

Digital Filing System

Summary

Digital Filing System

A digital filing system has been implemented to archive and store course documents, planning and assessment records as well as student work in the School of Engineering Technology.

This system is hosted on HTU's Microsoft SharePoint domain. The following features are implemented:

- ❖ Variation in user privileges ('top' & 'limited');
- ❖ OneDrive connection;
- ❖ Alerting system for top level users

User privileges

The system uses a two-tier approach to granting users different permissions. The two tiers are as follows:

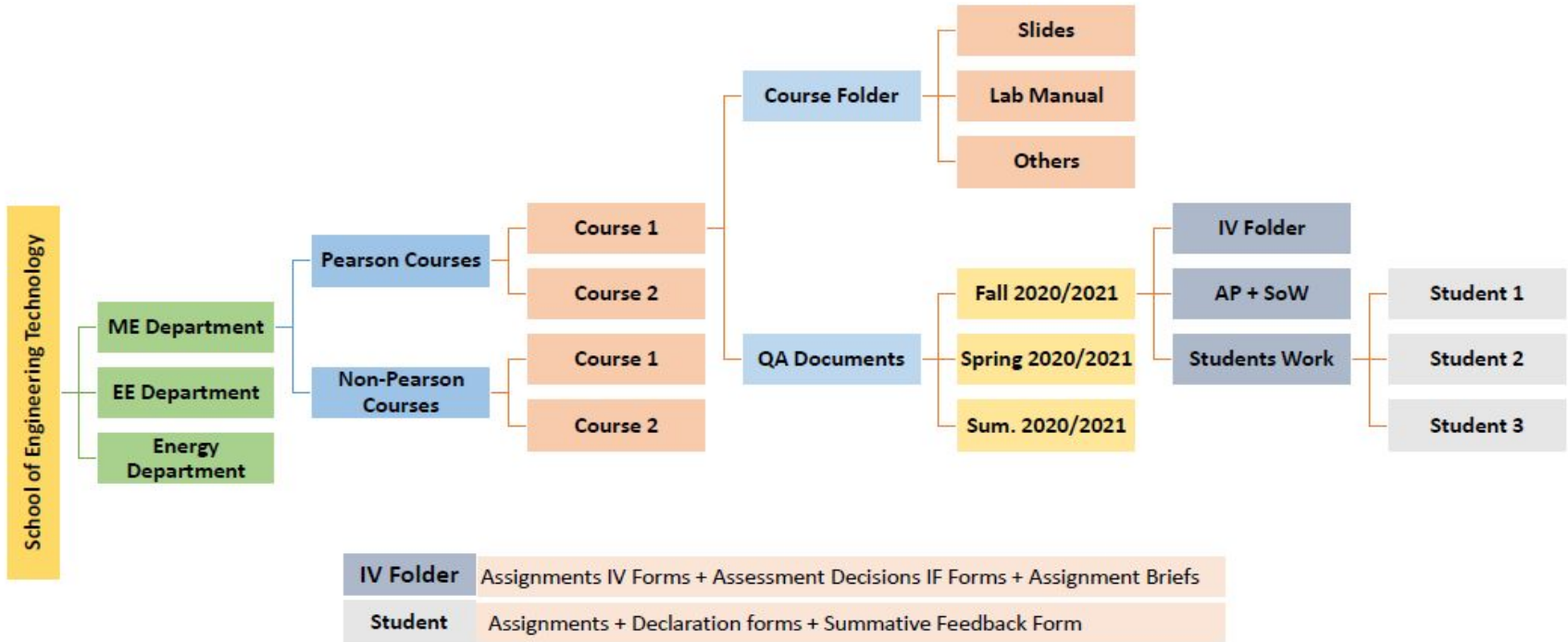
- ❖ **Top level** users include: the dean of the SET college, heads of departments, QA lead & department coordinators. Privileges include:
 - Full control;
 - Set and Revoke privileges and access of limited level users.

- ❖ **Limited level** users: include all other faculty and instructors. Privileges are limited to:
 - Can only view and access designated folders;
 - Create documents only within allowed designated folders
 - Uploading documents to designated folders;
 - Update and delete said uploaded documents and folders;

Folder Ordering Scheme

The folder ordering scheme followed by SET is a hierarchy which begins with the *department level* then proceeds to *course category*, *course title*, *document category* and finally *academic term category*.

