

Phase 2-Teacher Role-How to select the students in iMatch system

397

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Fri, Nov 1, 2024

Guides for Staff

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The screenshot shows a grid of student profiles. Each profile includes basic information like Username, Email, Department, and Interests, along with project details and current status. The 'Rank' field indicates the student's position in the selection process. Red and green arrows highlight specific interactions: one arrow points to the 'Accept' button for a student, and another points to the 'Rank' field for another student, both of which are highlighted with colored boxes.

Rank	Student Profile
1	test_student01 (Email: test_student01@qq.com, Interested: Dept. 888) test_teacher01 (Email: test_teacher01@qq.com, Interested: Dept. CCC) Status: In process
2	test_student04 (Email: test_student04@qq.com, Interested: Dept. CCC) test_teacher01 (Email: test_teacher01@qq.com, Interested: Dept. 888) Status: In process
3	test_student05 (Email: test_student05@qq.com, Interested: Dept. 888) test_teacher01 (Email: test_teacher01@qq.com, Interested: Dept. CCC) Status: In process
4	test_student07 (Email: test_student07@qq.com, Interested: Dept. DDD) test_teacher01 (Email: test_teacher01@qq.com, Interested: Dept. CCC) Status: In process
5	test_student01 (Email: test_student01@qq.com, Interested: Dept. 888) test_teacher01 (Email: test_teacher01@qq.com, Interested: Dept. CCC) Status: In process
6	test_student03 (Email: test_student03@qq.com, Interested: Dept. DDD) test_teacher01 (Email: test_teacher01@qq.com, Interested: Dept. CCC) Status: In process

An example of teacher's view of selecting students

Overview:

This guide will demonstrate the teachers on how to select students in each selection rounds.

What to know:

As a teacher participating in the mutual selection process, you have the ability to counter-select the students who have chosen you. However, you may need to check on the iMatch system multiple times, depending on the number of students ranking the teachers. The number of selection rounds for teachers should be discussed and shared within your department beforehand.

During each round, you will need to log into iMatch system to see if there are any students available for selection. No need to worry about the missing the selection, as a reminder email will also be sent to you in the morning of each selection round if configured.

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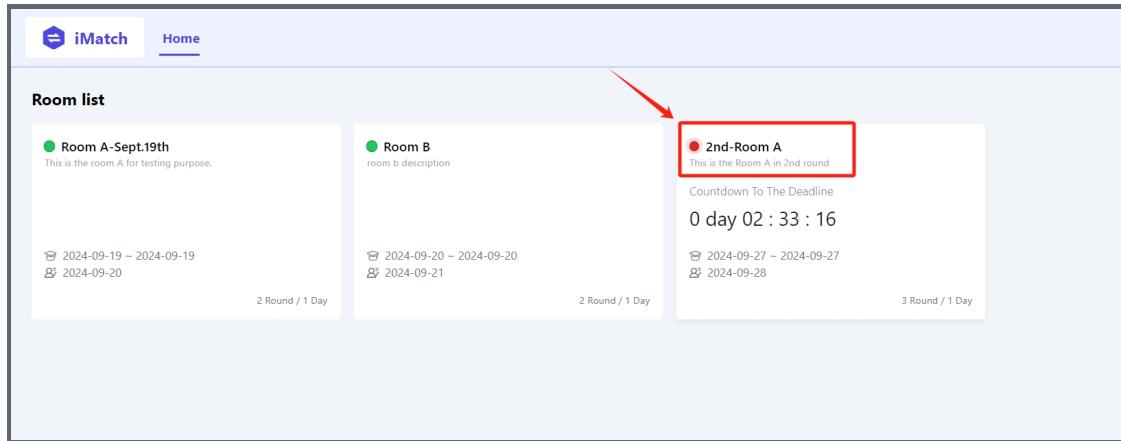
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Step 1: Locate the room

