



User Manual

Thesis Progress Monitoring and
Archive Management System





Disclaimer

Thesis Progress Monitoring and Archive Management System for WVSU CICT is the designated title of the system project that has been formally submitted to the College of Information and Communications Technology at West Visayas State University to fulfill the information systems requirements for the degree program. Aside from the specified attribution, this project is an original creation.

We hereby grant the College of Information and Communications Technology authorization to utilize, publish in national or international journals or conferences, reproduce, or publicly distribute both the printed and electronic versions of this system project and its accompanying documentation, either in whole or in part, provided that appropriate credit is given.

Authors:

Angie Rose Azucena

Dion Rey Gemalaya

Evelyn Sotela

Eden Faith Tagudando



Introduction

The project, named "Thesis Progress Monitoring and Archive Management System". It is a web-based application designed to act as a repository for students' theses or capstone projects.

The main objective of this application is to offer students in a specific university or college the ability to store their final year projects online and enable lower-year students to discover references and ideas for their future projects.



Table of Contents

Thesis Progress Monitoring and Archive
Management System

Disclaimer

Introduction

Table of Contents

About **1**

Modules **2**

 Student Module **2**

 Thesis Instructor Module **2**

 Thesis Adviser Module **3**

 Thesis Coordinator Module **3**

 Thesis Panel Module **3**

Features **4**

 Student **4**

 Thesis Instructor **5**

 Thesis Adviser **5**

 Thesis Coordinator **5**

 Thesis Panel **7**

System Requirements and Installation **7**

 System Requirements **7**

 Installation/ Set-up **7**

System Features **10**



Students	10
Thesis Instructor	19
Thesis Adviser	24
Thesis Coordinator	28
Thesis Panel	39
Frequently Asked Questions (FAQ)	43
Additional Information	47
Admin Credentials	47
Contact Details	47



About

The WVSU College of Information and Communications Technology (CICT) intended to design and implement a thesis administration system that will facilitate the storage, organization, and retrieval of thesis documents. The study aspired to have an efficient administration of the research and thesis documents created by former and future CICT students at West Visayas State University. In addition to managing the various documents associated with the thesis, the system is designed to encompass the entire process of composing the thesis. This system's primary function is to provide CICT with a web-based thesis monitoring and archiving system.

The project was created utilizing the following components:

Software:

- XAMPP v3.3.0 as the local web server with PHP Version 8.0.7
- PHP programming language
- MySQL Database
- HTML
- CSS
- JavaScript



- jQuery
- Ajax
- Bootstrap
- AdminLTE
- Various other plugins and libraries

Modules

The Thesis Progress Monitoring and Archive Management System comprises five modules: the Coordinator Module, Thesis Instructor Module, Adviser Module, Panel Module, and Student Module.

Student Module

The Student Module enables students to oversee their group, send invitations to thesis advisers, upload their manuscript for monitoring progress, communicate with their thesis instructor for inquiries, access their defense schedules, and track the evaluation status of their manuscript by panels to determine the acceptance or rejection of their thesis.

Thesis Instructor Module

The Thesis Instructor Module is a component of the system that enables the thesis instructor to



allocate groups of students and designate a leader for each group.

Thesis Adviser Module

The Adviser Module enables advisers to accept or decline thesis advisory invitations from students and monitor the progress of the students' manuscripts.

Thesis Coordinator Module

The Coordinator Module serves as a pivotal component within the system, empowering school management to oversee critical system information and vital lists. Admin Users possess unrestricted access to all features and functionalities within the Admin Panel, including the staff user roster. In contrast, Staff Users are granted restricted access, primarily focusing on overseeing student-submitted projects and managing the list of registered students.

Thesis Panel Module

The Panel Module serves as the system component responsible for assessing students' presentations during thesis defenses and making decisions regarding the acceptance or rejection of a thesis.



