CoolCall: A Cold-Call Assist Program
User Documentation

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January 30, 2022

Note: Throughout these instructions, ***bolded type*** *represents text to be typed into the terminal verbatim. Angle brackets inside of bold type represent fields that should be replaced with what the text in the brackets represents. For instance,* ***<full path to cool_call.py>*** *might be replaced with* ***/Users/myname/Downloads/CoolCall/app/cool_call.py****, if that was where the file was stored.*

A. Preliminary Steps: Roster Format

Before starting the program for the very first time, an instructor should ensure they have properly formatted their student roster file for importing into the CoolCall system. The proper format for a roster file is as follows:

File Type: The roster file must be a .txt file.
Header line: The first line of the roster can be used as a heading, and is not read by the system.
Data format: The lines following the file header should contain student data, one student per line containing fields in the following format:

> ***<first name><last name> <UO ID> <email> <phonetic spelling><reveal code>***
>
> The fields should be separated with tabs, and the lines should be separated with a line feed character. The reveal code can be 0, meaning the student can be included in the on-deck display, or 1, meaning the student should not be included.

1. Starting the program

Now that the user has ensured they have a properly formatted roster file, this section describes how to run the command to start the CoolCall application from the terminal.

1. Open the terminal application, by pressing <command> + <space> and typing “terminal”, or by clicking on it from the dock.

2. Type **python3 <full path to cool_call.py>**, or **coolcall** if you have set up the alias as described in the installation instructions as shown in *Figure 1*. Hit the enter key.

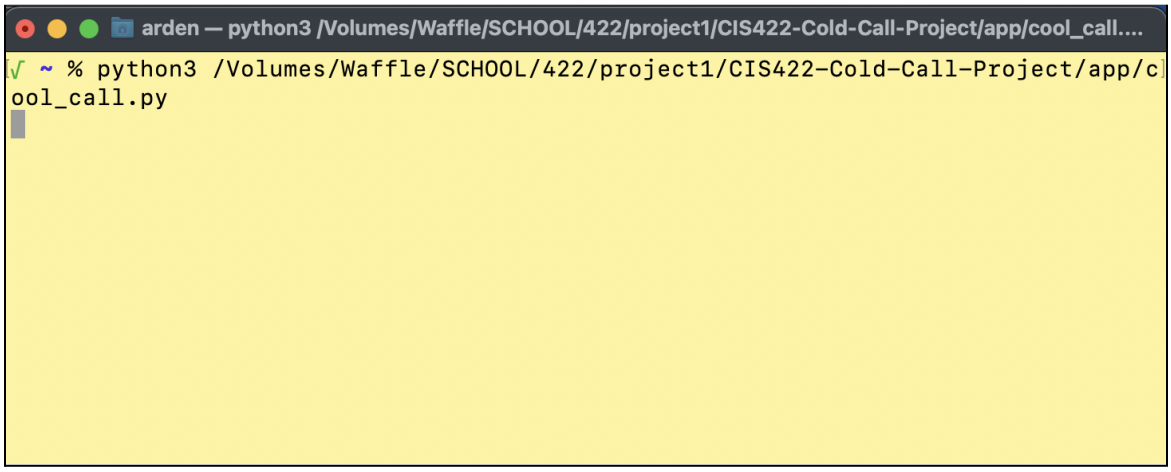


Figure 1: The command to start the CoolCall application from the Terminal

3. The CoolCall application will launch now. Proceed with the steps documented in the rest of the instructions.

2. Initial Roster Import

If this is your first time using the CoolCall system, it will prompt you to import a roster file, as shown below in *Figure 2*.

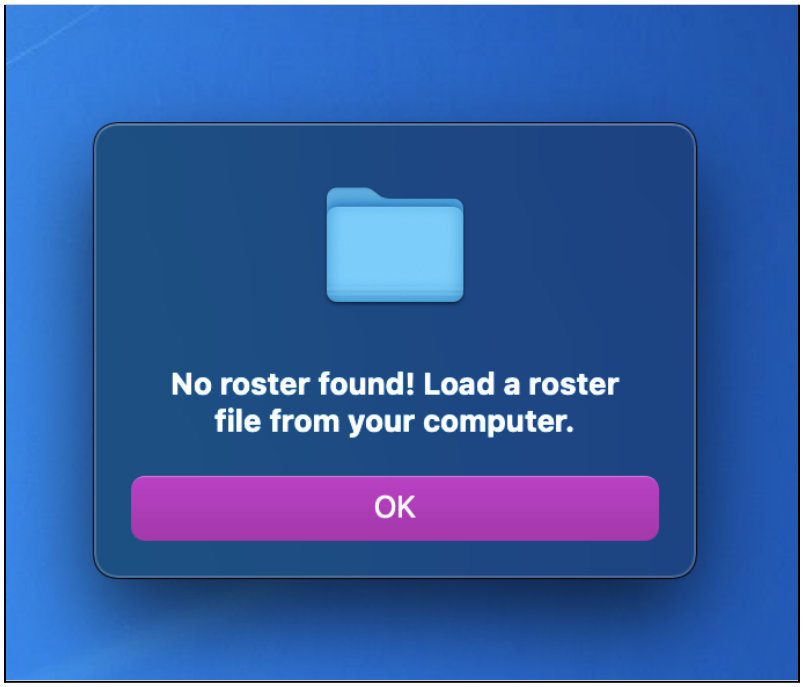


Figure 2: Prompt to import a new roster file into the system

Hit the OK button, and navigate to the properly formatted roster file on your computer within the system's file selection dialog. An example of this is shown in *Figure 3* below.

