## MIE Greenbook Database

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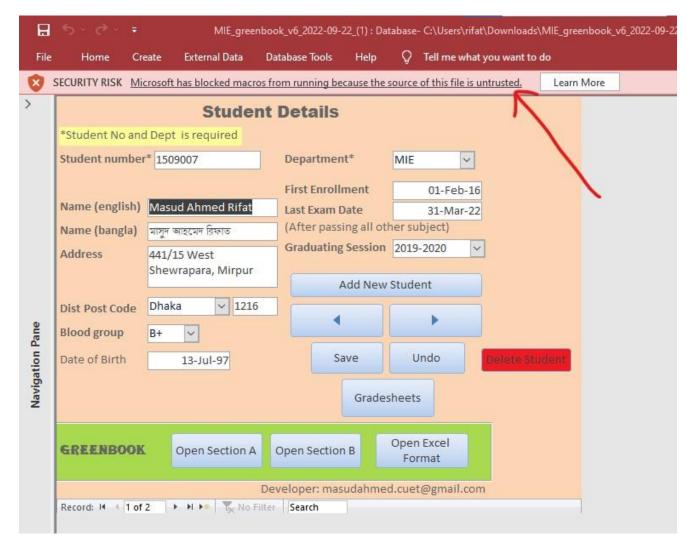
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## Running The Database

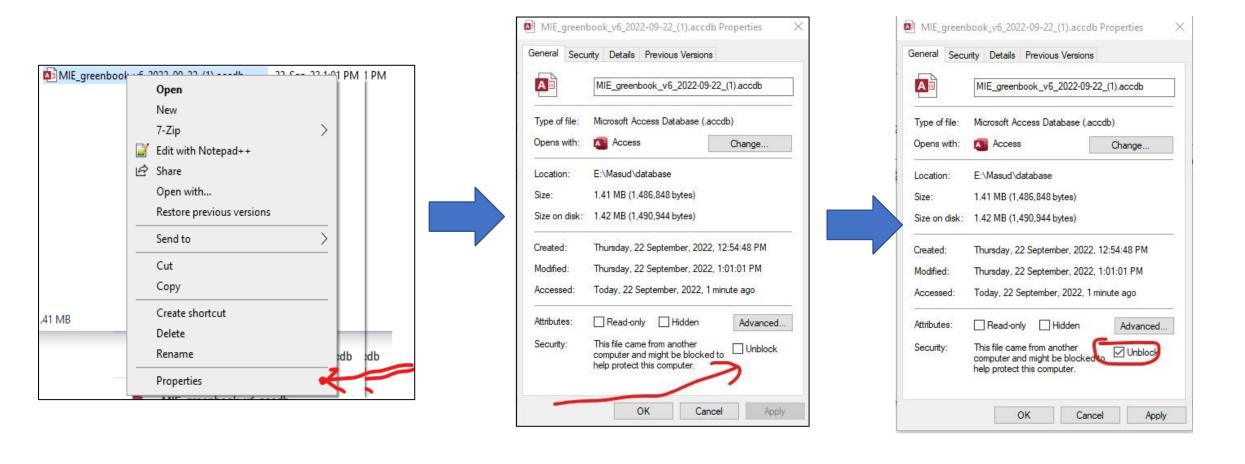
N.B: Access database is a powerful application. So use at your own risk. Also make sure you downloaded the file from trusted source. If possible, download from developer and check file hash for integrity.

## 1.1 Security Warning. File is blocked.

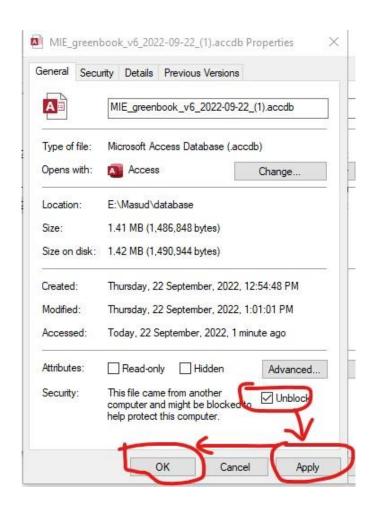
- 1. You need Microsoft Access software installed, to run this database.
- 2. As you download the database from internet, you might need to unblock the file



