

CCEL Project STEP-UP organization web app

User's manual

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2. Introduction

This web app is designed for use by participants in the Project STEP-UP tutoring program through the Center for Civic Engagement and Learning at Case Western Reserve University. The website serves as a master schedule of tutoring sessions in which people can participate, and it also serves as a system for participants to keep track of their future planned participation in the program. Furthermore, the website allows communication between registered users to further ensure Project STEP-UP participants are kept as aware and up-to-date of Project STEP-UP's sessions as possible.

3. User types

There are 4 types of users in the Project STEP-UP web app:

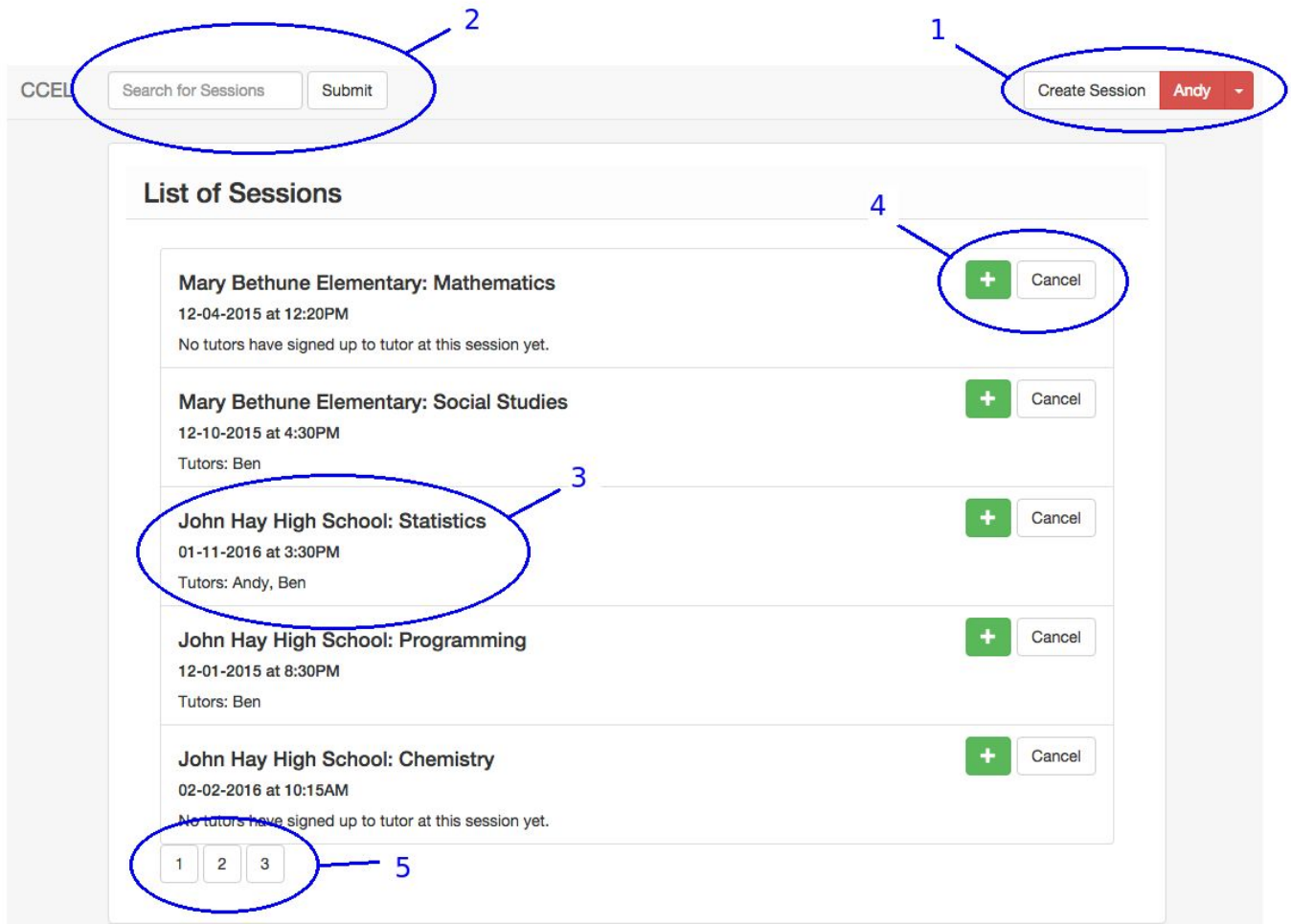
- Public - An unregistered user. Only has access to the master schedule of sessions, with no further interactive functionality.
- Attender - A user who registered his or herself through the web app. This type of user is a student in the K through 12 grade level planning to attend tutoring sessions, or a parent with a child to attend tutoring sessions.
- Tutor - A CWRU or affiliated student planning to participate in Project STEP-UP as a tutor. A user of this type can only be registered for an account at a Project STEP-UP orientation session, typically held by CCEL several times throughout the academic year.
- Site leader - A CWRU or affiliated student who has served as a Project STEP-UP tutor for some time and has been appointed to assist in managing Project STEP-UP at a particular location where sessions are regularly held.

