

SFD GRADES DATABASE USER MANUAL

OVERVIEW

The School for Deacons (SFD) Grades database consists of two main components: a MySQL relational database, used for storing information, and a Web application (written in PHP) used to access the MySQL database. This "relational" database models the relationships between different objects. The SFD Grades database contains the following objects:

Student

An individual student. The ***Students*** table contains one record per student, consisting of the student's name (first and last), status (active or inactive), graduation date, and degree received, if any.

Course

An individual course listed in the SFD catalog. The ***Courses*** table contains one record per course, consisting of the course's ID, name, description, status (active or inactive), credits, and when a student normally takes the course ("Year 1 Fall", "Year 1 Spring", "Year 2 Fall", "Year 2 Spring", "Year 3 Fall", "Year 3 Spring", or "Not Applicable".)

Instructor

An individual instructor. The ***Instructors*** table contains one record per instructor, consisting of the instructor's name (first and last) and status (active or inactive).

An "active" student, course, or instructor is one which is currently associated with SFD activities. An "active" student is either currently taking classes and/or has not yet graduated. An "active" course is currently offered during the SFD school year. An "active" instructor is currently on the SFD payroll and/or is currently teaching a course. Only "active" students, courses, and instructors will be visible in drop-down lists.

Once a student, course, or instructor record has been added, it can be linked (or "related") to other objects as follows:

Courses Per Semester

Semesters consist of a 4-digit year and a season (either Fall or Spring). For each semester, a group of courses are taught by a group of instructors. The ***Courses Per Semester*** form links a given semester with active courses and active instructors.

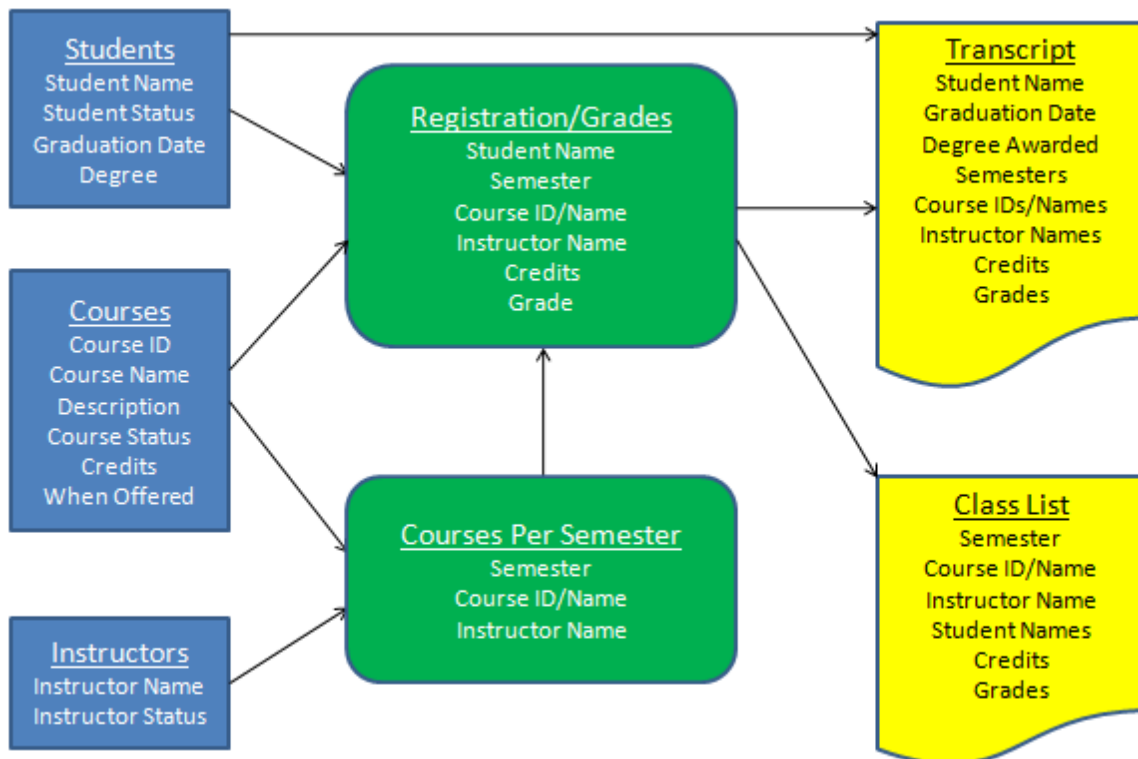
Student Registration

A student can register for multiple courses offered during a given semester. The ***Student Registration*** form creates links between active students and courses offered for a semester (created through the ***Courses Per Semester*** form.)

Student Grades

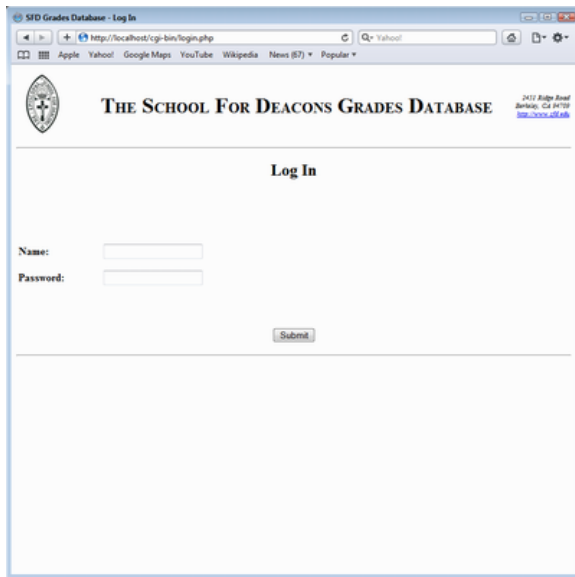
Once a student is registered for courses, they can receive grades and credits for those courses. The ***Student Grades*** form allows an administrator to add grade and credit information for student registration records (created through the ***Student Registration*** form.)

Data flows through the system as follows:



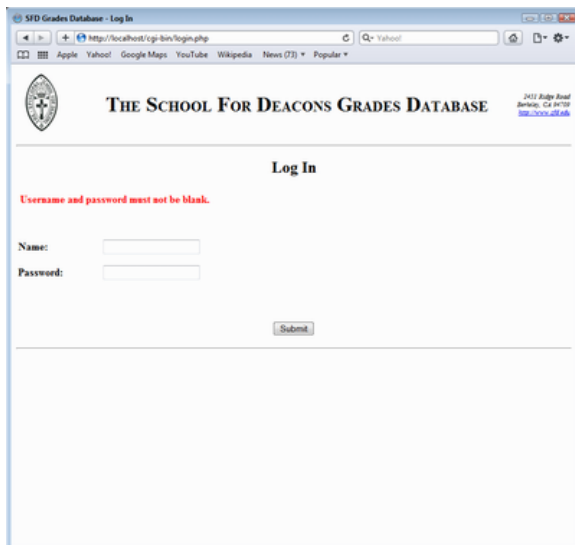
Anything on the left **MUST** exist before creating something to the right of it. For example, before you can enter a **Courses Per Semester** record, you have to enter the corresponding records in **Courses** and **Instructors**.

