

CISAccred WebPortal

Project Title: CISAccred Web Portal

User Guide

CMIS 4920 – Capstone II

Date: Apr 14th, 2024

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Jul 21st, 2024

Rev. 1.1

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About

Welcome to the CISAccred WebPortal. This application is specifically designed and developed for PennWest. At PennWest, the Computer Information Systems Program proudly upholds its ABET accreditation through diligent adherence to the Continuous Improvement Process (CIP), which involves evaluating student learning outcomes to meet ABET's stringent Information Systems program standards. This portal, crafted for Assessment Leads and instructors, features a comprehensive assessment management system that's both user-friendly and efficient. This portal allows users to seamlessly enter, manage, and analyze assessment data. This User Guide, complete with application screenshots, will assist in effectively using every feature and functionality.

Important Notes:

- If you do not have an account yet, you must speak with an Assessment Lead to create one.
- For optimal application experience, it is recommended that you open the browser in full-screen mode.
- An asterisk (*) placed at the beginning of a table column name indicates that the table supports in-line cell editing.
- The application will support all major browsers, including Microsoft Edge, Firefox, and Google Chrome, ensuring broad user accessibility across different platforms. However, users may experience variations in how pages are rendered and displayed due to differences in browser capabilities and settings.

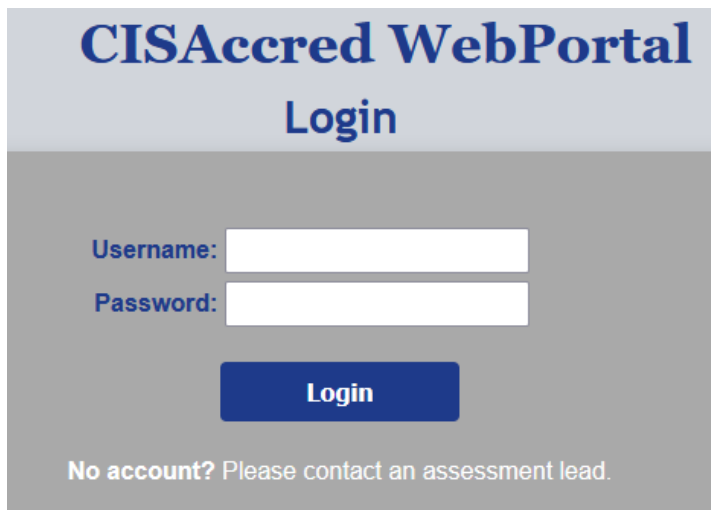
Accessing the Portal

To access the CISAccred WebPortal:

1. Open your preferred web browser.
2. Enter the URL provided by your Assessment lead.

➤ CIS Program URL: <https://prodweb1.cis.pennwest.edu/cisaccred/>

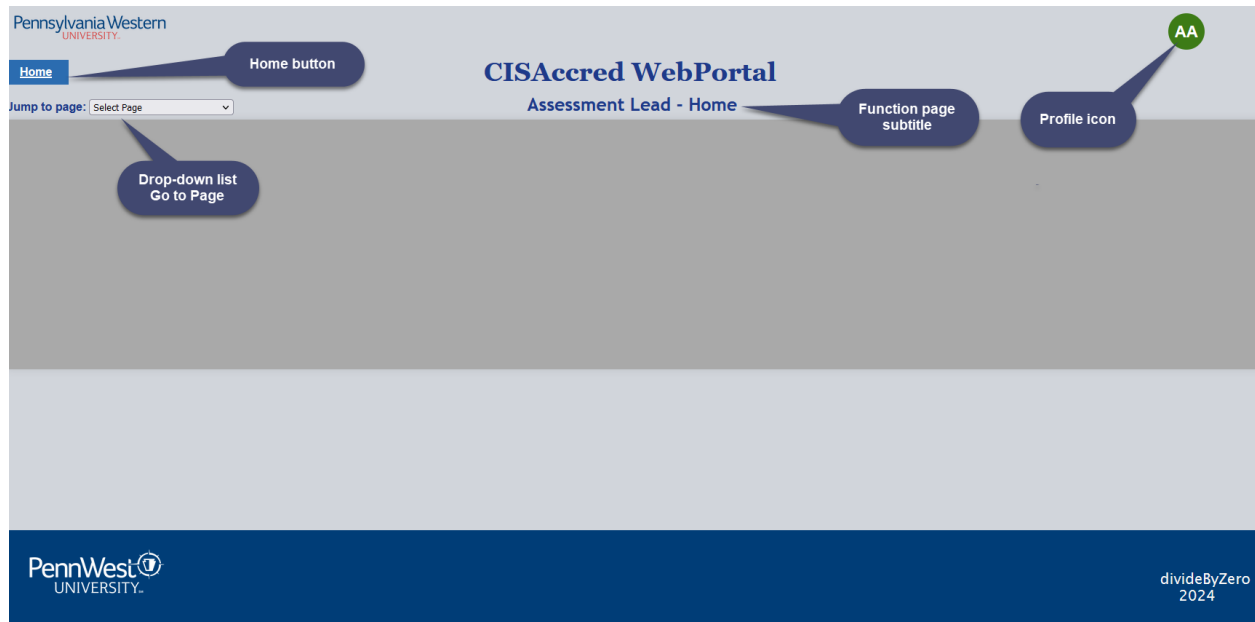
3. Log in with your credentials.



The screenshot shows the login interface for the CISAccred WebPortal. At the top, the text "CISAccred WebPortal" is displayed in a large, bold, blue font, with "Login" centered below it in a slightly smaller, bold, blue font. The background is a light gray. Below the header, there are two white input fields. The first is labeled "Username:" in blue text, and the second is labeled "Password:" in blue text. Below these fields is a blue rectangular button with the word "Login" in white text. At the bottom of the form, there is a line of text: "No account? Please contact an assessment lead." in a small, gray font.

Once logged in, the user will be directed to a customized Home page based on their assessment lead or instructor role.


Navigation Overview

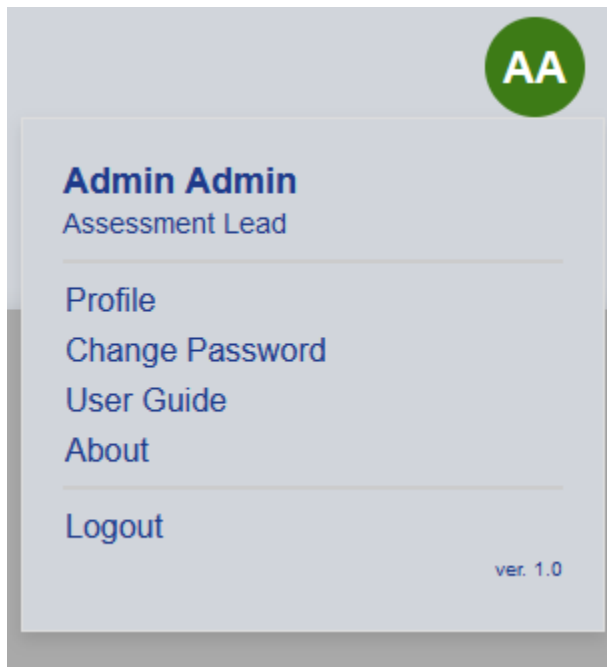


Main Navigation Buttons

- **Home Button:** This function allows the user to return to the home page from any screen within the application.
- **Jump to Page:** This feature, designed for the Assessment Lead, enables users to quickly navigate to any main page or screen from any sub-screen, facilitating fast and efficient movement throughout the application.
- **Profile icon:** Group navigation options into sections for easier access.
- **Function title:** Dynamic field that will displays the name of the function of the page.

