# AcademiCS uSuite
# Shorthands

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JMU AcademiCS uSuite is a set of desktop applications that is designed to be used by administrators, faculty members, and students. This document describes *shorthands* that are used in the stories/needs documents for the individual applications to avoid inconsistencies and duplication of effort.

## 1. Shorthands Related to Features/Capabilities

Several features/capabilities are needed in multiple applications. Rather than describe them in detail in the needs for every application, the following shorthands are used.

"Template" refers to the organizational structure of a document that doesn't contain specific data. For example, a template for a data table might indicate that it has specific rows and columns without data in any of the cells. As another example, a template for an annual report might indicate that it has specific sections and subsections, without any text.

"Instance" refers to a document that contains specific data (perhaps within the confines of a template). For example, an instance of a data table described above would contain data in some or all of the cells. As another example, an instance of an annual report described above would contain the text for some or all of the sections/subsections.

"Support" refers to a document that a product might use to process an instance. For example, a dictionary that is used by the spelling checker in a word processor.

"Export" refers to creating a file that can be used by another application (within the suite or outside of the suite).

"Import" refers to using a file that was exported by another application.

## 2. Shorthands Related to Grading

Several applications in the suite involve grades of various kinds. The following grading-related shorthands are used in the needs statements.

"...need to create grading scales..." must be interpreted as:

1. Need to create numeric grades (e.g., 0-100, 0.0-4.0, 0.10).

2. Need to create letter grades (e.g., A-F, minuses and pluses).

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3. Need to specify a name for a scale.

4. Need to specify a description for a scale.

"...assign grades to assessments..." must be interpreted as:

1. Assign numeric grades to assessments when appropriate.

2. Assign letter grades to assessments when appropriate.

# 3. Shorthands Related to File I/O

All applications in the suite involve file input/output. The following I/O-related shorthands are used in the needs statements.

"...save…" must be interpreted as:

1. Output with the existing name.

2. Output with a new name.

"...open…" must be interpreted as:

1. Input a file with a given name.

# 4. Shorthands Related to Preferences/Constraints

Several applications in the suite involve the specification of preferences and/or constraints. Where possible:

1. Preferences/constraints should be expressible in the positive (e.g., as preferred or necessary).

2. Preferences/constraints should be expressible in the negative (e.g., to be avoided or impossible).

3. Preferences should be able to be quantified.