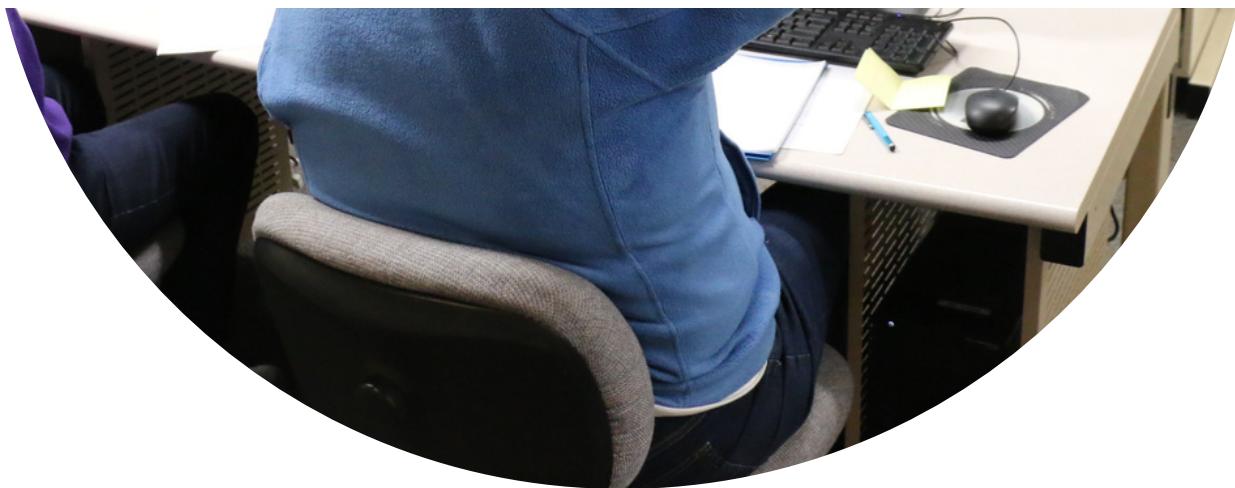




# MILESTONE 9

## SOLUTION SEEKERS



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# MEET OUR MEMBERS

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## BRADLEY PIKE

FRONT END DEVELOPER &  
CONTACT REPRESENTATIVE

Bradley Pike serves as our main point of contact between the client and our team. He is responsible for coordinating meetings, as well as building a strong client relationship.

[Bradley.Pike@lethbridgecollege.ca](mailto:Bradley.Pike@lethbridgecollege.ca)



## ROBEE LOU DIAZ

BACK END DEVELOPER LEAD

Robee Lou Diaz is responsible for the development of our system. He specializes in programming and coding. Robee guarantees our project concept comes to life.

[Robee.Lou.Diaz@lethbridgecollege.ca](mailto:Robee.Lou.Diaz@lethbridgecollege.ca)



## IRAH LORETO

### HARDWARE SPECIALIST

Irah Lorteo specializes in hardware related tasks. He focuses on the technical side of the system ensuring everything runs smoothly.

[Irah.Loreto@lethbridgecollege.ca](mailto:Irah.Loreto@lethbridgecollege.ca)



## NATE LAPOINTE

### TEAM LEAD

Nate Lapointe guides the team by ensuring that all members are on track with the client's goals. He is also first to resolve any team conflict.

[Nathan.Lapointe@lethbridgecollege.ca](mailto:Nathan.Lapointe@lethbridgecollege.ca)



## WANATDA PHENGPHONEKEO

### DOCUMENTATION LEAD

Wanatda Phengphonekeo handles documentation. She is responsible for project reports, project updates, UX design, and documentation between the client.

[Wanatda.Phengphonekeo@lethbridgecollege.ca](mailto:Wanatda.Phengphonekeo@lethbridgecollege.ca)

## **Stephen Graham** is our client.

He is a long time instructor at the Lethbridge College who teaches courses for the Computer Information Technology program.

More specifically, he is in charge of managing the practicum program for his students in the CIT 2271 – Field Work course.

**Stephen's Business** involves connecting students with employers for co-op work experiences, managing agreement forms, timesheets, and self evaluations.

Our team, Solution Seekers, have been given the opportunity to work closely with Stephen to develop a practicum tracking system tailored to his business needs.



3000 College Dr. S, Lethbridge, AB T1K 1L6

[Stephen.Graham@lethbridgecollege.ca](mailto:Stephen.Graham@lethbridgecollege.ca)

403-320-3200 ext. 5794

## MILESTONE 9 OVERVIEW

Welcome to Milestone 9

This is where our team focused on the Training Plan & Materials of our clients' system. Meaning we focused on preparing a training plan for the CIT Practicum Management System.

Here is a brief overview of some other things you can expect to find throughout this document:

- **Training Plan:** Decided on what training method would be best to perform on our client.
- **Training Materials:** Creating training material for our client to reference back to in the future.
- **Training Another Team:** Paired up with another group in our class to gather their feedback on our training methods.
- **Reflection:** Short paper highlighting our team's thoughts regarding the group feedback.

# TRAINING PLAN

Here is a look at how we narrowed down our Training Plan:

Who is our audience?	Our audience is a total of 3 Users: <ol style="list-style-type: none"><li>1. Our Client (Administrator/Instructor)</li><li>2. Employer</li><li>3. Students at the Lethbridge College</li></ol>
Based on your audience how is their computer literacy?	<ol style="list-style-type: none"><li>1. Students: Intermediate. Familiar with basic computing and navigation of the internet.</li><li>1. Employers: Varies. Ranges from Basic to Intermediate.</li><li>1. Instructors/Administrative Staff: Proficient. Extremely knowledgeable.</li></ol>
What method would be best to train our client?	One on one.

# TRAINING PLAN

Here is a look at how we narrowed down our Training Plan:

When will the training be taking place?	For Client: April 17, 2024. (10am-12pm) Room CE2306 For Team Training: April 3, 2024. (3-4pm) Room IB2133
What issues could we face during the training session with our client?	<ul style="list-style-type: none"><li>• Because there is a lot of material to cover with our system there is a possibility of time constraints.</li><li>• Potential technical issues when loading up the system.</li><li>• Difficulty with user navigation.</li><li>• Questions on why things were implemented a certain way.</li><li>• The training material provided during the session lacked clarity.</li><li>• Post-training our client could leave feeling confused or overwhelmed with the system.</li><li>• Our training method was not effective.</li></ul>

## **What training materials will we be using to support our client?**

At first our team was learning into the direction of creating interactive *E-Learning Training Modules* for our client. These training modules would have been based on the Users role (Student, Employer, and Admin).

However, based on our conversation with our client we have decided to move forward with a different approach. Instead we have created a **Web Page "Tour Guide"** that is accessible for all Users.

## **What other methods of support will we be providing?**

We will be providing a Version 2 Document outlining our code, the features we weren't able to implement and why, along with the contact information of any team member that is open for follow-up after the system goes live.

# WEB PAGE TOUR: ADMIN DASHBOARD

Starting off with the Administrator Dashboard.

## Here are some useful tips to note:

- Start by clicking the “Help” icon at the top right of the page to begin the tour.
- Each page and each user have their own designated tour.
- You can finish the tour at any given time.

The screenshot shows the Lethbridge College CIT Practicum Admin Dashboard. On the left, there's a sidebar with the college logo and navigation links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets, and Documents. The main area has a green gradient background. In the center, there's a section titled "Average Student Progress" with three progress bars: "Student Average Hours" at 70% (blue bar), "First 100 Hours Completed" at 30% (red bar), and "All Forms Signed" at 70% (blue bar). The top right corner of the main content area has a "Help" icon, which is circled in red.

# WEB PAGE TOUR: ADMIN DASHBOARD

## Once the 'Help' Icon is clicked:

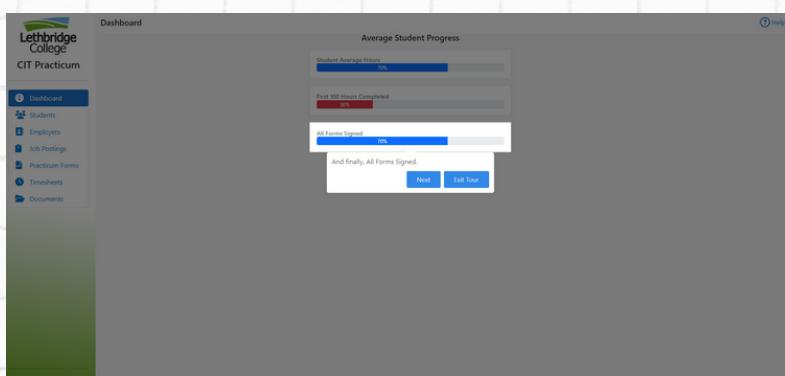
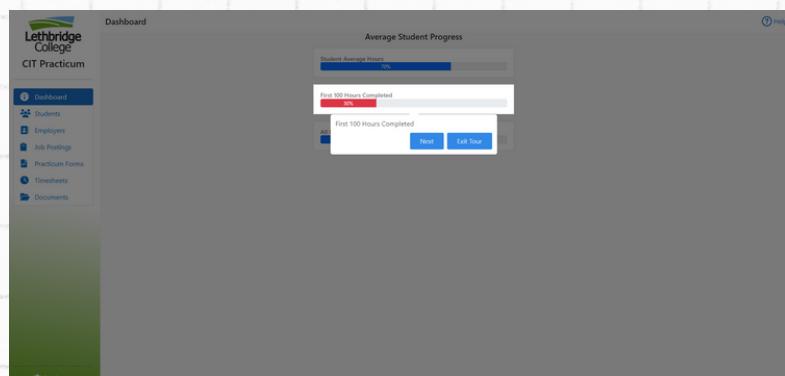
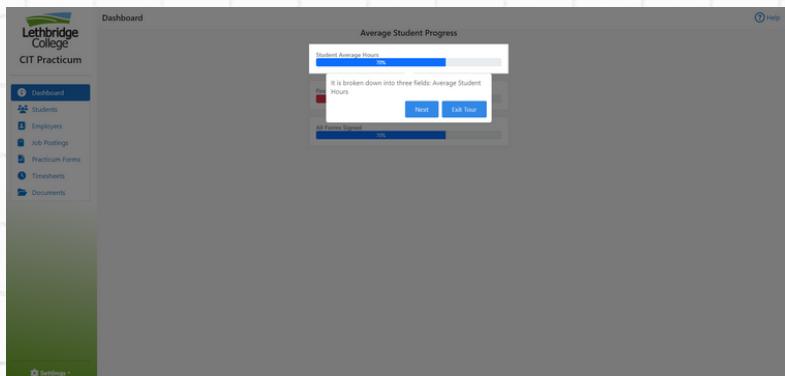
- The background screen will dim and highlight the Average Student Progress. From there a message will pop up to notify the User that we are beginning a Demo.
- Clicking 'Help' only gives the user a tour of the Dashboard.
- Users can click 'Exit Tour' whenever they want.

The screenshot shows the Lethbridge College CIT Practicum Admin Dashboard. On the left is a sidebar with icons for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets, Documents, and Settings. The main area has a dark grey background. In the center, there is a white rectangular box titled "Average Student Progress" containing three progress bars: "Student Average Hours" at 70%, "First 100 Hours Completed" at 30%, and "All Forms Signed" at 70%. Below this box, a message says "Demo time! Here is the average of student progress." with "Next" and "Exit Tour" buttons. The "Exit Tour" button is circled in red. In the top right corner of the main area, there is a small "Help" icon.

# WEB PAGE TOUR: ADMIN DASHBOARD

## Further Notes:

- The tour will begin to break down the three fields on the Dashboard.



# WEB PAGE TOUR: ADMIN DASHBOARD

## Navigation Menu:

- After showcasing the Dashboard, the tour will highlight the entire Nav Bar and its purpose.

This screenshot shows the CIT Practicum Admin Dashboard. On the left, there is a vertical navigation menu with the Lethbridge College logo at the top. Below the logo, the menu items are: Dashboard (which is currently selected and highlighted in blue), Students, Employers, Job Postings, Practicum Forms, Timesheets, and Documents. At the bottom of this menu is a 'Settings' button. To the right of the menu is a large grey area titled 'Dashboard'. In the top right corner of this area is a 'Help' icon. Below the title, there is a section titled 'Average Student Progress' containing three progress bars: 'Student Average Hours' (70%), 'First 100 Hours Completed' (30%), and 'All Forms Signed' (70%). A white callout box is overlaid on the dashboard area, containing the text 'Here is the navigation menu!' and two blue buttons labeled 'Next' and 'Exit Tour'.

This screenshot is similar to the previous one, showing the CIT Practicum Admin Dashboard. The navigation menu on the left is identical. The main dashboard area on the right also contains the 'Average Student Progress' section with the same three progress bars. A white callout box is overlaid on the dashboard area, containing the text 'The main content to focus on is the navigation links. These will take you to the other areas of the application.' and two blue buttons labeled 'Next' and 'Exit Tour'.

# WEB PAGE TOUR: ADMIN DASHBOARD

## Settings:

- The final part of this tour will show the settings bar where users can Log Out.
- Clicking 'Next' will end the Dashboard tour.

The screenshot shows the Lethbridge College CIT Practicum Admin Dashboard. At the top left is the college logo and 'CIT Practicum' text. On the right is a 'Help' link. A sidebar on the left contains links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets, and Documents. The main area displays 'Average Student Progress' with three metrics: 'Student Average Hours' at 70%, 'First 100 Hours Completed' at 30%, and 'All Forms Signed' at 70%. At the bottom left, a tooltip says: 'This is the settings menu. Here you can access your profile, or sign out.' Below the sidebar is a green bar with a 'Settings' icon and a red circle around the 'Next' button. Other buttons include 'Exit Tour' and a magnifying glass icon.

