

**University of Education, Winneba** 

**Thesis Tracking System (TTS)** 

**User Manual** 

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#### **About this Manual**

The **Thesis Tracking System (TTS)** User Manual serves as a comprehensive guide designed to assist users in efficiently navigating and utilizing the features of the TTS platform. This system is a web-based solution tailored to manage the entire thesis process, specifically focusing on proposal submissions, chapter reviews, supervisor-student interactions, and real-time monitoring of thesis progress. The manual is intended for various types of users, including students, lecturers, administrators, and deans, each of whom interacts with the system in different ways according to their assigned roles.

This manual provides detailed instructions on how to use the TTS, covering aspects such as user authentication, thesis proposal submission, chapter management, supervisor feedback, progress tracking, and generating comprehensive reports. It aims to streamline the thesis supervision process, enhance communication between students and supervisors, and provide valuable insights to faculty leadership.

### **Key Areas of the Manual:**

- 1. **Introduction**: The manual should begin with an overview of the TTS, explaining its purpose and key functions. It should outline the system requirements for optimal performance, including compatible web browsers and any hardware prerequisites.
- 2. Getting Started: This section should provide step-by-step instructions for logging into the system and navigating the dashboard. It should explain the role-based structure, highlighting the different levels of access granted to students, lecturers, administrators, hods, and deans.
- 3. **Thesis Management**: As the core of the system, this section should detail how users can submit, review, and track thesis proposals and chapters. It should cover the process for students to submit their work, for lecturers to provide feedback, and for administrators to oversee the entire process.
- 4. **User Management**: For administrators, the manual should cover user management tasks such as adding new users, faculty and department, editing user profiles, assigning roles (e.g., student, lecturer, hod, dean), and managing user permissions and also assigning students to their supervisor.

- 5. **Progress Monitoring**: The manual should provide instructions on how to set up and respond to system alerts related to thesis progress, submission deadlines and days of last interaction, and supervisor-student interactions.
- 6. **Reporting and Analytics**: The TTS allows users to generate reports on thesis progress, supervisor performance, and system usage. The manual should explain how to create these reports, customize them with filters, and export or share them in pdf formats.
- 7. **Troubleshooting**: To help users resolve common issues, the manual should include a troubleshooting section that addresses frequent problems such as login difficulties or submission errors. It should also provide contact information for technical support if additional help is needed.

#### **Audience and Use**

The Thesis Tracking System (TTS) user manual is indeed structured to cater to a diverse range of users with varying levels of technical expertise. It is designed to serve students, lecturers, administrators, hods and deans effectively.

For students, the manual provides clear instructions on submitting thesis proposals, uploading chapters, and tracking their progress. These sections are written in a user-friendly manner, making it easy for students with minimal technical experience to navigate the system.

Lecturers can find detailed guidance on reviewing student submissions, providing feedback, and managing their assigned students. The manual offers step-by-step instructions for these tasks, ensuring that lecturers can efficiently use the system regardless of their technical background.

Administrators are provided with advanced system configuration options, including user management, department setup, and system-wide settings. These sections offer in-depth details on system management, catering to users with higher technical proficiency.

Deans can benefit from sections explaining how to generate comprehensive reports, monitor department performance, and oversee the thesis process across multiple departments. The manual provides clear instructions on using these advanced features effectively.

The user-friendly layout and clear step-by-step instructions make the manual accessible for all user types, while also offering deeper insights for those who need more detailed information.

This approach ensures that the TTS can be utilized effectively by all stakeholders in the thesis management process.

## **Purpose**

The **Thesis Tracking System (TTS)** user manual aims to ensure that all users, regardless of their role or technical skill level, can efficiently utilize the system to manage the thesis process, monitor progress, and generate insightful reports. By providing a clear breakdown of system functions and offering troubleshooting tips, the manual helps minimize delays, maximize the effective use of the platform, and enhance the overall management of thesis supervision.

The manual empowers students to submit their work effectively, guides lecturers in providing timely feedback, assists administrators in managing users, faculties and departments, and enables deans to oversee the entire thesis process across their faculty. It offers step-by-step instructions for key tasks such as proposal submission, chapter reviews, and report generation, ensuring that all users can leverage the full capabilities of the TTS.

In conclusion, the TTS User Manual serves as a vital resource for all stakeholders in the thesis process, empowering them to make full use of the platform's capabilities, streamline thesis management, and maintain the efficiency of academic supervision. It plays a crucial role in enhancing communication between students and supervisors, facilitating timely progress tracking, and providing valuable insights to faculty leadership.

### 1.0 Introduction

#### 1.1 Overview

The Thesis Tracking System (TTS) is a web-based application designed to help faculty efficiently manage the entire thesis process, from proposal submission to final chapter approval. The system allows for real-time progress monitoring, supervisor-student interactions, and comprehensive reporting, providing a comprehensive solution for managing multiple departments and students from a single interface.