LOG IN



The screenshot shows a web browser window titled "SFD Grades Database - Log In". The address bar displays "http://localhost/cgi-bin/login.php". The page header includes the site logo, the title "THE SCHOOL FOR DEACONS GRADES DATABASE", and contact information: "2411 Bridge Road, Berkeley, CA 94708" and "http://www.sfd.edu". The main content area is titled "Log In" and contains two input fields labeled "Name:" and "Password:". Below these fields is a "Submit" button.

To open the SFD Grades Database application, open a Web browser on the machine hosting the database and go to <http://localhost/sfdgrades>. If you haven't logged in to the application since you last opened your browser, the log in screen will appear. Type in your login name and password for the application, then click "Submit".

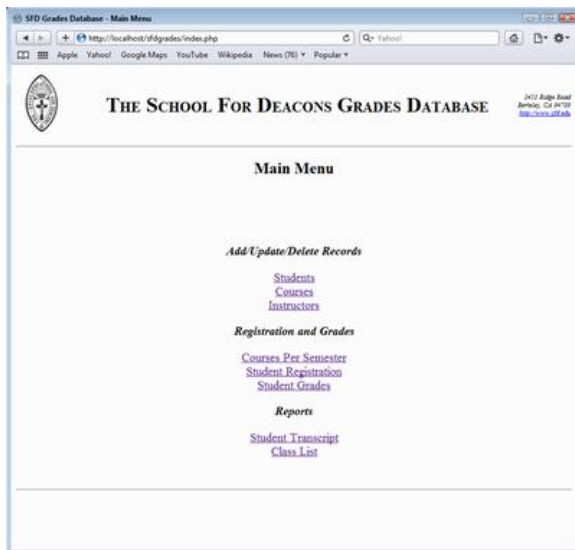


The screenshot shows the same "Log In" page as above, but with an error message displayed in bold red text in the upper left corner: "Username and password must not be blank." The "Name:" and "Password:" input fields are empty, and the "Submit" button is still present.

If you enter an incorrect username or password, or if you leave either field blank, the log in screen will display an error message. (All error messages in the application will be displayed similarly, as bold red text in the upper left corner of the screen after the page title.) Enter the correct username and password and click "Submit" again.

If you enter incorrect information more than five times, the application will exit.

MAIN MENU



The main menu contains links to all of the application's forms, divided into three sections:

Add/Update/Delete Records

Screens to enter object records for students, courses, and instructors.

Registration and Grades

Screens to enter relationship records for courses per semester and student registration and grades.

Reports

Screens to create printed reports.

STUDENTS

The screenshot shows a web browser window with the address bar displaying `http://localhost/sfdgrades/addStudents.php`. The page title is "SFD Grades Database - Add/Update/Delete Students". The header features the school's logo and the text "THE SCHOOL FOR DEACONS GRADES DATABASE". The main content area is titled "Add/Update/Delete Students" and contains the following fields and controls:

- Student Last Name:
- Student First Name:
- Currently Active?: ☐ Yes ☐ No
- Graduation Date: - -
- Degree Awarded:

At the bottom of the form, there are buttons for "Search", "Add", "Update", "Delete", and "Clear". A link "Return to Main Menu" is located in the bottom right corner.

Clicking the "Students" link in the main menu brings up the **Add/Update/Delete Students** form. The initial form is blank.

To *add* a new student, fill in the student's first and last name and click the "Yes" button next to "Currently Active". Leave the Graduation Date and Degree Awarded fields blank. (These fields should be left blank until the student actually graduates.) Click "Add".

NOTE: The program will capitalize each word in the student first and last name fields. For names with an embedded capital letter (i.e. "McNeely"), put a space before the second capital ("Mc Neely") to get the correct capitalization.

If the student record already exists in the database, the form will show an error message, and the existing record will be displayed for update.

To update or delete a student, you will need to first find the student's record in the database. To *search* for a student, fill in the form fields with the appropriate search values and click "Search".

If you search by the last or first name field, the database will return any entries which *contain* the search values (regardless of letter case) anywhere within the name. For example, searching a last name of "Mo" would return both "**M**orehouse" and "Dang**e**mond".

To clear all the field information, click "Clear".

To return to the main menu, click "Return to Main Menu" in the bottom right corner.

THE SCHOOL FOR DEACONS GRADES DATABASE

Add/Update/Delete Students

Please select a record from the list below:

Last Name	First Name	Active?	Graduated	Degree
<input type="radio"/> Dangermond	Jeffrey	Y		
<input type="radio"/> Moloney	James (Jim)	Y		
<input type="radio"/> Moore	Pamela	Y		
<input type="radio"/> Morehouse	Rebecca	Y	2003-05-18	Bachelor of Theological Studies
<input type="radio"/> Morgan-Crawley	Shirlee	Y		
<input type="radio"/> Morrell	Bonnie	Y	1999-05-23	Bachelor of Theological Studies
<input type="radio"/> Symons	Connie	Y		
<input type="radio"/> Symons	Eric	Y		

Select Clear

[Return to Main Menu](#)

If the search returns more than one match, a list of students matching the search criteria will be displayed.

To *select* a student to update or delete, click the round button next to the student's name, then click "Select".

If you want to go back to the input form without selecting a student, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

THE SCHOOL FOR DEACONS GRADES DATABASE

Add/Update/Delete Students

Student Last Name:

Student First Name:

Currently Active? ☒ Yes ☐ No

Graduation Date:

Degree Awarded:

Search Add Update Delete

Clear

[Return to Main Menu](#)

Once you've selected an existing student, you can change the information in the student record.

To *update* the student, change the entries on the form to the new values, then click "Update". If a student has graduated, fill in the graduation date by highlighting the graduation month and day in the "Graduation Date" drop-down lists and typing in the graduation year. Select the appropriate degree from the "Degree Awarded" drop-down list. **NOTE:** If a degree has been awarded, the graduation date cannot be blank.

To *delete* a student, click "Delete". **NOTE:** Deleting a student will delete *all* of the student's registration and grade information. If you want to remove a student from the drop-down lists, make the student inactive by clicking the "No" button next to "Currently Active", then clicking "Update". The student's grade and registration information will remain intact, but the student will no longer be displayed in the active lists.

To clear all the field information, click "Clear".

To return to the main menu, click "Return to Main Menu" in the bottom right corner.

COURSES

THE SCHOOL FOR DEACONS GRADES DATABASE

Add/Update/Delete Courses

Course ID:

Course Name:

Course Description:

Currently Active? ☐ Yes ☐ No

Course Credits:

Normally Offered:

[Return to Main Menu](#)

Clicking the "Courses" link in the main menu brings up the **Add/Update/Delete Courses** form. The initial form is blank.

To *add* a new course, fill in the appropriate course information and click "Add". You must supply the course ID, course name, active status (Yes or No), course credits, and when the course is normally offered. For the last field, select the appropriate semester from the "Normally Offered" drop-down list. If the course is not normally offered during a given semester (e.g. an elective) choose "Not Applicable". Providing a course description is optional, but encouraged.

If the course record already exists in the database, the form will show an error message, and the existing record will be displayed for update.

To update or delete a course, you will need to first find the course's record in the database. To *search* for a course, fill in the form fields with the appropriate search values and click "Search". If you search by the course name or description fields, the database will return any entries which *contain* the search values (regardless of letter case) anywhere within the field.

