


## Guide for Guidance Website

### 1. Login

To log in to the website, your username and password must be registered first by admin. The default credential to log in to the website is your student number as the username and your date of birth in **ddmmyyyy** format as the password. You will be emailed when you could log in to the website.



Log-in to your account

Login

### 2. Profile

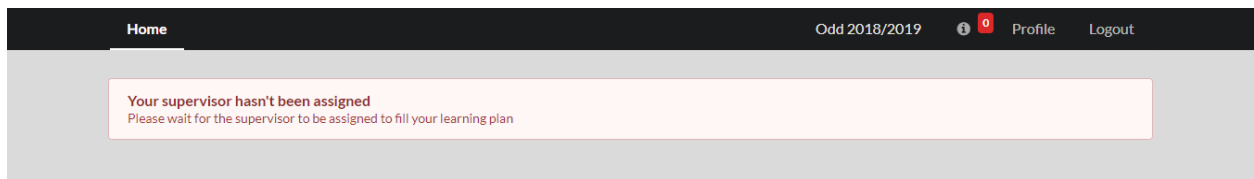
When you already successfully logged in to the system, you will be asked to complete your profile first. You also should change the semester into some available semester.

Home Change Semester Profile Logout

You Must Complete Your Profile First!

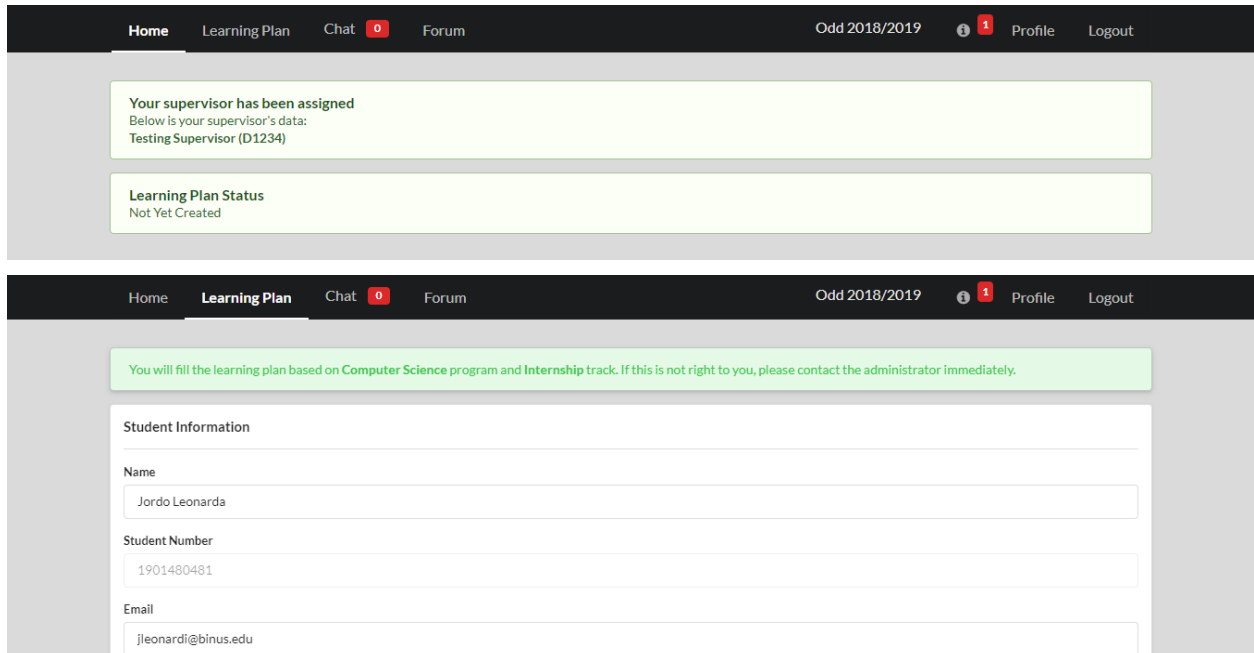
- Phone must be filled
- Address must be filled

After completing your profile, you should wait for the supervisor to be assigned.



After the supervisor has been assigned you could start filling the learning plan.

