Senior Project Website

User Guide for Mentors

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December 12th, 2013

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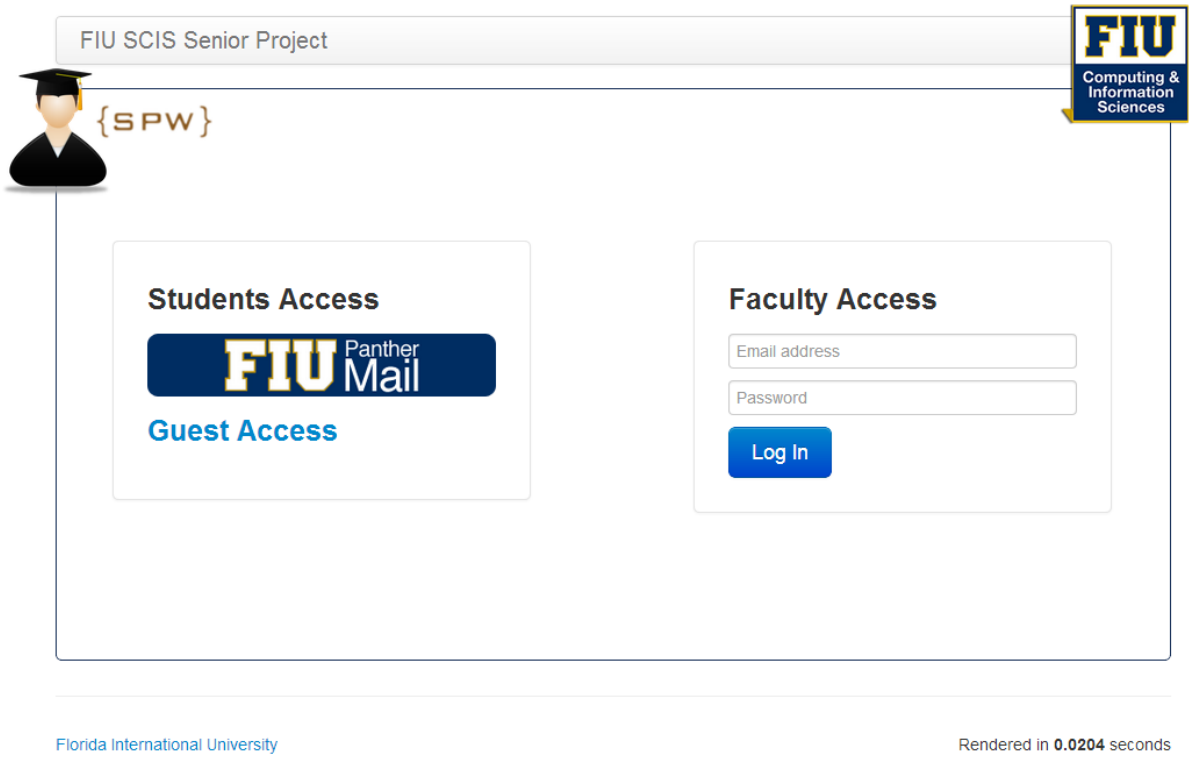
Overview

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

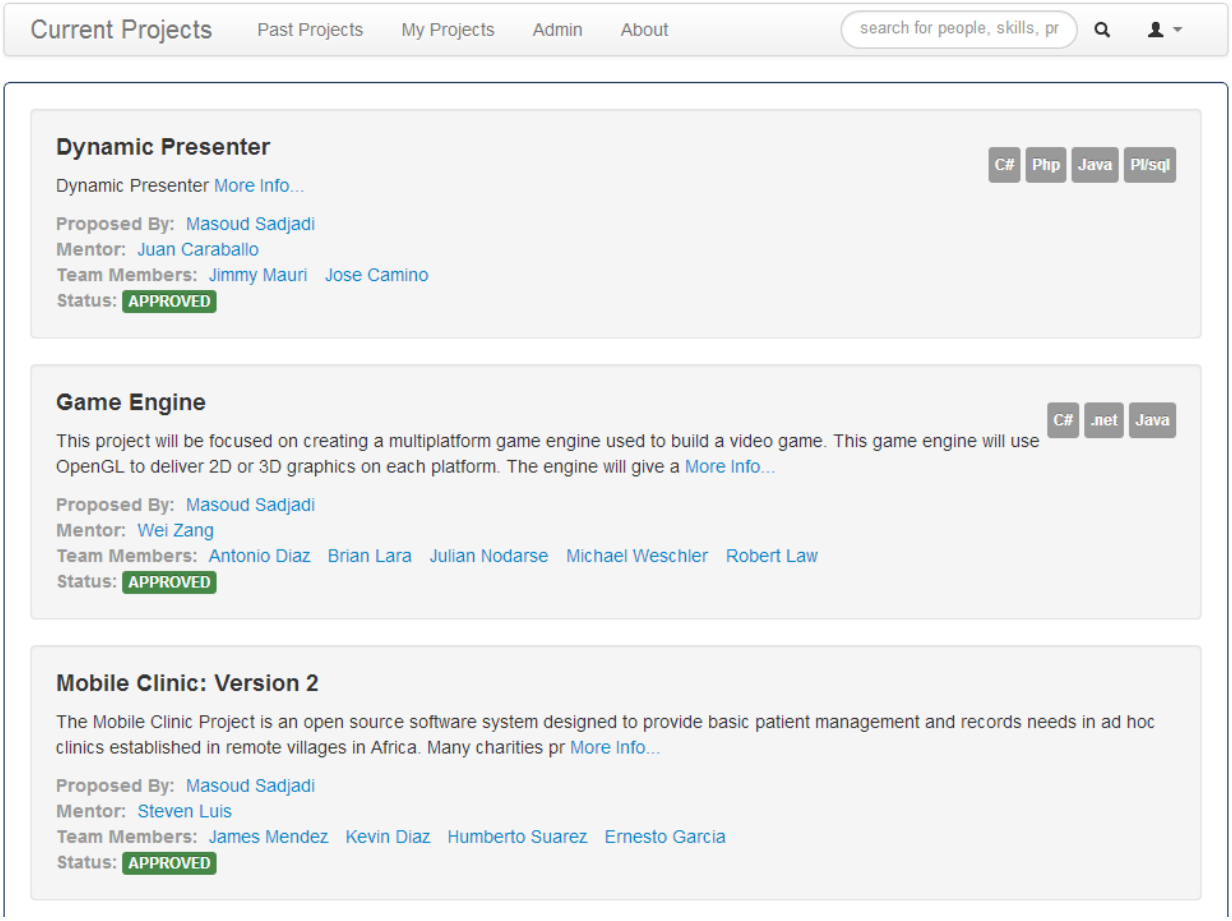
Access the Senior Project Website at: http://srprog-spr13-01.aul.fiu.edu/senior-projects/login



