ABETAS

User Manual

Table of Contents

ADMIN & SUPERUSER

How to Setup the System:

For first time login, the admin needs to setup the system. Setting up the system is constructed of many consequence steps. Some points to notice:

- All fields are required - excluding the logo.
- All settings can be changed later by the admin or the superuser.

University information:

The first step of the setup, is to enter the university and college names. All fields must be alphabetical and numbers are not accepted.

University's logo:

This page contains uploading the logo. This step is optional. The maximum file size is 2MB, and the type is PNG.

Admin sign up:

This page contains four text fields about the admin account. There are some rules to follow:

- Username must be in the range of 4 - 20 characters, and it can be a mix of characters and numbers.
- The two password fields must be identical.
- Email must be a valid email format.

Admin details:

This page contains three text fields about the admin information. There is a rule to follow:

- All names (first name, middle name and last name) must be in the range of 3 - 20 characters. Numbers are not acceptable.

Confirm:

Just confirm all the entered data and click "Finish". If some field is missing or contains any error, the field will be highlighted and an error message written below the field. All data can be edited later through "System Setting", for more information see page 20.

The Main Blocks:

User Management:

This is the page where the admin/superuser can add new users or modify them (superuser, faculty member or evaluator).
For more information and step by step guidance, see page 4.

Program Management:

This is the page where the admin/superuser can add any new programs or modify them. This step includes adding the mission statement, objectives, outcomes, courses and linking the outcomes with the objectives of that program.
For more information and step by step guidance, see page 6.

Cycle Management:

This is the page where the admin/superuser can add new cycles. In each cycle, the user will be able to add performance indicators for any program and writing the rubrics names. The user will be able to add new terms as well. In each term, the user can add a new section with the faculty members and the student in any course, and link the performance indicators with the student outcomes.
For more information and step by step guidance, see page 10.

Reports:

This is the page where the admin/superuser can check the end result of the submitted forms.
For more information and step by step guidance, see page 15.

System Log:

This is the page where admin/superuser can see all the actions and changes that have been done on the system.
For more information and step by step guidance, see page 18.

Unlock Submitted Forms:

This is the page where the admin/superuser can unlock any submitted forms.
For more information and step by step guidance, see page 18.

Un-submitted Forms:

This is the page where the admin/superuser can see un-submitted forms and send a reminder email to the faculty members.
For more information and step by step guidance, see page 18.

Backup:

This is the page where the admin/superuser can manage the duration of the auto backup. Also in this page, the user can restore any previous backup.
For more information and step by step guidance, see page 19.

The Header Buttons:

Home:

Going back to the main page.

Setting:

This is the page where the admin/superuser can change their user information and modify the system settings.
For more information and step by step guidance, see page 20.

Logout:

Logging out of the system. Next time, the user will need to use his/her username and password to use the system.

User Management:

When the user clicks on “User management” block, a new page will open. In the new page, a list of all users will appear. The user can see all kinds of users by clicking on the buttons above the list. The user will be able to delete or modify any user.

Figure 1: User Management

Add new users:

To add new users, click on “Add” button, a pop-up window will appear and you have to choose whether you want to enter the names manually one by one, or by importing an Excel sheet. Either way, you should follow some rules:

- All names (first name, middle name and last name) must be in the range of 3 - 20 characters. Numbers are not acceptable.
- Username must be in the range of 7 - 20 characters, and it can be a mix of characters and numbers.
- The two password fields must be identical.
- Email must be a valid email format.
- All fields must be filled.

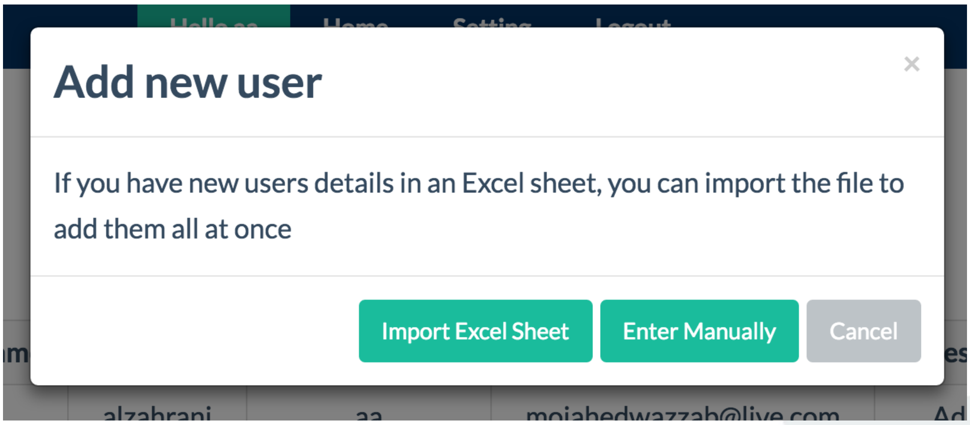

Figure 2: Add New User

Add manually:

To add new users manually click on “Add manually”, a new page contains five text fields and a drop-down menu will appear. There is an additional drop-down menu for the evaluator, where a specific program has to be chosen. Only the forms in the selected program will be shown to the evaluator. All programs in that menu are brought from "Program Management" and can be edited there. Remember to follow the rules explained earlier.

