

- Student Portal -
- Administrator -
- User Manual -

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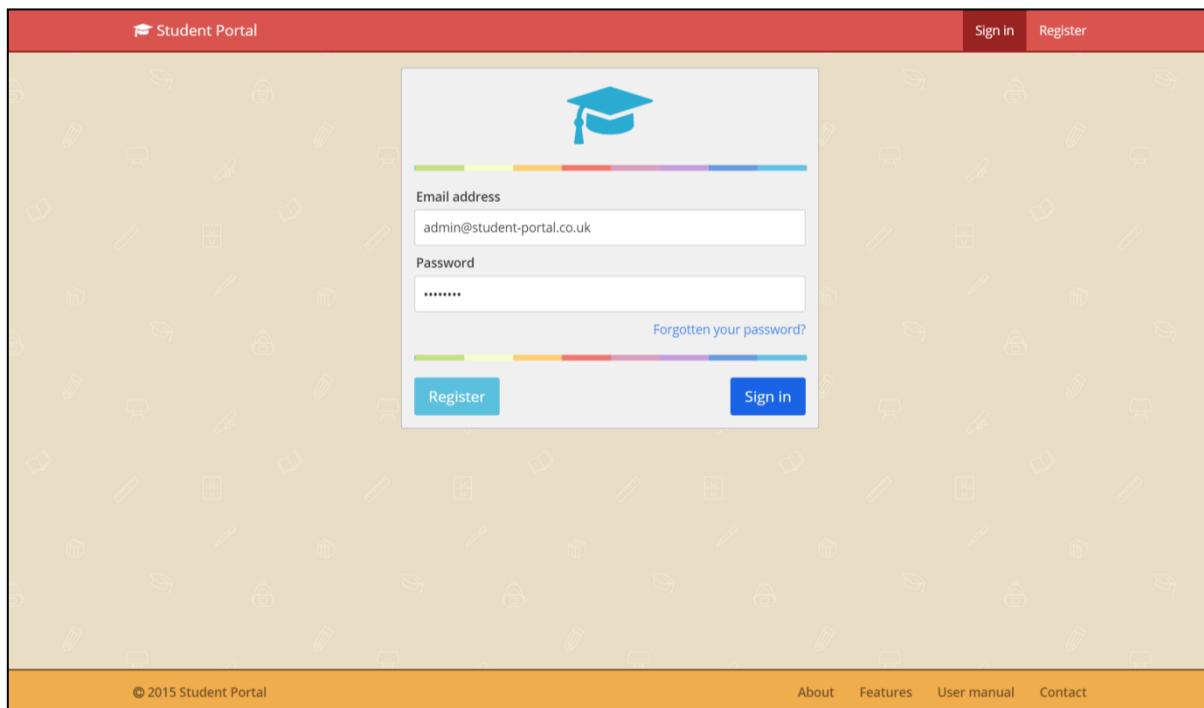
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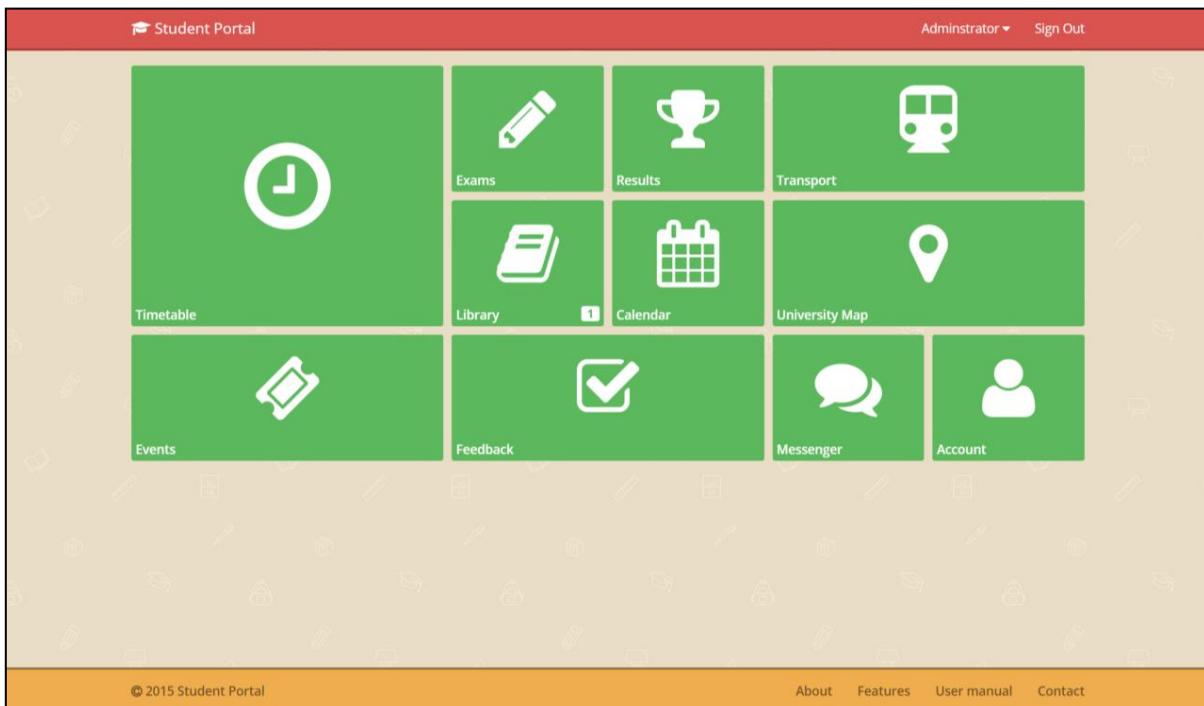
## Sign In

### How to sign in to the Student Portal



The image shows the sign-in page of the Student Portal. At the top, there is a red header bar with the text "Student Portal" and "Sign in" and "Register" buttons. Below the header is a large input form. It features a blue graduation cap icon at the top. The form includes fields for "Email address" (containing "admin@student-portal.co.uk") and "Password" (containing "\*\*\*\*\*"). Below these fields is a link "Forgotten your password?". At the bottom of the form are two buttons: "Register" (in a teal box) and "Sign in" (in a blue box). The background of the page has a light beige color with faint, scattered school-related icons like books, pens, and desks.

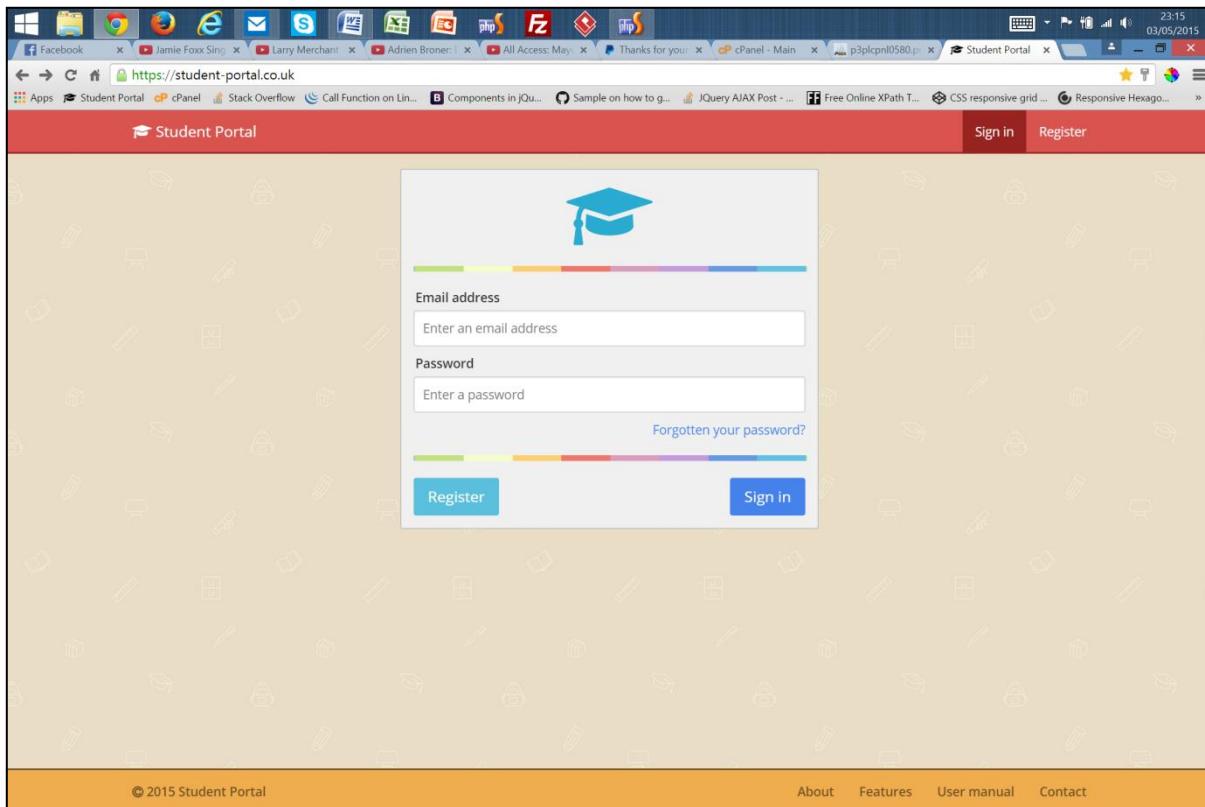
1. Navigate to: <https://student-portal.co.uk/>
2. Enter your registered email address.
3. Enter your password.
4. Click Sign In. The page will redirect to the Home page, shown below:



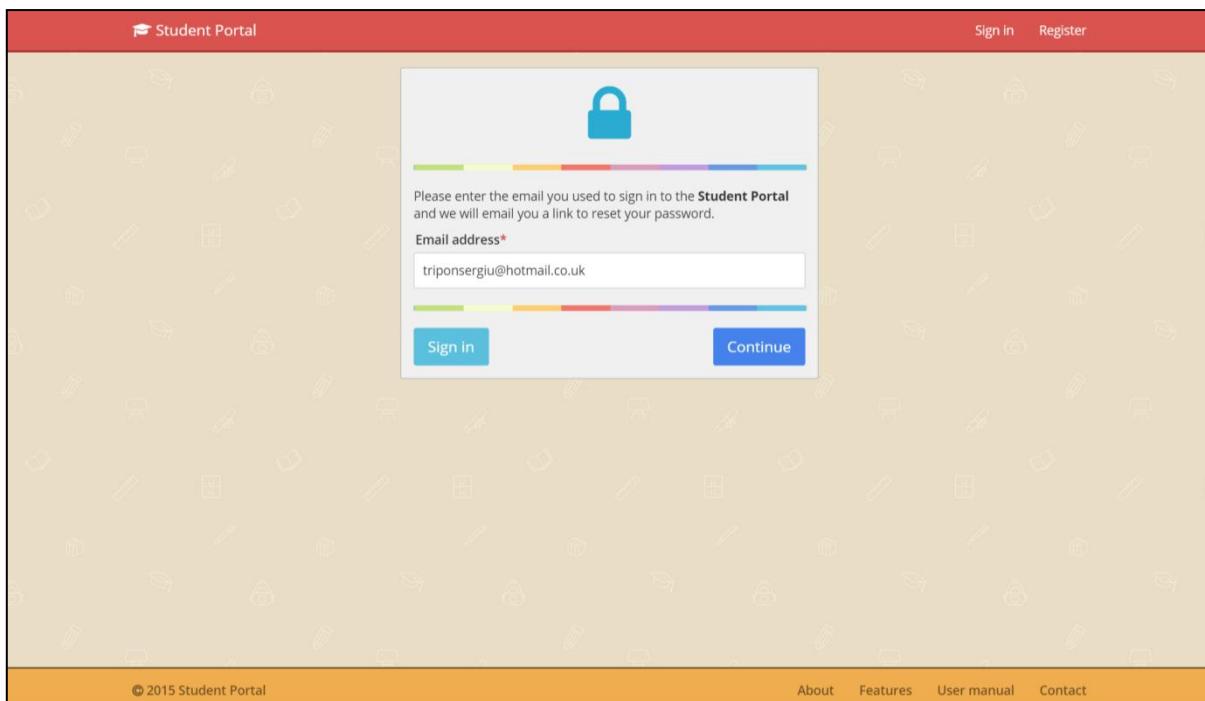
The image shows the home page of the Student Portal. At the top, there is a red header bar with the text "Student Portal", "Administrator ▾", and "Sign Out" buttons. Below the header is a grid of nine green boxes, each containing an icon and a label. The boxes are arranged in three rows and three columns. Row 1: "Timetable" (clock icon), "Exams" (pencil icon), "Results" (trophy icon), "Transport" (bus icon). Row 2: "Library" (book icon), "Calendar" (calendar icon), "University Map" (location pin icon). Row 3: "Events" (ticket icon), "Feedback" (checkmark icon), "Messenger" (speech bubble icon), "Account" (user profile icon). The background of the page has a light beige color with faint, scattered school-related icons like books, pens, and desks. At the bottom, there is an orange footer bar with the text "© 2015 Student Portal" and "About", "Features", "User manual", and "Contact" buttons.

## Password reset

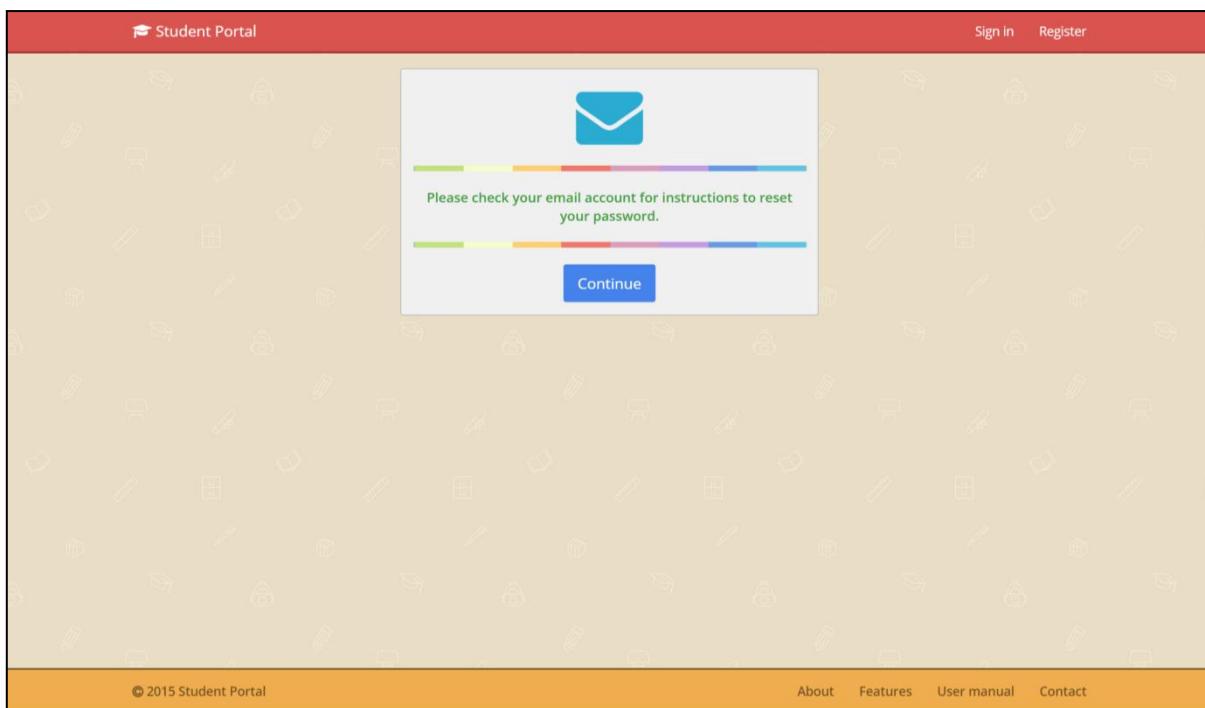
### How to reset your password when you've forgotten it



1. Click on the “Forgotten your password?” link on the Sign In page.



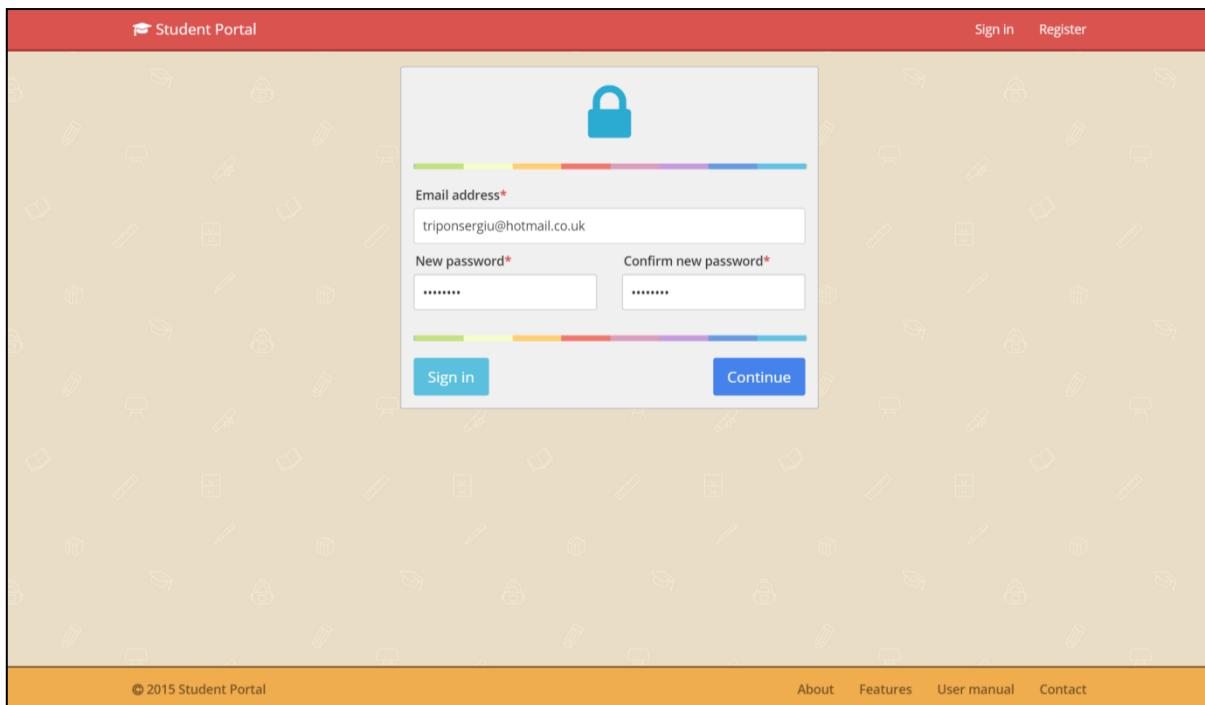
2. Enter your registered email address.
3. Click on Continue.



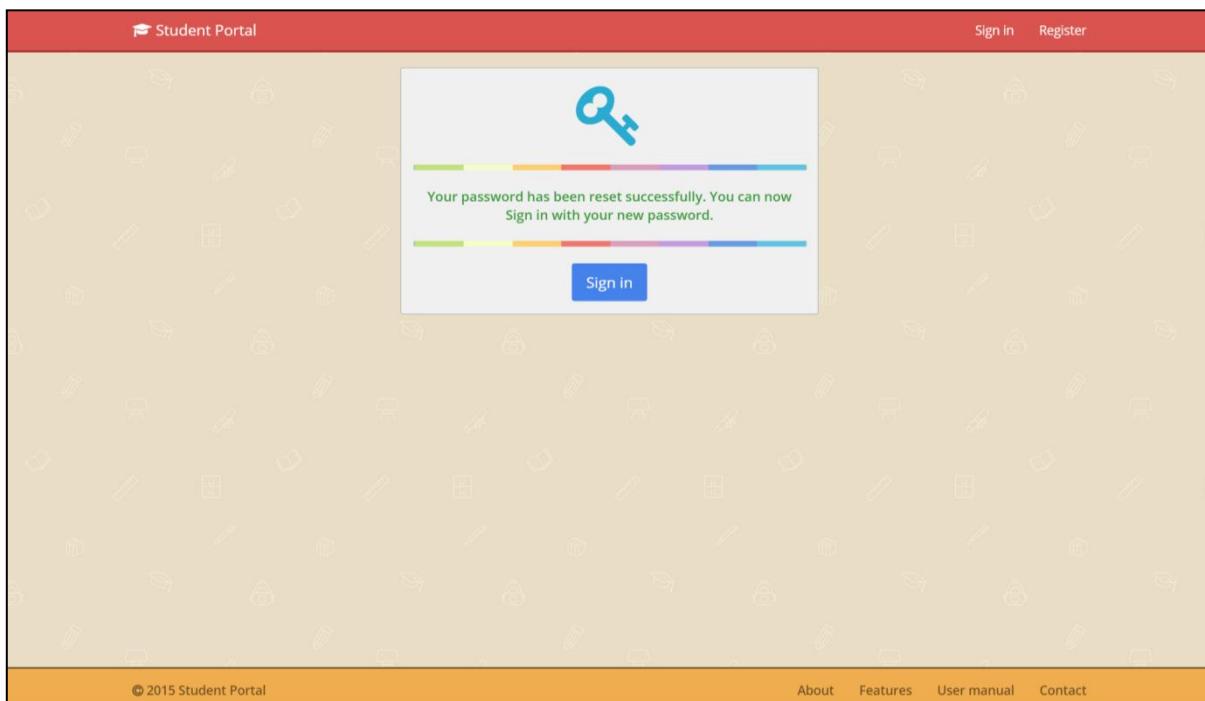
4. A confirmation message will appear on the screen confirming the action has been completed. You will receive an email containing instruction on how to reset your password.

A screenshot of an email inbox. On the right side, there are three circular icons: a blue one with a red arrow, a blue one with a white plus sign, and a blue one with a white trash bin. To the left of these icons, the date and time "Sun 3 May 23:17" are displayed. Below the icons, the subject line "Student Portal" is followed by "to Sergiu Tripon". Underneath the subject line, the text "Request to change your password" is shown in blue. To the right of this text is a small blue triangle pointing right. The main body of the email starts with "Dear Sergiu," followed by "We have received a request to reset the password for your account." Then, there is a link "To proceed please click [here](#)". Below this, the text "If you did not submit this request, please ignore this email." is displayed. At the bottom, "Kind Regards," and "The Student Portal Team" are signed off.

5. Click on the "here" link within the email received.



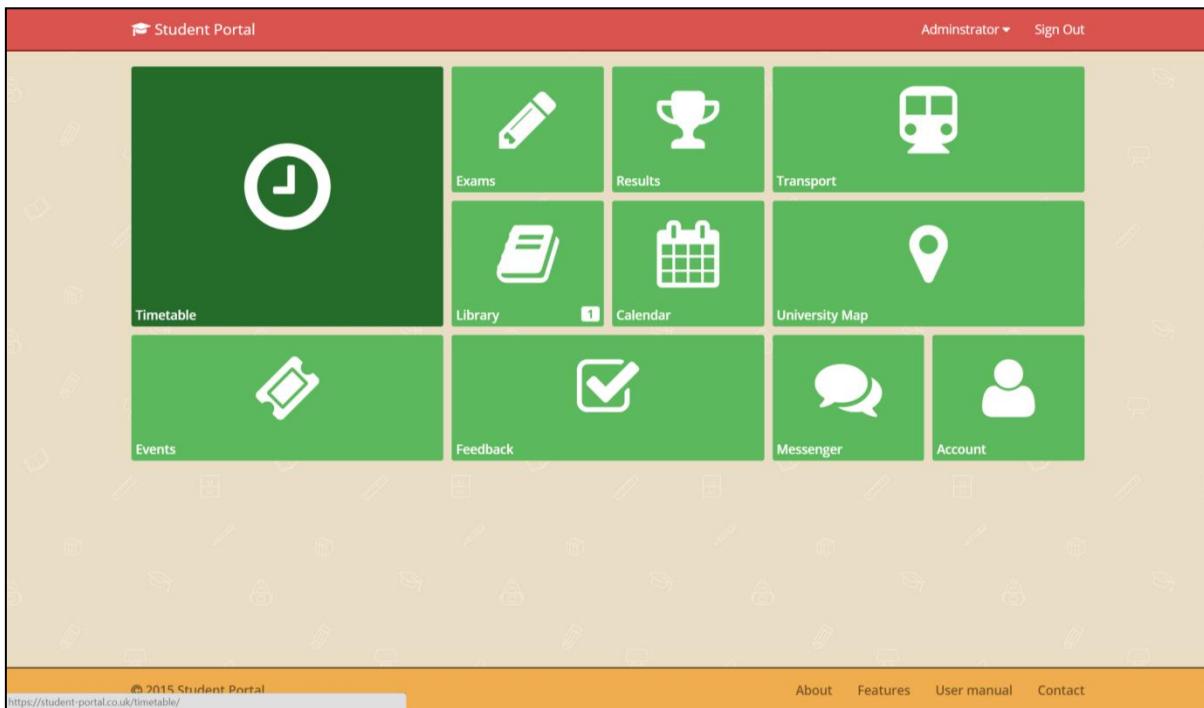
6. A web browser window will open and load the Password Reset form.
7. Complete the required fields.
8. Click on the “Continue” button.



9. A confirmation message will appear on the screen confirming the action has been completed.

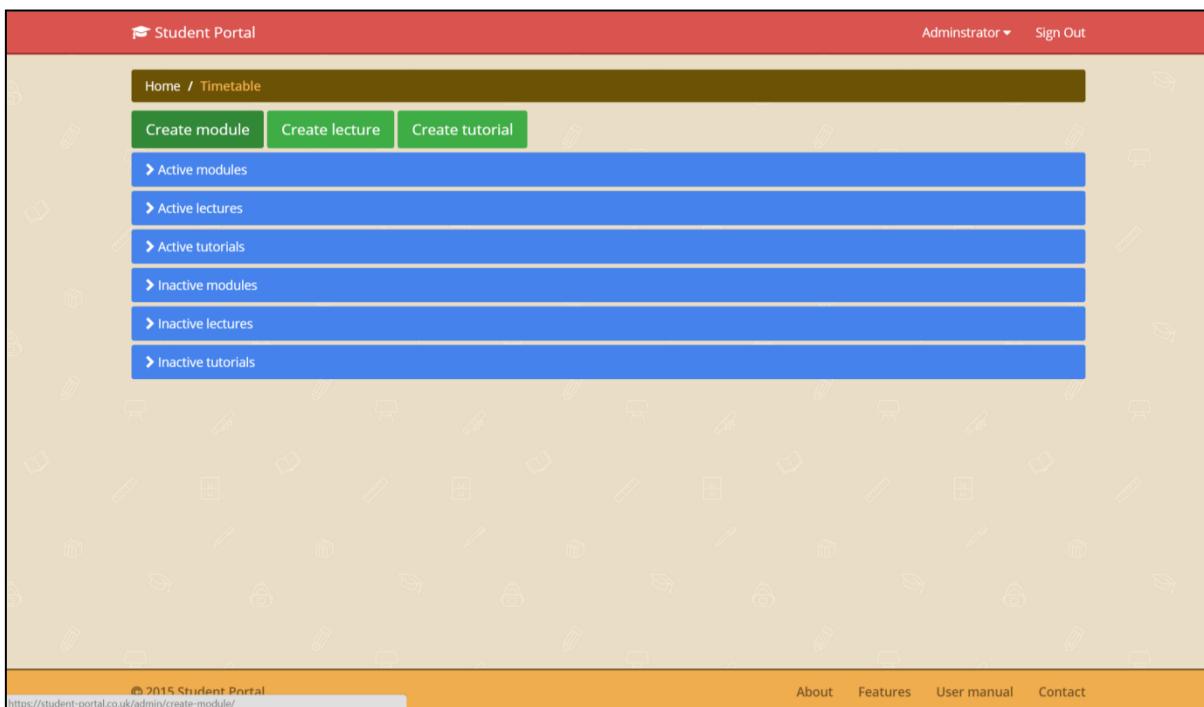
## Timetable

### How to access the Timetable area



1. Click on the “Timetable” tile.

### How to create a module



1. Click on the “Create module” button.

 Student Portal

Administrator ▾ Sign Out

Home / Timetable / Create module

Name\*  
Project Management

Notes  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque in sollicitudin tellus. Ut vel massa eu quam facilisis consectetur in et urna. Phasellus semper nisl ex, vel maximus ipsum aliquet nec. Morbi et augue iaculis, finibus diam sed, efficitur mi. Morbi nisl orci, feugiat non tincidunt vitae, rutrum vel sem. Cras varius libero vitae lectus ultrices, at imperdiet turpis porta. Ut in suscipit velit, at accumsan dui.

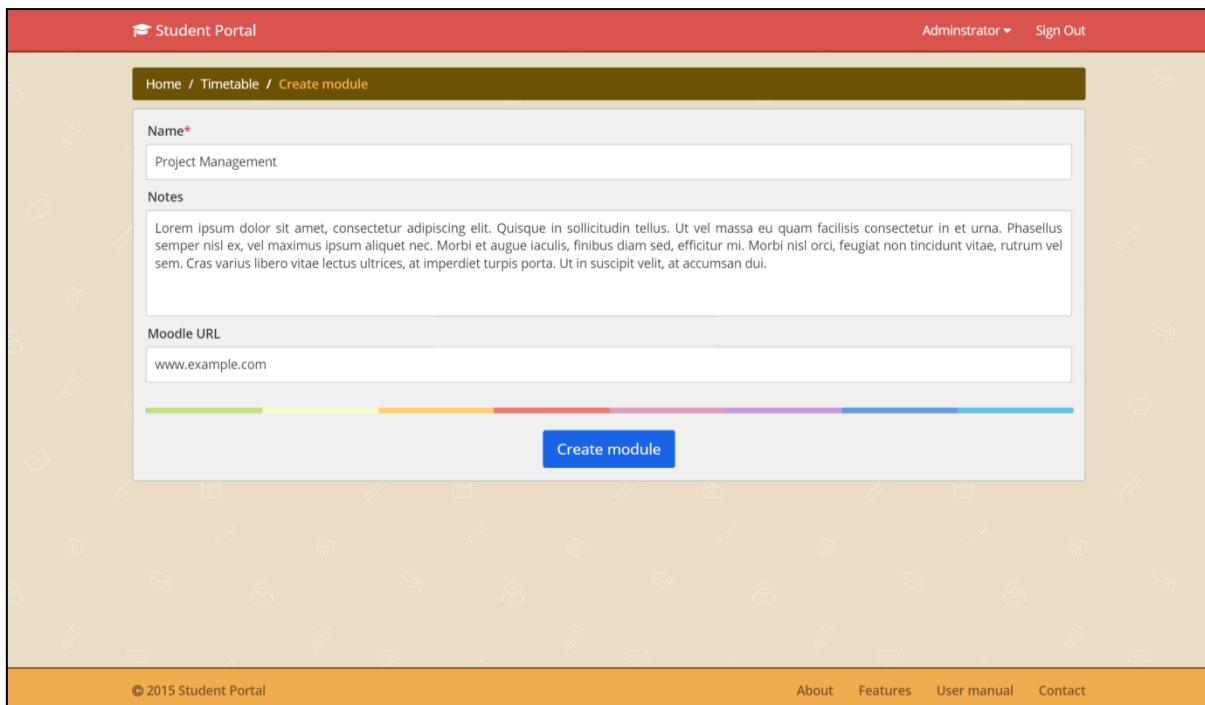
Moodle URL  
www.example.com



**Create module**

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2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create module” button.

 Student Portal

Administrator ▾ Sign Out

Home / Timetable / Create module

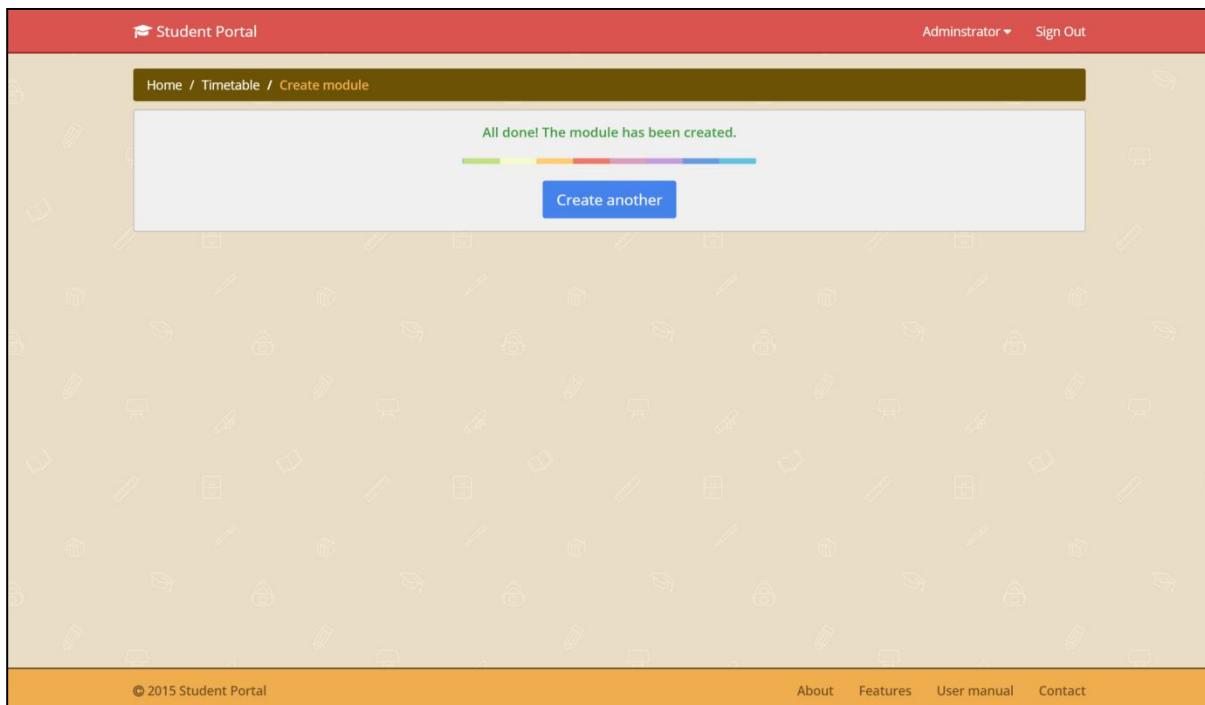
All done! The module has been created.



**Create another**

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5. A confirmation message will appear on the screen confirming the action has been completed.

## How to update a module

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with links for "Home", "Timetable", "Create module", "Create lecture", and "Create tutorial". A sidebar on the left contains links for "Active modules", "Active lectures", "Active tutorials", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The main content area displays a table titled "Active modules" with one entry: "Project Management" with a "Moodle link" column containing a "Link" button. A context menu is open over the "Link" button, showing options: "Allocate", "Update", "Deactivate", and "Delete". At the bottom of the page, there's a footer with links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Active modules”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Update module” button next to a specific module.

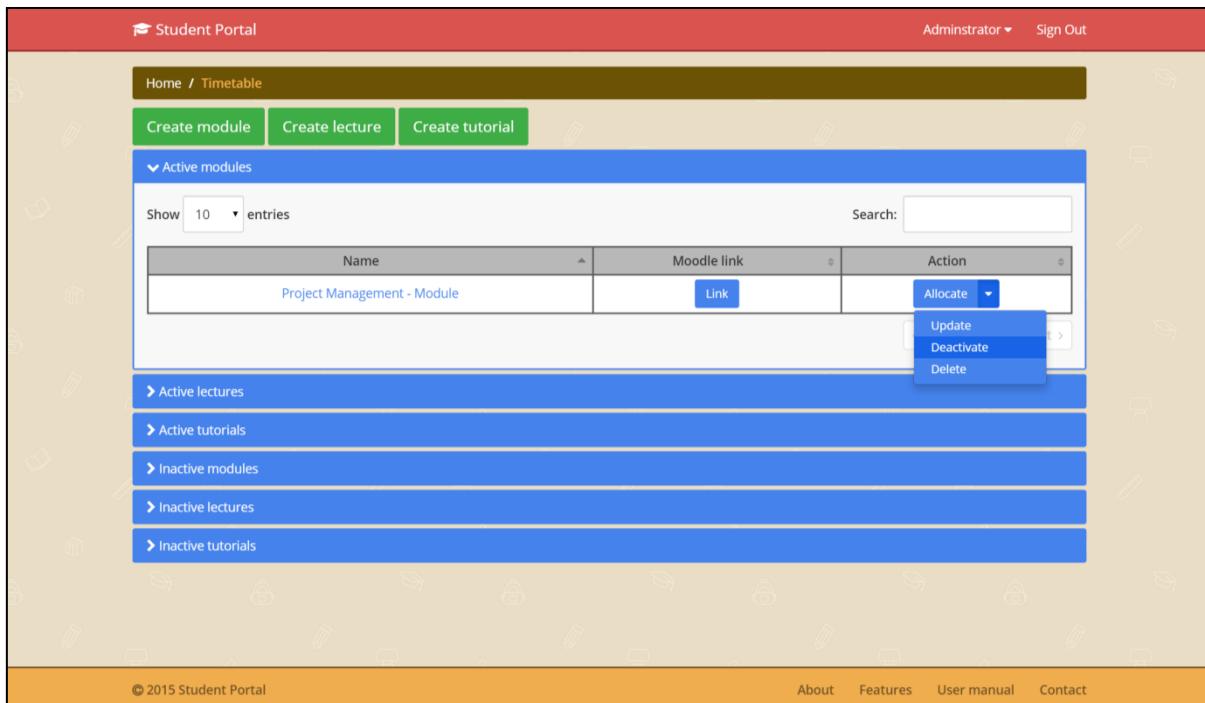
The screenshot shows the "Update module" form. The top navigation bar includes "Student Portal", "Administrator", and "Sign Out". The page title is "Home / Timetable / Update module". The form has fields for "Name\*" (containing "Project Management - Module") and "Notes" (with placeholder text about Lorem ipsum). There's also a "Moodle URL" field with "www.example.com". At the bottom of the form is a blue "Update module" button. The footer contains links for "About", "Features", "User manual", and "Contact".

3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update module” button.



6. A confirmation message will appear on the screen, confirming your action has been completed.

## How to deactivate a module



1. There will be a panel named “Active modules”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate button” next to a specific module.

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with links for "Home / Timetable", "Create module", "Create lecture", and "Create tutorial". The main content area has a blue sidebar on the left with links for "Active modules", "Active lectures", "Active tutorials", and a collapsed section for "Inactive modules". The "Inactive modules" section contains a table with one entry: "Project Management - Module" with a "Link" button and a "Reactivate" dropdown menu. Below the table are links for "Inactive lectures" and "Inactive tutorials". At the bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

3. The module will disappear from the “Active modules” panel, and instead will be visible within the “Inactive modules” panel.

## How to reactivate a module

This screenshot is identical to the one above, showing the Student Portal Timetable page. The difference is that the "Inactive modules" section in the sidebar is now expanded, revealing the list of inactive modules and their corresponding actions.

1. Click on Timetable.
2. There will be a panel named “Inactive modules”. It will be collapsed by default, so you will have to expand it by clicking on its title.
3. Click on the “Reactivate button” next to a specific module.

The screenshot shows the Student Portal's Timetable section. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below this is a table titled 'Active modules' with columns for Name, Moodle link, and Action. A row for 'Project Management - Module' has a 'Link' button in the Moodle link column and an 'Allocate' button in the Action column. To the right of the table is a dropdown menu with options: 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. The 'Inactive modules' option is currently selected. At the bottom of the page, there are links for 'About', 'Features', 'User manual', and 'Contact'.

4. The module will disappear from the “Inactive modules” panel, and instead will be visible within the “Active modules” panel.

## How to delete a module

The screenshot shows the Student Portal's Timetable section. The interface is similar to the previous one, with 'Create module', 'Create lecture', and 'Create tutorial' buttons at the top. The 'Active modules' table shows a single row for 'Project Management - Module' with a 'Link' button and an 'Allocate' button. To the right of the table, a context menu is open over the 'Allocate' button, with options: 'Update', 'Deactivate', and 'Delete'. The 'Delete' option is highlighted. Below the table is the same list of module types ('Active lectures', 'Active tutorials', etc.) as in the previous screenshot. The bottom navigation bar includes 'About', 'Features', 'User manual', and 'Contact' links.

1. There will be two panels named “Active” and “Inactive modules”. They will be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete button” next to a specific module.

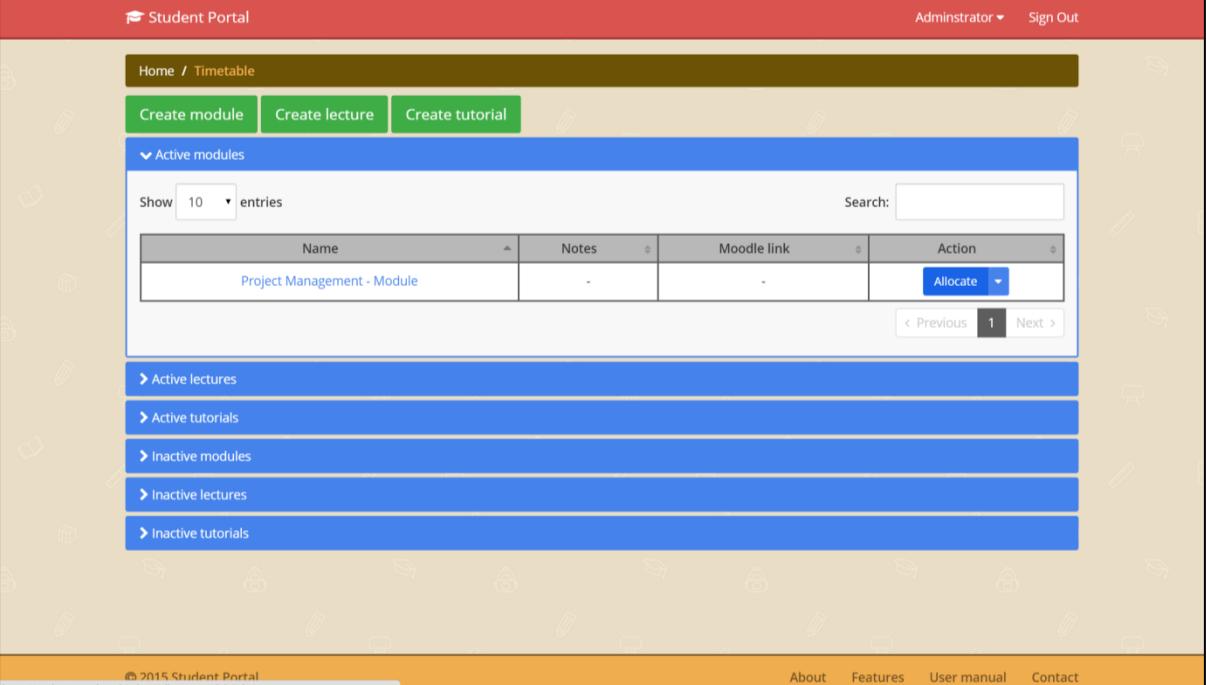
The screenshot shows the Student Portal interface. At the top, there's a navigation bar with links for 'Home / Timetable', 'Create module', 'Create lecture', and 'Create tutorial'. Below this is a sidebar with links for 'Active modules', 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. The main content area displays a table with columns for 'Name', 'Moodle link', and 'Action'. A single row is present in the table, showing 'Project Management - Module' in the Name column, a 'Link' button in the Moodle link column, and a 'Allocate' button in the Action column. A modal dialog box titled 'Delete module?' is overlaid on the page. It contains a confirmation message: 'Are you sure you want to delete "Project Management - Module"?'. Below this is a warning: 'Warning: Please note that this module and all the lectures, tutorials, exams and results linked to it will be deleted.' At the bottom of the dialog are two buttons: 'Delete' and 'Cancel'. The footer of the page includes copyright information ('© 2015 Student Portal') and links for 'About', 'Features', 'User manual', and 'Contact'.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the module, click on the “Delete” button. If you don’t want to delete the module, click on the “Cancel” button.

The screenshot shows the Student Portal interface after a module has been deleted. The layout is identical to the previous screenshot, with the same navigation bar, sidebar, and table in the main content area. However, the table now displays a message: 'There are no records to display.' The modal dialog from the previous step is no longer visible. The footer of the page includes copyright information ('© 2015 Student Portal') and links for 'About', 'Features', 'User manual', and 'Contact'.

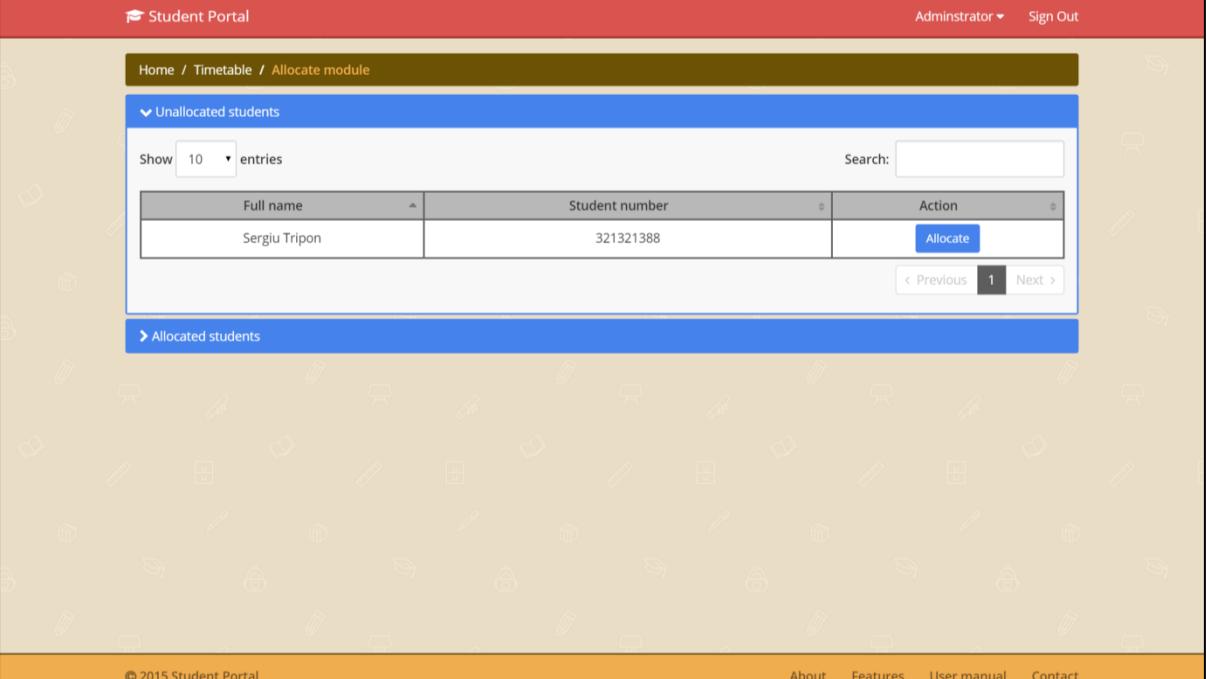
5. The prompt will disappear and the module and its associated lectures, tutorials, exams and results will be deleted. They cannot be restored.

