Math Fax

Administrator User's Guide

Authored By:

Nicholas R. Handelman

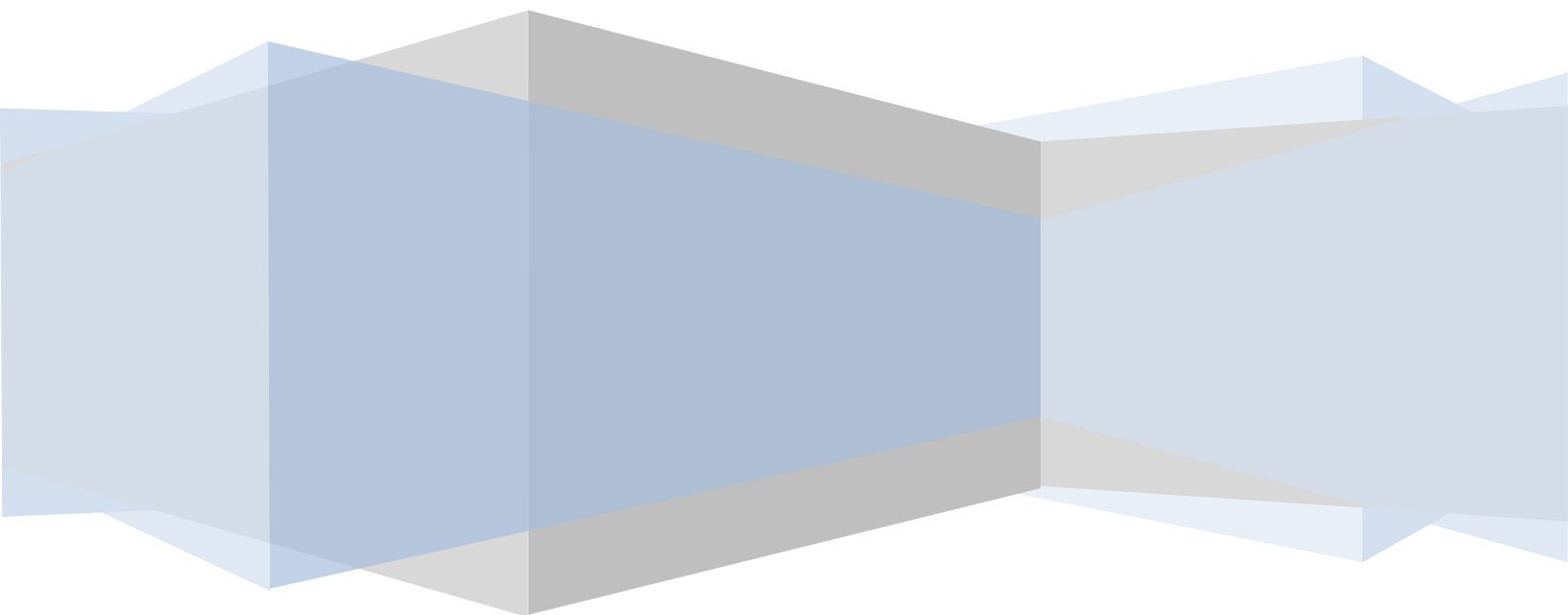# Table of Contents

Introduction

Welcome administrators! Math Facts is a game where a student answers as many questions out of twenty as he or she can in the allotted time, usually sixty seconds. This software, MathFax, is an electronic adaptation of that game. This guide will help you understand the features available in MathFax and how to use them. For information related to the software installation, see the "MathFax Installation Guide" included with the software files. If you have any further questions, please contact Dr. Donald Schwartz at Millsaps College.

Creating an Account

Once the MathFax software has been properly installed, an administrator can log into MathFax using the following username and password:

Username: admin
Password: admin

It is highly suggested that once you have logged in using the above username and password, you create a new administrator account and delete this default one from the system. This will prevent unauthorized access for anybody who happens to read this manual.

Administrator accounts can only be created or deleted, not modified. Therefore, if an administrator forgets a password, he or she must contact another administrator to create a new account. In a worst case scenario, the software's database can be directly accessed to determine an administrator's password. This requires knowledge of MySQL commands, so be cautious when using this approach.
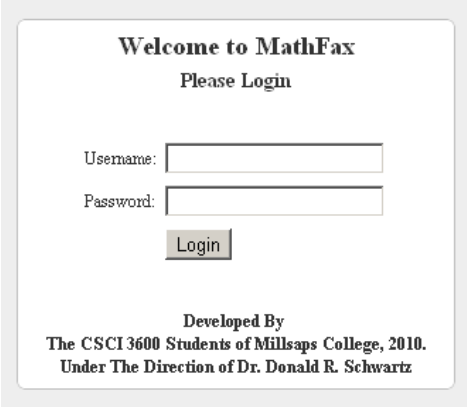
Creating Teachers, Classes and Students

Once you have set up administrator account(s), you must add teachers to the system before classes and students can be added. This can be done by clicking "Add Teacher" from the main menu. Go to page 23 for an in-depth look at how to do this. When you have added the necessary teachers, you can create classes.

Clicking on "Add Class" from the main menu will bring you to a screen where you can add a class to the system. Go to page 20 for an in-depth look at how to do this. Once you have created classes, students can be added.

