

lccPoll

Manual

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Description

This document describes how to use the lccPoll program maintenance site.

lccPoll was developed to supply these capabilities:

- FERPA/Sensitive Information Compliant
- allow staff to create polls
- questions can be 'radio', 'checkbox', 'single line', or 'multiline' responses
- polls can be accessed by network accounts, 'access lists', user ids with or without passwords
- all user information typed (i.e. sensitive information) is encrypted

- not limit on size of typed answers
- downloadable reports for Answers and Access
- shared resources across polls, i.e. page top, footer, etc.
- email submissions and re-take attempts to moderator(s)

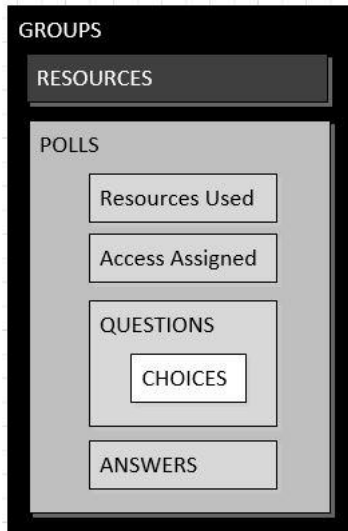
The program has the following access roles:

- Administrators
- Moderators
- Reporters
- Visitors

Moderators, Reporters are assigned permissions per Group.

Program Topology

Topology Matrix



Groups

Control access into Polls. Groups can share a 'Parent'. This allows you to have different groups have different permissions into the same Polls, i.e. Moderators/Reporters.

Resources

Resource are external files that can be included when displaying a Poll.

Polls

Contain Resources, Access, Questions, and Answers.

Resources Used

Polls can use Resources in the following places:

- **Page Head:** displays between the <HEAD> and </HEAD> sections.
- **Page Top:** displays at the top of the <BODY> section.
- **Page Bottom:** display at the bottom of the <BODY> section.
- **After Poll Submitted:** display after a poll is submitted. i.e. visitor follow-up message.
- **Log-In Box 'Id' Pre Text:** display before the Log-In box for the User Id. Allows changing what 'type' of User Id is expected. i.e. SID.
- **Log-In Box 'Id' Post Text:** display after the Log-In box for the User Id.
- **Log-In Box 'Password' Pre Text:** display before the Log-In box for the Password. Allows changing what type of Password is expected, i.e. DOB
- **Log-In Box 'Password' Post Text:** display after the Log-In box for the Password

Access Assigned

The following access types can be assigned:

- **LDAP**: uses AD security groups to verify access.
- **File**: uses external files to verify access. The external files are tab delimited. The only mandatory column is a 'User Id' column. The others are optional.
 - The 'Columns' value instructs the program which columns to use for which value. This allows your external file to have any number of columns, even those not included here, then you can specify which ones to use.
 - The 'Columns' value (depending on values supplied) has two possible separation characters:
 - **'**: separates User Id/Password column numbers from Last/First Names column numbers.
 - **,**: separates User Id and Password column numbers. And separates Last and First Name column numbers.
 - Columns syntaxes supported:
 - **#**: provide only a User Id, no password required.
 - **##**: provide only a User Id and Last Name, no password required.
 - **#, #**: provide User Id and Password.
 - **#, #, #**: provide User Id, Password, and Last Name.
 - **#, #, #, #**: provide User Id, Password, Last Name and First Name.

ex:

2 : User Id is in column number 2.

2:7 : User Id is in column number 2 and Last Name is in column number 7.

2,4:7 : User Id is in column number 2, Password is in column number 4, and Last Name is in column number 7.

2,4:7,8 : User Id is in column number 2, Password is in column number 4, Last Name is in column number 7, and First Name is in column number 8.

Questions

Can be one of the following types:

- **radio**: only one choice selection allowed.
- **checkbox**: can choose any to all of the choices.
- **single line**: can enter a single line answer.
- **multi-line**: can enter multiple line answer.