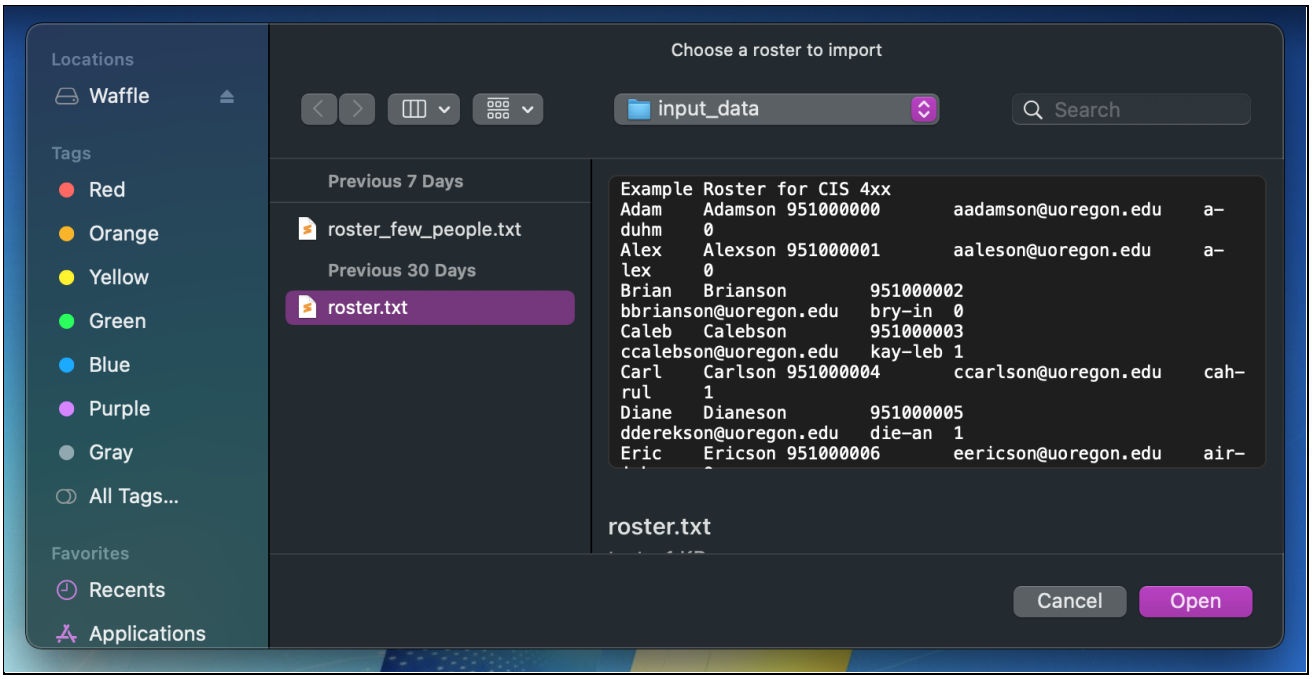


Figure 3: Selecting a roster file to import.

If the roster is incorrectly formatted, the system will report error messages regarding the specific formatting issue with it, and prompt you to choose a roster again.

If the roster is correctly formatted, it will present you with a list of the students in the roster, formatted alphabetically by last name. If you are satisfied with the roster and wish to import it, click OK. Otherwise, click Cancel, and select another roster. An example of this is shown in *Figure 4*.

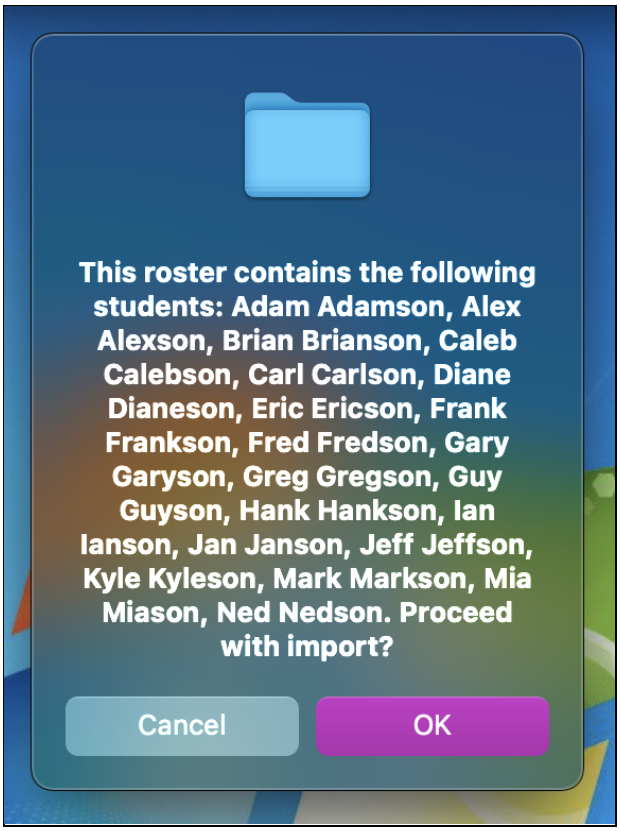


Figure 4: Roster import information

Once the roster has been imported, the main application window will display the names of the four students who are currently on deck.

3. Using the On Deck Display

The main application window shows the four students who are currently on deck to be called on. One of the names is highlighted: this is the student who is currently selected by the system.

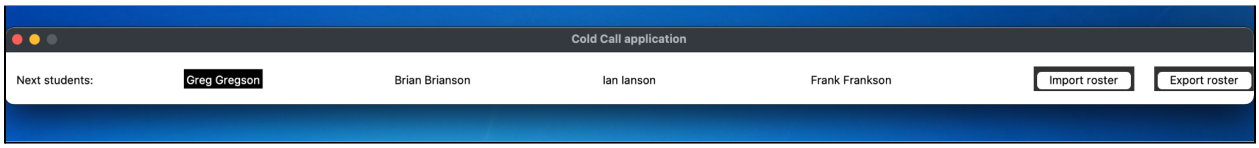


Figure 5: Greg Gregson is selected in the CoolCall display.