The TTS streamlines the thesis supervision process by offering:

Proposal submission and review functionality

Chapter-by-chapter submission and feedback mechanisms

Real-time progress tracking for students, supervisors, and administrators

Comprehensive reporting tools for deans and administrators

This system enhances communication between students and supervisors, ensures timely progression of thesis work, and provides valuable insights to faculty leadership. By centralizing all thesis-related activities, the TTS significantly improves the efficiency and effectiveness of academic supervision.

### 1.2 System Requirements

- Web Browser: Compatible with Chrome, Firefox, Safari, or Edge (latest versions).
- **Internet Connection**: Stable connection with a minimum bandwidth of 5 Mbps.
- Hardware: Computers and peripherals must be networked and compatible with the system.

### 1.3 Accessing the System

To access the TTS, open a web browser and navigate to the system's URL provided by your organization. Ensure you have your login credentials ready.

#### 1.4 User Roles and Permissions

The Thesis Tracking System (TTS) has the following user roles and permissions:

- 1. **Admin:** Full access to all system features, including user management, Faculty setup, department setup supervisor assignments, and comprehensive reporting.
- 2. **Dean:** Can view progress across all departments, generate faculty-wide reports, and monitor supervisor performance.
- Lecturer/Supervisor: Can review assigned students' thesis proposals and chapters, provide feedback, and track student progress.

4.	Student: Can submit thesis proposals, upload chapter, view supervisor feedback, and
	track their own progress.

**5.** Each role has tailored access to ensure efficient management of the thesis process while maintaining appropriate levels of oversight and privacy.

# 2. Getting Started

# 2.1.0 Login in as Super Admin

## in the Thesis Tracking System (TTS):

1. Open your web browser and navigate to the TTS landing page.

Dark Mode

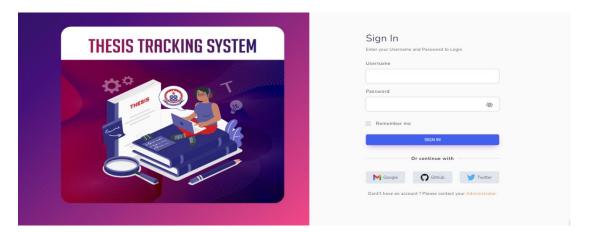


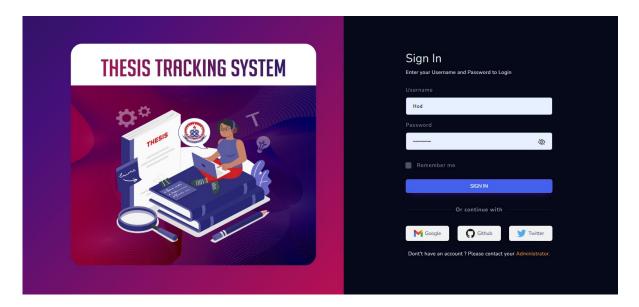
## Light Mode



- 2. Click on the login button located in the top right corner of the landing page.
- 3. You'll be directed to the login page where you can enter your Super Admin credentials.
- 4. Enter your username and password in the respective fields.
- 5. Click the "Sign In" button to access the Super Admin dashboard.
- 6. Once logged in, as a Super Admin, you have full access to create and manage departments, add various users to the system (students, lecturers, hods deans and other admins), and perform other administrative tasks. The Super Admin dashboard provides a comprehensive overview of the entire system and allows for high-level management of

the thesis tracking process across all departments and faculties.

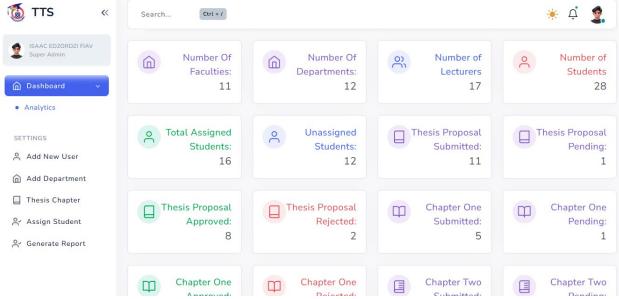




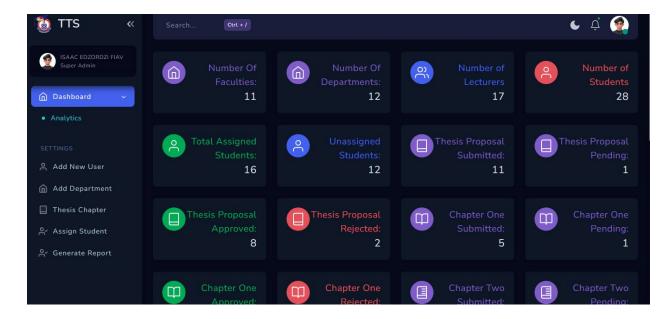
# 2.2.1 Navigating the Super Admin Dashboard

Dashboard Overview: Upon logging in, you will be directed to the Dashboard. This is the central hub where you can see an overview of thesis progress across departments and faculties.

