- Student Portal -
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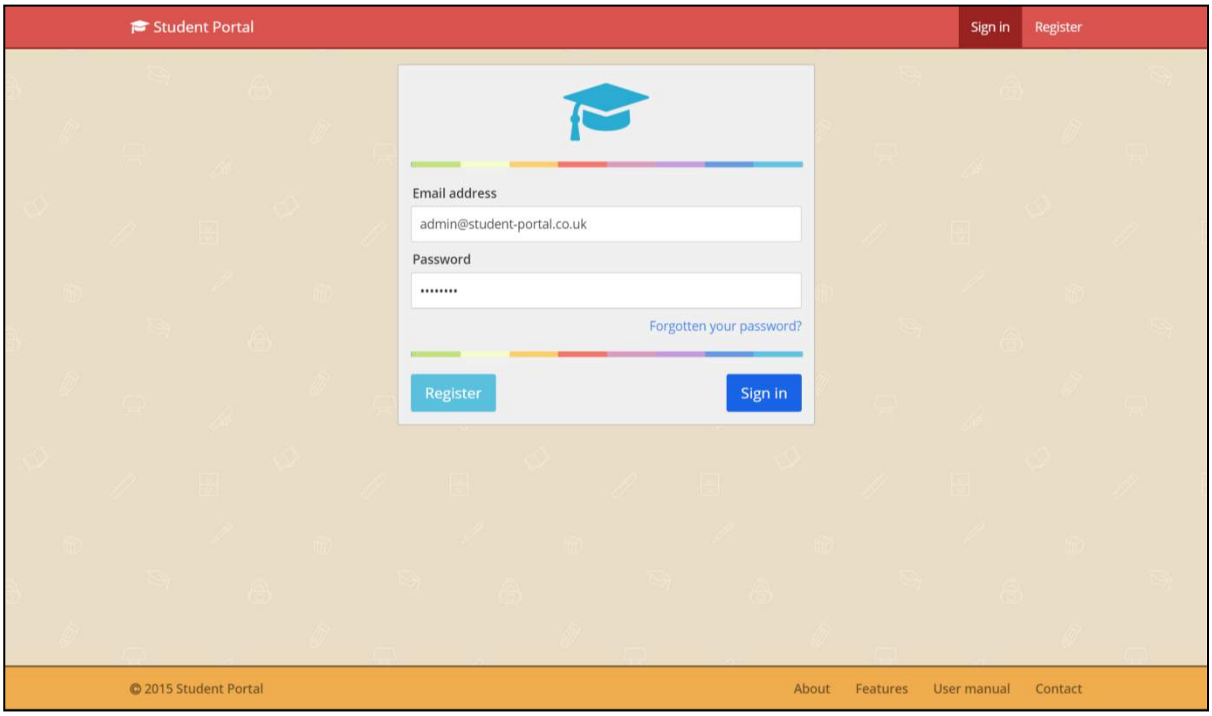
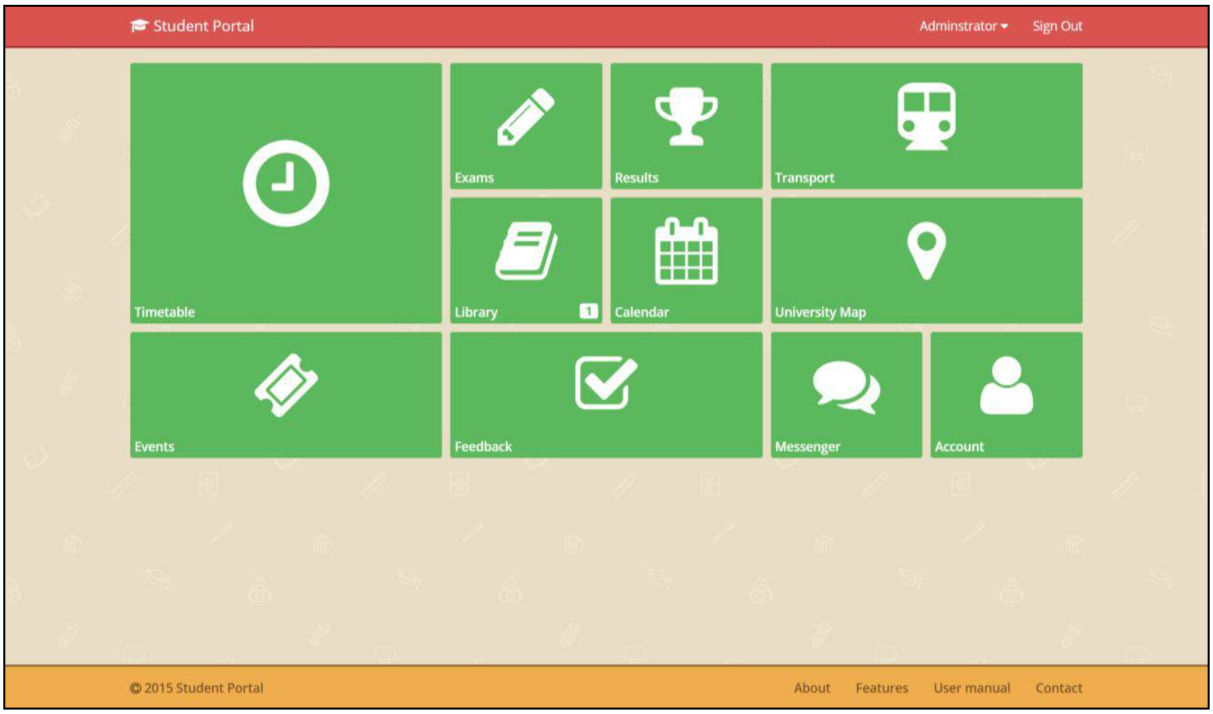
Sign In

How to sign in to the Student Portal

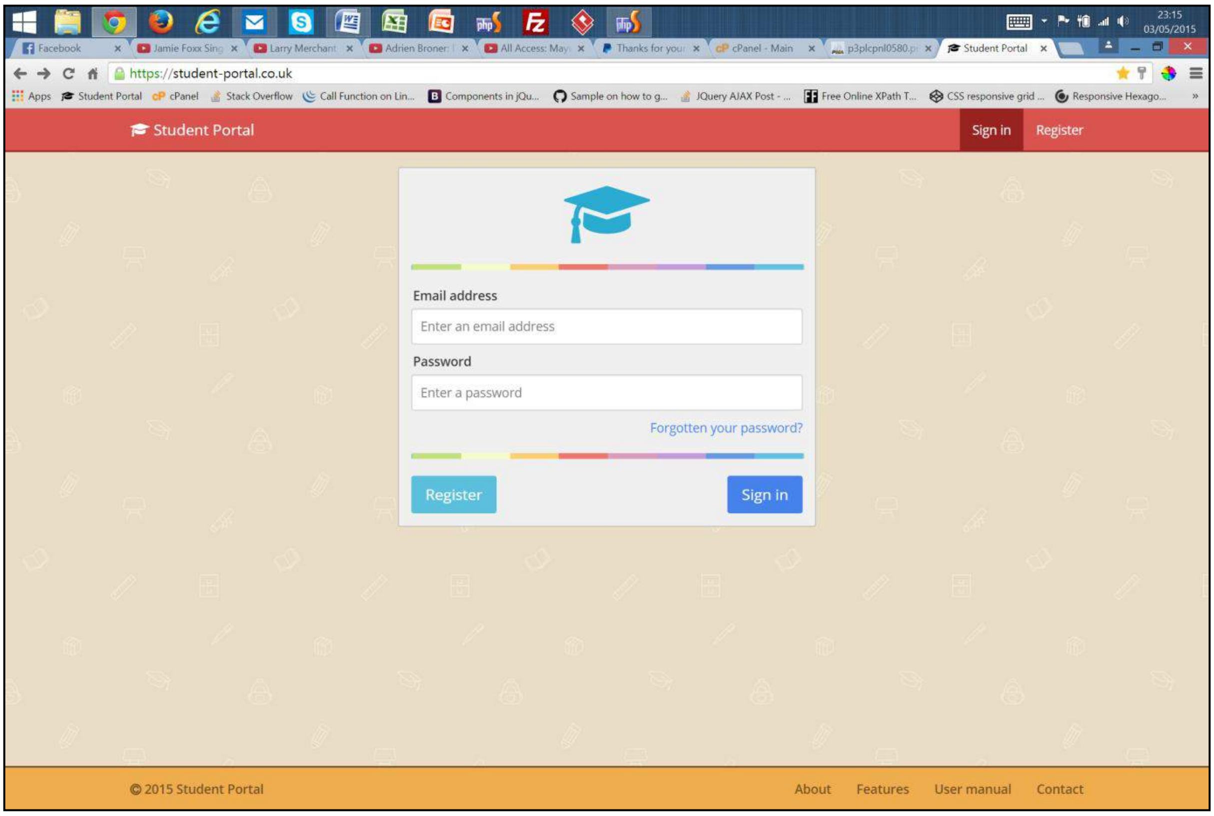


1. Navigate to: https://student-portal.co.uk/
2. Enter your registered email address.
3. Enter your password.
4. Click Sign In. The page will redirect to the Home page, shown below:

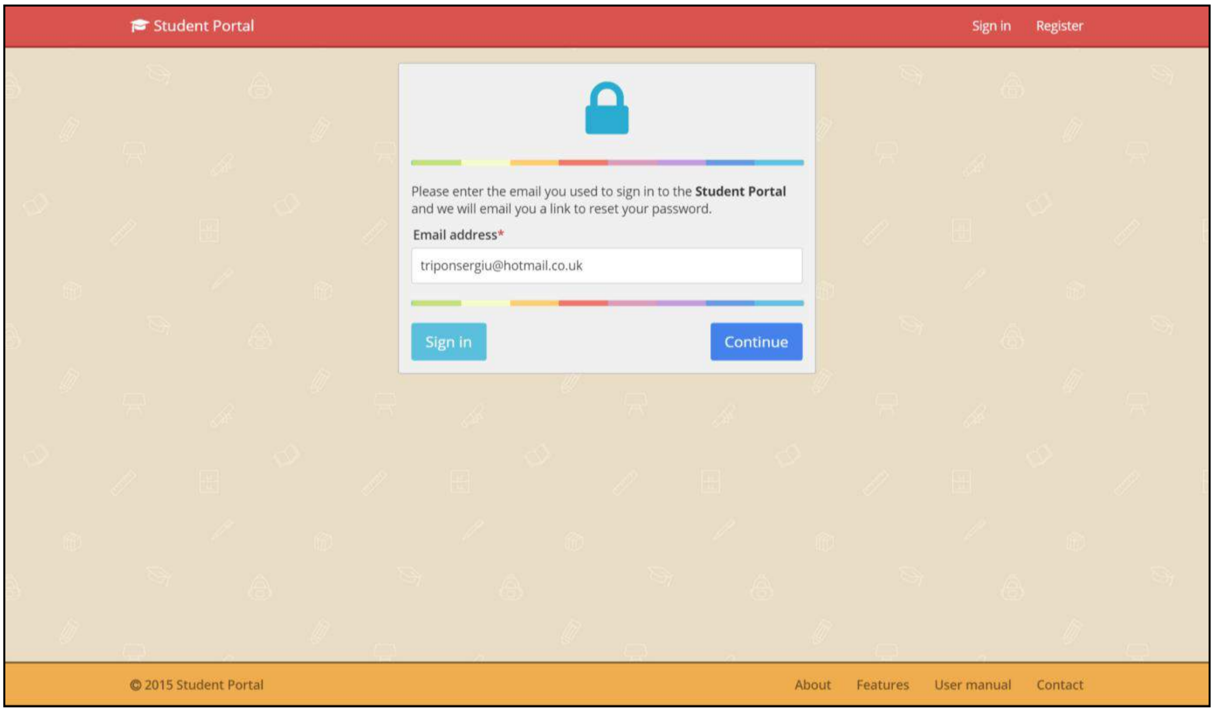


Password reset

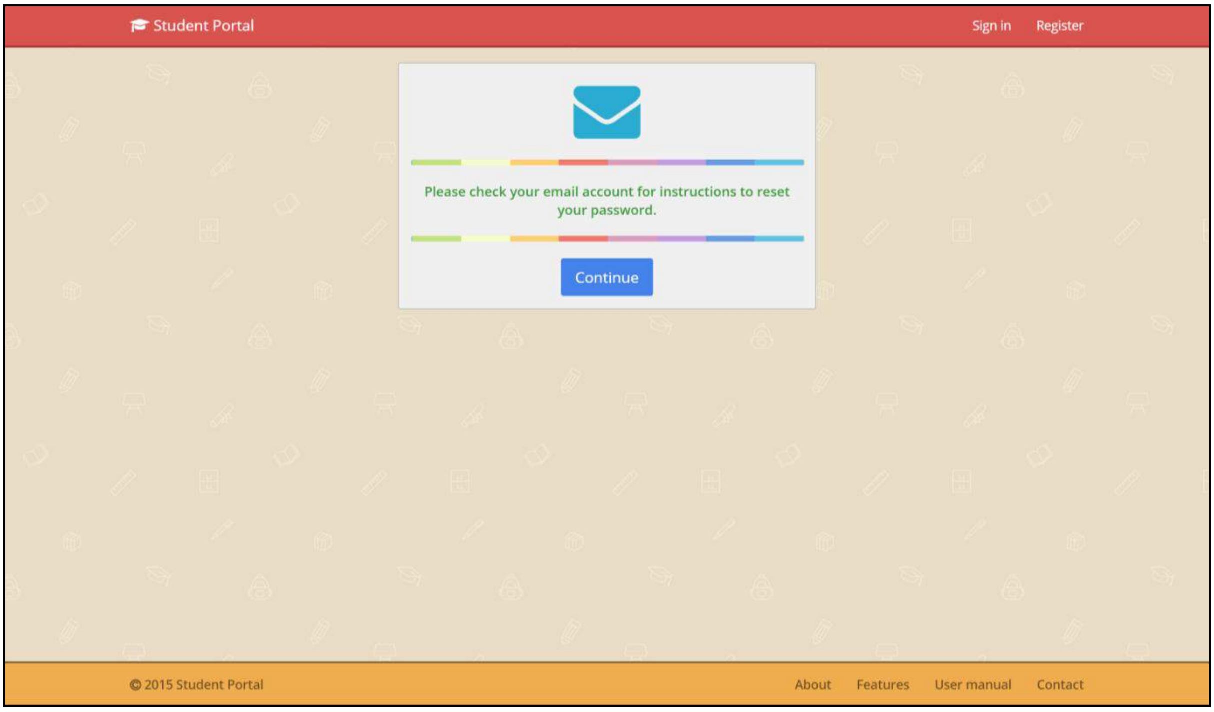
How to reset your password when you’ve forgotten it



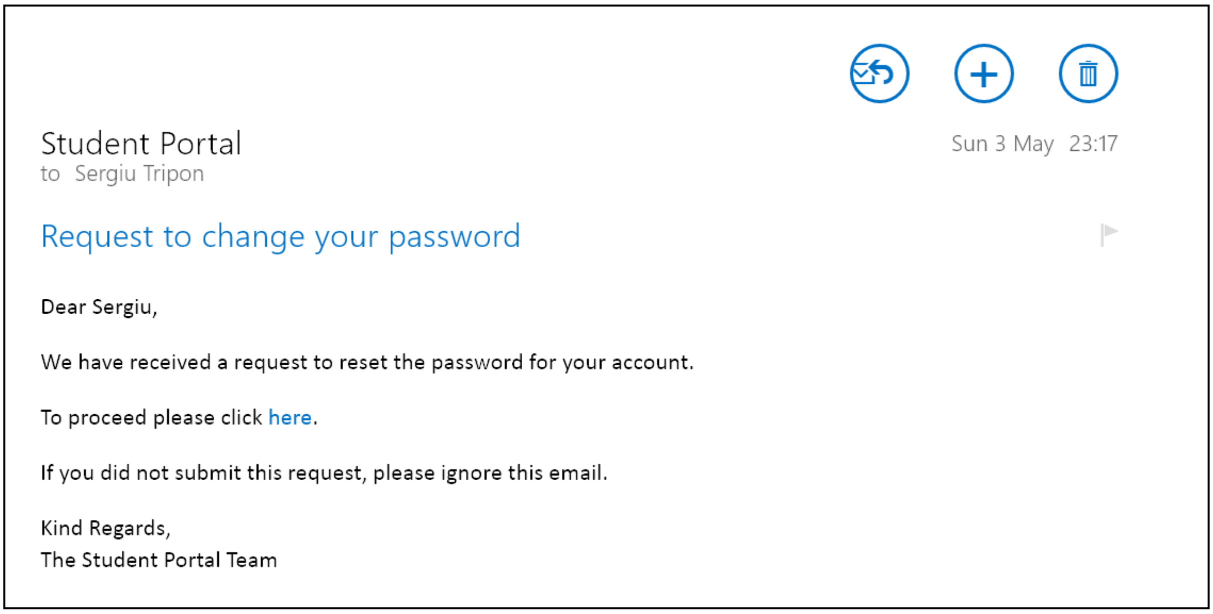
1. Click on the “Forgotten your password?” link on the Sign In page.



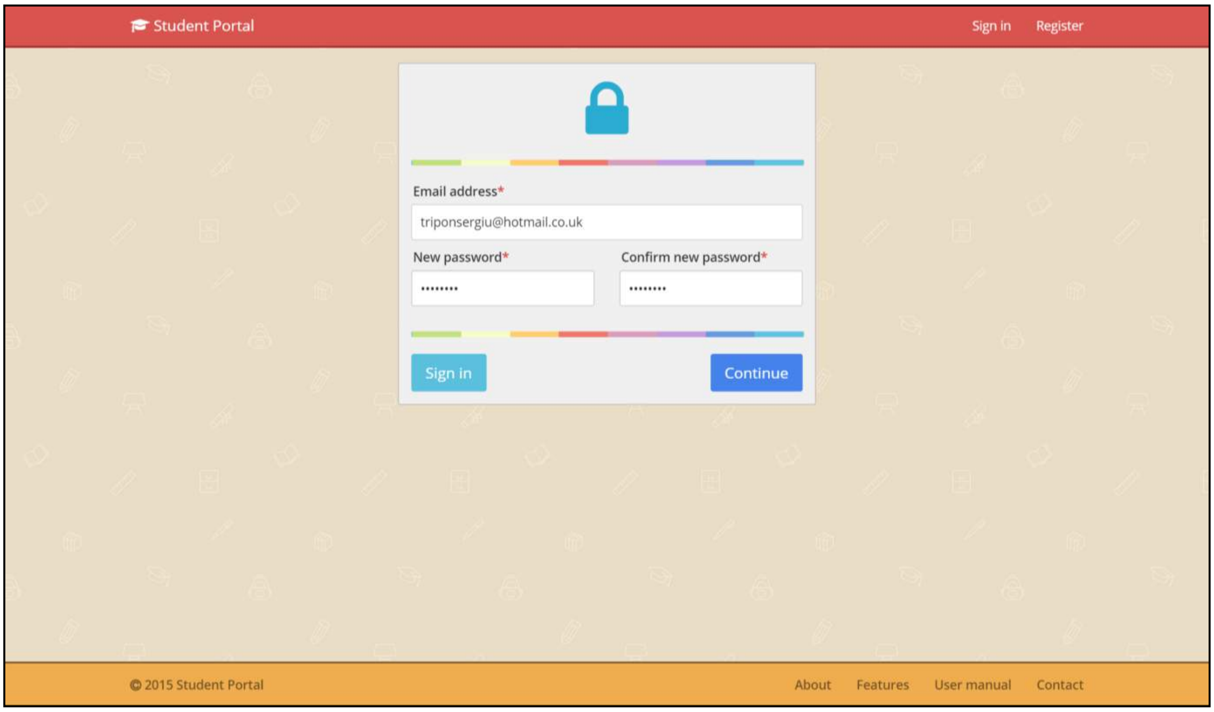
2. Enter your registered email address.
3. Click on Continue.



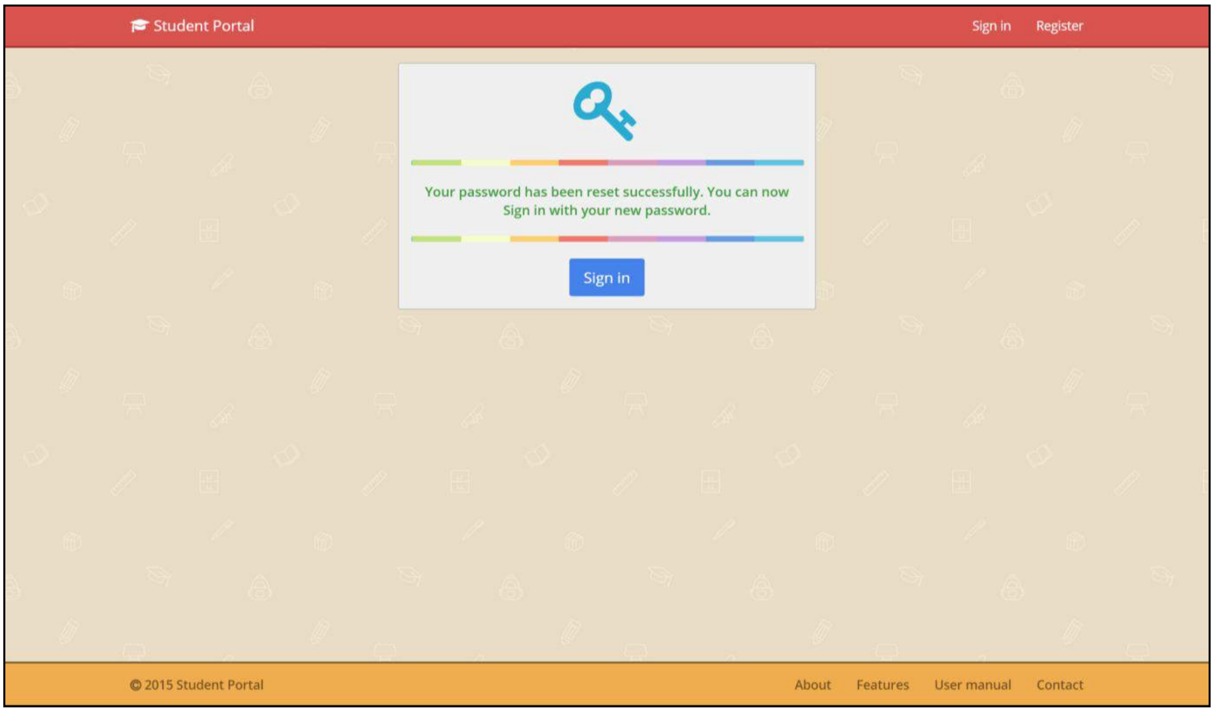
4. A confirmation message will appear on the screen confirming the action has been completed. You will receive an email containing instruction on how to reset your password.



5. Click on the “here” link within the email received.



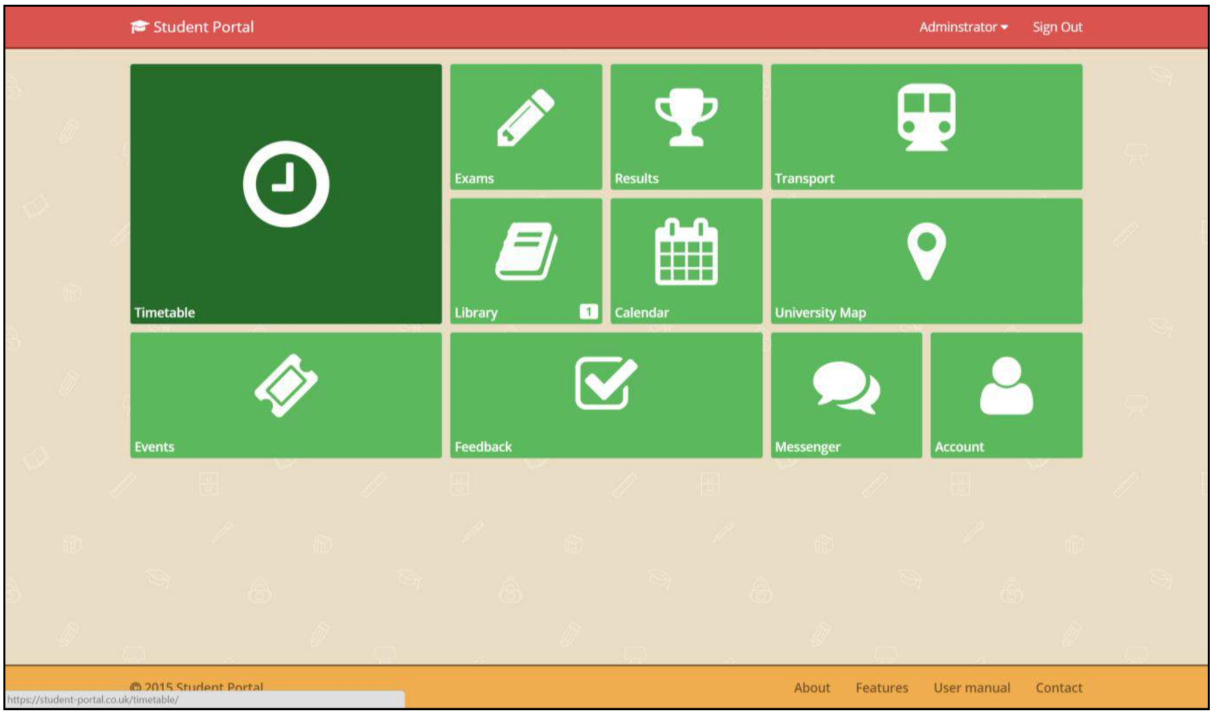
6. A web browser window will open and load the Password Reset form.
7. Complete the required fields.
8. Click on the “Continue” button.



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

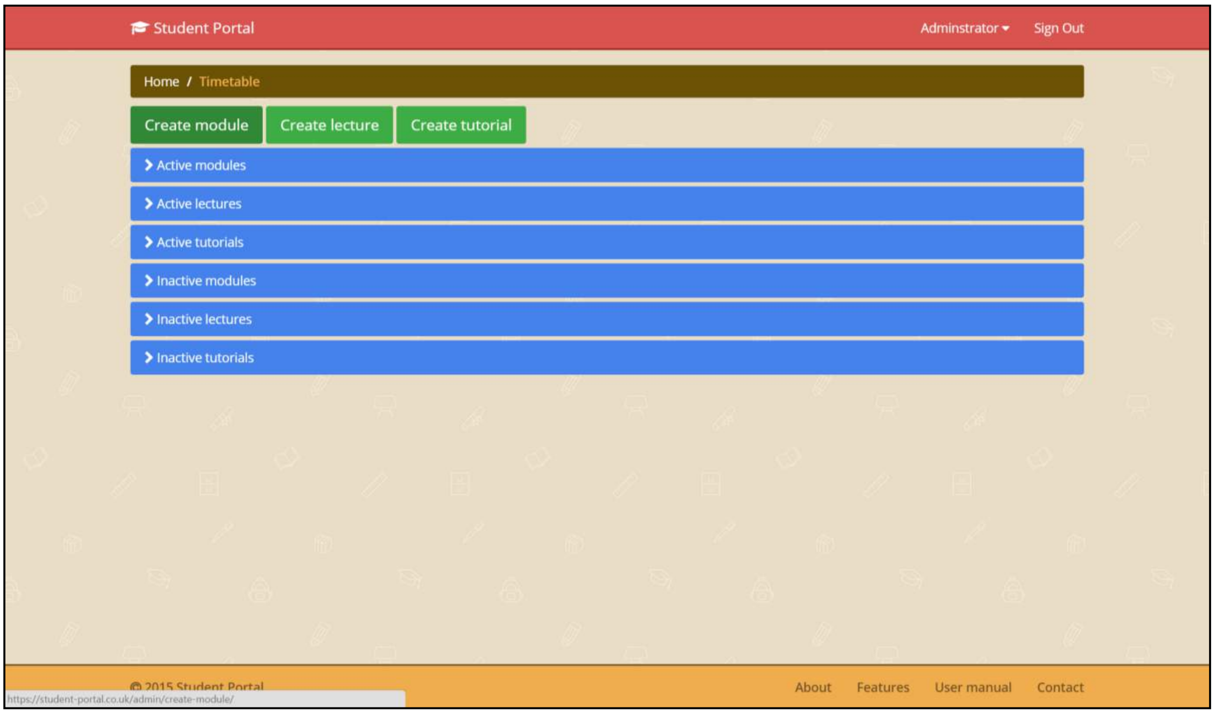
Timetable

How to access the Timetable area

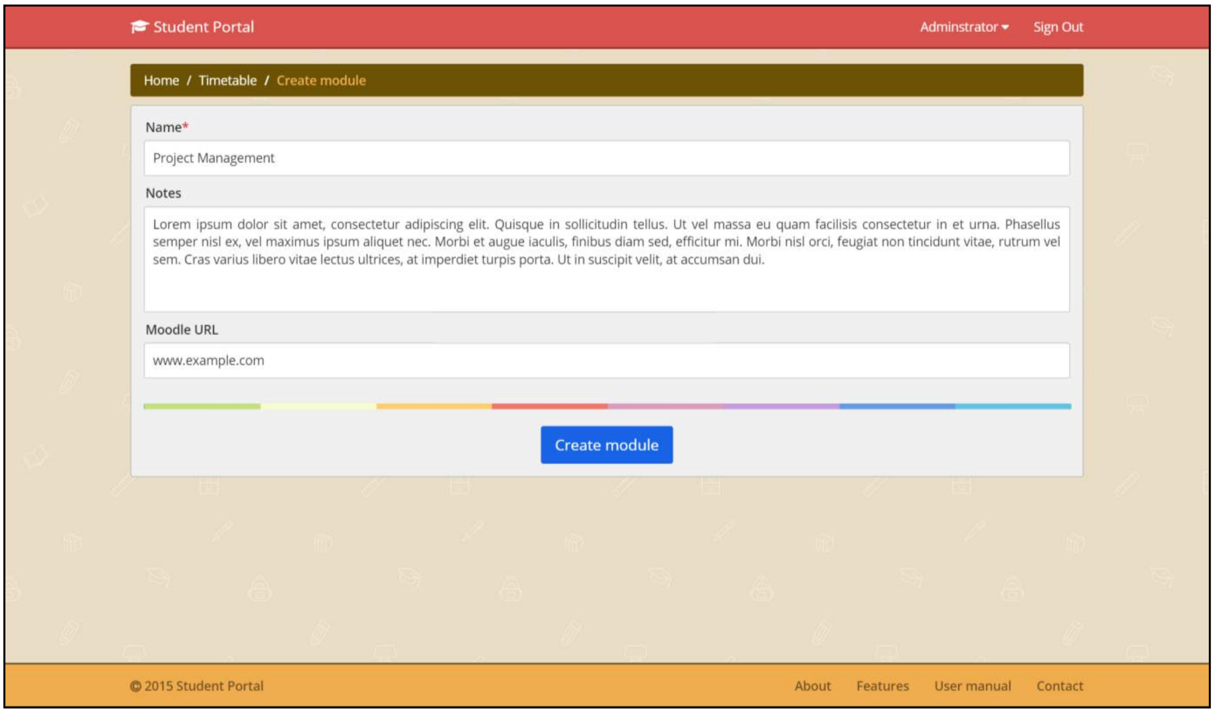


1. Click on the “Timetable” tile.

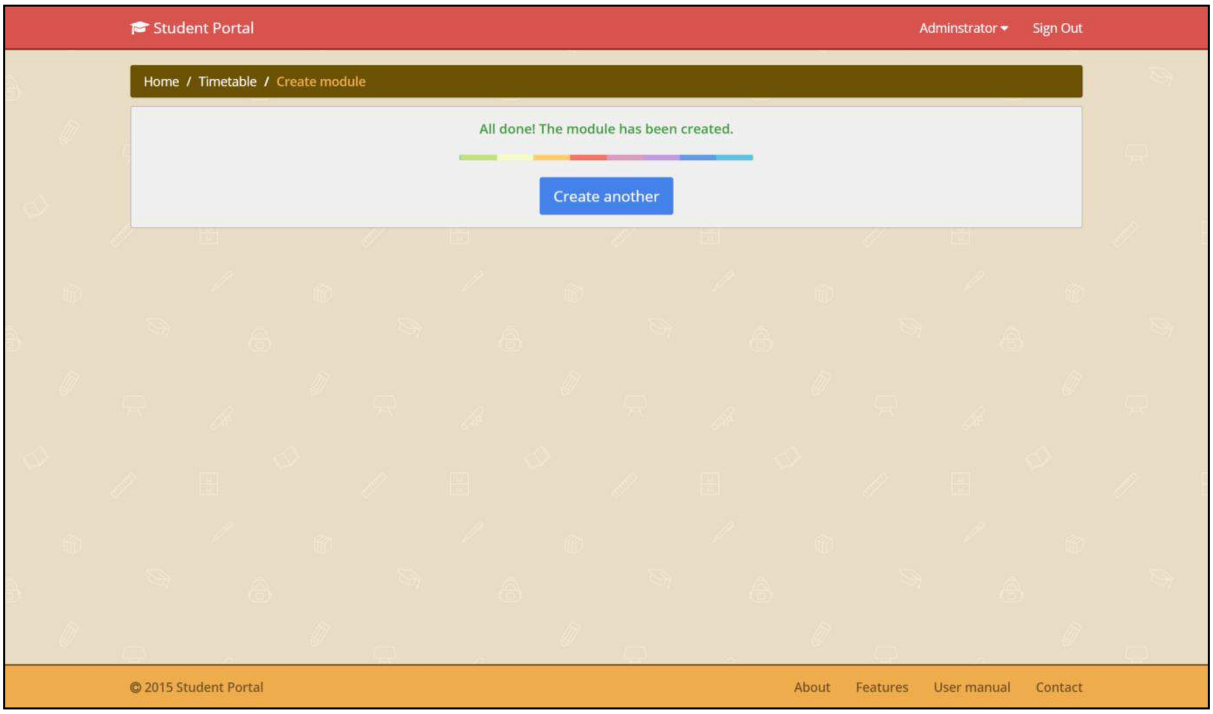
How to create a module



1. Click on the “Create module” button.

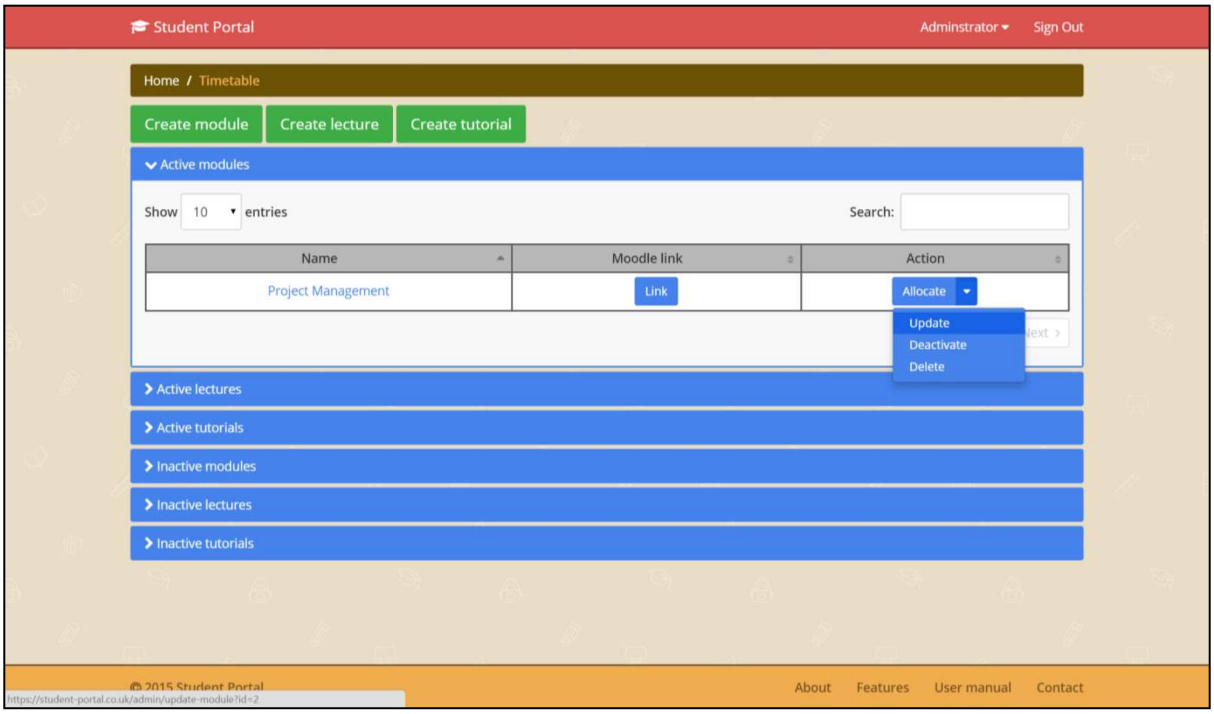


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create module” button.

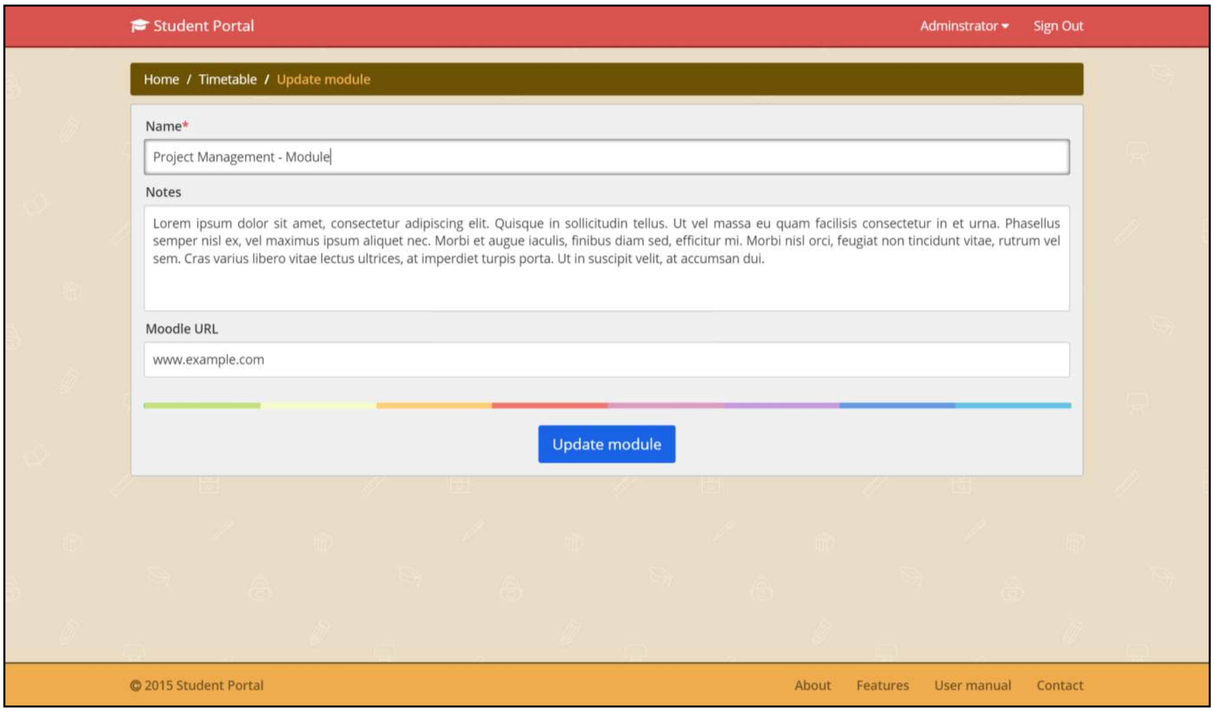


5. A confirmation message will appear on the screen confirming the action has been completed.

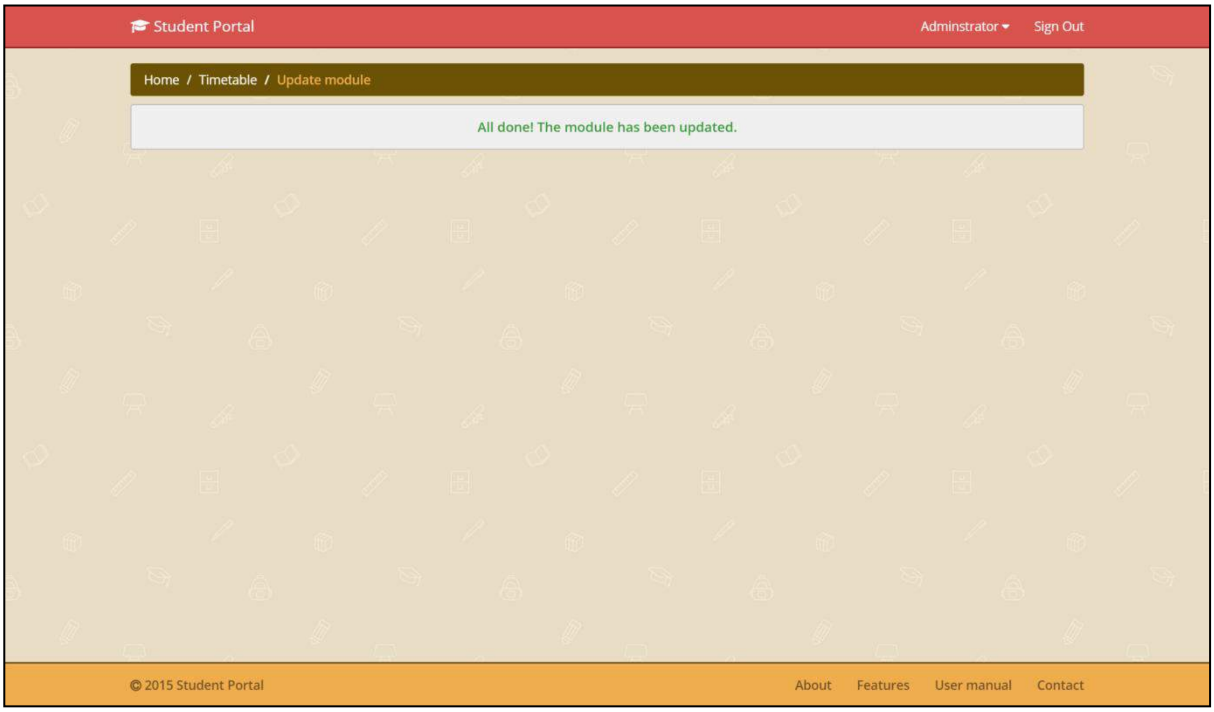
How to update a module



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 "Update module" button next to a specific module.

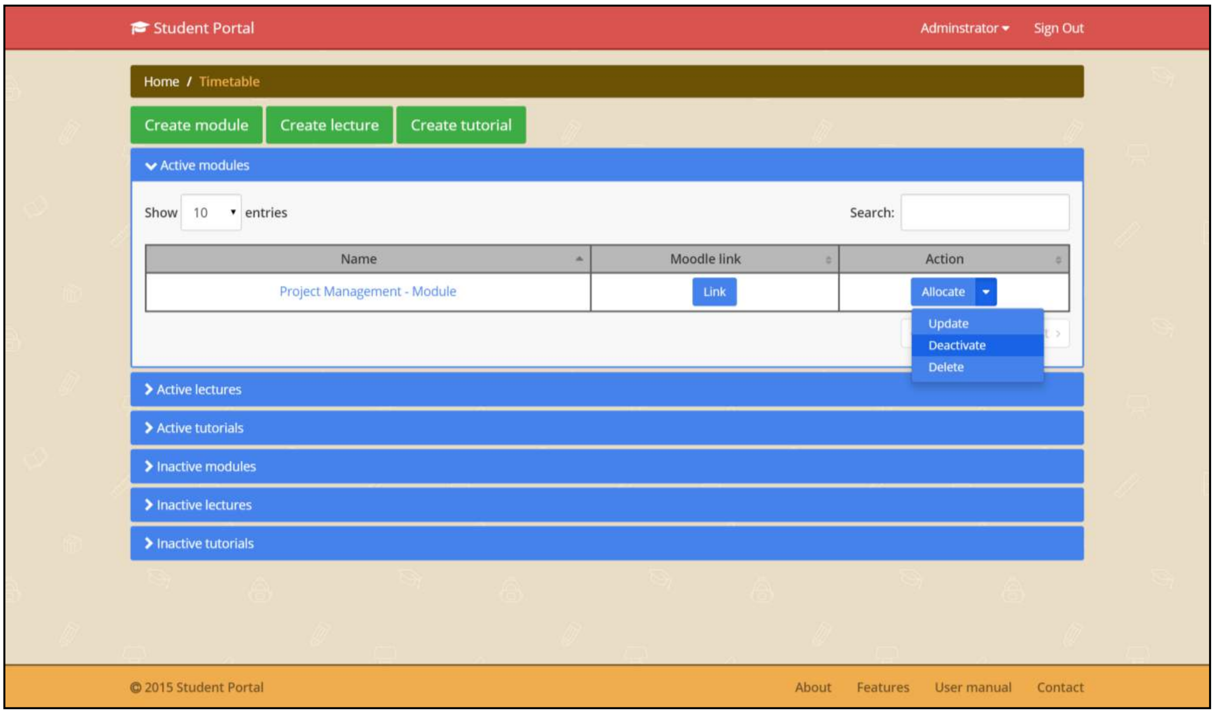


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the "Update module" button.

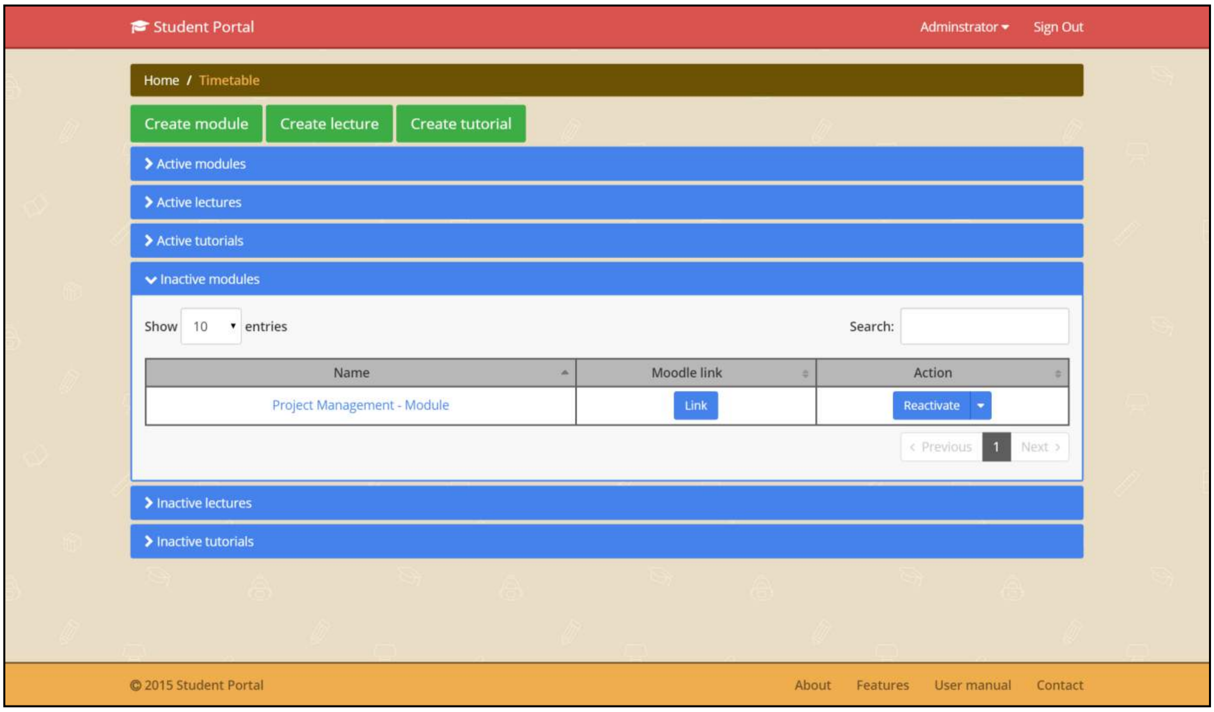


6. A confirmation message will appear on the screen, confirming your action has been completed.

How to deactivate a module

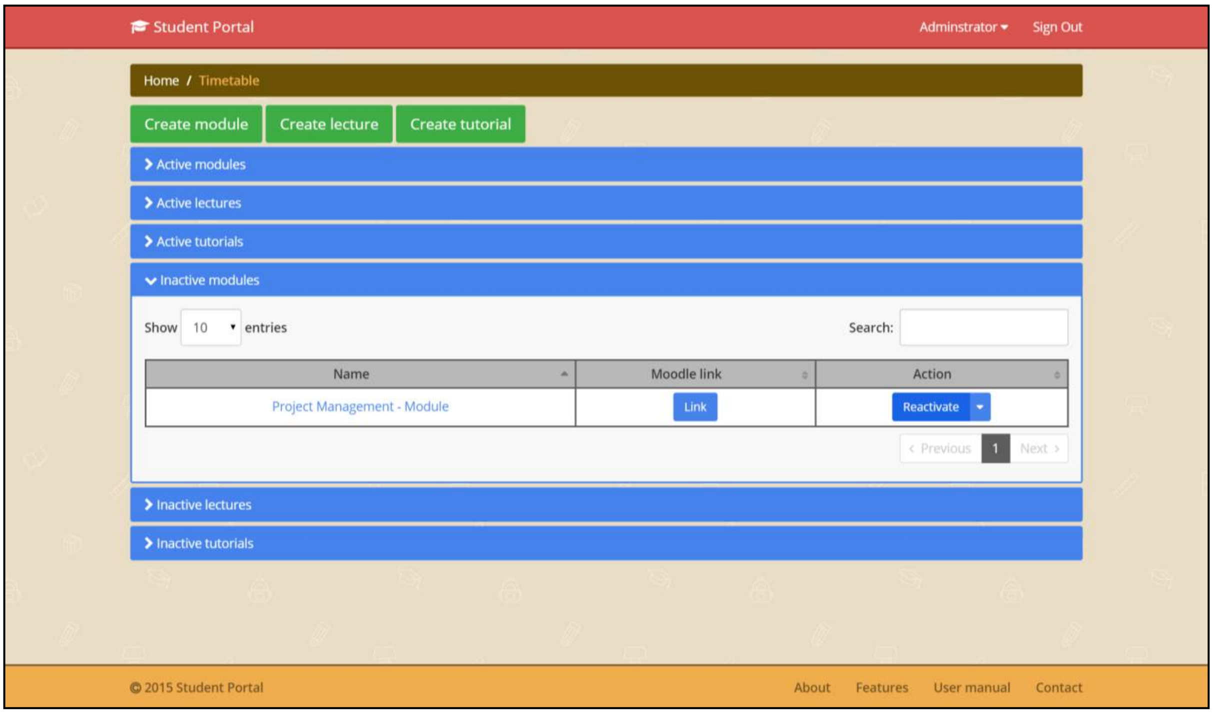


1. There will be a panel named "Active modules". It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the "Deactivate button" next to a specific module.

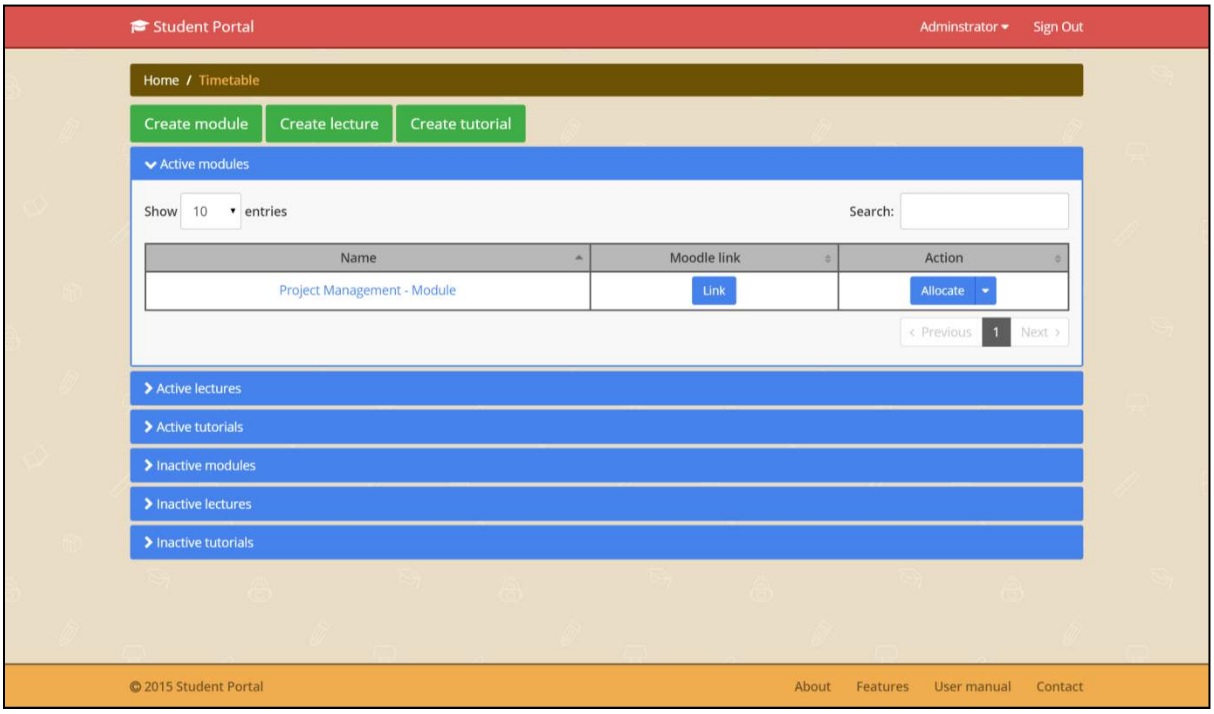


3. The module will disappear from the "Active modules" panel, and instead will be visible within the "Inactive modules" panel.

How to reactivate a module

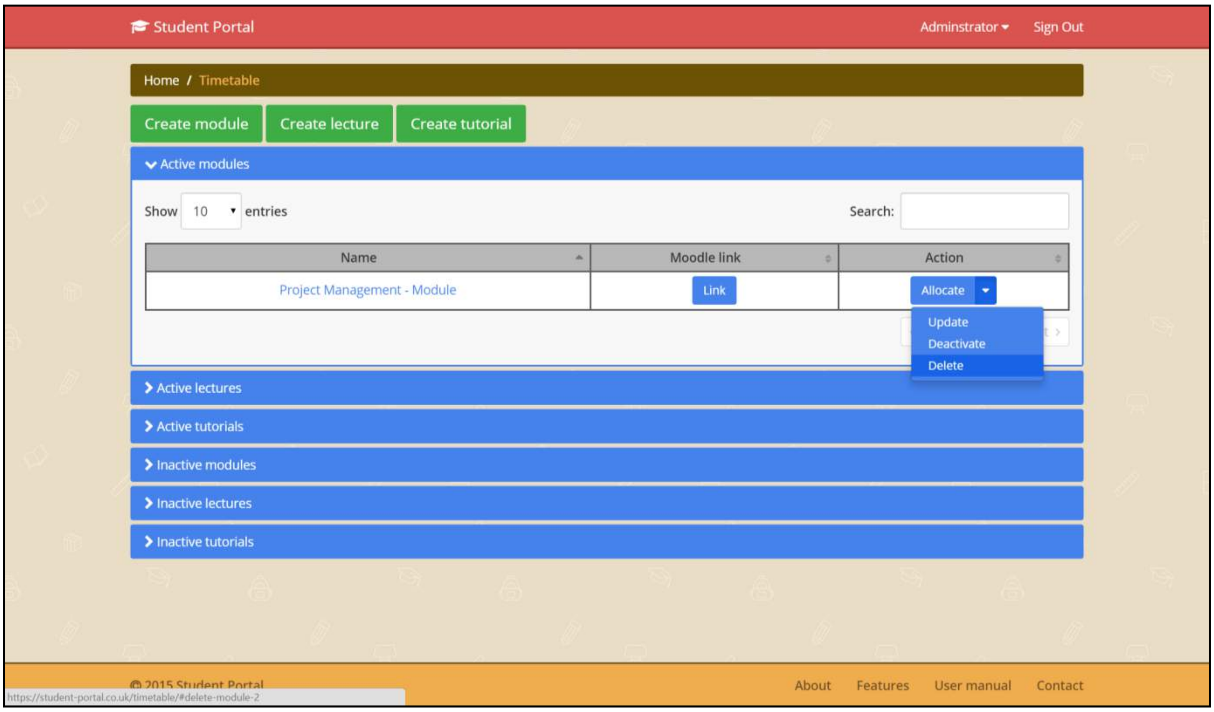


1. Click on Timetable.
2. There will be a panel named "Inactive modules". It will be collapsed by default, so you will have to expand it by clicking on its title.
3. Click on the "Reactivate button" next to a specific module.

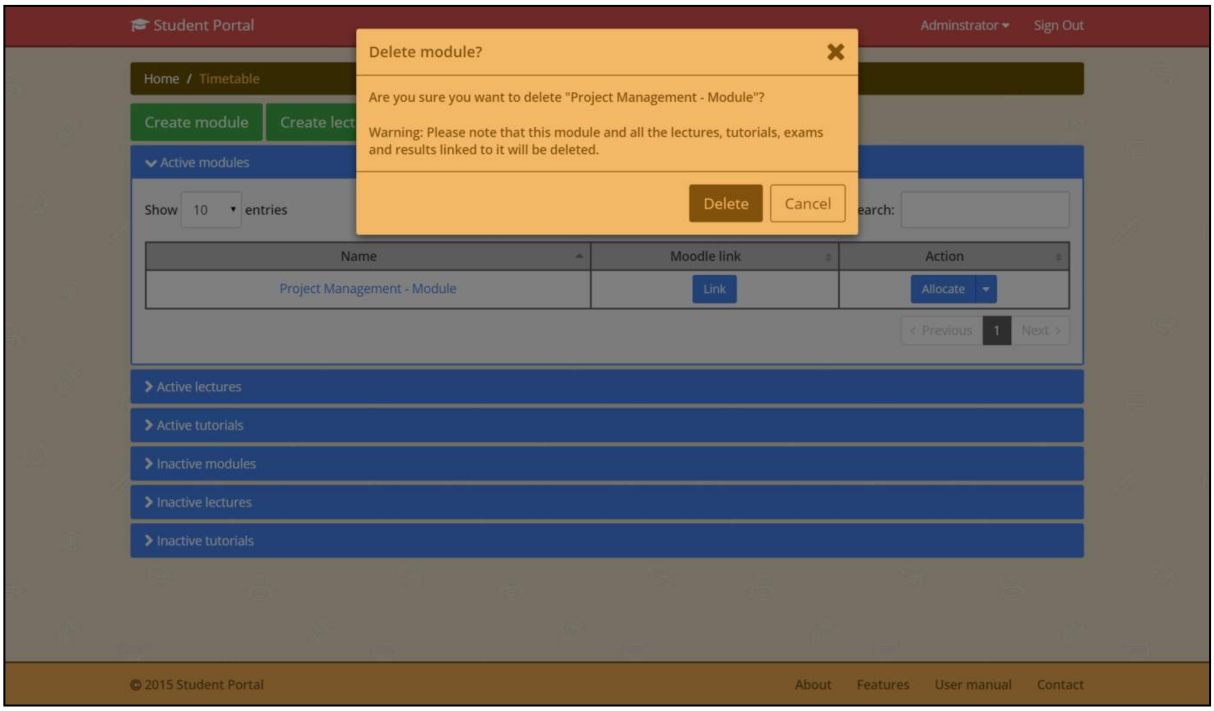


4. The module will disappear from the “Inactive modules” panel, and instead will be visible within the “Active modules” panel.

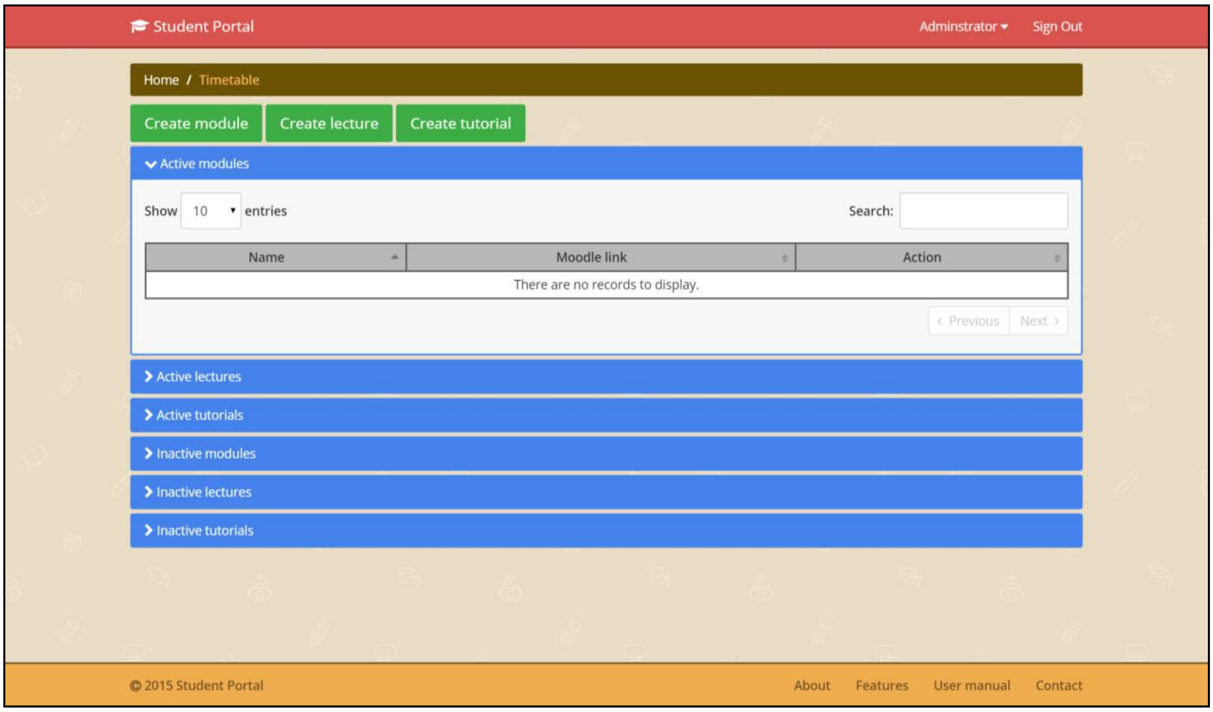
How to delete a module



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.

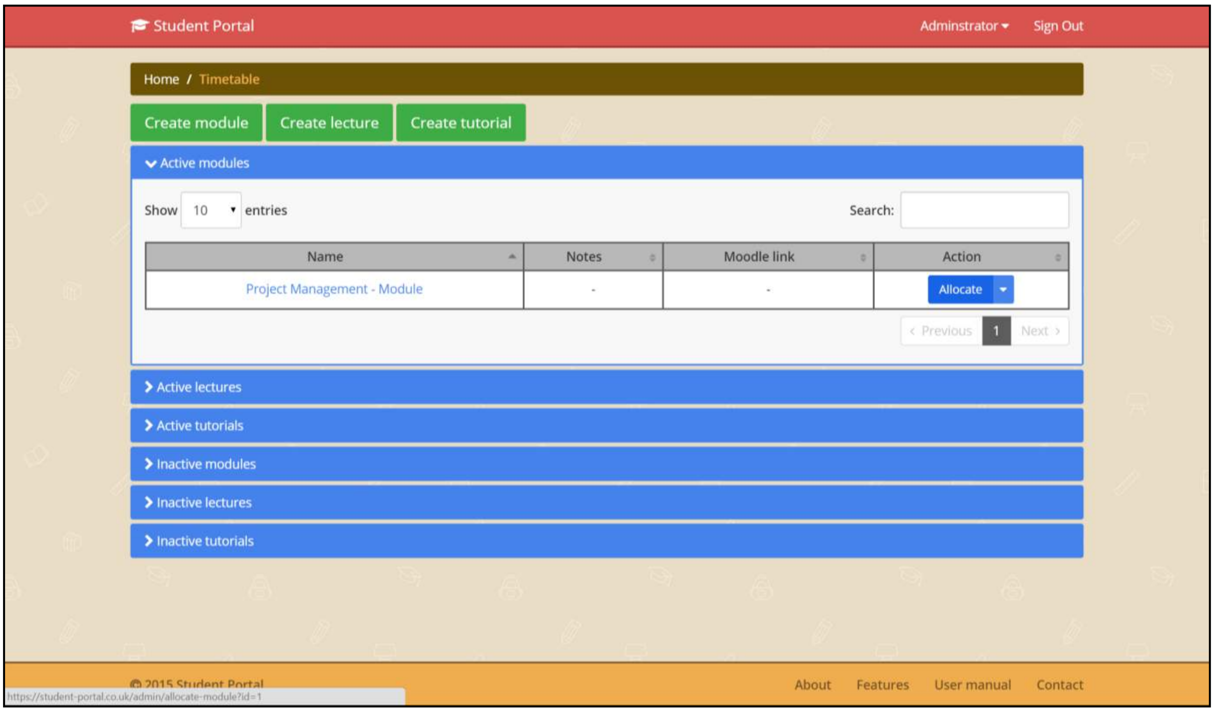


3. A prompt will appear asking you to confirm your action.
4. If you want to delete the module, click on the "Delete" button. If you don't want to delete the module, click on the "Cancel" button.

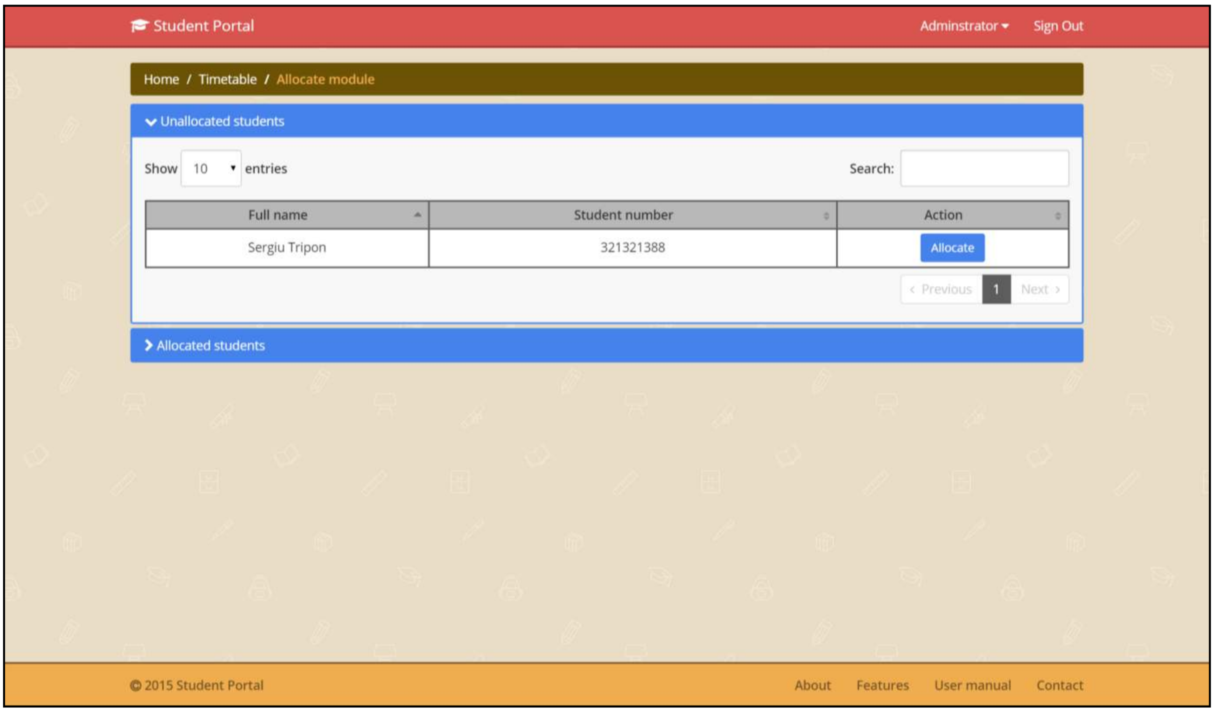


5. The prompt will disappear and the module and its associated lectures, tutorials, exams and results will be deleted. They cannot be restored.

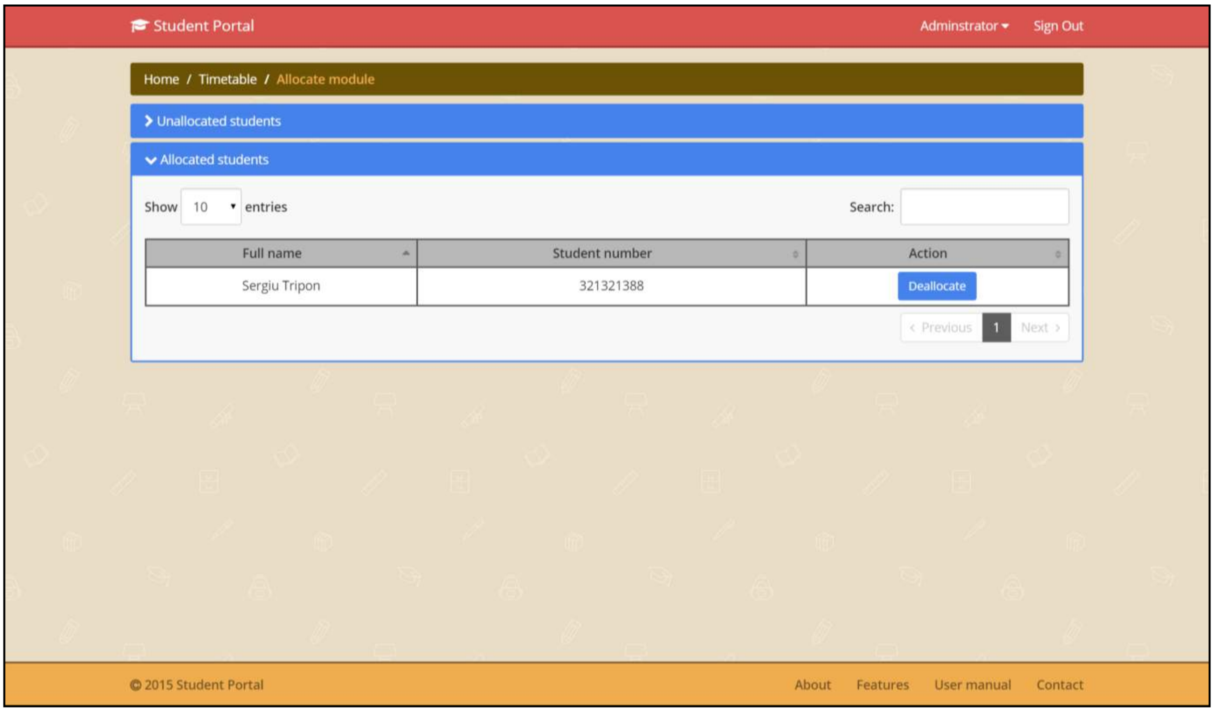
How to allocate a module



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.

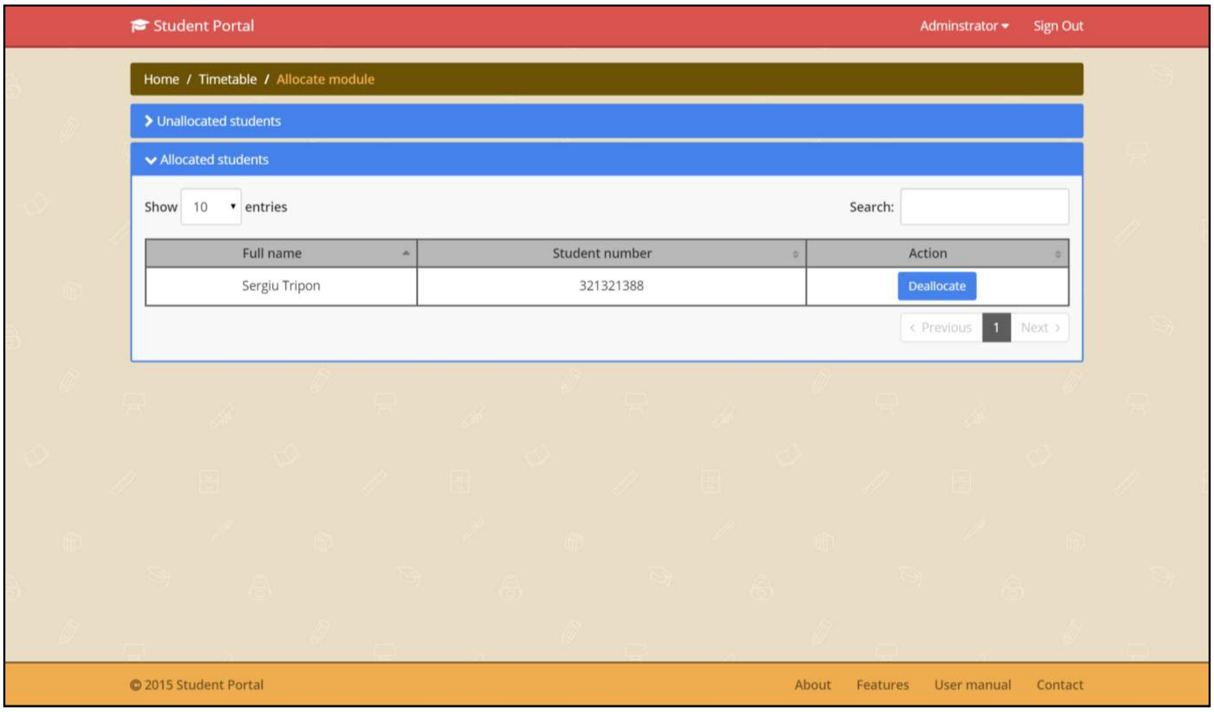


3. There will be a panel name "Unallocated students". It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the "Allocate" button next to a specific student.

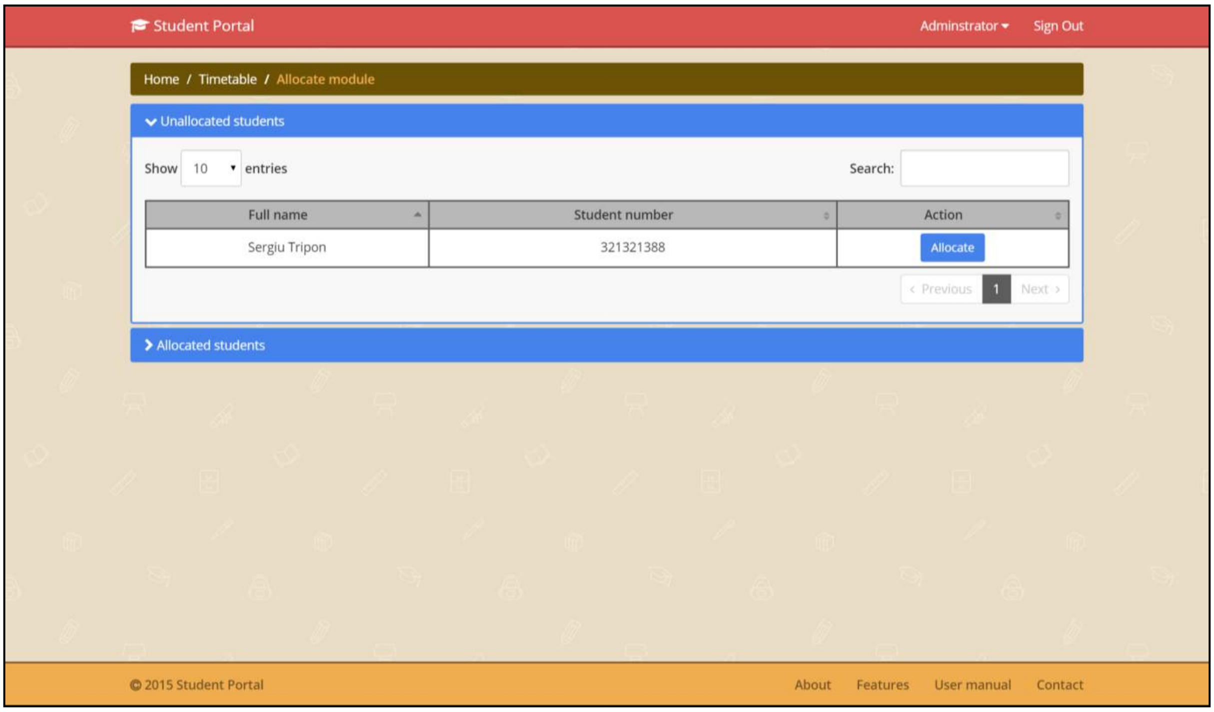


5. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

How to deallocate a module

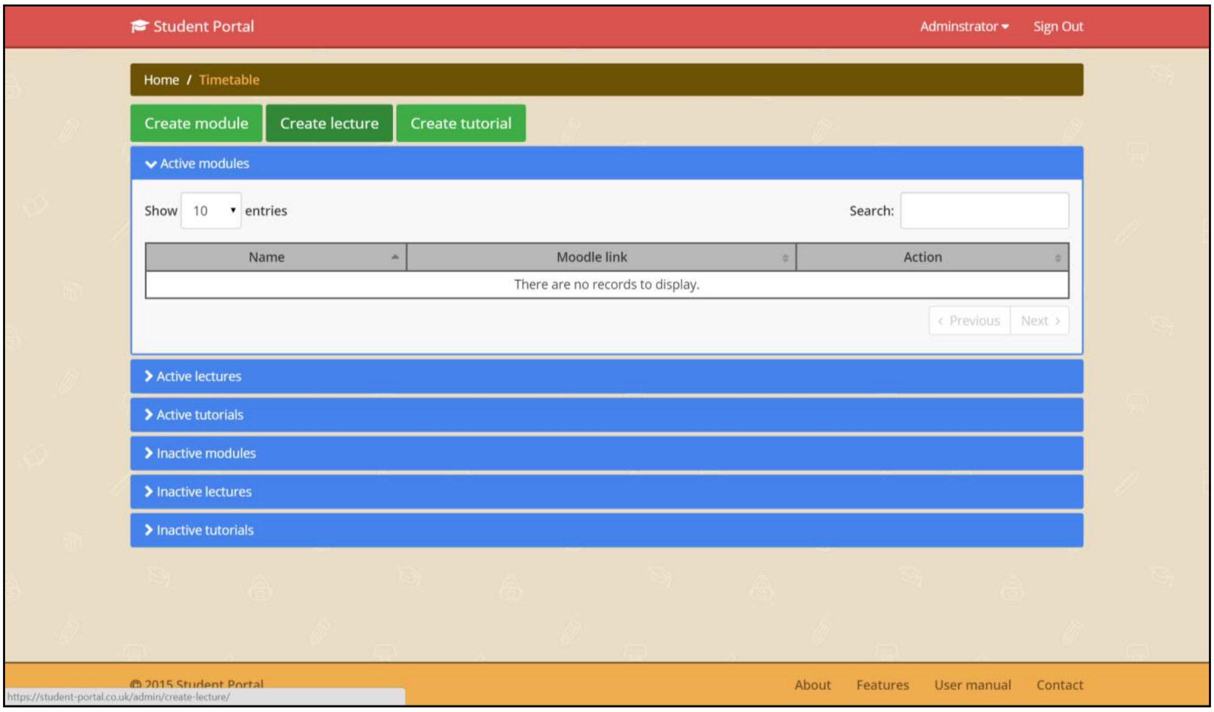


1. There will be a panel named “Allocated students”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.

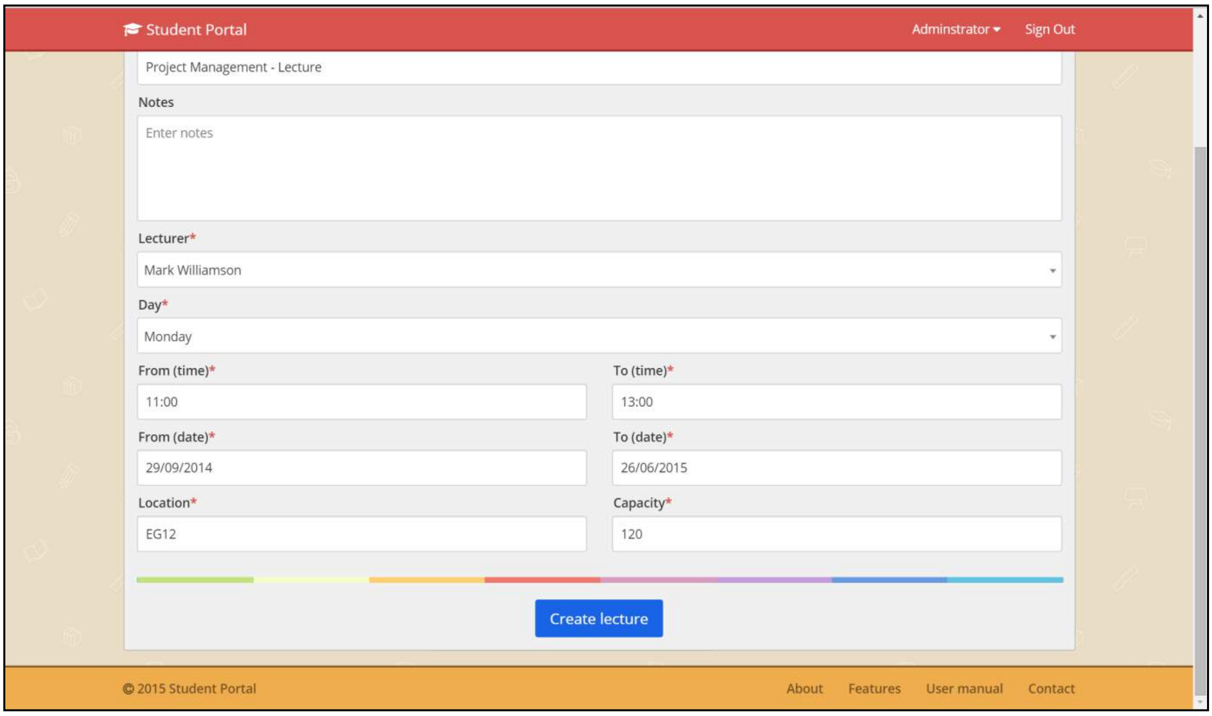


3. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

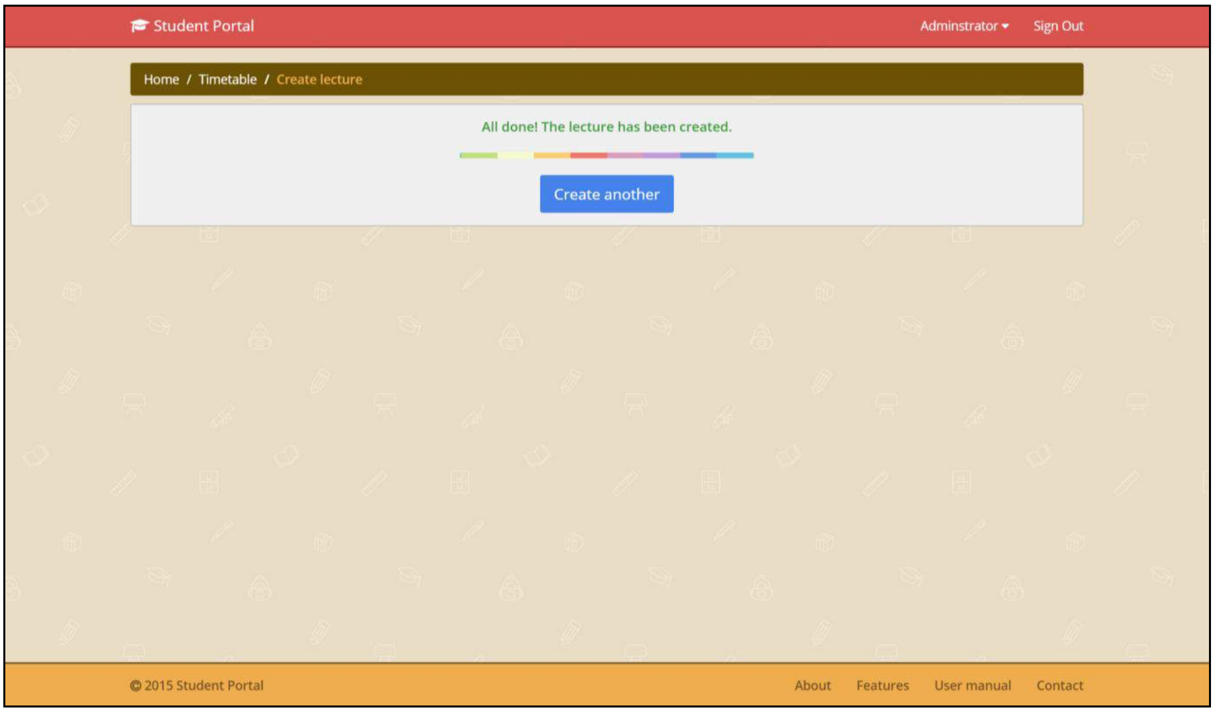
How to create a lecture



1. Click on the “Create lecture” button.

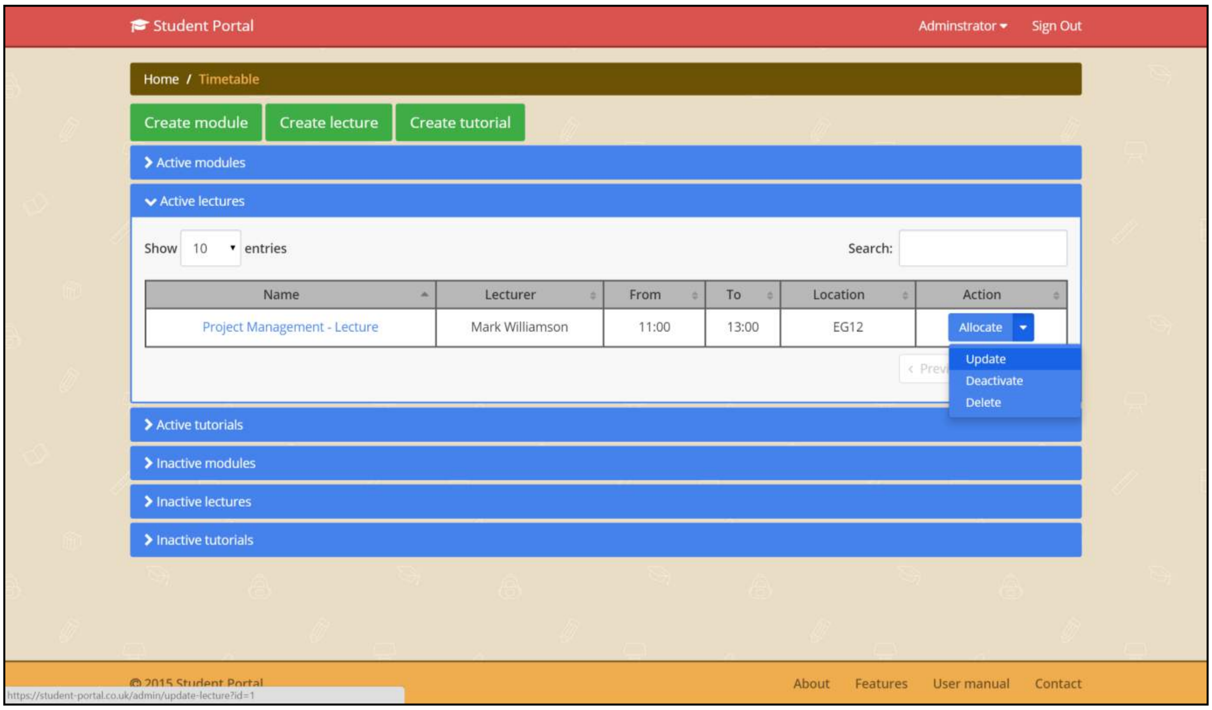


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the "Create lecture" button.

