

# **Cold-Call Assist User Guide**

Nick Onofrei (no) 1/30/2022  
Zacree Carroll (zc) 1/30/2022

## **Table of Contents**

1. Introduction	2
2. First Use Of System (Import New File)	2, 3
3. Using The Cold Call Assist System	3 - 5
4.1 Removing Students From On Deck	4
4.2 Flagging Students	4, 5
4. Exporting Student Roster Files	5

**Introduction:**

This guide is intended to aid the user in making proper use of the Cold-Call Assist system. If you have not followed the steps in the installation guide please do so before attempting to make use of this software.

**First use of the system (Import New File):**

When you first open the system or you want to import a new student roster file you will want to use the “Import New File” functionality. This will allow you to choose a file from your computer to import into the Cold Call system.

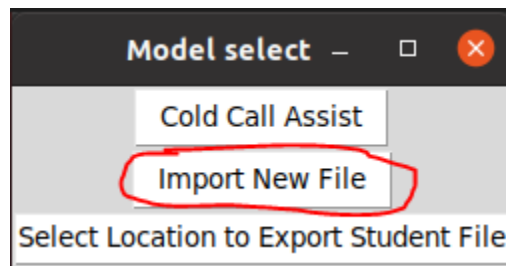


Figure 1: Import New File button

If there is already an existing student roster file you will see the error window shown in figure 2 warning you that you will be overwriting the current roster that you have uploaded to this system. If you continue and upload a file all current system data will be lost.

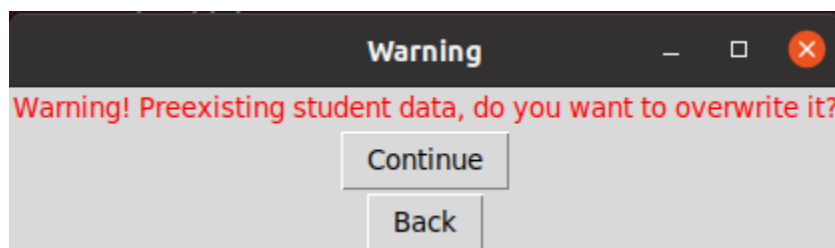


Figure 2: Overwrite file warning

The system will not allow the user to import any new file if it is in the wrong format. If you attempt to upload a file that is in the wrong format you will see an error message indicating where the error exists. This only reports the first error it finds so make sure that if similar errors exist you fix them at the same time to avoid encountering the same error multiple times in a row. Figure 3 shows an example of an error window you may encounter.

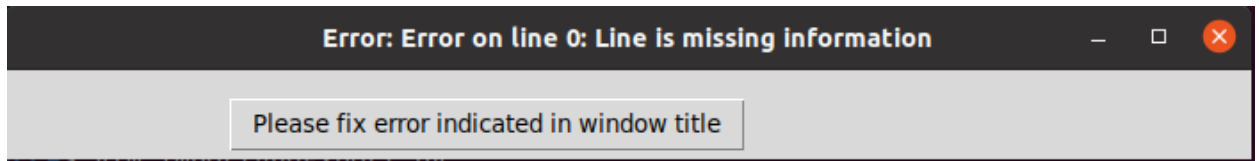


Figure 3: Example file format error

The correct file format is as follows:

**First Name \t Last Name \t UO ID \t Email \t Phonetic \t A unique ID # \t Line break**

In the above example \t denotes a tab character, phonetic refers to phonetic spelling of the first name and is optional, the unique ID refers to a unique ID that the system uses to interact with specific students. Please make this number unique to each student.

If you don't see this Error window then your file was imported successfully.

### Using the Cold Call Assist System:

Once you have successfully imported a student roster file you are ready to begin using the system by clicking the button labeled "Cold Call Assist" as shown below in figure 4.

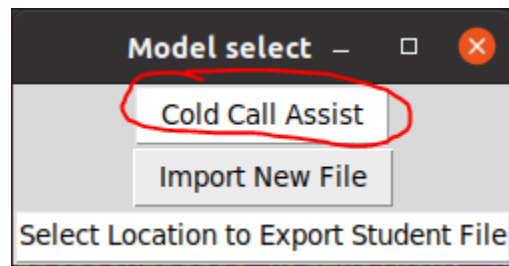


Figure 4: Cold Call Assist button

After clicking the Cold Call Assist button you will see the window shown in figure 5.

