

PCP User Manual

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Introduction

In the contemporary academic landscape, collaborative project-based learning has emerged as a cornerstone of higher education, fostering essential skills such as teamwork, communication, and problem-solving among students. At North-West University (NWU), the integration of digital tools into pedagogical frameworks exemplifies this paradigm shift, enabling seamless coordination among diverse stakeholders in project endeavours. The Project Collaboration Portal (PCP) represents such an innovative platform, designed to streamline the management, execution, and evaluation of group projects within academic modules. Developed as a web-based application, PCP facilitates real-time interaction, task allocation, document sharing, and progress tracking, thereby mitigating common challenges associated with traditional collaboration methods, including miscommunication, deadline oversights, and inequitable contribution distribution.

This user manual serves as a comprehensive guide to the functionalities and operational protocols of the PCP system. Its primary objective is to empower users—ranging from novice students to experienced supervisors—with the knowledge required to navigate the portal effectively, thereby maximizing its potential for enhanced project outcomes. By delineating step-by-step procedures, interface components, and role-specific capabilities, the manual addresses the diverse needs of its intended audience: undergraduate and postgraduate students engaged in group assignments; group leaders tasked with coordinating team efforts; and academic supervisors responsible for oversight, feedback, and assessment. This structured approach not only democratizes access to the platform but also aligns with NWU's commitment to digital literacy and inclusive educational practices.

The manual is organized thematically to mirror the user journey, commencing with foundational access mechanisms (login, sign-up, and password recovery) and progressing to core dashboard functionalities, including profile management, notifications, and calendar integration. Subsequent sections delve into role-tailored dashboards: the Student Dashboard, emphasizing task engagement and collaboration; the Group Leader Dashboard, focusing on task creation, review, and final submissions; and the Supervisor Dashboard, highlighting administrative controls such as member management and grading. Each section incorporates visual aids (figures), component overviews, and directional instructions to ensure clarity and ease of reference. Users are encouraged to consult the table of contents for quick navigation and the table of figures for visual correlations.

Ultimately, proficiency in PCP not only elevates individual and collective performance in academic projects but also cultivates transferable competencies for professional environments. This manual, contributed by a multidisciplinary team of NWU students, embodies the collaborative ethos it seeks to promote. Readers are invited to engage with the portal iteratively, leveraging its features to transform theoretical knowledge into practical success. For technical support or enhancements, contact the NWU IT Services division.

What's Inside

This manual encompasses:

Access and Authentication: Secure entry and account management.

General Dashboard: Overview of projects, notifications, and scheduling.

Role-Specific Modules: Detailed guidance for students, group leaders, and supervisors.

Advanced Features: Task workflows, chat integration, and submission protocols.

Through this resource, users are equipped to harness PCP's full capabilities, ensuring a robust foundation for collaborative excellence.

User Classes and Characteristics

CLASS	CHARACTERISTIC
Student	Undergraduate students in group projects; tech-savvy but may need intuitive interfaces for tasks like document uploads, chat. They need features for viewing assignments, marking completed and collaborating in real-time.
Group Leaders	Students with elevated responsibilities who can delegate tasks, validate and compile final drafts. They need tools for creating tasks/meetings, editing due dates and providing feedback via chat.
Supervisors	Faculty or staff experienced in oversight need administrative features for role assignments, contribution breakdowns, grading, feedback and complete project visibility. They expect robust tracking to ensure fair assessments and accountability.

Main Features of the System

- User authentication: Link to NWU/Microsoft credentials (password authentication - e.g., SSO).
- Landing dashboard: Dashboard after login will consist of overviews for joined projects, project calendar, and notifications.
- Project creation and maintenance: Create new projects, add users to projects and assign roles to users.
- Task and meetings creation: Assign users, deadlines, calendar alerts (i.e., 24 hours prior), and relevant documents.
- Document management: Allow users to upload documents and SharePoint links.
- In-app chat: Application for project-based communication.
- Notifications: For updates (i.e., tasks/meetings), invites, changes & alerts.
- Logging member contributions, providing grading tools, and a feedback loop.

Login, Forgot Password, and Sign Up

Login Page

Introduction

This is the first landing page, the Login Page which allows registered users to securely access their collaborative workspace in the Project Collaboration Portal. Users are granted access only if their credentials are valid, then they are logged in to their project dashboard, if their credentials are invalid, they are not going to access the collaboration portal.

The image shows a login page for the 'Project Collaboration Portal'. The page has a light blue background. At the top, the title 'Project Collaboration Portal' is centered in bold. Below it, the subtitle 'Your collaborative workspace' is centered. Then, 'Welcome back' is centered in bold. Below that, 'Sign in to your collaboration workspace' is centered. The login form consists of two input fields: 'Email address' and 'Password'. The 'Email address' field contains the text 'user@example.com'. The 'Password' field contains a series of dots. To the right of the 'Password' field, there is a link 'Forgot password?'. Below the input fields, there is a large teal button labeled 'Login'. Below the button, the word 'OR' is centered. At the bottom, there is a link 'Don't have an account? Sign up'. Numbered annotations (1-6) are placed on the page: 1 is on the email input field, 2 is on the password input field, 3 is on the password field's toggle icon, 4 is on the 'Forgot password?' link, 5 is on the 'Login' button, and 6 is on the 'Sign up' link.

Figure 1: Login Page

Components Overview

No.	Component	Description
1.	Email Address field	A text box where users enter their valid email. This becomes their login ID and is used for communication and password recovery.
2.	Password Field	A secure field where users create a password. The input is hidden by default to protect privacy.
3.	Password Visibility Toggle	An eye icon next to the password field. Clicking it reveals or hides the password, helping users confirm what they've typed.
4.	Forgot Password	On an event of forgetting the user password, this icon can be clicked for recovery purposes
5.	Login	A teal-coloured button that users click to log in to their collaboration workspace after entering their email address and password.
6.	Sign Up	A link that directs you to a sign-up page to create an account if the user does not already have one.

Directions for Use

Step 1: Enter an email address.

- Click in the email address text box.
- Enter your registered email (e.g., user@example.com).
- Make sure the email address is the same as it was when you signed up.

Step 2: Enter the Password.

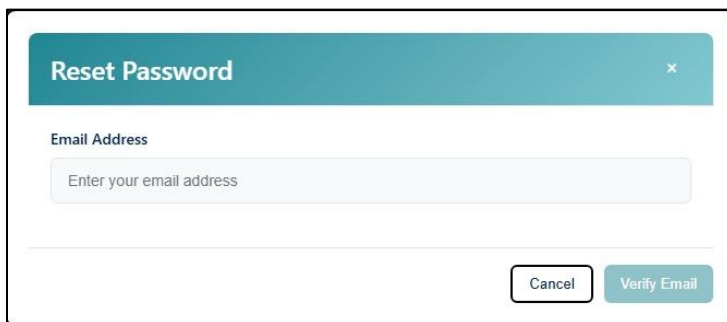
- Click on the Password text box.
- Enter your account password.
- .

Step 3: Show the Password.

- Click the eye icon (👁) to show or hide the password while typing.

Step 4: Click "Forgot Password?".

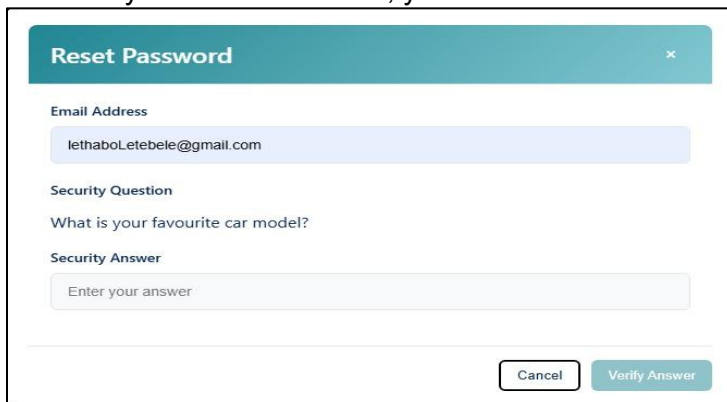
- Click "Forgot password?"
- Enter your registered email address.



The screenshot shows a modal window titled "Reset Password" with a close button (x) in the top right corner. Below the title bar, there is a label "Email Address" above a text input field containing the placeholder text "Enter your email address". At the bottom right of the form, there are two buttons: "Cancel" and "Verify Email".

Figure 2: Reset Password – Enter Email Address

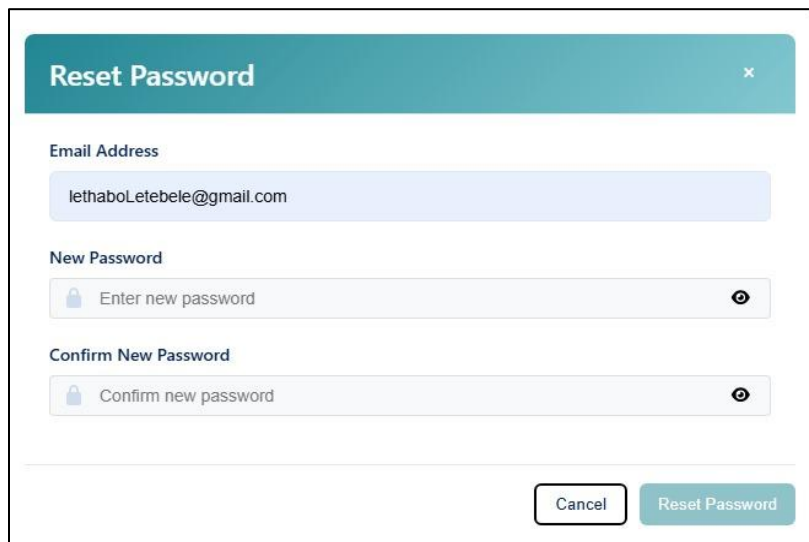
- If your email is correct, you will be directed to answer the security question.



The screenshot shows the same "Reset Password" modal window. The "Email Address" field now contains the text "lethaboLetebele@gmail.com". Below it, there is a label "Security Question" above a text input field containing the text "What is your favourite car model?". Below that, there is a label "Security Answer" above a text input field containing the placeholder text "Enter your answer". At the bottom right, the buttons are now "Cancel" and "Verify Answer".

Figure 3: Reset Password – Enter Security Answer

- If the answer to the security question is correct, you will be directed to the page where you will reset your password as desired.



Reset Password ×

Email Address

lethaboLetebele@gmail.com

New Password

Enter new password

Confirm New Password

Confirm new password

Cancel Reset Password

Figure 4: Reset Password – Enter New Password

Step 5: Click "Login"

- After entering the correct email address and password (or after having recovered the password), click on the Login button to access the respective workspace.

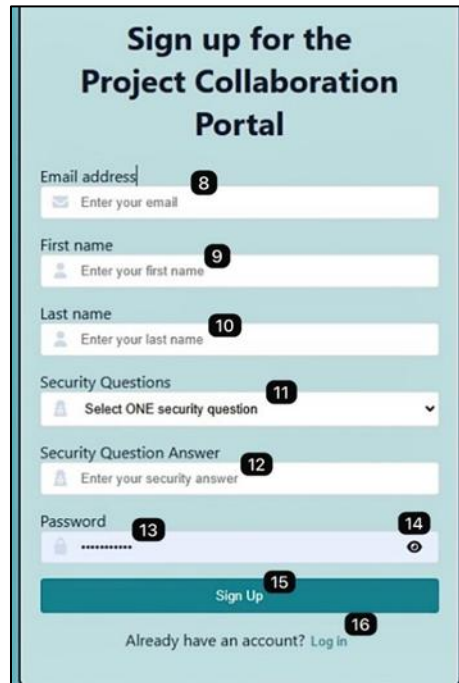
Step 6: Click the Sign up to create an Account

- Directs you to create a registration Project Collaboration Portal page, where new users are allowed to register to collect essential personal and security information.

Sign-Up Page

Introduction

The Sign-Up Page allows new users to register for the Project Collaboration Portal. It collects essential personal and security information to create a secure account and enable future password recovery.



The image shows a sign-up form for the Project Collaboration Portal. The form is titled "Sign up for the Project Collaboration Portal" in bold black text. Below the title, there are several input fields and a dropdown menu, each with a numbered callout:

- 8**: Email address input field with placeholder text "Enter your email".
- 9**: First name input field with placeholder text "Enter your first name".
- 10**: Last name input field with placeholder text "Enter your last name".
- 11**: Security Questions dropdown menu with placeholder text "Select ONE security question".
- 12**: Security Question Answer input field with placeholder text "Enter your security answer".
- 13**: Password input field with placeholder text "Enter your password".
- 14**: Password confirmation input field with placeholder text "Enter your password again".
- 15**: Sign Up button.
- 16**: Link to Log in for existing users.

