



USER MANUAL

For

STUDENT PROJECT MANAGEMENT SYSTEM

By Shabb03

Student Number: *****

22/02/2023

This Manual is designed for DCU students, professors and project administrator to use as a guide for the system

Step S-00 = For Students

Step P-00 = For Professors

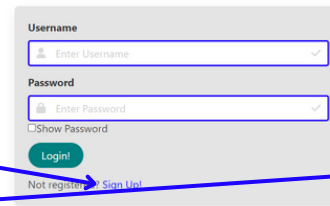
Step A-00 = For Administrators

Login

Register

Step 1 - Sign Up

- If you are an admin, proceed to step 4
- Click on “Sign up”
- Enter a username (same as your DCU username)
- Enter a password you will remember
- Click on “Sign Up” to create an account
- Click “Continue”
- Log in with your new account details
- If you are a student, proceed to step 2, if you are a professor, proceed to step 3

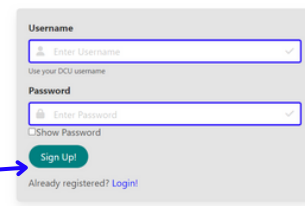


Username
Enter Username ✓

Password
Enter Password ✓
☐ Show Password

Login!

Not registered? Sign Up!



Username
Enter Username ✓
Use your DCU username

Password
Enter Password ✓
☐ Show Password

Sign Up!

Already registered? Login!

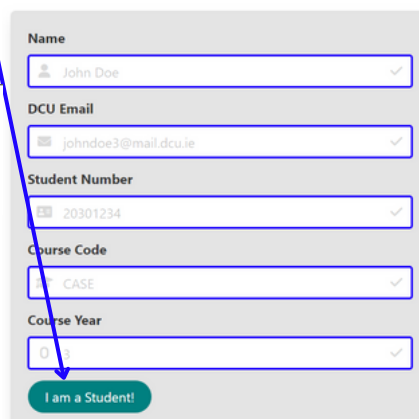
You Have Successfully Registered

Continue

Step 2 - Enter your Details (Student)

- Enter your full name, DCU email, student number, course Code, and year of study
- Click on “I am a Student”
- Click “Continue”
- Proceed to step S01

Student



Name
John Doe ✓

DCU Email
johndoe3@mail.dcu.ie ✓

Student Number
20301234 ✓

Course Code
CASE ✓

Course Year
0 ✓

I am a Student!

Step 3 - Enter your Details (Professor)

- Enter your full name and DCU email
- Click on “I am a Professor”
- Wait for approval from the administrator
- Proceed to step P01 when accepted by the administrator

Professor



Name
John Doe ✓

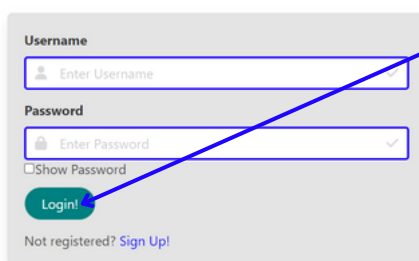
DCU Email
johndoe@mail.dcu.ie ✓

I am a Professor!

Student Details Successfully Entered

Continue

Login



Username
Enter Username ✓

Password
Enter Password ✓
☐ Show Password

Login!

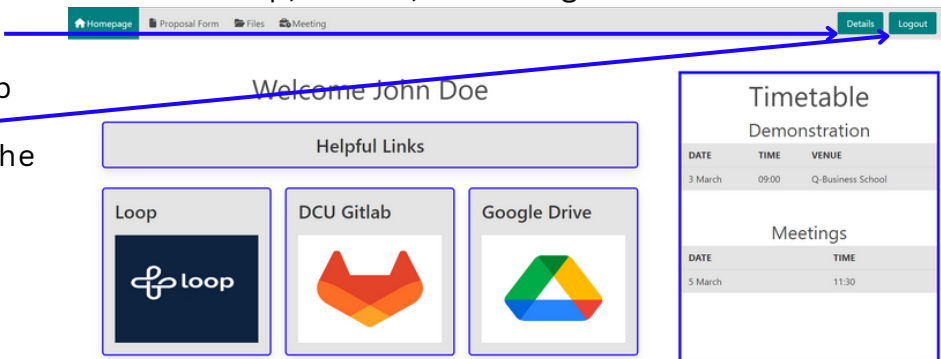
Not registered? Sign Up!

