

# Program Administrator User Stories

**Context:** Managing instructor workflow and CLO assessment data collection

**Primary Goal:** “Push out the data and pull it back” - coordinate assignments and data collection

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## Managing Instructors

### 1. View Main Course Sections Dashboard

**As a program administrator, I want to** view the main dashboard showing all course sections with status indicators (Unassigned, Assigned, Editing, Complete, Overdue) and filters for year, term, instructor, and status **so that** I can quickly identify which sections need attention and hone in on specific subsets of my course portfolio.

### 2. View Users Dashboard

**As a program administrator, I want to** view all instructors with their active and completed course sections **so that** I can see which instructors are assigned to which courses and track their submission status.

### 3. Add Existing Instructor to Course Section

**As a program administrator, I want to** select an existing instructor from a dropdown and assign them to a course section **so that** I can connect instructors to the course sections they are teaching.

### 4. Add New Instructor to Course Section

**As a program administrator, I want to** create a new instructor (name + email) and assign them to a course section in one dialog **so that** I can staff sections with new faculty without having to create their account separately first.

### 5. Generate and Send Instructor Invitation

**As a program administrator, I want to** generate an invitation email for an assigned instructor **so that** they receive clear instructions on how to access their course section and complete assessment data.

### 6. Remove Instructor from Course Section

**As a program administrator, I want to** remove an instructor from a course section **so that** I can handle staffing changes, emergency reassignments, or instructor withdrawals.

## 7. Track Instructor Invitation Status

**As a program administrator, I want to** see the status of instructor invitations (Invited, Accepted) per course section **so that** I know which instructors have engaged with the system and which need follow-up.

## 8. Send Bulk Reminders to Incomplete Instructors

**As a program administrator, I want to** filter to see current term instructors who haven't submitted and send them all a reminder with a single button click **so that** I can efficiently follow up with multiple instructors at once.

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# Communication & Notifications

## 9. Configure Notification Templates

**As a program administrator, I want to** edit notification message templates with course-specific variables (course name, deadline, etc.) **so that** instructors receive personalized, relevant reminders about their specific assignments.

## 10. Set Notification Timing

**As a program administrator, I want to** configure how many days before the term deadline notifications are sent and what time of day **so that** instructors receive reminders at the most effective times for completion.

## 11. View Scheduled Notifications

**As a program administrator, I want to** see all upcoming scheduled notifications in a dashboard **so that** I can monitor what communications are planned and make adjustments if needed.

## 12. Send Immediate Notification

**As a program administrator, I want to** send a notification immediately instead of waiting for the scheduled time **so that** I can provide urgent reminders or updates to instructors.

## 13. Resend Previous Notification

**As a program administrator, I want to** resend a notification that was already sent **so that** I can follow up with instructors who may have missed or ignored the original message.

## Viewing Data

### 14. Access Course Section as Instructor

**As a program administrator, I want to** view any course section exactly as the assigned instructor sees it **so that** I can understand their experience and provide better support.

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## Modifying Data

### 15. Create New Course Template

**As a program administrator, I want to** create a new course (like “Accounting 101”) with CLO templates **so that** I can establish the assessment structure that will be used across all sections of that course.

### 16. Create Course Section

**As a program administrator, I want to** create a course section under an existing course with specific term and year **so that** instructors can be assigned to teach specific instances of the course.

### 17. Manage Terms and Years

**As a program administrator, I want to** add and edit academic terms and years in a dedicated management view **so that** I can maintain the academic calendar structure for course section creation.

### 18. Manage Course Learning Outcomes (CLOs)

**As a program administrator, I want to** add, edit, and organize CLOs in a dedicated management view **so that** I can create a library of learning outcomes to assign to courses.

### 19. Assign CLOs to Courses

**As a program administrator, I want to** select CLOs from a dropdown and assign them to courses **so that** I can reuse standardized learning outcomes across multiple course sections without recreating them.

### 20. Edit Course Section Data as Instructor

**As a program administrator, I want to** edit enrollment numbers, CLO assessments, and narratives for any course section **so that** I can make corrections or complete data entry when instructors are unavailable.

## **21. Export Course Data**

**As a program administrator, I want to** export course data in Access-compatible format **so that** I can integrate with existing institutional workflows and reporting systems.