StuView User Manual

Users

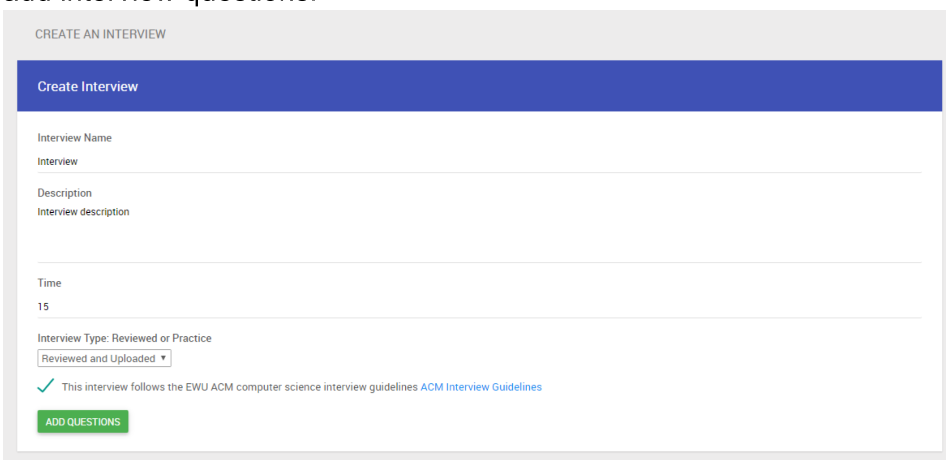
Instructor: A person employed by Eastern Washington University

Student: A person enrolled at Eastern Washington University

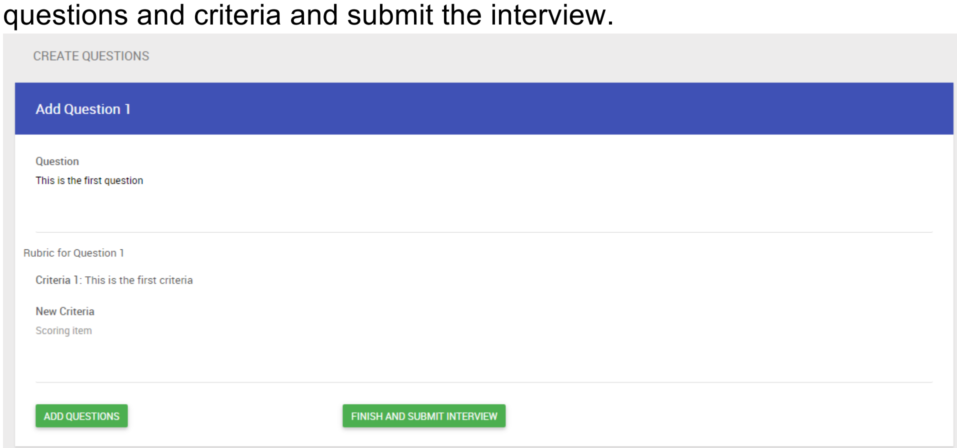
Industry Assessor: A person working outside of Eastern Washington University

Instructor

1. Create Interview: Create a new practice or reviewed interview that can be assigned to students
    a. Enter necessary information for the interview. After information has been entered, an ‘Add Questions’ button will show. This will take the user to a page that allows them to add interview questions.

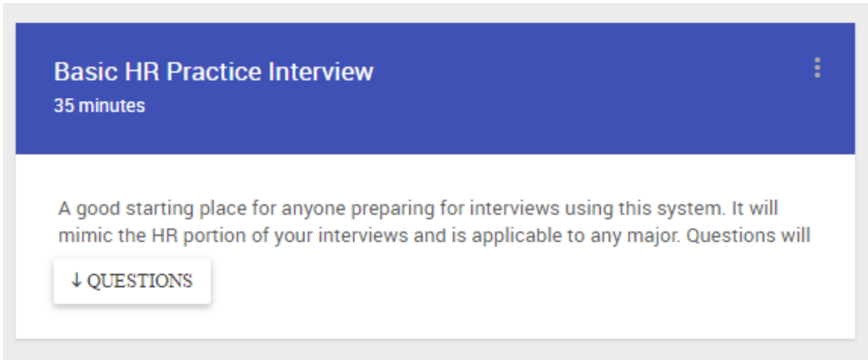


    b. Add a question title and criteria. An ‘Add Criteria to This Question’ button will show, click this to add the first criteria. After the first criteria is added, the user has three options: 1) add another criteria, 2) add another question, or 3) finish adding questions and criteria and submit the interview.