### 3. Learning Plan

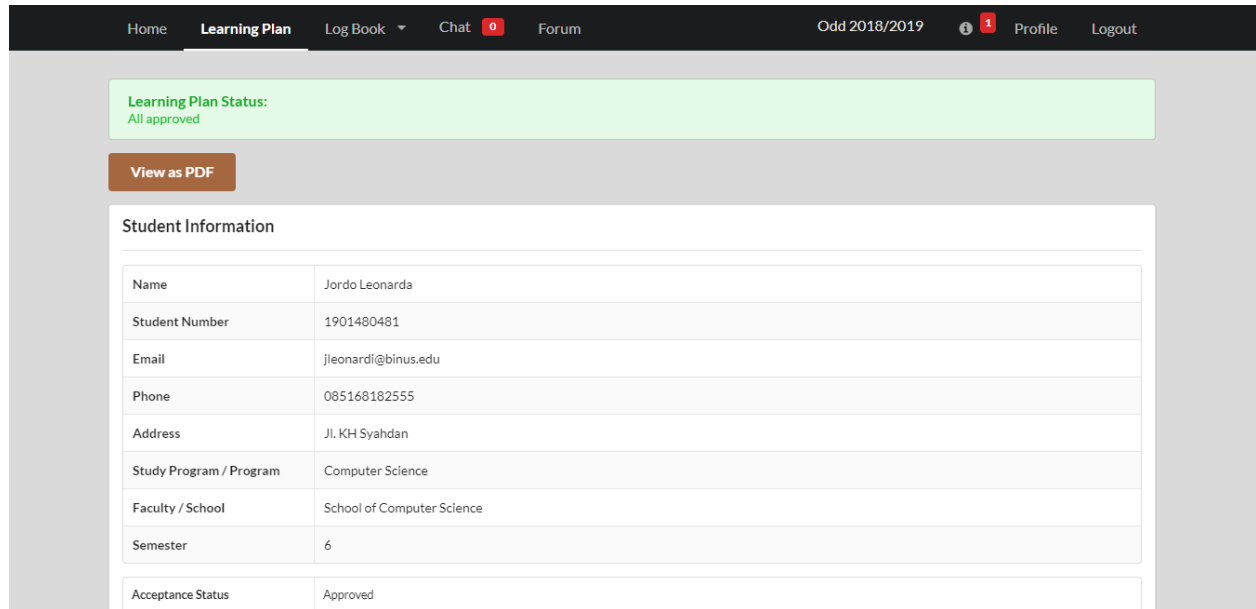


When filling the learning plan, please check the notification above that shows your track and program, if the data is incorrect, you should contact the admin immediately to update your data.

You will fill all the sections in the learning plan except for the learning objectives, which will be filled by the supervisor after you submit the learning plan. When the learning plan is submitted, it will be sent to the supervisor and the supervisor will check the student information, employer information, and enrichment information and will approve/reject the data. If the data is rejected, you will be asked to edit the learning plan. If the data is approved, the supervisor will fill the learning objectives and the learning plan will be sent to the company for their approval.

For the company, they also could approve or reject the learning plan. If the learning plan is rejected, your supervisor will be asked to review the learning plan. If the learning plan is approved, it will be sent to the head of program based on your program.

When you receive the approval from the head of program, you could export the learning plan as a pdf and the learning plan could not be edited anymore.

