

# User Manual

Toward TCC Version 3.0

**TEXAS CHRISTIAN UNIVERSITY  
COMPUTER SCIENCE DEPARTMENT**

April 27, 2013

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# User Manual

Version 3.0

## Revision Sign-off

By signing below, the team member certifies that he has read the entire document and has, to the best of his knowledge, found the information contained herein to be accurate and relevant within the document.

Name	Signature	Date
Matthew Bauer		
Reid Mulkey		
Jose Segura		

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## Revision History

The following is a history of revisions made to this document.

Document Version	Date Submitted	Changes
User Manual V1.0	02/26/2013	Initial Version, Skeleton Outline
User Manual V2.0	04/18/2013	Completed Web, iOS, and Android sections
User Manual V2.1	04/27/2013	Changed layout of the iOS and Android section, included figure numbers
User Manual V3.0	5/2/2013	Minor changes to wording and fixing the numbering format.

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## 1 Introduction

### 1.1 Purpose of Document

The purpose of this document is to assist users in installing and using the Toward TCC application. This assistance is provided in the form of textual descriptions as well as screenshots of the application.

### 1.2 Overview

Section 2 assists the user with the Toward TCC web application.

Section 3 assists the user with the Toward TCC iOS application.

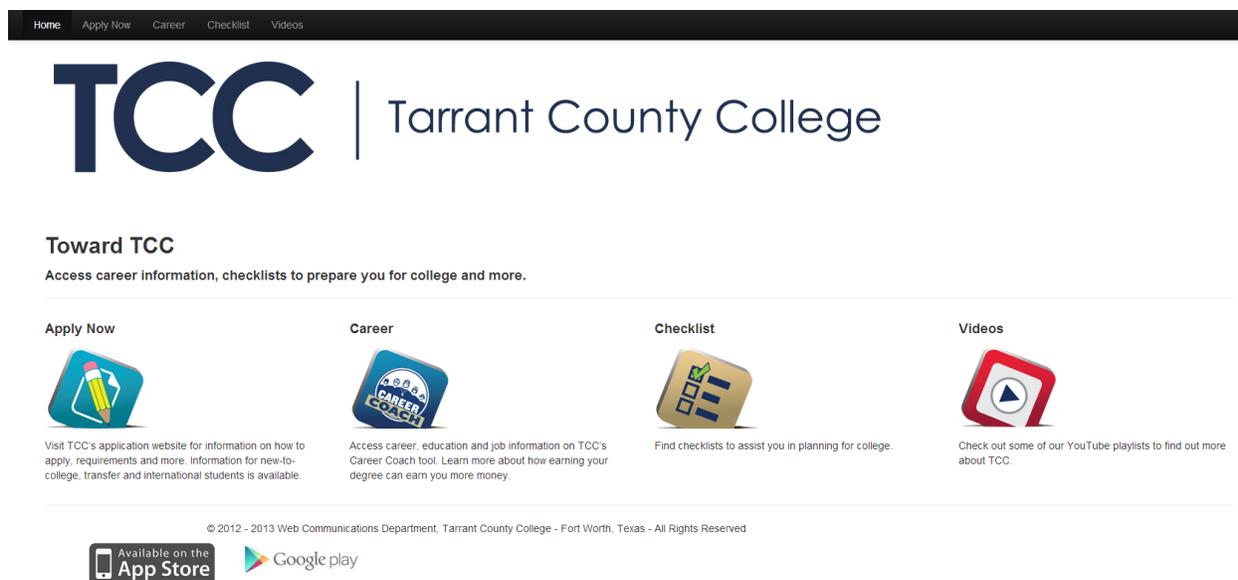
Section 4 assists the user with the Toward TCC Android application.

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## 2 Web Application

### 2.1 Home screen



From the home screen you can navigate to the other screens.

**Apply now-** This button takes you to the Tarrant County College (TCC) apply now website. This is where you would go to apply for admission at TCC.

**Career-** This page takes you to the career page that presents information about the cost of TCC compared to other universities. You can also access the “Career Coach” tool that will let you search for relevant career options based off your current interests. In addition it lists the classes offered at TCC that are required for your field of interest.

**Checklist-** This page will help you with the process of applying for college. The checklists are categorized by grade level ranging from 9<sup>th</sup>-12<sup>th</sup> grade. The checklist is what you need to complete for a successful college application.

**Videos-** This will take you to a page where you can select videos regarding college life, How-To’s, Greetings, and contacting TCC.

**Apple Store-** You can access the Apple Store to download the mobile application on your iOS device.

**Google Play Store-** You can also access the Google Play Store to download the mobile application on your Android device.

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## 2.2 Tool Bar



Toward TCC Home Apply Now Career Checklist Videos

This toolbar can be used to access the website described previously.

**Home**- Takes you to the Home Screen.

**Apply Now**- This button takes you to the Tarrant County College (TCC) Apply Now website. This is where you would go to apply for admission at TCC.