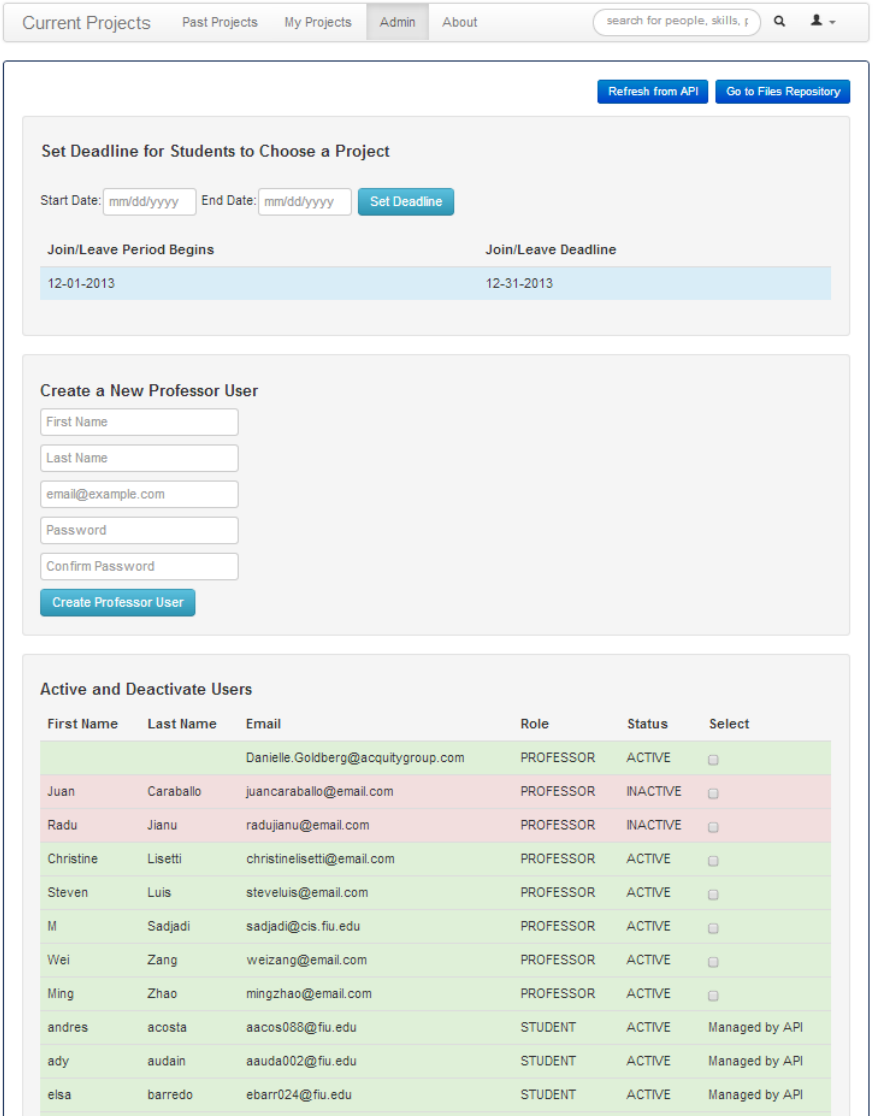
Login into the site with “Faculty Access”. Enter your credentials and click the “Log In” button.