Folder Ordering Scheme



IV Folder	Assignments IV Forms + Assessment Decisions IF Forms + Assignment Briefs
Student	Assignments + Declaration forms + Summative Feedback Form



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Hussien bin Abdullah Technical University Team Site

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Edit

+ New

Upload

Edit in grid view

Sync

Add shortcut to OneDrive

Export to Excel



SET School



EE Department
December 22, 2020



Energy Department
December 22, 2020



ME Department
December 22, 2020



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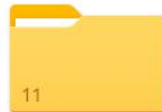
↓ Download



SET School > ME Department



Non-Pearson courses
December 22, 2020














Pearson courses
December 22, 2020

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+ New | Upload | Edit in grid view | Share | Copy link | Sync | Download | Add shortcut to OneDrive | Export to Excel | Power Apps | ... | All Documents | Filter | Refresh | Share

SET School > ME Department > Pearson courses

- | | | | | | | | |
|--|--|---|---|--|---|--|---|
| 
Unit 1- Engineering Des...
December 27, 2020 | 
Unit 11- Fluid Mechanics
December 27, 2020 | 
Unit 13- Fundamentals ...
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Unit 34- Research Proje...
December 27, 2020 | 
Unit 36- Advanced Mec...
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Unit 37- Virtual Enginee...
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Unit 38- Further Them...
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Unit 49- Lean Manufact...
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| 
Unit 50- Advanced Man...
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Unit 8- Mechanical Prin...
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Unit 9- Materials, Prope...
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SET School > ME Department > Pearson courses > **Unit 49- Lean Manufacturing**



Course Folder
December 27, 2020



QA Document
December 27, 2020



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Fall 2020-2021
December 27, 2020



Spring 2020-2021
December 27, 2020



Sum 2019-2020
December 27, 2020



Sum 2020-2021
December 27, 2020



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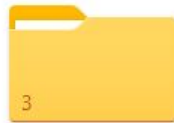
🔄 Sync

↓ Download

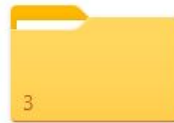
📌 Add shortcut to OneDrive

📄 Export to Excel

SET School > ME Department > Pearson courses > Unit 49- Lean Manufacturing > QA Document > **Sum 2019-2020**



AP + SOW
December 27, 2020



IV Folder
December 27, 2020



Students Work
December 27, 2020



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[Power A](#)

SET School > ME Department > Pearson courses > Unit 49- Lean Manufacturing > QA Document > Sum 2019-2020 > **AP + SOW**



203_Assessment Planni...
July 15, 2020



203_Lean Manufacturin...
February 3, 2019



203_Lean Manufacturin...
July 15, 2020



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🔄 Sync

↓ Download

📁 Add shortcut to OneDrive

📊 Export to Excel

⚙️ Power A

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SET School > ME Department > Pearson courses > Unit 49- Lean Manufacturing > QA Document > Sum 2019-2020 > **IV Folder**



203_Unit_49_Lean Manu...
August 9, 2020



IV_Assignment Brief_Le...
September 22, 2020



IV_assessment_decision...
September 22, 2020

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New Upload Edit in grid view Share Copy link Sync Download Add shortcut to OneDrive Export to Excel Power Apps Automate

All Documents* Filter Refresh

SET School > ME Department > Pearson courses > Unit 49- Lean Manufacturing > QA Document > Sum 2019-2020 > **Students Work**



Abdulrahman Al-zyoud
December 27, 2020



Firas Qundos
December 27, 2020



Jamila AlHusan
December 27, 2020



Jibriil AlHababbeh
December 27, 2020



Lina Dallal
December 27, 2020



Mahmoud Salameh
December 27, 2020



Majdi Al-Qatanani
December 27, 2020



Moath Shashaa
December 27, 2020



Sameer Tawabini
December 27, 2020



Zaid Hatalmeh
December 27, 2020

Granting Access

Top level users can grant access to limited level users to certain designated folders to allow them to upload the required materials and documents.

Steps are shown in the slides to follow

Granting Access

Edit in grid view Share Copy link Download Add shortcut to OneDrive ...

