



## Project: Admission Office Software

### User Guide

This project aims at providing PKFokam Institute of Excellence with a Software to support the management its academic affairsy

**Realized by: Mr. Herman Mekontso**  
**Lecturer CS/IT – PKFokam Institute of Excellence – RC Engineer**

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# 1 – PROJECT OVERVIEW

## 1.1 – Purpose of the project

The aim of this project is to provide admission officers of a University with a tool which assists them in their daily tasks. In effect, having noticed the number and the diversity of responsibilities entrusted to these people, they absolutely need to be supported by automated tools in order to be efficient. Daily activities of admission officers can be grouped into 5 categories:

- The management of students and staff;
- The management of grades and results, and transcript generation;
- The management of programs;
- The management of attendances;
- The management of mails and missions.

The purpose of this project is to provide a tool which will support admission officers in their daily tasks.

## 1.2 – Modular decomposition of the project

From the previous section, we can infer that our software will consist of 5 main modules.

### 1.2.1 Students and staff management module

This module can be divided into two sub modules: student management and staff management. The student management sub module allows end users to:

- keep track of the information about students from the time of their registration to when they leave the school;
- Get at any time detailed and personal information, as well as a history of its progression of each student;
- Get the disciplinary status of any students (statistics);
- Report on the students registered per program and per semester (statistics)
- The staff of a University can be divided into two categories: the teaching staff, and the administrative and supporting staff. Through this sub module an end user can:
  - Create, update, or modify information on any staff. The option to delete a staff is not available because it is a dangerous operation;
  - Assign to or remove courses from lecturers;
  - Manage top level staff such as Head of departments, Academic Affair Officers, Deans, and the DAFF;
  - Get the list of courses taught by a given lecturer a given semester (optional).

### 1.2.2 Grades management and transcripts generation

Grade management includes the management of course. It is through this module that courses are registered and managed. Then this module is also used to register grades, produce transcripts, and generate summaries of grades anytime needed. This module will also allow getting relevant statistics concerning grades. In short, this module can be split in four sub modules:

- Course management: includes the creation, the update, the deletion and the consultation of the details of a course;

- Grade management: includes the assignment of a grade a student got to a test set for a given course, update, delete, or see details about the grade;
- Transcript generation: generating student transcript anytime;
- Reporting: reports of all kind will be generated from this module, going from transcripts to final results of the year and end of semester jury.

### **1.2.3 Programs management**

Universities offer many programs. This module offers the end user the ability to manage different programs of the University. The operations that can be carried out in this module include:

- Create a new program or updating information on a given program;
- Add / Update / Remove a course to a program;
- Get the list of courses of a program (reporting);
- Get the list of students registered in a program a given semester (reporting);

### **1.2.4 Management of mails and missions**

A lot of mails are sent from and received by our University and need to be organized archived. In addition to that, staffs often carry out missions. Therefore, there is a need to provide a support for the organization and the follow up of those missions. Considering the fact that the operations carried out here are very manual-based, we do not for the moment provide the software with this module.

### **1.2.5 Attendance management**

Discipline is a key factor of success in a University like ours. So managing student's and lecturer's attendance is a relevant matter. This module will allow the admission officer to:

- Schedule regular classes, labs and catch ups;
- Generate the attendance forms;
- Mark students' presence;
- keep track of attendances;
- generate statistics and graphs of presence and participation.

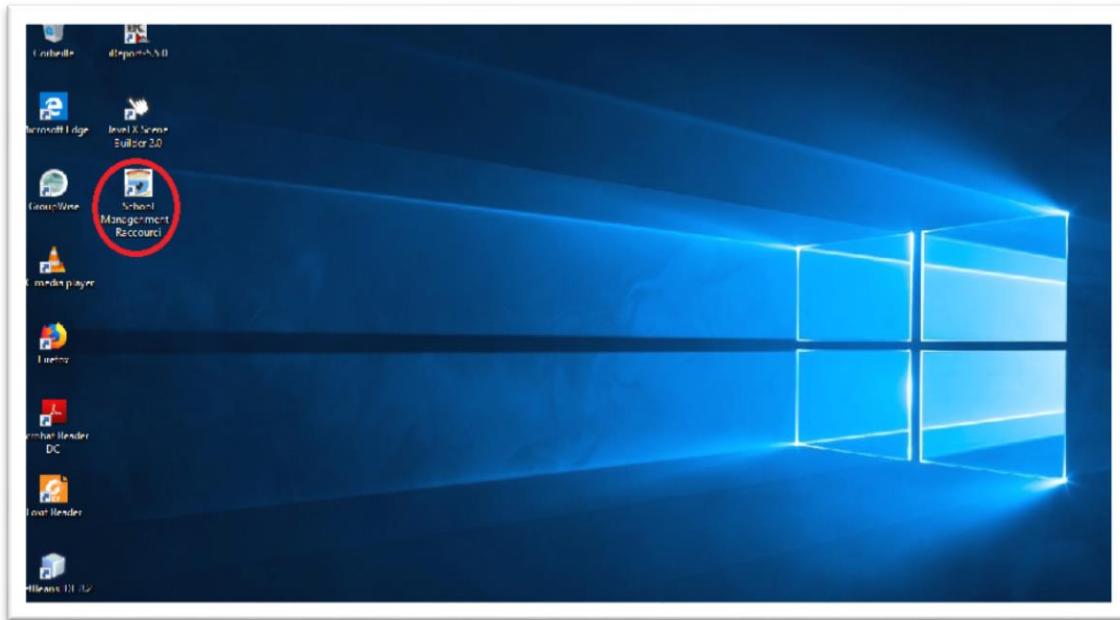
## **2. CURRENT STATUS OF THE PROJECT**

The software has been developed and deployed at the PKFokam Institute of Excellence admission office. It's being used with satisfactory results. The present document includes a user manual to guide end users throughout their journey with the software.

### 3. USER MANUAL

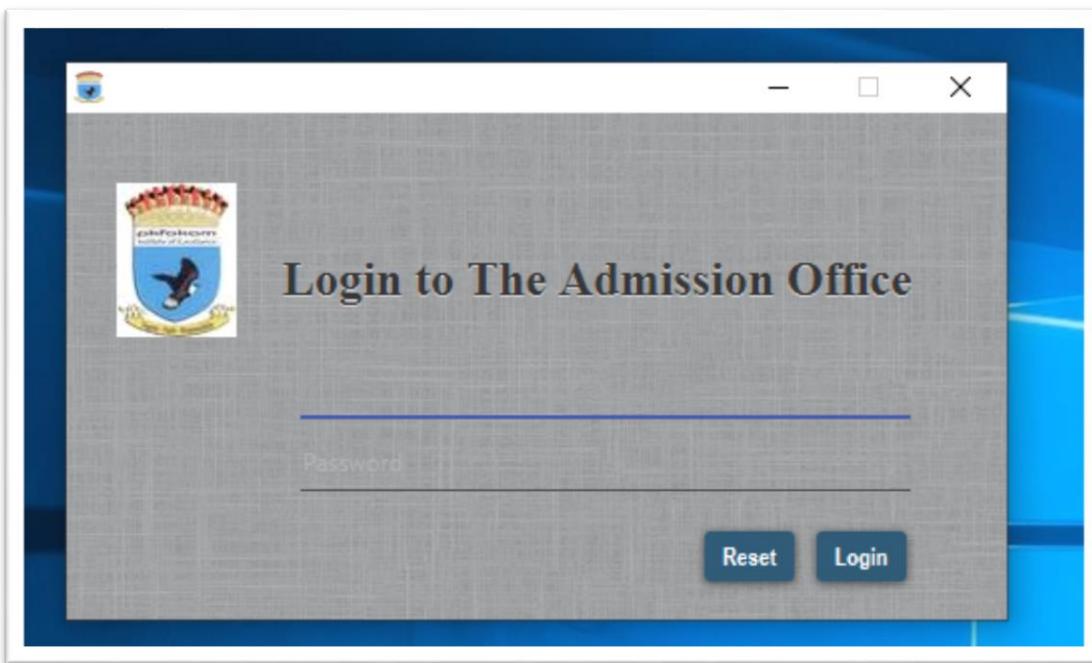
#### 3.1. Starting the application

To start the PKFokam Management Software, locate the application icon on your desktop and double click it as shown in figure 1.



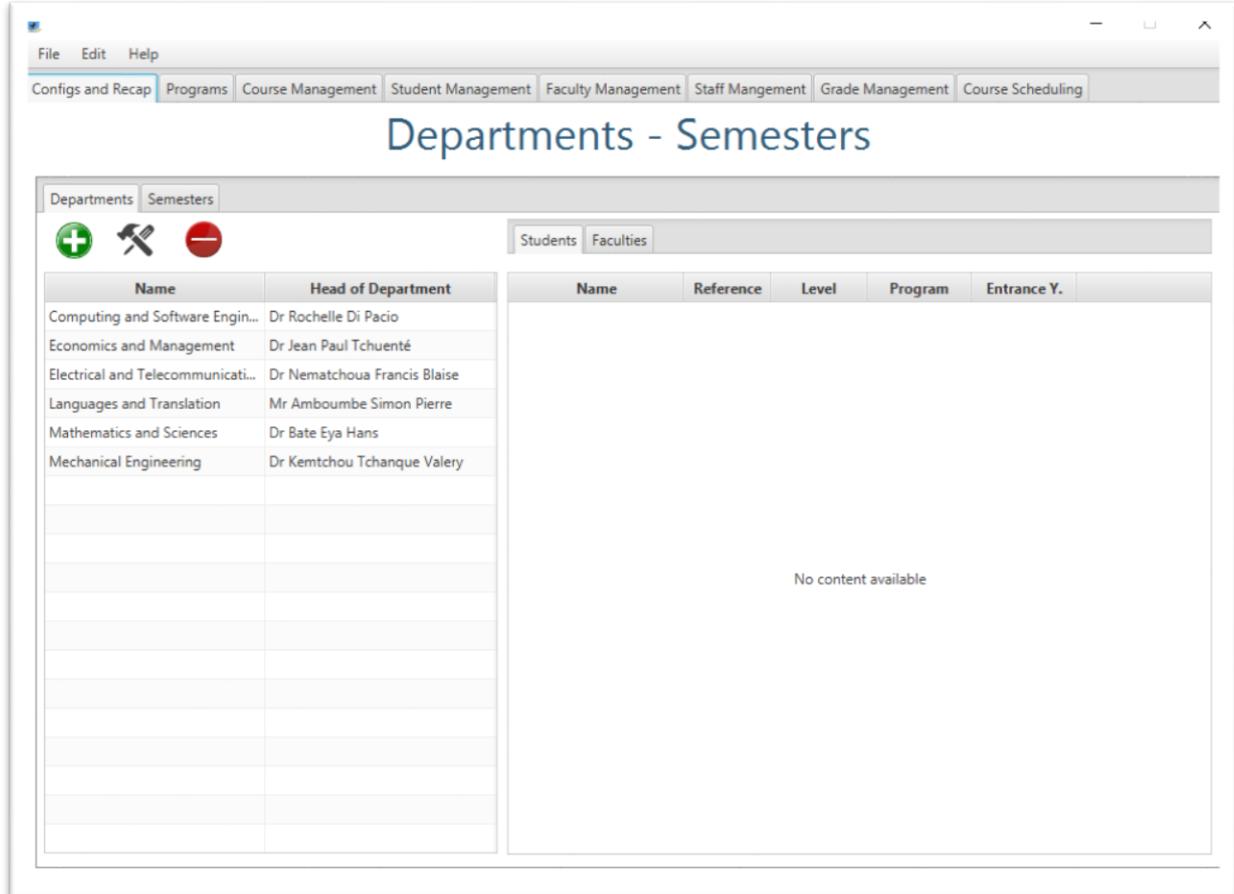
*Figure 1: Launching PKFokam Admission Office software.*

Then the login page shows up and you need to enter the correct credentials to open the software. Figure 2 shows what the login page looks like. If the login and or the password is not correct, the user is displayed an error message and an invitation to try again.



*Figure 2: Admission Office Login Form*

Once the user enters correct credentials, the home page shown on figure 3 is displayed.



*Figure 3: Admission Office Home Page*

Once the end user is connected, he or she can continue to perform any of the operations mentioned in the project overview. From this home page, you can navigate through the different modules by selecting the corresponding tabs. We will go through these operations module per module.

### 3.2. Student Management

Student Management module includes:

- Add a new student;
- Edit a student to modify his personal information;
- Handling the student life through the student personal space.

#### 3.2.1. Add a new student

Select the tab “Student Management” and then click on the button “New Student”. The form on figure 4 will show up for you to enter the student’s information. You should enter all the mandatory fields. You should enter the correct email format, the correct phone number format. Concerning the photo, it should be a passport photo size picture, whose maximum size at the time being is fixed to 100 x 100 pixels. After entering the information click on “save” to save the student or on “cancel” to cancel the operation. If no picture is selected, a default one will be assigned to the student.

