A+ Teacher's Aide
User Guide for Version 3.0

Section I. Getting Started

This section provides basic information required for operating Teacher's Aide. More detailed descriptions of functionality can be found in the sections that follow.

Course Setup

A new course can be added by tapping the plus (+) icon in the upper right of the Main Screen (see figure below). If the course already exists, begin setup by tapping the information button to the right of the course name. After course setup, from the Main Screen, tap the course name to take attendance or assign grades.

Add/Delete Objects

Generally, objects can only be added or deleted from screens that have the plus (+) icon in the upper right. Tap the plus (+) icon to add an object, and swipe the object's name to delete. This method of adding/deleting is common to several screens, including those of courses, students, attendance dates, assignments, assignment categories, and more.
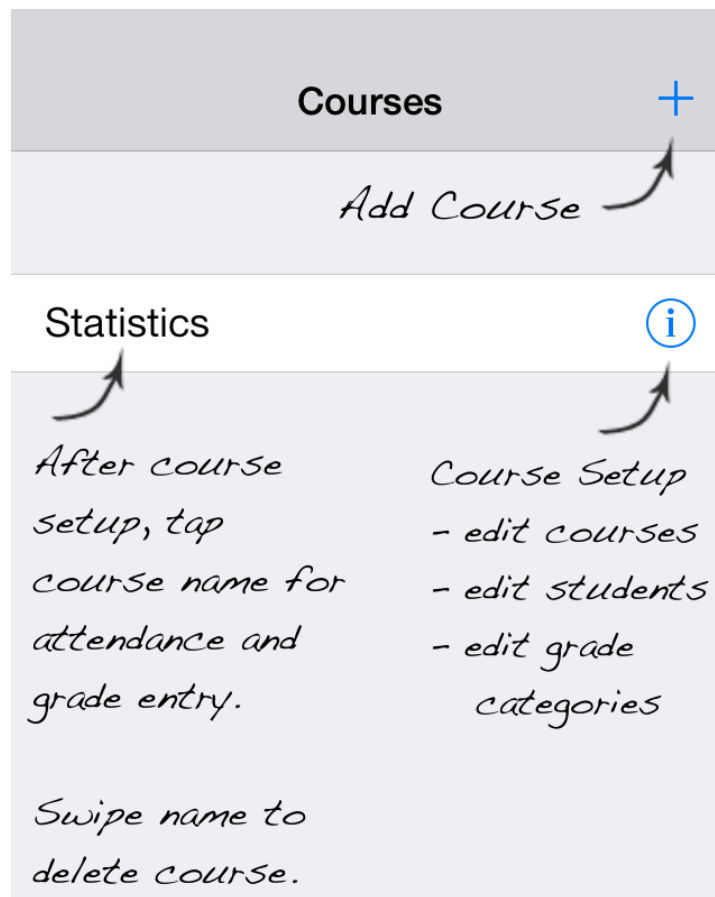
Section II. Courses

In this guide, the Main Screen refers to the view presented when the app first launches. This screen displays the list of available courses. The operations below are performed from the Main Screen.

Add/Copy Course
- Tap the plus (+) icon in the upper right of the Main Screen.

Delete Course
- Swipe the row containing the course name.

Edit/View Course Information
- Tap the information button to the right of the course name.

Section III. Students

The operations below are performed from the Student Screen. From the app's Main Screen, tap the information button to the right of the course name. From the following screen, tap the row labeled Students.

Add/Copy Student
- Tap the plus (+) icon in the upper right of the Student Screen.

Delete Student
- Swipe the row containing the student name.

Add/Delete Student Photo
- Tap the camera icon that is to the left of the student name. Once a photo is added, tapping it again presents the option to delete the photo.

Edit/View Student Information
- Tap the information button to the right of the student name.

Section IV. Assignment Categories

From the Main Screen, tap the information button to the right of the course name. From the following screen, tap the row labeled Assignment Categories. Assignment Categories can be edited/added/deleted using the same methods described above for courses.

Section V. Attendance

From the Main screen, tap the row of a course. Select the tab item labeled Attendance, which will display the Attendance Date Screen. Attendance dates can be edited/added/deleted using the same methods described above for courses.