Light Mode



#### Dark Mode



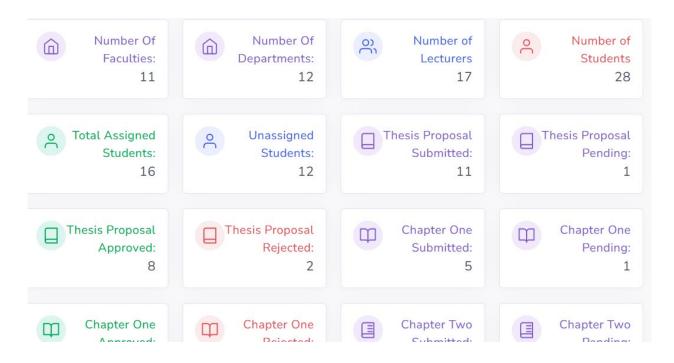
Navigation Menu: Use the side navigation menu to access different sections of the system.

The menu includes options such as:

- 1. Home
- 2. Add New User
- 3. Add Department

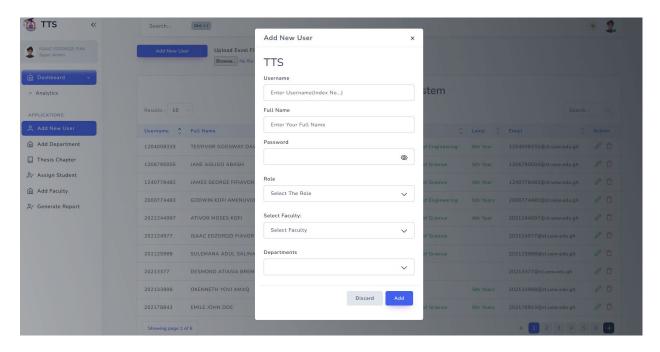
- 4. Add Faculties
- 5. Add Thesis Chapter
- 6. Assign Student
- 7. Generate Reports

**Home:** This is the main dashboard where the super admin can view an overview of the entire system, including key metrics and recent activities across all departments and users

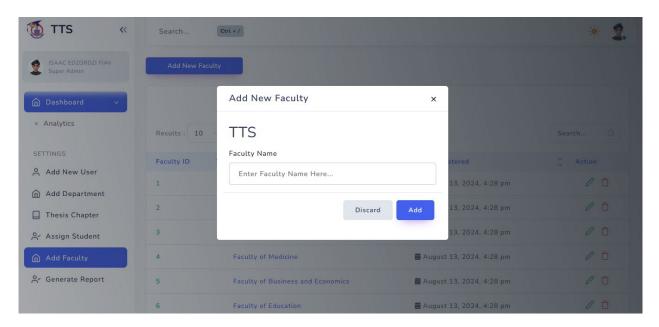


**Add New User**: The super admin can create new user accounts for students, lecturers, hods, deans and other administrators. This involves entering user details, setting roles, and assigning

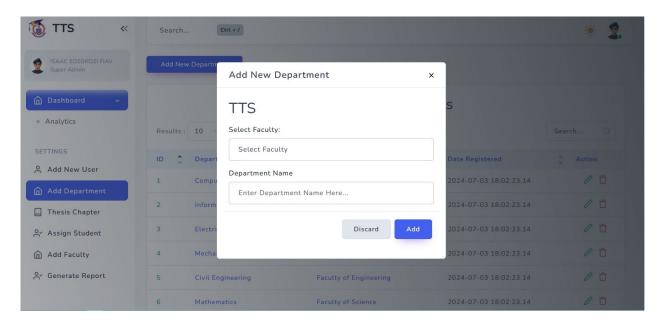
Faculty and departments.



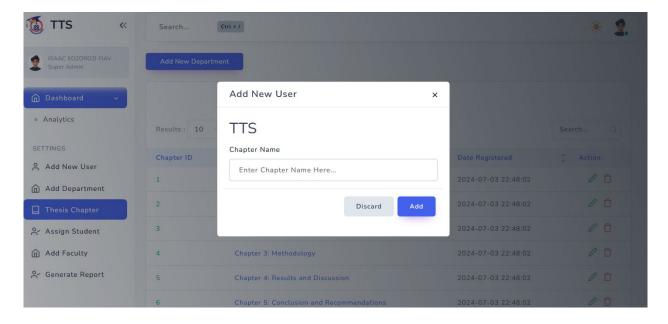
**Add Faculty**: This functionality allows the super admin to create new faculties within the system, specifying faculties' names



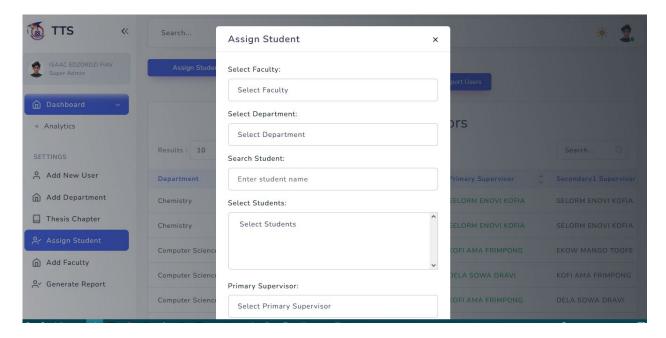
**Add Department**: This functionality allows the super admin to create new departments within the system, specifying department names and it Faculty name.