Level

Department

Program

Phone

Email

Place of birth

Gender

Male

Female

Address

Birth Day

Student Reference Number

Parent contact info

Entrance year : Semester Year

Photo profile: Photo Select a file

Register

Cancel

*Figure 4: Add a New Student Form*

When you click on save, the new student is added to the system and the table view displaying the list of students is automatically updated. You can find the added student by typing his name (or a part of his name) in the search text field. The table view will be filtered to display the searched student. You can select this last one to see on the right panel detailed information on the student. Figure 5 illustrates this.

Name	Phone	Status
HELL MAKONG Ange Armel Gati...	690357530	Sophomore II
MAKOUGNE TANKA Carine	691066896	Freshman II
MAKOUN Jean Marcel	688987898	Preparatory Semester

ID: UJ900LK

Name: MAKOUN Jean Marcel

Level: Preparatory Semester

Department: Computing and Software Engineering

Program: Bachelor of Science in Computer Science

Phone: 688987898

Email: makoun@jn.fr

Gender: Male

Address: 83 Avenue FOCH

Birthday: 15/9/1999

Parent Infos.: LE MAIRE

Entrance year: Fall 2019

Student Personal Space

*Figure 5: Search and display Student details*

Note the green button that will lead you to the student's personal space.

### 3.2.2. Modify an existing student

This functionality allows an end user to modify personal information of a given student. To complete this, proceed as follows:

- Search the student either by scrolling through the students table view or by typing the student name or a part of it in the search zone;
- Click on the row representing that student and then on the button “edit” on top of the table view. Then the windows shown in figure 6 is displayed, the user modifies the personal information of the student and then click on the button “save” to save them or on the button cancel to cancel the modification;

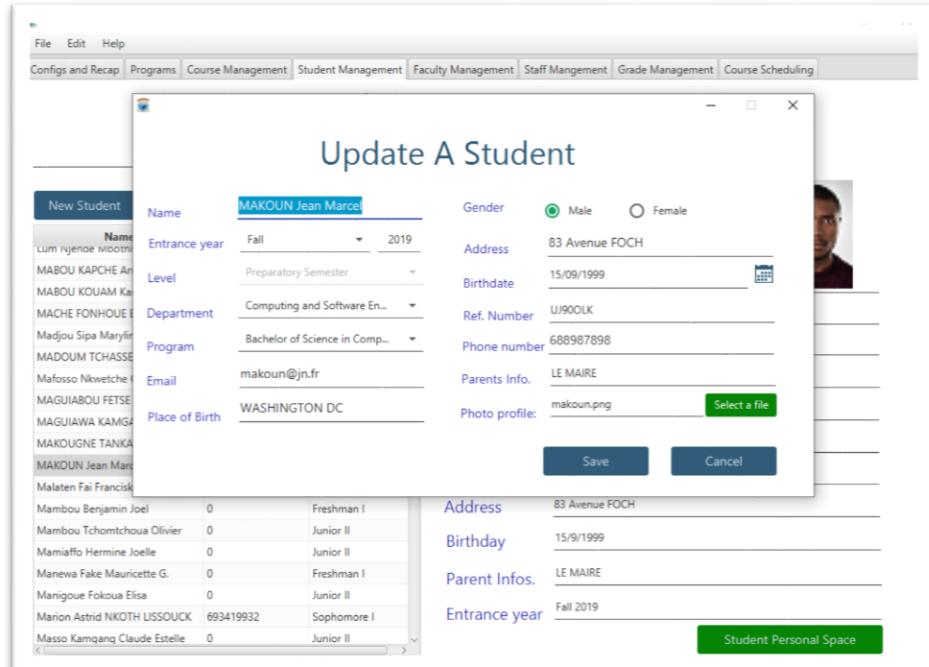


Figure 6: Edit a Student

- If no student is selected before the click on the button “edit”, he will be displayed an error message as shown in figure 7.

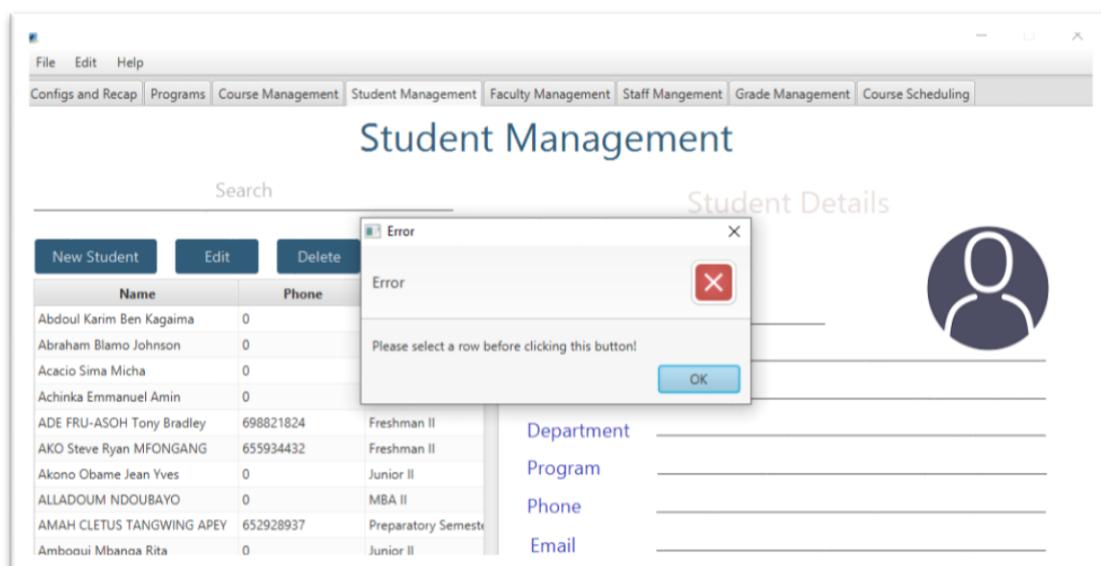


Figure 7: Error Update

### 3.2.3. Handling the student life through the student personal space

When the details on a student are displayed on the right panel, you have at the bottom a green button entitled “Student personal Space”. Click on that button to go to the student’s personal space. After doing so, the window shown in figure 8 will be displayed.

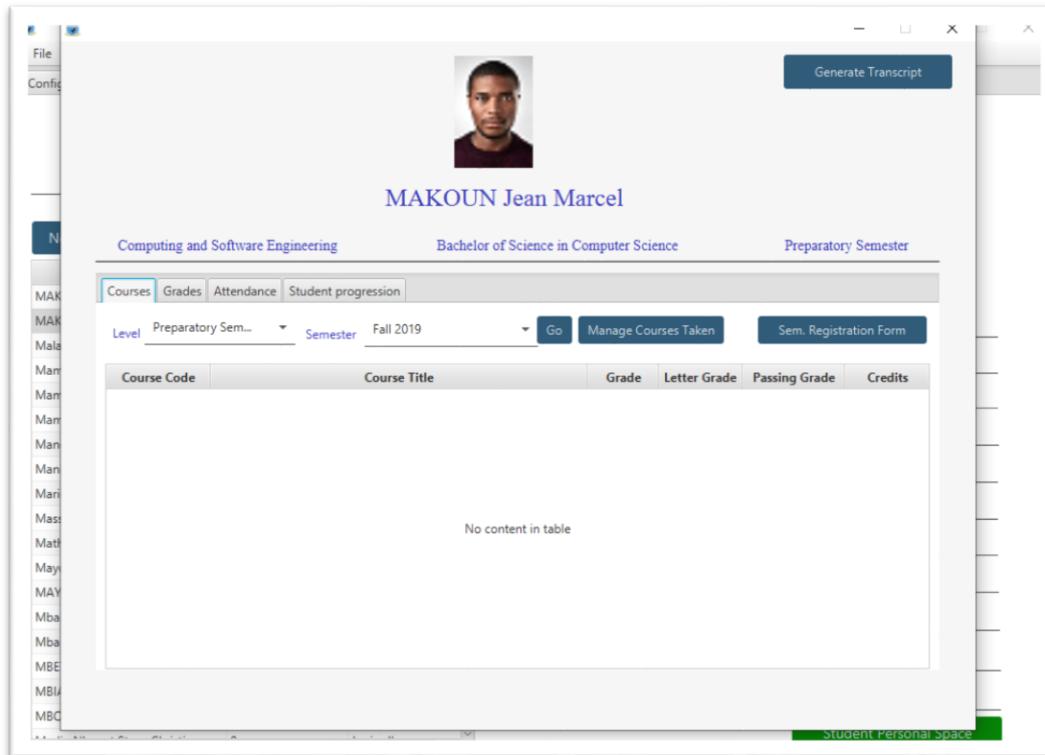


Figure 8: Student Personal space overview

When you open the student’s personal space, you have 4 tags from which you can manage and get all the information and statistics on a given student. In addition to all this, you have the top button to generate a student’s transcript at any time.

#### The Courses tag

Through this tag you can handle the courses taken by a student. By handling, we mean adding or removing the courses he takes a semester. To do that, click on “Manage Course Taken”.

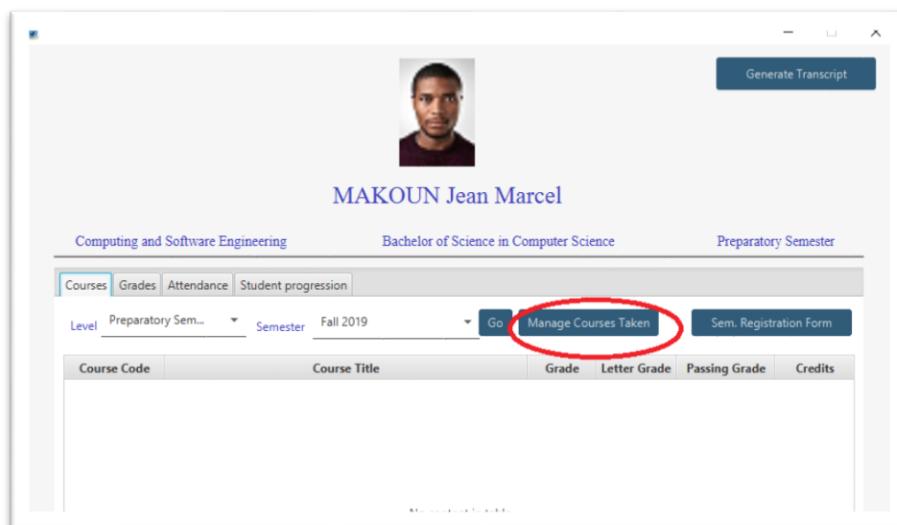


Figure 9: Manage Courses Taken

When you click on “Manage Course Taken” the window in figure 10 is displayed from which courses can be added to or removed from the student.

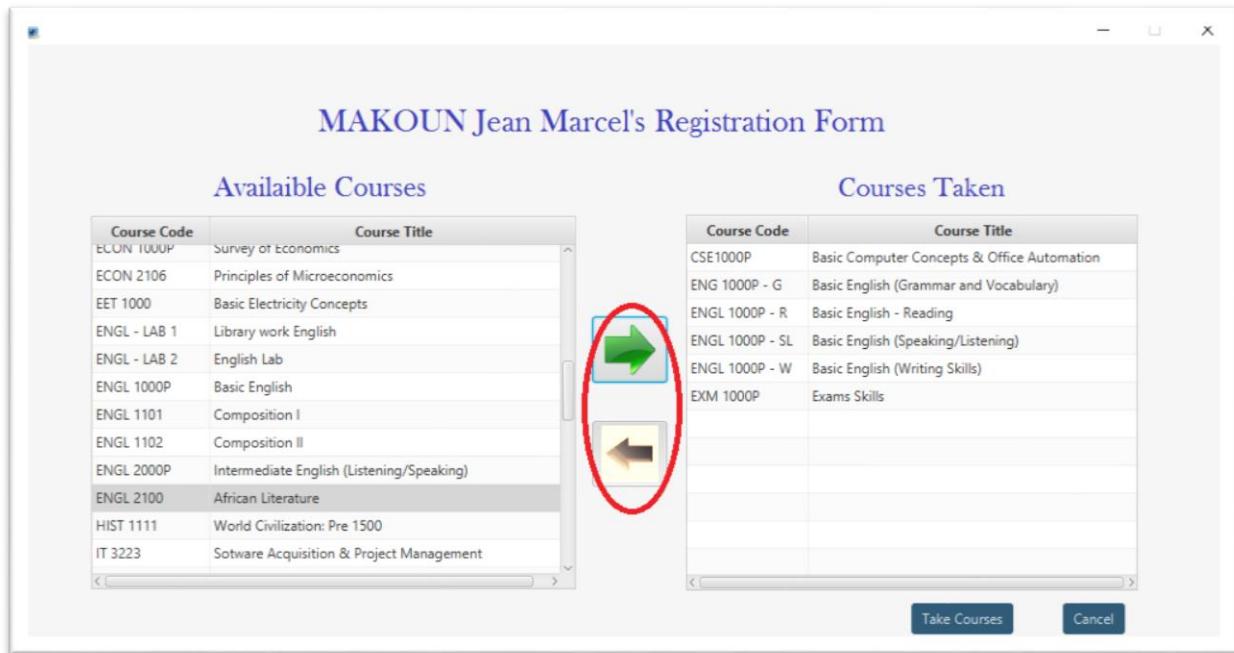


Figure 10: Select or remove student courses

Click on cancel to cancel the operation or to “Take Courses” to validate the operation that you have just performed. You will get the window of figure 11.

