



Head Professor User Guide

Senior Project Website

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Overview


This user guide is designed to help a person who will be fulfilling Head Professor role in the Senior Project Website. This document will provide a walkthrough for the major functionalities a Head Professor can execute. The specification for executing those actions will be provided. Additionally, to aid understandability, screenshots of the corresponding user interface elements are included to help the user.

1. Getting Started/Login


Access the Senior Project Website at: spws.cis.fiu.edu

FIU SCIS Senior Project



 {SPW}

Students Access



Guest Access

Faculty Access

Log In

Login into the site with “Faculty Access”. Enter your credentials and click the “Log In” button.

2. Functions in the Admin Dashboard

Once you are authenticated as a Head Professor user, you will be presented with the view presented below. Notice that since you are a Head Professor, you have access to an “Admin” panel from the top menu bar.

Current Projects

Past Projects

My Projects

Admin

About

search for people, skills, pr

Dynamic Presenter

Dynamic Presenter [More Info...](#)

Proposed By: [Masoud Sadjadi](#)

Mentor: [Juan Caraballo](#)

Team Members: [Jimmy Mauri](#) [Jose Camino](#)

Status: **APPROVED**

C#

Php

Java

Pl/sql

Game Engine

This project will be focused on creating a multiplatform game engine used to build a video game. This game engine will use OpenGL to deliver 2D or 3D graphics on each platform. The engine will give a [More Info...](#)

Proposed By: [Masoud Sadjadi](#)

Mentor: [Wei Zang](#)

Team Members: [Antonio Diaz](#) [Brian Lara](#) [Julian Nodarse](#) [Michael Weschler](#) [Robert Law](#)

Status: **APPROVED**

C#

.net

Java

Mobile Clinic: Version 2

The Mobile Clinic Project is an open source software system designed to provide basic patient management and records needs in ad hoc clinics established in remote villages in Africa. Many charities pr [More Info...](#)

Proposed By: [Masoud Sadjadi](#)

Mentor: [Steven Luis](#)

Team Members: [James Mendez](#) [Kevin Diaz](#) [Humberto Suarez](#) [Ernesto Garcia](#)

Status: **APPROVED**

3. Project Management Activities

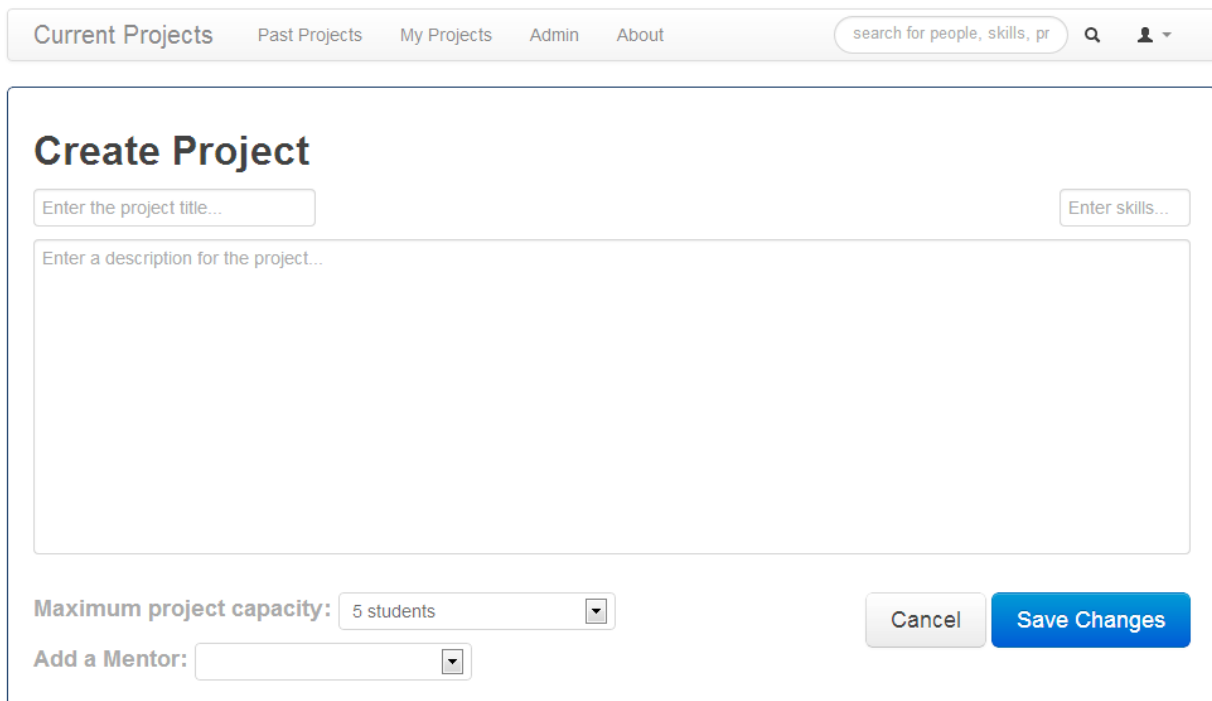
The Head Professor can execute a number of actions that affect the projects. Below is a list of those major functions:

1. Create projects
2. Change the status of proposed project
3. Assign a mentor to a project
4. Assign/Remove students to a project
5. Delete the project

Let's explore these functions in more detail...

