



ADMIN TOOL WEB APPLICATION

[Guide]

Abstract

A complete usage guide of the web application dedicated for the administrator users, to create and manage users (teachers, students) and classes



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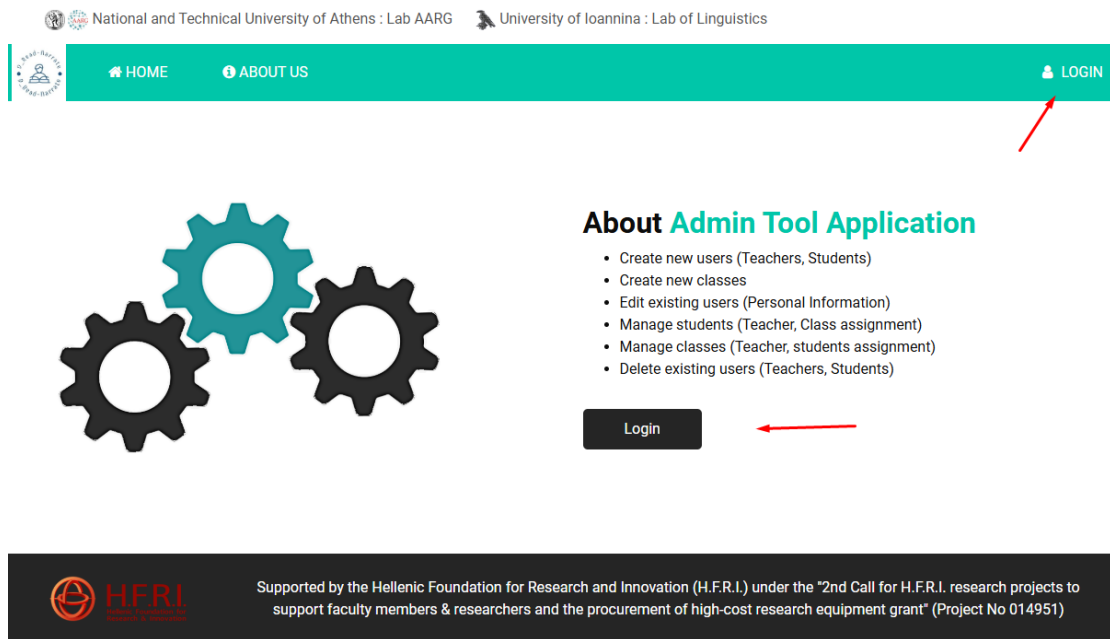
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1. Access Application

The application is available at the following address <https://dread-narrate.gr/narrate-admin-tools/>. Alternatively through the main page of the project, at <https://dread-narrate.gr/>, at the tab of applications you can find a link to the Admin Tool application.

In order to log into the application, credentials of the admin account should be provided from the system administrators (contact with NTUA team).



At the landing page (as you can see above), it is possible to login through the available buttons. By pressing the 'Login' button, user is redirected to the 'Keycloak' secure page to pass the credentials.

DREAD NARRATE REALM

Sign in to your account

Username

Password

If the user is not an administrator (not proper role), he would not be able to access the application. If the user passes valid credentials and has account with administrator role, he has been logged in successfully and redirected to the 'Home' page which displays the account's details (as below).



Admin account details

Username	ntua_admin
Email	[REDACTED]
Email Verified	true
First Name	Test Admin
Last Name	Ntua
Role	ADMIN

The logged in user at the end of each session should log out from the application. To do so he can press the 'Logout' button, which is located in the top right. Also from the top menu there are three tools available.

- 'Create': a wizard to create users (students or teachers) or classes
- 'Search': a tool to search users and manage them
- 'Classes': a tool to manage classes (assign or unassign teacher and students)



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2. Create Wizards

The create wizards, provide interactive tools to create teachers, users and classes. The necessary forms (excel files) are provided and each wizard helps user to create successfully the related entity.

It is recommended to the administrators, in order to have all the necessary accounts for each entity, to follow the given order:

1. Teachers
2. Classes
3. Students



Create Wizards

Create Teachers

Download the following form and add the necessary information. Then upload the file to be processed from the application.

