

Due Yesterday™

User Manual

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Introduction

Description

Due Yesterday allows any student from middle school to grad school to easily keep track of classes, upcoming assignments, and grades through an easy-to-use and fully customizable interface; both on your handheld and desktop computer.

Be sure to visit www.due-yesterday.com for product updates, tips, news, and other cool stuff.

Key Features and What's New

Some of the key features and new additions are listed here:

- [Sync Support](#) – Now with the desktop software, you can add, edit, update, and organize all your assignments and classes right on your desktop computer, and then seamlessly synchronize them with your handheld.
- [Export Assignments](#) – Export your assignment info into a file that you can view and print with any spreadsheet program (like Excel).
- [New in Version 3.4](#) – A new Teacher Details screen, for all your teacher's info; a new Report Card feature; and several user interface improvements to make it easier to use.

Contact Information

Please email us if you encounter any problems with the software, or if you have any suggestions on how to improve it. Support questions will be answered within 24-48 hours.

General comments and questions: info@due-yesterday.com

Technical support: support@due-yesterday.com

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1850 Franklin Way
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System Requirements

Handheld running PalmOS 3.0 or higher, and 95k of available memory.

Due Yesterday Desktop for Mac:

- PowerMac running MacOS 8 or higher
- 1 MB of hard drive space

Due Yesterday Desktop for PC:

- PC running Windows 95/98/NT/2K/ME
- 3 MB of hard drive space

Getting Started

Before You Begin

Due Yesterday includes two parts, one for your handheld, and one for your desktop computer. It is not necessary to use the desktop software and is only provided to aid in data entry. If you like, you may just use the handheld software and not install the desktop software.

If you are using the desktop software, then before starting Due Yesterday Desktop, you must already have Due Yesterday installed on your handheld (at least version 3.0), and after that, you must have performed a sync. Once you have done these, you are ready to begin.

Setting Up

Due Yesterday is designed around the idea that students have classes, and that each class can have different types of assignments. For example, you may have two classes, Math and History; and you may have tests in Math class, and term papers in History class.

Below is the general flow for setting up Due Yesterday.

- 1) Add each of your classes to Due Yesterday, either on the handheld or on the desktop.
- 2) Specify the types of assignments that each of your classes has, and the type of grading scheme used (optional).
- 3) Add your assignments to Due Yesterday, either on the handheld or on the desktop.


See the following sections for details on how to use Due Yesterday on your handheld and desktop. The following section covers how to use Due Yesterday on your handheld, including a tutorial and reference section. The section following that covers how to use Due Yesterday on your desktop.

For Handheld

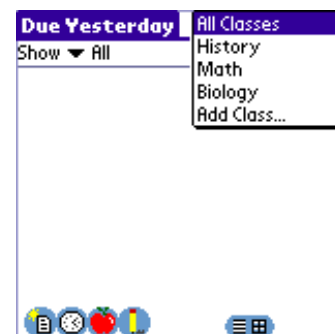
Tutorial

The fastest way to start using the application is simply by stepping through the process of entering your classes, a few assignments and then investigating its features.

1. Install **Due Yesterday** (yesterday.prc) on your handheld device via the normal installation process. If you are unfamiliar on how to do this, see your device's documentation. (it usually just requires you to double-click on the yesterday.prc file)

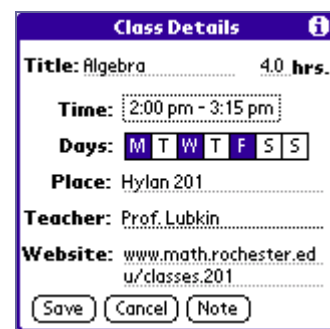
2. Now that the application is installed, start it up by tapping on its icon  (named "Yesterday").

3. The first thing to do is to set up your classes. This is done by tapping on the drop down list in the upper-right corner of the main screen (where it says **All Classes**), and then tapping on **Add Class**.



Class List

4. You will then see the class details screen. You may enter any details of class, such as its name, meeting time and place, etc. If your school uses credit hours for its classes, enter it in **hrs** field.

The screenshot shows the 'Class Details' screen. It has a title bar with 'Class Details' and an information icon. The form contains the following fields: 'Title: Algebra' with '4.0 hrs.' next to it; 'Time: 2:00 pm - 3:15 pm'; 'Days: M T W T F S S' with each letter in a colored box; 'Place: Hylan 201'; 'Teacher: Prof. Lubkin'; and 'Website: www.math.rochester.edu/classes.201'. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Note'.

