JMG Student Site
Check-in Application

User Guide

Client

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JMG Student Site Check-in Application User Guide

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1. **Introduction**

The JMG Student Site Check-In Application is a web service that aims to automate the process of JMG students notifying teachers of their attendance at events outside of school counted towards course credit. This is a capstone project for the Cyber Cookie team, which includes Elijah Caret, Michael Ferris, Xingzhou Luo, and Spencer Morse, in partial fulfillment of the Computer Science BS degree for the University of Maine. The deliverable of this project practices the development cycle of industrial standards. During the previous semester, the Cyber Cookie team had established system requirements, architecture definitions, and user interface designs. The goal for the team this semester is to implement and integrate these modules into the desired functional system with supportive documentation.

1.1 Intended Readership

There are 4 kinds of users who will be involved in using the system. Included are 3 end users and 1 system operator. The 3 end users include student users, which are the main users of the system and will use the check-in functionality of the system. The second end user is the supervisor user, these are the users who act as supervisor or company employee supervising the student at their session. They mainly will use the system to provide feedback to students on performance as well as verify their check-ins. Advisor users are the 3rd type of end user, who serve more as monitors for student performance. All end users are not required to have any experience in web app development to use the application and can find all information related to their use in the instruction section of this guide. Administrators serve as the system operators who are responsible for maintaining data, handling any issues, registering new users, and maintaining data and system backups to name a few. Administrators also may or may not possess experience in web app development and maintenance. All responsibilities are laid out in more detail in the referenced Administrator Manual.

1.2 Applicability Statement

This issue of the User Guide (Issue 1) applies to version 1.0 of the application software.

1.3 Purpose

The purpose of this application is to allow students attending ELO's to have a digital place where they can check in to those locations. This application also allows for site supervisors to verify and track student attendance, as well as supply feedback on said students.

The purpose of this User Guide is to assist users of the student check-in application in any possible confusion or errors they may encounter.

1.4 How to Use This Document

Important sections of this document include:

Overview: A general overview of the system and its capabilities. The intent is for users reading this document to get a good grasp of what they will be able to do within the application in general, the instructions go into more detail regarding what they can do.

Instructions: This section will provide you with written instructions and screenshots on important application features. It is intended to be used by students or site supervisors looking for guidance on application features. The reference section will specify how users can input data.

Reference Section: This describes the data involved in more detail and the user's influence on how that data is manipulated or sent. It gives more context to the instructions provided in the instructions section.

Error Messages and Recovery Procedures: This section covers any potential error messages that a user may receive and how to deal with them. The instructions in the instruction section briefly mention the important ones.

1.5 Related Documents

JMG Student Site Check-In Application Administrator Manual

1.6 Conventions

In this document you will often see naming conventions for buttons on the app that look like this: "<name of button>". This refers to a clickable button on the app and the word or phrase inside of the quotations is what the button is labeled on the app. For example, if the instructions say to click the "Submit" button, it is referring to a button like this on the app.
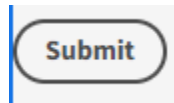
Fig. 1 - Submit Check-In Button

If something is in italics, it often means that it is a note or potential warning regarding a defined portion of the document or application.

1.7 Problem Reporting Instructions

Users that run into any issues that have not been listed in this document should email either their site supervisor or system administrator and inform them of the problem.

