



YANBU UNIVERSITY COLLEGE

MANAGEMENT SCIENCE DEPARTMENT

MIS 490

COOP TRAINING

BACHELOR OF MANAGEMENT INFORMATION SYSTEM

GIRLS EDUCATIONAL TRAINING

BY:

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1.0 EXECUTIVE SUMMARY

The aim of Cooperative training is to provide the opportunity for the student to try adaptation to the work environment, and give them the ability to implement what they have learned. As well as, it gives the opportunity to improve and gain the knowledge and skills away from educational life.

Girls Educational Center (GEC), Yanbu was the place where trainee performed the coop training program. The duration of the coop program was 14 weeks. GEC is concerned with the knowledge development, skills and attitudes of the employment of educational functions in educational institutions: primary schools, intermediate schools, secondary schools, for keeping pace with scientific and technical development, improving teaching and learning and saving time. As well as putting effort and money to raise the productivity rates through programs training and continuous reintegration.

The objective of GEC is to provide the opportunity of education for all in an appropriate educational environment in the light of the educational policy of the Kingdom, raise the quality of its outputs, increase the effectiveness of scientific research, encourage creativity and innovation, develop community partnership and improve the skills and abilities of education personnel.

During the Coop training period, the trainee has worked with following roles and responsibilities:

- Organizing the training programs.
- Preparing the room and devices for the training programs.
- Supervising the attendance of training programs.
- Managing the program registration.

- Preparing the presentation slides of programs.
- Preparing programs advertisements.
- Digitalizing registration forms and evaluations forms.
- Summarize trainees' names in candidates list.
- Scheduling of programs postponed or cancelled programs.
- Regulating the files, copies or scanned worksheets.

During COOP training in GEC, the trainee observed that the supervisors in the center were facing problems to do all the training programs procedures manually which leads to wasting time and effort. In order to solve that issue, trainee thought to make an efficient use of technology by developing the website for GEC training program registration, advertisement and many more to create an efficient work environment.



2.0 CONTRIBUTION

2.1 INTRODUCTION:

This chapter describes about the problem discovered in GEC and the solution for the problem developed by the trainee.

The problem in the GEC is that the center doesn't have website which makes it complicated for employees' work in program advertising, collecting data of trainees in programs. Moreover all the process is paper based and manual. The trainee will use different information gathering methods and analysis tools to clearly understand the problem and then solve the problems by improving the work environment.

2.2 DESCRIPTION OF THE PROBLEM/ CHALLENGE:

During the training period, trainees faced many challenges in the GEC. In the beginning, they used twitter and what's app to advertise the programs, so some trainees do not know about courses that are advertised or promoted. Another challenge is that most of the work is done manually and it makes us spend more money for papers and ink. Moreover, in every course when trainees came to attend program, one by one they should be filling registration forms, also sign for attendance sheets as result, it leads to waste time and effort. Sometimes the courses start before finishing filling these forms which may result in crowd and noise in the place.

In addition, the forms may become damaged or lost. The manual process is more time consuming and chances of data lose is high.

The main goal of developing website for GEC is to display the programs advertisements, news about postponed and cancelled programs and others events. Also, to provide supervisors with electronic registration for teachers and give them access to their data.

2.2.1 Objectives /Goals to create a website:

- Providing security and data protection.
- Eliminating papers process.
- The data can be gathered by the website.
- Efficient time management.
- Synchronized digital platform for program updates.

2.2.2 Scope:

The website is used by supervisors and teachers either to add programs, news, view registration data or access to online registration and others.

2.3 LITERATURE REVIEW

Website is important for any workplace. it is the way of exchanging knowledge or data and it is like an image or a profile of a company or organization where it can frequently update its important information. The website plays a major role in attracting more people to the workplace. (The Importance of a Web Site, 2004).

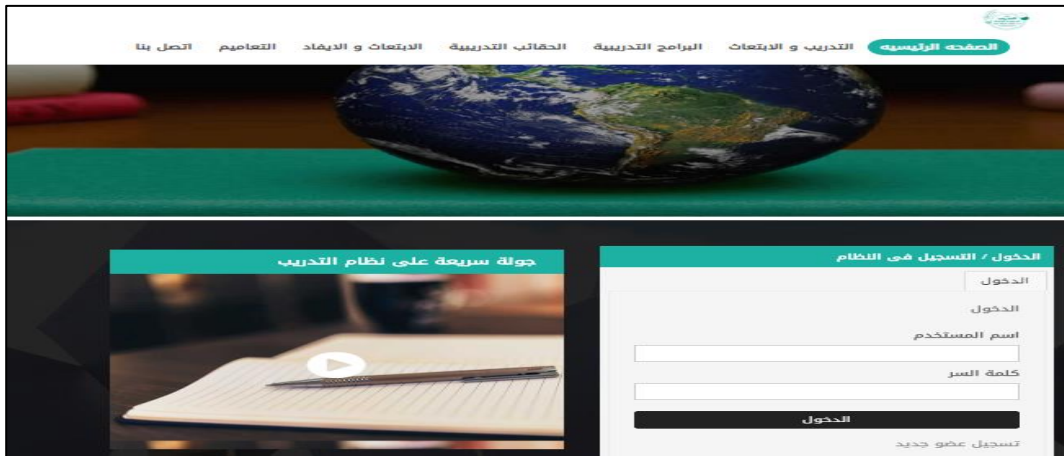


figure2. 1 - Affif website



figure2. 2 - Affif website

Also there are many websites created for similar centers in other cities to facilitate the supervising and managing programs .The website is as a platform for teachers to register the programs such as training educational **center of affif** .

There is page for login managers; there are videos for system of training. Also it displays posts of current available courses or upcoming programs; each program posted contains information of trainer's name, duration of program, the place and more. Each program contains registration form that must be filled by trainee.

Website displays page that contains goals, vision and contacts information .the website provides page for training sections, it means materials (books) for subject of programs.



figure2. 3 - Alhasa website

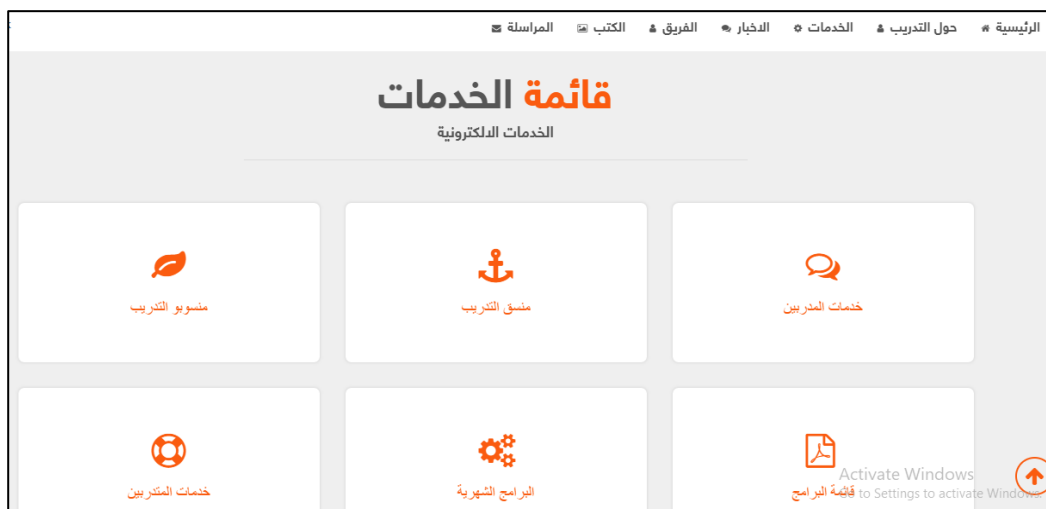


figure2. 4 - Alhasa website



figure2. 5 - Alhasa website

Another website is training educational center of Alhasa city.

The website is more professional and organized than Affif due to many more services and features. One of the important pages is the services page. For example, trainer services for taking the attendance of their programs as well as online registration services for trainees and monthly programs services for listed programs according to the training management plan in detail for each month by classification. It also provides programs coordinators services to coordinate training for schools' registration. Lastly, service for the managers of the Educational Training Department to manage the training programs and the services provided. the website provides a page for electronic books or resources related to the program. Moreover, there is a page that provides ability to trainees in order to make it easier for them to search about certifications of programs that are being attended. The website offers contact page that includes phone number, accounts of social media, email and geographical location. (Refer figure2.3, figure2.4 and figure 2.5).

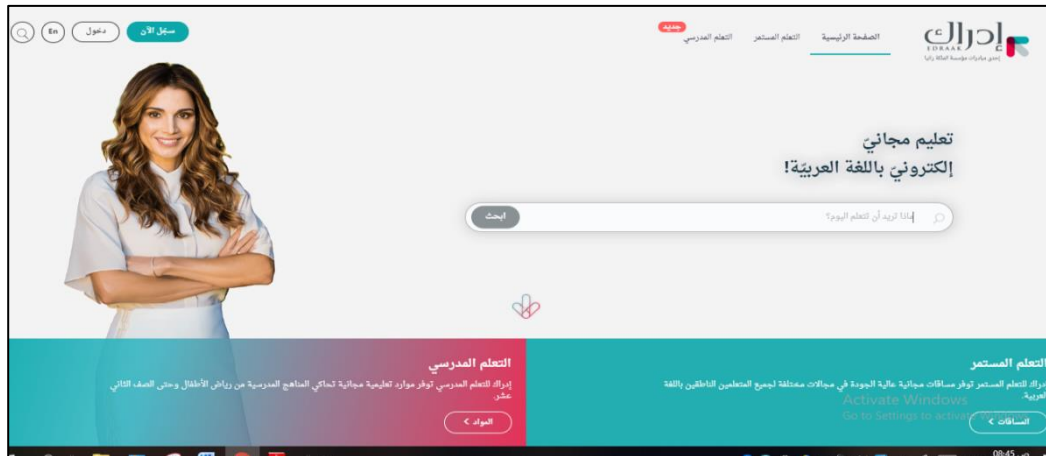


figure2. 6 - Edraak website

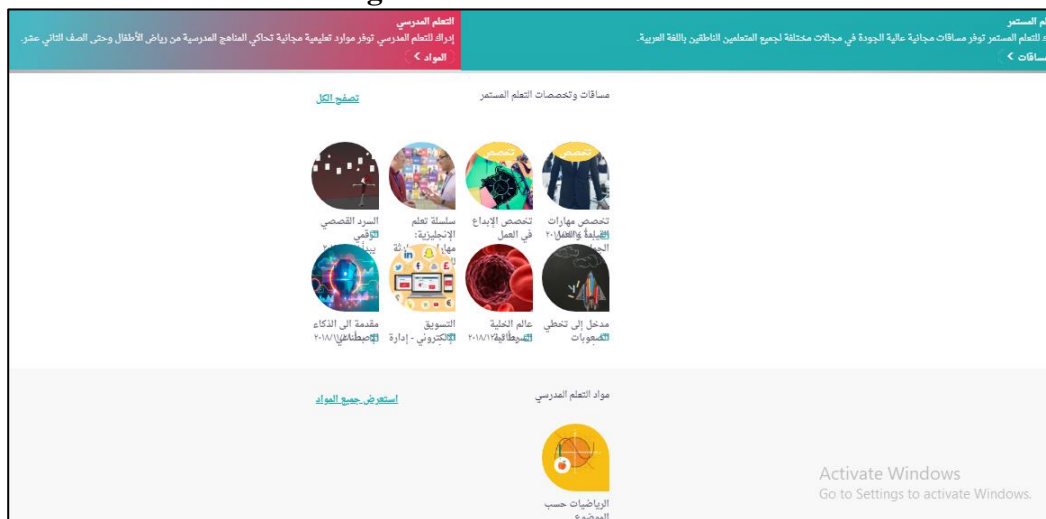


figure2. 7- - Edraak website

Edraak website provides electronic platform for free educational courses and others in Arabic language. There are two types of learning, first, educational courses that are dedicated to school's students and teachers. Secondly, learning in other different fields in life. The website is divided into parts, every part display advertising, knowledge about the courses and the ability to online registration and access to materials.