Using the left and right arrow keys, we can change the selection: the left arrow key moves the selection one spot to the left, and the right arrow key moves the selection one spot to the right.

Figure 6: The instructor has pressed the right arrow key. Brian Brianson is now selected.

When calling on a student, you can remove them from the on deck display by pressing either the up or the down arrow key.

1. Pressing the up arrow key on the keyboard flags the student for further consideration and then removes them from the on-deck queue.
2. Pressing the down arrow key removes the student from the on-deck queue without a flag.

Notice how, after removing Brian from the on deck, the two students who were on deck after Brian have shifted over, and a new student (Eric) is now on deck as well.

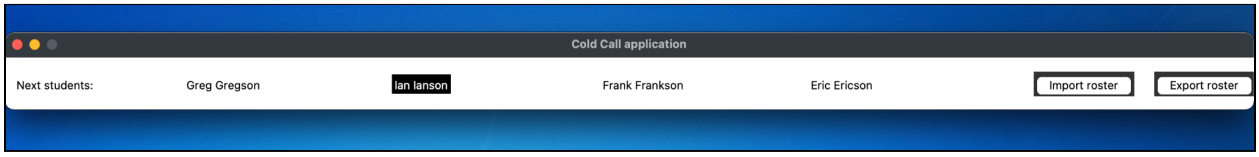


Figure 7: The CoolCall application after removing a student from on-deck.

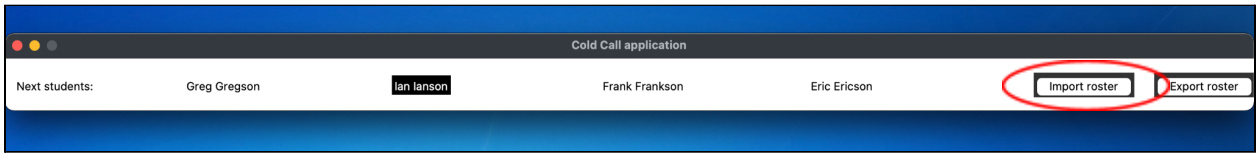
4. Importing a Modified Roster

The CoolCall system is able to “swap out” rosters when data has been loaded into the system before. You may wish to do this if there was an error with roster data, there has been a change in the roster (such as a student dropping or joining a course, or a student wishing to change their reveal code).

To import a new roster when a roster is already saved internally, proceed with the following :

1. Start the CoolCall application as described in Section 1: Starting the Program.

2. Click the “Import roster” button on the right of the application window, as indicated in the red circle below. This brings up a file dialog, where you can select a new roster. In this example, the first student from the initial roster has been removed from the class.



You will then be prompted to select a new roster file from your computer's saved files.

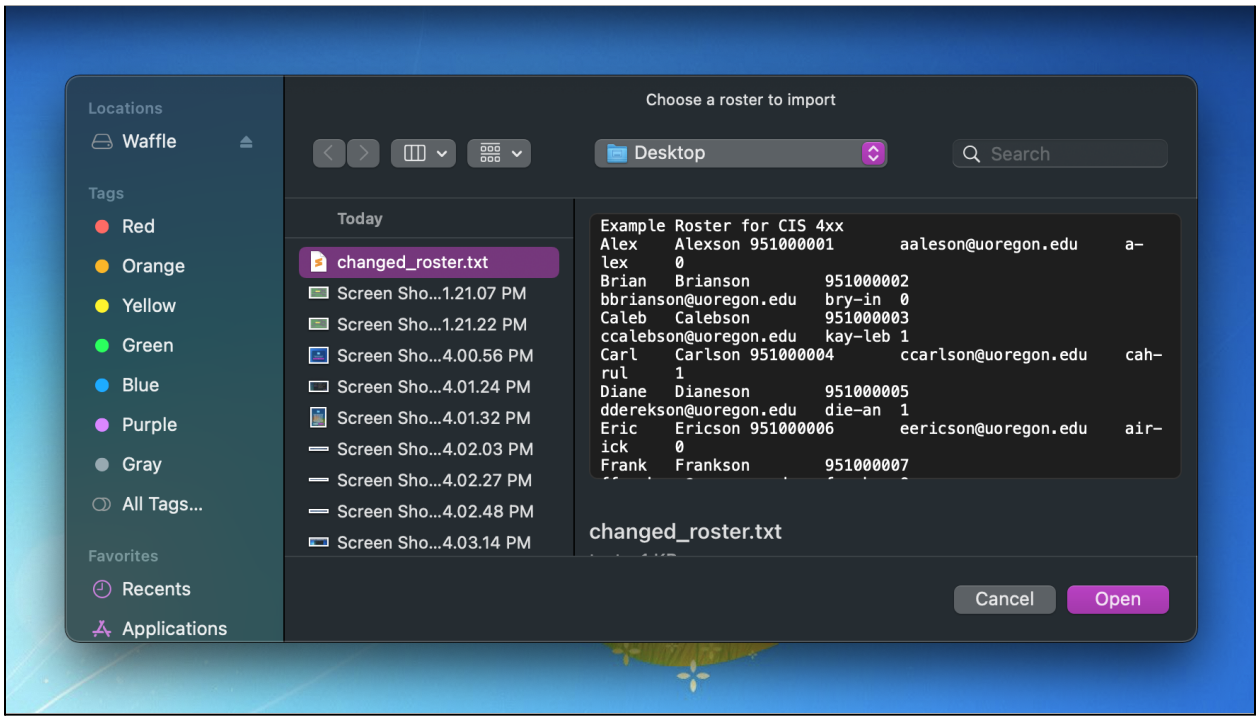


Figure 8: Selecting a new roster file.

