



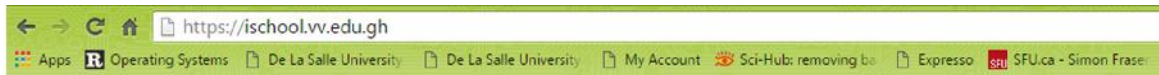
This manual is to guide you in the usage of our first class solution offering *iSchool*™.

## Lesson

- Register for courses each semester
- Prepare financial plan for each semester
- Check and print scholastic reports
- Check and print registration slip
- Check and edit portions of your
- demographic information
- View course lecturers for a particular semester
- Check and print examination permits
- Apply for graduation, hostel accommodation, and change of program
- Send suggestion to various offices on campus
- View response on complaints sent and other notices required.
- Online Notice Board.

## HOW TO ACCESS THE iSCHOOL

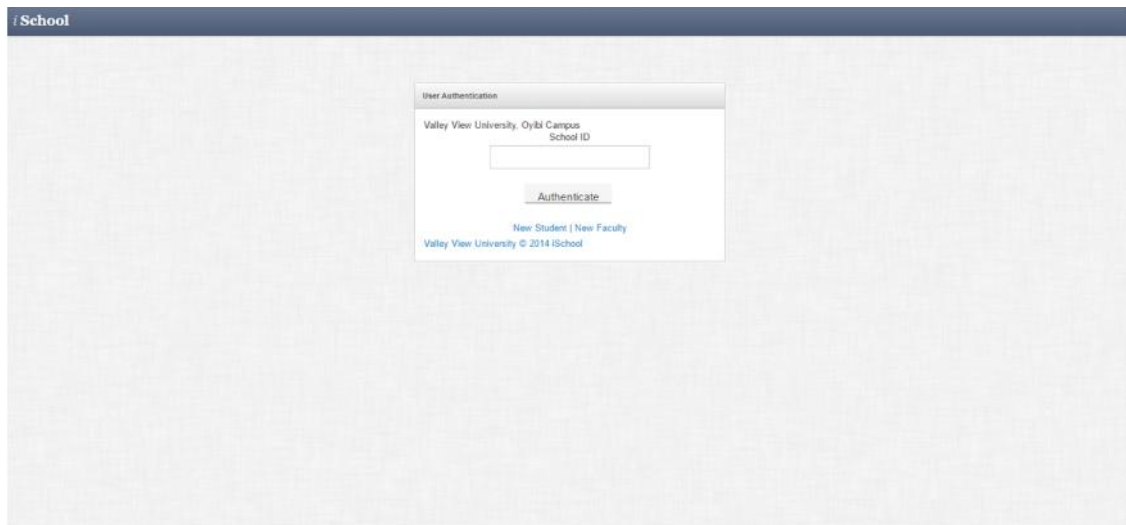
To get access to iSchool, you will need the name URL. You just load the browser of your choice and type in the address bar <https://ischool.vvu.edu.gh> .



Note: your System Administrator will give you the address or check the notice Board for the address.

- <https://ischool.vvu.edu.gh> This address/URL works both when you are on-campus and when you are off campus.

After pressing enter, a screen similar to the screen below will appear if you got the address correct.



Enter School ID Number that was provided in your admission letter as shown below. Your school ID in this case will be your Student ID Number. If this is your first time of accessing the system, you will need to skip this step and go to Step 2.

**NB:** Your School ID, is your student ID number, enter it and authenticate to proceed to your portal.

If you have however created your account but your “User ID does not exist!” then please make sure to type your school ID correctly and re – authenticate.

**User Authentication**

Valley View University, Oyibi Campus  
School ID

208it01002674


[Authenticate](#)

[New Student](#) | [New Faculty](#)

Valley View University © 2014 iSchool

It takes you to another page where you enter your password, if your username is authentic.

Version 1.0



**Sign In**

User ID: 208IT01002674

Password:

☐ Remember me next time.

[Forgot Password?](#)

[Log In](#)

iSchool is an Integrated Tertiary Management System by VVU ITS.

If this is your first time of accessing iSchool, you will need to create your account, to do so, click on the “New Student” link.

