

User Manual

April 24, 2009

1 General Guidelines:

- All drop down list items appear only when they are added/created in their respective modules.
- All multi-selection boxes allow for selection of multiple items. This can be done by clicking and dragging or by holding the Shift or Ctrl key and clicking the required selections.
- After logout ensure that the browser windows are closed. This will ensure that the next user using the same system and same browser has no access to the previous user's data.

2 Filters

- Filters with drop down lists allow for filtering when an item in one or more fields is selected and 'Filter' is clicked.
- Filters with text boxes allow for filtering by typing the item or a part of it in the text box.
- 'Filter' must be clicked for the filtering to take effect.
- 'Reset' shows all items for all fields.

3 Backend

3.1 Semesters

It contains three fields:

- Year: Must be exactly 4 digits.
- Season: Must be characters with or without spaces.
- Hidden: Hides the semester from the the view of users in the frontend.

3.2 User Management

It contains the following fields:

- Account: IUP Account is prefixed with the @ symbol and CAS Account is directly entered. It can contain a maximum of 20 characters with no spaces.
- Password: String of maximum length 50. Required field for IUP Account.
- Last Name: String of maximum length 20. Required field.
- First Name: String of maximum length 20. Required field.
- Email: String of maximum length 50.
- Role: Can be either admin, user or poweruser.

3.3 Courses

It contains the following fields:

- Name: String of maximum length 40. Required field.
- Comment: String of maximum length 255.
- Number: String of maximum length 10. Required field.
- Default Component List: Can be any combination of Lab, Lecture, Recitation and Discussion.

3.4 Offerings

It contains the following fields:

- Semester: One from a drop down list of semesters.
- Course: One from a drop down list of courses.
- Professor: One from a list of professors.
- Students list: One or more students to be added to the offering.

3.4.1 Import

- 'Import Finals' is used to import final grades assigned to the students for a particular offering. The file used for importing must be a comma separated value(csv) file.
- 'Import Roster' is used to import students into the system. The file used for importing must be a csv file.

3.4.2 Export

- 'Export Grades' is used to export grades assigned to students for individual assignments.

3.5 Components

It contains the following fields:

- Offering: One from a drop down list of offerings.
- Type: One from a drop down list of components.
- Students List: One or more persons from the roster.

'Manage types' allows for the addition of new component types beyond the default components. It contains the following fields:

- Name: String of maximum length 10.
- Course List: One or more courses. Multiple courses can be selected using the ctrl or shift key and clicking on the courses to be selected or by clicking and dragging on the required courses.

3.6 Sections

It contains the following fields:

- Component: One of the components in the offering.
- Section Number: String of maximum length 10. Required field.
- Students List: One or more persons from the roster.
- Instructors List: One or more persons from the roster.

3.7 Assignments

It contains the following fields:

- Type: One from a drop down list of clicker, homework and lab session.
- Component: One from a drop down list of components.
- Title: String of maximum length 50. Required Field.

3.8 Grades

It contains the following fields:

- Version: Auto-generated version of the assigned grade. Increments by 1 on every edition of the assignment.
- Teacher: One from a drop down list of teachers (professors and instructors). Example: Mike Berger
- Student: One from a drop down list of students. Example: John Smith
- Assignment: One from a drop down list of assignment titles. Example: Review paper
- Grade: String of maximum length 4.
- Comments: String of maximum length 255.

4 Frontend

4.1 Gateway

- For students, the enrolled courses are listed. Clicking on the link directs the user to the grade report of the course.
- For instructors, the sections taught are listed. Clicking on the link directs the user to the grade entry page of the section.
- For professors, the offerings taught are listed. Managing assignments and modifying grades can be done by clicking on the corresponding links.

4.2 Grade

Grades for the given section are listed in a editable table. A grade is a string of maximum length 4.

4.3 Assignment

The title of the assignment has to be a string of maximum length 50.

4.4 Report

Students can see the final grade as well as individual assignment grades for the offerings they are enrolled.