
SocketWorks cPortal® Technology Consulting

SocketWorks Global CollegePortal®

UNIBUJA

Comprehensive Manual

Version 1.0

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Overview

The SOCKETWORKS College Portal[®] is a highly personalized J2EE portal-based solution that captures the different operations and management processes within this institution; at the same time, making these operations accessible using the web.

It is an exclusive and fully dynamic application which can be revised to suit changes in the institution's structure whenever the need arises.

The purpose of this training is to display the unique brand of services available on this portal.

The **SOCKETWORKS Global College Portal[®]** affords an integrated University system through which users can carry out sundry operations such as: Online Application, Admission Status and Score checking, Students Clearance, Course Registration, Result checking, Clearance Administration, Course Management (students/ instructors), Base Record management, Instructor Management, Library, Pin Management, Complaints Management, Employee Management and Hostel Management.

The **My School** module enables you to perform personal functions such as changing your logon password, the skin of your work pane and your personal information; registration; paying all fees; checking results; applying for hostel accommodation; sending and receiving messages; registering courses for the session/semester; participating in group assignments (Discussion Forum); planning your calendar for events and activities; conducting of students' union elections; receiving information via the notice board; posting and replying complaints; obtaining transfer from one department/faculty/program of study to another; renting matriculation/convocation gowns; viewing extracurricular activities (sports); shopping in the school mart; sending and receiving short message and mail, **Address Book; My Recycle Bin, My Courses, Instructors, My Documents**

The **Grading** module enables instructors' to grade students and make available students results online.

The **Registration** module enables student course registration activities to be carried out.

The **Clearance Administration** module enables course instructors/coordinators to clear admission applications

The **Extra-Curricular Activities** module allows you apply for and participate in the available activities.

The SOCKETWORKS Global College Portal[®] can be viewed and accessed by various categories of users who are assigned specific logon usernames and passwords that will enable them do so. However, this comprehensive manual comprises the roles of one user which is **The Student** who can access the My School, Academic Gown, Extra-Curricular Activities, Documents, Library, Shop and Facilities modules.

Chapter One

Getting Started

The **SOCKETWORKS** college portal must be installed in your local server before you can commence desired operations. Also, Microsoft Excel must be installed to enable you operate this system efficiently.

Special keys and affordances have been included in this system to aid navigation. These keys and affordances include in-built buttons on forms, dialog boxes, text boxes, scrollbars, toolbars, menu tree, prompts and messages, data and date fields etc. In addition, you must also have access to the internet explorer or opera internet browsers.

The system user must be familiar with the windows operating system to be able to use the portal effectively.

The operations you will carry out in this portal are determined by the category of user you belong and the rights given to you.

Log On

To log in to the system, do the following:

1. On your desktop, click on the **Start** button at the lower left-hand side of the screen
The system displays a menu list.
2. Click on **All Programs**; and then, select **Internet Explorer** to display a new page on the screen
3. Enter the URL address of the site in the **Address** field at the top of the window; e.g. <http://unibuja.com>
4. Click on the **GO** button
The system displays the Unibuja GCportal's login page:
5. Type your username in the **Username** field
6. Type your password in the **Password** field
7. Click on the **Login** button to display the **SOCKETWORKS** home page and the links to all modules outlined on the toolbar; (clicking on the double-arrow at the right-hand side of the toolbar will display the links to the other module)

Note:

If you forgot your password, click on the **Forgot your password** link on the login

page to recover your password.

Also, the system displays a welcome message and the date and time of the last login:

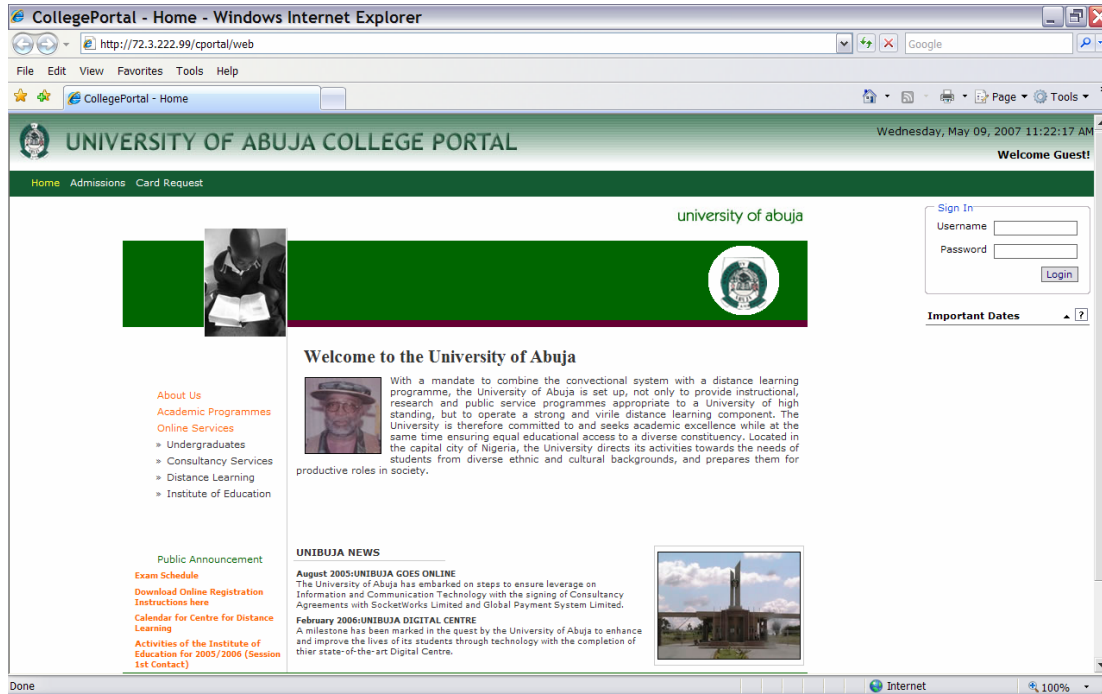
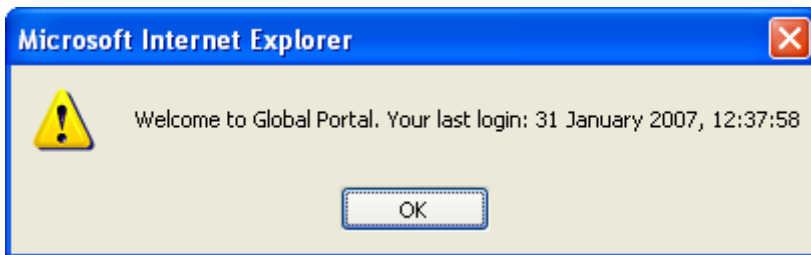


Figure 1.1 Portal Home page



8. Click on the **OK** button on the welcome prompt and select a module on the toolbar to commence the desired operation

Chapter Two

My School module

The **My School** module encompasses all the activities of the student after the student has gained admission into the institution. It comprises the processes of registration, results, work items, courses and course instructors, fees, complaints, group discussion forum, shop, short message services, transfer, address book, information (notice board), messages, extra curricular activities and change login password (preferences).

