

User Manual for Placed Web Application

PROJECT PLACED

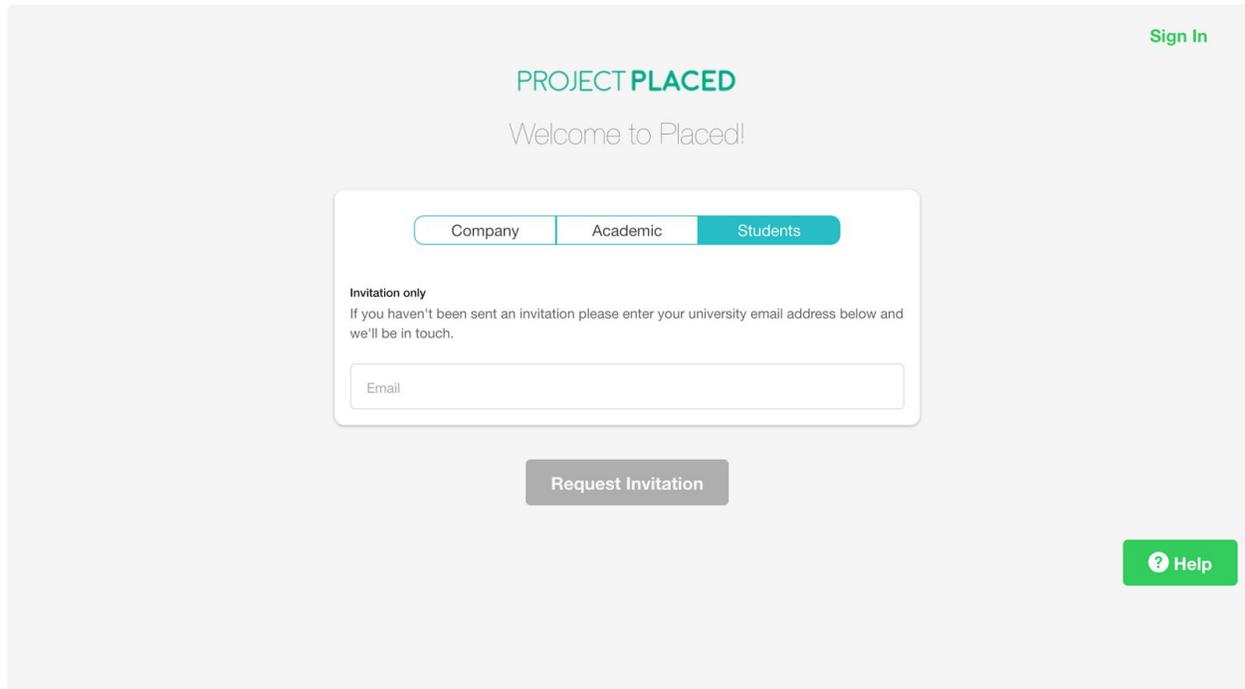
Table of Contents

1.0 Students	
1.1 Sign Up for an Account/Login	3
1.2 Sign in with LinkedIn [Optional]	5
1.3 Adding Your Skills	6
1.4 Viewing Your Projects	6
1.5 Add to LinkedIn for Certifications - Posting Project Details	7
2.0 Companies	
2.1 Sign Up for an Account/Login	8
2.2 Add/View Projects	10
2.3 Entering Raw Marks for Placed Score	10
3.0 Academics	
3.1 Sign Up for an Account/Login	11
3.2 Supervise Projects and Export Data from Database	12
3.3 Matchmaking Students to Projects	13
3.4 Upload Students' Data into Placed	14
3.5 Entering Raw Marks for Placed Score	14
4.0 Calculating of Placed Score	15

