

eMada Instructor User Guide

Version: **211001**

Prepared By: **Human Logic.**

Prepared For: **University of Science & Technology of Fujairah**

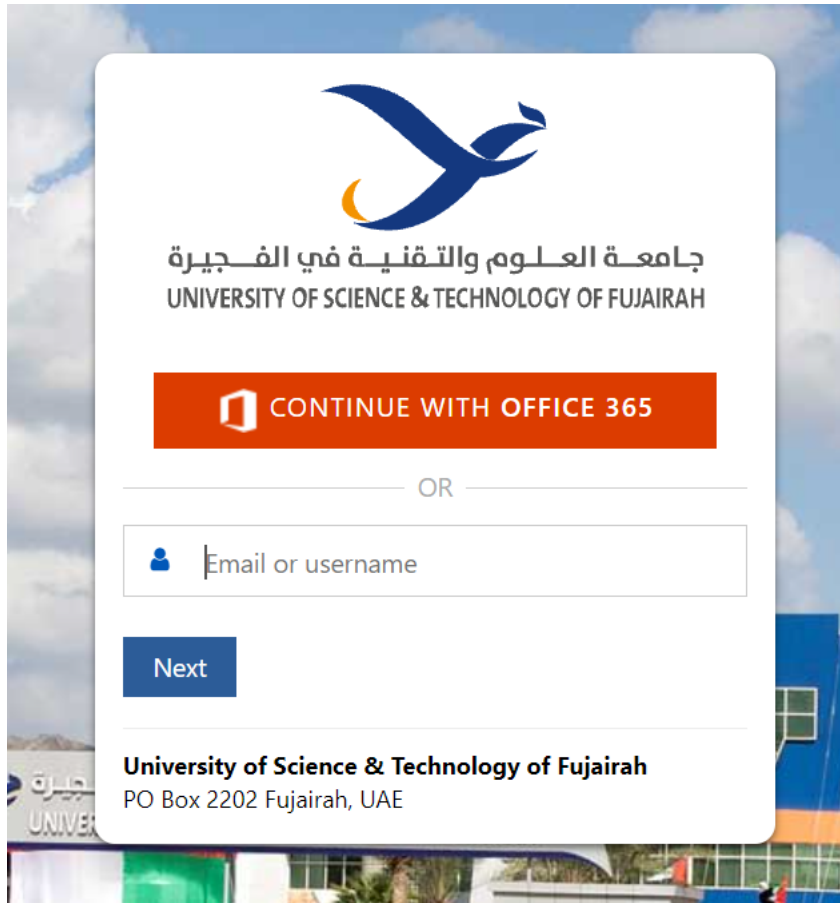
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Login

Visit the staff portal from USTF website or go to <https://staff.ustf.ac.ae>



Click on “**Continue with Office 365**” button to sign in to eMada using your email credentials. If you are already logged in to your university email account in the same browser, you will be automatically sign-in to staff portal.

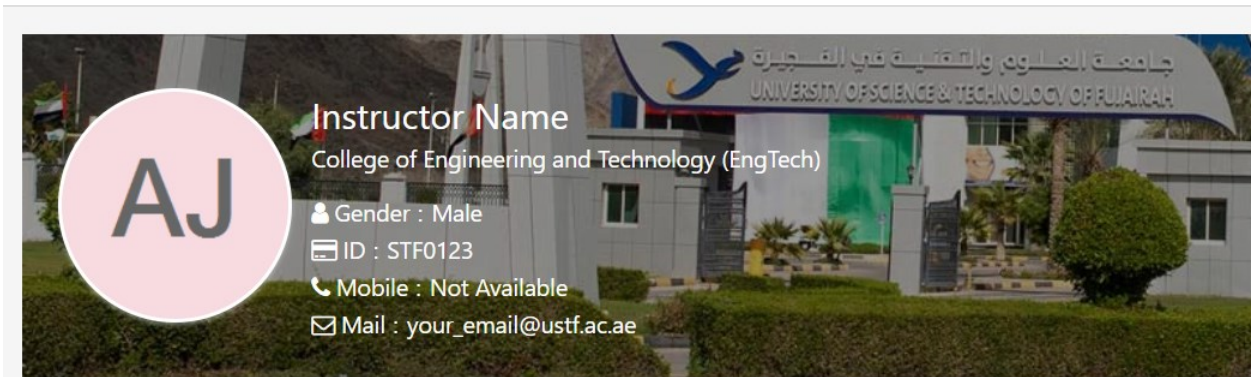
Dashboard

Path: Home → General → Dashboard

Staff/Instructor dashboard has the following sections

Profile

Staff Dashboard



Profile section shows your profile basic information like name, college, staff number, mobile and email.

Today's Schedule
















Today Schedules		^
08:00 AM 09:00 AM	Power Switching Devices (ELE492) Theory - 1; SRN - 25557 🧑 📍 Room No: 4281 (Joint class 107)	Mark Attendance ● Completed
09:00 AM 10:00 AM	Electronic Devices & Circuits II (ELE305) Theory - 1; SRN - 24914 🧑 📍 Room No: 4289 (Joint Class (01))	Mark Attendance ● Completed
11:00 AM 12:00 PM	Introduction to Engineering (ELE102) Theory - 1; SRN - 24988 🧑 📍 Room No: 4282 (Joint Class 100)	Mark Attendance ● Completed

This section displays your today's classes with the following statuses.

- Upcoming
- On going
- Completed

A link to “**Mark Attendance**” is shown for “**On going**” and “**Completed**” status classes in case attendance has not recorded. In case attendance has taken, “**Attendance Taken**” message will be displayed, however, you are still able to modify the attendance.


My Sections

My Sections		
STA231 - Statistics for Business	Theory - 1; SRN - 25629	  
STA111 - Statistics (Arabic)	Theory - 1; SRN - 24976	  
STA111 - Statistics (Arabic)	Practical - 1; SRN - 24977	  
STA111 - Statistics (Arabic)	Theory - 11; SRN - 24978	  
STA111 - Statistics (Arabic)		  

This section shows all your sections. The following action items are available

- **Grading** → This icon will be visible if “*Grade Submission*” period is opened by the registration department. By clicking on this icon, you will be redirected to Grading Components page of the selected section.
- **Attendance** → By clicking on this icon, you will be redirected to multi-session attendance page of the selected section to record attendance for more than one session at once.
- **Section Details** → By clicking on this icon, you will be redirected to section details page which shows section details along with the registered students in that section.

Pending Requests

Pending Requests 				
Number	Subject	Type	Requested on	Status
No records to display.				

This section shows pending requests assigned to you. Click on the “Request Number” to view all the request details, click on the process icon (gear icon) to process (approve/reject) the request.

My Advisees

This section shows students under your supervision. Click on the student number to view the student details.


Student Details

Path: Home → General → Student Details

This page is used to view student's most of the information at once. Select the student that you wish to get the details. The following tabs are currently available; however, these tabs/sections will be visible as per your role privileges.

Student Details

Student Details



Student Name
Bachelor of Law (1101), Law (Law)
ID : 2019100
20211 - Fall Academic Semester

Gender : Male
Registered Hours : 16

Outstanding Balance : -10187.25
Load Band : 9 - 18

CGPA : 3.96
Academic Warning : No Warnings

Student Details

Registered Courses



Statement of Account

Transcript

Study Plan

Degree Audit

Registration Details	Student Details
Finance Details	Holds
Advisor Details	Emergency Contact Details
English Proficiency Details	Payment Plans
High School Details	College Details
Attendance Details	Proficiency Test Scores



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Registered Courses

Student Details

Registered Courses

Statement of Account

Transcript

Study Plan

Degree Audit

Select Details


Term *

[Submit](#)

Section Details	Weekly CH	Instructor	Timings
▶ Course : LAW304 - Civil Transactions Law (4)	CH : 3	Element : PRRQ_10	Registered
▶ Course : LAW305 - Proof Rules	CH : 2	Element : PRRQ_12	Registered
▶ Course : LAW330 - Civil Procedures Law (1)	CH : 3	Element : PRRQ_14	Registered
▶ Course : LAW280 - Public International Law	CH : 3	Element : PRRQ_29	Registered
▶ Course : LAW355 - Penal Procedure (1)	CH : 2	Element : PRRQ_36	Registered
▶ Course : LAW221 - Commercial Transactions Law (2)	CH : 3	Element : PRRQ_8	Registered


Total CH : 16

Statement of Account

Student Details	Registered Courses	Statement of Account	Transcript	Study Plan	Degree Audit	
						
