

User Manual for TA and Proctor System Website

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Introduction

Welcome to the TA and Proctor System for Bilkent University. This web-based application is designed to streamline the management of teaching assistants (TAs) and proctors across the university. The system facilitates task assignments, schedule management, leave requests, and various administrative functions to enhance efficiency and communication between university staff and teaching assistants.

Key benefits of the system include:

- Centralized management of TA assignments and duties
- Streamlined exam proctoring scheduling
- Efficient handling of leave and swap requests
- Real-time notifications for important updates
- Comprehensive reporting for workload analysis

System Requirements

To ensure optimal performance of the TA and Proctor System website, please ensure you meet the following requirements:

- **Browser:** Latest version of Google Chrome, Mozilla Firefox, or Microsoft Edge
- **Internet Connection:** Stable internet connection required for real-time updates
- **Screen Resolution:** Minimum 1280 x 800 pixels recommended
- **Cookies:** Enabled in browser settings
- **JavaScript:** Enabled in browser settings

User Roles

The system supports three distinct user roles, each with specific permissions and capabilities:

1. Admin

- Full access to all system features and settings
- User management (create, edit, deactivate accounts)
- System configuration and maintenance
- Override capabilities for special circumstances
- Access to comprehensive reporting and analytics
- Ability to manage all courses, tasks, and exam schedules

2. Staff

- Course management
- Creation and assignment of tasks to TAs
- Scheduling and management of exams
- Review and approval of leave requests
- Review and approval of swap requests
- Access to TA schedules and workload reporting
- Performance monitoring of assigned TAs

3. TA (Teaching Assistant)

- View assigned courses and duties
- View and manage personal schedule
- Mark task completion
- Submit leave requests
- Submit swap requests with other TAs
- View assigned exam proctoring duties
- Record attendance for proctoring sessions
- Submit reports as required

Getting Started

Accessing the System

1. Open your web browser and navigate to the TA and Proctor System website
2. You will be directed to the login page

Login Process

1. On the login page, enter your Bilkent ID in the "ID" field
2. Enter your password in the "Password" field
3. Click the "Login" button

The system will authenticate your credentials and direct you to the appropriate dashboard based on your assigned role.

Demo Accounts

For demonstration purposes, the following test accounts have been created:

Role	Bilkent ID	Password
Admin	123	123
Staff	11596	11596
TA	20101511	20101511

First-time Login

If you are logging in for the first time:

1. Use your Bilkent ID as both your username and temporary password
2. You will be prompted to change your password upon first login
3. Follow the on-screen instructions to set a new secure password

Dashboard Features by Role

Admin Dashboard

The Admin dashboard provides comprehensive control over the entire system and includes the following features:

User Management

- **View Users:** Access a list of all users in the system
- **Add User:** Create new user accounts
- **Edit User:** Modify existing user details
- **Deactivate User:** Temporarily or permanently disable user access
- **Reset Password:** Generate password reset links for users

Course Management

- **View Courses:** See all courses in the system
- **Add Course:** Create new course entries
- **Edit Course:** Update course details
- **Assign Instructors:** Link staff members to courses
- **Course Statistics:** View enrollment and TA assignment data

System Configuration

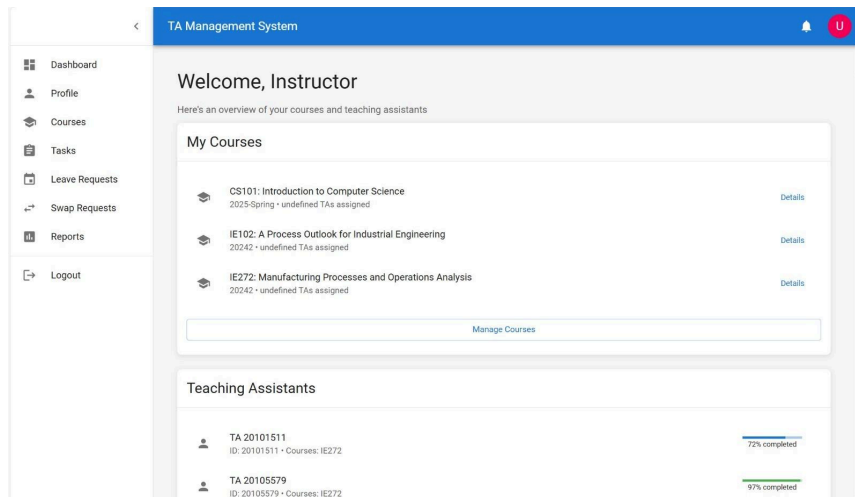
- **System Settings:** Configure global system parameters
- **Email Templates:** Customize notification emails
- **System Logs:** View activity logs for auditing purposes
- **Backup/Restore:** Manage system data backups

