Attendance Tracking System

ISDS 4125 Group 5

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# USER'S MANUAL

## TABLE OF CONTENTS

1.0 GENERAL INFORMATION........................................................................................................... 3

1.1 System Overview......................................................................................................................... 4

1.1.1 What problem does this system address?.............................................................................. 4

1.1.1.1 Explanation..................................................................................................................... 4

1.1.2 What is the goal of this system?............................................................................................. 4

1.1.2.1 Explanation..................................................................................................................... 4

1.1.3 What are some key features that define the product?......................................................... 4

1.1.3.1 Explanation..................................................................................................................... 4

1.1.4 What makes this product different from others?.................................................................... 4

1.1.4.1 Explanation..................................................................................................................... 4-5

2.0 GETTING STARTED..................................................................................................................... 6

2.1 Logging On................................................................................................................................ 7

2.1.1 User name and password....................................................................................................... 7

2.1.2 Registering............................................................................................................................. 8

2.1.3 Results of login success/failure............................................................................................ 9

2.1.4 Saving (Remembering) login information............................................................................. 10

2.2 System Menu............................................................................................................................. 11

2.2.1 The HOME menu option...................................................................................................... 11

2.2.1.1 Functionality................................................................................................................... 11

2.2.2 The LOGOUT menu option.................................................................................................... 12

2.2.2.1 Functionality................................................................................................................... 12

2.2.3 The CLASSES menu option.................................................................................................. 13

2.2.3.1 Functionality................................................................................................................... 13

2.2.4 The REPORTS menu option.................................................................................................. 14

2.2.4.1 Functionality................................................................................................................... 14

2.3 Changing User ID and Password............................................................................................... 14

2.3.1 How To................................................................................................................................... 14

2.4 Exit System................................................................................................................................ 14

3.0 USING THE SYSTEM (ONLINE)............................................................................................... 15

3.1 Classes Section.......................................................................................................................... 16

3.1.1 Accessing the Rosters............................................................................................................ 16

3.1.1.1 How To........................................................................................................................... 16

3.1.2 Adding a Class....................................................................................................................... 17

3.1.2.1 How To........................................................................................................................... 17

3.2 Reports Section.......................................................................................................................... 18

3.2.1 Creating a Report.................................................................................................................. 18

3.2.1.1 How To........................................................................................................................... 18

4.0 QUERIES...................................................................................................................................... 19

4.1 Query Capabilities...................................................................................................................... 20

4.1.1 Explanation........................................................................................................................... 20
1.0 GENERAL INFORMATION
1.0 GENERAL INFORMATION

1.1 System Overview

1.1.1 What problem does this system address?

1.1.1.1 Historically, students tend to skip class. This system aids instructors in tracking the attendance of their students. It will give instructors a central location to track the attendance of all of their students in all of their classes. It will eliminate the time spent tracing back through papers. This program will be useful for many years to come. The problem is that instructors do not take roll because it can be time consuming and unorganized. With this system, hopefully instructors will begin taking roll and holding students accountable for attendance. In former ways of taking roll, one student could "cover" for another by signing the roll for him. With the security of this system, that will be eliminated. This will benefit students, instructors, and the university as a whole.

1.1.2 What is the goal of this system?

1.1.2.1 This program provides assistance for instructors to track attendance and print reports related to attendance.

1.1.3 What are some key features that define the product?

1.1.3.1 This system creates functionality for creating, editing, deleting, searching, categorizing, browsing, tallying, and recording on student's attendance. This automates all attendance operations and ensures that instructors will always have access to reports containing information that is automatically up-to-date.

The system will have a user-friendly interface, engineered for the most computer illiterate instructors.

The website engine will be secure and only allow instructors with the proper permissions to edit, delete, or browse the database. This will prevent cheating or the submission of false information. This will prevent students from entering false data, also.

1.1.4 What makes this product different from others?
1.1.4.1 It will be more accurate and easily accessible. In the long run it will be cheaper and waste less paper. Less valuable time will be wasted. This system will have much better maintainability, accuracy, manageability and security. This system will not allow for students to sign another student’s name.
2.0 GETTING STARTED
2.0 GETTING STARTED

2.1 Logging On

2.1.1 User may log on to the system by use of a predetermined user name and password.
2.1.2 User may choose to register if they currently are not. Here, the user is asked to identify their First Name, Last Name, E-mail, Password, and the department they instruct classes for.
2.1.3 Once registered, the user will be notified of the success or failure and will be re-directed to the login screen for login purposes or to try and register again.
2.1.4 Upon logging in, the user may select the Remember Me option to save their login information to their computer.
2.2 System Menu

2.2.1 The HOME menu option
2.2.1.1 This menu option will bring the user to the home page (the Classes page in this case) regardless of where they are in the system.
2.2.2 The LOGOUT menu option

2.2.2.1 This menu option allows the user to return to the login screen regardless of where they are in the system. This is the user’s method of logging themselves out of the system.
2.2.3 The CLASSES menu option

2.2.3.1 This option directs the user to the section of the system where classes for attendance tracking may be added to a user’s account. Also, rosters for class attendance tracking may be accessed here.
2.2.4 The REPORTS menu option

2.2.4.1 This menu option brings the user to a page where they may choose the class and students they would like to run a report on.

2.3 Changing User ID and Password

2.3.1 With this system, the user’s ID is their e-mail address. Their password is whatever the user chooses. Typically, none of this information changes unless the user gets a new e-mail address. Then the user must register this e-mail address and again whatever password he/she would like.

2.4 Exit System

2.4.1 At any time while using the system, the user will select the logout menu option to properly exit the system.
3.0 USING THE SYSTEM (ONLINE)
3.0 Using the System (Online)

3.1 Classes Section

3.1.1 Accessing Class Rosters

3.1.1.1 Once in the classes section of the system, the user will see a list of the classes he/she is currently teaching. They may then select the class for which they would like to use a roster. Then, the user selects the date for the class period for which he/she would like to take attendance.
3.1.2 Adding a Class

3.1.2.1 The user may also choose to add a class in this section of the system. He/she will then be directed to the Class Registration page. Here the user will be asked to identify the Department, Class, Section, and Time of the class they would like to add. Once the class has been added, the user will be able to select this class for the list on the Classes page to select the desired roster.
3.2 Reports Section

3.2.2 Creating a Report

3.2.2.1 On the Reports Page, the user selects the class he/she would like to reference. Then the user specifies the student of interest. The report created will display the dates on which the selected student was absent for the selected class.
4.0 Queries
4.0 Queries

4.1 Query Capabilities

4.1.1 This system uses inline SQL statements against an access database to functionally run queries. The system connects to the central database using a database connection string. Also, these queries are what help the user create the specified reports.