

THE USER GUIDE FOR CAMPUS MANAGEMENT SYSTEM FOR TERTIARY INSTITUTION

This guide will help you use CMS online and allow you have smooth hands on experience with the system. The guide involves the use of necessary features around the system dashboard.

MODULES IN CAMPUS MANAGE SYSTEM

- A. System Configuration
- B. User Management
- C. Student Management
- D. Admission Management
- E. Result Management
- F. Finance Managements/Reports
- G. Hostel Management
- H. Set Time Table
- I. Notification
- J. System Logs
- K. Election Management

A. System Configuration

This section is made up of the following sub sections: *School information setup, create faculty/school, create Departments, add/edit courses, add/edit programmes, add/ edit grading system, add application form and Add/Set Default Year of Study.*

B. User Management

This section is made up of the following sub sections: *Add/Edit Staff, Add / Grant Access to system users and Allocate courses to staffs*

C. Student Management

This section is made up of the following sub sections: *Student record verification/Clearance, Generate Student class list, View/update Student records, Generate Photo Book, Change of Course, Students Academic Status and student Transcript.*

D. Admission Management

This section is made up of the following sub sections: *New student application review/verification and entrance exam invitation, applicant record search, generate list of applicant and admitted student, entrance exam result processing and admission status update /notification, admitted student data migration to student register*

E. Result Management

This section is made up of the following sub sections: *Result upload, Result Approval and publishing, export course List for score entry, approve course registration, Result Broad Sheet, result Annual Summary, Result Analysis.*

F. Finance Management/Report

This section is made up of the following sub sections: *add/edit Fees, verify payments, generate payment details, application form sales details/report, and generate payment reports, Student payment Ledger.*

G. Hostel Management

This section is made up of the following sub sections: *Add/view hostel, add Hostel Rooms with Charges, view room requests and room allocation.*

H. Set Time Table

This section is made up of the following sub sections: *Setting up lecture and exam time table base on Department/Subject Combinations.*

I. Notification

This section is made up of the following sub sections: *CMS Messenger, News update and Event Notifications.*

J. System Logs

This section is made up of the following sub sections: *User Logs and Activity Logs of the system.*

K. Election Management

This section is made up of the following sub sections: add/view election position, add/view election Candidate, add/view upcoming election, approve /generate election Results.

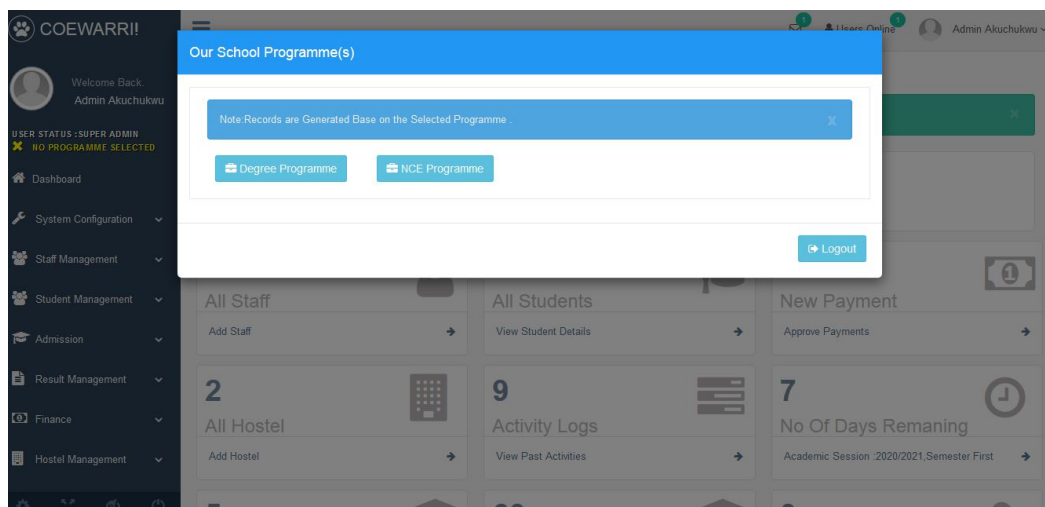
L. Course Allocation

This section is made up of the following sub sections: view course allocation and Export Course list.

