Corral User Guide - Staff
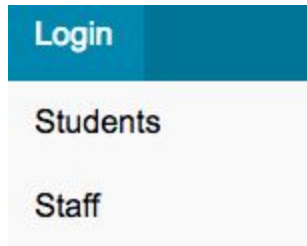
SIT374 - Capstone Project

Table of Contents

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

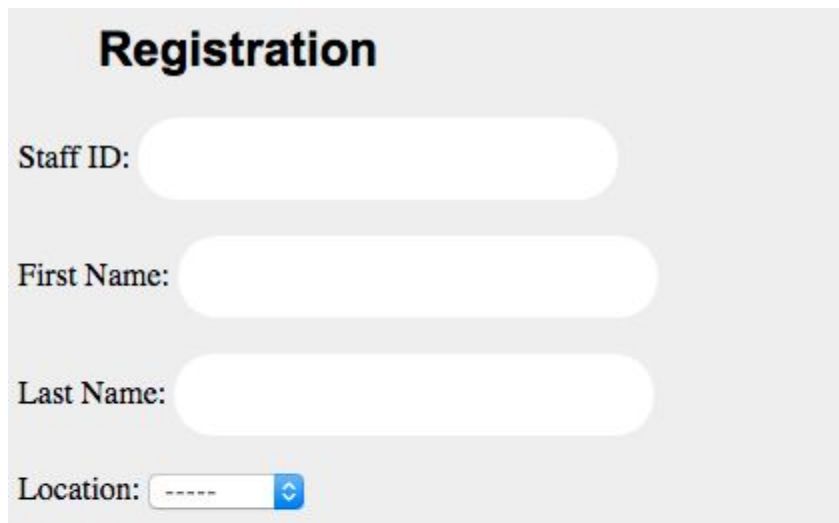Open the Corral site and hover your mouse over login. From there, click staff

Click the register button

Enter the required information into the forms

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

Accessing Corral

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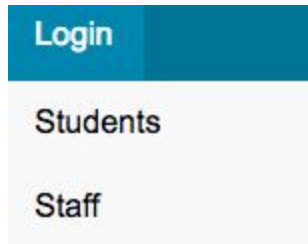
Enter your credentials and click log in

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

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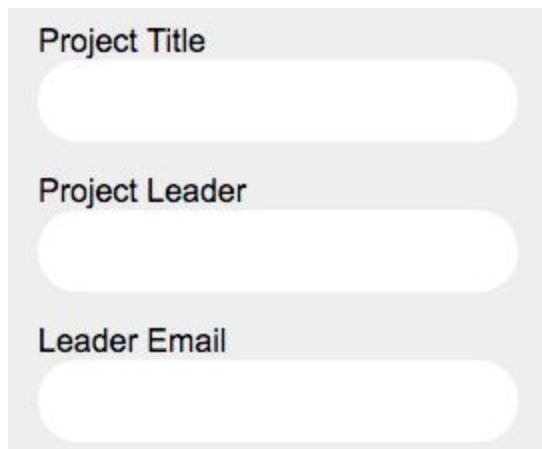
From here you can look at the project form, past projects and results for project group pairings

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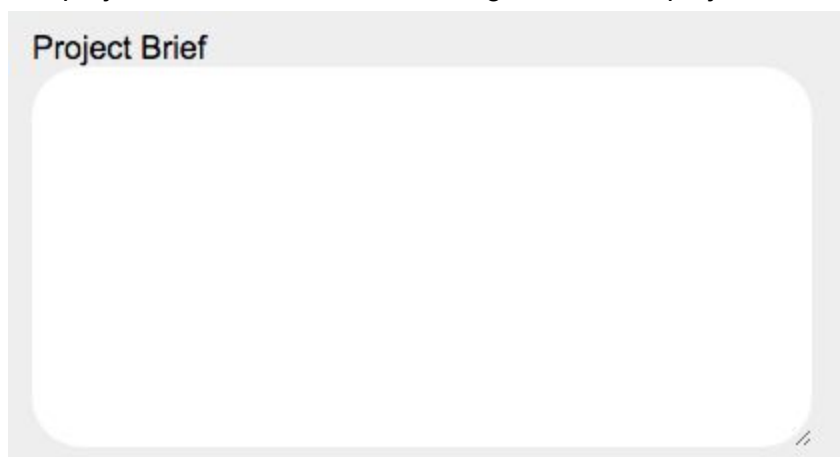
Hover over the survey page, and then projects to reveal the create page option

