

*Florida International University
Knight Foundation School of Computing and
Information Sciences*

User Manual

Team Members: Furzaan Khan, Kristy Hamlin, Bryan Arango Cruz, Frank Rebola, Roberto Vera Marrero

Product Owner(s): Dr. Patricia McDermott-Wells

Mentor(s): Corey Slayton

Instructor: Masoud Sadjadi, PhD

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1. Introduction

Purpose of the App

The STARS Tutoring app is designed to streamline and automate the administration of tutoring services. Leveraging Microsoft 365, Power Apps, and Power Automate, this app simplifies session scheduling, tutor management, and data handling.

Audience

This manual is intended for administrators, tutors, and users of the STARS Tutoring service.

2. Getting Started

System Requirements

- Microsoft 365 subscription
- Access to Microsoft Teams
- Power Apps license

Installation

No installation is necessary as the app is hosted in Microsoft 365. Ensure you have the necessary permissions to access the STARS Tutoring app on Teams.

Accessing the App

1. Open Microsoft Teams.
2. Navigate to the STARS Tutoring Team.
3. Click on the "STARS Tutoring" tab to open the app.

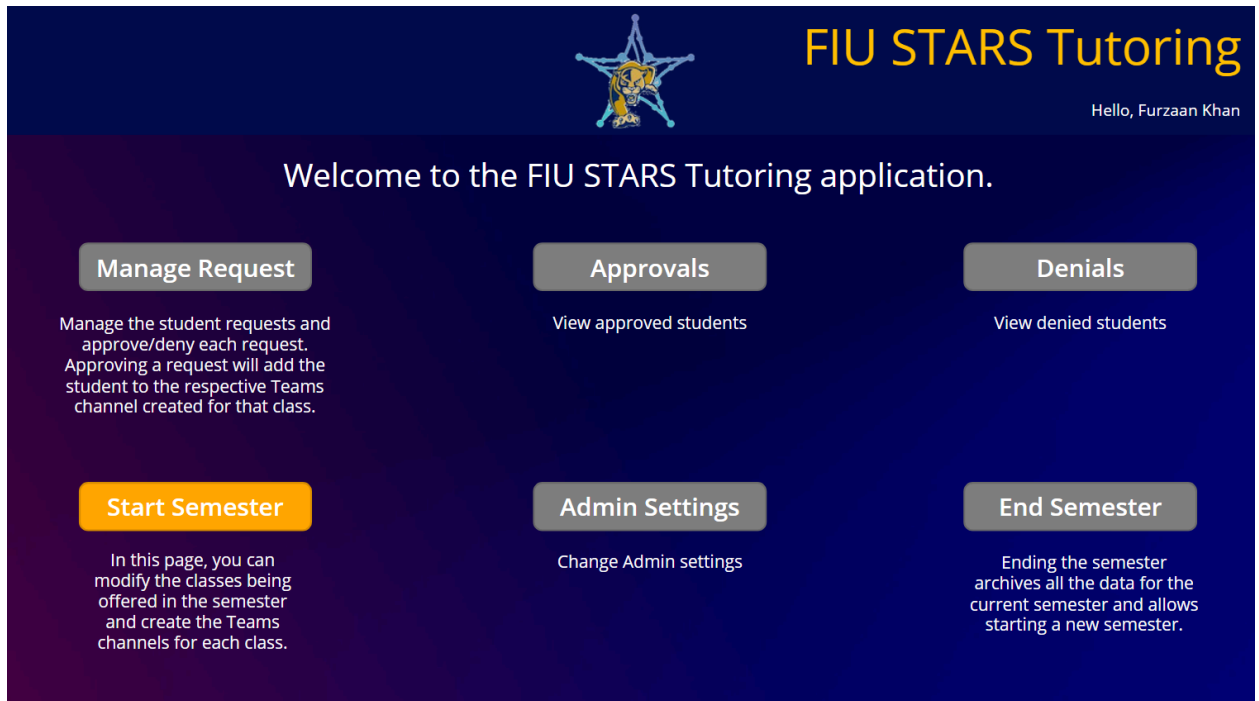
3. Navigation

Interface Overview

The app interface is designed for ease of use, featuring an admin GUI created in Canvas. Key elements include:

- **Welcome Screen:** Gives a general overview of every feature that the app provides.
- **Manage Requests:** Shows you the students that have registered and if you are an admin you can accept or deny them.
- **Admin Settings:** View page for the admin emails that are registered.

- **View Approvals:** View page that shows all of the students registered and their details.
- **View Denials:** View page that shows the denied students and their details.
- **End Semester:** Page that allows admins to end the semester which would create a new master excel sheet.



4. Key Features and Functions

Managing Requests

- **Approving or Denying Students:**
 1. Go to the "Manage Request" tab.
 2. Select the Student to Approve or Deny.

5. Workflow Automation

Ending Semester

1. Access Power Automate via the Microsoft 365 portal.
2. Select the "Reset" button
3. Semester will reset and the excel will automatically copy and create a new one fresh.

Start Semester

1. Go to Power Automate.
2. Select the "Start" button
3. The selected classes will send the students to a Microsoft Teams channel that is automatically created for each approved class.

Data Management

STARS tutoring uses Microsoft Excel to store all the data and the flows work off of the Excel to function.

6. Troubleshooting and Support

Common Issues

- **Cannot Access App:**
 - Ensure you have the correct permissions.
 - Check internet connectivity.
- **Error in Request:**
 - Verify student availability.
 - Contact admin if the issue persists.

Contact Support

- **Email:** support@starstutoring.com
- **Phone:** +1-800-123-4567
- **Teams Support Channel:** STARS Tutoring Help

7. FAQs

Frequently Asked Questions

- **How do I reset my password?**
 - Use the Microsoft 365 account recovery process.
- **How do I change my notification settings?**
 - Navigate to the "Settings" section and update preferences.

8. Appendices

Glossary

- **GUI:** Graphical User Interface
- **Flow:** An automated workflow in Power Automate

Additional Resources

- [Microsoft Power Apps Documentation](#)
- [Microsoft Power Automate Documentation](#)

9. Version History

Updates and Changes

- **Spring 2024:** Initial implementation of STARS Tutoring system.
- **Summer 2024:** Added automated follow-up and data management workflows.