

# Manual

## **ETM Advising System**

Admin  
Instructions

---

**April 2019**

# The Instruction Guide

**This Guide has been created to provide help to Advisors.**

**The Engineering Technology & Management System has been created to help innovate the process of advising students. Features include a fully functioning DARS Report stripper. A login system connected to a MySQL Database.**

---

## Account Creation & Login

---

1. The Main Page displays two buttons. One for login and one for registration
2. Users are matched to their students based on their Ohio Emails displayed on DARS reports.
3. When Registering a user is required to enter an Ohio email address.
4. Once you hit submit the users password is highly encrypted and stored inside the database.

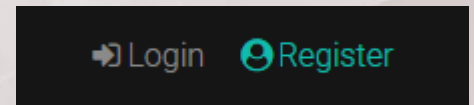


Figure 1

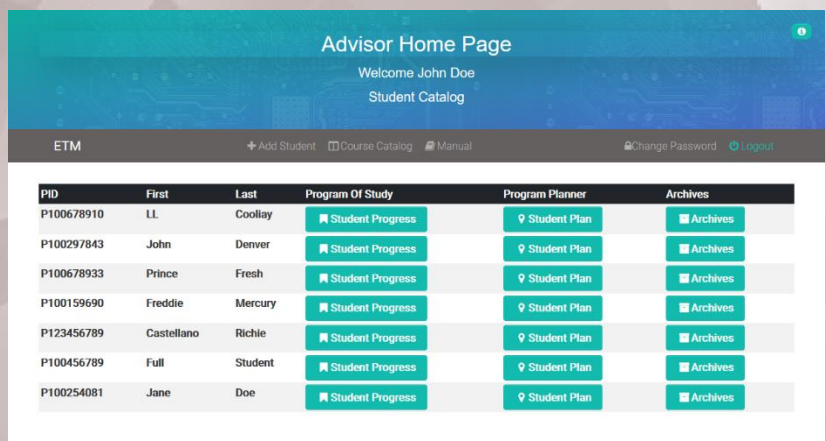
A screenshot of a web form titled 'Create Login' on a blue background with circuit patterns. The form includes input fields for Email (pre-filled with 'youremail@ohio.edu'), First Name, Last Name, User Name (pre-filled with 'gstewart'), Password, and a 'Re-enter Password' field. There is a purple 'Advisor' button and a black 'Submit' button. A footer note states: 'By clicking Submit you agree to our Terms and Conditions'.



## Main Page - Student Catalog

1. **Figure 10** shows the main page for an advisor. Here you can view all the students connected to that advisor's email they used to register with.
2. Along the navigation bar we have
  - a. Add Student: Upload DARS
  - b. Course Catalog: View Estimated Students
  - c. Edit Layout: Control Layout of Program of Study
  - d. Change Password
  - e. Logout
3. Below the navigation bar we display all available students for an advisor.
  - a. Here you can click on
    - i. Student Progress: DARS Report
    - ii. Student Plan: 4-year plan

Figure 2



The screenshot displays the 'Advisor Home Page' for John Doe. It features a navigation bar with links for 'Add Student', 'Course Catalog', 'Manual', 'Change Password', and 'Logout'. Below the navigation bar is a table listing students with columns for PID, First, Last, Program Of Study, Program Planner, and Archives. Each row contains a student's information and three buttons: 'Student Progress', 'Student Plan', and 'Archives'.

