

USER MANUAL

for

DSCSC Assessment (YARDSTICK) Software

Prepared for



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Prepared By

GRAMEEN SOLUTIONS
Business • Information • Technology

Grameen Solutions Limited
Grameen Bank Tower, Floor# 12
Mirpur-2, Dhaka 1216, Bangladesh


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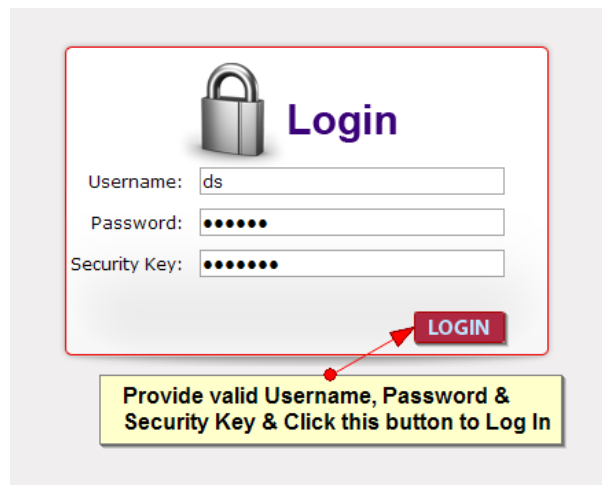
A. LOGIN PANEL & USER HOMEPAGE

A.1.1 Login Panel



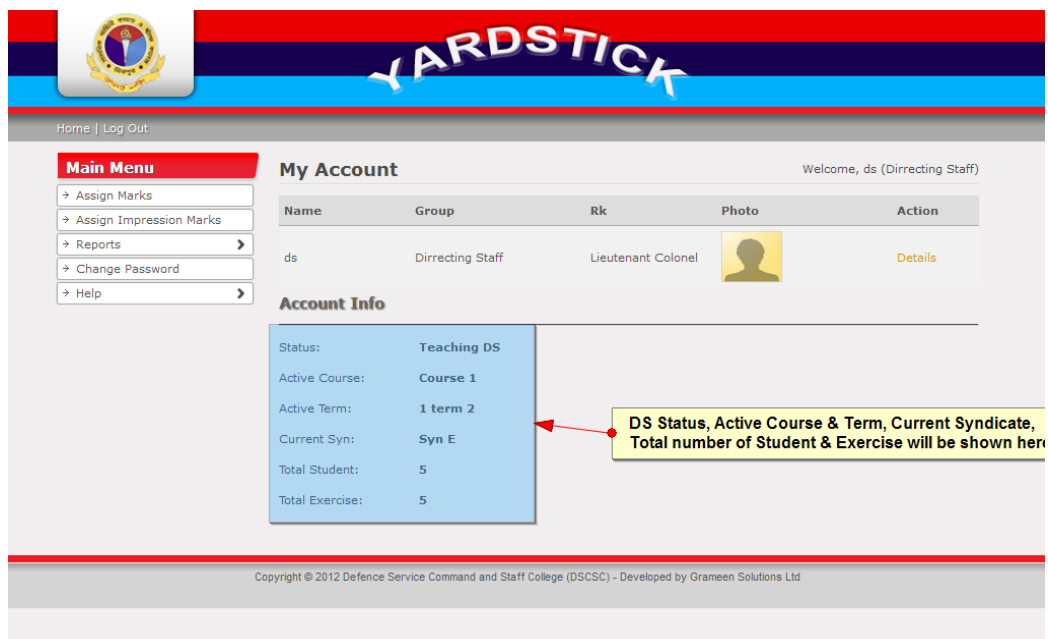
The login panel features the YARDSTICK logo at the top. Below it is a central login box with a padlock icon and the word "Login". The box contains three input fields: "Username:", "Password:", and "Security Key:". A red "LOGIN" button is positioned at the bottom right of the box. At the very bottom of the page, there is a small copyright notice: "Copyright © 2012 Defence Service Command and Staff College (DSCSC) - Developed by Grameen Solutions Ltd."

