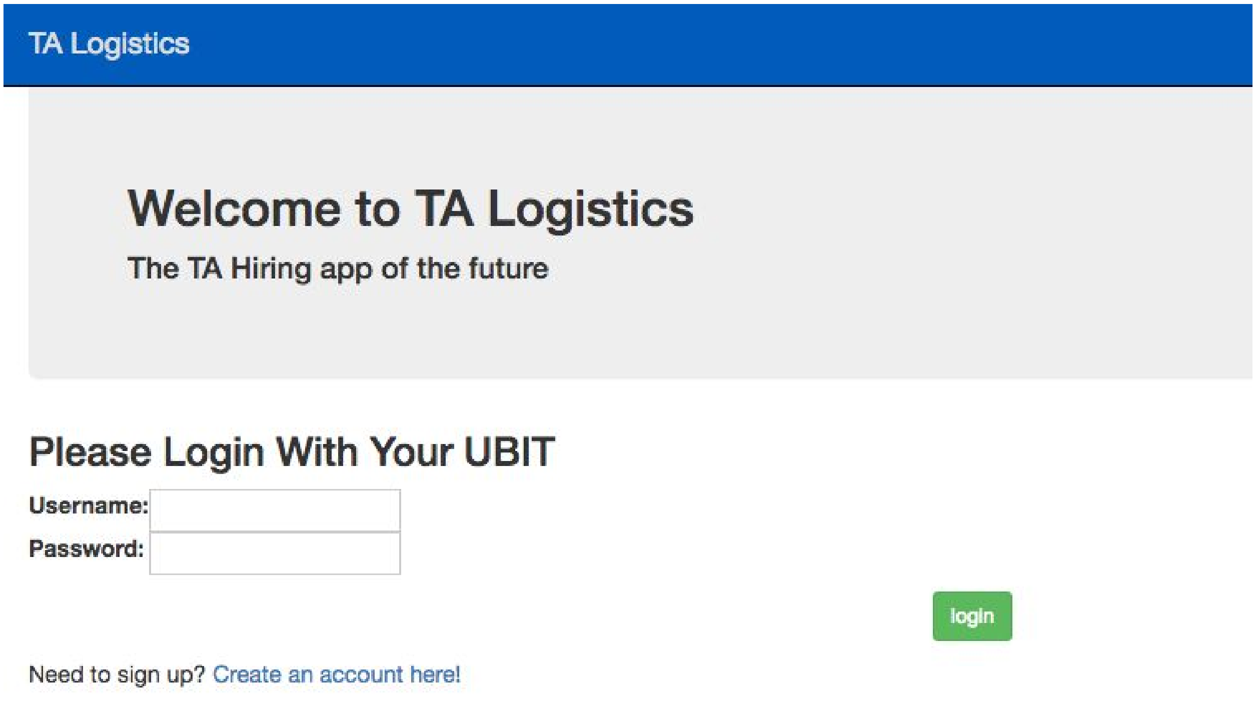
UTAlize

The TA Hiring App of the Future

Introduction

UTAlize is a cutting edge web application used to hire teaching assistants for the University at Buffalo's Computer Science Department. The application has many features and uses that will be covered in the user guide.

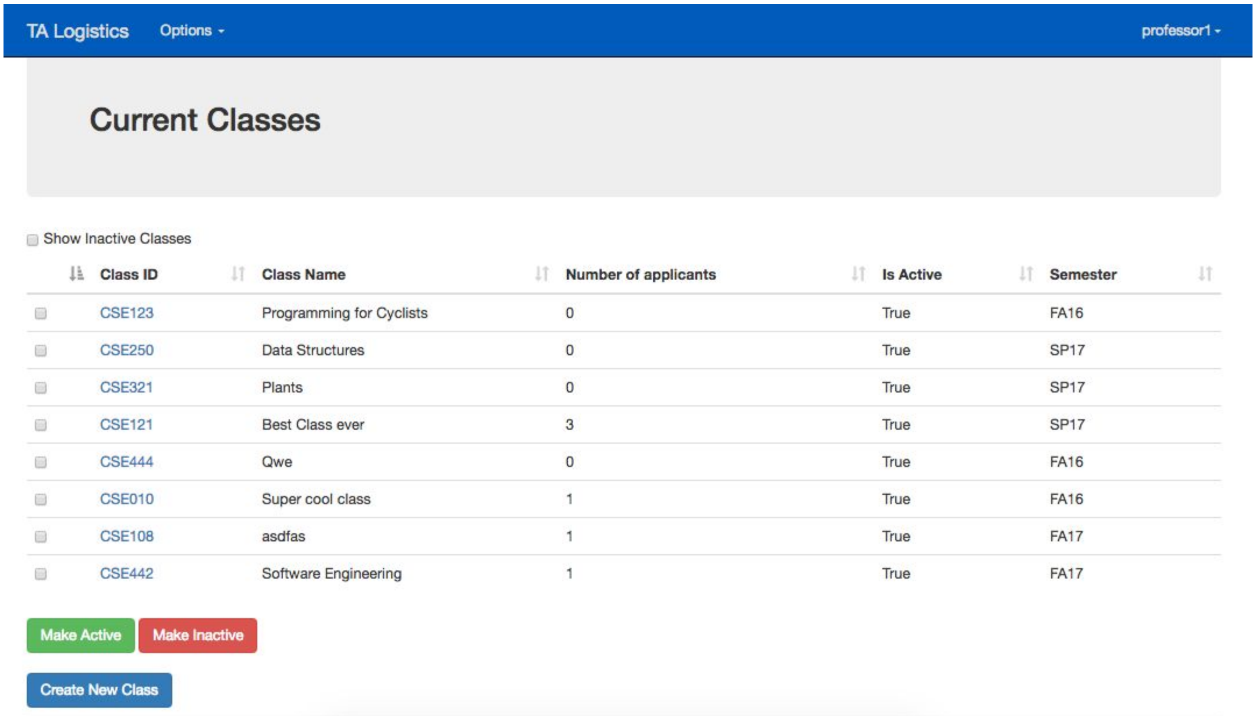
Login Page



If you haven't already logged in, you will be directed to the login page where you'll be asked to enter your UBITname and the password you created for the application. If you're a student who hasn't created an account yet, you can click the link at the bottom of the page to begin the account creation process. See the "Student Account Creation" section for more information on that. If you're a professor and you don't already have an account, you'll have to email the site admin Carl Alphonce (alphonce@buffalo.edu) to get started with an account.

