ADMININSTRATOR MANUAL

SciPro

Thesis Management System

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PLEASE NOTE:

The appearance of the admin interface will be undergoing relatively major changes in Q1 2019. Please check back regularly for updated manuals; you can see the manual date in the filename. If in doubt, please contact SciPro.

If you find any errors in this document, please let us know at info@sciproprojects.com

About the Admin Profile

The admin profile is more complex than the supervisor and student profile. Those manuals have been written mainly from the perspective of workflow. The admin manual is written in the more traditional way, explaining what each function does whilst mostly following the workflow required for a newly opened instance.

As an admin, you have the ability to make system-wide changes.

Before you make any changes, be sure that these are the changes that you want to make. **Certain actions will result in the permanent loss of data.**

System

Global Settings

1. In "Thesis Info Header Link", put in the link which students will need for thesis information. This can be a university page. If you leave this blank, no icon or link will be shown to students.
2. Put in your university name, including department.
3. Give the URL for your university. This will ensure that anyone clicking on the logo (see next step) will be taken to your homepage.
4. Upload a logo
5. For "Thesis support email address", give the help email address which students can use to get help.
6. For "Reviewer support email address", give the email address which reviewers (ie external examiners, other supervisors etc) can use for general help.
7. For "Match responsible mail", give the address of the person responsible for matching students.
8. Leave "Clickatell authentication token" blank. This is a redundant part of the system and will soon be removed.
9. For "SciPro base URL for notifications", leave this as it is. It should be the URL for your instance. This is the link that is active when clicking on the SciPro logo. This should always be the instance address, thus taking you home when you click on it.
10. For "Enable e-mail notifications", leave this box ticked. Unticking it will disable all emails. This is only a good idea if you are doing a large-scale test of the system.
11. For "User creation notification" options, leave them as the default or alter them to be how you want them to be. Note that the Content section should end with "Set the password for the account here:" as the link is automatically put in after the text.
12. For "Alarm mail addresses", put in the address you want to have displayed as the sender of warning emails. For example, if a deadline is missed, the email will come from this address.
13. Leave "Notify supervisor change mail addresses". This is a redundant part of the system and will soon be removed.
14. Use "External room booking URL" if you have a totally separate room booking system that is online. If not, leave this blank.
15. Leave "Author/ideas/My Ideas […]" blank. This is a redundant part of the system and will soon be removed as it has been replaced by "Thesis Info".
16. "System Modules": leave the box ticked for Group. This will give supervisors the ability to sort their students into similar groups.
17. For SMTP settings: please leave these as they are. SciPro will have completed these. If you want to use your own SMTP settings, please contact us.

Notification Settings

In this tab, "Global" is for the notification and "Receiver" affects the user group receiving the notification. These can all be left as default unless it is important that you make global changes to the notifications. Users can choose their own settings in their own profiles.

Forum mail settings

Enable this to allow students and supervisors to post messages in their forums by replying to the email notification. This means that they do not need to log in to post a response. However, autoreplies (such as "Out of Office") will then be posted to the forum.

Anti-plagiarism Settings

Note: SciPro needs to turn on the ability to connect your anti-plagiarism system. If this has not been done, you *must* choose "None"; otherwise, the submission part of projects will not work.

If you have had SciPro switch on this as an option, choose the system for which you have a licence and put in your university credentials.

Thesis Language

Choose the languages available for your thesis projects. These languages will then be made available for your supervisors to choose. Supervisors cannot add languages.

Footer settings

These settings are for the information links that users see at the very bottom of the page when they are in SciPro. Give the title and URL for the user profiles listed in the tabs.

Department Settings

Add the names of your departments here. These names will be used throughout the system to categorise projects, supervisors and students.

Program Settings

This is the most important tab of the settings section.

Creating Programs

Add the names of your programs here. You **absolutely must** create Department Settings before you can do this.