As results, the supervisors and teachers need similar website to be more likely to gain more knowledge, easy search and data accessibility. It makes the work more efficient.

2.4 ANALYSIS OF THE PROBLEM

2.4.1.1 Information Gathering Method:

Gathering Methods are the ways to collect data for analyzing the problems. The trainee used three methods observation and questionnaire.

2.4.1.1 Observation:

Observation method means understanding the processes in the workplace. The trainee observed that the GEC depends on manual work. For example, trainees' data recorded at the forms paper, so the center disburses more papers and inks.

On the other side, trainees record data by themselves when trainees attend the training programs that cause crowd and noise in the place to filling the papers of data.

In additional, the supervisor must digitalize these data by MS word, taking a lot of time and effort.

2.4.1.2 Interview:

The interview was done with Supervisors to collect more accurate information about observed problems and the challenges. The trainee asked opened and closed questions that were answered by the supervisor in a detail manner.

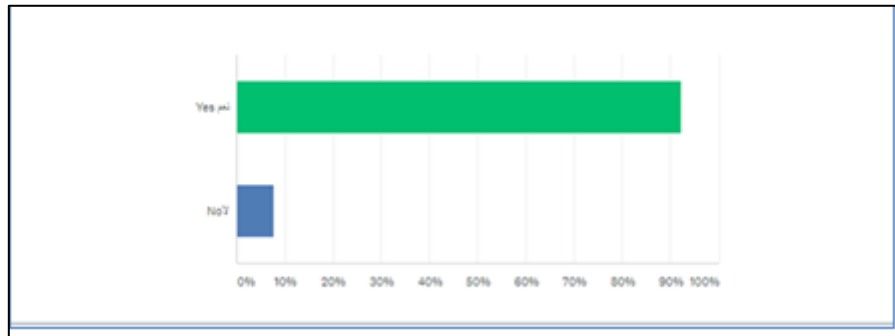
The overall result of the interview was that they do not satisfied with manual work, because they spend more time and efforts, also some collected data were exposed to damage or loss .on the other side, the GEC disburses more money for papers, inks .They prefer to have website that will facilitates the work and prevents problems that are currently faced. The trainee seeks to solve these problems and improve the work to be more efficient.

2.4.1.3 Questionnaire:

The questionnaire is online list of questions. The purpose of questionnaire are: collects data, ability to compare and analysis the answers.

The trainee create the questionnaire to asked the teachers who train in educational center educational if they have problems without website , and opinions ,comments and suggestions for create website .The trainee used surveymonkey to create the questionnaire.

The following part will show the analysis of answers of each question. (**See Appendix B to see questions**).



Q1:

figure2. 8 --Analysis chart of question 1

In figure 2.8 the question was asked to the teachers if there are problems with not having website for the center. The highest answer was yes, 92.31%. of teachers have problems, the lowest percentage was no, 7.69% of them did not have problems.

Q2:

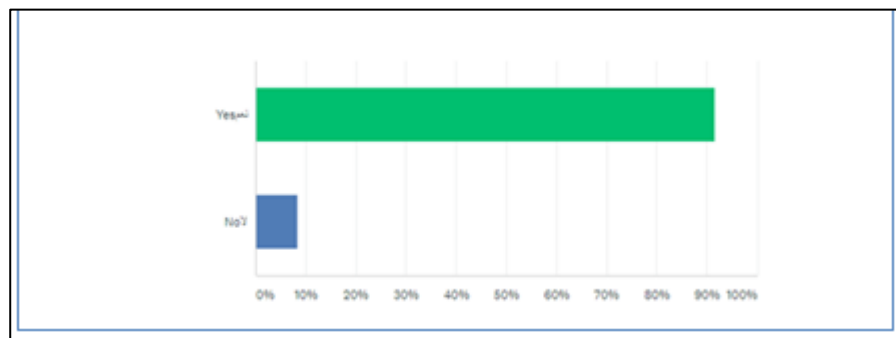


figure2. 9 -Analysis chart of question 2

In figure 2.9 the teachers were asked if they have problems with manual registration. The highest answer was yes, 91.31% of teachers have problems, the lowest percentage was no ,8.69% of them did not have problems.

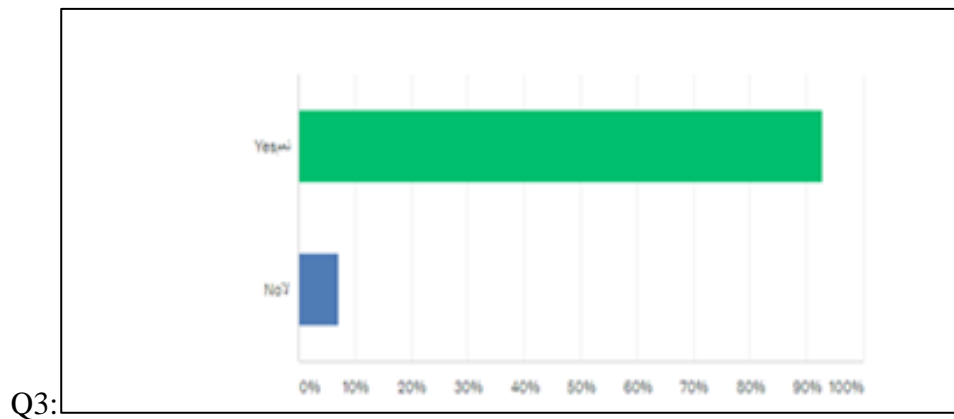


figure2. 10 -Analysis chart of question 3

In figure 2.10. the teachers were asked if they think they need website for the center. The highest answer was yes, 92.86 % of teachers think that they need the website and the lowest percentage was no, 7.14% of them did not think there are need for website.

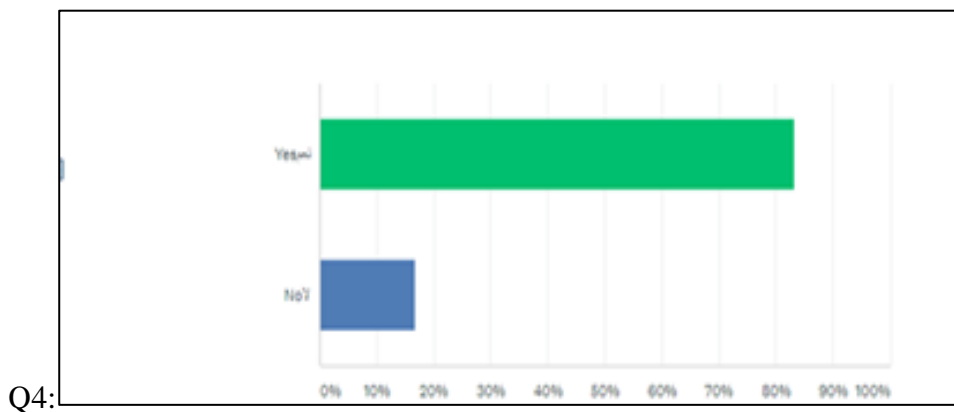


figure2. 11 - Analysis chart of question 4

In figure 2.11 the teachers were asked if they prefer online registration rather than manual registration. The highest answer was yes, 85.71 % of trainees prefer the online registration and the lowest percentage was no, 14.29 % of them did not prefer the electronical way.

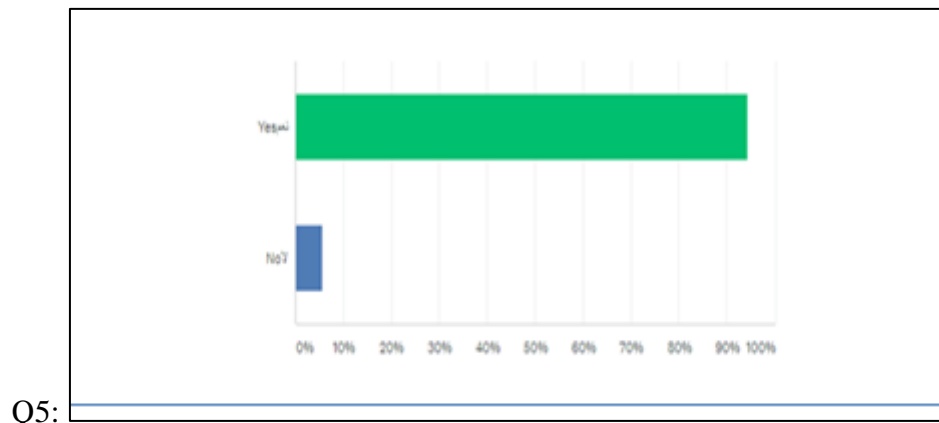


figure2. 12 - Analysis chart of question 5

In figure 2.12 the teachers were asked if they think the website would save them time and effort. The highest answer was yes, 93.74 % of teachers see the website saves time and effort and the lowest percentage was no, 6.26% of them see the website do not save time or efforts.

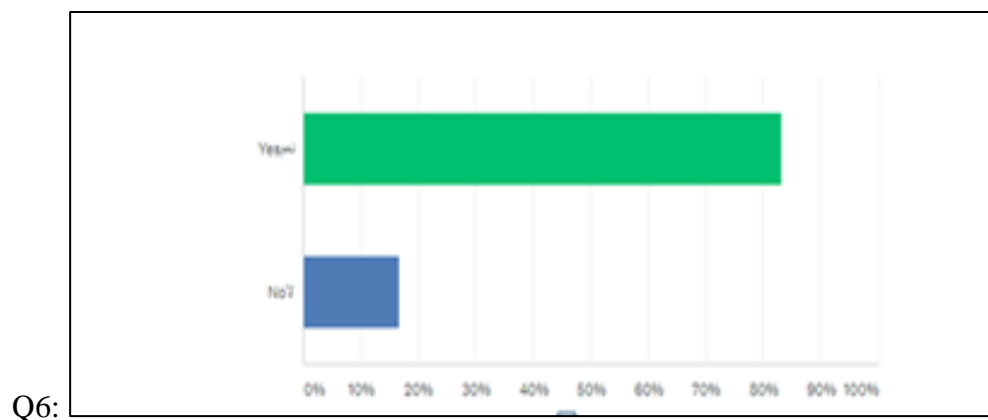


figure2. 13 -Analysis chart of question 6

In figure 2.13 the teachers were asked if there are difficulty for knowing about training programs offered by center. The highest answer was yes, 84.74 % of them have difficulty to know about training programs. The lowest percentage was no, 15.26% did not have difficulty.

