

# Teaching Assistant: User Manual



Program: Fully Functional Administration Tool

By: Joshua Abraham

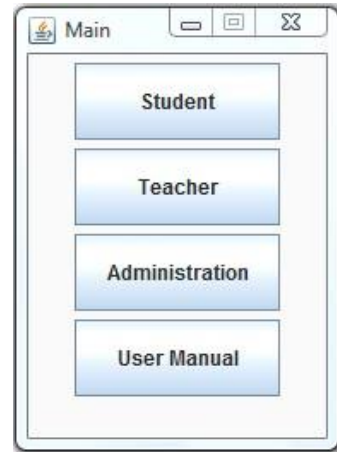
Started: April 9, 2016

Finished: June 12, 2016

Version: 5.2

## Main Frame

The program begins with the 4 main selections that divide the program into 4 sub programs of Student, Teacher, Administration and the User Manual. The user simply has to click on the corresponding button to open up the next frame.



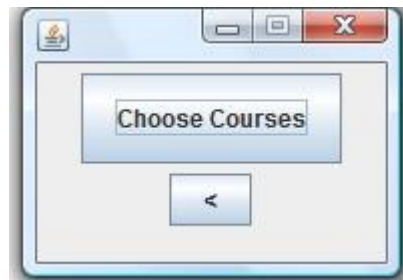
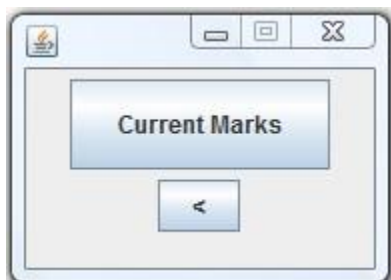
## Students

The first student frame prompting them for their student number and is bullet proofed for students that does not exist. After the student number is typed in the user simply needs to click the “Enter” button to navigate to the following frame. The user also has the ability to go back to the main frame with the aid of a back button.



## Select a Current Class or Choose Courses

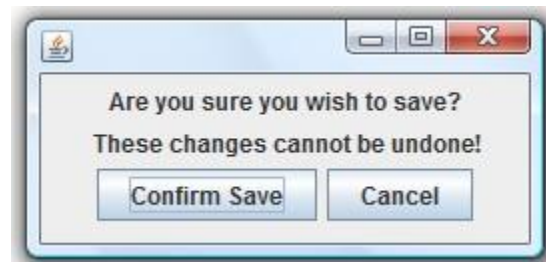
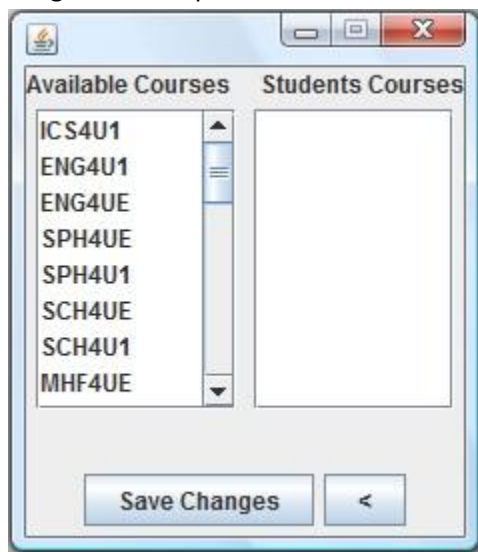
If the student has not already chosen the courses they wish to take this year the “Choose Courses” button will appear in this frame. Alternatively if classes have already been selected then the “Current Marks” button will appear in this frame. Again the user has the ability to go back to the previous frame with the aid of the back button.



## Choose Courses

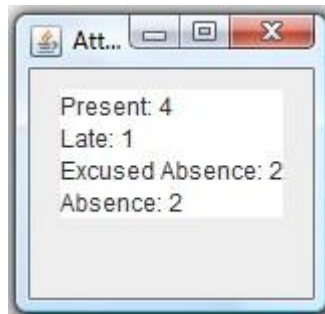
If the student has not previously enrolled in classes then the following frame will appear. On the left hand side there will be a list of all the courses available for the student to take and on the right there will be an empty list with up to 8 slots for courses. The user simply needs to scroll through the list on the left and click on the desired classes they want by course code. If they choose that they don't want to be in one of the courses they chose, all the user must do is click on the course they wish to remove in the

right list, and it will be removed from their course list. When the user clicks the “Save Changes” button they will be reminded that these changes cannot be undone and to change their choices they must go to the guidance department.