Figure 5: Sign Up Page

Components Overview

No	Components	Description
8	Email Address Field	A text box where users enter a valid email. This will be used for login and communication.
9	First Name Field	A text box for entering the user's first name. This helps personalize the user profile.
10	Last Name Field	A text box for entering the user's last name. Used for identification and profile display.
11	Security Question Dropdown	A dropdown menu where users select one predefined security question. Used for account recovery.
12	Security Question Answer	Input field for answering the selected security question
13	Password	Input field for setting your password as a new registering user
14	Password Visibility Toggle	An eye icon next to the password field. Clicking it reveals or hides the password, helping users confirm what they've typed
15	Sign Up	Teal coloured button to submit the sign-up form, registering the new user.
16	Login	Link that directs users to the Login form so that they can log in when they have their own accounts

Directions for Use

Step 8: Enter your email address

- Click inside the email field.
- Enter a valid email address (e.g., newuser@example.com).
- This will be your login ID.

Step 9: Enter your first name

- Enter your first name in the appropriate textbox.
- This will appear on your profile and assist in identifying your account.

Step 10: Enter your last name

- Enter your last name in the appropriate textbox.
- This will appear on your profile and assist in identifying your account

Step 11: Select a security question

- Click the dropdown labelled “Select ONE security question.”
- Choose a question that only you can answer.

Step 12: Provide your security answer

- Type your answer in the “Security Question Answer” field.
- This will be used if you need to recover your password.

Step 13: Set up your password

- Type your desired password in the “Password” field.
- This will be the password you use every time you login.

Step 14: View your password

- After having entered your desired password, click the eye icon (👁)
- This will help you confirm what you have typed.

Step 15: Sign-Up

- At this point, click on the teal coloured “Sign-up” button.
- This automatically registers you as a user, allowing you to login.

Step 16: Login

- Click on the “log-In” link to access the Login form since you have an account now.

Dashboard

After the user successfully logs in, they are taken to their dashboard. This page deadlines and the necessary information for the user, i.e. projects that the user is a member of, any new notifications, upcoming deadlines, and features an interactive calendar.

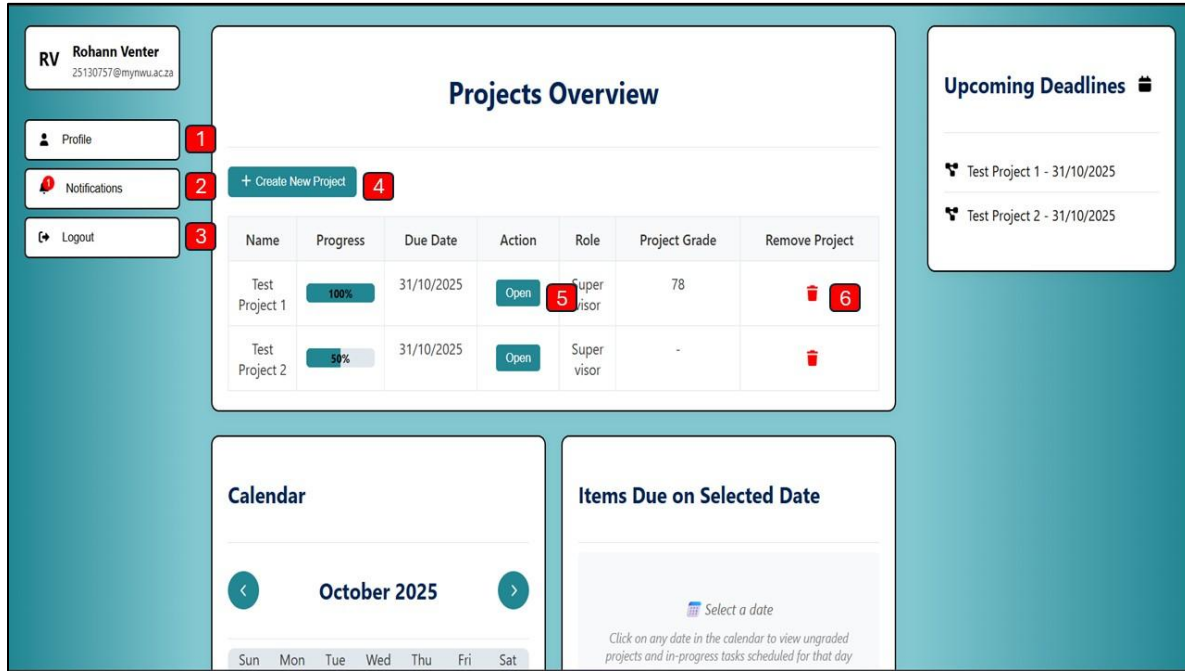


Figure 6: General Dashboard View

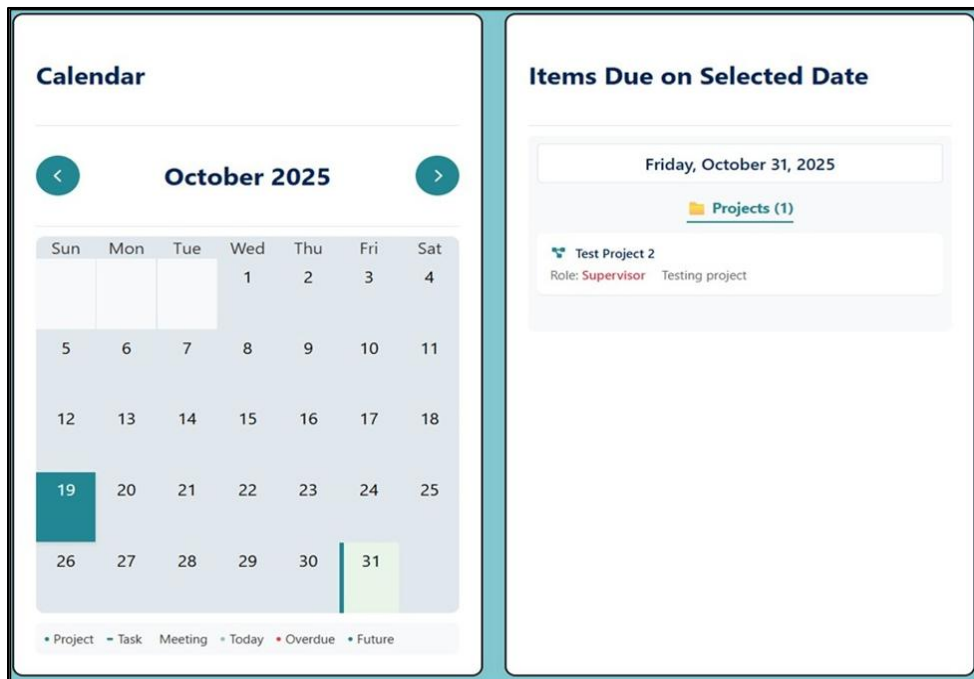
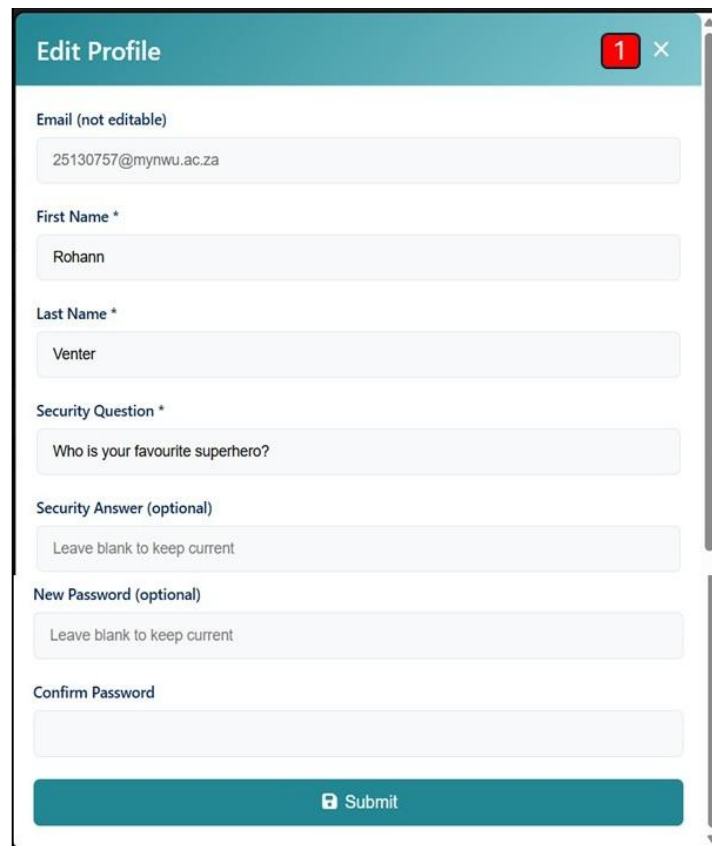


Figure 7: Calendar Section on the Dashboard

1. View and edit your details
2. View your notifications
3. Log out of your profile
4. Create a new project
5. Open the selected project to view project details and work on your tasks.
6. The project can be deleted only if the user is the Supervisor of that project.

Profile

For the Edit Profile section, the user can edit their name, surname, update security answer, as well as change their password. Because the email address is the primary key throughout the project, it cannot be edited. If any details are updated click on the “Submit” button to save any new changes.



The image shows a 'Profile Editing Modal' window. At the top, there is a teal header bar with the title 'Edit Profile' on the left and a red square button with the number '1' and a close 'X' icon on the right. The main content area is white and contains several form fields: 'Email (not editable)' with the value '25130757@mynwu.ac.za'; 'First Name *' with the value 'Rohann'; 'Last Name *' with the value 'Venter'; 'Security Question *' with the value 'Who is your favourite superhero?'; 'Security Answer (optional)' with the placeholder 'Leave blank to keep current'; 'New Password (optional)' with the placeholder 'Leave blank to keep current'; and 'Confirm Password' which is currently empty. At the bottom of the modal is a teal bar containing a white 'Submit' button with a lock icon.

Figure 8: Profile Editing Modal

1. If the user does not want to edit, they can click on the “X” to close the pop-up.

Notifications

The user will receive notifications from the following:

- Added to a project
- Role has been changed
- Added to task
- Removed from task
- Removed from a project
- Project received a grade

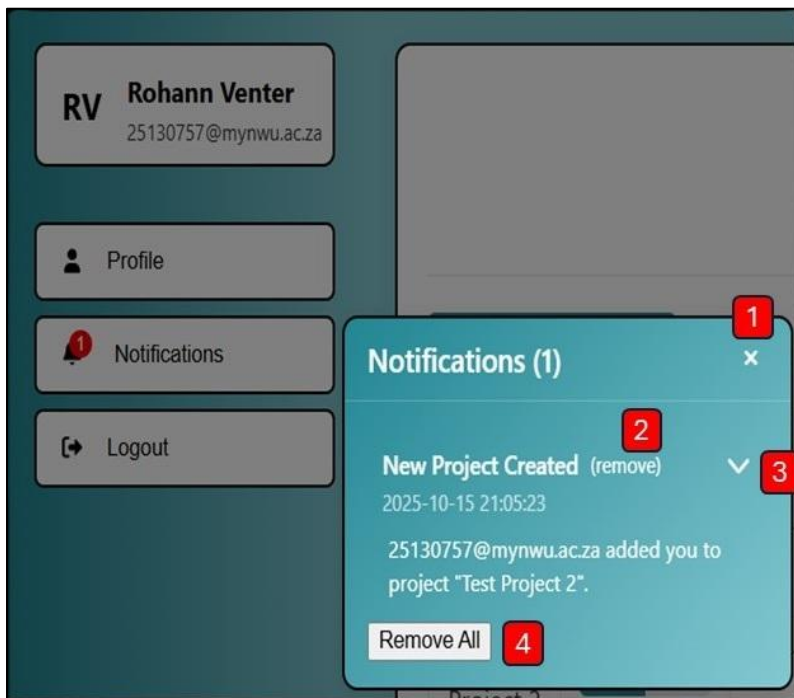


Figure 9: Notifications Modal

1. Closes the notification pop-up.
2. Removes only that notification.
3. Dropdown arrow displays the notification message.
4. Removes all the notifications.

A user can stay informed about any developments pertaining to their projects thanks to the Notifications feature. The system automatically initiates any activity, such as being assigned to a project or receiving a grade and shows it in the notification dropdown. Until they are removed manually or by using the "Remove All" button, notifications stay in the user's profile. Additionally, this improves supervisors' and team members' awareness and communication.

Create New Project

The user can create a new project and invite fellow collaborators to the project. They will have to provide the following information:

- Project name
- Project description
- Project due date
- Add fellow PCP members to the project

The image shows a 'Create New Project' modal window. At the top, a teal header bar contains the text 'New Project for 25130757@mynwu.ac.za' and a red square with the number '1' and a close icon. Below the header, the form is divided into sections: 'Project Name' with a text input field containing 'CMPG321 - Project Deliverable 2: Documentation'; 'Project Description' with a text area containing 'This project is for the development of the documentation and generated reports for the second deliverable for ClearVue Ltd.'; 'Due Date' with a date picker showing '2025 / 10 / 31'; 'Add Project Member' with a text input field containing '35317906@mynwu.ac.za', a red square with the number '2', and an 'Add Member' button; and 'Project Members' with a list of two email addresses: '25130757@mynwu.ac.za' and '35317906@mynwu.ac.za'. A red square with the number '3' and a '(remove)' link is next to the second email address. At the bottom, there is a red square with the number '4' and two buttons: 'Cancel' and 'Create Project'. A red square with the number '1' is also next to the 'Cancel' button.

