DIRECTOR ACADEMICS HELPER PROGRAM

WHAT DOES THIS PROGRAM DO?

As Director Academics, one of the main duties includes submitting a Scholarship Report to nationals every term. To facilitate the process, this program will help:

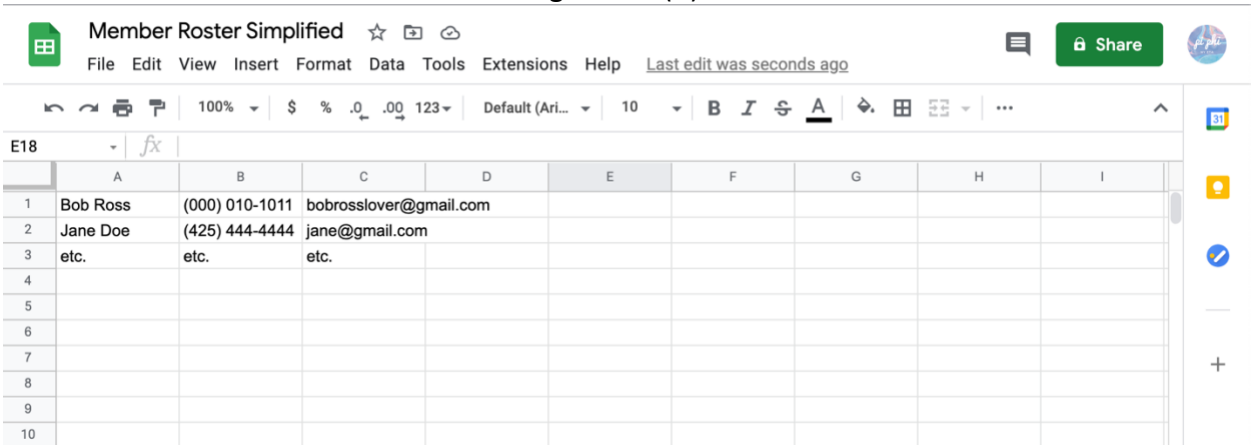
1. Organize members and their grades into GPA ranges as asked by the Scholarship Report
2. Create a list of people (with their relevant contact info) who have not yet submitted their grades
3. Create a list of emails of people who have not yet submitted their grades (for easy copy-pasting to send a mass reminder about submitting grades)

REQUIREMENTS FOR PROGRAM USE:

To use the program, there are several requirements. Listed here simply, but more details for each section will be outlined below. Click to go to the section.

1. A Member Roster in the form of a .txt file (lists all the members within the chapter).
2. A list of submitted grades in the form of a .txt file (lists all members that have submitted their grades and other relevant information)
3. Python, a program used to run written code.

1. **A Member Roster in the form of a .txt file (lists all the members within the chapter).**
   - Go to eReports
   - Navigate to Chapter → Reports → Roster
   - Download as an Excel
   - Create a Google Sheets with:
     - the first column (A) containing a list of names
     - the second column containing a list of phone numbers (B)
     - and the third column containing emails (C)



