

STUDENT PORTAL

Screenshot 3 — University-Level Progress Overview

Purpose: Displays a dashboard with a card view of all universities to which the student is applying.

Main Elements:

- **Left sidebar:** Navigation menu with items — Progress Tracking, Messages (from 1:1 chat with counselor, explained later), Notifications, Account Management, Settings, Support, Help.
 - **Main area:** Cards representing each university + program (e.g., *University of Oxford – Computer Science*).
 - Each card displays:
 - Application deadline
 - Most urgent task, based on its deadline (“Upload ID and academic proof”)
 - Red badge = number of unread counselor notifications related to that particular university (e.g., “4”).
 - **User toolbar (top right):** Language selector (English, Chinese), student name, profile picture, and logout button.

Interaction: Clicking a university card leads to a detailed task-level screen for that specific application.
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Screenshot 4 — Task-Level View (Milestone Detail)

Purpose: Shows all detailed tasks (steps) and uploaded materials for one specific university.

Main Elements:

- **Left panel:** List of milestones (“环节”) for this university:
 - 环节一 – *Upload ID and academic proof* (marked completed)

- 环节二 – *Upload standardized test results* (in progress, red badge “6”).
 - **Center panel (Task Instructions and checklist):**
 - Upload Valid passport (must cover study duration + 6 months)
 - Upload Bachelor diploma and degree certificate
 - Upload Official transcripts with seal
 - Clear PDF scan uploads required.
 - **File Activity Feed (below):**
 - Student and counselor can both upload files (PDF, Word, etc.).
 - Shows uploader’s name, timestamp, file size, preview, and download options.
 - Threaded comments and submission area at the bottom.
 - **Right panel:** “File History” with filters by sender, file type, date, and milestone.
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Screenshot 5 — Messaging + File Upload View

Purpose: Displays communication inside a task; supports text and multiple file types. This communication is supposed to be ultra-specific to matters within the context of such specific task. For communication related to another task, students would first go to the corresponding task and then write their message there. For general-character communication (not task-specific), students and counselors can use a simple 1:1 live chat. It’s extremely important that we, as admins, have access to ALL the messages within such chats. No unmonitored communication between the student and their counselor.

Features:

- **Message input box** at the bottom allows text replies.
- **Upload attachments bar** (shows icons for PDF, Word, etc.) with file size and preview.

- **Uploaded files** appear as thumbnails above the message bar (multiple files displayed).
- **Right panel:** “File History” lists past document versions with upload date/time and file format.

Supported formats: Word, Excel, PDF, Images, Video, Audio.

Screenshot 6 — File Sender Filter Dropdown

Purpose: Shows the file filtering by sender.

Functionality:

- Clicking the **Sender dropdown** allows switching between different users:
 - Student
 - Counselor
- The file history list updates accordingly to show only files uploaded by the selected person.

Additional Elements:

- The **private chat button** (私信) at the bottom allows one-on-one messaging between counselor and student. This is essentially the 1:1 mini-chat mentioned earlier. This chat can also be accessed through the left side-bar shown in screenshot 3.
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Screenshot 7 — File Type Filter Dropdown

Purpose: Filters the file list by type.

Available options: Word, Excel, PDF, Image, Video, Audio.

Usage:

- When a type is selected, the right-side file history updates accordingly.
- “Final Version” badge marks the most recent counselor-approved file. We want to implement an option where counselors can mark a specific file as “final version” and a

badge appears on such file's preview thumbnail for easier search

- The rest of the interface (task info + uploads) remains static.

Screenshot 8 — File Filter by Date (Calendar Picker)

Purpose: Filters uploaded files by date range.

Components:

- **Date filter:** Calendar view with month/year selector.
- Selecting a specific period narrows down the file history records.

Screenshot 9 — Filter by Task (Milestone Filter)

Purpose: Allows viewing only files related to specific milestones.

Functionality:

- Dropdown shows milestone names (e.g., *Upload ID and academic proof*, *Upload test scores*).
- Selecting one limits the file history to that specific milestone.
- **Bottom toggle:** “Only show final versions” switch filters out drafts and shows only those files marked as final versions by the counselor
- **Private message shortcut** remains visible below.

IMPORTANT: In terms of the 1:1 chat, I only need an integration of something like tawk.to that allows admins to access all messages

Screenshot 10 — Notifications Center (业务通知)

Purpose:

Displays system announcements, counselor task updates, feedback responses, and file-related

alerts.

- Each row shows:
 - **Counselor profile image**
 - **Notification content** (e.g., “Progress tracker updated”)
 - **Timestamp**
 - **Status:** “Unread” (红色 未读) or “Read”
 - **Blue button:** “Read more” (for longer notifications)
- “Mark all as read” button on the top right.

Interaction:

Clicking a message opens the corresponding task, file, or progress card (if applicable. If they are general-character notifications, this doesn’t happen).

Account Management (账户管理) — Profile Info

Purpose:

Display personal information and allow profile edits.