# WEB PAGE TOUR: ADMIN STUDENTS

This page is where the Administrator can create Student accounts.

## Here are some useful tips to note:

- Start by clicking the "Help" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.

Lethbridge College  
CIT Practicum

Students

Students

+ Add Student

Image	Name	Username	Email	Student Id	Actions
[Placeholder]	time sheet	time	TSStudent@gmail.com	s7897	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Tony Stark	Tony	Student@lethbridgecollege.ca	s77999768	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Doctor Smith	Doctor	test@test.ca	s0003828	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test5 test5	test5	test5@test.ca	s1231232	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Testfirst Testlast	Testfirst	Test1@test1.ca	s9287348	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	stu3 last3	stu3	stu3@gmail.com	s97987	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	stu2 la2	stu2	teststu@gmail.com	s9777	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	van lomat	van	van@lethbridge.com	0685960	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Wanatda Phengphonekeo	Watnada	wanatda.phengphonekeo@lethbridgecollege.ca	s0000000	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	s2 l2	s2	stu2@lethbridgecollege.ca	s978	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	createdStu withPlacement	createdStu	stuWithPlacement@gmail.com	s87977	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test2 test2	test2	Test2@test2.ca	s2343243	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test6 test6	test6	test6@test.ca	s1233252	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

# WEB PAGE TOUR: ADMIN STUDENTS

## Student Table:

- The tour will begin by highlighting the list of all student accounts.

Lethbridge College  
CIT Practicum

Students

Here is the list of all students.

Next Exit Tour

Image	Name	Username	Email	Student Id	Actions
	time sheet	time	TSStudent@gmail.com	s7897	<span>View</span> <span>Edit</span> <span>Delete</span>
	Tony Stark	Tony	Student@lethbridgecollege.ca	s77999768	<span>View</span> <span>Edit</span> <span>Delete</span>
	Doctor Smith	Doctor	test@test.ca	s0003828	<span>View</span> <span>Edit</span> <span>Delete</span>
	test5 test5	test5	test5@test.ca	s1231232	<span>View</span> <span>Edit</span> <span>Delete</span>
	Testfirst Testlast	Testfirst	Test1@test1.ca	s9287348	<span>View</span> <span>Edit</span> <span>Delete</span>
	stu3 last3	stu3	stu3@gmail.com	s97987	<span>View</span> <span>Edit</span> <span>Delete</span>
	stu2 la2	stu2	teststu@gmail.com	s9777	<span>View</span> <span>Edit</span> <span>Delete</span>
	van lomat	van	van@lethbridge.com	0685960	<span>View</span> <span>Edit</span> <span>Delete</span>
	Wanatda Phengphoneko	Watnada	wanatda.phengphoneko@lethbridgecollege.ca	s0000000	<span>View</span> <span>Edit</span> <span>Delete</span>
	s2 l2	s2	stu2@lethbridgecollege.ca	s978	<span>View</span> <span>Edit</span> <span>Delete</span>
	createdStu withPlacement	createdStu	stuWithPlacement@gmail.com	s87977	<span>View</span> <span>Edit</span> <span>Delete</span>
	test2 test2	test2	Test2@test2.ca	s2343243	<span>View</span> <span>Edit</span> <span>Delete</span>
	test6 test6	test6	test6@test.ca	s1233252	<span>View</span> <span>Edit</span> <span>Delete</span>

# WEB PAGE TOUR: ADMIN STUDENTS

## Student Table:

- Next it will briefly explain to the User what each entry entails.

The screenshot shows the Lethbridge College CIT Practicum Students page. On the left, there's a sidebar with a logo and navigation links: Dashboard, Students (which is selected and highlighted in blue), Employers, Job Postings, Practicum Forms, Timesheets, Documents, and Settings. The main content area has a header "Students" and a sub-header "Students". It features a table with columns: Image, Name, Username, Email, Student Id, and Actions (View, Edit, Delete). A tooltip is visible over the "Actions" column, stating: "Each row gives personal information on each student added into the system". At the bottom right of the table, there are two buttons: "Next" and "Exit Tour", with "Next" circled in red. A "Help" link is in the top right corner.

Image	Name	Username	Email	Student Id	Actions
[Placeholder]	time sheet	time	TSSStudent@gmail.com	s7897	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Tony Stark	Tony	Each row gives personal information on each student added into the system		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Doctor Smith	Doctor			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test5 test5	test5	test5@test.ca	s1231232	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Testfirst Testlast	Testfirst	Test1@test1.ca	s9287348	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	stu3 last3	stu3	stu3@gmail.com	s97987	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	stu2 la2	stu2	teststu@gmail.com	s9777	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	van lomat	van	van@lethbridge.com	0685960	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Wanatda Phengphonekeo	Watnada	wanatda.phengphonekeo@lethbridgecollege.ca	s0000000	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	s2 l2	s2	stu2@lethbridgecollege.ca	s978	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	createdStu withPlacement	createdStu	stuWithPlacement@gmail.com	s87977	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test2 test2	test2	Test2@test2.ca	s2343243	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test6 test6	test6	test6@test.ca	s1233252	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

# WEB PAGE TOUR: ADMIN STUDENTS

## CRUD Operations:

- Next it will gloss over the privileges that the Admin has access to.

The screenshot shows the Lethbridge College CIT Practicum Students page. On the left is a sidebar with icons for Dashboard, Students (selected), Employers, Job Postings, Practicum Forms, Timesheets, and Documents. The main area has a header with 'Students' and a '+ Add Student' button. Below is a table with columns: Image, Name, Username, Email, Student Id, and Actions (View, Edit, Delete). A modal window is overlaid on the table, containing the text: 'There are three actions available: View, Edit and Delete.' It has two buttons: 'Next' (circled in red) and 'Exit Tour'.

Image	Name	Username	Email	Student Id	Actions
[Placeholder]	time sheet	time	TSStudent@gmail.com	s7897	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Tony Stark	Tony	Student@lethbridgecollege.ca	s77995	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Doctor Smith	Doctor	test@test.ca	s00038	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test5 test5	test5	test5@test.ca	s1231232	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Testfirst Testlast	Testfirst	Test1@test1.ca	s9287348	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	stu3 last3	stu3	stu3@gmail.com	s97987	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	stu2 la2	stu2	teststu@gmail.com	s9777	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	van lomat	van	van@lethbridge.com	0685960	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Wanatda Phengphoneko	Watnada	wanatda.phengphoneko@lethbridgecollege.ca	s0000000	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	s2 l2	s2	stu2@lethbridgecollege.ca	s978	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	createdStu withPlacement	createdStu	stuWithPlacement@gmail.com	s87977	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test2 test2	test2	Test2@test2.ca	s2343243	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	test6 test6	test6	test6@test.ca	s1233252	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

# WEB PAGE TOUR: ADMIN STUDENTS

## Add Student:

- The tour ends with the "Add Student" button, allowing Admins to create accounts for students in the system.

The screenshot shows the Lethbridge College CIT Practicum Students page. The left sidebar includes links for Dashboard, Students (which is selected), Employers, Job Postings, Practicum Forms, Timesheets, Documents, and Settings. The main content area displays a table of student records with columns for Image, Name, Username, Email, and Student ID. Each row has 'View', 'Edit', and 'Delete' buttons. A tooltip over the 'Add Student' button states: 'Finally, this is the add student button, this will direct you to a new page to add a student into the system.' A red circle highlights the 'Finish' button at the bottom right of the tooltip. The 'Students' tab is active in the top navigation bar.

Image	Name	Username	Email	Student Id
time sheet	time	TSStudent@gmail.com	s7897	
Tony Stark	Tony	Student@lethbridgecollege.ca	s77999768	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Doctor Smith	Doctor	test@test.ca	s0003828	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
test5 test5	test5	test5@test.ca	s1231232	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Testfirst Testlast	Testfirst	Test1@test1.ca	s9287348	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
stu3 last3	stu3	stu3@gmail.com	s97987	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
stu2 la2	stu2	teststu@gmail.com	s9777	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
van lomat	van	van@lethbridge.com	0685960	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Wanatda Phenghonekeo	Watnada	wanatda.phenghonekeo@lethbridgecollege.ca	s0000000	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
s2 l2	s2	stu2@lethbridgecollege.ca	s978	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
createdStu withPlacement	createdStu	stuWithPlacement@gmail.com	s87977	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
test2 test2	test2	Test2@test2.ca	s2343243	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
test6 test6	test6	test6@test.ca	s1233252	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

# WEB PAGE TOUR: ADMIN STUDENT

## View Student:

- Viewing a student's profile will have its own separate demo to guide you.

Students > Profile

time sheet's Profile

Profile Picture:  


**Student Information**

First Name: time	Last Name: sheet
Student ID: s7897	Email Address: TSSStudent@gmail.com

**Change Password**

New Password:  Confirm New Password:

This is the students information and profile page.

Help

Students > Profile

time sheet's Profile

Profile Picture:  


**Student Information**

First Name: time	Last Name: sheet
Student ID: s7897	Email Address: TSSStudent@gmail.com

**Change Password**

New Password:  Confirm New Password:

This is the area you can change the password in for the student in the case that they forget or misplace their old password.

Help

# WEB PAGE TOUR: ADMIN STUDENT

## Edit Student:

- Editing a student's profile will have its own separate demo to guide you.

The screenshot shows the Lethbridge College CIT Practicum web application interface. The top navigation bar includes the Lethbridge College logo, a search bar, and a 'Help' link. The main menu on the left lists 'Dashboard', 'Students' (which is selected and highlighted in blue), 'Employers', 'Job Postings', 'Practicum Forms', 'Timesheets', and 'Documents'. The page title is 'Students > Edit'. A modal window titled 'Edit a Student' contains fields for First Name ('time'), Last Name ('sheet'), Student ID ('S7897'), and Student Email Address ('TSSStudent@gmail.com'). Below the form are 'Edit Student' and 'Cancel' buttons. A tooltip message reads: 'This is the edit student page. Edit the information as needed and then submit the form.' The 'Finish' button in the tooltip is circled in red.

# WEB PAGE TOUR: ADMIN STUDENT

## Adding a Student:

- Adding a new student account will have its own separate demo to guide you.

The screenshot shows the Lethbridge College CIT Practicum web interface. The left sidebar contains navigation links: Dashboard, Students (which is selected and highlighted in blue), Employers, Job Postings, Practicum Forms, Timesheets, and Documents. The main content area is titled "Students > Add". A modal window titled "Add a Student" is open, containing fields for Email Address, First Name, Last Name, Student ID, Password, and Confirm Password. Below the form is a note: "Here is the add student page. Please fill out all of the information, and then submit the form." At the bottom of the modal are "Register Student" and "Cancel" buttons, with the "Finish" button circled in red.

# WEB PAGE TOUR: ADMIN EMPLOYERS

This page is where the Administrator can create Employer accounts.

## Here are some useful tips to note:

- Start by clicking the "Help" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.

Lethbridge College  
CIT Practicum

Employers

Employers

+ Add Employer

Image	Name	Username	Email	Company	Actions
	irah loreto	irah	irah.loreto@lethbridgecollege.ca	lethbridge college	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	Leuen Lomat	Leuen	van_employer@lethbridge	Lomat Enterprise	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	empCreated byStudent	empCreated	studentaddedemployer@lethbridgecollege.ca	LC	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	Mark Nameman	Mark	employer1@gmail.com	mav	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Dashboard  
Students  
**Employers**  
Job Postings  
Practicum Forms  
Timesheets  
Documents

Settings

# WEB PAGE TOUR: ADMIN EMPLOYERS

## Employers Table:

- The tour will begin by highlighting the list of all employer accounts.

Lethbridge College  
CIT Practicum

Employers

Employers

+ Add Employer

Image	Name	Username	Email	Company	Actions
	irah loreto	irah	irah.loreto@lethbridgecollege.ca	lethbridge college	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	Leuen Lomat	Leuen	van_employer@lethbridge	Lomat Enterprise	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	empCreated byStudent	empCreated	studentaddedemployer@lethbridgecollege.ca	LC	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	Mark Nameman	Mark	employer1@gmail.com	mav	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Here is the list of all employers.

Next   Exit Tour

# WEB PAGE TOUR: ADMIN EMPLOYERS

## Employers Table:

- Next it will briefly explain to the User what each entry entails.

The screenshot shows the 'Employers' table page from the Lethbridge College CIT Practicum system. The table lists four employer entries with columns for Image, Name, Username, Email, Company, and Actions (View, Edit, Delete). A tooltip is overlaid on the third row, stating: "Each row gives personal information on the given employer." The 'Next' button in the tooltip is circled in red.

Image	Name	Username	Email	Company	Actions
[Placeholder]	irah loreto	irah	irah.loreto@lethbridgecollege.ca	lethbridge college	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Leuen Lomat	Leuen	Each row gives personal information on the given employer.	Lomat Enterprise	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	empCreated byStudent	empCreated		LC	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Placeholder]	Mark Nameman	Mark	employer1@gmail.com	mav	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

# WEB PAGE TOUR: ADMIN EMPLOYERS

## CRUD Operations:

- Next it will gloss over the privileges that the Admin has access to.

Lethbridge College  
CIT Practicum

Employers

Image	Name	Username	Email	Company	Actions
	irah loreto	irah	irah.loreto@lethbridgecollege.ca	lethbridge college	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	Leuen Lomat	Leuen	van_employer@lethbridge	Lomat Enterprise	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	empCreated byStudent	empCreated	studentaddedemployer@lethbridgecollege.ca	LC	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	Mark Nameman	Mark	employer1@gmail.com	mav	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Help

Employers

There are three actions available: View, Edit and Delete.