Professor: After you log in

After you login you'll be directed to the professor index page seen below:



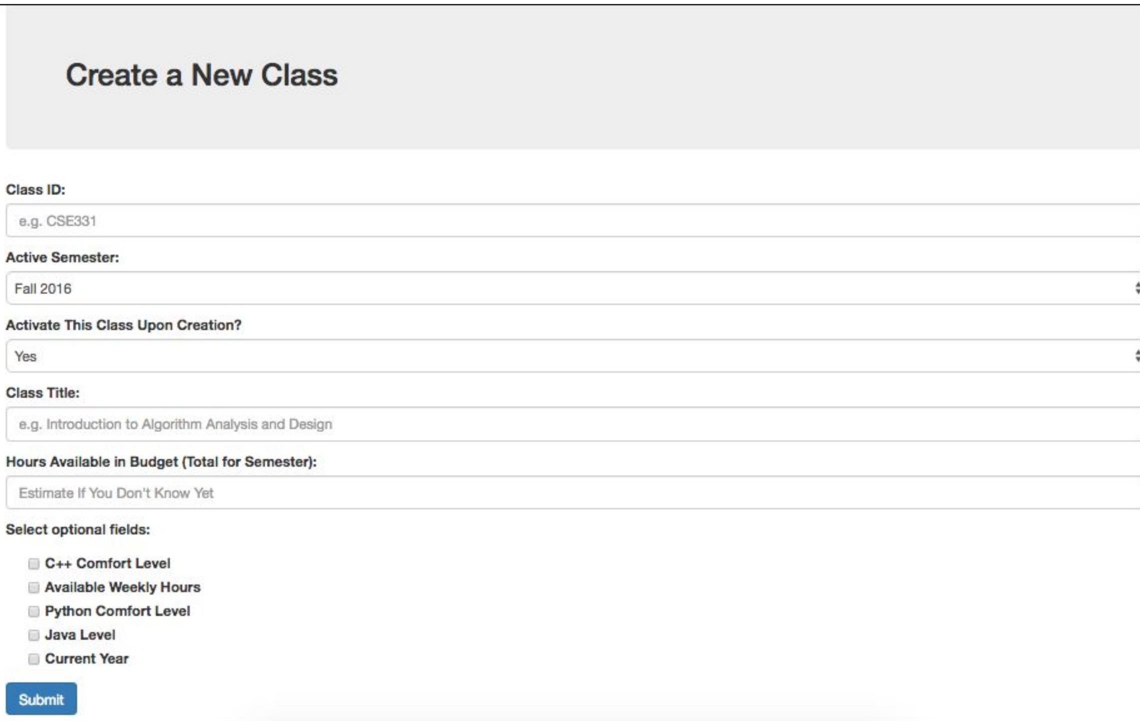
The index page will display your currently active classes. When a class is active, students will be able to apply to it. To show inactive classes, click the checkbox labeled 'Show Inactive Classes' in the top left above the table.

You can toggle the classes' active status by checking the checkbox next to the classes 'Class ID' and clicking the 'Make Active' or 'Make Inactive' buttons below the table.

To view the applicants for a specific class, click on the blue link that is the class' Class ID.

To create a new class, click the 'Create New Class' button at the bottom of the page.

Professor: Create Class

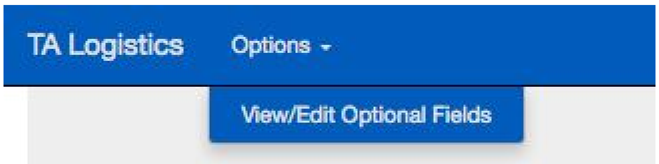


To create a new class, simply fill in the requested data and click submit. If you'd like to allow students to apply to the class as soon as it's created, select 'Yes' for "Activate this class Upon Creation". Otherwise, you'll have to make the class active later by following the instructions on the previous section.

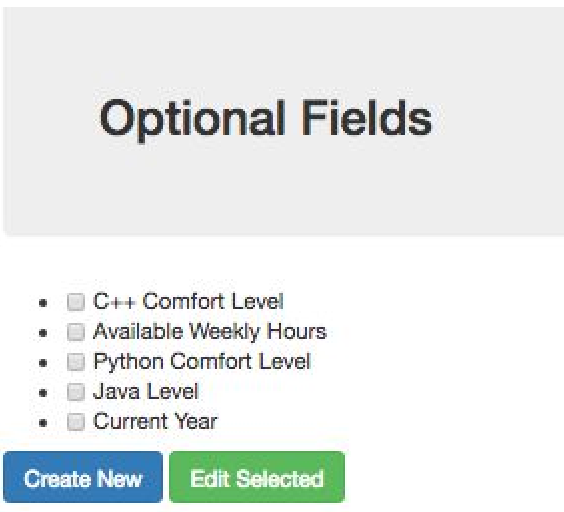
Optional fields are fields that you can create to ask students for information that's not provided by default. Using these fields will be explained in the next section.

