USER'S MANUAL

SCORE MANAGER

1.0 GENERAL INFORMATION

General Information section explains in general terms the system and the purpose for which it is intended.

1.1 System Overview

Score Manager is an application designed for instructors and teachers to help them facilitate the recording and verification of scores. The application saves data collected to a serverless database. Score manager operates on Windows x86 operating system.

1.2 Organization of the Manual

The user's manual consists of five sections: General Information, System Summary, Getting Started, Using the System, and Score Verification.

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration and user access levels.

Getting Started section explains how to get Score Manager and install it on the device. The section also shows all the features of the system.

Using the System section provides a detailed description of system functions.

Figures section provides the actual interface of the software.

2.0 SYSTEM SUMMARY

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration and user access levels.

2.1 System Configuration

Score Manager operates on desktop and laptop computers with Microsoft Windows operating system. It is compatible with Windows Vista SP2, Windows 7 SP1 and higher versions. The software mainly does not require internet connection in order to save data to database. Internet will only be used to connect to smtp servers for score verification through emails. After installation on the device. You need to get a license key from the developers for the software to work.

2.2 User Access Levels

Only registered users can use the software.

3.0 GETTING STARTED

General Information section explains in general terms the system and the purpose for which it is intended.

3.1 Installation

When installing the software, the recommended operating systems are Windows Vista SP2, Windows 7 SP1, and up to the latest version. The software hardware requirements are as follows:

- At least 1 GHz processor
- At least 512 MB of RAM
- At least 10 MB of available hard disk space (x86)

The software's target framework is .NET Framework 4.6.1 and target platform is x86.

3.2 Registration and Logging In

After installing the software, the program will prompt the user to register and request for a license key. The device must be connected to the Internet to complete this request. After registration, please wait for the software developer to notice your request within, within 24 hours, you will receive an email with your license key and credentials. One license key per device only. It cannot be used or shared with any other computer unless deactivated.

3.3 Main Features

Score Manager consists of three main features: Class/Exam creation, Managing of scores, and Verification of scores. These features can be accessed by clicking them in the quick navigation which is located at the bottom of the window as shown in Figure 1.

3.3.1 Creating an Exam/Class

Step 1. Navigate on the quick navigation menu and click **PREFERENCES** to switch the view to Preferences page. It will show the list of exams/classes and terms which are available and also the scores of the students enrolled to that exam/class.

Step 2. Click the **EXAM CONFIG** at the top of the page as shown in Figure 2. Manage Exams window will appear.

Step 3. In Figure 3, it will show us the lists of exams as well as the terms and subjects associated in that exam. To add an exam, navigate to the exams section and enter the name of the exam/class and click ok. To add a term or semester, you must first select an

exam in the exams section and select the term that you want to add and click ok. If the term is not yet in the combobox, click the **'+'** button to add a new one or you can go back to the preferences page and click the **TERM CONFIG**. To add the subjects, select an exam and type in the subjects associated in that exam/class.

3.3.1.1 Enrollment of Students to an Exam/Class

Step 1. On the DASHBOARD page, choose an exam and term and click the **CLASS LIST** icon which is located at the top right corner of the page. The enrollment page will appear as shown in Figure 4.

Step 2. You can add students one-by-one manually or by importing a list of students from an excel file. You can edit the information of each one of the students by double-clicking on their names in the list. Click Save after you are done adding all the students.

3.3.2 Managing Scores / Grading of Students

Step 1. Navigate on the quick navigation menu and click **SCORES** to switch the view to Scores page.

Step 2. Choose an exam/class and term and on the Edit Scores section, click a cell in the column of subjects and enter the score or grade you want for that student.

Step 3. Click Save after you are done editing the scores.

3.3.3 Score Verification

Step 1. Navigate on the quick navigation menu and click **VERIFY** to switch the view to Verify page.

Step 2. In Figure 6, students can verify their scores through onsite or by sending them an email. Enter the student number and click OK. All exams/class where the student was enrolled on will be shown. Select a term and it will show all the scores in that exam.