Sl.No	Doc Number	Description	Term	Date	Debits	Credits
1	RCV163		20185	25/08/2019 04:48:32 AM		4,000.00
2	DEBNOTE593	E-Book (Computer Application)	20191	09/10/2019 08:16:41 AM	225.00	
3	CRDINV696		20191	23/10/2019 03:51:10 PM	18,115.13	
4	DEBNOTE874	Over-Assigned-Exemption-Removal	20191	23/10/2019 05:30:39 PM	1,449.00	
5	RCV1009		20191	28/10/2019 01:26:31 PM		7,500.00
6	RCV1151		20191	04/12/2019 10:41:51 AM		8,289.25
7	RCV1458		20192	14/01/2020 12:47:01 PM		4,000.00
8	CRDINV1712		20192	25/02/2020 05:46:30 PM	19,929.00	
9	DEBNOTE1886		20192	25/02/2020 07:53:30 PM	724.50	
10	RCV2260		20192	06/05/2020 05:34:47 PM		16,654.00
11	RCV2300		20192	11/05/2020 02:07:06 AM		2,000.00
12	CRDINV2489		20193	25/06/2020 10:14:59 AM	6,478.50	
13	RCV2673		20193	11/07/2020 02:25:26 AM		4,478.00
14	RCV246114		20201	30/08/2020 01:50:55 PM		4,000.00

Transcript

Transcript

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>Student Name Bachelor of Law (1101), Law (Law) ID : 2019100 20211 - Fall Academic Semester</p> </div> <div style="text-align: center;"> <p>Gender : Male Registered Hours : 16</p> </div> <div style="text-align: center;"> <p>Outstanding Balance : -10187.25 Load Band : 9 - 18</p> </div> <div style="text-align: center;"> <p>CGPA : 3.96 Academic Warning : No Warnings</p> </div> <div style="text-align: right;"> ✕ </div> </div>									
<div style="display: flex; justify-content: space-between;"> Student Details Registered Courses Statement of Account Transcript Study Plan Degree Audit </div>									
Expand/Collapse									
Academic Year	Term	Term GPA	CGPA	Status	Academic Warning	Passed Hours	Registered Hours	Earned Hours	
▶ 2019-2020	20191 - First Academic Semester	4.00	4.00	Regular	No Warnings	12	12	12	
▶ 2019-2020	20192 - Second Academic Semester	4.00	4.00	Regular	No Warnings	11	11	11	
▶ 2019-2020	20193 - Summer Academic Semester	3.70	3.95	Regular	No Warnings	5	5	5	
▶ 2020-2021	20201 - Fall Academic Semester	4.00	3.97	Regular	No Warnings	18	18	18	
▶ 2020-2021	20202 - Spring Academic Semester	3.91	3.95	Regular	No Warnings	17	17	17	
▶ 2020-2021	20203 - Summer Academic Semester	4.00	3.96	Regular	No Warnings	6	6	6	
▶ 2021-2022	20211 - Fall Academic Semester			Regular	No Warnings		16		⬆

Study Plan

Student Details	Registered Courses	Statement of Account	Transcript	Study Plan	Degree Audit
Bachelor of Law Study Plan (Law-2016)					
Version	Law-2016	Academic Programme	Bachelor of Law (1101)		
Certification Level	Bachelor (Bachelor)	Introduced Year	2016		
Study Plan Min Terms	8	Study Plan Max Terms	16		
Graduation Min Credit Hours	132	Graduation Max Credit Hours	140		
End Year		Status	Active		
Is Default	No	Minimum Required English Proficiency Level	Not Required		
Expand/Collapse					
Group: UNI.OBLIGATORY		Hours : 15		^	
Group: UNIV OPTION		Hours : 9		^	
Group: MAJ. OBLIGATORY		Hours : 96		^	
Group: MAJOR OPTION		Hours : 12		^	

Degree Audit

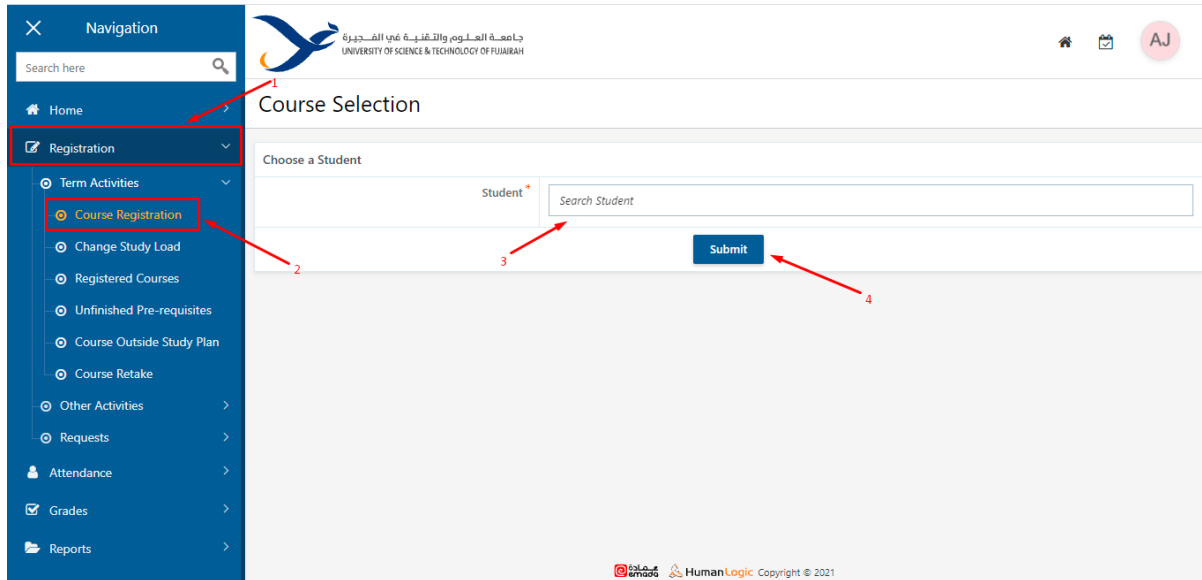
Student Details	Registered Courses	Statement of Account	Transcript	Study Plan	Degree Audit																																				
<p>Institution Requirement INCOMPLETE</p> <p>Earned Credits: 69.00 Credits In-Progress: 6.00 Credits Needed: 57.00 Cumulative GPA: 3.96</p> <p>Credits required for Program: USTF Requires a minimum of 132.00 academic credits for Bachelor of Law IN Law</p> <p>Minimum CGPA of 2.00 required for Graduation</p>																																									
<p>1. UNI.OBLIGATORY COMPLETE</p> <p>Earned Credits: 15.00 Credits In-Progress: 0 Credits Needed: 0.00 Total Credits: 15.00</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Element</th> <th>Course</th> <th>Credits</th> <th>Grade</th> <th>Grd Pt</th> </tr> </thead> <tbody> <tr> <td>+ 20191</td> <td>UNRQ_2</td> <td>ARB111 - Communication Skills in Arabic Language (For Arabs)</td> <td>3.00</td> <td>A</td> <td>4.0</td> </tr> <tr> <td>+ 20191</td> <td>UNRQ_3</td> <td>ISL114 - Islamic Culture (For Arabs)</td> <td>3.00</td> <td>A</td> <td>4.0</td> </tr> <tr> <td>+ 20193</td> <td>UNRQ_6</td> <td>STA111 - Statistics (Arabic)</td> <td>3.00</td> <td>B+</td> <td>3.5</td> </tr> <tr> <td>+ 20203</td> <td>UNRQ_4</td> <td>INN311 - Innovation and Entrepreneurship (Arabic)</td> <td>3.00</td> <td>A</td> <td>4.0</td> </tr> <tr> <td>+ 20203</td> <td>UNRQ_5</td> <td>COM111 - IT Fundamentals (Arabic)</td> <td>3.00</td> <td>A</td> <td>4.0</td> </tr> </tbody> </table> <p>Still Needed :</p> <p style="color: red;">No records to display</p>						Term	Element	Course	Credits	Grade	Grd Pt	+ 20191	UNRQ_2	ARB111 - Communication Skills in Arabic Language (For Arabs)	3.00	A	4.0	+ 20191	UNRQ_3	ISL114 - Islamic Culture (For Arabs)	3.00	A	4.0	+ 20193	UNRQ_6	STA111 - Statistics (Arabic)	3.00	B+	3.5	+ 20203	UNRQ_4	INN311 - Innovation and Entrepreneurship (Arabic)	3.00	A	4.0	+ 20203	UNRQ_5	COM111 - IT Fundamentals (Arabic)	3.00	A	4.0
Term	Element	Course	Credits	Grade	Grd Pt																																				
+ 20191	UNRQ_2	ARB111 - Communication Skills in Arabic Language (For Arabs)	3.00	A	4.0																																				
+ 20191	UNRQ_3	ISL114 - Islamic Culture (For Arabs)	3.00	A	4.0																																				
+ 20193	UNRQ_6	STA111 - Statistics (Arabic)	3.00	B+	3.5																																				
+ 20203	UNRQ_4	INN311 - Innovation and Entrepreneurship (Arabic)	3.00	A	4.0																																				
+ 20203	UNRQ_5	COM111 - IT Fundamentals (Arabic)	3.00	A	4.0																																				
<p>2. UNIV OPTION COMPLETE</p> <p>Earned Credits: 9.00 Credits In-Progress: 0 Credits Needed: 0.00 Total Credits: 9.00</p>																																									

Course Registration

Path: Registration → Term Activities → Course Registration

Choose Student

Choose a student that you would like to advise or register courses.