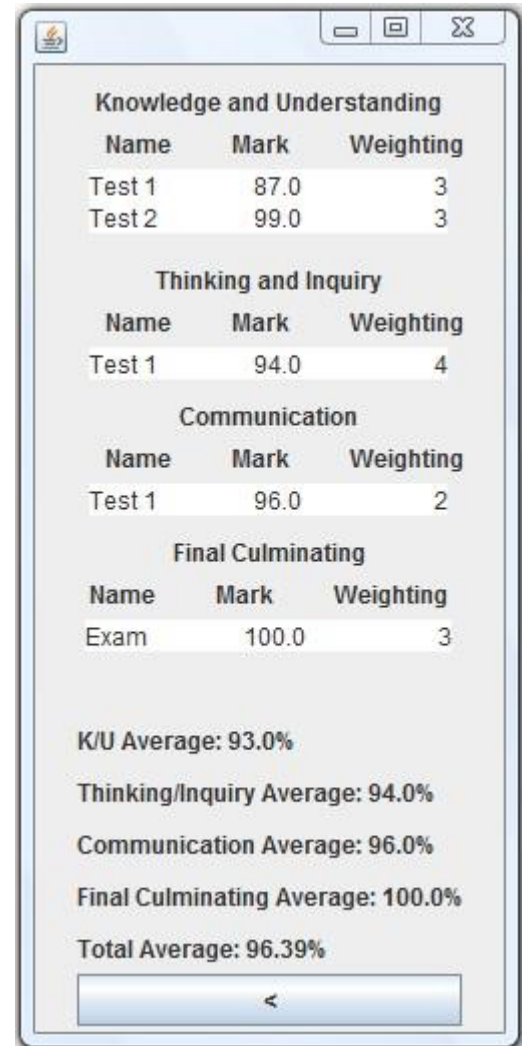
## Current Marks

Once the student has been enrolled into class, they now have the ability to see their marks and attendance for any of those classes. After they click the “Current Marks” the user will be prompted to select one of the classes they are enrolled in via a drop down box. Once the desired course is clicked on, 2 new frames appear. The first is the current marks frame, which is separated into the 4 categories of Knowledge and Understanding, Thinking and Inquiry, Application, and Communication as well as a Final Culminating Section. Each section contains all the marks in that section with their name, the percent mark, and weighting. At the bottom of the frame there are the averages for each of the sections along with the total weighted course average, as well as a back button to return to the previous frame. The second frame simply lists the attendance of the student for the specified class with the number of times they were present, late, had an excused absence, and unexcused absence.



Att...

Present:	4
Late:	1
Excused Absence:	2
Absence:	2



Knowledge and Understanding		
Name	Mark	Weighting
Test 1	87.0	3
Test 2	99.0	3

Thinking and Inquiry		
Name	Mark	Weighting
Test 1	94.0	4

Communication		
Name	Mark	Weighting
Test 1	96.0	2

Final Culminating		
Name	Mark	Weighting
Exam	100.0	3

K/U Average: 93.0%

Thinking/Inquiry Average: 94.0%

Communication Average: 96.0%

Final Culminating Average: 100.0%

Total Average: 96.39%

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## Teacher's Frames

If the user chooses the “Teacher” button a new frame will open with a search bar to enter the course code along with an “Enter” button and a back button. Once they enter the course code a new frame will appear with a dropdown box of all the students in a specific course. Once these choose a student 2 new frames will appear. The first is the current marks frame, which is separated into the 4 categories of Knowledge and Understanding, Thinking and Inquiry, Application, and Communication as well as a Final Culminating Section. Each section contains all the marks in that section with their name,

the percent mark, and weighting. At the bottom of the frame there are the averages for each of the sections along with the weighted course average.

The second frame will contain a button to change attendance, a button to add a mark for the student, a text field to specify which category the mark is in, and a back button to return to the class list. For the category the user needs to simply type K for Knowledge and Understanding, T for Thinking and Inquiry, A for application, C for communication, or E for exams and final culminating assignments.

The screenshot shows a window with two tables. The first table is titled 'Knowledge and Understanding' and has columns for Name, Mark, and Weighting. It contains two rows: T1 with a mark of 87.0 and weighting of 3, and Test2 with a mark of 100.0 and weighting of 3. The second table is titled 'Final Culminating' and also has columns for Name, Mark, and Weighting, with one row: Exam with a mark of 100.0 and weighting of 3. Below the tables, the following averages are listed: K/U Average: 93.5%, Final Culminating Average: 100.0%, and Total Average: 97.61%.

Knowledge and Understanding		
Name	Mark	Weighting
T1	87.0	3
Test2	100.0	3

Final Culminating		
Name	Mark	Weighting
Exam	100.0	3

K/U Average: 93.5%  
Final Culminating Average: 100.0%  
Total Average: 97.61%

### Teacher's Attendance

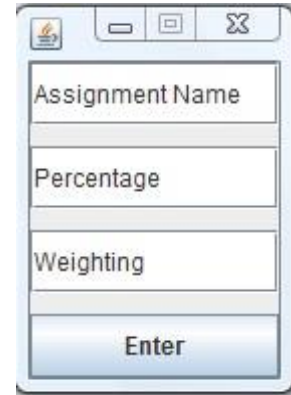
The third frame will list all the times the chosen student was present, late, had an excused absence, or an unexcused absence and will allow the teacher to add more to the attendance with an editable text field. The user needs to simply enter P (present), L (late), E (excused absence), or A (unexcused absence), and hit the "Enter" button and it will be added to the students personal attendance.

