

Digital Classroom Manager

A System User's Manual

presented to the

Faculty of the College of Information Technology
Mindanao State University

in Partial Fulfillment

of the Requirements of the course

CSC181N

by

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SYSTEM REQUIREMENTS

HARDWARE REQUIREMENTS

Processor	Intel Core2 Duo or better
Memory	1 GB or higher
Hard Drive	500 GB or higher
Monitor	21' Colored Monitor or better
Keyboard	Standard or better
Video Card	At least 1 GB or better

SOFTWARE REQUIREMENTS

Database MySQL

Package Inclusion Contains:

1. CD Installation for Digital Classroom Manager.
 2. MySQL
 3. JDK 1.7.0/JRE7
 4. User's Manual of the System Software
 5. Software Requirement Specifications

INTRODUCTION

The Digital Classroom Manager is a system developed to help the Faculty members of the Mindanao State University's College of Information Technology (CIT) in managing their classes.

The system supports all necessary input functions; which are to check the student's attendance, to insert results such as Assignments, Quizzes etc. and to compute all those input; to be able to provide the final grade of every student. It also feature a function that shall help the CIT Chairperson create classes for the other faculty members out of the subjects available in the system, which in the end they shall. Additionally, the system also allows its users (Chairperson and other faculty members) manage their accounts according to their preferences.

I. Basics

How to login?

Step1. Run the executable file.

Step2. Type in your **username** and **password** in the username and password field respectively.

Step3. Click the **login** button below the password field.



If it display an error message, check your username and your password. Remember that the username and password fields are case sensitive.

In case you have forgotten your account password, you may ask the system administrator to reset it for you. The default password after it is reset is "**password**".

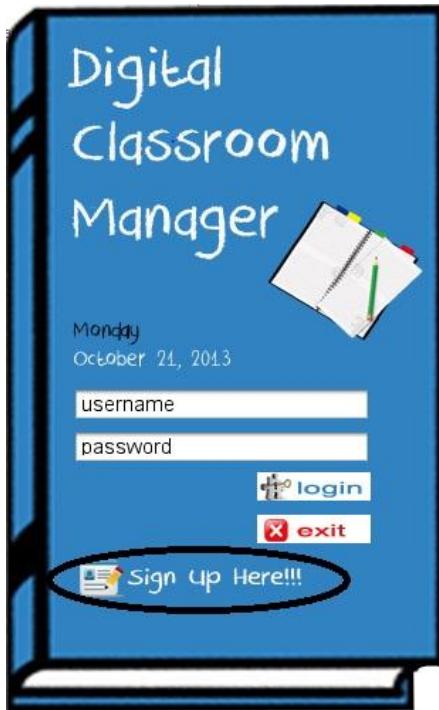
If you still can't login, you might have not registered yet as a user.

(See *How to create an account?* for guidelines how to register)

How to create an account?

Step1. Run the executable file.

Step2. Click the **Sign Up Here!!!** button.



Step3. Fill in all the required fields.

A screenshot of the "Sign up" form. It has a title "sign up" with a pencil and paper icon. On the left is a blue profile icon with a white face. Below the title is a "browse" button next to a file input field. The form contains eight input fields: "last name", "first name", "middle name", "city", "province", "contact number", "email address", and "security code". The "last name" field has an asterisk (*) at the end, indicating it is required. At the bottom are "cancel" and "register" buttons.

Fields that are labeled with asterisk at the end of it is an indication that it is required.

For the security code, you may ask the system administrator for it.

Step4. Click the **register** button.



If it displays an error message, check if all the data you entered in the fields are valid.

Read the error message to see what went wrong with your registration.

How to logout?

(At this point, we assume that you already have a user account and have successfully login)

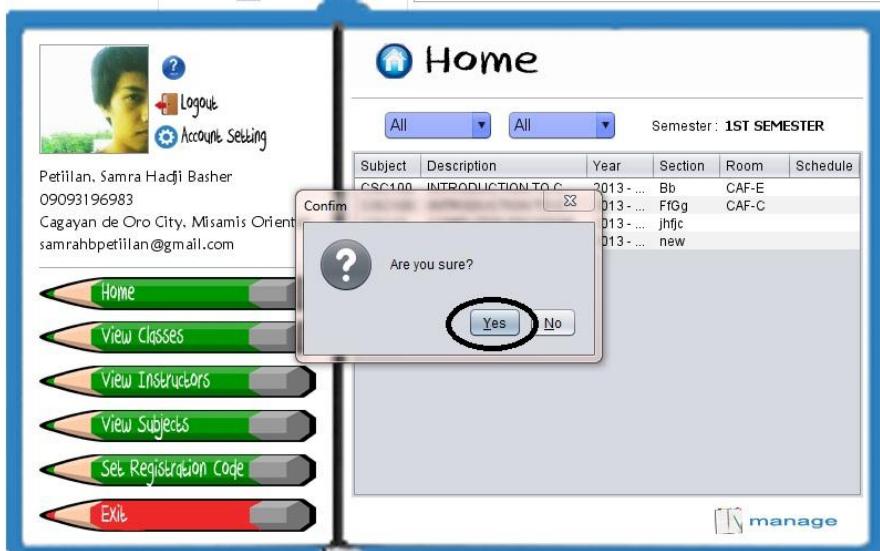
Step1. Click the **logout** button beside your account profile picture in the navigation area.

The screenshot shows a user interface titled "Home". On the left side, there is a user profile picture with a "Logout" button next to it, which is circled in red. Below the profile, there is some user information: Petillan, Samra Hadji Basher, 09093196983, Cagayan de Oro City, Misamis Oriental, samrahbpetillan@gmail.com. On the far left, there is a vertical sidebar with several buttons: "Home" (green), "View Classes" (green), "View Instructors" (green), "View Subjects" (green), "Set Registration Code" (green), and "Exit" (red). On the right side, there is a table titled "Home" with the following data:

Subject	Description	Year	Section	Room	Schedule
CSC100	INTRODUCTION TO C...	2013 - ...	Bb	CAF-E	
CSC100	INTRODUCTION TO C...	2013 - ...	FfGg	CAF-C	
CSC10...	COMPUTER PROGRAM...	2013 - ...	jhfc		
CSC10...	COMPUTER PROGRAM...	2013 - ...	new		

At the bottom right of the table, there is a "manage" button.

Step2. Click **Yes** when asked for confirmation. If you don't want to logout yet, click **No**.



II. Managing your account

How to edit account information?

(At this point, we assume that you already have a user account and have successfully login)

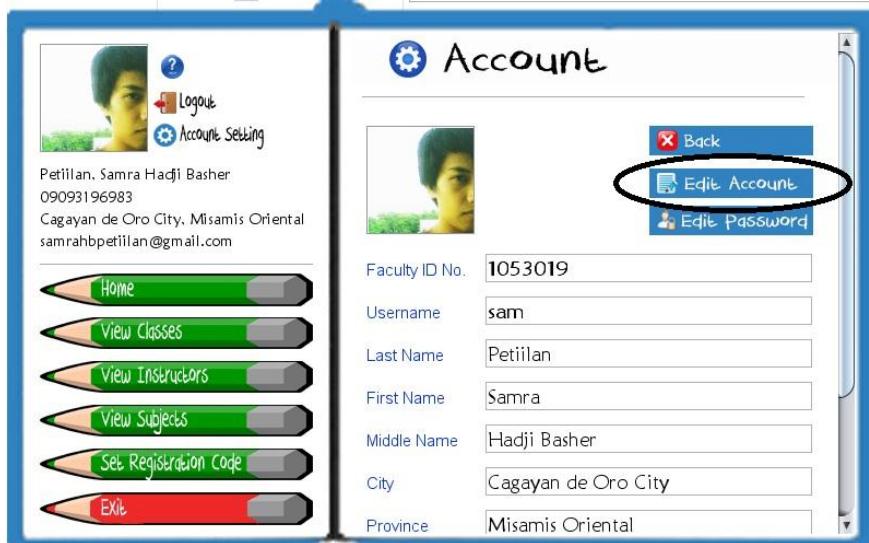
Step1. Click the **Account Setting** button beside your profile picture in the navigation area.



After that, your account information will be displayed.



Step2. Click the **Edit Account** button in the top right portion of the account window.



Upon clicking it, the information fields will be made editable.

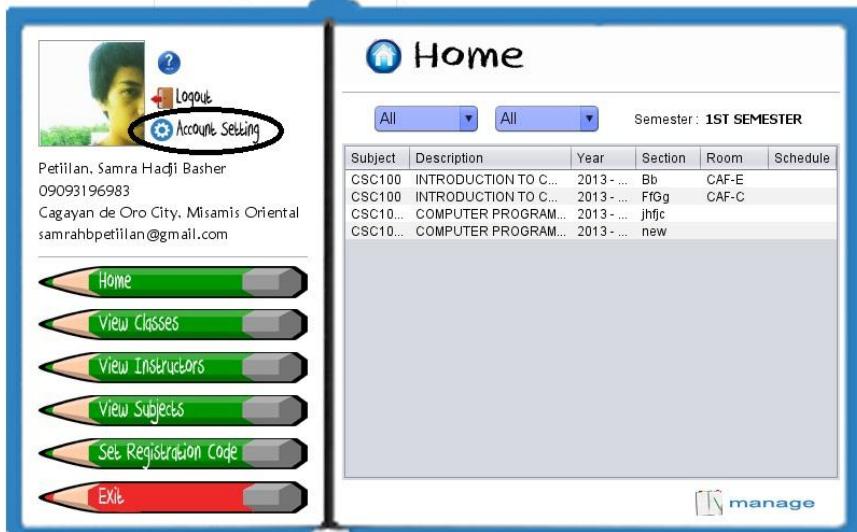
Step3. Change all the information you wish to change in the information fields and click the **Save** button.



How to edit account password?