1. Create new program.
2. Choose the level (Pre-University, Bachelor, Master or Phd)
3. Give an Info URL for specific Thesis info. **This will override the general Thesis Info link (given in the General Settings above) for this program.**
4. Choose "Reviewed" if this program is going to have all its theses are to be reviewed by a reviewer.
5. Give the name of the program. We suggest that you add the term to the name, such as "BA in English Spring 2019", to make it easier to identify.
6. Choose the name of the department from the dropdown list
7. Give a description of the program (not mandatory)
8. Choose whether students are able to change the activity plan. If you say yes, students will be able to add and remove activities from their activity plan.
9. "Share plagiarism analysis results with students" will give students the ability to view the results of their plagiarism checks. Choose when they receive the results. Click the box underneath to make these setting universal. Otherwise, supervisors can change the settings for their students.

You will then have a list of all programs underneath.

Program settings

Create new program

Active

Name	Department	Description	Edit	Grading	Activity plan template	Activity tracking	Supervisors	Action	Delete
Bachelor	Department of Bachelor	Bachelor degree thesis project	☑	⬀	⬀	⬀	👤	Inactivate	✖
PhD	Global PhD supervision	PhD projects in Bolivia, Rwanda, Mozambique, Sri Lanka and Sweden	☑	⬀	⬀	⬀	👤	Inactivate	✖
Master in Nordic Literature	Department of Literature	This program cover the most important books in the Nordic countries from ancient to modern time.	☑	⬀	⬀	⬀	👤	Inactivate	✖
B.Sc. in Design Science	Department of Design Science	B.Sc. in Design Science	☑	⬀	⬀	⬀	👤	Inactivate	✖
BSc in TM 1	Department of Thesis Management	Bachelor of Science in Thesis Management	☑	⬀	⬀	⬀	👤	Inactivate	✖
MSc in TM 1	Department of Thesis Management	Master of science in Thesis Management	☑	⬀	⬀	⬀	👤	Inactivate	✖

"Edit" will change the settings you gave when you created the program.

Grading

This will be red if there is no grading template installed. To install a template, click on the button. You can choose between load from default, load from existing program or create

from scratch. As most courses have the same grading system, you will likely only need to do this once.

Creating from scratch:
- The program is displayed at the top
- Choose the scoring method (Letters or pass/fail or display point values)
    - Letters or pass/fail
        - In the first box, write either "A" or "Pass" and give the minimum and maximum values. If you are using A-F, you must start with A and go down from there. Click "Add" to add it and go to the next level.
        - Put in either "B" or "Fail" and give the minimum and maximum values.
        - If you are using A-F, continue until you have finished.
        - Then go to "Create a new criterion" (see below)
    - Display Point values
        - Convert the points' total value to the number you want as the absolute maximum. For example, if you are using percent, this should be 100. Choose whether to have decimal places or not. This will then convert the scores to a percentage (ie a maximum of 30 will be converted to 100; 27/30 will be converted to 90).
    - Create a new criterion
        - Give it a title, such as "Introduction"
        - Give it a pass point and hit save
        - Go to "Add Points"
            - Give a point
            - Give a description

As an example:

Criteria	Pass Point	Point Description	Point	Edit	Delete
Introduction	1		Add Points	☑	✖
		Poor	0	☑	✖
		Good	1	☑	✖
		Excellent	2	☑	✖
Research arguments	0		Add Points	☑	✖
		Not logical	0	☑	✖
		Good	1	☑	✖

Save Cancel Set as Default

Criterion: Introduction
    Pass Point: 1

    0 – poor   The student will fail the course
    1 – good   The student will receive 1 point
    2 – excellent   The student will receive 2 points

Criterion: Research arguments
    Pass Point: 0

    0 – Not logical The student will receive 0 points but will not automatically fail
    1 – good   The student will receive 1 point

When you have finished, click either Save or Set as Default. Setting it as default will mean that this grading scheme is used as a default for every program within the level chosen (see point 2 above). Choose to Publish the grading scheme and connect it to all projects in the level. If you publish it, every project will have the scheme. If you do not, you can go back and check it before applying it to projects.

