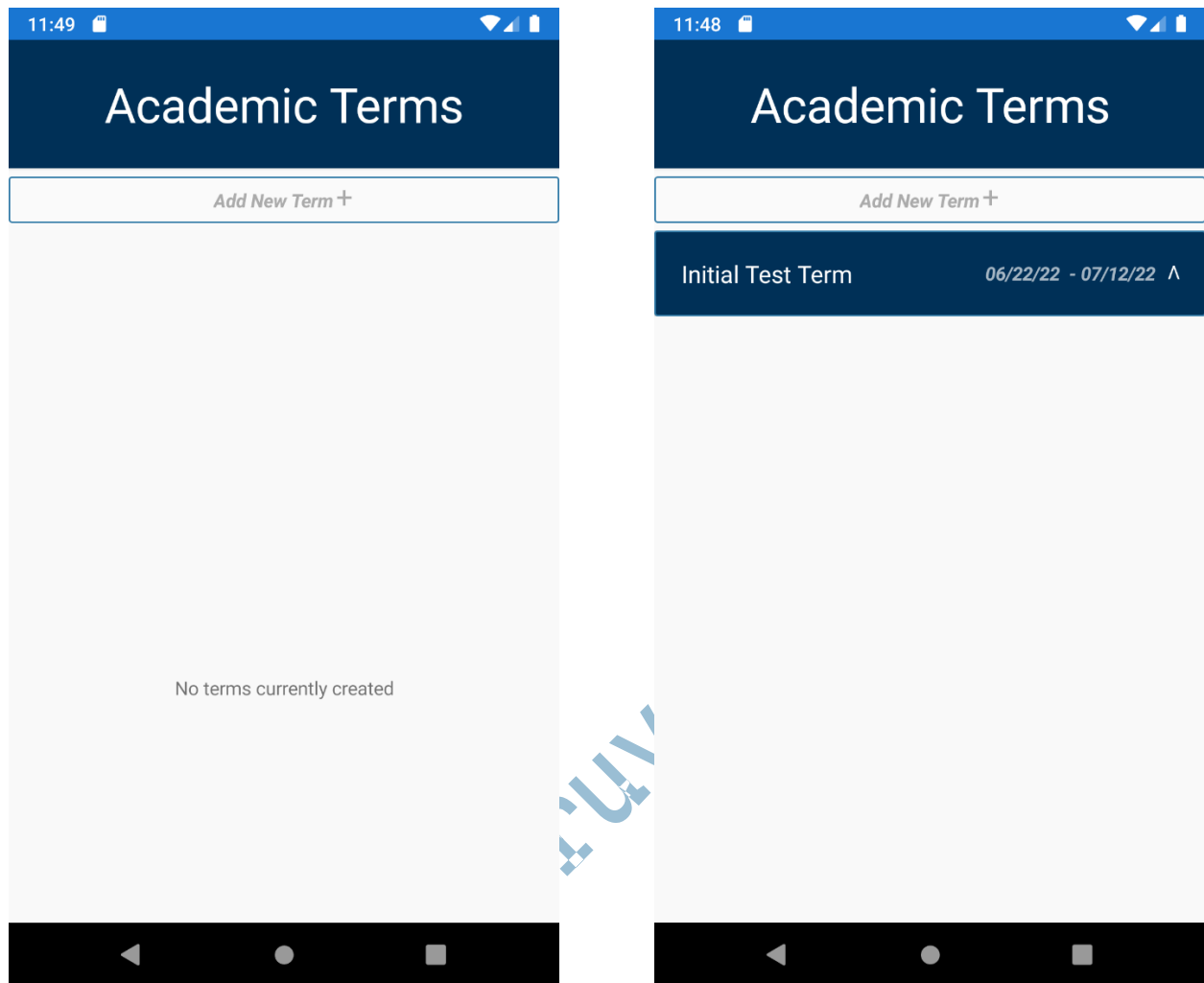


Instructions for Academic Terms Manager Mobile Application

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1. Initial Start



When starting the program, you are greeted with the "Academic Terms" screen. On the first build/run, this will initially display as blank with the "Add New Term +" button and a label stating "No terms currently created" being the only controls visible. After a moment, depending on device load speed, the default data will load in and display a collapsed view for "Initial Test Term." After expanding, you will see an expandable view for "Test Course." Expanding the course view will reveal the instructor info, currently set to my information, and a default placeholder note.