Survey	Contacts
Projects	Create Project

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

Project Title

Project Leader

Leader Email

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

Project Brief

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

Submit   reset

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

Survey	Contacts
Projects	Create Project
Groups	Project List
Users	Project Search
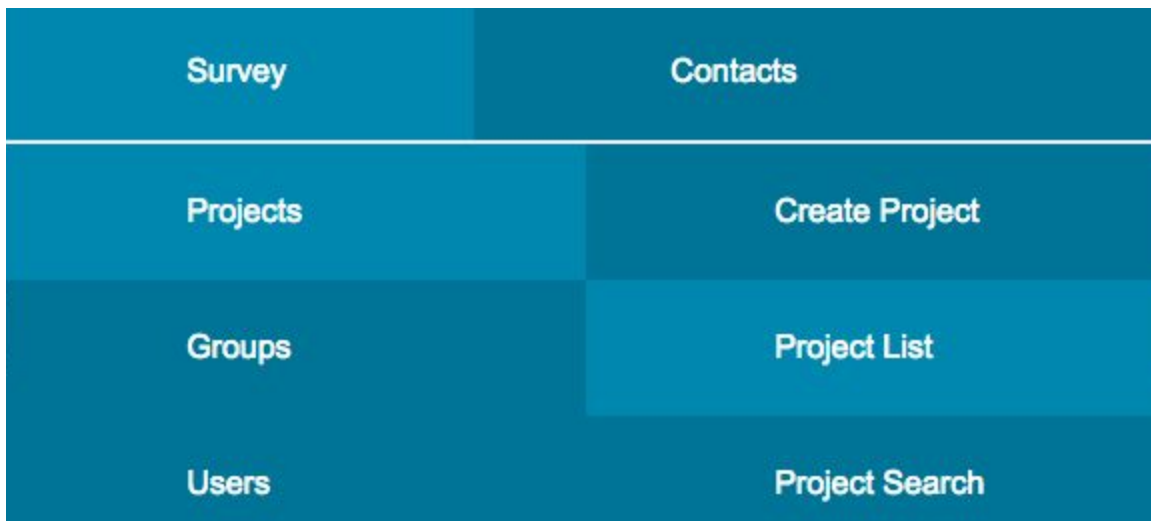
Projects will be listed with details concerning contacts, status and other information

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
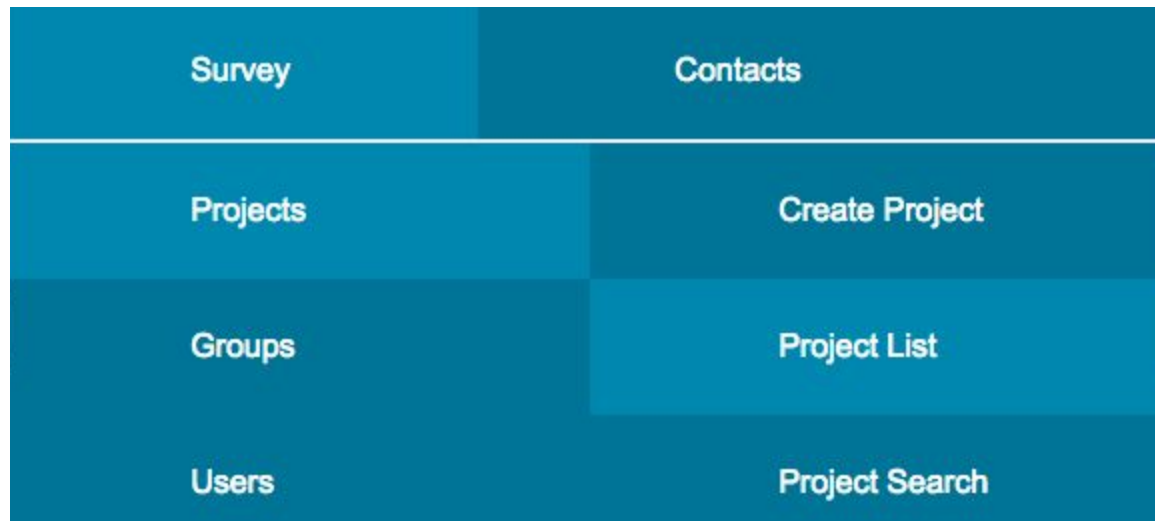

Choose your project and select update

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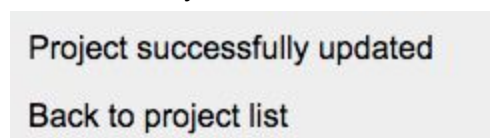
In this case, we changed the status to 'active' from 'cancelled'.

