# USER MANUAL for DSCSC Assessment (YARDSTICK) Software

# **Prepared for**



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# **Prepared By**

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#### A. LOGIN PANEL & USER HOMEPAGE

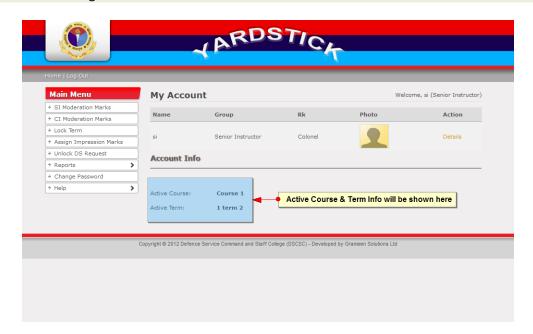
#### A.1.1 Login Panel



#### A.1.2 Enter Valid Info & Log In



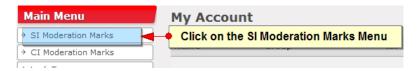
#### A.1.3 User Home Page & Dashboard



#### B. SI MODERATION MARKS

After successfully login, Senior Instructor will find the Active Course & Term in the User Dashboard. To assign SI Moderation Marks, The SI needs to follow the **SI Moderation marks** navigation of the left menu. SI will only get the marks available, once the DS has forwarded the Marks. In the Drop-down Course & Term menu, SI will only found the Active Course & Term. After selecting an exercise, details Info of the selected Exercise will be shown in the top-right side of the screen.

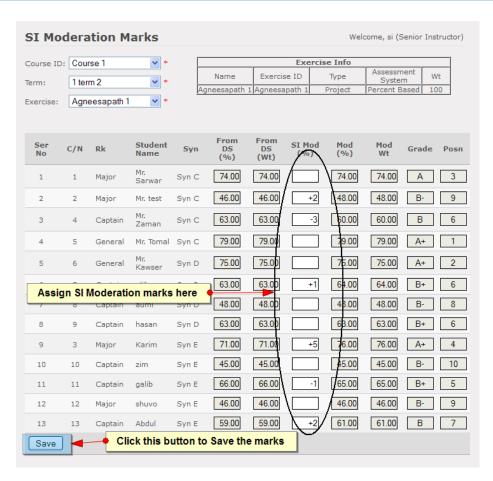
#### B.1 Step-01: Select Menu



#### B.2 Step-02: Select Course, Term & Exercise

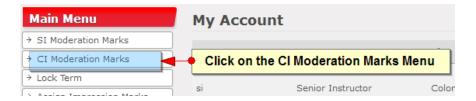


#### B.3 Step-02: Provide marks & Save

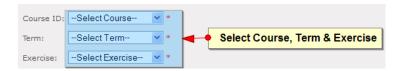


#### CI MODERATION MARKS

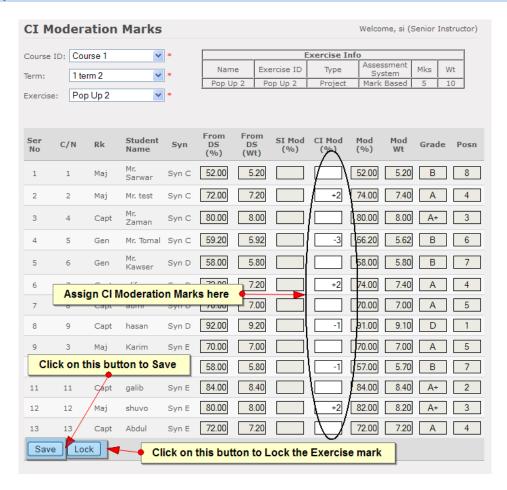
#### C.1 Step-01: Select Menu



#### C.2 Step-02: Select Course, Term & Exercise



#### C.3 Step-02: Provide marks, Save & Lock



When, DS exercise marks from all syndicates will forwarded to the SI, the SI will find a "Lock" button below the student list. All exercise marks must be locked to permit the DS to assign their Impression marks of the active term. Once the marks have been locked, the SI cannot edit the marks further. The marks will be viewed in a read-only mode to the SI.

