



# Corral User Guide - Staff

SIT374 - Capstone Project

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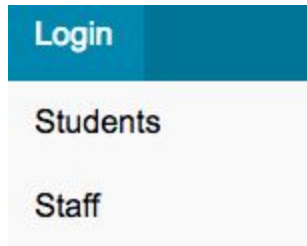
## Purpose

This document aims to assist users in navigating the Corral application and performing the desired action of creating or updating projects, modifying student information and adding students to groups in order for projects to be completed over the a single or multiple trimesters.

As new features are added to Corral, this guide may undergo changes at any time.

## Register Account

Open the Corral site and hover your mouse over login. From there, click staff



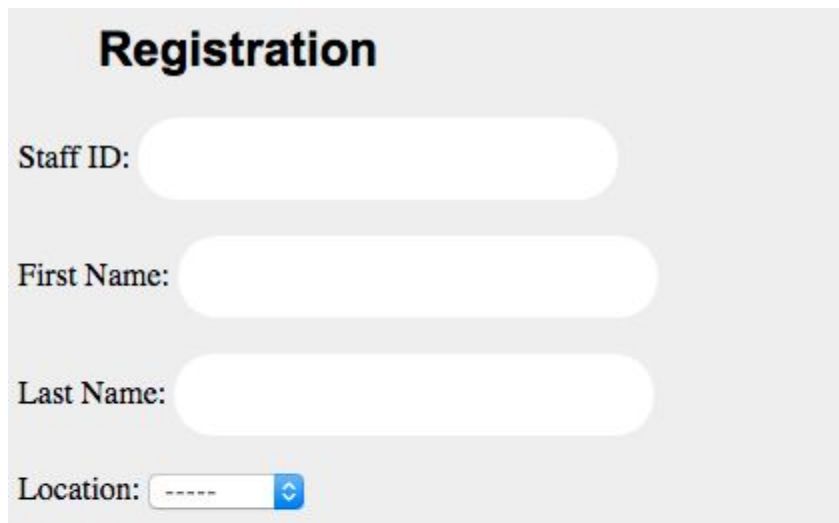
A dropdown menu with a blue header containing the word "Login". Below the header, there are two options: "Students" and "Staff", each on a separate line.

Click the register button



A rectangular button with the word "REGISTER" in all caps.

Enter the required information into the forms



A registration form titled "Registration" in bold. It contains four input fields: "Staff ID:" followed by a text input field; "First Name:" followed by a text input field; "Last Name:" followed by a text input field; and "Location:" followed by a dropdown menu with a blue arrow icon.

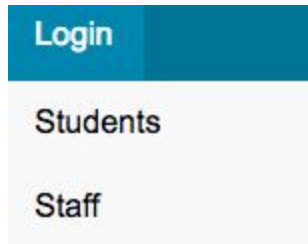
Click clear form if a mistake is made, otherwise click submit



Two buttons side-by-side: "Submit" and "Clear Form".

## Accessing Corral

Open the Corral site and hover your mouse over login. From there, click staff



Enter your credentials and click log in

A screenshot of a login form. It consists of two rounded rectangular input fields stacked vertically. The top field is labeled "STAFF ID" and the bottom field is labeled "Password". Both fields are white with a light gray border and are set against a light gray background.

If successful, you will then be redirected to the staff profile page

**Welcome ARNUAD ZOLINI**

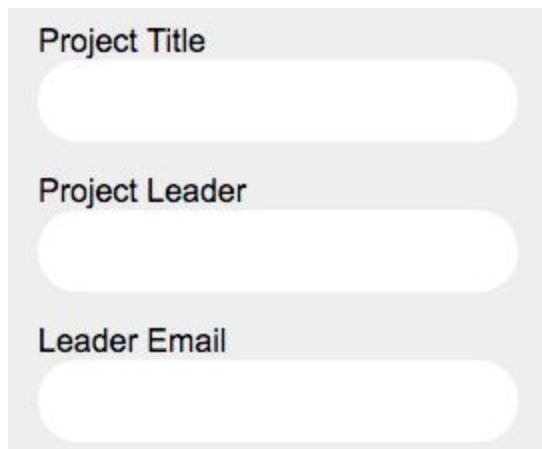
From here you can look at the project form, past projects and results for project group pairings