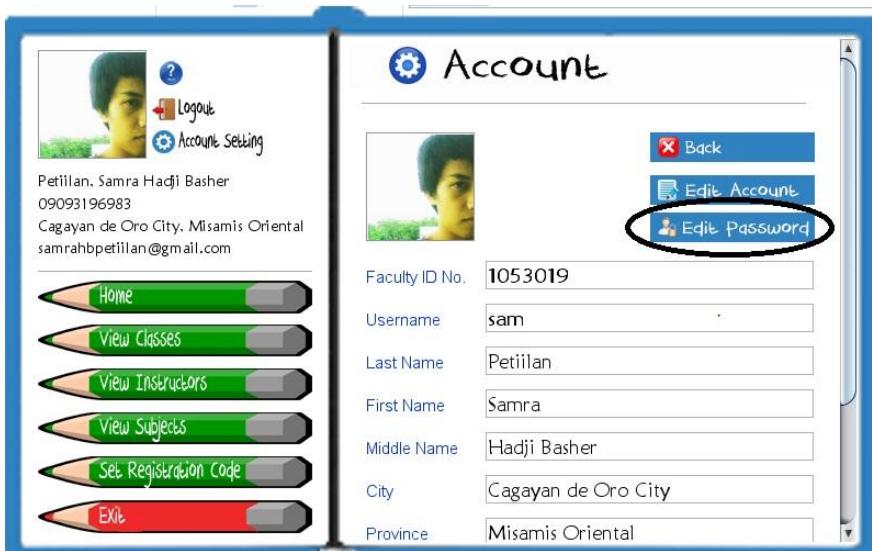
(At this point, we assume that you already have a user account and have successfully login)

Step1. Click the **Account Setting** button beside your profile picture in the navigation area.



After that, your account information will be displayed.

Step2. Click the **Edit Password** button in the top right portion of the account window.



Upon clicking it, the edit password frame will pop up.

Step3. Type in your current password and your new password in the corresponding fields and click the **continue** button.



If error occurs, possibilities are:

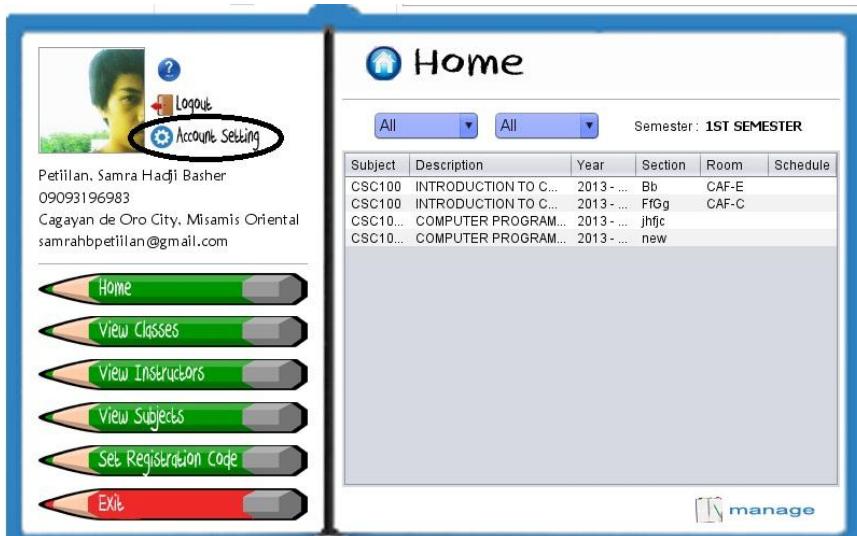
- You entered an incorrect current password.
- Your new password and retype new password did not match.

Otherwise, you may ask the system administrator.

How to cancel/delete account?

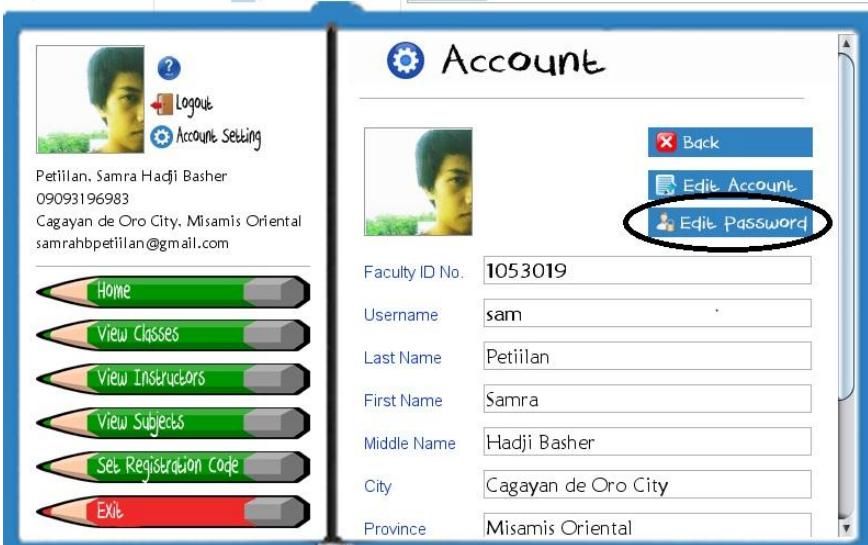
(At this point, we assume that you already have a user account and have successfully login)

Step1. Click the **Account Setting** button beside your profile picture in the navigation area.



After that, your account information will be displayed.

Step2. Click the **Edit Password** button in the top right portion of the account window.



After that, your account information will be displayed.

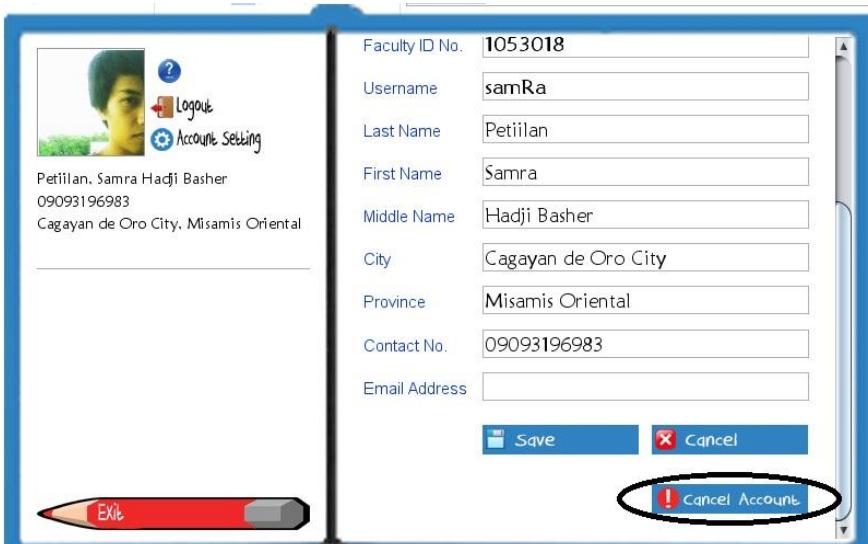


Step2. Click the **Edit Account** button in the top right portion of the account window.

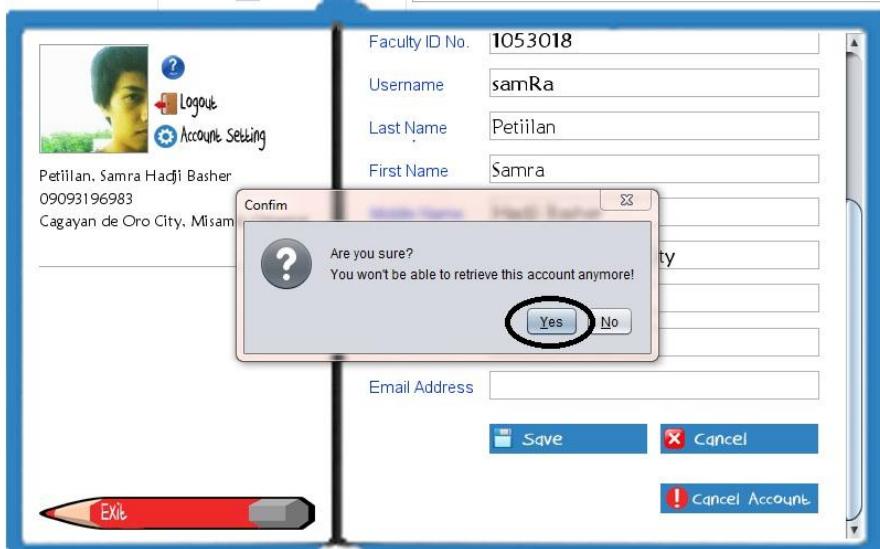


Step3. Click the **cancel account** button.

If you can't see the button, scroll down at the bottom of the account information window.



Step4. Click **Yes** when asked for confirmation.



Step5. Type in your password in the **password field** and click the **continue** button.



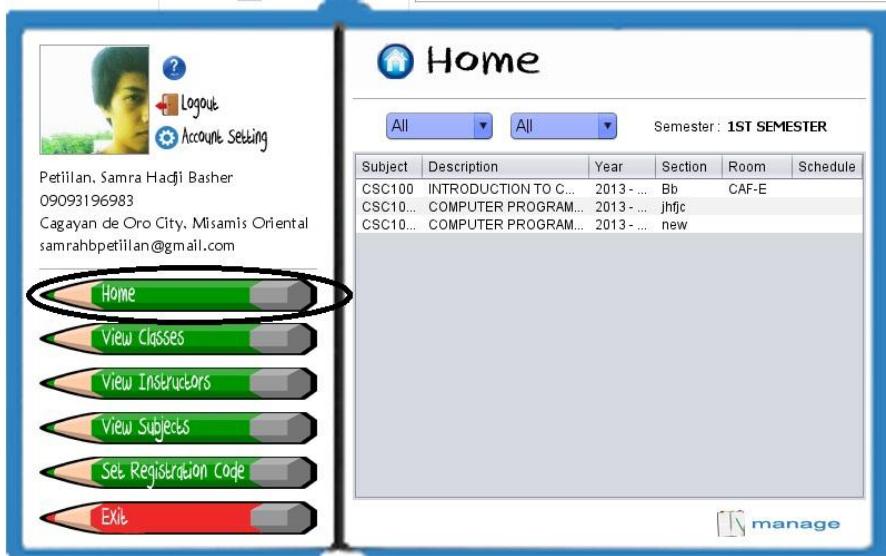
Upon that, you should have successfully canceled your account. The system shall then display a confirmation message.