A.1.2 Enter Valid Info & Log In




This image shows the login panel with sample data entered into the fields: Username: "ds", Password: "*****", and Security Key: "*****". A red arrow points from a yellow callout box to the "LOGIN" button. The callout box contains the text: "Provide valid Username, Password & Security Key & Click this button to Log In".

A.1.3 User Home Page & Dashboard



The user home page features the YARDSTICK logo and a navigation bar with "Home" and "Log Out" links. A "Main Menu" sidebar lists options: "Assign Marks", "Assign Impression Marks", "Reports", "Change Password", and "Help". The main content area is titled "My Account" and includes a welcome message: "Welcome, ds (Dirrecting Staff)". Below this is a table with user details:

Name	Group	Rk	Photo	Action
ds	Dirrecting Staff	Lieutenant Colonel		Details

Below the table is an "Account Info" section with the following details:

Status:	Teaching DS
Active Course:	Course 1
Active Term:	1 term 2
Current Syn:	Syn E
Total Student:	5
Total Exercise:	5

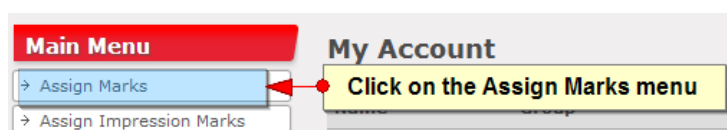
A red arrow points from a yellow callout box to the "Account Info" section. The callout box contains the text: "DS Status, Active Course & Term, Current Syndicate, Total number of Student & Exercise will be shown here". At the bottom of the page, there is a small copyright notice: "Copyright © 2012 Defence Service Command and Staff College (DSCSC) - Developed by Grameen Solutions Ltd."

B. ASSIGN MARKS

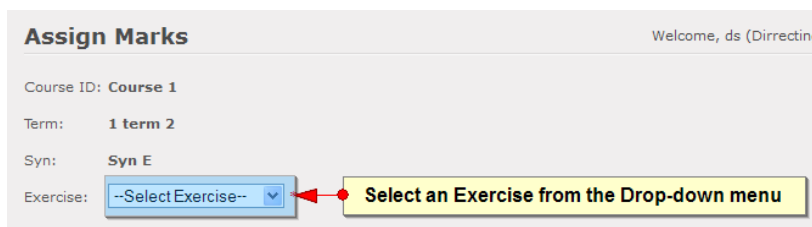
After successfully login, Directing Staff will find the Active Course, Term & Syndicate he is currently assigned to in the Dashboard which has been set out by the Administrator of the System. DS will also find the total number of Students assigned in his Syndicate & total number of Exercise of active Term. A detail of his personal Info can be found in the **Details** navigation. To assign Exercise marks, DS should navigate to the **Assign Marks** menu located in the left side of the interface. Student of his syndicate will be listed here after he selects an Exercise & he just need to put the marks in right field.

If the DS selects an exercise that is Percent Based, the percent based field will be only remain active while all other fields will be in read-only mode. On the other hand, if DS selects an Exercise that is Mark based, only marks field will remain active and other will in read-only mode. Details Info of the selected Exercise will be shown in the top-right side of the screen.