## How to allocate a module



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green buttons: "Create module", "Create lecture", and "Create tutorial". A blue sidebar on the left contains links like "Home / Timetable", "Active modules", "Active lectures", "Active tutorials", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The main content area has a title "Active modules" with a dropdown arrow. It includes a search bar, a table with columns "Name", "Notes", "Moodle link", and "Action", and a "Show 10 entries" dropdown. The table contains one row for "Project Management - Module" with an "Allocate" button. At the bottom of the content area are navigation buttons: '< Previous', '1', and 'Next >'. The footer is orange with the text "© 2015 Student Portal" and links to "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Active modules”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Allocate” button next to a specific module.



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with links like "Home / Timetable / Allocate module", "Unallocated students", and "Allocated students". The main content area has a title "Unallocated students" with a dropdown arrow. It includes a search bar, a table with columns "Full name", "Student number", and "Action", and a "Show 10 entries" dropdown. The table contains one row for "Sergiu Tripon" with a "321321388" student number and an "Allocate" button. At the bottom of the content area are navigation buttons: '< Previous', '1', and 'Next >'. The footer is orange with the text "© 2015 Student Portal" and links to "About", "Features", "User manual", and "Contact".

3. There will be a panel name “Unallocated students”. It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the “Allocate” button next to a specific student.

The screenshot shows the 'Allocate module' page of the Student Portal. At the top, there are navigation links for 'Home', 'Timetable', and 'Allocate module'. Below this, there are two main panels: 'Unallocated students' (which is collapsed) and 'Allocated students' (which is expanded). The 'Allocated students' panel contains a table with columns for 'Full name', 'Student number', and 'Action'. The table has one row for 'Sergiu Tripon' (student number 321321388). A blue 'Deallocate' button is located in the 'Action' column for this student. At the bottom of the page, there is a footer with links for 'About', 'Features', 'User manual', and 'Contact', along with a copyright notice: '© 2015 Student Portal'.

5. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## How to deallocate a module

The screenshot shows the 'Allocate module' page of the Student Portal. At the top, there are navigation links for 'Home', 'Timetable', and 'Allocate module'. Below this, there are two main panels: 'Unallocated students' (which is collapsed) and 'Allocated students' (which is expanded). The 'Allocated students' panel contains a table with columns for 'Full name', 'Student number', and 'Action'. The table has one row for 'Sergiu Tripon' (student number 321321388). A blue 'Deallocate' button is located in the 'Action' column for this student. At the bottom of the page, there is a footer with links for 'About', 'Features', 'User manual', and 'Contact', along with a copyright notice: '© 2015 Student Portal'.

1. There will be a panel named “Allocated students”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.

The screenshot shows the 'Allocate module' page of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a blue navigation bar with 'Home / Timetable / Allocate module'. A dropdown menu 'Unallocated students' is open, showing a table with one entry: Sergiu Tripon (student number 321321388). There's a blue 'Allocate' button next to the student's name. The main area has a light beige background with faint icons of books, pens, and graduation caps. At the bottom, there's an orange footer bar with copyright information ('© 2015 Student Portal') and links for 'About', 'Features', 'User manual', and 'Contact'.

3. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## How to create a lecture

The screenshot shows the 'Timetable' page of the Student Portal. The top navigation bar includes 'Student Portal', 'Administrator', and 'Sign Out'. The blue navigation bar below shows 'Home / Timetable'. In the center, there are three green buttons: 'Create module', 'Create lecture' (which is highlighted), and 'Create tutorial'. A dropdown menu 'Active modules' is open, displaying a table with no records found. The table has columns for 'Name' and 'Moodle link'. Below the table, there are several blue links: 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. The background features a pattern of school-related icons. The bottom of the screen has an orange footer bar with the copyright notice ('© 2015 Student Portal') and links for 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Create lecture” button.

 Student Portal

Administrator ▾ Sign Out

Project Management - Lecture

Notes  
Enter notes

Lecturer\*  
Mark Williamson

Day\*  
Monday

From (time)\*  
11:00 To (time)\*  
13:00

From (date)\*  
29/09/2014 To (date)\*  
26/06/2015

Location\*  
EG12 Capacity\*  
120



**Create lecture**

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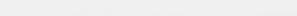
2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create lecture” button.

 Student Portal

Administrator ▾ Sign Out

Home / Timetable / Create lecture

All done! The lecture has been created.



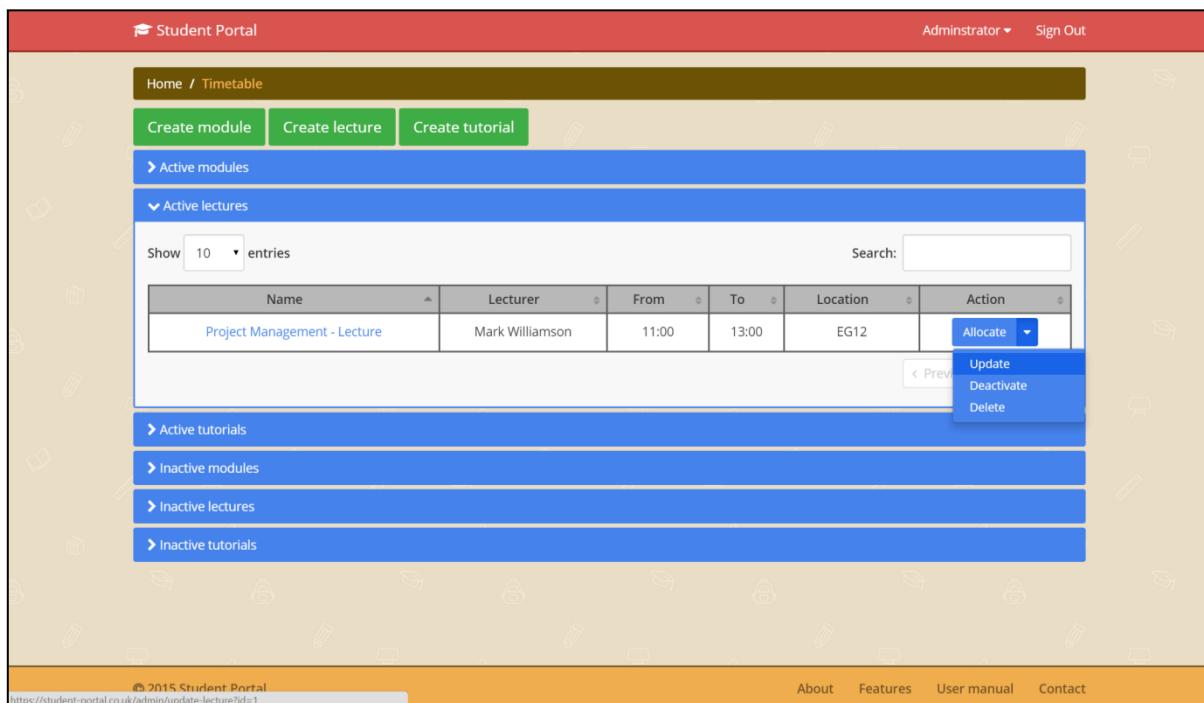
**Create another**

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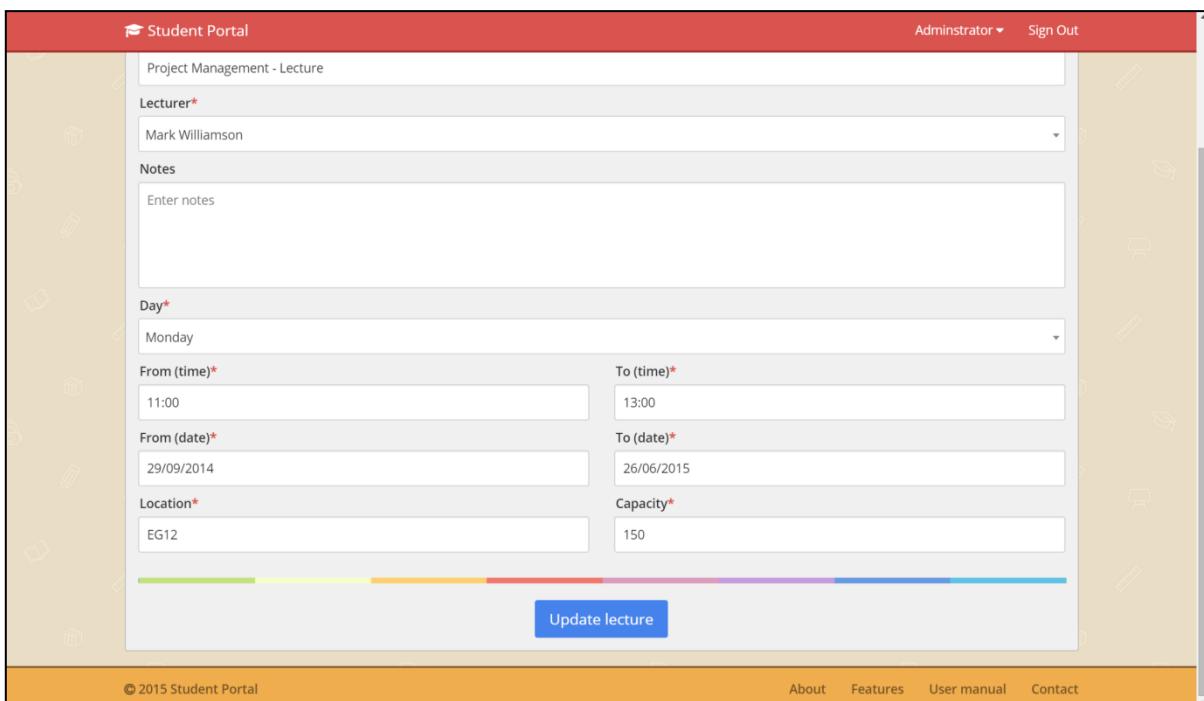
5. A confirmation message will appear on the screen confirming the action has been completed.

## How to update a lecture



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green buttons: "Create module", "Create lecture", and "Create tutorial". A blue sidebar on the left contains links like "Active modules", "Active lectures", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The main content area has a table titled "Active lectures" with columns: Name, Lecturer, From, To, Location, and Action. One row in the table is for "Project Management - Lecture", taught by "Mark Williamson" from 11:00 to 13:00 in "EG12". An "Action" dropdown menu for this row includes options: "Allocate", "Update", "Deactivate", and "Delete". At the bottom of the page, there's a footer with copyright information and links to "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Active lectures”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Update” button next to a specific lecture.



The screenshot shows the "Update lecture" form. The top part of the form contains fields for "Lecturer\*" (set to "Mark Williamson"), "Notes" (with placeholder "Enter notes"), and "Day\*" (set to "Monday"). Below these are time and date fields: "From (time)\*" (11:00), "To (time)\*" (13:00), "From (date)\*" (29/09/2014), and "To (date)\*" (26/06/2015). Further down are "Location\*" (set to "EG12") and "Capacity\*" (set to "150"). At the bottom of the form is a large blue "Update lecture" button.

3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update lecture” button.



6. A confirmation message will appear on the screen, confirming the action has been completed.

## How to deactivate a lecture

A screenshot of the Student Portal showing the "Timetable" section. The top navigation bar includes "Create module", "Create lecture" (which is highlighted in green), and "Create tutorial". Below the navigation is a sidebar with links for "Active modules", "Active lectures" (which is expanded, showing a table of lectures), "Inactive modules", "Inactive lectures", and "Inactive tutorials". The main content area shows a table of active lectures. One row for "Project Management - Lecture" by "Mark Williamson" from 11:00 to 13:00 in "EG12" has an "Action" column with a dropdown menu. The "Deactivate" option in this menu is highlighted with a blue box. The bottom of the page features an orange footer bar with "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Active lectures”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate” button next to a specific lecture.

The screenshot shows the Student Portal's Timetable section. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below these are sections for 'Active modules', 'Active lectures', 'Active tutorials', 'Inactive modules', and 'Inactive lectures'. The 'Inactive lectures' section is collapsed, indicated by a downward arrow. A search bar and a table showing one lecture ('Project Management - Lecture') are visible. The table includes columns for Name, Lecturer, From, To, Location, and Action. The 'Action' column contains a 'Reactivate' button. At the bottom of the page, there is a footer with links for About, Features, User manual, and Contact.

3. The lecture will disappear from the “Active lectures” panel, and instead will be visible within the “Inactive lectures” panel.

## How to reactivate a lecture

This screenshot is identical to the one above, but the 'Inactive lectures' panel is now expanded, showing the list of lectures. The 'Project Management - Lecture' is still listed with its details and a 'Reactivate' button.

1. There will be a panel named “Inactive lectures”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific lecture.

The screenshot shows the 'Timetable' section of the Student Portal. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below this, a sidebar has sections for 'Active modules' and 'Active lectures'. Under 'Active lectures', there is a table with one row:

Name	Lecturer	From	To	Location	Action
Project Management - Lecture	Mark Williamson	11:00	13:00	EG12	<button>Allocate</button>

Below the table, there are links for 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. The footer includes copyright information and links for 'About', 'Features', 'User manual', and 'Contact'.

3. The lecture will disappear from the “Inactive lectures” panel, and instead will be visible within the “Active lectures” panel.

## How to delete a lecture

This screenshot is similar to the previous one, showing the 'Timetable' section. The 'Action' column in the 'Active lectures' table has a dropdown menu open, showing options: 'Allocate', 'Update', 'Deactivate', and 'Delete'. The 'Delete' option is highlighted.

1. There will be two panels named “Active” or “Inactive lectures”. They will be collapsed by default, so you will have to expand them by clicking on its title.
2. Click on the “Delete” button next to a specific lecture.

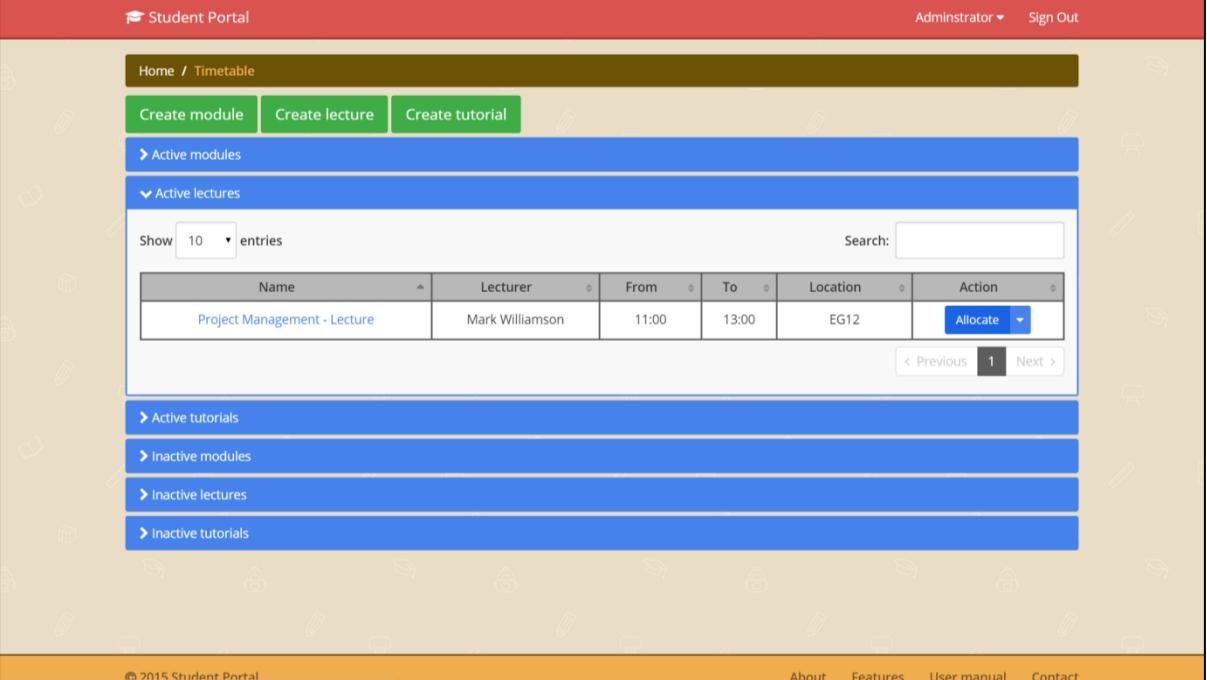
The screenshot shows the Student Portal interface. At the top, there's a navigation bar with links for 'Home / Timetable', 'Create module', 'Create lecture', and 'Create tutorial'. Below this is a sidebar with sections for 'Active modules', 'Active lectures', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. The main content area displays a table of active lectures. A modal dialog box is overlaid on the page, asking 'Delete lecture?' and confirming the deletion of 'Project Management - Lecture' by Mark Williamson from 11:00 to 13:00 in EG12. The dialog has 'Delete' and 'Cancel' buttons.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the lecture, click on the “Delete” button. If you don’t want to delete the lecture, click on the “Cancel” button.

The screenshot shows the Student Portal interface after a lecture has been deleted. The main content area now displays a table with the message 'There are no records to display.' The rest of the interface, including the navigation bar, sidebar, and footer, remains the same as in the previous screenshot.

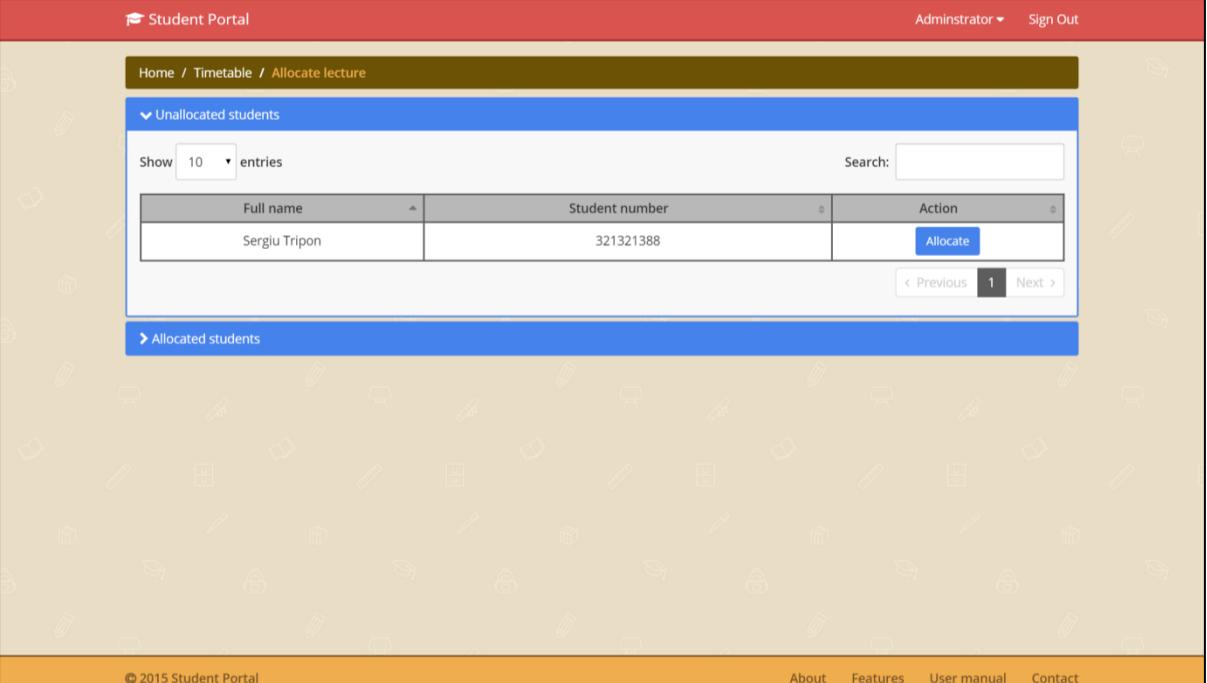
5. The prompt will disappear and the lecture will be deleted. The lecture cannot be restored.

## How to allocate a lecture



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green buttons: "Create module", "Create lecture", and "Create tutorial". Underneath the navigation bar, there are several blue sections labeled "Active modules", "Active lectures", "Active tutorials", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The "Active lectures" section is expanded, showing a table with columns: Name, Lecturer, From, To, Location, and Action. One row in the table is for "Project Management - Lecture", lectured by "Mark Williamson" from "11:00" to "13:00" in "EG12". A blue "Allocate" button is next to this row. At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal", "https://student-portal.co.uk/admin/allocate-lecture?id=2", and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Active lectures”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Allocate” button next to a specific lecture.



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with the path "Home / Timetable / Allocate lecture". Underneath the navigation bar, there are two blue sections: "Unallocated students" (which is expanded) and "Allocated students". The "Unallocated students" section shows a table with columns: Full name, Student number, and Action. One row in the table is for "Sergiu Tripon" with student number "321321388". A blue "Allocate" button is next to this row. At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal", "https://student-portal.co.uk/admin/allocate-lecture?id=2", and links for "About", "Features", "User manual", and "Contact".

3. There will be a panel named “Unallocated students”. It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the “Allocate” button next to a specific student.

The screenshot shows the 'Allocate lecture' page of the Student Portal. At the top, there are navigation links: 'Home / Timetable / Allocate lecture'. On the right, there are links for 'Administrator' and 'Sign Out'. Below the navigation, there are two main sections: 'Unallocated students' (which is collapsed) and 'Allocated students' (which is expanded). The 'Allocated students' section includes a search bar, a dropdown for 'Show 10 entries', and a table with columns for 'Full name', 'Student number', and 'Action'. The table contains one row for 'Sergiu Tripon' (student number 321321388). A blue 'Deallocate' button is located in the 'Action' column for this student. At the bottom of the page, there is a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

5. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## How to deallocate a lecture

This screenshot is identical to the one above, showing the 'Allocate lecture' page of the Student Portal. The 'Allocated students' panel is expanded, showing the same table with one student entry: 'Sergiu Tripon' (student number 321321388). The 'Deallocate' button is present in the 'Action' column. The page structure, including the header, footer, and background icons, is identical.

1. There will be a panel named “Allocated students” modules. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.

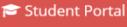
The screenshot shows a web-based student portal interface. At the top, there's a red header bar with the text "Student Portal" and "Administrator" with a dropdown arrow. On the right side of the header are "Sign Out" and other navigation links. Below the header is a dark blue navigation bar with "Home / Timetable / Allocate lecture". The main content area has a light beige background with a subtle pattern of school-related icons like books, pens, and graduation caps. It features a table titled "Unallocated students" with columns for "Full name", "Student number", and "Action". A single row is visible, showing "Sergiu Tripon" and "321321388" under the respective columns, with a blue "Allocate" button in the "Action" column. There are also "Previous" and "Next" buttons at the bottom of the table. Below the table, a blue bar contains the text "Allocated students". At the very bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

3. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## How to create a tutorial

The screenshot shows the same student portal interface as the previous one. The top navigation bar and footer are identical. The main content area now displays a "Timetable" section. At the top of this section is a horizontal menu with three buttons: "Create module" (white), "Create lecture" (green), and "Create tutorial" (green). The "Create tutorial" button is highlighted with a green background. Below the menu is a list of categories with arrows: "Active modules", "Active lectures", "Active tutorials", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The background of the main content area is light beige with a school-related icon pattern. The footer at the bottom is an orange bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Create tutorial” button.

 Student Portal

Administrator ▾ Sign Out

Project Management - Tutorial

Notes  
Enter notes

Tutorial assistant\*  
Mark Williamson

Day\*  
Monday

From (time)\*  
14:00

To (time)\*  
16:00

From (date)\*  
02/06/2015

To (date)\*  
06/06/2015

Location\*  
EG14

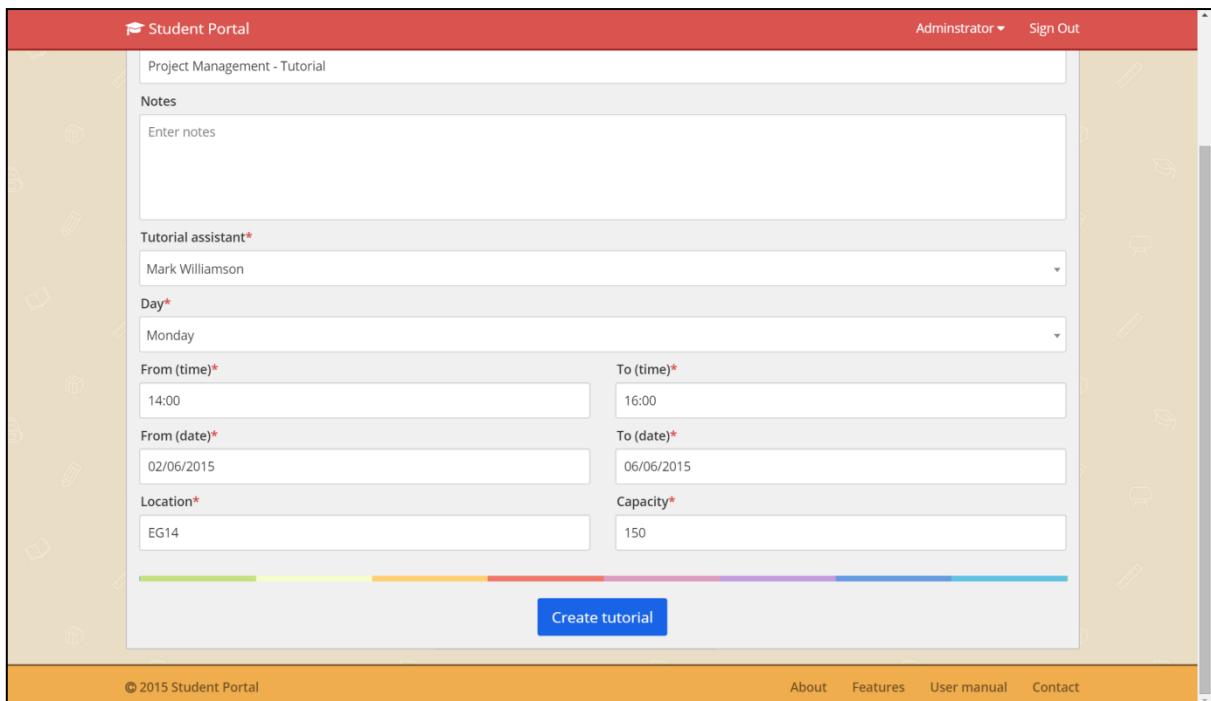
Capacity\*  
150



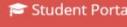
**Create tutorial**

© 2015 Student Portal

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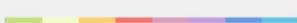
2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create tutorial” button.

 Student Portal

Administrator ▾ Sign Out

Home / Timetable / Create tutorial

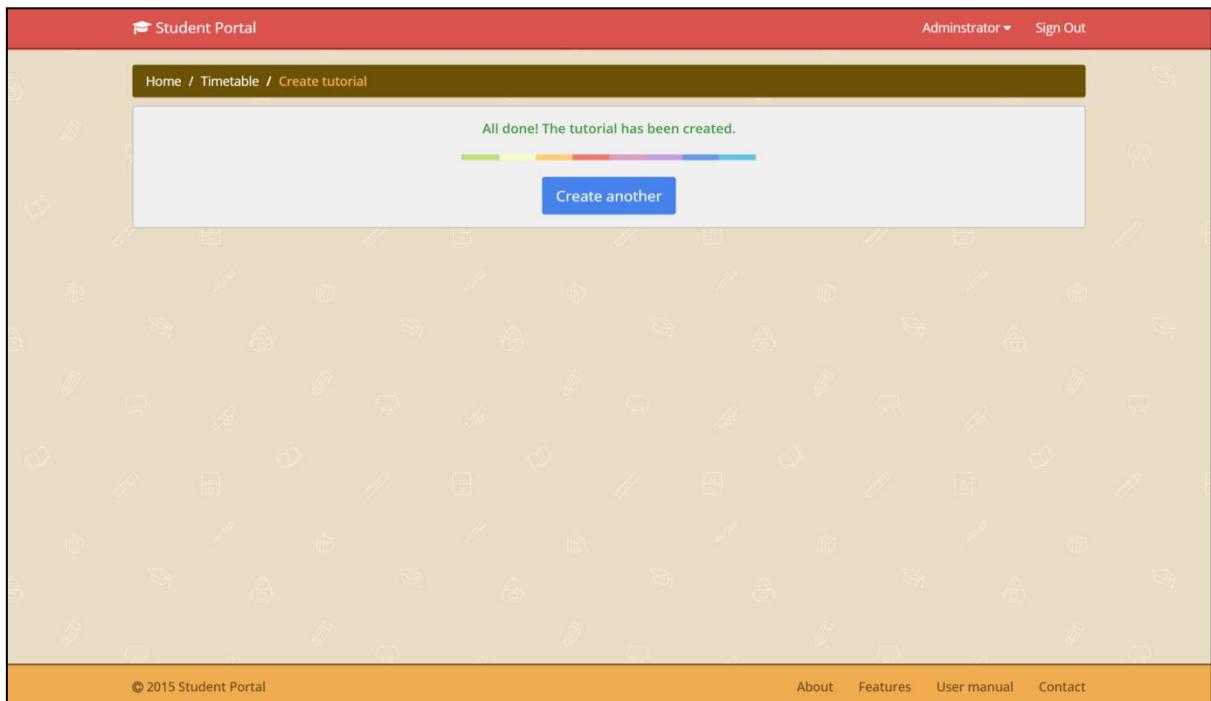
All done! The tutorial has been created.



**Create another**

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5. A confirmation message will appear on the screen confirming the action has been completed.

## How to update a tutorial

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the title 'Student Portal'. On the right of the header are 'Administrator' and 'Sign Out' buttons. Below the header is a navigation bar with three green buttons: 'Create module', 'Create lecture', and 'Create tutorial'. The 'Create tutorial' button is highlighted. Underneath the navigation bar, there are several blue sections labeled 'Active modules', 'Active lectures', and 'Active tutorials'. The 'Active tutorials' section is expanded, showing a table with one row: 'Project Management - Tutorial' by 'Mark Williamson' from 14:00 to 16:00 in 'EG14'. To the right of the table is a dropdown menu with options: 'Allocate', 'Update', 'Deactivate', and 'Delete'. Below the table, there are sections for 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. At the bottom of the page is a footer with links: 'About', 'Features', 'User manual', and 'Contact'. The URL 'https://student-portal.co.uk/admin/update-tutorial?id=1' is visible at the bottom left.

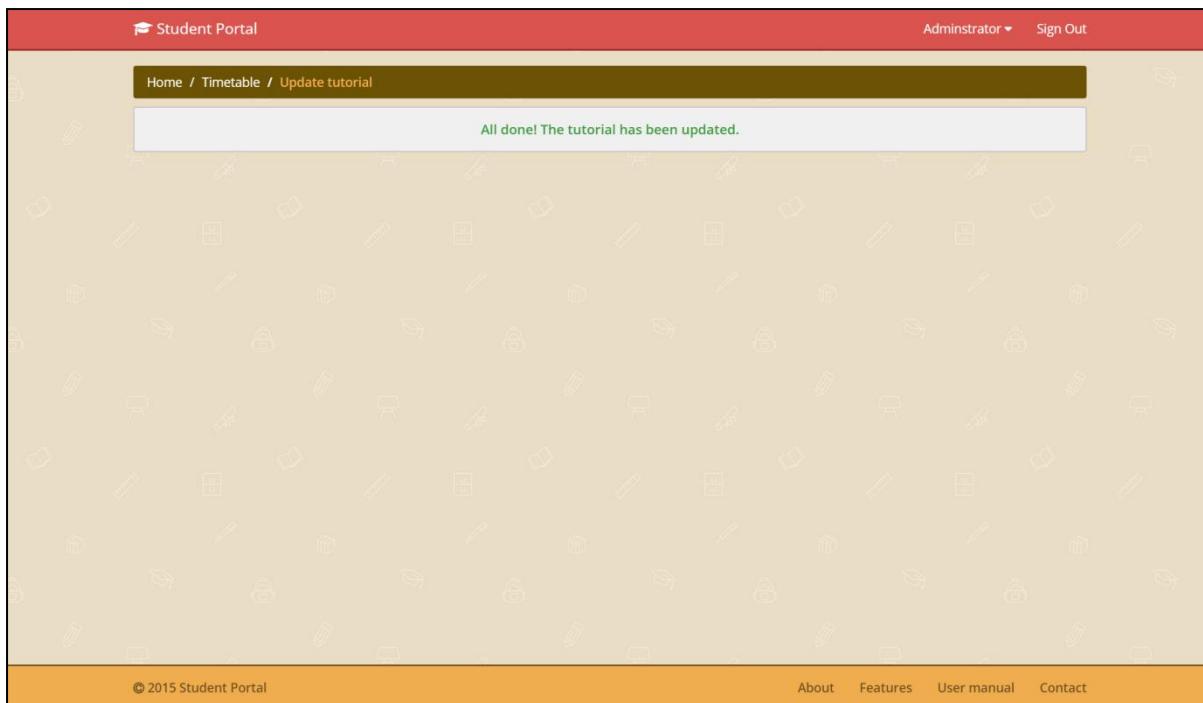
1. There will be a panel named “Active tutorials”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Update” button next to a specific tutorial.

The screenshot shows the 'Update tutorial' form. At the top, it displays the title 'Project Management - Tutorial'. The form has several input fields:

- 'Tutorial assistant\*' dropdown: 'Mark Williamson'
- 'Notes' text area: 'Enter notes'
- 'Day\*' dropdown: 'Monday'
- 'From (time)\*' time picker: '14:00'
- 'To (time)\*' time picker: '16:00'
- 'From (date)\*' date picker: '03/06/2015'
- 'To (date)\*' date picker: '06/06/2015'
- 'Location\*' dropdown: 'EG14'
- 'Capacity\*' text input: '150'

At the bottom of the form is a blue 'Update tutorial' button. The footer of the page includes links: 'About', 'Features', 'User manual', and 'Contact', along with the copyright notice '© 2015 Student Portal'.

3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update tutorial” button.



6. A confirmation message will appear on the screen, confirming the action has been completed.

## How to deactivate a tutorial

A screenshot of the Student Portal interface, similar to the previous one but with a different view. The top navigation bar and footer are identical. The main content area shows a "Timetable" section with buttons for "Create module", "Create lecture", and "Create tutorial". Below this is a sidebar with sections for "Active modules", "Active lectures", and "Active tutorials" (which is expanded). A table lists a single tutorial: "Project Management - Tutorial" by "Mark Williamson" from "14:00" to "16:00" in "EG14". To the right of the table is a "Action" column with a dropdown menu containing "Update", "Deactivate", and "Delete". The bottom of the page shows sections for "Inactive modules", "Inactive lectures", and "Inactive tutorials". The footer at the bottom contains the copyright information and links.

1. There will be a panel named “Active tutorials”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate” button next to a specific tutorial.

The screenshot shows the Student Portal's Timetable section. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below these are several collapsed panels: 'Active modules', 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. The 'Inactive tutorials' panel is currently collapsed. A search bar and a table listing one tutorial ('Project Management - Tutorial' by Mark Williamson) are visible. The bottom of the screen includes a footer with links for 'About', 'Features', 'User manual', and 'Contact'.

3. The lecture will disappear from the “Active tutorials” panel, and instead will be visible within the “Inactive tutorials” panel.

## How to reactivate a tutorial

This screenshot is identical to the previous one, but the 'Inactive tutorials' panel is now expanded, revealing the same list of inactive tutorials. The table shows the same entry: 'Project Management - Tutorial' by Mark Williamson.

1. There will be a panel named “Inactive tutorials”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific tutorial.

The screenshot shows the Student Portal's Timetable section. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below these are three expandable panels: 'Active modules', 'Active lectures', and 'Active tutorials'. The 'Active tutorials' panel is expanded, showing a table with one row for 'Project Management - Tutorial' by 'Mark Williamson' from 14:00 to 16:00 in 'EG14'. An 'Allocate' button is next to the row. Below the table are buttons for 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

3. The tutorial will disappear from the “Inactive tutorials” panel, and instead will be visible within the “Active tutorials” panel.

## How to delete a tutorial

This screenshot is similar to the previous one, showing the Timetable page with an active tutorial entry. However, a context menu has been opened over the 'Delete' button in the 'Active tutorials' table. The menu options are 'Update', 'Deactivate', and 'Delete'. The 'Delete' option is highlighted. The rest of the interface and footer are identical to the first screenshot.

1. There will be two panels named “Active” or “Inactive tutorials”. They will be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific tutorial.

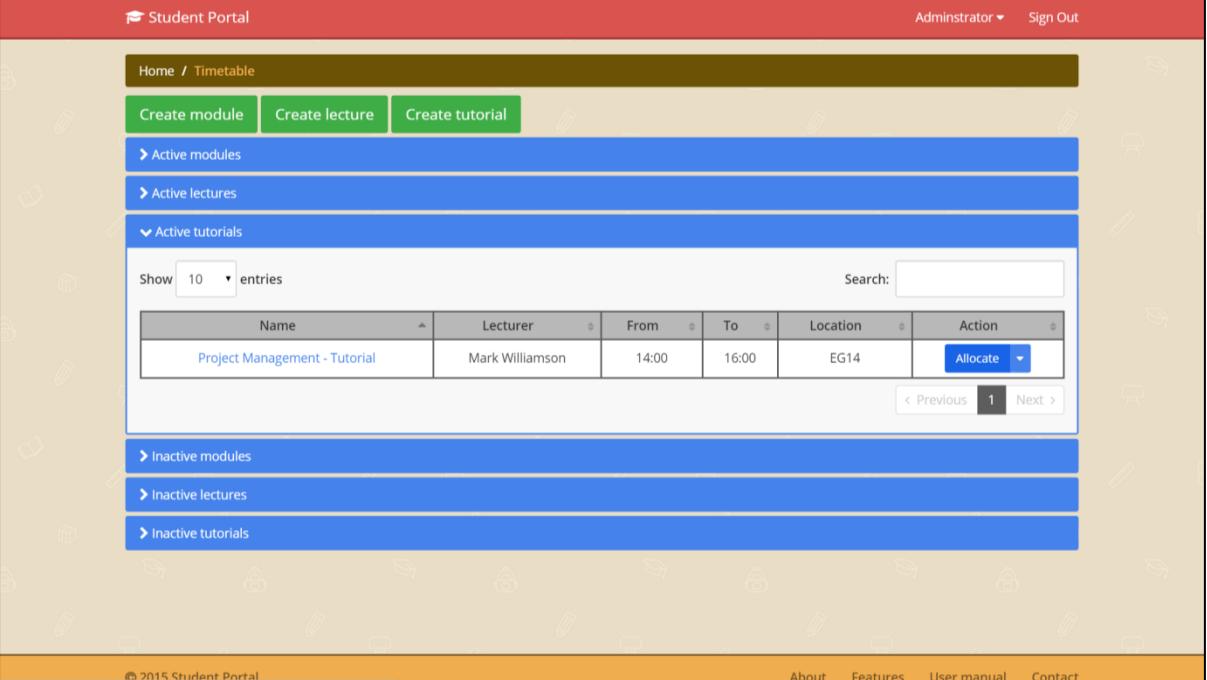
The screenshot shows the Student Portal interface. At the top, there's a navigation bar with links like 'Home / Timetable', 'Create module', 'Create lecture', and 'Active modules'. A modal dialog box is centered over the page, titled 'Delete tutorial?'. It contains the message 'Are you sure you want to delete "Project Management - Tutorial"?'. Below the message are two buttons: 'Delete' (in dark blue) and 'Cancel' (in light orange). The background of the portal shows a table of tutorials with columns for Name, Lecturer, From, To, Location, and Action. One row is selected, showing 'Project Management - Tutorial' by 'Mark Williamson' from 14:00 to 16:00 in 'EG14'. There are also links for 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the tutorial, click on “Delete” button. If you don’t want to delete the tutorial, click on the “Cancel”.

This screenshot shows the same Student Portal interface after a tutorial has been deleted. The modal dialog is no longer present. The table in the background now displays the message 'There are no records to display.' instead of listing tutorials. The rest of the interface, including the navigation bar and sidebar links, remains the same.

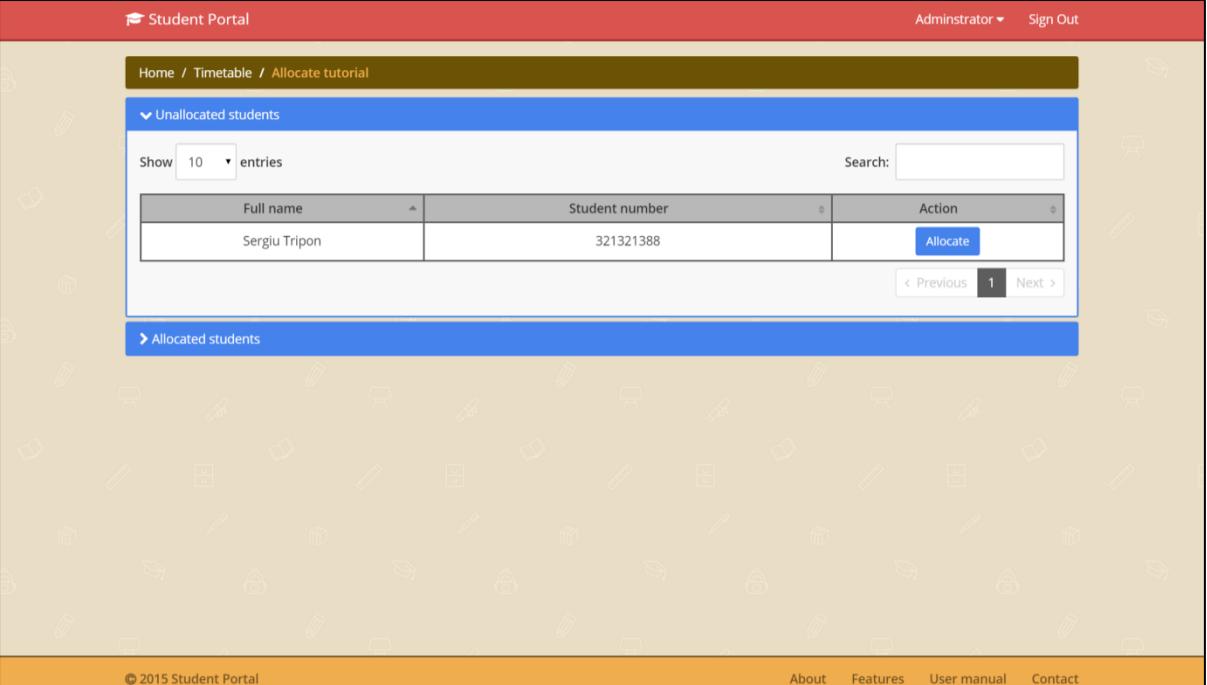
5. The prompt will disappear and the tutorial will be deleted. The tutorial cannot be restored.

## How to allocate a tutorial



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green buttons: "Create module", "Create lecture", and "Create tutorial". The main content area has a blue sidebar on the left with sections for "Active modules", "Active lectures", and "Active tutorials". The "Active tutorials" section is expanded, showing a table with one row. The table columns are "Name", "Lecturer", "From", "To", "Location", and "Action". The row contains "Project Management - Tutorial", "Mark Williamson", "14:00", "16:00", "EG14", and an "Allocate" button. Below the table are buttons for "Previous" and "Next". To the right of the table is a search bar labeled "Search:". At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal", "https://student-portal.co.uk/admin/allocate-tutorial?id=2", and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Active tutorials”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Allocate” button next to a specific tutorial.



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with the path "Home / Timetable / Allocate tutorial". The main content area has a blue sidebar on the left with sections for "Unallocated students" and "Allocated students". The "Unallocated students" section is expanded, showing a table with one row. The table columns are "Full name", "Student number", and "Action". The row contains "Sergiu Tripon" and "321321388", with an "Allocate" button. Below the table are buttons for "Previous" and "Next". To the right of the table is a search bar labeled "Search:". At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal", "https://student-portal.co.uk/admin/allocate-tutorial?id=2", and links for "About", "Features", "User manual", and "Contact".

3. There will be a panel named “Unallocated students”. It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the “Allocate” button next to a specific student.

The screenshot shows the 'Allocate tutorial' page of the Student Portal. At the top, there are navigation links: 'Home / Timetable / Allocate tutorial'. On the right, there are user options: 'Administrator ▾' and 'Sign Out'. Below the header, there are two main sections: 'Unallocated students' (which is collapsed) and 'Allocated students' (which is expanded). The 'Allocated students' section includes a search bar ('Search:'), a dropdown for 'Show 10 entries', and a table with columns: 'Full name', 'Student number', and 'Action'. The table contains one row for 'Sergiu Tripon' (student number 321321388). A blue 'Deallocate' button is located in the 'Action' column for this student. At the bottom of the page, there is a footer with copyright information ('© 2015 Student Portal') and links to 'About', 'Features', 'User manual', and 'Contact'.

5. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## How to deallocate a tutorial

This screenshot is identical to the one above, showing the 'Allocate tutorial' page of the Student Portal. The 'Allocated students' panel is expanded, showing the same table with one student entry: 'Sergiu Tripon' (student number 321321388). The 'Deallocate' button is present in the 'Action' column. The rest of the interface, including the header, footer, and other panels, is also identical.

1. There will be a panel for “Allocated students” modules. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.

The screenshot shows the 'Allocate tutorial' page of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Timetable / Allocate tutorial'. The main content area has a blue header 'Unallocated students'. It contains a table with columns for 'Full name' (Sergiu Tripon), 'Student number' (321321388), and 'Action' (a blue 'Allocate' button). There are also 'Show' and 'Search' filters at the top of the table, and 'Previous' and 'Next' navigation buttons at the bottom.

3. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## Exams

### How to access the Exams area

The screenshot shows the Student Portal's home page. At the top is a red header bar with the 'Student Portal' logo and 'Administrator' and 'Sign Out' links. Below is a dark brown navigation bar with 'Home / Timetable / Allocate tutorial'. The main area features a 3x4 grid of tiles. The 'Exams' tile, located in the second row, first column, is highlighted with a green background and a white pencil icon. Other tiles include 'Timetable' (clock icon), 'Results' (trophy icon), 'Transport' (train icon), 'Library' (book icon), 'Calendar' (calendar icon), 'University Map' (location pin icon), 'Events' (ticket icon), 'Feedback' (checkmark icon), 'Messenger' (speech bubble icon), and 'Account' (person icon). At the bottom is an orange footer bar with copyright information and links for 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Exams” tile from the Home page.

## How to create an exam

The screenshot shows the 'Create exam' page of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below this is a dark blue navigation bar with 'Home / Exams' and a green 'Create exam' button. A large blue panel titled 'Active exams' is expanded, containing a table header with columns 'Name', 'Date', 'Time', 'Location', and 'Action'. Below the header, a message says 'There are no records to display.' At the bottom of this panel is a link '▶ Inactive exams'. The background features a light brown color with faint icons of books, pens, and graduation caps scattered across it.

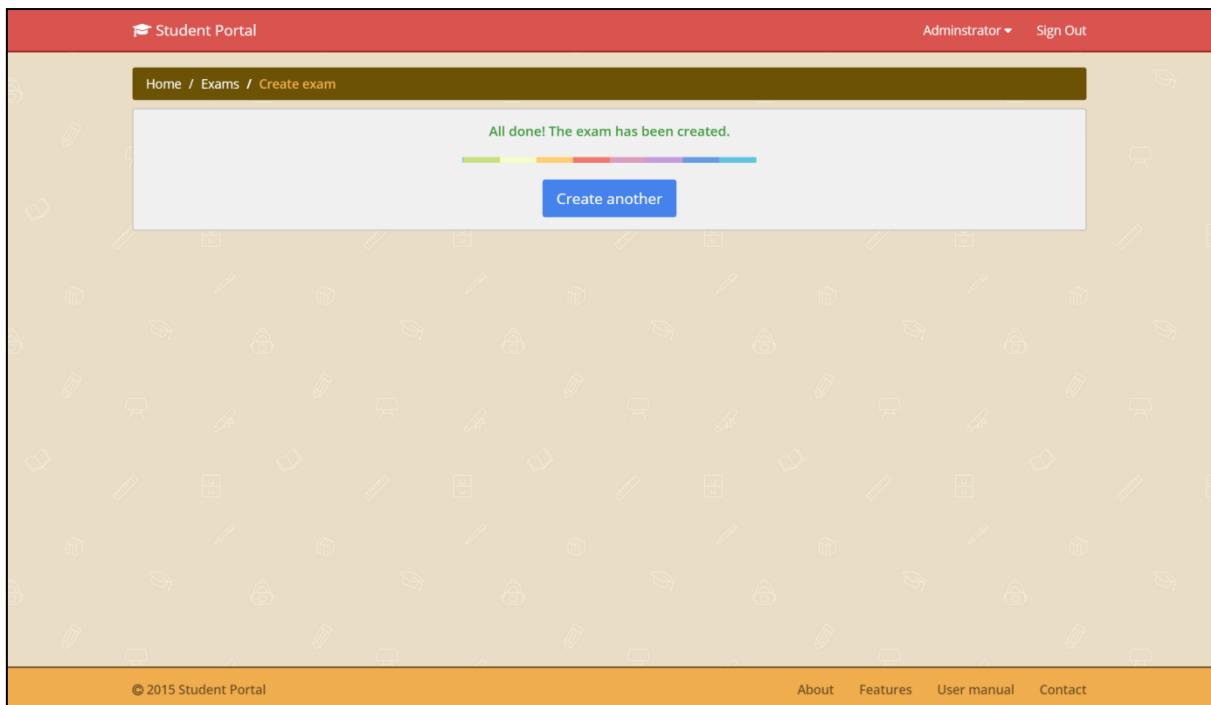
1. There will be a panel named “Active exams”. It will be expanded by default, so you will have to expand it by clicking on its title.
2. Click on the “Create exam” button.

The screenshot shows the 'Create exam' form. The top navigation bar is identical to the previous one. The main area contains a form with several fields:

- Module\***: Project Management - Module
- Name\***: Project Management - Exam
- Notes**: A text area with placeholder text "Enter notes".
- Date\***: 22/07/2015
- Time\***: 16:00
- Location\***: Great Hall
- Capacity\***: 150

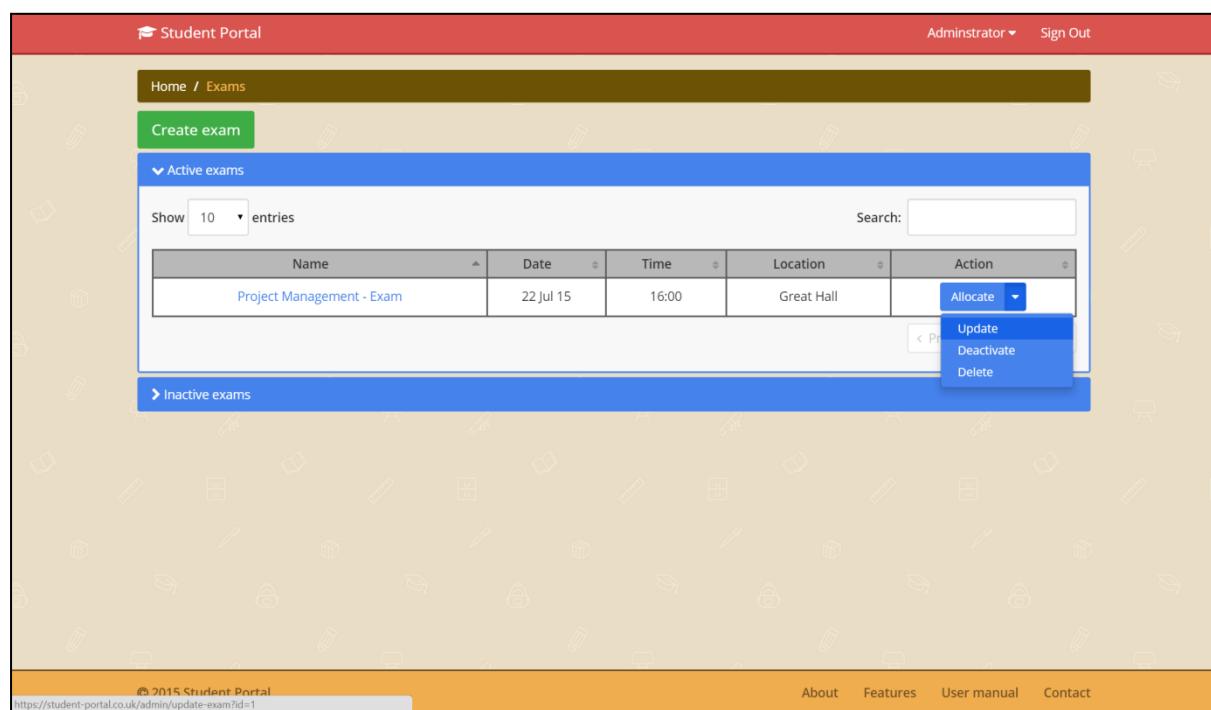
A horizontal progress bar at the bottom of the form is divided into five colored segments: green, yellow, red, purple, and blue. Below the progress bar is a blue 'Create exam' button. The bottom navigation bar includes 'About', 'Features', 'User manual', and 'Contact' links.

3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the “Create tutorial” button.



6. A confirmation message will appear on the screen confirming the action has been completed.

## How to update an exam



1. Click on the "Update" button next to a specific exam.

 Student Portal

Administrator ▾ Sign Out

Home / Exams / Update exam

Module\*  
Project Management - Module

Exam name\*  
Project Management - Exam

Exam notes  
Enter notes

Exam date\*  
22/07/2015

Exam time\*  
16:00

Exam location\*  
Great Hall

Exam capacity\*  
150



**Update exam**

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2. You will be redirected to a form.
3. Update the desired fields.
4. Click on the “Update exam” button.

 Student Portal

Administrator ▾ Sign Out

Home / Exams / Update exam

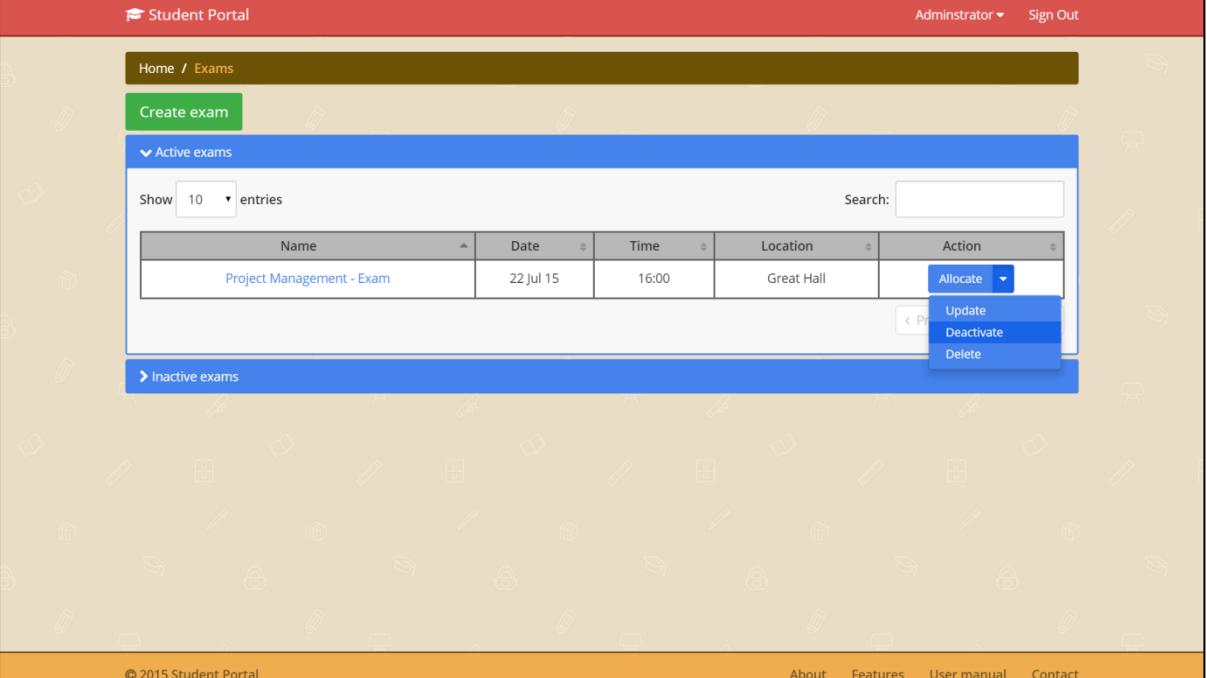
All done! The exam has been updated.

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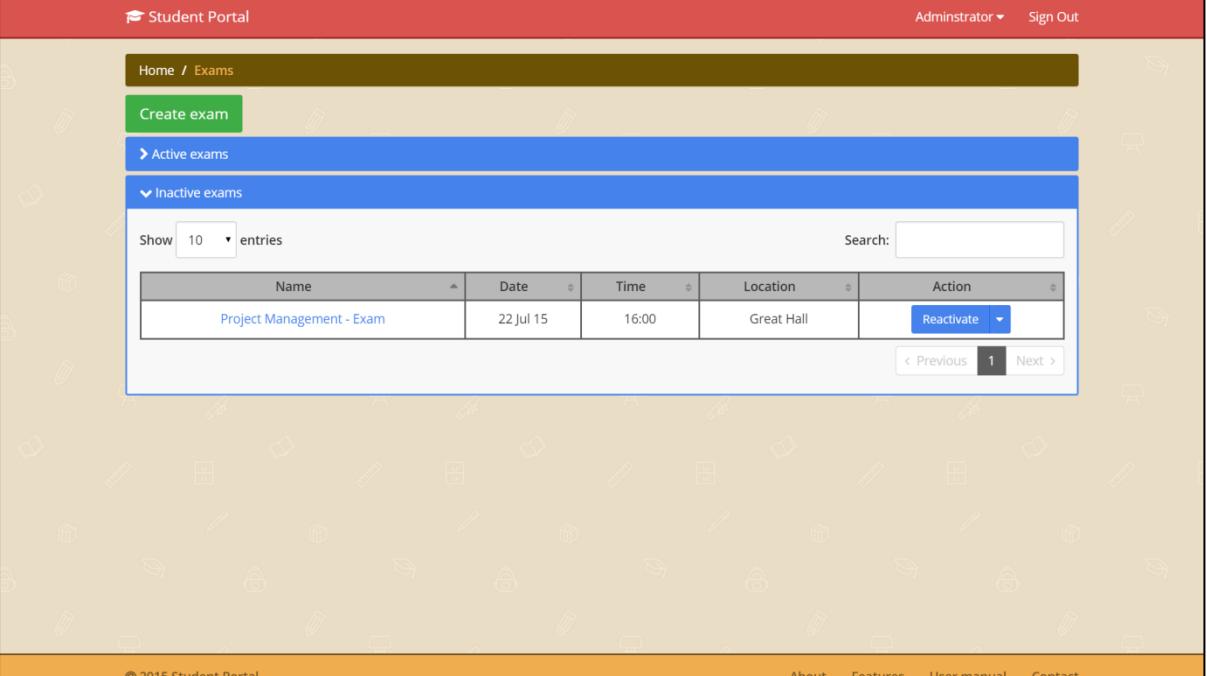
5. A confirmation message will appear on the screen, confirming the action has been completed.

## How to deactivate an exam



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with "Home / Exams" and a green "Create exam" button. The main content area has a blue header "Active exams" with a dropdown arrow. Underneath is a table with columns: Name, Date, Time, Location, and Action. One row shows "Project Management - Exam" with the date "22 Jul 15", time "16:00", location "Great Hall", and an "Action" column containing "Allocate", "Update", "Deactivate", and "Delete". A context menu is open over the "Deactivate" button. At the bottom of the content area, there's a blue header "Inactive exams" with a dropdown arrow. The footer contains copyright information "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

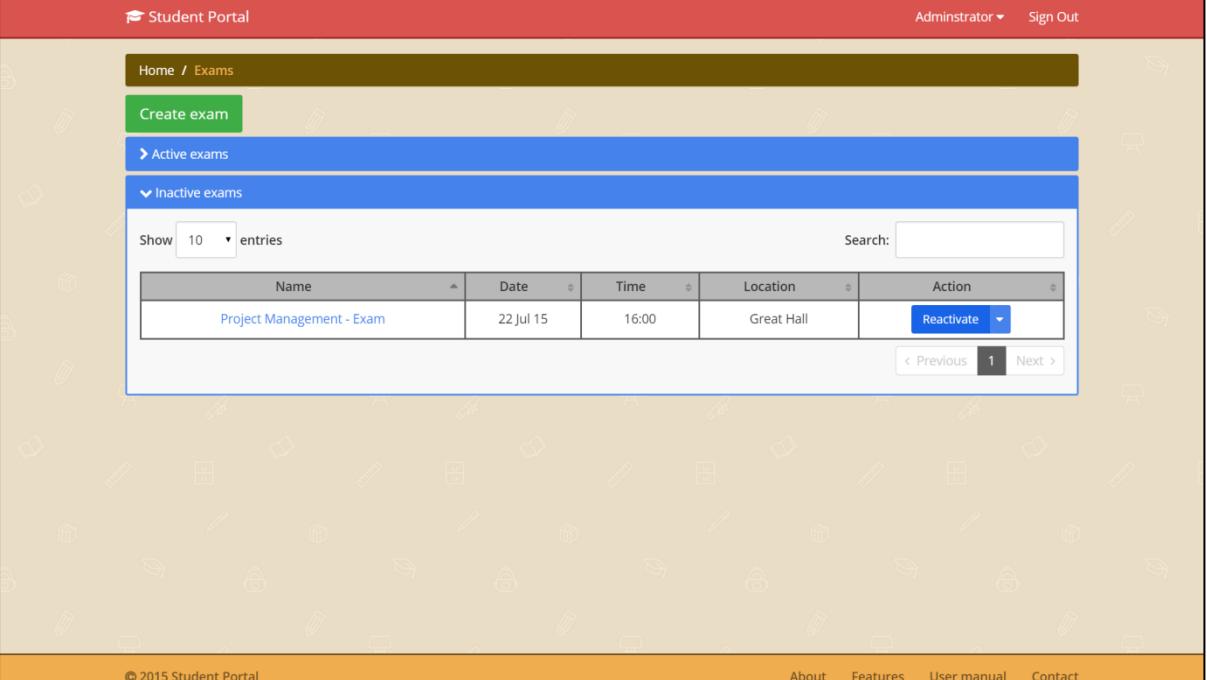
1. There will be a panel named “Active exams”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate” button next to a specific exam.



This screenshot shows the same Student Portal interface as the previous one, but with a different state. The "Active exams" panel is now collapsed, indicated by a downward arrow icon. The "Inactive exams" panel is expanded, indicated by an upward arrow icon. The table in the "Inactive exams" panel is identical to the one in the active panel, showing the "Project Management - Exam" entry. A context menu is open over the "Reactivate" button in the "Action" column of this entry. The footer is identical to the first screenshot.

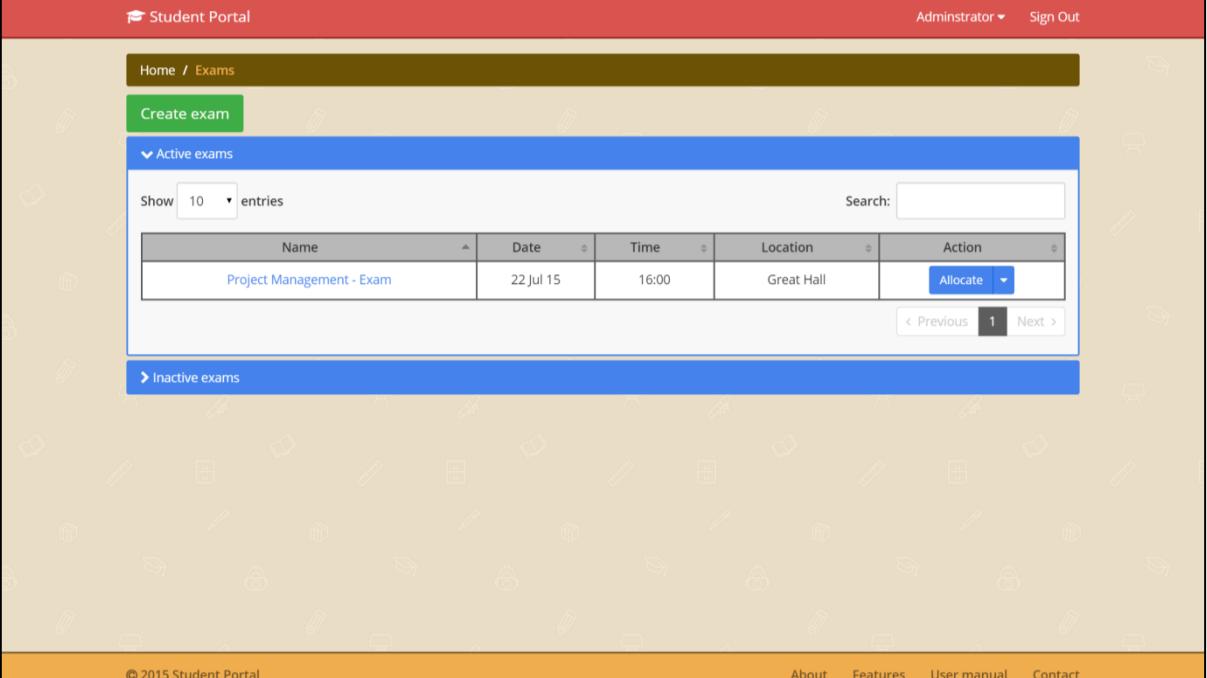
3. The exam will disappear from the “Active exams” panel, and instead will be visible within the “Inactive exams” panel.

## How to reactivate an exam



The screenshot shows the Student Portal interface. At the top, there is a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation menu with "Home / Exams", "Create exam", and two buttons: "Active exams" (highlighted in blue) and "Inactive exams" (with a dropdown arrow). A search bar and a "Show 10 entries" button are also present. The main content area displays a table with columns: Name, Date, Time, Location, and Action. One row in the table is for "Project Management - Exam" with details: Date 22 Jul 15, Time 16:00, Location Great Hall, and Action "Reactivate" (with a dropdown arrow). Navigation buttons for "Previous", "Next", and page number "1" are at the bottom of the table.

1. There will be a panel for “Inactive exams”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific exam.



The screenshot shows the Student Portal interface after an action has been taken. The layout is identical to the previous screenshot, but the "Inactive exams" panel is now collapsed, indicated by a right-pointing arrow icon. The "Active exams" panel is expanded, showing the same table as before. The "Project Management - Exam" row now has an "Allocate" button instead of a "Reactivate" button in the Action column.

3. The exam will disappear from the “Inactive exams” panel, and instead will be visible within the “Active exams” panel.

## How to delete an exam

The screenshot shows the 'Exams' section of the Student Portal. At the top, there's a navigation bar with 'Administrator' and 'Sign Out'. Below it, a breadcrumb trail shows 'Home / Exams'. A green button labeled 'Create exam' is visible. A dropdown menu titled 'Active exams' is expanded, showing a table with one entry: 'Project Management - Exam' scheduled for '22 Jul 15' at '16:00' in 'Great Hall'. To the right of the table is a 'Action' column with a dropdown menu containing 'Allocate', 'Update', 'Deactivate', and 'Delete'. A search bar is also present above the table. Below the table, a link to 'Inactive exams' is shown. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be two panels for “Active” or “Inactive exams”. They will be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific exam.

The screenshot shows the same 'Exams' section as before, but with a modal dialog box in the foreground. The dialog is titled 'Delete exam?' and contains the message 'Are you sure you want to delete "Project Management - Exam"?'. It has two buttons: 'Delete' (highlighted) and 'Cancel'. The background of the portal is dimmed.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on the “Delete” button. If you don’t want to delete the exam, click on the “Cancel” button.

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the text 'Student Portal', 'Administrator ▾', and 'Sign Out'. Below the header is a navigation bar with 'Home / Exams' and a green 'Create exam' button. A blue panel titled 'Active exams' is open, showing a table with columns: Name, Date, Time, Location, and Action. The table has a single row with the message 'There are no records to display.' At the bottom of the blue panel is a link 'Inactive exams'. The background of the page features a repeating pattern of school-related icons like books, pens, and graduation caps.

5. The prompt will disappear and the exam will be deleted. The exam cannot be restored.

## How to allocate an exam

This screenshot is similar to the previous one, showing the 'Student Portal' interface. The 'Active exams' panel is now expanded and contains a single row of data in the table:

Name	Date	Time	Location	Action
Project Management - Exam	22 Jul 15	16:00	Great Hall	<button>Allocate</button>

A blue 'Allocate' button is visible next to the exam entry. The rest of the interface, including the navigation bar and footer, is identical to the first screenshot.

1. There will be a panel for “Active exams”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Allocate” button next to a specific exam.

The screenshot shows a web-based student portal interface. At the top, a red header bar contains the text "Student Portal" and "Administrator ▾ Sign Out". Below this is a dark blue navigation bar with the text "Home / Exams / Allocate exam". The main content area has a light beige background with a subtle pattern of school-related icons like books, pens, and graduation caps. A blue sidebar on the left is titled "Unallocated students" and contains a table with one entry: Sergiu Tripon (student number 321321388). The table includes columns for "Full name", "Student number", and "Action" (with a blue "Allocate" button). A search bar and pagination controls are also present. To the right of the sidebar, a blue header bar says "Allocated students". At the bottom, an orange footer bar includes the copyright notice "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

3. There will be a panel for “Unallocated students”. It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the “Allocate” button next to a specific student.

This screenshot shows the same student portal interface after an action has been taken. The "Allocated students" panel is now expanded, showing the same table as before, but with a different button: a blue "Deallocate" button instead of "Allocate". The rest of the interface remains the same, including the header, sidebar, footer, and background icons.

5. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## How to deallocate an exam

The screenshot shows the 'Allocate exam' page of the Student Portal. At the top, there's a red header bar with the text 'Student Portal', 'Administrator', and 'Sign Out'. Below the header is a navigation bar with 'Home / Exams / Allocate exam'. A sidebar on the left has two sections: 'Unallocated students' (which is collapsed) and 'Allocated students' (which is expanded). The main content area contains a table with columns 'Full name', 'Student number', and 'Action'. There is one entry: Sergiu Tripon, 321321388, with a blue 'Deallocate' button next to it. Below the table are buttons for 'Previous', 'Next', and a page number '1'. The footer at the bottom has links for 'About', 'Features', 'User manual', and 'Contact', along with a copyright notice '© 2015 Student Portal'.

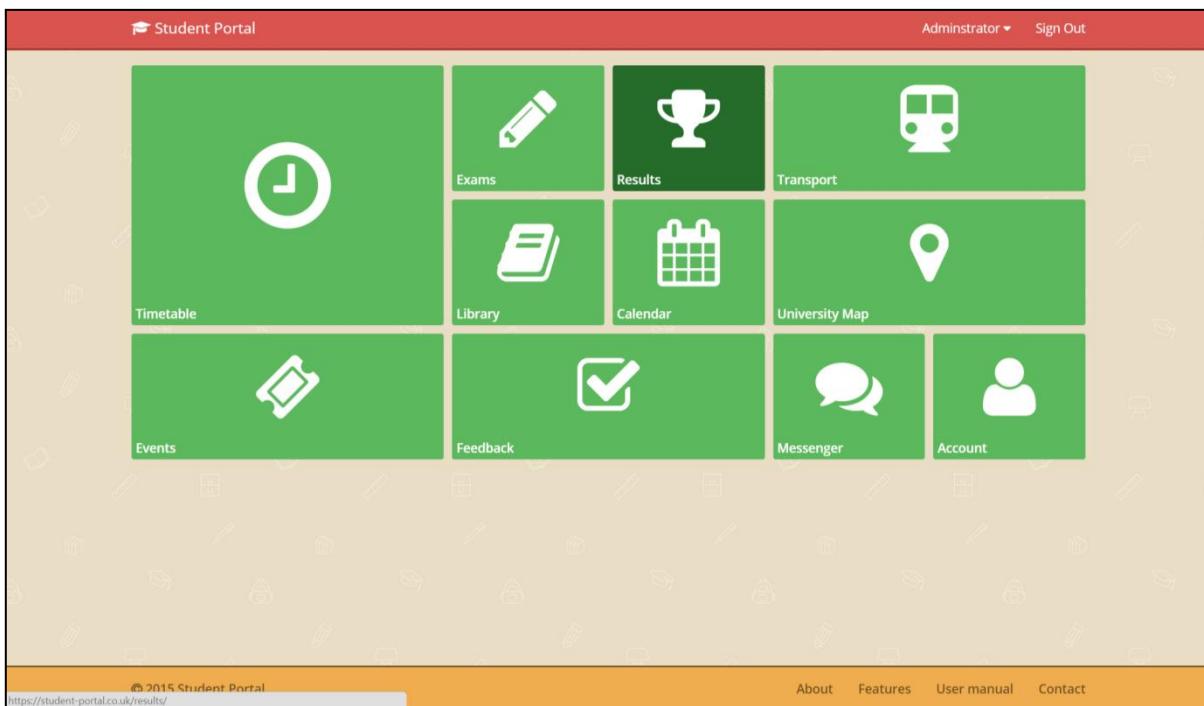
1. There will be a panel for “Allocated students” modules. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.

This screenshot shows the same 'Allocate exam' page after the deallocation of Sergiu Tripon. The 'Allocated students' panel is now collapsed, and the 'Unallocated students' panel is expanded. The table now shows the same entry with a blue 'Allocate' button instead of a 'Deallocate' button. The footer at the bottom has links for 'About', 'Features', 'User manual', and 'Contact', along with a copyright notice '© 2015 Student Portal'.

3. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

## Results

### How to access the Results area



1. Click on the “Results” tile from the Home page.

### How to create a result

A screenshot of the Student Portal showing the "Results" section. The top navigation bar includes "Home / Results" and "Administrator" and "Sign Out". Below this is a blue panel titled "Students" which is expanded by default. It contains a search bar with "Show 10 entries" and a "Search:" input field. A table lists student information: "Full name" (Sergiu Tripon), "Student number" (321321388), and an "Action" column with a "Select" button. Navigation buttons at the bottom of the panel include "&lt; Previous", "1", and "Next &gt;". The background features a pattern of small educational icons. The bottom of the screen has a yellow footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

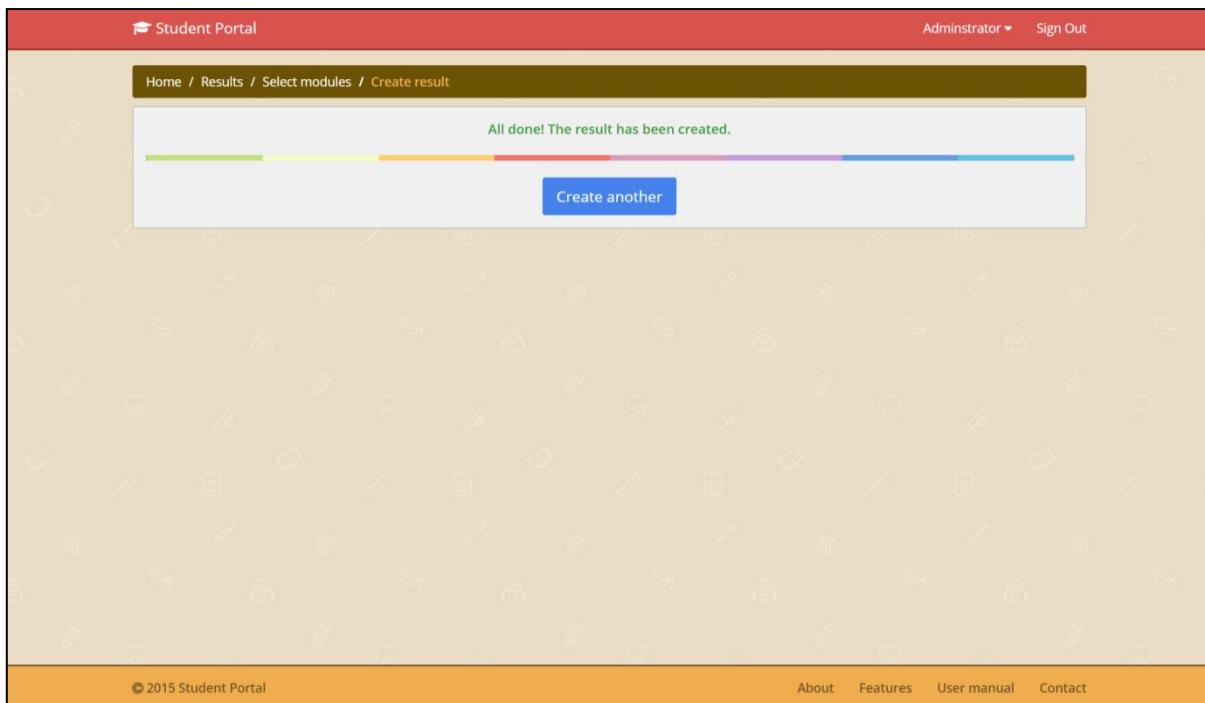
1. There will be a panel named “Students”. It will be expanded by default, but you can minimise it by clicking on its title.
2. Click on the “Select” button next to a specific student.

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator ▾', 'Sign Out', and 'Home / Results / Select modules'. Below the header is a blue sidebar titled 'Modules' with a dropdown menu. It includes a search bar, a table with one entry ('Project Management - Module'), and buttons for 'Create', 'Previous', 'Next', and '1'. The main content area has sections for 'Active results' and 'Inactive results'. The footer is orange with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

3. There will be a panel named “Modules”. It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the “Create” button next to a specific module.

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator ▾', 'Sign Out', and 'Home / Results / Create result'. The main content area is divided into two sections: 'Student' (containing fields for First name, Surname, and Email address) and 'Result' (containing fields for Overall coursework mark, Overall exam mark, Overall final mark, and Notes). A large text area for 'Notes' is labeled 'Enter notes'. At the bottom is a blue 'Create result' button. The footer is orange with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

5. You will be redirected to a form.
6. Complete the required fields.
7. Click on the “Create result” button.



8. A confirmation message will appear on the screen confirming the action has been completed.

## How to update a result

A screenshot of the same student portal interface. The top navigation bar and footer are identical to the previous screenshot. The main content area now shows a blue expandable panel titled "Active results". Inside this panel, there is a table with four columns: "Module", "Coursework mark", "Exam mark", and "Overall mark". The first row of the table shows "Project Management - Module", "60.00", "70.00", and "65.00". To the right of the table is a blue "Update" button with a dropdown arrow. Above the table, there is a search bar labeled "Search:" and a dropdown menu showing "Show 10 entries". Below the table, there are navigation buttons for "Previous" and "Next". At the very bottom of the page is the orange footer bar with the copyright notice and links.

1. There will be a panel named “Active results”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Update” button next to a specific result.

 Student Portal

Administrator ▾ Sign Out

**Student**

First name	Surname	Email address
Sergiu	Tripon	contact@sergiu-tripon.co.uk

**Result**

Coursework mark (if any)	60.00
Exam mark (if any)	70.00
Overall mark	65.00

Notes

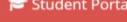
Enter notes

**Update result**

© 2015 Student Portal

About Features User manual Contact

3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update result” button.

 Student Portal

Administrator ▾ Sign Out

Home / Results / Select modules / Update result

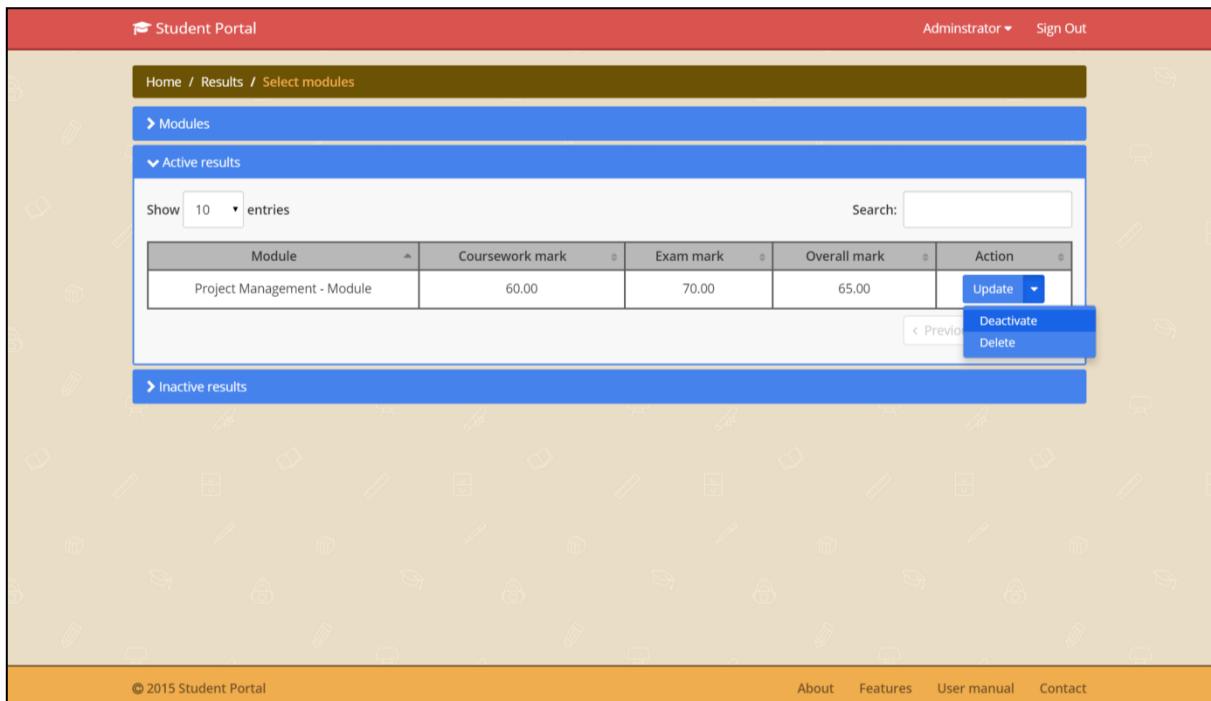
All done! The result has been updated.

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About Features User manual Contact

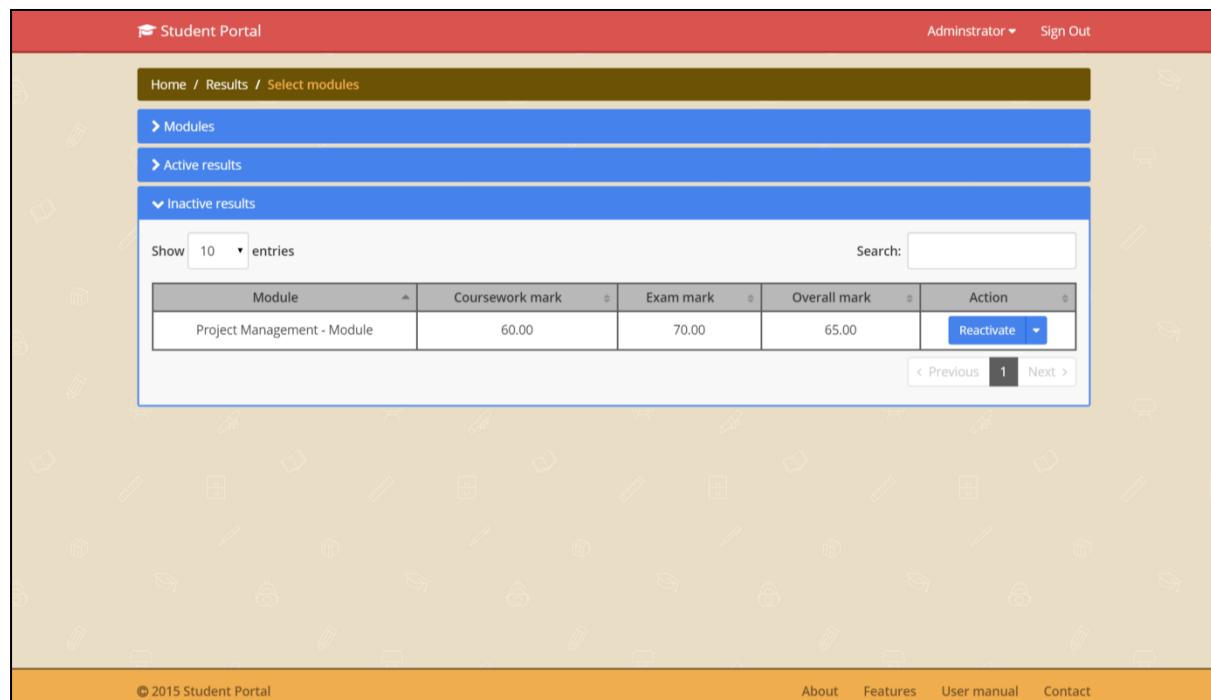
6. A confirmation message will appear on the screen, confirming the action has been completed.

## How to deactivate a result



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the title 'Student Portal' and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Results / Select modules'. Underneath is a blue sidebar with 'Modules' and 'Active results' sections. The main content area has a table with columns: Module, Coursework mark, Exam mark, Overall mark, and Action. A single row shows 'Project Management - Module' with marks 60.00, 70.00, and 65.00. The 'Action' column contains buttons for 'Update', 'Deactivate', and 'Delete'. The 'Deactivate' button is highlighted with a blue border. Below the table is a section titled 'Inactive results' which is currently empty.

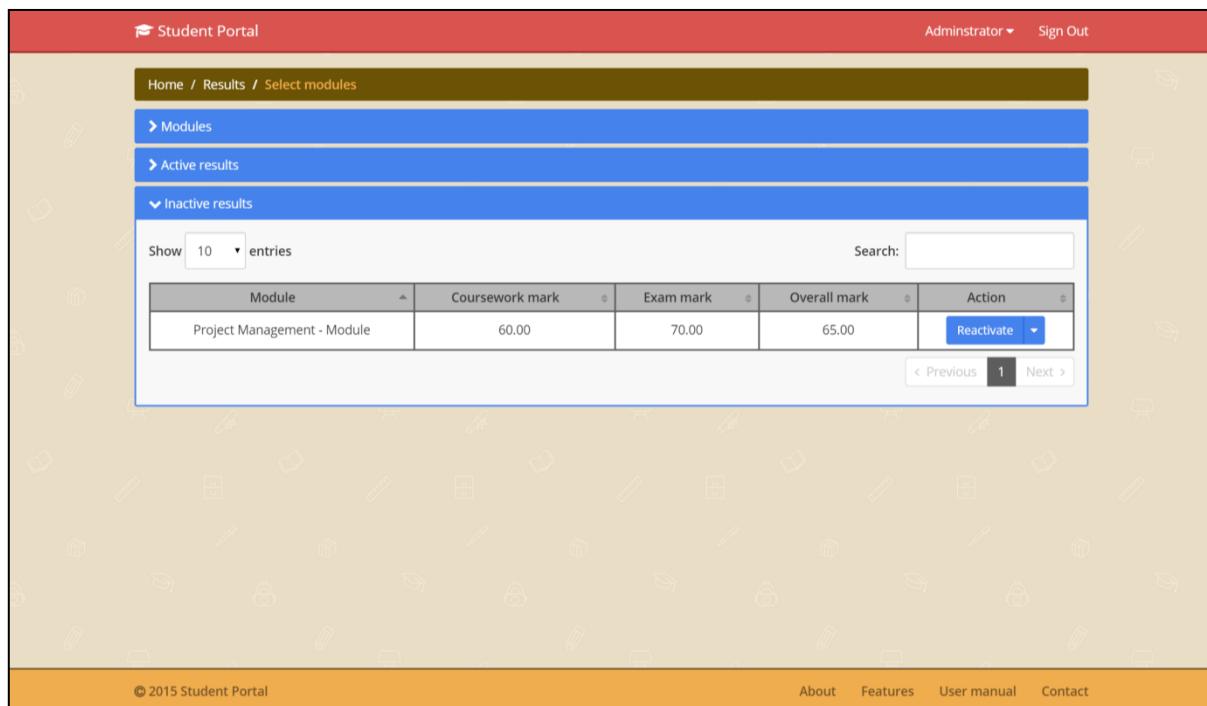
1. There will be a panel named “Active results”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate” button next to a specific result.



This screenshot shows the 'Student Portal' after the action from the previous step. The 'Active results' panel is now collapsed, and the 'Inactive results' panel is expanded. The table in the main content area remains the same, with the 'Project Management - Module' row. The 'Action' column now contains a 'Reactivate' button instead of 'Deactivate'. The 'Deactivate' button from the previous screenshot is no longer visible.

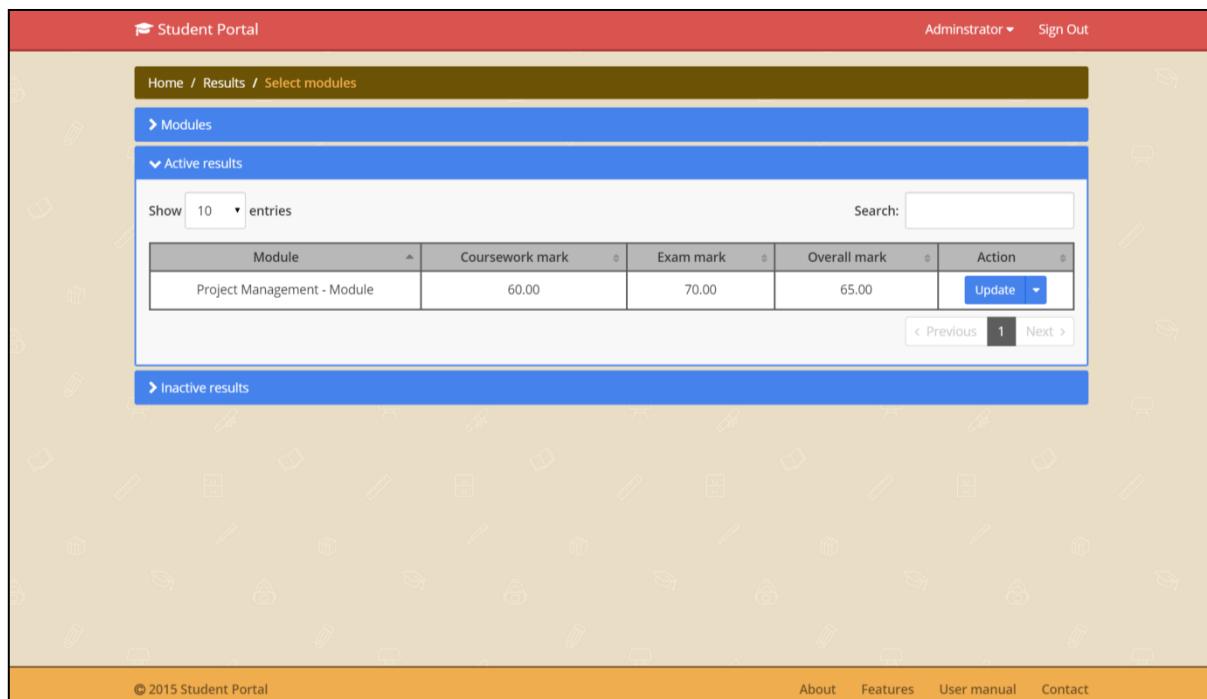
3. The result will disappear from the “Active results” panel, and instead will be visible within the “Inactive results” panel.

## How to reactivate a result



The screenshot shows the Student Portal interface. At the top, there is a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation menu with items: "Home / Results / Select modules", "Modules", "Active results", and "Inactive results". The "Inactive results" item is currently expanded, showing a table with columns: Module, Coursework mark, Exam mark, Overall mark, and Action. A single row is visible for "Project Management - Module" with marks 60.00, 70.00, 65.00, and a "Reactivate" button. At the bottom of the page, there is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Inactive results”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific result.