Features:

- Profile picture, name, gender, phone number, and email displayed.
- Three tabs:
 1. **Account Info** (账户信息)
 2. **Change Password** (修改密码)
 3. **Login History** (登录记录)

Functionality:

Profile picture likely uploaded manually or via a preset avatar list.

Account Management — Change Password**Purpose:**

Allows users to change login password via email verification.

Fields:

- Email address (readonly)
- Verification code input (button to send code)
- New password
- Confirm password
- “Confirm Change” button.

Logic Flow:

1. Click “Get Verification Code.”
 2. Code sent to registered email.
 3. After verification, password can be reset.
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System Settings (系统设置)**Purpose:**

Manage notification preferences.

Available Options (toggle buttons):

- **Web Notifications (网页通知):** browser pop-ups.

- **SMS Notifications (短信通知):** optional text alerts.
- **Email Notifications (邮箱通知):** message reminders.

All switches: On/off sliders (green = enabled).

Behavior:

default = all active.

Feedback & Support (反馈与支持)

Purpose:

Submit platform-related issues or suggestions to the admin team.

Layout:

- Dropdown to select **Issue Type** (e.g., “Account Problem,” “File Upload Error”).
- Text box for explanation.
- File upload area (supports Word, PDF, Images, etc.).
- “Send” button at bottom.
- **Right corner:** “View Feedback Records” button.

Functionality:

- Uploaded files show name, size, and delete option.
- Multiple attachments supported.

Feedback History (反馈记录)

Purpose:

Display user’s submitted feedback and admin replies.

Elements:

- List of previous tickets with:
 - Issue type
 - Submission time
 - Blue button “View Details” (查看详情)

Likely Workflow:

Admin replies appear as threaded messages or system notifications.

COUNSELOR PORTAL

Screenshot 2. Student Management Dashboard

Purpose:

Main page for counselors to view, search, and manage all assigned students.

- **Main Section:** Displays a grid of student cards.

Student Cards Include:

- Student **photo**, **name**, **gender**, and **student ID** (assigned by us). It also displays the 1:1 chat button
- **Status badge:**
 - Blue – “In Service” (服务中) → active counseling.
 - Gray – “Completed” (已完成) → counseling finished.
 - Red icon (未读: 4) → number of unread messages.
- **Pagination controls** (bottom center): “Previous Page / Next Page.”

Functionality:

Counselors click a student card to enter that specific student's progress dashboard.

2. Student Detail View (Student Progress Overview)

Purpose:

Displays the selected student's ongoing university applications and tasks.

Layout:

- **Top section:** Student profile info card (photo, name, gender, student ID, “In Service” badge).
 - **Main area:** Cards representing each **university application** (same structure as student-side “Progress Tracking” screen).
 - Each card includes:
 - University name and major
 - Application deadline
 - Current stage (e.g., “Upload ID and transcript proof”)
 - Red badge with unread count.
 - **Button:** “Add Application” (创建项目) — counselor adds a new university entry for the student. Counselors can also delete applications/university cards or edit them (maybe change their major of interest)
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3. Create New University Application Modal

Purpose:

Allows the counselor to create a new university record for a student.

Fields:

1. **University Name** (学院名称)
2. **Major** (学院专业)
3. **Country/City** (所在国家/城市)
4. **Application Deadline** (申请截止日期)

Interaction:

- After filling the form, counselor clicks “Confirm Creation” (确认创建).
 - New project appears as a new card under that student’s dashboard.
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4. Task Management View (Inside University Application Card)

Purpose:

Counselor’s workspace for managing each task within a university project.

Layout:

- **Left Panel:**
 - University info (name, deadline, current stage).
 - List of milestones (“环节”) with progress indicators:
 - Green = completed,
 - Red = in progress or pending.
 - “Create Task” button at the bottom.
- **Center Panel:**
 - Task instructions and requirements list.

- Message thread between counselor and student.
- Upload area for Word, PDF, and other file types.
- Each uploaded file displays size, uploader name, and preview/download options.
- **Right Panel:**
 - File history with filters by **sender**, **type**, **date**, and **milestone**.
 - Buttons:
 - “Save” (保存)
 - “Modify Task” (修改任务)
 - “Reassign (if it was previously assigned to the student, then it is now assigned to the counselor, or vice-versa)” (移步给他人).
 - “Only show final versions” toggle (blue switch).

Functionality:

Counselors can upload, preview, comment, and mark tasks complete.
Conversations stay attached to each task card for contextual review.

5. Create Task Modal

Purpose:

Used to define new tasks under a specific university milestone.

Fields:

1. **Task Name** (任务名称)
2. **Task Description** (任务说明)
3. **Task Deadline** (任务截止日期)

Action:

Click “Confirm Create” (确认创建) to add it to the milestone list.

6. Counselor Notifications

Purpose:

Displays all system updates related to counselor activity (student uploads, messages, feedback, admin communications, etc.).

Layout:

- Each row shows:
 - name of the “responsible of the creation of the notification” and profile picture.
 - Notification text (e.g., “Progress Tracker Updated”).
 - Timestamp and status (“Unread”).
 - “View” button.
- “Mark All as Read” button at top right.

Functionality:

Notifications link directly to corresponding tasks or student projects.