Reports

- **TA Workload Report:** Analysis of TA assignments and hours
- **Exam Schedule Report:** Overview of upcoming exam proctoring
- **Leave Request Report:** Summary of approved and pending leave requests
- **System Usage Report:** Statistics on system utilization

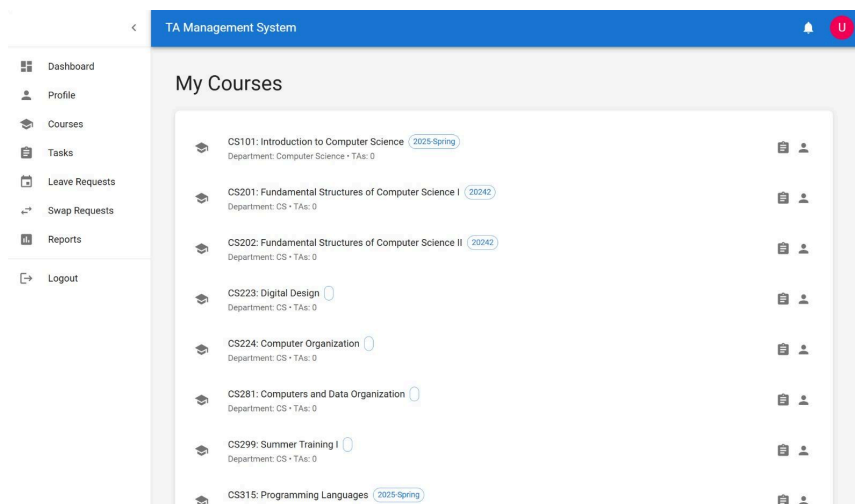
Staff Dashboard

The Staff dashboard focuses on course management, TA supervision, and task assignment:



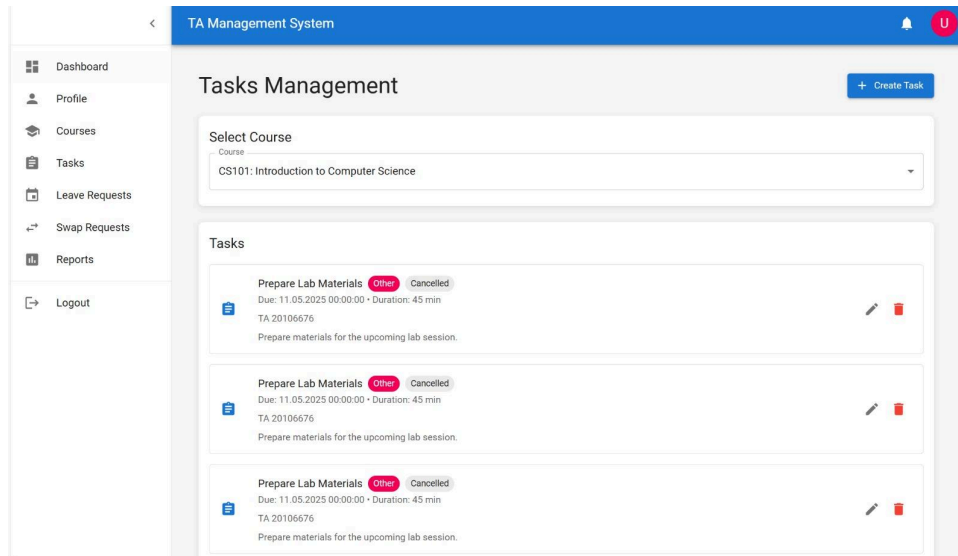
Course Management

- **My Courses:** View courses where you are listed as instructor
- **Course Details:** Access detailed information about each course
- **TA Assignments:** View and manage TAs assigned to your courses