PID	First	Last	Program Of Study	Program Planner	Archives
P100678910	LL	Coolay	<a href="#">Student Progress</a>	<a href="#">Student Plan</a>	<a href="#">Archives</a>
P100297843	John	Denver	<a href="#">Student Progress</a>	<a href="#">Student Plan</a>	<a href="#">Archives</a>
P100678933	Prince	Fresh	<a href="#">Student Progress</a>	<a href="#">Student Plan</a>	<a href="#">Archives</a>
P100159690	Freddie	Mercury	<a href="#">Student Progress</a>	<a href="#">Student Plan</a>	<a href="#">Archives</a>
P123456789	Castellano	Richie	<a href="#">Student Progress</a>	<a href="#">Student Plan</a>	<a href="#">Archives</a>
P100456789	Full	Student	<a href="#">Student Progress</a>	<a href="#">Student Plan</a>	<a href="#">Archives</a>
P100254081	Jane	Doe	<a href="#">Student Progress</a>	<a href="#">Student Plan</a>	<a href="#">Archives</a>

## Student Program Of Study

- Figure 12** shows the program of study top. Here you can see the auto generated GPA, Student information, and more.
- The advisor can be changed to another advisor using the advisor email text box located in 'Student Information'
- You can also see how a student's course work will line up with another catalog year. You do this by selecting a 'Catalog Number'
- Two buttons are fixed to the bottom of the screen.
  - Download (Left) will download all the student's current shown data to a CSV file.
  - Submit (Right) will submit all data entered into the webpage into the database. If information is change it will update that information in the database. Also when hitting submit the data will be saved into a CSV file stamped with date and time and then available in the archives page.
- Within the Program Of Study, you have six tables to work with. Headings are matched to courses. When adding a course, you must make sure the heading matches the table you wish it to be in.
- Figure 13** shows the first table. Here you can change grades, semesters, and course codes. Course codes match to courses in the database and will automatically display course name, hours, tier, and prerequisites
- Double Clicking on an empty box will show all available options in the database
- Advanced Standing will turn green when checked and save to the database

Figure 3

**Program Of Study**

ETM Bachelor Of Science

**Student Information**

First Name: Full  
Last Name: Student  
Student PID: P100456789  
Advisors First Name: James  
Advisors Last Name: Stewart  
Ohio University GPA: 3.1402  
The Date: 2019-4-7 10:38  
Advisor Email: gstewart@ohio.edu  
Total Credit Hours: 42/3000  
Class Standing: Senior  
Catalog Number: 2015-16

**Notes**

1. Minimum 120 hours, 24 hours of OU ETM credit after transferring into ETM, with at least 16 hours at or above the 3000 level.
2. Must fulfill all university graduation requirements, GPA, general education, residence, etc.
3. All ETM courses 2000 level & above require Advanced Standing in addition to stated prerequisites.
4. Minimum 3 hours of ETM Electives. Any ETM 3000 or above (not otherwise required) may be used as an ETM elective, with the exception of ETM service courses. (ETM 3070 will not count as an elective)
5. One of the math classes taken must be a Tier 2 Advanced Standing or an additional Tier 2 Advanced Standing class must be taken.
6. All Business Minor Requirements must be met as determined by the College of Business including a 2.0 GPA. Required Business Minor Classes: ACCT 1305, FIN 3030, MGT 2000, M/S 2021, MKT 2020
7. ETM 4021 & ETM 4022 Must be taken in consecutive semesters (Fall Spring or Spring Fall)

**ETM Courses**

Semester	Grade	Course Code	Course Name	Hours	Tier	Prerequisites
Fa15	A	ETM1000	Intro to ETM	0.5	N/A	Prerequisite
Sp17	A	ETM1100	Engineering Graphics Fundamentals	3	N/A	Prerequisite
Fa15	B	ETM1200	Enterprise Computer Methods	3	N/A	Prerequisite
Fa15	A	ETM1120	Intro to Manufacturing Operations	3	N/A	Prerequisite

Download Submit

ADVANCED STANDING (AS) IS REQUIRED FOR ALL ETM CLASSES 2000 AND ABOVE.

