OSOC Selection Tool Manual

OSOC team 6

1 Introduction

The OSOC Selection Tool will help you assemble teams of students for the realisation of projects participating in the program. To achieve this goal the tool needs to allow the registration of users, the creation of projects and the assignment of students to projects.
This document will ease you into the tool. It will go over the different screens and explain the possible actions and their outcome.
In the current state of development we focused mainly on functionality. Later on we will address the aesthetic of the pages.

2 Overview of the tool

2.1 Authentication

2.1.1 Registration

As a new user you first have to register to gain access to the tool. Therefore you should have received an email with your unique and personal registration link. If not, please contact the administration team.
On the registration page as seen in figure 1, you should fill out the form. This consists of entering your call name, email address and password.
After a successful registration, you are ready to use the tool. If the registration failed, you will see an error message on the screen.

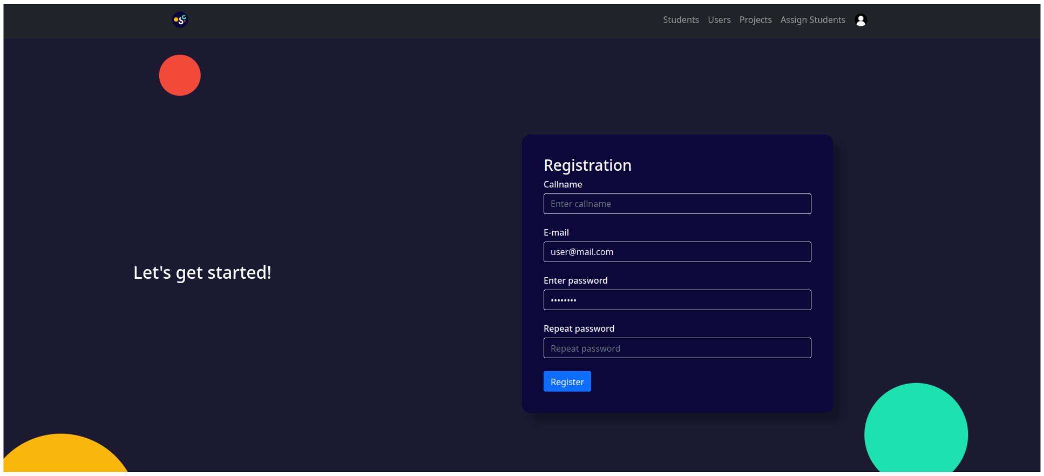

Figure 1: Registration page

2.1.2 Login

The login page, as seen in figure 2, allows you to authenticate yourself. Make use of your email address and password to gain access to the tool.

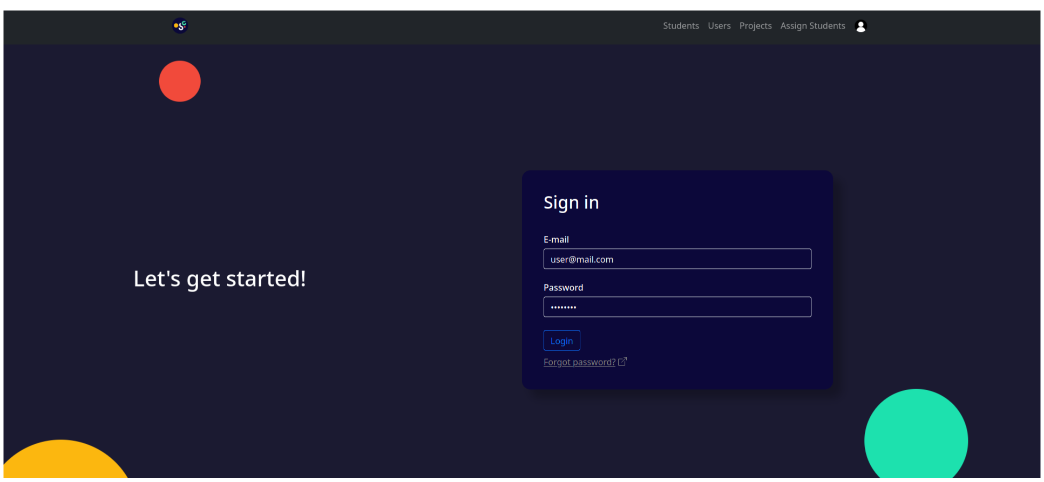

Figure 2: Login page

2.2 Main pages

2.2.1 Navigation bar

You can use the upper bar of the tool to navigate to the different pages. As you will spend most of your time in the tool going over the applying students, you can click the logo in the upper left corner to go directly to the students page.

2.2.2 Editions

Upon first usage, there won't be any available editions, as none have been created yet. Because of this, the user is immediately greeted with a screen containing the "Create new edition"-button. This button takes the user to a screen where the edition data can be entered. That is the name, the year it takes place in, and whether or not it should be initialized as active or inactive. All of these attributes can be changed later via the edition overview.