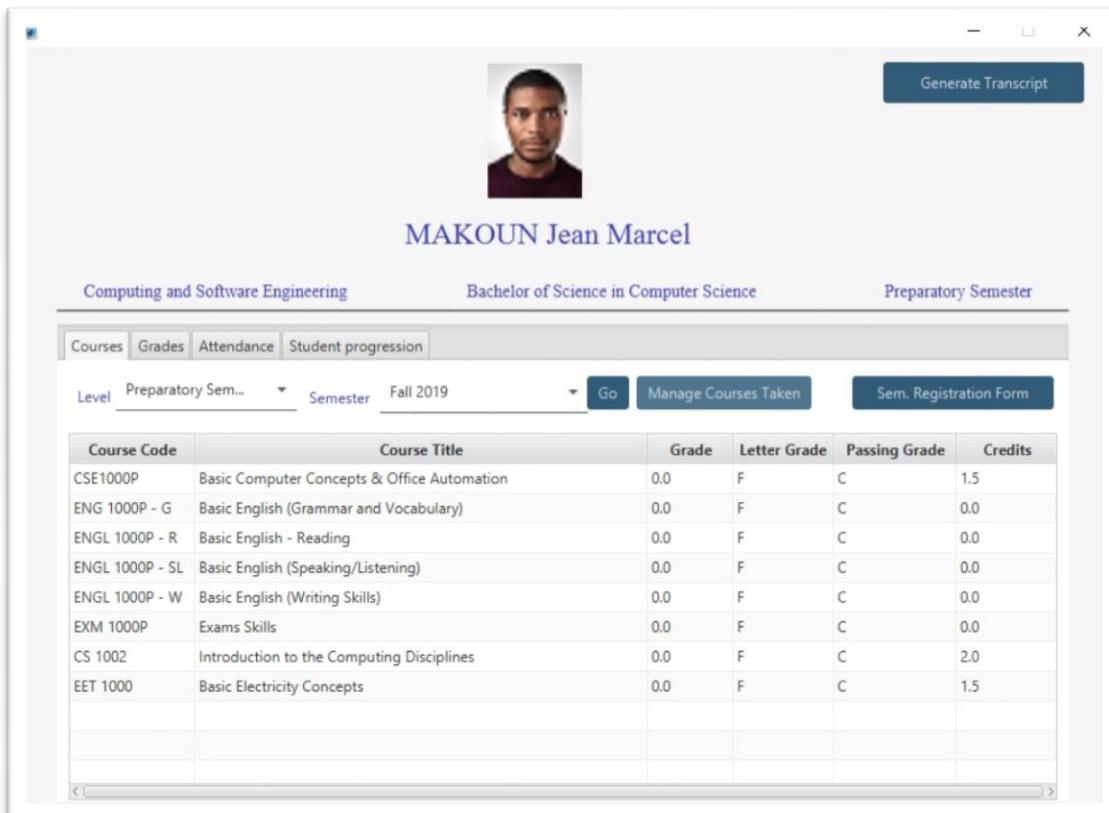


Figure 11: Student Course Selected

It should be noted that you can also from this tag, get the list of courses taken by a student in one of the previous semester, as well as the grades he or she got. From this window, you can print the student

registration form, by clicking on the button “Sem. Registration Form”. The window of figure 12 will be displayed.

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**UNDERGRADUATE COURSE REGISTRATION FORM**

Semester : Fall 2019

**Student Name :** MAKOUN Jean Marie  
**Contact (Tel & email) :** 688987998 makoun@jn.fr  
**Date and Place of birth (mm / dd / yy) :** 9/15 / 1999 -  
**Student Reg. No. :** UJ900LK  
**Program Studies :** Bachelor of Science in Computer Science  
**Level of studies \*:** Preparatory Semester

**COURSES TO BE TAKEN DURING THE SEMESTER**

Code	Course Title	Credits
CS 1002	Introduction to the Computing Disciplines	2.0
CSE1000P	Basic Computer Concepts & Office Automation	1.5
EET 1000	Basic Electricity Concepts	1.5
ENG 1000P - G	Basic English (Grammar and Vocabulary)	0.0
ENGL 1000P -	Basic English - Reading	0.0
ENGL 1000P -	Basic English (Speaking/Listening)	0.0
ENGL 1000P -	Basic English (Writing Skills)	0.0
EXM 1000P	Exams Skills	0.0

Total number of courses : 8  
Total number of credits : 5

Date and Signature, Head of Dept.  
Date and Signature, Advisor  
Date and Signature, Financial O.

**NB:** Attach a copy of the tuition fees payment receipt to the filled form  
**Students must:**  
- Not take more than the fixed semester credits hours per program  
- Pass the corresponding prerequisites of course before taking it  
- Pay their tuition fees for the semester before within the final semester exams  
\* Preparatory, Freshman, Sophomore, Junior

Figure 12: Student Registration Form

## The Grades tag

You also have the grade tabs for having the grades as shown in figure 13.

MBOUBI DEUTOU Armel Lagloire

Electrical and Telecommunication Engineering Bachelor of Science in Electrical Engineering Technology Freshman II

Courses Grades Attendance Student progression

Level Freshman I Semester Fall 2017 Search Grades

Course	Eval Type	Test Grade	Letter Grade
--------	-----------	------------	--------------

Figure 13: Student Grade

## The Attendance tag

The attendance tag allows to get the disciplinary information and statistics on a student, for a given course, at a given period or for all the courses at the same time as shown in figure 14.

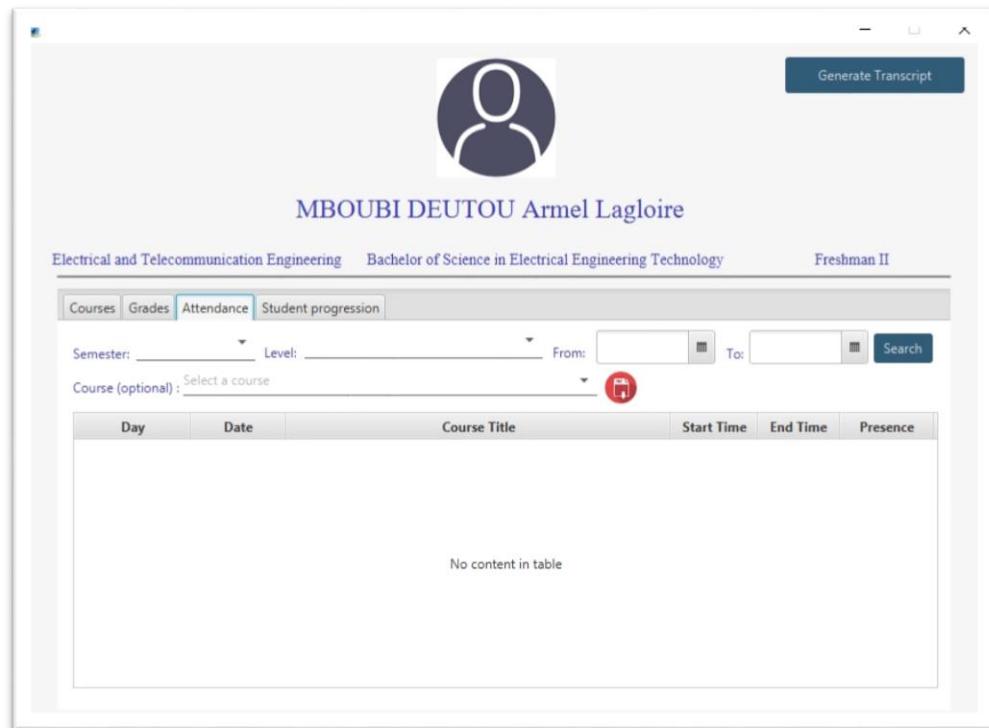


Figure 14: Student attendance statistics

## The Student Progression tag

The end user can handle the student progression through the window of figure 15.

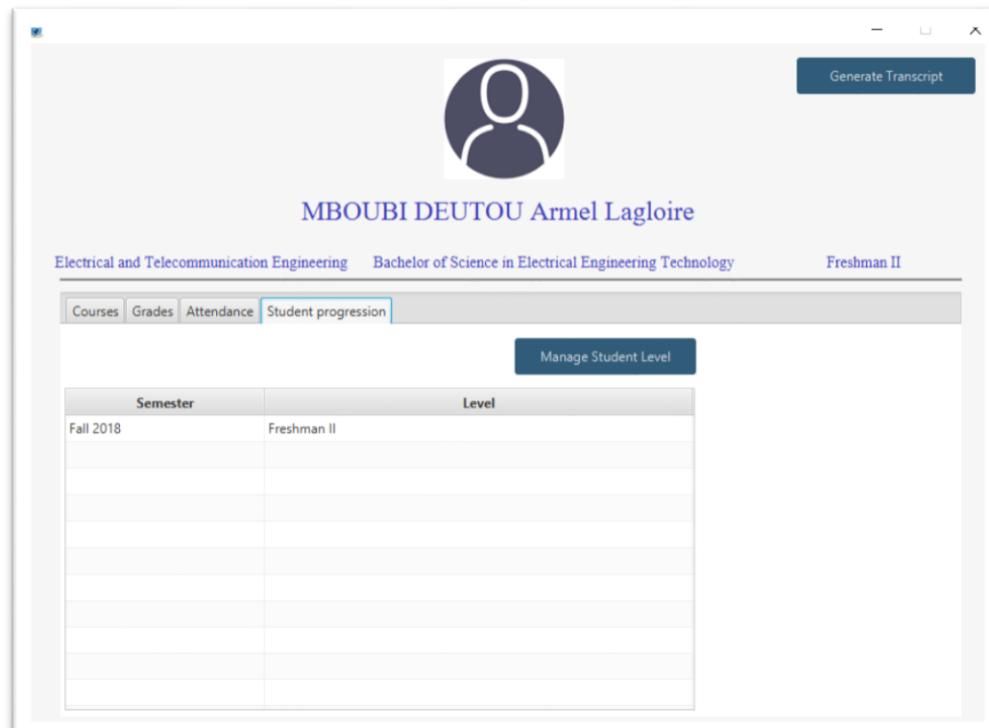


Figure 15: Student Progression

## Transcript Generation

Through the student space window, the end user can generate a student transcript by clicking on the button “Generate Transcript” at the right most top of the window as shown in figure 16.

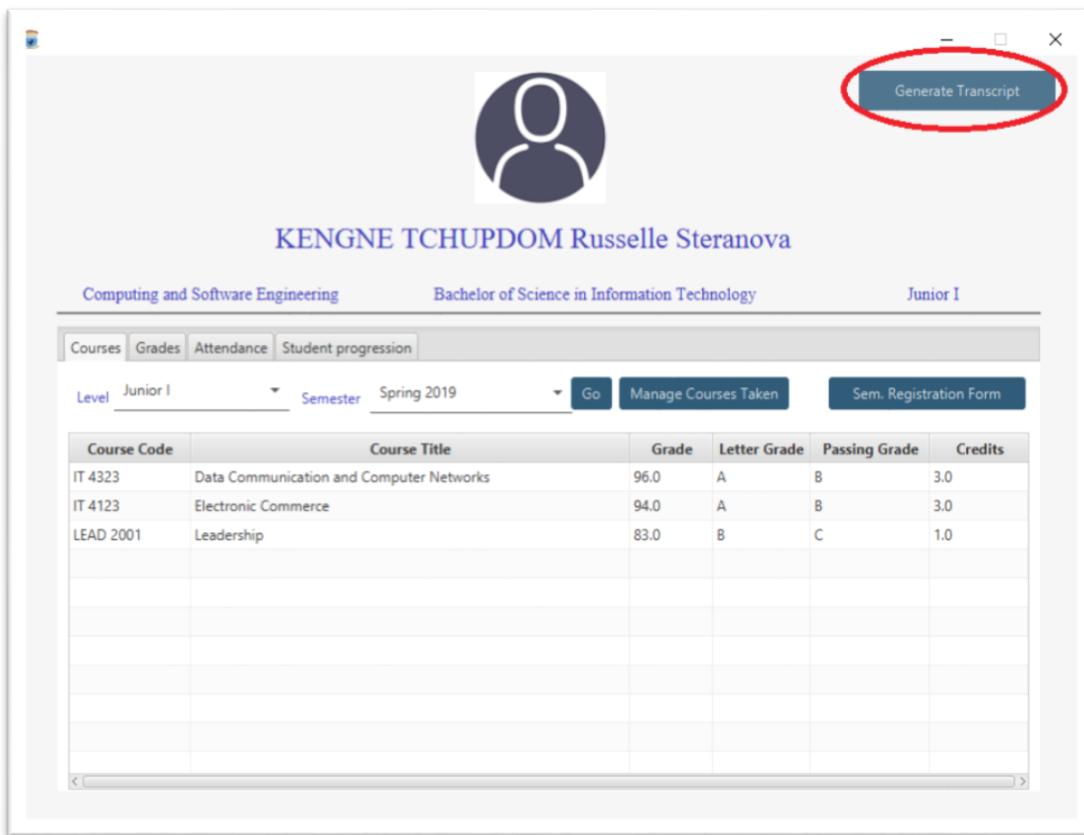


Figure 16: Transcript Generation

When you click on “Generate Transcript” the student transcript is displayed and can be therefore saved or printed as shown in figure 17.

