

- Student Portal -**
- Administrator -**
- User Manual -**

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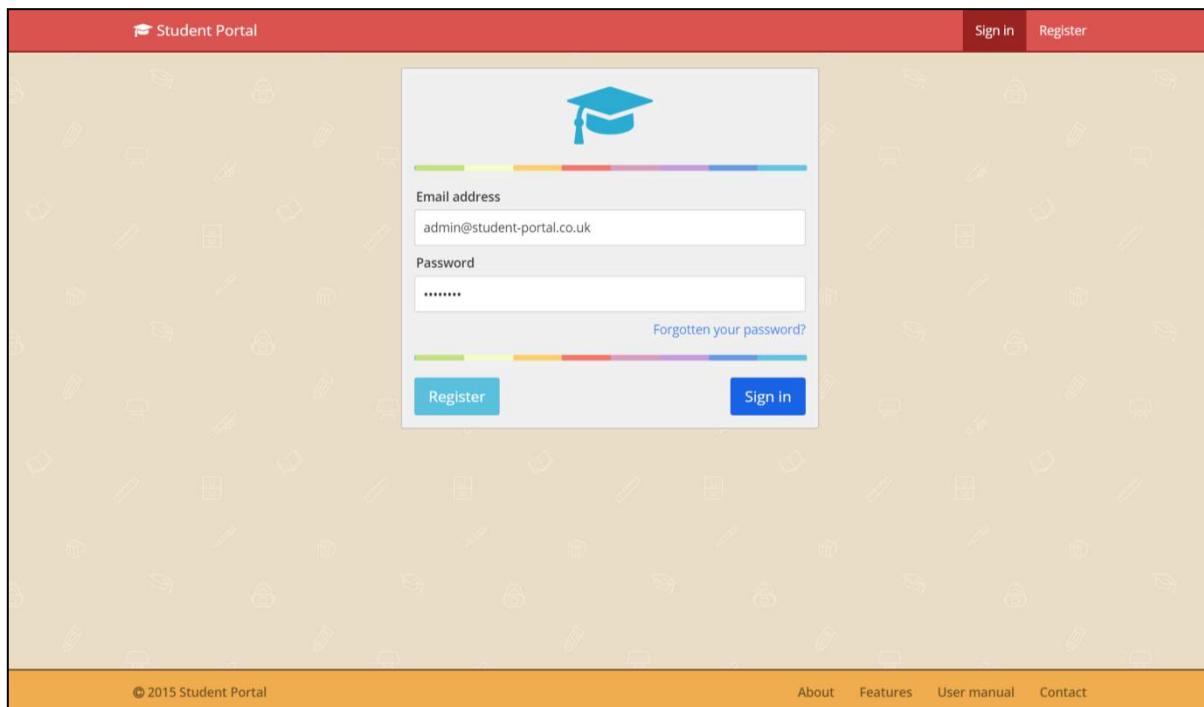
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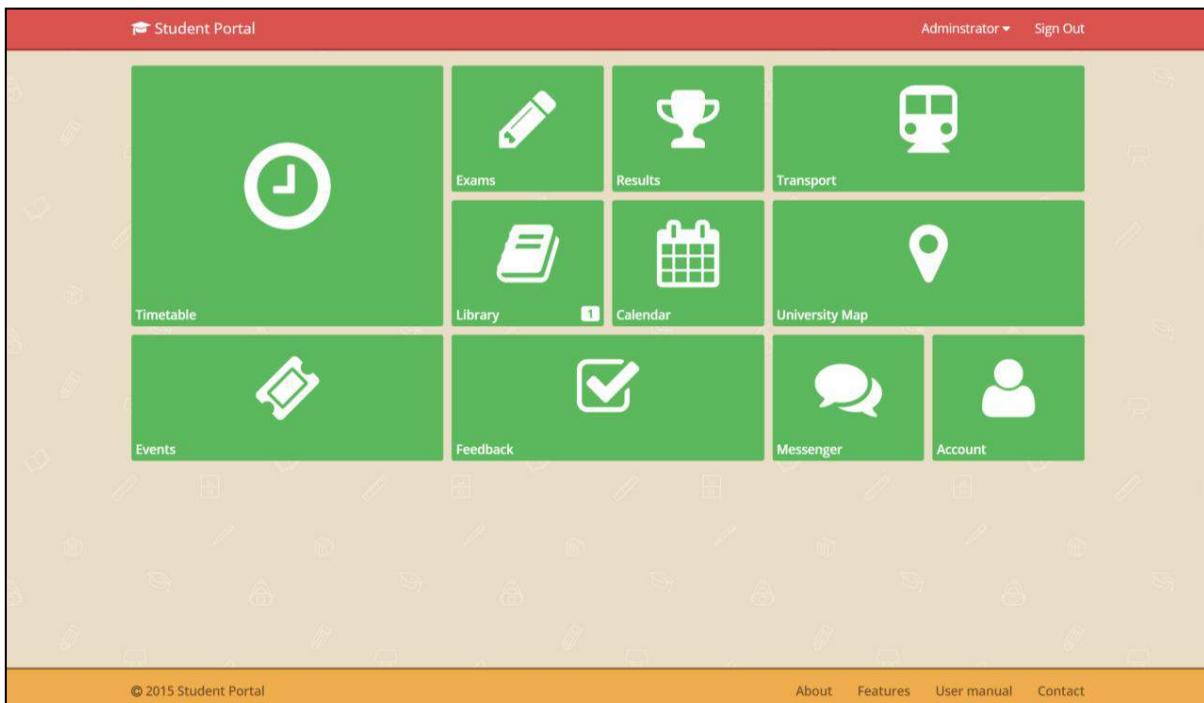
Sign In

How to sign in to the Student Portal



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

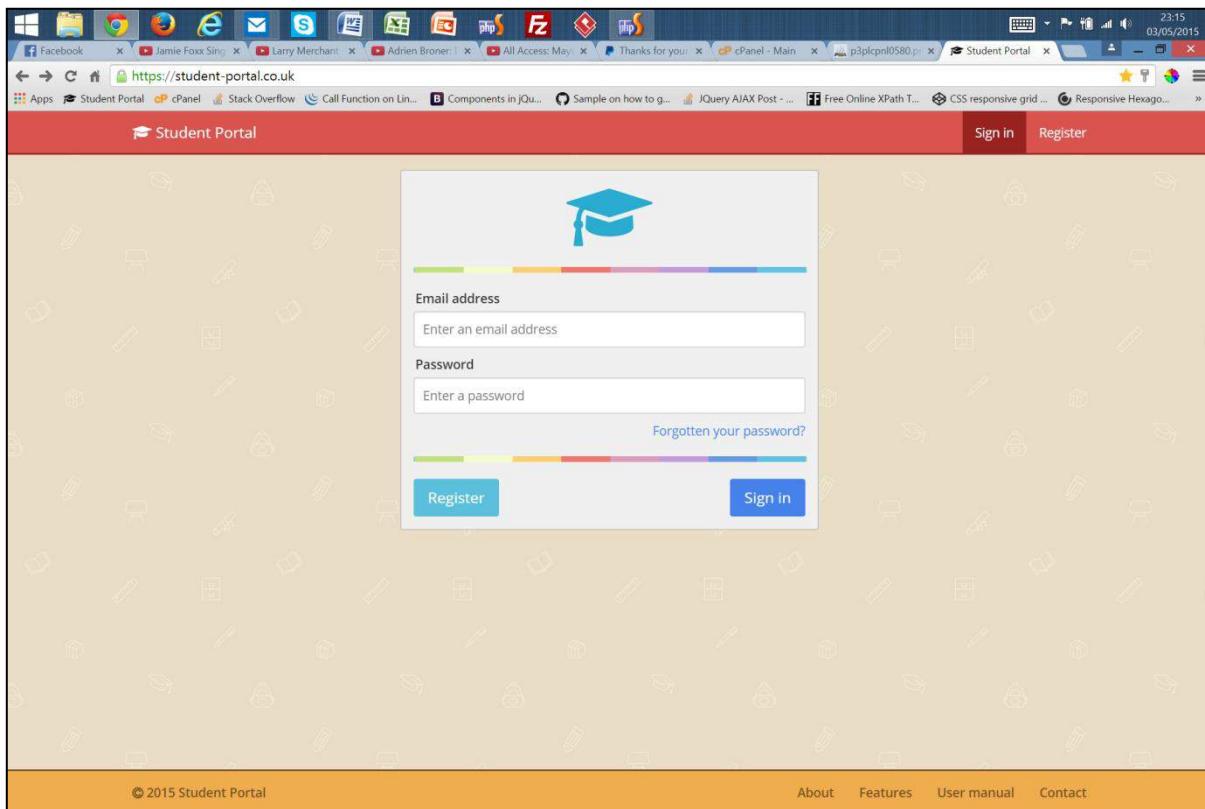
1. Navigate to: <https://student-portal.co.uk/>
2. Enter your registered email address.
3. Enter your password.
4. Click Sign In. The page will redirect to the Home page, shown below:



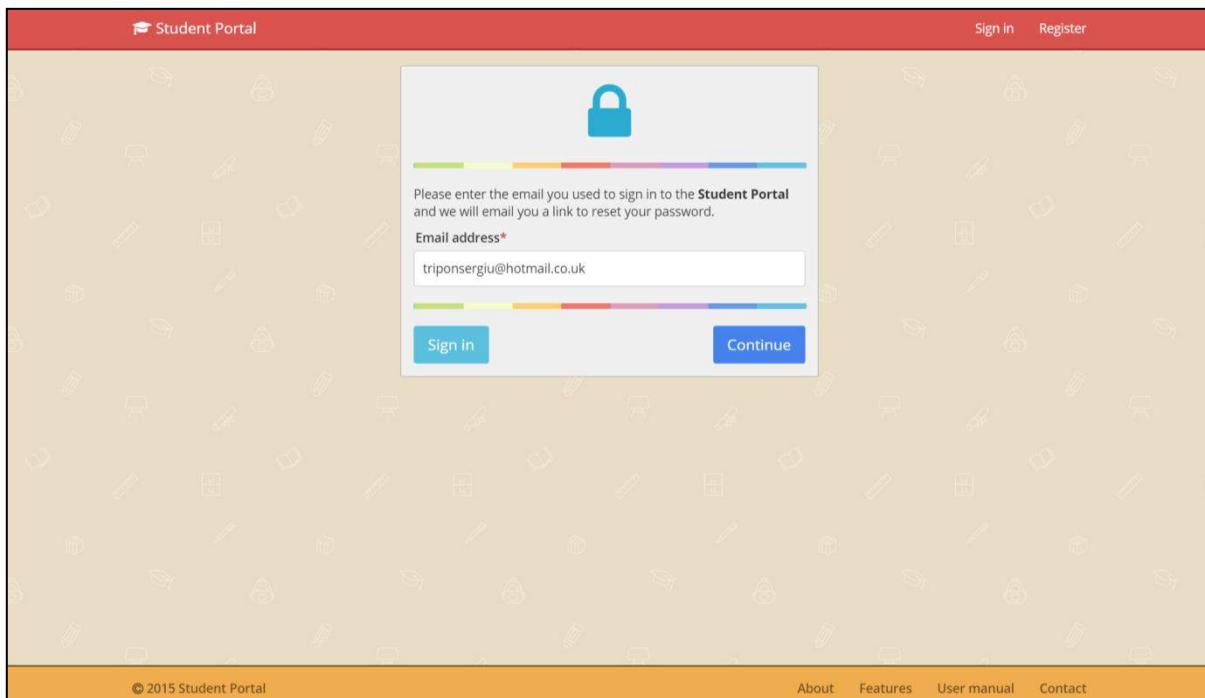
The image shows the home page of the student portal. At the top, there is a red header bar with the text "Student Portal", "Administrator ▾", and "Sign Out" buttons. Below the header is a grid of eight green cards, each containing an icon and text. The cards are arranged in two rows of four. The first row contains: "Timetable" (clock icon), "Exams" (pencil icon), "Results" (trophy icon), and "Transport" (bus icon). The second row contains: "Library" (book icon), "Calendar" (calendar icon), "University Map" (location pin icon), and "Events" (ticket icon). Below the grid is a light brown background with faint, scattered school-related icons. At the bottom, there is an orange footer bar with the text "© 2015 Student Portal" and "About Features User manual Contact".

Password reset

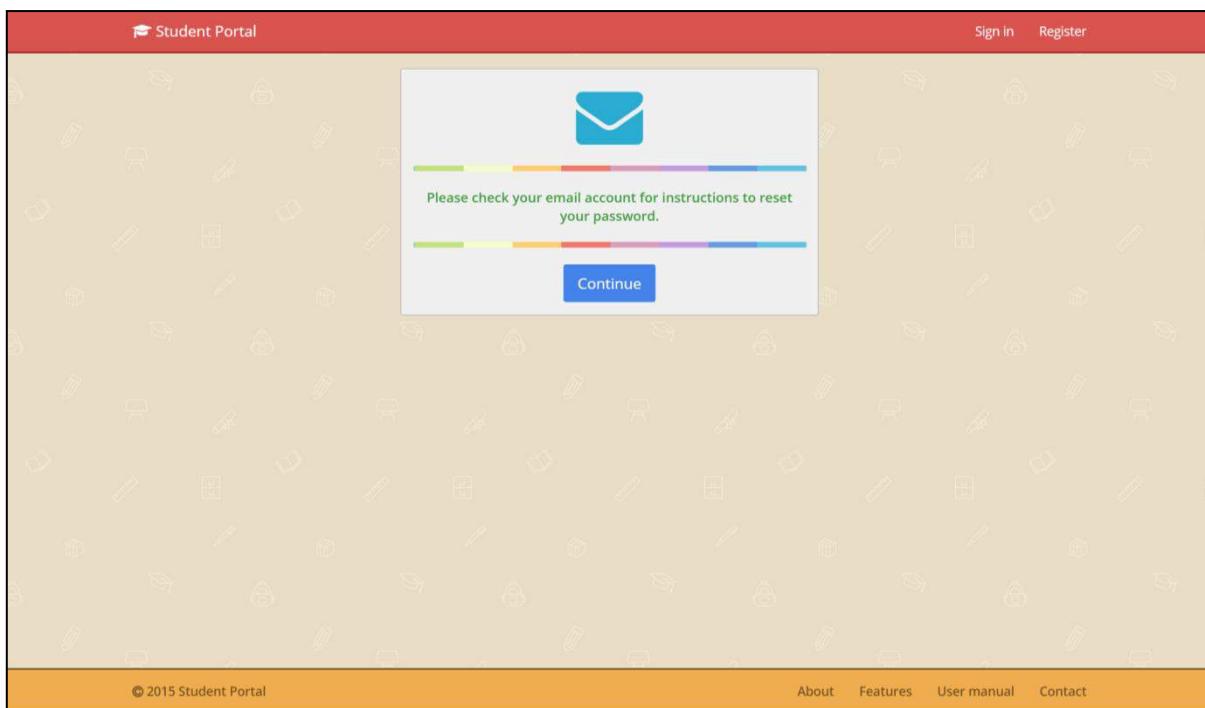
How to reset your password when you've forgotten it



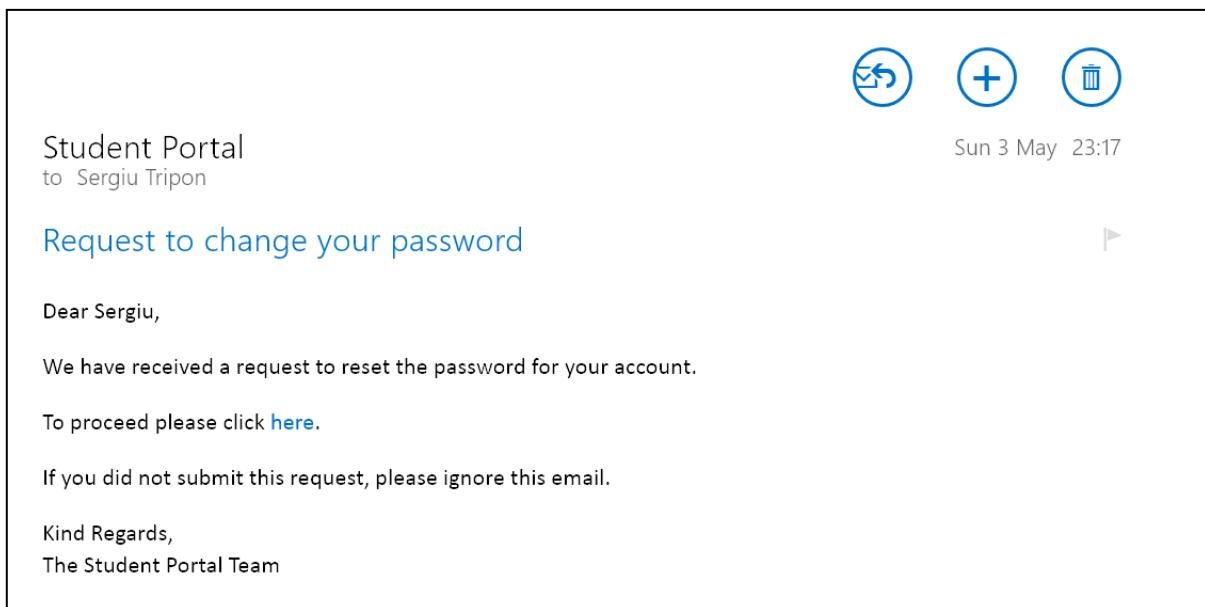
1. Click on the “Forgotten your password?” link on the Sign In page.



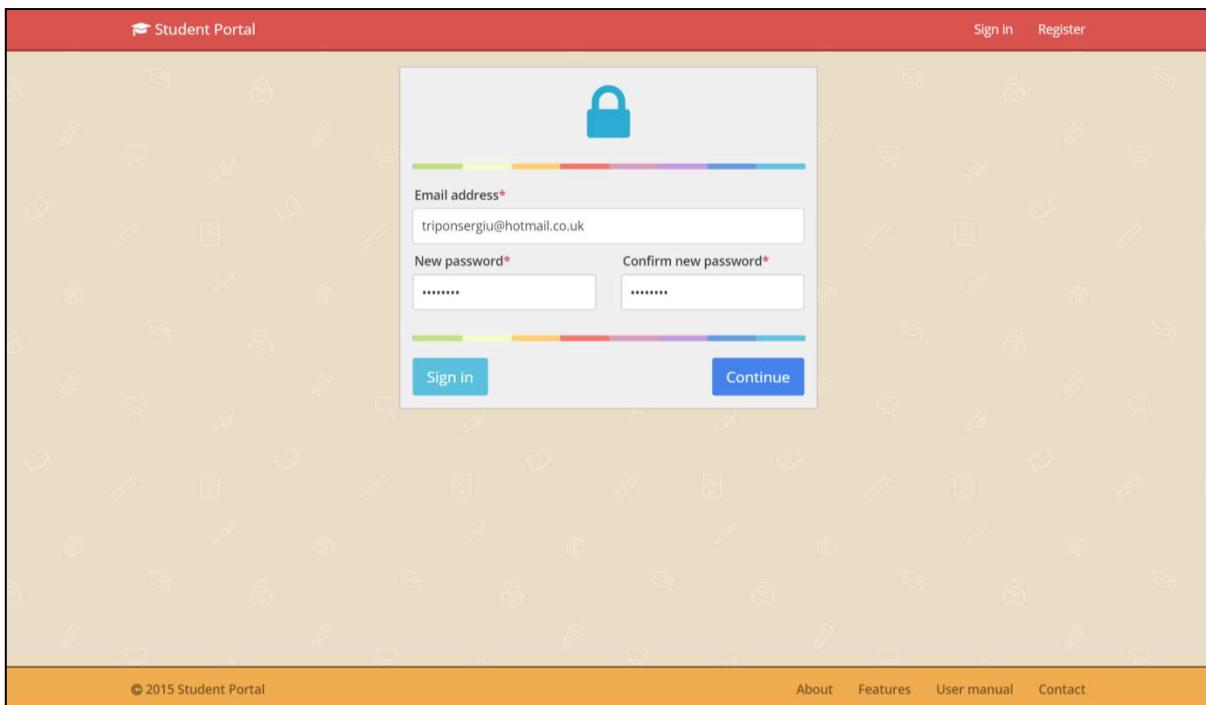
2. Enter your registered email address.
3. Click on Continue.



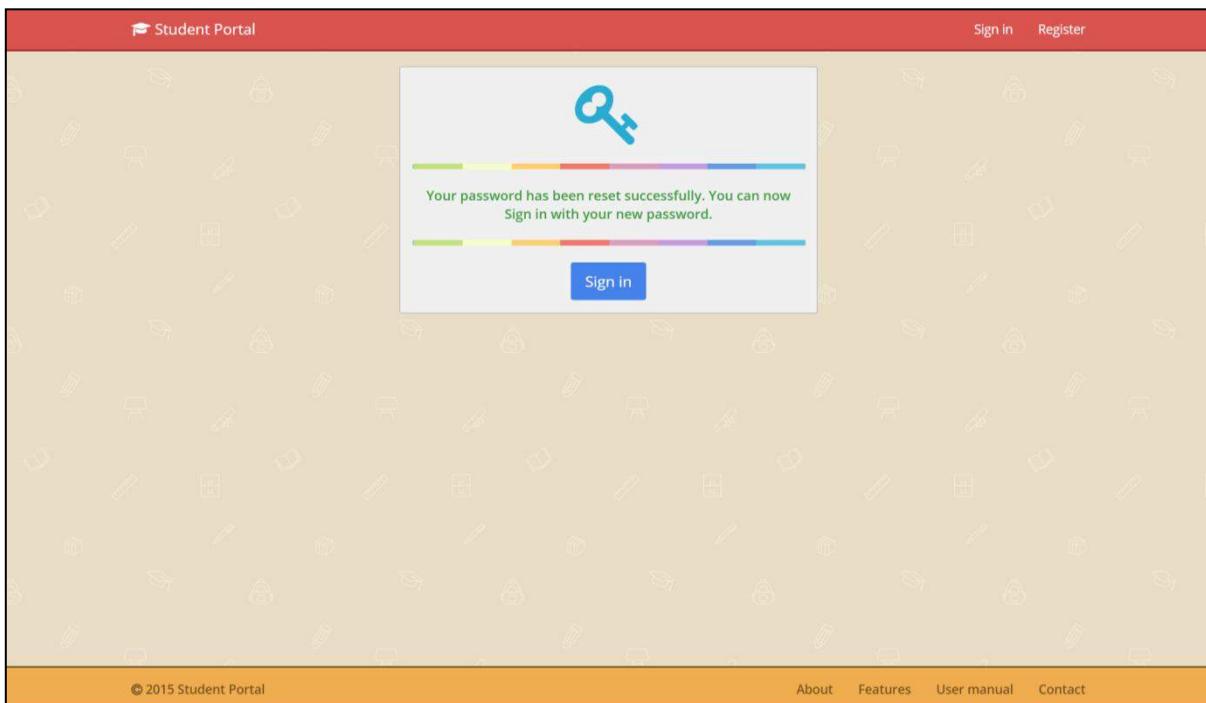
4. A confirmation message will appear on the screen confirming the action has been completed. You will receive an email containing instruction on how to reset your password.



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



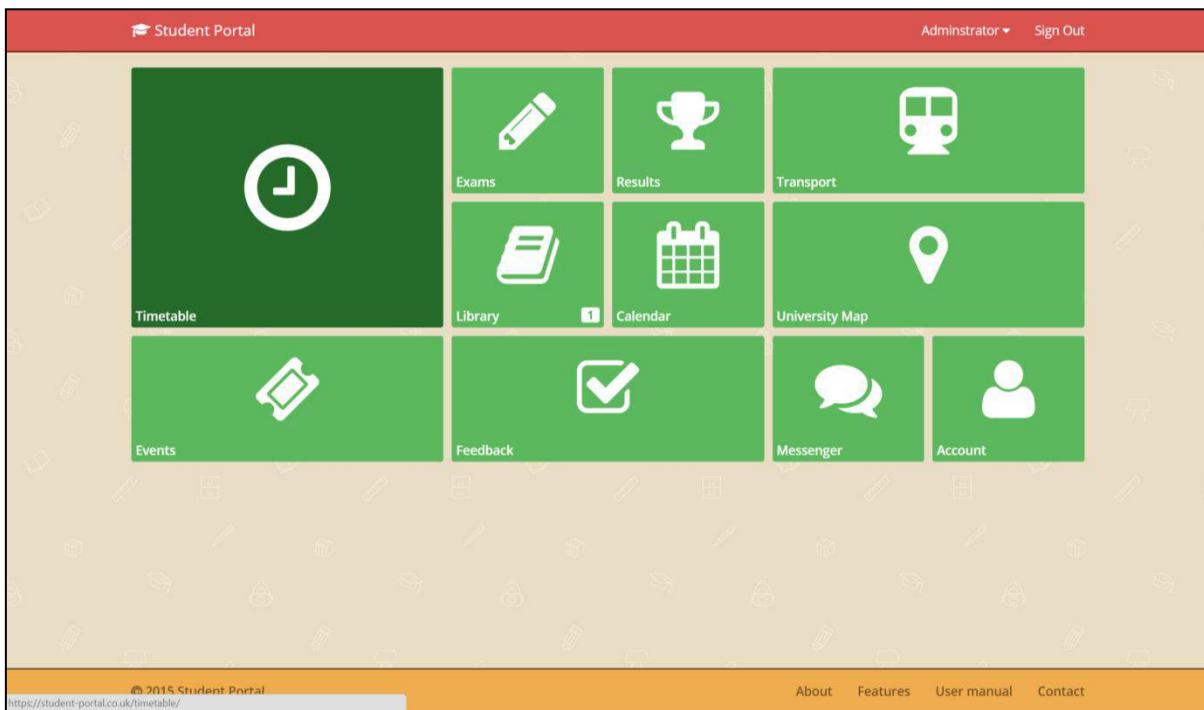
6. A web browser window will open and load the Password Reset form.
7. Complete the required fields.
8. Click on the “Continue” button.



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

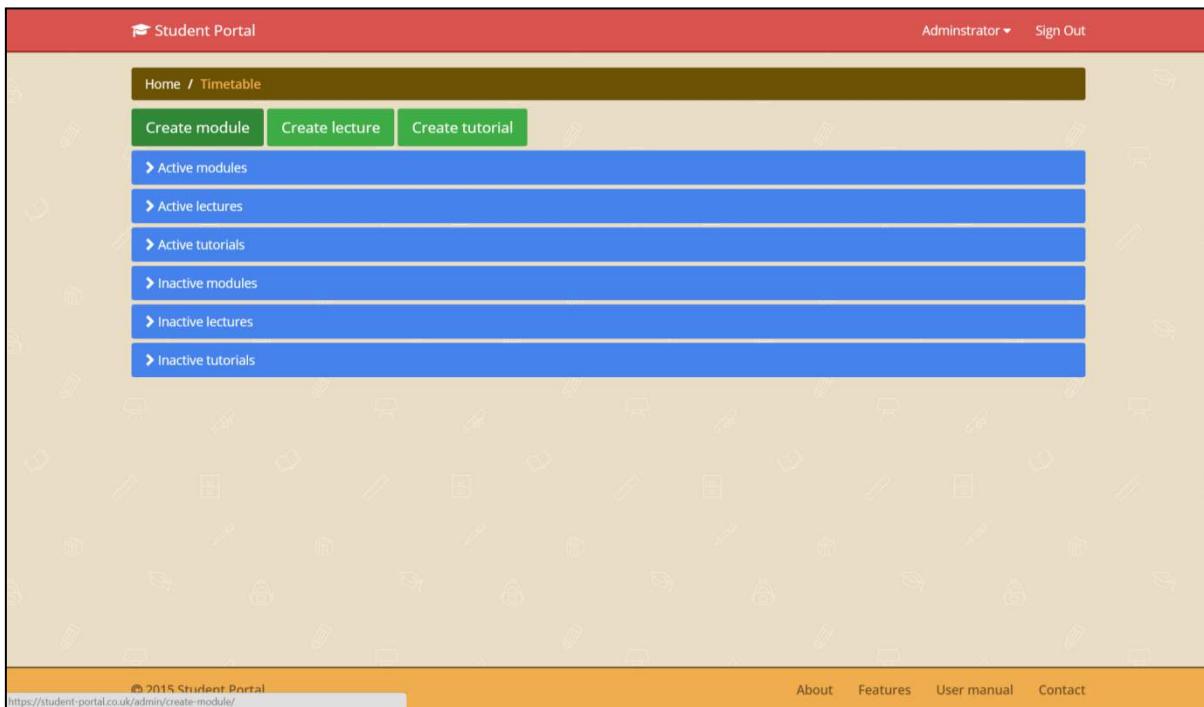
Timetable

How to access the Timetable area



1. Click on the “Timetable” tile.

How to create a module



1. Click on the “Create module” button.

The screenshot shows a web-based application for creating a new module. At the top, there's a red header bar with the text "Student Portal" and "Administrator ▾ Sign Out". Below this is a dark brown navigation bar with the links "Home / Timetable / Create module". The main content area has a light gray background with a subtle pattern of school-related icons like books, pens, and graduation caps. It contains three input fields: "Name*" with the value "Project Management", "Notes" with a placeholder text block, and "Moodle URL" with the value "www.example.com". A horizontal progress bar at the bottom of the form is mostly yellow and green. In the center, there's a blue "Create module" button. At the very bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

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

This screenshot shows the same "Create module" form after the action has been completed. The "Notes" field now contains the message "All done! The module has been created." The progress bar is now mostly blue. The "Create another" button is visible below the message. The rest of the interface, including the header, footer, and overall layout, remains the same as in the first screenshot.

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

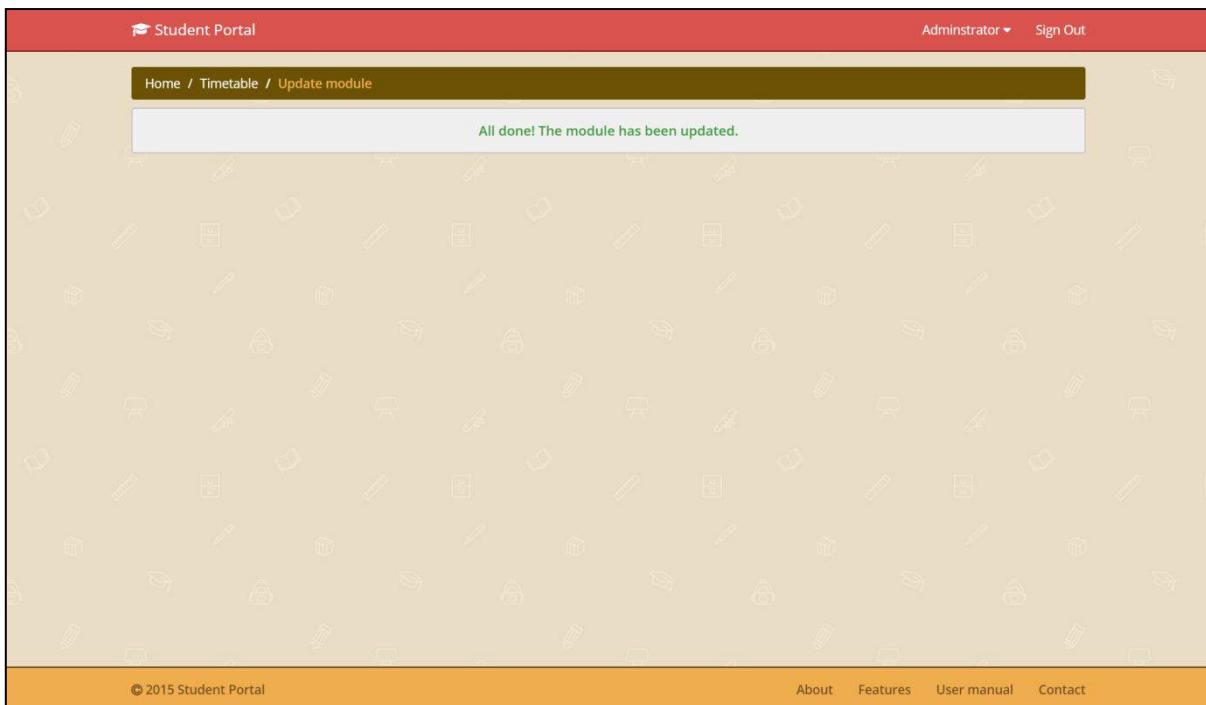
How to update a module

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with links for "Home / Timetable", "Create module", "Create lecture", and "Create tutorial". A sidebar on the left contains links for "Active lectures", "Active tutorials", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The main content area has a blue header "Active modules" with a dropdown menu. It includes a search bar, a "Show 10 entries" button, and a table with columns for "Name", "Moodle link", and "Action". The "Action" column for the "Project Management" module has a dropdown menu open, showing options: "Allocate", "Update", "Deactivate", and "Delete".

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

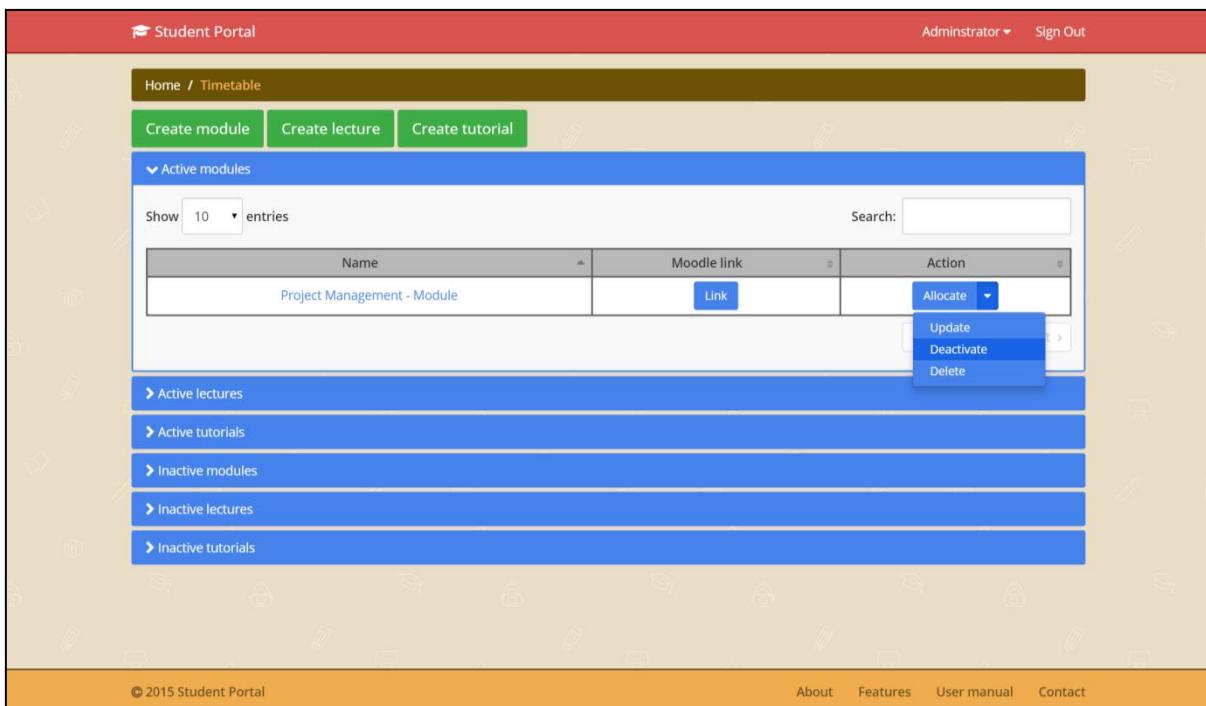
The screenshot shows the "Update module" form. The top navigation bar is identical to the previous screenshot. The main form has fields for "Name*" (containing "Project Management - Module"), "Notes" (with a placeholder text about Lorem ipsum), and "Moodle URL" (containing "www.example.com"). At the bottom of the form is a progress bar consisting of four colored segments (green, orange, yellow, red) followed by a blue "Update module" button.

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



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

How to deactivate a module



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

The screenshot shows the Student Portal's Timetable section. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below these are sections for 'Active modules', 'Active lectures', and 'Active tutorials'. A collapsed section titled 'Inactive modules' is shown, containing a table with one entry: 'Project Management - Module' with a 'Link' button and a 'Reactivate' dropdown menu. There are also links for 'Inactive lectures' and 'Inactive tutorials'. The bottom of the page includes a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

How to reactivate a module

This screenshot is identical to the previous one, but the 'Inactive modules' section is now expanded, showing the same table and buttons for 'Project Management - 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.

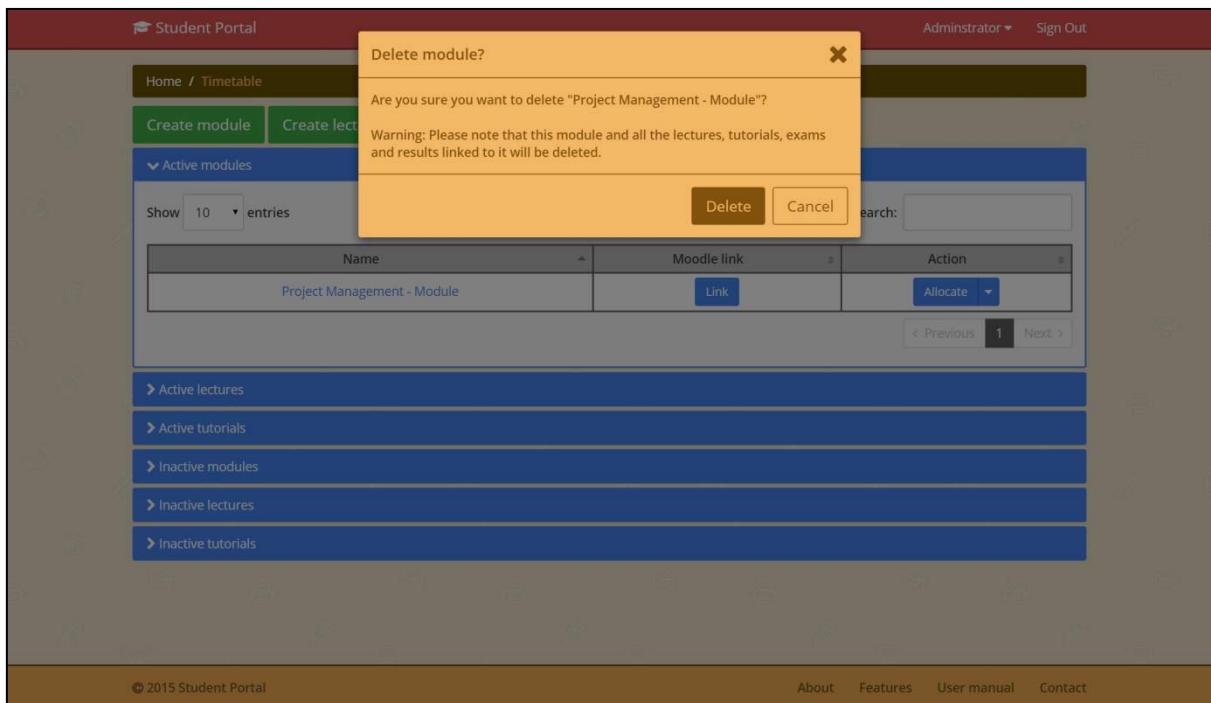
The screenshot shows the Student Portal's Timetable page. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below this is a section titled 'Active modules' with a table. The table has columns for 'Name', 'Moodle link', and 'Action'. There is one entry: 'Project Management - Module' with a 'Link' button in the 'Moodle link' column and a dropdown menu in the 'Action' column containing 'Allocate'. Below the table are links for 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'.

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

How to delete a module

The screenshot shows the Student Portal's Timetable page. The interface is similar to the previous one, with 'Create module', 'Create lecture', and 'Create tutorial' buttons at the top. The 'Active modules' panel is expanded, showing a table with one row for 'Project Management - Module'. The 'Action' column includes a 'Link' button and a dropdown menu with 'Update', 'Deactivate', and 'Delete' options. The 'Delete' option is highlighted with a blue box. Below the table are the same navigation links for active and inactive modules.

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

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the text 'Student Portal', 'Administrator', and 'Sign Out'. Below the header is a navigation bar with three green buttons: 'Create module', 'Create lecture', and 'Create tutorial'. The main content area has a blue header 'Active modules'. It includes a search bar, a table with columns 'Name', 'Notes', 'Moodle link', and 'Action', and a list of items like 'Project Management - Module'. Below this is a sidebar with sections for 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. At the bottom, there's a footer with links for 'About', 'Features', 'User manual', and 'Contact', along with a copyright notice: '© 2015 Student Portal https://student-portal.co.uk/admin/allocate-module?id=1'.

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

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the text 'Student Portal', 'Administrator', and 'Sign Out'. Below the header is a navigation bar with a 'Home / Timetable / Allocate module' breadcrumb trail. The main content area has a blue header 'Unallocated students'. It includes a search bar, a table with columns 'Full name' and 'Student number', and a list of items like 'Sergiu Tripon'. Below this is a sidebar with a section for 'Allocated students'. At the bottom, there's a footer with links for 'About', 'Features', 'User manual', and 'Contact', along with a copyright notice: '© 2015 Student Portal https://student-portal.co.uk/admin/allocate-student?id=1'.

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.

Home / Timetable / Allocate module

Unallocated students

Allocated students

Show 10 entries

Full name	Student number	Action
Sergiu Tripon	321321388	Deallocate

Search:

< Previous 1 Next >

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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

Home / Timetable / Allocate module

Unallocated students

Allocated students

Show 10 entries

Full name	Student number	Action
Sergiu Tripon	321321388	Deallocate

Search:

< Previous 1 Next >

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

The screenshot shows the 'Allocate module' page of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below it is a green navigation bar with 'Home / Timetable / Allocate module'. The main content area has a blue header 'Unallocated students'. A table lists one student: Sergiu Tripon (Full name), 321321388 (Student number), and a blue 'Allocate' button (Action). There are search and pagination controls at the bottom of the table.

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

How to create a lecture

The screenshot shows the 'Create lecture' page of the Student Portal. The top navigation bar includes 'Student Portal', 'Administrator' / 'Sign Out', and a green 'Create module' button. Below is a green navigation bar with 'Home / Timetable' and three green buttons: 'Create module', 'Create lecture' (which is highlighted), and 'Create tutorial'. The main content area has a blue header 'Active modules'. A table shows 'Name' and 'Moodle link' columns, both currently empty. A message says 'There are no records to display.' Below the table is a blue sidebar with links: 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'.

1. Click on the “Create lecture” button.

Student Portal

Project Management - Lecture

Notes
Enter notes

Lecturer*
Mark Williamson

Day*
Monday

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

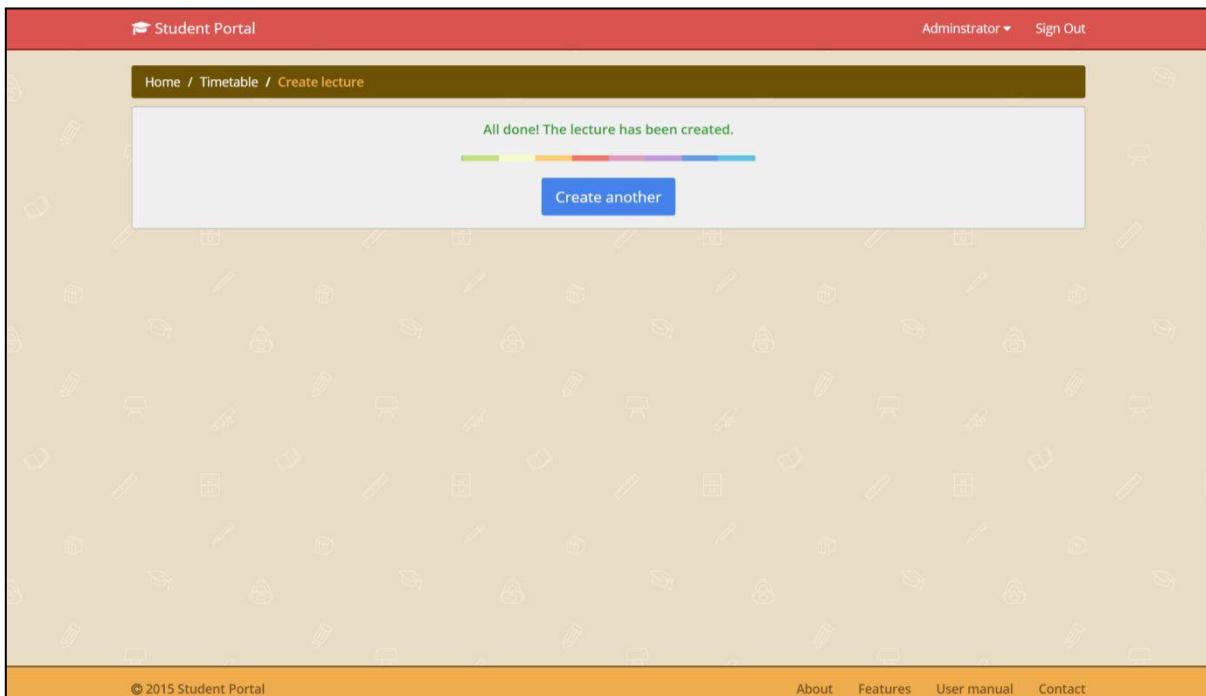
From (date)*
29/09/2014 To (date)*
26/06/2015

Location*
EG12 Capacity*
120

Create lecture

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



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

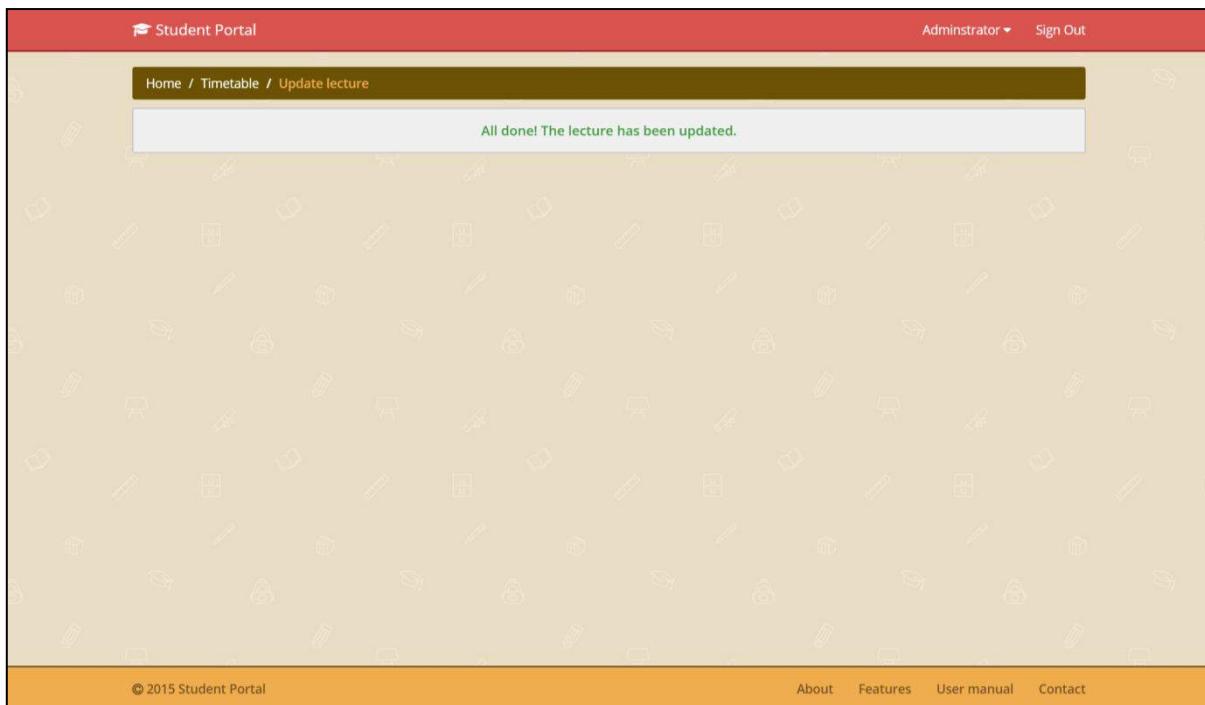
How to update a lecture

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green buttons: "Create module", "Create lecture", and "Create tutorial". Underneath the navigation bar, there are several collapsed panels: "Active modules", "Active lectures", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The "Active lectures" panel is expanded, showing a table with one row. The table columns are "Name", "Lecturer", "From", "To", "Location", and "Action". The "Action" column for the single entry contains a dropdown menu with options: "Allocate", "Update", "Deactivate", and "Delete". The "Update" option is highlighted with a blue background. At the bottom of the page, there's a footer with copyright information: "© 2015 Student Portal" and a link "https://student-portal.co.uk/admin/update-lecture?id=1", along with links for "About", "Features", "User manual", and "Contact".

