draft: work in progress

[admin tool]

functional specification

# Executive Summary

## Introduction

This spec describes the admin tool used by Administrator to manage classes and students, import/export exercises, etc. This tool will run as a web site, and other components run as Apps on PC/Tablet/Phone. An administrator can be either an IT manager at an institute or an independent teacher.

Admin tool will provide following functionalities:

* Manage classes and students
* Manage exercises
* Manage announcement (to whole class) and private messages (to one particular student)
* Generate and print reports

# Scenario Goals & Non-Goals

## Goals

## Following are goals for Admin tool. Definition of priority are: Pri1 must have, priority2 nice to have, and Priority 3 ok to cut.

|  |  |
| --- | --- |
| Goals | Priority |
| Admin can sign in with Admin account and set a password | 1 |
| Admin can add another account as co-admin. | 2 |
| Admin can manage access code (or QBR code) to a class | 1 |
| Admin can view classes and students | 1 |
| Admin can manage class (e.g. create/edit/delete) | 1 |
| Admin can manage students (e.g. add/delete/edit) | 1 |
| Admin can manage teachers (e.g. add/delete/edit) | 2 |
| Admin can manage exercises and historical exams.   * A sequence of exercises corresponds to a course level * An exam corresponds to an official exam at AF given a semester | 1 |
| Admin can select exercises or groups distribute to classes | 1 |
| Admin can select exercises or groups distribute to some students | 2 |
| Admin can view statistic data about students participation and exercises results | 1 |
| Admin can reply messages sent from students | 1 |
| Admin can send messages to the whole class as announcement or a particular student as private message. | 1 |
| Admin can add a Q & A to knowledge base | 1 |
| Admin can generate reports | 2 |
|  |  |

## Non-Goals

|  |  |
| --- | --- |
| Non-Goals | Comment |
| Support tablet/phone | This tool will run as Web site |
|  |  |
|  |  |

# Functional Requirements (High-Level) for Pri1 scenarios

## General requirements for the tool

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tool Setting | | | | |
|  | Font setting (font and font size) |  | 3 | Can be Pri2 for elder teachers who might prefer bigger font size, but probably rather a need on Phone, not critical on PC |
|  | UI language (Chinese/French/English)   * By default: be aligned with OS language |  | 2 | M1: provide default setting as Chinese  M2: allow users to customize |
|  | Background picture |  | 3 |  |
|  | Term of usage |  | 2 |  |
|  | Help and Feedbacks collection |  | 1 | M1 |
| **Installation – it’s a web site** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |

## Pri1 Scenarios

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Requirement | Metrics | Priority | Milestone |
| **Sign-in/sign-out** | | | | |
|  | Sign-in with Admin account and default password |  | 1 | M1 |
|  | sign-out |  | 1 | M1 |
|  | change password |  | 1 | M1 |
|  | Admin adds another co-administrator |  | 3 |  |
|  | Admin deletes a co-administrator |  | 3 |  |
| **Manage classes, teachers and students** | | | | |
|  | Create/Edit/delete class |  | 1 | M1 |
|  | Generate a QBR code for a class |  | 1 | M1 |
|  | Generate a token for a class |  | 2 | M2 |
|  | Add/edit/delete students |  | 1 | M1 |
|  | Add/edit/delete teachers |  |  |  |
|  | Assign teacher and students to a class |  | 1 | M1 |
| **Messages** | | | | |
|  | Compose a message and send to class (announcement) |  | 1 | M1 |
|  | Compose a message and send to one student (private) |  | 1 | M1 |
|  | View list of messages sorted by receiving date |  | 1 |  |
|  | Reply back a message sent from students |  | 1 |  |
|  | Delete a message |  | 2 |  |
|  | Forward a message |  | 2 |  |
|  | Bulk delete messages |  | 3 |  |
| **Exercises and Exams** | | | | |
|  | Create a true/false/don't know exercise 对错题 |  | 1 | M1 |
|  | Create selective exercise 选择题 |  | 1 | M1 |
|  | Create a 配对题 |  |  | M2 |
|  | Upload image to an exercise |  | 1 | M1 |
|  | Upload audio file to an exercise 听力题 |  | 1 | M1 |
|  | Delete an exercise |  | 2 | M2/M3? |
|  | Bulk delete exercises |  | 3 |  |
|  | Select an exercise and distribute to a class |  | 1 |  |
|  | Select several exercises and distribute to a class |  | 2 |  |
|  | Select a group of exercises and distribute to a class |  | 2 |  |
| **Q & A management** | | | | |
|  | Create a Q & A |  | 1 |  |
|  | Edit a Q & A |  | 1 |  |
|  | Delete a Q & A |  | 3 |  |
| **Report – students/exercises/time** | | | | |
|  | Print out report |  | 3 |  |
|  | Teacher can see # of exercises completed by students given a time frame |  | 1 | M2 |
|  | Show summary report (with Pie format) |  | 1 | M1 |
|  | Select one section in Pie and break down into a detailed report |  | 1 | M1 |