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.



Once you click the “Admin” button in the top menu bar, you will be presented with the following display:

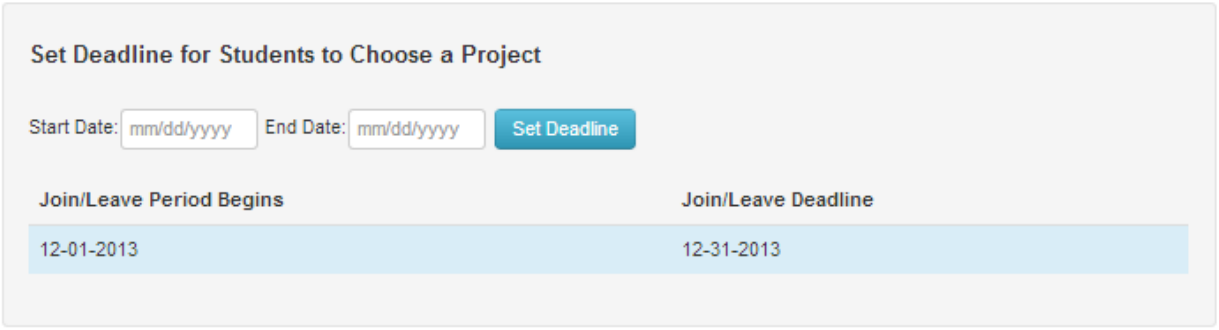


From within the Admin Dashboard you have accessibility to the following functions:

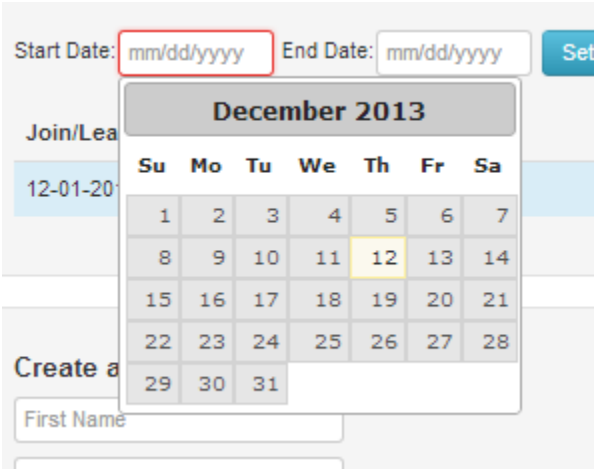
1. Set the join/leave/propose time period
2. Create a new professor account
3. Activate and Deactivate Professor Users
4. Refresh the list of Student users from the API
5. Access the Senior Project Website Files Repository

Now let’s explore those 5 functions in more detail…

2.1 Setting the join/leave/propose time period



Setting the internal deadline is very easy. Simply on the "Start Date" and "End Date" form fields and make a selection from the pop calendar picker as displayed below:



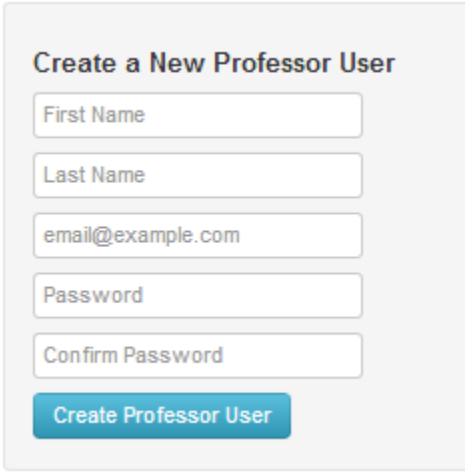
Then proceed to click the "Set Deadline" button and the system should notify you that the deadline was indeed updated. Make sure that when you set the deadline you do the following:

1. Set a realistic time period (start date < end date)
2. Make sure that both fields are filled in and that they conform to the format specified in the placeholders.

Note: A user friendly error message will inform you if any of the above occur.

2.2 Creating a New Professor Account

To create a new professor account, fill out the form that is displayed below. Note that all the fields are required. Make sure that temporary passwords match and are at least 6 characters long. Once, you have filled out the form; click the “Create Professor User” button. This will send an email notification to the specified email informing them that they have a new account on the website and letting them know of their temporary password. If there are any errors in the data entry, the system will inform you of the specific errors.