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

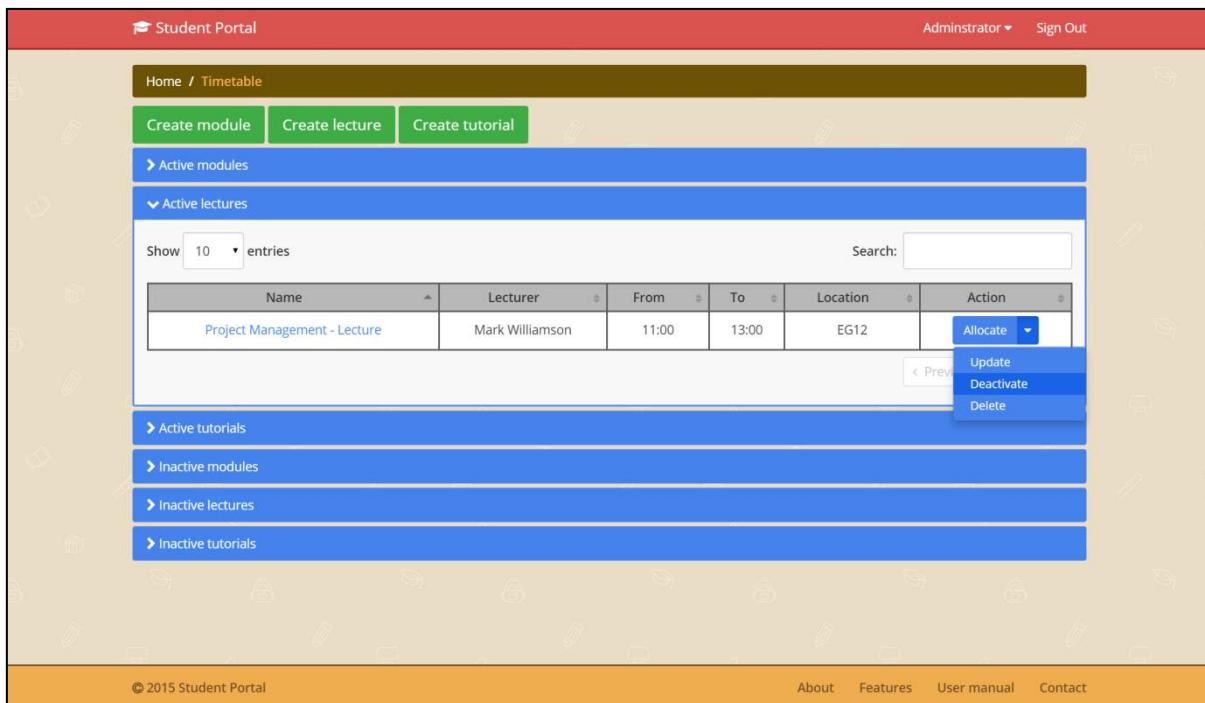
The screenshot shows the "Update lecture" form. The top part of the form has fields for "Lecturer*" (set to "Mark Williamson") and "Notes" (with placeholder "Enter notes"). Below this is a section for "Day*" (set to "Monday"), "From (time)*" (set to "11:00"), "To (time)*" (set to "13:00"), "From (date)*" (set to "29/09/2014"), "To (date)*" (set to "26/06/2015"), "Location*" (set to "EG12"), and "Capacity*" (set to "150"). At the bottom of the form is a blue "Update lecture" button. The footer of the page includes the copyright notice "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

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

The screenshot shows the Student Portal's Timetable section. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. Below these, a sidebar lists 'Active modules', 'Active lectures', 'Active tutorials', 'Inactive modules', and 'Inactive lectures' (which is expanded). A search bar and a 'Show 10 entries' dropdown are also present. The main area displays a table with columns for Name, Lecturer, From, To, Location, and Action. One row shows 'Project Management - Lecture' by Mark Williamson from 11:00 to 13:00 in EG12, with a 'Reactivate' button in the Action column. Navigation buttons for 'Previous', 'Next', and page number '1' are at the bottom of the table.

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

How to reactivate a lecture

This screenshot is identical to the one above, showing the Student Portal's Timetable page with the 'Inactive lectures' panel expanded. The same table is displayed, showing the 'Project Management - Lecture' entry with its details and a 'Reactivate' button.

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

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

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

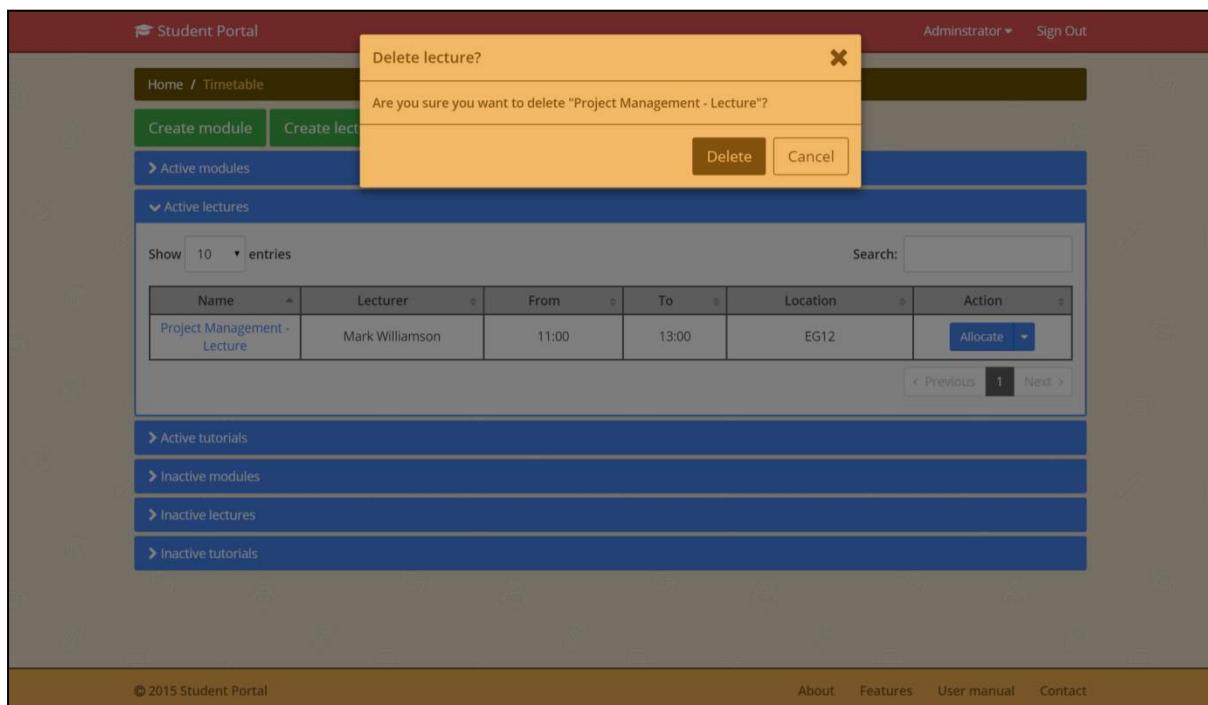
Below the table are links for 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. At the bottom of the page are links for 'About', 'Features', 'User manual', and 'Contact'.

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

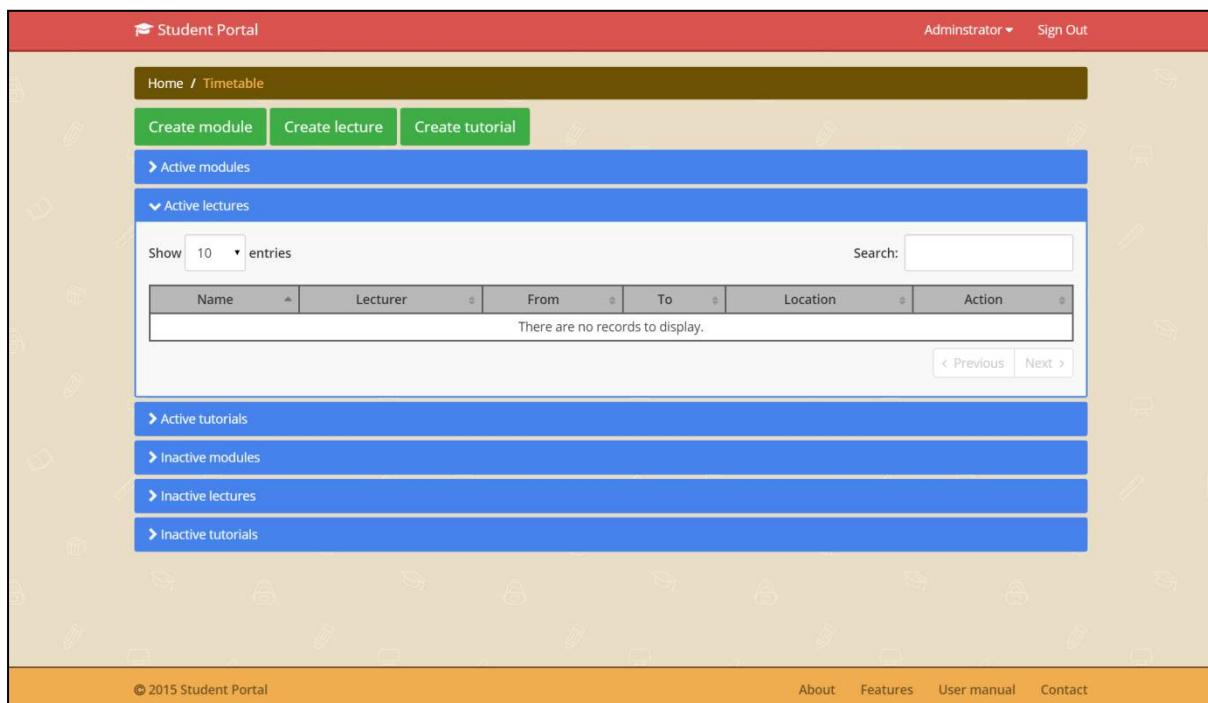
How to delete a lecture

The screenshot shows the same Timetable page as before, but with a context menu open over the 'Delete' button in the 'Action' column of the lecture table. The menu options are 'Update', 'Deactivate', and 'Delete'.

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.

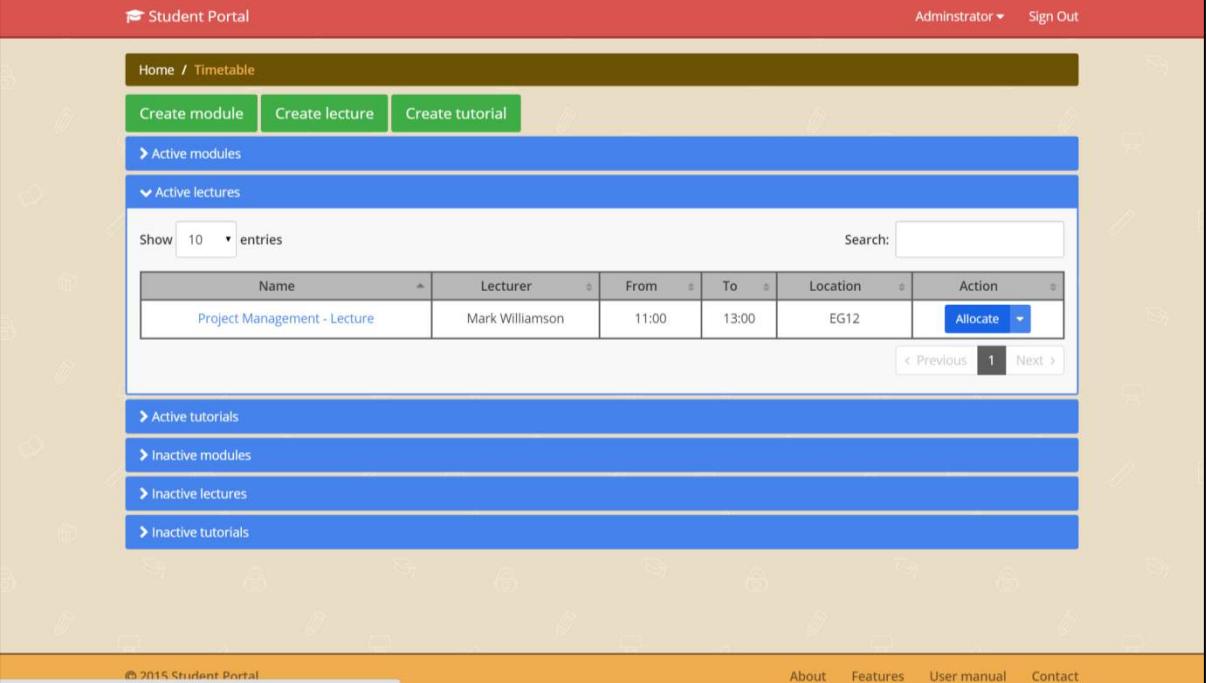


3. A prompt will appear asking you to confirm your action.
4. If you want to delete the lecture, click on the “Delete” button. If you don’t want to delete the lecture, click on the “Cancel” button.



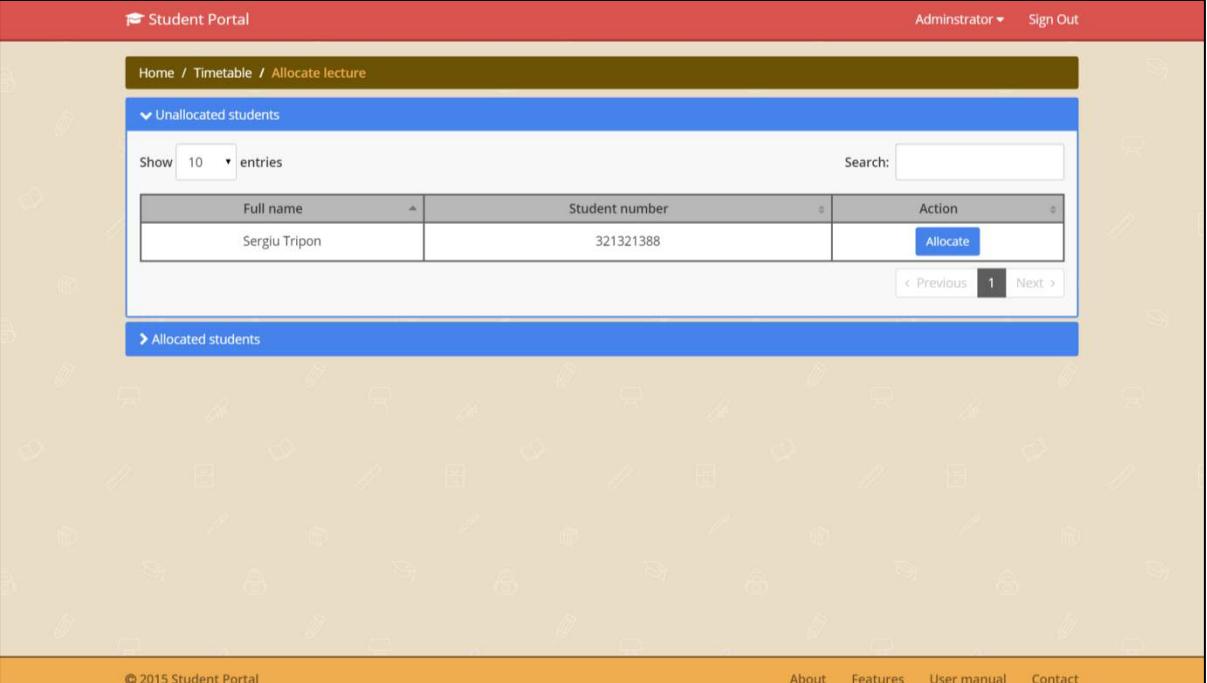
5. The prompt will disappear and the lecture will be deleted. The lecture cannot be restored.

How to allocate a lecture



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with three green buttons: "Create module", "Create lecture", and "Create tutorial". Underneath the navigation bar, there are several collapsed panels: "Active modules", "Active lectures", "Active tutorials", "Inactive modules", "Inactive lectures", and "Inactive tutorials". The "Active lectures" panel is expanded, showing a table with one entry: "Project Management - Lecture" by "Mark Williamson" from "11:00" to "13:00" in "EG12". There is a blue "Allocate" button next to the entry. At the bottom of the page, there's a footer with links for "About", "Features", "User manual", and "Contact", along with a copyright notice: "© 2015 Student Portal https://student-portal.co.uk/admin/allocate-lecture?id=2".

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



The screenshot shows the Student Portal interface, similar to the previous one but with a different focus. The "Active lectures" panel is now collapsed, and the "Unallocated students" panel is expanded. This panel lists one student, "Sergiu Tripon", with their "Student number" (321321388) and a blue "Allocate" button. Below this panel, there is a collapsed "Allocated students" panel. The footer links and copyright notice are identical to the first screenshot.

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

The screenshot shows the 'Allocate lecture' page of the Student Portal. At the top, there are links for 'Home', 'Timetable', and 'Allocate lecture'. Below that, there are two main sections: 'Unallocated students' (which is collapsed) and 'Allocated students' (which is expanded). The 'Allocated students' section includes a search bar, a dropdown for 'Show 10 entries', and a table with columns for 'Full name', 'Student number', and 'Action'. The table contains one row for 'Sergiu Tripon' (Student number 321321388). A blue 'Deallocate' button is located in the 'Action' column for this student. Navigation buttons for 'Previous' and 'Next' are also present.

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

How to deallocate a lecture

This screenshot is identical to the one above, showing the 'Allocate lecture' page of the Student Portal. The 'Allocated students' panel is expanded, showing the same table with one student entry: 'Sergiu Tripon' (Student number 321321388). The 'Deallocate' button is visible in the 'Action' column. The overall layout and interface elements are the same as the first screenshot.

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

The screenshot shows the 'Allocate lecture' page of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below the header is a blue navigation bar with 'Home / Timetable / Allocate lecture'. The main content area has a light beige background with a subtle icon pattern. It features a table titled 'Unallocated students' with one row. The table columns are 'Full name', 'Student number', and 'Action'. The data row contains 'Sergiu Tripon', '321321388', and a blue 'Allocate' button. Above the table is a search bar and a 'Show 10 entries' dropdown. At the bottom of the content area is a blue footer bar with 'Allocated students' text. The bottom-most bar is orange and contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

How to create a tutorial

The screenshot shows the 'Timetable' page of the Student Portal. The top navigation bar is red with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below it is a blue navigation bar with 'Home / Timetable'. The main content area has a light beige background with a subtle icon pattern. It features a sidebar on the left with several blue buttons labeled with arrows: 'Active modules', 'Active lectures', 'Active tutorials', 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. At the bottom of the content area is an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Create tutorial” button.

Project Management - Tutorial

Notes
Enter notes

Tutorial assistant*
Mark Williamson

Day*
Monday

From (time)*
14:00

To (time)*
16:00

From (date)*
02/06/2015

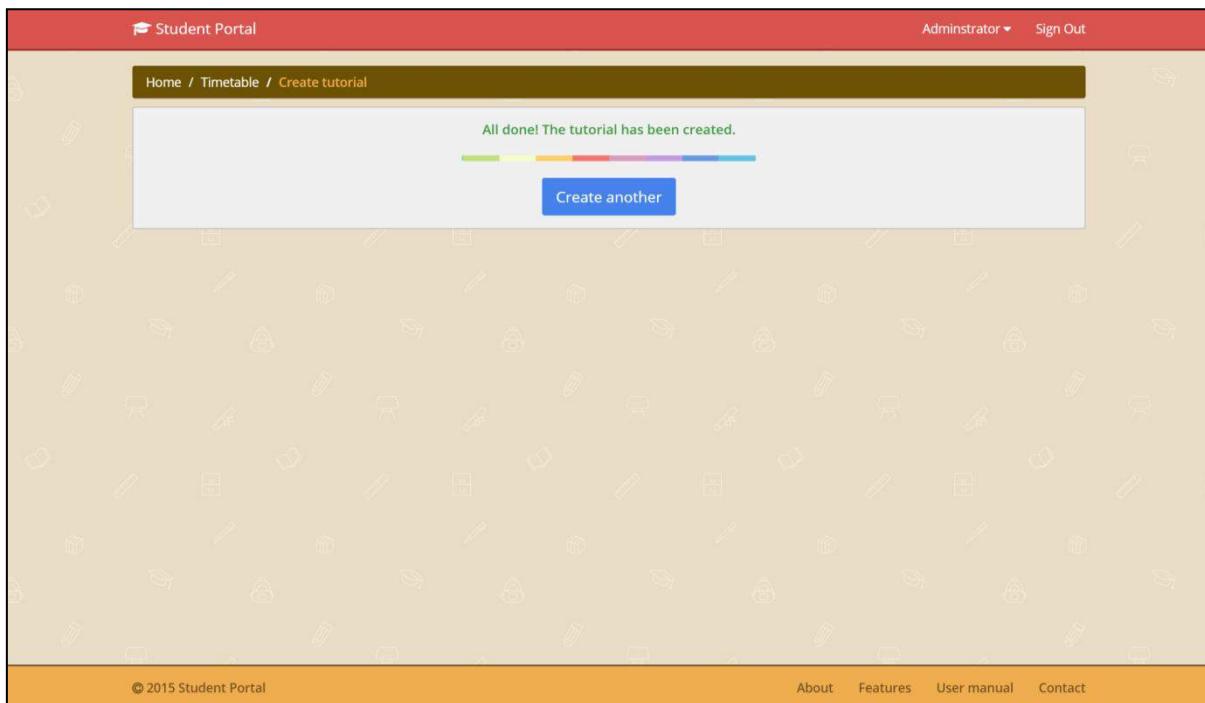
To (date)*
06/06/2015

Location*
EG14

Capacity*
150

Create tutorial

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.

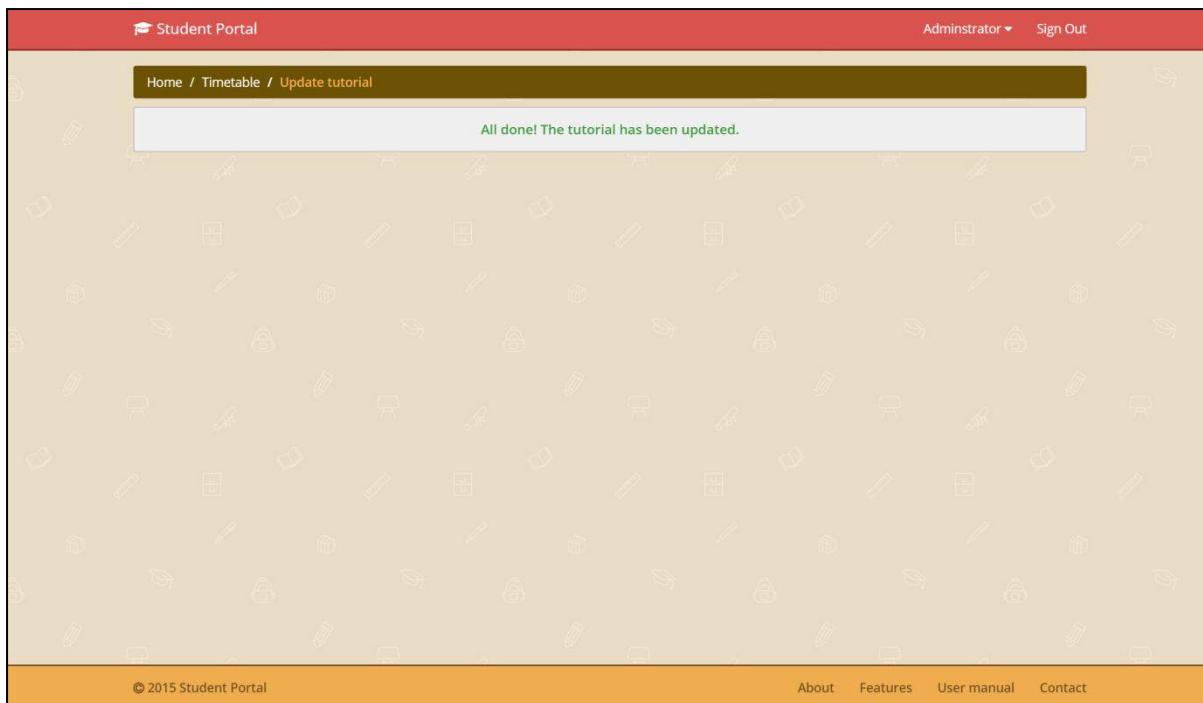
How to update a tutorial

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a green navigation bar with buttons for 'Create module', 'Create lecture', and 'Create tutorial'. A blue sidebar on the left contains links for 'Active modules', 'Active lectures', and 'Active tutorials' (which is expanded). The main content area displays a table of 'Active tutorials'. One row is selected, showing 'Project Management - Tutorial' by 'Mark Williamson' from '14:00' to '16:00' in 'EG14'. To the right of this row is a 'Action' column with a dropdown menu open, showing options: 'Allocate', 'Update', 'Deactivate', and 'Delete'. Below the table, there are sections for 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials'. At the bottom of the page is a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

The screenshot shows the 'Update tutorial' form. The top part displays the details for 'Project Management - Tutorial': 'Tutorial assistant*' is set to 'Mark Williamson'. The 'Notes' section has a placeholder 'Enter notes'. Below this, the 'Day*' field is set to 'Monday'. The 'From (time)*' field is '14:00' and the 'To (time)*' field is '16:00'. The 'From (date)*' field is '03/06/2015' and the 'To (date)*' field is '06/06/2015'. The 'Location*' field is 'EG14' and the 'Capacity*' field is '150'. At the bottom of the form is a large blue 'Update tutorial' button.

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



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

How to deactivate a tutorial

A screenshot of the Student Portal interface. The top navigation bar shows "Student Portal", "Administrator", and "Sign Out". The main navigation bar includes "Home / Timetable", "Create module", "Create lecture", and "Create tutorial". A sidebar on the left has sections for "Active modules", "Active lectures", and "Active tutorials" (which is expanded). The main content area shows a table of active tutorials with columns for Name, Lecturer, From, To, Location, and Action. One row in the table is for "Project Management - Tutorial" by Mark Williamson, from 14:00 to 16:00 in EG14. An "Action" button next to this row has a dropdown menu with options "Update", "Deactivate", and "Delete". Below the table, collapsed sections include "Inactive modules", "Inactive lectures", and "Inactive tutorials". The footer is an orange bar with "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

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

The screenshot shows the Student Portal's Timetable section. At the top, there are buttons for 'Create module', 'Create lecture', and 'Create tutorial'. A sidebar on the left lists categories: Active modules, Active lectures, Active tutorials, Inactive modules, Inactive lectures, and Inactive tutorials (which is expanded). Below the sidebar is a search bar and a table with 10 entries. The table has columns for Name, Lecturer, From, To, Location, and Action. One row in the table is highlighted: 'Project Management - Tutorial' by 'Mark Williamson' from 14:00 to 16:00 in 'EG14'. The 'Action' column for this row contains a blue button labeled 'Reactivate'. Navigation buttons at the bottom of the table area include '< Previous', '1', and 'Next >'.

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

How to reactivate a tutorial

This screenshot is identical to the one above, showing the Student Portal's Timetable page. It displays the same navigation, search, and table structure. The 'Inactive tutorials' panel is still expanded, and the 'Reactivate' button for the 'Project Management - Tutorial' is clearly visible in the table.

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.

Home / Timetable

Create module Create lecture Create tutorial

Active modules

Active lectures

Active tutorials

Show 10 entries Search:

Name	Lecturer	From	To	Location	Action
Project Management - Tutorial	Mark Williamson	14:00	16:00	EG14	Allocate

Inactive modules

Inactive lectures

Inactive tutorials

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

How to delete a tutorial

Home / Timetable

Create module Create lecture Create tutorial

Active modules

Active lectures

Active tutorials

Show 10 entries Search:

Name	Lecturer	From	To	Location	Action
Project Management - Tutorial	Mark Williamson	14:00	16:00	EG14	Allocate

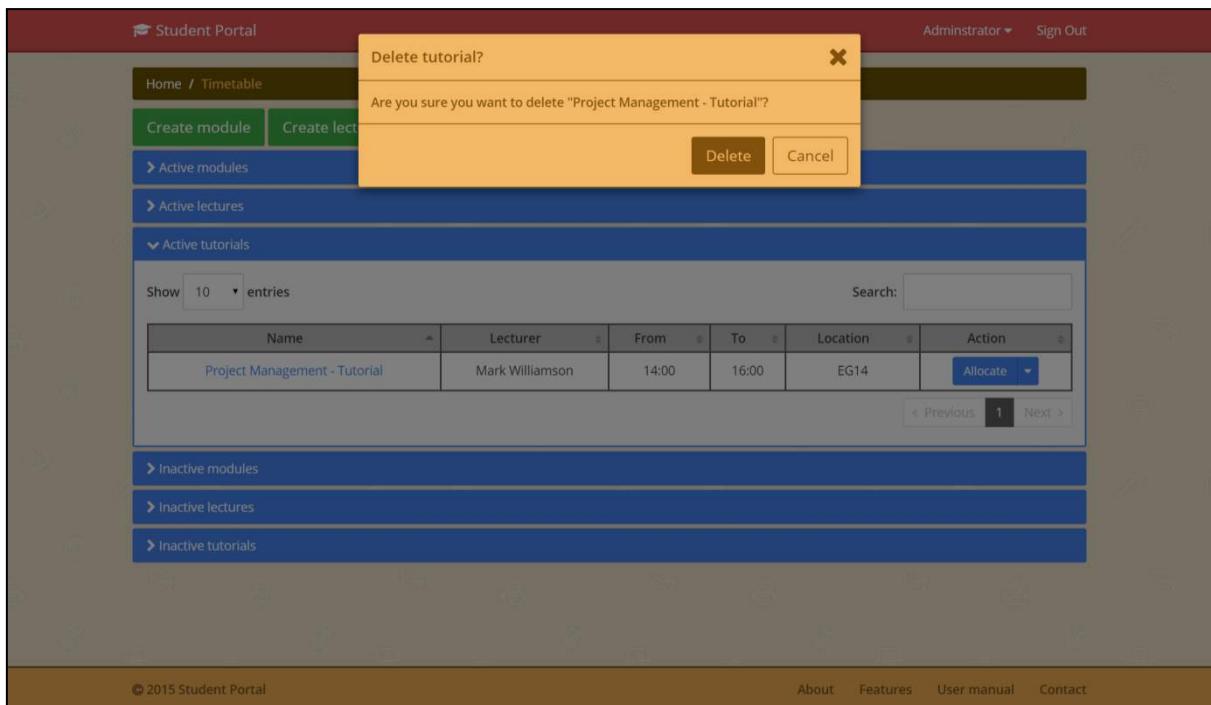
Inactive modules

Inactive lectures

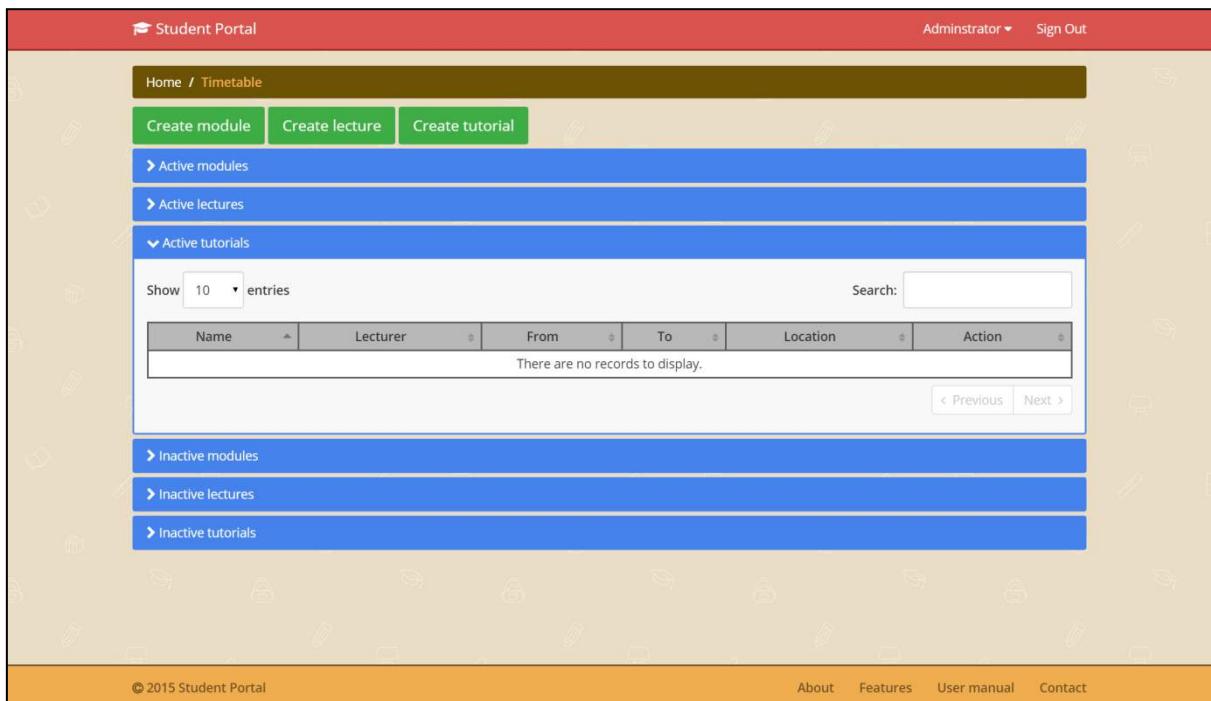
Inactive tutorials

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- 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.
- 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

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below the header is a navigation bar with 'Home / Timetable' and three green buttons: 'Create module', 'Create lecture', and 'Create tutorial'. A sidebar on the left contains sections for 'Active modules', 'Active lectures', and 'Active tutorials' (which is expanded, showing a table with one row: 'Project Management - Tutorial' by 'Mark Williamson' from 14:00 to 16:00 in 'EG14'). Other sections like 'Inactive modules', 'Inactive lectures', and 'Inactive tutorials' are also listed. At the bottom, there's a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel 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.

This screenshot shows the 'Allocate tutorial' page. The top navigation bar includes 'Home / Timetable / Allocate tutorial'. The main content area features a table titled 'Unallocated students' with one entry: 'Sergiu Tripon' (student number 321321388). An 'Allocate' button is located next to his name. Below this table is a section for 'Allocated students', which is currently collapsed. The footer is identical to the previous screenshot.

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

The screenshot shows the 'Allocate tutorial' page of the Student Portal. At the top, there are links for 'Home', 'Timetable', and 'Allocate tutorial'. On the right, there are 'Administrator' and 'Sign Out' options. Below the header, there are two main panels: 'Unallocated students' (collapsed) and 'Allocated students' (expanded). The 'Allocated students' panel contains a table with columns 'Full name', 'Student number', and 'Action'. One row is shown for 'Sergiu Tripon' (student number 321321388), with a blue 'Deallocate' button in the 'Action' column. Navigation buttons for 'Previous' and 'Next' are at the bottom of the table.

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

How to deallocate a tutorial

This screenshot is identical to the one above, showing the 'Allocate tutorial' page with the 'Allocated students' panel expanded. The table shows one student entry: Sergiu Tripon (student number 321321388) with a 'Deallocate' button. The interface and layout are the same as the previous screenshot.

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.

Student Portal

Administrator ▾ Sign Out

Home / Timetable / Allocate tutorial

Unallocated students

Full name	Student number	Action
Sergiu Tripon	321321388	Allocate

< Previous 1 Next >

Allocated students

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- 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

Student Portal

Administrator ▾ Sign Out

Timetable	Exams	Results	Transport
Library	Calendar	University Map	
Events	Feedback	Messenger	Account

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

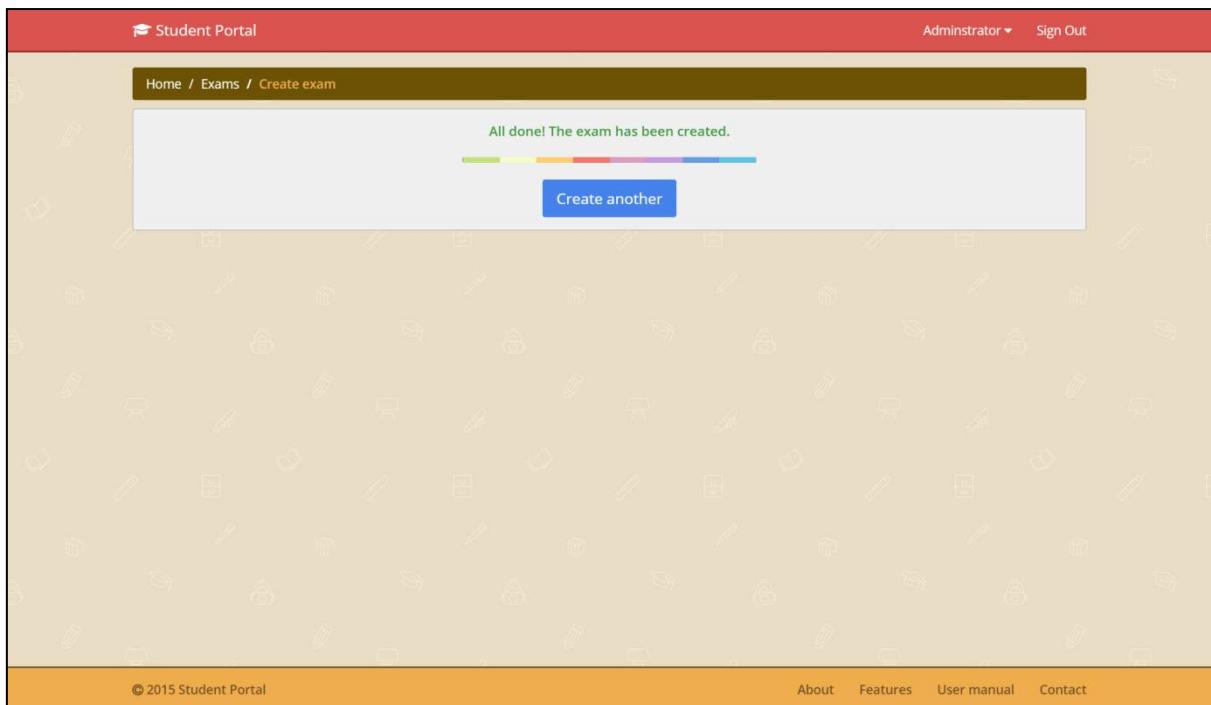
How to create an exam

The screenshot shows the 'Create exam' page of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' options. Below it is a dark blue navigation bar with 'Home / Exams' and a green 'Create exam' button. The main content area has a light beige background with a subtle pattern of school-related icons like books, pens, and graduation caps. It features a blue header for the 'Active exams' section. A search bar and a 'Show 10 entries' dropdown are at the top of the table. The table itself has columns for Name, Date, Time, Location, and Action. A message 'There are no records to display.' is centered below the table. At the bottom of the table area are 'Previous' and 'Next' navigation links. Below the table is another blue header for 'Inactive exams'. At the very bottom of the page is an orange footer bar with the copyright notice '© 2015 Student Portal https://student-portal.co.uk/admin/create-exam/' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

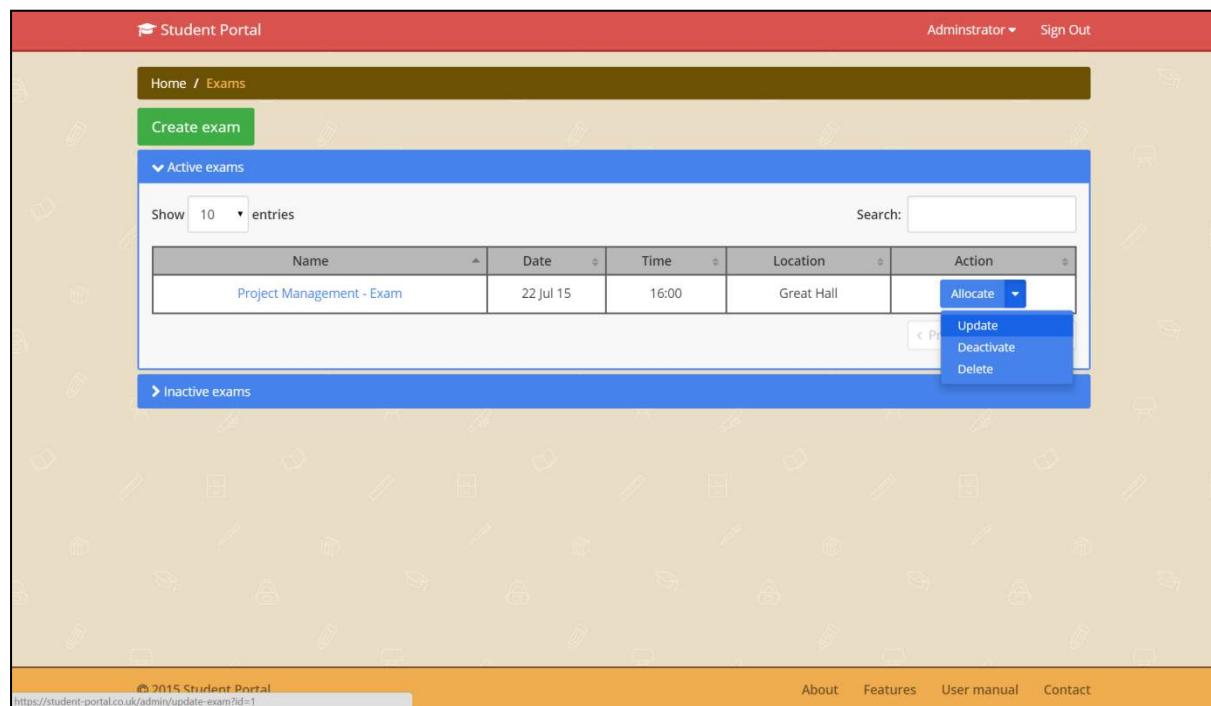
The screenshot shows the 'Create exam' form on the Student Portal. The top navigation bar is identical to the previous screenshot. The main form area has a light beige background with a grid of input fields. The first row contains a 'Module*' dropdown set to 'Project Management - Module' and a 'Name*' input field containing 'Project Management - Exam'. The second row contains a 'Notes' text area with placeholder text 'Enter notes'. The third row contains 'Date*' and 'Time*' inputs, both set to '22/07/2015' and '16:00' respectively. The fourth row contains 'Location*' and 'Capacity*' inputs, both set to 'Great Hall' and '150' respectively. At the bottom of the form is a horizontal progress bar divided into five colored segments: green, yellow, red, purple, and blue. To the right of the progress bar is a large blue 'Create exam' button. The bottom of the page has an orange footer bar with the copyright notice '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

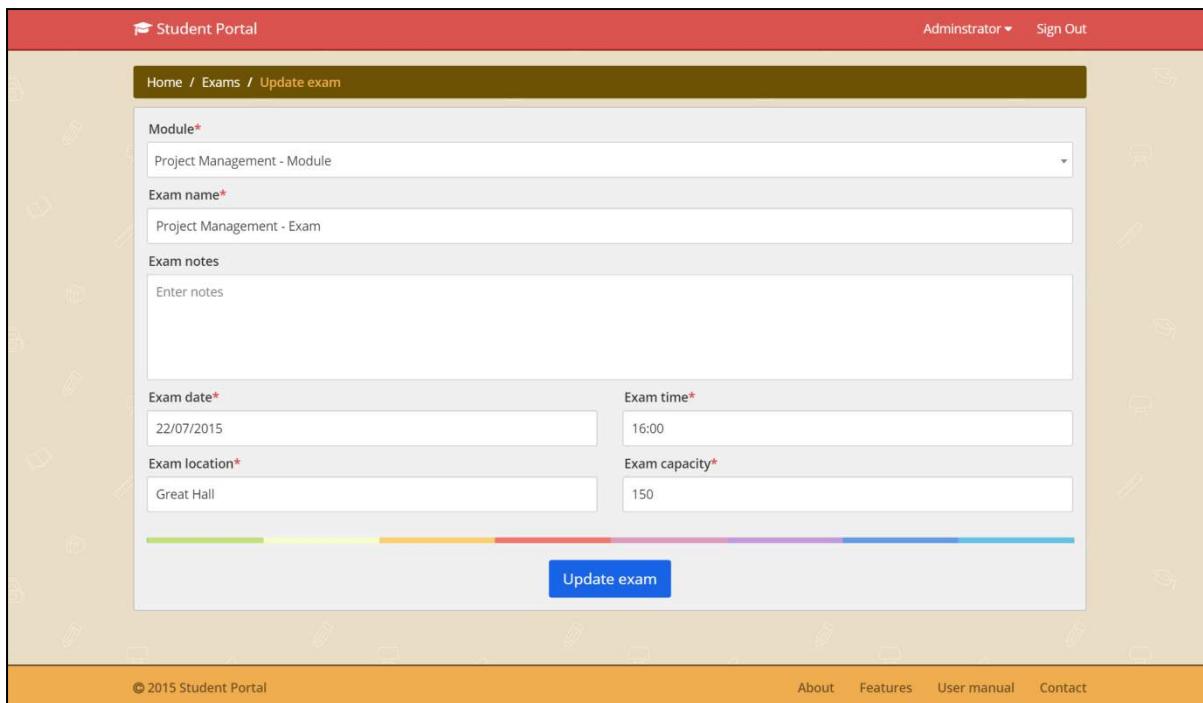


6. A confirmation message will appear on the screen confirming the action has been completed.

How to update an exam



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

 Student Portal

Administrator ▾ Sign Out

Home / Exams / Update exam

Module*
Project Management - Module

Exam name*
Project Management - Exam

Exam notes
Enter notes

Exam date*
22/07/2015

Exam time*
16:00

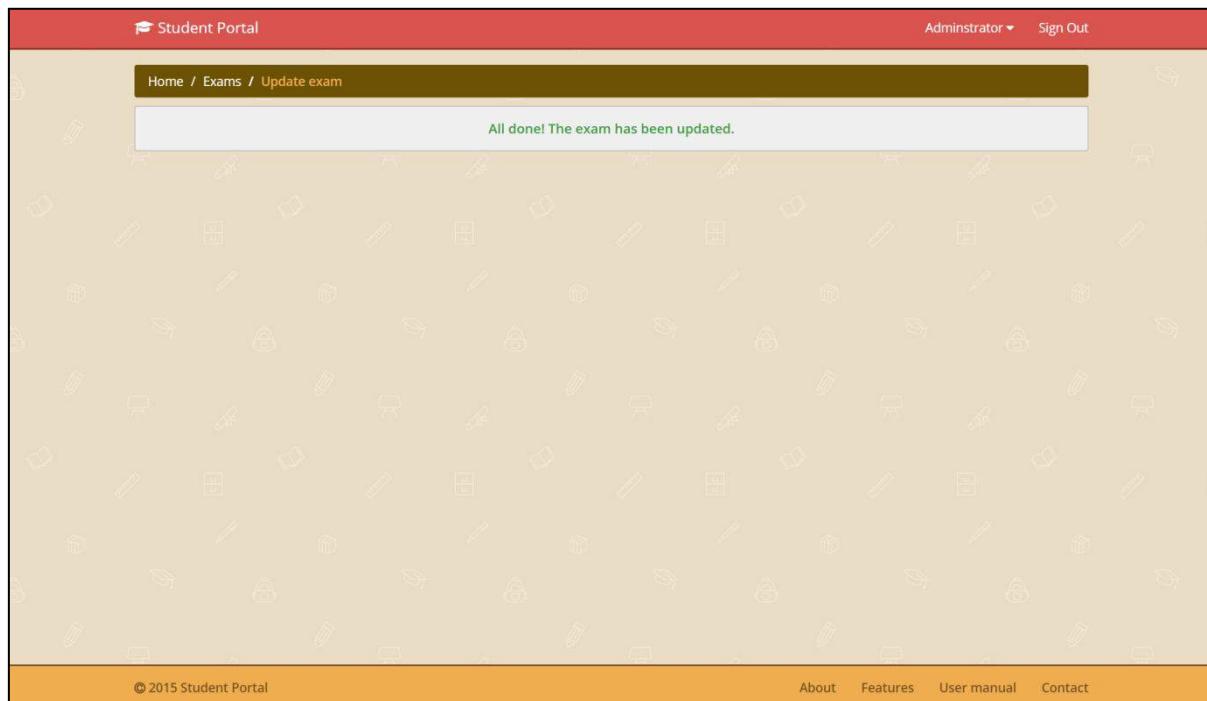
Exam location*
Great Hall

Exam capacity*
150

Update exam

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

 Student Portal

Administrator ▾ Sign Out

Home / Exams / Update exam

All done! The exam has been updated.