Features

Student

- Implementation of a Secure Registration and Login System
- Functionality for Submitting Thesis/Capstone Projects
- Thesis/Capstone Submission Feature, including:
 - Display of All Published Thesis/Capstone
 - Categorization of Thesis/Capstone by Field of Study
 - Integration of Pagination for Thesis/Capstone Listings
 - Viewing Page for Thesis/Capstone
 - Editing Thesis/Capstone Details (restricted to the submitting user)
 - Thesis/Capstone Deletion Option (restricted to the submitting user)
- Profile Section, containing:
 - Presentation of Student System Information
 - Capability to Update Student Details and Credentials
 - List and Management of Submitted Thesis/Capstone
- Thesis/Capstone Search Functionality



- Modify Account Information and Credentials
- Logout Functionality

Thesis Instructor

- Monitor thesis schedule
- Group selection and assignment
- Messaging
- Thesis Instructor Rating/ Evaluation
- Document Status Tracking
- Provide feedback on documents

Thesis Adviser

- Secure Login and Logout
- Dashboard
- Messages
- Schedule Task
- Check Pending Documents of the student
- Can Accept or Decline Invitations

Thesis Coordinator

- Implementation of Secure Login and Logout features
- Dashboard for Improve User Interaction
- Department List Management (Create, Read, Update, Delete)



- Course/Curriculum List Management (Create, Read, Update, Delete)
- Archives Management, including:
 - Compilation of all student-submitted projects
 - Detailed project viewing capabilities
 - Project publication for public access
 - Review of published documents
- Administration Management, involving:
 - Appointment of new administrators (Advisers, Instructors, Panel)
 - Administrator deletion and editing permissions
 - Editing of student handles by Instructors
- Student Account Management, with features such as:
 - Assignment of Panels for students
 - Panel updates for students
- User List Management (Create, Read, Update, Delete)
- Account Details/Credentials Management
- System Information Management



Thesis Panel

- Secure Login and Logout
- Dashboard
- Can Edit Task Category

System Requirements and Installation

System Requirements

For compatibility: Use version 7.4 or later for Windows, version 1.8.1 or later for Linux, and version 1.8.2 or newer for Mac OS X. If using Bitnami for XAMPP, install it on the portable version for optimal performance.

XAMPP necessitates the download and execution of a single zip, tar, 7z, or exe file, with minimal configuration of its web server components. Specifically, the Windows edition of XAMPP mandates the installation of Microsoft Visual C++ 2017 Redistributable.

Installation/ Set-up

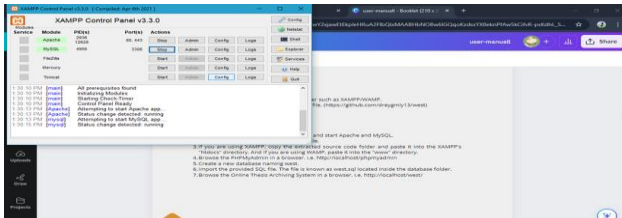
Requirements

- Download and install any local web server such as XAMPP/WAMP.

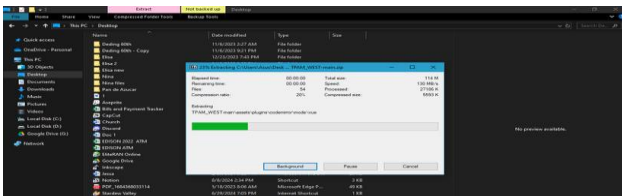
- Download the provided source code zip file. (<https://github.com/dreygmly13/west>)

Instructions

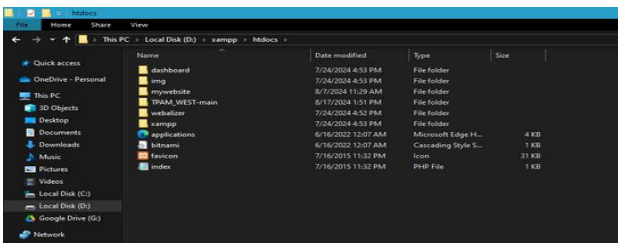
- Open your XAMPP/WAMP's Control Panel and start Apache and MySQL.