Task Management

- **Create Task:** Add new tasks for TAs (grading, office hours, etc.)
- **Assign Task:** Allocate tasks to specific TAs
- **Task Status:** Monitor completion status of assigned tasks
- **Task Statistics:** View distribution and completion analytics

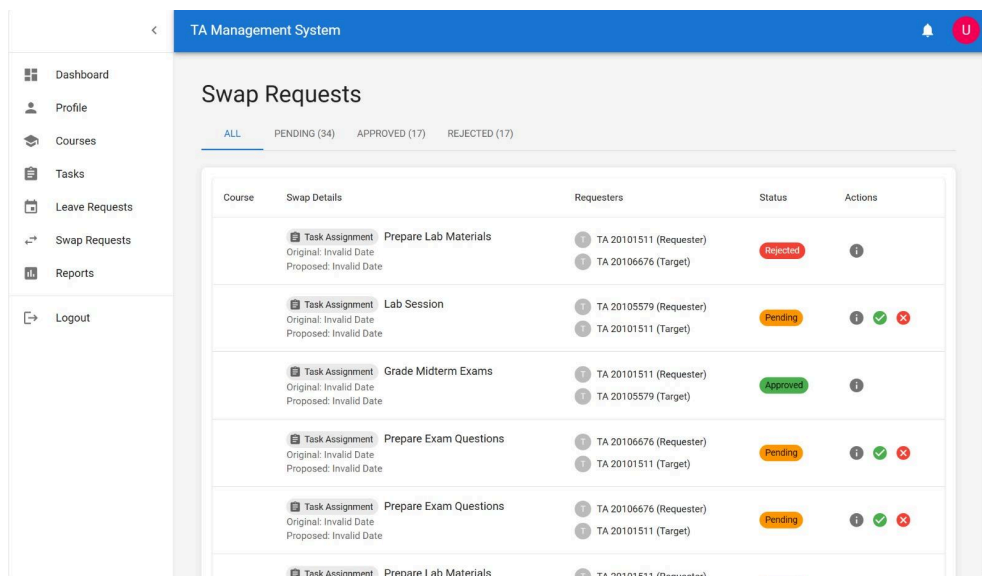


Exam Management

- **Schedule Exam:** Create new exam entries with details
- **Assign Proctors:** Allocate TAs to proctor specific exams
- **Room Assignment:** Manage examination rooms
- **Exam Calendar:** View upcoming exam schedule

Request Management

- **Leave Requests:** Review and approve/reject TA leave requests
- **Swap Requests:** Review and approve/reject TA swap requests
- **Request History:** View past requests and decisions



Reporting

- **TA Performance:** Track task completion and timeliness
- **Workload Distribution:** Ensure balanced assignment of duties
- **Exam Coverage:** Monitor proctor assignments for exams

