

Winter & Summer Schools Platform

User Manual

July 18, 2018

Introduction

The Winter & Summer Schools platform is a service which allows program coordinators to publish selective information to mobile applications. The platform is controlled entirely through its website (which we sometimes refer to as a web-app). The architecture of the website mirrors that of the actual program structure in real life. Certain accounts are **administrators**, who monitor, create, and destroy programs. All other types of accounts are **Coordinators**. Coordinators do not have the ability to do anything other than manage their own programs. In this user manual, we will cover in detail exactly what and how each type of user can interact with the platform in order to successfully manage a summer school.



How do I get to the website?

The website is currently available at: <http://turing13.housing.rug.nl:8800>

Administrators

An **administrator** account on the Winter & Summer School platform has a *different* home page than a coordinator upon logging in. When logging in as an administrator, you will be greeted with the following:

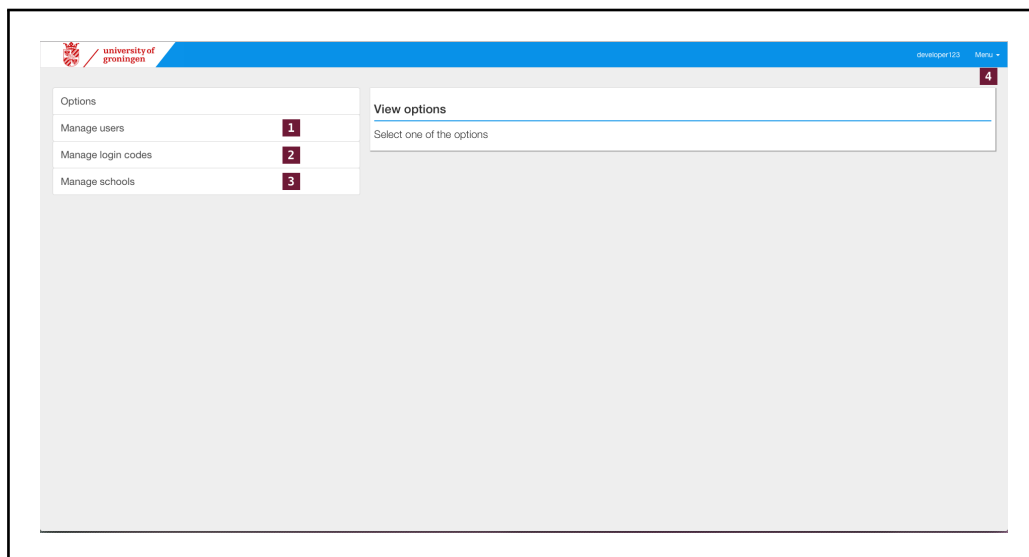


Figure 1: Home screen

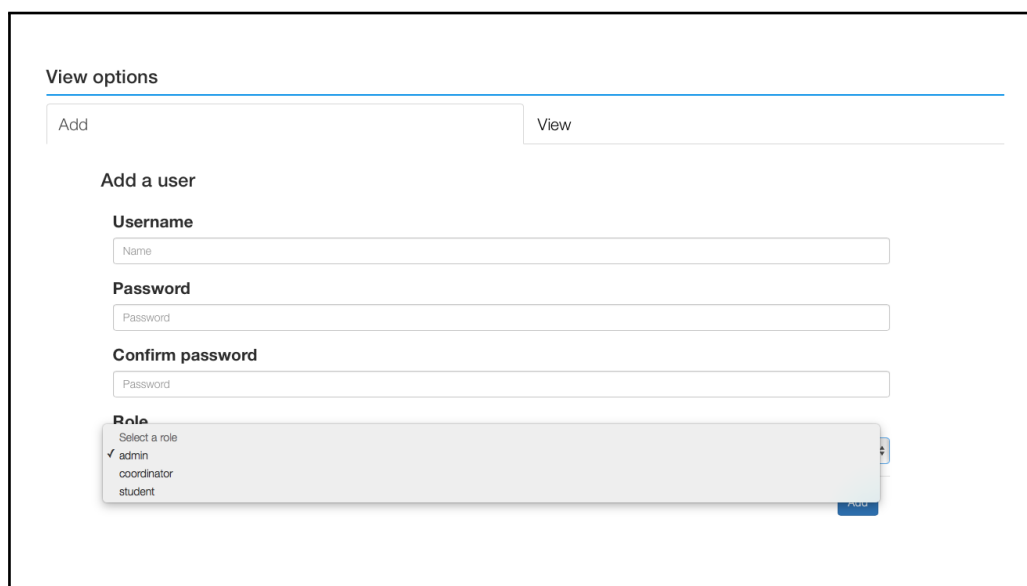
Let's go over what each of the labeled options allow you to do.

