Professor User Guide

Contents

1. Introduction:

A Professor is responsible for adding students to his courses and conduct assessments to them and to evaluate them. These functionalities are explained in this document.

2. Professor Home Page:
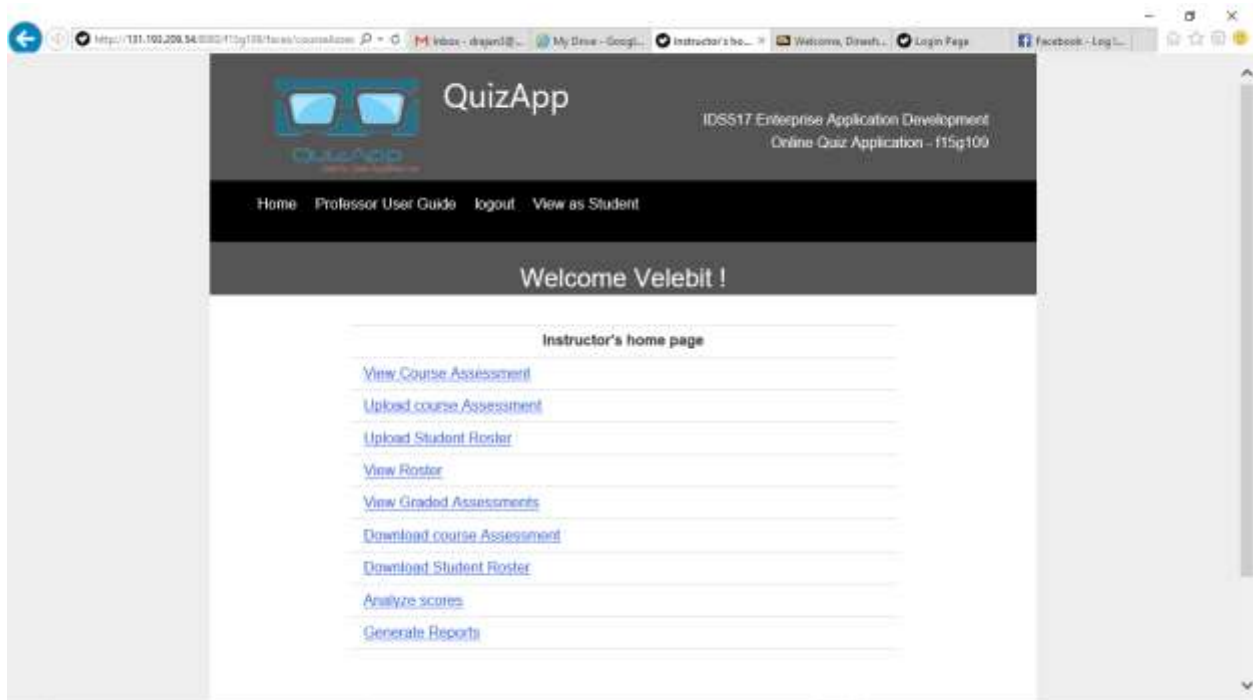
This is the Professor's Home page. It has various functionalities such as:
- Upload Course Assessment
- View Course Assessment
- Download Course Assessment
- Upload Student Roster
- View Roster
- Download Student Roster
- View graded assessments
- Analyze Scores
- View as student

2.1 Upload Student Roster:

Click on Upload Student Roster in the home page.
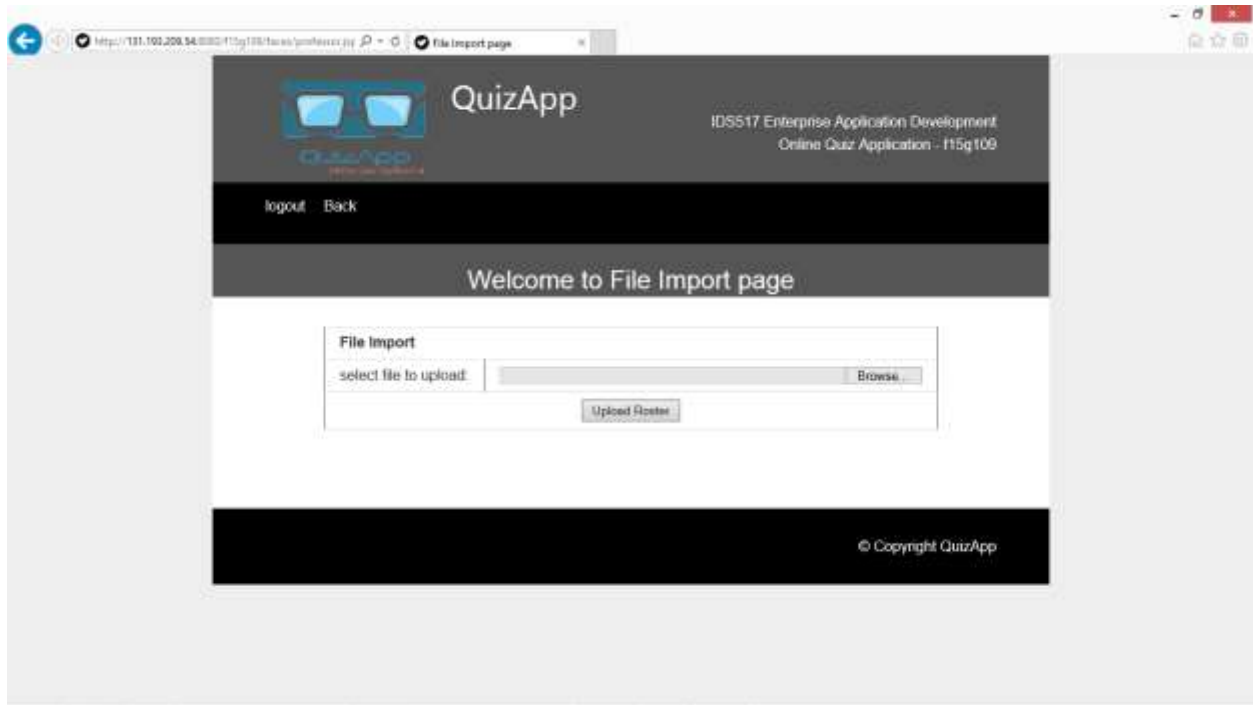
Select the file to be uploaded. Click on Upload Roster. If the students have already been in the roster, you will be prompted to upload a new file.
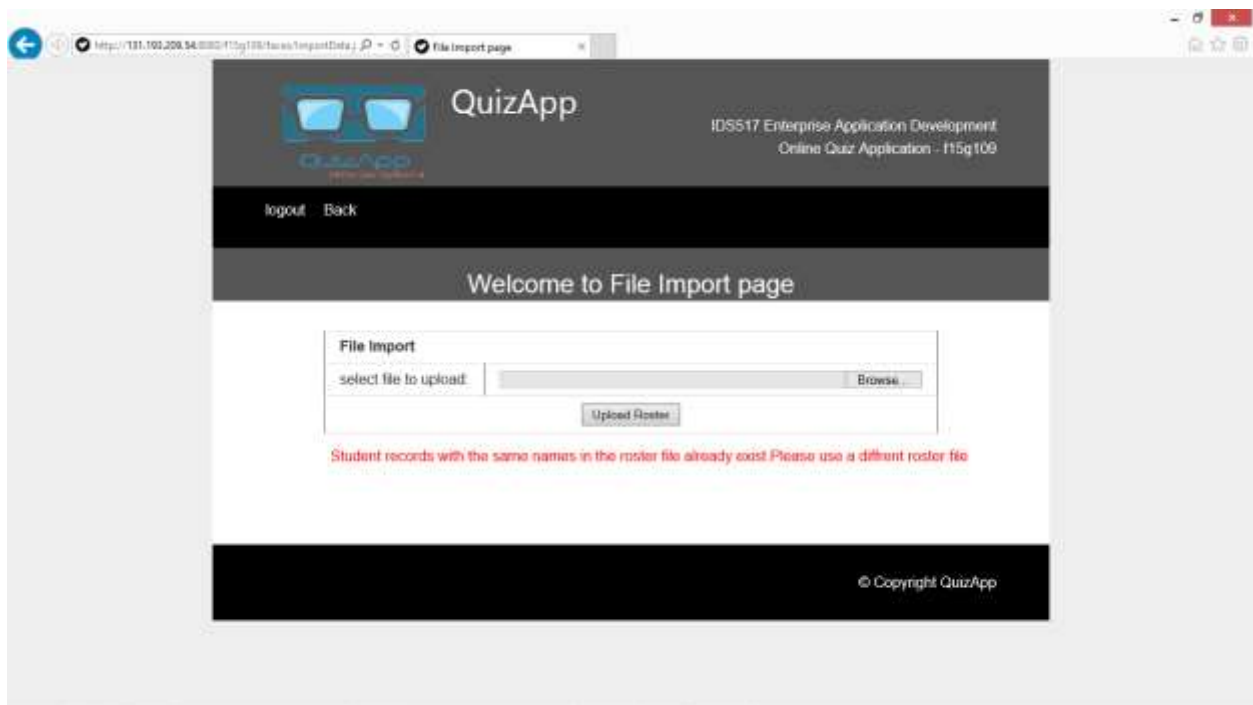
Here, the roster file was already uploaded. Hence we get the error message.

