

Student Enrollment System
User Manual for Students

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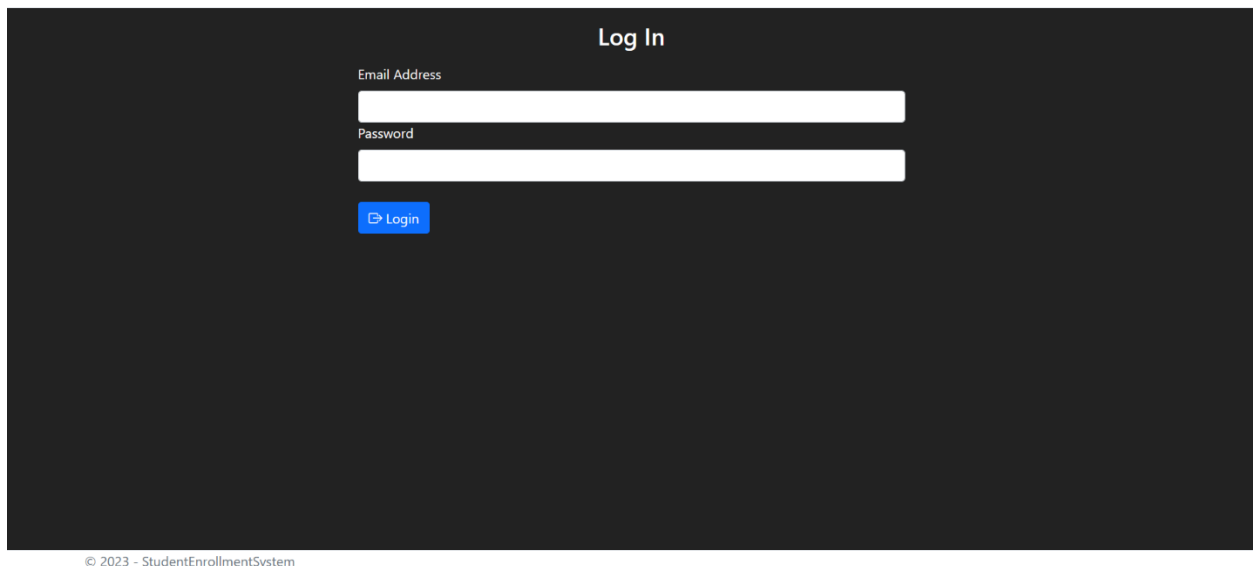
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Getting Started

This manual assumes that the personnel involved in deploying this application has made it available for access of the student. Please consult with the staff in charge regarding any concerns with accessing the site.

Logging In

Student Enrollment System

The screenshot shows a dark-themed login interface. At the top center, the text "Log In" is displayed in white. Below it, there are two white input fields. The first field is labeled "Email Address" and the second is labeled "Password". Below the password field is a blue button with a white right-pointing arrow and the text "Login". At the bottom left of the dark area, there is a small white copyright notice: "© 2023 - StudentEnrollmentSystem".

Log In

Email Address

Password

Login

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When you first open the application, you will see the Login page. Here, users can input their email address (which doubles as their username) and the corresponding password to access the system.

The administrator will use whatever email address you provide them to create your account. This email will serve as your username, and initially, you will have the following default password:

- Password: **Password_1**

Simply **type these credentials in the appropriate fields** and **click Log In** to proceed.

Navigation Menu

The screenshot shows the 'View Schedule' page of the Student Enrollment System. At the top, a navigation bar contains links for 'Student Enrollment System', 'Search Classes', and 'View Schedule'. On the right, there are two buttons: 'Change Password' (blue) and 'Log Out dcramos1@up.edu.ph' (red). The main content area is titled 'Semester Schedule'. It features a 'Show' dropdown menu set to '10' and a 'Search:' input field. Below this is a table with columns: '#', 'Name', 'Course', 'Section', and 'Schedule'. The table is currently empty, displaying 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' buttons. A copyright notice '© 2023 - StudentEnrollmentSystem' is at the very bottom.

Student Enrollment System Search Classes View Schedule

Change Password Log Out dcramos1@up.edu.ph

Semester Schedule

Show 10 entries Search:

#	Name	Course	Section	Schedule
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

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Upon logging in, you will be directed to the main page of the View Schedule section. That will be discussed in a later section. For now, direct your attention to the **navigation bar** at the **top portion of the window**.

On this navigation bar, you will see menu options for Search Classes and View Schedule. You can click on these to navigate to their respective pages. On the upper right corner of the window, you will notice two colored buttons: Change Password and Log Out.

