

USER MANUAL

Dialog **NIBELUNG**

Digital Language Laboratory

www.lainlab.com



Lain
LABORATORY



This document is a user manual for Dialog Nibelung Student Profiles Manager product

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1. NOTATION

Notation in this document:



Critical note



Important note



For your information

Nibelung

- software and window titles

Start

- user interface elements (menus, buttons, etc.)

\\Nibelung\\

- file names, paths, etc.

Admin

- keyboard input

Ctrl+Enter

- keyboard shortcut

google.com

- Internet addresses

2. STUDENT PROFILES MANAGER OVERVIEW

Dialog Nibelung Student Profiles Manager is a student database management software with database format compatible with **Dialog Nibelung** (<http://lainlab.com/>). It can be used in conjunction with **Dialog Nibelung** or as a standalone student management software.

Principal features of the **Student Profiles Manager** are:

- Database management:
 - create database;
 - set and edit school properties;
 - create and edit student body structure;
 - student profiles management;
 - student archives management;
- student profiles can include a photo or any other image;
- full text search for students and school subdivisions;
- school, subdivision, or student data export into TXT, CSV, and HTML formats;
- simplified navigation and full keyboard control;
- internationalization and localization support;
- instant and deferred database editing;
- autosave at preset intervals in deferred mode;
- user authentication and database access authorization.

3. PROGRAM SETUP

3.1 System requirements

- Operating system:
 - Windows XP SP2;
 - Windows Vista;
 - Windows 7;
 - Windows 8, Windows 8.1;
 - Windows 10;
 - Windows Server 2003;
 - Windows Server 2008, Windows Server 2008 R2;
 - Windows Server 2012, Windows Server 2012 R2;
- .NET Framework 4.0 Client Profile;

.NET Framework 4.0 Client Profile is included in **Dialog Nibelung** installation package.

3.2 Hardware and network requirements

PC hardware prerequisites:

- at least 1 GHz CPU clock frequency;
- at least 1 GB of RAM (2 GB or more recommended);
- 30 MB hard drive storage for software installation;
- screen resolution of at least 1024x768 with color depth of at least 16 bits;
- AC97 or Realtek HD Audio compatible sound interface;
- 100 Mbps network interface;
- headset equipped with a microphone.



Attention: Local Area Network switch in the classroom must support **IGMP v2** protocol.



Important: We recommend that the teacher workstation be provided with a static IP address.

3.3 Student Profiles Manager installation notes

Launch **Dialog Nibelung Student Profiles Manager** installer and follow instructions on your screen to install the software.



Attention: You will need operating system administrator privileges to install **Dialog Nibelung Student Profiles Manager**. Day-to-day operations can and should be performed by other users.



Important: **Dialog Nibelung Student Profiles Manager** has both runtime and install time dependencies: **Microsoft .NET Framework 4.0 Client Profile** and **Windows Installer 4.5**. These will be installed as necessary if your computer lacks them. An internet connection is required if these dependencies have to be downloaded.



Important: **Dialog Nibelung Student Profiles Manager** online documentation is supplied in **PDF** format. You will need **Adobe Acrobat Reader** or other PDF reader to view the documentation.

4. SUGGESTED WORKFLOW

Dialog Nibelung Student Profiles Manager should be ready for day-to-day operations after the initial setup which should have been performed by your school system administrator ([System administration](#) on page 34).

The suggested workflow is as follows:

- Launch the software and log in.
- Edit school settings ([School profile](#) on page 12) if this has not been done previously.
- Student body structure is defined as a flat (non-hierarchical) list of subdivisions. These subdivisions are the categories with which students are affiliated in your school, e.g. grades, year in school, expected graduation date, program enrolled, etc.
- Bulk of the work will probably be performed manipulating student profiles: creating, editing, moving from one subdivision into another, archiving, etc.
- Save your work (see [Database update modes](#) on page 33) and/or export the data (see [Export](#) on page 32).
- Log out and end session.

5. PROGRAM INTERFACE

5.1 Student Profiles Manager main window

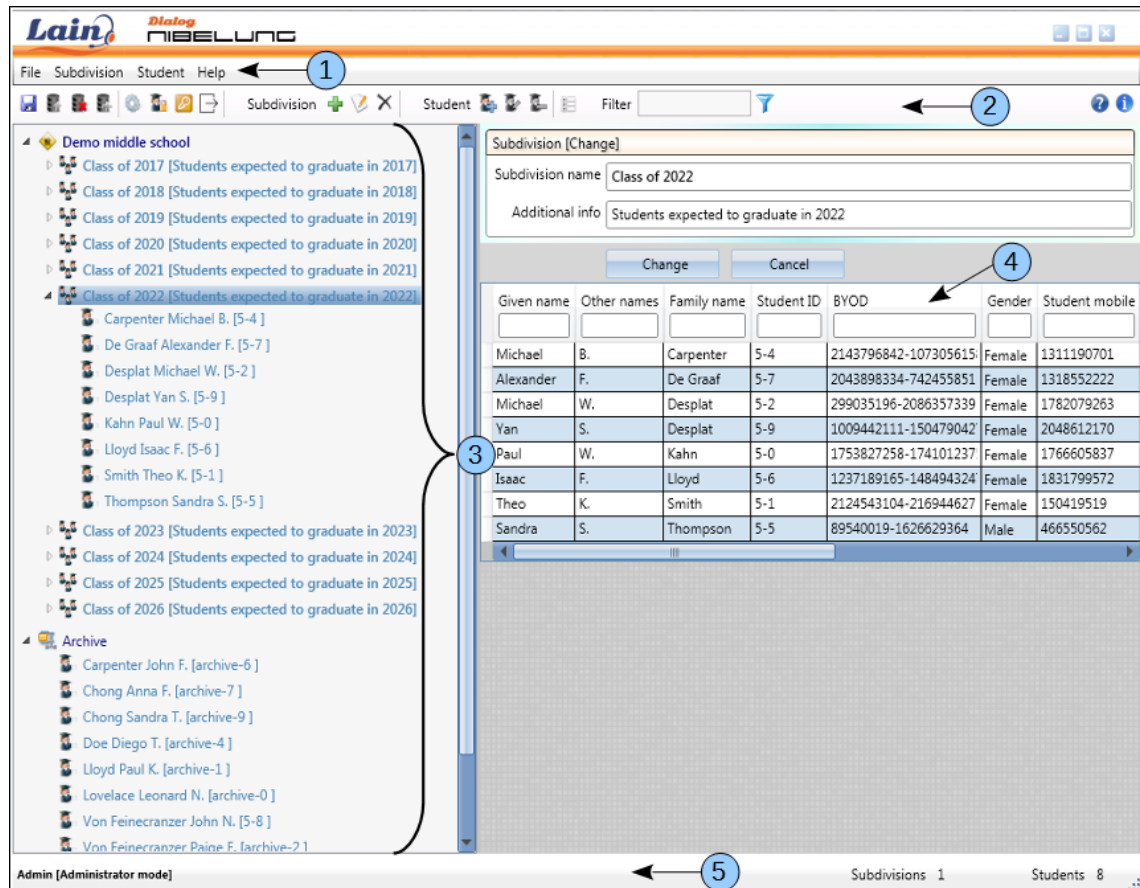


Figure 1: Student Profiles Manager main window

This window includes:

1. Main menu (see [Main menu](#) on page 15), provides access to the principal **Student Profiles Manager** functions.
2. Toolbar (see [Toolbar](#) on page 17) for quick access to the most often used functions.
3. Tree view panel (see [Tree view](#) on page 18) provides an overview of the student body structure.
4. Table view panel (see [Table view](#) on page 19). This is the panel that displays and allows editing of student profiles and school subdivisions.
5. Status bar (see [Status bar](#) on page 23).