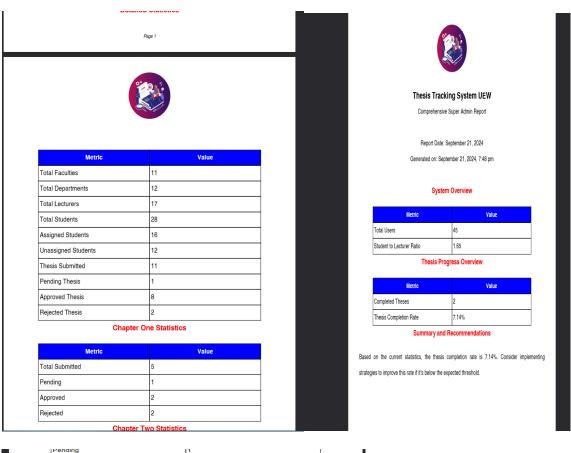
**Add Thesis Chapter:** The super admin can define and configure the different chapters of a thesis that students will need to submit. This may include setting up chapter names

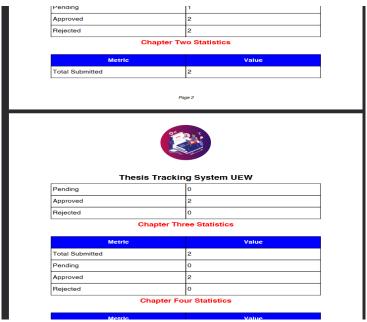


**Assign Student:** This feature enables the super admin to assign students to specific supervisors, ensuring proper management and oversight of each student's thesis progress.



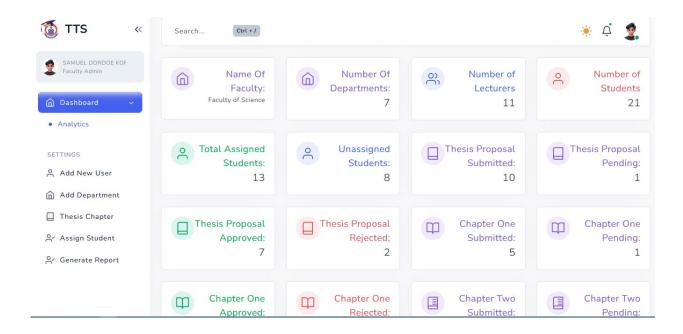
**Generate Reports:** The super admin can create comprehensive reports on various aspects of the system, such as student progress, department performance, and overall system usage. These reports can be customized and exported as needed in pdf format.





2.2.2 Navigating the Faculty Admin Dashboard

Dashboard Overview: Upon logging in, you will be directed to the Dashboard. This is the central hub where you can see an overview of thesis progress across departments and faculties.



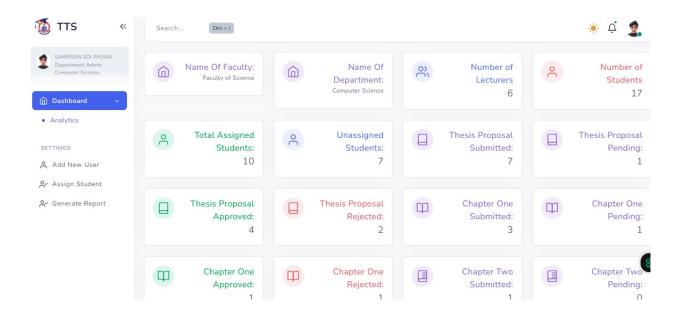
Navigation Menu: Use the side navigation menu to access different sections of the system.

The menu includes options such as:

- 1. Home
- 2. Add New User
- 3. Add Department
- 4. Add Thesis Chapter
- 5. Assign Student
- 6. Generate Reports

## 2.2.3 Navigating the Department Admin Dashboard

Dashboard Overview: Upon logging in, you will be directed to the Dashboard. This is the central hub where you can see an overview of thesis progress across departments.



Navigation Menu: Use the side navigation menu to access different sections of the system.

The menu includes options such as:

- 1. Home
- 2. Add New User
- 3. Assign Student
- 4. Generate Reports

#### **NOTE:**

The main differences between super admin, faculty admin, and department admin in terms of activities are:

## **Super Admin:**

- 1. Has full access to all system features across all faculties and departments
- 2. Can create and manage faculties and departments
- 3. Can add and manage all user types including other admins
- 4. Has access to system-wide reports and configurations
- 5. Can Assign Students to Supervisors in all faculties

## **Faculty Admin:**

- 1. Has access to manage multiple departments within their faculty
- 2. Can add and manage lecturers and students within their faculty
- 3. Can generate reports for their specific faculty
- 4. Cannot create new faculties or access other faculties' data
- 5. Can Assign Students to Supervisors Only in his Faculty

