

The background is a white canvas filled with various abstract geometric shapes. These include teal-colored squares, circles, and triangles, as well as black-outlined shapes like rectangles, circles, and polygons. Some shapes are filled with patterns of dots or diagonal lines. A central horizontal band with a grey background and a thin black border contains the title text.

# **USER'S MANUAL**

# Feedback Management System

## Table of Contents:

- Overview
- Purpose
- Scope
  - *Administrator*
  - *Student*
- Getting Started
- **A) Admin Main Menu:**
  - **A.1) Manage the Feedback Form**
    - *A.1.1) View the Feedback Form*
    - *A.1.2) Edit the Feedback Form*
      - *A.1.2.1) Add A New Question*
      - *A.1.2.2) Delete A Question*
    - *A.1.3) Search in the Feedback Form*
    - *A.1.4) Return to Main Menu*
  - **A.2) Manage Students:**
    - *A.2.1) Check Total Number of Students*
    - *A.2.2) Search for a Student*
    - *A.2.3) Remove a Student*
    - *A.2.4) Add a New Student*
  - **A.3) Manage Submitted Feedbacks:**
    - *A.3.1) Check Total Number of Feedbacks Submitted*
    - *A.3.2) Print a Submitted Feedback*
    - *A.3.3) Remove a Submitted Feedback*
  - **A.4) Change Your Password**
  - **A.5) Log-Out**
  - **A.6) Exit**

- **B) Student Main Menu:**
  - **B.1)** Print the Feedback Form
  - **B.2)** Fill-Out the Feedback Form
  - **B.3)** Print Your Submitted Feedback
  - **B.4)** Change Your Password
  - **B.5)** Log-Out
  - **B.6)** Exit

## **Overview:**

The program is designed to store and maintain data about feedbacks provided by students about courses offered by our university. The feedback consists of various questions about the course, its content, efficiency of teaching methods, and so on. The feedback once submitted can be viewed/managed by the administrator.

As a student, you can fill-out the feedback form and view your submitted feedbacks, while the administrator has much more flexibility. His abilities range from adding/removing students to adding/removing questions in feedback form.

## **Purpose:**

Since every education institute is striving to better its quality teaching, and improve the content being shared with the students, it's a necessity to have a system where students can share their opinions/concerns with the administration and help to improve the learning environment. This system can also help to point out certain flaws/weak points that might be related to the content, or a teacher's efficiency, or any other issues.

## **Scope:**

The program is be capable of following functionalities:

### **Student:**

- Log-in to the system using your Username/Password.
- View the Feedback Form
- Fill-Out the Feedback Form
- View your Submitted Feedback
- Change your Password

### **Administrator:**

- Log-in to the system using your Username/Password.
- Manage the Feedback Form
  - View the Feedback Form
  - Add a New Question
  - Remove an Existing Question
  - Search in the Feedback Form
- Manage Student
  - Check Total Number of Students
  - Search for a Student
  - Remove a Student
  - Add a New Student
- Manage Feedbacks Submitted by Students
  - Check Total Number of Feedbacks Submitted
  - Print a Submitted Feedback
  - Remove a Submitted Feedback
- Change your Password

### **Getting Started:**

To launch the program, simply run the "Feedback.exe" executable file. You will see a console screen pop-up on the screen, asking you to log-in. Proceed by entering your credentials (Username and Password).

Once you have successfully logged in, you will see a Welcome Message and a Main Menu that would prompt you to make a choice. You can choose any option by entering the respective number and pressing enter. Pressing the wrong button would prompt you to enter the right choice, and you will be redirected to the Menu.

## **A) Admin Main Menu:**

This Main Menu presents you will 6 options:

```
| 1. Manage Feedback Form |
| 2. Manage Students      |
| 3. Manage Submitted Feedbacks |
| 4. Change Your Password |
| 5. Log-Out              |
| 6. Exit                  |
```

### **A.1: Manage Feedback Form:**

You will be presented by another menu, and you will be asked to enter your choice. Entering the wrong choice will prompt you to enter the right choice. The Menu presents you with following options:

```
| 1. Print Feedback Form |
| 2. Edit Feedback Form |
| 3. Search Feedback Form |
| 4. Return to Main Menu |
| 5. Exit                |
```

#### **A.1.1: Print Feedback Form:**

You can use this option to view the whole feedback form and see what questions it contains.