PROJECT PLACED

1.0 Students

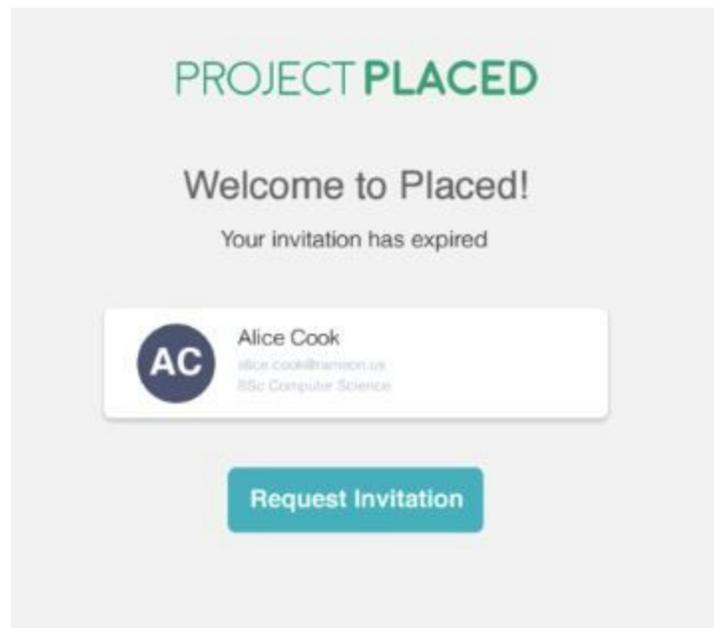
1.1 Sign Up for an Account/Login



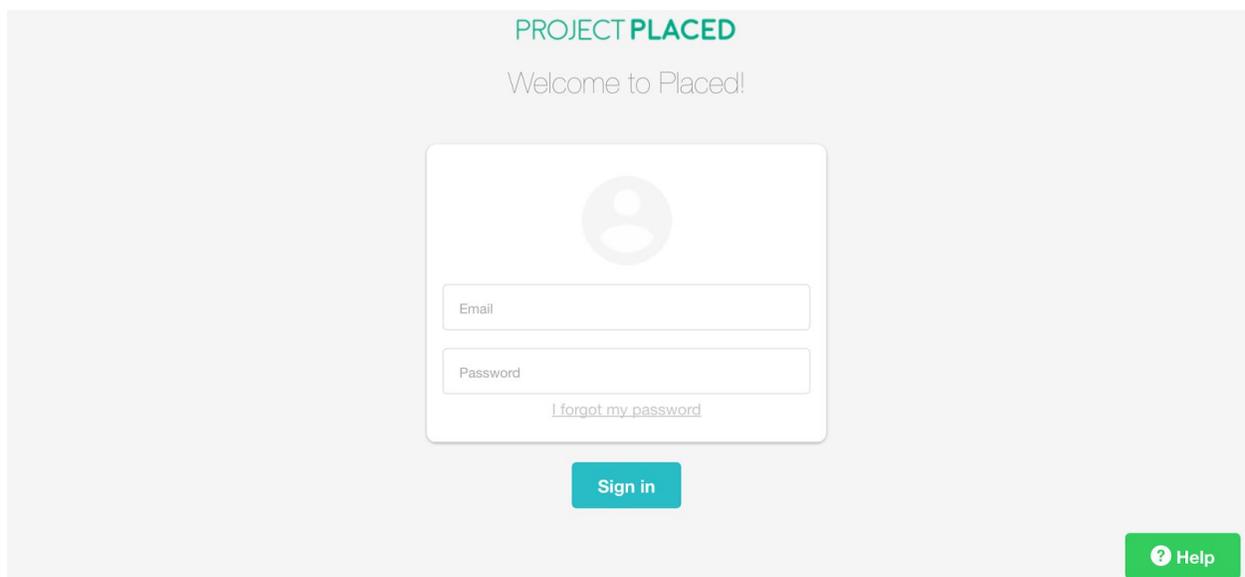
The screenshot shows the Project Placed sign-up interface. At the top right is a "Sign In" link. The main heading is "PROJECT PLACED" with the sub-heading "Welcome to Placed!". Below this is a navigation bar with three tabs: "Company", "Academic", and "Students", with "Students" being the active tab. A section titled "Invitation only" contains the text: "If you haven't been sent an invitation please enter your university email address below and we'll be in touch." Below this text is an input field labeled "Email". A "Request Invitation" button is positioned below the input field. In the bottom right corner, there is a green "Help" button with a question mark icon.

To sign up for an account on Placed, either accept the invitation email sent to your university email address from Placed or request for an invitation by entering your university email address.

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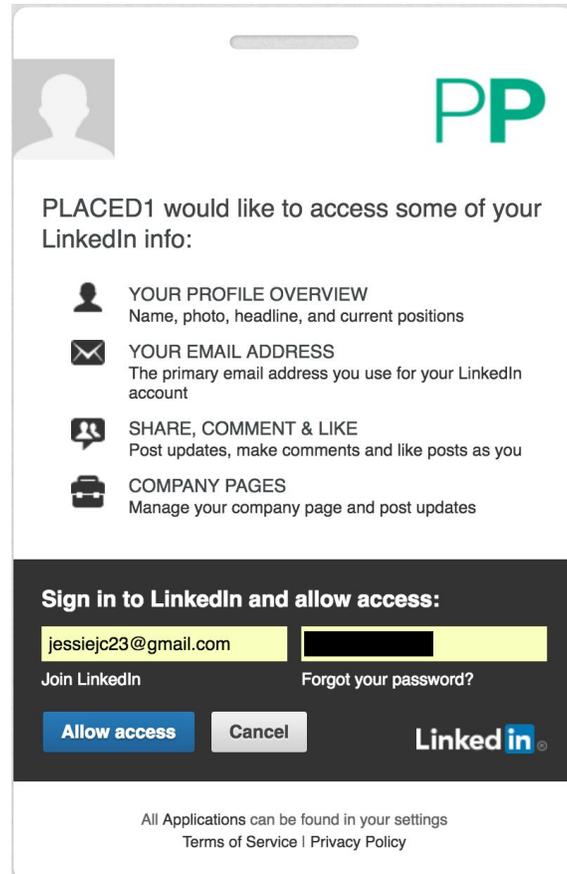
Accept the invitation within 30 days from issue date before the invitation email expires. The invitation email should contain the temporary password.



Log in to Placed with your university email address and temporary password.

