

# **St. Norbert Tutor Database System - Visual Basic Program**

Training Slides



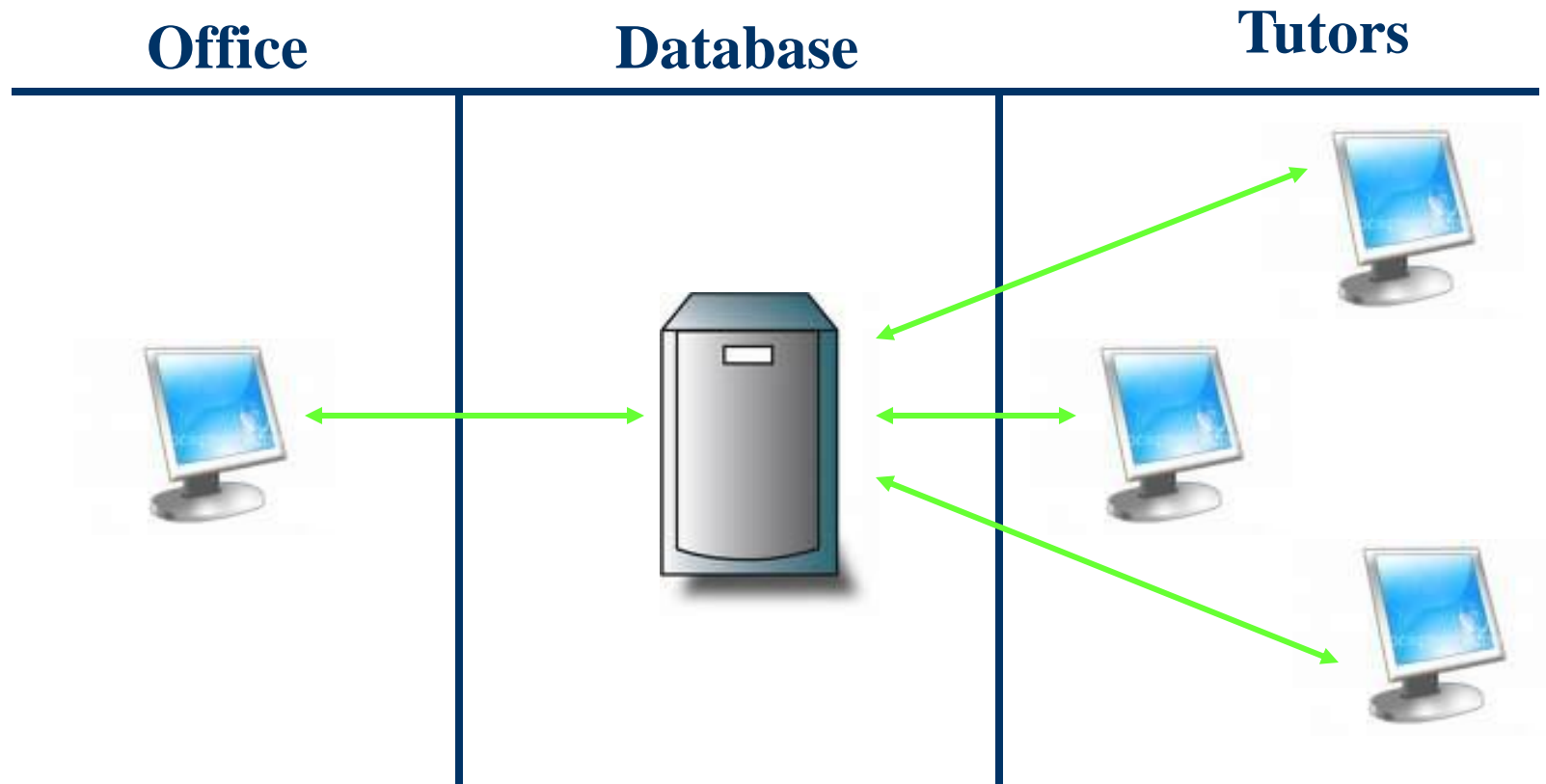
# Agenda

- Overview
- Installing the Program
- Running the Program
- Additional Help

# Overview

- Purpose
  - Assign students to Tutors that match criteria: class, professor, availability, expertise, etc.
  - Keep extensive records of Tutors and students being tutored
- Advantages
  - Eliminates the need for as many hard copies of documents
  - Easily access all the information that Tutors have entered via Tutor website

# System Layout



# Installing the Program

- Create a Tutor Database folder in the computer's Program Files. Place Visual Basic program and the configuration file within it. Create a shortcut to this program on the desktop.
- Run MyODBC-3.51.06 driver – available at [mysql.com](http://mysql.com)
- If Visual Studio is not installed on the computer, download COMDLG32.OCX and MSCOMCT2.OCX, place both files in C:\Windows\System32, and run the following commands:  
regsvr32\windows\system32\COMDLG32.OCX  
regsvr32 \windows\system32\MSCOMCT2.OCX
- Create a folder named 'Tutors' in C:\

# Tutor's Basic Information

- Tutor's basic information including contact information, preferences, and picture are all located across the top.