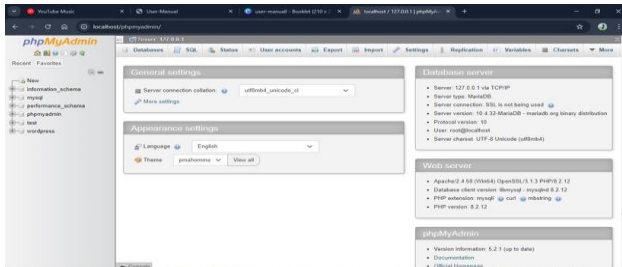
- Extract the downloaded source code zip file.



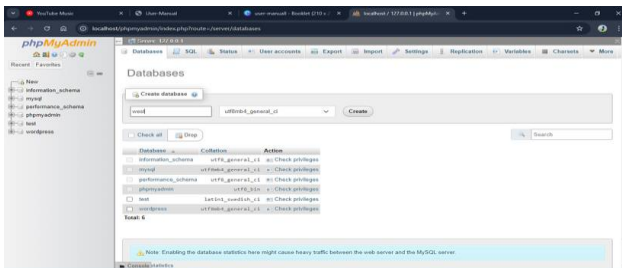
- If you are using XAMPP, copy the extracted source code folder and paste it into the XAMPP's "htdocs" directory. And if you are using WAMP, paste it into the "www" directory.



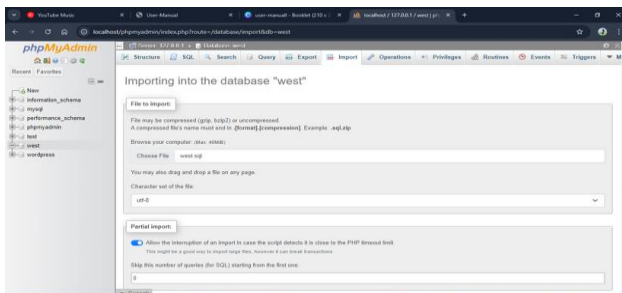
4. Browse the PHPMyAdmin in a browser. i.e.
<http://localhost/phpmyadmin>



5. Create a new database naming "west".



6. Import the provided SQL file. The file is known as west.sql located inside the database folder.



7. Browse the Online Thesis Archiving System in a browser. i.e. <http://localhost/west/>



System Features

Students

Creating a Student Account:

A screenshot of the 'Registration' form on the system's homepage. The form is on the left, and the background image on the right shows a building with the system's title and the WVSU seal. The registration form fields are: 'Student ID' (with value '201940486'), 'Name' (with value 'Angie Rose'), 'Middle name (optional)', 'Address', 'School year' (with value 'S.X. 2024-2025'), 'Year & Section' (with values '3' and 'A'), and 'Course'.

1. On the homepage, click the "Register" button.
2. Enter the required details, including Student ID, Name, Academic Year, Email Address, Course, Section, and Preferred Password.

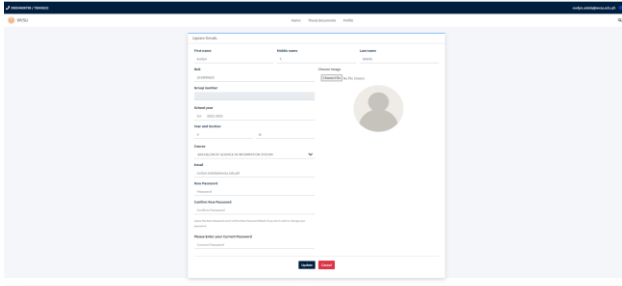
3. Click the "Submit" button.
4. A confirmation message will appear, indicating that the account has been successfully created.
5. You can now log in using the details you provided.



