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Common Features

Login

To log in to the system, enter your username into the Username text field, and your password in the Password text field, and then click the Login button below.

If you have forgotten your password, simply click on the 'forgot password' link between the password text field and the Login button. You will be prompted to enter your email address, do so and clock the reset password button. An email will be sent to your email address containing a new password that you can use to access the lab booking system. We recommend changing this automatically generated password as soon as you log in.

Home Screen

The Home Screen in the screen you see just after logging in. All it contains is a welcome message. Use the sidebar to navigate away from this page.

Top Bar

The top bar displays the name of the system, your username and the type of user you are. It shows up on every page, except the login/logout pages, and is not interactable.

Side Bar

The sidebar contains the list of actions that you can perform. This list changes depending on what type of user you are logged in as. To complete one of these actions, simply click on the name of the one you wish to perform.

Logout

In order to log out of the system, simply click 'Logout' at the bottom of the list on the left hand side of the system.

Administrator Features

Calendar

This section allows an administrator to change the dates of the current semester as well as the availability of the labs during the semester.

The top half of this page deals with the dates of the current semester. There are four values that can be changed, the start and end dates of the semester, and the start and end dates of the mid-semester break. To change any of these dates, simply change the corresponding text field, whilst keeping the same format (year-month-day), and click the save button.

The bottom half of this page deals with the availability of the labs during the dates specified in the above section. It displays all the dates of the semester in a calendar format, with the mid-semester break greyed out. To change the open dates, click on the date that the labs are open. Alternatively, if the availability needs to be changed for every week on a particular day, click on the day at the top of the calendar.

Tutors

This page allows administrators to add, view, edit and remove tutors. The initial view shows a list of all the registered tutors including their username, actual name, email address and phone number. To see more details about a certain tutor, simply click the 'Show' link in the action column next to their details.

Edit Tutor Details

To edit the details of a tutor, click the 'Edit' link in the action column next to their details. This will bring up a screen where all the tutor details are in editable text fields. Change the values of whichever details you wish, then click the 'Update Tutor' button to save your changes, or the 'Back' link to return to the list without saving changes.

Remove Tutor from System

To remove a tutor from the system, click the 'Delete' button in the action column next to the tutor's details.

Adding Tutors to the System

To add a new tutor to the system, click the 'New Tutor' link below the list of tutors. This will take you to another page, where you can input the tutor details into text fields. Username, First Name, Last Name, Email and Password are all required fields, with Password required to be a minimum of 5 characters. Once all details are entered, click the 'Create Tutor' button at the bottom of the page to enter the tutor into the system, or the 'Back' link to return without saving the tutor. If you saved the tutor in the system, you will see all the tutor's details with a message telling you they were successfully added into the system. If you clicked the 'Back' link, you will be taken back to the list of tutors.

Students

This page allows administrators to view, add, edit and remove students from the system. It also allows administrators to view the marks of a student, and change experiment bookings for them.

The menu at the top of the page allows the user to select which semester's students they are viewing. To change the semester, select the semester and year from the two drop down lists, then click the 'List' button. This will display the SID, Name and number of credit points (CP) for each student registered for the selected semester. To view more details, click the 'Show' link.

Edit Student Details

To edit the details of a student, click the 'Edit' link in the action column of the student you wish to edit. This takes you to a page where you can edit the details of the student in the text boxes, or the drop down menu in the case of the credit points. To save changes made, click the 'Update Student' button. To return without saving changes, click the 'Back' link at the bottom of the page.

Delete Student from the System

If you wish to delete a student from the system, simply click the 'Delete' button in the action column of the student you wish to delete.

Adding Students to the System

To add a student to the system, click on the 'New Student' link below the table of students. This will take you to a page where you can enter all the details of the new student. This includes: SID, Name, number of credit points, email address, phone number, any comments, and a password. Once you have added in all the relevant information, clock the 'Create Student' button to add them to the system.

Experiments

This page allows administrators to view, add, edit and remove experiments from the system. The initial view shows a table containing details of all experiments in the system. These details are: experiment number, name, number of sessions required, whether the experiment can be double booked or not and if the experiment is available or not. To see more details of an experiment, click on the 'Show' link in the actions column for the experiment you wish to view.

Edit Experiment Details

To edit the details of an experiment, click on the 'Edit' link in the action column for the experiment you wish to edit. This will take you to a page where you can change the values in the text fields, or check boxes. To save any changes made, click the 'Update Experiment' button. To return without saving changes, click the 'Back' link.

Remove Experiment from System

To delete an experiment, simply click the 'Delete' button in the action column of the experiment you wish to delete.

Add new Experiment to the System

To add a new experiment into the system, click the 'New Experiment' link below the table of experiments. This will take you to a new page, where you can input the details of the new experiment. In order to successfully create the next experiment in the system, you must enter an experiment number and name. The number of sessions is auto-filled to two, but this can be changed. The experiment weight is also auto-filled, with the value 1, and this can be changed as well. Click the 'Create Experiment' button at the bottom of the page to save the new experiment to the system. If successful, you will see the experiment details listed for you.

Change Experiment Availability

This section is meant for administrators to add extra availability on days where the labs are not set to be open. The initial view shows all extra availabilities already added to the system.

Edit Changed Availability

This allows you to change the details of an extra availability that has already been added into the system. Click on the 'Edit' link in the action column of the availability you with to edit. To save any changes made, click the 'Save' button at the bottom of the page.