#### C.4 Step-04: Request to Unlock Exercise marks



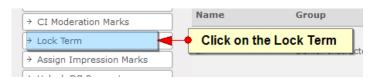
If the SI wants to edit the given marks after forwarding anyway, he will have to send a Unlock Request to the Wing Admin of his Wing. After forwarding an Exercise marks, the SI will find out "Request to Unlock" button instead of Save & Lock button. If the SI wants to Edit the marks after forwarding, he should press the "Request to Unlock" button.



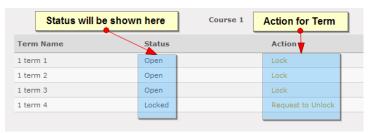
A prompt box will appear in the screen where, in a Comment box, the SI can write the reason why he wants to edit the Forwarded marks. After sending the Unlock Request, on the other side, the Wing Admin considers to unlock the Exercise marks or not.

#### D. LOCK TERM

#### D.1 Step-01: Select Menu



#### D.2 Step-02: Action & Status for Term



When a term ends, the SI must Lock the term from the Lock Term menu. Here, all the term are listed according to the Order ID & there is a status field showing their current status. In the right side, there is a Action button for each term. The SI must Lock the term after getting all the Exercise & Impression marks from all syndicates. SI Impression mark will not be proceed able and Course progressive result will not be generated until SI lock the Terms.

#### ASSIGN IMPRESSION MARKS

#### E.1 Step-01: Select Menu



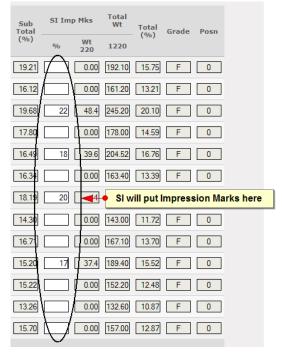
#### E.2 Step-02: Select Course



#### E.3 Step-03: Provide Impression Marks



SI Impression marks will only be assignable when all the terms are locked. Before this SI will find the Impression marks fields in read-only mode. SI will put the Impression marks according to the Marks Limitation set by the System Administrator.



#### E.4 Step-04: Save & Forward Marks



Below the student List, the SI will get two Option buttons. The SI can Save the assigned number for further editing. For this, he needs to press the "Save" button. Otherwise, if he is sure that, no further editing is needed, he can Lock the Marks. For this, he needs to press the "Lock" button. Once, a mark has been Locked, it will not available for editing. Rather, the SI can only view the marks in read-only mode and cannot edit it.

#### E.5 Step-03: Request to Unlock



If the SI wants to edit or modify the assigned marks after Lock anyway, he needs to send a Unlock Request to the SI related with this Course. For this, the DS will find a "Request to Unlock" button below the student list instead of the Save & Lock button. He needs to press this button & a prompt box will appear the screen. The SI can put a comment in this box why he needs to further modify it & Send the request. On the other side, Wing Admin considers to unlock the impression marks or not.



