uCount

Administrative Guide

Updated March 15th, 2016

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Logging In and Out

Logging in and out of the Administration Panel is very easy in uCount. If you are not logged in, you will find a "Login" button at the top right corner of every page (See Below). Click it to be taken to the Administrator Login page.
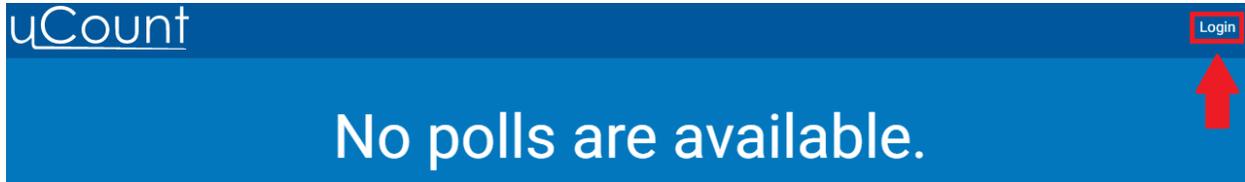
On this page, you can enter your username and password. You should have gotten these credentials from your Server Administrator. Contact him or her if you have lost these details.

Once you have filled out the Username and Password, click Login to continue.

Note: If you enter the incorrect credentials **3 or more times**, you will be **banned** from logging in on the computer you are using for **6 hours**. This is a safety measure to prevent students from attempting to break into the Administration Panel.

Logging out is even easier than logging in; simply click the "Sign Out" button found in the same location that the Login button was once at, in the top right corner of every page. You will be immediately signed out and taken back to the main page of uCount.
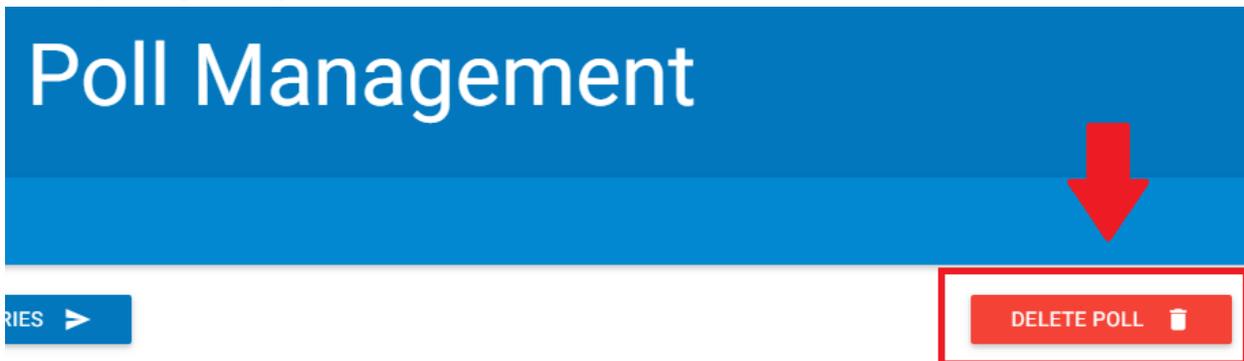
Polls

Creating a New Poll

To create a new poll, login and visit the Administration Page. You will find a white + symbol in the Poll List Bar (See Below). Simply click this symbol and a new poll will immediately be generated for you with a default name and description.
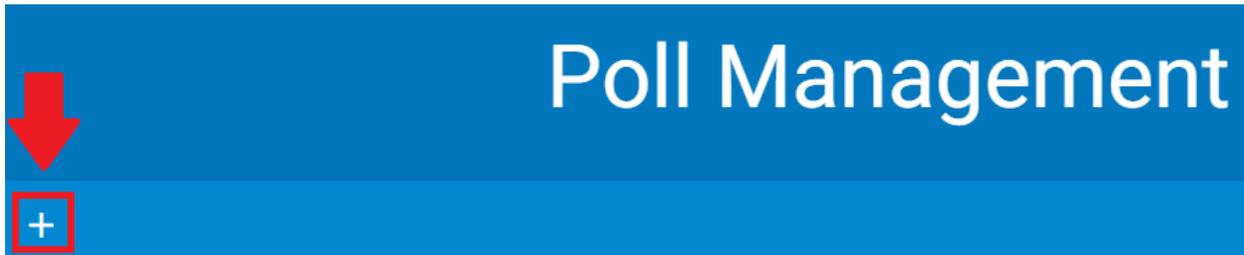
Deleting a Poll

To delete an existing poll, select the poll in the Poll List Bar on the Administration Page, and you will find a red button on the right side of the page that reads "Delete Poll" and has a trash can icon. Click this button and the poll will immediately be deleted. (See Below).