The screenshot shows the Student Portal interface, similar to the previous one but with a key difference. The "Inactive results" panel is now collapsed, indicated by a blue header bar with the text "► Inactive results". The "Active results" panel is now expanded, showing the same table as before, but with a different button: "Update". The rest of the interface, including the header, navigation menu, and footer, remains the same.

3. The result will disappear from the “Inactive results” panel, and instead will be visible within the “Active results” panel.

## How to delete a result

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the title 'Student Portal' and user options like 'Administrator' and 'Sign Out'. Below the header is a navigation bar with 'Home / Results / Select modules'. Underneath is a blue sidebar with 'Modules' and 'Active results' sections. The main area has a table with columns: Module, Coursework mark, Exam mark, Overall mark, and Action. A row for 'Project Management - Module' has an 'Action' dropdown menu open, showing 'Update', 'Deactivate', and 'Delete' options. A search bar and a 'Show 10 entries' button are also visible.

1. There will be two panels named “Active” and “Inactive results”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific result.

This screenshot shows the same 'Student Portal' interface as the previous one, but with a yellow confirmation dialog box overlaid. The dialog title is 'Delete result?' and it contains the question 'Are you sure you want to delete this result for "Project Management - Module"?'. It has 'Delete' and 'Cancel' buttons. The background page shows the 'Active results' table with the same data as before.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on the “Delete” button. If you don’t want to delete the exam, click on the “Cancel” button.

The screenshot shows the 'Results' section of the Student Portal. At the top, there is a red header bar with the text 'Student Portal' and 'Administrator ▾ Sign Out'. Below this is a blue navigation bar with the text 'Home / Results / Select modules' and 'Modules'. A sub-navigation bar below it has the text 'Active results'. It includes a search bar with the placeholder 'Search:' and a dropdown menu for selecting 'Show 10 entries'. There is a table header with columns for 'Module', 'Coursework mark', 'Exam mark', 'Overall mark', and 'Action'. The table body contains the message 'There are no records to display.' At the bottom of the page, there is a blue footer bar with the text 'Inactive results'.

5. The prompt will disappear and the result will be deleted. The result cannot be restored.

## Transport

### How to access the Transport area

The screenshot shows the Student Portal's home page. At the top, there is a red header bar with the text 'Student Portal' and 'Sergiu Tripon ▾ Sign Out'. Below this is a grid of tiles. The 'Transport' tile, which is green and features a white train icon, is highlighted. Other tiles include 'Timetable' (green, clock icon), 'Exams' (green, pencil icon), 'Results' (green, trophy icon), 'Library' (light green, book icon), 'Calendar' (light green, calendar icon), 'University Map' (light green, location pin icon), 'Events' (green, ticket icon), 'Feedback' (green, checkmark icon), 'Messenger' (green, speech bubble icon), and 'Account' (light green, user profile icon). At the bottom, there is an orange footer bar with the text '© 2015 Student Portal https://student-portal.co.uk/transport/' and 'About Features User manual Contact'.

1. Click on "Transport" tile from the Home page.

## How to check the live tube and station status

The screenshot shows the Student Portal Transport dashboard. At the top, there are four main tiles: 'Tube Now' (status: 'Now', last update: 01:20), 'Tube This weekend' (status: 'Good Service', last update: 01:20), 'Tube Map' (status: 'Good Service', last update: 01:20), and 'Cycle Hire Now' (status: 'Good Service', last update: 01:20). Below these are five smaller cards: 'Bakerloo' (Good Service, last update: 01:20), 'Central' (Good Service, last update: 01:20), 'Circle' (Good Service, last update: 01:20), 'Circle' (Good Service, last update: 01:20), and 'DLR' (Good Service, last update: 01:20).

1. Click on the “Now” link on the Tube tile.
2. You will be redirected to a new page.
3. There will be two panels named “Line” and “Station status”. They may be collapsed by default, so you will have to expand them by clicking on their title.

The screenshot shows the 'Tube - Now' page. It features two main sections: 'Line status' and 'Station status'. The 'Line status' section displays a table of tube lines with their current service status. The 'Station status' section displays a table of stations with their current status.

Line	Status	Info
Bakerloo	Good Service	No extra info
Central	Good Service	No extra info
Circle	Good Service	No extra info
District	Good Service	No extra info
DLR	Good Service	No extra info
Hammersmith and City	Good Service	No extra info
Jubilee	Good Service	No extra info
Metropolitan	Good Service	No extra info
Northern	Good Service	No extra info
Overground	Good Service	No extra info

Station	Status	Info
Abbey Road	Open	No extra info

4. The “Line status” panel will display live tube line transport status and information.

Northern	Good Service	No extra info
Overground	Good Service	No extra info

**Station status**

Station	Status	Info
Abbey Road	Open	No extra info
Acton Central	Open	No extra info
Acton Town	Open	No extra info
Aldgate	Open	No extra info
Aldgate East	Open	No extra info
All Saints	Open	No extra info
Alperton	Open	No extra info
Amersham	Open	No extra info
Anerley	Open	No extra info
Angel	Open	No extra info

© 2015 Student Portal

- The “Station status” panel will display live tube station transport status and information.

## How to check the “this weekend” tube and station status

**Transport**

Tube Now 0 01:20 Station status >	Tube This weekend 0 01:20 Station status >	Tube Map 0 01:20 Availability updates >
Good Service Bakerloo 0 01:20 Find out more >	Good Service Central 0 01:20 Find out more >	Good Service Circle 0 01:20 Find out more >
Good Service Circle 0 01:20	Good Service DLR 0 01:20	

- Click on the “This weekend” link on the Tube tile.
- You will be redirected to a new page.
- There will be two panels named “Line status” and “Disrupted stations”. They may be collapsed by default, so you will have to expand them by clicking on their title.

**Line status**

Line	Status	Info
Bakerloo	Good Service	No extra info
Central	Good Service	No extra info
Circle	Good Service	No extra info
District	Good Service	No extra info
DLR	Part Suspended	Docklands Light Railway: No service between Stratford and Bow Church on Sunday 03 and Bank Holiday Monday 04 May due to Crossrail works at Pudding Mill Lane. Replacement buses operate.
H'smith & City	Good Service	No extra info
Jubilee	Good Service	No extra info
Metropolitan	Good Service	No extra info
Northern	Good Service	No extra info
Overground	Part Closure	LONDON OVERGROUND: Sunday 3 May, no service between New Cross Gate and West Croydon / Crystal Palace due to Network Rail engineering works. Please note that northbound Southern trains will not call at stations between Anerley and Brockley inclusive, but serve all stops southbound. LONDON OVERGROUND: Sunday 3 May, no service between South Tottenham and Barkingside due to Network Rail infrastructure works. Replacement buses operate.

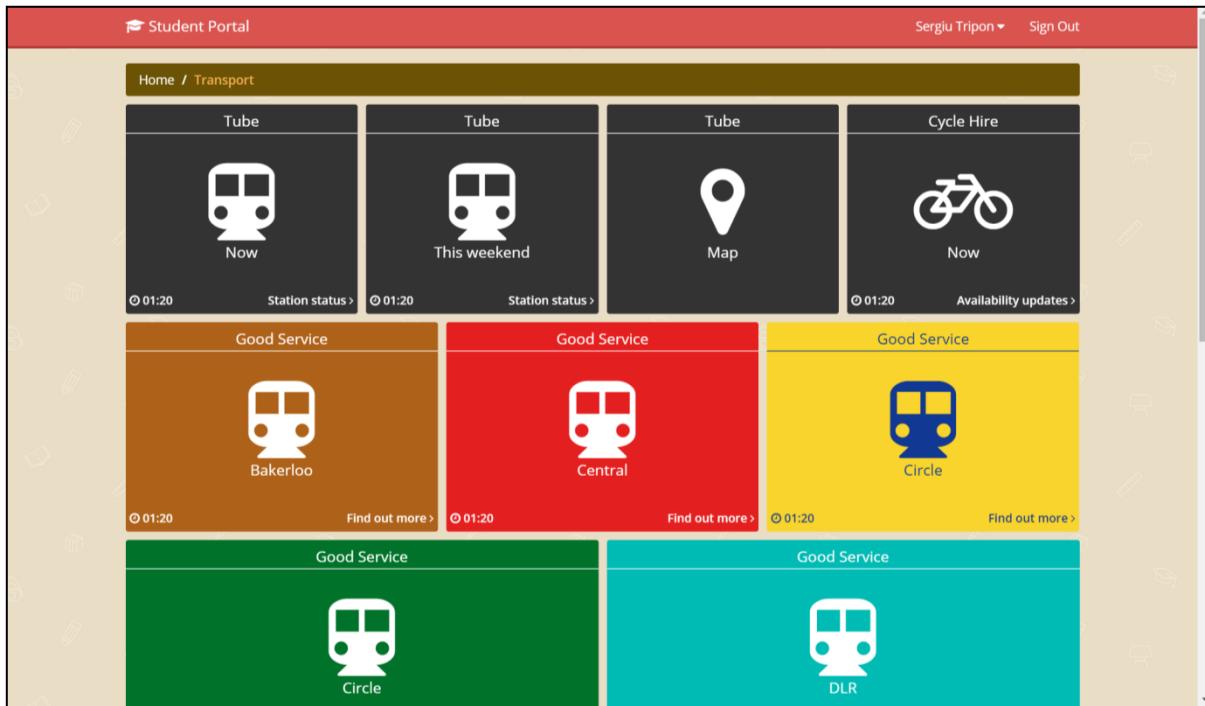
4. The “Line status” panel will display live tube line transport status and information.

**Disrupted stations**

Station	Status	Info
Angel Underground Station	No status. Info provided.	Angel Underground Station: Reduced escalator service Monday 5 January until mid-July 2015. This is while we carry out planned refurbishment work. Please use the remaining escalators. The station may be busier at times, please allow additional time for your journey.
Barbican Underground Station	No status. Info provided.	Barbican Station: Ticket hall improvements will start to take place from May 2015, when the ticket office in this station closes. Work will last for up to three weeks as we install additional ticket machines. The ticket office will not reopen when the work is complete. To pay for travel, you can now... Use your contactless payment card. Use the smarter ticket machines or. Buy tickets or top up your Oyster card online or at nearby Oyster Ticket Stops.
Brixton Underground Station	No status. Info provided.	BRIXTON STATION: Escalator works: Due to planned escalator maintenance work until late July 2015, the station is likely to be busier than usual throughout weekday morning and evening peak hours. You may find it easier to travel outside these hours or to use nearby Stockwell Tube station during the busiest times
Camden Town Underground Station	No status. Info provided.	CAMDEN TOWN: No down escalator service between 1000-1730 on Saturday and 1000-1300 on Sundays, with exit and interchange only between 1300-1730 on Sundays. Access to platforms is via the spiral stairs only.
Camden Town Underground Station	No status. Info provided.	CAMDEN TOWN: No down escalator service between 1000-1730 on Saturday and 1000-1300 on Sundays, with exit and interchange only between 1300-1730 on Sundays. Access to platforms is via the spiral stairs only.
Camden Town Underground Station	No status. Info provided.	Camden Town Station: Ticket hall improvements will start to take place from May 2015, when the ticket office in this station closes. Work will last for up to three weeks. The ticket office will not reopen when the work is complete. To pay for travel, you can now... Use your contactless payment card. Use the smarter ticket machines or. Buy tickets or top up your Oyster card online or at nearby Oyster Ticket Stops.
Canada Water Underground Station	No status. Info provided.	CANADA WATER STATION: No down escalator service from the ticket hall to southbound London Overground platform 3 until late June 2015. This is for planned refurbishment work. During this time, please follow signs and use the stairs or lift.

5. The “Disrupted stations” panel will display live tube station transport status and information.

## How to access the Tube map

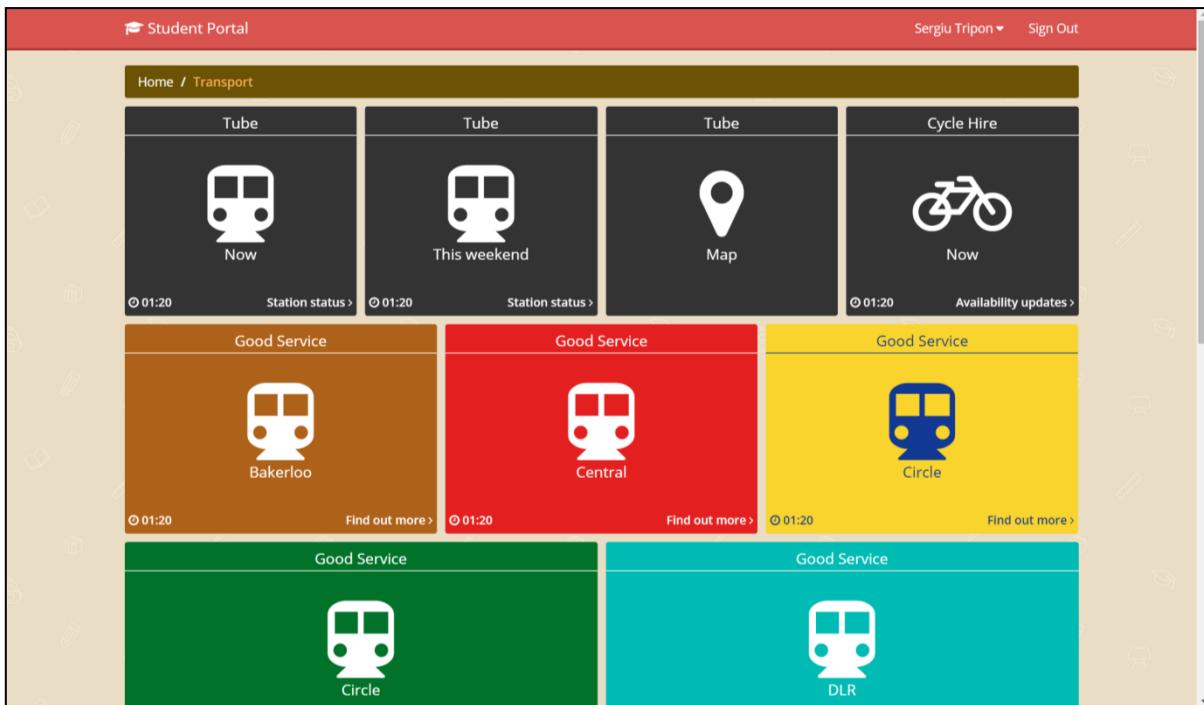


1. Click on the “Map” link on the Tube tile.
2. You will be redirected to a new page.



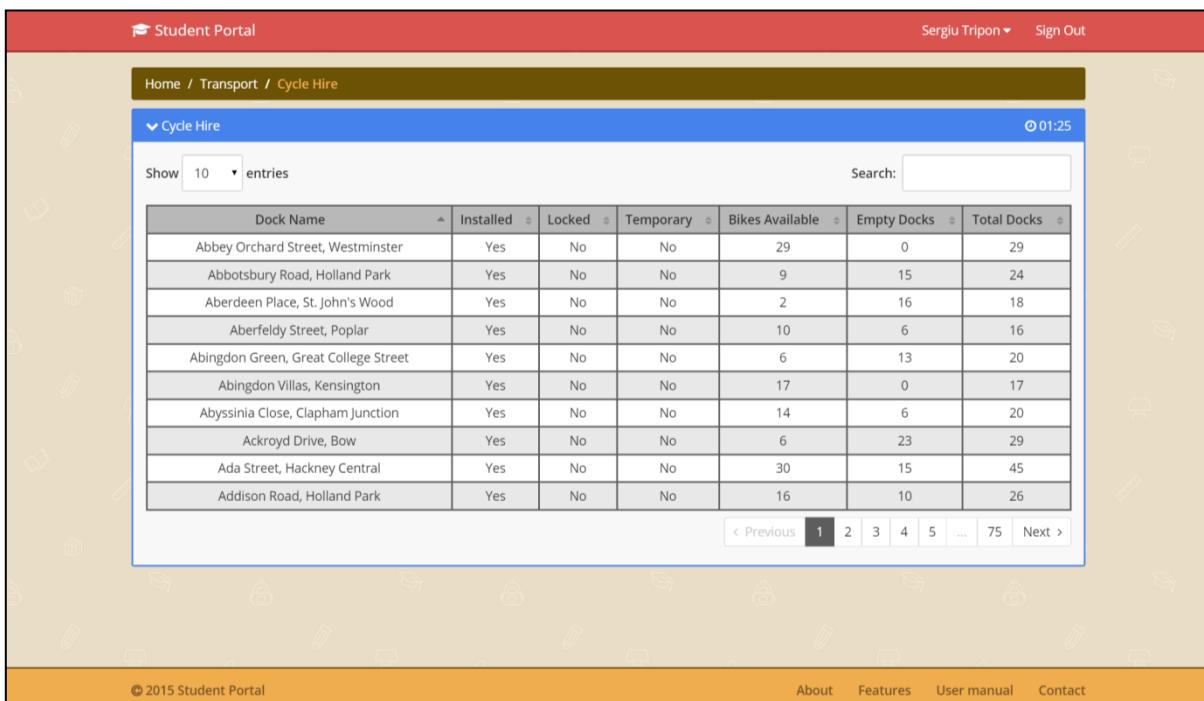
3. The Transport for London (TFL) tube map will be displayed.

## How to check the cycle hire availability



The screenshot shows the 'Transport' section of the Student Portal. It features a grid of tiles for different transport modes. The 'Cycle Hire' tile is highlighted with a white border and contains a bicycle icon, the word 'Now', and a link 'Availability updates >'. Below this, there are five colored tiles for different cycle hire networks: Bakerloo (brown), Central (red), Circle (yellow), Circle (green), and DLR (teal). Each network tile displays a train icon, the word 'Good Service', a timestamp '01:20', and a 'Find out more >' link.

1. Click on the “Now” link on the Cycle hire tile.
2. You will be redirected to a new page.
3. There will be a panel named “Cycle hire”. It will be expanded by default, but you can also minimise it by clicking on its title.



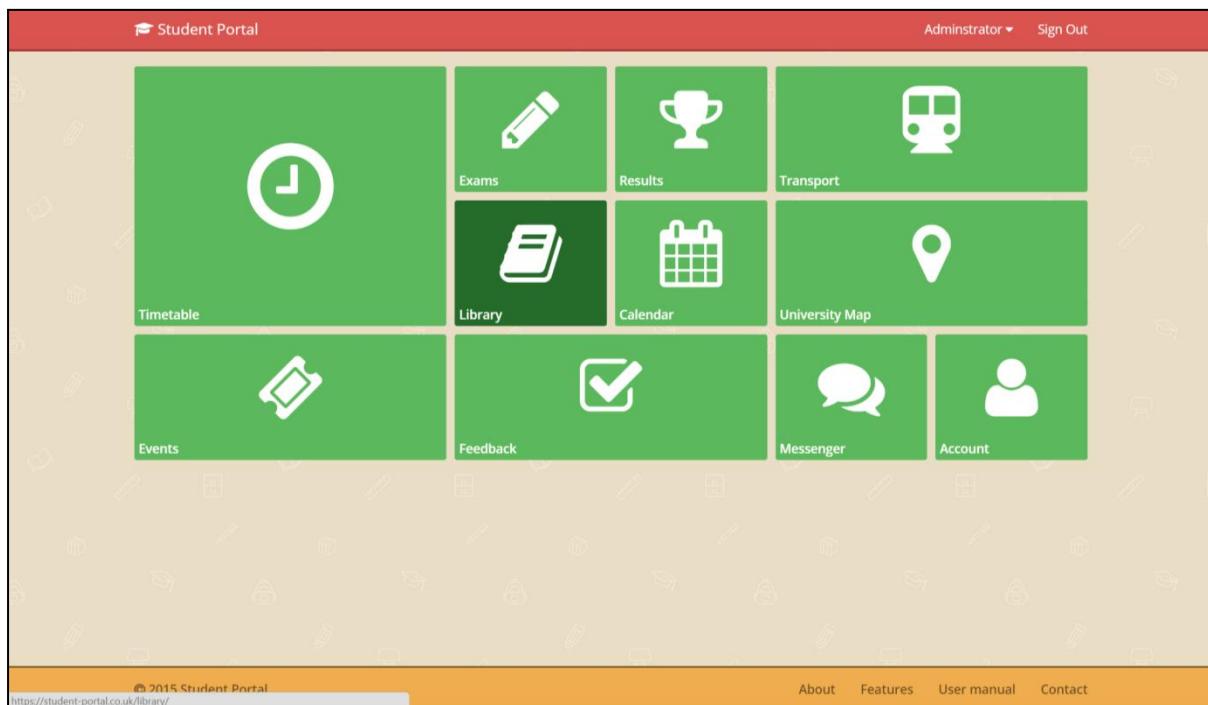
The screenshot shows the expanded 'Cycle hire' panel. At the top, there's a header with a dropdown menu, a timestamp '01:25', and a search bar. Below this is a table with columns: Dock Name, Installed, Locked, Temporary, Bikes Available, Empty Docks, and Total Docks. The table lists 10 entries of cycle hire docks with their respective details. At the bottom of the table is a navigation bar with links like '< Previous', page numbers (1, 2, 3, 4, 5, ..., 75, Next >'), and '> Next'.

Dock Name	Installed	Locked	Temporary	Bikes Available	Empty Docks	Total Docks
Abbey Orchard Street, Westminster	Yes	No	No	29	0	29
Abbotsbury Road, Holland Park	Yes	No	No	9	15	24
Aberdeen Place, St. John's Wood	Yes	No	No	2	16	18
Aberfeldy Street, Poplar	Yes	No	No	10	6	16
Abingdon Green, Great College Street	Yes	No	No	6	13	20
Abingdon Villas, Kensington	Yes	No	No	17	0	17
Abyssinia Close, Clapham Junction	Yes	No	No	14	6	20
Ackroyd Drive, Bow	Yes	No	No	6	23	29
Ada Street, Hackney Central	Yes	No	No	30	15	45
Addison Road, Holland Park	Yes	No	No	16	10	26

4. The “Cycle hire” panel will display live cycle hire availability status.

## Library

### How to access the Library area

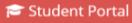


1. Click on the “Library” tile from the Home page.

### How to create a book

A screenshot of the "Create book" page within the Library section of the Student Portal. The top navigation bar shows "Home / Library" and has a "Create book" button. Below this is a blue sidebar with sections for "Active books", "Inactive books", "Reserved books", "Loaned books", and "Requested books". The main content area has a search bar and a table with columns for "Name", "Author", and "Action". A message at the bottom of the table says "There are no records to display." At the bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Create book” button.

 Student Portal

Administrator ▾ Sign Out

Phil Benson

Description  
Enter a description

Copy number\*  
1

Location\*  
Innovation Building Library

Publisher\*  
O'reilly Media

Publish date\*  
27/07/2000

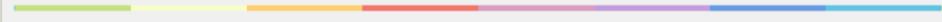
Publish place\*  
King's Cross

Pages\*  
300

Barcode\*  
321312312

Discipline\*  
User Experience

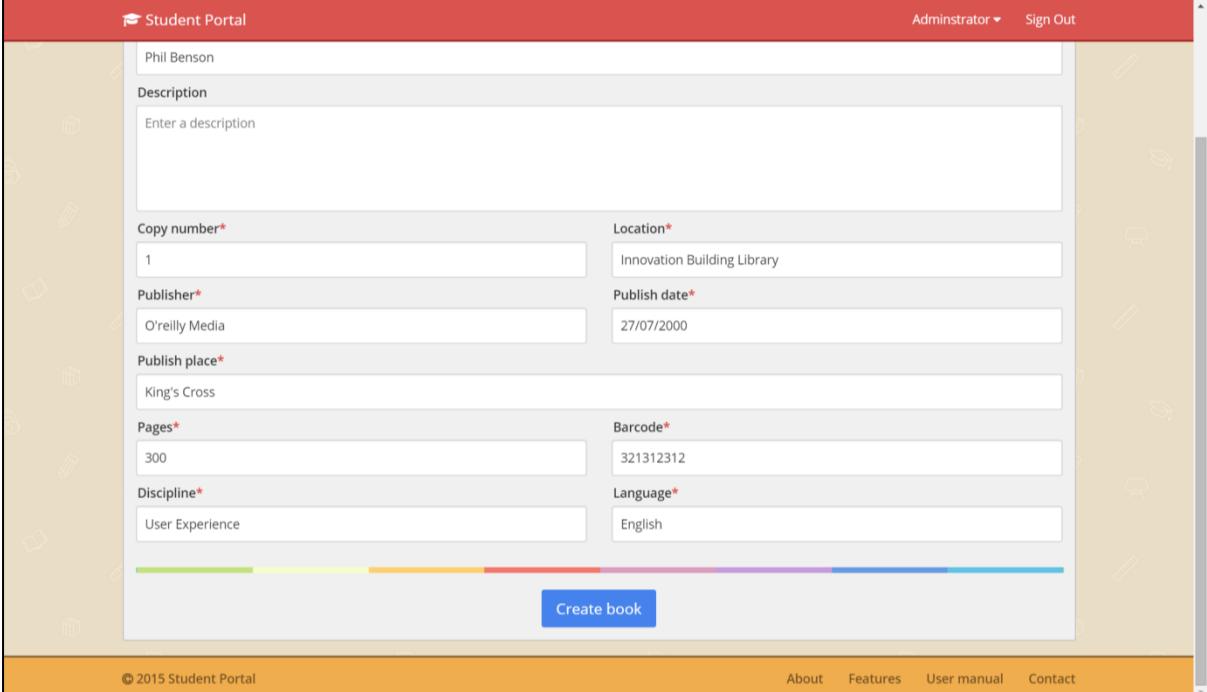
Language\*  
English



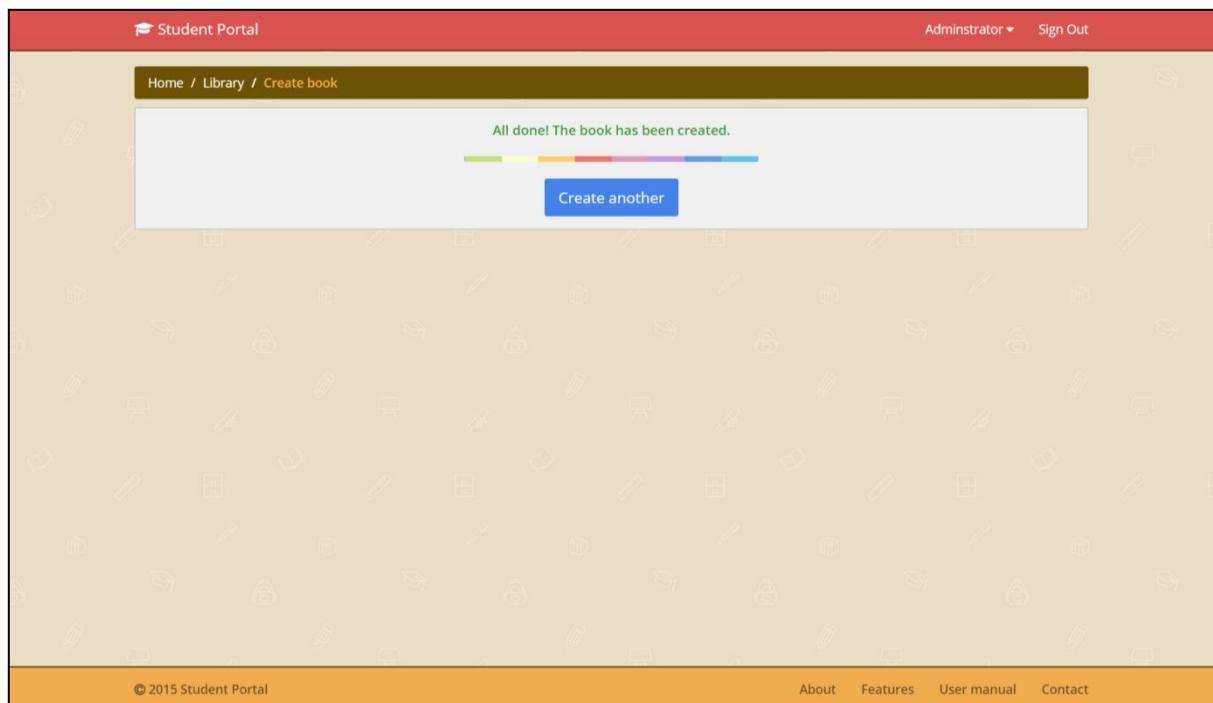
**Create book**

© 2015 Student Portal

About Features User manual Contact

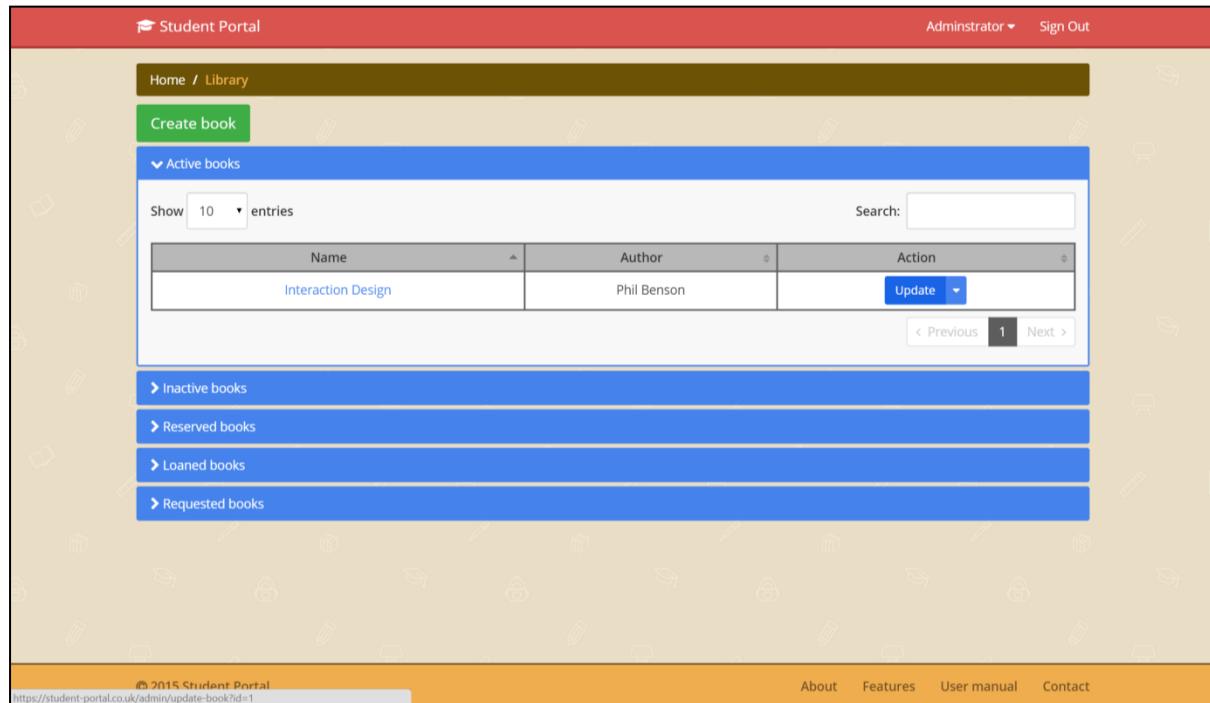


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create book” button.



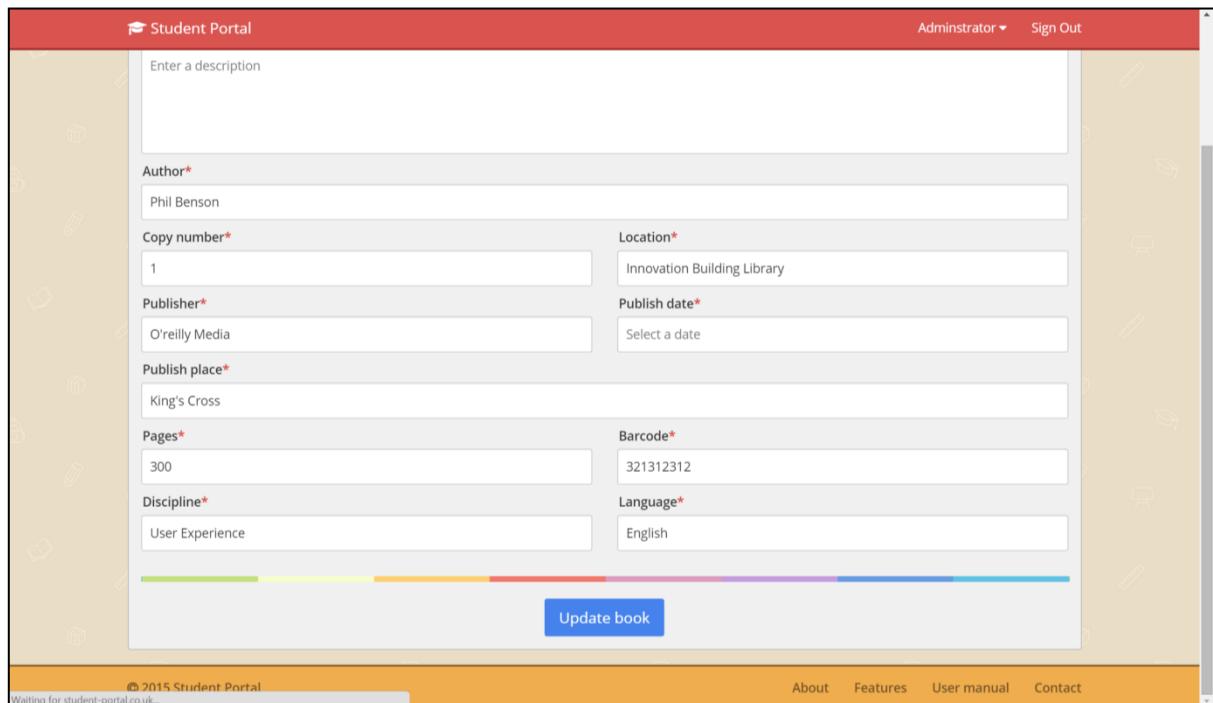
5. A confirmation message will appear on the screen confirming the action has been completed.

## How to update a book



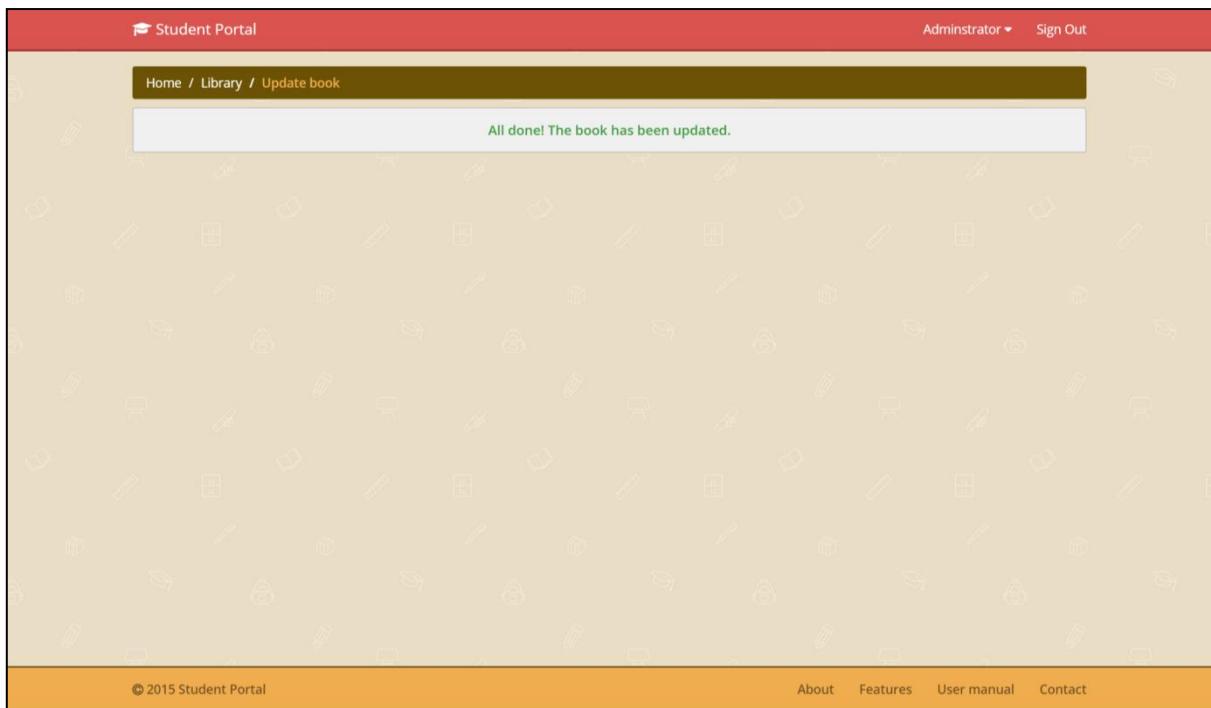
The screenshot shows the 'Student Portal' library interface. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a green navigation bar with 'Home / Library' and a 'Create book' button. The main content area has a light brown background with a repeating icon pattern. A blue sidebar on the left lists categories: 'Active books' (expanded), 'Inactive books', 'Reserved books', 'Loaned books', and 'Requested books'. The 'Active books' section contains a table with one entry: 'Interaction Design' by Phil Benson, with an 'Update' button next to it. Below the table are buttons for 'Previous' and 'Next'. At the bottom of the page is an orange footer bar with the copyright notice '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Active books”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Update” button next to a specific book.



The screenshot shows the 'Update book' form within the 'Student Portal' library interface. The form is contained within a white box with a grey border. It includes fields for 'Description' (with placeholder 'Enter a description'), 'Author\*' (with value 'Phil Benson'), 'Copy number\*' (with value '1'), 'Location\*' (with value 'Innovation Building Library'), 'Publisher\*' (with value 'O'reilly Media'), 'Publish date\*' (with placeholder 'Select a date'), 'Publish place\*' (with value 'King's Cross'), 'Pages\*' (with value '300'), 'Barcode\*' (with value '321312312'), 'Discipline\*' (with value 'User Experience'), and 'Language\*' (with value 'English'). At the bottom of the form is a blue 'Update book' button. The page structure is identical to the previous screenshot, with a red header, green navigation bar, and orange footer.

3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update book” button.



6. A confirmation message will appear on the screen, confirming the action has been completed.

## How to deactivate a book

A screenshot of the Student Portal library section. The top navigation bar shows "Home / Library". A green "Create book" button is visible. Below it, a blue panel titled "Active books" is expanded. This panel includes a search bar, a table with columns for Name, Author, and Action, and a "Show 10 entries" dropdown. In the table, there's one entry: "Interaction Design" by Phil Benson with an "Action" column containing "Update", "Deactivate", and "Delete" buttons. Below this panel, there are collapsed sections for "Inactive books", "Reserved books", "Loaned books", and "Requested books". The footer is identical to the previous screenshot, with "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Active books”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Deactivate” button next to a specific book.

The screenshot shows the 'Student Portal' library interface. At the top, there's a red header bar with the title 'Student Portal' and user options 'Administrator ▾ Sign Out'. Below the header is a dark brown navigation bar with 'Home / Library'. A green button labeled 'Create book' is visible. The main content area has a blue header 'Active books' with a dropdown arrow. Below it is a blue header 'Inactive books' with a dropdown arrow. A search bar and a table are present. The table has columns for 'Book', 'Author', and 'Action'. One row shows 'Interaction Design' by 'Phil Benson' with an 'Reactivate' button. Navigation buttons like '< Previous', '1', and 'Next >' are at the bottom of the table. Below the table are three blue links: 'Reserved books', 'Loaned books', and 'Requested books'. The footer is orange with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

3. The book will disappear from the “Active books” panel, and instead will be visible within the “Inactive books” panel.

## How to reactivate a book

This screenshot is identical to the one above, showing the 'Student Portal' library interface. The 'Inactive books' panel is now expanded, and the book 'Interaction Design' by 'Phil Benson' is listed with an 'Reactivate' button next to it. The rest of the interface, including the navigation bar, search bar, and footer, remains the same.

1. There will be a panel named “Inactive books”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific book.

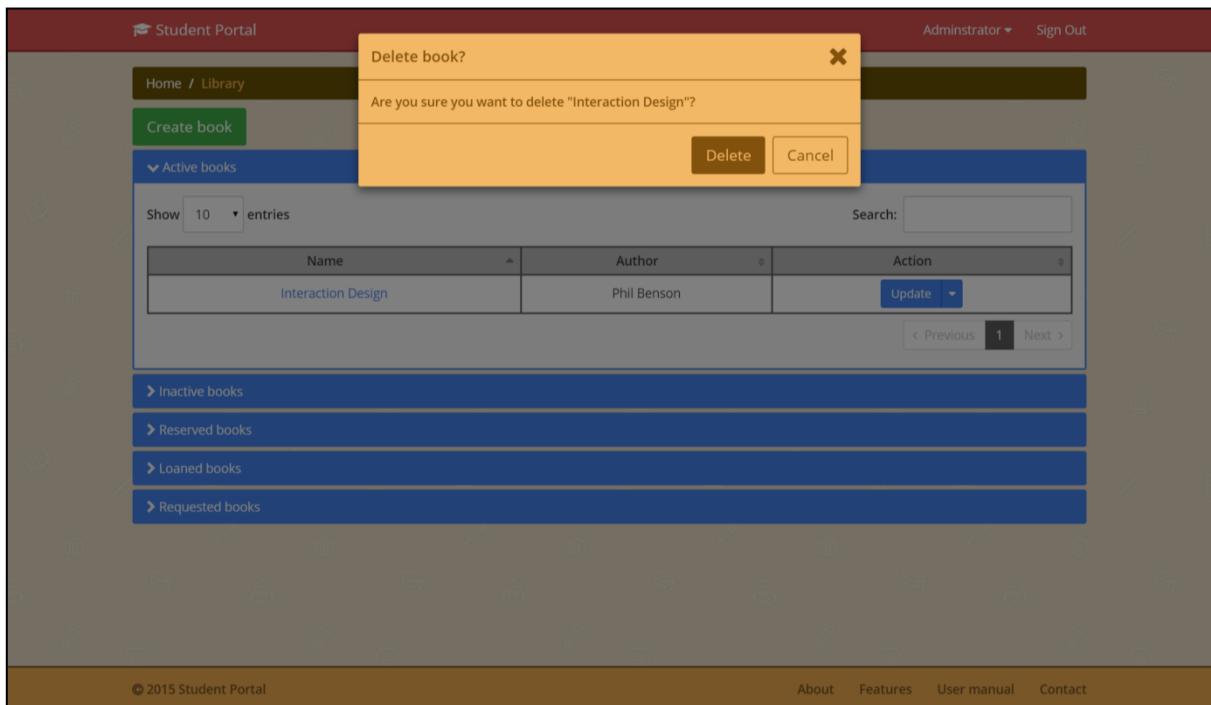
The screenshot shows the 'Student Portal' library page. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Library' and a green 'Create book' button. The main content area has a blue header 'Active books' with a dropdown arrow. It includes a search bar, a table with columns 'Name' and 'Author', and a 'Show 10 entries' dropdown. The table shows one entry: 'Interaction Design' by 'Phil Benson' with an 'Update' button. Below the table are buttons for 'Inactive books', 'Reserved books', 'Loaned books', and 'Requested books'. At the bottom, there's an orange footer bar with copyright information and links for 'About', 'Features', 'User manual', and 'Contact'.

3. The book will disappear from the “Inactive books” panel, and instead will be visible within the “Active books” panel.

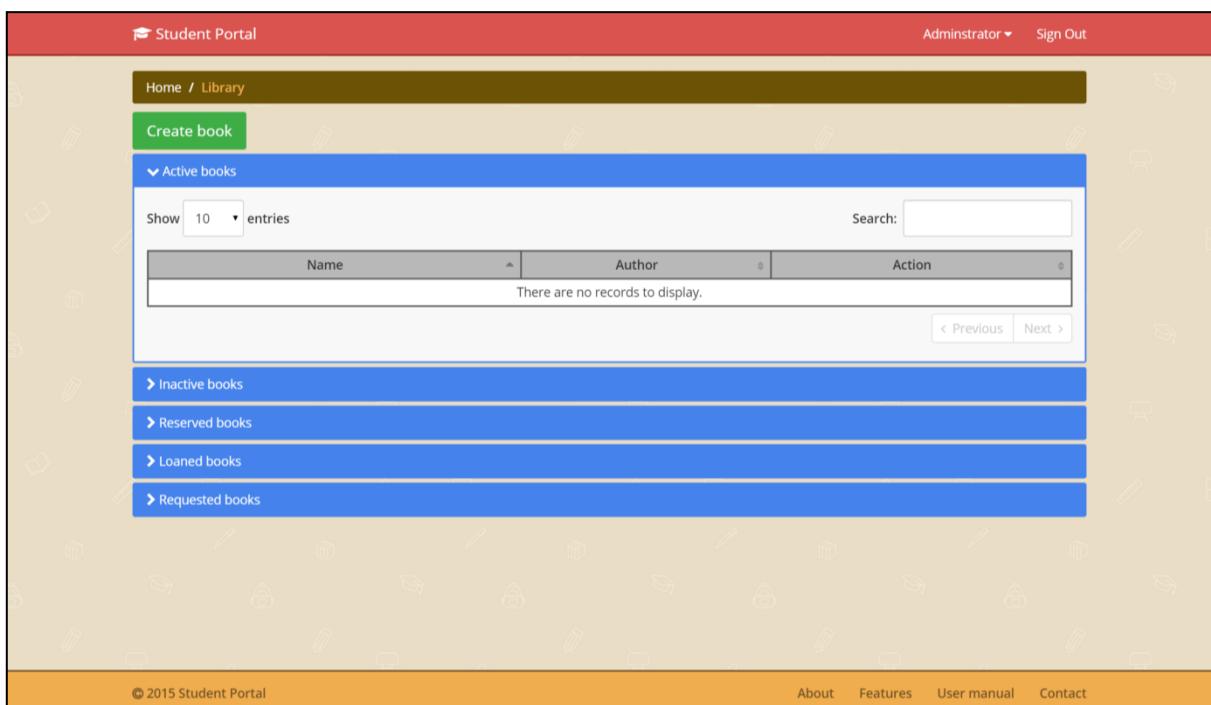
## How to delete a book

This screenshot is similar to the previous one but shows the process of deleting a book. The 'Active books' panel is expanded, showing the same table with the book 'Interaction Design' by 'Phil Benson'. In the 'Action' column, a dropdown menu is open, revealing options: 'Update', 'Deactivate', and 'Delete'. The 'Delete' option is highlighted with a blue background. The rest of the interface, including the sidebar and footer, remains the same.