5.2 Settings window

Select **File -> Settings** from the **Dialog Nibelung Student Profiles Manager** main menu to open the **Settings** window.

The **Settings** window is only accessible if you are logged in as **Admin** (see [System administration](#) on page 34). It allows you to set:

- user interface language;
- **Confirm operations** option to prompt for confirmation of destructive actions, such as removing records from the database;

- path to user database;
- deferred write mode and autosave mode.

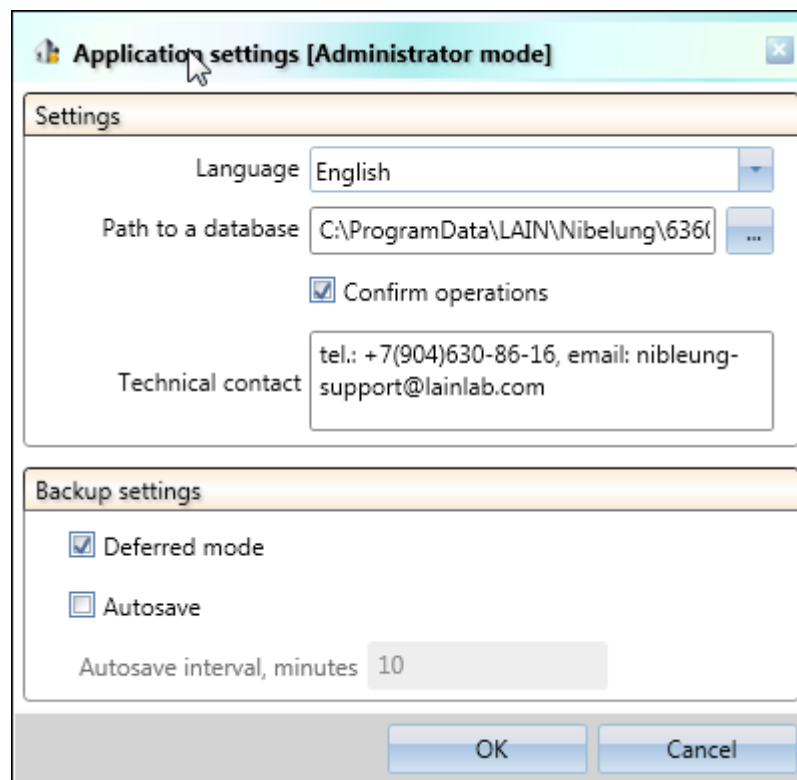


Figure 2: **Settings** window

5.3 Accounts management window

Select **File -> Accounts** from the **Student Profiles Manager** main menu to open the accounts management window. This command is only available when you are logged in as **Admin** (*System administration* on page 34). Here you can manage accounts of users that are authorized to access the database.



Attention: *Student Profiles Manager* user accounts are the same as *Dialog Nibelung* teacher accounts.

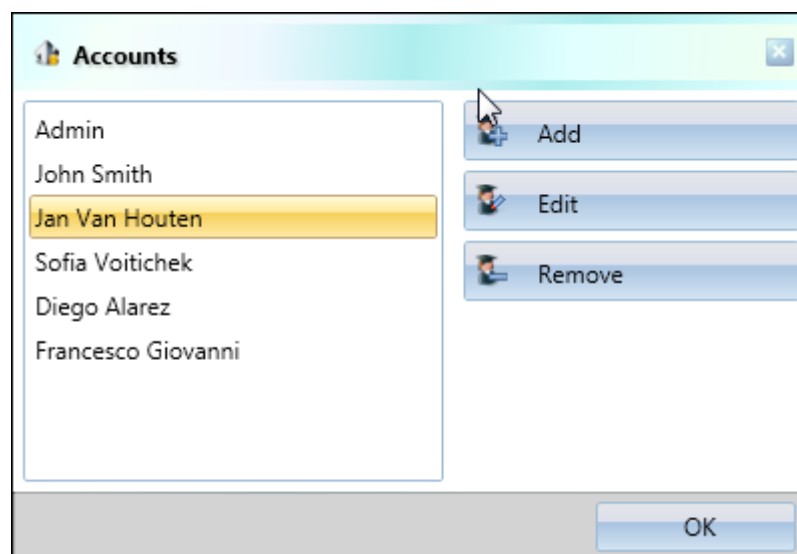


Figure 3: **Accounts management** window



Attention: [Admin](#) account can not be deleted as this will preclude many essential operations that can only be performed by the administrator.



Important: You can create user accounts with empty passwords or change passwords of existing account(s) to an empty value if this is absolutely necessary to do so. However, we strongly discourage you from such practices for security reasons.

5.4 Change password window

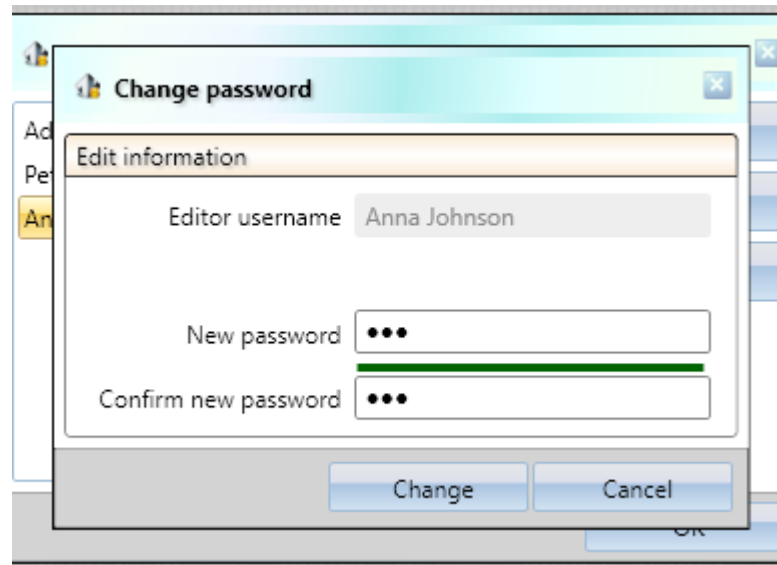


Figure 4: Change password window

Change password window will open in two cases:

1. After clicking on **Change password** link in **Login** window;
2. When adding or editing users in the **Accounts management** window (see [Accounts management window](#) on page 10)



Important: All users must confirm their old password before changing it to a new one. Contact your system administrator if you forgot your password.



Tip: An indicator will appear in the window whenever the **CapsLock** key on your keyboard is active.

The color confirmation bar between **New password** and **Confirm new password** fields will stay orange as long as the contents of the two fields do not match. It will become green as soon as the match is achieved.

5.5 School profile

Figure 5: **School profile** window

School profile window allows you to view and edit the following information for your school:

- Name;
- Type of the school;
- Address;
- Phone;
- URL;
- Contact information (academic, technical and other).

This window can be accessed by right clicking on the school name in the tree view panel ([Tree view](#) on page 18) and selecting **Edit school profile** from the context menu or selecting the school and pressing **F2** on your keyboard.

5.6 Subdivision settings

Figure 6: **Subdivision settings** window in addition mode

The **Subdivision settings** window allows you to add, edit and delete student body subdivisions for your school. The exact nature of these subdivisions depends on your school structure and how individual students are associated with them. Examples of subdivisions include: programs students are enrolled in, year in school, expected graduation year, etc.

This window can appear in one of the tree modes that allow you to add, edit and remove subdivisions:

1. add;

2. edit;
3. remove.

The mode in which this window is displayed depends on how command used to open the window. **Add**, **Save** or **Delete** confirmation buttons will appear in the window depending on the mode. Different modes can also be recognized by the suffix in window title bar.

