Head Professor User Guide
CIS4911 Senior Project
Section U01
Professor Masoud Sadjadi

Senior Project Website
Senior Project
Spring 2014

Team Members:
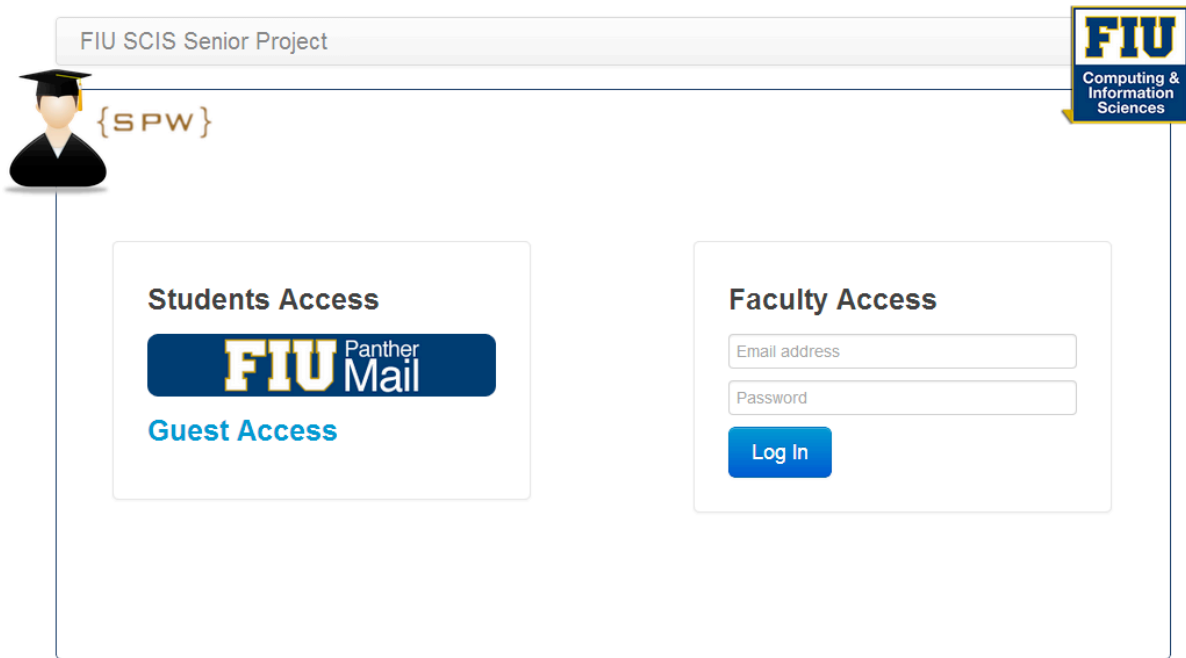Cynthia Tope
William Marquez
Christopher Kerrutt

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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.

3. 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…

3.1 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.

3.2 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.

Mobile Moodle
Mobile Version of FIU SCIS Moodle More Info...

Proposed By: Antonio Vazquez
Mentor: This project does not have a mentor
Team Members: Antonio Vazquez
Status: PENDING APPROVAL

PHP Java

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

Delete Project
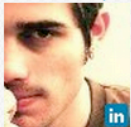
Edit Project

Mobile Moodle

Php x Java x Enter skills...

Mobile Version of FIU SCIS Moodle

Maximum project capacity: 3 students

Cancel   Save Changes

Change Project status: PENDING APPROVAL
PENDING APPROVAL
APPROVED
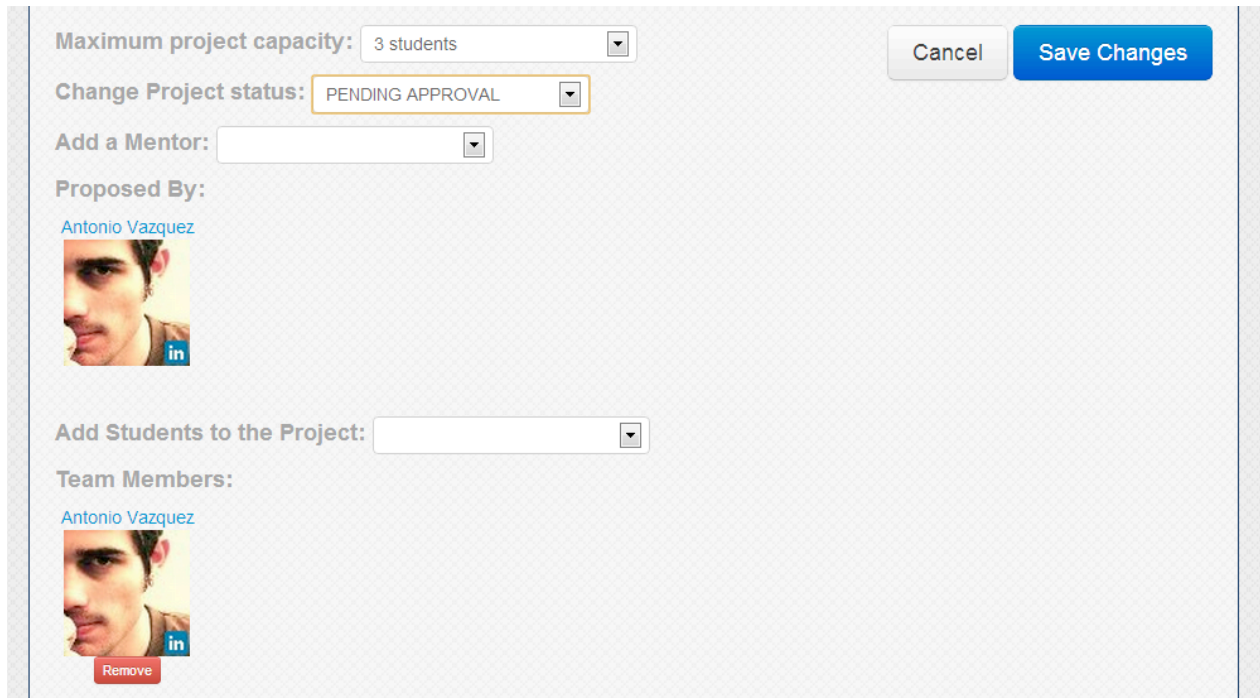REJECTED