Class Details Screen

5. Next, setup which type of grading scheme you want this class to use. Tap on the **Grading** button, and select which of the grading schemes you'd like to use. The "weight" of something refers to the percentage of your final grade that it counts for.

a) **None** – This disables grade tracking in due yesterday. Use this if you do not want due yesterday to calculate class grades.

b) **Equal** – This treats all assignments in a given class as having the same weight (as in many high schools). This would be applicable in the following situation:

Quiz:	8/10
Homework 1:	10/15
Homework 2:	13/15
Test:	87/100

Grade:	(118/140)
	= 84.2%

c) **Type** – In this grading scheme, the weight of the assignment is determined by its assignment type (as in many high schools and colleges). This would be applicable in the following situation:

Quizzes:	25% of your final grade
Tests:	75% of your final grade
Quiz 1:	8/10
Test 1:	95/100
Quiz 2:	7/10
Test 2:	92/100

Grade:	(15/20*25)+(187/200*75)
	= 88.9%

d) **Individual** – In this grading scheme, the weight of each individual assignment must be specified (as in some colleges). For example:

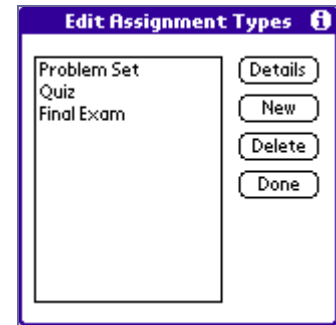
	<i>Points</i>	<i>Weight</i>
Project 1:	24/30	30%
Quiz:	10/12	20%
Test 1:	30/50	15%
Test 2:	45/50	35%

Grade:	(24/30*30)+(10/12*20)+(30/50*15)+(45/50*35)	

Grading Options Screen

$$= 24+16.6+9+31.5 = 81.1\%$$

- Next, setup the types of assignments that this class has by tapping on the menu button, and selecting “**Assignment Types**”. The list of assignment types for this class will then be displayed. Add the various types of assignments that this class will have, and tap **Done** when finished



Edit Assignment Types Screen

- Now familiarize yourself with the navigation buttons along the bottom of the screen. From left to right, the buttons are:



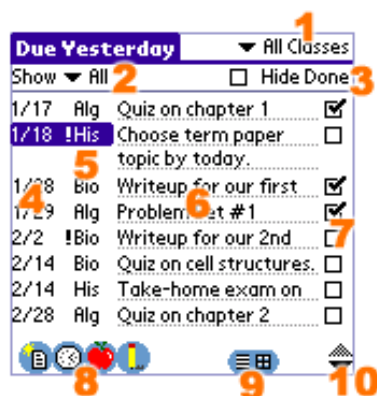
Navigation Bar

[New Assignment](#), [Due Next](#), [Class Info](#), [Assignment Details](#)

- Now tap the **New Assignment** icon (📄). A blank assignment will then appear in the list. You may edit it there or tap the 📄 icon (assignment details) for more details. For now, tap the details icon to bring up the details screen. Set the date and time of when it's due, its description, its class and its type. The complete check box should only be checked after completing the assignment, as should be the points and weight fields (which may or may not be available depending on which grading scheme you are using.) Tap the **Save** button when finished.





Assignment Details

Reference – The Assignment List



- 1 **Class List** – Use this list to choose which classes' assignments appear in the list.
- 2 **Show** – Use this list to choose which assignments will appear in the list.
- 3 **Hide Done** – When checked, complete assignments will not appear in the list.
- 4 **Due Date** – Tap here to set the due date (late assignments are marked with a !).
- 5 **Assignment Class** – Tap here to set the assignment's class.
- 6 **Assignment Description** – Tap here to edit the description of the assignment.
- 7 **Completion Status** – Check this box when the assignment is completed.
- 9 **View Select** – These buttons switch between the list view (left) and the week view (right).
- 10 **Scroll Buttons** – These buttons scroll the list up and down.

8 Icon Descriptions





-  **New Assignment** – Creates a new empty assignment that the user can fill in.
-  **Due Next** – Displays the next assignment due.
-  **Class Details** – Displays the class information for the currently selected class.
-  **Assignment Details** – Displays the details for the currently selected assignment.

Reference – The Assignment Details

The screenshot shows the 'Assignment Details' screen. At the top is a title bar with 'Assignment Details' and an information icon. Below it, the 'Class' dropdown is set to 'Algebra' (callout 1), and the 'Type' dropdown is set to 'Problem Set' (callout 2). A 'Done' checkbox is checked (callout 4). The 'Due' date is 'Mon 1/29' at '2:00 pm' (callout 3). Below this, there are three icons: a magnifying glass (callout 5), a date book icon, and a notepad icon. The description field contains 'Problem Set #1', 'Chapter 2, pages 45-49', and 'Odd numbered problems, 17-39' (callout 6). The 'Points' field shows '10 / 10' (callout 7). At the bottom are 'Save', 'Cancel', and 'Delete' buttons.