Next Exit Tour

# WEB PAGE TOUR: ADMIN EMPLOYERS

## Add Employer:

- The tour ends with the "Add Student" button, allowing Admins to create accounts for students in the system.

Lethbridge College CIT Practicum

Employers

+ Add Employer

Finally, this is the add employer button, this will direct you to a new page to add an employer into the system.

Finish

Image	Name	Username	Email	Company
	irah loreto	irah	irah.loreto@lethbridgecollege.ca	Iethbridge college
	Leuen Lomat	Leuen	van_employer@lethbridge	Lomat Enterprise
	empCreated byStudent	empCreated	studentaddedemployer@lethbridgecollege.ca	LC
	Mark Nameman	Mark	employer1@gmail.com	mav

Dashboard

Students

Employers

Job Postings

Practicum Forms

Timesheets

Documents

Settings

# WEB PAGE TOUR: ADMIN EMPLOYERS

## View Employer

- Viewing an Employers profile will have its own separate demo to guide you.

Lethbridge College  
CIT Practicum

Employers > Profile

This is the employer information and profile page.

Profile Picture:

Back

l lethbridge college's Profile

Employer Information

Host Company: \_\_\_\_\_ Type of organization: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Supervisor's position: \_\_\_\_\_ Supervisor's e-mail: \_\_\_\_\_ Phone number: \_\_\_\_\_

Supervisor's Credentials:  CIT Diploma  IS Degree  CS Degree

Other Credentials: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Next Exit Tour

Lethbridge College  
CIT Practicum

Employers > Profile

Employer Information

Host Company: \_\_\_\_\_ Type of organization: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Supervisor's position: \_\_\_\_\_ Supervisor's e-mail: \_\_\_\_\_ Phone number: \_\_\_\_\_

Supervisor's Credentials:  CIT Diploma  IS Degree  CS Degree

Other Credentials: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

This is the area you can change the password in for the employer in the case that they forget or misplace their old password.

Finish

Change Password

New Password: \_\_\_\_\_ Confirm New Password: \_\_\_\_\_

Change Password

# WEB PAGE TOUR: ADMIN EMPLOYERS

## Edit Employer:

- Editing an Employers information will have its own separate demo to guide you.

The screenshot shows the Lethbridge College CIT Practicum web interface. The top navigation bar includes the Lethbridge College logo, a search bar, and links for 'Employers > Edit', 'Help', and 'Logout'. On the left, a sidebar menu lists 'Dashboard', 'Students', 'Employers' (which is selected and highlighted in blue), 'Job Postings', 'Practicum Forms', 'Timesheets', and 'Documents'. At the bottom left is a 'Settings' link. The main content area is titled 'Edit an Employer' and contains fields for First Name (irah), Last Name (loreto), Company Name (lethbridge college), and Employer Email (irah.loreto@lethbridgecollege.ca). A question asks if the employer has an affiliation agreement, with a 'Select...' dropdown. Below the form are 'Edit Employer' and 'Cancel' buttons. A tooltip message states: 'This is the edit employer page. Edit the information as needed and then submit the form.' The 'Finish' button at the bottom right of the tooltip is circled in red.

# WEB PAGE TOUR: ADMIN EMPLOYERS

## Adding an Employer:

- Adding a new employer account will have its own separate demo to guide you.

The screenshot shows a web application interface for 'CIT Practicum'. On the left, there's a sidebar with a logo for 'Lethbridge College' and a navigation menu including 'Dashboard', 'Students', 'Employers' (which is highlighted in blue), 'Job Postings', 'Practicum Forms', 'Timesheets', and 'Documents'. At the bottom of the sidebar is a 'Settings' link. The main content area has a header 'Employers > Add'. Below this is a form titled 'Add an Employer' with various input fields: Email Address, First Name, Last Name, Company Name, Password, Confirm Password, Supervisor's position, Type of Organization, Phone Number, Supervisor's Credentials (with options for CIT Diploma, IS Degree, CS Degree), Other Credentials, Street, City, Province, Country, and Postal Code. At the bottom of the form is a note: 'Here is the add employer page. Please fill out all of the information, and then submit the form.' followed by a 'Finish' button, which is circled in red. There are also 'Register Employer' and 'Cancel' buttons.

# WEB PAGE TOUR: ADMIN JOB POSTINGS

This page is where the Administrator can create Job Postings.

## Here are some useful tips to note:

- Start by clicking the "Help" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.

The screenshot shows the Lethbridge College CIT Practicum interface for managing job postings. On the left, there's a sidebar with navigation links: Dashboard, Students, Employers, Job Postings (which is selected and highlighted in blue), Practicum Forms, Timesheets, and Documents. The main content area is titled "Job Postings" and contains three separate job posting cards. Each card includes fields for Job Title, Job Description, Company, Location, Application Deadline, Payment Category, and More Info (with a link to a Google page). Below each card is a row of buttons: View, Edit, Delete, Archive, and Applicants. At the top right of the main content area, there's a "+ Create Job Posting" button and a "Help" icon (a question mark inside a circle) which is circled in red in the screenshot. At the bottom, there are "Previous" and "Next" navigation links.

Job Title	Job Description	Company	Location	Application Deadline	Payment Category	More Info
Software Engineer	As a Software Engineer, you will be responsible for developing software solutions by studying information needs, confering with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan... Company: Alphabet Location: Silicon Valley Application Deadline: 2024-03-30 Payment Category: Unpaid More Info: <a href="https://www.google.com/">https://www.google.com/</a>	Doctor Corp.	Silicon Valley	2024-04-06	Unpaid	<a href="https://www.google.com/">https://www.google.com/</a>
Knee Surgeon	Fix knee please	Doctor Corp.	Mexico	2024-05-11	Paid	<a href="https://www.google.com/">https://www.google.com/</a>
IT Analyst 1	Job Description 1 2 Positions needed	Lomat Enterprises	Lethbridge	2024-04-03	Unpaid	<a href="https://linkedin.com/search/results/all/?keywords=brock%20niece&amp;origin=GLOBAL_SEARCH_HEADER&amp;sid=THj">https://linkedin.com/search/results/all/?keywords=brock%20niece&amp;origin=GLOBAL_SEARCH_HEADER&amp;sid=THj</a>

# WEB PAGE TOUR: ADMIN JOB POSTINGS

## Job Postings:

- The tour will begin by displaying all available job postings.

The screenshot shows the 'Job Postings' section of the Lethbridge College CIT Practicum web application. On the left, a sidebar menu includes 'Dashboard', 'Students', 'Employers', 'Job Postings' (which is selected and highlighted in blue), 'Practicum Forms', 'Timesheets', and 'Documents'. The main content area displays three job postings in a grid format. Each posting has fields for Job Title, Job Description, Company, Location, Application Deadline, Payment Category, and More Info (with a link). Below each listing are buttons for View, Edit, Delete, Archive, and Applicants. A modal window titled 'Here is the list of all job postings...' is open at the top center, containing a 'Next' button (which is circled in red) and an 'Exit Tour' button. The top right corner of the page has a '+ Create Job Posting' button and a Help icon.

Job Title	Job Description	Company	Location	Application Deadline	Payment Category	More Info
Software Engineer	As a Software Engineer, you will be responsible for developing software solutions by studying information needs, confering with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan, design, code, test, and maintain software applications.	Alphabet	Silicon Valley	2024-04-06	Unpaid	<a href="https://www.google.com/">https://www.google.com/</a>
Doctor	Fix Knee	Doctor Corp.	Silicon Valley	2024-04-11	Paid	<a href="https://www.google.com/">https://www.google.com/</a>
IT Analyst	Job Description 1 2 Positions needed	Lomat Enterprises	Lethbridge	2024-04-03	Unpaid	<a href="https://linkedin.com/search/results/all/?keywords=brock%20nurse&amp;origin=GLOBAL_SEARCH_HEADER&amp;sid=TH">https://linkedin.com/search/results/all/?keywords=brock%20nurse&amp;origin=GLOBAL_SEARCH_HEADER&amp;sid=TH</a>

# WEB PAGE TOUR: ADMIN JOB POSTINGS

## Job Posting Actions:

- First we will begin by describing to the User the contents in the Job Posting.

Job Title: Software Engineer  
Job Description: As a Software Engineer, you will be responsible for developing software solutions by studying information needs, consulting with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan....  
Company: Alphabet  
Location: Silicon Valley  
Application Deadline: 2024-03-30  
Payment Category: Unpaid  
More Info: <https://www.google.com/>

Job Title: Doctor  
Job Description: Fix knee  
Company: Doctor Corp.  
Location: Silicon Valley  
Application Deadline: 2024-04-06  
Payment Category: Unpaid  
More Info: <https://www.google.com/>

View Edit Delete Archive Applicants

Each posting is split into two main areas: the post, and the actions.

Next Exit Tour

Job Title: Software Engineer  
Job Description: As a Software Engineer, you will be responsible for developing software solutions by studying information needs, consulting with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan....  
Company: Alphabet  
Location: Silicon Valley  
Application Deadline: 2024-03-30  
Payment Category: Unpaid  
More Info: <https://www.google.com/>

Job Title: Doctor  
Job Description: Fix knee  
Company: Doctor Corp.  
Location: Silicon Valley  
Application Deadline: 2024-04-06  
Payment Category: Unpaid  
More Info: <https://www.google.com/>

View Edit Delete Archive Applicants

This is the content of the post. Displaying the title, description, etc.

Next Exit Tour

# WEB PAGE TOUR: ADMIN JOB POSTINGS

## CRUD Operations:

- The next part of the tour will demonstrate how users can perform Create, Read, Update, and Delete (CRUD) operations within the system

The screenshot shows a web application interface for managing job postings. On the left, there's a sidebar with the Lethbridge College logo and the CIT Practicum title. Below that is a navigation menu with links: Dashboard, Students, Employers, Job Postings (which is highlighted in blue), Practicum Forms, Timesheets, and Documents.

The main content area is titled "Job Postings" and contains three separate job posting cards. Each card has a "View", "Edit", "Delete", "Archive", and "Applicants" button at the bottom.

A tooltip appears over the "Edit" button of the first job listing, containing the text: "There are many actions here. Starting from left to right: View, Edit, Delete, Archive, Applicants".

The first job listing details are:

- Job Title: Software Engineer
- Job Description: As a Software Engineer, you will be responsible for developing software solutions by studying information needs, confering with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan...
- Company: Alphabet
- Location: Silicon Valley
- Application Deadline: 2024-01-30
- Payment Category: Unpaid
- More Info: <https://www.google.com/>

The second job listing details are:

- Job Title: Doctor
- Job Description: Fix Knee
- Company: Doctor Corp.
- Location: Silicon Valley
- Application Deadline: 2024-04-06
- Payment Category: Unpaid
- More Info: <https://www.google.com/>

The third job listing details are:

- Job Title: Knee Surgeon
- Job Description: Fix knee please
- Company: Alphabet
- Location: Mexico
- Application Deadline: 2024-05-11
- Payment Category: Paid
- More Info: <https://www.google.com/>

At the top right of the main content area, there's a "+ Create Job Posting" button.

# WEB PAGE TOUR: ADMIN JOB POSTINGS

## Job Archiving:

- The tour will also explain the purpose of Job Archiving.

The screenshot shows the Lethbridge College CIT Practicum Job Postings interface. The left sidebar includes links for Dashboard, Students, Employers, Job Postings (which is selected), Practicum Forms, Timesheets, and Documents. The main content area displays three job postings. The first job posting has an 'Archive' button highlighted with a red circle, and a tooltip explains that archiving allows you to archive a job posting and later restore it at any time. The other two job postings show standard edit, delete, archive, and applicants buttons. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Job Title	Job Description	Application Deadline	Payment Category	More Info
Software Engineer	As a Software Engineer, you will be responsible for developing software solutions by studying information needs, confering with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan,...	2024-03-30	Unpaid	<a href="https://www.google.com/">https://www.google.com/</a>
Doctor	Fix Knee	2024-04-06	Unpaid	<a href="https://www.google.com/">https://www.google.com/</a>
Knee Surgeon	Fix knee please	2024-05-11	Paid	<a href="https://www.google.com/">https://www.google.com/</a>

# WEB PAGE TOUR: ADMIN JOB POSTINGS

## Archived Posts:

- If a user decides to Archive a post. They will be stored in this section of the Job Postings.

The screenshot shows the CIT Practicum Job Postings interface. On the left, there's a sidebar with a Lethbridge College logo and links for Dashboard, Students, Employers, Job Postings (which is selected), Practicum Forms, Timesheets, and Documents. The main area has tabs for 'Job Posts' and 'Archived Posts', with 'Archived Posts' currently selected and highlighted with a red oval. A tooltip box appears over the 'Archived Posts' tab, stating: 'This is the area you can go to that stores the archived job postings.' Below the tabs are two job posting cards. The first card (Doctor position) has an 'Archive' button highlighted in yellow. The second card (Knee Surgeon position) also has an 'Archive' button highlighted in yellow. At the bottom of each card are buttons for View, Edit, Delete, Archive, and Applicants.

Job Title	Job Description	Company	Location	Application Deadline	Payment Category	More Info
Doctor	Fix Knee	Doctor Corp.	Silicon Valley	2024-04-06	Unpaid	<a href="https://www.google.com/">https://www.google.com/</a>
Knee Surgeon	Fix knee please	Alphabet	Mexico	2024-05-11	Paid	<a href="https://www.google.com/">https://www.google.com/</a>

# WEB PAGE TOUR: ADMIN JOB POSTINGS

## Applicants:

- The applicants button lets the user know they can view a list of students who have applied to that particular Job Posting.