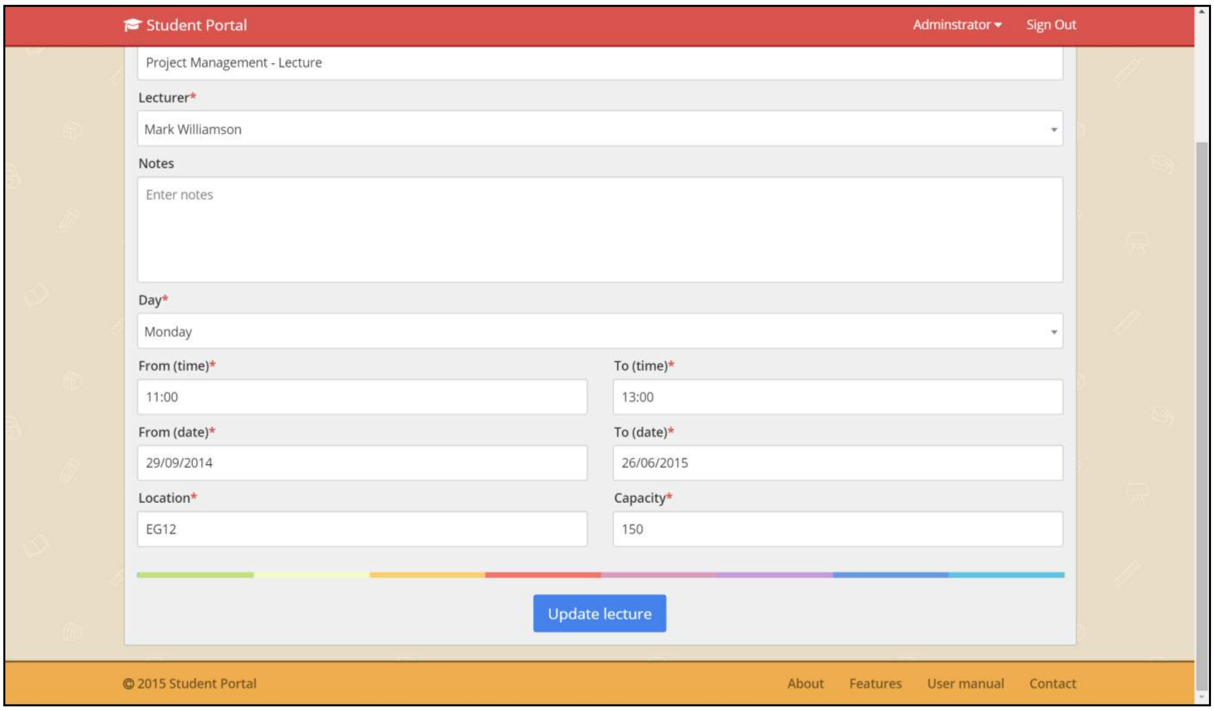


5. A confirmation message will appear on the screen confirming the action has been completed.

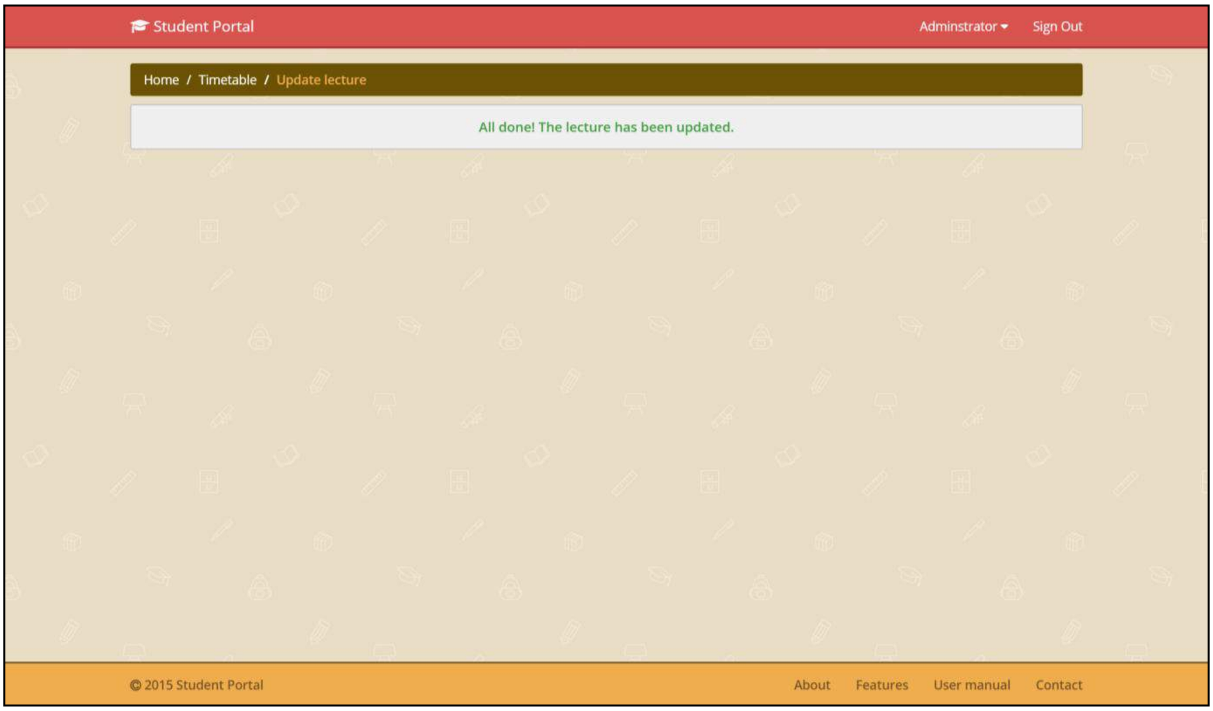
How to update a lecture



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.

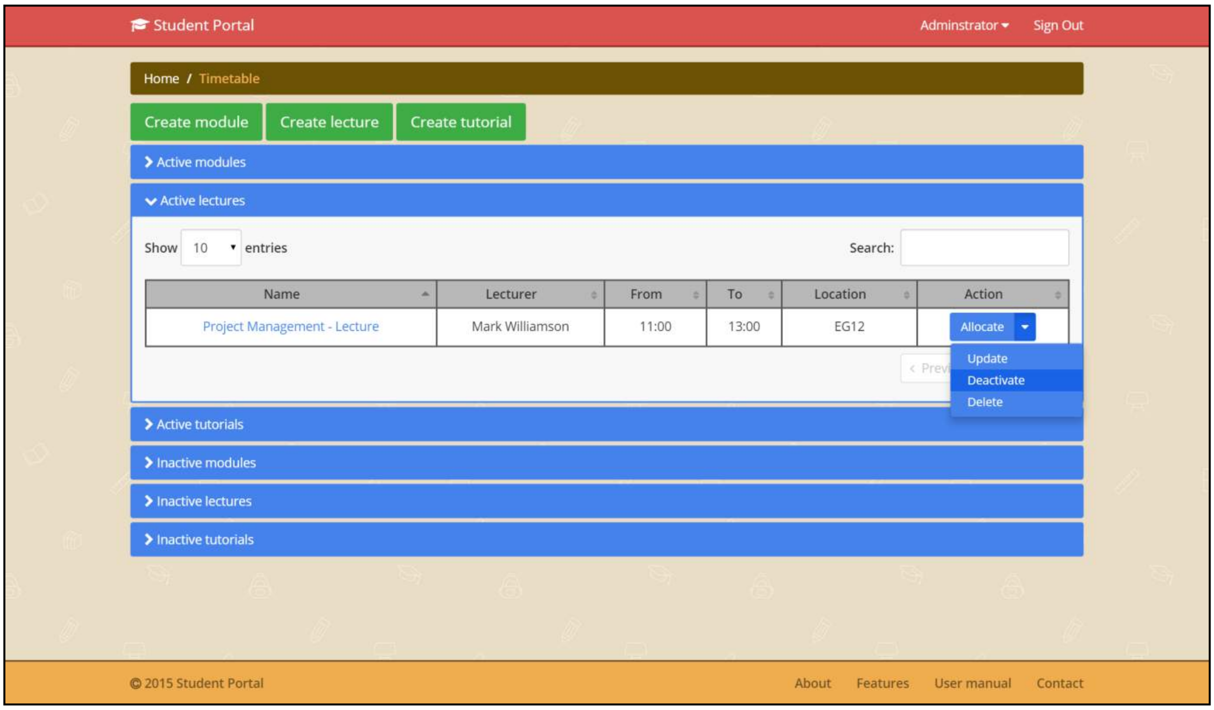


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the "Update lecture" button.

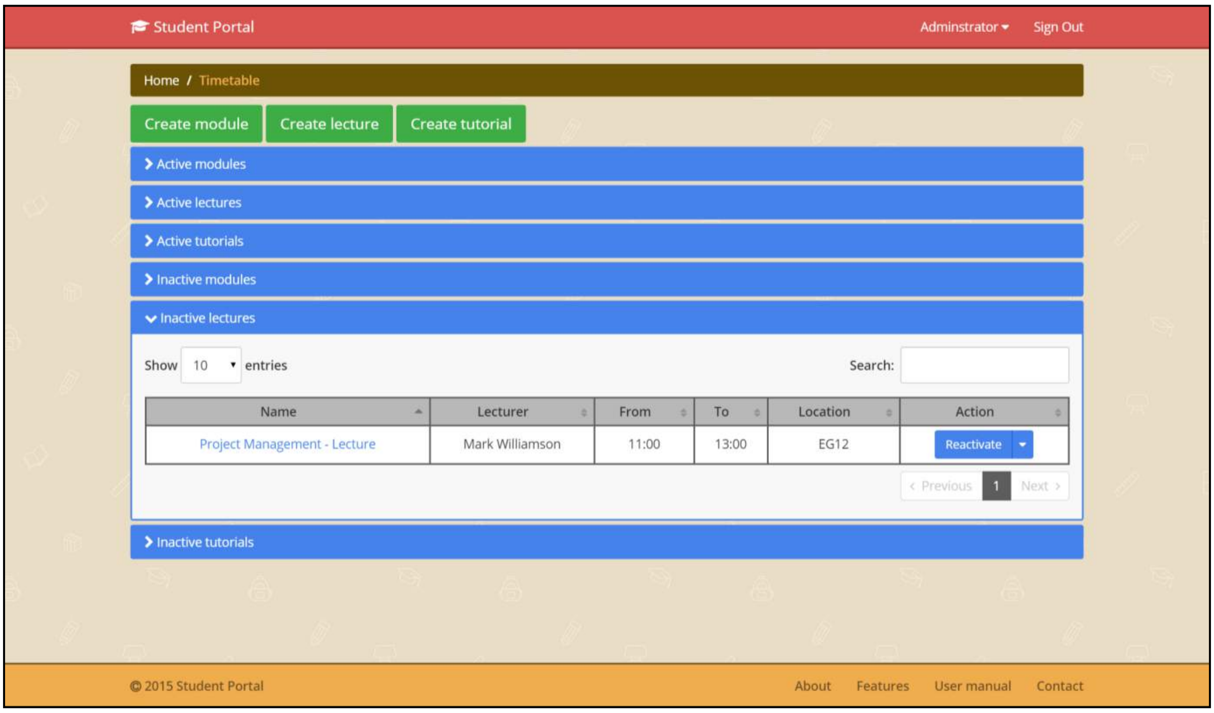


6. A confirmation message will appear on the screen, confirming the action has been completed.

How to deactivate a lecture

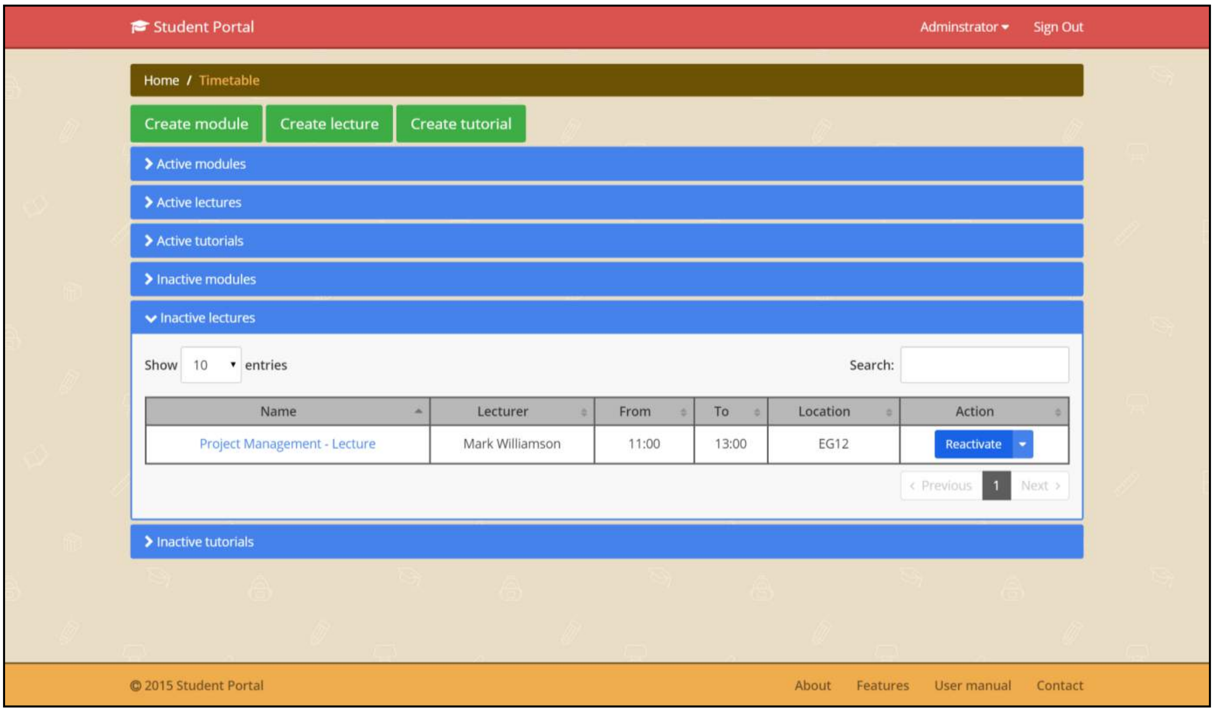


1. There will be a panel named "Active lectures". It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the "Deactivate" button next to a specific lecture.

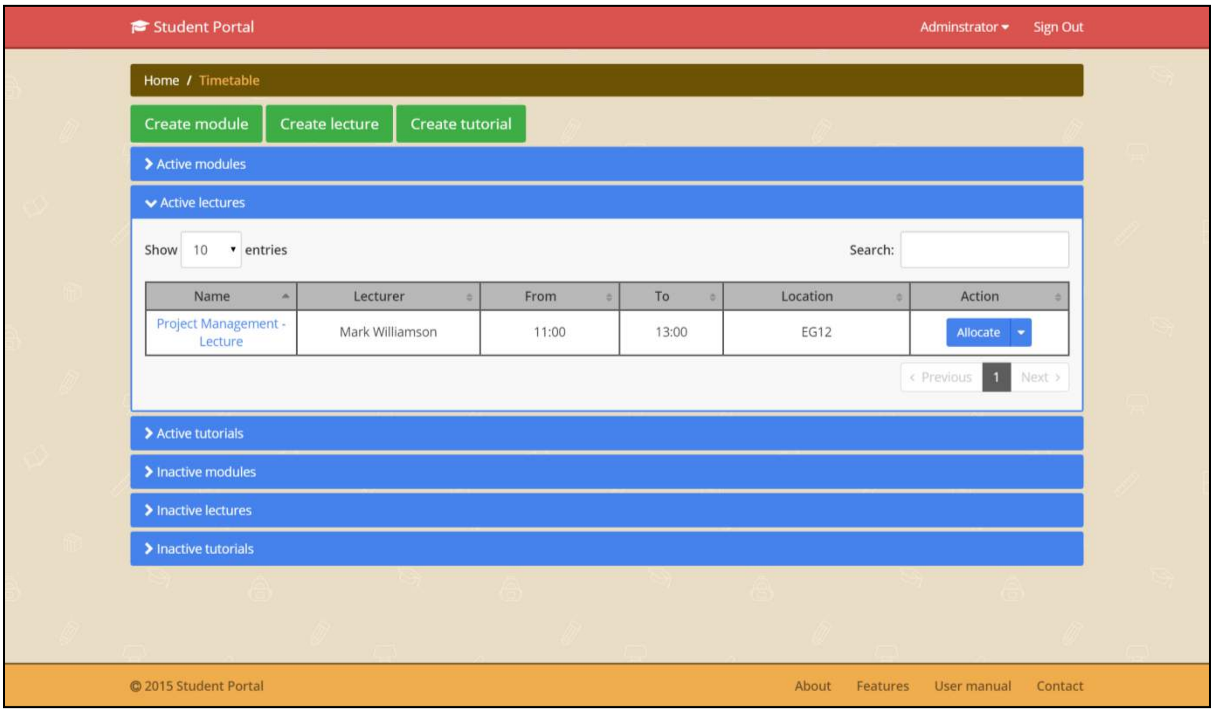


3. The lecture will disappear from the "Active lectures" panel, and instead will be visible within the "Inactive lectures" panel.

How to reactivate a lecture

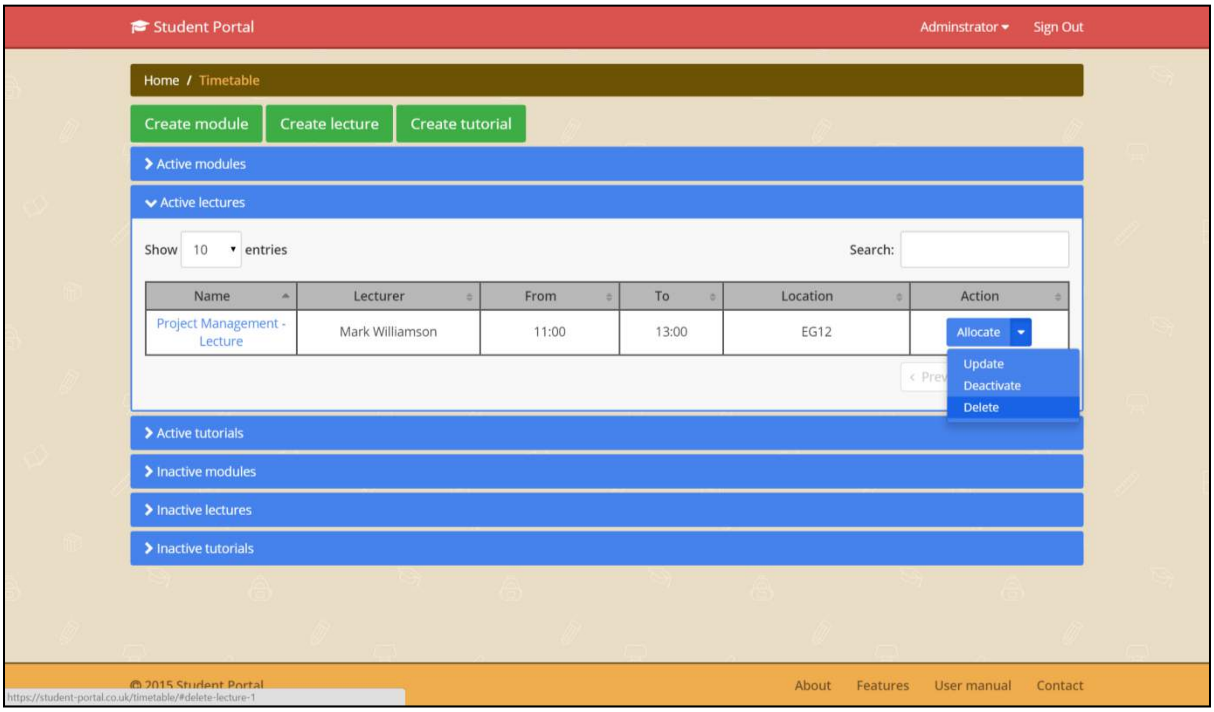


1. There will be a panel named "Inactive lectures". It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the "Reactivate" button next to a specific lecture.

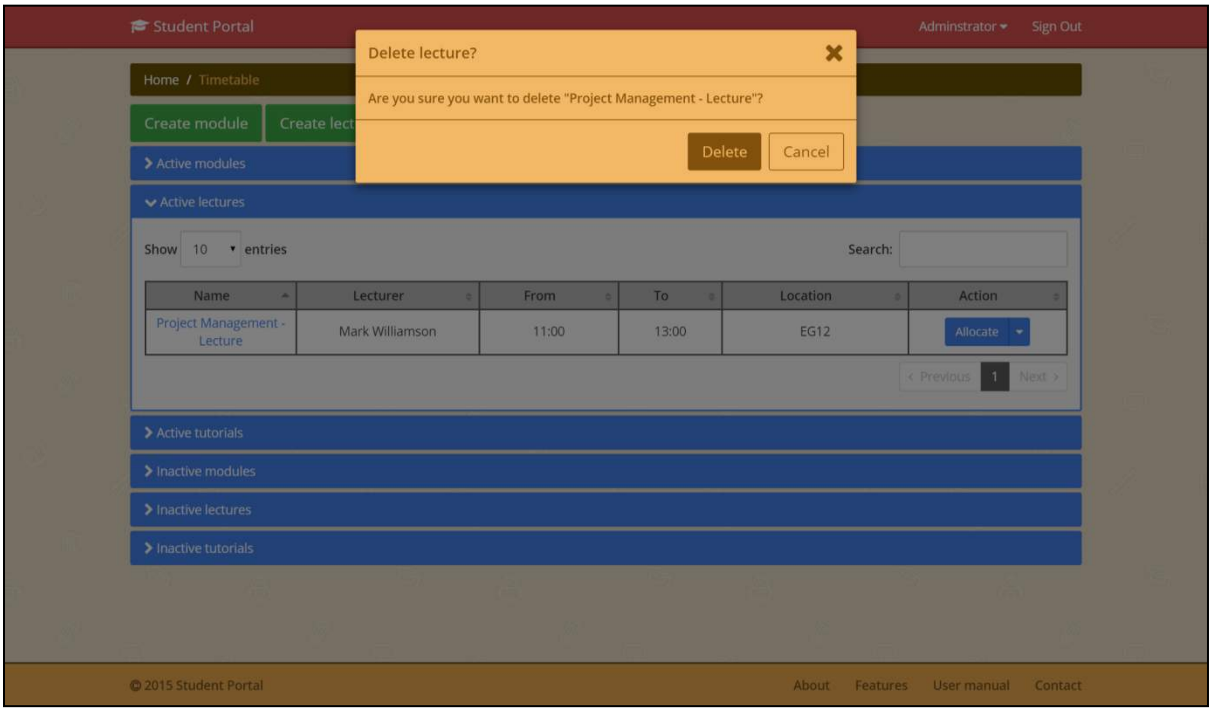


3. The lecture will disappear from the "Inactive lectures" panel, and instead will be visible within the "Active lectures" panel.

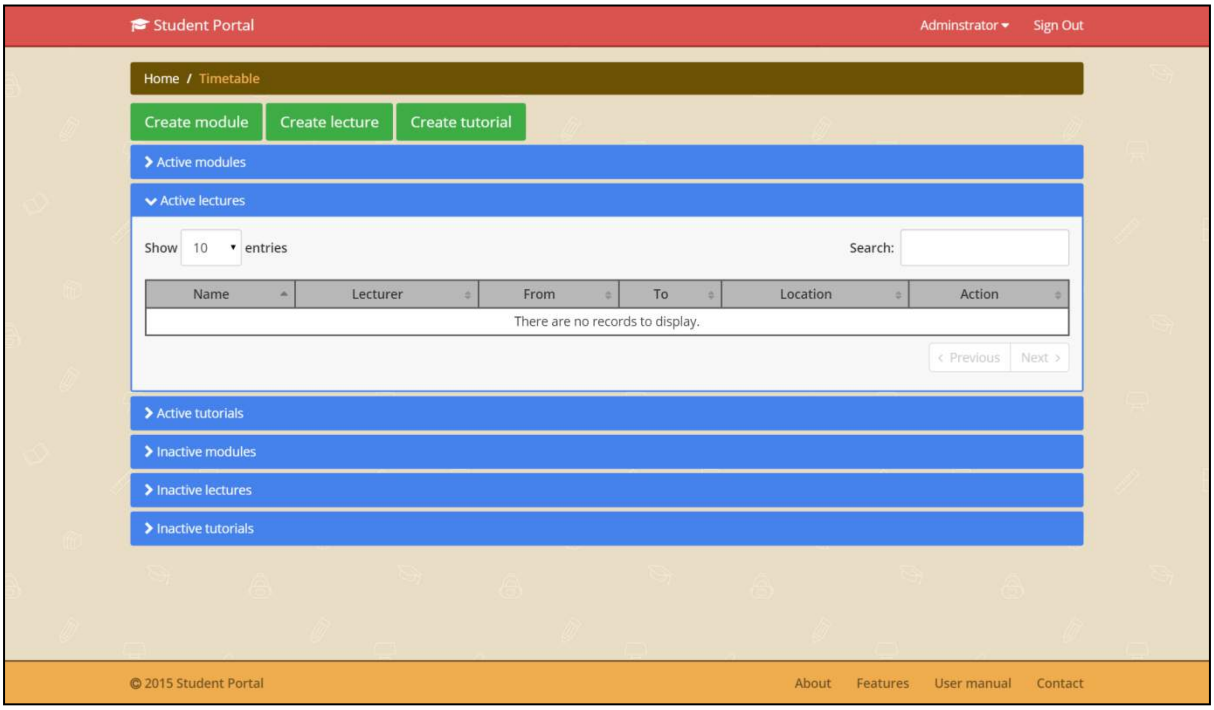
How to delete a lecture



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.

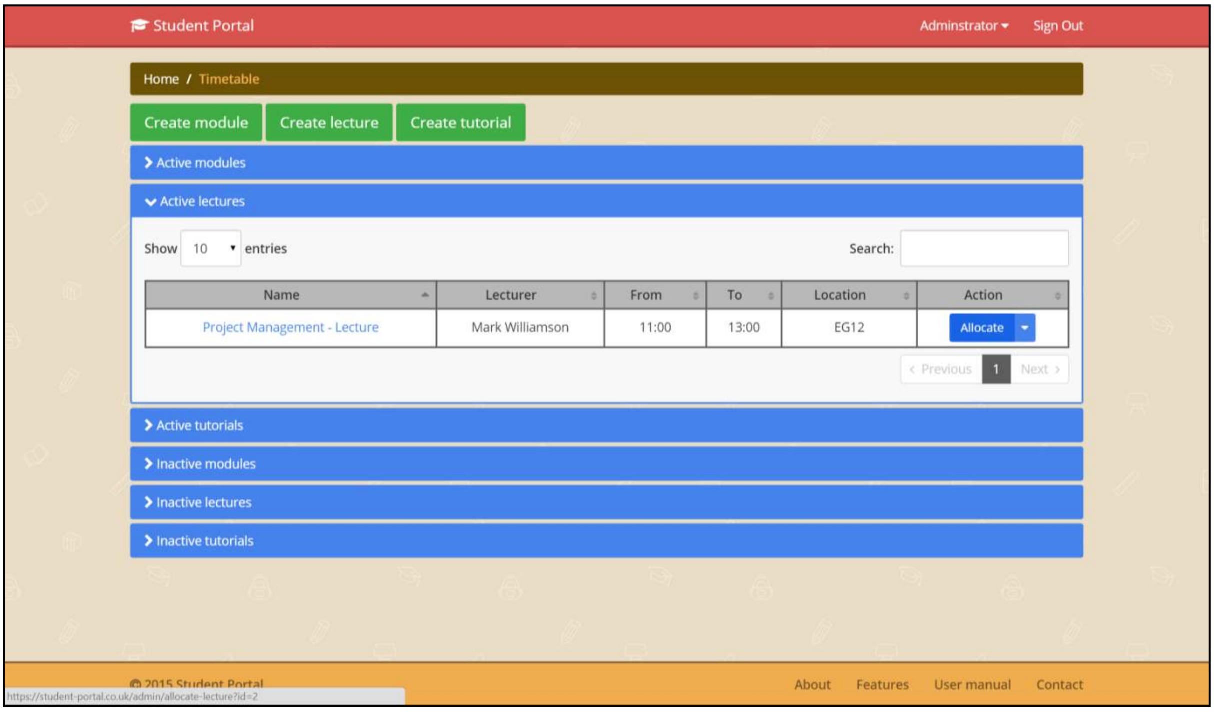


3. A prompt will appear asking you to confirm your action.
4. If you want to delete the lecture, click on the "Delete" button. If you don't want to delete the lecture, click on the "Cancel" button.

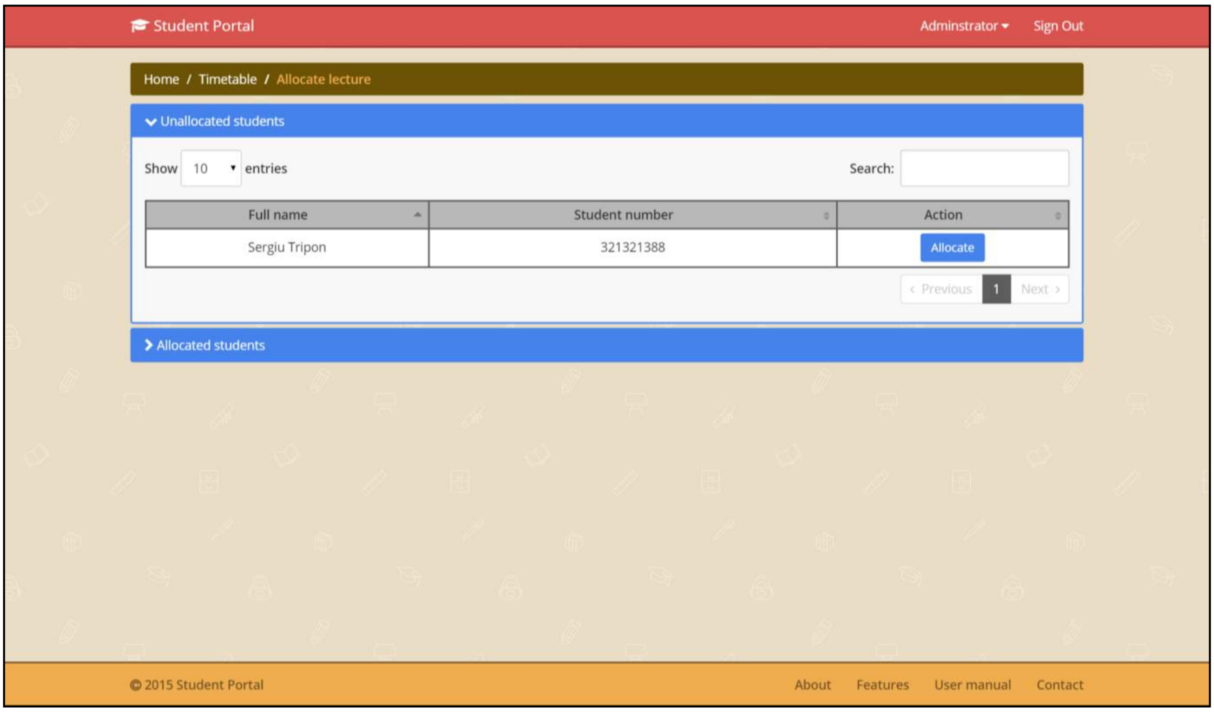


5. The prompt will disappear and the lecture will be deleted. The lecture cannot be restored.

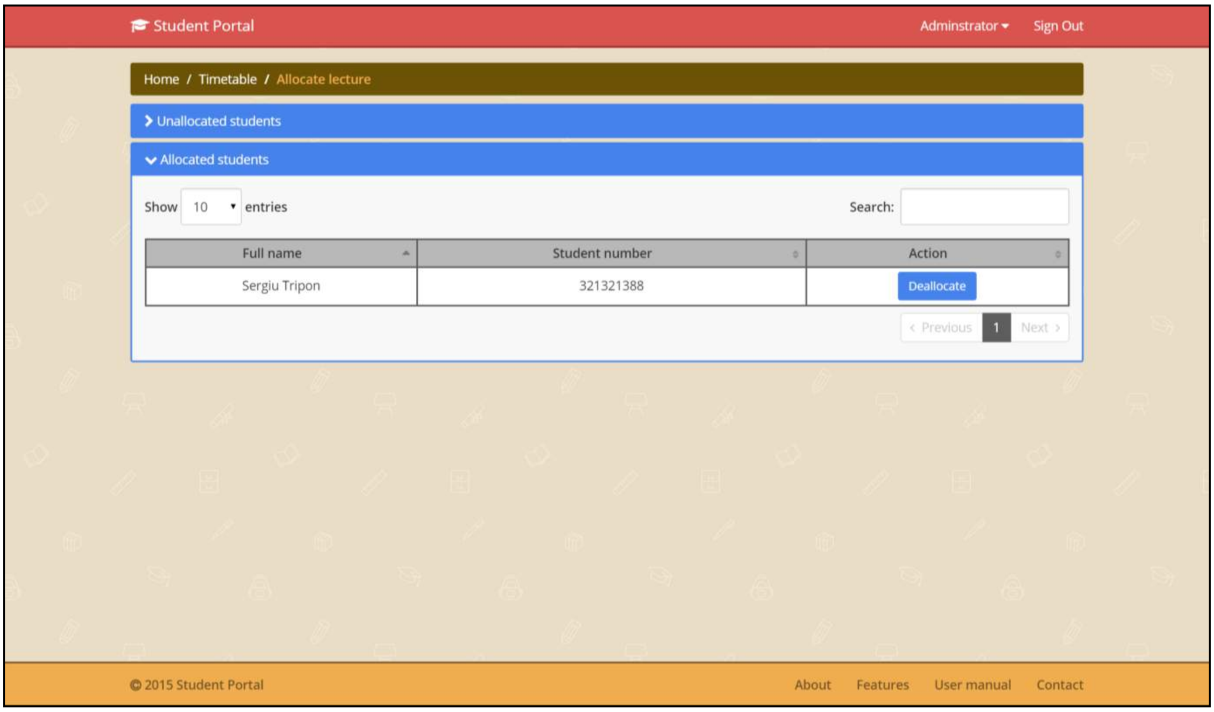
How to allocate a lecture



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.

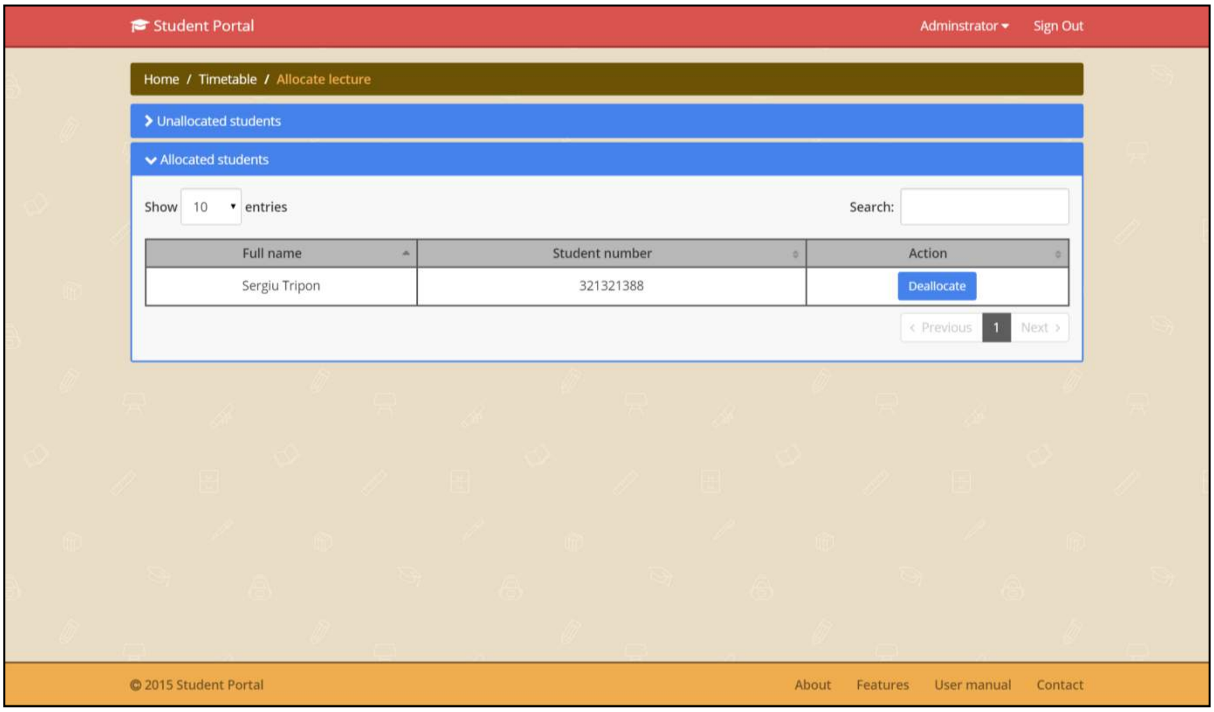


3. There will be a panel named "Unallocated students". It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the "Allocate" button next to a specific student.

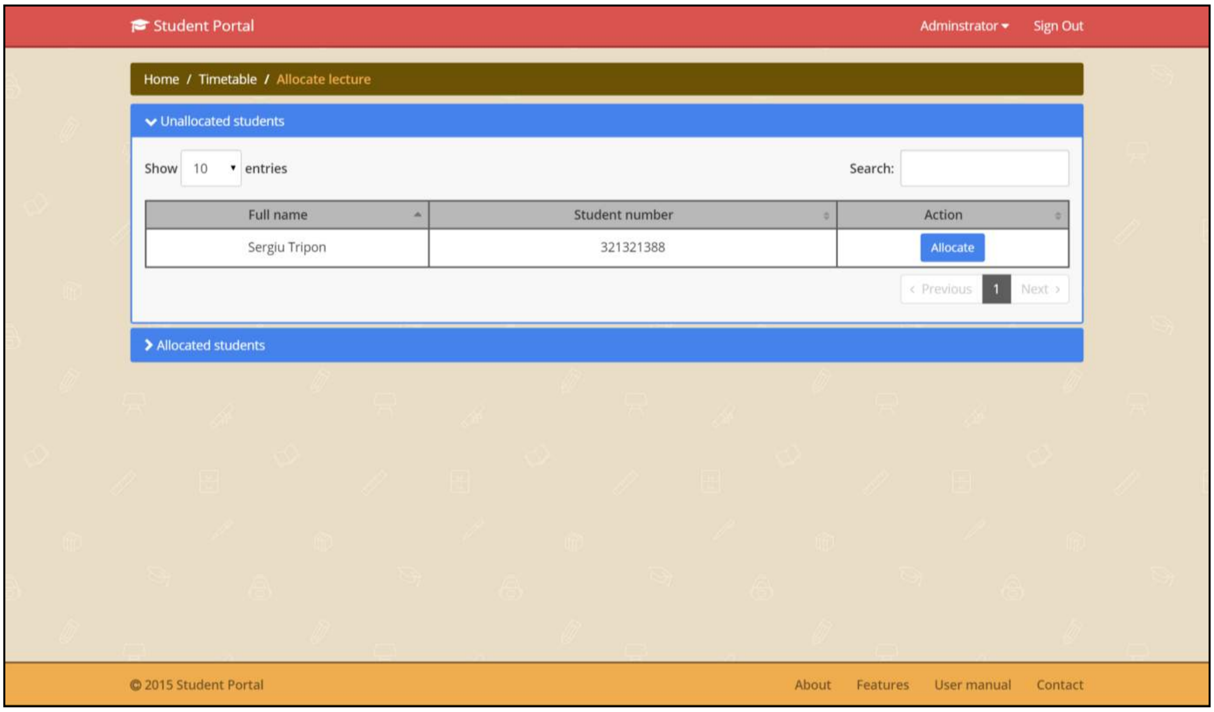


5. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

How to deallocate a lecture

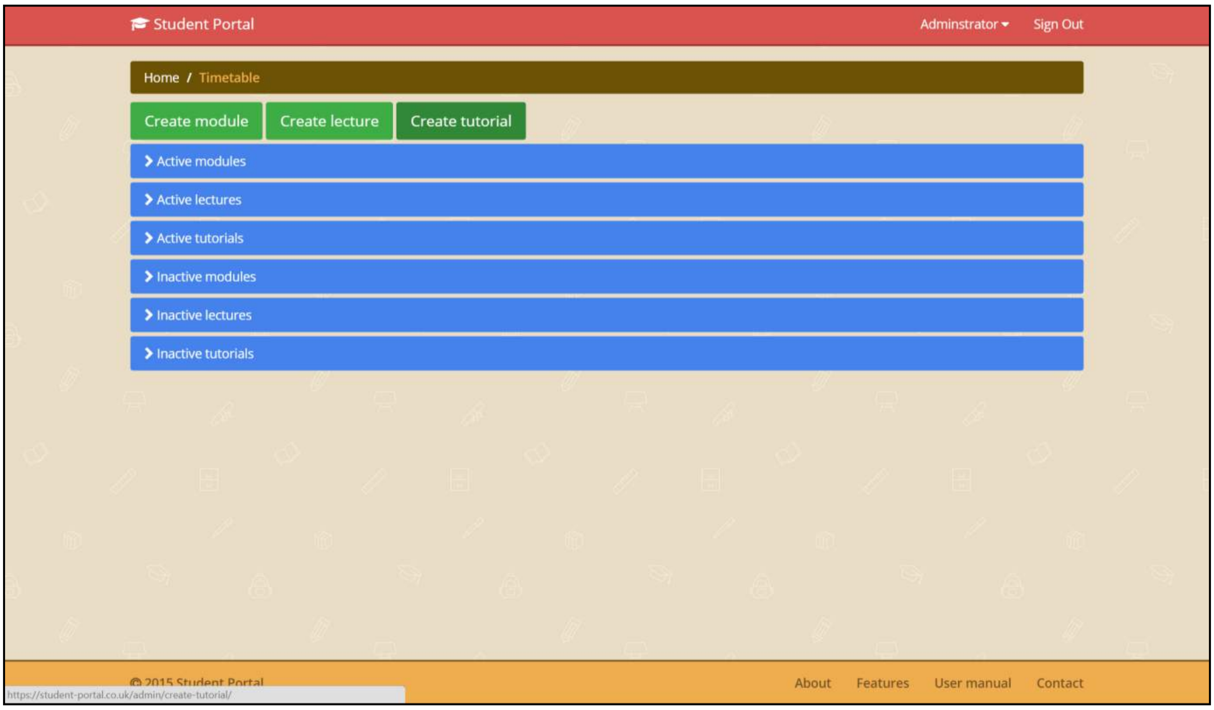


1. There will be a panel named “Allocated students” modules. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.

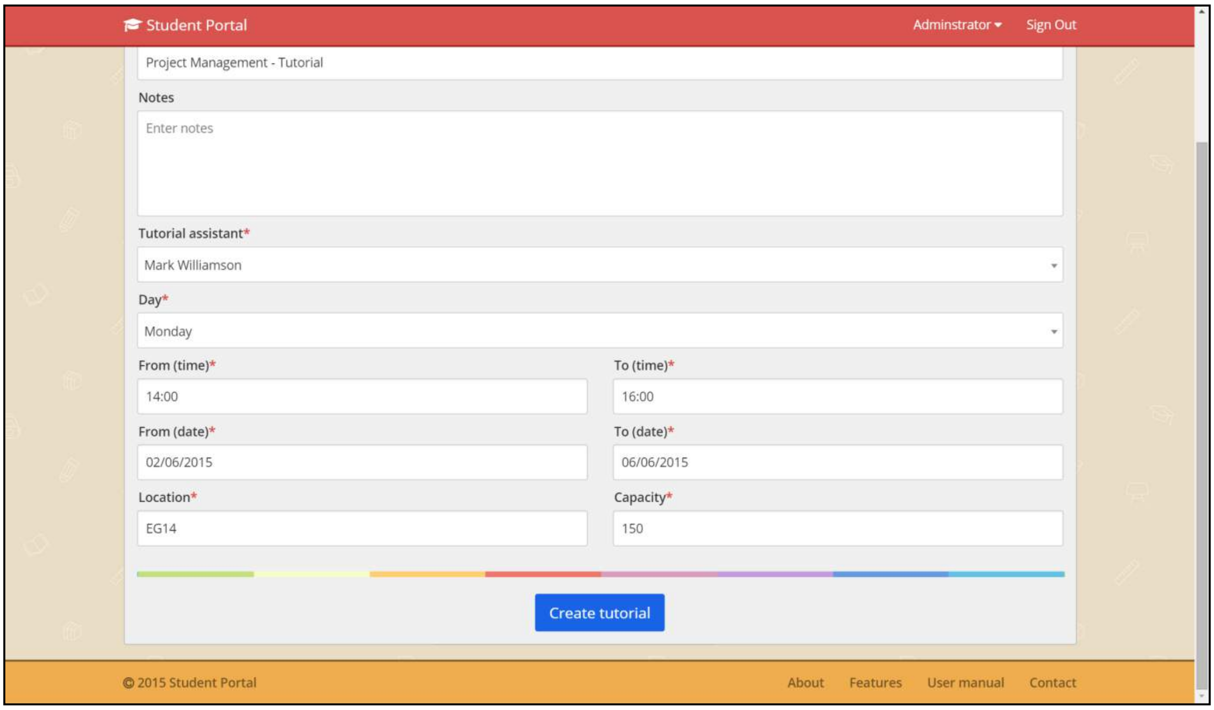


3. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

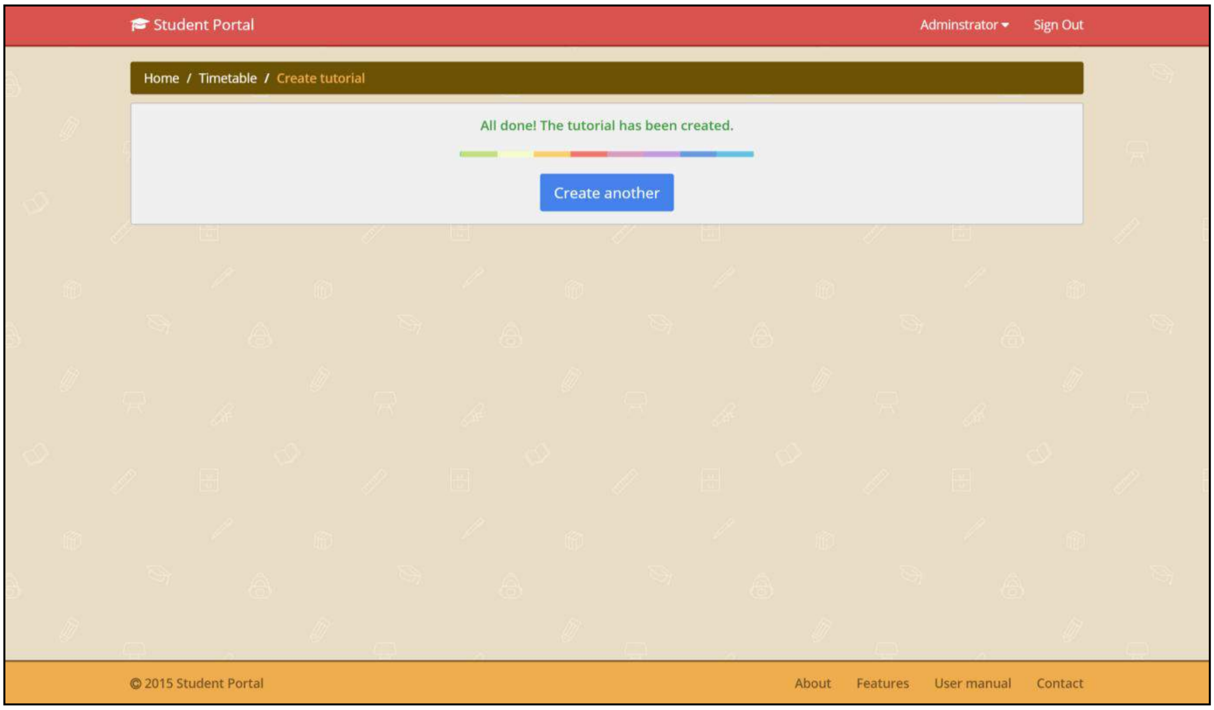
How to create a tutorial



1. Click on the “Create tutorial” button.

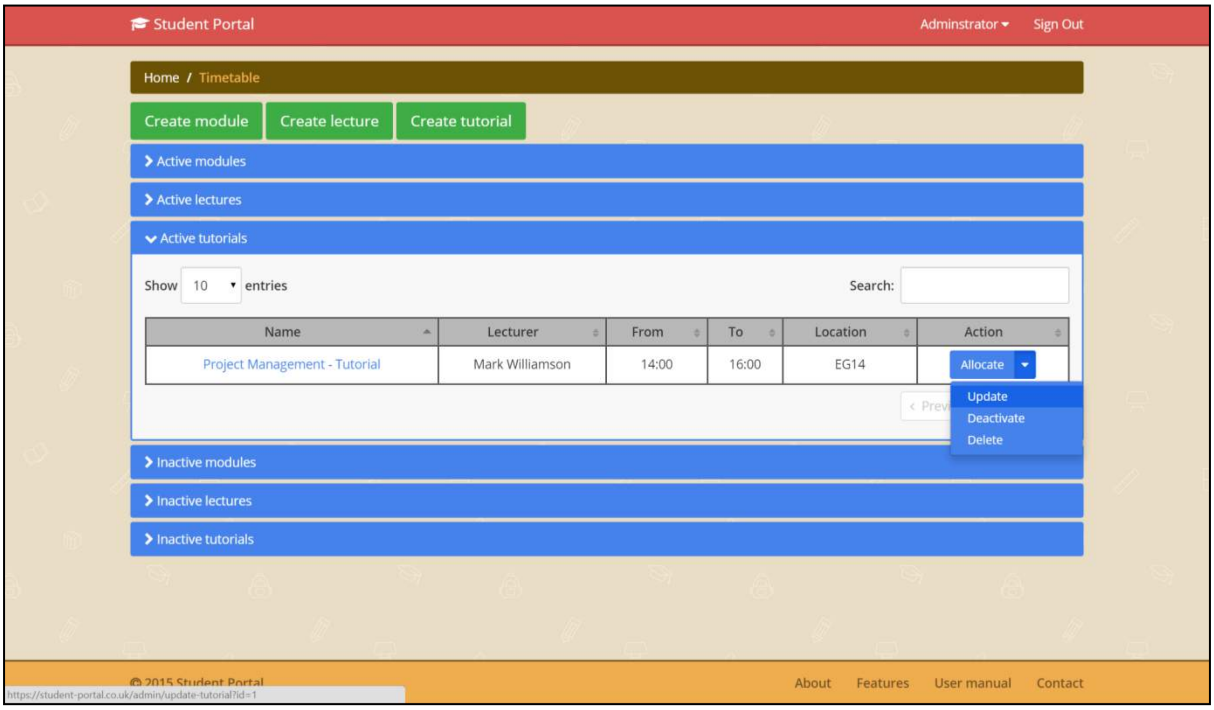


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create tutorial” button.

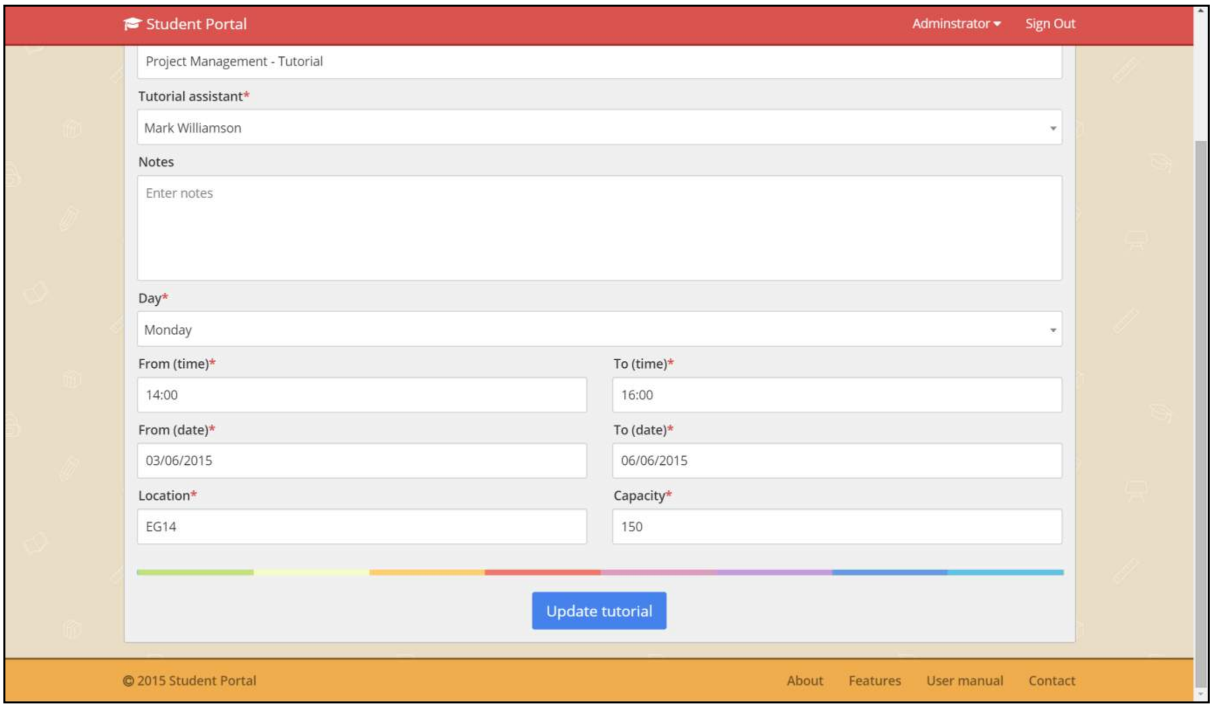


5. A confirmation message will appear on the screen confirming the action has been completed.

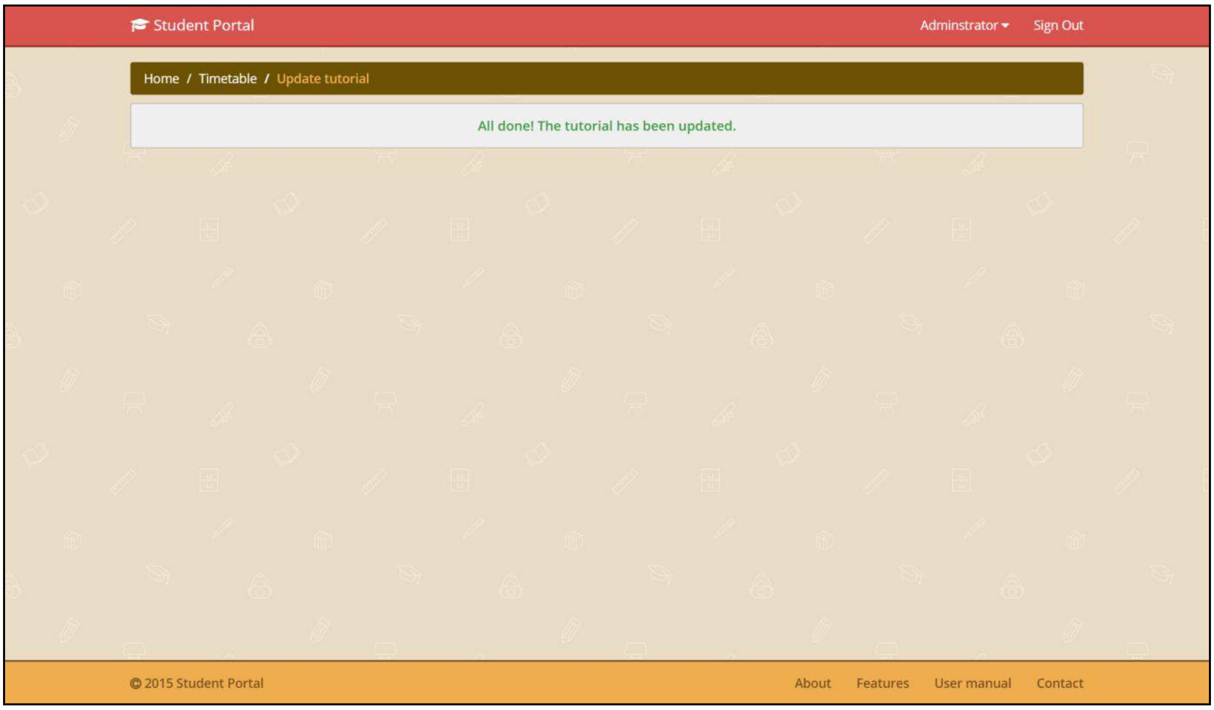
How to update a tutorial



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.

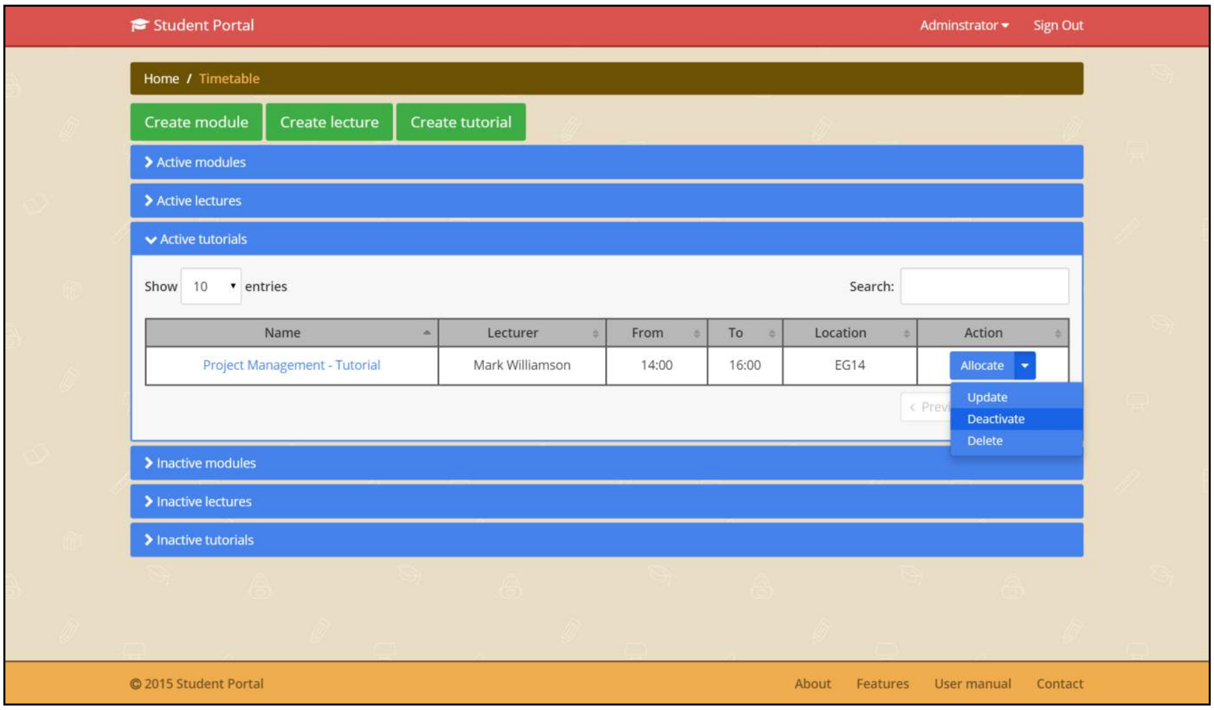


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the "Update tutorial" button.

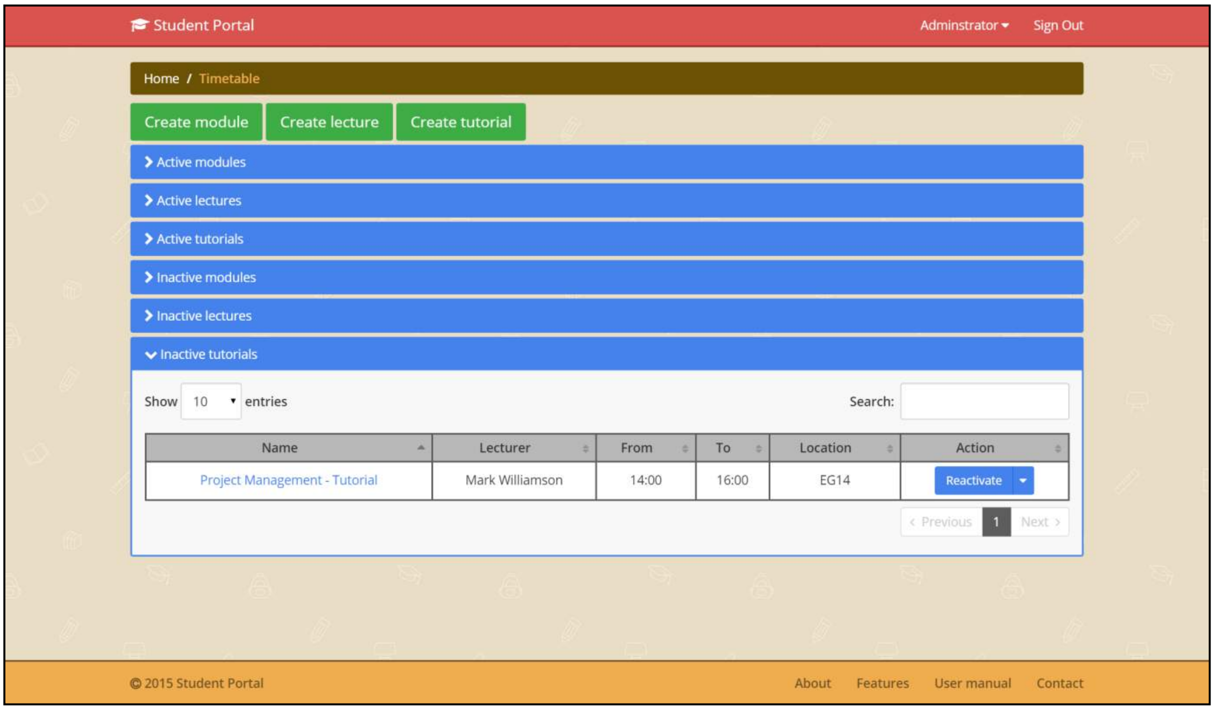


6. A confirmation message will appear on the screen, confirming the action has been completed.

How to deactivate a tutorial

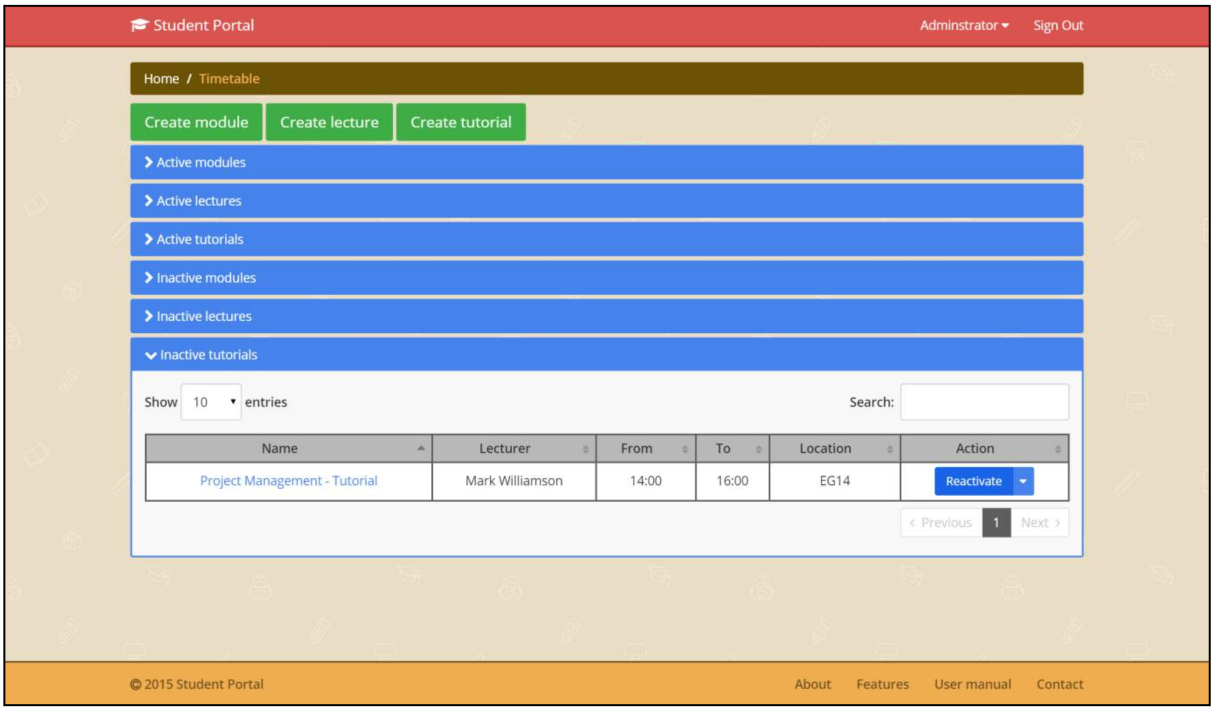


1. There will be a panel named "Active tutorials". It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the "Deactivate" button next to a specific tutorial.

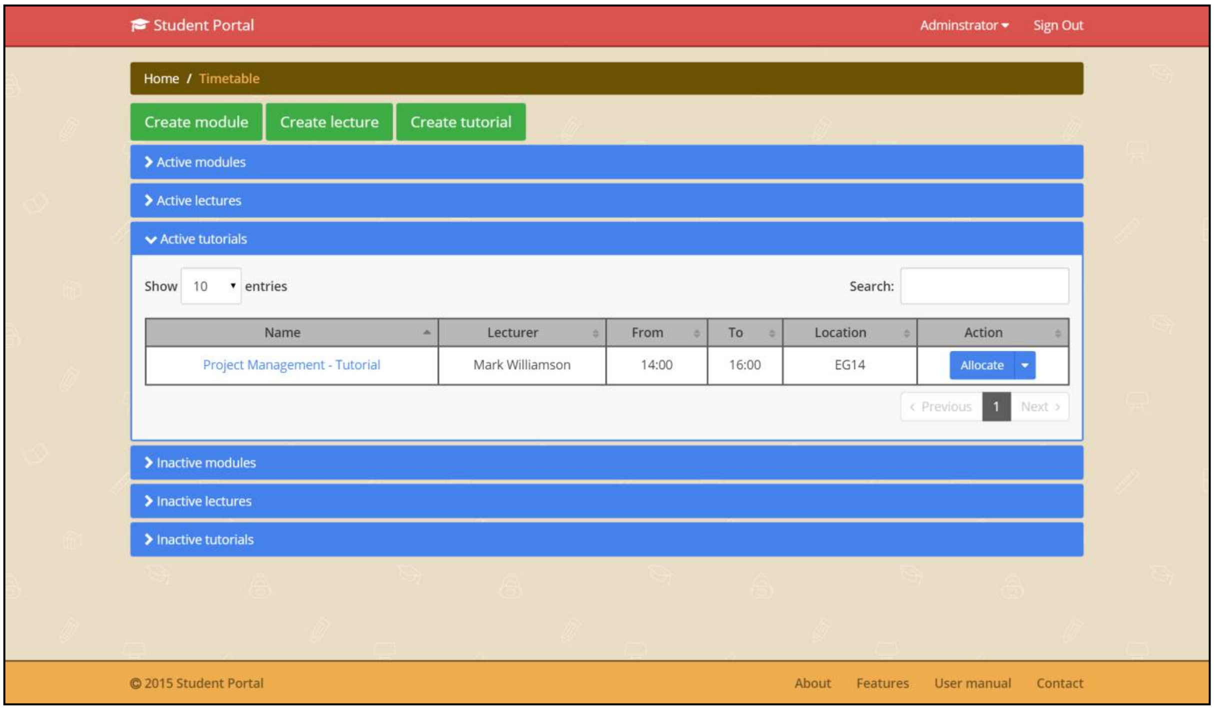


3. The lecture will disappear from the "Active tutorials" panel, and instead will be visible within the "Inactive tutorials" panel.

How to reactivate a tutorial

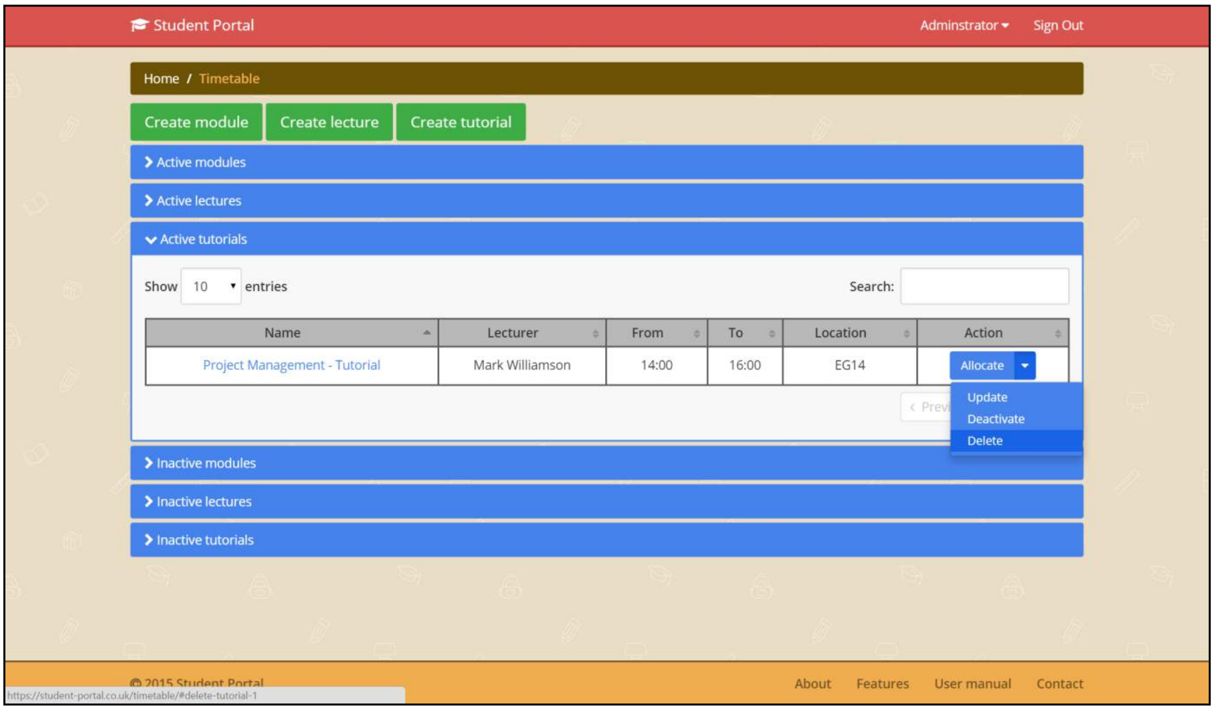


1. There will be a panel named "Inactive tutorials". It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the "Reactivate" button next to a specific tutorial.

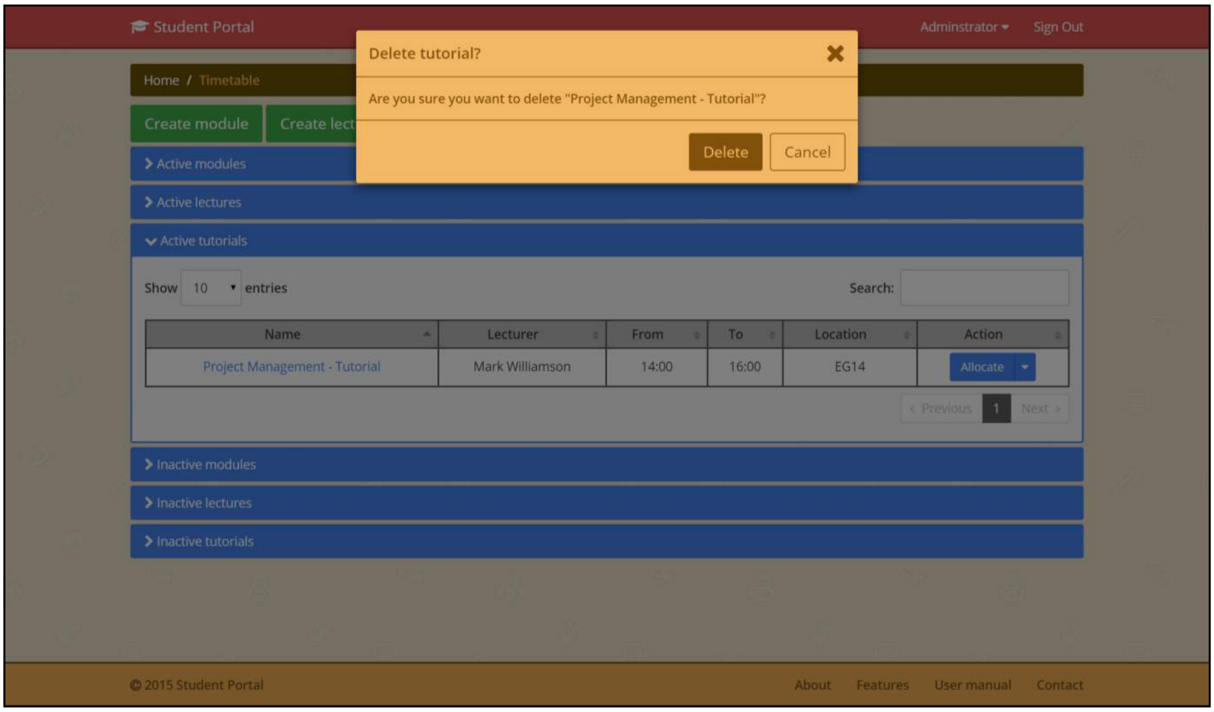


3. The tutorial will disappear from the "Inactive tutorials" panel, and instead will be visible within the "Active tutorials" panel.

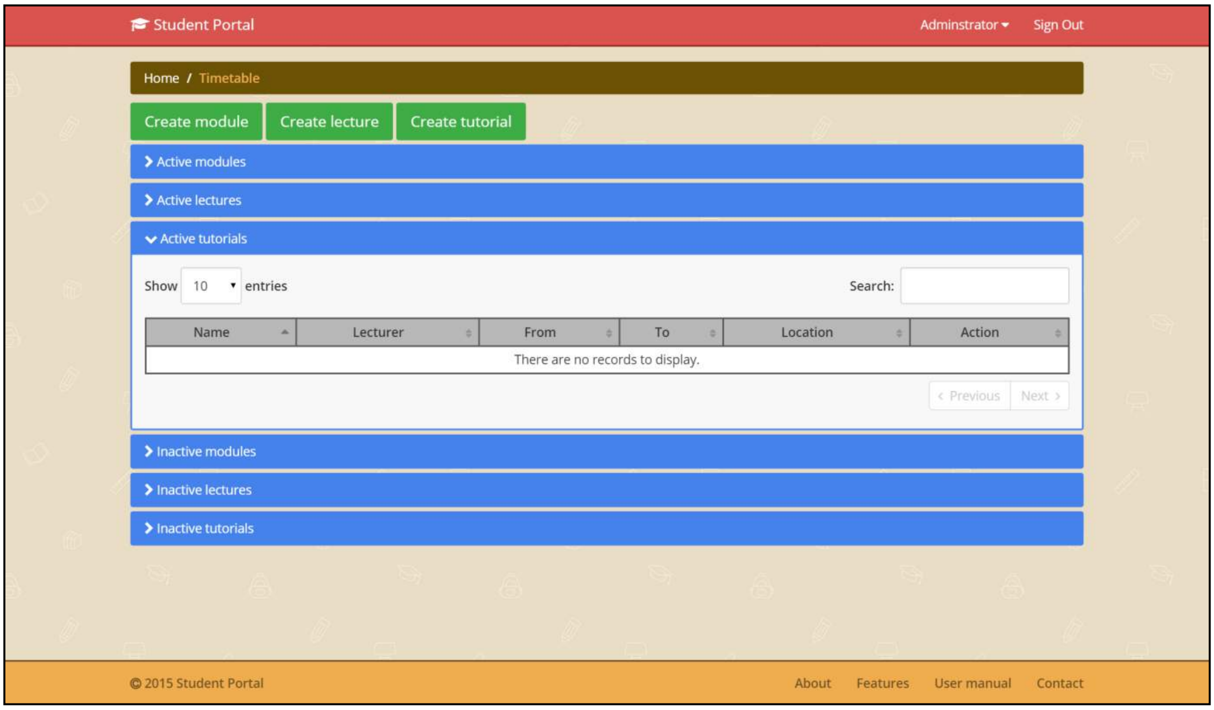
How to delete a tutorial



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.

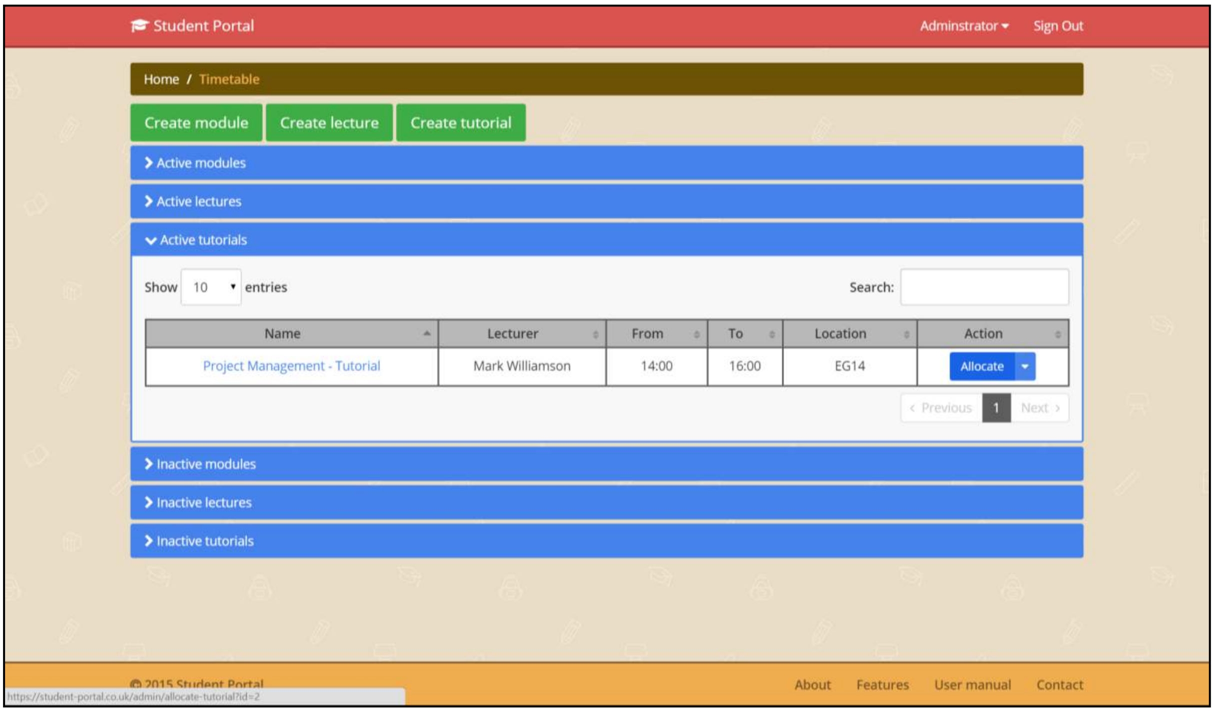


3. A prompt will appear asking you to confirm your action.
4. If you want to delete the tutorial, click on "Delete" button. If you don't want to delete the tutorial, click on the "Cancel".

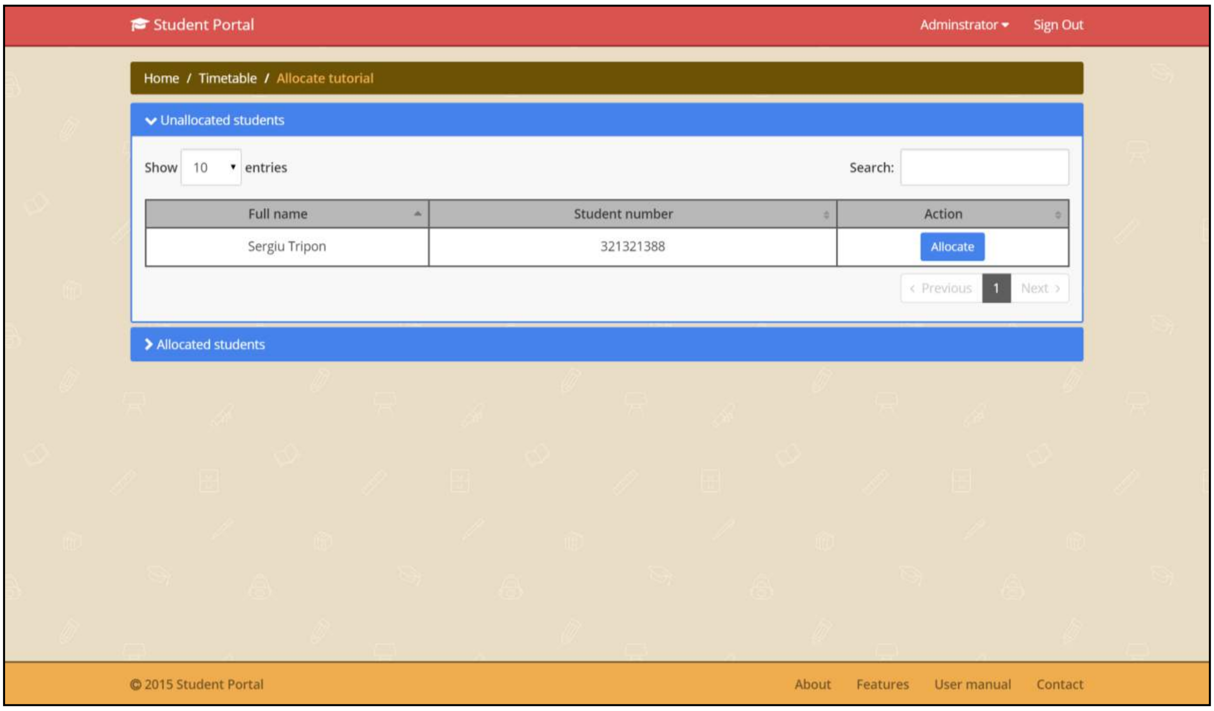


5. The prompt will disappear and the tutorial will be deleted. The tutorial cannot be restored.

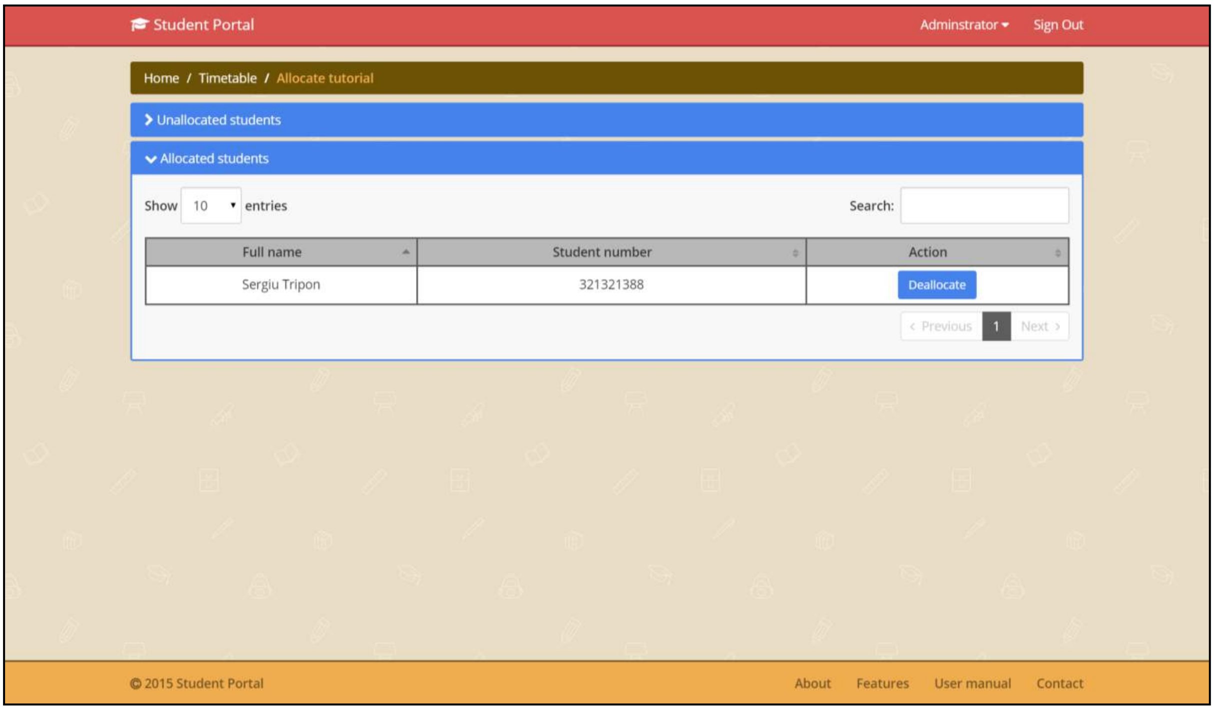
How to allocate a tutorial



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.