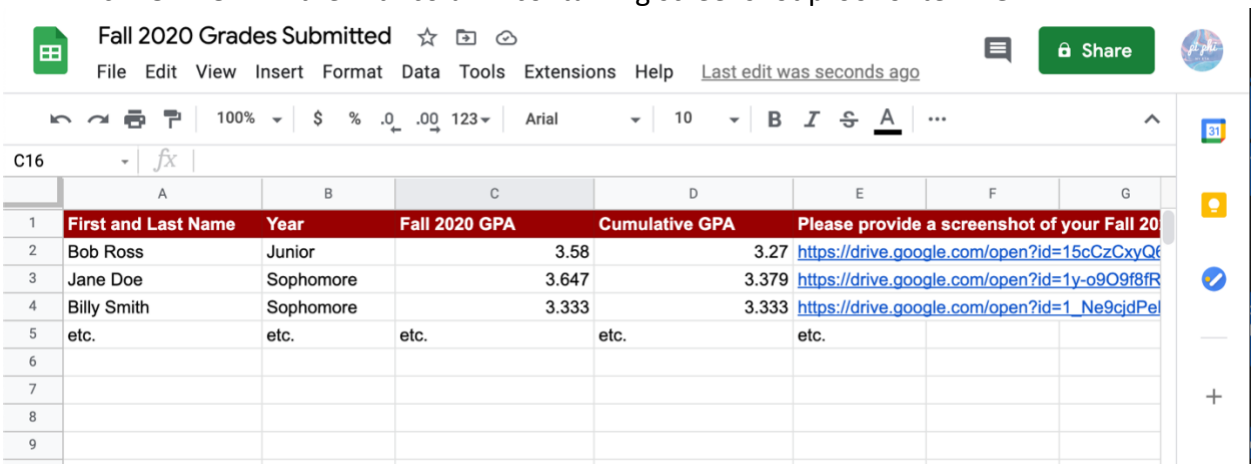
An example. All lists can be copy-pasted from the Excel Member Roster

   - Navigate to File → Download → Tab Separated Values
   - **IMPORTANT:**

     Mac?: Name the saved document as "Member Roster.txt"

     Windows?: Name the saved document as "Member Roster" and make sure the file type is Text Document
   - **IMPORTANT:** DO NOT include labels like "First and Last Name," and make sure it follows the format exactly above.

2. **A list of submitted grades in the form of a .txt file (lists all members that have submitted their grades and other relevant information)**
   - Create a Google Sheets with:
     - the first column (A) containing a list of names
     - the second column containing the year (B)
     - the third column containing the term GPA (e.g. Fall 2020) (C)
     - the fourth column containing the Cumulative GPA (D)
     - OPTIONAL: the fifth column containing screenshot proof of term GPA



	A	B	C	D	E	F	G
1	First and Last Name	Year	Fall 2020 GPA	Cumulative GPA	Please provide a screenshot of your Fall 20		
2	Bob Ross	Junior	3.58	3.27	https://drive.google.com/open?id=15cCzCxyQ6		
3	Jane Doe	Sophomore	3.647	3.379	https://drive.google.com/open?id=1y-o9O9f8fR		
4	Billy Smith	Sophomore	3.333	3.333	https://drive.google.com/open?id=1_Ne9cjdPel		
5	etc.	etc.	etc.	etc.	etc.		
6							
7							
8							
9							

An example. This Google Sheet can easily be created from the responses of a Google Form.

   - Navigate to File → Download → Tab Separated Values
   - **IMPORTANT**:

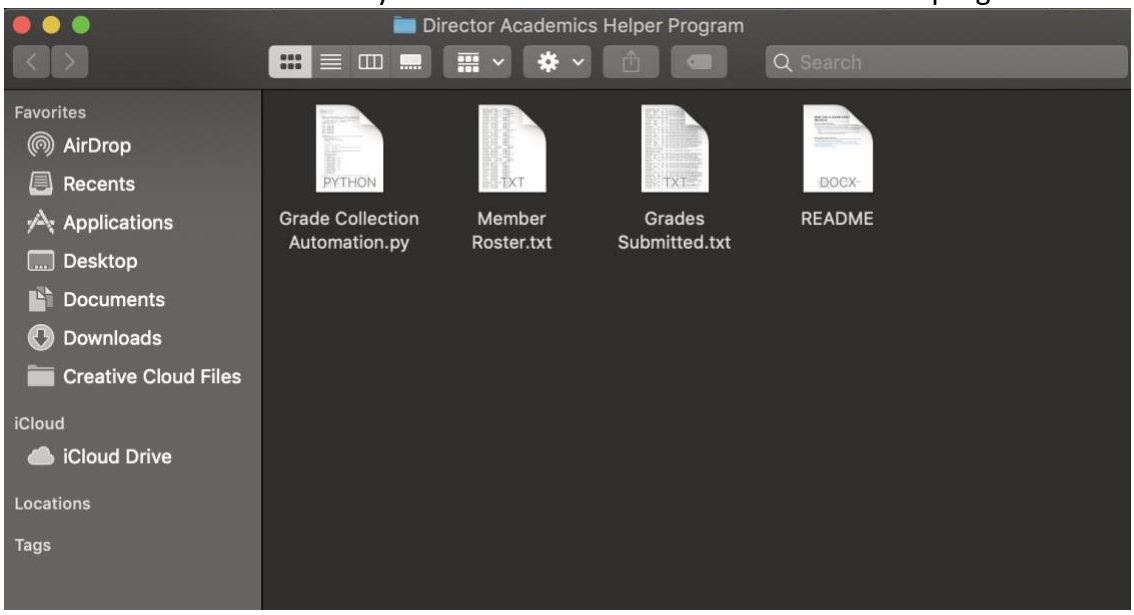
     Mac?: Name the saved document as “Grades Submitted.txt”

