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User Guide

Introduction

This user guide will provide the user with the steps needed to accomplish tasks that are in the application. These tasks will include the following: add, delete, modify/update as well as other specialized tasks like adding notifications and sharing the notes.

Installation and Using the Application

To install the application, you may download from the Android App store Play. There is the added option of getting an APK that you may transfer to your device directly. The easiest way to do this is to download Android Studio and attach your device. The instructions for this process is given on the Android website. A google search will provide you with more information. *(Note to the evaluator: The application will have an APK that will be in the debug folder of the Project source folder. This is what you will be using for the testing. This application will not be available in the app store.)*

Logging in

To login to the main application, you will need to enter the username and password that have been provided to you. Enter your username and password in the appropriately named fields. If there is an error in either one of these or if it is left blank an error message will appear on the screen. (**Note:** These error messages will disappear after a few seconds.)

The screen that will allow you to do this will look like the following (**Figure 1**).

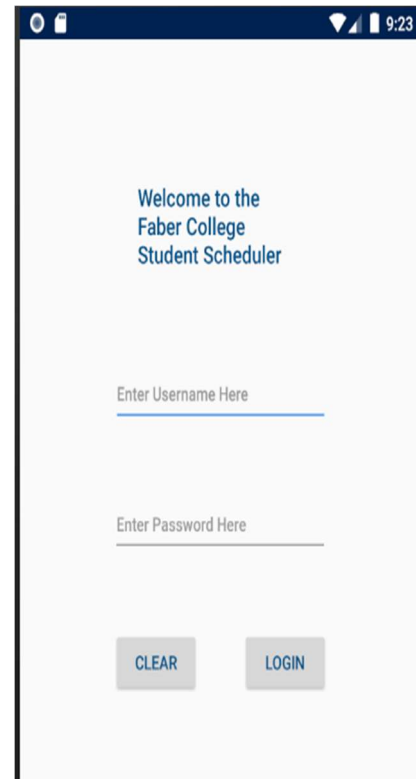


Figure 1 Login Screen

After successfully logging into this screen, you will be met with the following screen. This screen will be the main screen for navigating the various parts of the application. You will be able to access the following on this screen:

- Term
- Courses
- Assessments
- Search (Assessments and Notes)

The main screen will look like this:

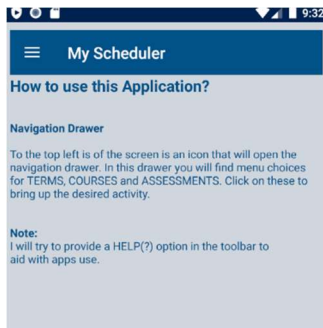


Figure 2 Main Screen

To access the main menu of this screen you

will need to click on the  to bring up the following navigation bar.

The screen will look like this.

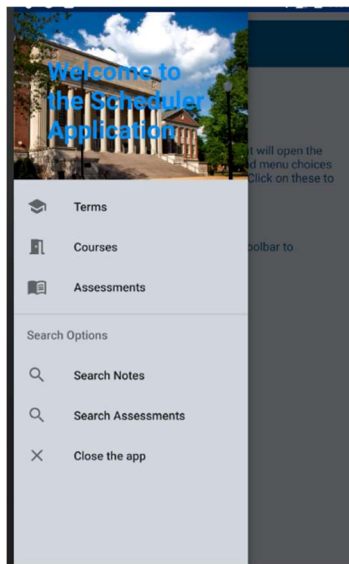


Figure 3 Navigation Bar

On this screen you will presented with the following options:

1. **Terms** - Choosing this option you will be able to view any terms that you the user have created. On the screens that are associated with the option you will be able to create a new term as well as modify the information that is for a given term. (See **Creating a Term** section to see what can be done on these screens.)

2. **Courses** – Selecting this option you will be able to view all courses that are available to you. You will be able to see all the courses that are currently available and by selecting the appropriate card you can view information about the course. (For further information please see **View Course Information** section for more information.)
3. **Assessments** – Selecting this option will take you to a screen that will show all assessments that have been entered by you. This option shows all assessments, and it is not broken down by the course that they are associated with.
4. **Search Notes** – This option will allow you to search for notes by course. This option will allow you to filter the notes based on a text search as well as a search by course.
5. **Search Assessments** – This option will allow you to search for assessments. This option will allow search by text, course, as well as assessments that are occurring within one week of the current date as well as within one month of the current date.