Download form

Drop file to upload



UPLOAD
FILE

Create Students

Download the following form and add the necessary information. Then upload the file to be processed from the application.

Download form

Drop file to upload



UPLOAD
FILE

Create Classes

Download the following form and add the necessary information. Then upload the file to be processed from the application.

Download form

Drop file to upload



UPLOAD
FILE

2.1. Create Teachers

First of all, user should download the 'teacher' form. This form should be filled with the details of the new teacher user accounts. To create a new teacher account, the administrator should provide:

- Username: the username of the account
 - could contain:
 - Latin characters (either lower or upper case)
 - Numbers
 - Symbols '-' and '_'
 - Must have length at least of 5 characters and at most of 30
- Password: the password of the account
 - could contain any character, number or symbol (avoid spaces)
 - Must have length at least of 4 characters and at most of 50
- Email: the email of the account (should have an email format)
- Last Name: the last name of the account (free text)
- First Name: the first name of the account (free text)

	A	B	C	D	E
1	Teacher User Form				
2	Username	Password	Email	Last Name	First Name
3					

Since the administrator has fill the above form with all the details of the new accounts, it can be submitted to start the create teachers process. To do so there are two options. Either drag and drop file over the specific area or click on this area to open the file explorer.



Drop file to upload



If no file has been selected and the user press the 'UPLOAD FILE' button, an error message will appear to notify user.

Error

Please select a file to upload.

If the file is not valid for the specific wizard, an error message will appear to notify user.

Error

Wrong form file, while trying to create users! (action=create-teacher)

Once the form is loaded, the user can press the 'UPLOAD FILE' button. The system reads the given file and populates the table with the related data.

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS	LINGUISTIC MODEL
teacher_1	nt1	teacher@mail.com	NTUA	teacher 1	TEACHER			
teacher_21	nt21	teacher@mail.com	NTUA	teacher 2	TEACHER			

The next step is to press the 'Validate' button to request from the system to validate the given data.

Validate

As a response, if any error occurs will be marked with a red color. Also the user can hover this cells and get information about the validation error in a pop-up window.

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE
teacher_1	nt1	teacher@mail.com	NTUA	teacher 1	TEACHER
teacher_21	nt21	teacher@mail.com	NTUA	teacher 2	TEACHER

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE
teacher_1	Invalid username character(s) !	teacher@mail.com	NTUA	teacher 1	TEACHER
teacher_21	nt21	teacher@mail.com	NTUA	teacher 2	TEACHER

The user can fix these errors and request again a new validation.

If the validation's response does not contain any error, the user proceeds to the next view, where the data has been finalized and can overview them before the creation process



starts. If all the accounts have correct data, he can press the 'Create' button to trigger the process.

Create

Then the process starts and when it is completed the user proceeds to the final view. There if any error occurred during the creation process, the related line will be marked with a red background. Otherwise the view contains the newly created accounts.

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS
teacher_1		teacher@mail.com	NTUA	teacher 1	TEACHER		
teacher_2		teacher@mail.com	NTUA	teacher 2	TEACHER		

2.2. Create Students

First of all, user should download the 'student' form. This form should be filled with the details of the new student user accounts. To create a new student account, the administrator should provide:

- Username: the username of the account
 - could contain:
 - Latin characters (either lower or upper case)
 - Numbers
 - Symbols '-' and '_'
 - Must have length at least of 5 characters and at most of 30
- Password: the password of the account
 - could contain any character, number or symbol (avoid spaces)
 - Must have length at least of 4 characters and at most of 50
- Email: the email of the account (should have an email format)
- Last Name: the last name of the account (free text)
- First Name: the first name of the account (free text)
- Teacher: the username of the student's teacher (teacher must exist)
- Class: the id of the student's class (could be empty or class must exist)
- Linguistic Model: the id of the linguistic model
 - GR_SL: Greek single language
 - GR_DL: Greek double language

	A	B	C	D	E	F	G	H
1	Student User Form							
2	Username	Password	Email	Last Name	First Name	Teacher	Class	Linguistic Model
3								
4								

Since the administrator has fill the above form with all the details of the new accounts, it can be submitted to start the create student process. To do so there are two options. Either drag and drop file over the specific area or click on this area to open the file explorer.