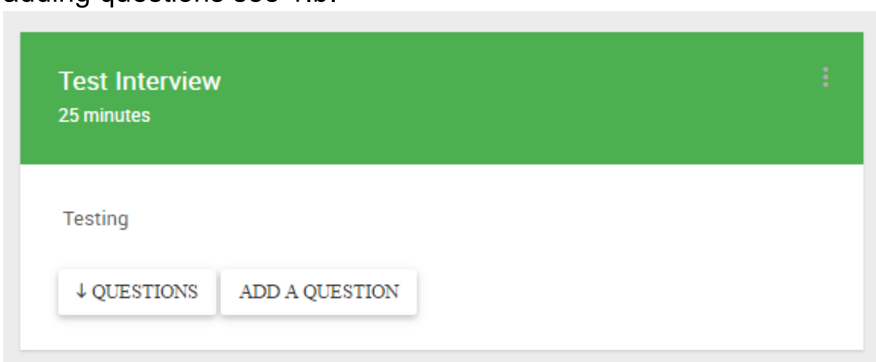


2. Manage Interviews: Manage the interviews in the database.

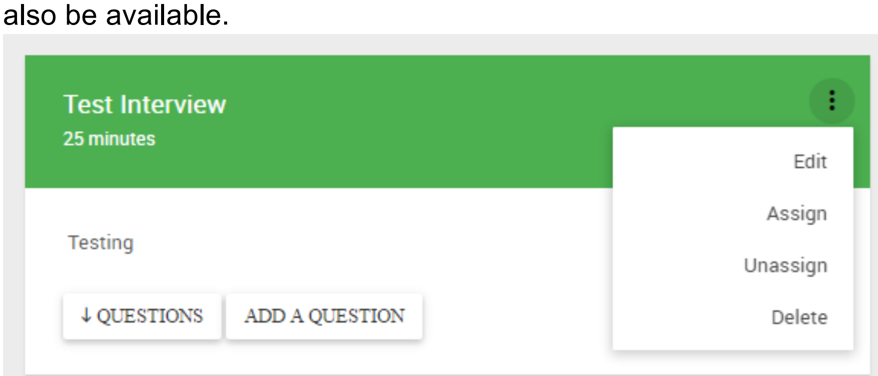
a. For each interview, a ‘Questions’ button shows that can be clicked to show the questions associated with that interview. Each question has a downward arrow button that can be clicked to show the criteria associated with that question. Each of the buttons can be clicked again to hide the questions or criteria.



b. If the current instructor created the interview, an ‘Add a Question’ button will show that can be clicked to add a question to the associated interview. For guidance on adding questions see 1.b.



c. For each interview, a menu button is available in the top right of the interview card. The options ‘Assign’ and ‘Unassign’ will always be available. If the interview was created by the current instructor, the options to ‘Edit’ and ‘Delete’ the interview will also be available.



i. Assign – Click either ‘Assign Groups’ to assign the interview to an entire group or ‘Assign Student’ to assign the interview to an individual student. A dropdown box to select a group or student will show, as well as a date box for setting a due date. Click the checkmark to finish assigning the interview, or the x to cancel the assignment.

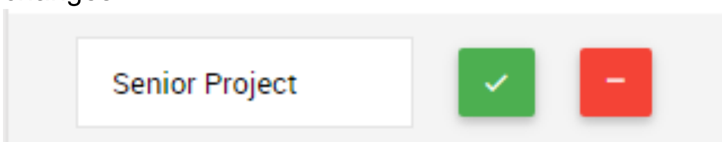
ii. Unassign - Click either ‘Unassign Groups’ to unassign the interview from an entire group or ‘Unassign Student’ to unassign the interview from an individual student. A dropdown box to select a group or student will show. Click the checkmark to finish unassigning the interview, or the x to cancel the unassignment.

iii. Edit – Allows the user to edit the title of the interview, the length of the interview and the description of the interview. After editing, click either the checkmark to save the changes, or the x to cancel the edit.