- Click on “Registration” menu
- Select “Course Registration” in “Term Activities” menu.
- Select a student via autocomplete for registering the courses.
- Click on “Submit” to proceed for courses selection.

Choose Eligible Courses

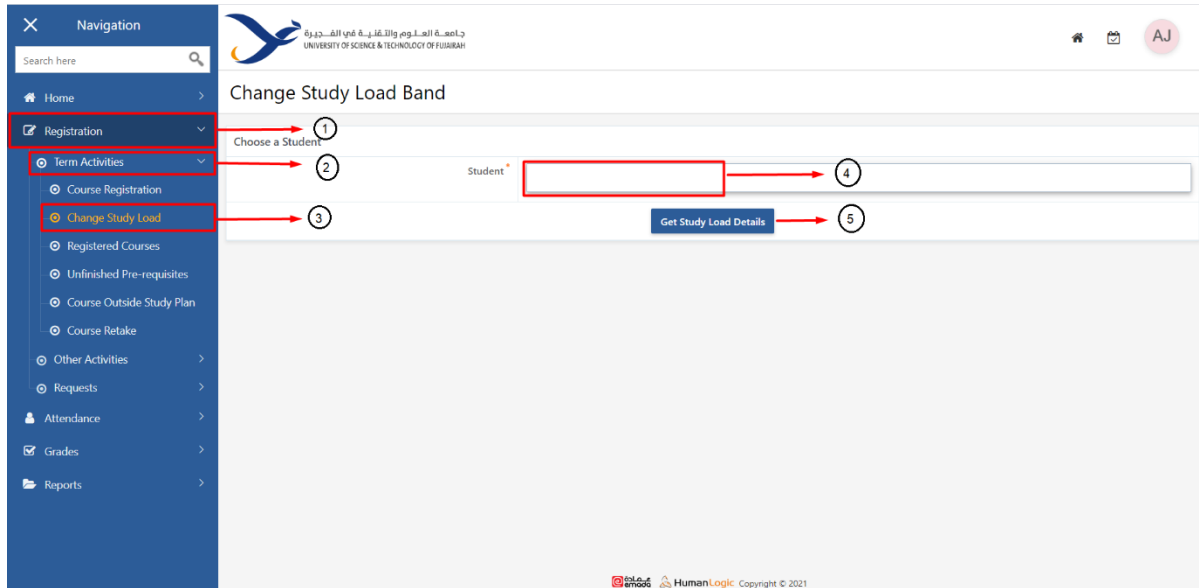
- Select the courses the student is required to register in the current semester
- After selecting the courses, to select the sections click on “**Proceed to Choose Sections**”.
- Total selected credit hours will be displayed at the bottom right corner.

Choose Sections

- After selecting sections for all courses, click on “**Submit Request**” to finally register the courses for the student.
- Click on “**Change/Modify Courses**” to modify any of the selected courses. This will redirect back to Course Selection page.

Change Study Load

Path: Registration → Term Activities → Change Study Load



- Click on "Registration", select "Change Study Load" from "Term Activities".
- Select a student from auto complete textbox and click on "Get Study Load Details", then the below details will be shown.

Student Details					
Student Number	202010025	Student Name	Abdalla Mohamed Elshamy	Mobile Number	+971 56 579 8912
Campus	Fujairah Campus	College	College of Engineering and Technology	Programme	216
Term	20211	Reg Load Band	9 - 20	Academic Warnings	No Warnings
CGPA	3.10	Earned Credits	39	Current Balance	27251.25
Academic Hold	No	Email	29739202010025@emada.com	Type of Admission	Unconditional
Financial Hold	No	Personal Email	13243abdullahelshamy71@emada.com	Advisor	Amir J. Majid

Change Study Load	
Studyload Change Term *	20211 - Fall Academic Semester
Current Load band	Standard Load Band (9 - 20)
Choose New Load band *	Select
Notes	<div style="border: 1px solid #ccc; height: 30px;"></div>
<input type="button" value="Submit"/>	

- **Study load Change Term *** → Select to which term study load should be changed.
- **Current Load Band *** → Current study load will be displayed in label.
- **Choose New Load Band *** → Select new load band to change.
- **Notes** → Enter any notes if required.
- On clicking submit button the study load request is initiated and redirected to “**Request details page**”.

Request Details for Change Study Load

Cancel Request

Request Details

Request ID	17883	Subject	Abdalla Mohamed Elshamy (202010025)
Request Type	Change Study Load	Status	Pending
Requested By	Amir J. Majid (588)	Requested DateTime	14/10/2021 06:58:25 PM
Requested For Term	20211 - Fall Academic Semester	Requested In Term	20211 - Fall Academic Semester
Modified By	Amir J. Majid (588)	Modified On	14/10/2021 06:58:25 PM

Request Steps

Step	Title	Step Members
1	Initiation Completed	Advisor D
		<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">AJ</div> <div> Amir J. Majid Initiated 14/10/2021 06:58:25 PM *** No comments entered *** </div> </div>
2	College Dean Approval Pending	Ali Ahmed Abou El-Nour R
3	Registration Department Approval Pending	Registration Department R

Change Study Load Details

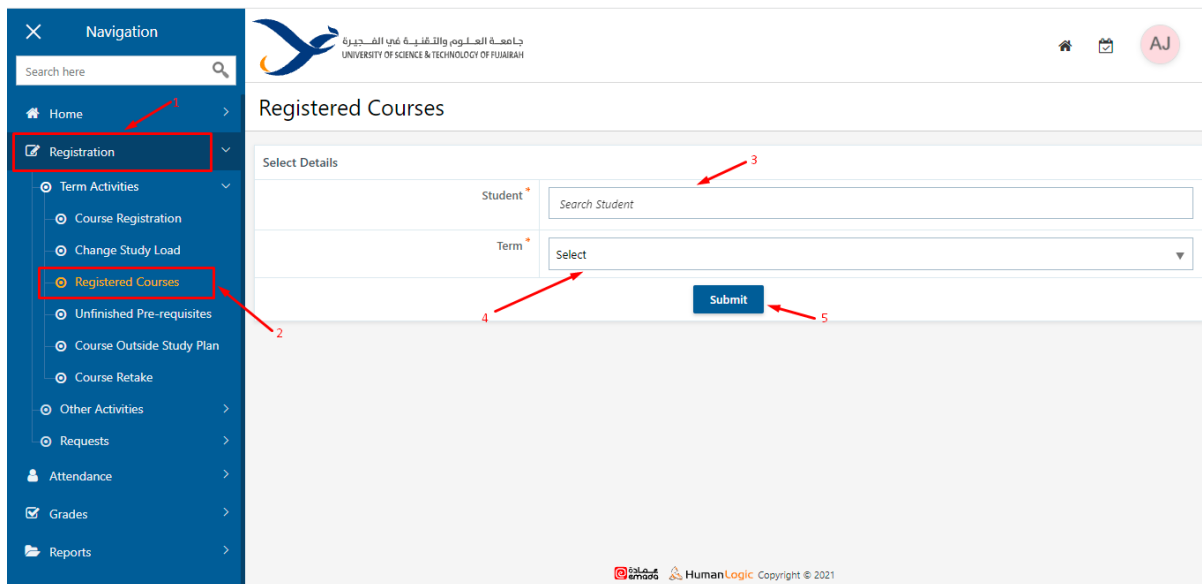
Load Band Request Term	20211 - Fall Academic Semester
Current Load Band	Standard Load Band (9 - 20)
Requested Load Band	Standard Load Band (1 - 18)