Step 3. For email method, choose an exam and term and click the **MAIL SCORE** which is located at the top right corner of the page. It will send the data to the email address of the selected student.

Step 4. For bulk verification or score verification for the whole exam/class by email, go the DASHBOARD page, select an exam/class and term and click **MAIL SCORES** which is located at the top right corner of the page.

4.0 USING THE SYSTEM

Using the System section provides a detailed description of system functions.

4.1 LICENSING

Score Manager can only handle one account per device. Perpetual licensing can be provided for people (e.g. instructors, teachers) who needs this kind of program. This program was made only for the completion of requirement for MICROSOFT .NET TECHNOLOGY 1 (COE181P / E02). We, the developers can provide support if ever the user find this software effective and useful.

4.2 DATA

All data of the exams/classes, terms, students, email credentials, etc. are locally stored on the device hard disk except for the user's information which he/she used to register for license. We ensure the safety of the user's information and the data he/she provides in the application.

4.3 ONLINE AND OFFLINE CAPABILITIES

Score Manager is an application which uses internet connection only to send emails, register for a license and activate/deactivate license. All other operations and functions are done without using the Internet since the database is stored in local file.

5.0 FIGURES

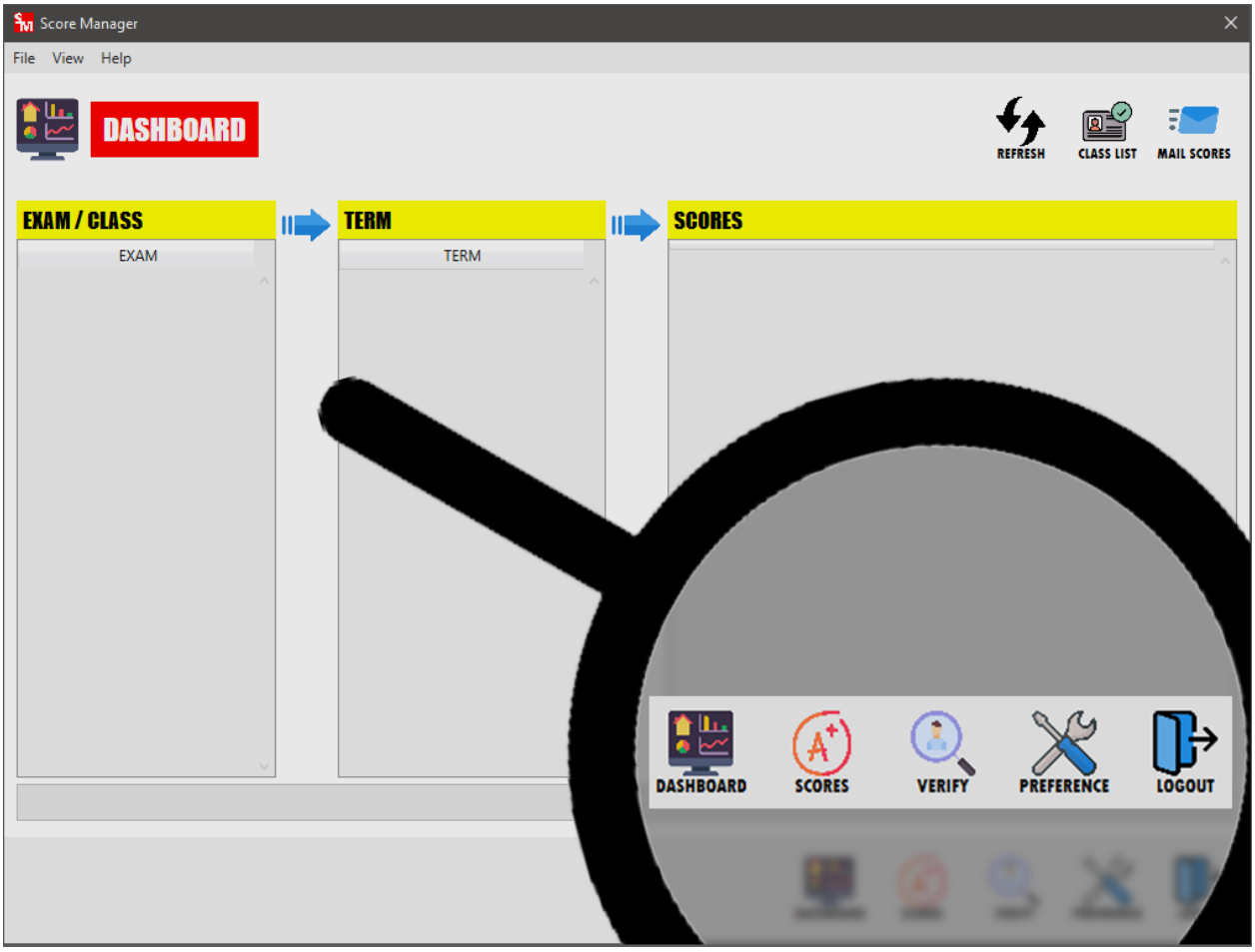

Figure 1. Quick Navigation Menu

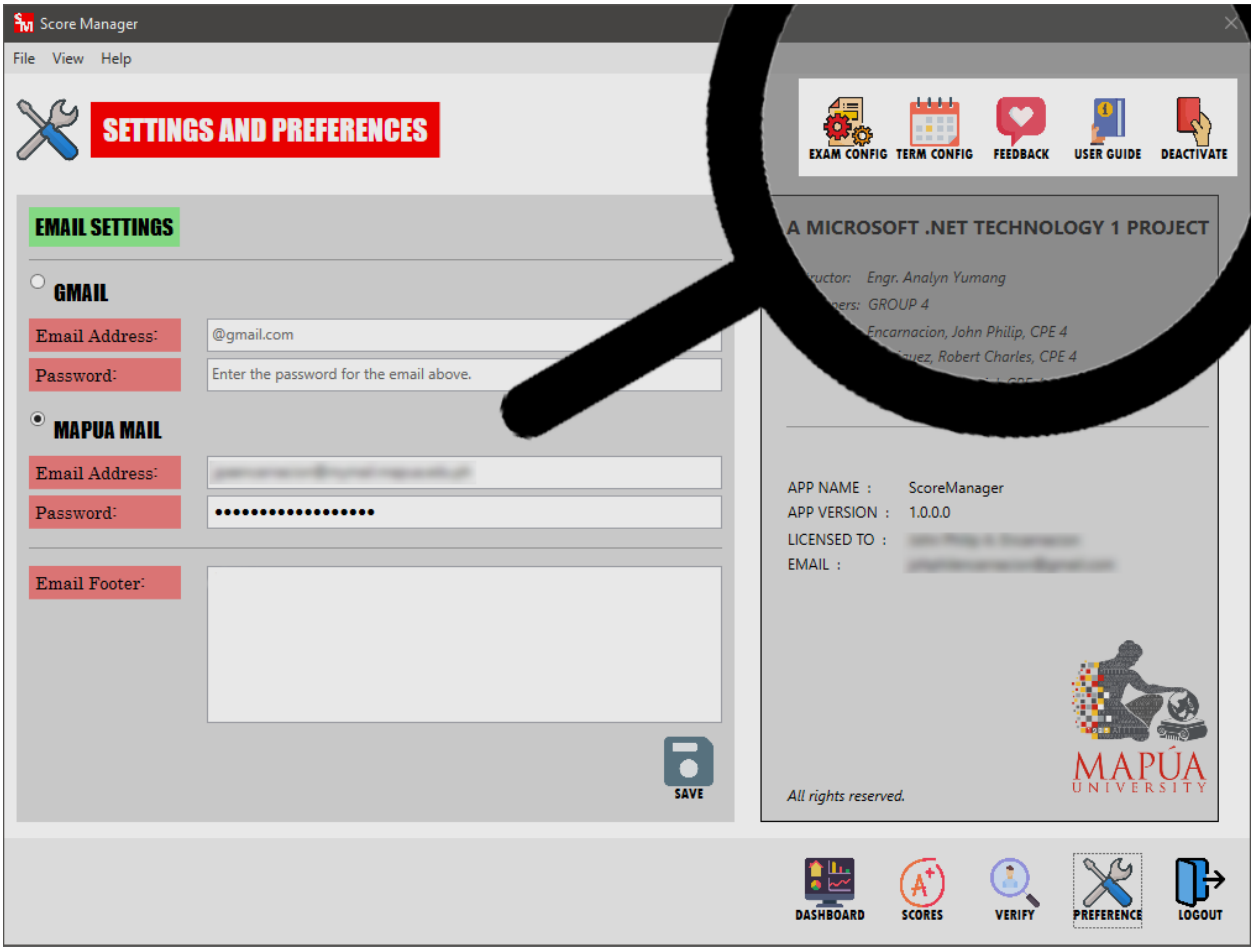

Figure 2. Preferences Page

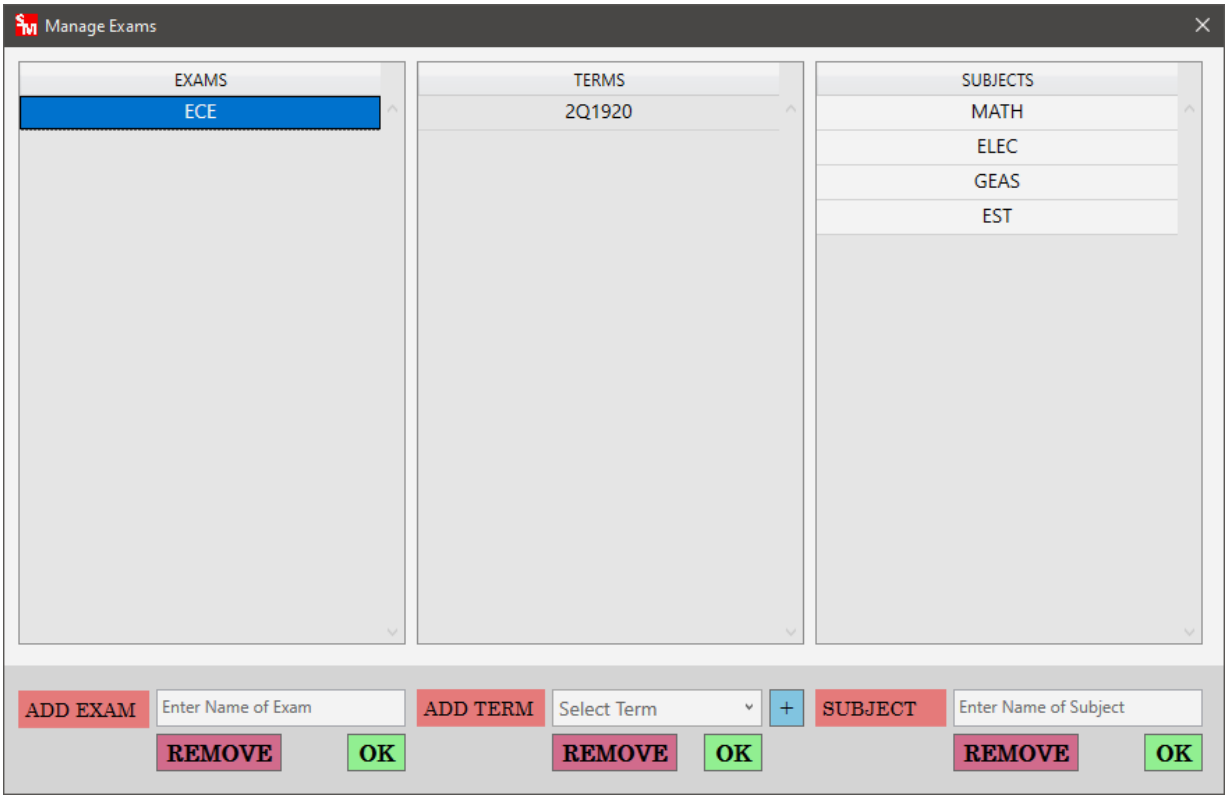

Figure 3. Manage Exams Window

