Foundation Year Network

# Help Document

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# Contents

# Welcome

This document contains information on how to use the Foundation Year Network website.

# 1 Course Search

The main function of the Foundation Year Website is to help prospective Students find degrees with foundation years. To get started:

1. Click 'Degrees' in the navigation bar at the top of the page
2. On the 'Degrees' page, enter the degree name and/or location/institute name and click 'Search
3. You will now be on the course index page, the courses listed here should match your search criteria

## 1.1 Advanced Search

The site also includes the ability to do an advanced search:

1. Click 'Degrees' in the navigation bar at the top of the page
2. On the 'Degrees' page, click 'Advanced Search' underneath the 'Search' button.
3. On the advanced search page you can search by:
   - Degree Name - Type the name of the degree
   - Institution - Select the institution from a drop-down selection
   - Course Length - Select the length from a drop-down selection
   - Delivery Mode - Select the delivery mode from a drop-down selection
4. Enter the information you wish to search by and click 'Search' on the right-hand side
5. You will now be on the course index page, the courses listed here should match your search criteria

## 1.2 Saved Search

The site also includes a 'save search' feature to allow users to be notified of new courses that match the given search criteria. To use the Save Search feature:

1. Click 'Degrees' in the navigation bar at the top of the page
2. On the 'Degrees' page, click 'Save Search' underneath the text boxes
3. On the 'Stored Search' page, enter:
   - You Email Address
   - The Subject
   - The Institution Name
   - The course length
   - The study mode
4. Click the 'Save Search' button
5. This will send you back the 'degrees' page
6. An email will be sent to the given address to notify you

You will now receive emails for any new courses that match your criteria each time the database is updated.
**Note:** Email address and one other parameter are required. If you do not provide your email address and at least one parameter, the search will not be saved.

### 1.3 Course Profile

To view more information about a course, please do the following:

1. Click 'Degrees' in the navigation bar at the top of the page
2. On the 'Degrees' page, enter the degree name and/or location/institute name and click 'Search
3. You will now be on the course index page, the courses listed here should match your search criteria
4. To view more information about a course, click 'View' next to the course name to visit the course page
5. You should now be on the course profile page

This page contains information about the course as well as contact information for the institution. Information on this page is subject to change, so please visit the Institute page for the most up to date information. Each course profile contains three tabs:

- Course - This contains the majority of the course information, including:
  - Institution
  - Location
  - Department
  - End Qualification
  - Course Code
  - Length
  - Study Mode
  - Start Date
  - Description
  - Entry Requirements
- Additional Info - This contains information about fees and additional notes
- Contact - This contains the contact information for course institution and department

To change tab, simply click the tab at the top left of the page

# 2 Registering and Logging in

## 2.1 How to Register for an account

To register for an account:

1. Click `Login` in the top right-hand corner of your screen
2. When you are on the 'Login' page, select '`Sign Up`'
3. Follow the instructions on the registration page. The following fields are compulsory:
   - Email Address
   - Password
   - Name (can be changed later)
4. Select your privacy settings - the default option makes all your information public
5. Click '`Sign Up`' at the bottom of the page
6. If you have entered your information correctly, you should now be signed in and on the home page

## 2.2 How to Log in

To Log in to your account:

1. Click `Login` in the top right-hand corner of your screen
2. Enter your email address and password
3. Click '`Log in`'
4. If you have entered your information correctly, you should now be signed in and on the home page

## 2.3 Forgotten Password?

If you have forgotten your password, or wish to change it, you can do the following:

1. Click `Login` in the top right-hand corner of your screen
2. Click '`forgotten your password?`' on the login page.
3. Enter your email address in the box provided
4. Click '`Send me reset password instructions`'
5. Log in to your email account and check for an incoming email from the network
6. Click the link in the email to reset your password
7. Input your new password in both boxes and click '`Change my Password`'
8. You should now be signed in and on the home page

# 3 Managing Your Account

To manage your account, you must first login.

## 3.1 Changing Your Information

Some of your information can be changed, this includes: Title, Name, Job and Biography. Unfortunately your email address cannot be changed at this time.

