**Program Administrator User Stories**

**Context:** Managing instructor workflow and CLO assessment data collection **Primary Goal: upload feed,** “Push out the data and pull it back **completed**”

# Managing Instructors

## Upload feed

As the program administrator, I want to upload a .xlsx or .csv feed to begin the assessment process for the semester.

## 2. Access course:instructor combo as Instructor

**As the program administrator, I want to** view any course:Instructor combo exactly as the assigned instructor sees it **so that** I can spot check that the feed has loaded correctly prior to sending links out, and to support faculty as needed.

## 3. Generate and Send Instructor Invitation

**As the program administrator, I want to** generate an invitation email for an assigned instructor **that includes** links to their rubrics. (If instructor has 4 courses, I’m fine with them receiving 4 emails)

**4. View Main course:Instructor combo Dashboard**

**As the program administrator,** I want to view the main dashboard showing all course:instructor combos, term, and course end dates with status indicators for instructor: (Assigned, Editing, Complete) at any time after feed is uploaded so I can monitor status and decide when to export data.

## 5. Audit process (see “rubric status options” tab on example data workbook)

**As the program administrator, I want to** mark rubrics with y/n check boxes for the following audit statuses (imported, quality checked, remediate, NCI) so that I understand the status of rubrics and can accurately determine which records are ready for export

**6. Approve for export process**

**As the program administrator, I want to** mark rubrics as ready for export so I can control which records will be exported to a .xlsx or .csv format.

## 6. Export Course Data

**As the program administrator, I want to** export data marked as “ready to export” in Access compatible format (.csv or .xlsx) **so that** I can integrate with existing institutional workflows and reporting systems. There may be multiple exports and exports should not contain duplicate information so that export feed can be appended to existing institutional database table. So, once exported, the “ready to export” indicator should change to “exported”

**7. As the database administrator, I want to** clear exported data when assessment process is substantially complete and have the deployment system set up to receive the following semester’s feed. I understand that some courses end after a new semester begins so there will be “holdover rubrics” into the spring and summer sessions.