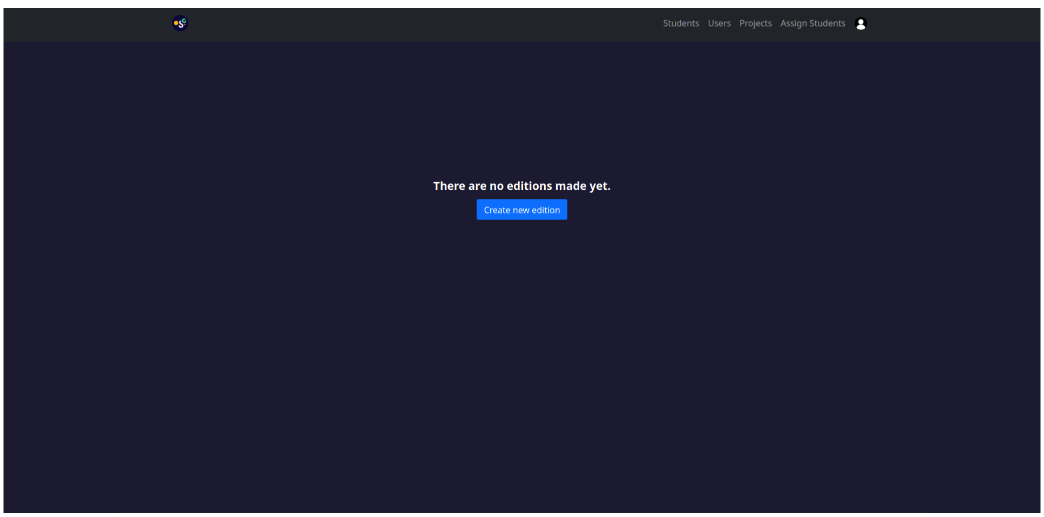

Figure 3: No editions

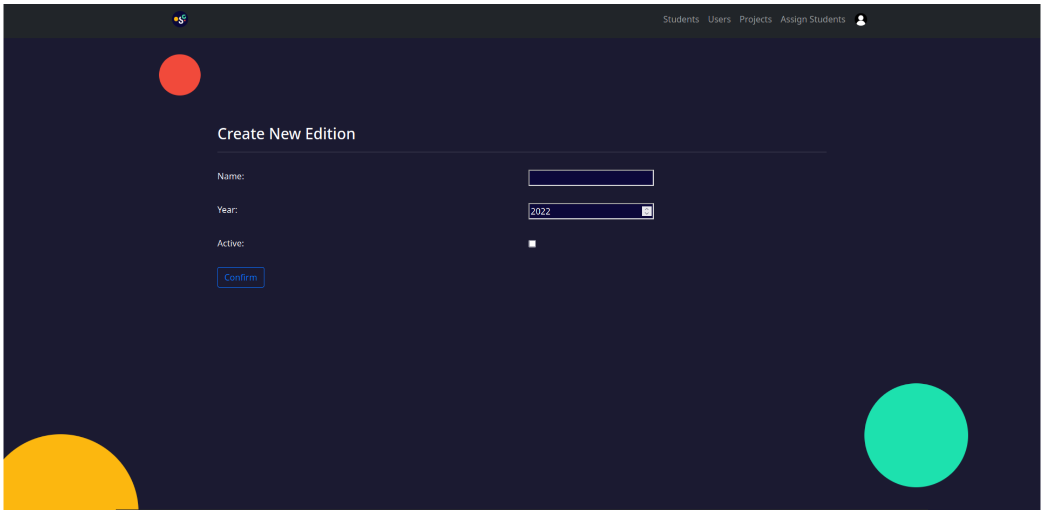

Figure 4: Creating a new edition

A list of editions featuring a "Create new edition"-button can be found by clicking the profile icon and then clicking "Editions".