## Create Projects

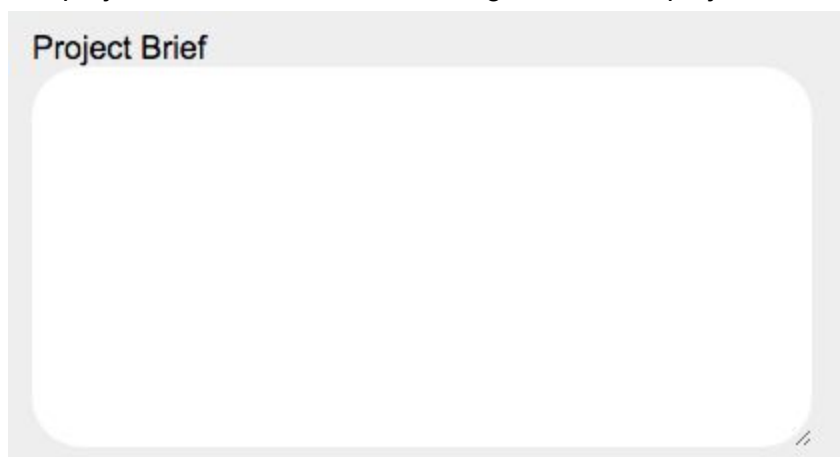
Hover over the survey page, and then projects to reveal the create page option



From here, enter the title and information of the person who will be leading the project

A form with a light gray background. It contains three input fields, each with a label above it. The first field is labeled 'Project Title'. The second field is labeled 'Project Leader'. The third field is labeled 'Leader Email'.

The project brief will contain the background of the project as well as desired results

A form with a light gray background. It contains a single large text area for entering the project brief. The label 'Project Brief' is positioned at the top left of the text area.

Project status can be set to active (in progress), inactive (paused) or planning (future project)

**Project Status**

☐ Active

☐ Inactive

☐ Planning

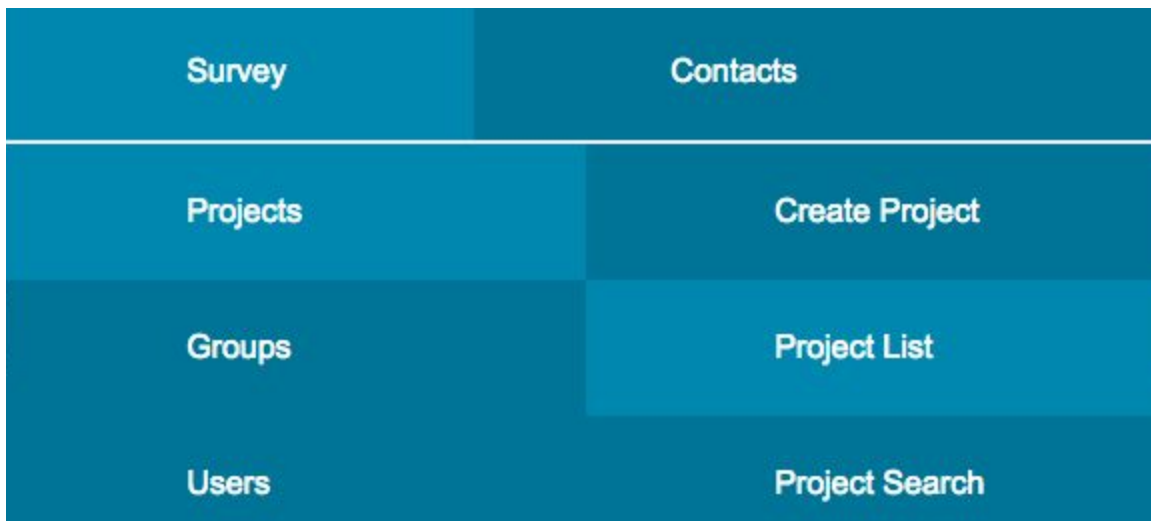
Click reset if a mistake is made, otherwise click submit