Professor: Viewing/Editing Optional Fields

In order to view and edit optional fields, select the 'View/Edit Optional Fields' in the dropdown menu next to the application name:

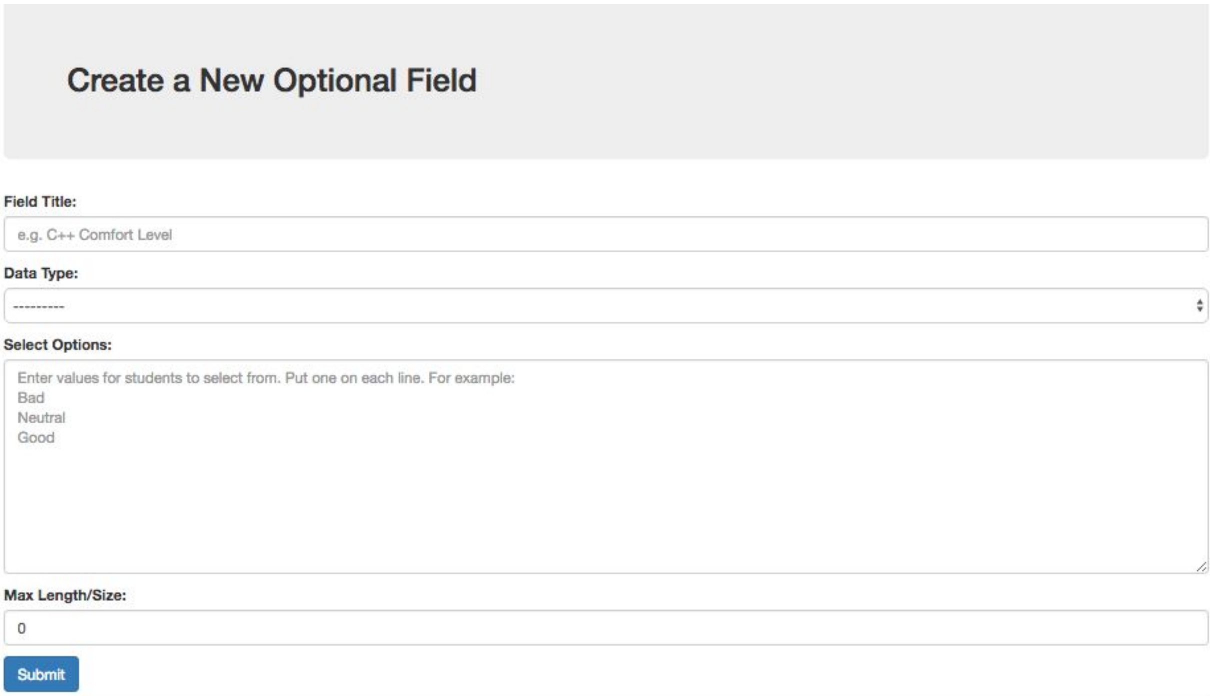


After you click the link, you'll be taken to the following page:



You can either create a new optional field, or select an existing one to edit.

Professor: Creating Optional Fields



To create an optional field, simply fill in the requested data.

If you chose “Programming Language Comfort Level” as the data type, all you have to do is fill in the “Field Title”, and the rest will be handled by the application.

For all the other options, you can select a data type, and if you’d like the student responces to be bound by certain options, you can type those options into the “Select Options” field, separated by new lines. Otherwise, leave that option blank.

If you’d like to bound the size of a number or length of a string, put the max number into the “Max Length/Size” field. If you’d like the size/length to be unbounded, leave the value as 0.

Professor: Editing Optional Fields

You can edit optional fields by selecting the field, and clicking the “Edit Selected Button”.

Editing a field allows you to change the “Field Title”, the “Select Options” and the “Max Length/Size”. The name of the field in the database won’t change, but the title that students see on their application will.

Professor: Viewing applicants

After you click on the link you will see the following table with data:

Applicants

+/-		ubit_name	first_name	last_name	hiring_status	class_grade	gpa	cpp_level	available_hours	java_level
⊞	☐	jsmith	John	Smith	Given Offer	A	3.6	Expert	13	Expert
⊞	☐	jrhoeber	Jordan	Hoeber	Accepted Offer	A	3.7	Advanced	12	Advanced
⊞	☐	asdf	Apple	Tomato	Interviewing	A	3.9	Expert	12	Expert

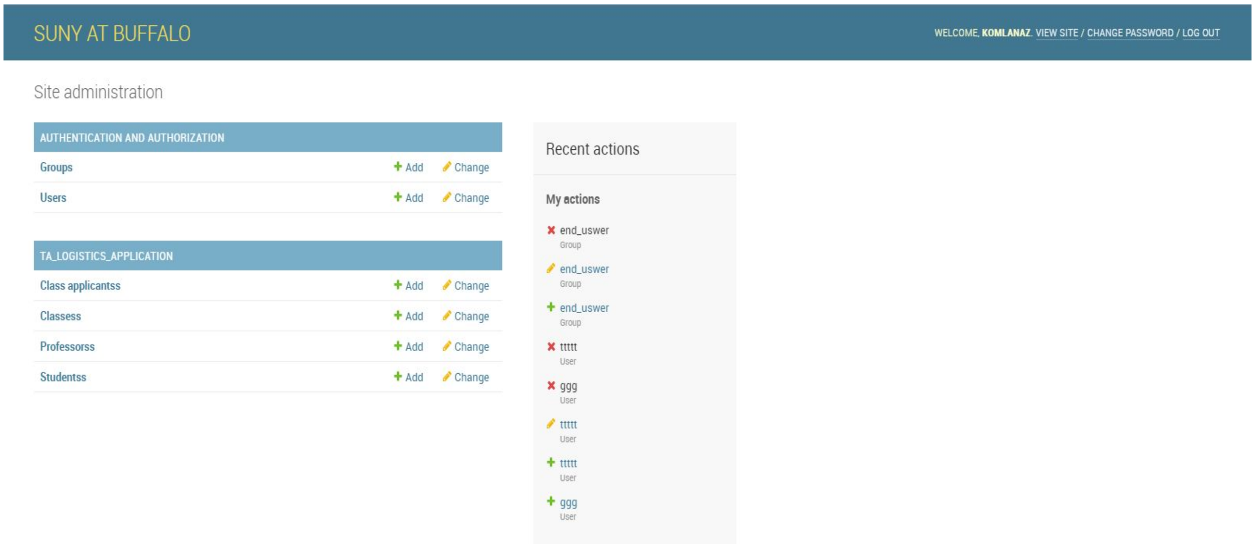
Interview Selected | Hire Selected! | Wait List Selected | Reject Selected

To view more details, such as resume and personal statement, click the plus sign next to the students UBITname.