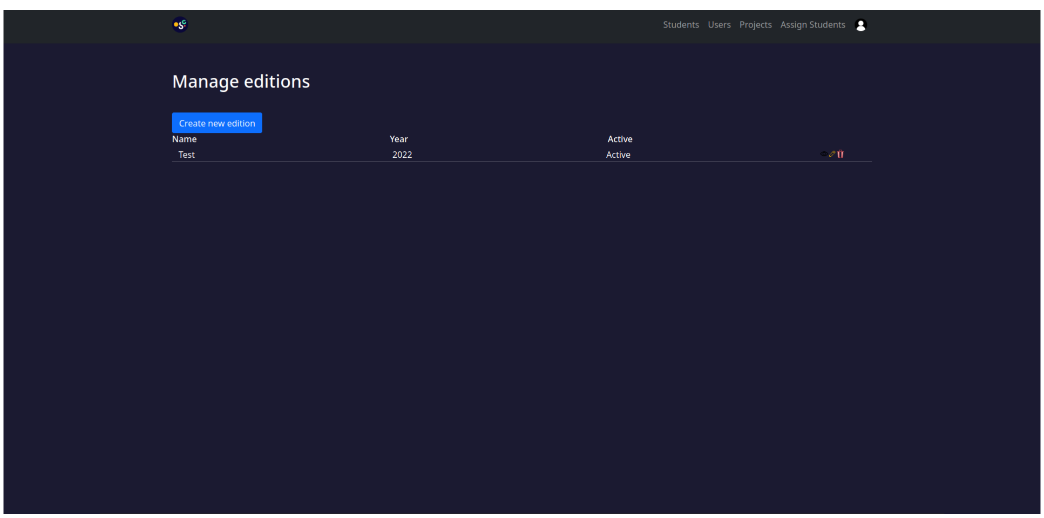

Figure 5: List of editions

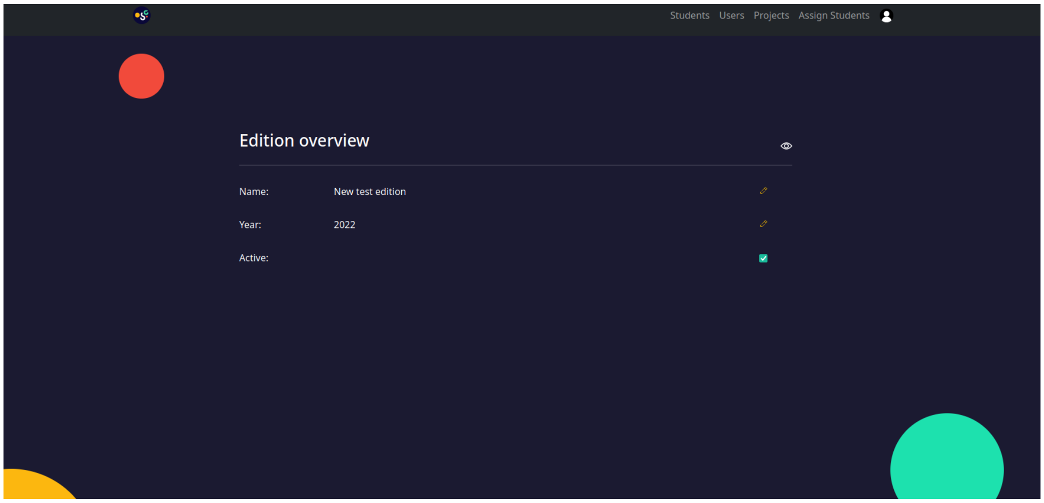

Figure 6: Edition overview

2.2.3 Students

On the students page you can consult the list of applying students. The colour bar gives an indication of the opinion on the student. This bar is divided in green, yellow and red. These colours correspond with a suggestion of respectively yes, maybe and no. Keep in mind that this is a percentile indication.

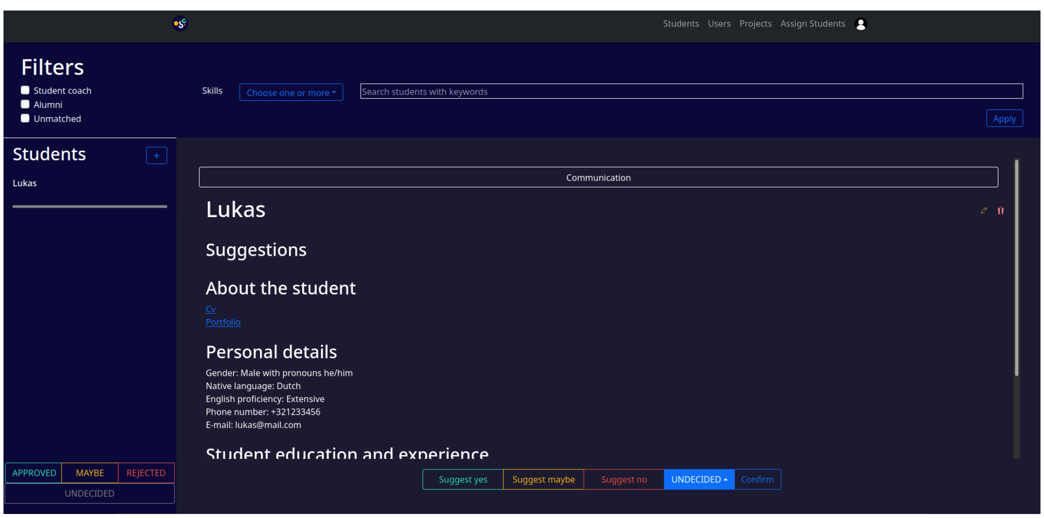

Figure 7: Students page

New students can be registered via a creation form. Here we find many field, going from the standard personal information, to more specific things such as a motivation for their participation and whether or not they have any OSOC experience.