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

How to deactivate an exam

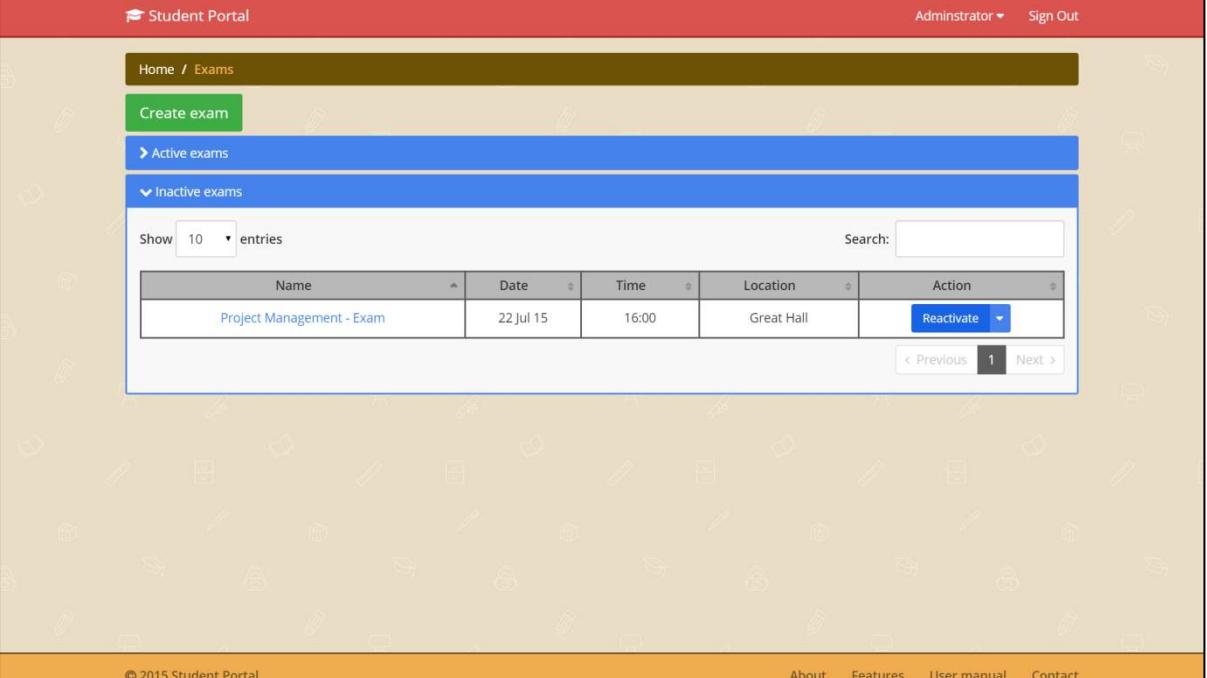
The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the title 'Student Portal', a 'Administrator' dropdown, and a 'Sign Out' link. Below the header is a navigation bar with 'Home / Exams' and a green 'Create exam' button. A blue sidebar on the left has collapsed sections for 'Active exams' and 'Inactive exams'. The main area displays a table of active exams. One row, 'Project Management - Exam', is selected. A context menu is open next to it, listing 'Allocate', 'Update', 'Deactivate', and 'Delete'. At the bottom of the page is an orange footer bar with the text '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

This screenshot shows the same 'Student Portal' interface after an action has been taken. The 'Active exams' panel is now collapsed, and the 'Inactive exams' panel is expanded. The table now contains the same single row as before, 'Project Management - Exam', which is no longer highlighted. The context menu is no longer visible. The footer bar at the bottom remains the same.

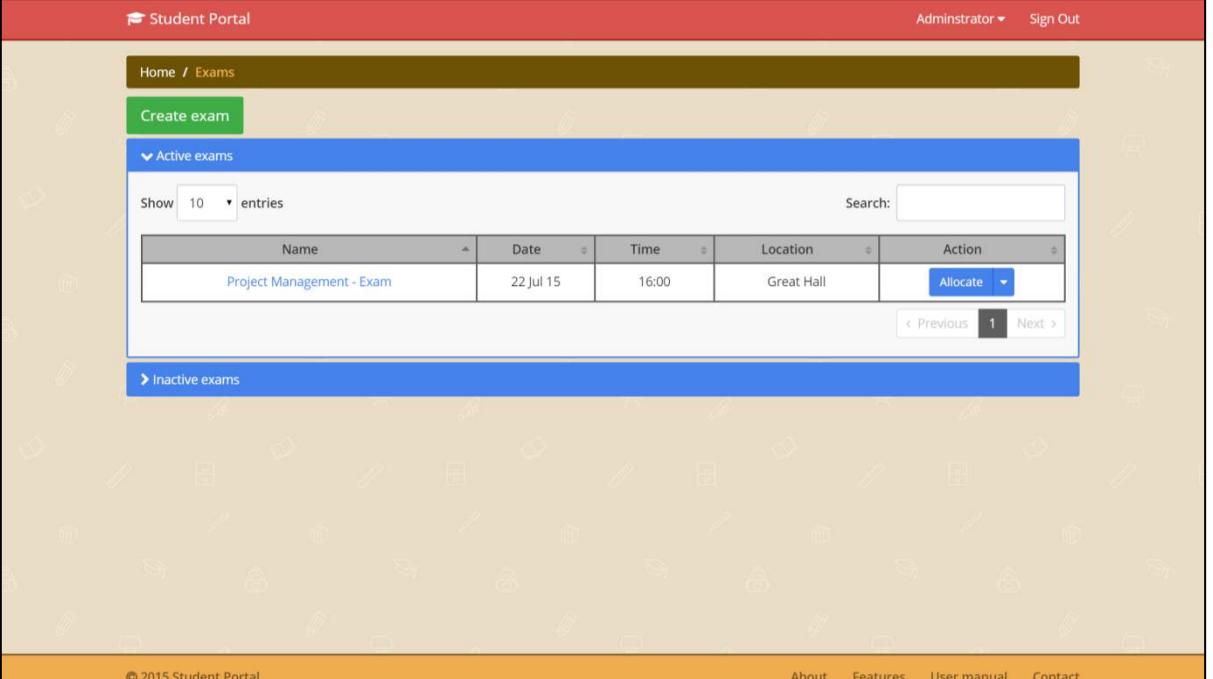
3. The exam will disappear from the “Active exams” panel, and instead will be visible within the “Inactive exams” panel.

How to reactivate an exam



The screenshot shows the Student Portal interface. At the top, there is a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header, the main content area has a dark grey header with "Home / Exams" and a green button labeled "Create exam". Underneath is a blue header with "Active exams" and a collapsed "Inactive exams" section. A search bar and a dropdown menu are also present. The main content area contains a table with columns: Name, Date, Time, Location, and Action. One row is visible: "Project Management - Exam" with date "22 Jul 15", time "16:00", location "Great Hall", and action "Reactivate". Navigation buttons for "Previous" and "Next" are at the bottom of the table.

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



This screenshot shows the same Student Portal interface as the previous one, but the "Inactive exams" panel is now expanded, appearing as a blue header. The table in the main content area now has an "Allocate" button instead of a "Reactivate" button. The rest of the interface, including the header and navigation, remains the same.

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

How to delete an exam

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with 'Student Portal' on the left and 'Administrator' and 'Sign Out' on the right. Below it is a dark grey navigation bar with 'Home / Exams' and a green 'Create exam' button. The main area has a light beige background with a subtle icon pattern. It displays a table titled 'Active exams' with columns: Name, Date, Time, Location, and Action. One row is visible: 'Project Management - Exam' on 22 Jul 15 at 16:00 in Great Hall. An 'Action' dropdown menu is open next to this row, showing options: 'Allocate', 'Update', 'Deactivate', and 'Delete'. A search bar is at the top right of the table area. Below the table is a blue bar with 'Inactive exams' and arrows. At the bottom, there's an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

This screenshot shows the same 'Student Portal' interface as the previous one, but with a modal dialog box in the center. The dialog is titled 'Delete exam?' and contains the message 'Are you sure you want to delete "Project Management - Exam"?'. It has two buttons at the bottom: 'Delete' (highlighted in yellow) and 'Cancel'. The background of the portal is dimmed. The rest of the portal interface is visible behind the dialog, including the 'Active exams' table and the orange footer.

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

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the title 'Student Portal' and user navigation links 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Exams'. A green button labeled 'Create exam' is visible. A blue panel titled 'Active exams' is expanded, showing a table with columns: Name, Date, Time, Location, and Action. The table has a single row with the message 'There are no records to display.' At the bottom of the page, there's an orange footer bar with copyright information '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

How to allocate an exam

The screenshot shows the 'Student Portal' interface, similar to the previous one but with a specific action taken. The 'Active exams' panel is expanded, showing a table with a single row for 'Project Management - Exam'. The 'Action' column for this row contains a blue button labeled 'Allocate'. The rest of the interface, including the footer, is identical to the first screenshot.

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

Student Portal

Administrator Sign Out

Home / Exams / Allocate exam

Unallocated students

Show 10 entries Search:

Full name	Student number	Action
Sergiu Tripon	321321388	Allocate

Allocated students

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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.

Student Portal

Administrator Sign Out

Home / Exams / Allocate exam

Allocated students

Show 10 entries Search:

Full name	Student number	Action
Sergiu Tripon	321321388	Deallocate

Unallocated students

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

How to deallocate an exam

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

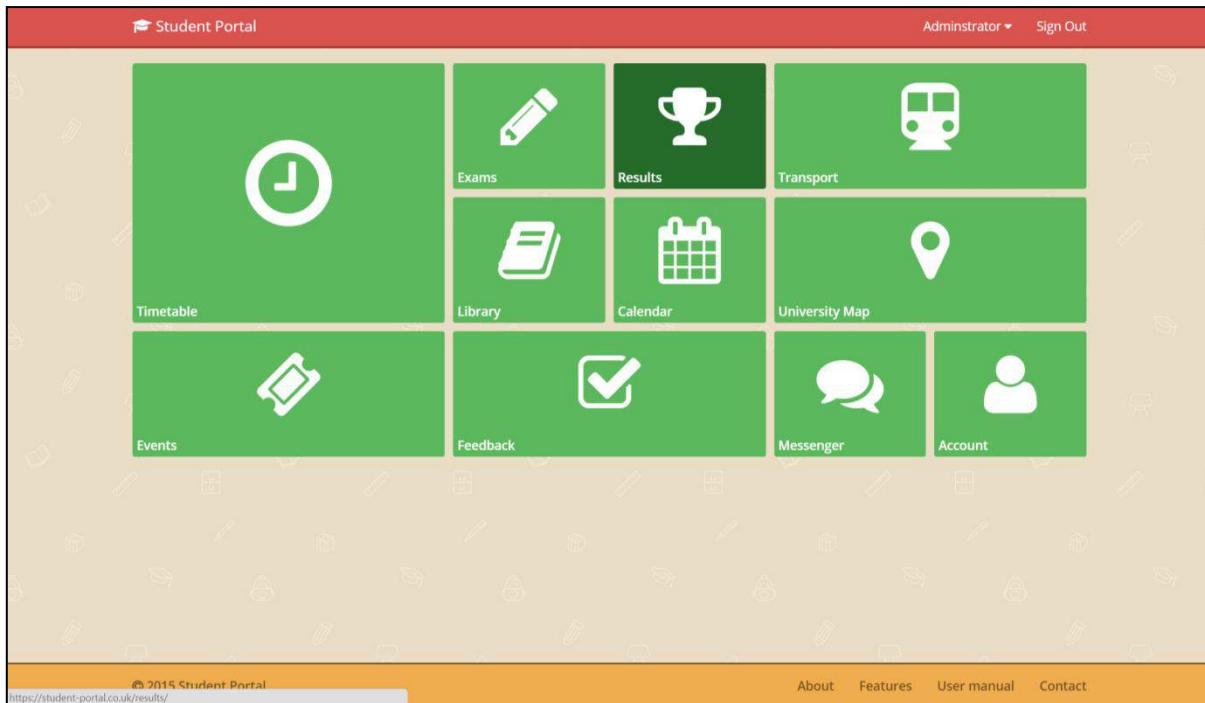
1. There will be a panel for “Allocated students” modules. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deallocate” button next to a specific student.

The screenshot shows the 'Allocate exam' page of the Student Portal. The layout is identical to the previous screenshot, but the 'Allocated students' panel is collapsed, and the 'Unallocated students' panel is expanded. The table in the main content area now has a 'Allocate' button in the 'Action' column instead of a 'Deallocate' button. The rest of the interface, including the footer, is the same.

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

The screenshot shows the "Results" page of the Student Portal. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a breadcrumb navigation "Home / Results". A blue panel titled "Students" is expanded, showing a table of student records. The table has columns for "Full name", "Student number", and "Action". One row is visible, showing "Sergiu Tripon" in the "Full name" column and "321321388" in the "Student number" column. A "Select" button is located in the "Action" column next to this row. At the bottom of the page is an orange footer bar with the text "© 2015 Student Portal", the URL "https://student-portal.co.uk/results/", and links for "About", "Features", "User manual", and "Contact".

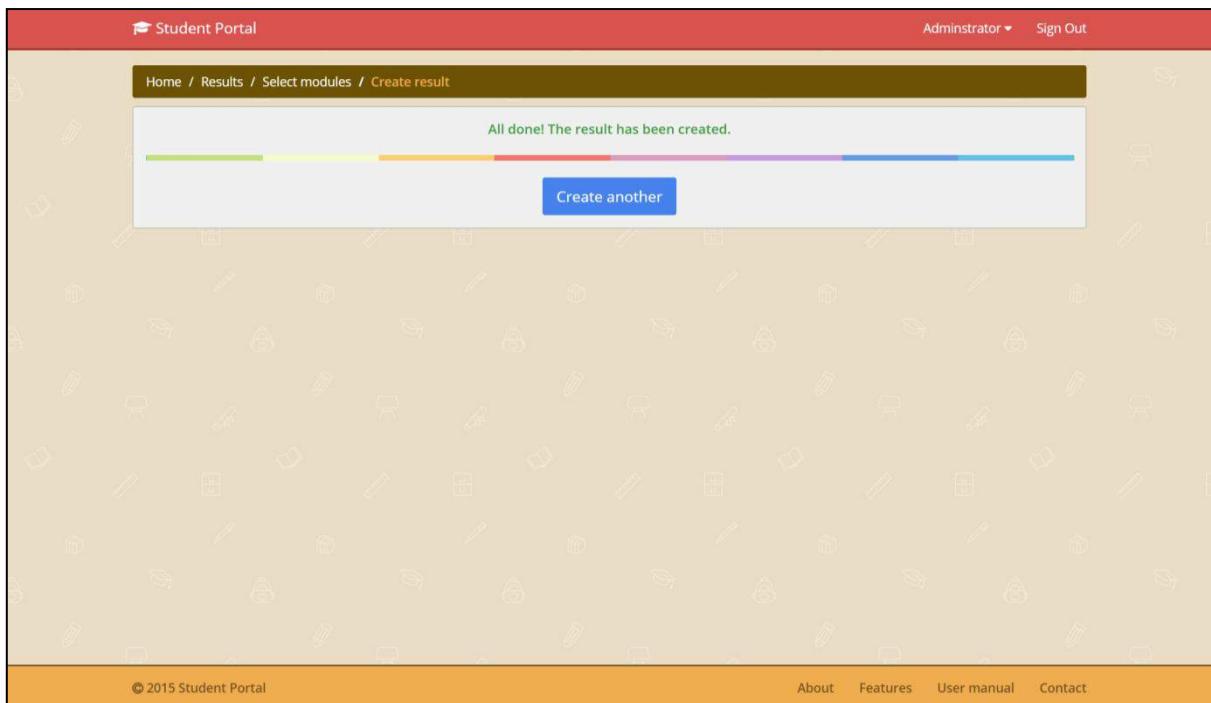
1. There will be a panel named “Students”. It will be expanded by default, but you can minimise it by clicking on its title.
2. Click on the “Select” button next to a specific student.

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Results / Select modules'. The main content area has a blue header 'Modules' with a dropdown arrow. It includes a search bar and a table with one entry: 'Project Management - Module' under 'Name' and a 'Create' button under 'Action'. There are also 'Show 10 entries' and 'Search:' dropdowns. Below the table are buttons for 'Active results' and 'Inactive results'. The footer is orange with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

The screenshot shows the 'Student Portal' interface with a form for creating a result. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a green horizontal bar labeled 'Student'. The form fields include 'First name' (Sergiu), 'Surname' (Tripon), and 'Email address' (contact@sergiu-tripon.co.uk). Below this is a green horizontal bar labeled 'Result'. The form fields for 'Result' are: 'Overall coursework mark (if any)' (60), 'Overall exam mark (if any)' (70), and 'Overall final mark' (65). There is also a 'Notes' section with a placeholder 'Enter notes'. At the bottom of the form is a blue 'Create result' button. The footer is orange with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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



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

How to update a result

A screenshot of the Student Portal interface, similar to the previous one but showing a different section. The top navigation bar and footer are identical. The main content area shows a blue panel titled "Active results" which is expanded. Below it is a table with one row of data:

Module	Coursework mark	Exam mark	Overall mark	Action
Project Management - Module	60.00	70.00	65.00	<button>Update</button>

Below the table, there are buttons for "Previous" and "Next". At the very bottom of the page, the footer bar includes the URL "https://student-portal.co.uk/admin/update-result/?id=1".

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

Student

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

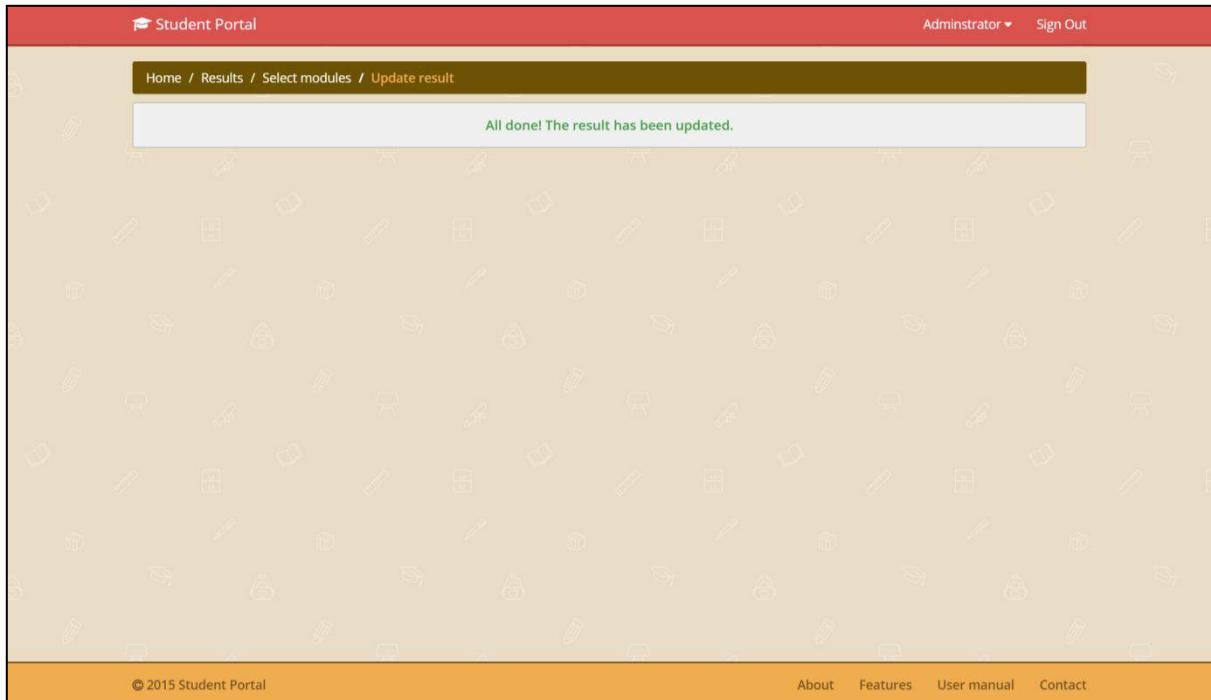
Result

Coursework mark (if any)
60.00
Exam mark (if any)
70.00
Overall mark
65.00
Notes
Enter notes

Update result

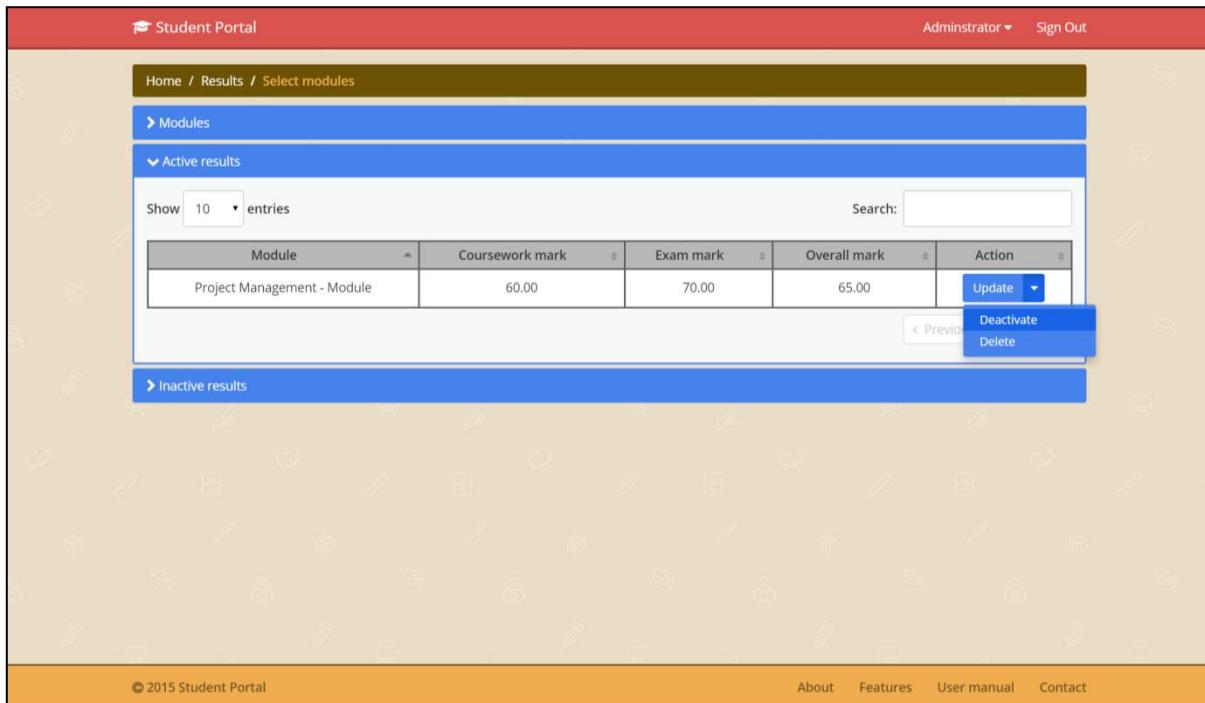
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3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update result” button.



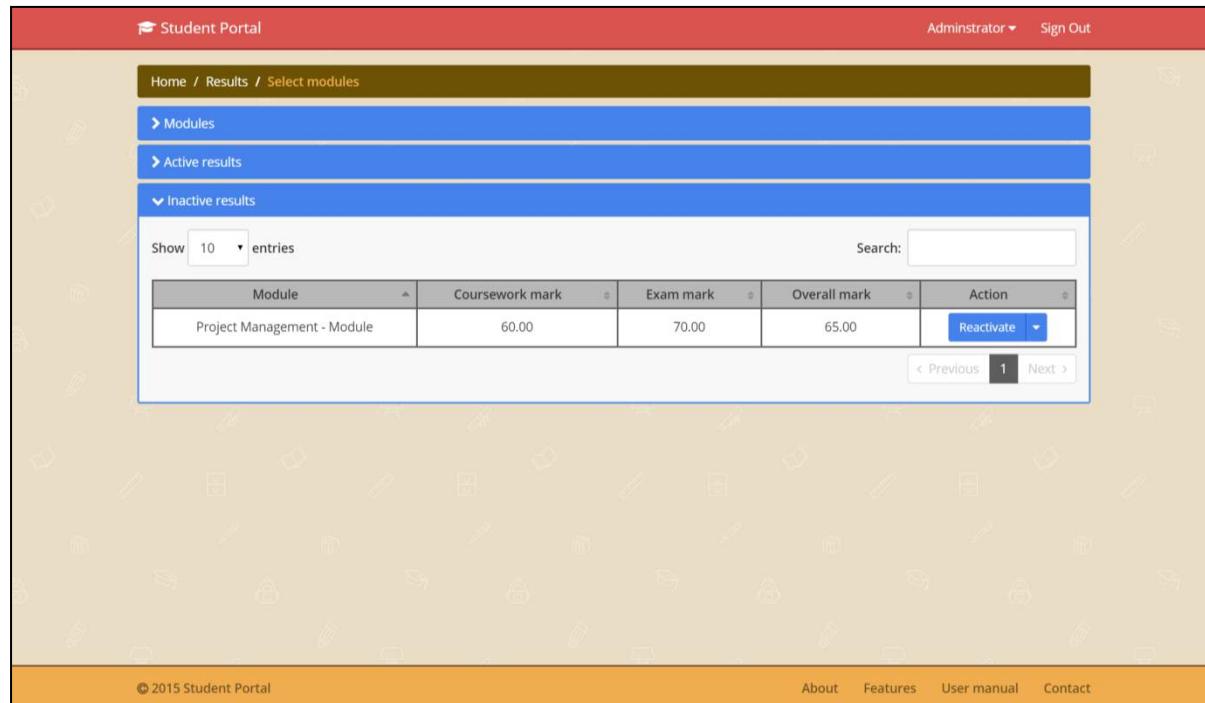
6. A confirmation message will appear on the screen, confirming the action has been completed.

How to deactivate a result



The screenshot shows a web-based student portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header, the URL "Home / Results / Select modules" is visible. On the left, a sidebar contains links for "Modules", "Active results" (which is collapsed), and "Inactive results". The main area features a table with columns: Module, Coursework mark, Exam mark, Overall mark, and Action. One row in the table represents "Project Management - Module" with marks 60.00, 70.00, 65.00, and an "Update" button. A context menu is open over this row, showing options "Deactivate" and "Delete", with "Deactivate" being highlighted. At the bottom of the page, there's a footer with copyright information "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

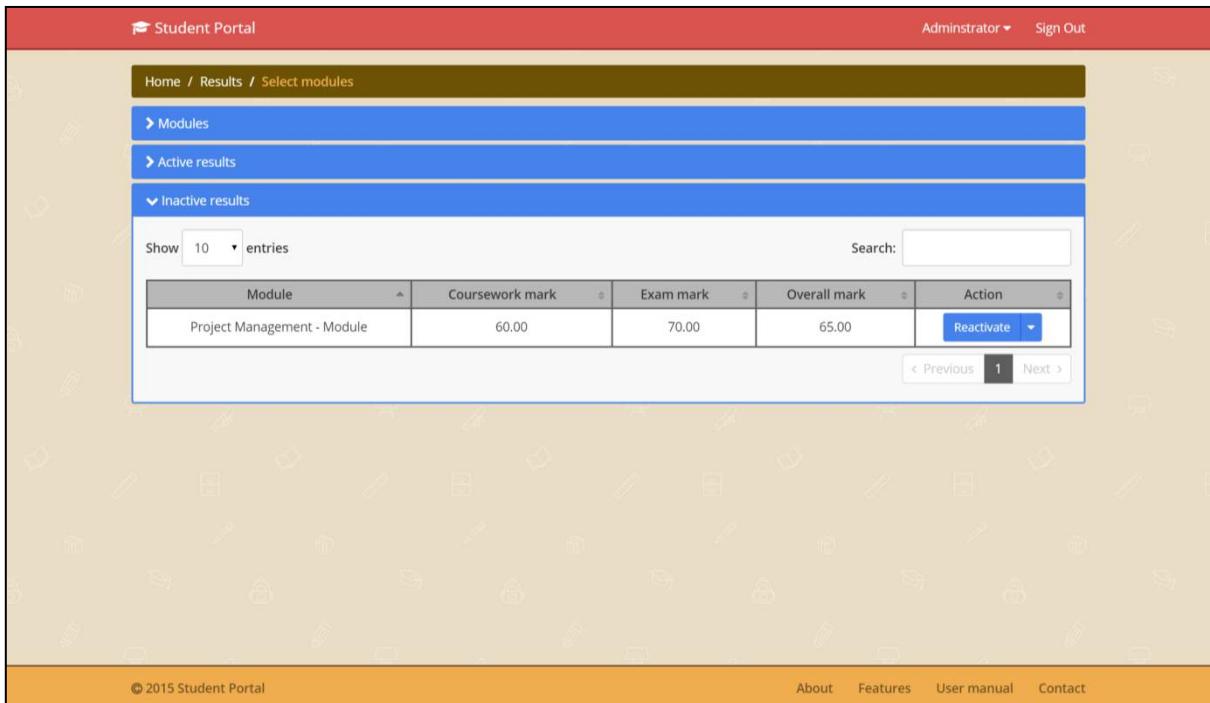
1. There will be a panel named “Active results”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate” button next to a specific result.



This screenshot shows the same student portal interface after a result has been deactivated. The "Active results" panel is now collapsed, and the "Inactive results" panel is expanded. The table in the main area now shows the same row for "Project Management - Module" but with an "Reactivate" button instead of "Update". The rest of the interface, including the header, sidebar, and footer, remains the same as in the first screenshot.

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

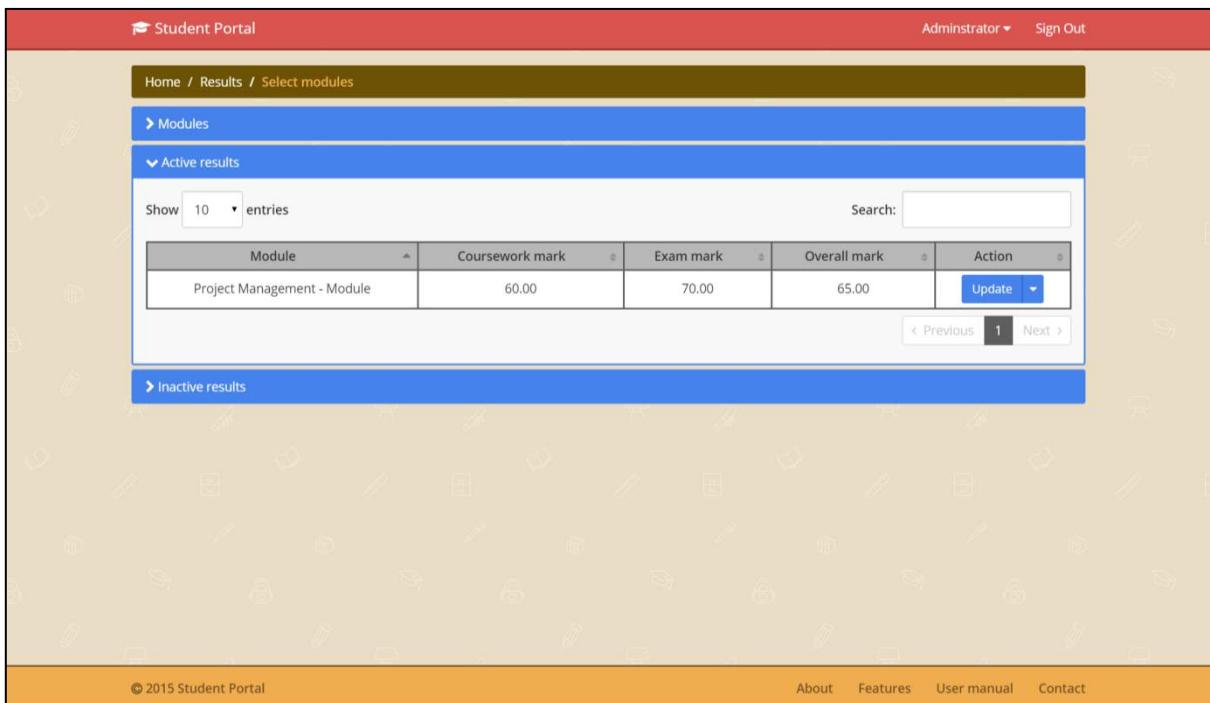
How to reactivate a result



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the text 'Student Portal', 'Administrator', and 'Sign Out'. Below the header is a navigation menu with items like 'Home / Results / Select modules', 'Modules', 'Active results', and 'Inactive results'. The 'Inactive results' item is currently selected and expanded, showing a table with one row. The table has columns for 'Module', 'Coursework mark', 'Exam mark', 'Overall mark', and 'Action'. The 'Action' column contains a blue button labeled 'Reactivate'. At the bottom of the page, there's a footer bar with links for 'About', 'Features', 'User manual', and 'Contact', along with a copyright notice '© 2015 Student Portal'.

Module	Coursework mark	Exam mark	Overall mark	Action
Project Management - Module	60.00	70.00	65.00	<button>Reactivate</button>

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.



This screenshot shows the same 'Student Portal' interface as the previous one, but with a key difference: the 'Active results' panel is now expanded and visible, while the 'Inactive results' panel is collapsed. The table in the 'Active results' panel is identical to the one in the previous screenshot. The footer bar at the bottom remains the same.

Module	Coursework mark	Exam mark	Overall mark	Action
Project Management - Module	60.00	70.00	65.00	<button>Update</button>

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

How to delete a result

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with 'Student Portal', 'Administrator', and 'Sign Out'. Below it is a blue navigation bar with 'Home / Results / Select modules', 'Modules', and 'Active results'. A dropdown menu for 'Active results' is open, showing 'Show 10 entries' and a search bar. The main content area has a table with columns: Module, Coursework mark, Exam mark, Overall mark, and Action. One row in the table is for 'Project Management - Module' with marks 60.00, 70.00, and 65.00. To the right of this row is a context menu with 'Update', 'Deactivate', and 'Delete' options. Below the table is a section titled 'Inactive results'. At the bottom, there's an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

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

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

The screenshot shows the 'Results' section of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' and 'Sign Out' links. Below it is a blue navigation bar with 'Home / Results / Select modules' and a 'Modules' link. The main content area has a blue header 'Active results' with a search bar and a table header: 'Module', 'Coursework mark', 'Exam mark', 'Overall mark', and 'Action'. A message says 'There are no records to display.' Below this is another blue header 'Inactive results'. At the bottom, there's an orange footer bar with '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

Transport

How to access the Transport area

The screenshot shows the Student Portal's home page. At the top, there's a red header bar with the 'Student Portal' logo and 'Sergiu Tripon' and 'Sign Out' links. The main area features a grid of tiles: 'Timetable' (with a clock icon), 'Exams' (with a pencil icon), 'Results' (with a trophy icon), 'Transport' (with a train icon), 'Library' (with a book icon), 'Calendar' (with a calendar icon), 'University Map' (with a location pin icon), 'Events' (with a ticket icon), 'Feedback' (with a checkmark icon), 'Messenger' (with a speech bubble icon), and 'Account' (with a user profile icon). At the bottom, there's an orange footer bar with '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

How to check the live tube and station status

The screenshot shows the 'Transport' section of the Student Portal. It features a grid of cards. In the top row, there are four cards: 'Tube Now' (status: Station status >), 'Tube This weekend' (status: Station status >), 'Tube Map' (status: Availability updates >), and 'Cycle Hire Now' (status: Availability updates >). Below this, there are five more cards arranged in two rows: 'Bakerloo' (Good Service, status: Find out more >), 'Central' (Good Service, status: Find out more >), 'Circle' (Good Service, status: Find out more >), 'Circle' (Good Service, status: Find out more >), and 'DLR' (Good Service, status: Find out more >).

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

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

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

Station	Status	Info
Abbey Road	Open	No extra info

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

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and user information ('Sergiu Tripon' and 'Sign Out'). Below the header is a grid section with two rows: 'Northern' (Good Service) and 'Overground' (Good Service). Underneath this is a 'Station status' panel with a blue header. It includes a search bar, a table listing stations with their current status (all shown as 'Open') and a note that there is 'No extra info'. The table has columns for 'Station' and 'Status'. At the bottom of the 'Station status' panel is a navigation bar with links from '1' to '37' and 'Next >'. At the very bottom of the page is a footer bar with links to 'About', 'Features', 'User manual', and 'Contact'.

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

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

This screenshot shows the 'Transport' section of the 'Student Portal'. At the top, there's a navigation bar with 'Home / Transport'. Below it is a grid of tiles. The first row contains four tiles: 'Tube' (status 'Now'), 'Tube' (status 'This weekend'), 'Tube' (status 'Map'), and 'Cycle Hire' (status 'Now'). The second row contains three tiles: 'Bakerloo' (status 'Good Service', 'Find out more'), 'Central' (status 'Good Service', 'Find out more'), and 'Circle' (status 'Good Service', 'Find out more'). The third row contains two tiles: 'Circle' (status 'Good Service') and 'DLR' (status 'Good Service'). Each tile includes a small icon representing the transport mode or line.

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.

The screenshot shows the 'Line status' panel of the Student Portal. At the top, there's a search bar labeled 'Search:' and a timestamp '01:20'. Below that is a table with columns for 'Line' and 'Status'. The table rows are color-coded by line: Bakerloo (orange), Central (red), Circle (yellow), District (green), DLR (cyan), H'smith & City (pink), Jubilee (grey), Metropolitan (purple), Northern (black), and Overground (orange). The DLR row contains a note about service suspension due to Crossrail works. The Overground row contains a note about service suspension between New Cross Gate and West Croydon/Crystal Palace due to Network Rail engineering works.

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

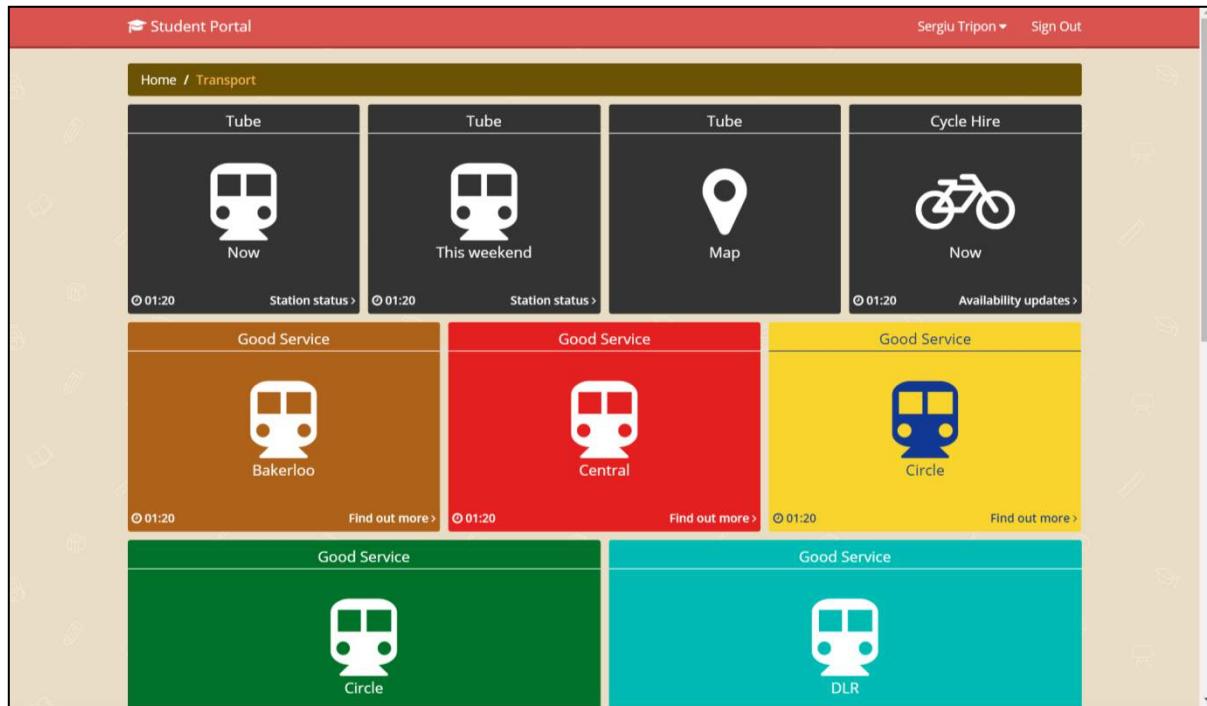
4. The “Line status” panel will display live tube line transport status and information.

The screenshot shows the 'Disrupted stations' panel of the Student Portal. At the top, there's a search bar labeled 'Search:' and a timestamp '01:20'. Below that is a table with columns for 'Station' and 'Status'. The table rows are color-coded by station: Angel Underground Station (light grey), Barbican Underground Station (light grey), Brixton Underground Station (light grey), Camden Town Underground Station (light grey), Camden Town Underground Station (light grey), Camden Town Underground Station (light grey), and Canada Water Underground Station (light grey). Each row contains a note about the disruption and how passengers can still travel.

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

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

How to access the Tube map

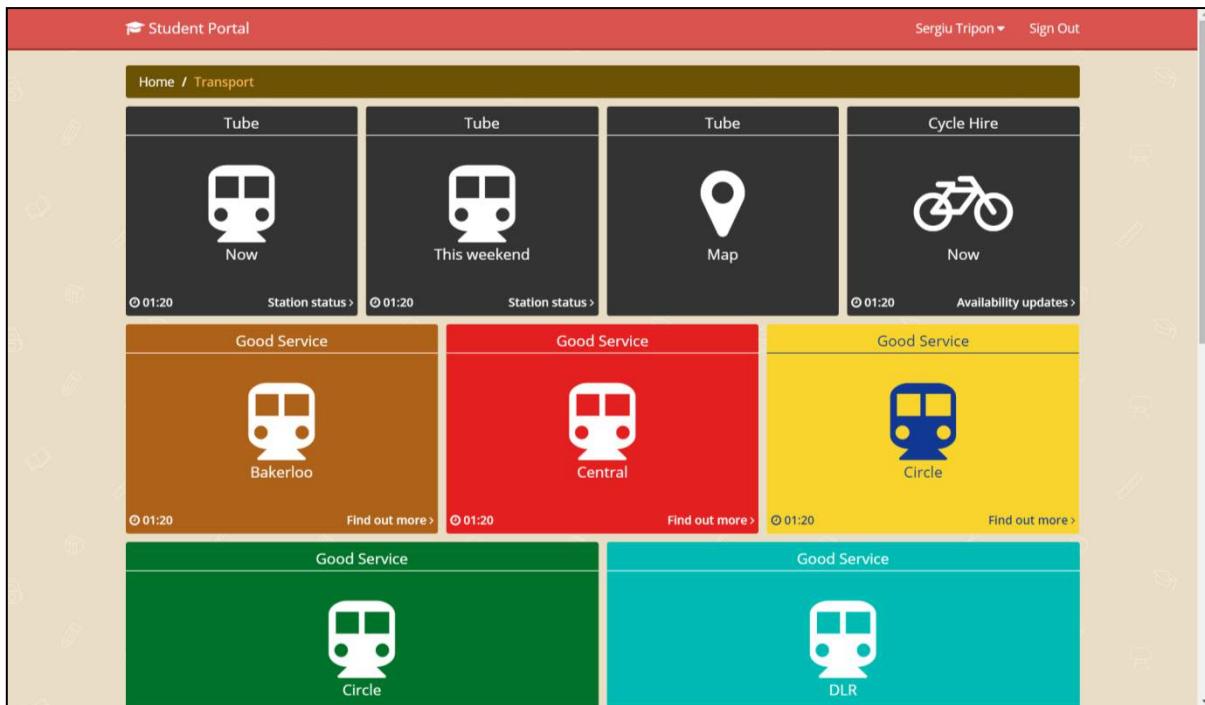


1. Click on the “Map” link on the Tube tile.
2. You will be redirected to a new page.



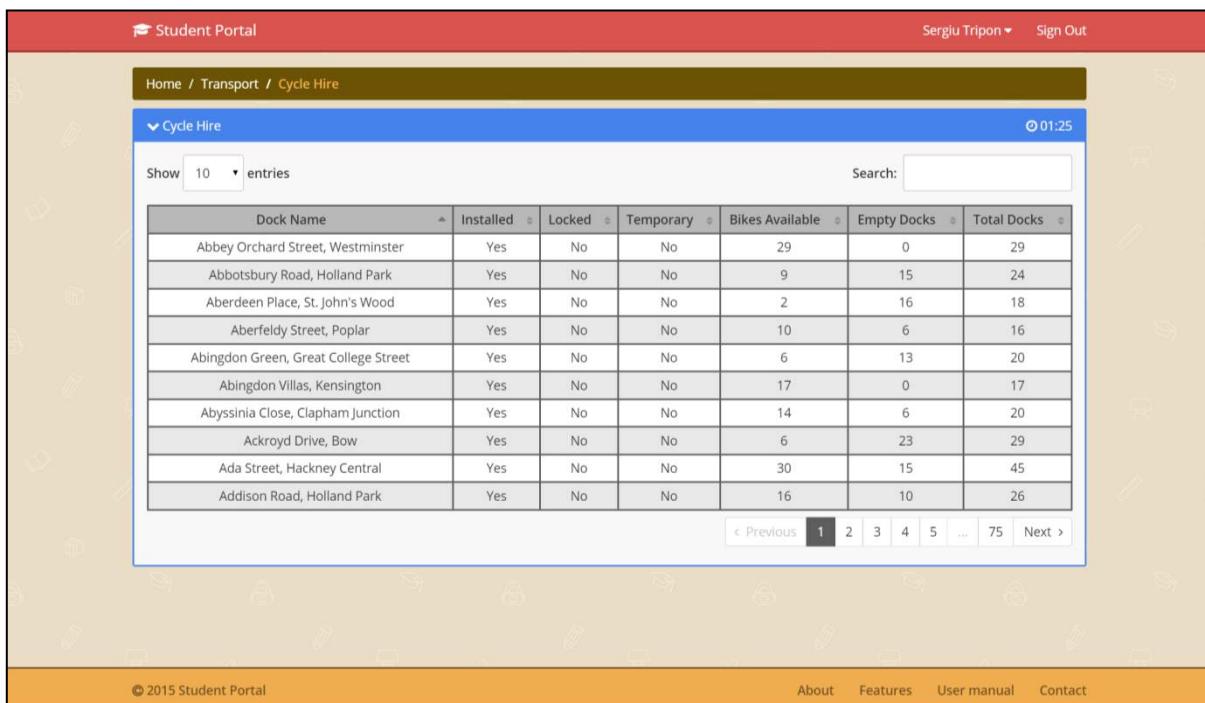
3. The Transport for London (TFL) tube map will be displayed.