Student Home Screen Navigation:

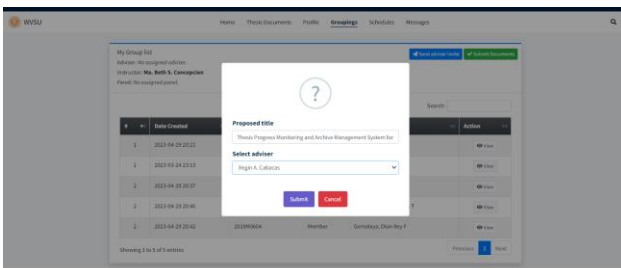
1. On the home screen, students will see navigation buttons for Home, Thesis Documents, and Profile.
2. To access thesis documents, click on the Thesis Documents button.
3. To view or update profile details, click on the Profile button.
4. Additional features like Groupings, Schedules, and Messages will become

available once the student is assigned to a group.


A screenshot of the 'Update Profile' form in the Canvas LMS interface. The form is divided into two main sections: 'Personal Information' and 'Academic Information'. The 'Personal Information' section includes fields for First Name, Last Name, Email, Phone Number, and a profile picture upload button. The 'Academic Information' section includes fields for School Name, Major, and a dropdown for 'Select a course'. The form is set against a light blue background with a dark blue header bar.

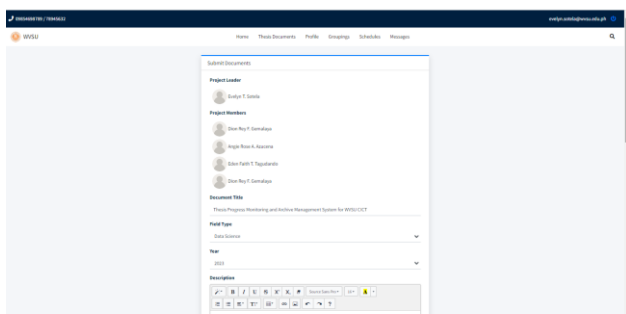
Updating Profile Information:

1. On the home screen, click the Profile button.
2. To update personal details or change your password, edit the necessary fields.
3. To upload a personal photo for easier identification, click the Upload Photo button and select an image.
4. Click Save to apply the changes.
5. A confirmation message will appear once the updates are successfully saved.

A screenshot of the Canvas LMS interface showing a 'Proposed Title' dialog box. The dialog box is centered on the screen and contains a question mark icon, the text 'Proposed Title', and a dropdown menu labeled 'Select advisor'. The background shows a table with columns for 'Date Created' and 'Action'. The dialog box has 'Submit' and 'Cancel' buttons at the bottom.

Groupings Feature:

- 
1. Once assigned to a group, the Groupings button will appear on the home screen.
 2. Click the Groupings button to access the interface.
 3. Select a faculty member to invite as your thesis adviser.
 4. Click the Send Invitation button.
 5. A confirmation message will appear once the invitation has been sent successfully.


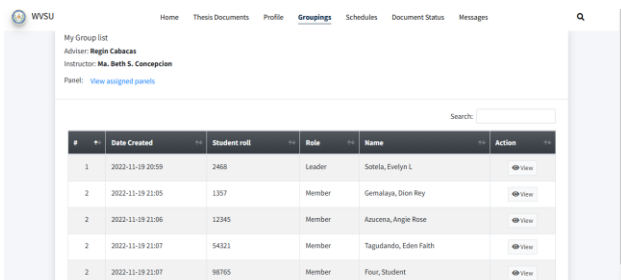


The screenshot shows a web application interface for WPU. The top navigation bar includes links for Home, Thesis Documents, Profile, Groupings, Schedule, and Reviews. The main content area is titled 'Submit Documents' and contains a form with the following sections:

- Project Leader:** A dropdown menu with 'Rajesh T. Ganesan' selected.
- Project Members:** A list of three members: 'Rajesh T. Ganesan', 'Rajesh T. Ganesan', and 'Rajesh T. Ganesan'.
- Document Title:** A text input field containing 'Thesis Management System for WPU 2022'.
- Field Type:** A dropdown menu with 'Data Science' selected.
- Year:** A dropdown menu with '2022' selected.
- Description:** A text area with a rich text editor toolbar.

