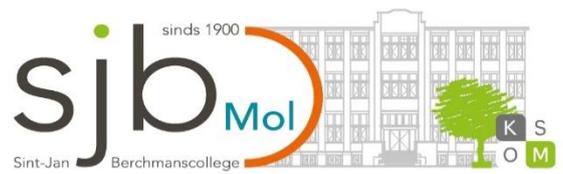


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## **MyStudyLife**

User manual

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Klas: 6IB

Schooljaar: 2019 - 2020

# Inhoud

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## **1 Introduction**

My Study Life is a program for students that don't like using paper diaries, it's everything your paper planner is and more. Rotation schedules, assignments, revision, exams? My Study Life has it covered on all of your devices.

### **1.1 Scheduling**

We know that school calendars don't work like traditional ones, so we did not make My Study Life to be like a traditional one. We made a calendar that actually looks like a school schedule. The application supports both week and day rotation schedules as well as timetables that stay the same every week. You can just simply tell My Study Life how your schedule works. Some classes don't last a year, so it's possible to assign classes to specific dates or time periods. It's also possible to indicate when you have days off or a holiday, so at these days you won't be reminded of classes.

### **1.2 Tasks**

It's not just another to-do list. We make sure that you can specify what kind of homework you have and how much of it is already done or still needs to be done. The dashboard view gives you an overview of your entire day, not just classes and exams. Incomplete tasks are also shown so that you know what you still need to do. With My Study Life, you can create a task and assign it to an exam so you know which areas you have left to revise.

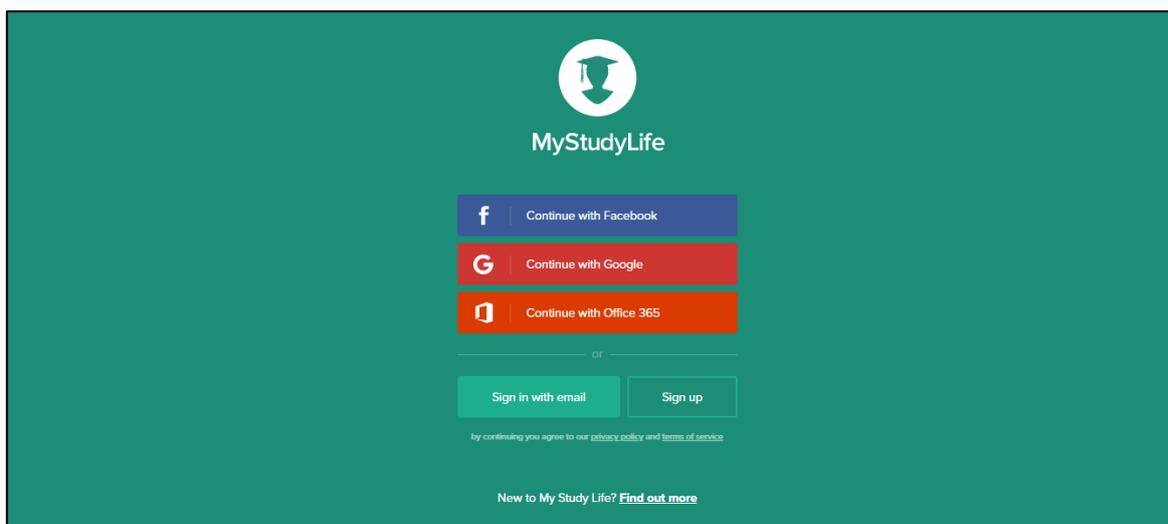
### **1.3 Reminders, sync & more**

You can tell My Study Life to remind you that a class or exam is about to start, but also about incomplete tasks so you'll never forget an assignment or miss a lecture again. My study life is also great for students that lose their stuff a lot. The application stores your data in the cloud, so even if you ever lose a device, you will always be able to find your documents from any device. It works offline too, so you can still add new tasks while you have no internet connection and it will sync when you are back online.

## 2 Signing up / logging in

There are different ways to sign up for the app. You can continue with Facebook, Google, Office 365 or by using your email.

If you decide to create an account using your email, you will receive a mail to verify your account. Else you won't be able to log in. Once you confirmed your email, you will be able to start using My Study Life.



### 3 Getting started

When you use My Study Life for the first time, a window will appear that lets you choose some basic settings. In this window you will be able to choose the time format, default start time and default duration of your classes.

**Hello there**

Welcome to My Study Life

Let's get you organized. To help you get up and running as quickly as possible, configure My Study Life to work best for you. These settings will help you add your classes and exams faster.

Time Format  
6pm or 18:00?

**12 hour** 24 hour

Default Start Time  
When does your school day start?