III. Managing your classes

III.I Setting up a class

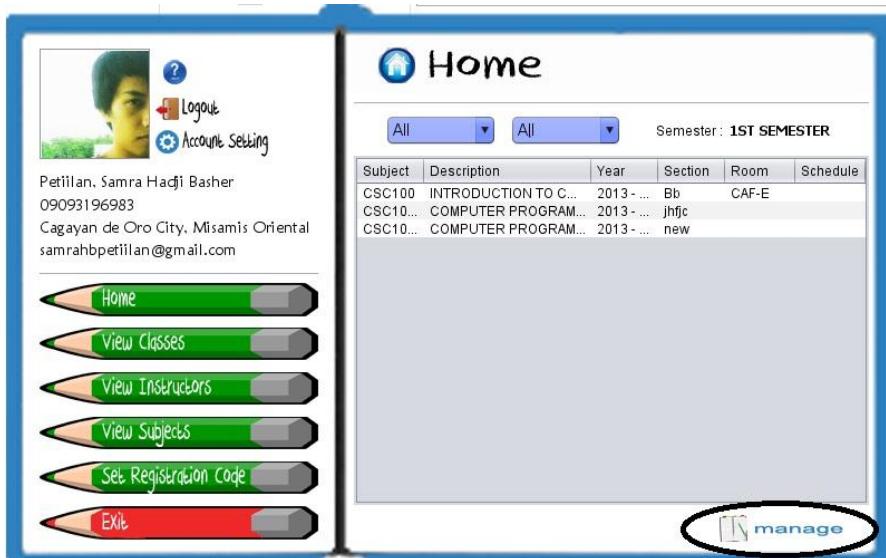
How to upload class master list?

Step1. Click the **Home** button from the navigation area if you're not in the home page.



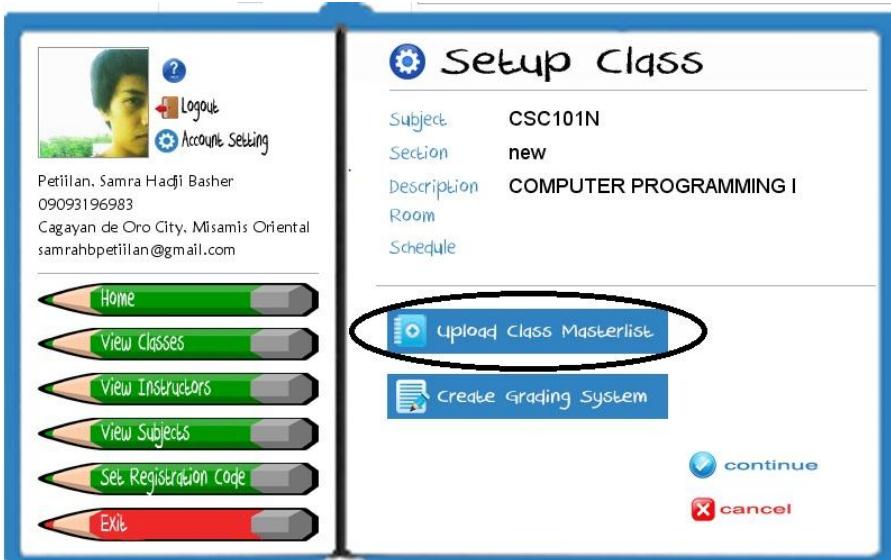
Step2. Select the class you wish to manage from the classes' list table in the home frame.

Step3. Select the **manage** button at the bottom of the home frame, below the classes' list table.

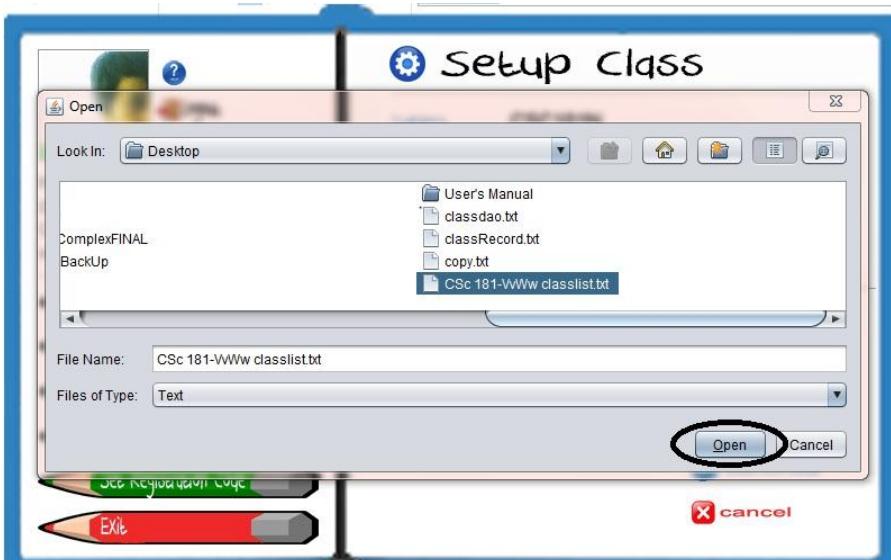


If the class is being managed first time, the setup class frame will be displayed.

Step4. Click the **upload class masterlist** button.

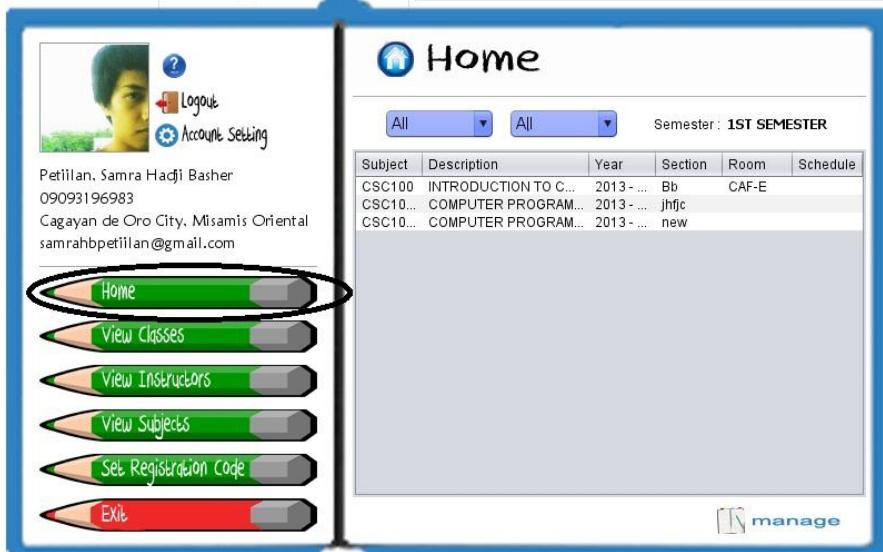


Step5. Select the file of the class masterlist and click the **open** button.



How to create grading system?

Step1. Click the **Home** button from the navigation area if you're not in the home page.



Step2. Select the class you wish to manage from the classes' list table in the home frame.

Step3. Select the **manage** button at the bottom of the home frame, below the classes' list table.



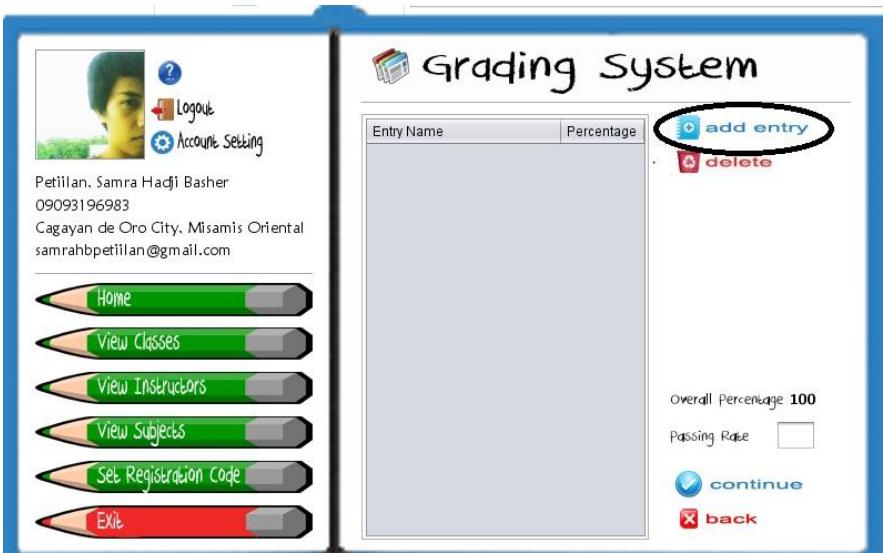
If the class is being managed first time, the setup class frame will be displayed.

Step4. Click the **create grading system** button.