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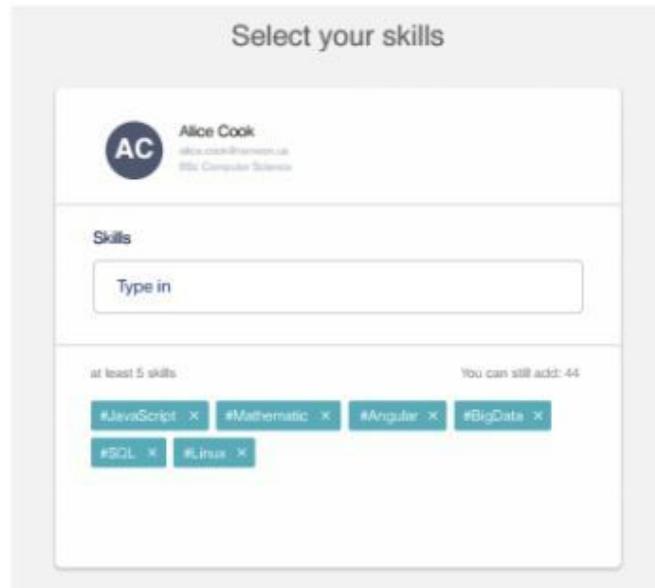
1.2 Sign in with LinkedIn [Optional]



On your profile page, enter your personal details or choose to sign in with LinkedIn. Click “Allow Access” to authorise Placed to retrieve your first name, last name, location and industry from your LinkedIn.

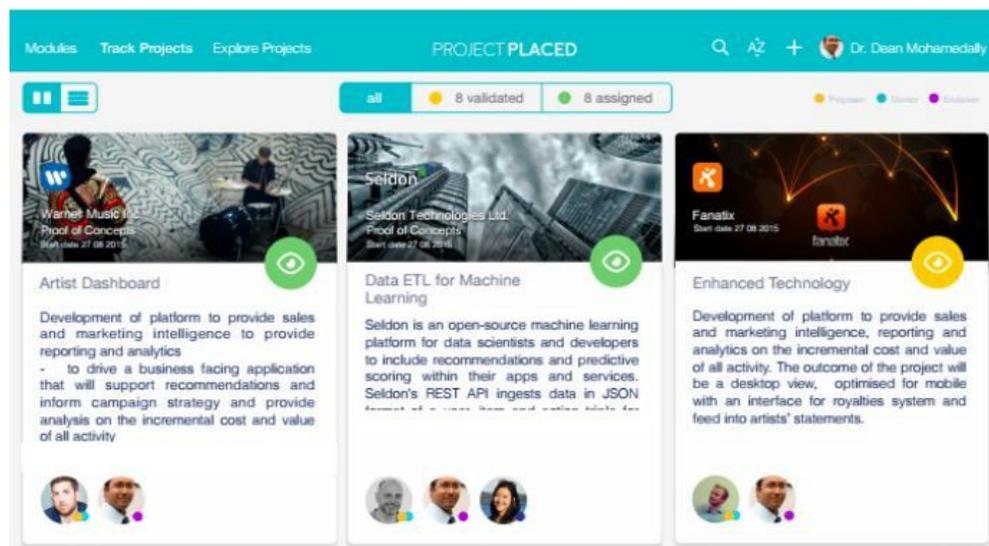
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1.3 Adding your Skills



Choose at least 5 skills which you have on your profile page.

1.4 View your Projects



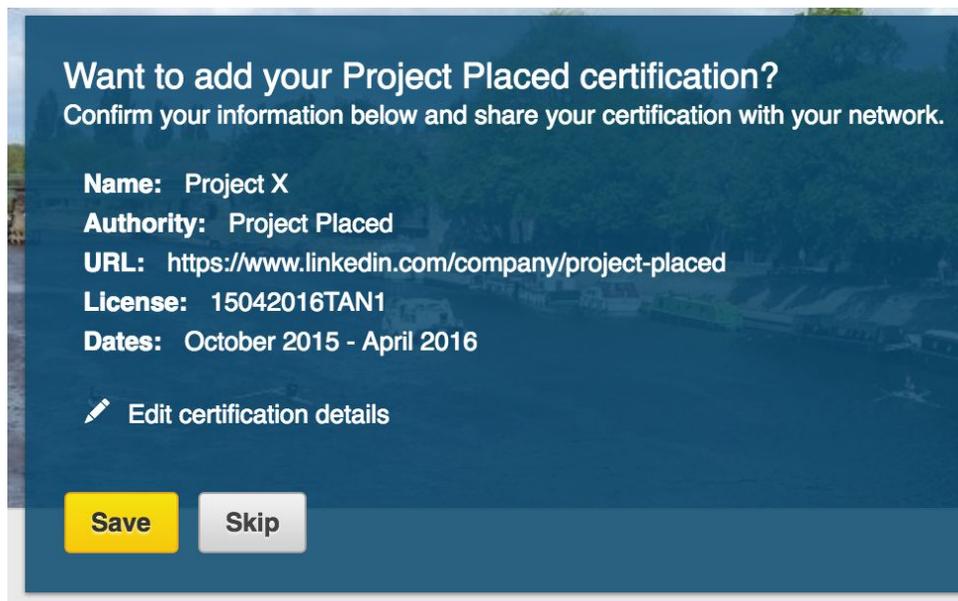
View your projects you are involved in from your profile page. It looks similar to the screenshot above. (The screenshot above is of an academic's.)