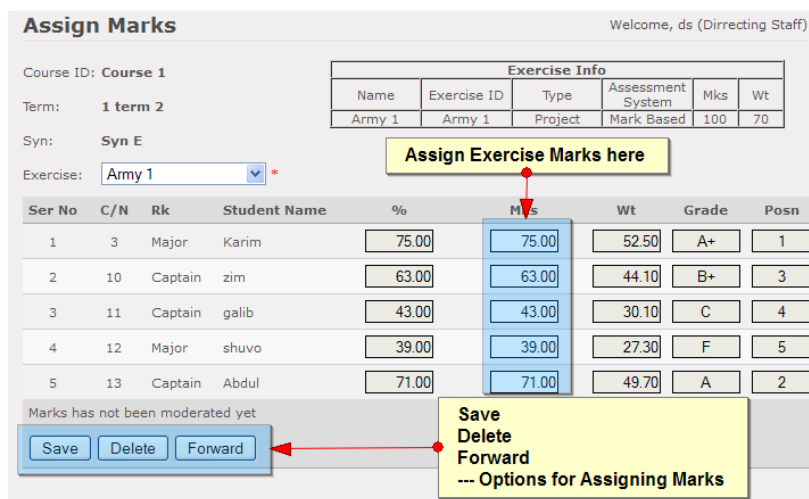
B.1 Step-01: Select Menu



B.2 Step-02: Select an Exercise



B.3 Step-02: Provide marks, Save & Forward



There are three Option buttons below the student list. If the DS wants to just Save the given marks & keep it in a way to edit the marks further, he should press the **Save** button. If the marks are only saved, DS will have the authority to edit it. In order to reset the marks for all students, there is a **Delete** button. If the DS wants to delete or reset all the marks he has given to the student, he needs to press the **Delete** button & all marks of the selected exercise of his students will be deleted. If the DS forward the assigned marks to SI, he needs to press the Forward button. Once the marks have been forwarded, the DS will have no permission to further edit it.

B.4 Step-04: Request to Unlock Exercise marks

Exercise Info							
Name	Exercise ID	Type	Assessment System				
Army 1	Army 1	Project	Mark Based				

Ser No	C/N	Rk	Student Name	%	Mks	Wt	Gra
1	3	Major	Karim	75.00	75.00	52.50	A
2	10	Captain	zim	63.00	63.00	44.10	B
3	11	Captain	galib	43.00	43.00	30.10	C
4	12	Major	shuvo	39.00	39.00	27.30	F
5	13	Captain	Abdul	71.00	71.00	49.70	A

Marks has not been moderated yet

Request to Unlock

This Exercise Marks have been Forwarded by Shams on 14 May, 2012 at 10:...

If the DS wants to edit the given marks after forwarding anyway, he will have to send a Unlock Request to the SI assigned in the Current Course. After forwarding an Exercise marks, the DS will find out **“Request to Unlock”** button instead of Save, Delete & Forward button. If the DS wants to Edit the marks after forwarding, he should press the **“Request to Unlock”** button.

Request to Unlock

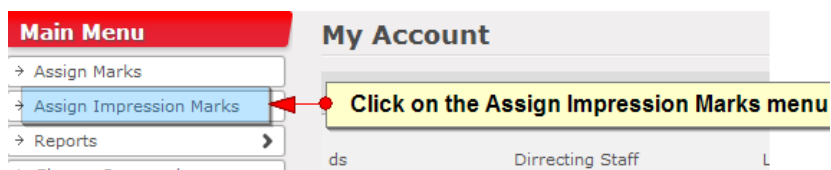
Cancel

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

C. ASSIGN IMPRESSION MARKS

DS Impression marks can be only assigned, when SI locks all exercises assigned in the active term. Until all the exercises are not locked from SI side, in the Assign Impression Marks menu, the DS will find a message “Exercise Marks has not been forwarded yet”. While the SI will lock all the Exercise marks, the DS will be able to assign DS Impression Marks of Active Term.