Figure 4

**ETM Courses**

Semester	Grade	Course Code	Course Name	Hours	Tier	Prerequisites
Fa15	A	ETM1000	Intro to ETM	0.5	N/A	Prerequisite
Sp17	A	ETM1100	Engineering Graphics Fundamentals	3	N/A	Prerequisite
Fa15	B	ETM1200	Enterprise Computer Methods	3	N/A	Prerequisite
Fa15	A	ETM1120	Intro to Manufacturing Operations	3	N/A	Prerequisite
Fa16	B	ETM1800	Industrial Hygiene	3	N/A	Prereqs
Sp17	B	ETM1800	Metal Fabricating & Casting	3	N/A	Prereqs
Fa16	A	ETM2010	Applied Mechanisms	3	N/A	Prereqs
Sp17	A	ETM2010	Production Metal Machining	3	N/A	Prereqs
Fa16	B	ETM2000	Asps Of Ojce Oriented Programming	3	N/A	Prereqs
Sp17	A	ETM2100	Production Design	3	N/A	Prereqs
Fa17	B	ETM2200	Hydraulics & Pneumatics	3	N/A	Prereqs
Fa17	B	ETM2300	Database Applications & Analytics	3	N/A	Prereqs
Fa17	B	ETM2300	Electronics & Micro-Circuits	3	N/A	Prereqs
Sp18	B	ETM2400	Production Tooling	3	N/A	Prereqs
Fa18	C	ETM2400	Quality Management Systems	3	N/A	Prereqs
Fa18	B	ETM2500	Enterprise Project Management	3	N/A	Prereqs
Fa18	B	ETM2600	Senior Seminar	0.5	N/A	Prereqs
Sp18	C	ETM2600	Lean Enterprise Methods	3	N/A	Prereqs
Fa18	A	ETM2700	Automation, Robots, & Control Systems	3	N/A	Prereqs
Fa18	A	ETM4421	CAPSTONE I Operations MGT	2	N/A	Prereqs
Fa18	B	ETM4422	CAPSTONE II Operations MGT	3	N/A	Prereqs

## Student Program Planner

1. The Program Planner pulls student's data from the database. Then it analyzes the data and displays it in the order it is required to be in based on the ETM advising rules for the year 2018-2019.

Figure 5

The screenshot shows the 'Program Planner' web application. At the top, there is a header with the title 'Program Planner' and a navigation bar with links for 'ETM', 'Program Of Study', 'Program Planner' (active), 'Course Catalog', and 'Logout'. Below the navigation bar, there is a form with fields for 'PID: P100254081', 'First Name: Jane', and 'Last Name: Doe'. The main content area displays two tables of course data for 'Year 18' and 'Year 19'. Each table has columns for 'Fall Course', 'Hours', 'Spring Course', 'Hours', 'Summer Course', and 'Hours'.

	Fall Course	Hours	Spring Course	Hours	Summer Course	Hours
Year 18	COMS1030	3	ACCT1005/1010	3		
	ETM1000	0.5	CHEM1210	4		
	ETM1030	3	ENG1510	3		
	ETM1100	2	ETI100	2		
	ETM1120	3	ETI500	0.5		
	PHYS2001	4	MATH1300	4		
		15.5		16.5		

