

Admin: Wait List, Set Attendance, Score, and Completion

ILT and Waitlists user story -for the admin side- is divided into three parts:

- Edit Event Area (EEA)
- Manage Events Area (MEA)
- Set Attendance Area (SEA)

- EDIT EVENT AREA

Renaming “Max Allowed Attendees” to “Capacity”:

Capacity is currently called “Maximum Allowed Attendees” on Add/Edit Event area.

It should be renamed to ‘Capacity’ instead.

Adding Waitlist feature and making it optional

- When an admin enters a number for the capacity of an event to indicate how many people are allowed for that particular event, a checkbox appears right below Capacity info that says “Waitlist” next to it. By default, the checkbox has a checkmark in it for every newly created event. If the admin decides not to use a checkbox for that event, they uncheck the checkmark.
- When an admin leaves Capacity area empty, no Waitlist option comes up.
- If an admin unchecks the waitlist option on an existing event with waitlisted users, and clicks save, a dialog box appears in the middle of the screen with Cancel and OK options, blurring out the rest of the background and restricting the admin to make a decision on their action. On the notification box, it says: “You are about to deactivate waitlist feature. Any waitlisted users will be opted out, and their rank order will be cleared. Do you wish to proceed?”
 - Clicking Cancel closes the dialog box.
 - Clicking Save executes the command and makes the changes requested by the admin.

- MANAGE EVENTS AREA

Displaying the most current event first:

Currently, events are sorted by date, including past events. When multiple events are created, the event list in MEA should start with the nearest event in terms of start date. Past events should be accessible on this area, only when scrolled up.

Reorganizing information placement inside the MEA:

Currently, all content is in one column. The event information box should be grouped into three columns (Date and Time, Location and Instructor, Capacity*) for each event under MEA.

|Event Name: |
|Start Date/Time: |Event Location: |Capacity:|
|End Date/Time: |Instructor:|

Capacity is currently called 'Max' on this area. It should be renamed to 'Capacity' instead.

- SET ATTENDANCE AREA (SAA)

New features for Set Attendance Area (SAA) are bundled up together, and explained under this user story. On the user list, headers are added to make it easier for the admin to identify each section.

Headers include: "Signup", "Waitlist", "User", "Email", "Attendance", "Score", and "Completion".

The header area is fixed; when admin scrolls down or up on the user list, it does not disappear.

Admin may modify various features of a user or multiple users' status in an ILT/VILT's SAA.

The new features are stated below with numbers (detailed explanations for each section follow):

(1) Signup status (admin or user may modify user's signup status) –New Feature-

(1.1) by the admin

(1.1.1) Admin using the signup icon **(1.1.2)** Admin using the actions menu

(1.2) by the user

(2) Attendance status (admin may modify user's attendance status) -New Feature-

(2.1) Admin using the attendance icon

(2.2) Admin using the actions menu

(3) Score (admin may modify user's score) –New Feature-

(4) Completion status (admin may modify user's completion status) -Existing feature, modified-

(4.1) Admin using the completion icon

(4.2) Admin using the actions menu

(5) Waitlist status (admin may view user's waitlist status) New Feature.

(6) Filter (admin only) –New Feature-

(7) Sort (admin only) –New Feature-

(8) Print (admin only) –New Feature-

(9) Registration lists (admin may select all registrations) –Existing feature, modified-

(1) Signup Status modified by the admin:

Signup defines if a user is signed up for a specific ILT/VILT event or not.

Signup status may be modified:

(1.1) by admin: admin may sign the user up for, or remove the user from an event on SAA

(1.2) by user: user may decide to sign up for or remove themselves from an event on their LA page.

The admin may sign a user up for an event, or remove attendance of a user from an event. There are two ways for the admin to execute this: (1.1.1) Using the signup icon (1.1.2) Using the actions menu

(1.1.1) Admin using the signup icon

Signup icon color helps the admin make the distinction between user's signup status regarding the event: signed up/not signed up.

See: "signedup-icon.png" and "notsignedup-icon.png"

The steps for an admin signing up a user for an event:

- Admin clicks on the signup icon of a user. The user's grey signup icon turns to green. Cancel and Save buttons appear at the bottom of SAA.
 - Admin clicks on Save button (Clicking Cancel button will revert the page back to last saved settings)
 - Clicking Save button opens a dialog box that appears in the middle of the screen with Cancel and OK options, blurring out the rest of the background and restricting the admin to make a decision on their action. On the notification box, it says: "You are about to change attendance settings. Do you wish to proceed?"
 - Clicking Cancel closes the dialog box.
 - Clicking Save executes the command and makes the changes requested by the admin.
- A system message is sent to the user notifying that they have been signed up to the event.