Back to Requests

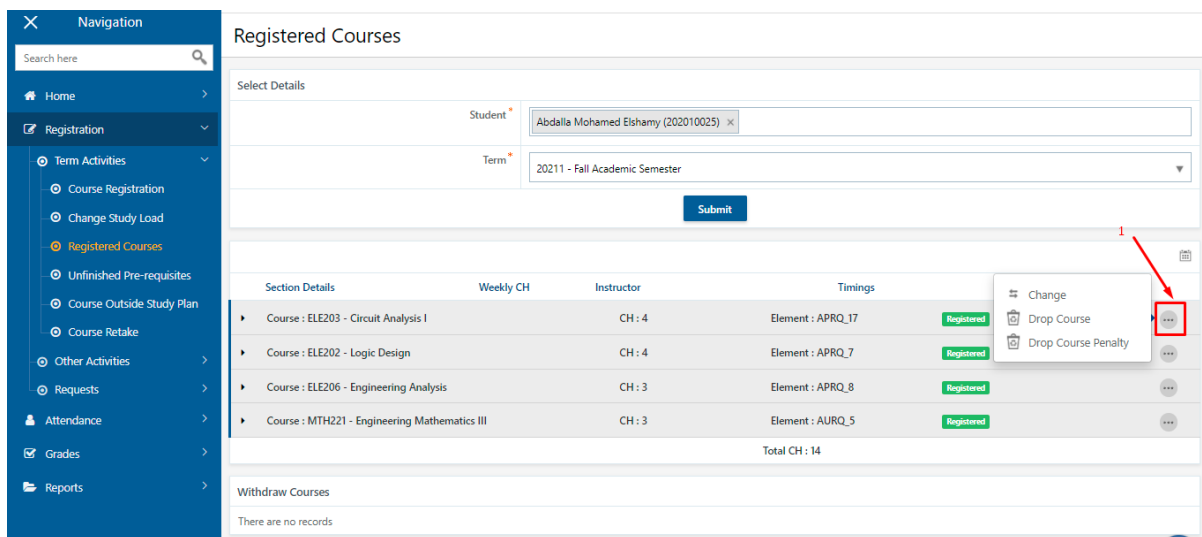
- For cancelling the request, user can click on “**Cancel request**” button.
- In “**Request Details**” section, request related details will be shown.
- In “**Request Steps**” section, the next approval user/role will be displayed.
- On clicking on “**Back to Requests**” button, user will be redirected to “**All Requests**” page, where all requests of that user will be displayed.

Registered Courses

Path: Registration → Term Activities → Registered Courses



- Click on “Registration”, select “Registered Courses” in “Term Activities” from left menu.
- Select the Student from autocomplete
- Select the Term of registration
- Click on “Submit” to view the student registered courses for the selected semester.



Section Details	Weekly CH	Instructor	Timings	Status
Course : ELE203 - Circuit Analysis I	CH : 4		Element : APRQ_17	Registered
Course : ELE202 - Logic Design	CH : 4		Element : APRQ_7	Registered
Course : ELE206 - Engineering Analysis	CH : 3		Element : APRQ_8	Registered
Course : MTH221 - Engineering Mathematics III	CH : 3		Element : AURQ_5	Registered
Total CH : 14				

Click on the Actions option (3 dots) at the right end of each course to initiate requests like

- Change (Section change in a course),
- Drop Course (Dropping a course from transcript)
- Drop Course Penalty (Dropping a course from transcript with penalty)

Unfinished Pre-requisites

Path: Registration → Term Activities → Unfinished Pre-requisites

The screenshot shows the 'Registration Waiver' page. On the left is a navigation menu with 'Registration' and 'Term Activities' highlighted. The main area shows a student selection dropdown (1) with 'Abdalla Mohamed Eishamy (202010025)' selected (4). Below are three course categories: 'UNL OBLIGATORY', 'UNIV OPTION', and 'COLG OBLIGATORY'. In the 'UNL OBLIGATORY' section, a course 'UNRQ_5' is selected (3) and the 'Allow' checkbox is checked (5).

Element	CRN	Course Title	Course Type	CH	Note
UNRQ_5	IES112	IES112 - Innovation, Entrepreneurship and Sustainability (English)	Theory	3	Did not meet the minimum credit hours required to take the selected course

- Click on "Registration", select "Unfinished Pre-requisites" from "Term Activities" in left menu.
- After selecting a student from auto complete textbox, Course group masters with elements and a checkbox will be displayed.
- Users need to select the courses for which waiver is required and click on "Proceed to Confirmation" button to proceed.
- Then it will be redirected to confirmation page.

Registration Waiver Confirm

The screenshot shows the 'Registration Waiver Confirm' page. It features a table with columns for Element, CRN, Course Title, Course Type, Credit Hours, Justification, and Actions. Two courses are listed: UNRQ_5 and AURQ_6. The 'Actions' column contains delete icons for each row. Below the table is a 'Comments' section with a text area and 'Submit' and 'Cancel' buttons.

Element	CRN	Course Title	Course Type	Credit Hours	Justification	Actions
UNRQ_5	IES112	IES112 - Innovation, Entrepreneurship and Sustainability (English)	Theory	3		
AURQ_6	2172040	MTH222 - Engineering Math. IV	Theory,Tutorial	3		

- The selected elements list along with "Justification" textbox for entering justification and action to delete is displayed. If user wants to delete an element, then he/she can do it by clicking on the delete action.

- Optional comments text area for entering any comments.
- On clicking on “Submit” button, “Unfinished pre-requisite course” request is initiated and redirected to “Request Details for Unfinished pre-requisite course” page.

Request Details for Unfinished pre-requisite course

[Cancel Request](#)

Request Details
^

Request ID	17888	Subject	Abdalla Mohamed Elshamy (202010025)
Request Type	Unfinished pre-requisite course	Status	Pending
Requested By	Amir J. Majid (588)	Requested DateTime	14/10/2021 09:24:55 PM
Requested For Term	20211 - Fall Academic Semester	Requested In Term	20211 - Fall Academic Semester
Modified By	Amir J. Majid (588)	Modified On	14/10/2021 09:24:55 PM

Request Steps
^

Step	Title	Step Members
1	Initiation Completed	Advisor AJ Amir J. Majid Initiated 14/10/2021 09:24:55 PM *** No comments entered ***
2	College Dean Approval Pending	All ahmed Abou El-Nour A
3	Registration Department Approval Pending	Registration Department R

Requested Courses for Registration Waiver
^

Sl.No	Element	CRN	Course Title	Course Type	Credit Hours	Justification
1	UNRQ_5	IES112	IES112 - Innovation, Entrepreneurship and Sustainability (English)	Theory	3	a
2	AURQ_6	2172040	MTH222 - Engineering Math. IV	Theory,Tutorial	3	b

[Back to Requests](#)

- For cancelling the request, user can click on “Cancel request” button.
- In “Request Details” section, request related details will be shown.
- In “Request Steps” section, the next approval user/role will be displayed.
- On clicking on “Back to Requests” button, user will be redirected to “All Requests” page, where all requests of that user will be displayed.

Course Outside Study Plan (Course Exception)

Path: Registration → Term Activities → Course outside study plan

- Click on "Registration", select "Course Outside Study Plan" from "Term Activities" in left menu.
- After selecting a student from auto complete textbox, Options * dropdown and Course group masters with elements and a disabled checkbox will be displayed.
- Along with the element details '+' will be displayed. When user click on '+', popup with courses list will be displayed.




- User should select one of the courses from the list to replace the existing course and click on "Save" button.

Element	CRN	Course Title	Course Type	CH	Note		
<input checked="" type="checkbox"/>	APRQ_16	8025100	DDS501 - Ethics	Theory	1	+	
<input type="checkbox"/>	APRQ_18	2152120	ELE207 - Circuit Analysis II	Theory,Practical,Tutorial	4	+	
<input checked="" type="checkbox"/>	APRQ_19	8033116	DDS304 - Preventive Dentistry & Nutrition	Theory,Practical	4	+	
<input type="checkbox"/>	APRQ_21	2124670	ELE455 - Wireless Communications	Theory	3	+	
<input type="checkbox"/>	APRQ_22	2173630	ELE304 - Probability and Random Variables	Theory,Tutorial	3	+	
MAJOR OPTION		Required Credit Hours : 9		Completed Credit Hours : 0		Remaining Credit Hours : 9	
Element	CRN	Course Title	Course Type	CH	Note		
<input checked="" type="checkbox"/>	APEL_1	1021100	ISL114 - Islamic Culture (For Arabs)	Theory,Tutorial	3	+	
<input type="checkbox"/>	APEL_2					+	
<input type="checkbox"/>	APEL_3					+	

[Proceed to Confirmation](#)

- Now the element course is replaced with the selected course from popup and check box is enabled.
- Here user can select the courses and should click on “Proceed to Confirmation” to proceed. Then it will be redirected to confirmation page.

Course Exception Confirm

Element	CRN	Course Title	Course Type	Credit Hours	Justification	Actions
APRQ_16	8025100	DDS501 - Ethics	Theory	1	<input type="text"/>	
APRQ_19	8033116	DDS304 - Preventive Dentistry & Nutrition	Theory,Practical	4	<input type="text"/>	
APEL_1	1021100	ISL114 - Islamic Culture (For Arabs)	Theory,Tutorial	3	<input type="text"/>	

Comments

Comments

[Submit](#) [Cancel](#)

- The selected elements list along with “Justification” textbox for entering justification and action to delete is displayed. If user wants to delete an element, then he/she can do it by clicking on the delete action.
- Optional comments text area for entering any comments.
- On clicking on “Submit” button, “Course outside study plan” request is initiated and redirected to “Course outside the study plan Request details” page.