9:00 AM

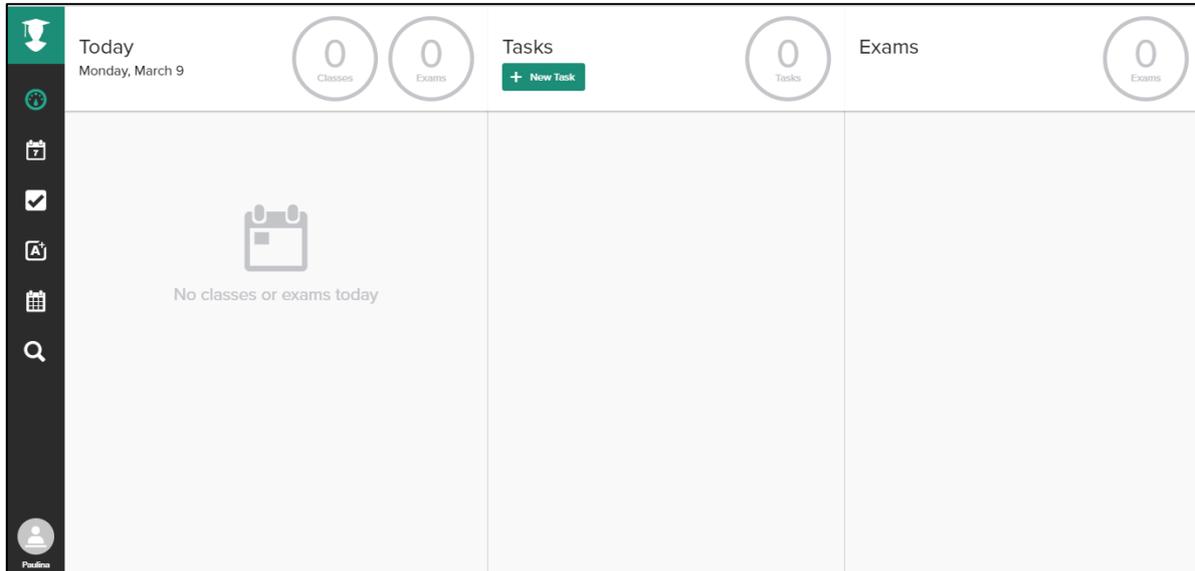
Default Duration  
How long are most of your classes?

90 minutes

**Done**

## 4 Dashboard

One of the main sections is the dashboard, where you can find a summary of some important elements. It is divided into three parts: "Today", "Tasks" and "Exams".



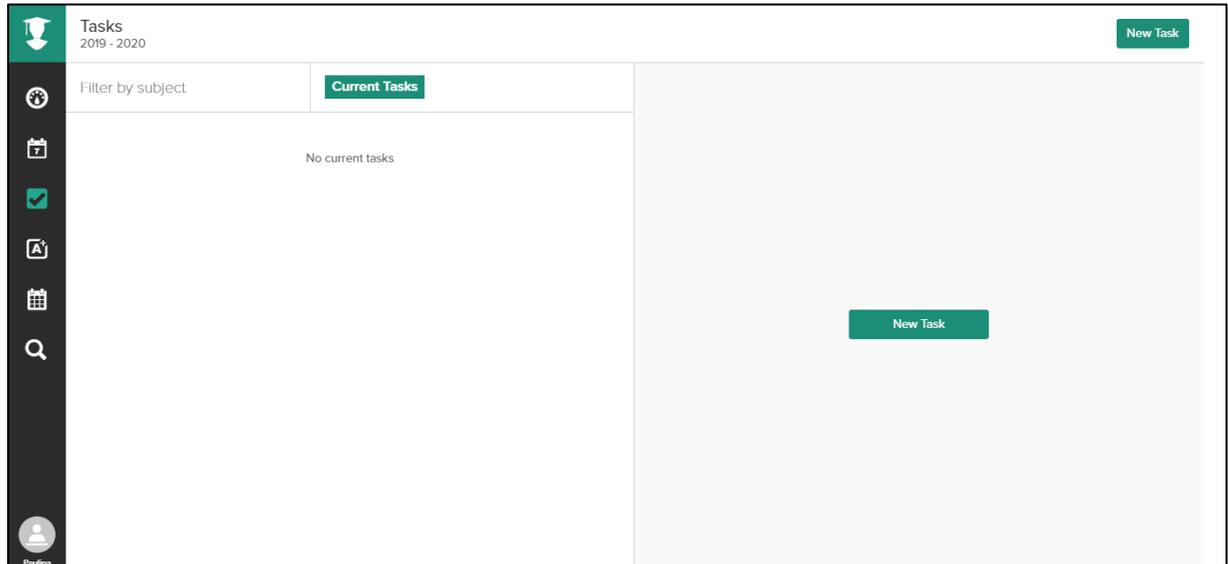
## 5 Calendar

The calendar has a structure that is great for students. It doesn't work like a normal calendar so that students have an easy way of using it according to their classes and tasks. You can switch between using a day, week or month view of your calendar. There is also a line that indicates what time it is at this moment, hovering above the classes that you have at the moment. This way you can easily see what class you have at the moment.