How to check the cycle hire availability



The screenshot shows the 'Transport' section of the Student Portal. It features a grid of tiles for different transport modes. The 'Cycle Hire' tile is highlighted in white, indicating it is active. Below it, there are five colored tiles: Bakerloo (brown), Central (red), Circle (yellow), Circle (green), and DLR (teal). Each tile displays a train icon and the word 'Good Service'. A 'Now' link is visible on the Cycle Hire tile.

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



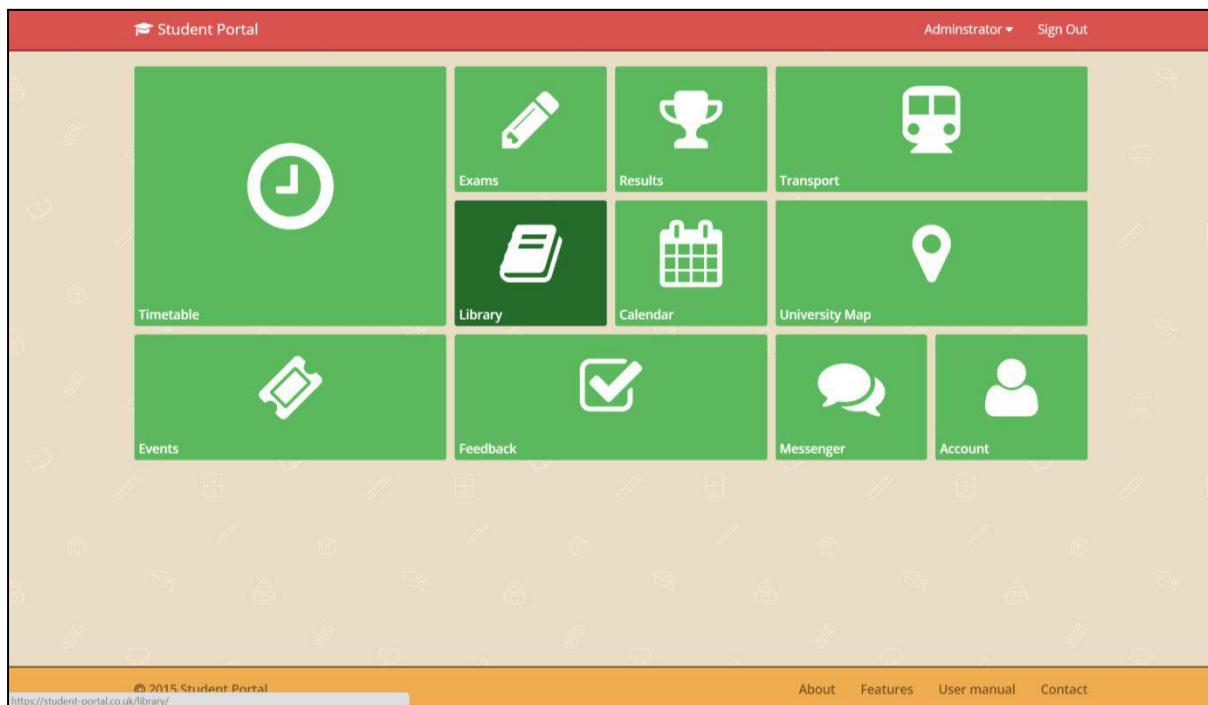
The screenshot shows the expanded 'Cycle hire' panel. At the top, there is a search bar and a time indicator of 01:25. Below is a table with columns: Dock Name, Installed, Locked, Temporary, Bikes Available, Empty Docks, and Total Docks. The table lists 10 entries, each with a dock name and its current status. At the bottom of the table is a navigation bar with buttons for 'Previous', 'Next', and page numbers from 1 to 75.

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.

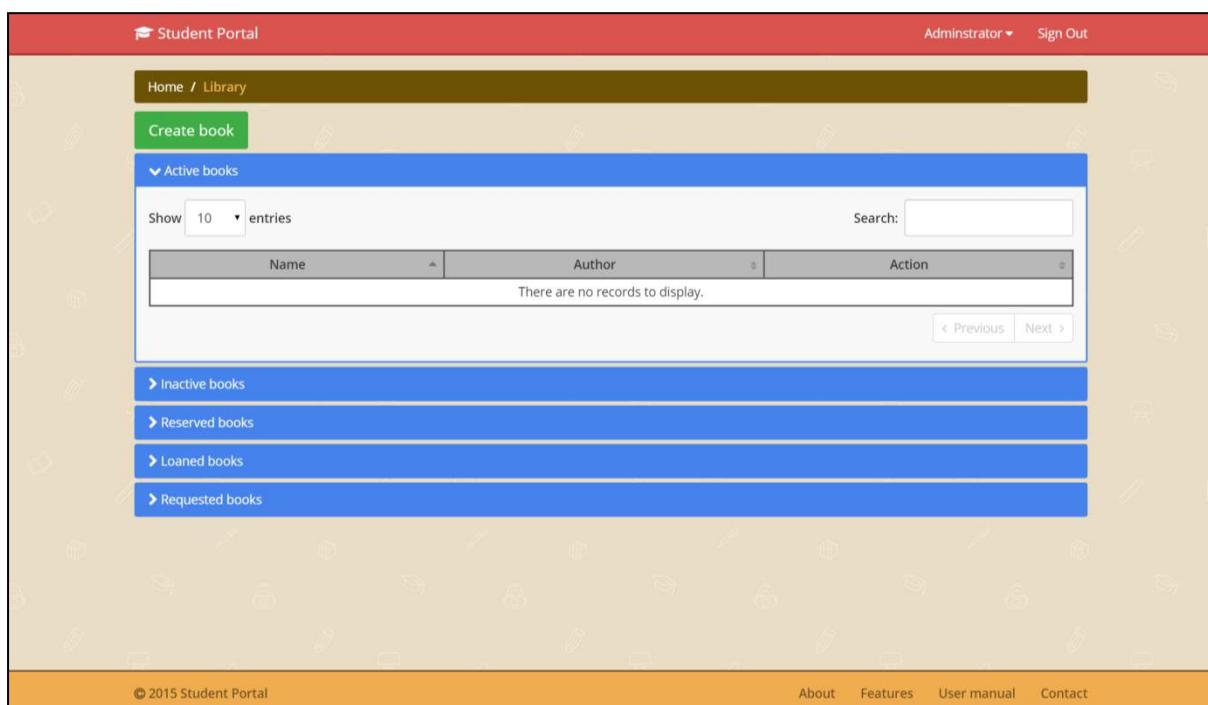
Library

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.

 Student Portal

Administrator ▾ Sign Out

Phil Benson

Description
Enter a description

Copy number*
1

Location*
Innovation Building Library

Publisher*
O'reilly Media

Publish date*
27/07/2000

Publish place*
King's Cross

Barcode*
321312312

Pages*
300

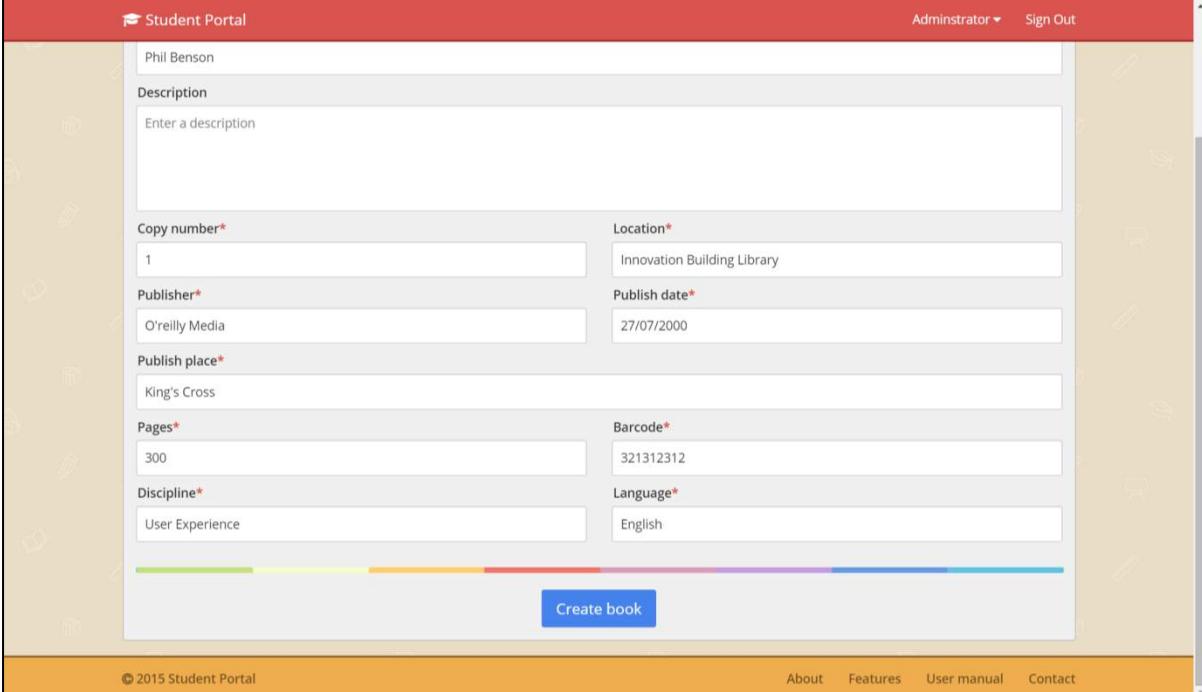
Language*
English

Discipline*
User Experience

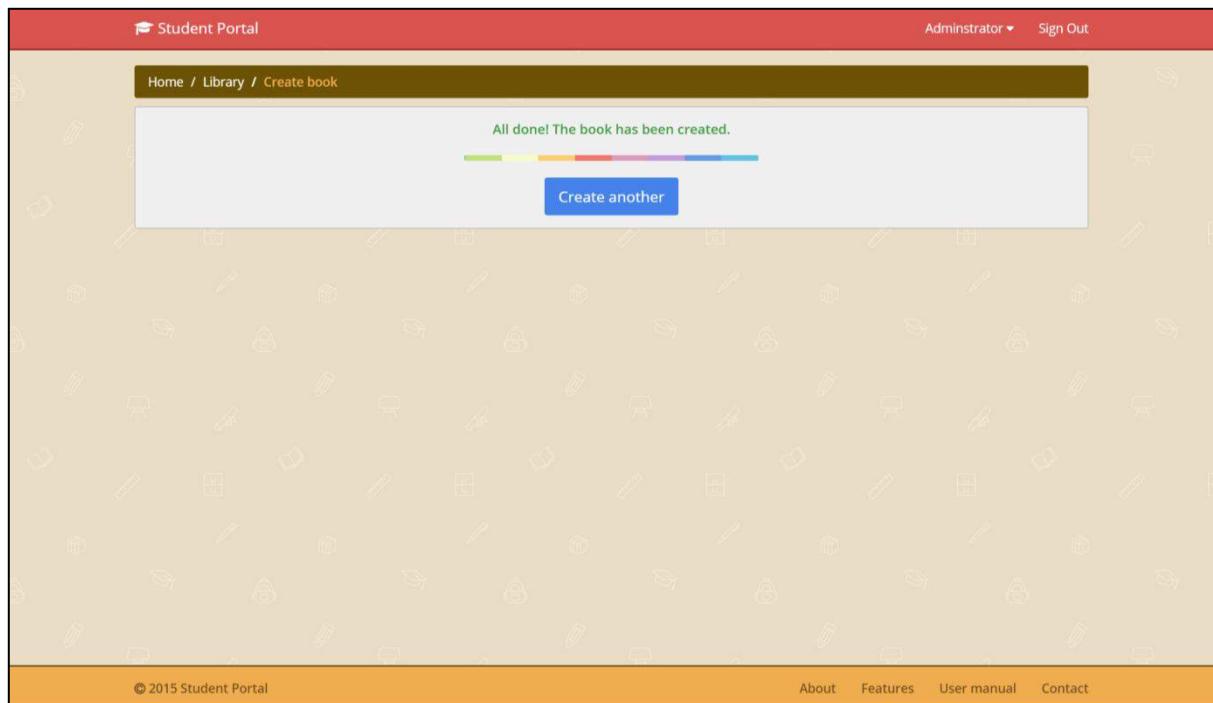


Create book

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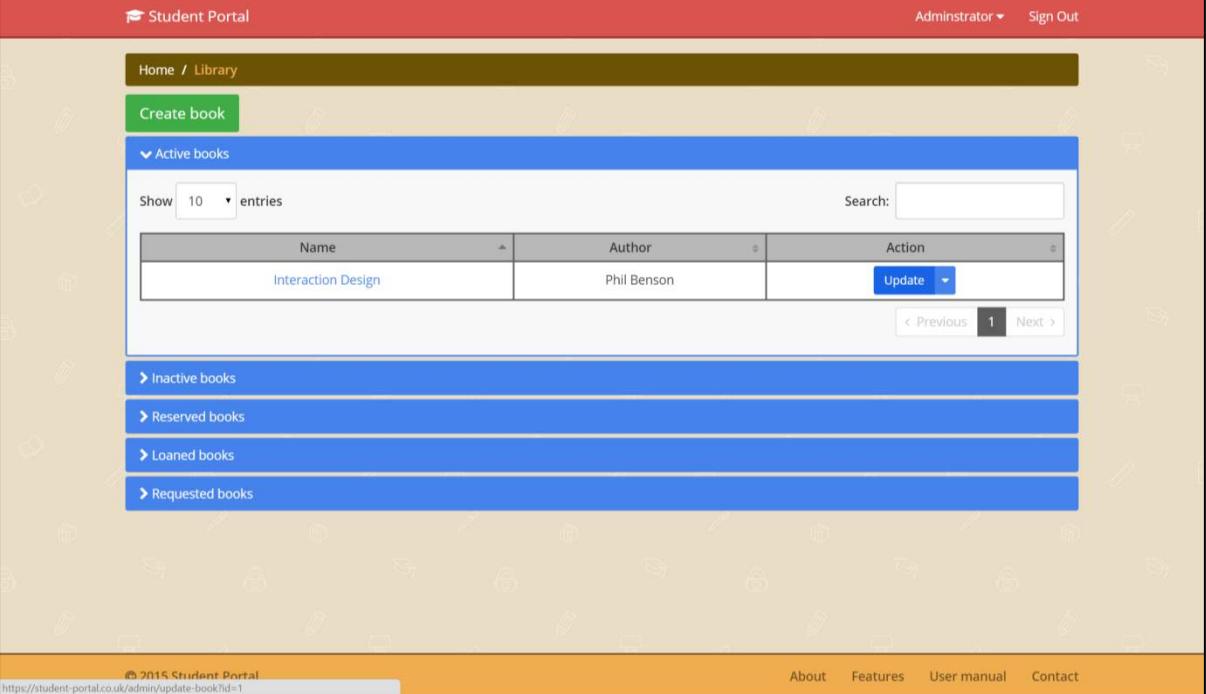


2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create book” button.



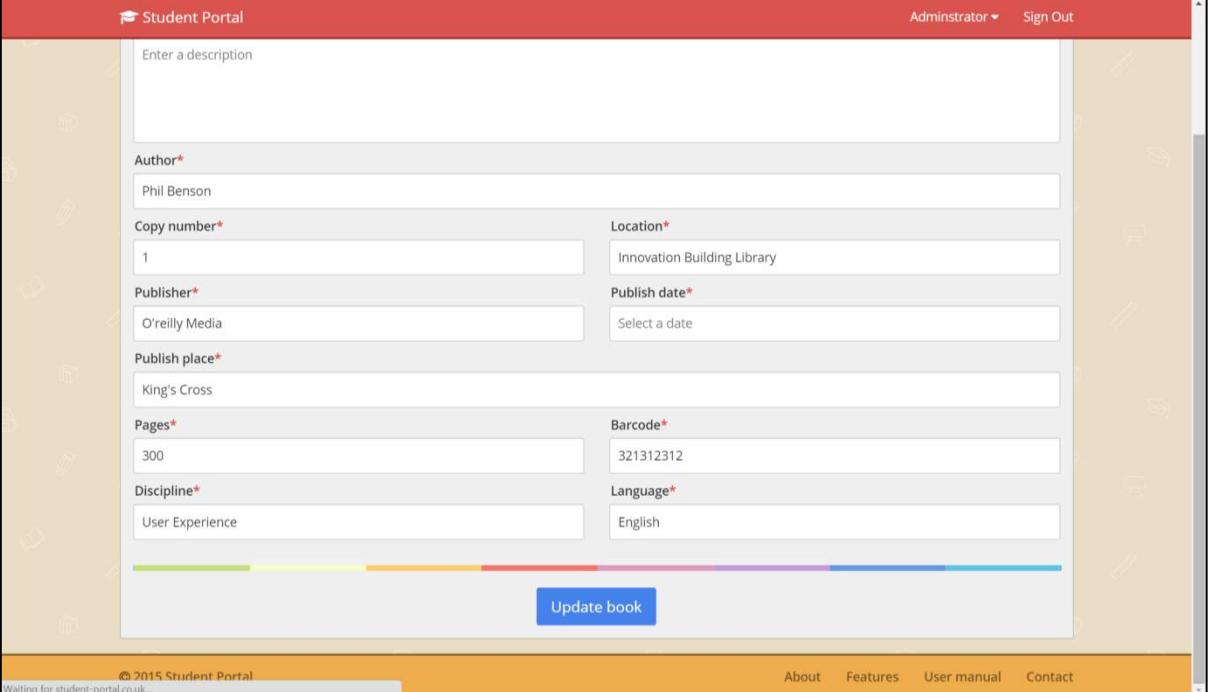
5. A confirmation message will appear on the screen confirming the action has been completed.

How to update a book



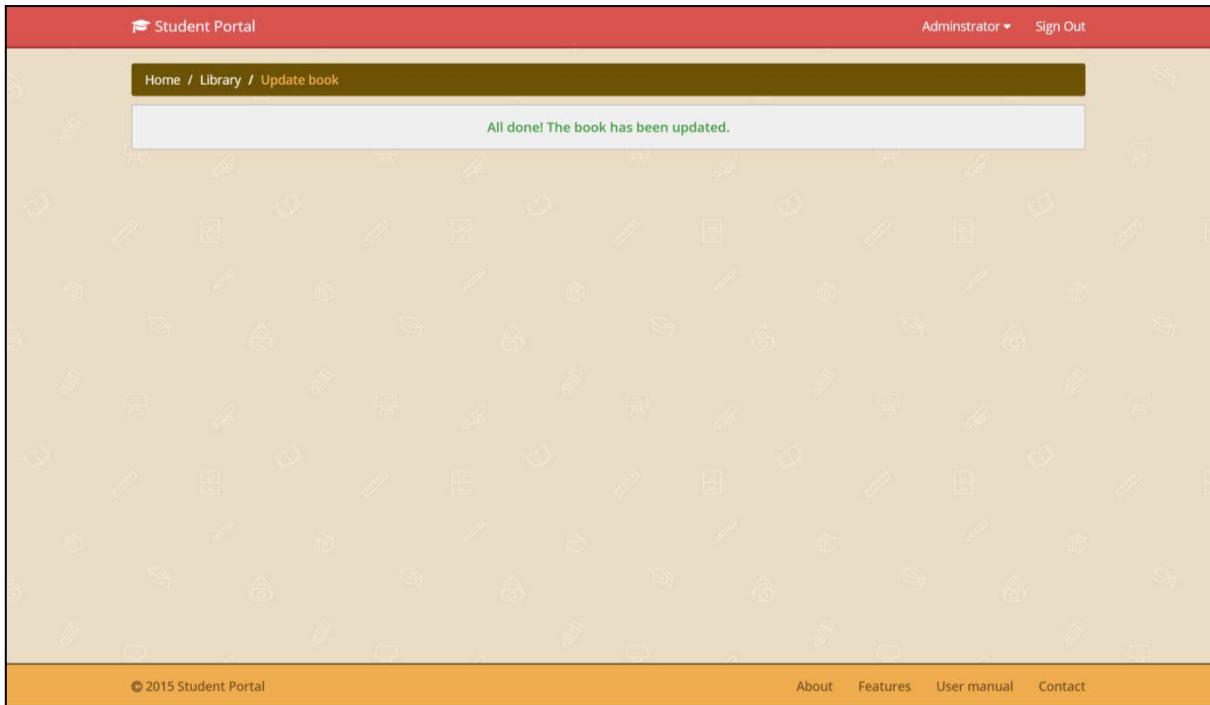
The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo, 'Administrator' dropdown, and 'Sign Out' link. Below the header is a navigation bar with 'Home / Library' and a green 'Create book' button. A sidebar on the left lists categories: 'Active books' (expanded), 'Inactive books', 'Reserved books', 'Loaned books', and 'Requested books'. The main content area displays a table titled 'Active books' with columns for Name, Author, and Action. One entry, 'Interaction Design' by Phil Benson, has an 'Update' button next to it. Below the table are navigation links: '< Previous', '1', and 'Next >'. At the bottom of the page is a footer with the URL 'https://student-portal.co.uk/admin/update-book?id=1', and links for 'About', 'Features', 'User manual', and 'Contact'.

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



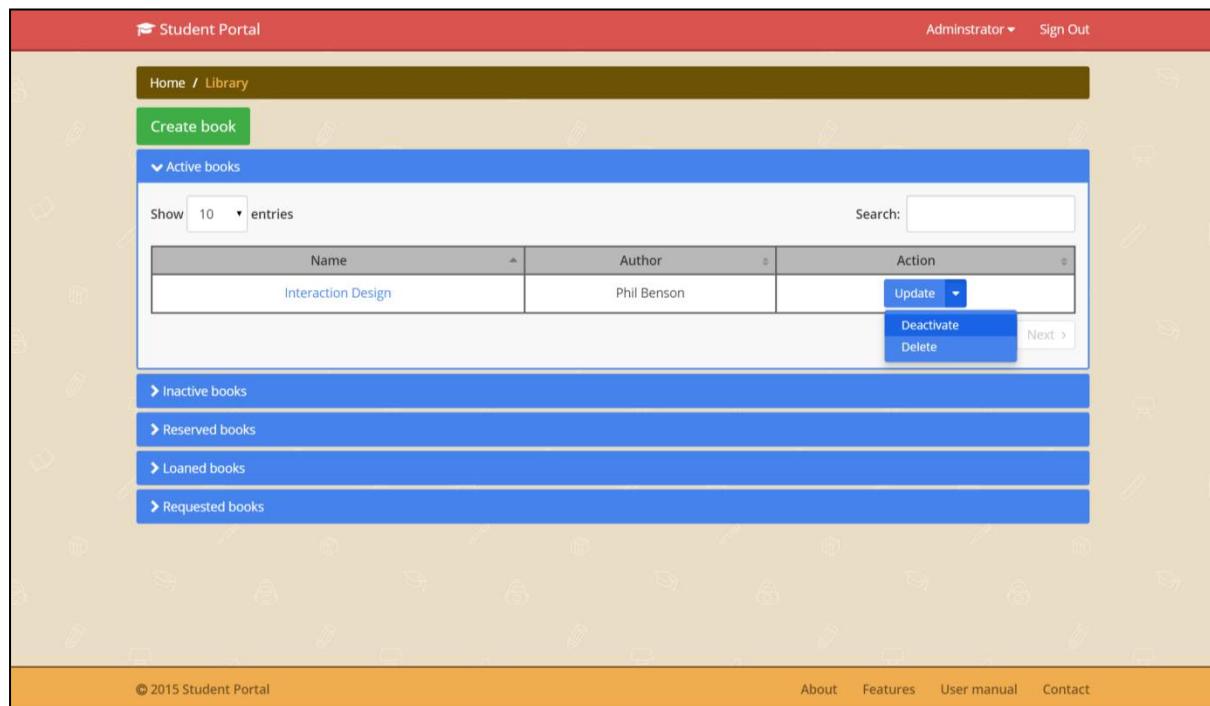
The screenshot shows the 'Student Portal' interface with a form for updating a book. The top bar and footer are identical to the previous screenshot. The main content area is a form with fields: 'Enter a description' (text area), 'Author*' (text input with 'Phil Benson'), 'Copy number*' (text input with '1'), 'Location*' (text input with 'Innovation Building Library'), 'Publisher*' (text input with 'O'reilly Media'), 'Publish date*' (button labeled 'Select a date'), 'Publish place*' (text input with 'King's Cross'), 'Pages*' (text input with '300'), 'Barcode*' (text input with '321312312'), 'Discipline*' (text input with 'User Experience'), and 'Language*' (text input with 'English'). At the bottom of the form is a blue 'Update book' button.

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.

The screenshot shows the 'Student Portal' library interface. At the top, there's a red header bar with the title 'Student Portal' and a 'Sign Out' button. Below it is a dark brown navigation bar with 'Home / Library'. A green 'Create book' button is on the left. The main area has a blue background with a grid of icons. On the left, a sidebar lists 'Active books', 'Inactive books' (which is collapsed), 'Reserved books', 'Loaned books', and 'Requested books'. The 'Inactive books' section contains a table with one entry: 'Interaction Design' by Phil Benson, with an 'Reactivate' button next to it. The footer is orange with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

How to reactivate a book

This screenshot is identical to the one above, showing the 'Student Portal' library interface. The 'Inactive books' panel is now expanded, revealing the same table with the 'Interaction Design' book by Phil Benson, which now has a different status or context compared to the first screenshot.

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

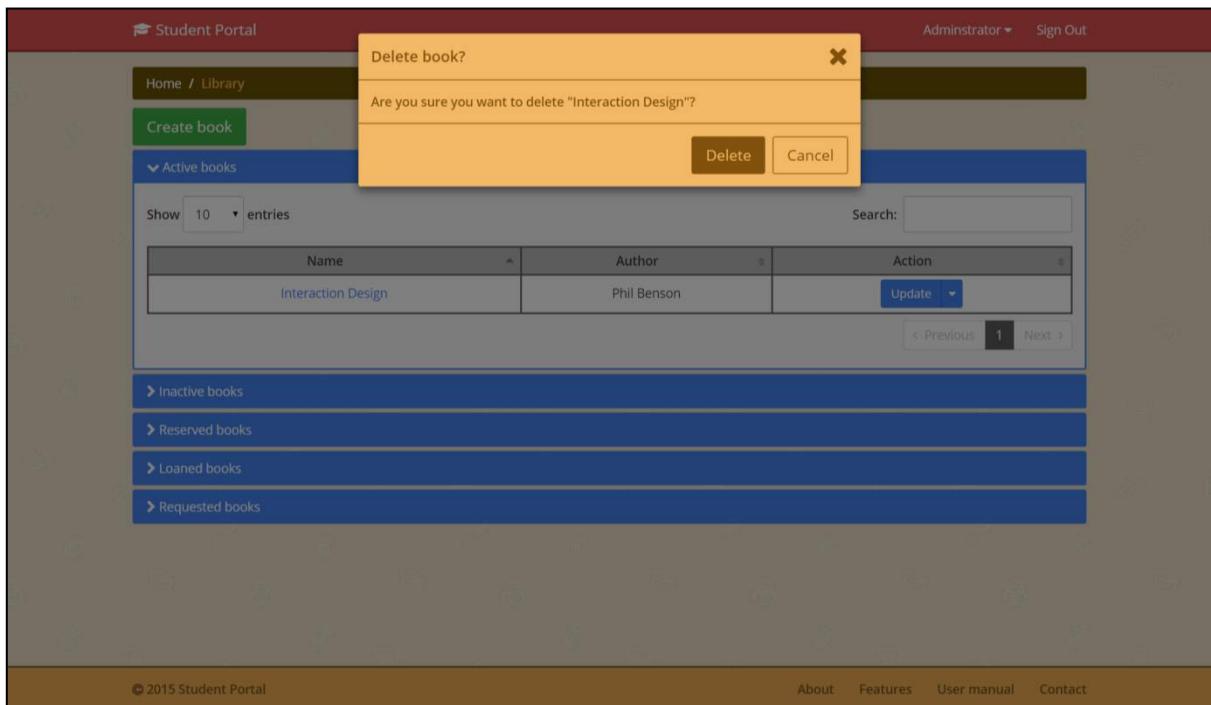
The screenshot shows the 'Student Portal' library interface. At the top, there's a red header bar with 'Student Portal' and 'Administrator Sign Out'. Below it is a dark brown navigation bar with 'Home / Library'. A green button labeled 'Create book' is visible. A blue sidebar on the left lists categories: 'Active books', 'Inactive books', 'Reserved books', 'Loaned books', and 'Requested books'. The main area has a table titled 'Active books' with columns 'Name', 'Author', and 'Action'. One entry is shown: 'Interaction Design' by 'Phil Benson' with an 'Update' button. Below the table are buttons for 'Previous', '1', and 'Next'. At the bottom of the page, there's an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

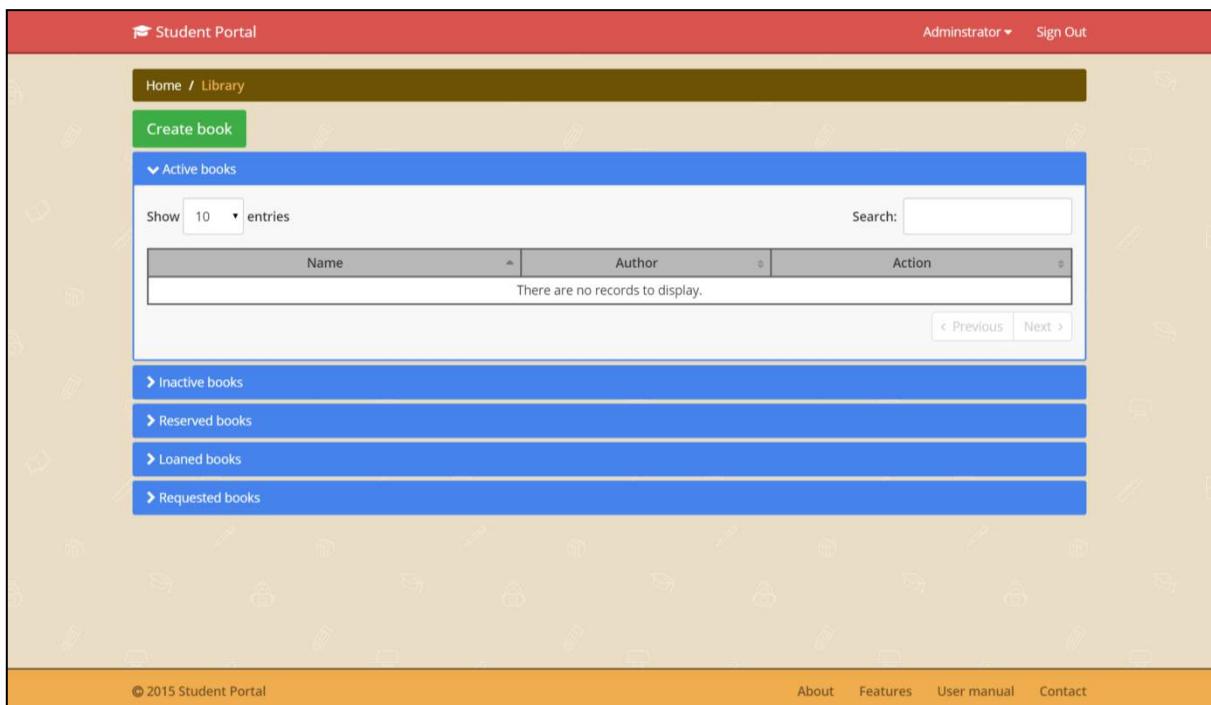
How to delete a book

This screenshot shows the same library interface as the previous one, but with a different state. The 'Delete' button in the 'Action' column of the 'Active books' table is highlighted in blue, indicating it has been clicked. A dropdown menu appears with options 'Deactivate' and 'Delete'. The rest of the interface remains the same, including the sidebar categories and the orange footer.

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



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



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

How to mark a book as collected

The screenshot shows the 'Student Portal' library interface. At the top, there's a red header bar with 'Student Portal', 'Administrator', and 'Sign Out'. Below it is a dark blue sidebar with 'Home / Library', 'Create book', and links for 'Active books', 'Inactive books', and 'Reserved books'. The 'Reserved books' panel is expanded, showing a table with one entry: 'Sergiu Tripon' reserved 'Interaction design' by 'Phil Benson' with an 'Action' button labeled 'Mark collected'. Below the table are links for 'Loaned books' and 'Requested books'. The bottom navigation bar includes 'About', 'Features', 'User manual', and 'Contact'.

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.

The screenshot shows the same library interface as above, but with a green confirmation dialog box overlaid. The dialog asks "Mark \"Interaction design\" as collected?" and "Are you sure you want to mark \"Interaction design\" collected?". It has two buttons: "Mark collected" and "Cancel". The background table and sidebar are visible through the dialog.

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

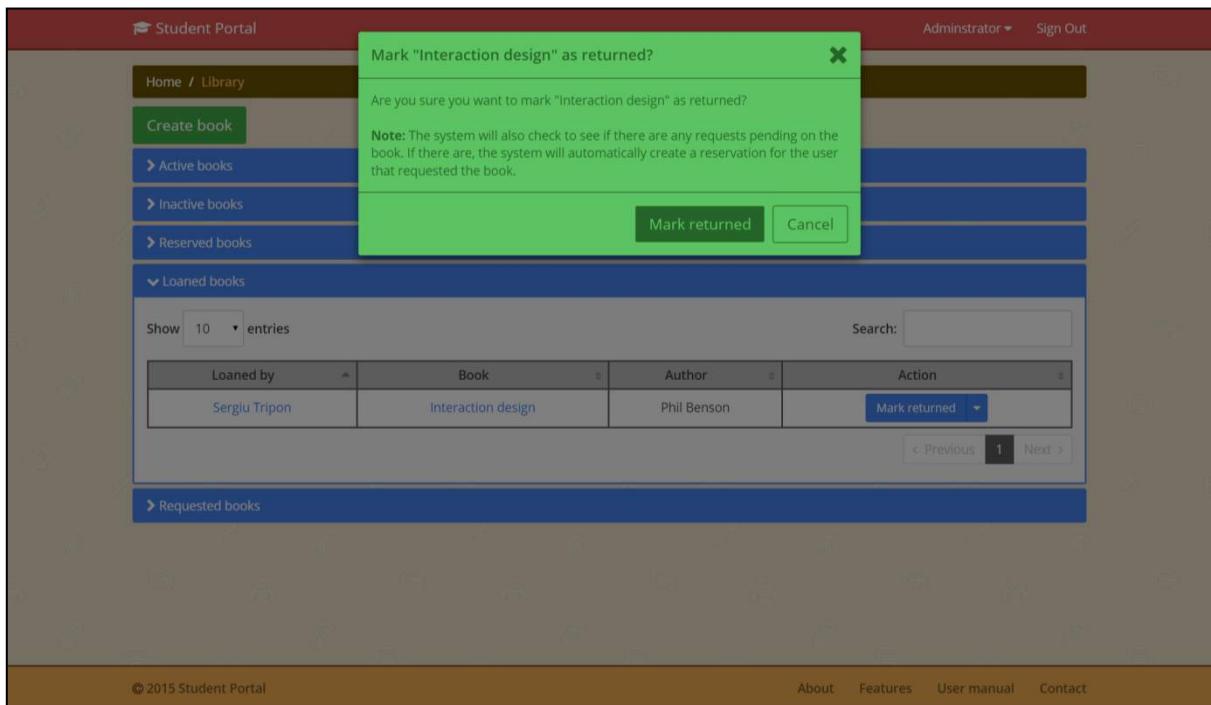
The screenshot shows the 'Student Portal' library interface. At the top, there's a red header bar with 'Administrator' and 'Sign Out'. Below it is a dark blue navigation bar with 'Home / Library', 'Create book', and several other categories like 'Active books', 'Inactive books', and 'Requested books'. A green button labeled 'Create book' is visible. The main content area has a light beige background with a faint icon pattern. It shows a table header for 'Reserved by', 'Book', 'Author', and 'Action'. Below the header, a message says 'There are no records to display.' At the bottom of the page, there's an orange footer bar with '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

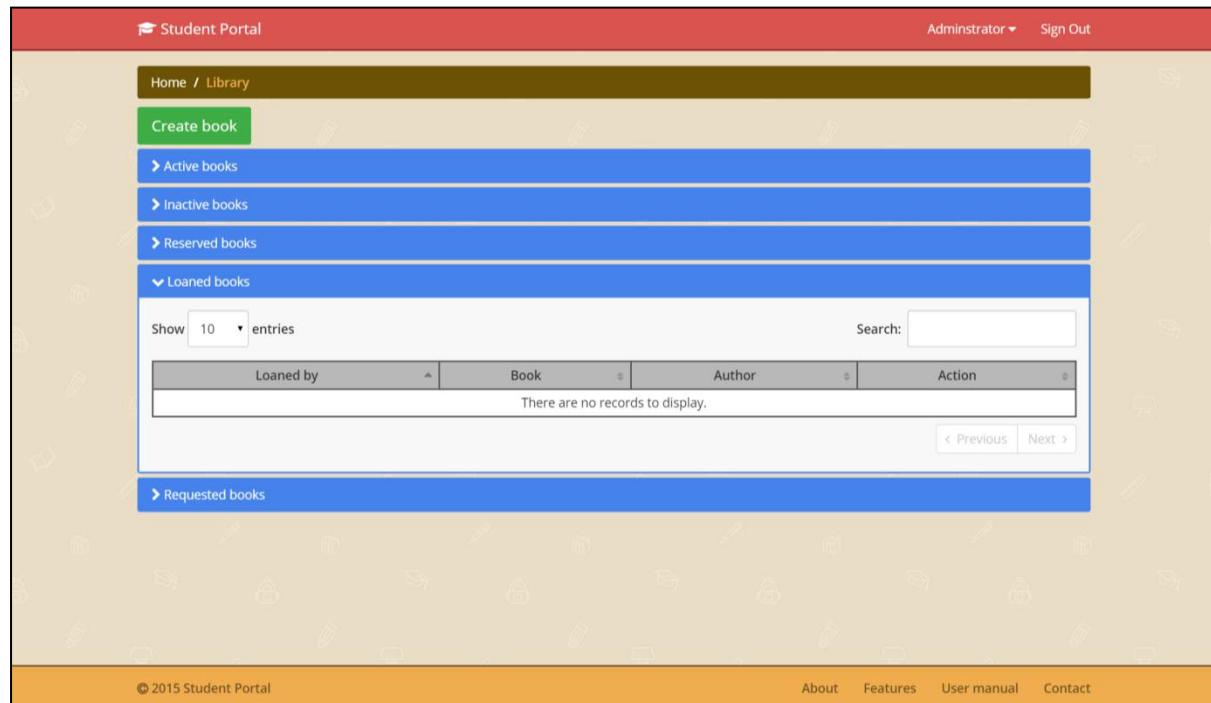
How to mark a book as returned

This screenshot shows the 'Student Portal' library interface, similar to the previous one but with a different section expanded. The 'Loaned books' section is now visible, indicated by a blue header. The table shows a single entry: 'Sergiu Tripon' loaned 'Interaction design' by 'Phil Benson'. In the 'Action' column, there's a blue button labeled 'Mark returned'. The rest of the interface is identical to the first screenshot, with its red header, dark blue navigation bar, and orange footer.

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



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



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

How to check requested books

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the title 'Student Portal' and user options like 'Administrator' and 'Sign Out'. Below the header is a navigation menu with 'Home / Library' selected. A sidebar on the left contains links for 'Create book', 'Active books', 'Inactive books', 'Reserved books', and 'Loaned books'. Under 'Loaned books', there's a dropdown menu with 'Requested books' selected. The main content area displays a table of loaned books. The table has columns for 'Loaned by', 'Book', 'Author', and 'Action'. One row is shown: 'Sergiu Tripon' loaned 'Interaction design' by 'Phil Benson'. The 'Action' column contains a button labeled 'Mark returned'. Below the table are buttons for 'Previous' and 'Next'. At the bottom of the page, there's a footer with links for 'About', 'Features', 'User manual', and 'Contact', along with the URL 'https://student-portal.co.uk/library/#return-2'.

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

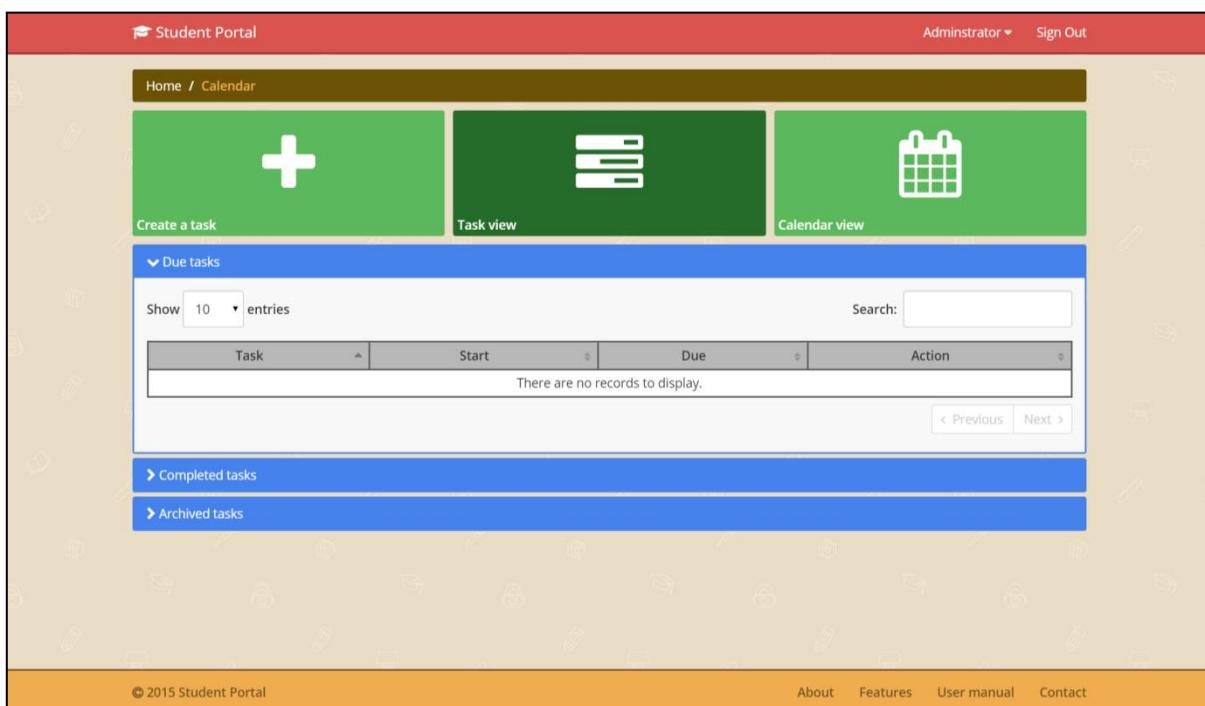
Calendar

How to access the Calendar area

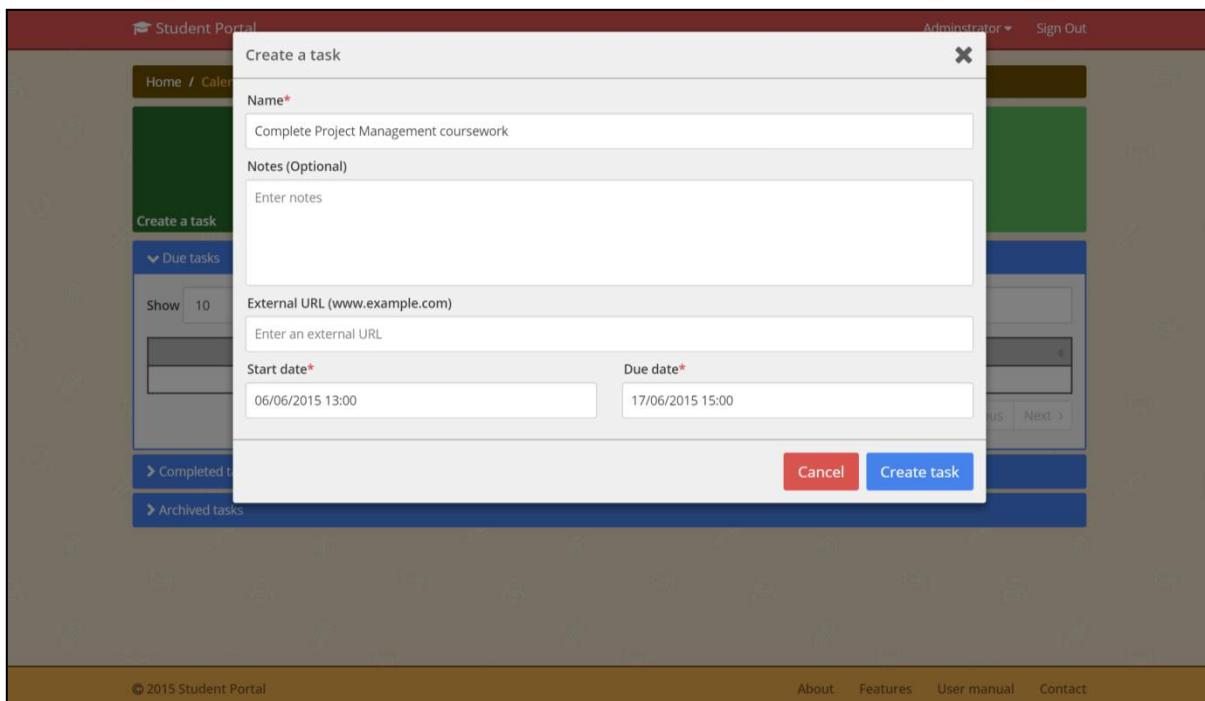
The screenshot shows the 'Student Portal' home page. At the top, there's a red header bar with the title 'Student Portal' and user options like 'Administrator' and 'Sign Out'. Below the header is a grid of tiles. One tile in the top-left corner is labeled 'Timetable' and features a large clock icon. Other tiles include 'Exams' (pencil icon), 'Results' (trophy icon), 'Transport' (train icon), 'Library' (book icon), 'Calendar' (calendar icon), 'University Map' (location pin icon), 'Events' (camera icon), 'Feedback' (checkmark icon), 'Messenger' (speech bubble icon), and 'Account' (user profile icon). At the bottom of the page, there's a footer with links for 'About', 'Features', 'User manual', and 'Contact', along with the URL 'https://student-portal.co.uk/calendar/'.