Setting a user's status 'not signed up' operates the same way. This time, the admin clicks on the green attendance icon of the user, the icon color turns from green to grey. Cancel and Save buttons appear. The admin proceeds with their intended action. When admin removes a user from an event they have been signed up to, a system message is sent to the user notifying that they are signed out of the event.

(1.1.2) Admin using the Actions Menu

Admin selects the checkbox of a user or multiple users, Actions Menu appears. Action Menu options include: "Sign up to event", "Sign out of event", "Mark Attended", "Remove Attendance", "Mark completed", and "Remove completion". Admin clicks on their choice of action. The icon color change

on the SAA confirms that the intended action is successfully executed. A system message is sent to the user notifying that they have been signed up to/or removed from that event.

(1.2) Signup Status modification by the user -from the admin's view-:

(We examine how the admin views it on SAA when user makes modifications on their ILT page)
As a matter of course, a user may also sign up for, or may remove themselves from an ILT/VILT event on their ILT/VILT event page. The admin may view who signed up for an event on SAA:

- When a user signs up for an ILT/VILT event, their signup icon on the SAA will turn to green indicating that the user signed up for that specific event. A system message is sent to the user notifying that they are signed up to the event.
- When a user decides to clear their attendance from an ILT/VILT event, their signup icon will turn from green to grey again, indicating that the user is no longer signed up to that specific event. A system message is sent to the user notifying that they are signed out of that event. A system message is sent to the user notifying that they have been signed up to the event.

(2) Attendance Status:

Attendance defines if a user attended for a specific ILT/VILT event or not. Attendance status may only be modified by the admin, meaning, only the admin may set a user's status as 'attended' or 'not attended'.

Attendance icon color helps the admin make the distinction between user's two attendance status: attended/not attended.

See: "user-attended.png" and "user-notattended.png"

(2.1) Admin using the attendance icon

The steps for an admin setting a user's status 'attended' for an event:

- Admin clicks on the attendance icon of a user. The user's grey attendance icon turns to green. Cancel and Save buttons appear at the bottom of SAA.
- Admin clicks on Save button (Clicking Cancel button will revert the page back to last saved settings)
- Clicking Save button opens a dialog box that appears in the middle of the screen with Cancel and OK options, blurring out the rest of the background and restricting the admin to make a decision on their action. On the notification box, it says: "You are about to change attendance settings. Do you wish to proceed?"
 - Clicking Cancel closes the dialog box.

- Clicking Save executes the command and makes the changes requested by the admin. Setting a user's status 'not attended' operates the same way. This time, the admin clicks on the green attendance icon of the user, which turns the icon color to grey. Cancel and Save buttons appear. The admin proceeds with their intended action.

(2.1) Admin using the Actions Menu

Admin selects the checkbox of a user or multiple users, Actions Menu appears. Admin clicks on their choice of action. The icon color change indicates that the intended action is successfully executed.

(3) Score:

When users have an assignment that requires grading, admin is given the ability to enter the score for each user manually, inside the score box. Score may only be modified by the admin, meaning, only the admin may set a user's score, change it, or delete it.

The steps for an admin setting a user's score for an event:

- Admin clicks inside the score box of a user, and enter the score numerically. Cancel and Save buttons appear at the bottom of SAA.
- Admin clicks on Save button (Clicking Cancel button will revert the page back to last saved settings)
- Clicking Save button opens a dialog box that appears in the middle of the screen with Cancel and OK options, blurring out the rest of the background and restricting the admin to make a decision on their action. On the notification box, it says: "You are about to change attendance settings. Do you wish to proceed?".
 - Clicking Cancel closes the dialog box.
 - Clicking Save executes the command and makes the changes requested by the admin.

Changing or deleting a user's score operates the same way. While editing the score, the admin clicks inside the score box of the user, changes or deletes it. Cancel and Save buttons appear. The admin proceeds with their intended action.

(4) Completion Status:

Completion defines if a user completed a specific ILT/VILT event or not. Completion status may only be modified by the admin, meaning, only the admin may set a user's status as 'completed' or 'not completed'.

Completion icon color helps the admin make the distinction between user's two attendance statuses: completed/not completed.

(4.1) Admin using the completion icon

The steps for an admin setting a user's status 'completed' for an event:

- Admin clicks on the completion icon of a user. The user's grey completion icon turns to green.

Cancel and Save buttons appear at the bottom of SAA.