Add a Mentor:

Proposed By:

Antonio Vazquez

3.3 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

3.4 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:

3.5 Delete the project

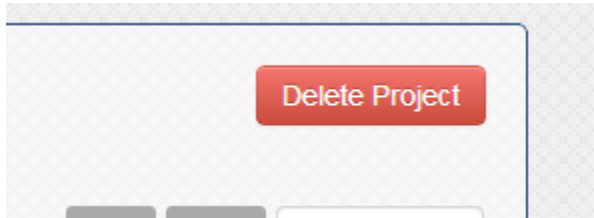To delete project click on any project found in the "Current Projects" and "Past Projects" (located in the top menu bar). This will place you into edit mode for that specific project. To delete the project just click the "Delete" button (located in the top right of the edit project view).
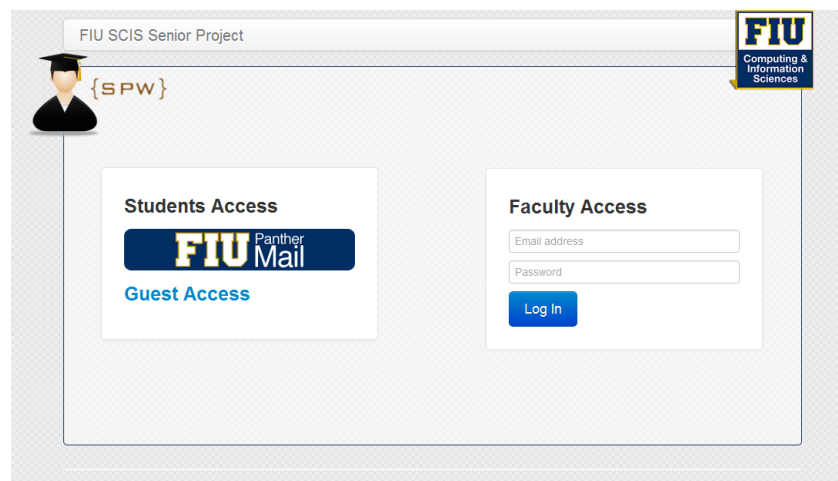