- [Add]
- [Edit]
- [Delete]



Attention: When you delete a subdivision, all student profiles associated with it will be filed to the archive (see [Student archive](#) on page 25). You will have to manually restore them from archive to other subdivision if that is not what was intended. We therefore recommend moving students to other subdivisions first, and then removing the empty one.

5.7 Student profile

At a typical school you will probably spend the bulk of your **Dialog Nibelung Student Profiles Manager** time using this interface, as setting the school profile and defining subdivisions is more or less a one time job. Student profile can be displayed in one of the four modes, depending on how it was invoked:

- add student profile to a school subdivision;
- edit student profile, including moving to another subdivision;
- delete student profile (the profile will be filed to the archive);

- restore profile from the archive (this mode is called up from the context menu for archived profiles).

Student [Change]


Subdivision name

Class of 2019

Subdivision description

Students expected to graduate in 2019

Student profile



☐ Clear image

Family name

Lovelace

Given name

Diego

Other names

K.

Student ID

2-6

Show as

student-2-6

Student BYOD ID

1815531744-2005531945

Student mobile

(981) 175-844-15

E-Mail

dk-lovelace@testdb.local

3/27/1990

...

☒ Male
 ☐ Female

Additional info

Sample additional information about this student

Change

Cancel

Figure 7: Editing a **Student profile**



Tip: You don't have to select a subdivision before adding a student profile. The subdivision can be specified right in the profile (see [Moving students](#) on page 29)

Fill in profile fields from the keyboard or by pasting from the clipboard. Most fields are optional and can be left blank if necessary. The only mandatory field is **Student ID**.



Tip: Student IDs must be unique within the given school. The software will not allow you to enter a Student ID that already exists in another student profile.



Tip: BYOD ID (if applicable, see [Glossary](#) on page 40) can be looked up in the **About** window of the **Dialog Nibelung** student module installed on the device.



Tip: You can assign an image to every student profile. This could be a photo or an avatar in JPG or PNG format. We recommend using square images that are multiples of 128 by 128 pixels (e.g. 512 by 512). If you are using a photo, use a clear, well lit, full face or three-quarters head shot.

Click on the image at the top of **Student profile** panel to set an image. If an image is cleared from the profile, it is only disassociated with the profile without affecting the image file itself.

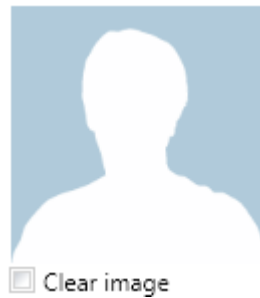


Figure 8: Empty image icon

5.8 Quick add prompt

The quick add prompt appears when either:

- you select a school with no subdivisions, or
- you select a school subdivision with no students associated with it.

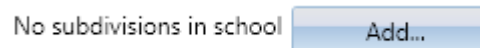


Figure 9: Add subdivision prompt

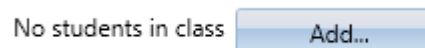


Figure 10: Add students prompt

These prompts serve both as a reminder and a shortcut for the user. Just press **Add...** and fill in the form to add students or school subdivisions.

5.9 Main menu

Dialog Nibelung Student Profiles Manager main menu consists of:

- **File** menu;
- **Subdivision** menu;
- **Student** menu;
- **Help** menu.



Figure 11: Main menu

File menu

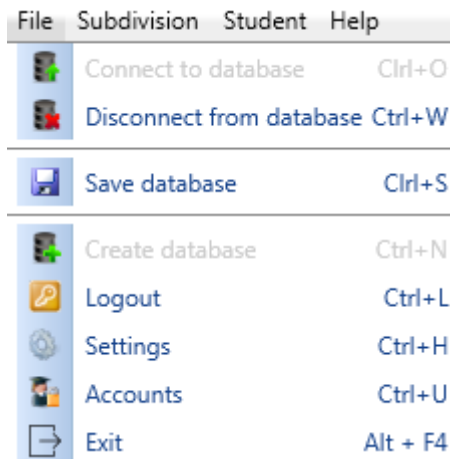


Figure 12: File menu

#	Item	Icon	Keyboard shortcut
1	Connect to database (1)		Ctrl + O
2	Disconnect from database (1)		Ctrl + W
3	Save database (2)		Ctrl + S
4	Create database (1)		Ctrl + N
5	Logout		Ctrl + L
6	Settings (1)		Ctrl + H
7	Accounts management (1)		Ctrl + U
8	Exit		Alt + F4

1. menu item is only available in administrator mode;
2. menu item is only available in deferred write mode (see [Database update modes](#) on page 33).

Subdivision menu

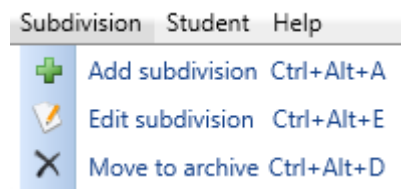
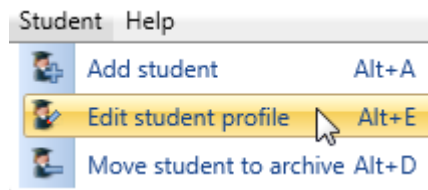


Figure 13: Subdivision menu

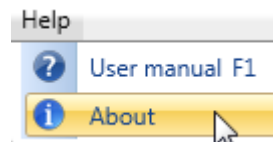
#	Item	Icon	Keyboard shortcut
1	Add subdivision		Ctrl + Alt + A
2	Edit subdivision data		Ctrl + Alt + E
3	Move subdivision to archive		Ctrl + Alt + D

Student menu

Figure 14: **Student** menu

#	Item	Icon	Keyboard shortcut
1	Add student		<u>A</u> lt + A
2	Edit student profile		<u>E</u> lt + E
3	Move student to archive		<u>D</u> lt + D

Help menu

Figure 15: **Help** menu

#	Item	Icon	Keyboard shortcut
1	User manual		<u>F</u> 1
2	About		=

Each command of the main menu can be invoked either by keyboard shortcut or selecting the item with a mouse. You can also access the main menu from the keyboard by pressing the **Alt** key.



Tip: If the menu item is greyed out or does not respond to the shortcut, this means that the command is not available in current context. For example, you can not edit a student profile if no student is selected.

5.10 Toolbar

The toolbar can be used for quick access to the main functionality of **Student Profiles Manager** without invoking the main menu.



Figure 16: Toolbar

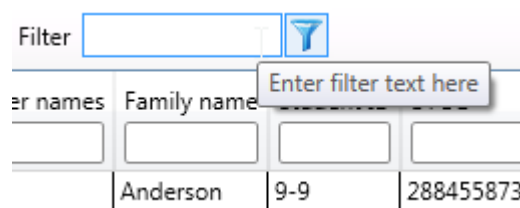


Figure 17: Toolbar filter

Apart from providing visual shortcuts to the menu commands, the toolbar also gives access to:

- **Show all students** button (immediately to the left of the filter string field);
- **Filter** button, used to toggle the global filter (see [Search](#) on page 24);
- filter string entry field.



Figure 18: **Show all students** button

5.11 Tree view

The tree view panel occupies the left pane in of the **Dialog Nibelung Student Profiles Manager** main window ([Figure 1:](#) on page 9). It displays the visual representation of the structure of the student body and each of its subdivisions. Most of the student management tasks can be performed from either the tree view or the table view panels.