In future versions of the application there could potentially be a Help button within the application where users can leave a help request that can be sent to either the site supervisor or administrator.
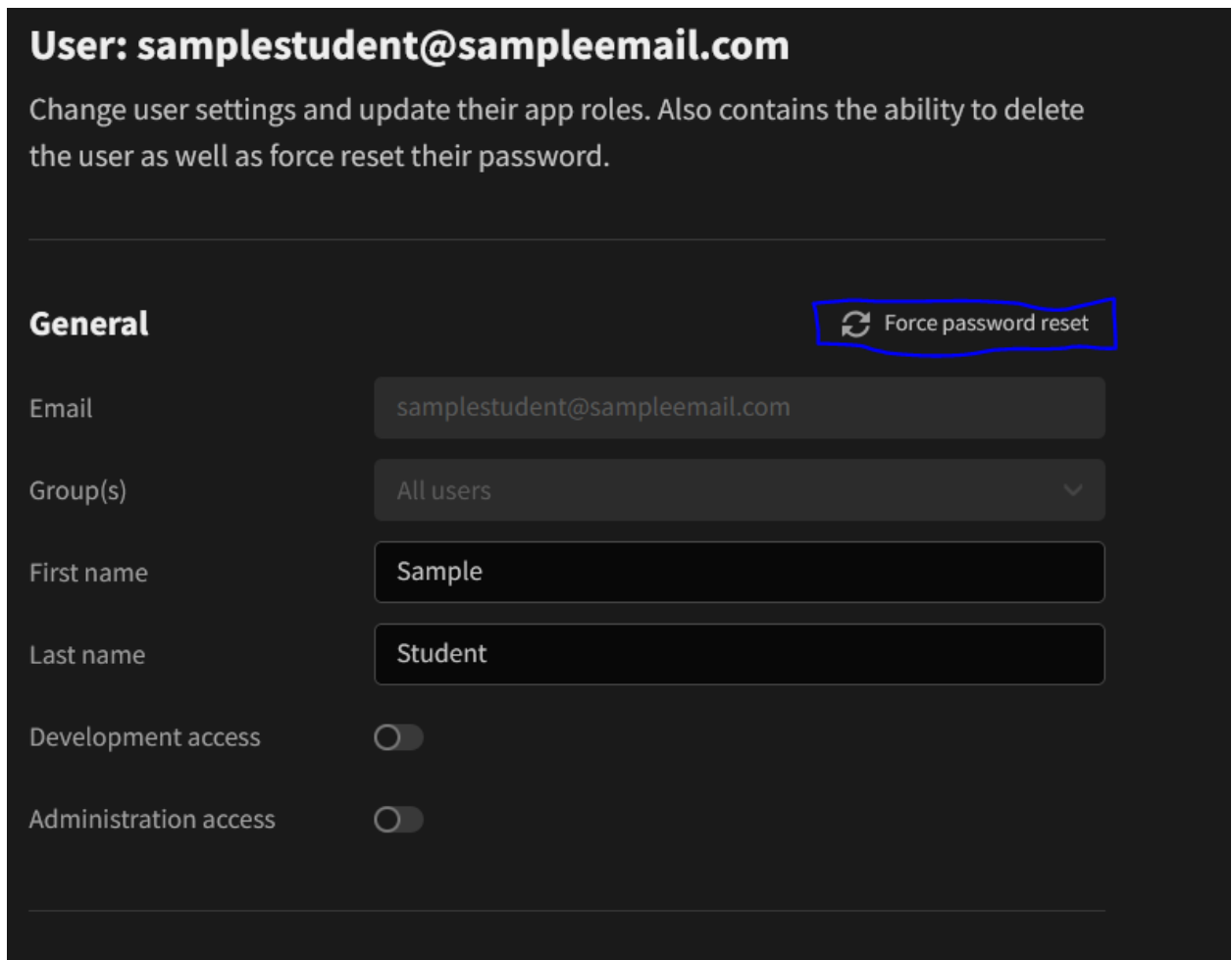
2. Overview

The JMG Student Site Check-In Application allows users, in particular students, to electronically record any extended learning opportunity that they attend. This is done through simply clicking on the "Check In" button located on the homepage and specifying a few details in a form such as session dates via a calendar picker and the organization involved via a drop-down bar. JMG representatives at the student's school will be able to look at their student's attendance and performance by clicking on said student on the homepage. Supervisors at the various companies and organizations students attend for sessions will be able to view their student's check-ins by clicking the "View Check-Ins" button. They will also be able to verify that the student was present by simply clicking the "Verify" button under each check-in. Each check-in will also have a performance analysis assessment to fill, the form is opened by selecting the "Submit Performance Analysis" button, located under each check-in.

3. Instructions

Administrator Responsibilities:

All application administrators should refer to the JMG Student Site Check-In Application Administrator Manual for instructions on system maintenance.