     Windows?: Name the saved document as “Grades Submitted” and make sure the file type is Text Document
   - **IMPORTANT**: Have the first row include the labels (as shown above – e.g. First and Last Name, Year, etc.) exactly as shown above.
     - “Fall 2020 GPA” label can be changed to any other name like “Spring 2021 GPA,” but it should represent the term GPA you’re looking for.

3. **Python, a program used to run written code.**
    - Most Macbooks will already come with Python installed! Windows, unfortunately, does not.
    - **IMPORTANT**: Please download Python if you do not have it installed. It is necessary to run the program.
        - For MacOS: https://www.python.org/downloads/macOS
        - For Windows (use link or download from Microsoft Store): https://www.python.org/downloads/windows/
        - For any other operating system (including Linux/UNIX, other…): https://www.python.org/downloads/
    - See below if you want to check if your computer has Python installed or not.

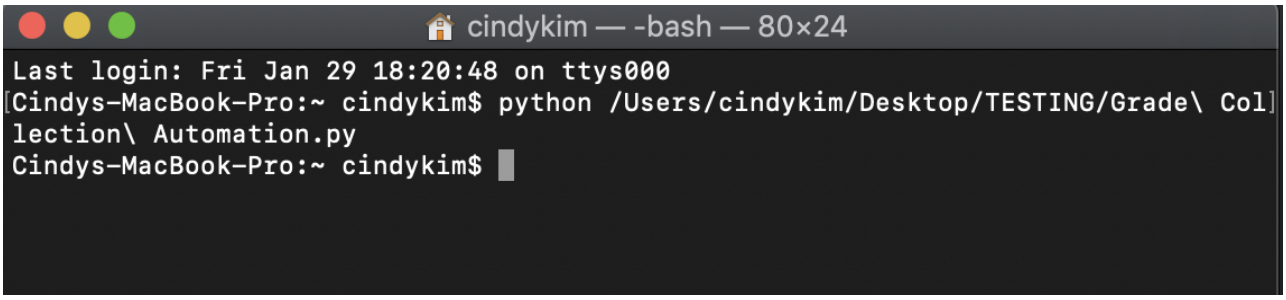
INSTRUCTIONS FOR RUNNING THE PROGRAM:

1. You should already have the program in the zip file this came with!
2. **IMPORTANT**: make sure your .txt files are in the same folder as the program

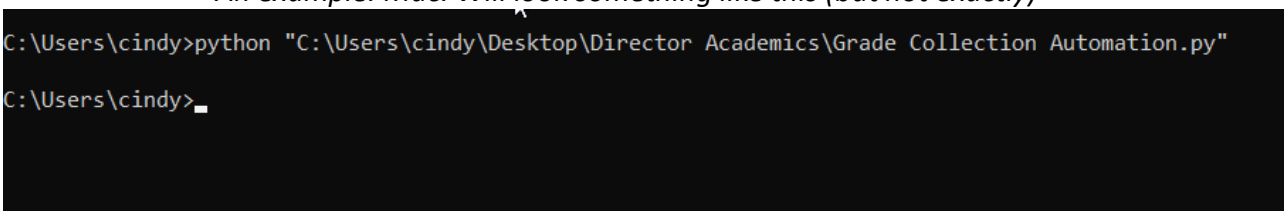


An example. You should have these files in one folder. Might look different for Windows users.