Creating a Term

To create a term first select  from the Navigation Bar (**Figure 3**).

Selecting this option will take you to the next screen. The screen will look like the following:

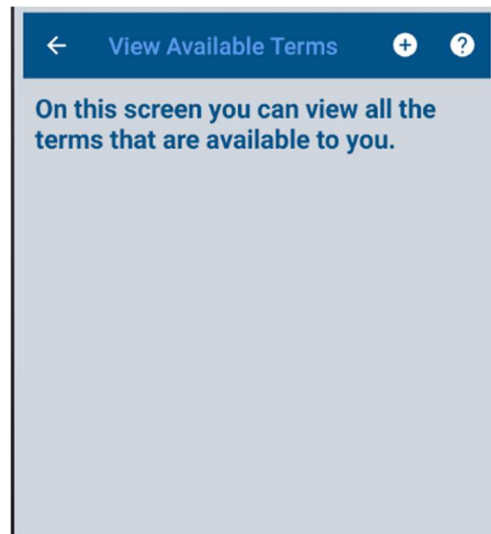


Figure 4 Term Details Screen

This screen will also display the current terms that have been created by you. Please note that the screen in **Figure 4** does not have any terms created and therefore appears blank.

To create a new term, you will need to click on the plus icon located in the top right corner of the screen. You may notice the “?” icon at the top of the screen click on this if you are unsure as to what the screen does. By clicking on the plus icon, you will be taken to a screen where you will be able to create the new term. The screen will look like the following:

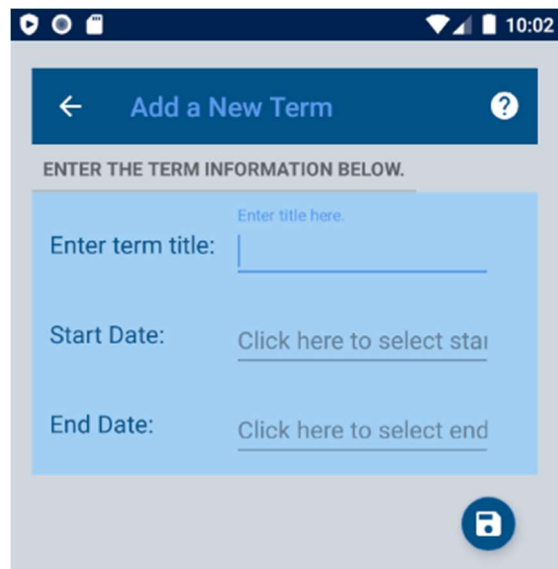



Figure 5 Add a New Term

You will need to enter a course title, start, and end dates. If any of this information is left blank an error message will be displayed. To enter the start and end dates click on the “Click here to select..” text field. This will bring up a date dialog box. Clicking the desired date and then **OK** will assign the date to the text field. You will need to do this for both dates. When you are done click the  to save the term. This will save the term as well as take you back to the main Term Screen. You should see a screen like the following with all the information that was entered and displayed in a card like the one below.