Import Excel:

To add new users by importing Excel sheet click on "Import Excel sheet", a new page contains an image of the specific format needs to be followed will appear. Click "Browse" to choose the Excel sheet and remember to follow the rules explained earlier and the format image. If there is an error or some of the fields already exist, a new page will appear and the cells will be highlighted, and a re-upload button will appear. The maximum file size is 5 MB.

Figure 3: Browse Button

Delete a user:

To delete any user, click on "Trash" icon, a pop-up window will appear to make sure that action was done on purpose. There is no delete icon for the admin account because it can't be removed.

Access level	Edit	Delete
Admin		
Superuser		

Figure 4: Delete a User

Edit the user's information:

To edit the user information, click on "Pen" icon, that will open a new page. All new information should match the rules written in "Add new user".

Figure 5: Edit the user's information

Program Management:

When the user clicks on "Program Management" block, a new page will open. In the new page, a list of all programs will appear. The user can add new programs by clicking on "Add" button below the list. The user will be able to delete or modify any program.

Add a new program:

To add a new program, click on "Add" button. A new page will open. In the new page, a sequence map will appear, describing the required steps to add a program. In the same page, there are two fields to enter the program name and the mission statement. Keep in mind, there is a rules to follow:

- Program name must be alphabetic and numbers are not accepted.

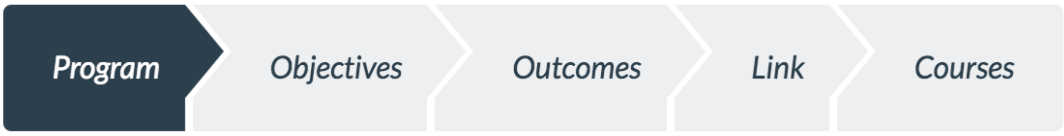

Figure 6: Program Sequence Map

Delete a program:

To delete a program, click on "Trash" icon, a pop-up window will appear to make sure that action was done on purpose.

Edit a program:

To edit a program, click on "Pen" icon, that will open a new page where you can modify the program. The new program should match the rule written in "Add a new program". In the new page, a sequence map will appear, describing the required steps to edit the program.

Program Objectives:

A list of all objectives of the current program will be shown. To add new objectives, click on “Add” button. a pop-up window will appear and you have to choose whether to enter the objectives manually one by one, or to import an Excel sheet.

Add manually:

To add new objectives manually, click on “Add manually”, a new page contains a text area will appear.

Import Excel sheet:

To add new objectives by importing Excel sheet, click on “Import Excel sheet”, a new page contains an image of the specific format needs to be followed will appear. Click “Browse” button to choose the Excel sheet. Remember to follow the format image. If there is an error or some fields already exist, a new page will appear and the cells will be highlighted, and a re-upload button will appear.

Delete an objective:

To delete an objective, click on “Trash” icon, a pop-up window will appear to make sure that action was done on purpose.

Edit an objective:

To edit an objective, click on “Pen” icon, that will open a new page where you can modify the objective.

Student Outcomes:

A list of all outcomes of this program will be shown. To Add new outcomes, click on “Add” button. a pop-up window will appear and you have to choose whether to enter the outcomes manually one by one, or to import an Excel sheet.

Add manually:

To add new outcomes manually, click on “Add manually”, a new page contains a text area will appear.

Import Excel sheet:

To add new outcomes by importing Excel sheet, click on "Import Excel sheet", a new page contains an image of the specific format needs to be followed will appear. Click "Browse" button to choose the Excel sheet. Remember to follow the format image. If there is an error or some of the fields already exist, a new page will appear and the cells will be highlighted, and a re-upload button will appear.

Delete a student outcome:

To delete a student outcome, click on "Trash" icon, a pop-up window will appear to make sure that action was done on purpose.

Edit a student outcome:

To edit a student outcome, click on "Pen" icon, that will open a new page where you can modify the student outcomes.

Link:

A list of all links between the student outcomes with the objectives of the current program will be shown. To Add a new link, click on "Add" button.

Add a link:

A new page contains two drop-down menus will appear. Choose the program objective in the upper one, and the student outcome in the lower one.

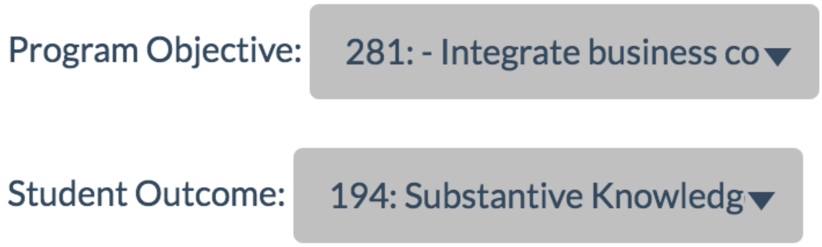

Figure 7: Drop-down Menus Add a Link

Delete a Link:

To delete a link, click on "Trash" icon, a pop-up window will appear to make sure that action was done on purpose.

Edit a Link:

To edit a Link, click on “Pen” icon, that will open a new page where you can modify the Link.

Courses:

A list of all courses in the current program will be shown. To Add new courses, click on “Add” button. A pop-up window will appear and you have to choose whether to enter the courses manually one by one, or to import an Excel sheet. Either way, there are some rules to follow:

- The course code shouldn’t exceed 11 character.
- The course name shouldn’t exceed 64 character.
- All fields must be filled.