- Admin clicks on Save button (Clicking Cancel button will revert the page back to last saved settings)

- Clicking Save button opens a dialog box that appears in the middle of the screen with Cancel and OK options, blurring out the rest of the background and restricting the admin to make a decision on their action. On the notification box, it says: "You are about to change attendance settings. Do you wish to proceed?"

 - Clicking Cancel closes the dialog box.

 - Clicking Save executes the command and makes the changes requested by the admin.

Setting a user's status 'not completed' operates the same way. This time, the admin clicks on the green completion icon of the user, which turns the icon color to grey. Cancel and Save buttons appear. The admin proceeds with their intended action.

(4.2) Admin using the Actions Menu

Admin selects the checkbox of a user or multiple users, Actions Menu appears. Admin clicks on their choice of action. The icon color change indicates that the intended action is successfully executed.

(5) Waitlist Status:

Waitlist defines the waitlisted users for a given ILT/VILT event. The numbers next to users indicate their ranking on the waitlist. When the number of users willing to sign up for an event is above classroom capacity, these users may be waitlisted, and admin may view these waitlisted users and their rank order by checking this feature. When a user is waitlisted, a system message is sent to the user notifying that they have been waitlisted for the event.

As soon as empty seats become available for an event, the system automatically assigns the waitlisted users as 'signed in' depending on their rank order. When a waitlisted user becomes 'signed in' to an event, their waitlist rank number disappears. A system message is sent to the user notifying that they have been signed up to the event.

The admin can not change the rank order of waitlisted users, meaning, the admin can not change the rank of Waitlisted User 7 into Waitlisted User 2.

The admin, however, can sign a waitlisted user up for an event regardless of their rank order, which will eventually change the rest of the waitlisted users' rank order.

If the admin signs a user out of an event, and saves the change, the next waitlisted user is automatically added to the event.

When the admin signs a waitlisted user up for an event, it does not interfere with the classroom capacity, meaning, the admin uses a seat separate from the indicated classroom seats.

When an event starts, waitlisted feature will be inactive. The rank numbers next to users who are waitlisted will disappear, indicating that they haven't signed up for the event that has started.

(6) Filter:

This feature helps admin to filter users by their signup status, waitlist status, attendance status, and completion status. Default setting for filter feature is 'no filters applied' (All, All, All). Filter feature works the same way as it does throughout the rest of the platform.

Filter features:

- Signup

- All: No filters

- Signed up: Displays users signed up to an event

- Waitlisted: Displays users waitlisted for an event

- Not signed up: Displays users not signed up to an event

- Attendance

- All: No filters

- Attended: Displays users marked as 'attended' by admin in an event

- Not attended: Displays users marked as 'not attended' by admin in an event

Completion:

- All: No filters

- Completed: Displays users marked as 'completed' by admin in an event

- Not completed: Displays users marked as 'not attended' by admin in an event

(7) Sort:

Sort feature helps admin to sort users by their name, signup status, score, attendance status, or completion status. Default setting for sort feature is by user last name (Name) in ascending alphabetical order. Sort feature works the same way as it does throughout the rest of the platform.

Sort features:

- Name: Sorts users by their last name in ascending alphabetical order
- Signup status: Sorts users by displaying users who signed up to the event first, in ascending alphabetical order; then continues with users who did not sign up to the event, in ascending alphabetical order. 'Signed up' user has priority over 'Not signed up' user.
- Score (high to low): Sorts users by their score in descending order. User with a score has priority over user with no score. Users with same scores appear in ascending alphabetical order. Users with no score appear in ascending alphabetical order.
- Attendance status: Sorts users by displaying users who are marked as 'attended' to the event first, in ascending alphabetical order; then continues with users who are marked as 'not attended', in ascending alphabetical order. 'Attended' user has priority over 'Not attended' user.
- Completion status: Sorts users by displaying users who are marked as 'completed' to the event first, in ascending alphabetical order; then continues with users who are marked as 'not completed', in ascending alphabetical order. 'Completed' user has priority over 'Not completed' user.

(8) Print:

Clicking on the print icon activates printing, yet, only for the current page/pages in display in SAA at the time, not the whole page. Use case example: An admin may choose to find out who signed up for a specific event with 20-person capacity out of a 250-person registration list. Filtering the users who signed up first, then printing out that filtered list will make things very easy for the admin.

(9) Registration dropdown menu:

When admin clicks on registration dropdown, they may see all registration lists they created. A new list called "All Registrations" added to the registration menu will enable the admin to view all registrations under one list, instead of clicking on each registration list one by one. Use case example: An admin may choose to find out who signed up for a specific event in all registration lists at the same time. Instead of clicking in and out of 10 registration lists one by one, the admin may click on "All Registrations" to see these users altogether under one list.