## 1.2 Unblock the file, in properties.

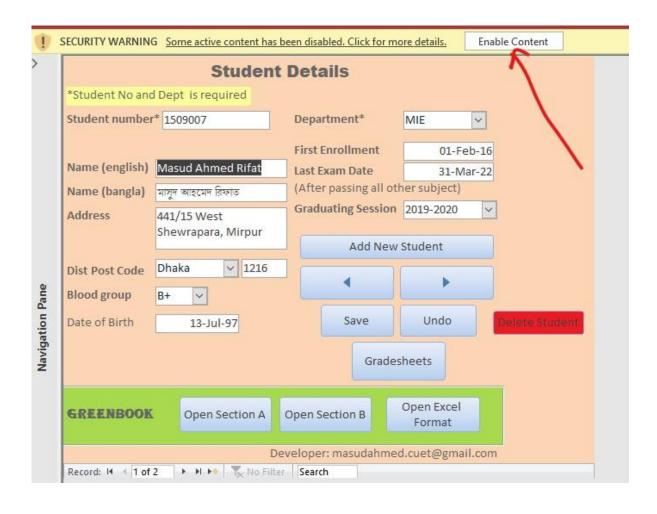


### 1.3 Unblock the file, in properties. Continued.



## 2. Enablel Contents

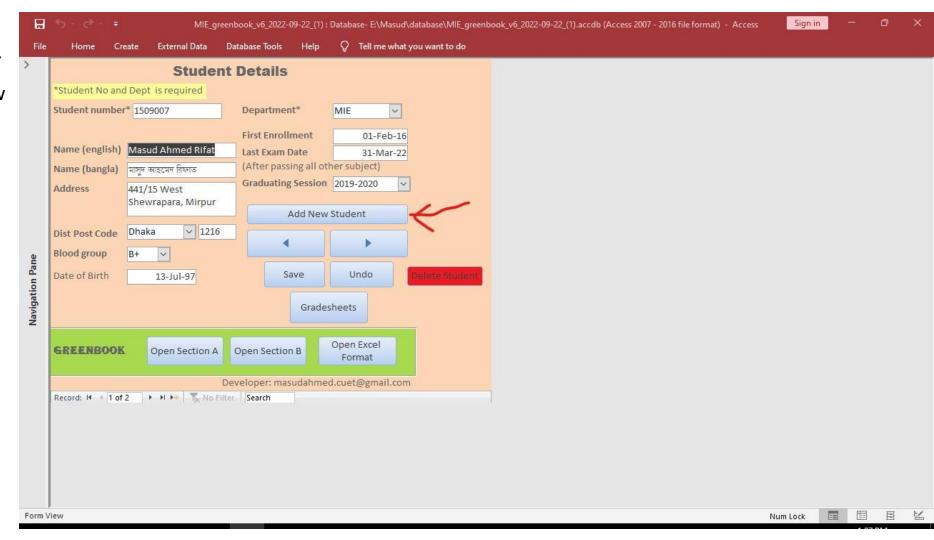
## 2.1 Enable Contents, macros, queries



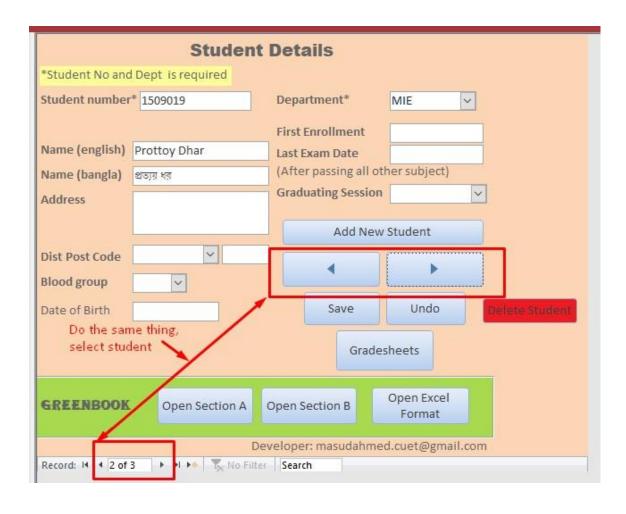
## 3. Student Form

#### 3.1 Student form

- 1. On start, "Student details" form will be opened.
- 2. In this form, select "add new student". This will show blank form
- In this form, you can add, edit and delete student.
- 4. Student number and department; this 2 info is required to create a new student.