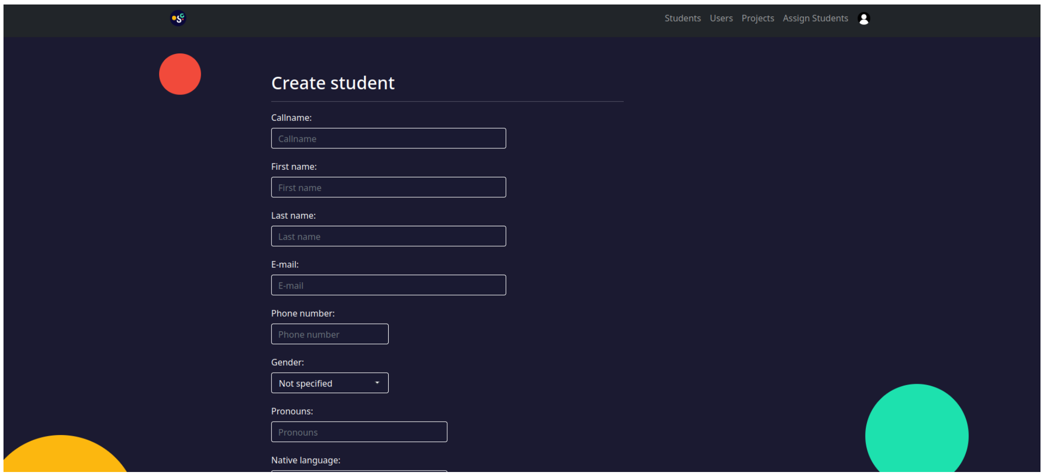

Figure 8: Student creation form

For every student, an overview can be found, showing the user the most important information, as well as giving him the options of what to do with the student (suggesting yes, no or maybe). If available, the overview will contain links to the student's CV and portfolio.

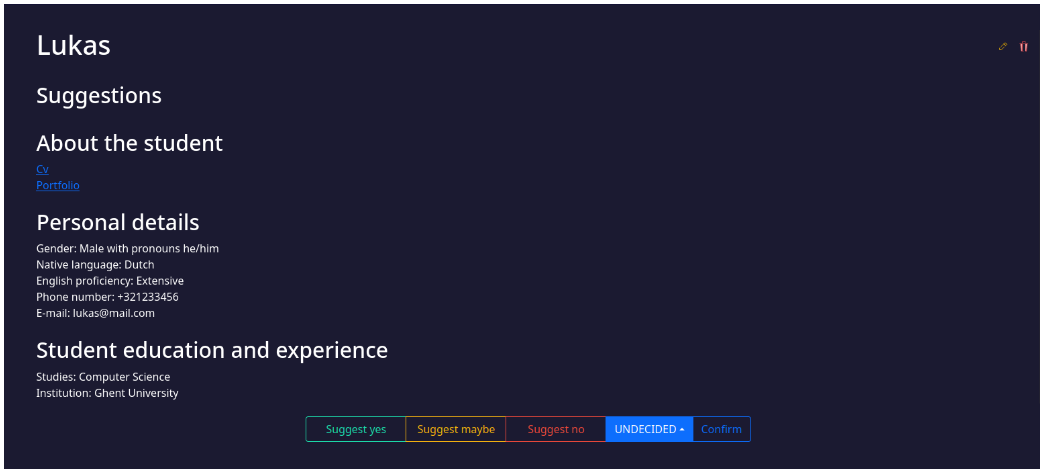

Figure 9: Student overview

2.2.4 Users

The users page gives an overview of all registered users. Here you can find the name, email and account status of each user. The account status indicates the privileges the user has within the tool. If you are an admin, you can delete a user by clicking the litter bin or you can promote/demote them by changing their account status. However you cannot change your own status.

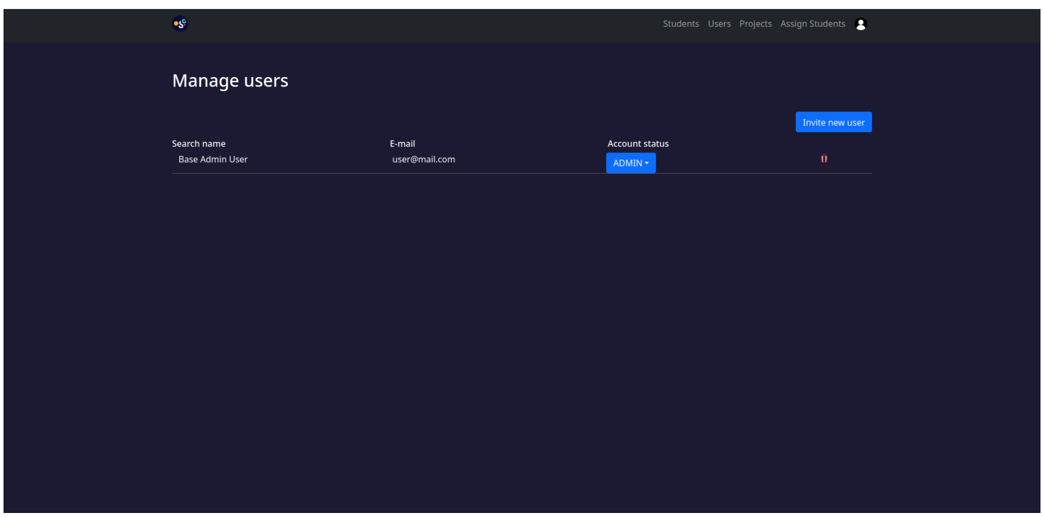

Figure 10: Users page

2.2.5 Projects

Projects are presented by external organisations to the admins. An admin can add a project and will link the partnering organisation. This functionality will be added later on.
You can find a list of the projects participating in the program on the projects page. The elements in the list contain the project name as well as the name of the partner. Clicking a project in the list opens a more detailed description of the project. This description contains the number of students and the needed profiles for the project as specified by the partnering organisation.