The screenshot shows the Lethbridge College CIT Practicum Job Postings interface. On the left, there's a sidebar with navigation links: Dashboard, Students, Employers, Job Postings (which is selected and highlighted in blue), Practicum Forms, Timesheets, and Documents. The main content area displays three job postings. Each posting has a row of buttons at the bottom: View, Edit, Delete, Archive, and Applicants. The 'Applicants' button is highlighted with a yellow box and a red circle. A tooltip appears over the first job listing, stating: "Applicants shows you the list of students that have applied to a job posting." Below the job listings, there are "Next" and "Tour" buttons. At the bottom of the page, there are "Previous" and "Next" navigation buttons.

Job Title	Job Description	Company	Location	Application Deadline	Payment Category	More Info
Software Engineer	As a Software Engineer, you will be responsible for developing software solutions by studying information needs, conferring with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan...	Alphabet	Silicon Valley	2024-03-30	Unpaid	<a href="https://www.google.com/">https://www.google.com/</a>
Doctor	Fix Knee	Doctor Corp.	Silicon Valley	2024-04-06	Unpaid	<a href="https://www.google.com/">https://www.google.com/</a>
Knee Surgeon	Fix knee please	AlphaBet	Mexico	2024-05-11	Paid	<a href="https://www.google.com/">https://www.google.com/</a>

# WEB PAGE TOUR: ADMIN JOB POSTINGS

## Create a Job Posting:

- The final stop of the tour is showing the user where they can create a Job Posting.

The screenshot shows the Lethbridge College CIT Practicum Job Postings interface. On the left, a sidebar menu includes options like Dashboard, Students, Employers, Job Postings (which is selected), Practicum Forms, Timesheets, and Documents. The main content area displays three job postings:

- Software Engineer:** Job Title: Software Engineer. Job Description: As a Software Engineer, you will be responsible for developing software solutions by studying information needs, confering with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan... Company: Alphabet. Location: Silicon Valley. Application Deadline: 2024-03-30. Payment Category: Unpaid. More Info: <https://www.google.com/>. Action buttons: View, Edit, Delete, Archive, Applicants.
- Doctor:** Job Title: Doctor. Job Description: Fix Knee. Company: Doctor Corp. Location: Silicon Valley. Application Deadline: 2024-04-06. Payment Category: Unpaid. More Info: <https://www.google.com/>. Action buttons: View, Edit, Delete, Archive, Applicants.
- IT Analyst 1:** Job Title: IT Analyst 1. Job Description: 2 Positions needed. Company: Lomat Enterprises. Location: Lethbridge. Application Deadline: 2024-04-03. Payment Category: Unpaid. More Info: [https://linkedin.com/search/results/all/?keywords=brocks20rice&origin=GLOBAL\\_SEARCH\\_HEADER&sid=TH](https://linkedin.com/search/results/all/?keywords=brocks20rice&origin=GLOBAL_SEARCH_HEADER&sid=TH). Action buttons: View, Edit, Delete, Archive, Applicants.

In the top right corner, there is a blue button labeled "+ Create Job Posting". A callout box points to this button with the text: "Finally, this is the create job posting button, this will direct you to a new page to add a job posting into the system." Below the "+ Create Job Posting" button is a red oval highlighting a blue button labeled "Finish".

# WEB PAGE TOUR: ADMIN PRACTICUM FORMS

This page is where the Administrator can view the Practicum Forms.

## Here are some useful tips to note:

- Start by clicking the “Help” icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.

The screenshot shows the Lethbridge College CIT Practicum web interface. On the left, there's a sidebar with icons for Dashboard, Students, Employers, Job Postings, Practicum Forms (which is selected and highlighted in blue), Timesheets, and Documents. Below the sidebar is a green vertical bar with a 'Settings' button. The main content area has a header 'Practicum Forms' with tabs for Practicum Forms, Student Submitted Forms, and Employer Submitted Forms. The 'Practicum Forms' tab is active. Below the tabs is a list of form titles: Form FOIP - Student Release, Form ID - Student Information, Form A - Host Information, Form B - Practicum Agreement, Form C - Practicum Evaluation (100 hours), Form D - Practicum Evaluation (200 hours), and Exit Interview. In the top right corner of the main content area, there is a small 'Help' icon (a question mark inside a circle) which is circled with a red oval.

# WEB PAGE TOUR: ADMIN PRACTICUM FORMS

This page is where the Administrator can view the Practicum Forms.

## Here are some useful tips to note:

- Start by clicking the “Help” icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.

The screenshot shows the Lethbridge College CIT Practicum web interface. On the left, there's a vertical sidebar with icons for Dashboard, Students, Employers, Job Postings, Practicum Forms (which is selected and highlighted in blue), Timesheets, and Documents. Below this is a green gradient bar with a 'Settings' button. The main content area has a header 'Practicum Forms' with tabs for Practicum Forms, Student Submitted Forms, and Employer Submitted Forms. The 'Practicum Forms' tab is active. Below the tabs is a list of form sections: Form FOIP - Student Release, Form ID - Student Information, Form A - Host Information, Form B - Practicum Agreement, Form C - Practicum Evaluation (100 hours), Form D - Practicum Evaluation (200 hours), and Exit Interview. In the top right corner of the main content area, there is a small 'Help' icon with a question mark inside a circle, which is circled in red in the screenshot to indicate it as a tip.

# WEB PAGE TOUR: ADMIN PRACTICUM FORMS

## Practicum Forms:

- The tour will begin by displaying all the Practicum Forms available to the Admin.
- All forms do not have an individual guide.

The screenshot shows the Lethbridge College CIT Practicum web application. The left sidebar has a green gradient background and contains navigation links: Dashboard, Students, Employers, Job Postings, Practicum Forms (which is highlighted in blue), Timesheets, and Documents. At the bottom of the sidebar is a Settings icon. The main content area has a dark grey header with tabs: Practicum Forms (selected), Student Submitted Forms, and Employer Submitted Forms. Below the header is a list of form titles: Form FOIP - Student Release, Form ID - Student Information, Form A - Host Information, Form B - Practicum Agreement, Form C - Practicum Evaluation (100 hours), Form D - Practicum Evaluation (200 hours), and Exit Interview. At the bottom right of the content area is a small white box containing the text "Here is the list of all the forms." with two buttons: "Next" and "Exit Tour".

# WEB PAGE TOUR: ADMIN PRACTICUM FORMS

## Practicum Forms:

- The tour will begin by displaying all the Practicum Forms available to the Admin.

The screenshot shows the Lethbridge College CIT Practicum web interface. On the left, there's a sidebar with icons for Dashboard, Students, Employers, Job Postings, Practicum Forms (which is selected and highlighted in blue), Timesheets, and Documents. The main content area has a header "Practicum Forms" with tabs for "Practicum Forms", "Student Submitted Forms", and "Employer Submitted Forms". Below the tabs is a list of forms: "Form POIP - Student Release", "Form ID - Student Information", "Form A - Host Information", "Form B - Practicum Agreement", "Form C - Practicum Evaluation (100 hours)", "Form D - Practicum Evaluation (200 hours)", and "Exit Interview". A callout box over the first two items says: "You can view any of the forms by clicking on them, every student is to complete the necessary forms to be eligible for placement." At the bottom right of the form list are "Next" and "Exit Tour" buttons. The top right corner of the page has a "Help" link.

# WEB PAGE TOUR: ADMIN PRACTICUM FORMS

## Student Submitted Forms:

- The tour will show the tab where all Student Submitted Forms are stored.

The screenshot shows a web-based application interface for 'CIT Practicum'. On the left is a vertical sidebar with icons for Dashboard, Students, Employers, Job Postings, Practicum Forms (which is highlighted in blue), Timesheets, and Documents. The main content area has a header 'Practicum Forms' with three tabs: 'Practicum Forms', 'Student Submitted Forms' (which is active and highlighted in blue), and 'Employer Submitted Forms'. A tooltip above the 'Student Submitted Forms' tab says: 'This tab allows you to see the students that have submitted forms.' Below the tabs are several form categories listed in boxes: 'Form 1 - Students Information', 'Form A - Host Information', 'Form B - Practicum Agreement', 'Form C - Practicum Evaluation (100 hours)', 'Form D - Practicum Evaluation (200 hours)', and 'Exit Interview'. At the bottom of the main content area is a navigation bar with 'Next' and 'Last Tour' buttons, with the 'Last Tour' button circled in red. The top right corner of the page has a 'Help' link.

# WEB PAGE TOUR: ADMIN PRACTICUM FORMS

## Employer Submitted Forms:

- The tour will show the tab where all Employer Submitted Forms are stored.

The screenshot shows a web-based application interface for 'CIT Practicum'. On the left, there's a vertical sidebar with icons for Dashboard, Students, Employers, Job Postings, Practicum Forms (which is currently selected), Timesheets, and Documents. The main content area has a header 'Practicum Forms' and a navigation bar with tabs: 'Practicum Forms', 'Student Submitted Forms', and 'Employer Submitted Forms'. The 'Employer Submitted Forms' tab is highlighted with a blue background. A tooltip above it says, 'This tab allows you to see the employers that have submitted forms.' Below the tabs, there are several form submission boxes, each with a 'Finish' button. The first box is labeled 'Form FOIP - Student Release'. Other visible boxes include 'Form ID - Student Information', 'Form A - Host Information', 'Form B - Practicum Agreement', 'Form C - Practicum Evaluation (100 hours)', 'Form D - Practicum Evaluation (200 hours)', and 'Exit Interview'. The 'Finish' button for the first form is circled in red.

# WEB PAGE TOUR: TIMESHEETS

This page is where the Administrator can view Timesheets.

## Here are some useful tips to note:

- Start by clicking the "Help" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.

The screenshot shows the Lethbridge College CIT Practicum Timesheets page. The left sidebar includes links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets (which is selected and highlighted in blue), and Documents. The main content area displays a table of student names and their timesheets. The columns are Student Name, View, and Select All. The 'View' column contains links to 'View' each timesheet. The 'Select All' column has checkboxes. The table lists the following student names: Tony Stark, Doctor Smith, Testfirst Testlast, test2 test2, test6 test6, Wanatda Phengphoneko, van lomat, time sheet, createdStu withPlacement, s2 l2, stu2 la2, and stu3 last3. At the bottom of the table, there are navigation buttons for Previous, 1, 2, 3, Next. A red circle highlights the 'Help' icon in the top right corner of the page header.

Student Name	View	Select All
Tony Stark	<a href="#">View</a>	<input type="checkbox"/>
Doctor Smith	N/A	<input type="checkbox"/>
Testfirst Testlast	N/A	<input type="checkbox"/>
test2 test2	N/A	<input type="checkbox"/>
test6 test6	<a href="#">View</a>	<input type="checkbox"/>
Wanatda Phengphoneko	<a href="#">View</a>	<input type="checkbox"/>
van lomat	N/A	<input type="checkbox"/>
time sheet	<a href="#">View</a>	<input type="checkbox"/>
createdStu withPlacement	N/A	<input type="checkbox"/>
s2 l2	N/A	<input type="checkbox"/>
stu2 la2	N/A	<input type="checkbox"/>
stu3 last3	<a href="#">View</a>	<input type="checkbox"/>

# WEB PAGE TOUR: TIMESHEETS

## Timesheets:

- The tour will begin by displaying a list of all the Timesheets.

The screenshot shows a web application interface for managing timesheets. On the left, there's a sidebar with a logo for Lethbridge College CIT Practicum and links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets (which is highlighted), and Documents. The main content area has a header "Timesheets" and a sub-header "Timesheets". Below this is a table with columns: Student Name, View, and Select All. The table lists several student entries, each with a "View" link and a checkbox in the "Select All" column. At the bottom of the table, a message says "Here is the list of all students." followed by two buttons: "Next" and "Exit Tour". The "Next" button is circled in red.

Student Name	View	Select All
Tony Stark	<a href="#">View</a>	<input type="checkbox"/>
Doctor Smith	N/A	<input type="checkbox"/>
Testfirst Testlast	N/A	<input type="checkbox"/>
test12 test2	N/A	<input type="checkbox"/>
test5 test6	<a href="#">View</a>	<input type="checkbox"/>
Wanatda Phengphonekeo	<a href="#">View</a>	<input type="checkbox"/>
van lomat	N/A	<input type="checkbox"/>
time sheet	<a href="#">View</a>	<input type="checkbox"/>
createdstu withPlacement	N/A	<input type="checkbox"/>
s2 i2	N/A	<input type="checkbox"/>
stu2 la2	N/A	<input type="checkbox"/>
stu3 last3	<a href="#">View</a>	<input type="checkbox"/>

# WEB PAGE TOUR: TIMESHEETS

## Timesheets:

- The tour will then briefly describe that each row shows whether or not the student is currently assigned to a practicum position with a filled timesheet.

Each row shows whether or not the student is currently assigned to a position with a filled timesheet.

Next | Tour

Student Name	View	Select All
Tony Stark	<a href="#">View</a>	<input type="checkbox"/>
Doctor Smith	N/A	<input type="checkbox"/>
Testfirst Testlast	N/A	<input type="checkbox"/>
test2 test2	N/A	<input type="checkbox"/>
test6 test5	<a href="#">View</a>	<input type="checkbox"/>
Wanatada Phengphoneko	<a href="#">View</a>	<input type="checkbox"/>
van lomat	N/A	<input type="checkbox"/>
time sheet	<a href="#">View</a>	<input type="checkbox"/>
createdStu withPlacement	N/A	<input type="checkbox"/>
s2 i2	N/A	<input type="checkbox"/>
stu2 la2	N/A	<input type="checkbox"/>
stu3 last3	<a href="#">View</a>	<input type="checkbox"/>

# WEB PAGE TOUR: TIMESHEETS

## Timesheets:

- Students without a timesheet will have N/A. Students with a timesheet will have view.