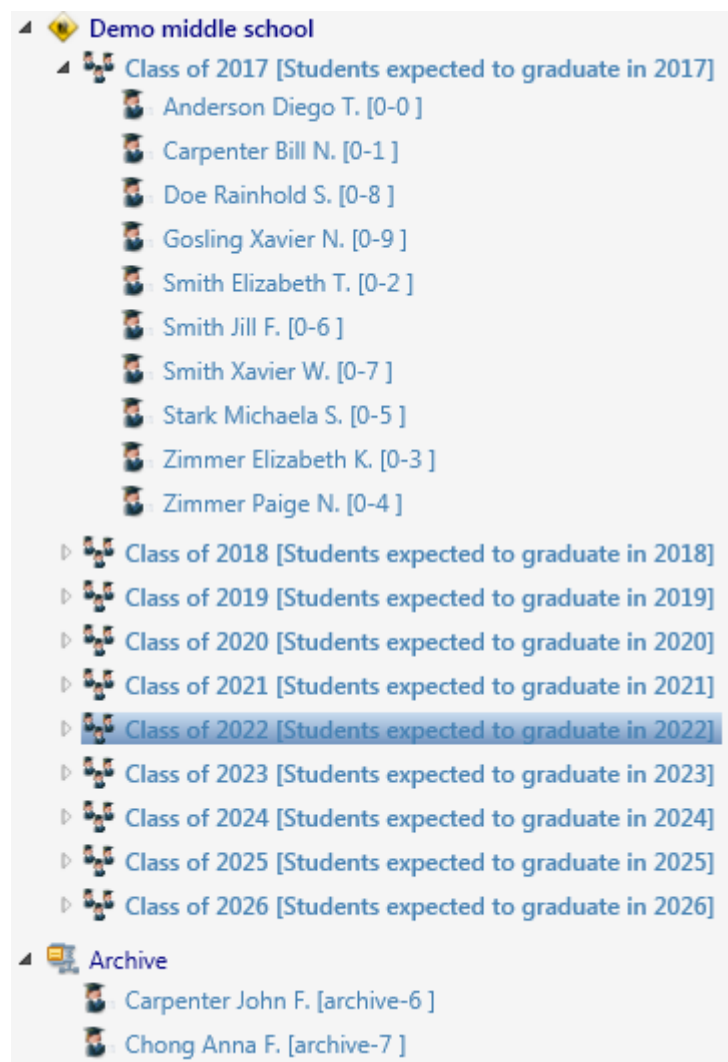


Figure 19: Tree view panel

How to use the tree view:

- Click on any branch in the tree to open its properties window. This can also be accomplished by pressing the **Enter** or **F2** keys on your keyboard when a branch is selected.
- Select a branch and press **Delete** on your keyboard to delete the branch. You will be prompted for confirmation.

- Hover the mouse pointer on any branch (apart from the archive) to display a popup box with its principal properties.
- Right click on any branch to open its context menu (see [Context menus](#) on page 20). This can also be accomplished by pressing the context menu key on your keyboard.
- You can drag'n'drop (see [Glossary](#) on page 40) student between the subdivisions to quickly move them.
- A triangle mark to the left of a branch means that this branch has a nested subtree (e.g. the school has subdivisions or a subdivision has students associated with them). Click on the triangle to expand the branch, click again to collapse it. You can also expand and collapse branches using **Left** and **Right** keys on your keyboard once the branch is selected.
- Press **Esc** on your keyboard or **Cancel** button in any dialog to cancel it and return focus back to the tree view. This allows to quickly view and edit student profiles and check which profile or subdivision was the last to be worked with.
- Use the **Up**, **Down**, **Home**, **End**, **PageUp** and **PageDown** on your keyboard to quickly navigate around the tree view. Use **Left** and **Right** keys to expand and collapse nested branches.

5.12 Table view

Dialog Nibelung Student Profiles Manager presents two different views of the data: tree view (see [Tree view](#) on page 18) in the left pane of the main window and table view in the right one. Table view allows simultaneous display of a large number of database records, search them, sort, and filter. Keyboard hotkeys ([Keyboard shortcuts](#) on page 23) and context menus ([Context menus](#) on page 20) are both available in the table view for quick access to the individual student profiles.

Subdivision [Change]

Subdivision nameClass of 2021

Additional infoStudents expected to graduate in 2021

Change

Cancel

Given name	Other names	Family name	Student ID	BYOD	Gender	Student mobile	E-Mail
Paul	K.	Anderson	4-7	840424473-1669186423	Female	413111525	Anderson7@testdb.local
Xavier	F.	Carpenter	4-8	561903952-2039959725	Female	1103569970	Carpenter8@testdb.local
Xavier	B.	Chong	4-4	1211866287-489836324	Female	1672858846	Chong4@testdb.local
Cleo	F.	Desplat	4-0	244082699-1003331730	Male	661985060	Desplat0@testdb.local
Sandra	N.	Desplat	4-2	141260593-2043677867	Male	366573077	Desplat2@testdb.local
Xavier	S.	Doe	4-6	62254654-1112953119	Female	631981222	Doe6@testdb.local
Elizabeth	S.	Lovelace	4-9	528605320-1605386008	Male	792496096	Lovelace9@testdb.local
Rainhold	W.	Smith	4-1	1761187403-1964976011	Female	1986437182	Smith1@testdb.local
Cleo	T.	Thompson	4-5	1635582268-920401510	Male	221382712	Thompson5@testdb.local
Anne	K.	Williams	4-3	1424004689-1915509283	Male	950642436	Williams3@testdb.local

Figure 20: Table view

The table view can display

- subdivision structure: when the school is selected in tree view;
- full list of students: when the school is selected in tree view and **Show all students** button is active in the toolbar (see [Toolbar](#) on page 17);
- list of students in a given subdivision: when a subdivision is selected in the tree view;
- list of students in the archive: then the archive is selected in the tree view.

Given name	Other names	Family name	Student ID	BYOD	Gender	Student mobile	E-Mail	Additional info
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 21: Table view header

The table view allows you to:

- sort the tables on any column by simply clicking on that column header ([Figure 22](#): on page 20);
- subsequent clicks on column header reverse the sort order;
- double click on any row to edit it;
- context menus ([Context menus](#) on page 20) are available for every row of the table;
- full text search on all fields using filter tool in the toolbar (see [Toolbar](#) on page 17);
- filter on any column by entering search string in the fields immediately below the column header; multiple filters can be used simultaneously.



Figure 22: Column selected for sorting

5.13 Context menus

Dialog Nibelung Student Profiles Manager provides context menus for every record in the database in both tree view and table view ([Figure 1](#): on page 9).

Context menus are available for:

- school;
- school subdivisions;
- archive;
- active students;
- archived students.

Context menu for an element can be called up by right clicking on this element or selecting it and pressing the context menu key on your keyboard. The context menu key can usually be found between the right **Alt** and **Ctrl** keys or right **Win** and **Ctrl** keys. Commands available from the context menu are completely identical to the corresponding commands of the main menu and the toolbar.

Available context menus:

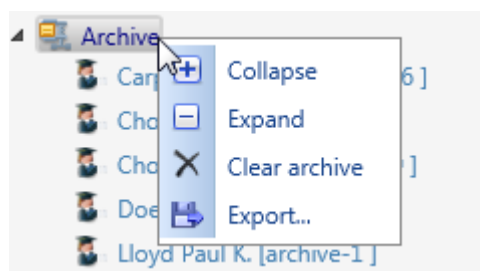


Figure 23: Archive context menu

- **Collapse**: collapse the archive;
- **Expand**: expand the archive;
- **Clear archive**: clear all records from the archive;
- **Export**: export contents of the archive.



Important: Clearing the archive permanently deletes all records. Exercise caution as this is a destructive operation that can not be undone.

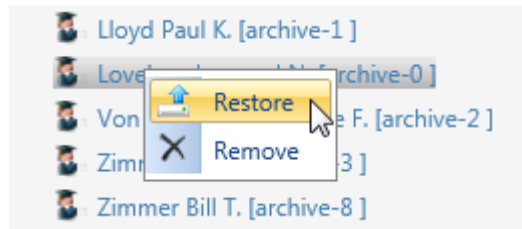


Figure 24: Archived student profile context menu

- **Restore:** restore the student profile from the archive to the specified subdivision;
- **Remove:** remove profile from the archive and delete all profile data.