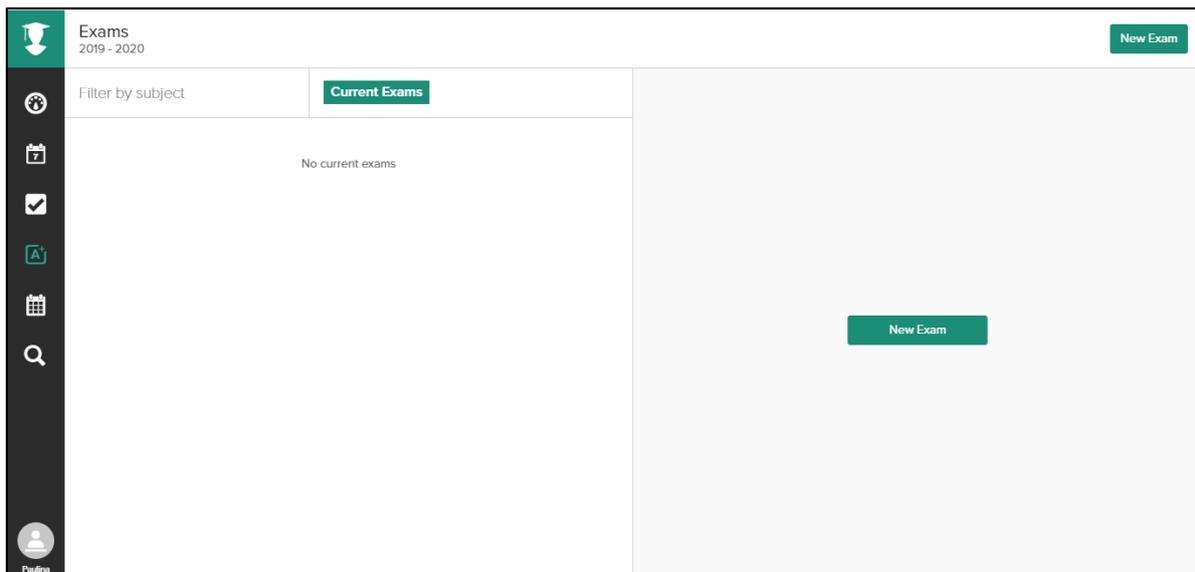
## 6 Tasks

In the task tab you will be able to add new tasks, but also get a view of what tasks are due when, and for which subject. When selecting one of the already existing tasks, you can indicate how much of the task is already done.



## 7 Exams

Adding new exams works almost the same like adding tasks, you just have to click the button on the top right corner. Then you select the subject the exam is about, add a date and duration, and you will have successfully added a new exam.

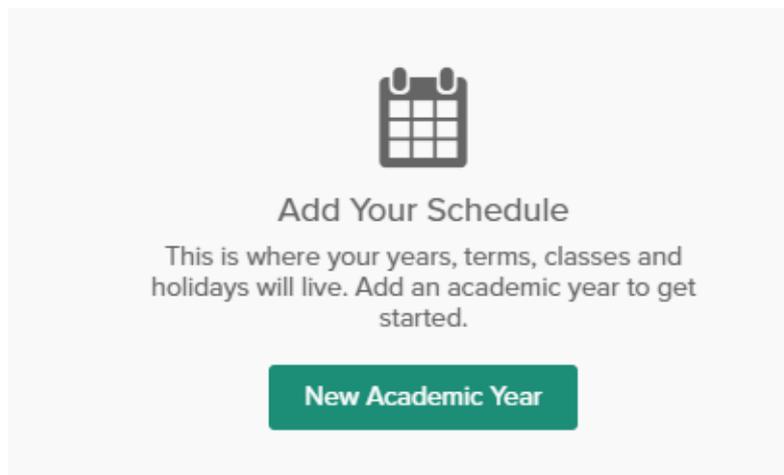


## 8 Schedule

In the schedule you will first have to add a new academic year by pressing the button in the middle of the screen.

When you click the button you will get the option to select the beginning and the end of your school year. There are also three options to choose for the type of scheduling you want to use:

- Classes occur on the same day every week (fixed)
- Classes occur on the same day every x weeks (week rotation)
- Classes occur on a numbered or lettered day (day rotation)



### New Academic Year

Start Date  

End Date  

**Scheduling** Terms

- Classes occur on the same day every week (fixed)
- Classes occur on the same day every x weeks (week rotation)
- Classes occur on a numbered or lettered day (day rotation)

What Are Academic Years?  
An academic year and its terms are used to represent your school year and any terms (eg. semesters, trimesters, quarters) that you may have.