User Authentication

Valley View University, Techiman Campus

School ID

[click on New Student](#)

Authenticate

[New Student | New Faculty](#)

Valley View University © 2014 iTechiman

You will be presented if a screen similar to what appears below;

Create Your Student Account	
Student ID:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
E-mail:	<input type="text"/>
If You Should forget your password	
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>
<input type="button" value="Create Account"/>	

Enter a value for all the fields, enter your student ID, provide a password which you will use any time you want to log in. (Please take time to think about this and create a password which you can easily remember, the password is case sensitive i.e. Password is not the same as password or PASSword).

+

Fill in all the details, since they are all required, enter **N/A** for not applicable areas. Make sure entered student ID correspond to your student ID.

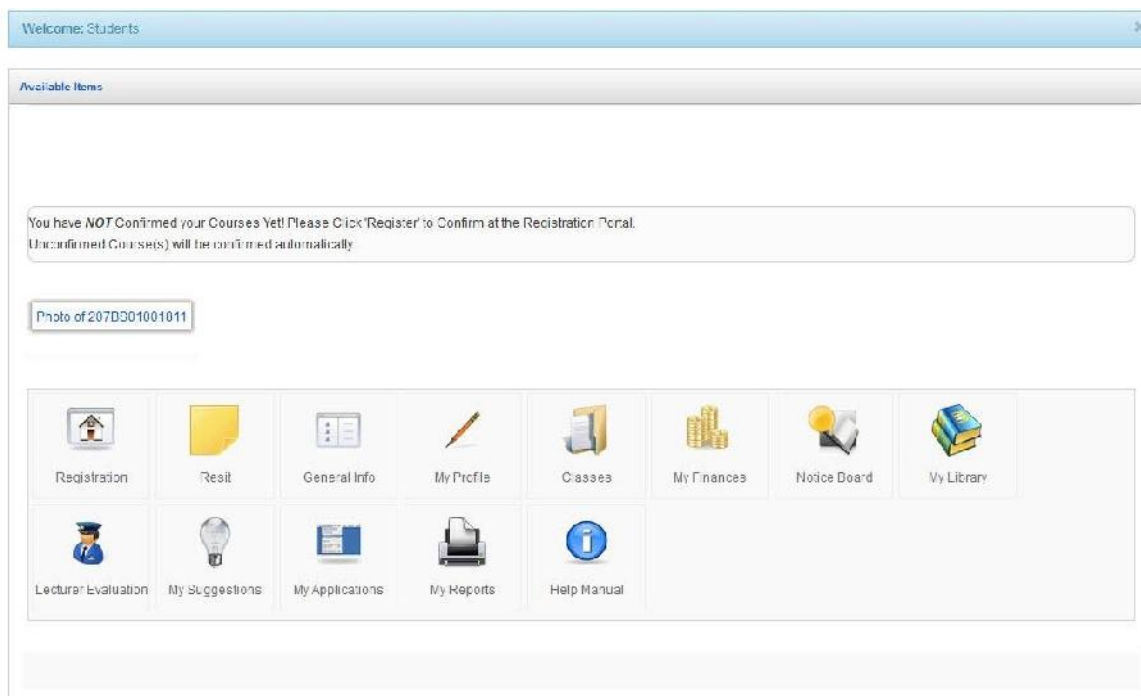
The security question and answer will help you to recover your password if you should forget it; therefore you should ask and answer appropriately while at the same time ensuring that others cannot answer the security question easily to get access to your account. (Questions like “what is your name” is very easy to guess so please ask an appropriate question).

Click on “**Create account**”, after you have filled all the columns.

If your Student ID is authenticated that it exists and that you don’t already have a System Account, iSchool will automatically identify who you are and allow you to proceed to login.

Then provide your student ID and your password pair to gain access.

The system will then direct you to the Student portal, if your student ID and password pair is authentic. The Student portal is similar to the figure below.



## STUDENT FINANCIAL PLAN PREPERATION

To be able to register you will need to firstly prepare your financial plan.