HOW TO LOGIN

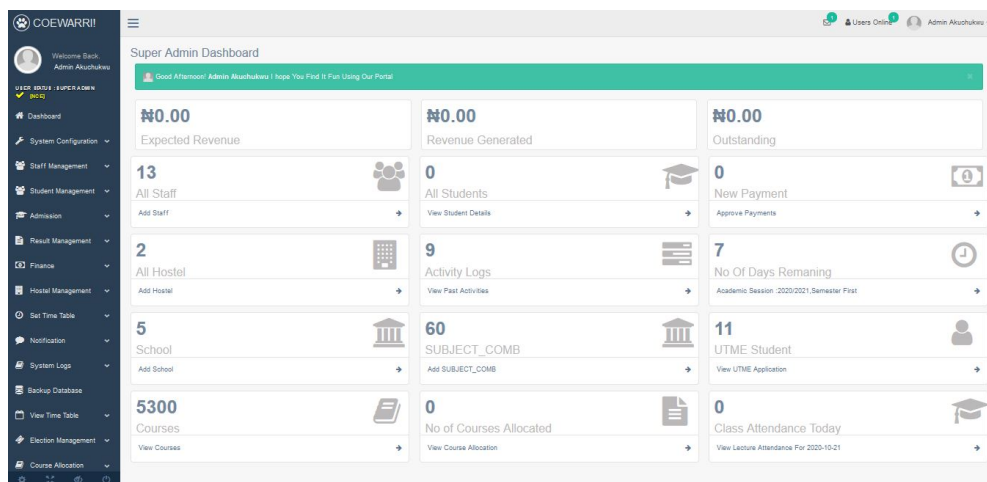
1. Visit appropriate Smart City Campus Official website "<https://edu.deltasmartcity.ng>"
2. Click on the tab **Institutions** to choose your preferred institution.
3. Then click on the **portal login** at the Menu bar.
4. At login page you are required to enter your login Credentials **username** and **password** and then click **SIGN IN**
5. After a successful login a pop window comes up for you to select which programme you intend to work on.

The figure below show the sample Screen after a Successful Login.



This is the **Dashboard** after you have selected a programme. For navigation around the dashboard you make use of the features on the left side Menu of the dashboard.

Note: The left side Menu features Depends on your Access Level.



HOW TO LOG OUT

To log out of the system click the username on the top right Menu bar of the web page and then click **Log Out**.

OR

Click **Log Out** at the bottom of the left side Menu.

HOW TO SWITCH PROGRAMME

Click the selected programme name (e.g. HND) that has check sign at the top left side menu

Select the programme you wish to switch to.

OR

Click the username on the top right Menu bar of the web page.

From the drop down click on **Switch Program**.

A. System Configuration

HOW TO ADD/EDIT SCHOOL INFORMATION

Select **system configuration** from the left side menu and click on **Add School Information**

Fill the appropriate school information and click **Save**.

To edit the added School information select **edit record** button of the added record at the bottom of **Add School Information**.

Edit the appropriate school information and click **update**.

HOW TO ADD COURSE(S)

Select **system configuration** from the left side menu and click on **Add / View Course**

Fill the appropriate Course information and click **Add Course**

HOW TO EDIT COURSE(S)

Select **system configuration** from the left side menu and click on **Add / View Course**

From the page that display click **View Course** Button

Select the Course information i.e. Faculty and Department

From the loaded courses at the Bottom of the page Select **edit record** button of the course to edit.
Edit the appropriate Course information and click **Save Course**.

HOW TO UPLOAD COURSE IN EXCEL FORMAT

Select **system configuration** from the left side menu and click on **Add / View Course**

From the page that display click **import Course** Button.

Create excel sheet in CSV format as in figure 1.3;

On the same page select the Course information i.e. Faculty and Department and browse the CSV file you created.

Clicks **upload** Button to upload the courses.

Note: please make sure that you Fill in the correct course information in the right column of the excel sheet and Save the sheet.