Clicking on "Add Student" from the main menu will bring you to a screen where you can add a student to the system. Go to page 11 for an in-depth look at how to do this. Once all of the students have been added to the system, you can hand the reigns over to the teachers. The remaining work involves creating tests, assigning those tests to students and keeping up with their progress.

Logging In and Logging Out

To access the MathFax website, ask a systems administrator for the URL (web address) of

the website. Once you type in this URL, the following screen should appear:

Welcome to MathFax
Please Login

Username: [   ]
Password: [   ]

[Login]

Developed By
The CSCI 3600 Students of Millsaps College, 2010.
Under The Direction of Dr. Donald R. Schwartz

Enter your username and password in the correct boxes and click "Login". If your username

or password is entered incorrectly, you will remain on the same screen.

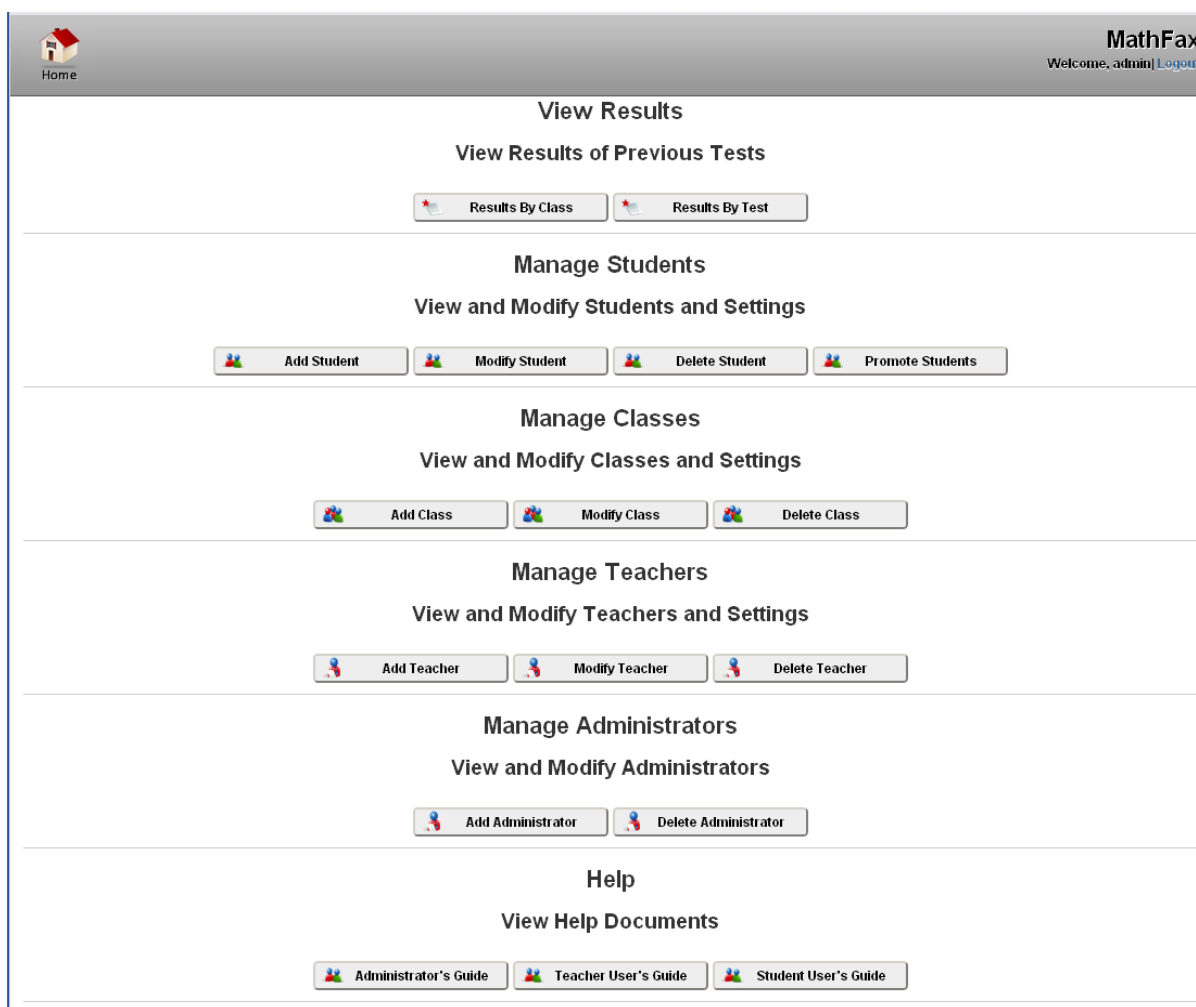To Logout, click the light blue button at the top right of your screen that says "Logout".

MathFax
Welcome, admin| Logout

Once you click "Logout", you will be logged out and the following screen will appear:

You Are Now Logged Out
Back to Main Page
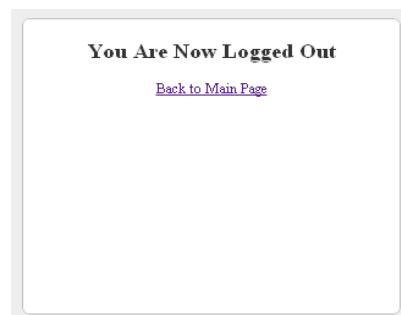
Main Menu and Side Menu

Once you have logged in, the following screen will appear:

To return to this screen from another page, click the button that looks like a house. It is located in the top left corner of the screen and says "Home".