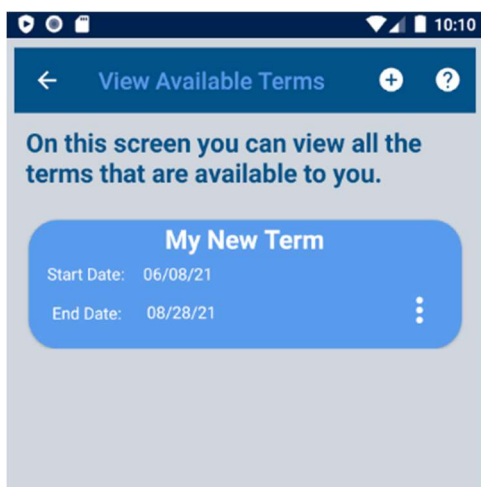



Figure 6 Term Details with Added Term

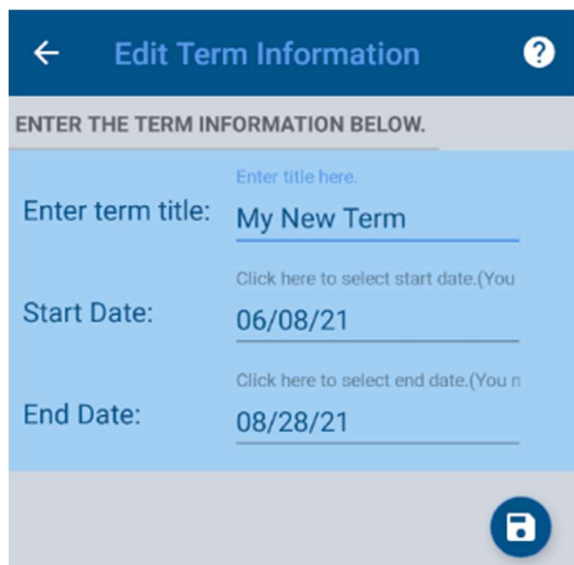
Once the term is created you will be able to add terms by clicking the Terms Details option that is located by clicking the  this will bring up an option menu that will display the following options:

1. **Delete Term**- This will delete the term if there are no courses currently assigned to it.
2. **Update Term** – This will allow you to update the term’s information. (See section **Update Term**)

3. **View Term Details** - Here you will be able to view the term's details. You will also be able to add courses. (See section **Add Course to Term**)

Updating Term Information

If you would like to update any term information, select the appropriate option from the Term's card. This will bring up the following screen:



Enter or change the information in the same manner you did when you created the term.


Press the  to save the updated term information. You will be directed back to the main Term screen. You should see the updated information in the card.

Figure 7 Edit Term Information

View Term Details

By selecting **View Term Details** option, you will be able to see all information associated with the term. You will be able to see the term dates and any courses that will be in the given term. On this screen you will be able to add courses to the term. (**Note: This is the only place to add courses for the application.**)

When you select this option, you will be sent to the following screen:

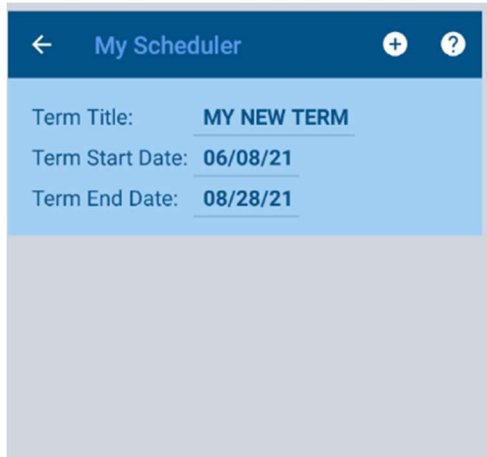


Figure 8 Term Details

Note: There are no terms currently associated with the term. This process will be handled in the following section **Adding Courses to a Term.**

Adding Courses to a Term

To add a course to the term you will press the + icon to bring up the screen. The screen will look like the following:

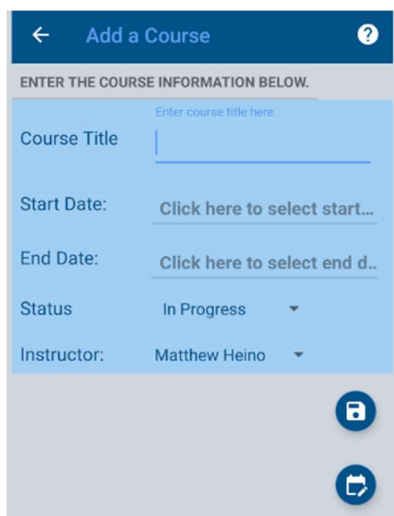




Figure 9 Add a Course

On this screen you will need to enter the information for the course. You will need to enter a title, dates, a status, as well as an instructor for the course. None of these fields can be left empty. The dates of the course must fall between the dates of the term. If the dates for the course do not fall within the dates for the term an error message will be displayed. To save the course you will click on the  to save the course. You may enter as many courses as you like in this manner. Clicking the  will take you to the previous screen.

There is one other option on the screen. The



will allow you to set a notification for the course. Clicking this icon will take you to the following:

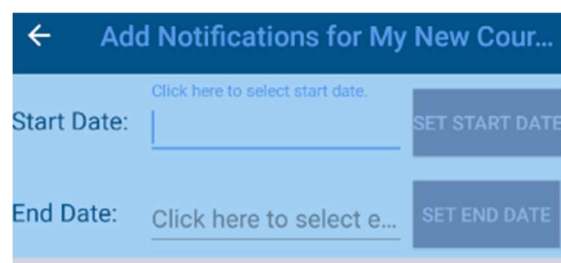



Figure 10 Notification Screen


Setting a Notification


To set a notification click on “Click here..” You can do this for the start and end date for a notification. To set the date press either Set Start Date to set the start date or the Set End Date.