2.2 Download Student Roster:

Click on Download Student Roster. You will be directed to Download Roster page.
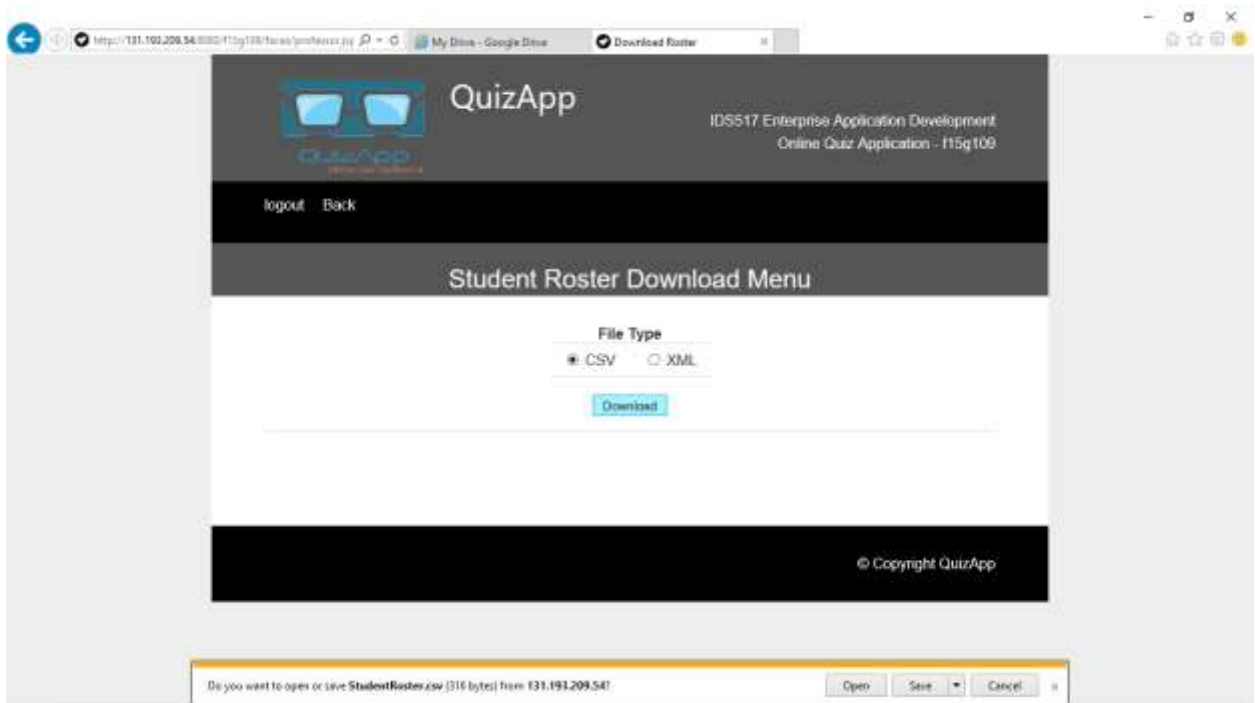
Select file type as either CSV or XML.
Click on Download button. Failing to select file type will result in an error message.

2.2.1 Downloading as CSV file:

Select file type as CSV and click Download button.
Select save button to save the file in the computer. Selecting open will open the CSV file.
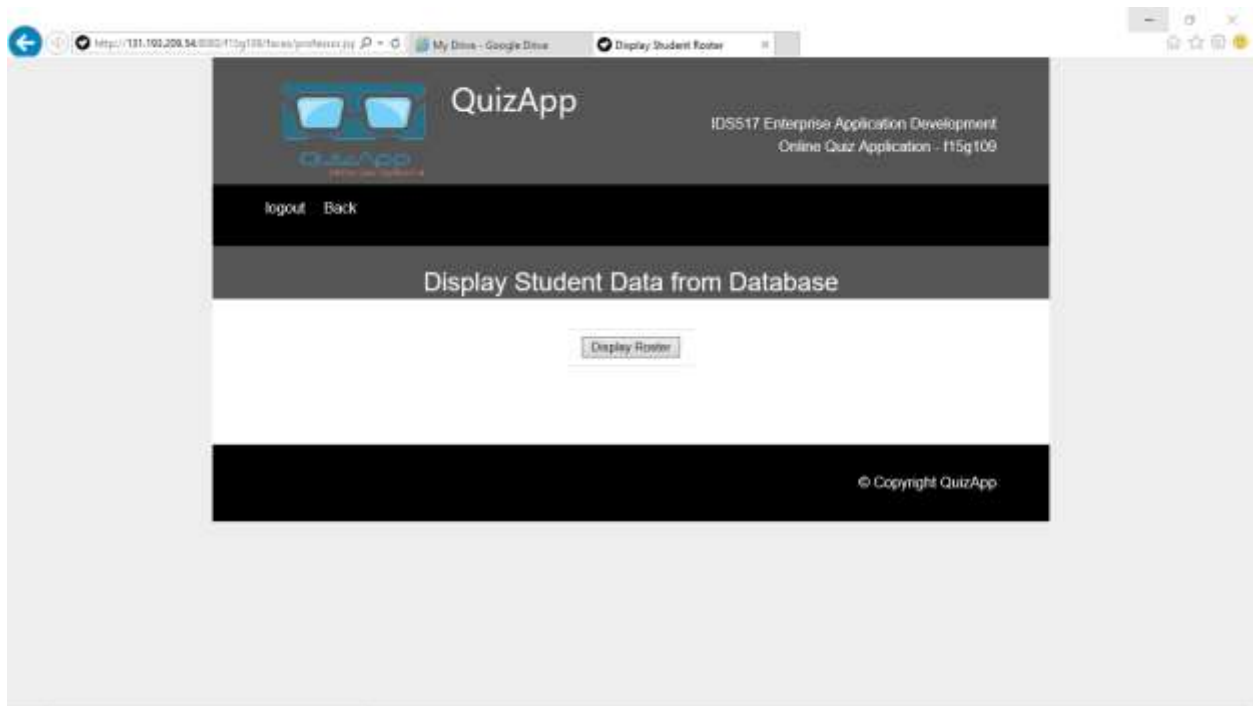
2.2.2 Downloading as XML file:

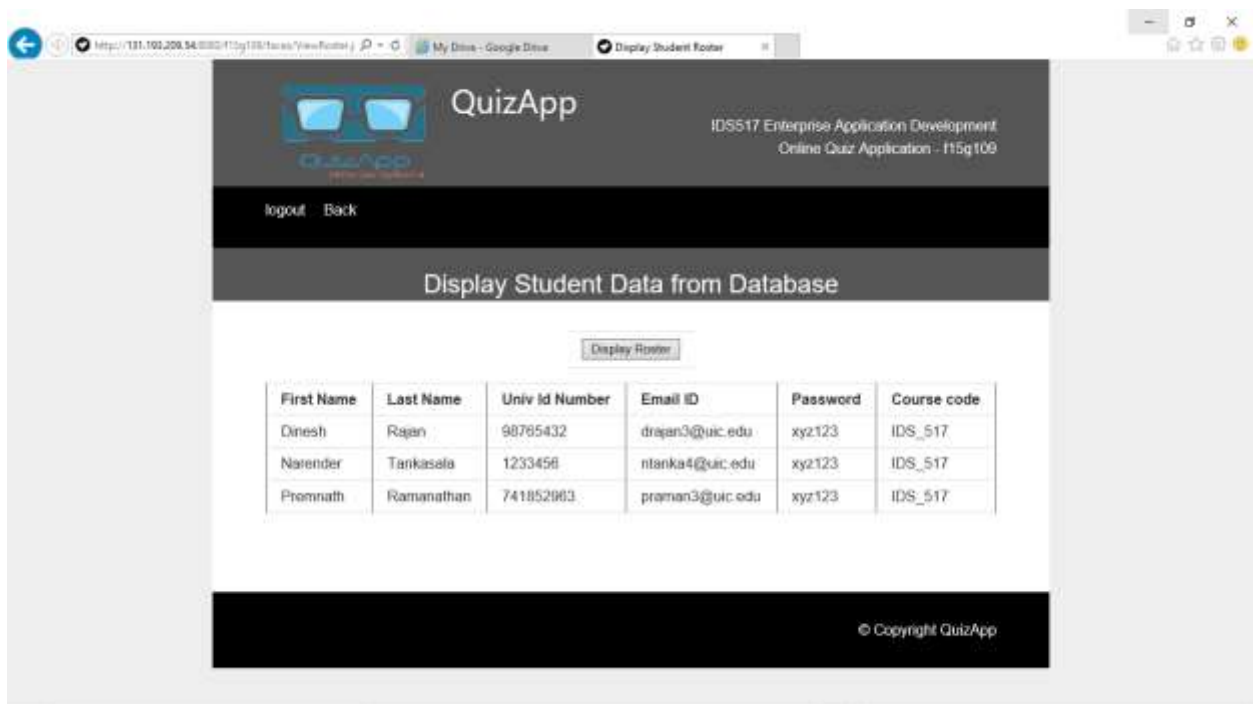Select file type as XML and click download button.
Select save button to save the file in the computer. Selecting open will open the XML file.