Add manually:

To add a new course manually, click on “Add manually”, a new page contains two text field and a drop-down menu will appear. Fill the course name in the first text field, and the course code in the second one. Choose the level from the drop-down menu. The level numbers are fixed, from one up to ten. Remember to follow the rules explained earlier.

Import Excel:

To add new courses by importing Excel sheet, click on “Import Excel sheet”, a new page contains an image of the specific format needs to be followed will appear. Click “Browse” to choose the Excel sheet. Remember to follow the rules explained earlier and the format image. If there is an error or some of the fields already exist, a new page will appear and the cells will be highlighted, and a re-upload button will appear.

Delete a course:

To delete a course, click on “Trash” icon, a pop-up window will appear to make sure that action was done on purpose.

Edit a course:

To edit a course, click on “Pen” icon, that will open a new page where you can modify the course. All the new information should match the rules written in “Courses”.

Cycle Management:

When the user clicks on "Cycle management" block, a new page will open. In the new page, a list of all cycles will appear. The user can add new cycles by clicking on "Add" button below the list. The user will be able to delete or modify any cycle.

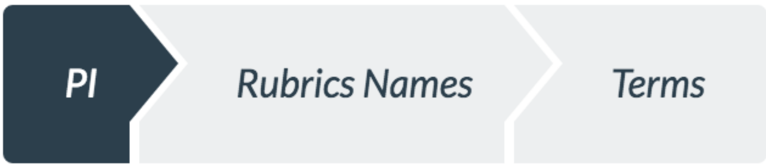

Figure 8: Cycle Sequence Map

Add new cycles:

To add a new cycle, click on "Add" button. A new page will open. In the new page, a sequence map will appear, describing the required steps to add a cycle.

Delete a cycle:

To delete any cycle, click on "Trash" icon, a pop-up window will appear to make sure that action was done on purpose. Keep in mind, deleting a cycle result in deleting all the information inside the cycle.

Edit a cycle:

To edit a cycle, click on "Pen" icon, that will open a new page where you can modify any information about the cycle. In the new page, a sequence map will appear, describing the required steps to edit the cycle.

Performance indicator:

In the new page, there is a drop-down menu to choose the program. After choosing a program, a list of all performance indicators will appear.

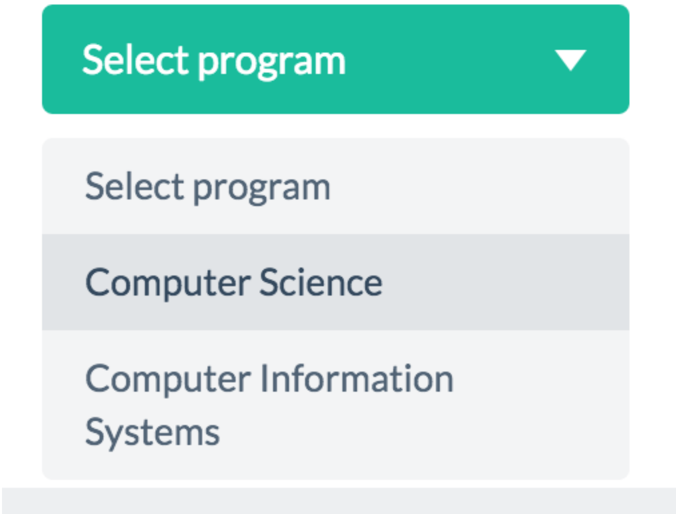

Figure 9: Select a Program Menu

Add a performance indicator:

To add a new performance indicator, click on “Add” button. A new page will open. In the new page, there are two fields to fill: performance indicator and threshold. Keep in mind, there is a rule to follow:

- The threshold must be a numerical value between 0 and 100.

Delete a performance indicator:

To delete any performance indicator, click on “Trash” icon, a pop-up window will appear to make sure that action was done on purpose.

Edit a performance indicator:

To edit the performance indicator’s information, click on “Pen” icon, that will open a new page where you can modify any information about the performance indicator. All the new information should match the rule written in “Add a performance indicator”.

Rubrics names:

To add the rubrics names, there are four fields to fill. Keep in mind, there is a rule to follow:

- Rubrics Names shouldn’t contain numbers.

Terms:

In the last step of adding a new cycle, a list of all the terms will appear.

Add a term:

To add a new term, there are three fields to fill: the term name, the starting year and the end year. Keep in mind, there is a rule to follow:

- The value in "To" field shouldn't be smaller than the value in "From" field, or bigger by more than one year.

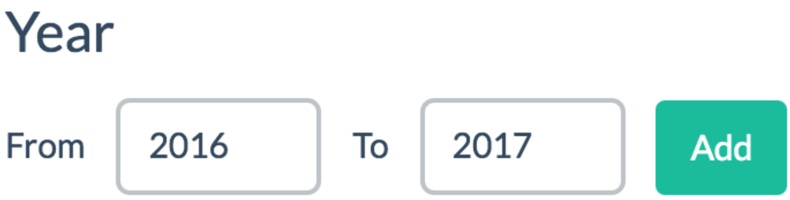

Figure 10: Add Term Period

Delete a term:

To delete any term, click on "Trash" icon, a pop-up window will appear to make sure that action was done on purpose.

The default term:

To make any term default, click on "Pen" icon under the heading "Default term". Only one term can be selected as default. The current term must be the default, and it has to be changed accordingly by the superuser. The forms that will be shown to the faculty members will be from the default term.