There is also a tab named "Terms" where you can add your terms.

After adding the beginning and end period of your academic year, you will be able to add your classes to your schedule. In the top right of your screen you can choose to manage your subjects, you should add them there to make it easier to complete your schedule.

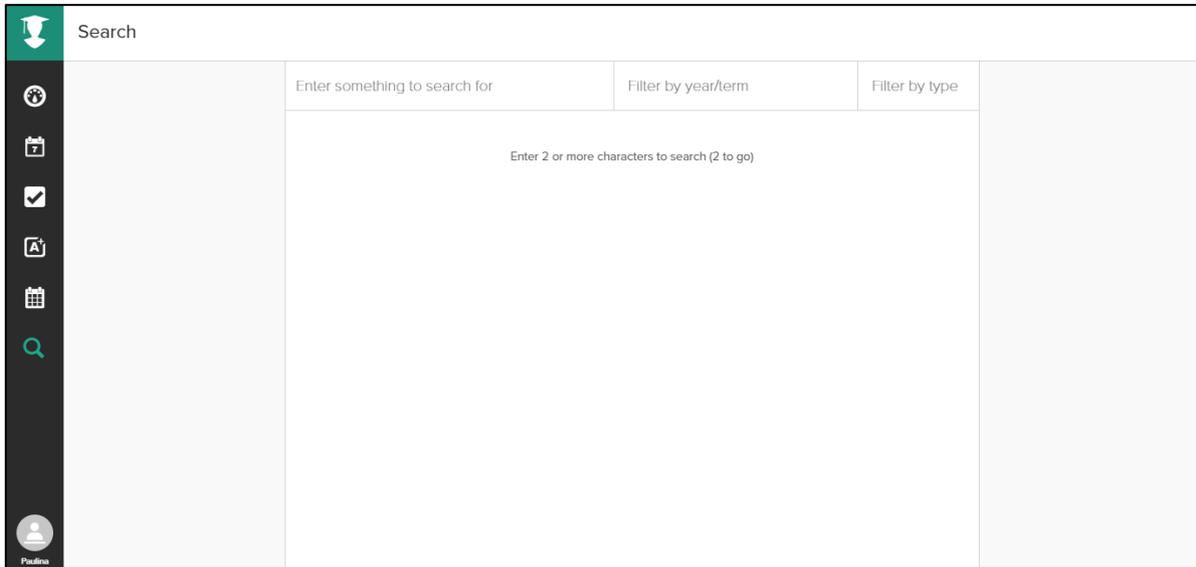
By clicking on "New Class" you can add new classes to your schedule. You can choose which subject you would like to add, the room, teacher, module and building. Then you can decide if you want it to be a one-off class or if it's a class that repeats itself. In that case you can add the time and day. You can also add start and end dates.

The screenshot shows a 'New Class' form with a red header. Below the header, it indicates the class will exist from Sep 2, 2019, to Jul 31, 2020, unless start/end dates are specified. The form includes fields for Subject (French), Module, Room, Building, and Teacher. There are tabs for 'One-off' and 'Repeats', with 'Repeats' selected. An 'Add time' button is visible in the 'Repeats' section. At the bottom, there is a checkbox for 'Add start/end dates?' and 'Cancel' and 'Save' buttons.

There is also the possibility to add holidays to your schedule. On those days you won't get the notification that some class is about to start.