Request Details for Course outside the study plan

Cancel Request

Request Details ^

Request ID	17886	Subject	Abdalla Mohamed Elshamy (202010025)
Request Type	Course outside the study plan	Status	Pending
Requested By	Amir J. Majid (588)	Requested DateTime	14/10/2021 08:47:33 PM
Requested For Term	20211 - Fall Academic Semester	Requested In Term	20211 - Fall Academic Semester
Modified By	Amir J. Majid (588)	Modified On	14/10/2021 08:47:33 PM

Request Steps v

Requested Courses for Course Exception ^

Sl.No	Element	CRN	Course Title	Course Type	Credit Hours	Justification
1	APRQ_16	8025100	DDS501 - Ethics	Theory	1	test
2	APRQ_19	8033116	DDS304 - Preventive Dentistry & Nutrition	Theory,Practical	4	test
3	APEL_1	1021100	ISL114 - Islamic Culture (For Arabs)	Theory,Tutorial	3	test

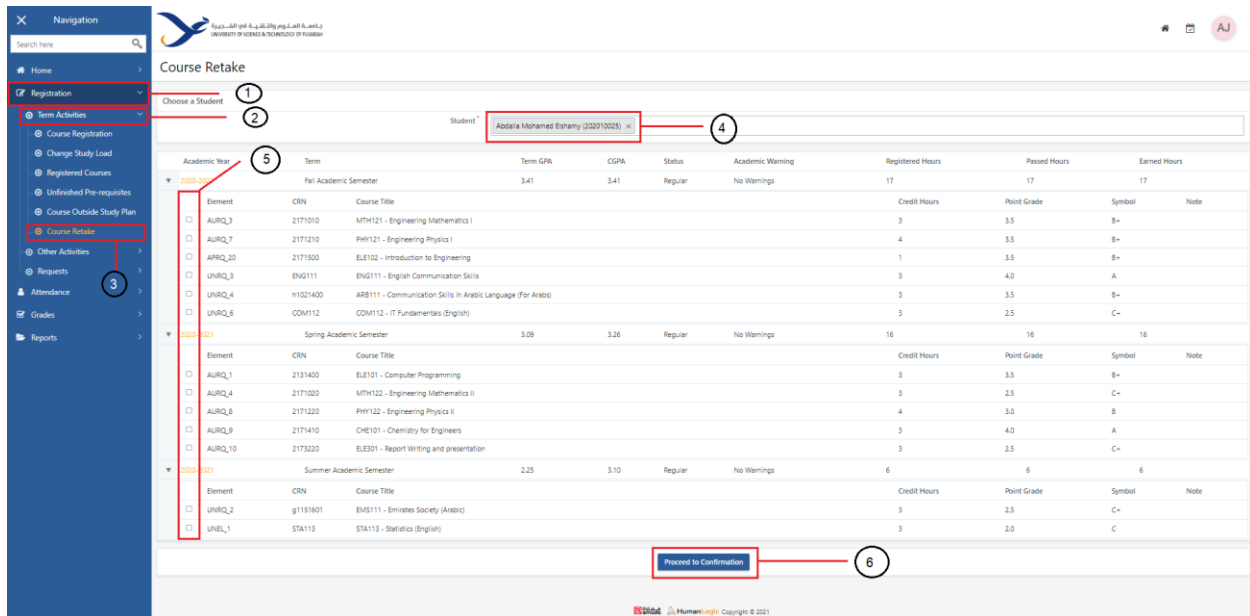
Back to Requests

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- In “Request Steps” section, the next approval user/role will be displayed.

On clicking on “Back to Requests” button, user will be redirected to “All Requests” page, where all requests of that user will be displayed.

Course Retake

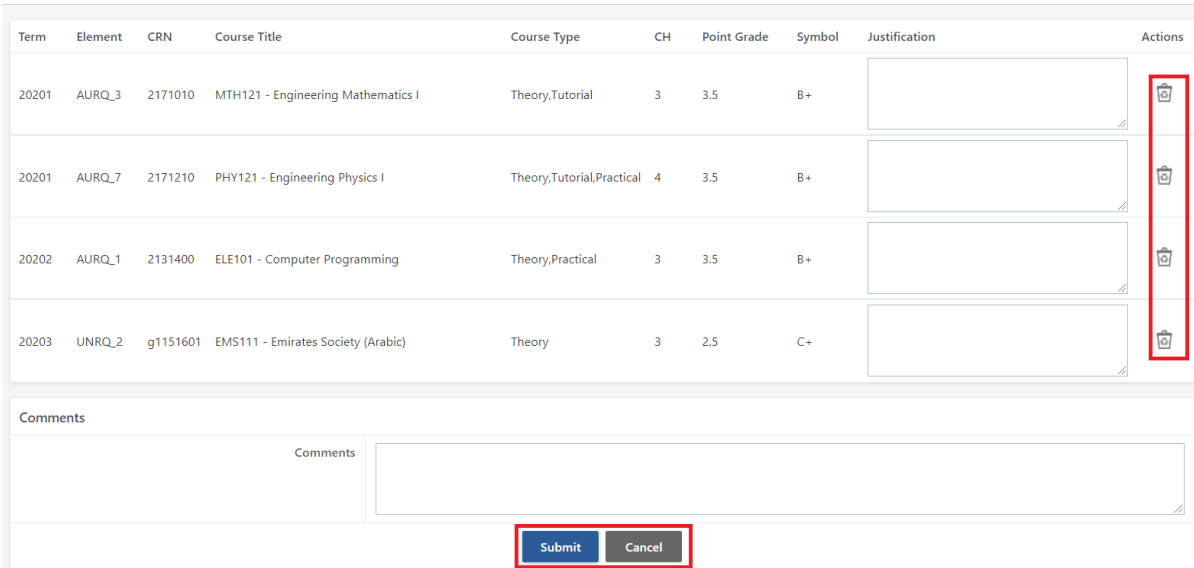
Path: Registration → Term Activities → Course Retake



The screenshot shows the 'Course Retake' page. On the left, the navigation menu has 'Registration' and 'Term Activities' selected. The main content area shows a table of courses for the selected student, 'Abdara Mohamed Emhany (20201023)'. The table is organized by academic semester (Fall, Spring, Summer) and lists courses with their CRNs, titles, and grades. Checkboxes are present next to each course element. A 'Proceed to Confirmation' button is located at the bottom right of the table.

- Click on "Registration", select "Course Retake" from "Term Activities" in left menu.
- List of Elements with checkboxes will be displayed after selecting a student from auto complete textbox.
- Check the required courses checkboxes and click "Proceed to Confirmation". Then user will be redirected to confirmation page.

Course Retake Confirm



The screenshot shows the 'Course Retake Confirm' page. It features a table with the following columns: Term, Element, CRN, Course Title, Course Type, CH, Point Grade, Symbol, Justification, and Actions. The table lists four courses with their respective details. The 'Actions' column contains trash icons for each row. Below the table is a 'Comments' section with a text input field and 'Submit' and 'Cancel' buttons.

Term	Element	CRN	Course Title	Course Type	CH	Point Grade	Symbol	Justification	Actions
20201	AURQ_3	2171010	MTH121 - Engineering Mathematics I	Theory,Tutorial	3	3.5	B+		
20201	AURQ_7	2171210	PHY121 - Engineering Physics I	Theory,Tutorial,Practical	4	3.5	B+		
20202	AURQ_1	2131400	ELE101 - Computer Programming	Theory,Practical	3	3.5	B+		
20203	UNRQ_2	g1151601	EMS111 - Emirates Society (Arabic)	Theory	3	2.5	C+		

- The selected elements list along with “Justification” textbox for entering justification and action to delete is displayed. If user wants to delete an element, then he/she can do it by clicking on the delete action.
- Optional comments text area for entering any comments.
- On clicking on “Submit” button, course retake request is initiated and redirected to “Course Retake Request details” page.

