

Academic Early Alert System

User Guide

User Profiles

The system is designed for 4 types of end users

- Faculty
- Dean
- Program Coordinator
- Student

It is likely that a user may play multiple roles in the administration, the system caters to such users as well.

Authentication

Every user type is granted some predefined permissions. When a person logs in, he is authenticated by CAS (centralized authentication system) and redirected to his respective user homepage.

Main Page

The Faculty main page has a menu bar with options for homepage and view messages.
The Student main page has a menu bar with options for viewing warnings, messages and gradesheet.

NON STUDENT INTERFACE FOR FACULTY/DEAN/PROGRAM COORDINATOR

Choose a role

Incase a logged in user is not a student , then he is asked for the user mode that he/she would like to use the system's interface in. He gets the option to choose his role as a Faculty (default option), Program Coordinator or Dean (whichever applicable for that user).

The respective user interface is made available with its functionalities.

Do you want to issue a warning ?

This option is not available for Program Coordinator , he cannot issue a warning.

The system asks the Faculty/Dean whether he wants to issue a warning, the Student Filter options will accordingly change.

If the faculty selects YES, the faculty will only get the option to choose from the courses he

takes in the course selection menu.

Incase of a NO, the faculty can select from all the courses presently running in the institute. This option is required in the scenario when a faculty is not taking a course in a semester but still wants to see the warning profile of a student. He can view the gradesheet from the list of filtered students but cannot issue a warning or cannot see the issued warnings.

Student Filtration

- Course Selection (compulsory). The Dean gets the options of all the courses in the institute whereas a Faculty gets the options of only the courses he takes.
- Branch Selection from the list of all branches in the institute . This is optional and multiselectable.
For Program Coordinator the branch is selected by default.
- Batch Selection from all the present batches in the institute. This is optional and multiselectable.

On submit, a list of filtered students appear with name , roll number, a count of total warnings issued to the student and a count of the warnings issued to him by the logged in user.

View Gradesheet(after Student Filter)

After you get the filtered list of the students, click on the student name or roll no from the list and user will be redirected to gradesheet of that student. He can view the gradesheet of all semesters at once or semester wise. He has the option to issue a warning.

Dynamic Search through Search Bar

The search bar allows the faculty/dean/program coordinator to search for a student by entering his roll number or partial/full name. A dynamic list of the desired students appear ,to select from.

The user is redirected to the gradesheet.

He can view the gradesheet of all semesters at once or semester wise.

He is asked to choose a role . If Program Coordinator is selected , send message button is displayed, for Dean and Program Coordinator issue warning button is displayed.

Issue a Warning

If this option is accessed after student filter the user can simply send a warning and choose options to CC it to the Dean or the Parent.

If this option is accessed after Dynamic Search the user in addition has to enter the course for which he is issuing a warning.

After the warning is sent, the student receives a notification in his mailbox, to check the portal.

A Warning Thread (Dynamic Reply) is maintained where the faculty who has issued a warning and the concerned student can talk to each other.

View Warning

On student Filter a table appears. The user can click on “warnings issued by me” or “total warnings” to view them.

A faculty cannot view warnings issued to a student by another faculty unless he has issued a warning himself to avoid bias. He can never view the warning thread of a warning not issued by him.

Messages

Options to view sent messages or received messages is available in a nav-bar.

A Faculty can send a message to another faculty or Program Coordinator in concerned with a student .

A Program Coordinator in addition can send message to a student as well.

A message thread is maintained with options to reply.(dynamic)

STUDENT INTERFACE

The student can view his warnings, choose to reply on it.

The student can view messages ,choose to reply on it or send a new message to his Program Coordinator.

The student can view his gradesheet.