2. Editing Course Information

The left screenshot shows the 'Academic Terms' screen. At the top, it says 'Academic Terms'. Below that, there's a section for 'Initial Test Term' with the dates '06/22/22 - 07/12/22' and a dropdown arrow. Below this, there's a card for 'Test Course' with the status 'Waiting' and dates '02/02/22 - 07/15/22'. The card contains the instructor's name 'Michael LaBruyere', phone number '(573)200-1855', email 'mlabruy@wgu.edu', and a note: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut pellentesque velit non vulputate rutrum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla quis iusto in'.

The right screenshot shows the 'Test Course' screen. At the top, it says 'Test Course' followed by the instructor's name 'Michael LaBruyere', phone number '(573)200-1855', and email 'mlabruy@wgu.edu'. Below this, there are fields for 'Start Date: 2/2/2022', 'Status: Waiting', and 'End Date: 7/15/2022'. There are checkboxes for 'Notify of Start Date' and 'Notify of End Date'. Below these is a button 'Add Note +'. There is a note field with a share icon and the text 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut pellentesque velit non vulputate rutrum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla quis iusto in dolor facilisis'. At the bottom, there is a section for 'Assessments:' with a table:

PA	Test Performance Assessment	02/03/22
OA	Test Objective Assessment	02/03/22 09:00 PM

Below the table are two buttons: 'DELETE' and 'SAVE'.

Taping the course info on the Terms screen or adding a new course in the Edit Term screen will open the Course View screen. Here you can see and edit all the course details. Essential details such as course name, notes, and instructor information, can be edited by double-tapping them. Single-tapping the instructor's phone number or email will open the associated program for phone and email, respectively. Single-tapping the date pickers, picker for status, assessment boxes, the share button for notes, or checkboxes for notifications will activate your functionality. Most are self-explanatory. Assessments, specifically, will be discussed in a standalone section.

The Delete and Save buttons function as one would expect. Delete prompts for confirmation before performing any actual deletion. Delete does not remove the Assessments or Notes entries, so it will not trigger the "initial run" data loading if the course is deleted before removing the term.

3. Adding or Deleting Courses

3:43

New Course

Instructor Name
Instructor Phone #
Instructor Email

Start Date: 7/19/2022 Status: Waiting End Date: 7/19/2022

Notify of Start Date: ☐ Notify of End Date: ☐

Add Note +

Assessments:

PA Add Performance Assessment

OA Add Objective Assessment

DELETE SAVE

4:08

New Course

Instructor Name
Instructor Phone #
Instructor Email

Start Date: 7/19/2022 Status: Waiting End Date: 7/19/2022

Notify of Start Date: ☐ Notify of End Date: ☐

Add Note +

Assessments:

PA Add Performance Assessment

OA Add Objective Assessment

DELETE SAVE

Remove Course

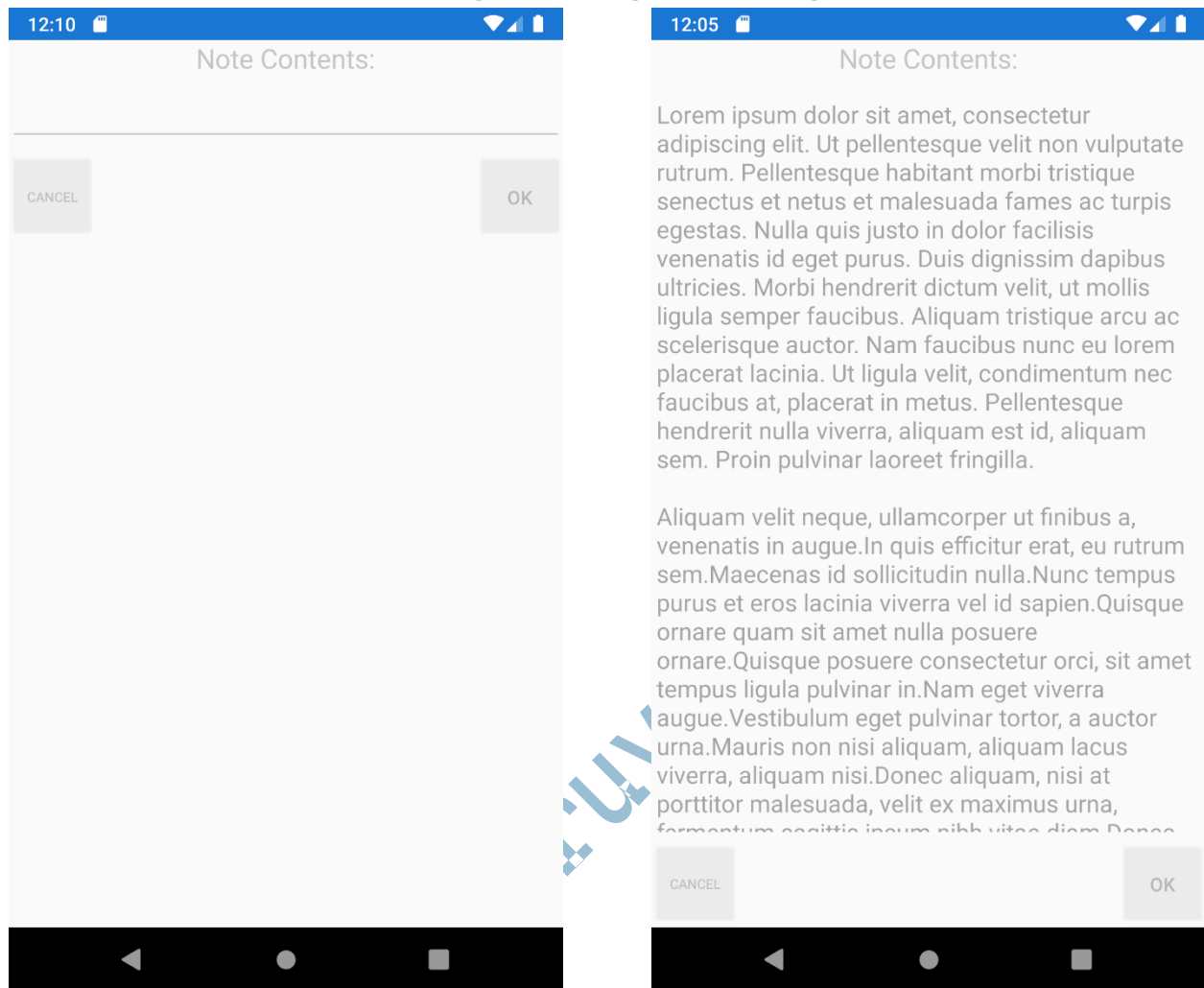
You are about to remove this course. Do you want to continue?

NO YES

Adding courses is done through the "Edit Term" screen. After tapping the "Add Courses" button, a generic course will be created and opened in the "Edit Course" view, allowing for standard editing, including course dates, instructor information, notes, etc. For new courses, today's date is used as both the start and end, but can be changed as usual. The start date has a binding to prevent it from being after the end date.

Deleting a course is accomplished on the "Course View" screen, as previously stated. The program will prompt you to confirm the deletion upon clicking the delete button.

4. Editing, Deleting, or Adding Notes



Tapping the "Add Note+" button, or double-tapping an existing note in the Course View window, will open the Edit Note window. If editing an existing note, the note contents will be pre-populated. Notes are set up to allow scrolling of contents as needed. Cancel will close the window discarding all changes, while the OK button will save the information if it is not blank. In both cases, if the note is empty, a prompt will be displayed, and, if accepted, the note is removed.

5. Editing, Deleting, or Adding Assessments

The image displays two mobile app screens for editing an assessment. Both screens have a dark blue header with the title 'Assessment for Test Course' and a status bar at the top showing the time 12:28 and battery level.

Left Screen (Performance Assessment):

- Assessment Type:** Performance
- Assessment Name:** Test Performance Assessment
- Start Date:** 02/02/2022
- End Date:** 02/03/2022
- Notify?** (checkbox) for both start and end dates.
- Buttons:** DELETE and SAVE at the bottom.

Right Screen (Objective Assessment):

- Assessment Type:** Objective
- Assessment Name:** Test Objective Assessment
- Start Date:** 02/02/2022
- Time:** 12:00 AM
- Duration:** 2 Hours
- Notify?** (checkbox) for both start date and duration.
- Buttons:** DELETE and SAVE at the bottom.