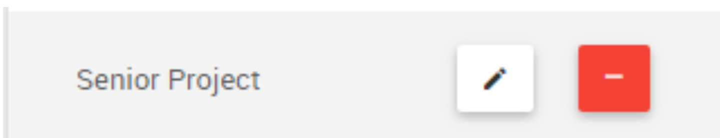
iv. Delete – Click this to delete the entire interview.

3. Manage Groups: Manage groups of students.
    a. Enter a group title into the new group text box and then click the ‘Add Group’ button to create the group.

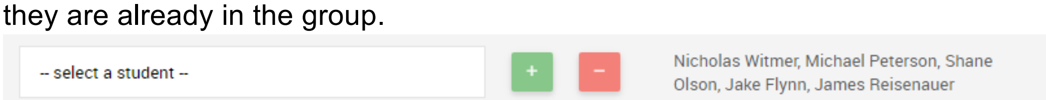
    b. Click the pencil button under the edit column in order to edit the name of the group. After editing the name click the button, which is now a checkmark, to save the changes.



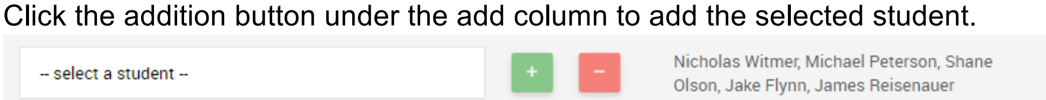
    c. Click the subtraction button under the remove column to remove the group.



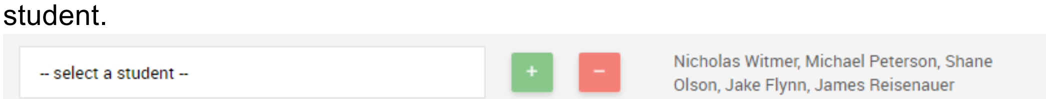
    d. Click the dropdown menu under the add/remove users column to see all students and select one. The selected student can either be added to the group, or deleted if they are already in the group.



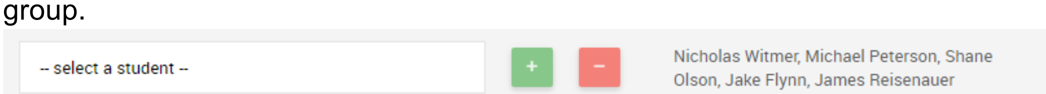
    e. Click the addition button under the add column to add the selected student.



    f. Click the subtraction button under the second remove column to remove the selected student.

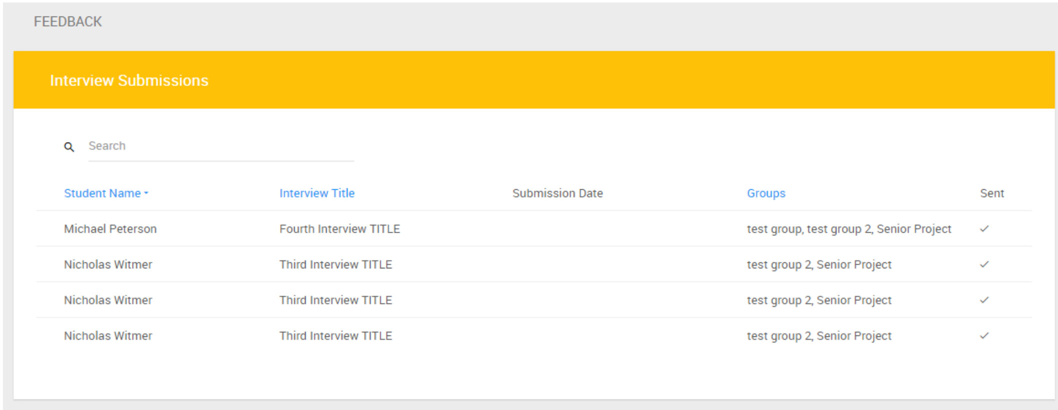


    g. The current users column displays the students that are currently members of the group.