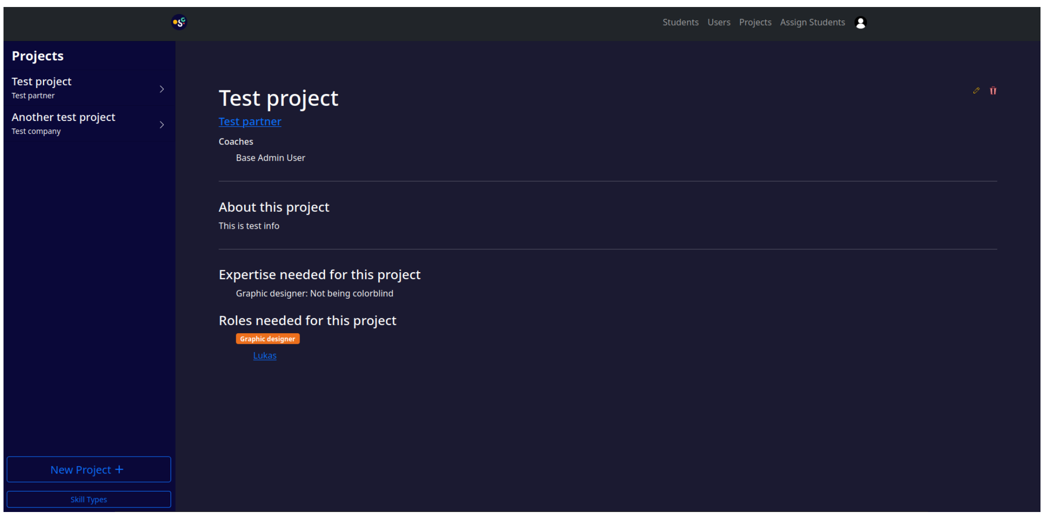

Figure 11: Project Overview

Clicking "New project" on the bottom left in above images takes the user to a form where projects can be cretaed. Here, information such as the name of the project and of the partner must be supplied, as well as a link to the corresponding version control system (GitHub, GitLab, ...) and optionally the goals of the project and specific skill requirements.

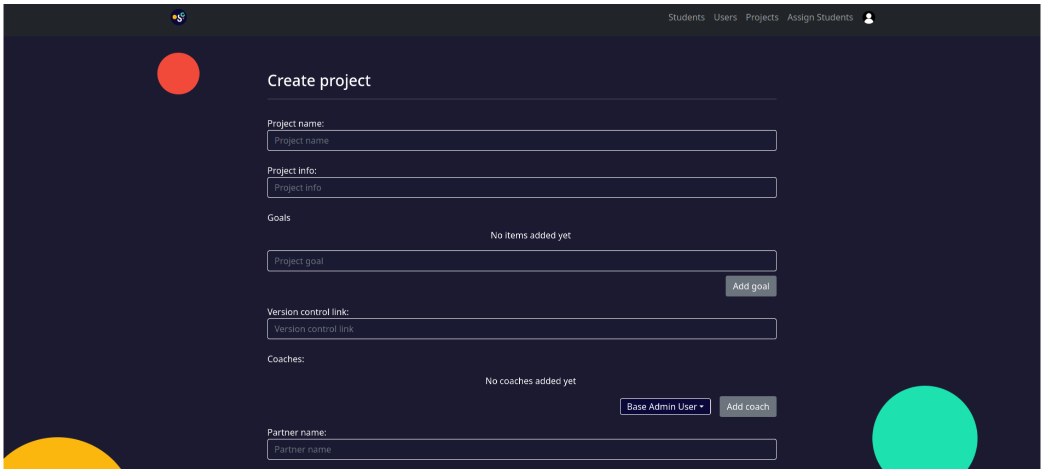

Figure 12: Project creation

2.2.6 Assigning students

When one or multiple projects have been created and students have been registered, the core feature of the application becomes available: assigning students to projects. At the top of the screen, the user will see a filter which allows searching for students with certain matching keywords or with a certain skillset. The three extra flags work as follows:

- Student coach: search for student coaches, which means that those student want to be some sort of group leader.
- Alumni: search for students who also partook in earlier editions of OSOC.
- Unmatched: select the students who have not been officially assigned to any project.

