

# Phase 3-Admin Role-How to export the selection results

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Guides for Staff

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Username	Email	Department	Project	Research	Status	Rank
test_teacher02...	test_teacher02...	Department	Project	Research	assign by syst...	1
bowen.zhang...	bowen.zhang@...	Department	Project	Research	accept	1
test_teacher03...	test_teacher03...	Department	Project	Research	accept	1
test_teacher01...	test_teacher01...	Department	Project	Research	accept	1
yixuan.zhang	yixuan.zhang@ijtlu.edu.cn	Department	Interested			
test_student09	test_student09@qq.com	Department	Interested	Dept. AAA		
test_student08	test_student08@qq.com	Department	Interested	Dept. CCC		
test_student07	test_student07@qq.com	Department	Interested	Dept. DDD		

An example of final selection result

## Overview:

This guide will show the Admin Role how to manage and edit the final selection results before releasing to the students.

## What to know:

After the last teacher selection round ends, the system will automatically and randomly assign students to the teachers with available quotas. This process is carried out the first thing the following morning after all the teachers selection rounds have concluded. Export permission is exclusively granted to users with Admin Role. The selection result can be exported at any phase during the selection process. However, it is most meaningful to do so after all the selection rounds have concluded and the allocations are finalized.

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### Step 1: Locate the room

Locate the right selection project and navigate to "Selection Result" tab.

The screenshot shows the 'Selection Result' tab in the iMatch interface. The page displays a grid of user profiles, each with a small profile picture, username, email, department, project, research interests, status, and rank. The profiles are arranged in four columns and two rows. Each profile card includes a 'Manual' link at the bottom. A search bar and a 'Search' button are located at the top right of the grid area.

Username	Email	Department	Project	Research	Status	Rank
test_teacher02...	test_teacher02...	Department	Project	Research	accept	1
bowen.zhang...	Bowen.zhang@...	Department	Project	Research	accept	1
test_teacher03...	test_teacher03...	Department	Project	Research	accept	1
test_teacher01...	test_teacher01...	Department	Project	Research	accept	1
yixuan.zhang	yixuan.zhang@jxtu.edu.cn	Department	Interested			
test_student09	test_student09@qq.com	Department	Interested Dept. AAA			
test_student08	test_student08@qq.com	Department	Interested Dept. CCC			
test_student07	test_student07@qq.com	Department	Interested Dept. DDD			

## Step 2: Export the selection result

You can directly download the selection result by clicking the "Export" tab at the top left.

The screenshot shows the 'Selection Result' tab in the iMatch interface. A red arrow points to the 'Export' tab at the top left of the grid area. The rest of the interface is identical to the first screenshot, displaying the user selection results in a grid format.

Username	Email	Department	Project	Research	Status	Rank
test_teacher02...	test_teacher02...	Department	Project	Research	accept	1
bowen.zhang...	Bowen.zhang@...	Department	Project	Research	accept	1
test_teacher03...	test_teacher03...	Department	Project	Research	accept	1
test_teacher01...	test_teacher01...	Department	Project	Research	accept	1
yixuan.zhang	yixuan.zhang@jxtu.edu.cn	Department	Interested			
test_student09	test_student09@qq.com	Department	Interested Dept. AAA			
test_student08	test_student08@qq.com	Department	Interested Dept. CCC			
test_student07	test_student07@qq.com	Department	Interested Dept. DDD			

Here is the result of the exported selection result.

## Step 3: Search for the student

If you need to modify the selection result for a particular student, type in the search box at the top right and click "Search".