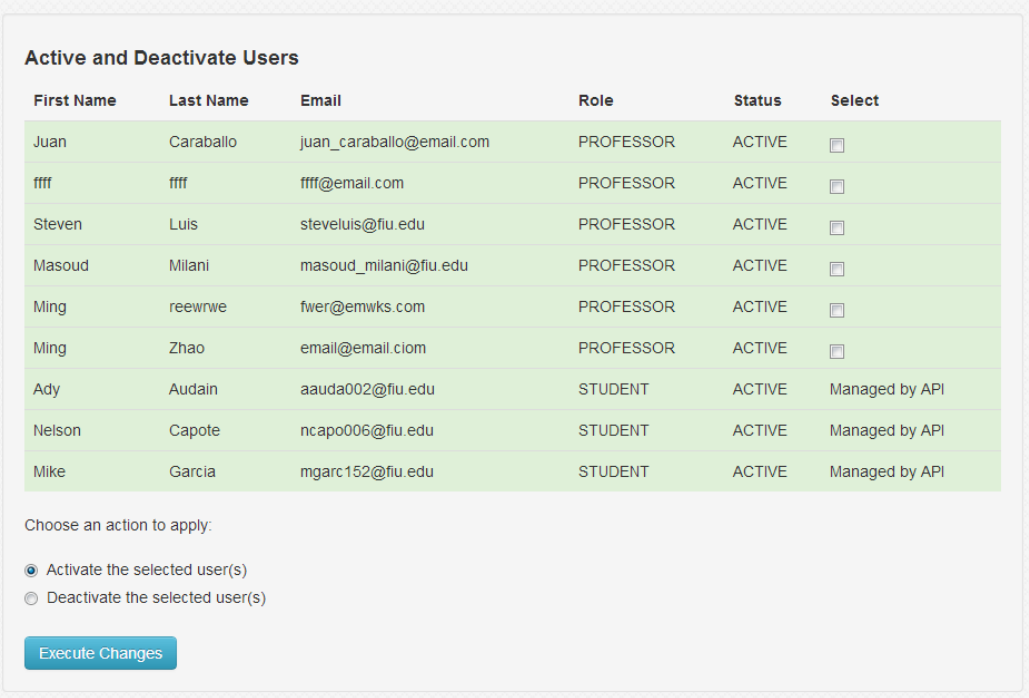


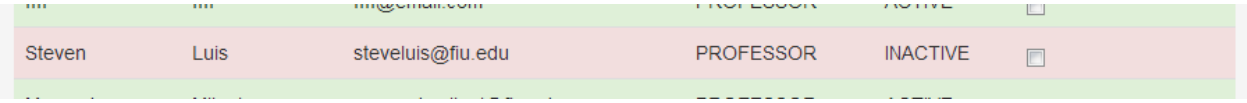
2.3 Activate and Deactivate Professor Users

You will interface with the panel below to activate and deactivate professor users (Note: the status of Student users is managed by the SPW API). Select the professor accounts that you wish to either activate or deactivate (you may select as many you want). Proceed to select the action that you want to apply. The options for the action are:

1. "Activate the selected user(s)"
2. "Deactivate the selected user(s)"

After you complete the selections, click the "Execute Changes" button. Note: activate users are highlighted in green and inactive users are highlighted in red.





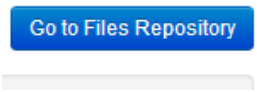
2.4 Refresh the list of Student users from the API

To refresh the Student users from what is currently in the API simply click the "Refresh from API" button.

Note: this button is located in the top right of the admin dashboard display.

2.5 Access the Senior Project Website Files Repository

To access SPW Files Repository just click the “Go to Files Repository” button.