3.1 Creating Projects

You will interact with the view displayed below to create projects:



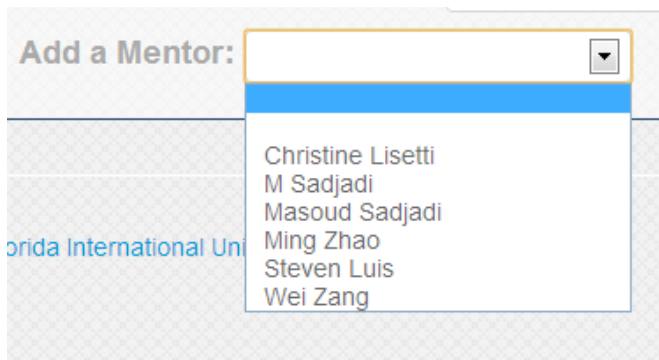
The screenshot shows a web application interface for creating a project. At the top, there is a navigation bar with links: "Current Projects", "Past Projects", "My Projects", "Admin", and "About". To the right of the navigation bar is a search bar with the placeholder text "search for people, skills, pr" and a magnifying glass icon, followed by a user profile icon. Below the navigation bar is a large form titled "Create Project". The form contains several input fields: "Enter the project title..." (a text input), "Enter skills..." (a text input), and "Enter a description for the project..." (a large text area). Below these fields, there is a section for "Maximum project capacity:" with a dropdown menu showing "5 students". To the right of this is a "Cancel" button and a "Save Changes" button. Below the capacity dropdown is an "Add a Mentor:" label followed by a dropdown menu.

The required fields in this form are the “Title” and the “Description”. You can add skills to a project as shown below:



The screenshot shows a skill selection interface. It features a row of skill tags: "Java" with a close button (x), "C#" with a close button (x), and "F#" with a close button (x). Below the "F#" tag, a dropdown menu is open, displaying "F#" as the selected option.

Additionally, you can also assign a mentor to a project (assuming that there are mentors in the system).



The screenshot shows the "Add a Mentor:" dropdown menu. The dropdown is open, displaying a list of names: "Christine Lisetti", "M Sadjadi", "Masoud Sadjadi", "Ming Zhao", "Steven Luis", and "Wei Zang". The dropdown is highlighted with a blue border.

After you are done inputting the information, click the “Save Changes” button to create the project.

3.2 Change the status of proposed project

Changing the status of a proposed project is easy. Simply click on a project that is currently pending approval.

Mobile Moodle

PHPJava

Mobile Version of FIU SCIS Moodle [More Info...](#)

Proposed By: [Antonio Vazquez](#)

Mentor: This project does not have a mentor

Team Members: [Antonio Vazquez](#)

Status: **PENDING APPROVAL**

After clicking the project, you will be able to change its status to: APPROVED or REJECTED

Edit Project

Delete Project

Mobile Moodle

Php xJava xEnter skills...

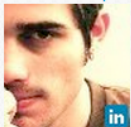
Mobile Version of FIU SCIS Moodle

Maximum project capacity: 3 students

Change Project status:

PENDING APPROVAL
PENDING APPROVAL
APPROVED
REJECTED

Add a Mentor:

Proposed By:
[Antonio Vazquez](#)


Cancel

Save Changes

3.3 Assign a mentor to a project

To assign a mentor to a project click on any project found in the “Current Projects” (located in the top menu bar). Then change/assign a mentor as shown in section 3.1

3.4 Assign/Remove students to a project

To assign/remove a student to a project click on any project found in the “Current Projects” (located in the top menu bar). This will place you into edit mode for that specific project:

Maximum project capacity: 3 students

Change Project status: PENDING APPROVAL

Add a Mentor:

Proposed By:
Antonio Vazquez

Add Students to the Project:

Team Members:
Antonio Vazquez

Remove

Cancel Save Changes

Then select a student to add to the project:

Add Students to the Project:

Team Members:
Antonio Vazquez

carlos fernandez
elsa barredo

Or select a student to remove a student from a project:

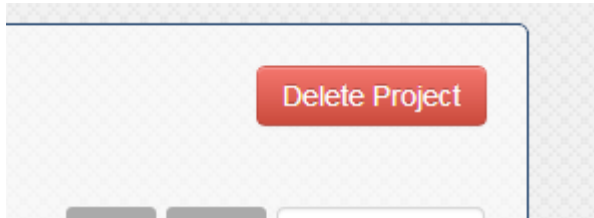
Team Members:

Antonio Vazquez

Remove

3.5 Delete the project

To delete project click on any project found in the “Current Projects” and “Past Projects” (located in the top menu bar). This will place you into edit mode for that specific project. To delete the project just click the “Delete” button (located in the top right of the edit project view).



4.2 Professor User Instructions

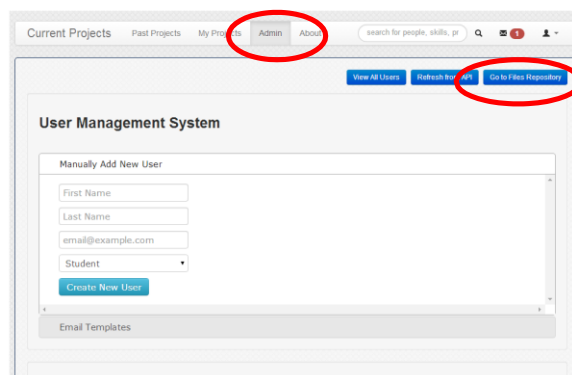
4.2.1 Matching Algorithm Subsystem

For more information on this subsystem go to the match tab.