Step 4 - Log In

- Enter your username and password
- Click “Login” to log into the system
- If you are an admin, proceed to step A01, if you are a student, proceed to step S01, if you are a professor, proceed to step P01

Step S-01 - Student Homepage

- View your timetable on the right side for important dates related to upcoming meetings and project demonstration
- Shortcuts to links are provided in the middle to Loop, GitLab, and Google Drive
- To edit your account details, click “Details” on the top right
- To logout, click “Logout” on the top right
- Browse through your pages using the navigation bar on top



Welcome John Doe

DCU Email
wrongemail3@gmail.com

Student Number
20305555

Course Code
CASE

Course Year
4

Edit Details

Step S-02 - Edit Details

- Click on “Details” on the top right
- View your current details on the form
- Change your course code or year of study as appropriate
- Click “Edit Details” to save your changes

Step S-03 - Proposal Form

- Click on “Proposal Form” in the navigation bar
- View the deadline for submitting your proposal form, if the deadline has passed, you will not be allowed to update or submit your proposal form
- Enter the title of your project, the staff member you will submit to, and the required details
- Click “save” to save your proposal form for submission or to come back to later for further editing

Proposal Form

Deadline: 29/10/2023

Project Title

Staff Member consulted for supervision

Introduction: Describe the general area / problem covered by the project

Programming language(s) and tools you will use

Submit Proposal

Proposal Submitted

Deadline for Proposal Reached

Submit to your Professor of choice

Return

NAME: professor, Second Professor, Third Professor

EMAIL: wrongemail@gmail.com, wrongemail2@gmail.com, rishabdevi2075@gmail.com

CHOOSE

Submit

Proposal Submitted to Third Professor

Continue

Submit to [wrongemail2@gmail.com]

This Action Cannot be Undone!

Yes Submit, No, Choose Another Professor

Step S-04 - Submit Proposal Form

- Click “Submit Proposal” at the bottom of the Proposal Form page
- Click “Yes, Submit Proposal”
- Choose the professor you wish to submit to
- Click “Yes Submit”
- Click “Continue” and wait for approval from the professor

Are you ready to submit?

Yes Submit Proposal, No, Keep Writing

Step S-05 - Submit Functional Specification

- Click on “Files” in the navigation bar
- View the deadline for submitting your functional specification
- If the deadline has passed, you will not be allowed to submit or update your submission
- Click “Choose a file” on the left form
- Choose your functional specification document from your library
- Click “Submit”
- Click “Yes, Submit Functional Specification” to submit your uploaded file

Homepage Proposal Form Files Meeting

Files

Functional Specification

Deadline: 03/12/2023

Functional Specification

Choose a file... addtimetable.png

Submit

Details Logout

Files

Documentation

Deadline: 24/02/2024

Documentation

Choose a file... profile_Sx4iXbT.png

Submit

Step S-06 - Submit Documentation

- Click on “Files” in the navigation bar
- View the deadline for submitting your documentation
- If the deadline has passed, you will not be allowed to submit or update your submission
- Click “Choose a file” on the right form
- Choose your documentation document from your library
- Click “Submit”
- Click “Yes, Submit Documentation” to submit your uploaded file

Meeting Form and Proposals

Title

Reason for Meeting

Date

dd/mm/yyyy

Time

--:--

Send Meeting Proposal

View Meetings History

Proposals

TITLE	DATE	TIME	ACCEPT	REJECT
View Project	22 February	11:00	Accept	Reject

Step S-07 - Schedule Meeting (Student)

- Click on “Meeting” in the navigation bar
- Enter the reason for your meeting, proposed date and time
- Click “Send Meeting Proposal” to send to your project supervisor

Step S-08 - Accept/Reject Meeting Proposal (Student)

- Click on “Meeting” in the navigation bar
- Scroll down to the table with a list of meeting proposals
- For each sent meeting proposal, click “Accept” or “Reject” to accept or reject the meeting proposal based on your available times