#### F. REPORTS

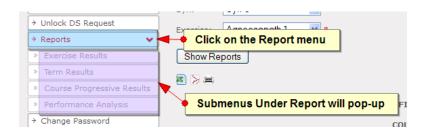
#### F.1 Step 1: Select Menu



#### F.2 Step 1: Unlock Request



#### G. REPORTS

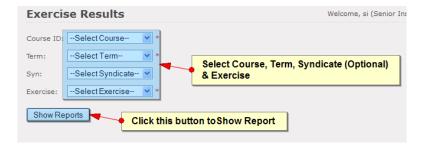


#### G.1 Exercise Result

#### G.1.1 Step 1: Select Menu



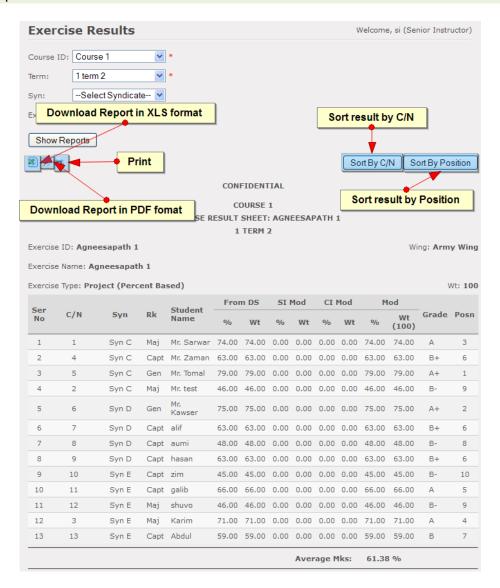
#### G.1.2 Step 1: Select Exercise



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#### G.1.3 Step 1: View Result



#### **G.2** Term Result

#### G.2.1 Step 1: Select Menu



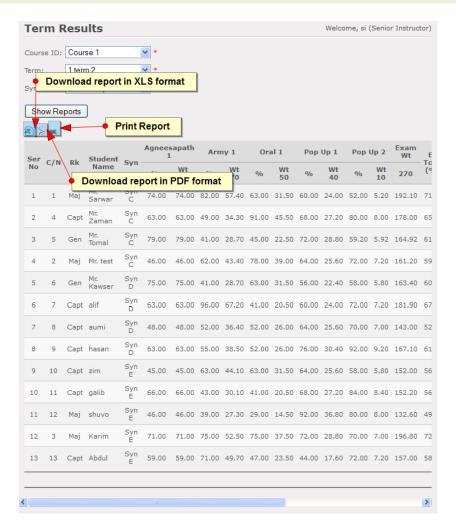
#### G.2.2 Step 1: Select Term



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#### G.2.3 Step 1: View Result

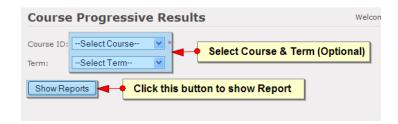


#### **G.3** Course Progressive Result

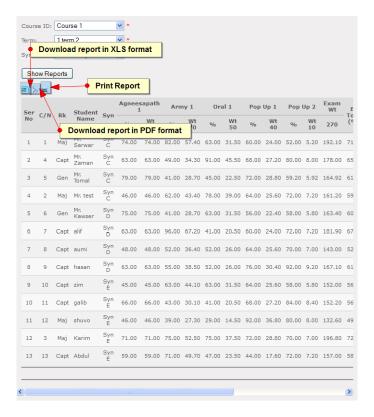
#### G.3.1 Step 1: Select Menu



#### G.3.2 Step 1: Select Course



#### G.3.3 Step 1: View Result

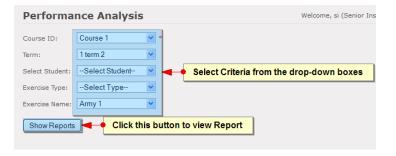


#### **G.4** Performance Analysis

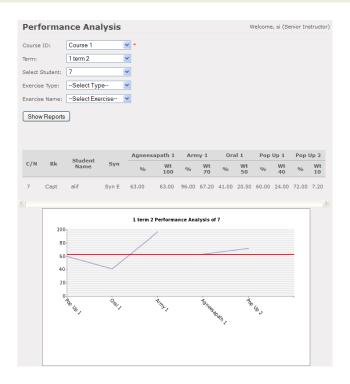
#### G.4.1 Step 1: Select Menu



#### G.4.2 Step 1: Select Criteria



#### G.4.3 Step 1: View Result

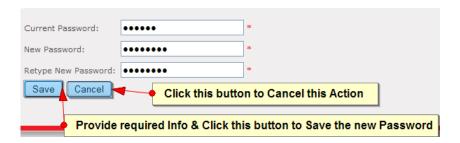


#### H. CHANGE PASSWORD

#### H.1 Step-01: Select Menu



#### H.2 Step-02: Change & Save new Password



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