To edit your information:

1. Log in to the website using the instructions above
2. Click on your name in the top right-hand corner of the screen
3. Click '`Edit`' in the bottom right of your profile
4. Edit your information
5. Click '`Update Member`' in the bottom right corner of the pop-up
6. If you have entered the information correctly, you should see a notification '`Profile Updated Successfully`' and the information should now be visible on your profile

## 3.2 Changing Your Privacy Settings

You have the ability to change privacy settings for several of the fields on your profile. Your Name and Institution are compulsory fields and as such are visible to everyone (including non-members). However, you have the ability to edit your privacy settings for your Email address, job position, and biography.

There are three options for each of these:

- Everyone - This means anyone who visits the site (including non-members) can see the information
- Members Only - This means that any member can see the information
- Only Me - This means that the information is visible only to yourself

These settings can be changed at any time. It it worth noting that anybody who can see your email address has the ability to contact you via the '`contact`' button on your profile. This button is only visible to users who have permission to see your email address based on your privacy settings

To edit your privacy settings:

1. Log in to the website using the instructions above
2. Click on your name in the top right-hand corner of the screen
3. Click '`Edit`' in the bottom right of your profile
4. Select your new privacy settings using the dropdown boxes
5. Click '`Update Member`' in the bottom right corner of the pop-up
6. If you have entered the information correctly, you should see a notification '`Profile Updated Successfully`'.

## 3.3 Deleting Your Account

If you wish to leave the Foundation Year Network then you can delete your account at any time. This will remove your information from the system and give control of any blogs you have posted to the website admin. This process cannot be undone

To delete your account: Some of your information can be changed, this includes: Title, Name, Job and Biography. Unfortunately your email address cannot be changed at this time.

To edit your information:

1. Log in to the website using the instructions above
2. Click on your name in the top right-hand corner of the screen
3. Click '`Delete Account`' in the bottom right of your profile
4. Click '`OK`' on the confirmation box that appears at the top of the browser window
5. You should now be directed to the home page and should see a pop up which states '`Member was Successfully Deleted`'

# 4 Finding Other Members

If you wish to find the profile of another member of the network then you can easily search and filter the list of members on the '`members`' page. To get to this page you must:

1. Mouse over '`About`' in the menu bar at the top of the screen
2. Click '`Members`' in the drop-down that appears
3. On the Members page you can search for a member, order the list, and apply some filters.

## 4.1 Searching for A Member

You have the ability to search for a specific member, to do this:

1. Navigate to the members page using the instructions above
2. Enter you search term into the search box located on the right-hand side of the page header
3. Click '`Search`'
4. The page will refresh with your search term applied

## 4.2 Filtering the List

You have the ability to filter the list of members by

- Role
- Institution

Please be aware that results must match *both* filters, this means it is entirely possible that you can get no results.

In order to filter the list of members, do the following:

1. Navigate to the members page using the instructions above
2. Click the '`Filters`' button in the middle of the screen.
3. Select your filtering options from the drop-downs provided
4. Click '`Apply Filters`'
5. The member list with refresh with filtered results

If you wish to remove your filters, please follow the above instructions but select '`Clear`' instead of '`Apply Filters`'

## 4.3 Ordering the List

You have the ability to order the list of members by three options:

- Last Active
- Name Alphabetical Ascending
- Name Alphabetical Descending

If you wish to order the list of members, do the following:

1. Navigate to the '`Members`' page using the instructions above.
2. Select your ordering option using the drop-down on right-hand side of the page header
3. As soon as you select an option, the list will refresh using your chosen order.

# 5 Blog posts

The website includes the ability for registered members to post and edit blogs. To access the 'Blogs' page:

1. Mouse over 'About' in the menu bar at the top of the screen
2. Click 'Blog' in the drop-down that appears

## 5.1 Managing Your Own Blogs

Blogs can be posted by any registered member. You can set the privacy settings of a blog post to the following:

- Everyone - This means anyone who visits the site (including non-members) can see the information
- Members Only - This means that any member can see the information
- Only Me - This means that the information is visible only to yourself

### 5.1.1 Posting A New Blog

In order to post a new blog, you must be a registered member that has been authorised to 'Member' status by an administrator.