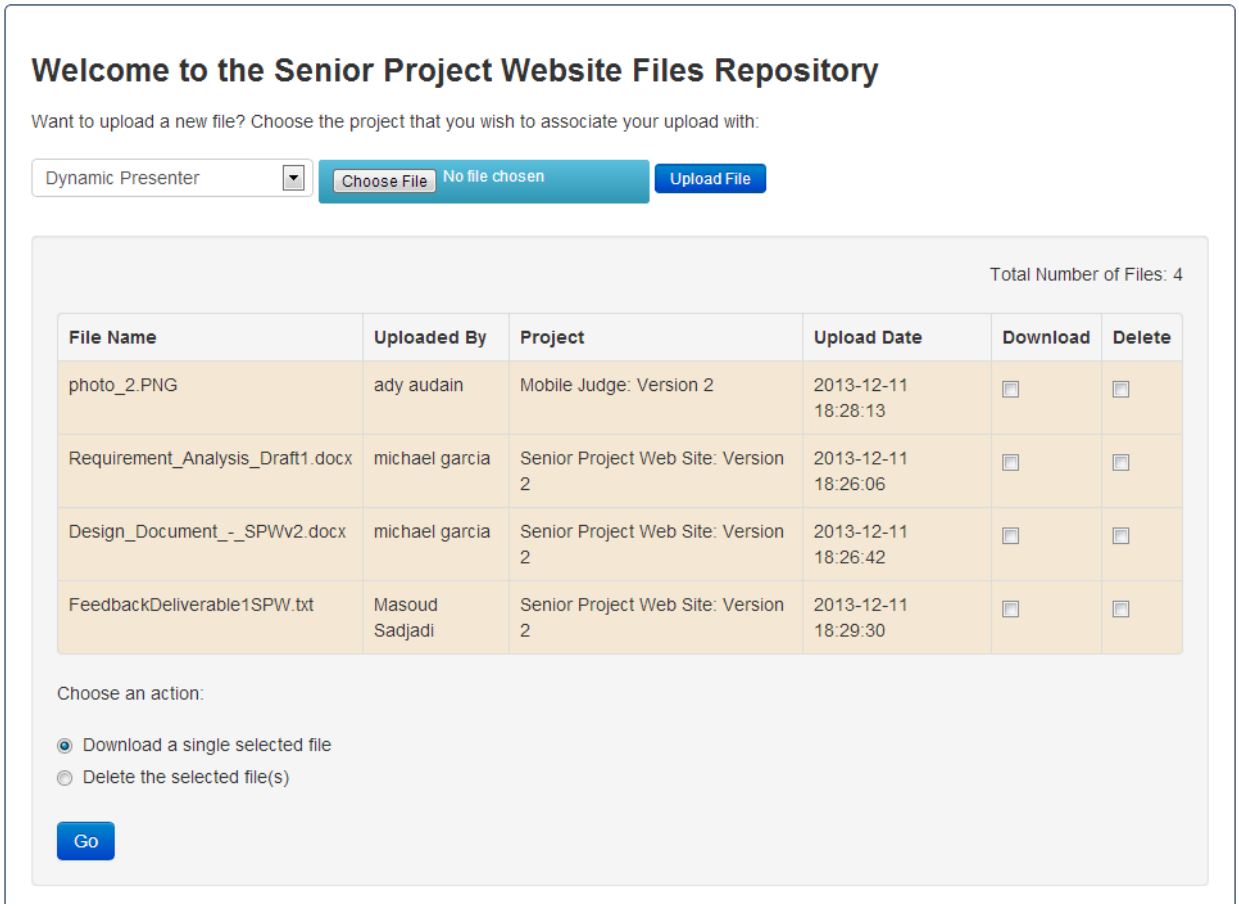


Note: this button is located in the top right of the admin dashboard display.

After clicking this button you will redirected to a new display. The actions that you can execute from that new display are discussed in section 3.

3. Functions in the Files Repository

The interface that you will have to interact with to manipulate the SPW Repository is displayed below:



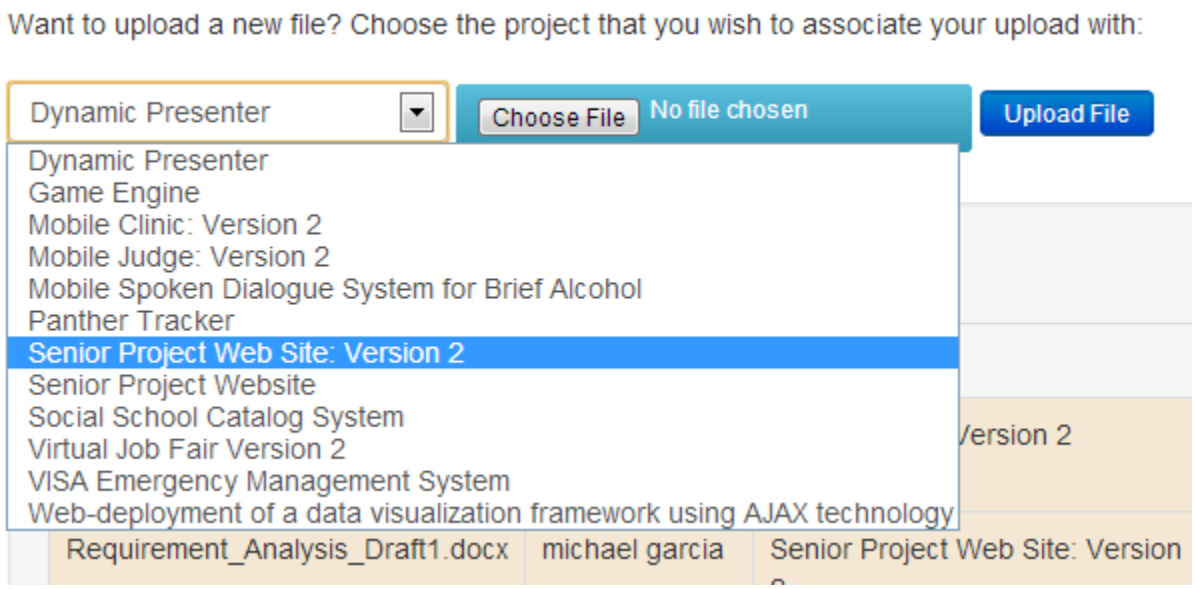
There are three major functions that you can execute from files repository:

1. Upload a new file
2. Download any shared file
3. Delete any file that has been uploaded (exclusive for the Head Professor)

Now let's explore those 3 functions in more detail…

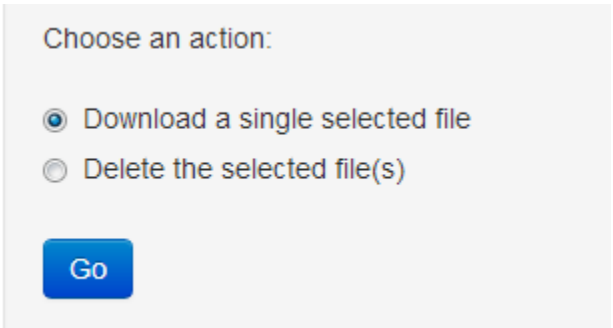
3.1 Uploading a new file

First select a project that you associate your upload with. Then choose file that you want to upload. Finally, click the "Upload File" button.