The **My School** module is designed to be viewed by all users; but specific tabs can only be accessed by special users with the appropriate rights.

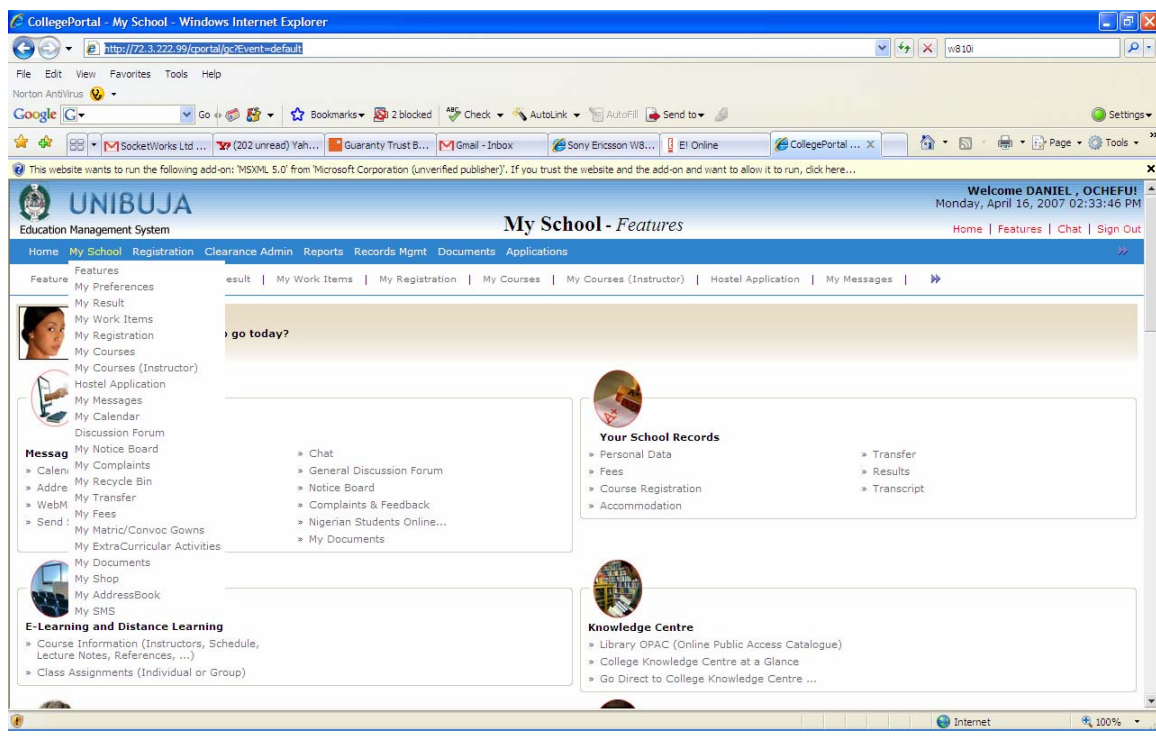


Figure 2.1 The Unibuja My SCHOOL/ FEATURES module interface

The My School module consists of various tabs which include the following: My Preferences and Admissions.

Note:

Clicking on the **Update** button saves the changed information to the database.

My Preferences

My Preferences sub-module enables you view your personal data, change your password

after your first login to the portal; and your interface.

Figure 2.2 My Preferences page

It also enables you change the skin of the portal; as well as store personal data of all users.

Change password

To change your password, do the following:

9. After your first login (see pages 8 & 9), select **My Preferences** option from **My SCHOOL** module to display the *My Preferences* form (as seen in Figure 2.2)
10. On the upper left hand of your screen, type the old password (that is, the default password which is password or your registration number) in the **Old Password** field.
11. Type your new password in the **New Password** field
12. Type your new password again in the **Confirm** field
13. Click on the **Update** button to change your login password

Change skin

To change the skin of the interface, do the following:

14. From the **My School** module, click on **Preferences** to display the *My Preferences* page (as seen in Figure 2.2)
15. On the *Change Skin* panel, select a skin type from the **College default** dropdown list

16. Click on the **Update** button to change the skin of the page

Note:

Always click on the **Update** button to save changes to the system.

Change personal details

To change your personal details, do the following:

17. From the **My School** module, click on **Preferences** to display the *Personal Data* form (as seen in Figure 2.2)
18. On the *Personal Data Form* panel, click on **Click here to edit your personal data form**, to enable the fields in the form
19. Make the desired changes in the affected fields
20. Click on **Update** to save the changes made; or
21. Click on **Back** to return to the *Personal Data* form

Note:

Some fields on the *Personal Data* form cannot be altered.

My Registration

The **My Registration** sub-module enables you register for courses you should take during the current session. You must not exceed the recommended maximum credit units for the semester as stated on the guidance notes.

This sub-module also consists of four features namely: Change Semester/Session, (Register a course) Add more courses, Save and Submit Registration.

Change semester or session

The *Change Semester/Session* button enables you to move over to the next semester in order to register courses for the next semester.

To change semester or session, do the following:

1. *****From the My School module, select My Registration**
******The system displays the *Course Registration* page containing the courses which you are required to take for each of the semester of the current session:**

UNIBUJA Education Management System

Welcome PAULI
Wednesday, May 09, 2007 11:36:02 AM

My School - My Registration

Home | My School | Documents | Library | Extra Curricular Activities | Shop

Features | My Preferences | My Result | My Registration | My Courses | My Calendar | Discussion Forum | My Notice Board | My Recycle Bin

Course Registration

Your Course Registration for the 2006/2007 Academic Session

Level Of Study : 300

[Change Session|Semester] [Add more courses] [Save] [Submit Registration]

Show Guidance Notes

Registration in progress.

FIRST SEMESTER

Course Code	Course Title	Units	Course Description
Carry over courses			
No carry over courses!			
Compulsory Courses			
[X] ENL 207	Introduction to African Literature	3	
[X] ENG 205	History of English Language	3	
[X] ENG 304	Introduction to Sociolinguistics	3	
[X] ENG 201	THE ENGLISH PHRASE	3	
[X] CSC 300	Computer Application	3	
Elective Courses (Select the courses that apply to you)			
No elective courses!			
Total Units		15 Units	

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PAULI NWANIKWA

Figure 2.12 Course Registration page

- Click on the **Change Semester/Session** button to display a new page displaying the courses that are available for the current semester:

UNIBUJA Education Management System

Welcome PAULI
Wednesday, May 09, 2007 11:36:47 AM

My School - My Registration

Home | My School | Documents | Library | Extra Curricular Activities | Shop

Features | My Preferences | My Result | My Registration | My Courses | My Calendar | Discussion Forum | My Notice Board | My Recycle Bin

Course Registration

Your Course Registration for the 2006/2007 Academic Session

Level Of Study : 300

[Change Session|Semester] [Add more courses] [Save] [Submit Registration]

Show Guidance Notes

Change Session / Semester

Select Session : 2006/2007

Select Semester : First

Select Level of Study : 3

Change

Registration in progress.