Submitting Thesis Documents:

1. Navigate to the home screen and click the Groupings button.
2. Select the Submit Documents option.
3. Enter the required details, including Title, Field of Study, and Year.
4. Upload the necessary documents if applicable.
5. Click the Submit button.
6. A confirmation message will appear once the submission is successful.

WVSU Home Thesis Documents Profile **Groupings** Schedules Document Status Messages

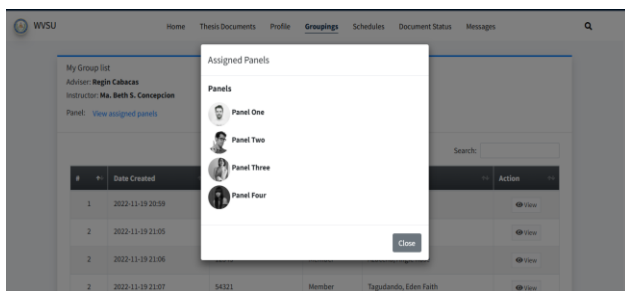
My Group list
Adviser: **Regin Cabacas**
Instructor: **Ma. Beth S. Concepcion**
Panel: [View assigned panels](#)

Search:

#	Date Created	Student id#	Role	Name	Action
1	2022-11-19 20:59	2468	Leader	Sutrisa, Evelyn L.	View
2	2022-11-19 21:05	1357	Member	Gemulaya, Dion Rey	View
2	2022-11-19 21:06	12345	Member	Azconsa, Angie Rose	View
2	2022-11-19 21:07	54321	Member	Tagadando, Eden Faith	View
2	2022-11-19 21:07	98765	Member	Four, Student	View

Viewing Group Information:

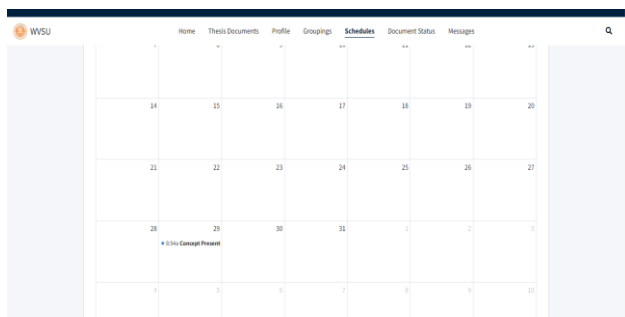
1. On the home screen, click the Groupings button.
2. In the Groupings interface, you will see a list of your Adviser, Instructor, and Groupmates.
3. You can review the displayed information to confirm your assigned faculty members and team members.



Viewing Assigned Panels:

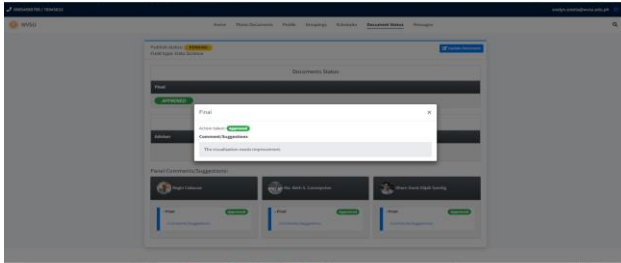
1. On the home screen, click the Groupings button.
2. In the Groupings interface, select View Assigned Panels.

3. A list of panel members assigned to your group will be displayed.
4. You can review the information to see the faculty members evaluating your thesis



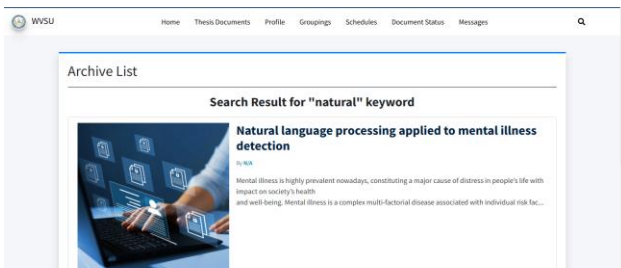
Viewing Presentation Schedules:

1. On the home screen, click the Schedules button.
2. A calendar will be displayed, showing the dates and details of your scheduled presentations.
3. Click on a specific date to view more details about the presentation.