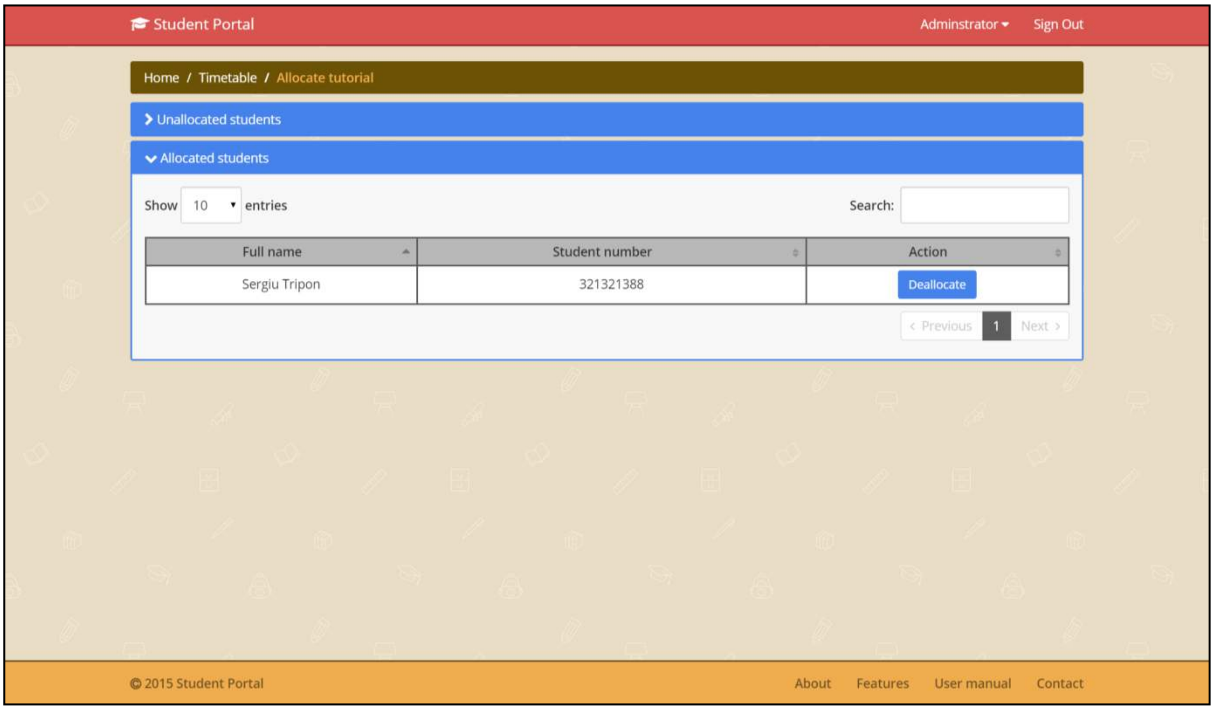


3. There will be a panel named “Unallocated students”. It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the “Allocate” button next to a specific student.

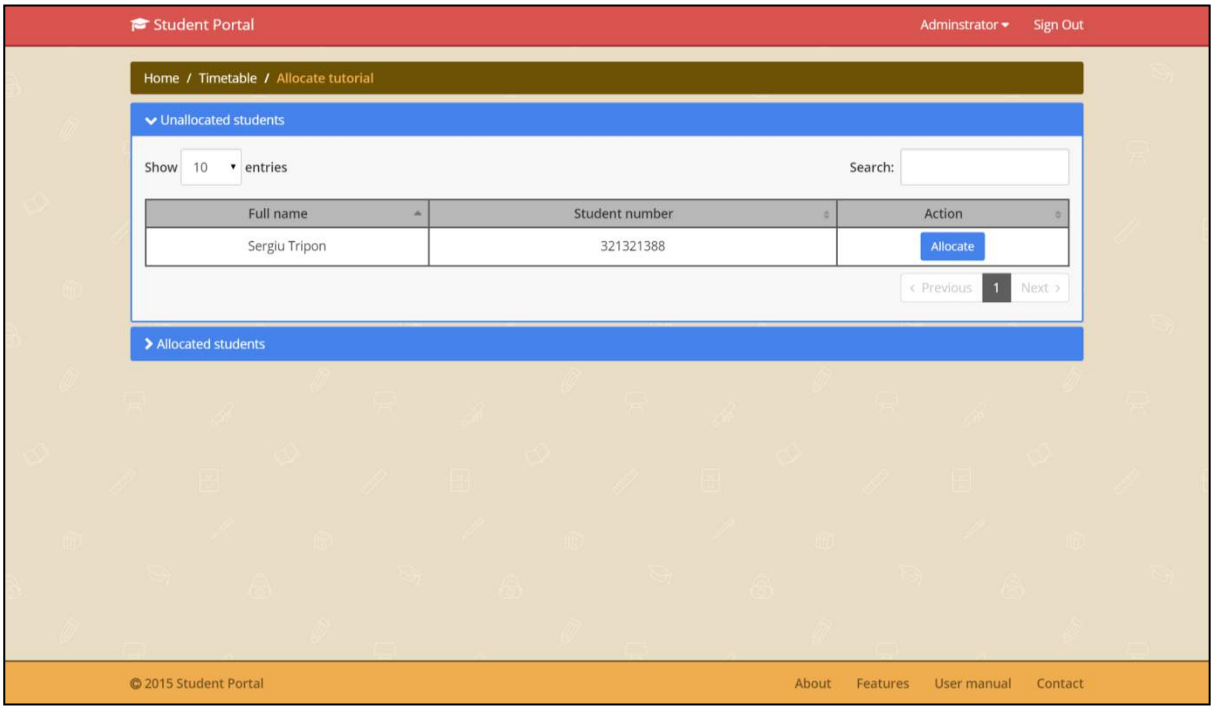


5. The student will disappear from the “Unallocated students” panel, and instead will be visible within the “Allocated students” panel.

How to deallocate a tutorial



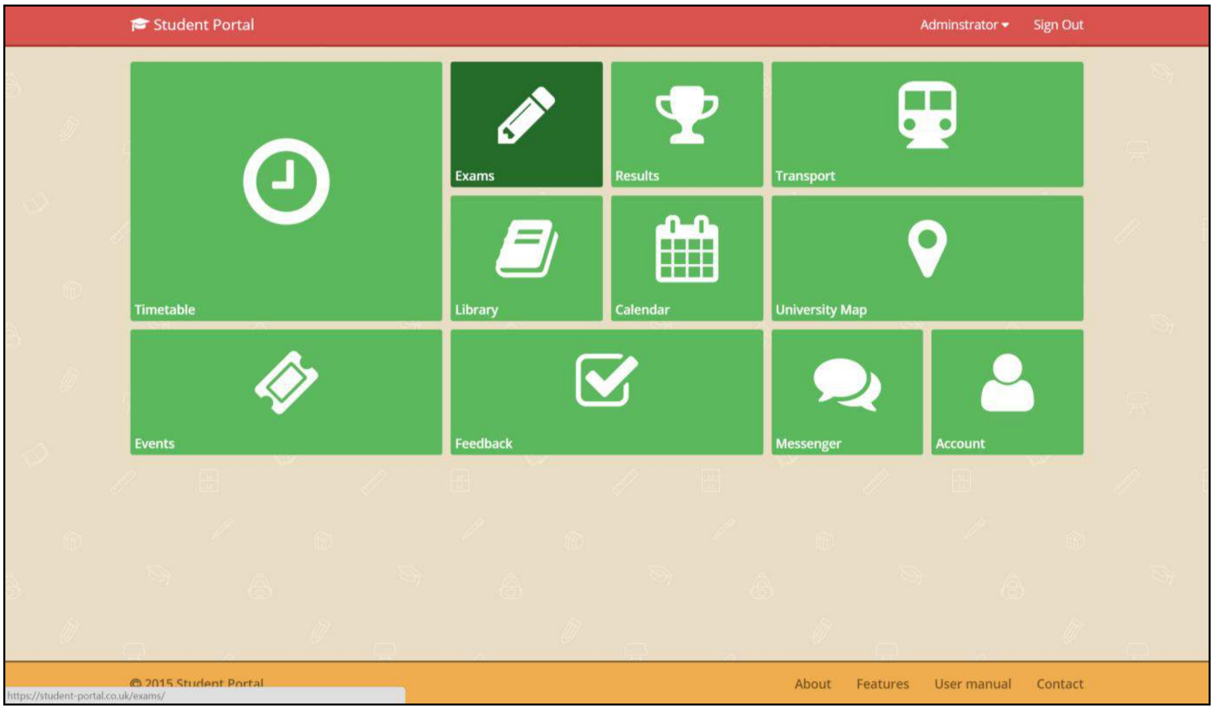
1. There will be a panel for “Allocated students” modules. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.



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

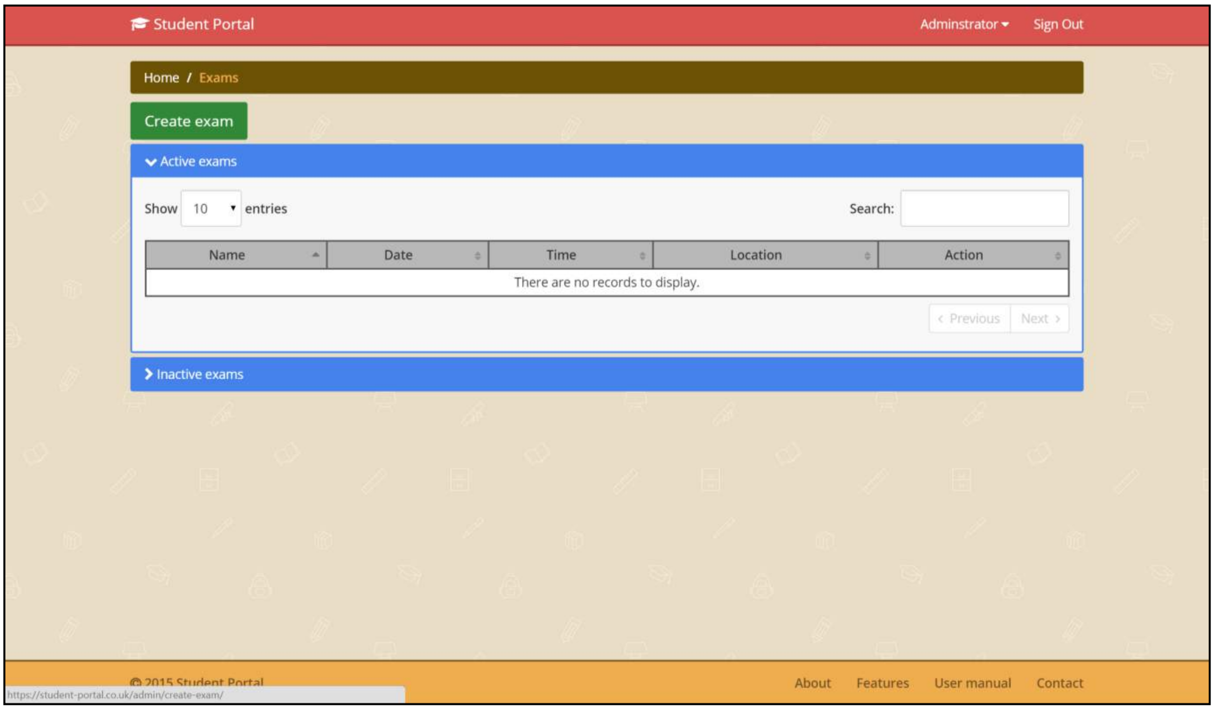
Exams

How to access the Exams area

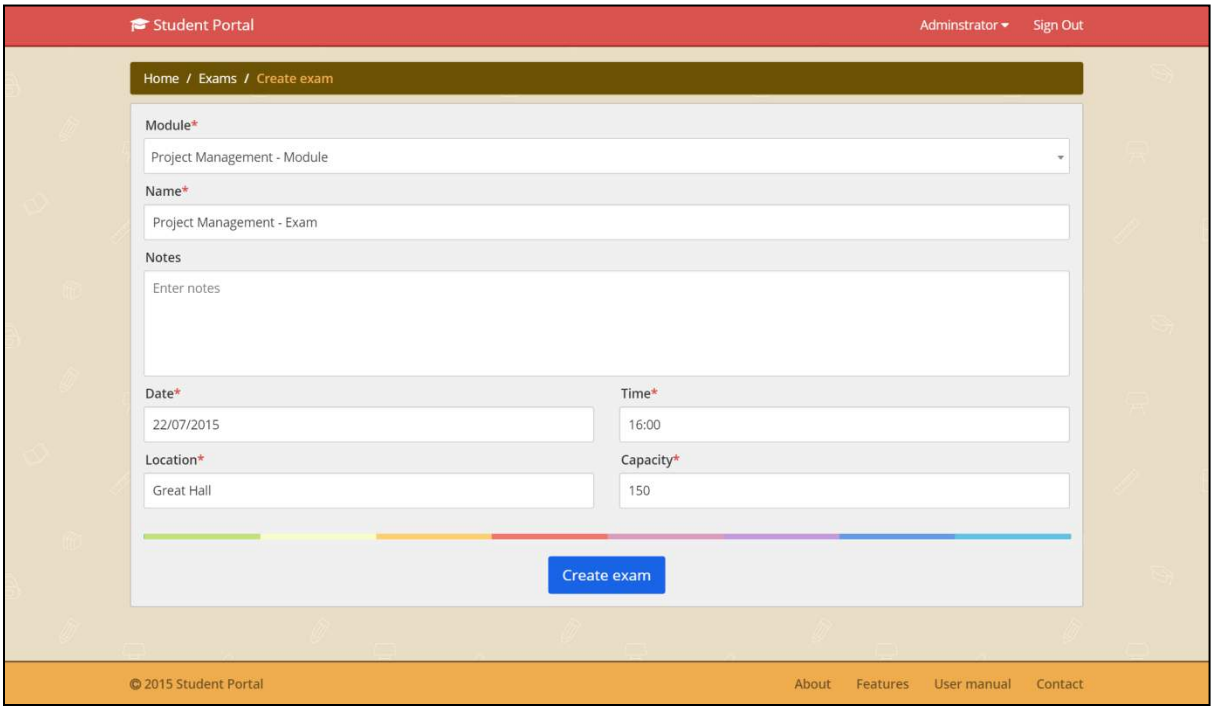


1. Click on the “Exams” tile from the Home page.

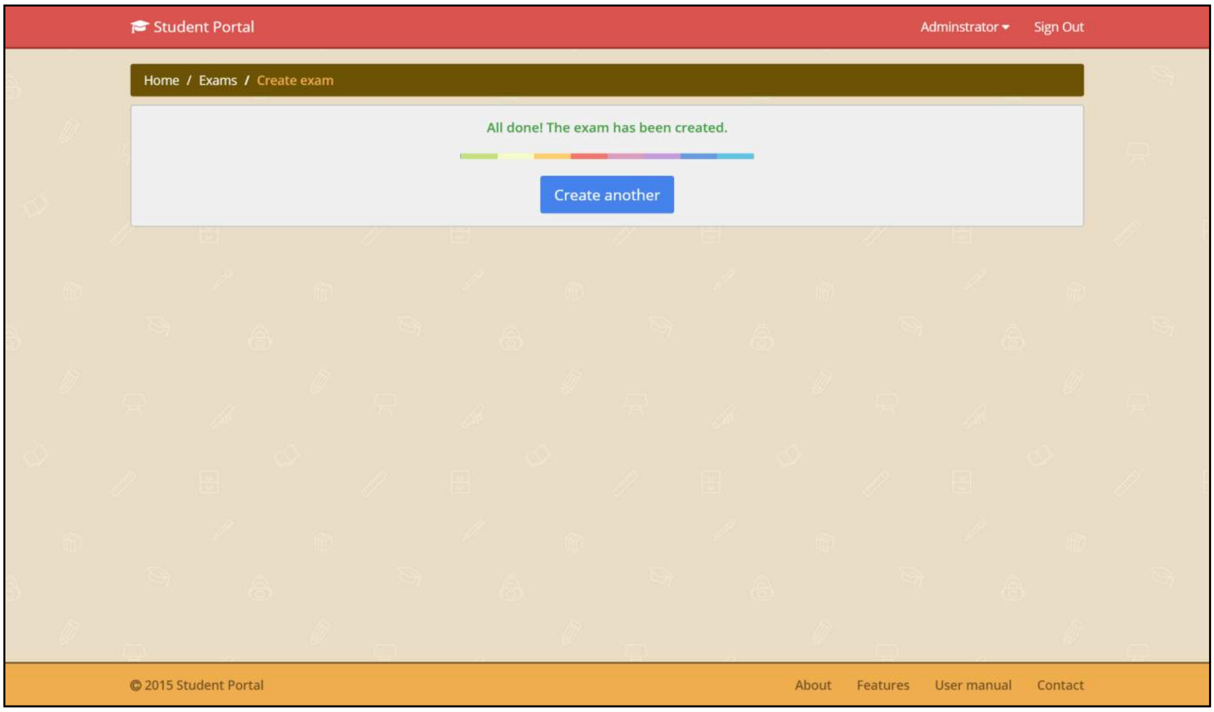
How to create an exam



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.

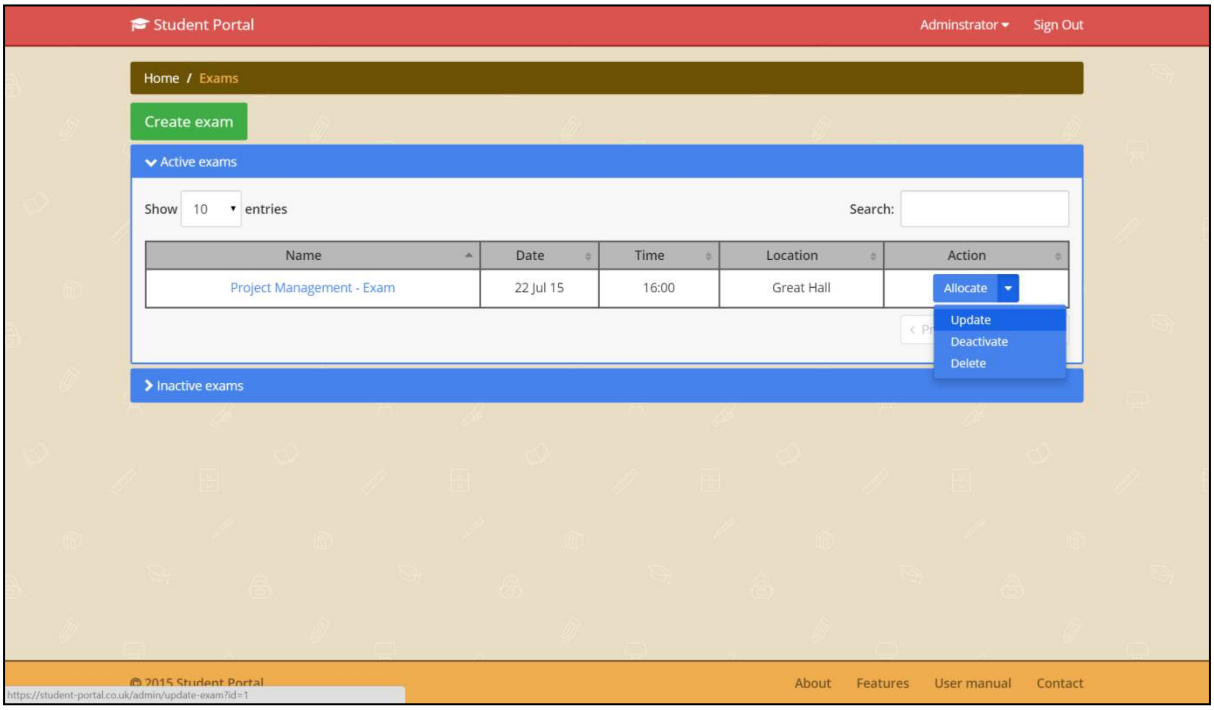


3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the “Create tutorial” button.

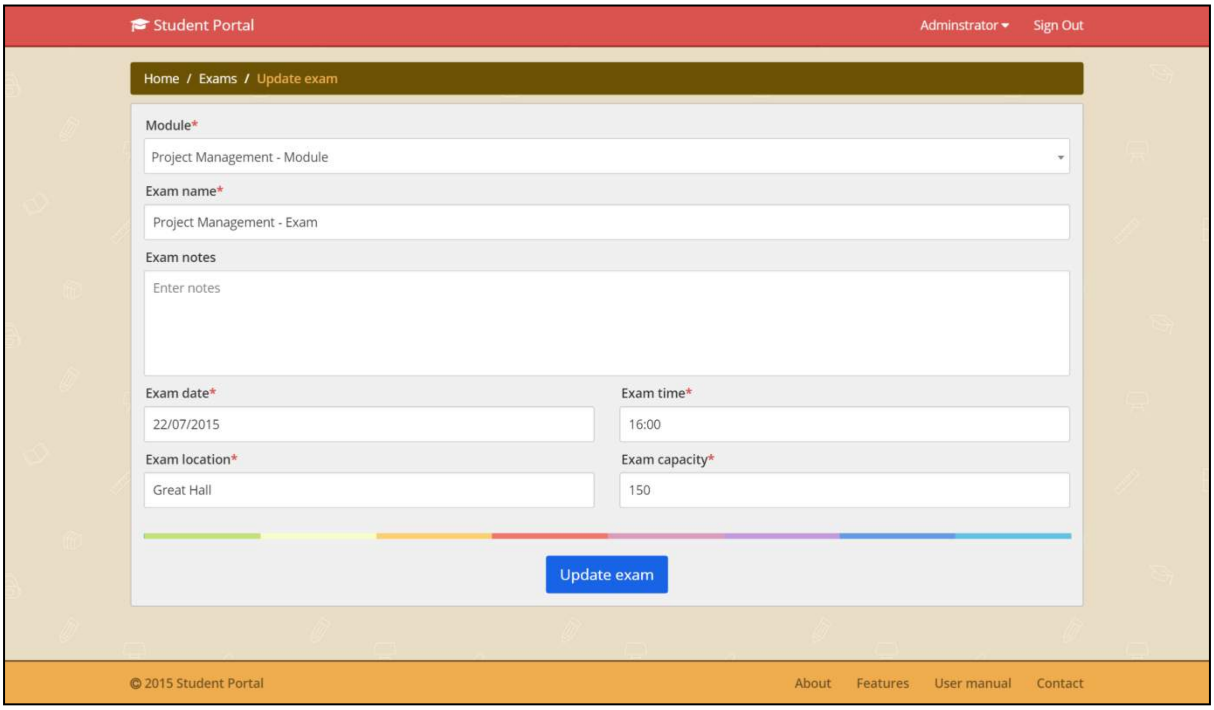


6. A confirmation message will appear on the screen confirming the action has been completed.

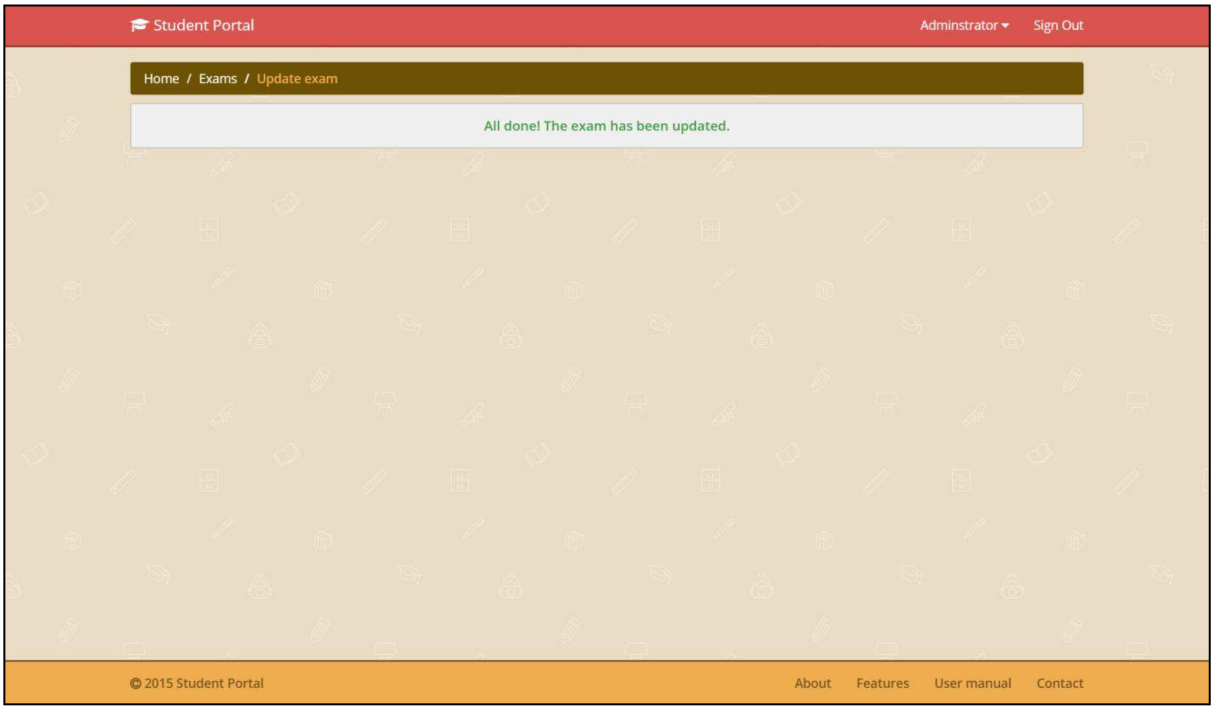
How to update an exam



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

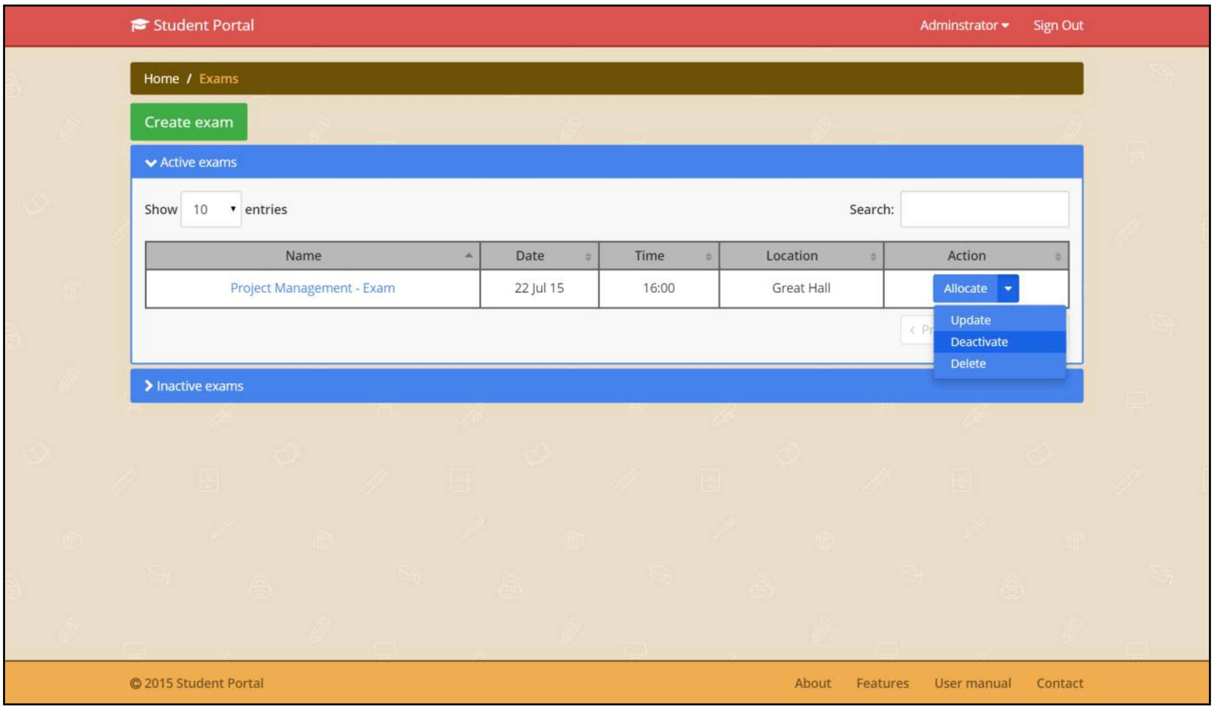


2. You will be redirected to a form.
3. Update the desired fields.
4. Click on the "Update exam" button.

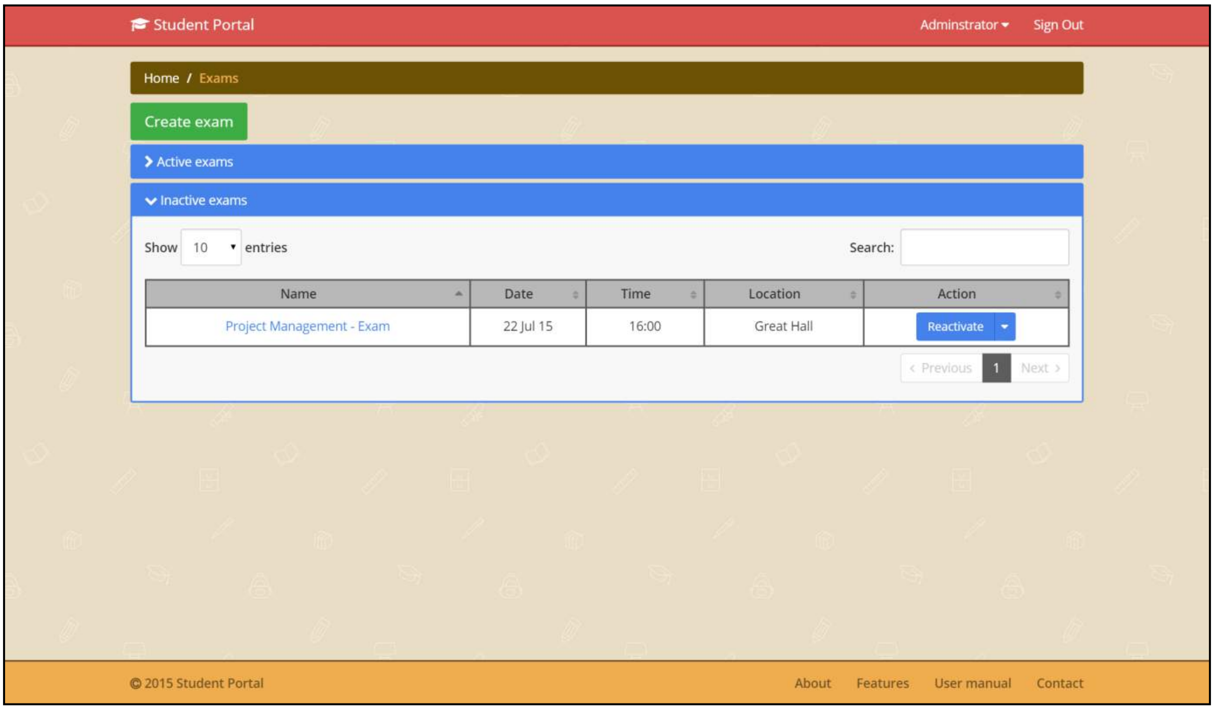


5. A confirmation message will appear on the screen, confirming the action has been completed.

How to deactivate an exam

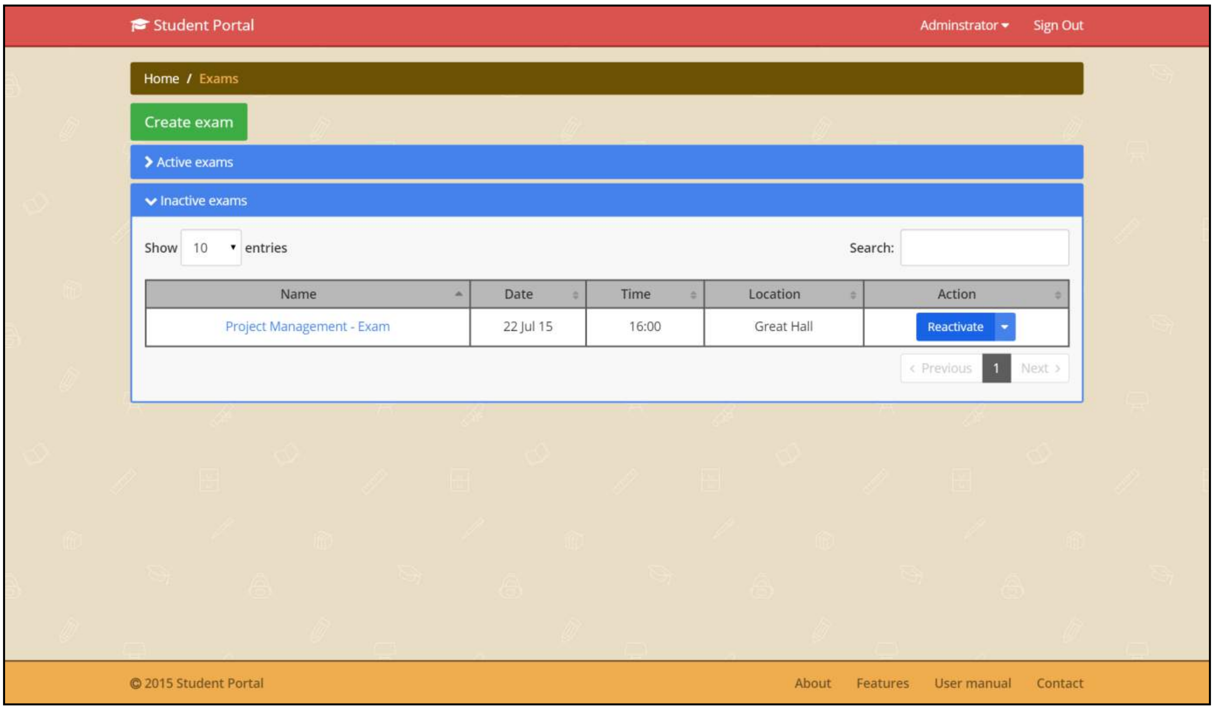


1. There will be a panel named “Active exams”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate” button next to a specific exam.

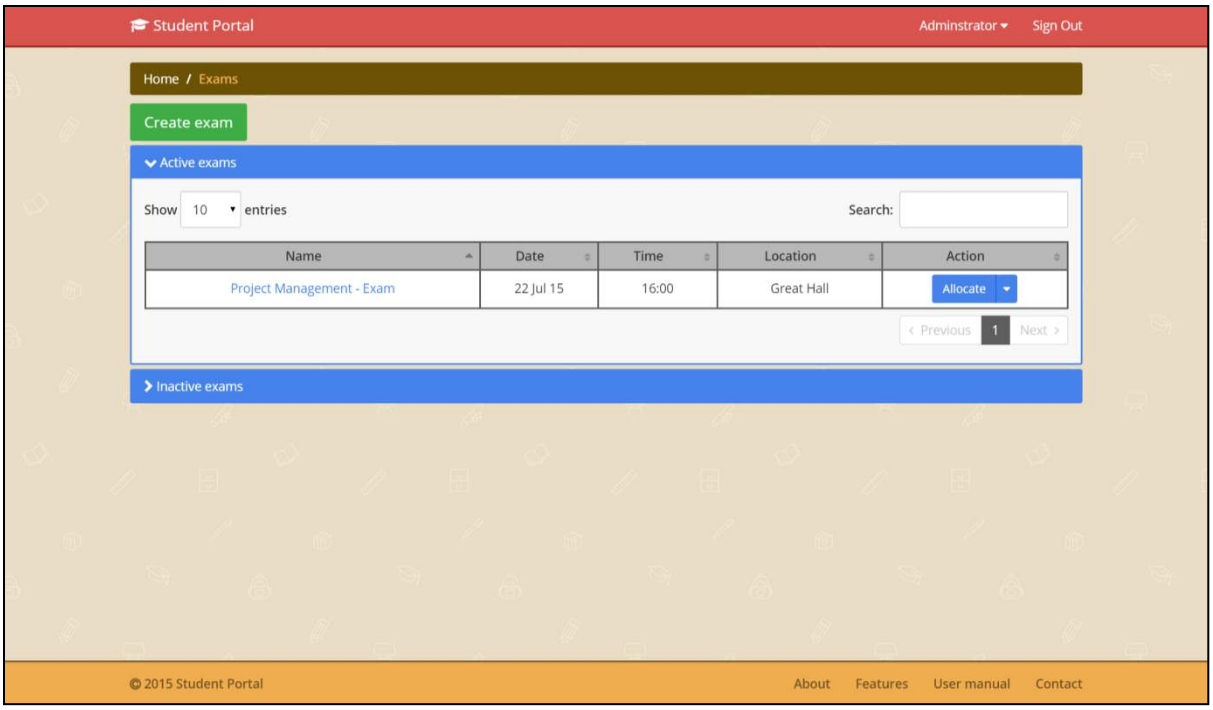


3. The exam will disappear from the “Active exams” panel, and instead will be visible within the “Inactive exams” panel.

How to reactivate an exam

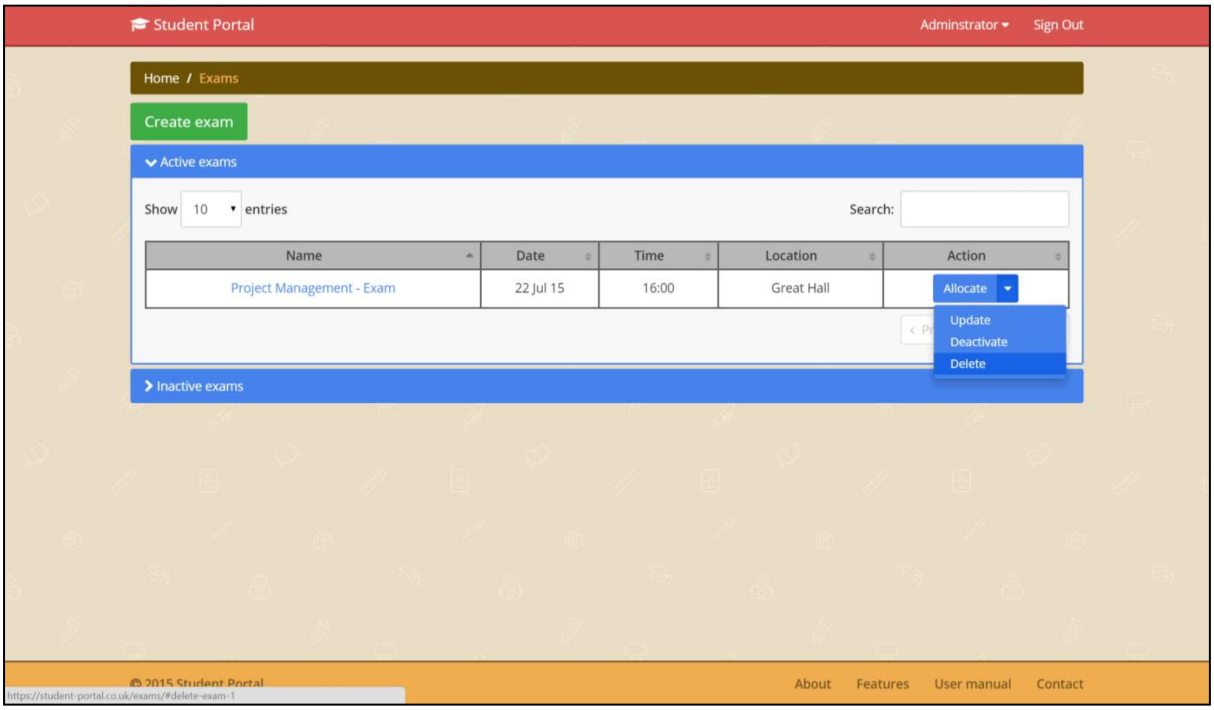


1. There will be a panel for “Inactive exams”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific exam.

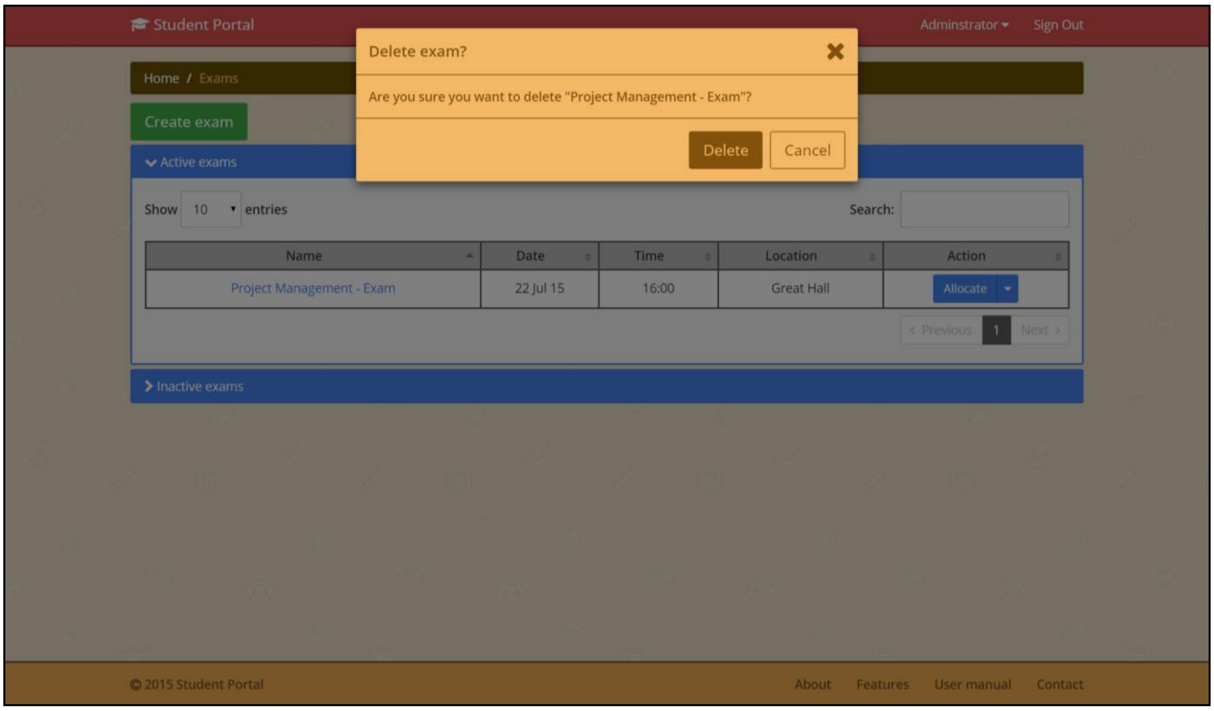


3. The exam will disappear from the “Inactive exams” panel, and instead will be visible within the “Active exams” panel.

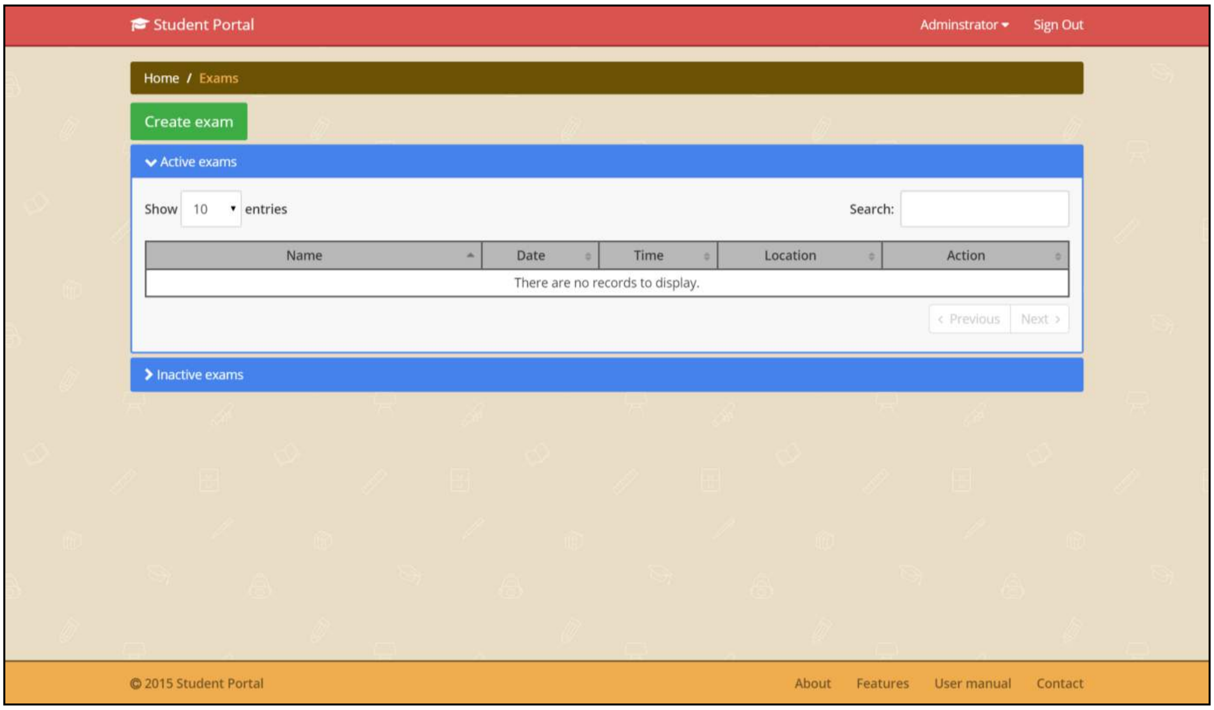
How to delete an exam



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.

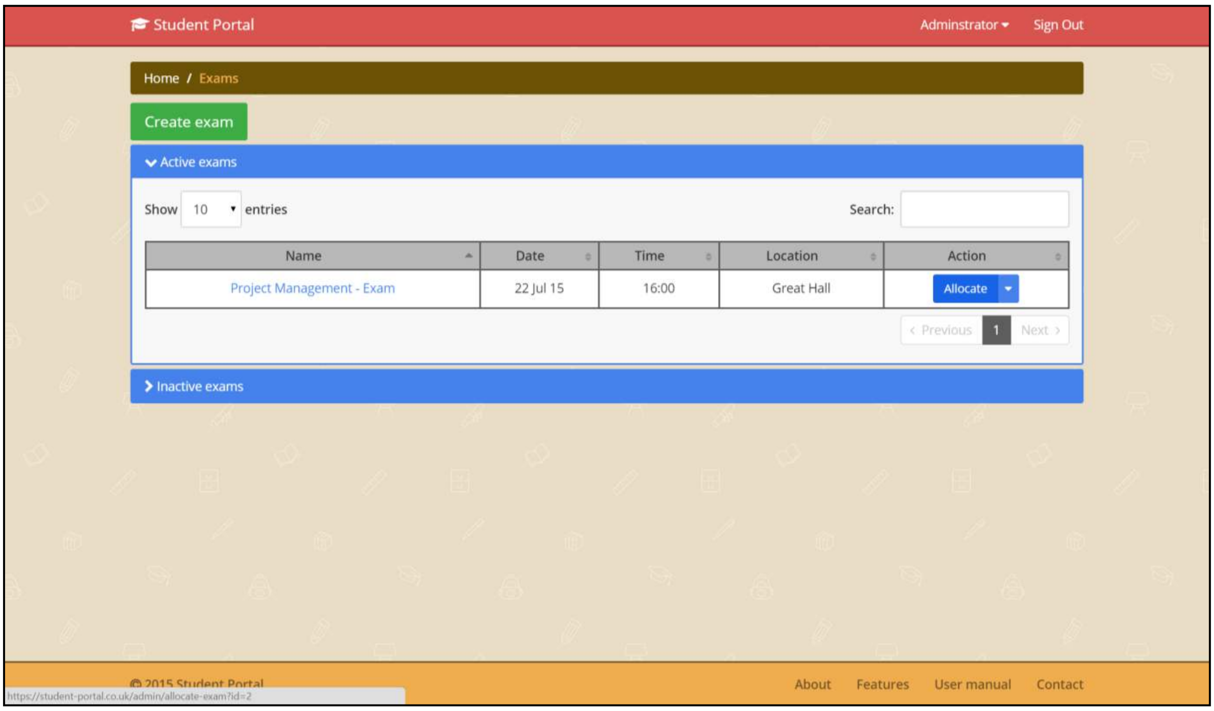


3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on the "Delete" button. If you don't want to delete the exam, click on the "Cancel" button.

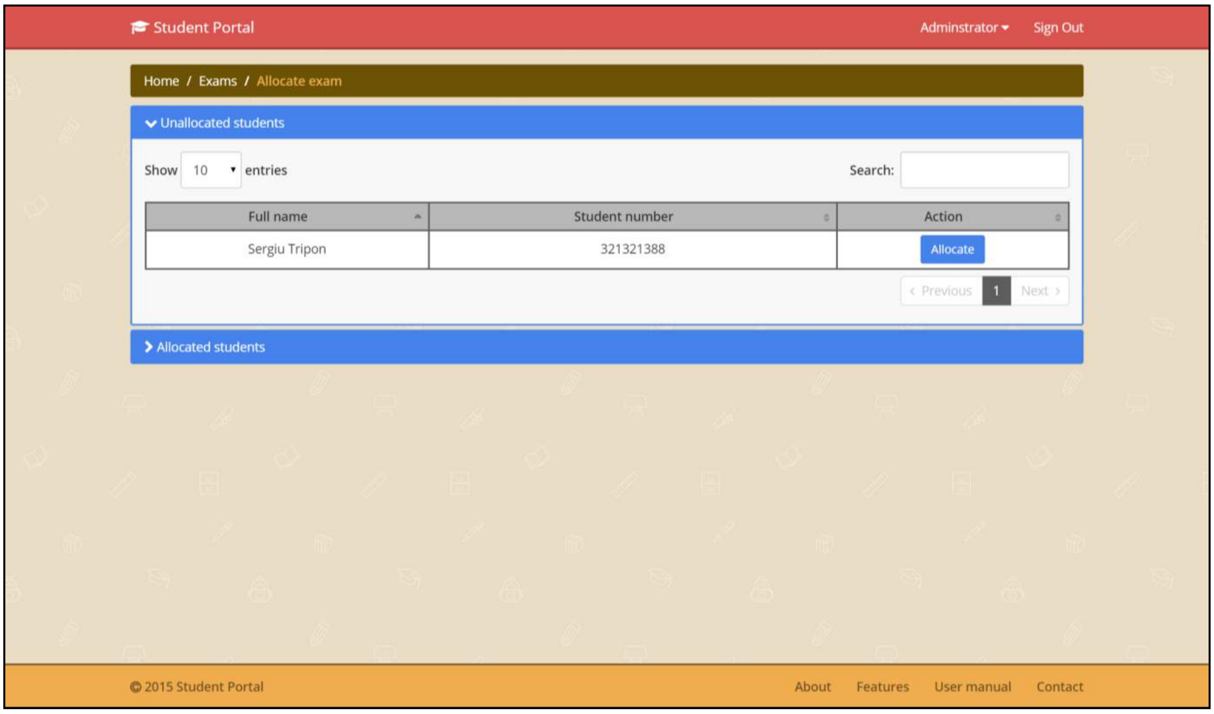


5. The prompt will disappear and the exam will be deleted. The exam cannot be restored.

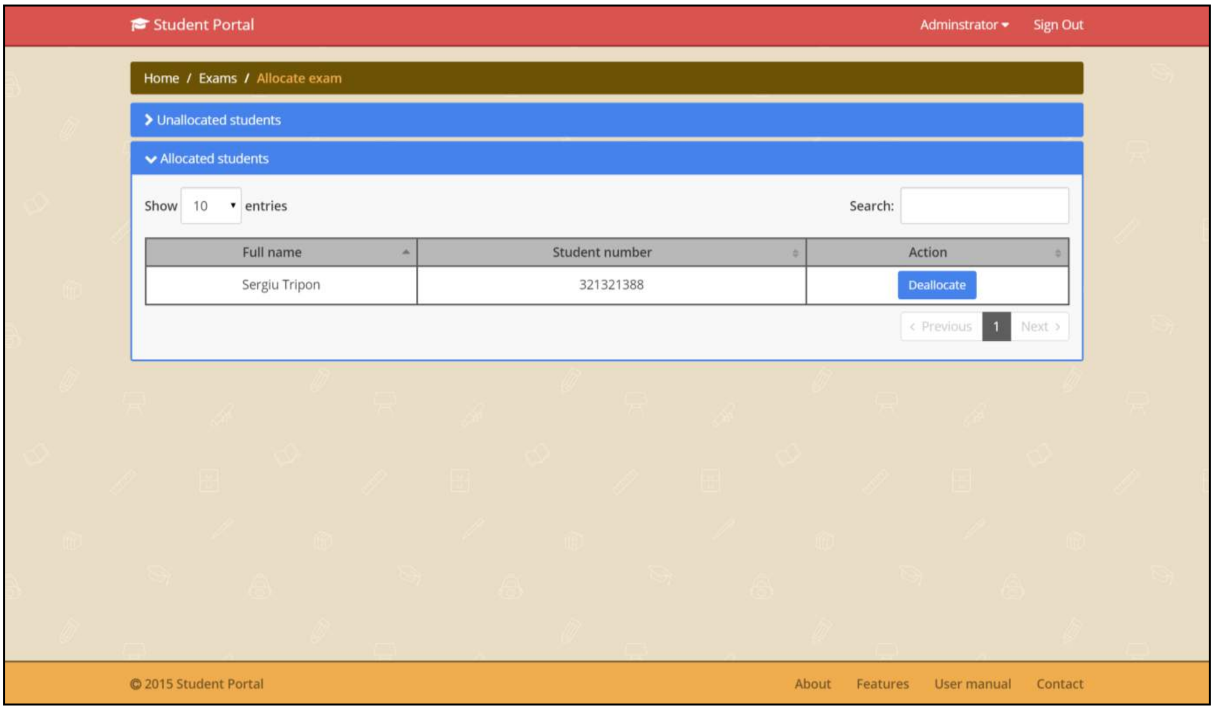
How to allocate an exam



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.

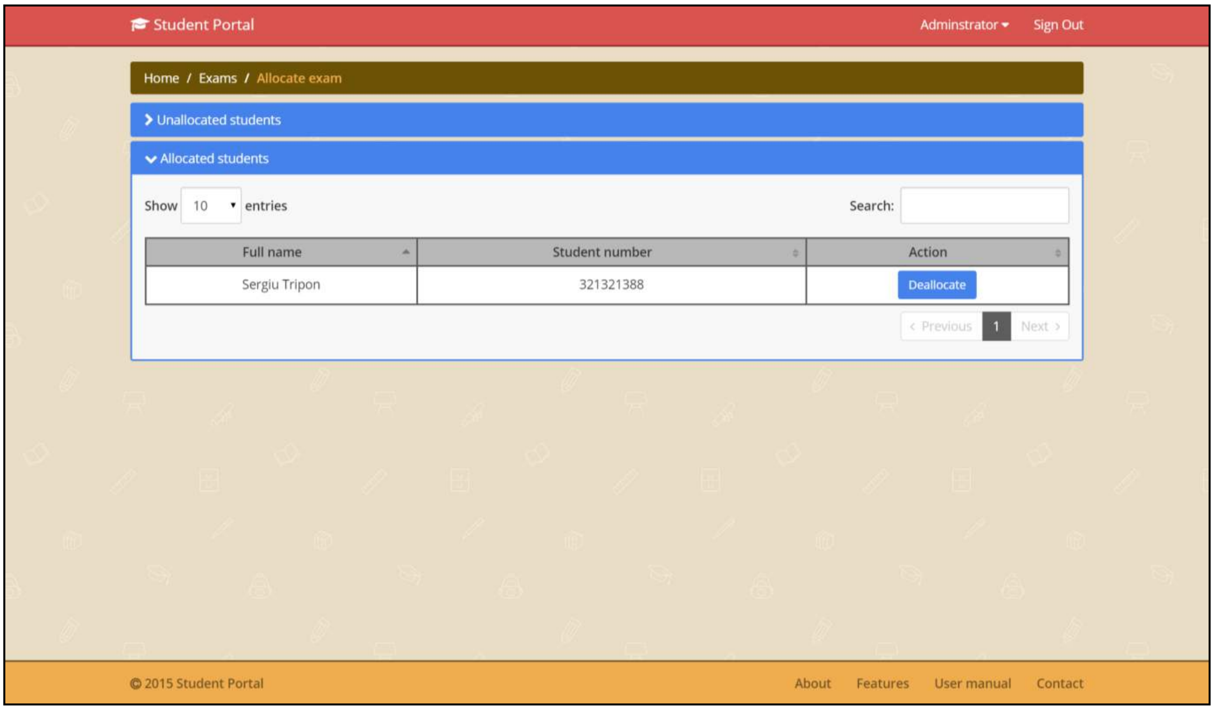


3. There will be a panel for "Unallocated students". It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the "Allocate" button next to a specific student.

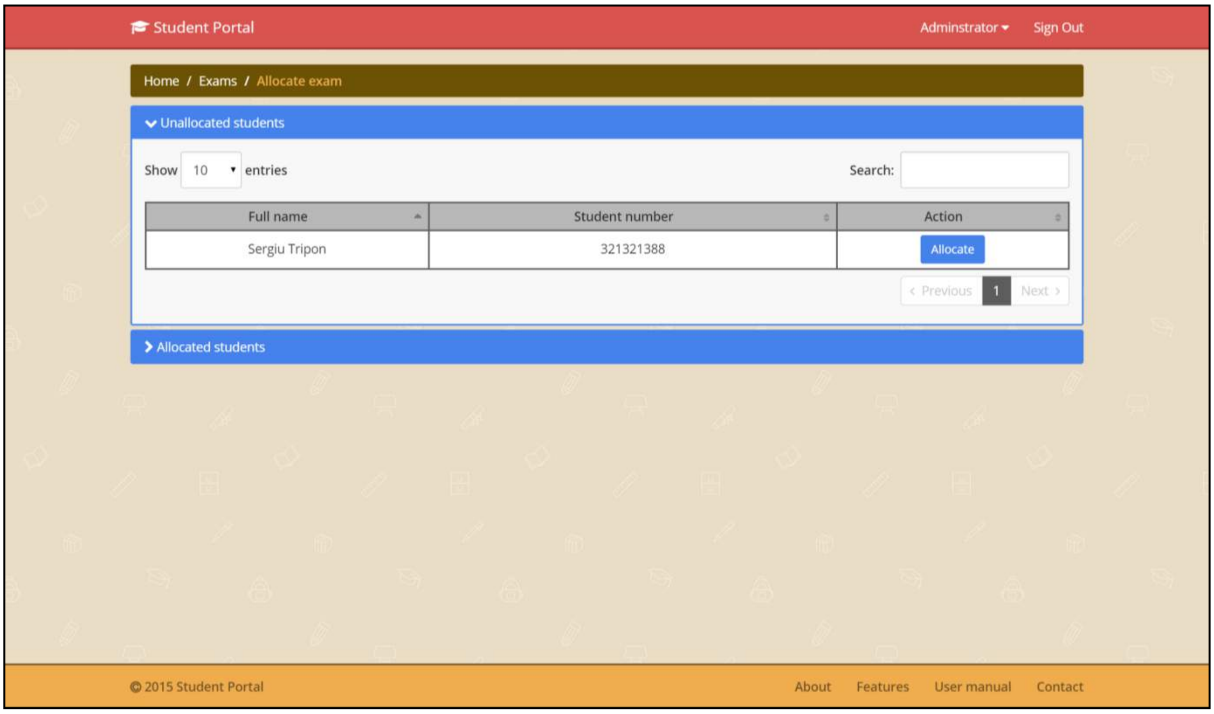


5. The student will disappear from the "Unallocated students" panel, and instead will be visible within the "Allocated students" panel.

How to deallocate an exam



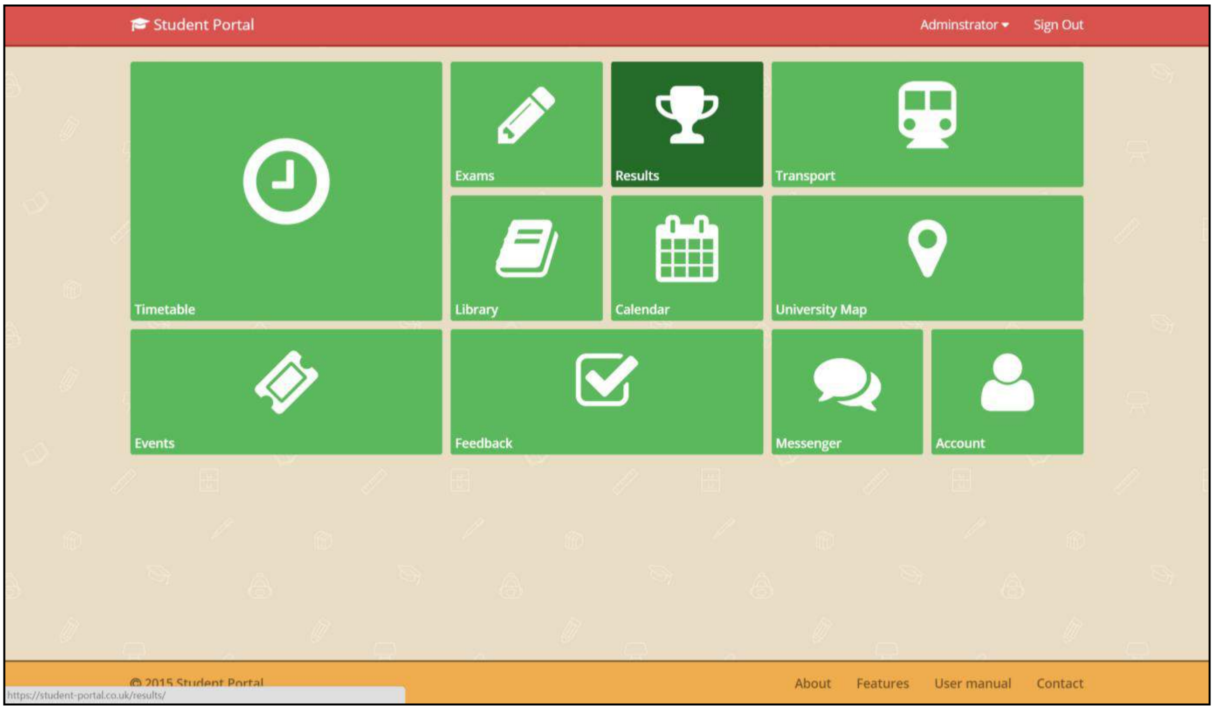
1. There will be a panel for “Allocated students” modules. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.



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

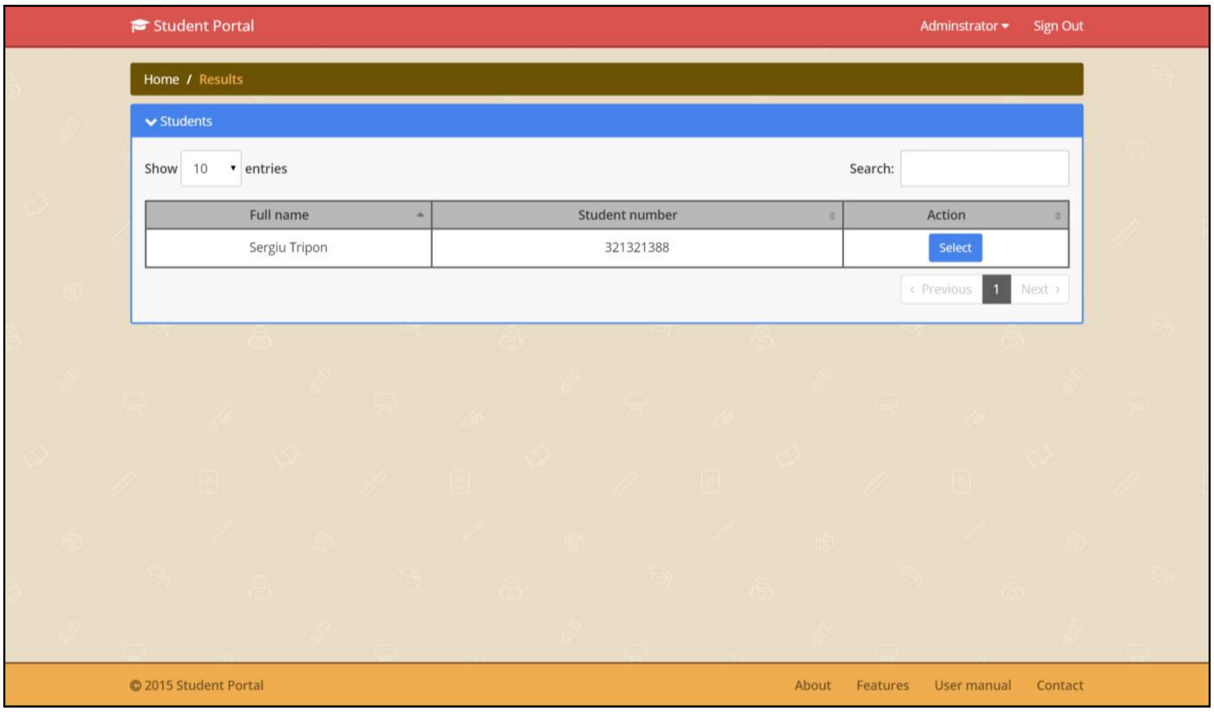
Results

How to access the Results area

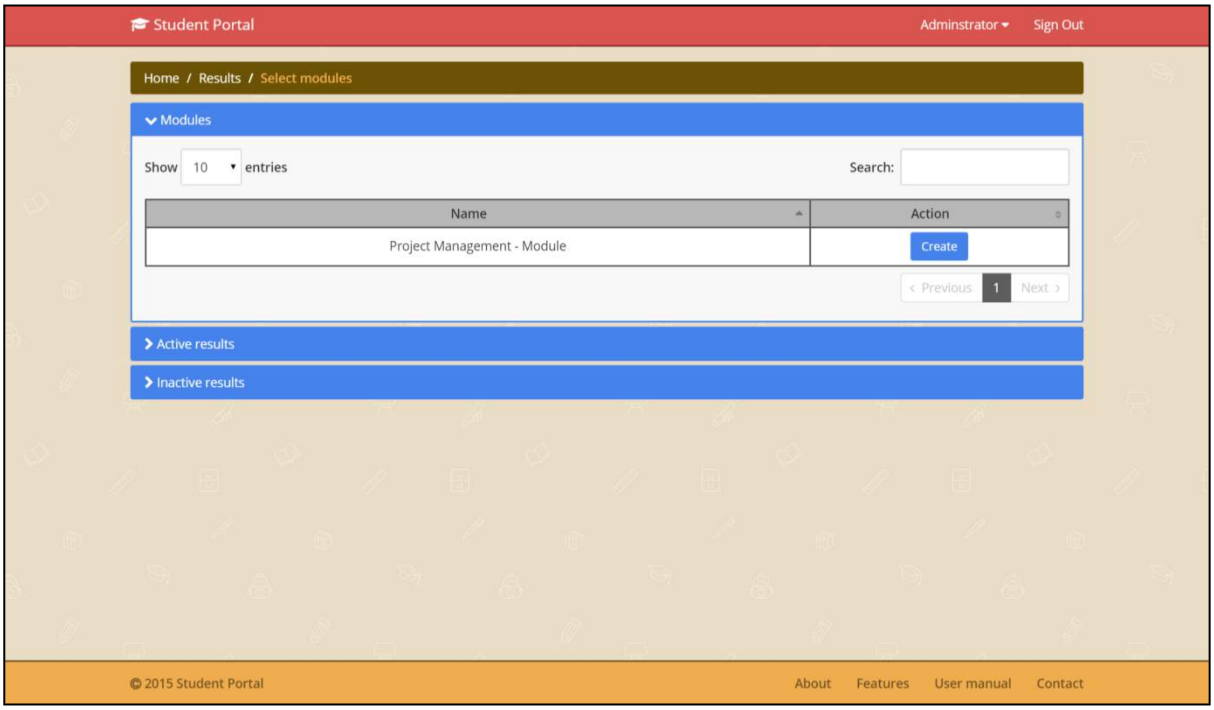


1. Click on the "Results" tile from the Home page.

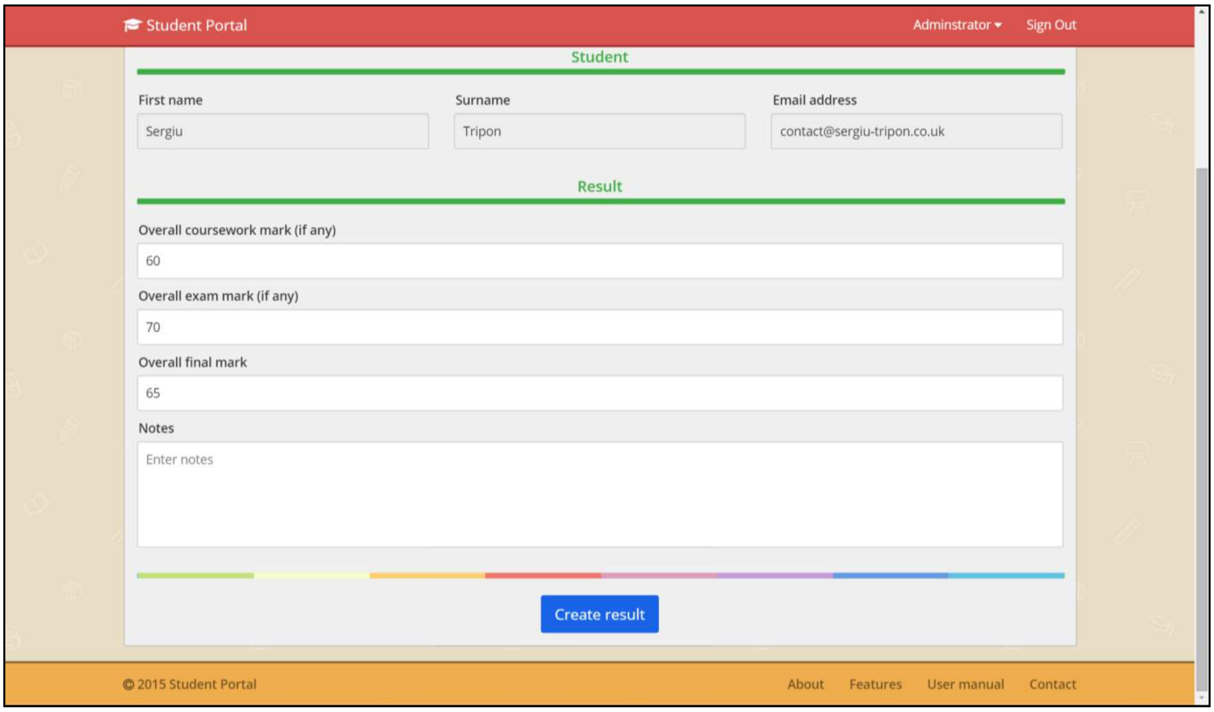
How to create a result



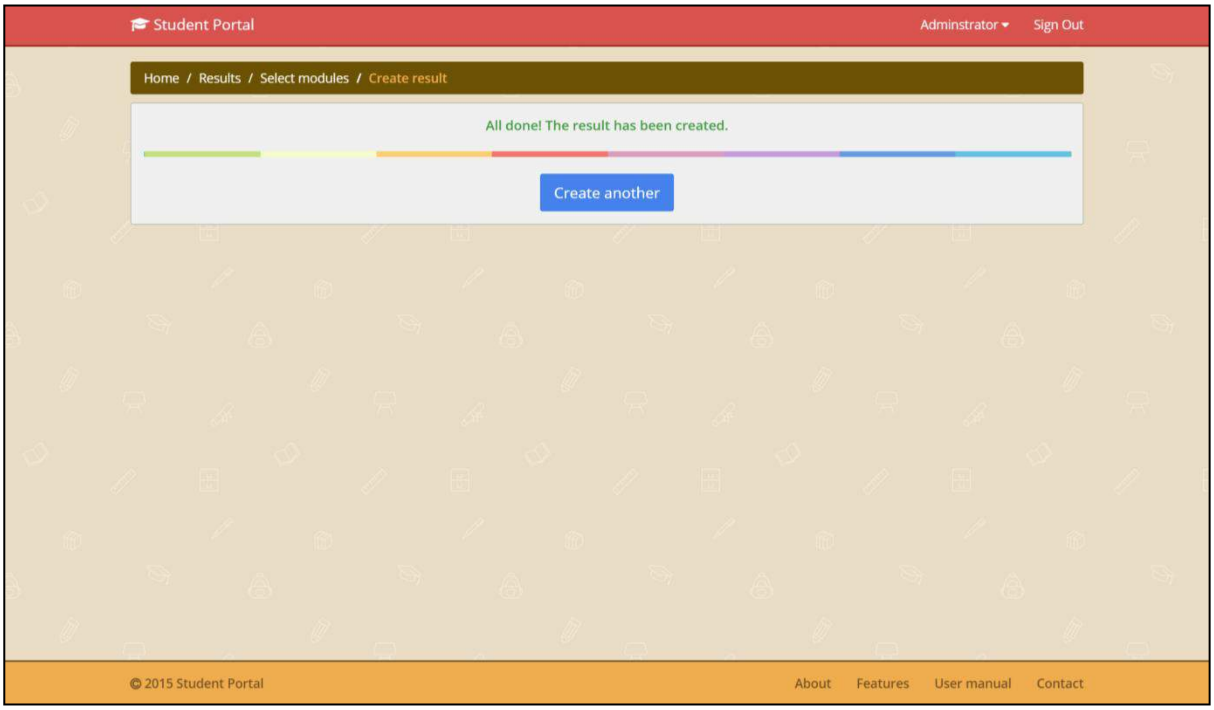
1. There will be a panel named "Students". It will be expanded by default, but you can minimise it by clicking on its title.
2. Click on the "Select" button next to a specific student.



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.

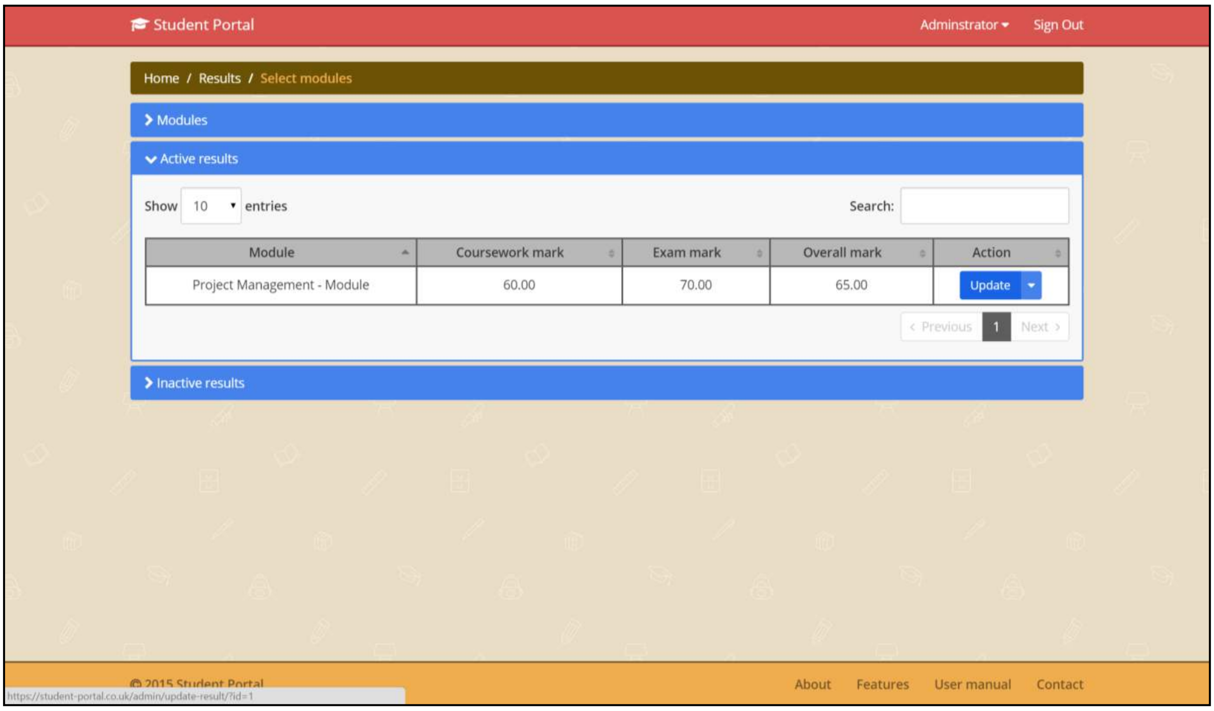


5. You will be redirected to a form.
6. Complete the required fields.
7. Click on the "Create result" button.

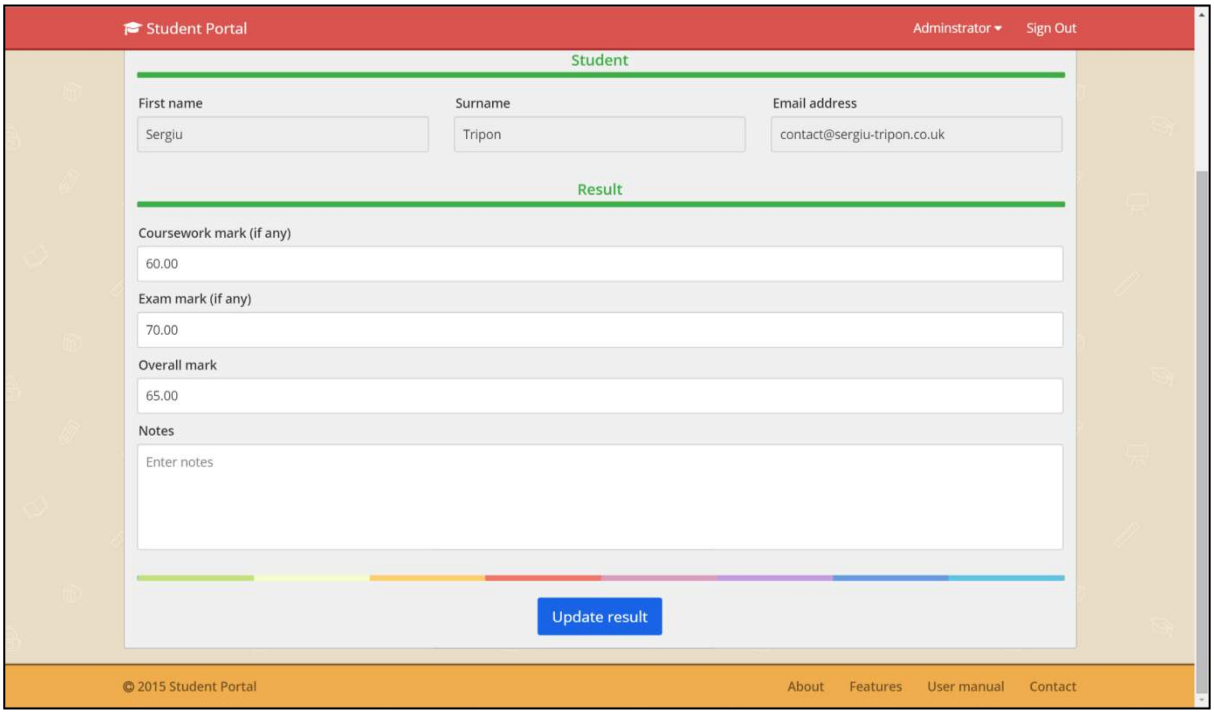


8. A confirmation message will appear on the screen confirming the action has been completed.

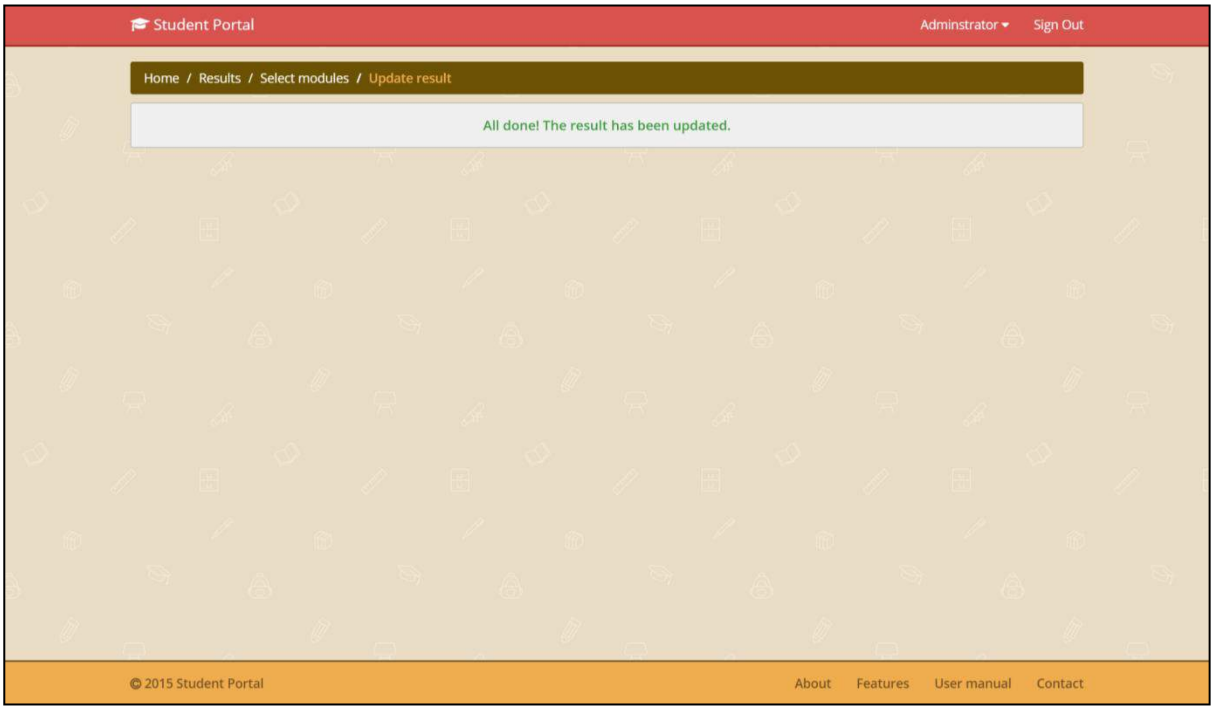
How to update a result



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.