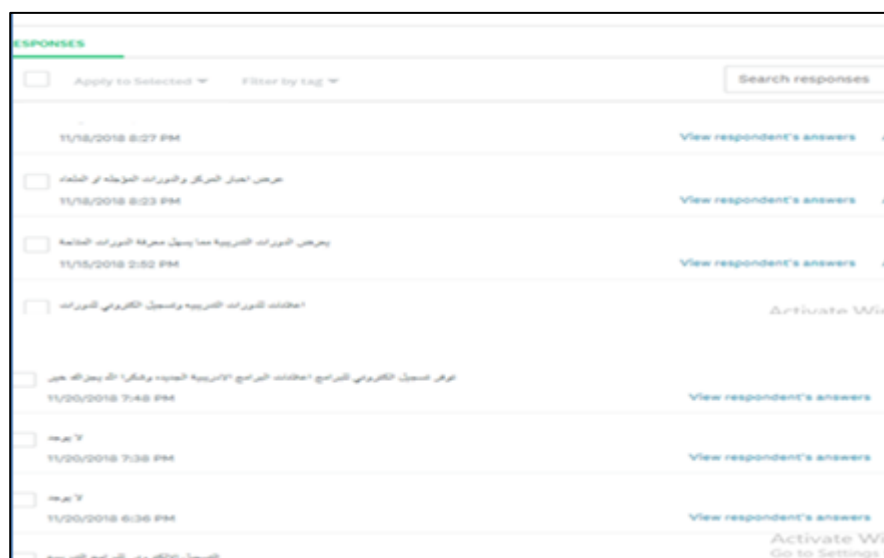


figure2. 14 --Analysis chart of question 7

In figure 2.14 the teachers were asked about their suggestions for the website, the most of them suggested the features for showing advertising of training programs, latest news of cancelled or postponed programs and another feature such as the ability to electronic registration via the website of the center.

2.5 SYSTEM ANALYSIS PHASE

The system analysis phase discusses the requirements and the features of the website.

The requirements include two categories: functional and non-functional requirement.

2.5.1 Functional Requirements:

Functional requirements mean the functional activities of website

The following are some functions that will be allowed by the website:

- The Website allows the supervisors to view data of registered teachers.
- The Website allows the supervisors to update and manage the training programs.
- The website allows the supervisors to manage the news about cancelled, postponed programs.
- The Website shows training programs for the teachers and electronic registration.

- The Website allows supervisors to view the registration forms data.
- The trainees can fill up and submit the registration forms by website.
- The website allows teacher to send emails to supervisors.
- The website allows supervisors to view contact email.

2.5.2 Non- Functional Requirements

Non- Functional requirements mean the qualities and criteria.

The following are the nonfunctional requirements.

- Regulatory: the website ability to organize the processes from advertising programs, show the news, the registration process, contact.
- Availability: the system will be able to use in anytime.
- Data security: the data of trainees will be stored in online database that save it from damage or loss.
- Usability: means the website has user friendly interfaces, and understand.
- Performance: means quickly response for process or operations.
- Scalability: means the system be able for adding new functions, processes.

2.5.3 Hardware and Software Requirements:

- Web browser
- Computers
- Internet access

2.5.4 Analysis Tools: Diagrams

Diagrams are type of system analysis tools that are used to show the processes and workflow, diagram as models of system behavior. The trainee draw following diagrams to graphical represent website