The Financial plan menu requests your residential status, type of feeding (if you are residential) and then the total number of credits you are taking for the current semester/session

### Step 1

Click **Fill Residential Status** to allow you to choose your residential status

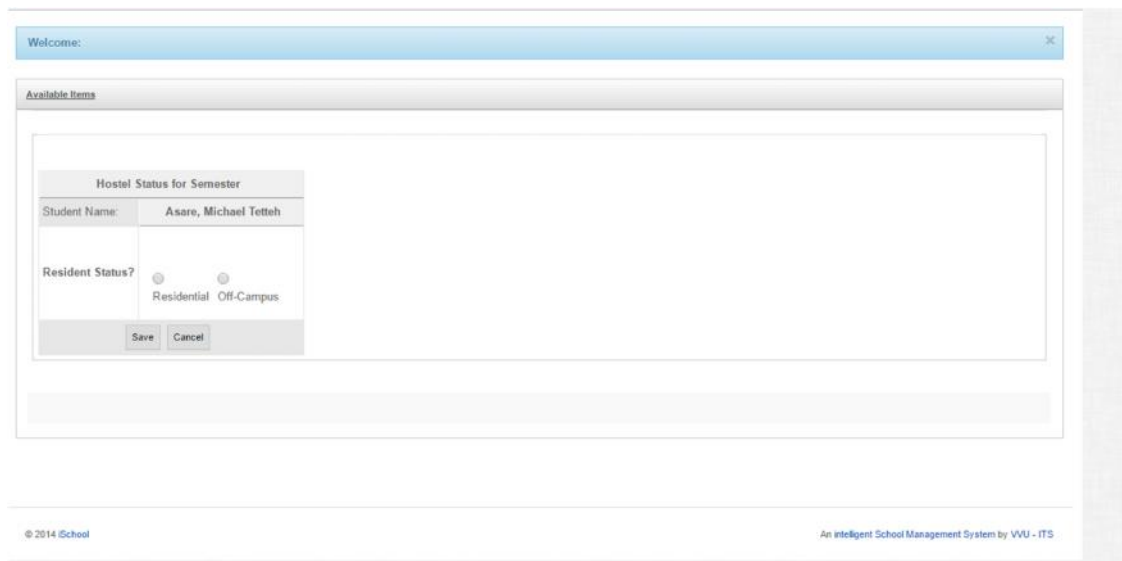


The screenshot shows a web interface with a 'Welcome:' header and an 'Available Items' section. Below this, a message states: 'Your Resident Status is not Known for First Semester | Trimester, 2016/2017. [Fill Residential Status](#)'. A red arrow points from a text box that says 'Click this link to setup your financial plan' to the 'Fill Residential Status' link.

In the above diagram you click **Fill Residential Status** to allow you to choose your residential status

### Step 2

You will be taken to where you choose your Hostel Status. Select Residential if you plan to stay on campus or select off-campus if you plan to stay off-campus



The screenshot shows a form titled 'Hostel Status for Semester'. It contains the following fields and options:

Hostel Status for Semester	
Student Name:	Asare, Michael Tetteh
Resident Status?	<input checked="" type="radio"/> Residential <input type="radio"/> Off-Campus
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

At the bottom of the page, there is a copyright notice: '© 2014 iSchool' and a footer: 'An Intelligent School Management System by VVU - ITS'.

### Step 3

If you select residential you will be asked to choose your hostel and room number and Feeding Type.

Welcome:

Available Items

Hostel Status for Semester

Student Name:
Asare, Michael Tetteh

Resident Status?
☒ Residential
☐ Off-Campus

Hostel:
J.J Norley

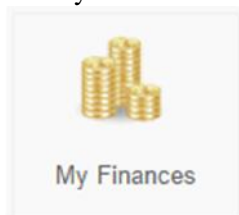
Room No:

Feeding Type:
Full Feeding

Save
Cancel

## Step 4 to

Once you are done with your accommodation you click home and then click **My Finances**



## Step 5

The My Finances icon will take you to another screen where you will see the following icons. You then select **Financial Plan**



## Step 6.

You will see the screen below. You click Edit and select the number of credit hours and tick hostel charges if necessary.

Financial Plan for First Semester   Trimester, 2017/2018	
Balance B/F:	42.95
Tuition Fee:	0
Hostel Charges:	0
Other Charges:	
Other Charges:	0
01 Sem 17-18 Fees Charged: GHC 0	
<input type="button" value="Print"/> <input type="button" value="Edit"/>	

Once you click submit after inputting your credit hours. You will be taken back to the Financial Plan summary sheet.