FIRST SEMESTER

Course Code	Course Title	Units	Course Description
Carry over courses			
No carry over courses!			
Compulsory Courses			
[X] ENL 207	Introduction to African Literature	3	
[X] ENG 205	History of English Language	3	
[X] ENG 304	Introduction to Sociolinguistics	3	
[X] ENG 201	THE ENGLISH PHRASE	3	
[X] CSC 300	Computer Application	3	
Elective Courses (Select the courses that apply to you)			
No elective courses!			
Total Units		15 Units	

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PAULI NWANIKWA

Figure 2.13 Change Semester/Semester page

Register a course

To register a course, do the following:

3. ***From the **My Preferences** module, select **My Registration**

The system displays the *Course Registration* page containing the courses which you are required to take for each of the semester of the current session:

Also, the system displays the minimum and maximum allowable credits

4. Click on the check box against a course to select or deselect a course
5. Then, click on the **Submit/Save** button to save and submit the form
6. Click on the **Submit Registration** button to submit the form
7. Click on the **Save** button to save the registration process if you do not want to submit the form immediately
8. If the units that can be registered are within the range of limits allowed, the registration will be saved or submitted

The system displays a message indicating that the registration has been successfully submitted.

Add more courses

The *Add more courses* button enables you to add courses during course registration.

To add more courses, do the following:

1. From the **My Registration** module, select **My Preferences**

The system displays the *Course Registration* page containing the courses which you are required to take for each of the semester of the current session (see Figure 2.1)

2. Click on the **Add More courses** button
3. Click on the **Search** button to search for the course (s) you wish to add
4. When you find the course, click on the **Add** button
5. Enter the course code to ensure that the course is in the database
6. Then, click on the **Search** button to search for the available courses

The system displays another page and an *Add* button.

7. Click on the **Add** button

The system automatically adds the course to your list of courses.

8. Click on the **Submit Registration** button to submit; or
9. If you do not want to submit the form immediately, click on the **Save** button to save the registration process

My Fees

This module enables you to make all fee payments at the beginning of the session.

The screenshot shows the 'My School - My Fees' interface. At the top, there is a navigation bar with links for Home, My School, Documents, Library, Extra Curricular Activities, and Shop. Below this, a breadcrumb trail shows the user's path: My Transfer | My Fees | My ExtraCurricular Activities | My Documents | My Shop | My AddressBook. The main content area is titled 'Fee Payment History' and contains a 'Student Details' section with the following information: Student Name: NWANeka PAUL MARIA, Matriculation Number: 231011179, Sex: Female, Year of Study: 3. To the right, there are dropdown menus for 'Select Session' (set to 2006/2007) and 'Select Fee Type' (set to All), along with a 'Display My Fees' button. Below this is a table titled 'List Of Fees Found' with columns for S/No., Fee Type, Reference Number, Transaction Type, Value, Date Paid, and Status. The table contains one row: S/No. 1, Fee Type First Instalment, Reference Number 21910924491585, Transaction Type PBN, Value 20,300.00, Date Paid 2007-05-09 05:32, and Status Completed. A 'Fee Total: 20,300.00' is displayed below the table. The footer of the page includes the copyright notice '©2006 University of Abuja Terms of Use | Privacy' and the user name 'PAUL NWANeka'. The browser's address bar shows 'Done' and 'Internet'.

Figure 2.14 My Fees page

Pay fees

To pay fees, do the following:

1. From the **My School** module, select **My Fees**
2. Then, click on the **Pay your fees** button to display the *Fee Payment History* page:
3. Select the session for which the fees is paid from the **Select Session** dropdown list
4. Select the type of fee from the **Select Fee Type** dropdown list
5. Click on the **Display My Fees** button to display the lists of fees found beneath the first panel of the page
6. Click on the **Pay Now** button to display the *Fee Payment History* page
7. Select the mode of payment by ticking the radio button; and then, click on the **Pay Now** button

To display a summary of payments and the mode of payment you have selected.

8. Click on **Pay Now** to display the *Payment Information* page

Note:

To review the payment including the transaction charge by the Payment processor and proceed

9. Click on **Go Back** to discontinue and return to the *Select Mode of Payment* page:
10. Enter the card parameters and click on the **Pay** button to proceed
The system displays a message which indicates that the payment was successful; and also, confirms that the system updates have been completed.
11. Then, click on the **Return to Portal** button to close the window
The portal is automatically updated with the payment information.
If you have made full payment of fees for the new session, you will be automatically given access to the portal functionalities.
12. Click on the **Fees** link on the dashboard to view and print payments

My Result (This module is yet to be approved)

The **My Result** sub-module enables you to view the details of your results.

View your result

To view your results do the following:

1. From the **My School** module, select **My Result**
2. Select the desired session from the **Select Session** dropdown list
The system displays your result for the selected session.
3. View the result and close the page

Print your result

To print your result, do the following:

4. From the **My School** module, select **My Result**
5. Select the desired session from the **Select Session** dropdown list
The system displays your result for the selected session.
6. View the result and click on **Print** to print the result
7. Click on **Close** to close the page

