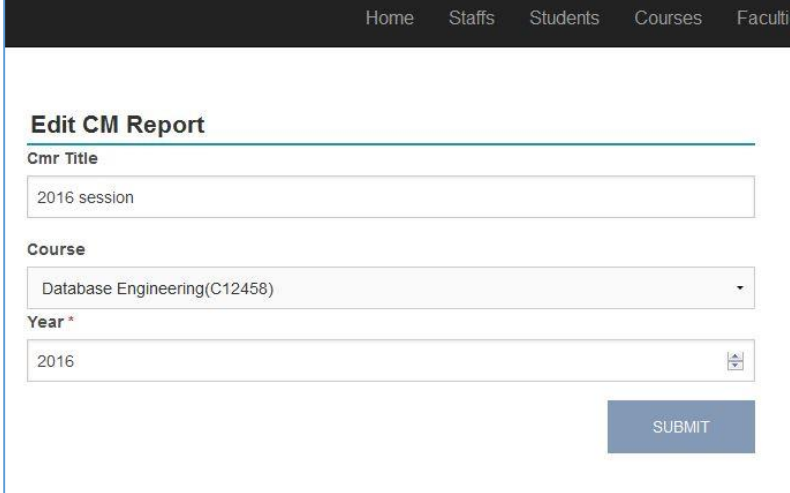


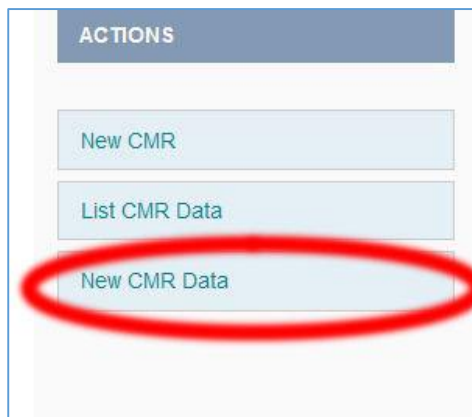
User Manual

1. How to create a CMR

1. Go to Menu -> CMR and then New CMR from side navigation. (Must be a course leader)
2. A form shown in the right side will be displayed. Fill it with appropriate values
3. Then click submit
4. Then go to Menu -> CMR again



The screenshot shows a web application interface with a dark navigation bar at the top containing links: Home, Staffs, Students, Courses, and Faculty. The main content area is titled "Edit CM Report". It contains three input fields: "Cmr Title" with the value "2016 session", "Course" with a dropdown menu showing "Database Engineering(C12458)", and "Year*" with a dropdown menu showing "2016". A blue "SUBMIT" button is located at the bottom right of the form.



5. Click New CMR Data link in the left navigation panel

6. A form something like below will be shown. Please fill in the form with appropriate values. 0-25 mean in this case number of students who scored marks between 0 – 25 for CW1. At the bottom please insert the average marks for course work or exam.
7. Finally click submit

8. You may have to insert multiple times for the report. Because there may be several course works. After inserting all go to Menu -> CMR. Then find your latest report and Click view.
9. Then Click submit now button to finish the report

Course	Database Engineering(C12458)
Course Leader	John Smith
Course Moderator	Joanna Williams
Faculty	IT Department
Submitted Date	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit Now</div>

ar

2. How to make a guest account

1. Log in as an administrator.
2. From dashboard Click Manage Logins.
3. Then in the side navigation click New Staff Login

Add Staff Login

Staff Code *

☐ Special Account(No entry in staffs table)

Password *

Confirm Password

Role

Last Login

SUBMIT

4. A form like this will show up. Add a unique code as staff code, insert valid password.
5. Type the role as 'guest' without quotes.
6. Finally leave the 'Special account' tick box checked.
7. Leave last login untouched then finally click submit.
8. A new guest account will be created.

3. How to register new staff member

1. Log In as an administrator.
2. In the dashboard, click new staff.

Add Staff

Staff Code *

First Name *

Last Name *

Salutation *

Email *

Address *

City *

3. A form like this will be show up
4. Please enter a unique code (E.g. D12457) as staff code.
5. Fill in the other fields respectively.
6. Finally click the submit button at the bottom.