Choices

If a question is 'radio' or 'checkbox' choices can be added to the question. Each Choice is an individual 'radio' or 'checkbox'. The Choices can have the following values:

- **Title**: what will display as the choice Title.
 - ex: Yes
- **Value**: what value will be submitted as an Answer.

- ex: YES
- **Message:** additional information to provide about the choice.
 - ex: By choosing Yes, I agree that ... is ...

Answers

Any questions answered by the visitor is considered an answer. Each checkbox selected is an answer.

Roles

Permissions Matrix

	Groups	Resources	Polls	Questions	Choices	Answers
Administrators	YES	YES	YES	YES	YES	View
Moderators		YES	YES	YES	YES	View
Reporters			View	View	View	View
Visitors						Submit

Administrator Rights

Has default rights to everything.

Moderators Rights

Cannot access Group settings.

Reporter Rights

Can view-only Polls/Questions/Answers.

Visitor Rights

Can submit Answers.

Create Group

Note: a 'Parent' is a way to tie together multiple groups to share Polls, but, with different permission levels.

section: **GROUPS**

- (optional) *[Parent]* choose: (desired parent)
- *[Title]* enter: ... (Title you want to call the Group)
 - ex: **Our Cool Group**
- *[Level]* choose: (desired permission level for this Group)
 - ex: **Moderator**
- *[LDAP Id]* enter: AD Group's DN
 - ex: **CN=ourCoolGroup,OU=Groups,DN=ctc,DC=edu**
- click: **Create Group**

Create Resource

section: **RESOURCES**

- **[Title]** enter: ... (Title you want to call the Resource)
 - ex: **Our Cool Resource**
- **[Value]** enter: (content of the resource file)
 - ex: **<hr>Our Cool Resource Content<hr>**
- click: **Create Resource**

Create Poll

section: **POLLS**

- **[Title]** enter: ... (Title you want to call the Poll)
 - ex: **Our Cool Poll**
- click: **Create Poll**

Create Question

section: **QUESTIONS**

- **[Type]** choose: ... (type of question)
 - ex: **Radio**
- **[Title]** enter: ... (Title you want to call the Question)
 - ex: **Our Cool Question**
- **[Message]** enter: ... (Message you want to display after the Question Title)
 - ex: **Please answer this cool question as best as you can.**
- click: **Create Question**

Create Choice *(radio and checkboxes only)*

section: **CHOICES**

- **[Title]** enter: ... (Title you want to call the Choice)
 - ex: **Our Cool Choice**
- **[Value]** enter: ... (Value you want the Choice to provide)
 - ex: **Our Cool Choice**
- **[Message]** enter: ... (Message you want to display after the Choice Title)
 - ex: **This choice is the best one.**
- click: **Create Choice**

Add Resource

section: **Access Assigned**

- **[Type]** choose: ... (see Resources Used section)
 - ex: **Page Top**
- **[Resource]** choose: ... (which Resource to use)
 - ex: **Our Cool Resource**
- **[Title]** enter: ... (Title you want to call the Resource Used)
 - ex: **Cool Resource Page Top**
- click: **Create Add Resource**

Example: Creating A Complete Poll

section: **POLLS**

- *[Title]* enter: **Our Cool Poll**
- click: **Create Poll**

section: **QUESTIONS**

- *[Type]* choose: **Radio**
- *[Title]* enter: **Our Cool Question**
- *[Message]* enter: **Please answer this cool question as best as you can.**
- click: **Create Question**

section: **CHOICES**

- *[Title]* enter: **Our Cool Choice**
- *[Value]* enter: **Our Cool Choice**
- *[Message]* enter: **This choice is the best one.**
- click: **Create Choice**

section: **CHOICES**

- *[Title]* enter: **Our Cool Choice #2**
- *[Value]* enter: **Our Cool Choice #2**
- *[Message]* enter: **This choice is the 2nd best one.**
- click: **Create Choice**

Definitions

AD - Active Directory

LDAP - Lightweight Directory Access Protocol (i.e. AD access)

Modifications

NAME	DATE	MODIFICATION
David Mielcarek	3/27/2015	Created

End of document