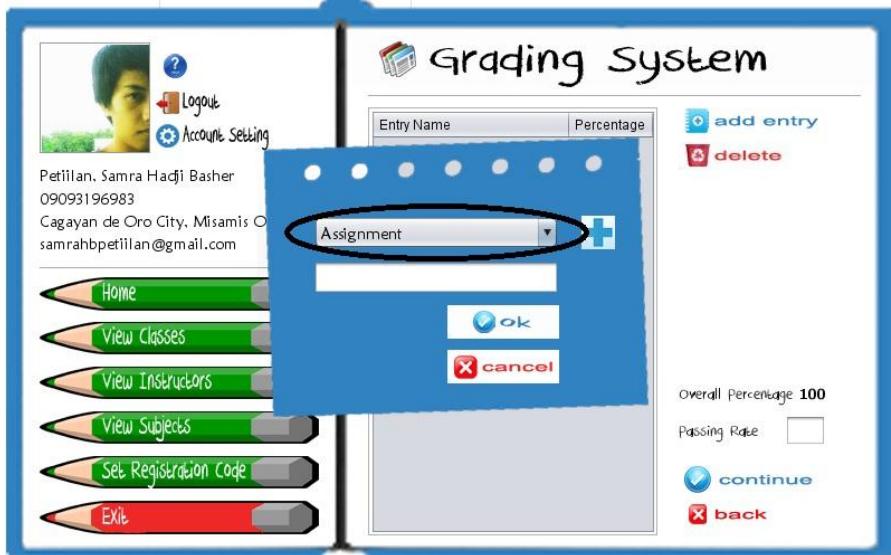


The grading system frame will be displayed.

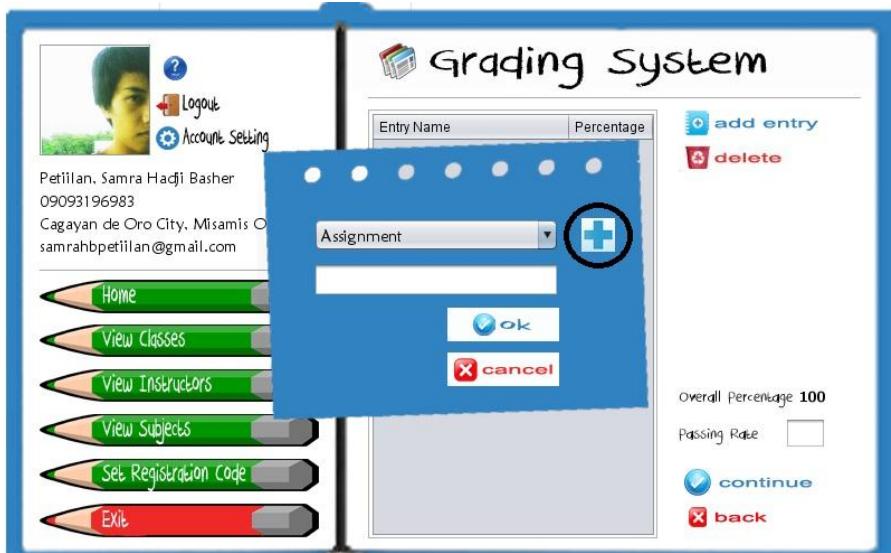
Step5. Click the **add entry** button.



Step5. Select the entry you want to add to your grading system from the entry drop down list.

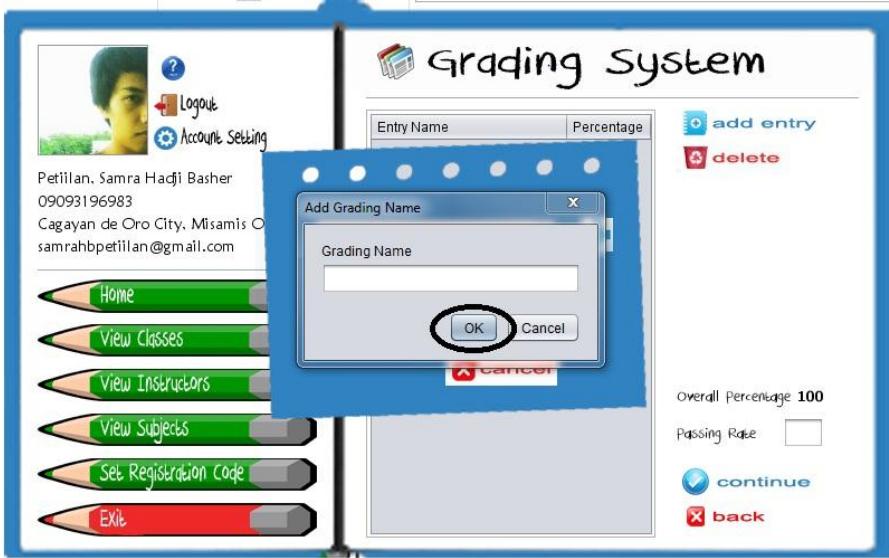


If the entry you wish to add in your grading system is not available on the list, select the **add(+)** button beside the entry drop down list to add it.



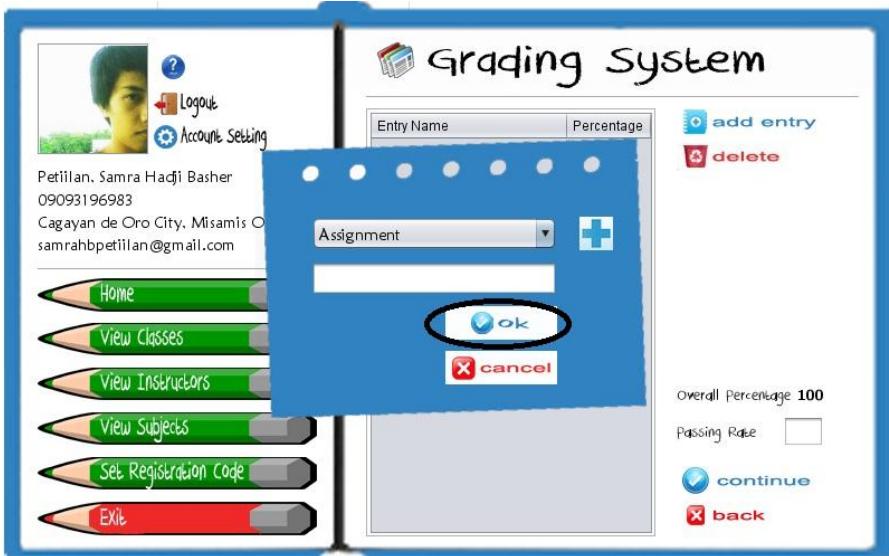
A pop up will be displayed.

Type in the entry you wish to add and click **OK**.

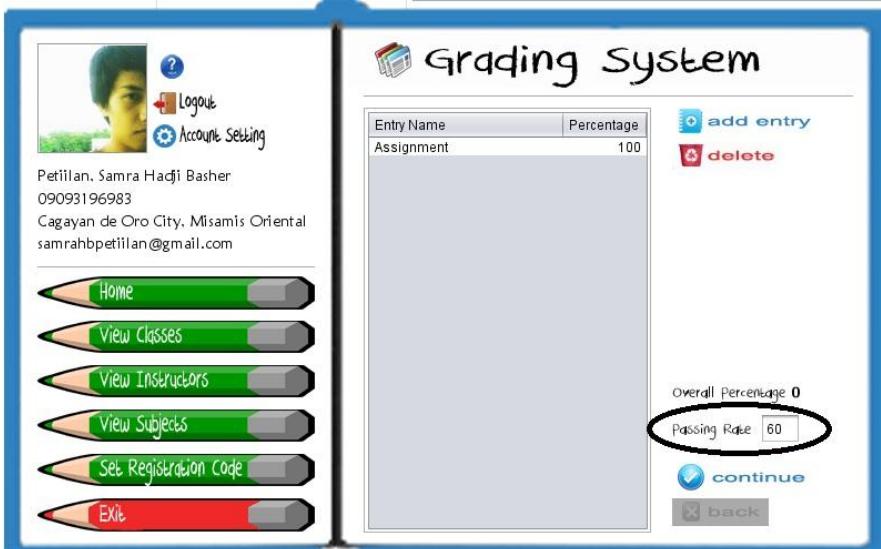


Back to **step 5**.

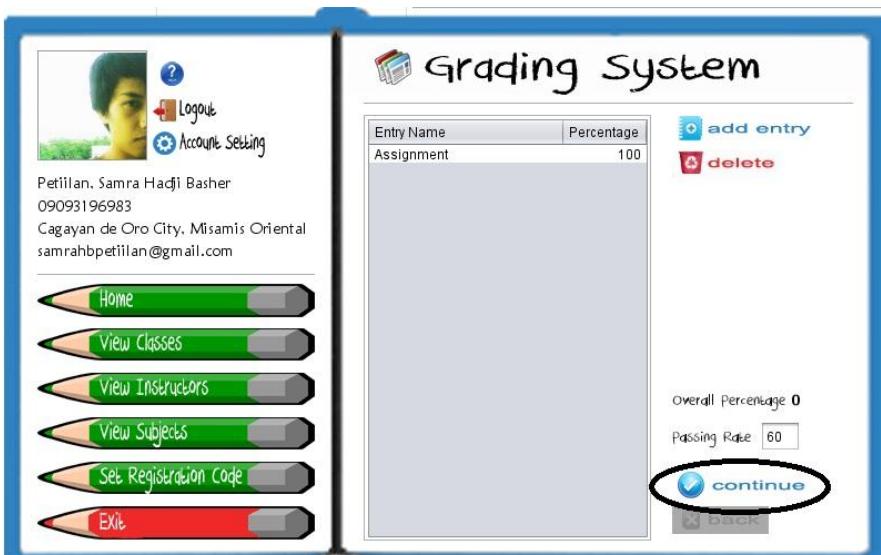
Step6. Type in its equivalent percentage in the text field and click the **ok** button.



Step7. Type in the passing rate of your subject in the **passing rate** text field.