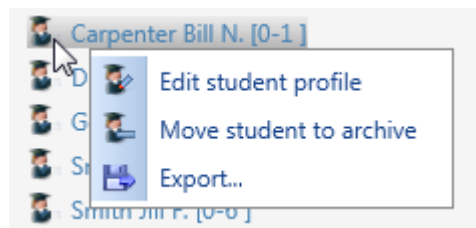


Figure 25: Student context menu

- **Edit student profile** open student profile editor;
- **Move student to archive** prompts for confirmation to move the profile to the archive;
- **Export:** export student profile from the database.

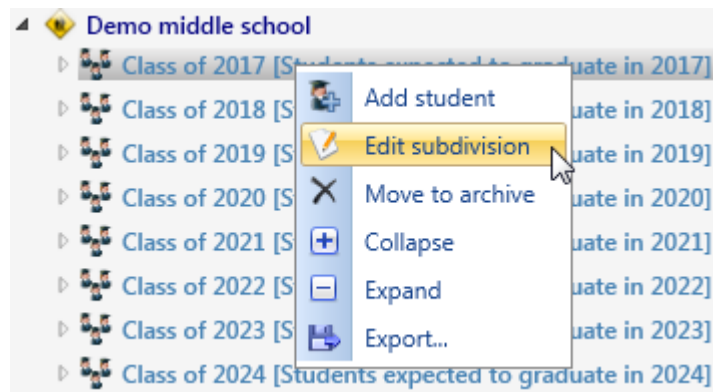


Figure 26: Subdivision context menu

- **Add student:** open student profile editor in addition mode (see [Adding students](#) on page 28);
- **Edit subdivision:** open **Subdivision settings** in editing mode (see [Editing subdivisions](#) on page 26);
- **Remove subdivision:** removes subdivision with confirmation prompt and moves all students associated with it to the archive;
- **Collapse:** collapse subdivision branch in tree view;
- **Expand:** expand subdivision branch in tree view;

- **Export:** export subdivision data together with all associated students (see [Export](#) on page 32).

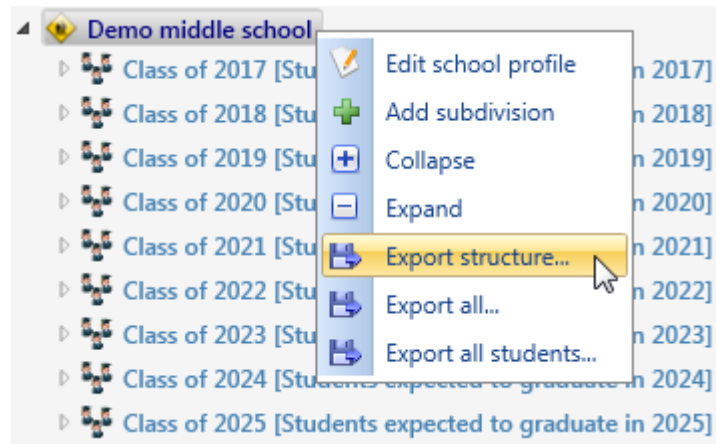


Figure 27: School context menu

- **Edit school profile** school profile editor (see [School profile](#) on page 12);
- **Add subdivision:** add a student body subdivision to the school structure;
- **Collapse:** collapse tree view;
- **Expand:** expand tree branches;
- **Export structure:** export school data and subdivision structure (see [Export](#) on page 32);
- **Export all:** export all school data with subdivisions and all active students (excluding the archive) (see [Export](#) on page 32);
- **Export all students:** export all active students (see [Export](#) on page 32).

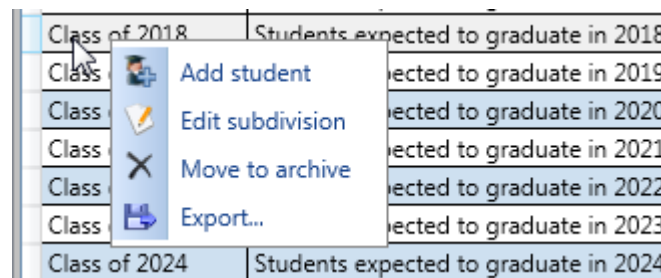


Figure 28: Subdivision context menu in table view

- **Add student:** open student profile editor in addition mode (see [Adding students](#) on page 28);
- **Edit subdivision :** open **Subdivision settings** in editing mode (see [Editing subdivisions](#) on page 26);
- **Remove subdivision:** remove subdivision with confirmation prompt and move all associated students to the archive;
- **Export:** export subdivision data together with all associated students (see [Export](#) on page 32).

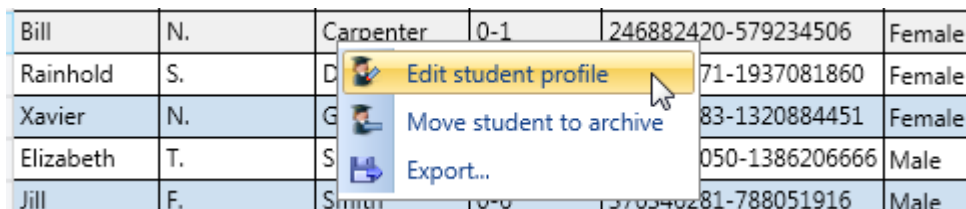


Figure 29: Student context menu in table view

Student context menu in table view is identical to the one in tree view (see above).



Attention: All types of data export are performed via the context menu of the selected element.

5.14 Status bar

The status bar at the bottom of the **Dialog Nibelung Student Profiles Manager** main window displays

- current user name on the left;
- total number of subdivisions in the school, and
- total number of students in selected subdivision, on the right.



Figure 30: Status bar

5.15 Keyboard shortcuts

Dialog Nibelung Student Profiles Manager provides keyboard shortcuts for all major functionality of the database management.

Shortcuts available for all users:

#	Function	Shortcut
1	Save database *	Ctrl + S
2	Logout	Ctrl + L
3	Quit	Alt + F4
4	Add subdivision	Ctrl + Alt + A
5	Edit subdivision	Ctrl + Alt + E
6	Remove subdivision	Ctrl + Alt + D
7	Add student	Alt + A
8	Edit student profile	Alt + E
9	Archive student	Alt + D
10	Display this manual	F1

* - only available in deferred save mode (see [Database update modes](#) on page 33).

Shortcuts available to the administrator:

#	Function	Shortcut
1	Create database	Ctrl + N
2	Open database	Ctrl + O
3	Close database	Ctrl + W
4	Student Profiles Manager settings (see (Settings window on page 9))	Ctrl + H
5	User accounts management (see Accounts management window on page 10)	Ctrl + U

The following functions are only available via the context menus (see [Context menus](#) on page 20):

- Clear archive;
- Collapse tree view branch;
- Expand all;
- Edit school profile;
- Restore student from the archive;
- Remove student from the archive;

- Export:
 - all school data;
 - all students in the school;
 - school profile and structure;
 - all students;
 - subdivisions;
 - individual student profile;
 - archive.



Tip: Menu item, toolbar entry, or keyboard shortcut corresponding to a function will have no effect if this function is not available in current context for any reason. For example, **Edit student profile** will have no effect unless a student is selected.

5.16 Search

Dialog **Nibelung Student Profiles Manager** provides two facilities for searching and filtering database records: on any field and on specific fields.

