TA/Grader app USer Guide

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# Important Server Information

## Source Code Location

The production server is currently swent0linux.asu.edu. The source code is located in the folder ~kgary/TAGraderApp

## Starting the Server

To start the server navigate to the directory above and enter the following command:

Forever –o out.log –e err.log [-l forever.log] start server/index.js

## Stopping the Server

To stop the server enter the command: forever list  
You will see a list of forever processes and each one will have an index number. It will typically be zero.  
Enter the following command: forever stop 0

## SSL Certificates

The server has commented out code to use SSL certificates. For the deployed version, traffic is proxied through an Apache2 front end which provides https, so the endpoint is http but non-accessible to the outside world.

## File Uploads

When a student uploads a file (iPOS, Resume, Transcript) the files will be located at: ../userUploads/attachments/<ASURITE ID of User>

When the Program Chair uploads a new schedule the file will be located at:  
../userUploads/schedule

# Important Database Information

## Database Credentials

Database Name: sblDB  
Database User: root  
Database Password: root

## Initializing the Database

If after testing the database needs to be reset to its initial state please follow these steps:

1. In your SSH terminal type the following command: mysql –u root –p sblDB and hit Enter
2. Type in the password “root” and hit Enter
3. In the mysql command line type the command: drop database sblDB; and hit Enter
4. Next type in the command: create database sblDB;
5. Then type in the command: use sblDB;
6. The database is now created and you are using that database
7. Now type in the command: source <path to TAGraderApp>/database/Database.sql and hit Enter
8. Now all the tables are created
9. Lastly type in the command: source <path to TAGraderApp>/database/Initial\_data.sql and hit Enter
10. The database is now created and filled with the appropriate information to start the app from the beginning.
11. Type the command: exit and hit Enter to exit the mysql command line.

If you would like to insert the sample data into the database replace the command in step 9 with the following: source <path to TAGraderApp>/database/Sample\_data.sql and hit Enter then continue at step 10.

## Initial Data

The initial data includes the Program Chair and Administrative users along with all relative courses currently available from ASU.

Credentials for users:

Program Chair

Username: kgary Password: Password#PC1

Administration

Username: emallen Password: Password#A1

# Creating a Student Account

Only students will be required to create an account. Faculty and administrative users will be added by the Program Chair and provided a default password to access their account.

All users share the same password requirements:  
8-20 Characters, 1 Lowercase Letter, 1 Uppercase Letter, 1 Special Character (#?!@$&\*-), 1 Number

To create an account a student must visit the home page of the application. The home page will display a login/create account form. The student must select the “Create Account” tab. A form will be displayed for the student to enter their information. All required fields are marked with an asterisk. Upon filling out all required fields the user must click the “Create Account” button. If all required fields meet the requirements their account will be created and they will be directed to the login screen.

Student users are required to use an email address ending in: @asu.edu

# Log In Procedure

All users will be required to log in to the application. User must visit the application home page and enter their ASURITE ID and password associated with their account. If their ASURITE ID/password is incorrect, an error message will be displayed to the user. Once the user enters their correct ASURITE ID and password they must click the “Log In” button. Upon logging in the user will be directed to their home page.

# Log Out Procedure

Logging out can be done at any point while logged into the system by simply clicking the ‘Log Out’ link in the page header. However, logging out of the system will not save any unsaved data input.

# Changing Password

To change a password the use must click the ‘Change Password’ link in the header of any of his/her pages. Inside that page the user must enter their current password along with their new password that meet the requirements in Section 3. Once all the information is filled out the must click the ‘Change Your Password” button. If the change was successful a success message will be displayed. If any errors are encountered the error will be displayed on the page.

If a user cannot remember their password they must email the Program Chair to have it reset.

# Student Application

A student has the ability to create, edit, and submit an employment application.

## 7.1 Creating an Application

To start an application, the student must click on the ‘Application’ button on their home page. The student will be presented with a series of pages requesting contact information, education information, employment information, availability for each semester, programming skills, and competencies and previous experience in ASU courses. The student will have the option to save input and remain on a page, or save input and move to the next page of the application. The application is considered submitted when the student has completed and saved all pages.