PKFokam Institute of Excellence Dignity - Faith - Responsibility								
STUDENT ACADEMIC RECORD								
Personal Information				Academic Record				
Name : KENGNE TCHUPDOM Russelle Steranova					Date Issued : 09/12/2019			
Date and place of birth : 03 / 05 / 1997 at Nkwen					Page : 1 / 3			
Gender : Female								
PKFIE Student ID : 16S003								
Student Type : Undergraduate								
Major : Bachelor of Science in Information Technology								
Course code	Course Title	Academic year	Semester	Credits hours	Grade	Marks	Points	
ENGL 1101	Composition I	2016-2017	1	3.0	B	85.0	9.0	
HIST 1111	World Civilization: Pre 1500	2016-2017	1	3.0	A	91.0	12.0	
MATH 1113	Pre-Calculus	2016-2017	1	4.0	B	85.5	12.0	
ECON 2106	Principles of Microeconomics	2016-2017	1	3.0	A	95.0	12.0	
CS 1002	Introduction to the Computing Disciplines	2016-2017	1	2.0	A	98.15	8.0	
LEAD 1002	Introduction to Leadership Spirit	2016-2017	1	1.0	B	82.0	3.0	
CS 1003	Introduction to C-Programming	2016-2017	1	3.0	A	99.4	12.0	
CS 1301	Programming and Problem Solving I	2016-2017	2	4.0	A	93.01	16.0	

Figure 17: Student transcript

After you are done with the student personal space you can close the corresponding window to proceed with the other operations, though they were not blocked.

### 3.3. Course Management

You have the “Course Management” tag on the main window, that when open will enable you to perform the following operations concerning courses:

- Adding a new course;
- Searching and viewing course details;
- Modifying an existing course;
- Opening and closing a course for a given semester.

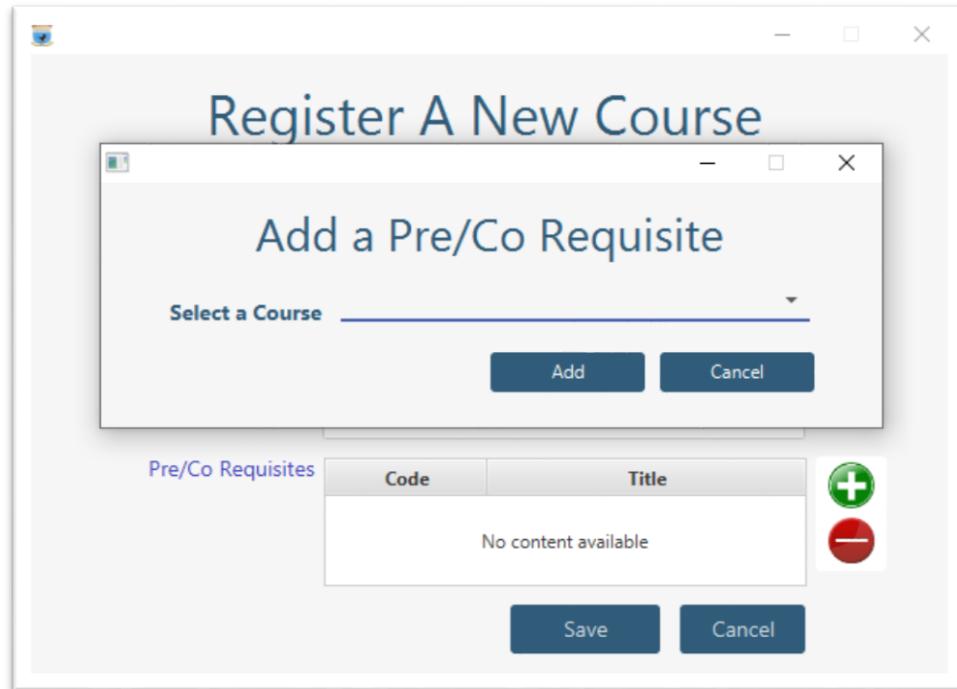
#### 3.3.1. Add a new course

To add a new course, click on the tab “Course Management”, then click on “New Course. This opens the window shown in figure 18

Code	Title
No content available	

Figure 18: Add a new course

When this windows opens, the end user should enter the course characteristics. The following fields are mandatory. Codes are unique. If the end user enters an existing course code, an error message similar to the preceding error messages is displayed. The end user can then enter a new code or cancel the operation. The other not mandatory fields can be left empty and completed later. A course might have some prerequisites or co requisites. These last one can be added or removed. To remove a pre requisite or a co requisite, select the course from the pre requisite, co requisite course and click on the “remove” button on the right to remove it. If the end user wishes to add some prerequisites, he or she click on the add button on the right. The following window (Figure 19) displays to add a new pre or co requisite.



*Figure 19: Add a course pre requisite*

Once the end user enters the course information and pre or co requisites, they can save by clicking on the button “Save” or cancel the operation by clicking on the button “Cancel”. You can therefore see the details of the newly created course as explained in the next section.

### 3.3.2. Searching and viewing a course details

To search a course, type on the search zone the code or the title of the course or just a part of it. When you identify the line on the table view representing the course and click on it. The details are just displayed at the right as illustrated in figure 20.

Code	Title	Description
CS 1301	Programming and Problem Solving I	This course provides an introduction to Computer Science
CS 1302	Programming and Problem Solving I	Provides coverage of m...

Code	Title
CS 1002	Introduction to the Computing Disciplines
CS 1003	Introduction to C-Programming

*Figure 20: Course Details*

### 3.3.3. Modify an existing course

This functionality allows an end user to modify the characteristics of a course. To complete this, proceed as follows:

- Search the course either by scrolling through the students table view or by typing the course cod, a course title or a part of it in the search zone;
- Click on the row representing that course and then on the button “edit” on top of the table view. Then the windows shown in figure 21 is displayed, the user modifies the course information and then click on the button “save” to save them or on the button cancel to cancel the modification;
- If no course is selected before clicking on “edit”, an error message is displayed.

The screenshot shows a window titled "Update a Course". It contains the following fields:

- Code:** CS 1301
- Hours:** 40
- Title:** Programming and Problem Solving I
- Description:** This course provides an introduction to Computer Science
- Pre/Co Requisites:** A table showing two courses:

Code	Title
CS 1002	Introduction to the Computing Disci
CS 1003	Introduction to C-Programming

With a green plus icon (+) and a red minus icon (-) to manage the list.

At the bottom are "Save" and "Cancel" buttons.

Figure 21: Update a Course

### 3.3.4. Opening and closing a course for a given semester

Courses are opened at the start of each semester and those opening can be later on modified. The interface to handle the openings is shown in figure 22, after the end used has selected the given course.

The screenshot shows a window titled "Course opening interface". It displays a list of courses and their status:

Course Status	
Semester	Year
Fall	2007
Spring	2008
Fall	2008

With a green plus icon (+) and a red minus icon (-) to manage the list. There is also a wrench icon for editing.

Figure 22: Course opening interface

To open a course a semester, the end user should click on the plus button to add a new opening. When done, the window shown in figure 33 displays the form to be filled and saved to create the new opening.

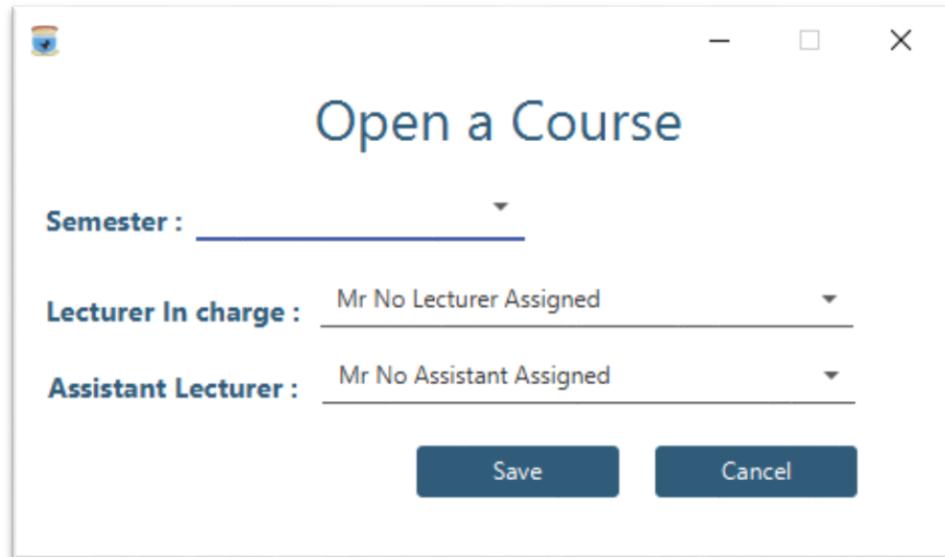


Figure 23: Open a Course

Select the semester, select the lecturer in charge of the course and the assistant if any and then click on “save” to save or on “cancel” to cancel the operation. This operation can take 10 to 20 seconds.

For a course opened, you can also change the parameters set. To do so, select the course and click the update button, the one between plus and minus. The window of figure 24 is opened. You change the information and you click on save to save the update.

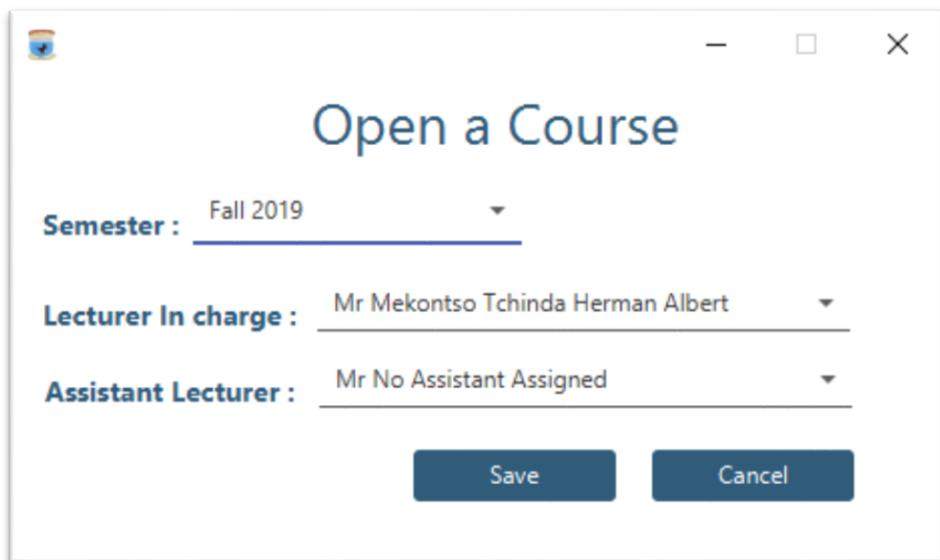
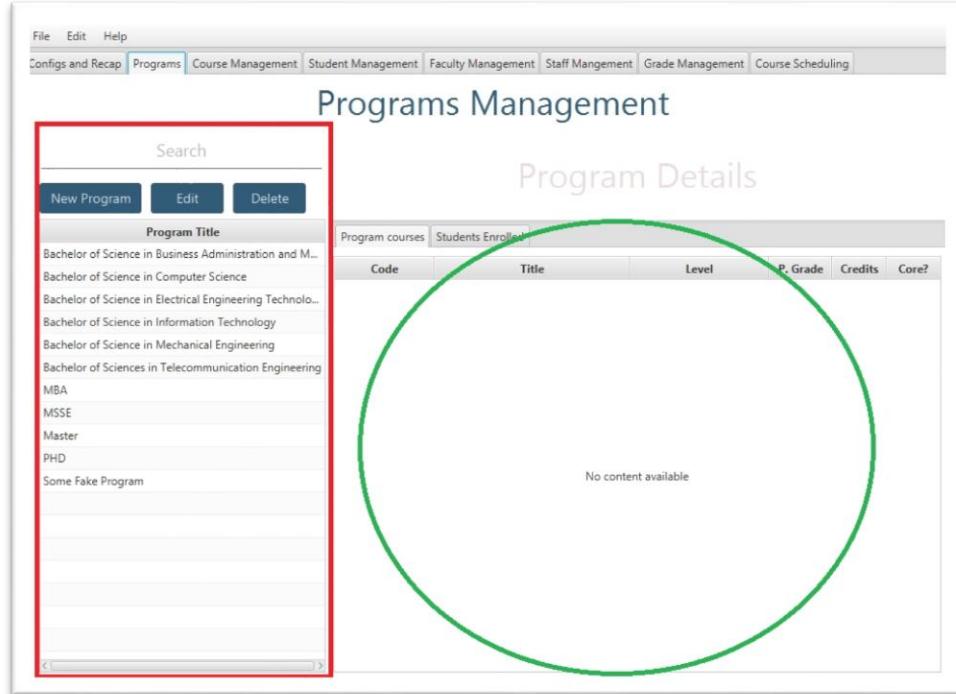


Figure 24: Update an Opening

In addition to these operations, you can also have the list of students registered to a given course a given semester.