- Use case diagram
- Activity diagram
- Entity-relationship diagram

- Dataflow diagram
- Navigation diagram

2.5.5 Activity Diagram:

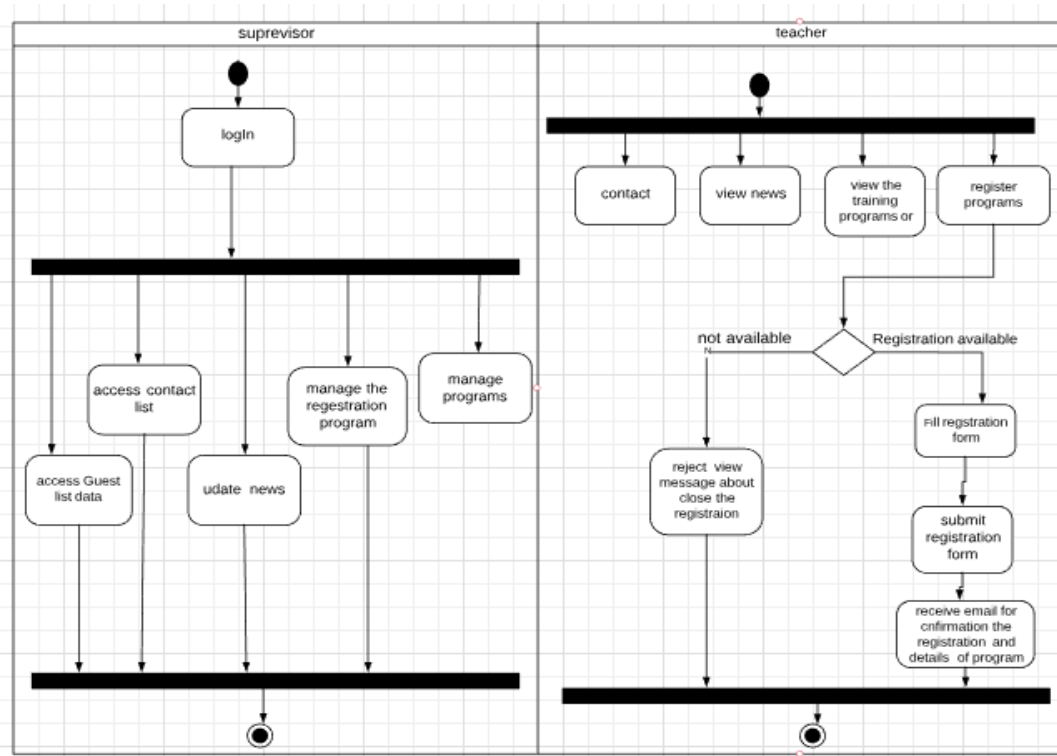


figure2. 15- Activity diagram

2.5.6 Use Case Diagram:

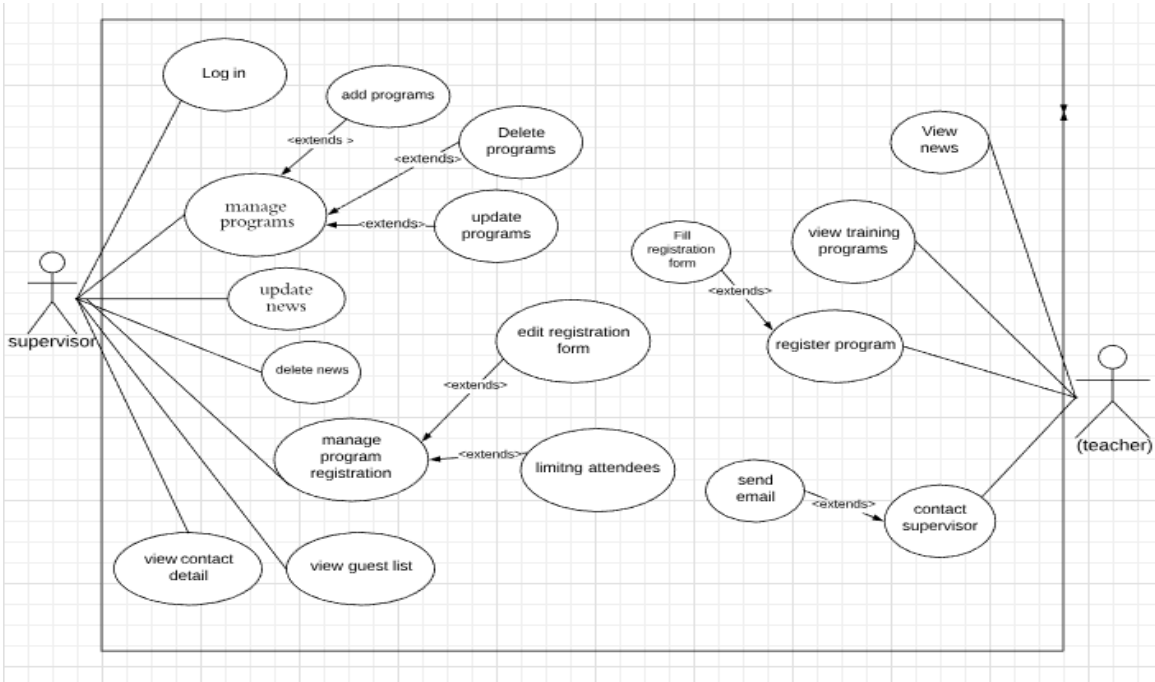


figure2. 16 - - Activity diagram

2.5.7 Data Flow Diagram:

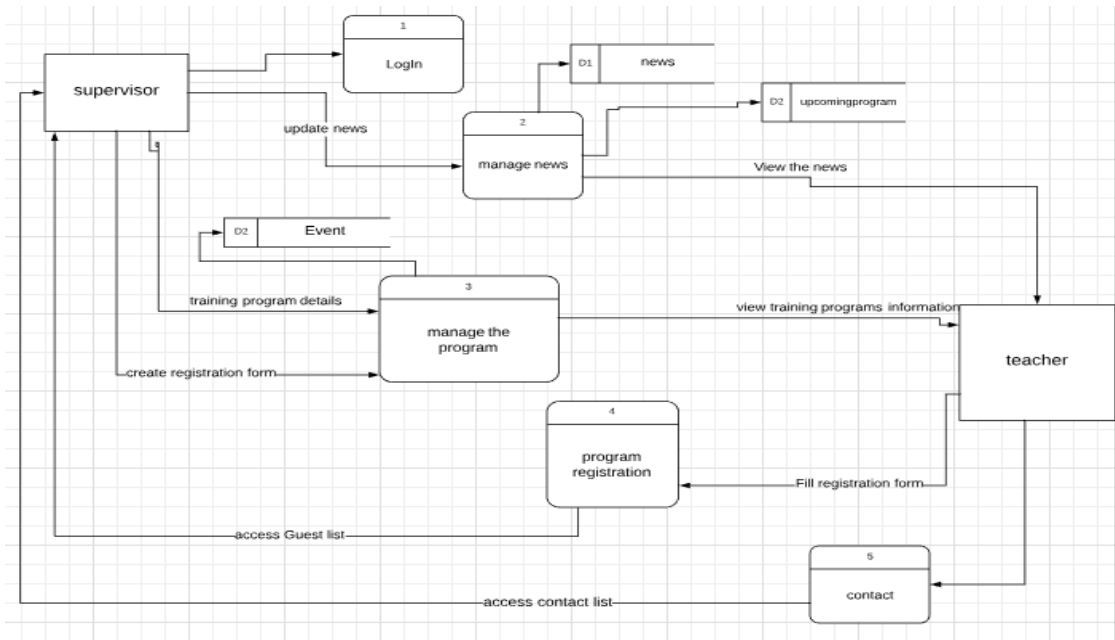


figure2. 17 - Data flow diagram

2.5.8 Navigation Diagram:

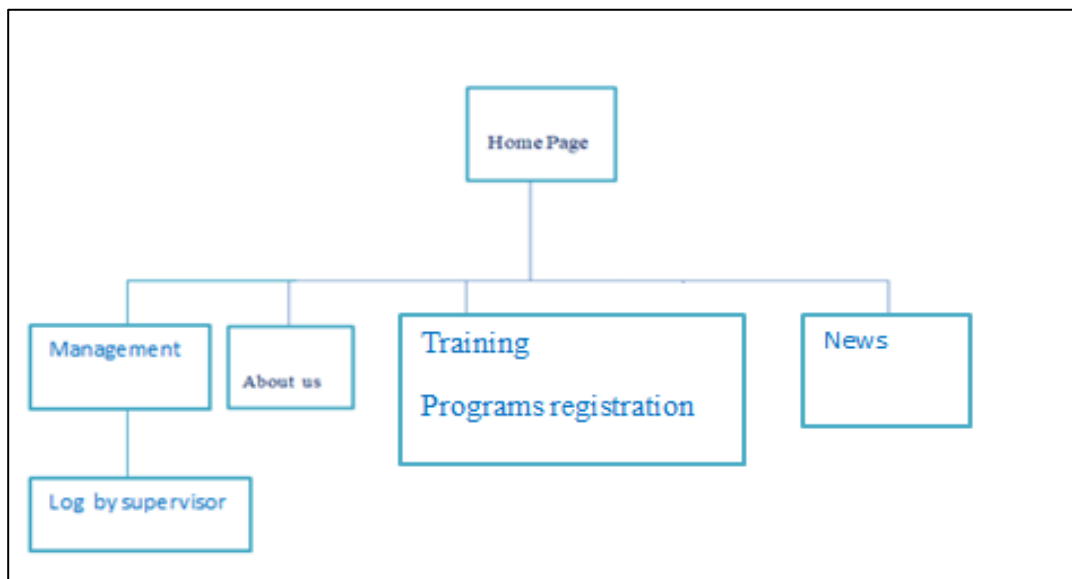


figure2. 18 -Navigation diagram

2.6 DESCRIPTION OF PROPOSED SOLUTION

On the basis of interview, observation and questionnaire results, the teacher and administrators are not satisfied about the manual processes such as registration process, and they prefer to have website. the trainee as specialized in management information system will create website by used Wix website to create and design the website having webpages. Home page that includes the main interface, news page, training programs page for advertising programs, dates and connected with registration forms page, contact page and about center page.

The website to facilitates and improves the work of GEC for gathering data and save time and efforts. On the other hand, the website for teacher(trainees) for facilitate access information about center such as the goals, the purpose of center, contact.

In addition, online registration will be possible, advertisement of the programs and dates over the website, also knowing the latest news about the program if it cancelled or postponed. The supervisors can manage website.

2.6.1 Educational Center Website Pages:

The website design refers to create the interfaces or pages connected, the trainee used Wix for building the website, in following part there are series of pages



figure2. 19 - - Home page

Figure 2.19 refer to home page, this page contains navigation bar for the pages of websites, these pages are news, home page, training programs registration, contact us, about us, management page.



figure2. 20 - News page

Figure 2.20 represents the news page; this page shows the latest news about postponed or cancelled programs in. This page contains twitter bar to view the latest tweets of the center and access to upcoming programs news page by click on view the upcoming news button



figure2. 21 -Upcoming program news

Figure 2. 21 represents the upcoming the programs news that include information about the program's names and the open registration date and so on.



figure2. 22 -Training programs registration page

Figure 2.22 represents the training programs registration page, it shows programs at lists, that was added by supervisors on dashboard. (The trainee use wix event to manage these programs and its registration by supervisor on dashboard).

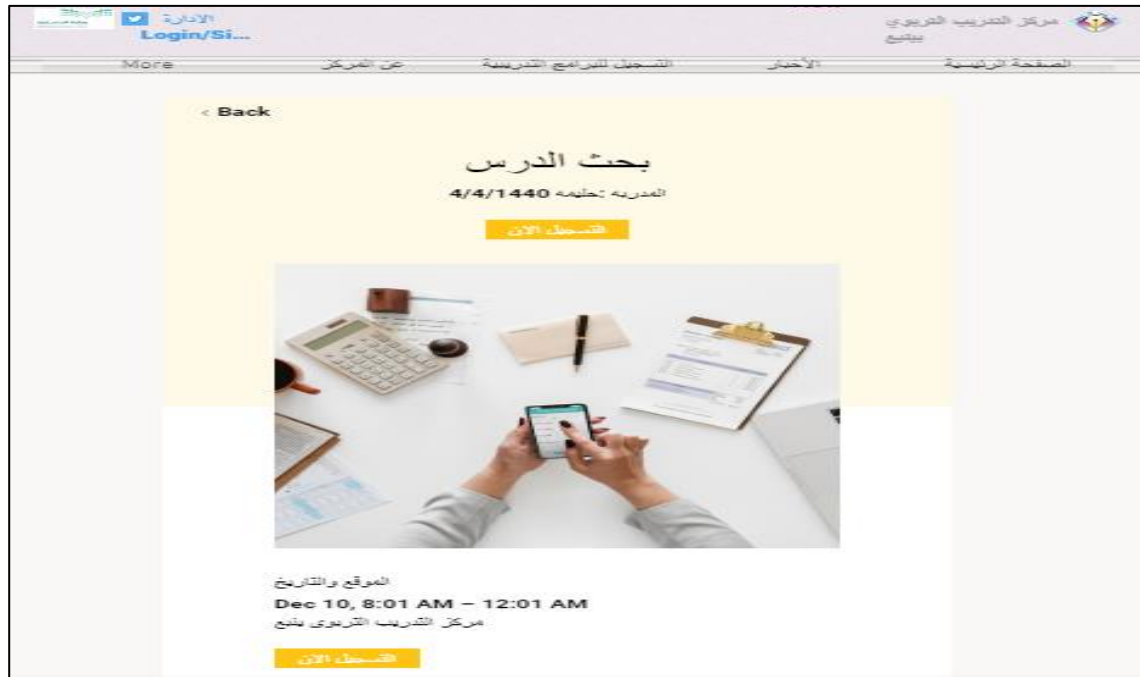


figure2. 23 - Program Details page

the figure 2.23 represents the details page of program in figure 2,22 detail page contains information about time, date, name, location's name.

figure2. 24 - - Registration form page

Figure 2. 24 represents the registration form of program, when user click on registration button in figure 2.23, then shows the registration form, then the teacher fill this form then click on submit button to complete the registration process.

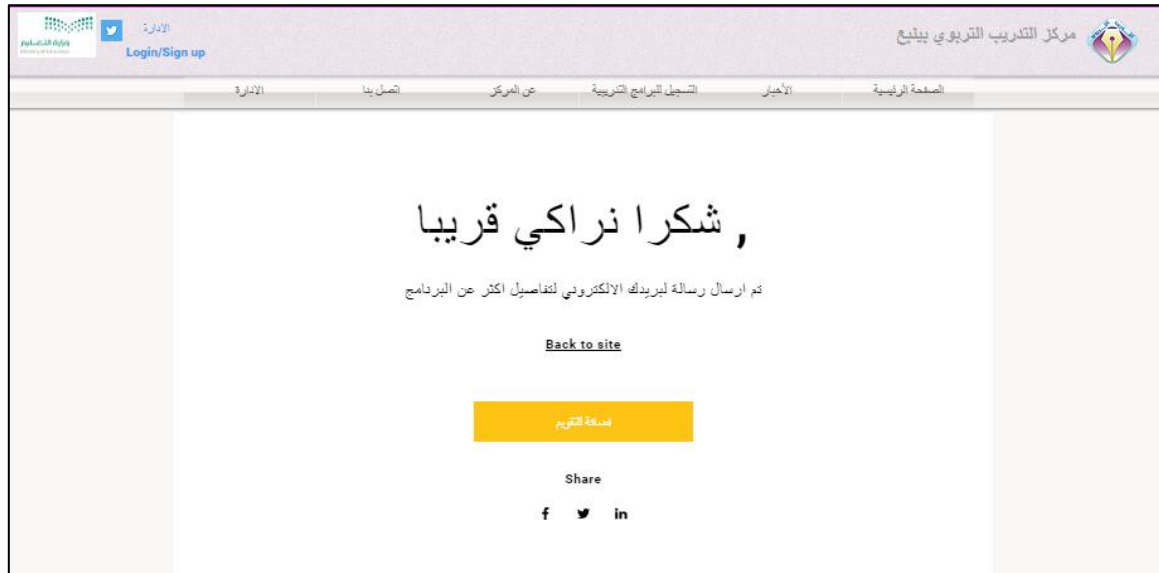


figure2. 25 - -Thank you message page

Figure 2. 25 represents the thank you **message page**, this page appears after teacher submit registration form in figure 2.24 this page shows thank you message for teachers who registered, it also shows message to tell them that the email has been sent to them as confirmation and re registration message. There are icons to share the training program with others.

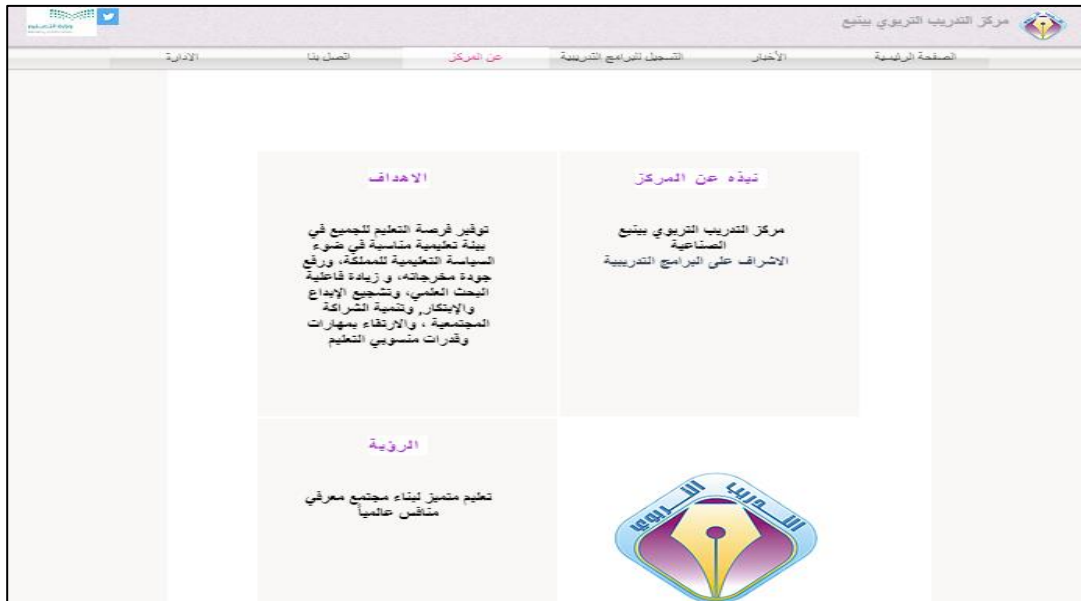


figure2. 26 - About center page

Figure 2.26 represents ‘the about us’ page, this page contains information about center such as introduction of the center, the goals and the vision.