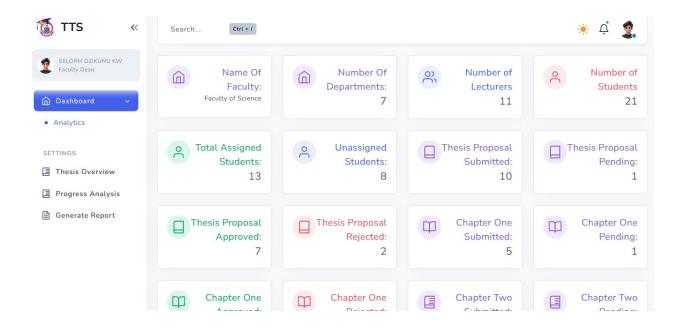
## **Department Admin:**

- 1. Has access to manage a single department
- 2. Can add and manage lecturers and students within their department
- 3. Can generate reports for their specific department
- 4. Cannot access data from other departments or faculties
- 5. Can Assign Students to Supervisors in only his department

The super admin has the broadest scope of control, while faculty and department admins have progressively more focused areas of responsibility within the system.

## 2.2.3 Navigating the Dean Dashboard

Dashboard Overview: Upon logging in, you will be directed to the Dashboard. This is the central hub where you can see an overview of thesis progress across dean's Faculty.

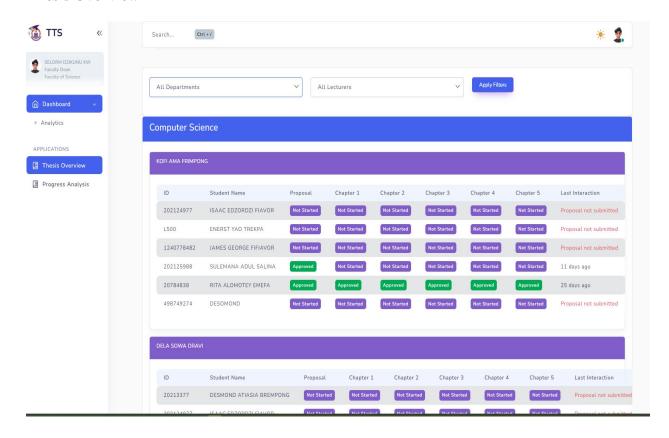


Navigation Menu: Use the side navigation menu to access different sections of the system.

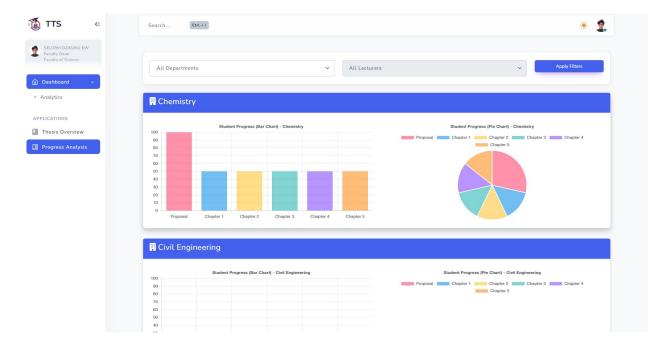
The menu includes options such as:

- 1. Home
- 2. Thesis Overview
- 3. Progress Analysis
- 4. Generate Reports

### **Thesis Overview**



## **Progress Analysis**



## Here are the dean activities in the Thesis Tracking System and their explanations:

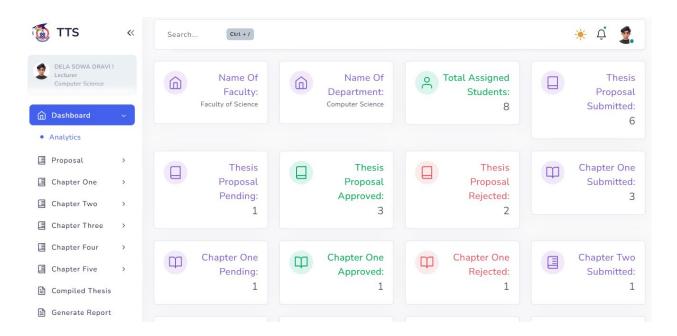
- View Faculty Dashboard: The dean can access a comprehensive overview of all departments within their faculty, including student progress, supervisor performance, and overall thesis statuses.
- Filter Department and Lecturer Data: Deans can use dropdown filters to select specific departments or lecturers, allowing for more focused analysis of thesis progress and performance.
- Monitor Student Progress: The dashboard displays detailed information about each student's thesis status, including proposal and chapter statuses (approved, pending, rejected, or not started).
- 4. Track Supervisor-Student Interactions: Deans can view the last interaction date between supervisors and students, with alerts for interactions older than 30 days.

- 5. Generate Reports: Deans can create and export comprehensive reports on thesis statuses, supervisor performance, and department efficiency.
- 6. Review Department Performance: By analyzing the data presented in the dashboard, deans can assess the overall performance of each department in terms of thesis supervision and completion rates.
- 7. Identify Bottlenecks: The system allows deans to quickly identify any delays or issues in the thesis process across departments or with specific supervisors.
- 8. Access Student and Supervisor Details: Deans can view detailed information about students and supervisors within their faculty, including contact information and academic history.

