KSEF Management System - User Manual

Introduction

Welcome to the Kenya Science and Engineering Fair (KSEF) Management System. This platform is designed to streamline the management of science fair competitions from the Sub-County level up to the National level. It serves Patrons (Teachers), Judges, Coordinators, and Administrators.

Getting Started

Accessing the System

1. Navigate to the application URL in your web browser.
2. First-time users: Click on Sign Up to create an account.
3. Returning users: Enter your email and password on the Login page.

Registration & Profile

- Sign Up: Select your role (e.g., Patron, Judge). Note: Admin accounts are typically created by higher-level administrators.
- Biodata: Upon first login, you may be required to complete your profile (Biodata). This includes details like your TSC Number, ID Number, Phone Number, and School/Region information. This is crucial for certificate generation and official records.

User Roles Overview

- Patron: Teachers or mentors who register students and projects.
- Judge: Experts assigned to evaluate projects and provide scores/feedback.
- Coordinator: Oversees judging panels and resolves scoring conflicts.
- Administrator: Manages the competition at various levels (Sub-County, County, Regional, National).
- Super Admin: System-wide configuration and Edition management.

For Patrons (Teachers/Mentors)

As a Patron, your primary responsibility is to register your school's projects and ensure students are ready for the competition.

Dashboard Overview

Your dashboard provides a snapshot of your school's performance:

- Project Stats: Total projects, Active, Qualified, and Eliminated.
- School Rank: Your school's current ranking based on points.
- Quick Actions: Buttons to add projects or download reports.

Managing Projects

1. Register a New Project:
    - Click New Project.
    - Fill in the Project Title, Category, and Student Details (Name, Gender, Form).
    - Abstract: You can upload a file or paste the abstract text.

- AI Analysis: The system will analyze your abstract for AI-generated content and plagiarism. It may suggest a better title or category.
2. Edit a Project: Click the Edit (Pencil) icon on a project card to update details. Note: Editing might be restricted once judging begins.
3. View History & Feedback: Click the Eye icon to view detailed scores and judges' comments from previous levels.
4. Delete: Use the Trash icon to remove a project (only if it hasn't been judged yet).

Certificates & Reports

- Certificates: Click the Award/Certificate icon on a project card. You can download:
  - Student Certificate: For each student in the project.
  - Patron Certificate: For yourself as the mentor.
  - School Certificate: A consolidated certificate for the school (available after results are published).
- School Report: Click Download School Report on the dashboard to get a PDF summary of your school's performance.

For Judges

Your role is to evaluate projects fairly and provide constructive feedback.

The Judging Process

1. Dashboard: You will see a list of projects assigned to you.
   - Judge button: Starts the judging session.
   - Status: Indicates if a project is "Not Started", "In Progress", or "Completed".
2. Judging Form:
   - Timer: A timer at the top shows the minimum and maximum time allowed for judging. You cannot submit before the minimum time.
   - Scoring: Enter scores for each criterion. You can use the "Quick Select" buttons for common scores.
   - Validation: The system checks if scores are within the allowed range.
   - Robotics: For Robotics projects, you will score specific "Missions" (Compulsory and Student-Generated).
3. Feedback:
   - Comments: Write general feedback for the students.
   - Recommendations: Provide specific actionable advice for improvement.
   - AI Assistant: You can click Generate AI Feedback to get a draft based on your scores, which you can then edit.
4. Submission: Once all scores and comments are filled, and the minimum time has passed, click Submit.

Important Notes

- Conflict of Interest: If you are assigned a project from your own school, the system will flag it and block you from judging. Notify a coordinator immediately.
- Session Timeout: If you are inactive for 10 minutes, the session may time out for security.

For Coordinators

Coordinators act as "Chief Judges" for a panel.

- Review Mode: You may be asked to review projects where there is a significant score discrepancy between judges.
- Arbitration: In cases of conflict of interest or missing judges, you may step in to judge a project.
- Marking Guide: You have access to the detailed marking guide to clarify criteria for judges.

For Administrators

Admins manage the flow of the competition. Your access depends on your level (e.g., a County Admin manages the County Fair).

Dashboard & Analytics

- Live Leaderboard: View top performing projects and school rankings in real-time.
- Statistics: See charts for project distribution by category and region.
- Recent Activity: Track actions taken by other admins or system events.

User Management

- Approve Users: New accounts may need approval before they can access the system.
- Manage Roles: You can assign roles (e.g., promote a user to Judge or Sub-County Admin).
- Reset Passwords: You can view initial passwords or trigger a password reset for users who forgot theirs.

Project Management

- View Projects: See all projects within your jurisdiction.
- Promotion: After judging is complete, you Promote qualified projects to the next level (e.g., from Sub-County to County).
- Publish Results: Make results visible to Patrons. Caution: This action is irreversible for the current level.

Reports & Certificates

- Generate Reports: Download comprehensive merit lists, ranking reports, and statistical summaries.
- Print Certificates: You can batch print certificates for all participants or winners in your region.
- Marksheets: Download detailed score marksheets for archiving.

For Super Administrators

Super Admins have full control over the system configuration.

Edition Management

- Create Edition: Start a new competition cycle (e.g., "KSEF 2025").
- Activate Edition: Switch the active competition. Only one edition can be active at a time.
- Finalize Edition: Once the National competition is complete, you can "Finalize" the edition to archive it.

System Settings

- Judging Hours: Configure allowed times for judging to prevent unauthorized access.
- Upload Limits: Set file size limits for abstracts and reports.
- Global Oversight: Access to all data across all regions and levels.

Troubleshooting

- Analysis Failed: If AI analysis fails during registration, check your internet connection and try again. If it persists, contact support.

- Login Issues: Use the "Forgot Password" link. If you don't receive an email, ask your local admin to check your email address in the system.
- Certificate Errors: Ensure your Profile (Biodata) is complete. Certificates rely on accurate names and ID numbers from your profile.