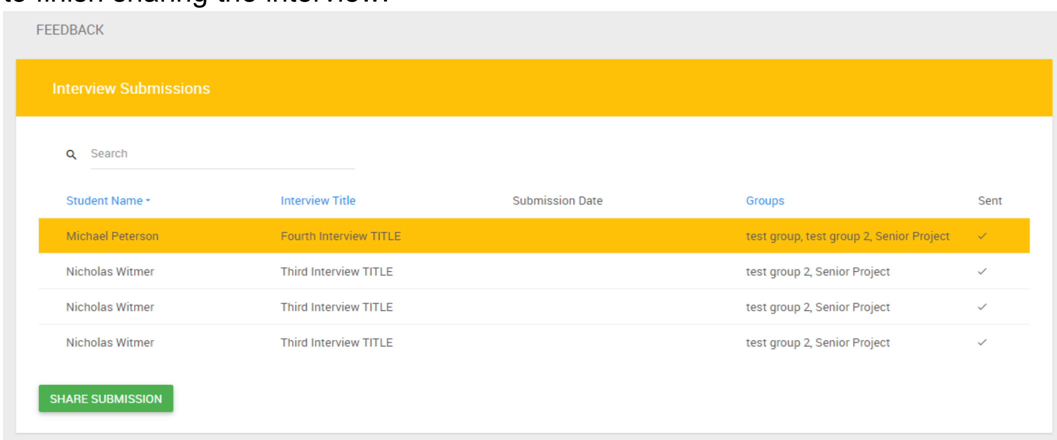


4. Interview Feedback: See student interview submissions and email them to industry assessors for review.

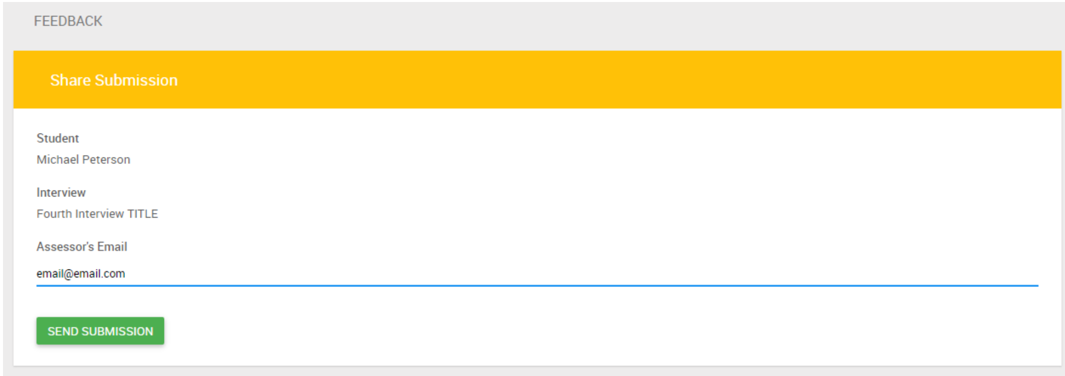
a. A table with all student interview submissions is shown. The table can be filtered by typing text into the search box at the top. The table can be sorted by clicking the column headings.



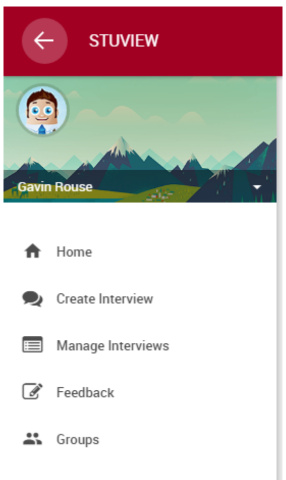
b. Click on a row to select that submission. After clicking on a submission, a ‘Share Submission’ button will show. Clicking this button will take the user to the next page to finish sharing the interview.



c. On the second page, information related to the submission will show. A text box asking for the industry assessor’s email that the user would like to send the submission to shows. After entering an email, a ‘Send Submission’ button will show. Clicking this button will send an email to the email entered in the text box above requesting that the recipient watch and leave feedback for the student’s interview submission.