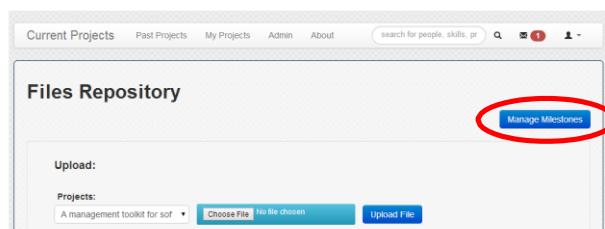
4.2.3 Repository Subsystem

How to Create a Milestone

1. After logging in as the head professor, click the “Admin” tab and then click the “Go to Files Repository”.



2. In the Files Repository page, click the “Manage Milestones” button.



- For each milestone needed, click the “Add New” button.

The screenshot shows a web application interface for managing milestones. At the top, there is a navigation bar with links: 'Current Projects', 'Past Projects', 'My Projects', 'Admin', and 'About'. A search bar is also present. Below the navigation bar, the main heading is 'Manage Files Repository'. A paragraph of text explains the functionality: 'Here you can add, edit or delete the milestones used during this semester. To restore deleted milestones, select the "restore checkbox" next to its name or simply edit the name or due date then save. To permanently delete milestones select the "destroy checkbox" next to its name then save.' Below this text, there is a blue button labeled 'Add New', which is circled in red. Underneath the button, there is a message: '*There is no deleted milestones to show.' and a 'Delete' button. A table with three columns is shown: 'Milestone Name', 'Due Date', and 'Delete'. The 'Milestone Name' column has a text input field with the placeholder 'Enter milestone name'. The 'Due Date' column has a date input field. The 'Delete' column has a checkbox. At the bottom of the table, there are two blue buttons: 'Back' and 'Save Milestones'.

- On each row on the table, you may type the milestone name on the first text field and assign a due date on the second input field.

This screenshot is identical to the one above, showing the 'Manage Files Repository' page. However, in this version, the 'Add New' button is no longer circled. Instead, the 'Back' and 'Save Milestones' buttons at the bottom of the table are circled in red. The rest of the interface, including the navigation bar, search bar, and table structure, remains the same.

5. Once all milestones are added to the list, click the “Save Milestones” button. A confirmation message will appear at the top.

Successfully updated 2 milestone(s).

Manage Files Repository

Here you can add, edit or delete the milestones used during this semester. To restore deleted milestones, select the "restore checkbox" next to its name or simply edit the name or due date then save. To permanently delete milestones select the "destroy checkbox" next to its name then save.

[Add New](#)

☐ *There is no deleted milestones to show. [Delete](#)

Milestone Name	Due Date	Delete
Feasibility Study and Project f	<input type="text"/>	<input type="checkbox"/>
Requirements Analysis	<input type="text"/>	<input type="checkbox"/>
Poster Presentation	<input type="text"/>	<input type="checkbox"/>

[Back](#) [Save Milestones](#)

6. Now, your milestones are created and if you click the “Back” button you will see the milestones in the Files Repository.

Files Repository

[Manage Milestones](#)

Upload:

Projects: Milestones: [Choose File](#) [Upload File](#)

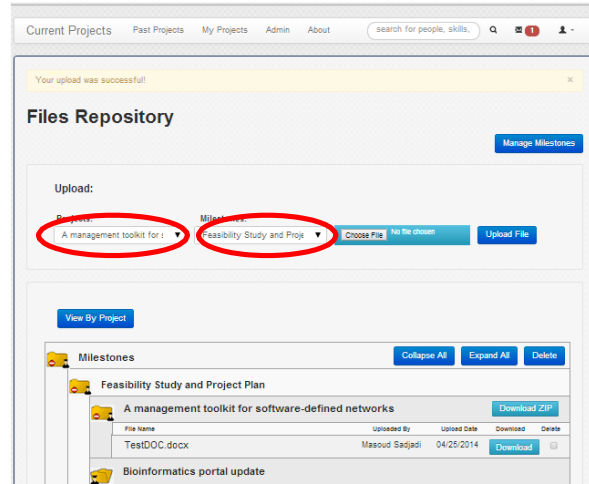
[View By Project](#)

Milestones [Collapse All](#) [Expand All](#) [Delete](#)

- Feasibility Study and Project
- Requirements Analysis
- Poster Presentation

How to Upload a file

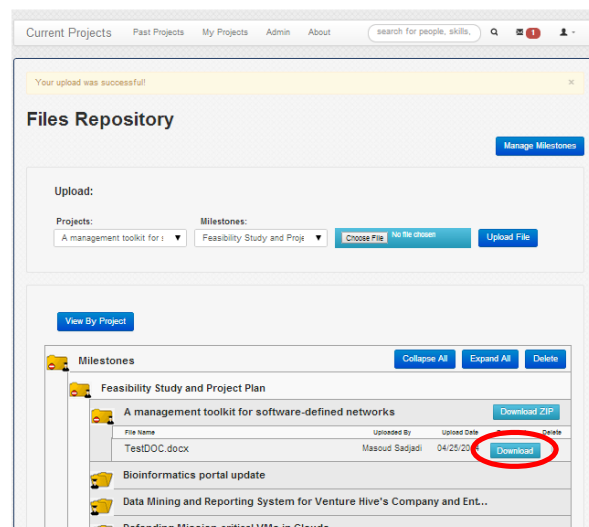
1. At the Files Repository Page and as the head professor or other professor, you must select a project and a milestone in which you want to upload your file.