These activities empower deans to effectively oversee the thesis process across their entire faculty, ensuring efficient supervision and timely completion of student theses.

## 2.2.3 Navigating the Lecturer's Dashboard

Dashboard Overview: Upon logging in, you will be directed to the Dashboard. This is the central hub where you can see an overview of thesis progress as a lecturer.



Navigation Menu: Use the side navigation menu to access different sections of the system.

The menu includes options such as:

## 1. Proposal

- 2. Chapter One
- 3. Chapter Two
- 4. Chapter Three
- 5. Chapter Four
- 6. Chapter Five
- 7. Compiled Thesis
- 8. Generate Reports

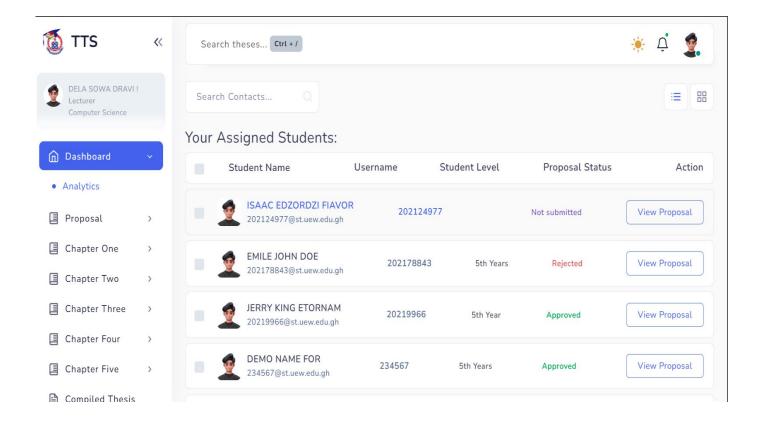
These are the activities of the lecturer in the TTS:

- 1. Dashboard overview
- 2. Viewing assigned students
- 3. Reviewing thesis proposals
- 4. Providing feedback on chapters
- 5. Generating reports
- 1. Proposal: Students can submit their thesis proposals, and lecturers can review and provide feedback on these proposals.
- 2. Chapter One: This section allows students to upload their first chapter, typically the introduction. Lecturers can review and comment on this chapter.
- 3. Chapter Two: Students can submit their literature review chapter here. Lecturers can access and provide feedback on this chapter.
- 4. Chapter Three: This section is for the methodology chapter. Students upload their work, and lecturers can review and comment.
- 5. Chapter Four: Students can submit their results or findings chapter. Lecturers can access and provide feedback on this chapter.
- 6. Chapter Five: This section is for the discussion and conclusion chapter. Students upload their work, and lecturers can review and comment.

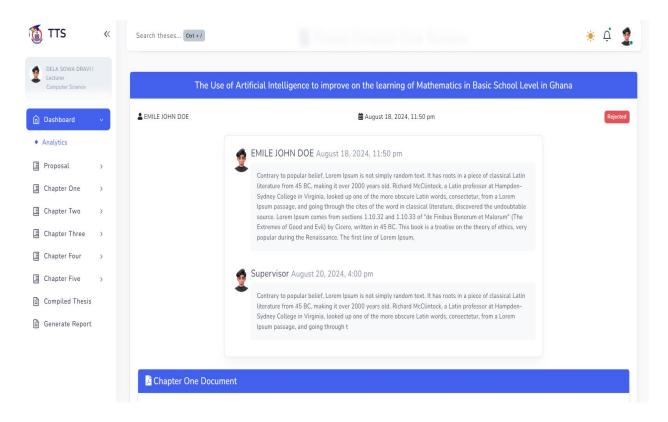
- 7. Compiled Thesis: Students can upload their complete thesis document here, combining all chapters. Lecturers can review the entire thesis as a whole.
- 8. Generate Reports: This option allows users to create various reports on thesis progress, student performance, and other relevant metrics.

Each of these sections provides specific functionality related to that stage of the thesis process, allowing for organized submission, review, and tracking of progress.

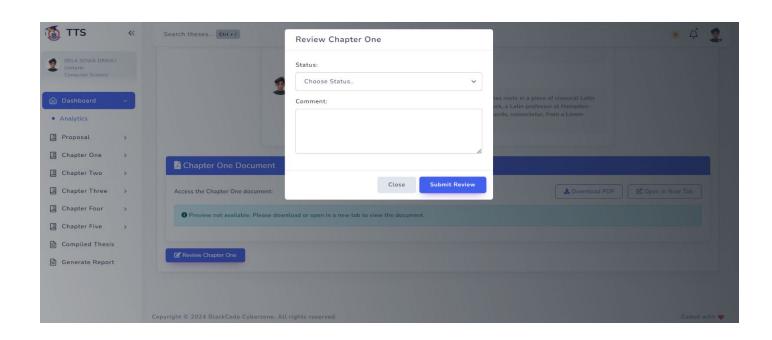
## This is the list of Students Assigned to the Supervisor