Remove Projects

TBC: ETA 2018

List Students

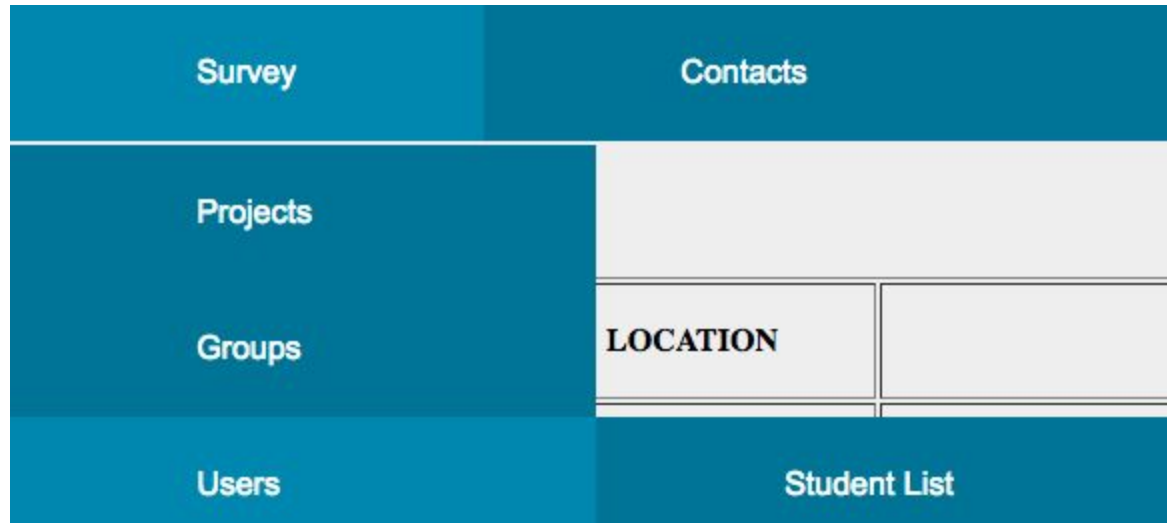Hover over the survey page, and then users to reveal the student list option

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	GEELONG	FCHESLEY@DEAKIN.EDU.AU	Update

Update Student Information

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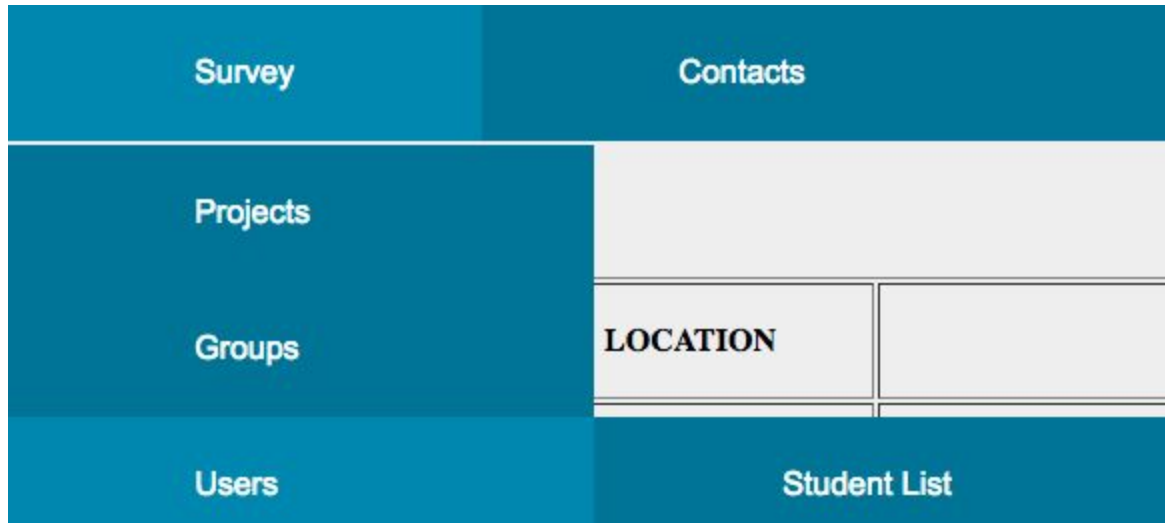
Choose the student and select update

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	FCHESLEY@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