You can select any student and press a button to perform a corresponding action. For instance, if you'd like to interview 2 student, simply click the checkboxes next to their names and click 'Interview Selected'. This will send an email to the student asking to set up an interview, and update their 'hiring_status'.

If you chose 'Hire Selected', an offer for a position will be sent to that student, and they will select whether to accept or reject the offer. You will be notified via email once they make a decision.

Admin page



This page is the web system administrator page. It is very useful for the security of the data and user access control. From the page, the web administrator will have a total access to the data and user account information.

The main description of the page will focus on different commands and the forms.

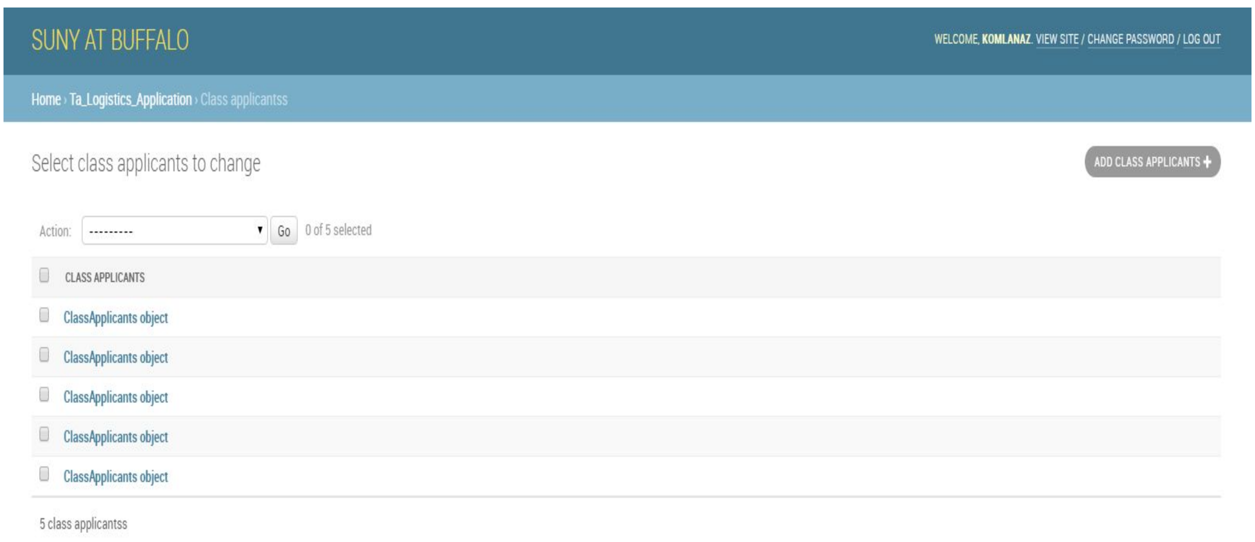
Data

The page presents two groups of data. The first group is user account and related information. The second group is the data from models or user defined data tables. Those data are stored in the SQL database. For any group of data, the administrator can add or create new record, modify or delete existing record.

Commands

The description or the functionality of the following commands is applicable to any forms generated or accessed from admin page.The data are organized in record objects. The record are organized in tables. To modify or delete a record, the data access is recommended. From this page, click on the data table or the related model. It will open the model form.

Example of record object open in a form.



Usually, the forms are opened and displayed all the data it contains.

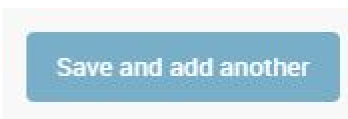
Command **ADD**

This command opens an empty form that allows the user to add a new record. The form is opened with the default values preloaded.

Sample:

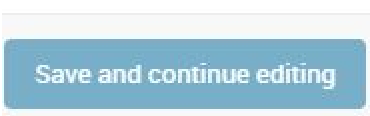
Type the record and use the following command to save it:

Save and add another



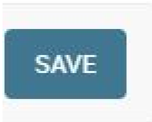
Allows to save new or modified record and open an empty form for adding another record.

Save and continue editing



Allows to save new or modified record and edits it.

Save



Saves new or modified record and closes the form.

Option zone **Action**

It contains action such as **Delete Selected object.** Click on the first button in the front of the name of the model to select all objects in the form one time.

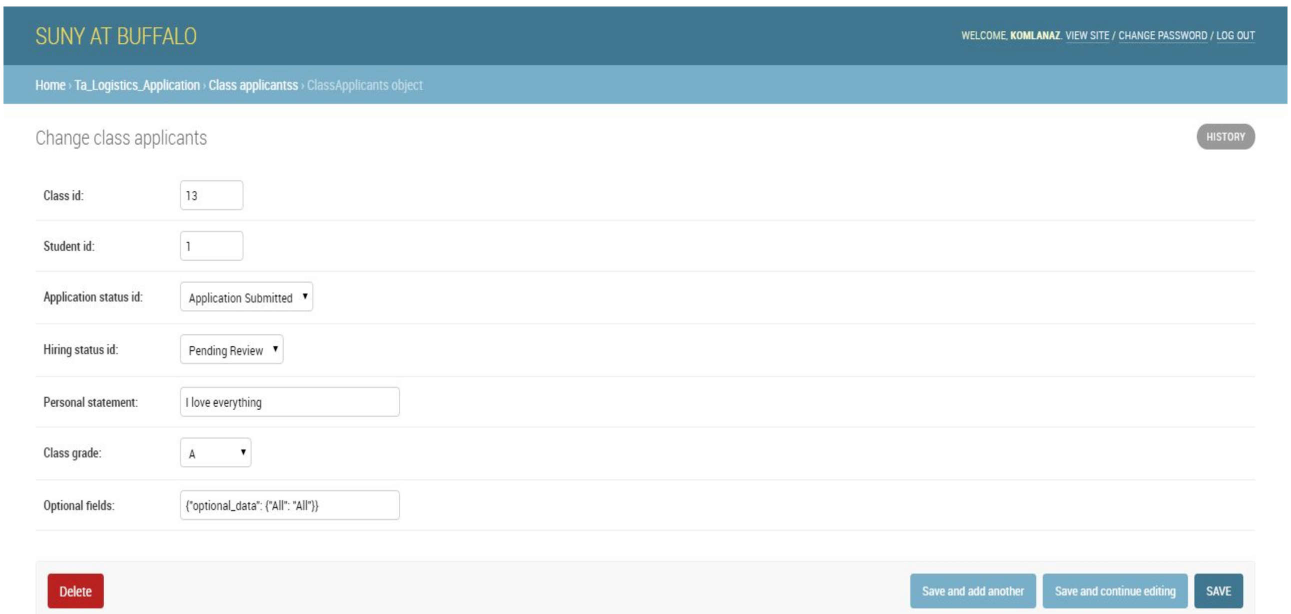
Or click on a single record object to select it.