Click "Open" to import the selected roster.

The system will inform you of which students' data has been changed by the import. If this looks correct, hit OK to import the new roster. Otherwise, hit Cancel, and no data will be changed.

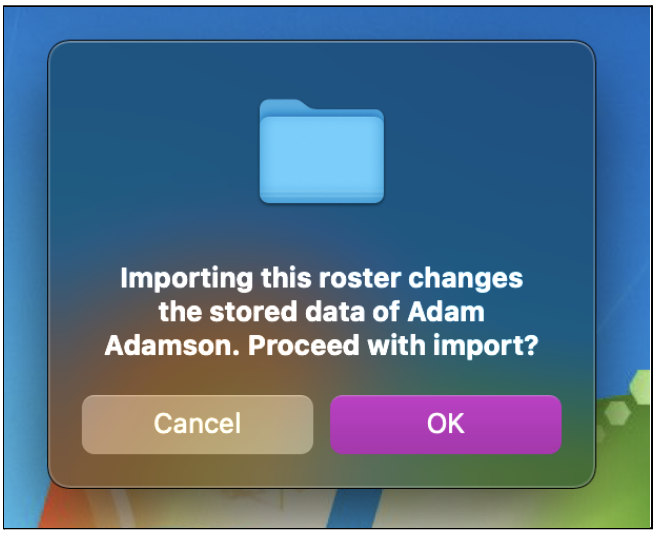


Figure 9: Verifying import roster changes.

5. Exporting a Roster

To export the current roster, hit the “Export roster” button. This opens a file dialog, where you can select a directory. The roster will be saved inside of that directory, with the name “roster.txt”, or a different name if that is already taken.

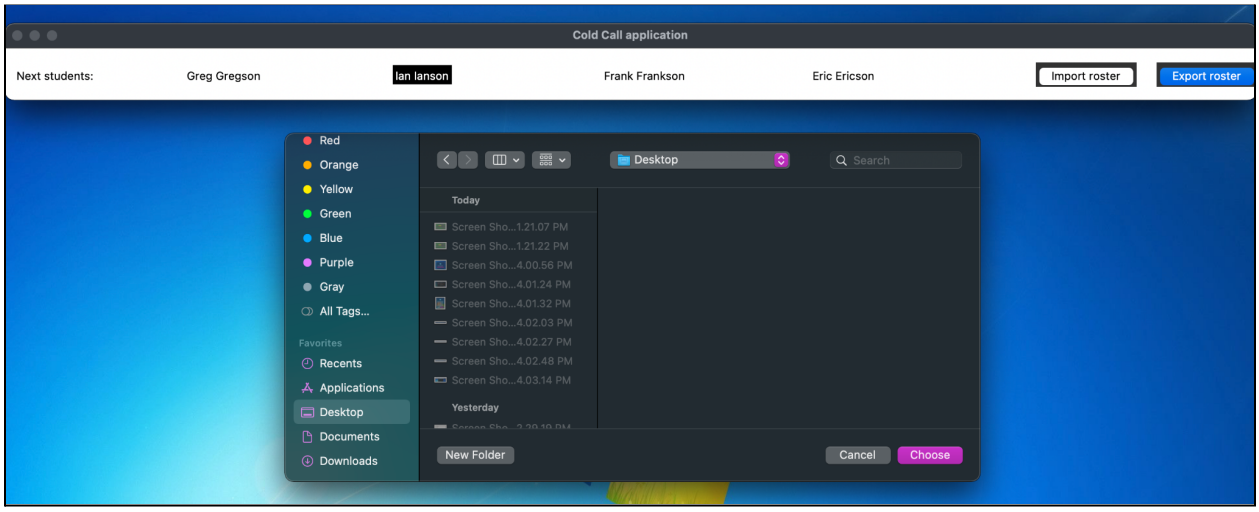


Figure 10: Exporting a roster.

The system will inform you of the name and location of the exported roster file. (Note that in this case, there have already been multiple rosters exported to this directory. To avoid overwriting the existing files, this exported roster has been given the unique name “roster5.txt”.)

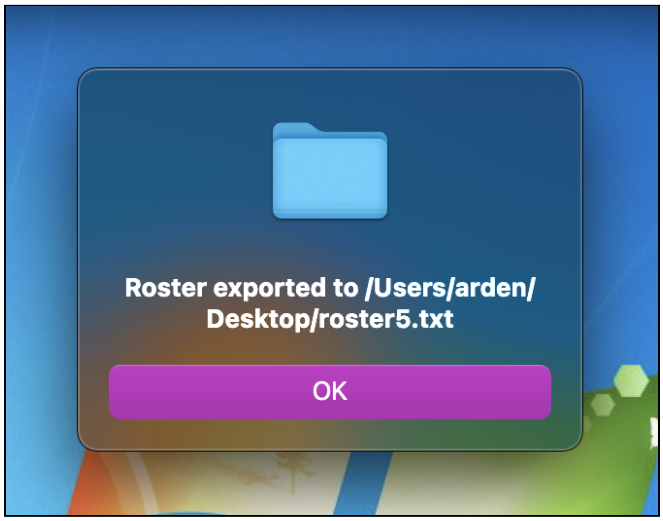


Figure 11: Roster export confirmation.

Opening the directory in Finder reveals the roster has indeed been exported to that location.