The screenshot shows a web application interface for managing tutor information. The top section, titled "Tutor Information", is circled in red and contains the following fields:

- First Name:** Ryan
- Last Name:** Adrain
- ID:** 999999
- Grad Date:** 2007-03-03
- Major:** My Major
- Minor:** My Minor
- Advisor:** Advisor
- Suite Number:**
- Home Phone:**
- Cell Phone:**
- Street:** My Street
- City:** De Pere
- Zip Code:** 54115
- Address Pref:** Use home mailbox
- Profile Last Updated:** AWAITING TUTOR
- Buttons:** View Schedule, Print Assignment Summary, View Modules
- Preferences:**  Hold, Pref. Hours: 0, Pref. Tutees: 0, Num. Semesters: 0, Email: My E-Mail
- Picture:** A cartoon illustration of a man in a top hat and tuxedo.

Below the "Tutor Information" section are three tables:

- Tutor Courses:** A table with columns: Course Name, Course ID, Professor, Other Prof, Recommendation. One row is visible: Database Techniques/Modelin..., CSO 330, Anderson, D., Baker, K., No.
- Group Sessions:** A table with columns: Course Name, Course ID, Group Meeting Times, Num of Students, Professor.
- Current Connections:** A table with columns: Tutee ID, First Name, Last Name, Course ID, Course Name, Professor, Start Date, End Date.

# Selecting a Tutor

- Active tutors are in the top list of tutors.
- Inactive tutors are in the second list of tutors.
- You may either scroll through the list of tutors to find one, or you can enter all or part of their name into the textbox above the list of tutors.
- To select a tutor, double click on their name.
- If you are using the method of typing the tutor's name, you may also hit 'enter' to select that tutor.

The screenshot shows a web application interface for selecting a tutor. The interface is divided into several sections:

- Current Tutors:** A list of active tutors, including Adrian, Bryan, AMMAN, TERESA, Anderson, Lauren, Annadassan, Ame, Baynes, Sarah, Bouchley, Samantha, Grabender, Ely, Buckley, Molly, and Charles, Justin. This list is highlighted with a red circle and an arrow pointing from the first bullet point of the text.
- Inactive Tutors:** A list of inactive tutors, including Acosta, Adrian, Alvarez, Tonia, Grabender, Steve, Brannon, Caitlin, Barkham, Ashley, and Dubihal, Theresa. This list is highlighted with a red circle and an arrow pointing from the second bullet point of the text.
- Courses Available to Tutor:** A list of courses, including ACCT 205, ACCT 205, ART 205, ART 224, ART 230, and ART 430.
- Assign Tutee:** A form with fields for First Name, Last Name, ID, Class ID, and Class Name, and an Assign button.
- Tutor Information:** A form with fields for First Name, Last Name, ID, Grad Date, Major, Minor, Advisor, Suite Number, Home Phone, Call Phone, Street, City, Zip Code, and Address Pref.
- Tutor Courses:** A table with columns for Course Name, Course ID, Professor, Other Prof, and Recommendation.
- Group Sessions:** A table with columns for Course Name, Course ID, Group Meeting Times, Num of Students, and Professor.
- Current Connections:** A table with columns for Tutee ID, First Name, Last Name, Course ID, Course Name, Professor, Start Date, and End Date.

# Selecting a Class

- The list of classes is in the third list. This list only contains the classes that the tutor's are registered to tutor.
- Use the same method for selecting a class as you have to for selecting a tutor.

The screenshot shows a web interface for selecting a class. On the left, there are three lists: 'Current Tutors', 'Inactive Tutors', and 'Courses Available to Tutor'. The 'Courses Available to Tutor' list is highlighted, showing 'BIOL 121' selected. In the center, a table titled 'BIOL 121' shows the following data:

Tutor	Professor
Holt, Beth	Dr. Anderson
Matthys, Tony	Dr. Montpetit

Below the table is a 'View Tutor' button. A red circle highlights the 'BIOL 121' class in the list and the table below it.