After the section, apply the action. **Go** button opens the confirmation dialog box. Read the informations in the dialog box and apply the appropriate action.

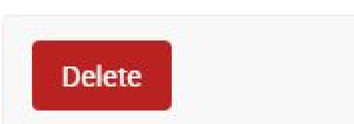
Deletes the record and returns the user to the record form.

Returns to the record form without deleting the selected record.

Click on an a record object to visualize the data



In addition to the command described in the previous forms, the new command button **Delete** allows



the user to delete the current record in the form.

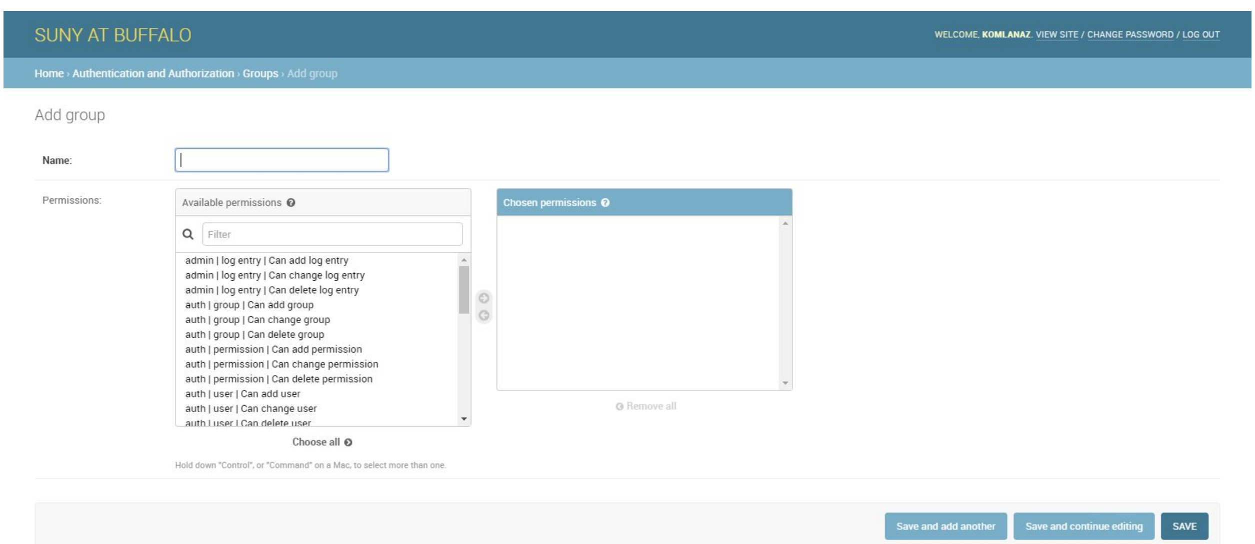
HISTORY button

Opens the history of the events on a form.

USER, GROUP AND AUTHORIZATION AND ACCESS CONTROL

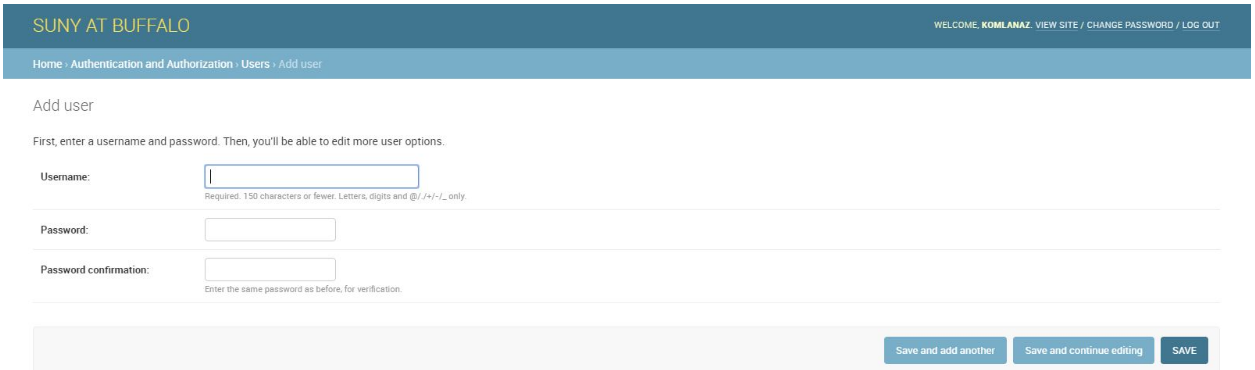
This part of the documentation describes the management of user account and objects' access control. The best strategy to manage user accounts is to create groups of users, grant permissions to each group and make the users the members of the groups. The permissions granted to the group will be automatically applied the users. Specific permissions could be applied to a single user.