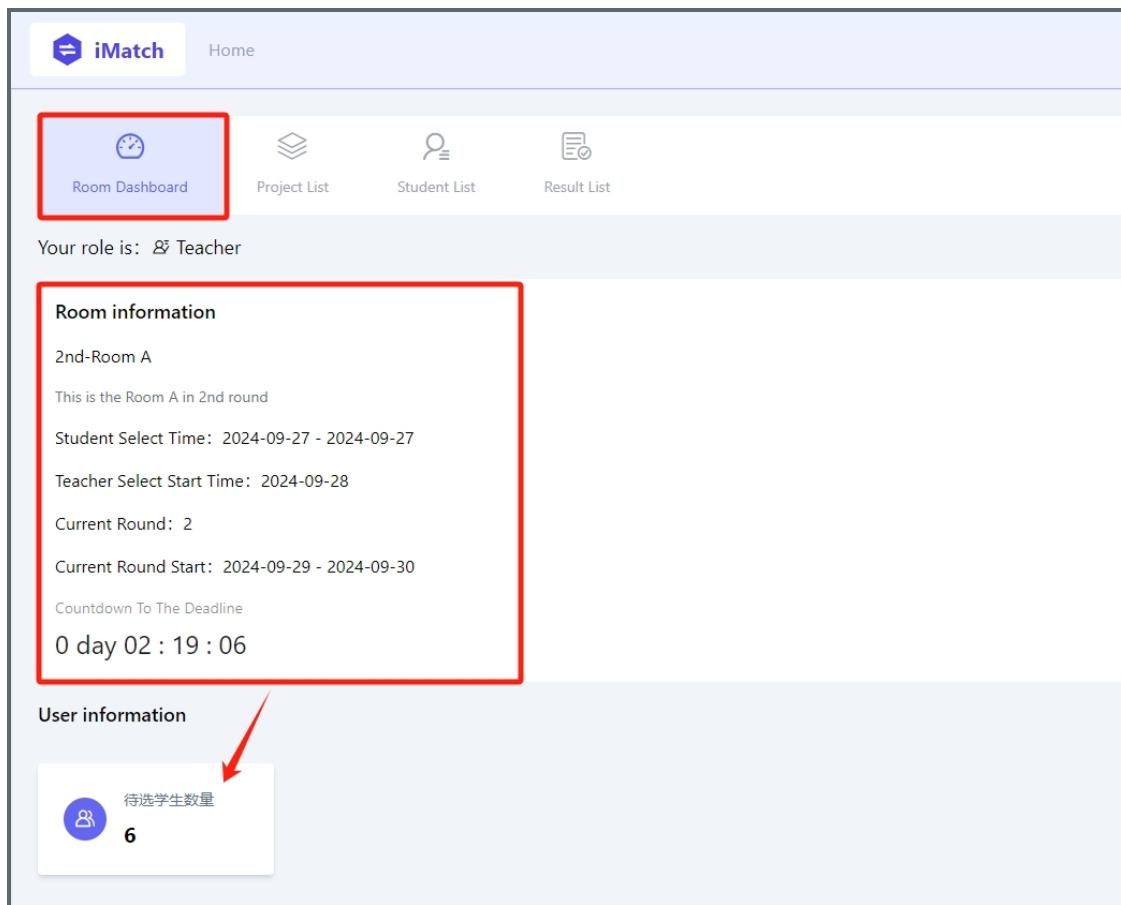
There may be instances that you are involved in several selection projects. In such cases, make sure to locate the correct room.



Room list

Room A-Sept.19th This is the room A for testing purpose. ⌚ 2024-09-19 ~ 2024-09-19 ⌚ 2024-09-20	Room B room b description ⌚ 2024-09-20 ~ 2024-09-20 ⌚ 2024-09-21	2nd-Room A This is the Room A in 2nd round. Countdown To The Deadline 0 day 02 : 33 : 16 ⌚ 2024-09-27 ~ 2024-09-27 ⌚ 2024-09-28	 3 Round / 1 Day
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Once there, you will be able to view the basic information of the selection project from the " Dashboard" tab, such as the description of the selection, student selection window time, teacher selection start date and selection rounds.