My Courses

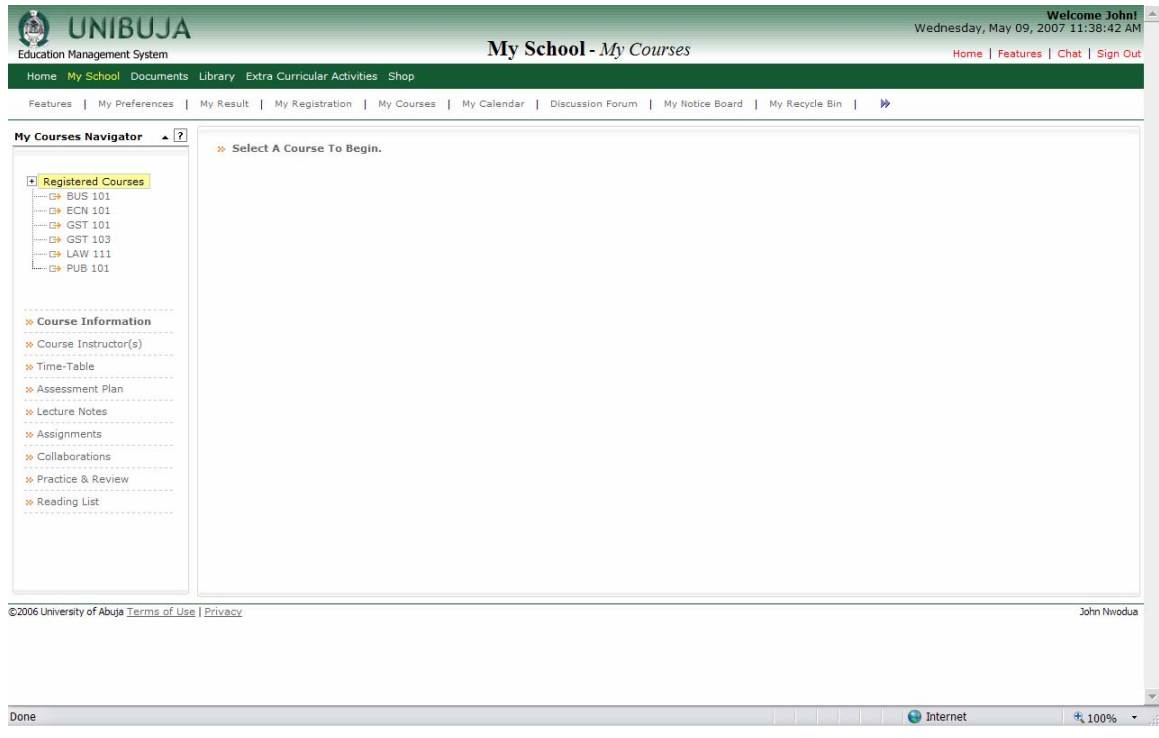


Figure 2.19 My Courses interface

The **My Courses** feature enables you to view all the information available for a particular course.

You can view the following features: Course Information, Course Instructor(s), Time-Table, Assessment Plan, Lecture Notes, Assignments, Collaborations (Group Assignment), Practice and Review; and Reading List by selecting a course to begin.

Open the My Courses view

1. Click on the positive sign beside **Registered Courses**
A list of registered courses is pulled down.
This also displays the *Course Management* page.
2. Click on any of the features and select a course to display the page below:

Course information

To view information about a course, follow these steps:

1. From the **My School** module, select **My Courses**
2. Then, select the required course from the **Registered Courses** dropdown list
3. Click on the *Course Information* link to view the details of the Course Information

Course instructor (s)

To view the course instructor information of a course, follow these steps:

4. From the **My School** module, select **My Courses**
5. Then, select the required course from the **Registered Courses** dropdown list
6. Click on the Course instructor(s) link
The details of the course instructor are displayed.

Time-table

To check the schedule of a particular course, follow these steps:

1. From the **My School** module, select **My Courses**
2. Then, select the required course from the **Registered Courses** dropdown list
3. Click on the *Time-Table* link
The page displays the details of the course schedule.

Assessment plan

To view assessment plan the student, follow these steps:

1. From the **My School** module, select **My Courses**
2. Then, select the required course from the **Registered Courses** dropdown list
3. Click on the *Assessment plan* link
The assessment plan for the particular course is displayed.

Lecture notes

To view and download lecture notes, follow these steps:

1. From the **My School** module, select **My Courses**
2. Then, select the required course from the **Registered Courses** dropdown list
3. Click on the *Lecture Notes* link
The page displays the lecture notes of the selected course.

Assignments

To view assignments submitted by the lecturer, follow these steps:

4. From the **My School** module, select **My Courses**
5. Then, select the required course from the **Registered Courses** dropdown list

6. Click on the *Assignments* link

The page displays the assignments submitted for the selected course.

You can also download and reply.

Collaborations

***To view group assignments (collaborations) submitted by the lecturer, follow these steps:

7. From the **My School** module, select **My Courses**
8. Then, select the required course from the **Registered Courses** dropdown list
9. Click on the *Collaboration* link

The page displays the group assignments submitted for the selected course.

You can also download and reply.

Practice and review

To view practice questions submitted by the lecturer, follow these steps:

10. From the **My School** module, select **My Courses**
11. Then, select the required course from the **Registered Courses** dropdown list
12. Click on the *Practice & Review* link

The page displays the practice questions submitted for the selected course.

You can also download and reply.

Reading list

To view the reading list submitted by the lecturer, follow these steps:

13. From the **My School** module, select **My Courses**
14. Then, select the required course from the **Registered Courses** dropdown list
15. Click on the *Reading List* link

The page displays the reading lists submitted for the selected course.

You can also download and reply.

Discussion Forum

This sub-module enables you to exchange information on a particular topic with other students via this portal. All the students can contribute to the discussion.

You can post a topic of discussion and another student who is interested can post a reply in contribution to the topic.

Post a topic

16. From the **My School** module, select **Discussion Forum**
A page showing details of previously-posted contributions is displayed.
17. Click on **Post New Topic** button and the *Post A New Topic* page is displayed
18. Type the topic and body of discussion in the **Title** and **Message** fields respectively
19. Click on the **Submit** button to send the contribution
20. Click on **Back To Homepage** to return to the *Discussion Forum* page

View previous discussions

21. From the **My School** module, select **Discussion Forum**
A page showing details of previously-posted contributions is displayed.
22. Click on the topic which you desire to view
A page which includes the replies to the first message sent is displayed.
23. Click on the **Reply** button if you desire to post a reply or contribute to the topic under discussion
24. Click on **Submit** to send your contribution