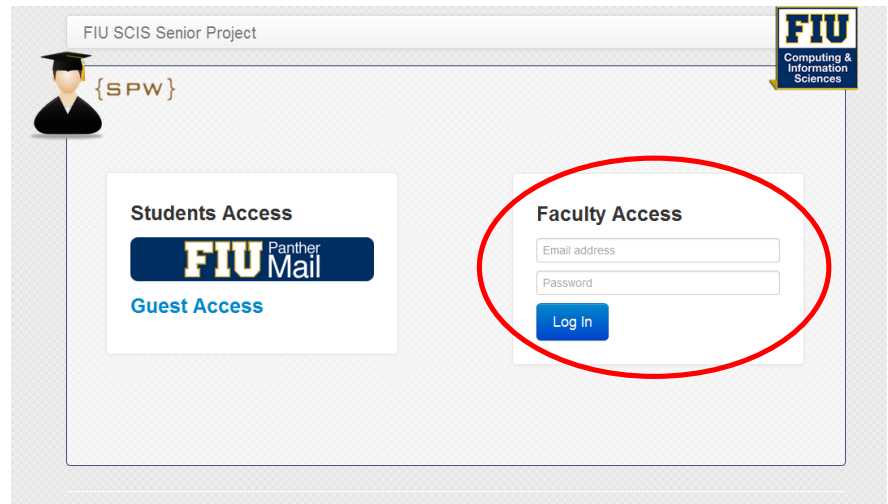## 4.2 Professor User Instructions

4.2.1 Matching Algorithm Subsystem
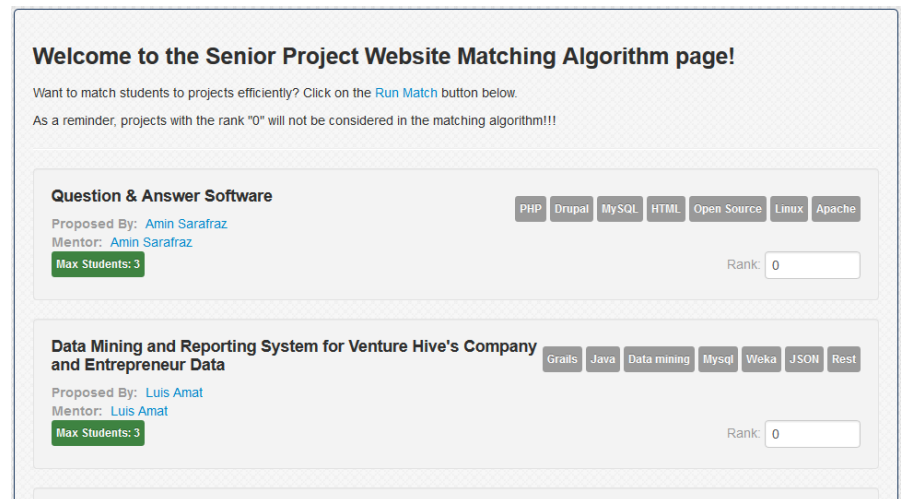
How to Rank

1. After navigating to the respective URL, you should be at a login page.

2. Under "Faculty Access", you should login using your FIU admin credentials.

3. After successfully logged in, you should be redirected to a page that shows all the current projects.

4. Now you need to click on the "Match" tab in the menu bar to be redirected to the page below:

5. In the "Rank:" textboxes, you should now rank the projects you wish to be in the matching algorithm, with the knowledge that same rank numbers are weighted as equal interest and as the numbers descend, the priority decreases. The 0 values are set to mean that the project has not been ranked.

6. Once you have finished ranking, you should then scroll to the bottom and click on the "Save Priority Ranking Scheme" button to save the scheme you have just created.

How to Update Rank Minimum

1. After logging in using the instructions above, navigate to the "Admin Dashboard" by clicking the "Admin" tab in the menu bar.
2. Scroll down to "Update rank minimum" and input the desired minimum and click the "Save minimum" button.


How to Run Match

1. Once you have ranked the most important projects that you wish to be in the algorithm and you have told the students to rank the minimum number of projects, navigate to the "Match" page using the instructions above and scroll to the bottom and click the "Run Match" button.
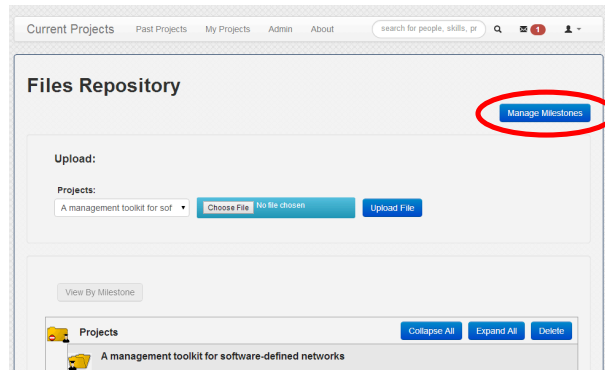2. The algorithm will run and take a long time and the results

4.2.3 Repository Subsystem

How to Create a Milestone

1. After logging in as the head professor, click the "Admin" tab and then click the "Go to Files Repository".
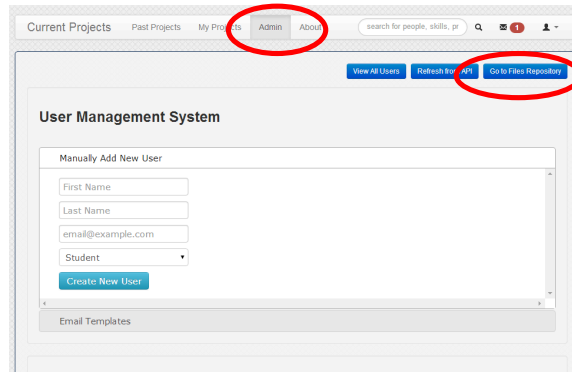
2. In the Files Repository page, click the "Manage Milestones" button.

3. For each milestone needed, click the "Add New" button.

4. On each row on the table, you may type the milestone name on the first text filed and assign a due date on the second input field.

5. Once all milestones are added to the list, click the "Save Milestones" button. A confirmation message will appear at the top.

6. Now, your milestones are created and if you click the "Back" button you will see the milestones in the Files Repository.