2.3 View Student Roster:

To view student roster, select view roster in the Professor home page. You will be redirected to the Display Student Roster page.
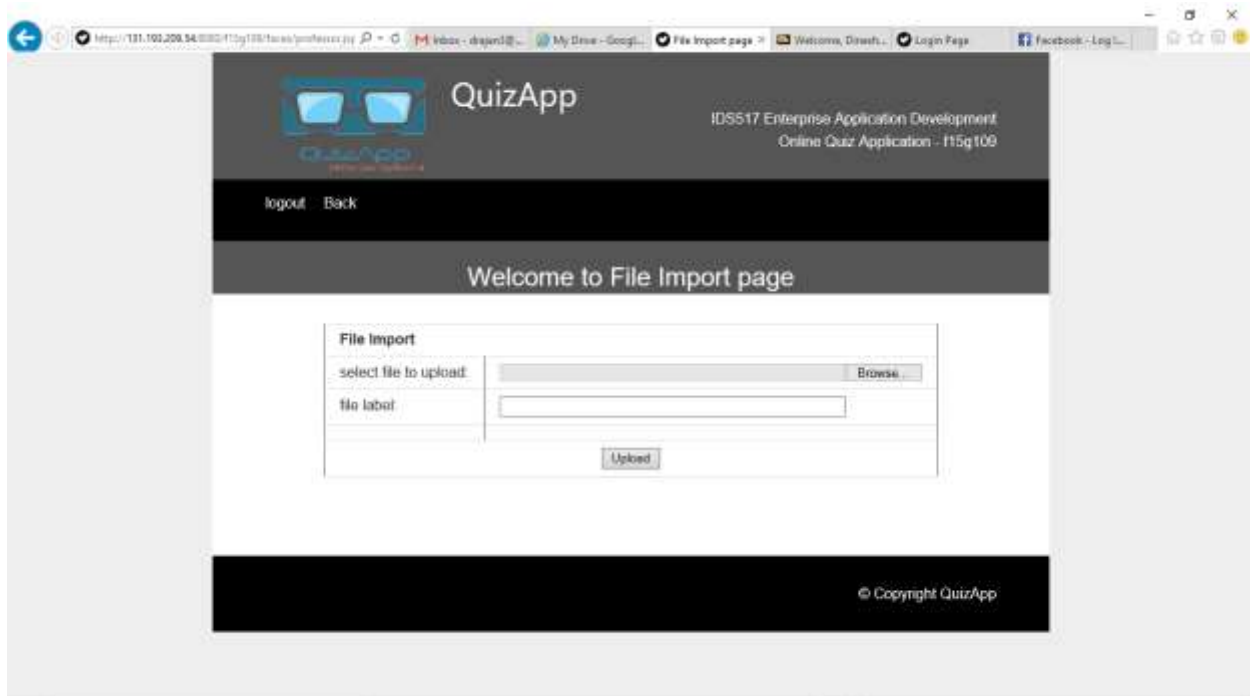

Click on Display Roster button. The student roster details are displayed.

First Name	Last Name	Univ Id Number	Email ID	Password	Course code
Dinesh	Rajan	98765432	drajan3@uic.edu	xyz123	IDS_517
Narender	Tankasala	1233456	ntanka4@uic.edu	xyz123	IDS_517
Premnath	Ramanathan	741852963	praman3@uic.edu	xyz123	IDS_517

Click on Back to go to the Professor Home page.
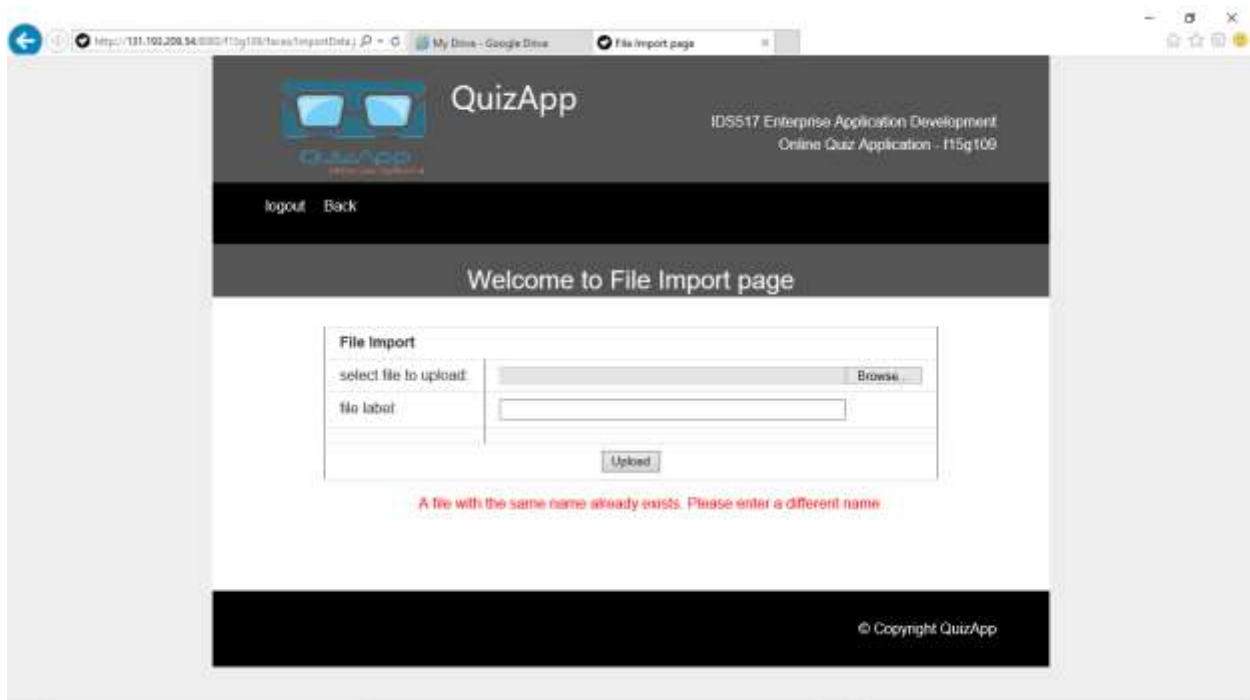
2.4 Upload Course Assessment:

To upload course assessments, click Upload Course Assessments in the Professor Home page. You will be directed to File Import Page.

Click on Browse. Select the assessment file from the local system. The assessment file should have a .csv extension. Enter the file name of your choice in the file label field. Click the upload button.