Step S-09 - View Meeting History (Student)

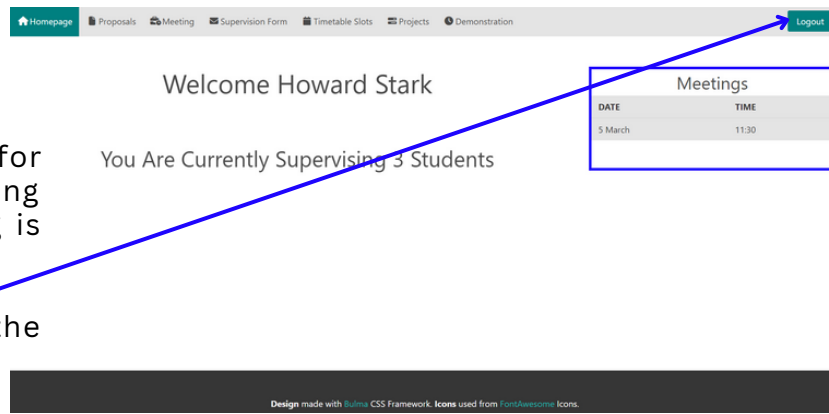
- Click on “Meeting” in the navigation bar
- Click on “View Meetings History”
- Your meetings will be displayed in 3 different tables for accepted, pending approval and rejected
- Meetings highlighted in blue are upcoming meetings

Meeting History

Back to Meetings Page

Accepted Meetings

TITLE	DATE	TIME
Test Professor 3 Meeting V2	2 February	14:00
Test Student 3 Meeting V2	5 March	11:30

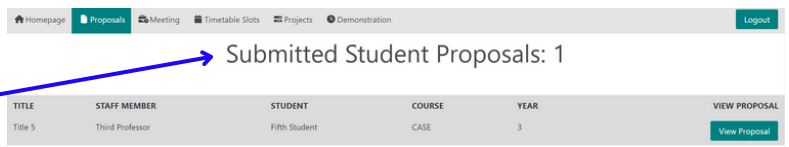


Step P-01 - Professor Homepage

- View your timetable on the right side for important dates related to upcoming meeting
- A number of students you are supervising is displayed in the middle
- To logout, click “Logout” on the top right
- Browse through your pages using the navigation bar on top

Step P-02 - Proposals

- Click on “Proposals” in the navigation bar
- View the number of submitted proposals
- View a list of submitted proposals along with the student’s details



Step P-03 - View Student Proposal

- On the Proposals Page, click “View Proposal” to view the chosen students proposal
- View the student’s and their project proposal’s details

Step P-04 - Accept/Reject Student Proposal

- On the Student’s Proposal Page, go to the bottom of the page
- To accept, click “Accept” on the left side
- To reject, provide a reason for rejection or improvement tips and click “Reject” on the right side

Step P-05 - Add Available Times for Demonstration

- Click on “Timetable Slots” in the navigation bar
- Enter the date and time you will be available for demonstration
- Click “Add Time Slots” to add the date and time for creating a timetable

Step P-06 - Remove Added Available Times for Demonstration

- Click on “Timetable Slots” in the navigation bar
- Scroll down to the table with the list of your added timetable slots
- For each added timetable slot, click “Remove” to remove that time slot

Your Added Time Slots

DATE	TIME	REMOVE
2 March	11:00	Remove
3 March	09:00	Remove
1 March	10:00	Remove
3 March	14:00	Remove

Step P-07 - Schedule Meeting (Professor)

- Click on “Meeting” in the navigation bar
- Enter the reason for your meeting, proposed date and time
- Choose the student you wish to schedule the meeting with from the “Select Student” dropdown menu
- Click “Send Meeting Proposal” to send to your chosen student

Step P-08 - Accept/Reject Meeting Proposal (Professor)

- Click on “Meeting” in the navigation bar
- Scroll down to the table with a list of meeting proposals along with the students names
- For each sent meeting proposal, click “Accept” or “Reject” to accept or reject the meeting proposal based on your available times

View Meetings History

Proposals

STUDENT	COURSE	YEAR	TITLE	DATE	TIME	ACCEPT	REJECT
Third Student	CASE	4	Deadline Approaching	21 February	15:00	Accept	Reject