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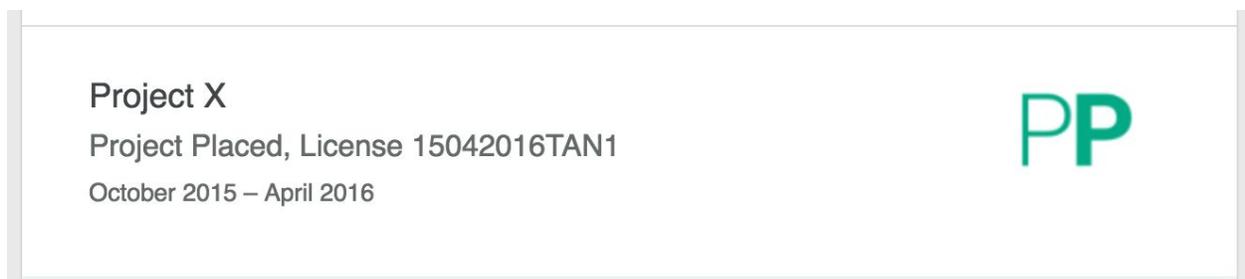
1.5 Add to LinkedIn for Certifications - Posting Project Details



After completing a project, choose to post the details of your project by clicking on the “Add to Profile” button beside the completed project on your profile page.



You will be redirected to your LinkedIn profile page with the above pop-up screen, showing the name of the project, a license number for the completed project, the start and end date of the project.

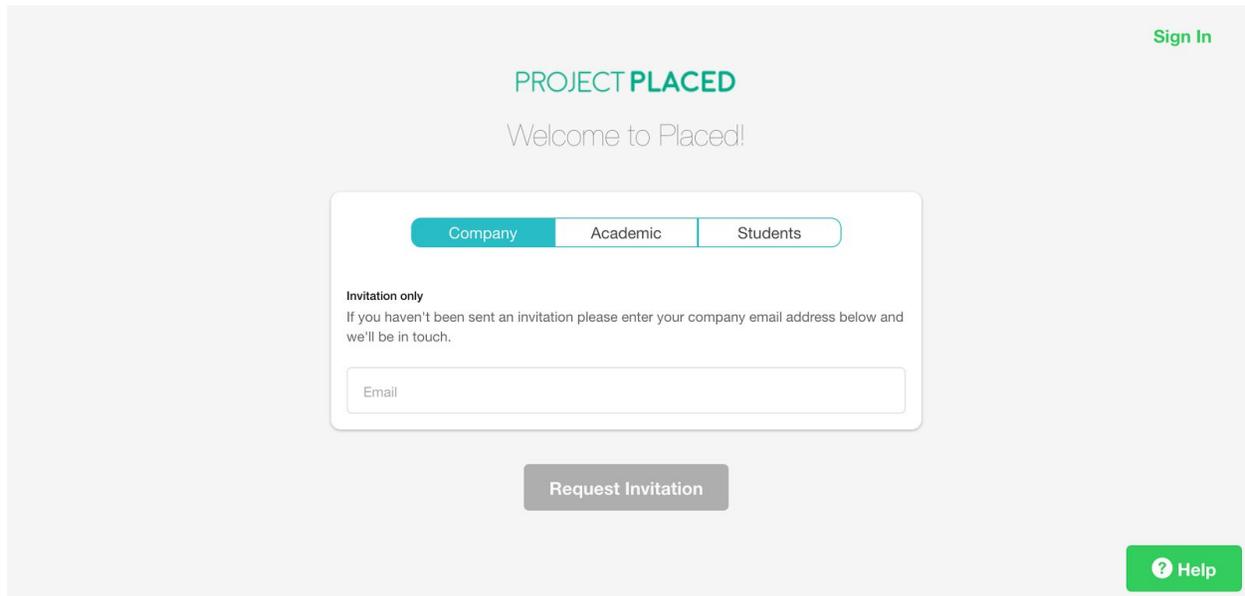


Save it and a certificate issued by Project Placed will be shown under the “Certificates” section.