1. There will be two panel named “Active” and “Inactive books”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific book.



3. A prompt will appear asking you to confirm your action.
4. If you want to delete the book, click on the “Delete” button. If you don’t want to delete the book, click on the “Cancel” button.



5. The prompt will disappear and the book will be deleted. The book cannot be restored.

## How to mark a book as collected

The screenshot shows the 'Student Portal' library interface. At the top, there's a navigation bar with 'Administrator' and 'Sign Out'. Below it, a sidebar has links for 'Home / Library', 'Create book', 'Active books', 'Inactive books', and 'Reserved books'. Under 'Reserved books', there's a table with columns: 'Reserved by', 'Book', 'Author', and 'Action'. One row shows 'Sergiu Tripon' as the reserved by, 'Interaction design' as the book, and 'Phil Benson' as the author. In the 'Action' column, there's a blue button labeled 'Mark collected'. A search bar and pagination controls ('< Previous', '1', 'Next >') are also present.

1. There will be a panel named “Reserved books”. It will be collapsed by default, so you will have to expand it by clicking on their title.
2. Click on the “Mark collected” button next to a specific book.

This screenshot shows the same library interface as above, but with a modal dialog box in the center. The dialog has a green header "Mark \"Interaction design\" as collected?" and a message "Are you sure you want to mark \"Interaction design\" collected?". It contains two buttons: "Mark collected" (green) and "Cancel" (white). The background of the main interface is dimmed.

3. A prompt will appear asking you to confirm your action.
4. If you want to mark the book as collected, click on the “Mark collected” button. If you don’t want to mark the book as collected, click on the “Cancel” button.

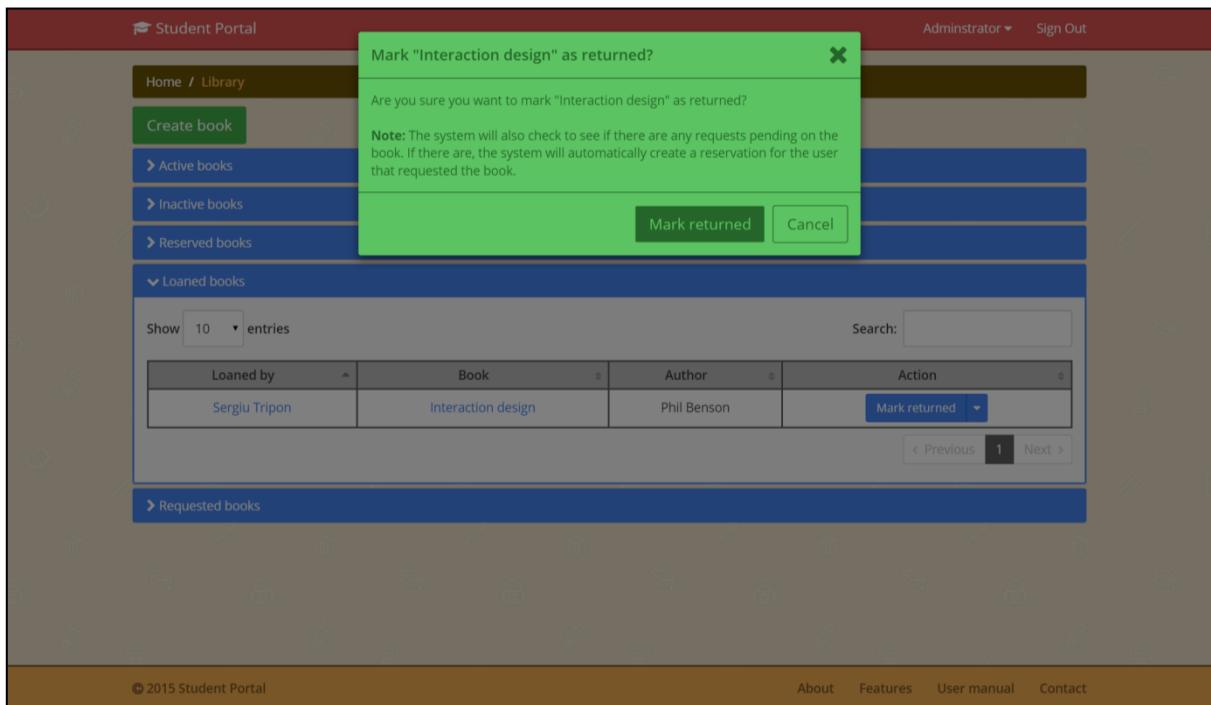
The screenshot shows the 'Student Portal' library page. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Library'. A green button labeled 'Create book' is visible. On the left, a sidebar lists categories: 'Active books', 'Inactive books', 'Reserved books' (which is expanded), 'Loaned books', and 'Requested books'. The main content area has a search bar and a table with columns 'Reserved by', 'Book', 'Author', and 'Action'. The table displays the message 'There are no records to display.' Below the table are navigation buttons for 'Previous' and 'Next'. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

5. The prompt will disappear and the book will be marked as collected.

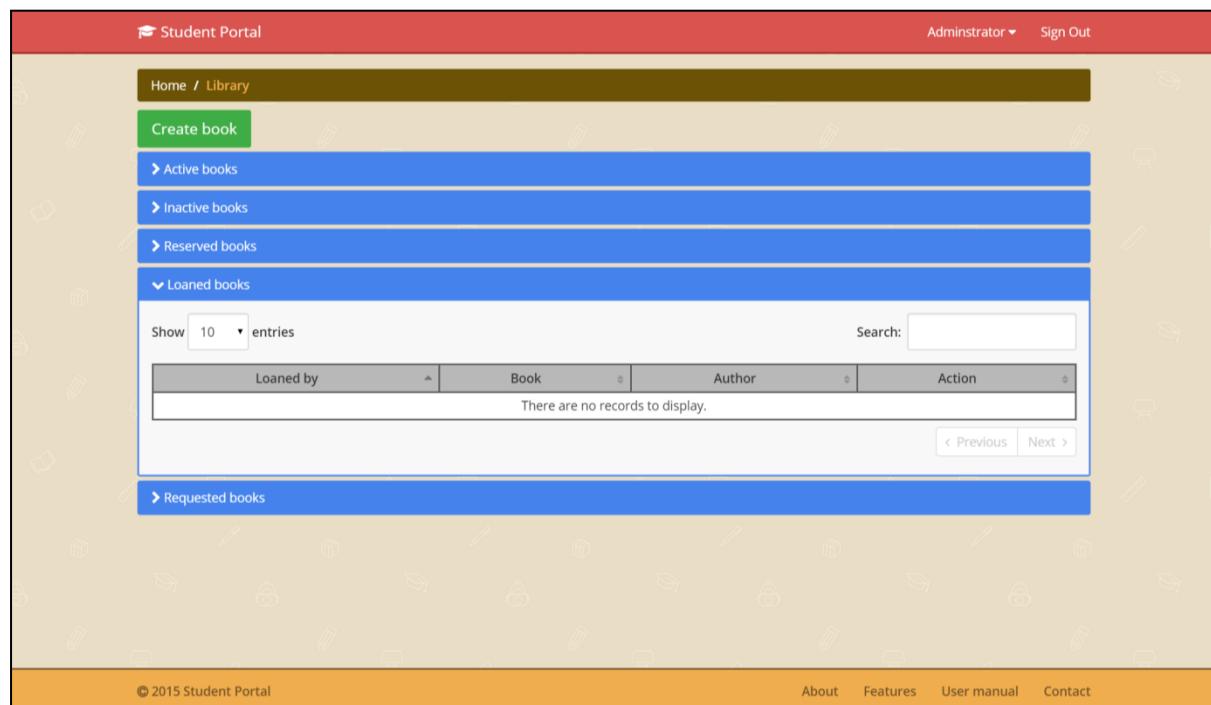
## How to mark a book as returned

This screenshot shows the same library interface as the previous one, but with a different state for the 'Loaned books' section. The 'Loaned books' panel is now expanded. It shows a table with columns 'Loaned by', 'Book', 'Author', and 'Action'. One row in the table is highlighted, showing 'Sergiu Tripon' as the loaned-by user, 'Interaction design' as the book title, and 'Phil Benson' as the author. In the 'Action' column for this row, a blue button labeled 'Mark returned' is visible. The footer of the page includes the copyright notice '© 2015 Student Portal https://student-portal.co.uk/library/#return-2' and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel for “Loaned books”. It will be collapsed by default, so you will have to expand it by clicking on their title.
2. Click on the “Mark returned” button next to a specific book.



3. A prompt will appear asking you to confirm your action.
4. If you want to mark the book as returned, click on the “Mark returned” button. If you don’t want to mark the book as returned, click on the “Cancel” button.



5. The prompt will disappear and the book will be marked as returned.

## How to check requested books

The screenshot shows the 'Library' section of the Student Portal. On the left, there's a sidebar with links: 'Create book', 'Active books', 'Inactive books', 'Reserved books', and 'Requested books'. The 'Requested books' link is highlighted with a blue background. Below it, a table lists a single item: 'Sergiu Tripon' loaned 'Interaction design' by 'Phil Benson' with an 'Action' button labeled 'Mark returned'. At the bottom of the table, there are navigation buttons for 'Previous', 'Next', and a page number '1'. The footer contains links for 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel for Requested books. It will be collapsed by default, so you will have to expand it by clicking on their title.

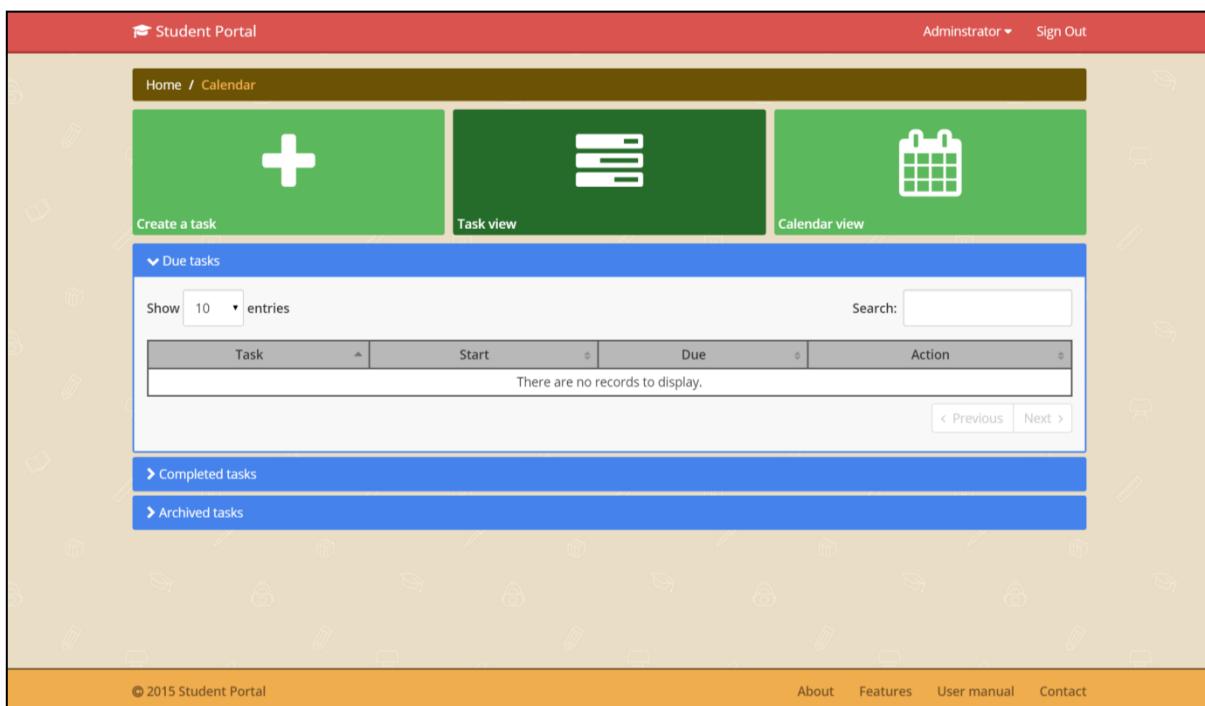
## Calendar

### How to access the Calendar area

The screenshot shows the main home page of the Student Portal. It features a grid of tiles: 'Timetable' (with a clock icon), 'Exams' (pencil icon), 'Results' (trophy icon), 'Transport' (bus icon), 'Events' (calendar icon), 'Library' (book icon), 'Calendar' (calendar icon), 'University Map' (location pin icon), 'Feedback' (checkmark icon), 'Messenger' (speech bubble icon), and 'Account' (user profile icon). The 'Calendar' tile is highlighted with a green background. The footer contains links for 'About', 'Features', 'User manual', and 'Contact'.

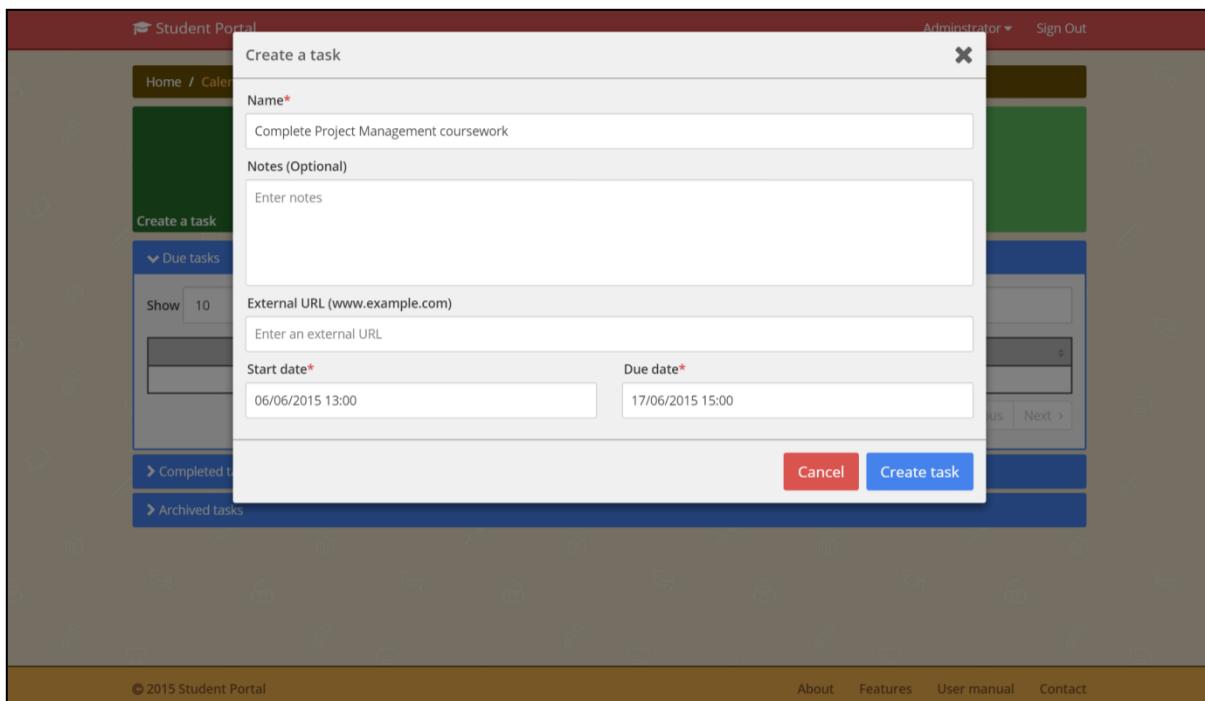
1. Click on “Calendar” tile from the Home page.

## How to create a task



The screenshot shows the Student Portal's main interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below this is a navigation bar with "Home / Calendar". The main content area has three large green buttons: "Create a task" (with a plus sign icon), "Task view" (with a list icon), and "Calendar view" (with a calendar icon). Underneath these buttons is a section titled "Due tasks" with a table header for "Task", "Start", "Due", and "Action". A message says "There are no records to display." At the bottom of the page, there are links for "Completed tasks" and "Archived tasks", and a footer with copyright information and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Create task” button.



The screenshot shows a modal dialog box titled "Create a task". It contains fields for "Name\*" (with "Complete Project Management coursework" entered), "Notes (Optional)" (with "Enter notes" placeholder), "External URL (www.example.com)" (with "Enter an external URL" placeholder), "Start date\*" (set to "06/06/2015 13:00"), and "Due date\*" (set to "17/06/2015 15:00"). At the bottom right of the dialog are "Cancel" and "Create task" buttons. The background of the page is dimmed to indicate the modal is active.

2. A form will appear.
3. Complete the required fields.
4. Click on the “Create task” button.

The screenshot shows the Student Portal home page with a red header bar containing the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green tiles: "Create a task" (with a plus sign icon), "Task view" (with a document icon), and "Calendar view" (with a calendar icon). The main content area is titled "Due tasks" and displays a table with one entry:

Task	Start	Due	Action
Complete Project Management coursework	06 Jun 15 13:00	17 Jun 15 15:00	Complete

Below the table are links for "Completed tasks" and "Archived tasks". At the bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

5. The prompt will disappear and the book will be created.

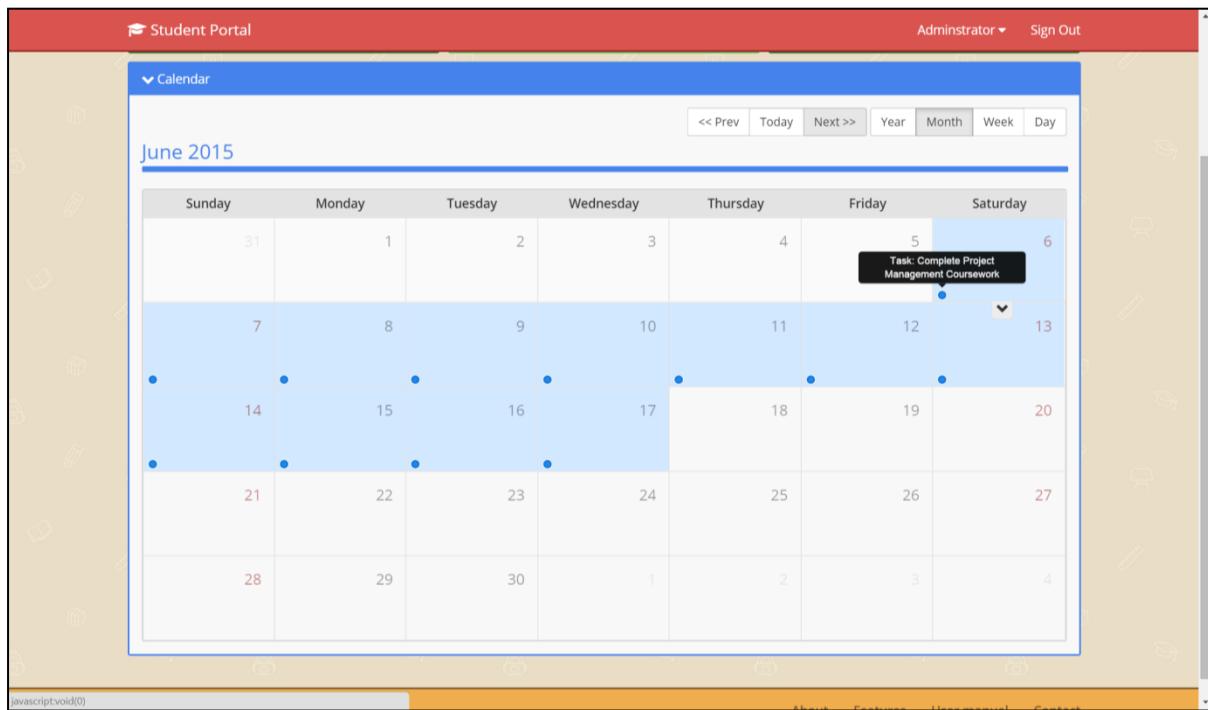
## How to check due tasks using the Calendar

The screenshot shows the Student Portal home page with a red header bar containing the text "Student Portal", "Administrator ewq", and "Sign Out". Below the header is a navigation bar with three green tiles: "Create a task" (with a plus sign icon), "Task view" (with a document icon), and "Calendar view" (with a calendar icon). The main content area is titled "Due tasks" and displays a table with one entry:

Task	Start	Due	Action
Complete Project Management Coursework	06 Jun 15 13:00	17 Jun 15 15:00	Complete

Below the table are links for "Completed tasks" and "Archived tasks". At the bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Calendar view” tile.



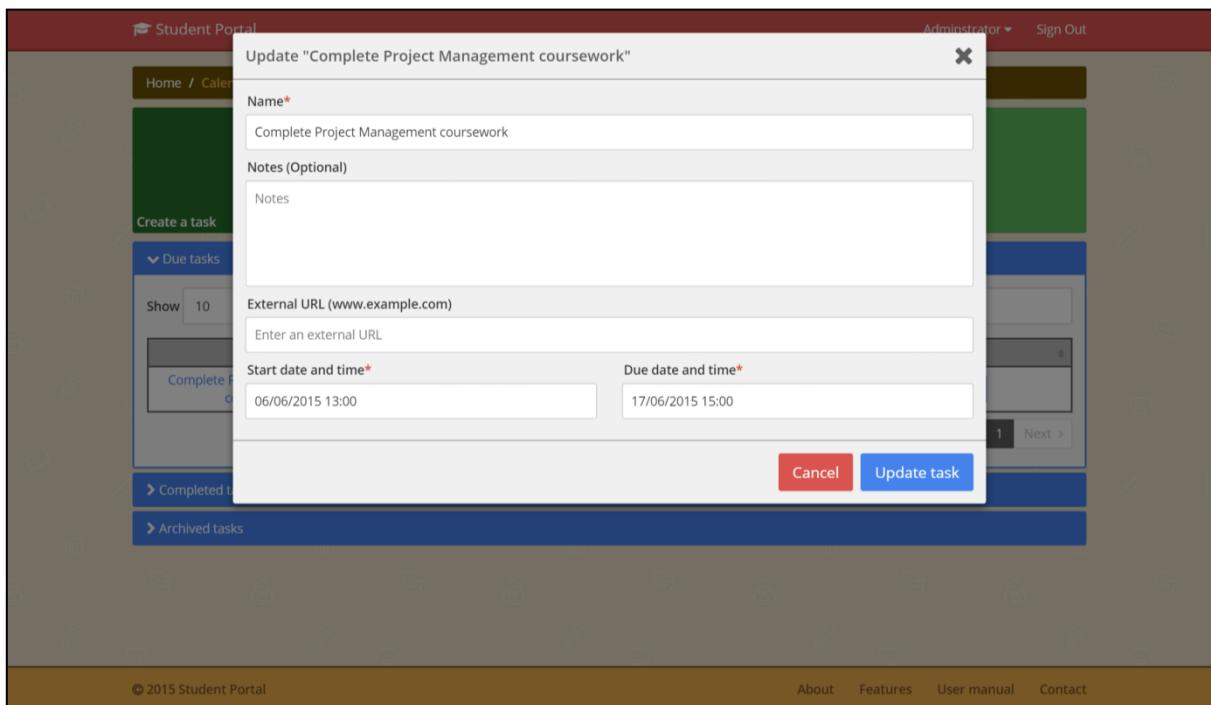
2. Tasks will be represented by a blue circle on the Calendar. You can navigate through the year, month, week and day views using the buttons provided at the top of the calendar.

## How to update a task

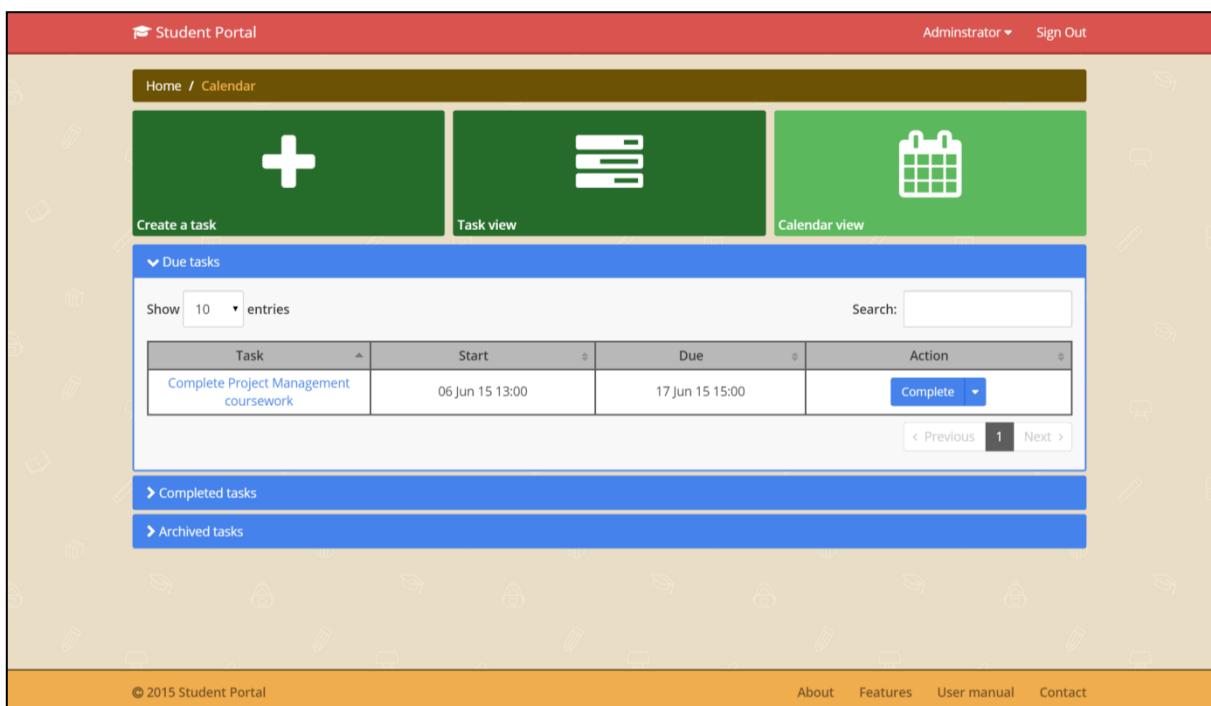
A screenshot of the Student Portal's task management interface. The top navigation bar shows 'Student Portal', 'Administrator', and 'Sign Out'. Below is a 'Home / Calendar' section with three buttons: 'Create a task' (green), 'Task view' (dark green), and 'Calendar view' (light green). The main area is titled 'Due tasks' with a sub-section 'Completed tasks' and 'Archived tasks'. A table lists tasks with columns: Task, Start, Due, and Action. One row shows the task 'Complete Project Management coursework' with due date '17 Jun 15 15:00'. An action dropdown menu is open over this row, showing options: 'Complete', 'Update', 'Archive', and 'Delete'.

Task	Start	Due	Action
Complete Project Management coursework	06 Jun 15 13:00	17 Jun 15 15:00	<ul style="list-style-type: none"><li>Complete</li><li>Update</li><li>Archive</li><li>Delete</li></ul>

1. There will be a panel named “Due tasks”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Update” button next to a specific task.

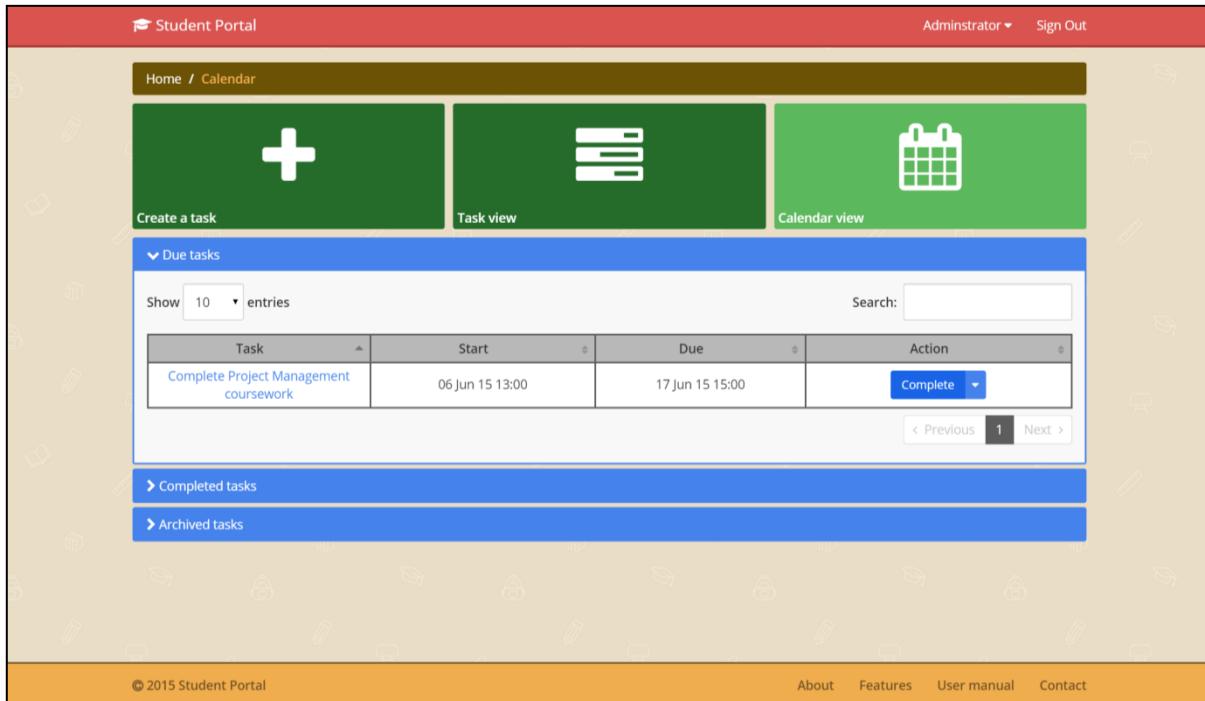


3. A form will appear.
4. Update the desired fields.
5. Click on the “Update task” button.



6. The prompt will disappear and the task will be updated.

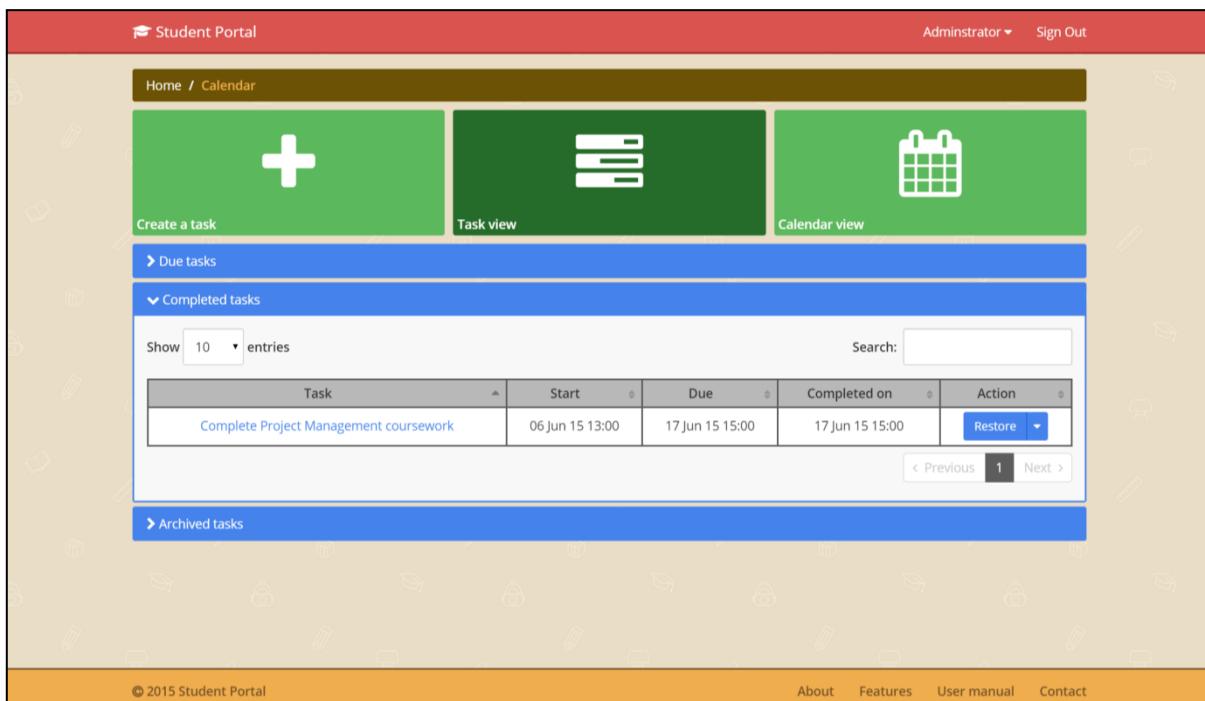
## How to complete a task



The screenshot shows the Student Portal interface. At the top, there is a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green buttons: "Create a task" (with a plus sign icon), "Task view" (with a list icon), and "Calendar view" (with a calendar icon). The main content area has a blue header "Due tasks". It includes a search bar, a table with columns "Task", "Start", "Due", and "Action", and a "Completed" button for each row. Below the table are links for "Completed tasks" and "Archived tasks". The footer contains copyright information and links for "About", "Features", "User manual", and "Contact".

Task	Start	Due	Action
Complete Project Management coursework	06 Jun 15 13:00	17 Jun 15 15:00	Complete

1. There will be a panel named “Due tasks”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Complete” button next to a specific task.



The screenshot shows the Student Portal interface, similar to the previous one but with different content in the "Due tasks" panel. The "Due tasks" panel is collapsed, and the "Completed tasks" panel is expanded. It shows a table with columns "Task", "Start", "Due", "Completed on", and "Action". A "Restore" button is present in the "Action" column. Below the table are links for "Due tasks" and "Archived tasks". The footer contains copyright information and links for "About", "Features", "User manual", and "Contact".

Task	Start	Due	Completed on	Action
Complete Project Management coursework	06 Jun 15 13:00	17 Jun 15 15:00	17 Jun 15 15:00	Restore

3. The book will disappear from the “Due tasks” panel, and instead will be visible within the “Completed tasks” panel.

## How to archive a task

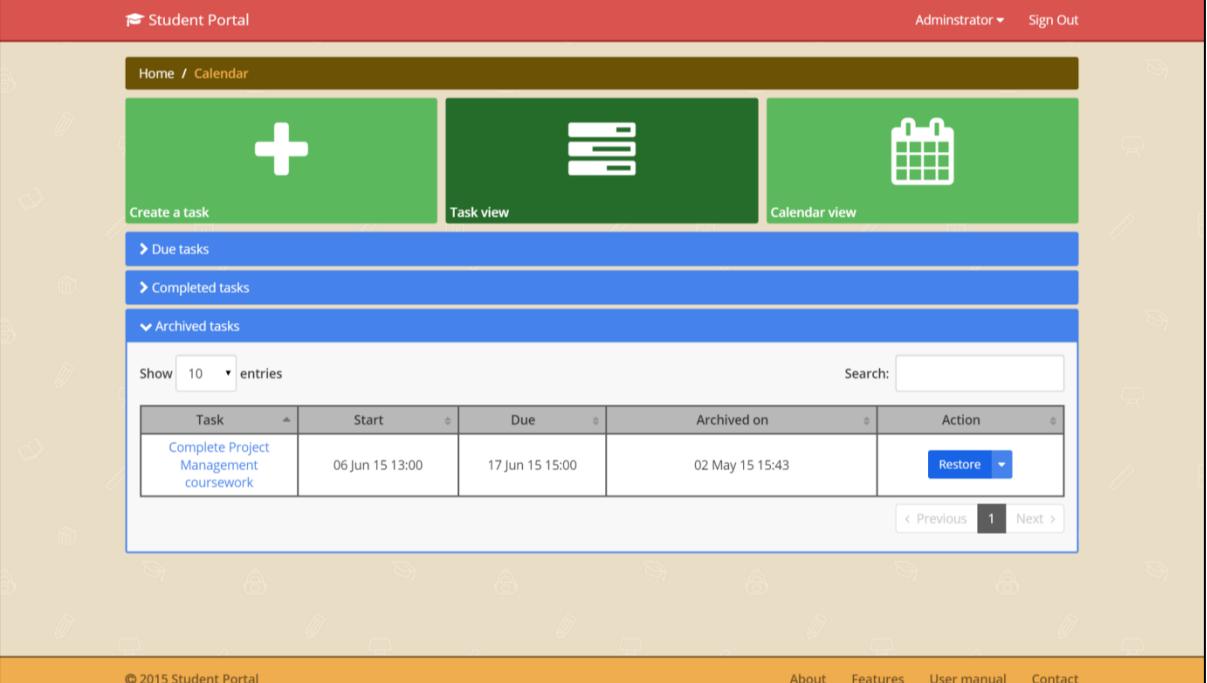
The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with links for "Home / Calendar", "Create a task", "Task view", and "Calendar view". The main content area has a blue header "Due tasks" which is expanded. It includes a search bar, a table with columns for Task, Start, Due, and Action, and a dropdown menu for actions like Complete, Update, Archive, and Delete. Below the table are two buttons: "Completed tasks" and "Archived tasks". The footer contains copyright information and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Due tasks”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Archive” button next to a specific task.

This screenshot shows the same Student Portal interface as the previous one, but with a different state. The "Due tasks" panel is now collapsed, and the "Archived tasks" panel is expanded. The table in the "Archived tasks" panel includes an additional column for "Archived on". The task from the first screenshot has been moved here, showing its original details and the date it was archived (02 May 15 15:41). The "Restore" button is visible in the "Action" column for this task. The footer remains the same as in the first screenshot.

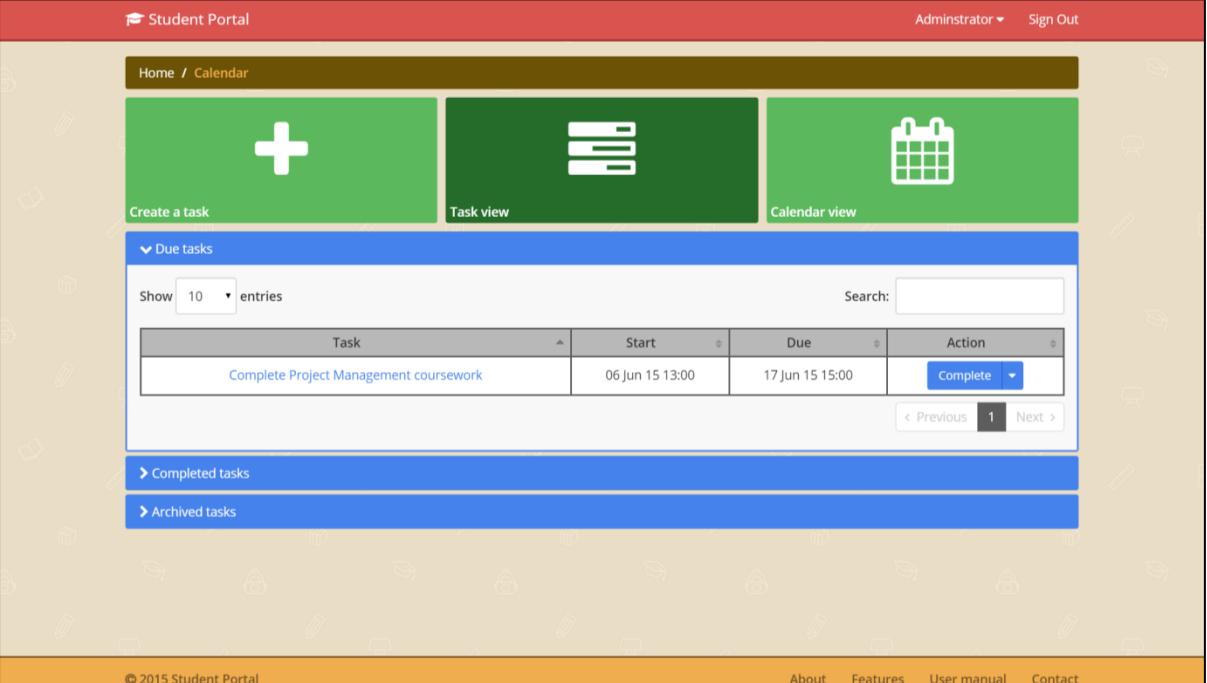
3. The book will disappear from the “Due tasks” panel, and instead will be visible within the “Archived tasks” panel.

## How to restore a task



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with links for "Home / Calendar", "Create a task", "Task view", and "Calendar view". The main content area has a blue sidebar on the left with sections for "Due tasks", "Completed tasks", and "Archived tasks". The "Archived tasks" section is expanded, showing a table with columns: Task, Start, Due, Archived on, and Action. One row in the table is for a task named "Complete Project Management coursework" with a start date of "06 Jun 15 13:00", a due date of "17 Jun 15 15:00", and an archived date of "02 May 15 15:43". The "Action" column for this row contains a "Restore" button. At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be two panels named “Completed” or “Archived tasks”. They will be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Restore” button next to a specific task.



The screenshot shows the Student Portal interface after a task has been restored. The layout is identical to the previous screenshot, but the "Archived tasks" panel is now collapsed, and the "Due tasks" panel is expanded. The table in the "Due tasks" panel now lists the previously archived task: "Complete Project Management coursework" with the same dates and times. The "Action" column for this task now contains a "Complete" button instead of a "Restore" button. The rest of the interface, including the sidebar and footer, remains the same.

3. The book will disappear from the “Completed” or “Archived tasks” panels, and instead will be visible within the “Due tasks” panel.

## How to delete a task

The screenshot shows the Student Portal's task management interface. At the top, there are three main navigation buttons: 'Create a task' (green), 'Task view' (dark green), and 'Calendar view' (light green). Below these, a table lists 'Due tasks'. One task, 'Complete Project Management coursework', is selected. A context menu is open next to it, with 'Delete' highlighted. Other options in the menu include 'Complete', 'Update', and 'Archive'. Below the table, sections for 'Completed tasks' and 'Archived tasks' are visible.

1. There will three panels for “Due”, “Complete” and “Archived tasks”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific task.

The screenshot shows the Student Portal with a confirmation dialog box overlaid. The dialog box asks, "Are you sure you want to delete 'Complete Project Management coursework'?". It has two buttons: "Delete" (orange) and "Cancel" (white). The background shows the task management interface with the 'Completed tasks' section expanded, displaying the same task along with its details: Start date (06 Jun 15 13:00), Due date (17 Jun 15 15:00), Completed on (17 Jun 15 15:00), and Action (Restore).

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on Delete. If you don't want to delete the exam, click on Cancel.

The screenshot shows the 'Calendar' view of the Student Portal. At the top, there are three main buttons: 'Create a task' (green background with a white plus sign), 'Task view' (dark green background with a white icon of three stacked boxes), and 'Calendar view' (green background with a white calendar icon). Below these are sections for 'Due tasks' (with a blue header) and 'Completed tasks' (with a blue header). The 'Completed tasks' section includes a search bar, a table header ('Task', 'Start', 'Due', 'Completed on', 'Action'), and a message 'There are no records to display.' At the bottom, there is a section for 'Archived tasks' (with a blue header). The footer contains copyright information ('© 2015 Student Portal') and links to 'About', 'Features', 'User manual', and 'Contact'.

5. The prompt will disappear and the task will be deleted. The task cannot be restored.

## University Map

### How to access the University map area

The screenshot shows the Student Portal's home page. It features a grid of tiles. In the top row, from left to right, are 'Timetable' (large green tile with a white clock icon), 'Exams' (green tile with a white pencil icon), 'Results' (green tile with a white trophy icon), and 'Transport' (green tile with a white bus icon). In the middle row, from left to right, are 'Library' (green tile with a white book icon), 'Calendar' (green tile with a white calendar icon), and 'University Map' (dark green tile with a white location pin icon). In the bottom row, from left to right, are 'Events' (green tile with a white ticket icon), 'Feedback' (green tile with a white checkmark icon), 'Messenger' (green tile with a white speech bubble icon), and 'Account' (green tile with a white user profile icon). The footer contains copyright information ('© 2015 Student Portal') and links to 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “University Map” tile from the Home page.

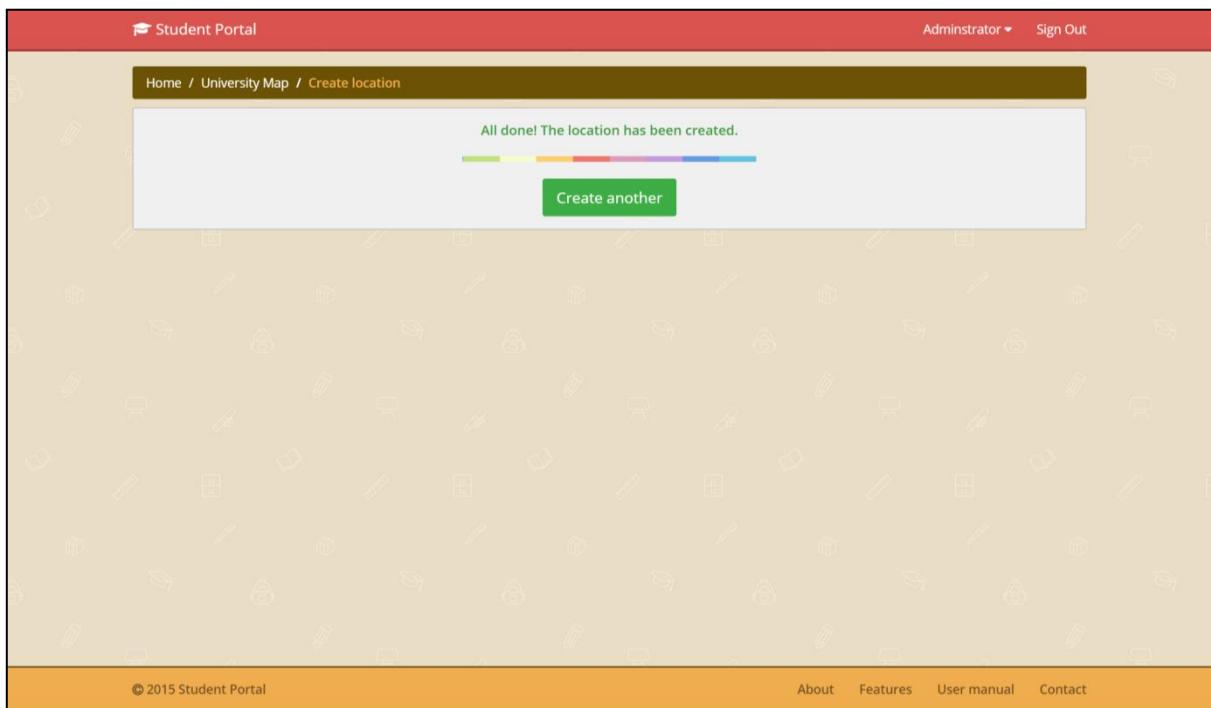
## How to create a location

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark green navigation bar with 'Home / University map' and a 'Create location' button. The main content area has a light beige background with a subtle pattern of school-related icons like graduation caps and books. It features a blue header for 'Active locations' with a search bar and a dropdown menu. A table with columns 'Location', 'Latitude', 'Longitude', 'Category', and 'Action' is shown, with a message 'There are no records to display.' At the bottom of the table are 'Previous' and 'Next' buttons. Below the table is another blue header for 'Inactive locations'. At the very bottom of the page is an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Create location” button.