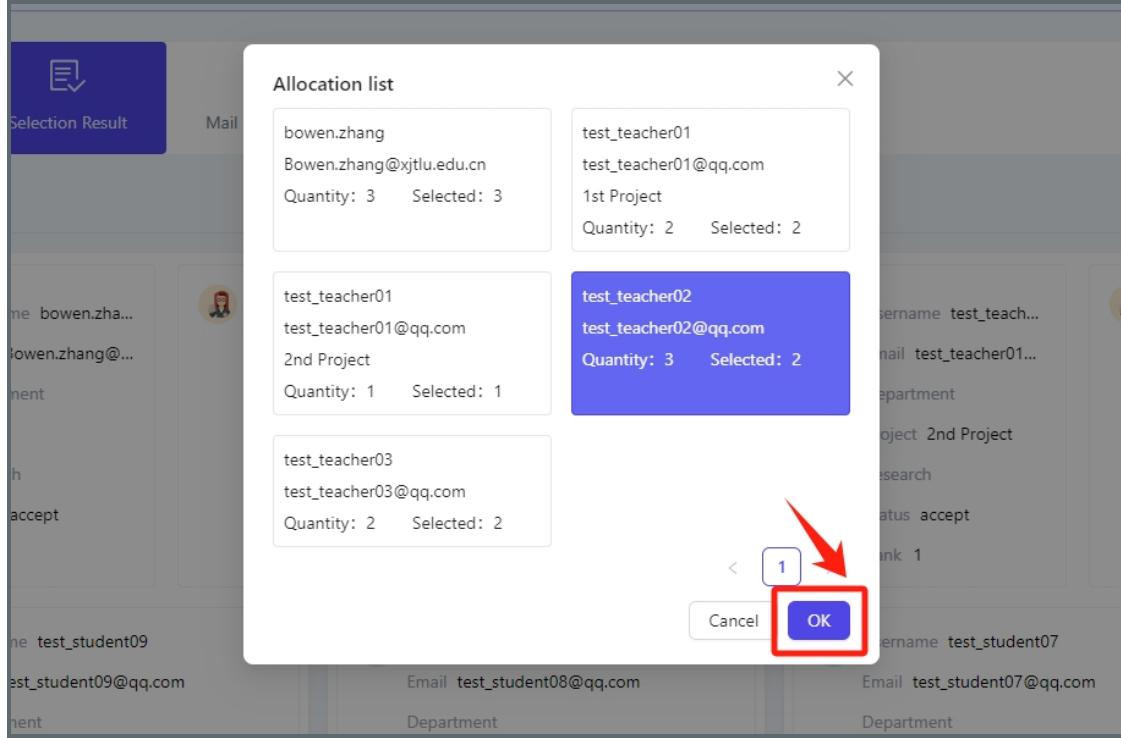
The screenshot shows the 'Selection Result' section of the iMatch platform. At the top, there are navigation links: Room Dashboard, Department List, User List, Selection Result (which is highlighted in blue), and Mail Notification. Below the navigation is a search bar with the placeholder 'Please fill in' and a 'Search' button. The main area displays a grid of user profiles. Each profile includes a small profile picture, the user's name, email, department, project, research interests, status, and rank. For example, the first user is 'test\_teacher02...' with an email of 'test\_teacher02...@jxtu.edu.cn' and a rank of 1. A red arrow points to the search bar.

## Step 4: Edit the selection result

Click on the "Manual" button to edit the result.

This screenshot shows the same 'Selection Result' section as the previous one, but with three specific user profiles highlighted with red boxes and arrows pointing to their 'Manual' buttons. The users are 'test\_teacher02...', 'bowen.zhang...', and 'test\_teacher03...'. Each highlighted row has a red box around the 'Manual' button at the bottom. The other users in the grid are not highlighted.

Click on the teachers with available quotas and select "OK" to confirm the update. Otherwise the update won't be allowed to proceed.



### Tips:

Allocating the teacher without available quota will be blocked from editing. Please ensure to switch to the teachers with available quotas.

### Next steps:

Now that you have adjusted the selection results as needed, make sure the results are communicated to the students either via the platform or through separate email notifications.

Online URL: <https://knowledgebase.xjtu.edu.cn/article/phase-3-admin-role-how-to-export-the-selection-results-399.html>