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.

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

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

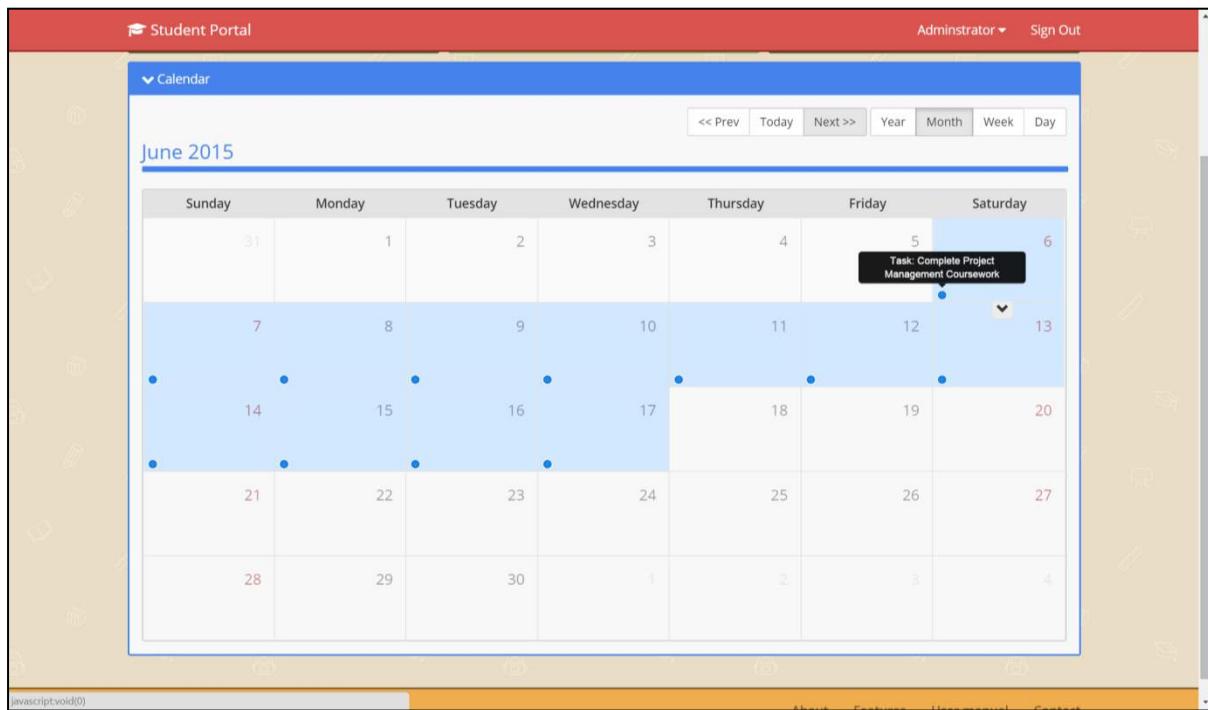
Below the table, there are links for "Completed tasks" and "Archived tasks". At the bottom of the page, there's a footer with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

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

How to check due tasks using the Calendar

This screenshot is identical to the one above it, showing the "Calendar view" section of the Student Portal. It displays the same "Due tasks" table with the single entry for "Complete Project Management coursework". The "Action" column for this task also contains a "Complete" button.

1. Click on the “Calendar view” tile.

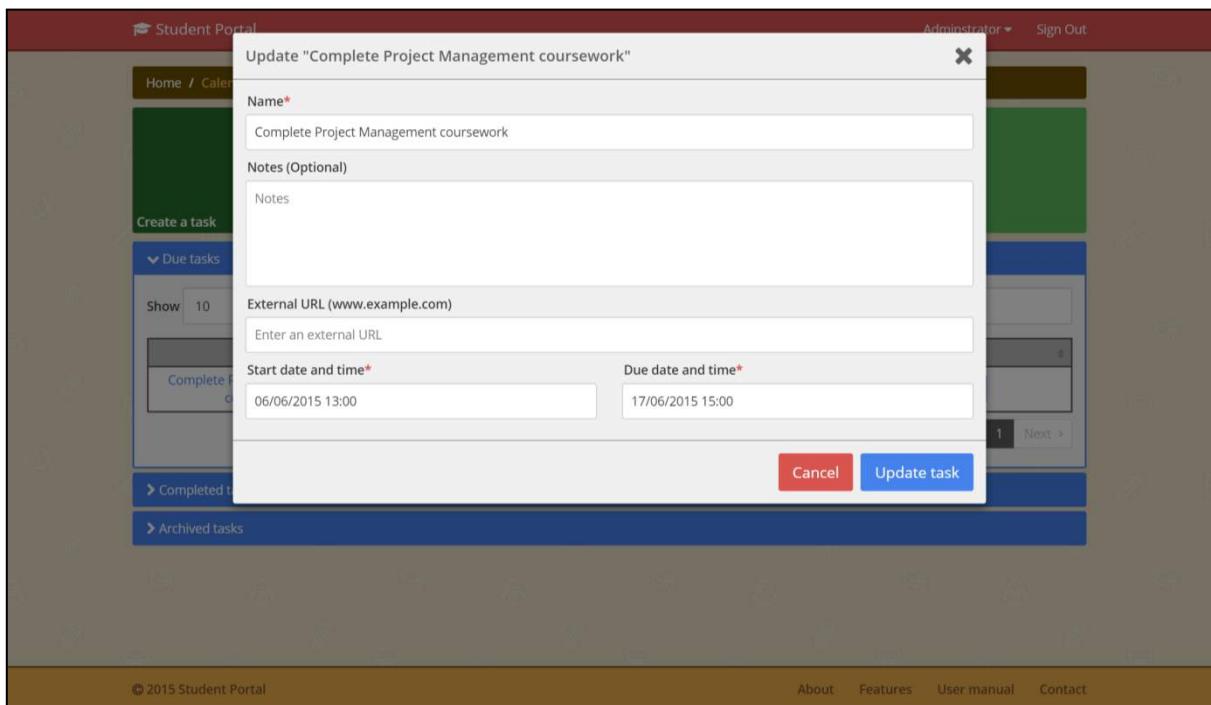


- Tasks will be represented by a blue circle on the Calendar. You can navigate through the year, month, week and day views using the buttons provided at the top of the calendar.

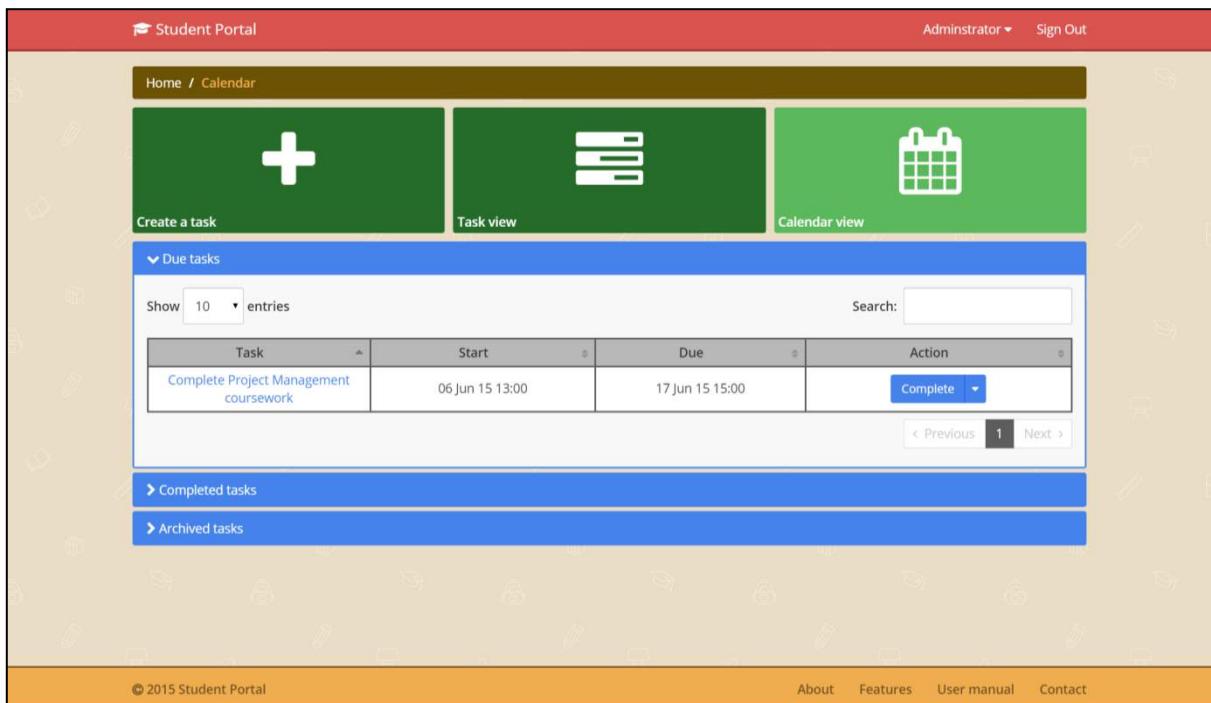
How to update a task

Task	Start	Due	Action
Complete Project Management coursework	06 Jun 15 13:00	17 Jun 15 15:00	Complete ▾ Update Archive Delete

- 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.
- Click on the “Update” button next to a specific task.

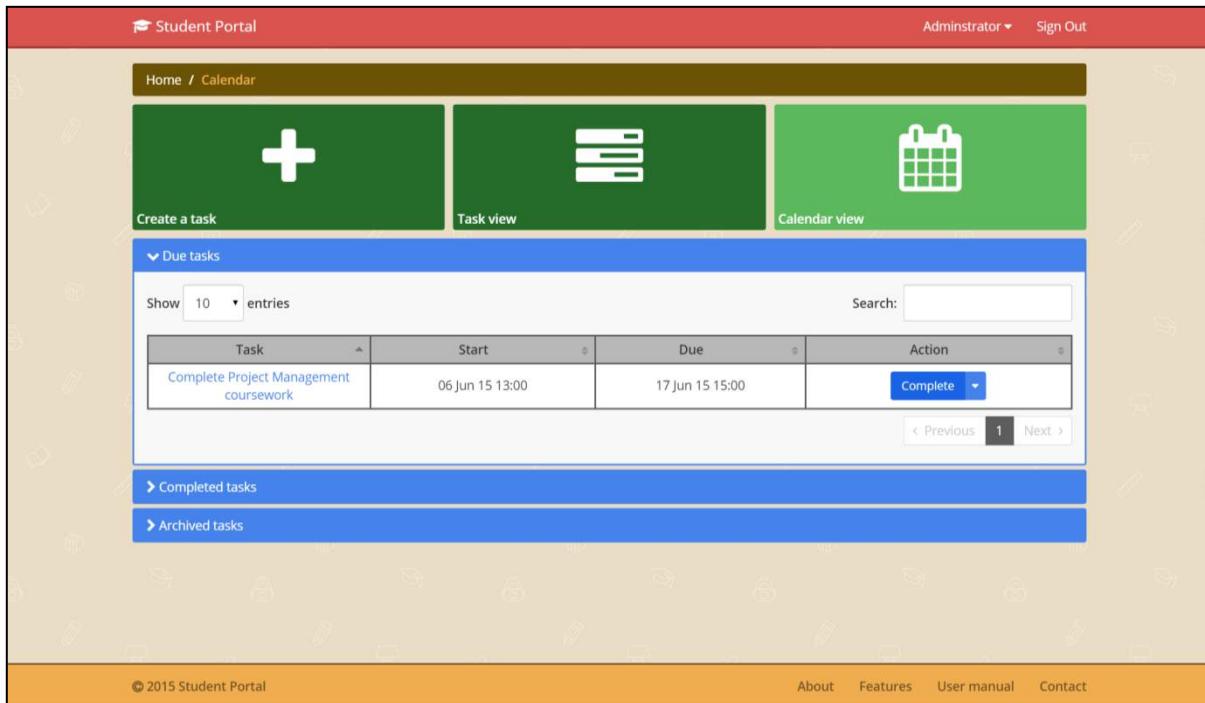


3. A form will appear.
4. Update the desired fields.
5. Click on the “Update task” button.



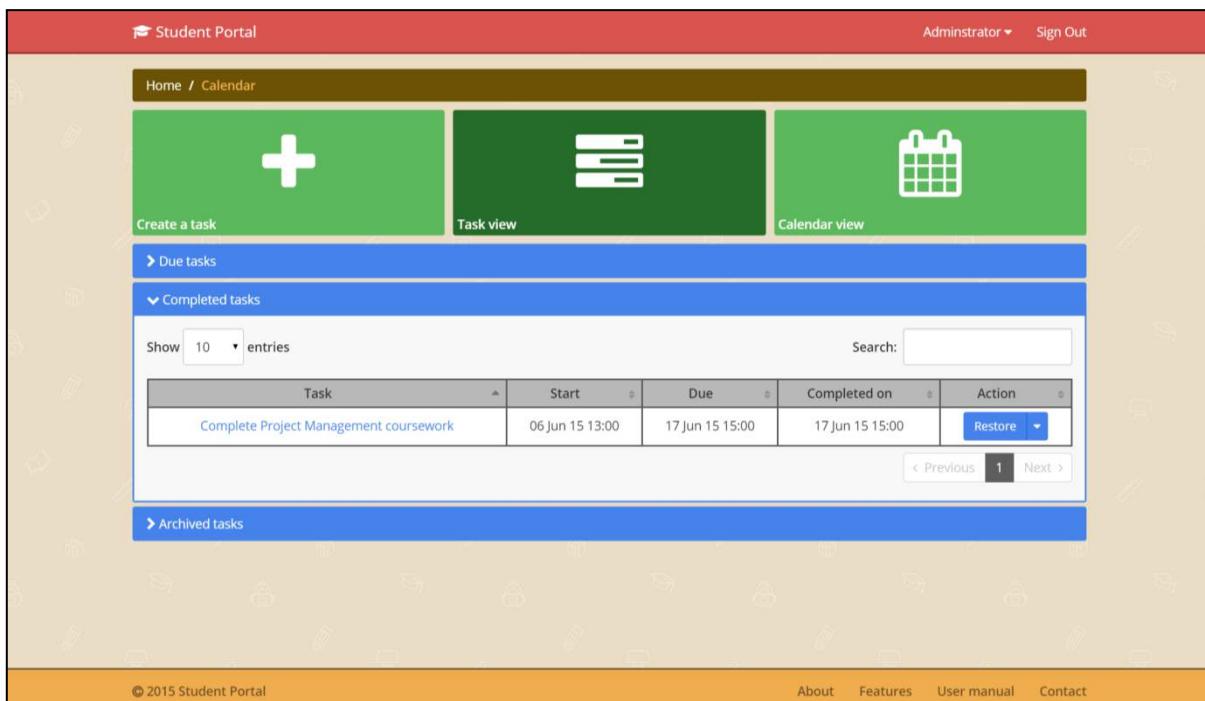
6. The prompt will disappear and the task will be updated.

How to complete a task



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with "Home / Calendar". On the left, there are three green buttons: "Create a task" (with a plus sign icon), "Task view" (with a list icon), and "Calendar view" (with a calendar icon). The main content area has a blue header "Due tasks" with a dropdown arrow. Below it is a table showing one task: "Complete Project Management coursework" with start date "06 Jun 15 13:00", due date "17 Jun 15 15:00", and an "Action" column with a "Complete" button. There are also "Search" and "Show 10 entries" buttons. Below the table are links for "Completed tasks" and "Archived tasks". At the bottom of the page is an orange footer bar with copyright information and links to "About", "Features", "User manual", and "Contact".

1. There will be a panel named “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.



This screenshot shows the same Student Portal interface as the previous one, but with a different focus. The "Completed tasks" panel is now expanded, indicated by a dropdown arrow. It contains a table with one row for the task "Complete Project Management coursework", which now includes a "Completed on" column showing "17 Jun 15 15:00" and an "Action" column with a "Restore" button. The other panels ("Due tasks", "Task view", "Calendar view") are still present but not the primary focus. The footer is identical to the first screenshot.

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

How to archive a task

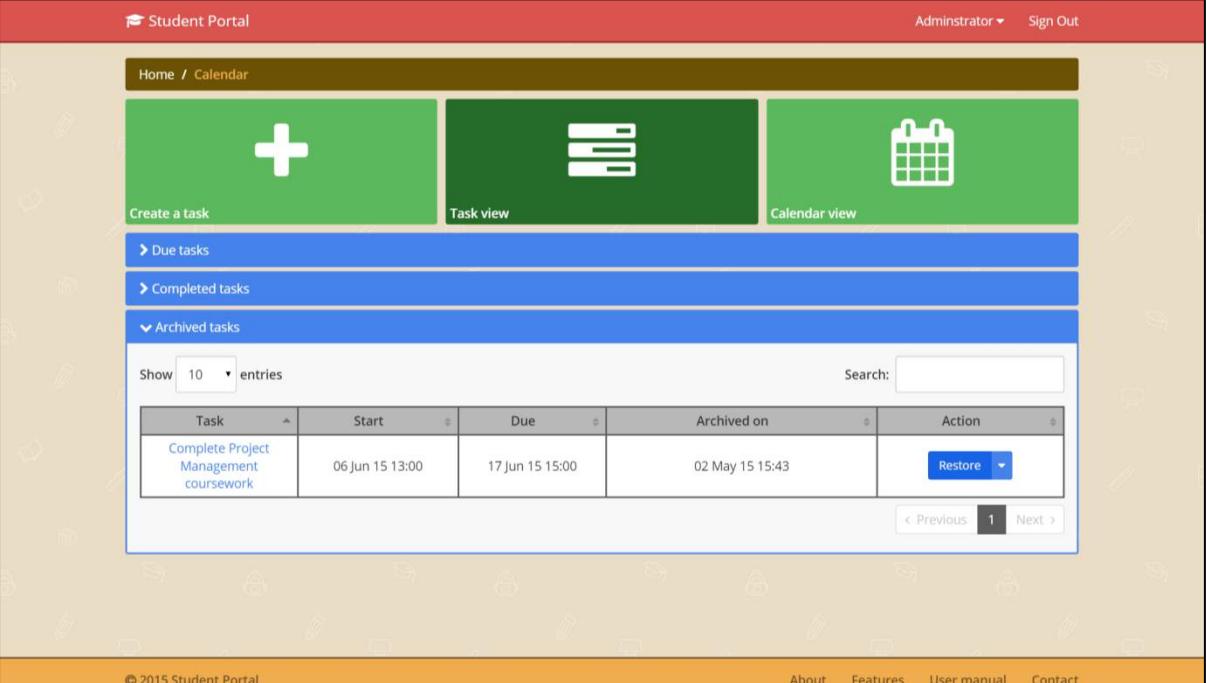
The screenshot shows the Student Portal interface. At the top, there's a red header bar with 'Student Portal', 'Administrator', and 'Sign Out'. Below it is a navigation bar with 'Home / Calendar'. There are three main buttons: 'Create a task' (green with a plus sign), 'Task view' (dark green with a list icon), and 'Calendar view' (light green with a calendar icon). The main content area has a blue header 'Due tasks' with a dropdown showing 'Show 10 entries' and a search bar. A table lists a single task: 'Complete Project Management coursework' with start date '06 Jun 15 13:00', due date '17 Jun 15 15:00', and an 'Action' column containing 'Complete', 'Update', 'Archive', and 'Delete'. A context menu is open over the 'Archive' option. Below the table are links for 'Completed tasks' and 'Archived tasks'. At the bottom, there's an orange footer bar with '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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

This screenshot shows the same Student Portal interface as the previous one, but with a different state. The 'Due tasks' panel is now collapsed, indicated by a minus sign icon. The 'Archived tasks' panel is expanded, indicated by a plus sign icon. It contains a table with one row for the previously listed task, showing additional columns: 'Archived on' (02 May 15 15:41) and 'Action' (with a 'Restore' option). The footer bar at the bottom is identical to the first screenshot.

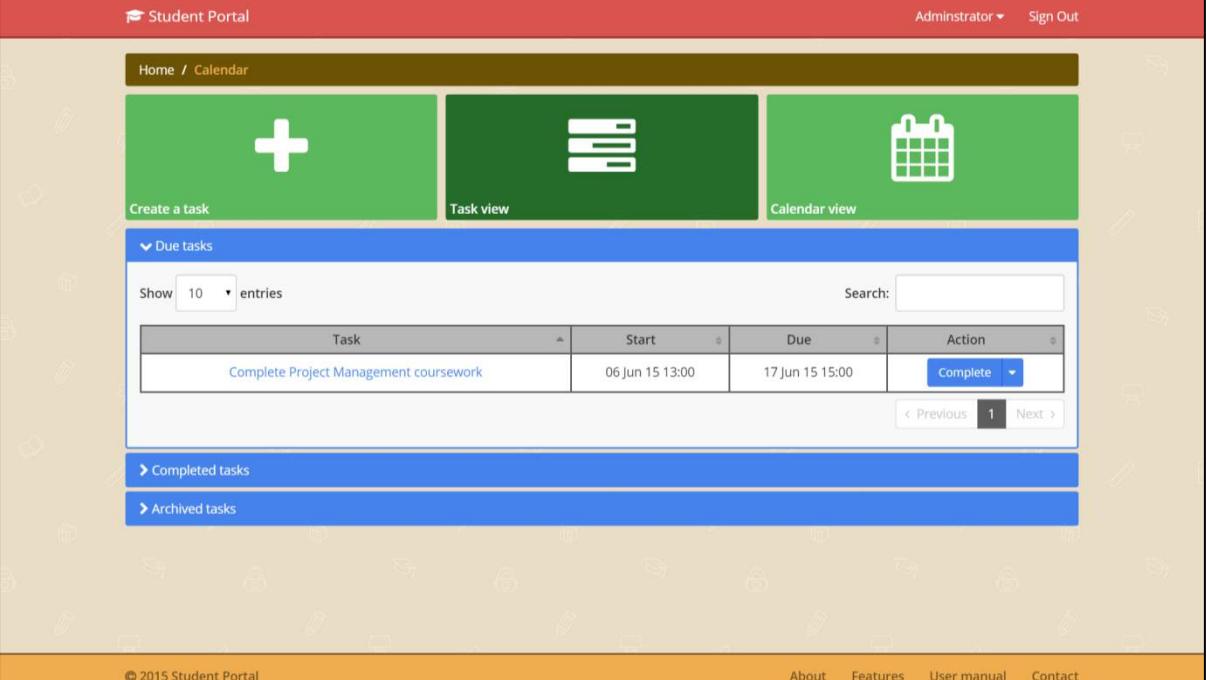
3. The book will disappear from the “Due tasks” panel, and instead will be visible within the “Archived tasks” panel.

How to restore a task



The screenshot shows the Student Portal interface. At the top, there's a red header bar with 'Student Portal', 'Administrator', and 'Sign Out'. Below it is a navigation bar with 'Home / Calendar'. There are three main buttons: 'Create a task' (green with a plus sign), 'Task view' (dark green with a list icon), and 'Calendar view' (light green with a calendar icon). The main content area has a blue sidebar on the left with sections for 'Due tasks', 'Completed tasks', and 'Archived tasks'. The 'Archived tasks' section is expanded, showing a table with columns: Task, Start, Due, Archived on, and Action. One row is visible: 'Complete Project Management coursework' with start date '06 Jun 15 13:00', due date '17 Jun 15 15:00', archived on '02 May 15 15:43', and an 'Action' button labeled 'Restore'. Below the table are navigation buttons for 'Previous' and 'Next'. At the bottom of the page is an orange footer bar with '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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



This screenshot shows the same Student Portal interface as the previous one, but the 'Completed tasks' panel is now expanded and contains a single task: 'Complete Project Management coursework'. The 'Action' column for this task has been changed from 'Restore' to 'Complete'. The other panels ('Due tasks' and 'Archived tasks') remain collapsed. The rest of the interface, including the footer, is identical to the first screenshot.

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

How to delete a task

The screenshot shows the 'Student Portal' interface with a red header bar containing 'Student Portal', 'Administrator', and 'Sign Out'. Below the header is a navigation bar with 'Home / Calendar'. The main area features three green buttons: 'Create a task' (with a plus sign), 'Task view' (with a list icon), and 'Calendar view' (with a calendar icon). A blue sidebar on the left lists 'Due tasks', 'Completed tasks', and 'Archived tasks'. Under 'Due tasks', a table shows one entry: 'Complete Project Management coursework' due on '17 Jun 15 15:00'. A context menu is open over this entry, showing options: 'Complete', 'Update', 'Archive', and 'Delete'. The bottom of the screen includes a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

The screenshot shows the 'Student Portal' interface with a dark brown header bar containing 'Student Portal', 'Administrator', and 'Sign Out'. Below the header is a navigation bar with 'Home / Calendar'. The main area features three green buttons: 'Create a task' (with a plus sign), 'Task view' (with a list icon), and 'Calendar view' (with a calendar icon). A yellow modal dialog box titled 'Delete task?' is centered on the screen, asking 'Are you sure you want to delete "Complete Project Management coursework"?'. It has 'Delete' and 'Cancel' buttons. The background shows the 'Completed tasks' section of the calendar, which lists the same task with its details: 'Complete Project Management coursework' due on '17 Jun 15 15:00'. The bottom of the screen includes a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

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

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

University Map

How to access the University map area

The screenshot shows the Student Portal's home page. At the top, there is a red header bar with the 'Student Portal' logo, 'Administrator' dropdown, and 'Sign Out' link. Below the header is a grid of tiles. The 'University Map' tile, located in the third row, second column from the left, is highlighted with a dark green background. Other tiles include 'Timetable' (large green tile with a clock icon), 'Exams', 'Results', 'Transport', 'Library', 'Calendar', 'Events', 'Feedback', 'Messenger', and 'Account'. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

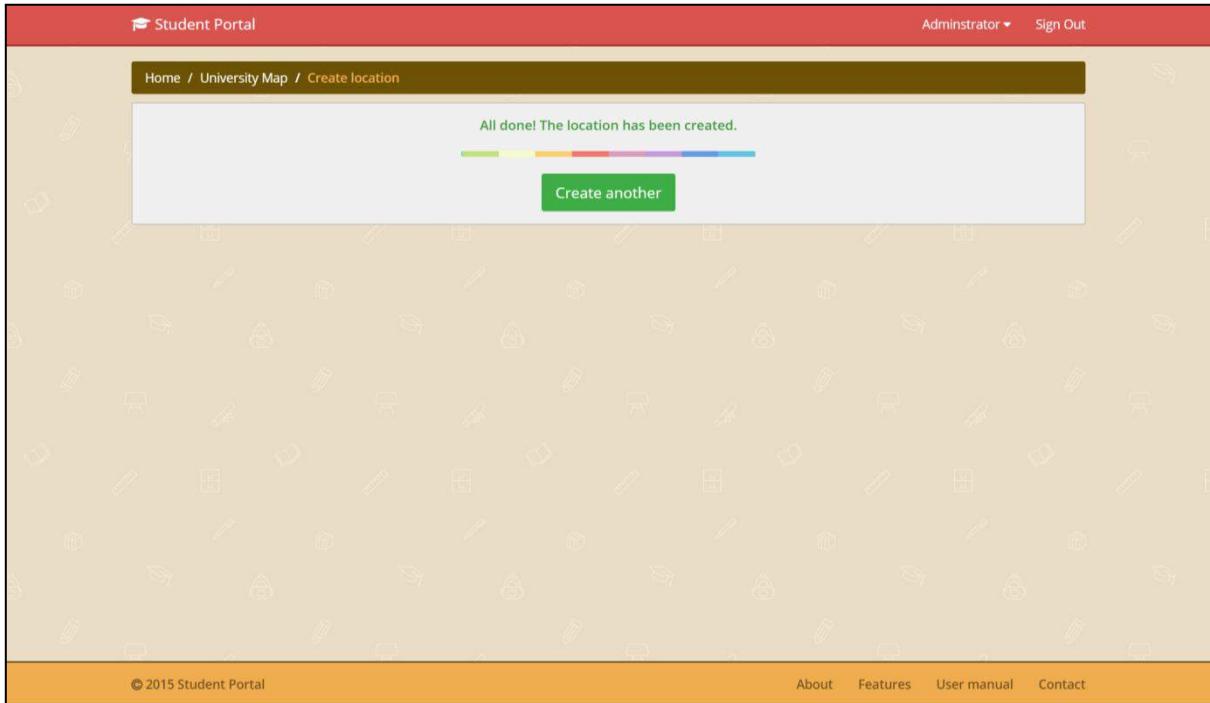
How to create a location

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark green navigation bar with 'Home / University map' and a 'Create location' button. A blue sidebar on the left contains a 'Active locations' section with a dropdown menu, a search bar, and a table header for 'Location', 'Latitude', 'Longitude', 'Category', and 'Action'. The main content area below the sidebar displays a message: 'There are no records to display.' At the bottom, there's a footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Create location” button.

The screenshot shows the 'Student Portal' interface, similar to the previous one but with a different URL in the address bar: 'https://student-portal.co.uk/admin/create-location/'. The main content area now displays a 'Create location' form. It includes fields for 'Name*' (containing 'Innovation Building library'), 'Notes' (with placeholder 'Enter notes'), 'URL' (with placeholder 'Enter a URL'), 'Latitude*' (containing '51.530900') and 'Longitude*' (containing '-0.1222561'), 'Category*' (containing 'Student centre'), and a color-coded progress bar at the bottom. A blue 'Create location' button is centered at the bottom of the form.

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

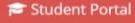


5. A confirmation message will appear on the screen confirming the action has been completed.

How to update a location

A screenshot of the Student Portal interface, similar to the previous one but showing a different section. The top navigation and footer are identical. The main content area now features a "Create location" button in a green box. Below it is a panel titled "Active locations" which is currently expanded. This panel includes a search bar with the text "Innovation building libra" and a table with columns: Location, Latitude, Longitude, Category, and Action. There is one entry in the table: "Innovation Building library" with coordinates 51.530900, -0.122561, and category "Building". To the right of the table is a blue "Update" button with a dropdown arrow. At the bottom of the "Active locations" panel, there are "Previous" and "Next" navigation buttons. Below this panel is another one titled "Inactive locations". The bottom of the screen has the same orange footer bar with "© 2015 Student Portal" and various links.

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

 Student Portal

Administrator ▾ Sign Out

Home / University Map / Create location

Name*
Innovation Building library

Notes
Enter notes

URL
Enter a URL

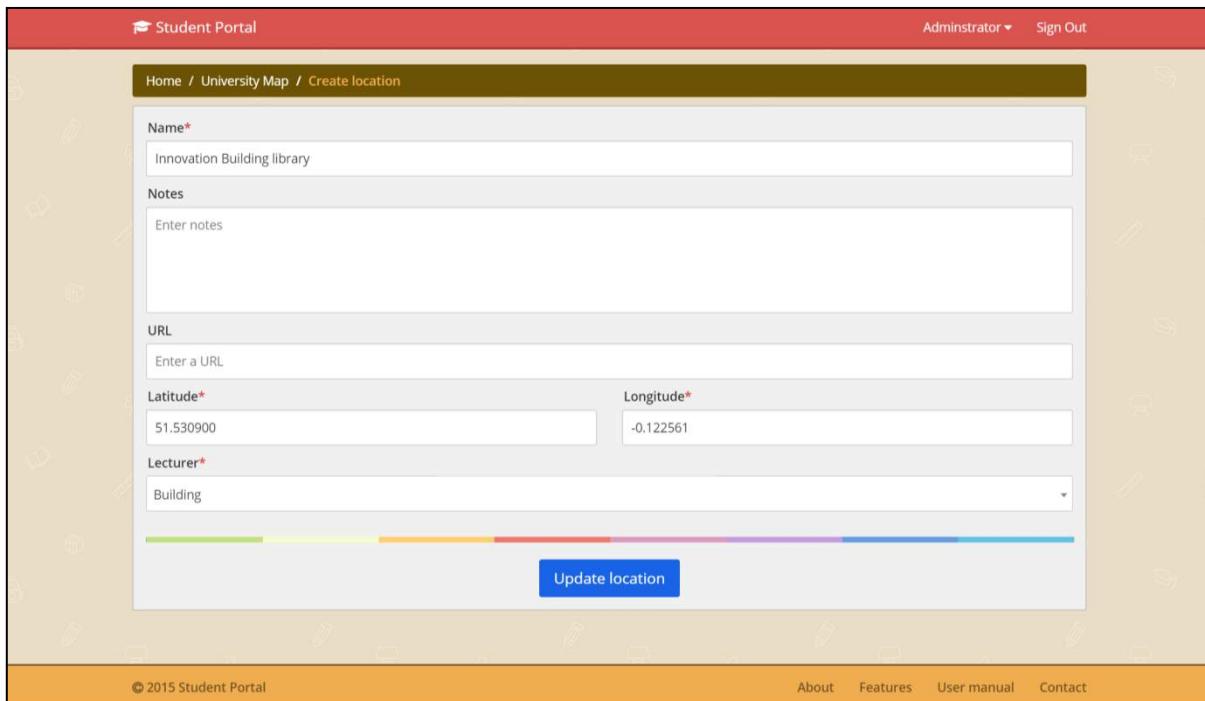
Latitude*
51.530900

Longitude*
-0.122561

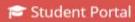
Lecturer*
Building

Update location

© 2015 Student Portal About Features User manual Contact



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

 Student Portal

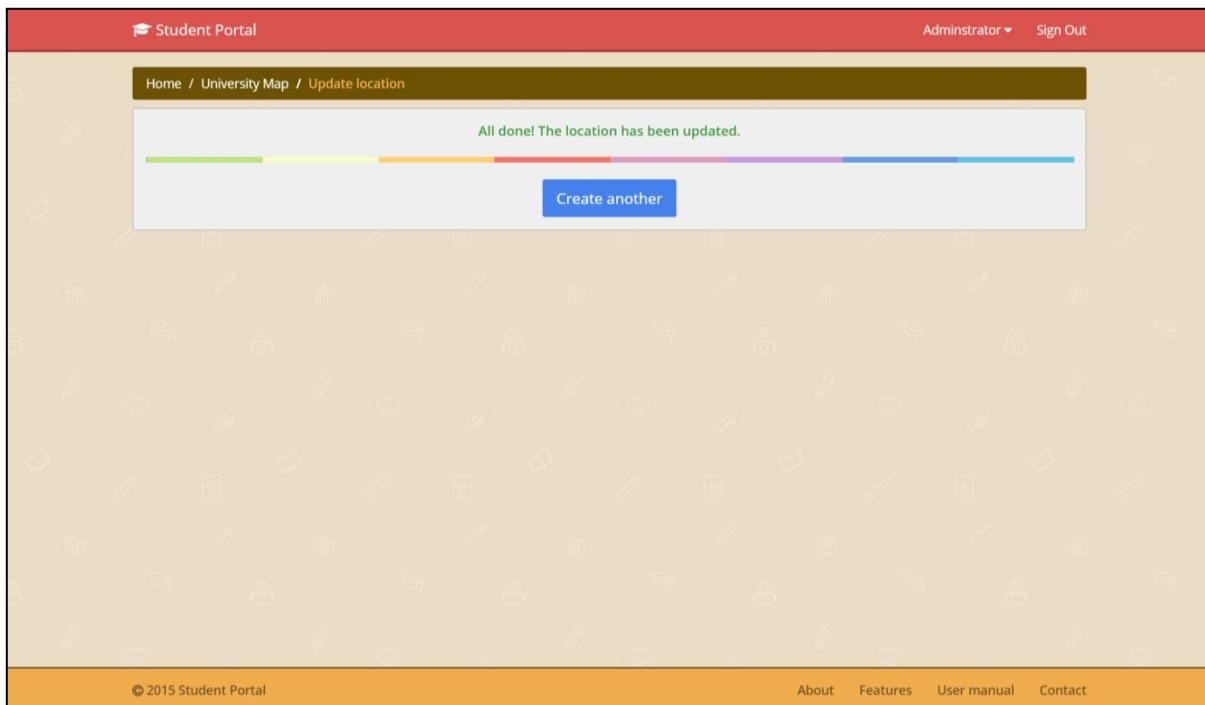
Administrator ▾ Sign Out

Home / University Map / Update location

All done! The location has been updated.

Create another

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

How to deactivate a location

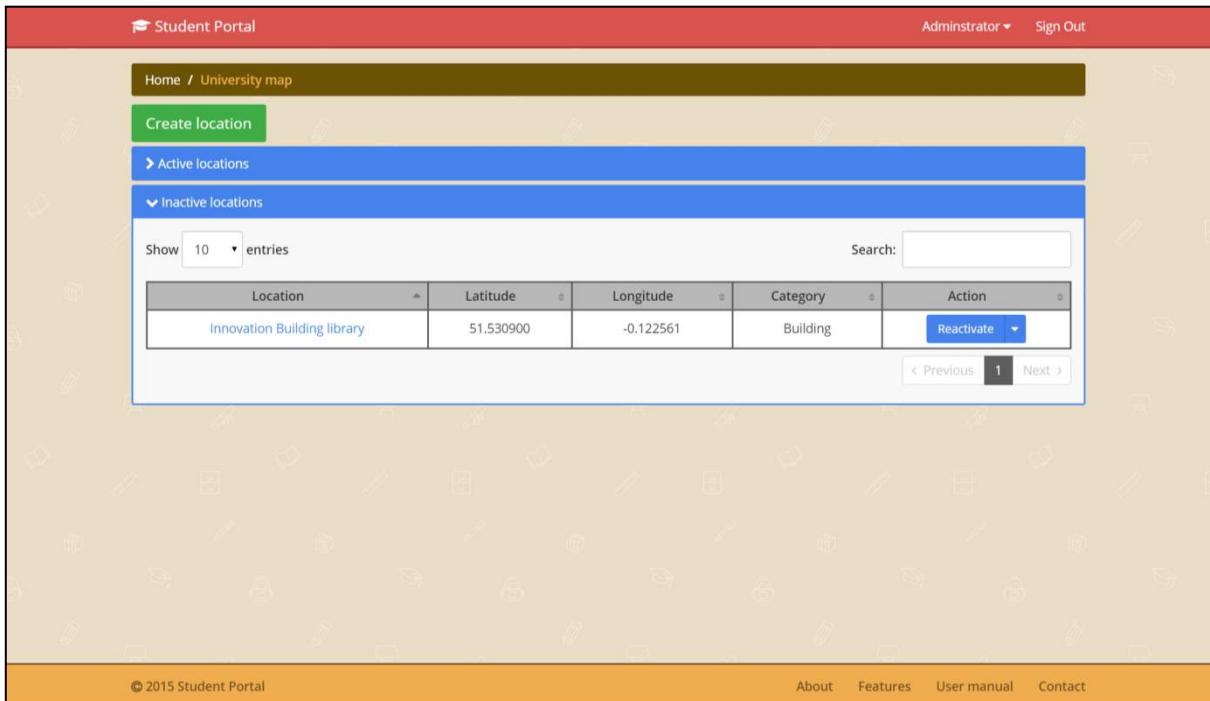
The screenshot shows a web-based student portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with "Home / University map" and a "Create location" button. A blue sidebar on the left contains "Active locations" and "Inactive locations" sections. The main area displays a table of active locations. One row, for "Innovation Building library", has its "Action" column expanded, revealing three options: "Update", "Deactivate", and "Delete". A search bar at the top right contains the text "Innovation building libra". The footer of the page includes copyright information ("© 2015 Student Portal") and links to "About", "Features", "User manual", and "Contact".

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

This screenshot shows the same student portal interface after a location has been deactivated. The "Active locations" panel is now empty. The "Inactive locations" panel is expanded, showing the previously listed "Innovation Building library" entry. The "Action" column for this entry now contains a single option: "Reactivate". The rest of the interface, including the header, sidebar, and footer, remains the same as in the first screenshot.

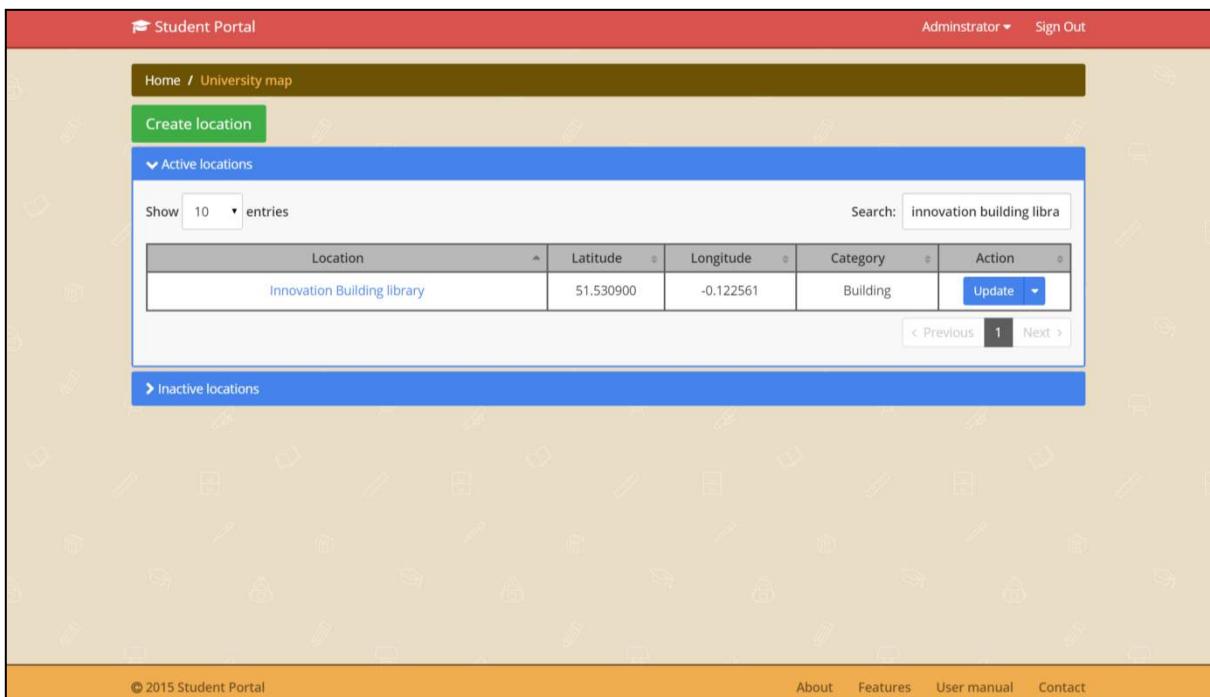
3. The book will disappear from the “Active locations” panel, and instead will be visible within the “Inactive locations” panel.

How to reactivate a location



The screenshot shows a web-based student portal interface. At the top, there's a red header bar with the text "Student Portal" and "Administrator" with a dropdown arrow. On the right side of the header, there are "Sign Out" and other navigation links. Below the header is a dark brown navigation bar with "Home / University map" and "Create location" buttons. A blue sidebar on the left contains "Active locations" and "Inactive locations" sections. The "Inactive locations" section is collapsed by default, indicated by a downward arrow icon. It has a search bar and a table with columns: Location, Latitude, Longitude, Category, and Action. One entry is visible: "Innovation Building library" with coordinates 51.530900, -0.122561, categorized as "Building", and an "Action" button labeled "Reactivate". Below the table are "Previous" and "Next" navigation buttons. At the bottom of the page, there's an orange footer bar with copyright information ("© 2015 Student Portal") and links to "About", "Features", "User manual", and "Contact".

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



This screenshot shows the same student portal interface after the action from the previous step. The "Inactive locations" panel is now collapsed, and the "Active locations" panel is expanded, indicated by an upward arrow icon. The search bar now contains the text "innovation building libra". The table in the "Active locations" panel shows the same entry as before: "Innovation Building library" with coordinates 51.530900, -0.122561, categorized as "Building", and an "Action" button labeled "Update". The "Previous" and "Next" buttons are still present at the bottom of the table. The rest of the page, including the footer, remains the same as the first screenshot.

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

How to delete a location

The screenshot shows the 'Create location' page of the Student Portal. At the top, there's a red header bar with 'Student Portal' and 'Administrator' / 'Sign Out'. Below it is a navigation bar with 'Home / University map' and a 'Create location' button. A search bar at the top right contains the text 'innovation building libra'. The main area has a blue header 'Active locations' with a dropdown showing 'Show 10 entries'. A table lists one location: 'Innovation Building library' with coordinates '51.530900' and '-0.122561', categorized as 'Building'. To the right of the table is a 'Action' column with a dropdown menu open, showing 'Update', 'Deactivate', and 'Delete'. Below the table is a link 'Inactive locations'.

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

The screenshot shows the 'Create location' page again, but now a yellow confirmation dialog box is overlaid. The dialog is titled 'Delete location?' and contains the question 'Are you sure you want to delete "Innovation Building library"?'. It has two buttons: 'Delete' (in dark brown) and 'Cancel' (in light orange). In the background, the 'Active locations' panel is visible, showing the same table with the 'Innovation Building library' entry. The 'Delete' button in the dialog is highlighted with a blue border.

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

The screenshot shows the 'Create location' page of the Student Portal. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below it is a dark brown navigation bar with 'Home / University map' and a green 'Create location' button. A blue header bar says 'Active locations' with a dropdown arrow. It includes a search bar with 'Search: Innovation building libra', a 'Show 10 entries' dropdown, and a table with columns for Location, Latitude, Longitude, Category, and Action. The table shows 'No matching records found'. Below the table are 'Previous' and 'Next' buttons. A blue footer bar says 'Inactive locations' with a right-pointing arrow.

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

Events

How to access the Events area

The screenshot shows the main home page of the Student Portal. At the top is a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below is a light orange footer bar with the URL 'https://student-portal.co.uk/events/'. The main area features a grid of tiles. The 'Events' tile is highlighted with a green background and white icon. Other tiles include 'Timetable' (clock icon), 'Feedback' (document icon), 'Results' (trophy icon), 'Calendar' (calendar icon), 'Library' (book icon), 'Transport' (bus icon), 'University Map' (location pin icon), 'Messenger' (speech bubble icon), and 'Account' (person icon).