Figure 31: Filter for search on any field

By applying a filter on any field ([Figure 31](#): on page 24) you can search for the records containing specified string anywhere in the records. For example, by entering **John** as a filter you can search for all students that have 'John' as a given or middle name as well as those that have 'John' as a part of their family name, e.g. 'Johnson', or even email address, for that matter.

First name	Middle name	Last name	Student ID	BYOD	Student mobile	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text" value="An"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anna	S.	Anderson	13-19	9018738-1304056817	1152286678	Anderson19@test
John	K.	Anderson	13-18	848036253-505836320	486901957	Anderson18@test
Farrah	S.	Kernighan	13-0	524784022-757222490	1429002724	Kernighan0@testc
Farrah	W.	Kernighan	13-21	1874831777-1458781258	1937974100	Kernighan21@test
Michael	T.	Von Feinecranzer	13-8	950262441-779190831	1322836459	Von Feinecranzer8

Figure 32: Filter for search on specific fields

By applying filters on specific field you can perform a more selective search, e.g. selecting only those students who specifically have 'John' as their given name or 'Johnson' as their family name.



Attention: You can not apply both any field filter and specific field filters at the same time. You can, however, apply more than one specific field filter.

5.17 Student archive

For every school **Dialog Nibelung Student Profiles Manager** provides an archive for storage of deactivated student profiles.



Figure 33: School archive

Any student can be placed in the archive at any time. Students can be restored from the archive to any subdivision. You can also remove student profiles from the archive, which leads to student data being permanently and unrecoverably erased from the database. You can also remove all student data from the archive at once by selecting **Clear archive** item from the context menu.

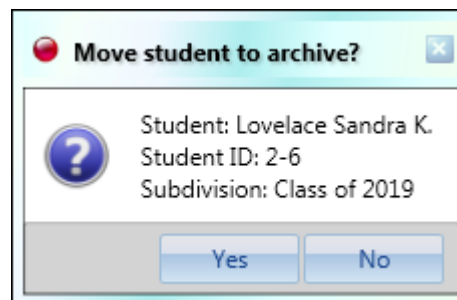


Figure 34: Prompt for moving to archive



Important: When a subdivision is removed, all student profiles associated with this subdivision are placed in the archive.

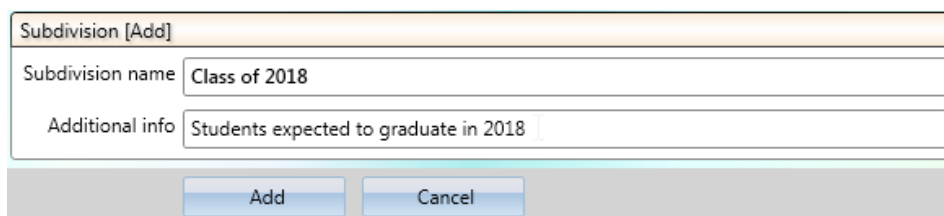
6. WORKING WITH SUBDIVISIONS

6.1 Adding subdivisions

A student body subdivision can be added to the school structure by either one of the following methods:

- Select **Subdivision > Add** from the main menu;
- Press **Add subdivision** button on the toolbar (see [Toolbar](#) on page 17);
- Select **Add subdivision** item from the context menu for the school (see [Context menus](#) on page 20);
- Press the **Add** button (see [Quick add prompt](#) on page 15) in the properties panel for a newly created school database;
- Use the **Ctrl + Alt + A** keyboard shortcut.

A subdivision window will appear to the right of the tree view panel, where you can specify subdivision name and an optional description.



The image shows a dialog box titled "Subdivision [Add]". It contains two text input fields. The first field is labeled "Subdivision name" and contains the text "Class of 2018". The second field is labeled "Additional info" and contains the text "Students expected to graduate in 2018". At the bottom of the dialog, there are two buttons: "Add" and "Cancel".

Figure 35: Subdivision settings window

Press the **Add** button or **Enter** key to apply the changes. Press **Cancel** or **Esc** to cancel it.



Important: The software will not let you add a subdivision if one with the same name already exists. If that is the case, you options are:

- pick a different name for the new subdivision;
- rename the already existing subdivision;
- remove the already existing subdivision (note: all student profiles associated with it will be deactivated and filed to the archive).

6.2 Editing subdivisions

Parameters of an existing student body subdivision can be changed using either one of the following methods:

- Select **Subdivision > Edit** from the main menu.
- Press the **Edit subdivision** button on the toolbar.
- Select **Edit subdivision** item from the subdivision context menu (see [Context menus](#) on page 20).
- Use the **Ctrl + Alt + E** keyboard shortcut.
- Select a subdivision in tree view (see [Tree view](#) on page 18) and press **Enter** or **F2** on your keyboard.

A subdivision window (see [Figure 35:](#) on page 26) will appear on your screen, where you can change subdivision name and description. Press the **Save** button or **Enter** key for the changes to take effect. Press **Cancel** or **Esc** to cancel the changes.



Important: The software will not allow you to change a subdivision name to the one that already exists, as they must be unique. If this is case your options are pretty much the same as listed in the previous section [Adding subdivisions](#) on page 26 .

6.3 Removing subdivisions

A subdivision can be removed from the student body structure by using either one of the following methods:

- Select **Subdivision > Delete** from the main menu.
- Press the **Delete subdivision** button on the toolbar.
- Select appropriate item from the subdivision context menu (see [Context menus](#) on page 20) in either tree or panel view (see [Tree view](#) on page 18 and [Table view](#) on page 19).
- Use the **Ctrl + Alt + D** keyboard shortcut.

A subdivision window in delete mode (see [Figure 35:](#) on page 26) or a confirmation prompt will appear on your screen, depending on the invocation method. Confirm or cancel the operation.



Important: *Once deleted, the subdivisions are lost forever. Associated student profiles, however, will be simply deactivated and filed to the archive. You can restore students from the archive to another subdivision, or clean the archive manually.*



Tip: *When **Dialog Nibelung Student Profiles Manager** is running in the deferred write mode (see [Database update modes](#) on page 33) the operations are actually performed only when **Save database** function is invoked, or the **autosave** option is activated in database settings (see [Settings window](#) on page 9).*

7. WORKING WITH STUDENTS

7.1 Adding students

A student profile can be added to a student body subdivision by any of the following methods:

- Select **Student > Add**.
- Press **Add student** button on the toolbar.
- Select **Add student** item from either school or subdivision context menu (see [Context menus](#) on page 20).
- Press the **Add** button in the properties panel of a newly created subdivision ([Quick add prompt](#) on page 15).
- Use the **Alt + A** keyboard shortcut.

A student profile window ([Student profile](#) on page 13) will appear on your screen.

Press the **Add** button or **Enter** key to apply the changes. Press **Cancel** or **Esc** to cancel it.



Important: Active student IDs must be unique and the software will not let you add a profile with duplicate student ID. If you are absolutely sure you need to assign an already existing student ID to a new student, your only options are:

- change student ID in the already existing student profile;
- deactivate existing student profile by moving it to the archive.

7.2 Editing student profiles

Student profile can be edited by any of the following methods:

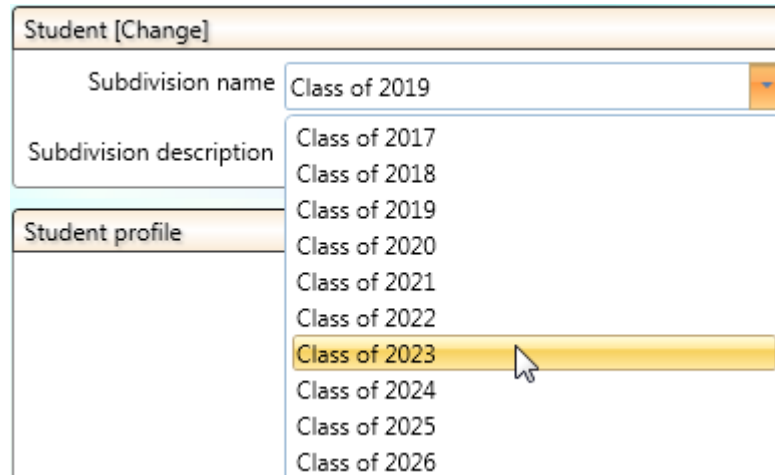
- Select **Student > Edit** from the main menu.
- Press the **Edit student profile** button on the toolbar.
- Select **Edit** item from the student context menu (see [Context menus](#) on page 20) in either tree or table view (see [Tree view](#) on page 18 and [Table view](#) on page 19).
- Use the **Alt + E** keyboard shortcut.
- Select a student in the tree view panel and press either **Enter** or **F2**.

