TOPIC MANAGEMENT SYSTEM

INSTRUCTION MANUAL

FOR STUDENTS



CHENGXIN ZHAO MAR,12 2024

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ABOUT PICKR

Pickr is an intelligent course selection system designed to provide a convenient and efficient course selection experience for senior students and supervisors at Chengdu University of Technology - Oxford Brooks College.



HOMEPAGE

The homepage is the entrance for all features in Pickr.



ACCOUNT

Pickr will generate an account for each user, and you can start using it without registering. Click "My Pickr" in the top right corner of the webpage to log in or view your account operations.

User Name : your student ID number

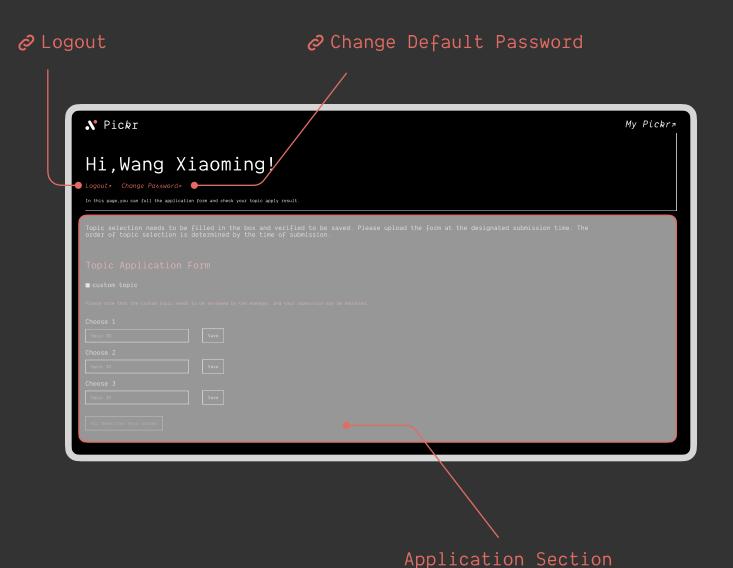
Default Password : 123456

The user	Welcome to Pickr	nt website
	User name	
	Password	1
	Login	

PERSONAL PAGE

On the personal page, you can enroll in courses and view your course selection results. You can also change your password here.

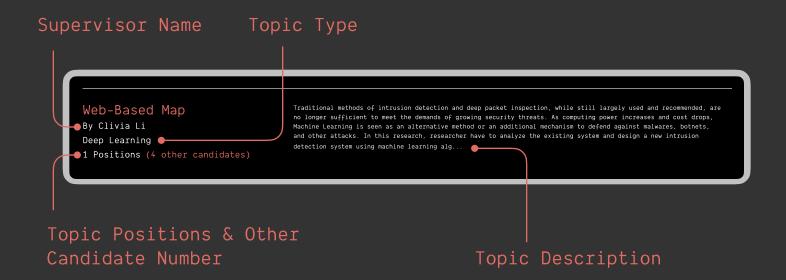
Please change your default password at the first time when you accessing in your account.



02 TOPIC SYSTEM

TOPIC LIST

You can access to topic list by clicking $\underline{"Topic\ List"}$ in the homepage.



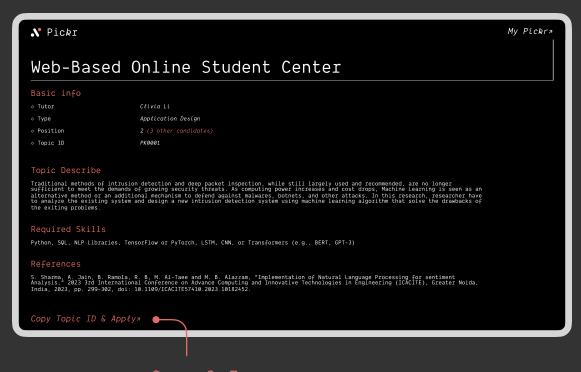
* Other candidate number means: How many other students like this topic and saved it in their application form.

SUPERVISOR'S TOPIC

SELECT YOUR TOPIC

After you click the topic section in topic list page the system will jump to the detail page of your chosen topic.

This page can inform you more information and you can click "Copy Topic ID & Applyz" the system will copy the topic ID and jump to your personal page(if login).



Copy & Jump

SAVE YOUR TOPIC

If you decide to apply supervisor's topic(Topics in the topic list), you can use topic id to fill the "Topic Application Form" without select check box.



You have three quota to apply topics which you prefer.

* Please pay attention to the order of filling out the form. If your first application is successful, the subsequent second and third applications will not be considered. Please fill out the form in your desired order.

After filling in the "Topic ID" in each box, click the <u>"Save"</u> button to save your selection. If you see the name of the topic you chose successfully displayed in the checkbox, it means that you have successfully saved this topic. You can click the <u>"Reset"</u> button to reset your selection.