How to Upload a file

1. At the Files Repository Page and as the head professor or other professor, you must a select a project and a milestone in which you want to upload your file.
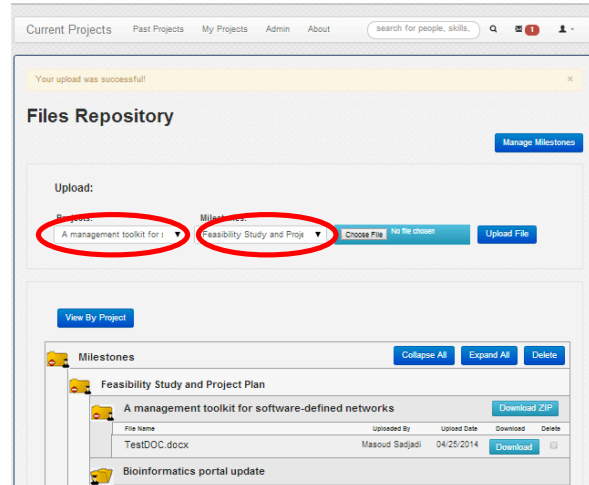
2. At the Files Repository page and as a student select only the milestone, since each student only has only one project assigned.
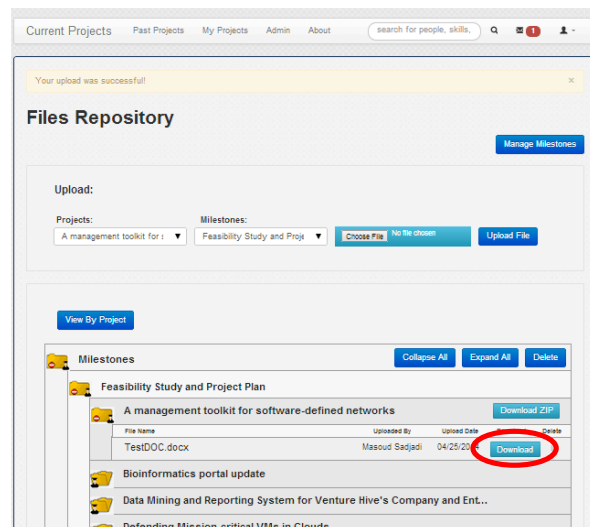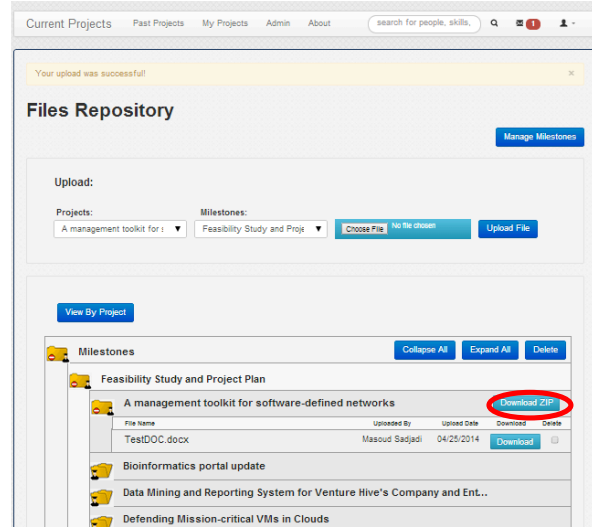3. Then click the "Choose file" button to select the file to upload and then click the "Upload File"

How to Download a file or a project

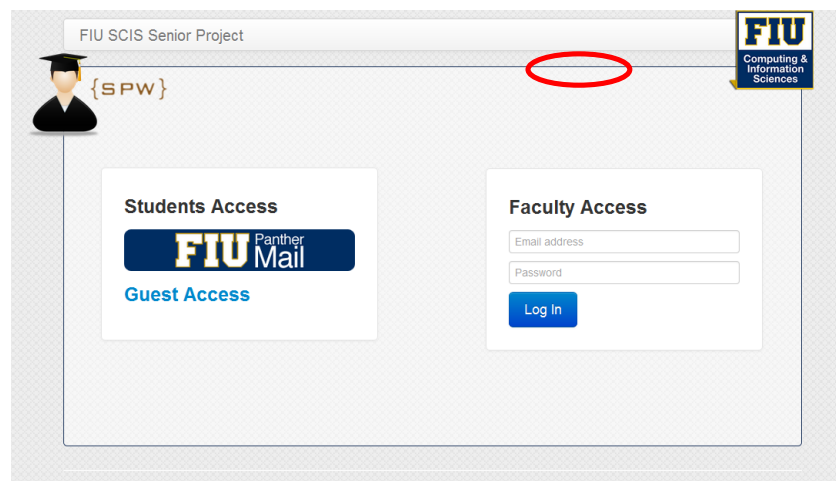1. At the Files Repository Page, click the "Download" button next to the file you wish to download.