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2.0 Companies

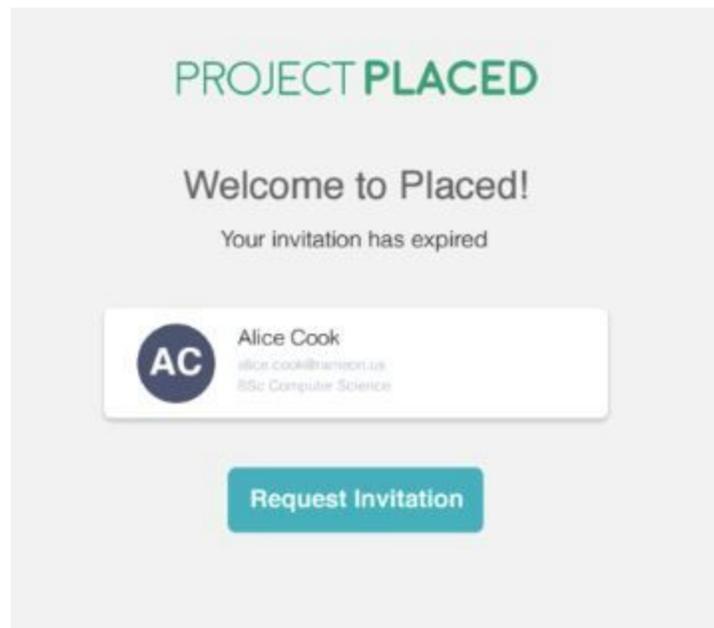
2.1 Sign Up for an Account/Login



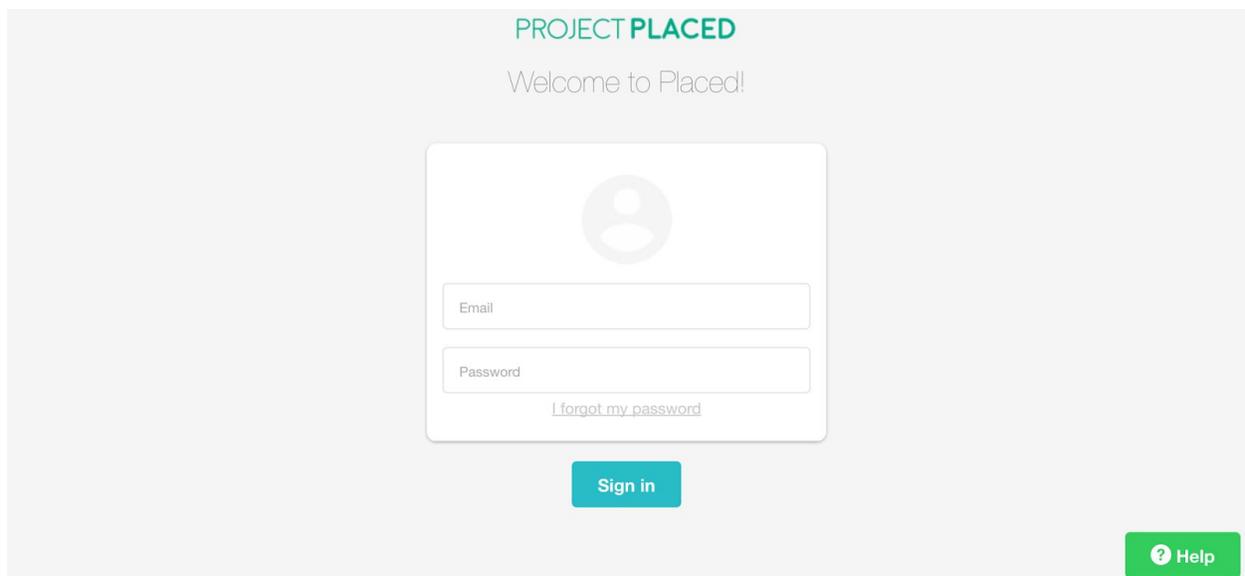
The screenshot shows the Project Placed sign-up interface. At the top right is a "Sign In" link. The main heading is "PROJECT PLACED" with the sub-heading "Welcome to Placed!". Below this is a navigation bar with three tabs: "Company" (selected), "Academic", and "Students". Under the "Company" tab, there is a section titled "Invitation only" with the text: "If you haven't been sent an invitation please enter your company email address below and we'll be in touch." Below this text is an input field labeled "Email". A "Request Invitation" button is positioned below the input field. In the bottom right corner, there is a green "Help" button with a question mark icon.

To sign up for an account on Placed, either accept the invitation email sent to your company email address from Placed or request for an invitation by entering your company email address.

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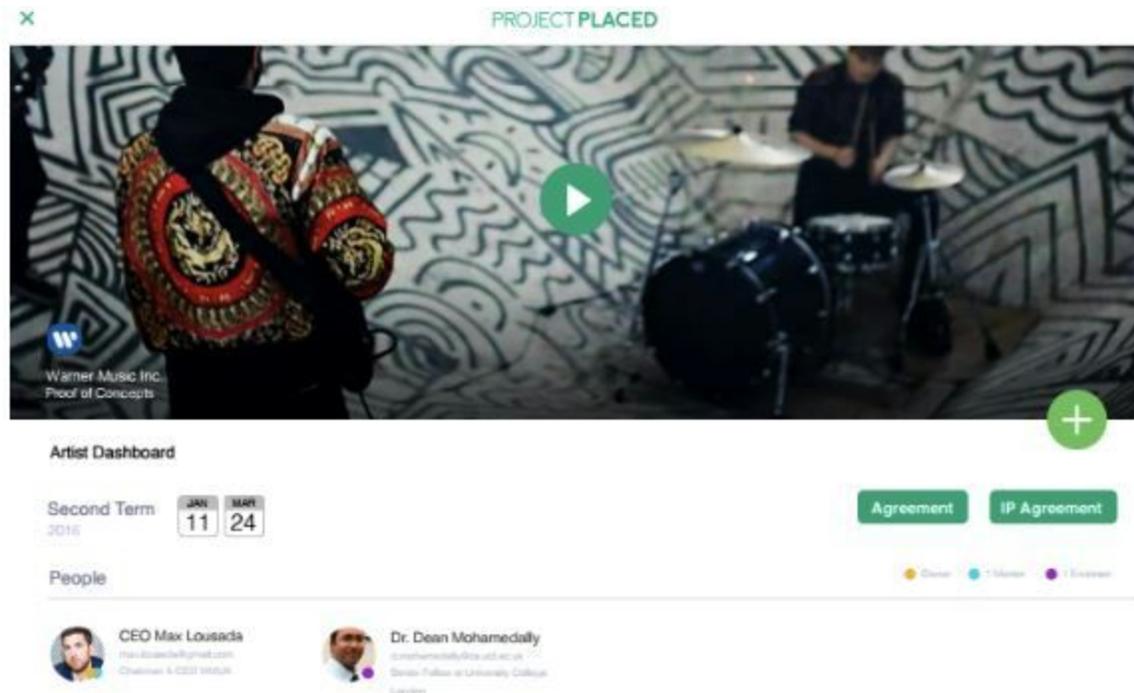
Accept the invitation within 30 days from issue date before the invitation email expires. The invitation email should contain the temporary password.