If the filename has been already used, then a new filename should be given. Click the upload button. The assessment file will be uploaded and a message saying the assessment has been uploaded successfully will be displayed.
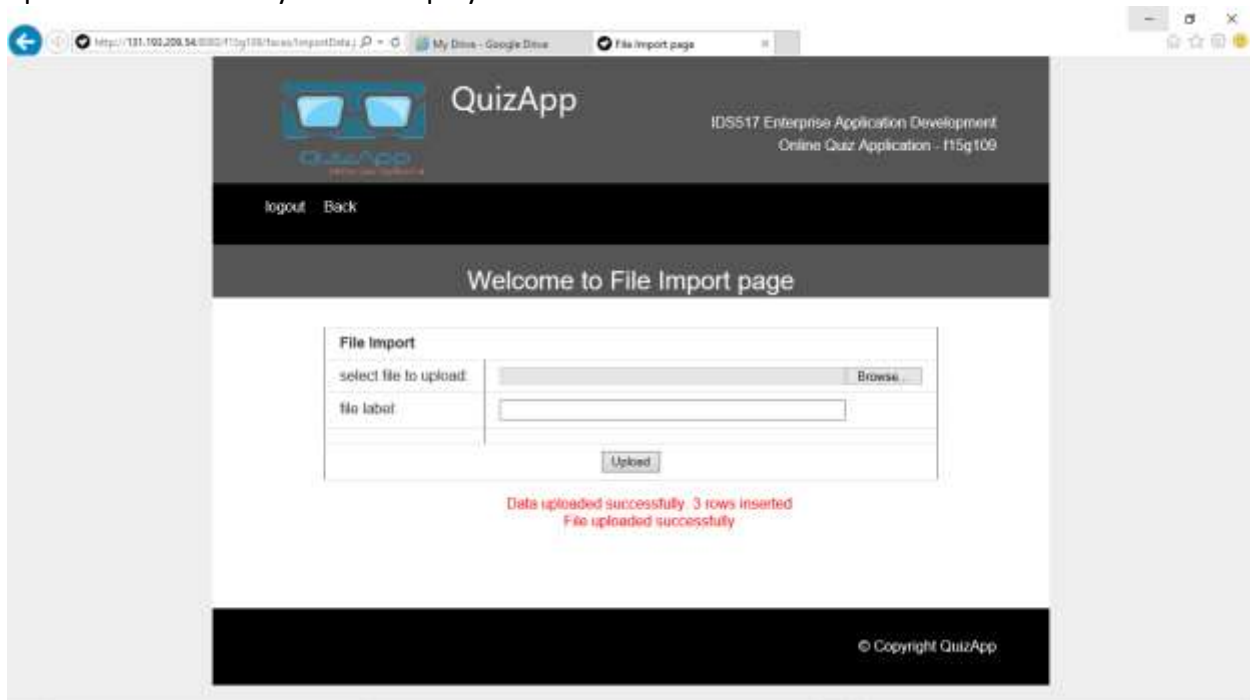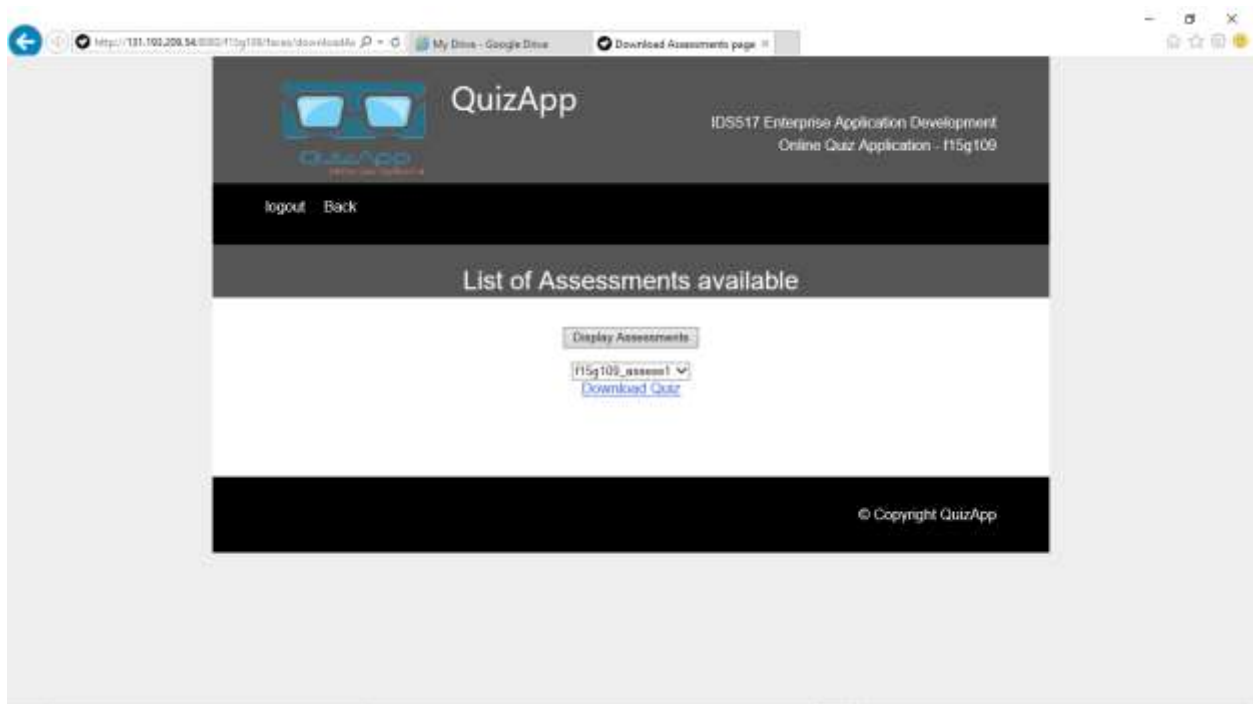

Click on back to go to Professor's home page.
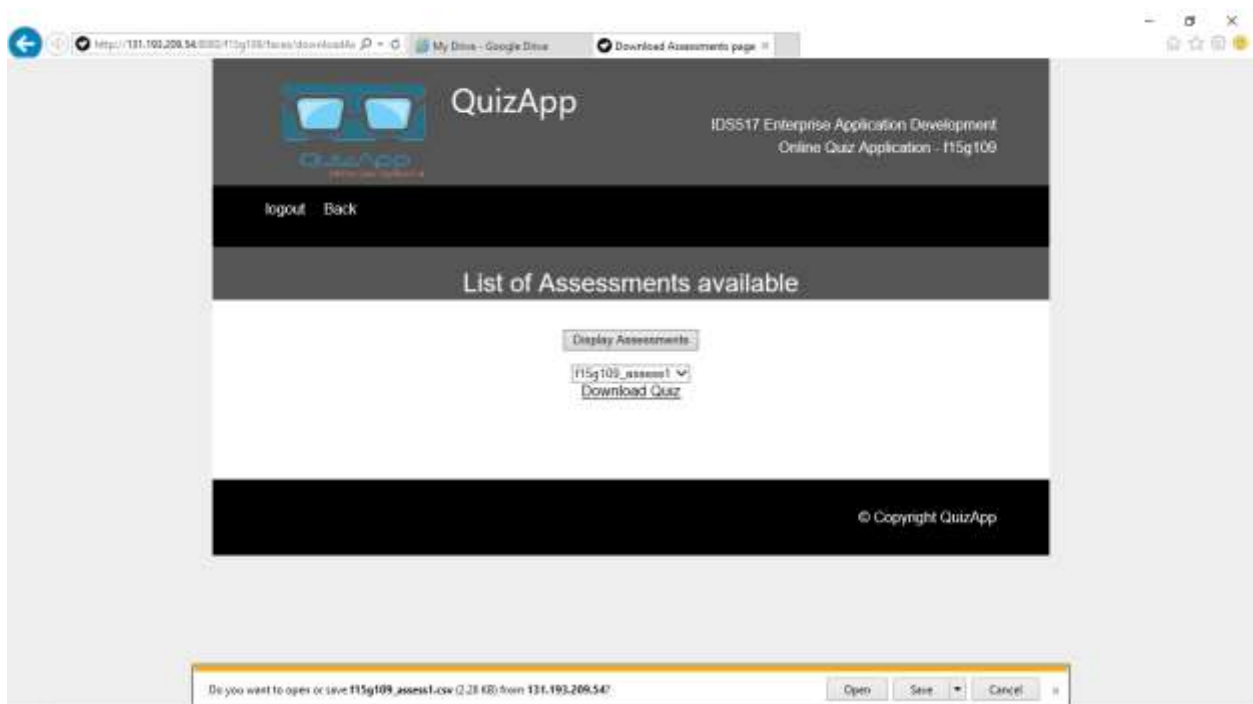
2.5 Download Course Assessment:

Click on Download Course Assessment in order to download the assessments. You will be redirected to the Assessments Download page.
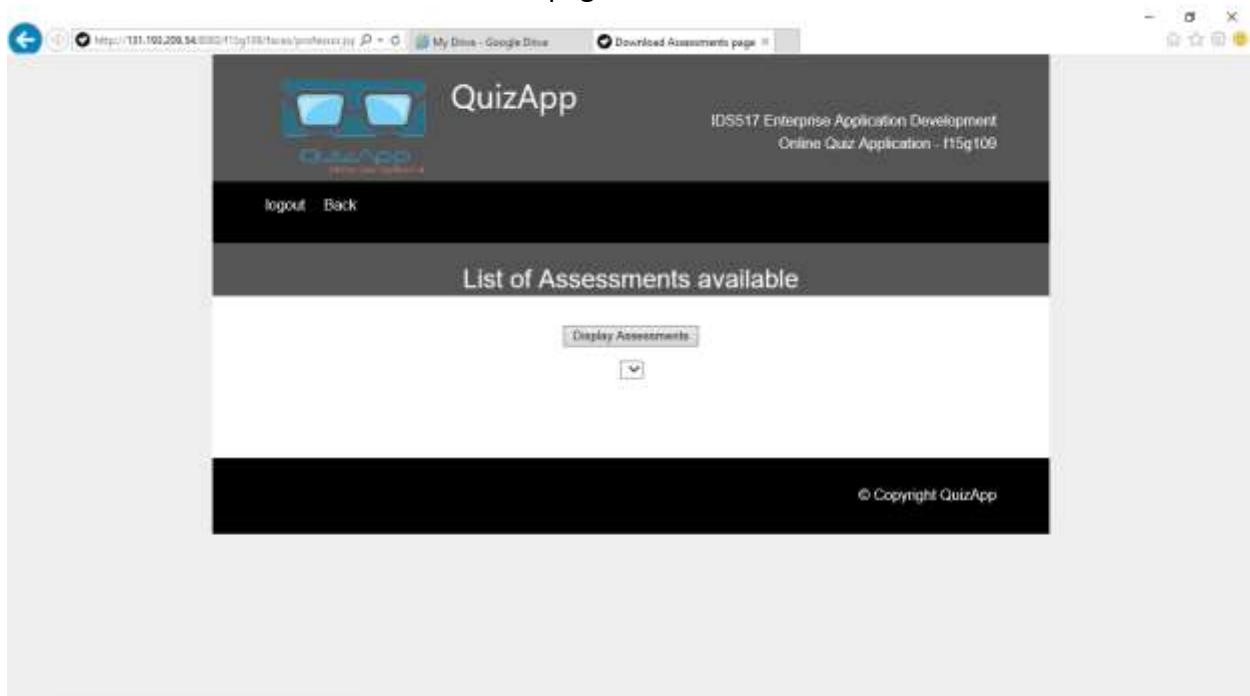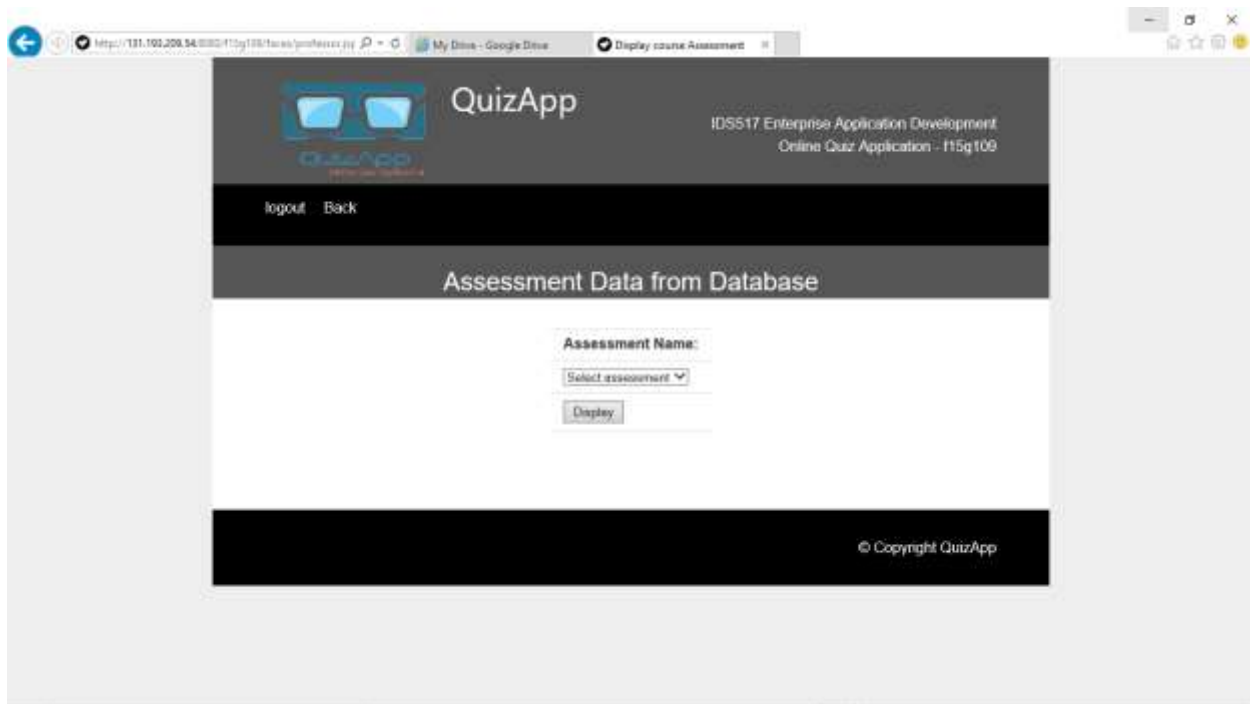
Click on Display assessments to show the list of assessments available for download.

Select the assessment that is to be downloaded and click on download quiz.

Click save option to save the assessment.

2.6 View Course Assessment:

To view the uploaded course assessments, click view course assessment. You will be redirected to the Display Course Assessment page.
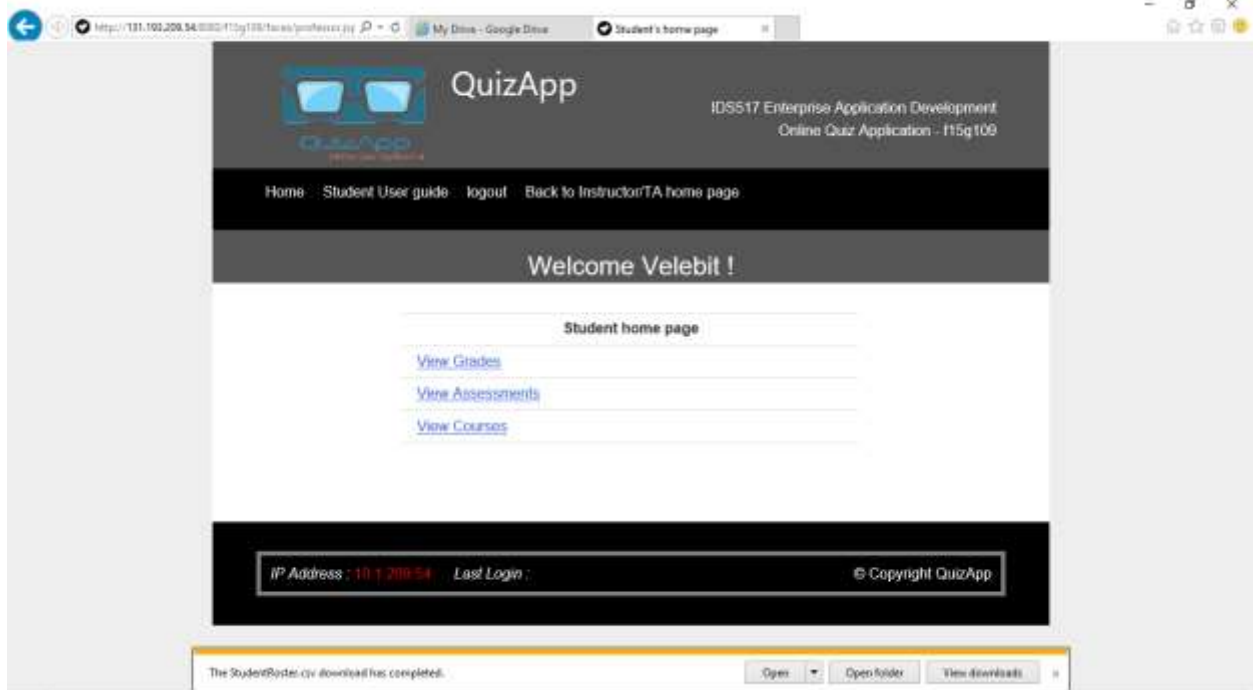

Select the assessment you need to view from the drop down list provided. Click on display button. The assessment is displayed.
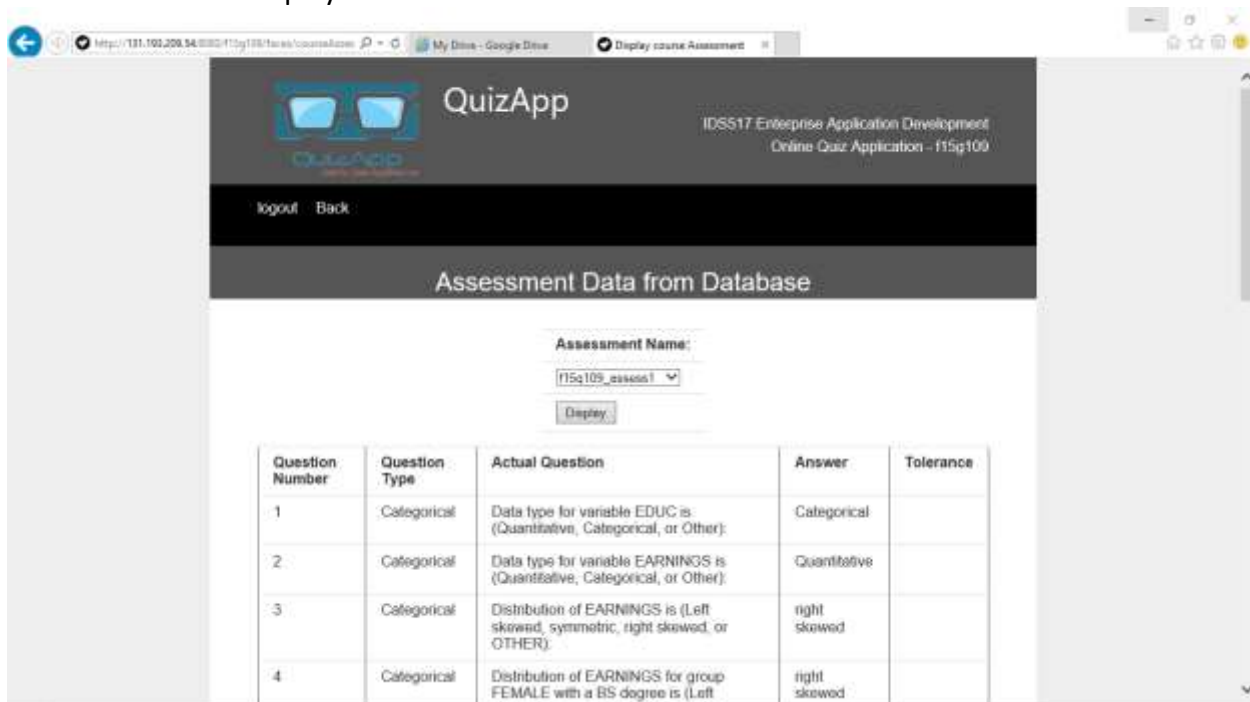
Click on back to go to Professor's home page.