This screenshot shows a list of students in the 'Timesheets' section. A tooltip is displayed over the entry for 'testfirst testlast', which has 'N/A' listed under 'View'. The tooltip contains the text: 'The student without a timesheet will have the action: N/A'. It includes two buttons: 'Revert' (highlighted with a red oval) and 'Set View'.

Student Name	View
Tony Stark	X View
Doctor Smith	N/A
testfirst testlast	N/A
test2 test2	X View
test3 test3	N/A
Waranata Phengphonekeo	X View
van lonat	N/A
time sheet	X View
createdstu withPlacement	N/A
a2 i2	N/A
stud i2	N/A
stud test3	N/A

This screenshot shows the same list of students. A tooltip is displayed over the entry for 'test2 test2', which has 'X View' listed under 'View'. The tooltip contains the text: 'The student with a timesheet will have the action: X View'. It includes two buttons: 'Revert' (highlighted with a red oval) and 'Set View'.

Student Name	View
Tony Stark	X View
Doctor Smith	N/A
testfirst testlast	N/A
test2 test2	X View
test3 test3	N/A
Waranata Phengphonekeo	X View
van lonat	N/A
time sheet	X View
createdstu withPlacement	N/A
a2 i2	N/A
stud i2	N/A
stud test3	N/A

# WEB PAGE TOUR: TIMESHEETS

## Viewing a Student Timesheet:

- The guide will briefly describe the individual student's entry. Each row shows information from the given shift.

The screenshot shows the 'Time Entries' page for a student named Tony. The page has a header with the Lethbridge College logo and navigation links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets (which is highlighted in blue), and Documents. Below the header is a toolbar with Back, Timesheets, Time Entries, + Add Time Entry, Approve, Deny, and Delete buttons. The main content area is titled 'Tony's Time Entries' and displays a table with one row of data. The table columns are Date Worked, # of Hours, Description, Total Hours to Date, Status, and Action. The single entry is: Date Worked - 2024-04-06, # of Hours - 35.0, Description - test, Total Hours to Date - 35.00, Status - In Progress, and Action - Edit. A modal window is overlaid on the page, containing the text 'Here is the list of all of the selected students time entries.' with two buttons: 'Next' and 'Exit Tour'. The 'Next' button is circled in red.

Date Worked	# of Hours	Description	Total Hours to Date	Status	Action
2024-04-06	35.0	test	35.00	In Progress	Edit

# WEB PAGE TOUR: TIMESHEETS

## Viewing a Student Timesheet:

- The guide will briefly describe the individual student's entry. Each row shows information from the given shift.

The screenshot shows the 'Time Entries' page for a student named Tony. The page has a header with the Lethbridge College logo and navigation links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets (which is highlighted in blue), and Documents. Below the header is a toolbar with Back, Timesheets, Time Entries, + Add Time Entry, Approve, Deny, and Delete buttons. The main content area is titled 'Tony's Time Entries' and displays a table with one row of data. The table columns are Date Worked, # of Hours, Description, Total Hours to Date, Status, and Action. The single entry is: Date Worked - 2024-04-06, # of Hours - 35.0, Description - test, Total Hours to Date - 35.00, Status - In Progress, and Action - Edit. A tooltip above the table says 'Here is the list of all of the selected students time entries.' At the bottom right of the table area are 'Next' and 'Exit Tour' buttons, with 'Next' being circled in red.

Date Worked	# of Hours	Description	Total Hours to Date	Status	Action
2024-04-06	35.0	test	35.00	In Progress	<a href="#">Edit</a>

# WEB PAGE TOUR: TIMESHEETS

## Editing a Student Timesheet:

- Admin has the ability to edit any of the student submitted entries.

The screenshot shows the 'Time Entries' page for 'Tony's Time Entries'. The table displays one entry: Date Worked (2024-04-06), # of Hours (35.0), Description (test), Total Hours to Date (35.00), and Status (In Progress). In the 'Action' column, there is a blue 'Edit' button. A red oval highlights this 'Edit' button. A tooltip above the button states: 'You are able to edit any of the entries directly by clicking this button.' Below the button are two buttons: 'Done' and 'Exit Tour'.

Date Worked	# of Hours	Description	Total Hours to Date	Status	Action
2024-04-06	35.0	test	35.00	In Progress	<a href="#">Edit</a>

# WEB PAGE TOUR: TIMESHEETS

## Approve/Deny/Delete a Student Time Entry.

- Admin has the ability to individually (or mass) approve/deny a students time entry.

The screenshot shows a web application interface for managing student time entries. At the top, there's a navigation bar with the Lethbridge College logo and the text "CIT Practicum". On the left, a sidebar menu includes links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets (which is currently selected and highlighted in blue), and Documents. The main content area is titled "Time Entries" and shows a table for "Tony's Time Entries". The table has columns for Date Worked, # of Hours, Description, Total Hours to Date, Status, and Action. A single row is displayed: Date Worked is 2024-04-06, # of Hours is 35.0, Description is "test", Total Hours to Date is 35.00, Status is "In Progress", and the Action column contains a link labeled "Edit". To the right of the table, there's a message: "You are also able to multi-select any of the entries to use the following actions: Approve, Deny, and Delete." Below this message are three buttons: "Approve" (green), "Deny" (red), and "Delete" (blue). A red circle highlights the "Next" button at the bottom right of the message box. At the very bottom of the page, there's a footer bar with the text "SOLUTION SEEKERS" and a small hand cursor icon.

Date Worked	# of Hours	Description	Total Hours to Date	Status	Action
2024-04-06	35.0	test	35.00	In Progress	<a href="#">Edit</a>

You are also able to multi-select any of the entries to use the following actions: Approve, Deny, and Delete.

[Approve](#) [Deny](#) [Delete](#)

[Next](#) [Exit Tour](#)

# WEB PAGE TOUR: TIMESHEETS

## Add a Time Entry:

- The final step of the guide lets the user know that the Admin can add a Time Entry to the Students Timesheet.

The screenshot shows the 'Time Entries' page for 'Tony's Time Entries'. The page includes a table with columns: Date Worked, # of Hours, Description, Total Hours to Date, and Status. A single entry is listed: 2024-04-06, 35.0 hours, test, 35.00 total, and In Progress status. Above the table are buttons for '+ Add Time Entry', 'Approve', 'Deny', and 'Delete'. A tooltip for the '+ Add Time Entry' button provides the following text: 'This is the add entry button. It will add an entry to the selected students timesheet. It will auto approve, however you can edit in the edit option if you would like to change it to in progress or denied.' Below the table are buttons for 'Select All' and 'Finish'. The 'Finish' button is circled in red.

Date Worked	# of Hours	Description	Total Hours to Date	Status
2024-04-06	35.0	test	35.00	In Progress

This is the add entry button. It will add an entry to the selected students timesheet. It will auto approve, however you can edit in the edit option if you would like to change it to in progress or denied.

+ Add Time Entry Approve Deny Delete Select All Finish

# WEB PAGE TOUR: TIMESHEETS

## Add a Time Entry:

- The final step of the guide lets the user know that the Admin can add a Time Entry to the Students Timesheet.

The screenshot shows the Lethbridge College CIT Practicum Timesheets interface. On the left, there's a sidebar with links for Dashboard, Students, Employers, Job Postings, Practicum Forms, Timesheets (which is highlighted), and Documents. The main area is titled "Time Entries" and shows a table for "Tony's Time Entries". The table has columns for Date Worked, # of Hours, Description, Total Hours to Date, and Status. A single entry is listed: 2024-04-06, 35.0 hours, test, 35.00 total, and In Progress status. Above the table are buttons for Back, Timesheets (selected), Time Entries, + Add Time Entry (highlighted with a red oval), Approve, Deny, and Delete. A tooltip for the + Add Time Entry button explains its function: "This is the add entry button. It will add an entry to the selected students timesheet. It will auto approve, however you can edit in the edit option if you would like to change it to in progress or denied." Below the table are buttons for Select All and Finish (also highlighted with a red oval).

Date Worked	# of Hours	Description	Total Hours to Date	Status
2024-04-06	35.0	test	35.00	In Progress

# TRAINING ANOTHER TEAM

During our training session we were paired with another team; Hexabridge.

We gave them a single training module to explore hands-on in a classroom setup.

Based off of that training session we were able to gain insight on what our team can improve on, as well as what aspects of the training they enjoyed.

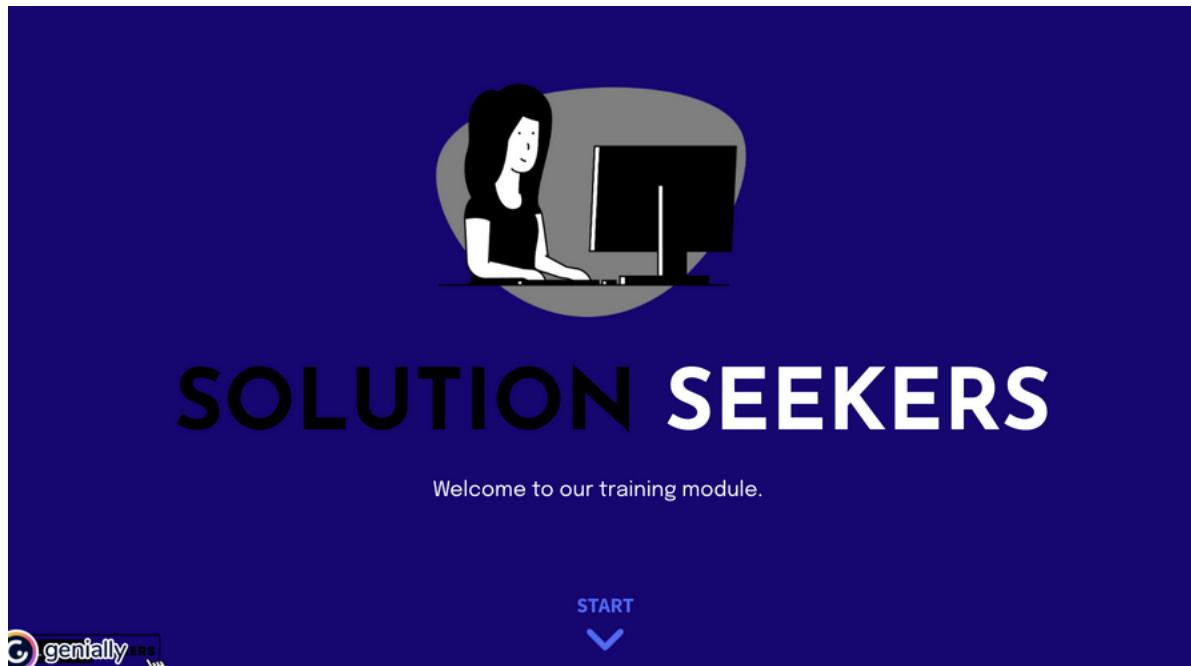
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Here is a sample of the Feedback Form that we provided to Hexabridge.

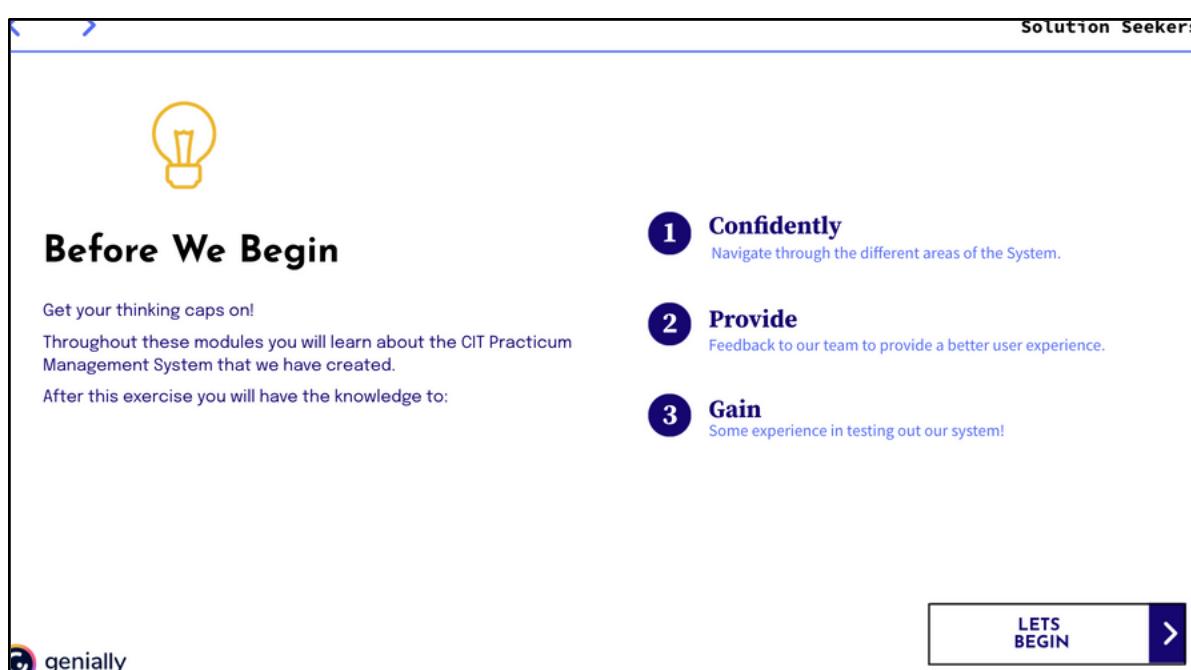
The form consists of several sections:

- Name:** A text input field labeled "Your answer".
- Content Clarity:** A question asking "How would you rate the content clarity of the training module?". It includes a scale from 1 (Very unclear) to 5 (Very Clear).
  - 1 Very unclear
  - 2
  - 3
  - 4
  - 5 Very Clear
- Module Structure:** A question asking "Was the training module well-structured and organized?". It includes a scale from Yes to No.
  - Yes
  - No
- Addressing Questions:** A question asking "How effectively did the training module address questions and concerns?". It includes a scale from 1 (Not effective) to 5 (Very effective).
  - 1 Not effective
  - 2
  - 3
  - 4
  - 5 Very effective
- System Understanding:** A question asking "Do you think you have a good understanding of our system based on the training module?". It includes a scale from 1 (Don't Understand) to 5 (Amazingly Understand).
  - 1 Don't Understand
  - 2
  - 3
  - 4
  - 5 Amazingly Understand
- Training Environment:** A question asking "How would you rate the training environment?". It includes a scale from 1 (Poor) to 5 (Excellent).
  - 1 Poor
  - 2
  - 3
  - 4
  - 5 Excellent
- Satisfaction:** A question asking "Overall, how satisfied are you with the training session?". It includes a scale from 1 (Very dissatisfied) to 5 (Very satisfied).
  - 1 Very dissatisfied
  - 2
  - 3
  - 4
  - 5 Very satisfied
- Improvement:** A question asking "What aspects of the training could be improved?". It has a text input field labeled "Your answer".
- Additional Comments:** A question asking "Additional Comments". It has a text input field labeled "Your answer".
- Buttons:** At the bottom are two buttons: "Submit" and "Clear form".