2. To download a ZIP file of the project, simply click the "Download ZIP" button next the project name.

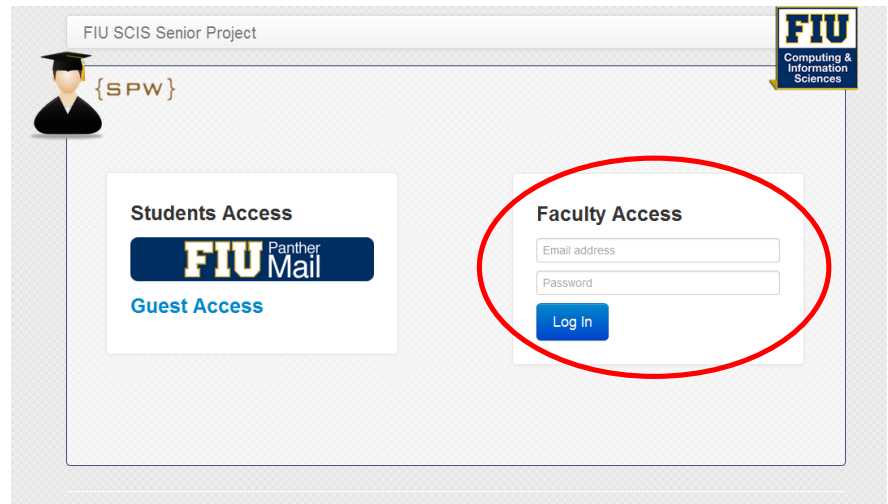

4.2.3 User Management Subsystem
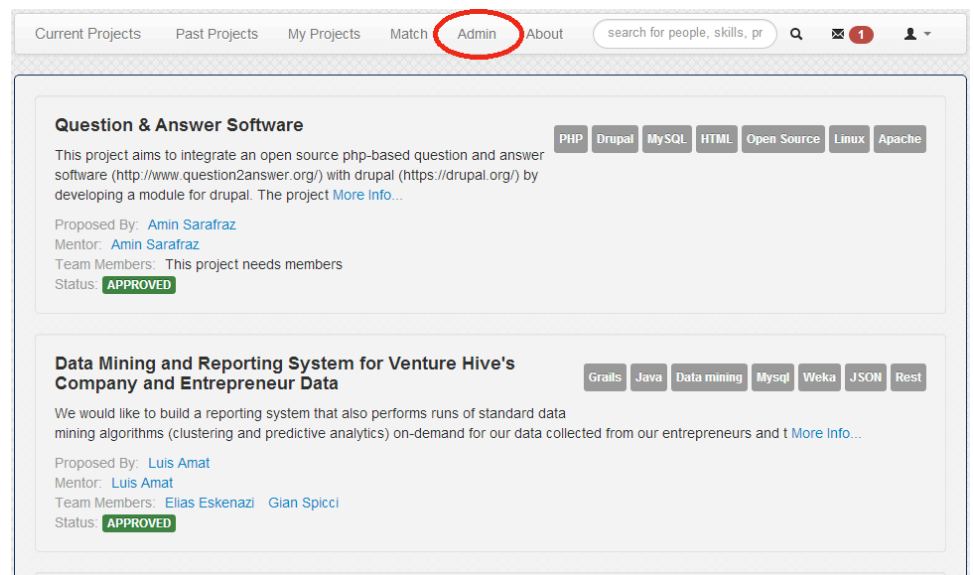
Manually Add A New User
1. After navigating to the respective URL, you should be at a login page.

2. Under "Faculty Access", you should login using your FIU admin credentials.

3. After successful log in, you should be redirected to a page that shows all the current projects.

4. Click on the Admin tab in the menu bar to be redirected to the Head Professor's dashboard
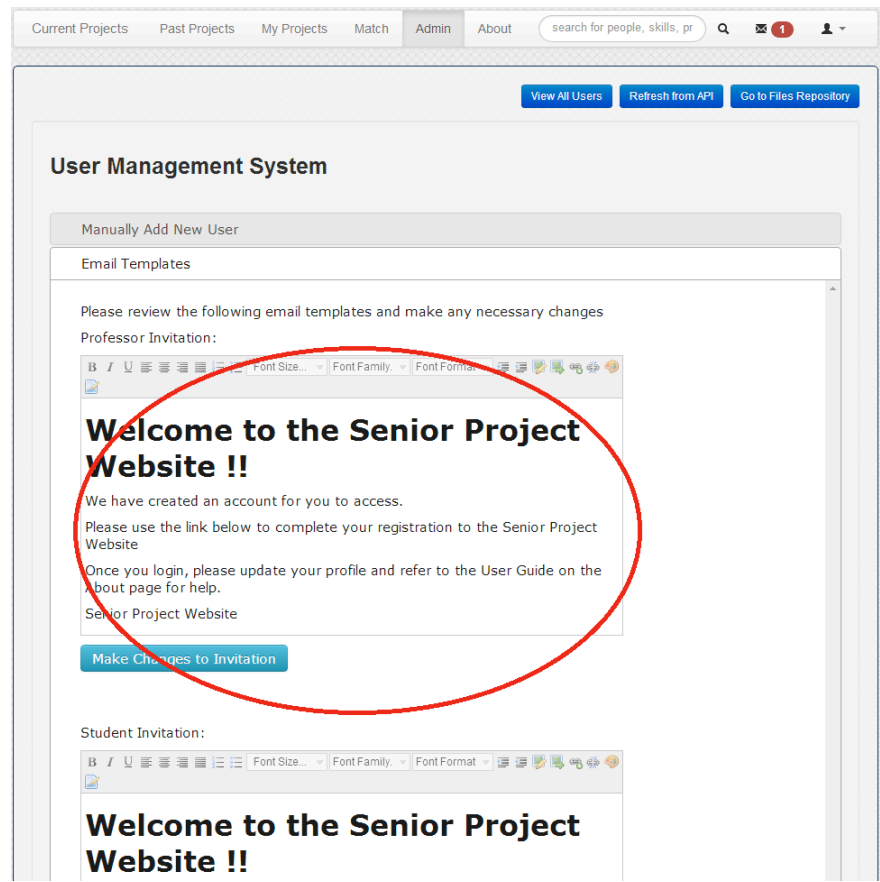
5. On the Head Professor dashboard, in order to add a new user, enter the new user's first name, last name, email, and select his/her role. Then click on the "Create New User" button


