FARTI SOFTS CONTINUOUS ASSESSMENT

An excellent and reliable desktop application for Teachers

The User's Manual

Acknowledgment

I wish to thank the Almighty Lord for his protection and guidance and also giving me the idea to develop this software. Without Him, nothing would have been possible. My next gratitude goes to Miss Tabitha Kroeker for always encouraging me and also for showing enormous support at every stage.

Dedication

This software is dedicated to my little niece Annabel and the little, little one (niece/nephew) yet to be born in Canada.

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General Overview

[ART]Softs Continuous Assessment is a desktop application that has been designed to aid teachers in recording student's marks obtained in class works, home works/project works and exams easily. These records are kept safely in a database that can be accessed at any time. In accessing records, much emphasis has been placed on security and who has clearance to retrieve data from the system, and to what extent. The software is independent of internet connection.

[ART] Softs Continuous Assessment is the first of its kind developed by [ART] Softs. Limitations should be duly submitted for improvement as the developer works to upgrade it.

Functions of this software have been divided into two main parts; saving data, and retrieving the data saved. In saving data the user must fill in the empty spaces with the appropriate marks and click on save. The 'Retrieving data' aspect deals with getting access to the various data saved in the database.

Users of the system

1. Class teachers
2. Subject teachers

The designer wishes to warn against software piracy. Under no circumstance should this software be given to unauthorised person(s) or group of persons.

Getting Started

To use [ART] School Management System, install the application by double clicking on the set up file. Follow the instructions and finish the installation. Launch the application and wait for the login interface.

For first time users you must create a user account before you can be allowed access. Below is the login interface.

<u>Creating A New User Account</u>

i.   Click on "New? Create an Account".

ii.   A new form will open on top of this one. Follow the instructions on it to create a new account. It should look like the one captured below.

iii.   Provide an easy not so predictable password hint. You must take note that the password hint is very important, and without it you cannot reset your main password if you lose it.

iv.   Cross check all data entered to be ensure every bit of information is correct.

v.   Click on the **Submit button** below the text fields when you are done.

If you want the fields to be cleared for a new data to be entered, click on the **Clear button**.
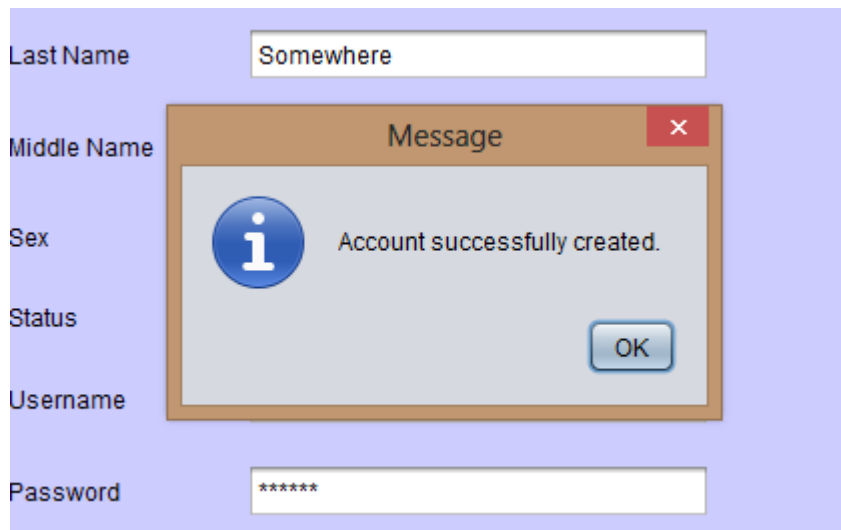
Or you can click on **Discard** if you do not want to go ahead and create the account.

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After all information has been entered and the Submit button clicked, the system will perform a check to make sure no field is left empty or the passwords match accordingly. If everything is in good shape a message box will appear notifying you of the successful creation of the new   account.

Click **OK** and the message box will disappear, clearing all the fields instantly. Close the form.

This action will take you back to the login interface. Enter the username and password you used to create the new account as shown below.

Click on the **Login** button coloured in blue.

There are two possible things that either could happen after clicking the login button.

1. If all credentials entered are correct then you would be logged into the system, and you will be presented with a new interface (pictured below).

2. If either one or all the credentials you have entered does not match any in the account database, you would be duly notified and access into the system will be subsequently denied. Two notifications will be displayed; one saying either your username or password is invalid. Another asking if you have forgotten your password and also asking to click there.

<u>Resetting you User Password</u>

Losing your user password is not a good thing. However, if there ever was a situation where you have forgotten your password or even want to change it, don't worry. Just follow through the following guidelines and you will be fine.

    a. Click on the writing in blue from the login page above (**Forget password? Click Here**).

    b. Clicking on that will display the password reset form.

   c. Enter the credentials as being asked on the form and click on **Submit**.

    d. When you click on the submit button the system will run a check to make sure the credentials you have entered are in the database. If it is your credentials have a match in the database, a new form will appear beneath the first one.

    e. Type a new password and confirm it in the second field.

