User manual

When you enter the application at the first time you will need to login to it with your university credentials (the same you use for other university services).

There are multiple tables around the web site. You can interact with some elements in the table, or change the text in them. Changes are saved automatically when you click somewhere else after clicking on the element.

If you hover over header for the column in the table, you can read a note with an explanation to what this column means.
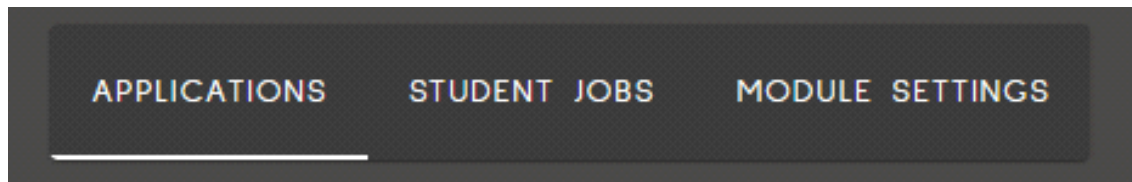
Pages

Module management page

Get started

First, you need to select year and then module. If the module you need is not present, create a new one (see below explanation on how to create a new module). After you have selected module you will see the table of Applications for this module.

Tabs

By pressing on these buttons you can switch between tabs of Module Management:

- Applications - Manage students who applied to be a TA
- Student Jobs - Manage students who got assigned working hours by Module Coordinator (ready for getting contract)
- Module Settings - Manage information of the selected module. Change study unit, badges, start and end dates, and delete module. Also it provides an overview of people who have access to the selected module.

Functions

Import

Import a list of students who applied to become a TA.

For Applications, the list must be an an Excel file (.xlsx) with 1 column of student numbers in the format s(number).

	A
1	s3000000
2	s3000001
3	s3000002
4	s3000003
5	s3000004
6	s3000005
7	s3000006
8	s3000007

For Student Jobs, the list must be with 2 columns. First column of student numbers. Second column of total working hours.

	A	B
1	s3000000	34
2	s3000001	21
3	s3000002	32
4	s3000003	42
5	s3000004	50
6	s3000005	23
7	s3000006	11
8	s3000007	58

Export

Select records in the table by clicking on the checkbox on the left each row. You can also click on the checkbox in the top left corner of the table to select all records loaded on the page. When you have selected all the records you wanted to export, press on the button in top right corner, it will download an Excel file with data of the selected records.

Modifying data

Each row has interactable elements and fields with text you can change. Changes are saved automatically when you click somewhere else after clicking on the element.

Assigning badges to the module

On Module Settings tab you can click on the vertical blue button that says "Badges" to open the Badge Panel. Here you can see all the badges that were created for this programme. If you want to add a badge to this module (to be able to assign it to students on Applications tab), press on the arrow to the right of the module row; it will open an extra row. Then drag a badge from the panel to this extra row and drop it there. It is now added.

If the badge that you would like to use is not present in the panel, you can go to General Data Page, Badges tab, and create a new badge there by clicking on the green button in the top right corner of the table.

Assigning badges to the student

On Applications tab you can assign badges to students to save the information about the student like whether they have completed a TA training.

You can do it by clicking on the arrow to the right of the student row in the table. It will open and additional row for this student.

Next, you need to click on the blue vertical button to the left of the table; it will open a Badge Panel. Here you can see all badges that are set for the selected module. If the badge is not here, look in Assigning badges to the module. If it is there, drag the badge from the panel to the addtional row of the student and drop it there. If it got added, the change is saved.

Create new module

With the button on the top right of the page, under the navigational bar, there is a button by clicking on which you can create a new module. You need to set a year, study unit and srart and end date of the module. If there is no according study unit, visit General Data page to create a new one.

Student List page

Functions

- Modifying data like in Module Management
- Assigning badges to the student like in Module Management

Assigning completed study units to student

Like in Module Management you can assign badges to the student, in the same Badge Panel on Student List page you will see yellow badges with names of study units of the selected programme. You can press on the arrow on the right of the student and drag-and-drop this badge to the second additional row. This will save the information to the student.

General data page

Purpose of this page is to edit, create or delete any information used on the website. It features:

- Badges
- Study Units
- Accesses - all accounts that have access to the system. You can choose a role: Module Support or Module Coordinator. Module Support has access to the whole system, while for Module Coordinator specific modules need to be selected. Module Coordinator will have access only to the Module Management page, and only to the modules selected for him.

Tabs
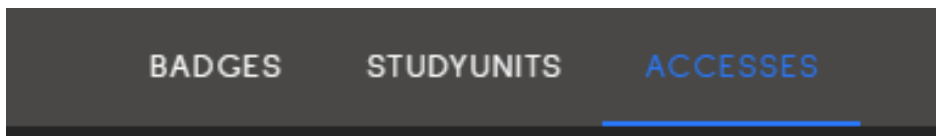
By switching between these tabs you can choose the table for which concept you want to see.

Functions

All pages hold similar functionality. They consist of a table that allows:

- Modification of the data
- Creation of a new record by the green button in the top right corner of each table
- Deletion of records selected by the checkbox on the right of each row