USER'S MANUAL

Mandatory University Reporting System

1.0 GENERAL INFORMATION

GENERAL INFORMATION

1.1 System Overview

This system attempts to meet the mandatory university reporting requirements for the state of Texas. These requirements where established in a law passed on May 8, 2009 by the Texas House and by the Texas Senate on May 27, 2009. This law requires that universities post certain information about university courses and instructors online in a manner which follows some specific guidelines.

This system allows for user to access information about courses offered, instructors, and specific classes.

- Course related syllabi are offered for general course information
    - Instructor Curriculum Vitae's are offered for instructors (where one has been provided)
    - Class information is provided, including specific instructor name, Syllabi, and a summary of the evaluations of past classes (numerical ratings are averaged and specific comments are shown)
- This is a web based system
- The system is accessed via a web browser, and uses a simple left-hand menu navigation system.
- The system automatically shows links which may be of interest to users; these include links to specific classes when a course or instructor is selected.
- Evaluations are shown for specific classes when one is available. If one is not available, then the system does not display the summary.

1.2 Organization of the Manual

- Section 1.0 provides a brief overview of the system.
- Section 2.0 gives a description of the system, purpose of the system, and describes user access
- Section 3.0 provides specific instructions on how to access the system and describes the main navigation systems
- Section 4.0 provides detailed information for users describing how to use the systems and access the various information contained
- Section 5.0 describes how administrators can make changes and update the system

2.0 SYSTEM SUMMARY

SYSTEM SUMMARY

This system allows the general public to gain information about the classes offered at the University of Texas at Tyler. It gives specific information relating to courses, classes, and Instructors. It allows prospective students (and any other interested party) to research the classes that are required for a degree before deciding whether to attend.

2.1 System Configuration

This system is web based, and is designed using the Three-Tier system architecture. It accesses an SQL database which contains all of the information presented, with the exception of the Syllabi and Curriculum Vitae, which are stored in the database as links to the files.

2.2 User Access Levels

There are two access levels. The general public can access the information but cannot make any changes. Administrators can access all information as well as make changes to the information contained. This includes adding and removing departments, instructors, courses, classes, and adding evaluations.

3.0 GETTING STARTED

GETTING STARTED

This system is web based. To access the system, simply open any web browser and navigate to the appropriate URL (currently http://cip.bonuspoints.org/)

3.1 Logging On

No login is required to use the system and access the information; however, in order to make changes, administrators must login using the "Administration" link at the bottom of every page. Appropriate user name and password are required to make any changes (contact system administrator for details).

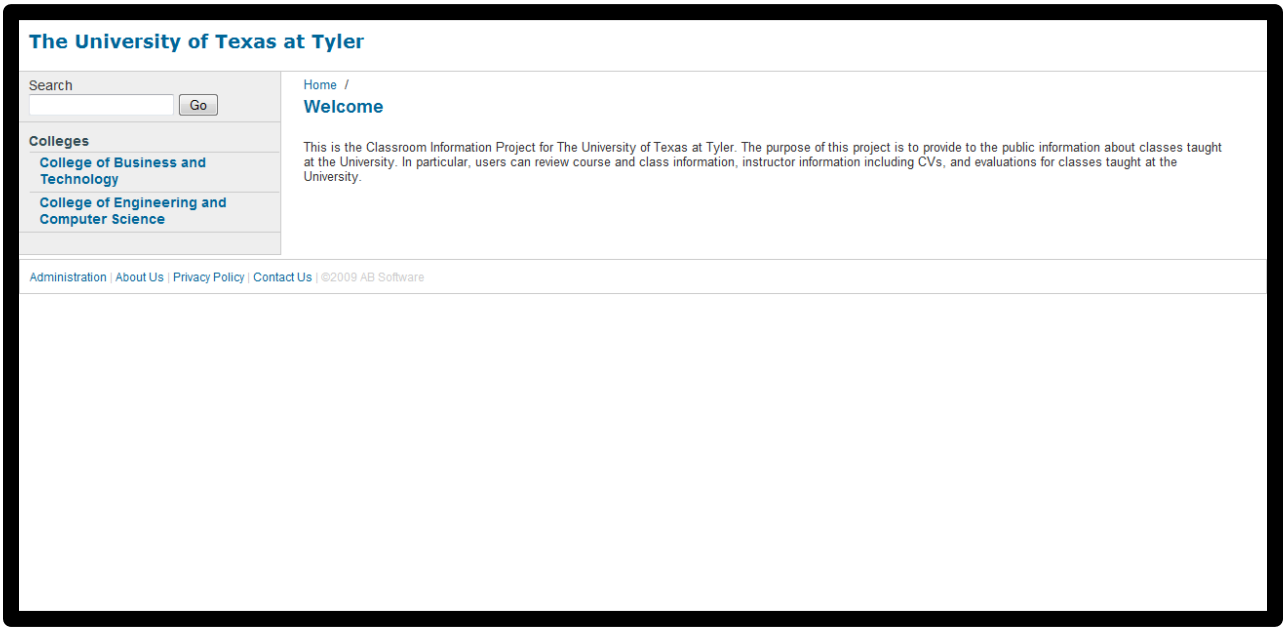
3.2 System Menu

The system uses a left-hand menu navigation system. User can simply choose the item that best represents the information they are trying to access by clicking on one of the selections on the menu. This menu changes dynamically to show specific information related to the current choice made. Users can always return to the home page by clicking "The University of Texas at Tyler" link at the top of any page.

4.0 USING THE SYSTEM

USING THE SYSTEM

To use the system, simply open a web browser and navigate to the appropriate URL. The following page is displayed as the start page:

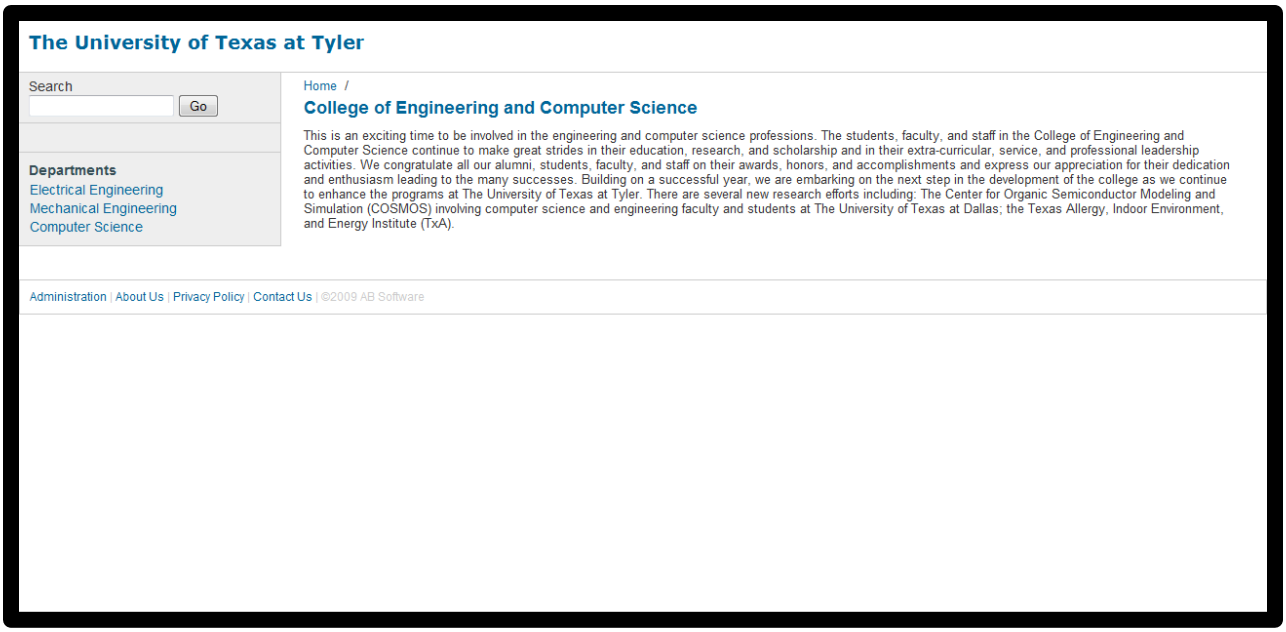


This page displays numerous navigation and information elements. Those include:

- A link to the home page, with the text "The University of Texas at Tyler". This is present on all pages.
- A search box which allows for users to search for specific words and names. This is available on all pages.
- A list of the colleges which are hyperlinks to the main page of the college
- A welcome message from the University
- Along the bottom is a link for administrators to access the log in page. This is located on all pages. Additionally, there are links to an about us page as well as our privacy policy and a page to contact administrators for more information.

