# table of contents

1. Why Project Portal?
2. First Steps
   1. Basic Information
   2. Creating Your Account
3. Core Elements
   1. Navigation Banner
      1. Search
      2. Logging Hours
      3. Notifications
   2. Landing page
   3. All Projects
   4. My Projects
      1. Setting your profile picture
      2. Viewing your office hours
4. Projects Workflow
   1. Creating a new project
   2. Requesting to join a Project
   3. Accepting a request to join your project
   4. Updating a project
   5. Editing a project
5. Project Portal Etiquette
6. Transitioning
7. Conclusion
8. Advanced Features
   1. Watching Projects
   2. Editing an update
   3. Deleting an update
   4. Watching users (Moderators Only)
   5. Accountability view (Director of Accountability and Moderators Only)
   6. Moderation view
   7. Verifying users (Moderators Only)
9. Contact

Note: If you’re in a hurry, you might want to start with 6. Transitioning!
1. why project portal?

- The Project Portal is an initiative started by Andrew Griggs during his term as Speaker of Senate
  - His primary goals were to create a platform for Student Government to better **collaborate** on projects and hold each **accountable**
  - “One place where you can see everything that’s going on in Student Government.”

- Without it or a similar service, there is no easy way of figuring out who is working on what projects, and what status projects are currently at
  - Typically members would have to hunt this information down through emails, Facebook posts, etc.
  - We’re starting to see this behavior again because... people aren’t using the Project Portal!

- The latest version now has a greater focus on facilitating accountability and cohesiveness
2.1. first steps: basic information

- Project Portal Web Address: sgprojectportal.uc.edu
- Q: What is my login information?
  - A:
    - Username: Your UC Central Login username, i.e. your 6+2
    - Password: The password for your UC Central login Account
2.2. first steps: creating your account

1. Go to sgprojectportal.uc.edu
2. Login using your UC Central Login Information
3. Click the button on the left with the label, “I am a member of Student Government”
4. Fill in the appropriate information
   1. Wondering why “Preferred Pronouns”? Check out this blog post!
   2. Your cell phone number will only be visible to verified members of Student Government. However, if you cannot enter your cell phone number for work or other reasons (e.g., you’re an RA), simply enter “N/A” into that box
   3. Enter your position as it appears in the Constitution or Bylaws
5. When done, click “finish”
3.1.1. search

- Click the magnifying glass icon to expand the box
- You can search for projects based off their name, categories, author, updates, etc.
3.1.2. logging hours

- Click the clock on the navigation bar to open the Office Hour Window
- The hour total can be a decimal amount
- You can log hours for a specific project or for miscellaneous work
  - To log hours for miscellaneous work, select the “None” option in the Project selection box
- Check the “mark as project update” box to simultaneously log hours and update a project
- When you’re finished filling out the details, click submit to log the hours

*Remember, Office Hours are defined as any time spent working on Student Government initiatives*
3.1.3. notifications

- Click the circle at the very right of the navigation banner, then click “notifications”
- Here you will be able to see your notifications
- You are able to accept and ignore requests to join your projects from this window
3.2. landing page

- On top are 8 Hero Cards, displaying the most recent updates, new projects and completed projects
  - Designed to give “Good & Welfare” to people getting stuff done!

- The bottom half of this page shows a line graph of the total hours logged for the entire organization vs. day of the week for the current week

- Users who are not members of Student Government will see 12 Hero Cards

- You can “like” a new project or update by clicking the heart icon at the bottom right corner of the Hero Card
3.3. all projects

- Shows every project on the Project Portal
- You can filter projects by category, state, and other properties
- You can expand the project card by clicking on the arrow at the bottom, or clicking on the title of the project
3.4. my projects

- Shows
  - every project you own,
  - Every project you work on
  - Every project you’ve completed
  - Your recent activity
  - Basic information about yourself
    - Name, position, preferred pronouns, cellphone number
    - Only SG members can see your cellphone number
- Also allows you and people who follow you to view your logged office hours
3.4.1. setting your profile picture

- Click your profile circle on the header of the “My Projects” page
- Select a picture on your computer to upload as your profile picture
- Keep in mind this will be visible by any UC Student that logs in
3.4.2. viewing your office hours

- Office hours that you have logged are viewable at the bottom of the “My Projects” page
4. projects workflow

- At the project page, the following information is viewable:
  - Description
  - Categories
  - State
  - Start and Completion dates
  - Primary Contact
  - Team Members
  - Amount of hours logged

- At the bottom of the project page is the update log view, which displays all status updates made to the project.

