

# User Manual

## Login Credentials

Admin:

- Username: admin
- Password: admin

ID	As a <role>	I want to	So that	Instructions
❶	Subject Coordinator	Add rows above and below an existing row, to delete rows, and to duplicate rows	I can edit and customise my SDT easily	<ul style="list-style-type: none"><li>• Log in as Subject coordinator</li><li>• Choose an arbitrary template</li><li>• Click on “...” dots on any cell in the first column (Leftmost)</li><li>• Then follow the following steps in any order:<ol style="list-style-type: none"><li>1. Add row above</li><li>2. Add row below</li><li>3. Duplicate row</li><li>4. Delete row</li></ol></li></ul>
❷	Subject Coordinator	Create a new SDT from scratch with a blank template containing only the SDT headings	I can fully customise a new SDT	<ul style="list-style-type: none"><li>• Log in as Subject coordinator</li><li>• Click on [Create from scratch] button in Base Templates Section</li><li>• Can optionally test ❶</li></ul>
❸	Subject Coordinator	Save SDTs I have completed or am working on to my template selection homepage	I can refer back to them or continue editing them at a later date	<ul style="list-style-type: none"><li>• Log in as Subject coordinator</li><li>• Open any template seen in the Custom Templates Section</li><li>• Make changes to the template<ul style="list-style-type: none"><li>◦ may follow steps from test ❶</li></ul></li><li>• Click the “...” three dots next to the title</li></ul>

				<ul style="list-style-type: none"> <li>• Save template</li> <li>• Return to Main Page by clicking the folder icon on the sidebar</li> <li>• Re-enter template previously selected <ul style="list-style-type: none"> <li>◦ confirm if changes were saved</li> </ul> </li> </ul>
④	Subject Coordinator	Drag and drop scale cells from the SRep sidebar into the relevant row in my SDT	SDT manipulation and scale cell input is intuitive and easy to execute	<ul style="list-style-type: none"> <li>• Log in as Subject coordinator</li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Will already have at least one row visible <ul style="list-style-type: none"> <li>◦ but may still follow steps from ① to create more rows</li> </ul> </li> <li>• Open the SRep sidebar (gray slim bar with rightwards pointing arrow ▶)</li> <li>• Select every dropdown in arbitrary order <ol style="list-style-type: none"> <li>1. Writing</li> <li>2. Coding</li> <li>3. Oral</li> <li>4. Presentation</li> </ol> </li> <li>• Drag a level block (colored) over to the AI Use Scale Level column's cell and drop <ul style="list-style-type: none"> <li>◦ repeat for every SRep Level under every dropdown</li> </ul> </li> </ul>
⑤	Subject Coordinator	Generate an AI use scale automatically based on my edited SDT	There is consistency between the AI use scales and the SDFs given to students	<ul style="list-style-type: none"> <li>• Log in as Subject coordinator</li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Optional: Populate the Template by following ④</li> </ul>

				<ul style="list-style-type: none"> <li>Click blue export button next to Semester Tag</li> <li>Click to download PDF of scale generated from the scale cells used in SDT</li> </ul>
6	Subject Coordinator	Have all relevant headings pre-populated when I open any new or existing SDT and have all non-heading cells be editable	SDTs remain consistent and standardised across all subjects and all coordinators and so that I can customise my SDT without compromising this consistency	<ul style="list-style-type: none"> <li>Log in as Subject coordinator</li> <li>Follow 2 or 3 to access an arbitrary template</li> <li>Click every non-heading cell (lighter gray) and type in anything <ul style="list-style-type: none"> <li>with the exception of the AI Use Scale Level</li> </ul> </li> <li>Follow 1 to manipulate rows <ul style="list-style-type: none"> <li>check all headers and non-header cells again by following the above steps</li> </ul> </li> <li>Click “...” three dots next to the title and select Edit Title</li> <li>Enter new title into pop up window</li> <li>Save Template by following 3</li> <li>Return to Main Page by clicking the folder icon on the sidebar and re-enter the previously selected template <ul style="list-style-type: none"> <li>Verify changes are up to date</li> </ul> </li> </ul>
7	Subject Coordinator	Be notified if scale cells I have used in my SDTs have been globally updated, and be given a choice whether or not to update my version	My SDTs remain consistent and up to date	<ul style="list-style-type: none"> <li>Log in as Subject coordinator</li> <li>Follow 3 to access a n arbitrary pre-existing template</li> <li>Click on Red Exclamation mark signifying notification on the Second column where it applies (AI Use Scale Level)</li> </ul>