## 9 Search

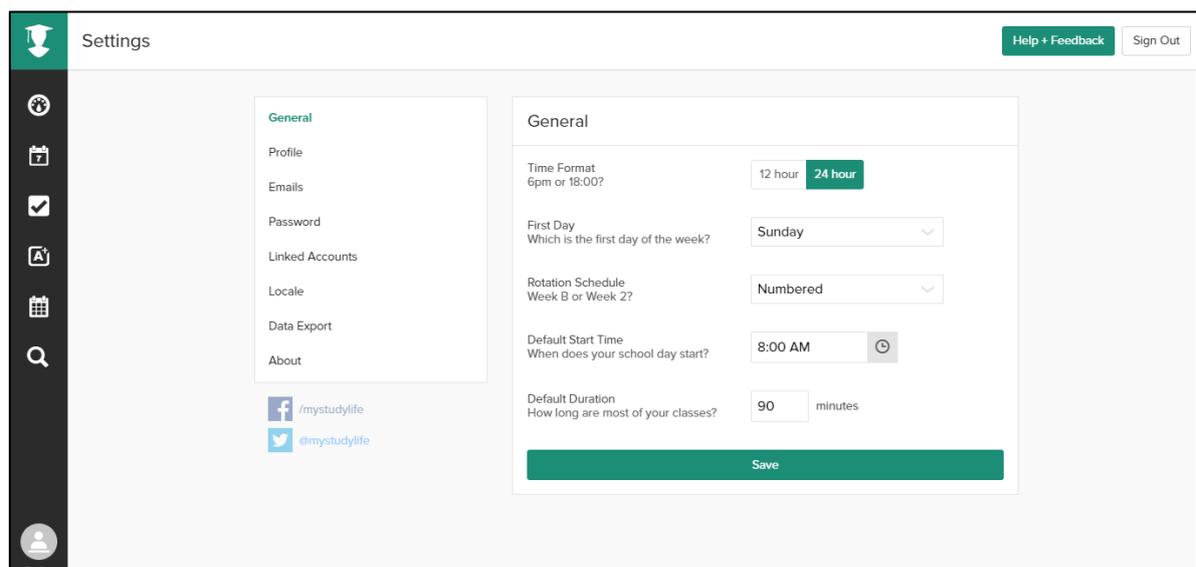
In the search area you have the possibility to search things using different sorting methods. You can just start looking for stuff by typing in the subject or name of some task or exam. But you can also filter your results by year/term or type.



## 10 Settings

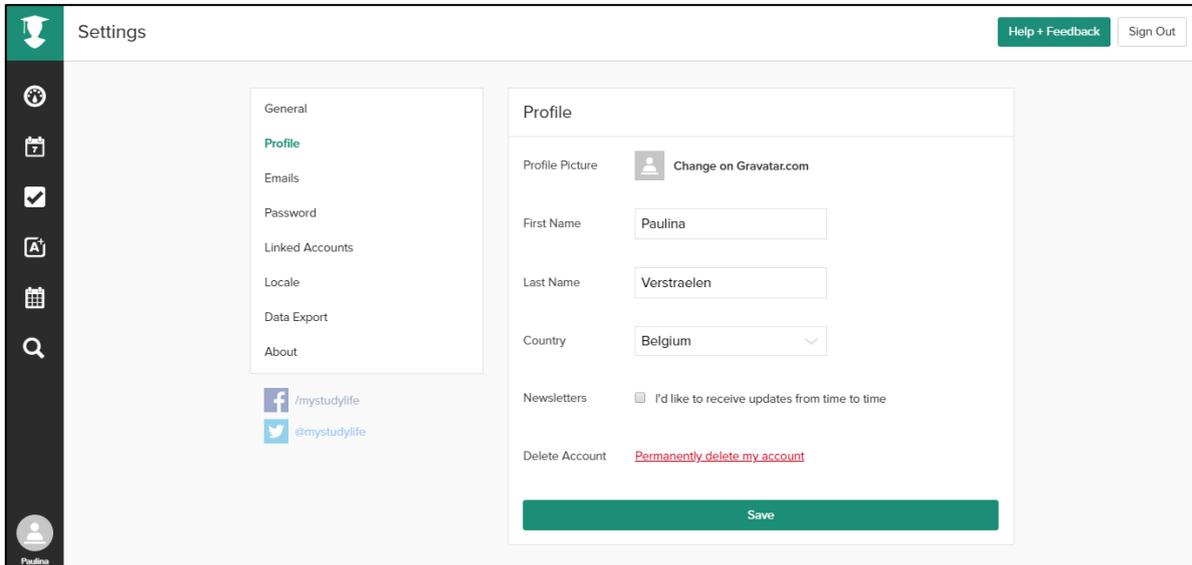
### 10.1 General

The general settings let you adjust the time format, first day of the week, rotation schedule, default start time and the default duration of your classes.