Dashboard

Profile

Courses

Tasks

Leave Requests

Swap Requests

Reports

Logout

TA Management System

Reports

Course

All Courses

TA WORKLOAD

TASK STATISTICS

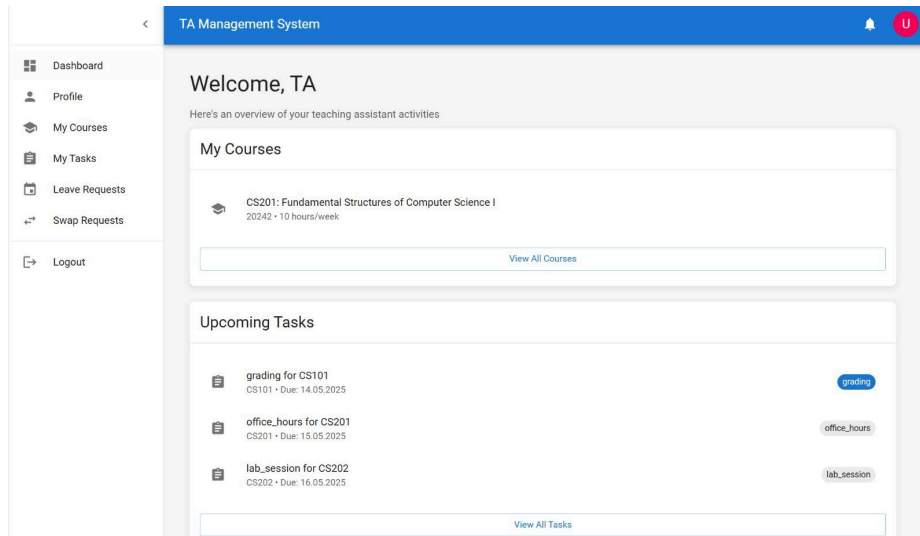
PERFORMANCE

TA Workload Report

TA	Bilkent ID	Courses	Hours/Week	Tasks	Completion
<div>TA 20105579</div> <div>20105579@ug.bilkent.edu.tr</div>	20105579	CS223,CS224,IE272,IE303 4 course(s)	1482	39 total 68 completed, 88 active	<div>174%</div>
<div>TA 20106676</div> <div>20106676@ug.bilkent.edu.tr</div>	20106676	CS224,CS281,IE272,IE303 4 course(s)	1258	34 total 0 completed, 68 active	<div>0%</div>
<div>TA 20101511</div> <div>20101511@ug.bilkent.edu.tr</div>	20101511	CS223,IE272,IE303,IE324 4 course(s)	1155	33 total 68 completed, 64 active	<div>206%</div>
<div>TA 20107145</div> <div>20107145@ug.bilkent.edu.tr</div>	20107145	IE272,IE303 2 course(s)	60	3 total 2 completed, 4 active	<div>67%</div>
<div>TA 20101422</div> <div></div>	20101422	CS201	30	3 total	<div>0%</div>

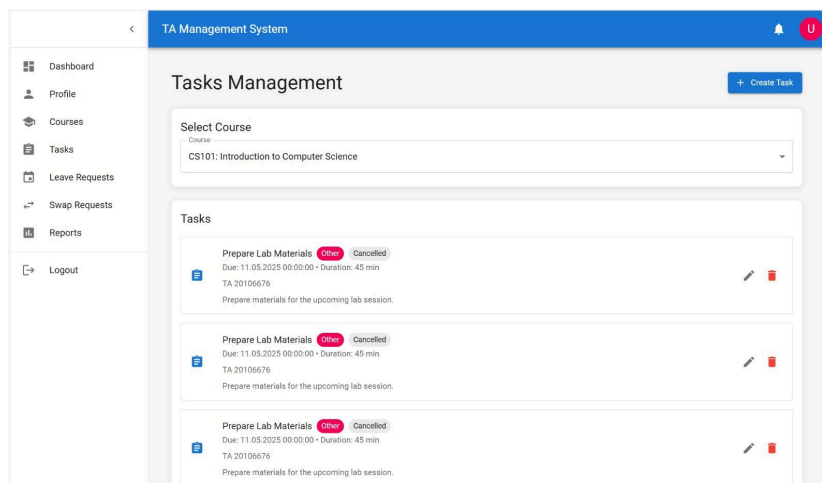
TA Dashboard

The TA dashboard provides tools for managing assignments, submitting requests, and tracking schedules:



My Assignments

- **Current Tasks:** View active task assignments
- **Upcoming Tasks:** See future scheduled responsibilities
- **Task Details:** Access specific instructions for each task
- **Task Completion:** Mark tasks as completed when finished



Exam Proctoring

- **Assigned Exams:** View exams where you are assigned as proctor
- **Exam Details:** Access information about exam location, time, etc.