To access the Administrator User's Guide, Teacher User's Guide or Student User's Guide from this page, click on one of the buttons located at the bottom of the list of options in the "Help" section, as pictured above.

The following screen shot presents an image of the side menu:
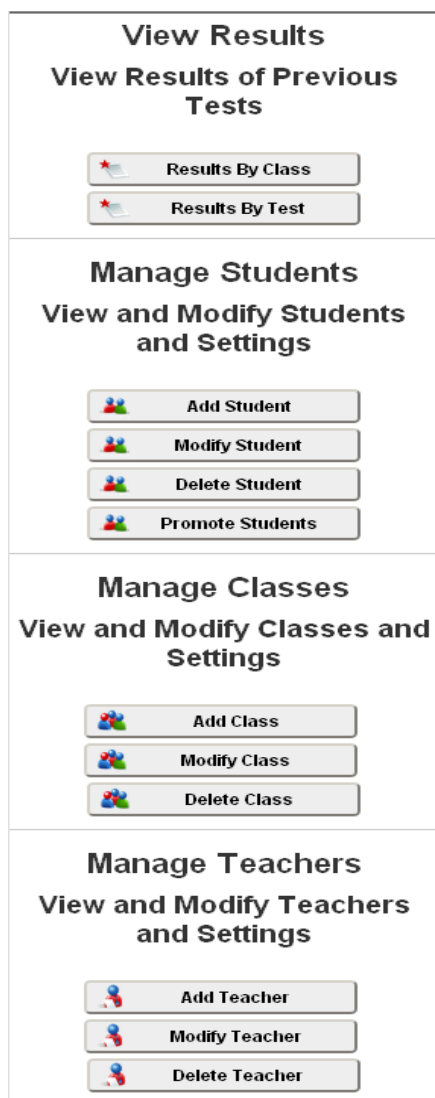
The side menu is present on the left side of every screen within MathFax. It does not appear

on screens where a student is taking a test. It offers the same options as the main menu and allows

you to move directly to another screen without returning to the main menu.

Results By Class

Clicking "Results By Class" will bring you to the following screen:

View Results By Class

Please Select an Option Below

Textual Results   Visual Results

Selecting either option will bring you to the following screen:

Visual Class Results

Please Select a Class

Year: 2011 || Grade: 1 || Teachers Class || TeacherTeacher ▾

View Results

On this screen, all classes contained within the database are listed within the drop down box. They are listed using the following format:

Year || Grade || Class Name || Teacher ID

Once you have selected a class, clicking "View Results" will bring you to one of the following two screens (on the next page):

If you selected "Textual Results":

Textual Class Results

Student Student

2011-05-11 || Goal:10 || Number Correct: 0 || Number Incorrect: 20 || Percentage of Goal: 0% || Time Taken (s): 23

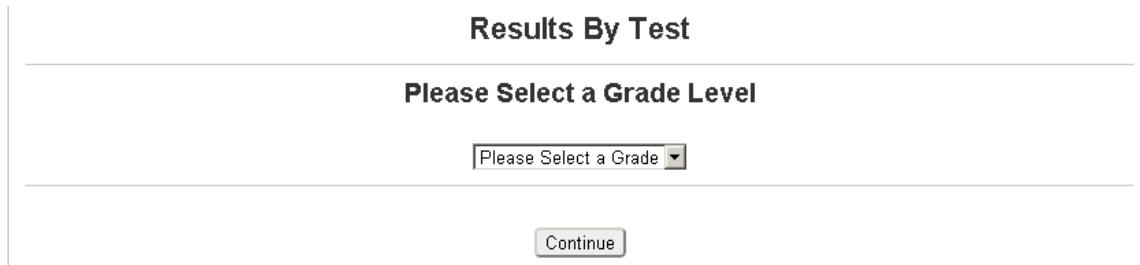**Please Select an Option Below**

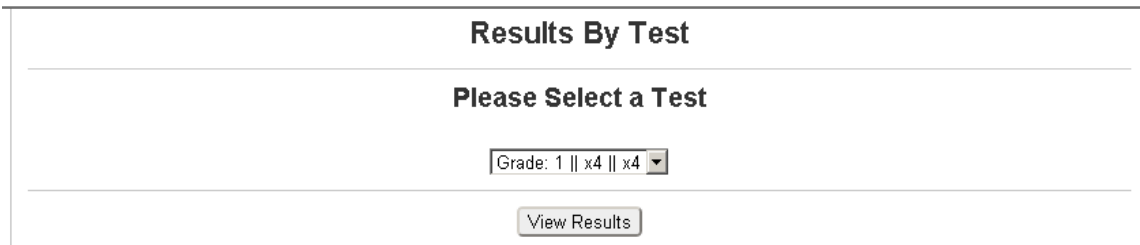View More Results   Main Menu

OR:

If you selected "Visual Results":