**Career**- This link takes you to the career page that presents information about the cost of TCC compared to other universities. You can also access the “Career Coach” tool that will let you search for relevant career options based on your current interests. In addition it lists classes offered at TCC that are required for your field of interest.

**Checklist**- This page will help you with the process of applying for college. The checklists are categorized by grade level ranging from 9<sup>th</sup>-12<sup>th</sup> grade. The checklist is what you need to complete for a successful college application.

**Videos**- Takes you to a page where you can select videos regarding college life, How-To’s, Greetings, and contacting TCC.

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## 2.3 Apply Now

The screenshot shows the Tarrant County College website's 'Apply for Admission' page. The page features a navigation menu at the top with links for 'Future Students', 'Current & Former Students', 'Alumni', 'Business & Community', 'Faculty and Staff', and 'Foundation & Scholarships'. Below this is a secondary navigation bar with links for 'ESPAÑOL', 'LIBRARIES', 'FINANCIAL AID', 'A-Z INDEX', 'CALENDAR', and 'MYTCC'. A search bar with the text 'Google Campus Search' is also present. The main content area is titled 'Apply for Admission' and includes a sub-heading 'TCC Admissions Application'. The text states: 'Applying for admission to Tarrant County College has never been easier! TCC's **Active Apply** application allows new-to-TCC students to spend less time dealing with paperwork and more time doing the things important to them.' Below this, there are two sections: 'Who Can Use Active Apply?' and 'What Are the Requirements?'. The 'Who Can Use Active Apply?' section lists two categories: 'New TCC Students' (including High School, GED and Home School Graduates, Non-High School Graduates, Early High School and Dual Credit High School Students, and Transfer Students) and 'New Continuing Education Students'. The 'What Are the Requirements?' section lists two requirements: 'Valid Social Security number' and 'Active email address'. A 'Related Links' sidebar on the right contains links for 'Active Apply Admissions Application', 'Registration and Withdrawal', 'Dual Credit Program', 'Continuing Education', and 'Clery Act Statistics'. A left sidebar contains a list of navigation links under the 'Admissions' heading, including 'Apply for Admission', 'New-to-College', 'Transfer', 'Readmission', 'Early High School / Dual Enrollment', 'Non-Citizen Without Visa', 'International Admissions', 'Meningitis Vaccinations - MCV4', 'Residency', 'Submit a Transcript', 'Evaluation of Transfer Coursework', 'Admission Status and Notices', 'Registration and Withdrawal', and 'Registrar Offices'.

“Apply for Admission” page is brought up when you click on the “Apply Now” button or link. Here a student can read vital information about applying to TCC.

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## 2.4 Career

Toward TCC Home Apply Now **Career** Checklist Videos

### Career

Access career, education and job information on TCC's Career Coach tool. Use the button below to launch the Career Coach tool.

**Career Coach**  
Access career, education and job information on TCC's Career Coach tool. Use the button below to launch the Career Coach tool.

**Costs**  
Learn more about how earning your degree can earn you more money. Visit [GenTx.org](http://GenTx.org) for more info.



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The “Career” page will let you access the “Career Coach” tool.

This page also has the GenTex.org website link. GenTex is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training.

## 2.5 Checklist

Toward TCC Home Apply Now Career **Checklist** Videos

### Grade Level Checklist

Choose your grade level.

9th Grade

10th Grade

11th Grade

12th Grade

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The “Checklist” page allows you to select your grade level. This will take you to your grade’s checklist.

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Toward TCC Home Apply Now Career Checklist Videos

## 9th Grade Checklist

### ✔ Plan out a challenging program of classes to take.

- Colleges care about which courses you are taking in high school. You will have more options if you start planning now for college, and do your best to earn good grades.
- Ask if Advanced Placement (AP) or other honor courses are available.
- Colleges will be more impressed by respectable grades in challenging courses than by outstanding grades in easy ones.

### ✔ Create a file of important documents and notes.

- Copies of report cards.
- List of awards and honors.
- List of school and community activities in which you are involved, including both paid and volunteer work, and descriptions of what you do.

### ✔ Learn good study habits.

- Colleges look at your permanent academic record for admissions beginning with freshman-year grades.

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The figure above explains what you will see when navigating to a checklist page. You can then proceed with detailed information for each month, as well as see useful information with links to navigate to.

## 2.6 Videos

Toward TCC Home Apply Now Career Checklist Videos

### Videos

Check out some of our YouTube playlists to find out more about TCC.

Greetings

How To's

Contacting TCC

College Life

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From this page, you can access playlists of YouTube videos created by TCC. You will be able to view videos regarding college life, How-To's, Greetings, and contacting TCC.

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## 3 iOS Application

### 3.1 Installation

In order to install Toward TCC on an iOS 6.0 device, open the “App Store” application. Search in the top right hand corner for “Toward TCC”. There will be two different sections of search results: iPad and iPhone. Under your respected device, click the “FREE” button to the right of “Toward TCC”, and then click “INSTALL APP”. Now log in with a valid Apple ID, and the application will install. If you do not have an Apple ID, you will be given the option to create one.