4.1 Accessing Information about Specific Colleges

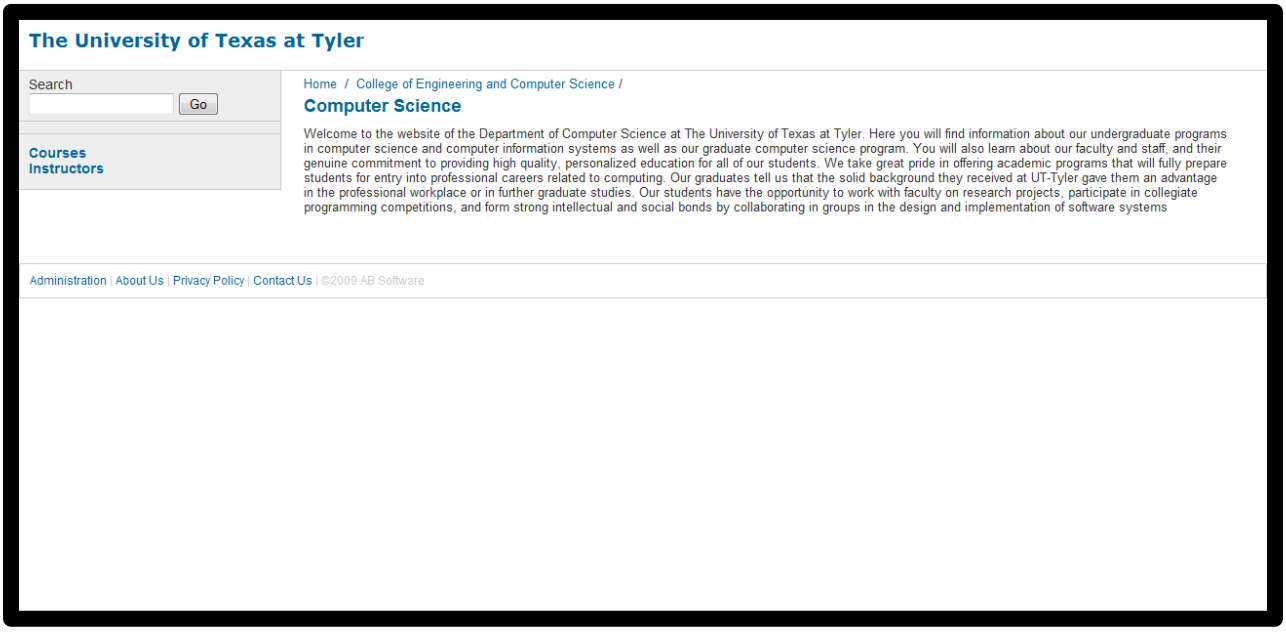
In order to access information about specific colleges, simply click on the link from the home page that contains the information about the college desired. For example, for information about the College of Engineering and Computer Science, simply click that link on the home page. This is the page that is displayed when the College of Engineering and Computer Science link is clicked:



On this page we have links to the departments within the College of Engineering and Computer Science along the left hand side of the screen. These links will take users to the pages for the specific departments within this college. Additionally, we have a welcome message from this College. Elements from the previous page remain, including the search box and the link at the bottom of the page.

4.2 Accessing Information about Specific Departments

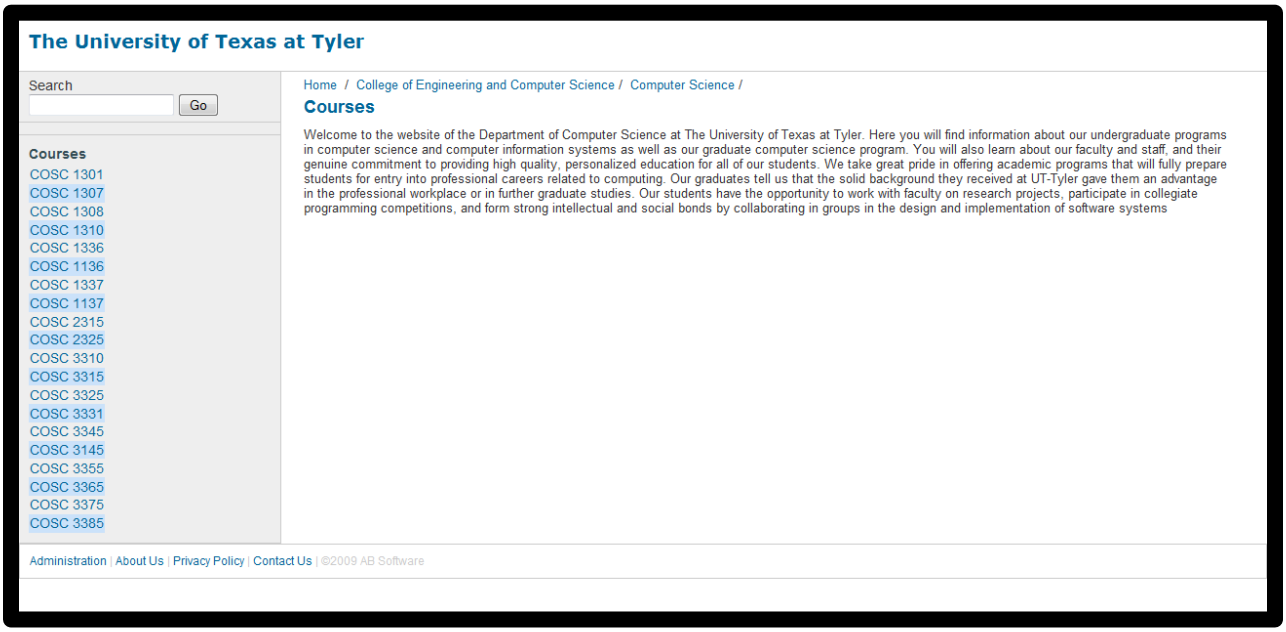
In order to access information about specific departments, simply click that department from the Colleges page. This the page that is displayed when users click the Computer Science department from the College of Engineering and Computer Science home page:



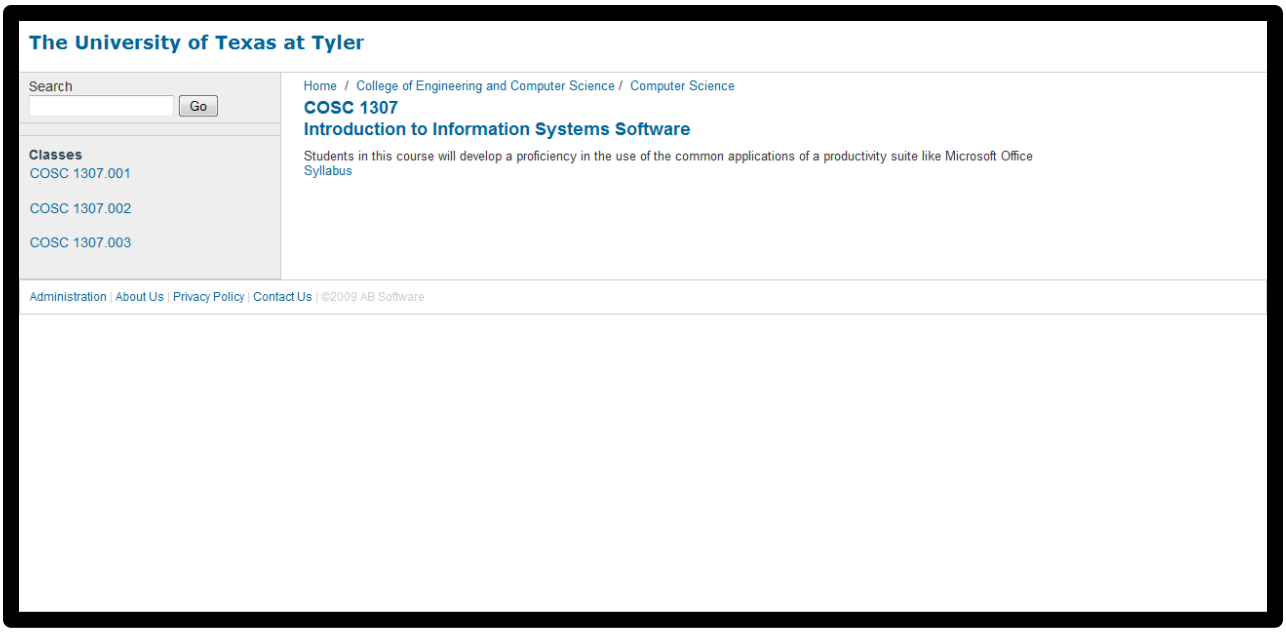
This page shows a welcome message from this department as well as links to the courses and instructors that are available within this department.