If you publish it and apply it to project and then edit it and republish it, it will only apply to ungraded projects. To change the grading system for projects that have already been graded, you will need to do this manually.

Click "Remove grading system" to delete the grading system so you can start afresh. You cannot delete grading systems that have been used to grade projects.

Activity Plan Template

Note: you will need to create Quality Assurance checklists to complete the Activity Plan. To do this, please see "Project Management – Self assessment/Peer templates" below before continuing here.

Press the icon to choose the Activity Plan template for the program. You will see this:
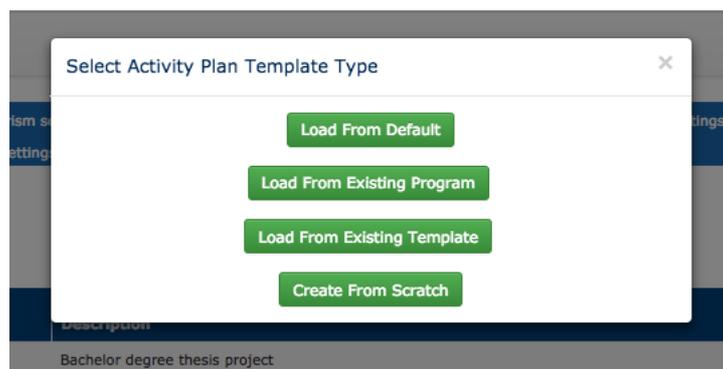
If you have plans already in the system, you can choose them via the first three options. If you want to create from scratch:

- Program is prefilled, as it is from the list you chose.
- Give it a title. We recommend that you use a meaningful name if you want to use this template for other courses.
- Give it a description
- Give it a start date. This is only used to give an idea of the expected end date; when it is used in an actual project, a new start date will be chosen and the Activity Plan will calculate the new dates automatically.
- Click "Create new Activity"

The Activity Plan is the backbone of the system. Its quality will have a major impact on the quality of your students' work.

Creating a new activity

1. Give it a title (*e.g. "First Meeting"*)
2. Give the duration. This is the number of working days it should take from the previous activity to complete this task. (*e.g. "3"*).
3. Write a description (*e.g. "Book a first meeting with supervisor to discuss expectations and general project idea"*)
4. Choose whether the student will need to submit a file or not.
5. Add Quality Assurance
   a. Choose the responsible party. The checklist will then apply to that party
   b. Choose the QA Checklist from the menu (*Note: the QA Checklists are created under "Project Management"*)
6. Add Resource links to provide reference material to students (not mandatory). Links given here will be listed below.
7. Decide whether this is going to be a milestone or not. Milestones are used to show that a major part of the project has now been completed. These are shown in the project's landing page to give the student and supervisor an idea of how far along the project has come.
8. For "Type" – this is for when there is more than one person on a project. Mark "Project" if it affects the project. If this is for the individual students working in the project – ie something to hand in that is not done together – than mark "Individual". The default is "Individual" here.
9. "Mark as complete" decides how the activity is marked as done. For automatic, it will automatically mark itself as complete when the student completes the checklist and uploads a file. If "manual" is chosen, then it will be marked by the role chosen in the "Mark as completed by". "Automatic with manual override" means that the role chosen in "mark as completed by" can choose to change this from automatic to manual.
10. "Mark as completed by" decides who marks the task as complete, if applicable.

Program settings

Create new program

Active

Name	Department	Description	Edit	Grading	Activity plan template	Activity tracking	Supervisors	Action	Delete
Bachelor	Department of Bachelor	Bachelor degree thesis project	☑	☑	☑	☑	👤	Inactivate	✖
PhD	Global PhD supervision	PhD projects in Bolivia, Rwanda, Mozambique, Sri Lanka and Sweden	☑	☑	☑	☑	👤	Inactivate	✖
Master in Nordic Literature	Department of Literature	This program cover the most important books in the Nordic countries from ancient to modern time.	☑	☑	☑	☑	👤	Inactivate	✖
B.Sc. in Design Science	Department of Design Science	B.Sc. in Design Science	☑	☑	☑	☑	👤	Inactivate	✖
BSc in TM 1	Department of Thesis Management	Bachelor of Science in Thesis Management	☑	☑	☑	☑	👤	Inactivate	✖
MSc in TM 1	Department of Thesis Management	Master of science in Thesis Management	☑	☑	☑	☑	👤	Inactivate	✖

Activity Tracking

This will generate an automatic notification if an activity goes over the deadline without being completed.