Figure 10: Create New Project Modal

1. Closes the pop-up.
2. After typing in the email address of the member, they can be added. Only existing users of the PCP can be added.
3. The email can also be removed after adding if any typos were made.
4. Creates the new project and sends invites to all the members in the list.

Delete Project

When the user is the Supervisor of the project, they can delete that project. For the project to be deleted, the user must type in the project's name and match the case. The window disables any copying of the project name.



Figure 11: Delete Project Modal

1. Close the pop-up.
2. When the confirmation project name is correct, the delete button is enabled to delete the project.

Calendar

The calendar displays all the dates that are applicable to the user.

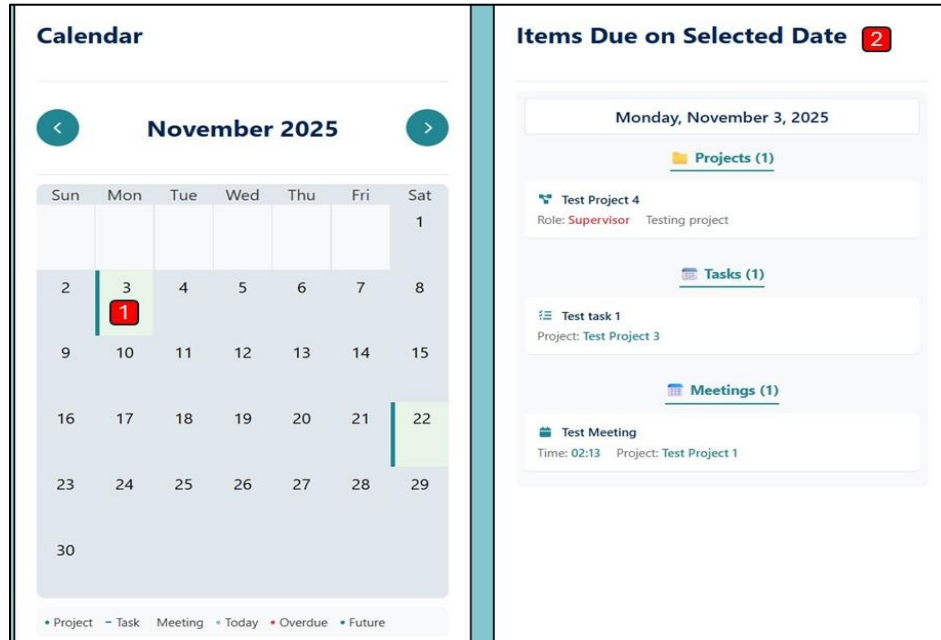


Figure 12: Calendar Feature

1. Click on a specific date that is a due date
2. The project, task, and meeting for that date are displayed for the selected date.

Logout

When clicking this button, the user will be logged out and taken back to the login page

Student Dashboard

Accessing the student dashboard

1.1 Log in to the system with your student credentials

1.2 Select your project from the main dashboard

1.3 You will be directed to the Student Dashboard with four main tabs:

- Project Description
- Tasks
- Chat
- Members

Project Description Tab

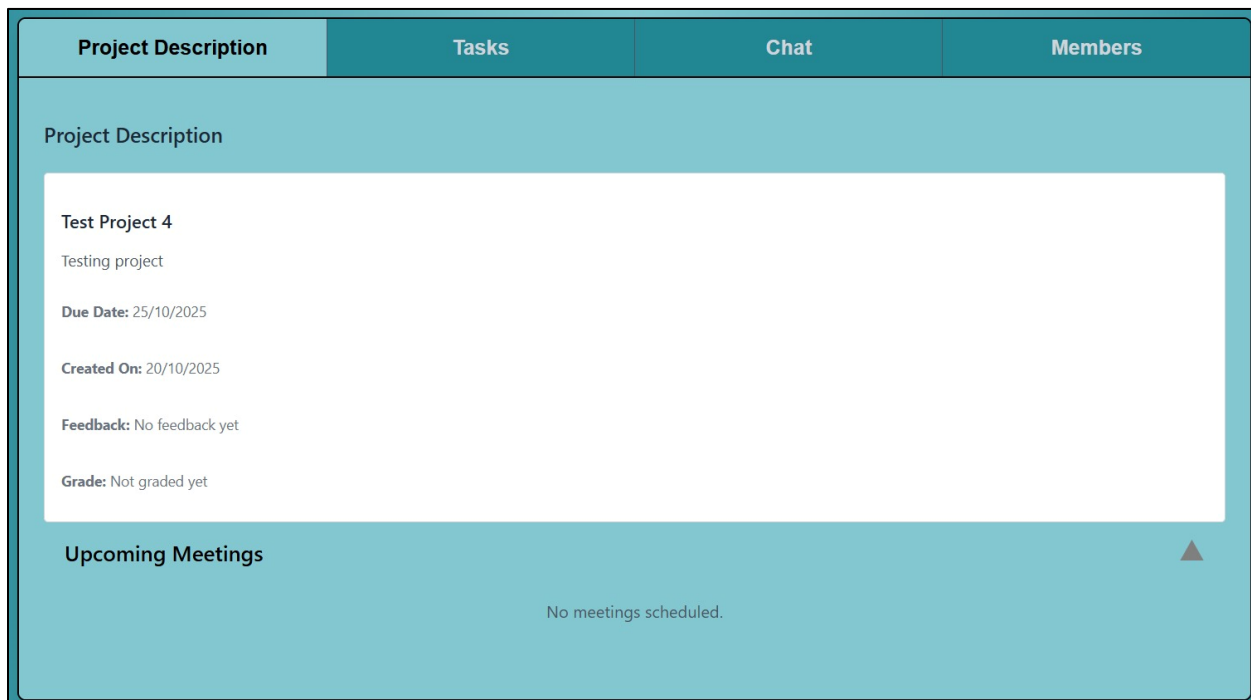


Figure 13: Project Description on Student Dashboard

- The main information panel for the project, showing core details like the project name, due date, creation date, and status information (Feedback/Grade).
- Check the Upcoming Meetings panel for any scheduled team sessions.

Navigating to your tasks

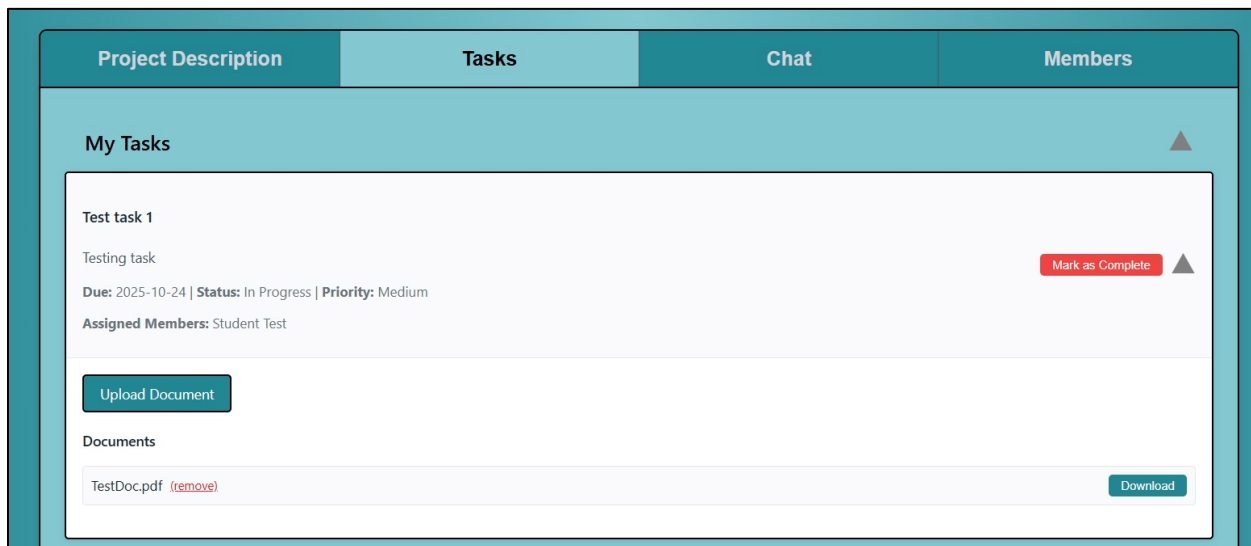


Figure 14: Task View on Student Dashboard

Step 1: Click on the “Tasks” Tab

- Located at the top of the dashboard
- The active tab is highlighted in a lighter colour

Step 2 : Understanding task section

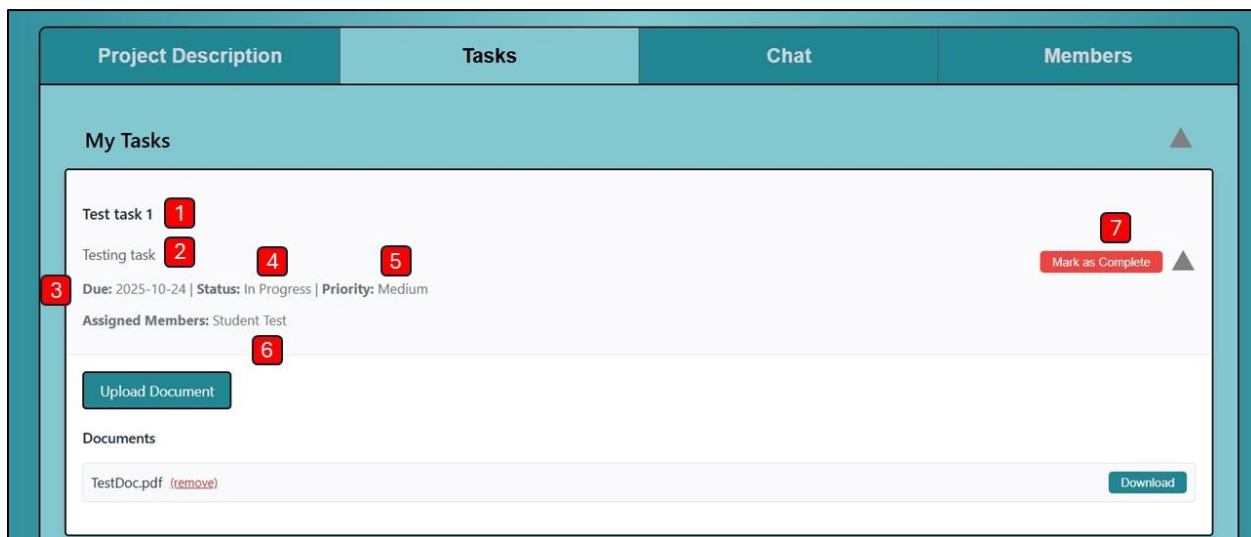


Figure 15: My Tasks Section on Student Dashboard

My Tasks

Contains tasks that are specifically assigned to you

Click on the section header to expand/collapse

Each task displays:

1. Task name
2. Description
3. Due date
4. Current task status (e.g. Not Started, In Progress, Completed)
5. Priority level
6. Assigned team members
7. Mark as Complete Button

A button (usually red) associated with an active task, used by an assigned member to indicate that the task is finished.

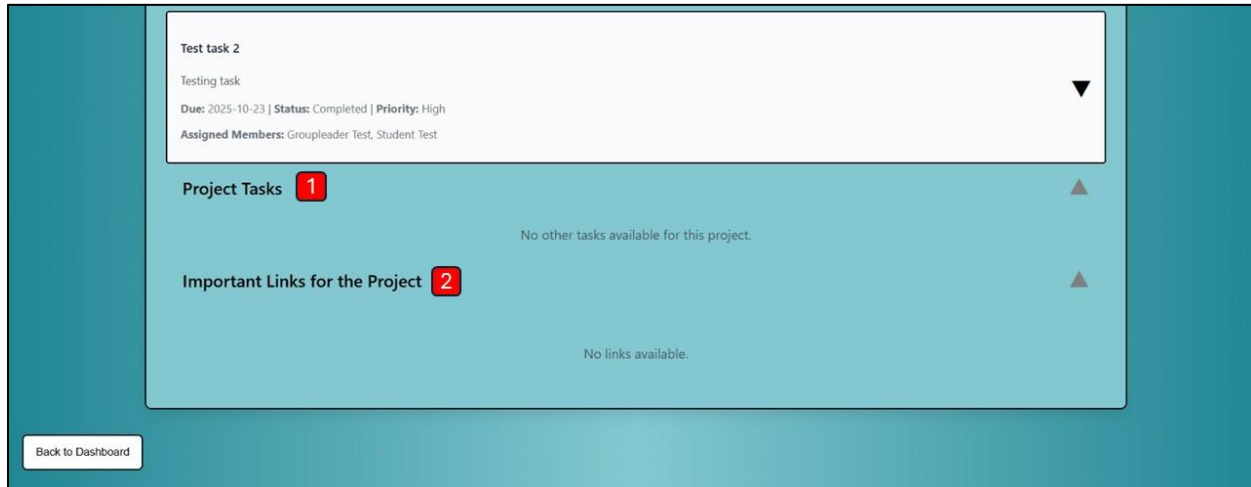


Figure 16: Project Task View on Student Dashboard

1. Project Tasks

Contains all other tasks in the project

Tasks you can view but are not directly assigned to

Provides visibility into overall project progress

2. Important Links for the Project

An optional section within the Task tab. If links are provided by the project supervisor or group leader, they will appear here to direct students to essential external resources, documentation, or project repositories.