4.3 Accessing Information about Courses (including information about specific past classes)

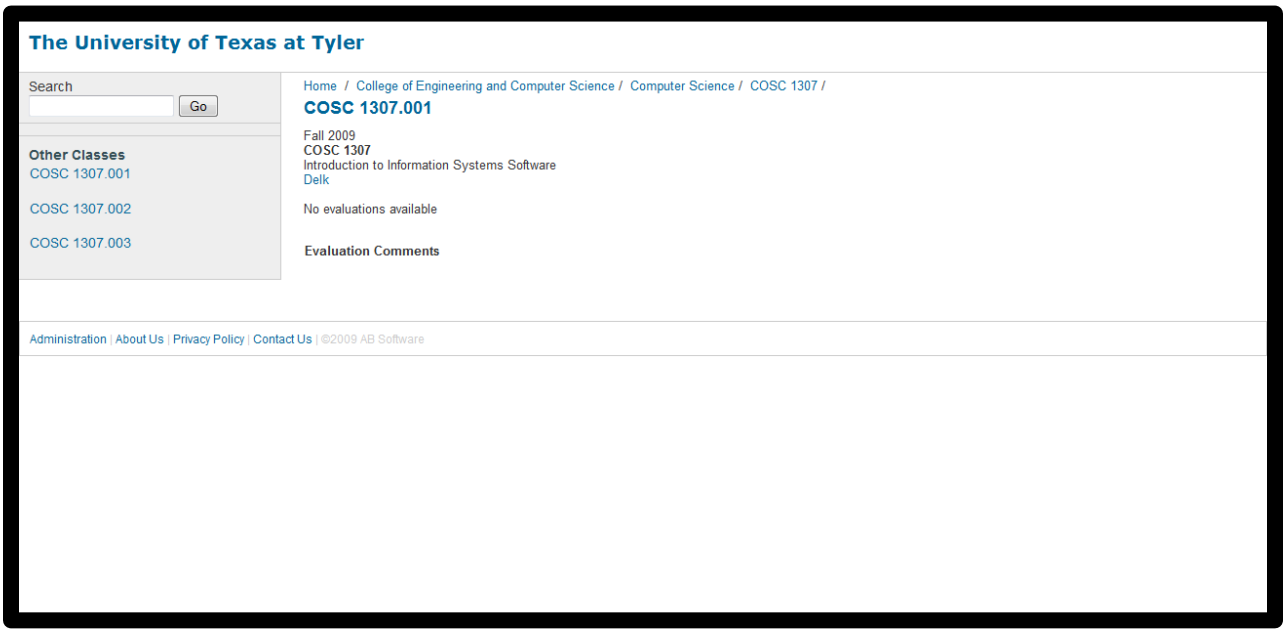
In order to access information about courses which may be offered by this department, simply click the courses link which appears on the department's page. Clicking this link in the Department of Computer Science page brings up this page:



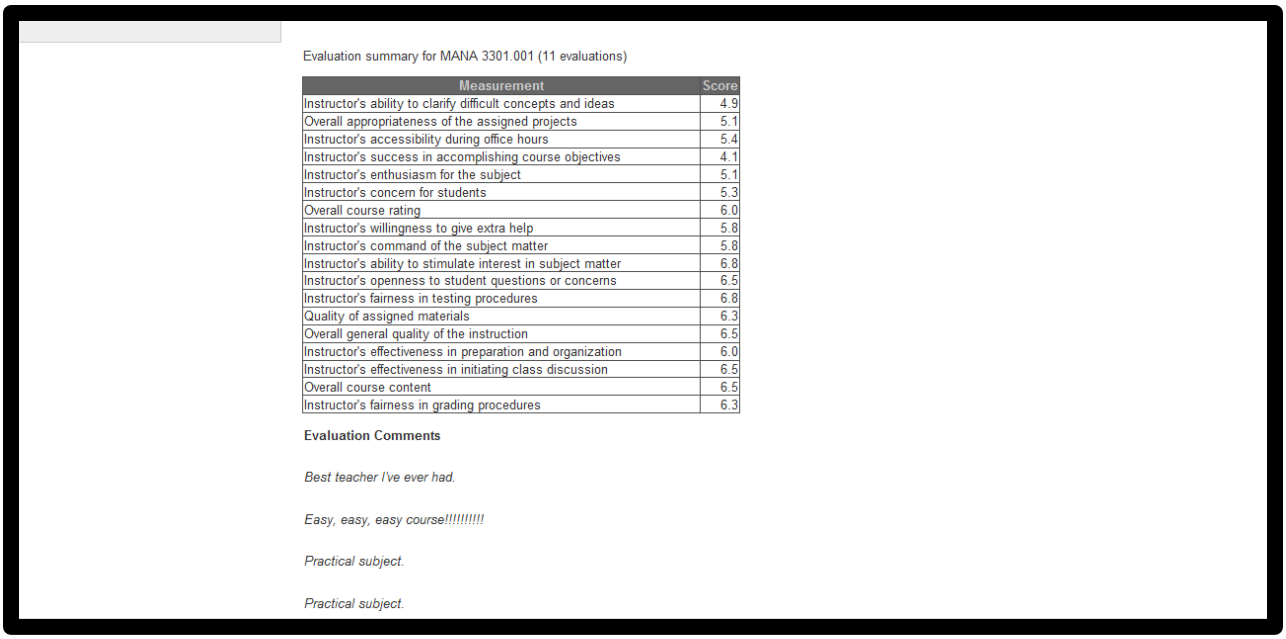
This page displays a list of courses available within this department along the left hand side of the screen. The other elements remain the same in functionality. To see information about a specific course, simply click the link along the left hand side relating to the course you would like information about. For COSC 1307, this is the result:



This page shows a description of the class. At the end of the description, there is a link to the syllabus for this course (if one is available). Additionally, this page contains links to the specific classes offered for this course. Clicking the link for a specific course brings up the page for the class; COSC 1307.001 is shown here:



This page shows the class term, the course that this class is related to, the instructor that taught the class, an overview of the evaluations for the class (if any is available), and the comments made by previous students of this class. In this example, there are no evaluations or comments available. For demonstration purposes, a portion of the page for MANA 3301.001 is shown here, with accompanying evaluations and comments:



Evaluation summary for MANA 3301.001 (11 evaluations)

Measurement	Score
Instructor's ability to clarify difficult concepts and ideas	4.9
Overall appropriateness of the assigned projects	5.1
Instructor's accessibility during office hours	5.4
Instructor's success in accomplishing course objectives	4.1
Instructor's enthusiasm for the subject	5.1
Instructor's concern for students	5.3
Overall course rating	6.0
Instructor's willingness to give extra help	5.8
Instructor's command of the subject matter	5.8
Instructor's ability to stimulate interest in subject matter	6.8
Instructor's openness to student questions or concerns	6.5
Instructor's fairness in testing procedures	6.8
Quality of assigned materials	6.3
Overall general quality of the instruction	6.5
Instructor's effectiveness in preparation and organization	6.0
Instructor's effectiveness in initiating class discussion	6.5
Overall course content	6.5
Instructor's fairness in grading procedures	6.3

Evaluation Comments

Best teacher I've ever had.

