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# How to Create a Checksheet for Use in GMOOH

To create a checksheet in GMOOH one must first have a basic understanding of HTML. After having a fundamental concept of how to code in HTML one needs to realize that there are two types of checksheets in GMOOH. One type is the regular checksheet which appears as a checksheet would appear on paper in standard form. The other checksheet is the minimized checksheet. The regular checksheet is used exclusively for printing and will only be seen when the user tries to print a checksheet. The minimized checksheet is used for all other checksheet instances in system from displaying to editing. Both are fairly similar except the minimized version has changes for a smoother/easier user experience when modifying a checksheet and for better fit on the user's screen. Both have separate stylesheets so it's best to know which type of checksheet is being made and what stylesheet classes can be used. It is also best to create the printable version of a checksheet first before making the adjoining minimized checksheet as it will be easier to remove instead of add components.

Starting with the regular version of a checksheet, or any type of checksheet, one should keep in mind that checksheets are almost completely comprised of div tags and table tags. To start off a regular checksheet one needs to create the header. Three divs each separate of each other and all with the "sectionTop" style will first be used. The first will be used for the student's name, the second for the Kutztown University logo and the last for the student's ID. Use a div with the style "newSection" to break. From there create a div with the style "headerBox" and enter the name of the major, minor or master. Then create another new section div. This header should be on top of every regular checksheet.

Next will come the general education section if applicable. First you will need to create a separate div with the style "buffer" and with place holder text such as   or  . After the buffer is created a div with the style "section" can be used to hold all the tables on the first half of the page. Within the section div create a table. For table headers create a <tr> tag that will hold the header. Use <th> tags with the style "tableCaption" for titles and "tableGradeCaption" for RC, CR, GR and CAC where applicable. A table header should be created for every general education table.

Within general education tables each section will also have a header explaining what course can be placed in that section. The header will have its own <tr> tag. The title will be placed inside a <th> tag. Any subtitle content will be placed inside a <b> tag with the "smaller" style. The sections that come after section headers will hold the course entries. Every course entry section will be held inside a <tr> tag. Inside the table row. The first <th> tag will hold a <b> tag. Inside the bold tag will be the course name or placeholder. The next three to four <th> tags will have the style "tableGrade" and will hold the RC, CR, GR and CAC values. After all the steps are followed and a table is complete, the table tag can be closed. New tables can be created as needed. If a new table is created in the same section add a <tr> tag with a single <th> tag with the style "tableSpace" at the end of the previous table or at the beginning of the new table to better separate the following table from the new one. After a section is complete the div can be closed and the other half of the page can be completed by creating another div with the "section" style. The previous steps can be used again for any tables in the new section and all following sections throughout the checksheet for general education. After both section divs are created for a page, be sure to add another "buffer" div tag and add a "newSection" div.

General education notes can be created in a number of ways. If a single section note is needed, create a div with the "notes1" style. If you need notes surrounded by a box use the "noteBox" style. If you need notes that take up the whole width of the page use the "notes2" style. Any use of the "notes2"

style must be used in conjunction with the special buffer called "noteBuffer". Since most text is bold by default, one can use the <b> tag to make text not bold in checksheet files only.

For tables that are used for majors, minors or masters a slightly different method will be used. First create buffer, then a div section with a table. For the header create a <tr> tag, then create a <th> tag with the style "tableHeader" for header text. For all section headers just enter the text into a <th> tag without any special style. After the section header title add <th> tags for Gr and SH, use the "tableGrade" style. Once the section header is created, create as many empty sections as needed for courses to be entered. Be sure to use place. Once a section is complete create another section for the other side like before. Any notes that are to be added inside the table can make use of the <td> tag to enter all text. Finally close with another buffer. The regular checksheet is not complete.

From here you can modify the regular checksheet into a minimized checksheet. Create a new file for the modified checksheet and copy everything from the regular checksheet file. You can either make the checksheet into a functional minimized checksheet that will show notes to users and allows for grade entry and drag and drop or you can make a display only checksheet.

In a minimized checksheet in general there will only be one div section for the whole checksheet. First cut and paste all tables into one section and remove the rest. Now that there is only one section remove the checksheet header entirely. Remove all section sub headers within the table sections that would list the types of courses that can go there and leave only the title of the section. Remove all notes for general education and the major, minor or master. One can separate all the tables better by adding a <tr> tag with a single <th> tag of the "tableSpace" style at the beginning or end of each table. This will create a nonfunctional display checksheet that can be used and inserted into a page.

To create a functional checksheet that displays notes when the user clicks on a section you have to edit the section header <th> tag by inserting an id, the "dropdownSection" style and an onclick value of displaySectionNotes(this.id). The function displaySectionNotes can be found in the file found in the

Scripts folder called prototypeChecksheet.js. Inside the same <th> tag add an <a> tag with the style "dropButtonNotes". In the <a> tag add the section title. After closing the <a> tag add a div with the "dropdownSectionNotes" style. Within the div you can place the notes for the section. This will insure that when the checksheet is loaded on edit checksheet page the user will be able to click on a section and toggle the notes. This will only work for a page that has the displaySectionNotes function as seen in prototypeChecksheet.js. To insure drag and drop will work, add a div inside every section that will hold a course name. Make sure that the div has the id of the section it falls under. Also make sure to add the placeholder  . Also the div needs an onclick value of findCourses(this) to allow the system to find courses for that section. To make the checksheet be able to enter grades for courses insert a <input> tag into the grade column of every course section row with style "gradeBox" and a unique id. The type of input will be text with a maxlength value of 2.

This describes the necessary steps to create a basic checksheet for any situation within the GMOOH system. Following these steps will create a checksheet for all uses inside GMOOH. One will be able to create a checksheet for printing, a checksheet for displaying within the site, and a checksheet that can be edited by drag and drop, grade changing and has the ability to toggle section notes by clicking on the section header. Steps from here would be to use business logic to insert courses from saved checksheets for displaying/editing or insert into a checksheet for printing.