3. For Mac users, Open Terminal (use Finder if you can't find it). For Windows users, open Command Prompt (user Search Bar if you can't find it).
4. Type "python "
5. **IMPORTANT:** have a space next to the word "python"
6. Drag the program file "Grade Collection Automation.py" into the Terminal (similar to how you drag files from folder to folder). For Windows users, the file will just be called "Grade Collection Automation"
7. Press enter and the file should run



An example. Mac. Will look something like this (but not exactly)



An example. Windows. Will look something like this (but not exactly)

8. Now check your folder. There should be new text files!
    - **"Missing Grades.txt"** contains all the students that have not yet submitted their grades, with their phone numbers and emails.
    - **"Missing Grades Emails.txt"** contains a list of emails of all the students that have not yet submitted their grades.
    - **"Organized Grades.txt"** contains an organized list of students who have submitted their grades, also numbered. *If the student has a grade that isn't even a number, but rather a word, then it will automatically be changed to 0.00 and put at the bottom of the list.*

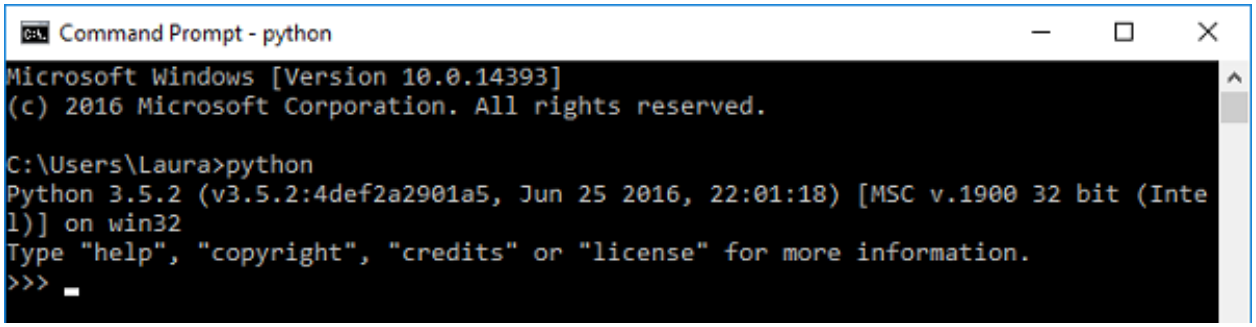
IMPORTANT: Note that the name that appears on the Member Roster (e.g. Rebecca Smith) must also be the same name in the Grades Submitted file for it to count (nicknames like Becca Smith won't work).
IMPORTANT: Also note that after everything, you will still need to double check the list of names in the Missing Grades file. If, for example, there is even the slightest difference between how the name is typed in the Member Roster and the Grades Submitted file, then it will count that person as missing their grades.

*To check if your computer has Python already installed or not:

MAC:

- Open Terminal
- Type python --version
- If it gives an error, then that means there is no python installed. If it gives you a version number (e.g. Python 2.7.16) then that means you already have python

WINDOWS:

- Open Command Prompt
- Type python
- If you don't get a response (or if the computer even redirects you to Microsoft Store where you can download Python), then that means there is no python installed. If it starts, and you see information followed by >>>, then that means you have python installed:
- 

AUTHOR'S NOTE

As this program was made in a hurry, I understand it's not super user-friendly. Ideally, I would want to convert everything into a website that's easier for everyone to use but I wanted to get this out before February 1st (the due date of the Scholarship Report). Despite that, I hope it can prove useful to many Director Academics!

If you have any questions/concerns at all, feel free to email me at cindy.kim@nyu.edu and I'll be more than happy to help. I can make program adjustments to fit your specific needs as well!

Thanks! ☺