Room Dashboard

Your role is: 教师

Room information

2nd-Room A
This is the Room A in 2nd round
Student Select Time: 2024-09-27 - 2024-09-27
Teacher Select Start Time: 2024-09-28
Current Round: 2
Current Round Start: 2024-09-29 - 2024-09-30
Countdown To The Deadline
0 day 02 : 19 : 06

User information

待选学生数量 6

Step 2: View all the available students

In the "Student List" tab, you can view the students who selected you in the current round. Click on "Introduction" to view their justification details.



Room Dashboard



Project List



Student List



Result List

 Ignore all

Username test_student05

Email test_student05@qq.com

Department

Interested Dept. CCC

 Introduction

Username test_teacher03

Email test_teacher03@qq.com

Department

Project

Research

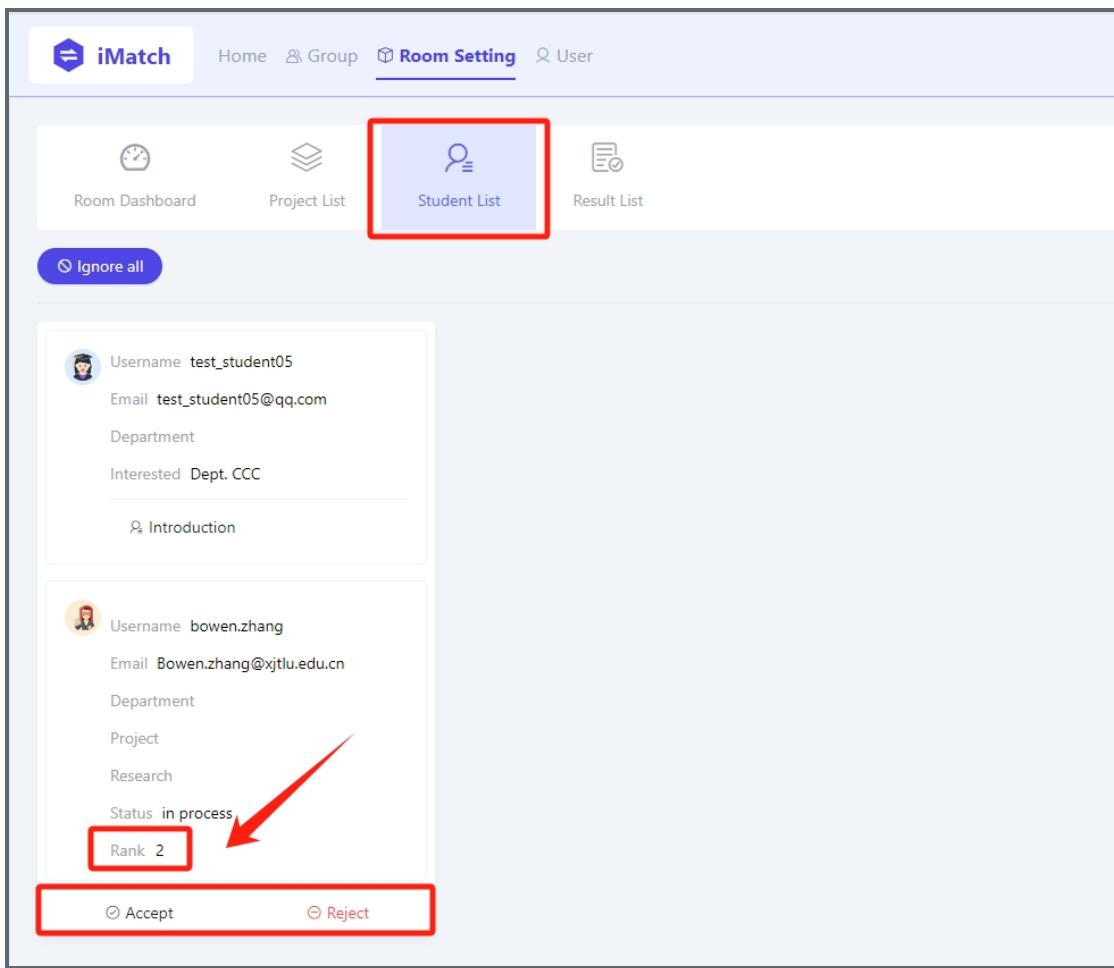
In the 1st round of teacher selection, all the students who have selected you will be displayed, indicating whether you are their 1st, 2nd or 3rd choices. Actions can only be taken for students who have ranked you as their 1st choice. For those who have placed you as their 2nd or 3rd choice, you can only view their names but won't be able to select them.