The screenshot shows a tutor profile page for AMMAN, TERESA. The page includes fields for 'Last Name', 'ID', 'Grad Date', 'Major', 'Minor', and 'Advisor'. It also has sections for 'Tutor Information', 'Tutor Courses', 'Group Sessions', and 'Current Connections'. A red circle highlights the 'ACCT 205' class in the 'Courses Available to Tutor' list.

- Selecting a class brings up a screen showing the tutors that can tutor that class and the professor they had the class with.
- Select the tutor that best fits your requirements and hit 'View Tutor.'



# Assigning a Student to Tutor

- After selecting a tutor that fits your criteria in the previous step, their information will be displayed on the main screen.
- In the bottom, left-hand corner of the screen is a box for you to use to assign the current tutor to the student you are helping.
- You have to enter the student's name, ID, and the class information.

The screenshot shows a web application interface for assigning a student to a tutor. The interface is divided into several sections:

- Current Tutors:** A list of tutors including Adrian, Bryan, AMMAN, TERESA, Anderson, Lauren, Arnoldussen, Aime, Baynes, Sarah, Boushley, Samantha, Brabender, Elly, Buckrey, Molly, Carties, and Justin.
- Inactive Tutors:** A list of inactive tutors including Acosta, Adrian, Alvarez, Irma, Brabender, Steve, Brannon, Caitlin, Burkhardt, Ashley, and Dubihal, Theresa.
- Courses Available to Tutor:** A list of courses including ACCT 205, ACCT 205, ART 205, ART 224, ART 230, and ART 430.
- Assign Tutee:** A section for assigning a student to a tutor, containing fields for First Name, Last Name, ID, Class ID, Class Name, and Professor, along with an Assign button. This section is highlighted with a red circle.
- Tutor Information:** A section for entering tutor information, including First Name, Last Name, ID, Grad Date, Major, Minor, Advisor, Suite Number, Home Phone, Call Phone, Street, City, Zip Code, and Address Pref.
- Tutor Courses:** A table for listing tutor courses, with columns for Course Name, Course ID, Professor, Other Prof, and Recommendation.
- Group Sessions:** A table for listing group sessions, with columns for Course Name, Course ID, Group Meeting Times, Num of Students, and Professor.
- Current Connections:** A table for listing current connections, with columns for Tutee ID, First Name, Last Name, Course ID, Course Name, Professor, Start Date, and End Date.

# Viewing & Editing Current Connections

- After you have assigned a student to a tutor, the student will show up at the bottom of the screen under 'Current Connections.'
- Right clicking on a connection in this list brings up a series of options, which I have listed below.
- You can activate, deactivate, or delete a connection.
- In addition, there are a number of tasks that must be completed by the tutor and student, which are kept track of here as well: tutor evaluation, student evaluation, first appointment, and goal sheet.

The screenshot shows a web application interface with the following sections:

- Current Tutors:** A list of tutors including Admin, Bryan; AMMAN, TERESA; Anderson, Lauren; Arnoldussen, Aime; Payne, Sarah; Roushley, Samantha; Schubert, Elly; Buckley, Molly; and Carter, Justin.
- Inactive Tutors:** A list of inactive tutors including Acosta, Adrian; Alvarez, Angel; Brabant, Steve; Brannon, Colin; Burkhardt, Andrew; and Dabihal, Theresa.
- Courses Available for Tutor:** A list of courses including ACCT 205; ACCT 205; ART 205; ART 224; ART 230; and ART 430.
- Assign Tutor:** Fields for First Name, Last Name, ID, Class ID, Class Name, and Professor, with an Assign button.
- Tutor Information:** Fields for First Name (Ryan), Last Name (Admin), ID (999999), Grad Date (2007-03-03), Major (My Major), Minor (My Minor), Advisor (Advisor), Suite Number, Home Phone, Call Phone, Street (My Street), City (De Pere), Zip Code (54115), and Address Pref (Use home mailbox). Includes a cartoon character icon and buttons for Profile Last Updated (AWAITING TUTOR), View Schedule, Print Assignment Summary, and View Modules.
- Tutor Courses:** A table with columns: Course Name, Course ID, Professor, Other Prof, Recommendation. Includes buttons for Delete Selected Course and Add Tutor Course.
- Group Sessions:** A table with columns: Course Name, Course ID, Group Meeting Times, Num of Students, Professor.
- Current Connections:** A table with columns: Tutee ID, First Name, Last Name, Course ID, Course Name, Professor, Start Date, End Date. This table is circled in red.
- Preferences:** Includes a Hold checkbox, Pref. Hours: 0, Pref Tutes: 0, Num. Semesters: 0, and Email: My E-Mail.