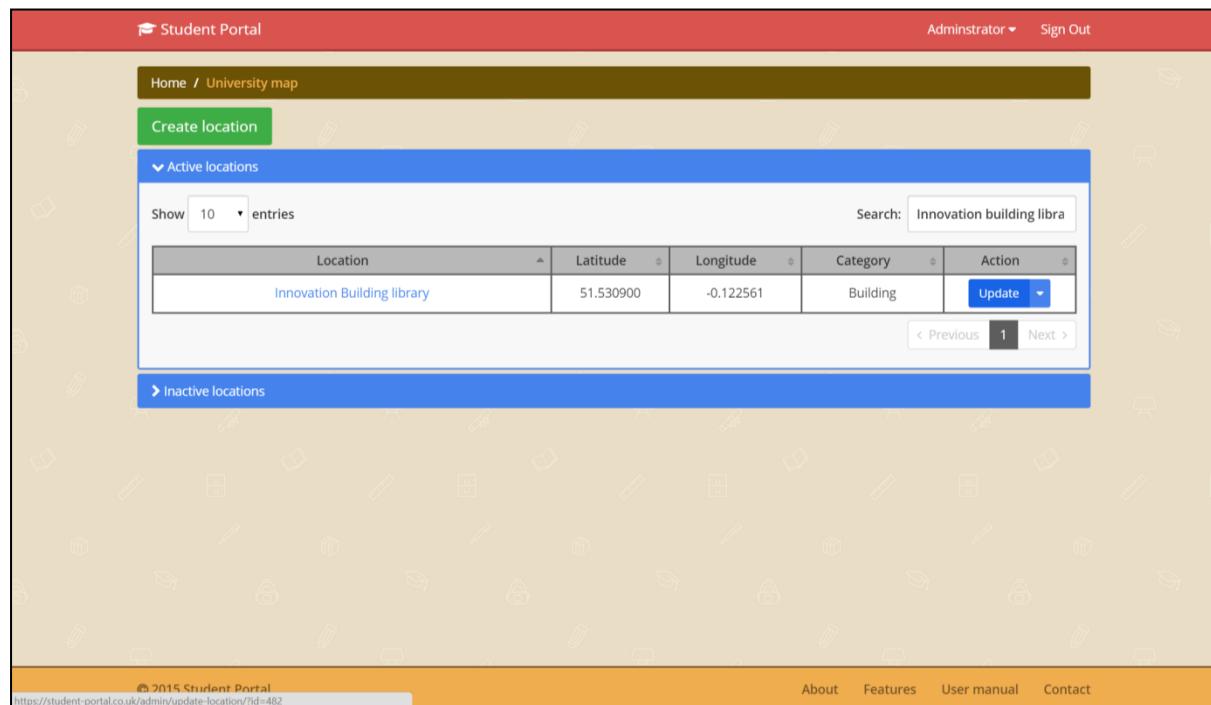
This screenshot shows the 'Create location' form within the 'Student Portal'. The top navigation bar and footer are identical to the previous screenshot. The main form area has a light grey background. It contains fields for 'Name\*' (with 'Innovation Building library' entered), 'Notes' (with a placeholder 'Enter notes'), 'URL' (with a placeholder 'Enter a URL'), 'Latitude\*' (with '51.530900' entered), 'Longitude\*' (with '-0.122561' entered), and 'Category\*' (with 'Student centre' selected). A horizontal progress bar at the bottom of the form is mostly green, indicating progress. A blue 'Create location' button is centered at the bottom of the form area.

2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create location” button.

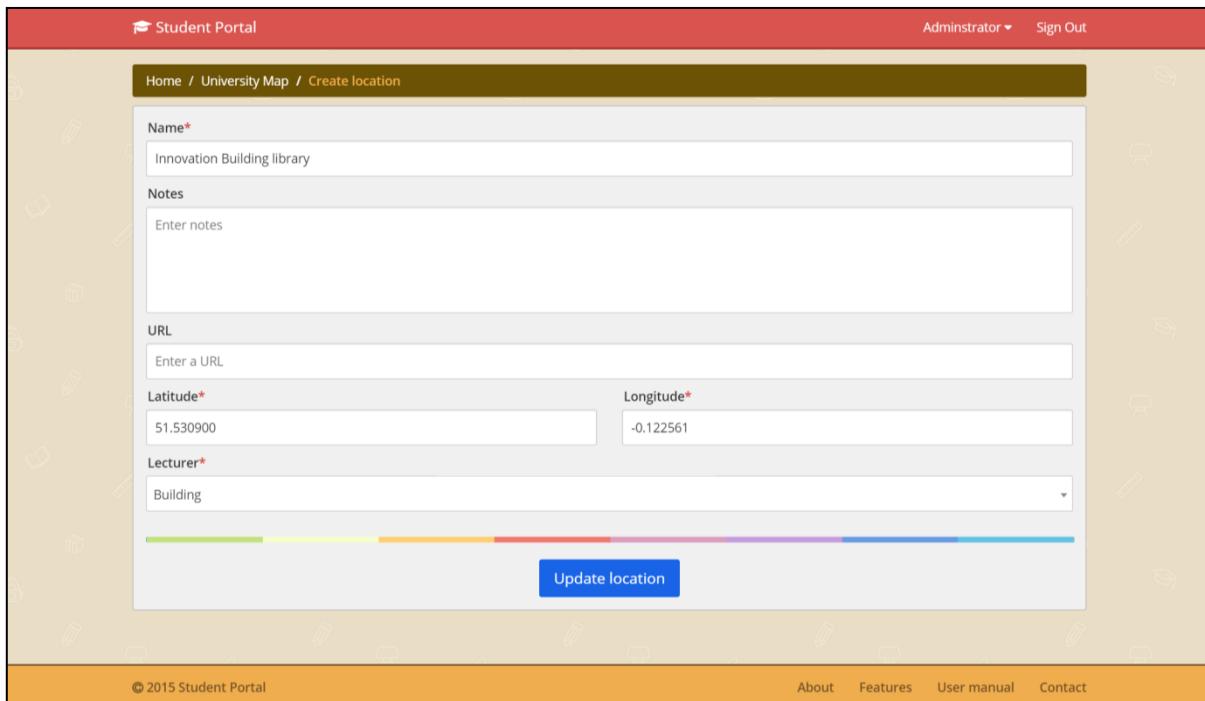


5. A confirmation message will appear on the screen confirming the action has been completed.

## How to update a location



1. There will be a panel named "Active locations". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Update" button next to a specific location.

 Student Portal

Administrator Sign Out

Home / University Map / Create location

Name\*  
Innovation Building library

Notes  
Enter notes

URL  
Enter a URL

Latitude\*  
51.530900

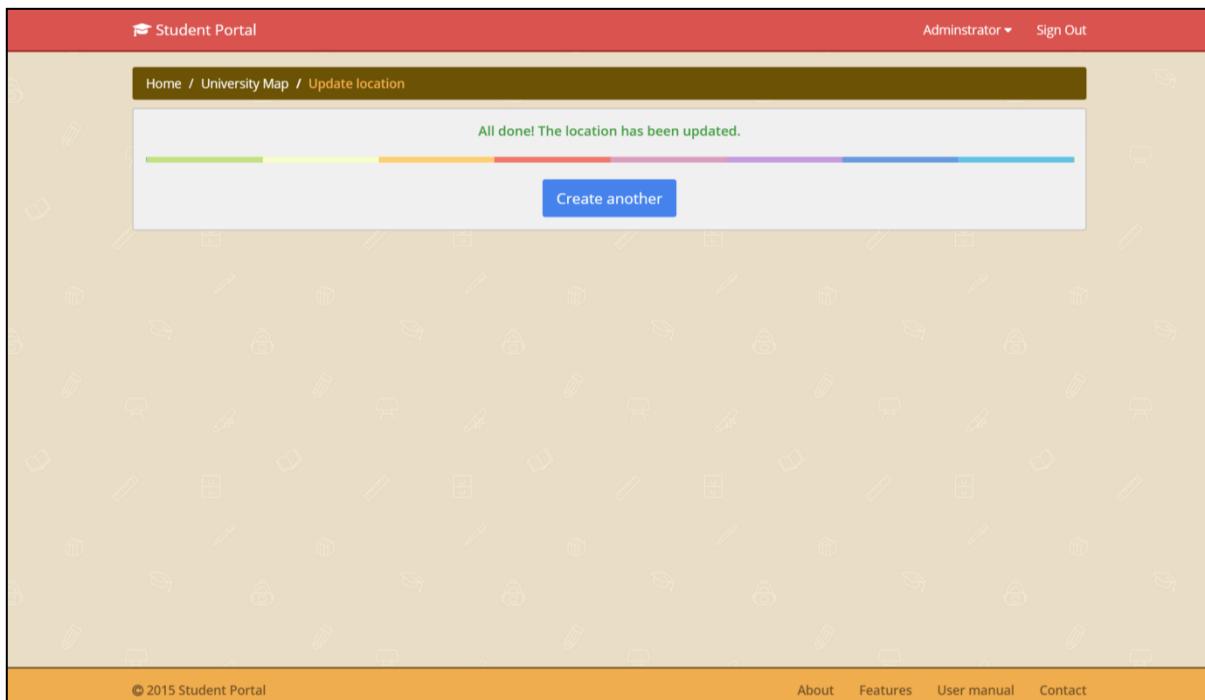
Longitude\*  
-0.122561

Lecturer\*  
Building

Update location

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3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update location” button.

 Student Portal

Administrator Sign Out

Home / University Map / Update location

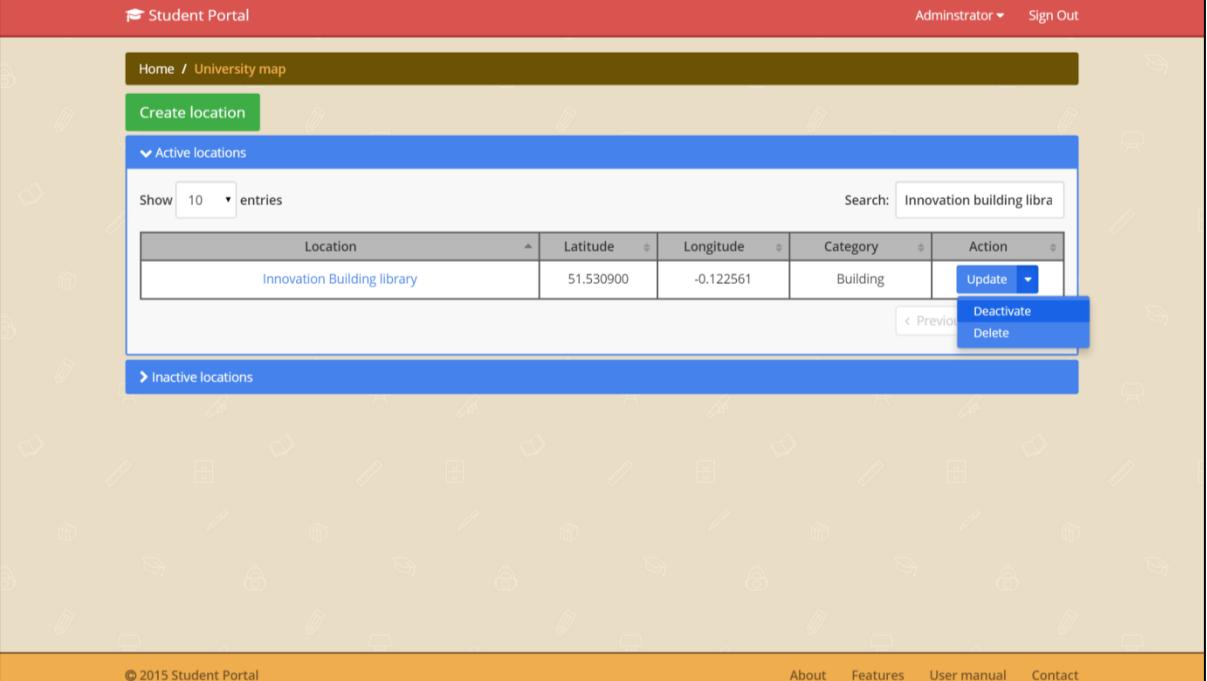
All done! The location has been updated.

Create another

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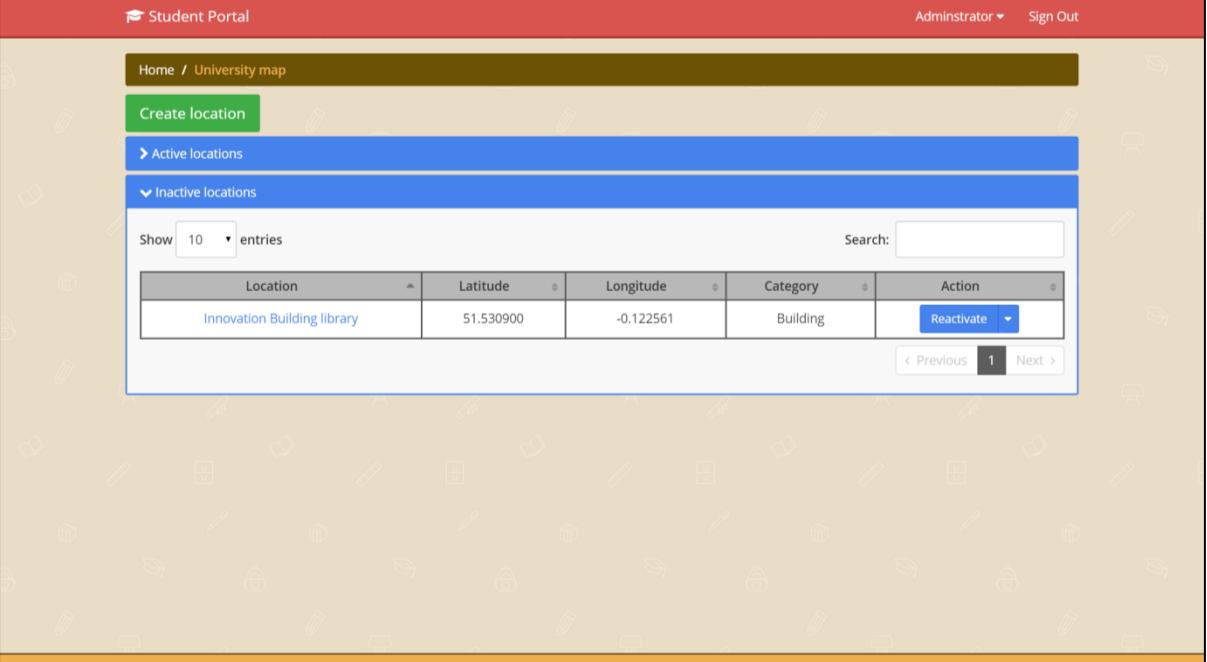
6. A confirmation message will appear on the screen confirming the action has been completed.

## How to deactivate a location



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the text 'Student Portal', 'Administrator ▾', and 'Sign Out'. Below the header is a navigation bar with 'Home / University map' and a green 'Create location' button. The main content area has a blue header 'Active locations' with a dropdown arrow. It includes a search bar with the placeholder 'Search: Innovation building libra'. Below the search bar is a table with columns: Location, Latitude, Longitude, Category, and Action. The table contains one row for 'Innovation Building library' with coordinates 51.530900, -0.122561, and category 'Building'. The 'Action' column for this row has a dropdown menu with three options: 'Update', 'Deactivate', and 'Delete'. The 'Deactivate' option is highlighted with a blue background. At the bottom of the table is a navigation bar with 'Previous' and 'Next' buttons. Below the table is another blue header 'Inactive locations' with a right-pointing arrow.

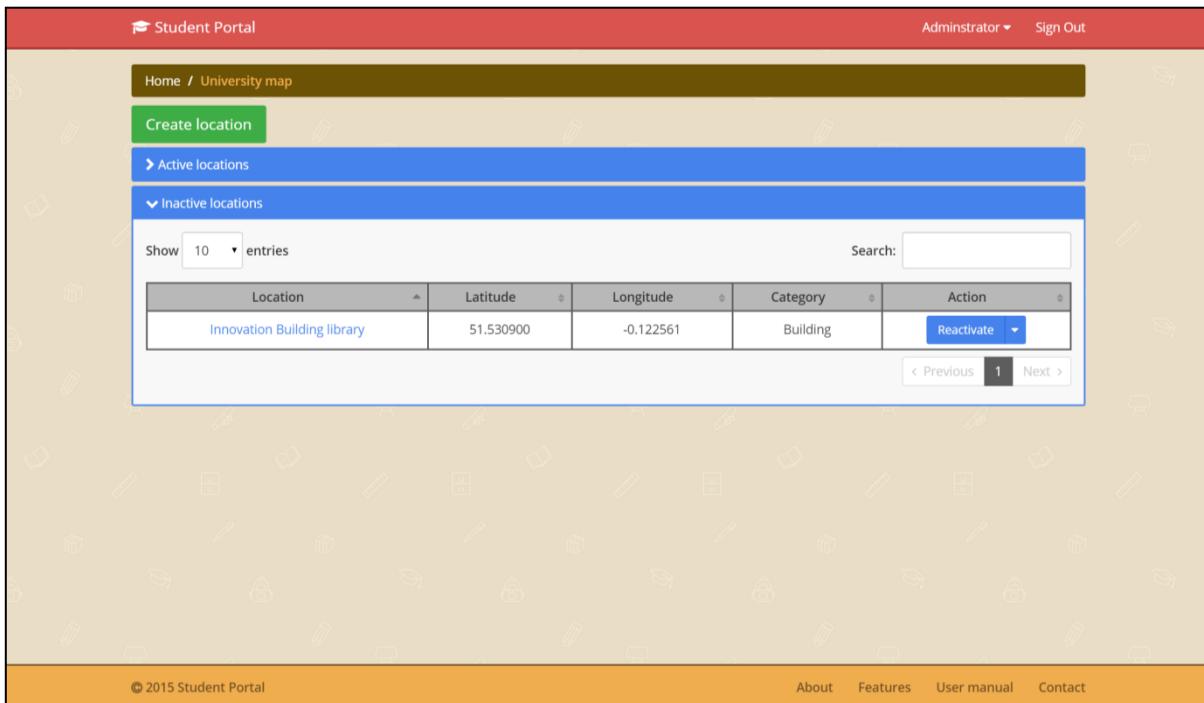
1. There will be a panel named “Active locations”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Deactivate” button next to a specific location.



This screenshot shows the 'Student Portal' interface after the location has been deactivated. The layout is identical to the previous screenshot, but the 'Active locations' panel is now collapsed, and the 'Inactive locations' panel is expanded. The table in the 'Inactive locations' panel now lists the previously active location 'Innovation Building library'. The 'Action' column for this row contains a 'Reactivate' button. The rest of the interface remains the same, including the header, navigation bar, and footer.

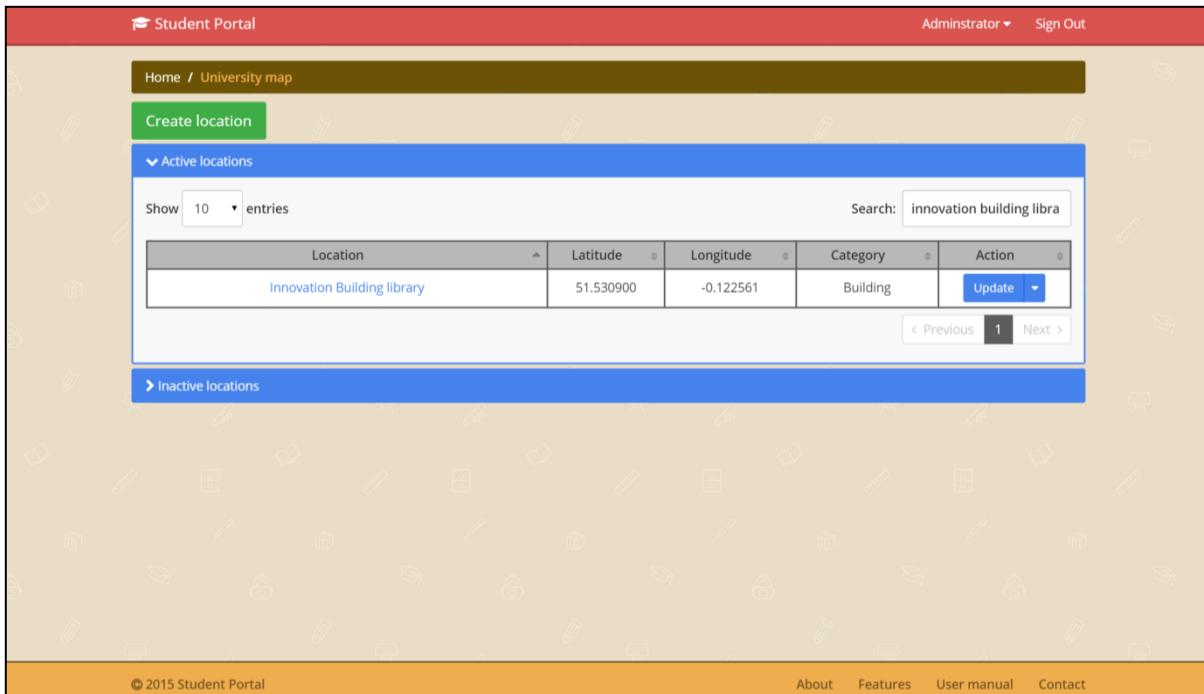
3. The book will disappear from the “Active locations” panel, and instead will be visible within the “Inactive locations” panel.

## How to reactivate a location



The screenshot shows the Student Portal interface. At the top, there is a red header bar with the text "Student Portal" and "Administrator" with a dropdown arrow. On the right side of the header, there is a "Sign Out" link. Below the header, the main content area has a brown background with a repeating pattern of school-related icons like books, pens, and graduation caps. The content area starts with a breadcrumb navigation: "Home / University map". Below that is a green button labeled "Create location". A blue navigation bar contains the text "Active locations" and "Inactive locations". The "Inactive locations" section is collapsed, indicated by a downward arrow icon. It includes a search bar with the placeholder "Search:" and a dropdown menu showing "Show 10 entries". A table lists one entry: "Innovation Building library" with coordinates "51.530900" and "-0.122561", categorized as "Building". To the right of the table is a "Reactivate" button with a dropdown arrow. At the bottom of the table are navigation buttons: "< Previous", "1", and "Next >". At the very bottom of the page, there is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

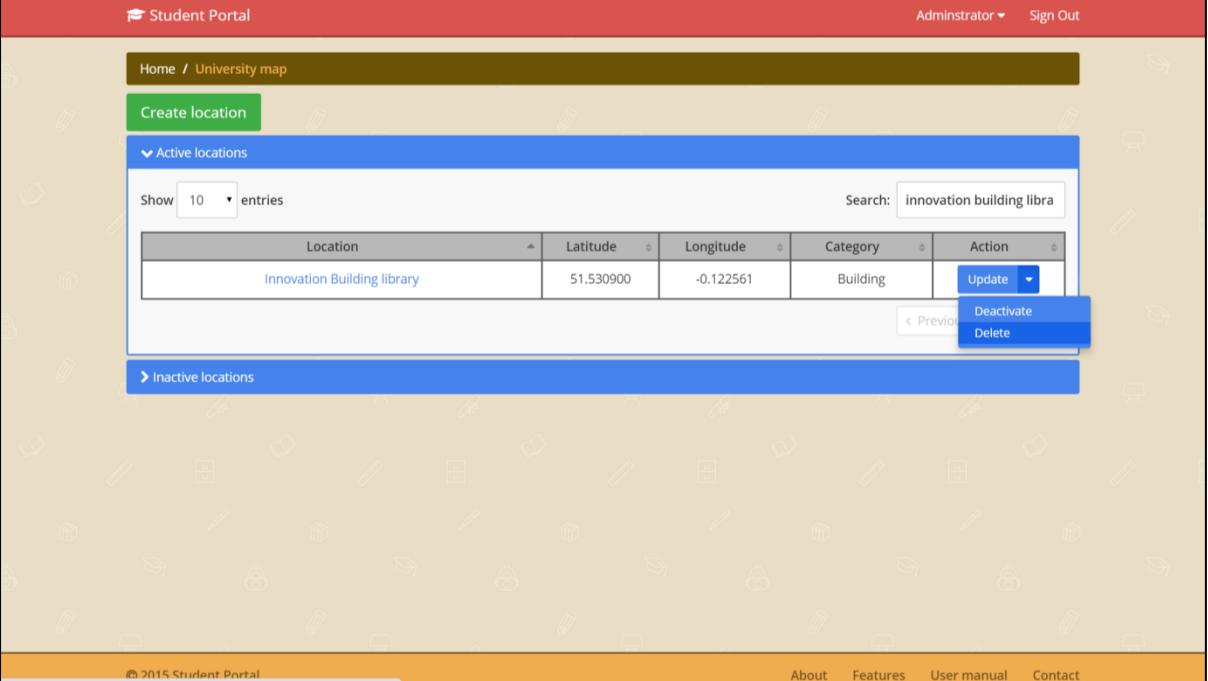
1. There will be a panel named “Inactive locations”. They will be collapsed by default, so you will have to expand them by clicking on its title.
2. Click on the “Reactivate” button next to a specific location.



The screenshot shows the Student Portal interface, similar to the previous one but with changes in the "Active locations" panel. The "Inactive locations" panel is now expanded, indicated by an upward arrow icon. The search bar now contains the text "innovation building libra". The table in the "Active locations" panel now shows the same entry: "Innovation Building library" with coordinates "51.530900" and "-0.122561", categorized as "Building". To the right of the table is a "Update" button with a dropdown arrow. The rest of the interface, including the footer, is identical to the first screenshot.

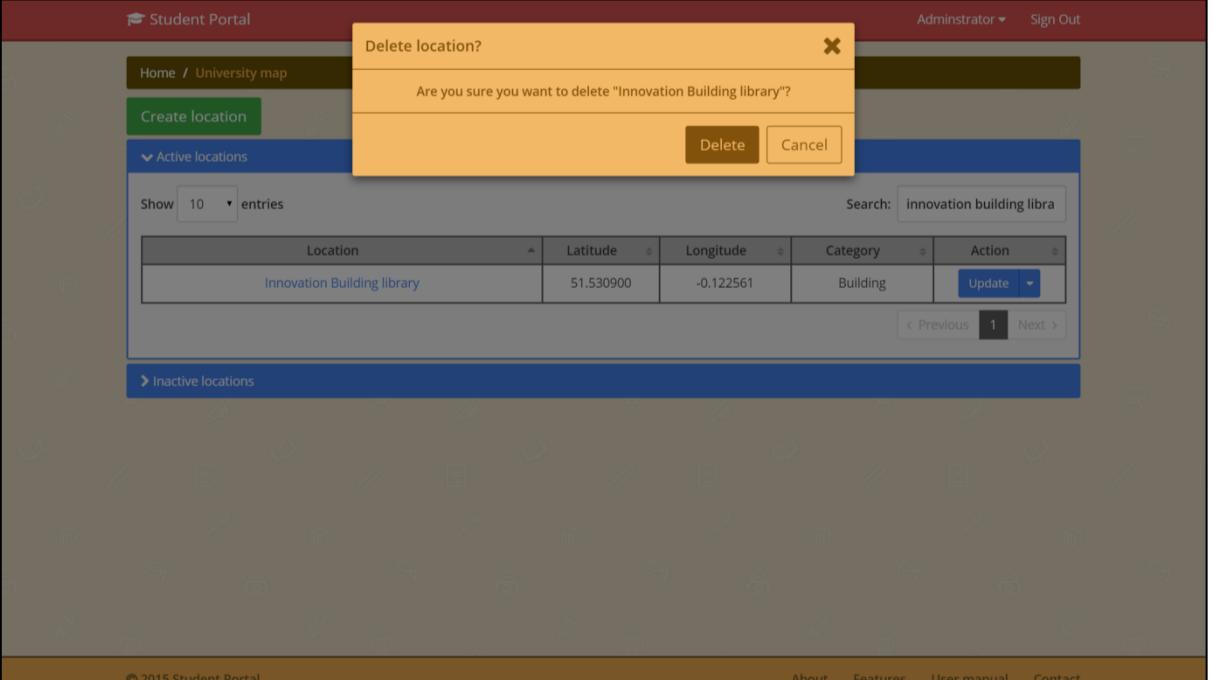
3. The book will disappear from the Inactive locations panels, and instead will be visible within the Active locations panel.

## How to delete a location



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with 'Student Portal' on the left and 'Administrator ▾ Sign Out' on the right. Below the header is a navigation bar with 'Home / University map' and a 'Create location' button. The main content area has a blue header 'Active locations'. A table displays one entry: 'Innovation Building library' located at 51.530900, -0.122561, categorized as a 'Building'. There are 'Update' and 'Delete' buttons in the 'Action' column. A search bar at the top right contains the text 'innovation building libra'. At the bottom of the page, there's a footer with links: 'About', 'Features', 'User manual', and 'Contact'. The URL 'https://student-portal.co.uk/university-map/#delete-482' is visible in the address bar.

1. There will be two panels named “Active” or “Inactive locations”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific location.



The screenshot shows the 'Student Portal' interface with a modal dialog box in the center. The dialog is titled 'Delete location?' and contains the message 'Are you sure you want to delete "Innovation Building library"?'. It has two buttons: 'Delete' and 'Cancel'. The background of the portal is dimmed. At the bottom, there's a footer with links: 'About', 'Features', 'User manual', and 'Contact'. The URL 'https://student-portal.co.uk/university-map/#delete-482' is visible in the address bar.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the location, click on the “Delete” button. If you don’t want to delete the location, click on the “Cancel” button.

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / University map' and a green 'Create location' button. The main content area has a blue header 'Active locations' with a search bar containing 'Innovation building libra'. A table below shows columns for Location, Latitude, Longitude, Category, and Action. A message says 'No matching records found'. At the bottom of this section is a blue footer 'Inactive locations'. The background features a repeating pattern of school-related icons like books, pens, and graduation caps. The footer at the bottom contains copyright information ('© 2015 Student Portal') and links for 'About', 'Features', 'User manual', and 'Contact'.

5. The prompt will disappear and the location will be deleted. The location cannot be restored.

## Events

### How to access the Events area

The screenshot shows the 'Student Portal' home page. It features a grid of tiles on a light brown background with school-related icons. The tiles are arranged in three rows: Row 1 contains 'Timetable' (with a clock icon), 'Exams' (with a pencil icon), 'Results' (with a trophy icon), and 'Transport' (with a bus icon); Row 2 contains 'Library' (with a book icon), 'Calendar' (with a calendar icon), and 'University Map' (with a location pin icon); Row 3 contains 'Events' (with a ticket icon), 'Feedback' (with a checkmark icon), 'Messenger' (with a speech bubble icon), and 'Account' (with a user profile icon). At the bottom, there's an orange footer bar with the portal's URL ('https://student-portal.co.uk/events/'), and links for 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Events” tile from the Home page.

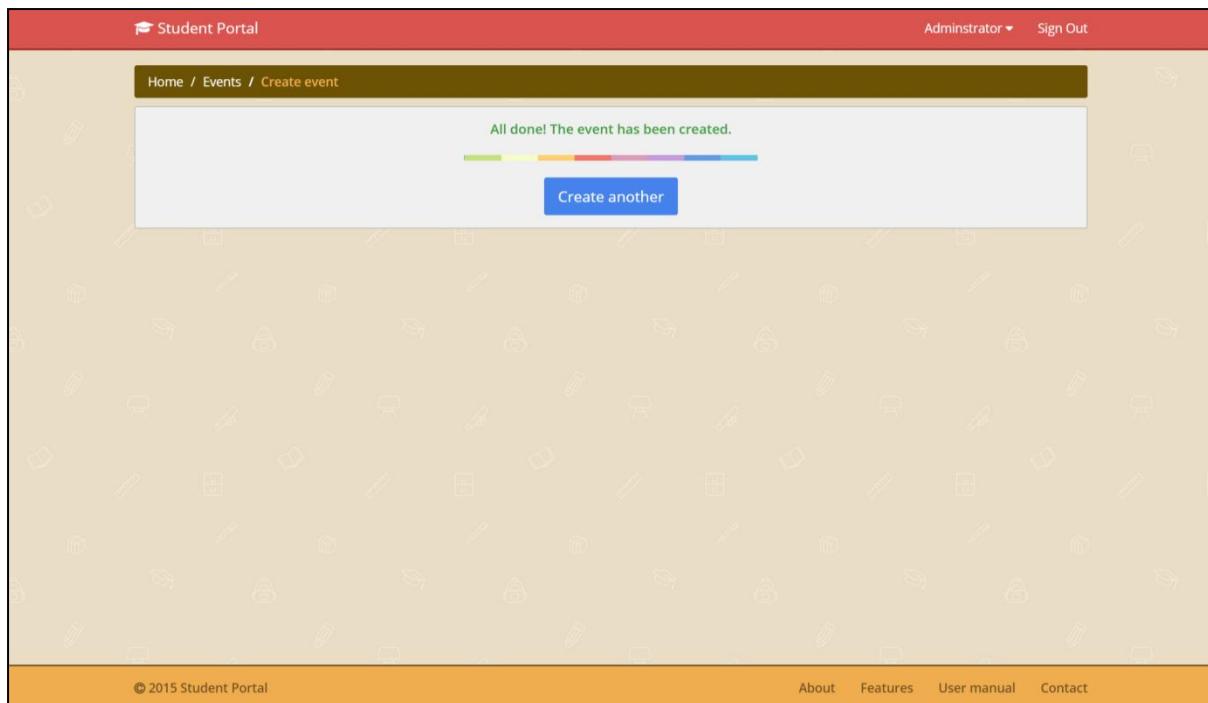
## How to create an event

The screenshot shows the 'Events' section of the Student Portal. At the top, there's a navigation bar with 'Administrator' and 'Sign Out'. Below it, a green button labeled 'Create event' is visible. The main area has a blue header 'Events' and a search bar. It displays a table with columns: Name, From, To, Price (£), Tickets available, and Action. A message says 'There are no records to display.' At the bottom, there's a link to 'Inactive events'.

1. Click on the Create event button.

The screenshot shows the 'Create event' form. It includes fields for 'Name\*' (filled with 'Careers event'), 'Notes' (with placeholder 'Enter notes'), 'URL' (placeholder 'Enter a URL'), 'From\*' (date '25/05/2015 19:00'), 'To\*' (date '25/05/2015 21:00'), 'Price (£)\*' (value '10'), and 'Tickets available\*' (value '300'). A progress bar at the bottom indicates completion. A blue 'Create event' button is at the bottom right.

2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the "Create event" button.

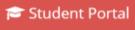


5. A confirmation message will appear on the screen confirming the action has been completed.

## How to update an event

A screenshot of the "Events" section of the Student Portal. The interface is similar to the previous screenshot, with a red header, a dark brown navigation bar, and an orange footer. The main content area features a blue panel titled "Events" which is currently expanded. Inside this panel, there's a table showing a single event: "Careers event" from "25 May 15 19:00" to "25 May 15 21:00" at a price of "10.00" with "300" tickets available. To the right of the table is a blue "Update" button with a dropdown arrow. Below the table, there are navigation buttons for "Previous" and "Next". At the bottom of the "Events" panel is a blue link labeled "Inactive events". The footer contains the copyright notice "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named "Active events". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Update" button next to a specific event.

 Student Portal

Administrator ▾ Sign Out

Home / Events / Update event

Name  
Careers event

Notes  
Enter notes

URL  
Enter a URL

From\*  
25/05/2015 19:00

To\*  
25/05/2015 21:00

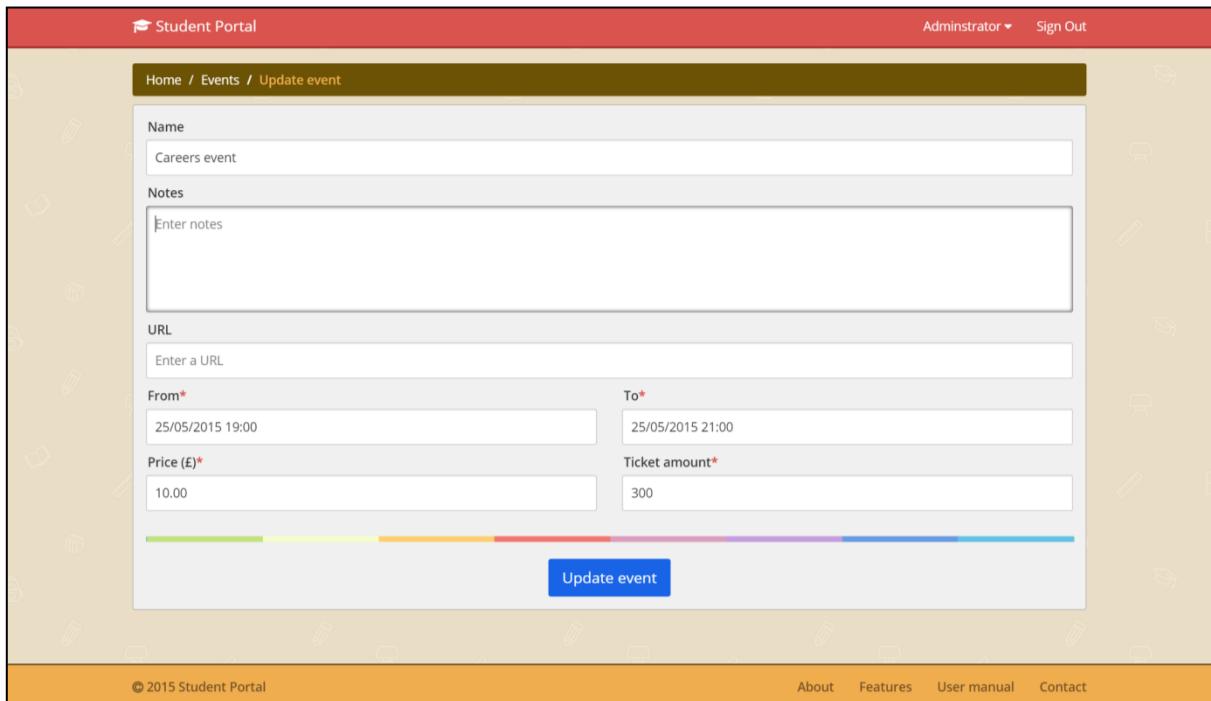
Price (£)\*  
10.00

Ticket amount\*  
300

Update event

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About Features User manual Contact



3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update event” button.

 Student Portal

Administrator ▾ Sign Out

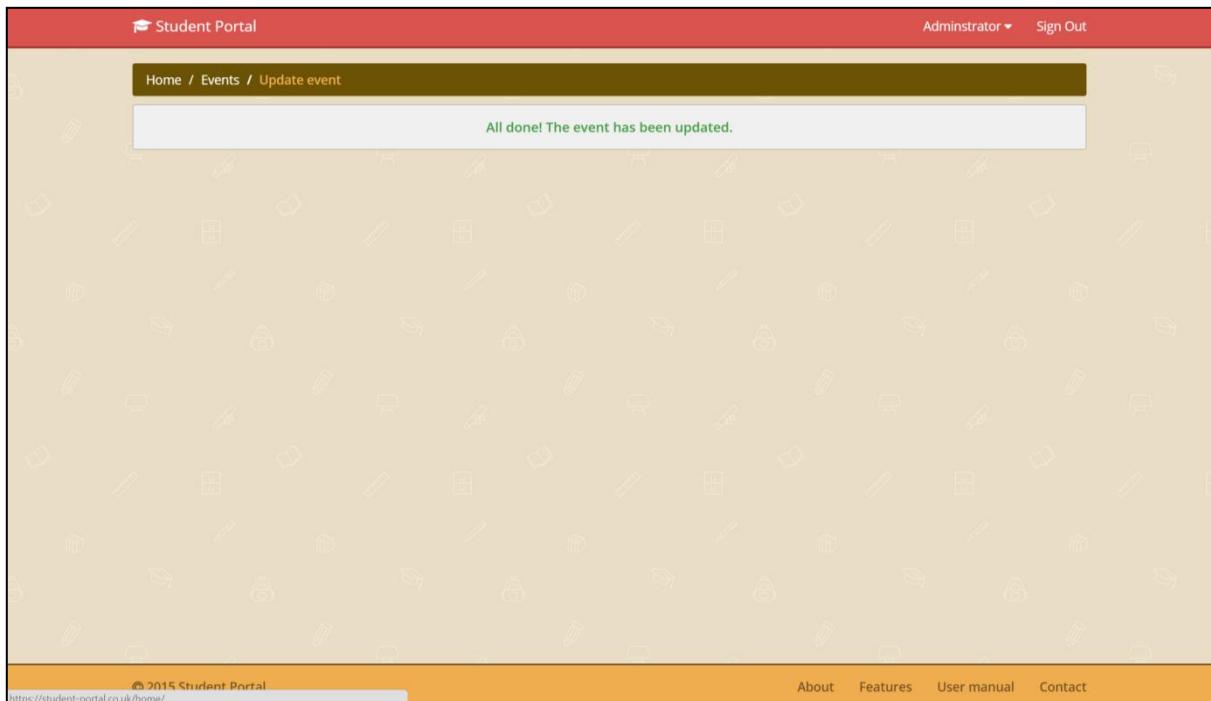
Home / Events / Update event

All done! The event has been updated.

© 2015 Student Portal

<https://student-portal.co.uk/home/>

About Features User manual Contact



6. A confirmation message will appear on the screen confirming the action has been completed.

## How to deactivate an event

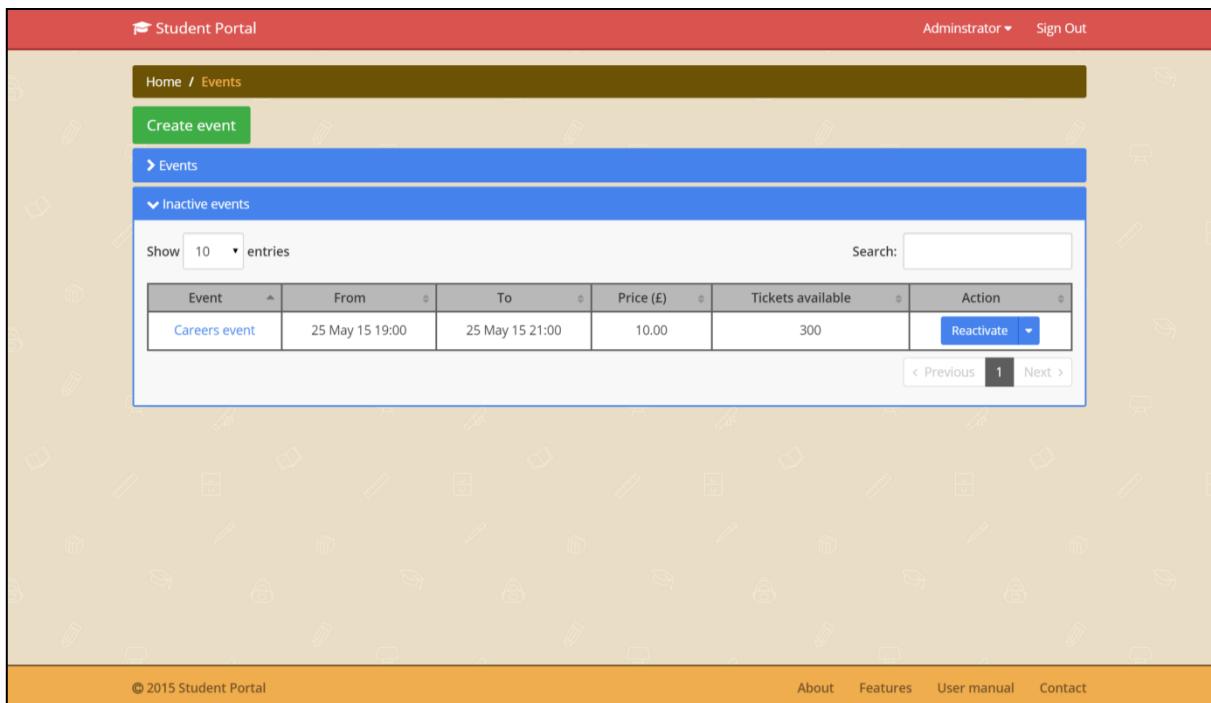
The screenshot shows the 'Events' section of the Student Portal. A table lists one event: 'Careers event' from 25 May 15 19:00 to 25 May 15 21:00, priced at 10.00, with 300 tickets available. The 'Action' column for this row contains a blue 'Update' button with a dropdown arrow, a 'Deactivate' button, and a 'Delete' button. Below the table, there is a link to 'Inactive events'.

1. There will be a panel named “Active events”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Deactivate” button next to a specific event.

The screenshot shows the 'Events' section of the Student Portal. The 'Inactive events' panel is expanded, showing the same 'Careers event' from the previous screenshot. The 'Action' column for this row now contains a blue 'Reactivate' button with a dropdown arrow. The 'Events' panel is collapsed.