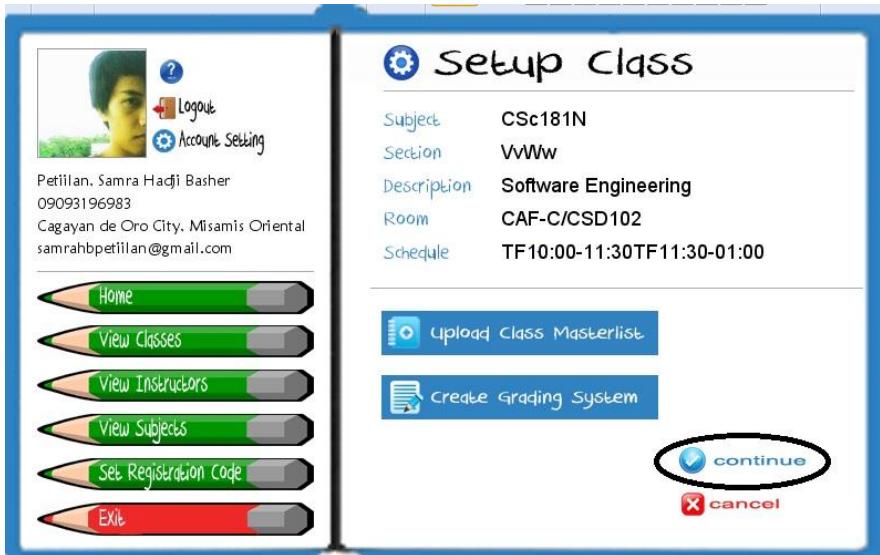


Step8. Click the **continue** button.



Your grading system should be ready to use.

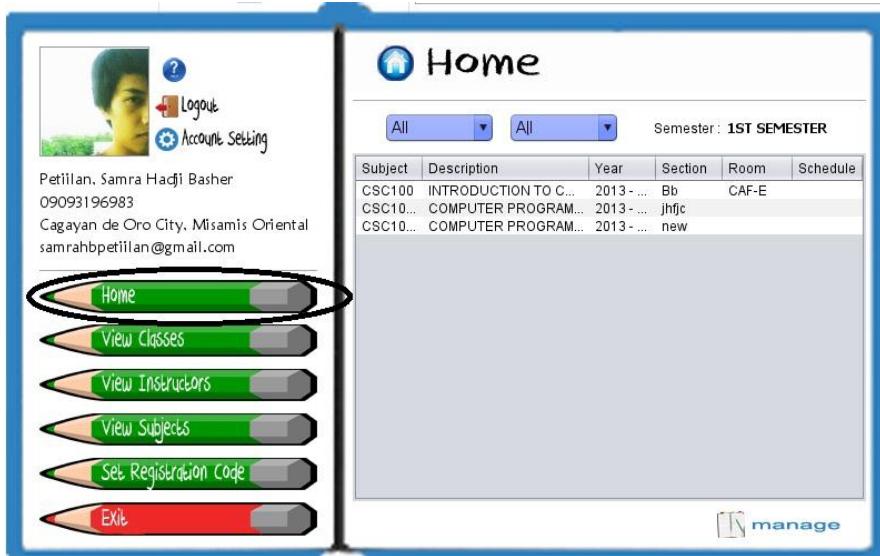
To complete the setup process, click the **continue** button in the setup class frame.



III.II Managing a class

How to check attendance?

Step1. Click the **Home** button from the navigation area if you're not in the home page.



Step2. Select the class you wish to manage from the classes' list table in the home frame.

Step3. Select the **manage** button at the bottom of the home frame, below the classes' list table.

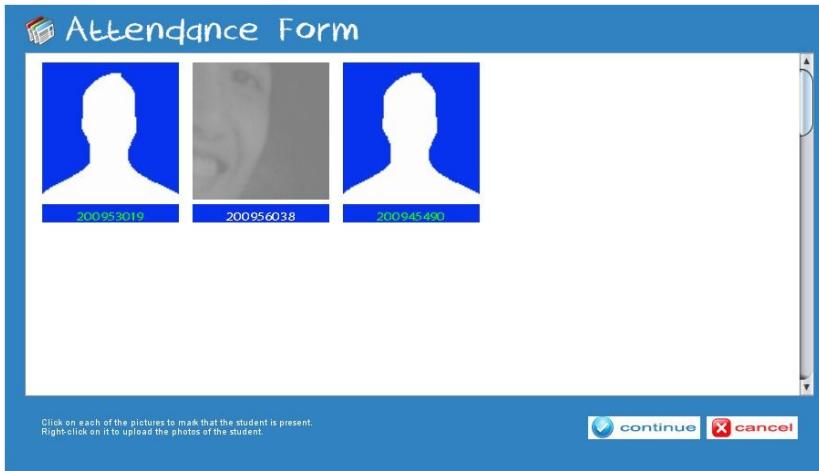
The screenshot shows the 'Home' page of a student management system. On the left, there's a sidebar with a profile picture, a question mark icon, a 'Logout' button, and an 'Account Setting' button. Below this is user information: Petilan, Samra Hadji Basher, 09093196983, Cagayan de Oro City, Misamis Oriental, samrahbpetilan@gmail.com. A vertical menu on the left lists 'Home', 'View Classes', 'View Instructors', 'View Subjects', 'Set Registration Code', and 'Exit'. The main content area is titled 'Home' and shows a table for '1ST SEMESTER' with columns for Subject, Description, Year, Section, Room, and Schedule. The table contains three rows of data. At the bottom right of the main area is a button labeled 'manage' with a circled icon.

If the class has already been setup, the manage class frame will be displayed.

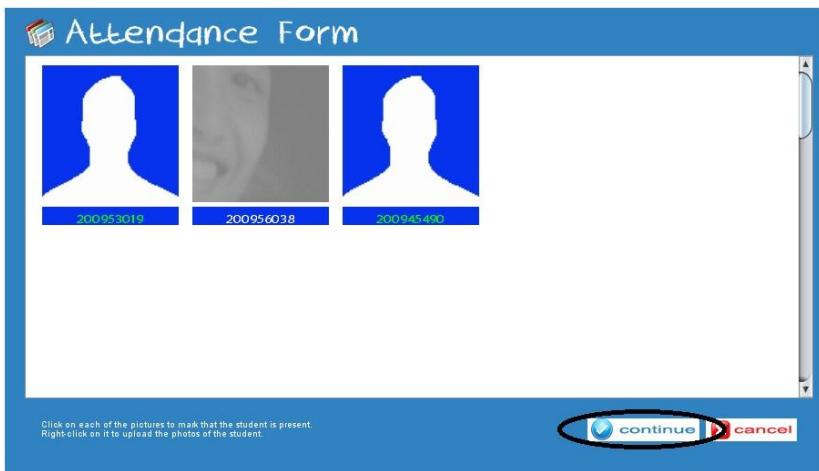
Step4. Click the **check attendance** button.

The screenshot shows the 'Classroom' page. The left sidebar is identical to the 'Home' page. The main content area is titled 'Classroom' and displays class details: Subject CSC100, Section Bb, Description INTRODUCTION TO COMPUTING, Room CAF-E, and Schedule. Below this, there are four buttons: 'check attendance' (circled), 'view classrecord', 'update classrecord', and 'view grading system'. There is also a 'home' button at the bottom.

Step5. Click on the picture of the student to mark it present. Click on it again to mark it back as absent.



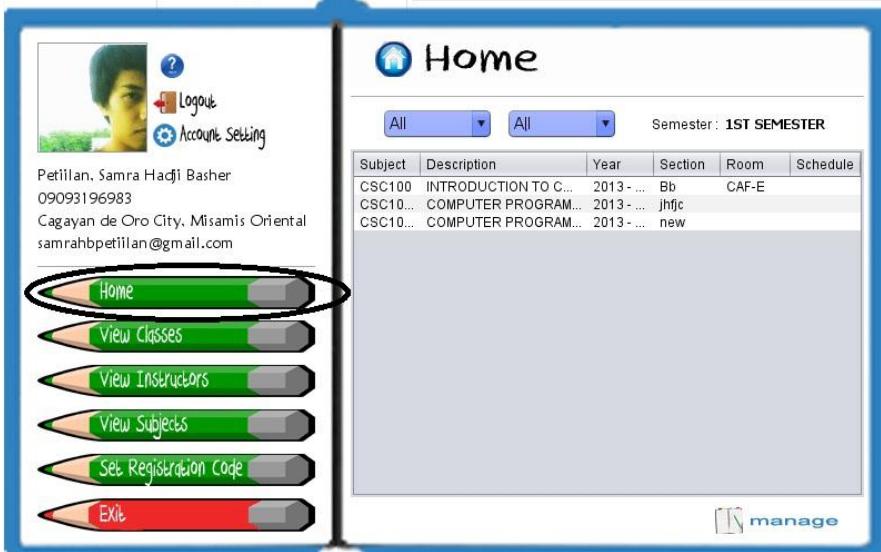
Step6. Click the **continue** button.



The system will then prompt a confirmation message.

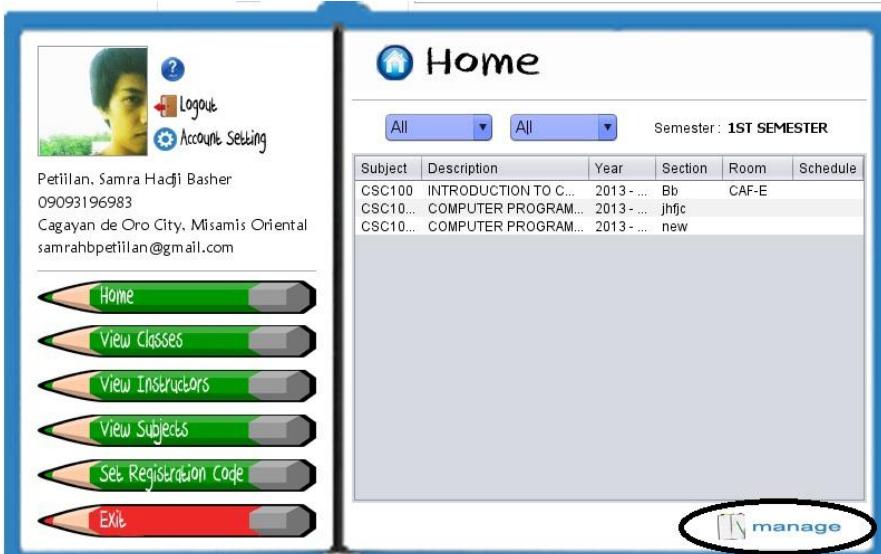
How to update classrecord?