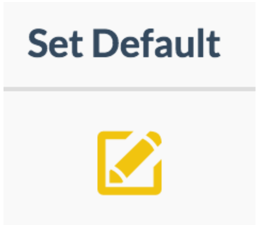

Figure 11: Set Default Term

Edit a term:

To edit a term, click on "Pen" icon under the heading "Edit", that will open a new page. In the new page, a sequence map will appear, describing the required steps to edit the term.

Courses:

In this page, there is a list of all courses in the current term that shows the course code, course name and level. You can select one of the programs from the drop-down menu.

Add courses to the cycle:

The first step of adding a term is to add courses. First of all, select a program from the upper drop-down menu. In the lower drop-down menu, there is a list of all courses of that program. Click on the courses you want to include in this term. This drop-down menu supports multi-selection. After selecting all the desired courses, click on "Include courses".

Figure 12: Add Courses to Cycle Drop-down Menu

Delete a course:

To delete any course, click on "Trash" icon, a pop-up window will appear to make sure that action was done on purpose.

Course information:

To see the information of any course, click on "Pen" icon, a new page will open.

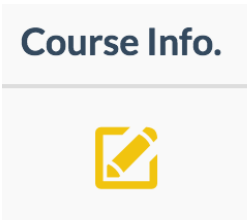

Figure 13: Course Information Button

Course sections:

In the new page, a list of all sections will appear. This list contains the section ID and the faculty member.

Add a new section:

To add a new section, click on "Add" button. A new page will open. In the new page, a sequence map will appear, describing the required steps to add a section.

Delete a section:

To delete a section, click on “Trash” icon, a pop-up window will appear to make sure that action was done on purpose.

Edit a section:

To edit a link, click on “Pen” icon, that will open a new page where you can modify any information about the link. All the new information should match the rules written in “Add a link”.

Faculty member:

In the new page, a drop-down menu will appear to choose the faculty member in order to teach this section. All faculty members should be users of the system, to add a new faculty member, go to “User Management”.

Students:

A list of all students in this section will appear. This list shows student names and IDs. To Add a new student, click on “Add” button. a pop-up window will appear and you have to choose whether to enter the student information manually one by one, or to import an Excel sheet. Either way, you should follow some rules:

- Student Names shouldn’t contain other that letters and spaces.
- Student ID must be only numerical and 20 number at most.

Add Manually:

To add new students manually, click on “Add manually”, a new page contains two fields will appear. Remember to follow the rules explained earlier.

Import Excel sheet:

To add new students by importing Excel sheet, click on “Import Excel sheet”, a new page contains an image of the specific format needs to be followed will appear. Click “Browse” to choose the Excel sheet and remember to follow the rules explained earlier and the format image. If there is an error or some of the fields already exist, a new page will appear and the cells will be highlighted, and a re-upload button will appear.

Delete a student:

To delete any student, click on “Trash” icon,a pop-up window will appear to make sure that action was done on purpose.

Edit the student information:

To edit the student information, click on “Pen” icon, that will open a new page where you can modify any information about the student. All the new information should match the rules written in “Add new student”.

Link PI/Outcomes:

In this page, there is a list of all links between any performance indicator and a student outcome in this term. The list shows the student outcome, performance indicator, course, type and threshold.

Add a link:

To add a new link, click on “Add” button. A new page will open. In the new page, there are many fields to fill. All fields are compulsory. Select one of the student outcomes, performance indicator, course, and select the type of the link, either summative or formative. There are four text areas to fill. Each one of the text areas describes one rubric.

Delete a link:

To delete any link, click on “Trash” icon, a pop-up window will appear to make sure that action was done on purpose.

Edit a link:

To edit a link, click on “Pen” icon, that will open a new page where you can modify any information about the link. All the new information should match the rules written in “Add a link”.

Reports:

When the user clicks on “Reports” block, a new page will open. In the new page, there is a button called “Cycles”. After clicking that button, a list of all cycles will be shown.

Display student outcome result:

Choosing one of the cycles will result in the appearance of “Terms” button. Clicking “Terms” button will show a list of all available terms. Choosing one of the terms will result in the appearance of “Program” button. After clicking that button, a new list will be shown. The list contains the programs. After choosing a program, the next step is to click on one of the student outcomes.