Note: Please be careful when clicking any **delete** button; **they do not yet have confirmations**, and any changes are **permanent**.

Changing Poll Names and Descriptions

To change the name or description of an existing poll, select the poll from the Poll List Bar on the Administration Page, and you will see two cards near the top of the screen that read "Poll Name" and "Poll Description." At the bottom of each card is a pencil icon (See Below). This pencil icon is synonymous of an "edit" button throughout all of uCount. Click the pencil icon of either the name or the description card, depending on which field you want to edit, and you will be allowed to modify the contents. Once you are finished, click the checkmark button that will take the place of the pencil icon. Changes are saved immediately.

Enabling or Disabling a Poll

To enable or disable a poll, select the poll from the Poll List Bar on the Administration Page, and you will be given the option to either enable or disable the poll via a button at the left-most of the page.

A icon will be shown if the poll is able to be enabled, and a icon will be shown if the poll is able to be disabled (See Images).

Additionally, to know which poll is currently enabled, look for the icon next to its name in the Poll List Bar. If no polls are currently enabled, then no poll will have this icon.
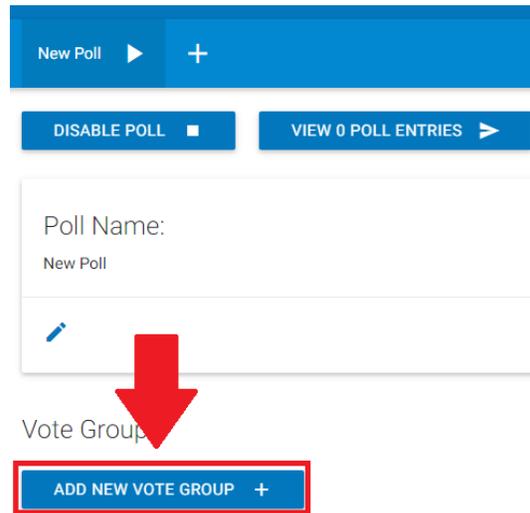
Vote Groups

Vote Groups are what students will actually vote for. They can be used on their own as is, or more detail can be added to them by adding Contestants (See the *Contestants* section for more details). For example, if students were voting for their favorite club, you would create a Vote Group for each club. You could then add Contestants to the Vote Groups, which might consist of the club's Presidency or Advisor.

Creating a New Vote Group

To create a new Vote Group, select the poll you want to add the Vote Group to on the Administration Page. Below the name and description cards is a button that reads "Add New Vote Group" (See Image). Click this button and a new Vote Group will be immediately added to the selected poll.

Deleting a Vote Group

To delete an existing Vote Group, simply click the red trash can icon at the right-most of the Vote Group you wish to delete (See Below).

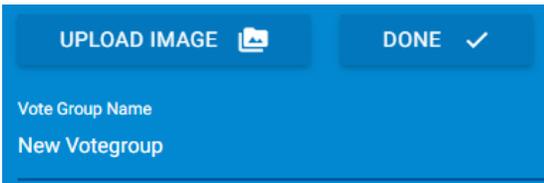| Name	# Votes	Contestants		
New Votegroup			✏	🗑

Changing a Vote Group's Name and Picture

Name	# Votes	Contestants		
New Votegroup			✏️	🗑️

To change a Vote Group's name and/or picture, click the pencil icon next to the Vote Group you want to modify on the Administration Page. You will be taken to a new page where you will find a button that reads "Change Name / Picture."

CHANGE NAME / PICTURE ✏️

New Votegroup

UPLOAD IMAGE 📁   **DONE** ✓
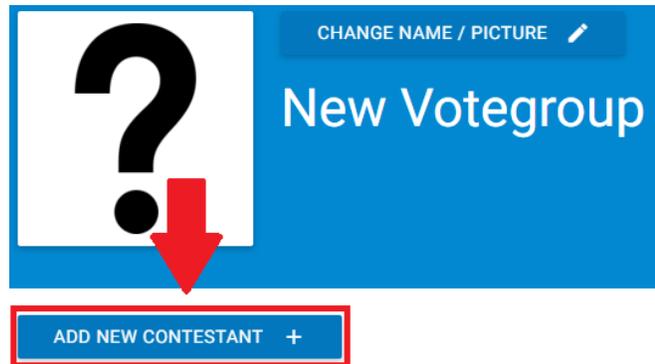
Vote Group Name
New Votegroup

Click this button and you will be able to change the name of the Vote Group, upload a new picture, or both. **The picture will not be uploaded until you click "Done."**

Contestants

When a student votes on uCount, they are voting for the *Vote Group*, not the *Contestants.* The purpose of Contestants are to add more detail to a Vote Group. For example, if you were hosting a talent show poll, you might add the people who performed the talents as Contestants to each Vote Group, where each Vote Group represents a certain talent that can be voted for.