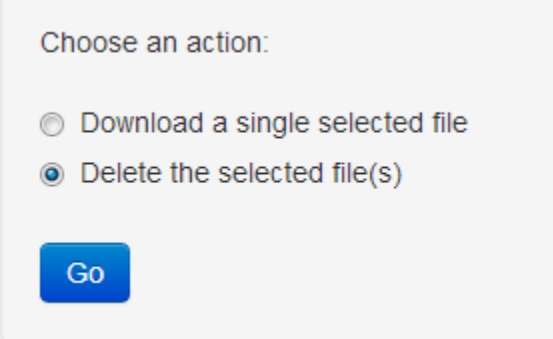
3.2 Downloading any shared file

Make a selection for the file that you wish to download (checkbox under the "Download" column). Check the radio button to "Download the single selected file". Then click the "Go" button.



3.3 Delete any file that has been uploaded

Make a selection for any files that you wish to delete (tick the checkboxes under the “Delete” column). Check the radio button to “Delete the selected file(s)”. Then click the “Go” button.



4. Project Management Activities

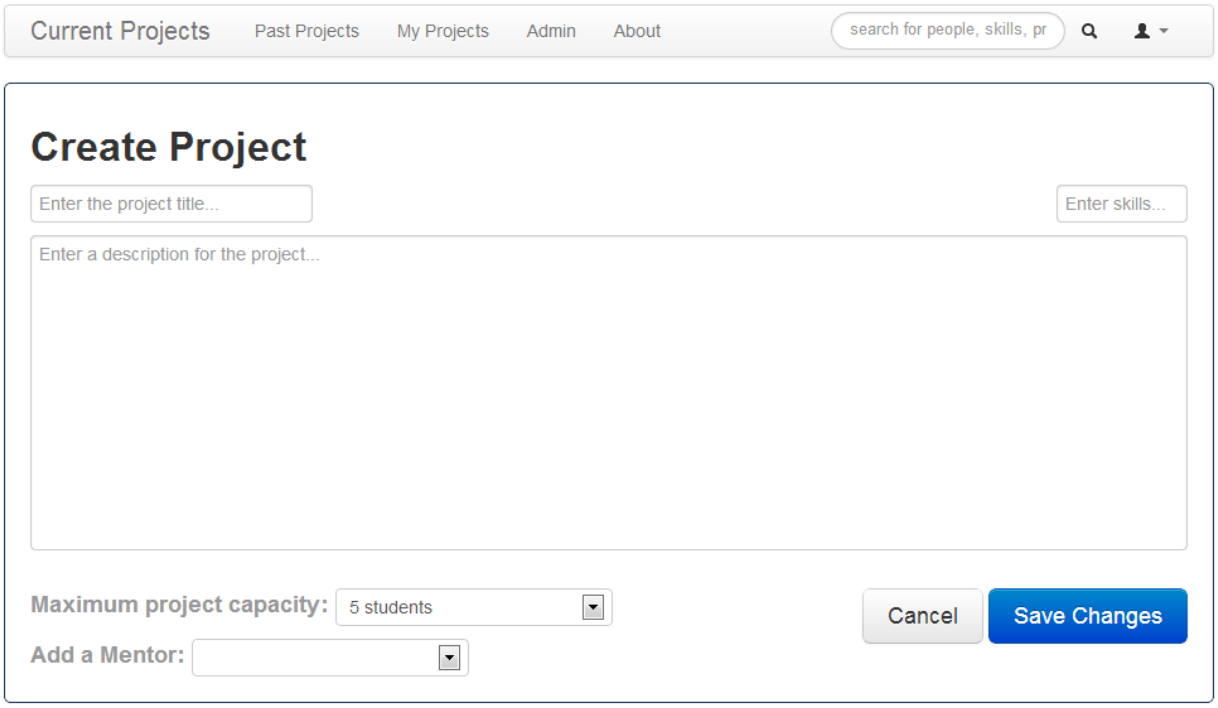
The Head Professor can execute a number of actions that affect the projects. Below is a list of those major functions:

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

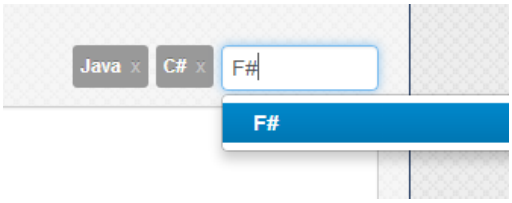
Let’s explore these functions in more detail…