2.7 View as Student:

To view the web portal from a student's point of view, select View as Student. You will be directed to a student's home page. A student can view assessments or courses.

2.7.1 View Assessments:

Clicking on View Assessments takes to the Student Course assessments page.
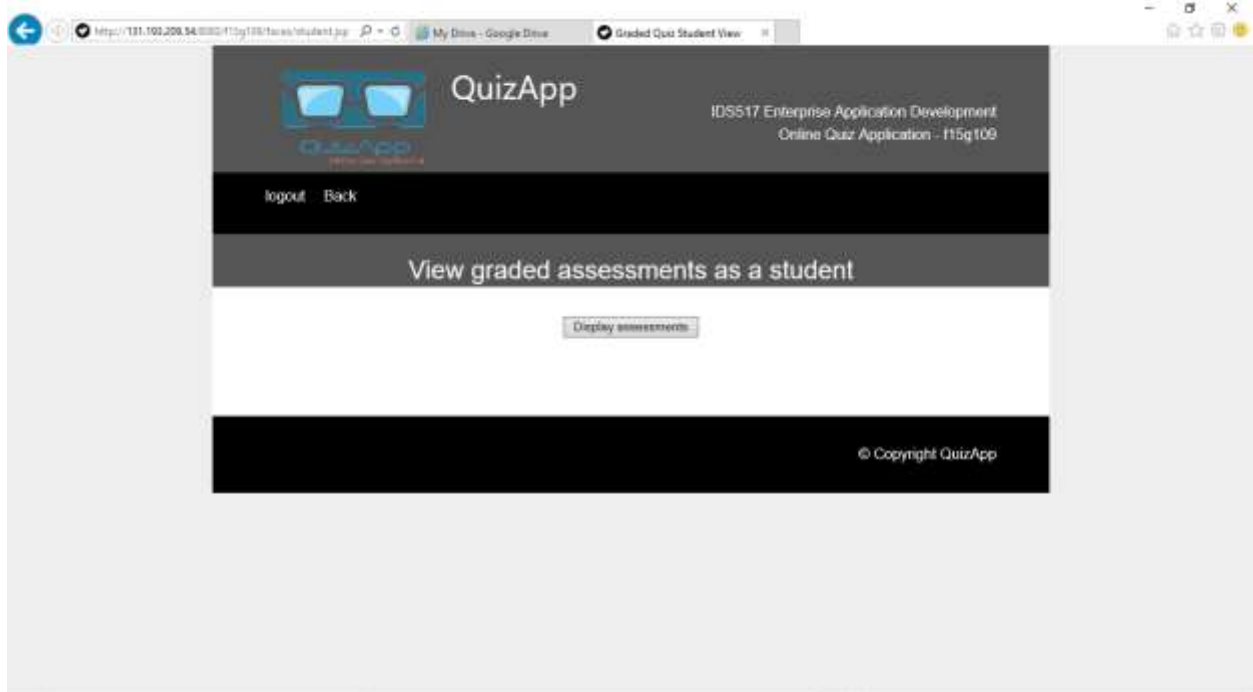
Click on Display Assessments. The assessments available are displayed.
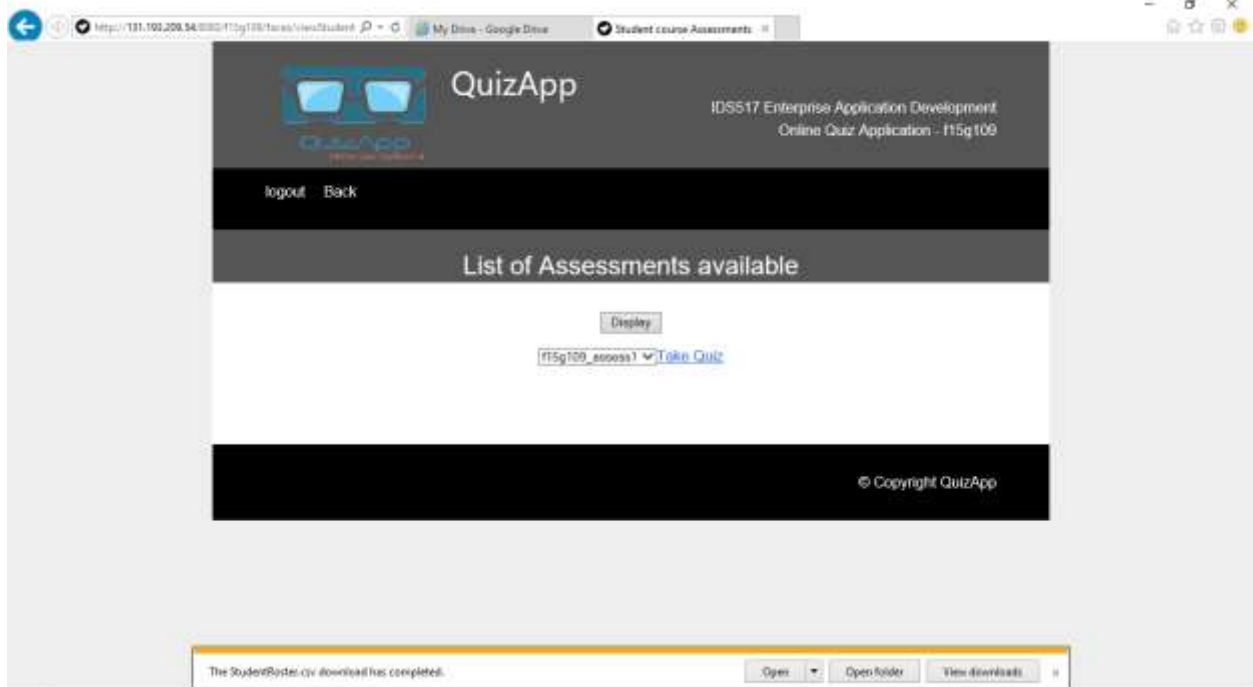
2.7.2 Taking Quiz:

Select any one of the assessments and click on take quiz. The quiz is displayed. It has a text box where answers can be typed for each question.
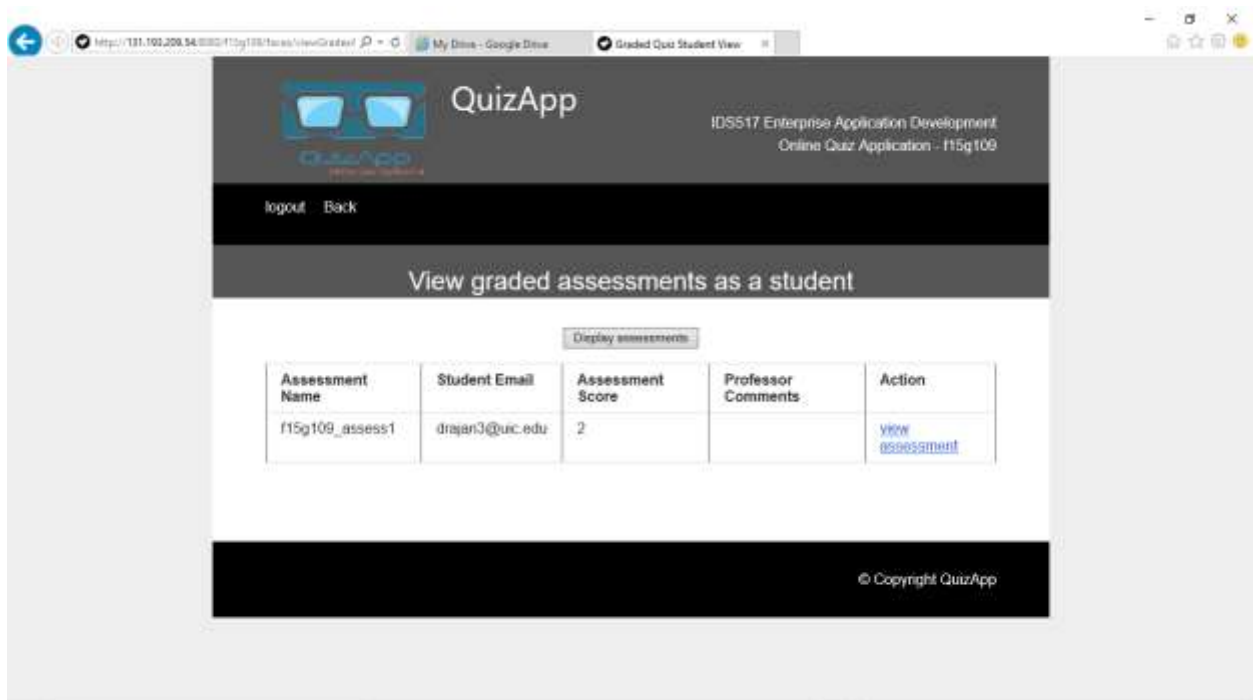

After finishing the quiz, click on submit button. The marks of the quiz are displayed.