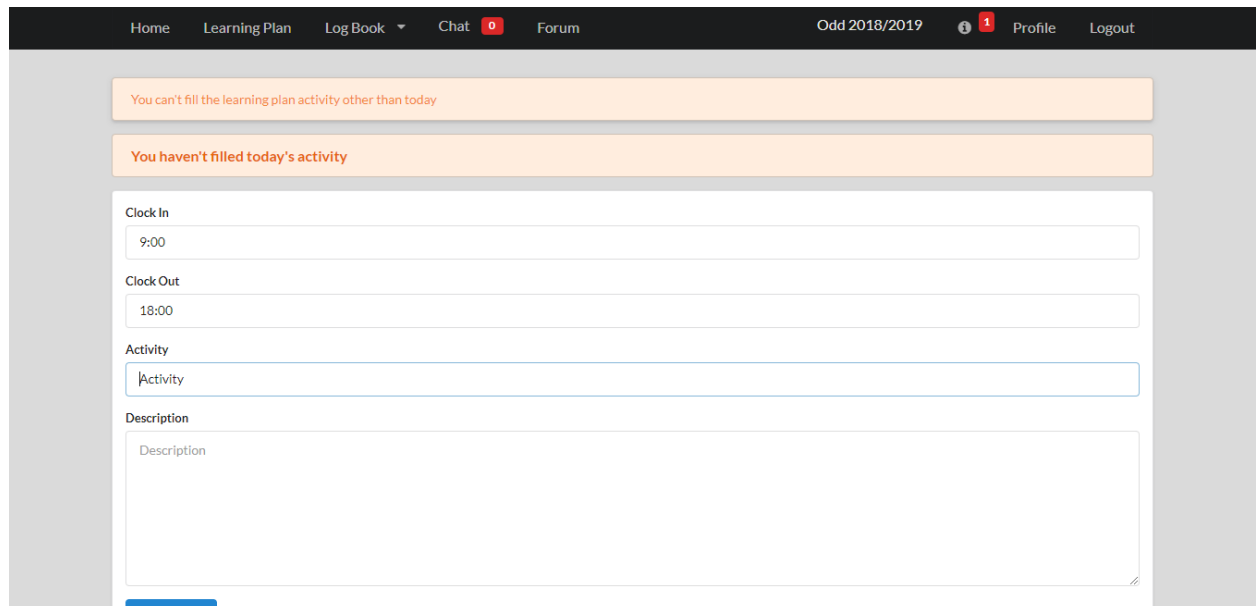


The screenshot shows a web interface with a dark navigation bar at the top containing links: Home, Learning Plan, Log Book, Chat (with a red notification bubble), and Forum. On the right side of the navigation bar, it displays 'Odd 2018/2019', a user icon with a red notification bubble, 'Profile', and 'Logout'. Below the navigation bar, a green status bar reads 'Learning Plan Status: All approved'. Underneath this, there is a brown button labeled 'View as PDF'. The main content area is titled 'Student Information' and contains a table with the following data:

|                         |                            |
|-------------------------|----------------------------|
| Name                    | Jordo Leonarda             |
| Student Number          | 1901480481                 |
| Email                   | jleonardi@binus.edu        |
| Phone                   | 085168182555               |
| Address                 | Jl. KH Syahdan             |
| Study Program / Program | Computer Science           |
| Faculty / School        | School of Computer Science |
| Semester                | 6                          |
| Acceptance Status       | Approved                   |

#### 4. Log Book

You could fill the log book shortly after you created the learning plan. You could only fill the log book activity for the current day, so make sure you filled it every day.



The screenshot shows the 'Log Book' page in the same web interface. The navigation bar is identical. Below it, there are two orange warning messages: 'You can't fill the learning plan activity other than today' and 'You haven't filled today's activity'. The main form contains the following fields:

- Clock In:** A text input field with the value '9:00'.
- Clock Out:** A text input field with the value '18:00'.
- Activity:** A text input field with the value 'Activity'.
- Description:** A large text area with the placeholder text 'Description'.

On the view learning plan page, you could see all the log book activities, and the log book data. The log book data could be changed anytime. You could also export the log book as pdf on this page, you can generate the pdf anytime as well.

February

| Date            | Clock In | Clock Out | Activity | Description | Acceptance                        | Action |
|-----------------|----------|-----------|----------|-------------|-----------------------------------|--------|
| Fri, 01/02/2019 | 9:00     | 18:00     | Working  | Debugging   | Waiting to be Reviewed by Company |        |
| Sat, 02/02/2019 |          |           |          |             | Not Yet                           |        |
| Sun, 03/02/2019 |          |           |          |             | Not Yet                           |        |
| Mon, 04/02/2019 |          |           |          |             | Not Yet                           |        |
| Tue, 05/02/2019 |          |           |          |             | Not Yet                           |        |
| Wed, 06/02/2019 |          |           |          |             | Not Yet                           |        |
| Thu, 07/02/2019 |          |           |          |             | Not Yet                           |        |
| Fri, 08/02/2019 |          |           |          |             | Not Yet                           |        |
| Sat, 09/02/2019 |          |           |          |             | Not Yet                           |        |