f. Click **Done** when you have finished.
g. If the two passwords match a message box will appear confirming your success in resetting the password.
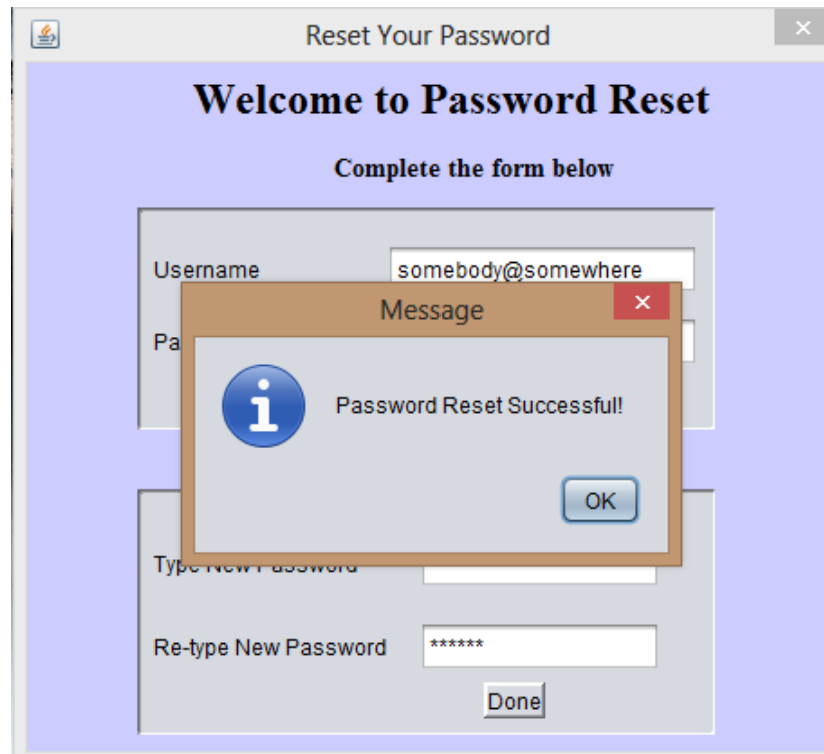
h. Click on **OK** and the message box will disappear, taking you back to the login interface. You can now login with your new password.

NB: You must take note that at each stage the system will run checks on your inputs and if there is an error somewhere in your entry, a message will be displayed for you. Just read and retry what you were doing at first.

Setting up Writing and Reading Permissions for the Database

The database manager used in designing this software is very sensitive to security issues. It cannot allow you to save data into it without setting up reading and writing permissions. To do this you must follow the steps below. You must take note that without correctly setting up these permissions you cannot do anything (except reading the manual) with the software.

a. Go to my computer and double-click the 'C' drive to open it.
b. Locate 'program files' and double click on it. This action will launch the program files browser window.
c. Look for [ART]Softs CA folder and right-click on it.
d. Select **properties** from the popup menu.
e. Click on the **Security tab** among the ribbon tabs.

f.   Click on the **Edit button** below '**Group or User names' box**. A new window will open.

g.   Click on an item in the **Group or User names** box and come down to **permission for ALL box.**

h.   Check **Full Control** under **Allow**, and all the other check boxes under **Allow** in the same box. Repeat this step for all the other items in both boxes.

i.   Click **Apply** at the right bottom of the window and then click **OK**. You may have to restart your computer for the changes to take effect. That's all!

Entering Records

After a successful login, the user will be take to the page where data can be entered for each student. Load the staffids into the drop-down list by double-clicking on it once. Select your staffid and fill in the remaining spaces with appropriate numbers. If there is nothing to record for a particular field, put zero (0) there. Do not leave any field empty else your information may not be saved.

Click on the **Save button** (circled in red above) in the button group below the text fields.

A confirmation message should appear telling you whether your information has been saved or there is an error.

The CA Format

ITEM	NUMBER OF RECORDS	TOTAL MARK (IN %)
Class Work	4	40%
Home/Project Work	4	20%
Class Test	3	40%
OVERALL TOTAL	11	100%
Examination Score		
End of term Exam	1	100%

Updating Records

To update a record in this context is to change the value of an existing record. First you need to display the records to be update before you can change a value.

a. Enter your Staff ID in the Search Box and press **enter**.
b. This action will populate the table on the right with all data entered by that particular user.
c. Scan through and click on the record you want to alter.
d. Clicking on the record will fill the text fields on the left with the original values you have entered. You can now change the existing value to the new one.
e. Click on the **Update Button** when you have finished.
f. You will duly be notified when the update process is done.

Deleting Records

Deleting a record also goes through a similar process as described above up to step (c). After the text fields have been filled, click on the Delete Button. A dialog box will pop up and ask if you are sure you want to delete. Click **Yes** if you want the action to be completed. Otherwise you can click **No** or **Cancel**.

*NB: You can use the **Clear Button** to clear all fields before entering a new record.*

Accessing/Retrieving Data

Accessing data from the system will depend on your level of clearance i.e. whether you are a class teacher or subject teacher. Records fetched from the system are populated onto an excel

form or spreadsheet. You can then make a copy to an external hard drive or print it. The diagram below illustrates the steps a **Subject Teacher** must pass through in order to access information he or she has entered into the system.

    a. Click on **File** on the menu bar
    b. Select **Generate Spreadsheet**.
    c. A dialog box will appear. Click the **Subject Teacher radio button**.
    d. Follow the instructions to complete the form presented and click **Continue**.
    e. Wait for a while as the system works to generate the requested report.

<p style="text-align:center;">A class Teacher</p>

It must be noted that subject teacher can get access to information recorded only on his subject. He cannot access any other subject's record apart from his. However, a class has the privilege to access all records on all subjects. This means a different system check has been implemented so that verification of staff ID's can be made to ensure the user is really a class teacher.

To access records as a class teacher, go through the first two processes as in the case of a subject teacher. The next step would be to click on the Class Teacher's radio button. A message box will appear, asking you to enter your staff ID. Do that and click OK or press Enter on the keyboard. This is where the system will verify your status. If the verification is through then you will be able to access the form where you would be asked to select appropriate credentials and click Continue.

End of manual.

In case you need assistance contact the developer on 0249640111/0233444339. You can also send an e-mail to tsaatey@gmail.com.

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