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

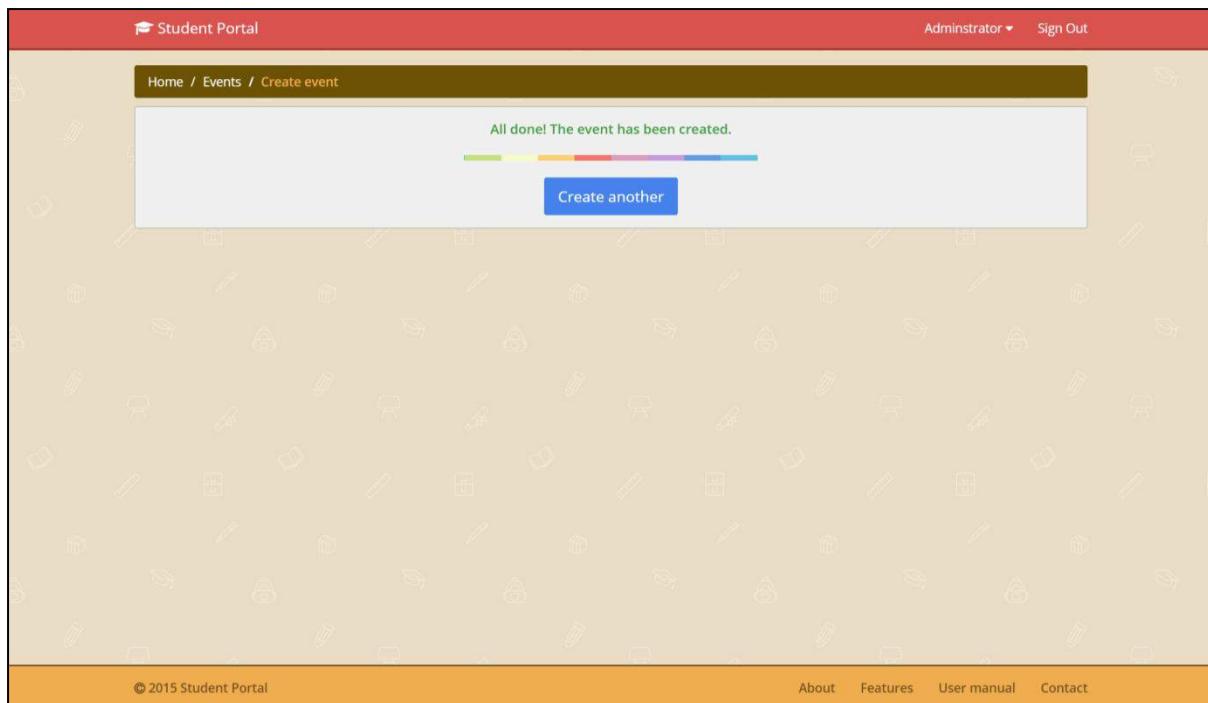
How to create an event

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

1. Click on the Create event button.

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

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

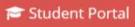


5. A confirmation message will appear on the screen confirming the action has been completed.

How to update an event

A screenshot of the same student portal interface. The top navigation bar shows "Home / Events" and a green "Create event" button. Below it is a panel titled "Events" which is currently expanded. The panel includes a search bar, a table with columns for Name, From, To, Price (£), Tickets available, and Action, and a "Show 10 entries" dropdown. A single row in the table represents a "Careers event" with details: From "25 May 15 19:00", To "25 May 15 21:00", Price "10.00", Tickets available "300", and an "Update" button. At the bottom of the panel, there's a link "Inactive events". The footer is identical to the first screenshot, with the copyright notice and contact links.

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

 Student Portal

Administrator ▾ Sign Out

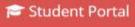
Home / Events / Update event

Name	Careers event		
Notes	Enter notes		
URL	Enter a URL		
From*	25/05/2015 19:00	To*	25/05/2015 21:00
Price (£)*	10.00	Ticket amount*	300
 <input type="button" value="Update event"/>			

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

 Student Portal

Administrator ▾ Sign Out

Home / Events / Update event

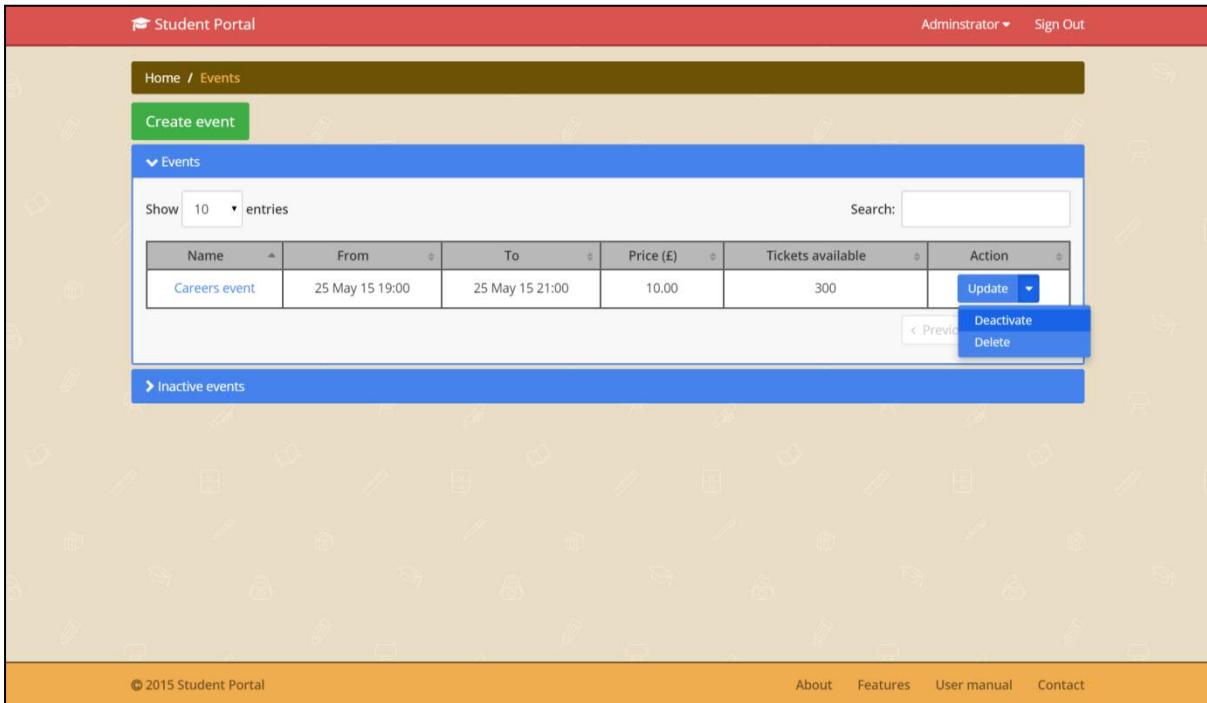
All done! The event has been updated.

© 2015 Student Portal
<https://student-portal.co.uk/home/>

About Features User manual Contact

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

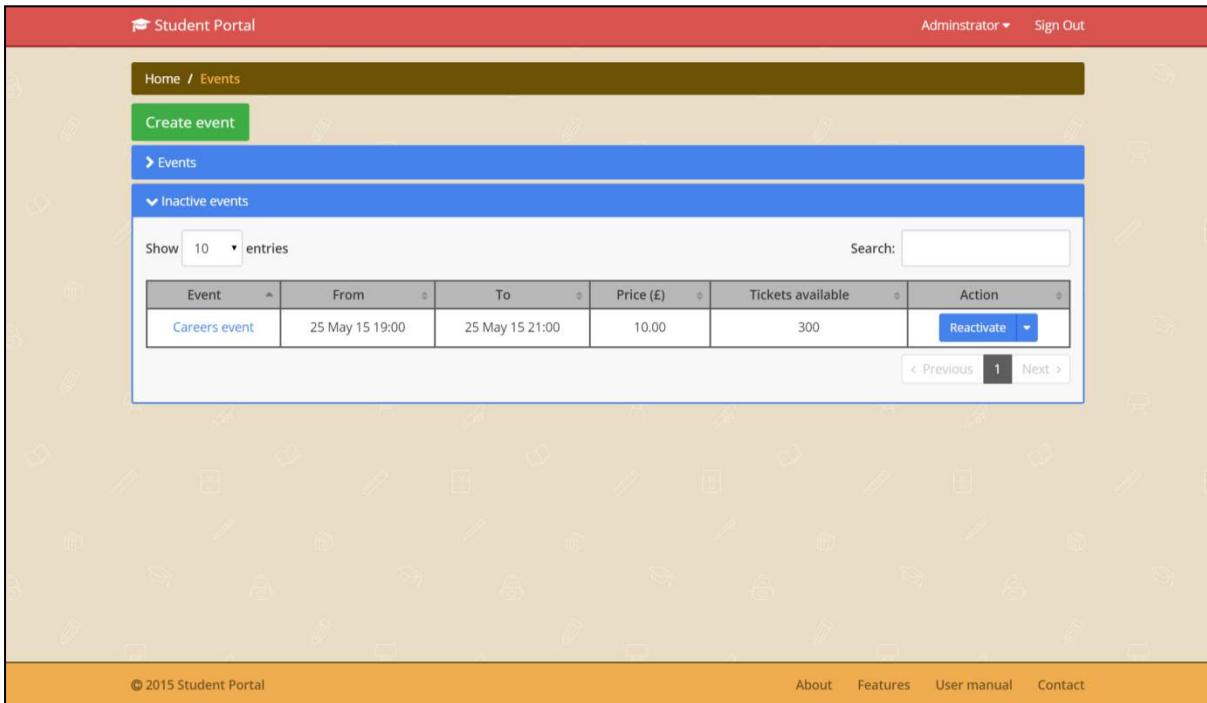
How to deactivate an event



The screenshot shows the 'Events' section of the Student Portal. A table lists an event titled 'Careers event' with details: From 25 May 15 19:00, To 25 May 15 21:00, Price £10.00, and Tickets available 300. To the right of the table is a dropdown menu with 'Update', 'Deactivate', and 'Delete' options. The 'Deactivate' option is highlighted with a blue background.

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

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

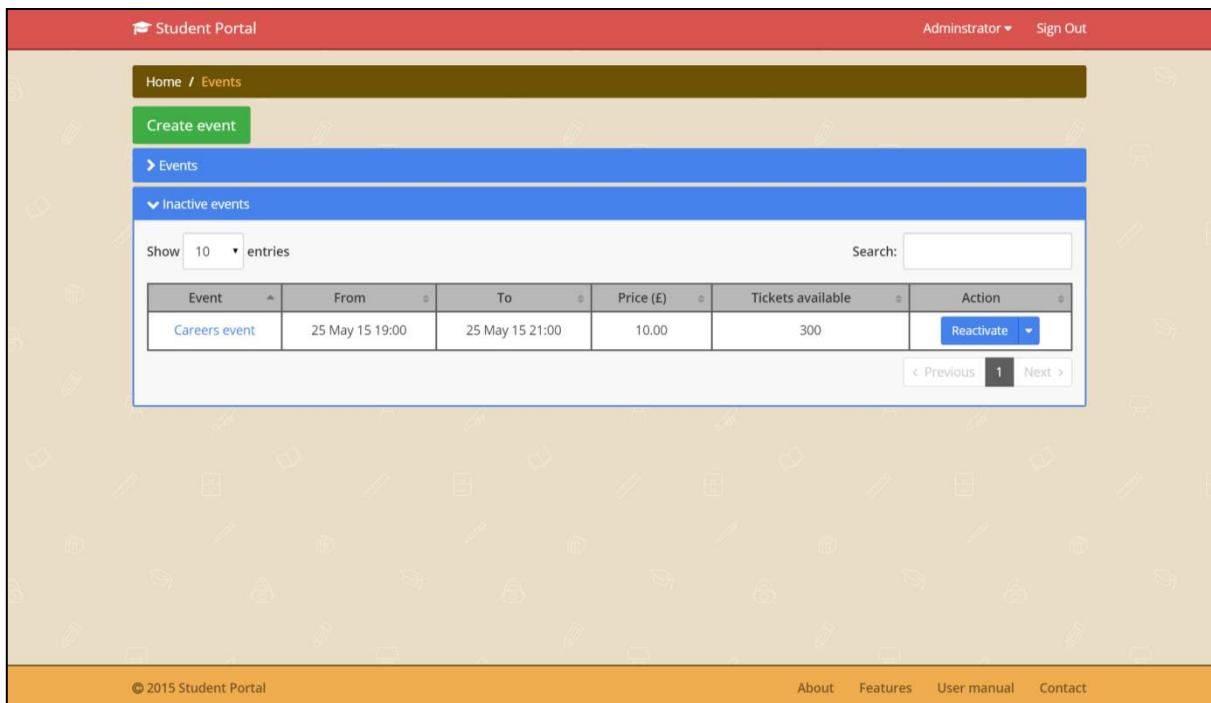


The screenshot shows the 'Events' section of the Student Portal. A table lists an event titled 'Careers event' with details: From 25 May 15 19:00, To 25 May 15 21:00, Price £10.00, and Tickets available 300. To the right of the table is a dropdown menu with 'Reactivate', 'Deactivate', and 'Delete' options. The 'Reactivate' option is highlighted with a blue background.

Event	From	To	Price (£)	Tickets available	Action
Careers event	25 May 15 19:00	25 May 15 21:00	10.00	300	Reactivate Deactivate Delete

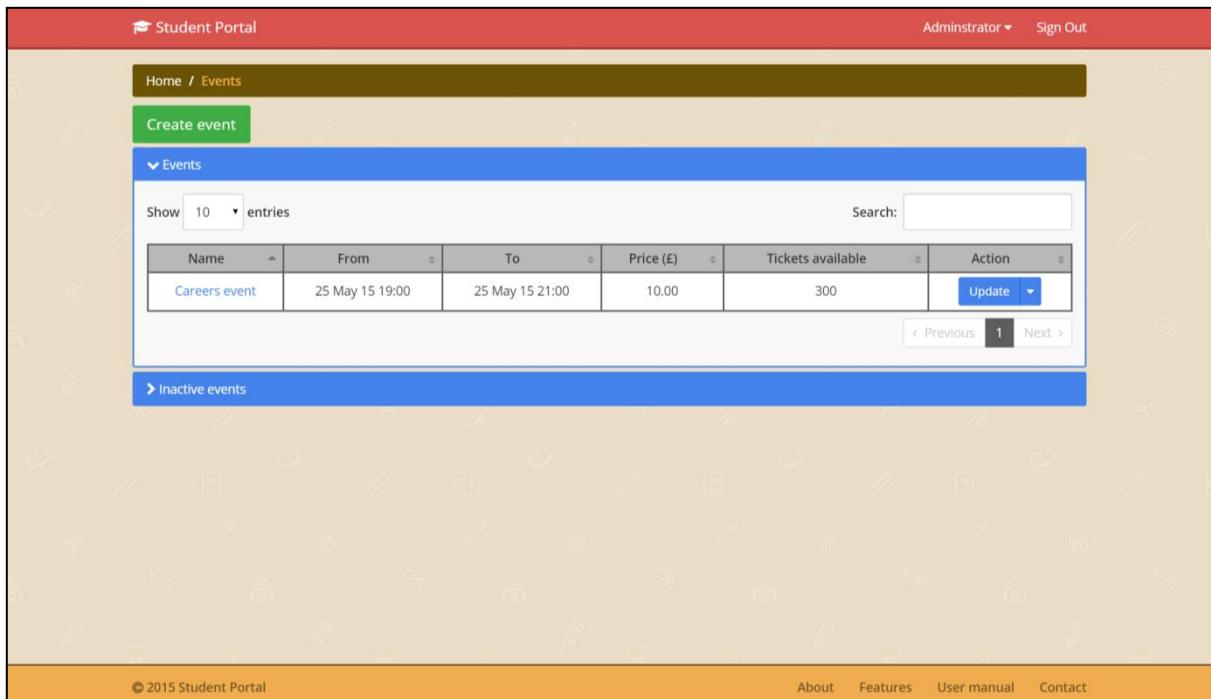
3. The book will disappear from the “Active locations” panel, and instead will be visible within the “Inactive locations” panel.

How to reactivate an event



The screenshot shows the Student Portal interface. At the top, there is a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below the header is a navigation bar with "Home / Events", "Create event", and a dropdown menu "Events" which is expanded to show "Inactive events". A search bar and a "Show 10 entries" button are also present. The main content area displays a table with columns: Event, From, To, Price (£), Tickets available, and Action. The table contains one row for a "Careers event" from May 15, 19:00 to 21:00, priced at 10.00 with 300 tickets available. The "Action" column for this row contains a blue "Reactivate" button. At the bottom of the table are navigation buttons for "Previous", "1", and "Next".

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.



This screenshot shows the same Student Portal interface as the previous one, but with a key difference: the "Inactive events" panel has been collapsed, and the "Active events" panel is now expanded. The "Events" dropdown menu in the navigation bar is now collapsed. The main content area shows the same table as before, but the "Action" column for the "Careers event" now contains a blue "Update" button instead of a "Reactivate" button. The rest of the interface, including the footer with copyright information and navigation links, remains the same.

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

How to delete an event

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

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

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

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

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

The screenshot shows the 'Events' section of the Student Portal. At the top, there's a green 'Create event' button. Below it is a blue header bar with the text 'Events'. A search bar is present with the placeholder 'Search:'. Underneath is a table with columns for 'Name', 'From', 'To', 'Price (£)', 'Tickets available', and 'Action'. A message 'There are no records to display.' is centered in the table area. At the bottom of the page, there's a blue bar with the text 'Inactive events'.

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

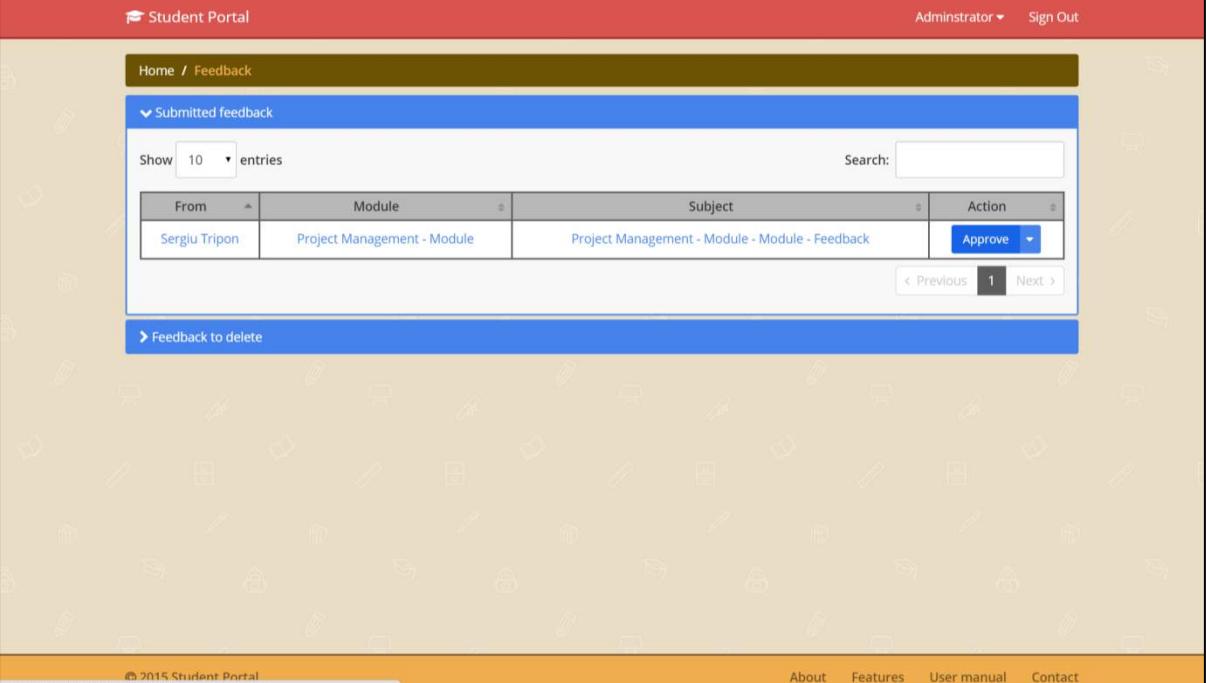
Feedback

How to access the Feedback area

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

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

How to approve feedback

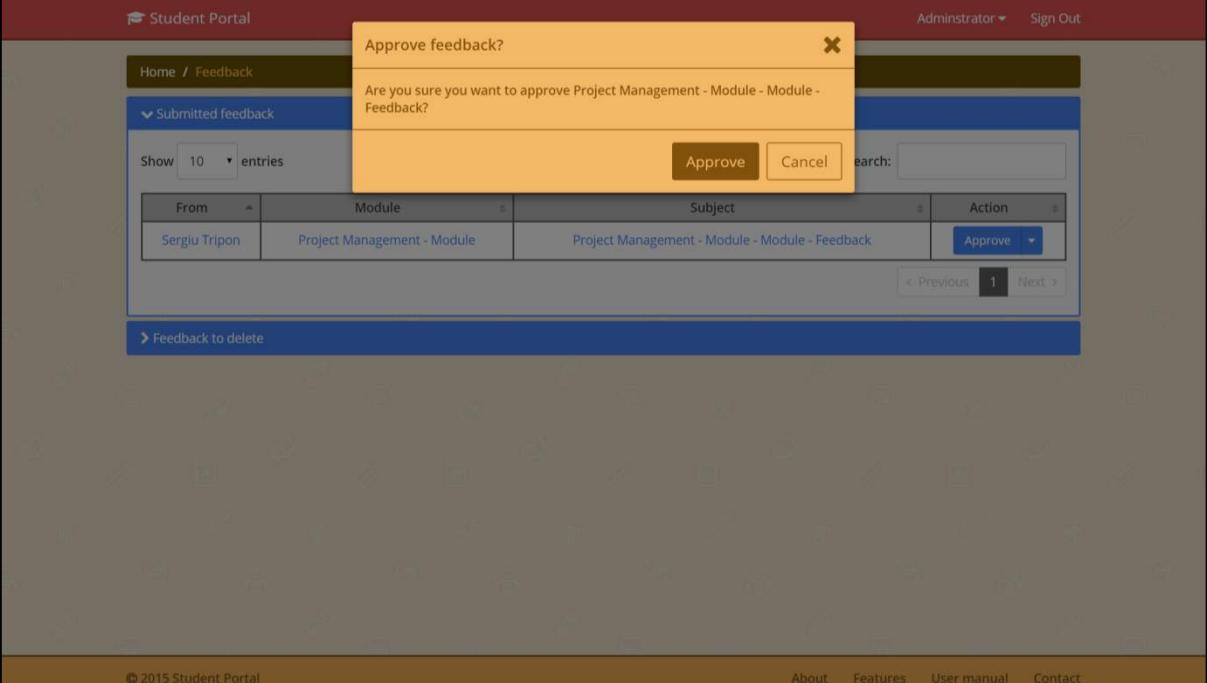


The screenshot shows the 'Submitted feedback' section of the Student Portal. At the top, there is a search bar and a dropdown menu for 'Administrator'. Below the header, a table lists one feedback entry:

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

At the bottom of the list, there is a link labeled 'Feedback to delete'.

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.



The screenshot shows a confirmation dialog box titled 'Approve feedback?' with the message 'Are you sure you want to approve Project Management - Module - Module - Feedback?'. The dialog has two buttons: 'Approve' (highlighted in orange) and 'Cancel'.

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.

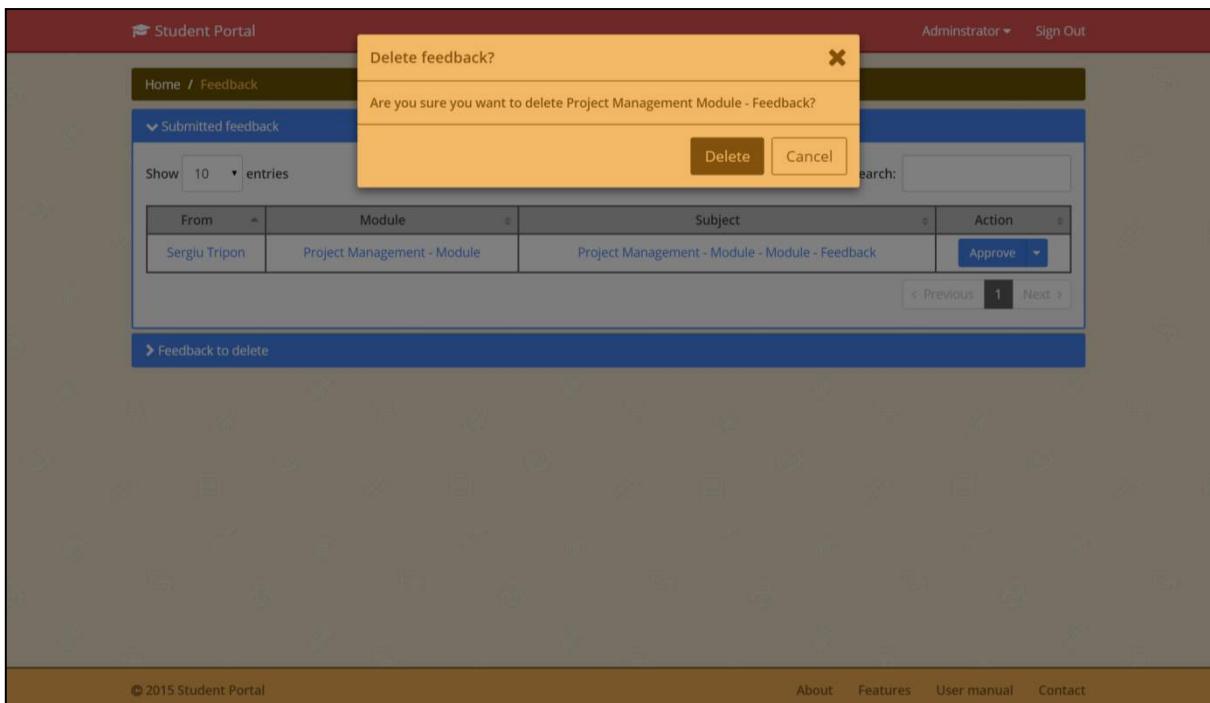
The screenshot shows the 'Submitted feedback' section of the Student Portal. At the top, there's a navigation bar with 'Administrator' and 'Sign Out'. Below it is a breadcrumb trail 'Home / Feedback'. A dropdown menu 'Submitted feedback' is open. A search bar and a 'Show 10 entries' button are present. The main area contains a table with columns 'From', 'Module', 'Subject', and 'Action'. The table is currently empty, showing the message 'There are no records to display.' At the bottom of the table area is a link 'Feedback to delete'.

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

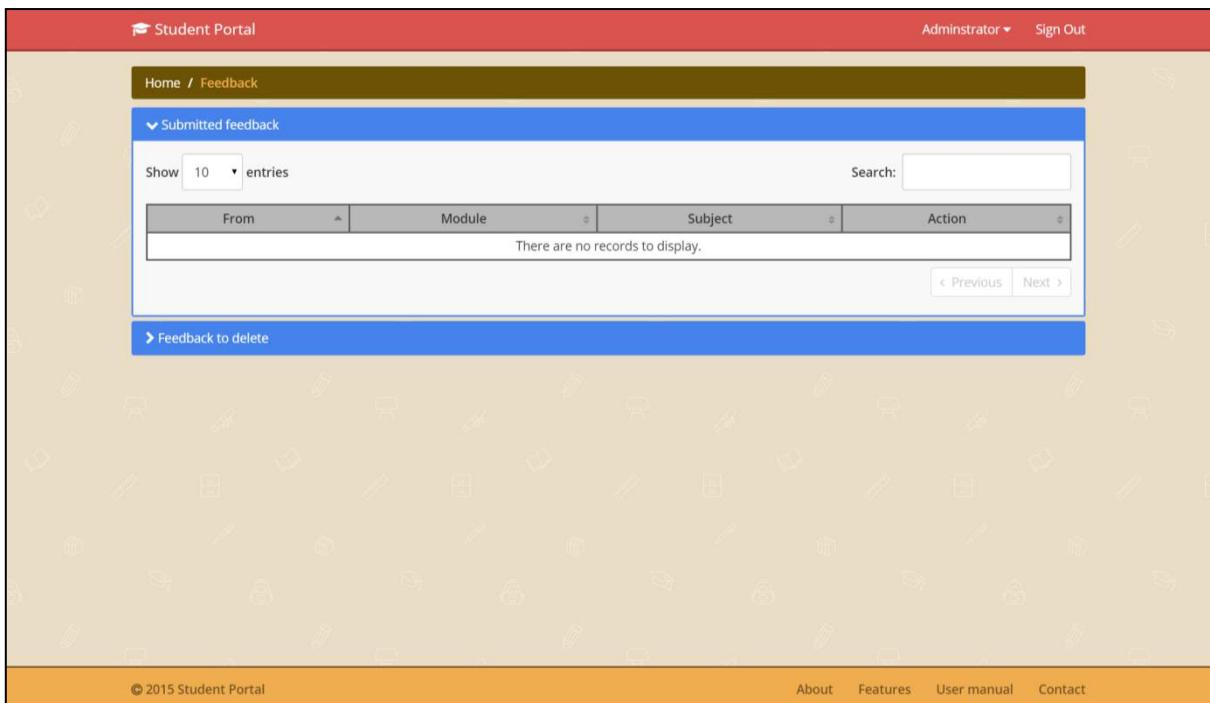
How to delete feedback

The screenshot shows the 'Submitted feedback' section of the Student Portal. The table now has one row. The 'From' column shows 'Sergiu Tripon', the 'Module' column shows 'Project Management - Module', and the 'Subject' column shows 'Project Management - Module - Module - Feedback'. To the right of the subject, there is an 'Action' column with a dropdown menu. The 'Delete' option in this menu is highlighted with a blue box. At the bottom of the table area is a link 'Feedback to delete'.

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



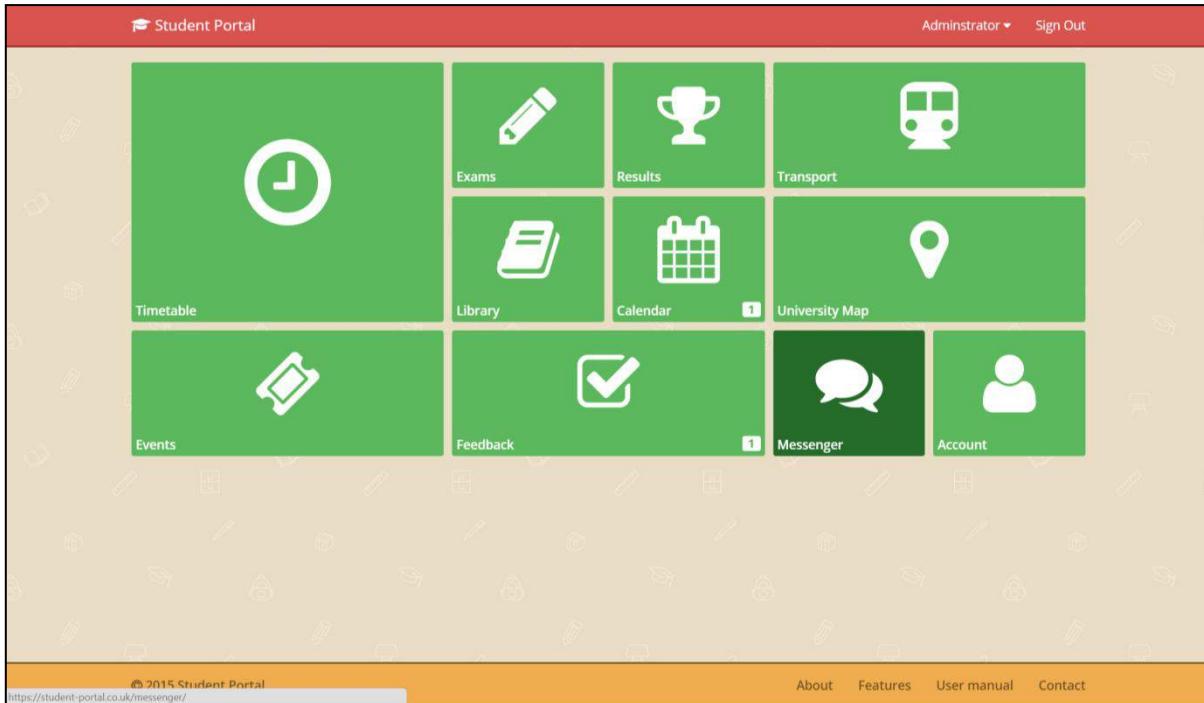
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the feedback, click on the “Delete”. If you don’t want to delete the location, click on the “Cancel” button.



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

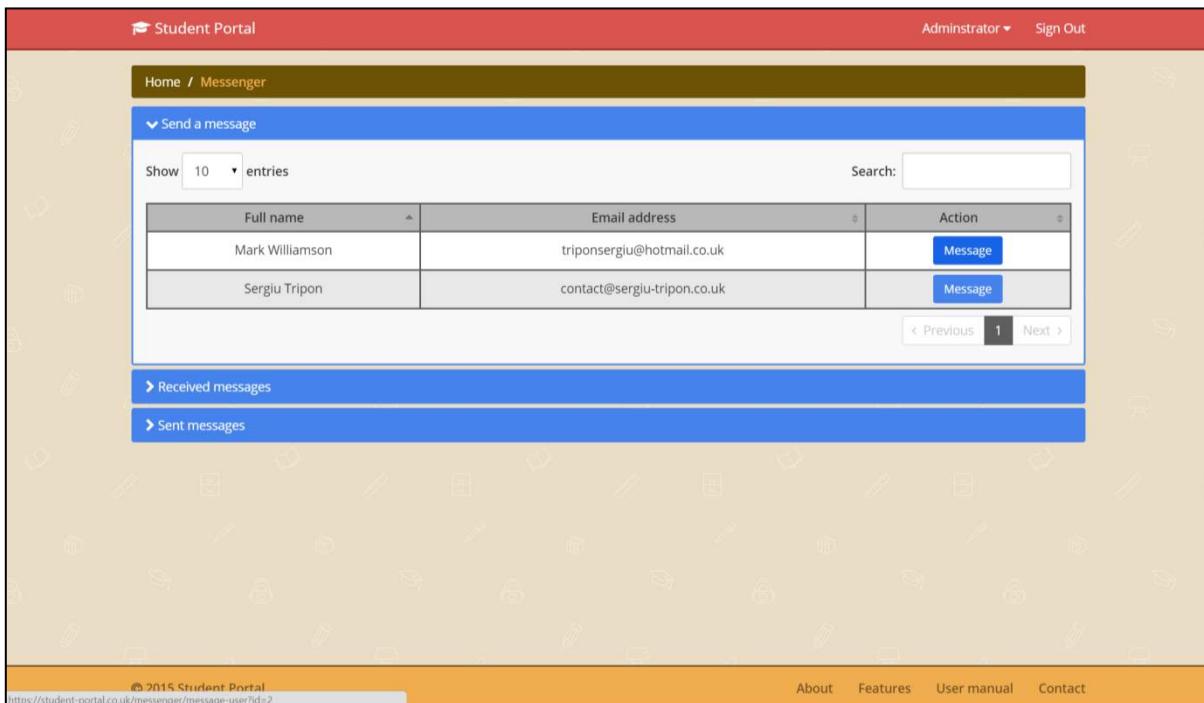
Messenger

How to access the Messenger area



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

How to send a message



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

 Student Portal

Administrator ▾ Sign Out

Home / Messenger / Send a message

From

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

To

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

Subject*

University ID

Message*

Your ID is ready to collect from the Programmes office.

Message user

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

 Student Portal

Administrator ▾ Sign Out

Home / Messenger / Send a message

All done! Message has been sent.

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About Features User manual Contact

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

How to check received messages

The screenshot shows the Student Portal interface with a red header bar containing the logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a blue navigation bar with links for 'Send a message', 'Received messages', and 'Sent messages'. The main content area has a light brown background with a subtle icon pattern. A dark blue sidebar on the left lists 'Home / Messenger', 'Send a message', 'Received messages' (which is collapsed), and 'Sent messages'. The 'Received messages' section contains a table with one entry:

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

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

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

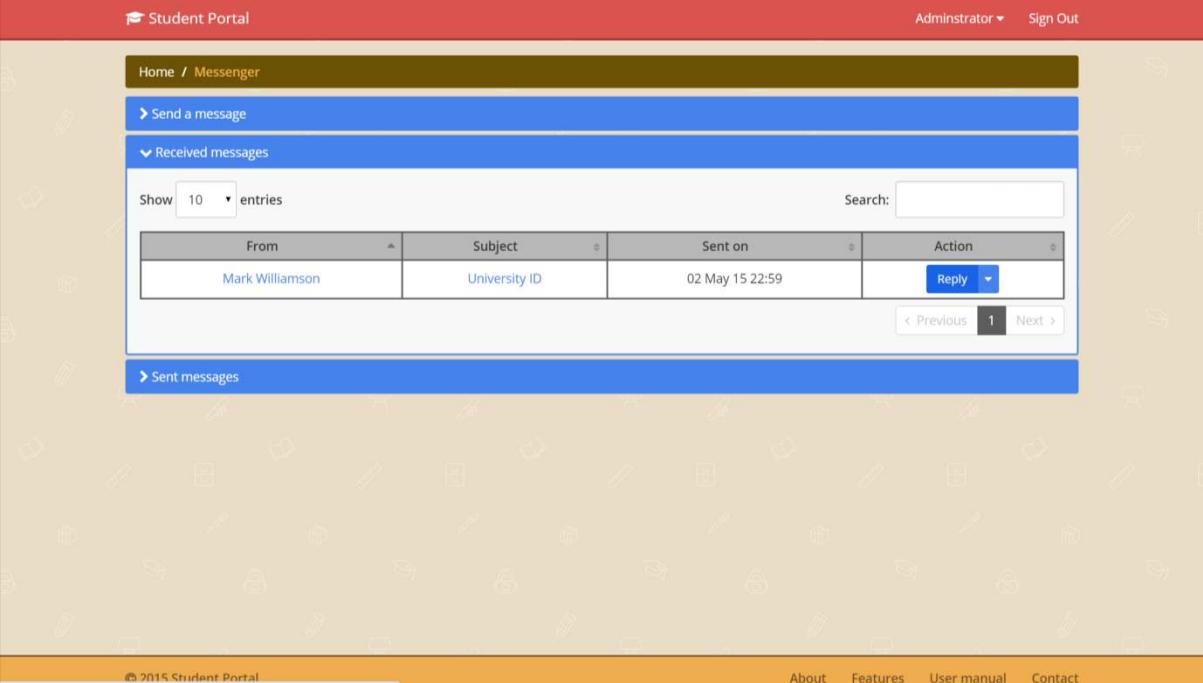
This screenshot shows the same Student Portal interface as above, but with a modal dialog box overlaid on the 'Received messages' panel. The dialog is titled 'University ID' and contains the following message details:

To: Mark Williamson
Subject: University ID
Message: Your ID is ready to collect from the Programmes office.
Read: No
Sent on: 02 May 15 22:53

At the bottom of the dialog are buttons for 'Send another', 'Delete', and 'Close'. The background of the main interface is dimmed.

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

How to reply to a received message

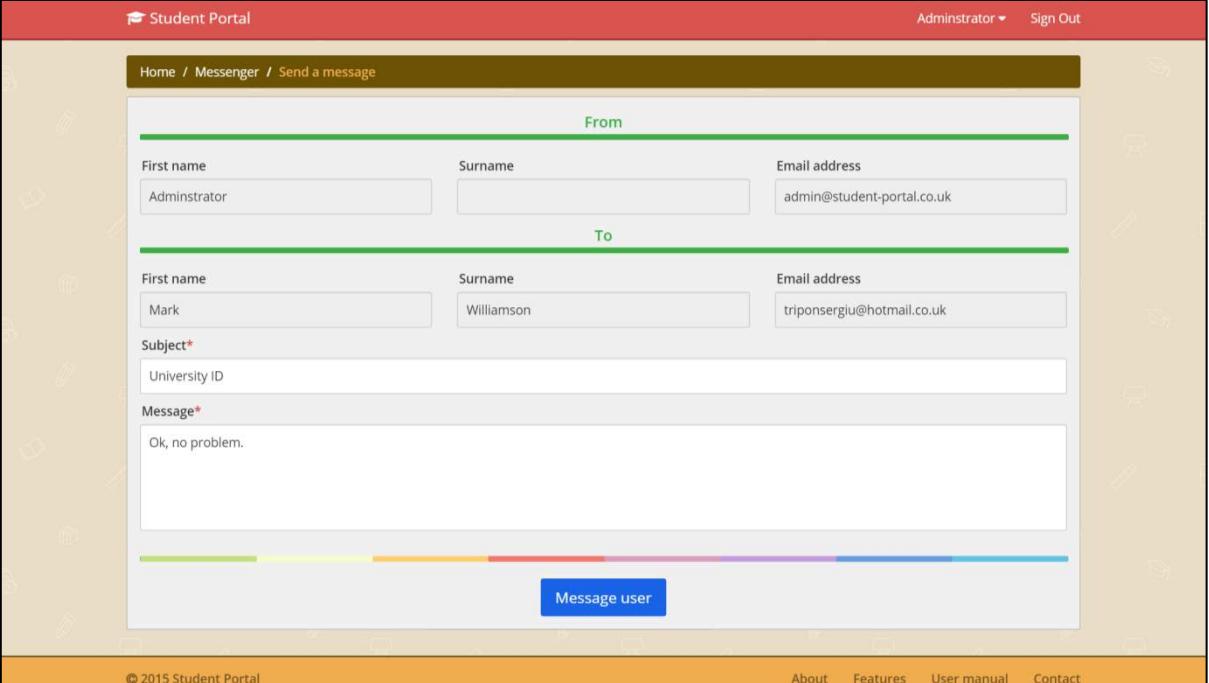


The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the 'Student Portal' logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a dark brown navigation bar with 'Home / Messenger'. A blue sidebar on the left contains links for 'Send a message' and 'Received messages'. The main content area has a light beige background with a repeating icon pattern. It displays a table titled 'Received messages' with one entry:

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

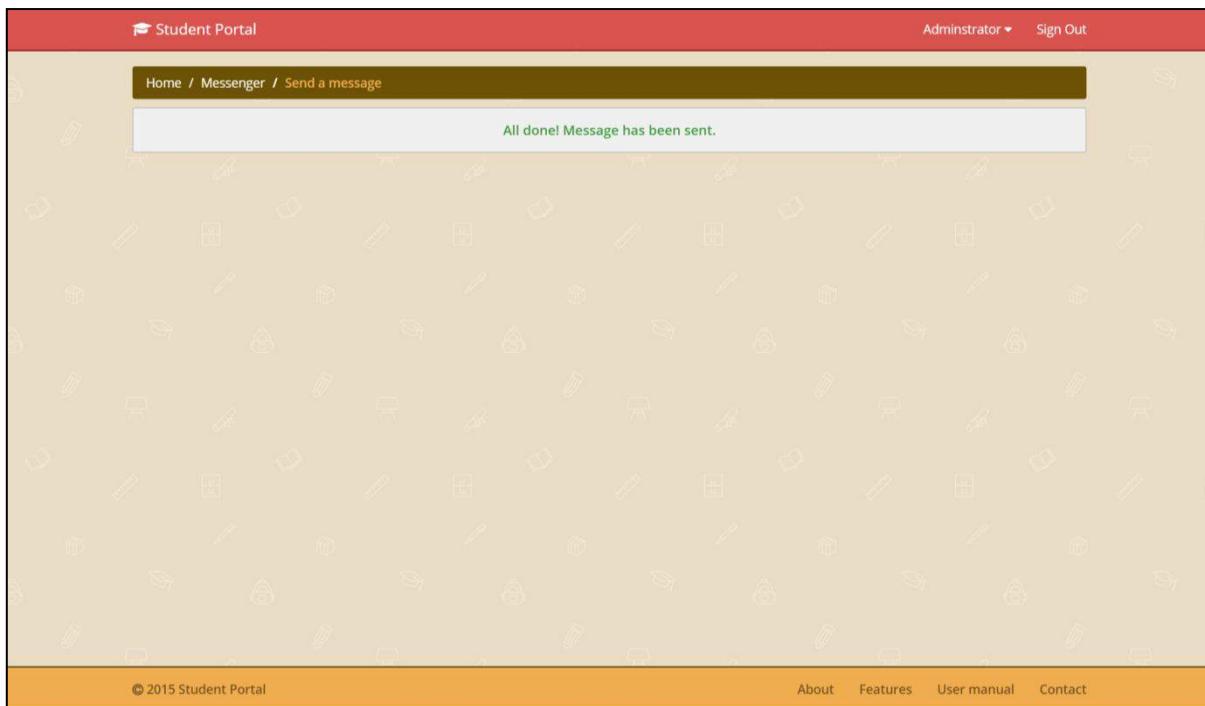
Below the table are buttons for 'Previous' and 'Next'. At the bottom of the page, there's an orange footer bar with the text '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

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



The screenshot shows the 'Messenger / Send a message' form. The top part of the page is identical to the previous screenshot, with the 'Student Portal' header and 'Administrator' link. The main form area has a light beige background with a green horizontal bar labeled 'From'. It contains three input fields: 'First name' (Administrator), 'Surname' (empty), and 'Email address' (admin@student-portal.co.uk). Below this is another green horizontal bar labeled 'To', containing 'First name' (Mark), 'Surname' (Williamson), and 'Email address' (triponsergiu@hotmail.co.uk). The form also includes a 'Subject*' field (University ID) and a 'Message*' field (containing 'Ok, no problem.'). At the bottom right of the form is a large blue 'Message user' button.

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

The screenshot shows a red header bar with the text "Student Portal". On the right side of the header are "Administrator" and "Sign Out". Below the header is a dark brown navigation bar with the text "Home / Messenger". Underneath the navigation bar is a blue sidebar menu with three items: "Send a message", "Received messages", and "Sent messages". The "Sent messages" item is expanded, revealing a table of sent messages. The table has columns for "To", "Subject", "Sent on", and "Action". There are two entries in the table:

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

At the bottom of the sidebar is a search bar labeled "Search:" and a page navigation bar with "Previous", "1", and "Next". At the very bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

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

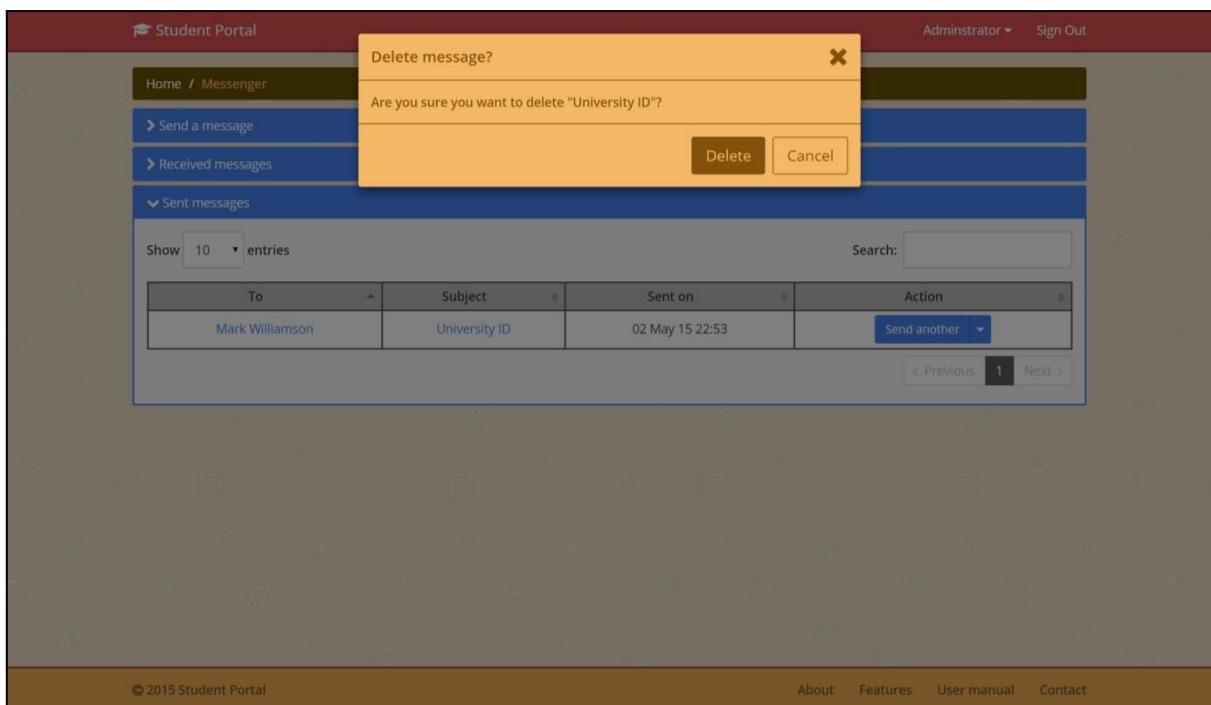
The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Administrator", and "Sign Out". Below this is a dark grey sidebar with navigation links: "Home / Messenger", "Send a message", "Received messages", and "Sent messages". The main content area has a light blue background. A modal window titled "University ID" is open, displaying message details: To: Mark Williamson, Subject: University ID, Message: Your ID is ready to collect from the Programmes office., Read: No, Sent on: 02 May 15 22:53. It includes buttons for "Send another", "Delete", and "Close". Below the modal is a table with columns "To", "Subject", "Sent on", and "Action". The first row shows "Mark Williamson", "University ID", "02 May 15 22:53", and a "Send another" button. At the bottom of the table are "Previous", "1", and "Next" buttons. The footer of the page contains copyright information ("© 2015 Student Portal") and links to "About", "Features", "User manual", and "Contact".