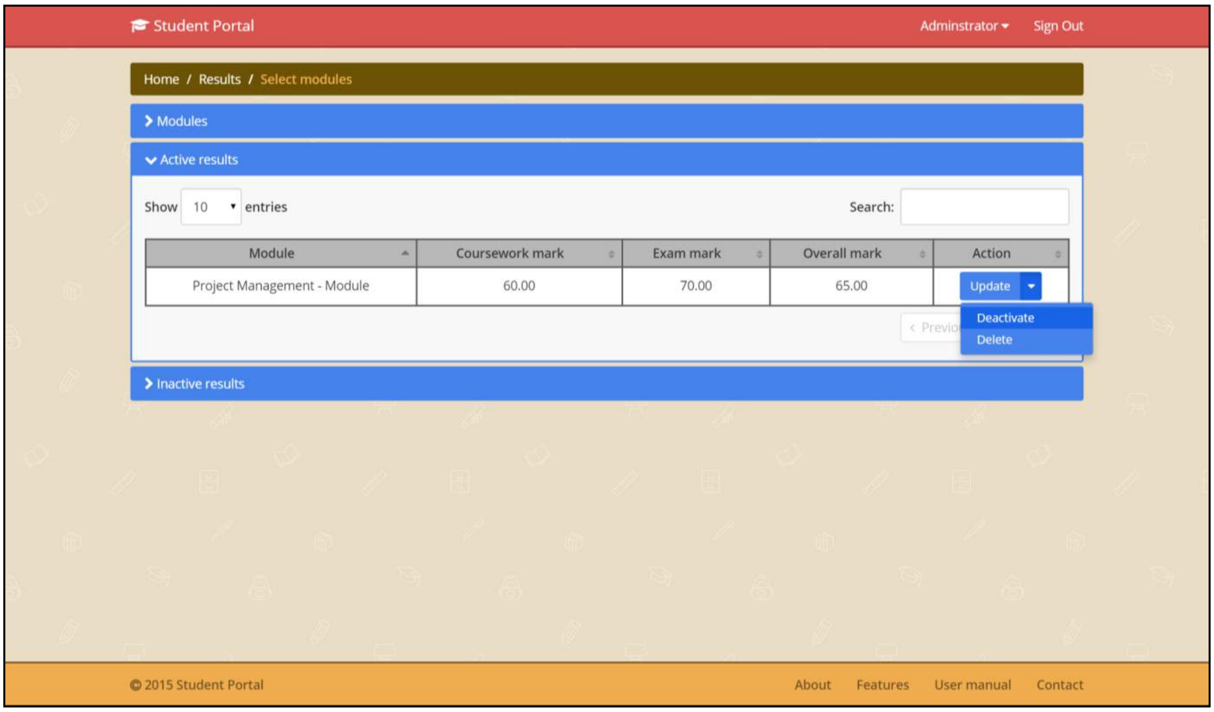


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the "Update result" button.

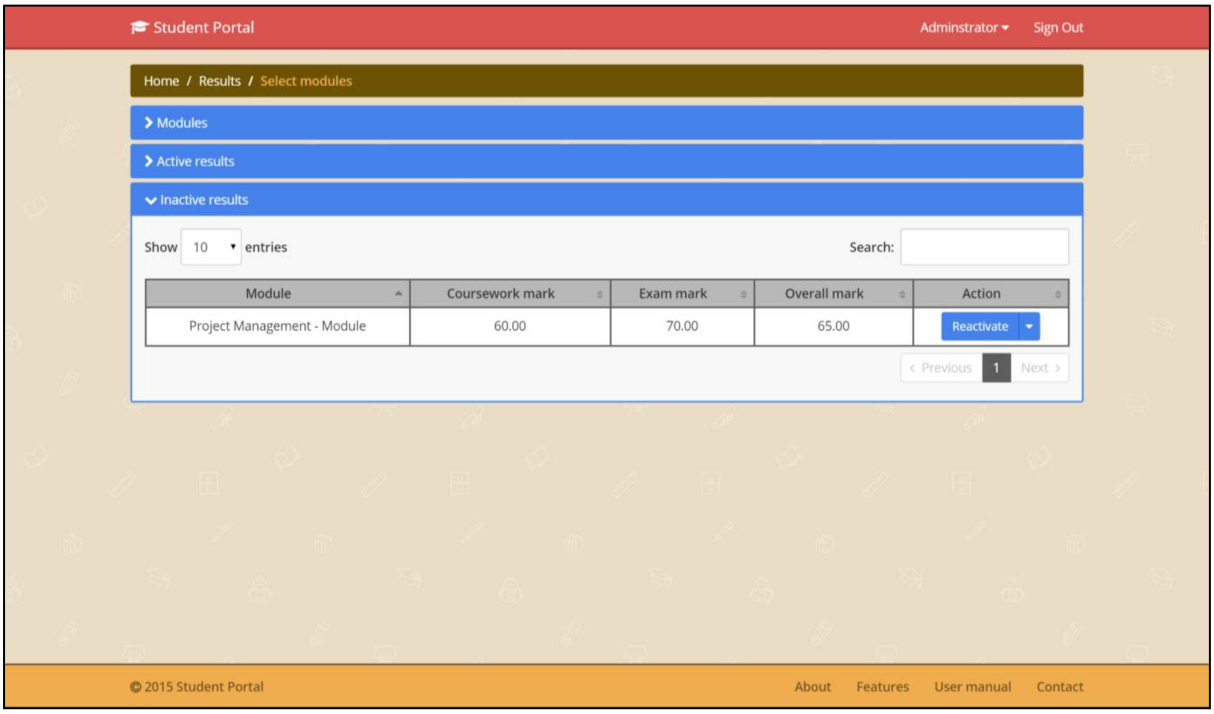


6. A confirmation message will appear on the screen, confirming the action has been completed.

How to deactivate a result

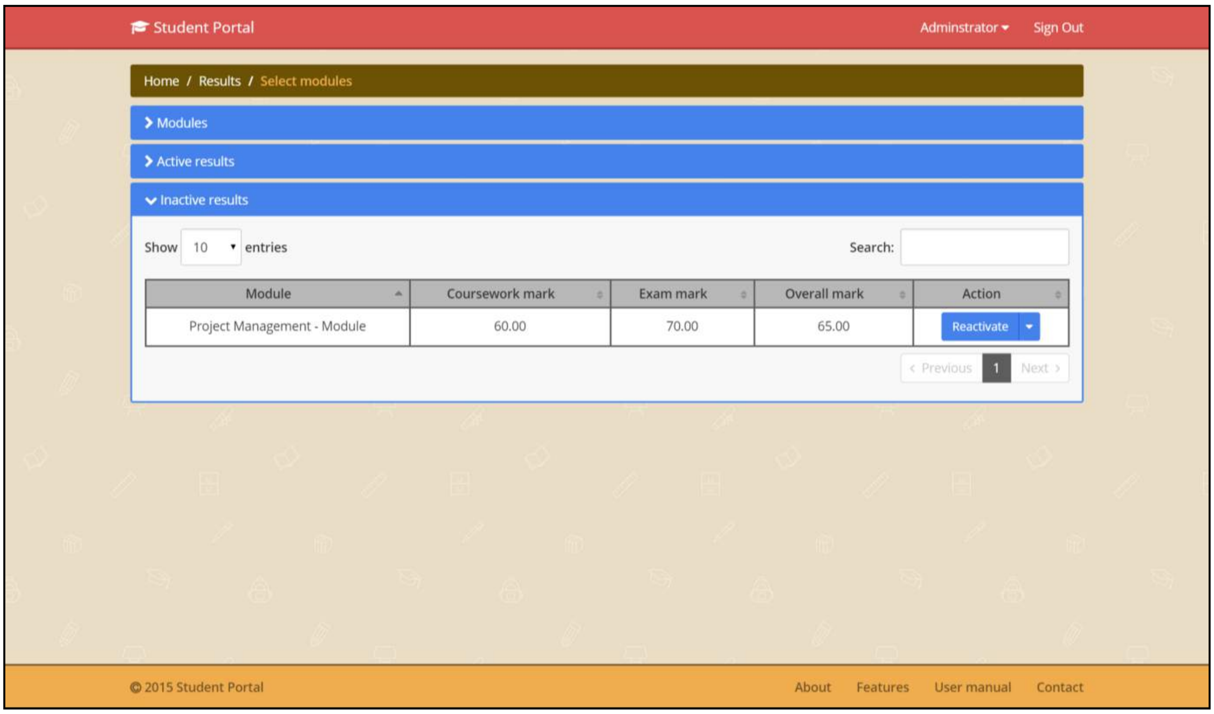


1. There will be a panel named "Active results". It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the "Deactivate" button next to a specific result.

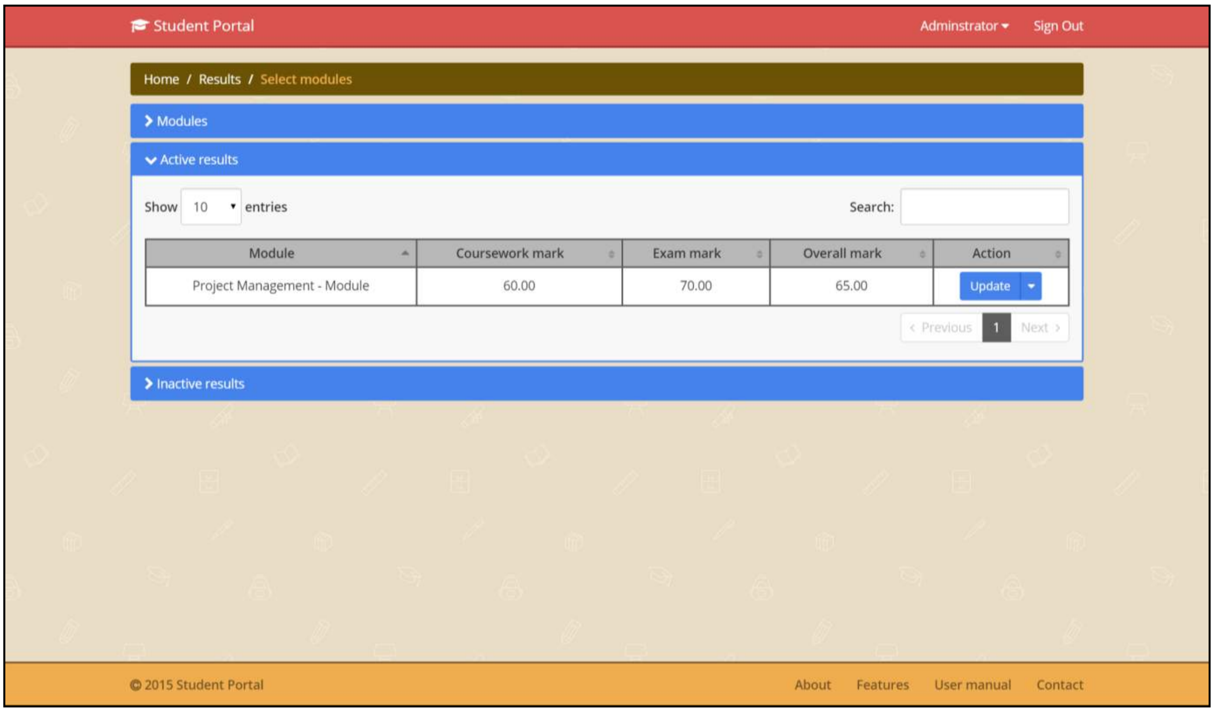


3. The result will disappear from the "Active results" panel, and instead will be visible within the "Inactive results" panel.

How to reactivate a result

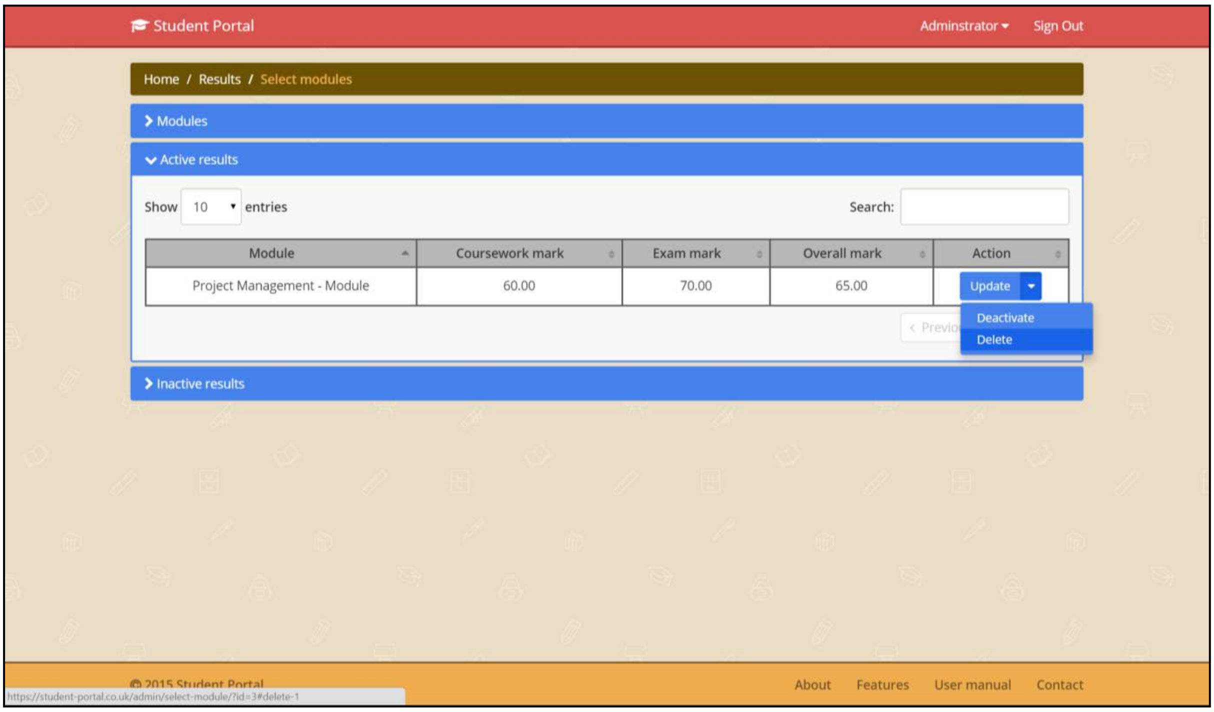


1. There will be a panel named “Inactive results”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific result.

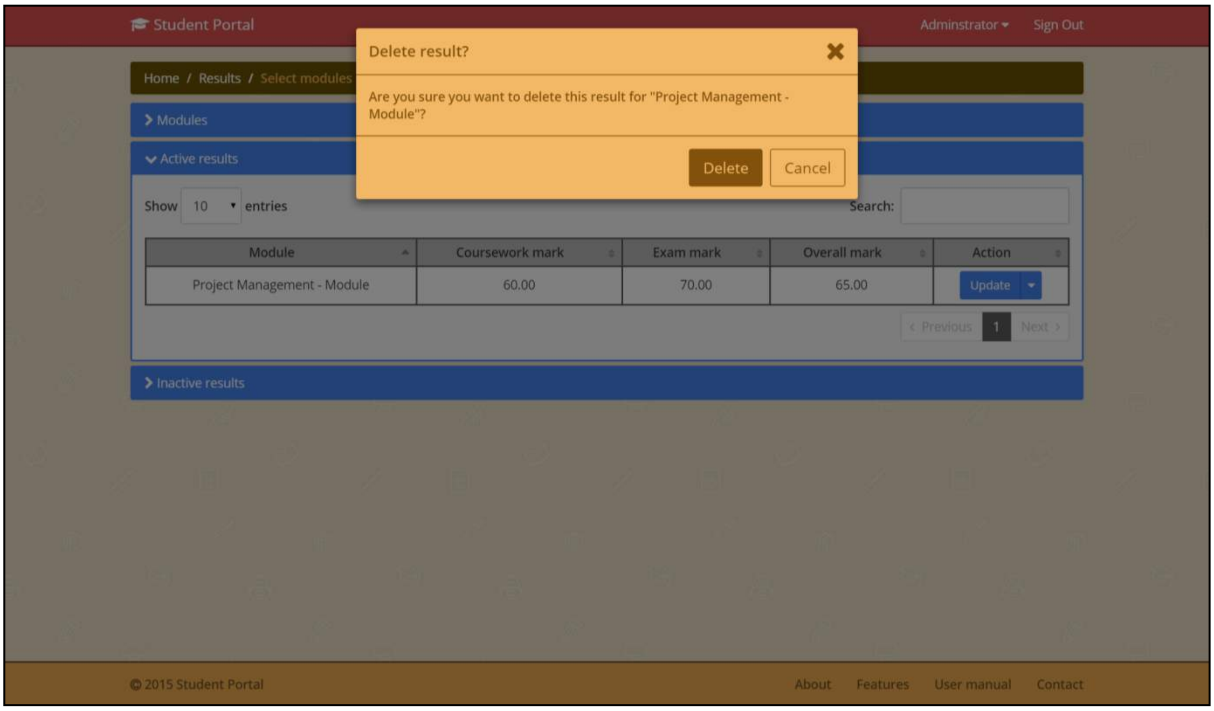


3. The result will disappear from the “Inactive results” panel, and instead will be visible within the “Active results” panel.

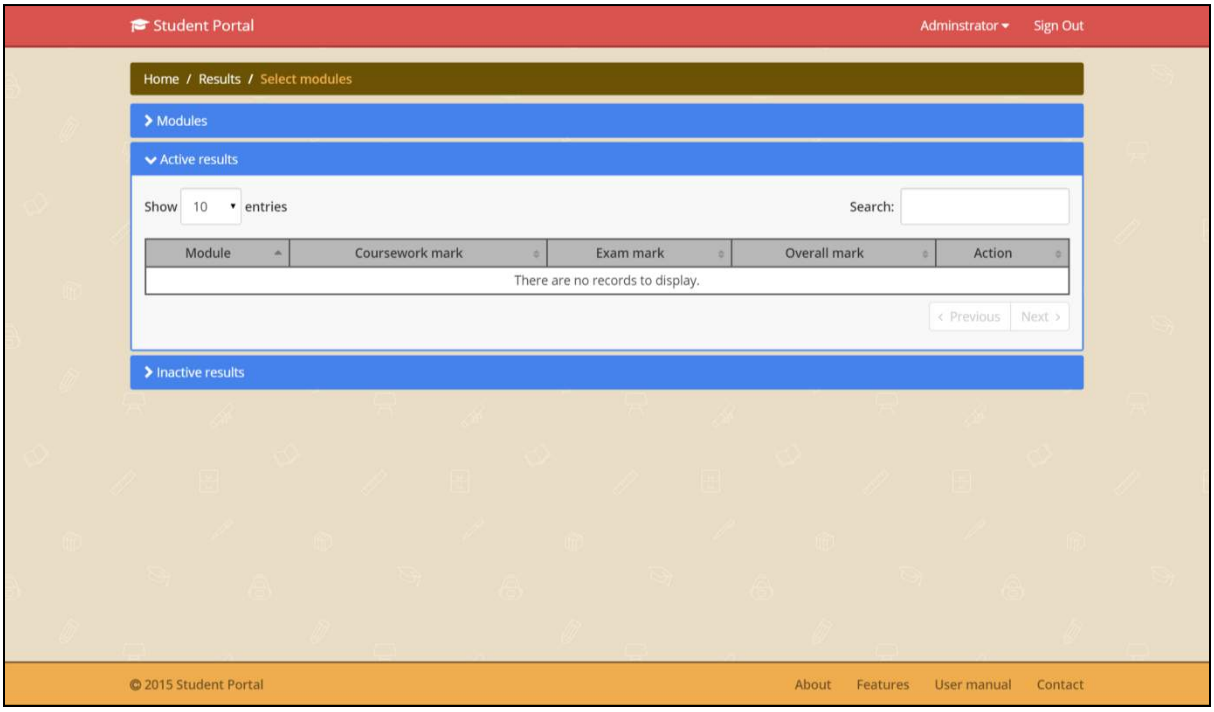
How to delete a result



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.



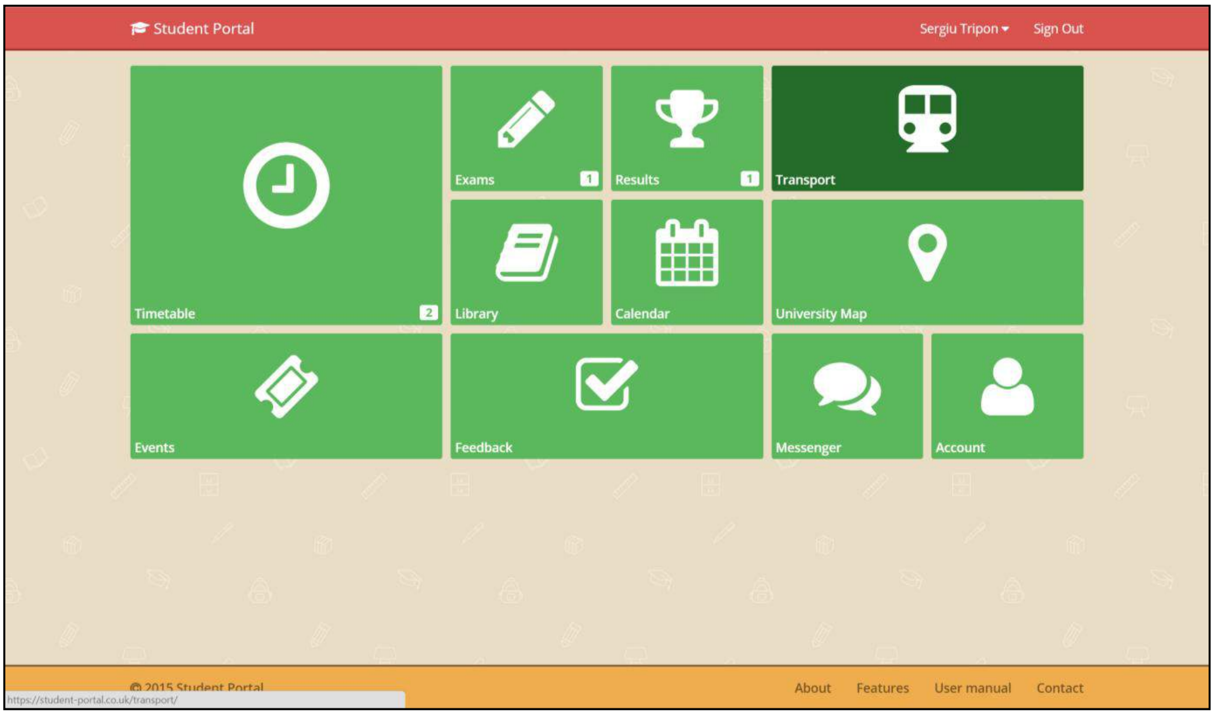
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on the “Delete” button. If you don’t want to delete the exam, click on the “Cancel” button.



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

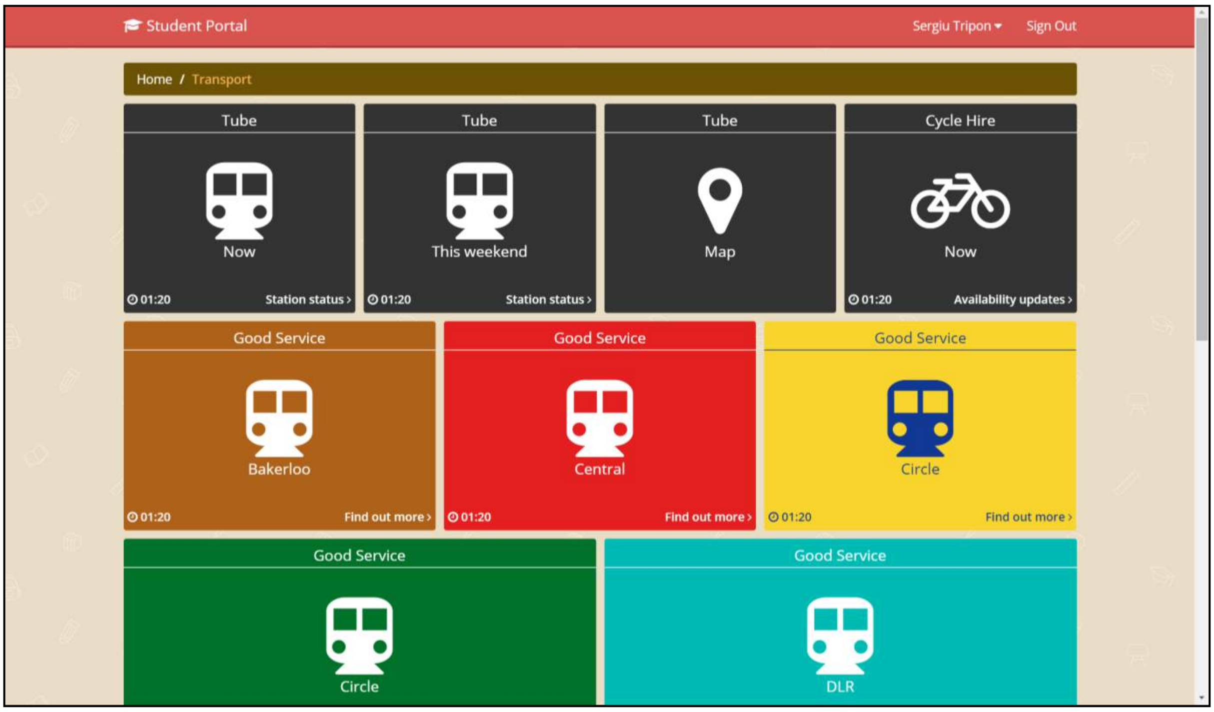
Transport

How to access the Transport area

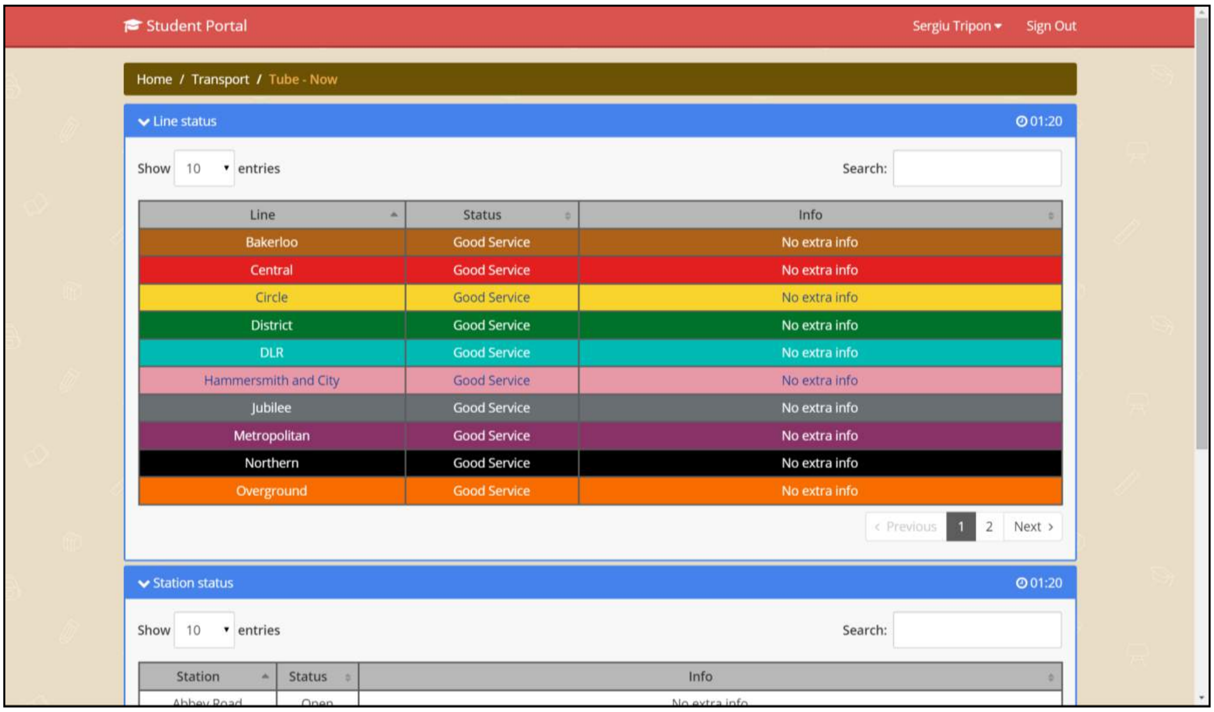


1. Click on “Transport” tile from the Home page.

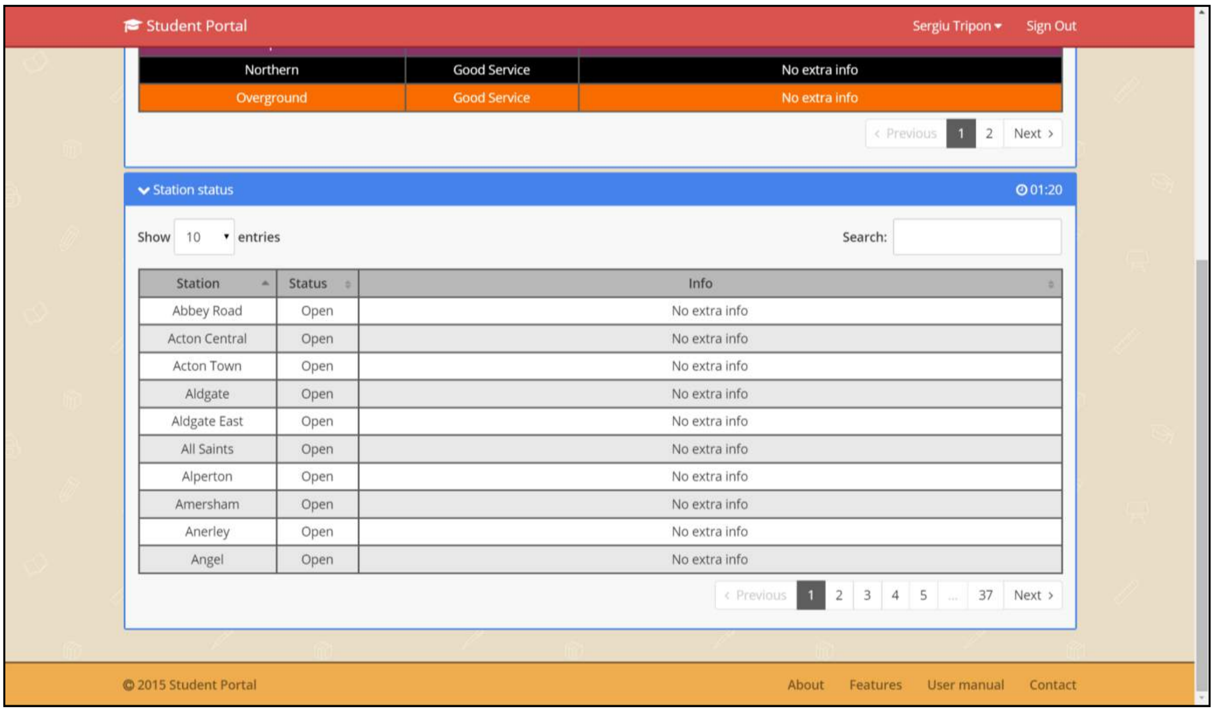
How to check the live tube and station status



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.

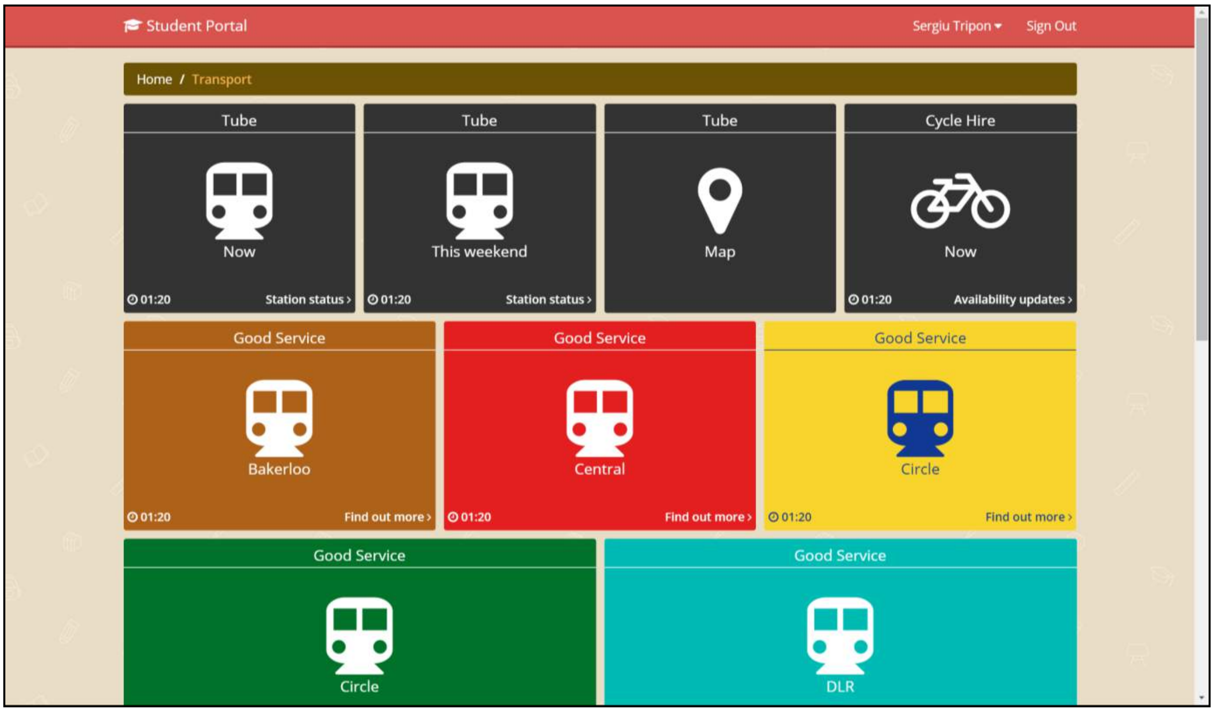


4. The “Line status” panel will display live tube line transport status and information.



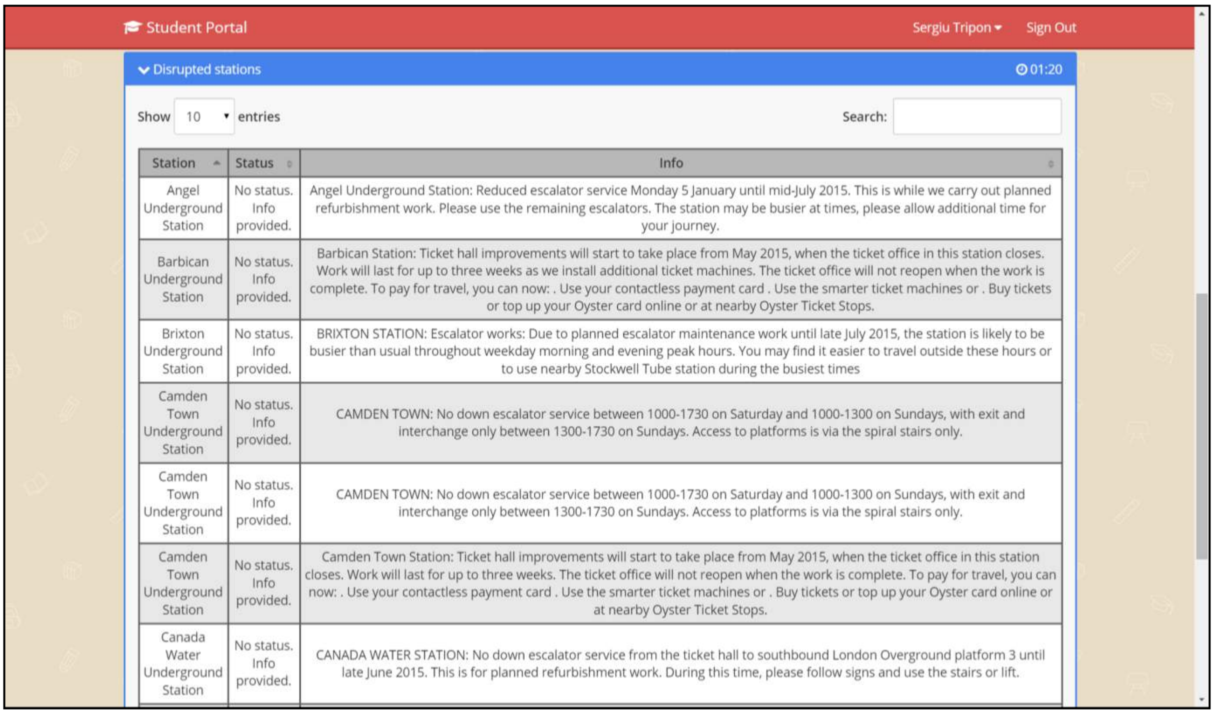
5. The “Station status” panel will display live tube station transport status and information.

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



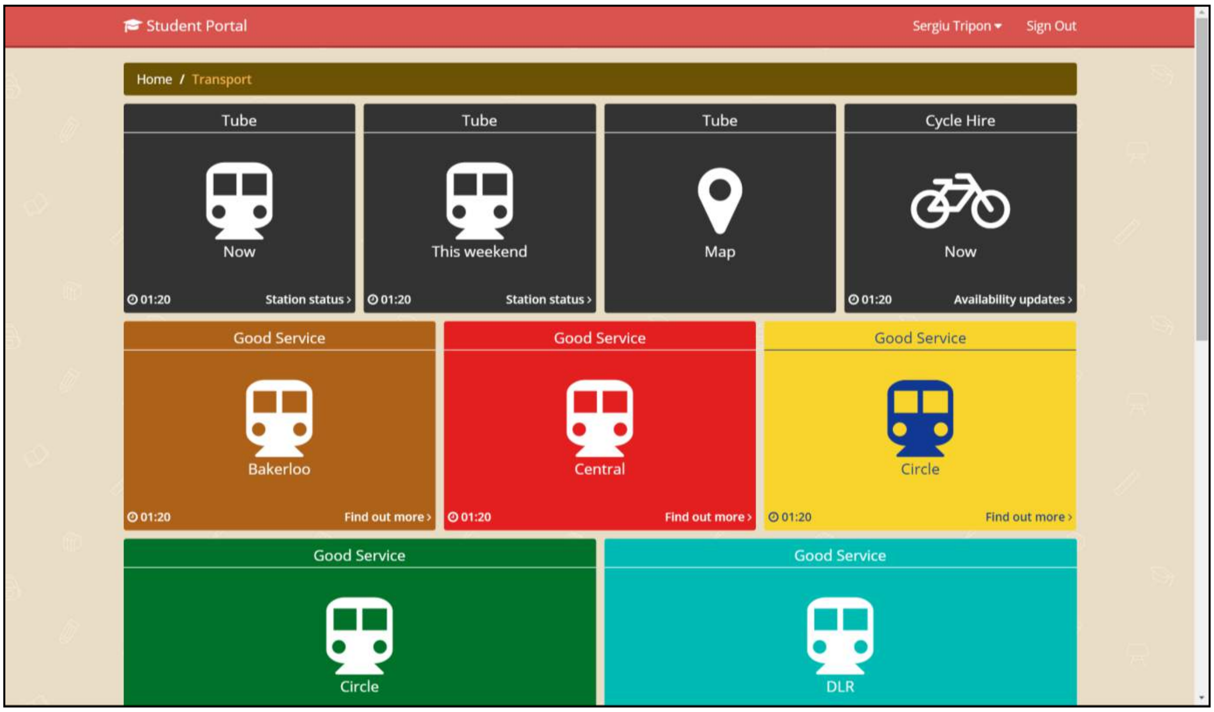
1. Click on the “This weekend” link on the Tube tile.
2. You will be redirected to a new page.
3. There will be two panels named “Line status” and “Disrupted stations”. They may be collapsed by default, so you will have to expand them by clicking on their title.

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



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

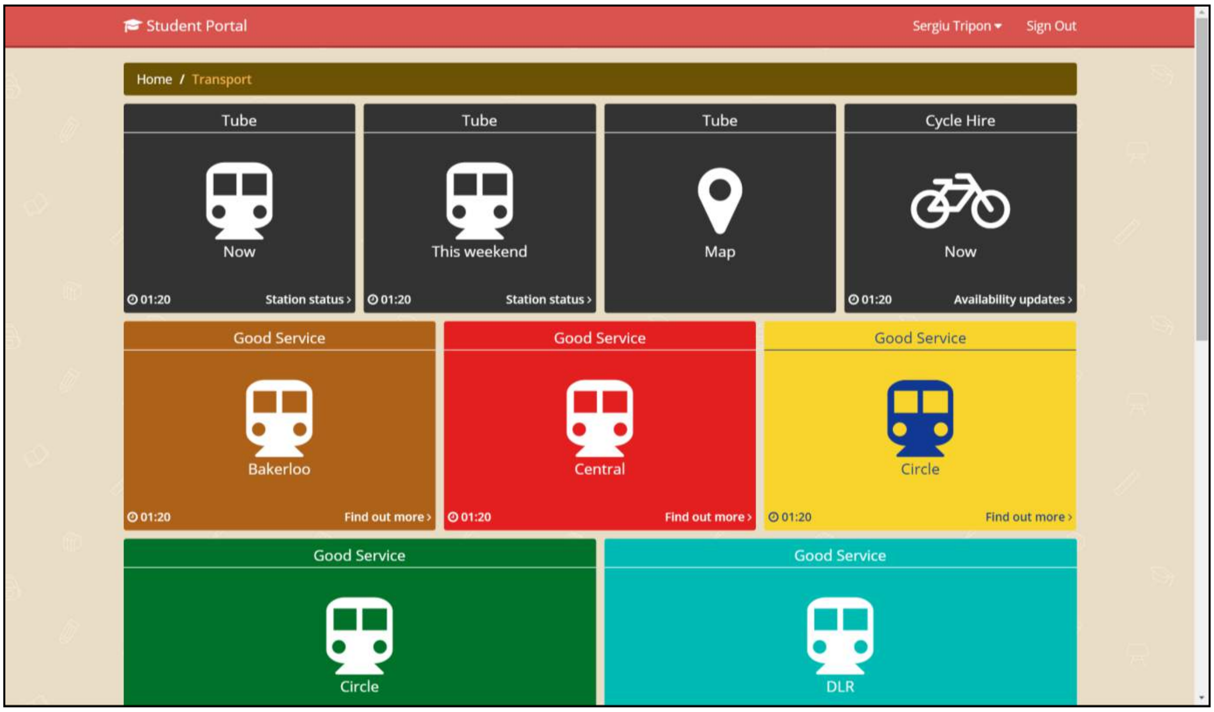
How to access the Tube map



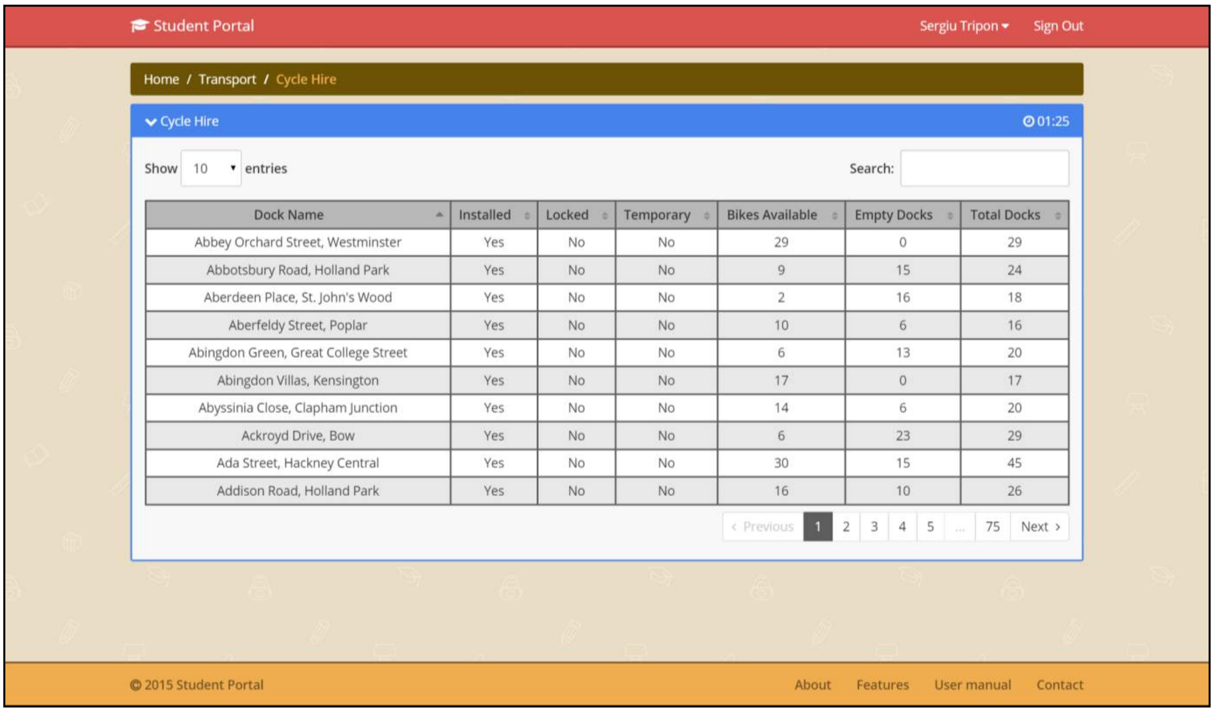
1. Click on the “Map” link on the Tube tile.
2. You will be redirected to a new page.

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

How to check the cycle hire availability



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.

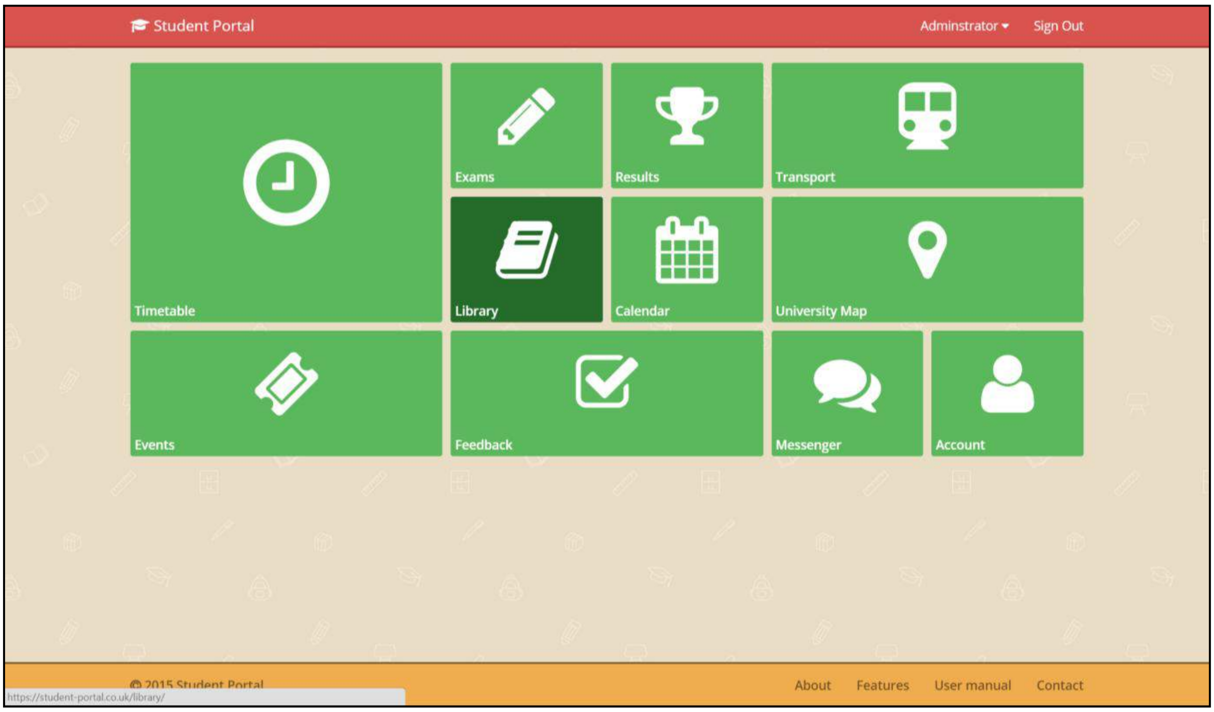


Dock Name	Installed	Locked	Temporary	Bikes Available	Empty Docks	Total Docks
Abbey Orchard Street, Westminster	Yes	No	No	29	0	29
Abbotsbury Road, Holland Park	Yes	No	No	9	15	24
Aberdeen Place, St. John's Wood	Yes	No	No	2	16	18
Aberfeldy Street, Poplar	Yes	No	No	10	6	16
Abingdon Green, Great College Street	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.

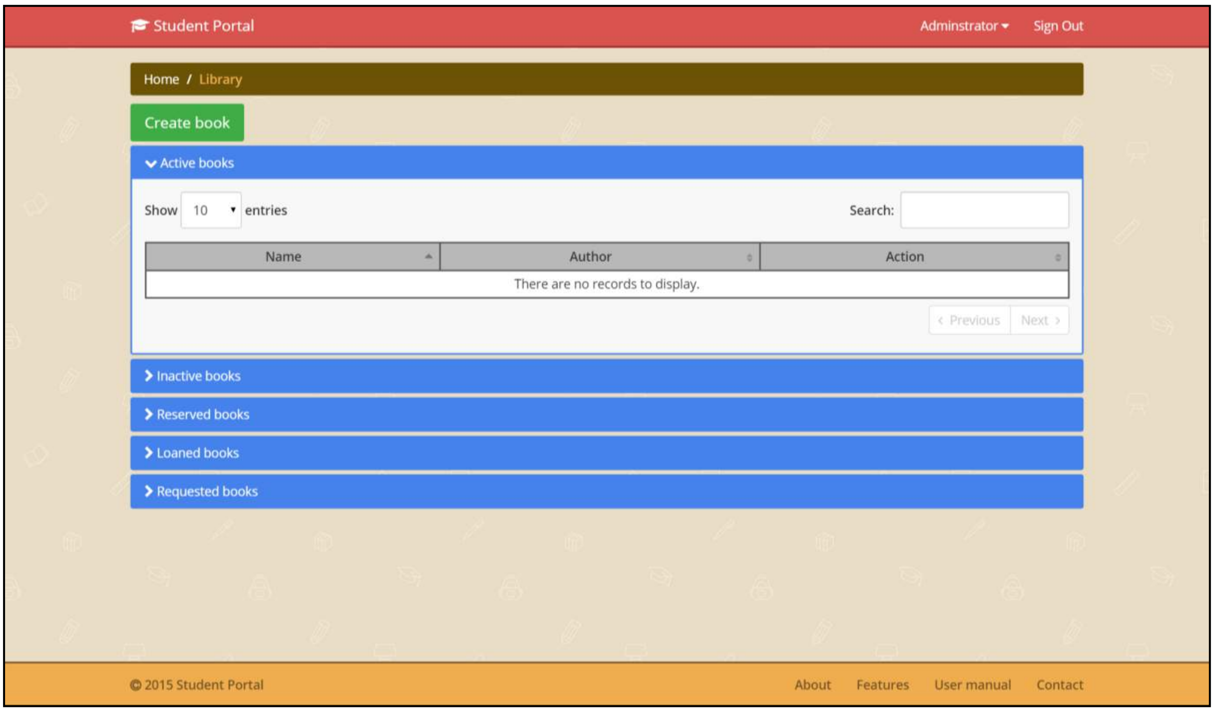
Library

How to access the Library area

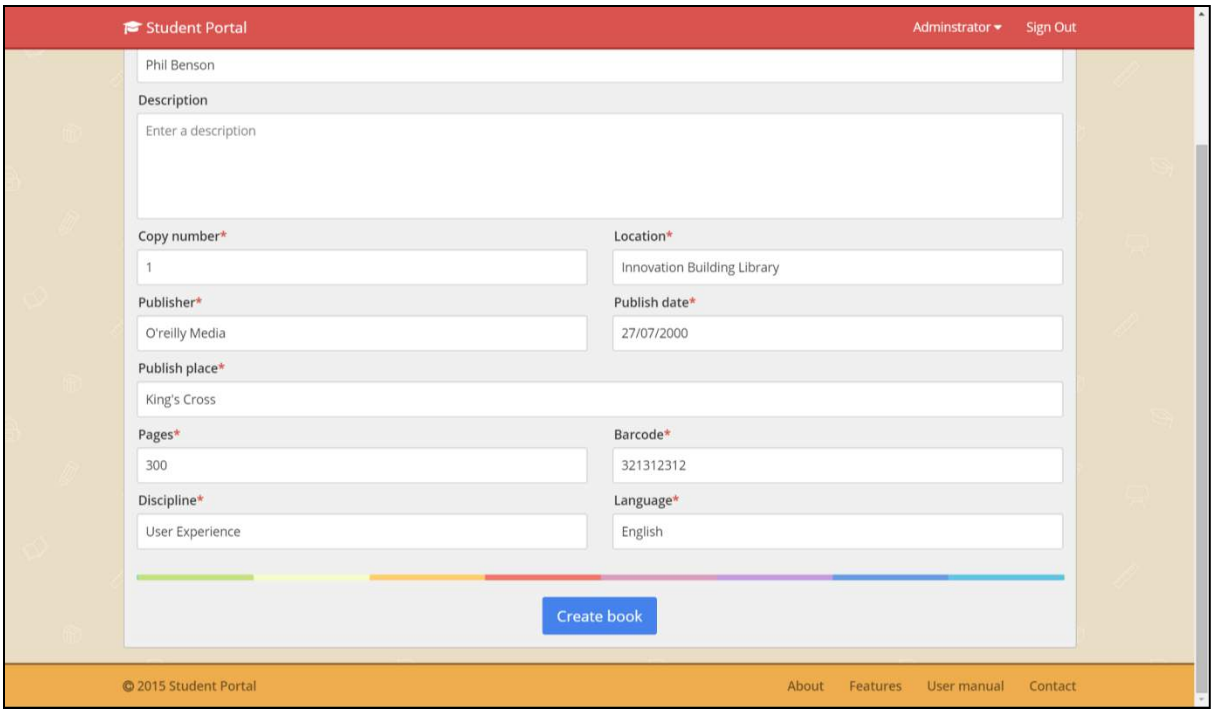


1. Click on the "Library" tile from the Home page.

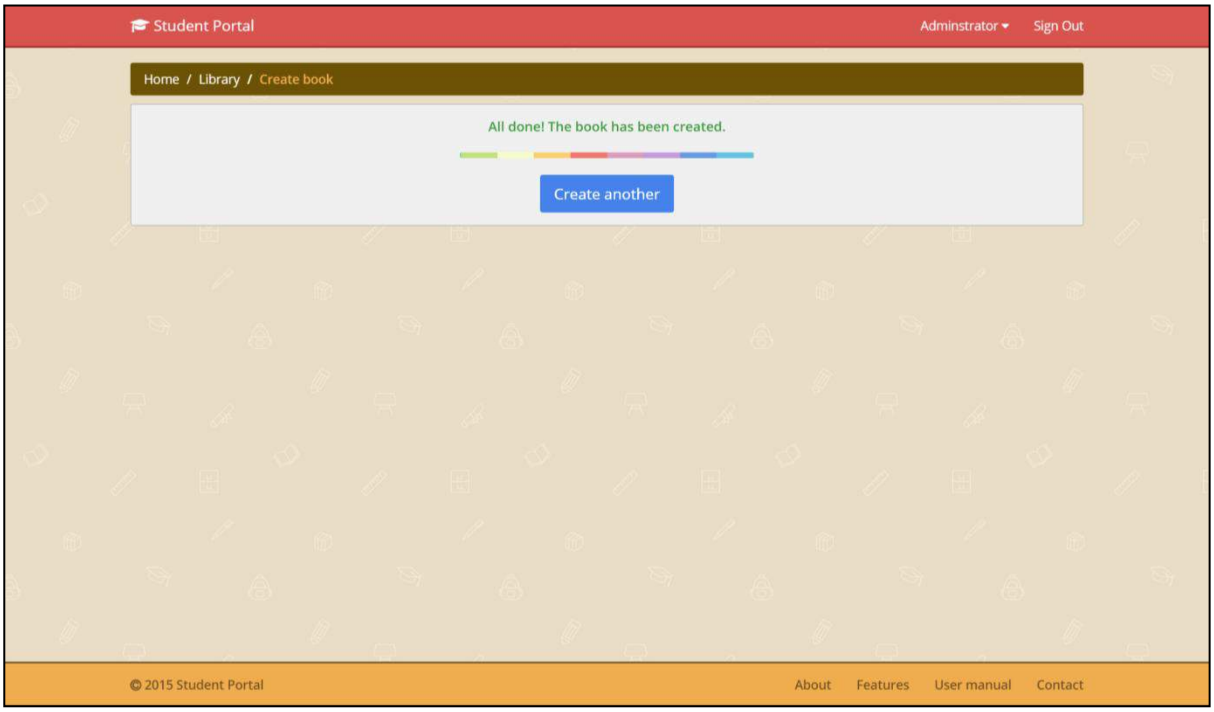
How to create a book



1. Click on the "Create book" button.

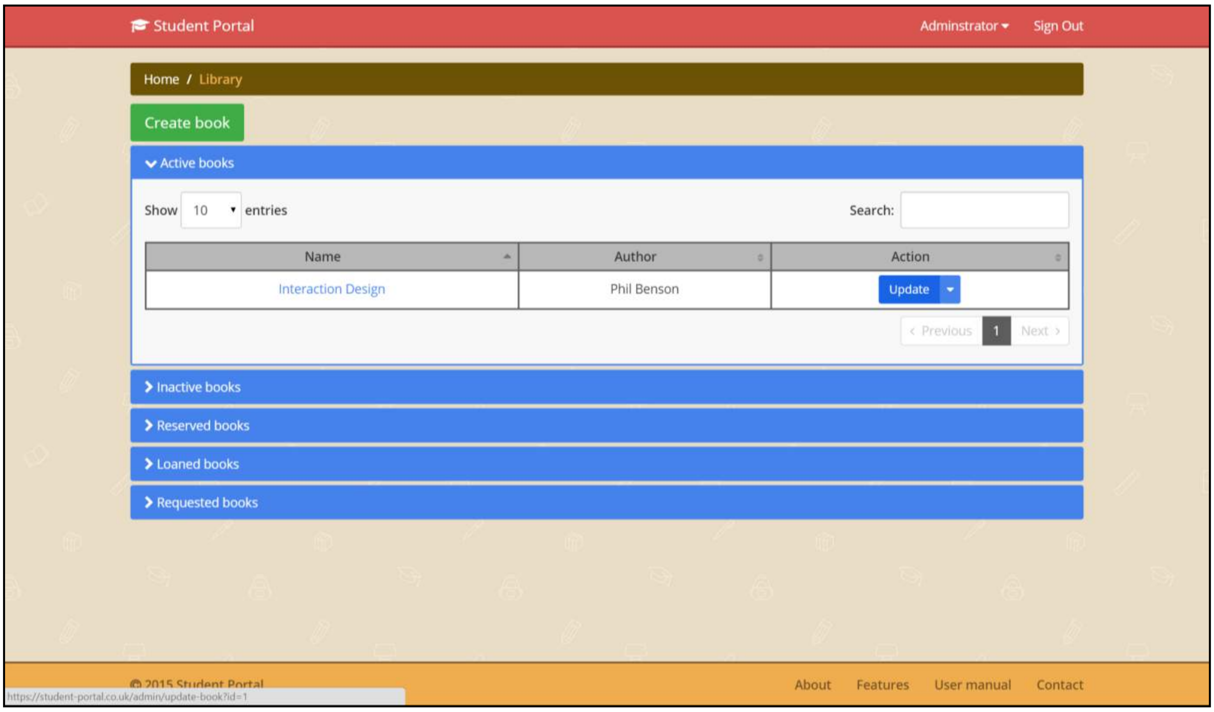


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the "Create book" button.

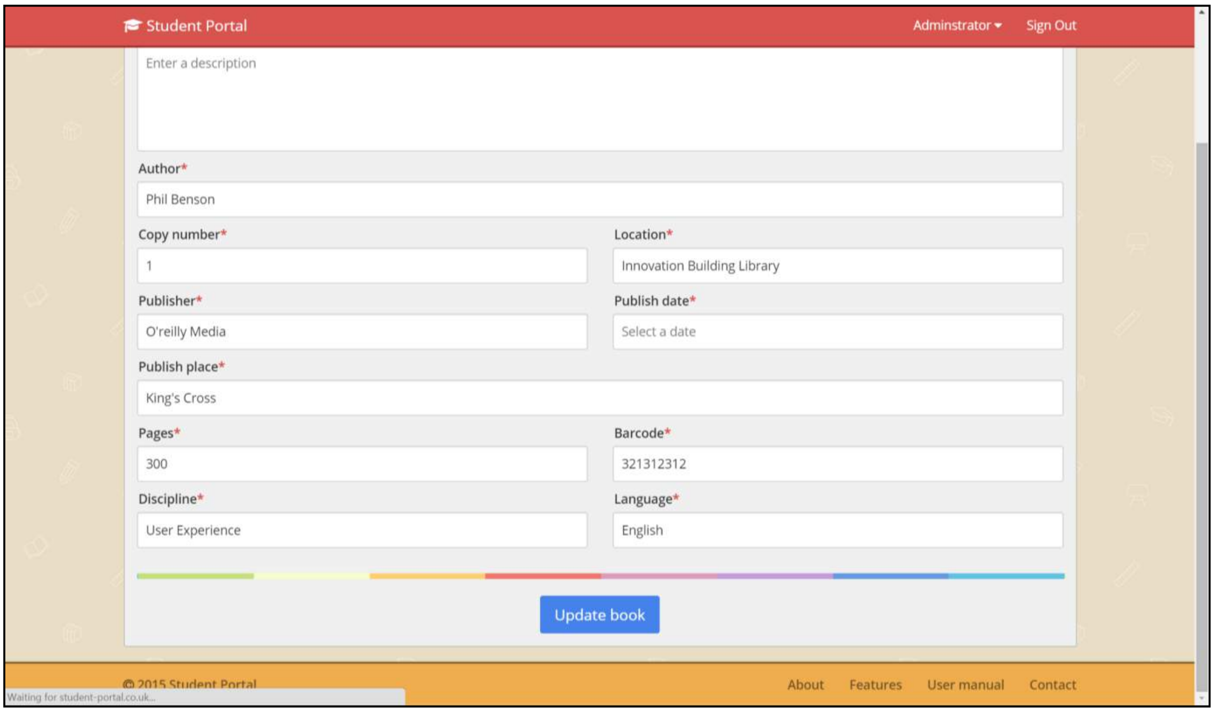


5. A confirmation message will appear on the screen confirming the action has been completed.

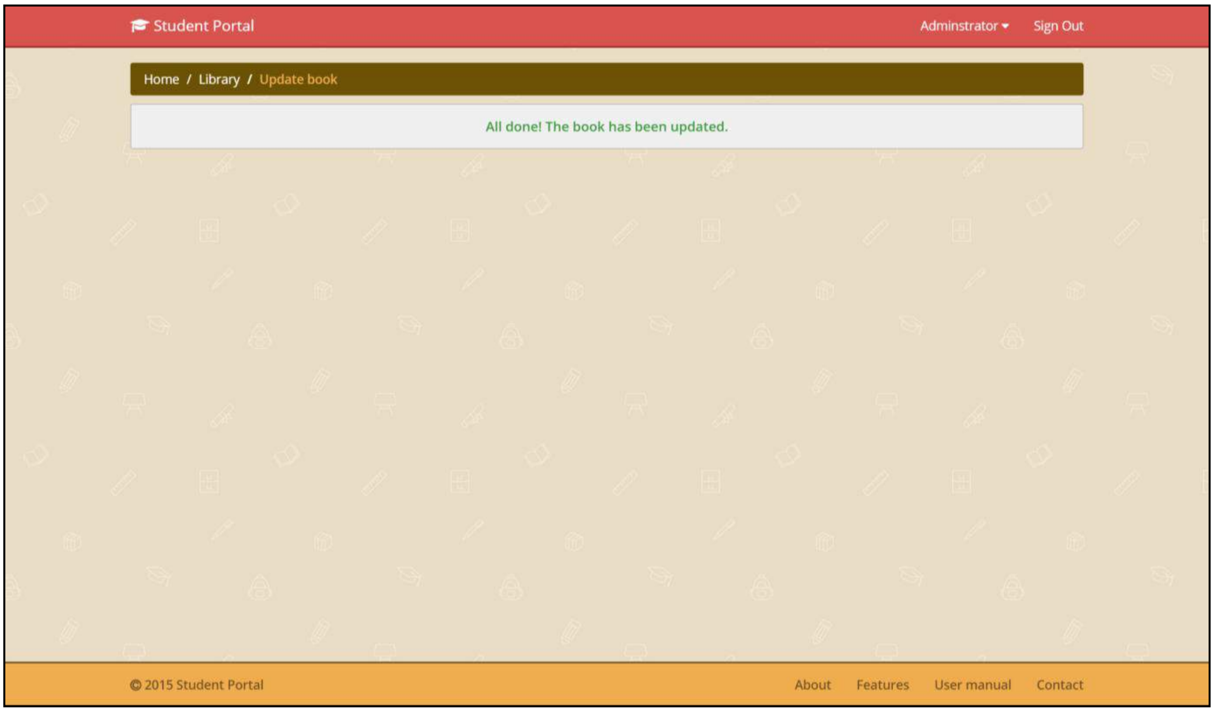
How to update a book



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.

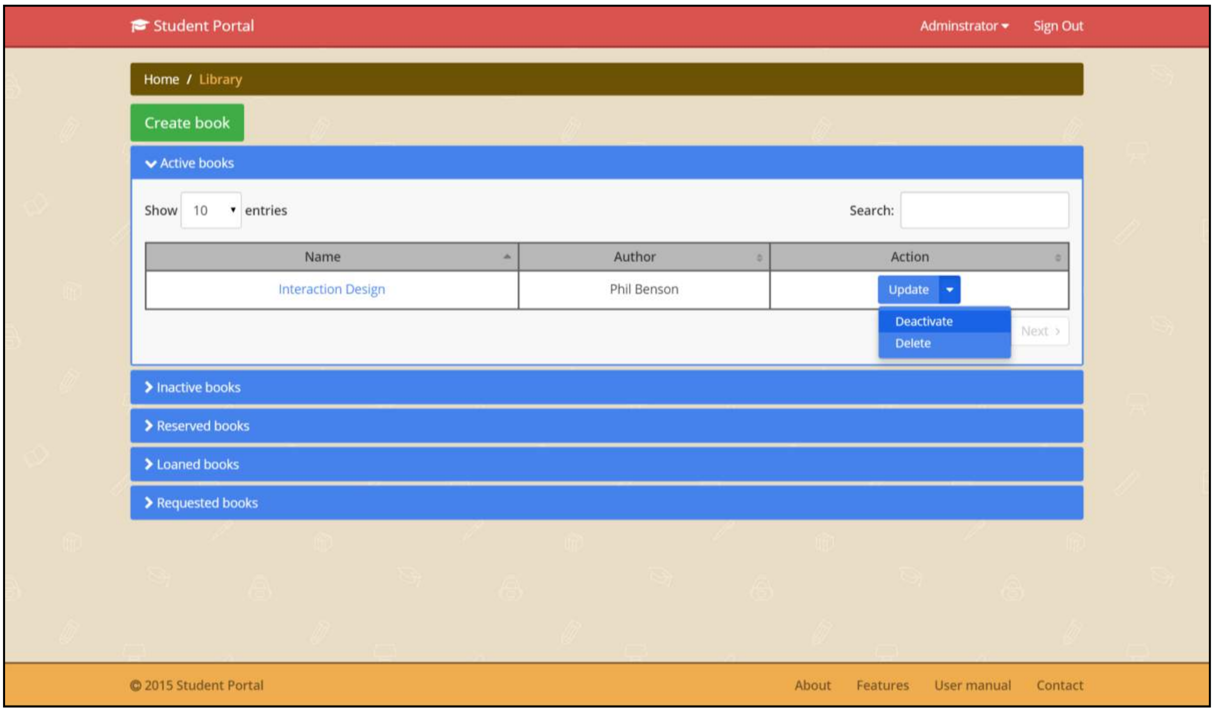


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the "Update book" button.

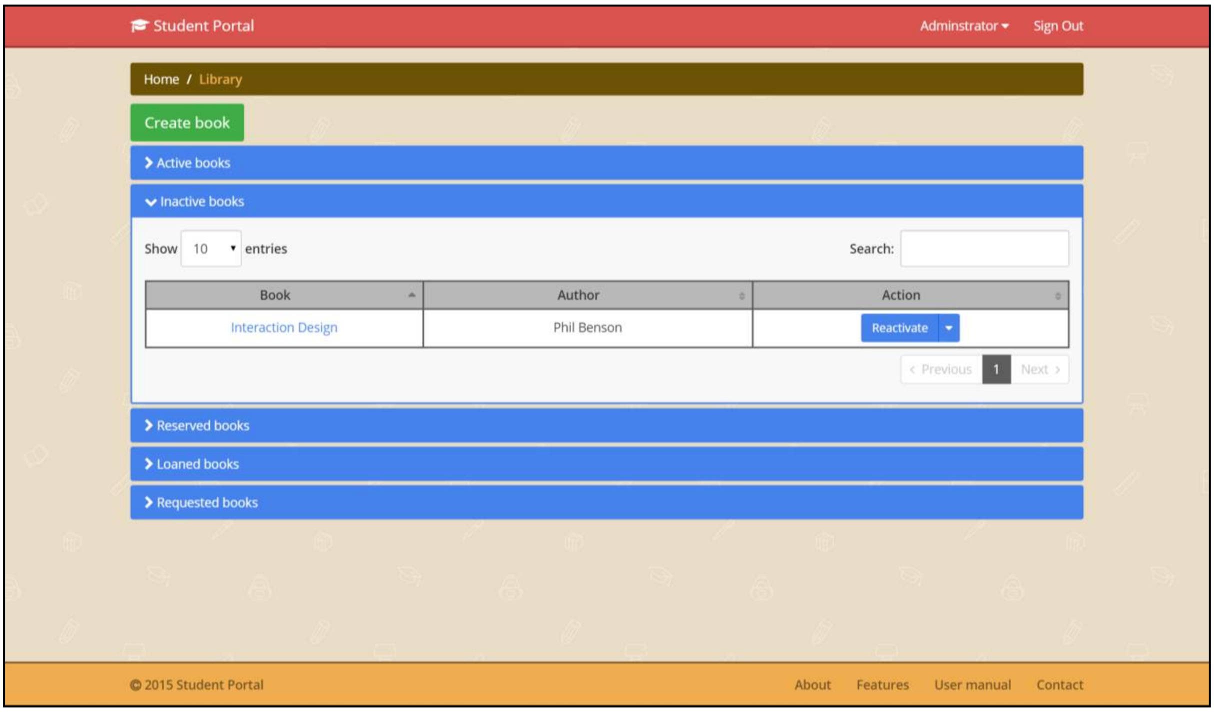


6. A confirmation message will appear on the screen, confirming the action has been completed.

How to deactivate a book

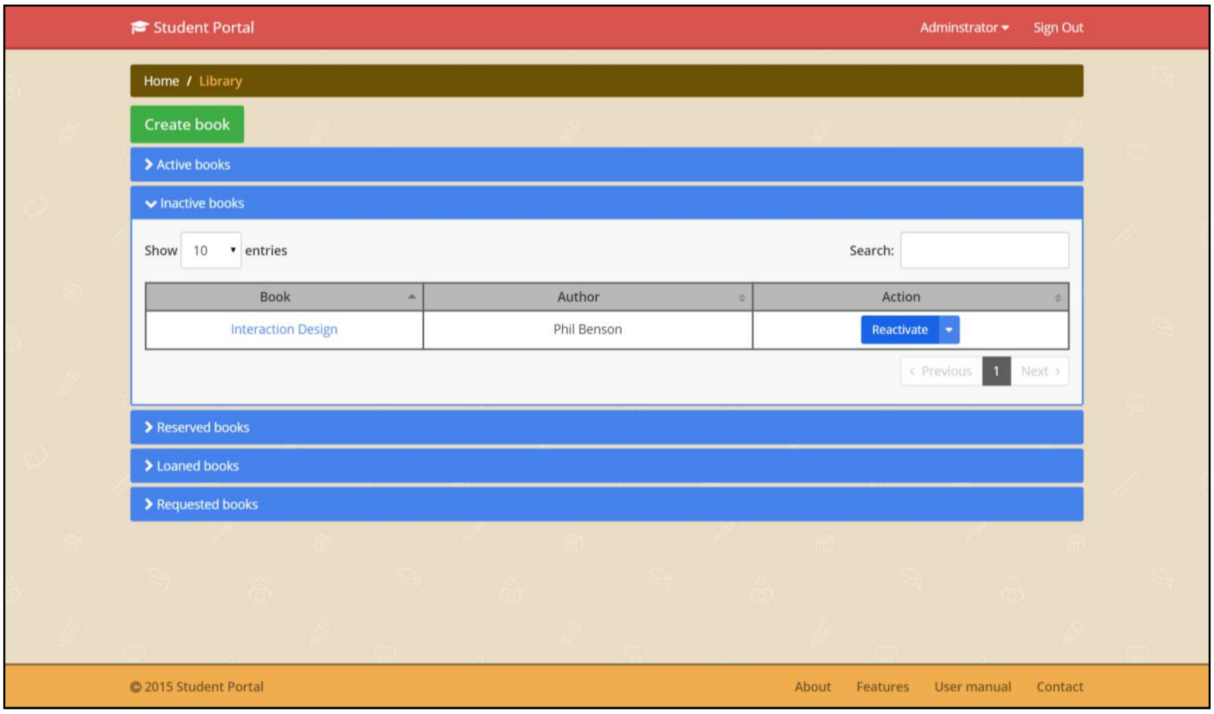


1. There will be a panel named "Active books". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Deactivate" button next to a specific book.

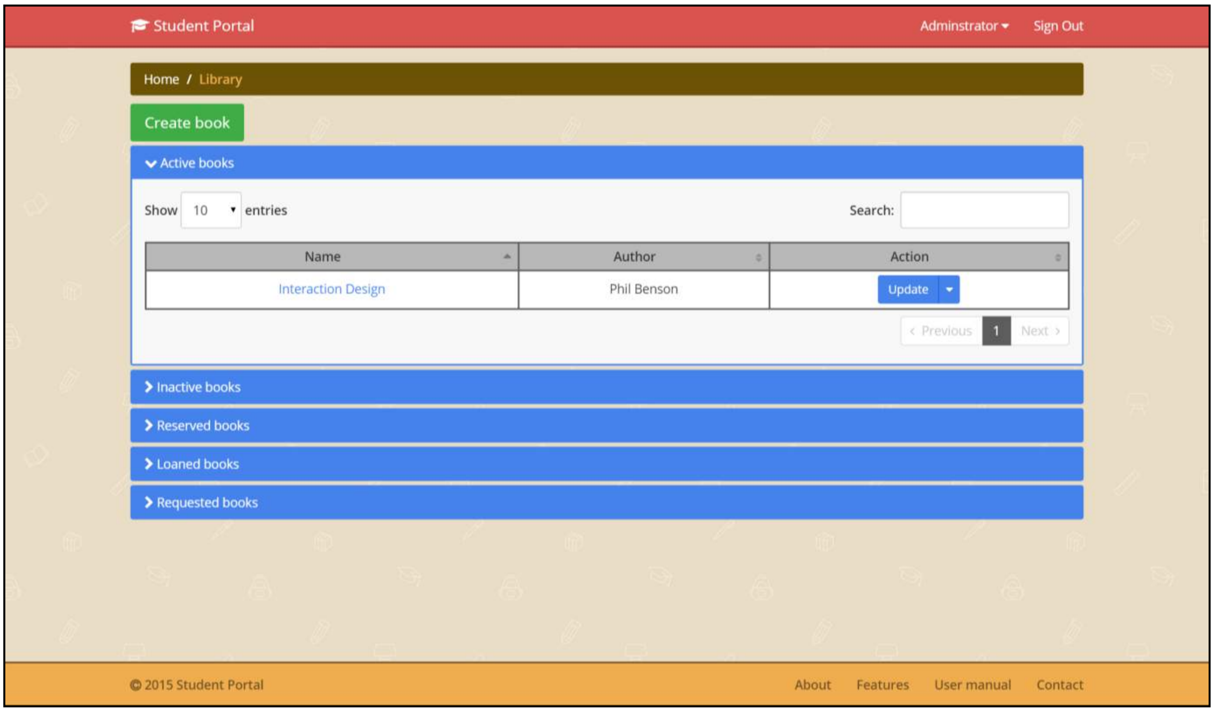


3. The book will disappear from the "Active books" panel, and instead will be visible within the "Inactive books" panel.

How to reactivate a book

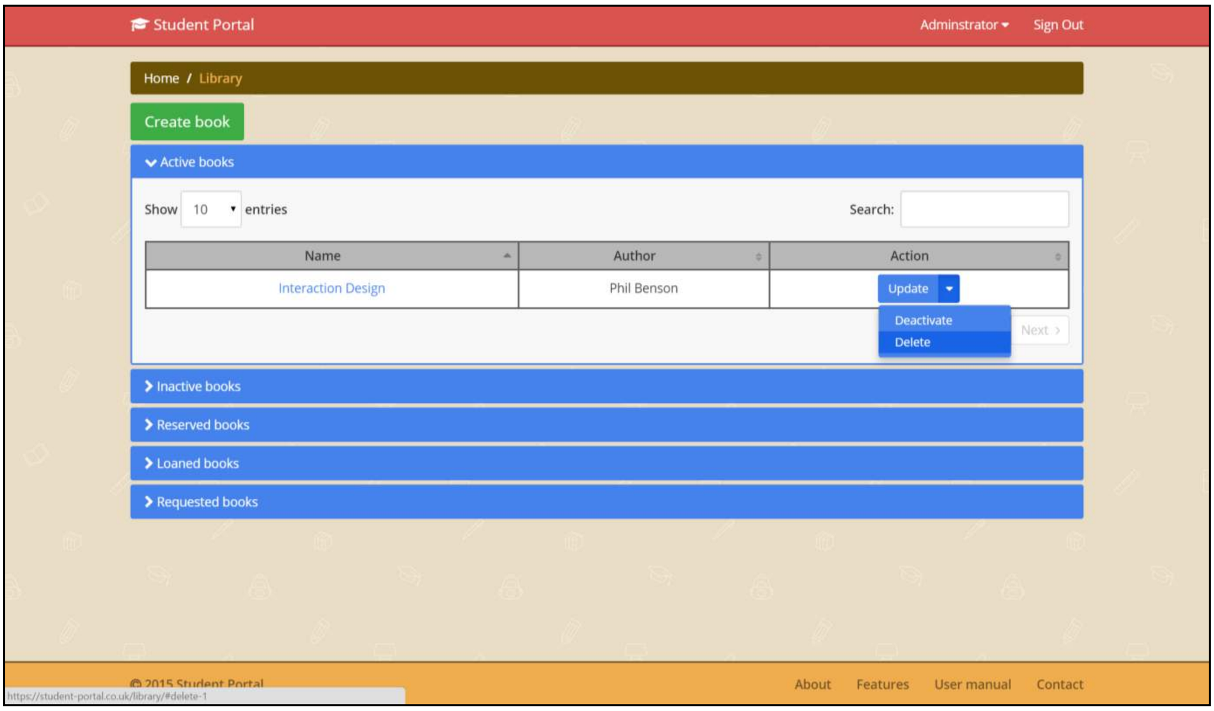


1. There will be a panel named "Inactive books". It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the "Reactivate" button next to a specific book.

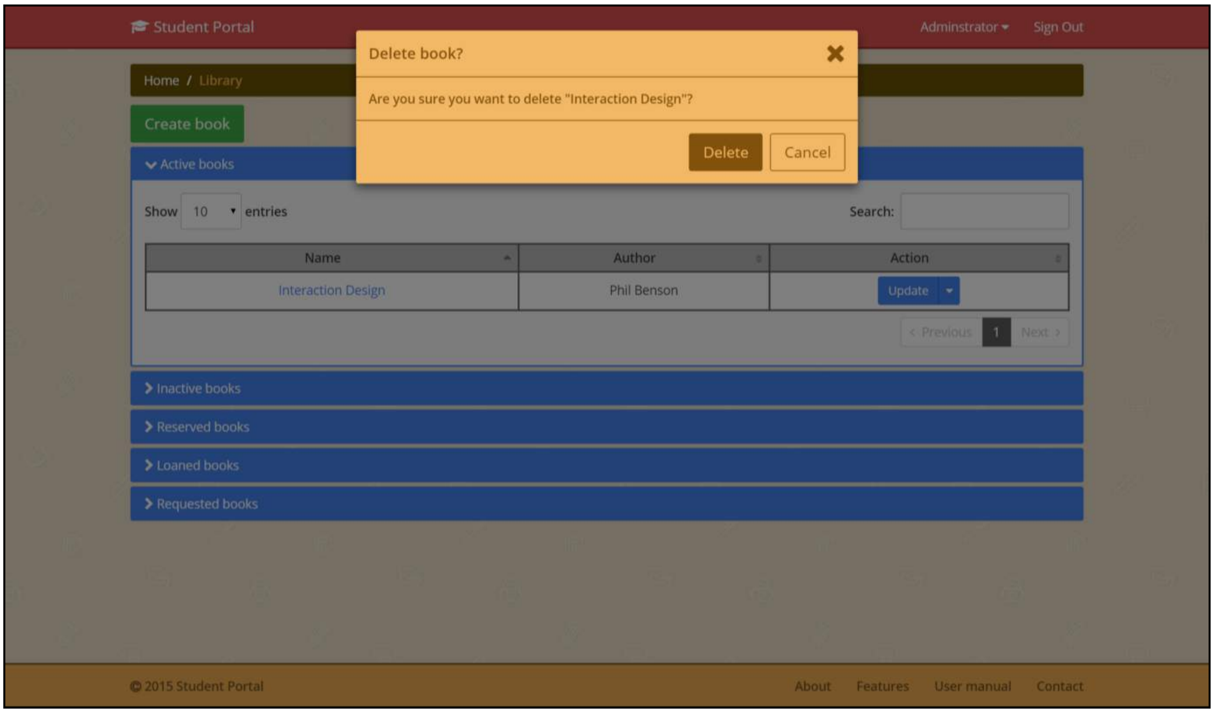


3. The book will disappear from the “Inactive books” panel, and instead will be visible within the “Active books” panel.

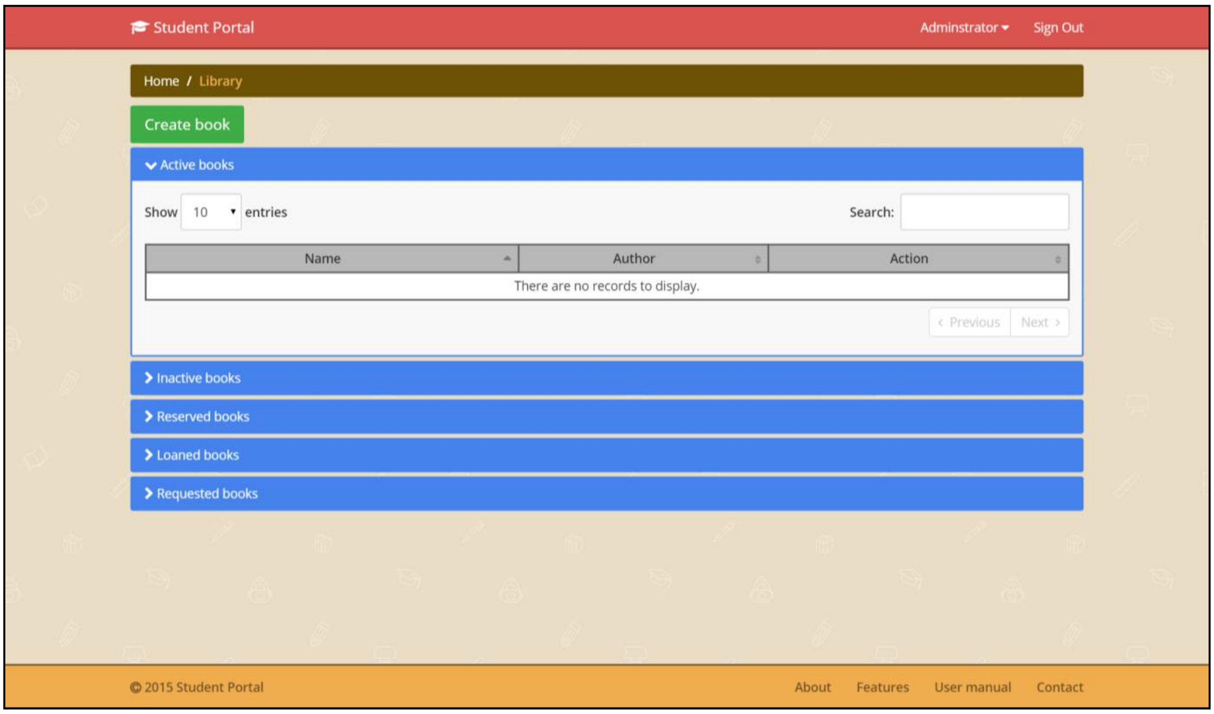
How to delete a book



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.