When tapping the listed assessment or the "Add Performance/Objective Assessment" field, if one is not available, the Edit Assessment window will open. Depending on the type of assessment, different controls will be displayed. Both kinds will display a field for entering the name, a start date, and checkboxes to enable notifications for the start and end of each. The Assessment Type is listed but is not editable. For performance assessments, a simple End Date selection is presented. A choice for the start date will still be displayed for objective assessments. The end date will be calculated from the information entered in the duration field (hours or minutes).

Save and Delete buttons are presented with Delete prompting you to confirm the deletion.

6. Editing, Deleting, or Adding Terms

12:41

Edit Initial Test Term

Term Name: Initial Test Term

Start Date: 6/22/2022 End Date: 7/12/2022

Test Course	Waiting	02/02/22 - 07/16/22
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CANCEL ADD COURSES SAVE

12:41

Edit Initial Test Term

Term Name: Initial Test Term

Start Date: 6/22/2022 End Date: 7/12/2022

Course Limit
You have reached the maximum allowed courses per term. Please remove one or create a new term.
OK

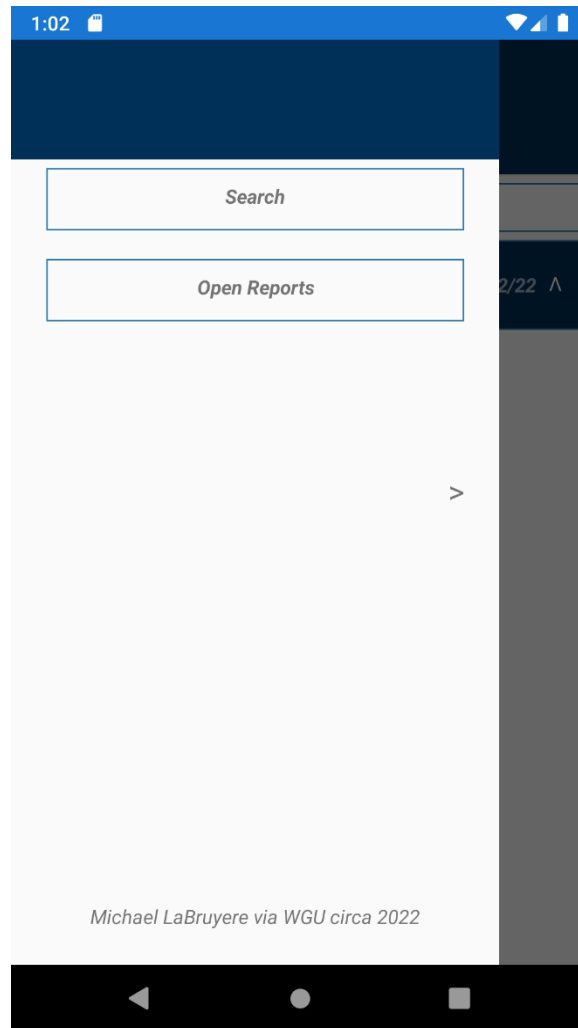
Test Course	Waiting	02/02/22 - 07/16/22
New Course	Waiting	07/16/22 - 07/16/22

CANCEL ADD COURSES SAVE

Double-tapping the header or name display of the Term or any course within it will open the Edit Term view. In this view, you can change the term title, start and end dates, and add classes. If the term title is blank when clicking Cancel or Save, it is seen as an attempted deletion and will prompt you for confirmation. Deletion of the term does not remove the courses, assessments, or notes.

If attempting to add more than six courses to a term, an error prompt will display, informing you of the issue and advising removal of a class or creation of a new term.