One item that was not mentioned was account recovery. This can be done via the force password reset option. This is located by clicking on the user's tab in the development portal, and then clicking on the user whose password needs to be reset. In the top right corner of the general section, there is an option to force a password reset.
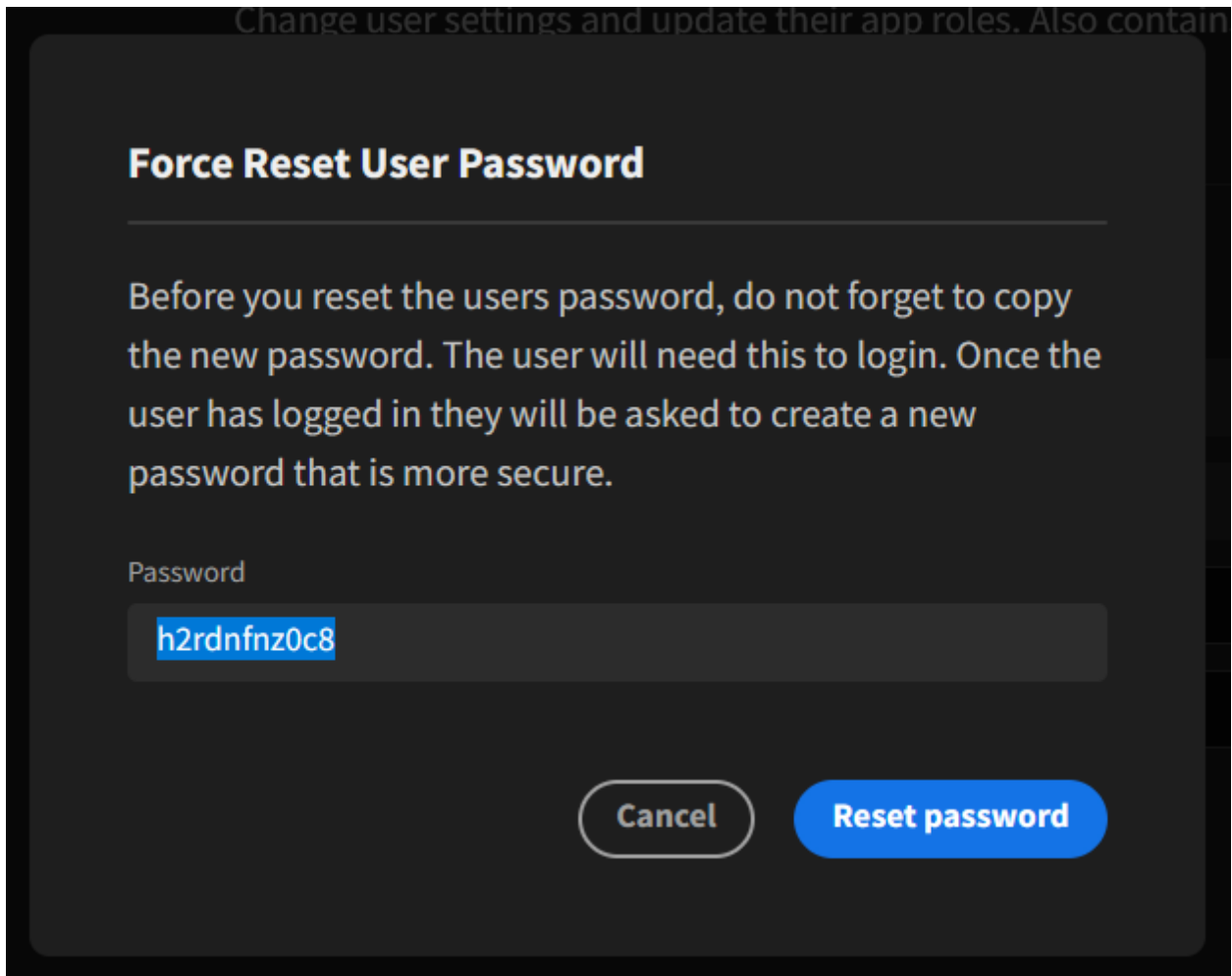
Figure 1: Location of Password Reset Option - Only use this when the user has exhausted all other options.

A new password will be randomly generated, which will be saved and given to the user.

Figure 2: New Random Password - Save this password and then click "Reset password"

The user can then login with this password, and then be prompted to change to a new password of their choosing.

Login/Logout:
Users will be required to authenticate themselves via a login page. Login is done via a standard authentication of an email address and password. This section will go over two forms of login. One for first time users and one for regular users.

First Time Users and Password Resetting:
A system administrator will set up a new user's account with a given email address and both the new users and the users that are resetting their password are given randomly generated

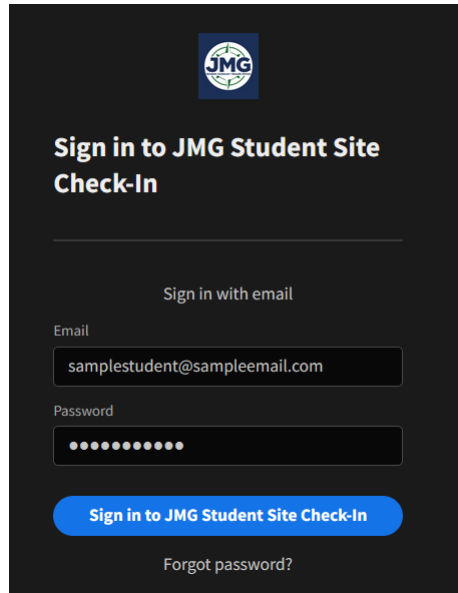password. In both cases, they must include these credentials in the appropriate text field locations to log in.