Step1. Click the **Home** button from the navigation area if you're not in the home page.



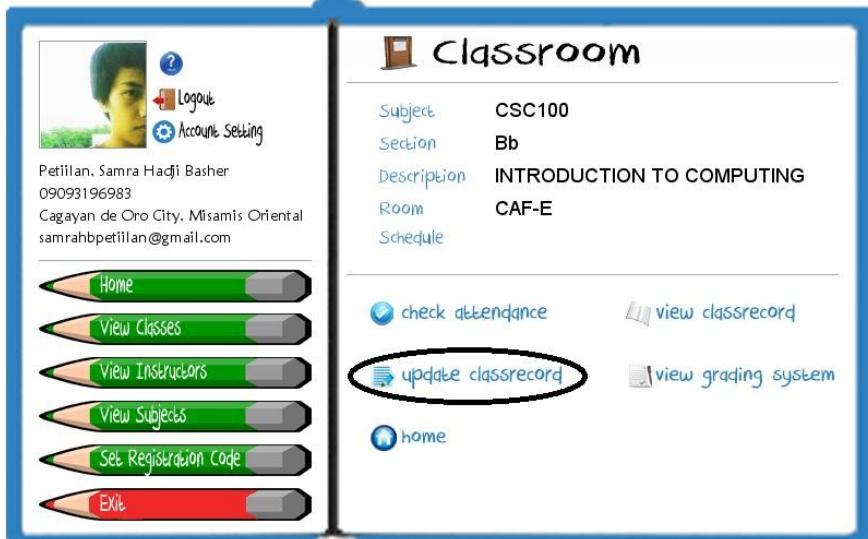
Step2. Select the class you wish to manage from the classes' list table in the home frame.

Step3. Select the **manage** button at the bottom of the home frame, below the classes' list table.

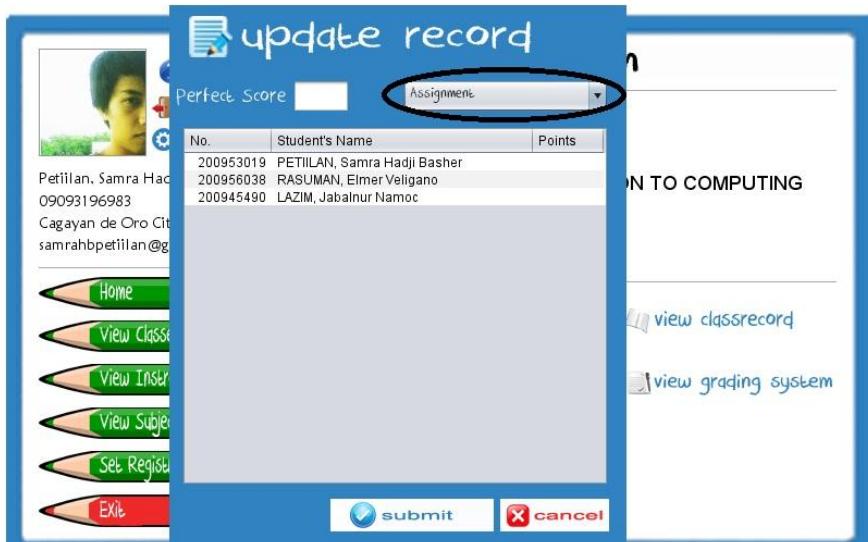


If the class has already been setup, the manage class frame will be displayed.

Step4. Click the **update classrecord** button.



Step5. Select the entry which you want to add your update from the entry dropdown list.



Step6. Type in the perfect score for the update in the **perfect score** text field and also the students' scores at the **points**' column in the table.

*note that you should not leave any field empty as it might cause the system encounter an error.

The screenshot shows a web-based application titled "update record". On the left, there is a sidebar with a user profile picture, name (Petillan, Samra Hadji Basher), contact information (09093196983, samrahbpetillan@gmail.com), and navigation links: Home, View Class, View Instructor, View Subject, Set Register, and Exit. The main content area displays a table with columns: No., Student's Name, and Points. The table contains three rows of data:

No.	Student's Name	Points
200953019	PETILLAN, Samra Hadji Basher	
200956038	RASUMAN, Elmer Veligano	
200945490	LAZIM, Jabalnur Namoc	

Below the table, there is a "Perfect Score" input field with a placeholder "Assignment" and a dropdown menu. At the bottom of the page are "submit" and "cancel" buttons.

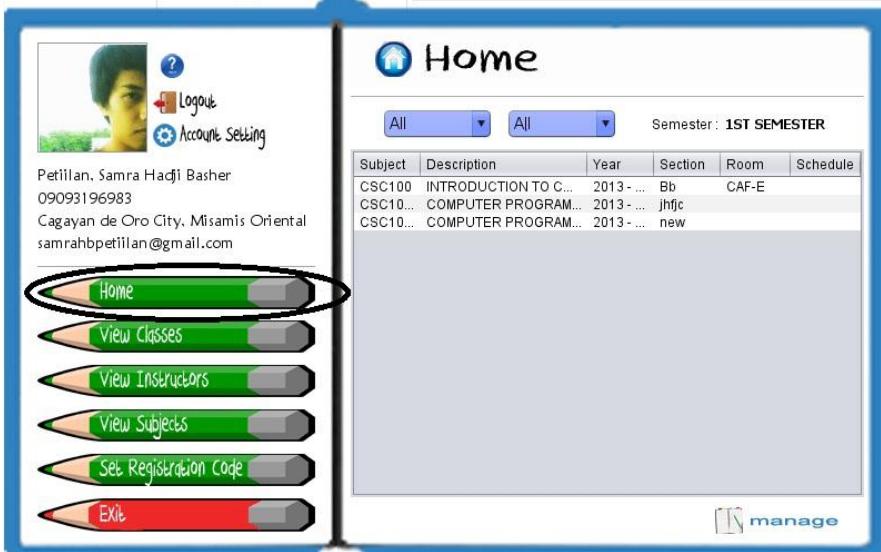
Step7. Click the **submit** button.

This screenshot is identical to the previous one, showing the "update record" page with the "Perfect Score" input field highlighted. The "submit" button at the bottom of the form is now circled in red, indicating it is the next step to be clicked.

The system will then prompt a confirmation message.

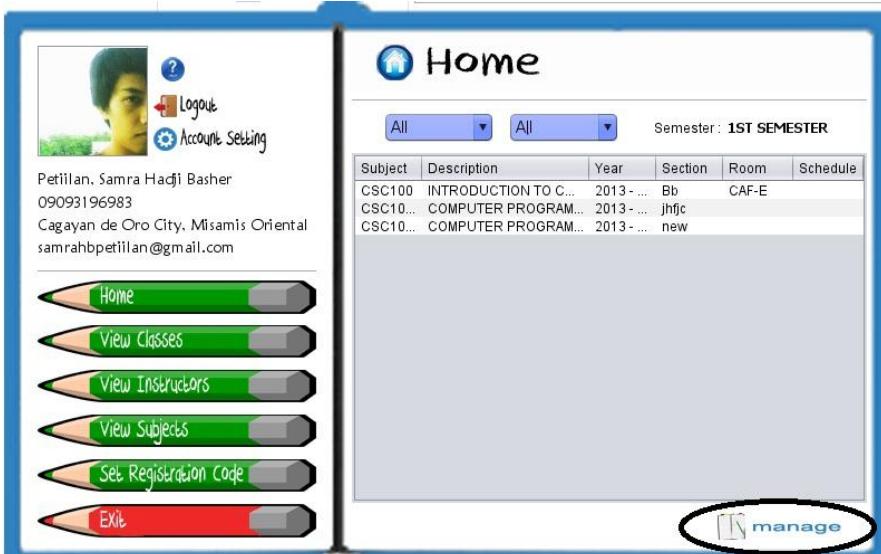
How to edit grading system?

Step1. Click the **Home** button from the navigation area if you're not in the home page.



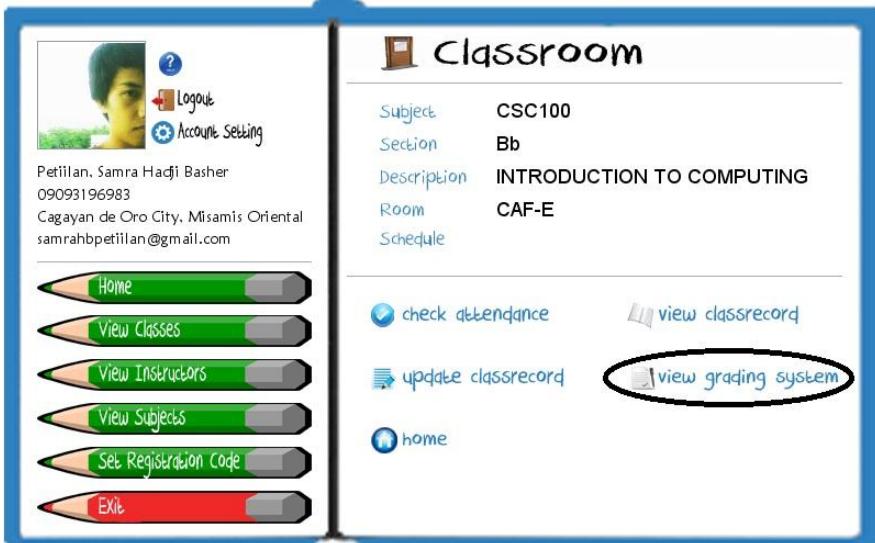
Step2. Select the class you wish to manage from the classes' list table in the home frame.