Easy, easy, easy course!!!!!!!!!!

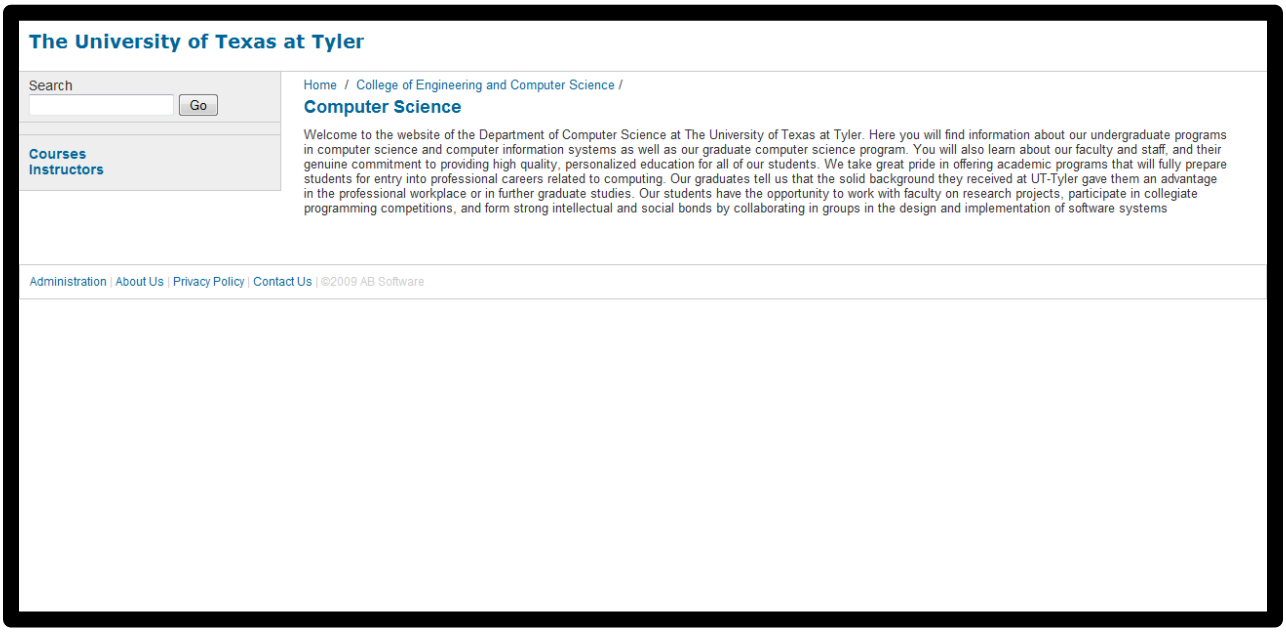
Practical subject.

Practical subject.

The ratings are averaged from the ratings received over time. Therefore, the average rating from 11 classes for this course and instructor in the first field is 4.9 on a 7 point scale.

4.4 Accessing Information about Instructors

To access information about specific instructors, users must navigate to the department page that the instructor belongs too. For reference, this is the department page for the Computer Science Department:



The University of Texas at Tyler

Search

Go

Courses
Instructors

Home / College of Engineering and Computer Science /

Computer Science

Welcome to the website of the Department of Computer Science at The University of Texas at Tyler. Here you will find information about our undergraduate programs in computer science and computer information systems as well as our graduate computer science program. You will also learn about our faculty and staff, and their genuine commitment to providing high quality, personalized education for all of our students. We take great pride in offering academic programs that will fully prepare students for entry into professional careers related to computing. Our graduates tell us that the solid background they received at UT-Tyler gave them an advantage in the professional workplace or in further graduate studies. Our students have the opportunity to work with faculty on research projects, participate in collegiate programming competitions, and form strong intellectual and social bonds by collaborating in groups in the design and implementation of software systems

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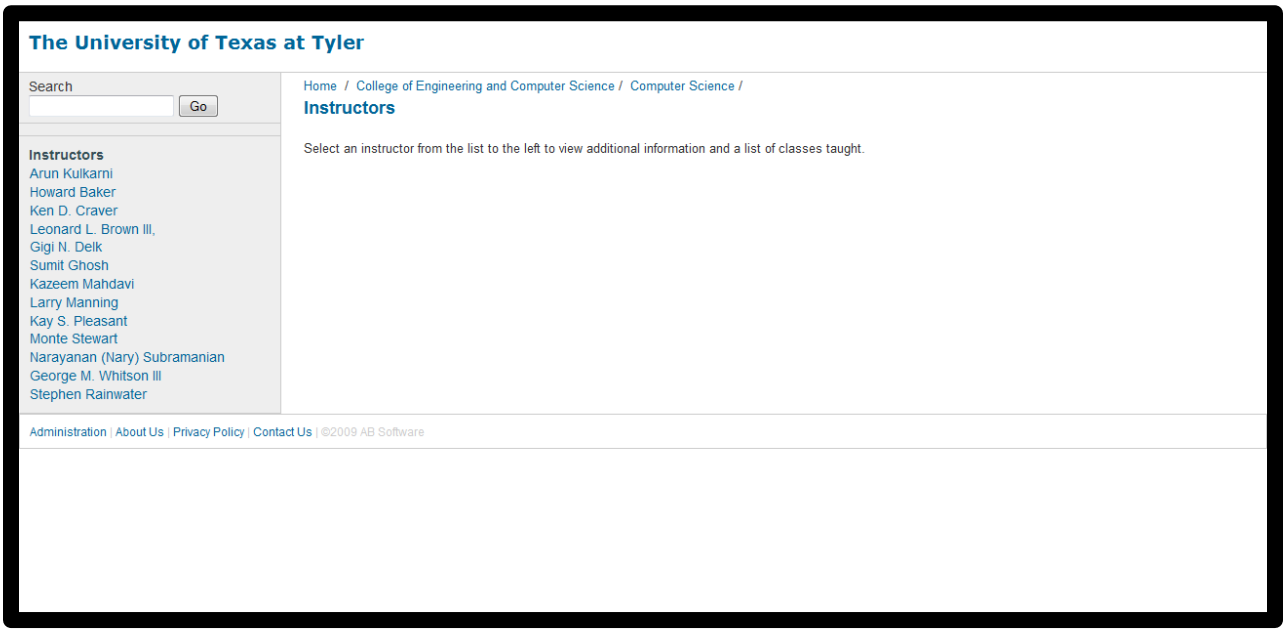
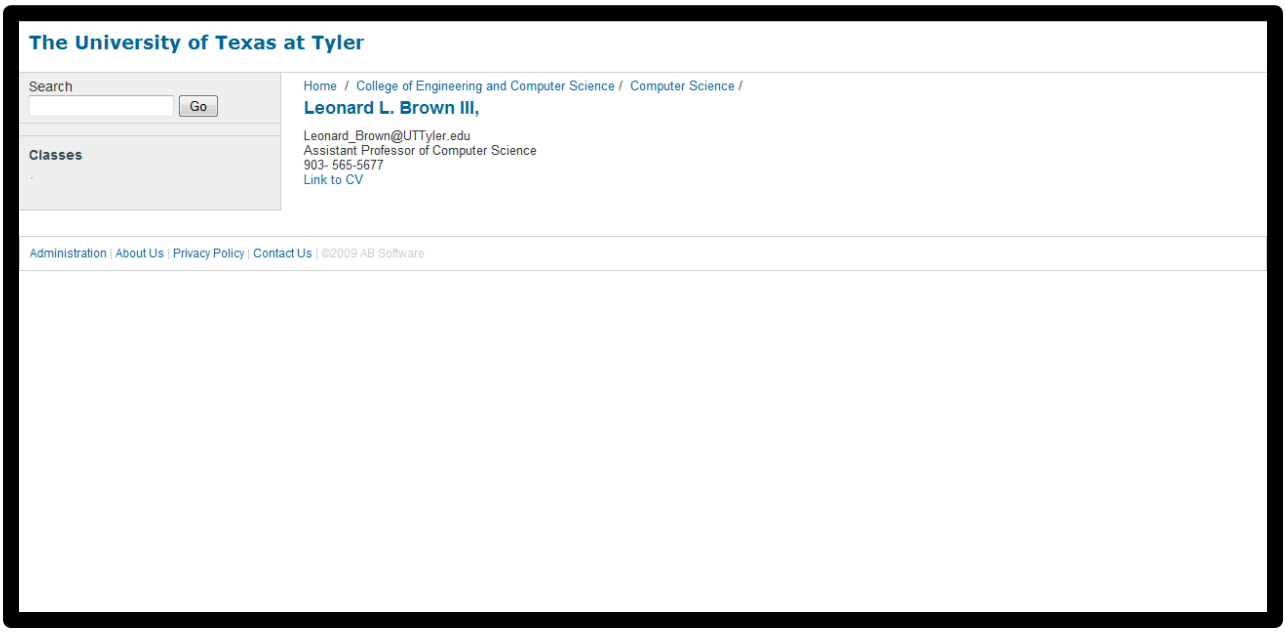
To access information about specific instructors, users should click the Instructors link on this page. This will take them to the Instructors page, which looks as follows for the Computer Science Department:



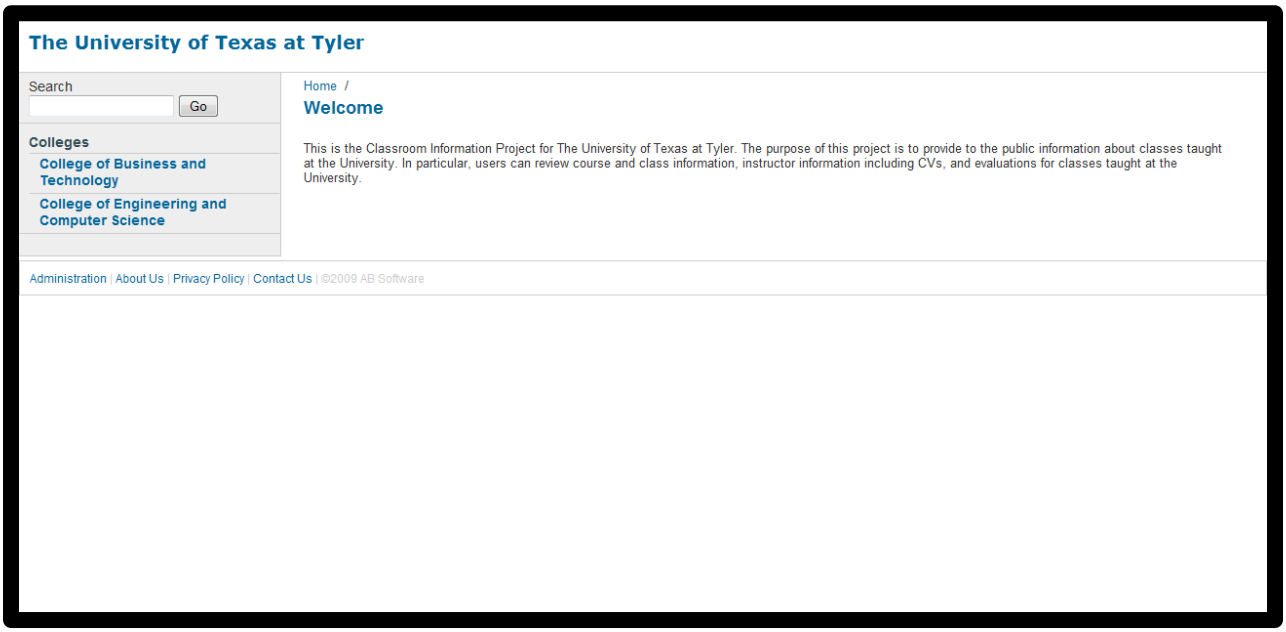
This page lists all of the instructors along the left hand side. Clicking an instructor name will bring up the page of the specific instructor, which looks as follows for Dr. Leonard L Brown III:



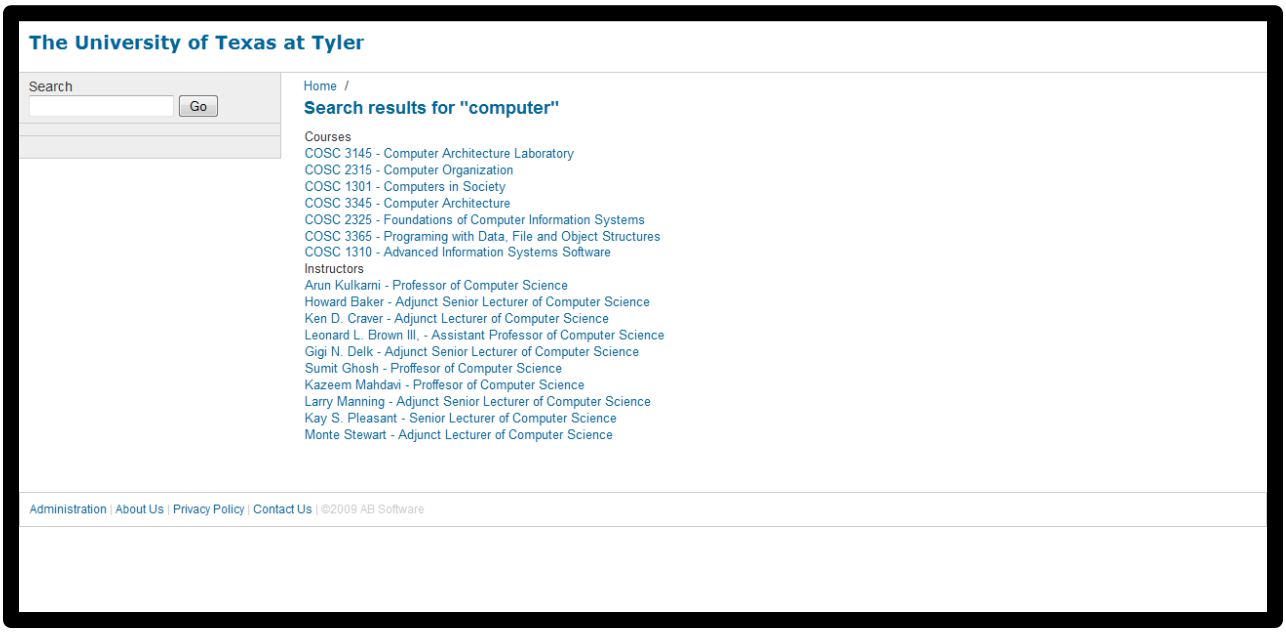
This page lists an email address for Dr. Brown as well as an office phone number; it also includes a link to Dr. Brown's Curriculum Vitae, which contains a summary of Dr. Brown's work and academic history.