Anticipated Credit Hours

☒
Add Hostel Charges

## STUDENT REGISTRATION

You must register for all courses you will be offering in the stipulated registration period, registration is for a particular time and iSchool will refuse any registrations that go beyond the stipulated registration period.



To register, click on “Register” on the left main navigation side or you can click the “Registration” icon on your home page. If you have NOT fulfilled your financial obligations, iSchool will NOT allow you to proceed so please make sure that you have settled all financial obligations or the minimum financial obligations to register.

You should select your Level and Semester. Press the submit button, a message will pop-up asking you if you are sure of the Level and the semester, press on OK to start your registration.

If you fail any further authentication issues from here, the system will inform you so you can take the appropriate steps.

NB: You cannot register if you have already been registered in the current academic semester



Student Levels

Level: 200

Semester: Second

Submit

Are you sure you sure about your semester and level?

OK

Cancel

Label

Click on "Register" When You are done with Course Selection: 

Button

If all checks are satisfied, you can then select the Courses you will be offering in the particular “Semester.” Make sure you have passed the pre-requisites for the various courses you will be offering in the particular semester

Student Levels

Level: 100

Semester: Second

Submit

Registered Courses

Click on "Register" When You are done with Course Selection: 

Register

Search by Course Name or Course Code:

Search

Clear Search

Course No	Course Name	Credit	Group	Add
INFT 240	ADV. PROGRAMMING WITH APPLICATIONS DEVT.	3	Group A	Add
INFT 361	DESIGN AND THEORY OF ALGORITHMS	3	Group A	Add

## Adding Courses

To select a course to add to the courses you will be offering, identify the course from the list(s) below and click on the “add” link which is in line with the course.

Courses you have added to your basket will be shown up in the Selected/Registered Courses list.

## Removing/Deleting Courses

If you mistakenly selected a course you will not offer, just click on the “Remove” link which is associated to that particular course. This action will make sure to remove the affected course from your basket.

You can stop and logout at this point and continue at another time, you should however note that, you are NOT registered at that time until you have confirmed your courses. However, all unconfirmed courses which has been selected will be lost when the registration period ends.

This is done automatically so make sure you confirm your courses as soon as possible if there's no other change in sight.

## Confirming your Course

To confirm your selected courses, please click on the “Register” button. This will alert you on whether you are sure you want these courses you have selected to be confirmed.

Note also that, you cannot make any change to your registered courses after they have been confirmed by yourself. After confirmation or registration all changes concerning your registration will have to be done by the appropriate office.

The screenshot displays the iSchool registration interface. At the top, a table titled "Registered Courses" lists two courses: INFT 240 (ADV. PROGRAMMING WITH APPLICATIONS DEVT.) and INFT 301 (DESIGN AND THEORY OF ALGORITHMS), both with 3 credits and Group A. Below this table is a "Register" button. A red callout bubble points to the button with the text "Click on Register". Below the button is a search bar with the placeholder text "Search by Course Name or Course Code:" and a "Search" button. At the bottom, a table shows the same two courses with a dropdown menu for the group and an "Add" button for each.

Course No	Course Name	Credit	Group	Drop
INFT 240	ADV. PROGRAMMING WITH APPLICATIONS DEVT.	3	Group A	Drop
INFT 301	DESIGN AND THEORY OF ALGORITHMS	3	Group A	Drop

Click on "Register" When You are done with Course Selection.

Register

Search by Course Name or Course Code:  Search Clear Search

Course No	Course Name	Credit	Group	Add
INFT 240	ADV. PROGRAMMING WITH APPLICATIONS DEVT.	3	Group A	Add
INFT 301	DESIGN AND THEORY OF ALGORITHMS	3	Group A	Add

Immediately after confirmation/Registration, iSchool will automatically present you with your Certificate of Registration. This certificate will bear all details that are necessary to be identified as a registered Student in the Academic year.