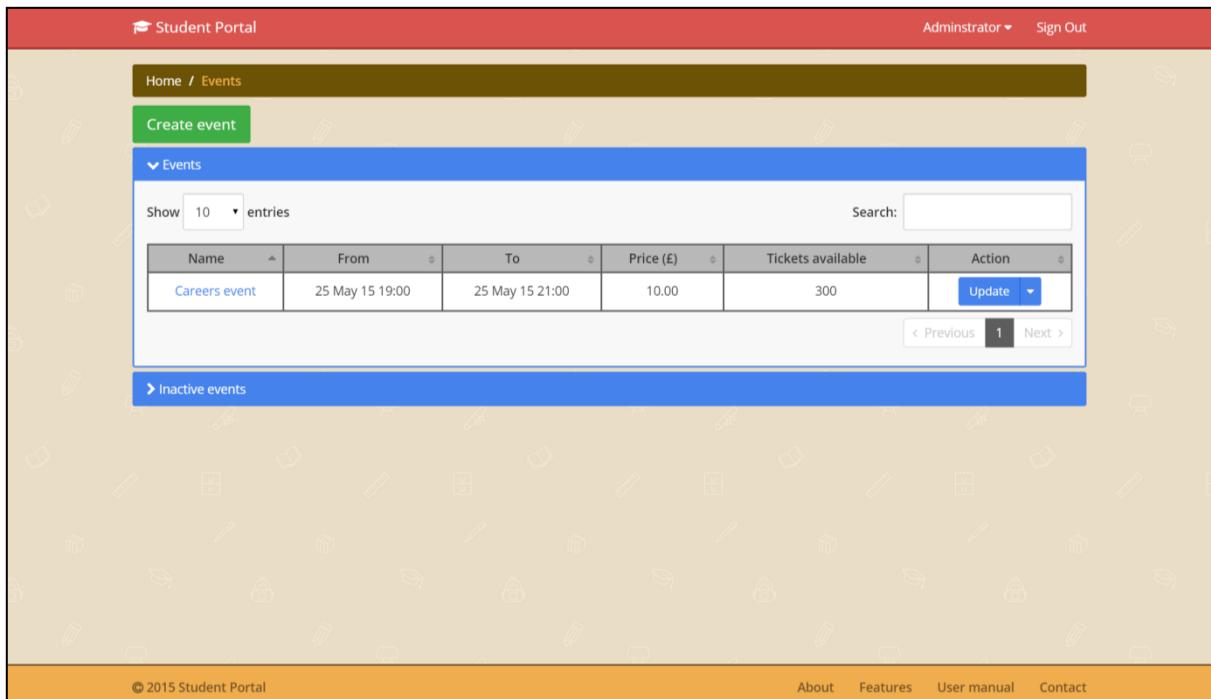
3. The book will disappear from the “Active locations” panel, and instead will be visible within the “Inactive locations” panel.

## How to reactivate an event



The screenshot shows the Student Portal interface. At the top, there is a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with "Home / Events", "Create event", and a dropdown menu for "Events". A sub-menu titled "Inactive events" is expanded, showing a table with columns: Event, From, To, Price (£), Tickets available, and Action. The table contains one row for a "Careers event" with details: From 25 May 15 19:00, To 25 May 15 21:00, Price 10.00, Tickets available 300, and Action button labeled "Reactivate". Below the table are buttons for "Previous", "1", and "Next". At the bottom of the page, there is a footer bar with links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Inactive events”. They will be collapsed by default, so you will have to expand them by clicking on its title.
2. Click on the “Reactivate” button next to a specific event.



The screenshot shows the Student Portal interface, similar to the previous one but with a different state. The "Inactive events" panel is now collapsed, indicated by a downward arrow icon. The "Active events" panel is expanded, showing a table with columns: Name, From, To, Price (£), Tickets available, and Action. The table contains one row for the same "Careers event" with details: From 25 May 15 19:00, To 25 May 15 21:00, Price 10.00, Tickets available 300, and Action button labeled "Update". Below the table are buttons for "Previous", "1", and "Next". At the bottom of the page, there is a footer bar with links for "About", "Features", "User manual", and "Contact".

3. The event will disappear from the “Inactive events” panels, and instead will be visible within the “Active events” panel.

## How to delete an event

The screenshot shows the 'Events' section of the Student Portal. A table lists one event: 'Careers event' from 25 May 15 19:00 to 25 May 15 21:00, priced at 10.00 with 300 tickets available. A context menu is open over this event, with 'Delete' highlighted.

Name	From	To	Price (£)	Tickets available	Action
Careers event	25 May 15 19:00	25 May 15 21:00	10.00	300	<button>Update</button> <button>Deactivate</button> <b>Delete</b>

1. There will be a panel for “Active” or “Inactive events”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific event.

The screenshot shows a confirmation dialog box titled 'Delete event?'. It asks 'Are you sure you want to delete "Careers event"?'. There are 'Delete' and 'Cancel' buttons. The 'Delete' button is highlighted.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the event, click on the “Delete”. If you don’t want to delete the event, click on the “Cancel”.

The screenshot shows the 'Events' section of the Student Portal. At the top, there's a green button labeled 'Create event'. Below it, a blue header bar says 'Events'. A search bar with placeholder 'Search:' and a dropdown menu 'Show 10 entries' are visible. The main area has columns for 'Name', 'From', 'To', 'Price (£)', 'Tickets available', and 'Action'. A message 'There are no records to display.' is centered. At the bottom, there's a link 'Inactive events'.

5. The prompt will disappear and the event will be deleted. The event cannot be restored.

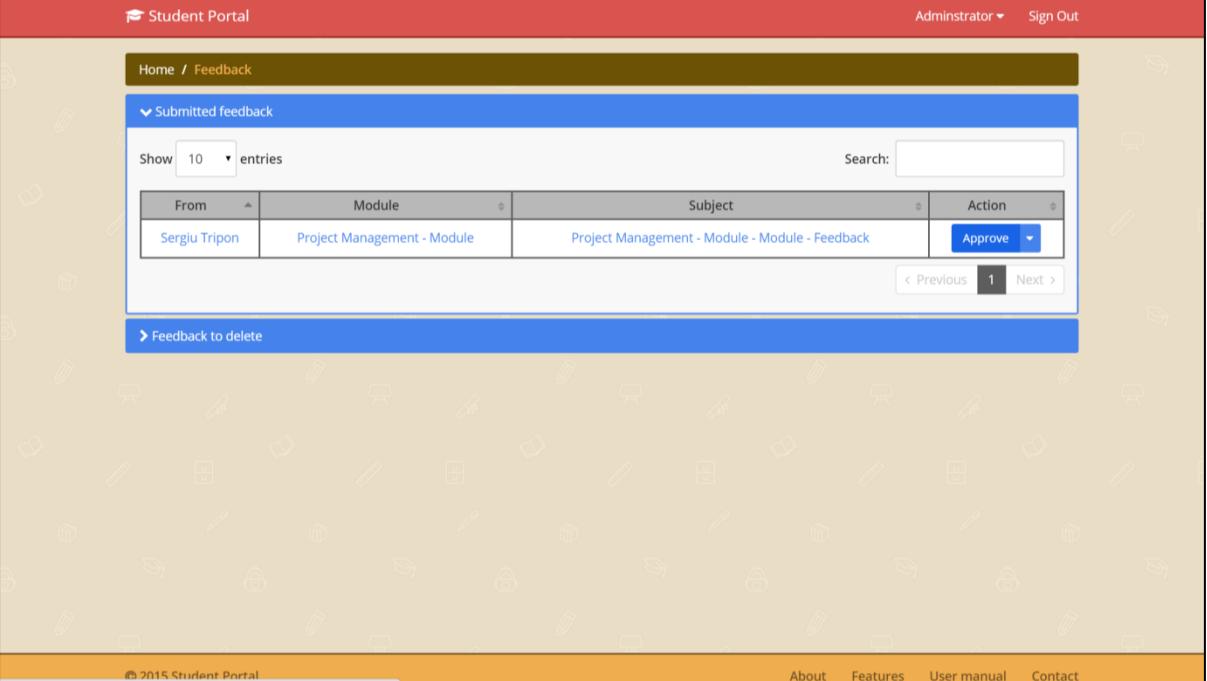
## Feedback

### How to access the Feedback area

The screenshot shows the main home page of the Student Portal. It features a grid of tiles: 'Timetable' (with a clock icon), 'Exams' (pencil icon), 'Results' (trophy icon), 'Transport' (bus icon), 'Library' (book icon), 'Calendar' (calendar icon with a notification badge), 'University Map' (location pin icon), 'Events' (ticket icon), 'Feedback' (checkmark icon), 'Messenger' (speech bubble icon), and 'Account' (user profile icon). The 'Feedback' tile is highlighted with a dark green background.

1. Click on the “Feedback” tile from the Home page.

## How to approve feedback

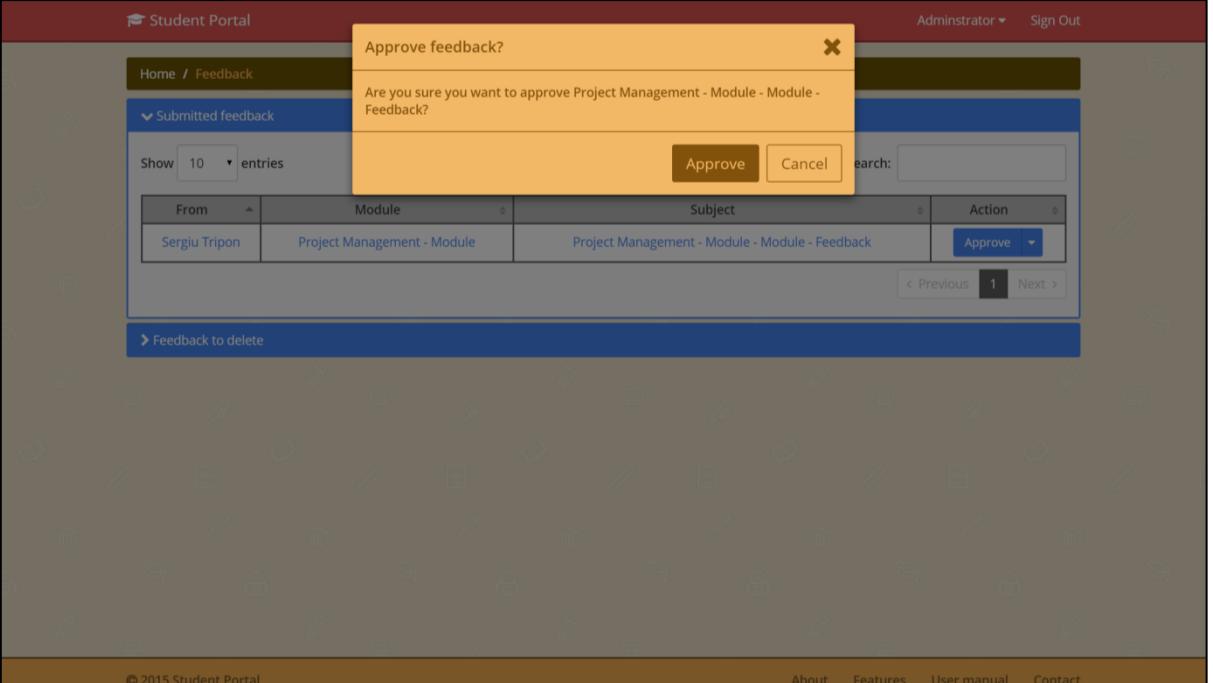


The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark blue navigation bar with 'Home / Feedback' and a dropdown menu for 'Submitted feedback'. A search bar and a 'Show 10 entries' button are also present. The main content area has a light beige background with a subtle pattern of school-related icons like desks, books, and graduation caps. It displays a table with one row of data:

From	Module	Subject	Action
Sergiu Tripon	Project Management - Module	Project Management - Module - Module - Feedback	Approve

Below the table, there are navigation buttons for 'Previous' and 'Next' with the page number '1' in the middle. At the bottom of the page, there's a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Submitted feedback”. It will be expanded by default, but you can also minimise it by clicking on their title.
2. Click on the “Delete button” next to a specific feedback.



This screenshot shows the same 'Student Portal' interface as the previous one, but with a modal dialog box overlaid. The dialog has a yellow header 'Approve feedback?' and a message body asking 'Are you sure you want to approve Project Management - Module - Module - Feedback?'. It contains two buttons: 'Approve' (in a brown box) and 'Cancel' (in a white box). The rest of the page is dimmed to indicate it is not interactive until the dialog is closed.

3. A prompt will appear asking you to confirm your action.
4. If you want to approve the feedback, click on the “Approve” button. If you don’t want to approve the feedback, click on the “Cancel” button.

Student Portal

Administrator Sign Out

Home / Feedback

Submitted feedback

Show 10 entries Search:

From	Module	Subject	Action
There are no records to display.			

< Previous Next >

Feedback to delete

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About Features User manual Contact

5. The prompt will disappear and the feedback will be approved.

## How to delete feedback

Student Portal

Administrator Sign Out

Home / Feedback

Submitted feedback

Show 10 entries Search:

From	Module	Subject	Action
Sergiu Tripon	Project Management - Module	Project Management - Module - Module - Feedback	Approve Delete

< Previous Next >

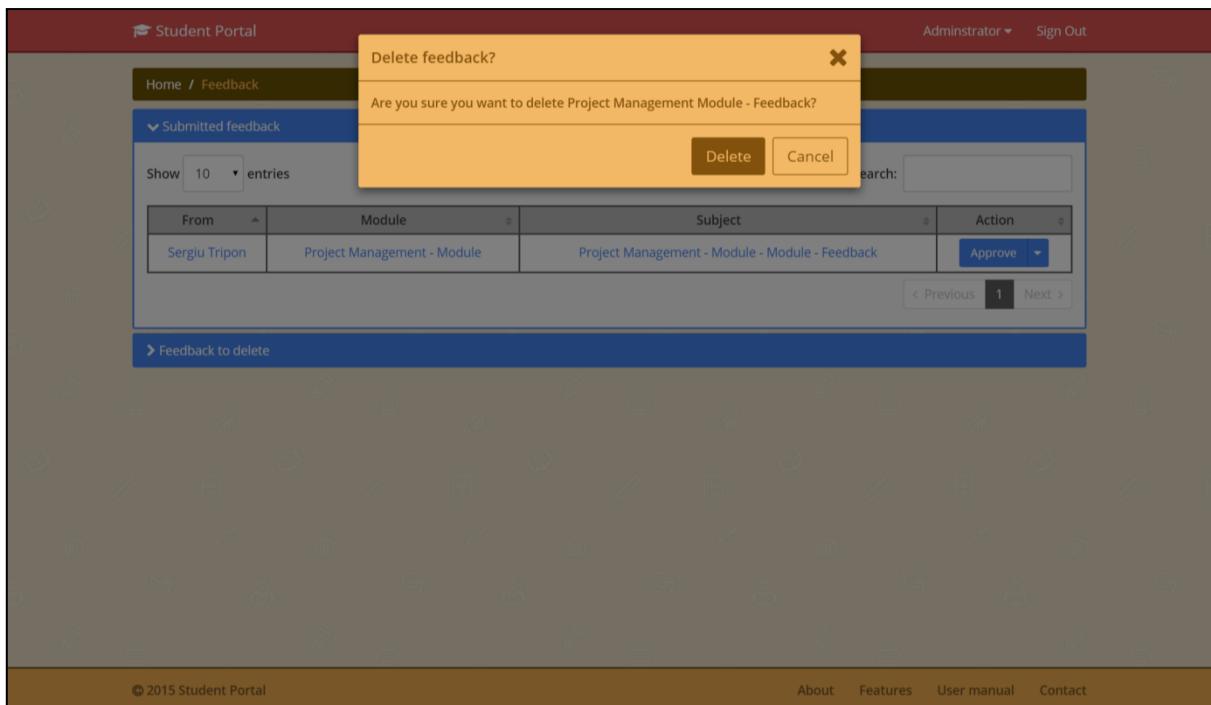
Feedback to delete

© 2015 Student Portal

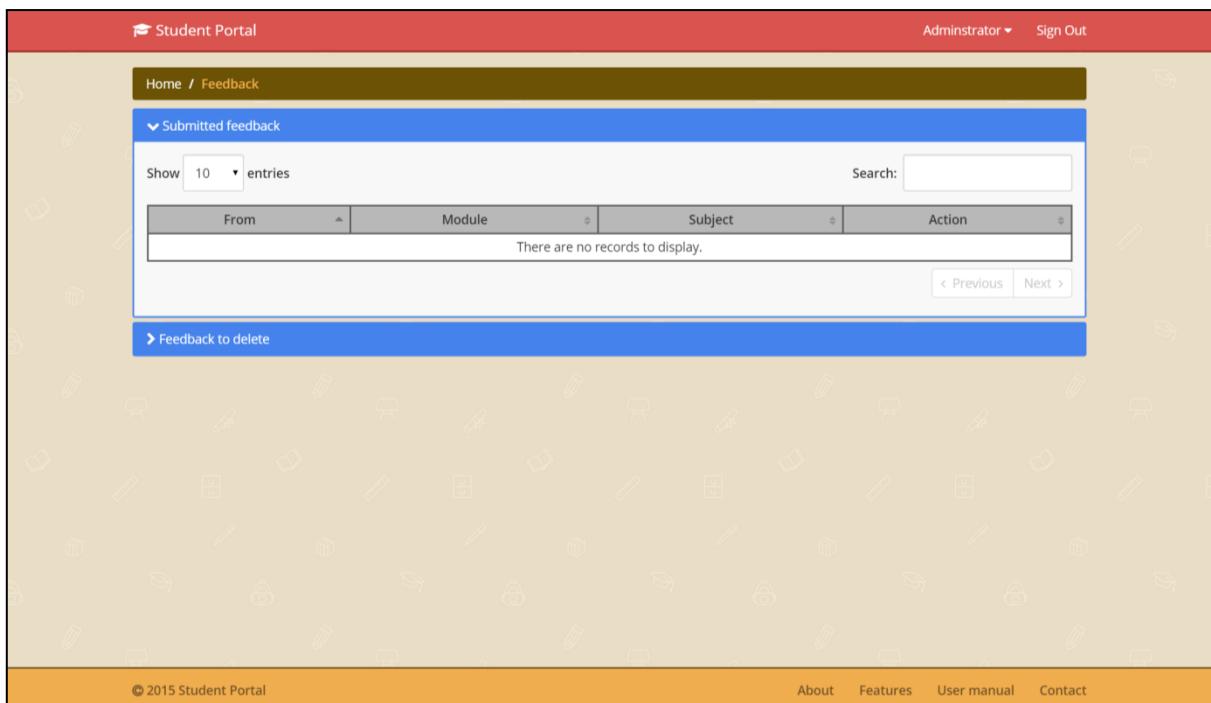
<https://student-portal.co.uk/feedback/#delete-feedback-2>

About Features User manual Contact

1. There will be a panel named “Submitted feedback”. It will be expanded by default, but you can also minimise it by clicking on their title.
2. Click on the Delete button next to a specific feedback.



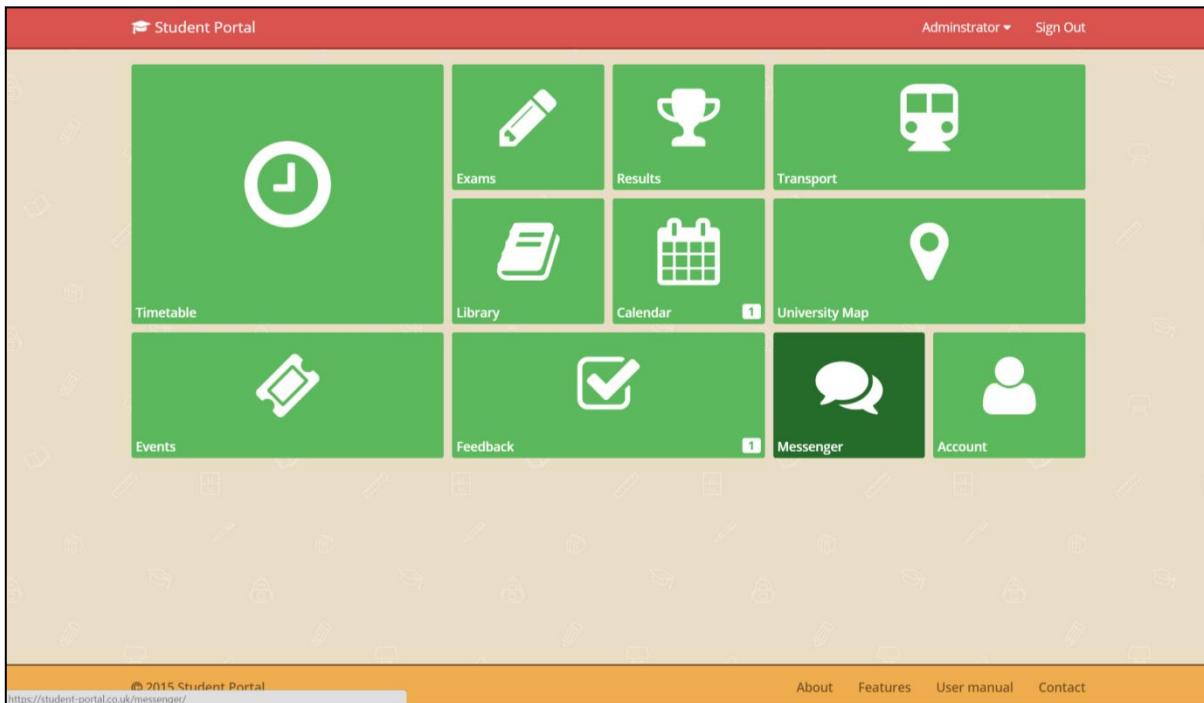
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the feedback, click on the “Delete”. If you don’t want to delete the location, click on the “Cancel” button.



5. The prompt will disappear and the feedback will be deleted. The feedback cannot be restored.

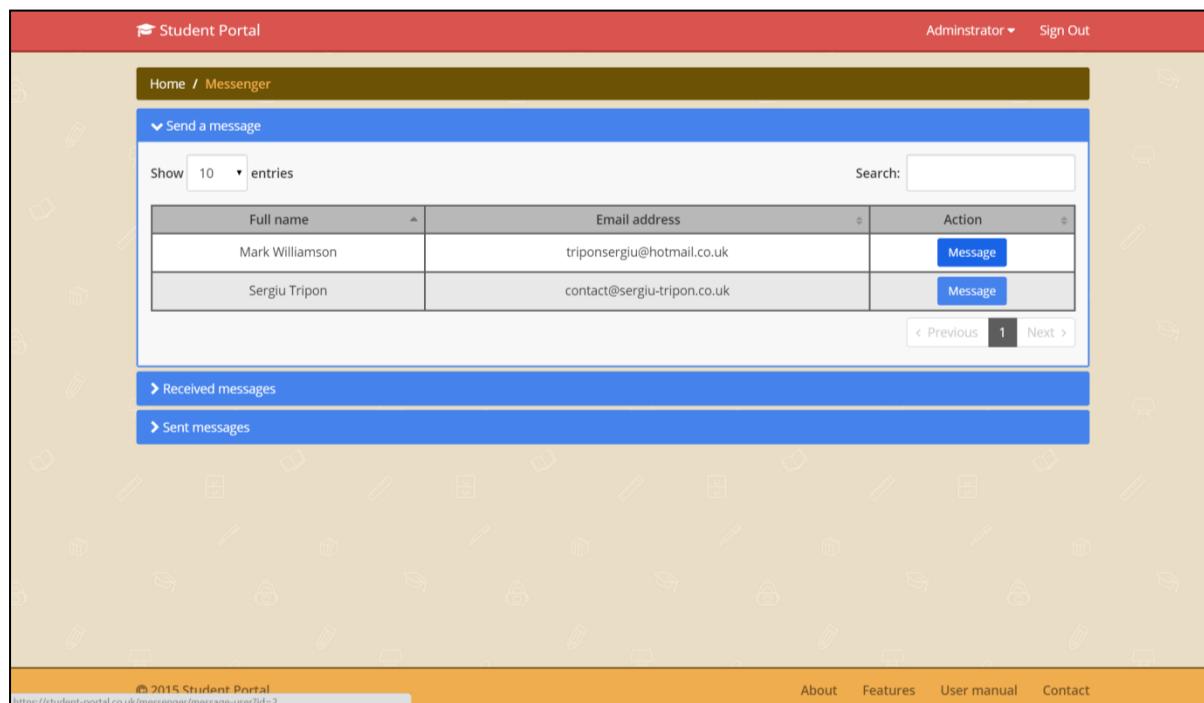
## Messenger

### How to access the Messenger area



1. Click on the “Messenger” tile from the Home page.

### How to send a message



1. There will be a panel named “Send a message”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Message” button next to a specific user.

 Student Portal

Administrator ▾ Sign Out

Home / Messenger / Send a message

From

First name	Surname	Email address
Administrator		admin@student-portal.co.uk

To

First name	Surname	Email address
Mark	Williamson	triponsergiu@hotmail.co.uk

Subject\*

University ID

Message\*

Your ID is ready to collect from the Programmes office.

Message user

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About Features User manual Contact

3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the “Message user” button.

 Student Portal

Administrator ▾ Sign Out

Home / Messenger / Send a message

All done! Message has been sent.

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About Features User manual Contact

6. A confirmation message will appear on the screen confirming the action has been completed.

## How to check received messages

The screenshot shows the Student Portal interface with a red header bar containing the logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a blue navigation bar with links for 'Send a message', 'Received messages', and 'Sent messages'. The main content area has a light beige background with a repeating pattern of academic icons like graduation caps and books. A dark grey sidebar on the left contains the same navigation links. The 'Received messages' panel is currently expanded, showing a table with one entry:

From	Subject	Sent on	Action
Mark Williamson	University ID	02 May 15 22:59	Reply

Below the table are buttons for '< Previous', '1', and 'Next >'. At the bottom of the page is an orange footer bar with links for 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Received messages”. It will be collapsed by default, so you will have to expand it by clicking on its title.

The screenshot shows the Student Portal interface with a dark grey overlay. In the center is a light blue pop-up window titled 'University ID' with a speech bubble icon. The window displays the following message details:  
To: Mark Williamson  
Subject: University ID  
Message: Your ID is ready to collect from the Programmes office.  
Read: No  
Sent on: 02 May 15 22:53

At the bottom of the pop-up are buttons for 'Send another', 'Delete', and 'Close'. Below the pop-up is the original 'Received messages' table from the previous screenshot, which is now partially visible again. The footer bar at the bottom is identical to the one in the first screenshot.

2. Clicking on the message's subject will display a pop-up containing more information.

## How to reply to a received message

The screenshot shows the 'Received messages' section of the Student Portal. A single message from 'Mark Williamson' with subject 'University ID' is listed. The 'Reply' button is visible next to the message. Navigation links for 'Home / Messenger' and 'Send a message' are at the top, and 'Sent messages' is below the list.

1. There will be a panel named “Received messages”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reply” button next to a specific message.

The screenshot shows the 'Send a message' form. The 'From' section is filled with 'First name: Administrator', 'Surname: ', and 'Email address: admin@student-portal.co.uk'. The 'To' section is filled with 'First name: Mark', 'Surname: Williamson', and 'Email address: triponsergiu@hotmail.co.uk'. The 'Subject\*' field contains 'University ID' and the 'Message\*' field contains 'Ok, no problem.' A 'Message user' button is at the bottom.

3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the “Message user” button.



6. A confirmation message will appear on the screen confirming the action has been completed.

## How to check sent messages

A screenshot of the same student portal interface. The navigation bar at the top shows "Home / Messenger". Below it is a blue sidebar menu with three items: "Send a message", "Received messages", and "Sent messages". The "Sent messages" item is currently expanded, revealing a table of sent messages. The table has columns for "To", "Subject", "Sent on", and "Action". There are two rows of data:

To	Subject	Sent on	Action
Mark Williamson	University ID	02 May 15 22:53	<button>Send another</button>
Mark Williamson	University ID	02 May 15 23:02	<button>Send another</button>

At the bottom of the table, there are navigation buttons for "Previous" and "Next". The footer of the page is identical to the one in the first screenshot, featuring the copyright notice "© 2015 Student Portal" and the footer links "About", "Features", "User manual", and "Contact".

1. There will be a panel for “Sent messages”. It will be collapsed by default, so you will have to expand it by clicking on its title.

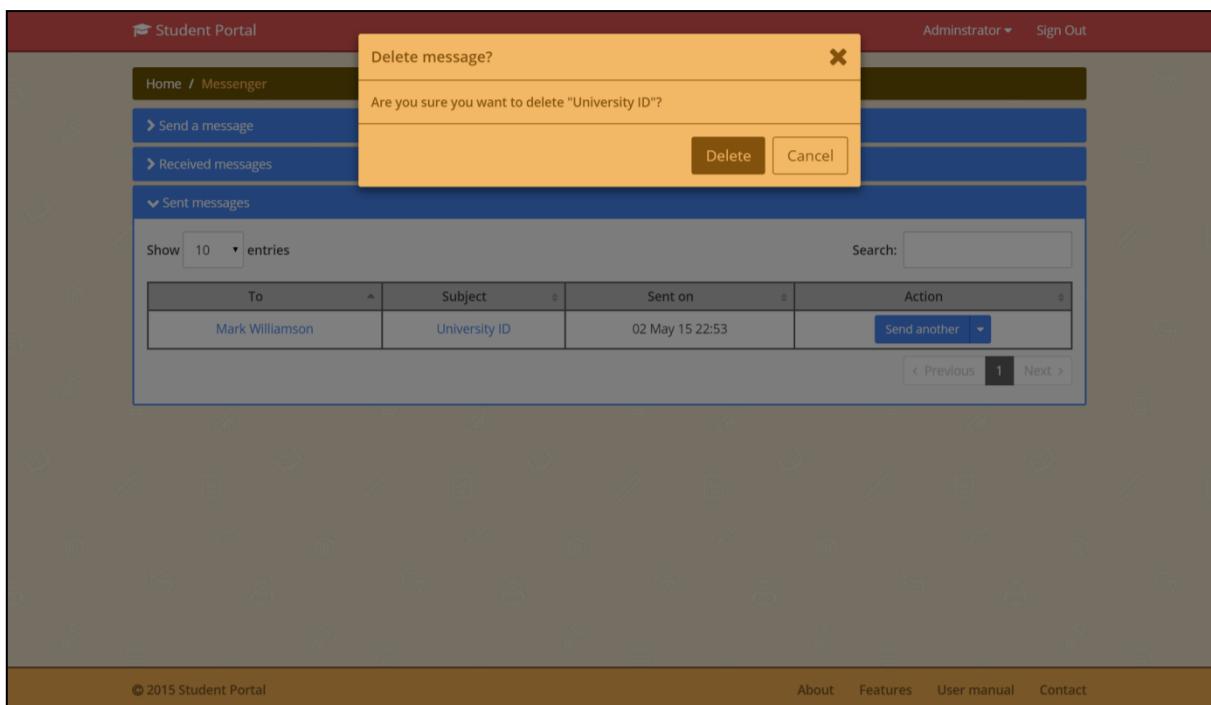
The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below this is a dark blue sidebar with navigation links: "Home / Messenger", "Send a message", "Received messages", and "Sent messages". The main content area has a light gray background with a grid pattern. A modal window titled "University ID" is open in the center. It contains the following information:  
To: Mark Williamson  
Subject: University ID  
Message: Your ID is ready to collect from the Programmes office.  
Read: No  
Sent on: 02 May 15 22:53  
Buttons at the bottom of the modal include "Send another", "Delete", and "Close".  
Below the modal, there's a table with columns "To", "Subject", "Sent on", and "Action". One row is visible: To: Mark Williamson, Subject: University ID, Sent on: 02 May 15 22:53, Action: Send another. Navigation buttons "< Previous", "1", and "Next >" are at the bottom of the table.  
At the very bottom of the page, there's a footer bar with links: "About", "Features", "User manual", and "Contact".

- Clicking on the message's subject will display a pop-up containing more information.

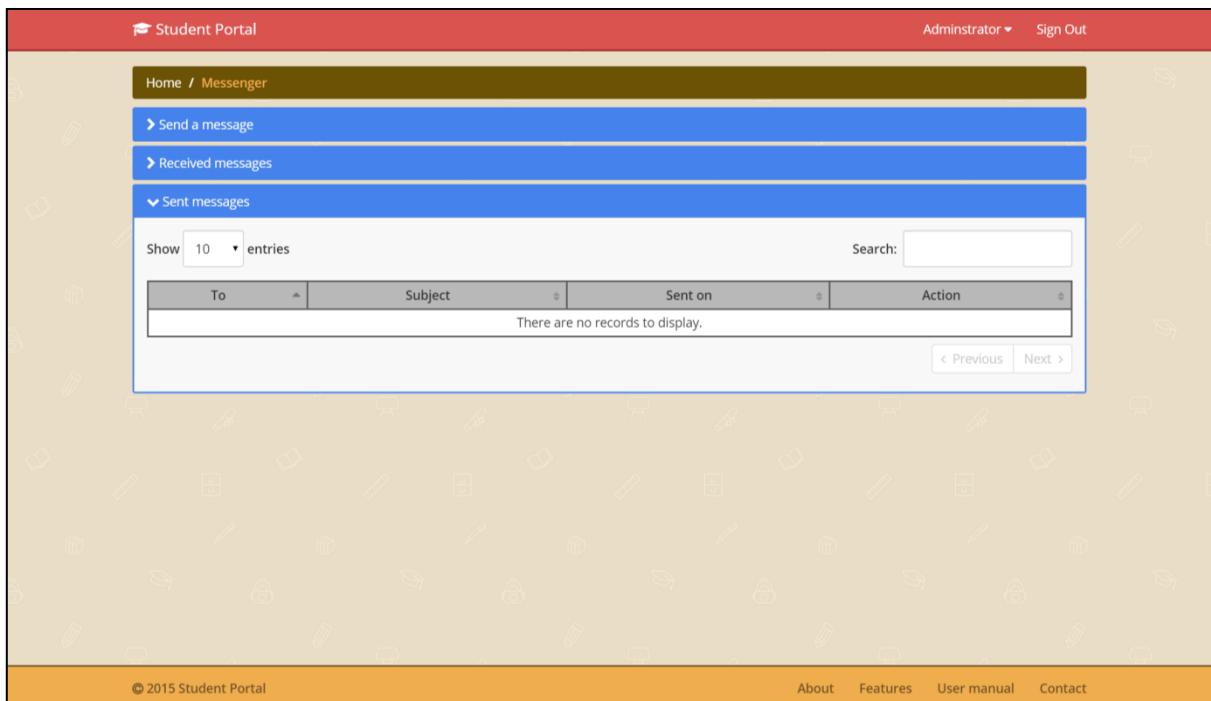
## How to delete a message

The screenshot shows the Student Portal interface, similar to the previous one but with a different message. The modal window now displays:  
To: Mark Williamson  
Subject: University ID  
Message: Your ID is ready to collect from the Programmes office.  
Read: No  
Sent on: 02 May 15 22:53  
The "Delete" button in the bottom right corner of the modal is highlighted with a blue border, indicating it is the target of the action. The rest of the interface is identical to the first screenshot, including the sidebar, main content area, and footer.

- There will be a panel named "Sent" or "Received messages". They may be collapsed by default, so you will have to expand them by clicking on their title.
- Click on the "Delete" button next to a specific message.



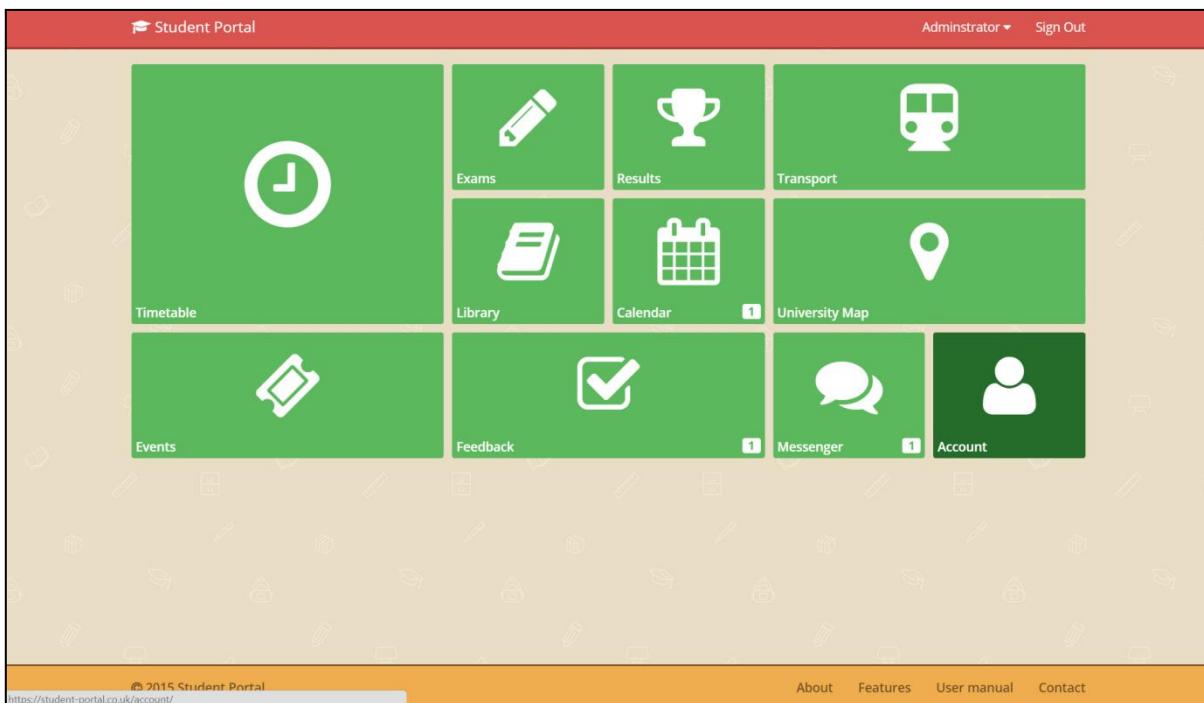
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the message, click on the “Delete” button. If you don’t want to delete the message, click on the “Cancel” button.



5. The prompt will disappear and the message will be deleted. The message cannot be restored.

## Account

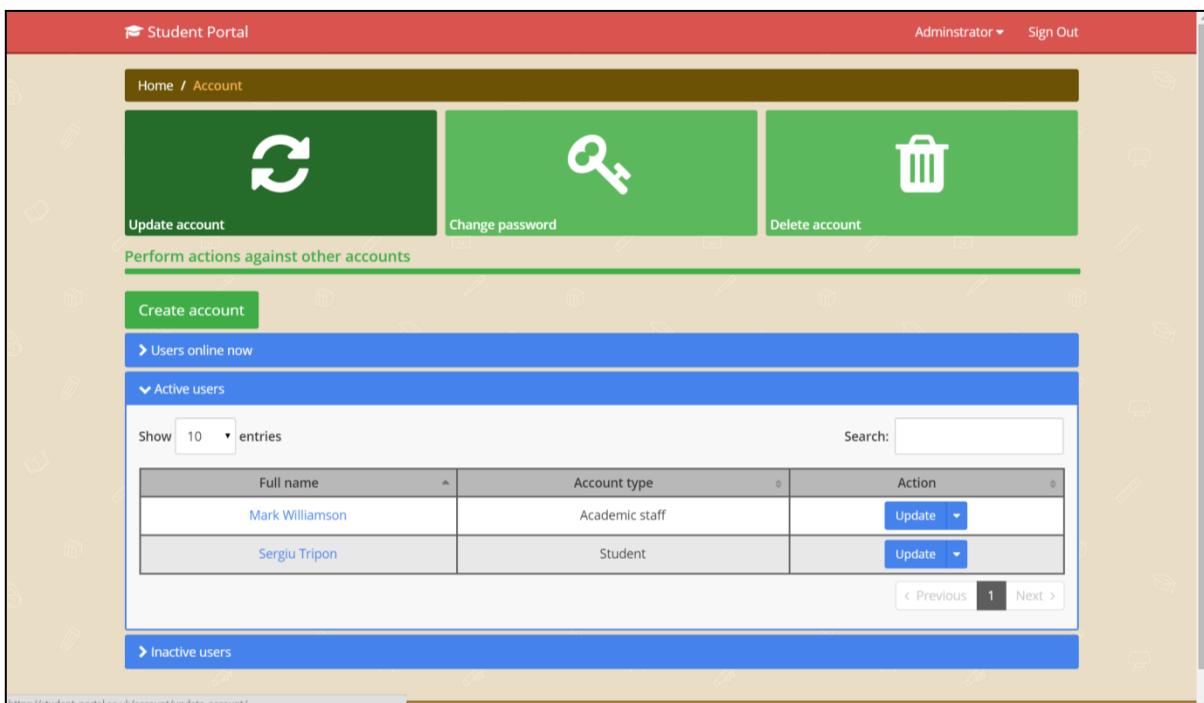
### How to access the Account area



The screenshot shows the Student Portal home page. At the top, there's a red header bar with the text "Student Portal" and "Administrator" with a dropdown arrow. On the right side of the header is a "Sign Out" link. Below the header is a grid of nine green tiles arranged in three rows of three. The tiles represent various services: Timetable (clock icon), Exams (pencil icon), Results (trophy icon), Transport (bus icon) in the first row; Library (book icon), Calendar (calendar icon), University Map (location pin icon) in the second row; and Events (ticket icon), Feedback (checkmark icon), Messenger (speech bubble icon) and Account (person icon) in the third row. The "Account" tile is located in the bottom right corner of the grid. The background of the main content area has a repeating pattern of academic icons like books, pens, and graduation caps.

1. Click on “Account” tile from the Home page.

### How to update your account

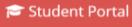


The screenshot shows the "Account" page of the Student Portal. At the top, it has a red header bar with "Student Portal", "Administrator" with a dropdown arrow, and "Sign Out". Below the header is a breadcrumb navigation bar with "Home / Account". The main content area features a green header bar with three buttons: "Update account" (refresh icon), "Change password" (key icon), and "Delete account" (trash bin icon). Below this is a section titled "Perform actions against other accounts". It includes a "Create account" button and two expandable sections: "Users online now" and "Active users". The "Active users" section contains a table with two entries:

Full name	Account type	Action
Mark Williamson	Academic staff	<button>Update</button>
Sergiu Tripon	Student	<button>Update</button>

At the bottom of the "Active users" section are buttons for "Previous" and "Next". Below the table is another expandable section titled "Inactive users". The footer of the page includes the URL "https://student-portal.co.uk/account/update-account/" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Update account” tile.