SET School > Energy Department > **Pearson Courses**



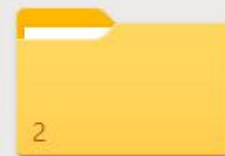
Sample course Format
December 24, 2020



Unit 03 - Engineering Sc...
January 1



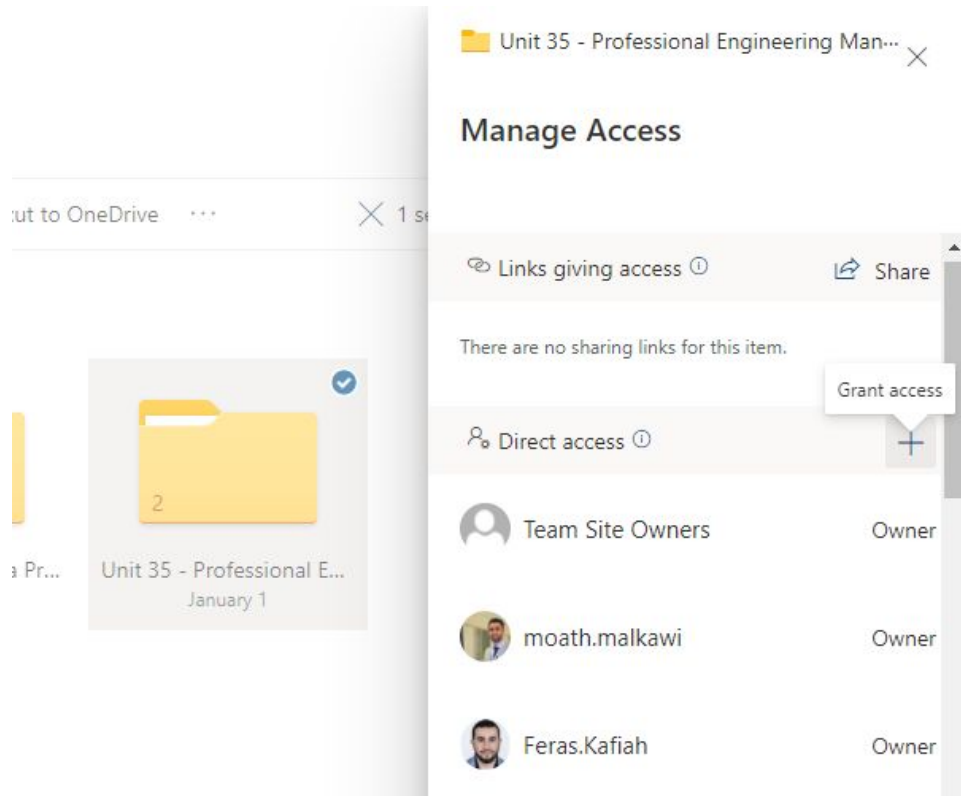
Unit 04 - Managing a Pr...
January 1



Unit 35 - Professional E...
January 1

- Copy link
- Manage access
- Download
- Add shortcut to OneDrive
- Delete
- Automate >
- Rename
- Pin to top
- Move to
- Copy to
- Alert me