### Contact Information Page

This page prompts the student to enter personal contact information.

### Education Page

This page prompts the student to enter details about their educational program and status of their educational progress. This page also allows the user to upload their iPOS and transcripts as part of the application.

### Employment Page

This page prompts the student to enter employment information regarding how many hours they can work, and if they have any outside employment obligations. The student is responsible for entering the correct number of combined hours they are allowed to work by law at both ASU and an outside employer, if applicable. The system will check the hours entered, and based on what the student inputs, the system will notify the student if they must change the number of hours they are seeking. This page also allows the user to upload their resume as part of the application.

### Availability Page

This page prompts the student to select their work availability for Monday through Friday of each week of the upcoming semester. The Program Chair sets the semester in the application deadline. The student user selects their availability for each day in the form of two-hour blocks. An option exists for the student to clear all selections made, select all time blocks, as well as an option to restore the selections from the user’s last save.

### Languages Page

This page prompts the student to select from a list of programming languages, IDEs, and collaborative tools for which they may have some experience. Each selection made should be accompanied by an experience level selection; the experience level choices are Novice, Proficient, and Expert.

### Courses Page

This page prompts the student to select courses for which they have previously taken, feel qualified to TA or grade, and/or have previously been a TA or Grader. Only the courses that the student makes at least one selection on will be saved. If the student removes all selections for one course, then that course will no longer be saved in the database. As such, for any courses the student has previously added and saved, if all selections are removed for that courses or courses, then those courses will be removed from the database.

## 7.2 Editing/Resuming an Application

The student can resume an incomplete application or edit a submitted application by clicking on the application button on the home page. Each application page will display the student’s previously saved responses for editing. If the student is resuming an incomplete application, they will be taken to the last saved position in the application.

## 7.3 Application Status

The student’s application status is displayed on the home page. The application statuses are:

* New
* Incomplete
* Complete

The status is updated as the user completes application pages. A new student user’s application will initially be set to New after account creation. If a student’s application is set to Incomplete, then all needed items will for the application to be considered Complete will be listed in the Call to Action section of the home page.

## 7.4 Student Notifications (Calls to Action)

This section of the student home page displays notices to the student and directives to the student to complete missing required fields of the application. The missing fields are listed by application page name, with a link to take the user to that part of the application. Items are removed from the section as they are completed. If a page is complete, it will not be displayed as part of the section. Each page is checked for completeness upon saving, so an application can be completed in any page order.

This section will also notify the user of upcoming application submission deadlines, as set by the Program Chair. If the student has also indicated that they are on academic probation, then they will be reminded in the section as well.

Also displayed is any feedback received from the Program Chair. If the student has any feedback, it will be displayed in the designated area, otherwise ‘No feedback from Program Chair’ will be shown. If the student does have feedback, a checkbox is provided so that the student can check it and indicate to the Program Chair that the student has complied with any directive feedback.

# Program Chair

## Creating Faculty/Administrative Account

Only the Program Chair has the ability to create a faculty or administrative account. The Program Chair can click the header link ‘Add Faculty/Admin User’ on any of his/her pages. The PC will be shown a form where they must fill out all information except for middle name. The faculty and administrative users can use any email address unlike student users. The Program Chair has the options to set a default hard coded password or select one of their own that meets the requirements listed in Section 3. Once filling out all information the Program Chair must click the ‘Create User Account’ button and if there are no errors the Program Chair will be returned to their home page.

The default password for Faculty/Administrative user is: 8\*Yyyyyy

This can be changed on line 86 of the account.js file located at

<path to TAGraderApp >/client/app/account.