Visual Results

Blue = Number Correct || Red = Number Incorrect

Purple = Time Taken || Black = Time Remaining

Green = Goal

Name: StudentStudent

2011-05-11 || x4

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

3 6 9 12 15 18 21 24 27 30 33 36 39 42 45 48 51 54 57 60

Please Select an Option Below

View More Results   Main Menu
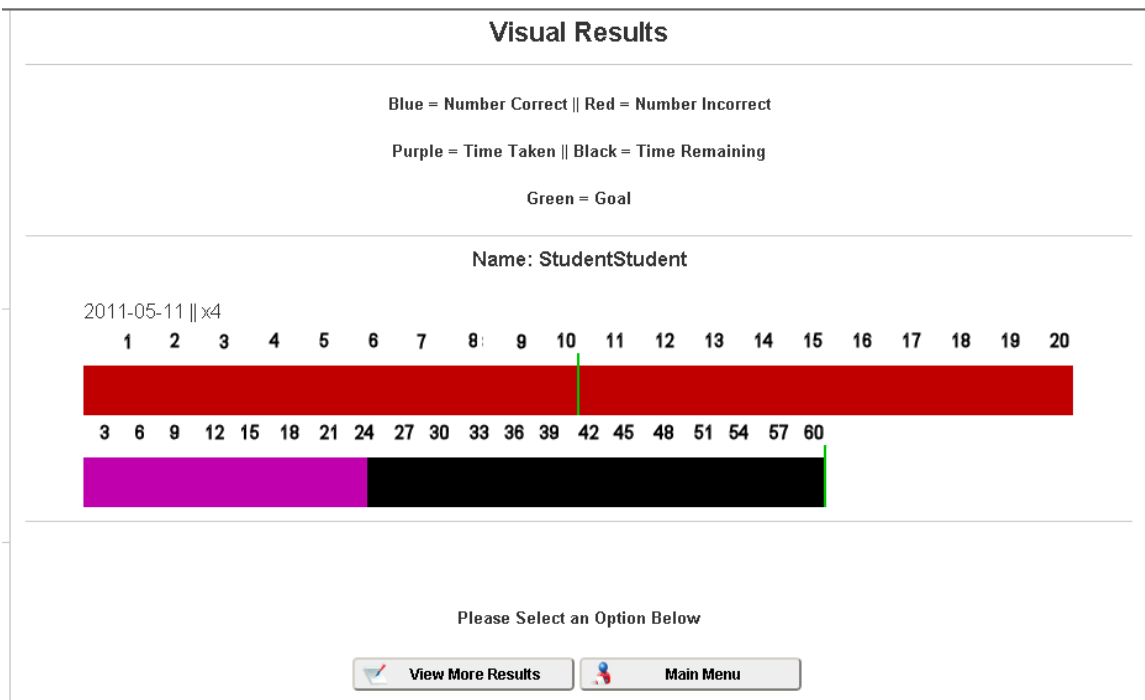
Results By Test

Clicking "Results By Test" will bring you to the following screen:

On this screen, select a grade from the drop down box. Clicking "Continue" will bring you to the following screen:

Here, all tests created for the grade you selected on the previous screen will be listed in the drop down box. Once you have selected a test, click "View Results" to see a visual display, as seen on page 9, for all results on that test.

Add Student

Clicking "Add Student" will bring you to the following screen:

Add a Student

Please Enter the Student's Information Below

First Name

Middle Name

Last Name

Gender

Please Select a Gender

Grade

Please Select a Grade

Class

Please Select a Class

Add Student

Here you enter information detailing a new student. First name, last name, grade and class are required fields but can be modified later by clicking "Modify Student" from the main menu or side menu. When you have entered all of the relevant information, click "Add Student". The following screen will appear:

Success!

The student, Student Student, has been added!

Username: StudentStudent1

Password: StudentStudent1

The student was added to the class: 'Teachers Class'. The password and other other information can be modified by going to the 'Modify Student' screen.

Add Another Student   Main Menu

By default, the username and password are the same, with both using the following format:

FirstnameLastnameNumberidentifier
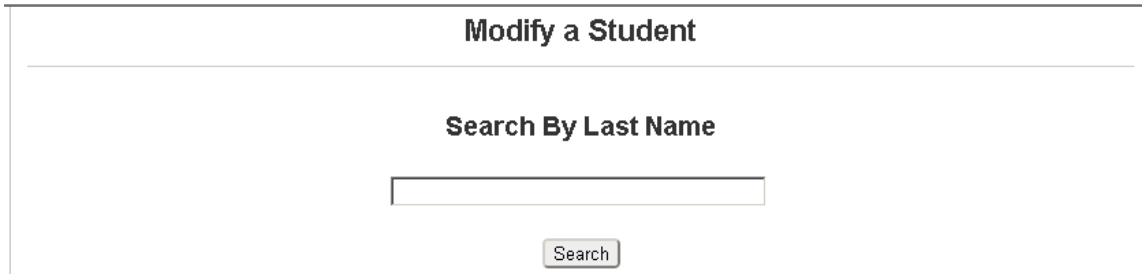
The third piece of the format, "Numberidentifier", is used when the system already contains any other user, be it a student, teacher or administrator, with the same first and last name as the newly added student. This number increments until it creates a unique username. For example, assume there are two users: "StudentStudent and StudentStudent1". If you add a new student named "Student Student", that student's username will be "StudentStudent2."