THE SCHOOL FOR DEACONS GRADES DATABASE

Add/Update/Delete Courses

Please select a record from the list below:

ID	Course Name	Active?	Credits	Offered
112	Bible Studies I	Y	2.00	Year 1 Fall
113	Bible Studies II	Y	2.00	Year 1 Spring
113B	Bible Studies IIb	Y	2.00	Year 2 Fall
114	Bible Studies III (114)	Y	2.00	Year 2 Spring
214	Bible Studies III	Y	2.00	Year 2 Fall

[Return to Main Menu](#)

If the search returns more than one match, a list of courses matching the search criteria will be displayed.

To *select* a course to update or delete, click the round button next to the course's ID, then click "Select".

If you want to go back to the form without selecting a course, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

THE SCHOOL FOR DEACONS GRADES DATABASE

Add/Update/Delete Courses

Course ID:

Course Name:

Course Description:

Currently Active? ☒ Yes ☐ No

Course Credits:

Normally Offered:

[Return to Main Menu](#)

Once you've selected an existing course, you can change the information in the course record.

To *update* the student, change the entries on the form to the new values, then click "Update".

To *delete* a course, click "Delete". **NOTE:** Deleting a course will set *all* registration and grade records for this course to UNASSIGNED. If you want to remove a course from the drop-down lists, make the course inactive by clicking the "No" button next to "Currently Active", then clicking "Update". The course's grade and registration information will remain intact, but the course will no longer be displayed in the active lists.

To clear all the field information, click "Clear".

To return to the main menu, click "Return to Main Menu" in the bottom right corner.

INSTRUCTORS

SFD Grades Database - Add/Update/Delete Instructors

http://localhost/sfdgrades/audinstructors.php

Apple Yahoo! Google Maps YouTube Wikipedia News (70) Popular

THE SCHOOL FOR DEACONS GRADES DATABASE

2412 Ridge Road
Berkeley, CA 94709
510-525-2546

Add/Update/Delete Instructors

Instructor Last Name:

Instructor First Name:

Currently Active? ☐ Yes ☐ No

Search Add Update Delete

Clear

[Return to Main Menu](#)

Clicking the "Instructors" link in the main menu brings up the **Add/Update/Delete Instructors** form. The initial form is blank.

To *add* a new instructor, fill in the instructor's first and last name and click the "Yes" button next to "Currently Active". Click "Add".

NOTE: The program will capitalize each word in the instructor first and last name fields. For names with an embedded capital letter (i.e. "McCormack"), put a space before the second capital ("Mc Cormack") to get the correct capitalization.

If the instructor record already exists in the database, the form will show an error message, and the existing record will be displayed for update.

To update or delete a instructor, you will need to first find the instructor's record in the database. To *search* for a instructor, fill in the form fields with the appropriate search values and click "Search". If you search by the last or first name field, the database will return any entries which *contain* the search values (regardless of letter case) anywhere within the name.

SFD Grades Database - Add/Update/Delete Instructors

http://localhost/sfdgrades/audinstructors.php

Apple Yahoo! Google Maps YouTube Wikipedia News (70) Popular

THE SCHOOL FOR DEACONS GRADES DATABASE

2412 Ridge Road
Berkeley, CA 94709
510-525-2546

Add/Update/Delete Instructors

Please select a record from the list below:

Last Name	First Name	Active?
<input type="radio"/> Abernethy-Deppe	David	Y
<input type="radio"/> Charles	Otis	Y
<input type="radio"/> Henderson	Mark	Y
<input type="radio"/> Hartz	Mary Louise	Y
<input type="radio"/> Kramish	Robert (Bob)	Y
<input type="radio"/> Morehouse	Rebecca	Y
<input type="radio"/> Robitscher	Jan	Y
<input type="radio"/> Schmidt	Kenneth	Y
<input type="radio"/> Shannon	Patricia	Y
<input type="radio"/> Smith	Susan	Y
<input type="radio"/> Thompson	Sue	Y
<input type="radio"/> Whalley	Robert (Bob)	Y

Select Clear

[Return to Main Menu](#)

If the search returns more than one match, a list of instructors matching the search criteria will be displayed.

To *select* a instructor to update or delete, click the round button next to the instructor's name, then click "Select".

If you want to go back to the form without selecting a instructor, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

The screenshot shows a web browser window with the title "SFD Grades Database - Add/Update/Delete Instructors". The address bar shows the URL "http://localhost/info/grades/instructors.php". The browser's search bar contains "Yahoo!". The page header includes the logo of The School For Deacons, the text "THE SCHOOL FOR DEACONS GRADES DATABASE", and contact information: "24117 Ridge Road, Berkeley, CA 94709" and "http://www.sfd.edu". The main heading is "Add/Update/Delete Instructors". The form contains three input fields: "Instructor Last Name:" with the value "Hirtz", "Instructor First Name:" with the value "Mary Louise", and "Currently Active?" with radio buttons for "Yes" (selected) and "No". Below the input fields are five buttons: "Search", "Add", "Update", "Delete", and "Clear". A link "Return to Main Menu" is located in the bottom right corner of the form area.

Once you've selected an existing instructor, you can change the information in the instructor record.

To *update* the instructor, change the entries on the form to the new values, then click "Update".

To *delete* a instructor, click "Delete". **NOTE:** Deleting a instructor will set *all* of the instructor's registration and grade information to UNASSIGNED. If you want to remove a instructor from the drop-down lists, make the instructor inactive by clicking the "No" button next to "Currently Active", then clicking "Update". The instructor's grade and registration information will remain intact, but the instructor will no longer be displayed in the active lists.

To clear all the field information, click "Clear".

To return to the main menu, click "Return to Main Menu" in the bottom right corner.

COURSES PER SEMESTER

The screenshot shows a web browser window titled "SFD Grades Database - Courses Offered Per Semester". The address bar shows "http://localhost/sfdgrades/auSemesters.php". The page header includes the school's logo and name, "THE SCHOOL FOR DEACONS GRADES DATABASE", and a timestamp "2010 Ridge Road Berkeley, CA 94709 908-285-2846". The main heading is "Add/Update/Delete Courses Per Semesters". The form contains three input fields: "Semester (Year/Season):" with two adjacent boxes, "Course:" with a drop-down menu, and "Instructor:" with a drop-down menu. Below these fields are buttons for "Search", "Add", "Update", "Delete", and "Clear". A "Return to Main Menu" link is at the bottom right.

Clicking the "Courses Per Semester" link in the main menu brings up the **Add/Update/Delete Courses Per Semester** form. This form is used to indicate which courses will be taught by which instructors during a given semester.

NOTE: Before entering this information, all of the course and instructor records *must* have been entered into the database through the **Courses** and **Instructors** forms, and have their "Currently Active?" value set to "Yes".

The initial form is blank. To *add* a new class for a semester, after "Semester (Year/Season):", fill in the 4-digit semester year in the text box, then highlight the appropriate season ("Fall" or "Spring") in the following drop-down list. Select the Course and Instructor values from their corresponding drop-down lists, then click "Add".