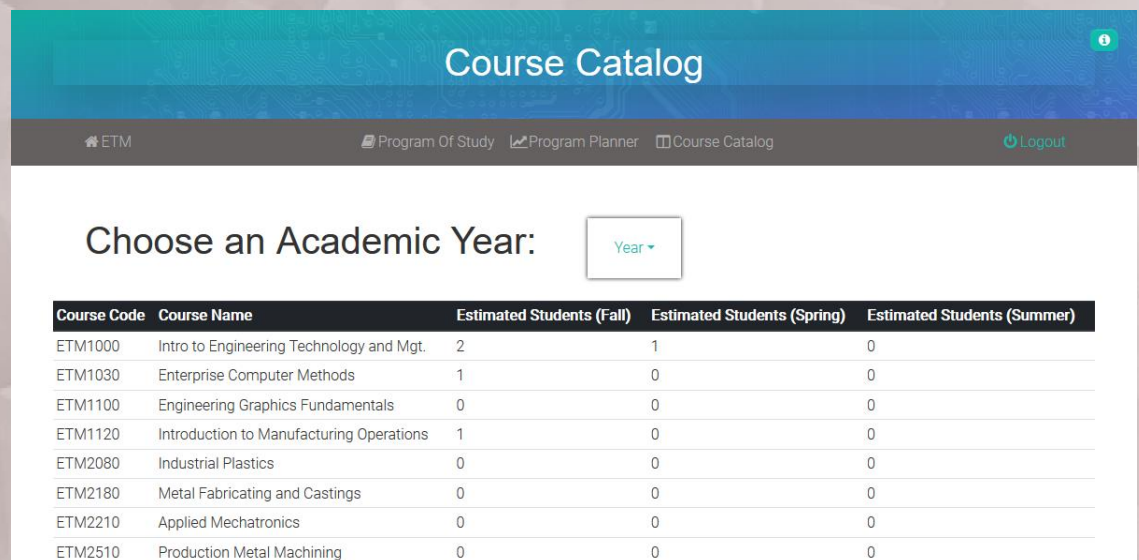
  

	Fall Course	Hours	Spring Course	Hours	Summer Course	Hours
Year 19	ENG***J	3	ETM2080	3		
	FIN3000	3	ETM2210	3		
	MGT2000	3	MIS2021	3		
	PSY1010	3	MKT2020	3		
	TZCP	2	ETM3030	3		
	TZFA	2		15		
		16				

## Course Loading View

1. The course catalog shows all the available courses based on the catalog year you choose
2. It will show you all the students enrolled or planning on enrolling for each semester of that catalog year.
3. Students with the course added in their Program Of Study with no grade but a semester will also be counted in these values.

Figure 6



The screenshot displays the 'Course Catalog' interface. At the top, there is a blue header with the title 'Course Catalog' and a small green notification icon. Below the header is a dark navigation bar with links for 'ETM', 'Program Of Study', 'Program Planner', 'Course Catalog', and 'Logout'. The main content area prompts the user to 'Choose an Academic Year:' with a dropdown menu currently set to 'Year'. Below this, a table lists courses with their estimated student counts for Fall, Spring, and Summer semesters.

Course Code	Course Name	Estimated Students (Fall)	Estimated Students (Spring)	Estimated Students (Summer)
ETM1000	Intro to Engineering Technology and Mgt.	2	1	0
ETM1030	Enterprise Computer Methods	1	0	0
ETM1100	Engineering Graphics Fundamentals	0	0	0
ETM1120	Introduction to Manufacturing Operations	1	0	0
ETM2080	Industrial Plastics	0	0	0
ETM2180	Metal Fabricating and Castings	0	0	0
ETM2210	Applied Mechatronics	0	0	0
ETM2510	Production Metal Machining	0	0	0