Update Email Templates

1. On the Head Professor's dashboard, in order to change the template for the email a new user will receive inviting him/her to join the Senior Project Website, click on the accordion menu item labeled "Email Templates" and edit any of the templates. When finished click the corresponding "Make Changes to Invitation" button.
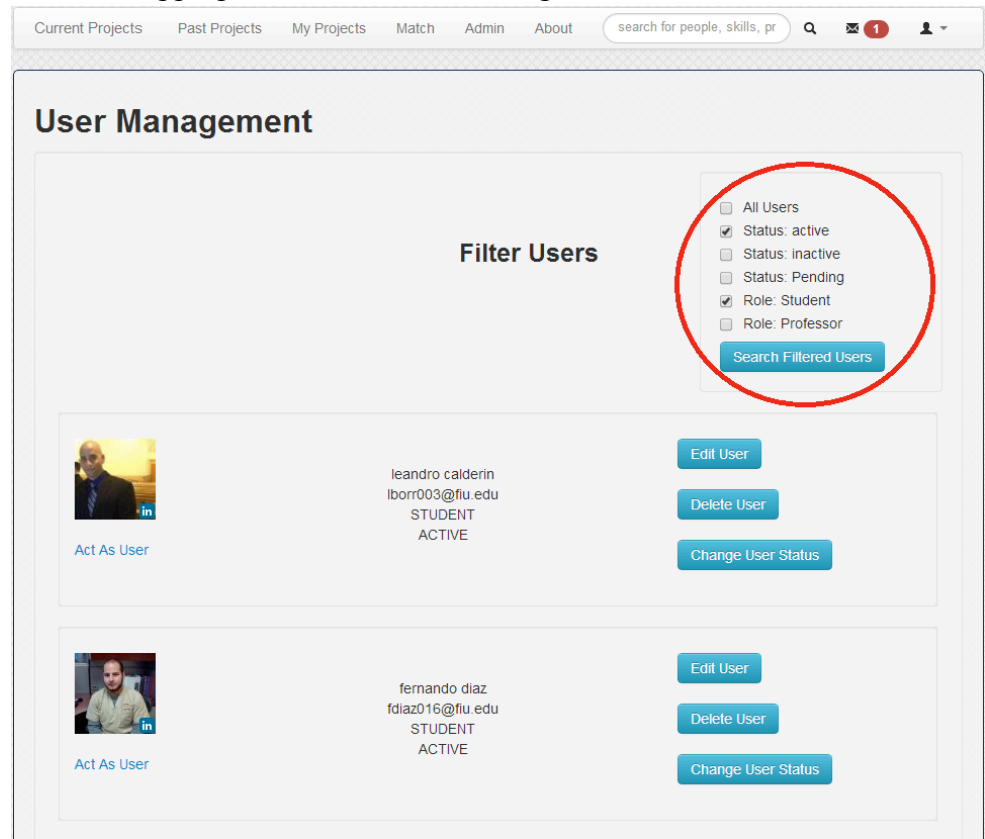
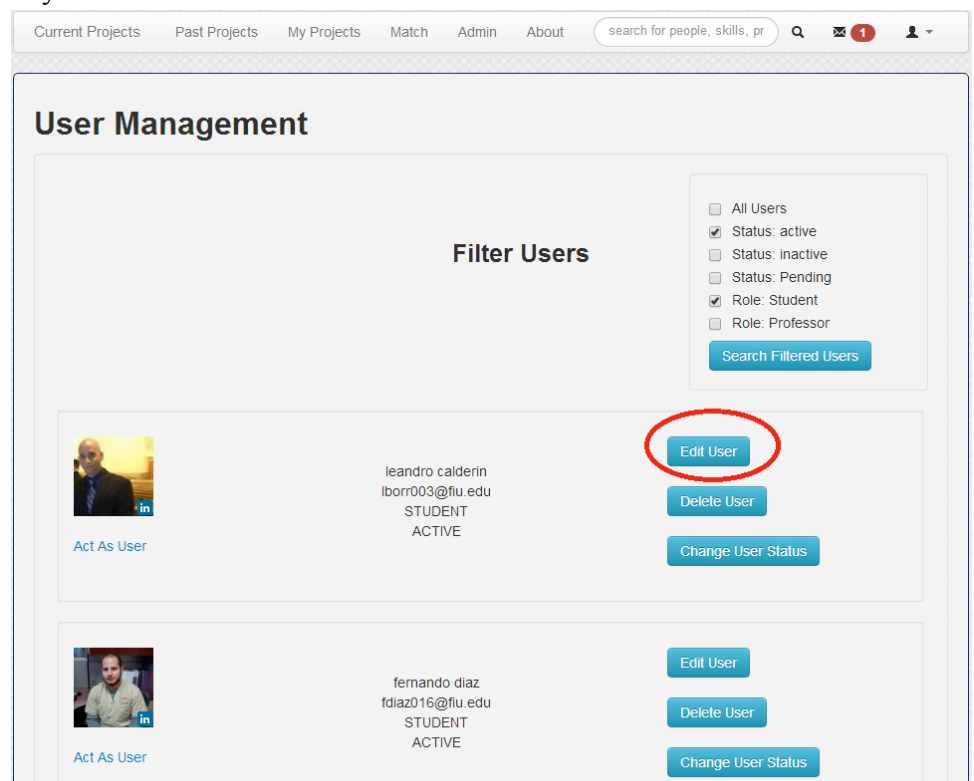Filter Users, Edit Users, Delete Users, Change User Status