## Class Summary Page

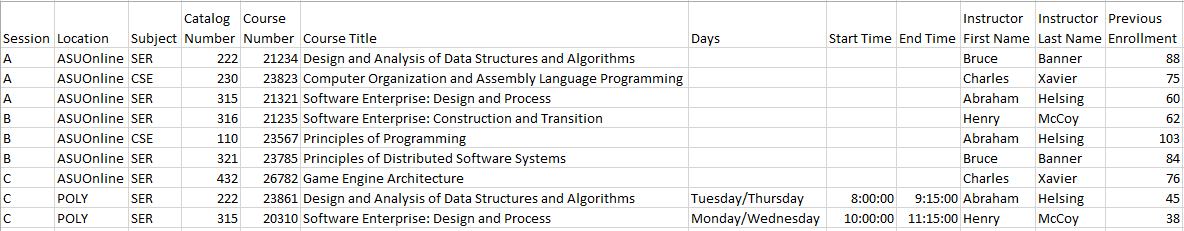
The Program Chair will be able to select a class from a drop down menu on their home page. Upon selecting a class the Program Chair will be presented with a class summary page. On this page the Program Chair can view the class details, view/update status, view/update enrollment, view/update required TA/Grader hours, view/edit assigned students, and view faculty requests. The Program Chair will also be able to assign students to a class on this page (Please see section 8.8 Assign Student to a Class).

## Set Application Deadline

This tool allows the Program Chair to set the semester and date for the next application period. The date entered by the Program Chair will be reflected on the home page of student users. Notifications to students are made on the home page when the deadline date is within a week.

## Upload Class Schedule CSV

This tool allows the Program Chair to quickly upload a semester schedule into the database. The Program Chair must upload the correctly formatted CSV file for the database to be updated. If the Program Chair fails to upload the correct CSV file he/she will see a warning message. Upon successful CSV file upload previous classes will be removed from the database and replaced with the information contained within the CSV file. If the file was uploaded successfully the Program Chair will be shown a pop up message indicating it was successful and the drop down menu on the home page will now be populated with the new data. Below is an example of the Spreadsheet to be saved as a CSV file.



## Home Page Notices and Calls to Action

The Program Chair Home page displays notices and calls to action based on student application activity, proximity of the application deadline date, and class TA and Grader assignments. Each call to action regarding class assignments will provide a dropdown list of classes that will take the Program Chair to the class summary page of a selected class. For calls to action regarding classes lacking in TA and Grader hours, the remaining hours are also displayed alongside the class name in the dropdown.

### 8.5.1 Notices

Upon login, the Program Chair will see a count of how many new applications have been started since last login, along with the current count of incomplete and complete applications. If the application deadline is approaching, within a week, then a notice is displayed to remind the Program Chair that the deadline should be changed soon.

### 8.5.2 Calls to Action

Upon login, the Program Chair will see a list of action items pertaining to the overall status of each class and its current status regarding TA and Grader assignments. The system will check for and display a list of:

* Classes still indicated as Incomplete.
* Classes with no TA and Grader placed (no placement data).
* Classes missing a TA and/or Grader (placement data exists but assignments missing).
* Classes with assigned TAs and/or Graders but the TA and/or Grader status is not Confirmed.
* Classes with TA and/or Grader assignments not meeting the required TA and Grader hours.

Listed hours indicate how many hours are needed to meet the established required hours of the class for either a TA or Grader.

The Program Chair will also be notified if the current day is the application deadline date or if the deadline date has passed, and will be prompted to change it as soon as possible.

Also displayed will be a list of students who have indicated that they have complied with any application feedback that was provided by the Program Chair. If the Program Chair clicks on a student’s name in the list, the system opens the view for that student’s application.

## Student Evaluations

To add a student evaluation the Program Chair must first log into their account. Once logged in the Program Chair Home page will contain a link called “Submit Student Evaluation”. After clicking the link, the Program Chair will see a form to submit an evaluation. The Program Chair can select the student’s name from the dropdown box for the evaluation; each question has a required numerical rating 1 through 5 and an optional comments box.

## View Student Applications

To view students’ applications the Program Chair must first log into their account. Once logged in the Program Chair Home page will contain a link called “View Student Applications”. After clicking the link, the Program Chair will see all of the students’ first and last names with applications in the system and their application status. The Program Chair has the option to click one of the students’ names to view their application information, which includes evaluations or has the option to use the drop-down box at the top of the page to select a course. Once a course is selected and the Submit button is clicked the students’ names will be updated with a sorted list based on these factors in this order of priority, qualified for that course, prefer that course, previously TA for that course, previously Grader for that course, and the student’s GPA. All students displayed will have an application status of complete, cannot be on academic probation, and have a speak test score of 26 or greater, if not null. The Program Chair can click on any students’ name and view their application information and evaluations if exists. The Program Chair also has the ability to view the students’ attachments, after clicking on a student’s name, there will be an attachments table that will contain buttons for each attachment and once selected will display PDF viewer for the Program Chair to view the attachment. \*Note - Program Chair and Administrative users can see contact information and view the instructor whom submitted the evaluation, but faculty users cannot, also faculty users can only view complete applications where Program Chair and Administrative users can view both complete and incomplete applications until selecting a course.