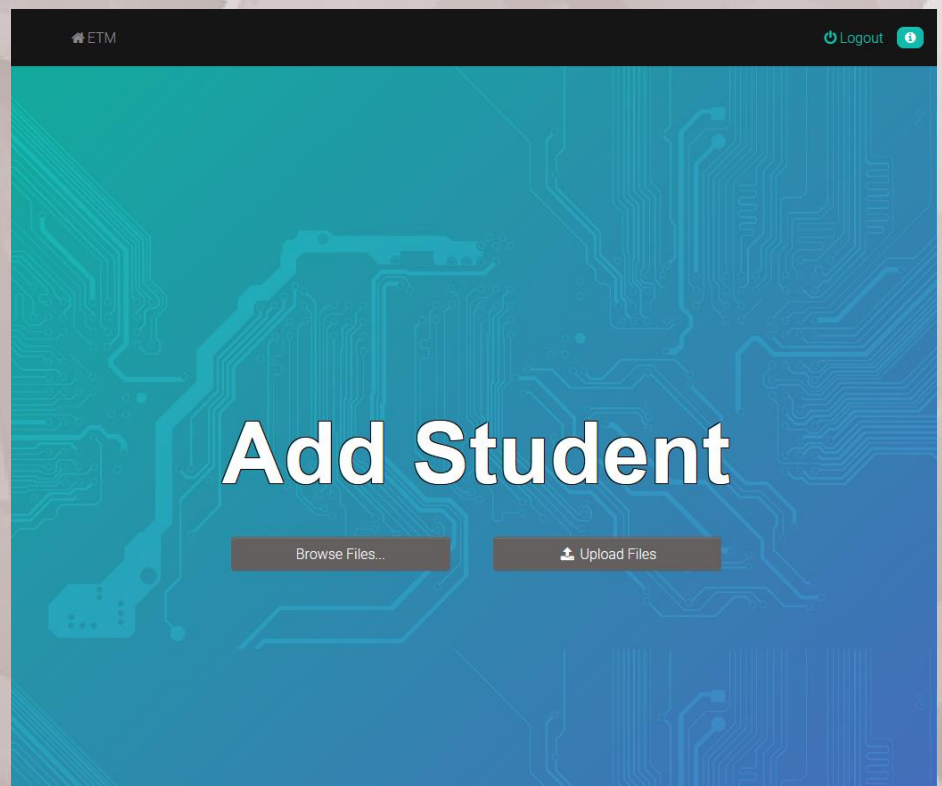


## Add Student

---

1. Adding a student is easy!
2. Just click on Browse
3. Choose a PDF of a DARS report on your computer
4. Click the Upload Button
5. Then watch as the magic happens
6. All the data from the students DARS will be stripped and pushed into your database
7. Then the data will be available for viewing

Figure 7



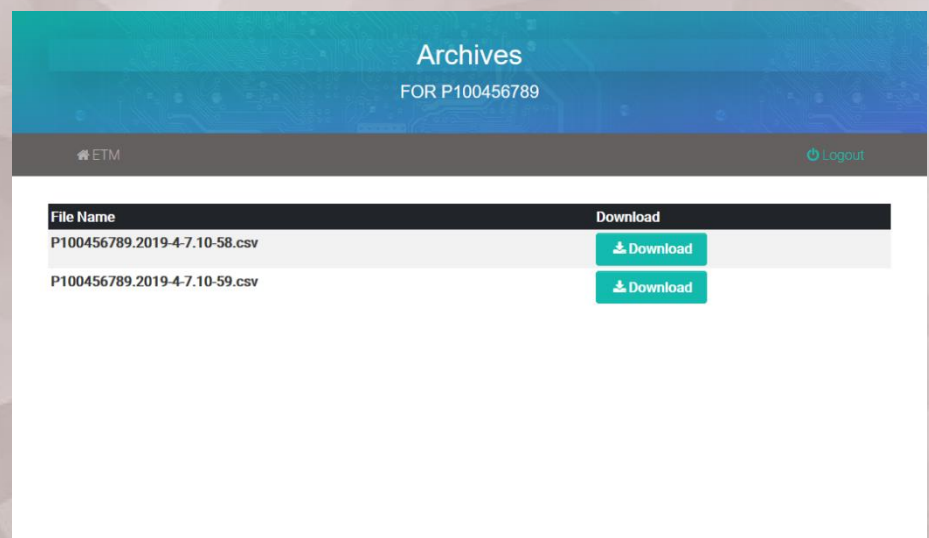


## Archives

---

1. Once you click submit on students Program Of Study
2. You then will be able to access the Archives page for that student
3. There you will be able to see all submissions
4. Each stamped with the Date and Time
5. You will be able to download this data in the form of a CSV file.

Figure 8



Archives	
FOR P100456789	
ETM Logout	
File Name	Download
P100456789.2019-4-7.10-58.csv	<a href="#">Download</a>
P100456789.2019-4-7.10-59.csv	<a href="#">Download</a>