Use **Groups** to open the form. Use the previous descriptions to add or update and save the records.



Type the name of the group and select all permissions that must be applied to that group. Save the form.

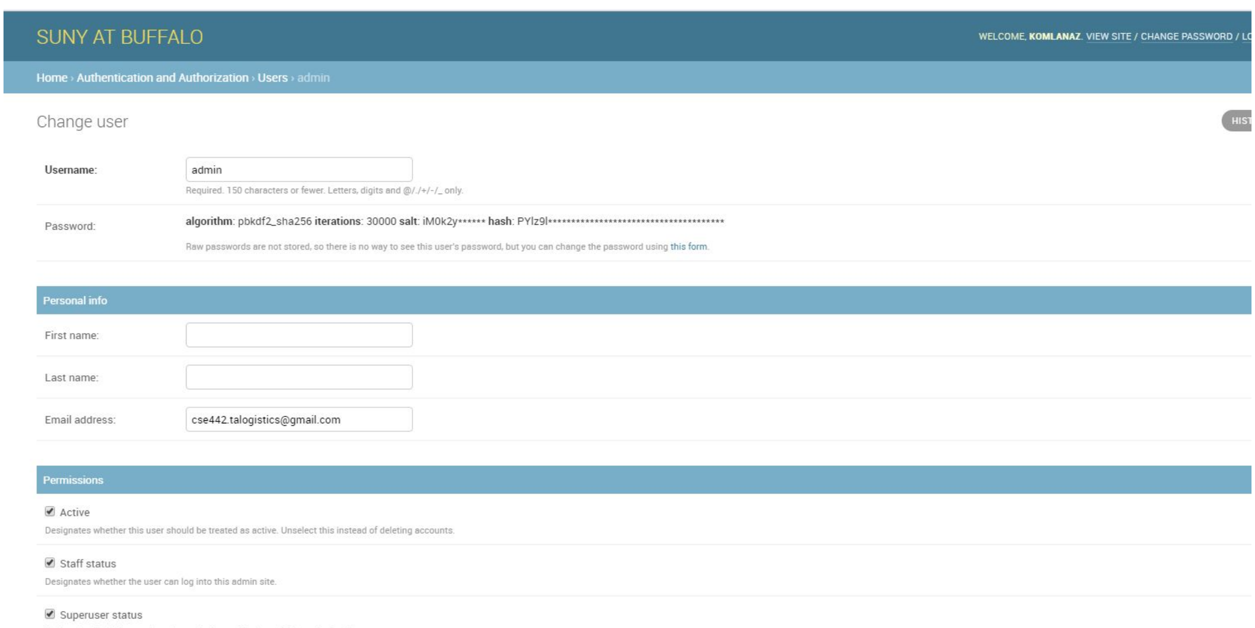
Use **Users** to open the form.

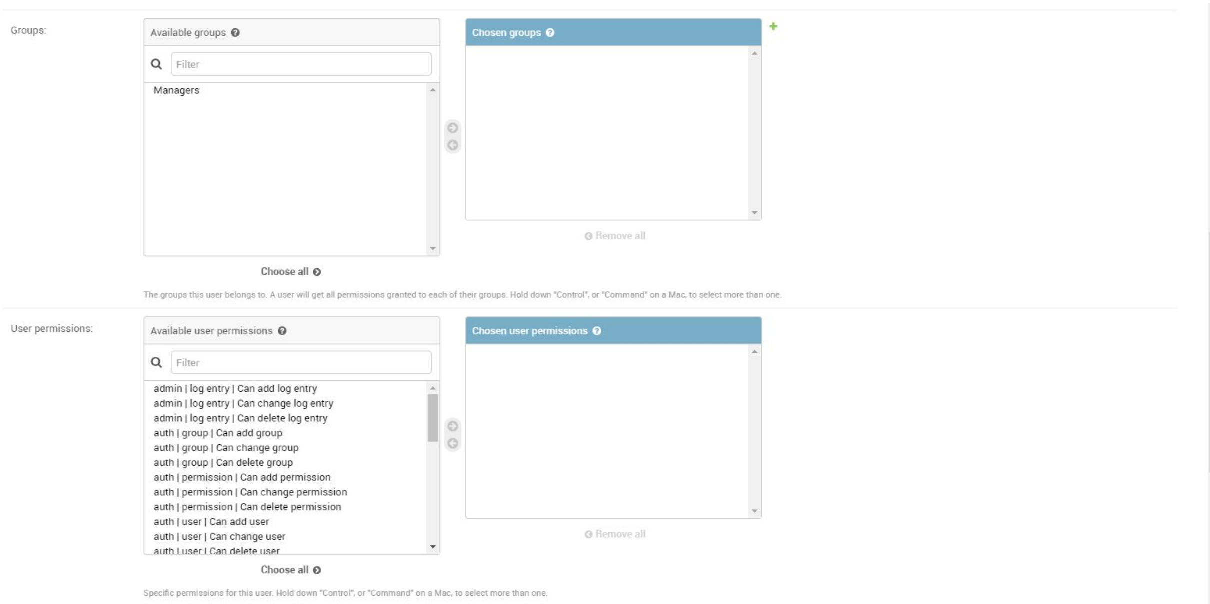


Type the name, the password, confirm the password and save. After creation of the user account, edit the user account record and grant the permission.

Grant access to a user.