Log in to Placed with your company email address and temporary password.

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2.2 Add/View Projects



View the projects your company is involved in on the dashboard. Upload new projects by clicking on the “+” button.

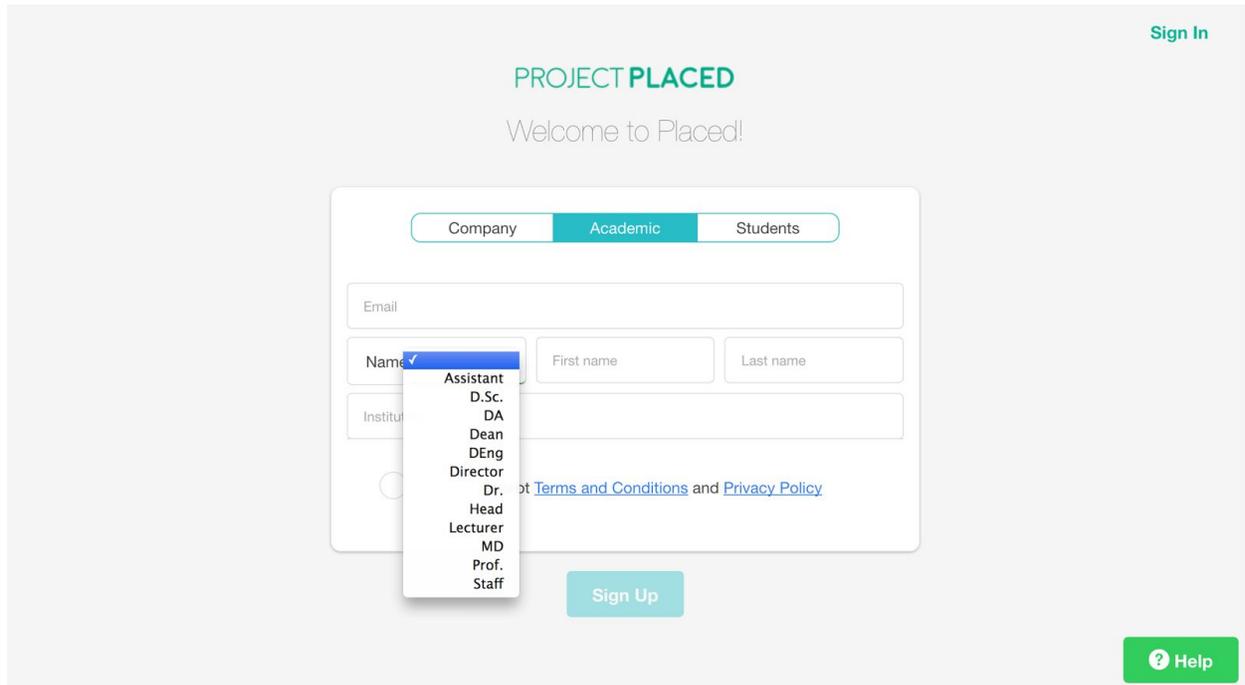
2.3 Enter Raw Marks for Placed Score

Refer to Section 4.0 Calculating Placed Score for further details.

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3.0 Academics

3.1 Sign Up for an Account/Login



The screenshot shows the Project Placed sign-up interface. At the top right is a "Sign In" link. The main heading is "PROJECT PLACED" with the sub-heading "Welcome to Placed!". Below this is a navigation bar with three tabs: "Company", "Academic" (which is selected and highlighted in teal), and "Students". The form contains several input fields: an "Email" field, a "Name" field with a dropdown menu open showing titles like "Assistant", "D.Sc.", "DA", "Dean", "DEng", "Director", "Dr.", "Head", "Lecturer", "MD", "Prof.", and "Staff"; a "First name" field, a "Last name" field, and an "Institution" field. There are checkboxes for "I agree to [Terms and Conditions](#) and [Privacy Policy](#)". A teal "Sign Up" button is at the bottom center, and a green "Help" button with a question mark icon is at the bottom right.

Enter your university email address, title, name, institution and tick the box to agree to the Terms and Conditions and Privacy Policy.

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3.2 Supervise Projects and Export Data from Database

The screenshot displays the PROJECT PLACED dashboard. At the top, there are navigation tabs for 'Modules', 'Track Projects', and 'Explore Projects'. The user's name, 'Dr. Dean Mohamedally', is visible in the top right corner. Below the navigation, there are two buttons: 'Export Projects to CSV File' and 'Export Projects to JSON File'. A status bar shows 'all' with '8 validated' (yellow dots) and '8 assigned' (green dots). The dashboard features three project cards, each with a title, description, and a green eye icon:

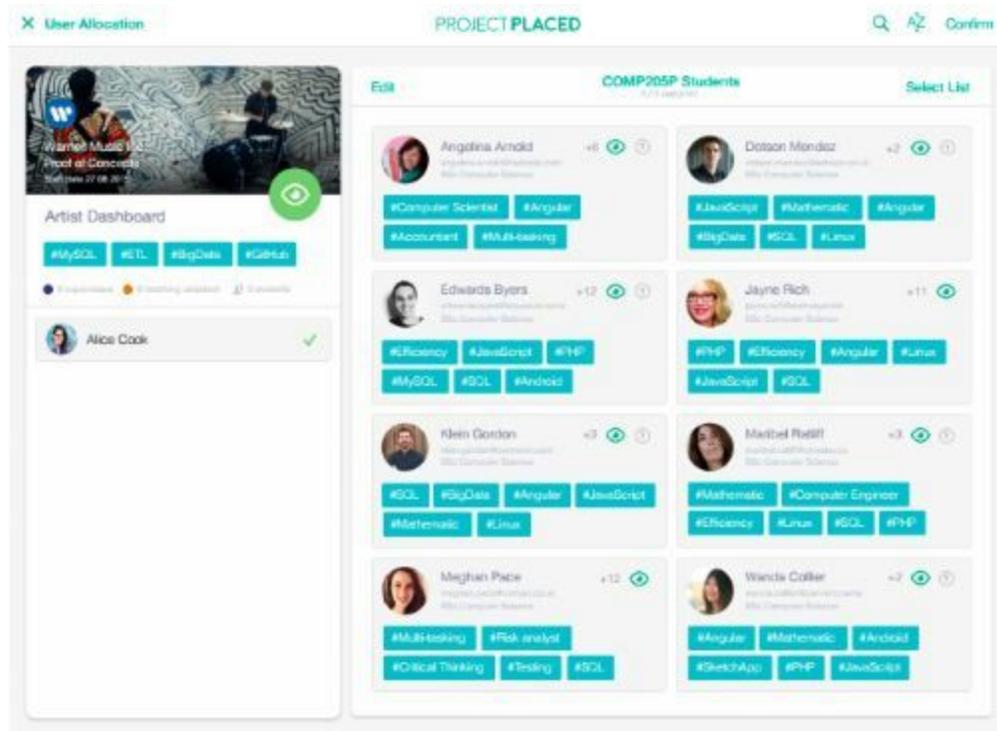
- Warner Music Inc. Proof of Concepts**: Start date 27 08 2015. Description: 'Development of platform to provide sales and marketing intelligence to provide reporting and analytics - to drive a business facing application that will support recommendations and inform campaign strategy and provide analysis on the incremental cost and value of all activity'. Includes two profile icons.
- Seldon Technologies Ltd. Proof of Concepts**: Start date 27 08 2015. Description: 'Seldon is an open-source machine learning platform for data scientists and developers to include recommendations and predictive scoring within their apps and services. Seldon's REST API ingests data in JSON format of a user item and rating data for...'. Includes three profile icons.
- Fanatix**: Start date 27 08 2015. Description: 'Development of platform to provide sales and marketing intelligence, reporting and analytics on the incremental cost and value of all activity. The outcome of the project will be a desktop view, optimised for mobile with an interface for royalties system and feed into artists' statements'. Includes two profile icons.

Navigate around on the dashboard to view the projects you supervise.

Export the data of all projects you supervise in the form of a CSV file or JSON file by clicking the "Export Projects to CSV File" and "Export Projects to JSON File" buttons.

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3.3 Matchmaking Students to Projects



Matchmake projects in the system to the students by searching for students having the skills/who want to learn the skills that the projects require. Enter the skills needed in the search bar and the list of students having the skills/who want to learn the skills is shown.

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3.4 Upload Students' Data into Placed

Upload Placed Users' Data into MySQL Database

Upload a CSV file containing a list of Placed users (including students, staff and academics) into the database from the dashboard. The CSV file should contain the fields 'id', 'password', 'email', 'first_name', 'last_name', 'is_staff', 'is_active', 'institution', 'group', 'course', 'title', 'skills' and 'companies'. Put NULL for non-applicable fields and [] for the skills field if it is up to the students to fill it up themselves.

Name the CSV file as 'placeduser.csv' and place the file on your Desktop before clicking on the upload button.