				<ul style="list-style-type: none"> <li>• Accept an update</li> <li>• Restart from 3 steps prior</li> <li>• Reject an update</li> </ul>
⑧	Subject Coordinator	Download and share SDFs with students in an editable format	Students can fill in their declaration while completing my assessment	<ul style="list-style-type: none"> <li>• Log in as Subject coordinator</li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Follow ① and ④ to make changes to the template</li> <li>• Click the blue export button next to the Semester Tag</li> <li>• Select Download Student Declaration (checkbox)</li> <li>• Click download <ul style="list-style-type: none"> <li>◦ Open the downloaded Excel file <ul style="list-style-type: none"> <li>▪ check against the Acceptance Criteria on the left</li> </ul> </li> </ul> </li> </ul>

9	Subject Coordinator	Attach links to university AI regulations/guides and resources within the SDT declaration heading	Students can easily access support materials	<ul style="list-style-type: none"> <li>• Log in as Subject coordinator</li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Follow ① and ④ to make changes to the template <ul style="list-style-type: none"> <li>◦ new rows created should have predefined Uni link filled in the cell</li> </ul> </li> <li>• Paste links into the cell to replace the predefined University Link</li> <li>• Follow ⑧ to download the Excel Student Declaration Form</li> <li>• Open the link from the cells under the column “AI Tools Used”</li> </ul>
10	Subject Coordinator	Have redundant fields grayed out when NO AI scale cell is added to my SDT	The interface remains clear and easy to use and edit	<ul style="list-style-type: none"> <li>• Log in as Subject coordinator</li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Follow ① and ④ to make changes to the template</li> <li>• Rows where the second column (AI Use Scale Level) is Red, and says No AI should be uneditable <ul style="list-style-type: none"> <li>◦ all other cells on the row is grayed out</li> <li>◦ and uneditable</li> </ul> </li> </ul>
11	Subject Coordinator	Tag my SDTs with the subject, the year, and the semester	It is clear exactly what subject they belong to	<ul style="list-style-type: none"> <li>• Log in as Subject coordinator</li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Click onto the Placeholder Tags {Subject}, {Year},</li> </ul>

				<p>{Semester} next to the blue Export button</p> <ul style="list-style-type: none"> <li>• Enter anything for Subject and Year <ul style="list-style-type: none"> <li>◦ press Enter to create tag</li> <li>◦ does not create if Enter not pressed <ul style="list-style-type: none"> <li>▪ prevents random tags</li> </ul> </li> </ul> </li> <li>• Select Semester 1 or 2 for Semester Tag</li> </ul>
12	Subject Coordinator	Use my login details to enter the web app and be provided with a pop up informing me to contact admin if my password is incorrect	I can maintain access to the online tool	<ul style="list-style-type: none"> <li>• Attempt to log in as Subject coordinator</li> <li>• Enter correct credentials <ul style="list-style-type: none"> <li>◦ should log in successfully</li> <li>◦ AND renders correct UI depending on user type (admin   subject coordinator)</li> </ul> </li> <li>• Enter wrong credentials <ul style="list-style-type: none"> <li>◦ click Show/Hide to check password entered</li> <li>◦ click Log In</li> <li>◦ should pop up a window preventing log in due to Incorrect Username/Password pair</li> </ul> </li> <li>• Click “Forgot Password”</li> <li>• Pop up should POP UP <ul style="list-style-type: none"> <li>◦ and should notify to contact Admin</li> </ul> </li> </ul>
13	Subject Coordinator	Search for a custom template I have created from all of my custom templates in the template	I can easily find the specific template I am looking for	<ul style="list-style-type: none"> <li>• Log in as Subject coordinator</li> <li>• Follow 11 to add tags to an arbitrary template</li> <li>• Return to Main Page by clicking the folder icon on the</li> </ul>