Change Password

The screenshot shows the 'Change Password' page of the 'Student Enrollment System'. The top navigation bar includes links for 'Departments', 'Courses', 'Faculty', 'Subjects', 'Sections', and 'Accounts'. On the right, there are two buttons: 'Change Password' (blue) and 'Log Out superuser@ses.com' (red). The main content area has a dark background with the title 'Change Password' in white. Below the title, there are two white input fields labeled 'New Password' and 'Confirm Password'. A blue button with a checkmark icon and the text 'Change Password' is positioned below the input fields. At the bottom left of the page, there is a small copyright notice: '© 2023 - StudentEnrollmentSystem'.

It is highly recommended that, upon logging in using your account, that you change the password immediately from the default. **Click on the Change Password button** on the **upper right corner of the window** to open this page. **Type your new password on the two fields (the two must match)** and **click Change Password** to confirm. Make sure to **remember this new password**, because it will be the password you have to use to log into the system again.

Your password **must contain at least one lowercase character, one uppercase character, one numeric character, and one non-alphanumeric character**. It must also be **at least six characters long**.

Logging Out

Click on the Log Out button on the **upper right corner of the window** to log out your account. Doing this will return you to the Login page.

Make sure to always log yourself out after using the system.

Search Classes

In this section, you can browse the system for the subjects available for you to enroll. To navigate to this section, **click on Search Classes on the navigation menu at the top of the window.**

Main Page

Student Enrollment System Search Classes View Schedule [Change Password](#) [Log Out dcramos1@up.edu.ph](#)

Subjects List

Show 10 entries Search:

#	Name	Course	Section	Schedule		
1	Web Programming	Computer Science	MAD	Monday, 07:00 AM-08:30 AM	View	Add Class

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

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The main page of the Search Classes section shows this table where all the available Subject data in the system is displayed. This table has special features that make browsing data easier, all of which are detailed in the DataTables section of this manual.

Note that for each subject on the table, **there are two buttons named View and Add Class respectively.**

View Subject Details

Student Enrollment System Search Classes View Schedule

Change Password Log Out dcramos1@up.edu.ph

Subject Details

Back to list

ID	1
Name	Web Programming
Units	3
Class Size	15
Instructor	John Cena
Course	Computer Science
Section	MAD
Schedule	Monday, 07:00 AM-08:30 AM

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Clicking on the **View button** on a Subject entry on the table will open the following page. This displays various details on the particular subject. If you're done viewing data, **you can click the Back to List button on the upper left to return to the main page.**

Adding a Class

Student Enrollment System Search Classes View Schedule

Change Password Log Out dcramos1@up.edu.ph

Semester Schedule

Subject successfully enrolled! ✕

Show 10 entries Search:

#	Name	Course	Section	Schedule		
1	Web Programming	Computer Science	MAD	Monday, 07:00 AM-08:30 AM	View	Drop Class

Showing 1 to 1 of 1 entries

Previous 1 Next

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If you choose to **click Add Class** next to a subject, that subject is added to your schedule. The system will **redirect you automatically to the View Schedule page** after doing so so you can see this. An alert will also pop up indicating that the adding of the class was a success.

The system will **disallow you from adding any subjects that have schedule conflicts with any subjects you've already added**. Make sure to double check the schedules of both the classes you've enrolled and the classes you intend to enroll before adding anything.

View Schedule

In this section, you can view all the subjects you've currently enrolled via the previous section. To navigate to this section, **click View Schedule on the navigation menu at the top of the window.**

Main Page

Student Enrollment System Search Classes View Schedule [Change Password](#) [Log Out dcramos1@up.edu.ph](#)

Semester Schedule

Subject successfully enrolled! ✕

Show 10 entries Search:

#	Name	Course	Section	Schedule	
1	Web Programming	Computer Science	MAD	Monday, 07:00 AM-08:30 AM	View Drop Class

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

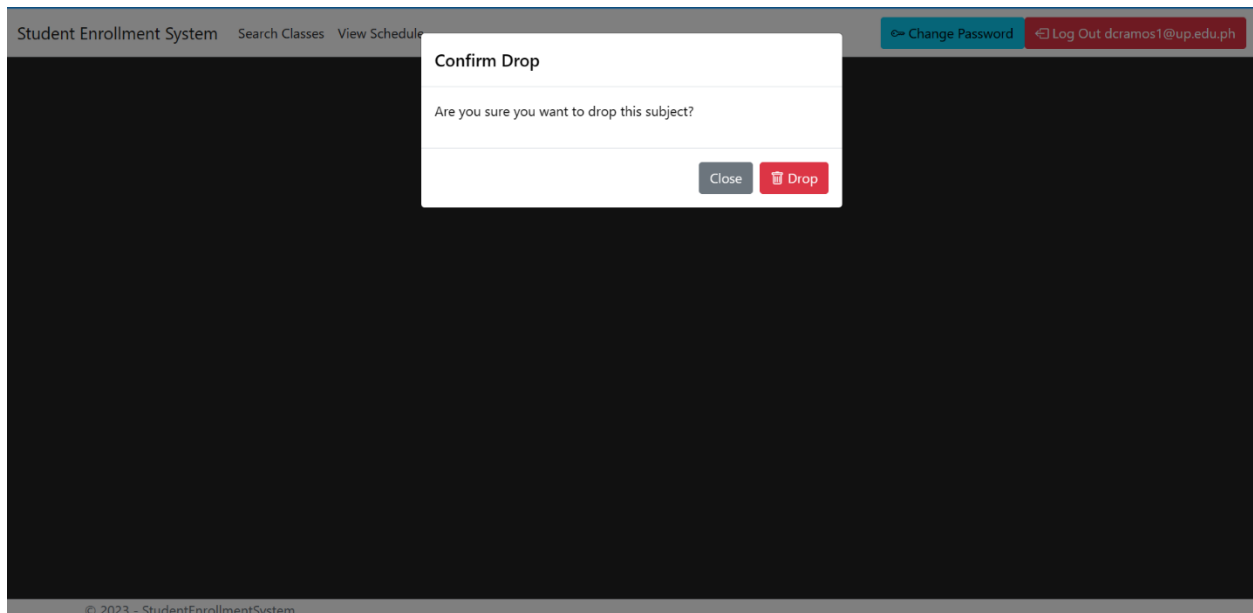
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The previous section of this manual has already given a good look at the main page. As you can see, it is almost exactly similar to the main page of Search Classes. The main differences here involve the data displayed on the table: unlike Search Classes (which shows you every subject available in the database), **the View Schedule table only shows you all the subjects you've enrolled in the Add Class step.**

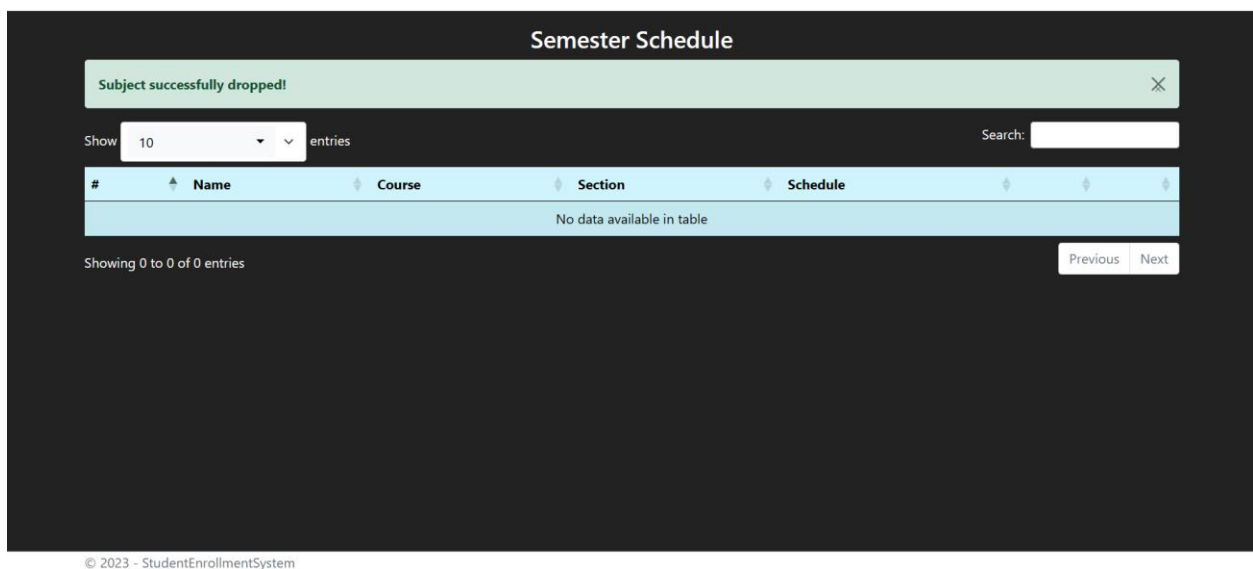
Another key difference is in the buttons for each entry on the table. The **View button works similarly as the one in Search Classes**, but in place of the Add Class button, **you instead have the Drop Class button.**

This table has special features that make browsing data easier, all of which are detailed in the DataTables section of this manual.

Dropping a Class



Clicking Drop Class next to a subject in your schedule will cause this popup to appear. You must confirm here if you're certain about dropping your subject. **If you aren't sure, click Close,** and you will be returned to the main page of View Schedule. **Otherwise, click Drop to remove the subject from your schedule.**



Confirming Drop Class will return you to the View Schedule page, and an alert will pop up telling you that the subject you selected has been dropped. You can verify this by attempting to search the table for the subject.