# Viewing Tutors' Group Sessions

- On the tutor's website, they are able to list any group sessions that they may be holding.
- These are listed under the heading 'Group Sessions.'
- You cannot edit a tutors' group sessions. However, you can inform a student of them, so they may attend.

The screenshot displays a web application interface for managing tutors. It is divided into several sections:

- Current Tutors:** A list of active tutors including Adnan, Bryan, AMMAN, TERESA, Anderson, Lauren, Arnoldussen, Aime, Baynes, Sarah, Bouchley, Samantha, Grabender, Elly, Buckley, Molly, Carties, and Justin.
- Inactive Tutors:** A list of inactive tutors including Acosta, Adrian, Alvarez, Irma, Brabant, Steve, Branson, Caitlin, Burkhardt, Ashley, and Dubihal, Theresa.
- Courses Available to Tutor:** A list of courses including ACCT 205, ART 205, ART 204, ART 230, and ART 430.
- Assign Tutee:** A form with fields for First Name, Last Name, ID, Class ID, Class Name, and Professor, with an Assign button.
- Tutor Information:** A form for a specific tutor (Adrian) with fields for First Name, Last Name, ID, Grad Date, Major, Minor, Advisor, Suite Number, Home Phone, Cell Phone, Street, City, Zip Code, and Address Pref. It also includes a profile picture and buttons for Profile Last Updated, View Schedule, Print Assignment Summary, and View Modules.
- Tutor Courses:** A table with columns for Course Name, Course ID, Professor, Other Prof, and Recommendation. It includes buttons for Delete Selected Course and Add Tutor Course.
- Group Sessions:** A table with columns for Course Name, Course ID, Group Meeting Times, Num of Students, and Professor. This section is circled in red in the image.
- Current Connections:** A table with columns for Tutee ID, First Name, Last Name, Course ID, Course Name, Professor, Start Date, and End Date.
- Preferences:** A section with a 'Hold' checkbox and fields for Pref. Hours, Pref. Tutes, Num. Semesters, and Email.

# Viewing & Editing Tutors' Courses

File Tools Help

Current Tutors

AMMAN, TERESA  
Anderson, Lauren  
Arnoldson, Amin  
Baynes, Sarah  
Boushley, Samantha  
Brabender, Elly  
Buckrey, Molly  
Cartier, Justin

Inactive Tutors

Acosta, Adrian  
Alvares, Yvonne  
Brabrand, Steve  
Dunham, Carolyn  
Eskhaik, Ashley  
Fahsah, Theresa

Courses Available to Tutor

ACCT 205  
AR1 205  
AR1 224  
AR1 230  
AR1 430

Assign Tutee

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
Class ID: \_\_\_\_\_  
Class Name: \_\_\_\_\_  
Professor: \_\_\_\_\_  
Assign

Tutor Information

First Name: Ryan  
Last Name: Adrin  
ID: 999999  
Grad Date: 2007-03-03  
Major: My Major  
Minor: My Minor  
Advisor: Advisor

Suite Number: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Street: My Street  
City: De Peze  
Zip Code: 54115  
Address Pref: Use home mailbox

Preferences

Hold  
Prof. Hours: 0  
Prof Tutees: 0  
Num. Semesters: 0  
Email: My E-Mail

Profile Last Updated: **AWAITING TUTOR** View Schedule Print Assignment Summary View Modules

Tutor Courses

Course Name	Course ID	Professor	Other Prof	Recommendation
Database Techniques/Modelin	CSCI 330	Anderson, D.	Baker, K.	No

Group Sessions

Course Name	Course ID	Group Meeting Times	Num of Students	Professor
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Current Connections

Tutee ID	First Name	Last Name	Course ID	Course Name	Professor	Start Date	End Date
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Delete Selected Course

Add Tutor Course

- The courses the tutor can tutor are listed under the heading 'Tutor Courses.'
  - Right clicking in this list allows you to set whether or not the tutor received a recommendation from the professor.
  - To delete a course, select the course you wish to delete, and click 'Delete Selected Course.'
- On the main screen, you can add a course to the tutor by clicking 'Add Tutor Course.'
  - You can enter all the course information and add the course to the current tutor.

