

CEG Pilot MyCase

Manual for staff



TU Delft

Contents

Introduction	1
About MyCase.....	2
Views	2
Roles.....	2
Case overview	3
Preparation phase.....	4
Review supervisory team	4
Kick-off phase.....	5
Review Kick-off	5
Review change responsible supervisor	5
Midterm phase.....	6
Review midterm	6
Green Light phase	7
Finalisation	8
Giving feedback.....	9
Where to share your feedback.....	9
How to share your feedback	9

Introduction

Thank you for participating in this pilot! In this manual you will find instructions for how to use the application and on how to give your feedback. More general information about MyCase and this pilot can be found on [this page](#) on the student portal.

The goal of this pilot is to test MyCase, to optimize the system and to make it as user friendly as possible. In order to do that, we need your feedback. In the last chapter of this manual you will find instructions on how to give feedback.

Like MyCase, this manual will be updated throughout the pilot, so make sure to check the [manuals page](#) on the student portal to get the most up-to-date information.

Use this link to log into MyCase with your NetID <https://mycase.tudelft.nl>

Kind regards,

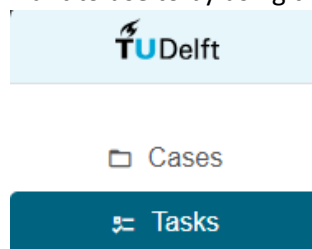
Dirk Martin & Sanne Dijkstra
Project Management ESA CEG
mycase-ceg@tudelft.nl

About MyCase

Each student must start a case for their MSc Thesis project. They will use this case throughout the thesis project. If a student adds you as a supervisor to a case, you get access to this case.

Views

There are two views you can use: The *cases* view and the *tasks* view. You can choose which view you want to use to by using the menu on the left hand side of your screen:



In the Cases view you will find a list of all cases that are assigned to you, or all the students that you are a supervisor for. You can go to a case by clicking anywhere on the row for that case.

In the Tasks view you will find a list of pending tasks that are assigned to you. You can go directly to this task by clicking on the row for that task, or you can go to the case to consult the relevant information for that task by clicking on 'Go to case':

All Tasks				
Created on	Name	Assignee	Due date	
07 Dec 2023 15:24	Review Kick-Off Milestone	wknipper@test.nl	-	Go to case
24 Jan 2024 09:53	Review Supervisory Team	wknipper@test.nl	-	Go to case
29 Jan 2024 16:43	Review Green Light	wknipper@test.nl	-	Go to case
05 Feb 2024 11:32	Review Supervisory Team	wknipper@test.nl	-	Go to case

Items per page 10 ▾ 1-4 of 4 items 1 ▾ of 1 page ◀ ▶

Roles

A student must have one responsible supervisor in their team, and may have one or more additional supervisors. The responsible supervisor is required to do a number of tasks in MyCase throughout the MSc thesis project. "Regular" supervisors don't have specific tasks in MyCase, but can use the system to review the information and documentation that the student submits during set moments.

Nearing the end of the project, the chair of the assessment committee will have a number of tasks.

Lastly, the Study Programme Administration (SPA) and the Board of Examiners (BoE) mandate are also responsible for some activities throughout the project.

Case overview

The screenshot shows the 'MSc Graduation Project' interface. At the top, the title 'MSc Graduation Project' is highlighted with a red box and labeled '1'. Below it is a navigation bar with tabs: 'Summary', 'Stakeholders', 'Project', 'Agreements', 'Planning', 'Feedback', and 'Audit'. The 'Summary' tab is active and highlighted with a red box labeled '2'. The main content area is divided into two columns. The left column is titled 'Phase Information' and contains text about the 'Preparation' phase, with a red box labeled '3' around the text. The right column is titled 'Tasks' and contains a task 'Review Supervisory Team' with a red box labeled '4'. Below the 'Phase Information' section is a 'Student & Study Details' section. It contains two blue boxes: 'Student Information' with details for Sem Crans (Student name, number, email) and 'Study Details' with details for Civil Engineering & Geosciences (Faculty, Programme, Track, Double degree, Honours programme). A red box labeled '5' is around the 'Student Information' box. Below these is a status box with an information icon and the text 'The review of the entry requirements is pending', with a red box labeled '6'. At the bottom, there is an 'Entry requirements' section with a table and a red box labeled '7' around the 'Feedback to ICT' button.

MSc Graduation Project 1

Summary Stakeholders Project Agreements Planning Feedback Audit 2

Phase Information

 3
This MSc Graduation project is in the **Preparation** phase.
In this phase the focus will be on 2 tasks. The initial Supervisory Team must be proposed by the Student and approved by the Responsible Supervisor. Further, the Entry Requirements must be checked by SPA, to confirm that the Student is allowed to start the MSc Graduation Project. These entry requirements apply to your thesis preparation module or thesis module, depending on your MSc programme.
For more information on the Entry requirements check the Teaching and Examination Regulations of your MSc programme by following [this link](#).