For example, if Rod Dugliss was teaching Homiletics II during Fall 2010, you would do the following:

1. After "Semester (Year/Season):":
 - a. enter "2010" in the first box
 - b. select "Fall" from the drop-down list
2. After "Course:", find and highlight "Homiletics II" in the drop-down list.
3. After "Instructor:", find and highlight "Dugliss, Rod" in the drop-down list.
4. Click "Add".

If the corresponding record already exists in the database, the form will show an error message, and the existing record will be displayed for update.

To update or delete a class, you will need to first find its record in the database. To *search* for a class, fill in the form fields with the appropriate search values and click "Search".

THE SCHOOL FOR DEACONS GRADES DATABASE

Add/Update/Delete Courses Per Semesters

Please select a record from the list below:

Semester	Course ID	Course Name	Instructor Last Name	Instructor First Name
2009 Fall	198	Spiritual Formation I	Batters	Brian
2009 Fall	198	Spiritual Formation I	Campbell	Ernestina (Tina)
2009 Fall	198	Spiritual Formation I	Mc Cormack	Steven
2009 Fall	198	Spiritual Formation I	UNASSIGNED	UNASSIGNED

[Select](#) [Clear](#)

[Return to Main Menu](#)

If the search returns more than one match, a list of classes matching the search criteria will be displayed.

To *select* a class to update or delete, click the round button next to the semester, then click "Select".

If you want to go back to the form without selecting a class, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

THE SCHOOL FOR DEACONS GRADES DATABASE

Add/Update/Delete Courses Per Semesters

Semester (Year/Season): 2009 Fall

Course: Spiritual Formation I (198) - Year 1 Fall

Instructor: Campbell, Ernestina (Tina)

[Search](#) [Add](#) [Update](#) [Delete](#)

[Clear](#)

[Return to Main Menu](#)

Once you've selected an existing class, you can change the information in the record.

To *update* the class, change the entries on the form to the new values, then click "Update".

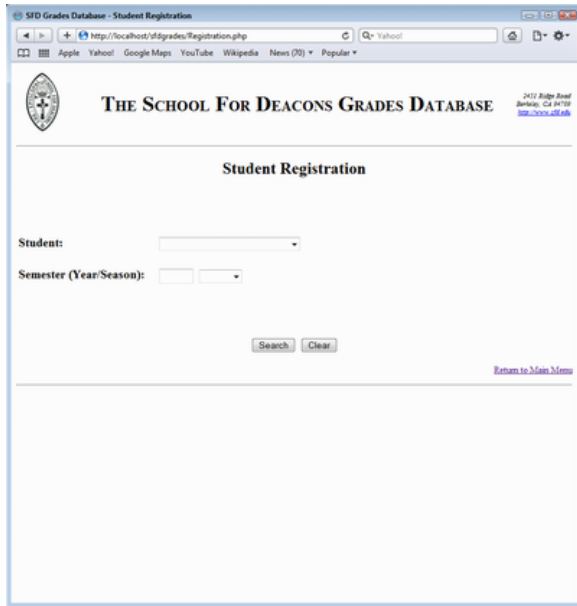
To add a *new* class with similar values (for example, a separate session with a different instructor), change the appropriate values, then click "Add". If you don't change any values (i.e. you try to add the same class again), the form will show an error message, and the existing record will be displayed for update.

To *delete* a class, click "Delete". **NOTE:** Deleting a class will remove *all* of the corresponding registration and grade information.

To clear all the field information, click "Clear".

To return to the main menu, click "Return to Main Menu" in the bottom right corner.

STUDENT REGISTRATION



The screenshot shows a web browser window titled "SFD Grades Database - Student Registration". The address bar shows the URL "http://localhost/sfdgrades/Registration.php". The page header includes the school's logo, the name "THE SCHOOL FOR DEACONS GRADES DATABASE", and contact information: "2411 Ridge Road, Berkeley, CA 94709" and "http://www.sfd.edu". The main heading is "Student Registration". Below this, there is a "Student:" label followed by a drop-down menu. Underneath is a "Semester (Year/Season):" label followed by two text boxes and a drop-down menu. At the bottom of the form are "Search" and "Clear" buttons. A link "Return to Main Menu" is located at the bottom right of the form area.

Clicking the "Student Registration" link in the main menu brings up the **Student Registration** form. This form is used to register students for courses for a given semester.

NOTE: Before entering this information, all student, course, instructor, and courses per semester records *must* have been entered into the database through the appropriate forms. Students must have their "Currently Active?" value set to "Yes".

The initial form is blank. To *register* a student, you will need to provide both student and semester information. Select the student from the "Student" drop-down list. After "Semester (Year/Season):", fill in the 4-digit semester year in the text box, then highlight the appropriate season ("Fall" or "Spring") in the following drop-down list. Click "Search".

For example, if you wanted to register Virginia McNeely for classes in Fall 2010, you would do the following:

1. After "Student:", find and highlight "Mc Neely, Virginia" in the drop down list.
2. After "Semester (Year/Season):":
 - a. enter "2010" in the first box
 - b. select "Fall" from the drop-down list
3. Click "Search".

SFD Grades Database - Student Registration

http://localhost/sfdgrades/Registration.php

THE SCHOOL FOR DEACONS GRADES DATABASE

Student Registration

Student Name: Costas, Catherine

Semester: 2001 Fall

Course ID	Course Name	Offered	Instructor Name	Credits	Grade
<input type="checkbox"/> 188	All School Retreat I	Year 1 Fall	Duglas, R		
<input type="checkbox"/> 112	Bible Studies I	Year 1 Fall	Blair, A		
<input type="checkbox"/> 122	Church History I to the Reformation	Year 1 Fall	Ferguson, T		
<input type="checkbox"/> 173	Enabling and Empowering Groups in Community	Year 1 Fall	Mc Cormack, S		
<input type="checkbox"/> 161	Liturgical Practicum I	Year 1 Fall	Charles, O		
<input type="checkbox"/> 163	Prayer Book Studies I	Year 1 Fall	UNASSIGNED, U		
<input type="checkbox"/> 199A	Spiritual Formation I (399A)	Year 1 Fall	UNASSIGNED, U		
<input type="checkbox"/> 288	All School Retreat II	Year 2 Fall	Duglas, R		
<input type="checkbox"/> 214	Bible Studies III	Year 2 Fall	Sinclair, S		
<input type="checkbox"/> 200	Field Education I	Year 2 Fall	Salinero, K		
<input type="checkbox"/> 274	Field Education Seminar I	Year 2 Fall	Salinero, K		
<input type="checkbox"/> 192	Homiletics II (192)	Year 2 Fall	Duglas, R		
<input type="checkbox"/> 270	Introduction to Pastoral Care	Year 2 Fall	UNASSIGNED, U		
<input type="checkbox"/> 171	Organizing for Social Change	Year 2 Fall	Duglas, R		
<input type="checkbox"/> 298	Spiritual Formation III	Year 2 Fall	UNASSIGNED, U		
<input type="checkbox"/> 298	Spiritual Formation III	Year 2 Fall	Whalley, R		
<input type="checkbox"/> 299A	Spiritual Formation III (299A)	Year 2 Fall	UNASSIGNED, U		
<input type="checkbox"/> 299A	Spiritual Formation III (299A)	Year 2 Fall	Whalley, R		
<input type="checkbox"/> 202	Field Education II	Year 2 Spring	Salinero, K		
<input checked="" type="checkbox"/> 388	All School Retreat III	Year 3 Fall	Duglas, R	0.50	P
<input type="checkbox"/> 300	Field Education III	Year 3 Fall	Salinero, K		
<input type="checkbox"/> 374	Field Education Seminar III	Year 3 Fall	Salinero, K		
<input type="checkbox"/> 374A	Field Education Seminar III (374A)	Year 3 Fall	Salinero, K		
<input checked="" type="checkbox"/> 378A	Introduction to Counseling (378)	Year 3 Fall	Mc Cormack, S	1.50	P
<input checked="" type="checkbox"/> 361	Liturgical Practicum III	Year 3 Fall	Charles, O	1.00	H
<input checked="" type="checkbox"/> 370	Ministry Development (Christian Education)	Year 3 Fall	Singer, S	2.00	P
<input checked="" type="checkbox"/> 376	Social Ministry I	Year 3 Fall	Magers, P	2.00	P
<input type="checkbox"/> 398	Spiritual Formation V	Year 3 Fall	UNASSIGNED, U		
<input type="checkbox"/> 398	Spiritual Formation V	Year 3 Fall	Whalley, R		
<input type="checkbox"/> 399A	Spiritual Formation V (399A)	Year 3 Fall	UNASSIGNED, U		
<input checked="" type="checkbox"/> 399A	Spiritual Formation V (399A)	Year 3 Fall	Whalley, R	1.50	P
<input type="checkbox"/> 488	All School Retreat IV	Not Applicable	Duglas, R		