Request Details for Course Retake

Cancel Request

Request Details

Request ID	17885	Subject	Abdalla Mohamed Eshamy (202010025)
Request Type	Course Retake	Status	Pending
Requested By	Amir J. Majid (588)	Requested DateTime	14/10/2021 08:06:56 PM
Requested For Term	20211 - Fall Academic Semester	Requested in Term	20211 - Fall Academic Semester
Modified By	Amir J. Majid (588)	Modified On	14/10/2021 08:06:56 PM

Request Steps

Step	Title	Step Members
1	Initiation Completed	Advisor Amir J. Majid Initiated 14/10/2021 08:06:56 PM TEST COMMENTS
2	Completion Pending	Ali Ahmed Abou El-Nour Pending
3	Registration Department Approval Pending	Registration Department Pending

Requested Courses for Retake

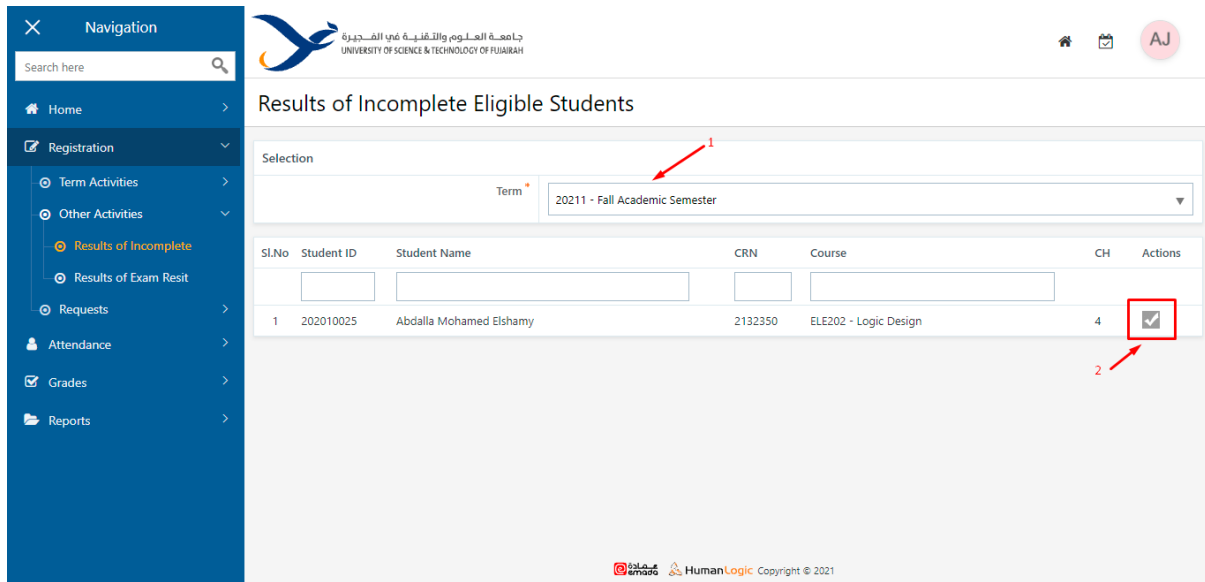
Sl.No	Element	CRN	Course Title	Course Type	Credit Hours	Point Grade	Symbol	Justification
1	AURQ_1	2131400	ELE101 - Computer Programming	Theory,Practical	3	3.5	B+	TEST
2	AURQ_3	2171010	MTH121 - Engineering Mathematics I	Theory,Tutorial	3	3.5	B+	TEST
3	AURQ_7	2171210	PHY121 - Engineering Physics I	Theory,Tutorial,Practical	4	3.5	B+	TEST
4	UNRQ_2	g1151601	EMS111 - Emirates Society (Arabic)	Theory	3	2.5	C+	TEST

Back to Requests

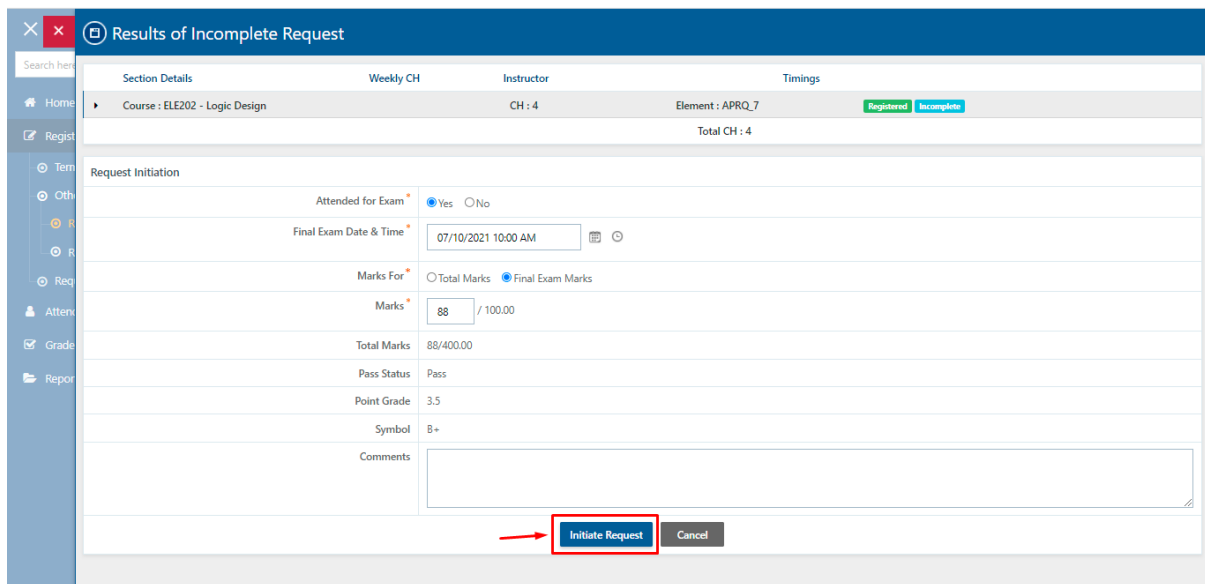
- For cancelling the request, user can click on “Cancel request” button.
- In “Request Details” section, request related details will be shown.
- In “Request Steps” section, the next approval user/role will be displayed.
- On clicking on “Back to Requests” button, user will be redirected to “All Requests” page, where all requests of that user will be displayed.

Results of Incomplete

Path: Registration → Other Activities → Results of Incomplete



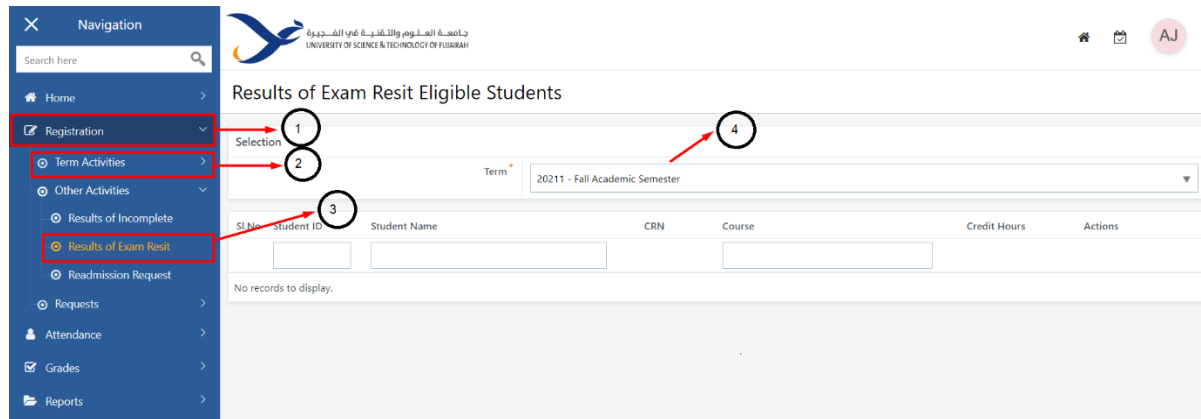
- Click on “Registration” menu
- Select “Results of Incomplete” in “Other Activities” menu.
- Select the Term from the dropdown list. It will display the incomplete students list for the instructor courses.
- Click on the Tick action from the Actions column to proceed for initiation.



- Upon clicking the action button, a popup will be displayed along with the required fields like
- Final Exam Date & Time
- Marks
- Click on “Initiate Request” button to initiate the Results of Incomplete request.
- Then the request will be assigned to “Student College Dean” for further approval.