1. Managing Users

The user management panel, indicated as **1** in the above image, allows you to create and destroy accounts for:

1. Administrators.
2. Coordinators.
3. Students.

An **administrator** account is just like the one we're discussing right now. That type of account allows its user to create and destroy other accounts, add login codes, manage schools, etc. You should refrain from creating many of these accounts, as they are quite powerful and retain the ability to remove your own access if they so please. They should only be created for a trusted selection of individuals. A **coordinator** account, in contrast, may only manage content related to summer school programs, and has no creation or deletion powers themselves. These may be created more liberally. Finally, a **student** account is essentially a lecturer without the power to change anything. They may only see one specific summer school.



The screenshot shows a web interface titled "View options" with a horizontal tab bar. The "Add" tab is selected, and the "View" tab is visible. Below the tabs is a form titled "Add a user". The form contains four input fields: "Username" (with a placeholder "Name"), "Password", "Confirm password", and "Role". The "Role" field is a dropdown menu with a light gray background, showing a list of options: "Select a role", "✓ admin", "coordinator", and "student". A blue "Add" button is located at the bottom right of the form.

Figure 2: Adding a user

In addition to adding accounts, you may view existing accounts. The **view** tab in the above image provides you with a table enumerating all registered users, their account type, and (in the case they are a coordinator), what summer school program they are managing. You may also destroy the accounts in this panel.

2. Managing Login Codes

A **login code** is a string of lowercase letters and digits **exactly** 8 characters long. The login-code panel, indicated with a **2** in figure 1, allows you to associate or bind a code to *exactly one* summer-school. Users of the mobile applications are prompted to enter a code upon the first start of the mobile application. The code they enter will be verified, and then used to filter the content they receive to be specific to the summer-school associated with the code.

View options

Add View

Add a code

Code

1234abcd

School

Select a school

- ✓ HerelsASchool
- Groningen Software Engineering Week
- Cloud Visualizer
- Foo
- test school

Figure 3: Adding a code

The **view** tab in the login-code panel presents you with a table of what codes are in use, which schools they are associated with, and when they were added. You, as an administrator, may also delete codes if you wish.



Can I add a code for a school that already exists?

No. If you attempt to add a login code that is already in use, the submission will be ignored. You are responsible for selecting a unique code when choosing one for a school.

3. Managing Schools

The third and final option in figure 1 (marked with a **3**), allows you to create and destroy summer schools. The creation of a summer school only requires a name, and a range over which it will be active. You might wonder where you get to add all the specialized information about the school you're creating here, but that's actually up to a coordinator type user to do. Only that type of user gets the interface necessary for further configuring the school.

View options

Add View

Add a summer/winter school

Name of the school

Name

Start date

31-01-2000

End date

28-02-2000

Add

Figure 4: Adding a school

As always, the **view** tab will present you a table of all the existing schools in the database. This includes their identifier, name, and starting and ending dates. You may also delete schools if you wish.



Can I add two schools with the same name?

Just like with the login codes, submissions with an already existing name will be ignored. Make sure nobody else has your school name before you create one!

4. General Information

The administrator accounts also have the ability to post global general information. Global general information are normal general information that are not associated with any specific school, they are visible to **all** schools. The general information page can be accessed through the drop menu on the upper right corner of the page, labeled with number 4 in figure 1. There, as an administrator, you will see and be able to add and edit all global general information, coordinators will be able to see the global general information but they **cannot** alter them.