Register Clear

[Return to Main Menu](#)

The program will display a list of all classes being offered for the semester, sorted by the semester normally offered and course ID. To register the student for classes, click the checkbox(es) next to the classes the student will be taking. Click "Register" to update the student's registration.

If a student had previously been registered for a class in the given semester, the checkbox for that class will already be checked. If you want to "deregister" a student, click the checkbox next to the class to uncheck it. When you click "Register", the student's registration for that class will be removed. **NOTE:** Deregistering a student will remove *all* grade information for that class. To mark a student as "Withdrawn", use the **Student Grades** form to update the student's grade information.

To exit without changing the registration information, click "Clear".

To return to the main menu, click "Return to Main Menu" in the bottom right corner.

STUDENT GRADES

The screenshot shows a web browser window titled "SFD Grades Database - Student Grades". The address bar shows the URL "http://localhost/sfdgrades/grades.php". The browser's search bar contains "Yahoo!". Below the browser window, the page header includes a logo on the left, the text "THE SCHOOL FOR DEACONS GRADES DATABASE" in the center, and contact information on the right: "2411 Ridge Road", "Berkeley, CA 94709", and "800.390.4546". The main heading of the page is "Student Grades". The form contains four labeled input fields: "Semester (Year/Season):" with a dropdown menu, "Course:" with a dropdown menu, "Instructor:" with a dropdown menu, and "Student:" with a dropdown menu. Below these fields are two buttons: "Search" and "Clear". At the bottom right of the form area, there is a link that says "Return to Main Menu".

Clicking the "Student Grades" link in the main menu brings up the **Student Grades** form. This form is used to assign grades and course credits to students registered in courses for a given semester.

NOTE: Before entering this information, all student, course, instructor, and courses per semester records *must* have been entered into the database through the appropriate forms, and students *must* have been registered for courses through the **Student Registration** form.

The initial form is blank. You will need to *search* the database for the appropriate grades to update. For this search, you *must* provide the semester information. After "Semester (Year/Season):", fill in the 4-digit semester year in the text box, then highlight the appropriate season ("Fall" or "Spring") in the following drop-down list. You may also choose a course, instructor, and/or student to search for from their corresponding drop-down lists. Click "Search".

THE SCHOOL FOR DEACONS GRADES DATABASE

Student Grades

Semester: 2009 Fall
Course Name: Homiletics II (292)
(ID):

Course ID	Course Name	Semester	Instructor Name	Student Name	Credits	Grade
292	Homiletics II	2009 Fall	Duglas, R	Bender, R	1.50	P
292	Homiletics II	2009 Fall	Duglas, R	Bentley, S	0.00	I
292	Homiletics II	2009 Fall	Duglas, R	Jones, M	1.50	P
292	Homiletics II	2009 Fall	Duglas, R	Mc Combs, L	1.50	P
292	Homiletics II	2009 Fall	Duglas, R	Sims, E	1.50	P
292	Homiletics II	2009 Fall	Duglas, R	Sommer, R	1.50	P
292	Homiletics II	2009 Fall	Duglas, R	Trubina, J	1.50	P
292	Homiletics II	2009 Fall	Duglas, R	Villarreal, A	1.50	P
292	Homiletics II	2009 Fall	Duglas, R	Widger, S	0.00	W

Save Changes Reset Clear

[Return to Main Menu](#)

The program will display a list of records matching your search criteria. Find the student grade record you want to update. You can update the credit and grade information for a student by clicking the fields in the "Credits" and/or "Grade" columns next to the student's name.

In the "Grade" drop-down box, you can select one of the following grade values:

"E"	Enrolled	"H"	Honors
"P"	Pass	"Y"	Grade Delayed
"I"	Incomplete	"F"	Fail
"A"	Audit	"W"	Withdrawn

The "Credits" field contains the number of credits the student received for this course. You can either type in an appropriate value, or leave the field blank. If the field is blank when you save changes, the form will set the credits based on the grade.

If you enter "P" or "H" and leave the "Credits" field blank, the program will fill in the credits field with the corresponding value from the Courses table for this course. If you enter "E", "W", or "F" and leave the "Credits" field blank, the program will set the credits value to 0.

NOTE: The automatic credits update *only* takes place if the "Credits" field is *blank (not 0)* when you save changes. If there is *any* value in the "Credits" field when you save changes, it will be stored in the database as is.

To save your changes, click the "Save Changes" button. If you have made changes but don't want to save them, click "Reset" to restore the original values. To exit without changing any information, click "Clear".

To return to the main menu, click "Return to Main Menu" in the bottom right corner.

STUDENT TRANSCRIPT

THE SCHOOL FOR DEACONS GRADES DATABASE

Student Transcript

Student Last Name:

Student First Name:

Semester (Year/Season):

[Return to Main Menu](#)

Clicking the "Student Transcript" link in the main menu brings up the **Student Transcript** form. This form is used to display and print a student's transcript, either in toto or for a single semester.

The initial form is blank. You will need to *search* the database for the appropriate student transcript to print. Fill in the search fields with the appropriate information and click "Search". If you search by the student last or first name field, the database will return any entries which *contain* the search values (regardless of letter case) anywhere within the name. To see the transcript for only a given semester, after "Semester (Year/Season):", fill in the 4-digit semester year in the text box, then highlight the appropriate season ("Fall" or "Spring") in the following drop-down list.

None of the search fields is required. If you don't provide a search value, the program will search for all active students.