Delete Changed Availability

To delete an extra availability that is already in the system, simply click on the 'Delete' button in the action column of the experiment availability you wish to delete.

Add New Availability

To add a new availability to an experiment, click the 'Add change to experiment availability' link below the table. This will take you to a page where you can select the experiment you wish to add availability to, the date you wish to make the experiment available, a time frame for the availability and a comment about the availability. To save the change to availability, click the 'Save' button at the bottom of the page.

Bookings Summary

This page allows the administrator to view all the bookings made for the current semester. It consists of a table where each column is a different date, and each row is assigned to an experiment. The table shows the number of bookings made for each experiment on each day, as well as the name of each student who has booked the experiment on that particular day.

Student Marks

This page allows the administrator to view and add student's marks for experiments. The initial view is a student list which shows their SID, name and credit points (CP). To view or add marks, click on the 'Edit Marks' link. This takes you to a page where you can see all the experiments booked by the student. It also has space for you to input a mark for each mark type. To add a mark, use the arrows on the corresponding mark type and experiment until you reach the correct mark, then click the 'Save' button. Administrators will be able to view and edit all marks, no matter who added them in the first place.

Set up CP Requirements

This page allows the administrator to change the requirements of each credit point level, as well as adding and removing credit point levels.

Edit Credit Point Level

To edit a credit point level, click the 'edit' link in the action column of the credit point level you wish to change. This will allow you to modify the numbers of each mark type for that credit point level. Once changes have been made, click 'Save' to save the changes, or 'Cancel' to keep them the way they were.

Delete Credit Point Level

Simply click the 'Delete' link in the action column of the credit point level you wish to delete.

Create Credit Point Level

To create a new credit point level, click the 'New Credit point' button below the table. This allows you to select numbers for the credit point level, as well as the number of required experiments, reports, posters, talks and assignments. Click 'Save' to save the new credit point level, or cancel to get rid of it.

System Settings

This page allows the administrator to modify the maximum number of experiments booked per week and the minimum number of days prior to an experiment a booking can be cancelled. To modify these numbers, use the arrow heads to change the number until you read the one you want, then clock the 'Save' button.

Import CSV

This page allows the administrator to import a list of students so that they do not have to add each student into the system individually. To select a file to upload, click the 'Choose File' button. This will open up a file browser, allowing you to select the file you wish to upload. Once the file is selected, simply click the 'Upload CSV' button.

It is important to note that the .csv file fields should be ordered: Student ID, Credit Points, First Name, Last Name, Email Address.

Export CSV

This page allows the administrator to export a .csv file of students and their marks for easier viewing. The administrator can select a time period of a certain semester, or all semesters, and a certain year, or all years.

The format of the resulting .csv file is: Student ID, Credit Points, First Name, Last Name, Email Address, 10x Lab Mark, 3x Report Mark, 2x Talk Mark, 1x Poster Mark, 1x Assignment Mark. A mark column will have N/A is the student hasn't been given a mark for that many tasks.

User Permissions

This page allows the administrator to change which options appear to which user types on the sidebar. To change who can view an option, click on the box for the option corresponding to the user type you wish to change permissions for, and then click the 'Update Permission' button at the bottom. It is recommended that these permissions are not changed from the way they currently are.

Change Password and Details

This page allows the administrator to change their password. To do this, you must enter your current password in the top text field, followed by your new password in the two text fields below and then click the 'Update' button. If the old password is correct, and the new passwords match each other, the password will be changed.

Tutor Features

Student Marks

This page allows the tutor to view and add student's marks for experiments. The initial view is a student list which shows their SID, name and credit points (CP). To view or add marks, click on the 'Edit Marks' link. This takes you to a page where you can see all the experiments booked by the student. It also has space for you to input a mark for each mark type. To add a mark, use the arrows on the corresponding mark type and experiment until you reach the correct mark, then click the 'Save' button. Tutors will be able to view marks they have added into the system, but not marks others have added.

Change Password and Details

This page allows the tutor to change their user details. This includes name, email address, phone number and password. In order to change details, change the values in the text fields as appropriate, then click the 'Update' button to save the changes.

Student Features

Book Experiment

This page allows student to book experiments. The initial view of this page shows a list of experiments, as well as the number of bookings made this week, maximum number of bookings able to be made each week, the number of experiments booked in the semester and the required number of experiments for the student. To book an experiment, click on the 'Book Experiment' link next to the experiment you wish to book.

This brings you to a page that lists the experiment details and the dates that are available to be booked in a calendar format. In order to book an experiment, check the dates you wish to complete the experiments and click the 'Book Experiment' button below the calendar.

Once the experiment has been booked, it is possible to cancel a booking. To do this, simply click on the 'Delete Bookings' button below the calendar. This operation may not be available if the current date is too close to the date of the booking.

To return to the list of experiments, click the 'Back' link at the bottom of the page.

Bookings Summary

This page allows students to view the bookings they have made. It shows the experiment number, name and date that the booking is for. If you click on the 'View' link in the action column, it will take you to the booking page for the experiment selected. This can allow you to delete or change the booking.

My Marks

This page allows the student to view all the marks that have been assigned to them by tutors and administrators. It shows the experiment that the mark is for, the mark type, and the mark.

Change Password and Details

This page allows the student to change their user details. This includes name, email address, phone number and password. In order to change details, change the values in the text fields as appropriate, then click the 'Update' button to save the changes.