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

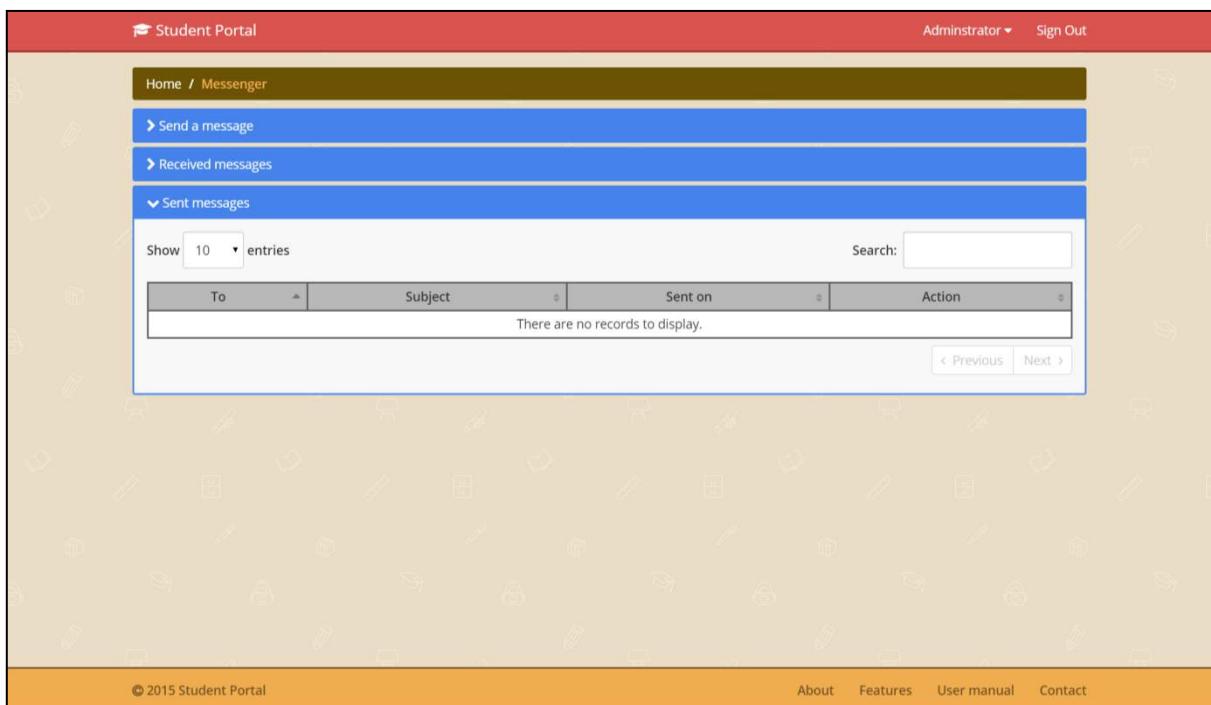
How to delete a message

The screenshot shows the Student Portal interface, similar to the previous one but with a different layout. The red header bar is at the top. Below it is a dark grey sidebar with the same navigation links: "Home / Messenger", "Send a message", "Received messages", and "Sent messages". The main content area has a light orange background with various small icons. A modal window is open, showing a table with columns "To", "Subject", "Sent on", and "Action". The first row shows "Mark Williamson", "University ID", "02 May 15 22:53", and a "Send another" button. A "Delete" button is highlighted with a blue box. Below the table are "Previous", "1", and "Next" buttons. The footer of the page contains copyright information ("© 2015 Student Portal") and links to "About", "Features", "User manual", and "Contact".

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



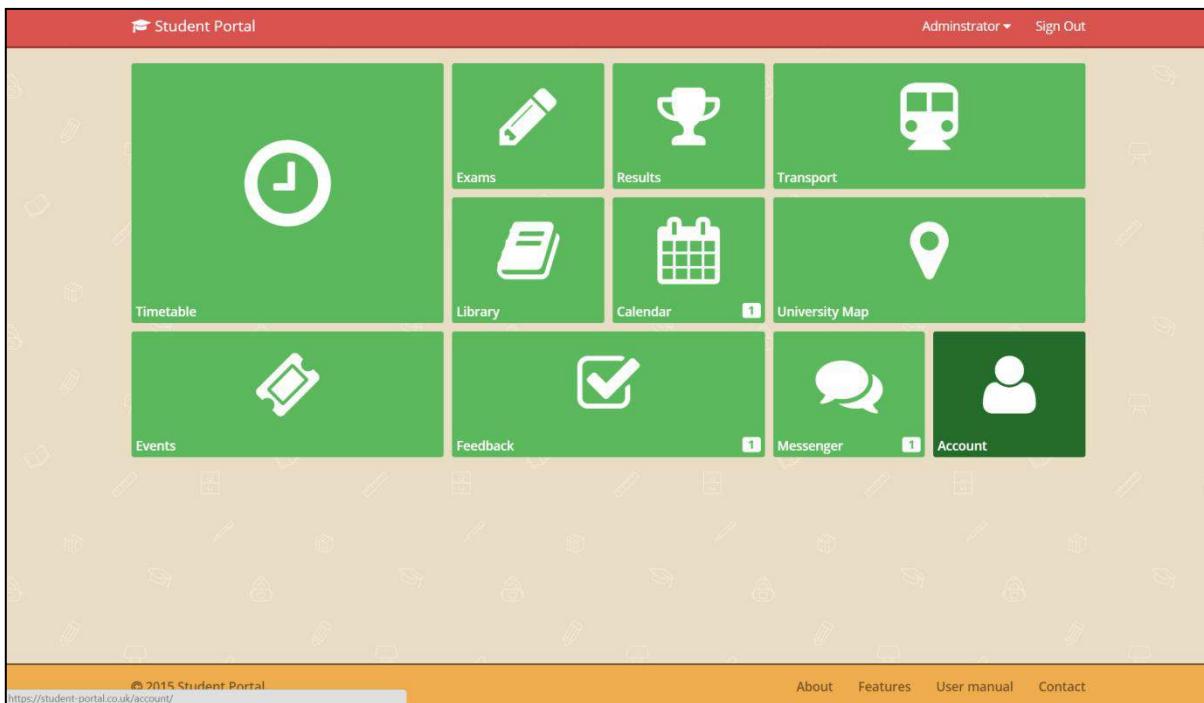
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the message, click on the “Delete” button. If you don’t want to delete the message, click on the “Cancel” button.



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

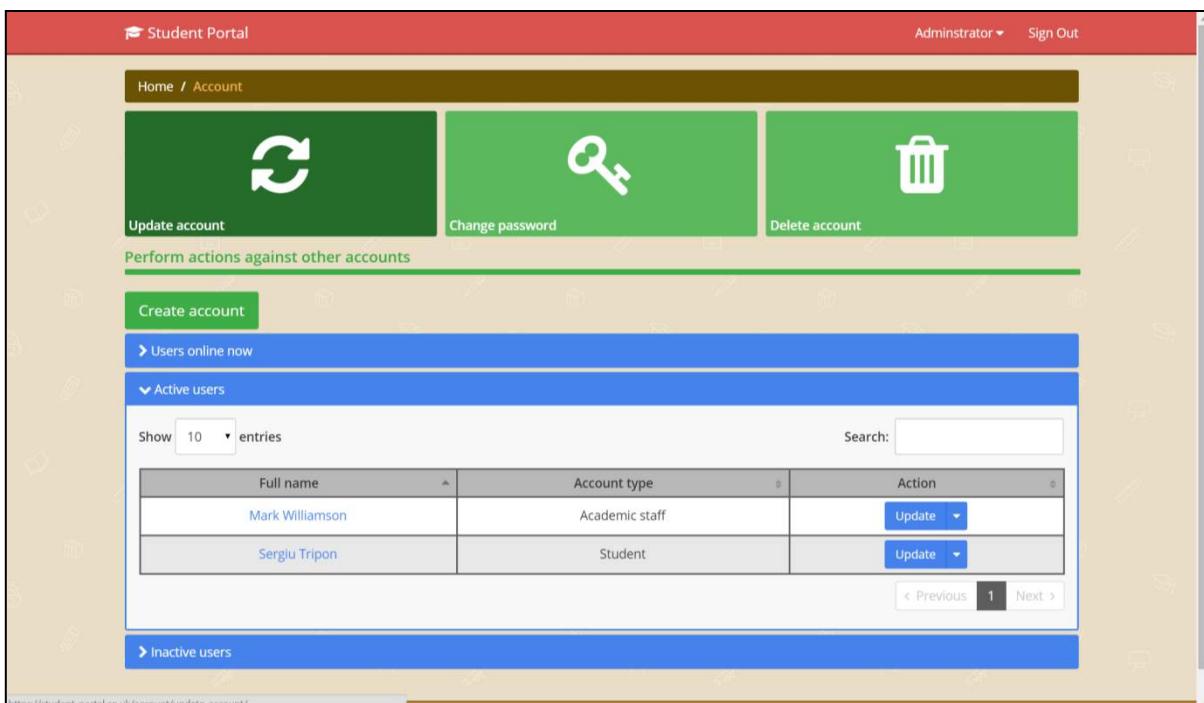
Account

How to access the Account area

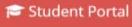


1. Click on “Account” tile from the Home page.

How to update your account



1. Click on the “Update account” tile.

 Student Portal

Administrator Sign Out

Administrator Enter your surname

Gender*
Male

Email address*
admin@student-portal.co.uk

Nationality
Select an option

Date of Birth
Select a date

Phone number
Enter a phone number

Address line 1
Enter the address line 1

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

Town
Enter a town

City
Enter a city

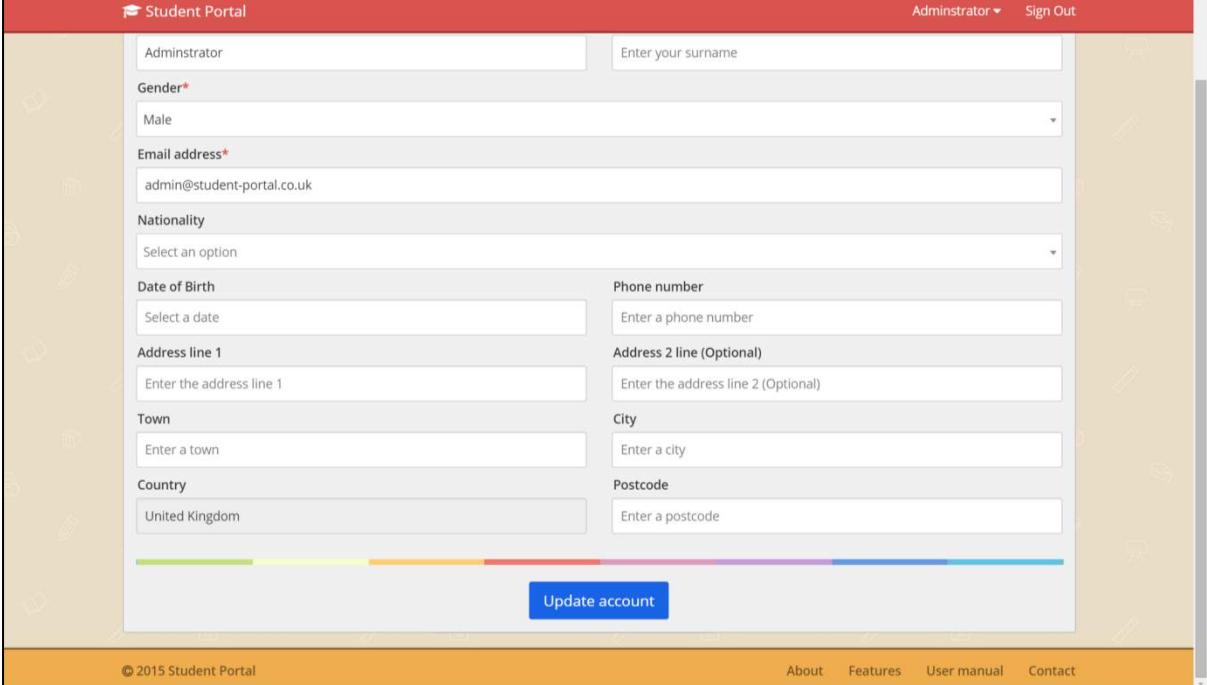
Country
United Kingdom

Postcode
Enter a postcode

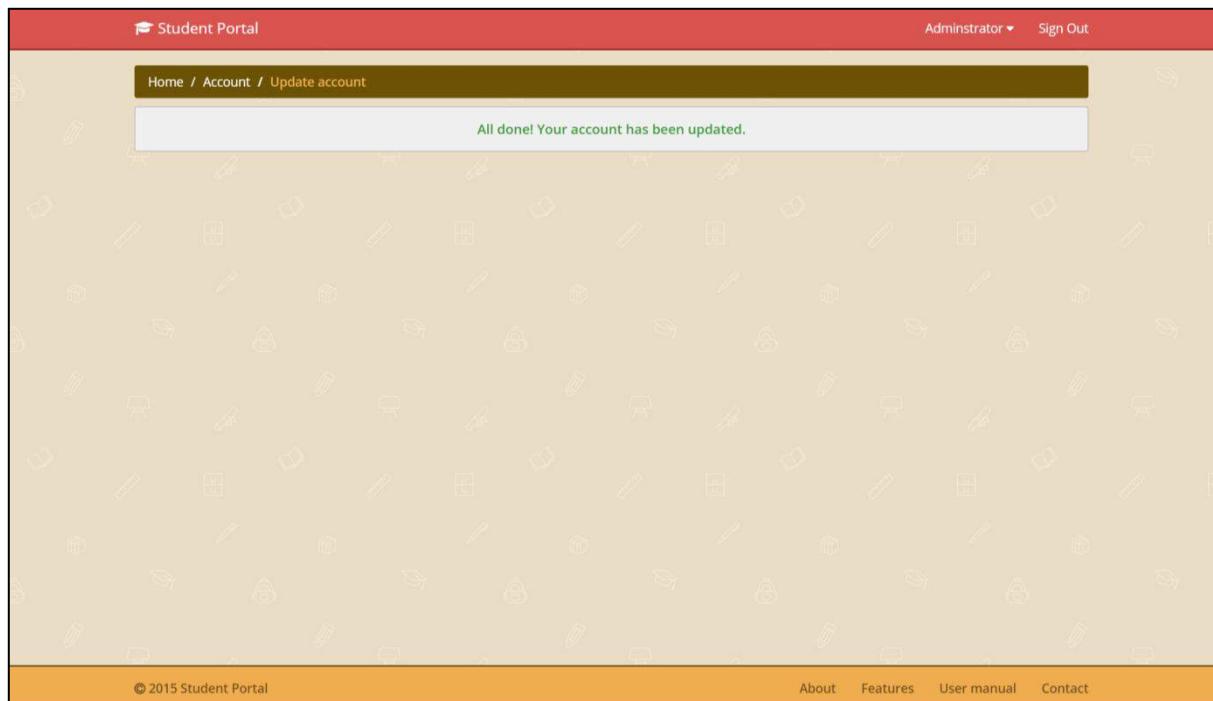


Update account

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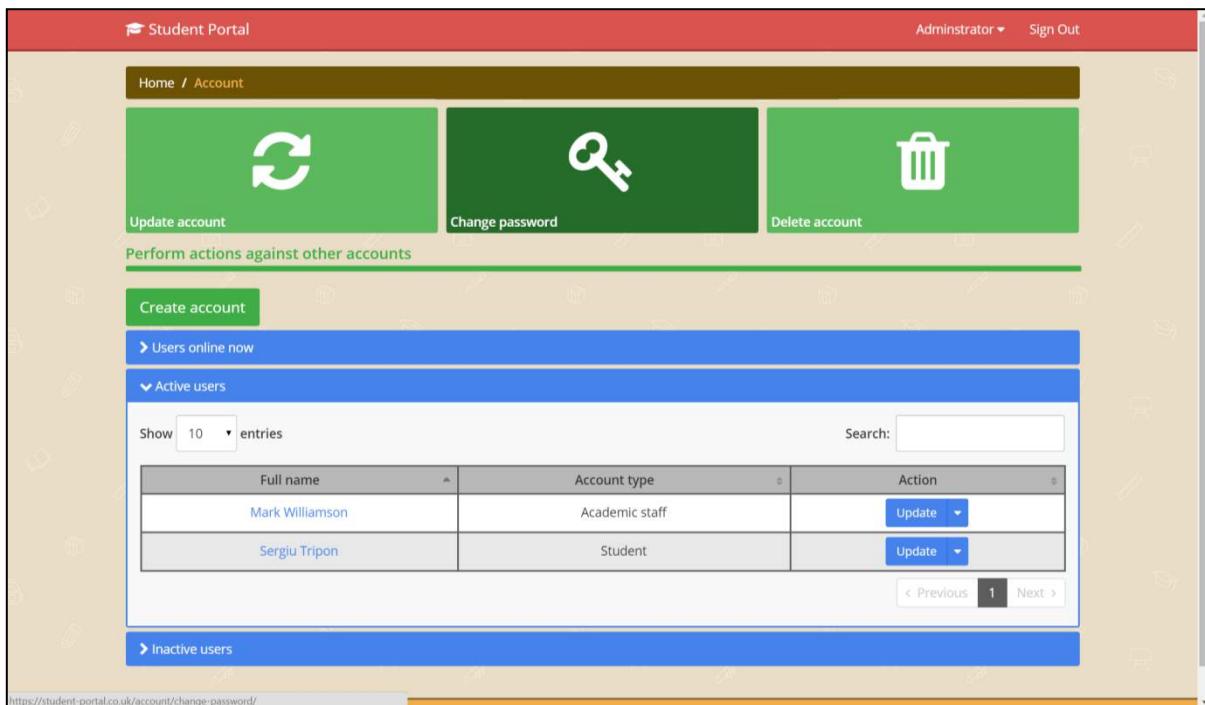


2. You will be redirected to a form.
3. Update the desired fields.
4. Click on the “Update account” button.



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

How to change your password

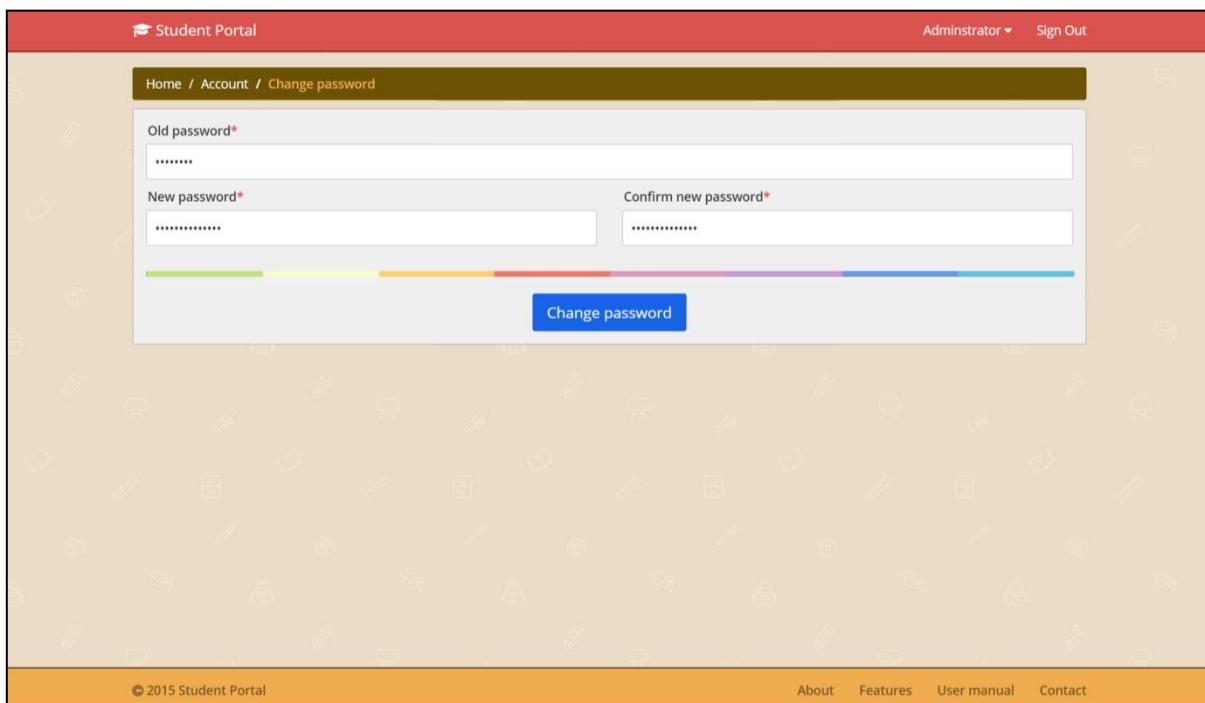


The screenshot shows the 'Student Portal' home page. At the top, there's a red header bar with the 'Student Portal' logo and 'Administrator' / 'Sign Out' links. Below the header is a navigation bar with 'Home / Account'. The main content area features three green tiles: 'Update account' (with a circular arrow icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). Below these tiles is a section titled 'Perform actions against other accounts' with a 'Create account' button. Underneath is a table showing 'Active users':

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

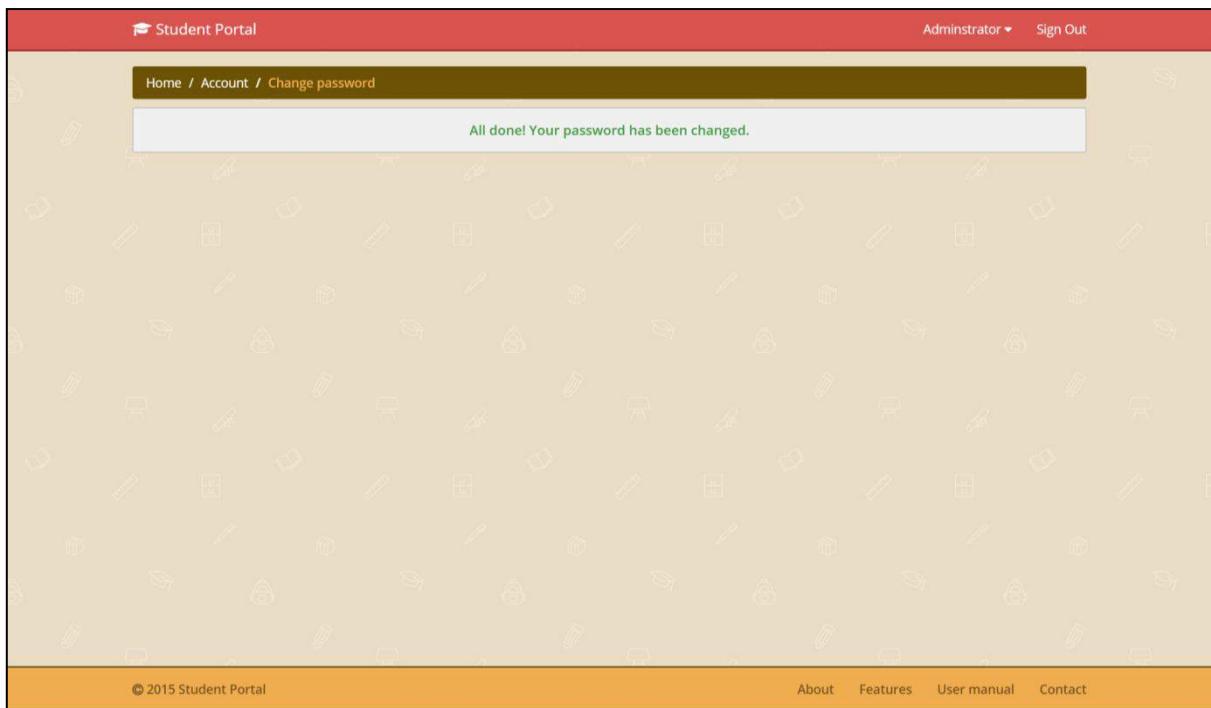
There are also sections for 'Inactive users' and a search bar. The URL at the bottom is <https://student-portal.co.uk/account/change-password/>.

1. Click on the “Change password” tile.



The screenshot shows the 'Change password' form. The header is 'Student Portal / Home / Account / Change password'. The form has three fields: 'Old password*' (containing '*****'), 'New password*' (containing '*****'), and 'Confirm new password*' (containing '*****'). Below the fields is a progress bar with four colored segments (green, yellow, red, blue) and a 'Change password' button at the bottom.

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



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

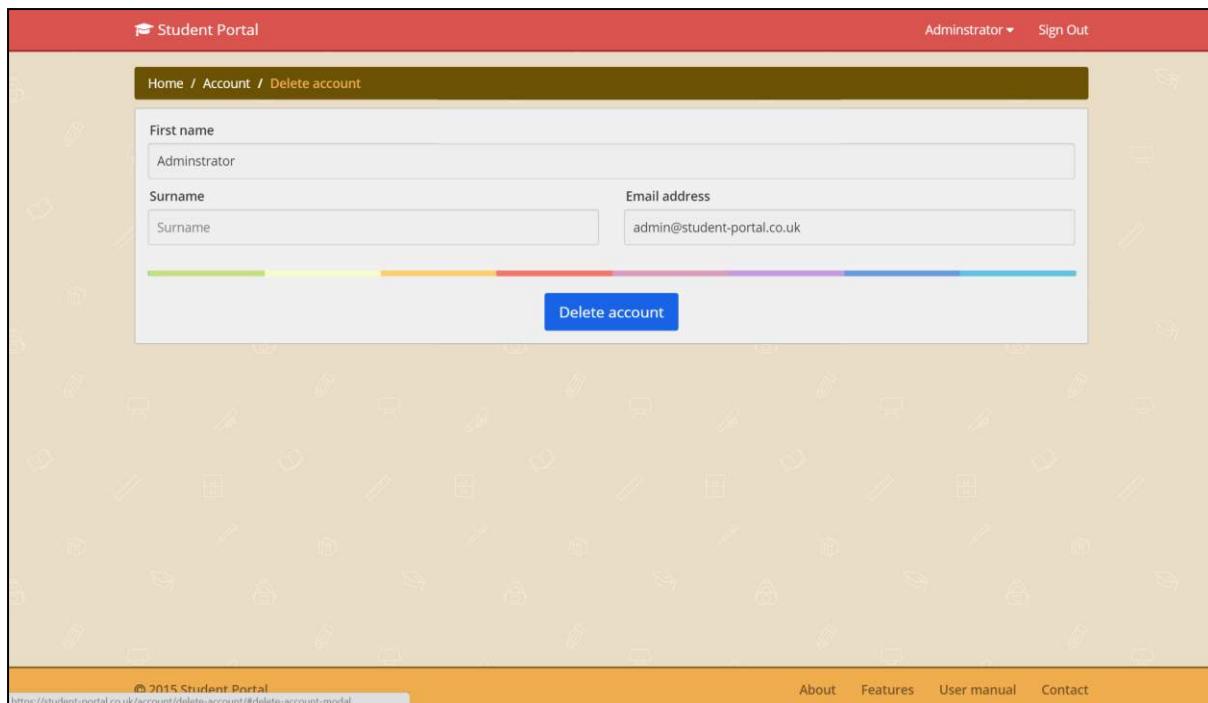
How to delete your account

A screenshot of the "Account" section of the student portal. The top navigation bar shows "Home / Account". Below the navigation are three large green buttons: "Update account" (with a circular arrow icon), "Change password" (with a key icon), and "Delete account" (with a trash bin icon). A horizontal line separates this from the main content area. The main content area has a blue header "Perform actions against other accounts". Below this, there are sections for "Create account", "Users online now", and "Active users". The "Active users" section includes a search bar, a dropdown for "Show 10 entries", and a table with two rows of data:

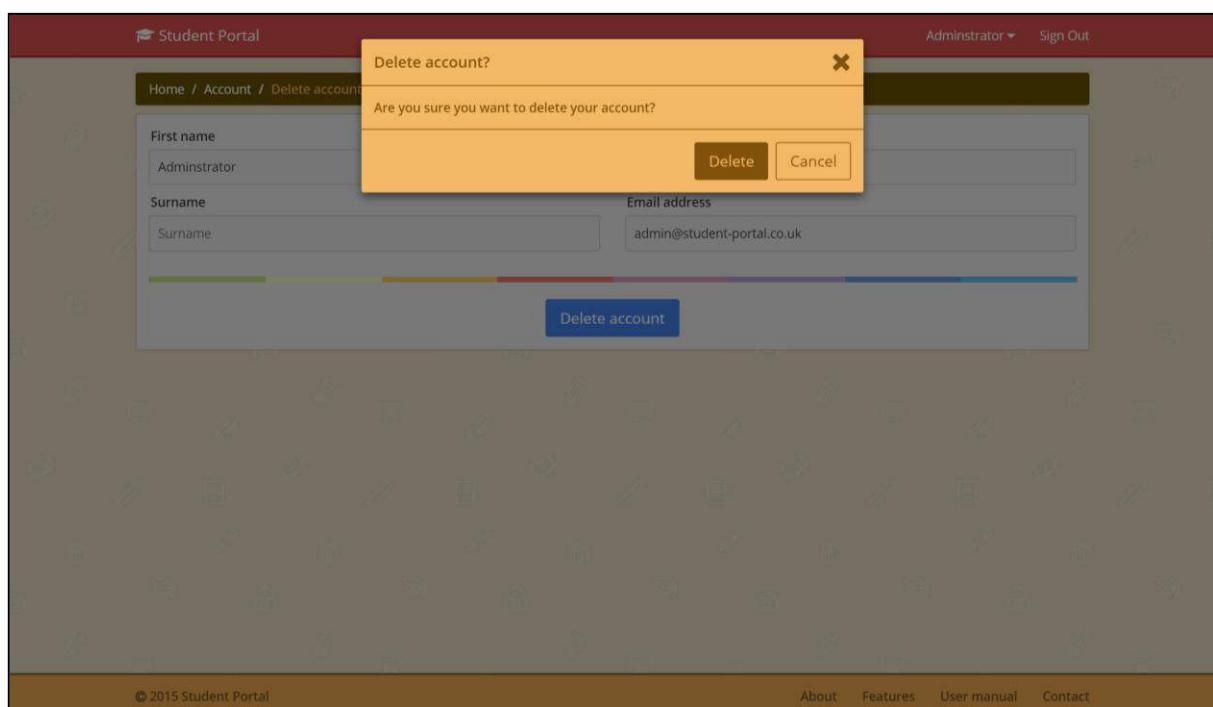
Full name	Account type	Action
Mark Williamson	Academic staff	<button>Update</button>
Sergiu Tripon	Student	<button>Update</button>

At the bottom of the "Active users" section, there are buttons for "Previous" and "Next". Below the "Active users" section is another blue header "Inactive users". The bottom of the page shows the URL "https://student-portal.co.uk/account/delete-account/".

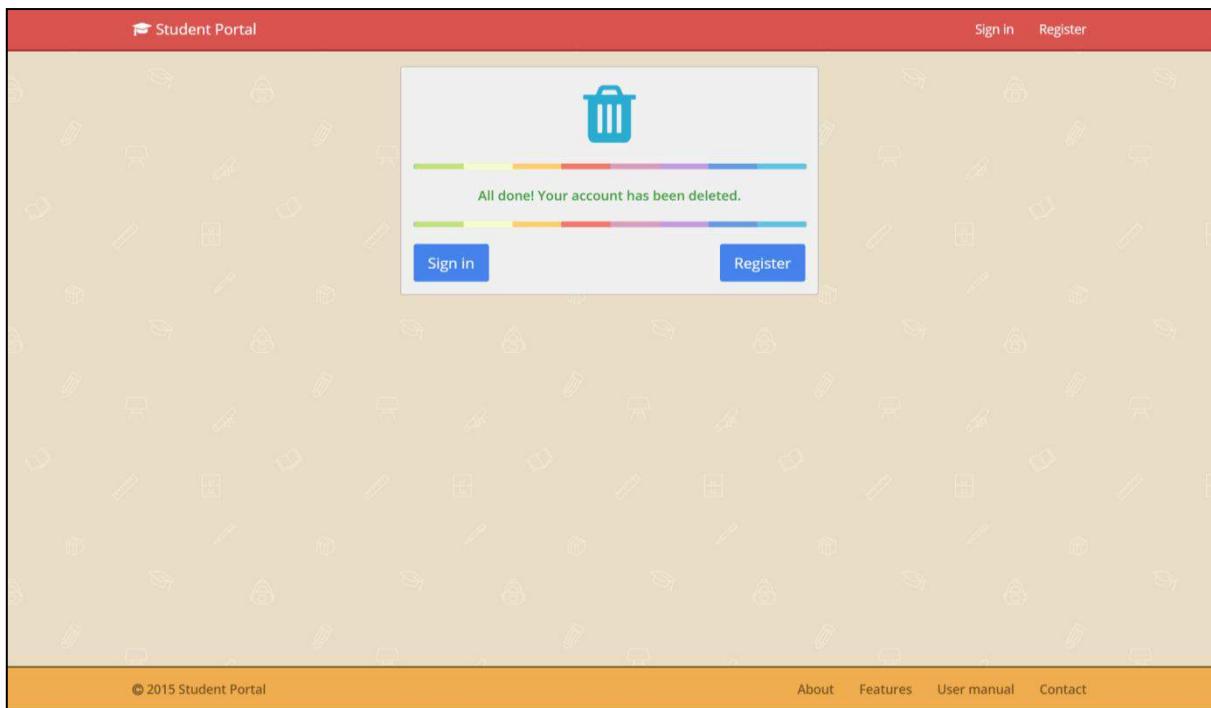
1. Click on the “Delete account” tile.



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.

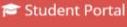


5. A confirmation message will appear on the screen confirming the action has been completed.

How to create an account

A screenshot of the Admin interface of the Student Portal. At the top, there's a red header bar with the text "Administrator ▾" and "Sign Out". The main content area has a light brown background with small icons of graduation caps, books, and pens. In the center, there's a green button labeled "Create account". Below this button, there are sections for "Users online now" (which is currently empty) and "Active users". The "Active users" section includes a dropdown menu set to "Show 10 entries", a search bar, and a table with columns for "Full name", "Account type", and "Action". The table body contains the message "There are no records to display." At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Create account” button.

 Student Portal

Administrator ▾ Sign Out

Male

Email address*
triponsergiu@hotmail.co.uk

Password*
.....

Confirm password*
.....

Nationality
Select an option

Date of Birth
Select the date of birth

Phone number
Enter a phone number

Address line 1
Enter a address line 1

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

Town
Enter a town

City
Enter a city

Country
United Kingdom

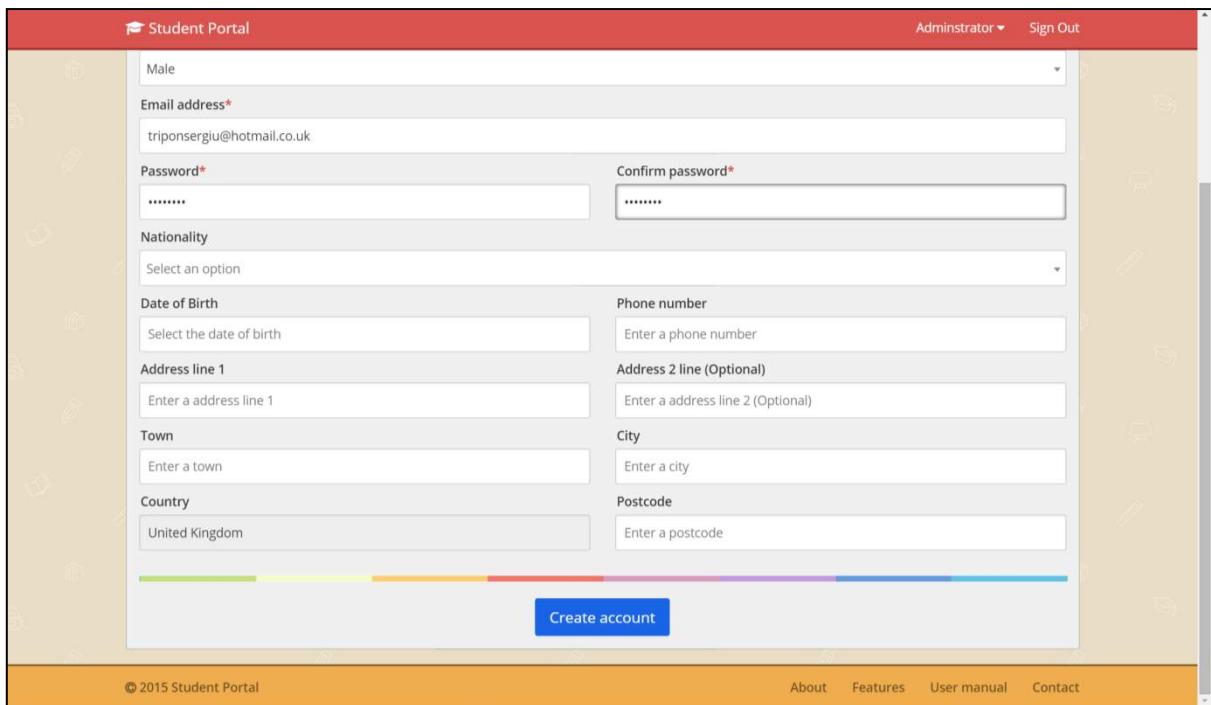
Postcode
Enter a postcode



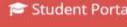
Create account

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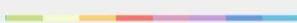
2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Create account” button.

 Student Portal

Administrator ▾ Sign Out

Home / Account / Create an account

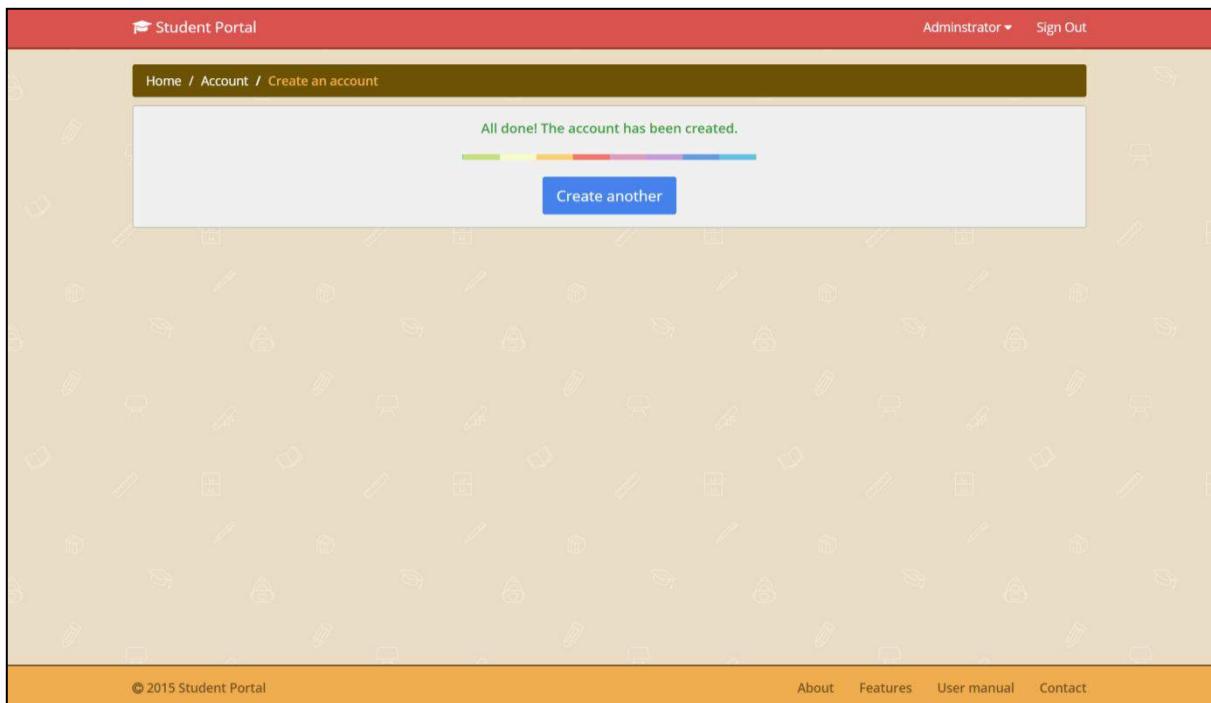
All done! The account has been created.



Create another

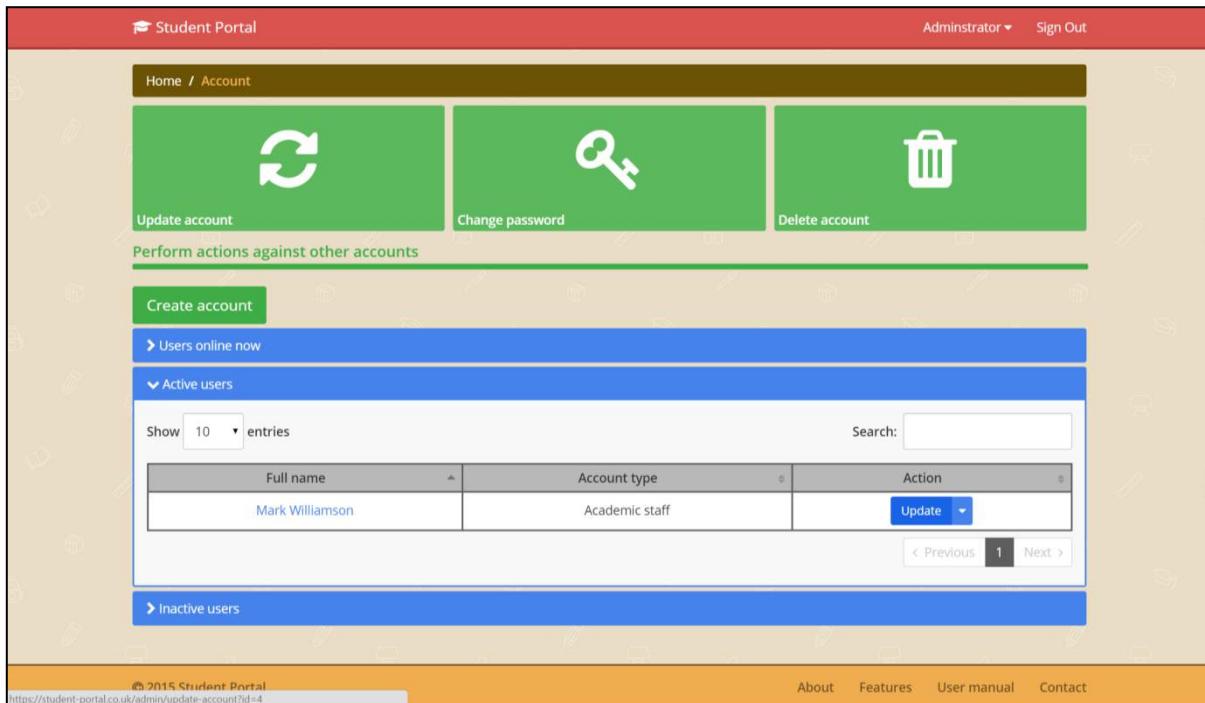
© 2015 Student Portal

About Features User manual Contact



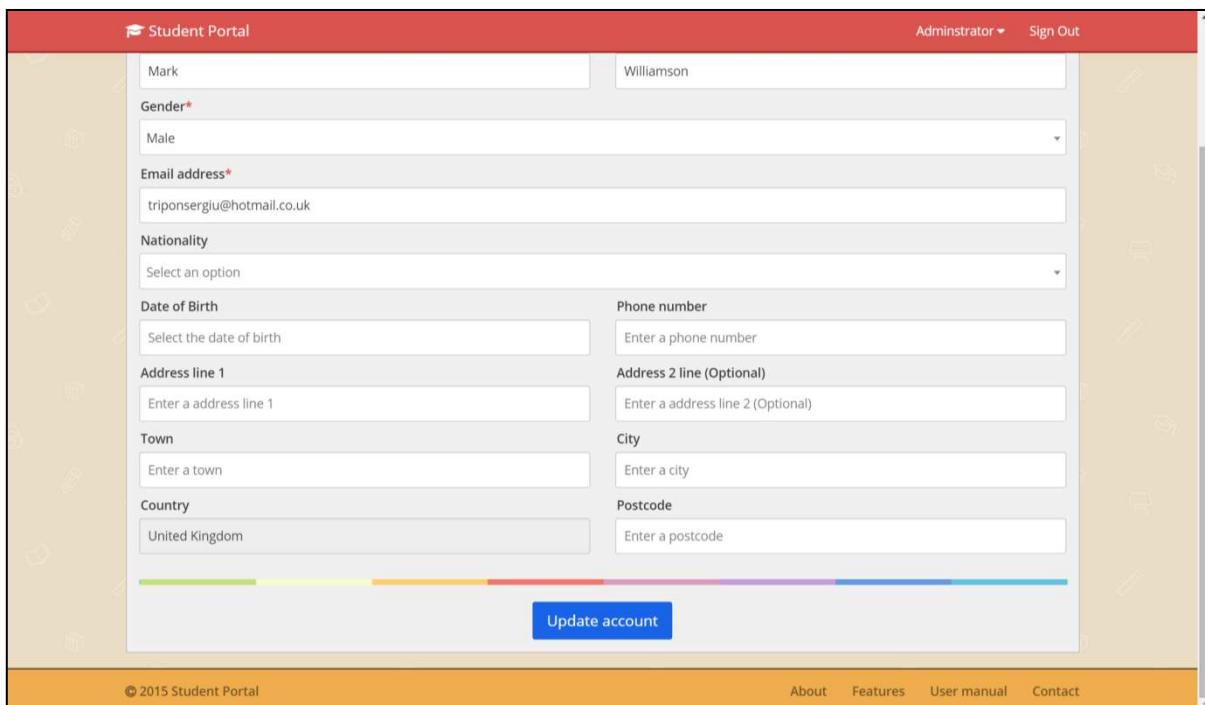
5. A confirmation message will appear on the screen confirming the action has been completed.