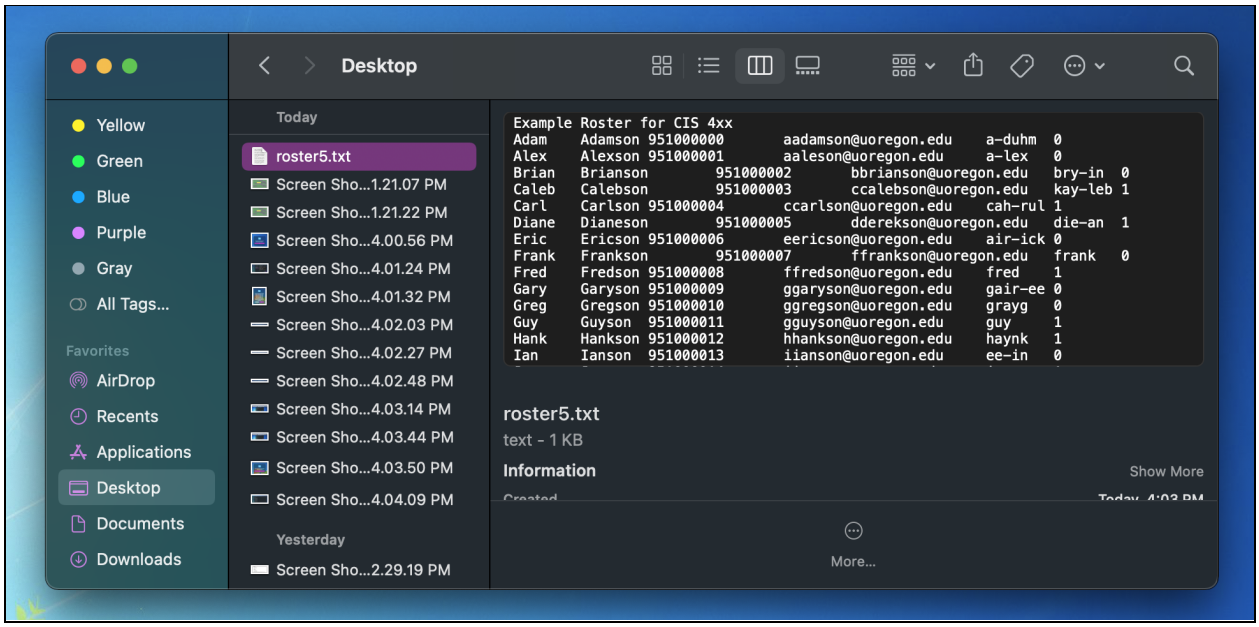


Figure 12: Example of newly imported roster.

6. Random Verification Mode

One may wish to test if the distribution of students who are put on deck is really random. The random verification mode automates this task, by virtually restarting the system 100 times, and calling on 100 students each time. It saves the list of students called on, in order, to a separate file, for analysis.

To reach this mode, start on the main screen with on deck students, and press the left arrow key 10 times, with no other keys in between.

You will be presented with the following options, shown in *Figure 13*.

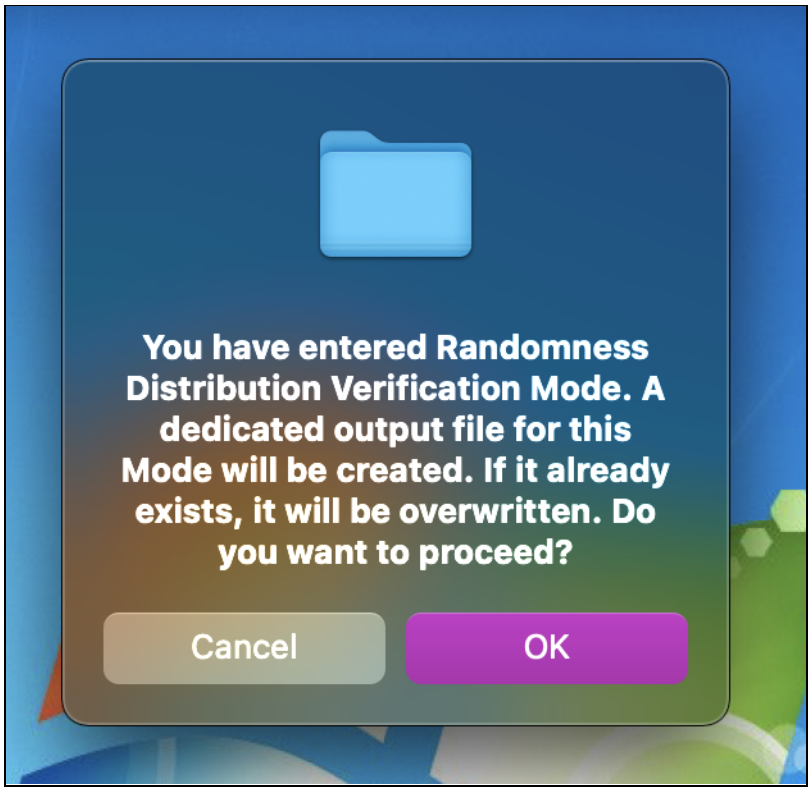


Figure 13: Random Distribution Verification Mode confirmation.

If you press OK, the random verification mode will run, and the results will be written to a file named "random_distribution_verification.txt" in the logs folder. If you press "Cancel," the system will return to normal use in the CoolCall software.