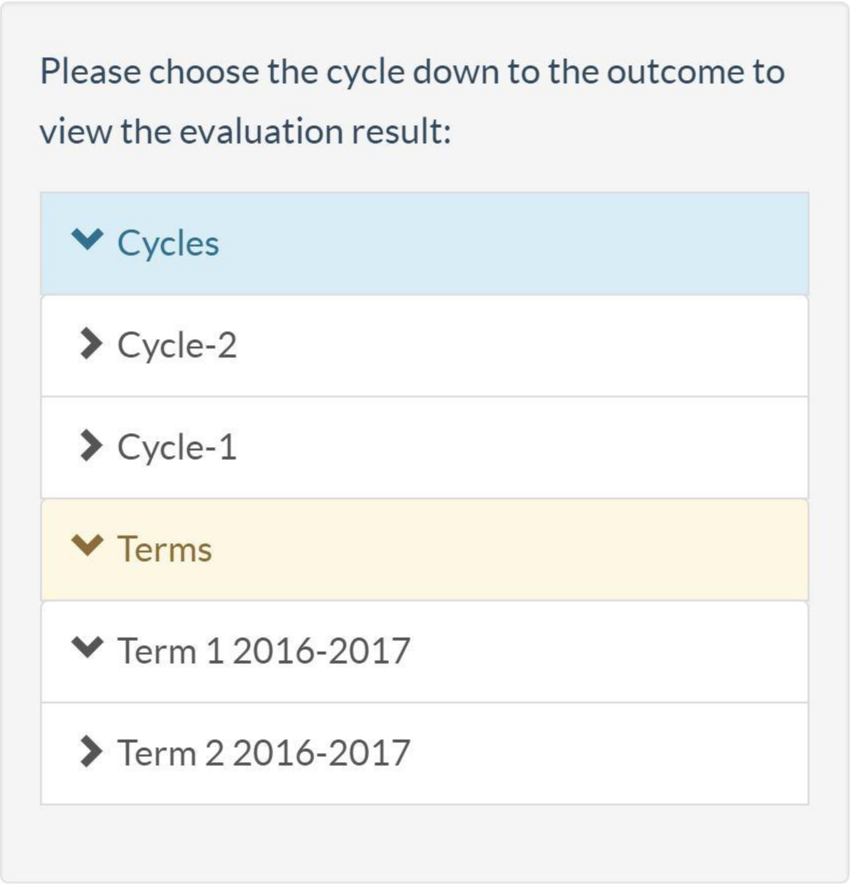

Figure 14: Cycle Hierarchy

Choose the performance indicator:

If the user chose a student outcome, it will be written on the right side of the screen above a list of all the performance indicators in this outcome along with the type and the threshold of the performance indicator. The background color of the performance indicator will change based on the threshold of the performance indicator and if this performance indicator passed or not. Below the list of the performance indicators, there is a message shows how many performance indicators passed out of the total number of performance indicators.

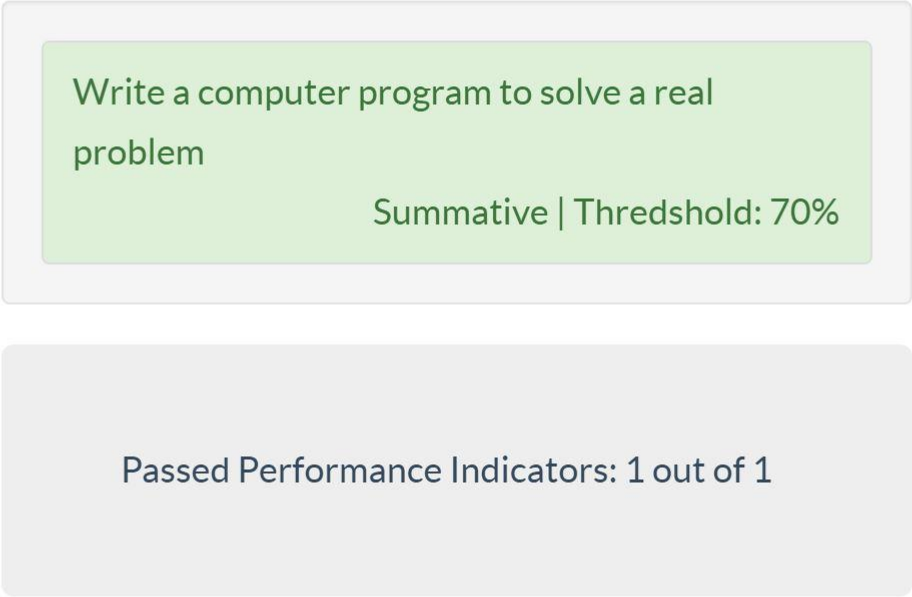

Figure 15: Choose the Performance Indicator

View the performance indicator:

To view a performance indicator, all you need to do is to click on the performance indicator, either summative or formative.

Summative forms:

Clicking on a summative form will open a new page that shows a graph describing the students' performance. You can choose a course to view its result. Also, you can choose a section to view its result.

Formative forms:

Clicking on a formative form will open a new page that shows the details of that form. The new page will have a performance report and three text areas as the instructor feedback. The name of the faculty member will be written on the page as well as the submission date.

View the evidence:

To view the evidence of any form. Click on "View the evidence" button inside the form. The evidence PDF file will open in a new page. For summative forms, you need to specify the section.

System Log:

When the user clicks on “System log” block, a new page will open. In the new page, there is a list of all actions performed on the system. The list contains the action ID, the username of that user who performed the action, the action itself and the time.

Unlock Submitted Forms:

When the user clicks on “Unlock submitted forms” block, a new page will open. In the new page, there is a list of all submitted forms. The list has the performance indicator, course name, faculty member name and form type. The user can filter the list by writing any specific word in “Filter” field. The user will be able to unlock any submitted forms.

Unlock a form:

To unlock any form, click on “Unlock” icon, a pop-up window will appear to make sure that action was done on purpose.

Figure 16: Unlock Form Button

Open a form:

To open any form, click on the form in the table, the form page will open to let the user view it. It can be edited only by the faculty member who filled it.

Un-submitted Forms:

When the user clicks on “Un-submitted forms” block, a new page will open. In the new page, there is a list of all un-submitted forms. The list contains the performance indicator, faculty member name and form type. The user can filter the list by writing any specific word in “Filter” field.