How to update an account



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and navigation links for 'Administrator' and 'Sign Out'. Below the header is a navigation bar with 'Home / Account'. Underneath are three green buttons: 'Update account' (with a refresh icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). A section titled 'Perform actions against other accounts' follows, featuring a 'Create account' button and a link to 'Users online now'. A blue panel titled 'Active users' is expanded, showing a table with one entry: 'Mark Williamson' (Full name) under 'Account type' 'Academic staff'. An 'Update' button is next to the entry. Below the table are links for 'Previous' and 'Next'. A link to 'Inactive users' is also present. At the bottom of the page is a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

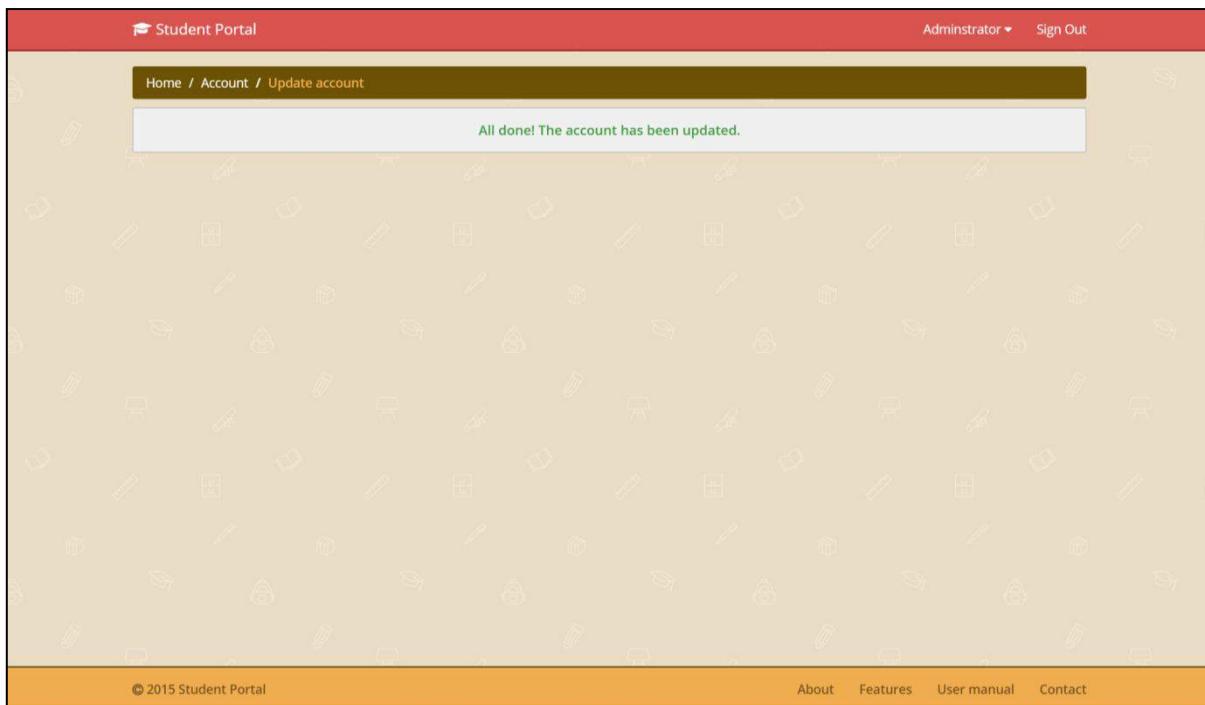


The screenshot shows the 'Student Portal' interface with the 'Update account' form displayed. The form fields include:

- First Name: Mark
- Last Name: Williamson
- Gender*: Male
- Email address*: triponsergiu@hotmail.co.uk
- Nationality: Select an option
- Date of Birth: Select the date of birth
- Address line 1: Enter a address line 1
- Town: Enter a town
- Country: United Kingdom
- Phone number: Enter a phone number
- Address 2 line (Optional): Enter a address line 2 (Optional)
- City: Enter a city
- Postcode: Enter a postcode

A large blue 'Update account' button is at the bottom of the form. The footer of the page includes copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

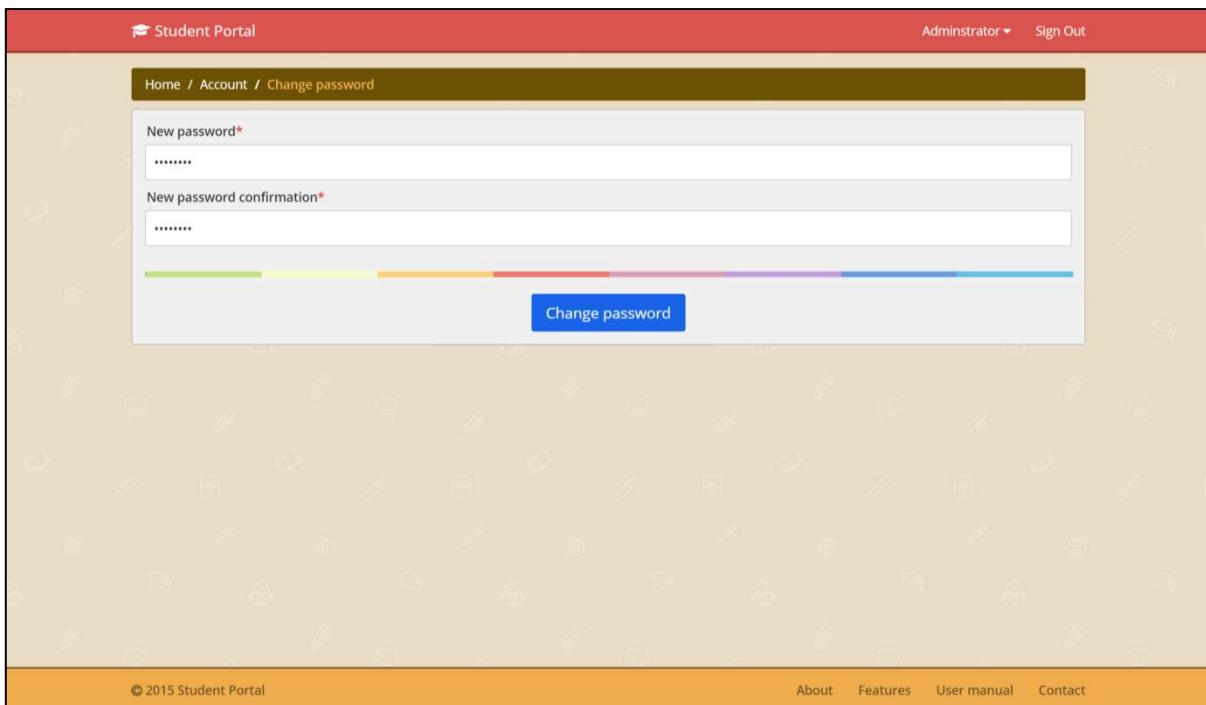
3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update account” button.



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

How to change an account's password

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.

A screenshot of the Student Portal interface. At the top, there's a red header bar with the text "Student Portal". On the right side of the header, there are links for "Administrator" and "Sign Out". Below the header, the main content area has a dark brown header bar with the text "Home / Account / Change password". The main body contains two input fields: "New password*" and "New password confirmation*". Both fields have placeholder text ".....". Below these fields is a progress bar consisting of several colored segments (green, yellow, orange, red, purple, blue) followed by a "Change password" button. At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

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

A screenshot of the Student Portal interface, similar to the one above but showing a different screen. The top header bar and footer bar are identical. The main content area now has a dark brown header bar with the text "Home / Account / Change password". Below it is a white box containing the green text "All done! The password has been changed." The rest of the page is identical to the first screenshot, with the background pattern and footer links.

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

How to deactivate an account

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with 'Student Portal', 'Administrator', and 'Sign Out'. Below it is a navigation bar with 'Home / Account'. There are three green buttons: 'Update account' (with a refresh icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). A section titled 'Perform actions against other accounts' contains a 'Create account' button and a 'Users online now' link. The main area is titled 'Active users' and shows a table with one entry:

Full name	Account type	Action
Mark Williamson	Academic staff	<button>Update</button> Change password Deactivate Delete

Below the table, there's a link to 'Inactive users'. At the bottom of the page, there's a footer with '© 2015 Student Portal' and links to 'About', 'Features', 'User manual', and 'Contact'.

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.

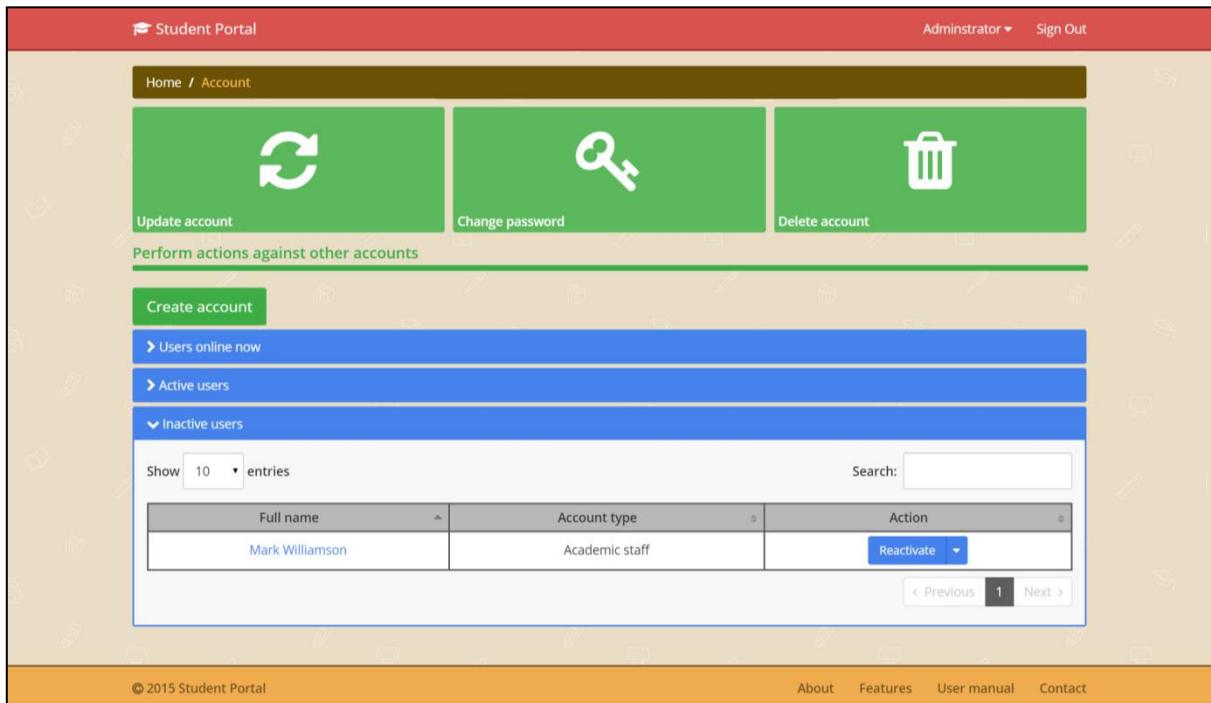
This screenshot shows the 'Student Portal' interface again. The 'Active users' panel is now collapsed, and the 'Inactive users' panel is expanded. The table shows the same user entry as before:

Full name	Account type	Action
Mark Williamson	Academic staff	<button>Reactivate</button> < Previous 1 Next >

At the bottom of the page, there's a footer with '© 2015 Student Portal' and links to 'About', 'Features', 'User manual', and 'Contact'.

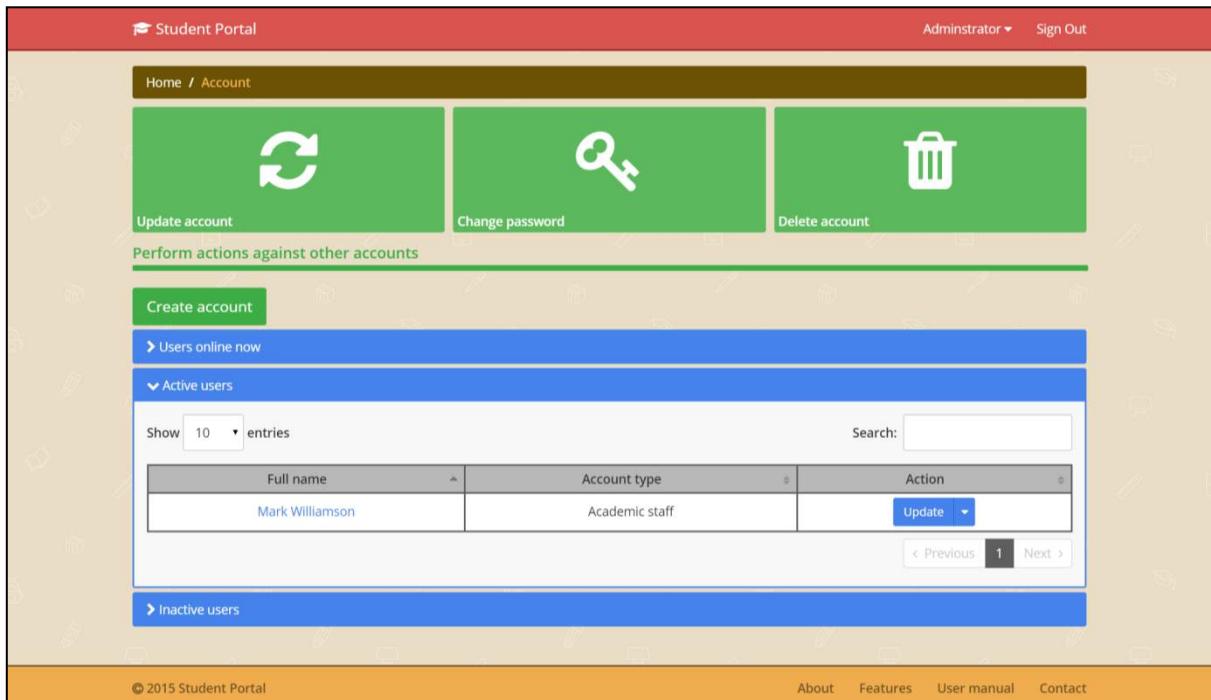
3. The account will disappear from the “Active users” panel, and instead will be visible within the “Inactive users” panel.

How to reactivate an account



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with 'Student Portal', 'Administrator', and 'Sign Out'. Below it is a navigation bar with 'Home / Account'. The main content area has three green buttons: 'Update account' (with a refresh icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). A section titled 'Perform actions against other accounts' contains a 'Create account' button and links for 'Users online now', 'Active users', and 'Inactive users'. The 'Inactive users' link is expanded, showing a table with one entry: 'Mark Williamson' (Full name) under 'Account type' 'Academic staff'. To the right of the table is a 'Reactivate' button. At the bottom of the page, there's a footer with copyright information and links for 'About', 'Features', 'User manual', and 'Contact'.

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



This screenshot shows the same 'Student Portal' interface as the previous one, but with a key difference: the 'Inactive users' panel is now collapsed, and the 'Active users' panel is expanded. The table in the 'Active users' panel shows the same entry for 'Mark Williamson'. However, the 'Action' column now contains a 'Update' button instead of a 'Reactivate' button. The rest of the interface, including the top bar, navigation, and footer, remains identical to the first screenshot.

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

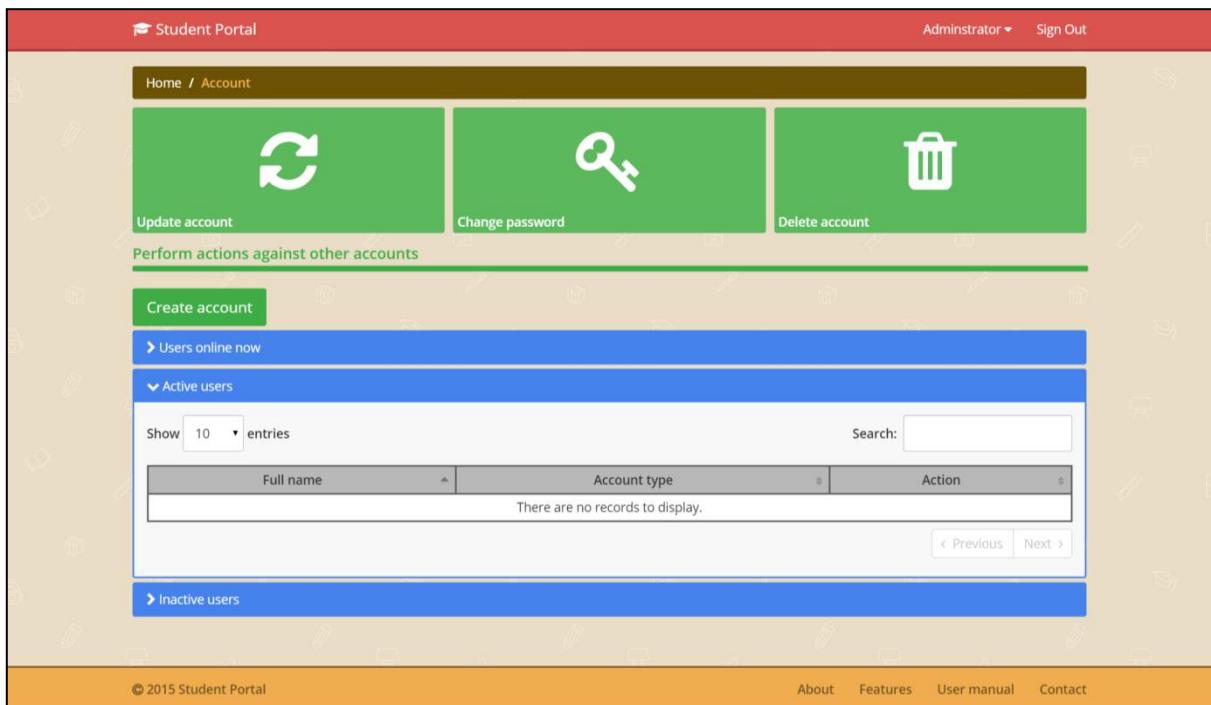
How to delete an account

The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with 'Student Portal', 'Administrator', and 'Sign Out'. Below it is a dark brown navigation bar with 'Home / Account'. On the left, there are three green buttons: 'Update account' (with a refresh icon), 'Change password' (with a key icon), and 'Delete account' (with a trash bin icon). A horizontal line labeled 'Perform actions against other accounts' follows. Underneath, there's a 'Create account' button and a link to 'Users online now'. A blue section titled 'Active users' is expanded, showing a table with one row for 'Mark Williamson' (Academic staff). An 'Action' dropdown menu is open next to his name, containing 'Update', 'Change password', 'Deactivate', and 'Delete'. Below this is a link to 'Inactive users'. At the bottom, there's a footer with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

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

This screenshot shows the same 'Student Portal' interface as the first one, but with a modal dialog box in the center. The dialog has a yellow header 'Delete account?' and a message 'Are you sure you want to delete "Mark Williamson"?'. It contains two buttons: 'Delete' (in orange) and 'Cancel' (in grey). The background of the portal is dimmed. The rest of the interface is identical to the first screenshot, including the 'Active users' table and the bottom footer.

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

Create New Database

New Database:

✓

Create Database

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

MySQL® Databases

Added the database "student_portal".

[Go Back](#)

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

Add New User

Username



Password



Password (Again)



Strength ?

Strong (64/100)

[Password Generator](#)

[Create 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.

MySQL® Databases

You have successfully created a MySQL user named "sergiutripon".

[Go Back](#)

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

Add User To Database

User

Database

Add

- 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.

Manage User Privileges

User: **sergiutripon**

Database: **student_portal**

<input type="checkbox"/> ALL PRIVILEGES	
<input type="checkbox"/> ALTER	<input type="checkbox"/> ALTER ROUTINE
<input type="checkbox"/> CREATE	<input type="checkbox"/> CREATE ROUTINE
<input type="checkbox"/> CREATE TEMPORARY TABLES	<input type="checkbox"/> CREATE VIEW
<input checked="" type="checkbox"/> DELETE	<input type="checkbox"/> DROP
<input type="checkbox"/> EVENT	<input type="checkbox"/> EXECUTE
<input type="checkbox"/> INDEX	<input checked="" type="checkbox"/> INSERT
<input type="checkbox"/> LOCK TABLES	<input type="checkbox"/> REFERENCES
<input checked="" type="checkbox"/> SELECT	<input type="checkbox"/> SHOW VIEW
<input type="checkbox"/> TRIGGER	<input checked="" type="checkbox"/> UPDATE

Make Changes

[Go Back](#)

- Check the “Delete”, “Select”, “Insert” and “Update” checkboxes, and then click on the “Make Changes” button.

MySQL® Databases

Add User to MySQL® Database

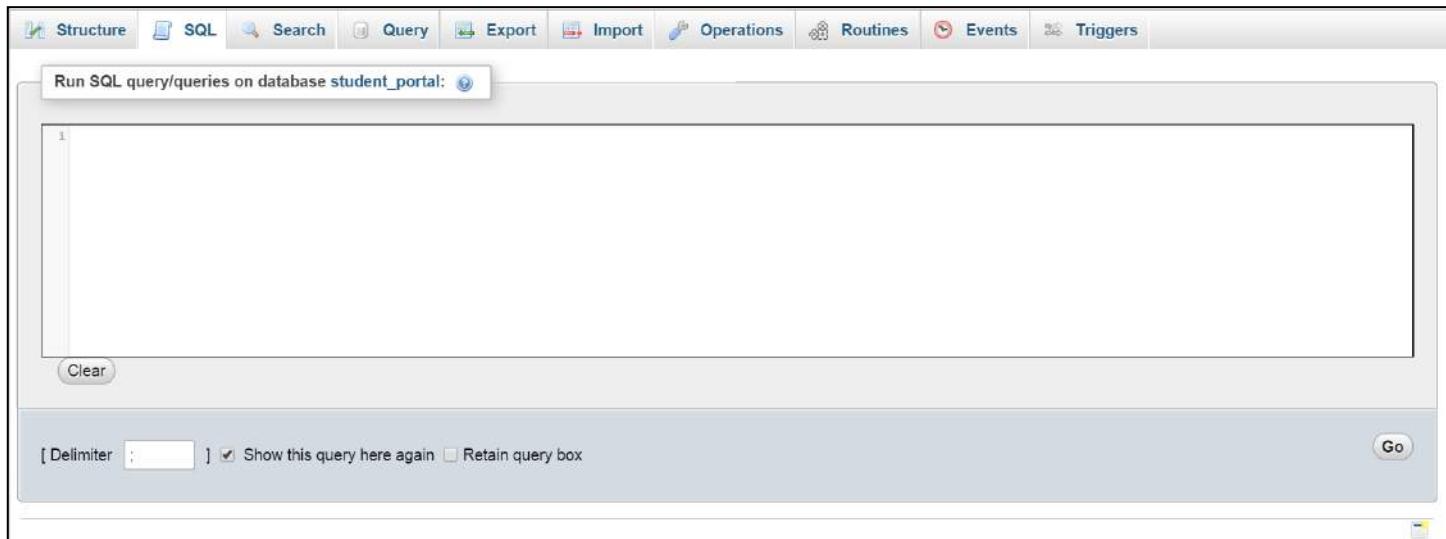
User "sergiutripon" was added to the database "student_portal" with the requested privileges.

[Go Back](#)

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.

The screenshot shows the phpMyAdmin interface with the SQL tab selected. A query is pasted into the main area:

```

1 #Account
2 CREATE TABLE `user_accounts` (
3     `userid` INT(11) NOT NULL AUTO_INCREMENT UNIQUE PRIMARY KEY,
4     `account_type` VARCHAR(14) NOT NULL,
5     `email` VARCHAR(300) NOT NULL UNIQUE,
6     `password` CHAR(60) NOT NULL UNIQUE,
7     `isSignedIn` TINYINT(1) NOT NULL,
8     `created_on` DATETIME NOT NULL,
9     `updated_on` DATETIME
10 ) ENGINE = InnoDB;
11
12 #Account
13 CREATE TABLE `user_detail` (
14     `userid` INT(11) NOT NULL AUTO_INCREMENT UNIQUE,
15     `firstname` VARCHAR(70) NOT NULL,
16     `surname` VARCHAR(70) NOT NULL,
17     `gender` VARCHAR(5) NOT NULL,
18     `nationality` VARCHAR(70),
19     `studentno` INT(9) NOT NULL UNIQUE,

```

Below the query, there are buttons for 'Clear' and 'Go'. Underneath the main area, there are checkboxes for 'Delimiter' and 'Show this query here again', along with a 'Retain query box' option.

- Once pasted, click on the “Go” button on the right hand-side.

The screenshot shows the phpMyAdmin interface with the SQL tab selected. A message is displayed in a green box:

MySQL returned an empty result set (i.e. zero rows).

Below the message, there is a link labeled "Show query box".

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

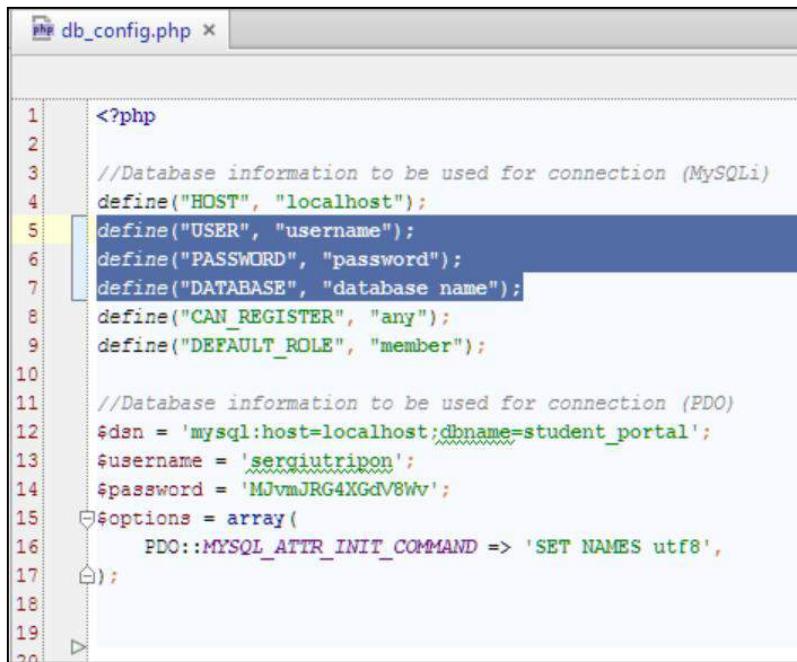
1.5. Creating the application administrator account within the database

- Navigate to the same folder on the media as previously instructed, but open a different file:
- StudentPortal/db/db_sampledata.sql
- Copy the contents of the file
 - Click on the SQL tab again within phpMyAdmin
 - Paste the contents within the SQL tab
 - You may want to change the email address to something else as the email address is what is required to sign into the application.
 - Once pasted, click on the “Go” button on the right hand side.
 - A confirmation message will be displayed. The administrator account has been created.

1.6. Changing the database connection within the application

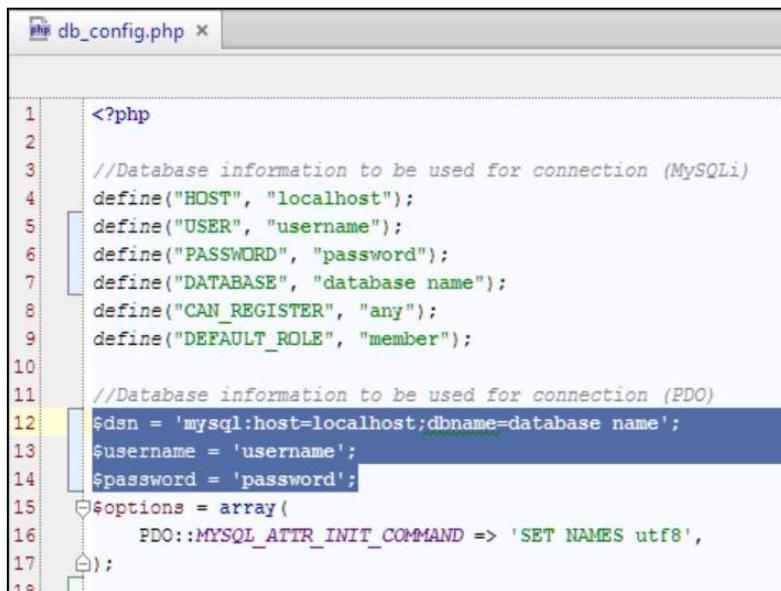
1. Navigate to the following file on the media:

StudentPortal/includes/db_config.php



```
<?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.



```
<?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',  
);  
;
```

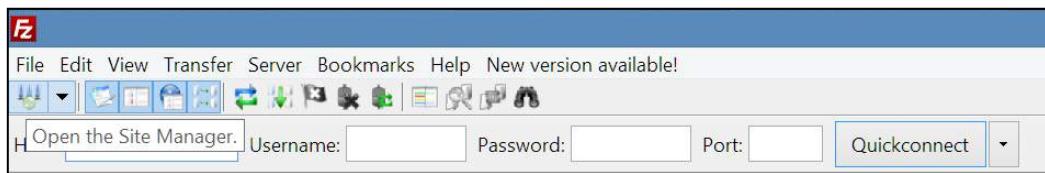
3. The current username, password and database name were excluded from the print screen for security purposes. When the actual physical file will be accessed, a real username, password and database name (which were used by the developer during the development) will be visible.

2. Filezilla

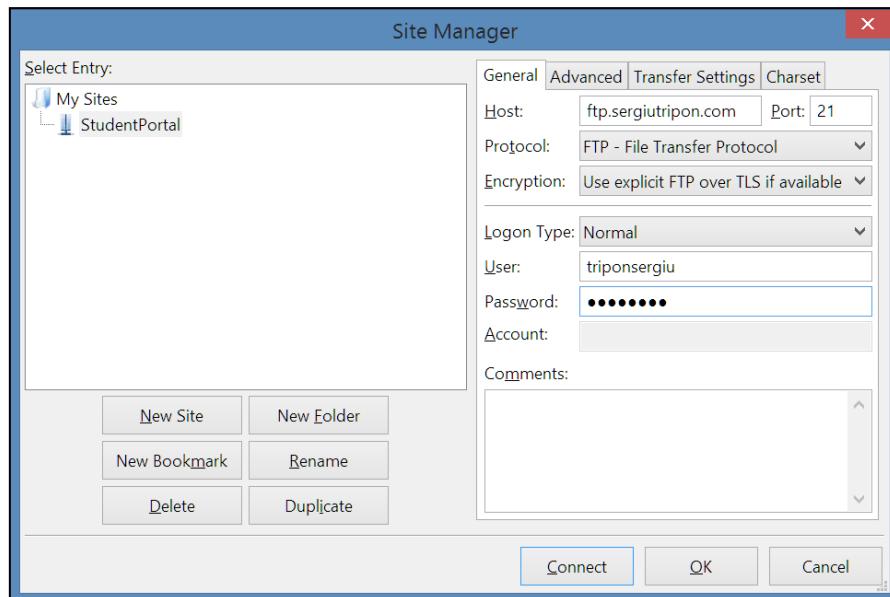
Once a domain and web hosting package was acquired, the next step is to set-up a connection between the local workstation and the web hosting server in order to transfer files back and forth. The tool used to achieve this is called FileZilla. To establish the connection, follow the steps below:

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



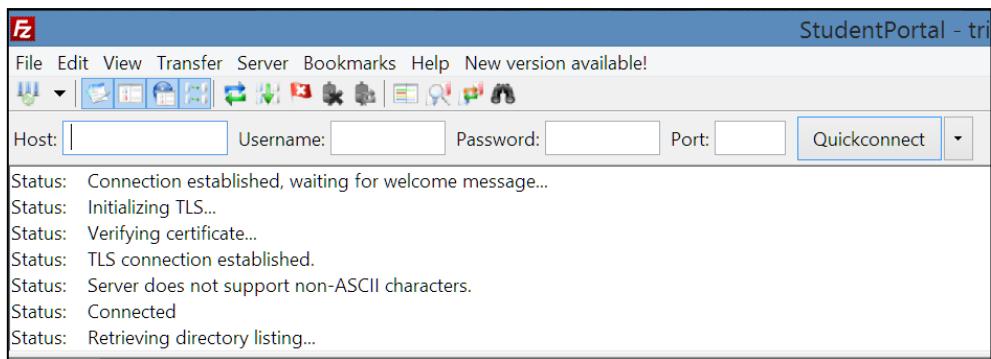
4. Click on the “Site Manager” icon on the top-left corner of the FileZilla window. The Site Manager window will open.
5. Click on the “New Site” button within the Site Manager window.



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 password configured for the web hosting server

7. Click on the “Connect” button.



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

Filename	Filesize	Filetype	Last mod...	Permis...	Owner...
..					
.cagefs		File fol...	08/29/14...	0771	70588...
.cl.selector		File fol...	02/13/15...	0755	70588...
.cpanel		File fol...	04/24/15...	0700	70588...
.gnupg		File fol...	01/13/15...	0700	70588...
.htpasswd		File fol...	08/08/14...	0750	70588...
.mysql_backup		File fol...	04/27/15...	0755	0 0
.sqmailattach		File fol...	08/08/14...	0700	70588...
.sqmaildata		File fol...	01/17/15...	0700	70588...
.ssh		File fol...	01/13/15...	0700	70588...
.trash		File fol...	03/27/15...	0700	70588...
access-logs		File fol...	08/08/14...	0777	70588...
etc		File fol...	01/17/15...	0750	70588...
logs		File fol...	04/14/15...	0700	70588...
mail		File fol...	03/13/15...	0751	70588...
public_ftp		File fol...	08/08/14...	0750	70588...
public_html		File fol...	04/25/15...	0750	70588...
public_html1		File fol...	01/17/15...	0750	70588...
ssl		File fol...	01/17/15...	0755	70588...
tmp		File fol...	04/24/15...	0755	70588...
www		File fol...	08/08/14...	0777	70588...
.bash_logout	100	BASH...	07/03/14...	0644	70588...
.bash_profile	193	BASH...	01/11/12...	0644	70588...
.bashrc	124	BASH...	01/11/12...	0644	70588...

- 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.

Remote site: /public_html													
	<ul style="list-style-type: none"> # mail # public_ftp public_html 												
Filename	<table border="1"> <thead> <tr> <th>Filename</th><th>Filesize</th><th>Filetype</th><th>Last mod...</th><th>Permis...</th><th>Owner...</th></tr> </thead> <tbody> <tr><td>..</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Empty directory listing</p>	Filename	Filesize	Filetype	Last mod...	Permis...	Owner...	..					
Filename	Filesize	Filetype	Last mod...	Permis...	Owner...								
..													

- 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>

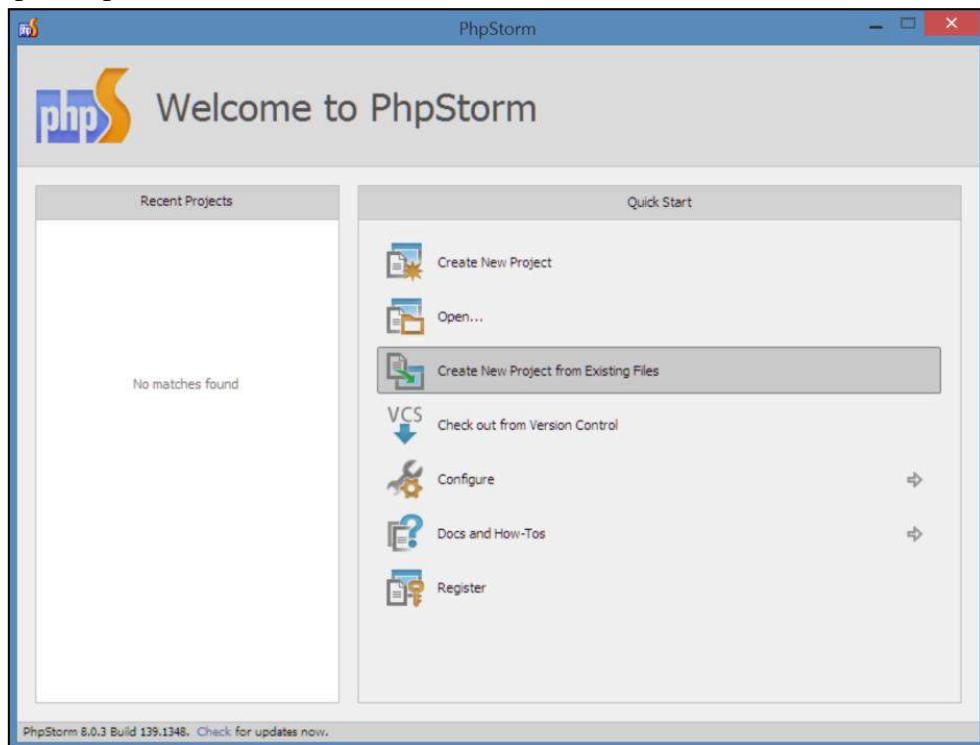
Relative path: /assets/css/files/custom.css

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.

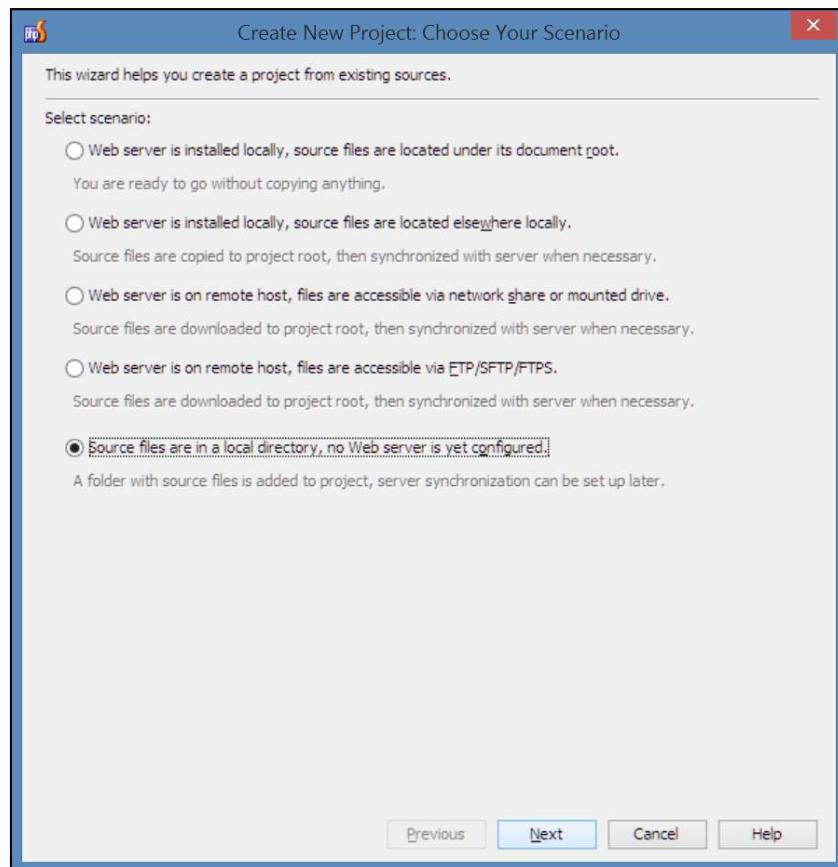
Download PhpStorm IDE from: <https://www.jetbrains.com/phpstorm/>

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

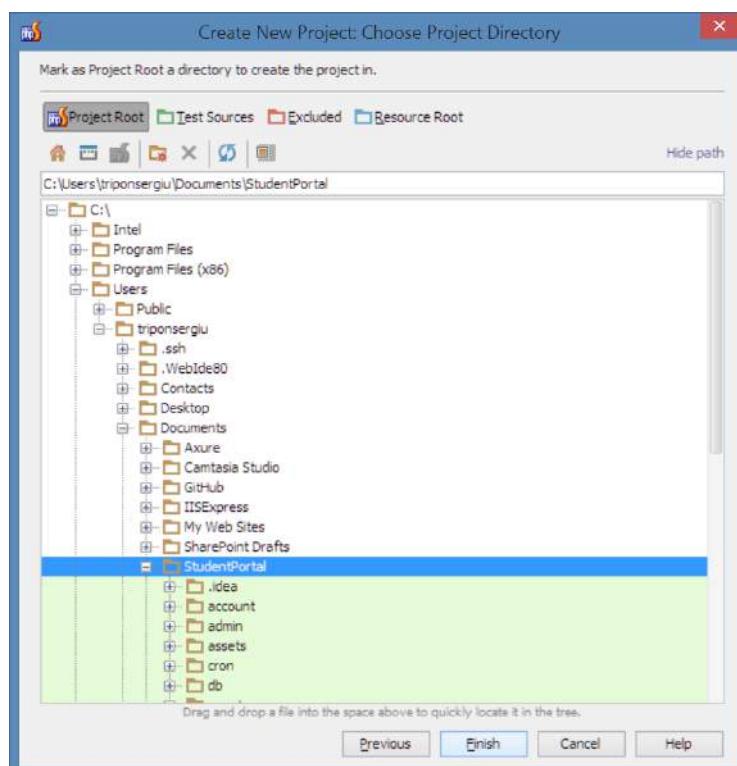
1. Copy the “StudentPortal” folder over to a local destination such as D:\ drive.
2. Open PhpStorm



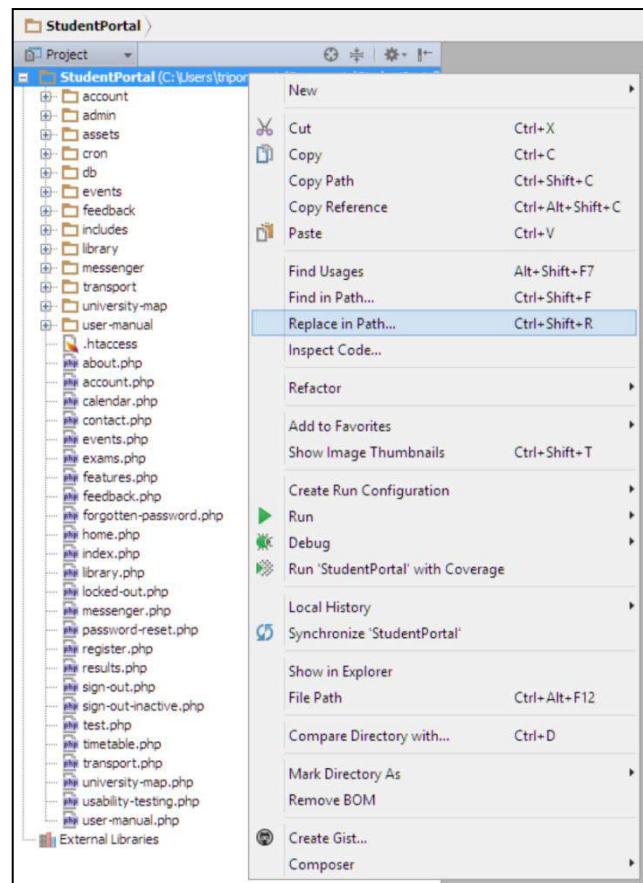
3. Click on the “Create New Project from Existing Files” option



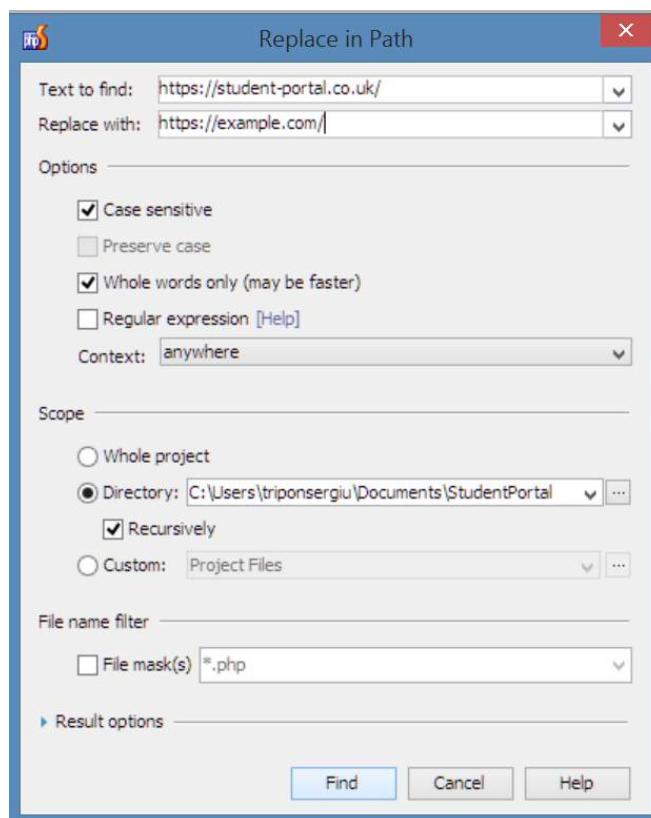
4. Select the “Source files are in a local directory, no Web server is yet configured” radio button. Click on the “Next” button.



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.

The screenshot shows a code editor interface with a sidebar containing a file tree. The file tree includes files like university-map.php, user-manual.php, .htaccess, about.php, account.php, calendar.php, contact.php, events.php, exams.php, features.php, feedback.php, forgotten-password.php, home.php, index.php, library.php, locked-out.php, messenger.php, password-reset.php, register.php, results.php, and sim-wut.nhn. A search dialog is open at the top right, showing 'Replace Usage 1 of 123 Found'. Below it is a confirmation dialog asking 'Do you want to replace this occurrence?'. The code editor shows several lines of JavaScript code, with some lines highlighted in yellow. The bottom part of the interface shows a 'Find Occurrences' tool with a tree view of found occurrences, including 'Found Occurrences (123 occurrences)' under 'Usage in string constants (123 occurrences)' which further branches into 'StudentPortal (123 occurrences)' and other specific files like account.php, calendar.php, contact.php, etc.

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

Local site: C:\Users\triponsergiu\Documents\			
Filename	Filesize	Filetype	Last modified
..			
Axure		File folder	04/11/15 1...
Camtasia Studio		File folder	03/12/15 1...
GitHub		File folder	04/25/15 2...
IISExpress		File folder	02/11/15 1...
My Web Sites		File folder	02/11/15 1...
SharePoint Drafts		File folder	04/17/15 2...
StudentPortal		File folder	04/27/15 1...
Visual Studio 2013		File folder	02/20/15 2...
VPProjects		File folder	04/27/15 1...
desktop.ini	402	Configuration settings	03/11/15 1...

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.

Filename	Filesize	Filetype	Last modified
..			
account		File folder	04/25/15 1...
admin		File folder	04/27/15 1...
assets		File folder	04/25/15 1...
cron		File folder	03/03/15 1...
db		File folder	04/23/15 2...
events		File folder	04/25/15 1...
feedback		File folder	
includes		File	
library		File	
messenger		File	
transport		File	
university-map		File	
user-manual		File	
.htaccess	5,039	HTA	
about.php	1,563	PHP File	
account.php	20,518	PHP File	
calendar.php	31,854	PHP File	04/25/15 1...
contact.php	6,539	PHP File	04/25/15 1...
events.php	18,560	PHP File	04/25/15 1...

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.