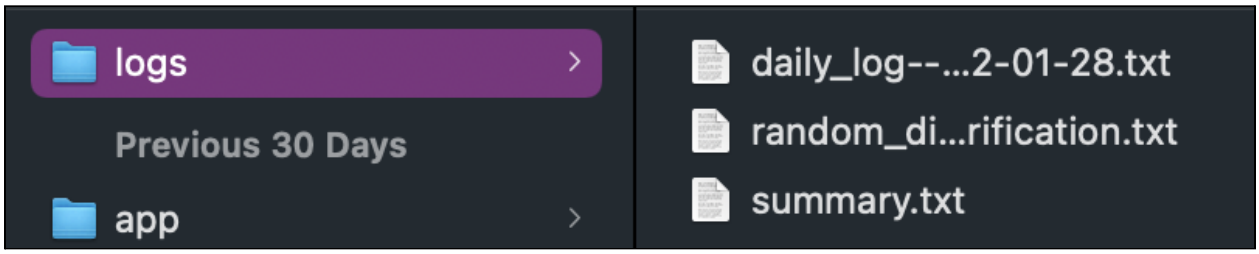


Figure 14: The logs folder showing the random_distribution_verification.txt file

random_distribution_verification.txt: This file contains an in-order list of the 10,000 sample cold-calls.

RDV_summary.txt: This file contains a summary of *random_distribution_verification.txt,* including how many times each student was called during the run of RDV Mode.

7. Viewing the Logs

The students you call on using CoolCall are documented in two log files: a daily log file and a summary file. Both of these files are stored and may be accessed from the “logs” folder of the application.

7.1 Viewing the Daily Logs

Suppose you have called on 2 students; Kyle and Ian. When calling on Kyle, you decided to flag their name, for Ian you did not.

The daily log for a date shows the calls on for that date. For each call, it lists the first and last name of a student, and their email. Calls with a flag have an X next to the name and email.

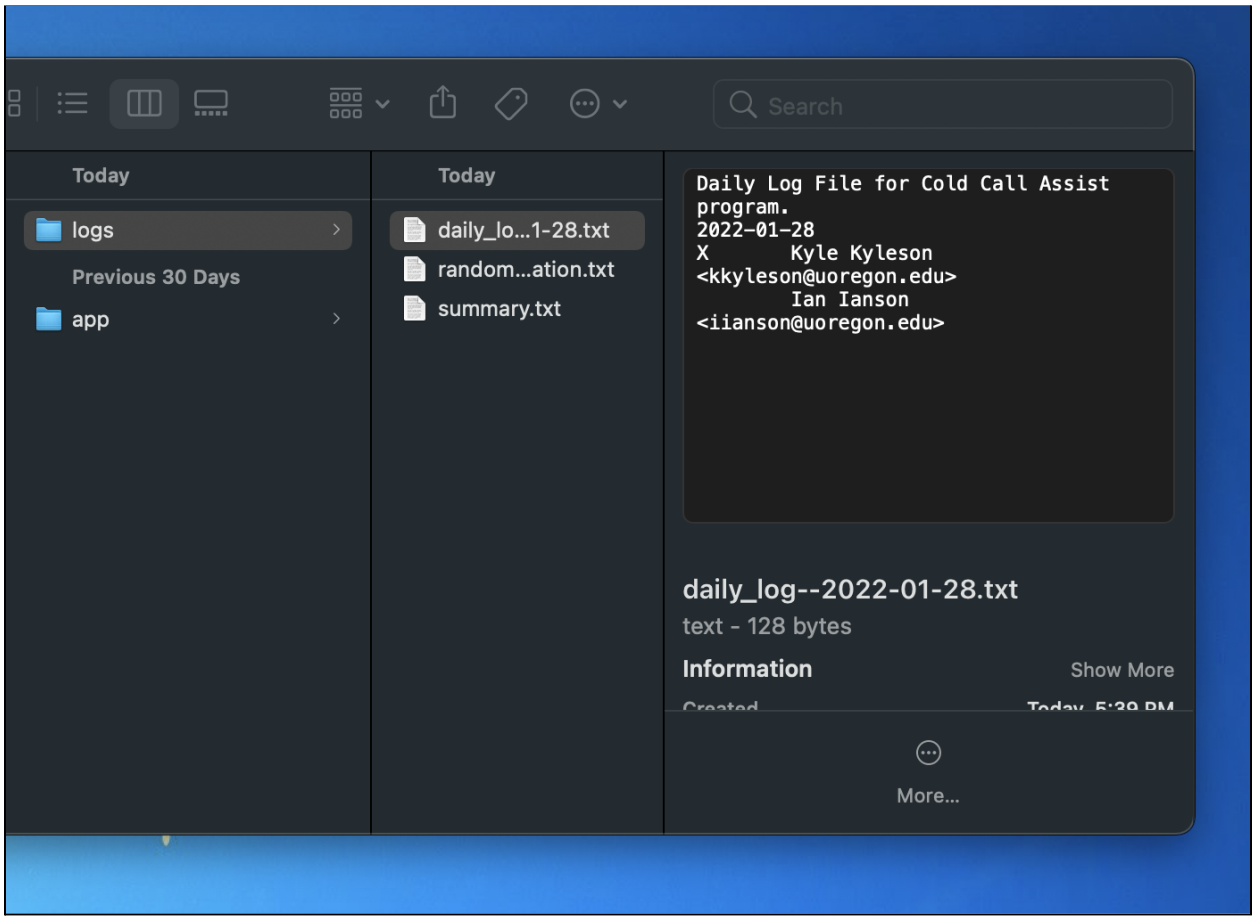


Figure 15: A sample view of navigating to the daily log files in the CoolCall logs folder.

7.2 Viewing the Summary Log File

The second log file that the CoolCall system keeps is the semester performance summary file, summary.txt.

The summary file shows the full information stored in the roster (the students' names, 95 numbers, emails, phonetic spellings, and reveal codes). Note that for students whose reveal codes are nonzero, meaning the students should not be shown on deck, their information does not show up in the summary. The first two columns of the summary show the number of times each student has been called, and, out of those, the number of times they were called with a flag.

A sample view of how to navigate to this file in the folder is shown in *Figure 16* below.