## Valley View University, Techiman Campus

### Certificate of Registration

#### Student Information

#Id: 219BS02000012 Reg. Date: 25-September-2014  
Campus: Techiman Level: 300 || Semester: First  
Mode: Regular Section: Morning  
Major: Human Resource Management Minor: -

#### ADDAA ROSE BENEWAA

Dept.: DBA School Year: First, 2014/2015  
Programme: BBA HUMAN RESOURCE MANAGEMENT

Course ID	Course Title	Credit Hours
BSAD 305	BUSINESS RESEARCH METHODS [Group A]	3
BSAD 325	BUSINESS COMMUNICATION [Group A]	3
BSAD 341	BUSINESS LAW I [Group A]	3
HRMA 315	MANPOWER PLANNING [Group A]	3
HRMA 325	HR TRAINING AND DEVELOPMENT [Group A]	3
Total Credit		15

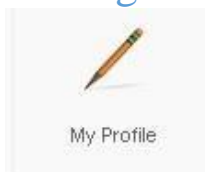
Signed By: Student

Registry

This certificate will be pre-signed by the Registrar; you will need to sign your part of the slip and keep. In any change, or queries concerning your registration, you will have to present this slip.

**NB:** If you did not print the registration slip immediately, you can print it at another time. However, if your selected courses have not been confirmed, you cannot print this Certificate. So to get your registration slip, you should have registered for the semester.

## Editing Your Profile



To change certain information about you, click on “My Profile” link and a screen similar to the one below will display. Enter and Edit your Profile.

**NB:** You cannot only edit your name and date of birth of your demography, if you want to edit these portions, you will need to contact the appropriate office for that change to be made.

<a href="#">Home</a>	<a href="#">Register</a>	<a href="#">Reports</a>	<a href="#">Profile</a>	<a href="#">Library</a>	<a href="#">Classes</a>	<a href="#">Lecturer Evaluation</a>	<a href="#">My Finance</a>	<a href="#">Applications</a>	<a href="#">Complaints</a>	<a href="#">Replies</a>	<a href="#">Notice</a>
Welcome:											
Available Items											
<div><div><div><div><div><b>Personal Details</b></div><div><div><div>Title:</div><div><div>Mrs.</div><div>▼</div></div></div><div><div>Surname/Family Name:</div><div><div>Addae</div></div></div></div><div><div><div>First Name:</div><div><div>Rosé</div></div></div><div><div><div>Other Names:</div><div><div>Benewaa</div></div></div></div><div><div><div>Gender:</div><div><div><input type="radio"/> Male <input checked="" type="radio"/> Female</div></div></div><div><div><div>Marital Status:</div><div></div></div></div></div><div><div><div>Date of Birth:</div><div><div>28-Nov-1968</div><div></div></div><div><small>(dd-mm-yyyy)</small></div></div><div><div><div>Social Security:</div><div><div>45762929</div></div></div></div><div><div><div>Place of Birth:</div><div></div></div><div><div><div>Nationality:</div><div><div>Ghana</div></div></div></div></div></div></div><div></div></div></div></div><div data-bbox="232 1358 1307 1434" data-label="Text"><p>You can use the same page to change details about your sponsor or even your last institution attended. To do so, click on “Guardian” link, or “Institution” link as you would like to go.</p></div></div>											

Sponsor/Guardian Details			
Title:	Ps. <input type="text"/>		
Full Name:	Mensah Frederick		
Relationship:	Husband <input type="text"/>		
Occupation:	Pastor <input type="text"/>	Address:	BOX R4336 KUMASI <input type="text"/>
Mobile:	0204341120 <input type="text"/>	Telephone:	<input type="text"/>
Fax:	<input type="text"/>	Email:	fredmensz45@yahoo.co.uk <input type="text"/>
Emergency Contact Details			
Emergency Contact Person	<input type="text"/>		
Emergency Phone:	<input type="text"/>	Emergency Email:	<input type="text"/>
Previous		Next	

The General Info or Statistics tells you about how other pertinent information about you is recognized by this institution. This is for information purposes only and does not serve any other purpose, It tells you whether the institution recognizes you as a registered Student or not. It gives you info on the current academic year, and the registration period.



To view this info, click on “General Info” a screen similar to the one below will display for you to view the output of your personal details entered and your registration status.

Current Semester:	First Semester, 2014/2015
Student ID:	213BS02000012
Student Name:	Addae, Rose Benewaa
Registration Status:	Registered
Registration Period:	09-09-2014 To 03-10-2014
Birthday:	November 28
Department:	Dept. Of Business Administration
Section:	Morning
Programme:	BBA HUMAN RESOURCE MANAGEMENT
Status:	In Progress
Nationality:	Ghanaian

## Lecturer Evaluation



Click on “Lecturer Evaluation” to evaluate a Course Lecturer, this is a very important step, since this is the only official route to provide lecturer feedback. iSchool will make you aware of the Courses you have already evaluated. All other courses you have not evaluated will have to be done.