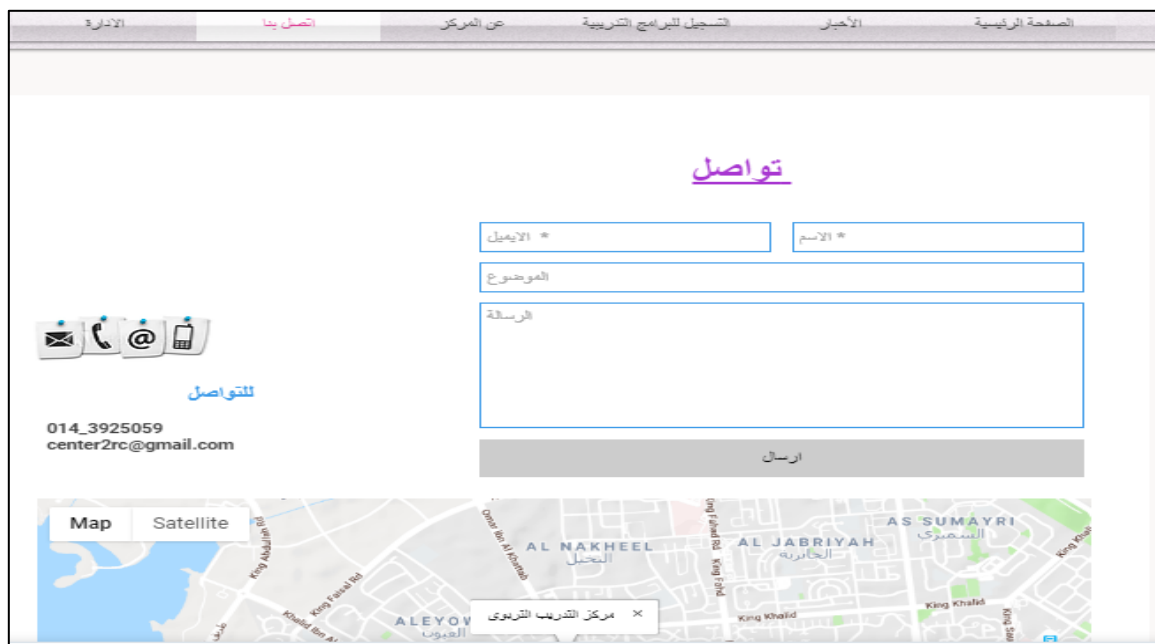


figure2. 27 - - Contact page

Figure 2. 27 represents the ‘contact us’ page that contains contact form to send email to the center, also the page contains communication information such as phone number. As well as views the location of the center on map.

Log In

New to this site? [Sign Up](#)

Email _____

Password _____

☐ **Remember Me** [Forgot password?](#)

Log in

figure2. 28 - log in page

Figure 2. 28 represents the ‘supervisors’ login to management’ page in figure 2.29. Then enter to dashboard of website.

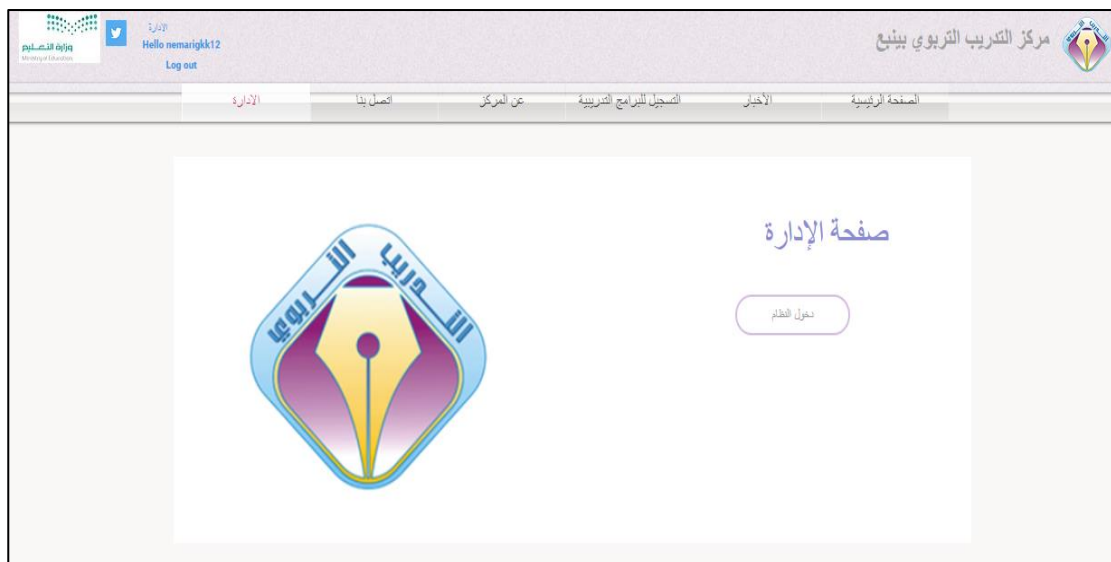


figure2. 29 - Management page

2.7 Implementation:

This implementation section shows you how the trainee can turn the suggested solution into action. To implement the website there are some requirements needed. In regards to

implementing the website, certain activities have to be done. In the begging, we need to have permission to publish the website to be used by supervisors, teachers. In the other hand, the requirements will only need to have PC, secure internet connection and internet browser.

2.7.1 Testing:

Test is important in implementation to ensure work of website without defect. The trainee controls and attributes in the website and there are two tests, system test and acceptance test.

Table2. 1 - System test

Page	Test	Expected result	Result(fail /pass)
Home page	on navigation bar: Click on News Click on contact us Click on about center Click on training programs registration page Click on Management page	News page will appear Contact us page will appear about center page will appear Training programs registration page will appear Log in page will appear	Pass
News	Click on the upcoming programs news button,	Open upcoming programs news page will appear	Pass
Contact us page	Try write message on contact form then click send button.	the message is received	Pass
Training programs registration page	Click on register button	The page of program details page will appear	Pass
On Details of program page	Click on register button	The registration form will appear	Pass

Registration form page	Click submit button after fill the form	Thank you, message will appear, the details of programs will be sent to registrar email	Pass
Thank you, message page,	click back to site button	Back to home page	Pass
Management page	Click on management page Enter wrong email. Enter wrong password Enter correct email and password	The login page will appear Display message “Email or password incorrect”. Display message “Email or password incorrect”. Supervisor login successfully	Pass

2.7.2 Acceptance Test:

The Acceptance test is important to ensure the website is complete, and if it meet the needs and is acceptable to the use, the test is done by the user to determine if it is acceptable or not.

Table2. 2 -Acceptance Test

Questions	Agree	Neutral	Disagree
1) There are problems in the website			
2) the website interfaces are easy to use and understand			
3) the website meets the objectives of helping in			

record data.			
4) the system serves the user requirements successfully			
5) the functionality of the system in terms of performance is very good			
6) All the button is valid and active			
7) Add your comments or opinions about website? <div style="border: 2px solid black; height: 60px; width: 300px; margin-top: 5px;"></div>			

2.7.3 Impact Of Website:

- The website saves the time and effort of supervisors for digitizing data of teacher.
- The website organizes the data for teachers and trainees.
- Increases the productivity and satisfaction of supervisors.
- Ease of use: the user-interface will be easy to understand and use.
- The website reduces the cost of papers and inks.
- The website facilitates the process of registration to be more efficiently.

2.7.4 User Manual (See APPENDIX C)



3.0 CONCLUSION

The training cooperative is a great experience for the trainee to gain more skills and knowledge about work environment and a good opportunity to learn new things and apply what the trainee learned during college. In addition, the training makes trainee ready to face real world-work. In conclusion we will discuss the skills and knowledge that are gained during the training at education center. Also, we will discuss some limitations and recommendations.

3.1 KNOWLEDGE/SKILLS GAINED:

- **Time management:** During the training period the trainee had to work 6 hours a day, 5 days a week on daily tasks for educational center and she worked on college's reports, so that led to put the trainee under pressure which made the trainee improve managing and dividing time to fit in.
- **Communication skills:** The nature of tasks required a lot of communication and dealing with supervisors and teachers. Therefore, it improved my verbal and written communication skills.

- **Interpersonal skills:** The opportunity to work with different personalities and different ways of thinking. This reflects on how to deal and communicate with them which leads to improve my interpersonal skill.
- **Team work:** Learning how to deal and work as a part of a team and gained new experiences and knowledge.

3.2 LIMITATION AND RECOMMENDATIONS:

During the Coop training, I have learned many interesting skills and gain practical skills and knowledge, but the environment was uncomfortable, there were some limitations at the beginning such as there was no clear plan for the trainees. It took time to get used to the workplace environment to reach the goals. Also, there were no computers for the trainees, so they need to bring their own laptops with them every day. In additional, the trainee didn't have a private office to accomplish her tasks.

On other hand ,the period of coop training program is short where the trainee cannot take the full benefit of the program because she has to focus and balance between both work and college requirements.

Some recommendations to solve these limitations .First, is to make the coop training period longer, so the trainee can have time to learn about the work environment, get familiar with the nature of work and be able to accomplish tasks without any psychological or physical pressure also, will have the real ability to take full advantage of the training period from anywhere. Second, the center should have a clear and detailed plan for trainees from the beginning and also needs to provide private offices that are equipped with computers for trainees.

In the end, the cooperative training truly enriched my knowledge and my skills. It is a chance to sharpen my skills while gaining vital professional experience and knowledge. Moreover, the training improved my performance, so that I can progress toward my future goals.

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
APPENDIX A - progress Report 1 and progress Report 2

YANBU UNIVERSITY COLLEGE WOMEN'S CAMPUS		COOP TRAINING	YUC / COOP / PBL / 2018 COOP PROGRESS REPORT I
<p>Instructions:</p> <p>The student is to complete sections Section I and Section II.</p> <ol style="list-style-type: none"> 1. The Company Supervisor is to verify student's progress in Section I and Section II, provide performance comment in Section III and sign in Section IV. 2. The student is to submit complete report to Academic Advisor. 			
SECTION I: STUDENT INFORMATION			
STUDENT NAME	Arwa ghazi alnemari		
STUDENT ID	13120048		
FROM WEEK	1	TO WEEK	6
TOTAL WEEKS	6 weeks	SEMESTER	181
SECTION II: COOP PROGRESS <i>(Please write-in the description in the expandable space given)</i>			
<p><u>List of major tasks/projects and responsibilities you have been assigned to (Evidence showcasing the work performed to be enclosed in separate file).</u></p> <p>Main tasks:</p> <ol style="list-style-type: none"> 1- Coordinating and regulating the programs training : When trainees come I check the attendance of trainees and make sure they completed the trainees form that includes data such as name ,phone number , job place and national ID. Also, check the rooms and devices for every courses .(See Evidence 1,EV1) 2- Summarize and Digitizing the evaluation forms : In every course should distribution the evaluation forms to trainees for evaluate the courses and trainers then summarize and digitize it by Ms Excel .(See Evidence 2) 3- Digitizing the trainees forms : After the trainees filled this forms it should be as digital form by used MS word). (See Evidence 3) 4- Regulating the employees files. (See Evidence 4) 5- Preparing the candidates lists : the list for collecting the trainees names for those are in department that the program will targeted it . (See Evidence 5) 6- Preparing the programs advertisement : Every courses that will published need to advertising before. (See Evidence 6) 7- Regulating the schedule of postponed ,cancelled and current programs: Some courses cannot published for some reasons ,so need to regulate it in the schedule. (See Evidence 7) 			
<p>8- Preparing slides presentation for trainers. (See Evidence 8)</p> <p>9- Preparing online trainees satisfaction form : this for the trainees satisfaction and evaluate the center and its services . (See Evidence 9)</p>			
<p><u>List of experiences/skills gained</u></p> <ol style="list-style-type: none"> 1- Improved my communication skills : how dealing with staff and trainers also the trainees. 2- Planning and organizing skills: How planning and divide work . 3- Learning work with team :learning how work in group and how it more effective and. 4- Time management: manage between work and college report under pressure . 5- Learning how coordinating the programs training . 			
<p><u>Problems or challenges faced in achieving your daily tasks and your attempted solutions</u></p> <p>The biggest problem in the workplace itself was not ready for training students. There were no computers and printers, so I purchased my computer and modem of connection. Also, there were not enough rooms or offices. The main problems are manual work which leads to wasting time and sometimes loss or damage the important information.</p> <p>The center should work to provide the best environment for coop-training students and what they need from devices ,offices and rooms to be more professional and effective work.</p>			
<p><u>Brief explanation for major contribution(s)</u></p> <p>The main problem that the center faces is manual work for collecting data of trainees without lose it or spend more time to do it ,so My contribution is by creating the website first for advertising the courses . Also, for trainees for ability online registration may be it helps for solving some problems and more efficient work.</p>			

SECTION III: SUPERVISOR COMMENT ON STUDENT PERFORMANCE

The trainee is professional and proactive in activities work, she have effective relationship with employees, time and high work ethics. She is responsible and do her works as required on time.