\*Click on the image to access the form link.



A dark blue title slide for a training module. At the top center is a circular icon showing a woman with long dark hair sitting at a desk with two computer monitors. Below the icon, the word "SOLUTION SEEKERS" is written in large, bold, white capital letters. Underneath that, in smaller white text, is the sentence "Welcome to our training module." In the bottom left corner, there is a "genially" logo. In the center, there is a "START" button with a downward arrow.

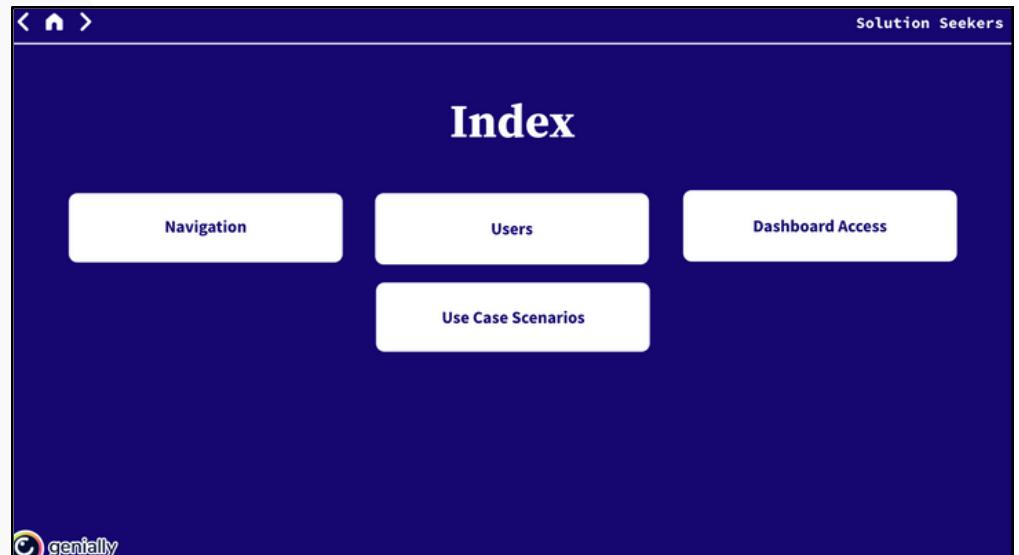


A slide titled "Solution Seekers". On the left, there is a yellow lightbulb icon above the section "Before We Begin". Below this section, there is some descriptive text: "Get your thinking caps on! Throughout these modules you will learn about the CIT Practicum Management System that we have created. After this exercise you will have the knowledge to:". To the right, there is a numbered list from 1 to 3, each with a corresponding action: "Confidently", "Provide", and "Gain". Each item has a brief description below it. At the bottom left is the "genially" logo, and at the bottom right is a "LETS BEGIN" button with a right-pointing arrow.

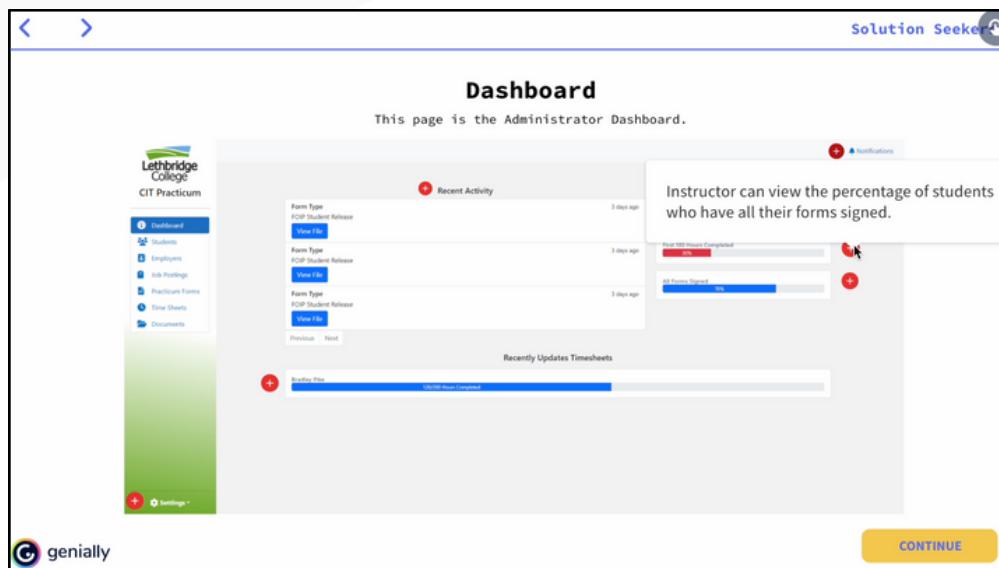
Here's a glimpse of the training module we provided for Hexabridge to explore.

The Index detailed the specific modules included in the training session.

It was divided into 3 separate modules.



The screenshot shows a dark-themed web page titled "Index". At the top right, it says "Solution Seekers". Below the title are four white rectangular buttons with rounded corners: "Navigation", "Users", "Dashboard Access", and "Use Case Scenarios". In the bottom left corner, there is a small "genially" logo.



The screenshot shows the "Administrator Dashboard". At the top right, it says "Solution Seeker" with a lock icon. On the left, there's a sidebar with "Lethbridge College CIT Practicum" logo and a "Dashboard" button highlighted in blue. Below the sidebar is a green vertical bar with a "Settings" button at the bottom. The main area has a light gray background. It features three sections: "Recent Activity" showing three entries from 3 days ago, "Instructor can view the percentage of students who have all their forms signed." with a progress bar, and "Recently Updated Timesheets" showing a single entry. A red notification icon with a plus sign is visible in the top right corner of the dashboard area. At the bottom right is a yellow "CONTINUE" button. The bottom left corner has a "genially" logo.

Users can interact with the red tool tips to read the description of the features.

Solution Seeker

Job Postings - Post

Software Engineer

Job Description

In this Software Engineer position, you will be responsible for developing software solutions by analyzing information needs, conferring with users, studying systems flow, data usage, and work processes. You will follow the software development lifecycle to plan, design, implement, test, and deploy systems that are robust, reliable, and performant. Design, develop, and maintain software applications using various programming languages, databases, and platforms. Collaborate with cross-functional teams to identify requirements, design solutions, and implement changes. Identify and resolve technical challenges, and manage and support products. Provide guidance by collecting, analyzing, and summarizing development and service issues. Develop software solutions by utilizing object-oriented analysis, design, and development methods. Implement and maintain software solutions by applying best practices, problem-solving, iterative development, and user-centered design. Document and demonstrate solutions by creating clear, concise, and maintainable code. Stay up-to-date with industry trends, technologies, and programming. Gain job knowledge by studying state-of-the-art development tools, programming techniques, and computing environments, and participating in information exchange. Accurately engineering and organization involves by completing related tasks as needed.

Due Date  
2024-06-30

Company  
AcmeTech

Location  
Union City

Link  
<https://www.acmetech.com/jobs>

Settings

CONTINUE

genially

In the training module, certain interactions would trigger a popup window to provide users with more detailed information about the system's features

Solution Seekers

# Dashboard Access

Let's take a look at the different Access levels that the Employer and Student have.

EMPLOYER

STUDENT

CONTINUE

genially

Here's another example of how users interact within our training module.

**Employers**

This page allows the Instructor or Administrator to create an Employers account.

The Instructor can delete an Employers account if necessary.

Image	Name	Username	Email	Company	Actions
	Irah Jones	Irah	Irah.Jones@lethbridgecollege.ca	lethbridge college	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	empCreated by Student	empCreated	studentaldelemployer@lethbridgecollege.ca	LC	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
	Mark Nameman	Mark	employer1@gmail.com	mark	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**CONTINUE**

Here's another example of how users interact within our training module.

**Use Case #2 : Job Post**

You are an employer looking to create a job posting. It's located here in Lethbridge and it's a paid position. Your only dilemma is you want to hire two candidates. How would you go about creating a job post for this situation?

**CONTINUE**

We also provided "tasks" for our peer training session.

# FORM FEEDBACK

Here are the responses we have gathered from Hexabridge.

What aspects of the training could be improved?

5 responses

None so far

I think the training module was very good and presented all the information that you would need to know to be able to use the system. I think it portrayed all the information for both administrator and non administrator users to be able to understand the system. I don't think there is anything that needs to be improved.

Organization

None that I can think of

The training module was nice and intuitive. It looked very professional. However there were things that were said in person that I did not see in the training module (like password complexity requirement). Maybe it was there but we did not see because we only had one screen. It would have been more effective if each member had their own screen to look at the training module and do the use cases.

Additional Comments

4 responses

Thanks Sol Seekers!

It looked really good! It was very information heavy and easy to see and understand how to use the system.

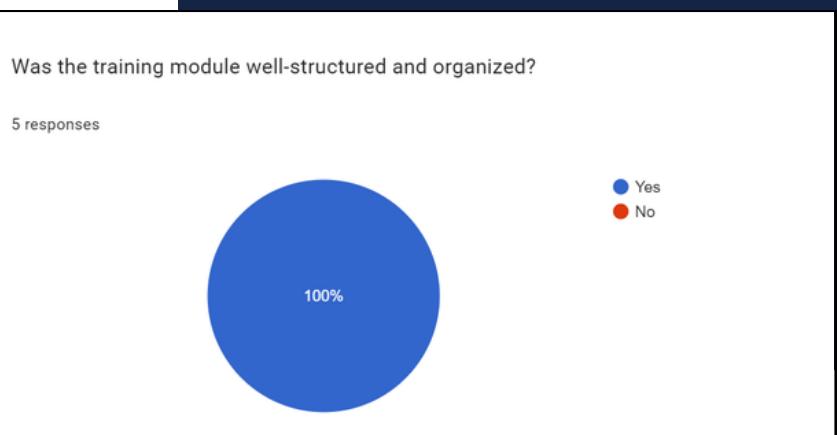
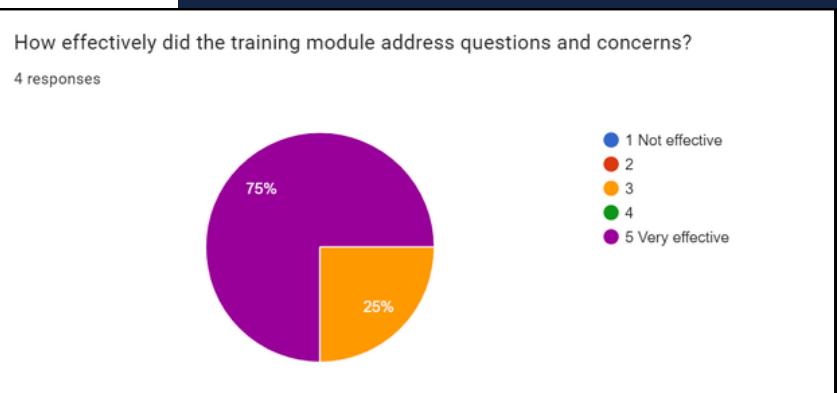
Great job!

If the training method is CBT, it's okay that the users do not have much assistance from the team. But if the training method is one-on-one or classroom, I feel that there has to be a little more guidance from the team.

# PIE CHART RESULTS

Here are some results from the feedback forms, represented in pie charts.

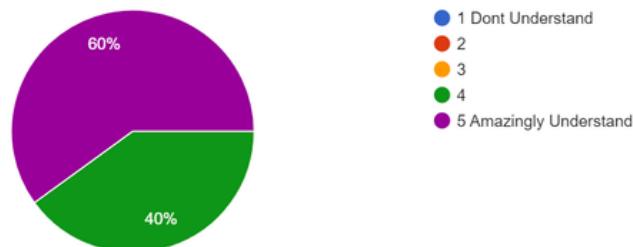
While the training session was successful, it allowed us to recognize that some participants still struggled to understand our system. And there were concerns that were not being addressed.