Send a reminder:

To send an email, click on “Send reminder” button, a pop-up window will appear to make sure that action was done on purpose.

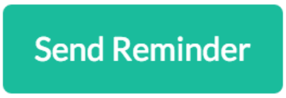

Figure 17: Send Reminder Button

Backup:

When the user clicks on “Backup” block, a new page will open. In the new page, there is a list of all backups of the system. The user can change the duration of the auto backup and create a new backup.

Change the duration:

To change the duration, click on the drop-down menu, there are four options: daily, weekly, biweekly and monthly. After choosing the suitable option, click on “Set” button. A pop-up window will appear to make sure that action was done on purpose.

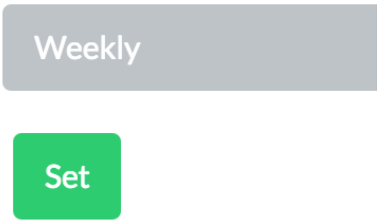

Figure 18: Change the Backup Duration

Create a new backup:

To create a backup, click on “Create a new backup” button.

Figure 19: Create New Backup Button

Restore a backup:

To restore any backup, click on “Pen” icon, a pop-up window will appear to make sure that action was done on purpose.

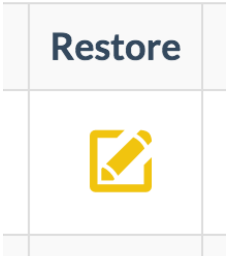

Figure 20: Restore Backup Button

Delete a backup:

To delete any backup, click on “Trash” icon, a pop-up window will appear to make sure that action was done on purpose.

Setting:

When the user clicks on “Setting” button, a new page will open. In the new page, there are two kinds of setting: system setting and user setting. System setting page will be shown by default, to edit the user setting, click on “User Setting” button.

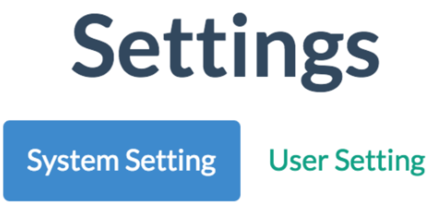

Figure 21: settings

System setting:

Before changing the system setting, you have to know that any change in the system setting will be reflected in the system for all users. To change any field of the system setting, all you have to do is edit the field you want to change and click “Apply changes” button. keep in mind, there are some rules need to be followed:

- Numbers are not acceptable.
- Header background color must be hex code.
- The maximum logo size is 2 MB, and only PNG images are accepted.

Note: A pop-up window will show after updating the system setting successfully.

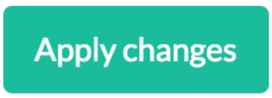

Figure 22: Apply Changes Button

University logo:

To change the logo, click on "Browse" button, a new window will open to let you upload the logo.

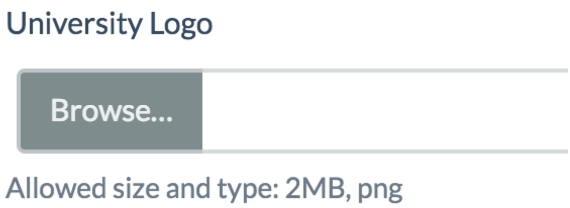

Figure 23: Browse Button

Header background color:

Changing the header color requires clicking on the colored square in the far right of the "Header Background Color" field and choose the new color.

Figure 24: Color Selection Button

Logo removal:

To remove the logo, click on the Yes/No button, keep the button on "Yes".

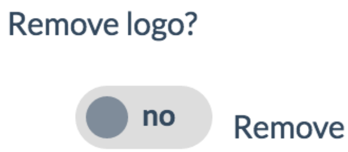

Figure 25: Remove Logo Button

User setting:

To change any field of the user setting, you have to enter your current password first. After editing the fields, click "Apply changes" button. keep in mind, there are some rules need to be followed:

- All names (first name, middle name and last name) must be in the range of 3 - 20 characters. Numbers are not accepted.
- Email must be a valid email format.
- All fields must be filled.

Note: A pop-up window will show up after updating the user setting successfully.

Figure 26: Current Password Field

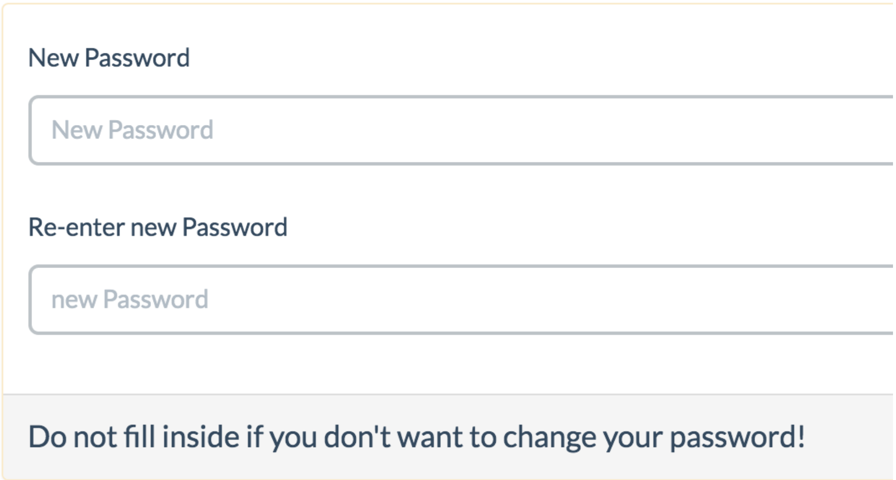

Figure 27: New and Re-enter New Password Fields

FACULTY MEMBER

The main blocks:

Un-Submitted Forms:

In this block, there is a list of all un-submitted forms, either saved or new. The faculty member can fill the forms and submit them. The forms can be viewed by the admin or the superuser, even if the forms are not submitted yet.
For more information and step by step guidance, see page 24.