Welcome:

#### Available Items

Home Evaluation Period

Course No	Course Name	Credit	Evaluate
BSAD 305	BUSINESS RESEARCH METHODS	3	<a href="#">Evaluate</a>
BSAD 325	BUSINESS COMMUNICATION	3	<a href="#">Evaluate</a>
BSAD 325	BUSINESS COMMUNICATION	3	<a href="#">Evaluate</a>
BSAD 341	BUSINESS LAW I	3	<a href="#">Evaluate</a>
HRMA 315	MANPOWER PLANNING	3	<a href="#">Evaluate</a>
HRMA 325	HR TRAINING AND DEVELOPMENT	3	<a href="#">Evaluate</a>

© 2014 iSchool

All courses you have already evaluated will be marked as “Done!” and you will NOT be able to re-evaluate them, but you will be able to click on the ones you haven’t to evaluate them.

Click on “Evaluate” link beside the course you would like to evaluate, this will give you the privilege to evaluate the course and a form similar to the one below will appear;

#### Student Assessment of Course

Level:	300		
Course Code:	IBEA 208	Course Title:	BUSINESS LAW II
Academic Year:	2009/2010	Semester:	Second

This assessment is to help lecturers improve their course delivery and related issues. It would therefore be appreciated if you could assess this course.

Provide your responses to the following using a scale of 1 to 5, where:

- 1 Means "Poor"
- 2 Means "Average"
- 3 Means "Good"
- 4 Means "Very Good"
- 5 Means "Excellent"

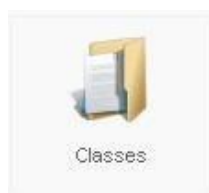
Select your Choice

<u>Course Content</u>	
1 Lecturer Provided Satisfactory Course Outline/Syllabus Objectives At The Outset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
2 The Course Content Was Based On The Course Outline Provided	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
3 Lecturer Provided A List Of Recommended Readings	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4 The Course Content Was Thoroughly And Adequately Covered	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
<u>Attendance</u>	
5 Most Of The Lecturers For This Course Actually Took Place As Scheduled	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Select your responses based on the questions asked and click “Submit” after you are done.

Go to Classes a page similar to the one below will display for you to see the number of Courses registered in a semester, the total credits, download Course Outline and Enter Class

## Course Outline, Assignments



To get to the course outline, or to class discussions, click on the “Classes” link.



Welcome:

#### Available Items

[Home](#)

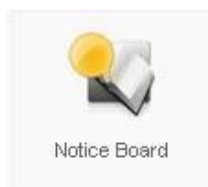
Course ID	Course Name	Group	Course Outline	Class Progress
BSAD 305	BUSINESS RESEARCH METHODS	Group A	<a href="#">Download</a>	<a href="#">Enter Class</a>
BSAD 325	BUSINESS COMMUNICATION	Group A	<a href="#">Download</a>	<a href="#">Enter Class</a>
BSAD 325	BUSINESS COMMUNICATION	Group A	<a href="#">Download</a>	<a href="#">Enter Class</a>
BSAD 341	BUSINESS LAW I	Group A	<a href="#">Download</a>	<a href="#">Enter Class</a>
HRMA 315	MANPOWER PLANNING	Group A	<a href="#">Download</a>	<a href="#">Enter Class</a>
HRMA 325	HR TRAINING AND DEVELOPMENT	Group A	<a href="#">Download</a>	<a href="#">Enter Class</a>

Click on “download” to download your Course Outline, this will work only if your lecturer has uploaded a course outline

The “enter class” link allows you to download class assignment, and Quizzes. However, if it is time for lecturer evaluation, and you have not yet evaluated a lecturer, the system will check and redirect you to the lecturer evaluation page for that particular class.

If you have already done this, you can enter the class successfully without having to redo the lecture revaluation.

## Online Notice Board



Go to “Notice Board” a screen similar to the one below will show up. Press on View to see the notice; you will also see which office is responsible for that notice.