Step3. Select the **manage** button at the bottom of the home frame, below the classes' list table.

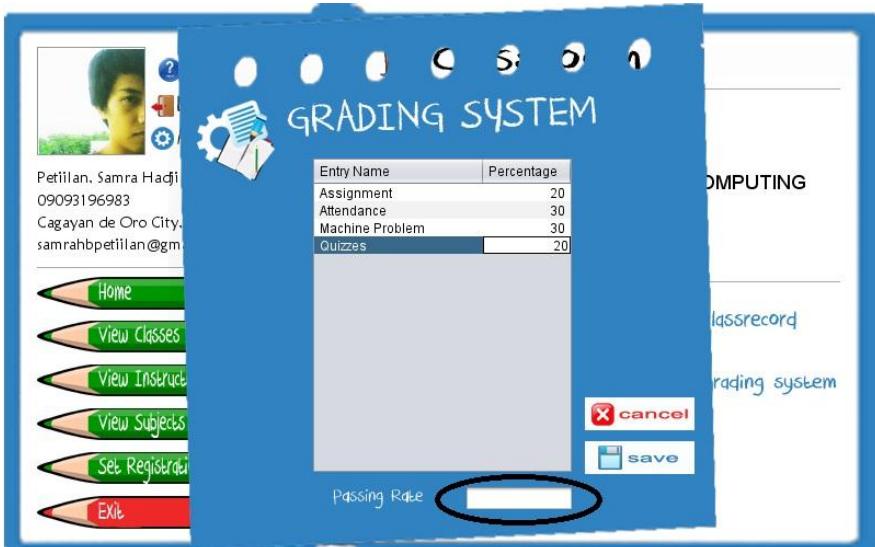


If the class has already been setup, the manage class frame will be displayed.

Step4. Click the **view grading system** button.



Step5. Edit the percentage of the entries you wish to change and type in the new passing rate of the class in the **passing rate** text field if you wish to change it as well.



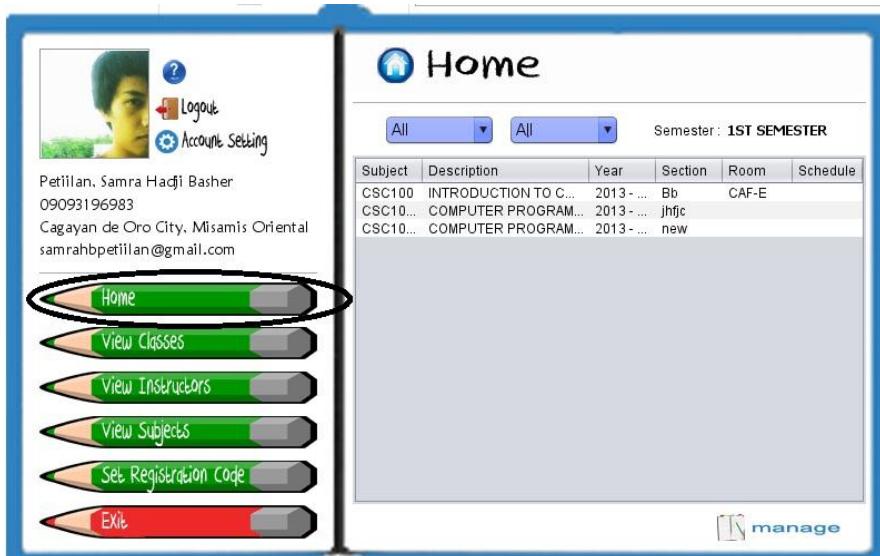
Step 6. Click the **save** button.



The system will then prompt a confirmation message.

How to view classrecord?

Step1. Click the **Home** button from the navigation area if you're not in the home page.



Step2. Select the class you wish to manage from the classes' list table in the home frame.

Step3. Select the **manage** button at the bottom of the home frame, below the classes' list table.

The screenshot shows a user profile on the left with a photo, name, ID, and contact information. Below is a sidebar with six buttons: Home, View Classes, View Instructors, View Subjects, Set Registration Code, and Exit. The main area is titled 'Home' with a 'Subject' dropdown set to 'All'. A table lists three classes: CSC100, CSC10..., and CSC10... under 'COMPUTER PROGRAM...'. At the bottom right is a blue button labeled 'manage' with a small icon.

Subject	Description	Year	Section	Room	Schedule
CSC100	INTRODUCTION TO C...	2013 - ...	Bb	CAF-E	
CSC10...	COMPUTER PROGRAM...	2013 - ...	jhfc		
CSC10...	COMPUTER PROGRAM...	2013 - ...	new		

If the class has already been setup, the manage class frame will be displayed.

Step4. Click the **view classrecord** button.

The screenshot shows a user profile on the left with a photo, name, ID, and contact information. Below is a sidebar with six buttons: Home, View Classes, View Instructors, View Subjects, Set Registration Code, and Exit. The main area is titled 'Classroom' and displays class details: Subject (CSC100), Section (Bb), Description (INTRODUCTION TO COMPUTING), Room (CAF-E), and Schedule. Below the details are four buttons: check attendance, view classrecord (circled in black), update classrecord, and view grading system. There is also a 'home' link.

Subject	CSC100
Section	Bb
Description	INTRODUCTION TO COMPUTING
Room	CAF-E
Schedule	

The system will then display the classrecord frame.

This screenshot shows the 'Class Record' application interface. At the top, there are fields for 'Subject : CSC100', 'Section : Bb', 'Instructor : Petilan, Samra Hadji Basher', and 'Schedule :'. Below these are five tabs: 'Summary' (selected), 'Assignment', 'Attendance', 'MachineProblem', and 'Quizzes'. A table displays student records with columns for ID Number, Student Name, Assignment(20%), Attendance(30%), MachineProblem(30%), and Quizzes. The data includes a 'Perfect Score' row and three student entries. At the bottom are 'print record' and 'exit' buttons.

ID Number	Student Name	Assignment(20%)	Attendance(30%)	MachineProblem(30%)	Quizzes
Perfect Score		15	4	50	30
200945490	LAZIM, Jabalnur Namoc	13 (17%)	4 (30%)	40 (24%)	19 (1)
200953019	PETILAN, Samra Hadji Basher	14 (19%)	3 (22%)	41 (25%)	21 (1)
200956038	RASUMAN, Elmer Veligano	12 (16%)	4 (30%)	45 (27%)	22 (1)

How to print classrecord?

See *how to view classrecord?* to get to the classrecord frame.

Step1. From the classrecord frame, click the **print record** button.

This screenshot is identical to the previous one, showing the 'Class Record' application interface. However, the 'print record' button at the bottom left is highlighted with a blue oval.

The system will then display the print preview.

Step2. Click the **print** button.

IV. Administrator Module

IV.I Managing Classes

How to add a class?

Step1. Click the **view classes** button in the navigation area.



Step2. Select the subject of the class you want to add from the subject list.

Step3. Click the **offer** button.



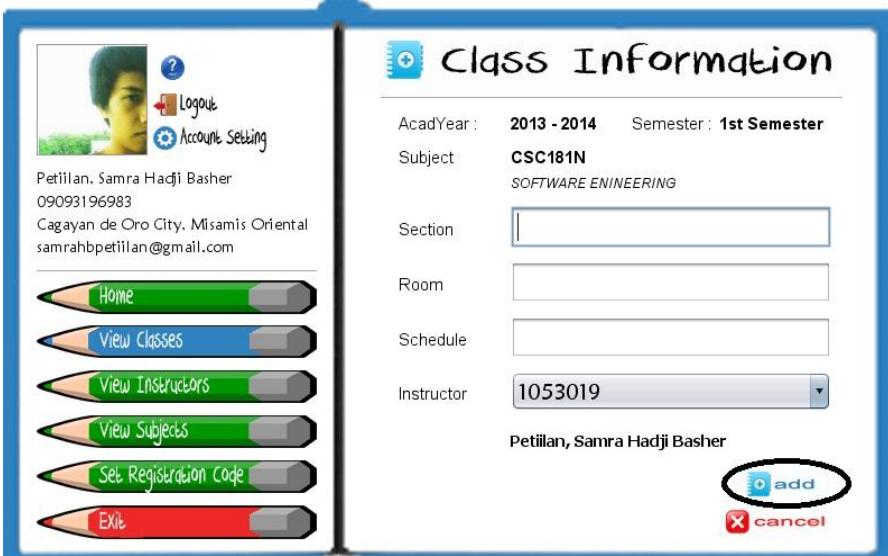
If the subject is already offered, skip step 2 and step 3.

Step4. Select the subject from the offered subject list.

Step5. Click the **add section** button.



Step6. Fill in all the required fields in the add section frame and click the **add** button.



How to edit class?

Step1. Click the **view classes** button in the navigation area.



Step2. Scroll down the classes frame.

Step3. Select the class you want to edit from the classes list and click the **edit** button.



Step4. Edit all the fields you want to change and click the **save** button.



How to delete a class?

Step1. Click the **view classes** button in the navigation area.



Step2. Scroll down the classes frame.

Step3. Select the class you want to edit from the classes list and click the **delete** button.

The screenshot shows a user profile on the left with a photo, name, contact information, and account settings. On the right, a 'Classes' section displays a table with columns for Subject, Description, Section, and Instructor. The table lists several classes, including CSC100, CSC100, CSC181N, and CSC100. At the bottom of the 'Classes' section, there are 'edit' and 'delete' buttons. The 'delete' button is circled in red.

Subject	Description	Section	Instructor
CSC100	INTRODUCTION TO COMP...	Bb	Petilan, Samra Hadji ...
CSC100	INTRODUCTION TO COMP...	FfGg	Petilan, Samra Hadji ...
CSC181N	SOFTWARE ENGINEERING	VWw	Petilan, Samra Baher
CSC100	INTRODUCTION TO COMP...	BbCc	Petilan, Samra Hadji ...

Step4. Select **Yes** when asked for confirmation.