C.1 Step-01: Select Menu



C.2 Step-02: Provide marks

Assign Impression Marks

Course ID: **Course 1**

Term: **1 term 2**

Syn: **Syn E**

Mks Limitation: **15%** → **DS Impression Marks Limitation**

Over the Student List, there will be a mark Limitation Set up for DS. DS can put Impression marks according to this Limitation.

t	Oral 1		Pop Up 1		Pop Up 2		Sub Total Wt	Sub Total (%)	DS Imp Mks		Total Wt	Total (%)	Grade	Posn
	%	Wt 50	%	Wt 40	%	Wt 10			%	Wt 140				
50	75.00	37.50	72.00	28.80	70.00	7.00	196.80	72.89	75.6	105.84	302.64	73.81	A	1
10	63.00	31.50	64.00	25.60	58.00	5.80	152.00	56.30	71.0	99.40	251.40	61.32	B	4
10	41.00	20.50	68.00	27.20	84.00	8.40	152.20	56.37	65	91.00	243.20	58.76	B-	5
30	29.00	14.50	92.00	36.80	80.00	8.00	132.60	49.11	50	70.00	202.60	49.41	B-	5
70	47.00	23.50	44.00	17.60	72.00	7.20	157.00	58.15	57	79.80	236.80	57.76	B	2

C.3 Step-03: Save & Forward Marks

3	11	Captain galib	66.00	66.00	43.00	30.10	41.00	20.50	68.00	27.20	84.00	8.40	152	
4	12					0	27.30	29.00	14.50	92.00	36.80	80.00	8.00	132
5	13	Captain Abdul	59.00	59.00	71.00	49.70	47.00	23.50	44.00	17.60	72.00	7.20	157	

Save

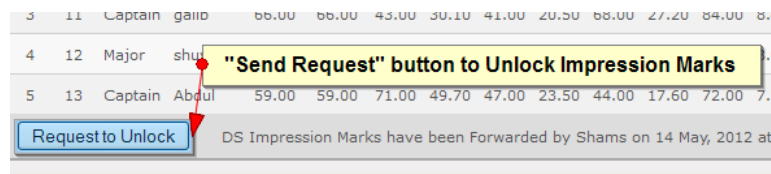
Forward

Click this button to Forward Impression Marks to SI

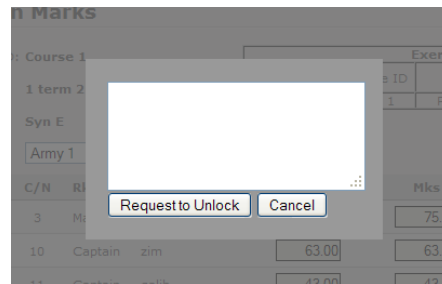
Click this button to Save

Below the student List, the DS will get two Option buttons. The DS 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 forward the Impression Marks to SI. For this, he needs to press the “Forward” button. Once, a mark has been forwarded to SI, it will not available for editing. Rather, the DS can only view the marks in read-only mode and cannot edit it.

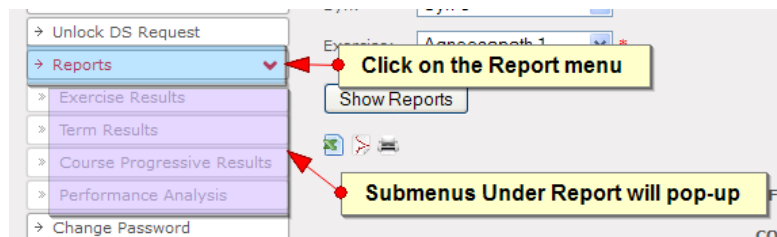
C.4 Step-03: Request to Unlock



If the DS want to edit or modify the assigned marks after forwarding 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 & Forward button. He needs to press this button & a prompt box will appear the screen. The DS can put a comment in this box why he needs to further modify it & Send the request. On the other side, SI considers to unlock the impression marks or not.