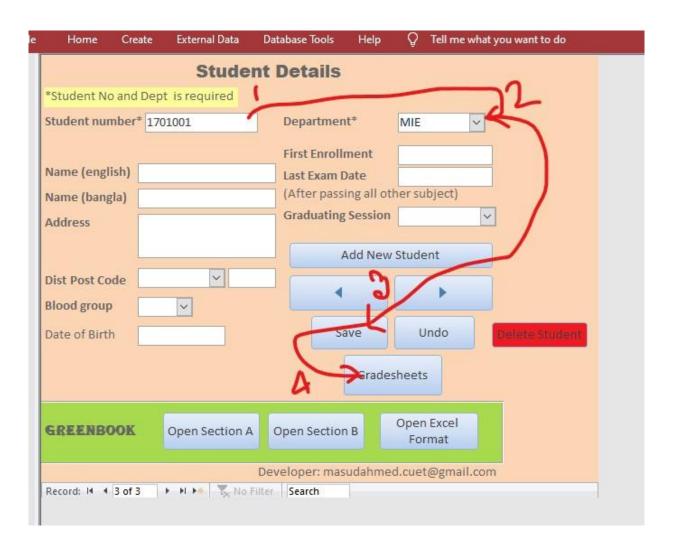
## 3.2 Change between Students



## 4. Add and View Gradesheet

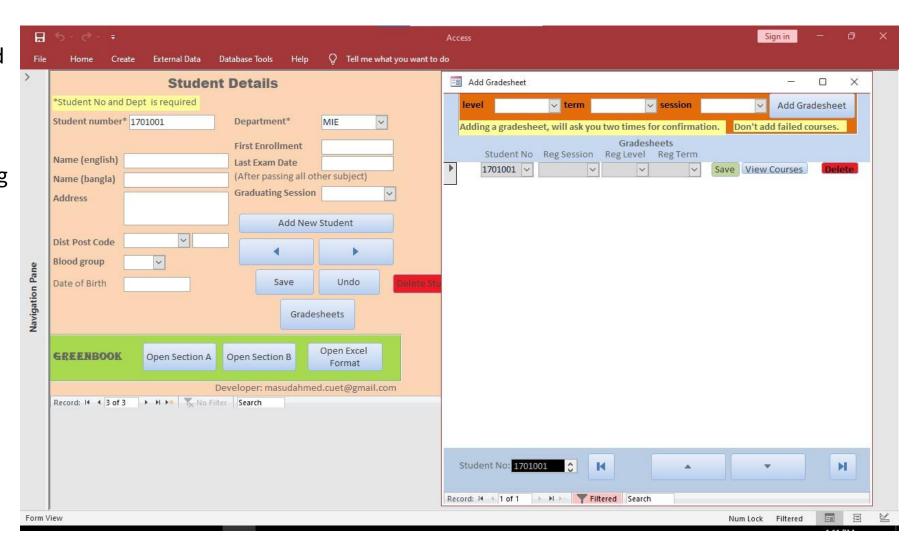
#### 4.1 Gradesheet

- 1. After Entering and saving student info. You can open gradesheets for that student.
- 2. Click "gradesheets". This will open another form. In this form, from the upper most section