# PIE CHART RESULTS

Do you think you have a good understanding of our system based on the training module?

5 responses

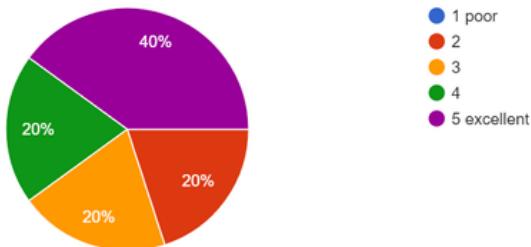


Here are some results from the feedback forms, represented in pie charts.

Here you will see a big difference in the training environment. As you can see the rating fluctuated.

How would you rate the training environment?

5 responses



# REFLECTION PAPER

To start off, our team had some mixed feelings toward the feedback. Not necessarily negative because the feedback that was provided was really helpful. It was more so the approach.

## Feedback Thoughts

Initially we had went into the training session with the mindset of "let Hexabridge perform this training Module and these specific tasks by themselves". Looking back, we realize our mindset had a negative impact on the training environment, even though it seemed like their team enjoyed our session at the time. Thats why when reading over their feedback, some of their comments felt like a minor setback. Which understandably so, due to the lack of team presence.

However, from our perspective we had perceived that the training went amazing. If we were to compare their training session with ours, theirs would be the golden standard. But in our eyes, we think our training session was average. We appreciate their feedback and plan to integrate the changes moving forward.

## Final Thoughts

Although our training methods differ from other groups, the route we went for was a more visual and interactive approach. However, we've noticed that taking the visual side means other people might not understand our system in comparison to a manual approach.

Fortunately, having one client has been an enjoyable experience- especially when it comes to refining our training methods to our clients needs.

## Changes

One of the main concerns that we have addressed was lack of screen devices. To improve, we're making sure to have extra devices available during our client training. Since our training session with Stephen will be one-on-one, our team plans to be engaged and fully attentive. The two main takeaways we're taking away from Hexabridges' feedback is: create a better learning environment, and ensure the team presence is mandated to help address questions and concerns.

# THANK YOU

April 8, 2024

Dear Mr. Stephen Graham,

On behalf of Solution Seekers we thank you for choosing our team to represent you and your business needs.

We are so thrilled to embark on this 6 month long journey with you to transform this project into reality!

To acknowledge your understanding of the contents in this document, please sign below.

We look forward to working closely with you to ensure a successful project.

X

---

Stephen Graham

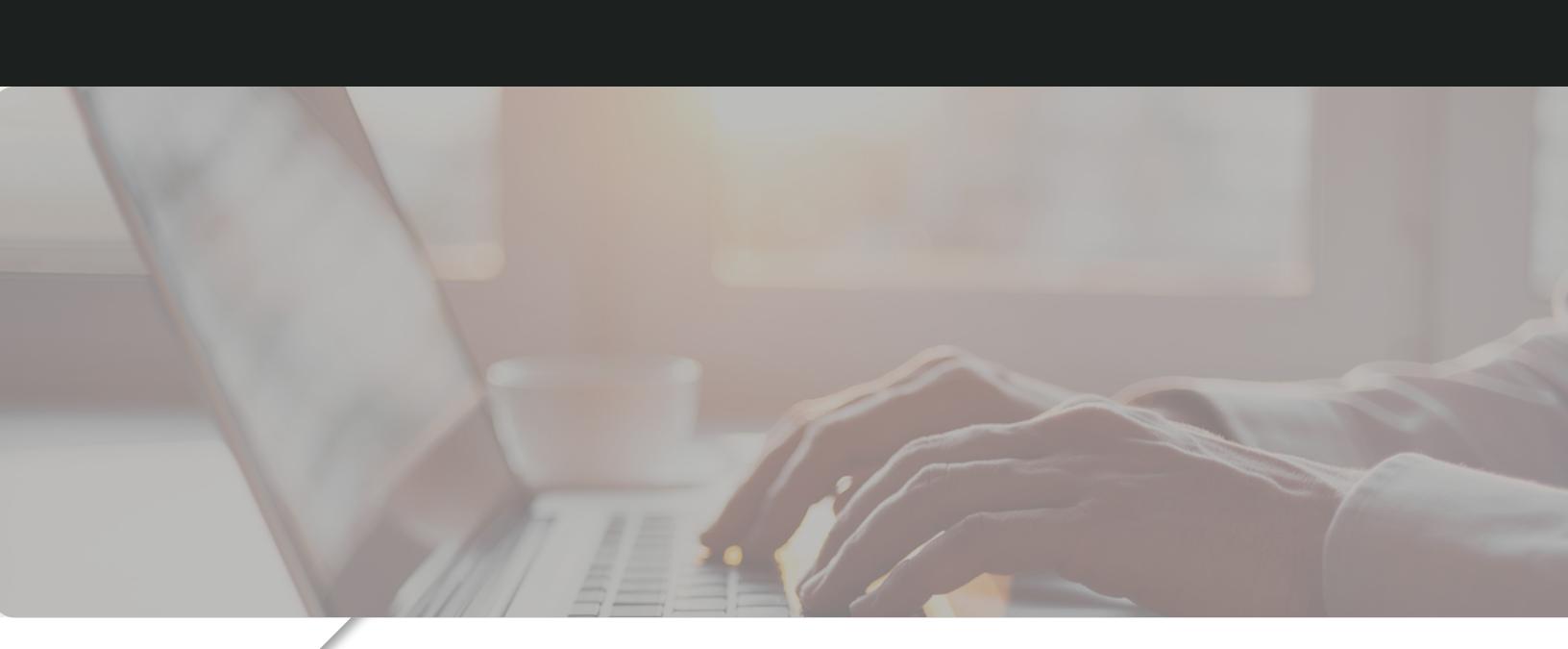
# SOLUTION SEEKERS

LESSONS LEARNED

SOLUTION SEEKERS 

PREPARED BY

Wanatda Phengphonekeo, Robee Lou Diaz,  
Bradley Pike, Nate Lapointe, Irah Loreto



# INTRODUCTION

## CANVA

For our documentation we have chosen to use Canva to record all of our Lessons Learned.

Each member will be sent a shared link, from there they will be able to contribute to the document.

Every team member is encouraged to participate.



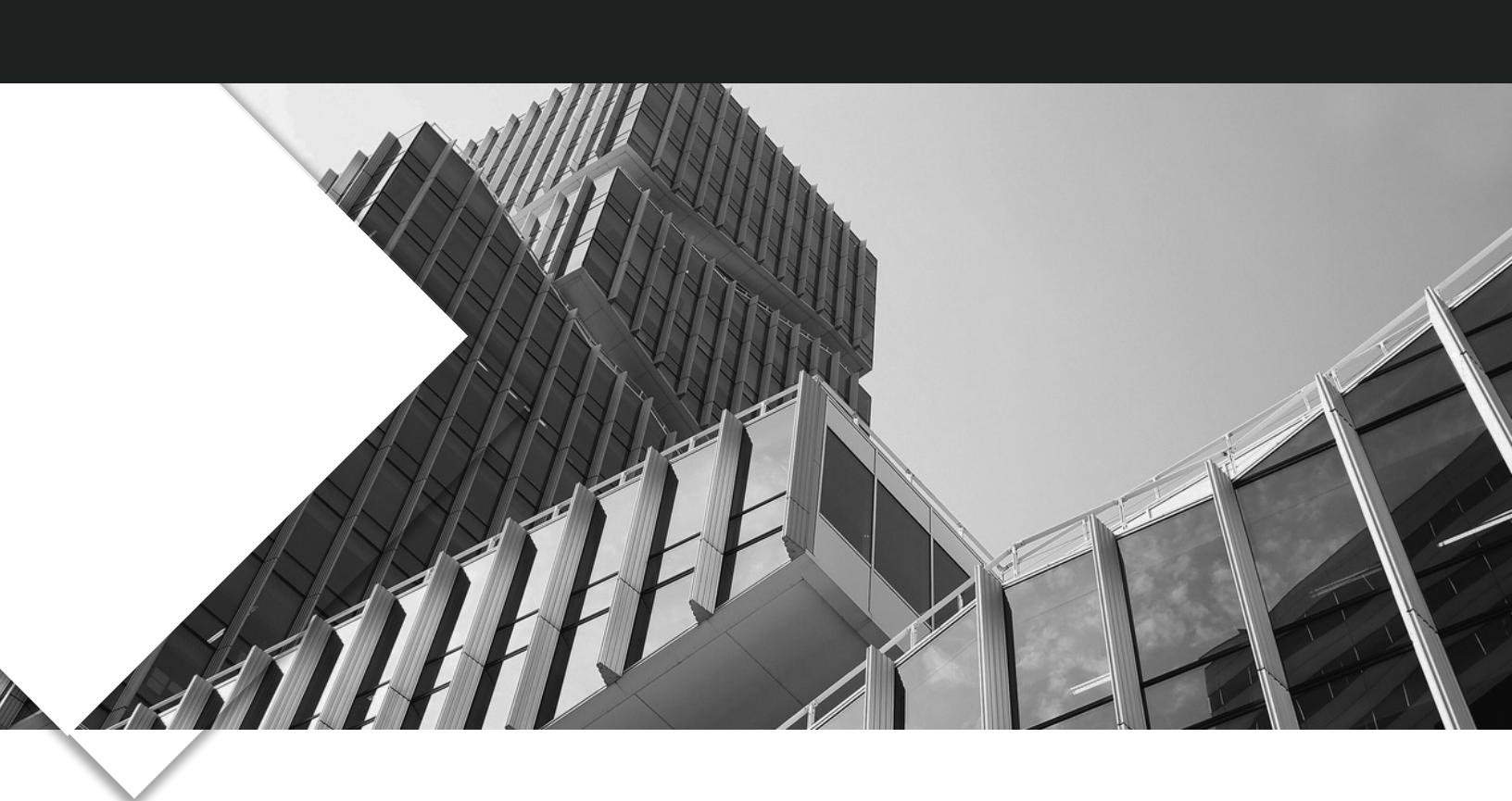
## WELCOME

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At Solution Seekers, we invite you to view our Lessons Learned document. This document is a reflection of our team's experiences throughout the semester.

Lessons Learned will allow us to identify what went well, and what challenges we faced throughout our project. Ideally we want to avoid repeating mistakes, identify successful practices, as well as improve our overall team work skills.

We realize it's important to collectively learn from our successes and mistakes to ensure a healthy teamwork environment, and serve as a self reflection.



▼

# TEAM MEMBERS 2023

## STAFF

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▼

1

**Wanatda Phengphonekeo**

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2

**Robee Lou Diaz**

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3

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4

**Nate Lapointe**

Team Lead  
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5

**Irah Loreto**

Hardware Specialist  
irah.loreto@lethbridgecollege.ca

## KEY TAKEAWAYS

*\*For reference, below is a brief and visual description of what the Lessons Learned document will consist of.*



### DATE

Each member must enter the date starting in order from DD/MM/YY



### ENTERED BY

Enter the name of the group member submitting their Lesson.



### MILESTONE

Indicate the Milestone number that the Lesson centres around.



### LESSON

Include a brief description of the lesson that was learned in that specific Milestone

## KEY TAKEAWAYS

### LESSON TYPE



Imply whether the lesson was an academic, personal, or technical issue. Be sure to keep it short and concise when deciding on the lesson type.

### IMPACT



Discuss the impact of the Lesson that was submitted. What was the impact on your team? How has it impacted your personal experience? Feel free to elaborate.



### RECOMMENDATION / COMMENTS

Record any key areas that may need to be improved on. Express any growth or achievements. Or perhaps suggest any changes that need to be addressed.

Date DDMMYYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
------------------	-------------	-----------	--------	-------------	--------	------------------------------

\* Template for reference



## AVOID REPEATED EXPERIENCES

When a team member describes their experience, here are a few topics to consider to help avoid repetition. Each lesson should be a unique experience of itself.

- Communication
- Time Management
- Client Needs
- Quality Assurance
- Decision-Making
- Adaptability

## IMPROVE TEAM PERFORMANCE

As a team, we are committed to incorporating all experiences into our project. This is an ongoing learning experience, and we plan to improve our team performance using methods such as:

- Additional Training: Spending the time to improve any skills in areas that our team needs.
- Time Management: Understanding the importance of deadlines and work contribution.
- Problem-Solving: Addressing concerns in our project early on in order to resolve solutions quickly.
- Effective Communication: Each member showing up and participating with frequent check-ins.



# CONCLUSION

Each Milestone will have all team members contributing to the Lessons Learned document.

It's important to follow the template layout for proper procedure. Everyone's experience must be unique, and not a repeat of previous lessons.

Milestones will have new experiences that members may not be familiar with. These could be learning new software, coding languages, or working with unfamiliar charts and graphs.

Altogether we plan to review our lessons and share solutions on issues that need improvement, or achievements that deserve recognition.

We welcome you to follow along on our Lessons Learned journey!



# LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
04/05/2024	Wanatda	9	Structure out our training methods better. The training we did with Hexabridge felt sloppy on our end. Mostly because I didn't account for the fact that there were 6 members. Moving forward I've started planning out our training meeting with Stephen to go a lot more smoothly for next week.	Academic	The feedback forms from Hexabridge were honest and very helpful. We used their feedback to alter our training methods.	
04/05/2024	Robee	9	As we created the training manual and having users test our system, we found bugs and errors that can be fixed. Also, we received valuable feedback on improving the system and make it more user-friendly	Academic	Spend more time for user-tests and validations. Ask more people outside the group for testing.	
04/05/2024	Nate	9	Making the training plan, i learnt that you cant just make something up quick, you need to take some time to evaluate your project and make sure you create a proper training plan	Academic	With the help of the other team we tested, making sure we're more organized	
04/07/2024	Brad	9	Always be super early for personal deadlines so you can get feedback asap	Deadlines	On a couple occasions I've ran into issues where I get things done on time however there are changes that need to be made last minute. Although they were unforeseen it should always be a good rule of thumb to have them completed as early as possible so I can make changes as need be.	
04/05/2024	Irah	9	Doing user test and interacting with others to see how a theoretical user case would go. Understanding and putting myself into a outside persons shoes who is not tech savvy. Then creating and helping make a training plan based off.	Academic	Learning what worked in the training plan and making sure to implement those changes if needed.	

# LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
03/22/2024	Wanatda	7	I learned how easy it is to let scope creep get the best of our system. Even now I feel like we're adding in features and may have to cut some out.  Since I focus on the front end I never realized how large of a scale Stephen's project. I'm really proud of my teams progress and I love seeing us achieve our milestones within the system.	Personal	<ul style="list-style-type: none"> <li>• Communicating to Stephen ahead of time if there are features we have to cut.</li> <li>• </li> </ul>	
03/22/2024	Irah	7	Really getting into the meet and the bones of this project showed me wow, this is a big project. Teaching me some things are not possible within the scope and really problem solve some issues when coding.	Academic	I learned more on how this project will work. Including the controllers, learning more front end and seeing on how to fix problems. I also learned more on how to use git branches and drilled the git cmd commands into my brain.	
03/24/2024	Robee	7	This was one of the most interesting milestone for me. I have learned a lot in C#, ASP.NET, MSSQL Database that I can use as credentials for future developer applications. Every past lessons on coding, entity relationship diagram made more sense and clearer. Github, git and branching was very useful	Academic	<ul style="list-style-type: none"> <li>• Plan Database connection properly.</li> <li>• Never be afraid to try and break the app. It can get fixed but make sure to use git/github.</li> </ul>	
03/24/2024	Nate	7	With the front end development learning some ways to make the styling easier by not typing all the same number for the colours instead naming them and calling in the name which i thought is much easier.	Academic	Learning new ways to style, format and just new things in the front end is my biggest impact i will take from this milestone	
03/24/2024	Brad	7	Learned that the UI can't just look good, it needs to work. I had to make a couple versions of the dashboard UI and it was a timely mistake on my end. I also need to communicate better with my team about technical issues before it's too late.	Academic	Continue to find bootstrap UI options that are functional.	

# LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
02/16/24	Wanatda	7	My lesson I learned this Milestone is I don't like creating physical DFD's. It's not my strongest suite. I really don't like the tiny details you have to think of when making a physical DFD. However, I found that structure charts were a lot more easier to understand.	Academic/Personal	Made a LOT of revisions. I spent time with Stephen and Tim to go over my DFD scraps. It definitely paid off because I have a really good understanding of the system and how big the project scope truly is.	
02/16/24	Robee	7	Creating a physical architecture is new for me. Knowing every part of the system is essential for any I.T. fields so this is really valuable. Using the proper software, hardware, architecture and required storage size seems easy but it is not. These are really important for the development.	Academic	Spent more time understanding the terms. Researching via google and details in the book.	
02/16/24	Nate	7	I learned a lot about the structure charts and how what is really supposed to go into them. I feel a lot more confident about them after the presenting them and also listening to the other groups about theirs.	Academic	presenting and listening to the other groups present helped me to understand the structure charts more, working on them for hours with my group helped a lot as well. Restarting and doing them over and over again gave me a more clear understanding.	
02/16/24	Irah	7	In creation of making the pseudo code I learned that there is a lot more to it in breaking stuff into parts. Is a certain action will be in one or should I split it into two. Creating pseudo code really help me understand the process of buttons and features way more.	Academic	I did changes every often when someone would make changes to the charts because my pseudo code is word form charts. I learned how to break a feature down into outputs and inputs. I also learned more from my team as I had to over there charts and compare learning about there parts such as structure charts and dfds.	
02/17/24	Brad	7	I learnt that I need to be more attentive to team messaging and working with the team to create achievable deadlines.	Academic	I found that my commitments hurt the teams progress in completing milestone 7 in a timely manner.	I need to set realistic deadlines and if I require "time off" I need to hold up my portion of the team workload

# LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
01/29/2024	Wanatda	6	I learned that I didn't dedicate enough time into understanding the material associated with this Milestone.	Academic	Felt like my lack of understanding was impactful during our presentation on Friday.	Going to put more time and preparation for our next in-class presentation.
0/29/2024	Bradley	6	I learnt that we need to have meetings more regularly with our team so we're on the same page.	Academic	It reflected in our presentation grade and our overall knowledge of the project.	

# LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
07/12/2023	Wanatda	5	I know we lightly dived into feasibility in Milestone 1, but Milestone 5 felt pretty comprehensive. There was lots of information that needed to be considered when coming up with the details. I feel like I have a good enough understanding of feasibility than what I did beforehand. But with our project being a college one, it was difficult to navigate what our organizational & economic feasibility consists of.	Academic	Deeper understanding of the system in terms of getting our hosting situated and learning about our software and hardware, security, and long term sustainability with the project.	
8/12/2023	Nate	5	In milestone 5 I learned a little more about build vs buy comparisons. Feasibility is also something I learnt a little more of, really breaking down our own project doing it for ourselves helped me understand a lot more.	Academic	Having an idea of feasibility and build vs buy gives me a better understanding on our own project.	
8/12/2023	Irah	5	In milestone 5 I have learned and improved my power point presentation skills a lot. I always used Canva, learned how to do power point animations and really learned how to use small features and mechanics. In regards of work load I've really learned to spread work delegations more suited for my load of productivity.	Academic	I learned a more of how our system will work and what features, programs we will use on our project in order to work. Learned about what scope we will be working in as its mostly going to be ran internally and used internally after we manage to finish the project. Basically understanding the build of our project and things that will be implemented in order for it to work and be used for futures endeavours.	
8/12/2023	Robee	5	I learned a lot with comparing the differences of acquiring the system. Researching about off-the-shelf and outsourcing options, how to calculate which one is the best based on values and Weighted Alternative Matrix. Finally, creating recommendation based on these findings to propose the best solution.	Academic	It is definitely a must-know in developing system request. Reminded me that there are other options to build the system, based on time, resources and budget.	
08/12/2023	Bradley	5	In milestone 5 I was working on the budgeting part of the deliverable. Talking with ITS made me realize we missed some details like server costs and web certificate costs. Even things like licensing and consulting fees were costs I had to compare, which I have never done. Our project is limited to using Microsoft licensed software so that was something I had to work around.	Academic	I learned how challenging it can be when you have limitations to only use certain software and hardware. It felt like a real job situation having to deal with specific rules and limits. This project really impacted me and showed me how to manage these kinds of real-world challenges.	

# LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
14/11/2023	Wanatda	4	Wednesday after class I talked to Tim about our ERD. Initially I had created one, and just wanted his input on it. But after talking with Tim, we worked together to improve the ERD for our system. We ended up restructuring the ERD completely, and in the end I had a better understanding of our improved ERD than I had going in. This was so helpful because throughout this Milestone I really struggled with this.	Academic	I feel like our improved ERD is more fluid. The diagram is 10x easier to explain to others, and you can follow it very smoothly. If I had not gone to Tim for advice on our ERD, I think it would have impacted our understanding of our client's ERD.	
20/11/2023	Nate	4	I learnt a lot more about the business' rules, looking at the ERD and figuring out the business' rules defiantly took time and hearing what Tim had to say about them after the presentation helped a lot	Academic	Made a lot more sense with the whole project figuring all that out, with time explaining everything as well gave me a better understanding of everything	
20/11/2023	Bradley	4	Since the last milestone I'm staying a lot more accountable for my own work and making sure I'm prepared for the presentations.	Accountability	I've made a major improvement on clarity and general understanding of the project	
20/11/2023	Irah	4	I learned more on how to become design things better on PowerPoints and become more creative. Learned about ERD more in depth's through my group members and others as well. I became more consistent in my work and have improved my skill as well to benefit the group projects.	Academic	Our new chart is way easier to explain now. Thanks to Tim's advice, it's much clearer, and you can understand it way better. Plus, this taught me that getting feedback from others is important. I'm also trying to get better at making PowerPoint slides so I can explain things even more clearly in the future. Improving my skills for sure and will have better results creating and designing for the group.	
20/11/2023	Robee	4	The most notable lesson that I had on this milestone is creating a Data Dictionary. I tried creating a database before but I learned that having a well-organized and planned Data Dictionary makes the task a lot easier. I also discovered on how to improve wordings for Business rules that will match the Entities involved.	Academic	This will serve as our cornerstone for creating the application and database since we have an idea of information that we need and the metadata and limitations for each attribute.	

# LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milest one	Lesson	Lesson Type	Impact	Recommendation / Comments
27/10/2023	Wanatda	3	I learned how to make use cases! This was pretty simple to learn in class when we did examples, but when it came to actually integrating them into our project it took me awhile to figure out. Mostly because you have to go through every single step and determine "is it a feature? or is it a valid use case? what is considered pre/post condition?"	Academic	Understanding how to make Use Cases is really important for our team because I had to take into consideration stuff that I might not have accounted for. Not only for documentation sake, but also for when we start coding.	Spending the time to understand what the client wants before making a use case. Also ask for help.
29/10/2023	Robee	3	Review format of documents properly. Be more mindful on the details of deliverables. Communicate better with the team.	Personal	Missed out some specific formatting and properties of data flow diagram. Initiate team discussion for deliverables made for current milestone.	
30/10/2023	Bradley	3	Become more engaged with the project and get clarification when needed. I found myself less engaged due to a busy schedule however when I had free time I found myself focused on the wrong things. I found that creating the deliverables I didn't have a great understanding of the project and should've asked for clarification before the presentation.	Engagement	I found myself not being able to have as much perceived knowledge on the project as I stumbled on words and generally didn't have a great understanding of my portion of the presentation	Ask for help when needed
30/10/2023	Nate	3	During milestone 3 i learnt how taxing this whole process really is. There is a lot of work still ahead and i found having to remind myself to get my work done and to be on track with everything. Also learnt that asking questions to get out the right information and to do the work correct the first time.	Personal	The impact of having to remind myself to get my work done is big because that's time that i could have spent making the project better or brainstorming new ideas, things like that.	Understand the importance of everyday that we work on the project.
30/10/2023	Irah	3	I was in charge of working on the informal presentation. About a half our into it, my computer crashed and I forgot to save my progress. This really sucked because I had most of the slides done with animations and themes sorted out.	Technical	Lost a good portion of our groups presentation. Thankfully I was working on it a couple days before it was due, so I was able to recover most of it. All in all it just delayed me for a couple hours from completing it.	Always save your progress, or at least turn on the auto-save function.

# LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
08/10/2023	Wanatda	2	During the 1st Milestone I felt very rushed into completing all the deliverables. But since going into this 2nd one, I've been slowly adapting to the pace of the milestones. I have been trying to get deliverables done as far in advance and I can, but surprisingly I have not been feeling rushed like I did in the 1st Milestone.	Personal Achievement	I realize it's all about time management, which is something I am not necessarily bad at, but when it comes to GROUP time management, I've found ways to manage it a little bit better so that I'm not stressed. It's different when it's a group project and you have to rely on others for their part, as well as deliver yours in a timely matter.	Adopting better time management skills. Staying on track of Milestone deadlines.
10/10/2023	Brad	2	Throughout milestone one I found it very valuable to schedule group meetings all the time and just get working. It doesn't matter how much time your group mates have, as long as the work is getting done and we all understand the material that's all that matters. Work just needs to get done and I'd much rather be ahead of other groups then waiting for everyone to be available.	Delegation & Meeting Length	Within our 4th meeting we did double the work completed in the 3 meetings prior. This was a result of delegating tasks and meeting for longer periods of time and having group members come and go.	
10/10/2023	Robee	2	For milestone 2, I learned how to use MS Project for managing tasks and deliverables. Additional effort was needed to read the documentation and search the web on how to navigate and use it properly. Before, I thought Agile is just Scrum and Kanban but understanding other Agile methodologies to decide which one to use for our project was essential.	Technical	I am optimistic that our team can make improved recommendations. Become more organized individually and as a team with our project management with these tools and knowledge at hand.	Read documentations. Spend time to learn how to navigate new tools.
10/10/2023	Nate	2	During milestone one i shortly realized that having a schedule and organized plan with everyone in the group was a must and it made it a lot easier to keep track of everything and know what everyone is working on and completed.	Technical	Having a clear schedule and plan helps the group work better together and get things done faster. It also makes sure everyone knows their job and does it well.	Have a calendar and a list for to dos and priorities list for tasks.
10/10/2023	Irah	2	Lesson learned for Milestone 2 on what I have learned is that scheduling my working times to finish projects and assignments is very important. Same goes for Milestone 1. There was some days cramming in work for 10 hours made it easier if I just spread it out and did some things at better times. As well I got to understand more in depth on what my group is good at and what I can contribute to continuing our work.	Technical & Planning	The importance of effective time management and spreading out work over time to reduce stress and improve productivity. Additionally, gaining a better understanding of individual strengths within the group has enhanced collaboration and project contributions.	