User Profile Menu

Located at the top right corner of the page, initials are displayed in a colored circle . Clicking on this will expand the User Profile Menu, where users can:

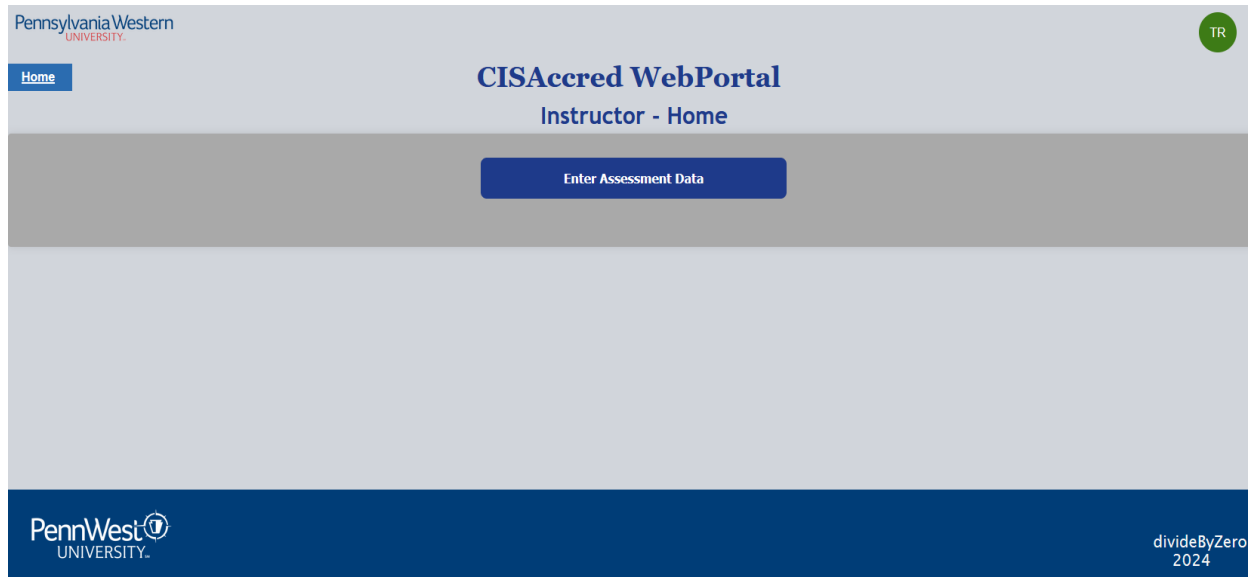


- **Profile:** This feature lets users view and modify their personal information.
- **Change Password:** Used to update user password as needed.
- **User Guide:** Refer to this user guide for assistance navigating and using the system.
- **About:** Discover more about the CISAccred Web Portal and its development team.
- **Logout:** Securely log out of the portal.

Instructor Home Page Overview

The instructor home page provides quick access to all the functions needed to complete an assessment.

Instructor home page:



Enter Assessment Data: Click this button to input new assessment data assigned by the assessment lead, i.e., for courses, sections, or strategies.

Enter Assessment Data

The Enter Assessment Data page is the main page for instructors to filter out score sets and change submission type if necessary.

Enter Assessment Data

Assessment Cycle: Select Assessment Cycle

Course: Select Course

Section: Select Section

Program Code: Select Program Code

View Score Sets

- The dropdowns are already filtered by the instructor who is logged in.
- After choosing the appropriate selections and clicking View Score Sets, the related score sets will be displayed in the table below.