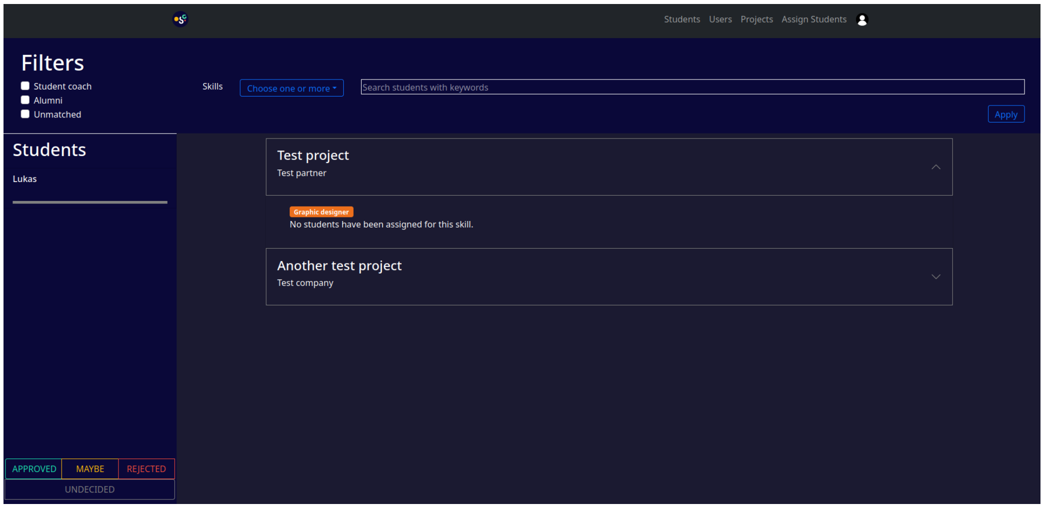

Figure 13: Assign students page

By dragging students from the list on the left to a particular skill of a project, that student can be assigned to fill that slot. The user can also provide a reason to provide more clarity to other users on why this decision was made.

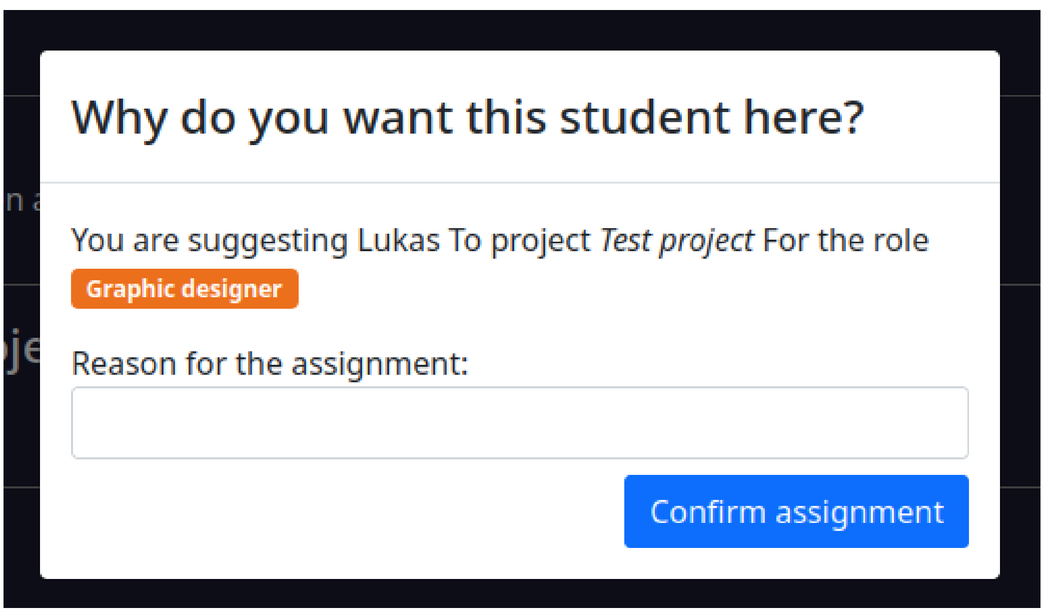

Figure 14: Reason for assignment

When a student is assigned to multiple projects, the application will alert the user of this. It will provide a conflict resolution screen displaying the different projects and reasons for assignment. The user then has to make a decision about which project the student can stay assigned to by selecting the right project and clicking "Confirm".

Figure 15: Conflict resolution

2.2.7 Profile

On the profile page, as seen in figure 16, you can find your personal information. You can edit this information by clicking on the pencil. If you would like to delete your profile, you can do so by clicking the delete button. Clicking the pencil next to the email or password will take the user to separate pages where these changes can be handled. Changing the password requires the user to enter their new password twice, and changing your email works the exact same way.

