

GTASS Web Application

User Manual



Team 15

Group Members:

Samuel Roman

Robin Shiro

Julian Rojas

Raphael Saint Louis

## Purpose

Each spring semester, faculty members of the department nominate Ph.D. students for a GTA (Graduate Teaching Assistantship) for the next school year. These nominations are evaluated by the Graduate Committee (GC) consisting of several professors in the department. The best nominees are selected based on their academic performance. The GTAMS web application is meant as a web based interface to support this activity.

## Hosting

Our application is being hosted via Google Cloud and can be accessed via the url:

gtass-1256.appspot.com

## Login

For convenience we have created credentials for each role for testing and demo purposes which may be used by whomever.

Role	Username	Password
<b>Admin</b>	admin	admin
<b>GC Member</b>	TestChair	password
<b>Nominator</b>	NomTest2	password

## Administrator

The administrator is the initiator to the entire nomination process. An administrator is tasked with 1) initiating a session, 2) creating nominators, and 3) creating gc members. In addition, administrators are able to view all sessions past and present and their corresponding data.

### Create a Session

In order to initiate a new session, you must first be signed in as an administrator using the username and password in the Login section. Once logged in, click on 'Create Session' which is found on the sidebar on the left. You will then be presented with a form called 'Session Creation'. Begin by setting the semester and year in which you are looking for GTAs. Then set the nomination, response and verification deadline for the session. The nomination deadline will set the cutoff date in which nominators are able to nominate potential nominees. The response deadline is the deadline for nominees to respond to a nomination to become a GTA. Finally, the verification deadline is a deadline for the nominator to confirm the accuracy of the nominees' application. Now we can begin creating new gc members which requires a username and password which will be used by the members to login, and their first name, last name and email. If we would like to add another member, simply press the 'Add another GC' button. Once you are content with all your GC members select which will act as the chairman by making use of the radio button on the right side and simply select whichever of the users. Once fully satisfied with the entire form click submit. You should have been directed to the read only view of the session you just created. The users will shortly receive an email which would provide them with the username and password created for them along with a link to change either or both.

### Add Nominators to Session

Begin by logging in as an administrator using the credentials in the Login section above. Then find the 'Add Nominators' link in the left sidebar and press it. You will be redirected to a form simply called 'Add Nominators'. Provide the username and password that would be used by the nominator to login, and then include the first and last name along with the nominator's email. If you would like to add another if not more nominators press the 'Add Another Nominator' button. Once you are satisfied with the form click the 'Create button'. The users will shortly receive an email which would provide them with the username and password created for them along with a link to change either or both.

### View Current Session

Begin by logging in as an administrator using the credentials in the Login section above. Once logged in press the 'Current Session' link in the left sidebar. You will be redirected to a static page which displays specific data relative the current session in question. The static data includes the deadlines, the semester, along with a list of GC members for the session and along with indication of who was selected as the chairman.

### View All Past Sessions

Begin by logging in as an administrator using the credentials in the Login section above. Once logged in press the 'View All Sessions' link in the left sidebar. You will be redirected to a static page which displays all the data for every session that is in the database. For each session you will find the same data found in the 'View Current Session' but in addition you will be able to view the records of nominee scores and comments.

## Nominator

Nominators are faculty members that are tasked to nominate existing and upcoming Ph.D. students for GTA positions, and as such, their sole function is simply to add nominees. Nominators are assigned by administrators, but they can change their own username and password from a tab in their sidebar.

### Add Nominees

The nominator must first log into the system using appropriate credentials, after that is done, the nominator is met with a form that allows them to add new nominees. Once a nominator sends out the invites to potential nominees, an email is sent out to them, which they must then fill out necessary relevant information.

### Approve Nominees

If and when the nominees reply to the invitation, the pending invite will appear in the nominator's dashboard under the "Approve Nominee" tab. That tab simply leads to a page which lists all of the nominee invitations that have been received but have not yet been approved by the nominator. In other words, all the interested potential nominees appear here, and at this stage the nominator has one last chance to verify the nominee's information before approving them.

## Nominee

A nominee is an existing student that has been invited to become a GTA for the next school year. After a nominator nominates a nominee, the potential nominee is emailed with a form to fill out their academic information, with some of the information already pre-filled in by their nominator. The nominee is then

expected to verify the information, add additional information, and then to submit the form. Once nominated, a potential nominee will receive a 2-day warning if he or she is within two days of their response deadline. After sending their response and if they replied on time, the form they sent is then saved to the database; otherwise if they missed the deadline, a “missing deadline” message will be relayed to the potential nominee.

## Graduate Committee

Like nominators, GC members are able to change their username and password whenever they desire from a tab in their sidebar. After a GC member logs in, they are met with a score table of the current session. The scores presented in the score table can be freely modified by GC members at will, and the changes will likewise, be saved to the database. GC members are also allowed to comment on scores, which will be viewable by all GC members. Upon clicking on a nominee name in the score table, an information page for the particular nominee will be displayed. A GC member may also access previous sessions by clicking on a button in their sidebar. This view will be displayed in the form of a list of links to the previous sessions.

### View All Past Sessions

Begin by logging in as a member of the graduate committee using the credentials in the Login section above. Once logged in press the ‘View All Sessions’ link in the left sidebar. You will be redirected to a static page which displays all the data for every session that is in the database. For each session you will find the same data found in the ‘View Current Session’ but in addition you will be able to view the records of nominee scores and comments.

## File Indexes

Path	Description
www/view/index.php	The initial view seen by the user when they arrive at our site. Allows the user to provide the necessary credentials and be redirected accordingly.
www/model/implementation/emailServiceImp.php	Service that is injected to the various controllers in order for users to be emailed when necessary.
www/model/implementation/nominatorServiceImp.php	Service that is injected to the various controllers in order for the user to pull data from our db that is relevant to a nominator such as arrays of nominee objects.
www/model/implementation/scoreTableServiceImp.php	Service that is injected to the various controllers. Is meant to submit and retrieve data that is relevant to the score table viewed by the Graduate Committee members.
www/view/createSession.php	Used by the administrator to create a new session. Which sets the wheels in motion for the entire process.

www/resources/scripts/nominee2dayNotificationEmail.php	The file is automatically run every 24 hours and determines if and when a reminder should be sent to nominee whom have not completed their application and ultimately send the email.
www/controller/loginController.php	The controller is used in order to 1) logging in and 2) logging out. Also the controller deals with verifying that the clear text password is equivalent to the hashed stored password.