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## 3.2 Profile Management

Profiles are used by the application to store checklist progress, and will also give you reminders to complete checklist tasks. Your profile can only be stored on the device, and will not be accessible from another device or from the web application.

### 3.2.1 Create Profile

In order to create a profile, click on the “Sign Up” button on the home screen (Fig 3.1).

This will take you to the user agreement (Fig 3.2), which states that your profile can only be stored on the device, and will not be accessible from another device or from the web application.

Once the accept button is clicked, the create profile screen will be displayed. A username, password, security question, security question answer, and grade level will all need to be entered in order to successfully create a profile. If the desired username is already in use on the device, you will need to enter another username. In order to make the password and security question answers secure, a confirmation is needed for each. If these confirmations do not match the password or security question answer, there will be a notification detailing the error (Fig 3.3). If all information is valid, then you will be returned to the home screen, and you will be logged in. A toast notification will inform you your profile has been created.

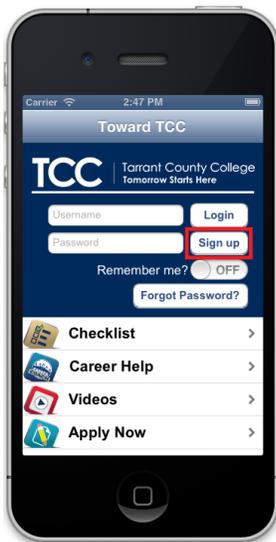


Fig 3.1

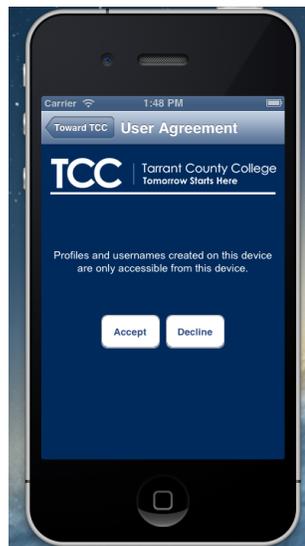


Fig 3.2



Fig 3.3

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## 3.2.2 Login

In order to log in to Toward TCC, go to the home screen (Fig 3.4). Enter your username and password into the corresponding text fields at the top of the screen, and press the “Log in” button. If you have forgotten your password, please see section 3.2.5. After you have logged in, you will be notified of your successful log in by a toast notification. Also, the top of the screen will now give you options to change your security question, change your password, and log out (Fig 3.5).

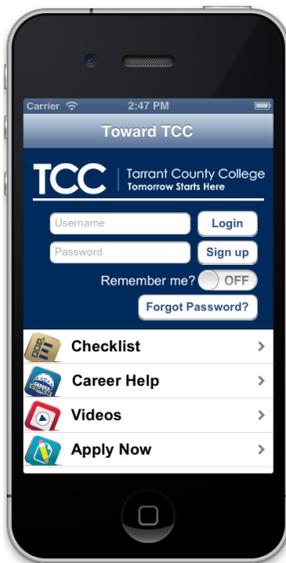


Fig 3.4



Fig 3.5

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## 3.2.3 Change Password

In order to change your password, log in to the application. If you do not remember your password, then see section 3.2.4, Forgot Password. Once you have logged in, click on the “Change Password” Button at the top of the home screen (Fig 3.6).

Once you are on the “Change Password” screen, your username will be displayed at the top of the screen (Fig 3.7).

As an additional security measure, please enter your current password. After this, enter a new password, confirm it, and then press the submit button. If there is an error, a push notification will inform you of the details (Fig 3.8). You either entered your old password incorrectly, a field was left blank, or the new password has not been confirmed.

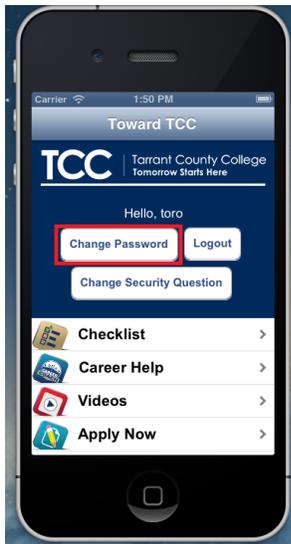


Fig 3.6

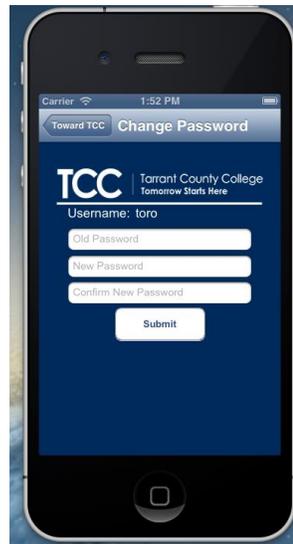


Fig 3.7

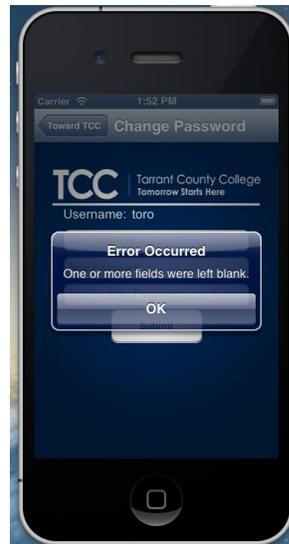


Fig 3.8

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## 3.2.4 Change Security Question

In order to change your security question, log in to the application. Once you have logged in, click on the “Change Security Question” button at the top of the home screen (Fig 3.9).