1. To filter through the users in the system, click on the "View All Users" button at the top right of the Head Professor dashboard.
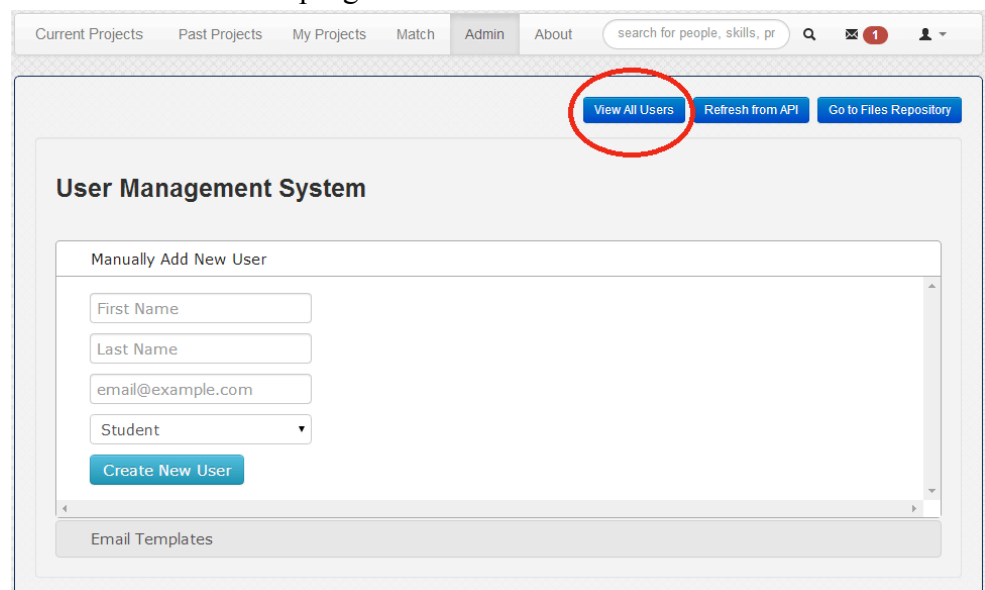
2. Select the appropriate filters to sort through the list of users

3. Click on the "Edit User" button to edit the basic information for any user.

4. Click on the "Delete User" button to remove any user from the database. The system will ask you to confirm that you really want to make this selection.

5. Click the "Change User Status" button to the change the status of a user from "ACTIVE" to "INACTIVE" or vice versa
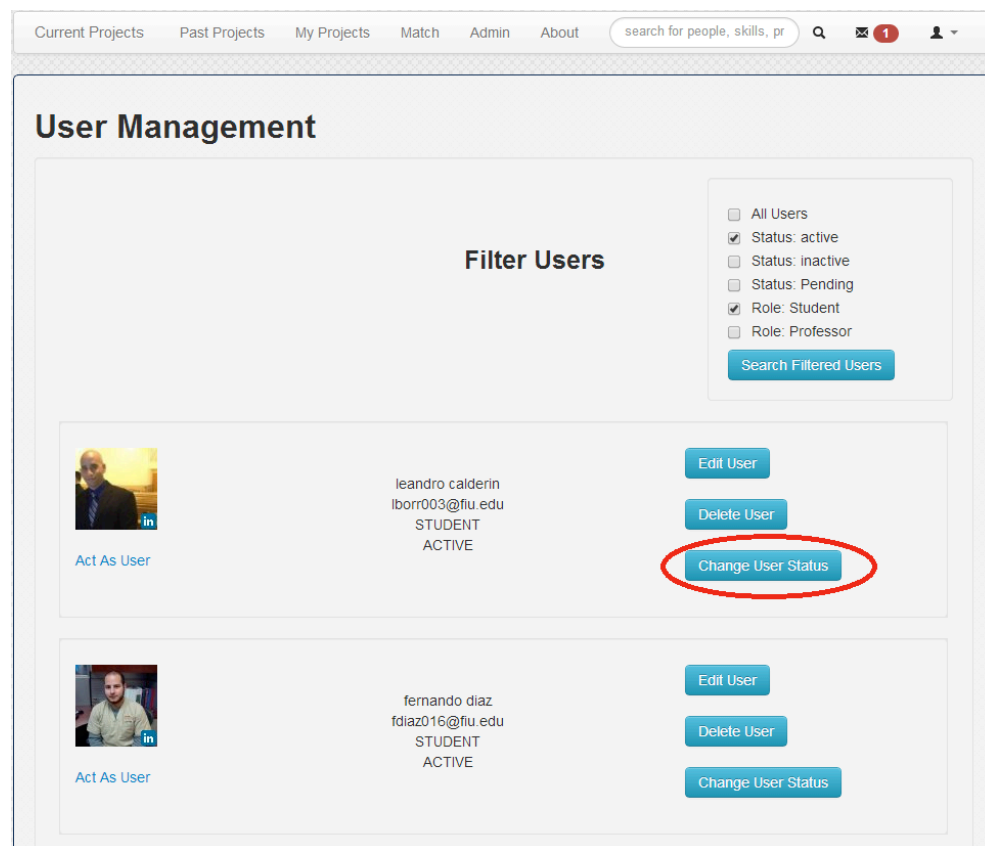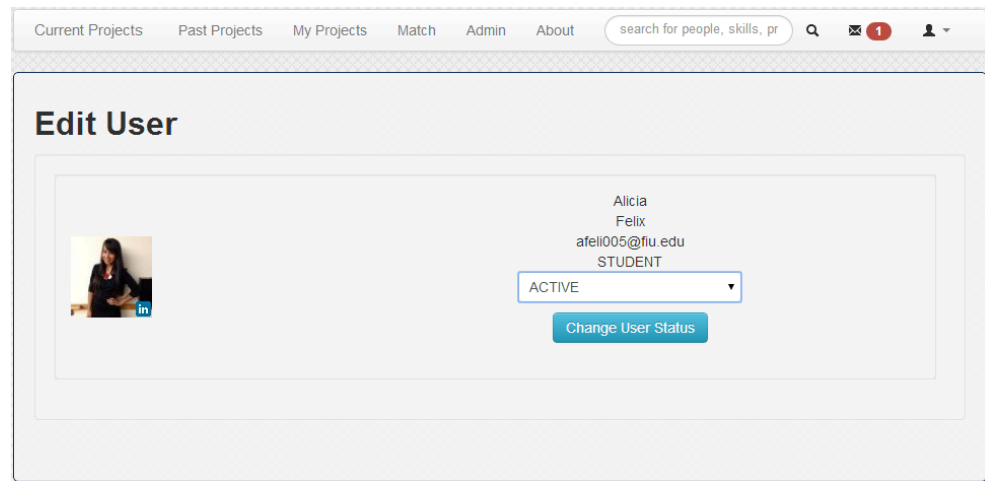
Act On Behalf of User