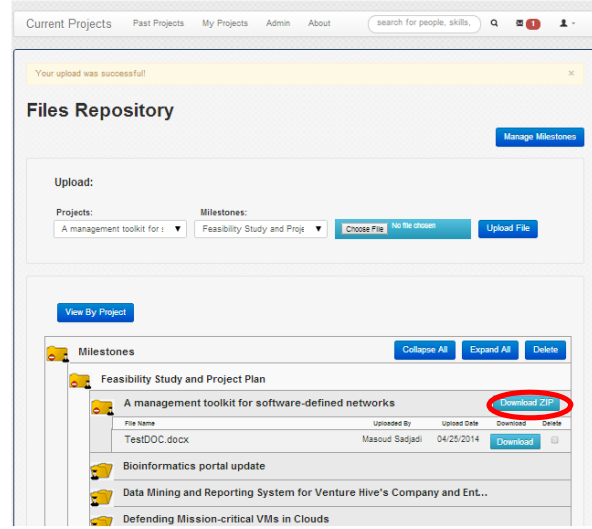
2. At the Files Repository page and as a student select only the milestone, since each student only has only one project assigned.
3. Then click the “Choose file” button to select the file to upload and then click the “Upload File”

How to Download a file or a project

1. At the Files Repository Page, click the “Download” button next to the file you wish to download.



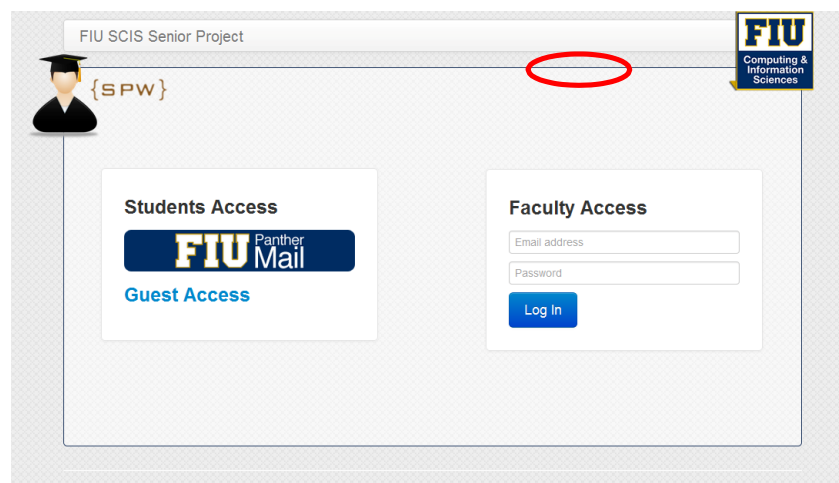
2. To download a ZIP file of the project, simply click the “Download ZIP” button next the project name.