Submitted Forms:

In this block, there is a list of all submitted forms, the faculty member can only view them, he/she can't edit them until the form is unlocked by a superuser or the admin.
For more information and step by step guidance, see page 24.

The header buttons:

Home:

Going back to the main page.

Setting:

This is the page where the faculty member can change his/her user information.
For more information and step by step guidance, see page 26.

Logout:

Logging out of the system. Next time, the faculty member will need to use his/her username and password to use the system.

Un-Submitted Forms:

All the forms shown in this block are linked to a specific faculty member, and it's his/her duty to fill them. When the faculty member chooses one of the un-submitted forms to fill, the form's page will open. There are two types of forms: formative and summative. To submit the form, click on "Submit" button, all the fields - excluding the evidence - should be filled. If you want to save the form's current state and continue later, click on "Save" button. Even if the form is not submitted yet, it can be viewed by the admin or a superuser.

Formative forms:

After choosing to fill a formative form, a new page will open to let the faculty member fill the form. In the form's page, the student outcome, performance indicator and the course information of this form will be shown. All the four rubrics will be explained in a table.

Filling the form:

To fill the form, there are four text areas to be filled: performance report and three areas as an instructor feedback. All the four text areas should be filled; the form can't be submitted if one of them is left empty.

Summative forms:

After choosing to fill a summative form, a new page will open to let the faculty member fill the form. In the form's page, the student outcome, performance indicator and course name of this form will be shown. All the four rubrics will be explained in a table.

Filling the form:

To fill the form, choose the proper rubric evaluation for each student. No more than one rubric can be chosen for a single student.

Uploading the evidence:

To upload the evidence, click on "Browse" button. A window will open to let you upload the file; however, there are some rules to follow:

- The evidence file should be PDF.
- The maximum file size is 100 MB.

An error message will be shown if one of the rules wasn’t fulfilled. Uploading an evidence file is optional. If there is no file, a message will appear to the evaluator indicating that no evidence file was uploaded.

Submitted forms:

All the forms shown in this block are submitted by the faculty member himself/herself. When he/she clicks on "User management" block, a new page will open. In the new page, the full details of that form will be shown, either formative or summative, the evidence files will be accessible as well. These forms can't be edit unless the admin/superuser unlock them. There is button to request unlocking each one of the forms.

Setting:

To change any field of the setting, you have to enter your current password first. After editing the fields, click "Apply changes" button. keep in mind, there are some rules need to be followed:

- All names (first name, middle name and last name) must be in the range of 3 - 20 characters. Numbers are not accepted.
- Email must be a valid email format.
- All fields must be filled.

Note: A pop-up window will show up after updating the user setting successfully.

Figure 28: Current Password Field

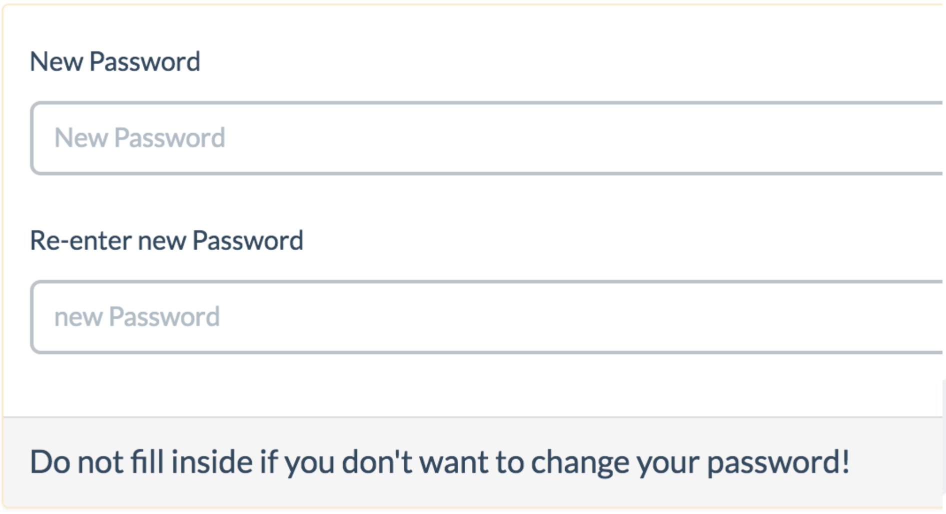

Figure 29: New and Re-enter New Password Fields

EVALUATOR

In the home page, there is a button called “Cycles”. After clicking on that button, a list of all cycles will be shown.

Display student outcome result:

Choosing one of the cycles will result in the appearance of “Terms” button. Clicking “Terms” button will show a list of all available terms. Choosing one of the terms will result in the appearance of “Program” button. After clicking that button, a new list will be shown. The list contains the programs assigned to this evaluator. After choosing a program, the next step is to click on one of the student outcomes.