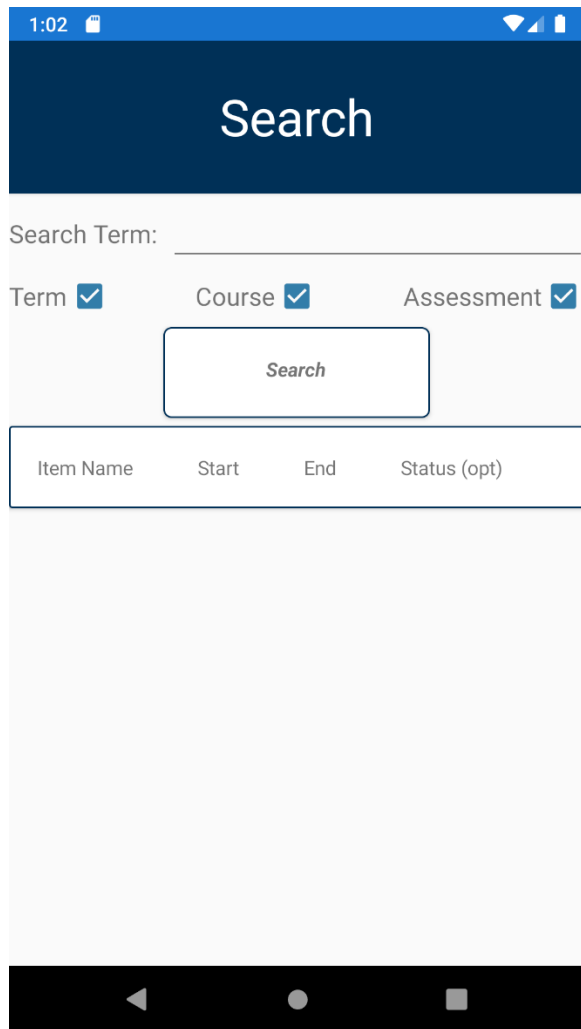
7. Accessing and Using “Administrative Functions”



A few "administrative tasks" enable quick information display at a glance. These fall into two categories, "Search" and "Reports."

To access either option, you must first swipe right on the main page to reveal the menu. Select which option you wish to access by pressing the corresponding button.

a. Search



1:02

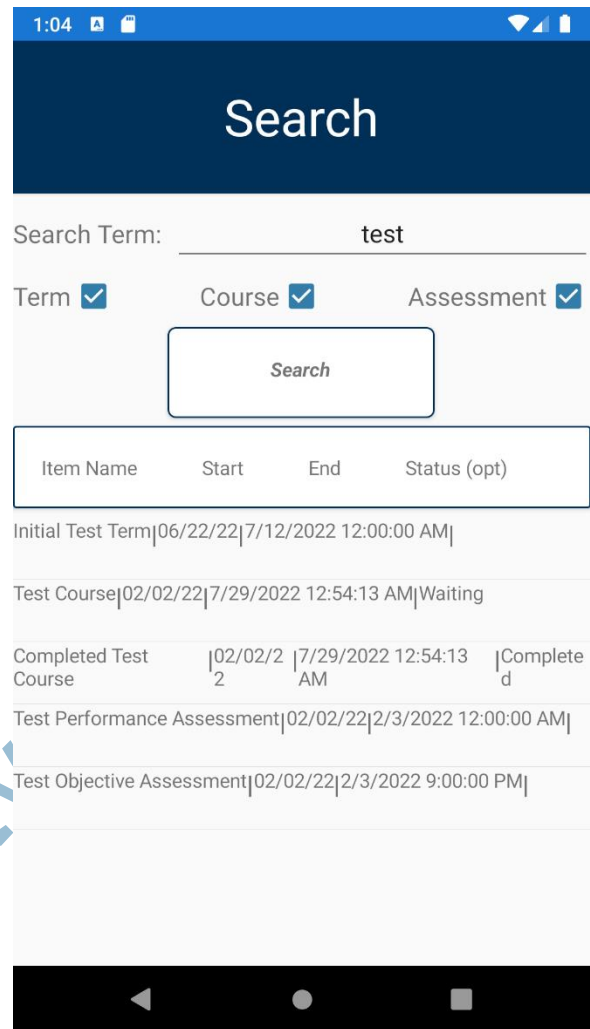
Search

Search Term: _____

Term ☒ Course ☒ Assessment ☒

Search

Item Name	Start	End	Status (opt)
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1:04

