

CLC DATABASE MANUAL

ROLES

There are two roles for the tutoring database: student and admin.

Admin

The admin role is intended for the head of the CLC to use as a tool while building the tutoring schedule, and allows for viewing and editing capabilities across the entire database.

Student

The student role is intended for students to view the schedule, and filter by specific course or subject to view more specific information. Students do not have editing privileges, nor can they view which tutor is assigned to a given slot, for privacy purposes.

Login

At the login screen, admin may enter a password to see the whole site and access the editing capabilities. Students may click on a student view button to see the view-only schedule.

VIEWS - Admin

Views are intended to display a portion of the database, for improved readability and user friendliness. All views for admin include editing capabilities.

View Student

The Student View displays information about each tutor currently in the database. Information displayed includes the name of the tutor, student ID, email address, which classes they tutor for, and which semesters they tutor for. The view also includes the option to search the tutors by first **and** last name. See [example one](#).

View Student Schedule

The Student Schedule View displays all of the tutoring slots currently in the database. Information displayed includes the name of the tutor, class being tutored, time tutoring is being offered, and the semester. The view also includes the option to either search a tutor by first **and** last name (see [example two](#)), search a class by subject code **and** class code, (see [example three](#)) or search a term by term code and year (see [example four](#)). It is also possible to filter using multiple search inputs, such as tutor and term, for [example](#).

View Full Schedule

The Full Schedule View displays all of the tutoring slots currently in the database. Information displayed includes the location of the tutoring slot, the class, time, and semester. This view is intended to mimic what is viewable from the student side. It does not include tutor information, nor does it include the option to filter by term, since it **only displays the slots for the current term**. It does include the option to search by subject code (eg. "MAT"), or class **and** subject code (eg. MAT 200).

View Student Agreement Forms

The Student Agreement Forms View is intended to facilitate schedule building by providing a way to view information about which subjects tutors are able to teach. Information displayed includes tutor name, student ID, agreed classes (classes which the student indicated they would be willing to tutor for) and qualified subjects (subjects which the student indicated they would be qualified to tutor for). The view also includes the ability to filter by tutor name (see [example six](#))

Notes: An agreed class cannot be added if it is for a subject the tutor is unqualified to teach for. New qualified subjects should be added via the [tutor_qualified_subjects](#) table.

VIEWS - Students

View Current Tutoring Schedule

The Current Tutoring Schedule view is designed to be a searchable non-editable view for students. This is the only part of the site that students may access. Similar to other views, students can filter by searching for classes. The tutoring slots are broken up by day to make it easy for students to find tutoring for their classes.

TABLES - Admin

Buildings: List of building names where tutoring takes place on campus.

Classes: List of classes. Each class has a subject code, class number, and class name. Classes can be soft deleted and the deletion date is displayed post deletion.

Places: List of places where tutoring takes place on campus. Each place contains a building name and room number.

Subjects: List of tutoring slots for each class. Each slot is formed by an id,

time_block_id, location(building name and room number), class (subject code and number), and tutor id. Slots can be soft deleted and the deletion date is displayed.

Terms: List of past and present term codes.

Time_Blocks: List of time blocks that tutoring slots have the potential to take place in. Each time block has an id, start time, end time, week day, term code, and calendar year.

Tutor_Agreed_Classes: This is a list of classes that tutors are agreed to tutor. Each entity has the id of the agreed tutor, class(subject code and class_number).

Tutor_Availabilities: List of time blocks that tutors have agreed to be available for. Each entity contains a tutor_id and time_block_id.

Tutor_Qualified_Subjects: List of subjects tutors are qualified to teach. Each entity contains a tutor_id and subject_code.

Tutors: List of tutors. Each entity contains the tutor's id, name, and email address.

Week_Days: List of abbreviated week days.

Year_Terms: List of terms by year. Each entity has a term code and year.

BUTTONS - Admin

Add

1. Select Add Records

Delete?	deleted_when	tutor_id	tutor_first_name	tutor_last_name	tutor_email
<input type="checkbox"/>	0000-00-00 00:00:00	1	William	Bailey	william.bailey@centre.edu
<input type="checkbox"/>	0000-00-00 00:00:00	380012	Stella	Green	stella.green@centre.edu
<input type="checkbox"/>	0000-00-00 00:00:00	380932	Hannah	Morrison	hannah.morrison@centre.edu

2. Fill in the input boxes with necessary information

Delete?	deleted_when	tutor_id	tutor_first_name	tutor_last_name	tutor_email
<input type="checkbox"/>	0000-00-00 00:00:00	1	William	Bailey	william.bailey@centre.edu
<input type="checkbox"/>	0000-00-00 00:00:00	380012	Stella	Green	stella.green@centre.edu
<input type="checkbox"/>	0000-00-00 00:00:00	380932	Hannah	Morrison	hannah.morrison@centre.edu

tutor_id:
tutor_first_name:
tutor_last_name:
tutor_email:

3. Hit Submit

If the input boxes are not filled in all the way or are filled with improper values an error message will appear.