Tasks

 4
Review Supervisory Team
Required to complete Preparation phase

Student & Study Details

Student Information

 5
Student name Sem Crans
Student number
Student email scrans@test.nl

Study Details

[Edit Study Details](#)
Faculty Civil Engineering & Geosciences
Programme Master Civil Engineering
Track
Double degree no
Honours programme no

i The review of the entry requirements is pending 6

[Edit Entry Requirements](#)

Entry requirements

Meet entry requirements?	yes
--------------------------	-----

Feedback to ICT 7

1. Header
2. Different tabs. In this example, the 'Summary' tab is visible. At the start of the project, most tabs contain no information, this will be filled out over the course of the thesis project.
3. Phase information. The text on the white background provides general information about what happens during this phase.
4. Task list. In this example, 1 task is open. When a task is completed, it disappears and the information submitted in the task is logged in the case. When no tasks are open, a message 'All done!' is visible.
5. Information about the thesis project is displayed in blue boxes. Information or documents that are uploaded in tasks can usually be found in these boxes in the relevant tab.
6. Status box. In this example, a review is pending. A review can also be approved or rejected.
7. Feedback button. Use this button to give feedback about MyCase. See the last chapter of this manual for more information about giving feedback.

Preparation phase

During the preparation phase, the student will start their case and propose their supervisory team. SPA will check whether the student meets the requirement for starting with the preparation fact. The responsible supervisor reviews and approves or disapproves of this team. You can find this task in the task list at the right side of the screen:

[Review supervisory team](#)

Tasks

Review Supervisory Team
Required to complete Preparation phase

In this task you will find an overview of the supervisory team the student has proposed. As responsible supervisor it is your responsibility to make sure that this is the supervisory team everyone has agreed upon, and that the supervisory team adheres to any rules and regulations around supervision of the thesis.

Once you complete this task, a line is logged in the 'Feedback' tab. This is visible to both student and all supervisors. In the 'Stakeholders' tab, a notification confirm that the supervisory team has been approved.

The student can continue in MyCase after their supervisory team has been approved (and SPA has confirmed that the student meets the entry requirements). This task structure is repeated throughout the MSc project: The student completes their tasks in the current phase, this triggers a 'Review' task for the responsible supervisor, and the student can only continue into the next phase after this 'Review' task has been approved.

Kick-off phase

During the kick-off phase, the student has a number of tasks:

- Provide a project proposal
- Provide a planning for their project
- Register any external party/parties, if applicable
- Register a UN knowledge embargo, if applicable
- Register human participation, if applicable
- Register confidentiality, if applicable

Once the student has completed all these tasks, a task for the responsible supervisor will appear:

Review Kick-off

Tasks

Review Kick-Off

Required to complete Kick-Off phase

All the information the student has provided will usually be discussed during the kick-off meeting. In MyCase, the responsible supervisor provides a formal start date for the students MSc thesis project, and the date at which kick-off review took place. By approving the Kick-off review, the responsible supervisor approves the information the student has provided:

- The project proposal, which can be found in the 'Project' tab
- The planning, which can be found in the 'Planning' tab
- Information about external parties, UN knowledge embargo, confidentiality, and human participation, all of which can be found in the 'Agreements' tab
- Any changes to the supervisory team, which can be found in the 'Stakeholders' tab.

The responsible supervisor can either decide to approve of the student's kick-off ('continue'), or reject it ('retake'). If the student has to do a retake, MyCase requires them to resubmit a planning. Any other required changes should be discussed with the student. Once the student has resubmitted their planning, a new 'Review Kick-off' task appears to the responsible supervisor.

When the responsible supervisor has approved the kick-off review, the case moves into the midterm phase.

Review change responsible supervisor

It is possible that for some reason the student changes their responsible supervisor. If they do so, the new responsible supervisor will see a task called 'Review change responsible supervisor'. In this task, an overview of the new supervisory team is visible and the new responsible supervisor can accept or reject this change.

Changes to the "regular" supervisors will not trigger a review task, responsible supervisors should check the supervisory team at the different review moments at the end of each phase.

Midterm phase

Review midterm

During the midterm phase, at least one midterm meeting must take place and be registered in MyCase. This meeting has been planned during the kick-off phase. The student uploads the current version of their project deliverables, which can be viewed in the 'Project' tab. Once the student has done so, a task 'Review midterm' task will be visible to the responsible supervisor.

Tasks

Review Midterm

Required to complete Midterm phase

In this task, you will register the date the midterm meeting took place and a decision. You can decide to 'Continue', in which case the project will continue into the Green Light phase. It is also possible to choose 'Retake', meaning the project will continue in the midterm phase and a new midterm meeting can be planned. Currently, an option to 'Discontinue' is also visible, this option will be removed by the developers as discontinuing a MSc thesis project at mid-term is not possible. Please do **not** use the option 'Discontinue'.