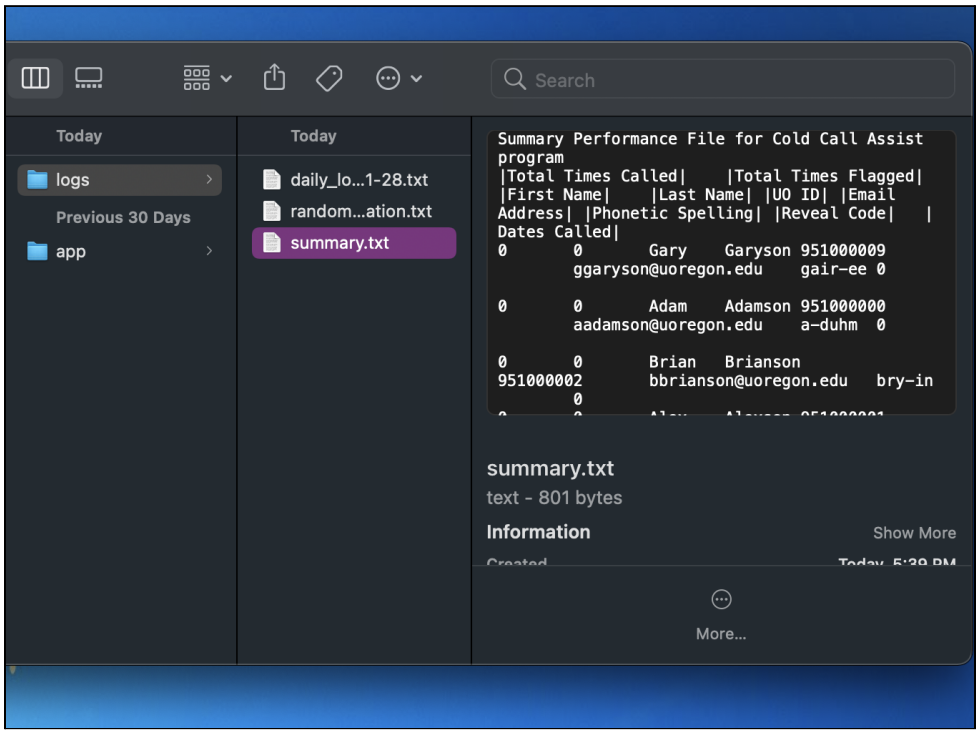


Figure 16: A sample view of the summary.txt file location.

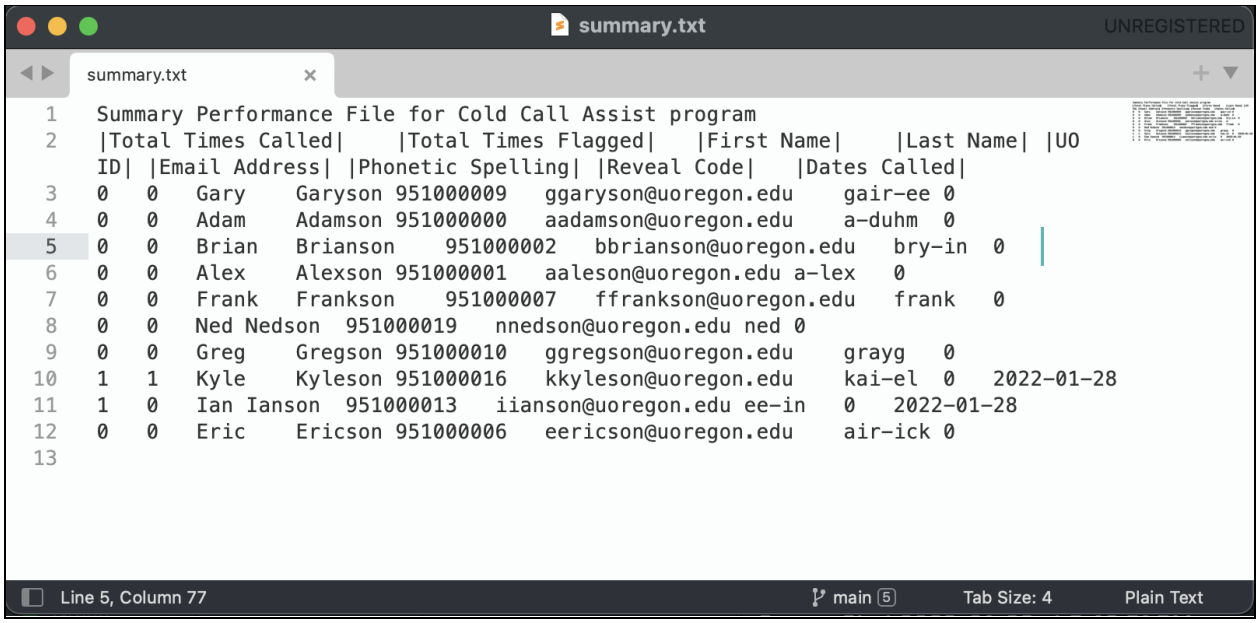


Figure 17: A sample Summary Performance File.

8. Using CoolCall On Top of a Full-screen Application

By default, the CoolCall application will be displayed on top of other windows to allow simultaneous use of lecture slides and the cold-calling software. The steps for achieving this differ slightly depending on which program you use for displaying lecture slides.

To use CoolCall with **Apple Keynote** or **Microsoft Powerpoint**:

1. Navigate to your chosen lecture slides using Apple Keynote or Microsoft Powerpoint.
2. Open the CoolCall application as described in Section 1: Starting the Program.
3. Click “Play” or “Play from start” on your presentation or slideshow, and the CoolCall window will automatically sit on top of the slides.

