GradeCaster
April 16 (Wed) 11:00-11:50am
CS/Math Conference Room (MUS 206)

11:00   Clients show sample spreadsheets   Adam

No sample spreadsheets were viewed during the meeting, but there was an in-depth discussion about the layout of GradeCaster spreadsheets. The following decisions were made.

The cell in the upper left corner shall hold the class name. The leftmost column, below the class name, indicates whether or not the student has opted-in. It shall be called "Opt-in".

The 2nd column indicates if an email is to be sent to the student named in the row, or, if the row holds information other than a student name, if that information should be included in what is sent to the student. This second situation allows rows which contain statistics or other information concerning the grades, to be included in what is sent to students. This column shall be called "Send".

These two columns together will determine whether or not a given row will be sent to a student. For a message to be sent to a student, both "Opt-in" and "Send" must be TRUE.

The 3rd column can contain student numbers. If these are included, the numbers will be filled in manually by the user. This column shall be called "No.".

Columns 4-6 will contain the last name, first name and email address.

The class name can span the first three columns. After that, the phrase "Grades to be included (T/F) ->" shall be used to inform users that the top row is used to indicate what grading items are to be included or excluded for the emails. An example is given below. (Photos from the meeting are included at the end of these minutes.)

ESOF 328			Grades to be include(T/F) ->			T	T	T
Opt-in	Send	No.	lName	fName	Email Address	A1	A2	A3
T	T	1	...	...	...	100	90	100
T	F	2	...	...	...	100	100	100
T	T	3	...	...	...	90	90	100
F	F	4	...	...	...	100	100	100

Combining opt-in and verification

11:05   • *The matter of combining students opting-in and verifying the students email address into a single action was not discussed. John Getty did not attend the meeting, and his input was needed in order to discuss this matter.*   Garrett

11:15   Hide both grading items and names   Jon

It was decided that the system should provide support for sending grades to individual students. This is the purpose of the "Send" column described above.

Note that TRUE/ FALSE in the "Send" column can indicate different things. When there is a value in the "Email" column, TRUE in the "Send" column indicates that email should be sent to this student (as long as there is also a TRUE in the "Opt-in" column). If there is no value in the "Email" column, this row represents other information. In this case, a TRUE in the "Send" column indicates that the information in the row should be included in the email. A FALSE indicates that this information should not be included in the email.

Users should not be able to change the position of the top row, nor the position of the "Opt-in", "Send", "No.", "Last", "First" and "Email" columns. A background color should be used to indicate that this row and these columns can't be moved.

The user should be able to position the rest of the rows and columns however they want.

- quality attributes
    - reliability
      While there was some discussion around the reliability of GradeCaster, the issues decided (a warning message for Excel versions other than 2010) relate more to security than to reliability.

    - maintainability
      No issues regarding maintainability were discussed.

    - usability
      While a portion of each client meeting has been devoted to discussing the usability of GradeCaster, no other usability requirements were placed on the software.

- security
  The system shall ensure that students do not receive grades that are not their own. In the case of a possible error, the system should not send an email.

  If Microsoft Office is updated to a newer version, or a user is using a version of Excel other than 2010, there is a possibility that GradeCaster will not behave correctly. When the user is using a version of Excel other than Excel 2010, the system should warn the user about possible malfunctions.

- delivery environment or deliverables
  In addition to a template spreadsheet, one or more help tutorials and instructions on how to link an Outlook account to Excel 2010 should be provided. The video tutorials could be posted to YouTube or another site, with a link to the video provided in GradeCaster.

- verification and validation activities
   No verification or validation activities were suggested.

Additional Note: A user would like opt-in requests to only be sent to those students who do not already have a value of TRUE in the "Opt-in" Column. This will prevent redundant email messages.

Use email to
determine
if row represents
a student

To send option a send

Class	.	.	Grades... Included →		
OA.	Sort	No.	Name	from	@
T	T				
T.	S				
7	T				