Since the password is auto-generated to be the same as the username, it is highly recommended that all students create a new password, one that they can remember but other students will not know. Both administrators and teachers can change a student's password by selecting "Modify Student" from the main menu or side menu.

Also, be aware that a student's username can **NOT** be changed! Even if the first and last names are modified, the username will remain the same. This is the only piece of information about a student that can't be modified.

Modify Student
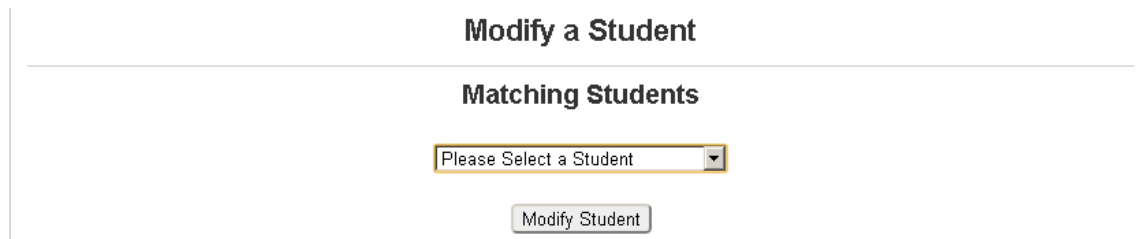
Clicking "Modify Student" will bring you to the following screen:

Modify a Student

Search By Last Name

[text box]

[Search]

This screen allows you to narrow your search for a student. Enter any phrase in the text box, and the system will search for all students whose last name contains that phrase. If the field is left blank, the system will simply list all students.

Clicking "Search" will bring up the following screen:

Modify a Student

Matching Students

[Please Select a Student ▼]

[Modify Student]

All students matching the search criteria entered on the previous screen will be listed in the drop down box. Selecting a student and clicking "Modify Student" will bring you to the following screen (displayed on the next page):

Modify a Student

Modify the Information Below as Necessary

First Name

Student

Middle Name

Last Name

Student

Number Goal

10

Time Goal

60

Gender

Keep Current Gender ▾

Grade

Keep Current Grade ▾

Yellow Screen

No ▾

Show Clock

No ▾

Edit Password?

No ▾
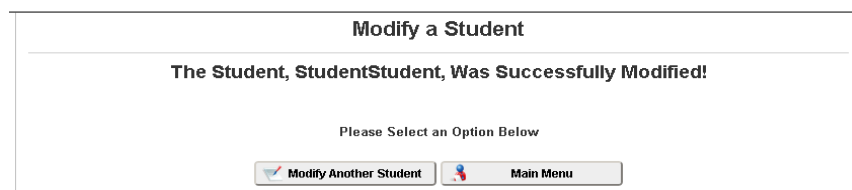
Password

Confirm Password

Class

Keep Current Class ▾

Modify Student

On this screen (displayed on the previous page) you can modify the selected student's information. Be aware that every time you come to this screen for any student, the options "Yellow Screen" and "Show Clock" will be set to "No" by default, even if the selected student is set for "Yes". These two options must be reselected every time you come to this screen for any student. Be aware that the "Edit Password?" option must be set to "Yes" to change a student's password. If you enter a password and confirm it, but do not select "Yes" for the "Edit Password?" option, the password will not be changed.
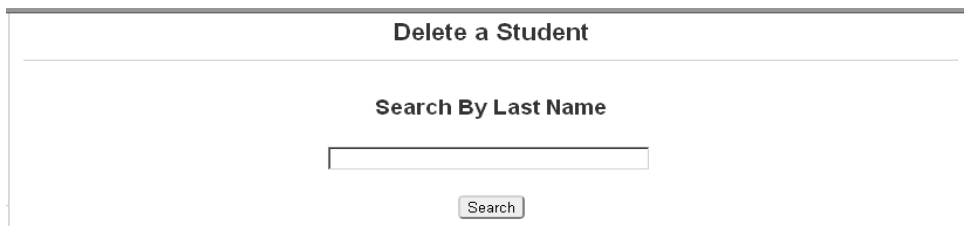
Clicking "Modify Student" will bring you to the following screen:

Modify a Student

The Student, StudentStudent, Was Successfully Modified!

Please Select an Option Below

Modify Another Student   Main Menu

Delete Student

Clicking "Delete Student" will bring you to the following screen:

Delete a Student

Search By Last Name

[   ]

[Search]

This screen allows you to narrow your search for a student. Enter any phrase in the text box, and the system will search for all students whose last name contains that phrase. If the field is left blank, the system will simply list all students.