4.5 Searches

To search for instructors, classes, CV's, or Syllabi, simply type the term you wish to search for in the search text box on any page. Here is the main page for reference:



The search box is on the left hand side of the page, near the top. Searching for the term "computer" returns the following results:

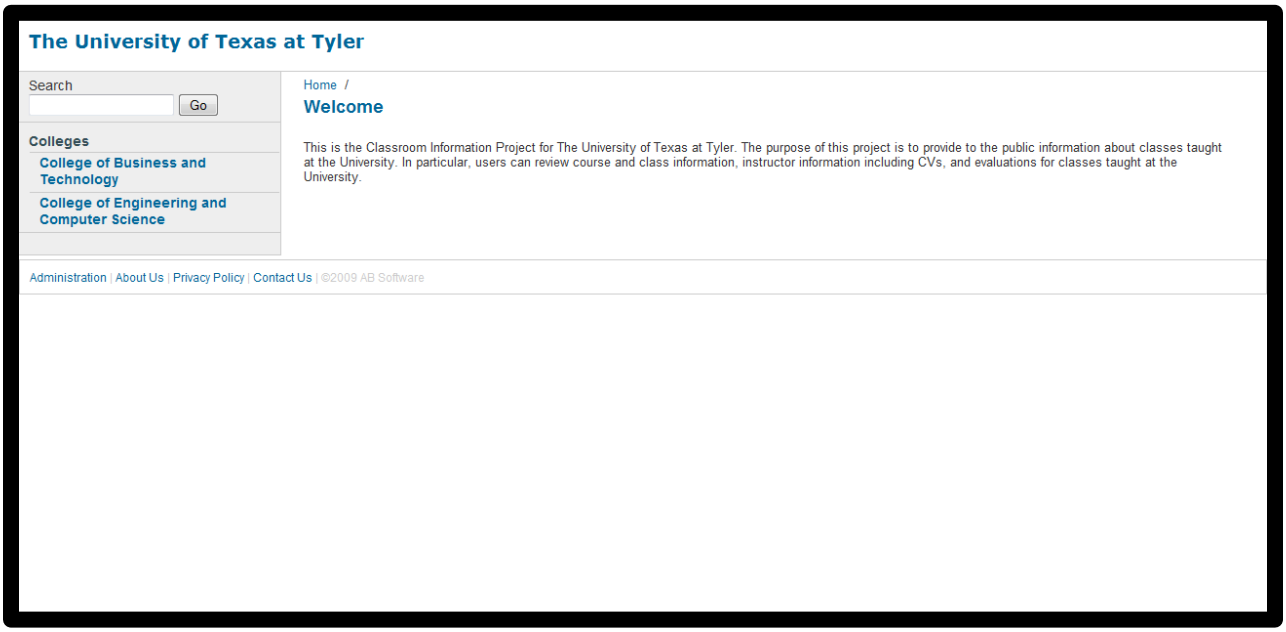


The term "computer" relates to theses course and instructors. They are grouped for easy reference

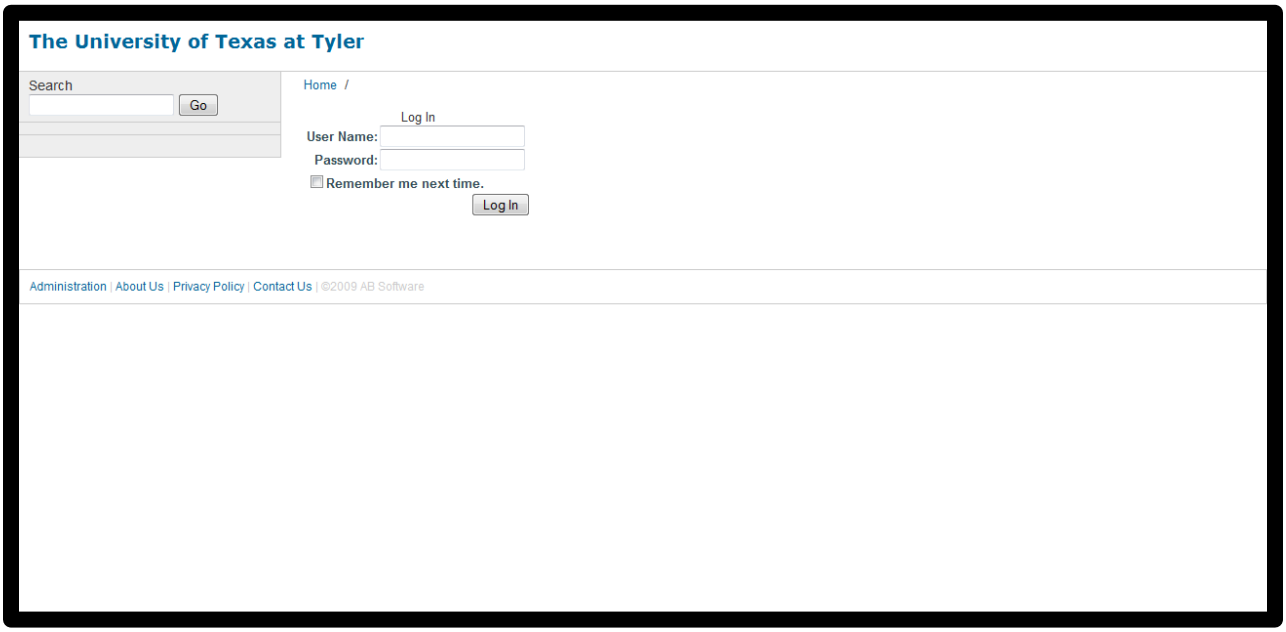
5.0 SYSTEM ADMINISTRATION

SYSTEM ADMINISTRATION

To administer the system, a login name and password is required. Contact your system administrator for details. To access the login page, simply click the Administration link. The main page is shown here for reference:



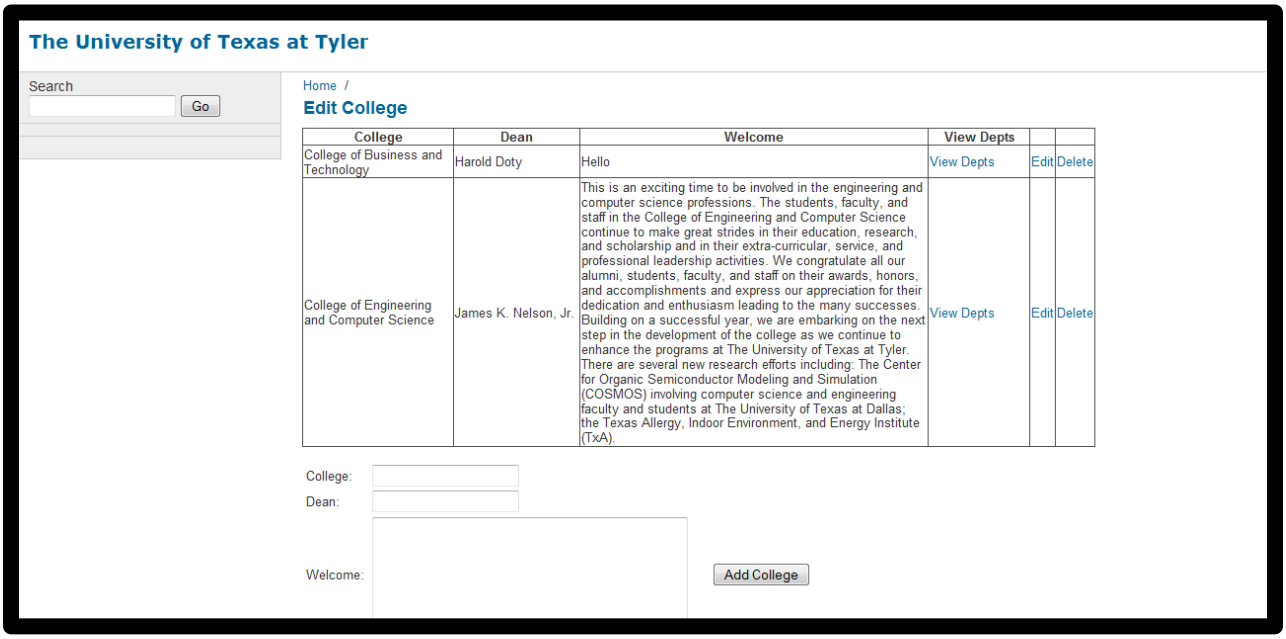
The link to login is shown at the bottom of the content shown on the screen. After clicking this link, the login page is displayed as shown here:



A valid user name and password are required to access any further administration pages.