Drop file to upload



If no file has been selected and the user press the 'UPLOAD FILE' button, an error message will appear to notify user.

Error

Please select a file to upload.

If the file is not valid for the specific wizard, an error message will appear to notify user.

Error

Wrong form file, while trying to create users!
(action=create-student)

Once the form is loaded, the user can press the 'UPLOAD FILE' button. The system reads the given file and populates the table with the related data.

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS	LINGUISTIC MODEL
student_1	nt1	student@mail.com	NTUA	Student 1	STUDENT	teacher_1	class_1	Greek Single Language
student_2	nt21	student@mail.com	NTUA	Student 2	STUDENT			No model
student_3	nt31	student@mail.com	NTUA	Student 3	STUDENT	teacher_3		Greek Double Language

The next step is to press the 'Validate' button to request from the system to validate the given data.

Validate

As a response, if any error occurs will be marked with a red color. Also the user can hover this cells and get information about the validation error in a pop-up window.

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS	LINGUISTIC MODEL
student_1	nt1	student@mail.com	NTUA	Student 1	STUDENT	teacher_1	class_1	Greek Single Language
student_2	nt21	student@mail.com	NTUA	Student 2	STUDENT			No model
student_3	nt31	student@mail.com	NTUA	Student 3	STUDENT	teacher_3		Greek Double Language

PASSWORD

Password too short
(less than: 4)

nt1

student@mail.com

teacher not found

teacher_3



Greek Single Language **mandatory parameter**

No model

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS	LINGUISTIC MODEL
student_1		student@mail.com	NTUA	Student 1	STUDENT	teacher_1	class_1	Greek Single Language
student_2		student@mail.com	NTUA	Student 2	STUDENT			Greek Single Language
student_3		student@mail.com	NTUA	Student 3	STUDENT	teacher_2		Greek Double Language

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS	LINGUISTIC MODEL
student_1		student@mail.com	NTUA	Student 1	STUDENT	teacher_1		Greek Single Language
student_2		student@mail.com	NTUA	Student 2	STUDENT	teacher_1		Greek Single Language
student_3		student@mail.com	NTUA	Student 3	STUDENT	teacher_2		Greek Double Language

CLASS **classId not found**

class_1 Greek Single

teacher_1 **Mandatory Field for students**

The user can fix these errors and request again a new validation.

If the validation's response does not contain any error, the user proceeds to the next view, where the data has been finalized and can overview them before the creation process starts. If all the accounts have correct data, he can press the 'Create' button to trigger the process.

Create

Then the process starts and when it is completed the user proceeds to the final view. There if any error occurred during the creation process, the related line will be marked with a red background. Otherwise the view contains the newly created accounts.

USERNAME	PASSWORD	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS	LINGUISTIC MODEL
student_1		student@mail.com	NTUA	Student 1	STUDENT	teacher_1		Greek Single Language
student_2		student@mail.com	NTUA	Student 2	STUDENT	teacher_1		Greek Single Language
student_3		student@mail.com	NTUA	Student 3	STUDENT	teacher_2		Greek Double Language

2.3. Create Classes

First of all, user should download the 'class' form. This form should be filled with the details of the new classes. To create a new class, the administrator should provide:

- Class Name: the id of the class
 - could contain:
 - Latin characters (either lower or upper case)
 - Numbers
 - Symbols '-' and '_'



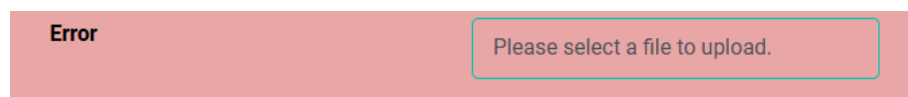
	A
1	Class Form
2	Class Name
3	

Since the administrator has fill the above form with all the details of the new classes, it can be submitted to start the create class process. To do so there are two options. Either drag and drop file over the specific area or click on this area to open the file explorer.

