Student Database Application

User Manual

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# Application Description

This application serves as a reporting interface for various features included in the Online Enrollment System (ONES). It provides charting and analysis features of grades and student achievement, as well as special needs.

This application requires a connection to Students202001.accdb for proper function. The application does not run without this database.

# A picture containing table Description automatically generatedHome Screen

In the Home tab of the spreadsheet, click on to begin.

The following screen should appear:

A screenshot of a cell phone

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This is the dashboard for the application and serves as the starting point for all actions.

## Student List

Populates a new worksheet with a list of current students, taken from the database. Includes First/Last name, email address, and city.

## Add Student

Adds a new student to the bottom of the student list (if already populated – see 1.). Automatically creates a new student list if not populated.

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1. Enter a first and last name, email address, and student number. Click OK.

## Class Enrollments

Requires a CRN.

Displays the total students enrolled in a selected course. Includes the course title and course code.

1. Enter a CRN and click OK.

## Course Failures

Displays a list of student names, ID, and final grades for students who scored <50% overall in a selected course.

Provides a window for the user to select courses.

1. Select a course and subsequent term from the window that appears and click OK.

NOTE: If a course is unavailable or contains incomplete data, the list will not be generated.

## Combine Grades

Requires a CRN.

Displays a list of student names, CRN, and final grades for students currently enrolled in a given course.

1. Enter a CRN and click OK.

## Peanut Allergies

Displays the current number of students with a peanut allergy.

## Special Circumstances

Displays the current number of students who are flagged with a special circumstance. Displays first name, last name, address.

## Generate Report

Produces a report listing all enrolled students, their final grades, the average final grade, standard deviation, median, and mode. Generates a chart of grades for visual appearance. The report is generated as a Word document and saved as Grades Report.docx.

1. Select a course and subsequent term from the window that appears and click OK.
2. A report will be generated and opened in Microsoft Word.

NOTE: If a course is unavailable or contains incomplete data, the report will not be generated.

# Common Application Errors

## Database not Found

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Description automatically generated

Symptom: The system could not find the database or access is denied. The application will not function without the database.

Steps:

1. Check that the database is located in the same folder as the application.
2. Verify that the name of the database is: Students202001.accdb
3. Verify that the database is not corrupted.

## Report not Created

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Description automatically generated

Symptom: The database returned no information to develop a report.

NOTE: This error applies to course failures.

Steps:

1. Verify that students are enrolled in the system for the specified CRN.
2. Verify that student grades are populated in the database for the specified CRN.

## Invalid Student Number

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Description automatically generated

Symptom: An incorrect input was detected. Student numbers and CRN require integer numbers only. Symbols and alphabetic characters are not allowed.

NOTE: This error also applies to entering CRN numbers.

Steps:

1. Please enter a numeric character only.