Once you are on the “Change Security Question” screen, your username will be displayed at the top of the screen (Fig 3.10).

As an additional security measure, enter your password. After this, simply enter a new security question, answer, answer confirmation, and then press the submit button. If there is an error, a push notification will inform you of the details (Fig 3.11). You either entered your old password incorrectly, a field was left blank, or the new security question answer has not been confirmed.

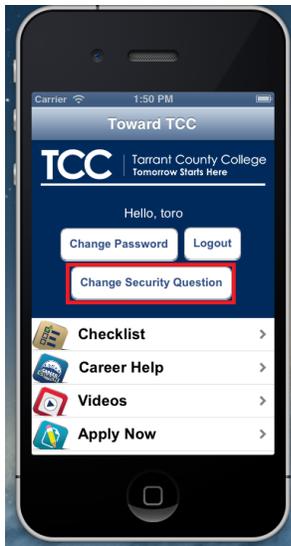


Fig 3.9

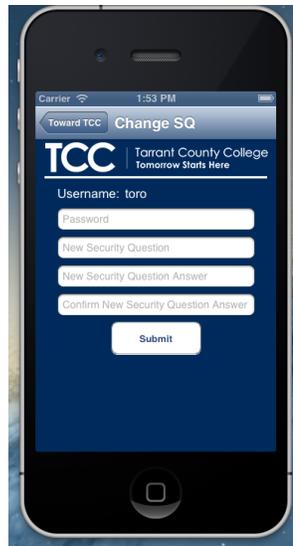


Fig 3.10

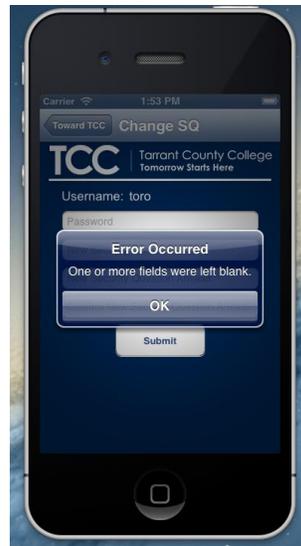


Fig 3.11

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## 3.2.5 Forgot Password

In case you have forgotten your password and are unable to log in, you can reclaim your account by clicking on the “Forgot Password” button on the home screen (Fig 3.12).

In order to view the security question of your profile, enter your username. Then, either click on the “Return” button of the keyboard or click on another text field. Your security question will appear underneath your username (Fig 3.13).

Answer your security question, enter a new password, confirm it, and click the “Submit” button to change your password. If there are any errors, a push notification will inform you of the details. If not, you will be returned to the home screen, and you will be logged in.

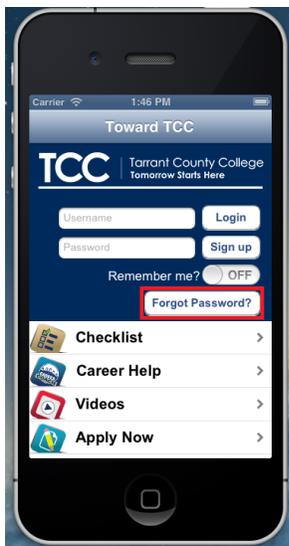


Fig 3.12



Fig 3.13

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## 3.3 Checklist

This page will provide you with useful tips for applying to college. These tips are categorized by 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade. In order to view the checklist screen, click on the “Checklist” button on the home screen (Fig 3.14). In order to check off items on a checklist, you must be logged in.

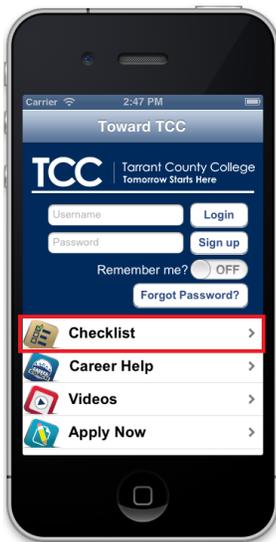


Fig 3.14

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## 3.3.1 Track Progress

If you have created a profile, Toward TCC will track your checklist progress. In order to create a profile on an iOS device, see section 3.2.1. If you log on and then navigate to one of the grade checklists, there will be checkboxes to the left side of each task (Fig 3.16), so you can mark off when you have completed a task. If you are not logged on, you will see the screen shown in Fig 3.15.