Results of Exam Resit

Path: Registration → Other Activities → Results of Exam Resit

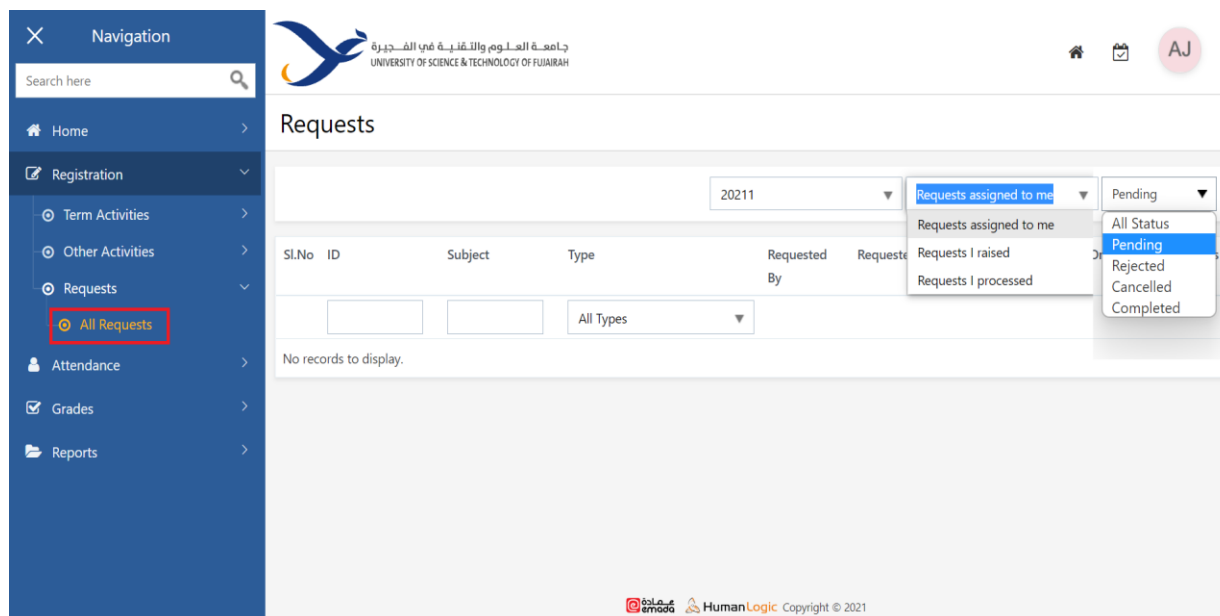


The screenshot shows the 'Results of Exam Resit Eligible Students' page. The navigation menu on the left is highlighted with a blue background. The 'Registration' menu item is circled in red and labeled with a '1'. The 'Term Activities' menu item is circled in red and labeled with a '2'. The 'Results of Exam Resit' menu item is circled in red and labeled with a '3'. The 'Term' dropdown menu is labeled with a '4'. The page title is 'Results of Exam Resit Eligible Students'. The page shows a table with columns: SI No., Student ID, Student Name, CRN, Course, Credit Hours, and Actions. The table is currently empty, displaying 'No records to display.'

- Click on “Registration” menu, select “Results of Incomplete” in “Other Activities” menu.
- Select the Term from the dropdown list. It will display the students list for the instructor courses.

Requests

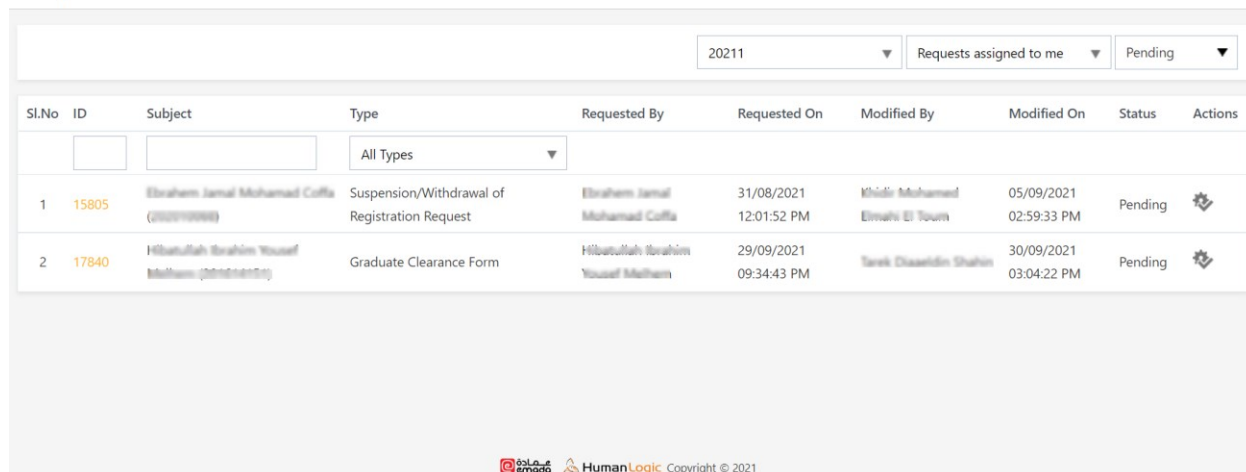
Path: Registration → Requests → All Requests



All requests assigned to you or by you or processed by you are displayed here. By default requests assigned to you in the current semester are shown.

- **Semester filter** → By default, the current semester is selected. You can choose previous semesters.
- **Filter Type** → By default, requests that are currently assigned to you are shown. You can choose requests that you raised or requests that you have processed.
- **Request Status** → By default, pending status requests are shown. You can choose other statuses as well.

Requests



Sl.No	ID	Subject	Type	Requested By	Requested On	Modified By	Modified On	Status	Actions
1	15805	Ebrahim Jamal Mohamed Coffa (202110000)	Suspension/Withdrawal of Registration Request	Ebrahim Jamal Mohamed Coffa	31/08/2021 12:01:52 PM	Mohd Mohamed Elwan El Toun	05/09/2021 02:59:33 PM	Pending	
2	17840	Hibatullah Ibrahim Yusuf (202100000)	Graduate Clearance Form	Hibatullah Ibrahim Yusuf Melhem	29/09/2021 09:34:43 PM	Tarek Chasabdin Shahin	30/09/2021 03:04:22 PM	Pending	

- Click on the request number to view all request's details.
- For requests that are currently assigned to you, click on the gear icon in actions column to process (approve/reject) the request.

Attendance

Path: Attendance → General → Manage Attendance

All your current semester sections are displayed here. Click on “+” icon to record attendance for the selected section.

Choose Section

Attendance

					All Courses	🔍
Course : ELE305 - Electronic Devices & Circuits II		Section : Theory - 1; SRN - 24914		Teacher : Instructor Name		<u>+</u>
Session	From Time	To Time	Status	Actions		
No records to display.						
Course : ELE305 - Electronic Devices & Circuits II		Section : Theory - 11; SRN - 24917		Teacher : Instructor Name		<u>+</u>
Session	From Time	To Time	Status	Actions		
No records to display.						
Course : ELE202 - Logic Design		Section : Theory - 1; SRN - 24942		Teacher : Instructor Name		<u>+</u>
Session	From Time	To Time	Status	Actions		
No records to display.						

You will be redirected to multi-session attendance page where you can record attendance for multiple sessions.

Multi-Session Attendance



Section Details		Attendance					
Student	Warning & Counts	Tuesday 09:00 AM - 10:00 AM	Sunday 09:00 AM - 10:00 AM	07/10/2021 09:00 AM - 10:00 AM	05/10/2021 09:00 AM - 10:00 AM	09:00 AM - 10:00 AM	
Student Name 2017141	No Warning	Present	Present	Present	Present	Present	
Student Name 2018140	No Warning	Present	Absent	Present	Present	Present	
Student Name 2018240	No Warning	Present	Present	Excused	Present	Present	

- System shows all the active registered students in rows for the selected section.
- Sessions are displayed in columns with the status (Taken/Not Taken)
- Choose a session that you would like to record attendance, ex: Today 9:00 AM – 10:00 AM
- By default “**Present**” is marked, click anywhere on the tile to mark the attendance for absent/excused/late statuses.
- Repeat the same process for other sessions if required
- Click on “Save” button to record the attendance.
- By default, attendance can be taken for the last 7 days. Sessions that are older than 7 days are locked and you will not be able to record attendance for locked sessions. In such scenarios, please contact the Registration department.

If you wish to record attendance for a single session, click on the session title, ex: Today 9:00 AM – 10:00 AM

Single Session Attendance

Attendance

Section Details							
NO WARNINGS		WARNING 1		WARNING 2		WARNING 3	
10 students have no warning. 100% of the class		0 students have [Warning 1]. 0% of the class		0 students have [Warning 2]. 0% of the class		0 students have [Warning 3]. 0% of the class	
Today 09:00 AM - 10:00 AM Not Taken Clear all							
Student	Warning & Counts	Present	Absent	Excused	Late/Early Departure	Comments	
 Student Name 2017141	No Warning	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> Excused	<input type="checkbox"/> Late/Early Departure	<input type="text"/>	
 Student Name 2018140	No Warning	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Excused	<input type="checkbox"/> Late/Early Departure	<input type="text"/>	

- Section details along with the attendance warning can be accessed.
- System shows all the active registered students in the selected section.
- By default “**Present**” is marked, click anywhere on the corresponding tile to mark the attendance for absent/excused/late statuses.
- Click on “Save” button to record the attendance.

Attendance Excuse

Path: Attendance → General → Attendance Excuse

Attendance excuse requests can be placed on behalf of the students.