1. The program name is automatically chosen

2. Choose to implement Activity Tracking or not
3. Choose the Remind Period. If you just want one single email to be sent when the task is overdue, set this to 0. If you want reminders to be sent after this, set the number of days to pass before a reminder is sent. For example, if you choose 2, the student and supervisor will be emailed when the task becomes overdue, and then every two days until it is completed.
4. For "Display on screen notification", choose "Red" or "No change" to choose whether to change the project status from green to red if a task becomes overdue.

Supervisors

This affects the Idea Bank and Matching modules. If you are not going to use these, you can skip this step.

Note: you will need to have created users before you can do this.

Note: See "Idea Bank" section for more information about the idea bank.

Click on "Supervisors" to select which supervisors are connected to the program.

1. The program is automatically selected, based on your choice
2. Choose the department
3. Add the supervisors connected to this department. They will then be able to choose projects from students who are in that department. Similarly, students in that department will be able to choose projects from these supervisors.

Project Module Settings

Go here to choose modules for your programs. For example, if you are not going to use the Idea Bank or Peer Review, you can remove them as options here.

Peer Settings

Assuming that you have not turned off Peer Review in the Project Module Settings, you will need to give defaults for the peer process.

In the first three boxes, choose the settings that you wish to have applied to the system.

1. "Enable download of peer request fuels before acceptance" allows students to download an essay before agreeing to review it.
2. "Display the latest submitted reviews on peer page" will keep students informed of all peer reviews that have taken place.
3. "Activate public reviews with links in 'Latest Reviews' panel" will mean that student peer reports will be available to all students to read, not just the students who wrote the essay or wrote the peer review. This requires that step 2 above has been selected.

Settings for programs

Number of days between reviews on the same project: if there are two or more parts of the project which are going to be reviewed, this gives the number of days which must pass before the project can receive its next peer review. For example: the given number is 7. The project plan is peer reviewed. The research analysis cannot be reviewed until seven working days have passed.

Number of days to submit a review: this is the number of working days the reviewer has to provide a report.

Number of days before waiting peer requests get cancelled: the validity period (in working days) of peer requests.

Final Seminar Settings

These settings affect the deadlines concerning aspects of Final Seminars.

In the Activity Plan, supervisors will have given an activity which has "Hand in final seminar thesis" as the file to submit. Ideally, when this has been done, supervisors will create a final seminar.

The numbers given in these settings affect the dates shown for when to submit the final thesis, when to have the final seminar and other such dates. Most are self-explanatory.

"Min work days before a final seminar student should upload final seminar thesis". Putting in a number here will change the dates given by supervisors. Let's assume that a supervisor has stated that the final seminar should be on the 25th May but has stated that the "Hand in final seminar thesis" is to be done on the 20th May. If the administrator gives a number here that is greater than 5, it will automatically move the activity in the Activity Plan to the correct date. So, if the admin writes "10", it will move the activity to 15th May. In other words, the final seminar is seen as the more important date and tasks relating to it as subordinate.

Program specific settings are used to give the number of opponents etc.

See Project Management > Final Seminars. This gives the option of allowing exemptions.

Reviewer Deadline Settings

These settings affect the minimum number of days for a reviewer or examiner to approve projects or give final grading. These settings will only have an effect if a reviewer is going to be used for projects.

Import & Export

This should only be used by SciPro in the implementation phase. It needs to remain in the admin panel so that SciPro can use it. It should not be used by a university administrator.