Uploading documents to task

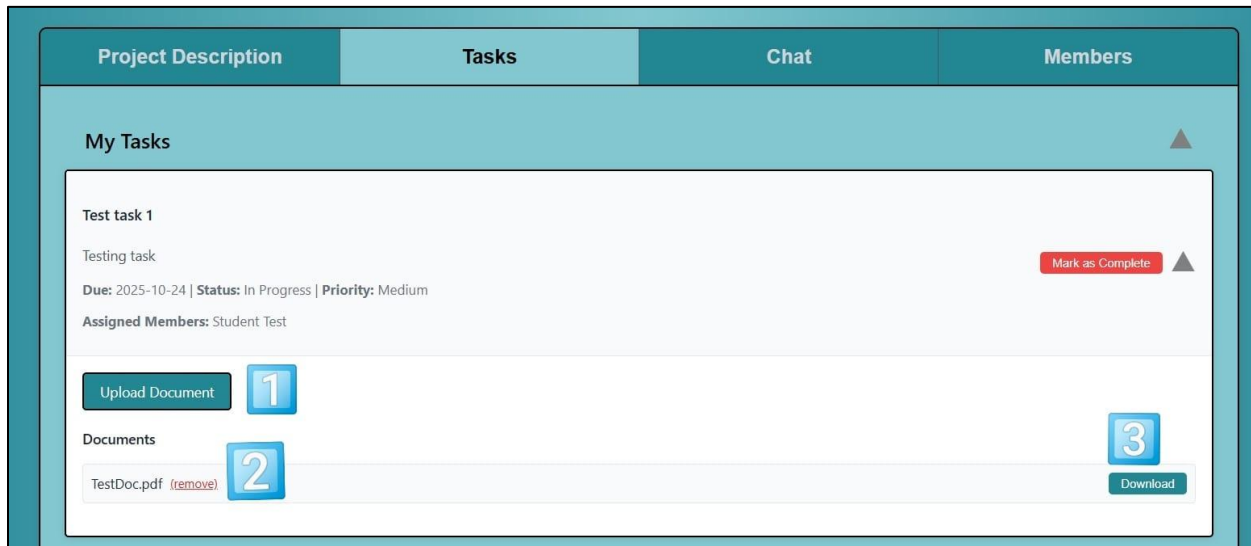


Figure 17: Upload Documents on Student Dashboard

1. When can you upload documents?

You can upload documents to a task when:

- The task is assigned to you (appears in "My Tasks")
- The task status is NOT "Completed" or "Finalized"

Step-by-step upload process

Step 1: Expand the Task

1. Click on the task header to expand it
2. A dropdown arrow (▼) indicates expandable tasks
3. The task details section will appear below

Step 2: Locate the Upload Button

Within the expanded task, you'll see an "Upload Document" button

This button is only visible for tasks assigned to you that are not yet complete

Step 3: Select Your File

Click the "Upload Document" button

A file browser dialog will open

Navigate to and select the document you want to upload

Supported file types include PDF, Word documents (.doc, docx)

Step 4: Confirm Upload

1. Once you select a file, it will automatically begin uploading
2. A success message will appear: "File uploaded successfully!"
3. The document will now appear in the "Documents" section under the task

Viewing Uploaded Documents

- All uploaded documents are listed under the "Documents" heading
- Each document shows:
 - Document title (filename)
 - A "Download" button to retrieve the file
 - A "(remove)" link to delete the document (if task is not completed)

Deleting Uploaded Documents

When Can You Delete?

- Only before the task is marked as complete or finalized
- Only for tasks assigned to you

How to Delete:

1. Expand the task containing the document
2. Find the document in the documents list
3. Click the "(remove)" link next to the document name
4. Confirm the deletion in the popup dialog
5. A success message will appear: "Document deleted successfully."

Download Document(s)

You click the download button which near a document which has been that has been uploaded

Marking Tasks as Complete

Eligibility requirements

You can mark a task as complete when:

- The task is assigned to you
- The task status is NOT already "Completed" or "Finalized"
- You appear in "My Tasks" section

Step-by-Step Process

Method 1: From Collapsed Task View

1. Navigate to "My Tasks" section
2. Locate the task you want to mark complete
3. Click the "Mark as Complete" button on the right side of the task header
4. The task status will immediately update to "Completed"

Method 2: From Expanded Task View

1. Expand the task by clicking on its header
2. At the top right of the task, click "Mark as Complete"
3. The system will update the task status

What Happens After Marking Complete?

1. Status Update: The task status changes to "Completed"
2. Success Notification: A green message appears: "Task marked as complete."
3. Upload Disabled: You can no longer upload or delete documents for this task
4. View Only: You can still view and download existing documents
5. Dashboard Refresh: The task list refreshes to show the updated status

Important Notes About Completed Tasks

- Once marked complete, you cannot revert it back to "In Progress"
- The "Mark as Complete" button will disappear
- Document upload functionality becomes disabled
- Only supervisors or group leaders can modify the status after completion
- You can still download documents from completed tasks

Task Status Indicators

Understanding task status helps you track progress:

- In Progress: Task is currently being worked on
- Completed: Task has been marked complete by assigned member(s)
- Finalized: Task has been reviewed and approved by supervisor/group leader

Chat tab

The Chat tab allows for real-time collaboration and communication with all members of the project, including the Group Leader and Supervisor.

Directions for Use

- **View Chat History:**
All past messages are displayed in the main chat window, showing the chatter's name, role and the time the message was sent.
Example: Student, Supervisor, Group Leader, and the time the message was sent.
- **Send a Message:**
Type your message into the message input field at the bottom of the chat window "**Type your message**" text box.
- **Submit Message:**
Click the **Send** button on the far right. The message will be posted to the chat log for all members to view.

Additional Features in Student Dashboard

Chat Tab

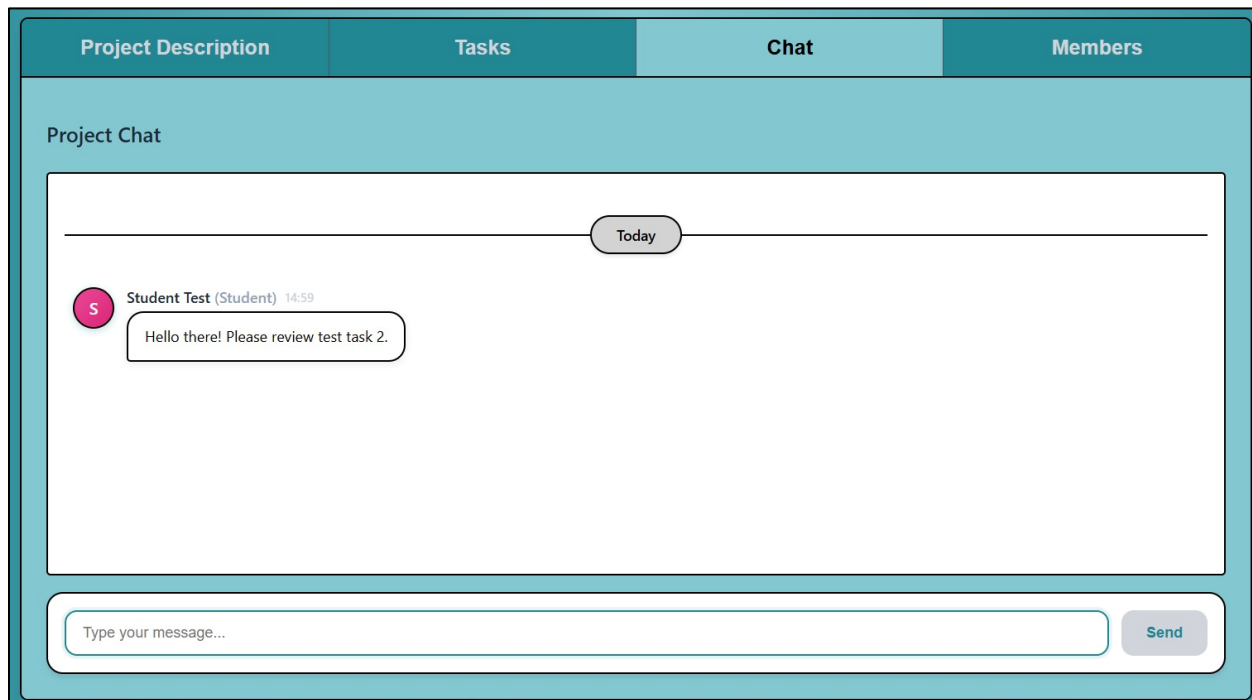


Figure 18: Chat Section on Student Dashboard

- Communicate with team members and supervisor
- Send messages in real-time
- View message history organized by date
- See sender names and roles (Student, Group Leader, Supervisor)

Members Tab

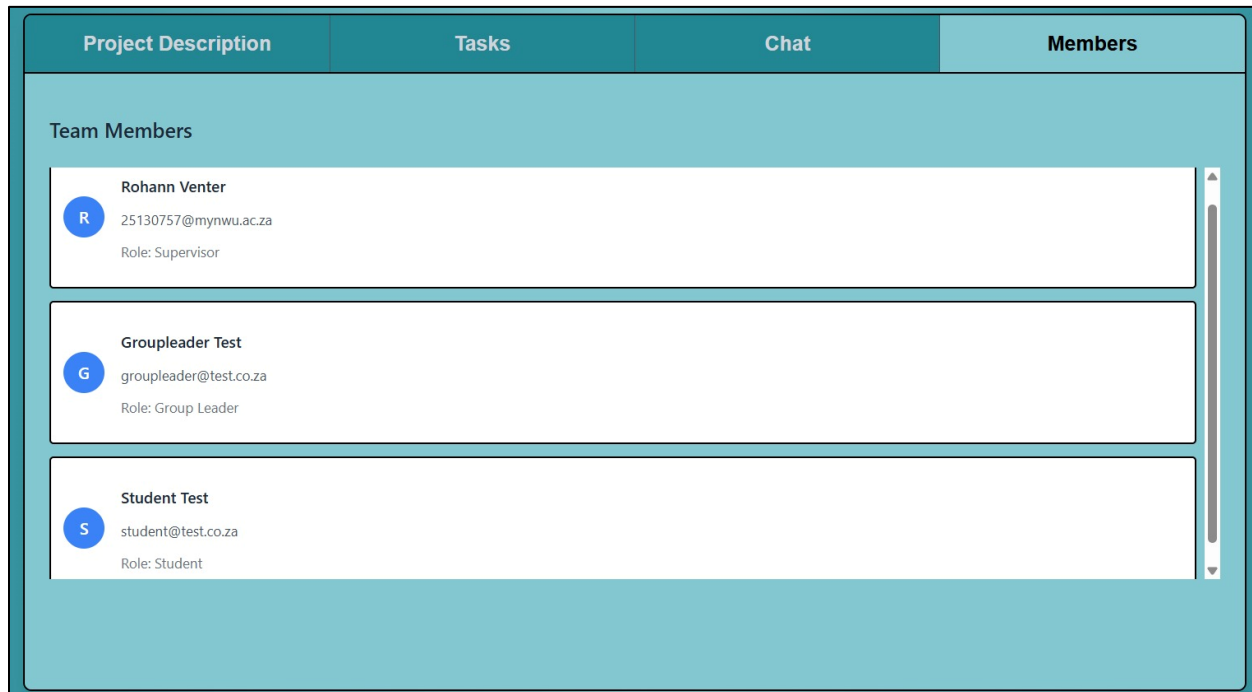


Figure 19: Project Members Section on Student Dashboard

The list displayed in the Members tab, shows the names, email addresses for direct contact, and Role of every person involved in the project (e.g., Student, Group Leader, Supervisor).

- View all project team members
- See member roles and contact information
- Identify group leaders and supervisors

Group Leader Dashboard

Introduction

The group leader dashboard will be the landing page for each project's group leader. This dashboard has same base functionalities as the student dashboard. Additionally, it also provides the ability to manage project – tasks, meetings and submitting the final document(s) for the project's supervisors to review and grade.

