

# INSTRUCTOR DOCUMENTATION

## Introduction

The Research Pool System is used for the scheduling and management of a human participant pool. As an instructor, your interaction with the system will be minimal, but also painless. Your primary use of the system will be to check on the credit status of students (participants) in your courses.

## Getting Started

The system works best if you use a web browser that is less than 2 years old. It works well with Internet Explorer version 4 and above, and Netscape version 4 and above. It will work with other web browsers, and with older version of Internet Explorer and Netscape, however the layout may not be as clean. No functionality will be lost by using an older web browser. Ask your system administrator if you need help with installing or using a web browser. This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate anywhere on the site.

## Logging In

To login, go to the front page of the site (<http://researchpool.towson.edu>) and type in your username and password. Your username is the same as your TU username (the part of your TU email address that precedes @towson.edu). If you have forgotten or not yet received your researchpool password, you will see a retrieve password link where you may choose to have your password emailed to you. Once you login, you will be presented with a Main Menu with a few options.

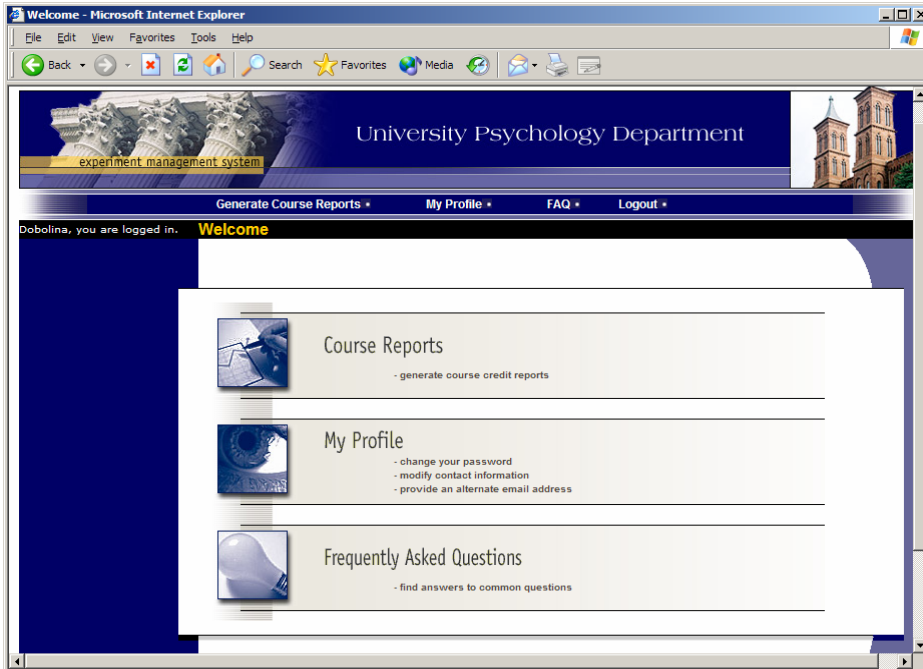


Figure 1 - Main Menu

## Course Reports

On the Main Menu that you see after logging in, you will see an option to generate course reports. Once you click on that, you will see a list of all the courses you are an instructor for, and you have the option to generate reports for each of those courses.

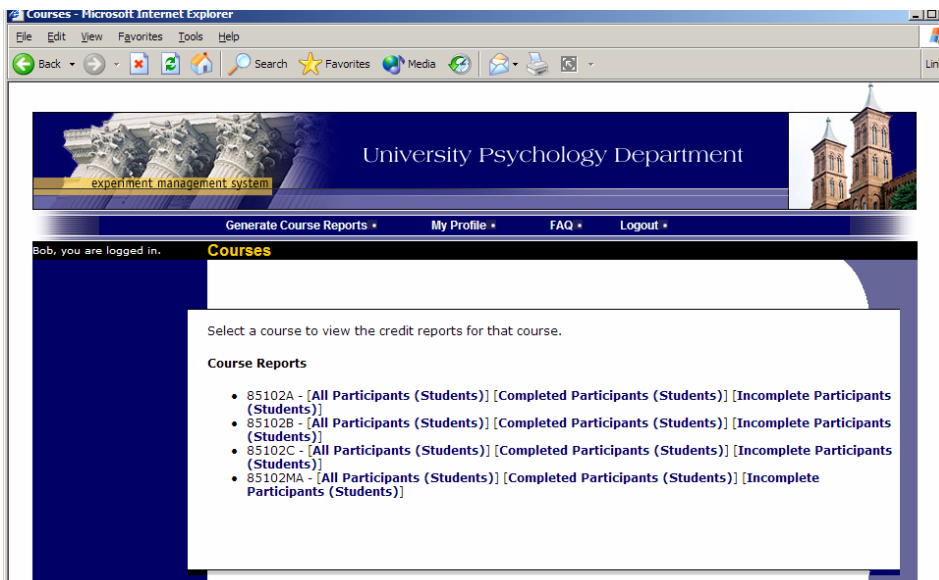


Figure 2 - Course Listing

You have 3 choices for the type of report you would like to generate. All Participants will list all participants in the course. Completed Participants will list only participants who have met or exceeded their credit requirements. Incomplete Participants will list only

participants who have not met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by a participant's last name, and participants that have not completed their requirements will be highlighted in bold.

If your system is configured as such, you will see a credit status for the participant overall, as well as for the listed course. If this is the case, you should look at a participant's credit for the *course* to determine if they have completed their requirements. If you do not see such a column ("Credits Earned for Course"), then you only need to be concerned with the overall credit completion status for the participant. If you go to print the report and you find it is too wide for the page, change the output format from Portrait to Landscape, which is done in your web browser's print settings.

If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link at the bottom of the report to generate such a data file.

To generate a new report, choose the Main Menu link from the left toolbar and proceed from there.

## Changing Your Password

To change your password or other information, choose the My Profile choice from the toolbar. Fields marked with (+) are optional and do not need to be filled out.

The screenshot shows a Microsoft Internet Explorer browser window titled "My Profile - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays a "My Profile" form. At the top of the form, it says "Fields marked with a (+) are optional." Below this, the form is titled "My Profile" and contains the following fields and information:

- Name:** Bob Dabolina
- Identity Code:** 30751  
(Experimenters will see only this code, and never your name)
- User ID:** bobdob@yourschool.edu
- New Password:** A text input field with the instruction "Enter twice, or leave blank if you do not want to change your password."
- University ID # (+):** A text input field.
- Phone Number (+):** A text input field containing "8-2312".
- Alternate Email Address (+):** A text input field with the instruction "If provided, all emails sent to you from the system will be sent to this address."
- Office (+):** A text input field.

An "Update" button is located at the bottom of the form.

Figure 3 - Updating Your Profile

## **Logging Out**

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.