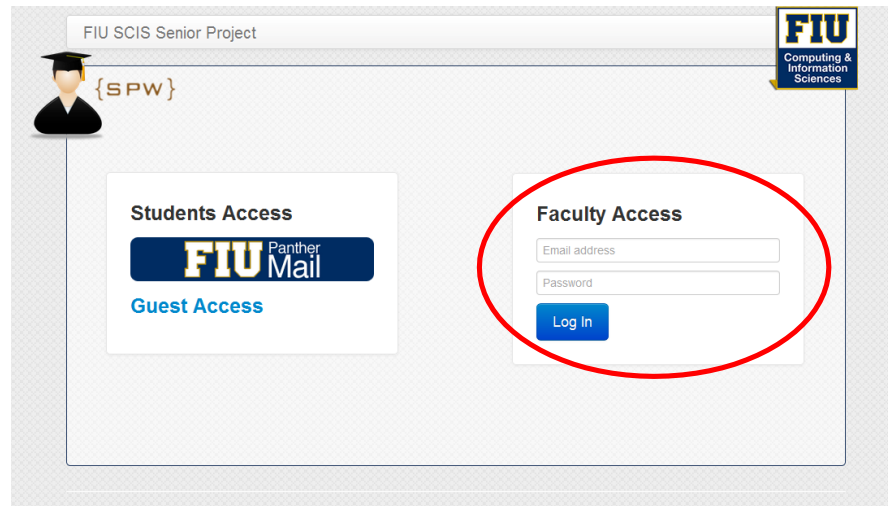
4.2.3 User Management Subsystem

Manually Add A New User

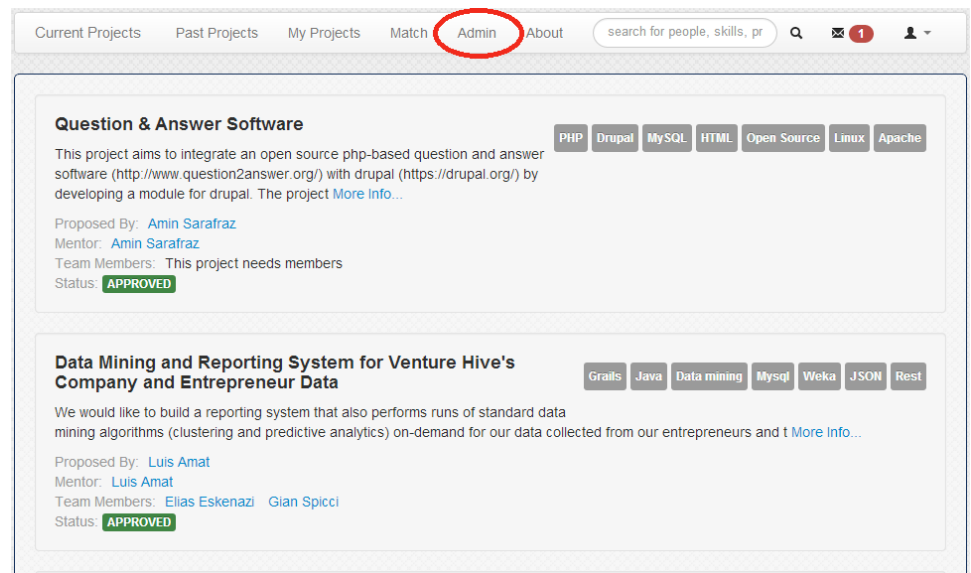
1. After navigating to the respective URL, you should be at a login page.



2. Under “Faculty Access”, you should login using your FIU admin credentials.



3. After successful log in, you should be redirected to a page that shows all the current projects.
4. Click on the Admin tab in the menu bar to be redirected to the Head Professor's dashboard



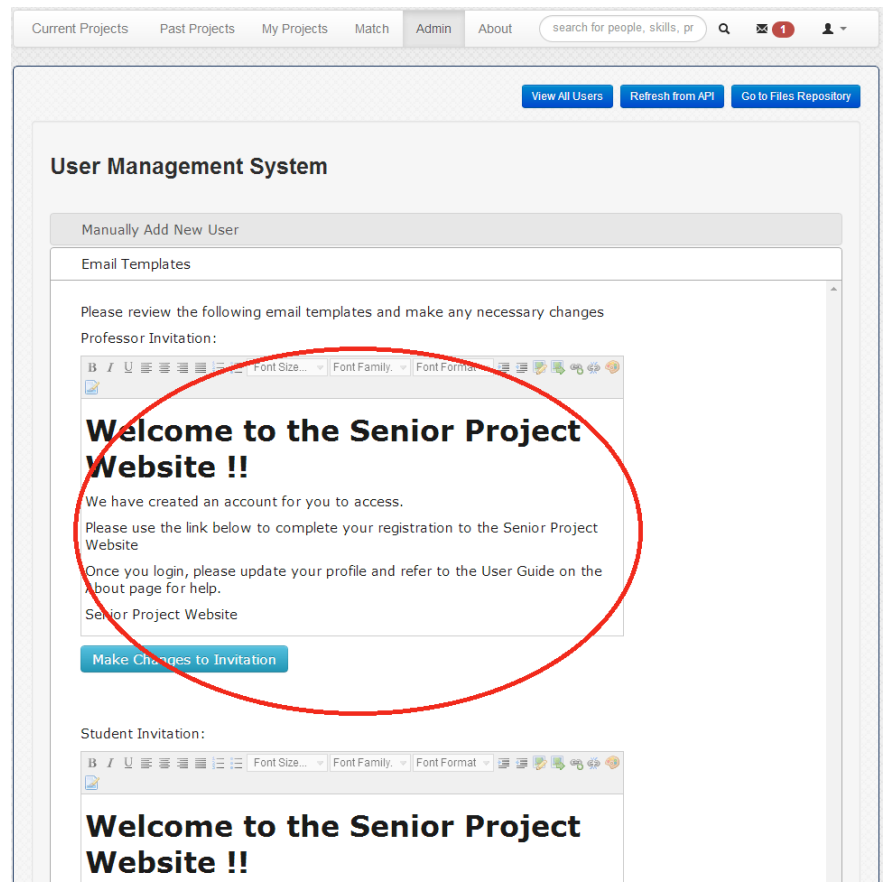
The screenshot shows a web application interface for a 'User Management System'. At the top, there is a navigation bar with links: 'Current Projects', 'Past Projects', 'My Projects', 'Match', 'Admin' (highlighted), and 'About'. A search bar on the right contains the text 'search for people, skills, pr'. To the right of the search bar are icons for a mail inbox with a red '1' and a user profile. Below the navigation bar, there are three buttons: 'View All Users', 'Refresh from API', and 'Go to Files Repository'. The main content area is titled 'User Management System' and contains a form titled 'Manually Add New User'. The form has four input fields: 'First Name', 'Last Name', 'email@example.com', and a dropdown menu currently showing 'Student'. Below these fields is a blue button labeled 'Create New User'. At the bottom of the form area, there is a link labeled 'Email Templates'.