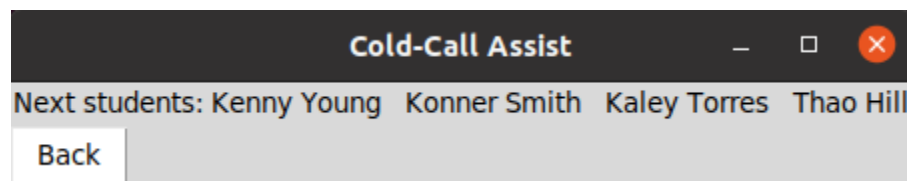


Figure 5: Cold Call Assist window view

This window will stay at the foreground of any application that is running, however it will only capture key presses if you have the window selected.

This is your initial list of which students are now on deck.

### ***Removing Students From On Deck***

Let's say now that you call on Kenny Young. You are going to want to remove Kenny from the list of on deck students. The way you would do this is by pressing the number corresponding to Kenny's position on the list at the top of your keyboard. Kenny is the first student in the list so let's press 1. Kenny will now be removed and replaced by another student as shown in figure 6.

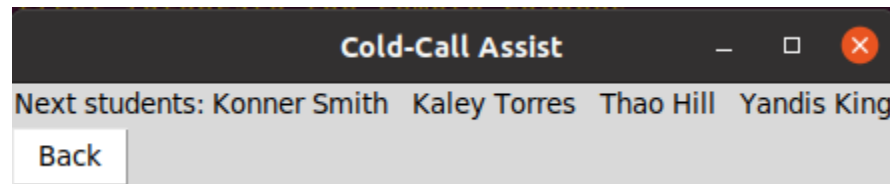
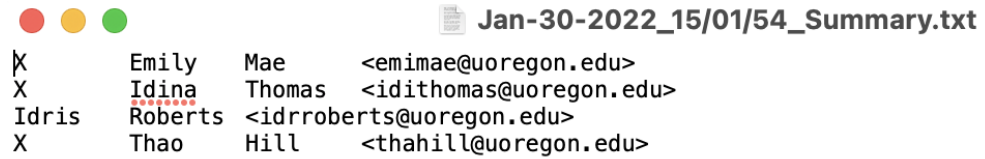


Figure 6: Student removed from on deck

The system automatically moves every other student on the list up one position and adds a new student to the end of the list so you can keep track of who has been on the list for the most time.

### ***Flagging Students***

Let's say that Kaley Torres makes an interesting comment on the day's lecture material and you want to flag them to remind yourself to follow up with them after class. The flagging keys have a layout the same as the add/remove keys. They are q w e and r. Such as although Kaley is second on the list but we can press q w e or r. Nothing on the window will change after doing so but the system will log this information in the summary file.



Jan-30-2022\_15/01/54\_Summary.txt

X	Emily	Mae	<emimae@uoregon.edu>
X	Idina	Thomas	<idithomas@uoregon.edu>
Idris	Roberts		<idrroberts@uoregon.edu>
X	Thao	Hill	<thahill@uoregon.edu>

Figure 7: Flag is marked as a 'X' in summary file in front of log

### **Exporting Student Roster Files:**

If student information changes at any point you will want to update that. In order to do so you will use the “Select Location to Export Student File” button as shown below in figure 8.

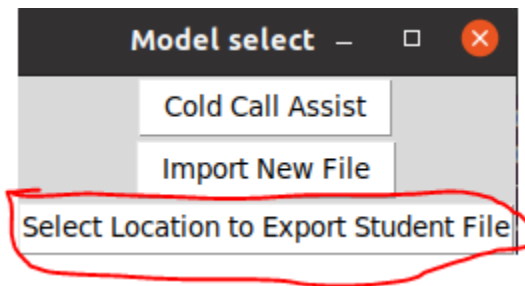


Figure 8: Exporting student roster file button

You will be prompted with a Mac file browser which asks you to select the location you wish to export the file to.

After selecting the file location the file will have been exported so make your desired changes at this step and import the file once again.