The screenshot shows the same user interface as Step 3. A 'Confirm' dialog box has appeared over the 'Classes' list, asking 'Are you sure?'. There are 'Yes' and 'No' buttons at the bottom of the dialog.

IV.II Managing Subjects

How to add subject?

Step1. Click the **view classes** button in the navigation area.

The screenshot shows a user profile on the left with a photo, name, and contact information. Below the profile is a vertical menu of buttons labeled: Home, View Classes, View Instructors, View Subjects (which is highlighted with a black oval), Set Registration Code, and Exit. To the right is a table titled 'Subjects' with three rows of data. At the bottom are three buttons: add, edit, and delete.

Subject Name	Description	Units	Semester
CSC100	INTRODUCTION TO CO...	3	1st Semester
CSC101N	COMPUTER PROGRAM...	3	2nd Semester
CSC181N	SOFTWARE ENGINEERING	4	1st Semester

Step2. Click the **add** button.

This screenshot is identical to the previous one, but the 'add' button at the bottom left is highlighted with a black oval. The rest of the interface, including the menu, table, and other buttons, remains the same.

Subject Name	Description	Units	Semester
CSC100	INTRODUCTION TO CO...	3	1st Semester
CSC101N	COMPUTER PROGRAM...	3	2nd Semester
CSC181N	SOFTWARE ENGINEERING	4	1st Semester

Step3. Fill in all the required field and click the **add** button.

Subject Information

Subject Code	<input type="text"/>
Description	<input type="text"/>
Units	3
Semester	1st Semester

add **cancel**

How to edit subject?

Step1. Click the **view classes** button in the navigation area.

Subjects

Subject Name	Description	Units	Semester
CSC100	INTRODUCTION TO CO...	3	1st Semester
CSC101N	COMPUTER PROGRAM...	3	2nd Semester
CSC181N	SOFTWARE ENGINEERING	4	1st Semester

add **edit** **delete**

Step2. Select the class you want to edit and click the **edit** button.

The screenshot shows a user profile on the left with a photo, name, and contact information. On the right, a table lists subjects with columns for Subject Name, Description, Units, and Semester. The 'edit' button at the bottom is circled in blue.

Subject Name	Description	Units	Semester
CSC100	INTRODUCTION TO CO...	3	1st Semester
CSC101N	COMPUTER PROGRAM...	3	2nd Semester
CSC181N	SOFTWARE ENGINEERING	4	1st Semester

Step3. Edit all the fields you want to change and click the **save** button.

The screenshot shows the 'Subject Information' form with fields for Subject Code, Description, Units, and Semester. The 'save' button at the bottom right is circled in blue.

Subject Code	CSC181N
Description	SOFTWARE ENGINEERING
Units	4
Semester	1st Semester

How to delete a subject?

Step1. Click the **view classes** button in the navigation area.

The screenshot shows the application's main interface. On the left is a sidebar with a user profile picture, a question mark icon, a logout button, and account settings. Below this is contact information: Petilan, Samra Hadji Basher, 09093196983, Cagayan de Oro City, Misamis Oriental, samrahbpetilan@gmail.com. A list of navigation buttons includes Home, View Classes (which is highlighted in blue), View Instructors, View Subjects (with a blue pencil icon), Set Registration Code, and Exit. On the right, the 'Subjects' page is displayed with a search bar and a table. The table has columns for Subject Name, Description, Units, and Semester. It lists three subjects: CSC100 (Introduction to CO...), CSC101N (Computer Program...), and CSC181N (Software Engineering). The 'View Subjects' button in the sidebar is circled in red.

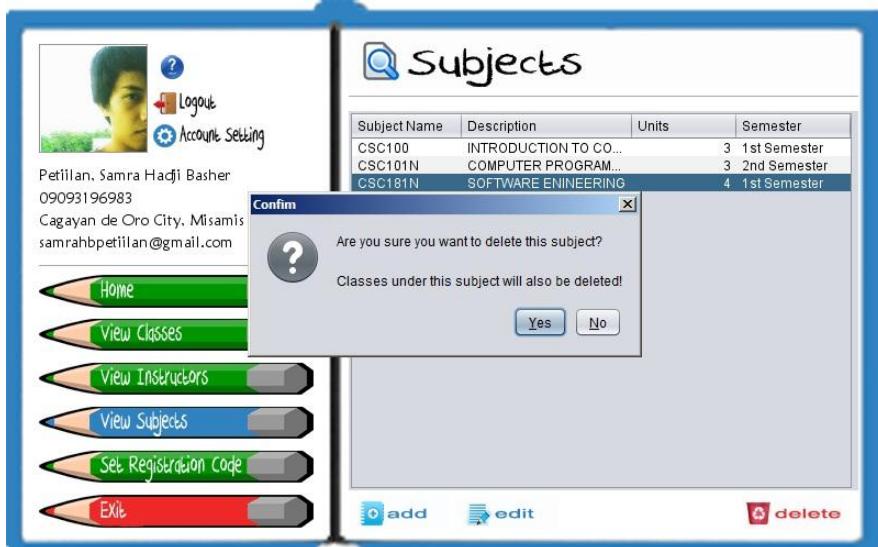
Subject Name	Description	Units	Semester
CSC100	INTRODUCTION TO CO...	3	1st Semester
CSC101N	COMPUTER PROGRAM...	3	2nd Semester
CSC181N	SOFTWARE ENGINEERING	4	1st Semester

Step2. Select the class you want to delete and click the **delete** button.

This screenshot shows the same application interface as the previous one, but with a focus on the 'delete' button. The 'View Subjects' button in the sidebar is circled in red. The 'Subjects' page on the right shows the same table of three subjects. The 'delete' button at the bottom right of the table is also circled in red.

Subject Name	Description	Units	Semester
CSC100	INTRODUCTION TO CO...	3	1st Semester
CSC101N	COMPUTER PROGRAM...	3	2nd Semester
CSC181N	SOFTWARE ENGINEERING	4	1st Semester

Step3. Select Yes when asked for confirmation.



IV.III Managing Faculty Members

How to promote a faculty member?

Step1. Click the **view instructors** button in the navigation area.



Step2. Select the faculty member you want to promote from the faculty list and click the **view profile** button.



Step3. Click the **promote** button.



Step4. Select Yes when asked for confirmation.



How to reset a user's password?

Step1. Click the **view instructors** button in the navigation area.



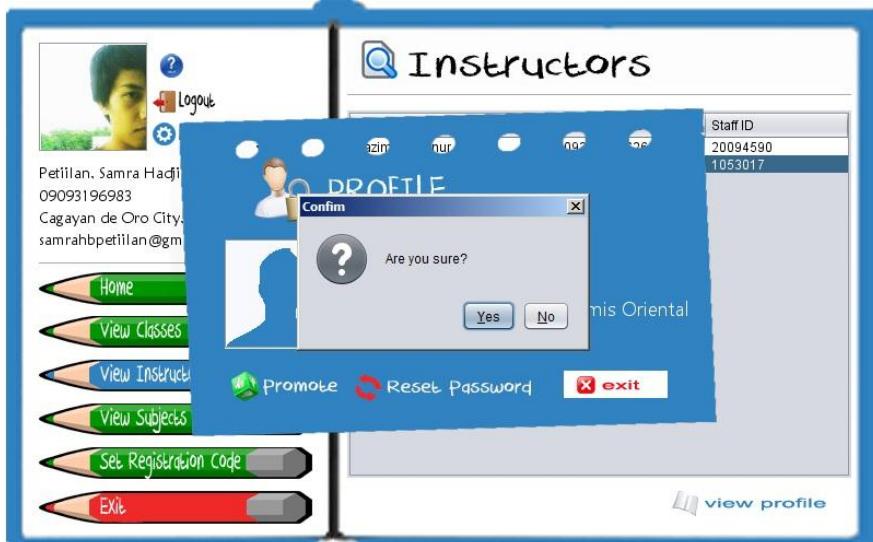
Step2. Select a user from the faculty list and click the **view profile** button.



Step3. Click the **reset password** button.



Step4. Select Yes when asked for confirmation.



IV.IV Setting up the system registration code

Step1. Click the set registration code button in the navigation area.

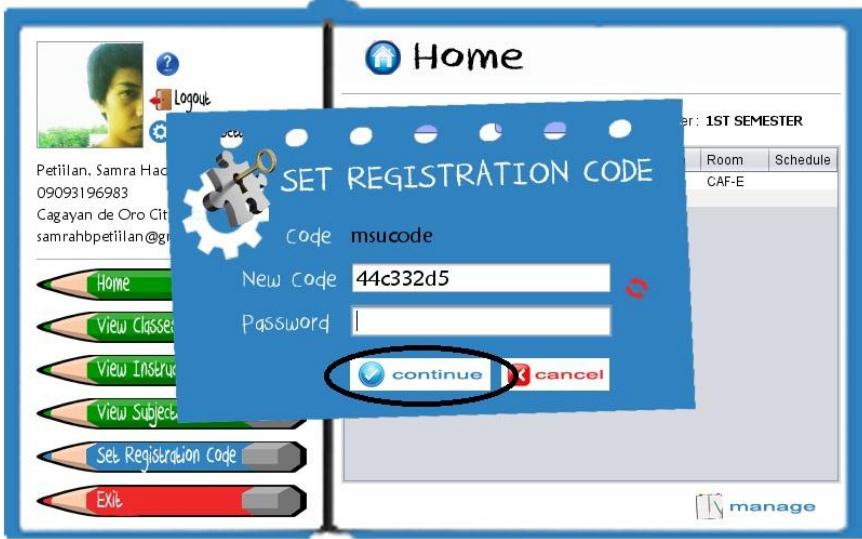


Step2. Type in the new registration code in the new code field and your password in the password field.

Additionally, you may click the red button on the right side of the frame to help you generate a code.



Step3. Click the **continue** button.



The system will then prompt a confirmation message.