GradeCaster
Minutes from March 12 (Wed) 11:00-11:50am
CS/Math Conference Room (MUS 206)

11:00   Demo of buttons and checkboxes   Garrett Brown

- Hiding columns
Boolean value vs checkbox

  The users are worried about mixing up and losing checkboxes so Boolean values, rather than checkboxes, should be used.

  A "hide field" capability might cause similar mix ups. Users pointed out that they can easily hide columns using standard Excel command. Therefore, it was decided that GradeCaster does not need to provide support for hiding columns.

- Names of columns
The users would like last name, first name (which may be blank if the user places the full name into the last name cell), email address and opt-in fields to be provided and "locked" in the spreadsheet. The opt-in column should be false by default. The macro can require that these columns are present, and give an error message if they aren't.

  Question: Should a number also be included?

11:10   Should a template be provided?   Adam Cass

- Layout and Appearance
Having a standardized layout will require that John modify how his sheets are currently formatted, but he is willing to do that. The standardized spreadsheet must allow the user to add any number of columns they want after the "locked" columns.

  Users want the buttons for macros which cannot be used to be "dingy" (faded) while the ones that can be used to clearly stand out (be bold). For example, when all of the opt-in fields are false, "Opt-in" should be clearly seen while "Verify" and "Send Grades" should be faded. Once some "opt-in" fields are true, the "Opt-in" button can be faded, while "Verify" and "Send Grades" are clearly seen. Possibly under most operations, the "Send Grades" is the only operation which is clearly visible.

- *Video Tutorial*
Include a link in the spreadsheet to a video tutorial explaining how to use GradeCaster.

11:30   How much support is wanted?

The software should seem "more like a spreadsheet and less like an application."

Discussion:
- o *GradeCaster could have a special tab as part of the Excel ribbon. This tab would contain all of the GradeCaster options.*
- o *The GradeCaster elements could be on their own sheet, with the actual grades on another sheet.*
- o *There could be buttons tied to each student to allow emails to be sent individually. This may require four dedicated columns.*

It was decided to visit these questions again at our April 2 meeting.

At the last meeting it was decided that there would be a default subject and message body, for each set of macro messages: opting in, verifying email addresses, and sending grades. Users can send the messages with the default subject and body directly, or edit them and send the edited versions. (Changes made to the defaults are for the current email message only.) When given the chance to edit these fields, they will be displayed as a single item. This enables the user to edit both the subject and the body at the same time. It also allows them to send the emails with a single click.