1. Click on the "Act As User" link below the picture of any user to act on his/her behalf. The system will recognize you as that user and, in order to end the session, the "Return to Head Professor" link is located in the user profile tab at the top right of the screen.

search for people, skills, pr

elias eskenazi

Return to Head Professor

Logout

As a reminder, the initial rank values of -1 mean that the projects are unranked. Once the professor
the projects, you need to rank a minimum of 3 project(s).
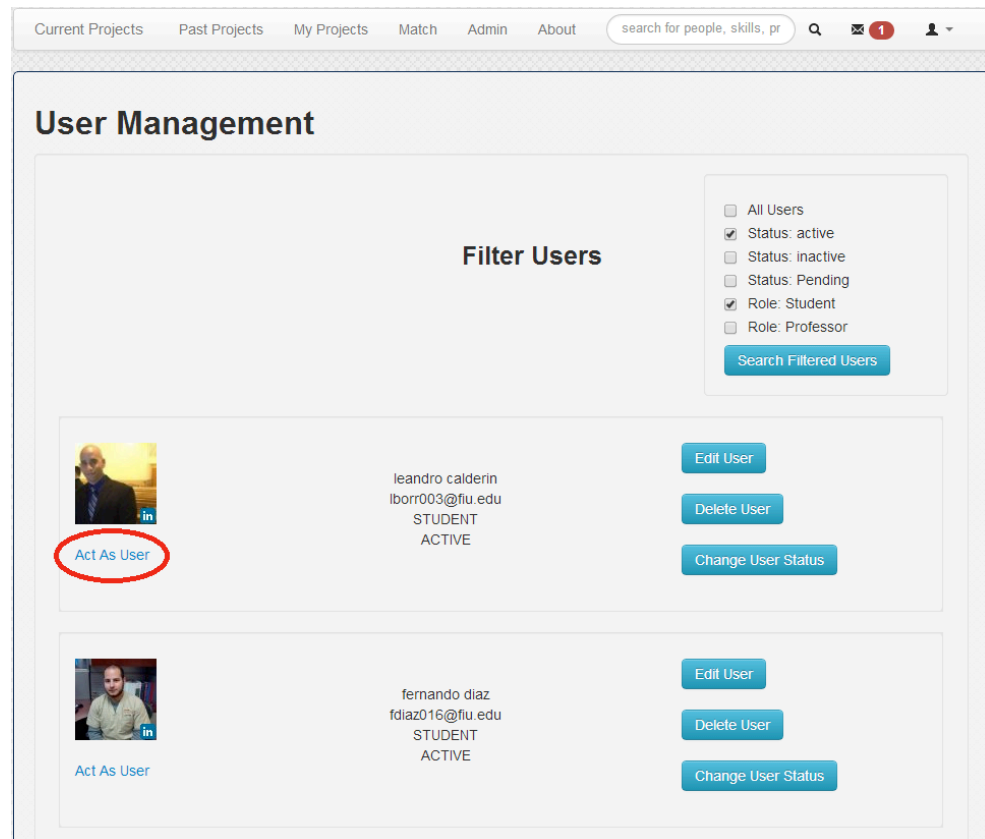
Suggested Projects

Mobile Application to Enhance Metrics Collection process for Venture Hive's Startups

`Grails` `MySQL` `JavaScript` `JSON` `Rest` `Mobile Applications` `Java` `Groovy`

Build a mobile app to enable Venture Hive resident company founders, mentors and program managers to easily interface with our
custom management platform. We would like to be able to enhance the usabi More Info...

Proposed By: Luis Amat
Mentor: Luis Amat
Team Members: This project needs members
Status: **APPROVED**

Rank: -1

A management toolkit for software-defined networks

`Java` `Python` `Linux` `Networking`

This project will develop a toolkit for managing software-defined networks (SDN). The toolkit will
present important management information in real time in a user-friendly way (preferably graphical vi
More Info...

Proposed By: Xin Sun
Mentor: Xin Sun
Team Members: This project needs members
Status: **APPROVED**

Rank: -1