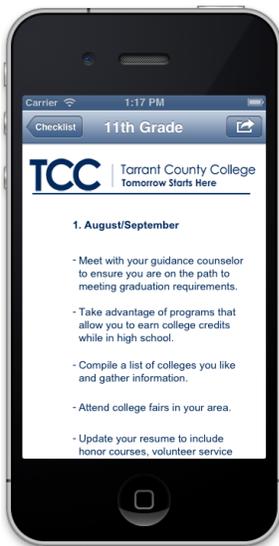


Fig 3.15



Fig 3.16

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## 3.3.2 Reminders

In order to keep you on track of your checklist, Toward TCC has a reminder feature. Whenever you log in, if you have outstanding tasks, you will receive a notification informing you what task you need to complete (Fig 3.17). These reminders are generated 1, 2, 3, or 4 weeks before the month of the task. They will only remind you of tasks for your grade. In order to change your reminder settings or grade level, see section 3.3.3.



Fig 3.17

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## 3.3.3 Checklist Options

The checklist options screen will let you modify your grade level and reminder settings. In order to view your checklist options, you must be logged in. Once you are logged in, navigate to the “Checklist” screen and then in the upper right-hand corner, you will see an “Options” button that will take you to the “Options” Screen (Fig 3.18).

In order to disable or enable reminders, slide the on/off switches highlighted in Fig 3.19. To learn more about reminders, see section 3.3.2. Note: turn all of the switches off to disable all reminders.

Toward TCC uses your grade level to remind you of uncompleted tasks in your checklist. In order to change your grade level, click on the switch on the bottom half of the “Options” screen (Fig 3.20).

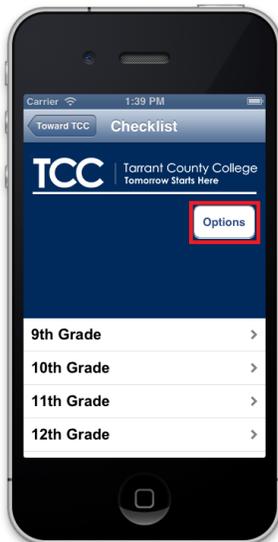


Fig 3.18

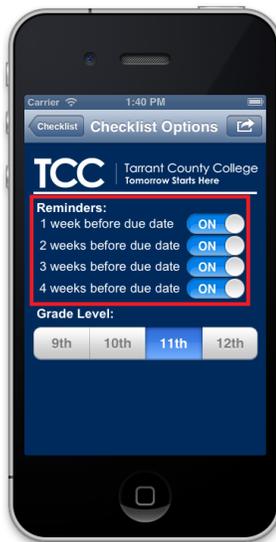


Fig 3.19

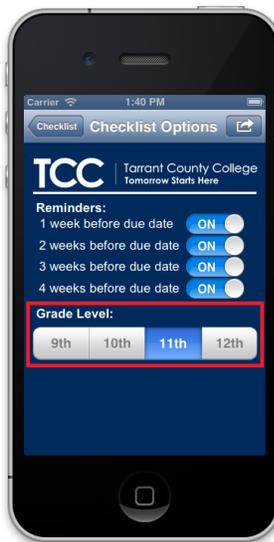


Fig 3.20

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## 3.4 External Links

### 3.4.1 Accessing External Links

On several screens, you will have the option to visit websites. On any of the checklist screens, click one of the buttons that says “Visit (site name)” (Fig 3.21).

On the “Career Help” screen, clicking on either the “Career Coach” button or the “Visit GenTx” button will take you to a website (Fig 3.22).

Clicking on the “Apply Now” button on the home screen will take you to TCC’s application website (Fig 3.23).

Clicking on any of the buttons on the Videos screen will take you to a YouTube playlist (Fig 3.24).

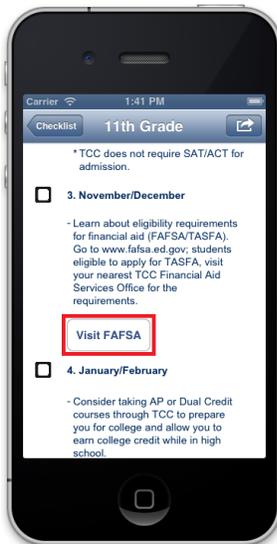


Fig 3.21

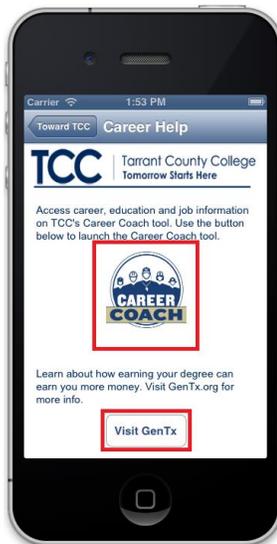


Fig 3.22



Fig 3.23

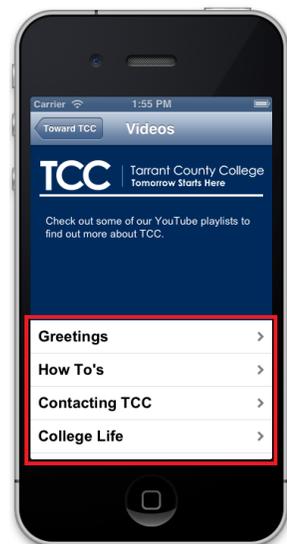


Fig 3.24

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## 3.4.2 Web Browser Functions

When one of these buttons is clicked, you will be taken to the Toward TCC web browser. This web browser provides you with internet navigation features, while still letting you navigate the application. You can go backwards, go forwards, and refresh the page by clicking the buttons highlighted in Fig 3.25. You can also zoom by pinching the page and moving your fingers either apart or together.