- **Attendance Recording:** Mark student attendance during exams

Request Management

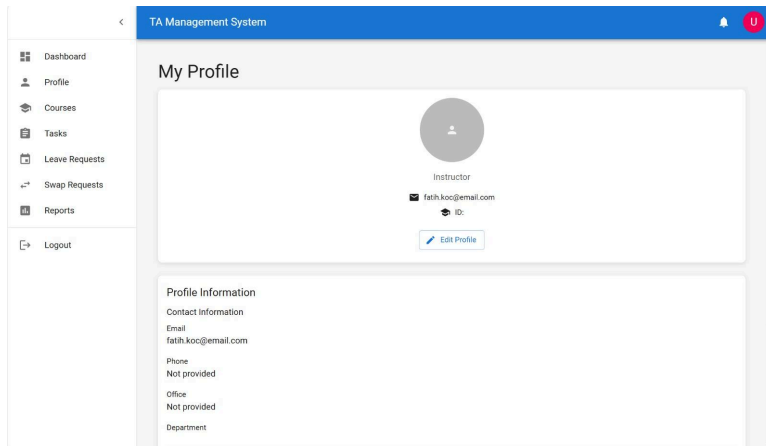
- **Submit Leave Request:** Request time off with reason and supporting documents
- **Submit Swap Request:** Propose duty exchanges with other TAs
- **Request Status:** Track approval status of submitted requests
- **Request History:** View past requests and outcomes

Type	Assignment	Target TA	Status	Submitted On	Actions
Task	Assignment #5	TA 20106676	rejected	11.05.2025	View Details
Task	Assignment #4	TA 20101511	pending	11.05.2025	View Details
Task	Assignment #1	TA 20105579	approved	11.05.2025	View Details
Task	Assignment #7	TA 20101511	pending	11.05.2025	View Details
Task	Assignment #7	TA 20101511	pending	11.05.2025	View Details
Task	Assignment #5	TA 20106676	rejected	11.05.2025	View Details
Task	Assignment #4	TA 20101511	pending	11.05.2025	View Details
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Task	Assignment #5	TA 20106676	rejected	11.05.2025	View Details
Task	Assignment #4	TA 20101511	pending	11.05.2025	View Details
Task	Assignment #1	TA 20105579	approved	11.05.2025	View Details
Task	Assignment #7	TA 20101511	pending	11.05.2025	View Details
Task	Assignment #5	TA 20106676	rejected	11.05.2025	View Details

My Profile

- **Personal Information:** View and update contact details
- **Availability Settings:** Set preferred working hours
- **Skills Profile:** Update special skills relevant to TA duties
- **Work History:** View record of past assignments and hours



Common Features

These features are available to all users regardless of role:

Notifications

- **System Alerts:** Important announcements from administrators
- **Task Notifications:** Updates about new or changed assignments
- **Request Updates:** Status changes for submitted requests
- **Notification Preferences:** Customize how you receive alerts

Profile Management

- **Change Password:** Update your login credentials
- **Contact Information:** Keep your email and phone number current
- **Profile Picture:** Upload or update your user avatar

Help System

- **User Manual:** Access this documentation online
- **FAQ:** Find answers to commonly asked questions
- **Video Tutorials:** Watch instructional videos for key features

Troubleshooting

Common Issues and Solutions

Login Problems

- **Forgot Password:** Click "Forgot Password" on the login screen to receive a password reset email
- **Cannot Access Account:** Ensure your account is active and your Bilkent ID is entered correctly

Display Issues

- **Page Not Loading Properly:** Try clearing browser cache and cookies
- **Elements Misaligned:** Ensure you're using a supported browser at recommended resolution
- **Slow Performance:** Check your internet connection speed

Functional Problems

- **Cannot Submit Form:** Ensure all required fields are completed
- **Error Messages:** Note the exact error message and report to support
- **Data Not Saving:** Try refreshing the page and re-entering information

Browser Compatibility

For optimal experience, we recommend using:

- Google Chrome (version 90+)
- Mozilla Firefox (version 88+)
- Microsoft Edge (version 90+)

If you experience issues with other browsers, please consider switching to one of the recommended options.

Support

For additional assistance with the TA and Proctor System:

- **Email Support:** Contact the system administrator at ahed.alaryan@ug.bilkent.edu.tr
- **Phone Support:** Available during business hours at +90 555 162 8038

When contacting support, please provide:

- Your Bilkent ID
- Your role in the system
- A detailed description of the issue
- Screenshots of any error messages (if applicable)
- The browser and operating system you are using

This user manual is maintained by the Bilkent University IT Department. Last updated: May 2025.