# M1 Detailed Feature Requirements

[Guidelines](https://microsoft.sharepoint.com/teams/osg_threshold_specs/SitePages/Feature%20Requirements.aspx)

For M1, we will enable users to perform all classic sharing tasks (sharing one or multiple photos and videos as file) as they are used to with windows/phone 8/8.1 releases.

We will focus on enabling sharing content as OneDrive links to improve (and in some cases like video, unblock) sharing of large size or large quantity of files and to preserve richness of special file types (panoramas, cinemagraphs etc.). We will make these experiences fast, responsive, rich ultimately to delight users into using the MS photos app for sharing content and using OneDrive as their cloud solution to photo management.

Note: wireframes available throughout the spec show more that what’s been scoped for M1. These frames are also not finalized, and subject to change.

Note: I have detailed E2E share flows, even though pieces of that flow are not detailed in (and not within the scope of) this spec.

# Health requirements

### Data Consumption

### Storage Consumption

### Battery

# Telemetry & Test in Production

[Guidelines](https://microsoft.sharepoint.com/teams/osg_threshold_specs/SitePages/Telemetry.aspx)

## Telemetry

## Test in Production

# Risks & Open Issues

[Guidelines](http://portals/wpblue/blue/teams/rm/Pages/Risks_OpenIssues.aspx)

## Risks

## Open Issues

# Tenet Fundamentals

[Guidelines](https://microsoft.sharepoint.com/teams/osg_threshold_specs/SitePages/Tenet.aspx) - Click the links under Applicability and Assessment to understand requirements and get help.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tenet Quality Area | Compliance/Quality value explained | Applicability and Assessment |
| Compliance – *all teams* | **Accessibility** | Features and scenarios just work for users with impairments and that leverage assistive technologies | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393235) |
| **Geopolitical** | Features and content pose minimal or no legal or business risk in any market | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393237) |
| **Privacy and Safety** | Protecting customer data from misuse, and ensuring services and features are safe and secure | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393240) |
| **Protocols** | Networking protocols are documented according to Microsoft and regulatory requirements | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393241) |
| **Security and Anti-Fraud** | Making Windows experiences the most secure and privacy-protecting   OS on the market | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393246) |
| Tenets - *all teams* | **Compatibility** | Apps, devices and sites just work | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393238) |
| **Performance** | Responsiveness, storage space, data usage and power satisfy competitive needs | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393243) |
| **Reliability** | Devices and scenarios are measurably reliable per competitive needs | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393242) |
| **World-Readiness** | Features and scenarios work for and excite customers worldwide per competitive needs | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393245) |
| Tenets - *some teams* | **Developer Experience** | Developers have the APIs, samples, and documentation needed to build great apps | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393236) |
| **Manageability** | Cloud OS is enabled via automation and remote management of all applications, features, roles, and services | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393239) |
| **User Experience** | UI meets UX guidelines around design and usability | [Get Started](http://go.microsoft.com/fwlink/?LinkID=393244) |

# Definitions & Acronyms

# References

# Feature Q&A / Decisions

# Appendix (Deleted content that may be of use later)