You can save a copy of the notice in the same form it was sent to refer to at a later time. The notice board will show all notices which has been posted. You can also print a copy of the notice directly. It will show the title of the notice and you will have to click on the title to view the full details the notice.

Please ensure to check the notice board frequently for any new notice that may appear.

Posted By: Registry  
Monday, July 19, 2010

Author:	Teligent Team	Feature tested:	School Setup
Creation date:	18/03/2010	Test cycle tested:	1
		Version tested:	1
Test Name:	Administrator / Home / School Setup Test		
Preconditions & Setup:			
Test procedure:	Save institution's setup information.		
Test result:	Institution's setup information saved.		
Requirement linked:			
Portal	Administrator		

Execution date:	Test result:	Pass:
	untested The feature was not tested pass The test passed unsupported Feature not supported blocked Test case could not be started unresolved Result could not be determined	

You can print the notice directly or forward it to a friend or even your sponsor via email. You can also export the notice to PDF format, to be saved.

## My Library



Go to “My Library” then press on Library Centre, a screen just like the one below will display for you to know the Bibliographies currently checked out, on hold or to Place Hold

Welcome:

Available Items



Library Center



OPAC

© 2014 IS-Shop

The library center gives you the opportunity to see your transaction with the school library. To see all the bibliographies (books, CDs, etc.) you have borrowed from the library; go to “Library Centre”

At this same place, you can “Hold” bibliographies i.e. you can send a queue request for a particular bibliography.

The listing here will tell you when to return a particular bibliography and even tell you the total number of days a bibliography is late with you.

To Place Hold for a book use the Barcode Number in the column given then press Hold OR you can search for the book by using the OPAC. You can also search the bibliographies which are being held in the library. To do so, please click on the (OPAC) - Online Public Access Catalog. You can search for these by either using the title, the author or the subject area.

Online Public Access Catalog (OPAC)

Welcome to our library's online public access catalog.

Search our catalog to view bibliography information on holdings we have in our library.

Search Bibliography By Search Phrase

Author

Abbott

Search

1

Title: Natural Disasters

Author: Abbott, Patrick

Topic:

Material: Ebook

Collection: Science Mathematics

Call Number: Gb 5314 A24 2006

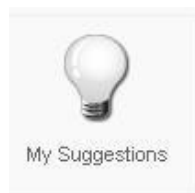
iTechman<sup>®</sup> is an Integrated Tertiary Management System by Valley View University ITS.

**NB:** You can place a “Hold” on a bibliography to queue for that particular Bibliography.

## OPAC – Online Public Access Catalog

The OPAC will help you to find bibliographies you may be searching for in the library; it’s more effective to look up references from here instead of doing so physically through the shelves.

