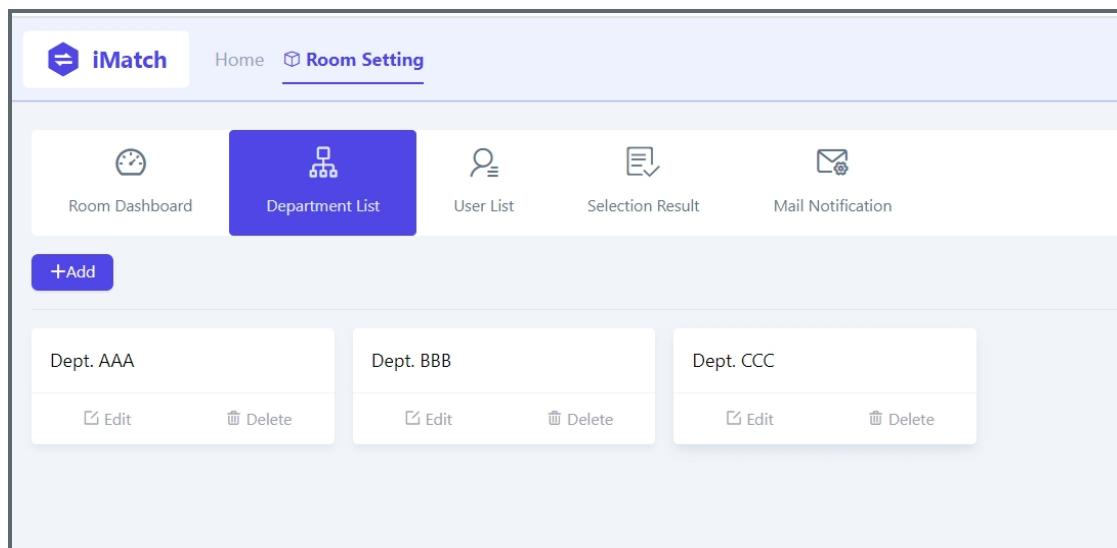


Phase 0-Admin Role-How to create department information

390 Bowen Zhang Wed, Oct 23, 2024 Guides for Staff

2400 0



The screenshot shows the 'iMatch' software interface under 'Room Setting'. The 'Department List' tab is selected. Three departments are listed: 'Dept. AAA', 'Dept. BBB', and 'Dept. CCC'. Each department has an 'Edit' button and a 'Delete' button. A blue '+Add' button is located at the top left of the department list area.

An example of departments information

Overview:

This guide will show you how to set up the department, which is a prerequisite for uploading user data.

What to know:

The department data is used to categorize teachers. This can refer to actual departments within a school or research areas for final year projects. It is important to have thorough communication within your school before the selection process. The department information will also be used to define the preferred fields that students need to choose during their selection window. Later, it will determine the areas for random allocation after each round of teacher selections.

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Step 1: Locate the Room

Find the room/selection process and click on it to enter. In the Room Dashboard,' the basic information is displayed. This information will also be visible to students and teachers.

Room Dashboard

Department List

User List

Selection Result

Mail Notification

Room information

Room A-Sept 19th

This is the room A for testing purpose.

Student Select Date: 2024-09-19 - 2024-09-19

Teacher Select Date: 2024-09-20

Current Round: 0

In progress

Step 2: Add a department

Click the "Department List" and press "Add" to create a department.

Room Dashboard

Department List

User List

Selection Result

Mail Notification

+Add

No data

Step 3: Input department name

Give it a name and click "Confirm".

Add Department

* Department Name: Dept. AAA

Cancel

Confirm

Step 4: Listed departments

All the departments will be listed here. Edits and deletion are allowed.

Room Dashboard Department List User List Selection Result Mail Notification

+Add

Dept. AAA	Dept. BBB	Dept. CCC
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	<input type="checkbox"/> Edit <input type="checkbox"/> Delete	<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Tips:

Ensure the names of the departments match exactly with those in the user upload template. Otherwise, the user upload won't be successful.

Next steps:

Now that you have finished creating departments. You are ready to upload the user data. There are still several more steps before the selection process.

1. [Phase 0-Admin Role-How to upload users](#)
2. [Phase 0-Admin Role-How to send email reminders](#)

Online URL: <https://knowledgebase.xjtu.edu.cn/article/phase-0-admin-role-how-to-create-department-information-390.html>