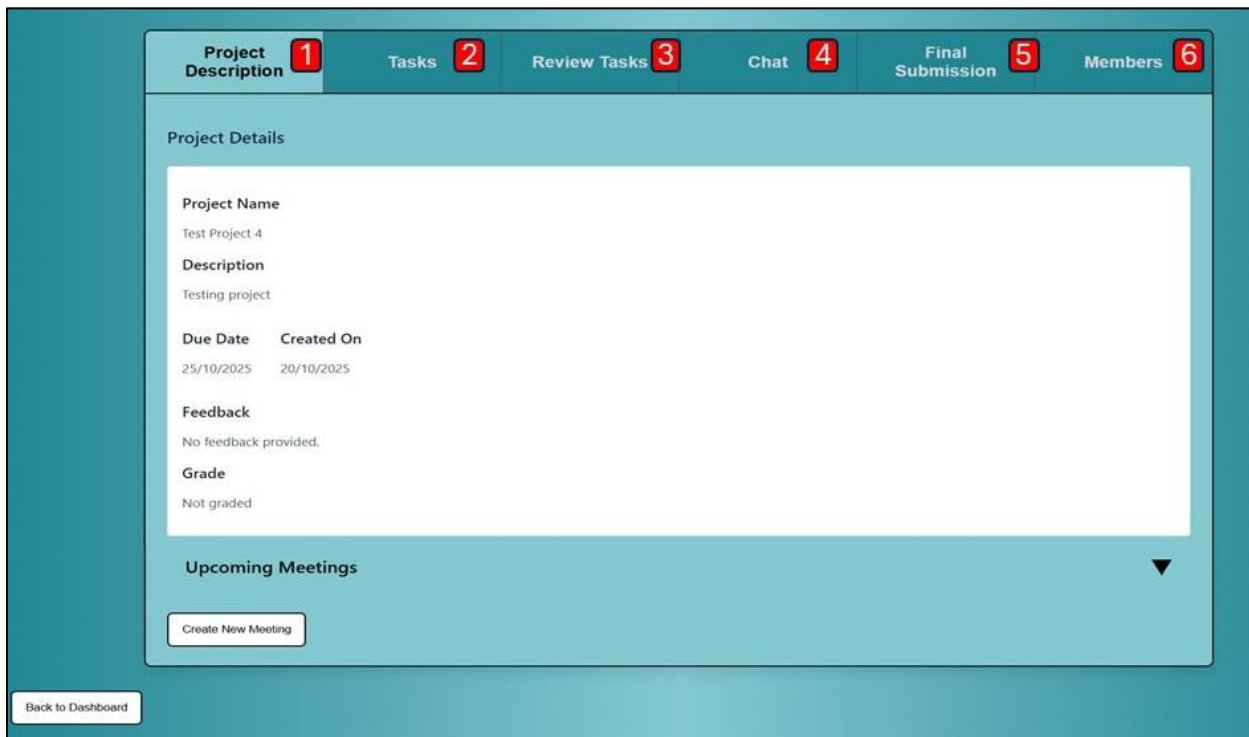


Figure 20: Group Leader Dashboard

The image above demonstrates the dashboard view of a project's group leader dashboard. There are 6 selectable tabs available for the project's group leader, namely:

1. Project description
2. Tasks
3. Review Tasks
4. Chat
5. Final Submission
6. Members

Project Description

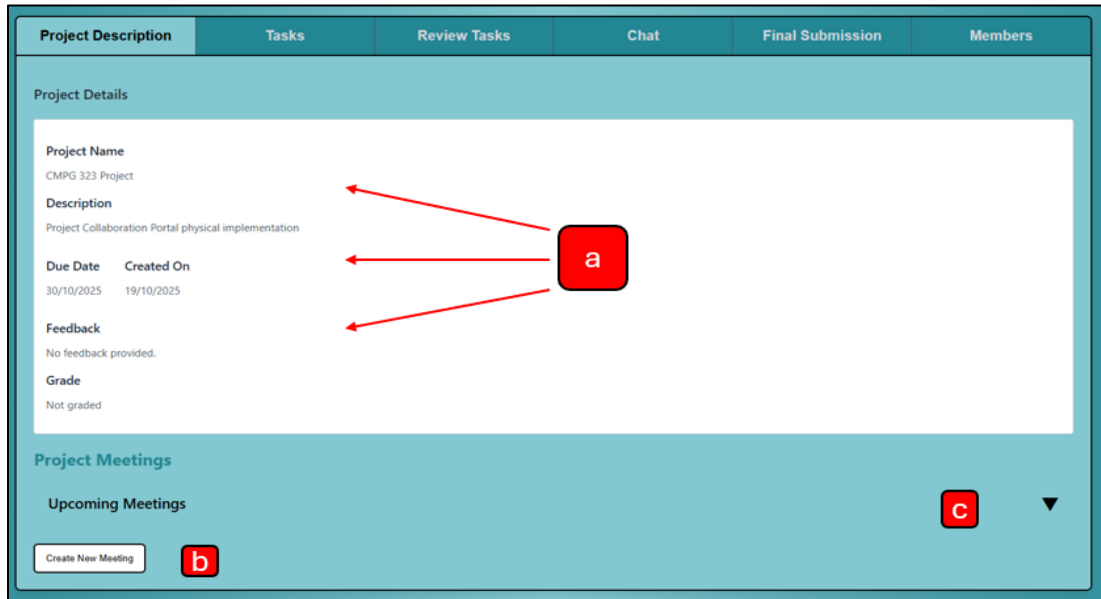


Figure 21: Project Description View on Group Leader Dashboard

- a) In the middle of the project description page you will see the selected project's details, such as: Project Name, Description, Due date, Creation, Feedback and grade.
- b) The Create New Meeting button allows you (the group leader) to create new meetings for the selected project. When the "Create new Meeting" button is clicked a window will pop-up like in the image below.

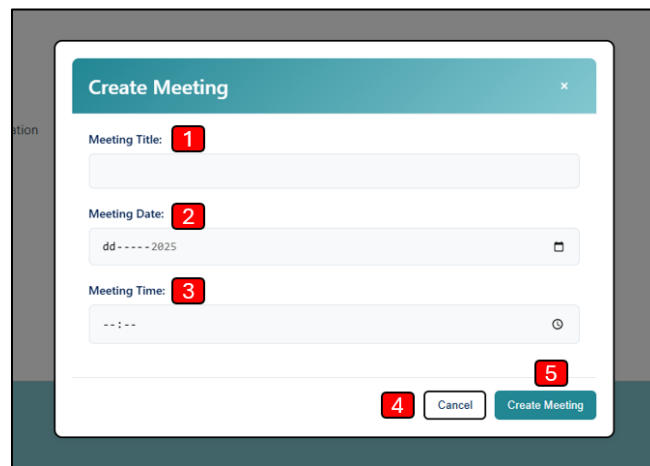


Figure 22: Create New Meeting Modal

This window allows you to set the new meetings:

1. Title



2. Date (click on the icon to open the calendar and select a meeting date)

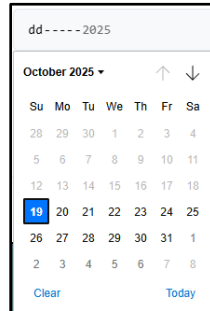


Figure 23: Date Selector for Meeting Date

3. Time (click on the



icon to open the drop-down time picker)

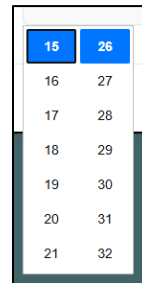


Figure 24: Time Selector for Meeting Time

The left side of the drop-down represents the hours and right-hand side of the drop-down the minutes. You can scroll both sides of the drop-down up and down to get the desired times.

4. Cancel the creation and closes the window
5. Creates the meeting (if all fields are populated)

c) The drop-down menu will show all the upcoming meetings for the project when selected (arrow will point up like image below) and will hide when clicked on again (arrow will point down)



Figure 25: Upcoming Meetings View under Project Description

Tasks

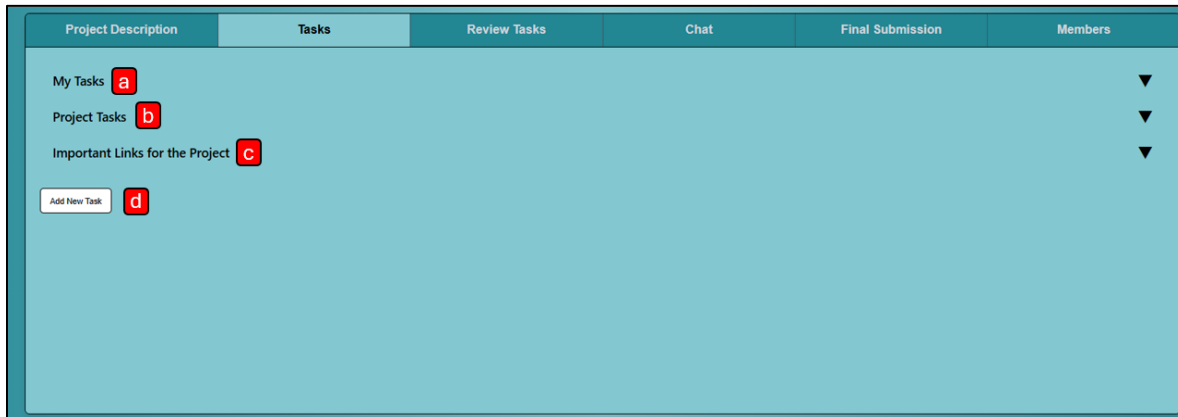


Figure 26: Tasks View on Group Leader Dashboard

The Tasks tab has 3 dropdowns:

- a) My Tasks (displays all the tasks that you are assigned to)

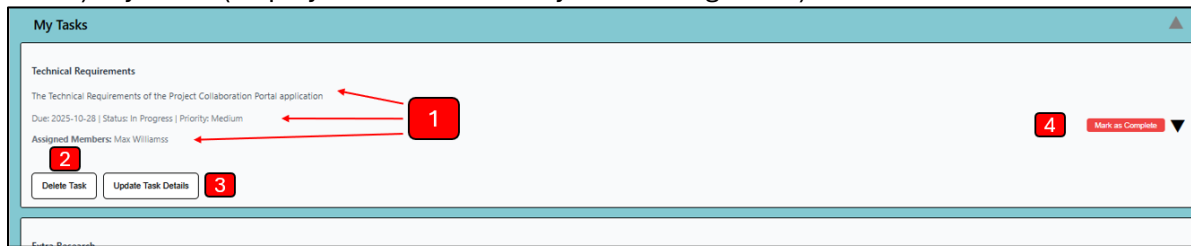


Figure 27: My Tasks Section on Group Leader Dashboard

When the “My Tasks” section is expanded all the tasks you are assigned to will display. Each task’s details will display in a white rectangular block and contain:

- 1) The task’s details, such as title, due date, status, priority and assigned members.
- 2) Delete Task button (when clicked on will delete the task from the project)
- 3) Update Task Details button (will open a pop-up window that allows you edit the task’s details)

Figure 28: Update Task Modal – Update Task Details

The “Update Task” window consists out of 3 tabs:

2. Task Details tab:

Allows you to edit the task’s name (#1), description (#2) and due date (#3). To change the details, just edit the text in the textboxes and click on the calendar icon to select a new due date. If you want to close the window without saving anything press the Close button (#4). The save the changes made press the Update Task button (#5)

3. Add Members tab:

Figure 29: Update Task Modal - Add Members to the Task

To add a member, click the drop-down list (#1) and select the name of the member you wish to add. After you selected a member, click on the Add Member button (#2) to add the member to the project. If you wish to close the Update Task window, click on the Close button (#3).

4. Remove Members tab:

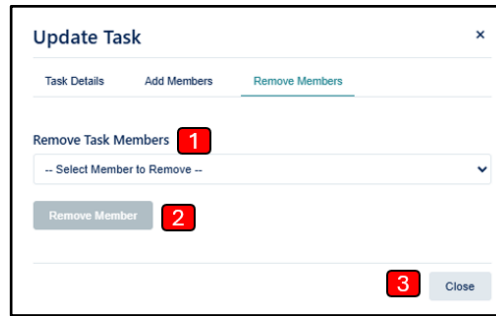


Figure 30: Update Task Modal - Remove Member from the Task

To remove a member, click the drop-down list (#1) and select the name of the member you wish to remove. After you selected a member, click on the Remove Member button (#2) to remove the member from the project. If you wish to close the Update Task window, click on the Close button (#3).