Step P-09 - View Meeting History (Professor)

- Click on “Meeting” in the navigation bar
 - Click on “View Meetings History”
 - Your meetings will be displayed in 3 different tables for accepted, pending approval and rejected
- Meetings highlighted in blue are upcoming meetings

Meeting History

[Back to Meetings Page](#)

Accepted Meetings

STUDENT	COURSE	YEAR	TITLE	DATE	TIME
Third Student	CASE	4	Test Professor 3 Meeting V2	2 February	14:00
Third Student	CASE	4	Test Student 3 Meeting V2	5 March	11:30

Step P-10 - Create Supervision Form

- Click on “Supervision Form” in the navigation bar
- Enter the comments of the meeting you had with your student and their progress with their project
- Choose the student you wish to send the form to
- Click “Email Project Supervision” to send the email to your chosen student

Project Supervision Form

Accepted Projects

PROJECT	STUDENT	SUBMITTED	ACCEPTED	FUNCTIONAL SPECIFICATION	DOCUMENTATION	MARKED	VIEW PROJECT
Title 5	Fifth Student	true	false	false	false	false	View Project
Test Title 3	Third Student	true	true	true	true	true	View Project
Test Title 4	Fourth Student	true	true	false	false	false	View Project

Step P-11 - Projects

- Click on “Projects” in the navigation bar
- View a list of undertaken student projects and their current status
- Use the search bar to filter through projects by name

Step P-12 - View Student Project

- On the Projects Page, click “View Project” to view the chosen students project in more detail
- View the student’s and their project’s details along with their submitted files
- If the student’s project has been marked, view their marked reports and grade
- If the student’s project has not been marked, proceed to step P-13

View Student Project

Title

Test Title 4

Student Name

Fourth Student

Student Email

rishabdevi2075@gmail.com

Files

Functional Specification

Documentation

Project Mark

Title

Mark Title 3

Total Marks

Project Mark

Title

Functional Specification

Report

Mark

Are you ready to submit?

This Action Cannot be Undone!

Yes, Submit Grade

No, Edit Grade

Step P-13 - Mark Student Project

- On the Student Project Page, scroll down to the marking form
- Enter the title of the marking form
- Enter the report and feedback for each section of the project as well as the grades for each section
- The total grade will be calculated automatically
- Click “Submit Mark”
- Click “Yes, Submit Grade” to finish marking the student’s project

Step P-14 - Demonstration Timetable (Professor)

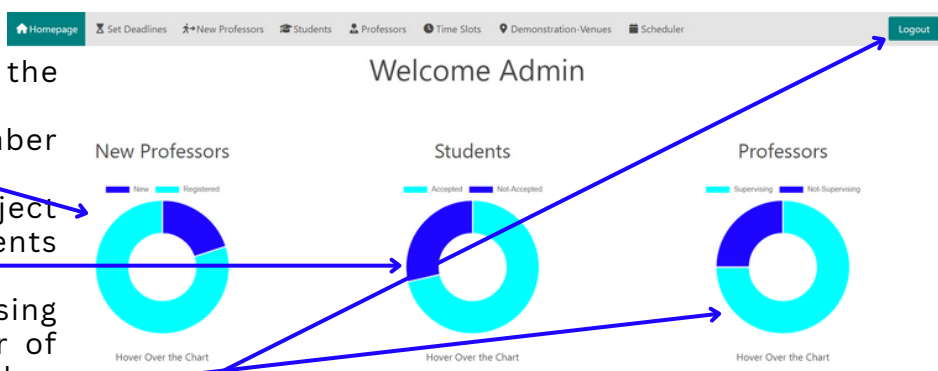
- Click on “Demonstration” in the navigation bar
- View a list of your demonstration timetable slots with the date, time and location

Demonstration Timetable

STUDENT	EMAIL	DATE	TIME	VENUE
Third Student	wrongemail3@gmail.com	3 March	09:00	Q-Business School
Fourth Student	rishabdevi2075@gmail.com	3 March	14:00	Q-Business School
Student	wrongemail@gmail.com	1 March	10:00	Q-Business School