The Program Chair will be provided a text area to input application feedback on each student’s application. Here, the Program Chair can enter any directives, needs, or just general feedback that the student should see. When saved, this input will be displayed on the student’s home page. If the student indicates that they have complied with the feedback, this will also be displayed here. If the Program Chair finds that the student has not actually complied, they can uncheck the box and save.

## Assign Student to a Class

### 8.8.1 Assign New Student

To assign a student to a class the Program Chair must navigate to the Class Summary Page (See Section 8.3 Class Summary Page) of the class they wish to assign a student. In the Assigned Students section of the class summary page the Program Chair must click the ‘Assign New Student’ Button.

The Program Chair will be shown a page populated with students matching and sorted by the criteria mentioned in section 8.7 View Student Applications. Each record will show the student’s pertinent information. The Program Chair can also click on the student’s name to view their application.

The Program Chair must click the checkbox next to the student’s name (allows multiple selections) and click the “Assign Selected Students” button. Upon clicking the button the Program Chair will be returned to the class summary page and a new section (Assign New Students) will appear. Here the Program Chair can assign them to any available positions from the drop down box, set their assigned hours (not greater than their available hours) and select their assign status.

Not every student in the Assign New Students section must be used. Only the ones that have all the required fields will be saved.

### 8.8.2 Assign Faculty Requested Student

To assign a faculty requested student to a class the Program Chair must navigate to the Class Summary Page (See Section 8.3 Class Summary Page) of the class they wish to assign a student. In the Faculty Requests section of the class summary page the Program Chair must click the ‘Assign’ button next to the name of the student (or both names) they wish to assign to the class. If the faculty requested student is already assigned to the class or is already in the Assign New Students section an error message will be displayed on the screen. To assign the same student to multiple positions in a class you must follow the procedure listed in 8.8.1.

A new section (Assign New Students) will appear if it was not already visible from the procedure listed in 8.8.1. Here the Program Chair can assign them to any available positions from the drop down box, set their assigned hours (not greater than their available hours) and select their assign status.

Not every student in the Assign New Students section must be used. Only the ones that have all the required fields will be saved.

### 8.8.3 Remove an Assigned Student from a Class

To remove a student assigned to a class the Program Chair must navigate to the Class Summary Page (See Section 8.3 Class Summary Page) of the class they wish to remove a student. In the Assigned Students section of the class summary page the Program Chair must click the ‘Delete’ button next to the assigned student they wish to remove.

## Edit Courses for Student Application Courses Page

To edit the courses on the courses page of the student application the Program Chair must first log into their account. Once logged in the Program Chair Home page will contain a link called “Edit Courses”. After clicking the link, the Program Chair will see all the courses currently being displayed as well as an update and delete button next to each course. By clicking the update button a text field will appear and allow for the Program Chair to update both the course section and course name and click save. The delete button will remove the course from the students view, but there is also an add button at the end of the list if the Program Chair needs to add more courses, which opens the text fields for the Program Chair to enter both the section and course name to save.

## Change another Users Password

To change another user’s password the Program Chair must click the ‘Change Password’ link in the header of any of his/her pages. Inside that page the Program Chair must select the ‘Change Other User Password’ checkbox. Here they can enter the users ASURITE ID and have the choice to set a hard coded default password or to enter their own that meet the requirements listed in Section 3. Once all the information is filled out the Program Chair must click the ‘Change User Password” button. If the change was successful a success message will be displayed. If any errors are encountered the error will be displayed on the page.

The default password for changing a user’s password is: 1!Aaaaaa

This can be changed on line 1025 of the programChair.js file located at <path to TAGraderApp>/client/app/programChair.

