**Instructor User Manual**

The instructor has access to every team’s project sheet. To access these sheets the “Admin Login” button must be selected. If it is the first time logging in the word **root** can be inputted for the username and the password must be left blank. After the username is entered, the Login button can be selected and a massage saying “You have successfully signed in!” will appear on the screen. The OK button can be selected and the “InformationInput” sheet will be the first page that is seen. This page has a list of the senior project students, a list of projects and the project assigned to the specific student. Next to the Project Assigned column there is a column for the username and password for each student. If the student has already registered, their username and password information will be in these two columns. Additionally, there is an Admin Login section where a new username and password can be entered.

On the bottom of the screen there will be a list of tabs. The two tabs that are there are the Start tab, where students/admin can login, and “InformationInput” tab, which contains the list of Projects, Project Assigned, Username and Password. Once students begin the register, the new information will begin to appear in the “InformationInput” sheet and new project page tabs for each team will appear next to the two tabs.

**Maintenance**

The professor has full administrative access for which he's able to view all projects using each tab with their corresponding Project name at the bottom of the workbook; as well as the accessibility to view an edit under the InformationInput; for which he's able to view all current students register for that semester and projects assigned to each student with their username and password. As developers we provide the professor with administrative account access, in order to access this feature. At the end of each Semester; the professor must clear all projects assigned to students as well as their usernames and passwords, with the addition of all active sheets that were created; displayed at the bottom of the workbook. Following the next semester, the professor is able to upload a new list of students and if necessary; remove previous projects or add new upcoming projects for the new semester. At each new semester the process will repeat itself by each student registering for their selected projects as well as creating their username and password.

**Student User Manual**

The following is the set of instructions for students on how to use *Applying4DXtoSeniorProjects*.

**Getting Started**

Please view the Installation/Uninstall Guide to see how to install Applying 4DX to Senior Projects.

**Registration and Login**

In order to get started, a student needs to register to their respective Senior Project. Click “Register” to open up the student Registration form, and fill out the entries by selecting their Name, the name of their team’s project name, and create a username and password, keeping it safe and memorized for use later on. If this is the first time the project has been registered for, the team's 4DX sheet will be generated for the project.

To login, a student must click on the “Go to Project” button on the same Start sheet to open the Login form, select the project registered for, and enter the correct username and password that was also set during registration. If login was successful, their team’s project 4DX sheet will become the active sheet for them.

**Logging Out**

Once on the team’s sheet, there is a button on the top right side titled “LOGOUT”. Clicking this button will take the student backed to the Start sheet.

**Adding Wildly Important Goals**

Once their team’s sheet, they need to click on the button that says “ADD WIG”. This will open the form titled, “Add Wildly Important Goals”, and will allow them to enter the Description, Start line, End line, and Deadline (the dates must be in mm/dd/yyyy format) of the WIG in the provided textboxes. Once complete, they click on the “Add Wig” button on the form, and their newly created WIG will be added to the WIG table.

**Modifying Wildly Important Goals**

On their team’s sheet, in order to modify a WIG, a student needs to click on the button next to the WIG table named “EDIT”. This will open the form titled, “Modify Team’s Wildly Important Goals”. On this form, they need to first select the WIG they wish to modify from a combo box labeled “Select WIG”. This will auto-populate the textboxes in the form with data from that WIG.

From Selecting a WIG, there are two buttons that a student can press on the form: “Update” and “Remove”. Clicking on “Update” will modify the table by applying the current changes in the textboxes to that WIG. Clicking on “Remove” will modify the table by deleting the selected WIG from the table, but will also delete all related Lead Measures from the Lead Measures table, which in turn deletes the points from completed Lead Measures allocated on the “Scoreboard”.

**Adding Lead Measures**

On their team’s sheet, Students need to click on the button titled “ADD LEAD”. Once clicked, a form titled “Add Your Team’s Lead Measures” opens. On this form, they need to first select the ID of the WIG they wish to attach the Lead to from the combo box labeled “WIG ID”. Then, they need to fill out the description of the Lead Measure, select who the Lead Measure is assigned to from the combo box labels “Assigned To”, and select the number of points they want to give to the Lead Measure from the combo box labeled “Points”. The selection for points are 3, for the smallest lead, 4, for a medium lead, and 5, for a large lead. Once they are satisfied, they can press the button on the form “Add Lead Measure to WIG”, and this will add the Lead Measure to the Lead Measures table. Notice that points given to the Lead Measure are added to the “Total Points” column of the attached WIG.

**Updating the Status of a Lead Measure to Complete/Incomplete**

On their team’s sheet, Students need to click on the button titled “EDIT” to the right of the Lead Measures table. Once clicked, a form titled “Edit or Delete Team’s Lead Measure” opens. Selecting a specific WIG ID from “From WIG” narrows down the selection of Lead Measures listed in “Select Lead Measures”, but it is optional. In order to change the completion status, a Lead Measure from “Select Lead Measures” must be selected to change it’s status. Once selected, clicking on the checkbox labeled “Status” will mark the Lead as either “Complete” or “Incomplete”. If marked “Complete”, the points pertaining to that Lead Measure will be added to the attached WIG’s “Acquired Points” column, and will also be given to the person(s) “Pts” entry on the Scoreboard that was assigned to it. Marking “Incomplete” simply reverses these changes. Once the students are done editing the “Status” of their Lead Measures, they may close the form.

**Updating the Description of a Lead Measure**

On their team’s sheet, Students need to click on the button titled “EDIT” to the right of the Lead Measures table. Once clicked, a form titled “Edit or Delete Team’s Lead Measure” opens. Selecting a specific WIG ID from “From WIG” narrows down the selection of Lead Measures listed in “Select Lead Measures”, but it is optional. This will fill the textbox labeled “Description” with the Description of the Lead Measure. Making the necessary changes and clicking on the “Update” button will update the Description for that Lead on the Lead Measure table.

**Removing a Lead Measure**

On their team’s sheet, Students need to click on the button titled “EDIT” to the right of the Lead Measures table. Once clicked, a form titled “Edit or Delete Team’s Lead Measure” opens. Selecting a specific WIG ID from “From WIG” narrows down the selection of Lead Measures listed in “Select Lead Measures”, but it is optional. Once selected, clicking the “Remove” button on the form will delete that Lead Measure from the table, and it will also remove the points given to it from the attached WIG’s “Total Points” column. If the Lead Measure was marked as completed, the points will be removed from both the attached WIG’s “Acquired Points” and “Total Points”, and will also remove the points awarded to the team member(s) “Pts” entry and Team “Pts” entry.