Project information will be added to the database

Information successfully added

## List Projects

Hover over the survey page, and then projects to reveal the project list option

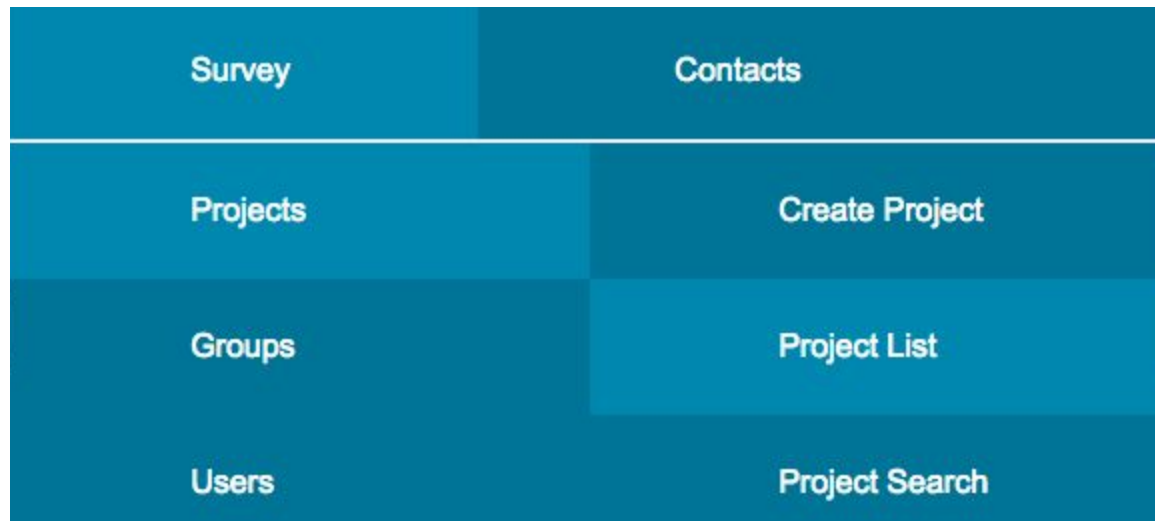


Projects will be listed with details concerning contacts, status and other information

Project Num	Project Title	Project Leader	Leader Email	Project Brief	Project Status	Update Information
1	Title here	Marc	asdasd@sdasdas	asdasdasdasd	cancelled	Update

## Update Projects

Hover over the survey page, and then projects to reveal the project list option



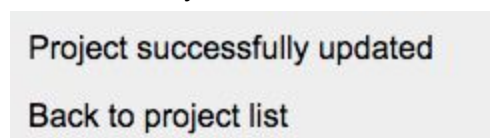
Choose your project and select update

Project Num	Project Title	Project Leader	Leader Email	Project Brief	Project Status	Update Information
1	Title here	Marc	asdasd@sdasdas	asdasdasdasd	cancelled	Update

Click reset if a mistake is made, otherwise click update



If successful, you will receive the following message. You can click here to return to the list



In this case, we changed the status to 'active' from 'cancelled'.