User-Defined Attendance Statuses

New attendance statuses can be added from Settings. From the Main screen, tap the gear icon in the lower right and scroll and select to the row labeled Edit Attendance Statuses.

Section VI. Attendance With QR Codes

Attendance can be taken by scanning Quick Response (QR) codes. QR codes can be created from within the app.

Create QR Codes

From the Main Screen, select the information button to the right of the course name. From the following screen, select the row labeled Students. Select the More icon in the upper right and select Create QR Codes. Codes will be uploaded to your Dropbox account.

Print QR Codes

Download codes from Dropbox to your computer. You can create/print student identification cards that include the QR codes. Codes can also be stored on and scanned from students' smartphones.

Scan Attendance

From the Attendance Screen, select the More icon in the upper right. Select the option for Scan Attendance

Section VII. Graded Attendance

Grades can be automatically calculated based on attendance.

Specify Points For Attendance Statuses

From the Main Screen, select the Settings icon in the lower right. From the following screen, select the row labeled Edit Attendance Status. Tap the attendance status label to update the point values.

Create An Attendance Assignment Category

From the Main Screen, select the information button to the right of the course name. From the following screen, select the row labeled Assignment Categories. Select the

plus (+) icon in the upper right to add a new assignment category. Enter the category name and enable the button labeled Compute Grades Using Attendance.

Create Assignments
Any assignment added to an attendance category will have its grades computed automatically. You can also specify date ranges. If begin and end dates are left blank, grades will be computed for all attendance dates. If only a begin date is included, grades will be computed from begin date forward.

Calculating Attendance Grade
The default attendance grade scale is as follows.
  Present = 100 points
  Late = 50 points
  Absent = 0 points

A student's attendance score is calculated based on the points received and the total possible points. For example, if attendance is taken 10 times, the possible points are 10 X 100 = 1000 points. If a student was present 5 times, late 3 times, and absent 2 times, then that student would accumulate (5 X 100) + (3 X 50) + (2 X 0) = 650 points. The resulting attendance score would be 650/1000 = 65%.

Section VIII. Calculating Grades
Teacher's Aide supports grade calculations for both the unweighted (or total points) and weighted grading systems. Grading system can be changed from the Assignment Categories Screen. From the Main Screen, tap the circled info button to the right of the course name. From the following screen, tap the row labeled Assignment Categories.

Unweighted (Total Points) Grading
The figure below shows grades for two Exams (with 100 maximum points each) and one Quiz (with 50 maximum points). The calculations follow.

Category	Item	Earned Pts	Max Pts
Exam	Exam 1	75	100
	Exam 2	85	100
Quiz	Quiz 1	50	50

earned pts = 75 + 85 + 50 = 210
max pts = 100 + 100 + 50 = 250
class percentage = 210/250 = .84 = 84%

Weighted Grading

This method is exactly the same as the total points system, except each category percentage is multiplied by a category weight. In the following example, the assigned weights are Exam 70% and Quiz 30%.

Category	Item	Earned Pts	Max Pts
Exam 70%	Exam 1	75	100
	Exam 2	85	100
Quiz 30%	Quiz 1	50	50

exam earned pts = 75 + 85 = 160
exam max pts = 100 + 100 = 200
exam percentage = 160/200 = 80%

quiz earned pts = 50
quiz max pts = 50
quiz percentage = 50/50 = 100%

$$\qquad\qquad\qquad\qquad \text{Exam} \qquad\qquad \text{Quiz}$$
class percentage = (70% x 80%) + (30% x 100%) = 56% + 30% = 86%

Section IX. Special Calculations

Missing And Excused Assignments

To excuse a student from an assignment, leave the score empty. In this case, the assignment will be ignored when calculating the student's grade.

Extra Credit

To assign extra credit, create a new assignment with a maximum points value of 0. All student scores entered will be counted as extra credit. For students who should not receive extra credit, assign a score of 0 or leave empty (they will not be penalized).

If using total points grading, the extra points will be applied to the class totals. However, if using weighted categories, the extra points will be applied only to the category in which the score was entered. Consequently, categories with smaller weights will have less of an impact on the final grade, and vice versa.