Figure 3: Entering Credentials - New users will have a random password given to them by the system administrator

Once the user is logged in, they will be prompted to create a new password of their choosing. Once again, they should enter the new password in the given text field. They will also be asked to re-enter the new password.
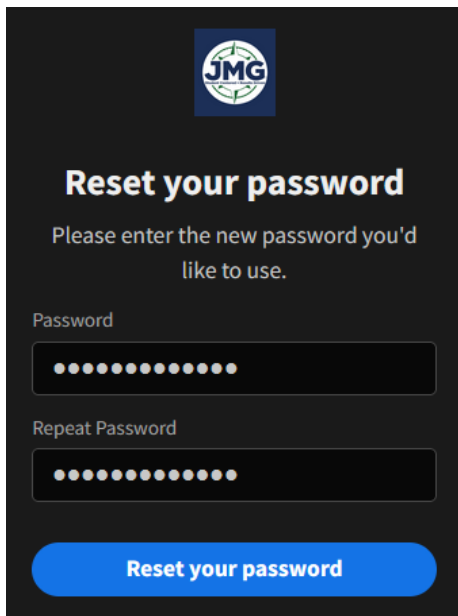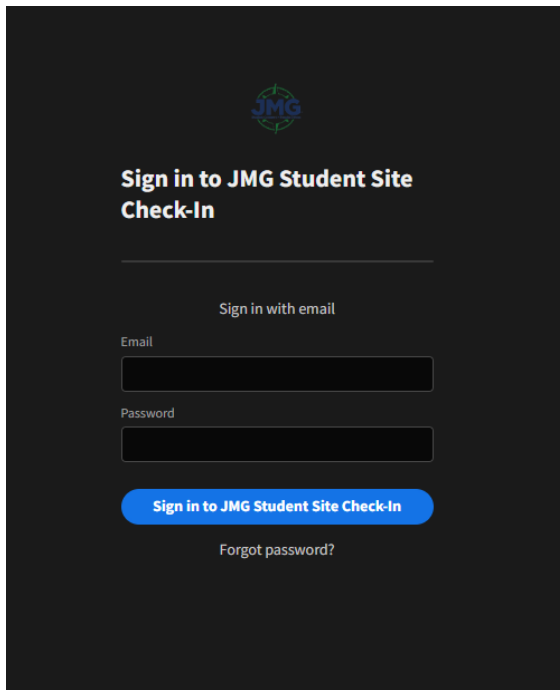

Figure 4: Creating/Resetting Password - This screen shows up in both cases.

Regular Users:

Upon arriving at the login page, regular users will enter their email address and password that they had created upon logging into the system for the first time. Indication of login status will be displayed as a text bubble at the top of the screen, indicating either a successful login (green) or a failed login (red).
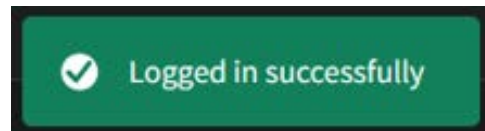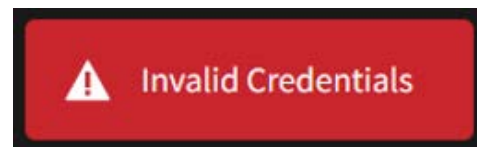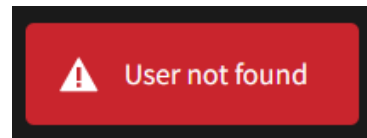
Figures 5 - 8: Login Screen and Login Status - Three different messages regarding the login attempt are likely to be seen. The two error (red) messages will be explained in more detail in the errors and recovery procedures section

Password Reset:

As of version 1.0, password resetting is not automated and must be initiated by a system administrator. Users should contact their system administrator to ask for a forced password reset.