Disclaimer: you may sometimes find that classes you didn't drop yourself have been removed from your schedule. This can occur when the administrator updates or deletes data on a subject you've enrolled. This is to prevent any untoward schedule conflicts that may arise from the changes. Ideally, such changes should be communicated ahead of time by the personnel in charge of updating subject information. Notify any administrative staff involved should any issues arise from this.

DataTables

Both sections of this system utilize a table with special features that make searching for data easier. This section provides an overview of those features.

Entries Per Page

Student Enrollment System Departments Courses Faculty Subjects Sections Accounts [Change Password](#) [Log Out superuser@ses.com](#)

Departments List

[Add Department](#)

Show entries

Search:

#			
1	25	View	Edit Delete
2	50	View	Edit Delete
3	100	View	Edit Delete
3	Social Sciences	View	Edit Delete

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

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It's entirely possible that the number of entries in a given table may reach high numbers. On the upper left portion of the DataTable is a dropdown that lets you select the maximum number of entries that will be displayed per page.

Somewhat relevant to this is the text on the bottom left, showing the number of entries currently displayed out of the maximum.

Pagination

The screenshot shows the 'Section List' interface. At the top, there is a green 'Add Section' button. Below it, a 'Show' dropdown is set to '10' entries, and a search bar is on the right. The table has columns for '#', 'Section Code', and 'Schedule'. It contains 8 rows of data, each with 'View', 'Edit', and 'Delete' buttons. At the bottom left, it says 'Showing 41 to 48 of 48 entries'. At the bottom right, a pagination bar shows 'Previous', '1', '2', '3', '4', '5', and 'Next'. The '5' button is highlighted with a yellow circle.

#	Section Code	Schedule	View	Edit	Delete
41	SAD	Saturday, 07:00 AM-08:30 AM	View	Edit	Delete
42	SDG	Saturday, 08:30 AM-10:00 AM	View	Edit	Delete
43	SGJ	Saturday, 10:00 AM-11:30 AM	View	Edit	Delete
44	SJM	Saturday, 11:30 AM-01:00 PM	View	Edit	Delete
45	SMP	Saturday, 01:00 PM-02:30 PM	View	Edit	Delete
46	SPS	Saturday, 02:30 PM-04:00 PM	View	Edit	Delete
47	SSV	Saturday, 04:00 PM-05:30 PM	View	Edit	Delete
48	SVY	Saturday, 05:30 PM-07:00 PM	View	Edit	Delete

Showing 41 to 48 of 48 entries

Previous 1 2 3 4 5 Next

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Connected to the first feature is pagination. Depending of the number of entries, the DataTable will split everything up per page, with each page containing the maximum number of entries you specified in the dropdown. To navigate between pages, use the buttons at the bottom right of the DataTable.

Column Sorting

The screenshot shows the 'Departments List' interface. At the top, there is a green 'Add Department' button. Below it, a 'Show' dropdown is set to '10' entries, and a search bar is on the right. The table has columns for '#', 'Name', and 'Schedule'. It contains 3 rows of data, each with 'View', 'Edit', and 'Delete' buttons. At the bottom left, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, a pagination bar shows 'Previous', '1', and 'Next'. The 'Name' column header has a dropdown arrow highlighted with a yellow circle.

#	Name	View	Edit	Delete
3	Social Sciences	View	Edit	Delete
2	Arts and Humanities	View	Edit	Delete
1	Applied Sciences	View	Edit	Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

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On the left side of each column name are two arrows each pointing up and down. Click on these to toggle between sorting the data by ascending or descending order. Word-based entries will be sorted alphabetically, while numeric entries will be sorted by their value.

Live Search

The screenshot displays the 'Student Enrollment System' interface. At the top, there is a navigation bar with links: 'Student Enrollment System', 'Departments', 'Courses', 'Faculty', 'Subjects', 'Sections', and 'Accounts'. On the right side of the navigation bar, there are two buttons: 'Change Password' and 'Log Out superuser@ses.com'. Below the navigation bar, the main content area is titled 'Departments List'. On the left side of this area, there is a green button labeled 'Add Department'. Below it, there is a 'Show' dropdown menu set to '10' and the text 'entries'. On the right side, there is a search bar labeled 'Search:' with the text 'arts' entered and a yellow circle around it. Below the search bar, there is a table with the following structure:

#	Name			
2	Arts and Humanities	View	Edit	Delete

Below the table, there is a status message: 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'. On the right side, there are navigation buttons: 'Previous', '1', and 'Next'. At the bottom left, there is a copyright notice: '© 2023 - StudentEnrollmentSystem'.

You will find a search bar at the upper right corner of the DataTable. The DataTable will search every column for any matches should you type anything here.