### 3.4. Program Management

This module is to handle different programs offered by PKFokam Institute of Excellence. When you select the tab, it displays the window of figure 25.



*Figure 25: Home Programs Management*

On the left panel you have the programs that are actually offered. On the right, you have details on those programs. The details include the list of courses in the program, and the list of students registered to the program any semester. To have those details, the end user just has to select the program by clicking on in from the table view. You can perform the following operations:

- Add and edit a program;
- Add, modify and remove a course in program.

### 3.4.1. Add or edit a program

Code	Title	Level	P. Grade	Credits	Core?
No content available					

*Figure 26: Add a new Program*

To modify a program, select the program, then click on edit to edit the program to change its characteristics. That will open the existing program from which you can perform the other changes on a program as shown in figure 27.

The screenshot shows the 'Update a Program' window. At the top, there are three dropdown menus: 'Title' (set to 'Bachelor of Science in Business Administration and Management'), 'Department' (set to 'Economics and Management'), and 'Faculty' (set to 'Economics and Management'). Below these is a table titled 'Program courses' containing 15 rows of course information. To the right of the table are three circular icons with symbols: a green plus sign, a grey wrench and hammer, and a red minus sign. At the bottom are 'Save' and 'Cancel' buttons.

Code	Title	Level	P. Grade	Credits	Core?
ACCT 2101	Accounting I	Freshman I	B	3.0	Yes
ACCT 2102	Accounting II	Freshman II	B	3.0	Yes
ARTS 2000	African Art and Culture	Sophomore I	C	3.0	No
COMM 2000	Business Communication	Sophomore II	C	3.0	No
COMM 2400	Public Speaking	Freshman II	C	3.0	No
CSE1000P	Basic Computer Concepts &...	Preparatory Semester	C	1.5	Yes
ECON 1000P	Survey of Economics	Preparatory Semester	C	1.5	Yes
ECON 1101	Introduction to Economics	Freshman I	B	3.0	Yes
ECON 2103	Legal Environment of Busine...	Freshman II	B	3.0	Yes
ECON 2104	Legal Environment of Busine...	Sophomore I	B	3.0	Yes
ECON 2105	Principles of Macroeconomics	Freshman II	B	3.0	Yes

Figure 27: Update a program

Once you modify the program characteristics, you can click on the button “save” to save the changes and on the button “cancel” to cancel the update.

### 3.4.2. Add, modify and remove a course in program

You can add, modify or remove a course from a program using the three buttons on the right.

The screenshot shows the 'Register A New Course to a Program' window. It includes fields for 'Select a Course' (set to 'ACCT 2101 - Accounting I'), 'Level' (set to 'Freshman I'), 'Number of Credits' (set to '3'), 'Passing Grade' (dropdown menu), and 'Core Course?' (checkbox). Below these is a table with one row showing 'ECON 2105 Principles of Macroeconomics Freshman II B 3.0 Yes'. To the right of the table are three circular icons with symbols: a green plus sign, a grey wrench and hammer, and a red minus sign. At the bottom are 'Add' and 'Cancel' buttons.

ECON 2105	Principles of Macroeconomics	Freshman II	B	3.0	Yes
-----------	------------------------------	-------------	---	-----	-----

Figure 28: Add a Course to a Program

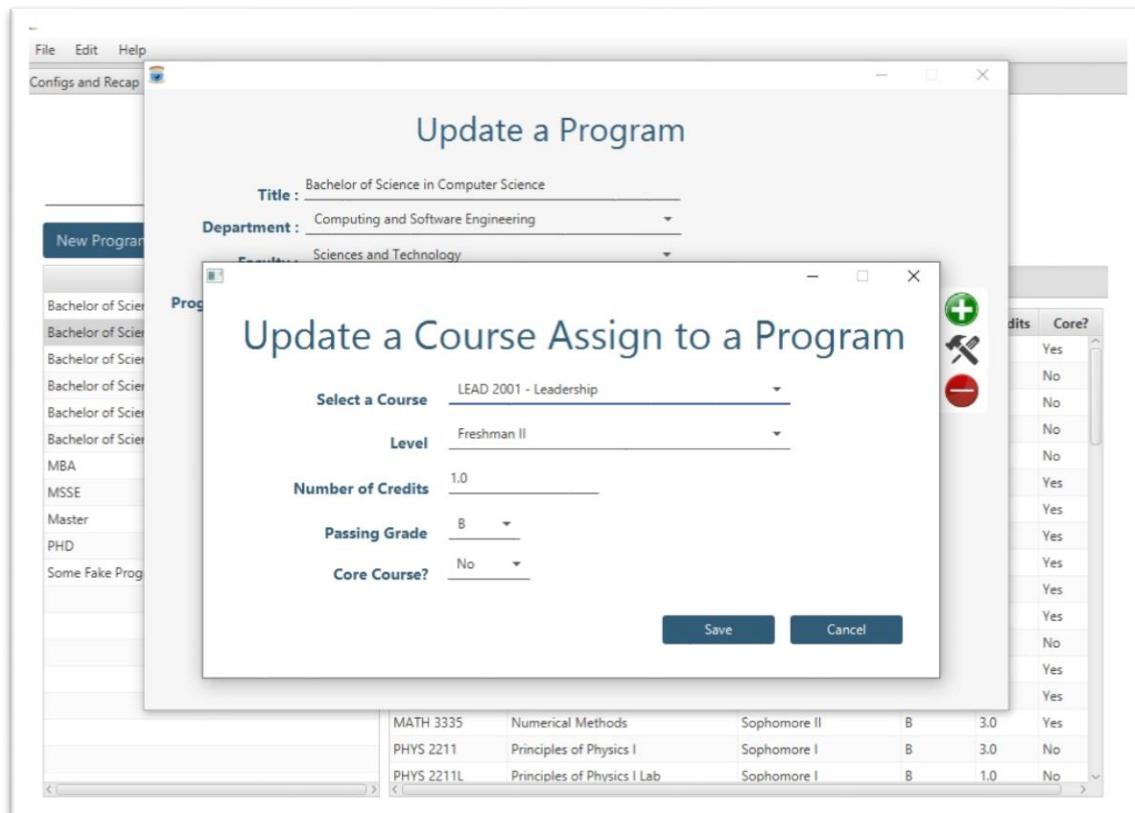
Click on the “plus” button to add a new course to a program. The following information have to be provided:

- The course;
- The level where the course is offered;
- The number of credits of a course;
- The passing grade;
- The type of the course: is it a core course or not.

Once these data are provided, click on “save” to save the operation or “cancel” to cancel the operation.

The end user can select a course from the program and click on the “minus” button to remove the course from the program course list.

To edit the info on the course added to the program, select the course and click on edit and the window of figure 29 will be displayed for you to modify the info.



*Figure 29: Update a Program Course*

As shown in figure 29, the end user can modify the following information and then click on “save” to save the update:

- The level where the course is offered;
- The number of credits of a course;
- The passing grade;
- The type of the course: is it a core course or not.

### 3.5. Faculty Management

By faculty management here we mean the teaching staff management. When the end user clicks on the tab he gets the window in figure 30 specifying the list of lecturers actually registered for the University.

The screenshot shows a software interface titled "Faculty Management". At the top, there is a menu bar with "File", "Edit", and "Help". Below the menu is a navigation bar with tabs: "Configs and Recap", "Programs", "Course Management", "Student Management", "Faculty Management" (which is highlighted in blue), "Staff Management", "Grade Management", and "Course Scheduling". The main title "Faculty Management" is centered above a search bar labeled "Search". To the left is a table with columns "Title", "Name", and "Phone". The table contains a list of faculty entries. On the right, there is a panel titled "Faculty's Details" which displays various fields for a selected faculty member. The fields include Title, Name, Specialty, Department, Address, Phone Number, Email, Office, Position, Office Hours, Salary, Gender, Date Hired, and Date of Birth. The "Name" field in the details panel is currently populated with "Gnetedem Ngafack Cyrille".

Figure 30: Faculty Management

To see the details on a faculty, click on the faculty and you get the details on the panel at the right as shown in figure 31.

This screenshot shows the same "Faculty Management" application interface as Figure 30. The "Faculty Management" tab is still active in the navigation bar. The left side shows the same list of faculty members in the table. On the right, the "Faculty's Details" panel is displayed for a specific faculty member. The "Name" field in this panel is now populated with "Gnetedem Ngafack Cyrille". The other fields in the panel remain the same as in Figure 30, showing placeholder text or empty fields.

Figure 31: Faculty Details

The end user can then create or update a faculty the same way as it is done for a student.

**Register A New Faculty**

Title	Gender
<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female
Name	Salary
<input type="text"/>	<input type="text"/>
Specialty	EmailAddress
<input type="text"/>	<input type="text"/>
Department	BirthDate
<input type="text"/>	<input type="text"/>
Address	DateHired
<input type="text"/>	<input type="text"/>
Position	
<input type="text"/>	
Office	
<input type="text"/>	
OfficeHours	
<input type="text"/>	
Phone Number	

**Save**      **Cancel**

Figure 32: Create a new faculty

**Update A Faculty**

Title	Mr	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Name	<input type="text" value="Gnetedem Ngafack Cyrille"/>	Salary	<input type="text" value="500000.0"/>
Specialty	<input type="text" value="Physics"/>	Email	<input type="text" value="g@gmail.com"/>
Department	<input type="text" value="Mathematics and Sciences"/>	Birthdate	<input type="text" value="08/07/1980"/>
Address	<input type="text" value="Emana"/>	Date hired	<input type="text" value="01/01/2016"/>
Position	<input type="text" value="String"/>	Phone number	<input type="text" value="698145123"/>
Office	<input type="text" value="Research Center"/>		
Office hours	<input type="text" value="40"/>		

**Save**      **Cancel**

Figure 33: Update a Faculty

### 3.6. Staff Management

Staff management operations are very similar to those of faculty management. They include:

- Search and visualize the details on a staff
- Add or edit a staff.

Since there are the same, this many will just shows screen shots illustrating them.

The screenshot shows a software interface titled "Staff Management". At the top, there is a menu bar with "File", "Edit", and "Help", followed by several tabs: "Configs and Recap", "Programs", "Course Management", "Student Management", "Faculty Management", "Staff Management", "Grade Management", and "Course Scheduling". Below the tabs, the main title is "Staff Management" and the sub-section is "Staff's Details".

**Search:** A search bar is present at the top left.

**Buttons:** "New Staff", "Edit", and "Delete" buttons are located at the top left of the data grid.

**Table:** A grid table displays staff information with columns: Title, Name, Phone, and Position. One row is highlighted in blue, showing "Dr. Jean Paul Tchuente" with phone number 677777172.

**Form (Right Side):**

Title	Dr
Name	Jean Paul Tchuente
Position	Vice Dean, Head of Faculty
Office N°	Main building
Email	tchuente@gmail.com
Gender	Male
Address	Bastos, Yaoundé
Phone Number	677777172
Salary	2500000.0
Date Hired	18/9/2016
Date of Birth	14/7/1954

Figure 34: Search and display a Staff

The dialog box is titled "Register A New Staff". It contains the following fields:

- Title:** A dropdown menu currently set to "Dr".
- Gender:** Radio buttons for "Male" and "Female", with "Male" selected.
- Email Address:** An input field.
- Address:** An input field.
- Birth Date:** An input field with a calendar icon.
- Title:** An input field.
- Date Hired:** An input field with a calendar icon.
- Office:** An input field.
- Phone Number:** An input field.
- Salary:** An input field.
- Buttons:** "Save" and "Cancel" at the bottom right.