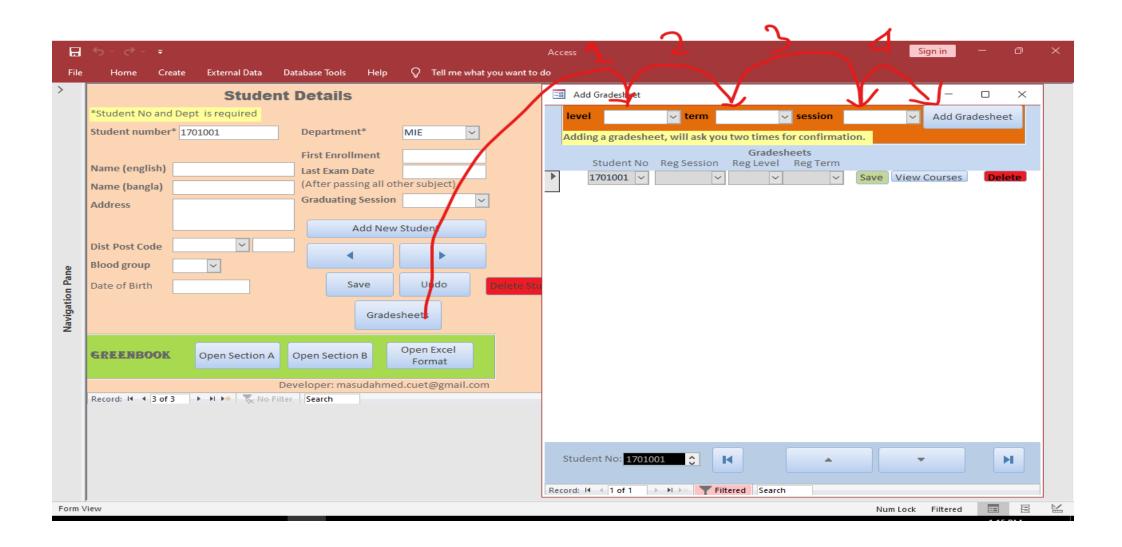


#### 4.2 Gradesheet View

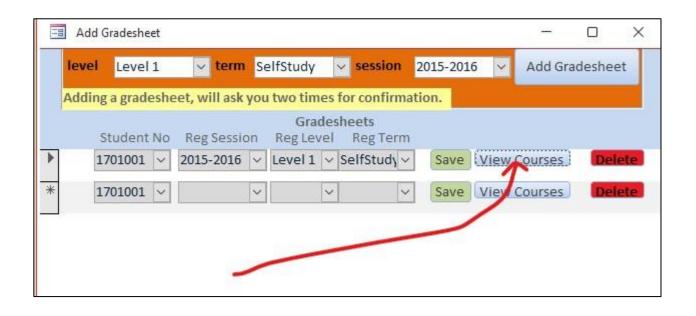
- The Gradesheet window on the right, can be moved and resized for convenience.
- 2. It is necessary to add new gradesheet here, according to the actual gradesheets; that you receive from versity. By this way, your Greenbook will be correctly filled up.



#### 4.3 Add Gradesheet Procedure



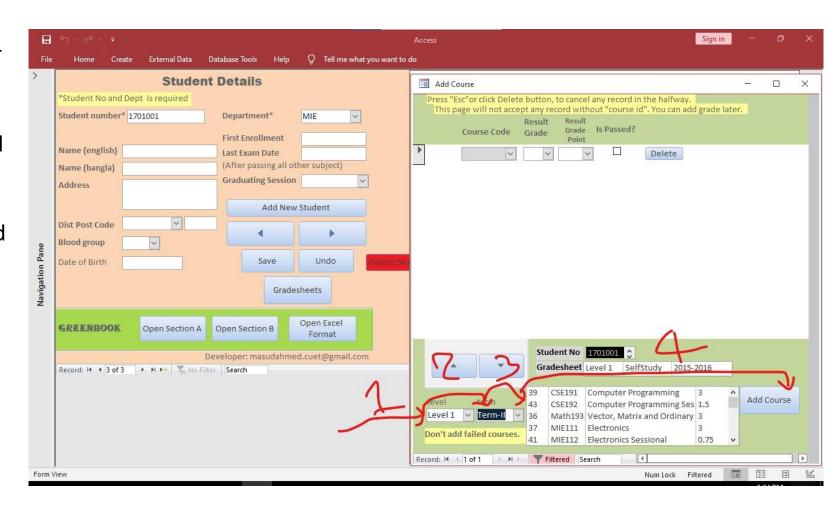
## 4.4 View Courses inside Registered gradesheet



# 5. Add and View Course and Result

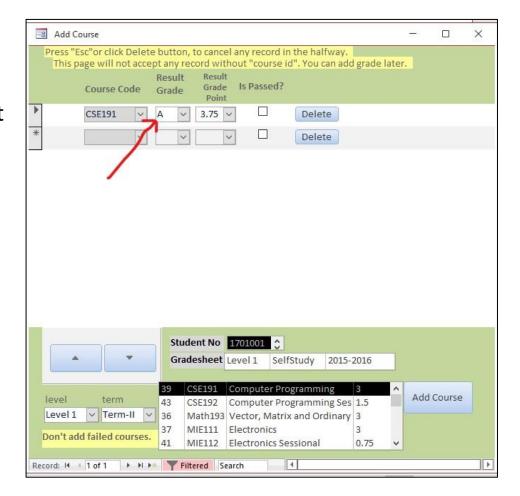
#### 5.1 Add Course

- 1. Add Courses one by one in your gradesheet.
- 2. In the lower section, first select level. Then select term. This will populate courses of that levelterm.
- 3. Select one course and click "add course button".
- 4. For easy finding, course codes are sorted alphabetically.