Clicking "Search" will bring you to the following screen:

Delete a Student

Matching Students

[Please Select a Student ▼]

[Delete Student]

All students matching the search criteria entered on the previous screen will be listed in the drop down box. Selecting a student and clicking "Delete Student" will bring you to this screen:
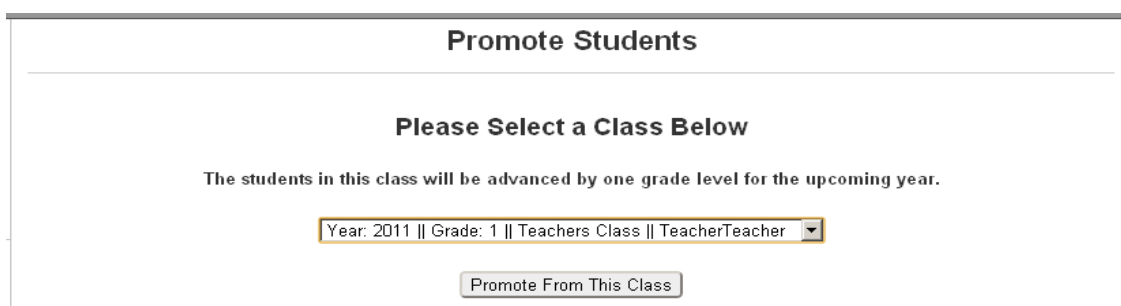
Delete a Student

The Student, StudentStudent1, Was Deleted!

Please Select an Option Below

[👪 Delete Another Student] [👤 Main Menu]

Be aware that this student is now deleted. **ALL** information in the system related to that student has now been deleted from the system.

Promote Students

This feature allows you to move an entire class of students from one grade and year to the next grade and year. If you wish to move students from one class to another class individually, this can be done by clicking "Modify Students" from the main menu or side menu.
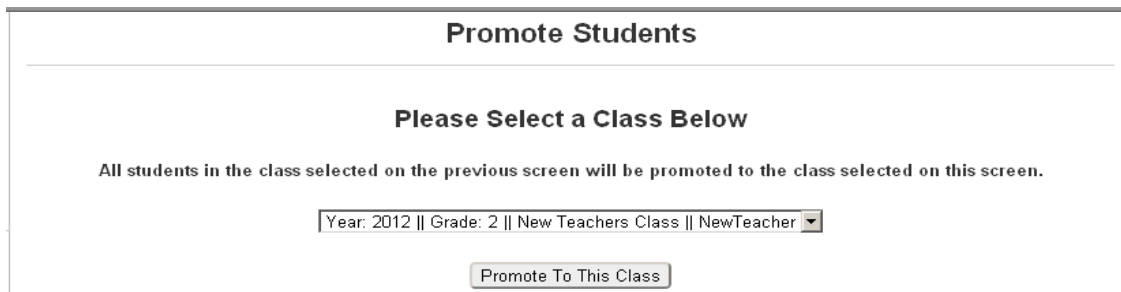
Clicking "Promote Students" will bring you to the following screen:

On this screen, you select the current class of students you wish to "promote" to the next grade and year. The format used to describe classes in the drop down box is as follows:

Current Year || Current Grade || Current Class Name || Current Teacher ID

Clicking "Promote From This Class" will bring you to one of the two following screens (first possibility pictured below, second possibility pictured on page 18):

If the current class is in 1st grade through 5th grade:

On this screen, you select the class to which you wish to promote the students. The format used to describe classes in the drop down box is as follows:

Next Year || Next Grade || Next Class Name || Next Teacher ID

Be aware that only classes that are exactly one grade higher than and one year greater than the current grade and year will be displayed in the drop down box. Before you can promote students to a new class, the new class must already exist in the system or it must be created. If it already exists in the system, it must contain no students.

Be aware that when students are promoted, their currently assigned tests, records of completed tests and records of past scores will also be deleted. An alternate method would be to create new students for the next year and individually assign them to classes, instead of using "Promote Students." Scores from previous years can then be viewed on the old accounts.

Clicking "Promote To This Class" will bring up the following screen:

Promote Students

The students in the 2011 Grade 1 class 'Teachers Class' have been promoted to the 2012 Grade 2 class 'New Teachers Class'.

Please Select an Option Below

Promote Students   Main Menu

If the current class is in 6th grade:

Promote Students

The students in class 'Old Class' will be deleted from the system.

Press 'Delete Students' to remove these students from the system.

Delete Students

MathFax is designed for 1st through 6th grade students. Since 6th grade students will be moving to 7th grade for the next year, all information related to them within the system will be deleted. In addition, that particular 6th grade class will itself be deleted from the system.

Clicking "Delete Students" will bring you to the following screen:

Promote Students

All students in the 2011 6th grade class 'Old Class' have been deleted. The class has been removed from the system.

Please Select an Option Below

Promote Students   Main Menu

Add Class

Clicking "Add Class" will bring you to the following screen:

Add Class

Please Enter the Class's Information Below

Class Title

Grade Level

Please Select a Grade

Year

Semester

Please Select a Semester

Teacher

Please Select a Teacher

Add Class

On this screen, all fields are required. Once you have entered the appropriate information, the following screen will appear:

Add Class

The Class 'New Class' Was Successfully Added!
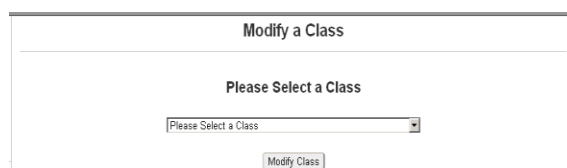
Please Select an Option Below

