|  |
| --- |
|  |
|  |

User Manual

NBCC Practicum Tool

# Table of Contents

Create a Student Account ………………………………………………………………………………………………. 3

Select Practicum Decision ……………………………………………………………………………………………… 4

View Eligibility ………………………………………………………………………………………………………………… 4

Due Date ………………………………………………………………………………………………………………………. 5

Comments …………………………………………………………………………………………………………………….. 5

**Administration** ……………………………………………………………………………………………………….. 6

Create Administration Account .………………………………………………………………………………………. 6

Set Due Date …………………………………………………………………………………………………………………. 7

Upload Student List ……………………………………………………………………………………………………….. 7

View List ……………………………………………………………………………………………………………………….. 8

**Installation Guide** …………………………………………………………………………………………………. 9

Database ………………………………………………………………………………………………………………………. 9

Move Files …………………………………………………………………………………………………………………… 10

Database Configuration ……………………………………………………………………………………………….. 10

Composer ……………………………………………………………………………………………………………………. 11

Create a Student Account

1. Select **Create a new account** on the home page.
2. Complete the form with your details.
3. Enter your 7-digit **student ID number**. The student ID number must match the school’s records to continue.
4. Your new **password** must contain at least one upper-case letter, a number, and a special character.
5. Confirm your password.
6. A screenshot of a computer screen

   AI-generated content may be incorrect.Select **Create**

A screenshot of a login page

AI-generated content may be incorrect.

Select Practicum Decision

1. Select **yes** to opt in
2. A screenshot of a computer

   AI-generated content may be incorrect.Select **no** to opt out
3. **Submit**

View Eligibility

Your eligibility will state “Your eligibility is still in process”

Once your instructor approves your eligibility the message will state “You are eligible for the current year’s practicum”

If your instructor denies your eligibility the message will state “You are not eligible for the current year’s practicum.

A blue rectangle with white text

AI-generated content may be incorrect.

A green rectangle with white text

AI-generated content may be incorrect.

A blue rectangle with white text

AI-generated content may be incorrect.

Due Date

The due date for submission is shown below the eligibility banner.

A blue and white rectangular object

AI-generated content may be incorrect.A button is provided to return to the decision form. You may change your decision at any time before the due date is reached.

Comments

Comments from your instructor will appear in the comment section below the due date.

A screenshot of a computer

AI-generated content may be incorrect.

Create Administration Accounts

A clock with a circle and dots

AI-generated content may be incorrect.While logged in as an administrator, you can create other administrator accounts or instructor accounts.

1. A screenshot of a computer

   AI-generated content may be incorrect.Enter admin or instructor’s **name**

and **email address**.

1. Select the **account type**, either

admin (Academic Chair) or instructor.

1. Select the **main campus**. This is the primary

campus the admin or instructor is

associated with.

1. Select any **additional campus** where the instructor may teach either online or in person.
2. Admin accounts will automatically be

associated with all campuses.

Selecting additional campuses is not required.

1. **Create Account**
2. You will be redirected to a new page, displaying

A **temporary password**. Take note of this

password to give to the new account owner.

1. Use the **home** icon to return to the dashboard.

Set Due Date

The due date will close submissions for student’s practicum status. Once the due date is reached students will no longer be allowed to change their decision.

Campus and due dates will display under the form box. Any changes to due dates will override the old dates. For example, if you select a new date for Fredericton campus this will simply override the old date and display the new date.

A screenshot of a computer screen

AI-generated content may be incorrect.

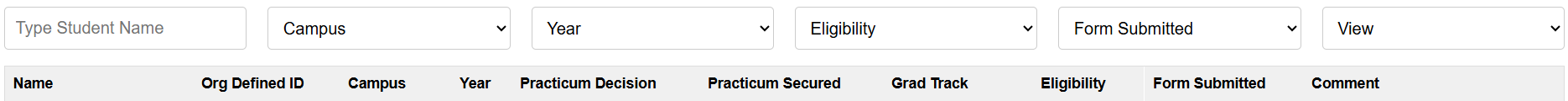
1. Select **campus**
2. Select **date**
3. Select **time**
4. **Save**

Upload Student List

As an instructor you’ll need to upload a student list to register student IDs. A student is required to match with an ID that is recorded in the system to register. Upload an excel file where the first three fields are | Last Name, First Name | Username | Org Defined ID | other fields appended to this list will simply be ignored.

1. A screen shot of a student list

   AI-generated content may be incorrect.Select **campus**
2. Select **year**
3. **Choose file**
4. **Upload**

View List

The list displays the students’ first and last name, their student ID, campus, year, practicum decision, practicum secured, grad track, eligibility, form submitted, and comment.

**Practicum decision:** Indicates whether the student has chosen to participate in the practicum. This decision can be overridden by the instructor or academic chair.

**Practicum secured:** When a student has secured a position for their practicum this column can be set to “yes”.

**Grad track:** Indicates whether the student is on track to graduate. Set to “yes” if the student’s grades meet graduation requirements or, “no” if they do not.

**Eligibility:** practicum secure and grad track determine the student’s eligibility. If both practicum secured, and grad track are set to “yes” the eligibility column will display “eligible”. If grad track is set to “no”, eligibility will display “not eligible”.

**Form submitted:** Can be set to “yes” when the student status form has been submitted.

**Comment:** Write any comments for the student in that row. Comments will be displayed on that student’s account.

The list can be viewed by student’s name, campus, year, eligibility, and form submitted. Select the options above the list to sort students by criteria.

**Installation Guide**

Introduction

The NBCC Practicum Tool is a web-based application built primarily in PHP. HTML, CSS, and JavaScript are used for the front-end design with PHP and SQL as its backend. XAMPP is used to deploy the application. The Composer package must also be installed to enable the excel file upload feature.

The web files are contained in a folder called **Practicum-Tool** along with a database script called **practicum\_db.sql**.

Database

1. Turn on **XAMPP**
2. Start **Apache** and **MySQL**
3. Go to <http://localhost/phpmyadmin>
4. Select **Import** from the top menu
5. Select **Choose File** and select the **practicum\_db.sql** script
6. Select **Import**

Move Files

Transfer the **Practicum-Tool** folder into the **htdocs** folder. **Path:** C:/xampp/htdocs/Practicum-Tool

1. Select the drive where xampp is installed, usually the C drive.
2. Open **xampp** folder
3. Open **htdocs** folder
4. Move the **Practicum-Tool** folder into the **htdocs** folder.

Database Configuration

To connect the database to the project we’ll need to edit the **config.php** file. If phpMyAdmin still has its default settings the configuration file may not need to be changed.

1. Open the **Practicum-Tool** folder
2. Open the **config.php** file in a text editor
3. Adjust **DB\_HOST**, **DB\_USER**, **DB\_PASS** to reflect the settings associated with your database connection.
4. **DB\_NAME** should remain the same unless you have changed the **practicum\_db** name while running the script.

Composer

1. Open **xampp**
2. Select **Config** button next to **Apache** and open **php.ini**

*\* Open php.ini with notepad and use ctr + f to search. To uncomment an extension, remove the semi colon from the front of the line.*

1. Uncomment **extension=zip** and **extension=gd**
2. Restart **xampp**
3. Open the **Practicum-Tool** project from the **htdocs** folder and remove the folder called **vendor**.
4. Download composer from <https://getcomposer.org>
5. Run the .exe

*\* Use default settings no need to check any boxes just select next.*

1. Open a command prompt
2. Navigate to the project’s folder

Example: **cd c:/xampp/htdocs/Practicum-Project**

1. Run command: **composer install**
2. Close command prompt