Excuse Request

Excuse Request	
Student *	<input type="text" value="Hussain (Student) (201714182)"/>
Course *	ELE312 - Power Systems and Electrical Machines
Section *	Course Type - Theory, Section Number - 1, Type - General
Date *	From Date * <input type="text" value="20/10/2021"/> To Date * <input type="text" value="30/10/2021"/>
Get Sessions	
Sessions	
Sessions *	<input type="checkbox"/> 21/10/2021 Thu, 12:00 PM - 01:00 PM <input type="checkbox"/> 24/10/2021 Sun, 12:00 PM - 01:00 PM <input type="checkbox"/> 26/10/2021 Tue, 12:00 PM - 01:00 PM <input type="checkbox"/> 28/10/2021 Thu, 12:00 PM - 01:00 PM
Excused Reason	<input type="text" value="Select"/>
Documents	Select file
Submit Cancel	

- **Student** → Select a student by entering the student number or name. Upon student selection, student’s registered courses will be loaded.
- **Course** → **Chose** a course that you would like to excuse attendance. Upon course selection, student’s registered sections will be loaded.
- **Section** → Choose a section that you would like to excuse attendance.
- **Date** → Choose from and to date range and click on “**Get Session**” to display sessions.
- **Sessions** → Choose session(s) that you would like to excuse attendance.
- **Excused Reason** → Choose a most applicable excused reason.
- **Documents** → Upload relevant supporting documents as a proof to approve the excuse request.
- Click on “**Submit**” to initiate an attendance excuse request.
- The request will be assigned to following approver(s) as configured by Registration department.
- Upon successful approval from all approvers/stakeholders, attendance for the approved sessions will be marked as “Excused” and attendance warning for the course will be re-calculated. In some cases, attendance warning will be removed completely or lowered or stays as it is depending on the attendance warning policy configured by Registration department.



Grading

Path: Grades → General → Grading Components

All your current semester sections are displayed here. Click on “→” icon to manage grades for the selected section.

Grading Components

Grading Component					
					Term *
					20211 - Fall Academic Semester
					All
Sl.No.	CRN	Course	Section Details	Status	Actions
1	2113520	ELE305 - Electronic Devices & Circuits II	Theory - 1; SRN - 24914	Not Submitted	→
2	2113520	ELE305 - Electronic Devices & Circuits II	Theory - 11; SRN - 24917	Not Submitted	→
3	2132350	ELE202 - Logic Design	Theory - 1; SRN - 24942	Not Submitted	→
4	2132350	ELE202 - Logic Design	Theory - 11; SRN - 24945	Not Submitted	→
5	2171500	ELE102 - Introduction to Engineering	Theory - 1; SRN - 24988	Not Submitted	→
6	2171500	ELE102 - Introduction to Engineering	Theory - 11; SRN - 24992	Not Submitted	→
7	2144380	ELE492 - Power Switching Devices	Theory - 1; SRN - 25557	Not Submitted	→
8	2144380	ELE492 - Power Switching Devices	Theory - 11; SRN - 25558	Not Submitted	→


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Grading Components

This page is used to define grading components, grade class and grade submission.

Click on “Add/Edit Grading Components” link to define grading component/s for the selected section.

Grading Components

Section Details						
Add/Edit Grading Components						Status : Not Submitted
Grading Scale Item	Grading Component	Max Marks	Assigned To	Show Grades	Final Exam	Gr
No records to display.						
<input type="button" value="Back"/>						

You will be redirected to add/edit grading components.

Update Grading Component

Grading Component					
College	College of Engineering and Technology (EngTech)				
Course	ELE305 - Electronic Devices & Circuits II				
Course Type	Theory				
Section	Theory - 1; SRN - 24914				
Grading Scale *	Final mark for 100%				

Grading Scale Item *	Grading Component *	Max Marks *	Final Exam *	Show Grades	Actions
Total Marks	Total Marks	100.00	Yes	<input type="checkbox"/>	
Total Marks				<input type="checkbox"/>	+

Components for Merged Sections
 Select the merged section(s) that you would like to create the same component(s):

ELE305 - Electronic Devices & Circuits II; Section Details : Theory - 11; SRN - 24917

- **Grading Scale** → Choose a grading scale from the available scale defined by Registration department
- **Components** → Enter the component details like name, max marks and choose show/hide grades flag. By default one grading component row is shown, to add more components, click on “+” icon
- **Components for Merged Sections** → In case the general section is having any merged sections, you can create components for merged section(s) same as the general section. Choose merged section(s) that you would like to create components same as its general section.
- Click on “**Submit**” button to save grading components.

Grade Class

Once grading components are created for the section, you will be able to enter grades for the components.



Grading Components

Section Details
▼

Add/Edit Grading Components
Delete Components
Status : Not Submitted

Grading Scale Item	Grading Component	Max Marks	Assigned To	Show Grades	Final Exam	More actions
Total Marks	Total Marks	100.00	Instructor Name	Hidden	Yes	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> 👁 Show Marks ➕ New Grade Class </div>

Back



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- Click on the action icon (...) to show action items such as New Grade Class or Edit Grade Class.
- Select “New Grade Class” action item to enter grades for the selected component.




Update Grade Class

Section Details
▼

Component Details
▲

Component	Total Marks	Grading Scale Item	Total Marks
Final Exam	Yes	Show Grades	Hidden 👁
Max Marks	100.00	Assigned To	Instructor Name

Vertical Tab Index Horizontal Tab Index

	Student	Status	Obtained Percentage	Obtained Marks	Comments
1	 Student 1 2017141	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Present ▼ Present Absent Incomplete In Progress Exam Fraud </div>	<input type="text"/>	<input type="text"/> / 100.00	<input type="text"/>
2	 Student 2 2018140		<input type="text"/>	<input type="text"/> / 100.00	<input type="text"/>
3	 Student 3 2018241		<input type="text"/>	<input type="text"/> / 100.00	<input type="text"/>

- **Student** → System shows all the active registered students in the selected section.
- **Status** → By default, “Present” is selected for all students. You can choose other statuses like Absent/Incomplete/InProgress/Exam Fraud while grading a section.
- **Obtained Percentage and Obtained Marks** → You can enter either obtained percentage or obtained marks. If you choose to enter obtained marks, system will calculate obtained percentage based on the obtained marks and total marks and vice versa.

- **Comments** → You can enter comments (optional)
- The above fields must be filled/entered for all students in a section.
- Click on **“Save”** button to save section grades.
- Once the grades are entered for a component, component’s status will be changed to **“Entered”** and you can view/edit/delete grades.

Grading Components

Section Details

Add/Edit Grading Components Status : Not Submitted

Grading Scale Item	Grading Component	Max Marks	Assigned To	Show Grades	Final Exam	Actions
Total Marks	Total Marks	100.00	Instructor Name	Hidden	Yes	<ul style="list-style-type: none"> Show Marks Edit Grade Class View Details Delete Grade Class

Back

- Repeat the above process for all grading components defined for a section.
- Please note that you will be able to submit section grades only after entering grades for all its components.

Grade Submission

Section grades are submitted during grade submission period defined by Registration department. Click on **“Grade Submission”** link to submit section grades.

Grading Components

Section Details

Add/Edit Grading Components Grade Submission Status : Not Submitted

Grading Scale Item	Grading Component	Max Marks	Assigned To	Show Grades	Final Exam	Grade Class Status	Actions
Total Marks	Total Marks	100.00	Instructor Name	Hidden	Yes	Entered	...





Back

You will be redirected to the grade submission page.

Grade Submission

Section Details ▼

Vertical Tab Index Horizontal Tab Index

		Total Marks (100) [SUM]							
Student	Total Marks Final	Obtained Marks	Final Marks	Point Grade	Letter Grade	Merit	Pass Status	Comments	
 Student 1 2017141	$\frac{90.00}{100.00} = 90.00\%$	90.0	90.0	4.0	A	Excellent	Pass	<input type="text"/>	
 Student 2 2018141	$\frac{91.00}{100.00} = 91.00\%$	91.00	91.00	4.0	A	Excellent	Pass	<input type="text"/>	
 Student 3 2018242	$\frac{92.00}{100.00} = 92.00\%$	92.00	92.00	4.0	A	Excellent	Pass	<input type="text"/>	
 Student 4 2018248	$\frac{93.00}{100.00} = 93.00\%$	93.00	93.00	4.0	A	Excellent	Pass	<input type="text"/>	

Notes	<input style="width: 100%; height: 60px;" type="text"/>
Upload the marks sheet *	<input style="width: 180px; height: 30px;" type="text"/> Browse

Submit Grades
Back

- System calculates the final marks based on the obtained marks and grade scale.
- Obtained marks, final marks, Point grade, Letter grade, Merit and Pass status are shown
- You may enter comments (optional) for each student
- Notes** → You may enter notes (optional) for section
- Upload marks sheet** → Upload the mark sheet that you have prepared in the agreed format
- Click on **“Submit Grades”** to submit grades for approval.
- Repeat the same process for all your sections.

Reports

Reports are very dynamic and new reports are continuously developed as per university's requirement. The following set of reports are currently available for instructors; however, the set of reports are subject to your role privileges.

- Registration
 - Student Transcript
 - Offered Courses
 - Study Plan
 - DAR
 - Reg Students by Section
 - Academic Warnings Report
 - Remaining Courses
 - CGPA Calculator
 - Student Scheduler
 - Bulk Remaining Courses
 - Student Timetable
- Attendance
 - Attendance Roaster Report
 - Attendance Warnings Report
 - Attendance Details
- Grading
 - Student Grades Report
 - Section Grades Report
- Instructor Reports
 - Advisor Students
 - Instructor Timetable
 - Instructor Scheduler Report

Thank you