My Calendar

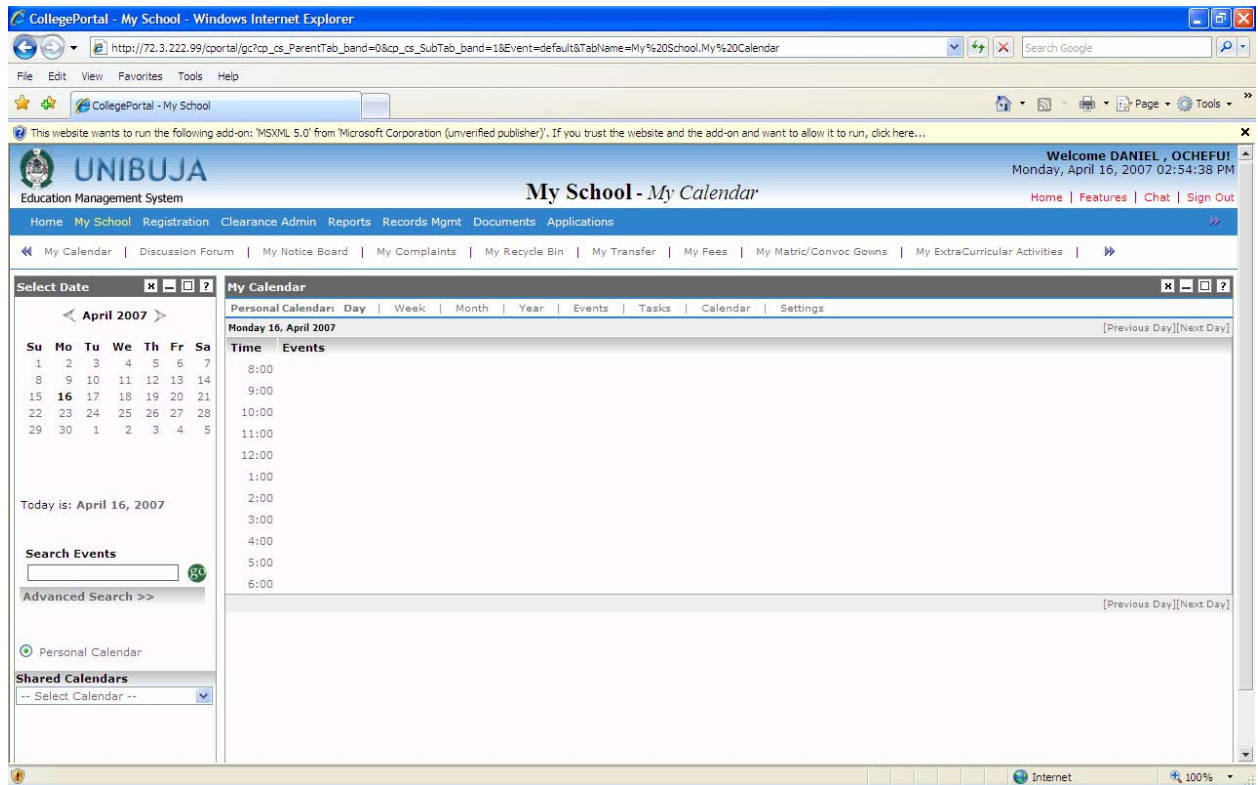


Figure 2.22 My Calendar page

This sub-module enables you to handle schedules and assign tasks and events to appropriate times which can be viewed later.

It also serves as a reminder for the tasks and events which you need to do. This feature consists of two sections: Select Date and My Calendar.

Select date section

This section displays the calendar of the current month. You can view the previous or next month by clicking on the left or right arrow on the sides of the current month.

To view events, do the following:

1. Type the event in the *Search Events* text box
2. Click on **Go** to search and display all events

The Date, Time, Event and Type of Event are displayed on the My Calendar section.

My calendar section

This section is further divided into other sub-divisions which include: Day, Week, Month, Year, Events, Tasks, Calendar and Settings.

Here, you can assign tasks for every hour of the day, day of the week, week of the month

etc.

This module enables you to schedule upcoming events; and also view past events.

Add a new event

Here, you can add a new event and at the same time carry out three operations: setting these events to be repeated within a certain period, invite other people to the event, and remind others of the event via email, mobile phone etc.

3. From the **My School** module, click on **My Calendar**, and also, select **Events** to display the *My Calendar* page
4. On the *My Calendar* page, click on **New Event** to display the *New Events* page
5. Check the *Share* check box if you desire to share the events with other users
6. Enter the title of the event in the **Title** field
7. Select an event type from the **Event Type** dropdown list
8. Enter the desired date of the event in the **Date** field
9. Select the commencement time and duration of the event from the **Starts At** and the **Duration** dropdown lists respectively
10. Enter the location of the event and your remarks in the **Location** and **Notes** fields respectively
11. Click on **Save** to save the new record

Repeat events

If your events are repeated over a period of time, do the following:

1. Follow Steps 1-9 in **Add new event**
2. Click on the *Repeating* link
The system displays a dialog box.
3. Tick either of the *Repeat* radio buttons and select the duration in between every repeat
4. Enter the ending date of the repeat in the **Until** field
5. Click on **Save** and click on the *Repeating* link again to save the entered information and close the dialog box

Invite other users to the event

If you desire to invite other users to the current event, do the following:

6. Follow Steps 1-9 in **Add new event**
1. Click on the *Invitations* link
The system displays a dialog box.
2. Enter the email addresses of the users who you desire to invite; separating each address by commas

3. If you desire to select the address from the Address Book, click on *Insert From Address Book* link and select
4. Click on **Save** and also on the *Repeating* link again to save the entered information and close the dialog box

Remind invitees of an event

If you desire to send reminders via email, mobile phones or desktop to invitees, do the following:

5. Follow Steps 1-9 in **Add new event**
 1. Click on the *Reminders* link
The system displays a dialog box.
 2. Select the interval between each reminder
 3. Click on **Save** and also on the *Repeating* link again to save the entered information and close the dialog box
 4. Click on **Save and Add Another** if you desire to save the new record and add more records
 5. Click on **Cancel** to discontinue with the entire operation

View a past and upcoming event

To view both past and upcoming events, do the following:

6. From the **My School** module, click on **My Calendar**, and also, select **Events** to display the *My Calendar* page
7. On the *My Calendar* page, select either the **Upcoming** option or the **Past** option
8. The system displays the selected option

Delete an event

To delete an event, do the following:

9. From the **My School** module, click on **My Calendar**, and also, select **Events** to display the *My Calendar* page
10. On the *My Calendar* page, check the event which you desire to delete and click on the **Delete** button beside the selected event (s) to delete the event (s)
11. To delete all, click on **Check All** and **Delete**

Tasks

This module enables you to schedule tasks; and mark out already carried out tasks in order of priority.

The tasks are displayed as Priority, Task, Done and Due Date headings.

Add a new task

12. From the **My School** module, click on **My Calendar**, and also, select

Task to display the *Task* page

13. On the *Task* page, click on **New Task** to open the *Add New Task* page displaying existing task on the grid:
14. Enter the title of the task in the text box provided.
15. Select the **Due Date** or tick the **No Due Date** radio button
16. Select the priority and status from the provided dropdown fields respectively
17. Enter your observations in the **Notes** field, if required
18. Then, click on **Save** to save the entered record and display on the grid
19. If you desire to add another task, click on **Save and Add Another** to save and display a new *Add New Task* form for you to enter another record; or
20. Click on **Cancel** to discontinue with the Add New Task operation

Note:

Always click on **Save** to save a newly-entered record.

Delete an existing task

21. From the **My School** module, click on **My Calendar**, and also, select **Task** to open the *Task* page displaying the existing tasks on the grid
22. On the *Task* page, check the check box beside the task which you desire to delete
23. Then, click on **Delete** to remove the task from the grid and the system
24. To change the status of the task that is undone, check the check box beside the desired task
25. Then, click on **Mark As Done** to change the status of the task as **Done**

******Edit an existing task**

26. From the **My School** module, click on **My Calendar**, and also, select **Task** to open the *Task* page displaying the existing tasks on the grid
- 27.

Calendar

Here, different departments or units own a calendar. You can also create a calendar according to these units/departments and assign rights to specific users who will have access to the calendar created, by matching user roles to a calendar.

You can edit and delete the calendar you created. You can also export the calendar to Microsoft Outlook page.

Create a new calendar

1. From the **My School** module, click on **My Calendar**, and also, select

Calendar to open the *Calendar* page displaying the existing calendars on the grid

2. Click on **New Calendar** to display the *Add New Calendar* page
3. Type the name and description of the calendar in the **Name** and **Description** fields respectively
4. Click on the **Save** button

It automatically appears in the list of calendars on the *Calendar* page.

