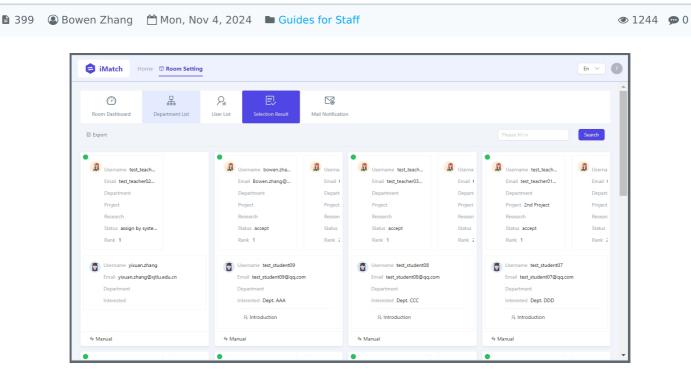
Phase 3-Admin Role-How to export the selection results



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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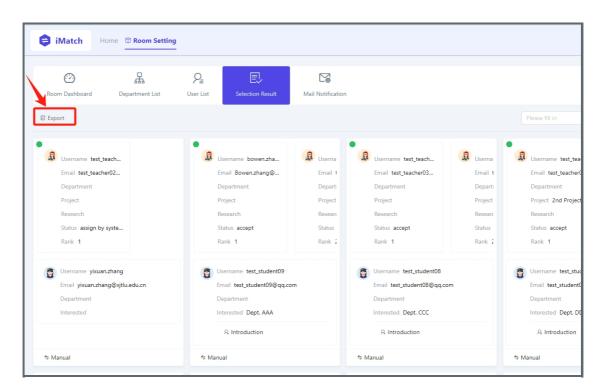
Step 1: Locate the room

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

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Room Dashboard Department List	De E User List Selection Result	Mail Notification					
홈 Export					Please fill in	Search	
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Email test_teacher02	Email Bowen.zhang@	Email 1	Email test_teacher03	Email 1	Email test_teacher01	Email 1	
Department	Department	Depart	Department	Departi	Department	Depart	
Project	Project	Project	Project	Project	Project 2nd Project	Project	
Research	Research	Researc	Research	Researc	Research	Researd	
Status assign by syste	Status accept	Status	Status accept	Status	Status accept	Status	
Rank 1	Rank 1	Rank 2	Rank 1	Rank 🧯	Rank 1	Rank i	
Username yixuan.zhang			g Username test_student08		g Username test_student07		
Email yixuan.zhang@xjtlu.edu.cn	u.cn Email test_student09@qq.com		Email test_student08@qq.com		Email test_student07@qq.com		
Department	Department		Department		Department		
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Step 2: Export the selection result

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



Here is the result of the exported selection result.

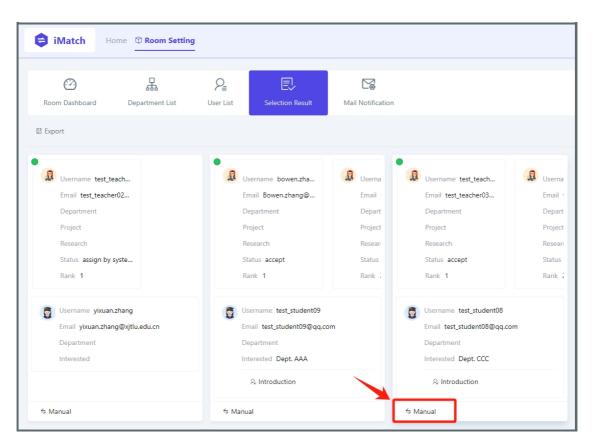
Step 3: Search for the student

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

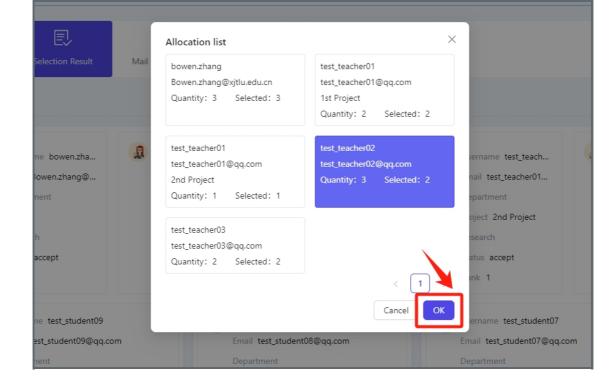
<u>ن</u>	P₂ E>					
Room Dashboard Department List	User List Selection Result	Mail Notification				
Export					Please fill in	Search
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Email test_teacher02	Email Bowen.zhang@	Email 1	Email test_teacher03	Email	Email test_teacher01	Email
Department	Department	Depart	Department	Depart	Department	Depa
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Status assign by syste	Status accept	Status	Status accept	Status	Status accept	Statu
Rank 1	Rank 1	Rank 2	Rank 1	Rank	Rank 1	Rank
Username yixuan.zhang	Username test_student09		BUsername test_student08		Username test_student07	
Email yixuan.zhang@xjtlu.edu.cn Email test_student09@qq.com		om	Email test_student08@qq.com		Email test_student07@qq.com	
Department	Department		Department		Department	
Interested	Interested Dept. AAA		Interested Dept. CCC		Interested Dept. DDD	
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						ICP备发号:前

Step 4: Edit the selection result

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



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 availble 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.xjtlu.edu.cn/article/phase-3-admin-role-how-to-export-the-selection-results-399.html