	A	B	C	D	E	F	G
1	DEPARTMENT ID	COURSE TITLE	COURSE CODE	UNITS	Elective (0) or Compulsory(1)	SEMESTER	LEVEL
2	1	GENERAL BOTANY I	BOT 101	3		1 FIRST	100
3		PRINCIPLES OF ANIMAL BIOLOGY	AEB 101	3		1 FIRST	100
4		GENERAL CHEMISTRY I	CHM101	3		1 FIRST	100
5		USE OF ENGLISH AND LIBRARY	GST 101	2		1 FIRST	100
6		PHILOSOPHY AND LOGIC	GST 102	2		1 FIRST	100
7		ELEMENTARY MATH I (ALGEBRA & TRIGONOMETRY)	MTH 101	3		1 FIRST	100
8		GENERAL PHYSICS I (MECHANICS)	PHY 101	3		1 FIRST	100
9		GENERAL PHYSICS II	PHY 102	2		1 FIRST	100
10							
11		GENERAL CHEMISTRY II	CHM 111	3		1 SECOND	100
12		EXPERIMENTAL CHEMISTRY I	CHM 112	2		1 SECOND	100
13		NIGERIA PEOPLE & CULTURE	GST 111	2		1 SECOND	100

Figure 1.3 Sample of Course upload template in CSV Format.

HOW TO ADD ADMISSION FORMS

Select **system configuration** from the left side menu and click on **Add Forms**.

Fill the appropriate information for the form and click **Save**.

HOW TO EDIT ADMISSION FORMS

Select **system configuration** from the left side menu and click on **Add Forms**.

Scroll down the page and select the Form to edit by clicking **Update form** button.

Edit the appropriate information for the form and click **update**.

Note: The form that has green button on the form list is the active form.

HOW TO ADD SCHOOL GRADING SYSTEM

Select **system configuration** from the left side menu and click on **Add Grade**.

On the page that displayed, fill in the appropriate fields i.e. program, grade group, min and max score bound etc.

Click **Save**.

HOW TO ADD YEAR OF STUDY/ ACADEMIC SESSION

Select **system configuration** from the left side menu and click on **Add Year of Study**.

Fill the appropriate information and also set the default section.

Click **Add Session**.

HOW TO EDIT YEAR OF STUDY/ ACADEMIC SESSION

Select **system configuration** from the left side menu and click on **Add Year of Study**.

Scroll down the page and select from the list of year of Study to edit by clicking **edit Session** button.

Fill the appropriate information and Click **edit Session** to save the changes.

Note: The Session that has green button on the Session list is the active Session.

B. Staff Management

HOW TO ADD STAFF

Select **Staff Management** from the left side menu and click on **Add/Edit Staff**.

On the page that display fill in the appropriate Staff information and Click **Save** Button.

HOW TO EDIT STAFF

Select **Staff Management** from the left side menu and click on **Add/Edit Staff**.

Scroll down the page and select from the list of Staff to edit by clicking **edit record** button.

On the page that display, edit the appropriate Staff information and Click **update** to save the record.

HOW TO ADD SYSTEM USERS

Select **Staff Management** from the left side menu and click on **Add System Users**.

On the page that display click **find** button to popup staff records.

Select the Staff you wish to add by clicking **Add Staff**.

Make necessary modifications, Select user role and click **add user** to save the changes.

HOW TO EDIT SYSTEM USERS

Select **Staff Management** from the left side menu and click on **Add System Users**.

Scroll down the page and select from the list of users to edit by clicking **Edit record** button.

Make necessary modifications and click **Edit user** to save the changes.

HOW TO ALLOCATE COURSE TO STAFF

Select **Staff Management** from the left side menu and click on **Allocate Course**.

On the page that display, click **find** button to popup staff records.

Select the Staff you wish to add by clicking **Add Staff** Button

Make necessary modifications and click **Save** to save the course allocation.

C. Student Management

HOW TO VERIFY STUDENT RECORD

Select **Student Management** from the left side menu and click on **Student Record Verification**.

On the page that display click on the check box beside the student to be verified and click **verify student(s)** button.

HOW TO VIEW STUDENT LIST

Select **Student Management** from the left side menu and click on **View student List**.