#### **A.1.2: Edit Feedback Form:**

Choosing this option will present you with following Menu:

```
| 1. Add A New Question |
| 2. Remove A Question |
| 3. Return to Main Menu |
| 4. Exit               |
```

#### **A.1.2.1: Add A New Question:**

By using this option, you can add a new question to the feedback form.

#### **A.1.2.2: Remove A Question:**

If you wish to remove a question from the feedback form, you can use this option and remove that question by providing its number.

#### **A.1.3: Search Feedback Form:**

You can use this option if you wish to search the feedback form for a specific character, word, or even a specific question. The result would show you whether your search query was found in the form or not.

#### **A.1.4: Return to Main Menu:**

This option would take you back to the Main Menu.  
[consult: [A\) Admin Main Menu](#)]

### **A.2: Manage Students:**

You have these options in this Menu:

```
| 1. Check Total Number of Students |
| 2. Search A Student [NEPTUN CODE] |
| 3. Remove A Student [NEPTUN CODE] |
| 4. Add A New Student [NEPTUN CODE] |
| 5. Return to Main Menu             |
| 6. Exit                           |
```

#### **A.2.1: Check Total Number of Students:**

If you wish to know the total number of students in the system, you can use this option. It can be useful to help you find how many of them have submitted the feedback yet.

### **A.2.2: Search A Student:**

You can use this option if you wish to search for a specific student in the system. You will be asked to enter his NEPTUN code.

### **A.2.3: Remove A Student:**

If a student exists in the system, you can remove him/her by using his NEPTUN code.

### **A.2.4: Add A New Student:**

If you wish to add a new student to the system, you can use his NEPTUN code to do so. You will be prompted to set a temporary password for that student, which he/she can change later.

## **A.3: Manage Submitted Feedbacks:**

You can choose from the following options:

```
| 1. Check Total Number of Submitted Feedbacks |  
| 2. Print A Student's Feedback [NEPTUN CODE] |  
| 3. Remove A Student's Feedback [NEPTUN CODE] |  
| 4. Return to Main Menu |  
| 5. Exit |
```

### **A.3.1: Check Total Number of Submitted Feedbacks:**

If you wish to know the total number of feedbacks submitted in the system, you can use this option. It can be useful to help you find how many of the students have submitted the feedback yet.

### **A.3.2: Print A Student's Feedback:**

To view a student's feedback, simply provide his NEPTUN code. If that student has filled out the feedback, it would appear, otherwise, you will be given a warning that the feedback has not been submitted yet.



### **A.3.3: Remove A Student's Feedback:**

You can use this option incase you want to remove a specific student's feedback from the system.

### **A.4: Change Your Password:**

If you wish to change your password, you can do so by using this option. Your passwords are encrypted, so you can sleep peacefully at night.

### **A.5: Log-Out:**

Using this option, you can log-out of the program, and log back in either as an Admin, or as a Student, according to your needs.

### **A.6: Exit:**

If you wish to exit the program at any Menu, you can use this option.

## **B) Student Main Menu:**

This Main Menu presents you will 6 options:

```
|1. View The Feedback Form  
|2. Fill_Out The Feedback Form  
|3. View Your Submitted Feedback  
|4. Change Your Password  
|5. Log_Out  
|6. Exit
```

### **B.1: View the Feedback Form:**

By using this option, you can view the feedback form.

### **B.2: Fill-Out the Feedback Form:**

If you wish to fill out the feedback form, choose this option. You will be provided with the questions one by one, and you must answer from 1-5:

\_\_\_ **1.** STRONGLY AGREE    **2.** AGREE    **3.** NEUTRAL    **4.** DISAGREE    **5.** STRONGLY DISAGREE \_\_\_

### **B.3: View Your Submitted Feedbacks:**

If you submitted a feedback, you could use this option to view it.

### **B.4: Change Your Password:**

You can use this option if you wish to change your password, or if the Administrator added you, and set a temporary password for you.

### **B.5: Log-Out:**

To log-out of the system, use this option.

### **B.6: Exit:**

If you wish to terminate the program, you can use this option.

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