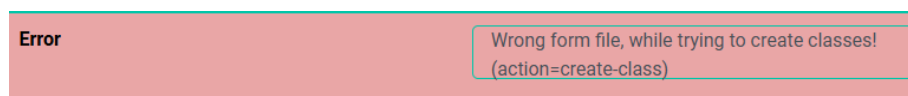
Drop file to upload



If no file has been selected and the user press the 'UPLOAD FILE' button, an error message will appear to notify user.



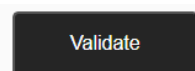
If the file is not valid for the specific wizard, an error message will appear to notify user.



Once the form is loaded, the user can press the 'UPLOAD FILE' button. The system reads the given file and populates the table with the related data.

CLASS NAME
cl1

The next step is to press the 'Validate' button to request from the system to validate the given data.



As a response, if any error occurs will be marked with a red color. Also the user can hover this cells and get information about the validation error in a pop-up window.

CLASS NAME
class_1

CLASS NAME
class_1

Class with id class_1 already exists

The user can fix these errors and request again a new validation.



If the validation's response does not contain any error, the user proceeds to the next view, where the data has been finalized and can overview them before the creation process starts. If all the classes have correct data, he can press the 'Create' button to trigger the process.

Create

Then the process starts and when it is completed the user proceeds to the final view. There if any error occurred during the creation process, the related line will be marked with a red background. Otherwise the view contains the newly created classes.

CLASS NAME

class_2

3. Search Users

The search tool provides a way to search, find and manage users in an isolated way. To search users there are some available filters.

Search Users

Username

Teacher

Role

Class

Enabled

Model

SEARCH

- Username

The username filter can receive any text from the user. With this filter the accounts in the response should contain the given text into their username (partially or fully).

- Role

The role filter provides a drop down list with all the available roles. With this filter the accounts in the response should match the given selection. The default value is 'All' in order to not apply a filter on account's role.

Role

All
STUDENT
TEACHER

- Enabled



The enabled filter provides a drop down list with all the available states of an account. With this filter the accounts in the response should match the given selection. The default value is 'All' in order to not apply a filter on account's enabled status. When an account is deleted, it is marked as a disabled account.

- Teacher

The teacher filter provides a drop down list with all the available teachers of the logged in administrator. With this filter the accounts in the response should be students and have as their teacher the selected one. The default value is '-' in order to not apply a filter on account's teacher.

- Class

The class filter provides a drop down list with all the available classes of the logged in administrator. With this filter the accounts in the response should be assigned to the given selection. The default value is '-' in order to not apply a filter on account's class.

- Model

The model filter provides a drop down list with all the available linguistic models. With this filter the accounts in the response should be a student with a linguistic model that match the given selection. The default value is '-' in order to not apply a filter on account's linguistic model.



An example of generic search following.

USERNAME	EMAIL	LAST NAME	FIRST NAME	ROLE	TEACHER ID	CLASS	PROFILE ID	CREATED TIMESTAMP	ACTIONS
student_1	student@mail.com	NTUA	Student 1	STUDENT	teacher_1	class_1	student_1_GR_SL	2024-11-30T13:31:35.426	  
student_2	student@mail.com	NTUA	Student 2	STUDENT	teacher_1	class_1	student_2_GR_SL	2024-11-30T13:31:35.924	  
student_3	student@mail.com	NTUA	Student 3	STUDENT	teacher_2		student_3_GR_DL	2024-11-30T13:31:36.396	  
teacher_1	teacher@mail.com	NTUA	teacher 1	TEACHER		class_1		2024-11-30T12:41:53.435	  
teacher_2	teacher@mail.com	NTUA	teacher 2	TEACHER				2024-11-30T12:41:53.999	  

Each line represents a user with some basic information to help the administrator overview them. The three images under the 'Actions' column (at the right side of each line) gives three options to the user:

-  - View the account's details
-  - Edit the account's details
-  - Delete the account

3.1. View User

User can overview the details of a specific account, by pressing the  button in the search table. A new page will open with the accounts details. Details can vary based on the role of the account.