5.1 Adding Colleges

After logging in, the following page is displayed:

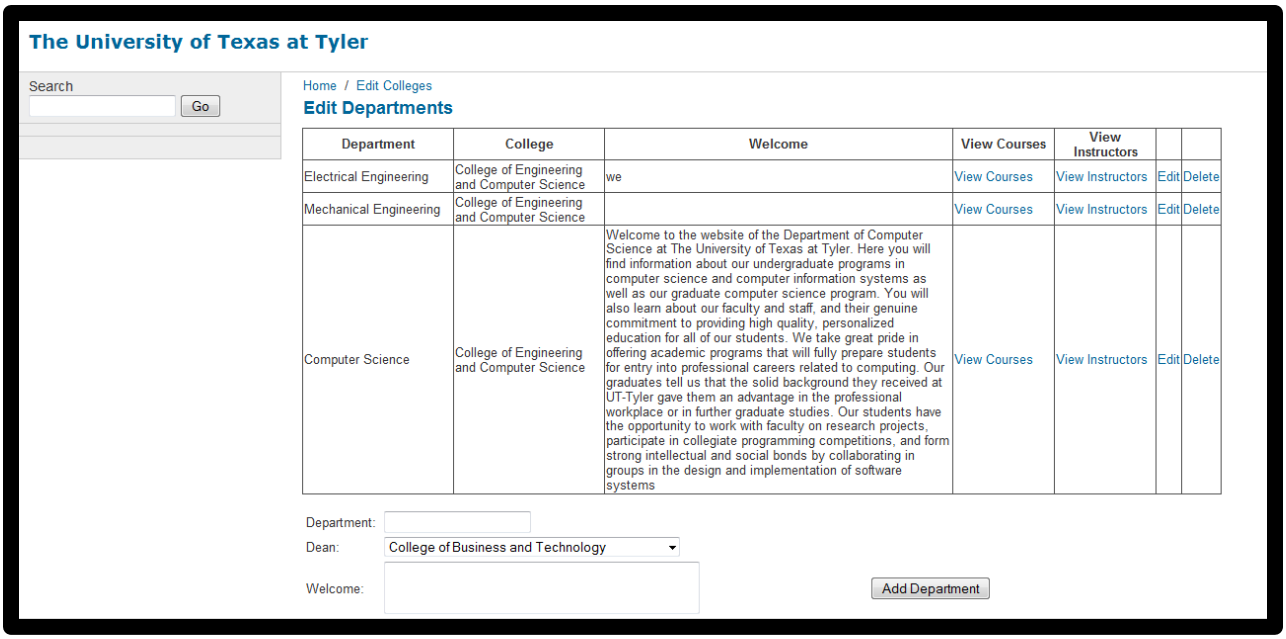


This is the “Edit College” page. To edit a college, click "Edit" in the row of the specific college which you choose to edit and change the information to the new values. After the values have been updated, click submit (not shown) to submit the changes to the system). To delete a college, press the "Delete" link in the table.

To add a college, simply enter the required information into the form below the table and click the "Add College" button.

5.2 Adding Departments

To add departments to a college, click the "View Depts" link that corresponds to the college that needs updating on the "Edit College" page. Clicking this link for the College of Engineering and Computer Science results in this page:

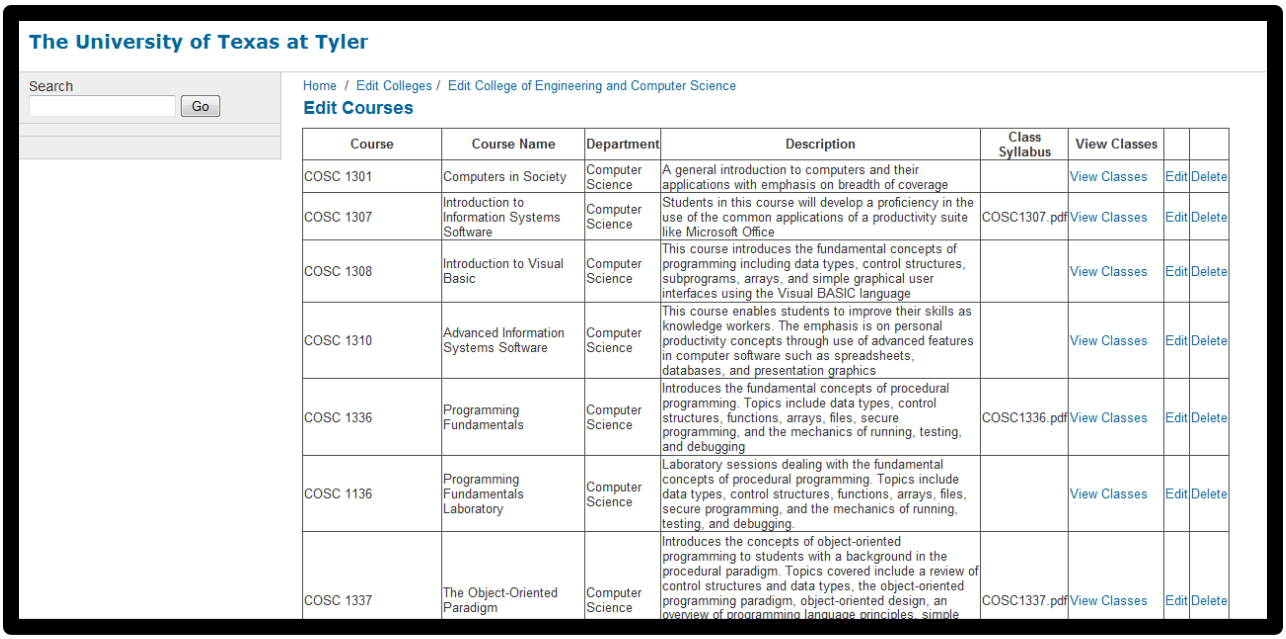


To edit the information for the department, click the "Edit" link in the table and enter the information required. After the values have been updated, click submit (not shown) to submit the changes to the system). To delete a college, press the "Delete" link in the table.

To add a new department, add the requested information to the form below the table and press the "Add College" button.

5.3 Adding Courses

To add courses to a department, click the "View Courses" link that corresponds to the department that needs updating on the "Edit Departments" page. Clicking this link for the Computer Science Department results in this page (partial):



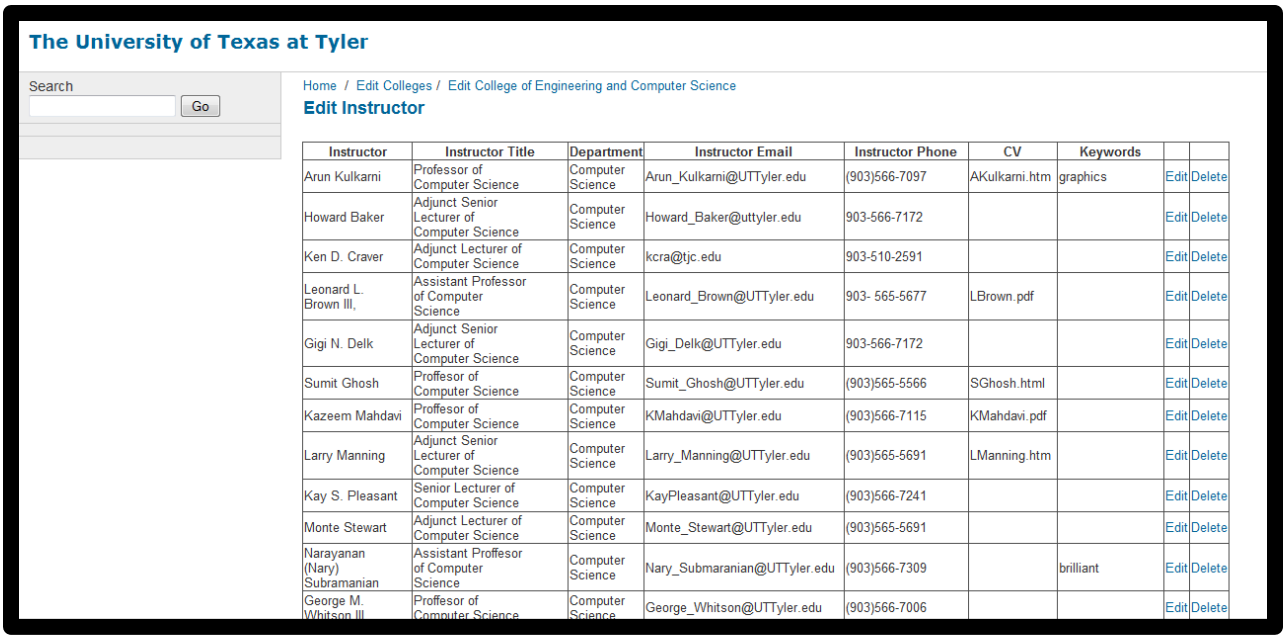
Course	Course Name	Department	Description	Class Syllabus	View Classes		
COSC 1301	Computers in Society	Computer Science	A general introduction to computers and their applications with emphasis on breadth of coverage		View Classes	Edit	Delete
COSC 1307	Introduction to Information Systems Software	Computer Science	Students in this course will develop a proficiency in the use of the common applications of a productivity suite like Microsoft Office	COSC1307.pdf	View Classes	Edit	Delete
COSC 1308	Introduction to Visual Basic	Computer Science	This course introduces the fundamental concepts of programming including data types, control structures, subprograms, arrays, and simple graphical user interfaces using the Visual BASIC language		View Classes	Edit	Delete
COSC 1310	Advanced Information Systems Software	Computer Science	This course enables students to improve their skills as knowledge workers. The emphasis is on personal productivity concepts through use of advanced features in computer software such as spreadsheets, databases, and presentation graphics		View Classes	Edit	Delete
COSC 1336	Programming Fundamentals	Computer Science	Introduces the fundamental concepts of procedural programming. Topics include data types, control structures, functions, arrays, files, secure programming, and the mechanics of running, testing, and debugging	COSC1336.pdf	View Classes	Edit	Delete
COSC 1136	Programming Fundamentals Laboratory	Computer Science	Laboratory sessions dealing with the fundamental concepts of procedural programming. Topics include data types, control structures, functions, arrays, files, secure programming, and the mechanics of running, testing, and debugging.		View Classes	Edit	Delete
COSC 1337	The Object-Oriented Paradigm	Computer Science	Introduces the concepts of object-oriented programming to students with a background in the procedural paradigm. Topics covered include a review of control structures and data types, the object-oriented programming paradigm, object-oriented design, an overview of programming language principles, simple	COSC1337.pdf	View Classes	Edit	Delete