*******Share a calendar and add a new role**

1. Click on a calendar
A new page opens.
2. Check the radio button below *Portal Unit* to indicate “**Share Calendar**”;
or
3. Uncheck the radio button below *Portal Unit* to signify “**Don’t share calendar**”
4. Click on **Select Role** to add new calendar role
5. Below the **Select Date** panel, you can search for an event and select ‘calendar to go to the page

Note:

Selecting a role prompts the **Update** button; and the **Cancel** button cancels previous actions.

Settings

The settings determine the display mode of the calendar. The time zone shows the local time of the region in terms of the standard GMT.

You can set the time zone according to your location.

To set you calendar, do the following:

6. From the **My School** module, click on **My Calendar**, and also, select **Settings** to open the *Settings* page
7. Select the appropriate options from the displayed dropdown fields
8. Click on **Update** to save the entered record and display on the grid in the *Settings* page

My Elections

This sub-module enables you to vote for candidates vying for specific posts. You can also view the candidates’ profiles and manifestos in this sub-module.

Cast a vote

To vote for a candidate, follow these steps:

1. From **My School**, select **My Elections** to open the *Election Information* page displaying the vied post and the details of all the contestants
2. Select the present year election from the *Election Navigator* panel to display the vacant posts and contestants
3. ***Then, click on **Click here to select this candidate**
The system displays a prompt confirming that you desire to vote the selected candidate for the post been vied.
4. Click on **OK** to vote the candidate

View candidate's manifesto

To view the proposal of a candidate, follow these steps:

1. From **My School**, select **My Elections** to open the *Election Information* page displaying the vied post and the details of all the contestants
2. Select the present year election from the *Election Navigator* panel to display the vacant posts and contestants
3. ***Then, click on **View Manifesto** to open a page containing the manifesto of the candidate
4. View the page and click on **Close** to close the page and return to the *Election Information* page

View candidate's profile

To view the personal details of a candidate, follow these steps:

1. From **My School**, select **My Elections** to open the *Election Information* page displaying the vied post and the details of all the contestants
2. Select the present year election from the *Election Navigator* panel to display the vacant posts and contestants
3. ***Then, click on **View Profile** to open a page containing the personal information of the candidate
4. View the page and click on **Close** to close the page and return to the *Election Information* page

My Notice board

This sub-module enables you to view notices, post new notices and track sent notices. It is subdivided into three sections: Check My Notice board, Post New notice, and Track My Sent notices.

View my notice board

1. From **My School**, select **My Notice Board**
2. Click on **View Notices...** in the navigation panel

The system displays your notices as the 'Subject' and 'Posted On':

***Post new notice

1. From **My School**, select **My Notice Board**
2. Select the **Post New Notice** from the navigation panel, or **New Notice** on the **My Notice Board** interface
3. Enter the notice expiry date by clicking on the text box
To display the calendar and choose the desired date.
4. Type the title and message of the notice in the provided fields
5. Select the audience for who the notice will be posted from the dropdown fields
These could be students or staff of the institution.
6. Click on **Post** to send the new notice

***Track my sent notices

1. From **My School**, select **My Notice Board**
2. Select **Track My Sent Notices**
3. From the **Sort Notices By** dropdown list, choose an option by which the notices will be sorted out; that is All, Expired or Non-Expired
The notices are displayed as 'Subject', 'Audience', 'Posted On', 'Expires On' and 'View Status'.
4. Click on the **Expires On** field to edit the expiry date
5. Click on **Update** to save the edited expiry date to the system

****My Complaints

This feature enables you reply complaints sent to the administrator; and also, enables you send and reply complaints. These complaints appear as All Complaints, Replied Complaints and Unreplied Complaints categories.

The administrator can view various complaints by clicking on the drop down box to display 'replied', or 'unreplied' or 'all complaints'.

Post a new complaint

To post a new complaint, do the following:

1. Select **My Complaints** and click on **New Complaint**
To display the *Complaints* dialog box and already-existing complaints showing the subject, date and status of student complaints:
2. Select the category of the issues addressed from the **Select Category** dropdown list
3. Enter the subject in the **Subject** field
4. Type the message in the **Message** field and click on **Submit** to send the message; or

5. Click on **Cancel** to continue with the new complaint operation

Note:

It is necessary to note that the user cannot send more than 499 cases in one message. The administrator can delete read messages by clicking on the box and selecting **Delete**.

View or reply a complaint

1. Select **My Complaints** and click on **New Complaint**

To display the *Complaints* dialog box and already-existing complaints showing the subject, date and status of student complaints (see Figure 2.27)

2. Select the desired category of complaints from the **Sort By** dropdown list
3. Click on the subject of the complaint to be viewed or replied if the reply status indicates 'Not Replied'

The system displays a new page showing the message body and *Reply* text box of the complaint.

4. Enter a reply
5. Click on the **Send** button to send a reply in response to the complaint

Delete a complaint

1. Select **My Complaints** and click on **New Complaint**

To display the *Complaints* dialog box and already-existing complaints showing the subject, date and status of student complaints (see Figure 2.27)

2. Check the check box beside the complaint which you desire to delete
3. Click on **Delete Checked** to delete the checked item (s)

My Transfer

This sub-module enables you to obtain a transfer from one department, faculty or program of study to another.

To transfer from one faculty/department to another, do the following:

1. Select the desired faculty from the **Faculty** dropdown list
2. Select the desired department from the **Department** dropdown list
3. Select the desired program from the **Program of Study** dropdown list
4. Enter the pin number in the **Enter PIN number here** field
5. Click on the **Submit** button to submit transfer application
6. The system confirms the submission of the transfer application.

7. The application is further handled by the administrator

Note:

The student must have purchased a PIN number

My Matriculation/ Convocation Gown

This module enables you rent a matriculation or convocation gown online.

You can print any of them by clicking on the gown type.

Rent matriculation gown online

1. ***From **My School**, select **My Matric/Convoc Gowns** to display the *Gown Application* page, showing a list of your gown payments:
2. From the *Navigator* panel, select the type of gown you desire to rent from the **SELECT GOWN** dropdown list
3. Select the session from the **Select Session** dropdown list
4. Enter the pin number in the **PIN** field
5. Click on the **Pay For Gown** button to pay for the rent

***My Extracurricular activities

This sub-module puts on view the organizations and events that are available within the institution. You can search through the organization and event list.

Delete organization

To delete an organization, follow these steps:

1. Click on **Extra Curricular Activities** to display the *My Organization* and the *My School Events* panels
2. In the *My Organization* panel, select the organization name in the **Name** field to display the details of the organization
3. Check the check box beside the organization name which you desire to delete and click on the **Delete** button to delete the organization

Delete event

To delete an event, follow these steps:

4. Click on **Extra Curricular Activities** to display the *My Organization* and the *My School Events* panels
5. In the *My School Events* panel, select the event name in the **Name** field to display the details of the event
6. Check the check box beside the event name which you desire to delete and click on the **Delete** button to delete the event

My Shop

The My Shop sub-module enables you to shop from the school mart and also, view shopping history.

You can also know the status of the product by clicking on the (+) sign to display the details of the product.

My Address book

The Address book sub-module enables you to add new contacts to the address book. You can also import contact.