Special Note for Time Blocks:

If the time block being created is outside of normal tutoring hours you will be asked to verify if you want to actually create the block.

Time is outside normal hours. Are you sure?

Delete?	time_block_id
<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5

Delete

1. Select checkbox of slot to delete
2. Click the delete button.

Notes:

- Only values that have a deleted_when field can be deleted. Trying to delete other entities will result in an error message.
- Deletes are soft deletes. They will still appear in the admin view but have the time they were deleted displayed. The deleted entities will not appear in the student view.

Alter

1. Select the checkbox of the entity you would like to alter.
2. Click the alter button.
3. Change the desired value and hit submit.

Notes:

- The site will not let you change a value that is pulled in from a separate table.

Examples

1. Searching by student first and last name (View Student)

Select a Student:
First name:
Last name:

Delete?	Name	Student ID	Email	Classes Taught	Semester Taught
<input type="checkbox"/>	Hannah Morrison	380932	hannah.morrison@centre.edu	MAT 330	FA 2025
<input type="checkbox"/>	Hannah Morrison	380932	hannah.morrison@centre.edu	MAT 330	SP 2025

2. Searching by student first and last name (View Student Schedule)

Select a Student:
First name:
Last name:

Select a Subject or Class:
Subject code:
Class code:

Select a Term:
Term(e.g. SP, FA):
Year(e.g. 2021):

Delete?	Name	Class	Time Tutored	Semester Taught
<input type="checkbox"/>	Hannah Morrison	MAT 330	7:00 - 8:00 Su	FA 2025
<input type="checkbox"/>	Hannah Morrison	MAT 330	7:00 - 8:00 M	FA 2025
<input type="checkbox"/>	Hannah Morrison	MAT 330	7:30 - 8:30 Su	SP 2025

3. Searching by class (View Student Schedule)

Select a Student:

First name:

Last name:

Select a Subject or Class:

Subject code:

Class code:

Select a Term:

Term(e.g. SP, FA):

Year(e.g. 2021):

Delete?	Name	Class	Time Tutored	Semester Taught
---------	------	-------	--------------	-----------------

<input type="checkbox"/>	Stella Green	CSC 332	7:00 - 8:00 Su	FA 2025
--------------------------	--------------	---------	----------------	---------

4. Searching by student first and last name (View Student Schedule)

Select a Student:

First name:

Last name:

Select a Subject or Class:

Subject code:

Class code:

Select a Term:

Term(e.g. SP, FA):

Year(e.g. 2021):

[See Details](#)

Delete?	Name	Class	Time Tutored	Semester Taught
<input type="checkbox"/>	Hannah Morrison	MAT 330	7:00 - 8:00 Su	FA 2025
<input type="checkbox"/>	Hannah Morrison	MAT 330	7:00 - 8:00 M	FA 2025
<input type="checkbox"/>	Stella Green	CSC 332	7:00 - 8:00 Su	FA 2025
<input type="checkbox"/>	William Bailey	ARS 250	7:00 - 8:00 Su	FA 2025
<input type="checkbox"/>	William Bailey	ENS 110	7:00 - 8:00 M	FA 2025

[Delete Selected Records](#)

[Alter Selected Records](#)

[Add Records](#)

5. Searching by student and term (View Student Schedule)

Select a Student:
First name:
Last name:

Select a Subject or Class:
Subject code:
Class code:

Select a Term:
Term(e.g. SP, FA):
Year(e.g. 2021):

Delete?	Name	Class	Time Tutored	Semester Taught
<input type="checkbox"/>	Hannah Morrison	MAT 330	7:00 - 8:00 Su	FA 2025
<input type="checkbox"/>	Hannah Morrison	MAT 330	7:00 - 8:00 M	FA 2025

6. Searching by student (View Student Agreement Forms)

View a Student:
First name:
Last name:

Delete?	Name	Student ID	Tutor Agreed Classes	Tutor Qualified Subjects
<input type="checkbox"/>	William Bailey	1	ARS 250,CSC 101	ARS,ENS