Adding a Contestant to a Vote Group

To add a Contestant to a Vote Group, simply click the "Add New Contestant" button on the Edit Vote Group page (See *Changing a Vote Group's Name and Picture* for instructions on how to access this page). A new Contestant will immediately be added to the Vote Group.

Removing a Contestant from a Vote Group

It is very easy to remove a Contestant from a Vote Group; simply click the red trash can icon at the bottom right corner of the contestant you want to remove from the Vote Group.

Changing a Contestant's Name and Picture

To change a contestant's name and/or picture, click the pencil icon in the bottom left corner of the contestant you want to modify. Once you have done this, the card will reveal two new buttons and a field for you to modify the Contestant's name.

If you click on the icon which looks like a folder with mountains in it, you can upload a picture for the Contestant. **The picture will not be uploaded until you click the checkmark.**

Poll Results

Live Results

The Live Results page is exactly what it sounds like; results that update in real-time! This is a great way to get students engaged as they vote on uCount. You can display this page on a projector and students can watch in excitement as their vote contributes to the outcome of the poll.

To access the Live Results page, make sure a poll is enabled (Live Results only shows the results of the currently enabled poll. If one is not enabled, no results are shown at all), and then click the "Live Results" button in the top-right navigation bar that can be found on any page (See
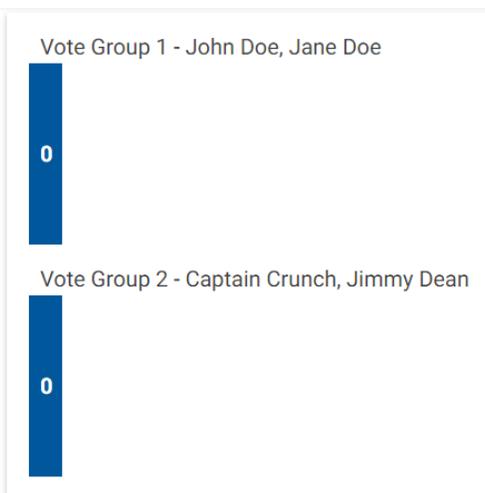

Image).
Once on the Live Results page, the Vote Groups will begin to appear and shuffle around every few seconds (See Left).

A maximum of 5 Vote Groups are shown at a time, and are shown in descending order of number of votes. This means that the top 5 or fewer Vote Groups with the most votes are shown on the Live Results page at any given time.

As votes are recorded, the bars will grow and shrink, and Vote Groups will shuffle around to accommodate for the changes in the numbers of votes. (See Right).

Raw Entries

You may also view the actual, raw data for each poll, which consists of a list of entries with the time of the entry and the name of the Vote Group that was voted for. Due to the security implementations of uCount, it is impossible to retrieve the Student ID of an entry. For this reason, entries cannot be deleted individually; instead, they can only be viewed, or deleted all at once.

To view the raw entries of a Poll, click the "View # Poll Entries" button on the Administrative Page after selecting the Poll you would like to view entries for (See Image). The number in the button's name refers to the number of entries recorded for the selected Poll.
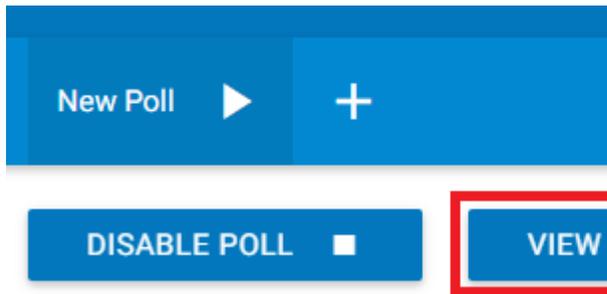
On the next page, you will be able to see a list of all entries, as previously described. A sample entry is shown to the right.

| Submit Time	Vote Group Name
03/15/2016 22:08:48	Vote Group 2

Credentials

The Credentials page allows you to add and remove valid Student IDs for use in the Polls. This authentication method is only used if it is enabled by your Server Administrator. If this method is enabled, follow the instructions below and you will learn how to properly use it.

