

Instructions Manual

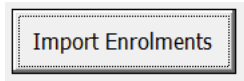
How to import information and access tools:

1. Click the "Enter Button on the "Start" worksheet

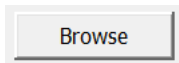


How to import enrolments:

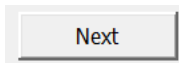
1. Make sure you have two files on .dat file extension.
 - a. First file containing student information (must include student ID's)
 - b. Second file containing student ID's along side CRN's
2. Click "Import Enrolments" Button



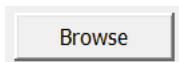
3. Click "Browse" Button



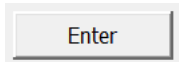
4. Select the file you want to input.
5. Click "Next" Button



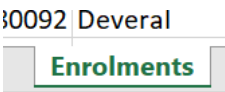
6. Click "Browse" Button



7. Select the file you want to input.
8. Click "Enter" Button

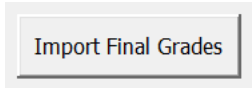


9. A worksheet named "Enrolments" should be created.

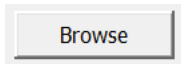


How to import final grades:

1. Click "Import Final Grades" Button

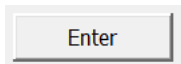


2. Click "Browse" Button

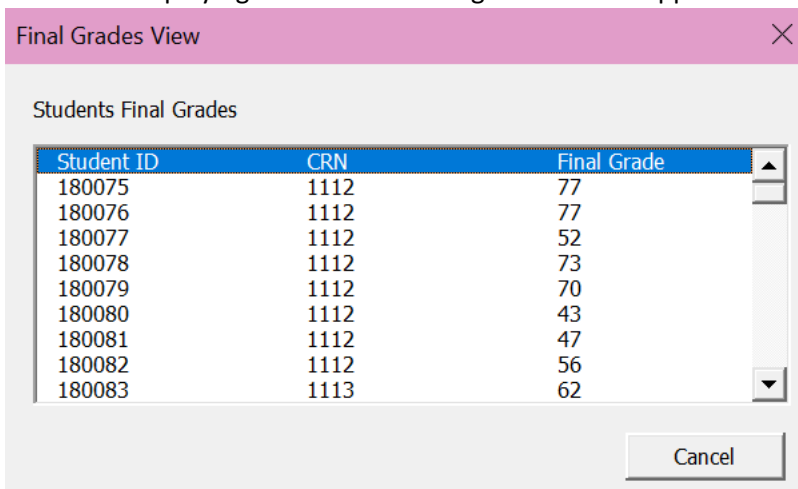


3. Select the file you want to input.

4. Click "Enter" Button

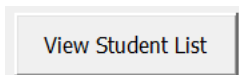


5. A window displaying the students final grades should appear.



How to view student list:

1. Click "View Student List" Button

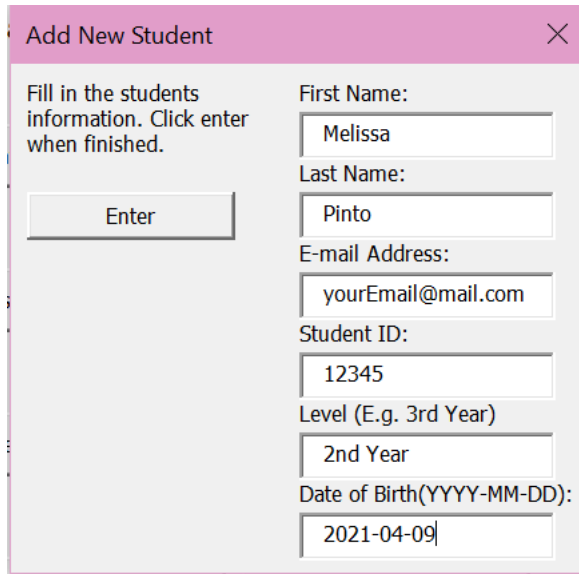


2. A worksheet named "Student List" should be created.



How to add a new student:

1. Click “Add New Student” Button
2. Fill in the students information.



Add New Student

Fill in the students information. Click enter when finished.

Enter

First Name:
Melissa

Last Name:
Pinto

E-mail Address:
yourEmail@mail.com

Student ID:
12345

Level (E.g. 3rd Year)
2nd Year

Date of Birth(YYYY-MM-DD):
2021-04-09

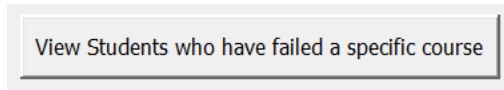
3. Click “Enter” Button
4. A worksheet named “New Students” should be created.