Figure 35: Create a new Staff

The dialog box is titled "Update A Staff". It contains the following fields, showing updated values compared to Figure 35:

- Title:** "Dr"
- Name:** "Jean Paul Tchuente"
- Gender:** Radio buttons for "Male" and "Female", with "Male" selected.
- Email:** "tchuente@gmail.com"
- Address:** "Bastos, Yaoundé"
- Birthdate:** "14/07/1954"
- Position:** "Vice Dean, Head of Faculty"
- Date Hired:** "18/09/2016"
- Office:** "Main building"
- Phone N°:** "677777172"
- Salary:** "2500000.0"
- Buttons:** "Save" and "Cancel" at the bottom right.

Figure 36: Update an existing staff

### 3.7. Grade Management

This module is used to search, register or modify student grades for any semester and any program. The end user can register end of semester final exams or any other evaluation grades (quizzes, tests, labs, assignment, research work, midterm, final exam). In any of these two cases, you should first select the grade management tab.

#### 3.7.1. Registering or modifying end of semester final grades

Under the grade management tab, the end user selects the “Final Grade” tab. Next select the program, the semester and the course, and then click on “search” as shown in figure 37.

The screenshot shows a software application window titled "Grade Management". At the top, there is a menu bar with File, Edit, Help, and several tabs: Configs and Recap, Programs, Course Management, Student Management, Faculty Management, Staff Management, Grade Management (which is selected), and Course Scheduling. Below the tabs, there are two buttons: "Final Grades" and "Other evaluations".  
The main area has three dropdown menus: "Program:" set to Bachelor of Science in Computer Science, "Semester:" set to Spring 2019, and "Course:" set to CS 1003 - Introduction to C-Programming. To the right of these is a "Student Name" input field.  
A red oval highlights the search parameters and the student list below it. The student list contains names such as KODANBE Valery, GADEU MONTHE Vinette Marcy, NOUMBO KENFACK Adele Germaine, GASSEU NOUBISSI Danielle Jemima, KAMDEM FOTSING Rick Jacquel, TCHOMBE Franck Pradel, MUKAM MAGNE Tresor Stephanie, MAKOGNÉ TANKA Carine, Florian NJIYIM LOWE, ADE FRU-ASOH Tony Bradley, DJUMO KOUEKAM Steve, BOULOUNLA WIWA BADAWE Yasmine, YANKAM WAMBO Ivel, NGOUOGHE Junior, and DONGMO KENGNI MAFOPA Laurna.  
To the right of the student list is a table with a green border. The table has two columns: "Grade" and "Grade". The data in the table is:

Grade	Grade
80.23	
90.07	
86.25	
57.78	
80.0	
95.07	
88.75	
85.03	
97.23	
86.17	
88.82	
95.0	
68.75	
87.07	
27.88	

  
A blue "Save" button is located at the bottom right of the grade table.

Figure 37: Final Grade Registration

The students are displayed along with their grades. If it is the first time, the grades will be set to their initial value with it is 0. The end user can then enter the student grades or modify the existing grades. After the operation is done, the end user has to click on the “Save” button to save all the changes performed otherwise, they will be discarded.

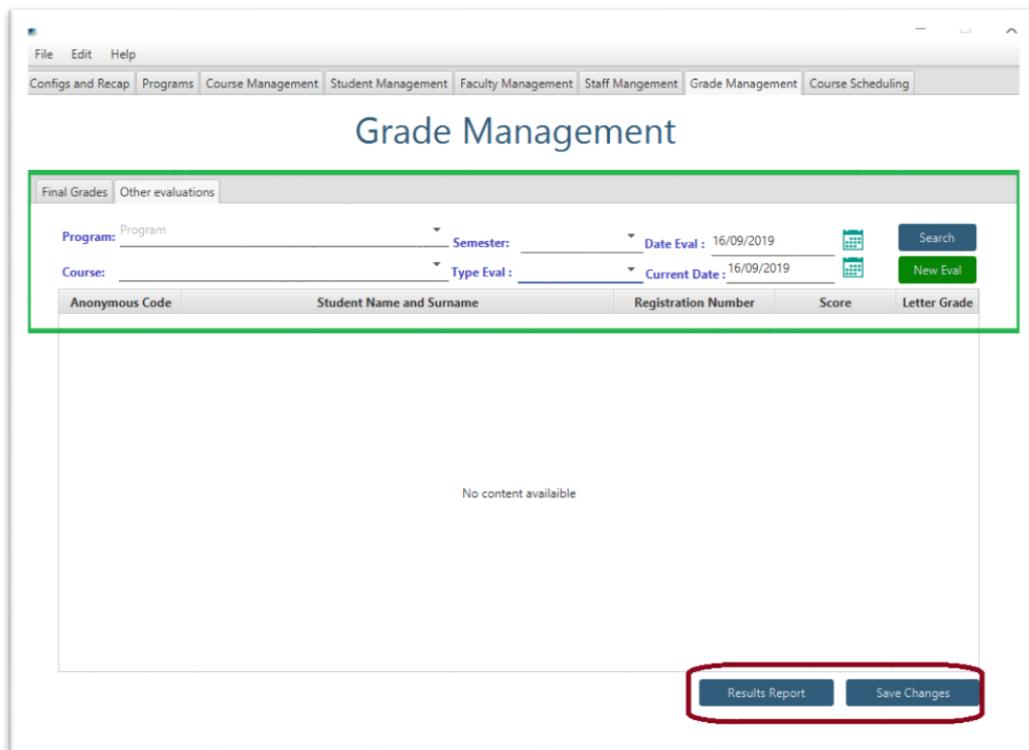
#### 3.7.2. Handling the other grades

The end user can register any type of grades. The types of grades that can be registered or modified are:

- Quizzes;
- Assignments;
- Research work;

- Tests;
- Midterm exams;
- Lab;
- Final exam.

Figure 38 illustrates what should be done. You select a program, a semester, a course, the evaluation type and the evaluation date and the current date.

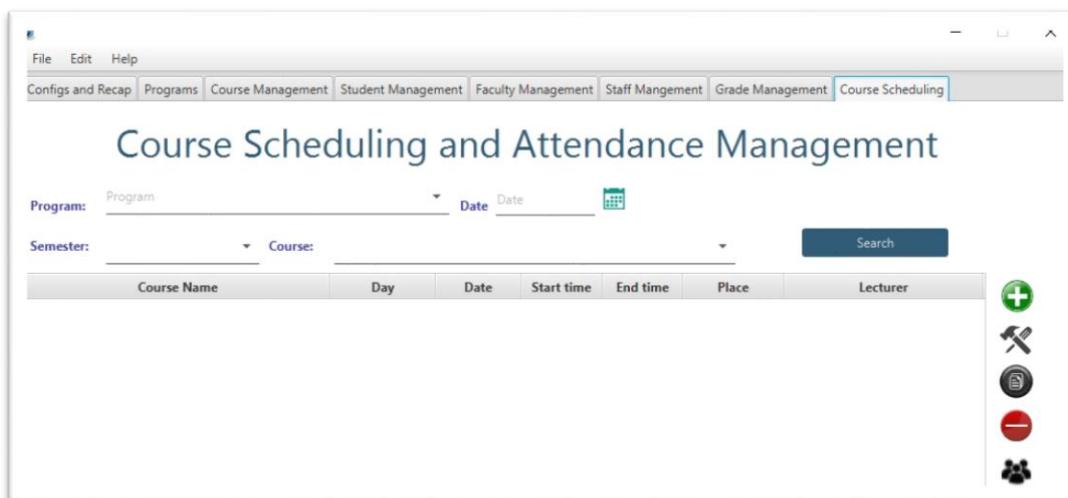


*Figure 38: Other Grade Management*

Click on “New Eval” to create a new evaluation, register the grades and save. You can also click on “Result Report”.

### 3.8. Course Scheduling

Click on the “Course Scheduling” tab and you get the image of figure 39.



*Figure 39: Attendance Management Home*

From here, the end user can manage the schedules (create, update, duplicate, delete) and the attendances.

### 3.8.1. Create a new schedule

To create a new schedule, click on the button plus (+) at the right of the table view. This action will display a window shown in figure 40.

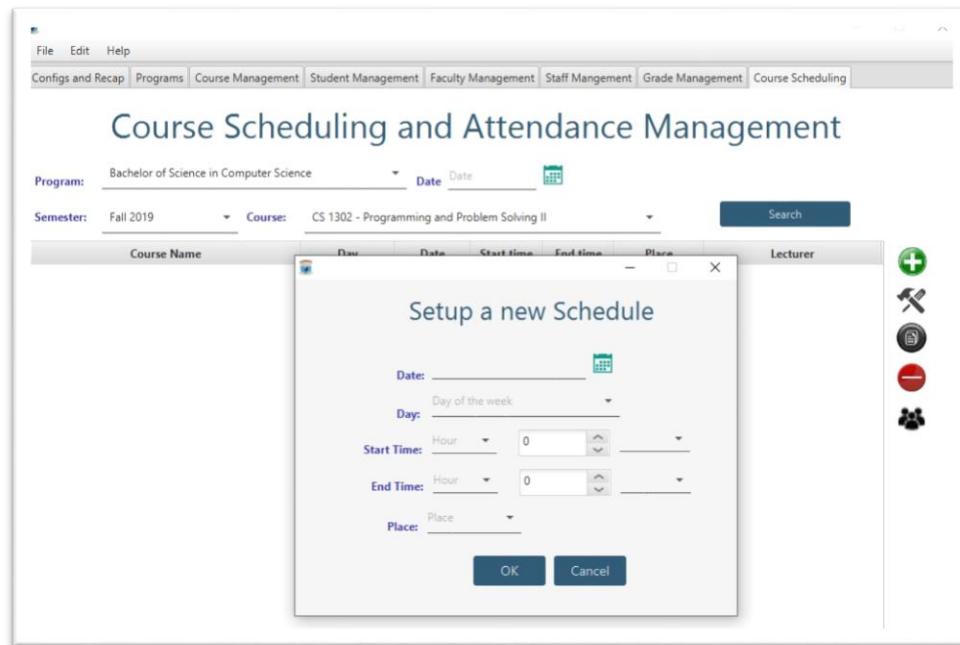


Figure 40: Create a new Schedule

The end user has to specify the program, the semester and the course for which the schedule is created.

### 3.8.2. Update a course schedule

To do this, the end user selects the course and the click on the update button at the right. The window displays figure 41 shows up. If no schedule is selected, an error message is displayed.

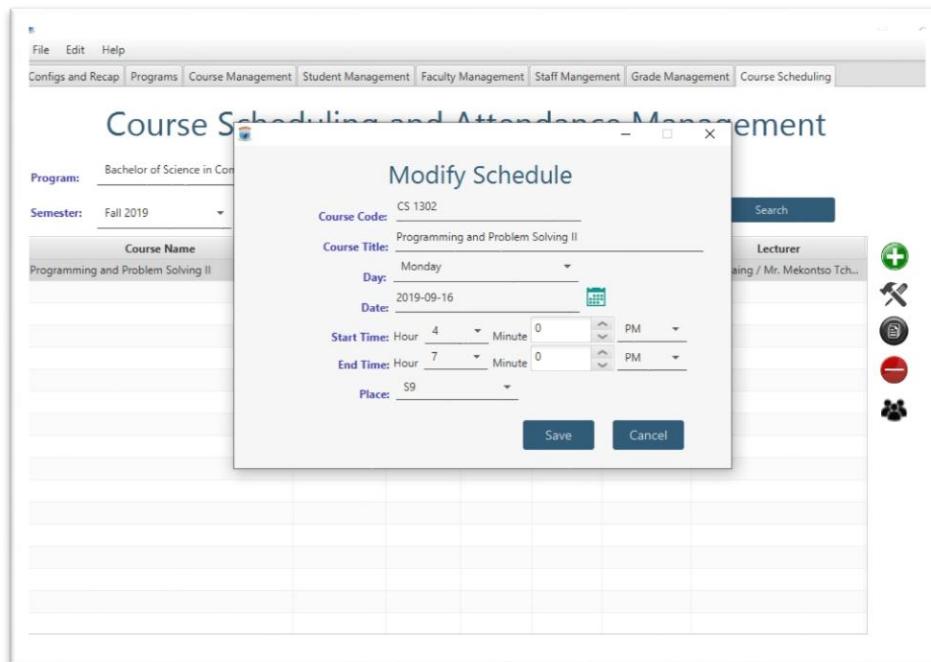


Figure 41: Update a Course Schedule

Once the modifications are performed, click on “Save” to confirm the modifications or on “Cancel” to cancel the update operation.

### 3.8.3. Duplicate a schedule

Duplicating a schedule is creating a new schedule from an existing one. The user clicks on the schedule to be duplicated and then on the duplicate button which is the third button on the right of the table view. The window displayed is very similar to the one for schedule update.