To post a new blog:

1. Navigate to the 'Blogs' page using the instructions above.
2. Click 'New Blog' on the right-hand side of the page header
3. Input your blog name and contents (and optionally attach a file)
4. Click 'Create Blog' in the bottom-right hand corner
5. You should now be redirected to the blogs list. You will see a pop-up 'Blog Post Successfully Created' and your blog should appear at the top of the list

### 5.1.2 Editing A Blog

You may wish to edit the information on one of your blog posts, to do this:

1. Navigate to the 'Blogs' page using the instructions above
2. Find your blog post in the blogs list
3. Click 'View Post' on your post entry in the list
4. Click 'Edit' in the bottom-right hand corner of the post
5. Edit the information - making sure the blog has a name and contents
6. Click 'Update Blog' in the bottom-right hand corner of the pop-up
7. You should see a notification 'Blog Successfully Updated, and the new information should appear on the blog post

### 5.1.3 Attaching A File To A Blog

It is possible to attach a file to a blog post, this file will be visible to anyone who can see the blog. To do this:

1. Navigate to the 'Blogs' page using the instructions above
2. Find your blog post in the blogs list
3. Click 'View Post' on your post entry in the list
4. Click 'Edit' in the bottom-right hand corner of the post
5. Click 'Choose File' in the bottom-left side of the pop-up
6. Select the file from your computer and click 'Open'
7. Click 'Update Blog' in the bottom-right hand corner of the pop-up
8. You should see a notification 'Blog Successfully Updated, and the file should be visible on the blog post

### 5.1.4 Removing A File From A Blog

You may also wish to remove a file from an existing blog. To do this:

1. Navigate to the 'Blogs' page using the instructions above
2. Find your blog post in the blogs list
3. Click 'View Post' on your post entry in the list
4. Click 'Edit' in the bottom-right hand corner of the post
5. Click the 'Remove Current File' check-box in the bottom-right side of the pop-up
6. Click 'Update Blog' in the bottom-right hand corner of the pop-up
7. You should see a notification 'Blog Successfully Updated, and the file should not longer be visible on the blog post

### 5.1.5 Deleting A Blog

If you wish to delete a blog that you created then do the following:

1. Navigate to the 'Blogs' page using the instructions above
2. Find your blog post in the blogs list
3. Click 'View Post' on your post entry in the list
4. Click 'Delete Post' in the bottom right of your blog post
5. Click 'OK' on the confirmation box that appears at the top of the browser window
6. You should now be directed to the blogs list and should see a pop up which states 'Blog was successfully deleted'

## 5.2 Ordering The List Of Blogs

You have the ability to order the list of blogs by:

- Last Updated
- Most Recent
- Name Alphabetical Ascending
- Name Alphabetical Descending

If you wish to order the list of blogs, do the following:

1. Navigate to the 'Blogs' page using the instructions above.
2. Select your ordering option using the drop-down on right-hand side of the page header
3. As soon as you select an option, the list will refresh using your chosen order.

# 6 Administrator Instructions

The above instructions apply to registered members with the '`Member`' role. However, the site also allows '`University Administrator`' and '`Website Administrator`' Members to have extra permissions.

## 6.1 University Administrator

### 6.1.1 Member Management

**Editing Profiles**
A University Administrator has the ability to edit member profiles of *any* member of their institution. They are prohibited from editing the information of any member not associated with their institution. The instructions for doing this are:

1. Navigate to the '`Members`' page
2. Search, Filter, and or Order the list of members to find the member you wish to edit
3. Click '`View Profile`' for the relevant member
4. Click '`Edit`' in the bottom right of the profile
5. Edit the information
6. Click '`Update Member`' in the bottom right corner of the pop-up
7. If you have entered the information correctly, you should see a notification '`Profile Updated Successfully`' and the information should now be visible on the profile

**Deleting Accounts**
University Administrators also have the ability to delete accounts of members of their institute:

1. Navigate to the '`Members`' Page
2. Search, Filter, and or Order the list of members to find the member you wish to edit
3. Click '`View Profile`' for the relevant member
4. Click '`Delete Account`' in the bottom right of the profile
5. Click '`OK`' on the confirmation box that appears at the top of the browser window
6. You should now be directed to the home page and should see a pop up which states '`Member was Successfully Deleted`'

**Authorising Accounts**
A University Administrator has the ability to authorise *any* member of their institution. They are prohibited from authorising any member not associated with their institution. Be aware that the highest authorisation level a University Administrator can permit is 'University Administrator' - This means a University Administrator *cannot* create a Website Administrator. The instructions for doing this are:

1. Navigate to the profile of the relevant member
2. Click '`Change Authorisation`' in the bottom right of the profile
3. Choose the new level of authorisation
4. Click '`Update Authorisation Level`' in the bottom right corner of the pop-up
5. If you have entered the information correctly, you should see a notification '`Profile Updated Successfully`'

### 6.1.2 Blog Management

University Administrators have the ability to create, edit and delete their own blogs, as well as edit and delete blogs of any member of their institute. The instructions for doing this are exactly the same as any registered user.