Items* v



Unit 35 - Professional Engineering Man... X

Manage Access




ut to OneDrive ... X 1 st

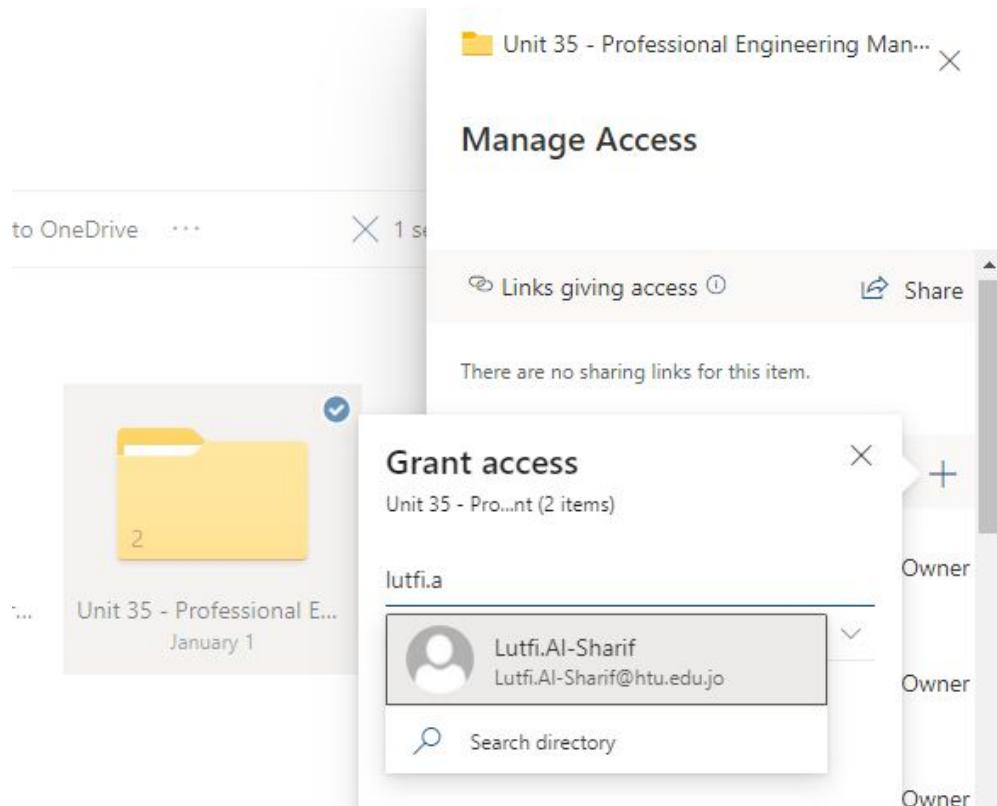
Unit 35 - Professional E...
January 1

Links giving access ⓘ [Share](#)

There are no sharing links for this item.

Direct access ⓘ [Grant access](#)

 Team Site Owners	Owner
 moath.malkawi	Owner
 Feras.Kafiah	Owner



The screenshot shows a OneDrive interface with a 'Manage Access' dialog box open for a folder named 'Unit 35 - Professional Engineering Man...'. The dialog box has a title bar with a close button (X) and the text 'Unit 35 - Professional Engineering Man...'. Below the title bar, the heading 'Manage Access' is displayed. Underneath, there is a section titled 'Links giving access' with a 'Share' button to its right. The main content area of the dialog box contains the text 'There are no sharing links for this item.' At the bottom of the dialog box, there is a 'Grant access' section with a close button (X) and the text 'Unit 35 - Pro...nt (2 items)'. Below this, the email address 'lutfi.a' is listed. A search box is open, showing a list of search results: 'Lutfi.Al-Sharif' with the email 'Lutfi.Al-Sharif@htu.edu.jo'. Below the search box, there is a 'Search directory' option with a magnifying glass icon. In the background, a file explorer window is visible, showing a folder named 'Unit 35 - Professional E...' with a date of 'January 1'.

OneDrive Connection

Users are able to add a link to folders to their own OneDrive if they want to directly access it.

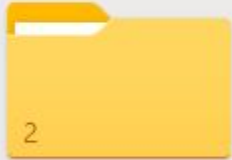
Steps are shown in the slides to follow

OneDrive Connection

Edit in grid view Share Copy link Download Add shortcut to OneDrive ... 1 selected

Add a shortcut to this folder in OneDrive

SET School

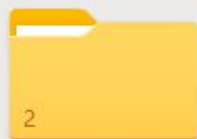

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Edit in grid view Share Copy link Download Add shortcut to OneDrive Delete Pin to top Rename Automate Move to

SET School



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Added 1 shortcut to [My files](#) in OneDrive
Done



EE Department
Done

Setting alerts

Users can set alerts for a variety of purposes to monitor changes and changes that occur on folders and can customise these notifications accordingly.

Steps are shown in the slides to follow

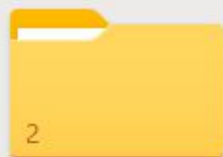
Setting alerts

 Edit in grid view  Share  Copy link  Download  Add shortcut to OneDrive  ...  1 selected  All Documents* ▾

SET School












EE Department
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Energy Department
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ME Department
December 22, 2020

-  Delete
-  Pin to top
-  Rename
-  Automate >
-  Move to
-  Copy to
-  Properties
-  Alert me
-  Manage my alerts

Alert me when items change



OK

Cancel

Alert Title

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

SET School: Energy Department

Send Alerts To

You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Laith.AbuOmar x

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

- E-mail
- Text Message (SMS)
- Send URL in text message (SMS)

Change Type

Specify the type of changes that you want to be alerted to.

Only send me alerts when:

- All changes
- New items are added

Alert me when items change

Specify the type of changes that you want to be alerted to.

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

When to Send Alerts

Specify how frequently you want to be alerted.
(mobile alert is only available for immediately send)

Only send me alerts when:

- All changes
- New items are added
- Existing items are modified
- Items are deleted

Send me an alert when:

- Anything changes
- Someone else changes a document
- Someone else changes a document created by me
- Someone else changes a document last modified by me

- Send notification immediately
- Send a daily summary
- Send a weekly summary

Time:

Thursday ▼ 3:00 AM ▼

OK

Cancel



Future iterations

Further features to be included in future iterations:

- ❖ Backup OneDrive;
- ❖ Dashboard and analytics;