Project Status
active

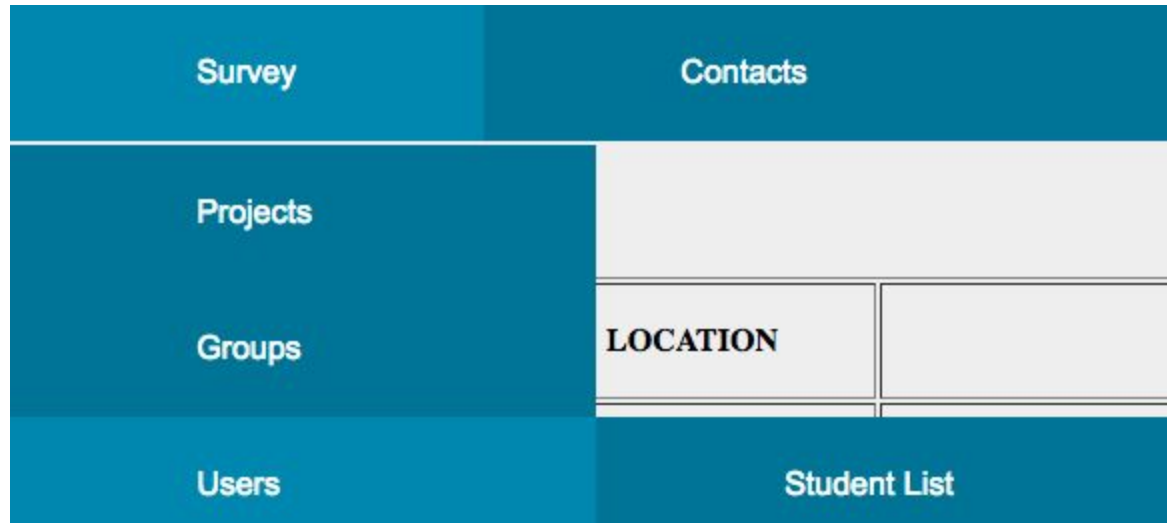


## Remove Projects

TBC: ETA 2018

## List Students

Hover over the survey page, and then users to reveal the student list option

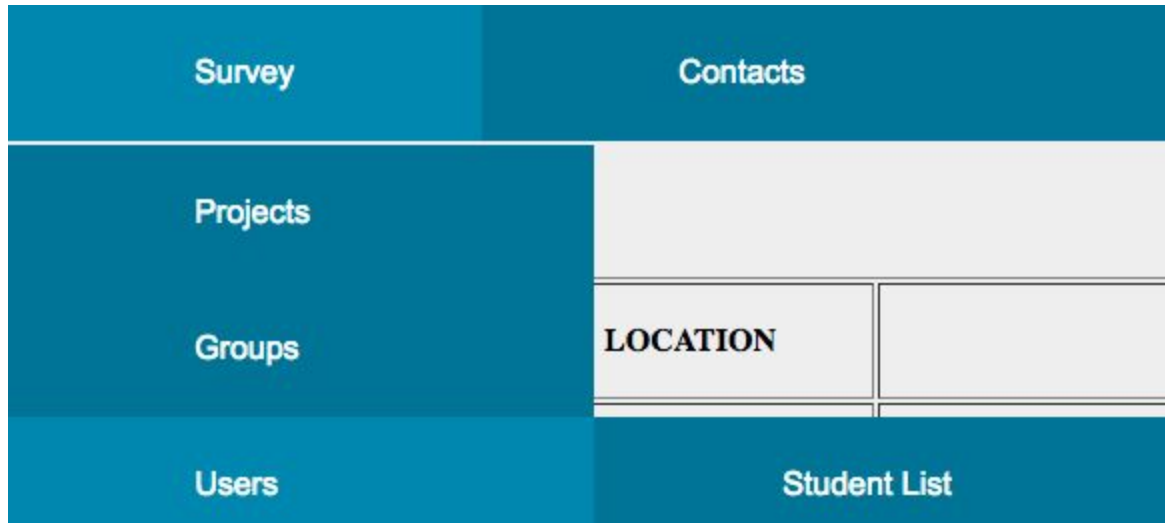


Students will be listed with their contact details and other relevant information

ID	FIRSTNAME	LASTNAME	LOCATION	EMAIL	Update Information
101	MADDY	DABORNE	CLOUD	MDABORNE@DEAKIN.EDU.AU	Update
102	SHELLY	GALBRETH	BURWOOD	SGALBRETH@DEAKIN.EDU.AU	Update
103	FORREST	CHESLEY	GEE LONG	FCHESELEY@DEAKIN.EDU.AU	Update