Adding a New Credential

To add a new Credential, access the Credentials page by clicking the "Credentials" button on the navigation bar at the top right of every page (See Image).

From here, you will find a button that reads "Add New Credential." Click it and a new Credential will immediately be added to the list (See Image).
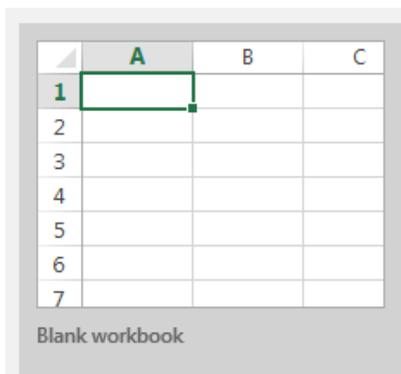

Importing Credentials

Adding a large number of Credentials can take a lot of time. For this reason, there is a helpful feature that will allow you to import a CSV file with a list of as many Student IDs as is needed. To use this feature, you will first need to create an Excel document. Start by creating a Blank Workbook (See Image).

Next, in column A, row 1, type in "studentId" exactly as shown (without the quotation marks). It is very important that this is exact, or uCount cannot import the IDs. On each consecutive row, place **one** Student ID. (See Image).

Next, click **File**, then **Save As**. The instructions will vary for different versions of Excel, however it does not matter where you save the file. What is **very important** is that you save it as a **"CSV**
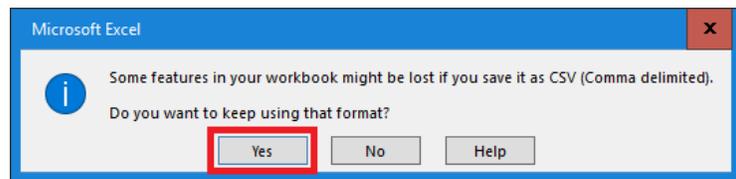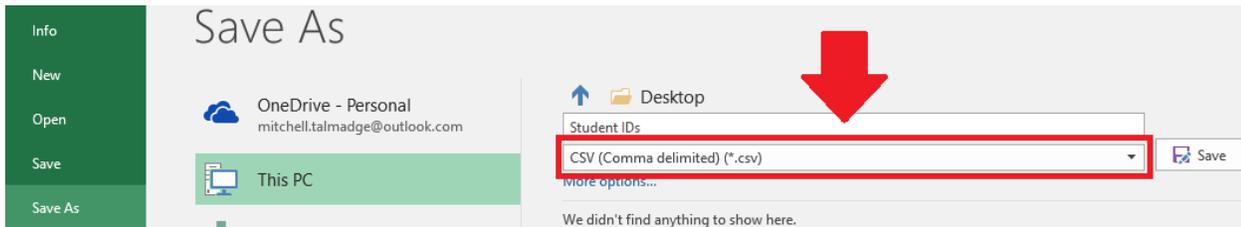
(Comma delimited) (*.csv)" file. No other file type will work. (See Image).

Once you click save, it is highly likely that you will receive a warning similar to the one shown in the image to the right. When it asks if you want to "keep using that format," click "**Yes**."
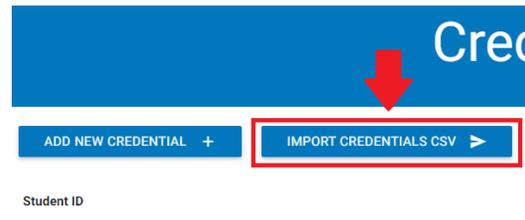
The last step is to actually import the file you just saved into uCount. Click the "Import Credentials CSV" button (See Right), navigate to the file, then **wait about 15 seconds and <u>refresh the page</u>.**

That's all there is to it! You should now see your list of Credentials (See Below).

Deleting a Credential

Deleting any Credential is as simple as clicking the red trash can on the right side of the Credential. You may also delete all Credentials by clicking the "Delete All Credentials" button at the top right of the page.

Student ID

8227069

Editing a Credential

To edit a Credential, click the pencil icon on the right side of the Credential. You can now modify the Student ID, and click the checkmark to save.

Student ID

8227069