Add Another Class   Main Menu
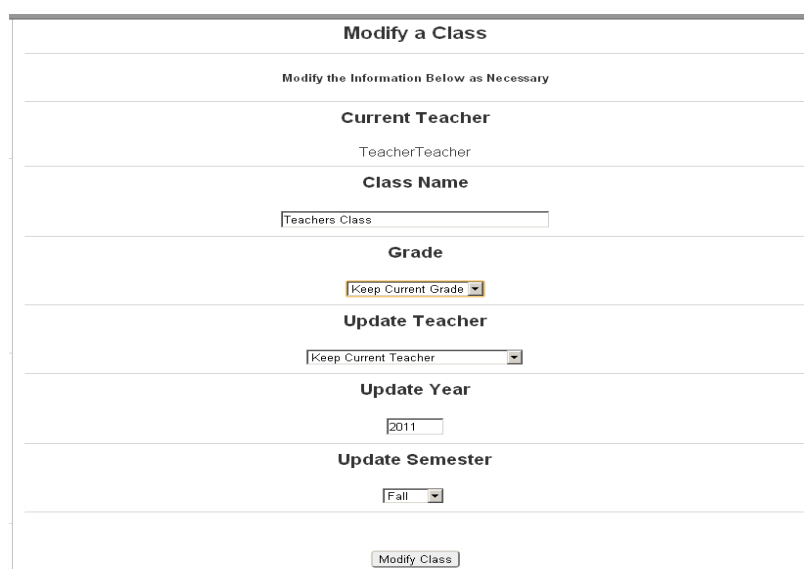
Modify Class

Clicking "Modify Class" will bring you to the following screen:

On this screen, all classes in the system are listed in the drop down box. Once you have selected a class, clicking "Modify Class" will bring you to the following screen:

On this screen, all fields are required. Clicking "Modify Class" will bring you to the following screen:
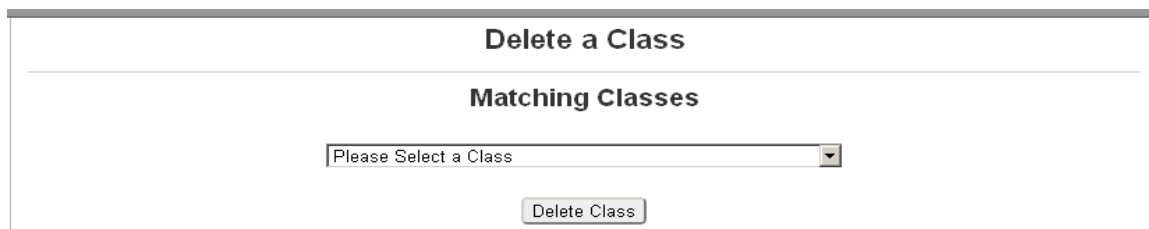
Delete Class
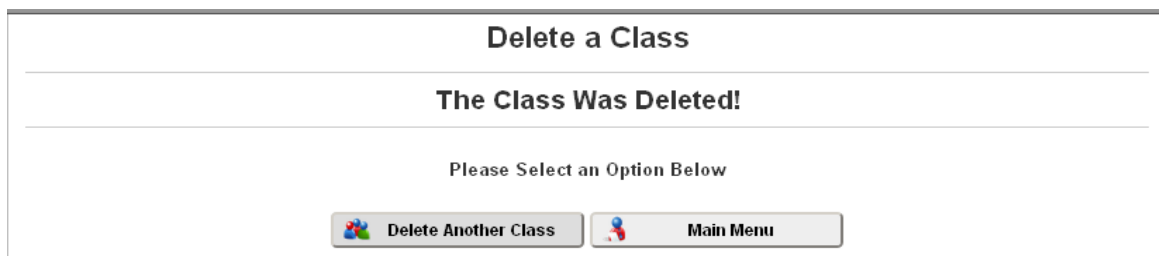
Clicking "Delete Class" will bring you to the following screen:

On this screen, a search type is required. The phrase you enter for the search term will be used to find any classes that contain that phrase. Leaving the search term blank will simply list all classes. Clicking "Search" will bring you to the following screen:

Select a class from the drop down box. Clicking "Delete Class" will bring you to the following screen:

Add Teacher

Clicking "Add Teacher" will bring you to the following screen:

Add Teacher

Please Enter the Teacher's Information Below

First Name

Middle Name

Last Name

Password

Confirm Password

Add Teacher

All fields except for "Middle Name" are required. Once you have entered the information,

clicking "Add Teacher" will bring you to the following screen:

Add a Teacher
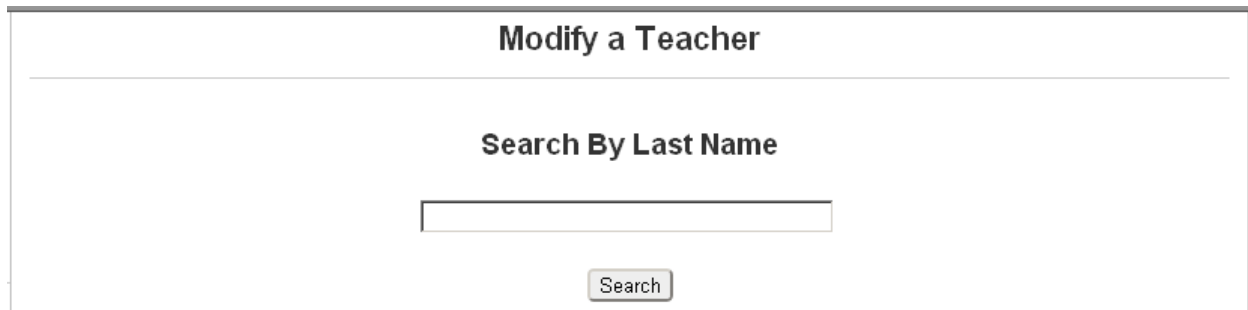
The Teacher 'NewTeacher1' Was Successfully Added!