## Update All Enrollments

To update all class enrollments at once the Program Chair must click the ‘Update Enrollment’ link in the header of any of his/her pages. Inside that page the Program Chair can enter all the enrollments for every class or only for the classes they wish to update. The program will only save the ones that the Program Chair enters. After entering the enrollments and clicking the ‘Save Enrollments’ button the Program Chair will be returned to his/her home page.

# Faculty

## Student Evaluations

To add a student evaluation a faculty user must first log into their account. Once logged in the Faculty Home page will contain a link called “Submit Student Evaluation”. After clicking the link, the faculty user will see a form to submit an evaluation. The faculty user can select the student’s name from the dropdown box for the evaluation; each question has a required numerical rating 1 through 5 and an optional comments box.

## View Student Applications

To view students’ applications the faculty user must first log into their account. Once logged in the Faculty Home page will contain a link called “View Student Applications”. After clicking the link, the faculty user will see all of the students’ first and last names with an application status of complete. The faculty user has the option to click one of the students’ names to view their application information, which includes evaluations or has the option to use the drop-down box at the top of the page to select a course. Once a course is selected and the Submit button is clicked the students’ name will be updated with a sorted list based on these factors in this order of priority, qualified for that course, prefer that course, previously TA for that course, previously Grader for that course, and the student’s GPA. All students displayed will have an application status of complete, cannot be on academic probation, and have a speak test score of 26 or greater, if not null. The faculty user can click on any students’ name and view their application information and evaluations if exists. The faculty user also has the ability to view the students’ attachments, after clicking on a student’s name, there will be an attachments table that will contain buttons for each attachment and once selected will display PDF viewer for the faculty user to view the attachment.

## Request Student

### Request a Student

To request a student be assigned to their course a faculty user must first log into their account. Once logged in the Faculty Home page will contain a drop down of their courses. The faculty user must select a class they would like to make a request. After selecting their course they will be shown a summary of the course they selected. It shows any students they already requested along with any students already assigned to their class. They must enter the ASURITE ID of the student(s) they would like to request (1st Choice, 2nd Choice) and click the ‘Save New Requests’ button. If the student is not in the database an error pop up will display to the faculty user.

### Remove Student Request

To remove a student request the faculty user must follow the procedure in 9.3.1 but instead of entering the students ASURITE ID they need to delete it from the text box and click the ‘Save New Requests’ button.

# Administration User

## Administration User Home Page

When an admin user first logs on, they are taken to their home page. The home page displays the current application submission deadline, application notices, and the status of course assignments.

### Application Submission Deadline

This is the deadline for student application submissions as set by the Program Chair. It displays the semester for which the applications are being submitted, and the date that applications should be submitted if they are to be considered for employment.

### 10.1.2 Notices

This section displays any deadline date notices and the counts of incomplete and complete applications. If the deadline date is within 7 days, is that day, or the deadline date has passed, then a notice is made to the admin user that the system needs the Program Chair to update the deadline date.

### 10.1.3 Course Assignment Updates

This section displays the status of classes and course assignments as needed to be accomplished by the Program Chair. Each subsection displays the courses that are lacking completion based on criteria as found in the Program Chair section of this document, section [8.5.2 Calls to Action](#_6.5.2_Calls_to).

## View Student Applications

To view students’ applications the admin user must first log into their account. Once logged in the Administrative Home page will contain a link called “View Student Applications”. After clicking the link, the admin user will see all of the students’ first and last names with applications in the system and their application status. The admin user has the option to click one of the students’ names to view their application information, which includes evaluations or has the option to use the drop-down box at the top of the page to select a course. Once a course is selected and the Submit button is clicked the students’ names will be updated with a sorted list based on these factors in this order of priority, qualified for that course, prefer that course, previously TA for that course, previously Grader for that course, and the student’s GPA. All students displayed will have an application status of complete, cannot be on academic probation, and have a speak test score of 26 or greater, if not null. The admin user can click on any students’ name and view their application information and evaluations if exists. The admin user also has the ability to view the students’ attachments, after clicking on a student’s name, there will be an attachments table that will contain buttons for each attachment and once selected will display PDF viewer for the admin user to view the attachment.

## Change another Users Password

Please see section 8.10 as the process is the same for the administrative user.