- 1 **Class List** – use this to set which class this assignment is for.
- 2 **Type** – use this to set this assignment's type (types can be added and removed in the Class Details screen).
- 3 **Due Date/Time** – when the assignment is due.
- 4 **Complete** – check this box when the assignment is completed.
- 6 **Description** – enter the description of the assignment here.
- 7 **Points** – enter the received points on the left, and the possible points on the right (only visible if grading is being used for the current class).

5 Icon Descriptions

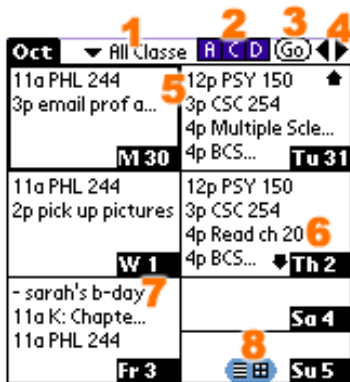
-  **Magnifying Glass** – Displays the description in a full-page view.
-  **Add To Date Book** – Adds this assignment to the Date Book application.
-  **Note** – Attaches a note to this assignment.
-  **Reminder** – Allows you to set an alarm for this assignment.

Reference – The Class Details

The screenshot shows the 'Class Details' screen. At the top is a title bar with 'Class Details' and an information icon. Below it, the 'Title' field is 'Algebra' (callout 1) and the 'Credit Hours' field is '4.0 hrs.' (callout 2). The 'Time' field is '2:00 pm - 3:15 pm' (callout 3). The 'Days' field shows a grid with 'M', 'T', 'W', 'T', 'F', 'S', 'S' (callout 4). The 'Place' field is 'Hylan 201' (callout 5). The 'Teacher' field is 'Prof. Lubkin' (callout 6). The 'Website' field is 'www.math.rochester.edu/u/u/classes/201' (callout 7). At the bottom are 'Save', 'Cancel', and 'Note' buttons.

- 1 **Class Title** – The class's name.
- 2 **Credit Hours** – The number of credit hours for this class.
- 3 **Time** – The time the class meets.
- 4 **Days** – The days of the week on which the class meets.
- 5 **Place** – Where the class meets (eg, Room 101).
- 6 **Teacher** – The name of the instructor. Tap on this field to display the [Teacher Details](#) screen.
- 7 **Website** – The website for the class.

Reference – The Week View



1 Class List – use this list to determine which classes' assignments appear in the calendar.

2 Show – choose what to show - **A** shows assignments, **C** shows classes, and **D** shows appointments from the Date Book application.

3 Week Select – shows a calendar to select a specific week.

4 Week Scroll – Left/right goes back/forward one week.

5/6/7 Classes/Assignments/Appointments – all classes, assignments, and appointments (from Date Book) for each day are shown, based on **2**.

8 View Select – switch between list and week view.

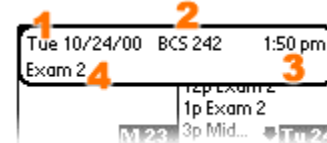
Detail Popups

Note: Tap on an assignment in the week view to see its Detail Popup:

1/3 Due Date/Time – when the assignment is due.

2 Class – the assignment's class.

4 Description – a short description of the assignment.



Note: If you tap on the Detail Popup, it will open up the details screen for the item.