Logout:

To log out, users should click the icon in the top right corner, opening a dropdown menu. Then users can click the "Logout" option to logout.
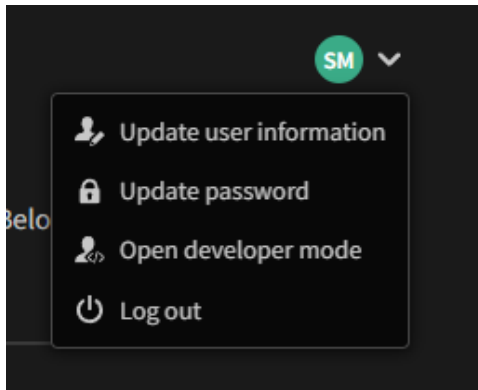
Figure 9: Logout - Standard users will not have access to the open developer mode option.

Check-In:

Upon arriving at the homepage, student users will most likely be adding a new check-in to the system. To do this, they should click the "Check-In" button under the list of their enrolled organizations. A pop up screen will appear that contains a small form for the student to fill out. This form includes the start and end time of the session. These can be edited by clicking on the field, which opens a calendar picker. The other field item is the organization they are checking into, which is a dropdown selection.

Figure 10: Check-In Button Location - Only student users will have access to this button

Figure 11 - 13: Check-In Form, Calendar Picker and Drop-Down Option - Students will use these futures to submit a check-in

Once all information has been entered, users must click the "Submit" button. An additional pop-up screen will appear, asking the user if they are sure they entered the correct information. If they have verified it to be correct, they can click the "Confirm" button. A text bubble will appear at the top of the screen to indicate the status of the information being sent. It will either say that the row (which the data from the form is saved in) was successfully saved (green) or failed to save (red).
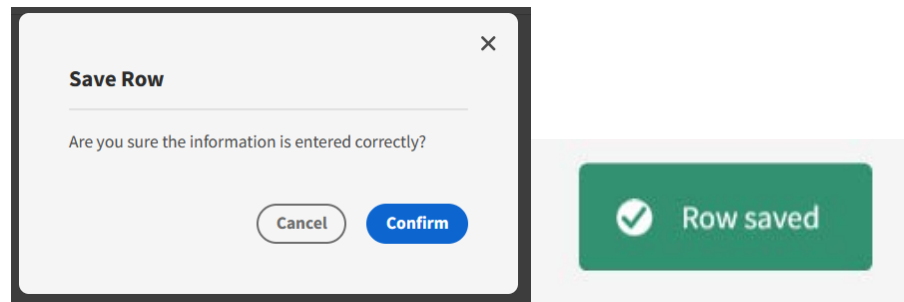
Figure 14 and 15: Conformation and Row Saved Indicator - Users should make sure that they entered the correct information.

Viewing Check-In History:

All users will be able to view check-in history. What gets displayed depends on the type of user. JMG advisors/teachers will only see check-ins for students attending their school, supervisors will be able to see only check-ins for the students that they supervise/are enrolled in that particular ELO. Students will only be able to see their own check-ins. All users can access this through clicking the "View Check-Ins" button on the homepage.

Figure 16: View Check-Ins Button Location - This screenshot is from the perspective of a supervisor.

All users may also see feedback on each check-in depending on whether or not it has been submitted by the supervisor. Students will see their own feedback, while supervisors and advisors will be able to see their respective student's feedback. Students will not be able to view other students' feedback.

Verify Check-Ins:

Supervisors will have the ability to verify check-ins once they have entered the page showing all check-ins. Under each check-in description, there will be a button to verify that particular check-in labeled "Verify". Clicking this button will open a pop-up screen, asking the user if they are verifying the correct check-in. Upon clicking the "Verify" button. A speech bubble will appear at the top of the screen to indicate the status of the information being sent (refer to figure 14). It will either say that the table (which the data from the form is saved in) was successfully saved (green) or failed to save (red).

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Figure 17: Verify Button Location - This button will be listed under each check-in.

What actually happens here is that an attribute associated with that particular check-in labeled "Verified" will be set to true once the data is saved. When a check-in is already verified, the "Verify" button will be disabled.

Figure 18: Verify Button Disabled - This will disable itself upon clicking it and confirming the verification. Refreshing the page isn't required to see the change.

Submit Performance Assessment:

The supervisor will be able to give the student feedback on their performance. To do this, they will open the check-in history page and select the "Submit Feedback" button located under each check-in description. A pop-up screen will appear, allowing the supervisor to submit their feedback via a text field. Once they click submit, a verification screen will appear, asking them if they are sure they want to submit. Clicking "yes" will lead to a text bubble at the top of the screen indicating the status of the submission where it will either be successful (green) or have failed (red).

Warning/Note: Version 1.0 does not have this feature; this is a layout of how it is going to work. It will be implemented in the next version.