Both dates do not need to be set. To return to the previous screen click  to return.

View Course Information

To view course information there are two options available:

1. You may view it from the term details screen and selecting the option from the  option dropdown.
2. You may access it from the main navigation screen (See **Figure 3**).


The information accessed by either of these methods will be the *same*. To use the main navigation bar screen to access the information click on the following:  This will take you to the **View All Course Screen**.

This screen will present you with all the courses that are currently entered. You will be presented with cards that have the  to select options that pertain to the courses. Options for the courses are the following:

1. **Delete** – The course will be deleted/removed from the schedule. **Note: Any notes or assessments will also be removed/deleted.**

2. **Update Course** – This will allow you to update course information for the course.
3. **View Course Details** – On the following screen you will be able view information about the course which includes title, dates, status, instructor information, assessments, and notes. This screen will allow you to add notes and assessments for the course. This will be covered in the section **Adding Notes and Assessments for a Course**.
4. **Add Course Notification** - This will allow you to add a course notification. The screen is the same as the one that is presented in Figure 10. To use this screen please refer to the section titled **Setting a Notification**. The steps are the same for this screen.

Update a Course

To update a course, click the option from the  (**Update Course**). Selecting this option will take you to the update course screen which will look like this.

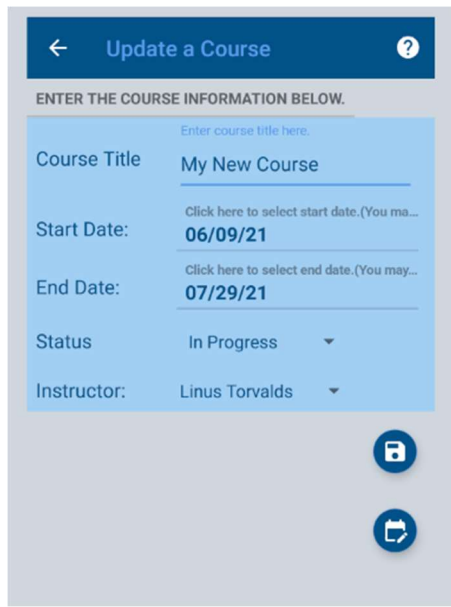


Figure 11 Update Course

Update the needed information. Click the



to save the updated course. Click



the to take you back to previous screen. You should see the updated information reflected

in the card. Clicking the





will allow you

to set notifications for the course. (See

Section Setting a Notification)


View Course Information

If you would like to view the course details you may select the View Course Details from the  menu. From this screen you will see information about the course. You will be able to see the title of the course, dates, instructor information, assessments, and notes. You should see a screen that looks like this.



Course Details	
My New Course	
Start Date	06/09/21
End Date	07/29/21
Instructor Name:	LINUS TORVALDS
Phone Number	333-444-5555
E-mail:	MEEMAIL@HOTMAIL.COM

Figure 12 Course Details


There is an  options icon that will allow you to add assessments and notes that will be associated with the course. Options included in this menu are:


1. **Add an Assessment** – this will allow you to add an assessment that will be associated with the course. To learn how to add an assessment see section **Adding an Assessment**.
2. **Add a Note** – this option will allow you to add a note that will be associated with the given course. To learn how to add a note see section **Adding an Note**.

Adding an Assessment

To add an assessment, select that option from the drop down. You will be taken to the following screen.

Figure 13 Add an Assessment.

On this screen you will need to enter the following information assessment title, start and end dates and the type of assessment. All fields must be entered, or an error message will be displayed. To save the assessment click on the  to save. If the assessments are saved successfully, you will be shown a message stating that it has been saved as well as the information that is contained in the assessment

You can set a notification for the assessment by selecting the  to take you to the notification screen. This notification screen functions in the same manner as previous notification screen. Please see section **Setting a Notification** to see instructions on how to accomplish this task.


Clicking the  will take you back to the previous screen and you should see the new assessment in the course details screen. It will look like this.



Figure 14 Course Details with Assessment

Adding a Note

To add a Note, select that option from the drop down. You will be taken to the following screen.