Coordinators

The **coordinator** user type is specifically designed for managing a single summer school. The **coordinator** is presented with a different home page than the **administrator** upon login. It is designed to be a friendlier layout, sporting general information, announcements, and other information. Each feature displayed in the home page is described in the following sections.

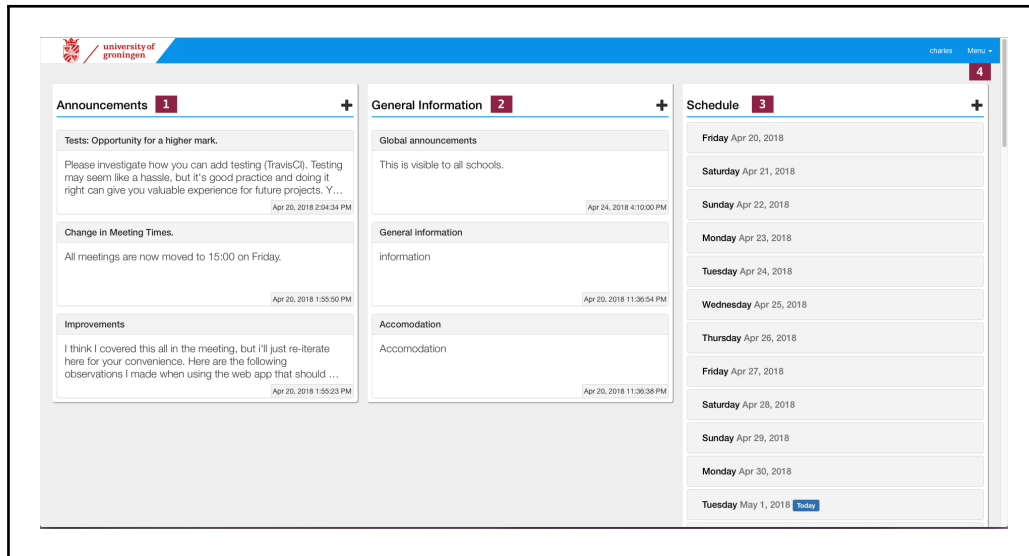


Figure 5: Coordinator home page

1. Announcements

The announcements panel, indicated with a **1** in figure 7, allows you to post announcements for your summer school. These are **only visible to your school**. The format is quite simple, requiring only a title and body. However, **both fields are mandatory**.

Figure 6: Adding an announcement

You also retain the ability to both **edit** and **delete** an existing announcement by clicking on the announcement and selecting your desired action in the subsequent popup.

In addition to that you may access a specific page only for announcements from the drop down menu on the upper right of the page. This page allows you to overview and change all announcements not just the 3 most recent. It also provides a reading friendly layout.

2. General Information

The general information panel, indicated with a **2** in figure 7, allows you to post general information for your summer school. This is **only visible to your school**. There is also the ability to post Global general information that are visible to all schools. The global posting and the ability to change them is only available for administrative accounts **Not Coordinators**. If you see a general information that you cannot click to change or delete then it means it is a global general information.

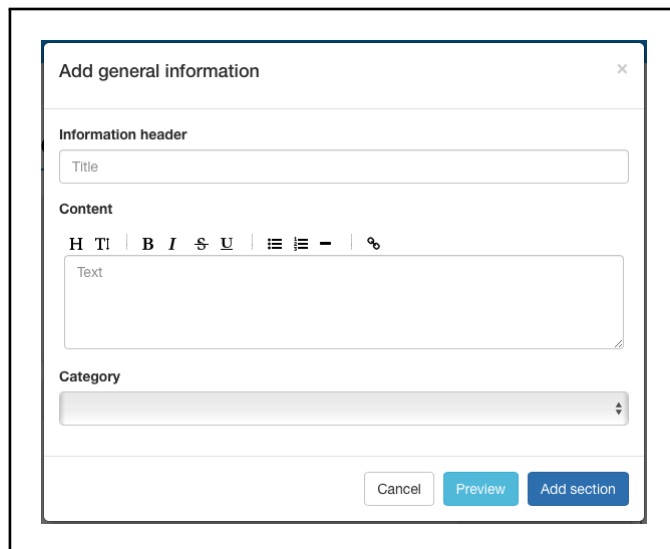
The image shows a mobile app interface for adding general information. It is a modal window titled "Add general information" with a close button (X) in the top right corner. The form is divided into three main sections: "Information header" with a "Title" text input field; "Content" which includes a rich text editor toolbar with icons for bold, italic, underline, link, list, and other formatting options, followed by a large text area; and "Category" with a dropdown menu. At the bottom of the modal, there are three buttons: "Cancel", "Preview", and "Add section".