### 3.8.4. Mark Students Attendance

To mark students attendances, the end user should first research the course for which they wish to mark the attendance, by specifying de program, the semester, the course and optionally the search period as search criteria. Once the course is identified, the end user clicks on the course and on the attendance button which is the last button on the right of the attendance table view. This displays the window shown in figure 42.

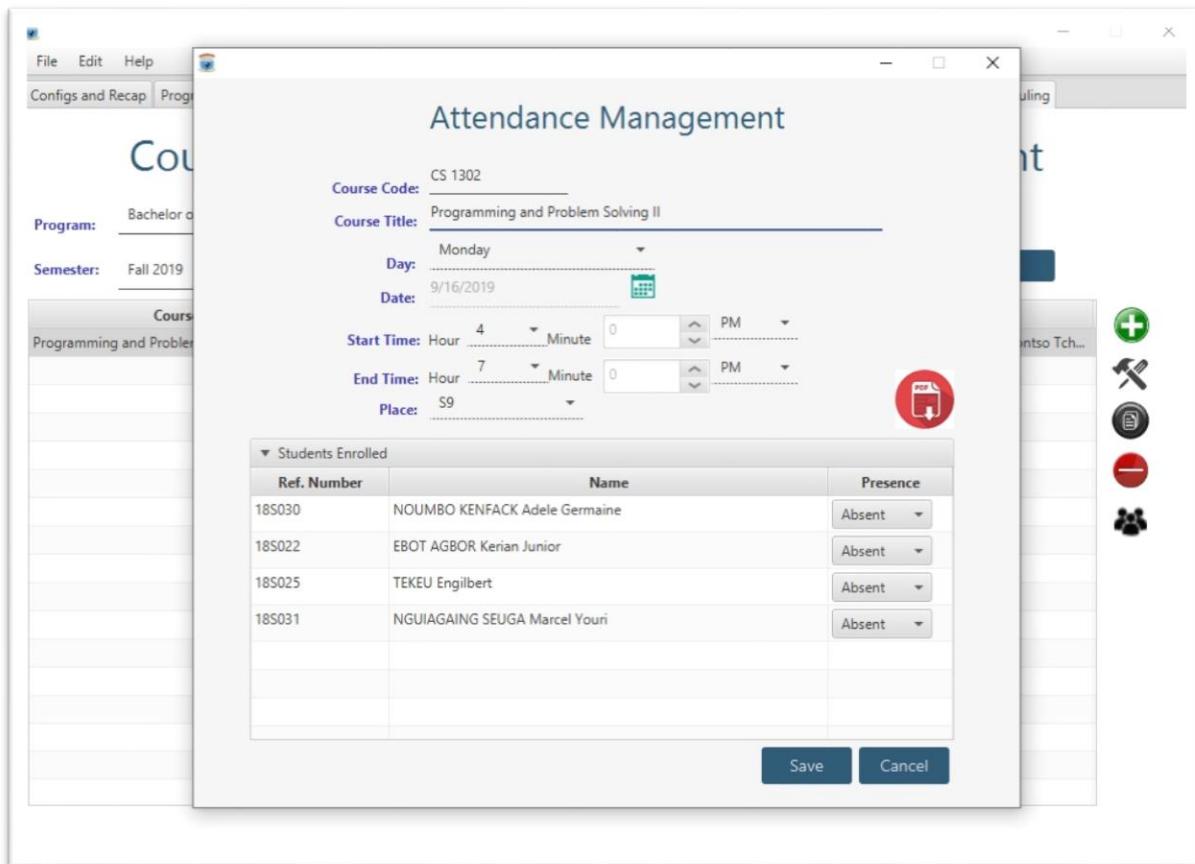


Figure 42: Marking Students Attendance

The end user can the mark the attendance of students or can print the attendance list.

Note that marking attendance is important to handle the students discipline. If the end user clicks on the attendance or the edit button without selecting a schedule, an error message will be displayed. The end user can choose to cancel the operation (or any other operation) they can just click on the cancel button, which will cancel the operation and close the corresponding window.

If the end user clicks on the print button, he or she will get the attendance list as show in figure 43.

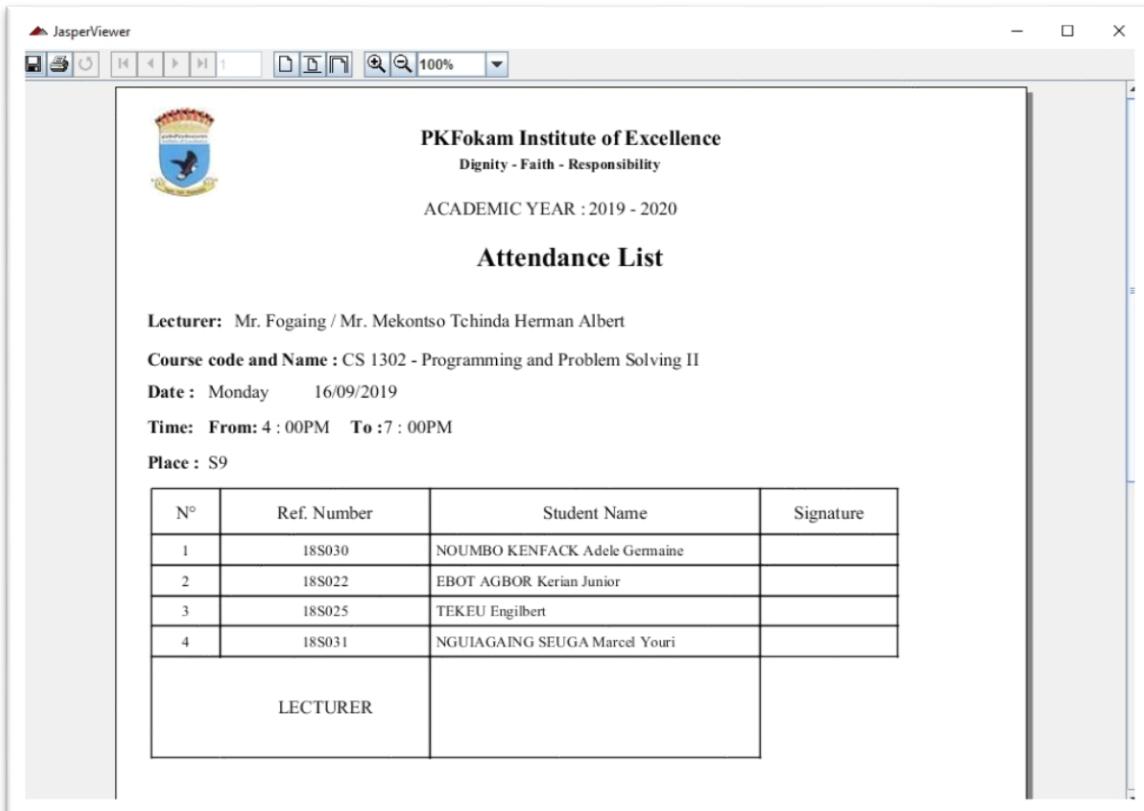


Figure 43: Attendance List Display

### 3.9. Administration and configuration of the Software

Administration tasks concern departments management and semester operations.

#### 3.9.1 Department management

To perform department operations, first select the tab “Config and Recap” from the main window. The end user is displayed the window shown in figure 44.

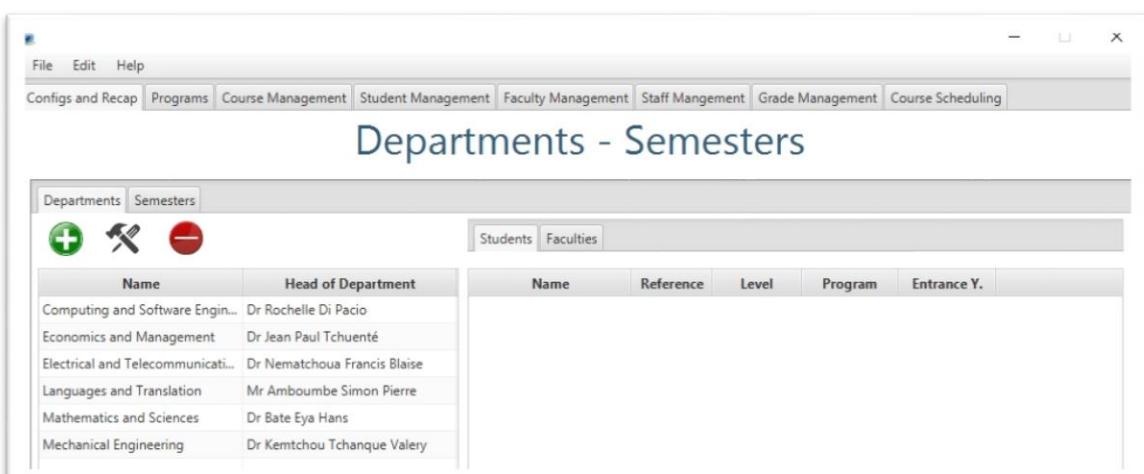


Figure 44: Configuration and Administration Tab

Department operations include: create a new department, update the information about an existing department, delete a department (but this is not activated because of its dangerous implications).

### 3.9.1.a. Create a department

Under the Departments tab, click on the plus button. The window shown in figure 45 shows up. The end user should then enter the department name as well as the head of department. Once these data are provided, click on save to “save” the new department or in “cancel” to cancel the operation.

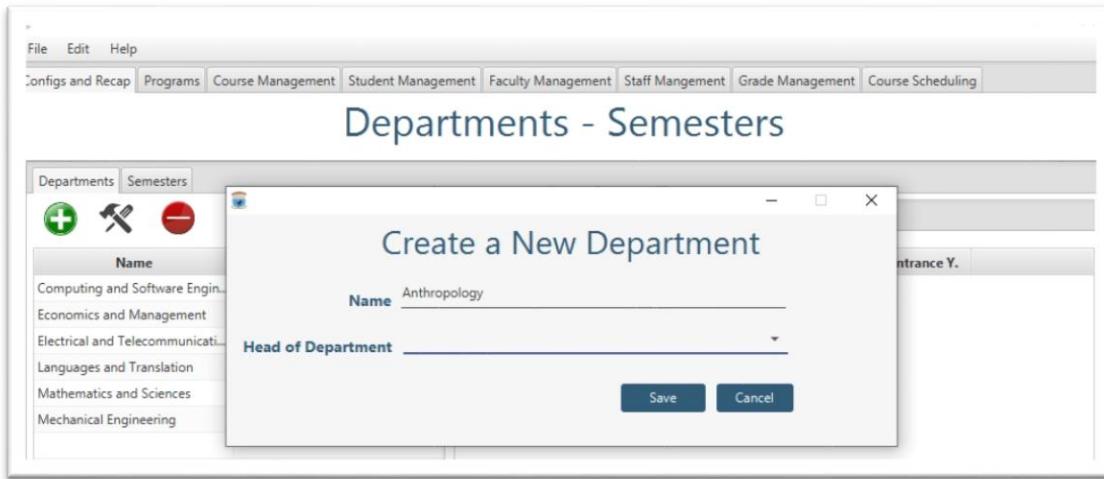


Figure 45: Create a New Department

### 3.9.1.b. Update a department

To update an existing department, the end user selects the department from the department table view and then click on the “update” button, the one next to the “add” button. The end user should just then perform the changes and click on “save” to save the update. Figure 46 shows the update department window.

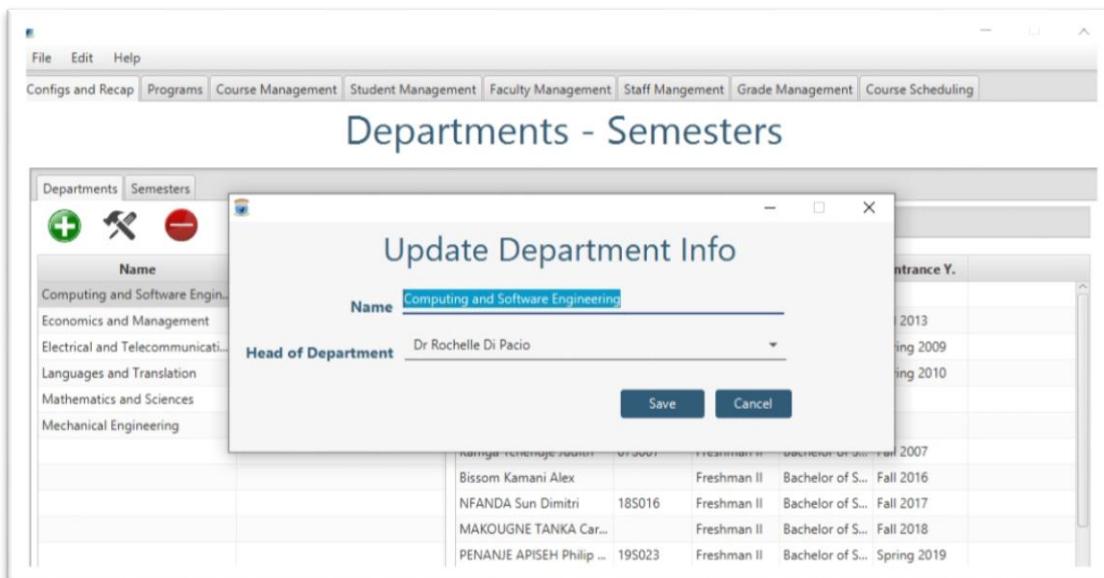


Figure 46: Modify an Existing Department

### 3.9.1.c. Other operations on departments

In addition to adding and updating departments, the end user can also perform other tasks as getting the list of students in a department per level and per semester, as well as the faculties working in the department. This is illustrated by figure 47.