The screenshot shows a window with a text field labeled 'Category'. Below it are two buttons: 'Add Mark' and '<'. At the bottom is a button labeled 'Attendance'.

The screenshot shows a window titled 'Attendance'. It has a text field containing 'P/L/E/A' and a button labeled 'Enter'. To the right of the text field, the following statistics are listed: Present: 2, Late: 1, Excused Absence: 0, and Absence: 1.

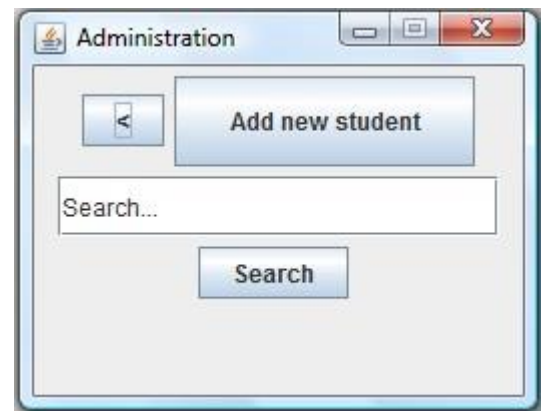
### Teacher Add Marks

When the user clicks “Add Mark” button a new frame appears that contains a section to input: assignment name, percentage, and weighting. Important note: the user **must** specify the category they wish this mark to be added in the category section on the previous frame! After the desired information is inputted they simply must click the “Enter” button and if any of the fields do not match the correct format an error message will appear. To cancel the user simply needs to close this window.

A small dialog box titled 'Add Mark' with a standard Windows window frame. It contains three text input fields labeled 'Assignment Name', 'Percentage', and 'Weighting'. Below these fields is a single button labeled 'Enter'.

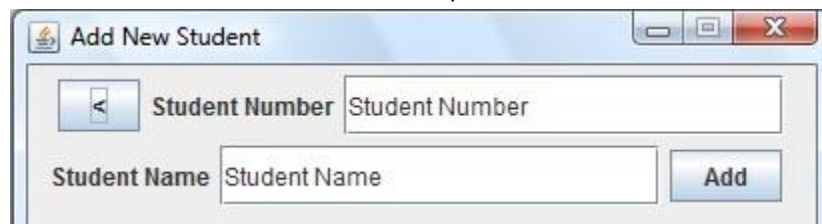
### Administration Main Frame

Administration has the ability to search for any student currently at the school, or to add a new student if they are new to the school. To search the administration needs to simply enter a student number, and will be notified if the student is not a part of the school's database. There is also the ability to return to the main window via the back button.

A window titled 'Administration' with a standard Windows window frame. It features a back button (left arrow) on the left. To the right of the back button is a button labeled 'Add new student'. Below these is a text input field labeled 'Search...'. At the bottom right is a button labeled 'Search'.

### Add New Student Frame

Once the “Add new student” button is clicked a new frame will appear allowing the administration to input the student's number and the student's name. After this they can hit the “Add” button and the student will be added into the school's database, or if the user does not wish to add a student they can hit the back button to return to the previous frame.

A dialog box titled 'Add New Student' with a standard Windows window frame. It contains a back button (left arrow) on the left. To the right of the back button is a text input field labeled 'Student Number'. Below this is another text input field labeled 'Student Name'. To the right of the 'Student Name' field is a button labeled 'Add'.

### Student's Personal Information

Once a valid student number has been entered into the Administration Main Frame a new frame will appear that allows the user to edit the information, by simply typing into the large text box. Once

they are satisfied with the new information they simply need to click the update button for the information to be saved. At this point the user also has the ability to click “View Transcript” which allows them to read and edit the student’s transcript with regards to the course code, percentage mark, if they passed or failed, number of absences, and number of times late. Once they are satisfied with the new information, they simply must click the “Update” button. If at any point they wish to not change the personal information or transcript of the student there is a back button available which opens up the previous window.

068617414

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Student Name Joshua Abraham  
Student # 068617414  
Date of Birth  
Address  
Postal Code  
Phone Number  
Contact #1 Name  
Contact #1 Number  
Contact #1 Email  
Contact #2 Name  
Contact #2 Number  
Contact #2 Email  
Medical Alert #1  
Medical Alert #2  
Medical Alert #3 hi  
Medical Alert #4  
Medical Alert #5  
Accommodation #1  
Accommodation #2  
Accommodation #3  
Accommodation #4  
Accommodation #5  
Volunteer Hours:

Update View Transcript

Course Code	Mark	Passed	Absences	Late
ICS3U1	100	Passed	3	2
ENG3U1	89	Passed	3	4

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Update

### **Future Additions**

Future additions to the program will include a better interface for a cleaner look with better layout in general. This is so that the program can be very self-explanatory and a user guide will not be

very necessary. Another addition would be ability to remove elements, such as classes, students and marks, because as of now it can only add elements to the database. Thirdly a future addition will include a better attendance UI because it is currently not optimal for use. Along with this in the future there will be the ability to give the reasoning for why a student was late or absent and the specific day that this occurred on.