User Documentation

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1.0 Overview

Cold-Call Assist enables a user to employ the "cold calling" method. Four random student names are displayed, and the user can:

- Highlight student names with left and right arrow keys.
- Remove student names with the down arrow key.
- Remove and flag student names with the up arrow key.
- Export information regarding the amount of times a student has been called or flagged to external files.
- Import student information.

2.0 Installation Instructions

In order to use the Cold Calling software, a computer must be running a recent version Mac OS, such as 10.14 (Mojave), and the computer must have a version of Python 3.3 to 3.7 installed.

The Cold-Call.zip file contains the Cold-Call app as well as the source code. First, unzip the file. Then, there are two different ways to run the software:

Option 1: Open the Cold-Call app by double clicking the icon, as shown in figure 1.

Figure 1: Cold Call icon

This will start up the app and bring you to the Home Menu screen.

Option 2: The second option requires the use of the terminal. First, navigate to the GUI directory located within the Cold-Call directory. Then, run the source code by entering the following command:

```
python3 HOME.py
```

3.0 Using Cold Call Assist

3.1 Home Menu

The Home Menu is the first screen the user encounters. Upon compiling the program or opening the app (via icon) the user will see the home menu, as shown in figure 2:

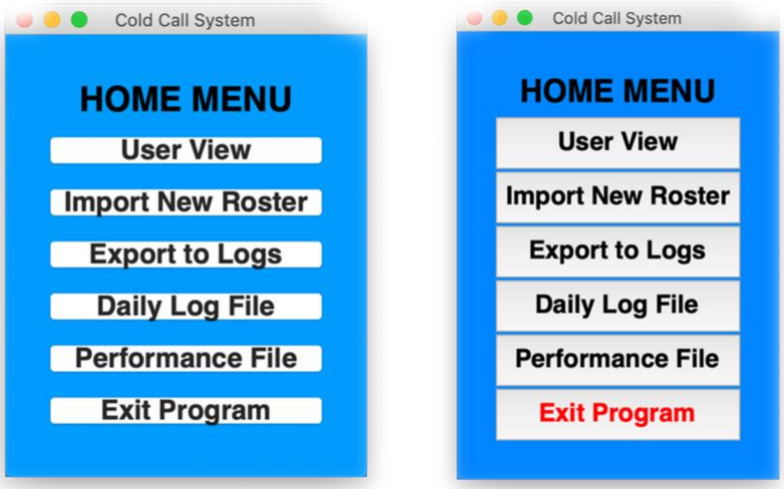

Figure 2: Home Menu Layout. The left menu is from running Python 3.6.4, and the right menu is from running Python 3.7.4

The program works for any version of Python 3.3 to 3.7, but the home menu may differ in appearance depending on what version of Python is installed on the computer. This is due to the tkinter module working slightly differently on different versions of Python, and it is outside our control to accommodate every version. However, the functionality of the Cold-Call Assist software is uniform between each version of Python.

3.2 Importing a Roster File

On the very first startup of the Cold-Call Assist software, the user must import a student roster before the software can generate student names for cold calling. This can be accomplished by either selecting the User View button or the Import New Roster button. If the User View button is pressed, a message, as shown in figure 3, is displayed to inform the user to import a roster.

Figure 3: This menu pops up if the user attempts to click on User View before a roster has been imported.

The student roster must be a .txt file and in the following format:

```
<first_name> <tab> <last_name> <tab> <UO ID> <tab> <email_address>
<tab> <phonetic_spelling> <tab> <reveal_code> <LF>
```

The `<tab>` indicates that the file is tab-delimited. The `<LF>` is a standard Unix line feed character (`\n` on a Mac). The `<reveal_code>` should be set as 0 for every student. The rest of the information is student information. Note that a file named `sample_data.txt` has been included as an example of what such a file should look like. If the program is run by double clicking the app icon, the sample data is located in the "Resources" folder. Otherwise, it is located in the main directory after unzipping the software.

3.3 User View

The User View button will open the main window that displays names for the instructor to cold call on; it will generate four random names from the student roster import file, as shown in figure 4. This window will remain in the foreground of all other windows in order to allow the instructor to, for example, use PowerPoint at the same time. Simply click on this window again to allow the software to register key presses.

