Drupal based TA Application system
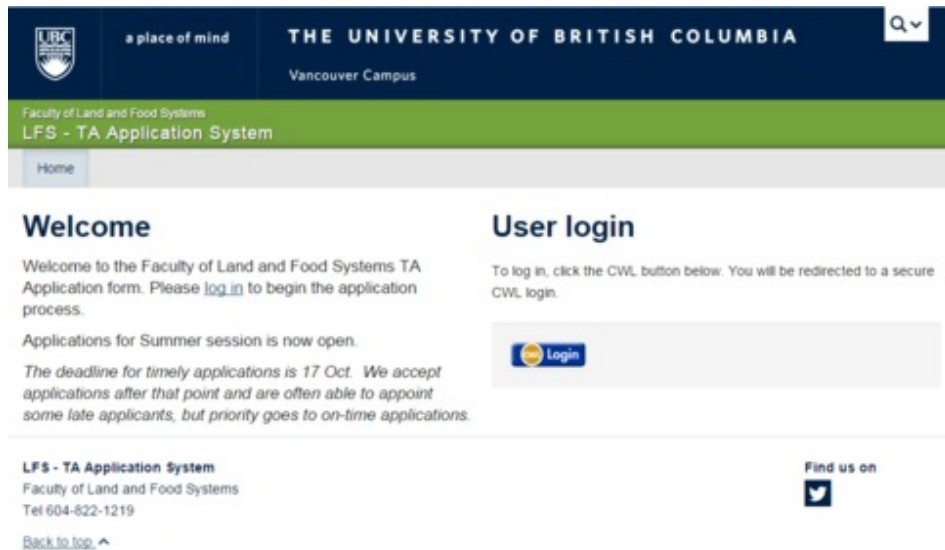
Author: Edmund Seow
Email: edmund.seow@ubc.ca
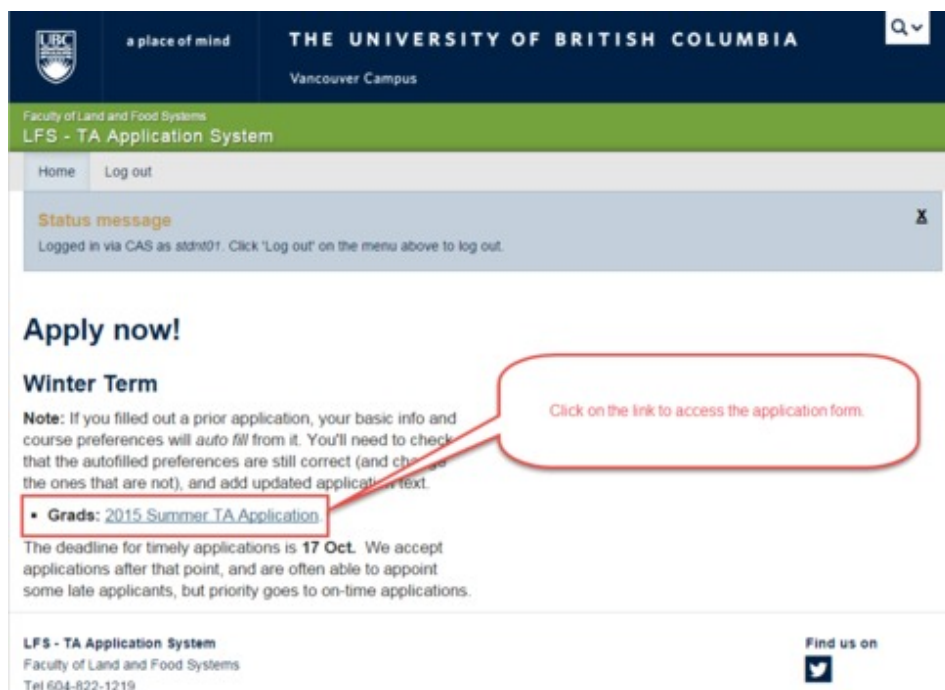Date: 2015-02-18 rev: 00_01

Workflow

Student accesses the site and logs in using their CWL ID.

Click on the link to the form.

The form whether submitted or saved as draft will be available to the student as long as the form is still available. Changes can still be made.

After the application closes, the grad manager can view if there are any applications that are still in the draft state using a Report.

Instructor Phase

Instructor logs in with their CWL. There will be 2 sets of links on the right side of the screen. One for applicants to their courses (marked as num 1 in image below) and another for applicants that have been assigned to their courses (marked as num 2 in image below).

Providing Feedback on Applicants

Link number 1 provides access to the student's application form.

Link number 2 is where the instructor will indicate their prerference. No Pref will be construed as "I don't want this person". Possible choices are shown in the image below.

Link number 3 is for the instructor to leave any notes for the grad manager.

For both points 2 and 3, mouse over the box for the edit link to appear. Example highlighted in yellow above.

Viewing Appointed TAs

On the instructor's home page, clicking on any of the TA Assigned course links will show which student has been assigned to the course and at what stage the process is. Whether it is offered, accepted or declined.

Grad Manager

Point 1, this is the summary screen for all applicants in all the courses offered in the application form.

Point 2, Masquerade. This allows the manager to "be" another user in the system without needing to know their login. Masquerade mode will show the manager what the user/instructor is seeing when they login and will assist in any troubleshooting.

Menus

Overview

This menu will display all the courses that are needingin TAs and show how many applicants have applied.

Reports
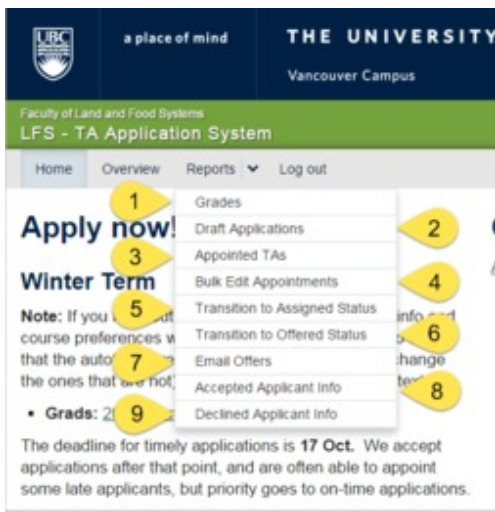
1. Grades

Not used in the LFS setup.

2. Draft Applications

View that shows applications that are still in the Draft state.

3. Appointed TAs

View that shows students appointed to courses. The students have not been offered a position yet.

4. Bulk Edit Appointments

View that will display multiple applicants and allows the manager to make bulk changes to the status at once.

6. Transition to Assigned Status

View that allows the manager to assign a student to a particular course and set the hours.

7. Transistion to Offered Status

View that allows the manager to offer the position to the assigned student. The student will receive an email at this point to either accept or decline the offer.

8. Accepted Applicant Info

View that shows all students who have accepted their offers within this system. The manager will be able to view all the uploaded docs in this screen.

9. Declined Applicant Info

View that lists all students who have declined their appointments. If they have left any notes in the declined form, it can be accessed from here.