

Help Document

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1.Introduction

Welcome to SyllabusTracker, a simple and efficient syllabus tracking application designed to help your syllabus preparing experience be more streamlined.

1.1 Key Features

- Fast and easy new syllabus creation
- Displaying previous years syllabi
- Making changes on syllabi and adding notes about changes

2.Getting Started

2.1 Account Setup

- Download SyllabusTracker.
- Run the installer and launch.
- Double click the icon.

2.2 User Interface

Get familiar with the SyllabusTracker interface:

- Toolbar: File and Help buttons
- Create New Course button: Create a new syllabus
- Courses button: View the courses syllabi

3.Creating a syllabus

To create a new syllabus:

1. Click on the “Create New Course” button on the main page.
2. Fill the blanks on the template.
3. Click on “Save” button. (Also you can use the “save “button on the toolbar.)

If you do not want to save the syllabus, click on the “Cancel” button. Your changes will be deleted.

4. Displaying Syllabi

To display all the syllabus that have been created:

1. Click on “Courses” button on the main page.
2. Choose the course you want to display and click on its name.

You can click “back” to turn back to main page.

5. Making Changes on a Syllabus

To make changes on a lecture’s syllabus:

1. Click on “Courses” button on the main page.
2. Choose the course you want to display and click on its name.
3. Make the changes on the template by deleting the old value and typing a new one.
4. Click on “save” button at the bottom. (Also you can use the “save “button on the toolbar.)
5. You may add a comment and date by filling the blanks.
6. Click on “save” button.

6. Deleting a syllabus

To delete a lecture’s syllabus:

1. Click on “Courses” button on the main page.
2. Choose the course you want to delete and click on its name.
3. Click on “Delete” button.

7. Advanced Features

7.1 Import/Export the File

To import/export a file:

1. Click on the “File” button on the toolbar.
2. Click on the “import/export” button.