Name	Head of Department
Computing and Software Engin...	Dr Rochelle Di Pacio
Economics and Management	Dr Jean Paul Tchuenté
Electrical and Telecommunicati...	Dr Nematichous Francis Blaise
Languages and Translation	Mr Amboumbe Simon Pierre
Mathematics and Sciences	Dr Bate Eya Hans
Mechanical Engineering	Dr Kemtchou Tchanque Valery

Name	Reference	Level	Program	Entrance Y.
Habouba Hidjatou So...	Freshman I	Bachelor of Science in Computer Sc...		
Onana Atsaman Stepha...	Freshman I	Bachelor of Science in Computer Sci...	Fall 2013	
Gomajim Tekam Cyril	08S002	Freshman I	Bachelor of Science in Computer Sci...	Spring 2009
Avery Tizi Toumalye G...	09S001	Freshman I	Bachelor of Science in Computer Sci...	Spring 2010
Vague Nzebou Claude...	17S022	Freshman II	Bachelor of Science in Computer Sci...	
YNAJIE JOHN ABWA M...	19S021	Freshman II	Bachelor of Science in Information T...	
Kamga Tchenchie Judith	07S007	Freshman II	Bachelor of Science in Computer Sci...	Fall 2009
Bissom Kamani Alex		Freshman II	Bachelor of Science in Computer Sci...	Fall 2011
INFANDA Sun Dimitri	18S016	Freshman II	Bachelor of Science in Computer Sci...	Fall 2011
MAKOUGNE TANKA Car...		Freshman II	Bachelor of Science in Information T...	Fall 2013
PINANJE APISEH Philip	19S023	Freshman II	Bachelor of Science in Computer Sci...	Spring 2019
KEVENE TCHUPDOM R...	16S003	Junior I	Bachelor of Science in Information T...	Spring 2015
Nelly Anne SHURRI NDL	16S004	Junior I	Bachelor of Science in Information T...	Spring 2016
Feukoum Nzeale Brice E...	13S005	Junior II	Bachelor of Science in Computer Sci...	
GUIMDO TAKOMBO Arc...	15S006	Junior II	Bachelor of Science in Computer Sci...	
Gimou Mboukeng Paul	07S006	Junior II	Bachelor of Science in Computer Sci...	Fall 2007
Bebey Tongo Cyrille	FFF	Junior II	Bachelor of Science in Computer Sci...	Fall 2010
Abdoul Karim Ben Kagal...	13S006	Junior II	Bachelor of Science in Computer Sci...	Fall 2011

Figure 47: Other Operations on Departments

### 3.9.2. Semester Operations

The pre requisite to perform any semester operation is to select the semester. Semesters are displayed on the left panel of the “Semesters” tab as shown in figure 48.

Semester Name	Year
Fall	2010
Spring	2011
Fall	2011
Spring	2012
Fall	2012
Spring	2013
Fall	2013
Spring	2014
Fall	2014
Spring	2015
Fall	2015
Spring	2016
Fall	2016
Spring	2017
Fall	2017
Spring	2018
Fall	2018
Spring	2019
Fall	2019

Figure 48: Selecting a Semester for End of Sem Operations

Semester operations include:

- Getting the students registered a given semester for a given program and or for a given level;
- Getting the list of course offered per program;
- Performing some end of semester and start of semester operations.

### 3.9.2.a. Students registered a given semester

On the “Students” tab, you can get the list of students registered a given semester. You can filter the list by précising the program and or the level. You will get the window of figure 49.

The screenshot shows a software interface titled "Departments - Semesters". On the left, there is a sidebar with a list of semesters from Fall 2010 to Fall 2019. A green circle highlights the "Fall 2019" entry. The main area contains a table of student records with columns: R. Number, Name, Level, and Entr. Year. The table is filtered for the "Fall 2019" semester. A red button labeled "Print" is visible at the top right of the main table area.

R. Number	Name	Level	Entr. Year
18S017	EWANG AKAME Metuge	Sophomore II	Fall 2017
17M014	LOGUI DOUNA Nassim	Sophomore II	Fall 2016
18M008	Djanabou Abdoulaye	Sophomore II	Fall 2017
18M018	DJIKI Laurel	Sophomore II	Fall 2017
18M023	DONFACK TAZANOU Karl Loic	Sophomore II	Fall 2017
18M024	Cheryl EBAH-NTOKO	Sophomore II	Fall 2017
18M019	FOGWEH Perry NCHANG DOH	Sophomore II	Fall 2017
18S032	GADEU MONTHE Vinette Marcy	Sophomore II	Fall 2017
18M013	KENINE NOFOZO Ulrich Junior	Sophomore II	Fall 2017
18M015	MAGUIAWA KAMGAINIG Ilary Cabrelle	Sophomore II	Fall 2017
18S022	BOT AGBOR Kerian Junior	Sophomore I	Fall 2017
18S006	KEMBOU NOUKIMI Marcelle	Sophomore II	Fall 2017
18S018	KOUEDE-TINDO Loic	Sophomore II	Fall 2017
18S014	LIBOCK Serge Junior	Sophomore II	Fall 2017
18S002	MABOU KOUAM Karl	Sophomore II	Fall 2017

Figure 49: List of students of a Semester

The user can then click on the print button in red to print the displayed list as shown in figure 50.

The screenshot shows a JasperViewer window displaying a report titled "PROGRAM COURSES : Bachelor of Science in Computer Science". The report header includes the logo of PKFokam Institute of Excellence and its motto "Dignity - Faith - Responsibility". Below the header, the report title is "Semester :Fall 2019 - Students". The main content is a table with columns: Nº, Ref. Number, Name, Level, and Entr. Year. The table lists four students registered for Fall 2019.

Nº	Ref. Number	Name	Level	Entr. Year
1		FOTSO Marie Odile	Freshman II	Fall 2018
2	19S018	NGOUOGHE Junior	Freshman II	Fall 2018
3	19S008	BOULOUNA WIWA BADAWE Yasmine	Freshman II	Fall 2018
4	19S009	ADE FRU-ASOH Tony Bradley	Freshman II	Fall 2018

Figure 50: Print Student List per Semester

### 3.9.2.b. Courses offered in a semester

The end user can also get the list of courses offered a given semester per program as shown in figure 51.

The screenshot shows a software interface titled 'Departments - Semesters'. At the top, there's a navigation bar with tabs like 'Configs and Recap', 'Programs', 'Course Management', etc. Below the navigation bar, there's a sub-navigation bar with tabs for 'Students', 'Course Offered', and 'Semester Operations'. On the left, there's a sidebar with icons for adding (+), editing (wrench), and deleting (-) semesters, and a list of semesters from Fall 2010 to Fall 2019. The main area displays a table of courses for the 'Bachelor of Science in Computer Science' program. A green oval highlights the table area. The table has columns for 'Code', 'Title', 'Level', 'P. Grade', 'Credits', and 'Core?'. The data includes various courses like 'African Art and Culture', 'Business Communication', 'Public Speaking', etc., with their respective details.

*Figure 51: Getting the list of courses offered for a given program*

The end user can print the list by clicking on the print button (the button in red) as shown in figure 52.

The screenshot shows a JasperViewer report titled 'PROGRAM COURSES : Bachelor of Science in Computer Science'. It includes the PKFokam Institute of Excellence logo and contact information. The report header says 'Semester :Fall 2019 - List of courses opened'. Below this is a table of courses with columns for 'Nº', 'Code', 'Course Title', 'Level', 'P. Grade', 'Credits', and 'Core?'. The data shows seven courses, all listed under 'Preparatory Semester' with 'C' as the grade and '0.0' or '1.5' as credits. A green oval highlights the table area.

*Figure 52: Printing the list of Courses Opened a Given Semester for a Given Program*

### 3.9.2.c. End of semester operations

End of semester operations include:

- Closing and opening semesters (this can only be done by the system administrator);

- Modifying the maximum number of credits, a student can take in a semester;
- generating the consolidated grades for jury at the end of the semester.

These operations can be carried out from the window shown on figure 53.

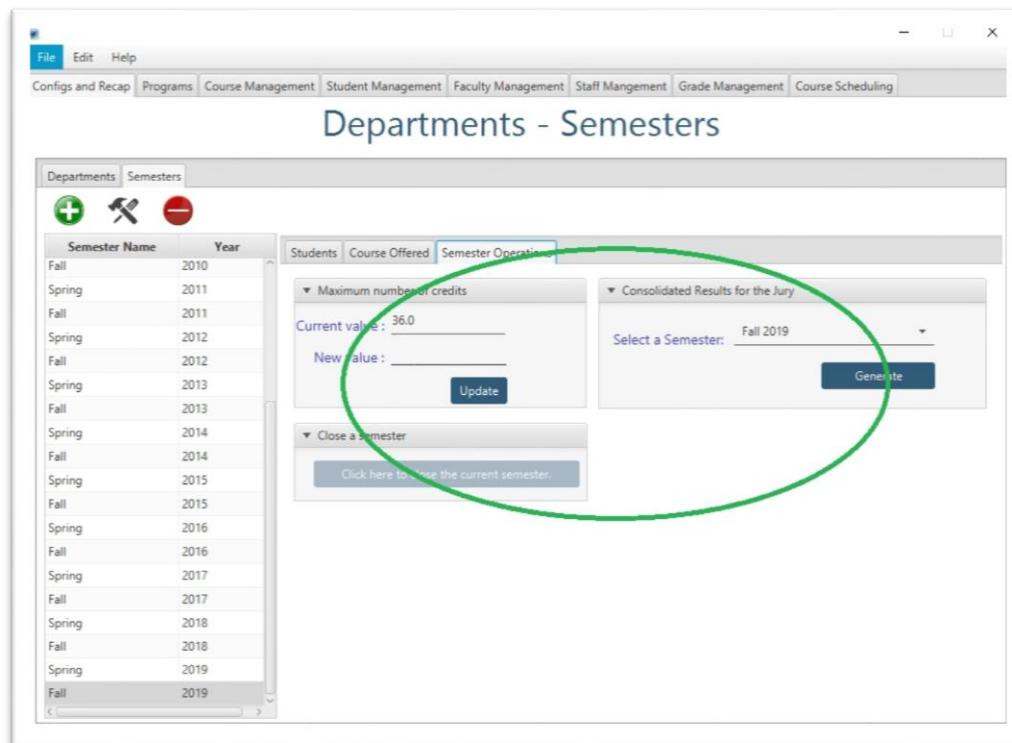


Figure 53: Start and End of Semester Operations

The end user can eventually generate final results for the jury. The result generated will be similar to the one of figure 54. The end user just has to specify the semester.

		FINAL RESULTS - UNDERGRADUATE										Spring 2019		
		2018 - 2019 Semester 2										Yaounde, 09/16/2019		
		FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES												
		DEPARTMENT OF ECONOMICS												
		Freshman I												
N°	Name(s) and First Name (s)	Reg N°	Score	Grade	Score	Grade								
1	AKO Steve Ryan MFONGANG	19M009	80.0	B	38.5	F	31.8	F	80.0	B	45.0	F	92.5	A
2	BEKOKO DJEDJIL TCHOUAMO Daniella	19M010	85.0	B	97.86	A	95.8	A	88.5	B	97.0	A	89.0	B
3	BENGALA BEKONO Mylène Adéoda	19M003	86.0	B	87.8	B	84.8	B	81.0	B	90.0	A	91.5	A
4	DJOUA DOUNANG Billeo	19M002	68.0	D	87.3	B	86.6	B	80.0	B	83.0	B	90.0	A
5	HANDOU NANA Cécile Celestin	19M001	80.0	B	88.2	B	90.0	A	87.5	B	90.0	A	90.0	A
6	MACHE FONHOUE Brenda	19M007	89.0	D	83.5	B	74.7	C	82.5	B	90.0	A	85.5	D
7	MOUGANG BATCHOU Donovan Eutel	19M012					70.1	C						
8	NGATAT Conrad NGASSA	19M005	33.0	F	25.7	F	70.0	C	80.0	B	60.0	D	89.0	B
9	SIGHA FOTSING Laetitia Loana	19M006	80.0	B	92.0	A	82.1	B	67.5	D	96.0	A	92.0	A

Figure 54: Jury Results Generation