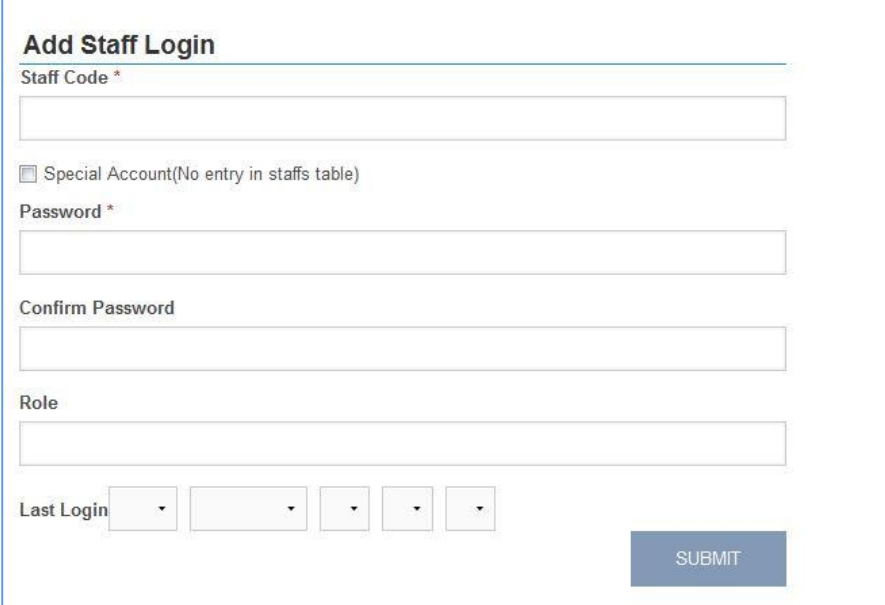
City *

Tel No *

SUBMIT

4. How to create a login for staff

1. Log in as an administrator.
2. From dashboard Click Manage Logins.
3. Then in the side navigation click New Staff Login



The screenshot shows a web form titled "Add Staff Login". It contains the following fields and controls:

- Staff Code ***: A text input field.
- ☐ **Special Account**(No entry in staffs table): A checkbox.
- Password ***: A text input field.
- Confirm Password**: A text input field.
- Role**: A text input field.
- Last Login**: Five dropdown menus for selecting date and time.
- SUBMIT**: A blue button at the bottom right.

4. Enter a code of registered staff member
5. Leave Special account unchecked
6. Enter valid password twice
7. Type a role for new staff login
8. Leave Last login empty
9. Click submit

5. How to approve a CMR (Course Leader)

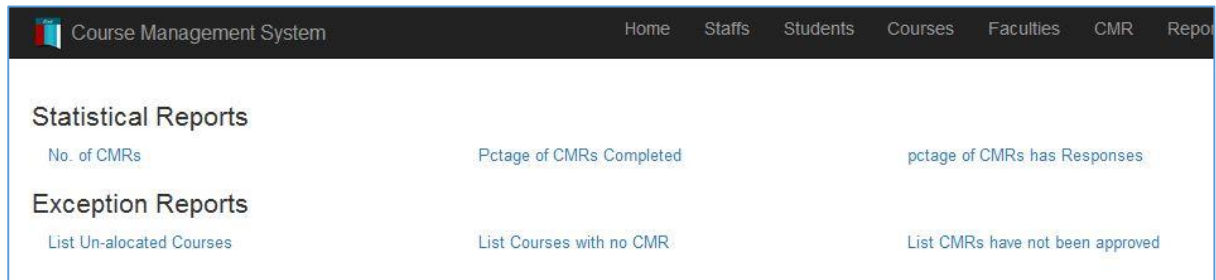
1. Log In as a CM. Go to Menu -> CMR
2. Find a CMR that needs to be approved.
3. Click View
4. At the bottom there's an area where you can enter comment, approve or reject the CMR.
5. After selecting one click save.

6. How to Approve a CMR (DLT)

1. Same as section 5, Log In as DLT and continue

7. How to view statistical reports

1. Log in as administrator
2. Go to Menu -> Reports



The screenshot shows the 'Course Management System' interface. At the top is a dark navigation bar with the system name and a menu containing 'Home', 'Staffs', 'Students', 'Courses', 'Faculties', 'CMR', and 'Reports'. The main content area is divided into two sections: 'Statistical Reports' and 'Exception Reports'. Each section contains three links to specific reports.

Statistical Reports		
No. of CMRs	Pctage of CMRs Completed	pctage of CMRs has Responses

Exception Reports		
List Un-allocated Courses	List Courses with no CMR	List CMRs have not been approved

3. Select report to view from the list