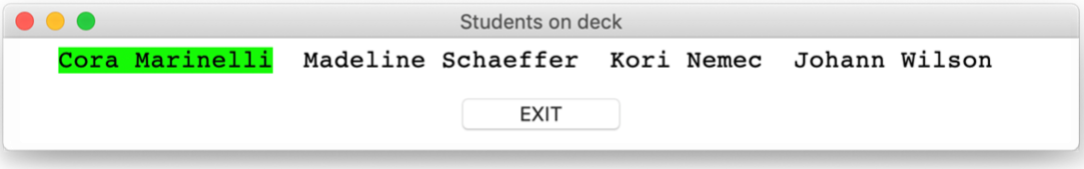

Figure 4: This window is displayed after clicking on User View

To select a different name, press either the right or left arrow key. If the highlighted name is on the far-left, a left key press will highlight the name to the far-right, and if the highlighting is on the far-right, the right arrow key will highlight the far-left name. This wrap around feature facilitates the instructor with selecting a student on the other side of the screen without having to use three arrow key presses.

The up and down arrow keys will remove the highlighted name from the list. The down arrow key removes the student without a flag, and the up arrow key removes and flags the student name. Flagging is used to mark students so that the instructor could, for example, follow up with an email after class, and this flag is reflected in the log files. Once an up or down arrow key is pressed, the highlighted student is removed from the screen. All the names to the right of the previously highlighted name are shifted left by one space, and a new name will appear at the far right. Figure 5 shows the User View right after "Kori Nemec" was selected and removed from the previous screen.

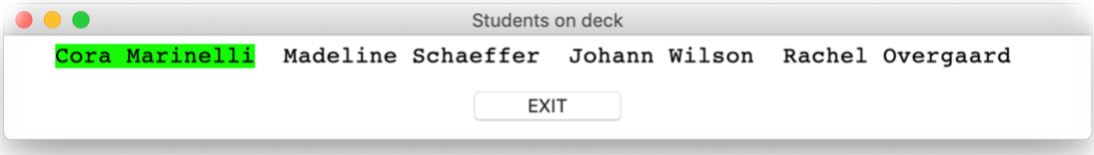

Figure 5: The updated screen after Kori Nemec was removed from the list in figure 4.

Once the instructor is done calling on students for the day, the User View window can be closed by either pressing the EXIT button or by clicking on the red close button on the top left of the screen. The user will then return to the Home Menu.

3.4 Exporting Log Data

Two log files will be generated by clicking on the Export Logs button. This will create a Daily Log file and a Summary Performance File. If the user attempts to select the Daily Log File or Performance File buttons without Exporting Logs, a message will appear as a notification banner at the top right of the screen.

3.5 Daily Log File

The daily log file keeps track of all the students that have been called on for the day. At the top of the file, it will state the date and time of when the file was last modified. This file is tab-delimited, and the following is the format for each student:

```
<Flag><tab> <first_name> <tab> <last_name> <tab> <email_address>
```

The "Flag" field contains an X if a student was flagged, and it is blank if the student was not flagged. The other fields are self-explanatory, and all the fields are separated by a tab. A sample of the file is shown in figure 6 below.

To open the daily log file, press the Daily Log File button on the home menu. Alternatively, if the instructor is using the Cold Call app, the file can be found at:

```
Cold Call.app -> Contents -> Resources -> dailyLogFile.txt
```

If Cold Call Assist is run from outside the app, such as from the terminal, the file `dailyLogFile.txt` is located in the main project directory next to `sample_data.txt`. Upon closing the program, the Daily Log file is saved. The next time the user opens the User View, the Daily Log file is overwritten.