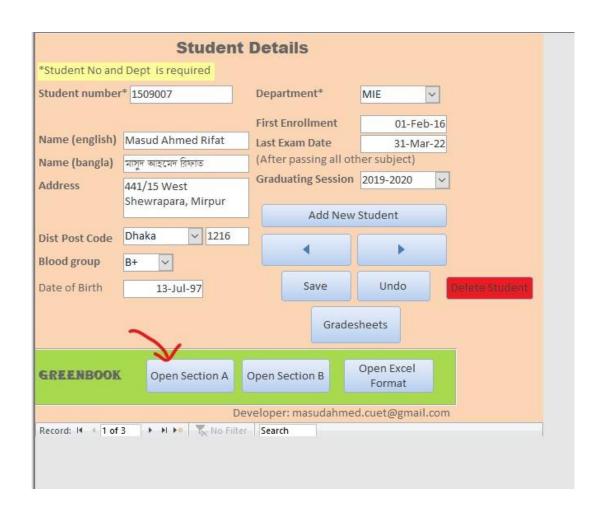
#### 5.2 Select Result Grade

- 1. You can select either letter grade or point grade as your result. One will automatically populate the other.
- 2. It is good to select the check mark "is passed". Currently it is not used, but can be used in future for logic.



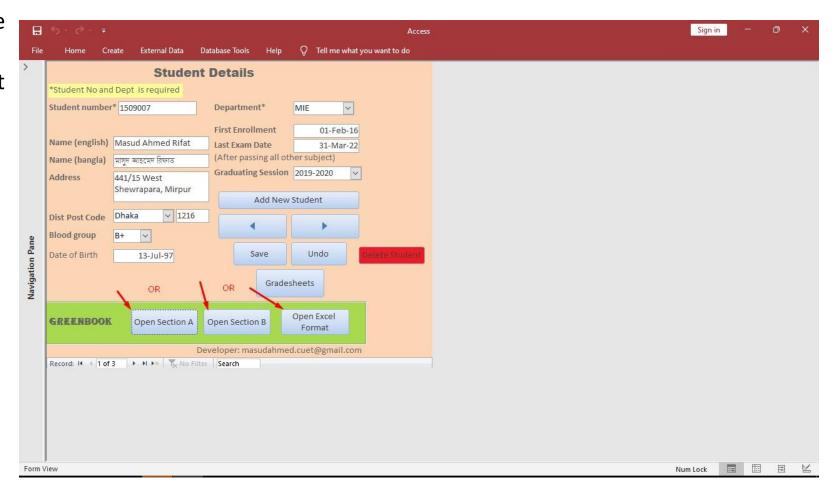
## 6. Print Gradesheet Section

#### 6.1 Choose Section



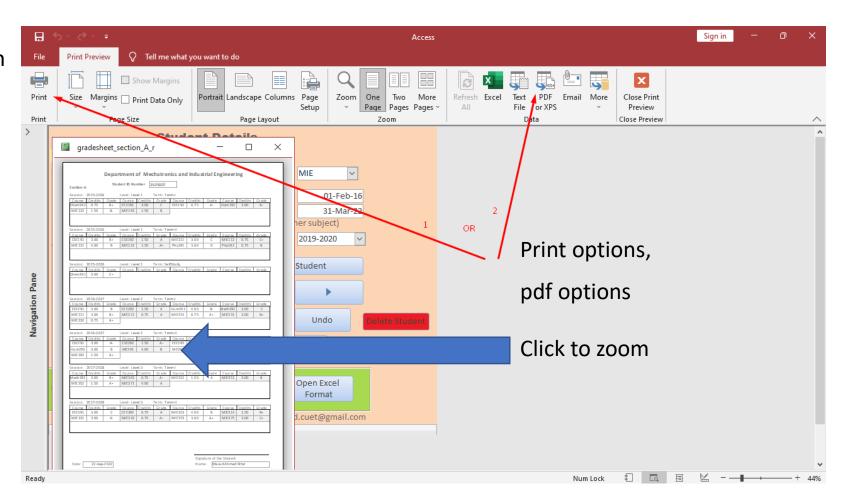
#### 6.2 View Gradesheet Sections

- There are three buttons in the lower portion.
- Each button prints in different format as of greenbook.



#### 6.3 Print

1. After opening print preview of greenbook, you can click on it to zoom in.



## The End