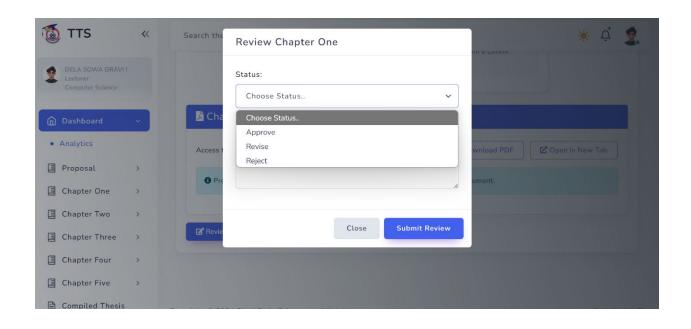


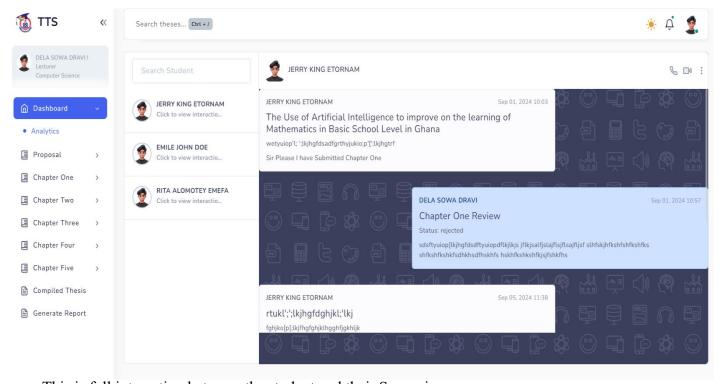
## This is the interaction between the student and his/her Supervisor



This is the review modal for Supervisor to Approve, Reject, Revise and comments



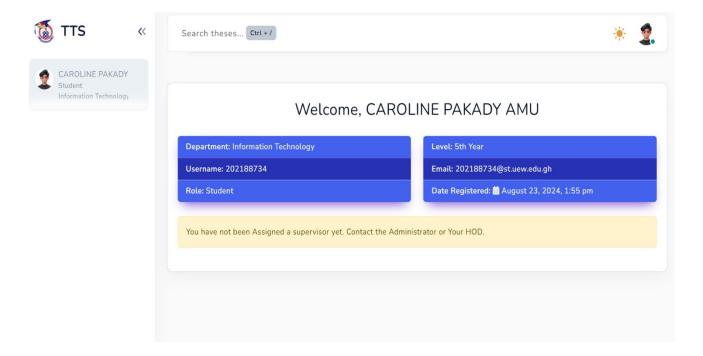




This is full interaction between the student and their Supervisor

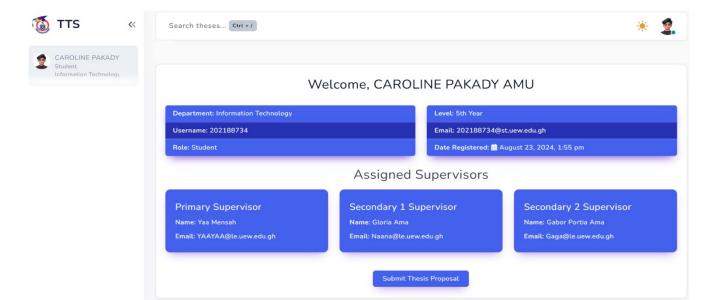
## 2.2.3 Navigating the Student's Page

Upon logging in, you will be directed to the Page. This where the student will see his/her details and assigned Supervisor details. But if you are not assigned any lecturer, only student details will show. Notification also shows saying you have not been assigned a supervisor



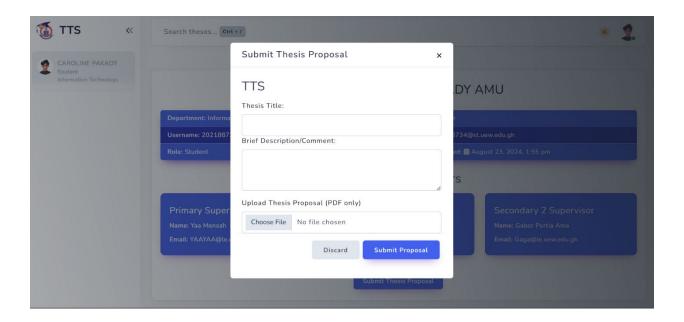
### **Thesis Proposal Submission Form**

Select "Submit Proposal Blue Button" if you haven't submitted one yet



# Filling the Proposal Form

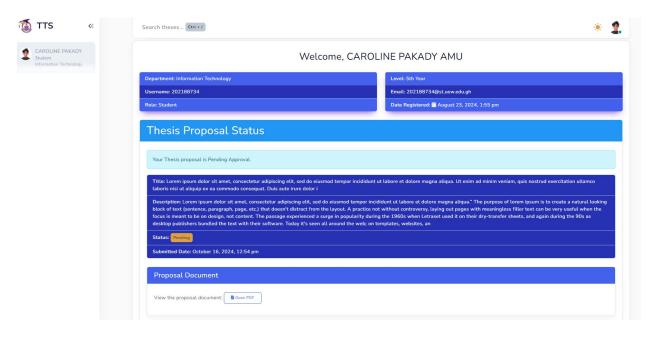
- Enter your thesis title
- Provide a brief description of your research
- Upload any relevant documents (if required)
- Click "Submit Proposal"