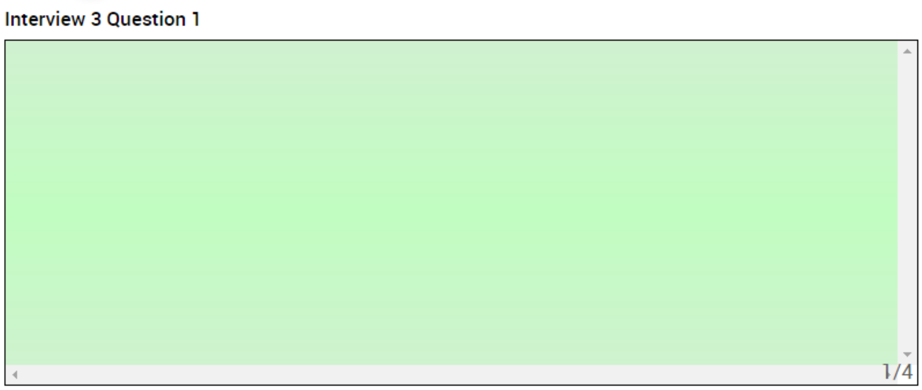
5. Menu Button on Top Left: Clicking this will show a menu for quick navigation between the different pages available to the instructor. There is also a bar with the current user's name which when clicked will drop down and show the option to logout. Clicking this will log the current user out and take them back to the login page.



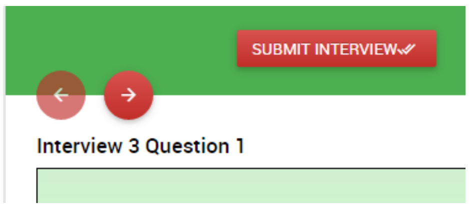
Student

1. Practice Interviews: Shows the interviews assigned to the student that they can take. Reviewed interviews will show in blue and practice interviews will show in green. Clicking the 'Take Interview' button will begin the interview. If it is a reviewed interview, a warning will show and the user must confirm that they want to continue to take the interview.

    a. The current question will display at the top of a text box that allows the user to add any text they feel is necessary.

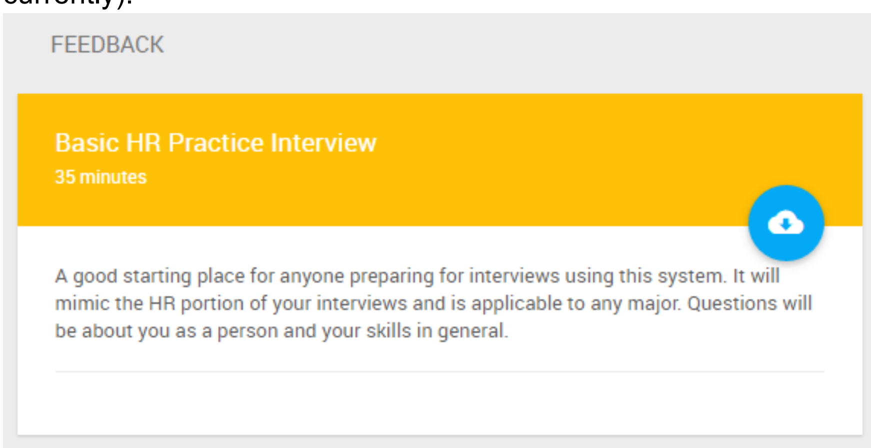


b. Click these arrow buttons to move between the questions.

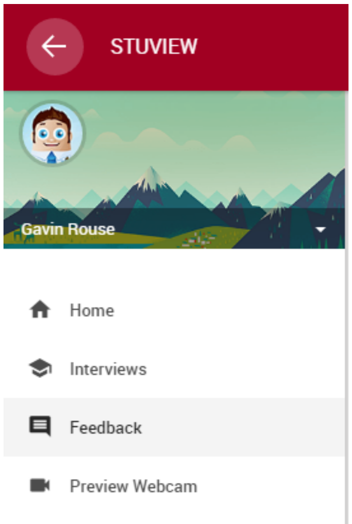


c. After finishing the interview, a download will start that contains the interview. The interview can be watched by the user after downloading.

2. Interview Feedback: Feedback that has been submitted for the user's interview submissions can be downloaded by clicking the cloud with a down arrow button (Not implemented currently).



3. Preview Web Cam: Allows the user to test the functionality of their webcam before taking interviews.
4. Menu Button on Top Left: Clicking this will show a menu for quick navigation between the different pages available to the student. There is also a bar with the current user's name which when clicked will drop down and show the option to logout. Clicking this will log the current user out and take them back to the login page.



Industry Assessor

The functionality has not yet been implemented. As of now, only a request email can be sent to the industry assessor.