When you choose that the student needs to retake, the student will need to adjust their Planning in MyCase. Once they do so, a new 'Review midterm' task will appear. The student can upload a new version of their deliverables at any time. In the tab 'Project' you can view all the uploaded versions of their deliverables. It is possible to do many "midterm" meetings and treat them as progress meetings,

MSc Graduation Project

Summary Stakeholders **Project** Agreements Planning Feedback

Project

Project

[Edit Project](#)

Project Information

Title of MSc Graduation Project Thesis title placeholder

Additional notes

Project Deliverables

Uploaded project deliverables:

06-02-2024 13:38	↓ Test pdf.pdf
06-02-2024 13:37	↓ Test worddocument.docx
05-02-2024 15:10	↓ Test pdf.pdf

Midterm Preparation

[Edit Midterm Preparation](#)

Midterm comments ik ben er klaar voor.

Green Light phase

In the Green Light phase, the student will upload their project deliverables and the details of their plagiarism check (visible in the 'Project' tab). The student will also verify that they fulfil all the requirements for starting the graduation process (this will be checked by the university at a later point). The student can also indicate that they do not fulfil the requirements and provide an explanation for why. This does not stop them from continuing in MyCase, it is up to the supervisor to check this in the 'Study progress' box in the 'Summary' tab.

Once they complete these tasks, the responsible supervisor will see the task 'Review Green Light'

Tasks

Review Green Light

Required to complete Green Light phase

The task itself only asks you to check the plagiarism scan and to register your decision of the Green Light review. Make sure to review the case as a whole.

Lastly, the student can propose their Assessment committee in this phase. The assessment committee will be reviewed by the proposed chair of the assessment committee and board of examiners (BoE) mandate. The BoE mandate is the person or position for each programme which is mandated by the BoE to check and approve the assessment committee according to [the Rules and Guidelines of the BoE](#). Please discuss with your student when they should propose their assessment committee.

Finalisation

In the Finalisation phase, the student will upload their final project deliverables and propose the details of their presentation. Several things happen during this phase:

- The responsible supervisor checks the presentation details in the task 'Review presentation details'. Once the presentation details have been approved, SPA checks the student's study progress.
- The chair reviews the assessment committee, if this has not yet been done in the Green Light phase. After the chair, the BoE reviews the assessment committee.

Once these tasks are completed, the student will need to complete the task 'Ready for assessment' to signal that they are ready for their final assessment. The plagiarism analysis and final assessment are registered in MyCase by the chair.

The finalisation phase is still under construction, this chapter will be expanded at a later date.

Giving feedback

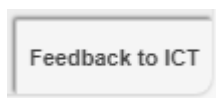
Where to share your feedback

If you have a **question** regarding MyCase or the pilot that you need answered, or if you have any feedback about this **manual** (errors, missing information, improvements etc), please email mycase-ceg@tudelft.nl

For all other feedback, use the Feedback button in MyCase.

During the pilot of MyCase you are using a first version of the digital thesis tool. The development team is continuously updating the system and working on new and improved versions. Your input from testing the system will be used to fix bugs, locate urgent improvements and improve the system in general so that it suits the needs of the users as good as possible. Your feedback is therefore essential.

There is a feedback button in the system that you can use for giving feedback. You can give feedback via the feedback button in the bottom right corner of your screen:



You can report bugs or errors you encountered, other things that don't work as they should, or suggest improvements to the system. Because we receive feedback from multiple participants of the pilot of several MSc programmes, we cannot give status updates on each individual request for change. We will however publish the release notes of new versions to the [feedback page](#) on the student portal.

How to share your feedback

In order to make your feedback as useful as possible, include the following information in your feedback report:

Summary: Include the name of your faculty and a short description of the issue

Description:

1. Where are you in the system and what did you want to do

In case of a bug:

2. I tried to do:
This happened:
This is a problem because:
What I expected to happen:

In case of a wish or improvement:

2. Describe the improvement or wish

It is very helpful to attach a screenshot.

Please always include your name and email, so we know who the error occurred for and who gave us the feedback.

Please tick the box to include your data, unless you have an objection to this.



Once you have sent your feedback, a case will be created and will be sent to the development team. The development team will then prioritize the change requests. The most essential changes will be processed if it's a change specific for our faculty or a technical malfunction. Essential changes that are linked to the general system or general functionalities, will be discussed in the Core Team with the other faculties who are using MyCase, because consensus needs to be achieved before implementing changes that apply to all faculties.

Provide feedback to ICT

i Please provide your feedback about the application below, it's helpful when you include the faculty in the description.
In case of a bug please provide the reproduction steps and expected behaviour.
A screenshot is always helpful and can be uploaded.

Summary*

Description

Attach file Geen bestand gekozen

Name

Email

Include data about your current environment, like the browser and page URL. This helps us understand your feedback better.

[What is included in the data about my current environment?](#)