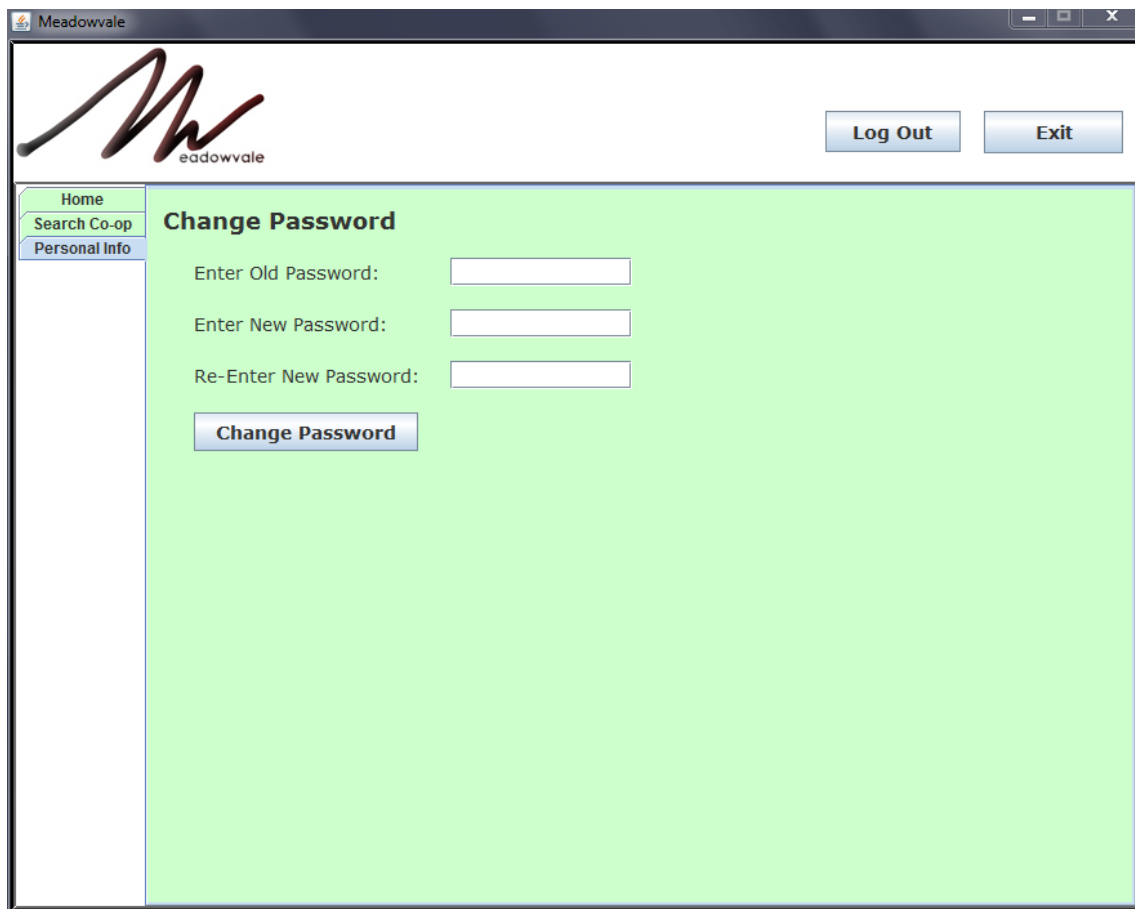
## 4.23 Change Password of Current Account

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.



The screenshot shows a web browser window titled "Meadowvale". The page features a logo with a stylized "M" and the word "meadowvale" below it. In the top right corner, there are two buttons: "Log Out" and "Exit". On the left side, there is a vertical navigation menu with three tabs: "Home", "Search Co-op", and "Personal Info". The "Personal Info" tab is currently selected. The main content area has a light green background and is titled "Change Password". It contains three input fields: "Enter Old Password:", "Enter New Password:", and "Re-Enter New Password:". Below these fields is a blue button labeled "Change Password".



## 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.