THE SCHOOL FOR DEACONS GRADES DATABASE

Student Transcript

Please select a student from the list below:

Last Name	First Name	Active?	Graduated	Degree
<input type="radio"/> Dangenmond	Jeffrey	Y		
<input type="radio"/> Moore	Pamela	Y		
<input type="radio"/> Moorehouse	Rebecca	Y	2003-05-18	Bachelor of Theological Studies
<input type="radio"/> Morgan-Crawley	Shirlee	Y		
<input type="radio"/> Moenill	Bonnie	Y	1999-05-23	Bachelor of Theological Studies
<input type="radio"/> Symons	Connie	Y		
<input type="radio"/> Symons	Eric	Y		

[Return to Main Menu](#)

If the search returns more than one match, a list of students matching the search criteria will be displayed.

To *select* a student, click the round button next to the student's name, then click "Select".

If you want to go back to the form without selecting a student, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

SFD Grades Database - Student Transcript

http://localhost/sfdgrades/Transcript.php

THE SCHOOL FOR DEACONS GRADES DATABASE

Student Transcript

Student Name: Morehouse, Rebecca
Degree: Bachelor of Theological Studies
Awarded: 18 May 2003
Graduation Date: 23 July 2010
Run Date: 23 July 2010

Semester	Course ID	Course Name	Instructor Name	Grade	Credits
2001 Fall	112	Bible Studies I	Blair, A	P	2.00
2001 Fall	122	Church History I to the Reformation	Ferguson, T	P	2.00
2001 Fall	161	Liturgical Practicum I	Charles, O	P	1.00
2001 Fall	163	Prayer Book Studies I	UNASSIGNED, U	P	1.00
2001 Fall	173	Enabling and Empowering Groups in Community	Mc Cormack, S	P	1.50
2001 Fall	188	All School Retreat I	Dugliss, R	P	0.50
2001 Fall	199A	Spiritual Formation I (199A)	UNASSIGNED, U	P	1.50
Total Credits					9.50

Save as PDF Clear

Return to Main Menu

Once you've selected a student, their transcript will be displayed on the screen. If you entered a semester value, only the information for that semester will be shown. The total number of credits the student received will be displayed in the lower right corner. If the student has graduated, their degree and graduation date will be shown in the report header.

If you want to print or save the transcript as a PDF file, click "Save as PDF".

To return to the search form, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

If you click "Save as PDF", the PDF viewer will give you the options of opening the report or saving it. If you open the report, it will be displayed on the screen. From there, you can both save and print it. If you save the report, by default the program will save the file as "Transcript_studentname.pdf".

When you've finished with the PDF file, close the PDF reader. The transcript screen will still be displayed.

The School For Deacons

2451 Ridge Road
Berkeley, CA 94709
http://www.sfd.edu

Student Transcript

Student Name: Costas, Catherine
Degree Awarded: Bachelor of Theological Studies
Graduation Date: 18 May 2003

Semester	Course ID	Course Name	Instructor Name	Grade	Credits
1999 Fall	112	Bible Studies I	Blair, A	P	2.00
1999 Fall	122	Church History I to the Reformation	Ferguson, T	P	2.00
1999 Fall	161	Prayer Book Studies I	Smith, S	P	1.00
1999 Fall	163	Introduction to Hymnal	Kottrich, J	P	1.00
1999 Fall	173	Enabling and Empowering Groups in Community	Mc Cormack, S	P	1.50
1999 Fall	188	All School Retreat I	Dugliss, R	P	0.50
1999 Fall	198	Spiritual Formation I	Whitely, R	P	1.50
2000 Spring	113	Bible Studies II	Blair, A	P	2.00
2000 Spring	161	Liturgical Practicum I	Charles, O	P	1.00
2000 Spring	164	Prayer Book Studies II	Smith, S	P	1.50
2000 Spring	174	Introduction to Theological Reflection	Rivers, N	P	1.50
2000 Spring	191	Homiletics I	Cook, C	P	1.50
2000 Spring	199	Spiritual Formation II	Whitely, R	P	1.50
2000 Spring	E31	Elective: Modern Midrash	UNASSIGNED, U	P	0.25
2000 Fall	200	Field Education I	Solizero, K	P	4.00
2000 Fall	214	Bible Studies III	Sinclair, S	P	2.00
2000 Fall	270	Introduction to Personal Care	Dunlop, J	P	1.50
2000 Fall	274	Field Education Seminar I	Solizero, K	P	1.00
2000 Fall	277	Organizing for Social Change (277)	Dugliss, R	P	1.00
2000 Fall	288	All School Retreat II	Dugliss, R	P	0.50
2000 Fall	292	Homiletics II	Cook, C	P	1.50
2000 Fall	298	Spiritual Formation III	Whitely, R	P	1.50
2001 Spring	123	Church History II: Reformation to the Present Day	Ferguson, T	H	2.00
2001 Spring	202	Field Education II	Solizero, K	W	0.00
2001 Spring	234	Anglican Theology	Schmidt, K	P	2.00
2001 Spring	240A	Christian Social Ethics (240)	Stenson, P	H	2.00
2001 Spring	261	Liturgical Practicum II	Charles, O	P	1.00
2001 Spring	275	Field Education Seminar II	Solizero, K	W	0.00
2001 Spring	299	Spiritual Formation IV	Whitely, R	P	1.50
2001 Fall	361	Liturgical Practicum III	Charles, O	H	1.00
2001 Fall	370	Ministry Development (Christian Education)	Singer, S	P	2.00
2001 Fall	376	Social Ministry I	Maguen, P	P	2.00
2001 Fall	378A	Introduction to Counseling (378)	Mc Cormack, S	P	1.50

GRADE CODES: P=Pass, H=Honors, F=Fail, I=Incomplete, W=Grade Withdrawn, A=Audit, W=Withdrawn, D=Dismissed

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The School For Deacons

2451 Ridge Road
Berkeley, CA 94709
http://www.sfd.edu

Student Transcript

Semester	Course ID	Course Name	Instructor Name	Grade	Credits
2001 Fall	388	All School Retreat III	Dugliss, R	P	0.50
2001 Fall	399A	Spiritual Formation V (399A)	Whitely, R	P	1.50
2002 Spring	314	Remember and the Gospel of John	Sinclair, S	P	2.00
2002 Spring	364	Senior Seminar	Dugliss, R	P	1.50
2002 Spring	377	Social Ministry II	Maguen, P	P	2.00
2002 Spring	391	Deacon's Role in Liturgical Music	Solizero, K	P	1.00
2002 Spring	399	Spiritual Formation VI	Whitely, R	P	1.50
2002 Fall	202	Field Education III	Solizero, K	P	4.00
2002 Fall	275	Field Education Seminar II	Solizero, K	P	1.00
2002 Fall	300	Field Education III	Solizero, K	P	4.00
2002 Fall	374A	Field Education Seminar III (374A)	Solizero, K	P	1.00
2002 Fall	399A	Spiritual Formation V (399A)	Whitely, R	P	1.50
2002 Fall	E45	Elective: Child Abuse Prevention and Intervention	UNASSIGNED, U	P	0.00
2002 Fall	E52	Elective: Sexual Misconduct in Church Settings	UNASSIGNED, U	P	0.00
2003 Spring	202	Field Education II	Solizero, K	P	4.00
2003 Spring	302	Field Education IV	Solizero, K	P	4.00
2003 Spring	375	Field Education Seminar IV	Solizero, K	P	1.00
2003 Spring	399	Spiritual Formation VI	Whitely, R	P	1.50

Total Credits: 78.75

GRADE CODES: P=Pass, H=Honors, F=Fail, I=Incomplete, W=Grade Withdrawn, A=Audit, W=Withdrawn, D=Dismissed

23 July 2010 Page 2

CLASS LIST

Clicking the "Class List" link in the main menu brings up the **Class List** form. This form is used to display and print the list of students in a particular class.