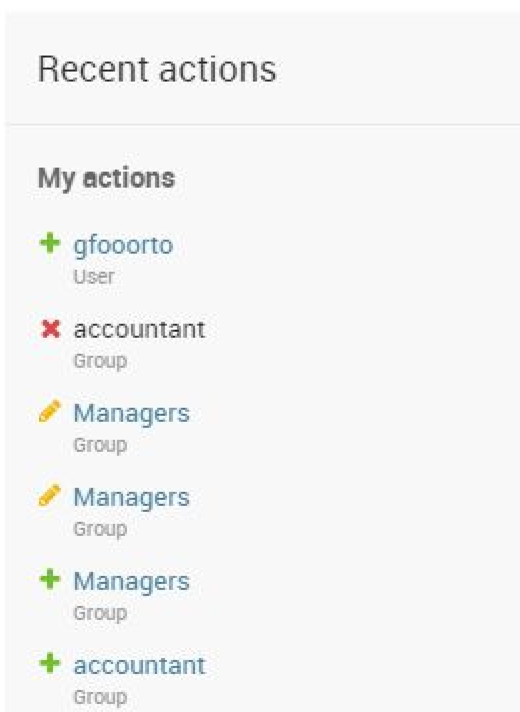
Click on the user account to access the information page.



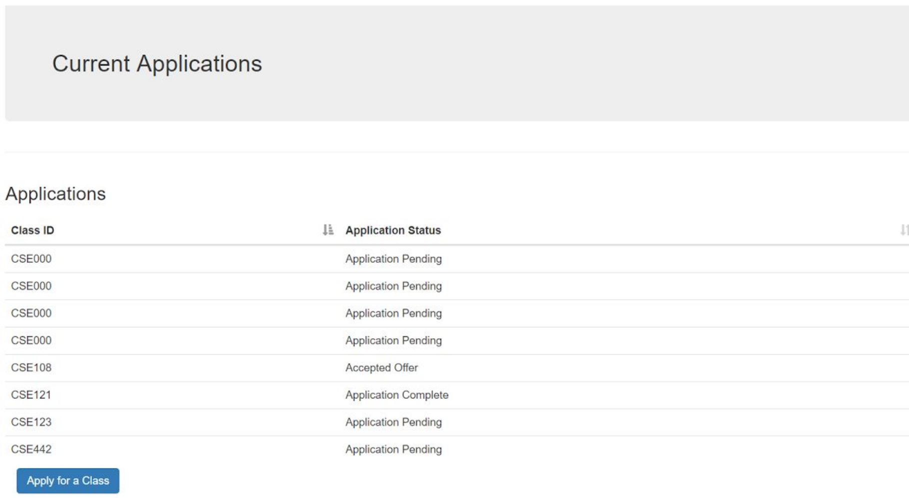


Complete the user information. Select the group the user is a member. Specific permissions could also be applied to a single user.

Recent actions : It acknowledges recent events happened in admin system.



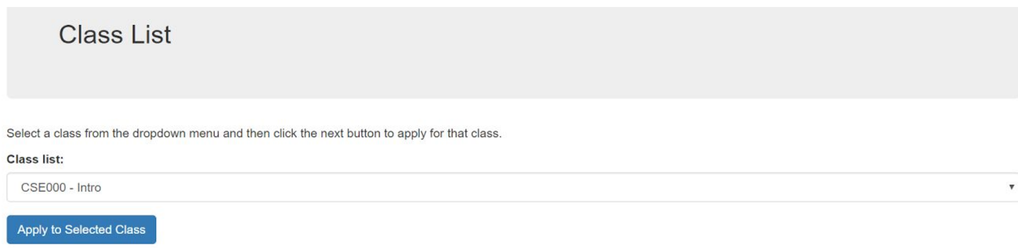
Student View: Current Applications Page



When a student signs into the application they will be brought to the Current Applications page. This page will be empty for a student that has just created a new account. Otherwise, this page will display the application status of every class the student has applied to be a teaching assistant.

A student may click on the “Apply for a Class” button located at the bottom of the page at any time to start a new application.

Student View: Class List Page

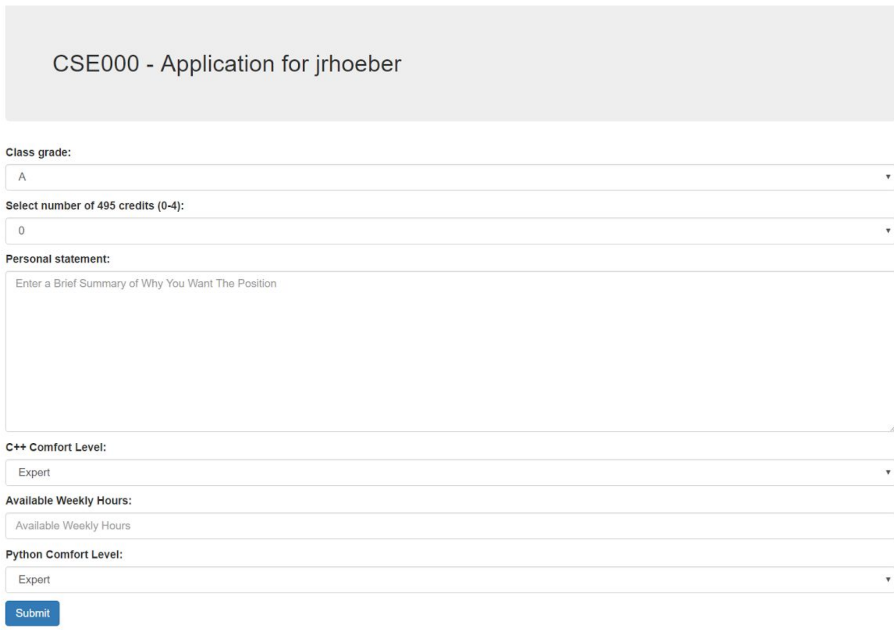


When a student clicks on the “Apply for a Class” button on the Current Applications page they are brought to this page, the Class List page. This page shows a list of all the classes that have vacancies for teaching assistants.

A student will select one class that they would like to apply for and then select it from the drop down menu. After it has been selected they will click on the “Apply to Selected Class” button at the bottom of the page to move to the next step of the application process.

The classes in the menu will automatically be updated by the professors.