SECTION IV: COMPANY SUPERVISOR VERIFICATION

COMPANY NAME	Girls educational training center		
DEPARTMENT	Educational training department		
SUPERVISOR NAME	Zakiah almatrafi (Manager)	PHONE	05
SIGNATURE		DATE	2/26



Instructions:

1. The student is to complete sections Section I and Section II.
2. The Company Supervisor is to verify student's progress in Section I and Section II, provide performance comment in Section III and sign in Section IV.
3. The student is to submit complete report to Academic Advisor.

SECTION I: STUDENT INFORMATION

STUDENT NAME Arwa ghasi alnemari
STUDENT ID 13120048
FROM WEEK 7 TO WEEK 13
TOTAL WEEKS 7 SEMESTER 181

SECTION II: COOP PROGRESS (Please write in the description in the expandable space given)

List of major tasks/projects and responsibilities you have been assigned to (Evidence showcasing the work performed to be enclosed in separate file).

- 1- **Preparing the programs advertisement** :Every programs that will offer need to advertising before. (See Evidence 1)
- 2- **Digitizing the trainees forms** : the trainees filled this form for gathering their data, when they attended the programs , these forms should be as digital form by used MS word .(See Evidence 2)
- 3- **Preparing slides presentation for trainers.** (See Evidence 3)
- 4- **Preparing the candidates lists** :the list for collecting the trainees names. (See Evidence 4)
- 5- **Regulating the employees files.** (See Evidence 5)
- 6- **Coordinating and preparing the programs training** : each program, the trainee checking attendance forms and confirm complete the trainees form for data such as name ,phone number, job place and national ID so on also checking the rooms and devices the project and computers .(See Evidence 6)
- 7- **Summarizing and Digitizing the evaluation forms** :In every programs, should distribution the evaluation forms to trainees for evaluate the programs and trainers ,then the trainee summarizing and digitizing it by Ms Excel .(See Evidence 7)
- 8- **Create video for the center** : the trainee created video that shows the programs offered and upcoming programs advertisements and so on .(See Evidence 8)

SECTION III: SUPERVISOR COMMENT ON STUDENT PERFORMANCE

Arwa is a very dedicated motivated, disciplined and successful staff member. She has done an amazing job during her tenure with us in the office. She enjoys a great set of skills that any organization needs.

SECTION IV: COMPANY SUPERVISOR VERIFICATION

COMPANY NAME Girls educational training center
DEPARTMENT Educational training in Yanbu
SUPERVISOR NAME Zakia AlMatrafi PHONE 0565601144
SIGNATURE [Signature] DATE 20/3/1440

List of experiences/skills gained

Learning how coordinating the training programs.

Improved my communication skills : how dealing with supervisors and trainers also the teachers .

Learning work with team : learning how work in group and gained experiences and knowledge.

Time management: managing the time between the work of center and the college reports under pressure.

Problems or challenges faced in achieving your daily tasks and your attempted solutions:

The challenges:

In the beginning , the main problem is in the workplace itself ,the place was not ready for training students ,there was not offices for trainers ,also, the center have lack of IT infrastructure, which prevents daily operations to be done efficiently. Such as internet connectivity, hardware as computers and printers . In my opinion , preparing the place is the main role for satisfying the trainees and increasing their performance.

Implementation progress of contribution(s)

As mentioned previously, the contribution was design the website for the center to online registration, the trainee gathered data for analyzing the problems by the observation ,questionnaire ,review and . Then The trainee used wix to create the website that have main functions are ability online registration for teachers , also viewing the news , advertisements , information about the center ,and ability to contact with the center ,and so on.

The supervisors can manage the website, for update the news, programs advertisements and they access to teachers data who will register .

This website saves the time and the effort also, it solves the problems that occurred by manual process of registration by data gathering electronically.

APPENDIX B

Interview

Q1:Do you work manually ?

Q2:Do you prefer electronically work rather than manually ?

Q3 Did you faced problems in manual work?

Q4:what main problems that you are faced with manual work?

Q5: Do you think there are need to create website ?

Q6:Do you think the website save your time & efforts ?

Q9:How do you think the website improve the work ?

Questionnaire

Survey for teachers (استبيان للمعلمات)

/survey for teachers استبيان للمعلمات

the survey for collects the /استبيان لتجميع آراء المعلمات المشريات عن الحاجة لتوفر موقع الكتروني لمركز التدريب التربوي
trainees opinions about if need create website for educational center

هل هناك مشكل في عدم وجود موقع الكتروني للمركز؟
1. Do you have problems without existence the website?

- ☐ نعم Yes
☐ لا No

هل هناك مشاكل بالتسجيل اليدوي للبرامج التدريبية؟
2. Do you have problems for manually registration?

- ☐ نعم Yes
☐ لا No

هل تعتقد انه هناك حاجة لوجود موقع الكتروني؟
3. Do you think there are need to website?

- ☐ نعم Yes
☐ لا No

هل تفضلين التسجيل الكترونيا للبرامج التدريبية على الموقع الالكتروني؟
4. Do you prefer electronic registration for programs on website?

- ☐ نعم Yes
☐ لا No

هل تعتقد الموقع يحفظ الوقت والجهد؟
5. Do you think the website saves the time & efforts?

- ☐ نعم Yes
☐ لا No

هل هناك صعوبات لمعرفة البرامج التدريبية التي يقدمها المركز؟
6. Is there difficulty to know about training programs offered by center?

- ☐ نعم Yes
☐ لا No

ماهي اقتراحاتك للموقع؟
7. what your suggestions or comments for the website?

الالكتروني؟

APPENDIX C (User manual)

In the section below explains the user pages: refer From Figure C.1 to Figure C.9



Figure C. 1 - Home page

(1) Click on home page to open home page, (3) click on twitter icon to open center account

(2) click on news to open news page refer Figure C.2:



Figure C. 2 - News page

- (1) Click on upcoming programs news button to open page refer Figure C.3 (a)
- (2) Click on any news to expand it refer (b) refer Figure C.3



Figure C. 3 - News pages

figure C 3 – News page

The section below shows how users will register Training program, the process numbered from number 1 to 8 refer Figure C.4 to Figure C.7:

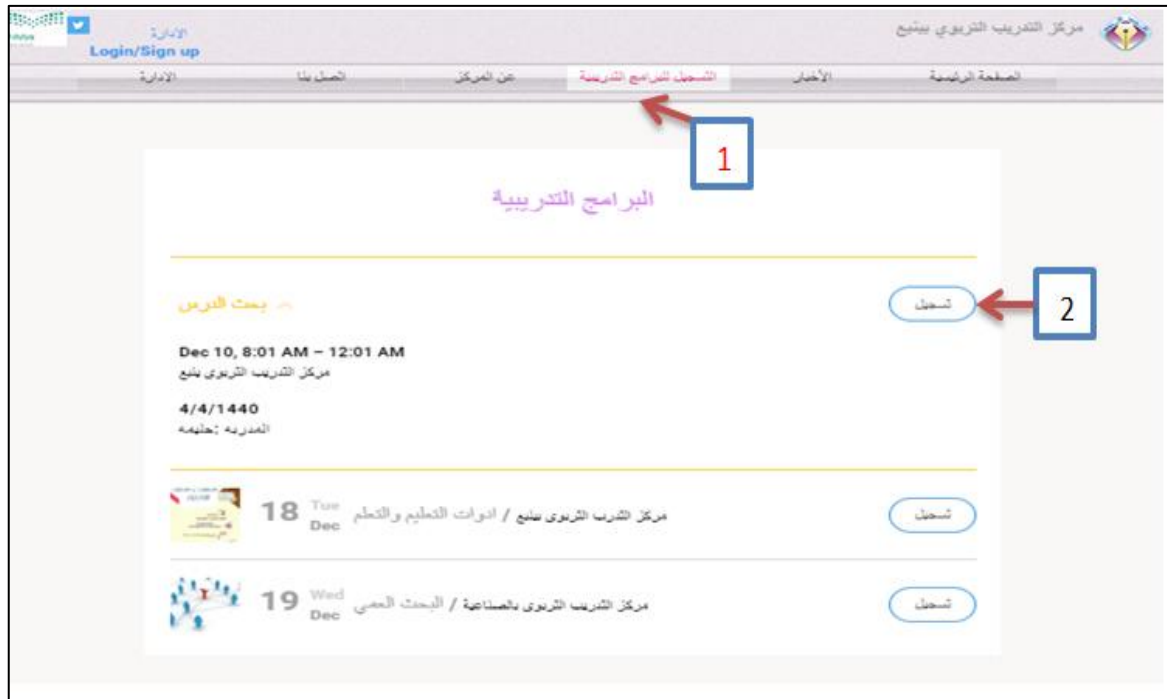


Figure C. 4 - Training programs registration page

- (1) The user clicks on training programs registration on navigation bar to open and view the training programs then the page will open
- (2) The user clicks registration button to begin program registration process



Figure C. 5 - Program details page

The program details page will appear, (3) then user click on registration now button to complete the process.

ادخل بياناتك:

الاسم الأول: الاسم الثاني:

البريد الإلكتروني:

الرقم المدني:

رقم الهاتف:

مكان العمل:

التخصص:

تحت الترخيص
Dec 10, 8:01 AM – 12:01 AM
مركز التدريب التربوي بفتح

4

5

Figure C. 6 - Registration form page

(4) Then registration form page will appear, that have filled by user.

(5) The user has to click on submit button.

الإدارة: Login/Sign up

الصفحة الرئيسية | الأحدث | التسجيل للمراجع التدريسية | عن المركز | اتصل بنا | الإدارة

مرکز التدريب التربوي بفتح

شكرا نراكي قريبا

تم إرسال رسالة لمزيد من التفاصيل أكثر عن البرنامج

[Back to site](#)

Share

f t in

6

7

8

Figure C. 7 - Thank you message page

(6) Then message page will appear for user after submit the form, (7) the user clicks back to site to return the home page, (8) The user can click on add on calendar button to add the date of program to calendar account, also the user can share program by click icons.

About center



Figure C. 8 - About Center

(1) The user clicks on about center, then about center page will open (2).