4.1 Creating Projects

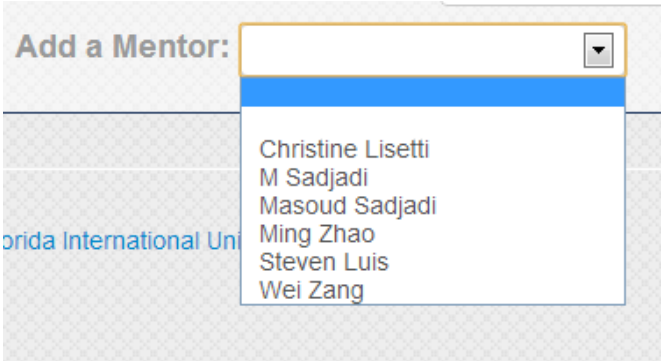
You will interact with the view displayed below to create projects:



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



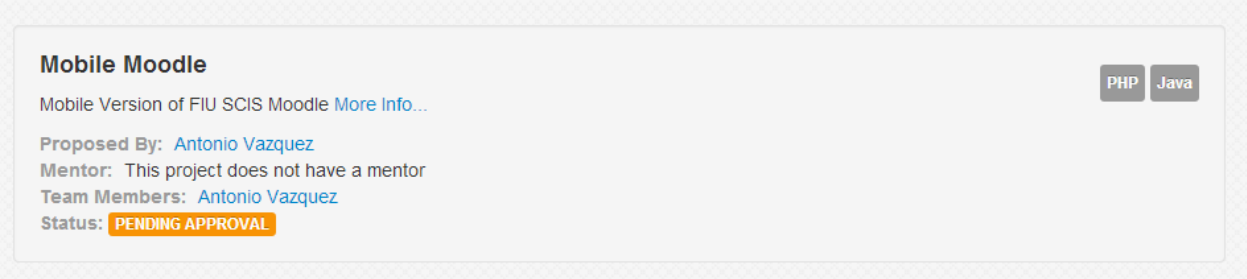
Additionally, you can also assign a mentor to a project (assuming that there are mentors in the system).



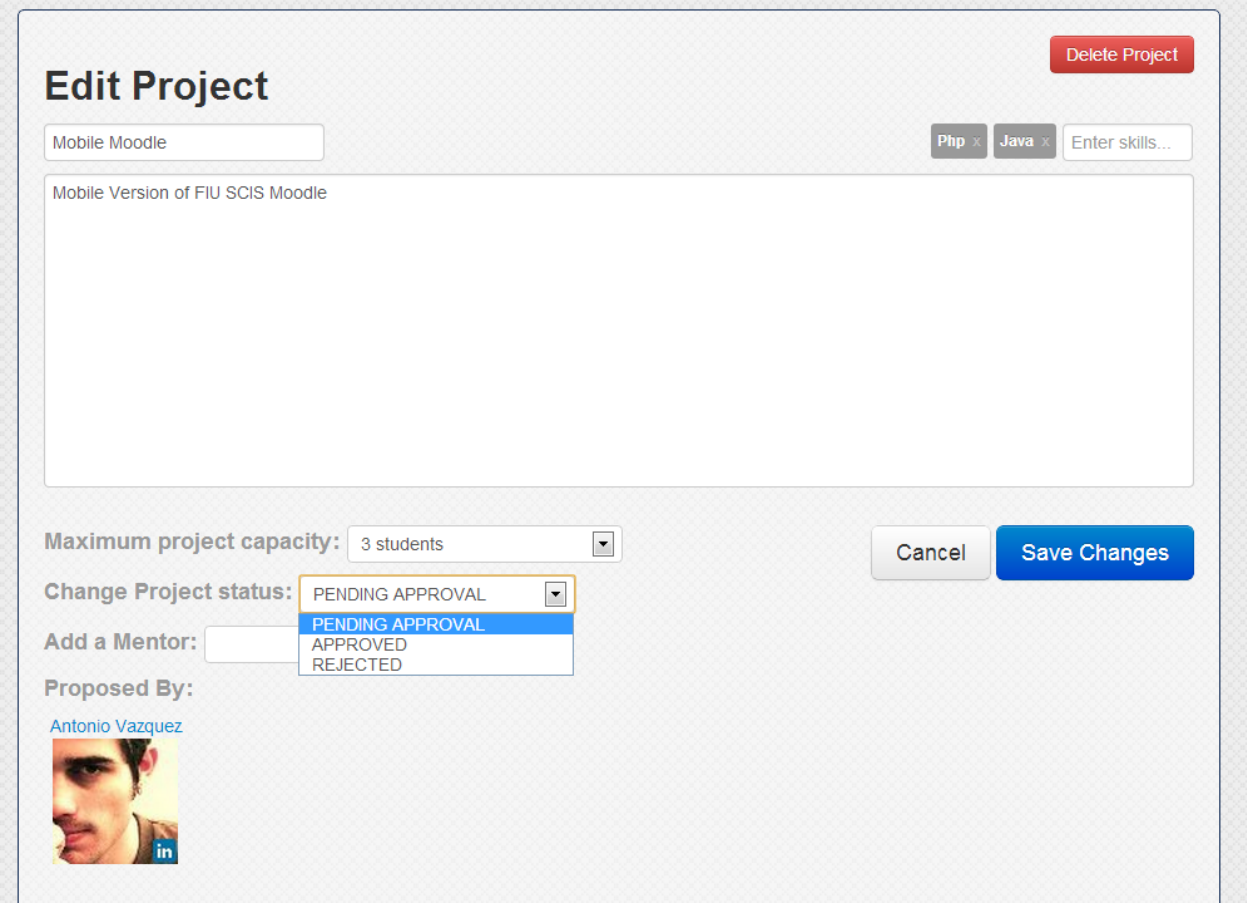
After you are done inputting the information, click the "Save Changes" button to create the project.