Student Log Book Information

Export

Enrichment Information

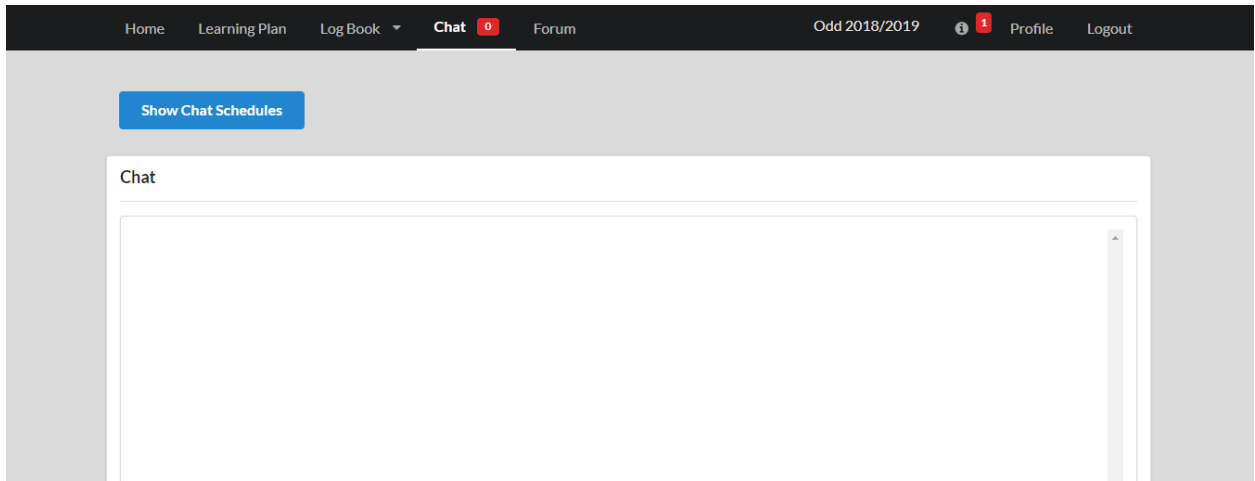
|                          |                            |
|--------------------------|----------------------------|
| Enrichment Place         | Binus University           |
| Enrichment Place Address | KH Syahdan                 |
| Study Program / Program  | Computer Science           |
| Faculty / School         | School of Computer Science |
| Enrichment Track         | Internship                 |

Student Information

|                  |                |
|------------------|----------------|
| Student Number   | 1901480481     |
| Student Name     | Jordo Leonarda |
| Student Address  | Jl. KH Syahdan |
| Home Telephone   |                |
| Office Telephone | 0123123123     |

The log book activities will be sent to company every Monday and it will be sent to supervisor on the 1<sup>st</sup> until 5<sup>th</sup> day on the next month. Your supervisor could approve the log book only after the company had approve it.

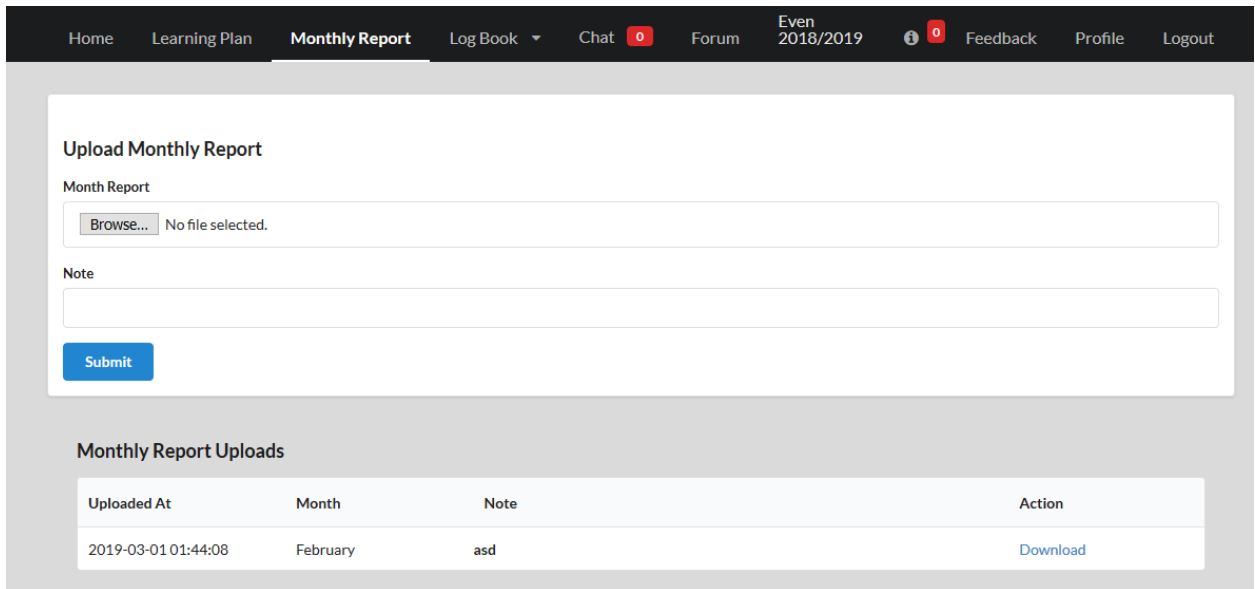
## 5. Chat



In this page, you could do the guidance process with you supervisor and another student that have the same supervisor. There are also chat schedules that could be created by your supervisor. The chat schedule is used to note the time that you should be available on the chat room by your supervisor.