When you expand a task, you will see the details of the documents uploaded for that task from the member assigned to that task:



Figure 31: Document Upload on Group Leader Dashboard

The Upload Document button (#1) will allow you to upload a document when clicked on. Next to the document names (#2), the “remove” hypertext, when clicked on, will remove that document from the task. The Download button to the right-side (#3) will download the relevant document when clicked on. **Notice: The Upload Document button and “remove” hypertext will only be available for members that are assigned to said task. The document titles and download buttons will always be available for all members (assigned or not)**

Mark as Complete button that marks the task as complete and sends it to the group leader(s), to review in the “Review Tasks” tab. **Notice: This button is only available for members who are assigned to said task.**

- b) Project Tasks (displays all the tasks that you are not assigned to)

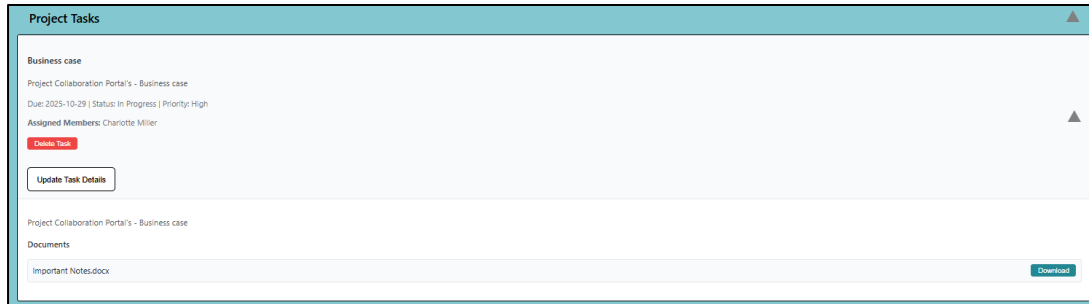


Figure 32: Project Tasks Section on Group Leader Dashboard

Notice: No “Mark as Complete” button, Upload Document button and “remove” hypertext, since you are not assigned to these tasks. You can still download them and manage the tasks as a group leader.

- c) Important links (Display important links for the project)

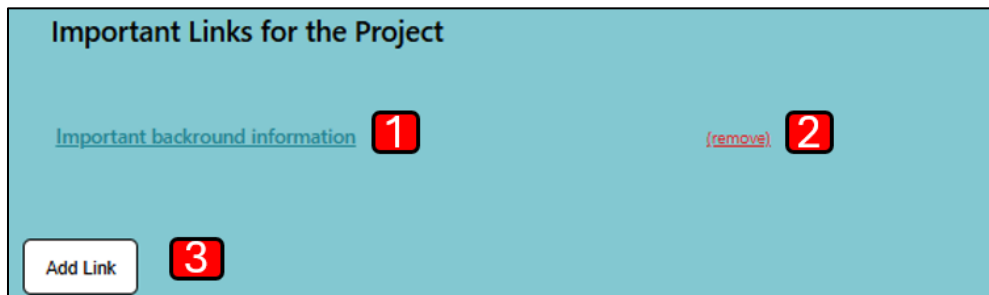


Figure 33: Important Links Section on Group Leader Dashboard

When the “Important Links” section is expanded a list of all the important links will display. When you click on one of the hyperlinks (#1) you will be taken to the URL stored behind that link in the database. The “(remove)” hypertext (#2) allows you to remove a link when clicked on.

When you click on the Add Link button (#3), a window will pop-up:

Figure 34: Add New Link Modal

This window allows you to set:

1. Set the title of the link
2. The URL stored behind the title
3. Cancel to link creation process and closes the window

4. Saves the new link to the system.
- d) Add New Task button (which allows you to add a new task to the project)

The image shows a modal window titled "Add New Task" with a close button (X) in the top right corner. The form contains the following fields and controls, each with a red numbered callout:

- 1**: Task Name text input field.
- 2**: Description text input field.
- 3**: Due Date field showing "dd-Oct-2025" with a calendar icon on the right.
- 4**: Priority drop-down menu currently set to "Medium".
- 5**: Assign Members section with two checkboxes and user names: "Max Williams - User1@mymwu.ac.za" and "Charlotte Miller - User3@mymwu.ac.za".
- 6**: "Cancel" button.
- 7**: "Add Task" button.

Figure 35: Add New Task Modal

When the Add New Task button is clicked this window will pop-up which allows you to set the new Task's:

1. Name
2. Description
3. Due Date (Select  icon to get a calendar drop-down to select the due date of the task.
4. Task priority (drop-down menu consisting of (Low, Medium, High)
5. Tick the checkbox next to each member's name of which you want to assign the task to.
6. Cancel button close the task creation window and cancels the creation process.
7. Add Task button adds the task to the system.

Review Tasks

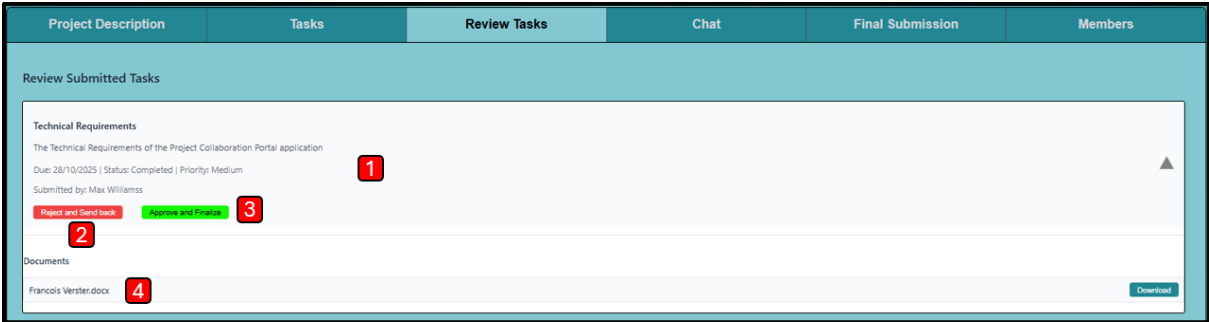


Figure 36: Review Tasks on Group Leader Dashboard

The Review Tasks tab displays all the tasks that were “Mark as Complete”. This tab displays and allow you to:

- 1. View each task’s details that were marked as complete.
- 2. Reject and send back the task
- 3. Approve and finalize the task (which will change the status of the task to finalized). Tasks with the finalized status can **only** be viewed and the documents of the tasks can be downloaded. Nobody can add/edit or remove the task when it is finalized.



Figure 37: Example of Finalized Task

- 4. View the documents attached to the task, as well as downloading them using the Download button.

Chat

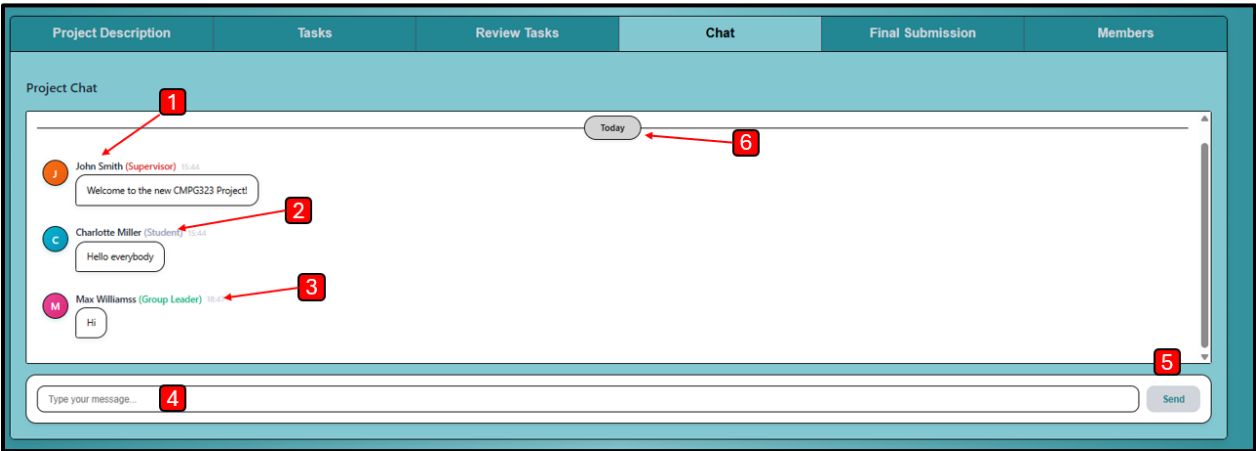


Figure 38: Chat on Group Leader Dashboard

The Chat tab allows you to view the project chat logs between member in the project. This tab displays:

1. The sender's name
2. The sender's role in the project
3. The time the message was sent
4. Textbox used to type the chat messages you want to send
5. Send button that sends the message in the textbox to the left.
6. The date or day (if it was less than 6 days ago) the message(s) was/were sent.

Final submission

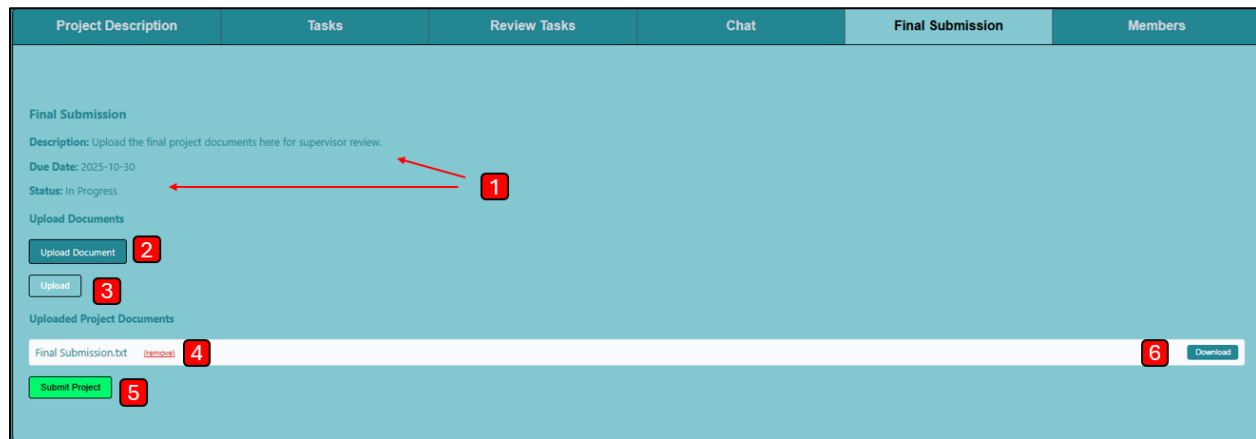


Figure 39: Final Submission on Group Leader Dashboard

The final submission tab allows the project leaders to finalize the project by providing them the following:

1. The project's details
2. Upload Document button where you select a document(s) from your device.
3. Upload button that uploads the selected document.
4. List of uploaded documents that will be send as final submission the supervisor(s) for marking. The "(remove)" hypertexts will remove relevant document from the final submission when clicked on.
5. The Submit Project button submits the project to the supervisor(s).
6. The download button next to each document allows you to download the uploaded documents.

Important notice: The Submit Project button will only be available when all the tasks in the project are finalized. If the project is submitted before the due date and a task is added again, the group leaders will have another opportunity to submit the project again. They must just make sure that all tasks are finalized to get the option to submit again.

Members

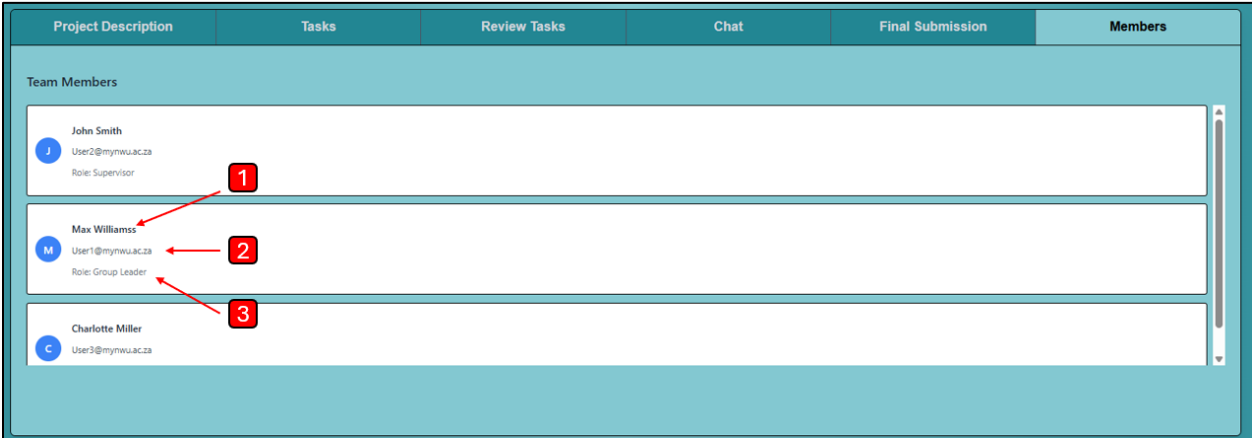


Figure 40: Members on Group Leader Dashboard

The Members tab shows you the members that are part of the project. The details include the following:

1. Member's name and surname
2. Member's email address
3. Member's role in the project

Supervisor Dashboard

The supervisor dashboard has similar functionalities that the group leader has, but they also have other unique permissions that the group leader does not have. A supervisor is also able to create meetings and add new links of interest the same way the group leader can. The unique functionalities for the supervisor are as follows:

- Updating project details
- Grading the project and providing feedback
- Adding members to the project
- Removing members from the project
- Changing a member's role

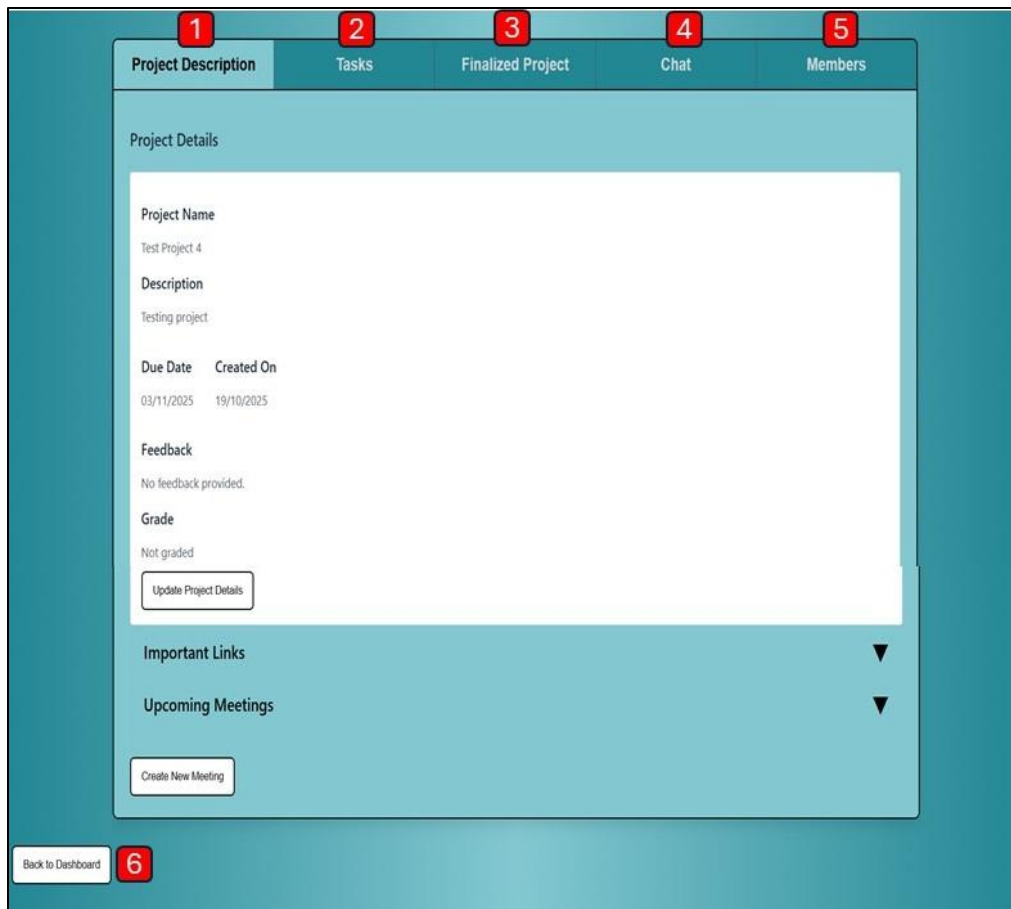


Figure 41: Supervisor Dashboard

1. Project description tab.
2. Project tasks overview.
3. View the finalized project and provide a grade and feedback.
4. Project chat.
5. View and update project members.
6. Navigate back to the dashboard.

Project Description

The project description tab provides a brief overview of the project. It includes all the details, including all the links that were used for the project and a list of the meetings. The supervisor can edit the project's details, such as the due date, project name, and project description.

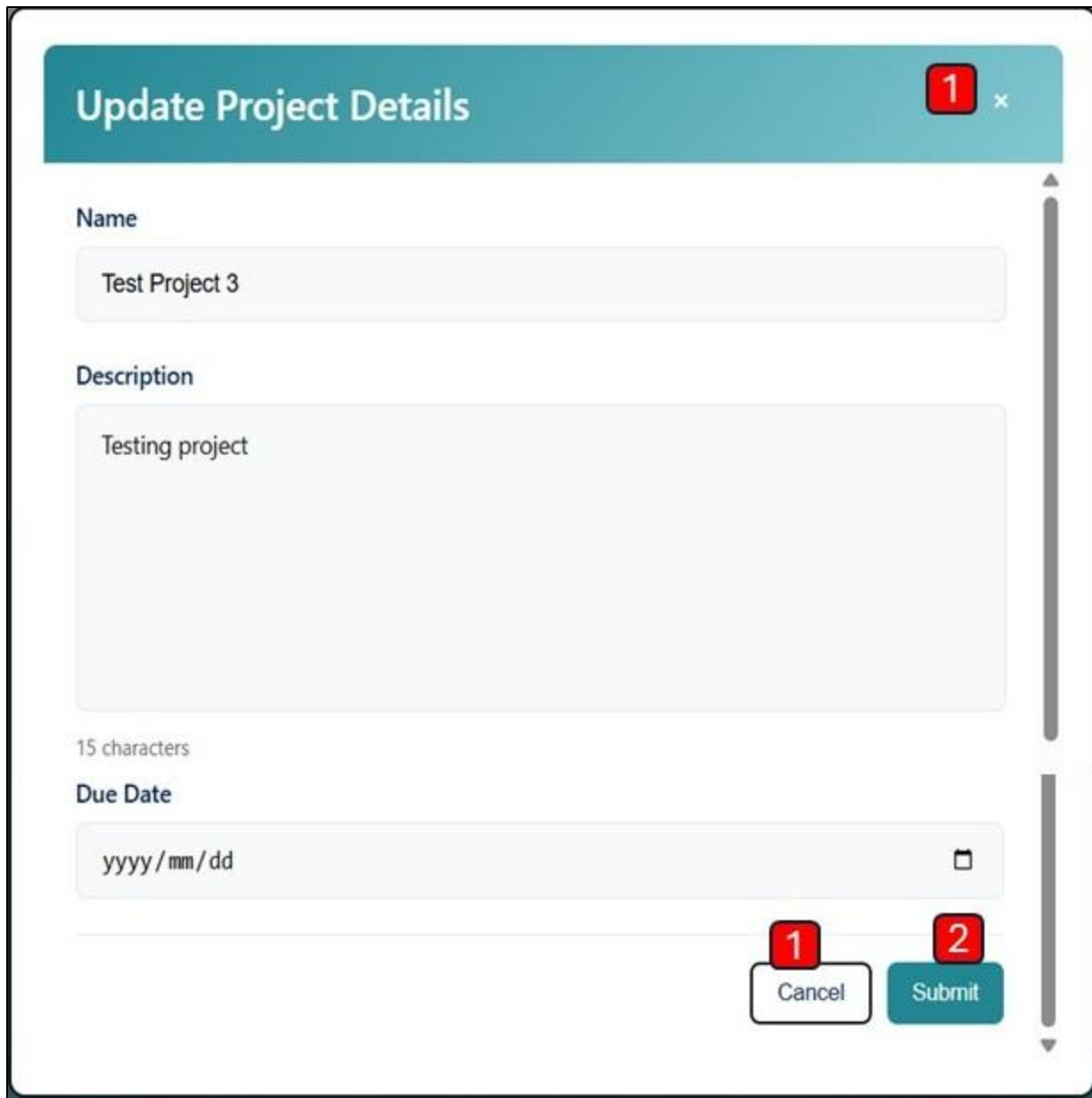
The screenshot displays the 'Project Description' tab within a supervisor's interface. The tab is active, showing a form for project details. The form includes fields for 'Project Name' (Test Project 4), 'Description' (Testing project), 'Due Date' (03/11/2025), and 'Created On' (19/10/2025). Below these fields are sections for 'Feedback' (No feedback provided) and 'Grade' (Not graded). At the bottom of the form is an 'Update Project Details' button, highlighted with a red circle and the number 1. Below the form are two sections: 'Important Links' and 'Upcoming Meetings'. The 'Important Links' section has an 'Add Link' button, highlighted with a red circle and the number 2. The 'Upcoming Meetings' section has a 'Create New Meeting' button, highlighted with a red circle and the number 3. A 'Back to Dashboard' button is located at the bottom left of the interface.

Figure 42: Project Description on Supervisor Tab

1. Update project details.
2. Add a new link of interest to the project for the members to view.
3. Create a new meeting for the members to join.

Update Project Details

Any part of the project's details can be updated, project name, description and due date. Once the new details have been entered the supervisor can click on the "Submit" button to save the new changes.



The image shows a modal window titled "Update Project Details". At the top right of the title bar is a red square with the number "1" and a close icon "x". The modal contains three input fields: "Name" with the text "Test Project 3", "Description" with the text "Testing project", and "Due Date" with a placeholder "yyyy/mm/dd" and a calendar icon. Below the description field, it says "15 characters". At the bottom right, there are two buttons: "Cancel" (with a red square containing "1" above it) and "Submit" (with a red square containing "2" above it). A vertical scrollbar is on the right side of the modal.

Figure 43: Update Project Details Modal

1. Closes the pop-up window.
2. Saves all the project details.

Project Tasks

The supervisor can only view the tasks that were created for the project and download, if any, the documents that were uploaded under a specific task.

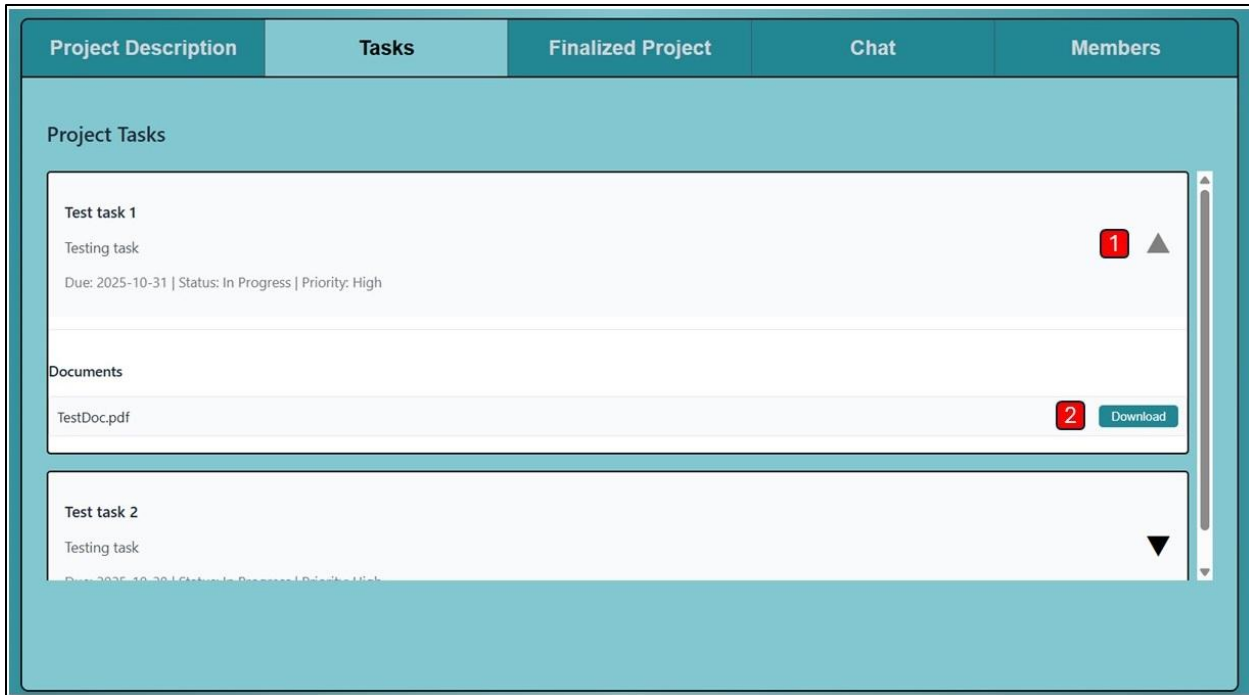


Figure 44: Tasks Overview on Supervisor Dashboard

1. Dropdown arrow can be clicked to view the documents
2. The download button initiates a download of the associated file for viewing.

Finalized Project

Once the group leader has finalized the project, the supervisor will be able to view the final project with its associated documentation to download and review. The tab also provides a list of contributors to the supervisor. The contributor list is linked to the task assignments, if a member of the project was not

assigned to a task they won't be listed as a contributor. After the supervisor has reviewed the documentation, the supervisor will be able to provide feedback and a grade. Once a project has received a grade and feedback, all edits to the projects is disabled. This includes:

- Project details can't be edited.
- Project chat is disabled.
- Tasks cannot be deleted or created.
- Members cannot be added, removed or roles be changed.