### 6.1.3 Course Management

University Administrators have the ability to edit course information for any course associated with their institution:

1. To edit a course you have to be signed as a University Admin for that course's institution.
2. Once signed in, navigate to the course's webpage and then click the '`Edit Course`' button.
3. Input all the changes that you want and, when you are done, scroll down to the bottom of the page and click the '`Update Course`' button in the bottom-right corner.
4. You should see a pop-up '`Course Successfully Updated`'

**Rules for editing General Info**

- Name, Location, Course Duration, and UCAS URL can't be left empty.
- Course Duration has to be an integer (numbers only).
- If the course is full-time, tick the 'Full Time?' box, otherwise, leave it empty.

**Rules for setting the Qualification Type**

- Attempt to select an existing qualification from the drop down menu.
- If you are unable to find an existing qualification, enter it manually in the text box.

*WARNING:* The text box overwrites the selection box, so leave the text box empty if you wish to keep the selected option.

**Rules for Delivery Mode**

- Attempt to select an existing delivery mode from the drop down menu.
- If you are unable to find an existing delivery mode, enter it manually in the text box.

*WARNING:* The text box overwrites the selection box, so leave the text box empty if you wish to keep the selected option.

**Widening Participations**
**Removing Widening Participation**

1. If you wish to remove a criteria for widening participation from the course, tick the box which is next to the desired criteria. Example, "Remove 'Other' entry critera from course?
2. scroll down to the bottom of the page and click the '`Update Course`' button in the bottom-right corner.
3. You should see a pop-up '`Course Successfully Updated`'

**Rules for Adding Widening Participations**

- If you don't want to add a new widening participation, just leave all of the fields empty.
- Attempt to select an existing widening participation from the drop down menu.
- If you are unable to find an existing widening participation, enter it manually in the text box.
- If you wish to add more than one widening participation, click the 'Add Another' button. Fields will then appear above the button where you can follow the same rules as above.

*WARNING:* The text box overwrites the selection box, so leave the text box empty if you wish to keep the selected option.

**Course Fees**
**Removing a Course Fee**

1. If you wish to remove fee criteria for a specific student type, tick the box which is next to the desired student type. Example, "Remove fee for a England student?"
2. scroll down to the bottom of the page and click the '`Update Course`' button in the bottom-right corner.
3. You should see a pop-up '`Course Successfully Updated`'

**Rules for Editing a Course Fee**

- Both fields for a student type need to be filled.
- The fee has to be entered as an integer and in pounds (£). Example, if you want '£13,250' then you would enter '13250'.

**Rules for Adding a Course Fee**

- If you don't want to add a new fee, just leave all of the fields empty.
- All fields have to be filled if you wish to add a fee.
- Select a student type from the drop down menu.
- The fee has to be entered as an integer and in pounds (£). Example, if you want '£13,250' then you would enter '13250'.
- The time period is the period of time for which the fee applies to. Example, enter 'First Year' if the fee is for the first year only, or 'Whole Course' if the fee is for the whole course.
- If you wish to add more than one fee, click the 'Add Another' button. Fields will then appear above the button where you can follow the same rules as above.

**Entry Requirements**
**Rules for Removing an Entry Requirement**

1. If you wish to remove an entry requirement for a specific qualification type, tick the box which is next to the desired qualification type. Example, "Remove 'A Level' as an entry requirement?"
2. scroll down to the bottom of the page and click the '`Update Course`' button in the bottom-right corner.
3. You should see a pop-up '`Course Successfully Updated`'

**Rules for Editing an Entry Requirement**

- The 'Required Grades' field can't be empty

**Rules for Adding an Entry Requirement**

- If you don't want to add a new entry requirement, just leave all of the fields empty.
- You have to select the Incoming Qualification and enter the Required Grades. Additional Info is optional.
- Select the Incoming Qualification from the drop down box.
- Enter the required grade in the text box below the drop down bar.
- If you wish to add more than one Entry Requirement, click the 'Add Another' button. Fields will then appear above the button where you can follow the same rules as above.

