Database Project Spring 2019 User Manual

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Adding data

Adding a Curriculum

1. A curriculum can be added by first clicking the “Add New” button.
2. Next, click the “New Curriculum” button.
3. From this screen, add a name, a minimum number of credit hours, and an ID of the person in charge of the Curriculum.
4. Additionally, topics and courses can be added to the curriculum from this screen. Simply fill out the information and then press the “+” button. When the submit button is pressed, the curriculum will automatically have the topic(s) and/or course(s) connected to it.
   1. A topic has to exist with a valid ID at the time of making the curriculum. A Level, Subject Area, and number of Units must also be input at this time.
   2. A course has to exist with a valid Name at the time of making the curriculum. At this time, the course must also be specified as required or optional.
5. When you are finished, press “Submit”.

Adding a Course

1. A course can be added by first clicking the “Add New” button.
2. Next, click the “New Course” button.
3. From this screen, add a name, Subject Code, Credit Hours, and Description.
4. Additionally, a topic and a course goal can be added to the course from this screen. Simply fill out the information and then press the “+” button. When the submit button is pressed, the course will automatically have the topic(s) and/or course goal(s) connected to it.
   1. A topic has to exist with a valid ID at the time of making the course.
   2. A course goal has to exist with a valid ID at the time of making the course.
5. When you are finished, press “Submit”.

Adding a Section

1. A section can be added by first clicking the “Add New” button.
2. Next, click the “New Section” button.
3. From this screen, add a Course Name, a year, select a semester, input a section ID, a number of students, and add any comments if necessary.
   1. A course name with a valid name must exist before adding the section to it.
4. When you are finished, press “Submit”.

Adding a Topic

1. A topic can be added by clicking the “Add New” button.
2. Next, click the “New Topic” button.
3. From this screen, add a Topic ID and a Topic Name.
4. When you are finished, press “Submit”.

Adding a Goal

1. A goal can be added by clicking the “Add New” button.
2. Next, click the “New Goal” button.
3. From this screen, add a Curriculum Name, a Goal ID, and a Description.
   1. A curriculum with a valid name must exist before a goal can be added to it.
4. When you are finished, press “Submit”.

Adding a Person

1. A person can be added by clicking the “Add New” button.
2. Next, click the “New Person” button.
3. From this screen, add a name and an ID.
4. When you are finished, press “Submit”.

Curriculum Dashboard

Displayed Information

1. To access the curriculum dashboard, click the “Curriculum Dashboard” button.
2. From this screen, there are multiple components: the left side displays curricula in the database. Clicking one selects it and displays relevant information.
3. Selecting a curriculum displays:
   1. Minimum Credit Hours
   2. Person in charge
   3. Whether a goal is valid for the curriculum
   4. Topic Evaluation for the curriculum
   5. Relevant Topics
   6. Required Courses
   7. Elective Courses

Editing Information

1. To edit a curriculum, first open the curriculum dashboard from the main screen by clicking the “Curriculum Dashboard” button.
2. Next, select the curriculum you wish to edit by clicking it on the left side.
3. Next, click the “Edit” button on the right side.
4. You will now be at a screen similar to the “Add curriculum” button that will allow you to edit the curriculum, topics, and courses.
   1. To edit the curriculum information, enter in new information to replace the old information. This is true for the minimum credit hours, and the ID of the person in charge.
   2. To edit the topic information, you can delete the topics already added by selecting it and pressing the “Remove selected topics” button, or by adding a new topic below. (See “Add New Curriculum” for more information)
   3. To edit the course information, you can delete the courses already added by selecting it and pressing the “Remove selected courses” button, or by adding a new course below. (See “Add New Curriculum” for more information)
   4. To remove the curriculum, press the “Remove Curriculum” button.

Course Dashboard

Displayed Information

1. To access the course dashboard, click the “Course Dashboard” button.
2. From this screen, there are multiple components: the left side displays courses in the database. Clicking one selects it and displays relevant information.
3. Selecting a curriculum displays:
   1. Subject Code
   2. Credit Hours
   3. Description
   4. Course Topics
   5. Course Goals

Editing Information

1. To edit a course, first open the course dashboard from the main screen by clicking the “Course Dashboard” button.
2. Next, select the course you wish to edit by clicking it on the left side.
3. Next, click the “Edit” button on the right side.
4. You will now be at a screen similar to the “Add course” button that will allow you to edit the curriculum, topics, and course goals.
   1. To edit the course information, enter in new information to replace the old information. This is true for the subject code, Credit Hours, and Description.
   2. To edit the topic information, you can delete the topics already added by selecting it and pressing the “Remove selected topics” button, or by adding a new topic below. (See “Add New Course” for more information)
   3. To edit the course information, you can delete the courses already added by selecting it and pressing the “Remove selected courses” button, or by adding a new course below. (See “Add New Course” for more information)
   4. To remove the course, press the “Remove Course” button.

Course Statistics

Displayed Information

1. To view statistics on the grades, first click the “Course Statistics” button.
2. From this screen, you will be able to view course statistics by clicking on the relevant course.
3. Next, click either overall or a goal.
4. Finally, enter in the time frame from which to search. All sections that take place within that time frame will be plotted and graphed (Not implemented at the time of writing).

Enter Grades

Selecting a course

1. First, a section of a course of a curriculum must exist in order to add grades to it.
2. To select a course to add grades to, press the “Add Grades” button.
3. Next, type into the text box below “Year/Semester” on the left side the Year of the section, and change the Semester box below it to the relevant Semester the section is in.
4. In the screen to the right, you can select the section from the drop down menu to the top.

How to use the Grades Screen

1. First, select a section via the process outlined in Selecting a Course.
2. Next, press the “Overall” button if you wish to edit real grades, and click the Goal number if you wish to change the Goal grades.
3. From this screen, you can change the grade distribution data, the number of students, and the comments for the section of the class.
4. When done, press “Submit”.