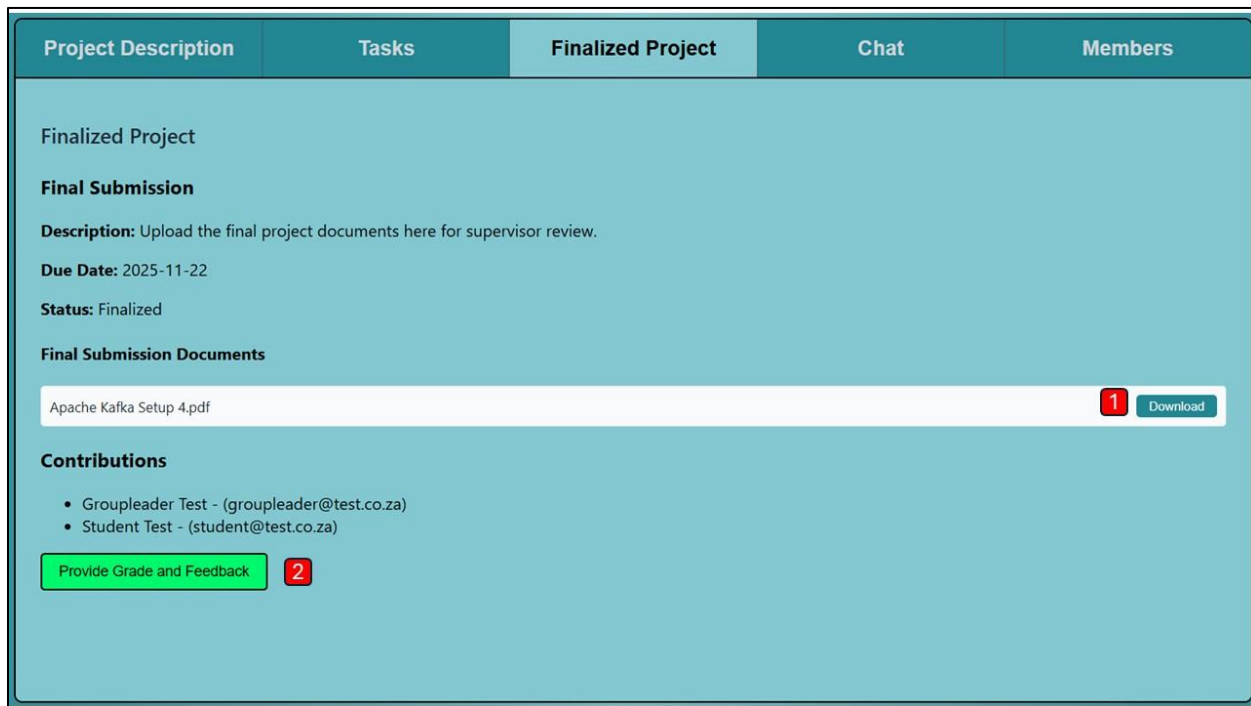


Figure 45: Finalized Project on Supervisor Dashboard

1. The supervisor can download the document for viewing.
2. The supervisor can click on the button to provide a grade and feedback.

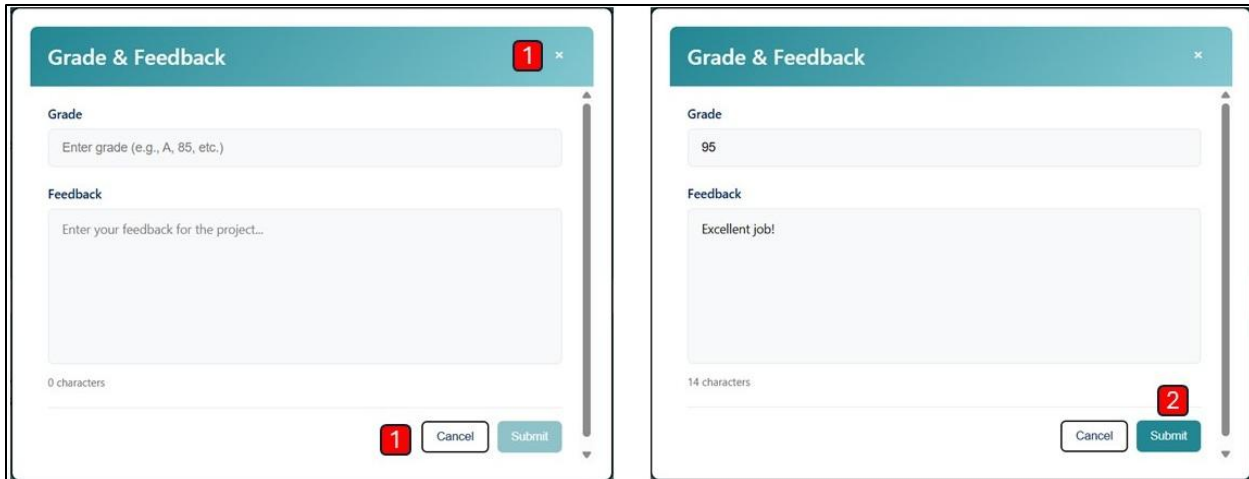


Figure 46: Grade & Feedback Modal

1. Closes the pop-up.
2. Clicking on the “Submit” button saves the grade and feedback and alerts the members that the project has been graded.

Members

The supervisor is the only user that can add and remove members as well as change a user’s role. The supervisor cannot transfer the “Supervisor” role to an existing member of the project to ensure that all tasks have a member assigned to them, and for accurate contribution tracking. If a new supervisor must be added, the existing supervisor must add them to the project and assign them the supervisor role.

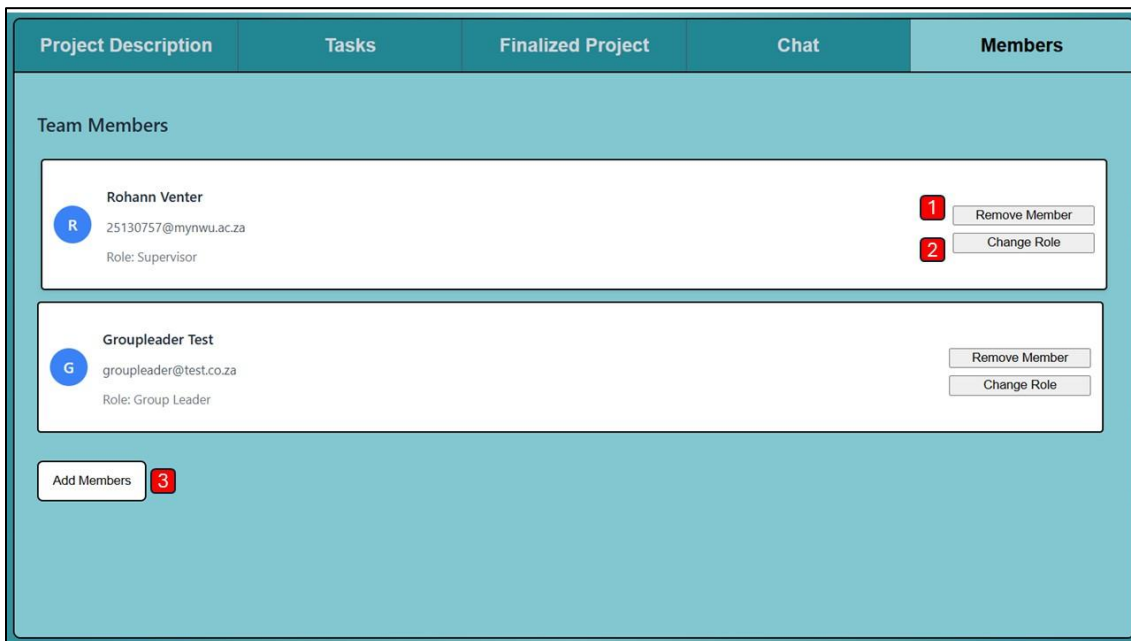


Figure 47: Task Members on Supervisor Dashboard

1. Removes the member from the project.
2. Changes the role of the member.
3. A new member can be added to the project.

Remove a member from the project

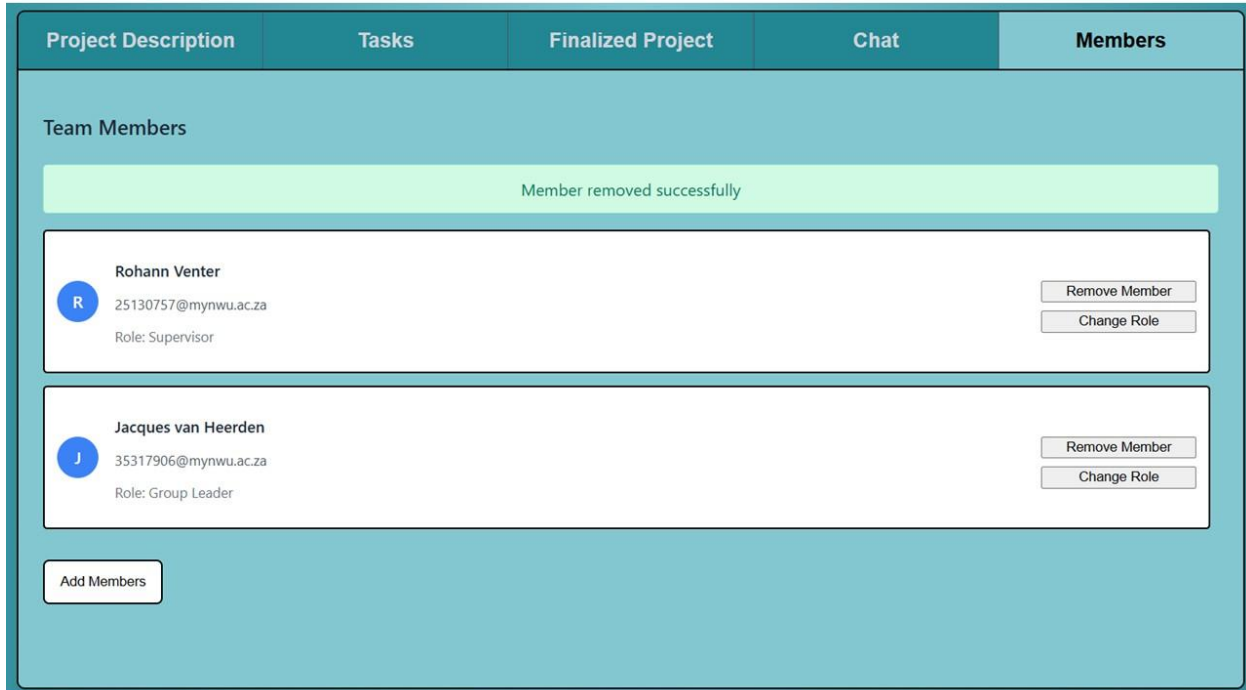


Figure 48: Remove a Member from the Project

Change the role of a member



Figure 49: Change Member Role Modal

1. Closes the pop-up.
2. Dropdown lists the available roles for the member to be changed to.
3. Clicking on the “Update Role” button will save the changes, and the member will be notified of their new role.

Add a new member to the project

The figure consists of three sequential screenshots of a web application modal titled "Add Project Member".

- First Screenshot:** The modal is open. The "Member Email" field contains the placeholder text "Enter member email". The "Role" dropdown menu is set to "-- Select Role --". A red square with the number "1" is positioned over the "Add Member" button.
- Second Screenshot:** The "Member Email" field now contains the email address "35317906@mynwu.ac.za". The "Role" dropdown menu is open, showing a list of roles: "-- Select Role --", "Supervisor", "Group Leader", and "Student". A red square with the number "2" is positioned over the dropdown menu.
- Third Screenshot:** The "Role" dropdown menu is now closed, and "Supervisor" is selected. A red square with the number "3" is positioned over the "Add Member" button.

Figure 50: Add New Member Modal

1. Closes the pop-up.
2. Dropdown lists the available roles for the new member.
3. After the member's email and role was entered, the supervisor can click on "Add Member" and that user will be notified that they have been added to the project.

Conclusion

The Project Collaboration Portal (PCP) stands as a testament to the transformative power of digital innovation in fostering collaborative excellence at North-West University (NWU). By providing a centralized, intuitive platform for task management, real-time communication, document sharing, and progress evaluation, PCP not only addresses the logistical hurdles of group-based learning but also nurtures the interpersonal skills essential for academic and professional success. This user manual has guided you through every facet of the system—from initial access and authentication to the nuanced functionalities of role-specific dashboards—equipping students, group leaders, and supervisors alike with the tools to orchestrate seamless project workflows.

As you embark on your collaborative journeys, remember that PCP is more than a tool; it is a catalyst for equitable participation, timely accountability, and innovative problem-solving. Whether assigning tasks, reviewing submissions, or delivering feedback, each interaction within the portal reinforces NWU's dedication to inclusive, technology-enhanced education. We encourage you to explore its features iteratively, harnessing notifications, calendars, and chat modules to stay connected and proactive. For any unresolved queries, technical glitches, or suggestions for refinement, reach out to the NWU IT Services division without hesitation—they are your partners in optimizing this resource.

In closing, may this manual serve as your steadfast companion in turning group projects into gateways of growth. Embrace PCP's collaborative spirit, and together, let us elevate our shared pursuit of knowledge and achievement.

Contributed by the 323 NWU Student Development Team

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