Score-sets for Assessment Cycle[2023-24], Course[Systems Analysis and Design], Section[001], Program Code[CIS-Campus]						
Score-set Name	Tool	Instructor	Submission Type	Entry Date	Status	Action
	OC-B: D & I		Project	2023-11-17	Not Submitted	<div>Modify</div> <div>Enter Data</div>
	Form C - Project Presentation		Quiz	2023-11-21	Not Submitted	<div>Modify</div> <div>Enter Data</div>

- This table allows for editing of the Submission Type by clicking on the table column for that row. If the Submission type is edited, the Modify button will be enabled. Ensure to click the Modify button, or changes will not be saved.
- If no changes are needed, click the Enter Data button for the score set and return to the data entry page.
- If a score set is “In Progress” then the button displayed will be “Continue Entry”
- Submitted score sets will also be displayed for reference only, but further data entry will not be allowed.
- **Any submission status other than “Not Submitted” does not allow for “Submission Type” to be edited.**

Data Entry

This page is only accessible after selecting a score set from the Enter Assessment Data page. It is for convenient entry of student data needed for the accreditation process.

To submit the score-set data, it is essential to complete all entries for all students needed for the score-set. The data will be saved if users leave the page without finishing the submission and the status of the score-set will be set to “In Progress”.

Score-Set Data Entry

Input Student Data:

Score-set Instructions:
Score-set instructions here.

Student Number:
Student Name:
Tool Name:

#	Criteria	Score: Min:0 Max: 4
1	Display consistency with specification document.	<input type="text"/>
2	Display efficiency of the solution.	<input type="text"/>
3	Display traceability of the solution.	<input type="text"/>
4	Display creativity in formulating the solution.	<input type="text"/>
5	Display consistency with design document.	<input type="text"/>
6	Demonstrate correctness of the solution.	<input type="text"/>
7	Display traceability of the solution.	<input type="text"/>
8	Provide internal documentation.	<input type="text"/>

Save Student

Score-set will not be submitted until "Finish Submission" is clicked.

- Each tool has the associated criteria that match the tool ready for score entry. All criteria must have a score entered to satisfy the requirements of the tool used appropriately.
- Since the student data is anonymous, the Student Number and Student Initials are used for tracking purposes only.
- Student Number and Student Name (initial only).**
- The value of the student number can be any number but must be unique in each Score-Set**
- Ensure that each student has a different number during the submission process.**
- Once the fields for that student are completed, click the Save Student button. The students and scores will be listed in the table below.

Enter all relevant data needed for scoring all students that apply to the score set.

Score-set will not be submitted until "Finish Submission" is clicked.

Score-set Data:

Student Number	Name (Initials)	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Action
22	JD	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
23	LC	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

- The students will be saved to the table and inserted into the database.
- The "Submission Status" will be changed to "In Progress" when there are any entries present in the table.**
- The entries in the table will be saved until Finish Submission is clicked.**
- Once Finish Submission is clicked Submission status will be set to Submitted and the score-set will no longer be able to be modified.**
- Instructors can modify scores directly in the table and click the Modify button to update the scores for that student.

- Instructors may move between the score entry and the score-set data table as needed.
- **IMPORTANT:** Once all student scores and score-set data are ready to be submitted, users must click the Finish Submission button for the score-set to be finalized. The score-set submission status will be set to Submitted. Once a score set is submitted, the Enter Data button on the Enter Assessment Data page will be disabled, and further modifications will not be allowed.

Help and Support

Please contact an Assessment Lead with any questions, experience errors, or need further assistance using this application.

Tips for Effective Use

- **Regular Data Entry:** To maintain accurate and up-to-date records, enter assessment data promptly after each assessment activity.
- **Data Review:** Regularly review entered data for accuracy and completeness.
- **An asterisk (*) placed at the beginning of a table column name indicates that the table supports in-line cell editing.**

Troubleshooting Common Issues

- **Login Problems:** If issues are logging in, Ensure the username is being used and not the email address. If the problem persists, contact an Assessment Lead for assistance.
- **Data Entry Errors:** To correct data entry mistakes, use the "Manage Assessments" feature to edit the data. If an error cannot be corrected, contact an Assessment Lead for assistance.
- **Report Generation Issues:** Ensure all parameters are set correctly before generating a report. If an error is received or the report does not generate as expected, consult the User Guide or contact an Assessment Lead for assistance.

Thank you for using the CISaccred WebPortal!