**Update is Successful**

- If the course is successfully updated when changes are submitted, the page will refresh and a notification will appear at the top of the screen, notifying you that the course was changed.

**Update is Unsuccessful**

- If the course is not updated successfully when changes are submitted, the page will scroll to the first section which broke a rule.
- A red message will attempt to tell you what is wrong with your inputs. Change your inputs so that they follow the rules for that section.
- Once you have changed your inputs and you think that they are correct, scroll down and submit again.

## 6.2 Website Administrator

### 6.2.1 Member Management

**Editing Accounts**
A Website Administrator has the ability to edit member profiles of *any* member of the network . The instructions for doing this are:

1. Navigate to the '`Members`' page
2. Search, Filter, and or Order the list of members to find the member you wish to edit
3. Click '`View Profile`' for the relevant member
4. Click '`Edit`' in the bottom right of the profile
5. Edit the information
6. Click '`Update Member`' in the bottom right corner of the pop-up
7. If you have entered the information correctly, you should see a notification '`Profile Updated Successfully`' and the information should now be visible on the profile

**Deleting Accounts**
Website Administrators also have the ability to delete accounts of any member of the network

1. Navigate to the '`Members`' Page
2. Search, Filter, and or Order the list of members to find the member you wish to edit
3. Click '`View Profile`' for the relevant member
4. Click '`Delete Account`' in the bottom right of the profile
5. Click '`OK`' on the confirmation box that appears at the top of the browser window
6. You should now be directed to the home page and should see a pop up which states '`Member was Successfully Deleted`'

**Authorising Accounts**
A Website Administrator has the ability to authorise *any* member of the network. Be aware that the highest authorisation level a Website Administrator can permit is 'Website Administrator'. The instructions for doing this are:

1. Navigate to the '`Members`' page
2. Search, Filter, and or Order the list of members to find the member you wish to edit
3. Click '`View Profile`' for the relevant member
4. Click '`Change Authorisation`' in the bottom right of the profile
5. Choose the new level of authorisation
6. Click '`Update Authorisation Level`' in the bottom right corner of the pop-up
7. If you have entered the information correctly, you should see a notification '`Profile Updated Successfully`'

### 6.2.2 Blog Management

Website Administrators have the ability to create, edit and delete their own blogs, as well as edit and delete blogs of any member on the site. The instructions for doing this are exactly the same as any registered user.

### 6.2.3 Course Management

Website Administrators do not have the ability to edit any course information

### 6.2.4 Static Page Management

Static Page Management refers to the management of any page which the Website Administrator can edit, these are:

- Home Page
- Conference
- Constitution
- About
- Get Involved
- Contact
- Privacy Policy

The Website Administrator has the ability to edit the text of these pages; apply font styles such as bold, underline and italics; and attach files to the page.

**Editing Information**
To edit a static page, do the following:

- Navigate to the page you wish to edit
- Click '`Edit`' on the right-hand side of the page
- Edit the information
- Click '`Update Static Page`' ('`Save Conference` for the conference page) in the bottom right of the pop-op
- If you have entered the information correctly, you should see a pop-up '`Page Successfully Updated`', and the new information should appear on the page

**Adding a File to a Static Page**

1. Navigate to the page you wish to edit
2. Click '`Edit`' on the right-hand side of the page
3. Click '`Choose File`' in the bottom-left side of the pop-up
4. Select the file from your computer and click '`Open`'
5. Click '`Update Static Page`' ('`Save Conference`' for the confernece page)in the bottom-right hand corner of the pop-up
6. You should see a notification '`Page Successfully Updated`, and the file should be visible on the page

### Removing a File from a Static Page

1. Navigate to the page you wish to edit
2. Click '`Edit`' on the right-hand side of the page
3. Click '`Choose File`' in the bottom-left side of the pop-up
4. Click the '`Remove Current File`' check-box in the bottom-right side of the pop-up
5. Click '`Update Static Page`' ('`Save Conference`' for the confernece page)in the bottom-right hand corner of the pop-up
6. You should see a notification '`Page Successfully Updated`, and the file should be visible on the page