On the page that display select appropriate search criteria and click **search record** button.

HOW TO VIEW / EDIT STUDENT RECORD

Select **Student Management** from the left side menu and click on **View/edit student**.

On the page that display select appropriate search criteria and click **search record** button.

Select student record you wish to edit by clicking **edit data** button

Make necessary modifications and click **update** to save changes.

HOW TO GENERATE PHOTO BOOK

Select **Student Management** from the left side menu and click on **generate photo book**.

On the page that display select appropriate search criteria and click **generate photo book**.

HOW TO MAKE CHANGE OF COURSE FOR STUDENT

Three authorized person are needed here, Hod to sign off, Hod to Accept and admin to complete the process.

Select **Student Management** from the left side menu and click on **change of course**, then change of course application List open,

For signing off, click on sign off, for acceptance, click on accept, for completion (done by admin) click checkbox of the student that has been **sign off** and **accepted** and then Click **validate change of Course(s)** to complete the process.

Note: before the change course can be affected the student must have been signed off from old department and accepted into the new department by designated personnel.

HOW TO MANAGE STUDENT ACADEMIC STATUS

Select **Student Management** from the left side menu and click on **student academic status**.

Enter the student matriculation Number in the Mat No field and click on the Dropdown to auto fill student information.

Make necessary modifications and click **Save** to save changes.

HOW TO GENERATE TRANSCRIPT

Select **Student Management** from the left side menu and click on **transcript**.

On the page that display fill in the appropriate information of the student.

Click **Proceed** button to load the transcript.

HOW TO MAKE CLEARANCE FOR ADMITTED STUDENT

Select **Student Management** from the left side menu and click on **View/edit student**.

On the page that display select appropriate search criteria and click **search record** button.

Click on **Review Clearance files**, Select appropriate information and make necessary modifications.

Click on **Submit** button to save changes.

D. Admission Management

HOW TO VIEW AND VERIFY NEW STUDENT APPLICATION

Select **Admission Management** from the left side menu and click on **New Student Application**.

On the page that displayed, you will see the information of the new applicants, application status and perform other operations.

To view more information about the applicants click on the applicant **Application No**;

To verify a given application select the applicant by clicking on the checkbox and click on **verify application**.

NOTE: once an applicant is verified the status will change and an email would be sent to a selected applicant for an invitation for the entrance exam/PUTME the process can be repeated.

HOW TO SEARCH NEW STUDENT APPLICATION

Select **Admission Management** from the left side menu and click on **search admission record**.

On the page that display select appropriate search criteria and click **search record** button.

On the page that displayed you will see the information of the new applicants, application status and perform other operations.

To verify a given application select the applicant by click on the checkbox and click on **verify application** button above.

To print application list, click on **Print Applicant(s)** button above.

To print admission list, click on **PrintAdmission List** button above.

To exit the page, click on **Go Back** button above.

NOTE: Once a given applicant is verified you can perform other operation on it records, all admitted applicant is checked with their application number colored green.

HOW TO EXPORT NEW STUDENT APPLICATION

Select **Admission Management** from the left side menu and click on **export student's record**.

On the page that display select appropriate search criteria and click **export Data**.

HOW TO IMPORT APPLICANT ENTRANCE /PUMERESULT

Select **Admission Management** from the left side menu and click on **import Result**.

On the page that display select appropriate information, select excel file to upload in (.xls format as workbook) and click **import Data** button

Preview the uploaded excel File and click on **Process Result**button.

Result upload confirmation page and click on **Go Back** button to upload another result.

NOTE: please set average score bound for entrance /PUME before uploading of result for system to auto update admission status.

HOW TO TRANSFERAPPLICANT RECORDTO STUDENT DATABASE

Select **Admission Management** from the left side menu and click on **search admission record**.

On the page that display select appropriate search criteria and click **search record** button.

To transfer admitted applicant to student database click on **Transfer Record(s)**.

Note that the **Transfer Record** button keeps count of the number of student to be transfer

E. Result Management

HOW TO UPLOAD SCHOOL RESULT

Select **Result Management** from the left side menu and click on **Result upload**.

