Student Database Application User Manual

Shane Shamku

210315940

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Description

This application serves as a one stop interface for various features such as viewing grades, specific assignment grades, class average grades, student lists, and course averages.

The application requires a connection to Registrar.mdb for proper use and function. It will not run without it.

Start

To Start, Click the "Start" button. There will be many options to choose from. From here, choose the Registrar.mdb file and click open.

Application, table

Description automatically generated with medium confidence

Dashboard

The following UserForm should appear:

Graphical user interface, application

Description automatically generated

Click on any of the six option buttons and then click continue.

Import Data

By clicking, Import Data, it will import three tables from the database on to three different sheets. Grades, Courses, and Students are the three different tables.



Table

Description automatically generated Screenshot from ‘Data on Students’

List Courses

By clicking, List Courses, it will create a new sheet and will give you a list of courses and their course code.



Table

Description automatically generatedScreenshot from ‘Course List’

Assignment Marks

By clicking, Assignment Marks, it will give you a list of students and their marks for a given assignment/midterm/exam, in a given course. This UserForm will pop up to take the user’s input.

Graphical user interface

Description automatically generated  
A picture containing chart

Description automatically generated  
Sample output

Final Grades

By clicking, Final Grades, it will give you a list of students and their final grade based on the average of 8 different courses. This UserForm will pop up. Be sure to specify which course you would like to see final grades for. **Make sure to click the Final Grades option again.**

Graphical user interface

Description automatically generated  
Graphical user interface, application, table, Excel

Description automatically generated  
Sample output

Course Enrollment

By clicking, Couse Enrollment, it will give you a class list of students for a given course. This UserForm will pop up. Be sure to specify which course you would like to see the student list for. **Make sure to click the Course Enrollment option again.**

Graphical user interface, application

Description automatically generated Table

Description automatically generated  
Sample output

Course Average

By clicking, Course Average, it will give you the class averages for each course.

Graphical user interface, application, table, Excel

Description automatically generated  
Sample output

Generate Report

By clicking, Generate Report, it will generate a word report based on the final grades for each course, it will also have statistics on grades such as lowest, highest, average, median, mode, and standard deviation. **THE REPORT MAY TAKE A COUPLE SECONDS TO COMPLIE, PLEASE BE PAITENT**

Here is a screenshot of one page of the report. The full report will have each course on a different page.

Chart, histogram

Description automatically generated

Extra Notes

The weighting system used to calculate assignments, midterms, exams, and final grades is shown below:

Table

Description automatically generated

Delete Sheets – to delete sheets except for “Home”, press ‘Delete Sheets’Graphical user interface, application

Description automatically generated with medium confidence

Common Errors

Database not found.

* Check that name of database is: Registrar.mdb
* Verify that database is not corrupted
* Can also happen when user presses cancel when selecting database file, make sure to select a file  
  Graphical user interface, text, application, chat or text message

  Description automatically generated

Not selecting a course AND an option

* When running the Final Grade or Course Enrollment features, users may forget to select both a course and an option between Final Grade and Course Enrollment, an example will be shown below on how to fix it.   
  Graphical user interface, text, application

  Description automatically generated  
  Graphical user interface

  Description automatically generated
* Make sure an option is selected for ‘Select Course’ AND ‘Select an Option’