## Update Student Information

Hover over the survey page, and then users to reveal the student list option



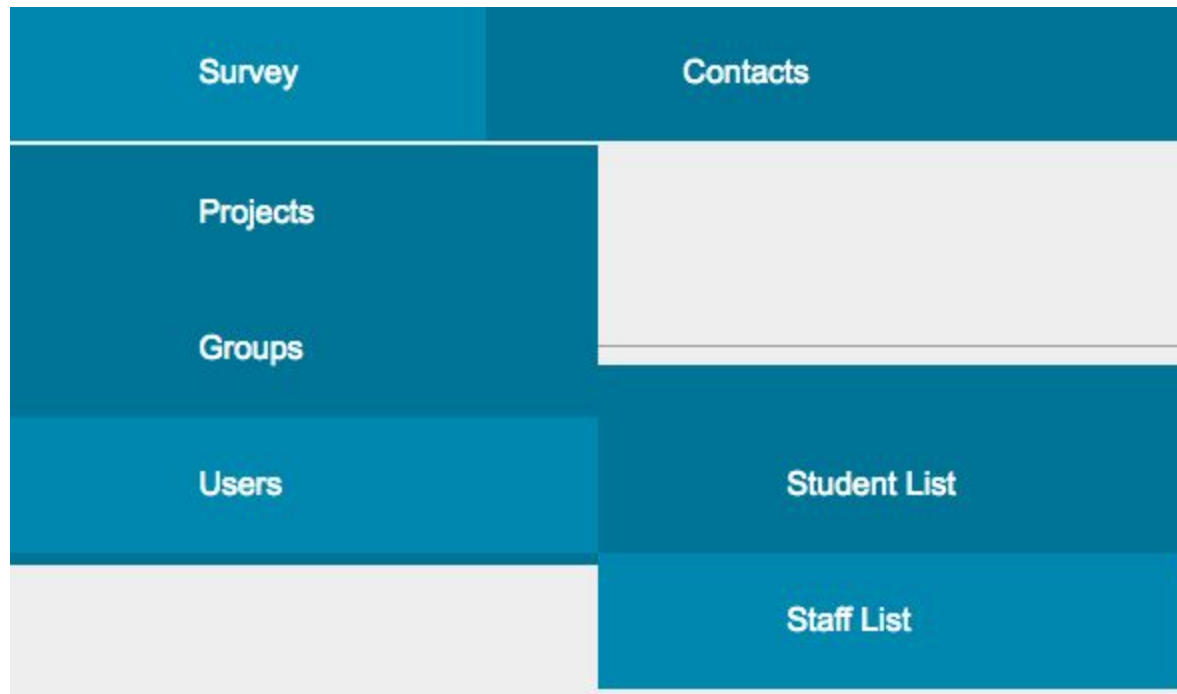
Choose the student and select update

ID	FIRSTNAME	LASTNAME	LOCATION	EMAIL	Update Information
101	MADDY	DABORNE	CLOUD	MDABORNE@DEAKIN.EDU.AU	Update
102	SHELLY	GALBRETH	BURWOOD	SGALBRETH@DEAKIN.EDU.AU	Update
103	FORREST	CHESLEY	GEELONG	FCHESELEY@DEAKIN.EDU.AU	Update

Enter updated information or click reset if a mistake is made, otherwise click update

## List Staff

Hover over the survey page, and then users to reveal the staff list option

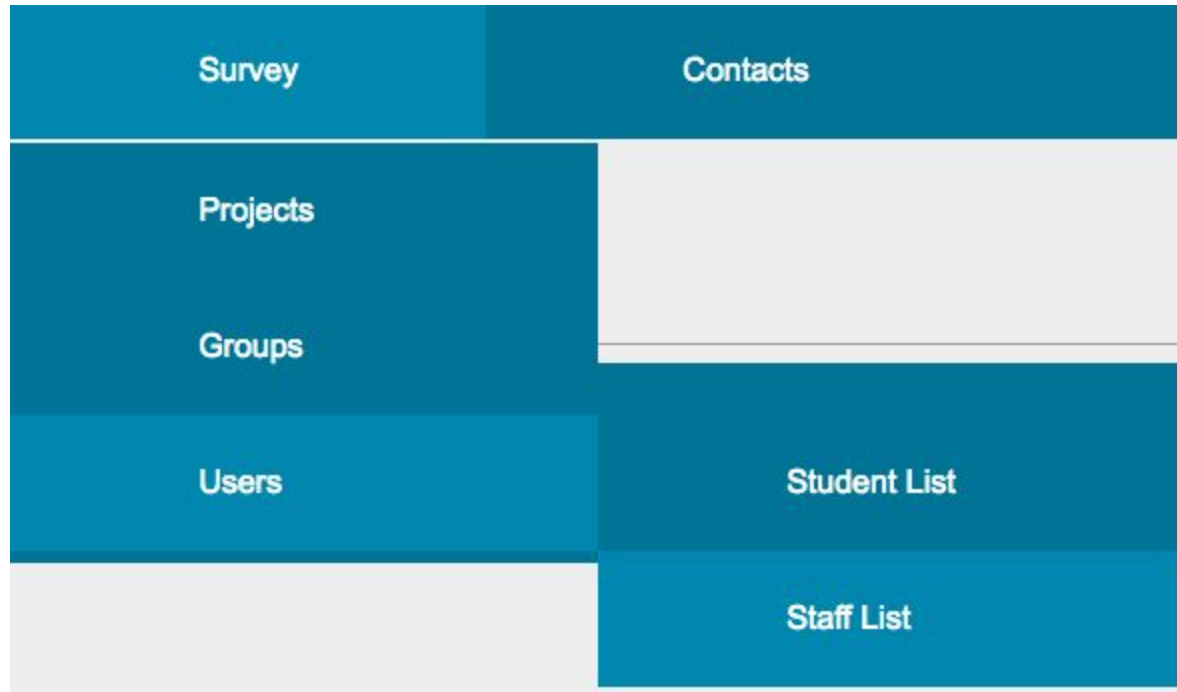


Staff will be listed with their contact details and other relevant information

ID	FIRSTNAME	LASTNAME	LOCATION	EMAIL	Update Information
601	ARNUAD	ZOLINI	GEELONG	ARNUAD.ZOLINI@DEAKIN.EDU.AU	Update
602	DEL	LAMKIN	BURWOOD	DEL.LAMKIN@DEAKIN.EDU.AU	Update
603	MARIANNE	SANTON	WARNAMBOOL	MARIANNE.SANTON@DEAKIN.EDU.AU	Update

## Update Staff Information

Hover over the survey page, and then users to reveal the staff list option



Enter updated information or click reset if a mistake is made, otherwise click update



## Add Students To Group

TBC: ETA 2018