		selection homepage by tag	sidebar
			<ul style="list-style-type: none"> <li>• In the Custom Templates Section, type into the long search bar any one of the tags previously created           <ul style="list-style-type: none"> <li>◦ should filter out other templates (without this tag)</li> </ul> </li> <li>• Type in random tags (arbitrary strings)           <ul style="list-style-type: none"> <li>◦ the template previously altered (tagged) should disappear</li> </ul> </li> </ul>
14	Admin	Set up accounts for subject coordinators with the ability to create, edit, and remove their subjects and access	<p>Subject coordinators can build SDTs for different subjects</p> <ul style="list-style-type: none"> <li>• Log in as Admin</li> <li>• Click “+ Create New Subject Space”           <ul style="list-style-type: none"> <li>◦ big button on the top of page</li> </ul> </li> <li>• Create new Username/Password pair that should be a new account of the user type: subject coordinator</li> <li>• Log out by clicking the Log Out button on the sidebar (Bottom most button/widget)</li> <li>• Log into new account created           <ul style="list-style-type: none"> <li>◦ ensure UI is subject coordinator user type UI</li> </ul> </li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Follow ① and ④ to make changes to the template</li> <li>• Follow ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬</li> </ul>
15	Admin	Define drop down subsections	<p>Subject coordinators can easily find</p> <ul style="list-style-type: none"> <li>• Log in as Admin</li> </ul>

		<p>relevant SRep entries in the sidebar and build SDTs specific to their assessment type needs</p>	<ul style="list-style-type: none"> <li>Follow ② or ③ to access an arbitrary template</li> <li>Will already have at least one row visible           <ul style="list-style-type: none"> <li>but may still follow steps from ① to create more rows</li> </ul> </li> <li>Open the SRep sidebar (gray slim bar with rightwards pointing arrow ▶)</li> <li>Click search Bar at top of the opened sidebar           <ul style="list-style-type: none"> <li>search by type of assessment or keyword</li> </ul> </li> </ul>
⑯	Admin	<p>Create standard SDTs that are available to subject coordinators by default according to subject/assessment type</p>	<p>Subject coordinators have standardised starting points</p> <ul style="list-style-type: none"> <li>Log in as Admin</li> <li>Do the following in order:</li> </ul> <ol style="list-style-type: none"> <li>Click “+ Create new template draft” and carry on with next steps (bullet points, not numbers)</li> <li>Choose any Global Base Template and carry on with next steps (bullet points, not numbers)</li> <li>Choose any Draft Base Template and carry on with next steps (bullet points, not numbers)</li> </ol> <ul style="list-style-type: none"> <li>Follow ① and ④ to make changes to the template</li> <li>Click the “...” three dots next to the title</li> <li>Save template</li> <li>Return to Main Page by clicking the folder icon on the sidebar</li> </ul>

- Re-enter template previously selected
  - ensure changes were saved
- Click the “...” three dots next to the title
- Click Save as Base Template
- Return to Main Page by clicking the folder icon on the sidebar
- Check if template is now in Global Base Templates section
- Log out by clicking the Log Out button on the sidebar (Bottom most button/widget)
- Log into arbitrary subject coordinator user type account
  - the newly Globalised Template should now appear in Base Templates Section
- Select the template and enter it
- Make sure it is uneditable
- Click the “...” three dots next to the Title
- Select Copy Base Template
- Return to Main Page by clicking the folder icon on the sidebar
- The template should now appear as a copy (original name + (copy)) in the Custom Templates Section
- Click into it and ensure all cells are intact and editable

17	Admin	Manage and update the SRep database	The SRep remains accurate, consistent, and up to date and new scale cells that are added are made available to users	<ul style="list-style-type: none"> <li>• Log in as Admin</li> <li>• Follow ② or ③ to access an arbitrary template</li> <li>• Will already have at least one row visible             <ul style="list-style-type: none"> <li>◦ but may still follow steps from ① to create more rows</li> </ul> </li> <li>• Open the SRep sidebar (gray slim bar with rightwards pointing arrow ▶)</li> <li>• Select every dropdown in arbitrary order</li> </ul> <ol style="list-style-type: none"> <li>1. Writing</li> <li>2. Coding</li> <li>3. Oral</li> <li>4. Presentation</li> </ol> <ul style="list-style-type: none"> <li>• Edit all cells' default value</li> <li>• Drag and Drop to test if it saved</li> <li>• Log out by clicking the Log Out button on the sidebar (Bottom most button/widget)</li> <li>• Log into arbitrary subject coordinator user type account</li> <li>• Follow ④ to make sure SRep data is updated</li> </ul>
18	Admin	Host the system as a web page program	It is accessible from any web browser	<ul style="list-style-type: none"> <li>• Visit <a href="#">AI Use-scales</a></li> <li>• Go through all of the above Steps</li> <li>• ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰</li> </ul>
19	Admin	Hash the password of users in the log in process	Passwords are protected and are not stored in plain text	<ul style="list-style-type: none"> <li>• Check in Database</li> <li>• <i>users.db</i></li> </ul>