In order to return back to the previous page, you can click on the back button in the upper left-hand corner. You can return to the home screen by pressing the button in the upper right-hand corner (Fig 3.26).



Fig 3.25

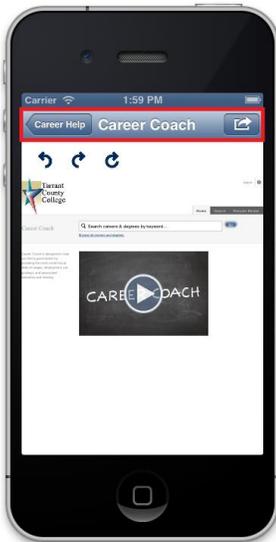


Fig 3.26

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## 3.4.3 Internet Connection Lost

If for some reason your device cannot connect to the internet, rather than viewing the webpage, you will be taken back to the previous screen and receive a notification telling you the internet connection has been lost (Fig 3.27).



Fig 3.27

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## 4 Android Application

### 4.1 Installation

Open the “Play Store” application on the Android device. Type “Toward TCC” in the search box located in the top right hand corner of the screen. When the screen refreshes with the search results, click on the Toward TCC app. You will then see a brief description of the app. Click on the “Free” button in the top right corner of the screen. This will start the installation process. If you are prompted for a password, enter your Google account password.

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## 4.2 Profile Management

Profiles are used by the application to store checklist progress, and will also give you reminders to complete checklist tasks. Your profile can only be stored on the device, and will not be accessible from another device or from the web application.

### 4.2.1 Create Profile

Profiles are used by the application to store checklist progress, and will also give you reminders to complete checklist tasks. In order to create a profile, click on the “Sign Up” button on the home screen (Fig 4.1).

This will take you to the user agreement (Fig 4.2), which states that your profile can only be stored on the device, and will not be accessible from another device or from the web application.

Once the accept button is clicked, the create profile screen will be displayed (Fig 4.3). A username, password, security question, security question answer, and grade level will all need to be entered in order to successfully create a profile. If the desired username is already in use on the device, you will need to enter another username. In order to make the password and security question answers secure, a confirmation is needed for each. If these confirmations do not match the password or security question answer, there will be a notification detailing the error.



Fig 4.1

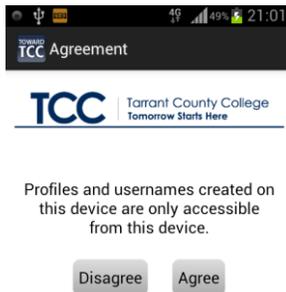


Fig 4.2



Fig 4.3

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## 4.2.2 Login

In order to log in to Toward TCC, go to the home screen (Fig 4.4). Enter your username and password into the corresponding text fields at the top of the screen, and press the “Log in” button. If you have forgotten your password, please see section 3.2.5. After you have logged in, you will be notified of your successful log in by a toast notification. Also, the top of the screen will now give you options to change your security question, change your password, and log out (Fig 4.5).

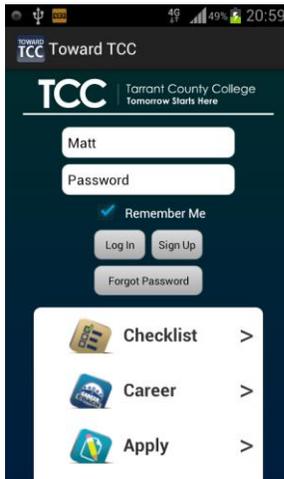


Fig 4.4

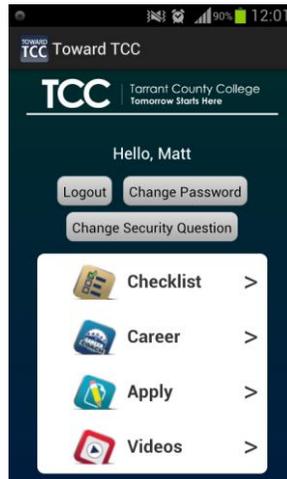


Fig 4.5

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## 4.2.3 Change Password

In order to change your password, log in to the application. If you do not remember your password, then see section 4.2.4, Forgot Password. Once you have logged in, click on the “Change Password” Button at the top of the home screen (Fig 4.6).

Once you are on the “Change Password” screen, your username will be shown at the top of the screen. As an additional security measure, please enter your current password. After this, enter a new password, confirm it, and then press the submit button. If there is an error, a push notification will inform you of the details. You either entered your old password incorrectly, a field was left blank, or the new password has not been confirmed.