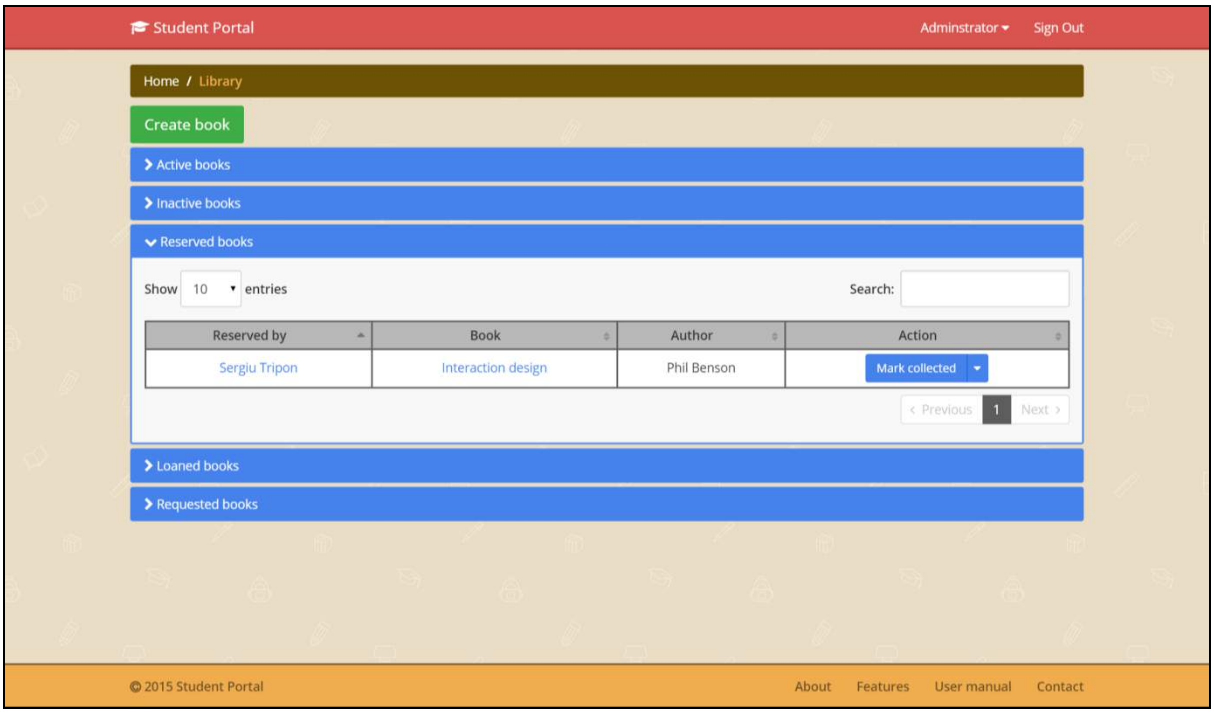


3. A prompt will appear asking you to confirm your action.
4. If you want to delete the book, click on the "Delete" button. If you don't want to delete the book, click on the "Cancel" button.

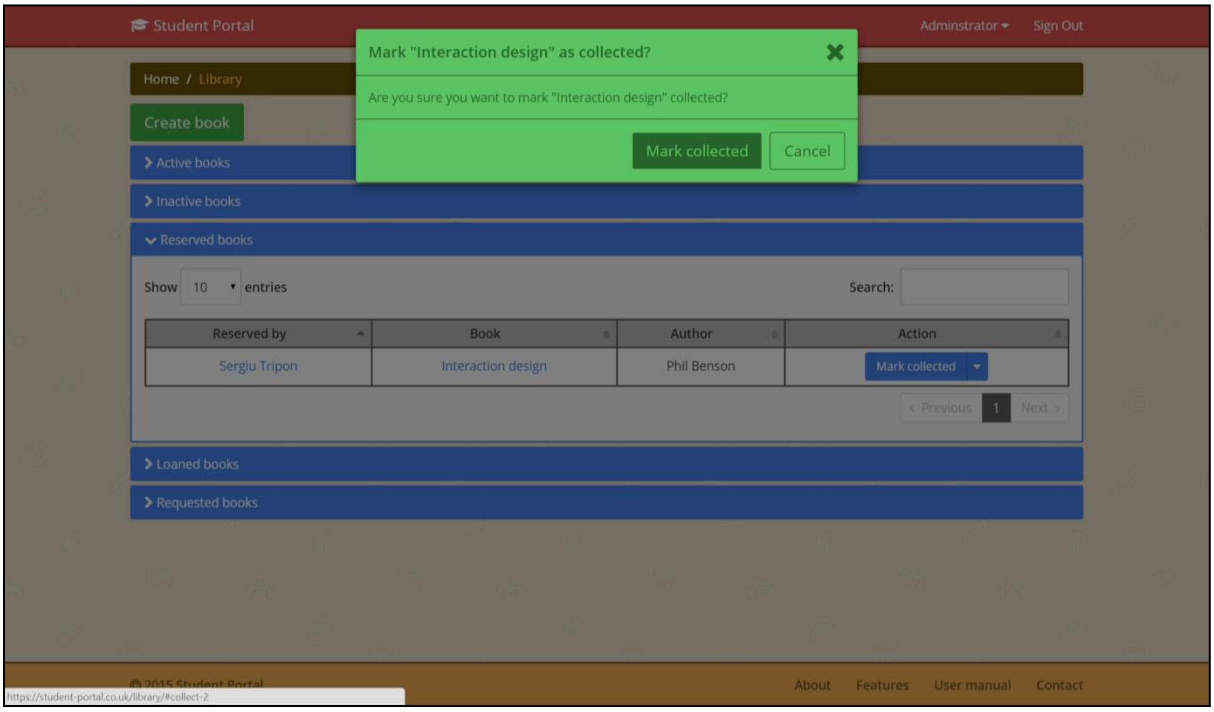


5. The prompt will disappear and the book will be deleted. The book cannot be restored.

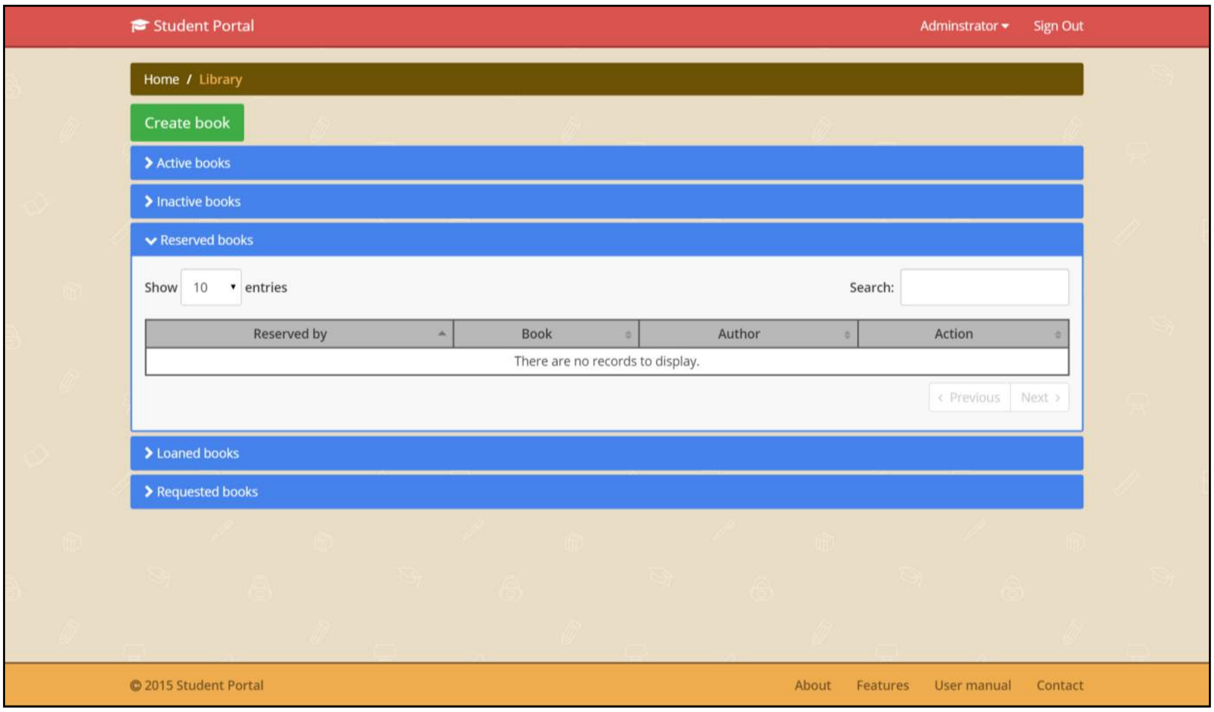
How to mark a book as collected



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.

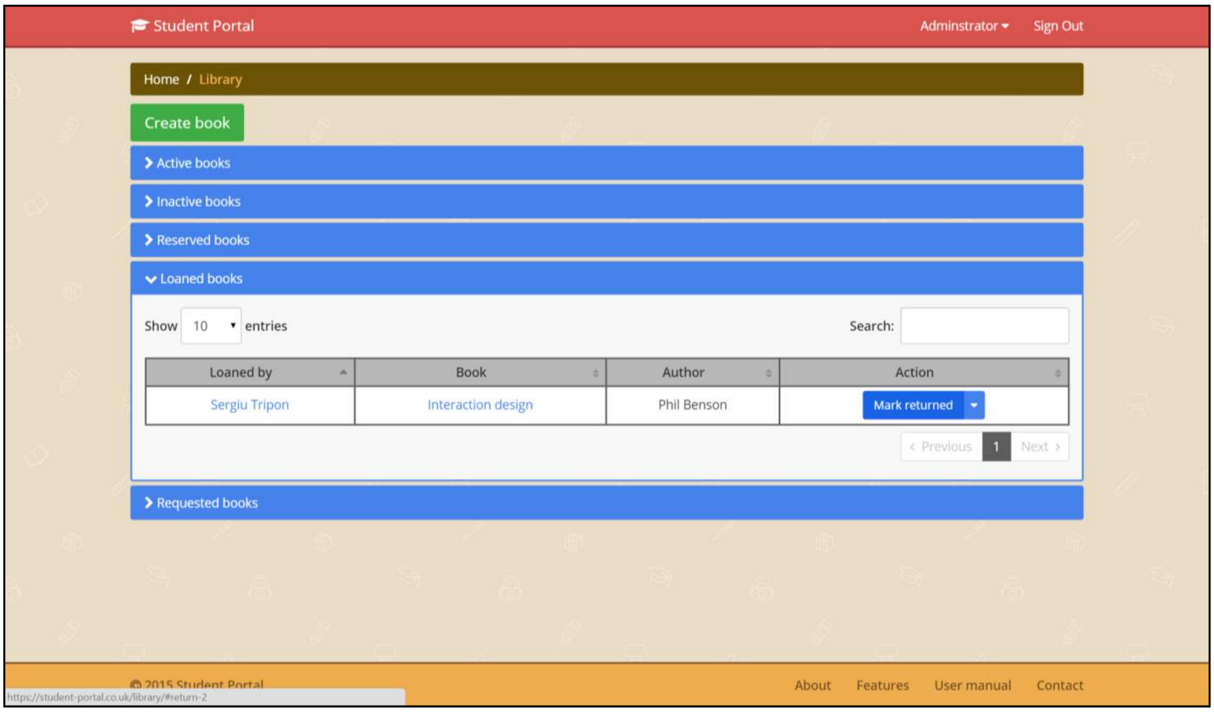


3. A prompt will appear asking you to confirm your action.
4. If you want to mark the book as collected, click on the “Mark collected” button. If you don’t want to mark the book as collected, click on the “Cancel” button.

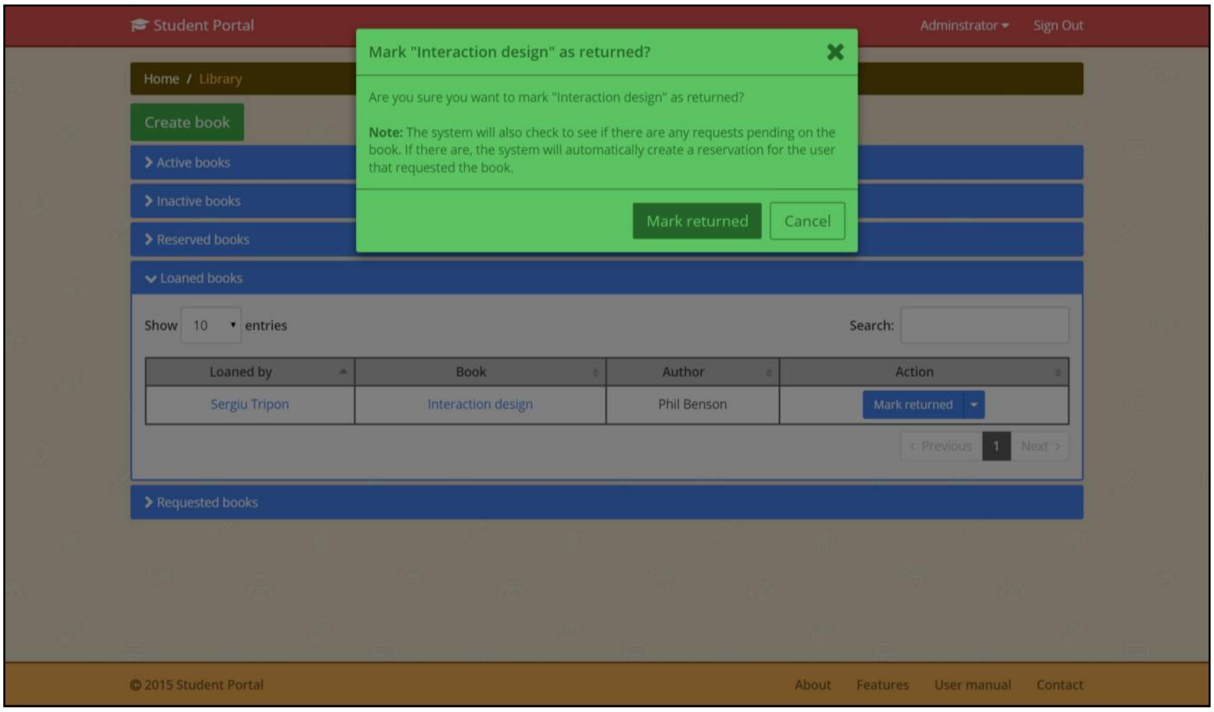


5. The prompt will disappear and the book will be marked as collected.

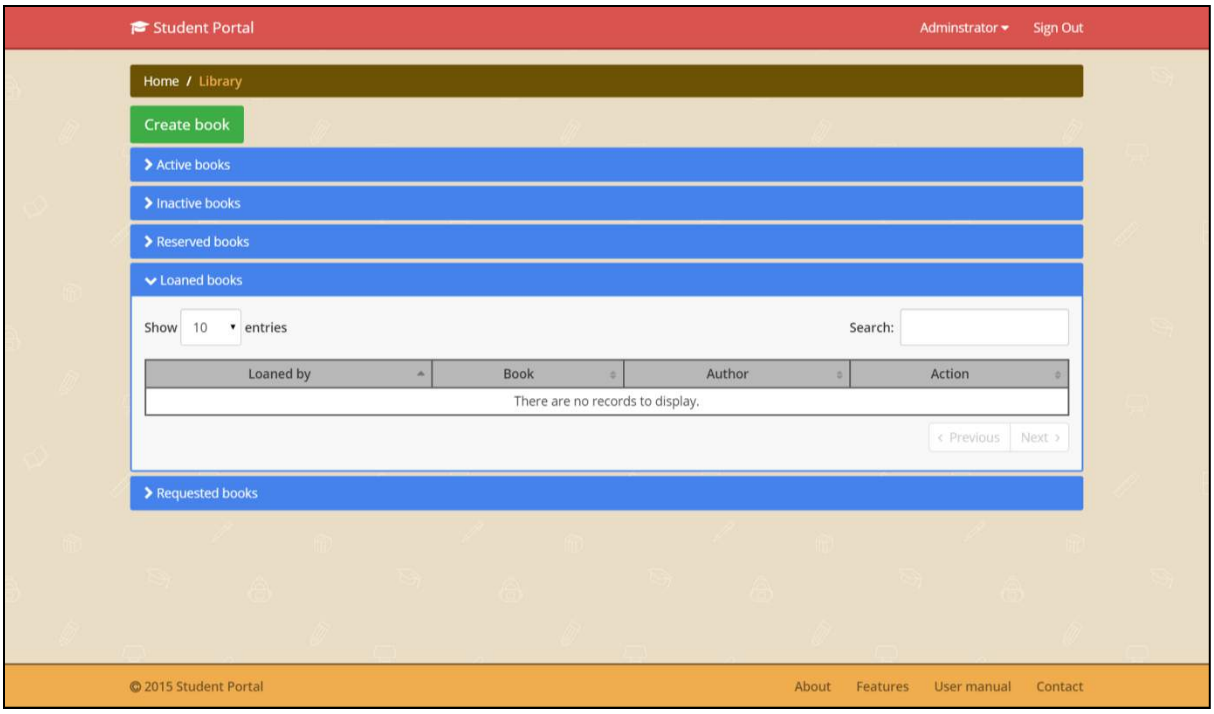
How to mark a book as returned



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.

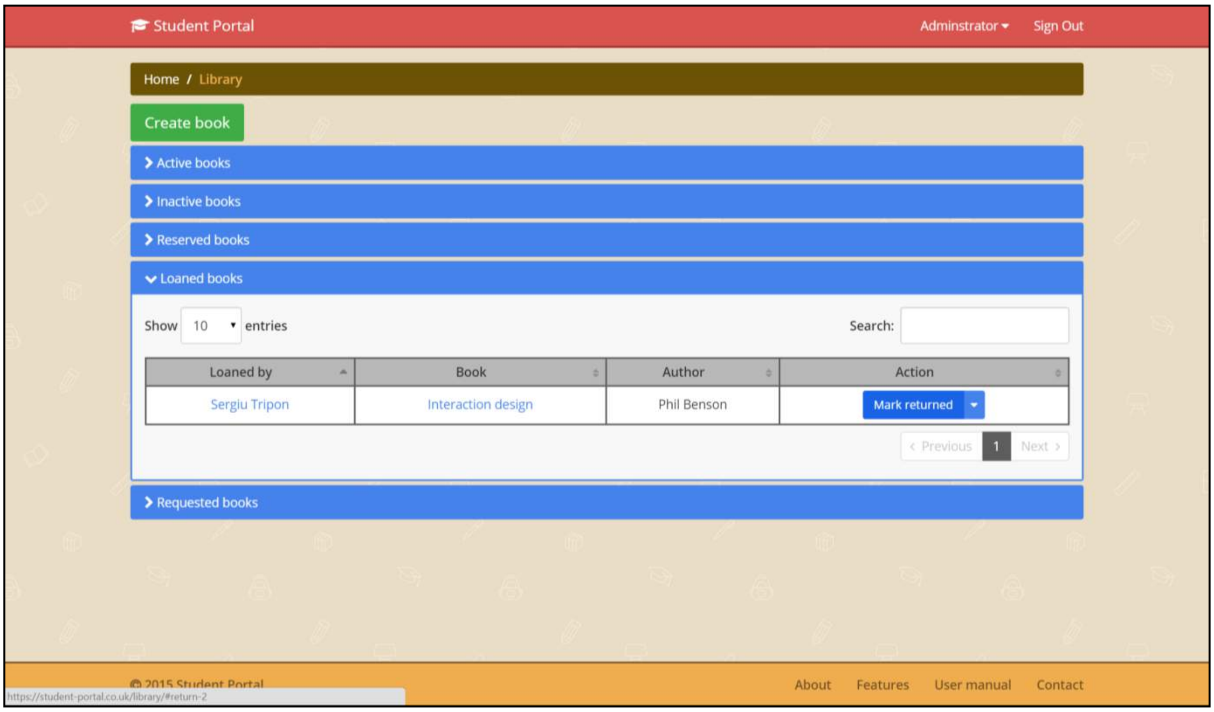


3. A prompt will appear asking you to confirm your action.
4. If you want to mark the book as returned, click on the "Mark returned" button. If you don't want to mark the book as returned, click on the "Cancel" button.



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

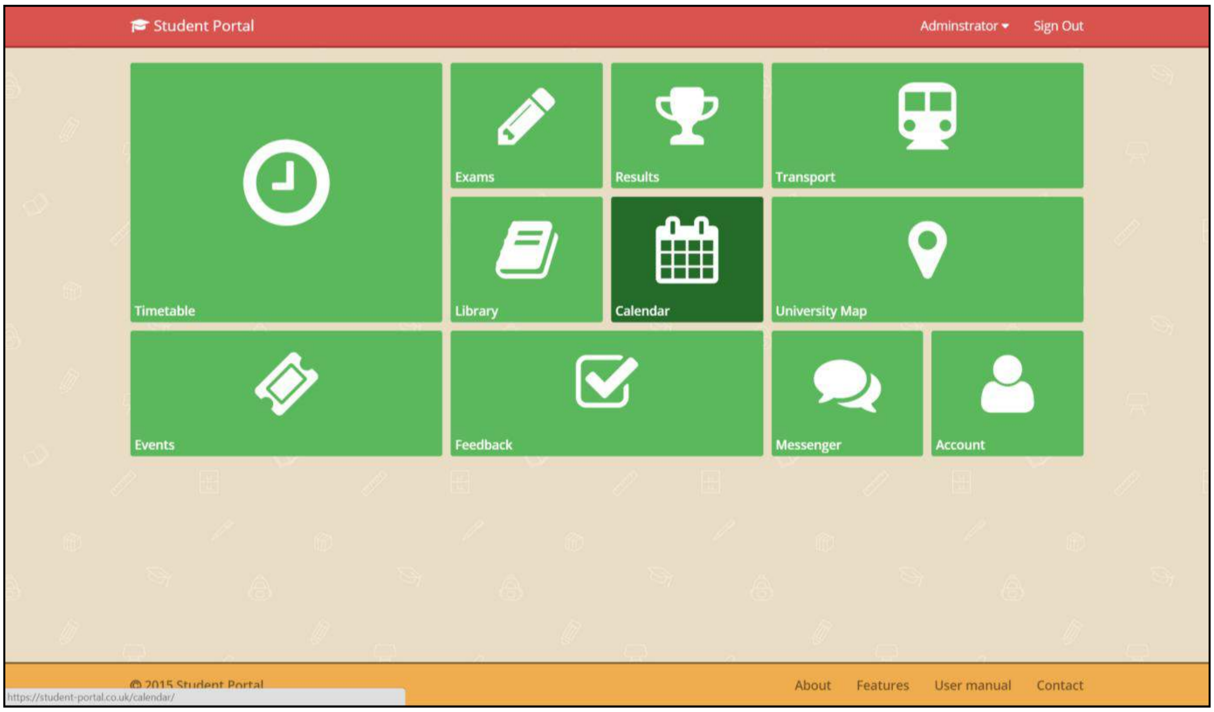
How to check requested books



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.

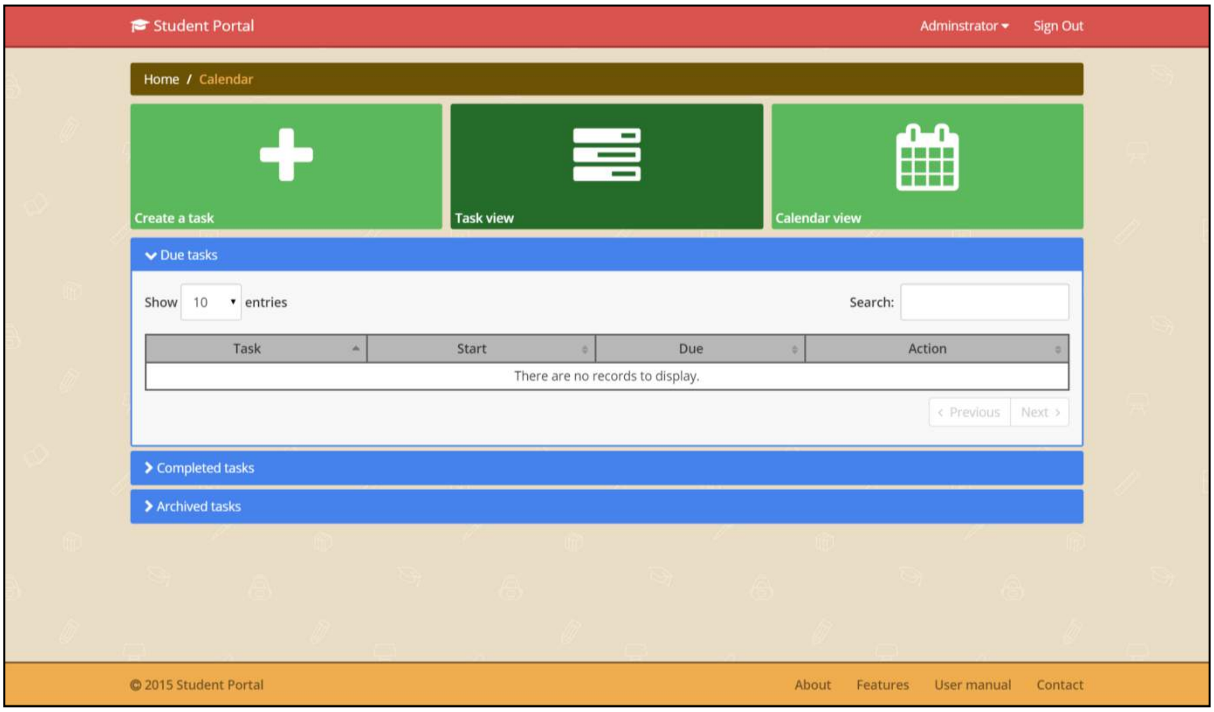
Calendar

How to access the Calendar area

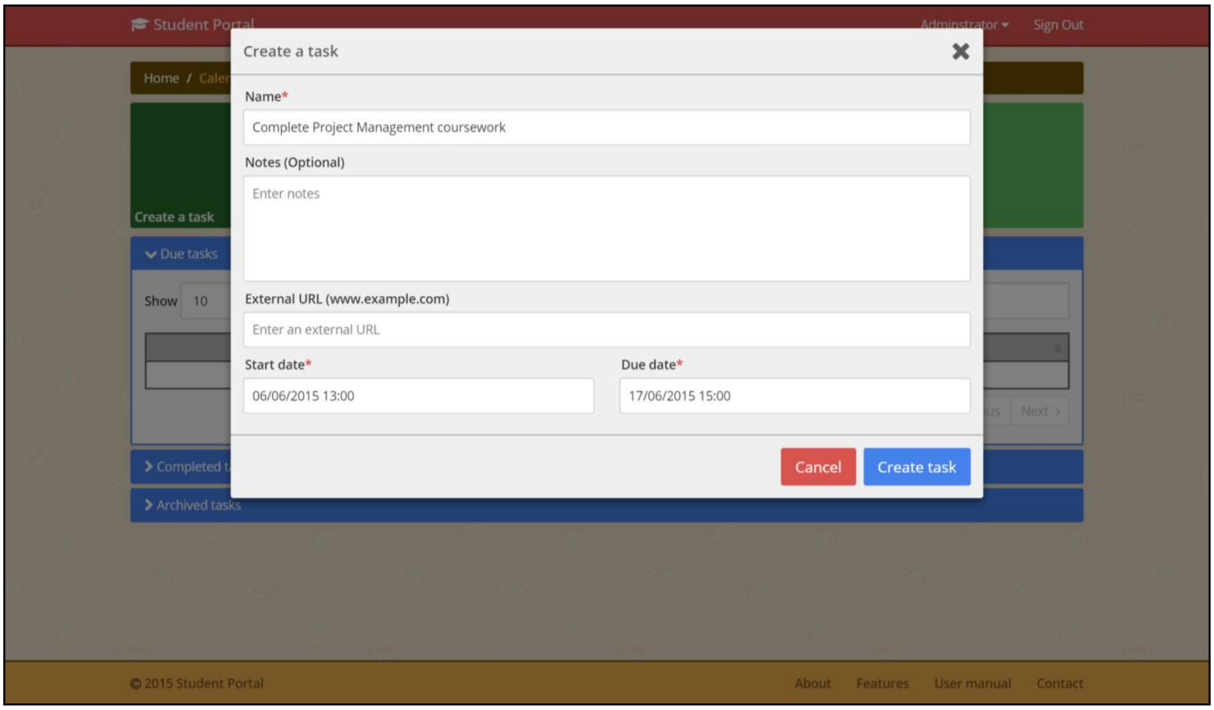


1. Click on “Calendar” tile from the Home page.

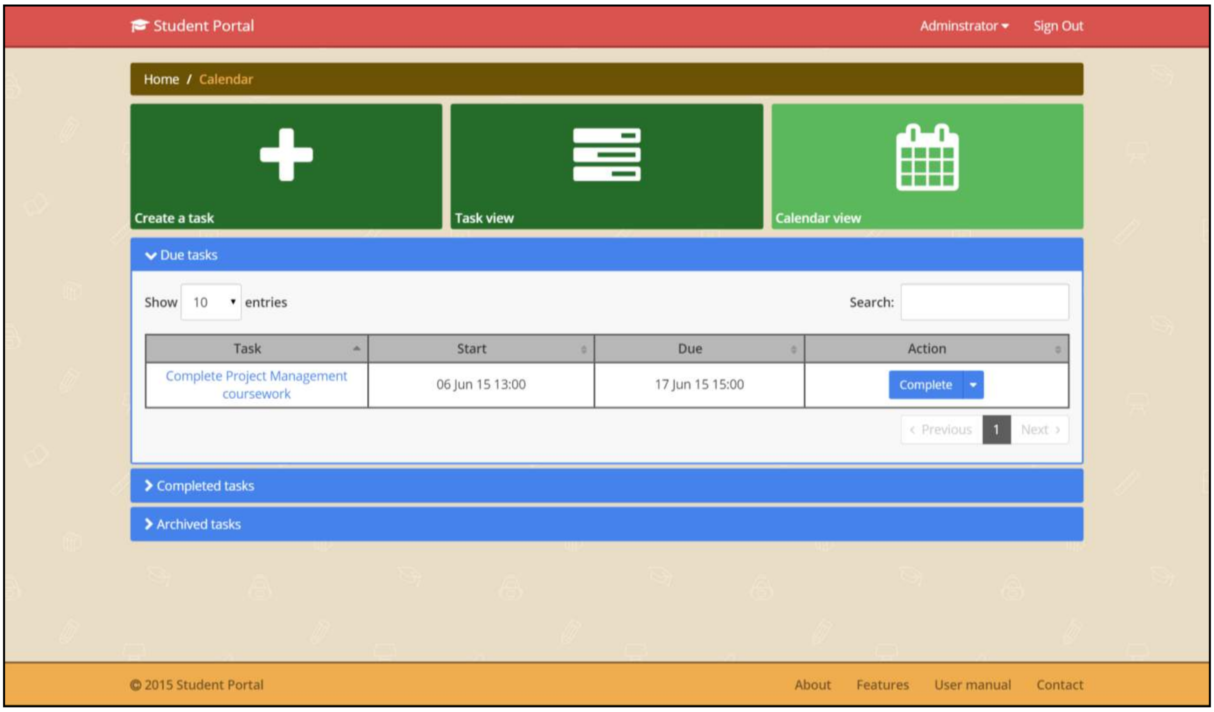
How to create a task



1. Click on the “Create task” button.

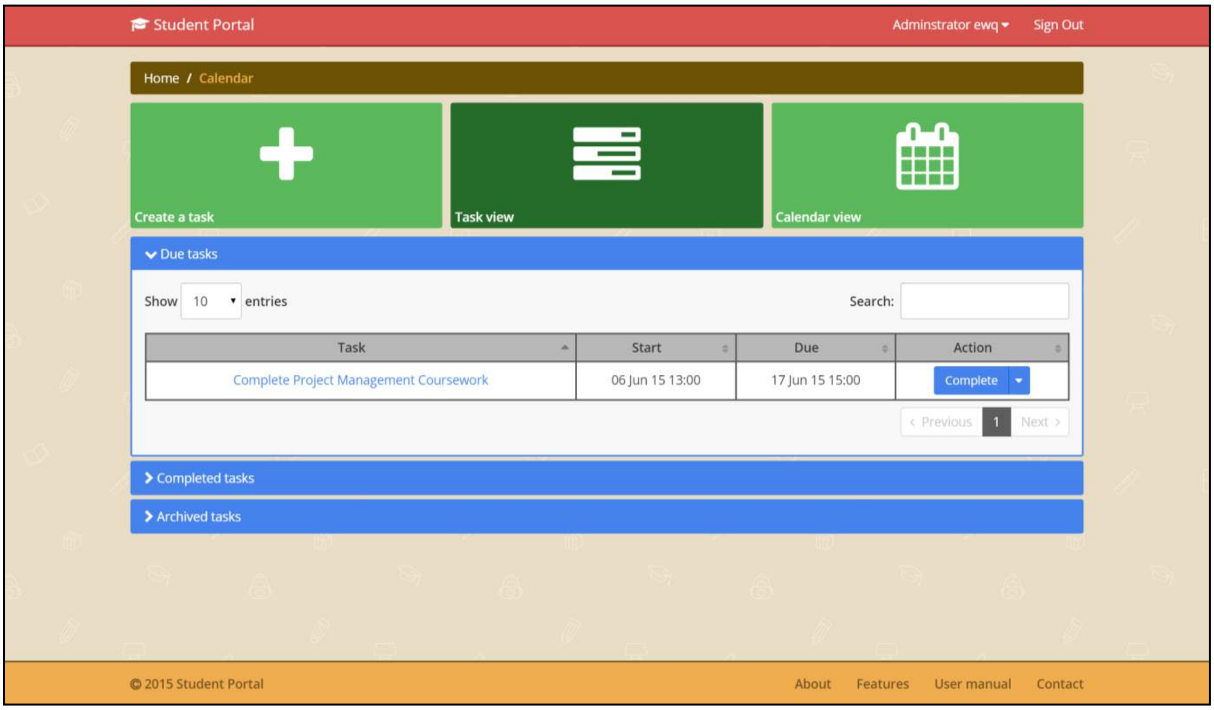


2. A form will appear.
3. Complete the required fields.
4. Click on the “Create task” button.

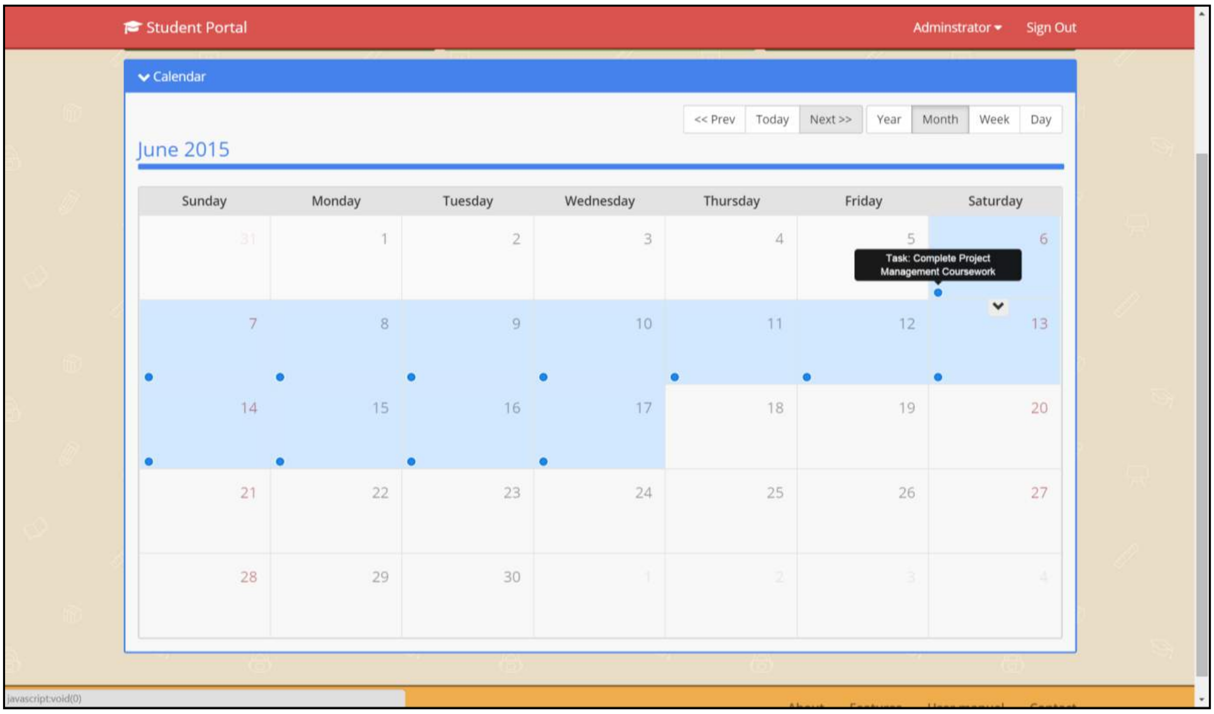


5. The prompt will disappear and the book will be created.

How to check due tasks using the Calendar

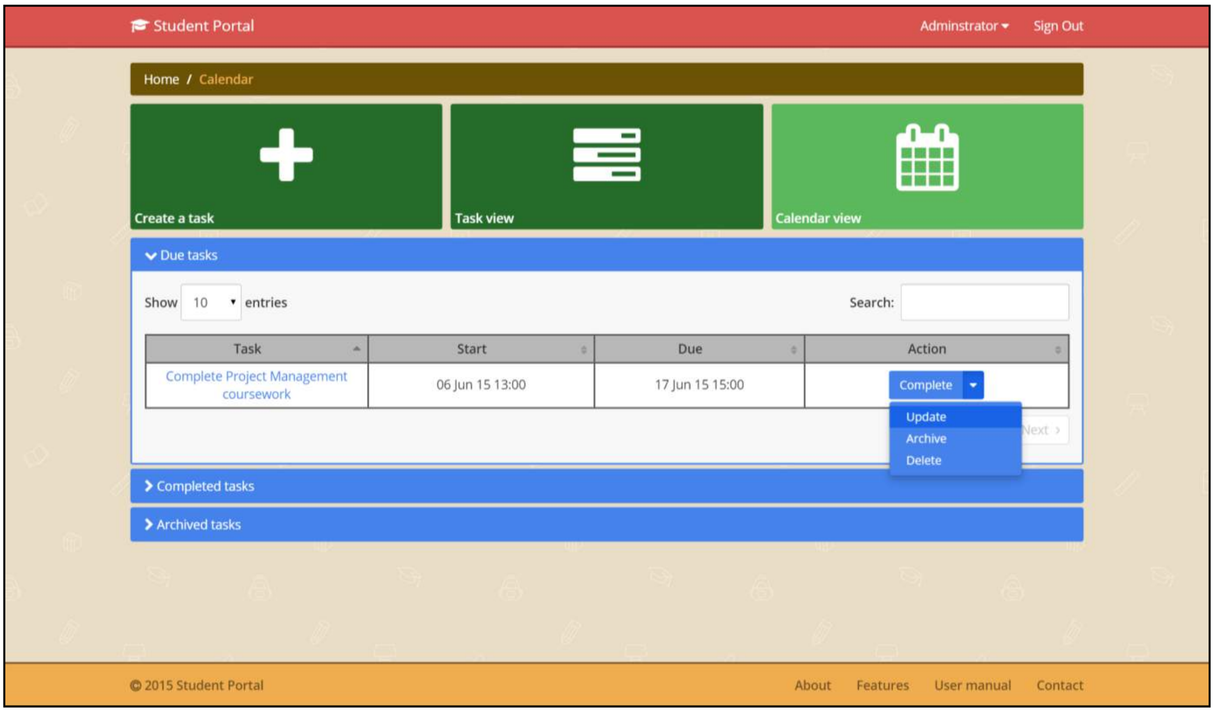


1. Click on the “Calendar view” tile.

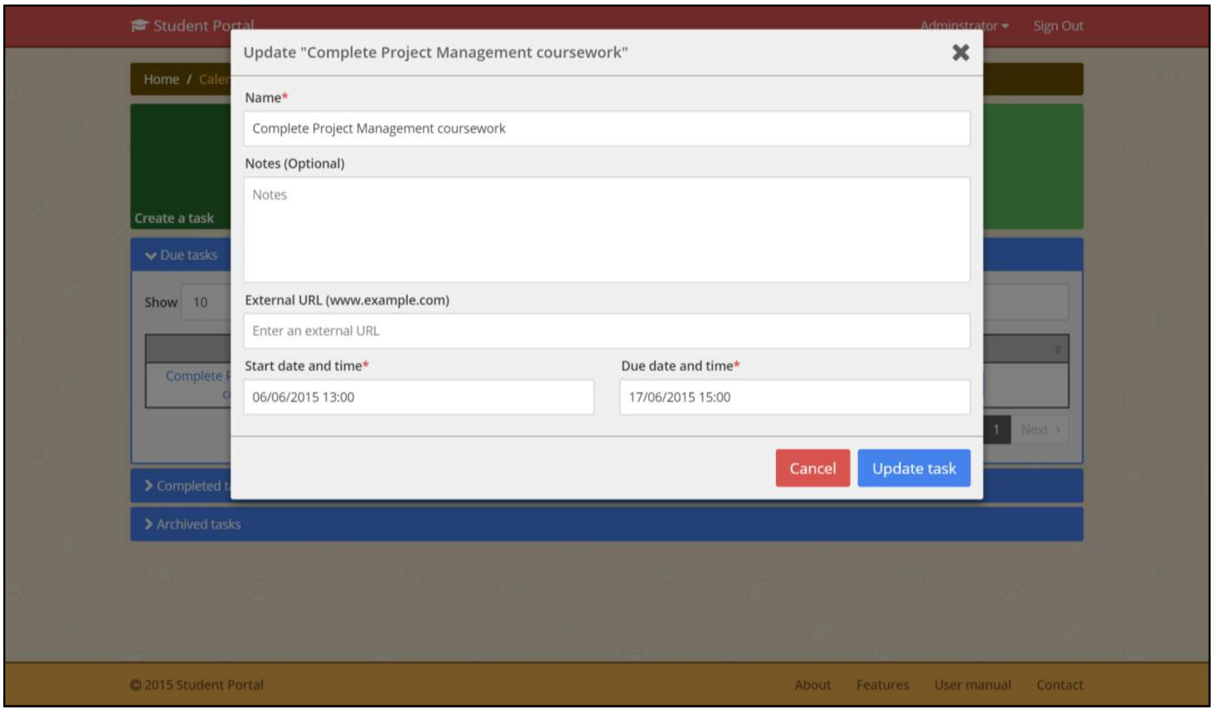


2. Tasks will be represented by a blue circle on the Calendar. You can navigate through the year, month, week and day views using the buttons provided at the top of the calendar.

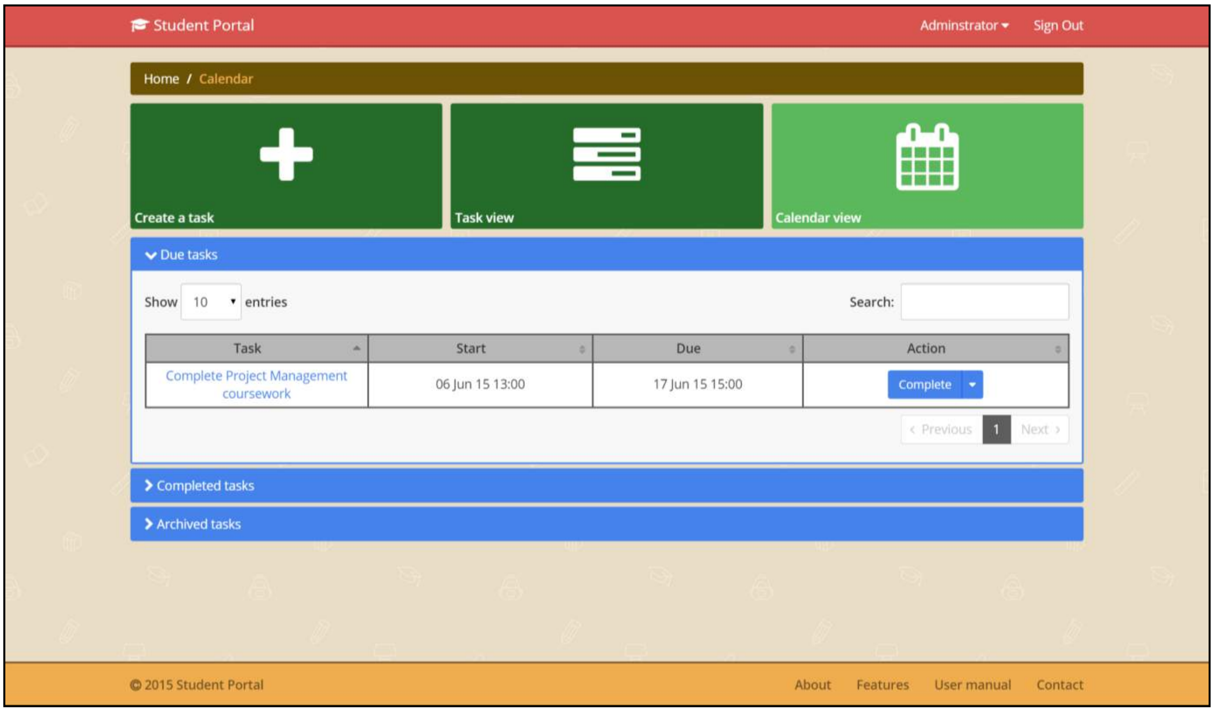
How to update a task



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.

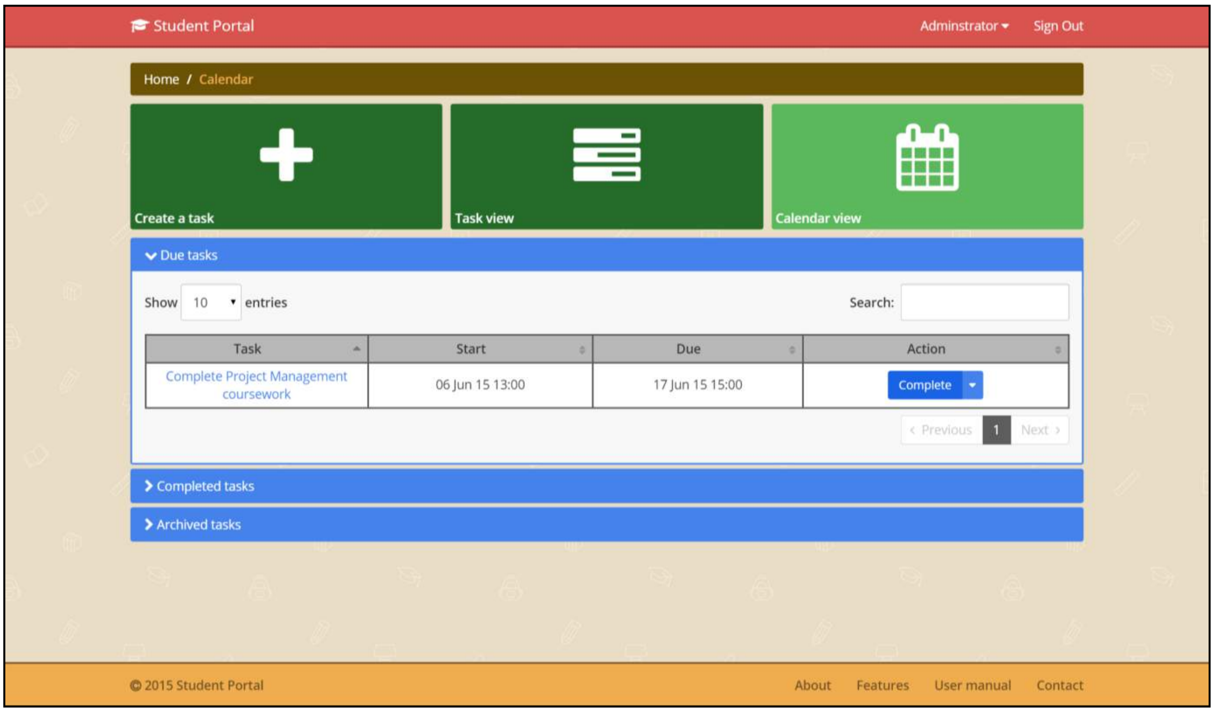


3. A form will appear.
4. Update the desired fields.
5. Click on the “Update task” button.

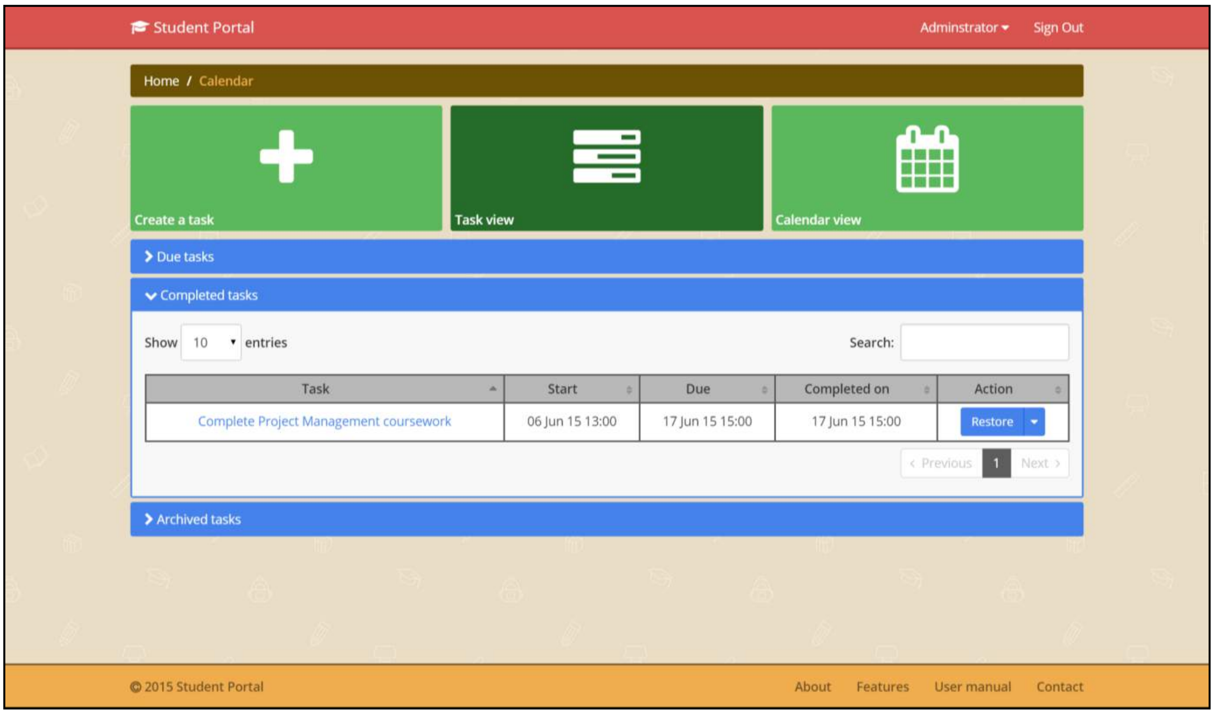


6. The prompt will disappear and the task will be updated.

How to complete a task

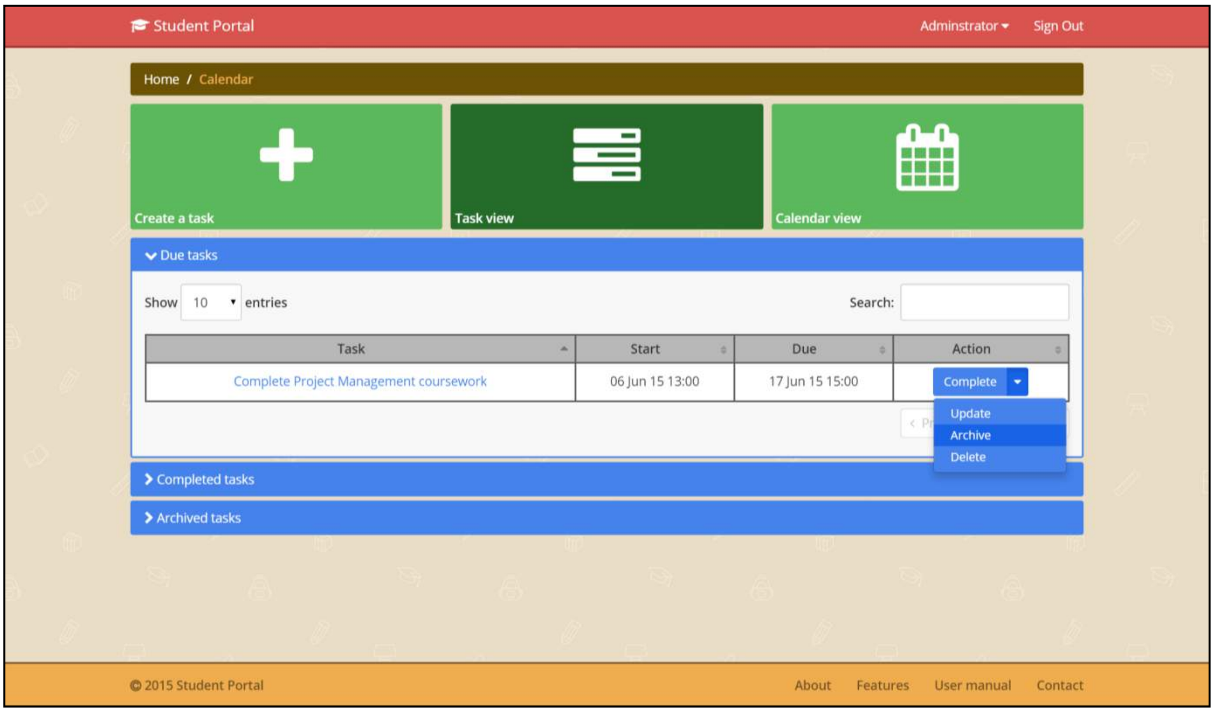


1. There will be a panel named “Due tasks”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Complete” button next to a specific task.

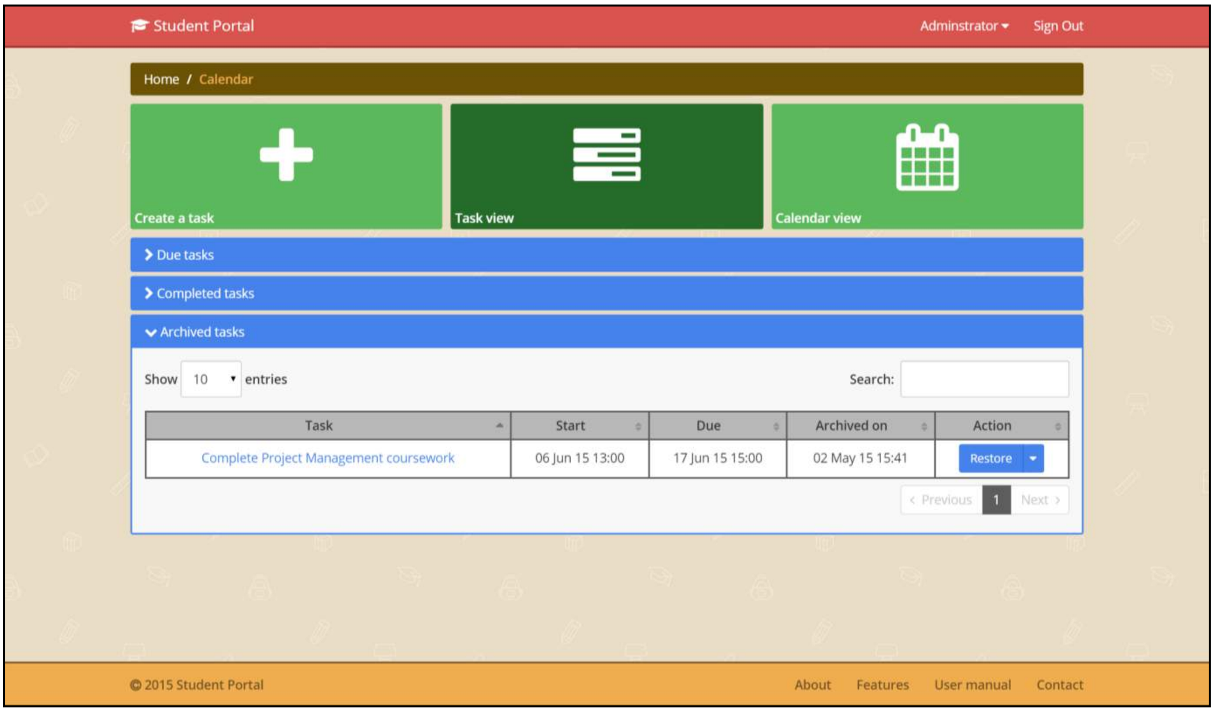


3. The book will disappear from the “Due tasks” panel, and instead will be visible within the “Completed tasks” panel.

How to archive a task

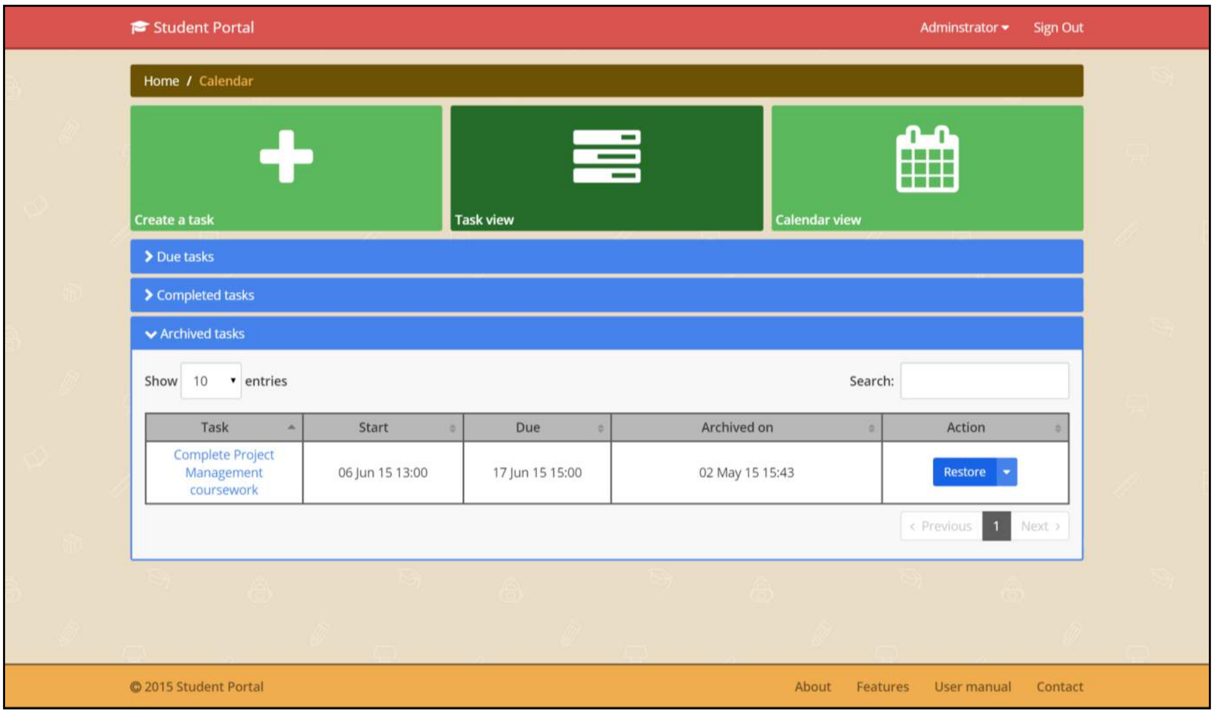


1. There will be a panel named "Due tasks". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Archive" button next to a specific task.

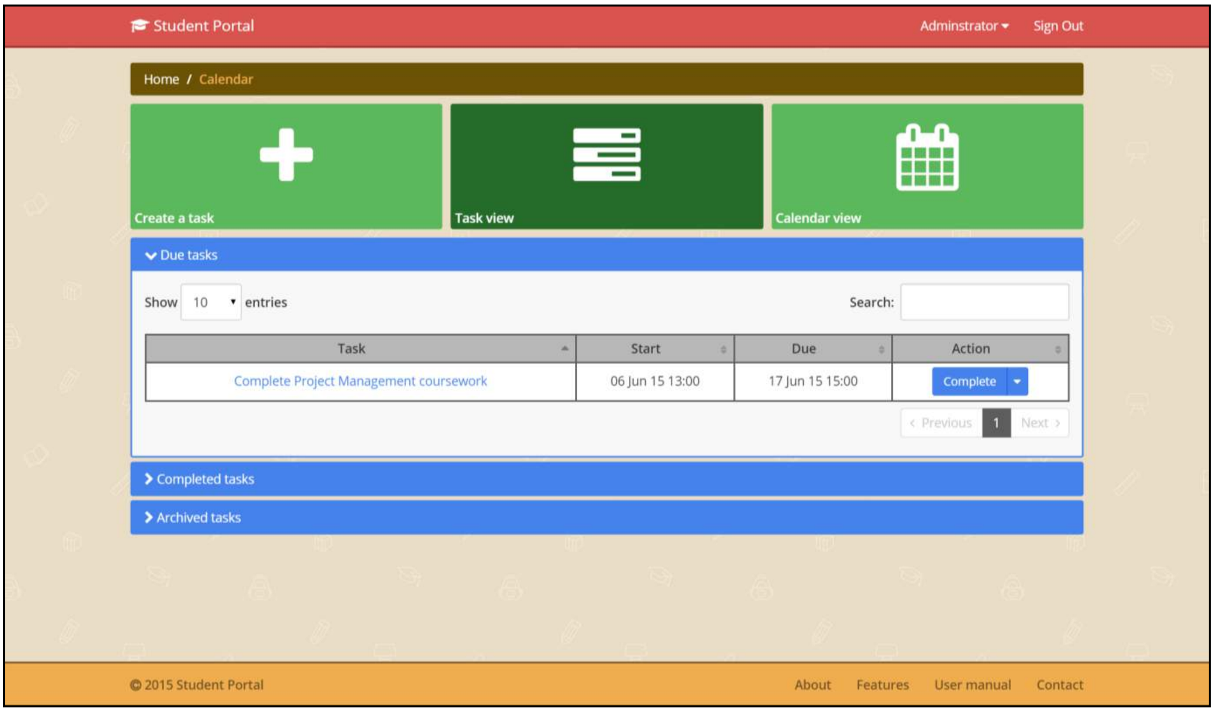


3. The book will disappear from the "Due tasks" panel, and instead will be visible within the "Archived tasks" panel.

How to restore a task

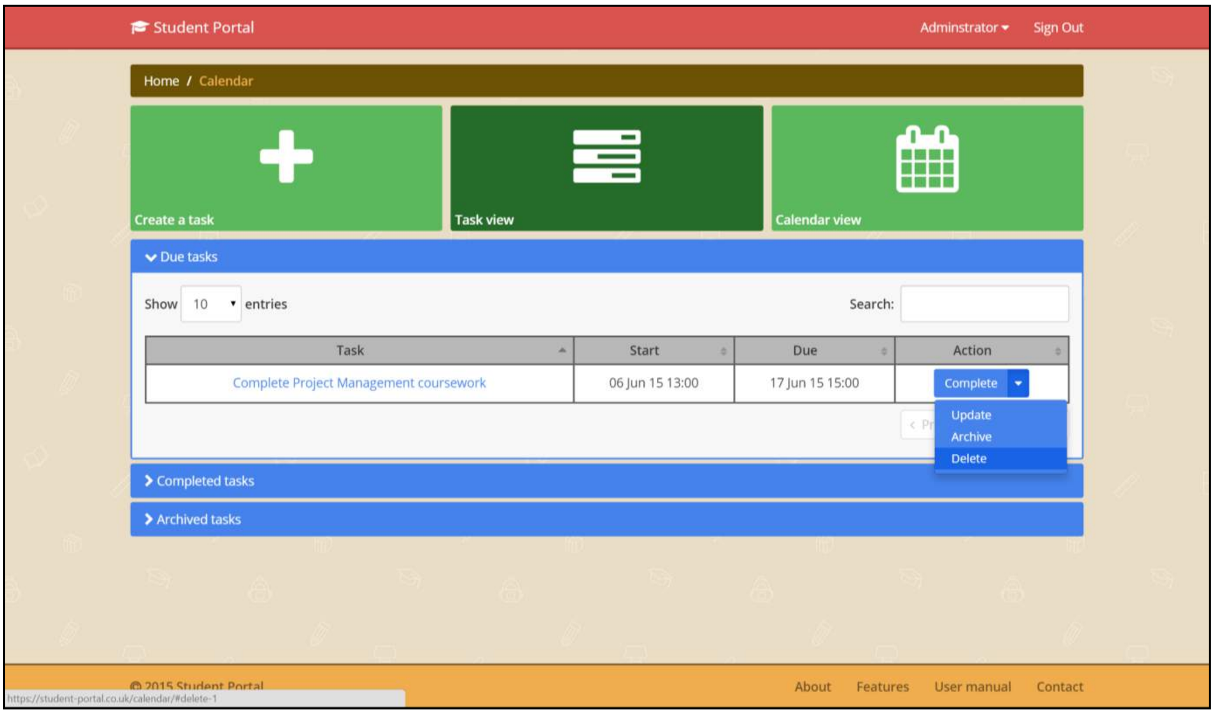


1. There will be two panels named "Completed" or "Archived tasks". They will be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the "Restore" button next to a specific task.

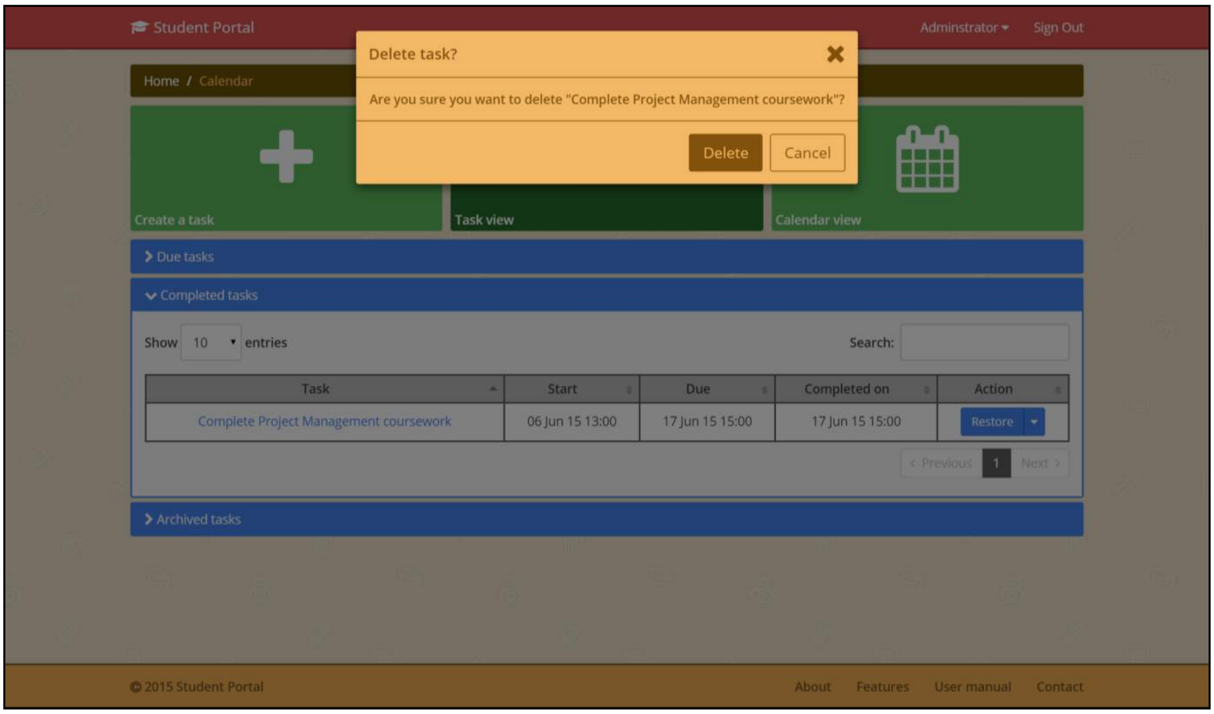


3. The book will disappear from the "Completed" or "Archived tasks" panels, and instead will be visible within the "Due tasks" panel.

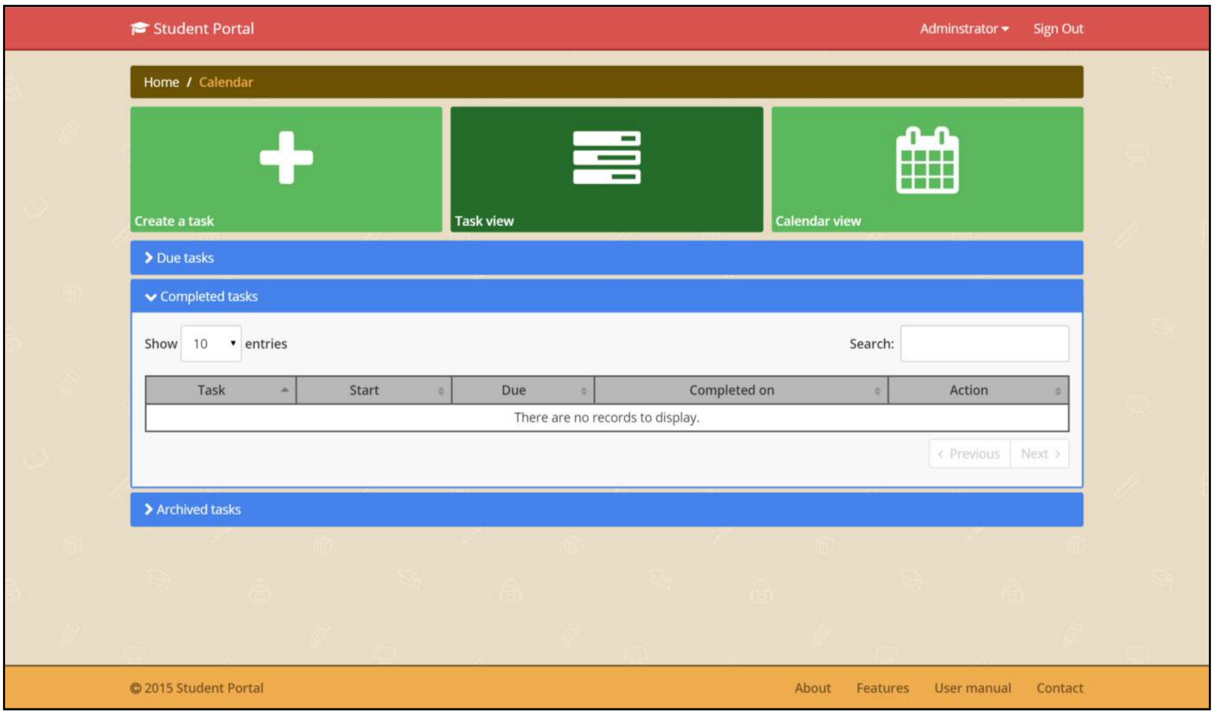
How to delete a task



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.



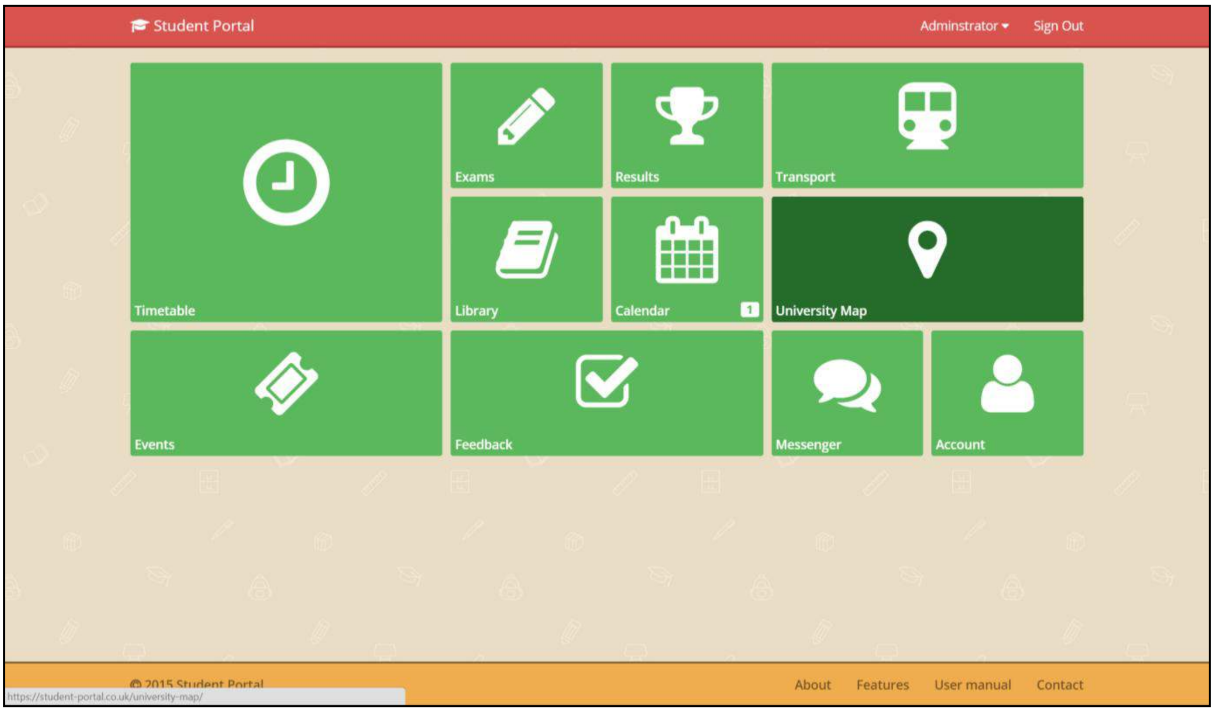
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on Delete. If you don’t want to delete the exam, click on Cancel.



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

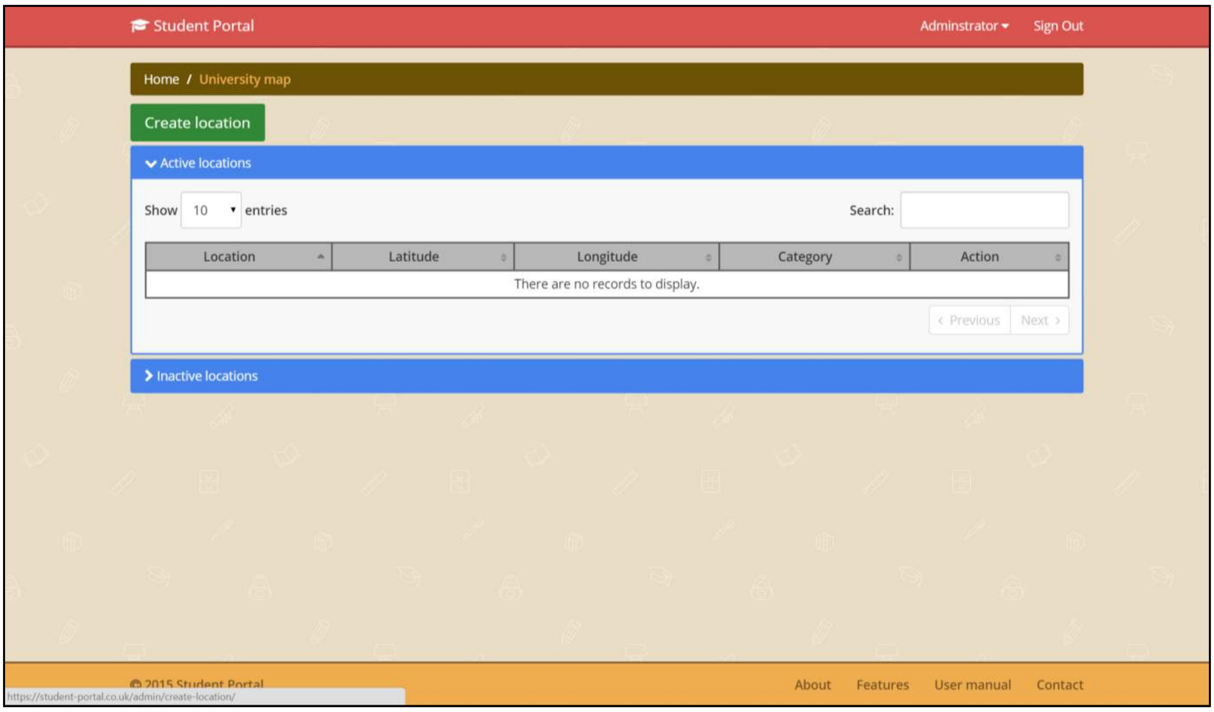
University Map

How to access the University map area

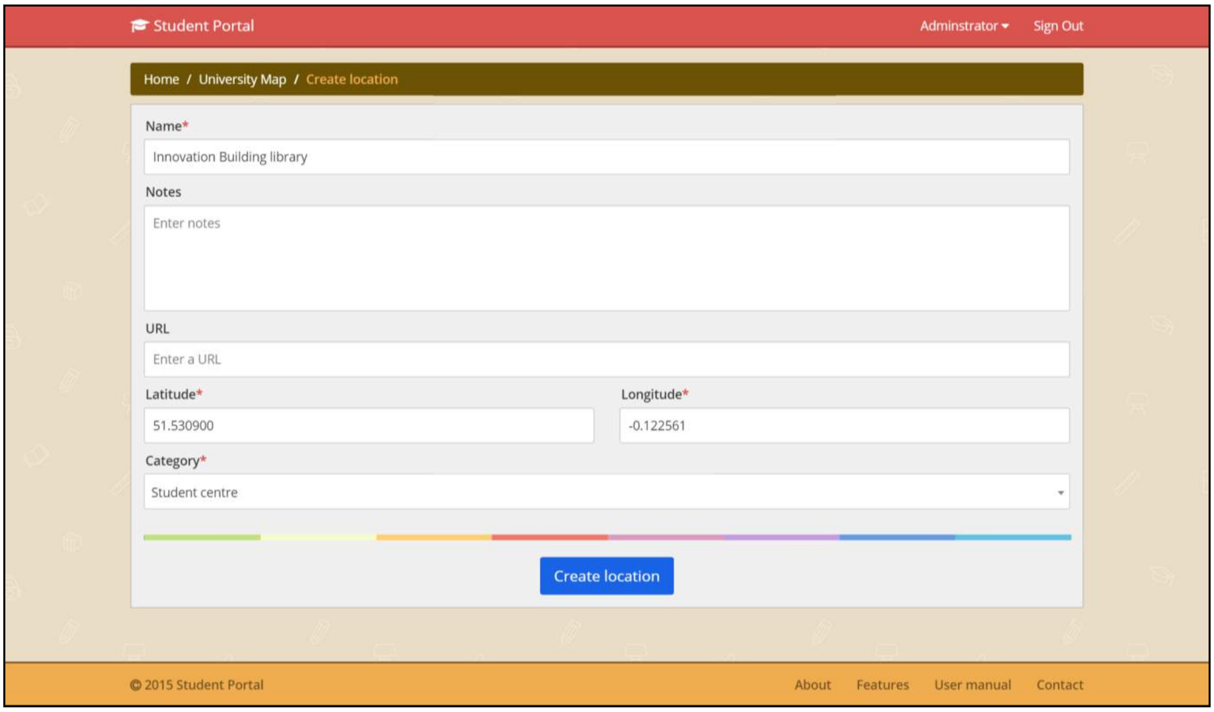


1. Click on the “University Map” tile from the Home page.

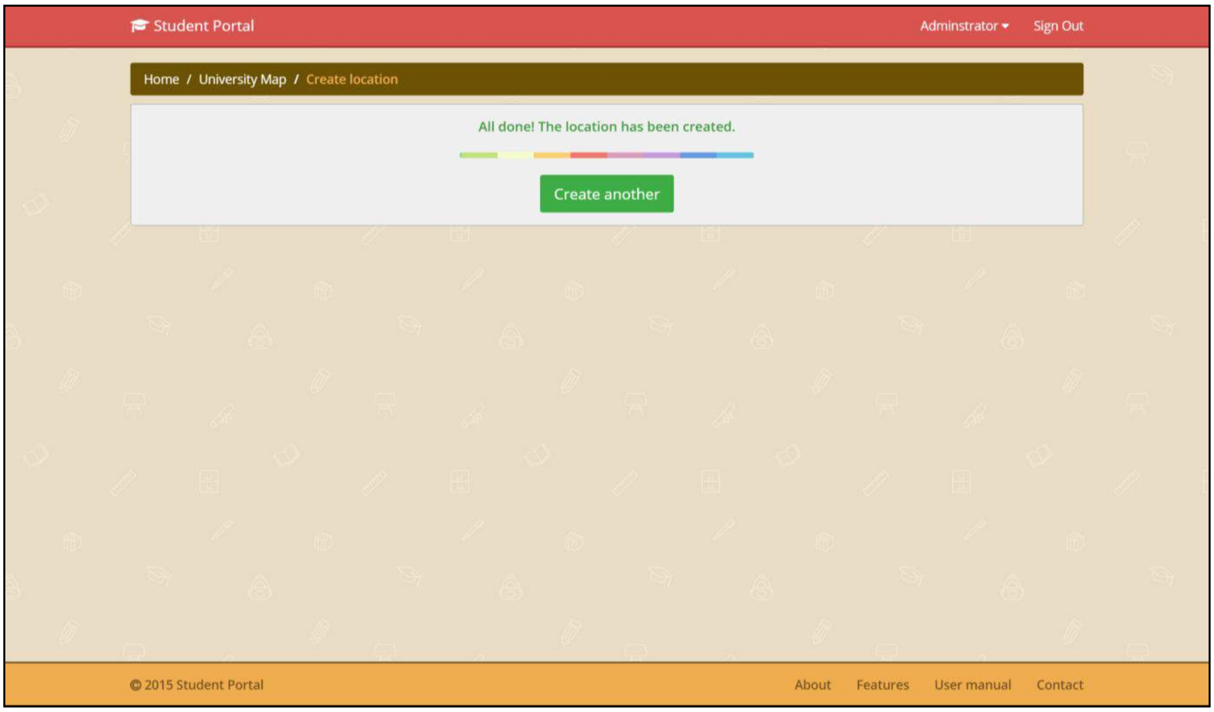
How to create a location



1. Click on the “Create location” button.

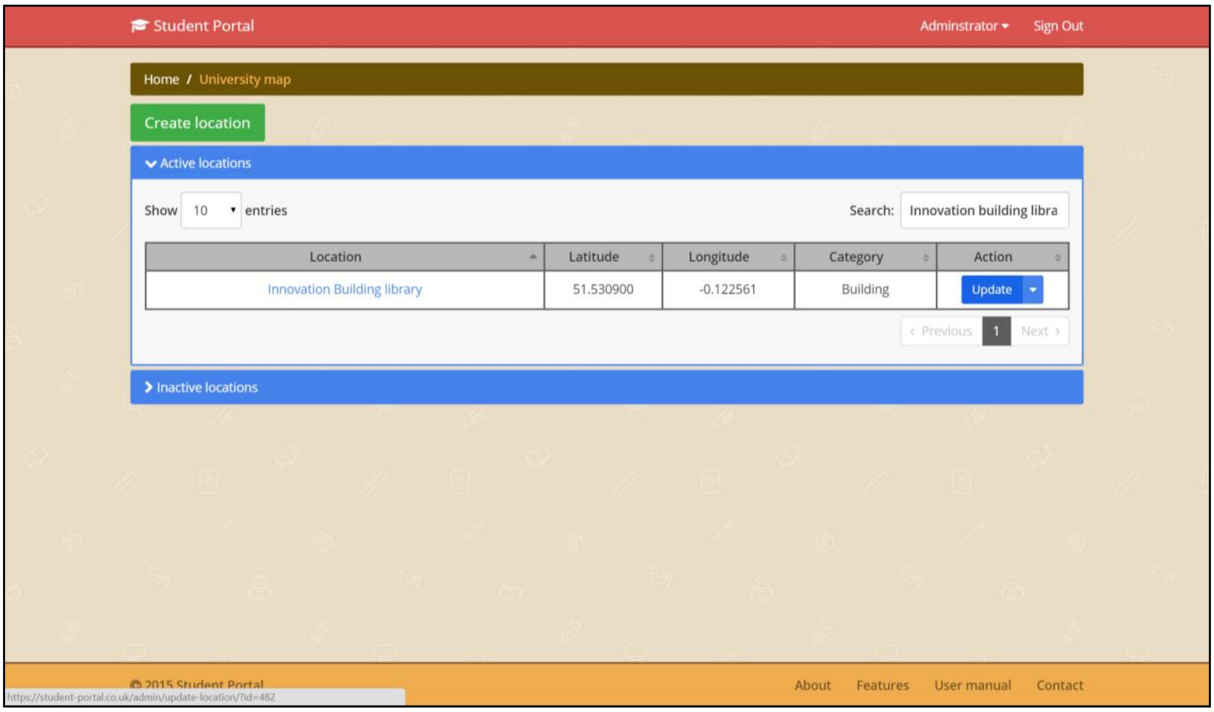


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create location” button.