4.2 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.



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

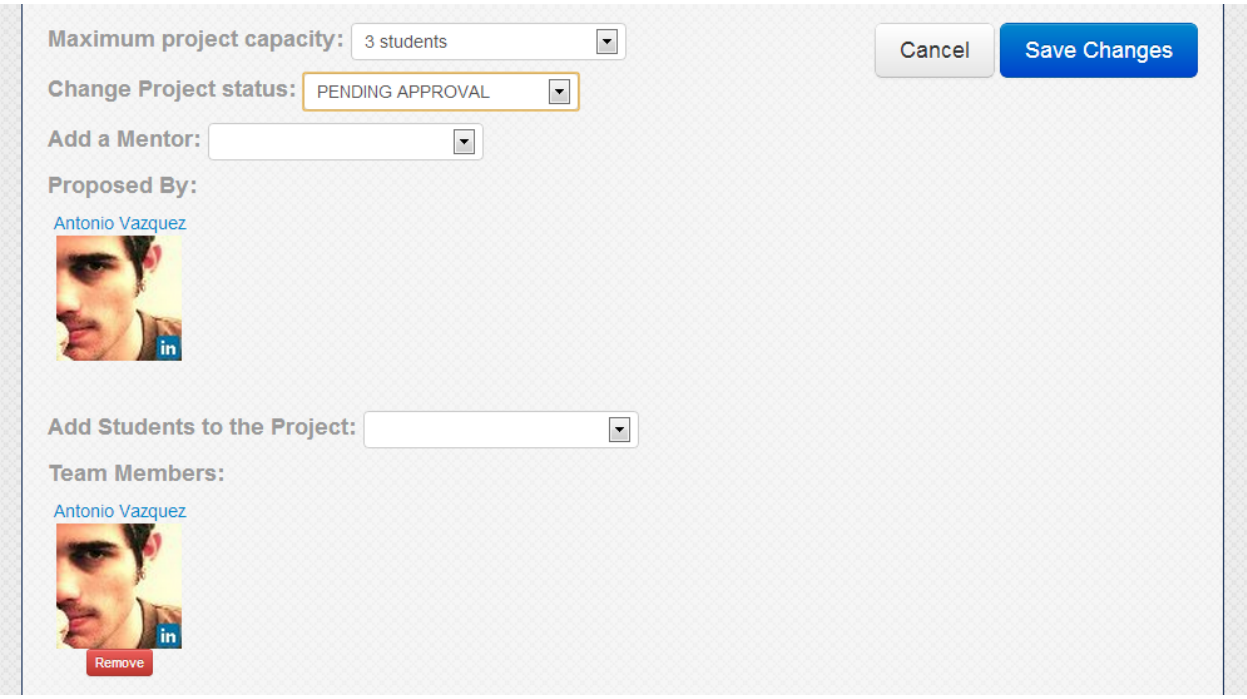


4.3 Assign a mentor to a project

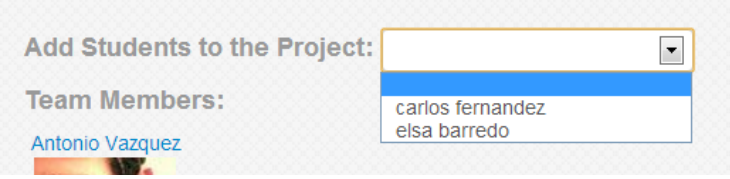
To assign a mentor to a project click on any project found in the “Current Projects” (located in the top menu bar). Then change/assign a mentor as shown in section 3.1

4.4 Assign/Remove students to a project

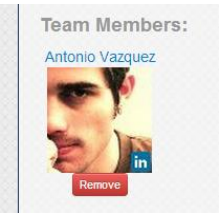
To assign/remove a student to a project click on any project found in the “Current Projects” (located in the top menu bar). This will place you into edit mode for that specific project:

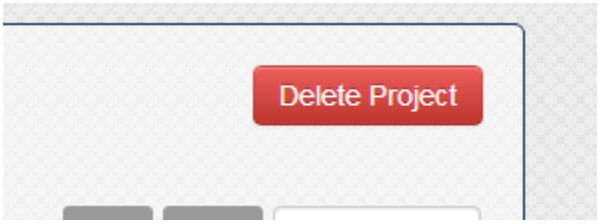


Then select a student to add to the project:



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



4.5 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).