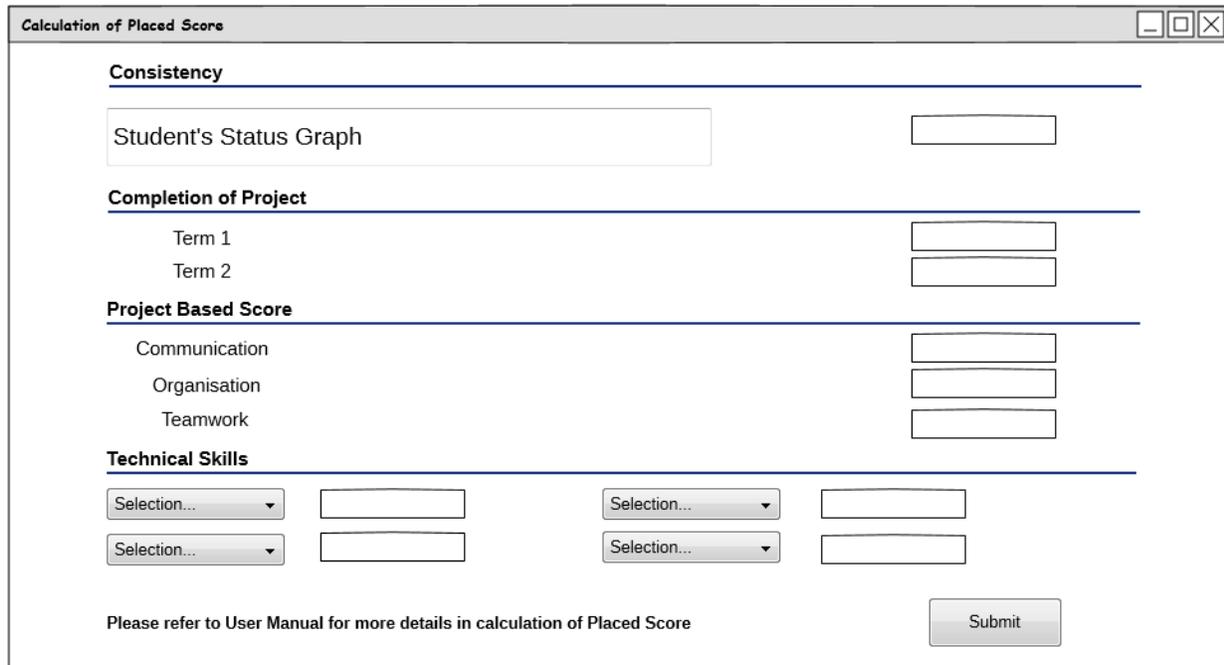
3.5 Enter Raw Marks for Placed Score

Refer to Section 4.0 Calculating Placed Score for further details.

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4.0 Calculating Placed Score

4.1 Mockup User Interface



The mockup shows a window titled "Calculation of Placed Score" with the following sections and input fields:

- Consistency**: A text input field labeled "Student's Status Graph" and a numeric input field.
- Completion of Project**: Two rows, each with a label ("Term 1" and "Term 2") and a numeric input field.
- Project Based Score**: Three rows with labels "Communication", "Organisation", and "Teamwork", each followed by a numeric input field.
- Technical Skills**: Four rows, each consisting of a dropdown menu labeled "Selection...", a numeric input field, another dropdown menu labeled "Selection...", and a final numeric input field.

At the bottom, there is a text instruction: "Please refer to User Manual for more details in calculation of Placed Score" and a "Submit" button.

4.2 Parties Involved

Company and academics should agree on the raw marks given to a student before entering them into the system.

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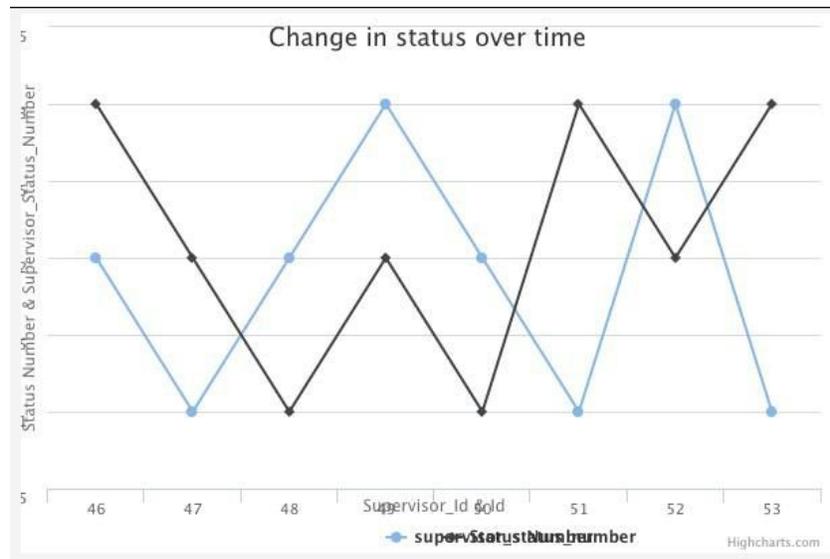
4.3 Breakdown of Marks

Factors	Percentage
Consistency	15%
Completion of Project	50%
Project Based Score	15%
Technical Skills	20%
Total	100%

Placed Score = 100/10 = 10%

4.3.1 Consistency (15%)

A student status graph is extracted from group 18 which shows how the development of the project progresses over time.



The blue line shows the status of the project from the supervisor's point of view and the black line shows the status of the project from the student's point of view.

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Range of Marks	Comments
10 - 15	Very consistent, with little technical errors over the course of time.
5 - 9	Not very consistent, takes a long time to solve technical error.
0 - 4	Not consistent, does last minute work without justifiable reasons.

4.3.2 Completion of Project (50%)

Enter the number of requirements which the student(s) agreed to complete in term 1 (here we put it as x) in the 'Term 1' box. Then, enter the number of final requirements which the student(s) completed in term 2 (here we put it as y) in the 'Term 2' box.

The system will calculate the score for this section by carrying out the following calculation.
 $(y/x) \times 50\% = z\%$

z% will be the marks for this section.

4.3.3 Project Based Score (15%)

Soft Skill Assessed	Percentage
Communication with Clients	5%
Organisation	5%
Teamwork	5%
Total	15%

Company and academics are to give a score out of 5 for each soft skill assessed.

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4.3.4 Technical Skills (20%)

Technical Skill Assessed	Percentage
Technical Skill 1	5%
Technical Skill 2	5%
Technical Skill 3	5%
Technical Skill 4	5%
Total	20%

Company and academics should select 4 main technical skills involved in the project and give a score out of 5 for each technical skill assessed.

-----End of User Manual-----