On the page that display select appropriate information, browse to excel file to upload (.xls format as workbook) and click **import Data** button

Preview the uploaded excel File and click on **Process Result** button and

Result upload confirmation page open. Click on **Go Back** button to upload another result.

NOTE: please make sure that the grading system is set before result upload (for guide on how to set grade see **HOW TO ADD SCHOOL GRADING SYSTEM**).

HOW TO VIEW UPLOADED RESULTS

Select **Result Management** from the left side menu and click on **View Result upload**.

From the list of uploaded result that displayed, choose all the criteria for the result you wish to view and click **view result** button.

HOW TO GENERATE COURSE LIST

Select **Result Management** from the left side menu and click on **Export Course List**.

On the page that display select appropriate search criteria and click **export Data** to generate the excel file.

Note file is used as excel template for result upload for a selected course as the case may be in (.xls format as workbook).

HOW TO GENERATE BROAD SHEET

Select **Result Management** from the left side menu and click on **broad sheet**.

From the page that display select appropriate search criteria and click **view broad sheet** button.

The Broad sheet will display.

HOW TO PUBLISH RESULT

Select **Result Management** from the left side menu and click on **broad sheet**.

From the page that display select appropriate search criteria and click **view broad sheet** button.

From Broad sheet that displayed, click on **approve** button to publish the result and **decline** button to cancel result publishing.

HOW TO APPROVE COURSE REGISTRATION

Select **Result Management** from the left side menu and click on **Approve Courses**.

From the page that display select appropriate search criteria and click **Submit** button

From the list of student that display click on student **Mat No** to load all the courses registered,

select the course you wish to approve and click **approve** button

To remove course, select course you wish to remove and click **remove** button

To exit the selection click on **close** button.

HOW TO GENERATE RESULT ANNUAL SUMMARY

Select **Result Management** from the left side menu and click on **Result annual summary**.

From the page that display select appropriate search criteria and click **Result annual summary** button

The annual result summary will be generated.

HOW TO GENERATE RESULT ANALYSIS

Select **Result Management** from the left side menu and click on **Result analysis**.

From the page that display select appropriate search criteria and click **view** button

The result analysis would be generated.

F. Finance

HOW TO ADD FEES

Select **Finance** from the left side menu and click on **add Fee**.

From the loaded page fill in the necessary fields and click **add fee** button.

HOW TO EDIT ADDED FEES

Select **Finance** from the left side menu and click on **add Fee**.

Scroll down the page and select from the list of added fees to edit by clicking **Edit record** button.

Make necessary modifications and click **Edit Fee** button to save the changes.

HOW TO CONFIRM PAYMENTS

Select **Finance** from the left side menu and click on **Confirm Payments**.

From the page that displays select appropriate search criteria and click **Search Record** button

From the list of payments that display.

Select appropriate payment details to verify by clicking transaction ID of the selected payment.

To view most recent payments click **view most recent payment** button.

HOW TO VIEW PAYMENTS

Select **Finance** from the left side menu and click on **View Payments**.

From the page that displays select appropriate search criteria and click **View pay List** button

The payment records for the selection would be loaded for printing.

HOW TO VIEW PAYMENTS

Select **Finance** from the left side menu and click on **Form Sales**.

From the page that displays select appropriate search criteria and click **GO** button

The Form Sales information for selected program would be generated.

To view most recent Form order click **view most recent order** button.

HOW TO GENERATE PAYMENT REPORTS

Select **Finance** from the left side menu and click on **Report**.

From the page that displays select appropriate search criteria from search category field and click **GO** button
To generate report in different category like weekly, monthly, quarterly and annually, click on appropriate button.

HOW TO GENERATE STUDENT PAYMENT LEDGER

Select **Finance** from the left side menu and click on **Student Ledger**.

From the page that displays select the appropriate fields and click **GO** button.

The student ledger would be generated.

G. Hostel Management

HOW TO ADD / VIEW HOSTEL

Select **Hostel Management** from the left side menu and click on **Add/View Hostel**.

Fill in the appropriate fields and click **add hostel** button.

To view added hostels click **view hostel** button.

To edit hostel from added hostel, Select hostel record you wish to edit by clicking **edit hostel** button.