A student profile editing window ([Student profile](#) on page 13) will appear on your screen, where you can edit profile data.

Press the **Add** button or **Enter** key to apply the changes. Press **Cancel** or **Esc** to cancel it.

7.3 Moving students

You can move student profile from one subdivision to another while editing their profile (see [Student profile](#) on page 13) or when restoring that student from the archive (see [Student archive](#) on page 25) by selecting a new subdivision from the drop down list.



Student [Change]

Subdivision name: Class of 2019

Subdivision description: Class of 2017, Class of 2018, Class of 2019, Class of 2020, Class of 2021, Class of 2022, **Class of 2023**, Class of 2024, Class of 2025, Class of 2026

Student profile

Figure 36: Drop down list of school subdivisions



Student [Restore]

Subdivision name: Class of 2021

Subdivision description: Students expected to graduate in 2021

Student profile


☐ Clear image

Family name: Lloyd

Given name: Paul

Other names: K.

Student ID: archive-1

Show as: ArchivedStudent-1

Student BYOD ID: 231546997-1180434712

Student mobile: 1149583331

E-Mail: Lloyd1@testdb.localarchive

Birthday: 7/19/1977

Gender: ☐ Male ☒ Female

Additional info: Sample information about student N1: LloydPaulK.

Restore Cancel

Figure 37: Restoring student from the archive



Tip: While editing a student profile, their associated subdivision is automatically selected from the drop down box.



Tip: You can easily move student profiles to a different subdivision branch in the tree view panel (see [Tree view](#) on page 18) using drag and drop ([Glossary](#) on page 40).

7.4 Archiving students

Student profiles can be filed to the school archive by any of the following methods:

- Select a student profile, then select **Student > Delete** from the main menu.
- Press **Delete student** button on the toolbar.
- Select corresponding item from the student context menu in either tree or table view (see [Tree view](#) on page 18 and [Table view](#) on page 19).
- Use the **Alt + D** keyboard shortcut;
- Select a student in the tree view panel and press **Delete** key (you will be prompted for confirmation).

A student profile editing window ([Student profile](#) on page 13) will appear on your screen. Press **Delete** button or the **Enter** key to confirm moving to the archive. Press **Cancel** or **Esc** to cancel the operation.

7.5 Restoring students from the archive

You can restore student profile from the archive by any of the following methods:

- Select **Restore** from the context menu (see [Context menus](#) on page 20) of an archived student and assign a subdivision in the window that will appear. This can be performed from either tree or table view (see [Tree view](#) on page 18 and [Table view](#) on page 19).
- In the tree view panel, drag and drop ([Glossary](#) on page 40) a student profile from the archive to required subdivision.

8. FREQUENTLY ASKED QUESTIONS (FAQ)

8.1 Software prerequisites

What operating systems Dialog Nibelung Student Profiles Manager is compatible with?

Any version of Windows that supports installation of .NET Framework 4.0:

- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7
- Microsoft Windows 8
- Microsoft Windows 8.1
- Microsoft Windows 10
- Microsoft Windows Server 2003
- Microsoft Windows Server 2008
- Microsoft Windows Server 2012

8.2 Installation and setup

Any difficulties that can be expected during installation and setup of Dialog Nibelung Student Profiles Manager?

We strongly recommend to read section [Student Profiles Manager installation notes](#) on page 7 before starting **Dialog Nibelung Student Profiles Manager** installation.

What is default user name and password?

Default user name: [Admin](#), password: [Admin](#).

How can I change global Dialog Nibelung Student Profiles Manager settings?

Log into **Dialog Nibelung Student Profiles Manager** as an administrator. Select **File > Settings** from the main menu or use **Ctrl + H** keyboard shortcut to access the settings window.

What is administrator's user name?

The system administrator user name is [Admin](#).

9. EXPORT

Dialog Nibelung Student Profiles Manager allows you to export:

- individual student profiles;
- subdivision with all associated students;
- school (brief report);
- school (detailed report);
- archive contents;
- all active students in the school.

Supported export formats are CSV (comma separated values), TXT (plain text), and HTML (see [Glossary](#) on page 40)



Tip: Profile images are exported along with other profile data when exporting student profiles into HTML. The images will be stored in a folder located in the same directory as the export file and having the same name with addition of `_files` suffix.

All **Export** operations are performed from the corresponding context menus (see [Context menus](#) on page 20). A **Save as** window will appear, where you can specify:

- export format;
- path;
- filename.

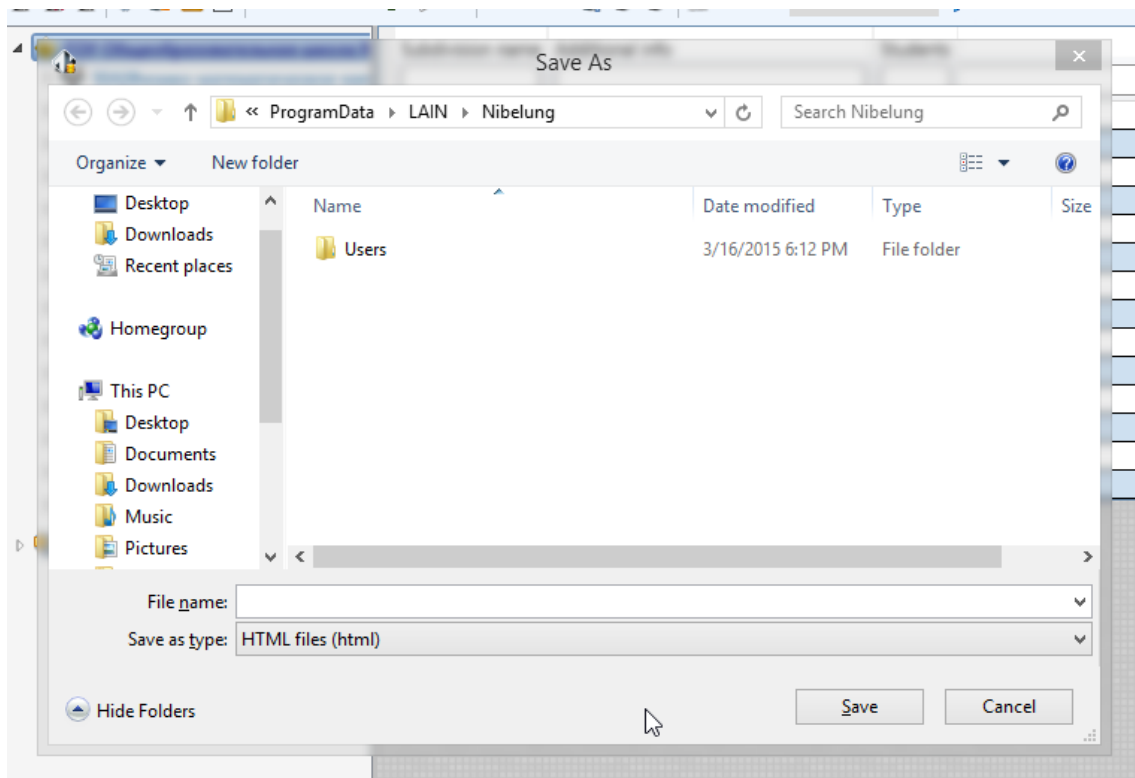


Figure 38: Export **Save as** window



Tip: If the filename is missing the extension, it will be appended automatically depending on the export format.