## 10.2 Profile

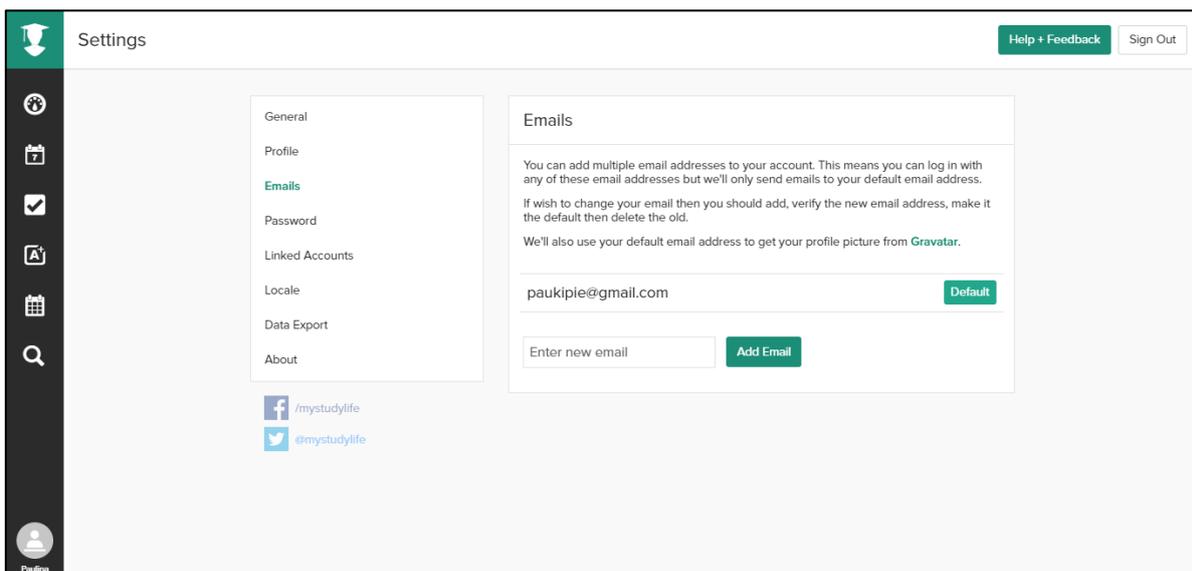
If you want to change your profile picture or your name is incorrect, you can change it here. The country can also be changed and you can indicate if you want to receive newsletters or not. Also deleting your account can happen here, but if you do it will be gone permanently!



The screenshot shows the 'Settings' page with a sidebar on the left containing icons for home, calendar, checkmark, profile, calendar, search, and user profile. The main content area is titled 'Settings' and has a 'Help + Feedback' button and a 'Sign Out' button in the top right. The 'Profile' section is active, showing a list of settings on the left: General, Profile, Emails, Password, Linked Accounts, Locale, Data Export, and About. Below this list are social media links for Facebook (/mystudylife) and Twitter (@mystudylife). The 'Profile' section on the right includes: Profile Picture (Change on Gravatar.com), First Name (Paulina), Last Name (Verstraelen), Country (Belgium), Newsletters (checkbox for 'I'd like to receive updates from time to time'), and Delete Account (Permanently delete my account). A green 'Save' button is at the bottom.

## 10.3 Emails

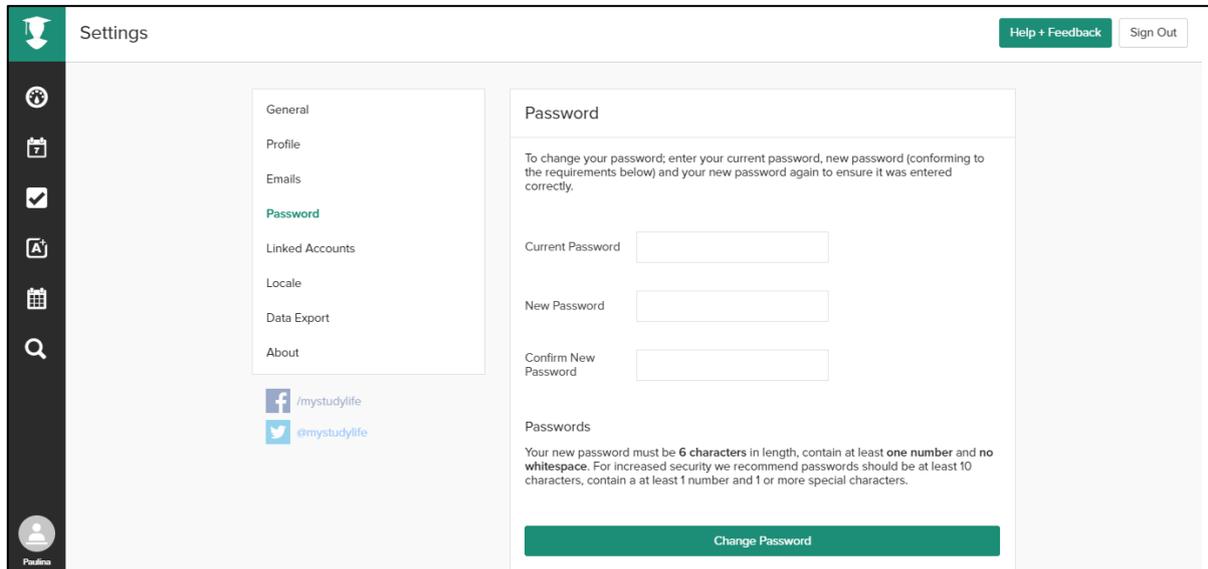
There is a possibility to add multiple emails to your account, simply type in your email and click the "add email" button.