Student View: Application Page

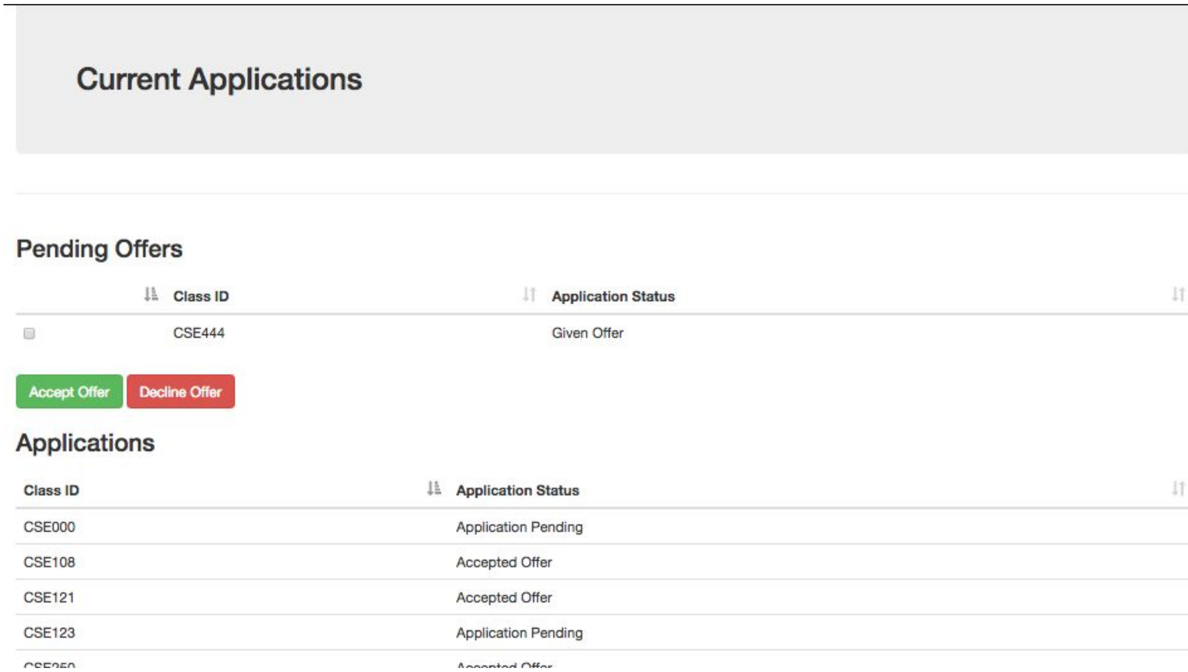


After clicking on the “Apply to Selected Class” button on the Class List page a student will be brought to this Application page. The Application page is where the user will enter all the information that a professor needs to review an application by a student.

Note: The fields of this application page may vary depending on the class that is selected because different professors might have different criteria for their teaching assistants.

Once a student has finished entering all the information required of them by the professor for the class they must click the “Submit” button at the bottom of the page to finish the application process and be redirected back to Current Applications page where they will now see the class they have just applied for.

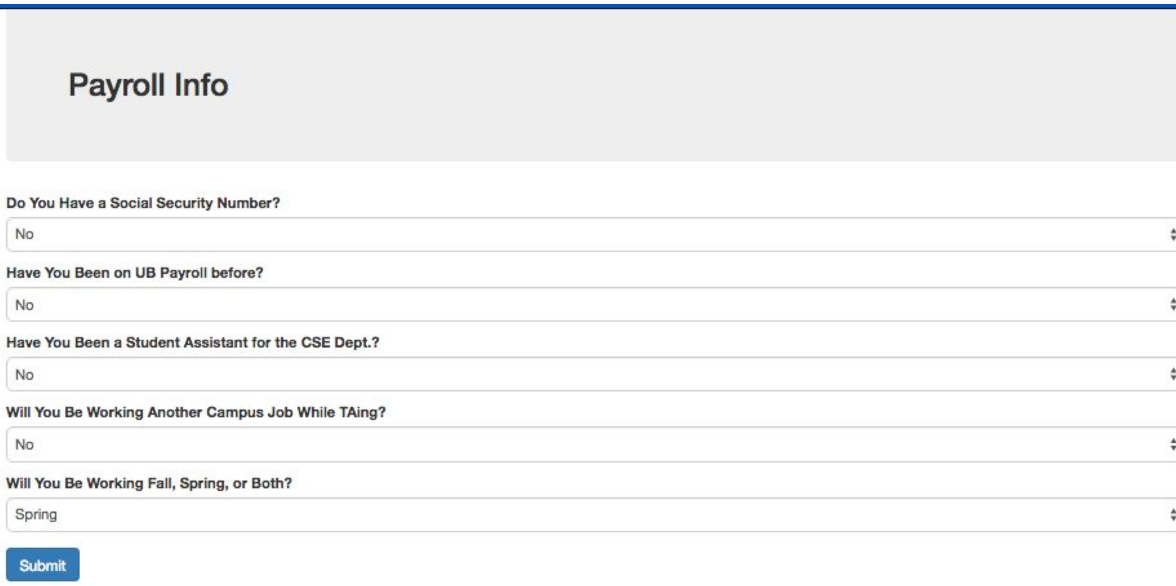
Student View: Accepting/Declining Offers



If a student is given an offer, they will be notified via email, and they will be given the option to accept or decline the offer in their index page under "Pending Offers". To accept or decline, click the checkbox next to the class' ID and click the respective button.

Student View: Accepting Offers

If a student chooses to accept an offer they will be taken to a page in order to fill out some logistical information for payroll purposes.



Payroll Info

Do You Have a Social Security Number?

No

Have You Been on UB Payroll before?

No

Have You Been a Student Assistant for the CSE Dept.?

No

Will You Be Working Another Campus Job While TAing?

No

Will You Be Working Fall, Spring, or Both?

Spring

Submit

In order to officially accept an offer, the student must fill out and submit the form. Once this form is submitted, the professor will be notified, and the student's hiring status will be updated.

This payroll data will be used by HR for processing new employees.