Note: A quiz can be taken by a student only once.

2.7.3 View Grades as a Student

Clicking on View Grades takes you to the View graded assessments as a student page.
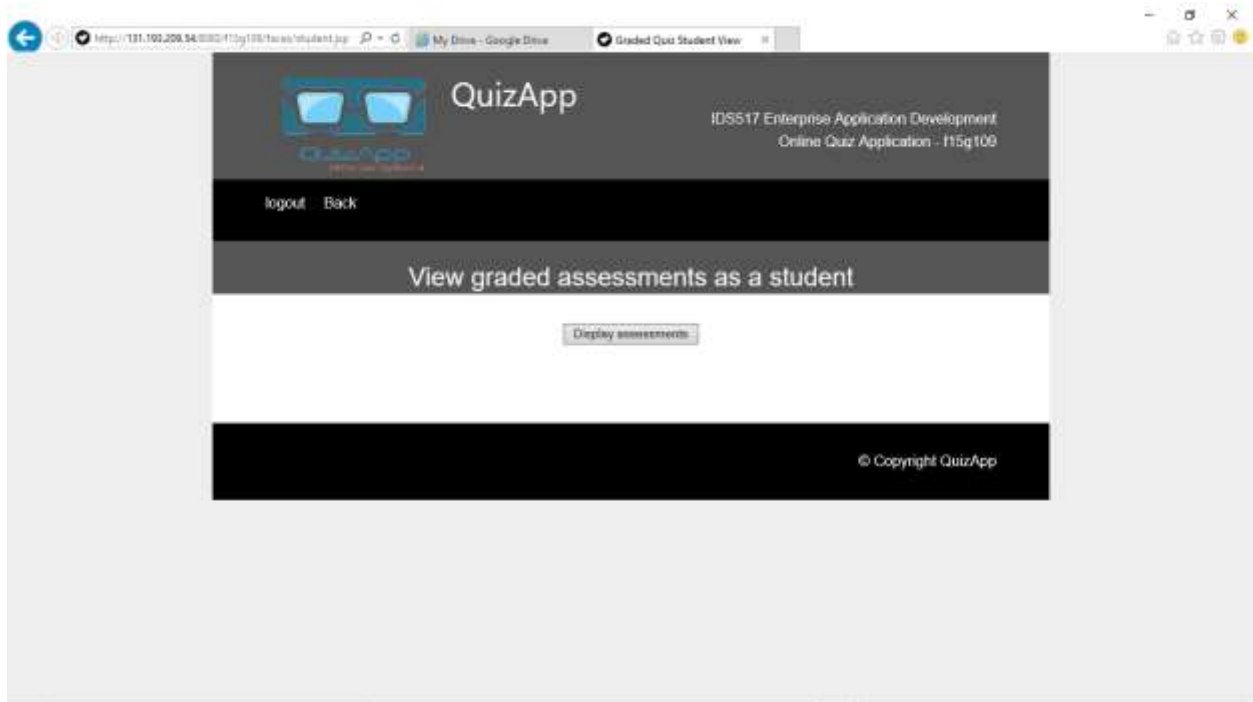
Click on Display assessments to view the scores of assessments taken.

Click on View assessments to see the answers of the student.

2.7.4 View Courses:

Clicking on View courses displays the courses of the student.