Figure 7: Adding general information

Just as with announcements, you may **edit** and **delete** existing general information posts by clicking on a target cell in the general information column.

A general information specific page also exists just like announcements. Again it is accessed through the drop down menu on the top right of the page.

3. Schedule

The schedule panel, indicated with a **3** in figure 7, allows you to post schedule information for your summer school. This is **only visible to your school**. Adding an event **requires a title, details, and a specific starting and ending date**. You may also specify a location, which the iOS app will try to locate for their users on a built-in map. Please ensure you enter address's exactly as they are listed on Google or Apple maps if you do this. Otherwise the location will not be discovered automatically.

Figure 8: Adding an event in the schedule



What if I make an event ending after the starting date?
 Attempting this will result in your submission being discarded.

3. Lecturers & Forum

The options for viewing the lecturers, as well as managing the forum, are available from a dropdown menu located in the upper right of the screen.

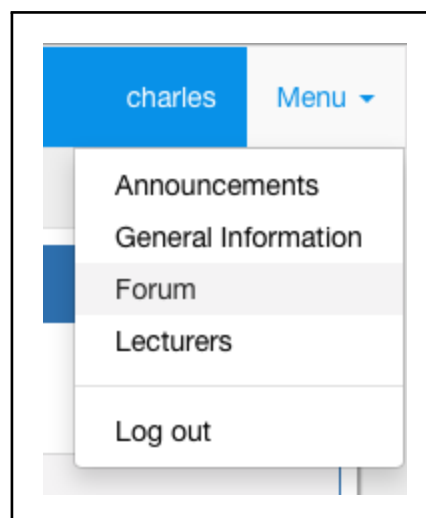


Figure 9: Dropdown menu

A **coordinator** may add and remove lecturers. Lecturers are **only visible to your school**.

Figure 10: Add lecturer

The lecturer supports the fields of name description and website. Besides that there is also the possibility of adding a picture for the lecturer. Just like announcements and general information editing and deleting a lecturer is also possible. In case that it is desired to edit the picture and not just the details of a lecturer, delete the old lecturer with the old picture and resubmit with the new one.

#	Comments	Poster	Date	Delete
1	am here :D	Nikolas Hadjiparayi	Apr 20, 2018	
2	me too. can I be a lecturer too? :)	Mircea Filip Lungu	Apr 20, 2018	
3	I'll try to update Lecturers soon.	C.X. Randolph	Apr 21, 2018	
4	Now I'm commenting with my Facebook account. Just ensuring sign in is working as I've had to update Firebase!	Charles Randolph	Apr 21, 2018	
5	Hi	S. Vites, de	Apr 24, 2018	
6	Hi	J. Oh	Apr 27, 2018	

Figure 11: Forum management page

The forum management page allows the coordinator to view what threads have been posted, along with their comments. Both comments and the forum thread posters have authors, dates, and the content of the submission. A coordinator may delete comments by clicking the trashcan icon sitting on the far right side of the comment entry in the table. Deleting forum threads requires clicking a similar trash can on the upper corner of the thread once selected.

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Does deleting a comment or thread remove it from all devices immediately?

No. In order for the removal to successfully occur on the mobile devices, the user or device must attempt to refresh the comments/threads. Once this occurs, the device will replace it's existing entries with those it retrieved from the server. Only then will the thread/comment "disappear" from the user's device.



What happens to comments when a thread is deleted

All comments are destroyed when a thread is removed.