If using weighted grading, avoid creating categories that contain only extra credit assignments. Grades cannot be computed in this case because of the problem of dividing by zero. However, if using total points grading, extra points categories are acceptable.

Dropping Lowest Score

When this option is selected, Teacher's Aide does not always drop the lowest score. Instead, it will drop the score that, when excluded, will have the most positive impact on the overall grade percentage. Thus, if a student's lowest score is on an assignment with a small maximum point value or in a category with small weight, Teacher's Aide may choose to drop a higher score.

Weighted Categories With No Assigned Grades

Weighted categories that have no assigned grades will have their weights proportionally distributed among the remaining categories. For example, assume no graded assignments exist for category Project in the table below.

Original Weights	Equally Adjusted	Proportionally Adjusted
Homework 30% Exam 50% Project 20%	Homework 40% Exam 60%	Homework 37.5% Exam 62.5%

The weight of Project (20%) will not divided equally between Homework and Exam. If that were the case, the weight of homework would be adjusted to 40% and Exam 60%. Instead, the division of the weight is proportional to the original weights of Homework (30%) and Exam (50%). Note: no adjustments will be made if total category weights are greater than 100%.

Combining Classes

Classes can be combined/averaged from the Reports tab by selecting the row labeled Combine/Average Classes. Students between classes are combined based on their names, and not any unique student identifier. So, ensure that no students share a name. Otherwise, their grades may be incorrectly combined.

Section X. Importing User Data

Written instructions for importing user data are provided below. Video instructions are available online at the following address.

> http://www.room220.com/teachersaide

It may be desirable to create courses and associated rosters on a desktop/laptop computer rather than on an iPhone/iPad/iPod. A template file is provided for this purpose. User data can be added to the template using either a spreadsheet or a plain text editor program.

Editing Template File Using A Spreadsheet

The template can be viewed/edited using a spreadsheet program, such as Microsoft Excel. In a spreadsheet, the file will have the format shown in the table below.

cid	name	term	year	
EN101	English Comp	Fall	2020	
sid	fname	lname	email	phone
201005167	Tracy	Clerk	tracyclerk@anymail.com	5555555555
	Jerrica	Salido		
200504773	Myron	Jennings	myron@anymail.com	5555555555

cid, **sid**, **fname**, **lname** represent course identifier, student identifier, first name, and last name, respectively. The first row is the course header, followed by a single row with corresponding course information. Only one course should be entered. Only the course name is required. The fourth row is the student header, followed by a list of student information. Only the student's first name is required.

Commas should not be included in the student or course data, such as in 'John Doe, Jr'.

Editing Template File Using A Text Editor

The template can be viewed/edited using a PLAIN TEXT editor, such as Mac OS X TextEdit or Microsoft Windows Notepad. In a text editor, the file will have the following view. Commas are used as column separators.

cid,name,term,year
EN101,English Comp,Fall,2020

sid,fname,lname,email,phone
201005167,Tracy,Clerk,tracyclerk@anymail.com,5555555555
,Jerrica,Salido,,
200504773,Myron,Jennings,myron@anymail.com,5555555555

The first row lists the course header, followed by a single row with corresponding course information. Only one course should be entered. Only the course name is required. There should be exactly three commas in the row, with a newline (or return) at the end. If any information is missing, the commas must still be specified. Below is an example of a valid course information row with only the course name provided.
, English Composition,,

After the course section is student information. The formats are similar, except there are four fields in the student section, instead of three, and multiple students can be added. Only the student's first name is required.
,Jerrica,,,

Saving The Template File

The template file is stored as CSV (comma separated values) and must remain in this format. Saving the file using the '**Save**' option should be sufficient. However, when renaming a file using the '**Save As …**' option, some applications will attempt to convert the file to a different format and add their own file extension. DO NOT CHANGE the .csv file extension or change the file format when saving this way. If using Microsoft Notepad, make sure that the **SAVE AS TYPE:** is set to **All files** to avoid this. If using Microsoft Excel, make sure you opt to save in the CSV format.

Importing The Data

From your desktop/laptop computer, e-mail yourself the completed file as an attachment. Then, open it from your iPhone/iPad/iPod. Once opened, tap and hold the file icon to automatically load data into Teacher's Aide.