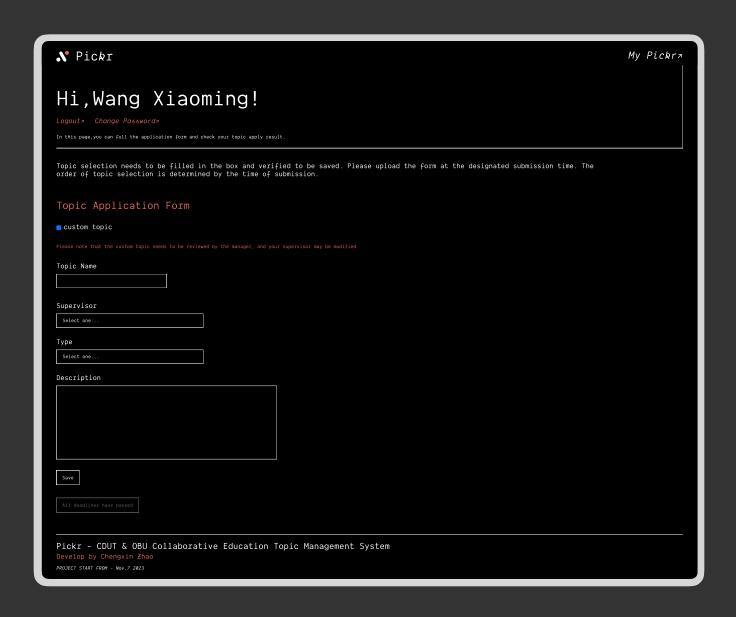
Please note that if you find that you are unable to save, it may be due to one of the following reasons:

- 1. Invalid Topic ID.
- 2. The topic has already been fully selected.
- 3. You have selected the same topic multiple times.

CUSTOM TOPIC

CREATE YOUR TOPIC

You can also create your own "Custom Topic" by checking the check box.



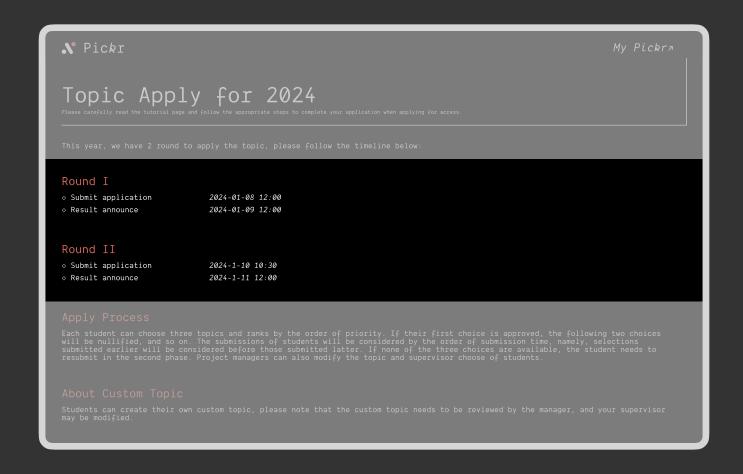
Then you can create your own topic.

* The custom topic needs to be reviewed by the manager, and your supervisor may be modified.

5 SUBMIT SELECTION

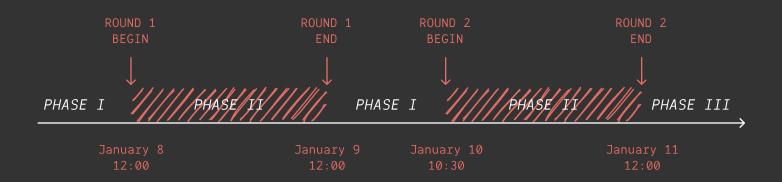
DEADINLE SYSTEM

In the tutorial page, you can find the deadline decided by the system manager.



For example: In round 1, you can start submitting from January 8, 2024, at 12:00 and the submission period ends on January 9, 2024, at 12:00.

In round 2, you can start submitting from January 10, 2024, at 10:30 and the submission period ends on January 11, 2024, at 12:00.



* Please note that the above is just an example to help you understand, and the specific times will be set by the system Manager.

PHASE I

At this time, you cannot submit your selection. The submission page will display a countdown timer reminding you how much time is left until you can submit.

PHASE II

At this time, you need to submit your selection as fast as possible because the allocation of Topics is determined by the order of submission.

PHASE III

Unfortunately, you have missed all the opportunities to submit. Please contact the system manager.

06 CHECK RESULT

SUPERVISOR'S TOPIC

For those students who selected supervisor's topic: After submission, the system will assign you an advisor and Topic. Once the Manager notifies you, you can log in to your account to check. If you are successfully allocated an advisor and Topic, you can see the advisor's information on your personal homepage. If the system indicates that you have failed in this round of selection, please wait for the Manager's notification to make your next choice.

CUSTOM TOPIC

For those students who created their custom topic: Your custom topics will be reviewed by the manager and modified if necessary. When the Manager notifies you, please log in to the system to view the final results.



DESIGN BY CHENGXIN ZHAO 2024