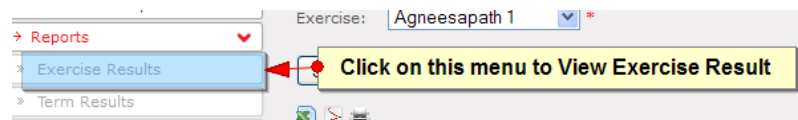


D. REPORTS



D.1 Exercise Result

D.1.1 Step 1: Select Menu



D.1.2 Step 1: Select Exercise

Course ID: --Select Course-- *
Term: --Select Term-- *
Syn: --Select Syndicate-- *
Exercise: --Select Exercise-- *

Select Course, Term, Syndicate (Optional) & Exercise

Show Reports **Click this button to Show Report**

D.1.3 Step 1: View Result

Course ID: Course 1 *
Term: 1 term 2 *
Syn: --Select Syndicate-- *

Download Report in XLS format

Show Reports

Print

Download Report in PDF format

Sort result by C/N

Sort By C/N Sort By Position

Sort result by Position

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COURSE 1

Exercise Result Sheet: AGNEESAPATH 1

1 TERM 2

Exercise ID: Agneesapath 1 Wing: Army Wing

Exercise Name: Agneesapath 1

Exercise Type: Project (Percent Based) Wt: 100

Ser No	C/N	Syn	Rk	Student Name	From DS		SI Mod		CI Mod		Mod		Grade	Posn
					%	Wt	%	Wt	%	Wt	%	Wt (100)		
1	1	Syn C	Maj	Mr. Sarwar	74.00	74.00	0.00	0.00	0.00	0.00	74.00	74.00	A	3
2	4	Syn C	Capt	Mr. Zaman	63.00	63.00	0.00	0.00	0.00	0.00	63.00	63.00	B+	6
3	5	Syn C	Gen	Mr. Tomal	79.00	79.00	0.00	0.00	0.00	0.00	79.00	79.00	A+	1
4	2	Syn C	Maj	Mr. test	46.00	46.00	0.00	0.00	0.00	0.00	46.00	46.00	B-	9
5	6	Syn D	Gen	Mr. Kawser	75.00	75.00	0.00	0.00	0.00	0.00	75.00	75.00	A+	2
6	7	Syn D	Capt	alif	63.00	63.00	0.00	0.00	0.00	0.00	63.00	63.00	B+	6
7	8	Syn D	Capt	aumi	48.00	48.00	0.00	0.00	0.00	0.00	48.00	48.00	B-	8
8	9	Syn D	Capt	hasan	63.00	63.00	0.00	0.00	0.00	0.00	63.00	63.00	B+	6
9	10	Syn E	Capt	zim	45.00	45.00	0.00	0.00	0.00	0.00	45.00	45.00	B-	10
10	11	Syn E	Capt	galib	66.00	66.00	0.00	0.00	0.00	0.00	66.00	66.00	A	5
11	12	Syn E	Maj	shuvo	46.00	46.00	0.00	0.00	0.00	0.00	46.00	46.00	B-	9
12	3	Syn E	Maj	Karim	71.00	71.00	0.00	0.00	0.00	0.00	71.00	71.00	A	4
13	13	Syn E	Capt	Abdul	59.00	59.00	0.00	0.00	0.00	0.00	59.00	59.00	B	7
Average Mks:												61.38 %		

D.2 Term Result

D.2.1 Step 1: Select Menu

> Exercise Results
> Term Results
> Course Progressive Results

Show Reports

Click on this menu to View Term Result

D.2.2 Step 1: Select Term

D.2.3 Step 1: View Result

Course ID:

Term:

Download report in XLS format

Show Reports

Print Report

Download report in PDF format

Ser No	C/N	Rk	Student Name	Syn	Agneesapath 1	Army 1	Oral 1	Pop Up 1	Pop Up 2	Exam Wt	E To				
					Wt	Wt	%	Wt	%	Wt	270				
1	1	Maj	Mr. Sarwar	Syn C	74.00	74.00	82.00	57.40	63.00	31.50	60.00	24.00	52.00	192.10	71
2	4	Capt	Mr. Zaman	Syn C	63.00	63.00	49.00	34.30	91.00	45.50	68.00	27.20	80.00	178.00	65
3	5	Gen	Mr. Tomal	Syn C	79.00	79.00	41.00	28.70	45.00	22.50	72.00	28.80	59.20	164.92	61
4	2	Maj	Mr. test	Syn C	46.00	46.00	62.00	43.40	78.00	39.00	64.00	25.60	72.00	161.20	59
5	6	Gen	Mr. Kawser	Syn D	75.00	75.00	41.00	28.70	63.00	31.50	56.00	22.40	58.00	163.40	60
6	7	Capt	alif	Syn D	63.00	63.00	96.00	67.20	41.00	20.50	60.00	24.00	72.00	181.90	67
7	8	Capt	aumi	Syn D	48.00	48.00	52.00	36.40	52.00	26.00	64.00	25.60	70.00	143.00	52
8	9	Capt	hasan	Syn D	63.00	63.00	55.00	38.50	52.00	26.00	76.00	30.40	92.00	167.10	61
9	10	Capt	zim	Syn E	45.00	45.00	63.00	44.10	63.00	31.50	64.00	25.60	58.00	152.00	56
10	11	Capt	galib	Syn E	66.00	66.00	43.00	30.10	41.00	20.50	68.00	27.20	84.00	152.20	56
11	12	Maj	shuvo	Syn E	46.00	46.00	39.00	27.30	29.00	14.50	92.00	36.80	80.00	132.60	49
12	3	Maj	Karim	Syn E	71.00	71.00	75.00	52.50	75.00	37.50	72.00	28.80	70.00	196.80	72
13	13	Capt	Abdul	Syn E	59.00	59.00	71.00	49.70	47.00	23.50	44.00	17.60	72.00	157.00	58

D.3 Performance Analysis

D.3.1 Step 1: Select Menu

» Term Results

» Course Progressive Results

» Performance Analysis

Click on this menu to View Performance Analysis

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D.3.2 Step 1: Select Criteria

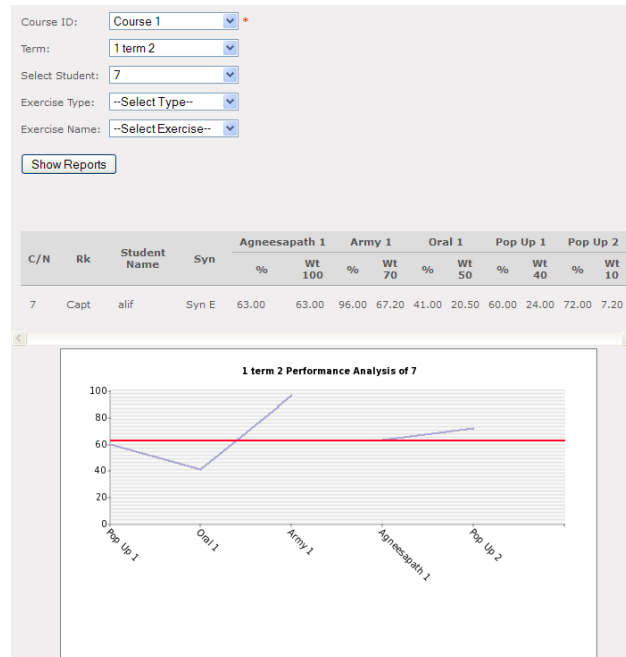
Course ID: Course 1
Term: 1 term 2
Select Student: --Select Student--
Exercise Type: --Select Type--
Exercise Name: Army 1

Show Reports

Select Criteria from the drop-down boxes

Click this button to view Report

D.3.3 Step 1: View Result



E. CHANGE PASSWORD

E.1 Step-01: Select Menu

→ Change Password
→ Help

Account Info

Click on this menu to Change Password

E.2 Step-02: Change & Save new Password

Current Password: ●●●●●●
New Password: ●●●●●●
Retype New Password: ●●●●●●

Save **Cancel**

Click this button to Cancel this Action

Provide required Info & Click this button to Save the new Password