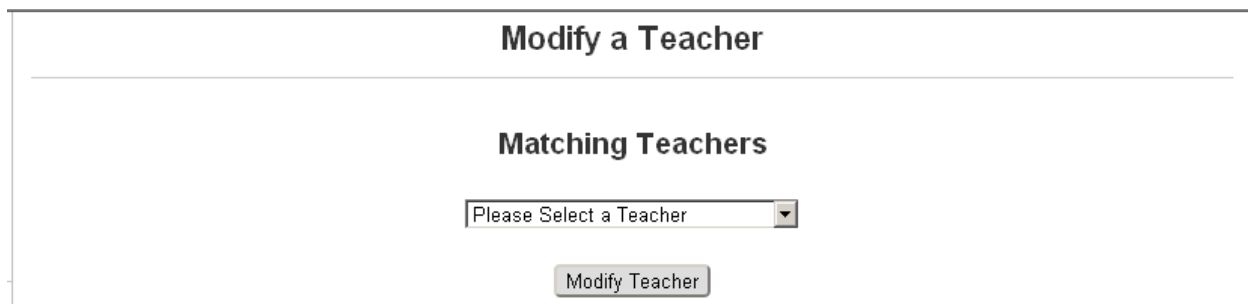Please Select an Option Below

Add Another Teacher   Main Menu

Modify Teacher

Clicking "Modify Teacher" will bring you to the following screen:

Modify a Teacher

Search By Last Name

[   ]

[Search]

On this screen, you can enter a search term. The search phrase you enter will be used by the system to find all teachers whose last name contains that phrase. Leaving the field blank will simply list all classes. Clicking "Search" will bring you to the following screen:

Modify a Teacher

Matching Teachers

[Please Select a Teacher ▼]

[Modify Teacher]

In the drop down box, you can select a teacher whose last name met the search criteria. Clicking "Modify Teacher" will bring you to the following screen (displayed on the next page):

On this screen, both first name and last name are required fields. If you wish to change the

password, first select "Yes" from the drop down box in the section "Edit Password?", then enter a

password and confirm it. If you enter and confirm a password but do not choose "Yes" from the

"Edit Password?" section, the password will not be modified. Clicking "Modify Teacher" will bring

you to the following screen:

Delete Teacher

Clicking "Delete Teacher" will bring you to the following screen:

On this screen, all teachers are listed in the drop down box. Once you have selected a

teacher, clicking "Delete Teacher" will bring you to the following screen:

Add Administrator

Clicking "Add Administrator" will bring you to the following screen:

Add Administrator

Please Enter the Information Below

Username

Password

Confirm Password

Add Administrator

On this screen, all fields are required. Once you have entered the information, clicking "Add Administrator" will bring you to the following screen:

Add an Administrator

The Administrator 'Administrator' Was Successfully Added!

Please Select an Option Below.

Add Another Admin   Main Menu

Delete Administrator

Clicking "Delete Administrator" will bring you to the following screen:

Delete an Administrator

Select an Administrator

Please Select an Administrator ▼

Delete Administrator

All administrators are listed in the drop down box. If there is only one administrator left in the system, you will be unable to delete that administrator. Once you have selected an administrator, clicking "Delete Administrator" will bring you to the following screen:

Delete an Administrator

The administrator 'Administrator' was deleted.

Please Select an Option Below

Delete Administrator   Main Menu

Troubleshooting and Further Assistance

If you have any questions this guide has not answered, please consult the "MathFax Installation Guide" included with the software files, ask a database administrator for help with the software's database or contact Dr. Donald Schwartz at Millsaps College.

IMPORTANT: Entering apostrophes in any alphanumeric field (such as "Test Name") will cause problems with the interface between the database and the software. The software will not report an error, but the item you are trying to create will not be saved to the database.

IMPORTANT: Use the back and refresh buttons as sparingly as possible. Whenever you alter (add, remove or update) the software's database, using either of these buttons will cause duplicate information to be stored in the database. However, no problems will occur if you jump back to or refresh a screen that only displays information contained in the software's database. If you are unsure, use the side menu or main menu to navigate through the software. Please make your students aware of this when they are taking an assigned test or a self-generated practice test.

About MathFax

MathFax was developed by the Computer Science Department at Millsaps College in Jackson, MS, beginning in Spring 2010 and concluding in Summer 2011. The development team originally consisted of the ten students in the Software Engineering class during the Spring 2010 semester. Dr. Donald Schwartz presented the project idea to the Software Engineering class and coordinated their efforts with those of representatives from St. Anthony's Elementary School in Madison, MS, for whom the software was initially created. Final development, testing and installation were performed by Rexford Semrad III, Dr. Donald Schwartz and Nicholas R. Handelman.