Instructor User Stories

Context: Faculty invited to complete CLO assessment data for assigned courses
Core Workflow: Invitation → Account Setup → Data Entry → Submission

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User Stories

1. Receive Invitation Email

As a new instructor, I want to receive a clear invitation email with course details and deadline **so that** I understand what assessment work is required and when it's due.

2. Create Account Quickly

As a new instructor, I want to create my account with minimal required fields **so that** I can start working on course assessments without unnecessary delays.

3. Access Course Form After Signup

As a new instructor, I want to go directly to the course data entry form after account creation **so that** I can immediately begin the assessment work I was invited to complete.

4. Receive Course Assignment Notification

As an existing instructor, I want to get notified when assigned to new courses **so that** I'm aware of additional assessment responsibilities and deadlines.

5. Access Course via Email Link

As an existing instructor, I want to click the email link to go directly to the data entry form **so that** I can quickly access my assigned course without navigating through multiple pages.

6. View Pre-populated Course Information

As an instructor, I want to see pre-populated course information and CLO structure **so that** I can focus on entering assessment data rather than setting up basic course details.

7. Enter Enrollment Data

As an instructor, I want to enter enrollment data (total students, withdrawals, pass/fail counts) **so that** the system has accurate baseline numbers for calculating assessment results.

8. Complete CLO Assessment Data

As an instructor, I want to complete assessment data for pre-populated CLOs (descriptions managed by program admin) **so that** I can document student performance on each learning outcome.

9. Enter Student Counts for Automatic Calculations

As an instructor, I want to enter student counts (enrolled, passed, failed, withdrawn) and let the system calculate pass rates and S/U status automatically **so that** I avoid manual calculation errors and save time.

10. Write Narrative Sections

As an instructor, I want to write narrative sections (celebrations, challenges, changes) **so that** I can provide context and reflection on the assessment results.

11. Auto-save Progress

As an instructor, I want to have my progress auto-saved and be able to return later **so that** I don't lose work if I need to complete the assessment over multiple sessions.

12. Review Assessment Before Submission

As an instructor, I want to review my complete assessment before submitting **so that** I can catch any errors or omissions before final submission.

13. Receive Submission Confirmation

As an instructor, I want to receive confirmation that my submission was successful **so that** I know my assessment data has been properly recorded.

14. Edit Previously Submitted Courses

As an instructor, I want to access previously submitted course data for editing **so that** I can make updates when circumstances change or errors are discovered.

15. Track Changes to Submitted Data

As an instructor, I want to see clear indication that a course was previously submitted and have change tracking on resubmissions **so that** both I and the program administrator understand what modifications were made.

16. View Course Dashboard

As an instructor, I want to view all assigned courses with completion status **so that** I can manage my assessment workload and track my progress.

17. See Course Completion Progress

As an instructor, I want to see which courses are complete, in progress, or not yet started **so that** I can efficiently manage my time and ensure all assessments are finished by the term deadline.

18. Export Course Data

As an instructor, I want to export completed assessments per course in Access or PDF format **so that** I can maintain personal records for annual reviews or portfolio documentation.

19. Use Mobile/Tablet Devices

As an instructor, I want to use the same responsive website on mobile/tablet devices **so that** I can complete assessments efficiently regardless of what device I have available.

20. Contact Program Administrator

As an instructor, I want to contact my program administrator via simple email link **so that** I can get help with course-specific questions or issues.

21. Contact Technical Support

As an instructor, I want to contact technical support via simple email link **so that** I can resolve system issues that prevent me from completing assessments.

22. Access Help Documentation

As an instructor, I want to access built-in help documentation specific to my institution **so that** I can find answers to common questions without waiting for personal assistance.

23. View All Course Sections in One Place

As an instructor, I want to see all my assigned course sections (including multiple sections of the same course) in one dashboard **so that** I can manage

my complete assessment workload without having to navigate between different views or duplicate any work.