# ESE Doctoral Student Database

(November 2012)

*Note: This is a working draft of the original doctoral tracking system that was to have been designed and implemented within the COE. Elements of this system have been transferred to the new system designed for us by our outside consultant.*

## Objective:

Create a secure online system that allows ESE students and faculty to enter information about graduate student progress for review and submission to the Department of Exceptional Student Education.

## Overview

The application is divided into three main sections called portals: The student portal, ESE administration portal, and the ESE professor portal.

### Student Portal

Active FAU ESE graduate students who have been given access to this system by the ESE Department will be able to login with their FAU NetID username and password. This access will be possible only while they are active FAU students. After they graduate or become inactive (by FAU enrollment standards or the ESE Department) their access to the system will stop. Any data and content the students have in their profiles will be stored and will not be removed even after the students are no longer able to login.

Data about a student is divided in two main categories: Student Progress and Student Portfolio.

#### Student Demographic and Progress

The Student Progress contains demographic data that is available from BANNER / ODS (Znumber, full name, email, GPA, list of courses registered and taken, course grades, standardized test scores such as GRE, etc.) and is read-only by the student. There will be additional data fields (which still need to be defined) in this section that will be updated and managed by ESE administrators or ESE professors. One of these additional fields will be a personal email address. This is the student’s personal address which is expected to be the means of communication after graduation.

#### Student Portfolio

The student Portfolio is a collection of data fields and files that are maintained by the student. The portfolio is divided into:

* **University Teaching**
  + Course name
  + Course Prefix, Section, and CRN
  + Academic Period
  + Role (Intern, Adjunct, etc.)
* **District / Agency InService**
  + Topic
  + Location
  + Date
  + Target Audience
  + Number of Participants
  + Handouts/Materials
* **Professional Dissemination**
  + Dissemination Type (publication, presentation, grant, contract, Other printed material)
  + Title
  + Conference Name
  + Date Presented or Given
  + Referred or Invited
  + Publication Status in APA format
  + Grant Managed or Submitted
  + Grant or Contract Amount
  + Grant of Contract Funding Status

Charles – should we create two Dissemination categories? One might be just for publications. The other is for conferences & grants, contracts, manuals, other… etc.

* **Consultations**
  + Topic
  + Service Delivered
  + Recipient
  + Length
  + Paid or Unpaid

Each of the above listed categories and fields will be stored in the database. The student will be responsible for updating the details of these entries. The student will be able to upload various types of files into each of these sections for review and access by the ESE administration and their faculty mentors. To provide flexibility for the student, he or she may include links to the given documents as they may be stored in other sites such as Windows Live, Google docs or YouTube. File size restrictions will be set when files are uploaded in order to provide optimal service to all students.

When a student makes a change to any of the editable data fields (to be defined) or has uploaded a new file or deleted an existing file, evidence of this action will be recorded in a log. The log will document the action that was taken, the time and date it happened, and the user responsible for the change. Chris – These folks should have access to the log: Dept Chair; Doc Coordinator; ESE Secretarial staff; and anyone on your team who needs it.

### ESE Administration Portal

ESE administrators are faculty or staff of the department of Exceptional Student Education with access to the student records and data available in this system, including Department Chair, Doctoral Program Coordinator, and ESE secretarial staff. Administrators are able to view all students who have profiles in the system as well as view all data about them. An administrator may enter comments about a particular student into a comment section which is only available for review by ESE administrators or professors. Students do not see these comments via the student portal.

#### Academic and Dissertation Committee Management

Each student will have a set of ESE professors assigned to him or her. These professors will be divided in two different committees: Academic and Dissertation. The Academic committee will be composed of 3 ESE professors who are assigned to the student when the student is admitted.

#### Student Status codes and Student Access Management

Administrators are also able to grant or deny access to a student to login to his or her profile through the student portal. This permission will be setup by the student’s NetID account. The NetID account must be active and in working order in order for the ESE administrator to grant access. Once the administrator has granted access (changed status to Active), he or she may choose to send an automatic email to the student’s FAU email account informing him or her that access to the ESE student portal is now ready. Cool!

ESE Administrators can categorize students using the following Student Status Codes:

* **Applicant:** A student applying to the program and ESE administrators need to review basic details about him or her. The student does not have access to enter the Student Portal.
* **Active:** Student has been admitted to the ESES program and given access to the Student Portal and is able to add content and edit fields.
* **Graduate:** Student has officially graduated and has READ-ONLY access to the Student Portal. He may view all the data and files he entered into the portal but may not make any changes.
* **Did not Complete:** A student that is no longer active in the program and does not have access to login to the Student Portal.
* **Not Accepted:** A student that was previously configured as an applicant but was not selected for the program. Student never had access to the Student Portal.

#### Portfolio Review and Evaluation

ESE administrators will be able to look at all the data and files loaded by any student in the system. ESE Professors will see all data about a student only if they are a member of the student’s Academic or Dissertation committees. An ESE professor will not be able to access data about a student if he or she is not in one of the student’s committees.

ESE Administrators and Professors will be able to enter comments and reviews on the students they are assigned as committee members. These comments and reviews will be viewable by the student via their Student Portal.

### ESE Professor Portal

The professor portal will appear and function in the same way as the ESE Administrator portal EXCEPT for the following:

* ESE Professors will not be able to change the Active Status of a student.
* ESE Professors will only see a listing of the students they have been assigned as members of their Academic and/or Dissertation committees.
* ESE Professors will not be able to change the committee members of a student.
* ESE Professors portfolio comments and review can be seen by other ESE Professors?

### Event Logging

All actions taken by an administrator (grant or deny access, update field data, change professors, etc.) will be recorded in a log. This log will be accessible as read-only for review by administrators.