The screenshot shows the 'Settings' page with the 'Emails' section active. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'Settings' and has a 'Help + Feedback' button and a 'Sign Out' button in the top right. The 'Emails' section on the right includes: a description of adding multiple email addresses, instructions on how to change the default email, and a note that the default email address is used for the profile picture from Gravatar. Below this is a text input field containing 'paukipie@gmail.com' with a 'Default' button to its right. At the bottom, there is an 'Enter new email' input field and an 'Add Email' button.

## 10.4 Password

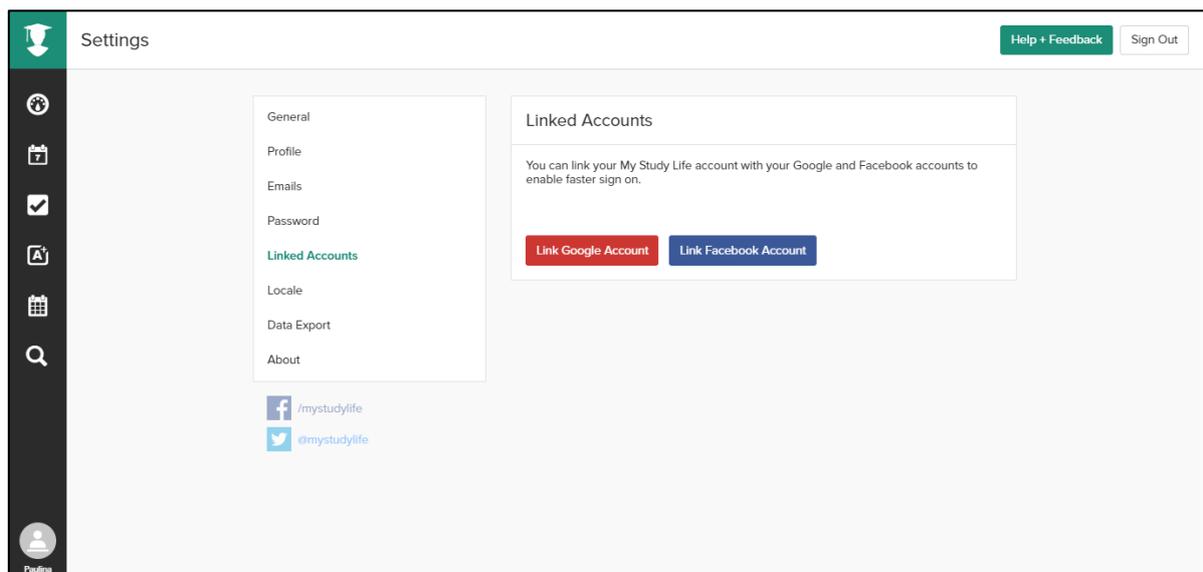
It's possible that you want to change your password for some reason, if that's the case you'll have to insert your current password followed by inserting a new one. Then you will have to confirm your new password. After this you'll have to click the button "change password".



The screenshot shows the 'Settings' page with a sidebar on the left containing navigation icons. The main content area is titled 'Settings' and has a 'Help + Feedback' button and a 'Sign Out' button in the top right corner. The 'Password' section is active, showing a list of settings on the left: General, Profile, Emails, Password (highlighted), Linked Accounts, Locale, Data Export, and About. Below the list are social media links for Facebook (/mystudylife) and Twitter (@mystudylife). The 'Password' section contains the following text: 'To change your password; enter your current password, new password (conforming to the requirements below) and your new password again to ensure it was entered correctly.' Below this text are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A green 'Change Password' button is located at the bottom of the section. Below the input fields, there is a 'Passwords' section with the text: 'Your new password must be 6 characters in length, contain at least one number and no whitespace. For increased security we recommend passwords should be at least 10 characters, contain a at least 1 number and 1 or more special characters.'