The initial form is blank. You will need to *search* the database for the appropriate class list to print. Fill in the search fields with the appropriate information and click "Search". You may search for a particular instructor and/or course by highlighting the corresponding information in the drop-down lists. To search by semester, after "Semester (Year/Season):", fill in the 4-digit semester year in the text box, then highlight the appropriate season ("Fall" or "Spring") in the following drop-down list.

None of the search fields is required. If you don't provide a search value, the program will search for all active courses for all semesters.

Semester	Course ID	Course Name	Instructor Last Name	Instructor First Name
2009 Spring	191	Homiletics I	Dugless	Rod
2009 Spring	164	Senior Seminar	Dugless	Rod
2009 Fall	188	All School Retreat I	Dugless	Rod
2009 Fall	288	All School Retreat II	Dugless	Rod
2009 Fall	388	All School Retreat III	Dugless	Rod
2009 Fall	292	Homiletics II	Dugless	Rod
2009 Fall	370	Ministry Development (Christian Education)	Dugless	Rod
2009 Fall	171	Organizing for Social Change	Dugless	Rod

If the search returns more than one match, a list of classes matching the search criteria will be displayed.

To *select* a class, click the round button next to the semester, then click "Select".

If you want to go back to the form without selecting a class, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

THE SCHOOL FOR DEACONS GRADES DATABASE

2451 Ridge Road
Berkeley, CA 94709
http://www.sfd.edu

Class List

Instructor Name: Dugliss, Rod
Course Name: Homiletics I (191)
(ID):
Semester: 2010 Spring

Course ID	Course Name	Last Name	First Name	Grade	Credits
191	Homiletics I	Brown	Gary	P	1.50
191	Homiletics I	Cook	Cary	I	
191	Homiletics I	Mc Neely	Virginia	P	1.50
191	Homiletics I	Napodello	Susan	P	1.50
191	Homiletics I	Patton	Gari	P	1.50
191	Homiletics I	Rackley	Kenneth	I	
191	Homiletics I	Stewart	Bonnie	P	1.50

[Save as PDF](#) [Clear](#) [Return to Main Menu](#)

The class list will be displayed on the screen. The list contains one line per student, along with their current grade and awarded credits, if any.

If you want to print or save the class list as a PDF file, click "Save as PDF".

To return to the search form, click "Clear".

To go back to the main menu, click "Return to Main Menu" in the bottom right corner.

The School For Deacons

2451 Ridge Road
Berkeley, CA 94709
http://www.sfd.edu

Class List

Instructor Name: Dugliss, Rod
Course Name (ID): Homiletics I (191)
Semester: 2010 Spring

ID	Course Name	Last Name	First Name	Grade	Credits
191	Homiletics I	Brown	Gary	P	1.50
191	Homiletics I	Cook	Cary	I	
191	Homiletics I	Mc Neely	Virginia	P	1.50
191	Homiletics I	Napodello	Susan	P	1.50
191	Homiletics I	Patton	Gari	P	1.50
191	Homiletics I	Rackley	Kenneth	I	
191	Homiletics I	Stewart	Bonnie	P	1.50

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If you click "Save as PDF", the PDF viewer will give you the options of opening the list or saving it. If you open the list, it will be displayed on the screen. From there, you can both save and print it. If you save the list, by default the program will save the file as "ClassList_instructor_courseid_semester.pdf".

When you've finished with the PDF file, close the PDF reader. The class list screen will still be displayed.

CHANGING YOUR PASSWORD

The SFD Grades Application stores user names and passwords in its MySQL database. To change your password, do the following:

1. Open a command prompt window:
 - a. Click on the "Start" menu
 - b. Click on "All Programs"
 - c. Click on "Accessories"
 - d. Click on "Command Prompt"
2. At the Command Prompt, type the following command:

```
mysql -uusername -ppassword -Dsfdgrades
```

where *username* is your user name and *password* is your current password.

3. At the mysql prompt (`mysql>`), type the following command:

```
set password = password('newpassword');
```

where *newpassword* is your new password. The program should respond with:

```
Query OK, 0 rows affected (0.00 sec)
```

4. At the mysql prompt (`mysql>`), type the following command:

```
commit;
```

The program should respond with:

```
Query OK, 0 rows affected (0.00 sec)
```

5. At the mysql prompt (`mysql>`), type the following command:

```
exit;
```

The program should respond with:

```
Bye
```

and return you to the Command Prompt.

6. At the Command Prompt, type the following command:

```
exit
```

The Command Prompt window will close.

BACKING UP THE DATABASE

1. Create a backup directory on a separate hard disk or writable DVD.
2. Copy the following directories to the backup directory:
 - a. C:\Program Files\Apache Software Foundation\Apache2.2\htdocs\sfdgrades
 - b. C:\Program Files\Apache Software Foundation\Apache2.2\htdocs\include
3. Open a command prompt window:
 - a. Click on the "Start" menu
 - b. Click on "All Programs"
 - c. Click on "Accessories"
 - d. Click on "Command Prompt"

4. At the Command Prompt, type the following command:

```
mysqldump -usfdowner -psfdownerpw sfdgrades > "backupdir\sfdgrades.YYYMMDD.sql"
```

where *sfdownerpw* is the password for the *sfdowner* account, *backupdir* is the backup directory you created, and *YYMMDD* is the current date (4-digit year, 2-digit month, 2-digit day).

5. At the Command Prompt, type the following command:

```
exit
```

The Command Prompt window will close.

DATABASE SCHEMA

TABLES

Students

Primary Key: StudentID
Unique Index: StudentLastName, StudentFirstName

<u>Field Name</u>	<u>Type</u>	<u>Reqd?</u>	<u>Notes</u>
StudentID	integer unsigned	Yes	auto_increment >1000
StudentLastName	varchar(40)	Yes	
StudentFirstName	varchar(40)	Yes	
StudentActive	Boolean	Yes	default TRUE
StudentGraduationDate	date	No	
StudentDegreeAwarded	varchar(64)	No	

Courses

Primary Key: CourseID
Unique Index: CourseName

<u>Field Name</u>	<u>Type</u>	<u>Reqd?</u>	<u>Notes</u>
CourseID	varchar(8)	Yes	
CourseName	varchar(64)	Yes	
CourseDescription	varchar(1024)	No	
CourseActive	Boolean	Yes	default TRUE
CourseCredits	decimal(4,2)	Yes	default 0.0
CourseOffered	enum	No	allowed values: 'Year 1 Fall' 'Year 1 Spring' 'Year 2 Fall' 'Year 2 Spring' 'Year 3 Fall' 'Year 3 Spring' 'Not Applicable'

Instructors

Primary Key: InstructorID
Unique Index: InstructorLastName, InstructorFirstName

<u>Field Name</u>	<u>Type</u>	<u>Reqd?</u>	<u>Notes</u>
InstructorID	integer unsigned	Yes	auto_increment >100
InstructorLastName	varchar(40)	Yes	
InstructorFirstName	varchar(40)	Yes	
InstructorActive	Boolean	Yes	default TRUE

Semesters

Primary Key:

Semester, CourseID, InstructorID

Field Name

Semester
CourseID
InstructorID

Type

varchar(16)
varchar(8)
integer unsigned

Reqd?