5. On the Head Professor dashboard, in order to add a new user, enter the new user's first name, last name, email, and select his/her role. Then click on the "Create New User" button

This screenshot is identical to the one above, showing the 'User Management System' dashboard. The 'Manually Add New User' form is highlighted with a red circle, emphasizing the fields for 'First Name', 'Last Name', 'email@example.com', the role dropdown (set to 'Student'), and the 'Create New User' button.

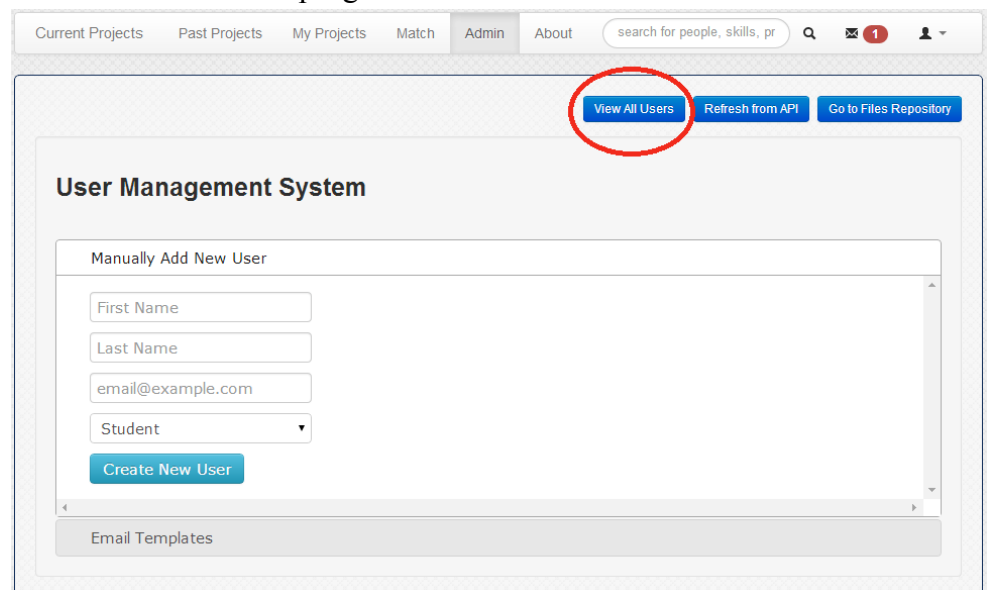
Update Email Templates

1. On the Head Professor's dashboard, in order to change the template for the email a new user will receive inviting him/her to join the Senior Project Website, click on the accordion menu item labeled "Email Templates" and edit any of the templates. When finished click the corresponding "Make Changes to Invitation" button.



Filter Users, Edit Users, Delete Users, Change User Status

1. To filter through the users in the system, click on the “View All Users” button at the top right of the Head Professor dashboard.



2. Select the appropriate filters to sort through the list of users


The screenshot shows the 'User Management' page. At the top, there is a navigation bar with links: 'Current Projects', 'Past Projects', 'My Projects', 'Match', 'Admin', and 'About'. A search bar on the right contains the text 'search for people, skills, pr'. Below the navigation bar, the page title 'User Management' is displayed. The main content area is titled 'Filter Users'. On the right side of this area, there is a list of filter options: 'All Users' (unchecked), 'Status: active' (checked), 'Status: inactive' (unchecked), 'Status: Pending' (unchecked), 'Role: Student' (checked), and 'Role: Professor' (unchecked). A red circle highlights this filter section. Below the filters is a button labeled 'Search Filtered Users'. The main list of users is displayed below the filter section. It contains two user entries. The first entry is for 'leandro calderin' with email 'lborr003@fiu.edu', role 'STUDENT', and status 'ACTIVE'. The second entry is for 'fernando diaz' with email 'fdiaz016@fiu.edu', role 'STUDENT', and status 'ACTIVE'. Each entry has an 'Act As User' link, a profile picture, and three buttons: 'Edit User', 'Delete User', and 'Change User Status'.

3. Click on the “Edit User” button to edit the basic information for any user.

This screenshot shows the same 'User Management' page as the previous one. The filter section on the right is still visible. In the main list of users, the 'Edit User' button for the first user, 'leandro calderin', is highlighted with a red circle. The rest of the page content, including the navigation bar, search bar, and the second user entry, remains the same.

[Current Projects](#) [Past Projects](#) [My Projects](#) [Match](#) [Admin](#) [About](#) 1

Edit User



STUDENT

Edit User

4. Click on the “Delete User” button to remove any user from the database. The system will ask you to confirm that you really want to make this selection.