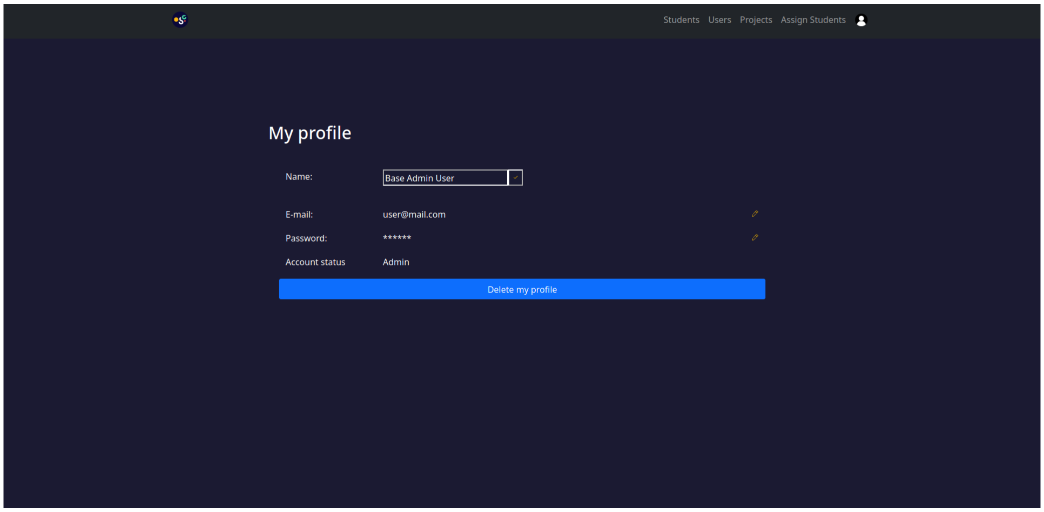

Figure 16: Profile page

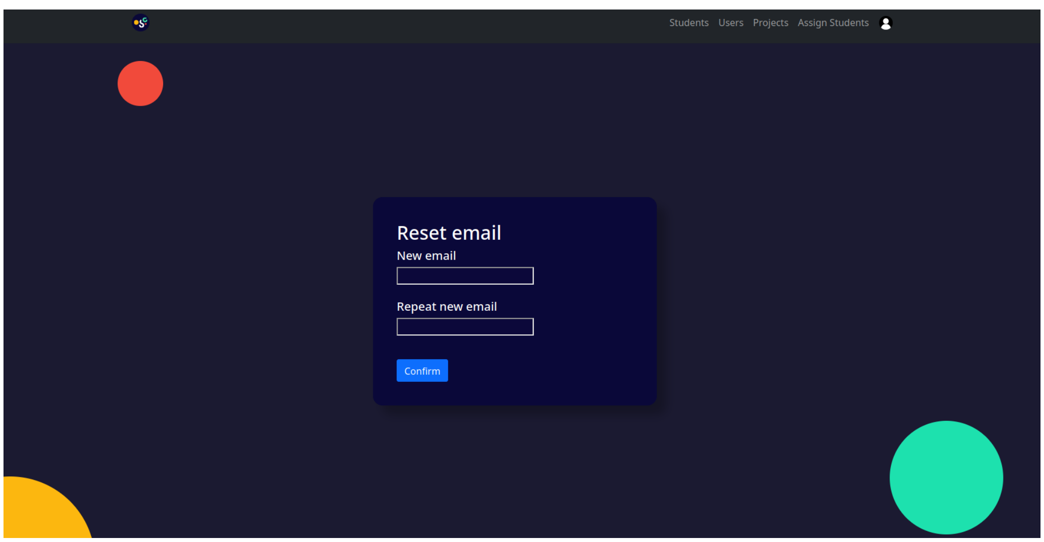

Figure 17: Resetting the email

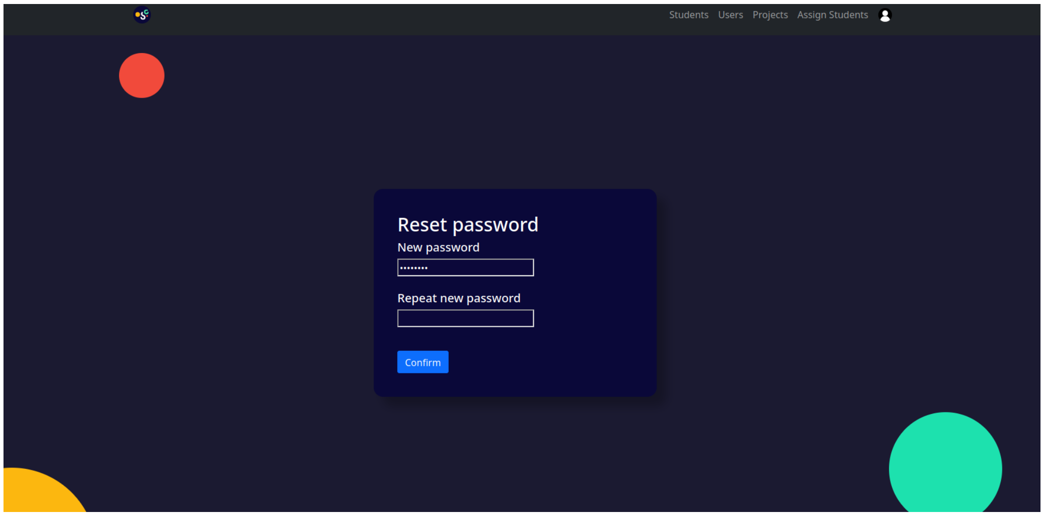

Figure 18: Changing the password

2.2.8 Skill types

Specific skill requirements of projects are described by so-called skill types. Upon first use of the application, there will already be a number of these available, such as backend developer, graphics designer,... Admins are able to create new skill types by simply giving entering the preferred name and color. They can also edit the names and corresponding colors of the already existing ones. The menu for creating new skill types can be reached with the button at the bottom of the project list.