Yes
Yes
Yes

Notes/References

YYYY Fall or YYYY Spring
Courses (CourseID)
Instructors (InstructorID)

Grades

Primary Key:

StudentID, CourseID, Semester

Field Name

StudentID
Semester
CourseID
InstructorID
CourseCredits
Grade

Type

integer unsigned
varchar(16)
varchar(8)
integer unsigned
decimal(4,2)
enum

Reqd?

Yes
Yes
Yes
Yes
No
No

Notes/References

Students (StudentID)
Semesters (Semester)
Semesters (CourseID)
Semesters (InstructorID)

allowed values:
' ' ()
'E' (Enrolled)
'H' (Honors)
'P' (Pass)
'Y' (Grade Delayed)
'I' (Incomplete)
'F' (Fail)
'A' (Audit)
'W' (Withdrawn)

VIEWS

CoursesOffered

Lookup Tables:

Semesters, Courses, Instructors

Joins:

Semesters.CourseID = Courses.CourseID

Semesters.InstructorID = Instructors.InstructorID

Field Name

Semester
CourseID
CourseName
CourseActive
CourseOffered
InstructorID
InstructorLastName
InstructorFirstName

Type

varchar(16)
varchar(8)
varchar(64)
Boolean
enum
integer unsigned
varchar(40)
varchar(40)

Reqd?

Yes
Yes
Yes
Yes
No
Yes
Yes
Yes

References

Semesters (Semester)
Semesters (CourseID)
Courses (CourseName)
Courses (CourseActive)
Courses (CourseOffered)
Semesters (InstructorID)
Instructors (InstructorLastName)
Instructors (InstructorFirstName)

Registration

Lookup Tables:

Joins:

Grades, Students, Courses, Instructors

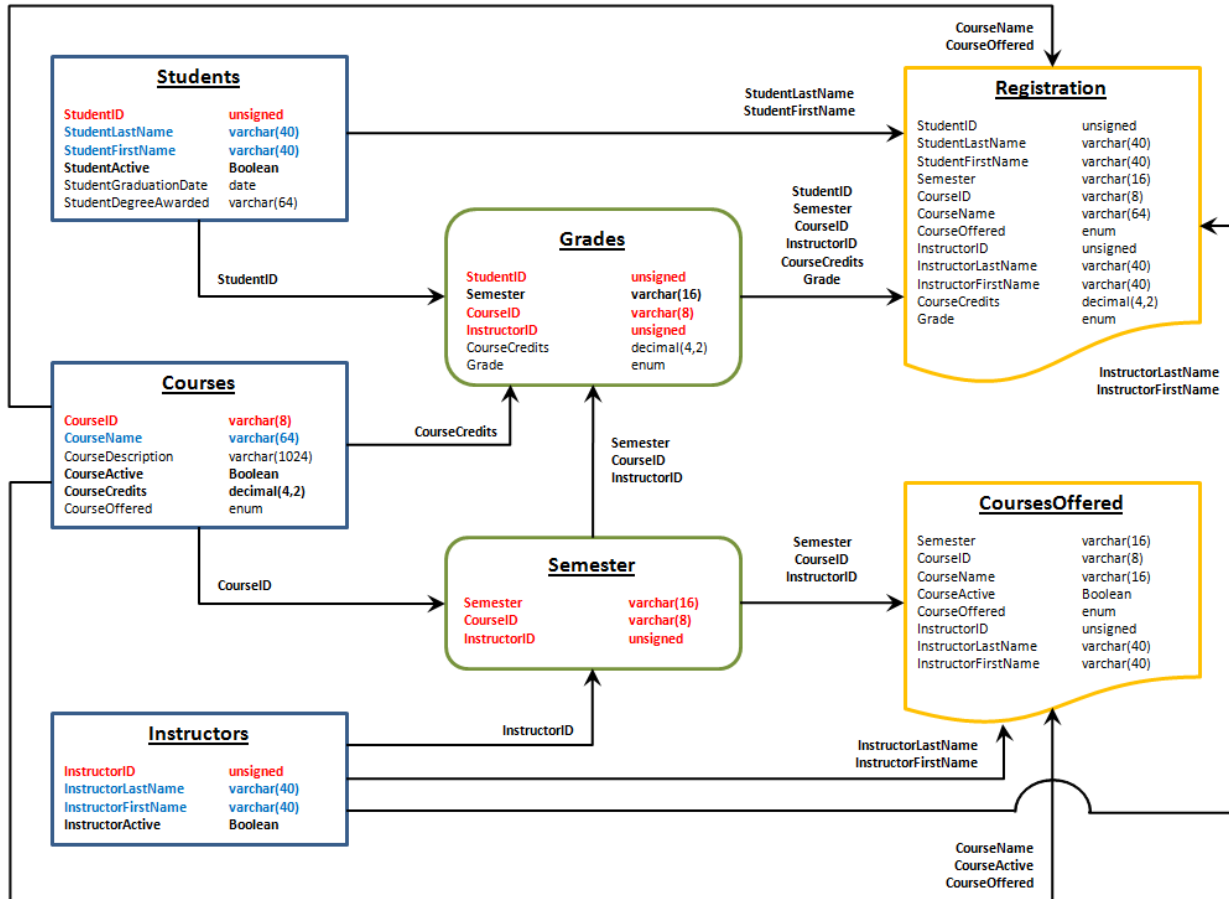
Grades.StudentID = Students.StudentID

Grades.CourseID = Courses.CourseID

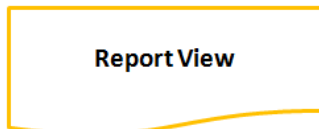
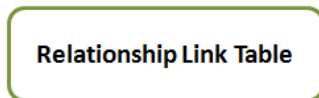
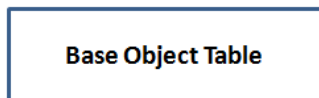
Grades.InstructorID = Instructors.InstructorID

<u>Field Name</u>	<u>Type</u>	<u>Reqd?</u>	<u>References</u>
StudentID	integer unsigned	Yes	Grades (StudentID)
StudentLastName	varchar(40)	Yes	Students (StudentLastName)
StudentFirstName	varchar(40)	Yes	Students (StudentFirstName)
Semester	varchar(16)	Yes	Grades (Semester)
CourseID	varchar(8)	Yes	Grades (CourseID)
CourseName	varchar(64)	Yes	Courses (CourseName)
CourseOffered	enum	No	Courses (CourseOffered)
InstructorID	integer unsigned	Yes	Grades (InstructorID)
InstructorLastName	varchar(40)	Yes	Instructors (InstructorLastName)
InstructorFirstName	varchar(40)	Yes	Instructors (InstructorFirstName)
CourseCredits	decimal(4,2)	No	Grades (CourseCredits)
Grade	enum	No	Grades (Grade)

DATABASE ENTITY-RELATIONSHIP DIAGRAM



LEGEND



Primary Key

Unique Key

Required Field

Optional Field