To use CoolCall with a **Google Slides** presentation:

1. Within Google Slides, click on the “Slideshow” button to make the presentation full screen.
2. If you use a trackpad, swipe to the right with four fingers to return to the desktop. If using a mouse, press the function key to show all windows, then click on the desktop.
3. Open the CoolCall window, then *click and hold* on the title bar of the CoolCall application with one hand, while swiping to the left with four fingers on the other hand (or pressing the function key and clicking on the slideshow) to get back to your slideshow.

In either case, you should now see the CoolCall display on top of your slideshow as shown in *Figure 18* below:

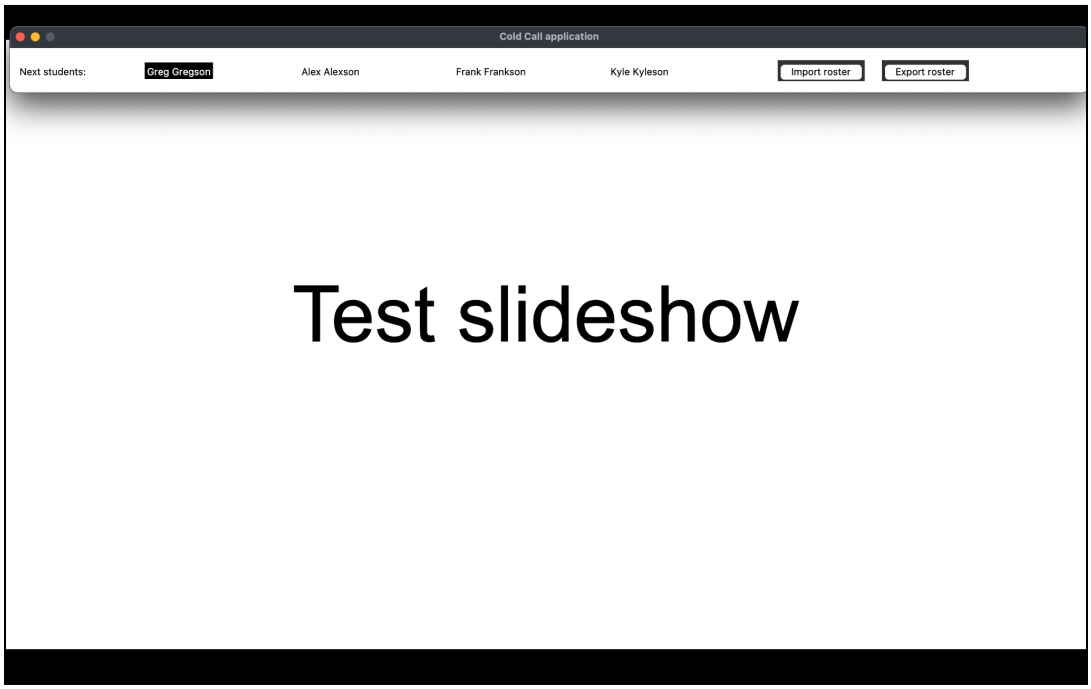


Figure 18: The CoolCall application running fully on top of a PowerPoint slideshow.

Remember: Most lecture slide applications respond to arrow key input from the keyboard. To switch between interacting with the slideshow and the CoolCall display, be sure to click on the application window you want to interact with to bring it to the foreground.

9. Changing Parameters of CoolCall

The CoolCall system provides a specific file for editing certain parameters which allow the user to adjust the functionality of the program to fit their needs. All of these parameters can be edited safely by changing their values in constants.py as described below:

***NUM_ON_DECK*:** A positive integer value designating the number of students to be placed on deck at a time. The default value is 4. Changing this value to more than 8 is not recommended, with a maximum value of 10.

INSERT_DELAY: A float value designating the percentage of the roster size to be avoided when re-inserting students into the queue. For instance, with 30 students in the class, and INSERT_DELAY=0.5, the system would only enqueue students who were just on deck into the back 50% of the queue each time. This value is 0.35 by default, but can be any real value between 0 and 1.

ROSTER_DELIMITER: The string delimiter for roster fields, set as tab (“\t”) by default. This can be any character that is not present in any of the data fields.

MOVE_LEFT_KEY: The input used to move one position to the left in the display list of on-deck students. The default value is the Left keyboard arrow key.

MOVE_RIGHT_KEY: The input used to move one position to the right in the display list of on-deck students. The default value is the Right keyboard arrow key.

REMOVE_WITH_FLAG: The input used to remove the currently selected student from the queue and the on-deck display, adding a flag to the daily log for that cold-call instance. The default value is the Up arrow key.

REMOVE_WITHOUT_FLAG: The input used to remove the currently selected student from the queue and the on-deck display without a flag. The default value is the Down arrow key.

The key values for moving left and right, and removing with or without flags, can be any valid Tkinter keysym value, as described in the manual here: https://www.tcl.tk/man/tcl8.4/TkCmd/keysyms.html.

LOGS_LOCATION: The path to the directory where the user would like to store all the logs. This includes daily log files, the summary log file, and any logs from running Random Distribution Verification Mode. The default path is*:*

(os.path.join(os.path.dirname(__file__), "../logs"))

DAILY_LOG_HEADING: The desired heading to be printed at the top of the daily log txt files. The default header is: *"Daily Log File for Cold Call Assist program."*

DAILY_LOG_FILE_NAME_PREFIX: The string prefix for the daily log files. The default prefix is: *"daily_log"*

INTERNAL_ROSTER_LOCATION: The path to store the internally saved queue for the CoolCall system. By default, the path is:

(os.path.join(os.path.dirname(__file__), "student_data/roster.txt"))

INTERNAL_QUEUE_LOCATION: The path to store the internally saved queue for the CoolCall system. By default, the path is:

(os.path.join(os.path.dirname(__file__), "student_data/student_queue"))