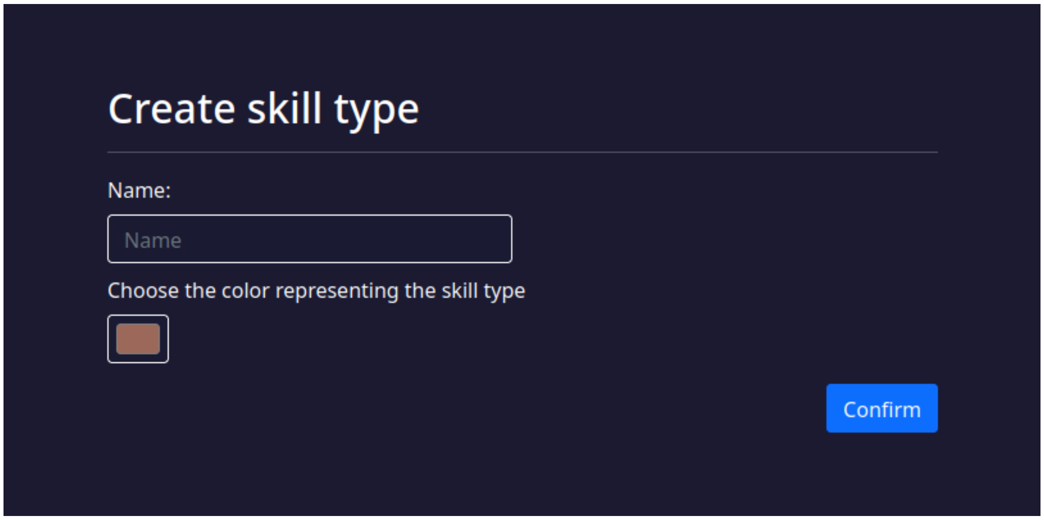

Figure 19: Creating a new skill type

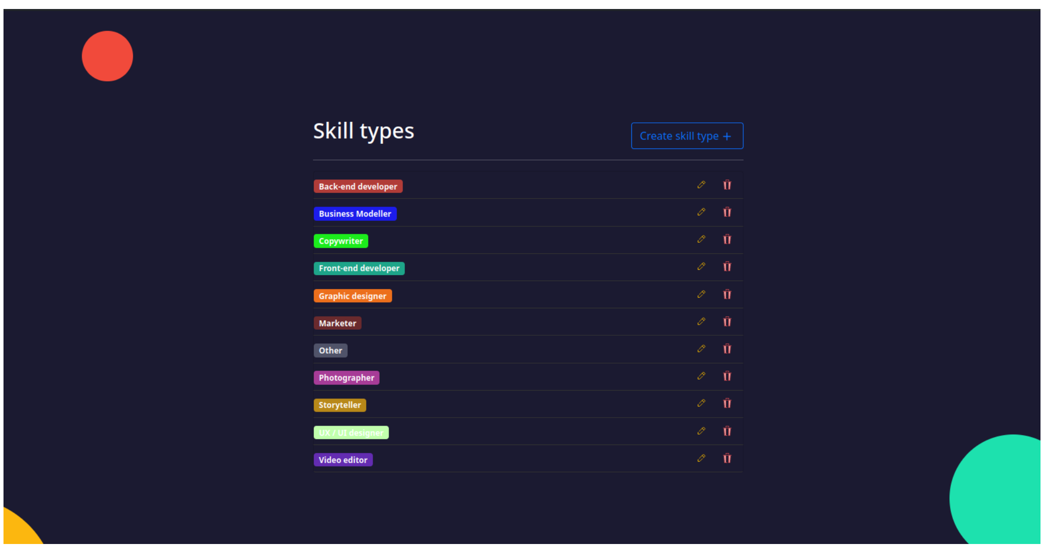

Figure 20: List of skill types

2.2.9 Communications

When clicking the communication button at the top of a student overview, the user will be greeted with a list of communications that have been sent to the student, including the date/time and the used medium. By clicking "Add communication", the user can create a new message using an existing or new template (more on those later).

Figure 21: List of communications

Figure 22: Creating a new communication

2.2.10 Communication templates

To ease the communication between the admins/coaches and the students, a number of communication templates can be provided. These can be created by admins. Examples include: an email rejecting them from the entire OSOC edition, an email saying they have been officially assigned to a certain project,... When creating a new template, a name, a subject and of course, the content must be provided. The page of a certain template contains a button for editing, as well as a button taking you to your email client for even more efficiency.

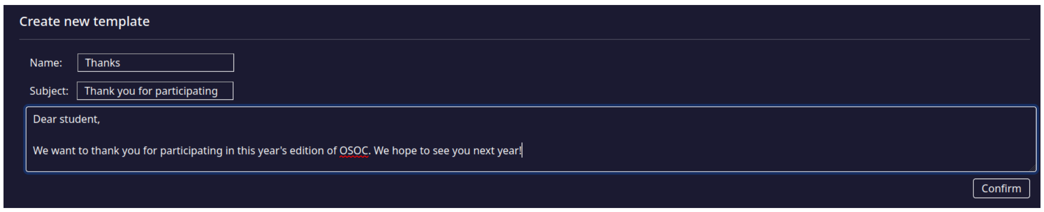

Figure 23: Communication template creation