4. User interface

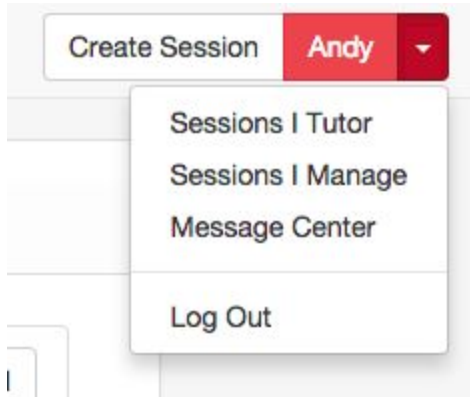
Below is a screenshot of the user interface, with additional markings added to be referenced later in this document for instructional purposes. The numbered markings in the screenshot correspond to UI elements with the following names:

- Element 1: The dropdown menu
- Element 2: The search box

- Element 3: Session info
- Element 4: Session buttons
- Element 5: Page buttons



The following is a screenshot of the dropdown menu (UI element 1) upon being clicked:



The appearance of the user interface differs based on what type of user is logged in:

- **Public** - The session buttons (the type of UI element indicated by element 4 in the screenshot) do not exist. The dropdown menu (UI element 1) is not colored, and the only options available in the dropdown menu are for signing in and registration purposes.
- **Attender** - The session buttons (UI element 4) do not include a “Cancel” button. The dropdown menu (UI element 1) does not include a “Create Session” button. The dropdown menu, upon being clicked, now contains an option to access the messaging center, and an option to view the session info (UI element 3) of all sessions the user plans to attend.
- **Tutor** - The session buttons (UI element 4) do not include a “Cancel” button. The dropdown menu (UI element 1) does not include a “Create Session” button. The dropdown menu, upon being clicked, contains all options pictured above, except the “Sessions I Manage” option.
- **Site leader** - The UI is exactly as pictured.

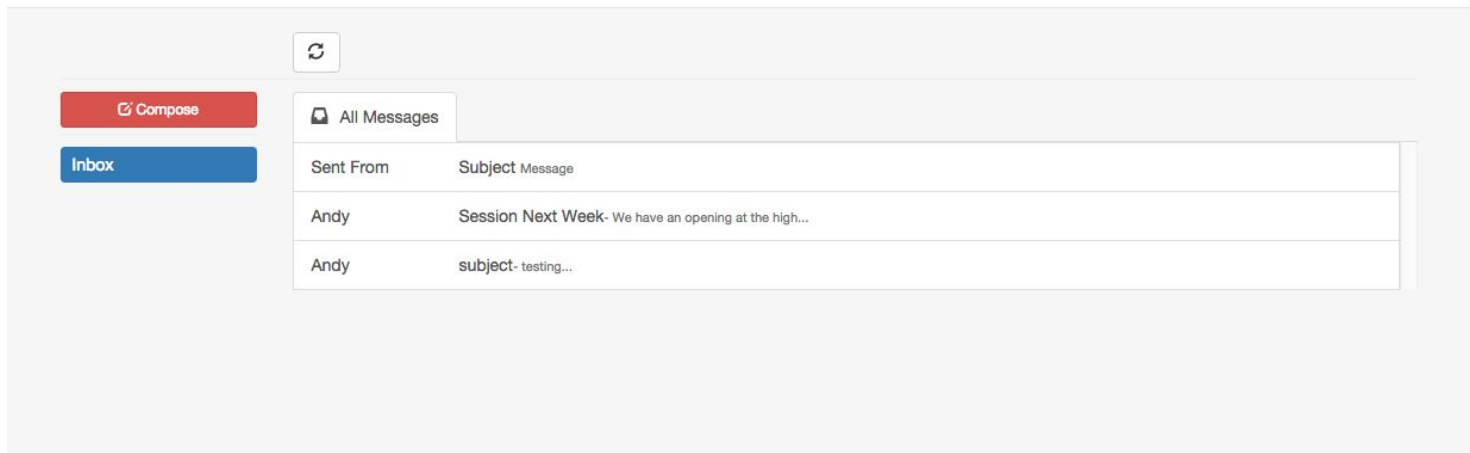
5. UI functionality

The area of the website containing session info (UI element 3) contains information on all sessions scheduled to take place as part of Project STEP-UP. Only 5 sessions are displayed at a time; the rest can be accessed by using the page buttons (UI element 5). If navigating the list of sessions manually is not efficient, the user can type a search term into the search box (UI element 2). Upon submitting the search term, all sessions whose session info (UI element 3) contains the submitted search term will be displayed in a pop-up, while the home page is greyed out and remains in the background. Sessions in the pop-up appear exactly as they do in the above screenshot, with session info (UI element 3) visible and session buttons (UI element 4) available depending on the type of the user currently logged in. The user can close the pop-up once they are finished viewing and interacting with the search results, returning them to the home page as pictured above.

The colored session buttons (UI element 4) can be clicked to indicate whether a user plans to go to a given session, either as a tutor or as an attender depending on the type of user logged in. Upon clicking the green session button next to a session’s info, the system will record that the user plans to attend the indicated session. The green session button will then turn red, and can be clicked again if the user no longer plans to attend the session.

Options in the dropdown menu (UI element 1) result in a pop-up very similar to the ones described for the search function. For attenders, the “Sessions I Attend” option in the dropdown menu results in a pop-up containing the session info of all sessions they plan to attend. For tutors and site leaders, the pop-up contains sessions at which they plan to tutor.

Accessing the Message Center through the dropdown menu (UI element 1) brings the user to a page similar to the following:



The Message Center lists all messages that have been sent to the currently logged in user. The user may click the “Compose” button, which will result in a pop-up allowing them to send a message to any other registered user of the system.