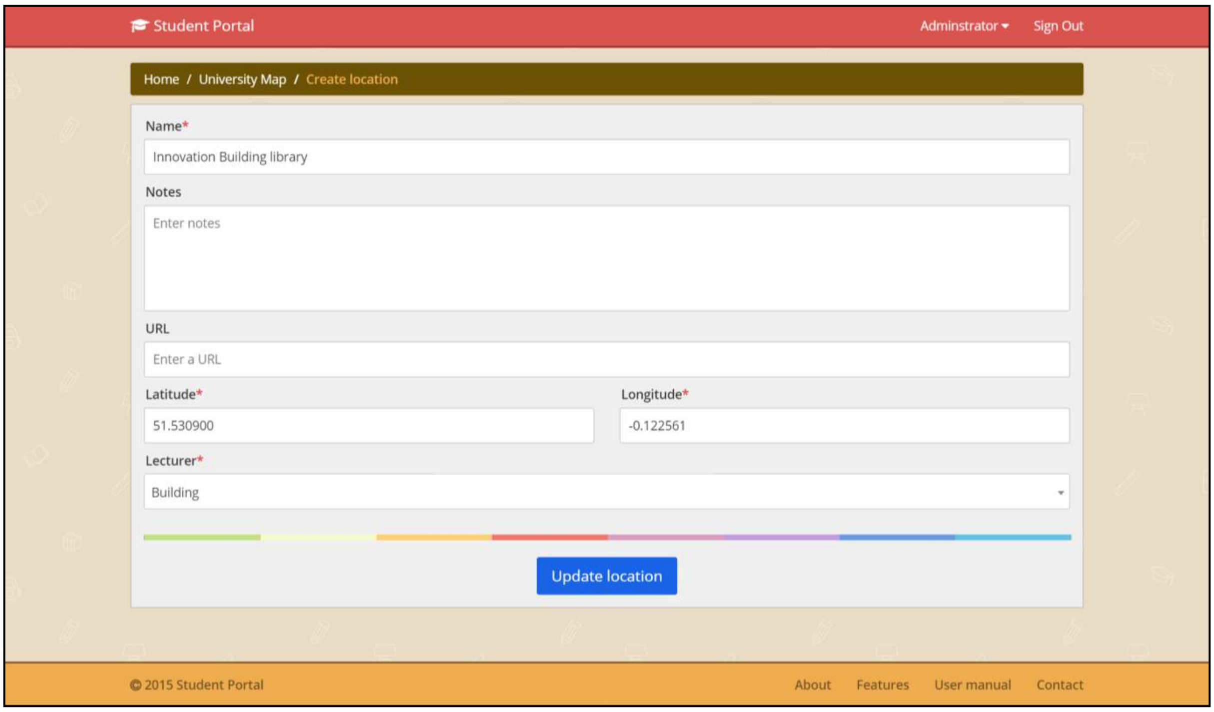


5. A confirmation message will appear on the screen confirming the action has been completed.

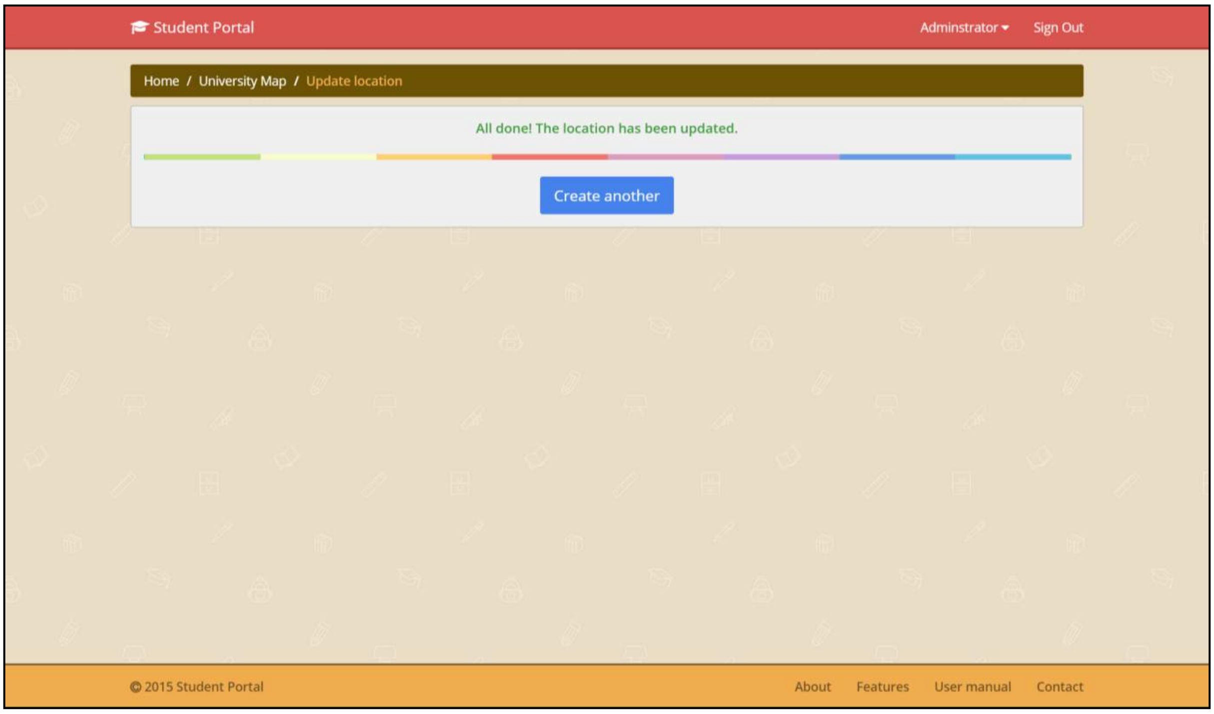
How to update a location



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.

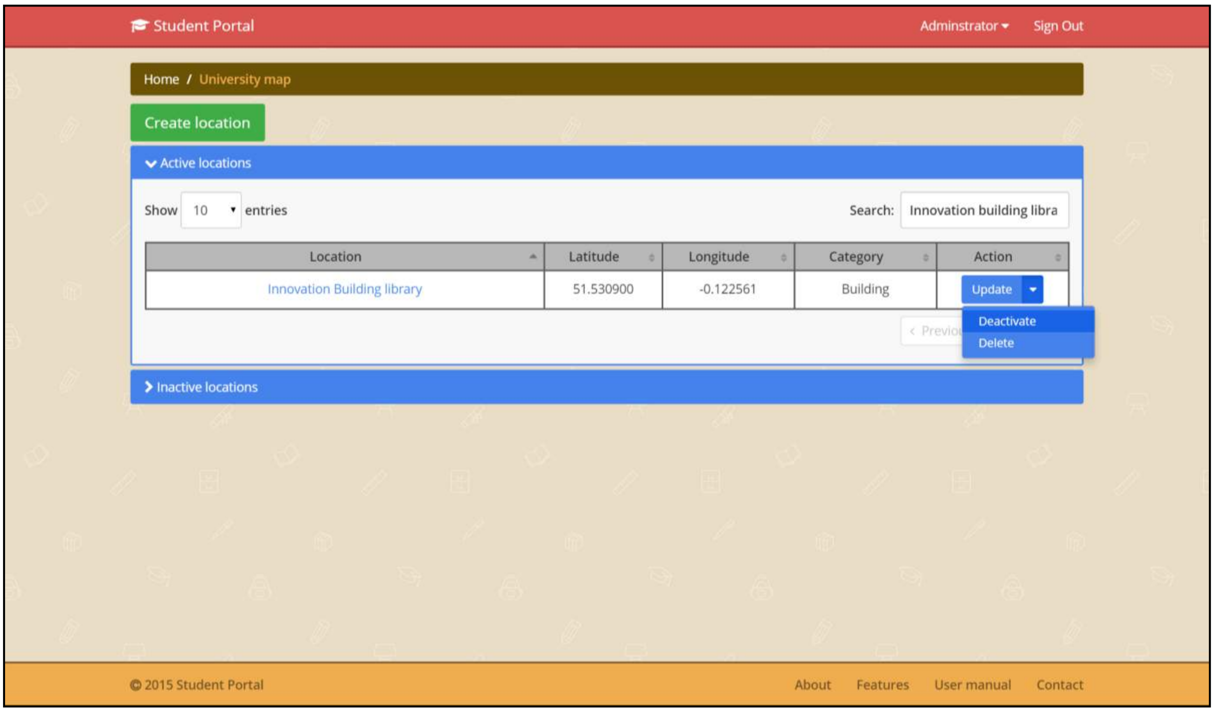


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update location” button.

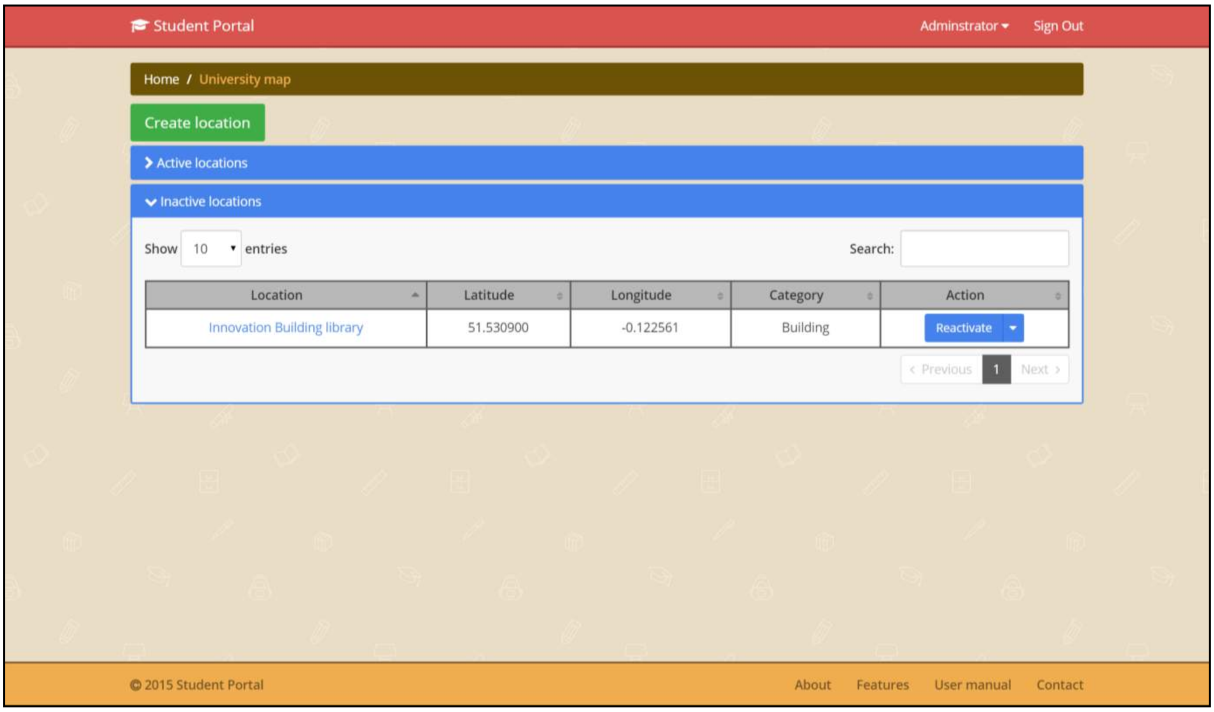


6. A confirmation message will appear on the screen confirming the action has been completed.

How to deactivate a location

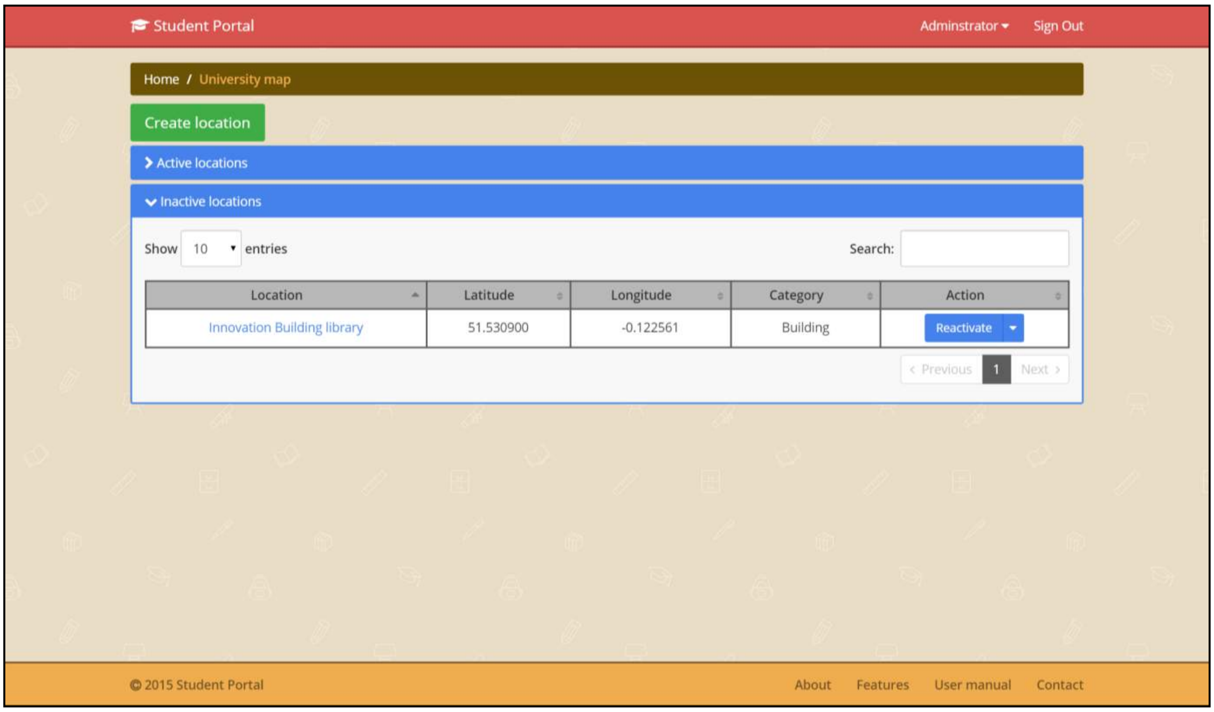


1. There will be a panel named "Active locations". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Deactivate" button next to a specific location.

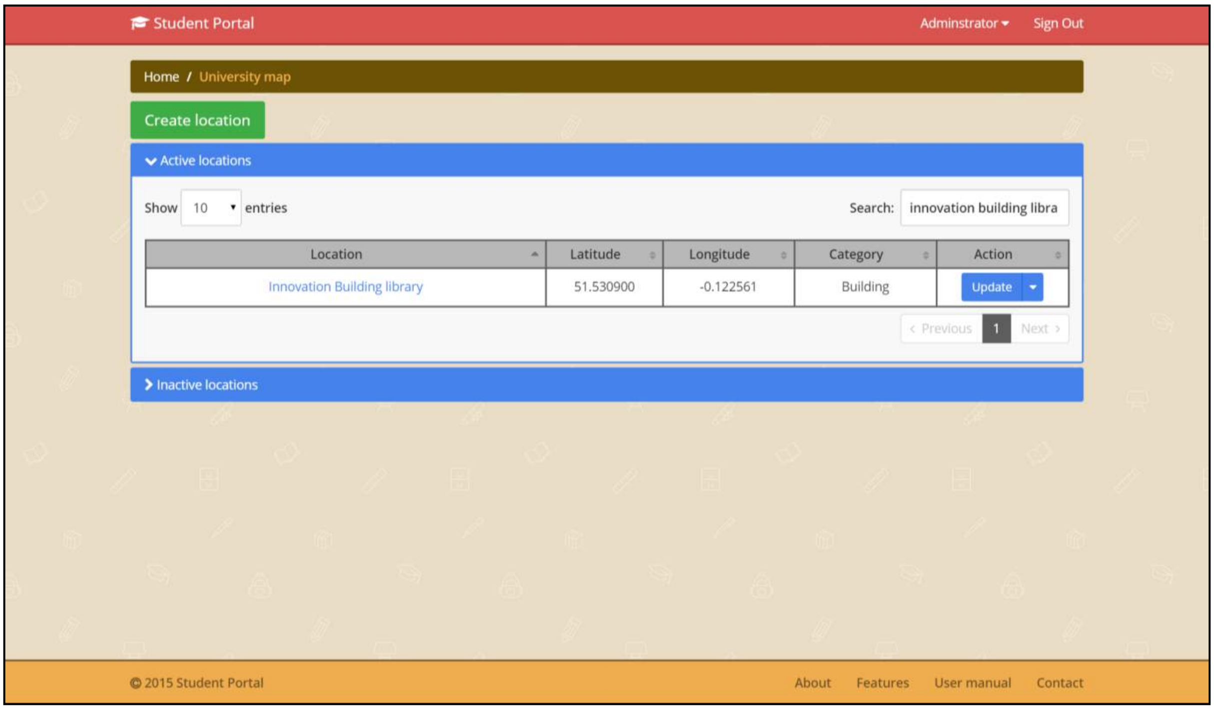


3. The book will disappear from the "Active locations" panel, and instead will be visible within the "Inactive locations" panel.

How to reactivate a location

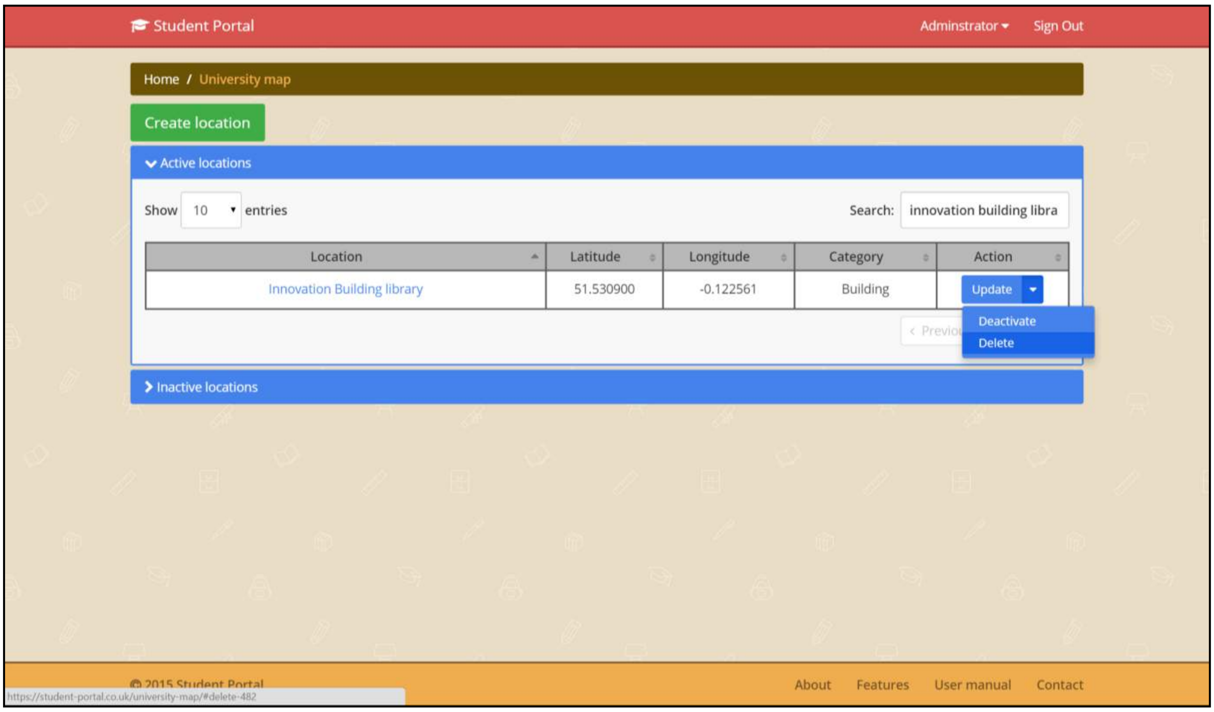


1. There will be a panel named “Inactive locations”. They will be collapsed by default, so you will have to expand them by clicking on its title.
2. Click on the “Reactivate” button next to a specific location.

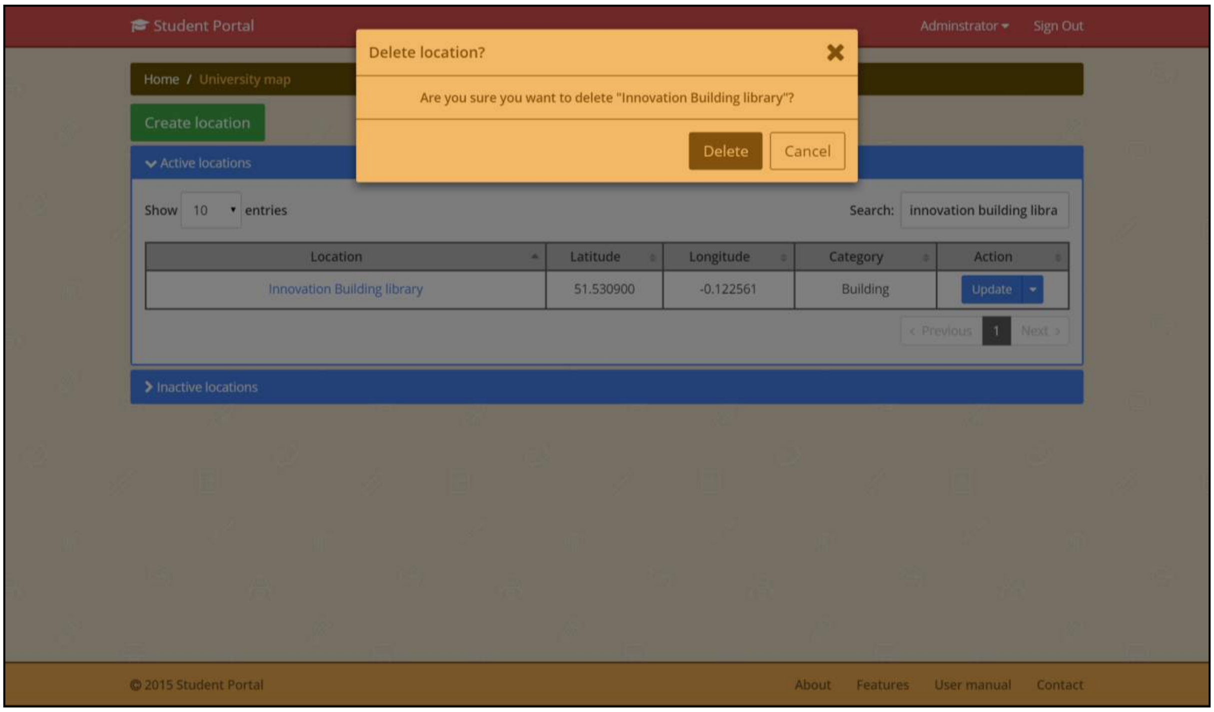


3. The book will disappear from the Inactive locations panels, and instead will be visible within the Active locations panel.

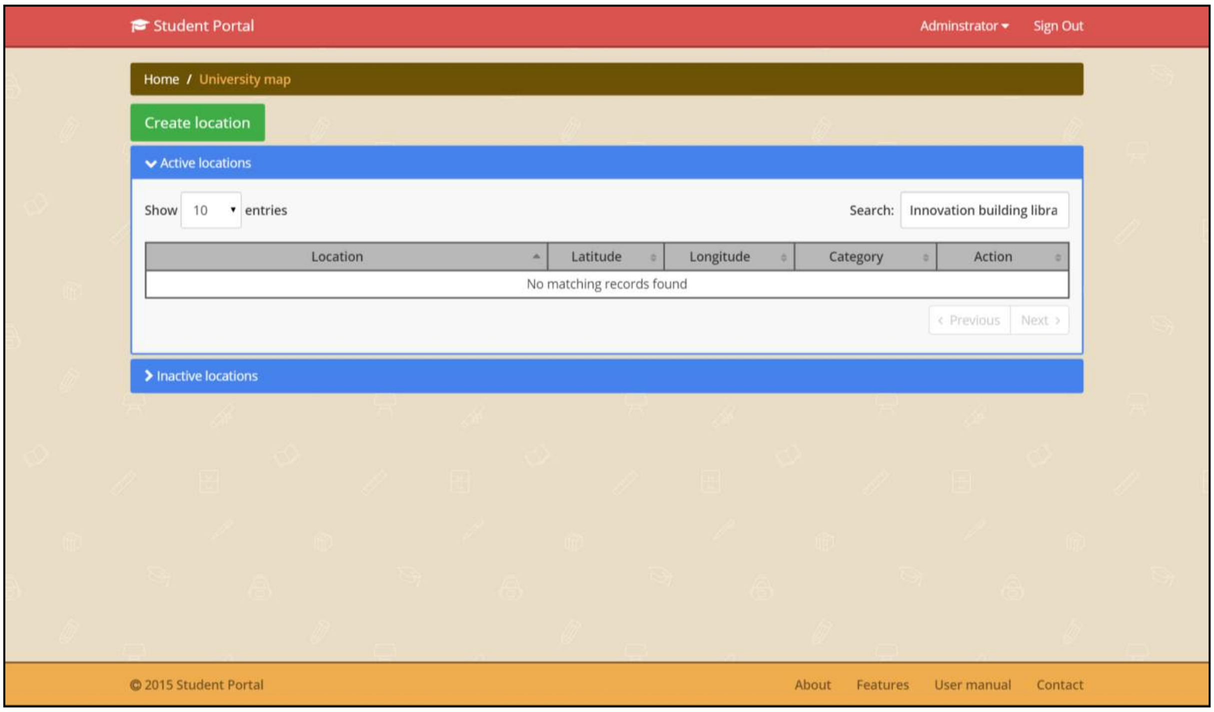
How to delete a location



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.



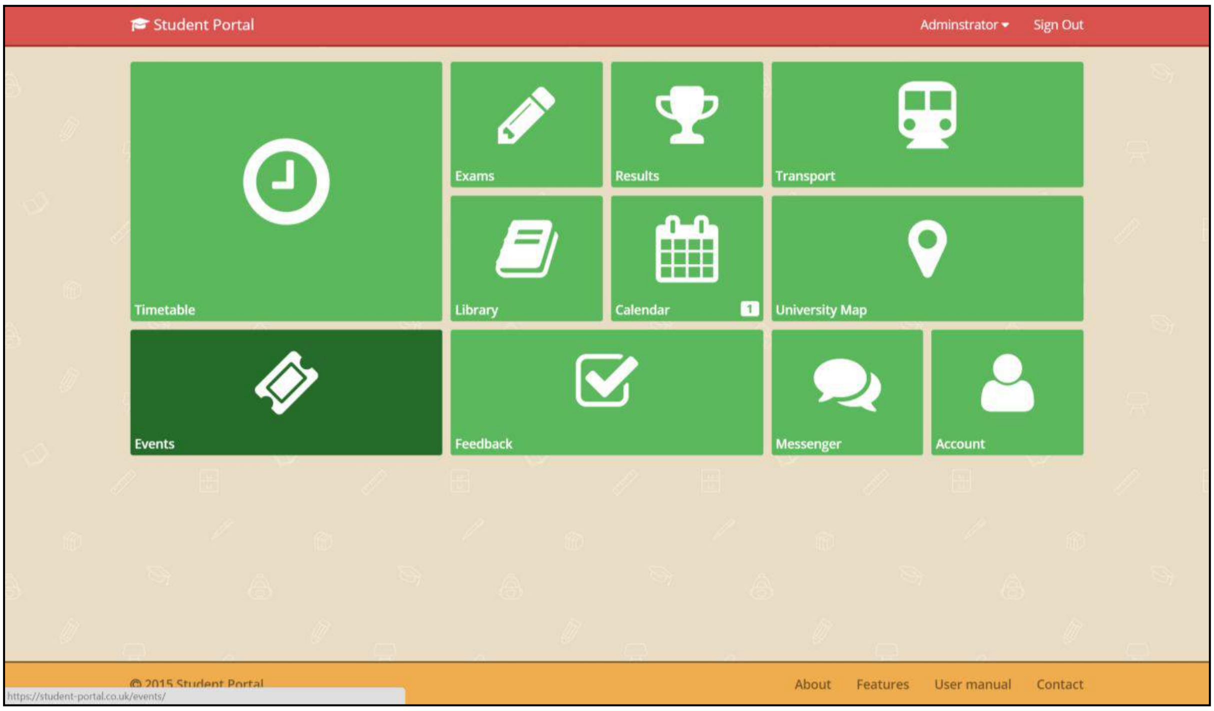
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the location, click on the "Delete" button. If you don't want to delete the location, click on the "Cancel" button.



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

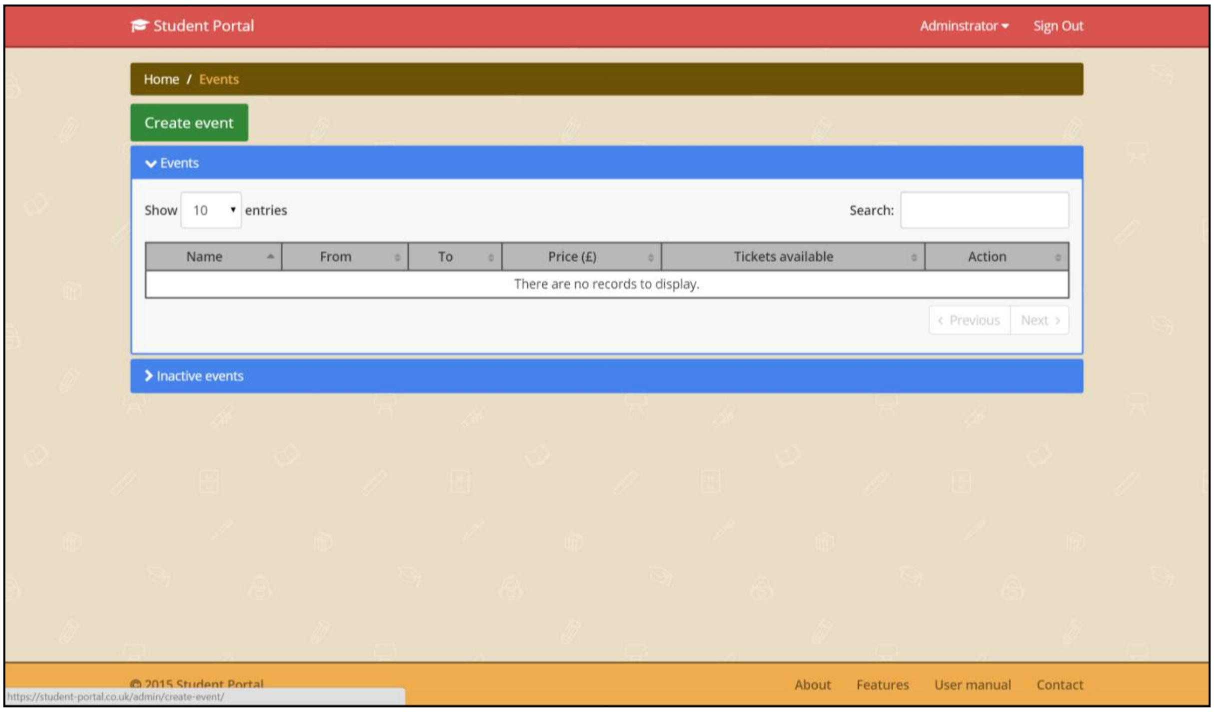
Events

How to access the Events area

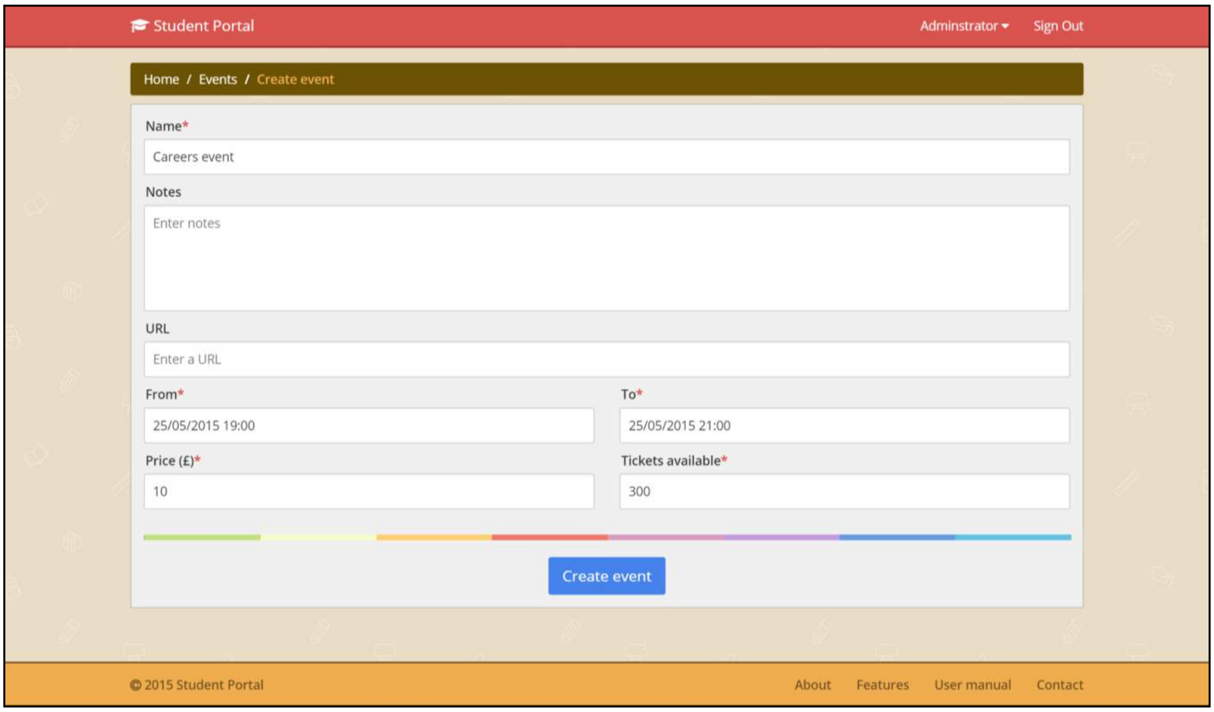


1. Click on the “Events” tile from the Home page.

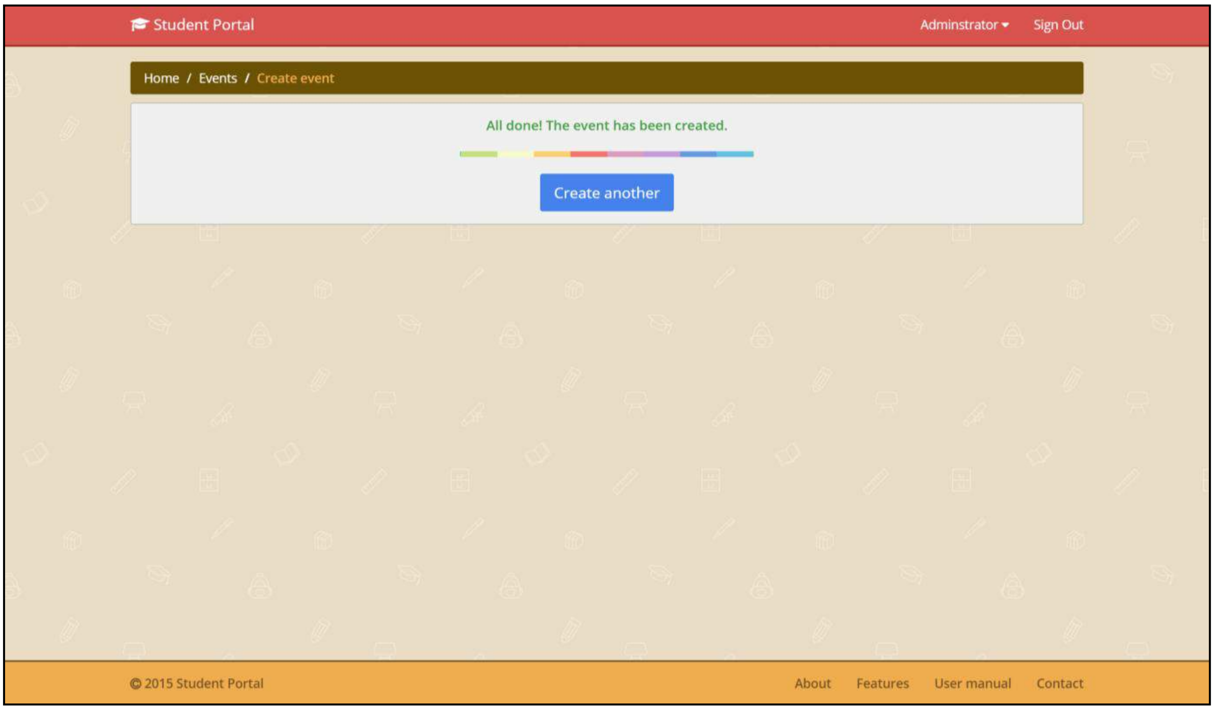
How to create an event



1. Click on the Create event button.

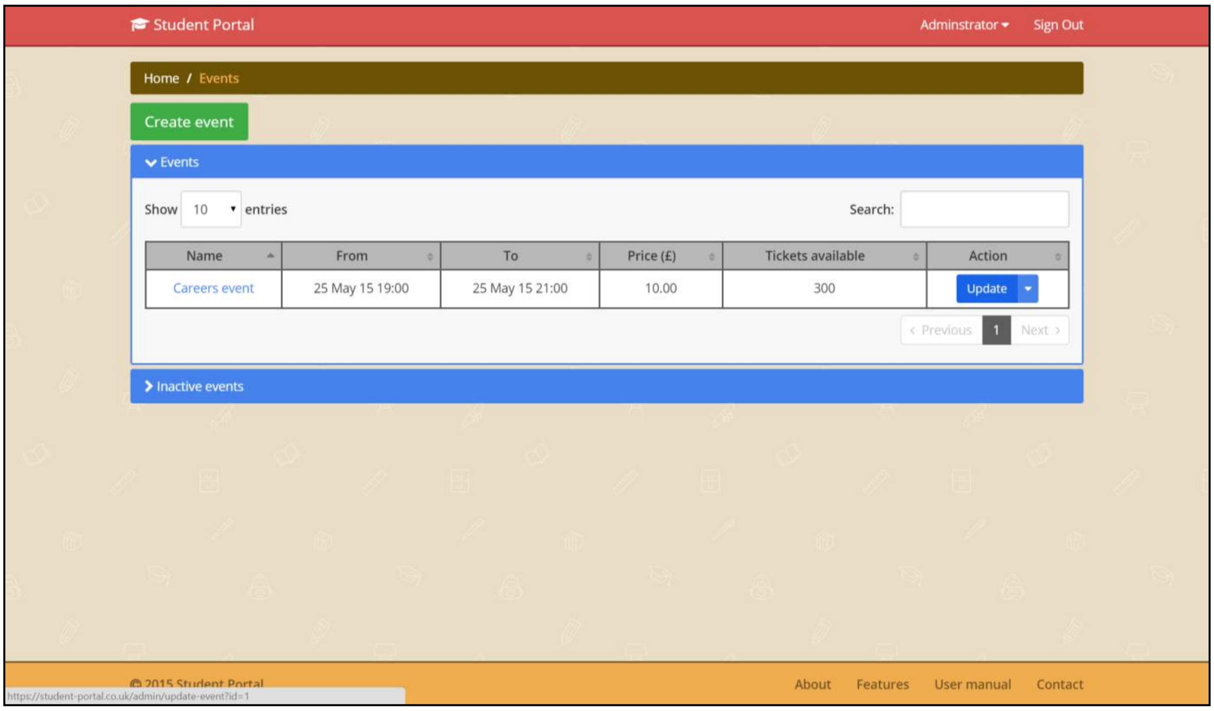


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the "Create event" button.

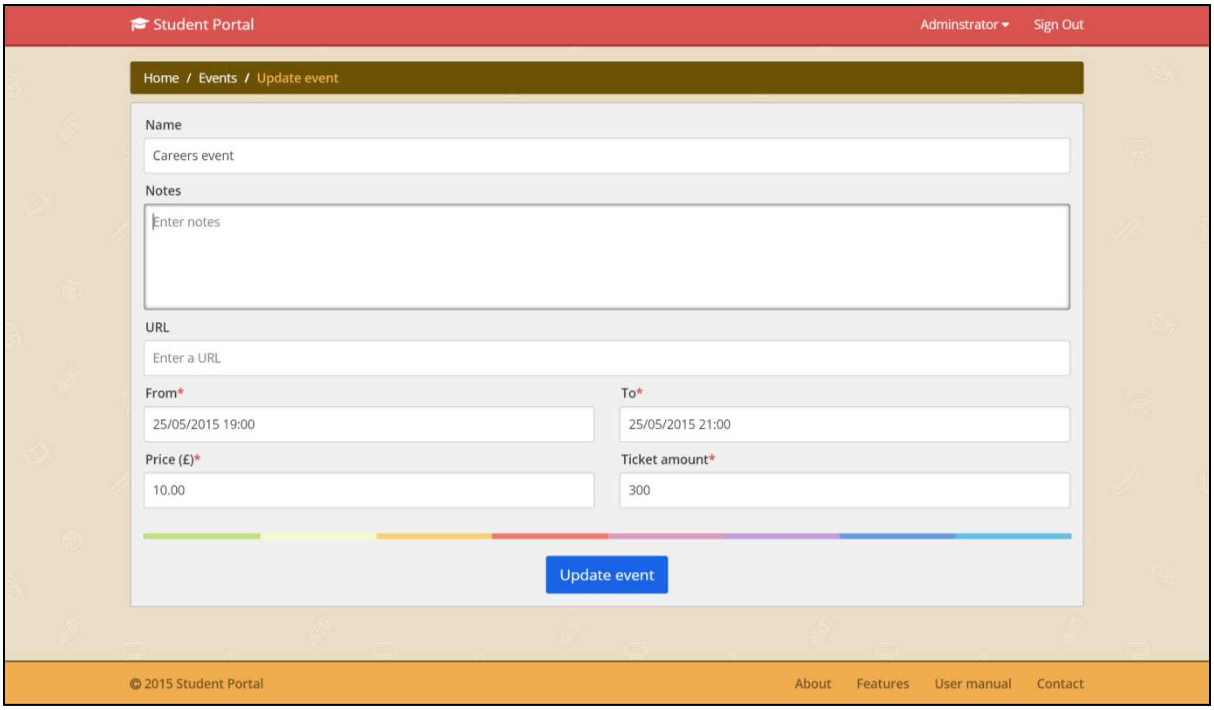


5. A confirmation message will appear on the screen confirming the action has been completed.

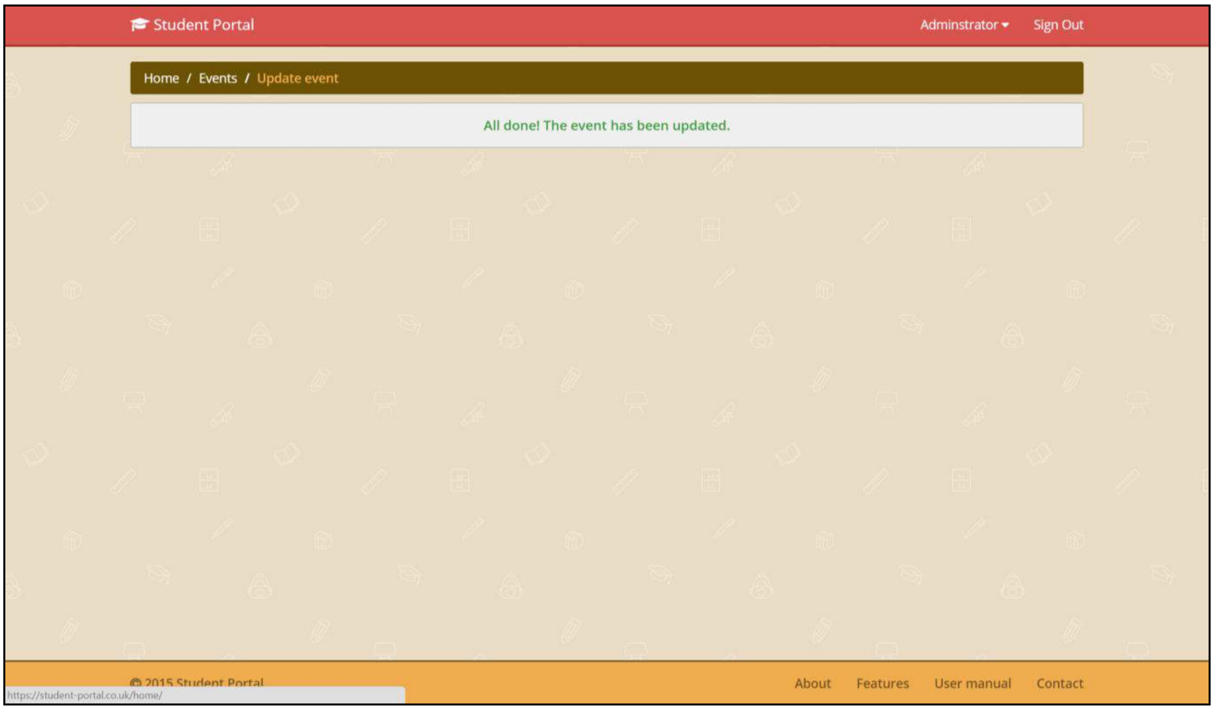
How to update an event



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.

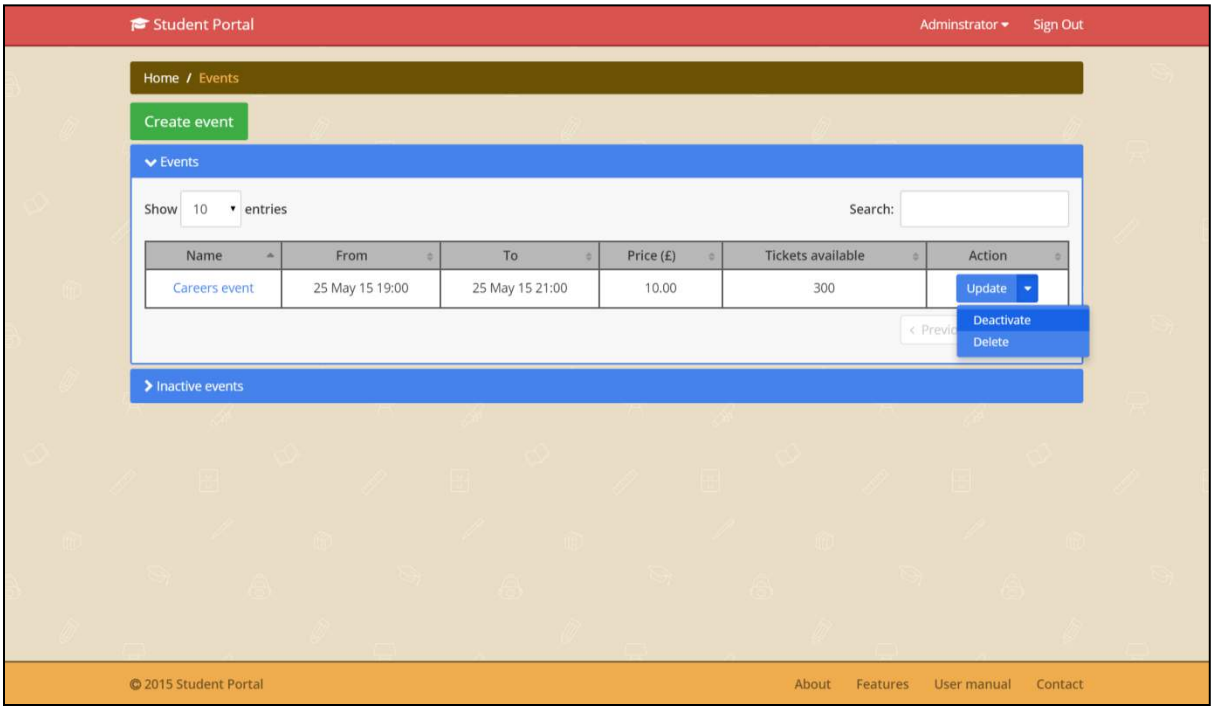


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update event” button.

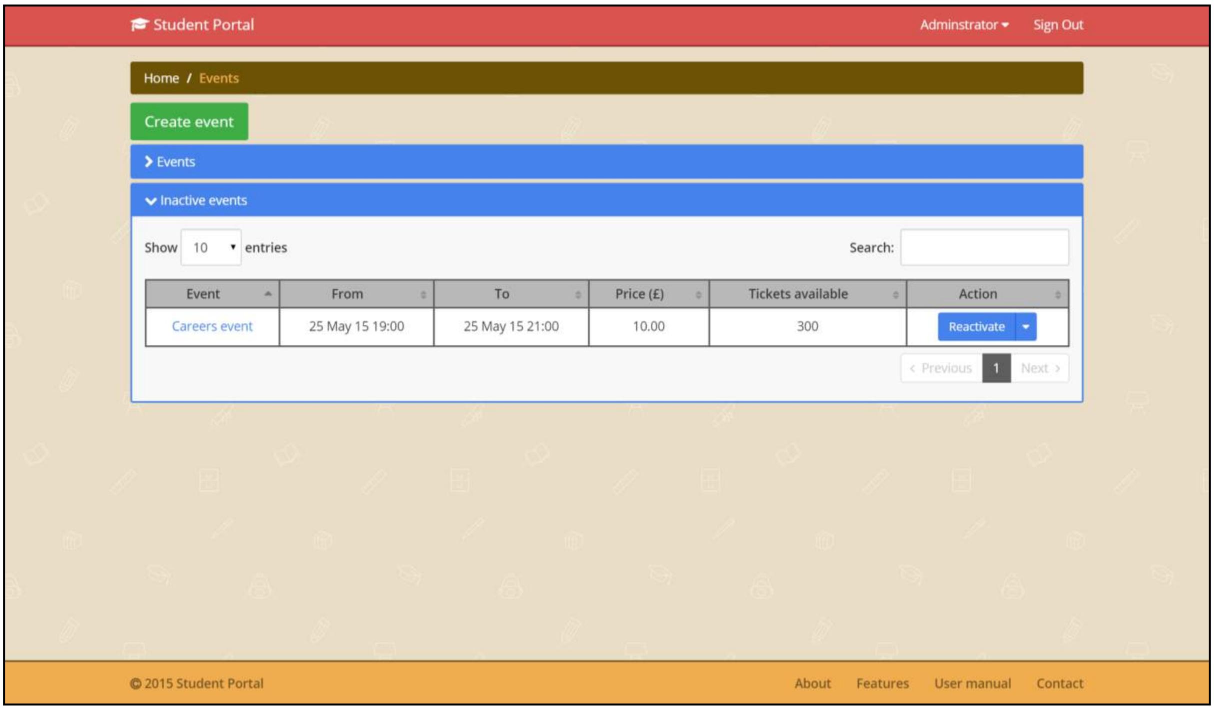


6. A confirmation message will appear on the screen confirming the action has been completed.

How to deactivate an event

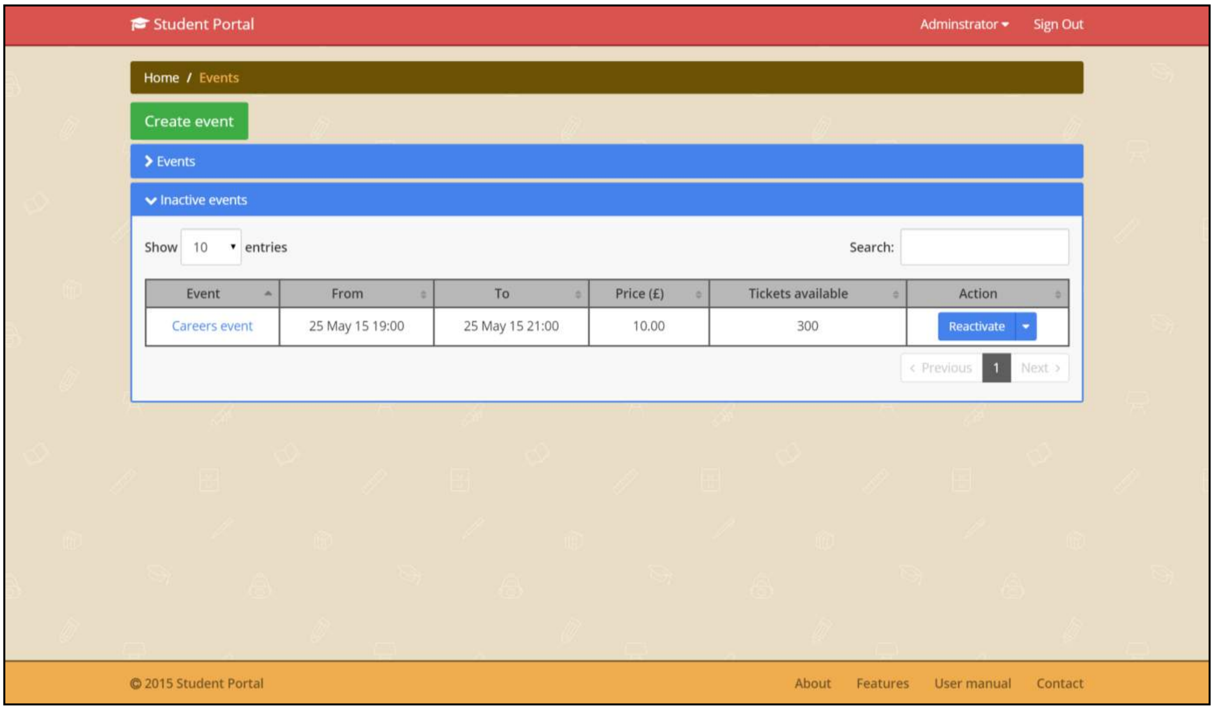


1. There will be a panel named "Active events". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Deactivate" button next to a specific event.

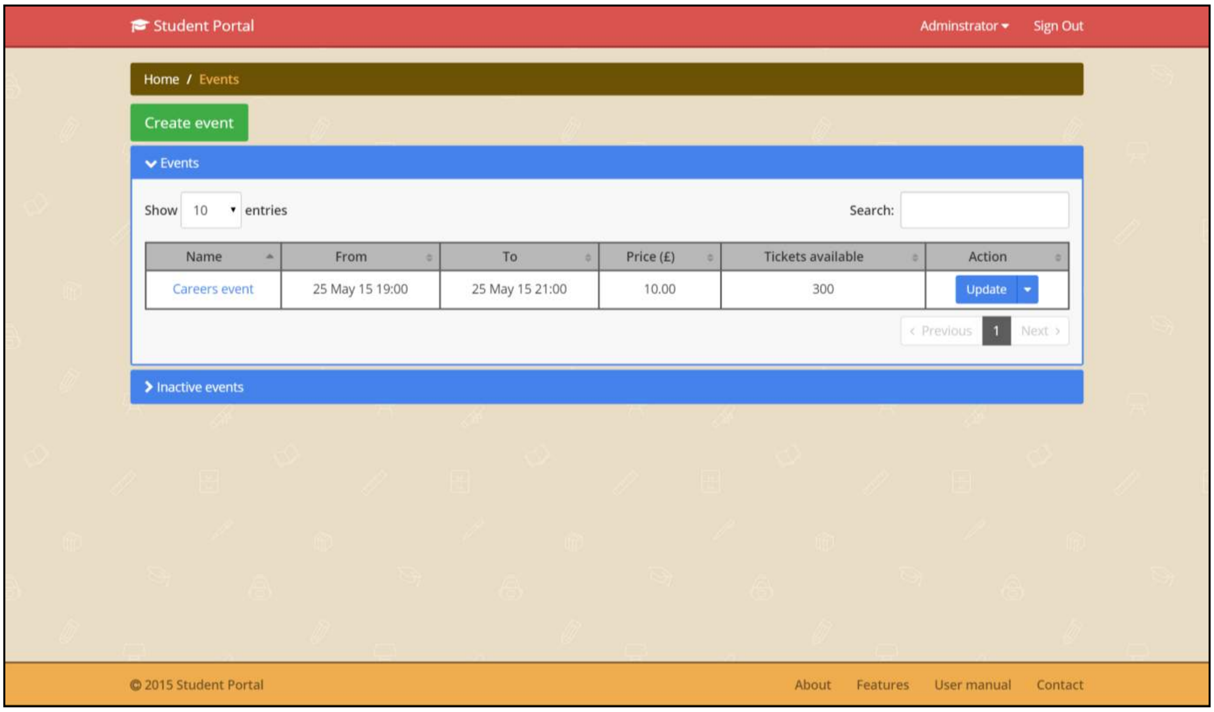


3. The book will disappear from the "Active locations" panel, and instead will be visible within the "Inactive locations" panel.

How to reactivate an event

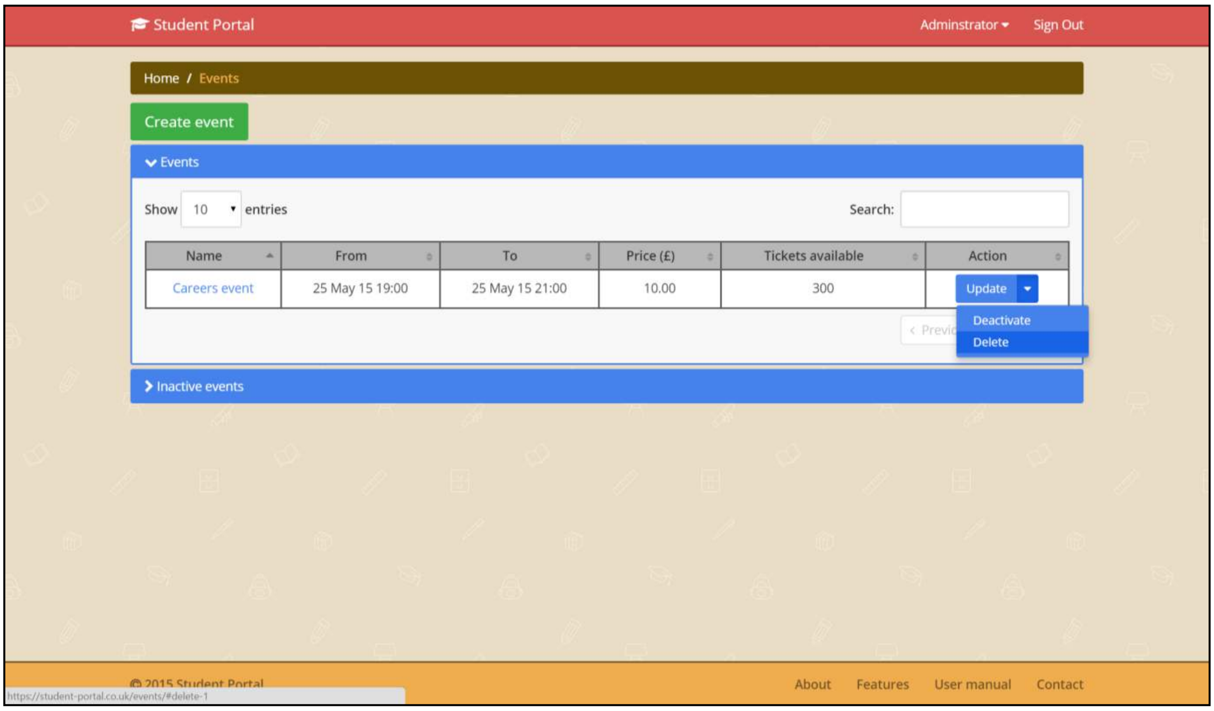


1. There will be a panel named "Inactive events". They will be collapsed by default, so you will have to expand them by clicking on its title.
2. Click on the "Reactivate" button next to a specific event.

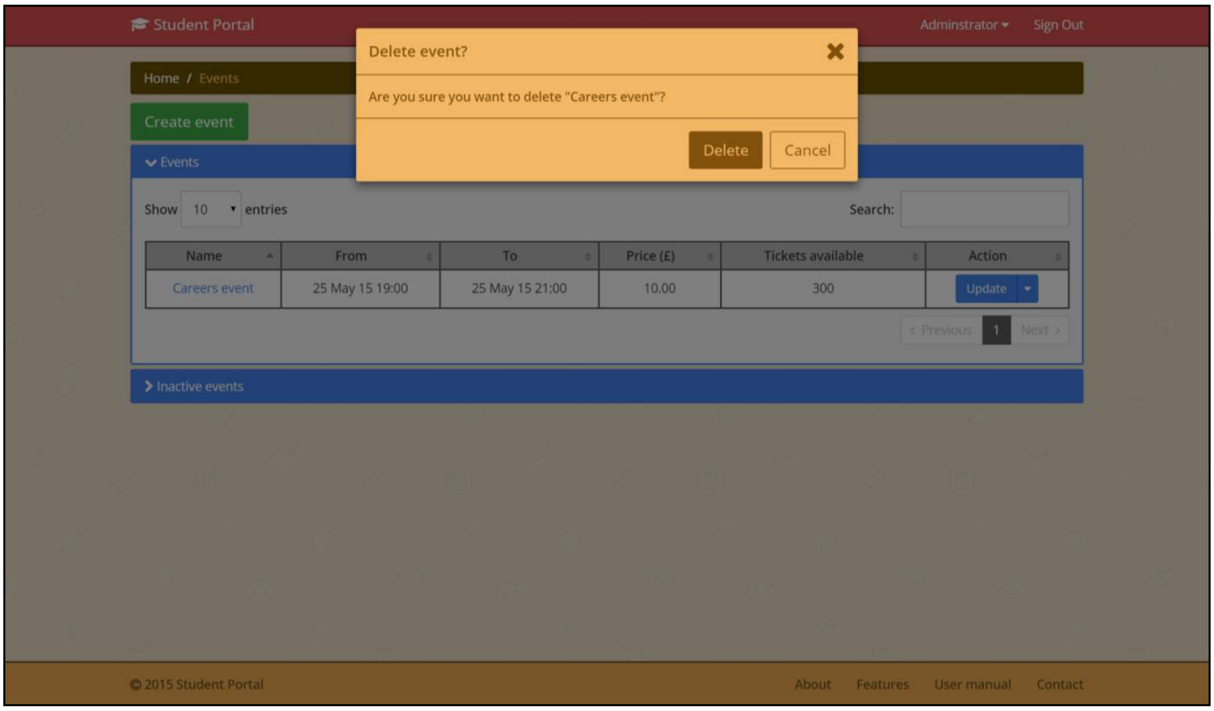


3. The event will disappear from the "Inactive events" panels, and instead will be visible within the "Active events" panel.

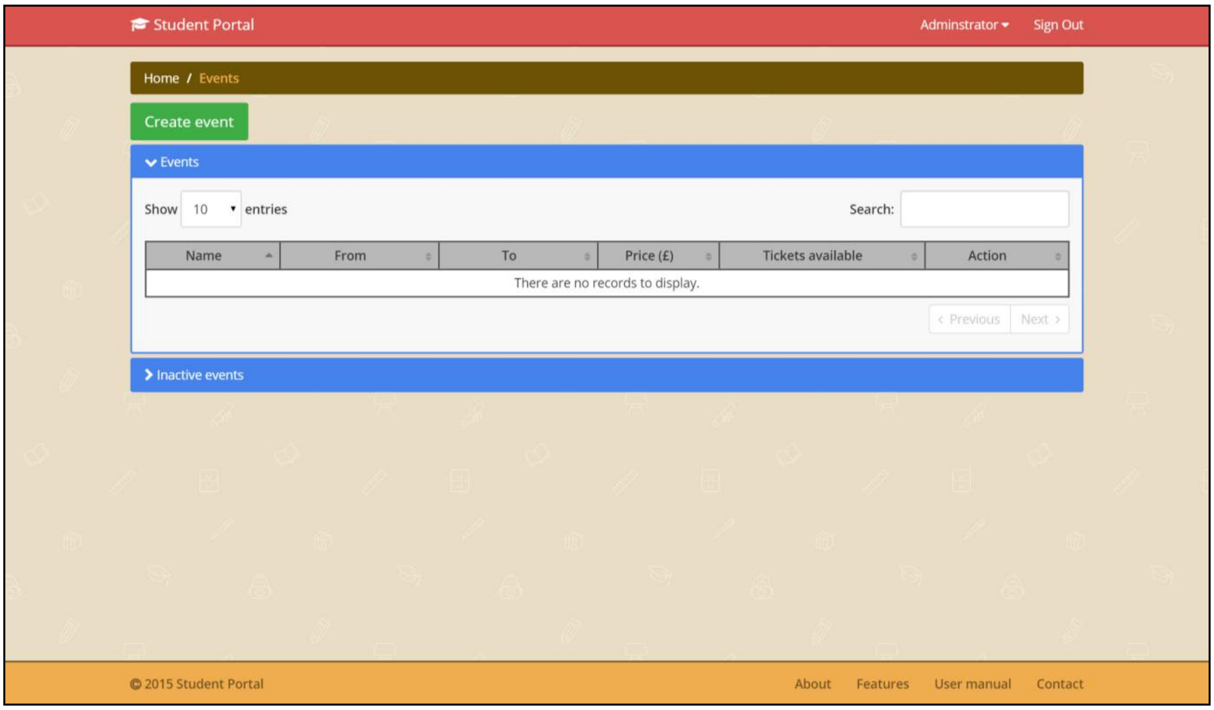
How to delete an event



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.



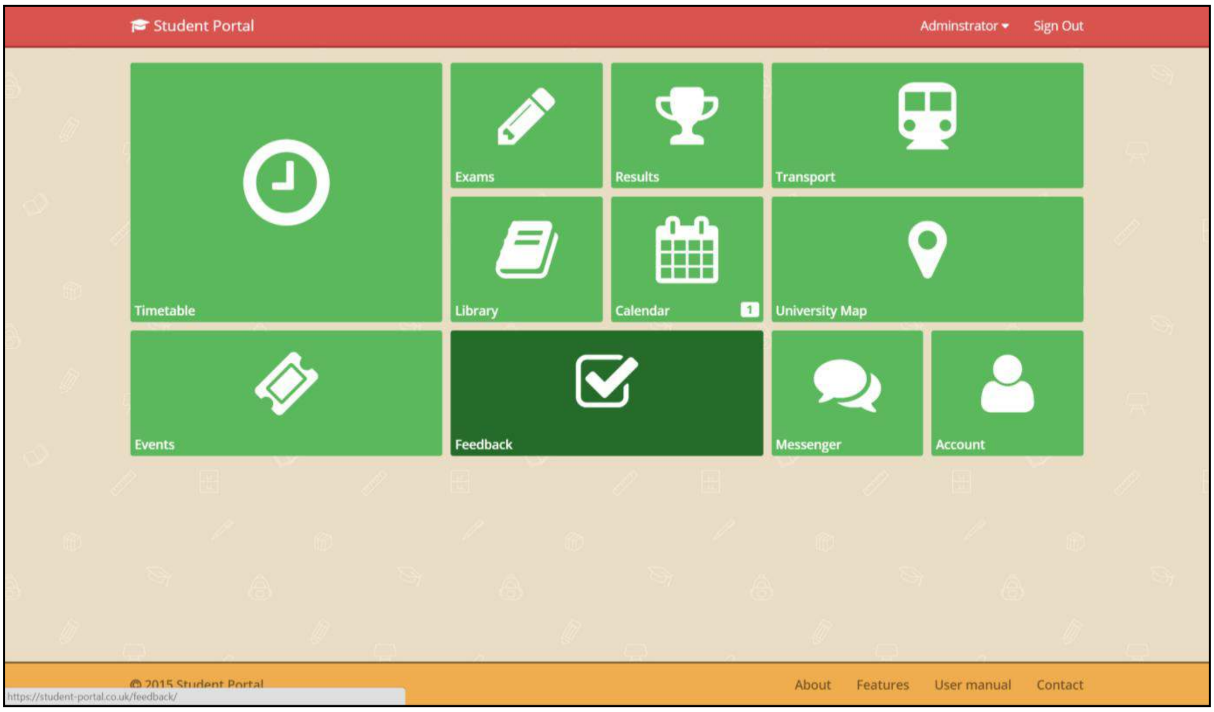
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the event, click on the "Delete". If you don't want to delete the event, click on the "Cancel".



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

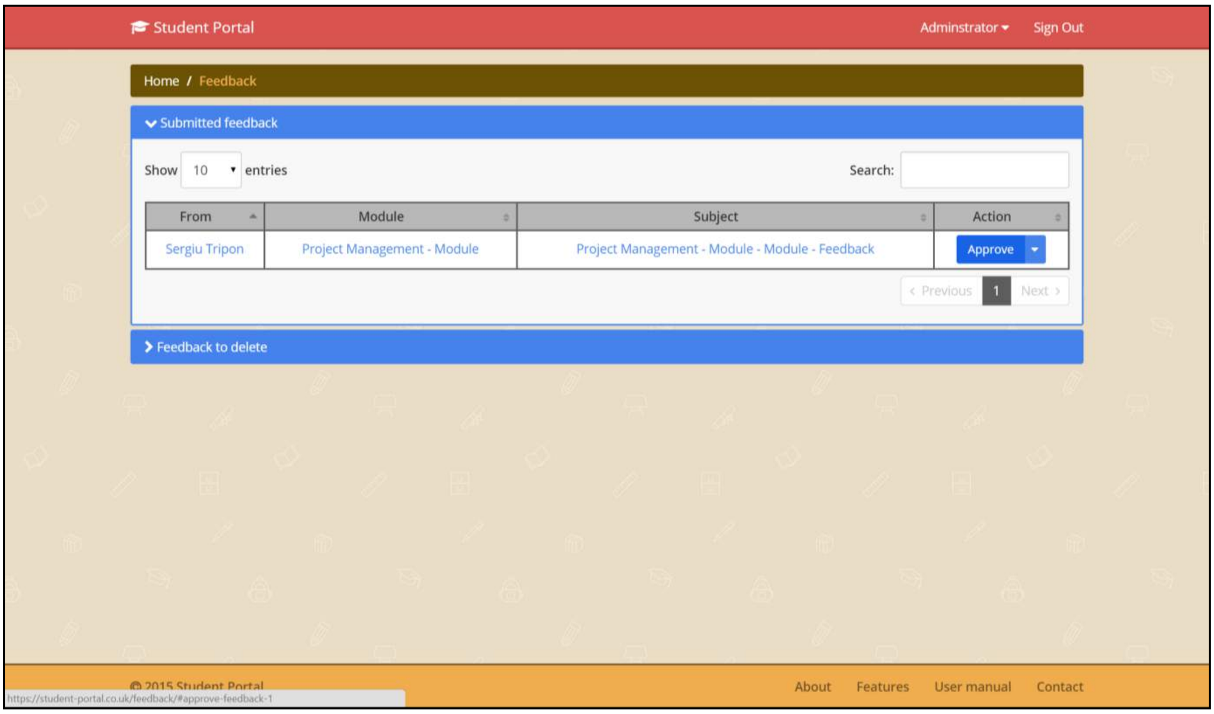
Feedback

How to access the Feedback area

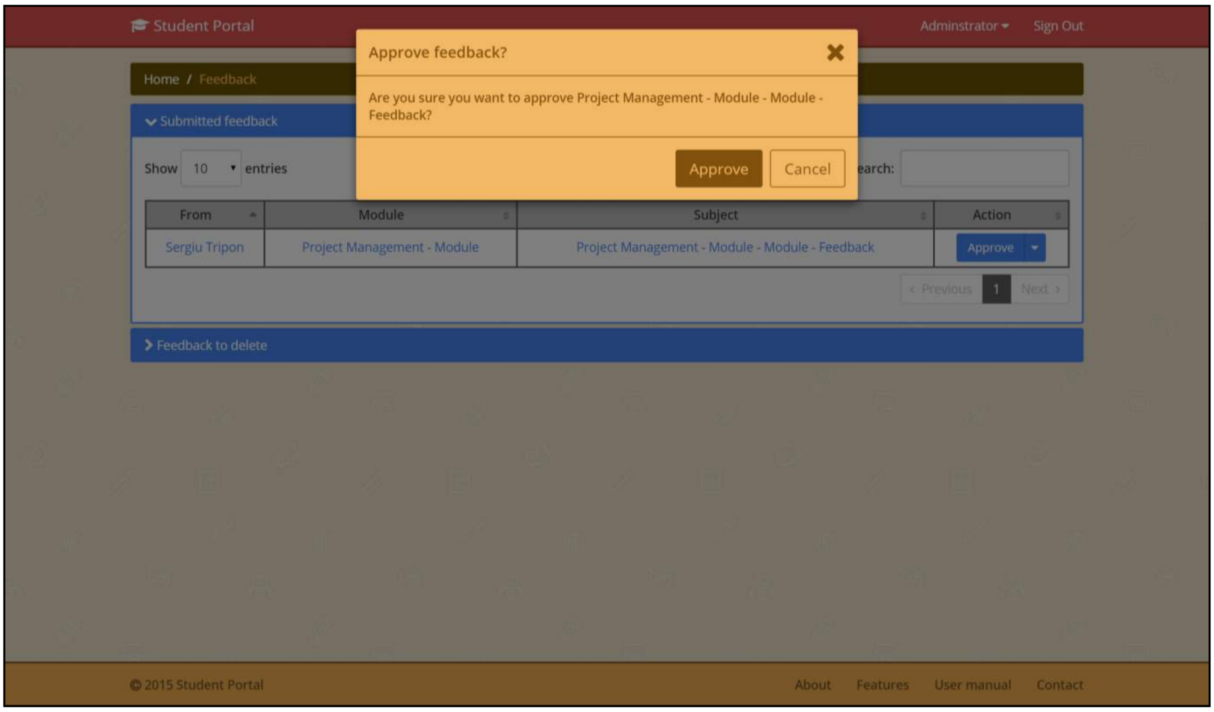


1. Click on the “Feedback” tile from the Home page.

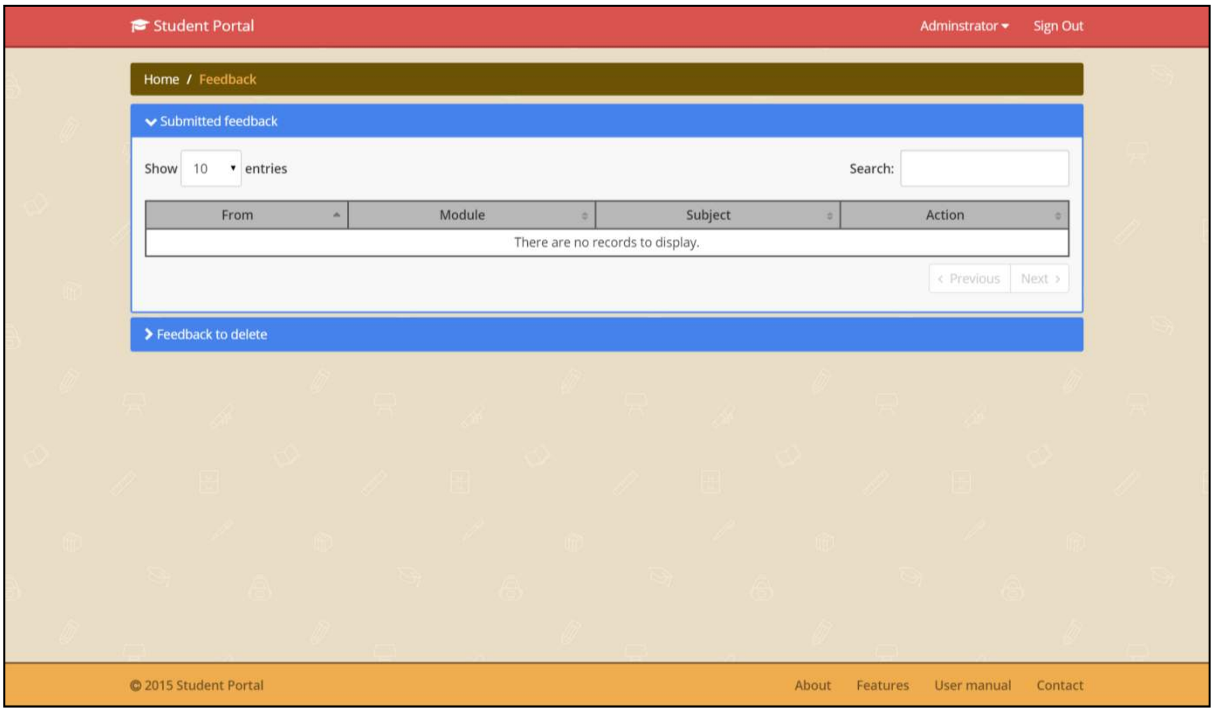
How to approve feedback



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.

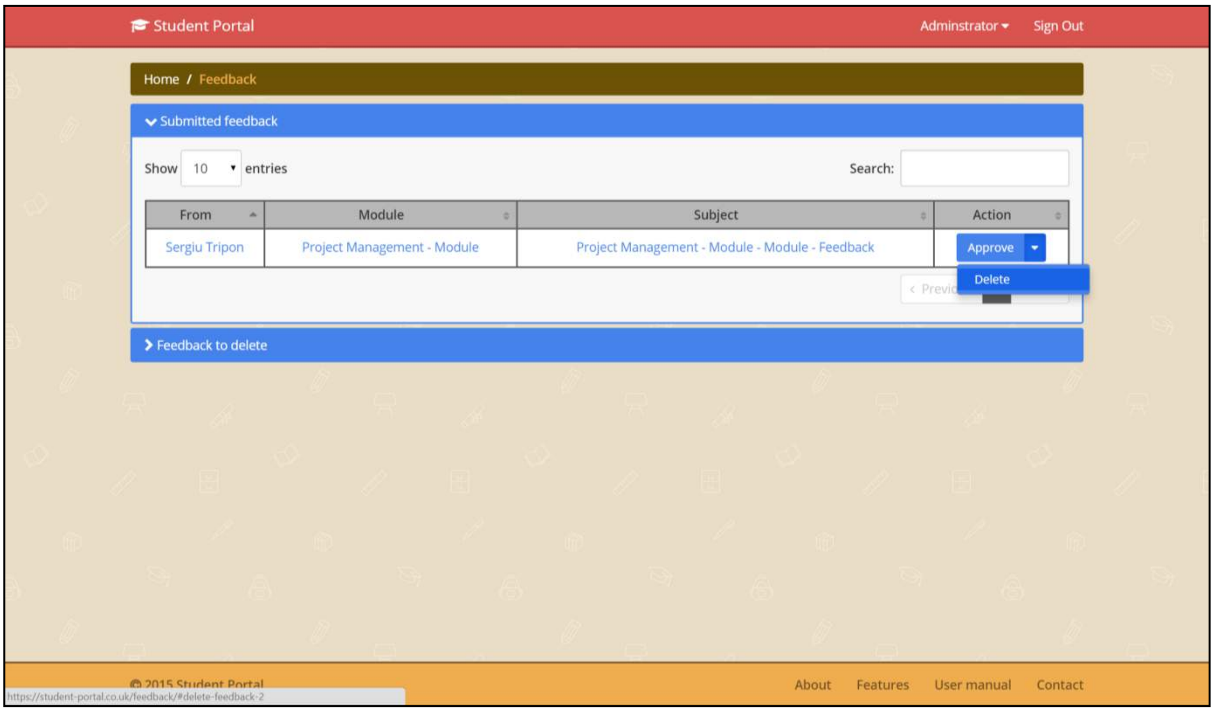


3. A prompt will appear asking you to confirm your action.
4. If you want to approve the feedback, click on the "Approve" button. If you don't want to approve the feedback, click on the "Cancel" button.

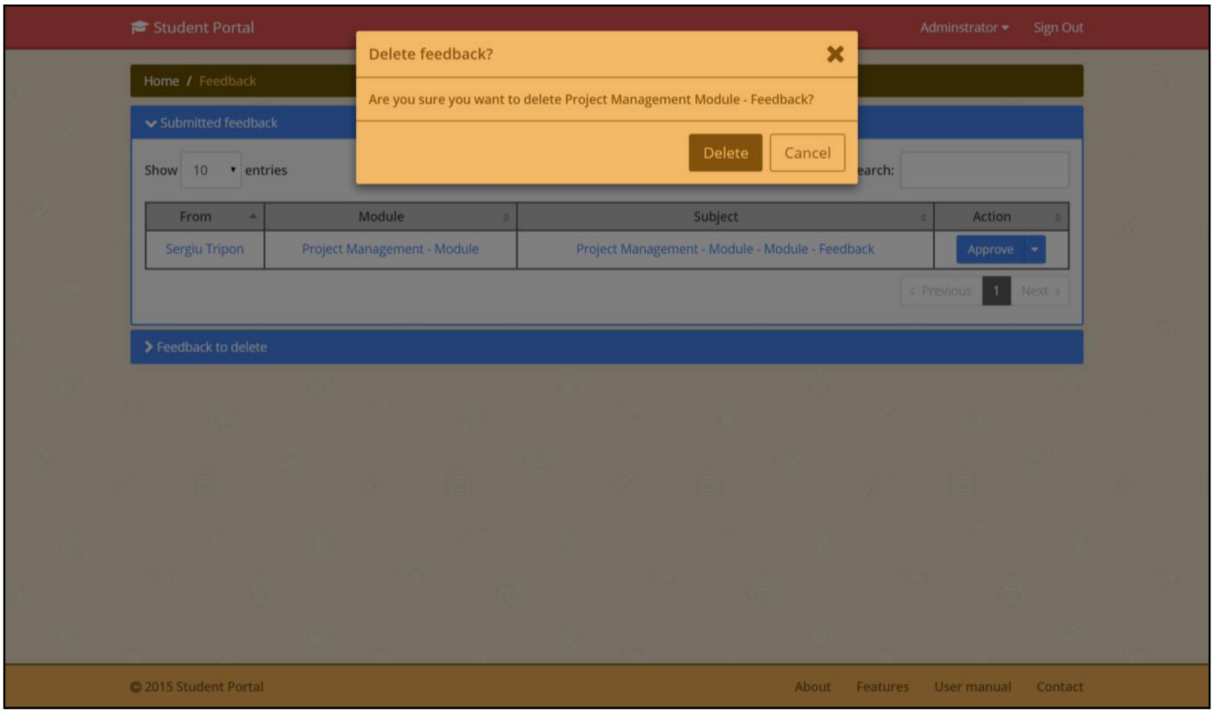


5. The prompt will disappear and the feedback will be approved.

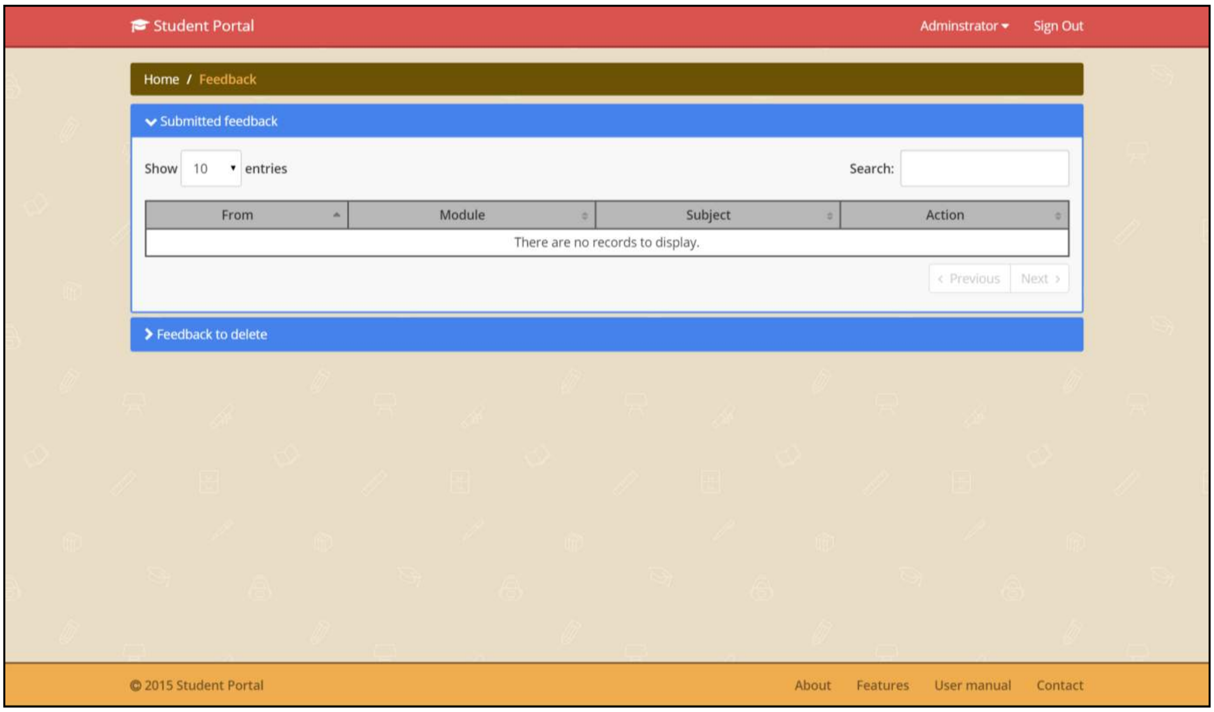
How to delete feedback



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.



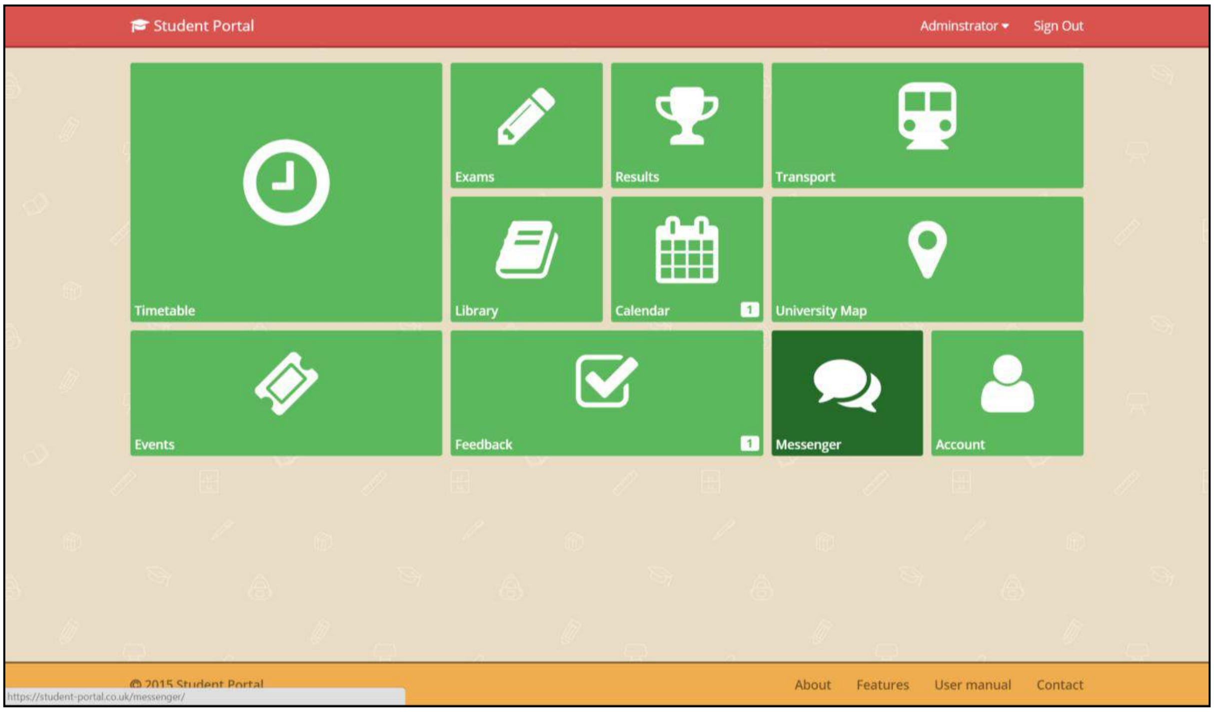
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the feedback, click on the “Delete”. If you don’t want to delete the location, click on the “Cancel” button.