Add Course

Course ID: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Professor: \_\_\_\_\_  
Other Prof: \_\_\_\_\_  
 Recommended  
 Not Recommended  
Save and Quit Save and Clear Cancel

# Viewing Tutor's Schedule

- To view the tutor's schedule, click 'View Schedule' on the main screen.

Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am	AVAILABLE				AVAILABLE		
8:30am	AVAILABLE			AVAILABLE	AVAILABLE		
9:00am	AVAILABLE			AVAILABLE	AVAILABLE		
9:30am							
10:00am			AVAILABLE				
10:30am			AVAILABLE			AVAILABLE	AVAILABLE
11:00am		AVAILABLE	AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE
11:30am		AVAILABLE	AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE
12:00am	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
12:30am	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
1:00pm	AVAILABLE	AVAILABLE	AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE
1:30pm	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
2:00pm	AVAILABLE	AVAILABLE	AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE
2:30pm		AVAILABLE			AVAILABLE	AVAILABLE	AVAILABLE
3:00pm		AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
3:30pm		AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
4:00pm		AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
4:30pm		AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
5:00pm		AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
5:30pm			AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
6:00pm			AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
6:30pm			AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
7:00pm	AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
7:30pm	AVAILABLE		AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
8:00pm	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
8:30pm	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
9:00pm	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE
9:30pm							
10:00pm							
10:30pm							

Close

File Tools Help

Current Tutors:

- Admin, Bryan
- AMMAN, TERESA**
- Anderson, Lauren
- Arnoldussen, Aime
- Baynes, Sarah
- Bouchley, Samantha
- Brabender, Ely
- Buckrey, Molly
- Castro, Justin

Inactive Tutors:

- Acosta, Adrian
- Brabender, Terse
- Brabender, Steve
- Brannon, Caitlin
- Burkhardt, Ashley
- Dubihal, Theresa

Courses Available to Tutor:

- ACCT 205
- ACCT 205**
- ART 205
- ART 224
- ART 230
- ART 430

Assign Tutee

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
Class ID: \_\_\_\_\_  
Class Name: \_\_\_\_\_  
Professor: \_\_\_\_\_  
Assign

Tutor Information:

First Name: Ryan  
Last Name: Admin  
ID: 999999  
Grad Date: 2007-03-03  
Major: My Major  
Minor: My Minor  
Advisor: Advisor

Suite Number: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Call Phone: \_\_\_\_\_  
Street: My Street  
City: De Pere  
Zip Code: 54115  
Address Pref: Use home mailbox

Profile Last Updated: **AWAITING TUTOR** View Schedule Print Assignment Summary View Modules

Tutor Courses:

Course Name	Course ID	Professor	Other Prof	Recommendation
Database Techniques/Model...	CSI 330	Anderson, D.	Baker, K.	No

Delete Selected Course Add Tutor Course

Group Sessions:

Course Name	Course ID	Group Meeting Times	Num of Students	Professor

Current Connections:

Tuttee ID	First Name	Last Name	Course ID	Course Name	Professor	Start Date	End Date

Preferences:

Hold  
Pref. Hours: 0  
Pref Tutees: 0  
Num. Semesters: 0  
Email: My E-Mail

- Clicking 'View Schedule' will bring up the form shown to the left.
- Availability for every half hour time slot of each day is shown.

# Viewing & Editing Tutors' Modules

- To view the Modules completed for the current tutor, click 'View Modules' on the main screen.

The screenshot shows a web application interface for tutor management. On the left, there are lists for 'Current Tutors' and 'Inactive Tutors'. The main area displays 'Tutor Information' for Ryan Admin, including fields for First Name, Last Name, ID, Grad Date, Major, Minor, Advisor, Suite Number, Home Phone, Cell Phone, Street, City, Zip Code, and Address Pref. A cartoon character is shown next to the name. Below this is a 'Profile Last Updated' section with buttons for 'AWAITING TUTOR', 'View Schedule', and 'Print Assignment Summary'. The 'View Modules' button is circled in red. Other sections include 'Tutor Courses', 'Group Sessions', and 'Current Connections'.