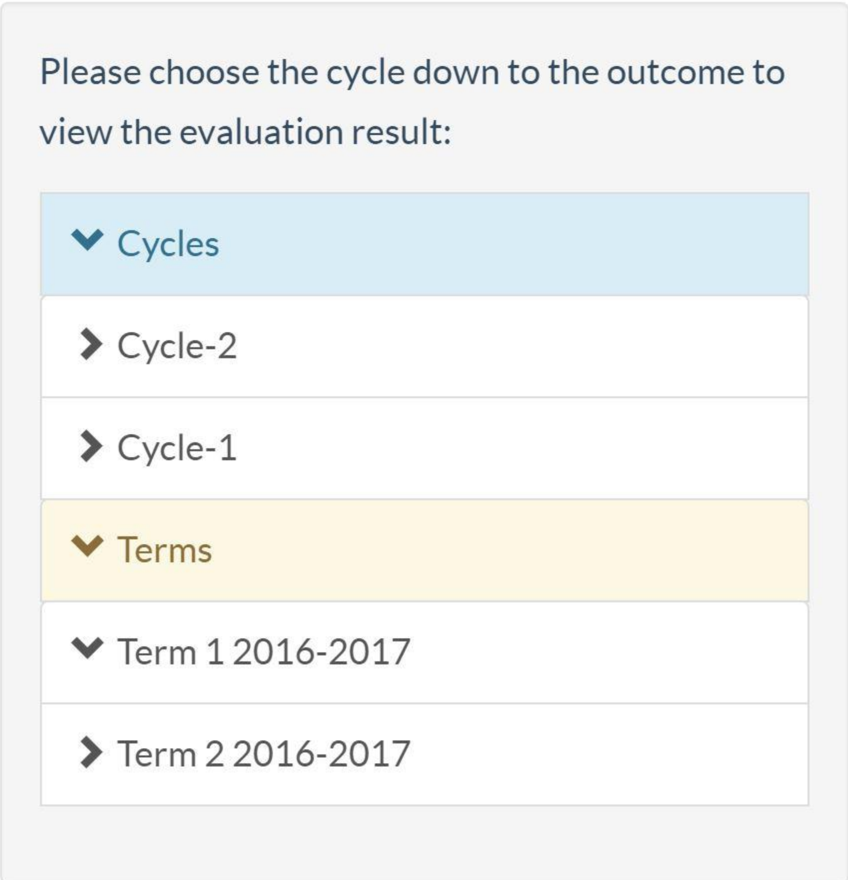

Figure 30: Cycle Hierarchy

Choose the performance indicator:

If the user chose a student outcome, it will be written on the right side of the screen above a list of all the performance indicators in this outcome along with the type and the threshold of the performance indicator. The background color of the performance indicator will change based on the threshold of the performance indicator and if this performance indicator passed or not. Below the list of the performance indicators, there is a message shows how many performance indicators passed out of the total number of performance indicators.

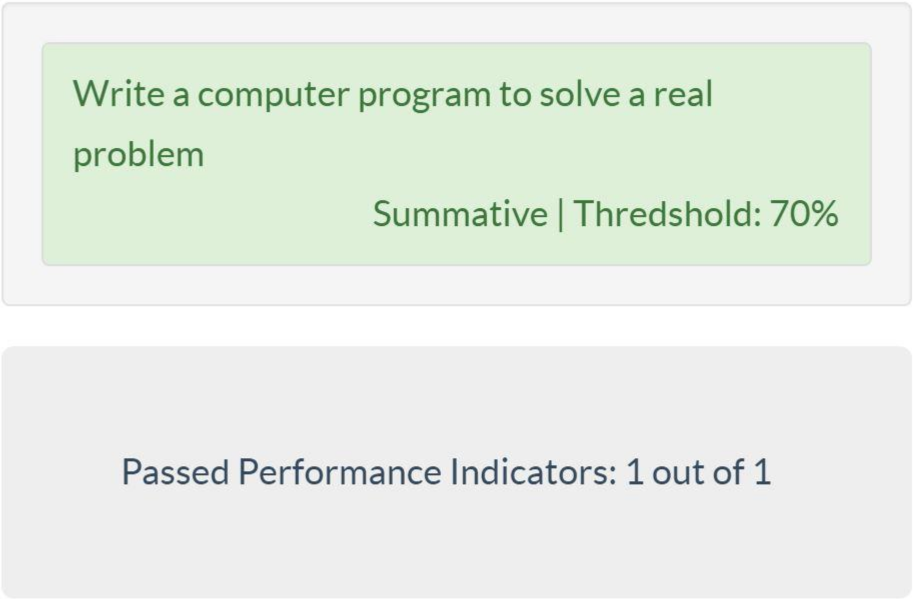

Figure 31: Choose the Performance Indicator

View the performance indicator:

To view a performance indicator, all you need to do is to click on the performance indicator, either summative or formative.

Summative forms:

Clicking on a summative form will open a new page that shows a graph describing the students' performance. You can choose a course to view its result. Also, you can choose a section to view its result.

Formative forms:

Clicking on a formative form will open a new page that shows the details of that form. The new page will have a performance report and three text areas as the instructor feedback. The name of the faculty member will be written on the page as well as the submission date.

View the evidence:

To view the evidence of any form. Click on "View the evidence" button inside the form. The evidence PDF file will open in a new page. For summative forms, you need to specify the section.