student_1 account details

Username	student_1
Enabled	true
Email	student@mail.com
Email Verified	true
First Name	Student 1
Last Name	NTUA
Created Timestamp	2024-11-30T13:31:35.426
Role	STUDENT
Profile	student_1_GR_SL
Admin	ntua_admin
Teacher	teacher_1
Class	class_1

teacher_1 account details

Username	teacher_1
Enabled	true
Email	teacher@mail.com
Email Verified	true
First Name	teacher 1
Last Name	NTUA
Created Timestamp	2024-11-30T12:41:53.435
Role	TEACHER
Admin	ntua_admin
Classes	class_1

3.2. Edit User

User can edit the details of a specific account, by pressing the  button in the search table. A new page will open with the account details in an editable form. Some information cannot be changed. These are the username, the enabled flag, the created timestamp, the role, the profile name (for student users), the account's admin and the class (classes are managed through the class tool). The editable fields are:

- Email: the email of the account (should be in an email format)
- Email Verified: if the account's email is verified (it is recommended to be true as it affects the log in ability of the account)



- First Name: the first name of the account (free text)
- Last Name: the last name of the account (free text)
- Teacher: (only for student accounts) the account's teacher, select from the drop down list one of teachers of the logged in administrator (if the teacher is changed and the student was assigned to a class, this assignment will automatically be removed)

student_1 account details

Username	student_1
Enabled	true
Email	student@mail.com
Email Verified	true
First Name	Student 1
Last Name	NTUA
Created Timestamp	2024-11-30T13:31:35.426
Role	STUDENT
Profile	student_1_GR_SL
Admin	ntua_admin
Teacher	teacher_1
Class	

teacher_1 account details

Username	teacher_1
Enabled	true
Email	teacher@mail.com
Email Verified	true
First Name	teacher 1
Last Name	NTUA
Created Timestamp	2024-11-30T12:41:53.435
Role	TEACHER
Admin	ntua_admin
Classes	class_1

After all changes have been completed, the user should press the 'Update' button to submit the changes.

UPDATE

3.3. Delete User

User can request to delete an account. By pressing the  button in the search table, a new page will open with the account details and the 'Delete' button. By deleting an account, it is marked as disabled, all the information is removed (if the account is student, its profile is deleted too).

DELETE

4. Manage Classes

The manage classes tool provides to the administrator a way to view and manage classes. First of all, the administrator can select one of his own classes from the drop down menu. Then by pressing the 'SEARCH' button can view the selected class.



Class

select a class ^

select a class

class_1

class_2

Class

class_1 v

SEARCH

User can request to delete selected class, by pressing the delete button that appears after the search. If the user deletes a class with assigned teacher and students, all these users will be automatically unassigned from the class before the deletion.

Delete 'class_1'

User can request to assign a teacher if the class hasn't any yet. Keep in mind that only one teacher could be assigned in each class. There a drop down list with the teachers of the logged in administrator to select. After the selection, the user should press the '+' button at the right side to do the assignment.

TEACHER USERNAME	EMAIL	LAST NAME	FIRST NAME	ACTIONS
select a new teacher to assign ^				+
select a new teacher to assign				
teacher_1				
teacher_2				

User can request to unassign the teacher form the class, if it has any. If any students are assigned too, they will be automatically unassigned. To do the unassignment the user should press the 'x' button at the right side.

TEACHER USERNAME	EMAIL	LAST NAME	FIRST NAME	ACTIONS
teacher_1	teacher@mail.com	NTUA	teacher 1	x

User can request to assign students to the class. The students who can be assigned to the class, should have the same teacher as the class. The drop down list to select students contains students of the logged in administrator, who has as teacher the teacher of the class and they don't believe to any other class. So if the class does not have any teacher, students cannot be assigned to it. After the selection of a valid student, the user should press the '+' button at the right side to do the assignment.



STUDENT USERNAME	EMAIL	LAST NAME	FIRST NAME	PROFILE ID	ACTIONS
select a new student to add ^					+
select a new student to add					
student_1					
student_2					

User can request to unassign a student from the class. To do the unassignment the user should press the 'x' button at the right side, of the corresponding line.

STUDENT USERNAME	EMAIL	LAST NAME	FIRST NAME	PROFILE ID	ACTIONS
student_1	student@mail.com	NTUA	Student 1	student_1_GR_SL	x
student_2	student@mail.com	NTUA	Student 2	student_2_GR_SL	x
select a new student to add v					+