Add new contact

This feature enables you to add various categories of contact.

When you click on Add New contact, you have access to two different options (Portal and Non-Portal user): you can specify if the contact is a portal user or not.

If you specify that the contact is a portal user, the system displays a message requesting the username of the contact.

To add a new contact, follow these steps:

7. From **My School**, select **My AddressBook** to display the *My Contact* page containing already-existing contacts:
8. On the *Navigator* panel, click on **New Contact** to display a dropdown list for you to select the type of user by checking the PortalUser or the Non-PortalUser check box and click on **OK** Also, enter the user name in the provided **Username** field (if you selected the PortalUser option) and click on **OK** again

The system displays *My Contacts* page with the different panels.

9. Enter the required details in the Name, Occupation, Address, Phone Numbers and Others panels
10. Enter the required information in all the fields and click on **Save** to save the contact details and save to the system
11. The new contact is displayed in the grid on the *My Contact* page; or
12. Click on **Cancel** to discontinue with the operation

Import contact

This feature enables you to import one contact only.

To import contact, do the following:

1. Click on **Import Contacts**
The system displays the *File Upload* dialog box.
2. Click on **Browse** to open the *Choose File* dialog box
3. Select the file and enter the file name in the **File Name** field and click on **Open** to enter the selected file in the provided field on the *File Upload*

dialog box

4. Then, click on **Upload**
5. Click on **New Contact** to display the portal and non-portal users
6. Click on **Ok** to the prompt
7. Enter the user name and click on **Ok** to add a contact

Also, you can delete, view, save, and cancel addresses

Export contact

8. Click on the name link to display details of the address
9. You can export contact by downloading the file
10. Click on **Export Contact** to export

****The system display the *File Download* dialog box:

Figure 2.37 My Address Book page

*****My Recycle bin

This sub-module is the content panel of the address book and displays differently, depending on the state of the address book. It displays a list of available contacts if contacts have already been added; or an empty page if no contact is also used for exporting contacts out of the portal.

It is also used for exporting contacts out of the portal.

Chapter 3

Documents module

Figure 3.1 Documents interface

The **Documents** module is a document management tool. Here, you can create folders, upload documents and save them. You can also search for a document by using the document search.

To create document, do the following:

1. Click on **Create New**
2. Enter the folder name on the text box provided
3. Click on the **Create** button
The folder is automatically created under the document option pane.
4. Click on **New**
The *Upload Document* page is opened.
5. Enter the title of the document that you wish to upload
6. Select the file to upload
A browser window pops up.
7. Click on the **Browse** button
8. Select the file you wish to upload and click on **Upload**
The system displays a message indicating that the upload was successful.
9. Attach roles to viewers
10. Click on the folder to view the document

Chapter 4

This module consists of the following sub-modules:

- OPAC (Online Public Access Catalogue)
- My Library
- Book Recommendation (for the Instructor only)

Library Settings

This sub-module consists of urls to external libraries as well as usernames and passwords with which you can connect to other resources.

Book type

The Book type sub-module displays information on the types of books available in the library. It also provides other details about books which include the Name, Description, and if the book can be borrowed or not.

New Book Types can also be added to the existing ones, by taking the same steps discussed with Library and Library Settings.

Circulation

This deals with the process through which books and library resources circulate within the library. This process also includes the management of Loan, Book Reservation, Loan Category and Borrower Category.

Circulation Search is used to search for loans and book requests.

Note:

Loan books implies “borrowed books”

Loan search

To search for a book loan,

1. Enter a search criterion in the navigation panel and click on **Search** to search for book loans by due, over due, or returned; or
2. Select all and click on **Search** to list all book loans
3. You can search for the loans of a student by entering the student’s Reg No. in the search criterion field and also search for the loan history of a book by entering the books call number

Book reservation search

To search for a book borrow request,

1. Enter a search criterion and click on **Search** to search for a book borrow requests by pending, approved, or disapproved; or
2. Select all and click on **Search** to list all book borrow request
3. You can search for the book borrow requests of a student by entering the student's Reg. No. in the search parameter field; and also search for the book borrow request of a book by entering the books call number
4. Click on **Close** to close the *Edit* page
- 5.
6. Click on **Cancel** to go back

Information and Book Description of the selected book. The administrator is also able to Print Return Slip by selecting the option at the top right hand corner of the Circulation pane.

1. Click on the **Loan** tab in the navigator module to display book loans list
The items on the list will depend on the search criterion.
2. Click on the **Send Email For Overdue Loans** tab in the Book Loans list to send email notifications to users with over due loans
3. Clicking on the title of a book displays the Book Details and Book Loan Information as well as the User Loan History
4. The librarian can mark the book as returned by clicking on the **Return Book** tab and an email will be sent to the user
5. If the book has been returned, the librarian can print a return slip by clicking on the **Print Return Slip** tab

Book reservation

This tool enables the administrator view reservations for library resources. The Title, Call Number, Requester, Request Date and Type of request are displayed in this tab. Clicking on the title of the book requested displays the Book Details and Book Request Information as well as the Book Description.

You can either loan the book to the requester or disapprove the request by selecting either option at the top pf the page.

6. Click on the **Book Reservation** tab in the navigation panel to display book reservation list
The items on the list will depend on the search criterion.
7. Clicking on the **Delete Expired Request** tab will delete all approved book requests that have not been claimed
8. Clicking on the title of the book requested displays the Book Details and Book Request Information as well as the Book Description
The librarian can either Approve or Disapprove the request by selecting

either option at the top of the page.

This email will be sent to you when a request is approved or disapproved.

Loan book/disapprove book reservation

If the request is approved, the librarian can give the book to the user by clicking on the **Loan Book** tab.

When the loan process is finished, a Loan issue slip that can be printed pops up in the browser window and an email notification is also sent to you.

Serial

The Serial module generally deals with resources which are obtained periodically like Journals and Magazines and enables access to external resources. Resources which are internally generated by the institution periodically are also published in the Serial module.

The module is further divided into:

Serial

SDI (Selective Dissemination of Information)

EBSCO; and

AGORA

Serial

Journals and Magazines obtained periodically are managed here with details of the resource Control Number, Title and Publisher displayed. Available resources are searched for by typing in a search parameter e.g. name of a magazine in the **Search Parameter** textbox and clicking the **Search** button found in the *Search* pane.

New resources are added to the list when obtained.

The library administrator can add new serial resources by clicking on the **Add New** button on the *Serial List Management* pane. A new issue of a journal or magazine can be added by selecting the Add New Issue icon beside the serial resource name. Select a particular serial resource title to Add New Issue to, list all available issues of the selected resource and edit serial resource information.

EBSCO

Connecting to EBSCO enables you to search for resources and information about different topics. You require a username and password to connect to this site.

To conduct this search, do the following:

9. Enter a search parameter and click on **Connect to EBSCO Host**
10. You will be prompted to a username and password
11. Enter a valid parameter to connect you to this site; and the information which you requested for will be returned

AGORA

This sub-module enables you to connect to AGORA to receive information about a research topic.