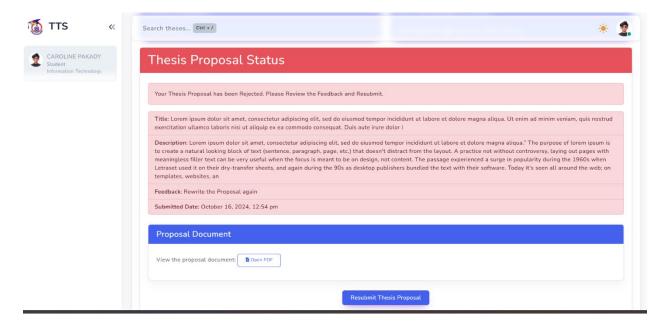
# **Tracking Proposal Status**

- View the status of your proposal
- Possible statuses: Pending, Approved, Rejected, Revise

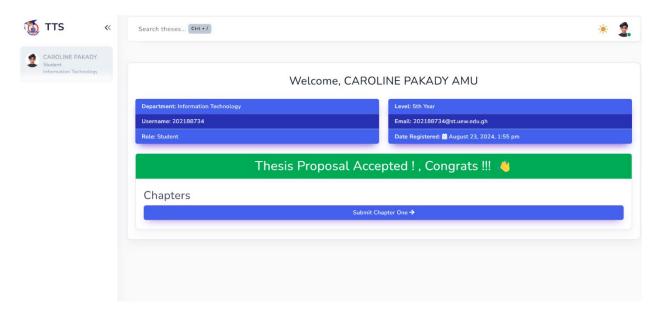
This proposal submission status is Pending



This proposal submission status is Rejected with red color



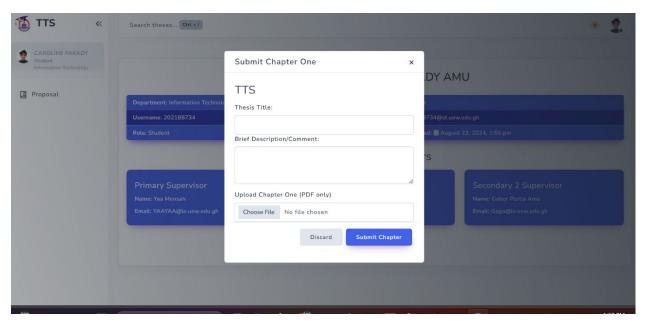
This proposal submission status is Approved with Green background color



## **Chapter Submissions**

**Submitting Chapters** 

- Navigate to "Chapter Submissions" in the main menu
- Select the chapter you want to submit (Chapter 1-5)
- Upload your chapter document
- Add any comments for your supervisor
- Click "Submit Chapter"



**Final Compile Thesis Submission** 

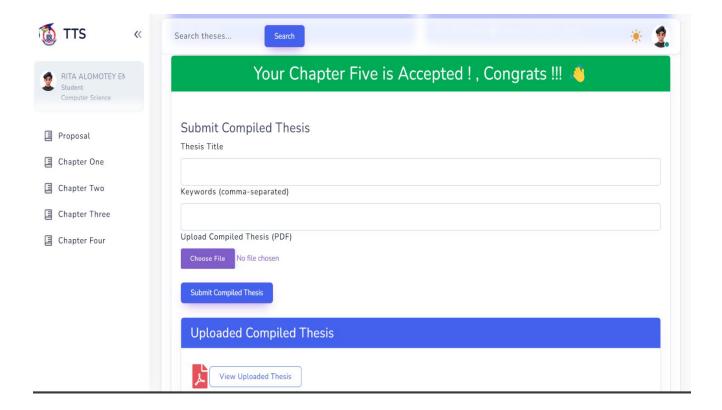
The system automatically checks if all chapters (1-5) and the proposal are approved.

When all components are approved, the "Submit Final Thesis" option becomes available on your page

Upload your complete thesis document (usually in PDF format)

Ensure your document includes all approved chapters, and any required appendices

Double-check that your file adheres to all formatting guidelines



# **Using the Thesis Search Feature**

Accessing the Search Function

Locate the search bar at the top of your dashboard or theses listing page

The search bar is typically labeled "Search theses..."

# Performing a Search

- Click on the search bar
- Type in keywords related to the thesis you're looking for
- You can search by thesis title, student name, or keywords
- Press Enter or click the "Search" button next to the search bar