To edit the information for a course, click the "Edit" link in the table and enter the information required. After the values have been updated, click submit (not shown) to submit the changes to the system). To delete a course, press the "Delete" link in the table.

To add a new course, add the requested information to the form (including the syllabus) below the table and press the "Add Course" button.

5.4 Adding Instructors

To add an instructor to a department, click the "Add Instructors" link that corresponds to the department that needs updating on the "Edit Departments" page. Clicking this link for the Computer Science Department results in this page (partial):



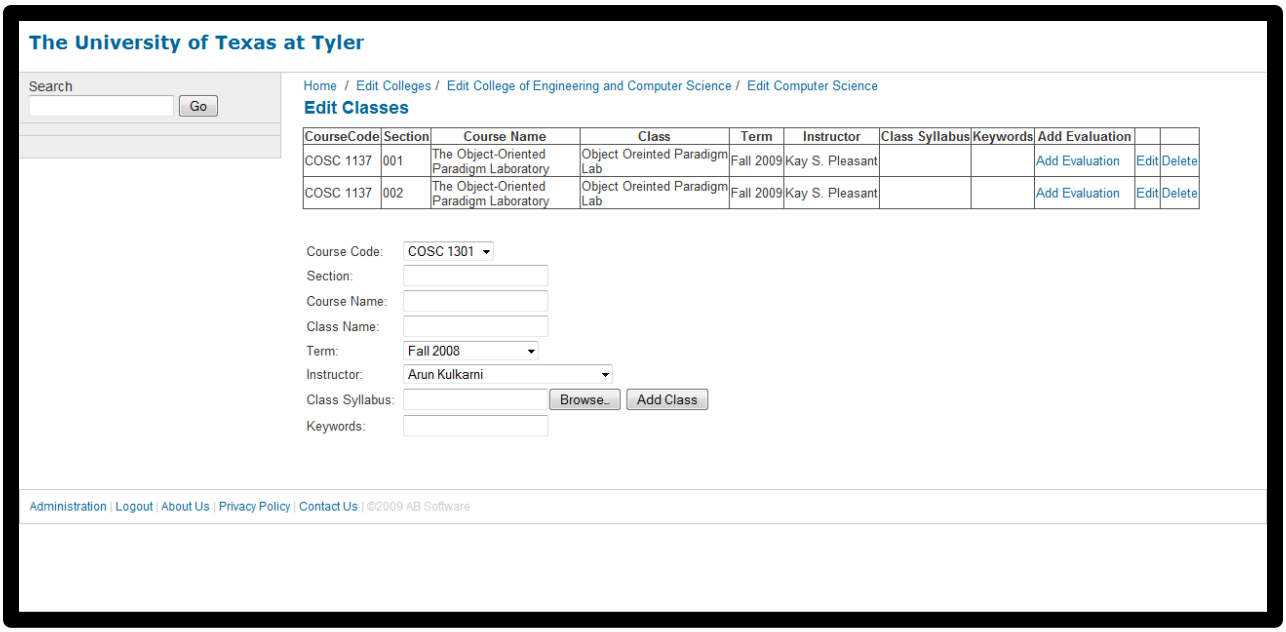
Instructor	Instructor Title	Department	Instructor Email	Instructor Phone	CV	Keywords		
Arun Kulkarni	Professor of Computer Science	Computer Science	Arun_Kulkarni@UTTyler.edu	(903)566-7097	AKulkarni.htm	graphics	Edit	Delete
Howard Baker	Adjunct Senior Lecturer of Computer Science	Computer Science	Howard_Baker@uttyler.edu	903-566-7172			Edit	Delete
Ken D. Craver	Adjunct Lecturer of Computer Science	Computer Science	kcra@tjc.edu	903-510-2591			Edit	Delete
Leonard L. Brown III,	Assistant Professor of Computer Science	Computer Science	Leonard_Brown@UTTyler.edu	903- 565-5677	LBrown.pdf		Edit	Delete
Gigi N. Delk	Adjunct Senior Lecturer of Computer Science	Computer Science	Gigi_Delk@UTTyler.edu	903-566-7172			Edit	Delete
Sumit Ghosh	Proffesor of Computer Science	Computer Science	Sumit_Ghosh@UTTyler.edu	(903)565-5566	SGhosh.html		Edit	Delete
Kazeem Mahdavi	Proffesor of Computer Science	Computer Science	KMahdavi@UTTyler.edu	(903)566-7115	KMahdavi.pdf		Edit	Delete
Larry Manning	Adjunct Senior Lecturer of Computer Science	Computer Science	Larry_Manning@UTTyler.edu	(903)565-5691	LManning.htm		Edit	Delete
Kay S. Pleasant	Senior Lecturer of Computer Science	Computer Science	KayPleasant@UTTyler.edu	(903)566-7241			Edit	Delete
Monte Stewart	Adjunct Lecturer of Computer Science	Computer Science	Monte_Stewart@UTTyler.edu	(903)565-5691			Edit	Delete
Narayanan (Nary) Subramanian	Assistant Proffesor of Computer Science	Computer Science	Nary_Submaranian@UTTyler.edu	(903)566-7309		brilliant	Edit	Delete
George M. Whitson III	Proffesor of Computer Science	Computer Science	George_Whitson@UTTyler.edu	(903)566-7006			Edit	Delete

To edit the information for an instructor, click the "Edit" link in the table and enter the information required. After the values have been updated, click submit (not shown) to submit the changes to the system). To delete an instructor, press the "Delete" link in the table.

To add a new instructor, add the requested information to the form (including a Curriculum Vitae) below the table and press the "Add Instructor" button.

5.5 Adding Classes

To add a specific class to a course, click the "View Courses" link that corresponds to the course that needs updating on the "Edit Courses" page. Clicking this link for COSC 1137 results in this page:



To edit the information for a class, click the "Edit" link in the table and enter the information required. After the values have been updated, click submit (not shown) to submit the changes to the system). To delete a class, press the "Delete" link in the table.

To add a new class, add the information requested to the form (including the syllabus) below the table and press the "Add Class" button.