The same rules apply here as with EBSCO.

OPAC (Online Public Access Catalogue)

The OPAC provides access to library catalogue from anywhere in the world, so that users need not to go to the library to in search of books or journals. The online public access catalogue (OPAC) enables access to MIT Open Courseware, Google Scholar and other external search databases.

This sub-module consists of three modules: Basic Search, Advanced Search, and External Library Search.

Basic search

This feature enables you to find records using keywords located anywhere in that record. Records can also be searched for using specific fields like the author field, title field, publisher field, call number, subject, keyword etc

Searching for records using basic search

You can recall saved search by doing the following:

1. From the tool bar, click on **Library** to display the Catalogue Home page and the OPAC navigator which contains the search options
2. Then, click on **Basic Search** to open the *Basic Search* dialog box
3. Enter a keyword contained in the record, topic or book you wish to search for; or the title, author or publisher of the book of interest in the **Search For** field
4. Select the library that the search is to be carried out from the **Select Library** dropdown list
5. Select the collection and search criterion from the **Collection** dropdown list
6. Select a search criterion from the **Search By** dropdown list and click on **Search**
7. The system displays the book search result in the grid.
8. To add the book to the reserve list, click on **Add To Reserve List** to add and return to the Catalogue Home page
9. To view the details of the book, click on **View Details** and click on **Search Result** to return to the book search result page
10. Then, click on **Back to Shop** to return to the *College Shop* page

***Add review

11. On the Catalogue Home page, click on **Add Review** to open a form in the *Write your own reviews* panel for you to enter the required information in the provided fields
12. ****Click on the **Submit** button to

View reviews

13. On the *Catalogue* Home page, click on **View Reviews** to open a form in the *Write your own reviews* panel for you to enter the required information in the provided fields
- 14.

External library search

1. Click on **External Library Search** in the **OPAC** navigation panel
2. Click on the dropdown list to select a library
3. Type the search criterion in the **Search For** text box
4. Select the preferred option (Any, Author, Title etc) from the **Search By** dropdown list
5. Click on the **Search** button to begin the search

My Library

Basically, this module is personalized to users. Users search for and view information about their book reservations and loans.

Book reservations summary

Users book reservation summary are displayed here. You can search for specific book reservations by typing the search parameter and clicking on the **Search** button to view details of your book reservations like the Call Number, Title, and Approval Status etc

To view details, click on the call number of a book reservation to view all the details of that book reservation as shown below:

My loan history

This feature contains information about your loan history. You can search for specific loan history by typing in the search parameter and clicking the on **Search** button to view details of your loan history like the Call Number, Title, Approval Status, Collection Date and Due Date.

To view details, click on call number of a loan history to view all the details of that loan history as shown below:

Book Recommendation

New book recommendations can be made by clicking on the **Add New** button.

Library administration

This sub-module functions as a reporting module for the library tab. Reports about book lists; book reservation, book loans etc. are built and viewed here.

View library reports

6. Select the **Library Administration** module
7. Click on the desired report to display the report

Reports can be exported to HTML or Excel by select an option and

Chapter 5

Extra-Curriculum Activities module

The Extra-curricular activities module is designed to give you updates on the social activities in the institution. These include sports activities, organization activities and events.

This sub-module consists of three sub-modules: Sports, Organizations and Events.

Sports

This sub-module enables you to view world sports events via web. These sports events include football, lawn tennis, hand ball, basket ball and chess.

View sport activity

To view a sport activity, follow these sports:

8. From **Extra-Curriculum Activities**, select **Sports** to display the *Sports* page
9. In the *Select Sports* panel, select the sports type from the **Sports** dropdown list

The system displays the headlines of the selected sport type in the Sports Center panel.

10. Click on the desired headline or **...more>>** link to display details in the *Sports Center* panel

Organization

This sub-module enables you to view existing organizations in the institution.

View organization

To view existing organizations, do the following:

11. From **Extra-Curriculum Activities**, select **Organizations** to open the *Organizations* page, displaying an organization list containing names of all the organizations in the system
12. Click on *Select Organization Category* to display a dialog box where you can select the organization category which you desire to view from the **Organization Category** dropdown list

The system displays the organizations in the selected category on the grid.

13. Click on the organization name in the **Name** field to display the details

of the selected organization

14. ***If you desire to add it to your organization, click on **Add To My Organization** to display on the grid

Events

This sub-module enables you to view events in the institution.

View events

To view events, do the following:

15. From **Extra Curriculum Activities**, select **Events** to open the *School Event Details* page
16. In the *Event Search* panel, enter the criterion for search in the **Search parameter** field; and click on **Search**
17. The system opens a list, displaying an event list of events of all the organizations in the system
18. Click on the desired event in the **Name** field to display the details of the selected event
19. ***If you desire to add it to your events, click on **Add To My Events** to display the *Select Event Type* dialog box where you can select an event type from the **Event Types** dropdown list and click on **Add To My Event**

Chapter 6

Shop module

The **Shop** module is used to search for products; and also, to purchase products at the college shop.

The Shop module interface consists of two different search criteria types and panels: the Product Search panel, and the Product Category panel.

Search for a product

To search for a product, follow these steps:

1. From the **Shop** module, select **CollegeShop** to display the *Shop* interface which comprises three panels: the Product Search, Product Category and College Shop panels respectively
2. In the *Product Search* panel, enter the search criterion in the *Search Keyword* field and select the product category you desire to search for from the *Product Category* dropdown list and click on **Search**; or
3. In the *Product Category* panel, select the desired product category

The system displays the details of the product in the *College Shop* page, where you can carry out two operations: Add to Shop Cart and View Details.

Purchase a product

To purchase product (s), do the following:

1. Continue as in **Search for a product**. Then, click on the **Add to Shop Cart** button of the product page
The product details are added and displayed in the *Shop Cart* form.
2. In this form, enter the desired quantity of a selected product in the **Quantity** field and click on the **Refresh** tab for the changes to take effect
3. Continue this addition for every product to be purchased
4. When you are done with the addition of products, click on the ETransact, InterSwitch or PIN PAYMENT link to pay for the purchased products

Note:

The total sum of the products purchased is displayed in the *Shop Cart* form in red ink

5. To remove a selected product, click on **Remove** against the product in the *Shop Cart* form to remove from the grid
6. Then, click on **Back to Shop** to return to the *College Shop* page

***Add Review

7. On the *College Shop* page, click on **Add Review** to open a form in the *Product Reviews* panel for you to enter the required information in the provided fields
8. ****Click on the **Submit** button to

View Reviews

9. On the *College Shop* page, click on **View Reviews** to open a form in the *Product Reviews* panel for you to enter the required information in the provided fields

Special offer

The Special offer shows the product on special offer which depends on the category selected from the **Categories** module.

Hot items

The Hot items shows the hot items of a product category which depends on the category selected from the **Categories** module.

New items

The New items show the new items which depend on the category selected from the **Categories** module