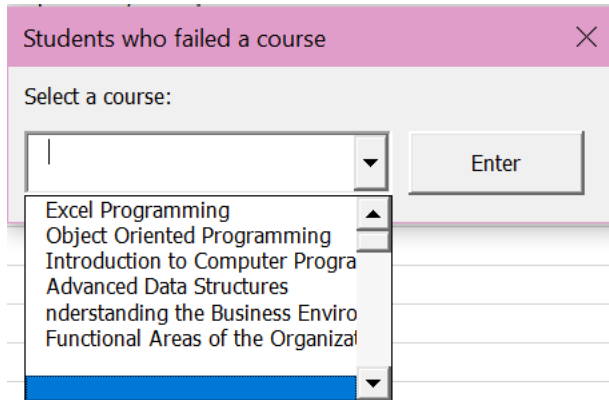
New Students

How to view students who have failed a specific course:

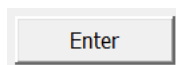
1. Click “View Students who have failed a specific course” Button



2. Select a course from the list.



3. Click “Enter” Button

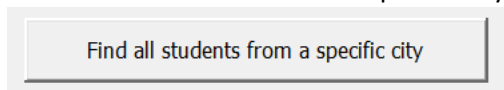


4. A worksheet named “Course Failures” should be created.

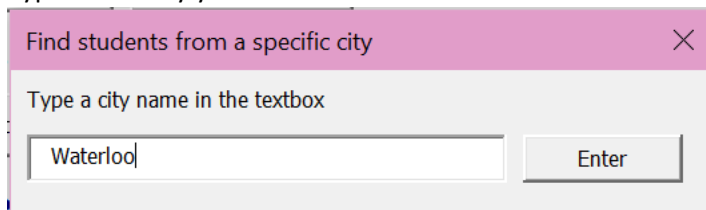


How to find all students from a specific city:

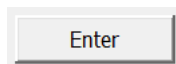
1. Click “Find all students from a specific city” Button



2. Type in the city you would like to find all students from.



3. Click “Enter” Button

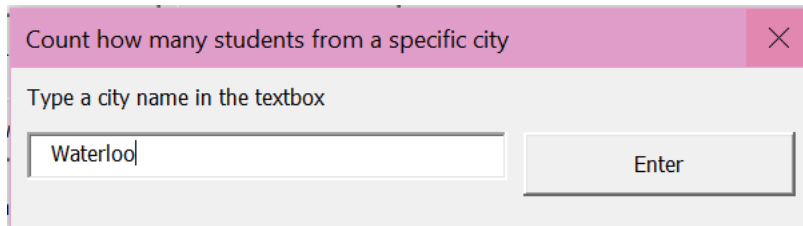


4. A worksheet named “Students in (the city you chose)” should be created.



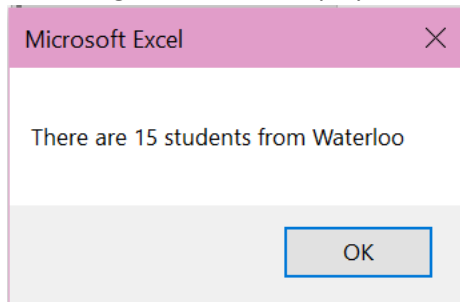
How to count the number of students from a specific city:

1. Click “Number of students from a specific city” Button
2. Type in the city you would like to count how many students are from.



A dialog box with a pink header bar containing the title "Count how many students from a specific city" and a close button (X). The main area is light gray and contains the instruction "Type a city name in the textbox". Below this is a text input field containing the word "Waterloo" and an "Enter" button to its right.

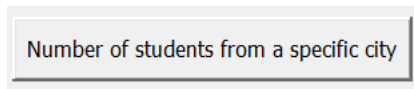
3. Click “Enter” Button
4. A message box should display how many students are from the city you chose



A message box with a pink header bar containing the title "Microsoft Excel" and a close button (X). The main area is light gray and contains the text "There are 15 students from Waterloo". At the bottom is an "OK" button.

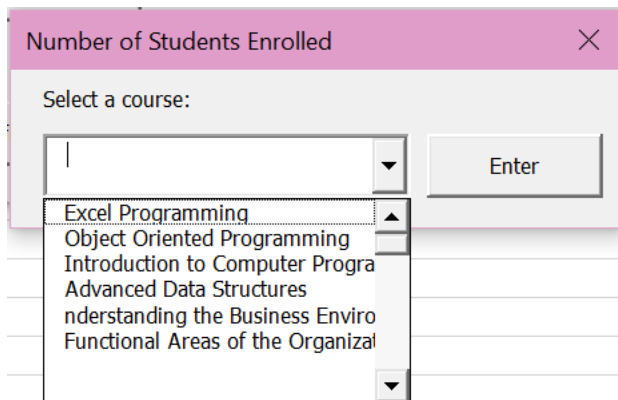
How to count the number of students enrolled in a course:

1. Click “Number of students from a specific city” Button



A rectangular button with a light gray background and a thin border, containing the text "Number of students from a specific city".

2. Select a course from the list.



A dialog box with a pink header bar containing the title "Number of Students Enrolled" and a close button (X). The main area is light gray and contains the instruction "Select a course:". Below this is a dropdown menu with a list of course names: "Excel Programming", "Object Oriented Programming", "Introduction to Computer Progra", "Advanced Data Structures", "nderstanding the Business Enviro", and "Functional Areas of the Organiza". To the right of the dropdown is an "Enter" button.

3. Click “Enter” Button
4. A worksheet named “Class Enrolments” should be created.



A worksheet tab with a light gray background and a thin border, containing the text "Class Enrolments" in green.