Step A-01 - Admin Homepage

- View 3 different graphs with the following information:
 - Number of professors and number of new registered professors
 - Number of students with a project supervisor and number of students without a project supervisor
 - Number of professors supervising at least one project vs number of professors without any undertaken projects
- To logout, click “Logout” on the top right
- Browse through your pages using the navigation bar on top



Step A-02 - Assign Deadlines

- Click on "Set Deadlines" in the navigation bar
- Enter the dates for each aspect of the project:
 - Deadline for submitting the proposal form
 - Deadline for submitting the functional specification
 - Deadline for submitting the documentation (Project Deadline)
- Click "Set Deadlines" to set the added dates as the deadlines, this will be viewed on the form upon submitting

Proposal Deadline: [29/10/2023]

dd/mm/yyyy

Functional Specification Deadline: [03/12/2023]

dd/mm/yyyy

Project Deadline: [24/02/2024]

dd/mm/yyyy

Set Deadlines

Step A-03 - View New Registered Professors

Step A-03 - View New Registered Professors

- Click on "New Professors" in the navigation bar
- View a list of new registered professors with their name and email
- Filter by name through the search bar

Step A-04 - Accept/Reject New Registered Professors

- Click on "New Professors" in the navigation bar
- Click "Accept", then "Yes Accept" to allow the professor access into the system if you recognize their name and email
- Click "Reject", then "Yes Reject" to deny the professor access into the system if you do not recognize their name and email

Allow Entry?

[rishabdevi2075@gmail.com]

This Action Cannot be Undone!

Accept Cancel

Reject Entry?

[rishabdevi2075@gmail.com]

This Action Cannot be Undone!

Yes Reject Cancel

Step A-05 - View All Students

- Click on "Students" in the navigation bar
- The first table displays all students and their details without a project supervisor
- The second table displays all students with a project supervisor along with the student's details and the name of their project supervisor

Students with no Supervisors

Assign Supervisors to Students

NAME	EMAIL	STUDENT NUMBER	COURSE CODE	YEAR
Test User	testemail@gmail.com	20305556	CASE	3
Second Test User	testmail@gmail.com	20305558	CASE	3

Students with Supervisors

NAME	EMAIL	STUDENT NUMBER	COURSE CODE	YEAR	SUPERVISOR
Third Student	wrongemail3@gmail.com	20305555	CASE	4	Third Professor

Assign Students to a Supervisor

Students					Professors	
NAME	EMAIL	STUDENT NUMBER	COURSE CODE	YEAR	NAME	EMAIL
Test User	testemail@gmail.com	20305556	CASE	3	professor	wrongemail@gmail.com
Second Test User	testmail@gmail.com	20305558	CASE	3	Second Professor	wrongemail2@gmail.com
					Third Professor	professor3@gmail.com
					Fifth Professor	rishabdevi2079@gmail.com

Assign

Step A-06 - Assign Students to a Project Supervisor

- Click on "Students" in the navigation bar
- Click on "Assign Supervisors to Students"
- The table on the left displays all students and their details without a project supervisor along with a check box to select multiple students
- The table on the right displays all professors and their details
- Select at least one student and only one professor to assign all the chosen students to the chosen professor as a supervisor
- Click "Assign" to assign the chosen students to the chosen professor

List of Professors and number of undertaken Students

Step A-07 - View All Professors

- Click on “Professors” in the navigation bar
- The table displays all professors and their details along with the number of projects they are supervising
- Filter by name through the search bar

Search for Professor

NAME	EMAIL	NUMBER OF STUDENTS
Fifth Professor	rishabdevi2079@gmail.com	0
professor	wrongemail@gmail.com	1
Second Professor	wrongemail2@gmail.com	2
Third Professor	professor3@gmail.com	2

List of Professors and Added Time Slots

Search for Professor

NAME	EMAIL	NUMBER OF TIME SLOTS	VIEW
Rishabdev Sidhu	admin@gmail.com	0	View
Sixth Professor	rishabdevi2075@gmail.com	0	View
professor	wrongemail@gmail.com	3	View
Third Professor	professor3@gmail.com	4	View
Second Professor	wrongemail2@gmail.com	3	View
Fifth Professor	rishabdevi2079@gmail.com	3	View