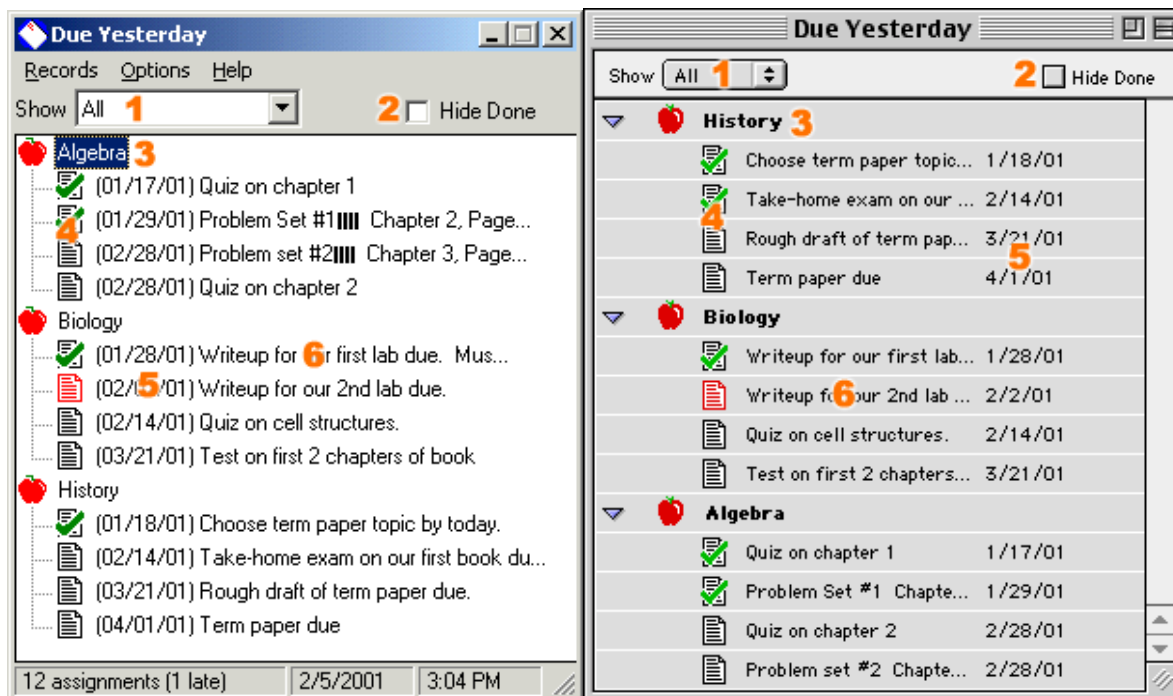
For Desktop

Reference – The Assignment List

Note: When using Due Yesterday Desktop, you should exit the program before syncing to ensure that your data is saved.

Windows

MacOS



- 1 Show** – Use this list to choose which assignments will appear in the list.
- 2 Hide Done** – When checked, complete assignments will not appear in the list.
- 3 Classes** – Each class has an apple icon next to it. To view the class details: Windows: right-click the class name; Mac: double-click the class name.
- 4 Assignment Status** – A blank paper icon indicates the assignment has not been completed yet; A red paper icon indicates the assignment is currently late; A paper with a green check mark on it indicates the assignment has been completed.
- 5 Due Date** – The date when the assignment is due.
- 6 Assignment Description** – The description of the assignment. To view the assignment details: Windows: click the description; Mac: double-click the description.

Tips and Tricks

Here are some cool things that you can do with Due Yesterday that you may not be aware of...

Fast Data Entry

When entering info into Due Yesterday Desktop, just copy the assignment text right off of your teacher's website (if available) and paste it right into the desktop software. You can use the Copy and Paste shortcut keys to do this. (Windows: Control-C to copy, and Control-P to paste; MacOS: Apple-C to copy, and Apple-P to paste)

Assignment Print-outs

If you would like a paper copy of your assignments, simply go to the "Records" menu of Due Yesterday Desktop, and select "Export Assignments". This will create a file with a comma-separated list of all your assignments in it. Then you can just open it in Notepad, SimpleText, or any spreadsheet program to print it.

Use the Buttons

If you use Due Yesterday everyday, it can get annoying to always have to scroll through your application list to find it. What you can do is assign one of the buttons on the bottom of your handheld to start Due Yesterday instead of one of the standard applications. For example, go to the "Prefs" application; tap on the drop down list in the upper right corner; select "Buttons"; tap the drop down list beside the To Do List icon; select "Yesterday". Now, just press the To Do Button on your handheld and it will start Due Yesterday instead of the To Do application.

Troubleshooting

If you are having problems getting something to work, see the troubleshooting tips below. If you continue to have problems, just email support@due-yesterday.com. All questions will be answered in 24-48 hours.

Due Yesterday Desktop

Whenever I do a sync, it gets all messed up?

- Make sure you are using Due Yesterday 3.0 or higher on your handheld.

Due Yesterday Desktop – Windows

I want to sync my handheld up to my desktop, but it doesn't work?

- Try restarting your computer. Sometimes you need to restart your computer after installing.
- You may need to do a *Handheld overwrites desktop* sync. To do this, right-click on the Hotsync icon, click *Custom*, click *Due Yesterday*, and then click *Change*. Then select *Handheld overwrites desktop* and click *Done*. Then perform a sync.

I want to sync my desktop down to my handheld, but it doesn't work?

- Similar to the above question, but choose the *Desktop overwrites handheld* option.

I keep getting a "Runtime Error – ####" message whenever I try to start the program?

- This error indicates that there was a problem reading your assignment info. Please email tech support for assistance in fixing the problem.

The desktop software won't start up – invalid page fault?

- This error appears when you are using a very old version of Windows 95. To fix it, you need to install DCOM95, available at www.microsoft.com.

Due Yesterday Handheld

I get an "Invalid Registration Key" error when I start Due Yesterday?

- You probably changed the user name of your handheld. Send an email to support@due-yesterday.com and include your current user name. You can find your user name by running the Hotsync program on your handheld, and looking in the upper-right corner. Be sure to note which letters are upper case and which are lower case.

I get an "Invalid Registration Key" error after entering my registration key?

- Similar to the previous problem, just email tech support and include your user name.

Complete software license agreement viewable and printable at www.due-yesterday.com.