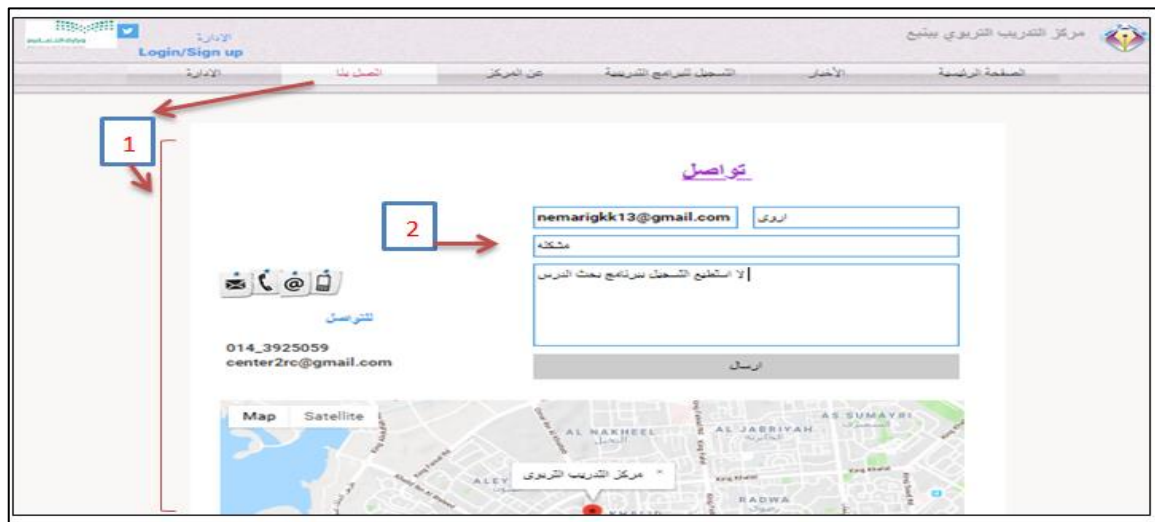


figure C. 9 - Contact us

(1) The user clicks contact us, then the page will open. The user can send an email to center by filling the Contact form in area number (2) that it contains Email, name, subject, message then click send button.

Admin pages:

In section below will explain how admin(supervisor) manage the website pages following

1-How supervisor Log in to dashboard: Refer Figure C. 10 –Figure C. 12:



Figure C. 10 - Mnagement page 1

- (1) supervisor click on the management on navigation bar, it requires login or can log in by click on log in icon on top of the website.
- (2) Enter correct Email.
- (3) Enter correct password.
- (4) Click log in button to open management page.



Figure C. 11 - Management page 2

- (1) Click enter button to enter dashboard (page for admin to manage website **refer Figure C.12)**

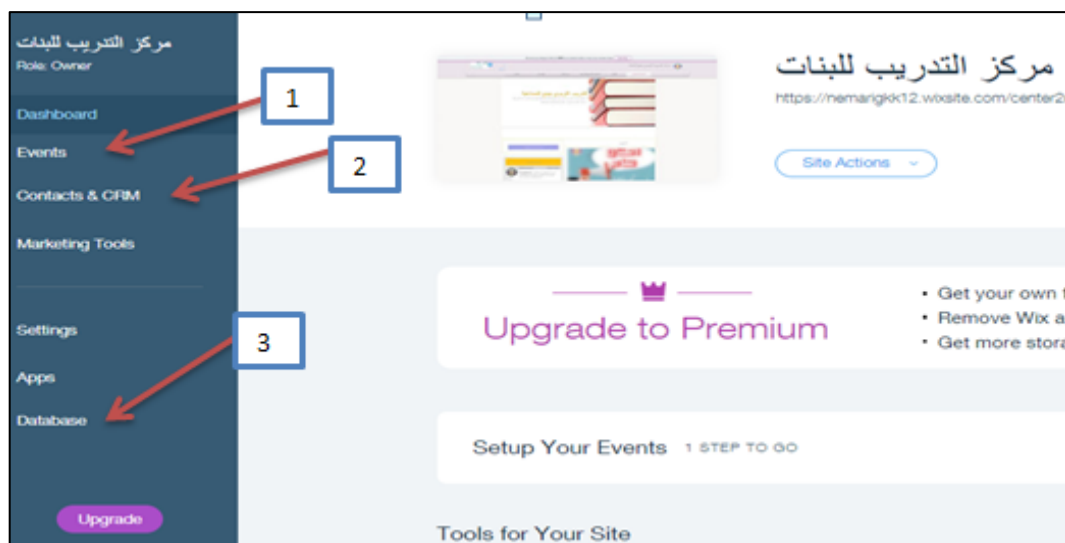


Figure C. 12 - Dashboard

Dashboard is page for admin to manage and edit the website

- (1) Click Event to view and manage training programs (add, edit, update the program and manage registration process)
- (2) Click contact to view the contact list.
- (3) Click on database to update, add, delete news on website.

2- How the supervisor manage the program (add, edit, update the program, and its registration process). follow the steps from 1 to 21 from Figure C.13 to Figure C.23

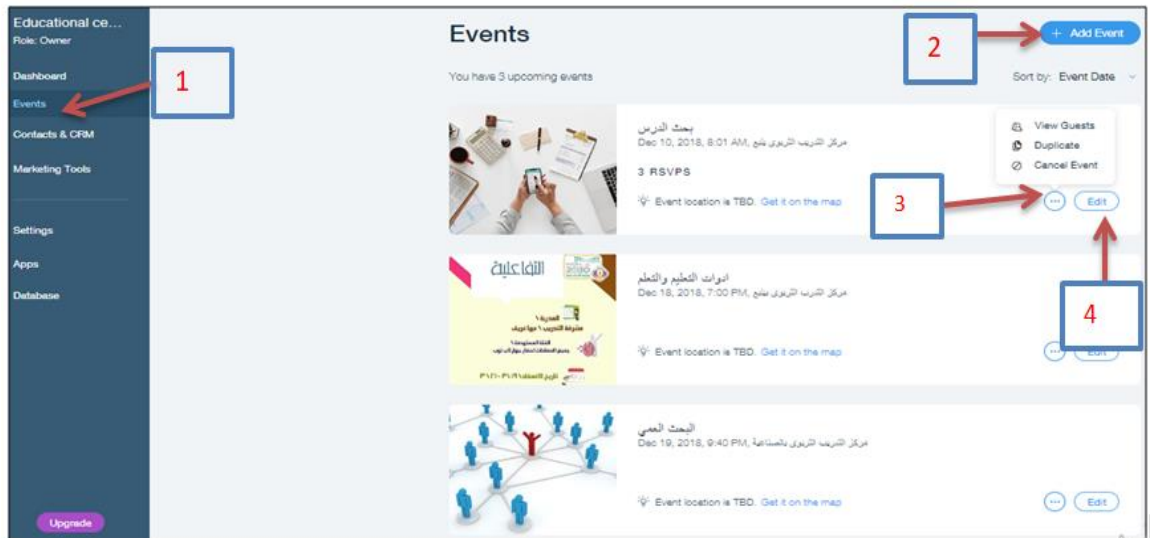


Figure C. 13 - Events page (programs page)

- (1) Click on Event to view programs list that will appear to users on registration training program page on website **Refer Figure C. 4**
- (2) Click on Add to add new program.
- (3) Click on icon to choose actions delete or cancel program or view guest.
- (4) Click on Edit.

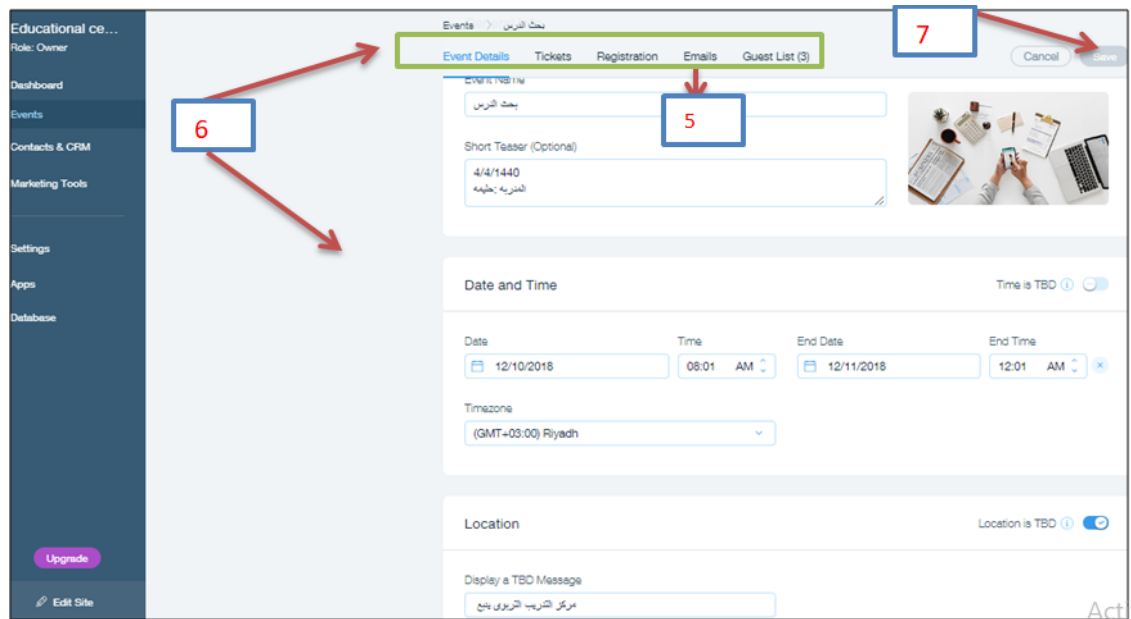


Figure C. 14 - Edit program details page

- (5) The list of management the program will appear on the top. (a green box)
- (6) Click on event details for entering the program details such as its name, picture, time, start and end date and location.
- (7) Click save.

After edit and enter the details of a program it will appear on program Details page refer

Figure C. 5

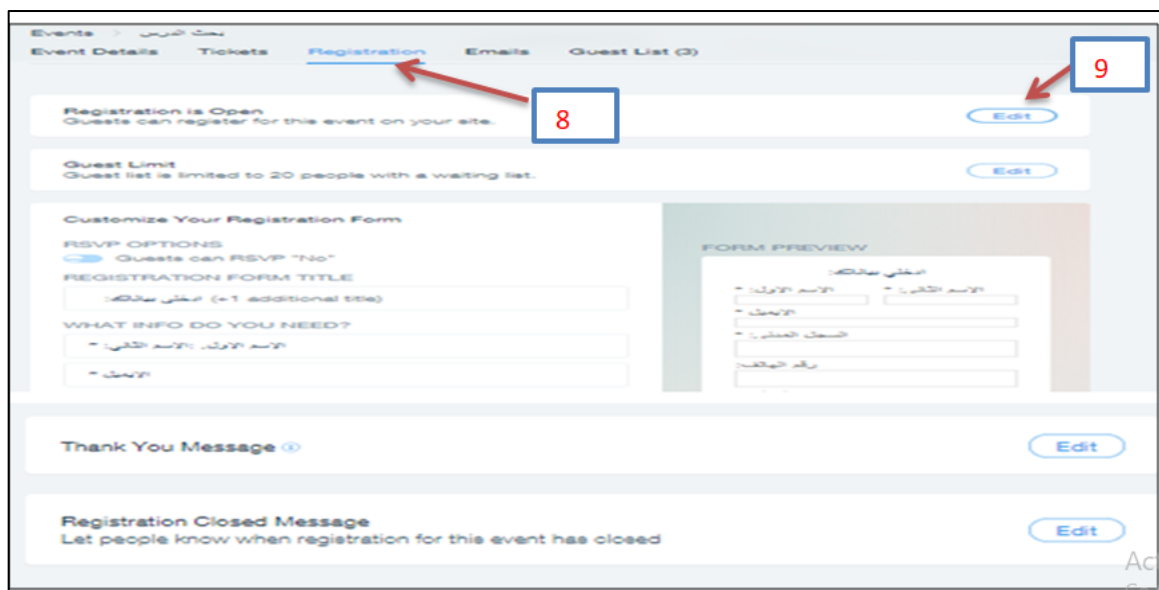


Figure C. 15 - Managing the program registration process 1

(8) Click on registration to manage program registration process. By this page the supervisor(admin) can edit the registration status, limit of guest, thank you message, registration closed message by click on edit button.