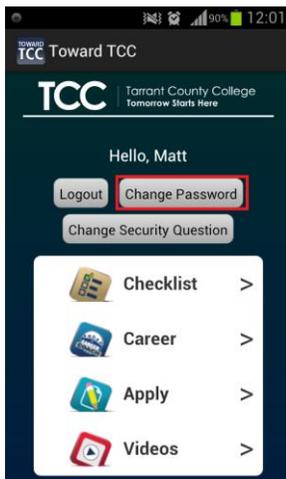


Fig 4.6

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## 4.2.4 Change Security Question

In order to change your security question, log in to the application. Once you have logged in, click on the “Change Security Question” button at the top of the home screen (Fig 4.7).

Once you are on the “Edit Security Question” screen, your username will be displayed at the top of the screen (Fig 4.8). As an additional security measure, enter your password. After this, simply enter a new security question, answer, answer confirmation, and then press the submit button. If there is an error, a toast notification will tell you what is wrong. Either you entered your old password incorrectly, or the new security question answer has not been confirmed.

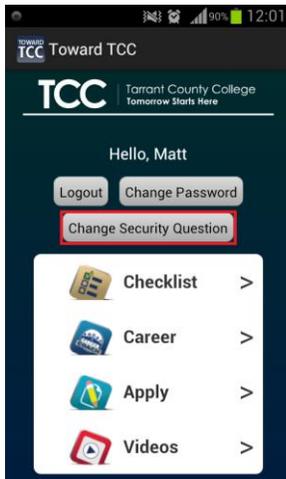


Fig 4.7



Fig 4.8

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## 4.2.5 Forgot Password

In case you have forgotten your password and are unable to log in, you can reclaim your account by clicking on the “Forgot Password” button on the home screen (Fig 4.9).

In order to view the security question of your profile, enter your username. Then, either click on the “Return” button of the keyboard or click on another text field. Your security question will appear underneath your username (Fig 4.10).

Answer your security question, enter a new password, confirm it, and click the “Submit” button to change your password. If there are any errors, a toast notification will inform you of the details. If not, you will be returned to the home screen, and you will be logged in.

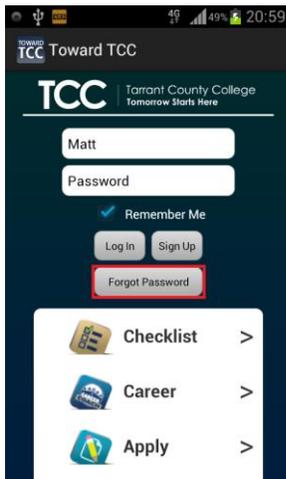


Fig 4.9



Fig 4.10

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## 4.3 Checklist

This page will provide you with useful tips for applying to college. These tips are categorized by 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade. In order to view the checklist screen, click on the “Checklist” button on the home screen (Fig 4.11). In order to check off items on a checklist, you must be logged in.

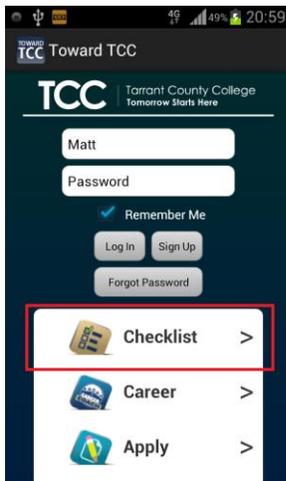


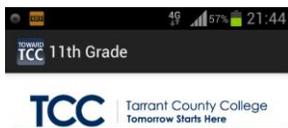
Fig 4.11

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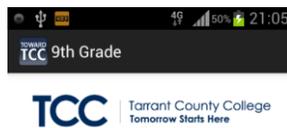
## 4.3.1 Track Progress

If you have created a profile, Toward TCC will track your checklist progress. In order to create a profile on an iOS device, see section 4.2.1. If you log on and then navigate to one of the grade checklists, there will be checkboxes to the left side of each task, so you can mark off when you have completed a task (Fig 4.12). If you do not log on, the checkboxes will not be displayed (Fig 4.13).



1. August/September
- Meet with your guidance counselor to ensure you are on the path to meeting graduation requirements.
  - Take advantage of programs that allow you to earn college credits while in high school.
  - Compile a list of colleges you like and gather information.
  - Attend college fairs in your area.
  - Update your resume to include honor courses, volunteer service and other work.
  - Keep your grades up! Colleges strongly consider your junior year *reference*.