Step A-08 - View Number of Time Slots Added by Professors

- Click on “Time Slots” in the navigation bar
- The table displays all professors and their details along with the number of available time slots they have added
- Filter by name through the search bar

Step A-09 - View a Professor’s Added Time Slots

- Click on “Time Slots” in the navigation bar
- Click on “View” to view a chosen professors added time slots
- The number of added time slots is displayed on top of the table
- The table displays the date and time of the added time slots

professor's added Time Slots

Number of Time Slots: 3

DATE	TIME
1 March	10:00
2 March	12:00
3 March	12:00

Add a Venue

Venue

Q-Business School

Number of Places per hour

10

Add Venue

Step A-10 - Add a Location for Demonstration

- Click on “Demonstration-Venues” in the navigation bar
- Scroll down to the Add a Venue form
- Enter the location and number of places available during the one hour timeframe
- Click “Add Venue” to add an available location to your list of demonstration locations

Step A-11 - Remove an Added Location for Demonstration

- Click on “Demonstration-Venues” in the navigation bar
- View the table with the list of added venue locations
- Click “Remove” to remove the chosen added venue

Venues for Demonstration

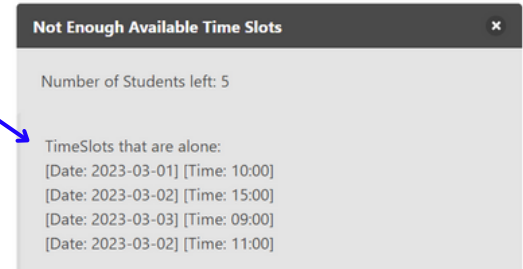
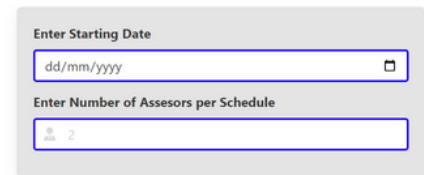
LOCATION	NO. OF ROOMS	EDIT	REMOVE
Q-Business	5	Submit Change	Remove
L-Clarkson	5	Submit Change	Remove
C-Henry	5	Submit Change	Remove
L-McNulty	7	Submit Change	Remove
S-Stokes	5	Submit Change	Remove
X-Londsdale	2	Submit Change	Remove
T-Larkin	1	Submit Change	Remove

Step A-12 - Edit an Added Location for Demonstration

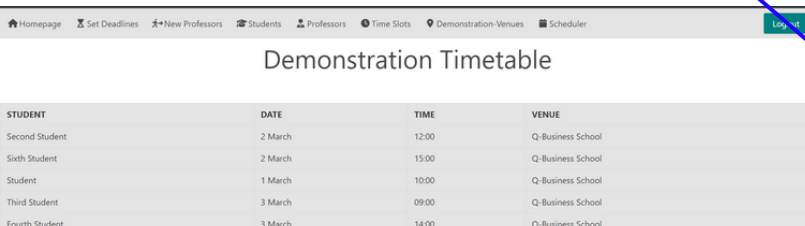
- Click on “Demonstration-Venues” in the navigation bar
- View the table with the list of added venue locations
- Edit the venue location or number of places
- Click “Submit Change” to update the chosen added venue with its new details

Step A-13 - Create Demonstration Timetable

- Click on “Scheduler” in the navigation bar
- Enter the starting date for the timetable and number of assessors required per demonstration
- Click “Generate Timetable”
- Click “Yes, Generate Timetable”
- If there are not enough time slots available, an error message will appear below the form with the number of students that will be left and time slots that do not match other time slots

**Step A-14 - View Demonstration Timetable**

- Click on “Demonstration-Venues” in the navigation bar
- If the Demonstration Timetable has not been created, proceed to step A13
- If the Demonstration Timetable has been created, you will be redirected to a page with a table of all demonstration timeslots



STUDENT	DATE	TIME	VENUE
Second Student	2 March	12:00	Q-Business School
Sixth Student	2 March	15:00	Q-Business School
Student	1 March	10:00	Q-Business School
Third Student	3 March	09:00	Q-Business School
Fourth Student	3 March	14:00	Q-Business School