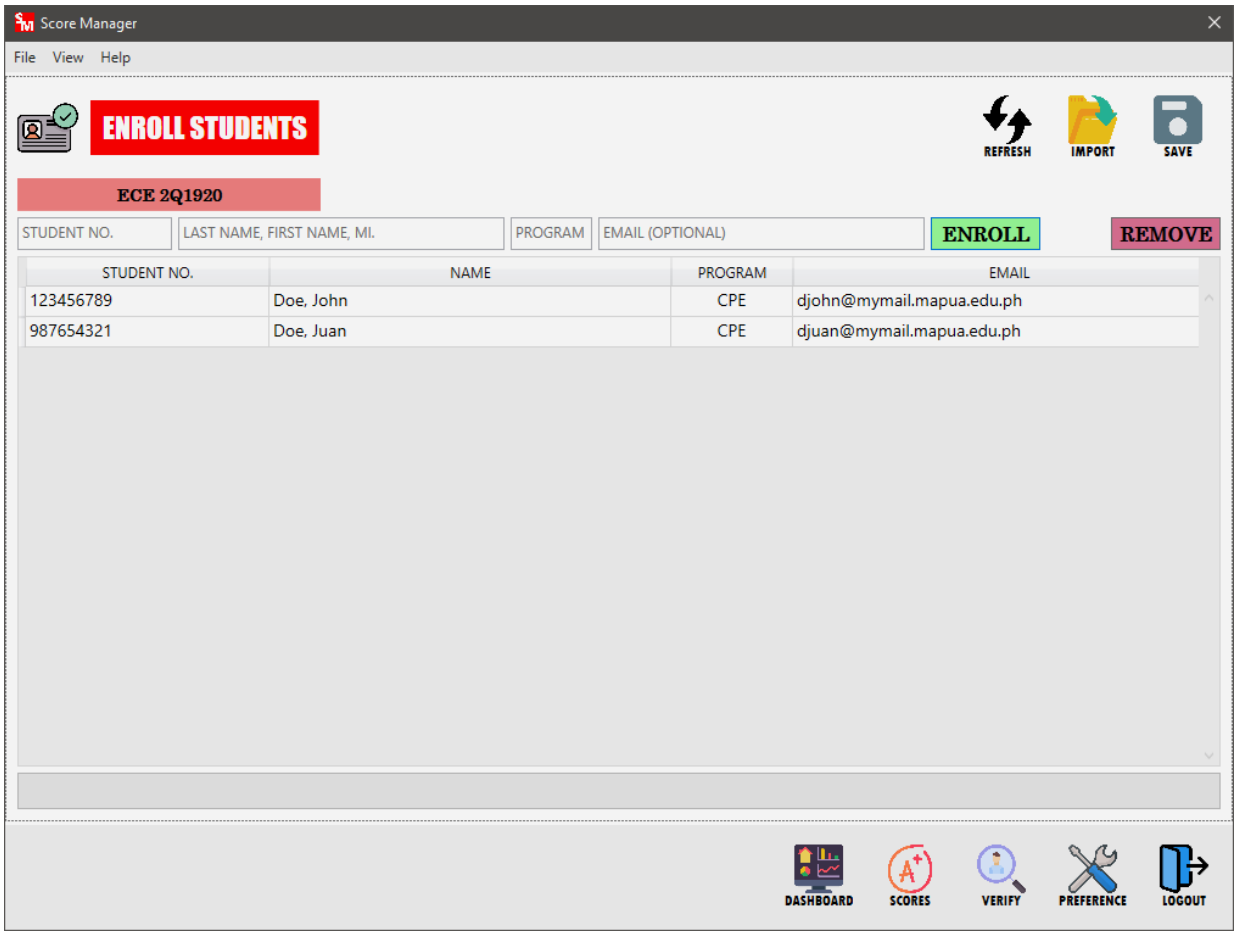

Figure 4. Enrollment

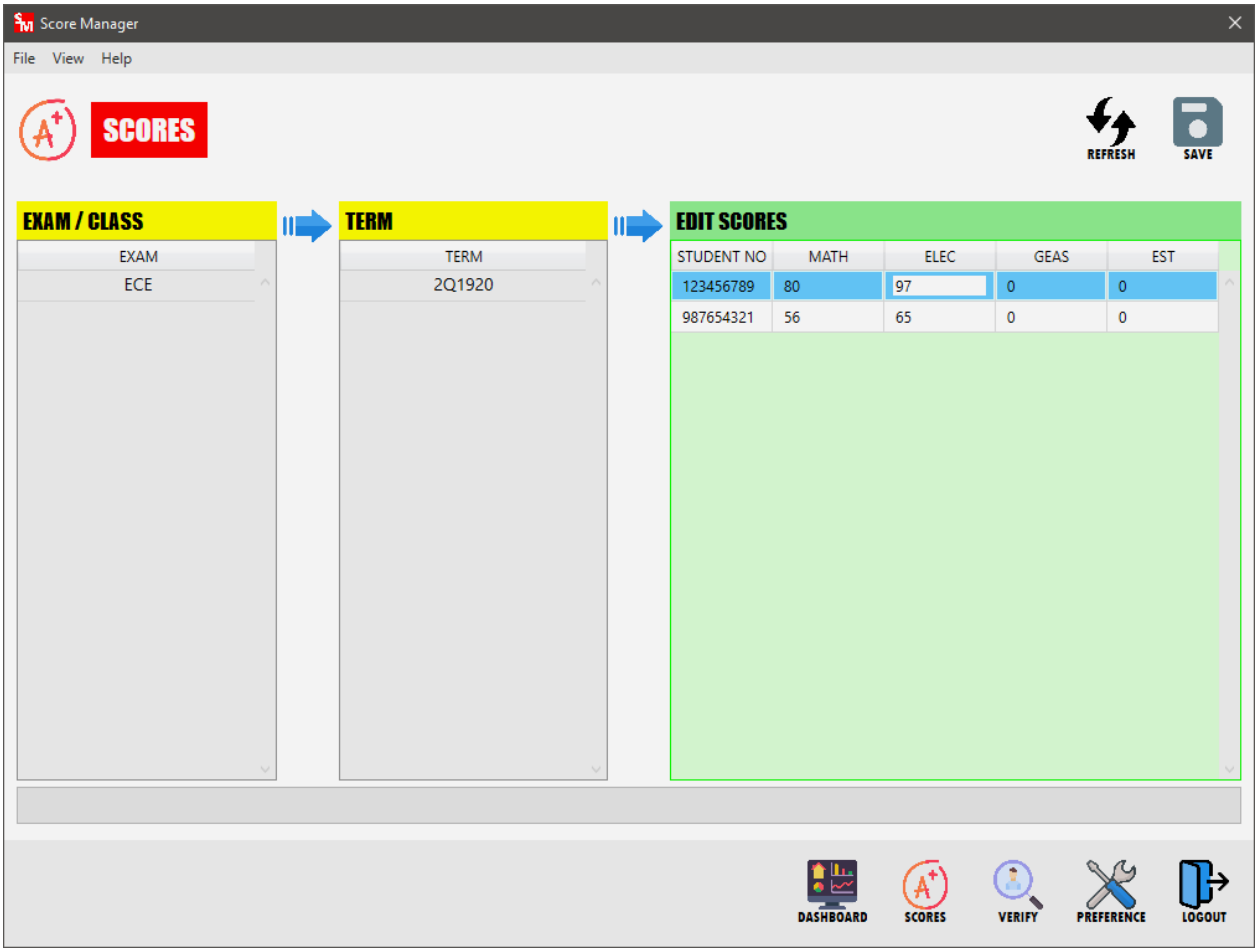

Figure 5. Grading / Scores Management

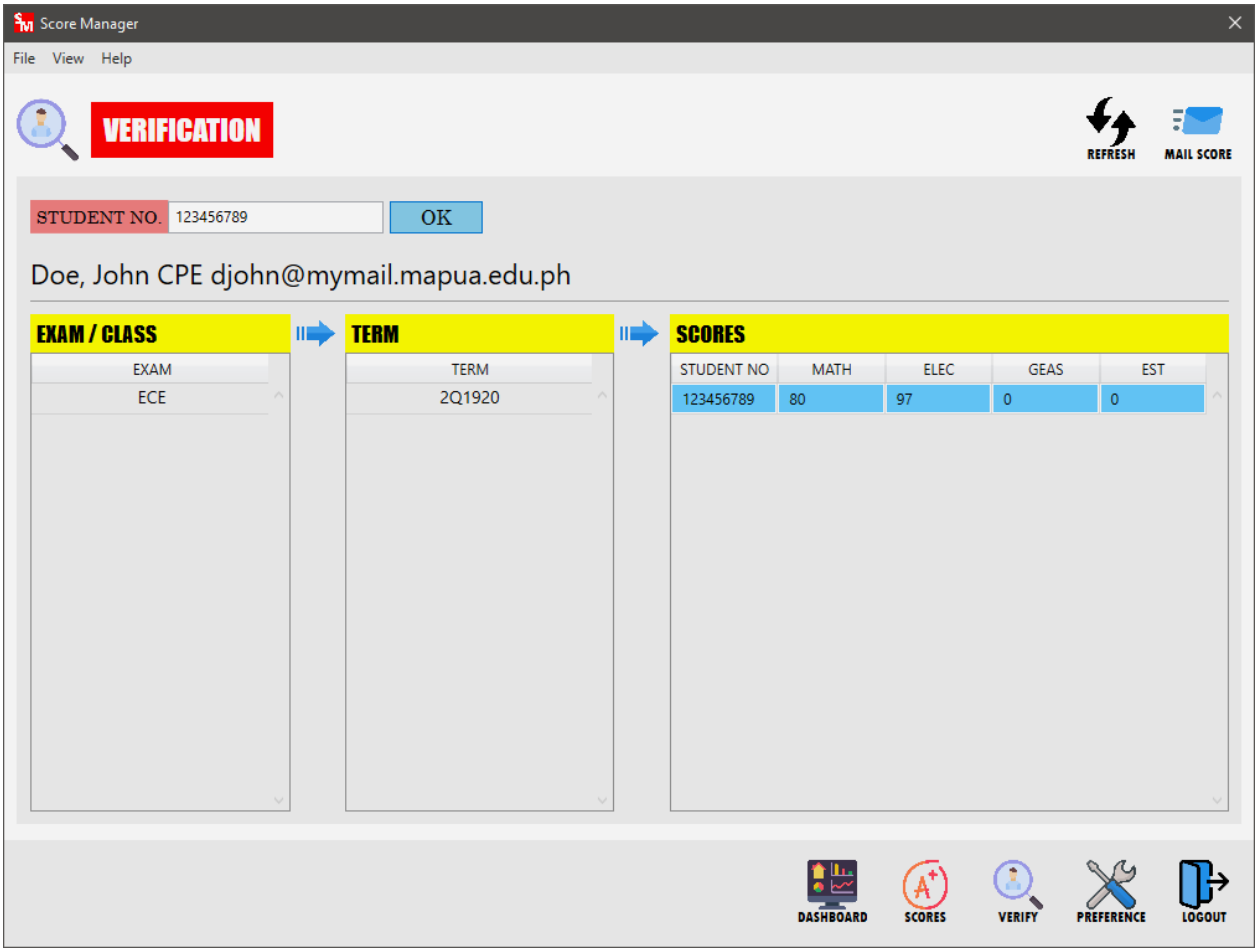

Figure 6. Verification of Scores

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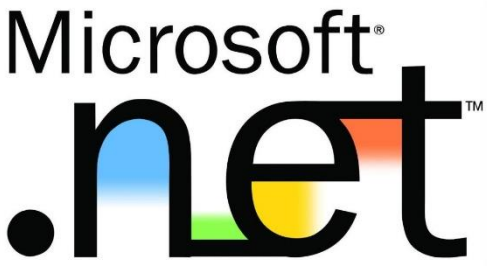
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