**Program Coordinator Use Cases**

1. Get Course Reporting Report (who has / hasn’t input)
2. Set input deadline
3. Get reports (analytical data)
4. View operational (raw) data
5. Set program configuration
6. Add course
7. Remove Course
8. Update Course (general info, outcomes)
9. Add Program Outcome
10. Remove Program Outcome
11. Update Program Outcome
12. Add Program Assessment
13. Remove Program Assessment
14. Update Program Assessment

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| Use Case Name: | Get Course Reporting Report (who has / hasn’t input) | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Program coordinators may wish to lookup which instructors / courses are missing data for this semester. |
| Trigger: | End of semester approaching. |
| Preconditions: | 1. Courses set up in the system. |
| Post conditions: | 1. Report has been generated. |
| Normal Flow: | 1. Coordinator goes to the reporting section. 2. Coordinator clicks ‘Generate Reporting Report’ 3. System displays report |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a. No courses listed for this semester. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: | Each semester |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Set input deadline | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Some programs would like to set a deadline for input of data. This allows the coordinator to set this deadline. |
| Trigger: |  |
| Preconditions: | 1. Program Coordinator is set. 2. Program has courses set up for this semester. |
| Post conditions: | 1. Deadline is set for a program. |
| Normal Flow: | 1. Coordinator goes to program management view. 2. Program coordinator sets a date in the future, after the beginning of a semester. 3. Coordinator confirms selection. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: | * This could cause the rollover of operational to analytical data. |

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| Use Case Name: | Get reports (analytical data) | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Coordinator would like to see the data collected to prepare accreditation reports. |
| Trigger: | Coordinator needs data for preparing reports or presentations. |
| Preconditions: |  |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes to the reporting section. 2. Coordinator selects a report. 3. Coordinator supplies the needed data (semesters, program, etc). 4. System generates the report. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a. Needed data not available in specified range.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | View operational (raw) data | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Coordinators need to see a view of data that is being entered to see current status. |
| Trigger: | Coordinator has a question about a course. |
| Preconditions: |  |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes in to the view containing active data. 2. Coordinator selects a course. 3. System displays current data entered, as well as all tied data. 4. Coordinator can edit the displayed data and save by clicking submit. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: | * Course in question is set up for this semester. |
| Notes and Issues: |  |

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| Use Case Name: | Set program configuration | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Coordinators can set various settings such as deadlines and whether or not to track student names in operational data. |
| Trigger: |  |
| Preconditions: | 1. Program is set up. |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes to program management view. 2. Coordinator is shown the current setup for the program. 3. Coordinator can set new settings. 4. Any new settings are saved by clicking ‘submit’. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Add course | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Courses must be set up, and new courses need to be tracked. |
| Trigger: | Program was just set up or a new course was created in a program. |
| Preconditions: | 1. Program exists. |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes to program management view. 2. Coordinator selects “Add new course” from the actions menu. 3. Coordinator enters data for the course. 4. Submit button is clicked. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case Name: | Remove Course | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Program coordinator needs to remove a course that was added by mistake. |
| Trigger: |  |
| Preconditions: | 1. Course does not have any operational data other than instructor tied to it. (Course scores) |
| Post conditions: | 1. Course does not exist within operational part of the system. 2. List of outcomes applicable to the course is removed. |
| Normal Flow: | 1. Coordinator goes to Program Management view. 2. Coordinator selects the course they are wanting to remove 3. Course data is displayed. 4. Coordinator clicks the Remove Course button. 5. A warning popup is displayed. 6. Coordinator accepts data loss. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Update Course (general info, outcomes) | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Course info may change over time. Coordinator should be able to edit this as operational data. |
| Trigger: |  |
| Preconditions: | 1. Course exists in the program. |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes to Program Administration view. 2. Coordinator selects course. 3. Coordinator changes relevant info. 4. Coordinator selects ‘Submit’. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Add Program Outcome | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | An outcome is tied to an assessment. Coordinators need to add these to the system. |
| Trigger: |  |
| Preconditions: | 1. Program exists. 2. Assessment exists. |
| Post conditions: | 1. Outcome added to assessment. |
| Normal Flow: | 1. Coordinator goes to Program Administration view. 2. Coordinator selects assessment to add outcome to. 3. Coordinator selects ‘New outcome’ 4. Outcome information is input. 5. ‘Submit’ is clicked. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Remove Program Outcome | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Outcomes incorrectly added must be removed. |
| Trigger: |  |
| Preconditions: | 1. Outcome must not be tied to any courses. |
| Post conditions: |  |
| Normal Flow: |  |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Update Program Outcome | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Outcomes can change in either wording or in name between assessment cycles. |
| Trigger: |  |
| Preconditions: |  |
| Post conditions: |  |
| Normal Flow: |  |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Add Program Assessment | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | Outcomes are part of assessments. Assessments such as ABET or Northwest must be added to each program. |
| Trigger: |  |
| Preconditions: | 1. Program exists in the system. |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes to Program Management view. 2. Coordinator selects “Add new assessment” from actions list. 3. Name of the assessment, and an optional description is supplied. 4. Coordinator clicks submit. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case Name: | Remove Program Assessment | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | An assessment that has no data should be able to be removed if it is not important. |
| Trigger: |  |
| Preconditions: | 1. Program exists. 2. Assessment exists. 3. Assessment has no data tied to it. (Operational or analytical) |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes to the Program Management view. 2. Coordinator selects the assessment that should be deleted. 3. Coordinator clicks delete and confirms on the pop-up. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a. Assessment has information associated with it.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case Name: | Update Program Assessment | | |
| Created By: | Trevor Brooks | Last Updated By: | Trevor Brooks |
| Date Created: | 10-9-17 | Date Last Updated: |  |

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| Actors: | Program Coordinator |
| Description: | In case of a typo in the name or description of an assessment, it should be editable. |
| Trigger: |  |
| Preconditions: | 1. Assessment exists within program. |
| Post conditions: |  |
| Normal Flow: | 1. Coordinator goes to program management view. 2. Coordinator selects the assessment to be modified. 3. Relevant information is edited. 4. User clicks submit. |
| Alternative Flows: | **1.1**  **1.2** |
| Exceptions: | **1.0.E.1**  1a.  **1.0.E.2**  **1.1.E.1**  1. |
| Includes: | None |
| Priority: | High |
| Frequency of Use: |  |
| Business Rules: |  |
| Special Requirements: | None |
| Assumptions: |  |
| Notes and Issues: | * This could cause issues between operational / analytical data. Take care with structure. |