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

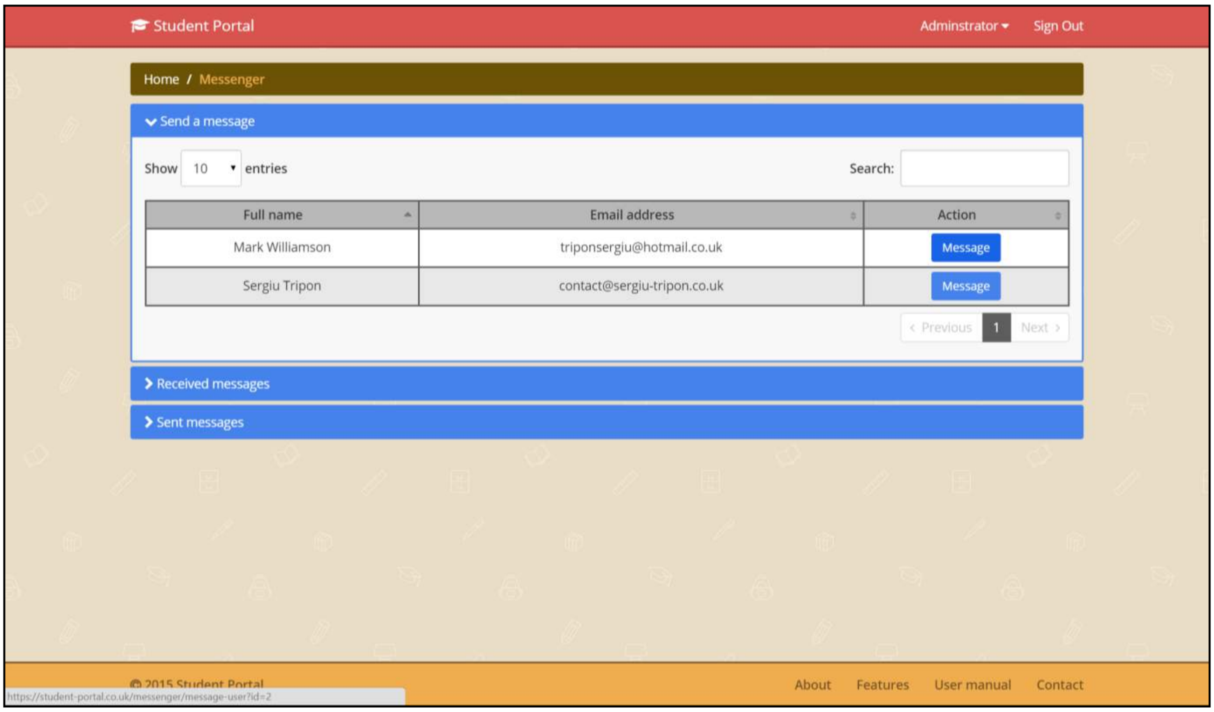
Messenger

How to access the Messenger area

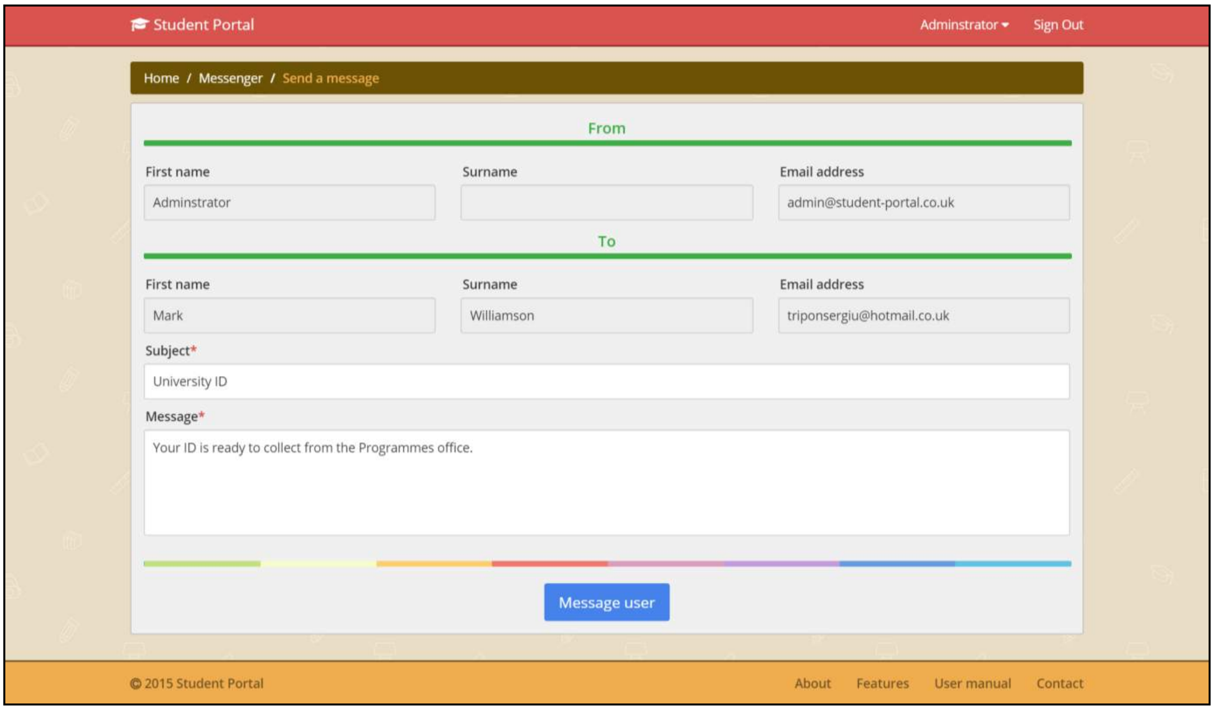


1. Click on the "Messenger" tile from the Home page.

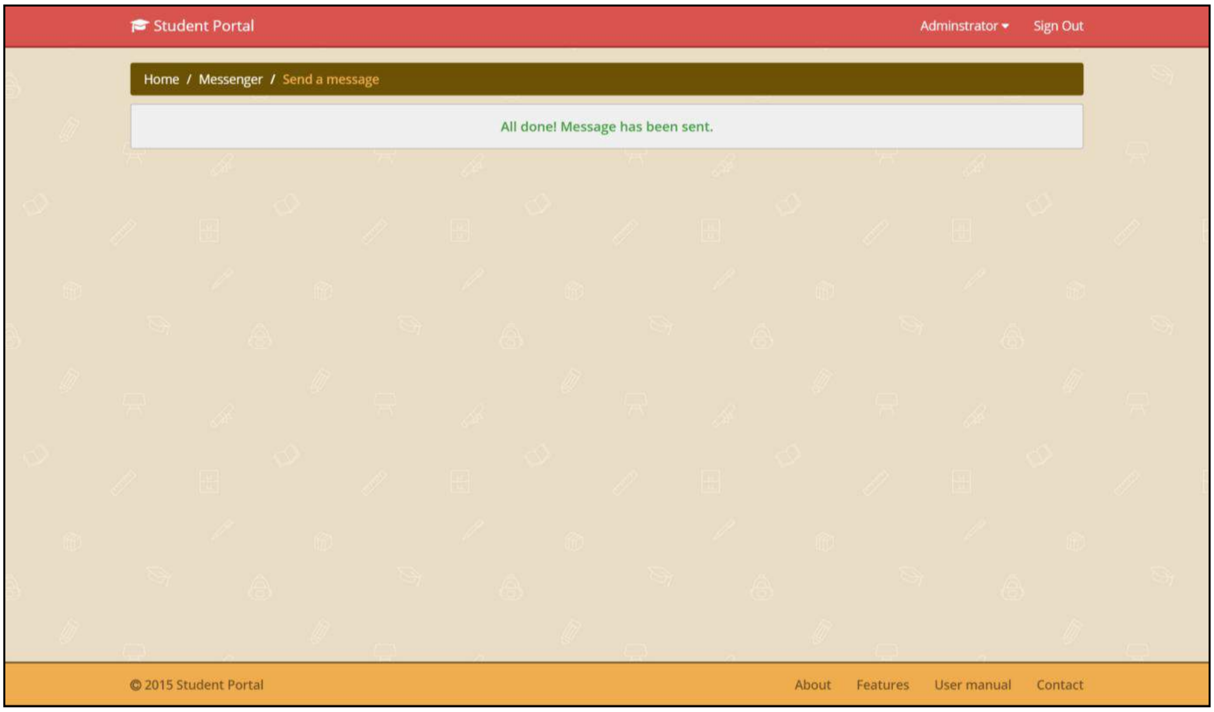
How to send a message



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.

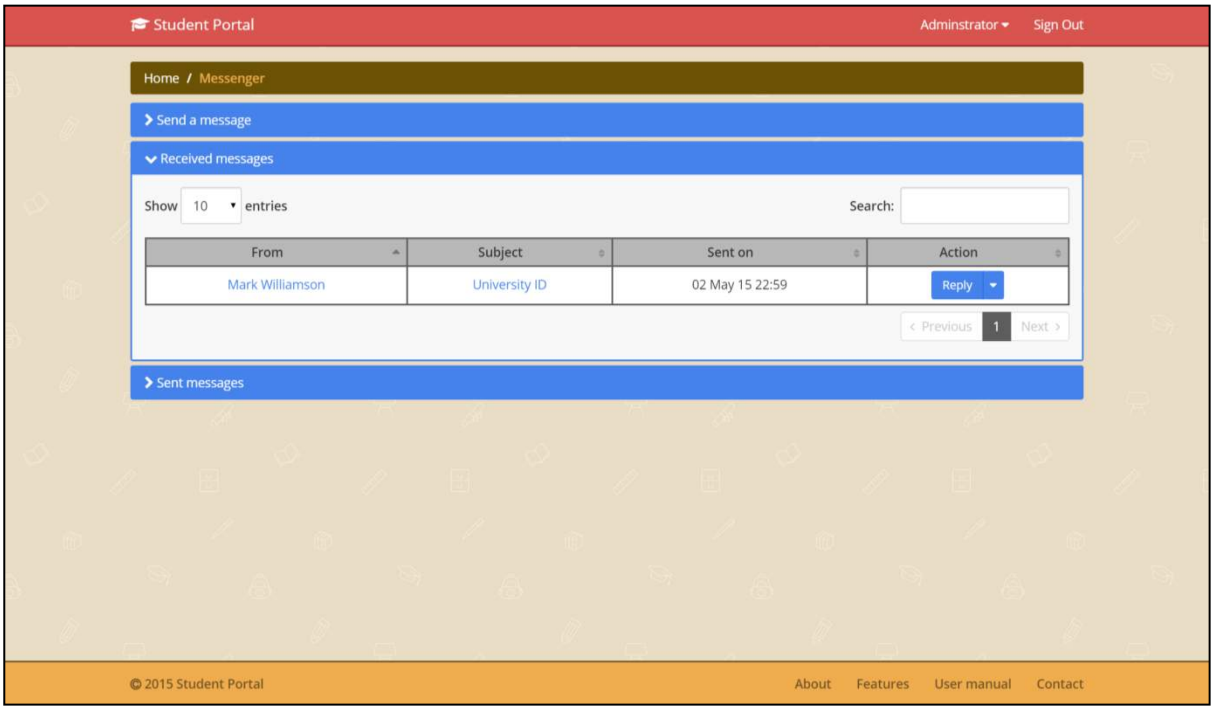


3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the "Message user" button.

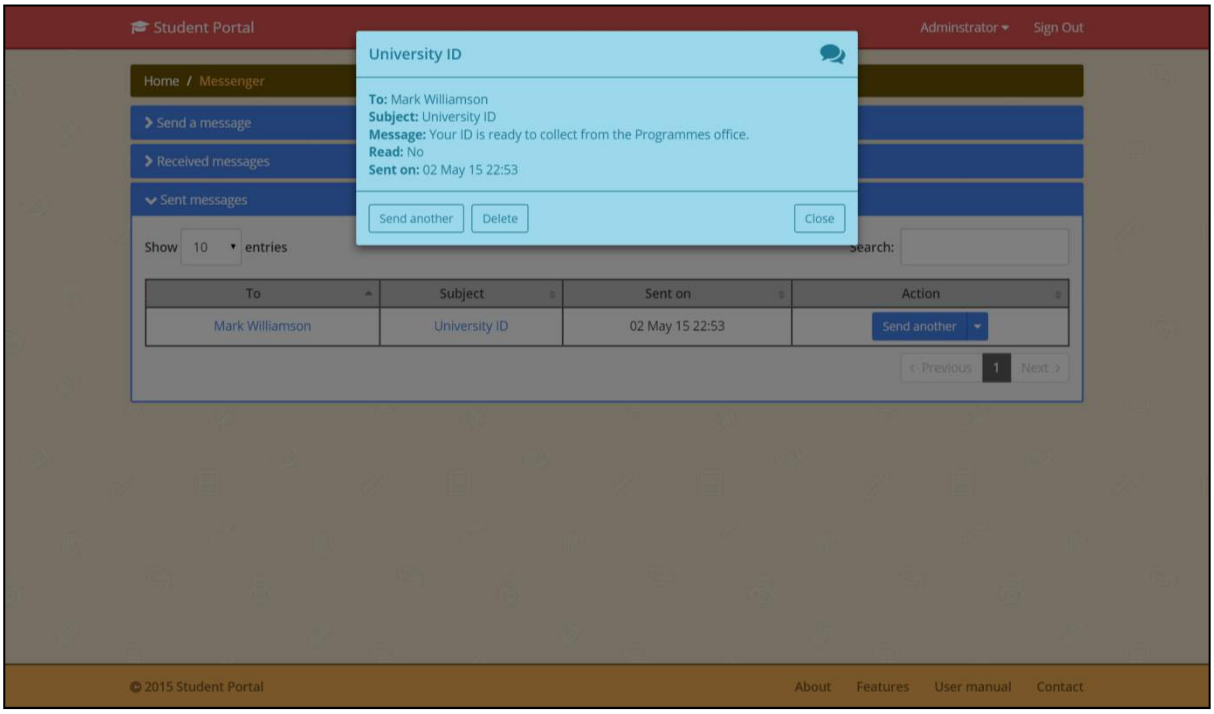


6. A confirmation message will appear on the screen confirming the action has been completed.

How to check received messages

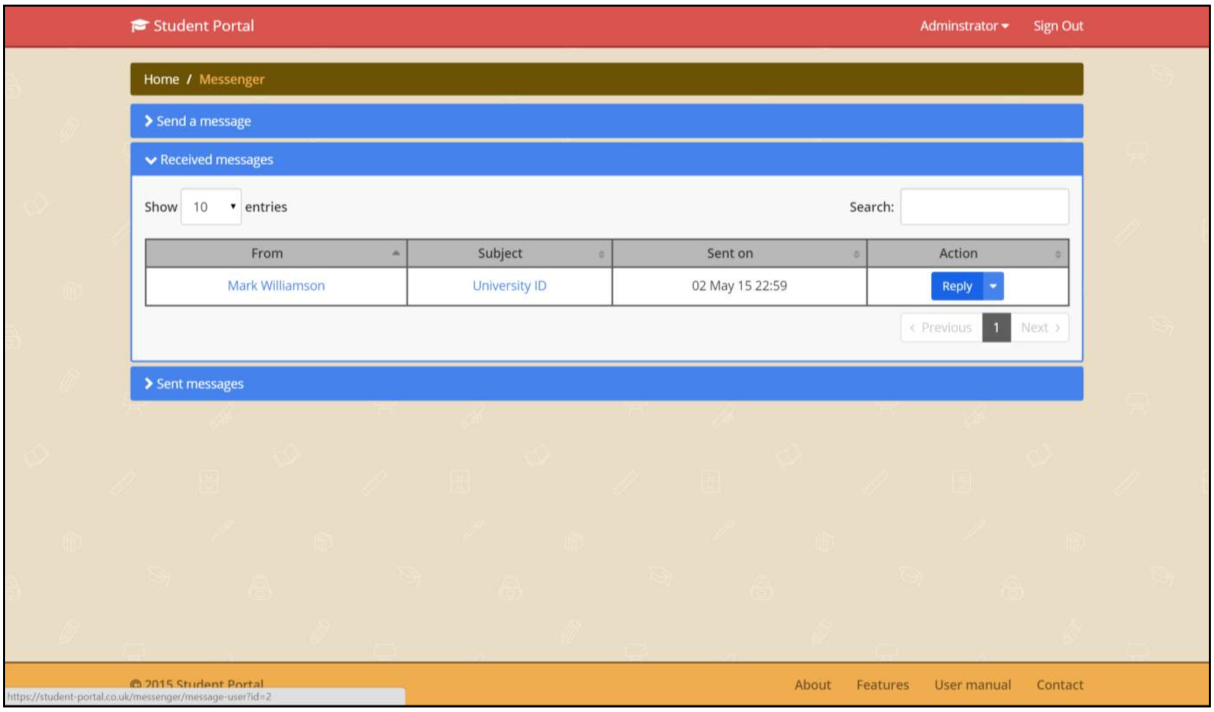


1. There will be a panel named “Received messages”. It will be collapsed by default, so you will have to expand it by clicking on its title.

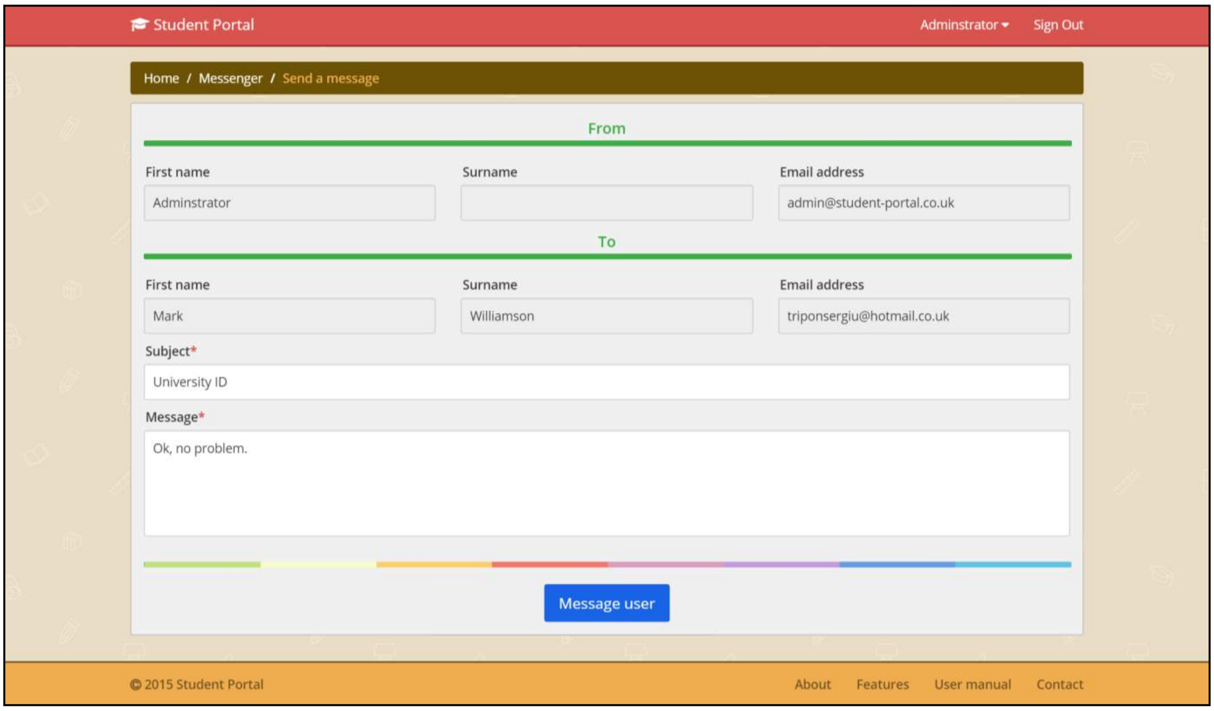


2. Clicking on the message’s subject will display a pop-up containing more information.

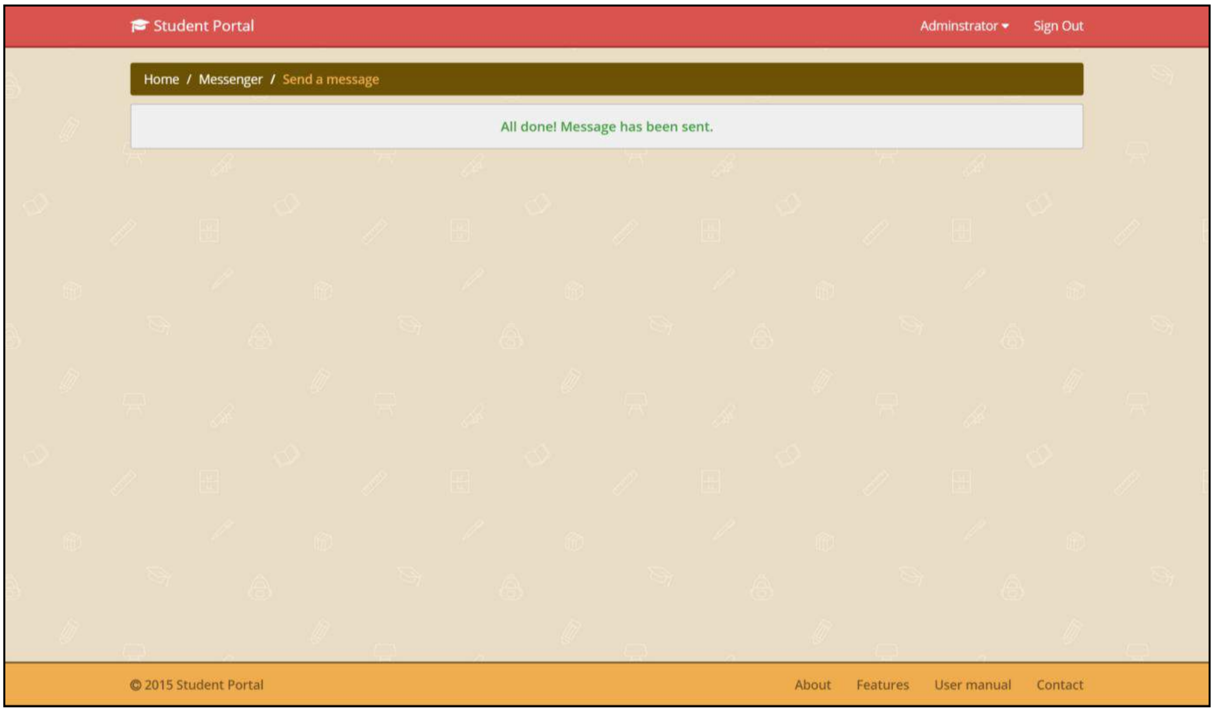
How to reply to a received message



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.

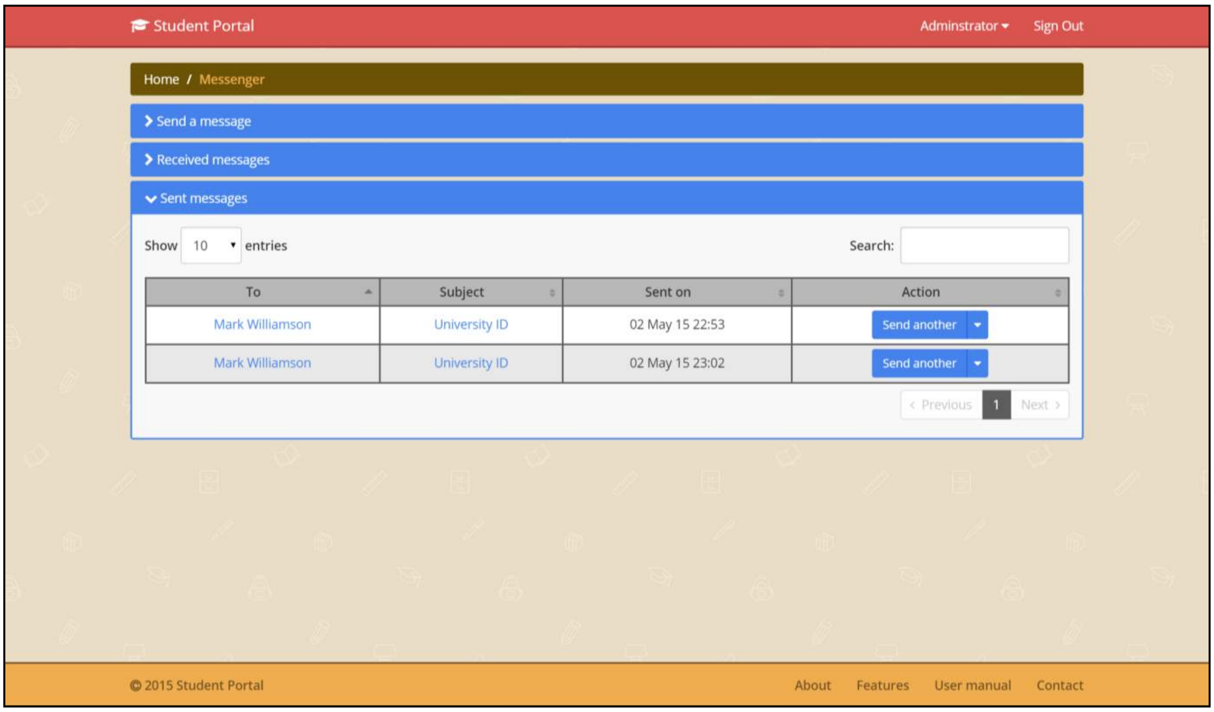


3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the "Message user" button.

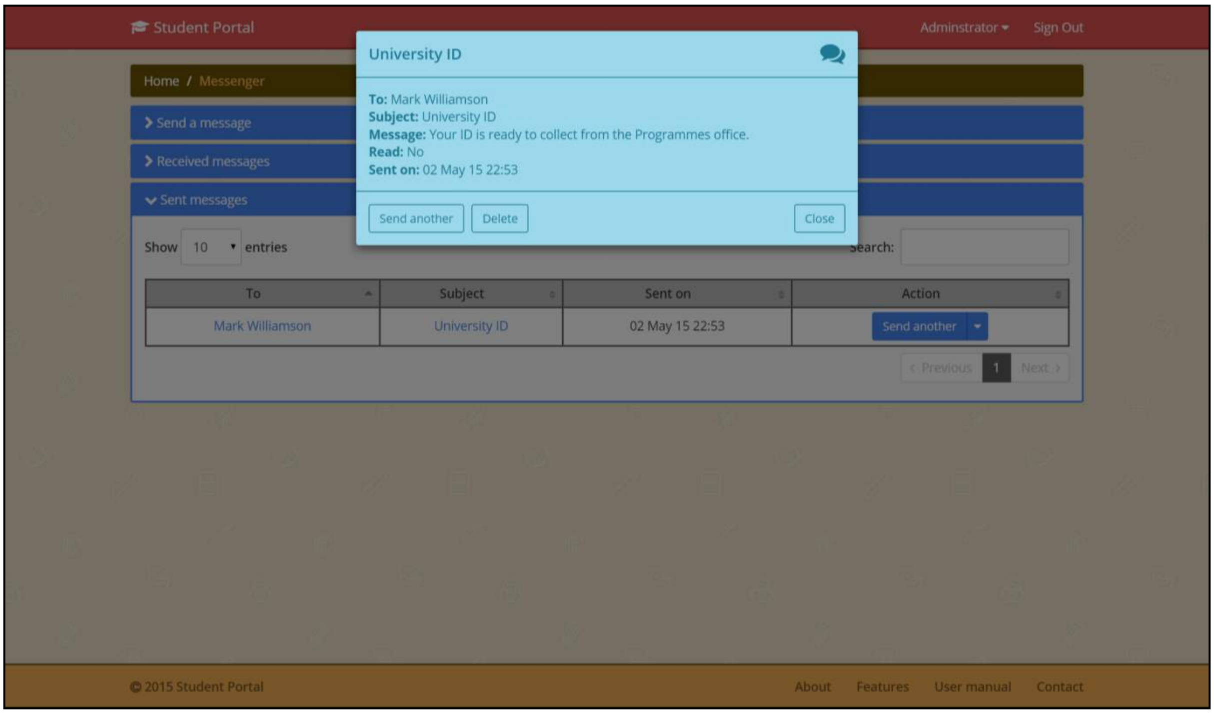


6. A confirmation message will appear on the screen confirming the action has been completed.

How to check sent messages

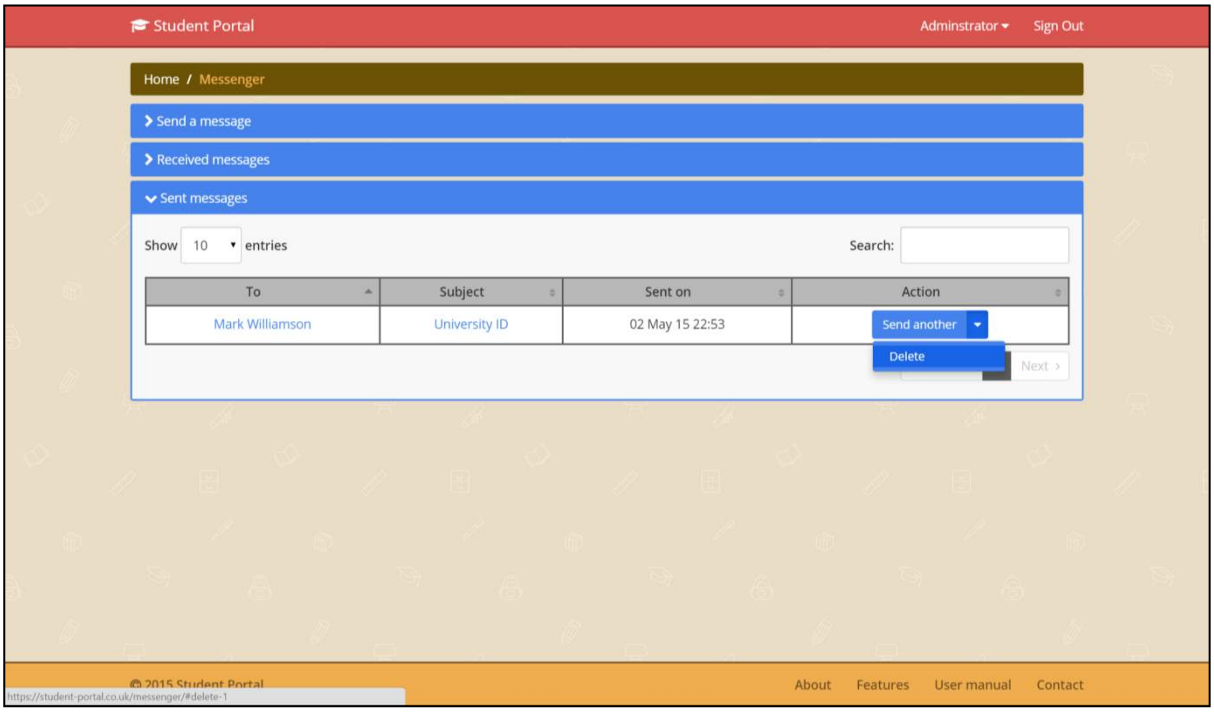


1. There will be a panel for "Sent messages". It will be collapsed by default, so you will have to expand it by clicking on its title.

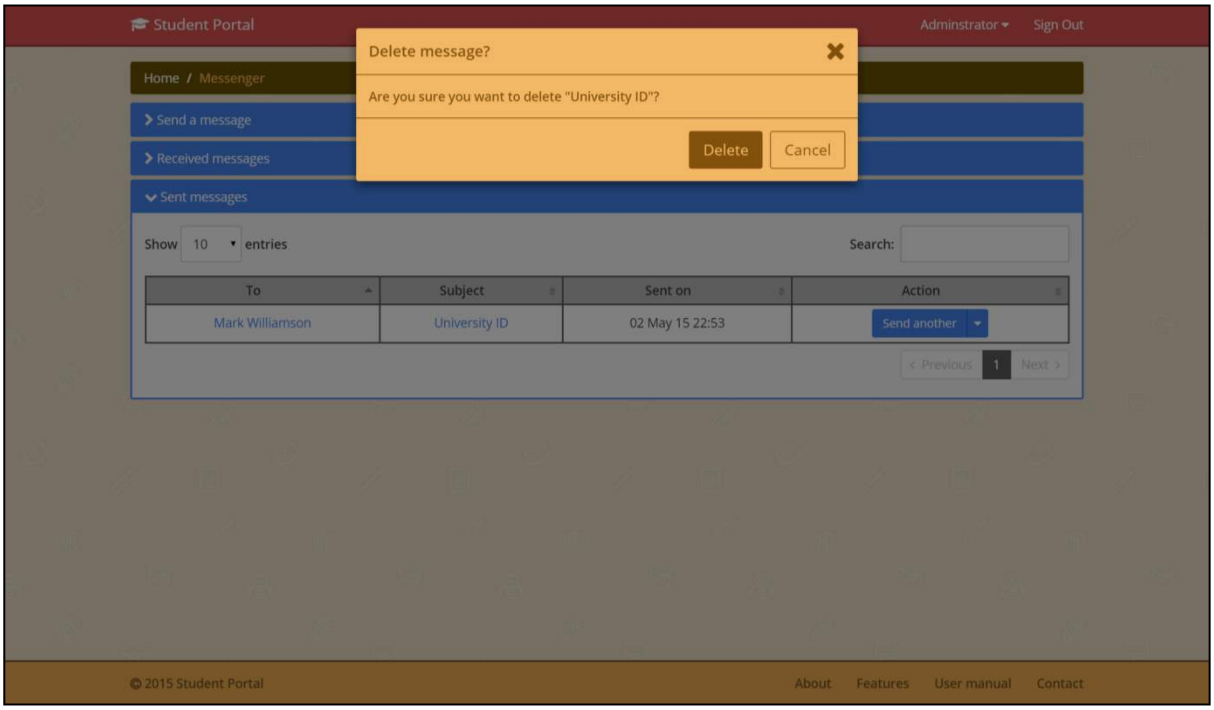


2. Clicking on the message's subject will display a pop-up containing more information.

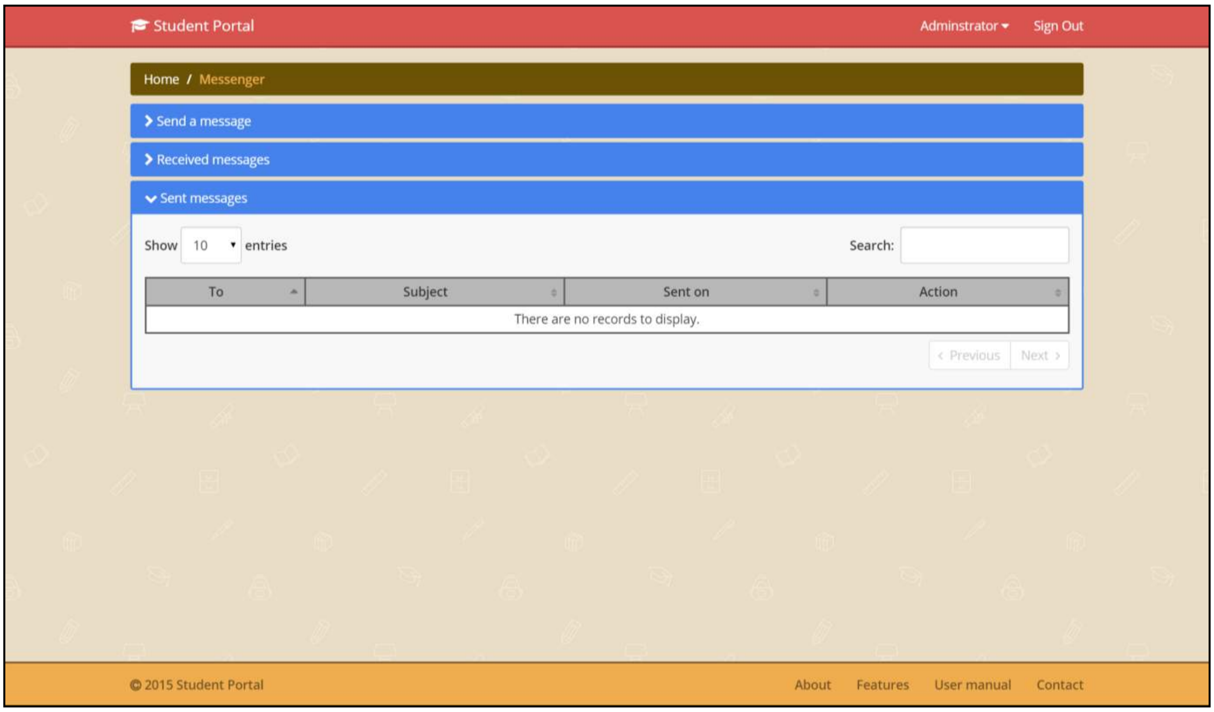
How to delete a message



1. 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.
2. Click on the "Delete" button next to a specific message.



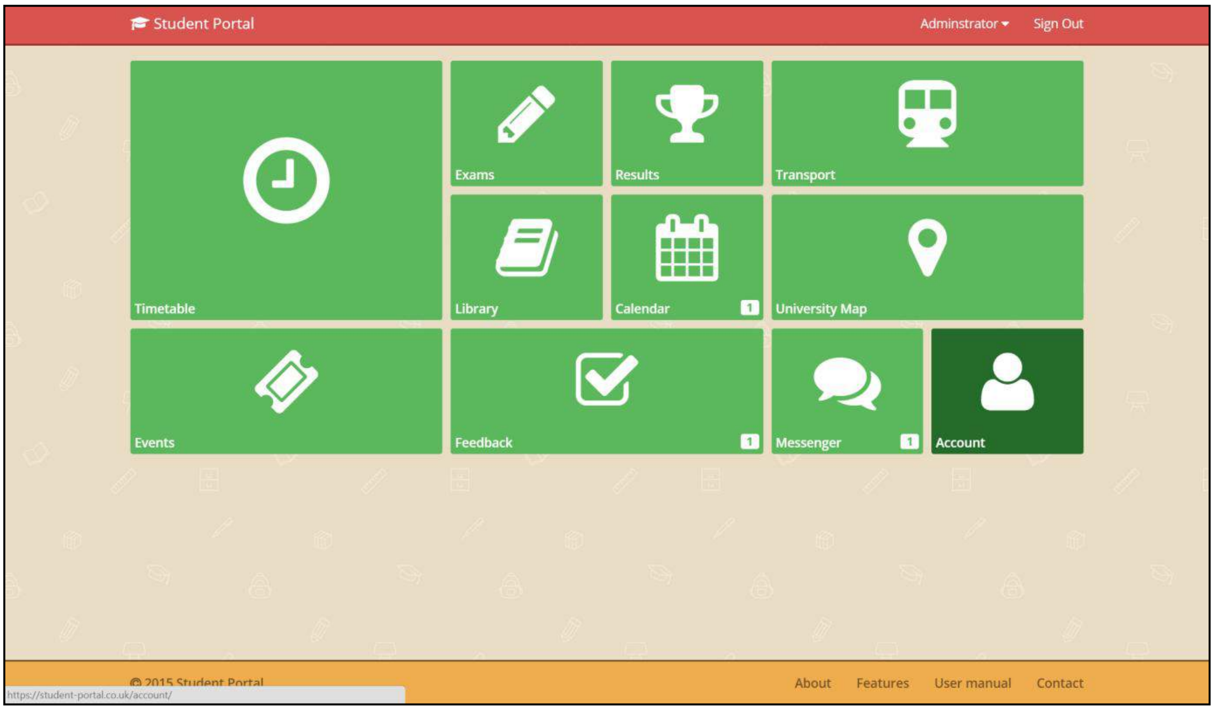
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the message, click on the "Delete" button. If you don't want to delete the message, click on the "Cancel" button.



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

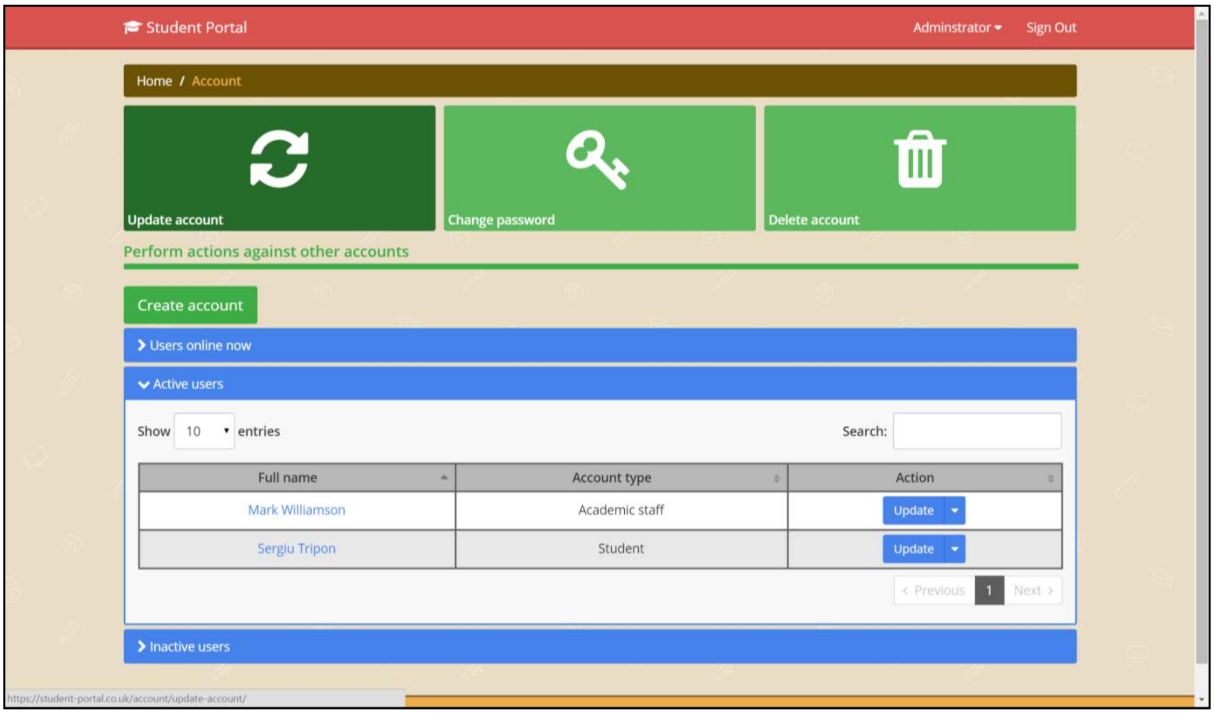
Account

How to access the Account area

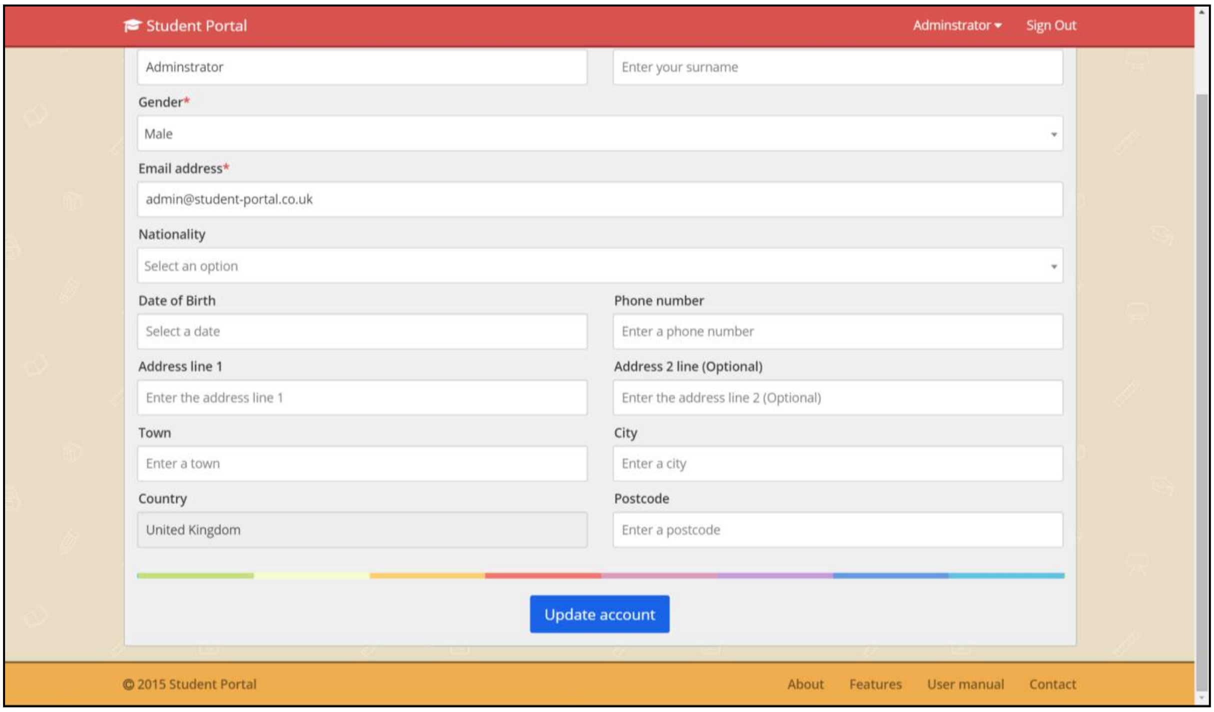


1. Click on "Account" tile from the Home page.

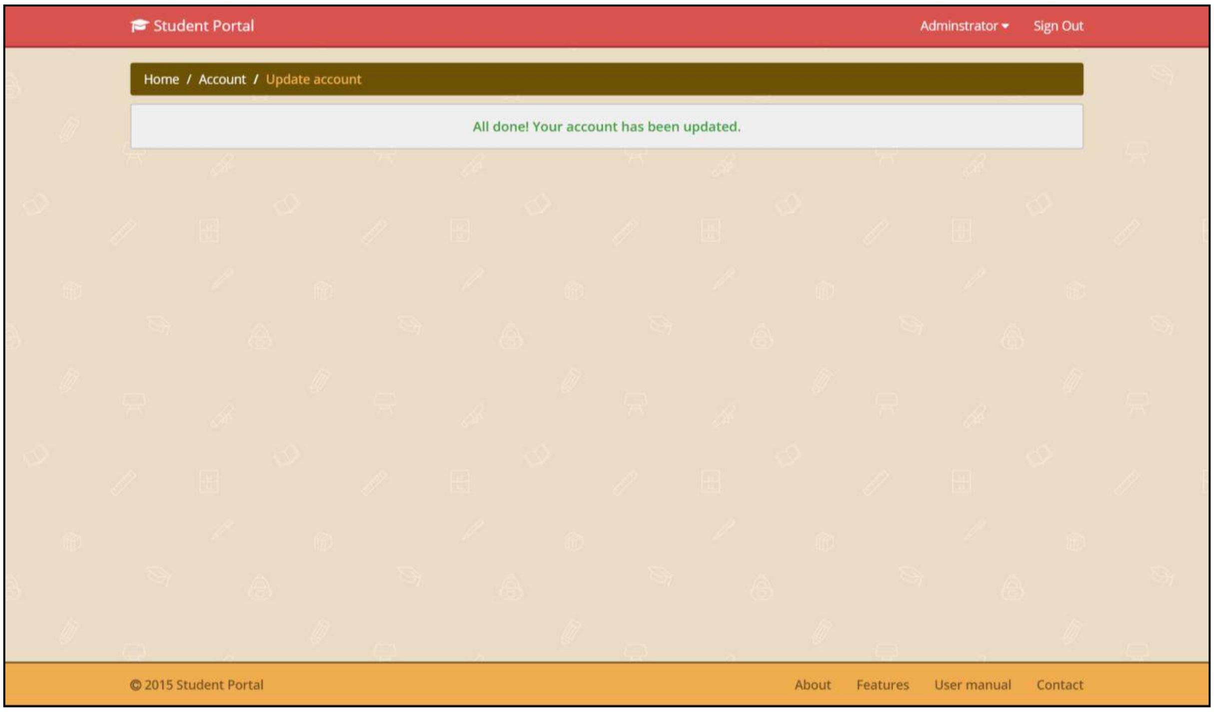
How to update your account



1. Click on the "Update account" tile.

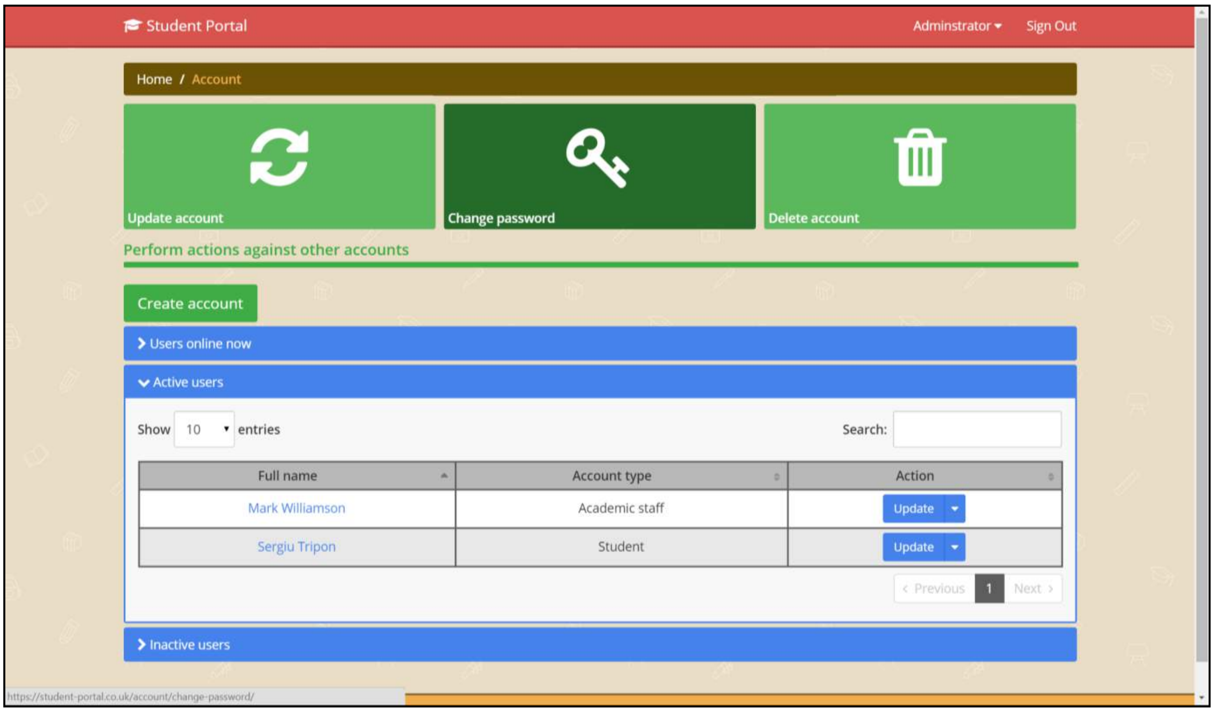


2. You will be redirected to a form.
3. Update the desired fields.
4. Click on the "Update account" button.

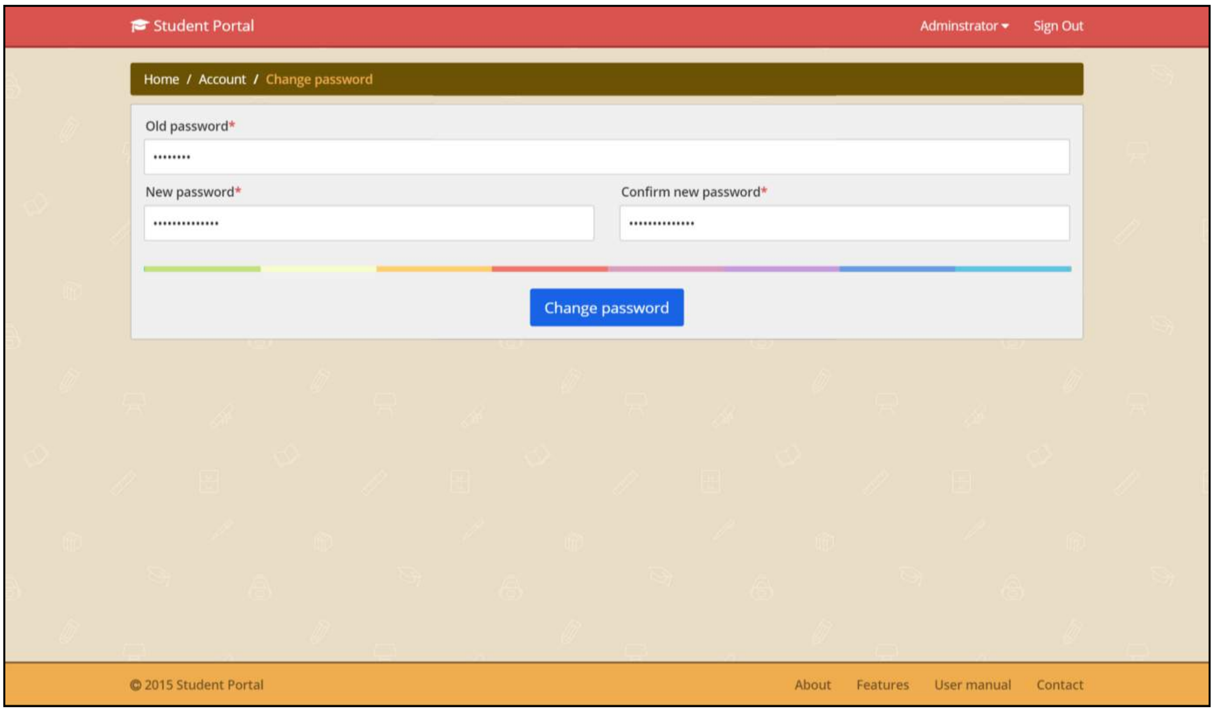


5. A confirmation message will appear on the screen confirming the action has been completed.

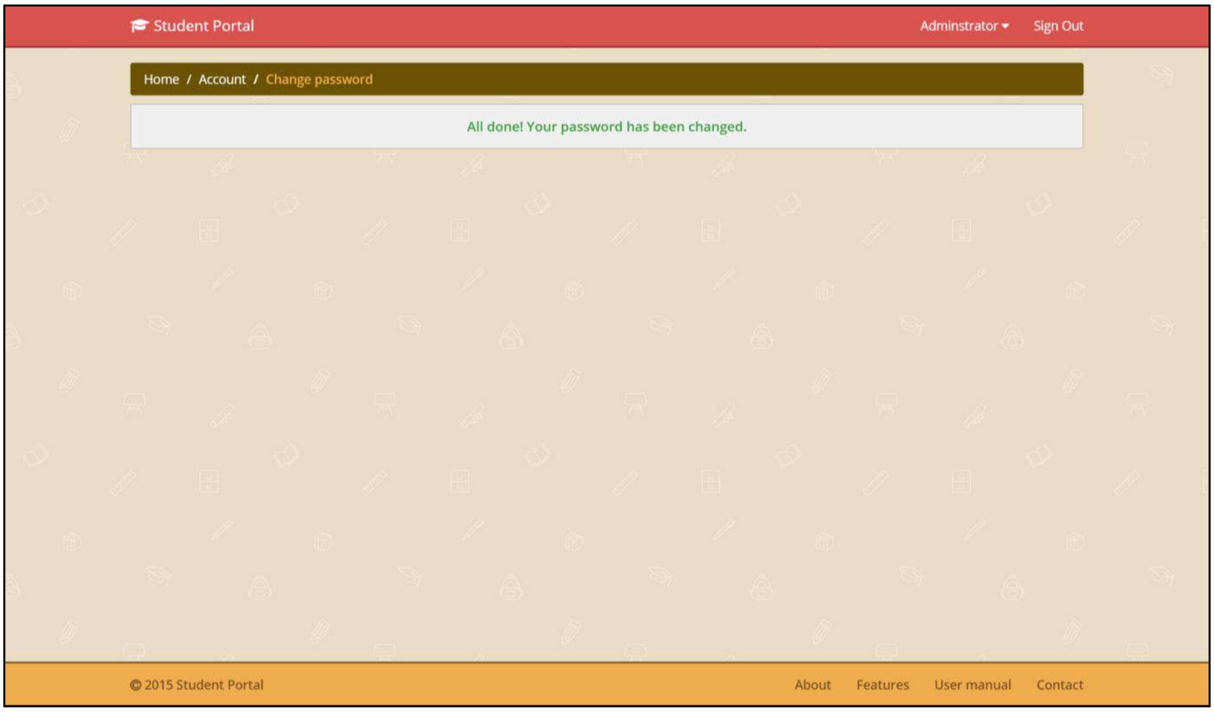
How to change your password



1. Click on the “Change password” tile.

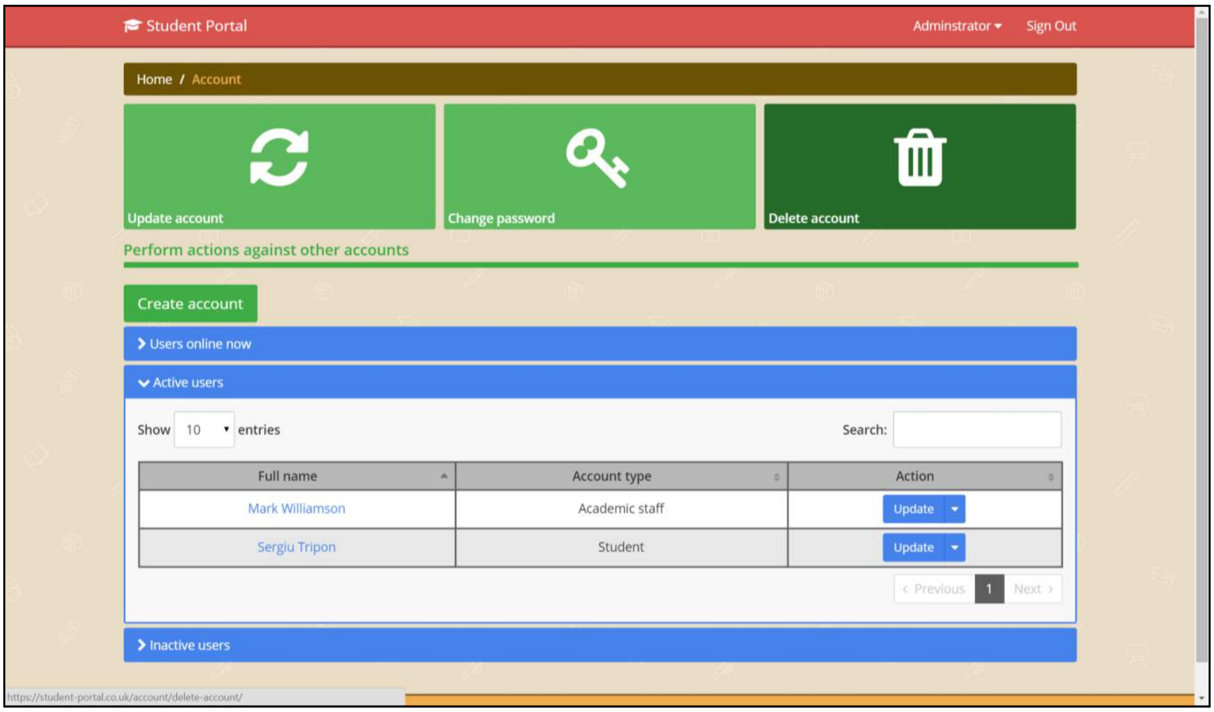


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Change password” button.

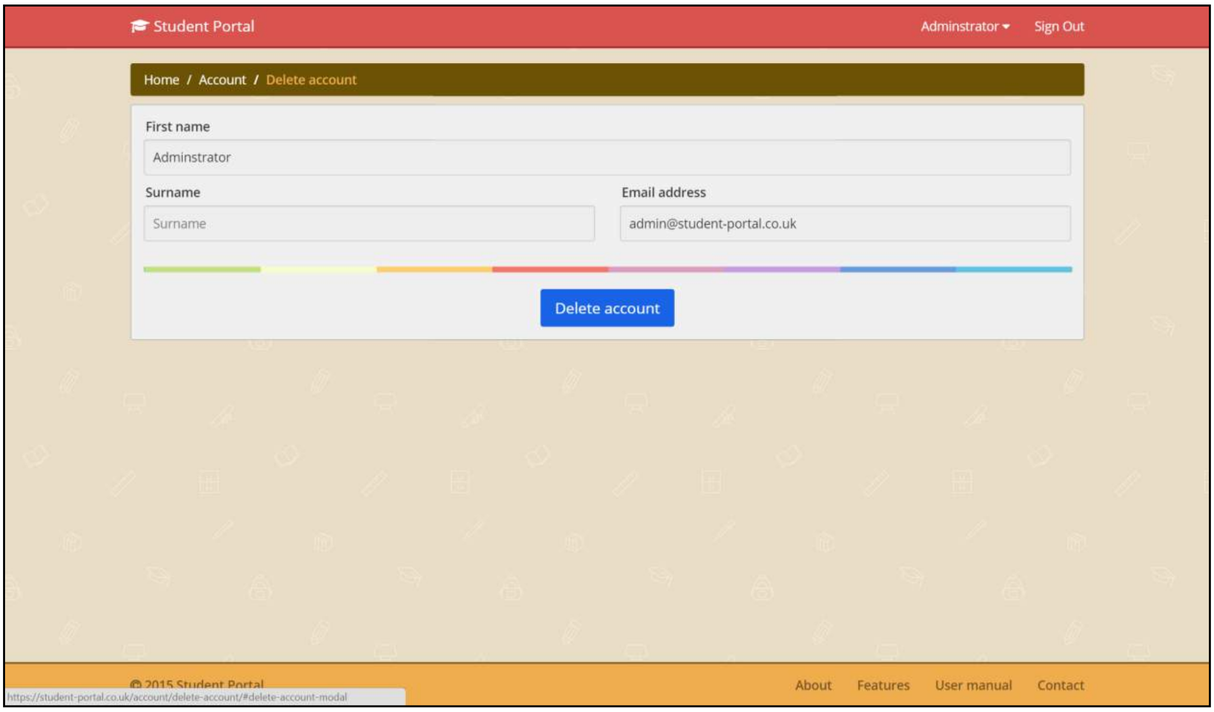


5. A confirmation message will appear on the screen confirming the action has been completed.

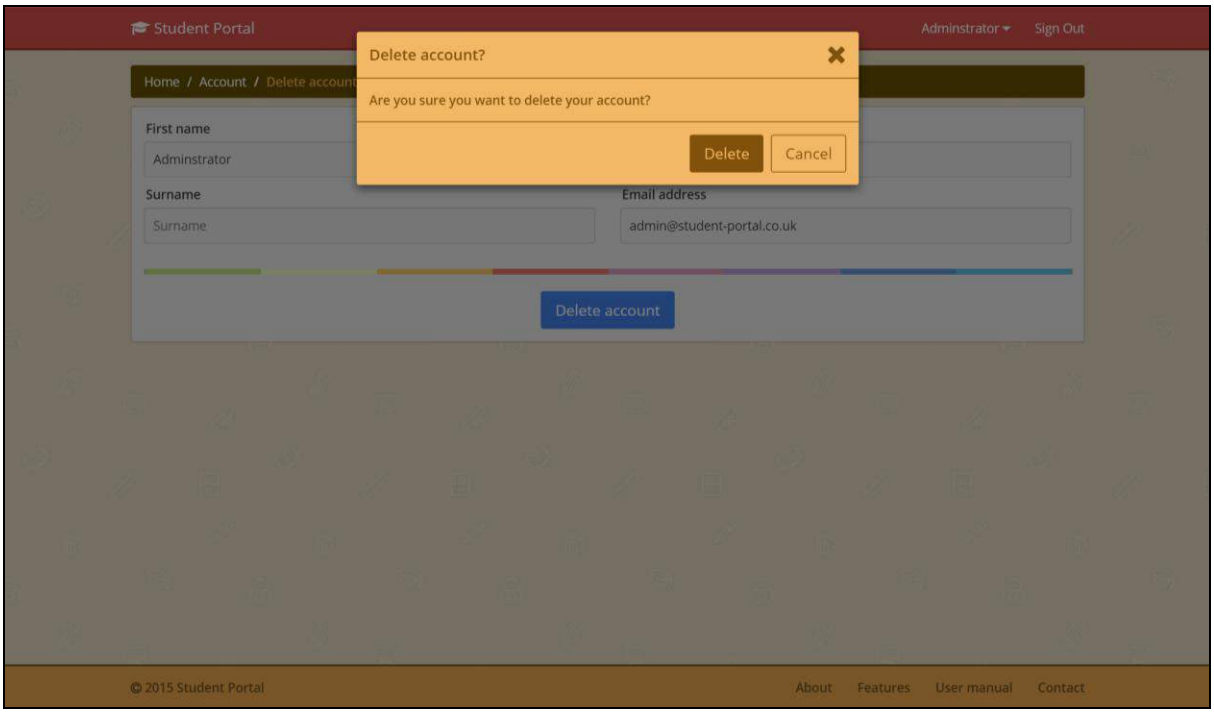
How to delete your account



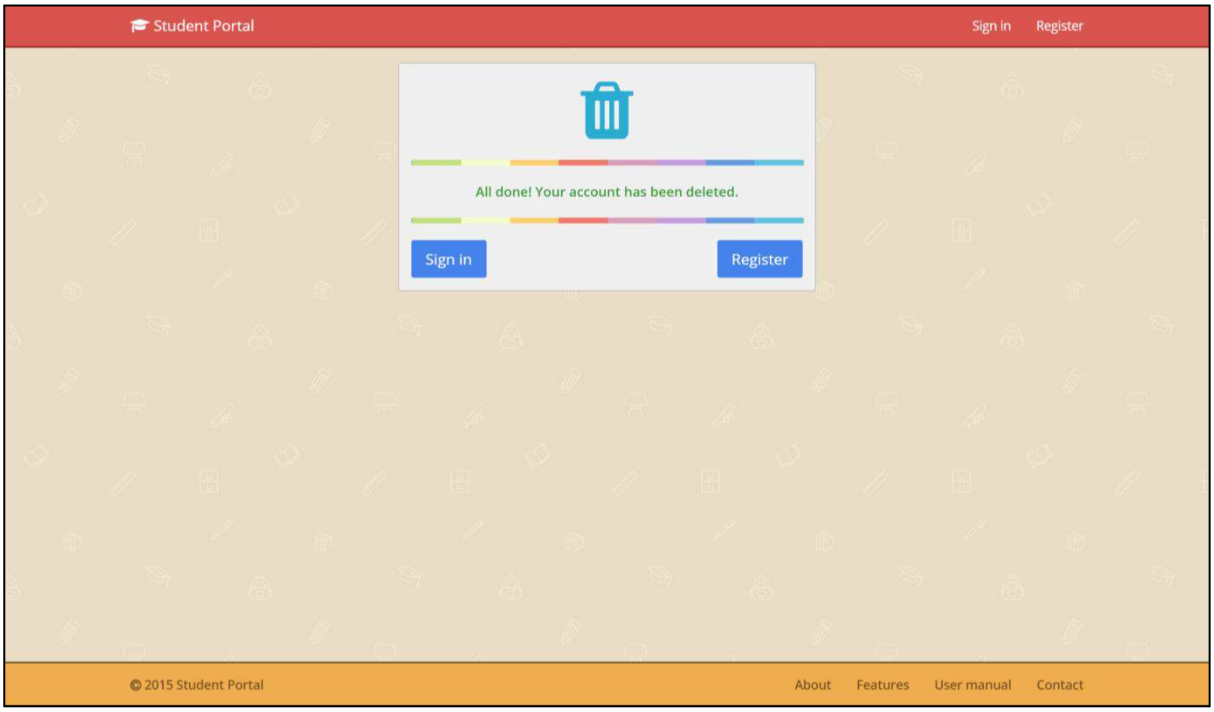
1. Click on the "Delete account" tile.



2. Click on the “Delete account” button.

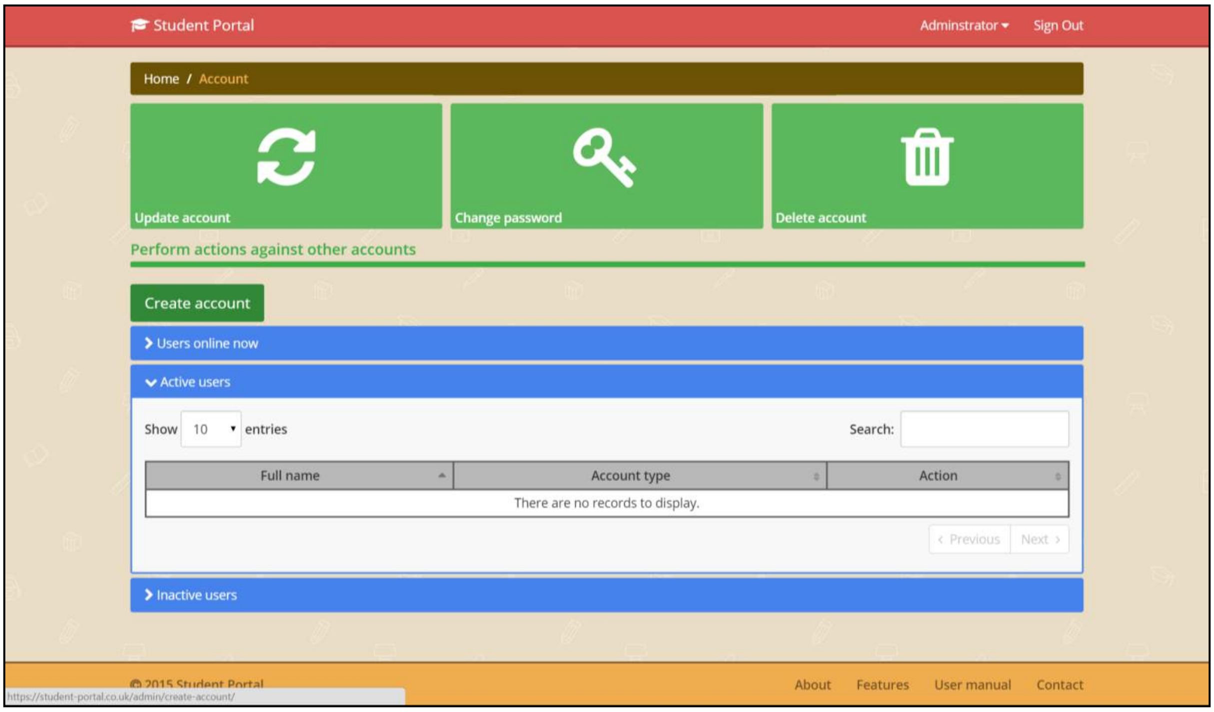


3. A prompt will appear asking you to confirm your action.
4. If you want to delete your account, click on the “Delete” button. If you don’t want to delete your account, click on the “Cancel” button.

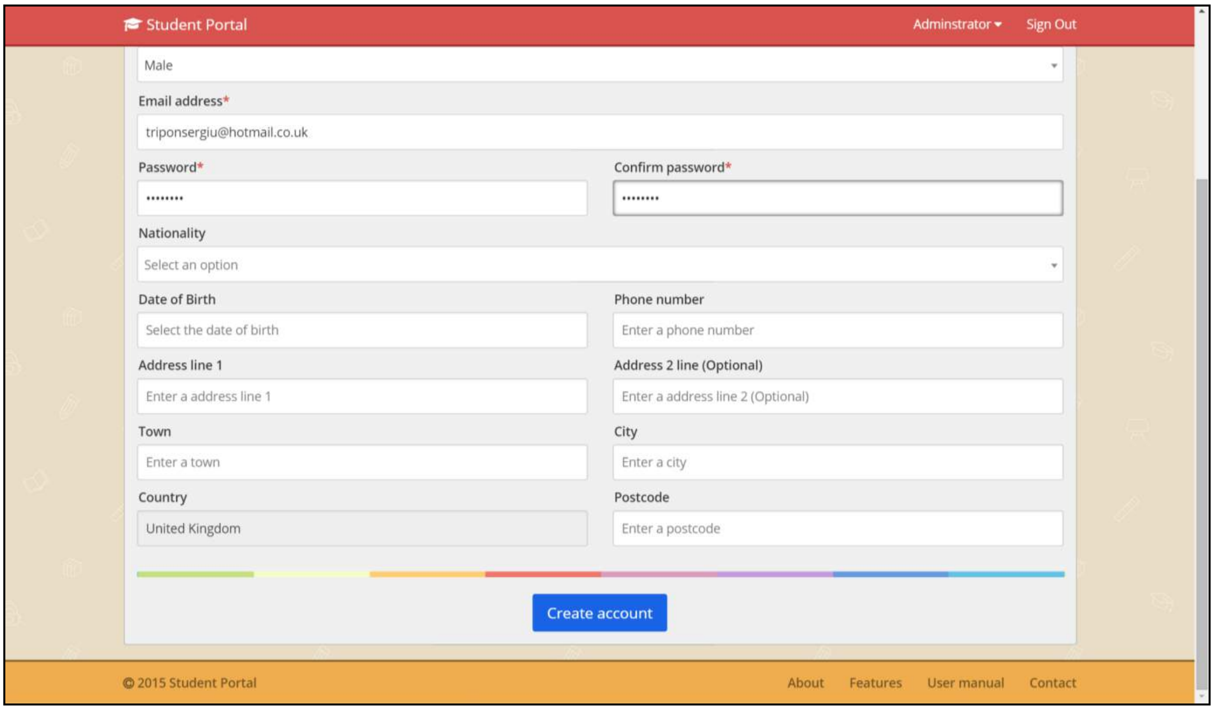


5. A confirmation message will appear on the screen confirming the action has been completed.

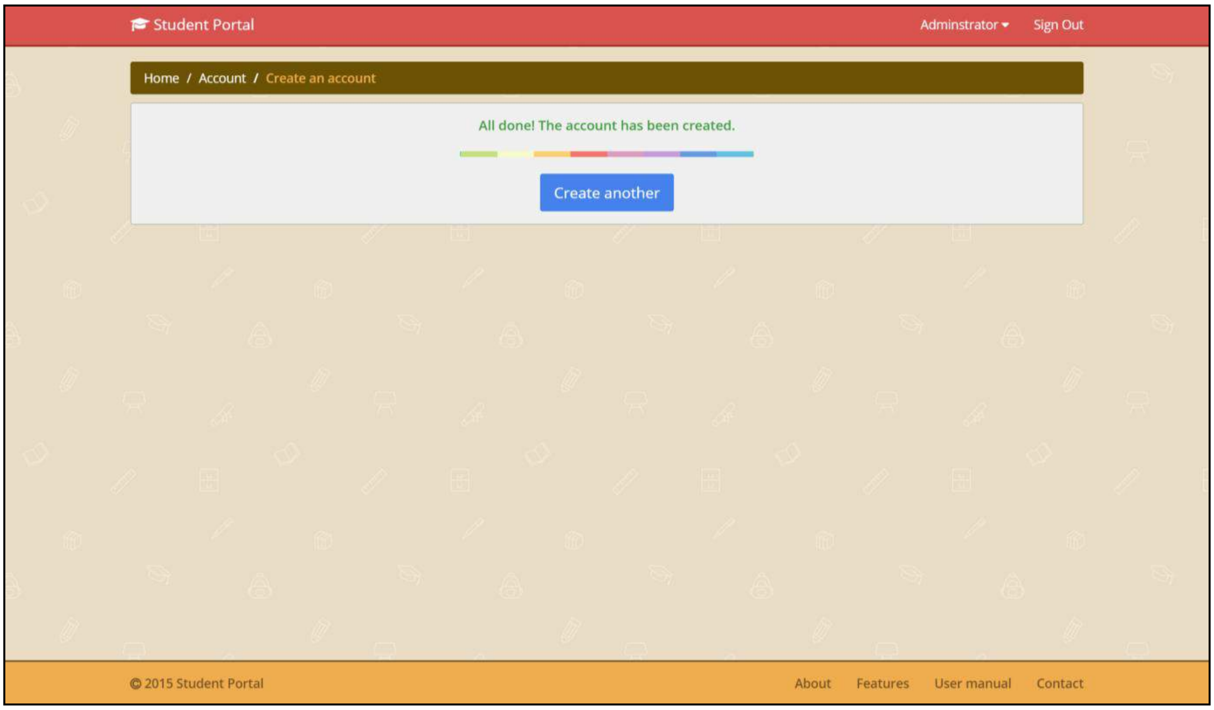
How to create an account



1. Click on the “Create account” button.

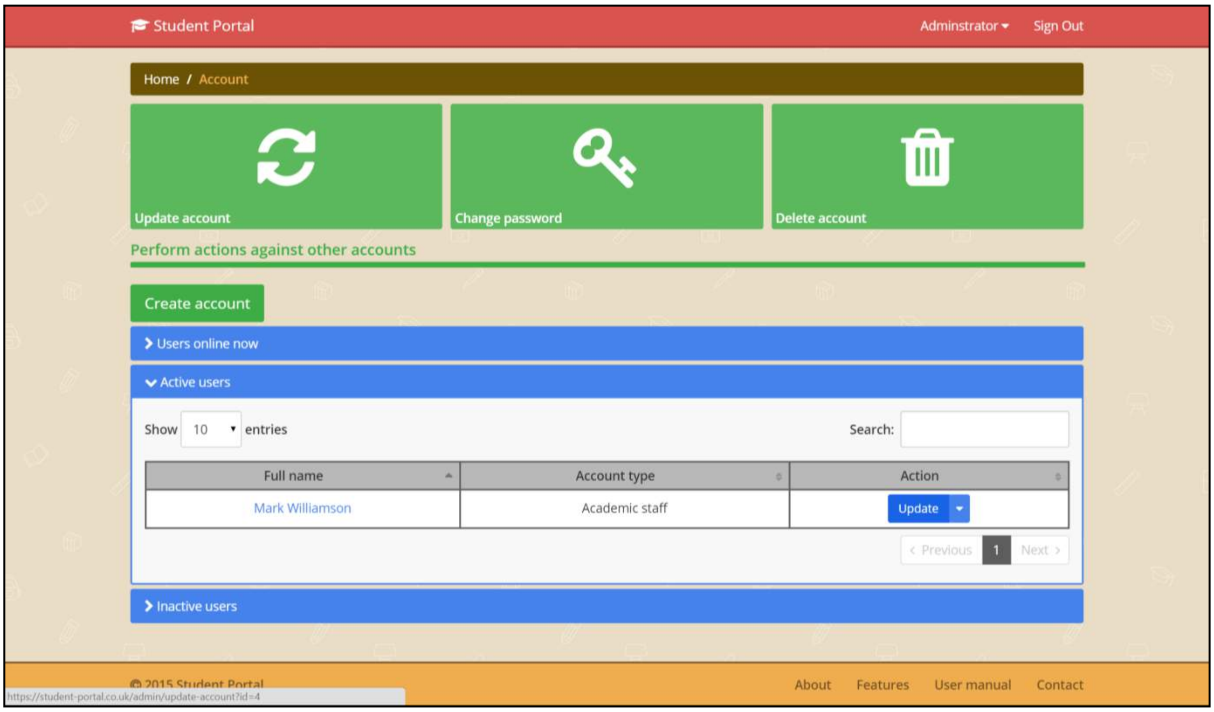


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the "Create account" button.

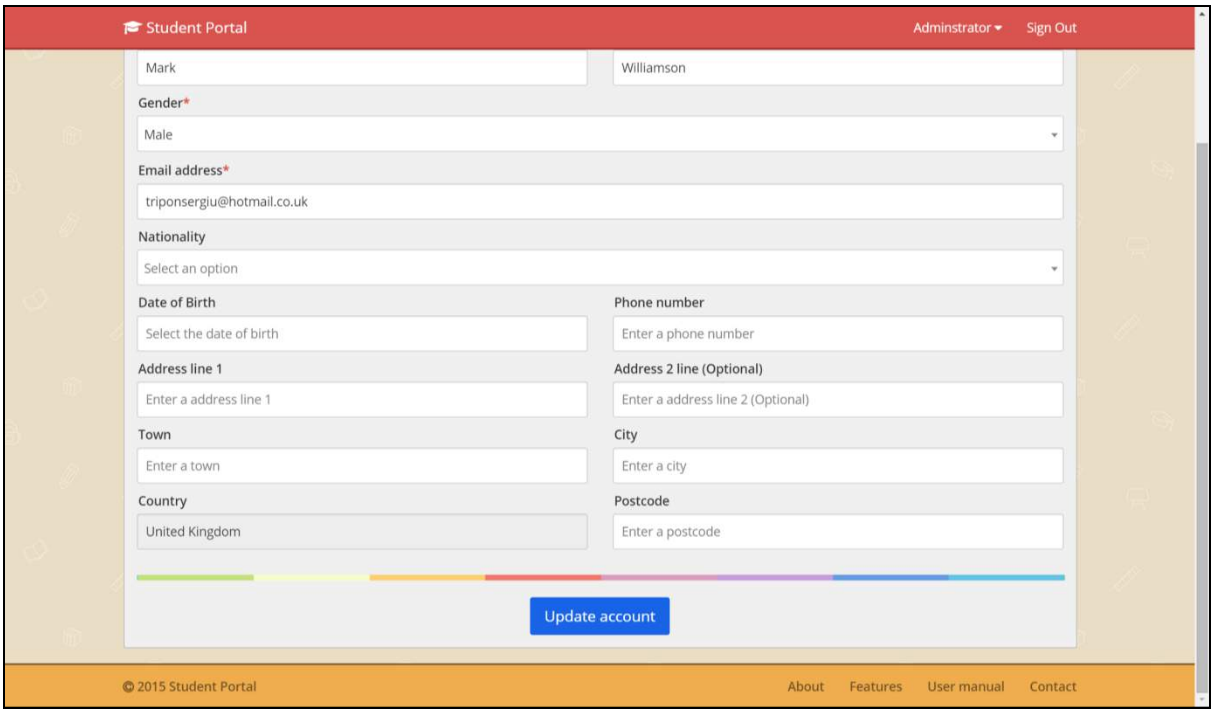


5. A confirmation message will appear on the screen confirming the action has been completed.

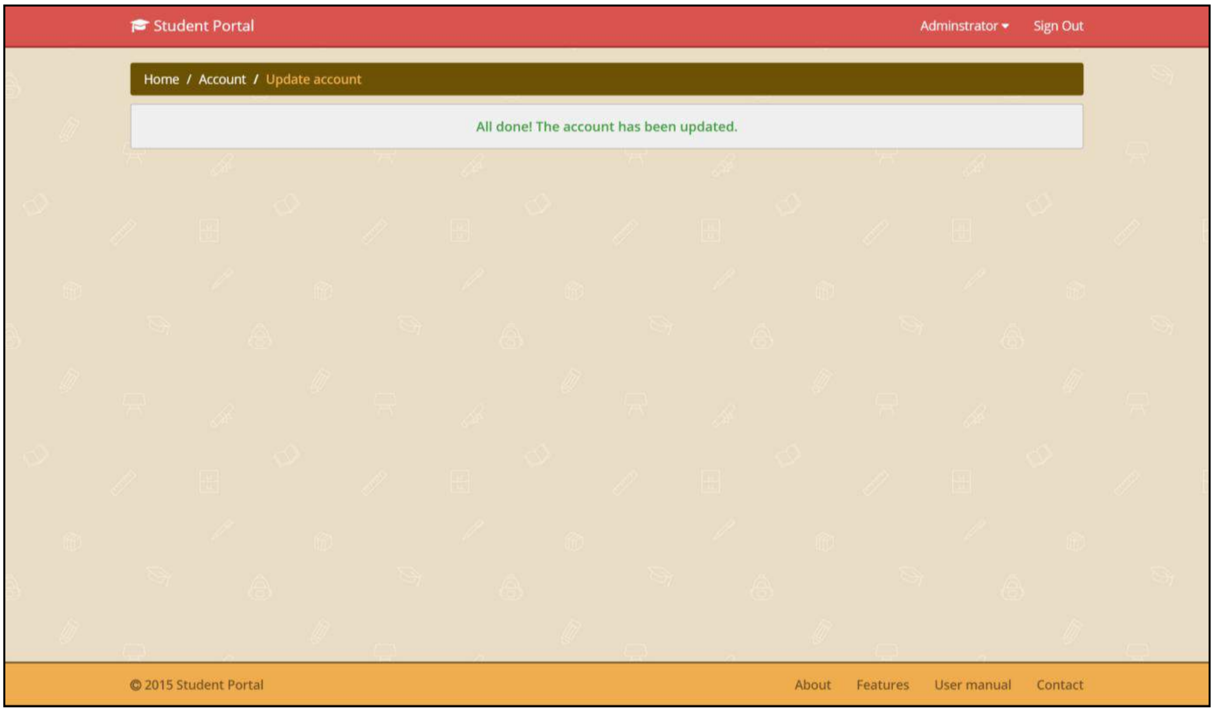
How to update an account



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.

