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| CITY UNIVERSITY COLLEGE OF SCIENCE AND TECHNOLOGY |
| CMS |
| User Manual |
| FOR |
| **LECTURER PORTAL MODULE** |
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| CMS User Manual is dedicated to the CMS user. This User manual will provide a guideline to the user on how to use the system. |

TABLE OF CONTENTS

[INTRODUCTION 3](#_Toc131762739)

[CMS MODULE INTRODUCTION 4](#_Toc131762740)

[LECTURER PORTAL MODULE 4](#_Toc131762741)

[GETTING STARTED 5](#_Toc131762742)

[1.1 HOW TO LOGIN TO CMS PORTAL 5](#_Toc131762743)

[1.2 HOW TO CREATE YOUR CMS ACCOUNT 6](#_Toc131762744)

[1.3 HOW TO CHANGE PASSWORD 7](#_Toc131762745)

[LECTURER PORTAL MODULE 9](#_Toc131762746)

[2.1 HOW TO KEY IN STUDENT ATTENDANCE 9](#_Toc131762747)

[2.2 STUDENT ACADEMIC PROGRESS 12](#_Toc131762748)

[2.3 HOW TO KEY IN ASSIGNMENT MARK 14](#_Toc131762749)

[2.4 HOW TO REQUEST FOR CLASS REPLACEMENT 16](#_Toc131762750)

[2.5 HOW TO PRE –REGISTER SUBJECT 18](#_Toc131762751)

[2.6 ACCESS TO CITY U LIBRARY WEBSITE 19](#_Toc131762752)

# INTRODUCTION

**System Introduction**

City Management System (CMS) is a web base application that uses to help City University staff to record and manage all data about student and staff in City University. Every module in the CMS is build according to the every department requirement. Which mean every function in each module is design to specially meet the daily work requirement for each department.

**CMS User Manual**

This user manual was design to assist CMS user step by step instruction to key in information or any data that need to store. This manual is meant for every CMS user in City University and also to help user to understand on system flow and how its function.

**The Objective**

The objective of this manual is to provide a step by step instruction for user to use the system. This manual will provide user an instruction with a system screen shot and also the sequence on how to use each function in certain module. In this manual, user will be given a simple tips or reminder about the system.

# CMS MODULE INTRODUCTION

## LECTURER PORTAL MODULE

**Introduction**

Lecturer portal module is use by lecturer in City U to manage their student, class, exam and student assignment.

**Module Ownership:** This module is owned and use by the Academic Staff (Lecturer) of City University.

**Maintained By:** CMS Team.

**User References**

* **CMS LOGIN**
  + Please make sure that you have your own company email address before login into CMS. If you didn’t have this email, please kindly to contact HR department at [hrcomm@city.edu.my](mailto:hrcomm@city.edu.my) and ask to them to create your email address and to key in your detail into the system and to give you access to the CMS.
* **NEW REPORT**
  + If you require any new report, please send email to CMS team at [sysadmin@city.edu.my](mailto:sysadmin@city.edu.my) and please provide us with the template of the report.

***Remarks***

*Any suggestion for system upgrade is highly welcomed. Please send your feedback to us at* [sysadmin@city.edu.my](mailto:sysadmin@city.edu.my).

# GETTING STARTED

## 1.1 HOW TO LOGIN TO CMS PORTAL

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| * Open your web browser and type <http://app.city.edu.my/cms> on the address bar. * Key in your email account and password to access the system. |
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| **Steps:**   1. Key in email account. 2. Key in password. 3. Click “**Login**” button   **Remarks: If you don’t have any account yet, please create your account first.** |

## 1.2 HOW TO CREATE YOUR CMS ACCOUNT

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| * If you do not have any account, you need to register first |
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| **Steps:**   1. Click on the “**Can’t access your account**” link. 2. Key in your staff email address 3. Key in your staff no. 4. Click button apply   **Remarks: If you receive an alert message like this :**    It means that your personal information have not been registered by the HR department. Please inform and email to HR Department to register your personal information detail in the CMS system. |

## 1.3 HOW TO CHANGE PASSWORD

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| * After successfully login into your account. * You are required to change your CMS password. |
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| **Steps:**   1. Click on your name which positioned on top of the page. 2. Click on “**Change Password**” link. 3. Key in your current password. 4. Key in your new password. 5. Re-enter your new password. 6. Click on “**Change Password Now**” button.   **Remarks: If you receive an alert message like this :**    It means that your new password has successfully changed. |

# LECTURER PORTAL MODULE

## 2.1 HOW TO KEY IN STUDENT ATTENDANCE

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| * Use to key in student attendance in every class * Go to My Class tab in Lecturer Portal module. |
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| **Steps:**   1. Select class 2. Click “**Attendance**” button. 3. If student attend the class tick on the attendance box. 4. But if the student didn’t attend the class, please choose if the student is either “**MC**” or “**Hospitalization**”. 5. Click “**Save**” button. 6. Click “**Ok**” button. 7. Click “**Ok**” button.   **Remark :**  If none of the student comes to the class, lecturer still need to key in the attendance and save. This is to show that they have conducted the class. |

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## 2.2 STUDENT ACADEMIC PROGRESS

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| * To view student academic progress * Go to Student tab in Lecturer Portal module. |
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| **Steps:**   1. Click “**Search**” button. 2. Key in student name or student no or student NRIC no. 3. Click “**Search**” button. 4. Click on student name 5. Click “**Close**” button. 6. Click on the student program. 7. Hover to “**Report**” and click “**Mark** **Detail**”. 8. Student academic progress in pdf format. |

## 2.3 HOW TO KEY IN ASSIGNMENT MARK

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| * To key in student assignment mark * Go to Assignment tab in Lecturer Portal Module. |
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| **Steps:**   1. Click on “**Subject”.** 2. Select and click on the assignment name. 3. Click “**Key in**” button. 4. Tick on the submission box. 5. Key in assignment mark. 6. Click “**Save**” button. 7. Click “**Ok**” for confirmation. 8. Click “**Ok**” when successfully saved. |

## 2.4 HOW TO REQUEST FOR CLASS REPLACEMENT

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| * To request for class replacement * Go to Class Replacement tab in Lecturer Portal module |
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| **Steps:**   1. Click “**New Request**” button. 2. Select **Class Type** and **Class Code**. 3. Select class **actual date.** 4. Key in class replacement detail. 5. System will search for any clash class. 6. Click “**Submit for Approval**”. 7. Click “**Ok**” on the alert box. 8. Click “**Ok**”. |

## 2.5 HOW TO PRE –REGISTER SUBJECT

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| * To pre – register subject for student * Go to Pre – Register tab in Lecturer Portal Module. |
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| **Steps:**   1. Select program & intake. 2. Click student name. 3. Choose subject for pre – register. 4. Click “**Apply**” button. |

## 2.6 ACCESS TO CITY U LIBRARY WEBSITE

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| **Steps:**   1. Login into CMS and go to the “Lecturer” module. 2. Click on any of the highlighted as shown above; 3. Online databases 4. Library website 5. Library catalogue |

Update Log

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| No. | Module | Updated On | Updated By | Remarks |
| 1 | 2.2 STUDENT ACADEMIC PROGRESS | 05/04/2023 | Fiqhree | Change on how to view the academic progress. |
| 2 | 2.6 ACCESS TO CITY U LIBRARY WEBSITE | 07/04/2023 | Fiqhree | Updates the access to the City U Library website |