Home

<p>Username: test_student01 Email: test_student01@qq.com Department: Interested Dept. BBB <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 1st Project Research: Status: in process Rank: 1 <input type="button"/> Accept <input type="button"/> Reject</p>	<p>Username: test_student04 Email: test_student04@qq.com Department: Interested Dept. CCC <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 2nd Project Research: Status: in process Rank: 1 <input type="button"/> Accept <input type="button"/> Reject</p>	<p>Username: test_student07 Email: test_student07@qq.com Department: Interested Dept. DDD <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 2nd Project Research: Status: in process Rank: 1 <input type="button"/> Accept <input type="button"/> Reject</p>	<p>Username: test_student01 Email: test_student01@qq.com Department: Interested Dept. BBB <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 2nd Project Research: Status: in process Rank: 2 <input type="button"/> Accept <input type="button"/> Reject</p>
<p>Username: test_student04 Email: test_student04@qq.com Department: Interested Dept. CCC <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 1st Project Research: Status: in process Rank: 2 <input type="button"/> Accept <input type="button"/> Reject</p>	<p>Username: test_student05 Email: test_student05@qq.com Department: Interested Dept. BBB <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 1st Project Research: Status: in process Rank: 2 <input type="button"/> Accept <input type="button"/> Reject</p>	<p>Username: test_student07 Email: test_student07@qq.com Department: Interested Dept. DDD <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 1st Project Research: Status: in process Rank: 3 <input type="button"/> Accept <input type="button"/> Reject</p>	<p>Username: test_student03 Email: test_student03@qq.com Department: Interested Dept. DDD <input type="button"/> Introduction</p> <p>Username: test_teacher01 Email: test_teacher01@qq.com Department: Project: 1st Project Research: Status: in process Rank: 3 <input type="button"/> Accept <input type="button"/> Reject</p>

Step 3: Accept or reject students

For the students displayed, you have the options to "Accept", "Reject", or "Ignore all". These actions allow you to manage your selections effectively.



The screenshot shows the iMatch platform interface. The top navigation bar includes 'iMatch', 'Home', 'Group', 'Room Setting' (which is the active tab, highlighted in blue), and 'User'. Below the navigation are four tabs: 'Room Dashboard', 'Project List', 'Student List' (which is highlighted with a red box), and 'Result List'. A 'Ignore all' button is located below the tabs. The main content area displays two student profiles. The first student has the following details: Username: test_student05, Email: test_student05@qq.com, Department: (empty), Interested: Dept. CCC, and an 'Introduction' section. The second student has the following details: Username: bowen.zhang, Email: Bowen.zhang@xjtlu.edu.cn, Department: (empty), Project: (empty), Research: (empty), Status: in process, and a Rank: 2 (which is highlighted with a red box). Below the student profiles are two buttons: 'Accept' and 'Reject'.

Step 4: Revert your selection

All the students you have selected will be shown in the "Result List" tab. If you wish to change your decision for any of the accepted students, you can click the "Revert" button. This action will move that student back to the "Student List" tab.

Please note, the option to revert is only available for selections made in the current round.



Room Dashboard



Project List



Student List



Result List



Username test_student04

Email test_student04@qq.com

Department

Interested Dept. BBB

Introduction



Username test_student05

Email test_student05@qq.com

Department

Interested Dept. CCC

Introduction

Revert

Tips:

The "Revert" action is applicable only towards the students you have accepted in the current round. It is impossible to revert a rejection. After a student is rejected, they will no longer appear in the "Student List" tab as the students are pushed to subsequent rounds.

Next steps:

Now that you've completed selecting the students in the current selection round. Remember to check on the iMatch system in each selection round to carry out the same action up to the final teacher selection round.

Online URL: <https://knowledgebase.xjtu.edu.cn/article/phase-2-teacher-role-how-to-select-the-students-in-imatch-system-397.html>