10. DATABASE UPDATE MODES

Dialog Nibelung Student Profiles Manager has two modes for updating the database:

- immediate mode;
- deferred update mode.

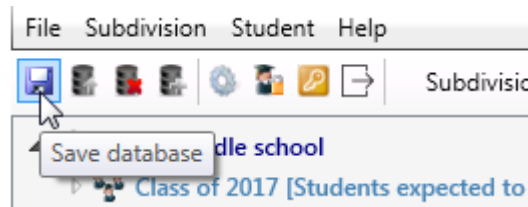



Figure 39: Toolbar **Save** button in deferred update mode

These modes are controlled by the **Deferred mode** checkbox in the **Settings** window (see [Settings window](#) on page 9) which is accessible only to the system administrator. In the immediate mode all updates to the database are performed immediately. In deferred mode updates are actually performed with a temporary copy of the database. This means that any changes made by a user are saved in this temporary copy and will only be transferred to the actual database when **Save database** function is invoked. This command must be invoked manually from either the main menu or the toolbar button . At the end of the session the user will be prompted to save the changes if any are pending. The **Autosave** option (see [Settings window](#) on page 9) allows to save the changes automatically at preset intervals.

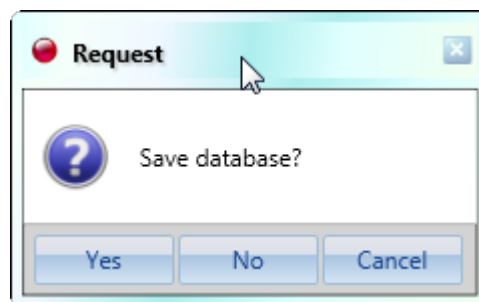


Figure 40: **Save database** prompt



Tip: Autosave interval is specified in minutes.

11. SYSTEM ADMINISTRATION

This section is intended for the school system administrator.

Dialog Nibelung Student Profiles Manager grants different privileges to different users. Upon successful installation one privileged user account will be created automatically: **Admin** with default password **Admin**. Immediately log into this account and change the password.

The following action are reserved for the user with administration privileges:

- User accounts management (*Accounts management window* on page 10):
 - adding users;
 - changing password of any user;
 - removing users.
- Creating new databases.
- Opening new databases.
- Changing **Student Profiles Manager** settings (*Settings window* on page 9):
 - default user interface language;
 - database for use by unprivileged users;
 - system administrator contact information;
 - confirmation prompt when deleting any information;
 - deferral update mode;
 - autosave mode.



Tip: It is always a good idea to fill in your contact info so that the users know where they can obtain help in case of any problems, e.g. forgotten password.



Important: Unprivileged user accounts can have empty passwords. However, we strongly discourage you from such practices for security reasons.



Important: Change the default administrator password immediately after the installation is complete.



Tip: **Dialog Nibelung Student Profiles Manager** keeps a **log file** of important actions. This file is located in %TEMP%\Nibelung\Student Profiles Manager.log for the current operating system user.

When **Dialog Nibelung Student Profiles Manager** is running in deferred write mode (see *Database update modes* on page 33) it actually creates a temporary copy of the database in %TEMP% directory. The file name follows the "yyyy-MM-DD-mm-ss-spman-tmp.db" pattern, for example **2016-09-01-18-55-spman-tmp.db**. This temporary database is a copy of the opened database with any changes performed since the last **Save database** action. If for any reason you need to recover these unsaved changes, try the following:

- log in as system administrator;
- locate and open temporary database file;
- make sure are using the right temporary database and it contains changes you are trying to recover;
- create a backup of the current master database (you can look up its path and filename in *Settings window* on page 9);
- manually move temporary database file to the target directory and optionally rename it into something meaningful;
- select this moved / renamed file as the new database location in the **Settings** window.

12. TROUBLESHOOTING

Can not open the database

- Login as system administrator and check if the database file is present at the location specified in system settings. If the database file is missing, your options are:
 - locate the database file and change settings to point to it;
 - move the database file to the location specified in settings;
 - create a new database and set it as default database;
- check if database file access is blocked by any third party software, e.g. an antivirus;
- check the memory for any spurious SPMAN.exe processes and terminate them if necessary;
- check that System.Data.SQLite.dll file is present in the **Dialog Nibelung Student Profiles Manager** installation directory. Reinstall the software if it is, in fact, missing.

Application does not launch

- make sure that user directory is accessible for reading and writing to the user;
- reinstall the software.

13. LICENSE AGREEMENT

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7. Limitation of liability

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If any provision of this Agreement is held to be illegal for some reason or otherwise unenforceable, then, to the extent so held, it shall be removed from this Agreement, the rest of the provisions remaining in full force and effect.

No breach of any provision of this Agreement shall be deemed to have been waived, but only by a written statement by one of the parties, and no breach or delay in execution of its provisions by any of the Parties is regarded as a refusal to execute them, and has no influence of the ability of the other party to exercise such right of theirs.

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14. CONTACT US

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Phone	+372 5622 6873

15. GLOSSARY

Authorization

The process of granting access according to a preset policy. This includes identification that establishes user identity, and authentication that ensures that the user is who they claim to be.

Database

Database is a collection of data usually organized as interconnected tables.

Browser

Web browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web. Examples include Firefox, Chrome, Safari, Internet Explorer, etc.

School

In **Dialog Nibelung Student Profiles Manager** context: is the root element of the database.

Subdivision

In **Dialog Nibelung Student Profiles Manager** context: is a structural subdivision of the student body of the school.

Student

In **Dialog Nibelung Student Profiles Manager** context: is often interchangeable with student profile, i.e. a set of data about that student.

Archive

In **Dialog Nibelung Student Profiles Manager** context: storage for student profiles deleted from school; also a set of such student profiles.

Autosave

Software feature that automatically saves open document, file, or database.

Drag'n'drop

Graphic user interface feature that allows user to select an object with the pointing device (mouse), drag it on the screen and drop it to the target area. This can create many kinds of actions between the source and target area, but usually just moves the object from one to the other.

Log file

A file that lists the actions that have occurred, usually together with their time stamps and other associated information.

Administration mode

Software mode in which the logged in user is authorized to have administration privileges.

Dialog box

A window that appears on a computer screen, presenting information or requesting input.

Tree view

In **Dialog Nibelung Student Profiles Manager** context: left panel of the main window, presenting school structure as a tree.

Table view

In **Dialog Nibelung Student Profiles Manager** context: right panel of the main window that presents elements of the school as a table.

TXT (Plain text)

Simple text format suitable for viewing and editing by many tools, e.g. **Microsoft Windows Notepad**.

CSV (Comma Separated Values)

Simple format for table representation of data. Can be imported and exported to/from most spreadsheet and database software, e.g. **Microsoft Excel** or its free equivalent **Open Office (Libre Office) Calc**.

HTML (Hypertext Markup Language)

A data representation format commonplace on the Word Wide Web. Can be viewed by any web browser.

PDF (Portable Document Format)

Electronic format suitable for presenting documents in a manner independent from application software, hardware, and operating system.

BYOD (Bring Your Own Device)

The practice of using personally owned mobile devices as student workstations. In **Dialog Nibelung Student Profiles Manager** context: software feature that allows students to log in from the registered devices without supplying any further credentials.