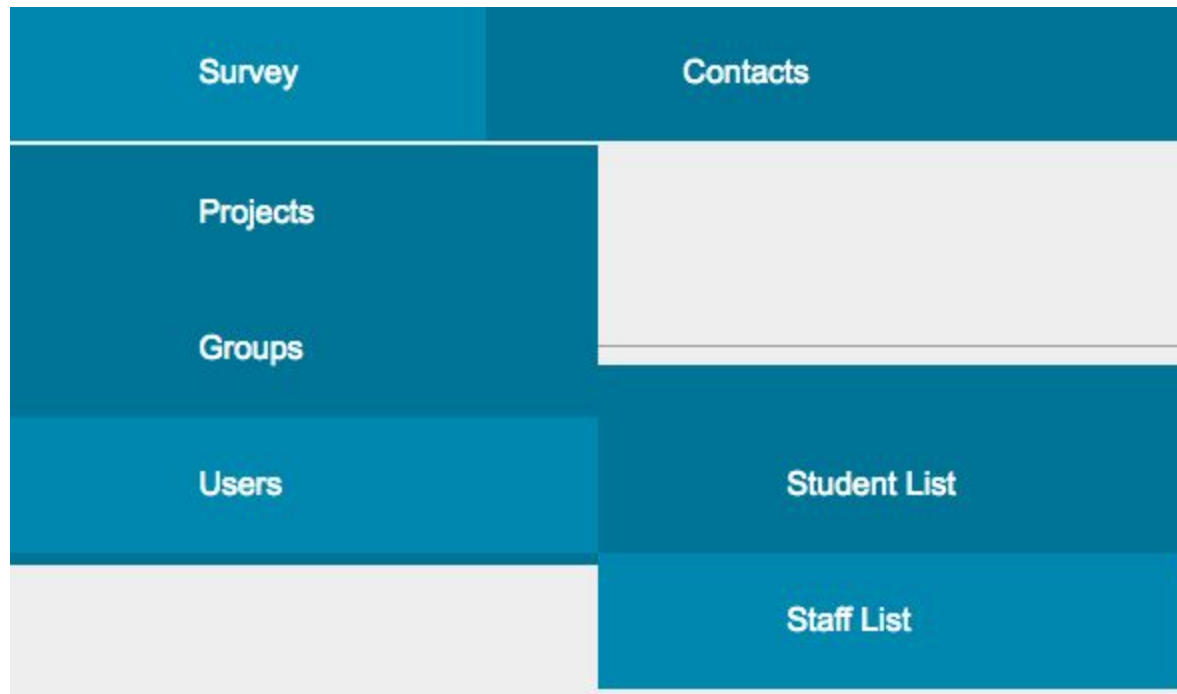Staff will be listed with their contact details and other relevant information

ID	FIRSTNAME	LASTNAME	LOCATION	EMAIL	Update Information
601	ARNUAD	ZOLINI	GEELONG	ARNUAD.ZOLINI0@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
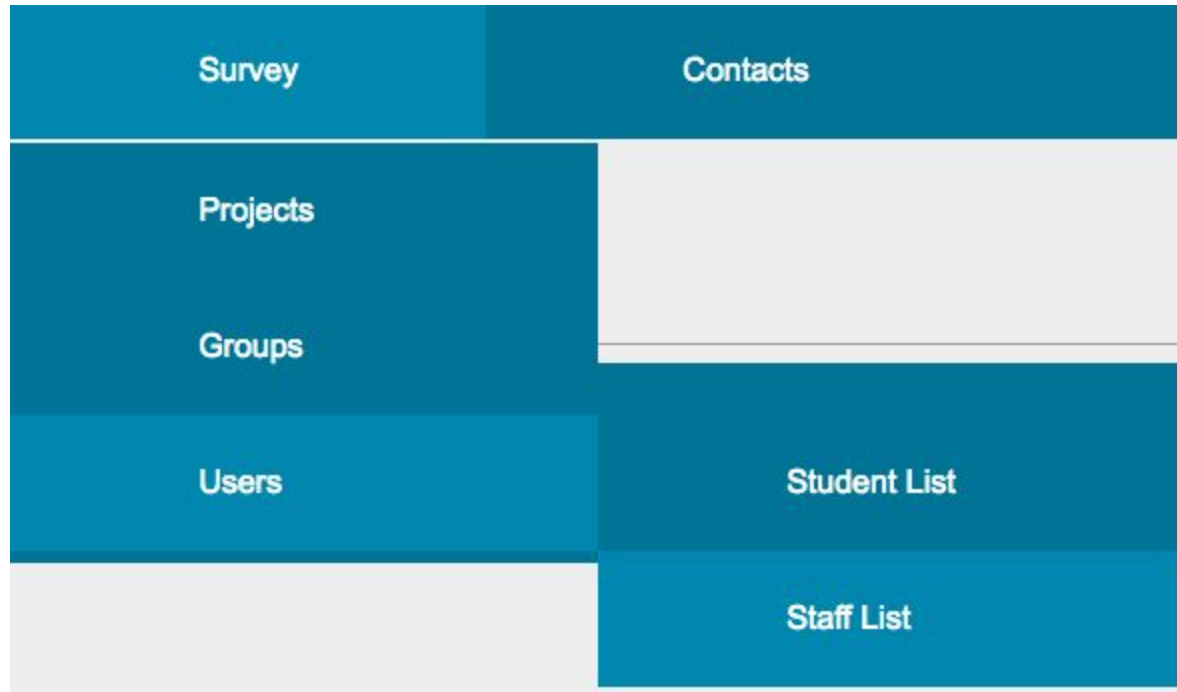
Enter updated information or click reset if a mistake is made, otherwise click update

Add Students To Group

TBC: ETA 2018