- You can like or watch the project here as well.
4.1. creating a new project

1. Go to the “my projects” page
2. Click the “create project” button at the top right side of the page
3. Fill in all the required fields
   1. You can select multiple categories
4.2. requesting to join a project

- You can request to join a project in two ways
  1. At the project’s profile page, click the “join” button in the top left box
  2. At the “All Projects” page
     1. Expand the project card
     2. Click the plus-circle with the text “join” under it
4.3. accepting a request to join your project

- If someone requests to join your project, you can accept or ignore their request by:
  1. Open the notifications view (See 3.1.3)
  2. On the notification, click either the accept or the ignore button
4.4. updating a project

- On the project’s profile page, scroll down to the top of the update log
  1. Enter the contents of the update in the textbox
  2. (Optional) Attach the appropriate files to the update
  3. Click the “submit update” button at the bottom right corner of the textbox
4.5. editing a project

- To edit a property of a project:
  1. Click the pencil icon to the top right of the property
  2. Make the desired changes in the input box that appears
  3. Click the pencil icon again to finalize the changes

Description:

This project is aimed at collected demographic information for the Student Organizations on our campus to determine:
1. Whether student involvement overall is diverse
2. Whether student groups are homogenous or diverse in their membership
5. project portal etiquette

- Make sure that your project names are descriptive but concise
- Projects that happen regularly (yearly, semester-ly, etc.) should have the time period they occurred in
  - E.g. “Voter Registration Drive 2015”
- Project descriptions should be a reasonable length
  - If a description is too long no one will read it

- Keep your projects up to date with accurate information
  - There’s nothing wrong with freezing a project if you’re no longer working on it
    - You or someone else can always reopen it later
  - Always post a final project update before marking a project as frozen or complete
6. transitioning

- You should execute the following steps to transition to the new version of the Project Portal:
  1. Login to the Project Portal at sgprojectportal.uc.edu (See 2.1. and 2.2.)
  2. Activate your account as a member of Student Government (See 2.1. and 2.2.)
  3. Set your profile picture (See 3.4.1.)
  4. Create projects for every initiative you’re working on (See 4.1.)
  5. Update all your projects with the current status and state (See 4.4. and 4.5.)
  6. Start logging your office hours daily (See 3.1.2)
    *Remember, Office Hours are defined as any time spent working on Student Government initiatives
  7. Set a weekly reminder to check the Project Portal once a week to update your projects
  8. Check out some of the advanced features (See 8. and beyond)
7. conclusion

- The Project Portal is a tool which we can use to be more transparent, more accountable, and more collaborative
  - Designed from the ground up to suit the needs of Student Government members
- The system works best when everyone puts their effort into using it
- It is the go-to place to see everything that’s being worked on in Student Government
8. Advanced Features

For Project Portal Pros
8.1. watching projects

- When you watch a project, you automatically get notifications when that project is updated.

- There are two ways to watch a project:
  1. At the project profile page, click the eye icon in the top left box.
  2. At the “All Projects” page, click the eye icon at the bottom right of the project’s card.
8.2. editing an update

- To edit an update you have posted:
  1. Navigate to the update
  2. Click the downward arrow at the top right corner
  3. Click the “edit” item in the dropdown list
  4. When you’ve made your desired changes, click the “ok” button at the bottom right corner of the textbox
8.3. deleting an update

- To delete an update:
  1. Navigate to the update
  2. Click the downward arrow at the top right corner
  3. Click the “delete” item in the dropdown list
8.4. watching users (moderators only)

- When you watch a user:
  - You get a notification whenever they post an update
  - You are able to view their office hours and latest update at the “Moderator” page (See 8.6.)

- To watch a user:
  1. Navigate to that users profile (sgprojectportal.uc.edu/<username> where <username> is that user’s 6+2)
  2. Scroll down after “Projects <user> works on” section
  3. In the “About <user>” section, click the eye icon to follow the user
8.5. accountability view (director of accountability and moderators only)

- The accountability view shows you detailed information on every user and project on the Project Portal.
- To access the accountability view, See 3.1.
8.6. moderation view (moderators only)

- The moderation view allows you to see for every user that you’re watching:
  - Their latest update
  - Their hours logged that day, week and for all time

- To access the moderation view, See 3.1.
8.7. verifying users

- Users must be verified before they can have the appropriate access to the Project Portal

- To verify a user:
  1. Navigate to the user’s profile
  2. Scroll to the “Privileges and Moderation” section
  3. Select the buttons that correspond with their appropriate privileges
  4. Click the “verify this user” button at the top left
  5. Correct any fields with incorrect values and set their office hour requirement to the correct number
    - Senators: 6 hours
    - Directors: 3 hours
    - AVPs: 6 hours
  6. Click the “verify” button of the popup window
9. contact

For any questions about the Project Portal or feature requests, reach out to me (Tobi Akomolede) at akomolot@mail.uc.edu
thanks for reading!!!

You’re awesome!