Fig 4.12



1. Plan out a challenging program of classes to take.
- Colleges care about which courses you are taking in high school. You will have more options if you start planning now for college, and do your best to earn good grades.
  - Ask if Advanced Placement (AP) or other honor courses are available.
  - Colleges will be more impressed by respectable grades in challenging courses than by outstanding grades in easy ones.
2. Create a file of important documents and notes.
- Copies of report cards

Fig 4.13

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## 4.3.2 Reminders

In order to keep track of your checklist progress, Toward TCC has a reminder feature. Whenever you log in, if you have outstanding tasks, you will receive a notification informing you what task you need to complete (Fig 4.14). These reminders are generated 1, 2, 3, or 4 weeks before the month of the task. They will only remind you of tasks for your grade. In order to change your reminder settings or grade level, see section 4.3.3.

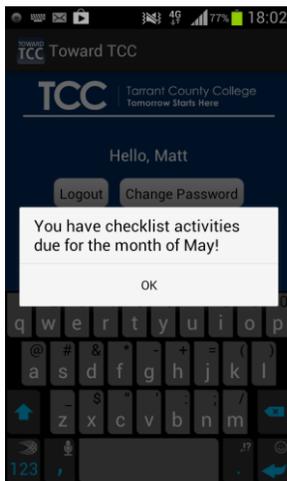


Fig 4.14

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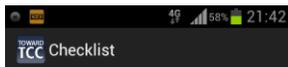
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## 4.3.3 Checklist Options

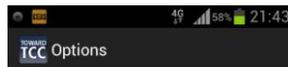
The checklist options screen will let you modify your grade level and reminder settings (Fig 4.15). In order to view your checklist options, you must be logged in. Once you are logged in, navigate to the “Checklist” screen and then in the upper right-hand corner, you will see an “Options” button that will take you to the “Options” Screen.

In order to disable or enable reminders, check the options highlighted in Fig 4.16. To learn more about reminders, see section 4.3.2. Note: uncheck all reminders to disable all reminders.

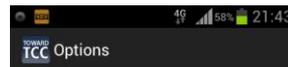
Toward TCC uses your grade level to remind you of uncompleted tasks in your checklist. In order to change your grade level, click on a radio button on the bottom half of the “Options” screen (Fig 4.17).



4.15



4.16



4.17

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## 4.4 External Links

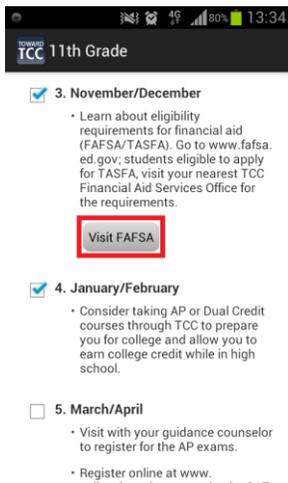
### 4.4.1 Accessing External Links

On several screens, you will have the option to visit websites. On any of the checklist screens, click one of the buttons that says “Visit (site name)” (Fig 4.18).

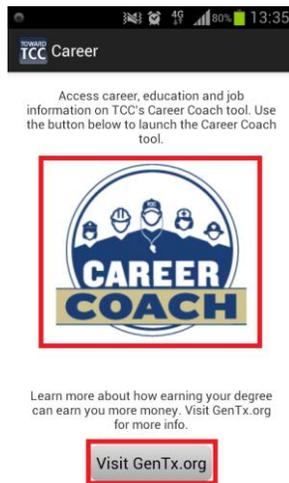
On the “Career Help” screen, clicking on either the “Career Coach” button or the “Visit GenTx” button will take you to a website (Fig 4.19).

Clicking on the “Apply Now” button on the home screen will take you to a website (Fig 4.20).

Clicking on any of the buttons on the Videos screen will take you to a YouTube playlist (Fig 4.21).



4.18



4.19



4.20



4.21

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## 4.4.2 Web Browser Functions

When one of these buttons is clicked, you will be taken to the Toward TCC web browser (Fig 4.22). This web browser provides you with internet navigation features, while still letting you navigate the application. You can go backwards, go forwards, and refresh the page by clicking the buttons highlighted in the picture to the right. You can also zoom by pinching the page and moving your fingers either apart or together. In order to return back to the previous page, you can click your phone's back button.



Fig 4.22

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## 4.4.3 Internet Connection Lost

If for some reason your device cannot connect to the internet, rather than viewing the webpage, you will be taken back to the previous screen and receive a notification telling you the internet connection has been lost (Fig 4.23).

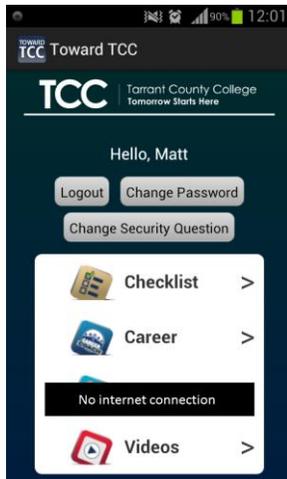


Fig 4.23

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## 5 Glossary of Terms

CACO (College Awareness Community Outreach) – They are the customers for the project. Goes to area schools to teach children how to be successful in school and how higher education can make a difference in their life.

Career Coach – Students can input their interests and receive a list of relevant careers and all the classes required.

iOS – Apple's mobile operating system.

TCC (Tarrant County College)

TCU (Texas Christian University)