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Maintenance

These are the scheduled CRON jobs, showing when they were last run and how often they run. In this tab, you can start the job manually if you wish.

Project Management

Projects

Create a new project

To create a new project manually, go to Project Management > Projects > Create a new project.

Complete the information. Choose "Add Activity" at the bottom to be able to select an Activity Plan.

Choose "Save" or "Save & Add More".

Bulk Project Creation

If you are not going to use the Idea Bank, this is the best way to create projects (and even users).

1. Go to Project Management > Projects > Bulk Project Creation from Excel
2. Download the Excel sample file. This will act as your template.
3. Complete the fields there. Note: there are many fields; scroll to the right if you are using a small screen. You will need to have one file per program.
4. Select the program from the dropdown list
5. Select the Excel file which you have completed
6. Add Activity – this will let you choose the Activity Plan for the program. You can leave this blank if you want to add the Activity Plan manually (if you do not want to use the same plan for all projects, for example)
7. Import Projects.

Final Seminars

Go here to view Final Seminars which have been booked. You can view exemptions and add your own by clicking on "Exemptions". The exemptions will mean that the final seminars do not need to follow the schedules that you gave them in System > Final Seminar Settings. This is useful for when a supervisor wants to have a project have its final seminar X days after submission rather than the standard minimum Y days that the rest of the programs follow.

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Activity Plan Templates

This is a list of templates. You can add or change them here. This section is an information section that is mostly a duplicate of **System > Program Settings > Activity Plan Template**.

Self-assessment/Peer templates

The list here will display any existing templates.

1. Go to "Create new template"
2. Give it a title. Note: this will be seen by a lot of users
3. Give it a description
4. Choose the template type in the list. Peer templates will be used in the Peer Review section. Students can create their own peer templates.
5. Give the question or statement. These should be able to be answered with the three options (and not applicable) given there. The question or statement is to the student about the activity. So, if this is going to be used for "First Meeting", the questions or statements should be related to this first meeting. For example, "Passage on theory in the handbook has been read and understood" and "Have you written down your initial plan?" Write as many questions as you want the template to have.

Non-work days

Add weekdays here which are not to be counted as working days. When you do this, a project activity which takes 5 days will be automatically extended if there is a holiday day during the chosen period.

Note: the roadmap for 2019 includes an integration here which will automatically manage this for you based on your geographical location.

Users

Once you have logged into the system, you will want to add users so that your supervisors and students can start using the system.

Note 1: you will need to have completed "Research Areas" (see "Using the Idea Bank") before you can create supervisor profiles.

Note 2: if you are not going to use the Idea Bank, you can create users when you create projects. See Project Management > Bulk Project Creation.

1. Create New User
   a. Provide the relevant information and role.
   b. Choose the departments and programs for the user.
2. Import users from a CSV file

a. Complete a CSV file with the names and information about the users. Make sure that the right format is used. ***This should only be used to import students.*** This function is due to be changed in early January 2019 so that importing supervisors, reviewers and students can be done in via CSV import.

Using the Idea Bank

Getting Started – Workflow, Ideas, Matching and Creating Projects

1. Set up research areas and keywords
2. Set up application periods

Set up Research Areas and Keywords

1. Go to Match in the left-hand menu.
2. Choose "Keywords and Research Areas"
3. "Create a new research area"
   a. Give the name of the research area
   b. Press "Save"
4. Do this for as many research areas as you need.

A suggestion for research areas would be the United Nations Sustainable Development Goals. Without research areas, supervisors are unable to upload ideas. These research areas are also required for supervisor account creation.

5. Go to Keywords
6. Give a keyword. These are lower-level descriptors that are linked to research areas.
7. Select the research area to which this keyword applies.

Keywords are used for student ideas to help link them with the right supervisors.

Set up Application Periods

1. Go to Match in the left-hand menu.
2. Choose "Application Periods"
3. Create a new application period
4. Give it a name. *As these application periods can be used by all programs, which will give them the same start and end date and same course start date, you can call the application period "Spring Term 2019" or similar. If you are going to have different dates for different programs, call these application periods something more linked to the programs.*
5. Choose which programs are to be part of this application period.
6. Choose the dates and times for the application period.