 Student Portal

Administrator Sign Out

Administrator

Gender\*

Male

Email address\*

admin@student-portal.co.uk

Nationality

Select an option

Date of Birth

Select a date

Address line 1

Enter the address line 1

Town

Enter a town

Country

United Kingdom

Phone number

Enter a phone number

Address 2 line (Optional)

Enter the address line 2 (Optional)

City

Enter a city

Postcode

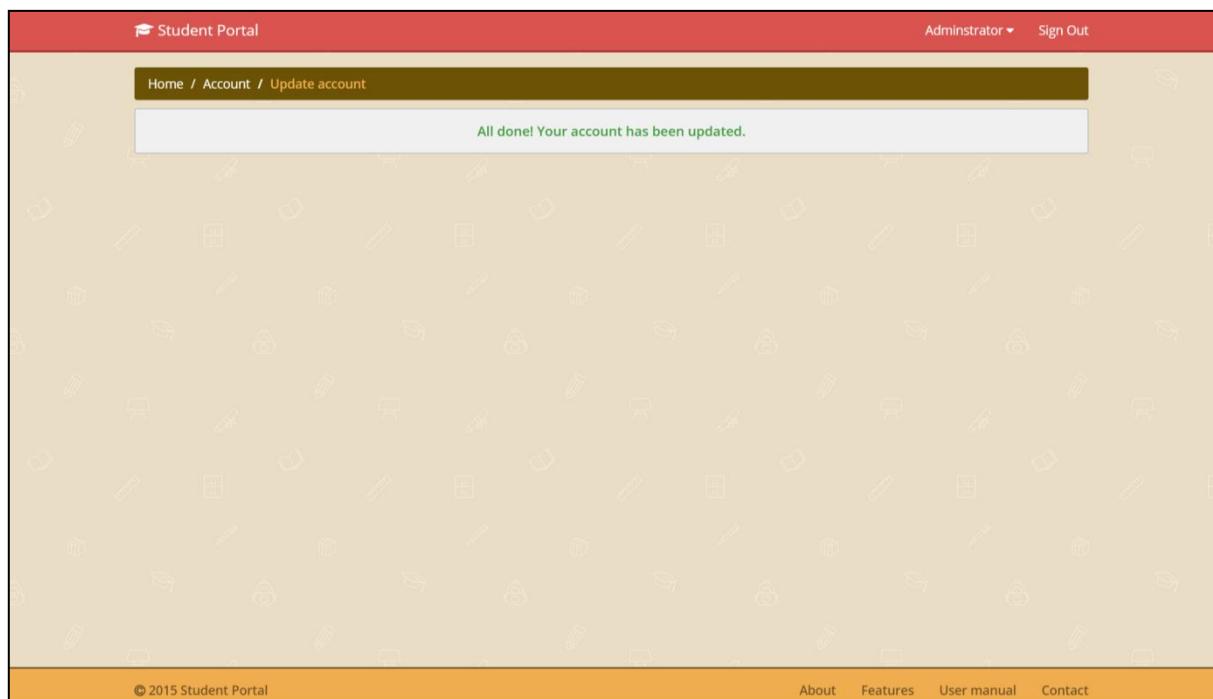
Enter a postcode

Update account

© 2015 Student Portal

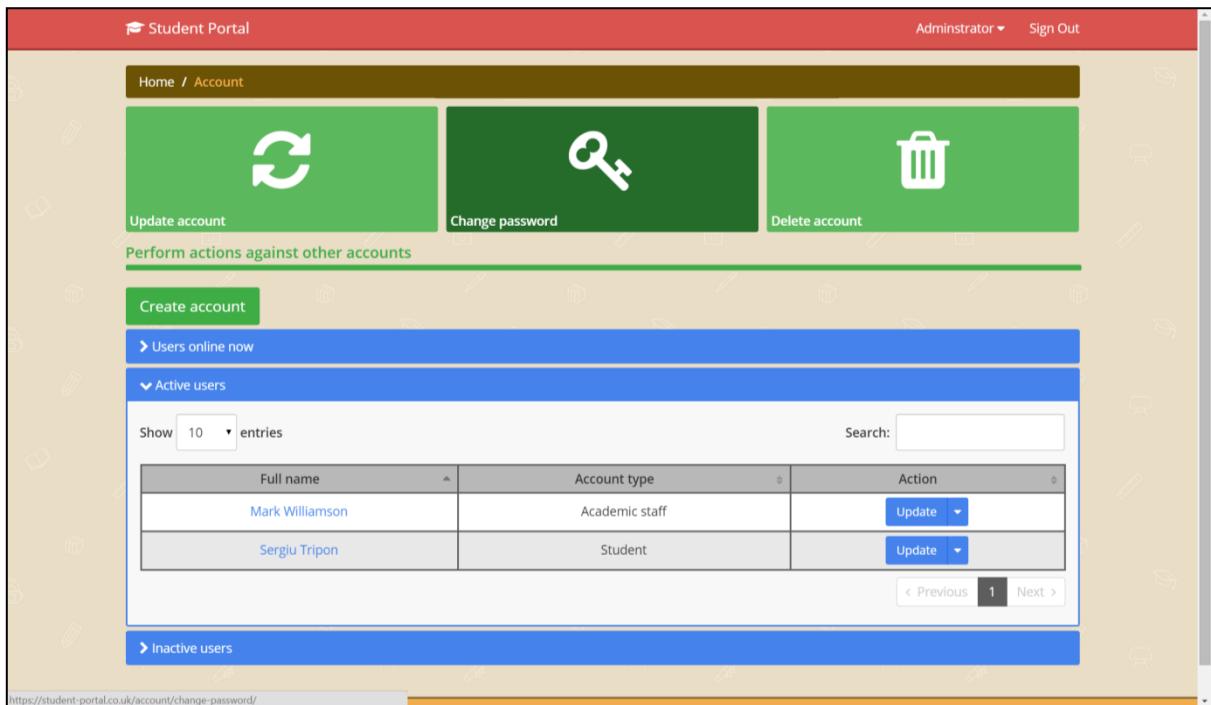
About Features User manual Contact

2. You will be redirected to a form.
3. Update the desired fields.
4. Click on the “Update account” button.



5. A confirmation message will appear on the screen confirming the action has been completed.

## How to change your password

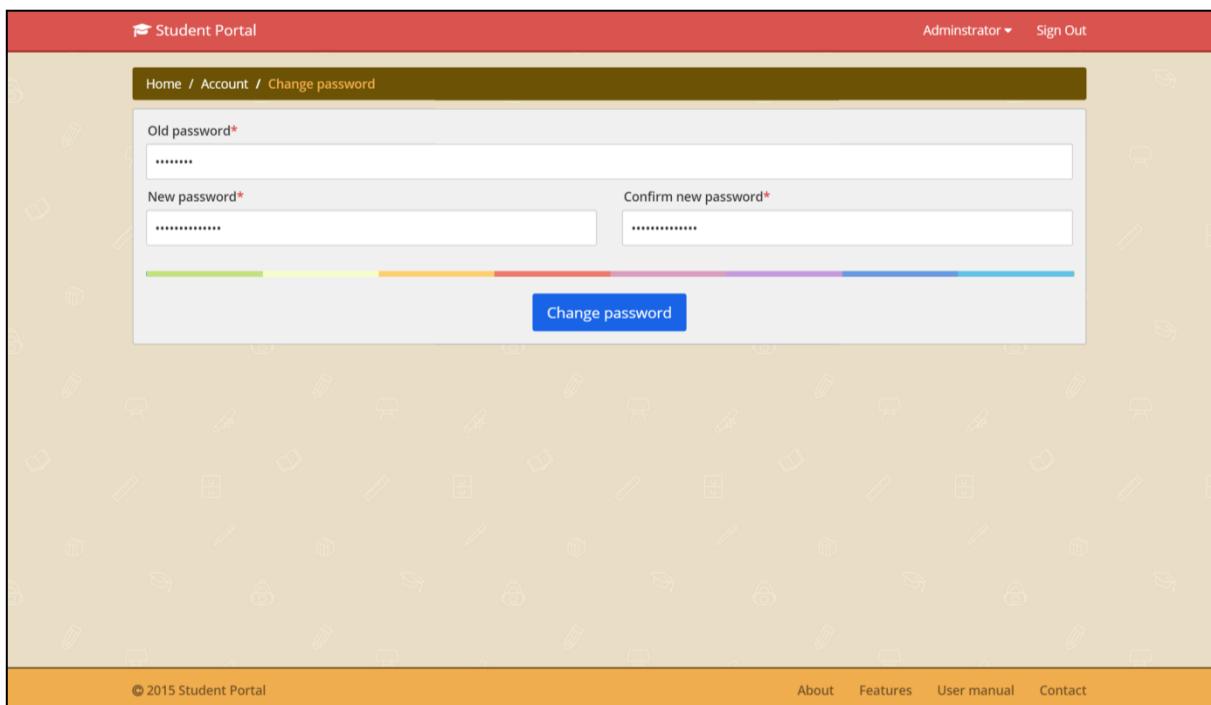


The screenshot shows the 'Student Portal' home page. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Account'. The main content area has a light beige background with a grid of icons. Three green tiles are prominently displayed: 'Update account' (refresh icon), 'Change password' (key icon), and 'Delete account' (trash bin icon). Below these tiles is a section titled 'Perform actions against other accounts' with a 'Create account' button. A blue sidebar on the left lists 'Active users' and 'Inactive users'. Under 'Active users', there's a table showing two entries:

Full name	Account type	Action
Mark Williamson	Academic staff	<a href="#">Update</a>
Sergiu Tripon	Student	<a href="#">Update</a>

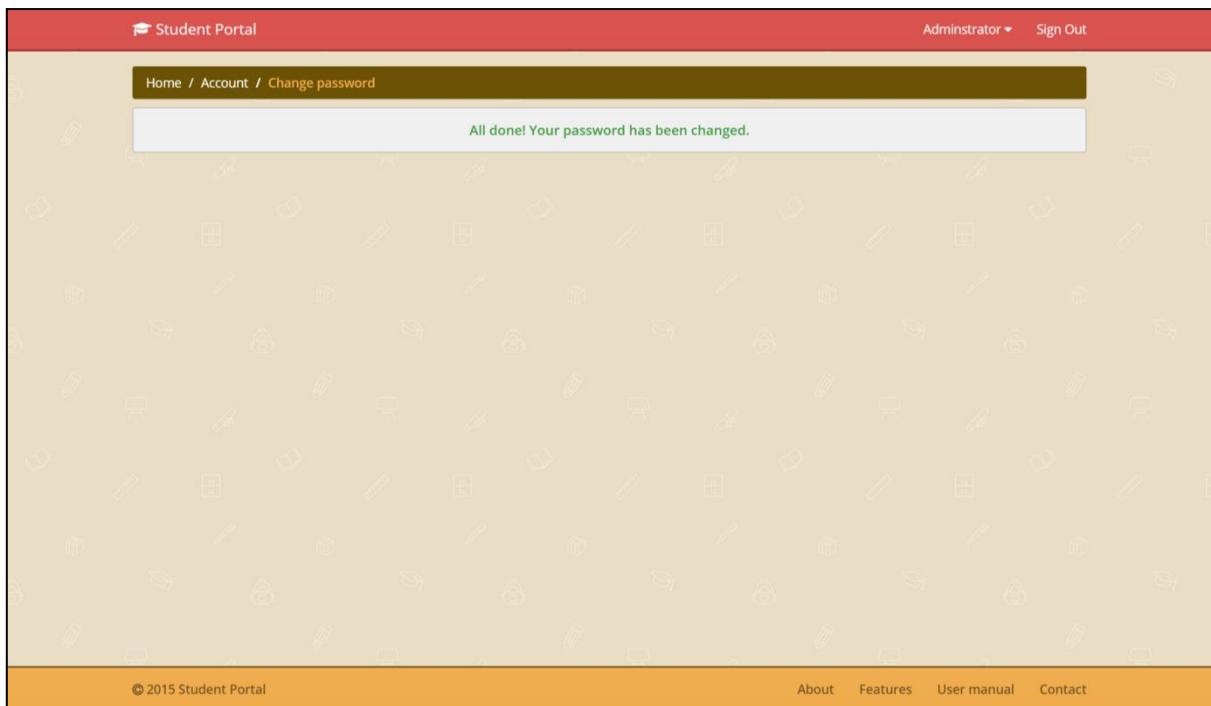
At the bottom of the table are navigation buttons: '< Previous', '1', and 'Next >'. The URL in the browser address bar is https://student-portal.co.uk/account/change-password/.

1. Click on the “Change password” tile.



The screenshot shows the 'Change password' form. The header bar includes the portal logo, 'Administrator', and 'Sign Out'. The navigation bar shows 'Home / Account / Change password'. The form itself has a light beige background and contains three input fields: 'Old password\*' (with a masked value), 'New password\*' (with a masked value), and 'Confirm new password\*' (with a masked value). Below the inputs is a progress bar consisting of four colored segments (green, yellow, orange, red) followed by a blue segment. At the bottom of the form is a blue 'Change password' button.

2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Change password” button.



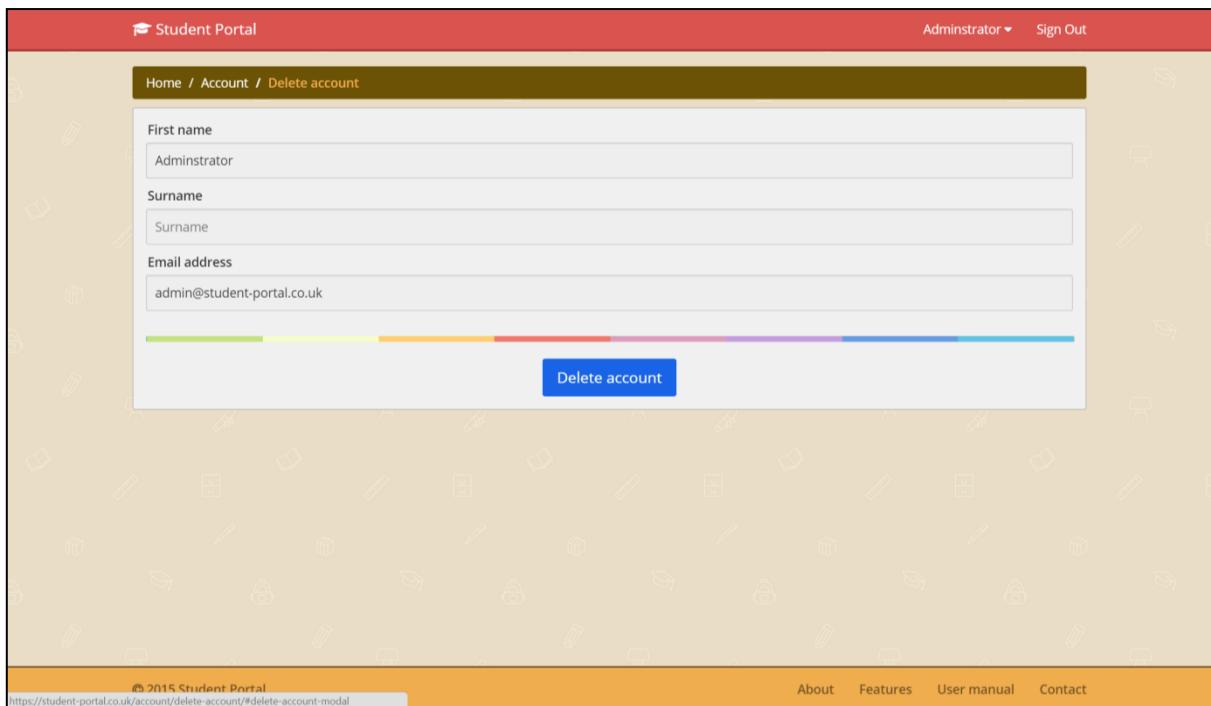
5. A confirmation message will appear on the screen confirming the action has been completed.

## How to delete your account

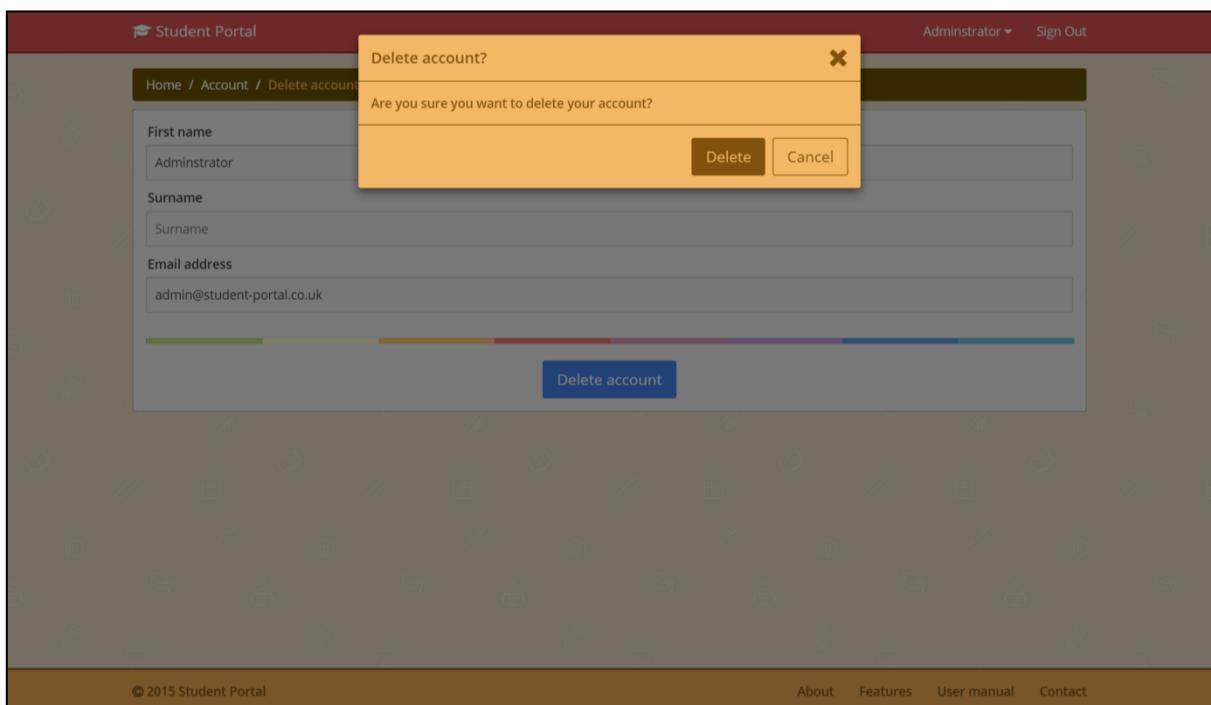
A screenshot of the Student Portal's account management section. The top navigation bar shows "Student Portal", "Administrator", and "Sign Out". The main area has a dark brown header with "Home / Account". Below it are three green buttons: "Update account" (with a circular arrow icon), "Change password" (with a key icon), and "Delete account" (with a trash bin icon). A green horizontal bar below these buttons says "Perform actions against other accounts". Underneath is a blue header with "Create account" and a link to "Users online now". A blue sidebar on the left lists "Active users" and "Inactive users". The "Active users" section includes a search bar, a dropdown for "Show 10 entries", and a table with two rows. The first row for "Mark Williamson" shows "Academic staff" in the "Account type" column and an "Update" button in the "Action" column. The second row for "Sergiu Tripon" shows "Student" in the "Account type" column and an "Update" button in the "Action" column. At the bottom of the active users section are links for "Previous" and "Next".

Full name	Account type	Action
Mark Williamson	Academic staff	Update
Sergiu Tripon	Student	Update

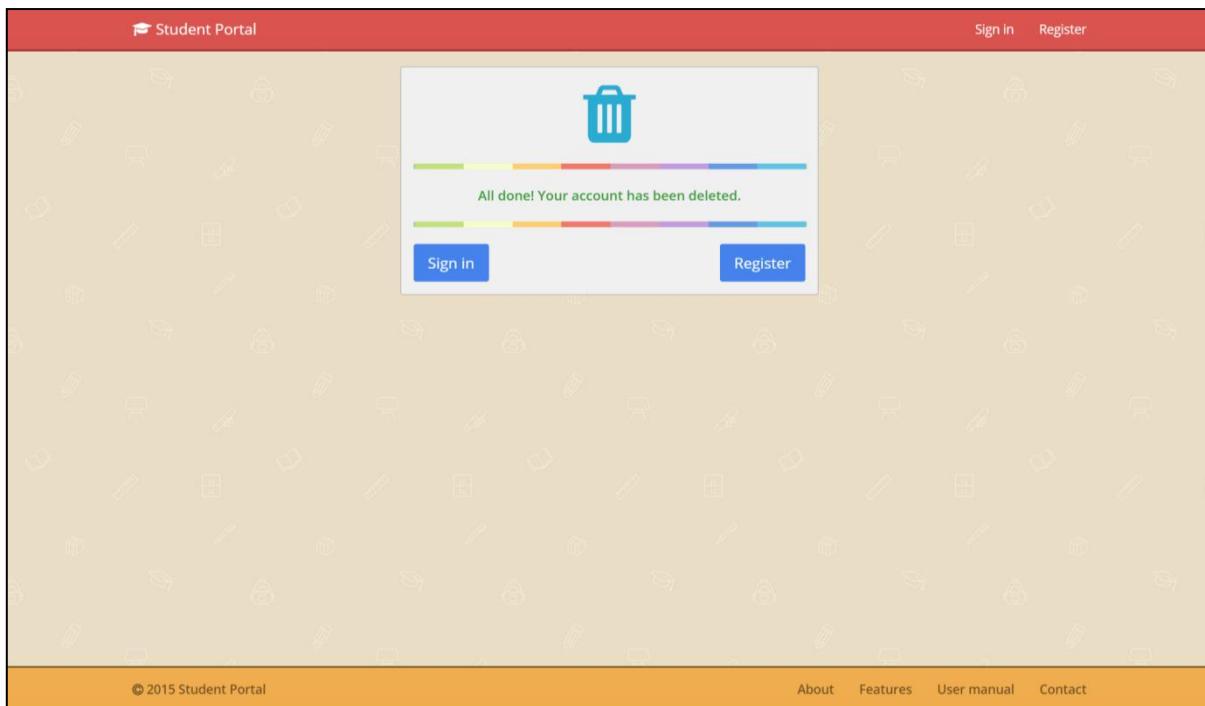
1. Click on the “Delete account” tile.



2. Click on the “Delete account” button.



1. A prompt will appear asking you to confirm your action.
2. If you want to delete your account, click on the “Delete” button. If you don’t want to delete your account, click on the “Cancel” button.

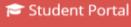


3. A confirmation message will appear on the screen confirming the action has been completed.

## How to create an account

A screenshot of the Student Portal Admin interface. The top navigation bar is red with the text "Student Portal", "Administrator", and "Sign Out". Below this is a dark brown secondary navigation bar with the text "Home / Account". The main content area has a light beige background with a pattern of school-related icons. It features three green buttons in a row: "Update account" (with a circular arrow icon), "Change password" (with a key icon), and "Delete account" (with a trash can icon). Below these buttons is a section titled "Perform actions against other accounts" with a green header. It contains a "Create account" button (highlighted in green) and a "Users online now" link. Under "Active users", there's a table with columns for "Full name", "Account type", and "Action". The table shows the message "There are no records to display." At the bottom of this section is a "Inactive users" link. The footer is an orange bar with the text "© 2015 Student Portal", "https://student-portal.co.uk/admin/create-account/", and links for "About", "Features", "User manual", and "Contact".

1. Click on the "Create account" button.

 Student Portal

Administrator ▾ Sign Out

Male

Email address\*  
triponsergiu@hotmail.co.uk

Password\*  
\*\*\*\*\*

Confirm password\*  
\*\*\*\*\*

Nationality  
Select an option

Date of Birth  
Select the date of birth

Phone number  
Enter a phone number

Address line 1  
Enter a address line 1

Address 2 line (Optional)  
Enter a address line 2 (Optional)

Town  
Enter a town

City  
Enter a city

Country  
United Kingdom

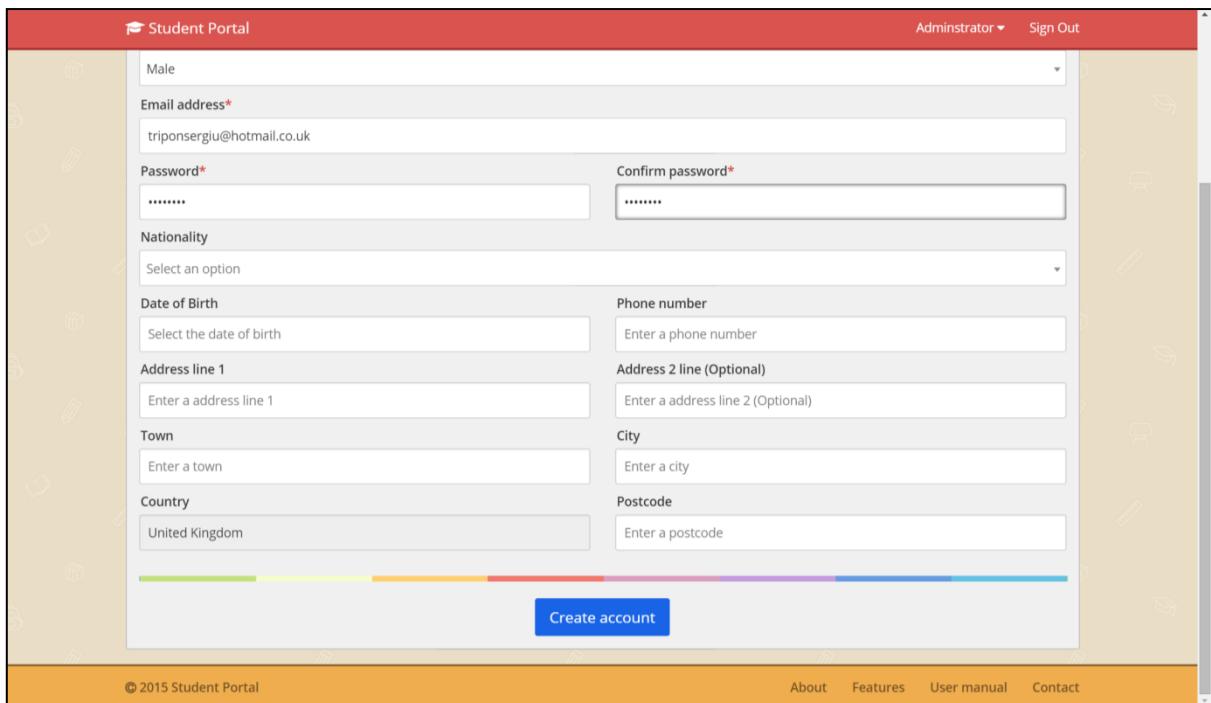
Postcode  
Enter a postcode



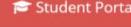
**Create account**

© 2015 Student Portal

About Features User manual Contact



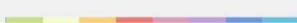
2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create account” button.

 Student Portal

Administrator ▾ Sign Out

Home / Account / Create an account

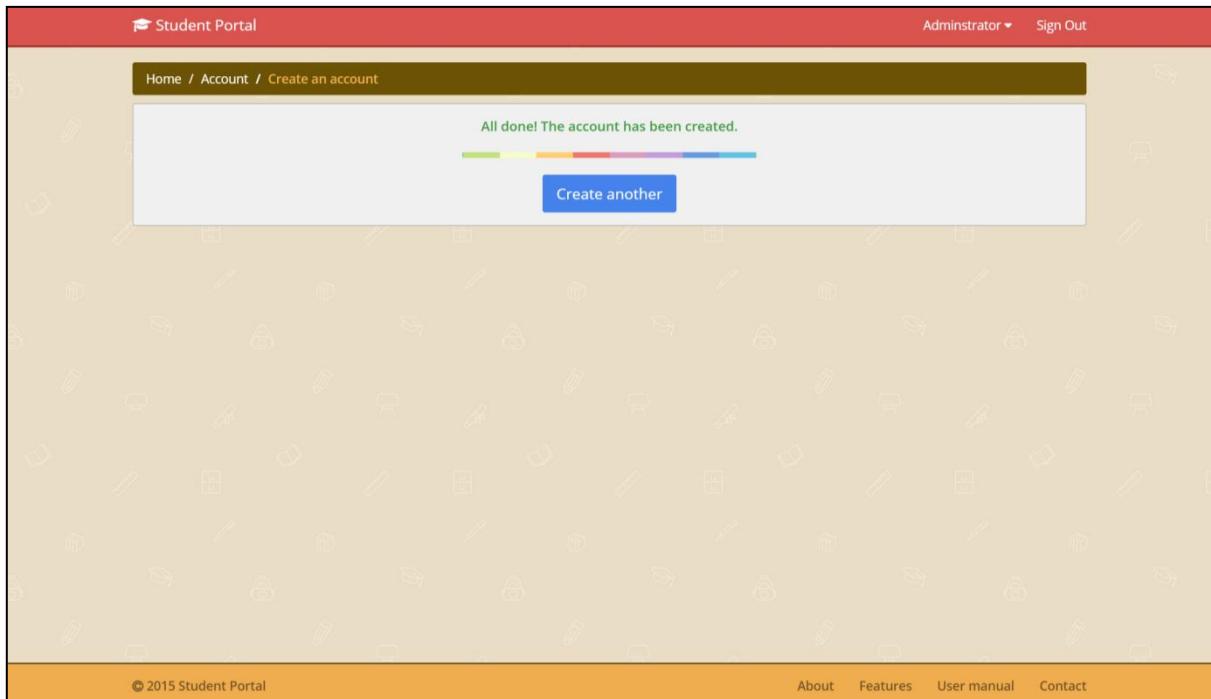
All done! The account has been created.



**Create another**

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About Features User manual Contact



5. A confirmation message will appear on the screen confirming the action has been completed.

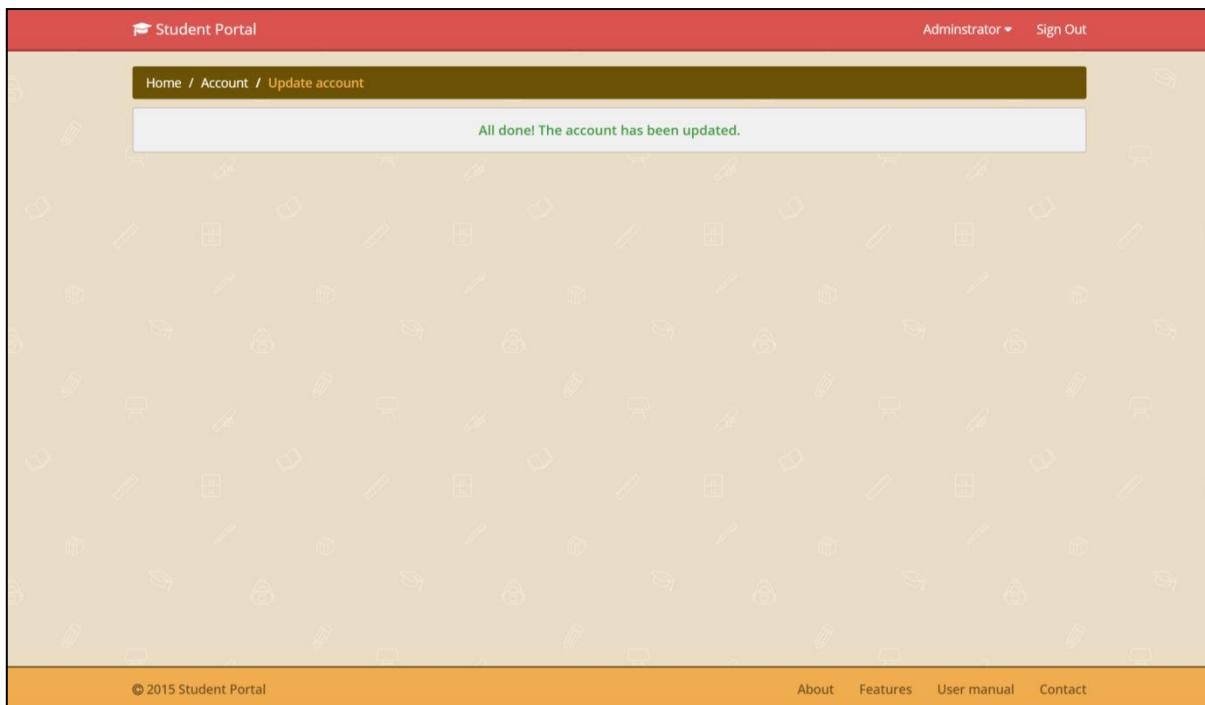
## How to update an account

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Account'. Underneath are three green buttons: 'Update account' (with a circular arrow icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). A horizontal line separates this from the main content area. The main content area has a light beige background with various small icons. It contains a 'Create account' button and a 'Users online now' section. Below that is a 'Active users' section, which is expanded. It includes a search bar, a table with columns for 'Full name', 'Account type', and 'Action', and a pagination control showing page 1. There's also a link to 'Inactive users'. At the bottom of the page is an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Active users”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Update” button next to a specific user.

The screenshot shows a detailed 'Update account' form. The top part of the form contains fields for 'First name' (Mark) and 'Last name' (Williamson). Below these are dropdown menus for 'Gender\*' (Male) and 'Email address\*' (triponsergiu@hotmail.co.uk). There are also dropdown menus for 'Nationality' (Select an option) and 'Date of Birth' (Select the date of birth). To the right of these are fields for 'Phone number' (Enter a phone number) and 'Address 2 line (Optional)' (Enter a address line 2 (Optional)). Further down are fields for 'Town' (Enter a town), 'City' (Enter a city), and 'Postcode' (Enter a postcode). At the bottom of the form is a large blue 'Update account' button. The bottom of the page features an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update account” button.

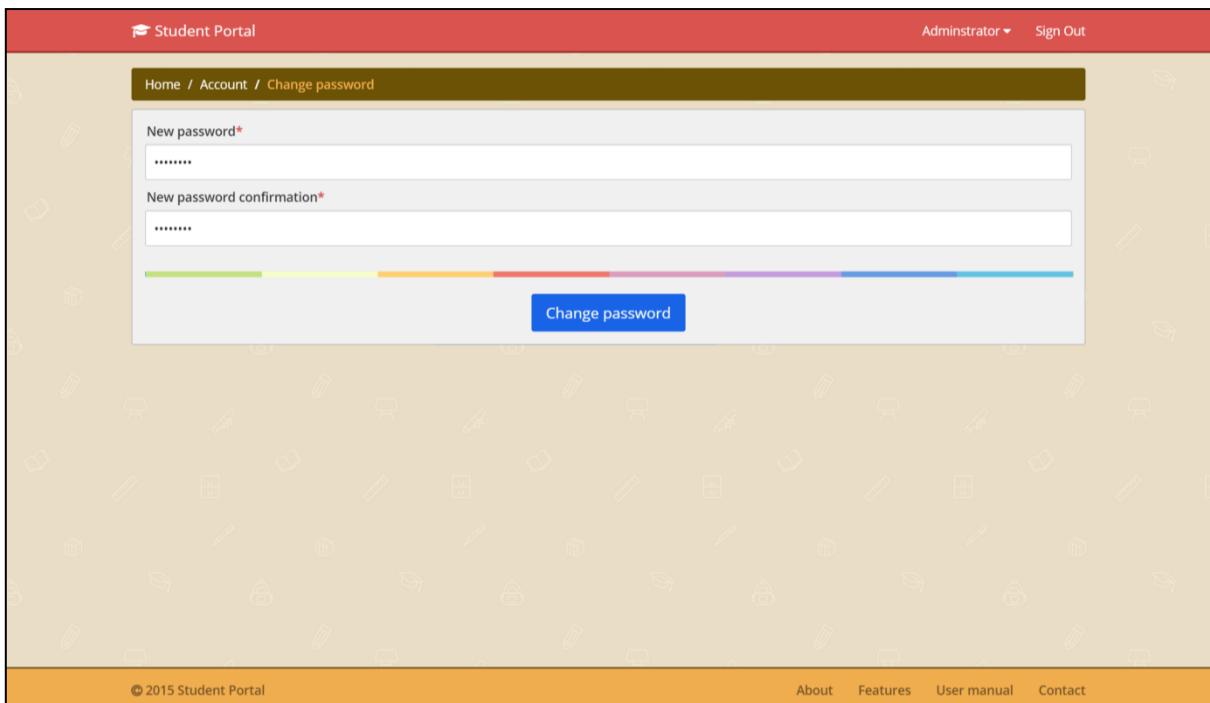


6. A confirmation message will appear on the screen confirming the action has been completed.

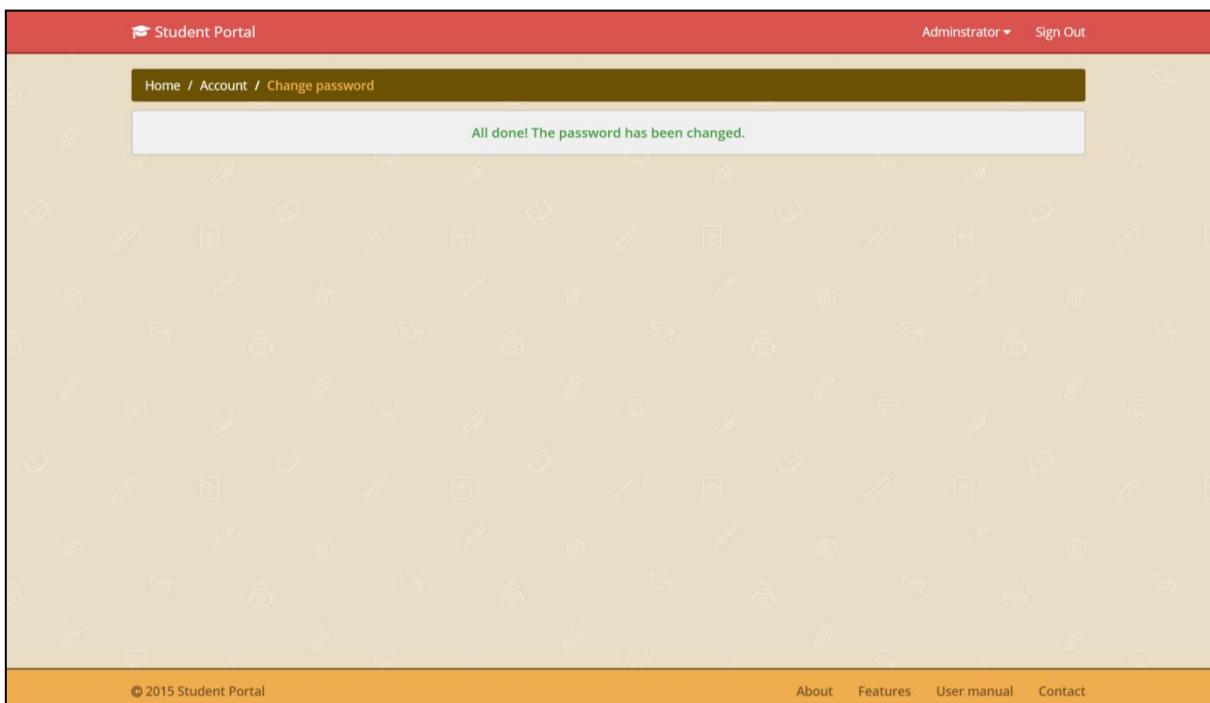
## How to change an account's password

A screenshot of the same student portal interface. The top navigation bar and footer are identical to the previous screenshot. The main content area now shows a green navigation bar with three items: "Update account", "Change password", and "Delete account". Below this is a section titled "Perform actions against other accounts" with a "Create account" button. A blue header bar indicates "Users online now". The main content area features a table titled "Active users" with columns for "Full name", "Account type", and "Action". The table shows one entry: "Mark Williamson" (Academic staff). An "Action" dropdown menu is open next to his row, showing options: "Update", "Change password" (which is highlighted in blue), "Deactivate", and "Delete". Below the table is a blue header bar with "Inactive users". At the bottom of the page is an orange footer bar with the copyright notice "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named "Active users". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Change password" button next to a specific user.



3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Change password” button.



6. A confirmation message will appear on the screen confirming the action has been completed.

## How to deactivate an account

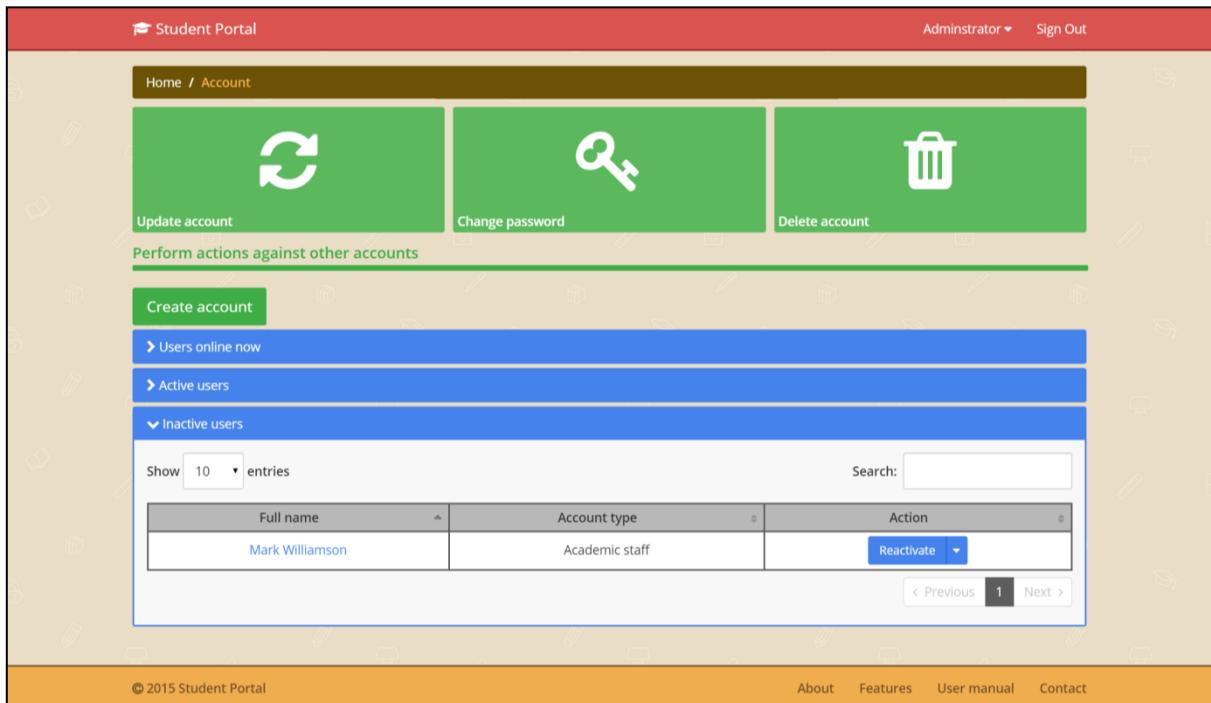
The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with 'Student Portal', 'Administrator ▾', and 'Sign Out'. Below it is a dark brown navigation bar with 'Home / Account'. The main area has a light beige background with green and blue sections. A green section contains icons for 'Update account', 'Change password', and 'Delete account'. Below this is a blue section titled 'Perform actions against other accounts' with a 'Create account' button. Underneath is a table with columns 'Full name', 'Account type', and 'Action'. One row shows 'Mark Williamson' (Academic staff). A context menu is open over this row, showing options: 'Update', 'Change password', 'Deactivate' (which is highlighted in blue), and 'Delete'. At the bottom of the page is an orange footer bar with '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

4. There will be a panel for “Active users”. It will be expanded by default, but you can also minimise it by clicking on its title.
5. Click on the “Deactivate” button next to a specific user.

This screenshot shows the same 'Student Portal' interface as the previous one, but with a different view. The 'Active users' panel is now collapsed, and the 'Inactive users' panel is expanded. The table in the 'Inactive users' panel shows the same data as the 'Active users' panel, with 'Mark Williamson' listed as an 'Academic staff' user. A context menu is open over his entry, showing options: 'Reactivate' (highlighted in blue), 'Change password', and 'Delete'. The rest of the interface is identical to the first screenshot, with its respective header, navigation, and footer.

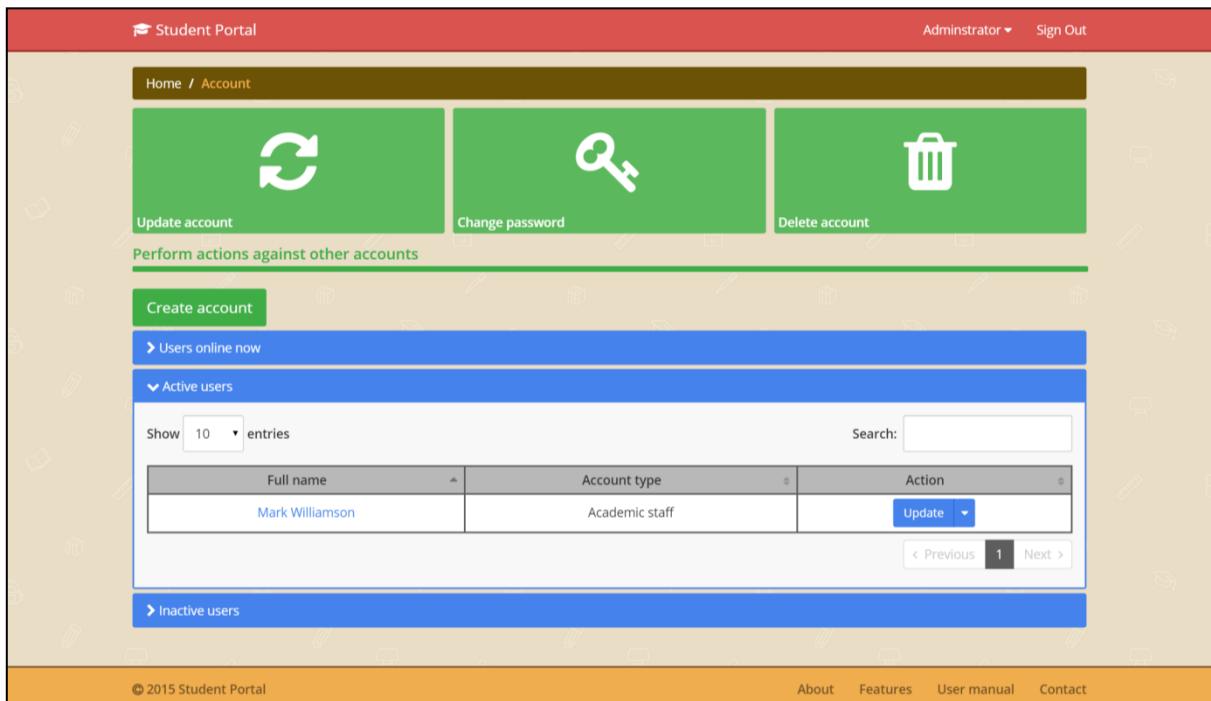
6. The account will disappear from the “Active users” panel, and instead will be visible within the “Inactive users” panel.

## How to reactivate an account



The screenshot shows the 'Student Portal' interface with a red header bar containing the title and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Account'. The main content area has a light beige background with a grid of icons. Three green rectangular buttons at the top are labeled 'Update account' (with a refresh icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). Below these buttons is a section titled 'Perform actions against other accounts' with a green header. A green button labeled 'Create account' is visible. Underneath it are three blue sections: 'Users online now', 'Active users', and 'Inactive users' (which is collapsed by default). A search bar and a table with columns 'Full name', 'Account type', and 'Action' are present. The table shows one entry: 'Mark Williamson' (Full name) with 'Academic staff' (Account type) and a 'Reactivate' button (Action). At the bottom of the page is an orange footer bar with copyright information and links for 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Inactive users”. They will be collapsed by default, so you will have to expand them by clicking on its title.
2. Click on the “Reactivate” button next to a specific account.



This screenshot shows the same 'Student Portal' interface as the previous one, but with a different state. The 'Inactive users' panel is now expanded, showing the same table as before. The 'Active users' panel is collapsed, indicated by a downward arrow icon. The rest of the interface, including the header, navigation bar, and footer, remains the same.

3. The account will disappear from the “Inactive users” panels, and instead will be visible within the “Active users” panel.

## How to delete an account

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the 'Student Portal' logo, 'Administrator' dropdown, and 'Sign Out' link. Below the header is a navigation bar with 'Home / Account'. On the left, there are three green buttons: 'Update account' (with a refresh icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). A section titled 'Perform actions against other accounts' contains a 'Create account' button and a 'Users online now' link. Below this is a 'Active users' panel with a search bar and a table showing one entry: 'Mark Williamson' (Full name) under 'Academic staff' (Account type). An 'Action' column for this row has a dropdown menu open, showing 'Update', 'Change password', 'Deactivate', and 'Delete'. A 'Next >' link is also visible. At the bottom, there's a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel for Active or Inactive users. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the Delete button next to a specific account.

This screenshot shows the same Student Portal interface as above, but with a modal dialog box in the center. The dialog is titled 'Delete account?' and contains the question 'Are you sure you want to delete "Mark Williamson"?'. It has two buttons: 'Delete' (in orange) and 'Cancel' (in grey). The background of the portal is dimmed to indicate the dialog is active.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the account, click on Delete. If you don't want to delete the account, click on Cancel.

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Account'. The main content area has a light beige background with various small icons. It features three green buttons at the top: 'Update account' (with a refresh icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). A horizontal line separates this from a section titled 'Perform actions against other accounts'. This section includes a 'Create account' button and a blue bar with the text 'Users online now'. Below this is a table header for 'Active users' with columns for 'Full name', 'Account type', and 'Action'. The table body contains the message 'There are no records to display.' At the bottom of this section is another blue bar with the text 'Inactive users'. The footer is orange and contains the copyright notice '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

5. The prompt will disappear and the account will be deleted. The account cannot be restored.