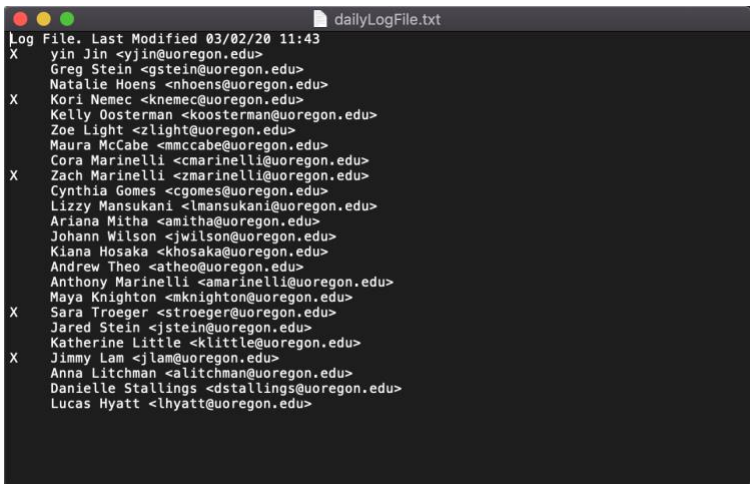

Figure 6: a sample Daily Log File

3.6 Summary Performance File

The Summary Performance File is a term-long summary of students in the class. This file is also created upon pressing Export Logs. The format is tab-delimited and contains:

```
<total_times_called> <tab> <number_of_flags> <tab> <first_name> <tab>
<last_name> <tab> <UO ID> <tab> <email address> <tab>
<phonetic_spelling> <tab> <reveal_code> <tab> <list_of_dates>
```

The following summarizes what each field represents:

total_times_called:	The total number of times the student was called on, flagged or not.
number_of_flags:	The total number of times a student was flagged.
first_name:	The first name of the student.
last_name:	The last name of the student.
UO ID:	The 9-digit UO student number.
Email address:	The email address associated with the student.
Phonetic spelling:	A representation of how to pronounce the name of a student.
Reveal_code:	1 if the student was flagged that day, 0 otherwise.
List_of_dates:	A chronological list of the dates throughout the term that the student was called on.

To open the summary performance file, press the Performance File button on the home menu. Alternatively, if the instructor is using the Cold Call app, the file can be found at:

```
Cold Call.app -> Contents -> Resources -> SummaryPerformanceFile.txt
```

If Cold Call Assist is run from outside the app, such as from the terminal, the file `SummaryPerformanceFile.txt` is located in the main project directory next to `sample_data.txt` and `dailyLogFile.txt`.

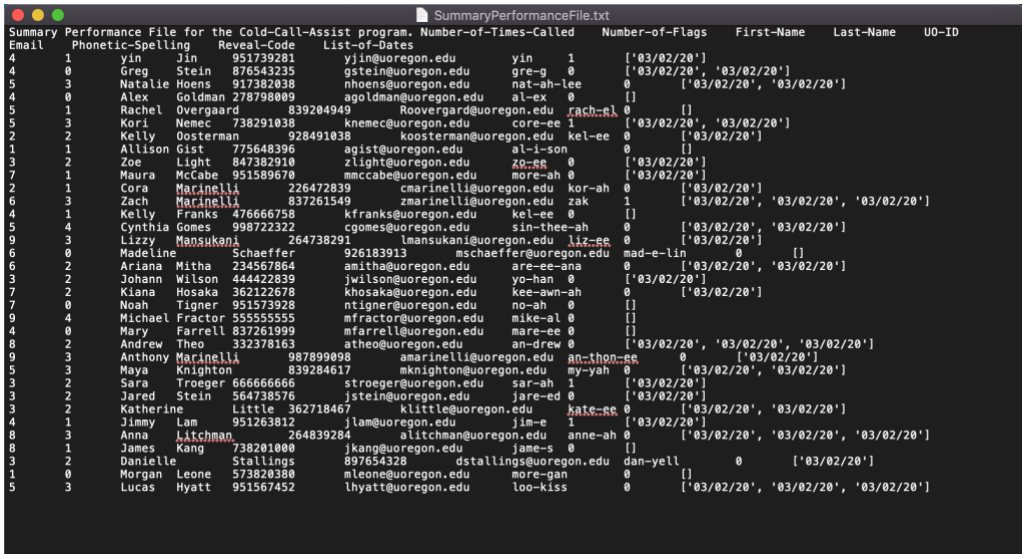

Figure 7: a sample Summary Performance File

Unlike the Daily Log File, the Summary Performance file does not get overwritten each day. It tracks participation for as long as the user would like. Its intention is to help the user grade students on participation at the end of the term.

3.7 Exiting the Program

Once the instructor is done with class, make sure to press Export to Logs from the Home Menu to save the log data for the day. To exit the program, click on either the upper left red x or select Exit Program from the Home Menu.