## 10.5 Linked accounts

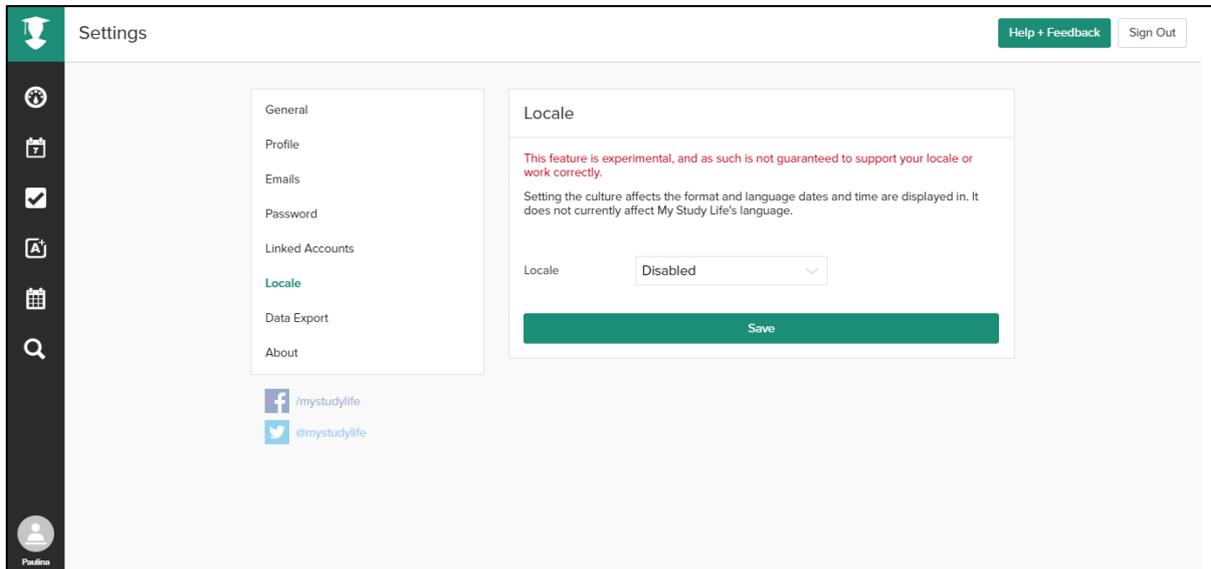
Via this tab you can link your Google and Facebook account by pressing the buttons.



The screenshot shows the 'Settings' page with a sidebar on the left containing navigation icons. The main content area is titled 'Settings' and has a 'Help + Feedback' button and a 'Sign Out' button in the top right corner. The 'Linked Accounts' section is active, showing a list of settings on the left: General, Profile, Emails, Password, Linked Accounts (highlighted), Locale, Data Export, and About. Below the list are social media links for Facebook (/mystudylife) and Twitter (@mystudylife). The 'Linked Accounts' section contains the following text: 'You can link your My Study Life account with your Google and Facebook accounts to enable faster sign on.' Below this text are two buttons: 'Link Google Account' (red) and 'Link Facebook Account' (blue).

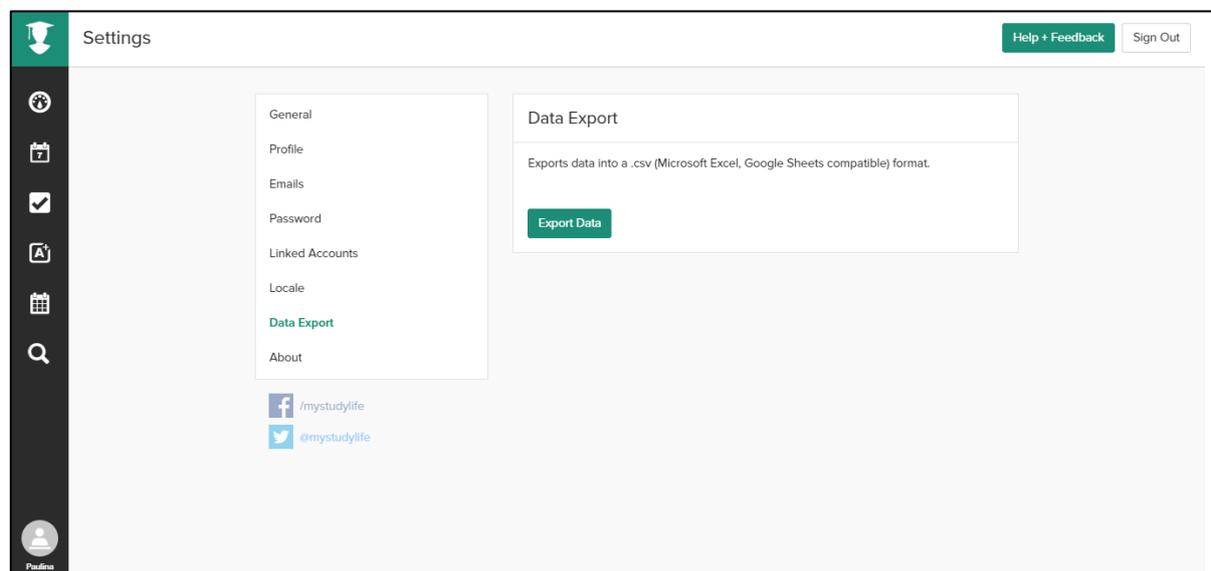
## 10.6 Locale

This feature is still experimental and is not guaranteed to support your locale or work correctly yet. In the future it will affect the format and language dates and time are displayed in.



## 10.7 Data export

Here you can export data into a .csv format.



## 10.8 About

The about tab contains the privacy policy, terms of service, request support and you can send feedback.