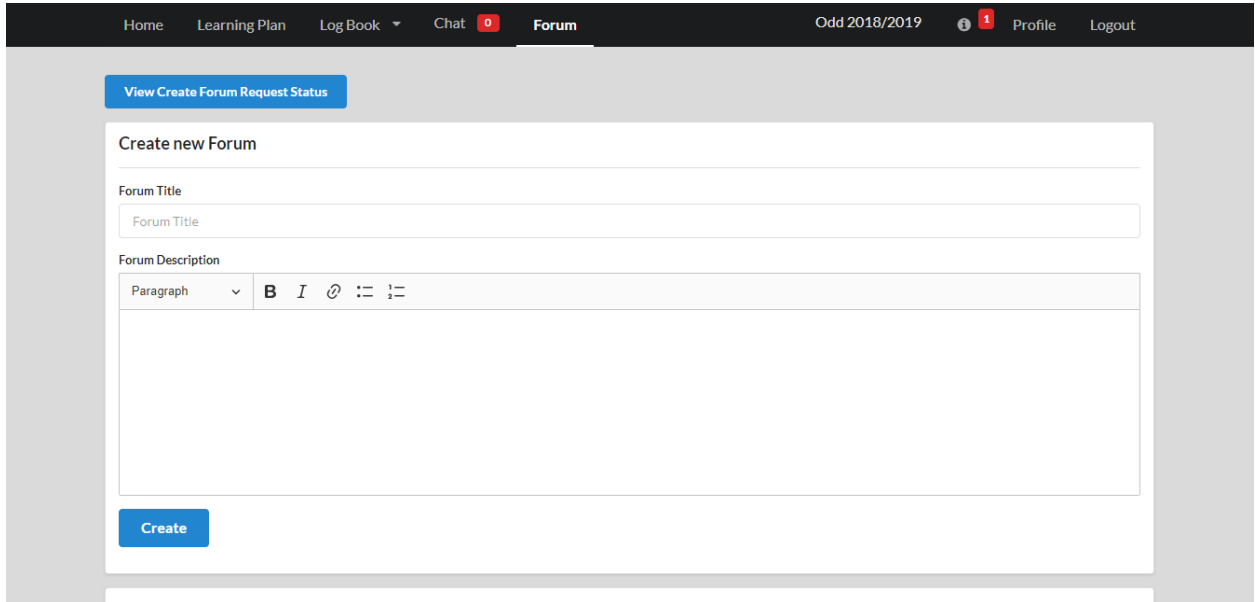
## 6. Monthly Report

You could upload a monthly report that will be send to your supervisor. The learning plan must be submitted before the 5<sup>th</sup> of the next month.



## 7. Forum

In this page, you could view and reply the forum created by admin. You could also create a forum, but it will first need to be approved by admin first before it could appear on the forum list.



The screenshot shows a web application interface for creating a new forum. At the top, there is a dark navigation bar with links: Home, Learning Plan, Log Book (with a dropdown arrow), Chat (with a red notification bubble containing '0'), Forum (highlighted), Odd 2018/2019, a user icon with a red notification bubble containing '1', Profile, and Logout. Below the navigation bar, there is a light gray header area with a blue button labeled 'View Create Forum Request Status'. The main content area is a white box titled 'Create new Forum'. It contains a 'Forum Title' input field with the placeholder text 'Forum Title'. Below that is a 'Forum Description' section with a rich text editor. The editor has a dropdown menu set to 'Paragraph' and a toolbar with icons for bold (B), italic (I), link (🔗), bulleted list (☰), and numbered list (1=). The description area is a large empty text box. At the bottom left of the white box is a blue 'Create' button.

## 8. Feedback

You could give some feedbacks or bug reports to developer. You could also provide the error message (if there is any). Your feedback status will change according to the developer's response.

Input Feedback

Content

Type

Feedback ▾

Upload Image(Optional):

Browse...

No file selected.

Submit

My Feedbacks

| Created At          | Content                      | Type | Image                 | Status  |
|---------------------|------------------------------|------|-----------------------|---------|
| 2019-03-01 02:11:07 | Error change profile picture | Bug  | <a href="#">Image</a> | Pending |