(9) Click edit.

The screenshot shows the 'Registration' tab in the Wix Events management interface. It includes a section titled 'Where do guests register?' with two radio button options: 'On my Wix Events registration page.' (selected) and 'On a different page or web address.'. Below this is a 'Registration for this event is:' section with 'Open' and 'Closed' buttons. A blue box with the number '10' is positioned over the 'On my Wix Events registration page.' option, with a red arrow pointing to it. Another blue box with the number '11' is positioned over the 'Save' button at the bottom right, with a red arrow pointing to it. The 'Cancel' button is also visible next to it.

Figure C. 16 - Managing the program registration process 2

(10) Select if the guest (users) register on WIX events registration (that is exist on training program registration page **refer Figure C. 4**). **Then** select the registration status, it is open or close to register.

(11) Click save

The screenshot shows the 'Registration' tab in the Wix Events management interface, specifically the 'Guest Limit' section. It displays two options: 'Unlimited Guests' and 'Limited Guests'. A blue box with the number '12' is positioned over the 'Limited Guests' option, with a red arrow pointing to it. Below this is a 'Limit the number of guests' section with a dropdown menu set to '2'. A blue box with the number '13' is positioned over the 'Save' button at the bottom right, with a red arrow pointing to it. The 'Cancel' button is also visible next to it.

Figure C. 17 - Managing the program registration process 3

(12) determine the number of registered users in guest. then if would like to add guest (users) to waitlist or prefer close registration, then click Save

Figure C. 18 -- Managing the registration process 4

(14) Edit the registration form (can add new field, or delete and edit fields of forms. after edit the registration form the form appear for user in registration form page **refer Figure C.6.**

Figure C. 19 - Thank you message

15) Edit a thank you message for registration.

After edit or (enter) thank you message it will appear to user in thank you message page after fill registration form **refer Figure C.7**

The screenshot shows a web interface for editing a 'Registration Closed Message'. At the top, there's a navigation bar with 'Events' and 'بحث الدرس'. Below it, a sub-navigation bar includes 'Event Details', 'Tickets', 'Registration' (which is active), 'Emails', and 'Guest List (2)'. The main content area is titled 'Thank You Message ①' with an 'Edit' button. Below this, the 'Registration Closed Message' section is highlighted with a red box containing the number '16'. This section contains two input fields: 'Message' with the text 'التسجيل مغلق' and 'Button Text' with the text 'رؤية البرامج الأخرى'. To the right, a 'MESSAGE PREVIEW' section shows a visual representation of the message, including the same text and a button. At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure C. 20 --Registration Closed message

(16) Edit and write registration closed message, it includes the message text, and button to see other programs. The website will display the message for the user if the program is closed.

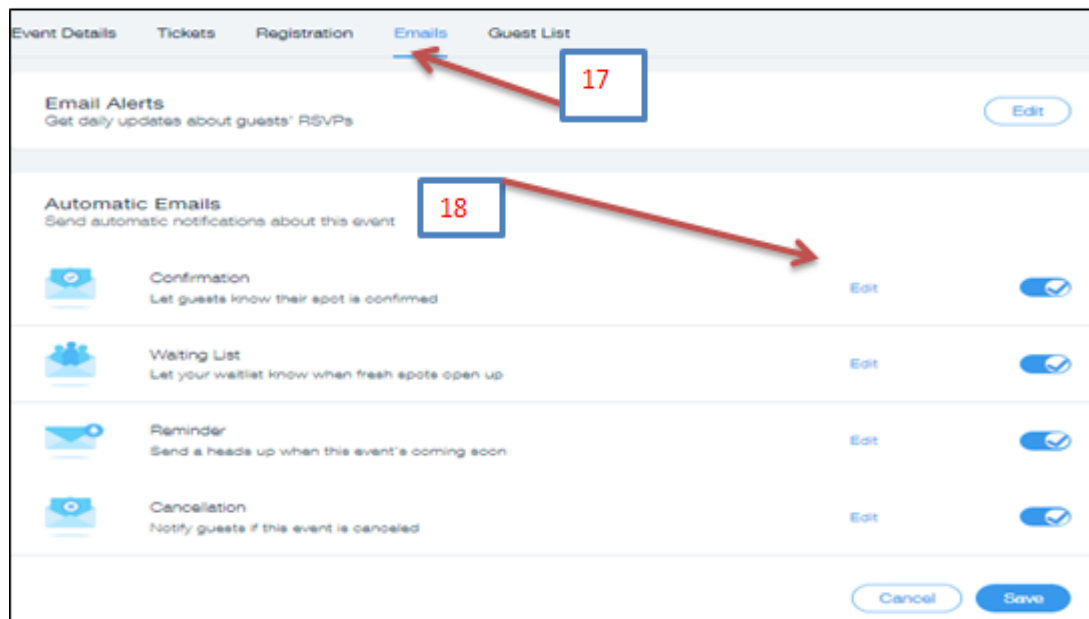


Figure C. 21 - Automatic emails

(17) Click on Emails

(18) click edit to open and write the emails formula that will send automatically to registered users, there are four types of emails confirmation, waiting list, cancellation and reminder emails.

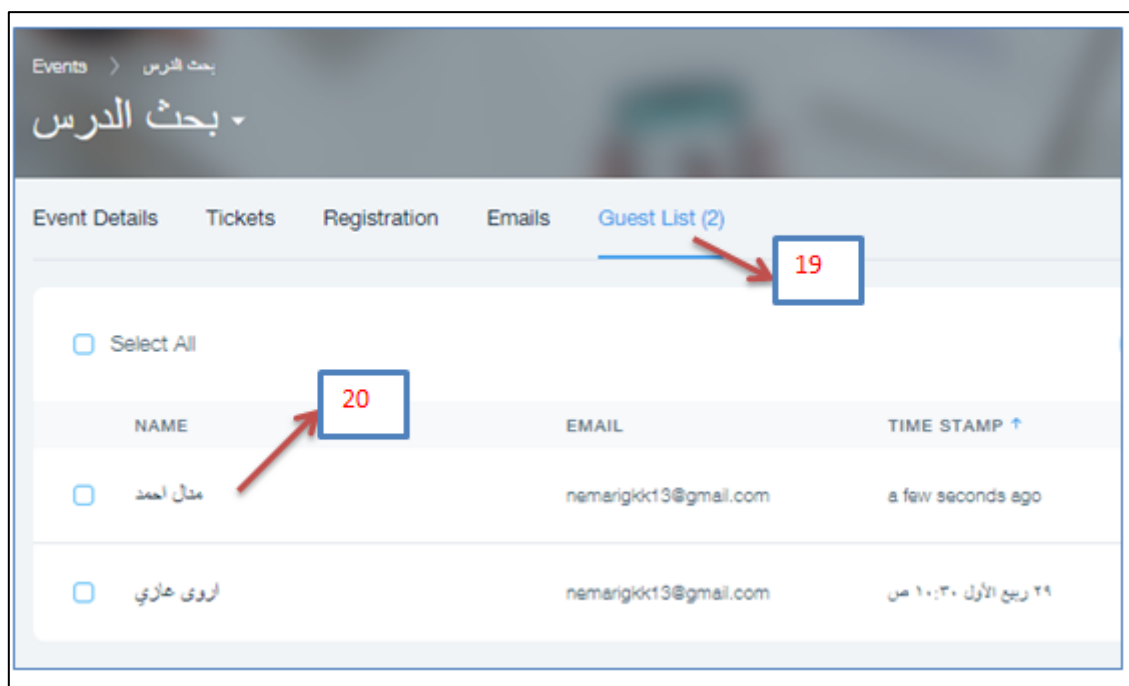


Figure C. 22 - view Guest list

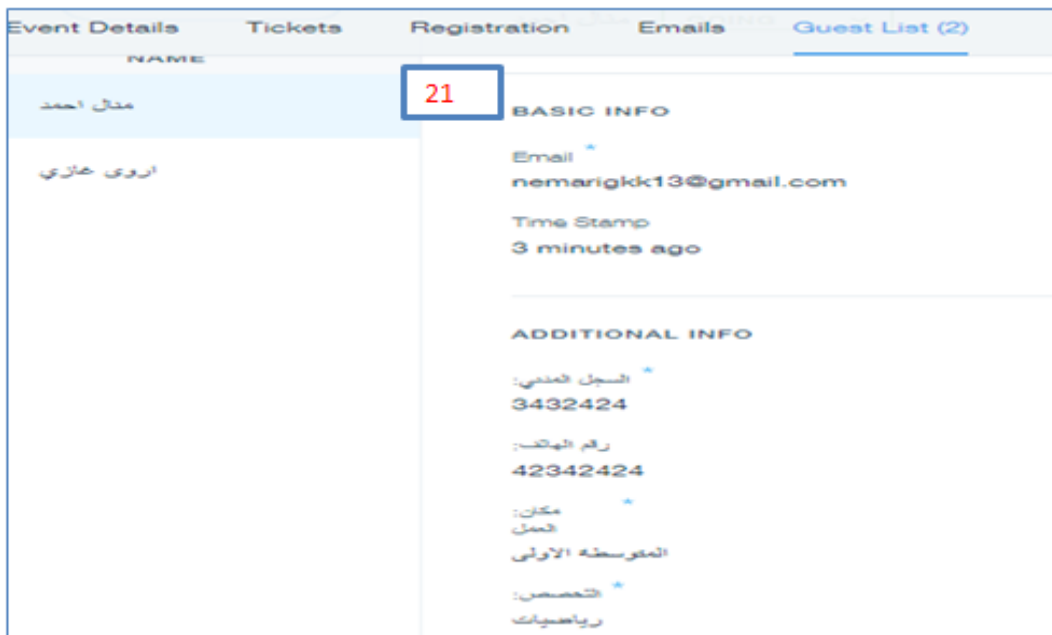


Figure C. 23 - View Guest list 2

- (19) Click on a guest list to view data of the registered users that are collected by the registration form **refer Figure C. 6**
- (20) Click on the name of user to view the data.
- (21) The page of user data will open.

3) How supervisor add, delete the news on news page on website. following the steps from number 1 to number 6, refer Figure C.24:



Figure C. 24 - Managng News

- (1) Click on database on list.
- (2) Click on which news the supervisor will update it (news on news **page**) or (upcoming news **upcoming programs page**) for example enter upcoming program. Database.
- (3) Enter the title of news
- (4) Enter the picture of news
- (5) Enter the description of news
- (6) Click on plus icon to add news and return do above steps.

After add news it will display on upcoming news **refer figure C.3 picture b**

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