From the page that displays, Update necessary fields and click **edit hostel** button to save the changes.

To add rooms to selected hostel record click **add room** button.

From the popup dialogue fill in the appropriate room information and click **add room** button.

HOW TO VIEW ROOMS

Select **Hostel Management** from the left side menu and click on **View Room**.

From the page that displays, select appropriate hostel to load rooms under it.

The selected Hostel room record would be loaded.

HOW TO VIEW ROOM REQUESTS

Select **Hostel Management** from the left side menu and click on **View Room Requests**.

From the room requests that is loaded, approve or decline the selected room requests as the case may be.

HOW TO VIEW ROOM ALLOCATION

Select **Hostel Management** from the left side menu and click on **allotted room(s)**.

From the page that displays

Select appropriate room request to modify by clicking **edit** button.

Make necessary modification and click **save** button.

H. Set Time Table

HOW TO ADD EXAM TIME TABLE

Select **Set Time Table** from the left side menu and click on **exam time table**.

From the page that displays.

Fill in the appropriate fields and click **save** button.

To view added record click **view details** button.

HOW TO ADD LECTURE TIME TABLE

Select **Set Time Table** from the left side menu and click on **Lecture time table**.

From the page that displays.

Fill in the appropriate fields and click **save** button.

To view added record click **view details** button.

I. Notification

HOW TO ADD NEWS AND EVENTS

Select **Notification** from the left side menu and click on **Add News and Events**.

On the page that displays.

Fill in the appropriate fields i.e. **Post type** either News or Events as the case may be and click **post** button to save.

To view added news and events scroll down the page to see the list of added news and events.

To **hide** / **delete** news/events click appropriate button of the selected item on the list.

HOW TO SEND, READ AND REPLY MESSAGES

Select **Notification** from the left side menu and click on **Messages**.

On the page that displays, you can see new messages received, Read messages and sent messages.

To send new message, click on **Compose** to add your messages

Fill in the appropriate fields and click **Send Message** button.

J. System Logs (This is only for Authorized users)

HOW VIEW ACTIVITY LOGS

Select **System Logs** from the left side menu and click on **Activity Logs**.

HOW VIEW USER LOGS

Select **System Logs** from the left side menu and click on **User Logs**.

K. Election Management

HOW TO ADD/VIEW POSITION

Select **Election Management** from the left side menu and click on **Add/View Position**.

On the page that displays, the existing position would be loaded to add more click on **Add New Position** Button.

Fill in the appropriate fields and click **save** button.

To view added Position, click on **View details** Button.

HOW TO EDIT POSITION

Select **Election Management** from the left side menu and click on **Add/View Position**.

On the page that displays, scroll down the page to select the position to edit and click **edit** button.

Update the necessary fields and click **save** button.

HOW TO ADD NEWCANDIDATE

Select **Election Management** from the left side menu and click on **Add/View Candidate**.

On the page that displays, the existing Candidate would be loaded to add more click on **Add New Candidate** Button.

Fill in the appropriate fields and click **save** button.

To view added Candidates, click on **View Candidates** Button.

Please Note that the authorized person can **approve or decline** any candidate from the candidate list.

HOW TO ADD/VIEW ELECTION

Select **Election Management** from the left side menu and click on **Add/View Election**.

On the page that displays, the existing election will be loaded, to add more click on **Add New Election** Button.

Fill in the appropriate fields and click **save** button.

To view added elections, click on **View Election** Button.

HOW TO VIEW ELECTION RESULT

Select **Election Management** from the left side menu and click on **View Election Result**.

On the page that displays, click on appropriate election you wish to view the results.

You can as well view the result analysis, print election result and election winners by clicking appropriate button.

L. Course Allocation

HOW TO VIEW COURSE ALLOCATION

Select **Course Allocation** from the left side menu and click on **View Course Allocation**.

On the page that display select any of the course that is allocated to you to view the class list.

HOW TO EXPORT CLASS LIST

Select **Course Allocation** from the left side menu and click on **Export Class List**.

On the page that display select appropriate search criteria and click **export Data** button.

Caveats and Exceptions

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