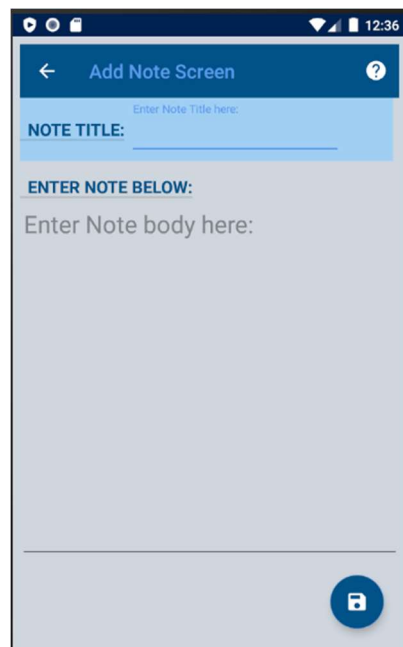




Figure 15 Add Note

This screen will allow you to enter a note title and the body of the note. Only the note title needs to be entered. The note body does not need to be entered and can be edited later.

After entering the information, you can click

the  to save the note. You may enter more than one note using this screen. To

return to the previous screen press the  to

return. The Note should be displayed in its

own card that displayed below any

assessments. It will look like the following

screen.

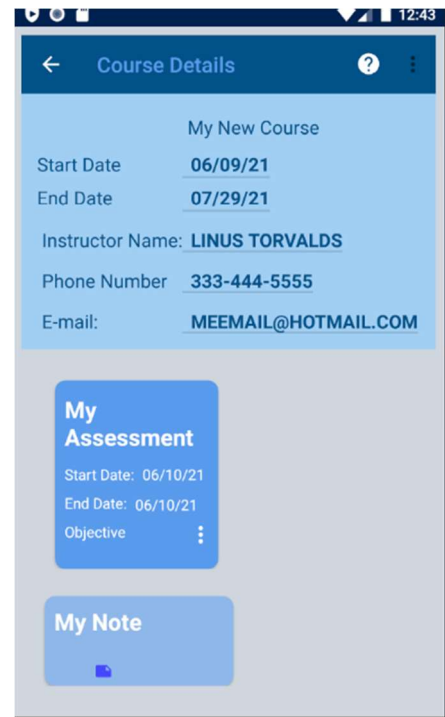



Figure 16 Course with Assessment & Note

Updating an Assessment




You will be able to modify an assessment in two ways. This first will be through the course details screen (Figure 16). You can do this by clicking on the  to display the options for the assessment. These options are:


1. **Delete** – this will delete the assessment. No other screens will be displayed only a message saying the assessment has been deleted.
2. **Update** – this will allow you to change the information that is contained in the assessment.

3. **Add Assessment Notification** - This will allow you to set a notification for the assessment. This will take you to screen displayed in Figure 10. To see instructions, see section **Setting a Notification** for more information.


Selecting the update option will take you to the following screen.

Figure 17 Update Assessment

Enter the information that you wish to update and click the  to save. You may return using the  to move back to previous screen or you may set a new notification using  the to take you to the notification screen. The updated information will appear on the course details screen. *(Note: Not all information may not display on the card.)*

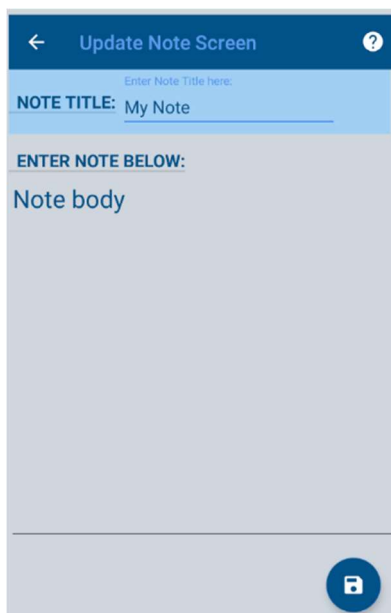
The second option is by selecting the  option from the main navigation bar seen in **Figure 3**. You would select it to take you to the same screen that is displayed in **Figure 17**. Enter your information as described earlier.

Modifying a Note


To modify/update a note you will need be on the course details screen. Selecting the  you will be presented with the following options:


1. **Delete Note** - Will delete note and give a message. No other screens will be displayed.
2. **Update Note** – will allow you to update information in the note.
3. **View Note Details** – This will allow you view note details only. NO modifications will be allowed.
4. **Share the Note** – this will allow you to share a note via a selected method for this application email will work.

To update a note, select the option from the menu. You will be taken to this screen.



Enter information as you would and click

the  to save the updated note. Click the

 to take you back to the course details

screen. You will see the notes details have been updated.