[Current Projects](#) [Past Projects](#) [My Projects](#) [Match](#) [Admin](#) [About](#) 1

User Management

Filter Users

☐ All Users
☒ Status: active
☐ Status: inactive
☐ Status: Pending
☒ Role: Student
☐ Role: Professor

Search Filtered Users




Act As User

leandro calderin
lborr003@fiu.edu
STUDENT
ACTIVE

Edit User

Delete User

Change User Status



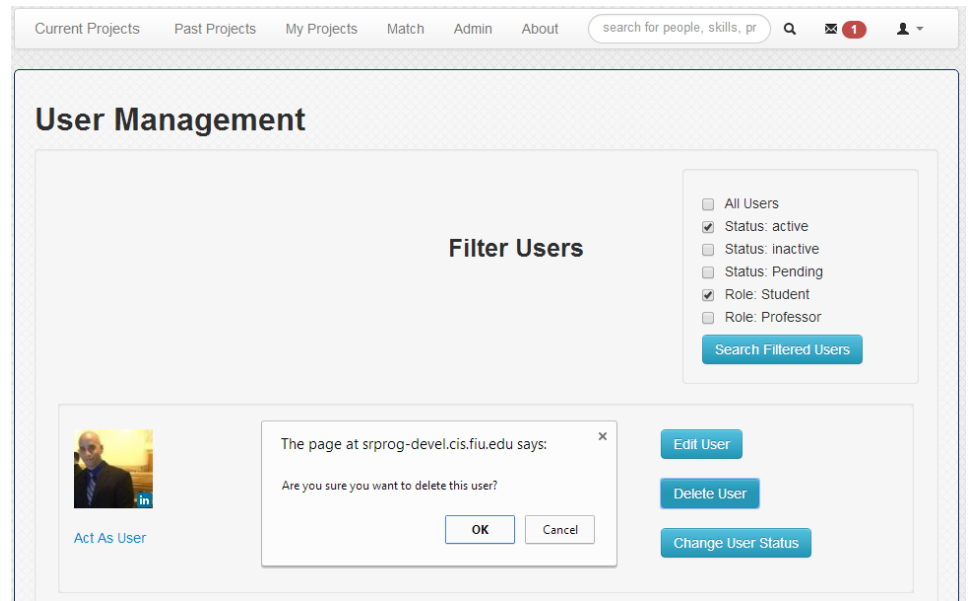
Act As User

fernando diaz
fdiaz016@fiu.edu
STUDENT
ACTIVE

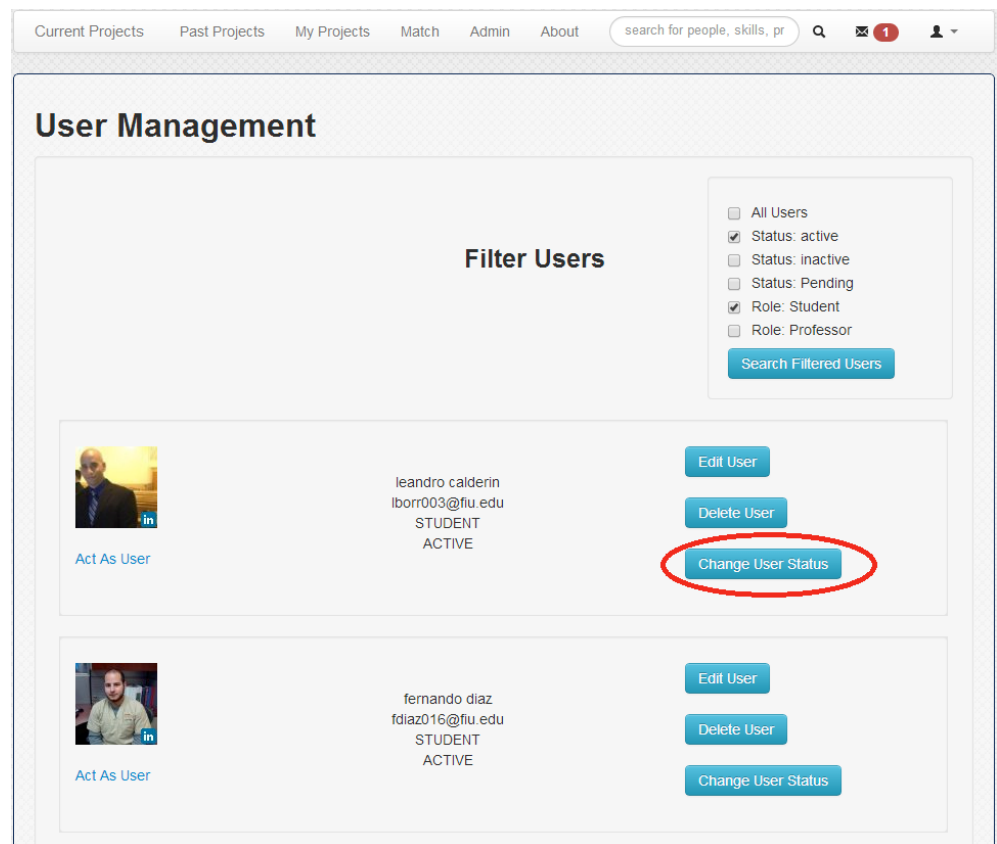
Edit User

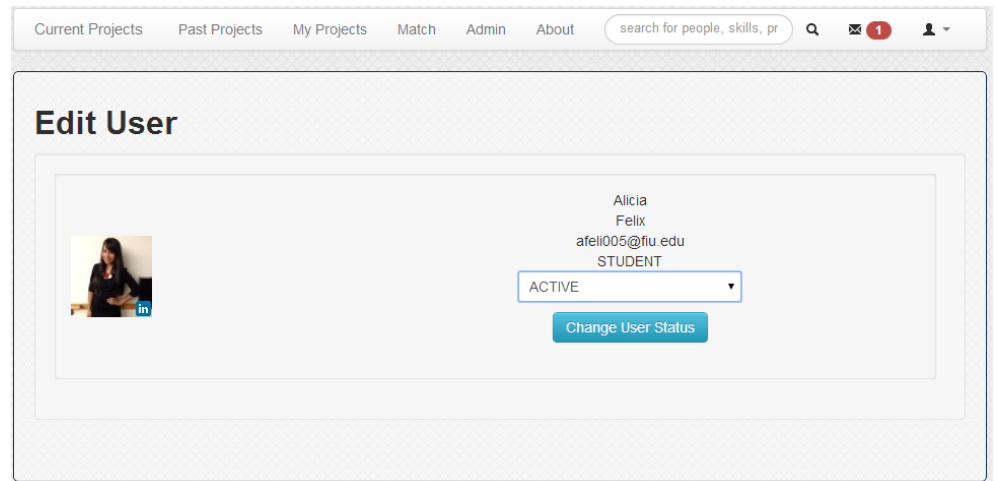
Delete User

Change User Status



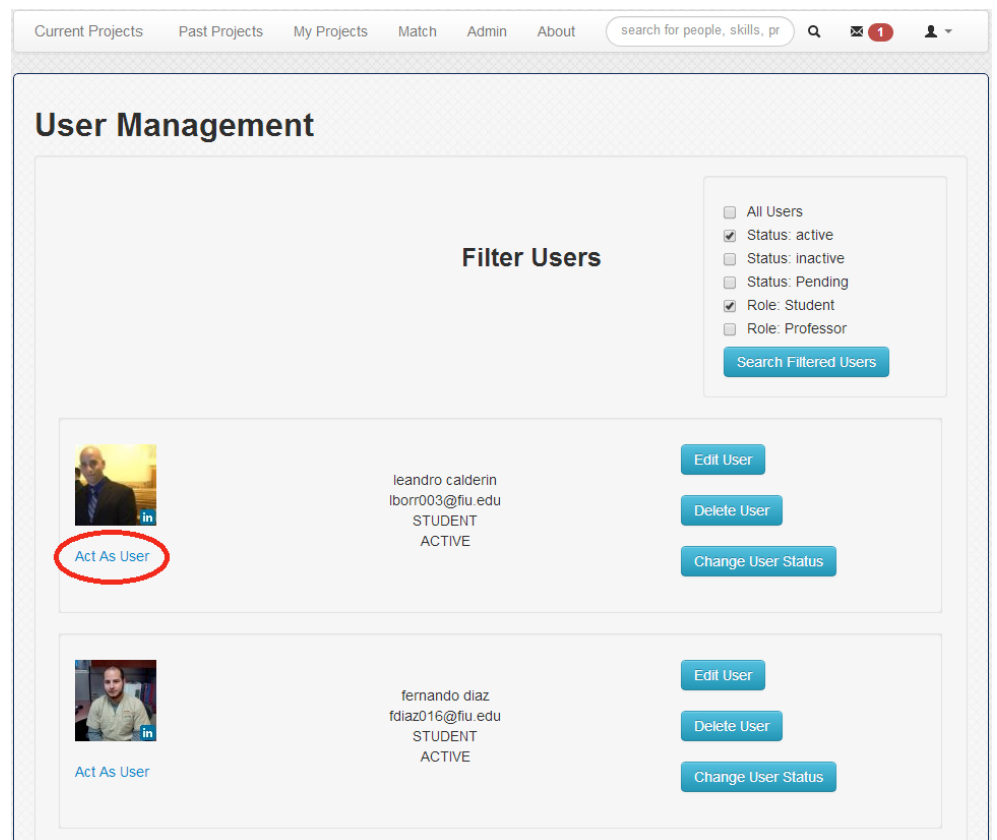
5. Click the “Change User Status” button to the change the status of a user from “ACTIVE” to “INACTIVE” or vice versa





Act On Behalf of User

1. Click on the “Act As User” link below the picture of any user to act on his/her behalf. The system will recognize you as that user and, in order to end the session, the “Return to Head Professor” link is located in the user profile tab at the top right of the screen.



[Current Projects](#) [Past Projects](#) [My Project](#) [File Repository](#) [About](#)

As a reminder, the initial rank values of -1 mean that the projects are unranked. Once the professor ranks the projects, you need to rank a minimum of 3 project(s).

Suggested Projects

Mobile Application to Enhance Metrics Collection process for Venture Hive's Startups

Grails MySQL JavaScript JSON Rest Mobile Applications Java Groovy

Build a mobile app to enable Venture Hive resident company founders, mentors and program managers to easily interface with our custom management platform. We would like to be able to enhance the usability [More Info...](#)

Proposed By: [Luis Amat](#)
Mentor: [Luis Amat](#)
Team Members: This project needs members
Status: APPROVED

Rank:

A management toolkit for software-defined networks

Java Python Linux Networking

This project will develop a toolkit for managing software-defined networks (SDN). The toolkit will present important management information in real time in a user-friendly way (preferably graphical) [More Info...](#)

Proposed By: [Xin Sun](#)
Mentor: [Xin Sun](#)
Team Members: This project needs members
Status: APPROVED

Rank:

elias eskenazi
[Return to Head Professor](#)
[Logout](#)