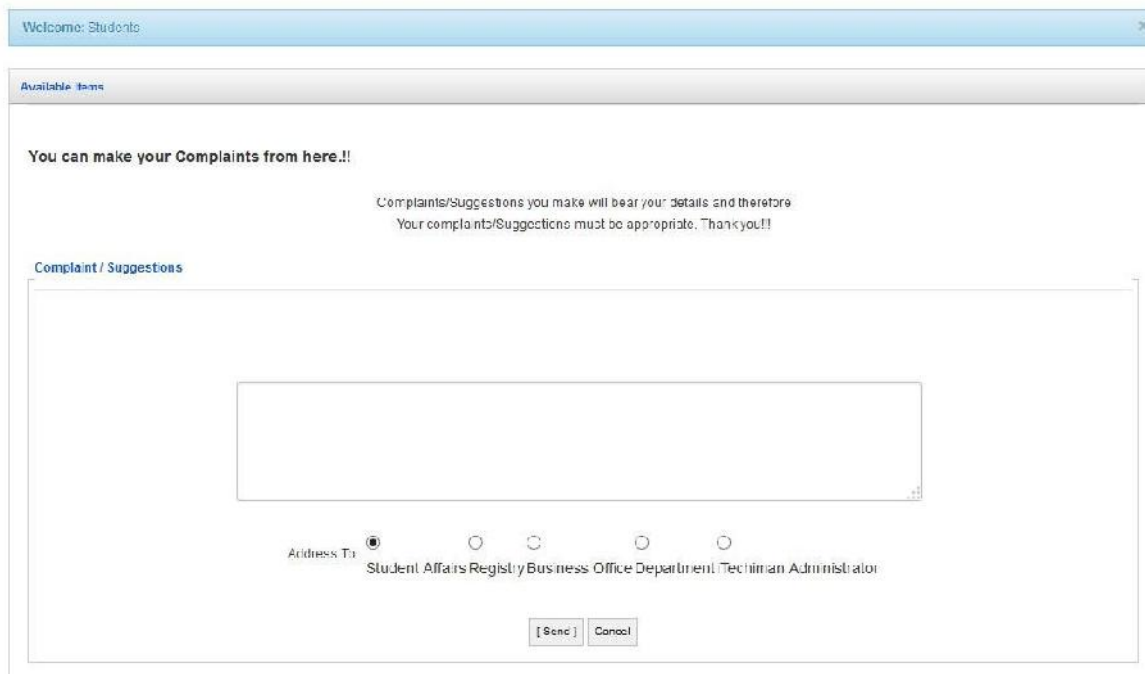
## Complaints and Suggestions



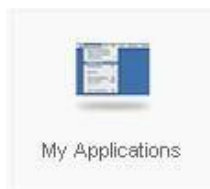
Go to “My Suggestions” a screen similar to the one below will display for you to send Suggestion and Complains to a particular office. To do so, please click on the “My Suggestions” link, enter your suggestions/complaints and choose the office to which you want it to be addressed.

**NB:** These are not anonymous suggestion, and therefore you have to be prudent with whatever your suggestion and complains is about. That is, the issues raised here needs to be legitimate or logical. No foul words, because you will be held responsible for your actions. This is one of the reasons why it is dangerous to give your password to someone else.

Press on Send for the System to Accept.



## Online Applications



Go to “My Applications” a screen just like the one below will show, apply for Hostel, Graduation and Change of program.




Go to “My Report” a screen just like the one below will display to all your Reports. The reports which are available to you will depend on your current status, and also on the institution’s policy

Available Items

Student Report Generator

Demography	View
Registration Slip	View
Scholastic Report	View
My Lecturers	View
My Exemptions	View
Exam Permit	View
Results Slip	View
Courses to Repeat	View
Graduation Checklist	View

Click on “View Results Slip” a screen similar to the one below will display to see your Grade GPA etc.



Valley View University, Oyibi Campus
Scholastic Record Of Student

Student ID:
Name:
Department: Department of Information Technology
Program: BSc Information Technology
Major: Information Technology
Minor: 0

Basis of Admission: City & Guilds
Last School Attended: National Vocational Tra
Postal Address:
Email:
Academic Status: Regular

First Sem 2007/2008						
Course No.	Course Title	Credit Hrs	Grade	Grade Pt	GPA	Cum GPA
COSC121	PROGRAMMING I	3	C+	6.99		
INFT110	INFORMATION TECHNOLOGY AND SOCIETY	3	B	9.00		
INFT115	INFORMATION TECHNOLOGY FOUNDATION I	3	B	9.00		
ENGL101	ENGLISH COMPOSITION I	3	C+	6.99		
FREN101	ELEMENTARY FRENCH I	2	C+	6.99		
MATH121	GENERAL MATHEMATICS	3	B-	8.01		
RELB160	JESUS AND THE GOSPELS	3	A-	11.01		
Total		20		57.99	2.90	2.90



## Account Settings

You can manage your own account as well, in managing your account, you can change your password if you think it has been compromised, and you can decide on the format the system should generate your reports in.

To be able to manage your account, please click on account settings; it appears in the upper left corner of the system interface.



Click on Reset Password link to change your password. You will be taken to a different page where you can change your password. See the below image:

A screenshot of a web form titled "Reset your password". The form has a title bar and a main content area. Inside the content area, the heading "Change Your Password" is centered. Below the heading are three input fields labeled "Password:", "New Password:", and "Confirm:". At the bottom right of the form are two buttons: "Change" (dark green) and "Cancel" (dark red). At the bottom left of the form is the copyright notice "© 2014 iSchool".

I hope you find the Student portal in iSchool User-friendly and simple. If you face a particular challenge which was not addressed, you can email this to [ischool@vvu.edu.gh](mailto:ischool@vvu.edu.gh)