Help

**Ryan Admin**


Module	Level 1 Date	Level 2 Date	Date	Date	Date
Time Management	4/13/2009				
Essential Study Strategies		4/6/2009			
Culturally Diverse Students			4/14/2009		
Tutor Practicum 1				4/13/2009	
Tutor Practicum 2					4/12/2009
Students with Disabilities					4/10/2009
Math Video 1					
Math Video 2					
The Writing Process					
Tutoring the Humanities					
Tutoring the Sciences					
Tutoring the Social Sciences					
Diagnosis Through Observation					
Tutoring the Physical Sciences					
Learning Disabilities				6/21/2009	6/24/2009
Sleep			5/4/2009	6/3/2009	
Coaching		4/19/2009			
Group Tutoring	4/27/2009				

Save and Quit      Cancel

- Clicking 'View Modules' button brings up the form seen above.
- To add a date of completion for a module, click the slot that coincides with the Module and the type of date.
- A calendar (as seen above) will pop up, allowing you to click the date of completion.
- To delete a date, right click on the slot and click 'Delete.'

# Adding a Tutor

- Selecting 'Add Tutor' under 'File' in the menu bar of the main screen brings up the form seen to the right.
- In this form, you have to enter the tutor's name and their ID number.
- By doing this, the tutor will be added to the database, which also gives them access to the tutor website.



The image shows a screenshot of a software dialog box titled "Add Tutor". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. Inside the dialog, there are three text input fields stacked vertically. The first field is labeled "First Name:", the second is labeled "Last Name:", and the third is labeled "ID #:". At the bottom of the dialog, there are three buttons: "Save and quit" (which is highlighted with a dashed border), "Save and clear", and "Cancel".

# Creating & Deleting Courses

- Selecting 'Course Management' under 'File' in the menu bar of the main screen brings up the form seen to the right.
- Current courses in the database are shown in the top left.
- Current professors in the database are shown in the bottom left.
- You can delete a course or professor by right clicking on it and selecting delete.

Course Manager

Current Courses (right click to delete)

- ACCT 316
- ACCT 326
- ACT 205
- AMER 116
- AMER 130
- AMER 235
- AMER 261

Course Name: Cost Accounting

Current Professors (right click to delete)

- Abel, D.
- Anderson / Choudhury
- Anderson, D.
- Any
- Baker, K.
- Basak, C.
- Bauman-Martin, B.

Generate Course

Add Course

Course ID:

Course Name:

<-Add Course Clear

Add Professor

Prof Name:  (ex. Smith, J.)

<-Add Professor Clear

Current Course Listings

Course ID	Professor
ACCT 316	Jenkel, I.
ACCT 326	Ritter, J.
ACT 205	RITSEMA, C
AMER 116	Mc Andrews...
AMER 116	Kahny, C.
AMER 116	Goode-Bart...
AMER 130	Jacobs, C.
AMER 130	Scattergood...
AMER 130	Wegge, D.
AMER 235	Crowley, K.
AMER 261	Egan, D.
AMER 305	Holder, J.
ART 134	Gordon, J.
ART 134	Bohne, W.
ART 205	Jacobs, J.
ART 224	Bohne, W.
ART 230	Taylor, D.

Generate Course This button creates a course at SNC. Select a Course from the Courses box, then select a professor from the professor box and click 'Generate Course'



# Creating & Deleting Courses Cont.

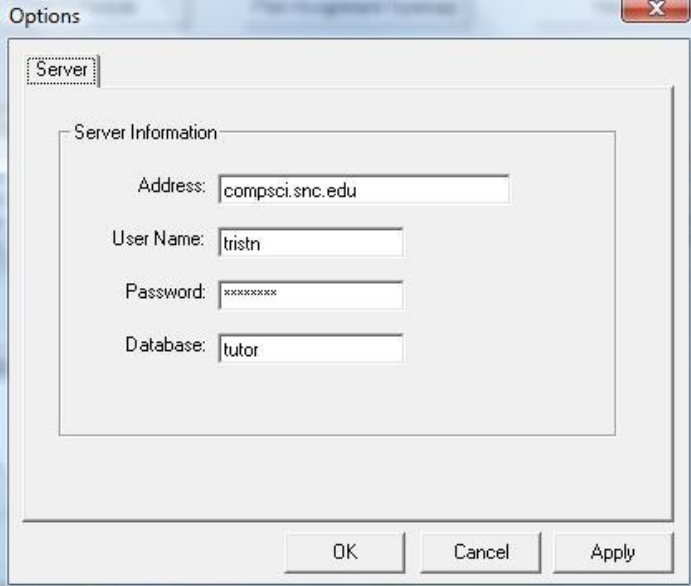
- To add a course to the Current Course list, enter the course ID and name, and click 'Add Course.'
- To add a professor to the Current Professor list, enter their name, and click 'Add Professor.'
- Once you have added the course and/or professor, they should show up in the lists on the left
- To create a new course, select the course, select the professor, and click 'Generate Course.'
- The newly created course will show up in the 'Current Course Listings' box on the right.