4. Reference Section

Send Check-In:

All check-in entries have 5 attributes: start time, end time, company ID, student ID, and whether or not the check-in was verified. The start time and end time are represented as dates, which consist of DD/MM/YYYY and the time (military). Company ID and student ID are represented as 7-digit numbers. The verified attribute is simply a true or false value. Start time, end time, and company name are all required to be entered by the user, the rest is filled out by the system based on the information given. Each check-in, once submitted, is sent to the check-ins table of the database.

All entries will be valid and sent to the database. This is a potential issue as any date can be put into the system and all information can be left blank. Any organization can also be selected from the drop-down menu. A warning for administrators is that some information sent to the database will not be consistently accurate, and the accuracy of data is based more on the merit of the users.

Verify Check-In:

After the button click, the respective row in the table is updated. In particular, the "verified" attribute is updated to "true" in the table. No particular format is required from the user other than the button click.

Submit Performance Assessment:

The data obtained from the performance assessment field is text and is stored alongside each check-in when completed as an additional attribute.

Note: This feature has not been implemented in version 1.0 but will be implemented in future versions.

5. **Error Messages and Recovery Procedures**

    "User not found" (Refer to Figures 5 - 8) - This means the email you entered is incorrect. Users encountering this error should make sure they are using the correct email address. Frequent mistakes include mistyping the address itself as well as adding any additional spaces beyond the name. Users who have tried these fixes and are still not successfully being found should contact the system administrator.

    "Invalid Credentials" (Refer to Figures 5 - 8) - This means that the password entered was incorrect. Users should check to make sure they entered the password correctly. A common mistake is to add an additional space at the end that wasn't meant to be there. If the issue persists, users should contact the system administrator for a password reset.

    "Row Failed to Save" - This will appear either when the user attempts to submit a check in or a supervisor attempts to verify a check-in. Most of the time, this occurs with internet connection problems. Sometimes a user may be logged out due to the session period expiring, which will cause data to not be updated. Users should contact the system administrator if the above causes aren't present.

6. Glossary

Advisor - User that represents the JMG representative at the student's institution.

Attribute - A subcategory of a data table. For example, the check-in data table has a "verified" attribute that indicates whether or not the check-in has been verified.

ELO - Extended Learning Opportunities - An opportunity for students to gain course credit while working at an organization or company whether that be via an internship or job shadow.

Field - A source of user input data. For example, a dropdown bar is a type of field.

Student - Type of user, represents the student that will be enrolled in various ELOs and doing the check-ins

Supervisor - User that is responsible for mentoring the student at the ELO. Usually an employee/member of the company/organization.

Appendix A: Agreement between Customer and Contractor

By signing this document, all parties agree that this is a complete list of system architecture and design for the JMG Student Check-in Site application. In the case that system architecture and design or any other information in this document need to change for the contract to be fulfilled, the following procedure will be followed: The party that believes a change is necessary shall contact the other party, explaining the situation. A meeting between the two parties will be held to discuss the problem and possible solutions. Once an agreement has been reached, modifications to this document will be made to reflect it, and all members of each party will sign the new document, which will then replace this one.

Team Members:

Name: **Elijah Caret**   Signature: _____   Date: **4/20/2022**

Name: **Michael Ferris**   Signature: _____   Date: **4/20/2022**

Name: **Xingzhou Luo**   Signature: _____   Date: **4/20/2022**

Name: **Spencer Morse**   Signature: _____   Date: **4/20/2022**

Customers:

Name: **Samantha Brink**   Signature: _____   Date: **04/20/2022**

Name: **Lanet Anthony**   Signature: _____   Date: **04/20/2022**

Appendix B: Team Review Sign Off

By signing below, all members agree that they have reviewed this document and agree on its content and format.

Name: **Elijah Caret**   Signature: _____   Date: **04/20/2022**

Name: **Michael Ferris**   Signature: _____   Date: **04/20/2022**

Name: **Xingzhou Luo**   Signature: _____   Date: **04/20/2022**

Name: **Spencer Morse**   Signature: _____   Date: **04/20/2022**

Appendix C: Document Contributions

- **Elijah Caret** - 50%
    Reference Section, Instruction, Overview, How to Use This Document, and Error Messages.

- **Michael Ferris** - 5%
    Proofreading.

- **Xingzhou Luo** - 5%
    Formatting.

- **Spencer Morse** - 25%
    Introduction, Applicability Statement, Purpose, How to Use This Document, Conventions, Problem Reporting Instructions, Error Messages, and Recovery Procedures.