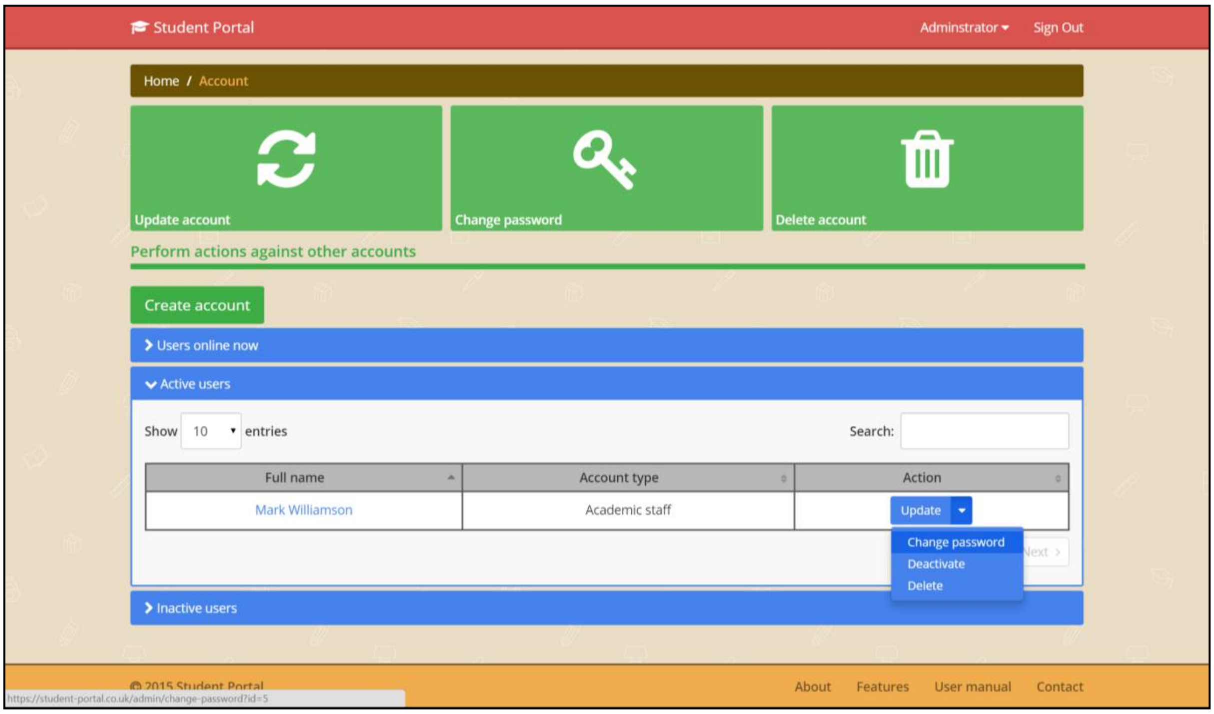


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update account” button.

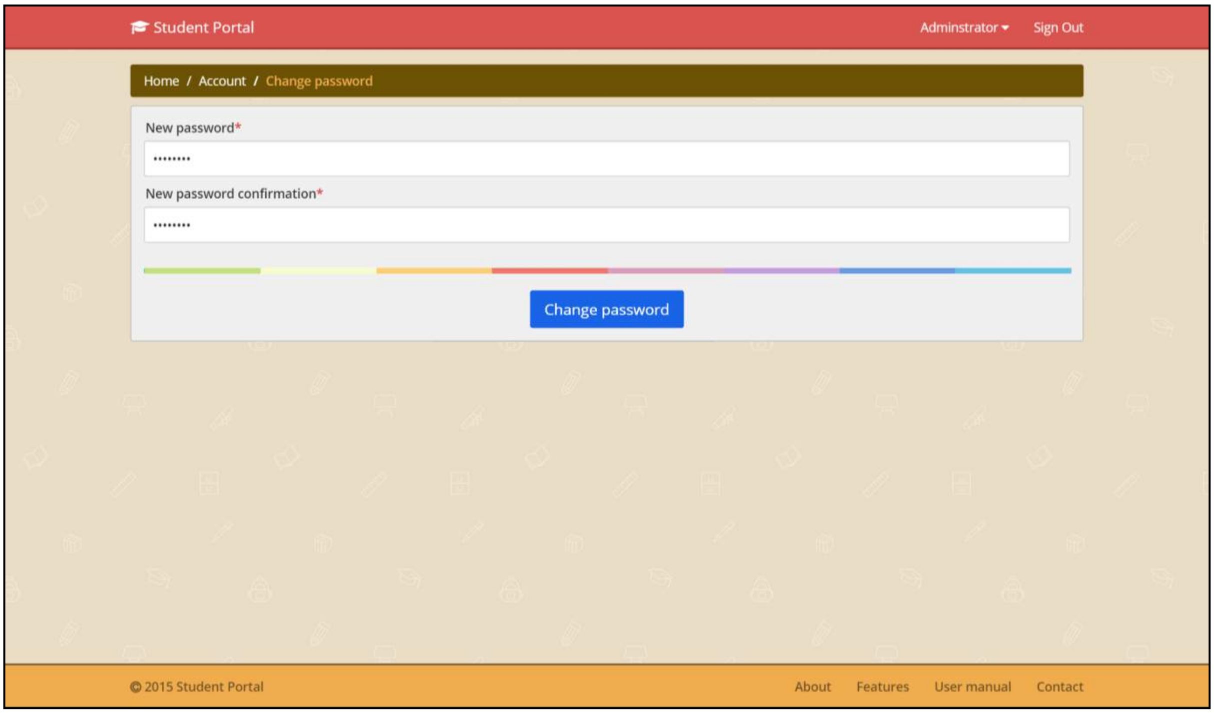


6. A confirmation message will appear on the screen confirming the action has been completed.

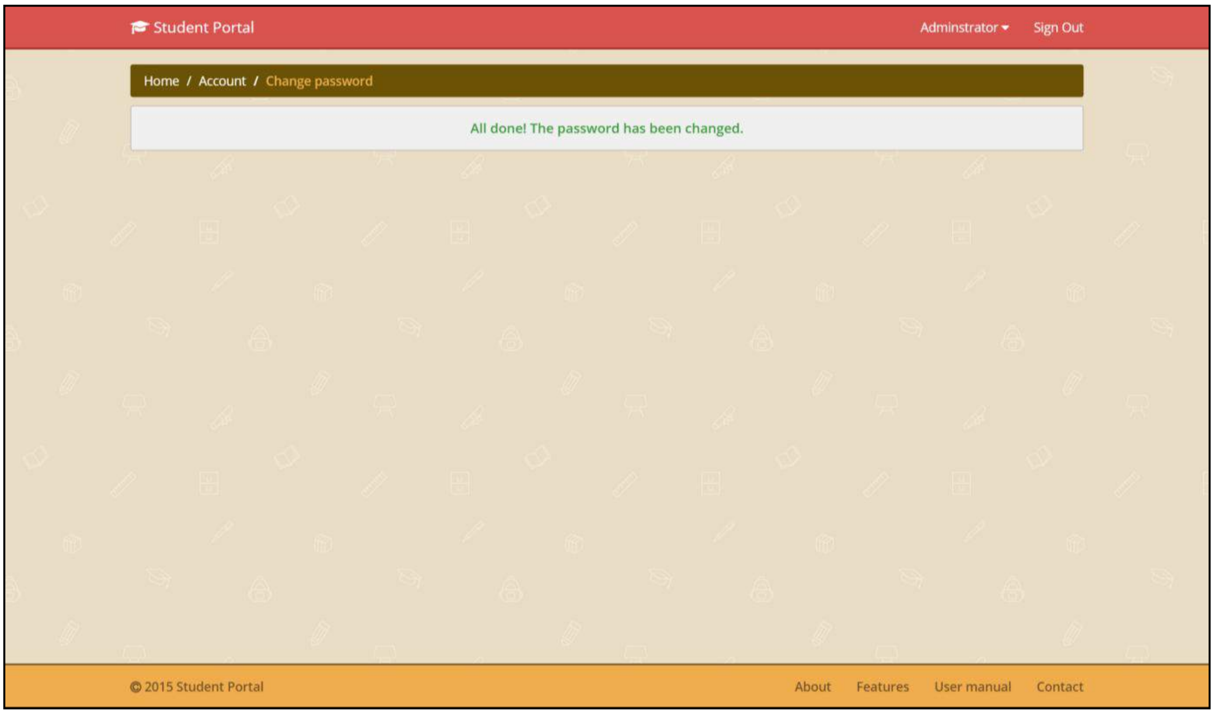
How to change an account's password



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.

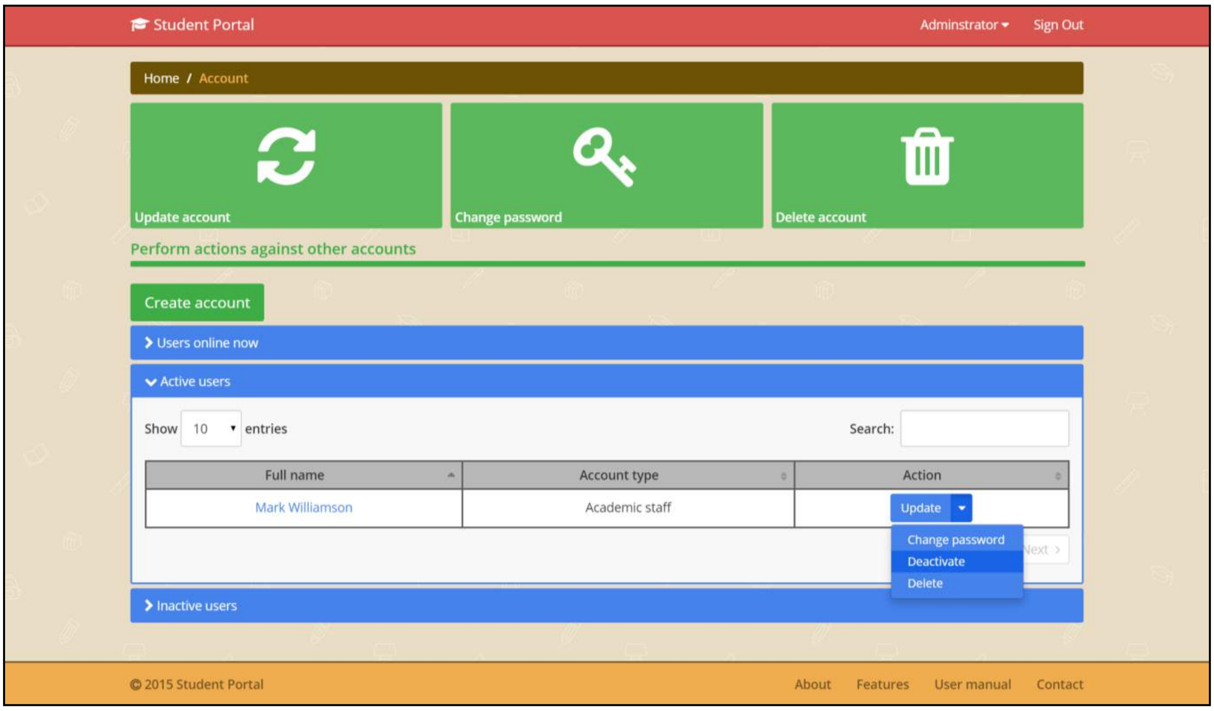


3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Change password” button.

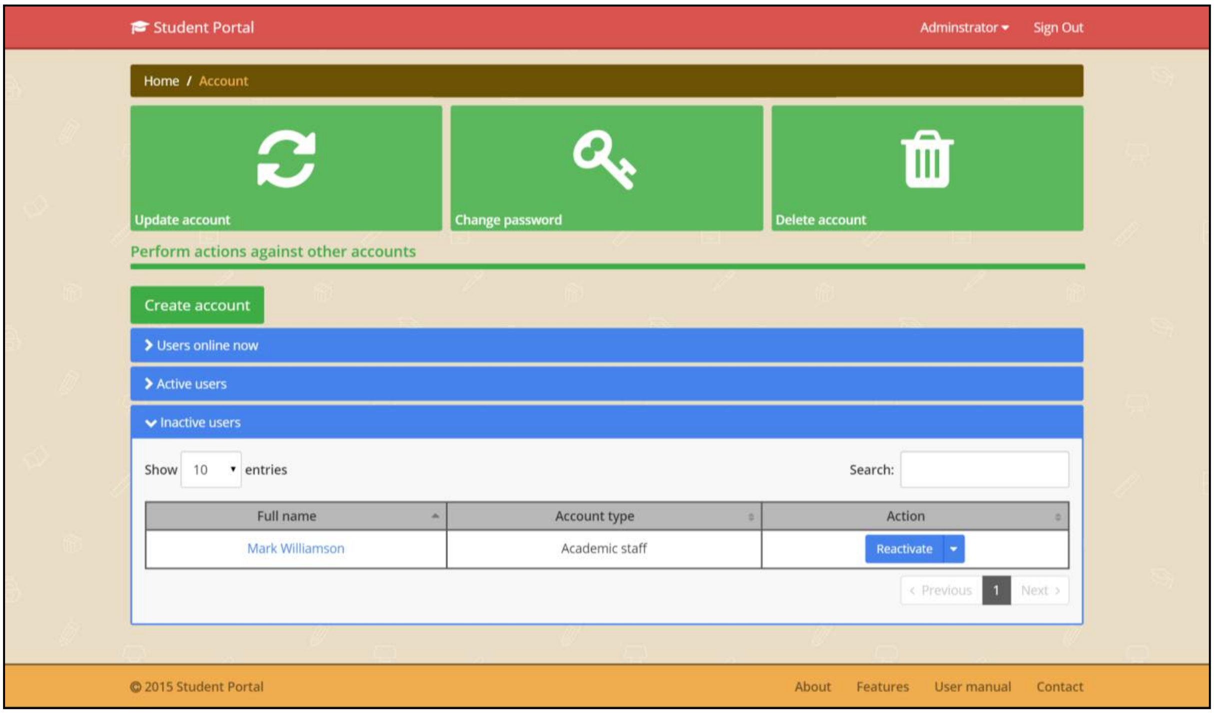


6. A confirmation message will appear on the screen confirming the action has been completed.

How to deactivate an account

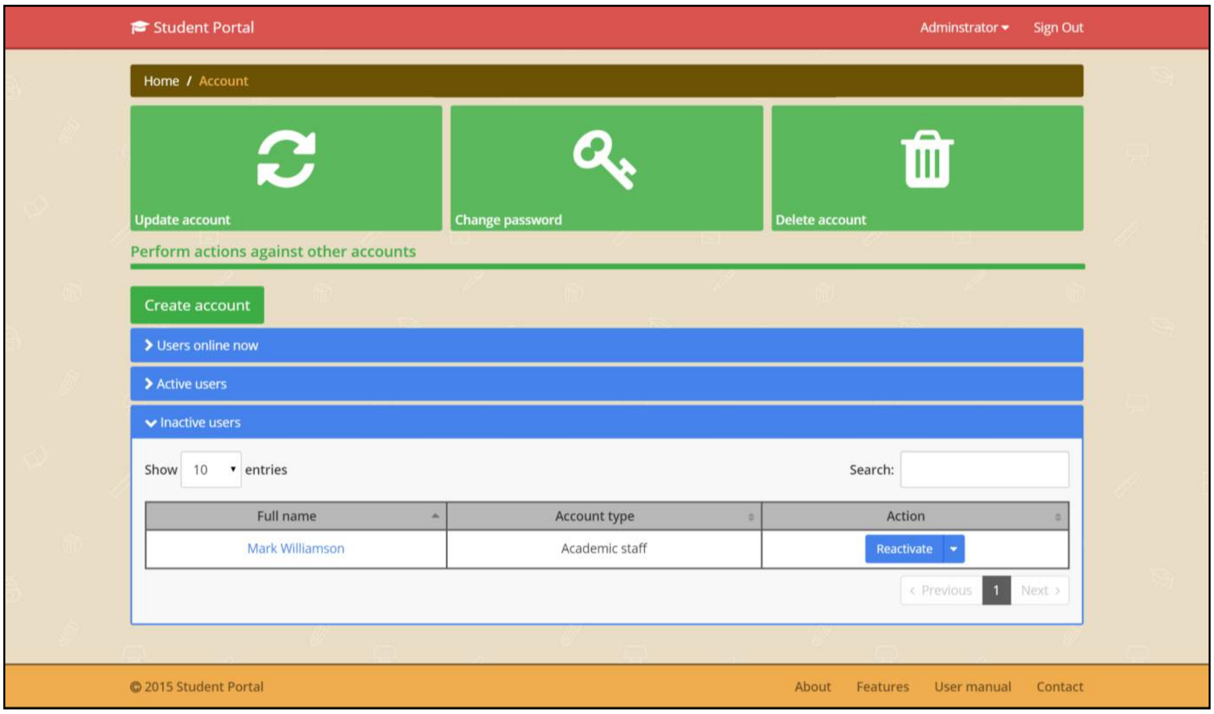


1. There will be a panel for "Active users". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Deactivate" button next to a specific user.

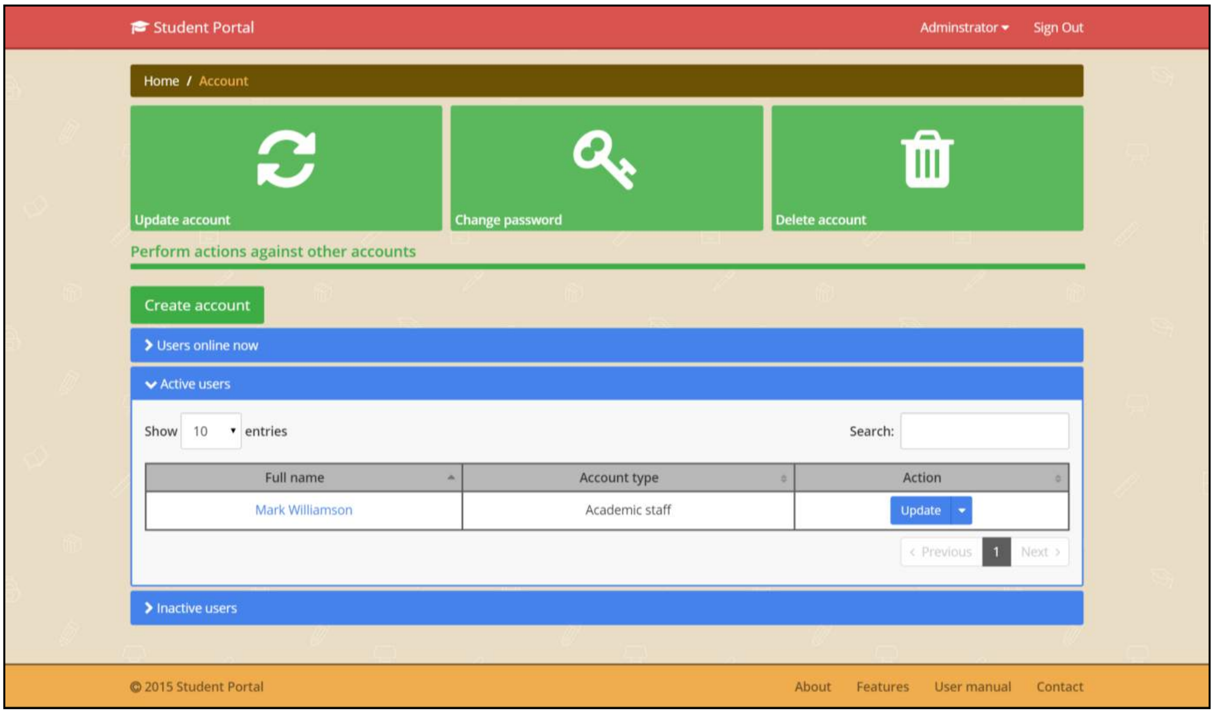


3. The account will disappear from the "Active users" panel, and instead will be visible within the "Inactive users" panel.

How to reactivate an account

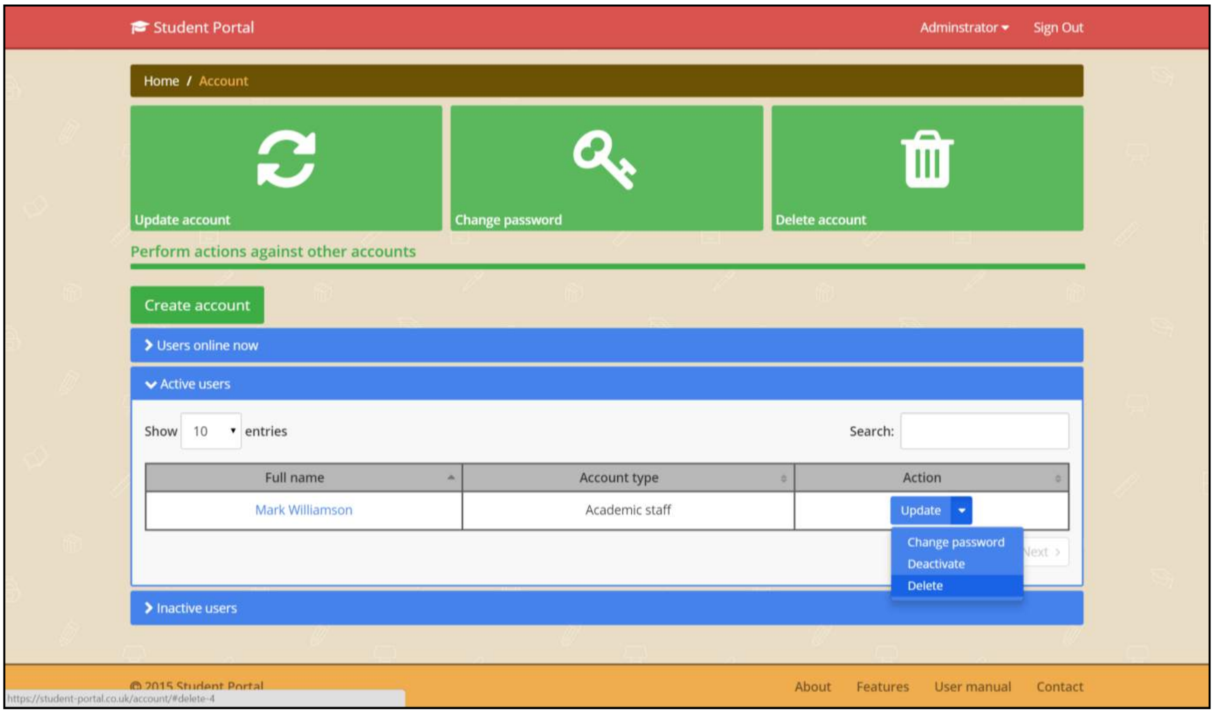


1. There will be a panel named "Inactive users". They will be collapsed by default, so you will have to expand them by clicking on its title.
2. Click on the "Reactivate" button next to a specific account.

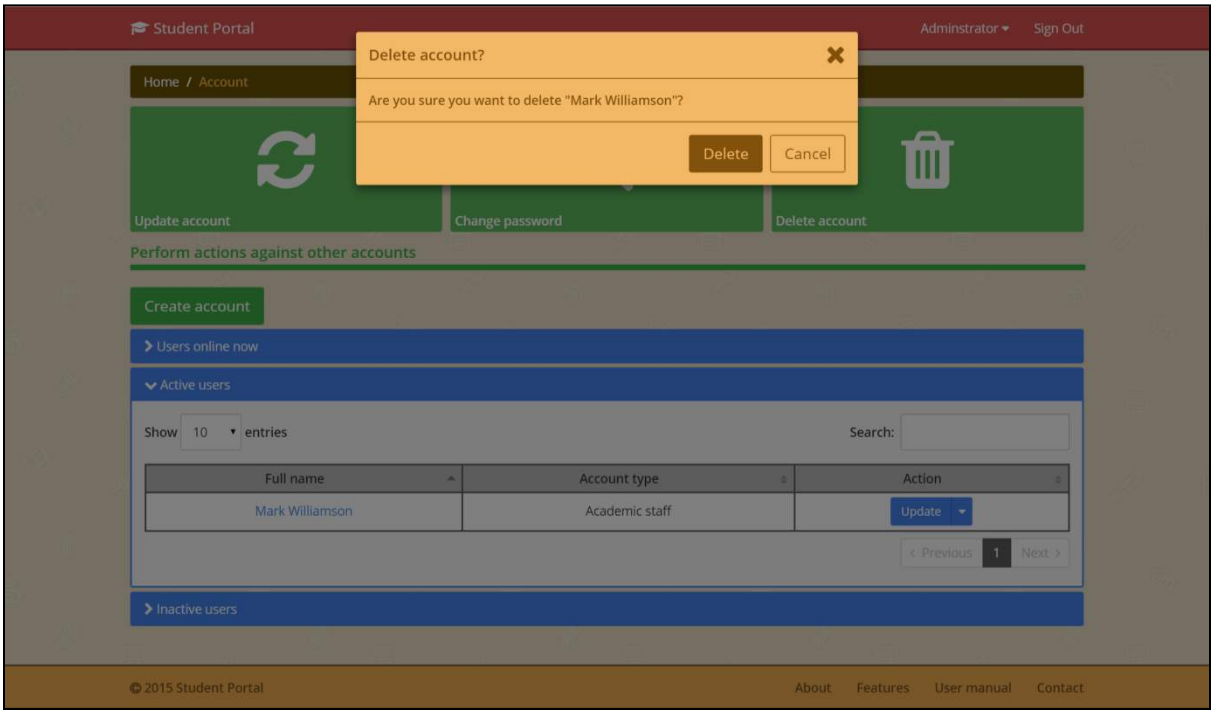


3. The account will disappear from the "Inactive users" panels, and instead will be visible within the "Active users" panel.

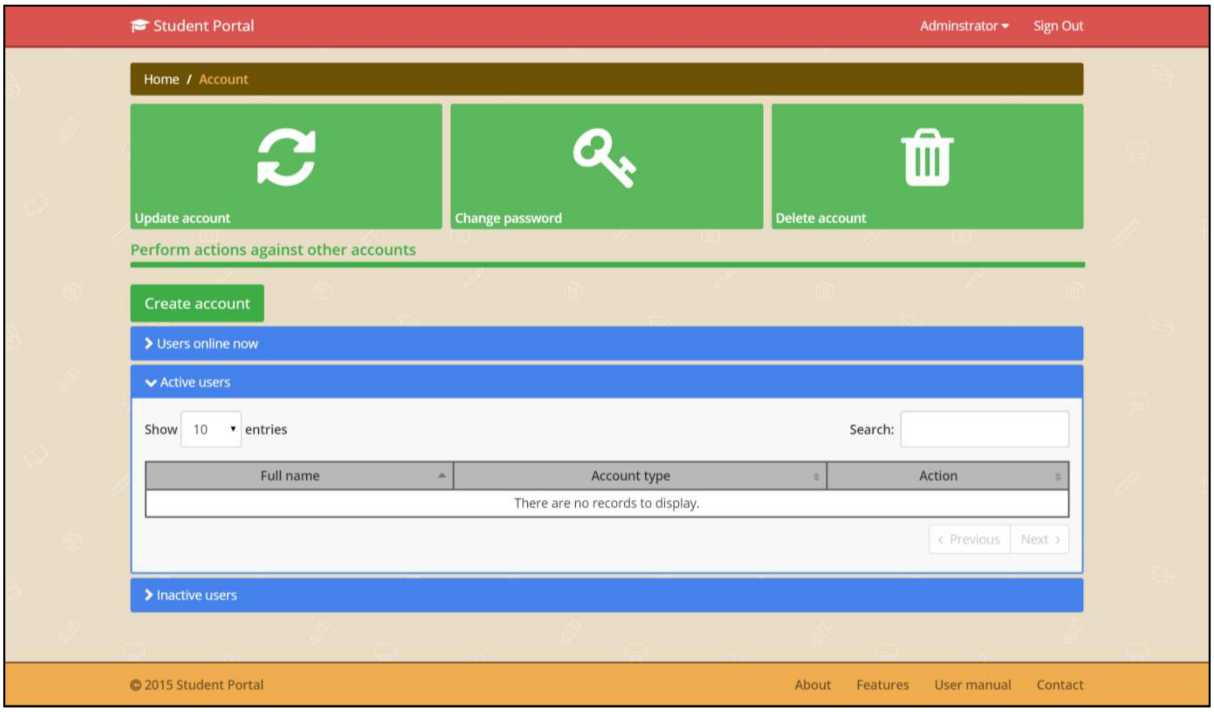
How to delete an account



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.



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.



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

- Student Portal -
- Deployment Manual -

Information	
Audience	Windows operating system only
Operating system used to take the print screens	Windows 8.1
Web hosting provider	GoDaddy
Web hosting server	Apache
Web hosting operating system	Linux
Communication protocol	HTTPS

Pre-requisites
Web domain
Web hosting package
SSL certificate installed on the server
FileZilla installed
PHP IDE installed or any other IDE providing decent “Replace” facility

1. Database

The instructions below go into detail on how to create a database and a database user and give privileges to the user created as well as create tables within the database. In addition to that, this chapter will also specify which file needs to be changed within the application in order to connect to a database with a different name or username.

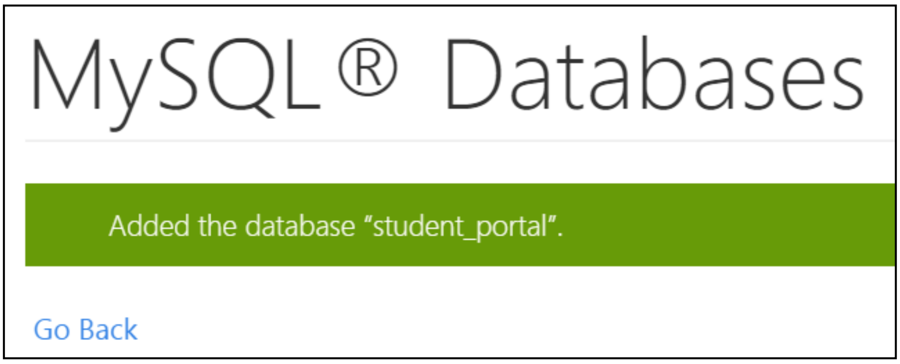
If the instructions are followed without making any changes, there is no need to change any other files within the application.

The interfaces used throughout the instructions within this chapter are GoDaddy and phpMyAdmin.

1.1. Creating the database

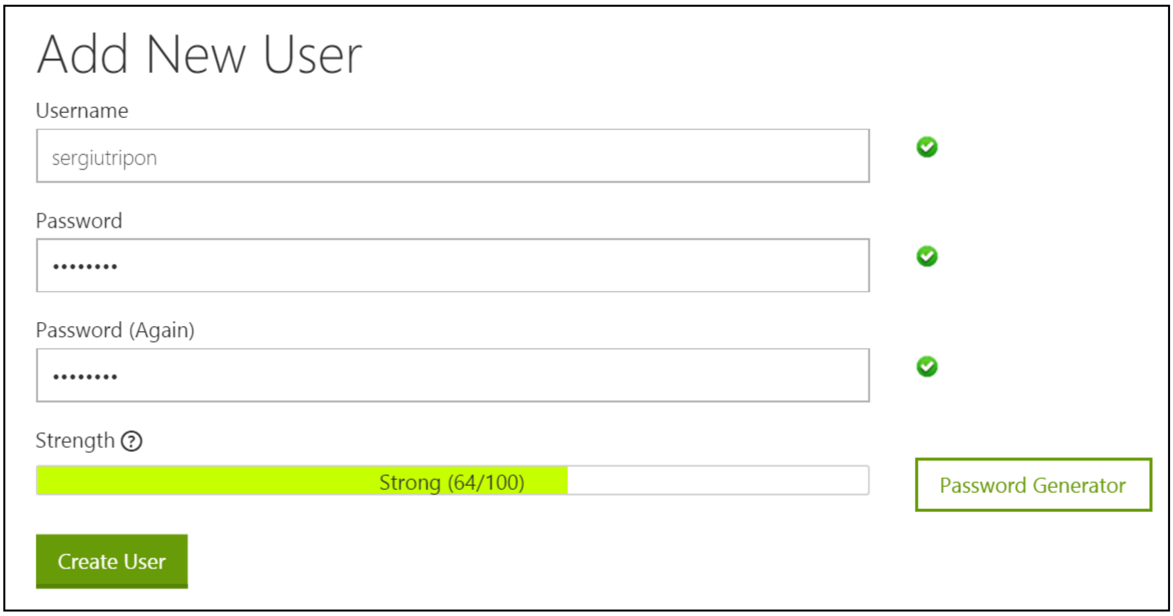
1. Log into cPanel.
2. Click on MySQL Databases

3. Enter a name for the new database, and then click on the “Create Database” button.

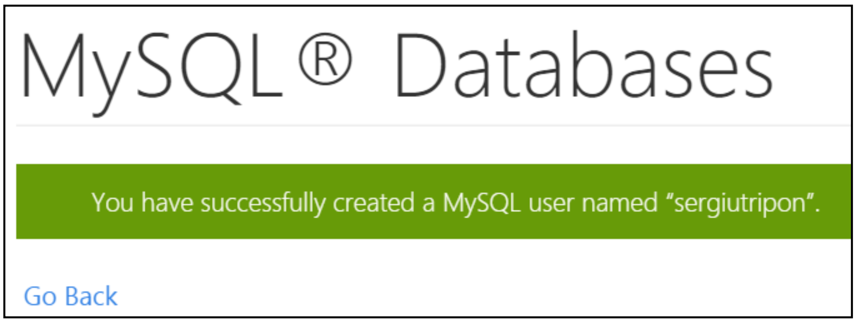


4. A confirmation message will be displayed on the screen. The database has been created. Below, the process of creating a user for the database is detailed. Click on the “Go Back” link.

1.2. Creating a database user



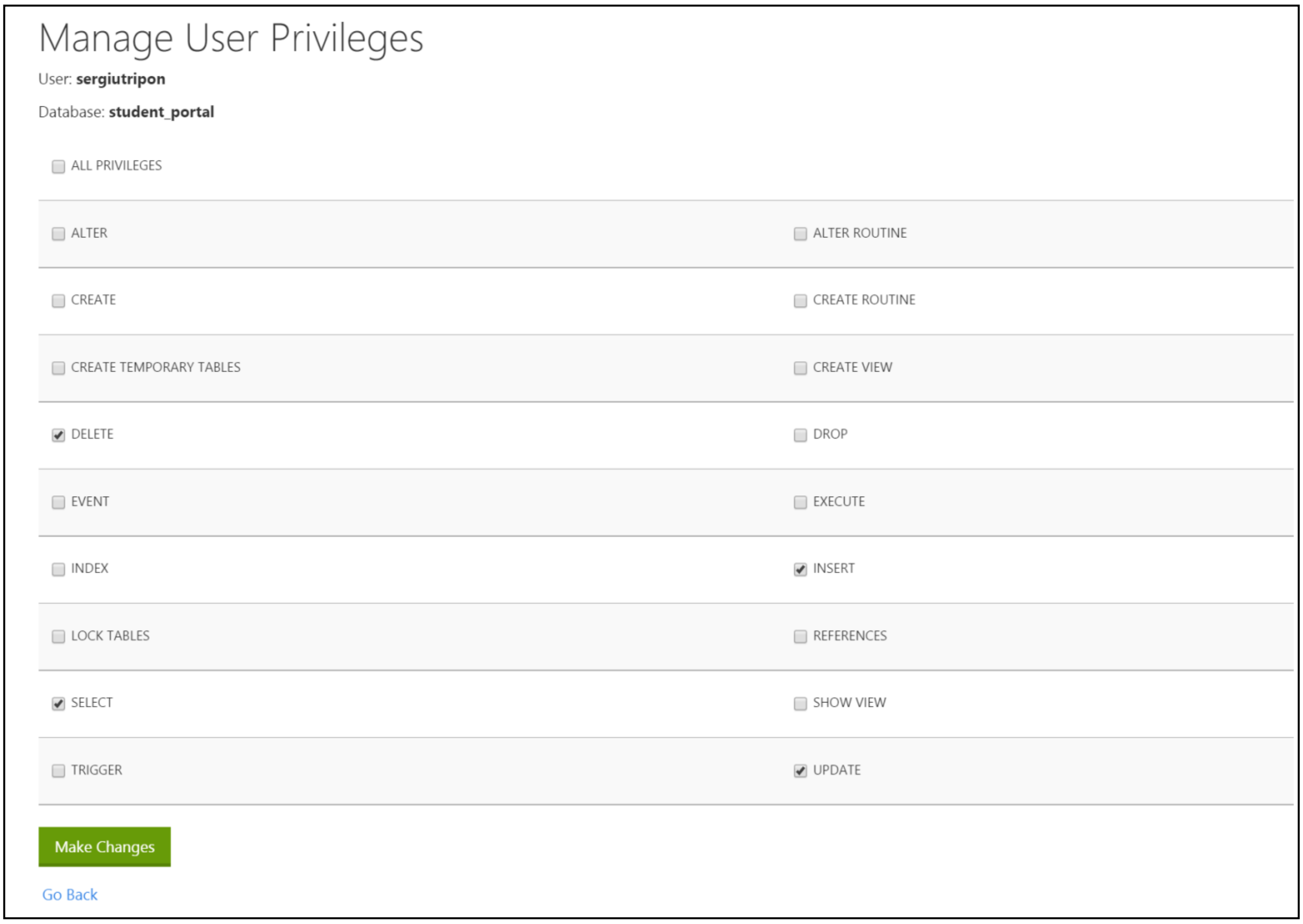
1. Under the “Add New User” section, enter a username, a password and a password confirmation, and then click on the “Create User” button.



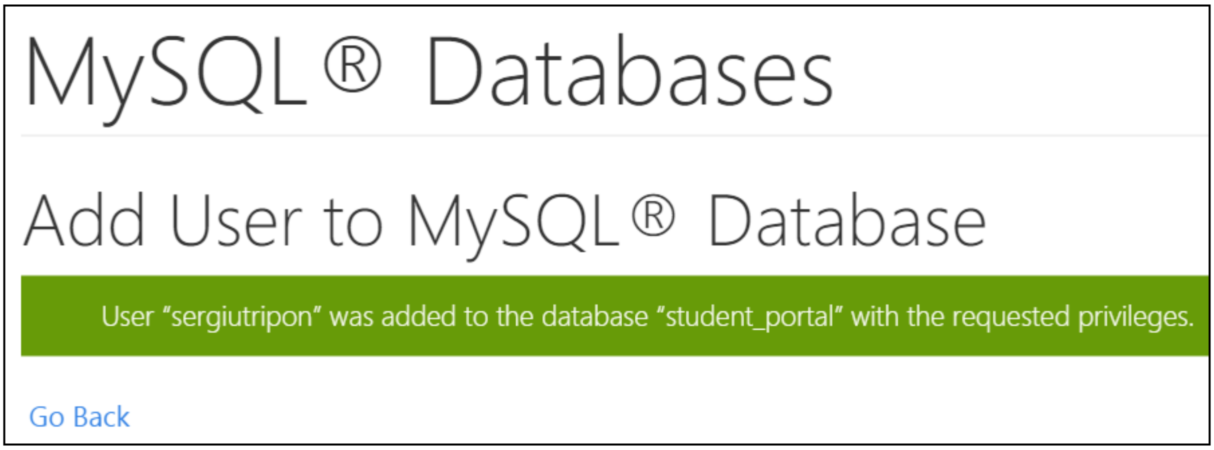
2. A confirmation message will be displayed on the screen. The user has been created. Below, the process of adding the user created to the database created in Chapter 1.2 is detailed. Click on the “Go Back” link.

1.3. Adding the user created in Chapter 1.2 to the database created in Chapter 1.1

1. Under the "Add User To Database" section, select the user created in 1.2 from the "User" drop-down and the database created in 1.1 from the "Database" drop-down, and then click on the "Add" button.



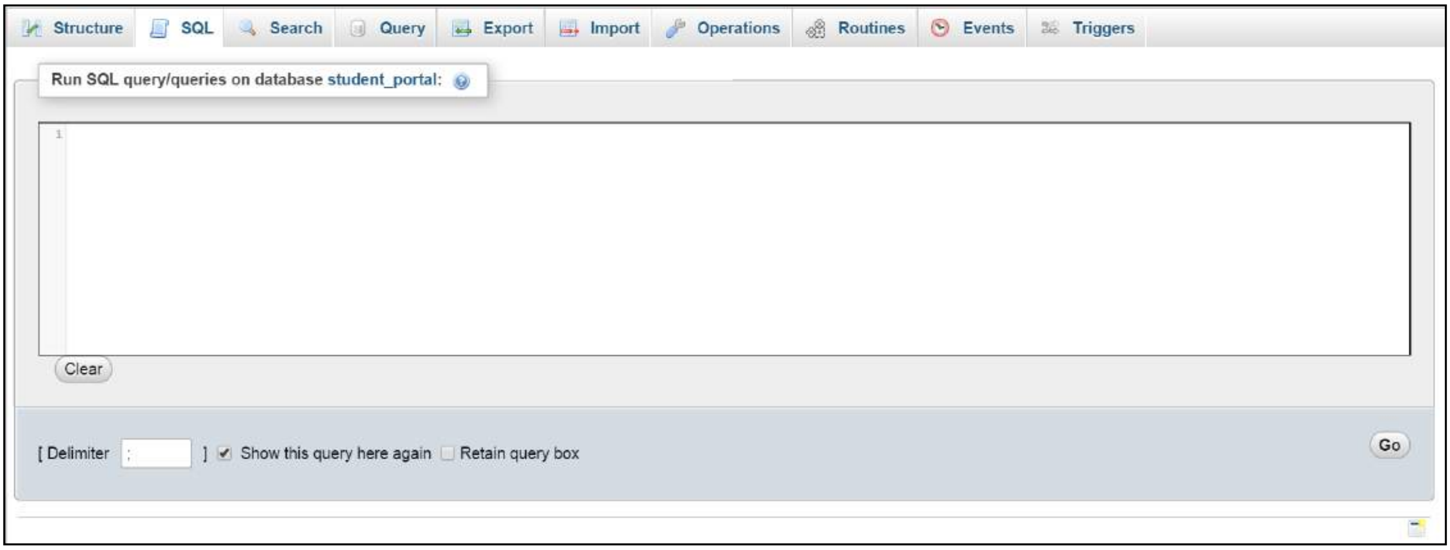
2. Check the "Delete", "Select", "Insert" and "Update" checkboxes, and then click on the "Make Changes" button.



3. A confirmation message will be displayed on the screen. The user has been added to the database. Below, the process of creating the application tables within the application is detailed. Click on the “Go Back” link.

1.4. Creating the application tables within the database

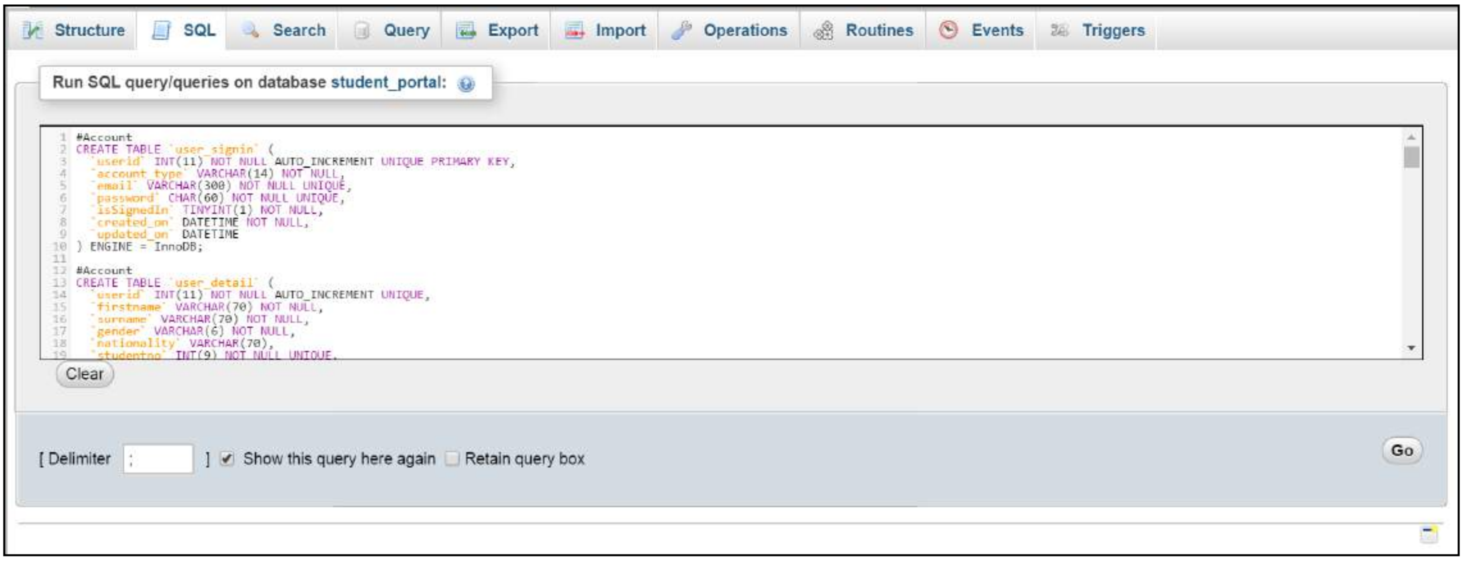
1. From the home screen of cPanel click on “phpMyAdmin” next to “MySQL Databases”. A new browser tab will open.
2. Click on the “student_portal” database on the left hand-side.



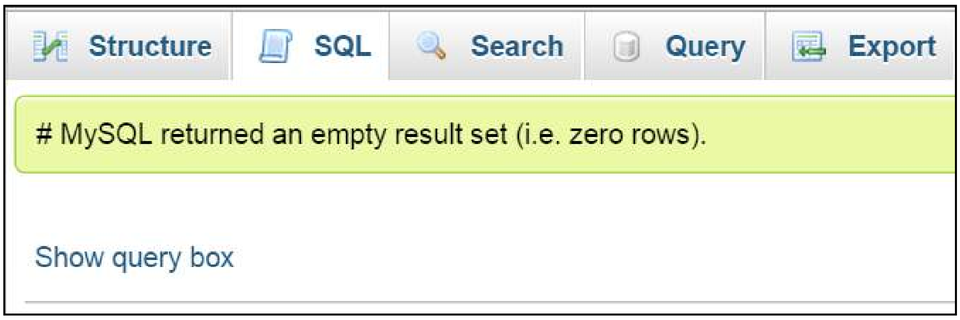
3. Click on the SQL tab
4. Navigate to the following path on the media provided:

   StudentPortal/db/db_statements.sql

5. Open db_statement.sql and copy the CREATE TABLE statement, after the DROP TABLE statements which are at the top. Paste them within the SQL window.



6. Once pasted, click on the "Go" button on the right hand-side.



7. A confirmation message will be displayed. The tables have been created.

1.5. Creating the application administrator account within the database

1. Navigate to the same folder on the media as previously instructed, but open a different file:

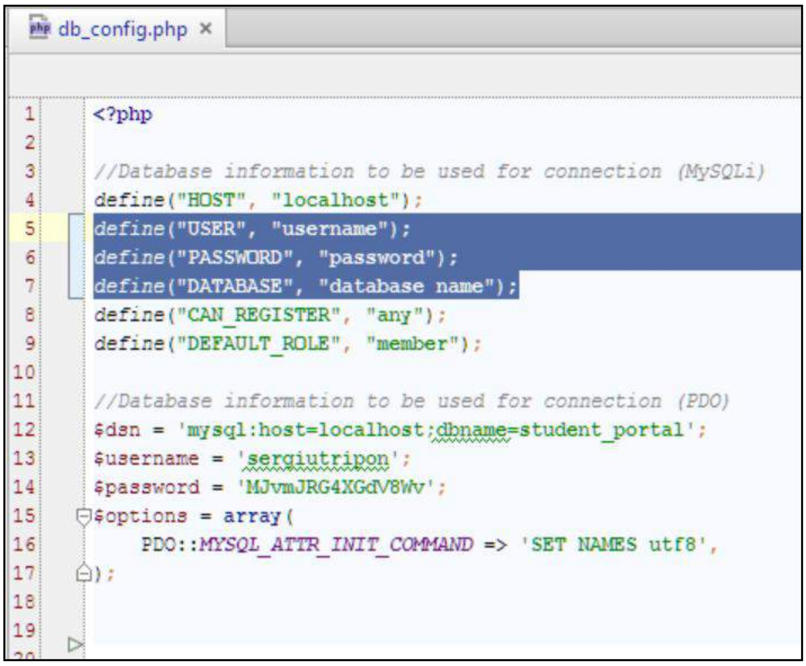
   StudentPortal/db/db_sampledata.sql

2. Copy the contents of the file
3. Click on the SQL tab again within phpMyAdmin
4. Paste the contents within the SQL tab
5. You may want to change the email address to something else as the email address is what is required to sign into the application.
6. Once pasted, click on the "Go" button on the right hand side.
7. A confirmation message will be displayed. The administrator account has been created.

1.6. Changing the database connection within the application

1. Navigate to the following file on the media:

   StudentPortal/includes/db_config.php



db_config.php

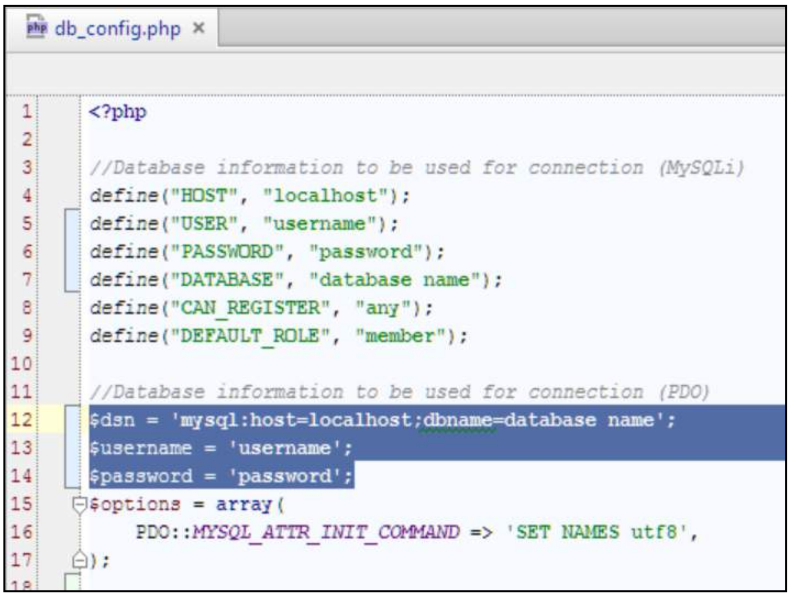
```php
<?php

//Database information to be used for connection (MySQLi)
define("HOST", "localhost");
define("USER", "username");
define("PASSWORD", "password");
define("DATABASE", "database name");
define("CAN_REGISTER", "any");
define("DEFAULT_ROLE", "member");

//Database information to be used for connection (PDO)
$dsn = 'mysql:host=localhost;dbname=student_portal';
$username = 'sergiutripon';
$password = 'MJvmJRG4XGdV8Wv';
$options = array(
    PDO::MYSQL_ATTR_INIT_COMMAND => 'SET NAMES utf8',
);

```

2. Change the 3 lines highlighted above.



db_config.php

```php
<?php

//Database information to be used for connection (MySQLi)
define("HOST", "localhost");
define("USER", "username");
define("PASSWORD", "password");
define("DATABASE", "database name");
define("CAN_REGISTER", "any");
define("DEFAULT_ROLE", "member");

//Database information to be used for connection (PDO)
$dsn = 'mysql:host=localhost;dbname=database name';
$username = 'username';
$password = 'password';
$options = array(
    PDO::MYSQL_ATTR_INIT_COMMAND => 'SET NAMES utf8',
);
```

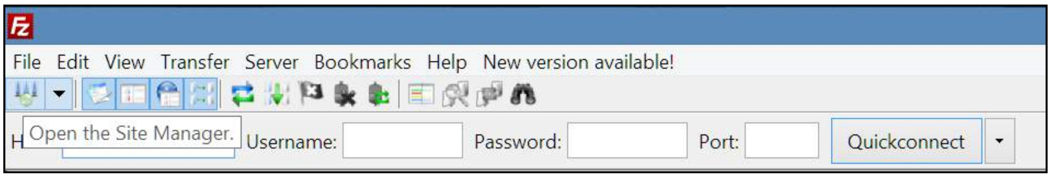
3. The current username, password and database name were excluded from the print screen for security purposes. When the actual physical file will be accessed, a real username, password and database name) which were used by the developer during the development) will be visible.

2. Filezilla

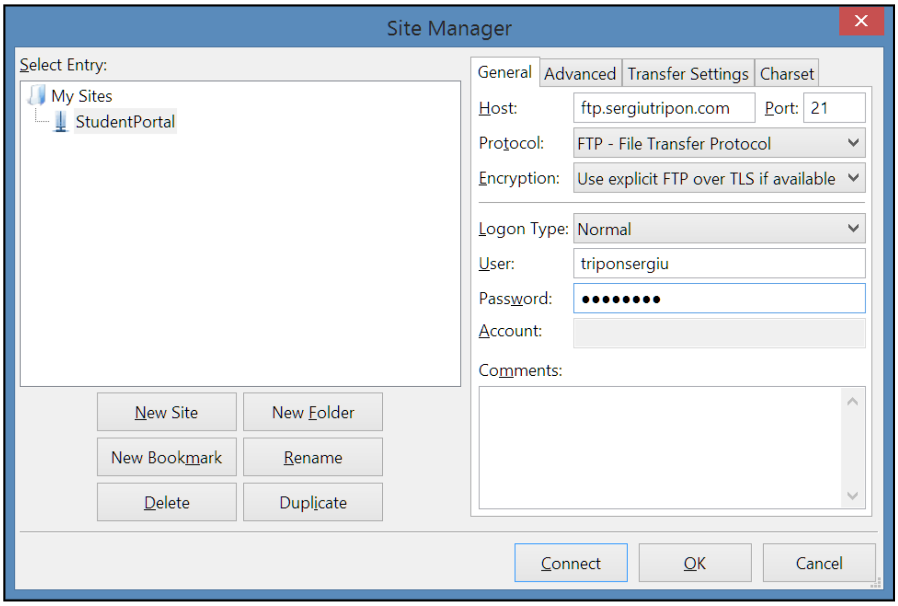
Once a domain and web hosting package was acquired, the next step is to set-up a connection between the local workstation and the web hosting server in order to transfer files back and forth. The tool used to achieve this is called FileZilla. To establish the connection, follow the steps below:

2.1. Setting up the connection

1. Download FileZilla from: https://filezilla-project.org/download.php?type=client
2. Install FileZilla
3. Open FileZilla by double-clicking on the icon



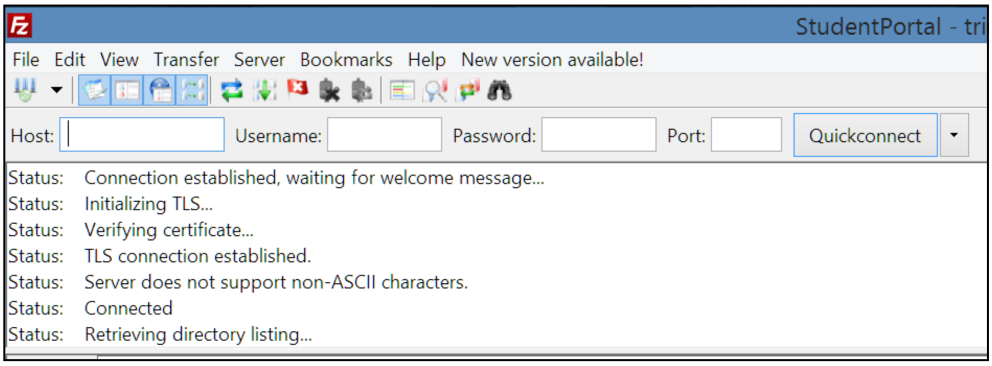
4. Click on the "Site Manager" icon on the top-left corner of the FileZilla window. The Site Manager window will open.
5. Click on the "New Site" button within the Site Manager window.



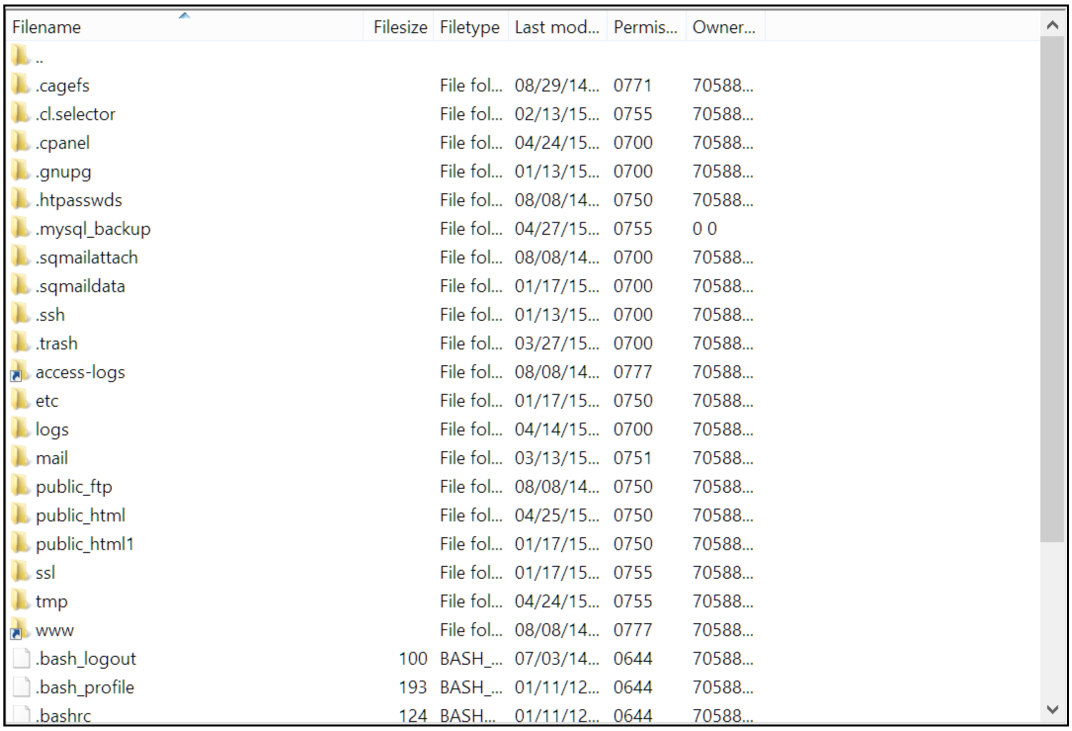
6. A name can be given to the site by typing a name choice on top-left corner. On the right hand side, fill in the following:

   - **Host**: type in the host name of your web hosting
   - **Port**: type the number "21" for standard connection or the number "22" for secure connection
   - **Logon Type**: select "Normal" from the drop-down
   - **User**: Enter the username configured for the web hosting server
   - **Password**: Enter the username configured for the web hosting server

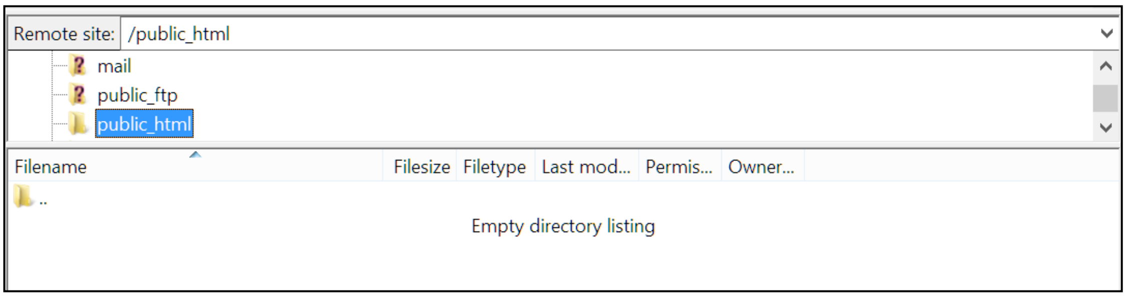
7. Click on the "Connect" button.



On the top left corner, the connection will start to process.



8. On the right hand side, the files within the web hosting server will be displayed. The folder this deployment guide focuses on is the “public_html” folder. Locate it, and once located, double-click on the “public_html” folder.



9. Usually, the folder would be empty, but it may contain other folder. This is the destination folder where the contents provided on the media will be copied to. When the user navigates to the domain .e.g. example.com the web hosting runs the code found within this “public_html” folder. This is the end of this chapter. Chapter 4 is a continuation of this chapter.

3. Application

Throughout the files within the "StudentPortal" folder, absolute paths as well as relative paths were used. The difference between the two is:

Absolute path: https://student-portal.co.uk/assets/css/files/custom.css

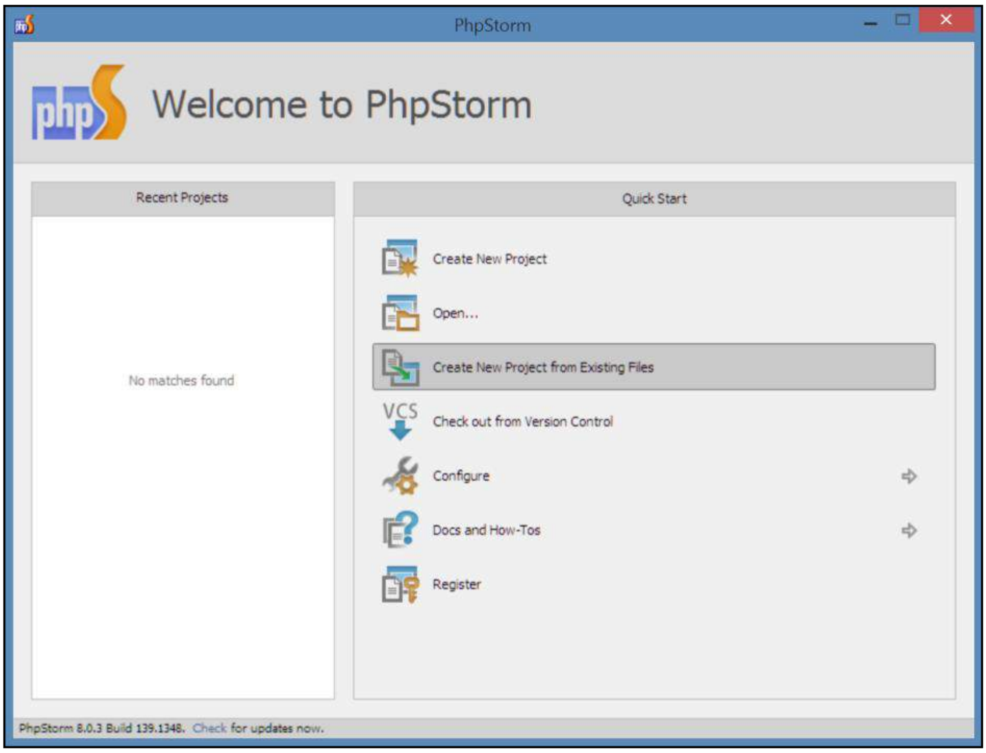
Relative path: /assets/css/files/custom.css

The reason why absolute paths were used throughout the application is the fact that it avoids the developer having to think about the file tree structure as well as distribute the absolute path throughout the application as an absolute path never changes from file to file. However, a relative path can change from file to file depending on its location within the file tree structure. When the application will be set-up on a different web hosting and different domain, the individual performing the deployment is required to change the absolute paths so that they match the domain which they want to use in order to run the application. Fortunately, this can be achieved with noticeable ease using an IDE (Integrate Development Environment) software application. The application was built using PhpStorm IDE. An alternative IDE which has a similar "Replace" function can also be used, but this guide will detail the process of achieving the task using PhpStorm.

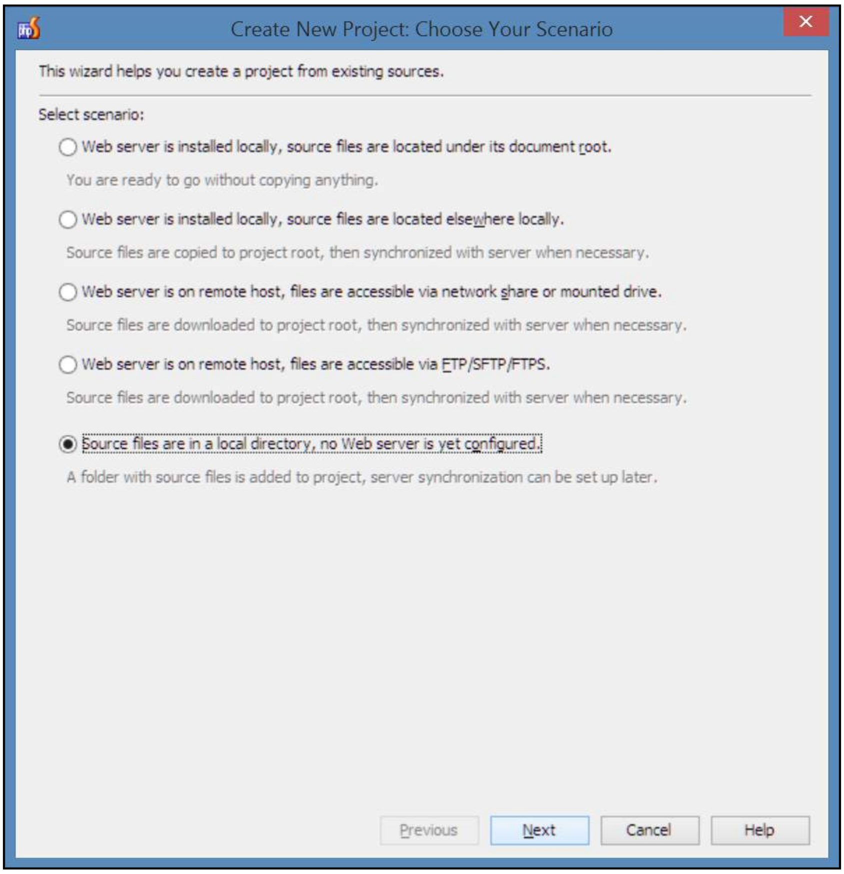
Download PhpStorm IDE from: https://www.jetbrains.com/phpstorm/

Below, steps on how to change the absolute paths throughout the entire application efficiently using PhpStorm are provided.

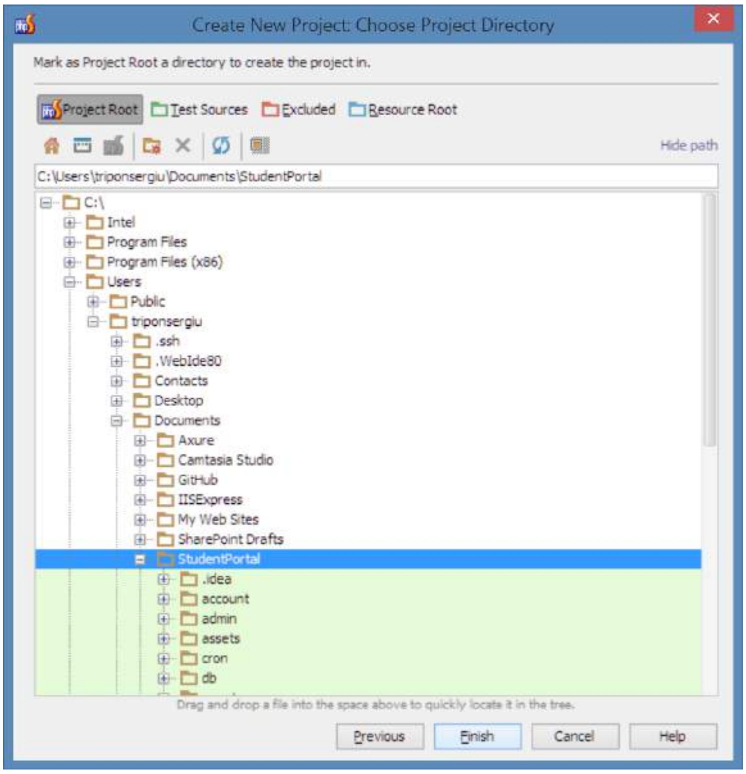
1. Copy the "StudentPortal" folder over to a local destination such as D:\ drive.
2. Open PhpStorm



3. Click on the "Create New Project from Existing Files" option

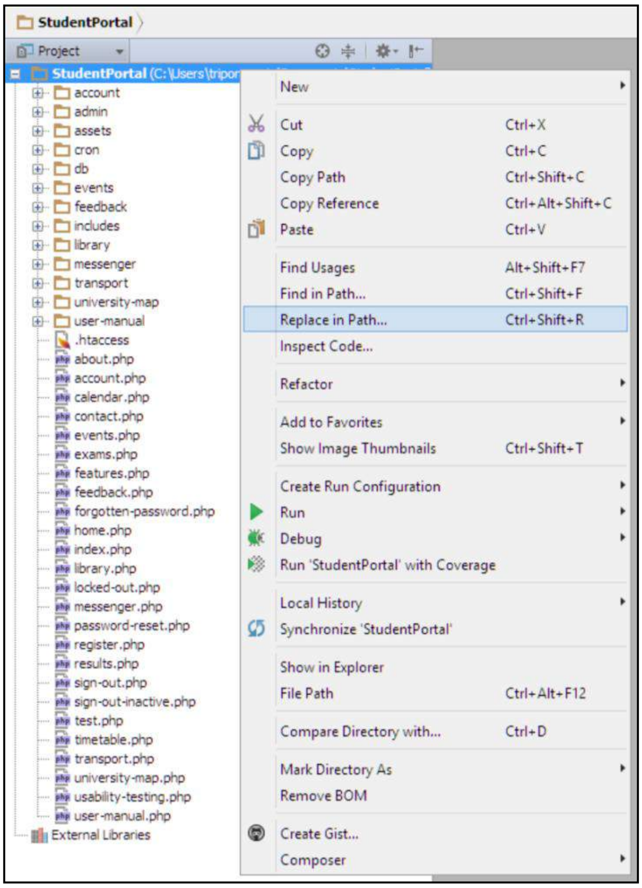


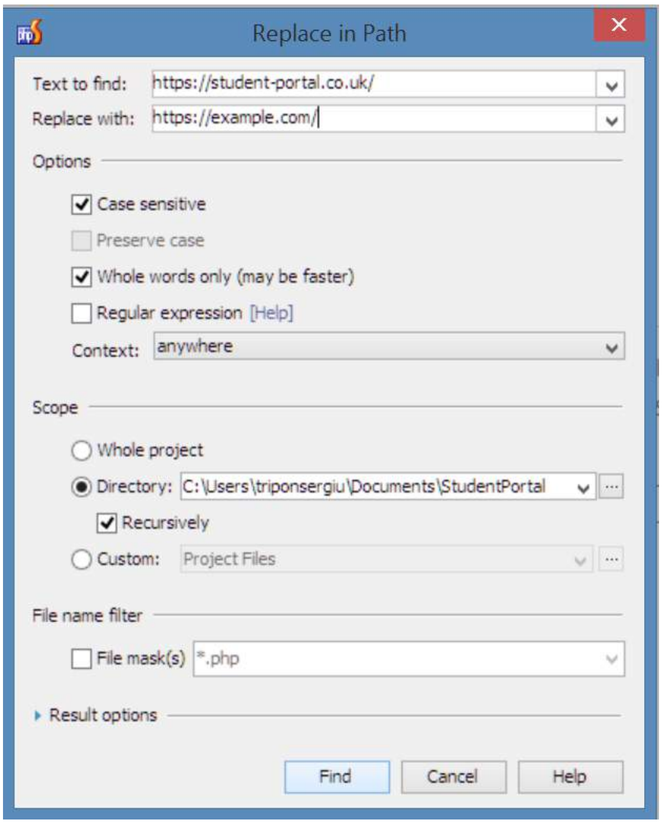
4. Select the "Source files are in a local directory, no Web server is yet configured" radio button. Click on the "Next" button.



5. Navigate to the location where the "StudentPortal" folder was copied. Click on the "StudentPortal" folder and click on "Project Root" at the top. Click on the "Finish" button.

6. Once the project is created, right click on the "StudentPortal" node, the first node at the top.
7. Select the "Replace in Path" option.





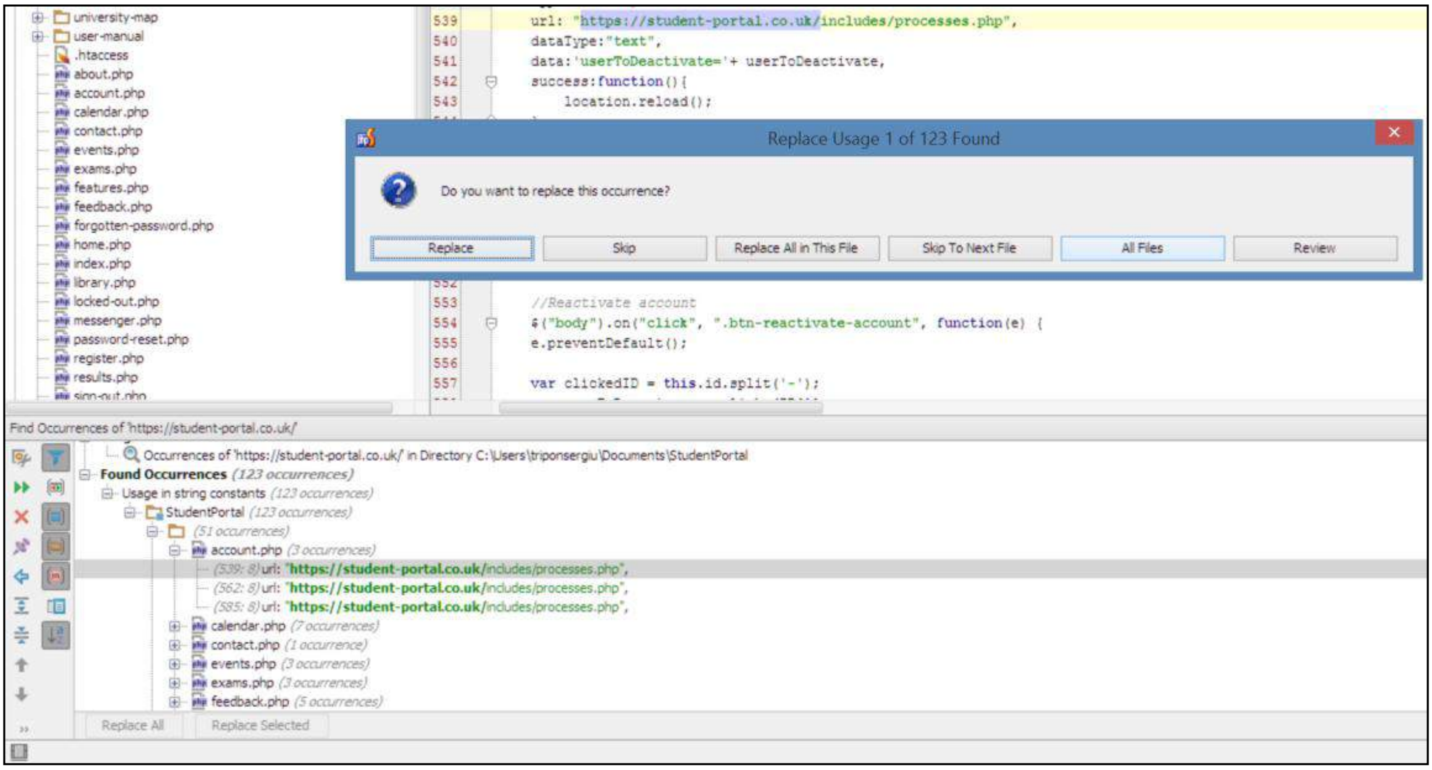
8. Fill in the first two textboxes as follows:

Text to find: https://student-portal.co.uk/
Replace with: the new domain to be used to run the application

Make sure the following checkboxes are checked:

Case sensitive
Whole words only (may be faster)

Click on the "Find" button.



9. The IDE will start to search for the path entered, and as you can see from the print screen above, it should find around 123 occurrences of the path. The IDE allows the user to replace each path one by one as well as skip certain paths. On top of that, it also allows the user to replace all paths in the file opened, skip to the next file or review.

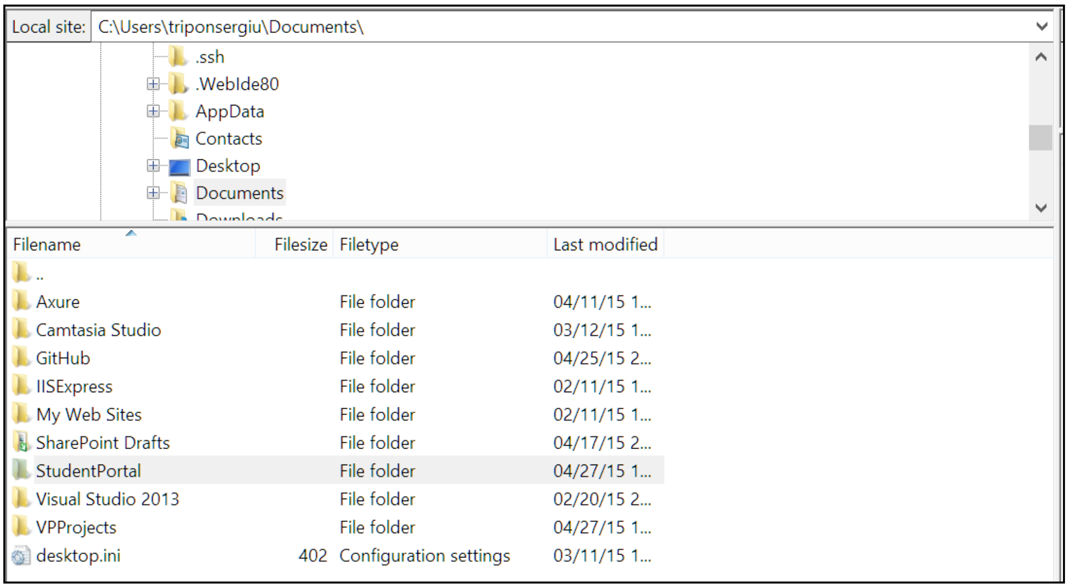
The option recommended to be used in this scenario is to click on the "All Files" button. This will replace the path with the new path specified throughout all the files within the application folder.

Within the application folder, there is a file called "functions.php", and can be accessed by using the following path:

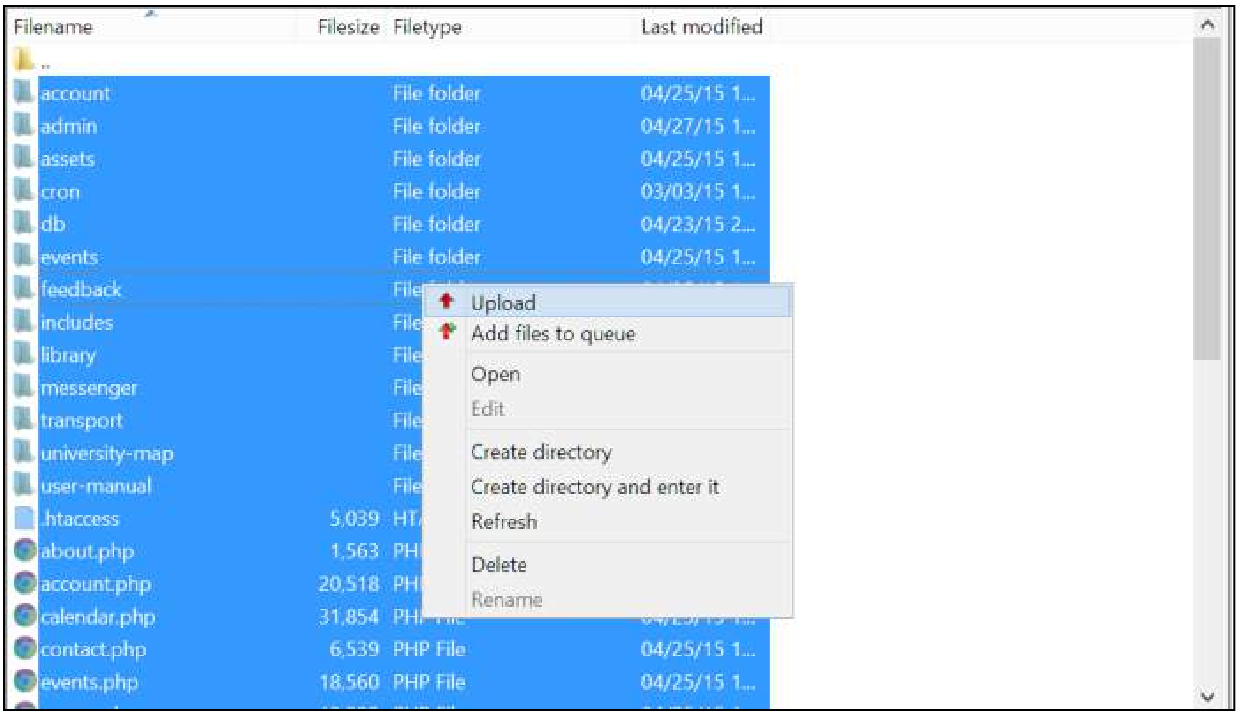
StudentPortal/includes/functions.php

This file handles most of the functionality of the application. One of the functionalities is emails; where users receive confirmation emails when perform actions such as reserving books or booking events. These emails are being sent by the system, so the email address admin@student-portal.co.uk was used. contact@student-portal.co.uk is also used. To replace these with a different domain, the same technique detailed above can be used.

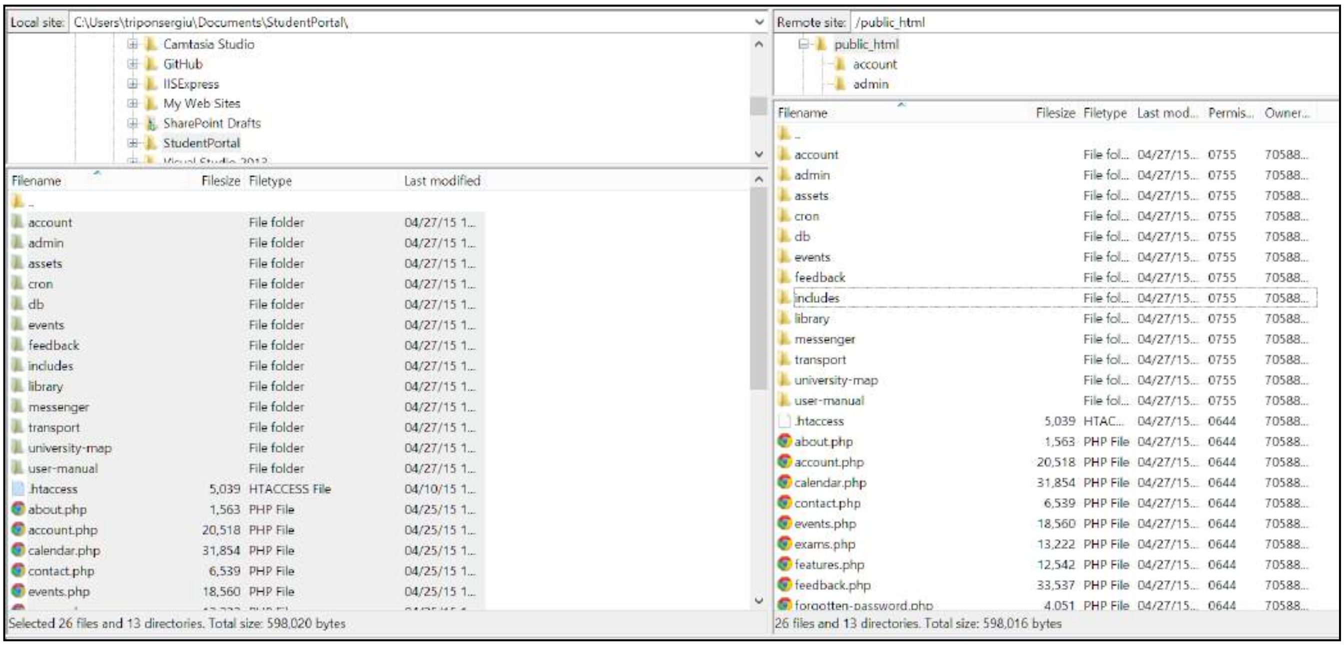
4. Deployment



1. Within the FileZilla window, on the left hand side, locate the “StudentPortal” folder which you copied locally during the pre-steps performed in the previous chapter of this deployment guide. Double-click on it to see its contents.
2. Double click on the “StudentPortal” folder to see its contents.



3. Select all the contents of the “StudentPortal” folder. Right click and then click on the “Upload” option.



On the right hand side, the files transferred will immediately be displayed. The website is now live on the domain used for deployment. Navigating to the domain will display the application sign in page. You can log using the Administrator account which was created in Sub-Chapter 1.5. Furthermore, the Administrator account has the necessary privileges to create other accounts with different account types as well as all the other records such as modules, lectures tutorials, exam, results, books, events and many others.