The screenshot shows the 'Course Manager' application window. It features three main sections: 'Current Courses', 'Current Professors', and 'Current Course Listings'. The 'Current Courses' list on the left includes ACCT 316, ACT 326, AMER 116, AMER 130, AMER 235, and AMER 261. The 'Current Professors' list includes Abel, D., Anderson / Choudhury, Anderson, D., Any, Baker, K., Basak, C., and Bauman-Martin, B. The 'Current Course Listings' table on the right has columns for Course ID and Professor, listing various courses and their associated professors. In the center, there are two forms: 'Add Course' with fields for Course ID and Course Name, and 'Add Professor' with a field for Prof Name. Below these forms are buttons for '<-Add Course', 'Clear', '<-Add Professor', and 'Clear'. At the bottom, there is a 'Generate Course' button and a descriptive text box that reads: 'This button creates a course at SNC. Select a Course from the Courses box, then select a professor from the professor box and click 'Generate Course''. Red circles highlight the 'Current Courses' list, the 'Add Course' form, the 'Add Professor' form, the 'Generate Course' button, and the 'Current Course Listings' table. Red arrows point from the text instructions on the left to these specific elements in the screenshot.

Course ID	Professor
ACCT 316	Jenkel, I.
ACCT 326	Ritter, J.
ACT 205	RITSEMA, C
AMER 116	Mc Andrews...
AMER 116	Kahny, C.
AMER 116	Goode-Bart...
AMER 130	Jacobs, C.
AMER 130	Scattergood...
AMER 130	Wegge, D.
AMER 235	Crowley, K.
AMER 261	Egan, D.
AMER 305	Holder, J.
ART 134	Gordon, J.
ART 134	Bohne, W.
ART 205	Jacobs, J.
ART 224	Bohne, W.
ART 230	Taylor, D.

# Options Menu

- Selecting 'Options' under 'Tools' in the menu bar of the main screen brings up the form seen to the right.
- In this form, you can change the database that the program uses.
- It is important not to change any of this information unless you are a developer.



The image shows a screenshot of a Windows-style dialog box titled "Options". The dialog box has a standard title bar with a close button (X) in the top right corner. Below the title bar, there is a tab labeled "Server". The main content area is titled "Server Information" and contains four text input fields:

- Address: compsci.snc.edu
- User Name: tristrn
- Password: xxxxxxxx
- Database: tutor

At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Apply".

# Importing Pictures

- At the beginning of the semester, send an email to Campus Card containing the names and IDs of all new tutors.
- Campus Card will use this information to find the picture for each tutor.
- They will then place the requested pictures in a folder named 'Tutors' on the J drive under 'AcadMast->Dropbox.'
- After Campus Card has placed the pictures into this folder, cut and paste them onto your computer in the 'Tutors' folder on the C Drive.
- The pictures are then available for uploading, and as you upload them to the database, they are deleted from the 'Tutors' folder, taking care of all maintenance issues.

# Picture Form – General Layout

- Selecting 'Picture Management' under 'File' in the menu bar of the main form brings up the form seen to the right.
- The first picture box shows the picture that you selected from the first list, containing the uploaded pictures that have not been assigned.
- The list on the far right contains all active tutors, who do not have a picture assigned to them.
- The list on the bottom shows the current tutor and picture assignments.
- The picture box to the right of it shows the picture of the current assignment you selected.

The screenshot shows a web interface for managing pictures. It is divided into several sections:

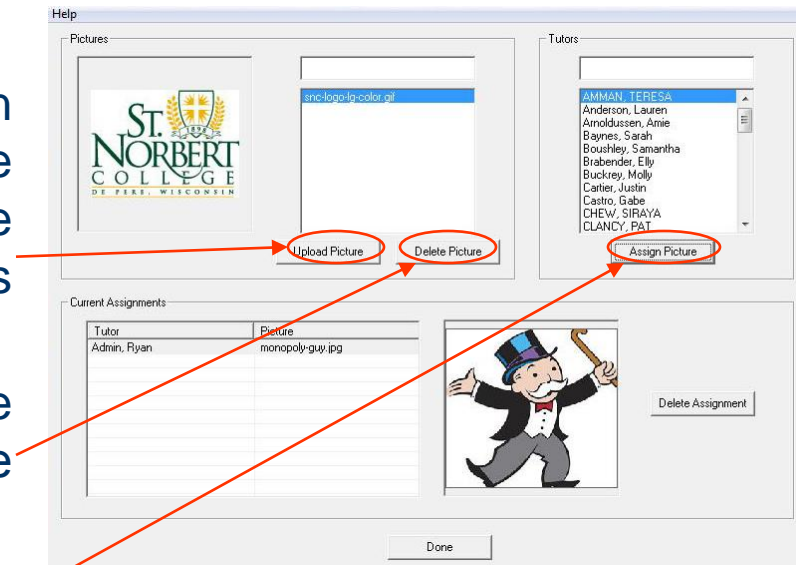
- Pictures:** A grid of image boxes. The first box contains the St. Norbert College logo. The second box is empty and contains the text "pic-logo-1p-color.gif". Below this grid are "Upload Picture" and "Delete Picture" buttons.
- Tutors:** A list of names with a search bar. The name "AMMAN, TERESA" is highlighted. Below the list is an "Assign Picture" button.
- Current Assignments:** A table with two columns: "Tutor" and "Picture". The first row shows "Admin, Ryan" and "monopoly-guy.jpg".
- Assignment Preview:** A box showing a cartoon image of a man in a top hat holding a cane, which is the "monopoly-guy.jpg" image.
- Buttons:** A "Delete Assignment" button is located to the right of the assignment preview. A "Done" button is at the bottom center.

Red circles and arrows highlight the following elements:

- The St. Norbert College logo in the first picture box.
- The "pic-logo-1p-color.gif" text in the second picture box.
- The "AMMAN, TERESA" name in the Tutors list.
- The "monopoly-guy.jpg" text in the Current Assignments table.
- The cartoon image of the man in the top hat in the Assignment Preview box.

# Picture Form – Assigning Pictures

- To select a picture or tutor, double click on the one you want, or you can type in all or part of the name and hit 'Enter.'
- Clicking 'Upload Picture' brings up an open file box already directed to the 'Tutors' folder on the C drive – open the picture you want, and the picture is added to the list.
- To delete a picture, select the picture you want to delete, and click 'Delete Picture.'
- To assign a picture, select the tutor you want to assign a picture to, select the picture you want to assign to them, and click 'Assign Picture.'



# Picture Form – Current Assignments

- After you assign the picture to the tutor, the picture and tutor are removed from their respective lists and shown in the bottom under ‘Current Assignments.’
- If you open a tutor’s profile on the main screen that has a picture assigned to them (shown in this section), the picture assigned to them will be displayed in their profile information.
- Clicking on any assignment in this section will show the picture in the picture box to the right.
- To delete an assignment, select the assignment you want to delete, and click ‘Delete Assignment.’

The screenshot shows a web interface for managing tutor profiles. It is divided into three main sections: 'Pictures', 'Tutors', and 'Current Assignments'. The 'Pictures' section contains a preview of a St. Norbert College logo and a file selection box with 'snr-logo-1q-color.gif' selected. The 'Tutors' section lists several names, with 'AMMAN, TERESA' selected. The 'Current Assignments' section contains a table with the following data:

Tutor	Picture
Admin, Ryan	monopoly-guy.jpg

To the right of the table is a preview of the 'monopoly-guy.jpg' image, which is a cartoon character in a top hat. A 'Delete Assignment' button is located below the image. A 'Done' button is at the bottom of the interface.



# Other Menu Bar Options

- Main Form:

- *File*→ *Delete All Assignments*: selecting this option will delete all the student assignments from each tutor. This is to be used at the end of a semester to clear all the student/tutor connections for that semester.
- *File*→ *Reload lists*: selecting this option reloads all the lists from the database, in case you think they were not updated for some reason.
- *File*→ *Reconnect*: selecting this option reconnects the program to the database. This option should not be necessary now though because I set the program up to automatically reconnect at a specified time interval.
- *Help*: Inside the help menu, there are a series of options for you to select that will bring up a box explaining how to perform that specific task: selecting a tutor, selecting a course, deleting course from tutor, adding course to tutor, deleting all assignments, and printing the quick search.

- Module Form

- *Help*: Inside the help menu, there are a series of options for you to select that will bring up a box explaining how to perform that specific task: assigning a date and deleting a date.

- Picture Form

- *Help*: Inside the help menu, there are a series of options for you to select that will bring up a box explaining how to perform that specific task: selecting a tutor, selecting a picture, importing pictures, upload a picture, delete a picture, assign a picture, view assignments, and delete assignments.



## Additional Help

- If at any time you are unsure about the information you are seeing or are unsure about what to do, please feel free to contact me.

**THANK YOU!**