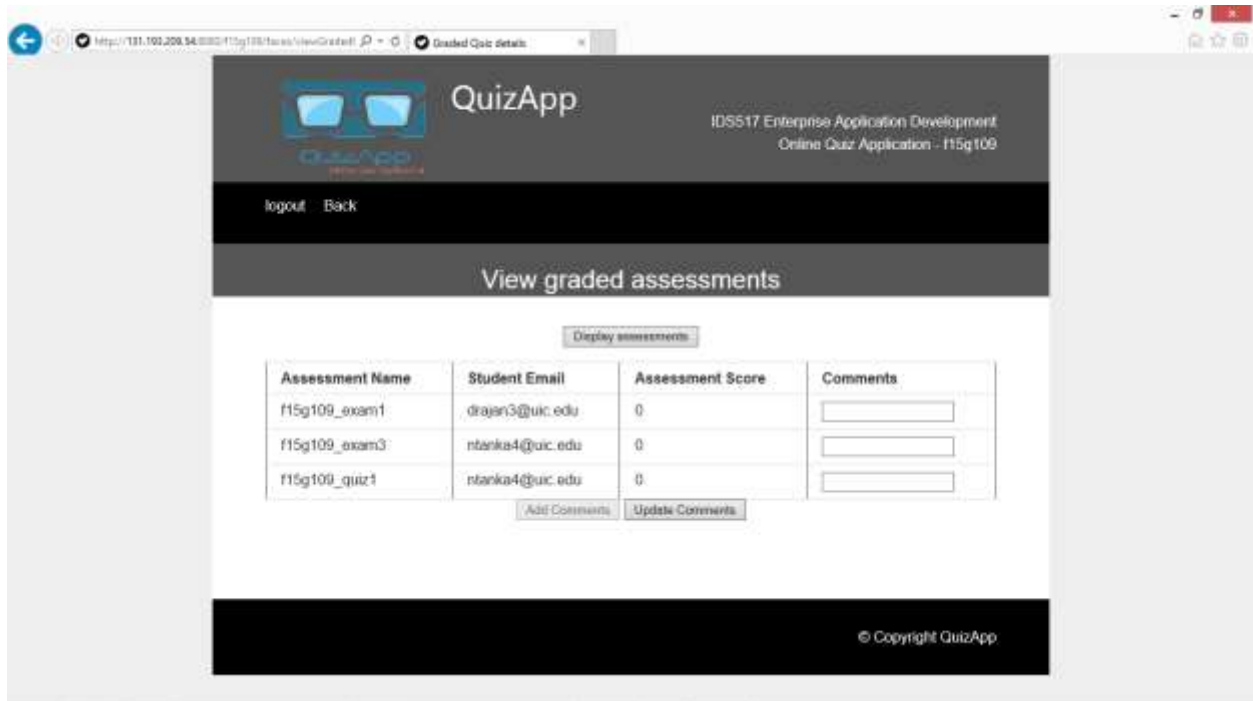## 2.8 View graded assessments

Click on View graded assessments to go to the View Graded assessments page.
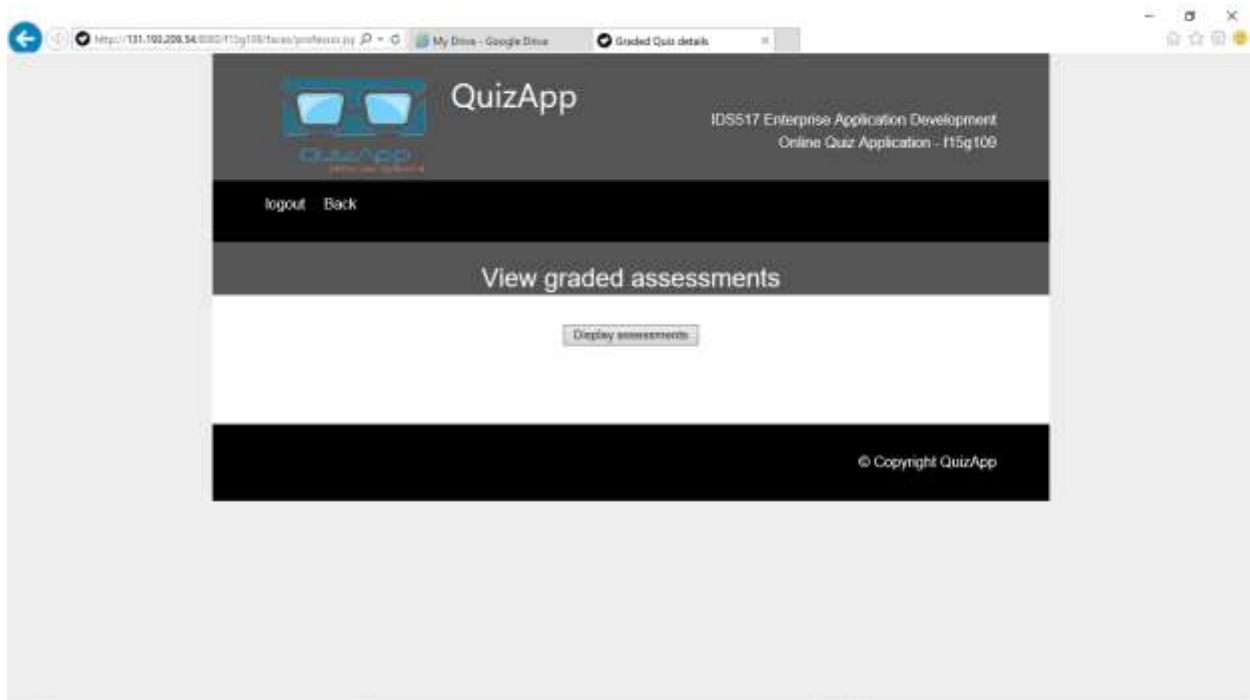
Click on Display assessments to view the assessments.
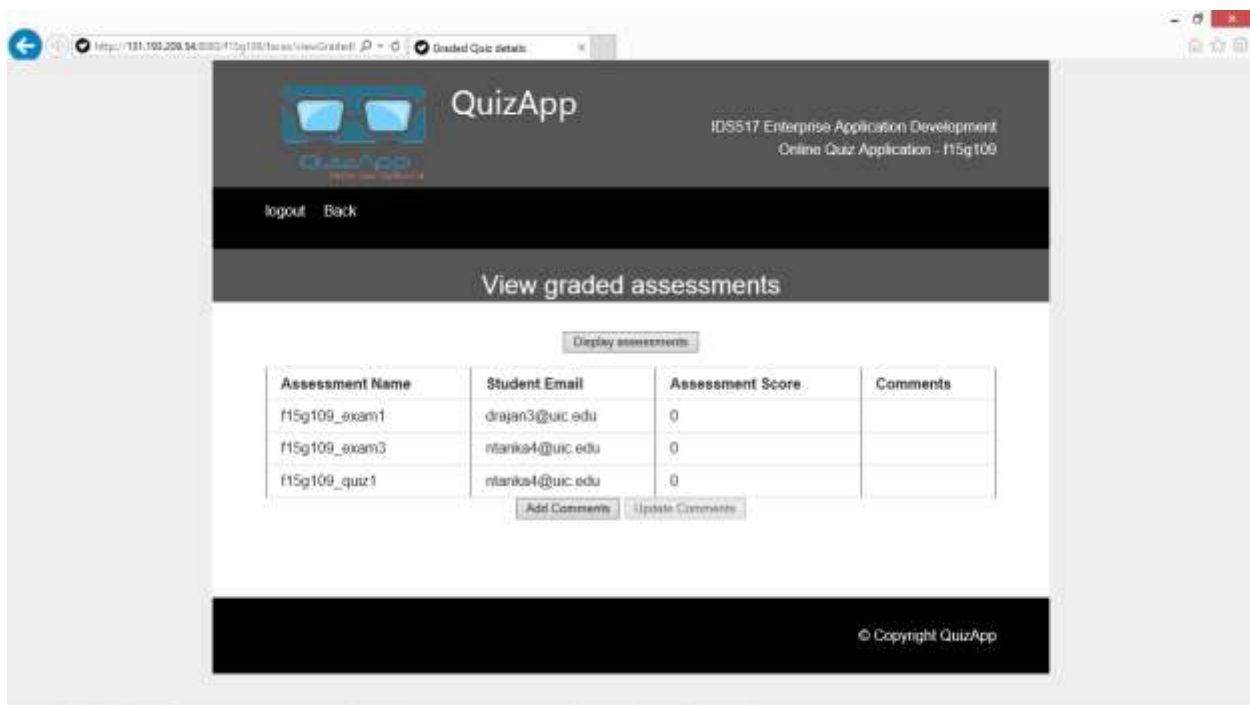
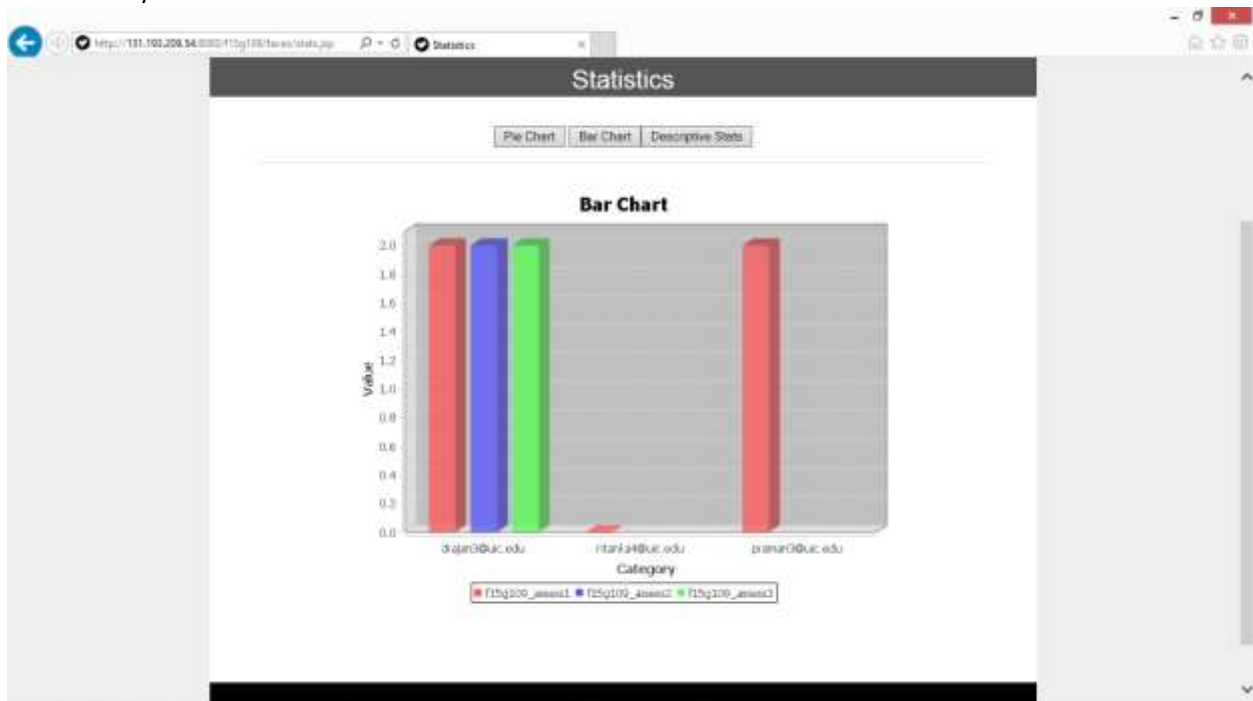Click on add comments to add comments.

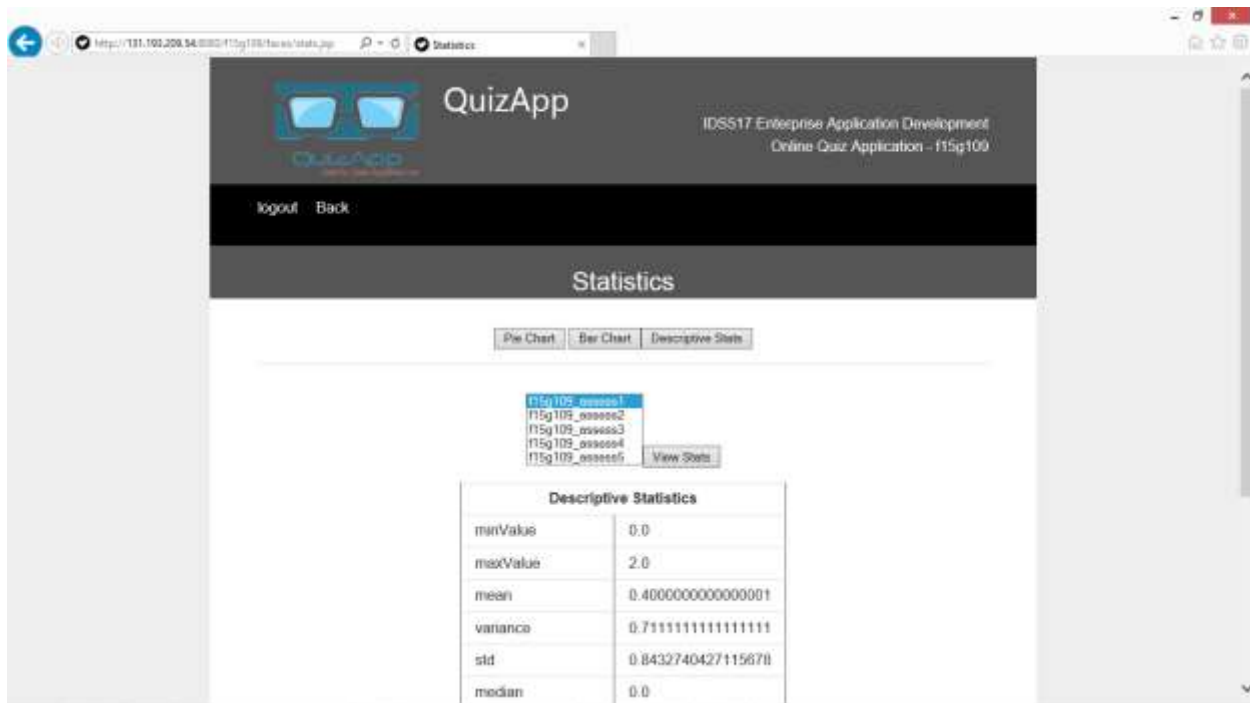After adding the comments, click update comments.

2.9 Analyze scores

Click on analyze scores to go the graphs/ statistics page.

Click on Pie/ Bar chart to view the students' marks in Pie or Bar chart.

Click on Descriptive stats to view the statistics of each assessment. The required assessment can be selected from the drop down box.