Figure 18 Update Note

Share the Note

To share a note, click on the **Share the Note Option**. You will be presented with the following screen.

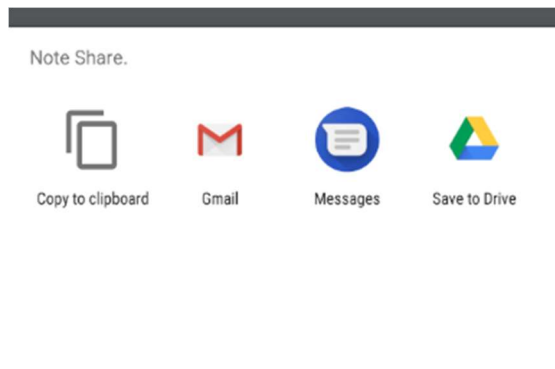


Figure 19 Share a Note

Click on the email option. Please note you will need to have your email client configured to send notes via email. Please consult your email client's documentation on how to set up your email to send messages.

Search for Assessments

To search for assessments, click on the option that is in the main navigation bar **Figure 3**. Select the **Search Assessments** option. Selecting this option will bring you to the following screen.

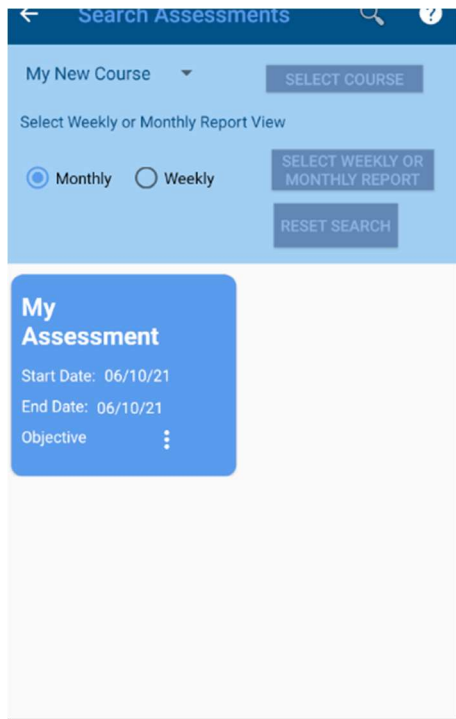


Figure 20 Search Assessments

On this screen you will be able search for assessments via text, course, assessments that are occurring within one week, and assessments that are occurring within one month. To reset the search, click the **Reset Search** button.

Search by Text

To search by text, click the  to open the text search bar. You can enter your search in this area and the results will be displayed below as a set of cards.

Search by Course

To search by course, select the course from the drop-down menu and click the **Select Course** button.

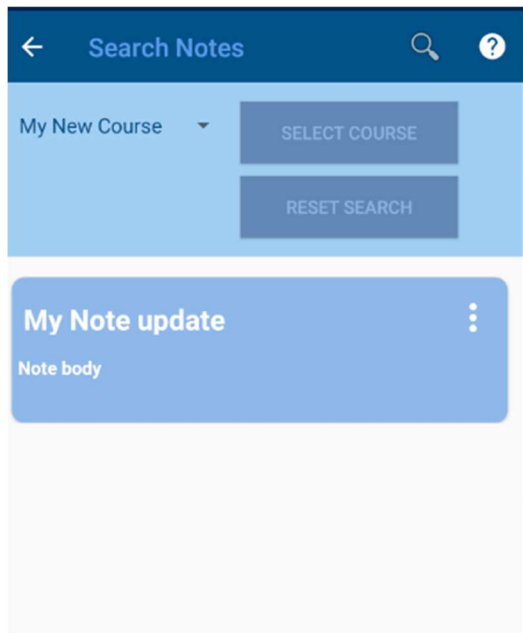
Search by Monthly or Weekly


To search by monthly or weekly assessments select the correct radio button and then click on **Select Weekly or Monthly Report** button.

Use the **Reset** button to start over or to refresh the list after modification have been made to the assessment.

Search Notes

To search for notes, click on the option that is in the main navigation bar **Figure 3**. Select the **Search Notes** option. Selecting this option will bring you to the following screen.



This screen will allow you search for a note by text and by course name. Selecting the  will allow you to search for a note by text input. The results will be displayed as cards. If modifications have been made to the note clicking the **Reset Search** button will refresh the list.

Search by Course

To search by course, select the course from the drop-down menu and click the **Select Course** button.