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Start	End	Course start	Programs	Name	Edit	Targets (total/remaining)	Activity plan templates	Exemptions	Delete	Automation
2018-12-26 09:04	2019-01-09 09:04	2019-01-16 09:04	BSc in TM 1 B.Sc. in Design Science	VT2019	✎	BSc in TM 1: 12/12 B.Sc. in Design Science: 12/9 Edit targets	BSc in TM 1: None B.Sc. in Design Science: None Edit activity plan templates	0 Edit exemptions	✗	Automatic match
2018-09-18 07:00	2018-11-30 07:00	2018-12-03 07:00	Master in Nordic Literature PhD in Clean Water and Sanitation Bachelor in Sustainable	Spring 2018	✎	Master in Nordic Literature: 10/10 PhD in Clean Water and Sanitation: 0/0 Bachelor in Sustainable Energy: 10/10 Master in Industry, Innovation and Infrastructure: 10/10 Bachelor in World Literature: 10/10 Bachelor in Media and Globalisation: 10/10 PhD: 0/0 Master in Sustainable Cities and Communities: 10/9 Edit targets	Master in Nordic Literature: None PhD in Clean Water and Sanitation: None Bachelor in Sustainable Energy: None Master in Industry, Innovation and Infrastructure: None Bachelor in World Literature: None Bachelor in Media and Globalisation: None PhD: None Master in Sustainable Cities and Communities: None Edit activity plan templates	0 Edit exemptions	✗	Automatic match

7. Decide the number of projects per supervisor in the application period
NOTE: in Program Settings, link supervisors to a program to enable the targets. See "Program Settings > Supervisors".
   a. Click "Edit Targets" in the Targets (total/remaining) for the period
   b. Connect a supervisor to a research area. You can use the filter panel at the top.
   c. Choose the maximum number of projects the supervisor will manage. The list is automatically saved.

Managing the Idea Bank

Go to Match and then Idea Bank to see all projects that have been suggested in the Idea Bank. You can authorise them (which will auto-create the project), remove them and inactivate them here.

Supervisor ideas which are awaiting students are visible here.

Student ideas which are awaiting supervisors can be manually matched here.

Automatic matching of projects

For ideas which are still not matched that you want to match automatically, choose "Automatic match" under "Automation". Choose Pre-Process. This will show student projects and a suggestion for a supervisor based on keywords and research projects. Choose "More details" to see more about the student project and the supervisor which the system has suggested. You can choose to match them at this stage.

Close the window and to go "Process Individually". This will let you work through the list, matching students with supervisors.

If there are students who have not put in an idea and still need to have a project, you can manually create a project by going to **Project Management > Projects > Create new project**.

Statistics / Reports

This entire section is purely for information purposes. There is no setup required for Statistics or Reports. Choose the type that you want to see.

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Mail

Use this to contact entire groups via email.

Compose

1. Choose your options using the filter panel. The list under "Recipients" on the right will list all people who are available after you have filtered out the rest.
2. Select the ones you want to contact.
3. Write the subject of the message
4. Write the message
5. Send.

Log

All emails sent from the system are logged here.

Faculty Forum

This is a messaging system between the administrator and faculty. It is also a log showing messages between faculty.

Messages between students and faculty are **not** shown here.

Audit Log

This shows a log of all changes to the system, new Activity Plans, logins etc.

SciPro tips and tricks

Have a read of the supervisor and student manuals. They are a lot shorter than this manual and will give you an idea how what you do as an admin affects what they see. There are so many options in the admin interface to ensure that your supervisors and students have a system that is easy to use and valuable for them.

Use "My Notes" to jot down some ideas. The "My Notes" section is independent of anything else and acts like a piece of paper next to you wherever you are.

Keep an eye on your notifications. The number there tells you how many you have.

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