Search

Search Term: test

Term ☒ Course ☒ Assessment ☒

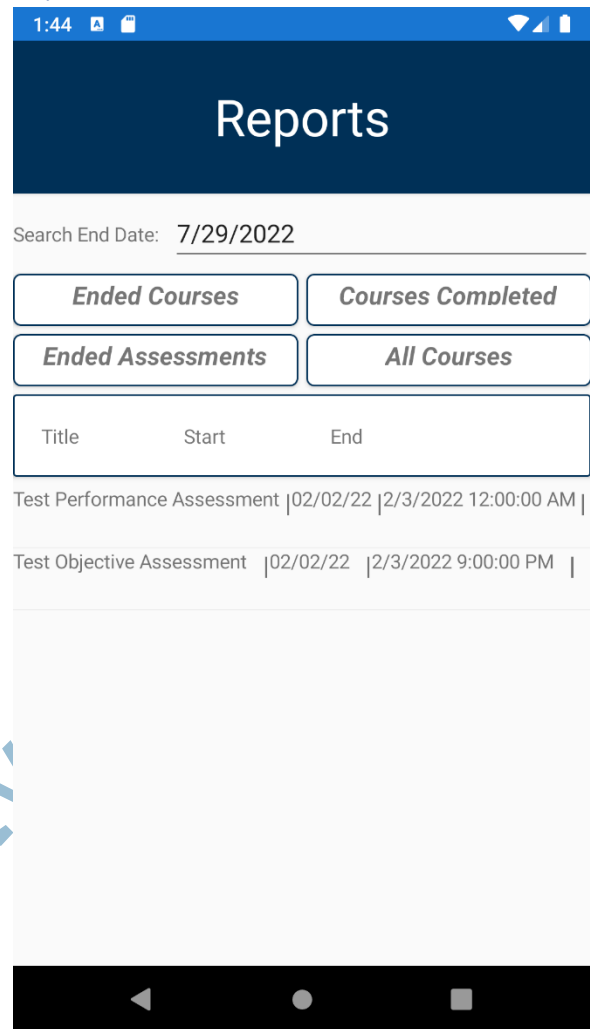
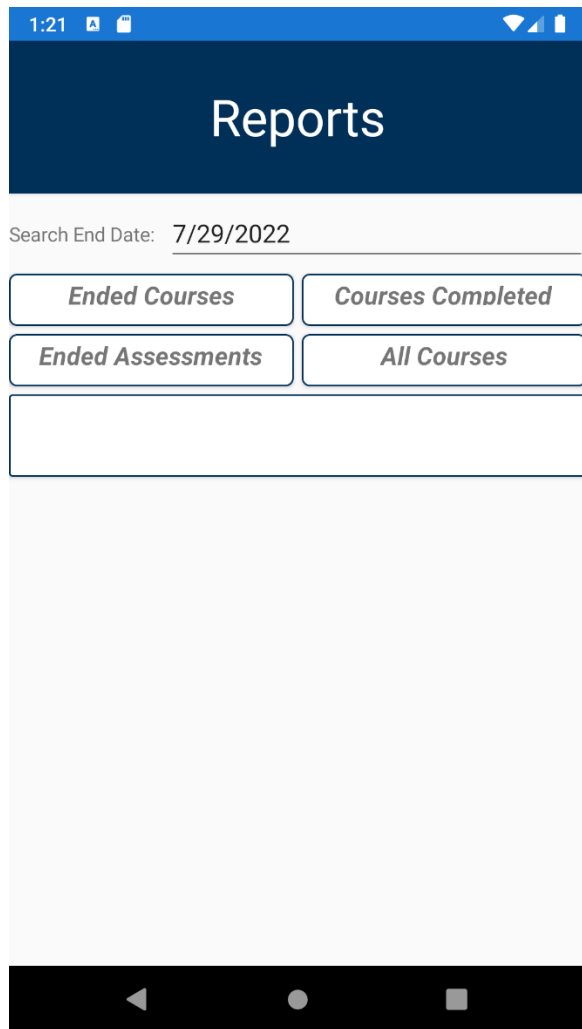
Search

Item Name	Start	End	Status (opt)
Initial Test Term	06/22/22	7/12/2022 12:00:00 AM	
Test Course	02/02/22	7/29/2022 12:54:13 AM	Waiting
Completed Test Course	02/02/22	7/29/2022 12:54:13 AM	Completed
Test Performance Assessment	02/02/22	2/3/2022 12:00:00 AM	
Test Objective Assessment	02/02/22	2/3/2022 9:00:00 PM	

Once on the search page, you will be presented with an area to type your desired search term, checkboxes indicating which fields to search, the search button, and the results header bar.

After typing your search term and pressing the search button, any matching results are displayed below the header bar. Results are updated immediately without the need to reopen the page. Results are presented so you can scroll to find your desired result.

b. Reports



After opening the reports page, you will see a "Search End Date" label with the date selector next to it. Below are the four buttons for the included types of reports:

"Ended Courses," "Courses Completed," "Ended Assessments," and "All Courses."

As with the "Search" page, a header bar is presented to identify the columns for the results. Also, as with Search, results are presented in a way that automatically updates with the requested information and does not require a page reload while allowing scrolling.