Phase 0-Admin Role-How to create department information

Image: Constraint of the sector o	😝 iMatch	Home 🗘 Roo	m Setting			
	Room Dashboa					
	Dept. AAA		Dept. BBB	Dept.	ссс	

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.

Table of Contents

Step 1: Locate the Room Step 2: Add a department Step 3: Input department name Step 4: Listed departments

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.

e iMatch	Home 🛈 Room Setting	9		
CO Room Dashboard	다. Department List	9⊑ User List	E. Selection Result	Mail Notification
Room informat	ion			
Room A-Sept.19th	h			
This is the room A fo	or testing purpose.			
Student Select Da	te: 2024-09-19 - 2024-09-1	19		
Teacher Select Da	te: 2024-09-20			
Current Round: 0)			

Step 2: Add a department

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

Room Dashboard Hadd Hadd Hadd Partment List Partment List Partment List User List Selection Result Mail Notification	e iMatch	Home Proom Setting		
		品		
	+Add			
No data				

Step 3: Input department name

Give it a name and click "Confirm".

Department Name :	Dept. AAA	
		Cancel Confirm
	Department Name:	Department Name: Dept. AAA

Step 4: Listed departments	1
	1
L	

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

Room Dashboard Dep	品 Irtment List	P=	Ę			
		User List	Selection R	lesult Mail N	lotification	
+Add						
Dept. AAA	Dept.	BBB		Dept. CCC		
ビ Edit	Ľ	í Edit	Delete	🗹 Edit	🛍 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.xjtlu.edu.cn/article/phase-0-admin-role-how-to-create-department-information-390.html