Monitoring Document Status and Making Revisions:

1. After submitting a document, the Document Status feature will become available.
2. Click the Document Status button to track the progress of your submission.
3. To make revisions, select Update Document, edit the necessary details, and resubmit.
4. Check the status to see whether your document has been approved or disapproved by the panel.
5. View feedback from the panel members to make necessary improvements.



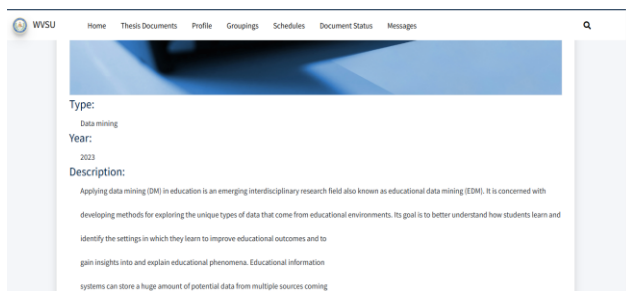
Viewing Archived Thesis Documents:

1. On the home screen, click the Archive List button.
2. A list of all uploaded thesis documents will be displayed.
3. Browse or search for specific documents as needed.



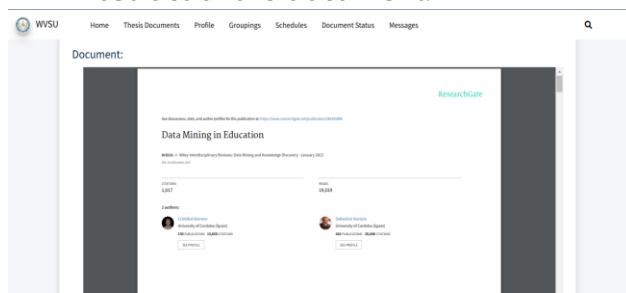
Searching the Archive List:

1. On the home screen, click the Archive List button.
2. In the search bar, enter keywords related to the thesis document you are looking for.
3. The system will display a list of documents that match your search criteria.
4. Click on a document to view its details.



Viewing Document Details in the Archive List:

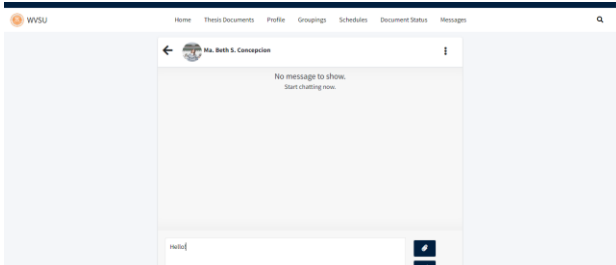
1. On the home screen, click the Archive List button.
2. Use the search bar or browse to find a specific thesis document.
3. Click on the document you want to view.
4. The system will display the Type of Research, Year, and a Short Description or Abstract of the document.



Reading a Document:

1. On the home screen, click the Archive List button.
2. Use the search bar or browse to find a specific thesis document.

3. Click the View Document button to open and read the full thesis.



Communicating through Messages:

1. On the home screen, click the Messages button.
2. Select the faculty member you want to communicate with.
3. Type your message.
4. Click Send to deliver the message.

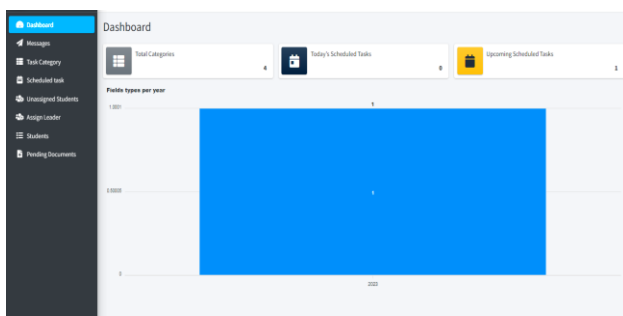
Thesis Instructor



Logging In:

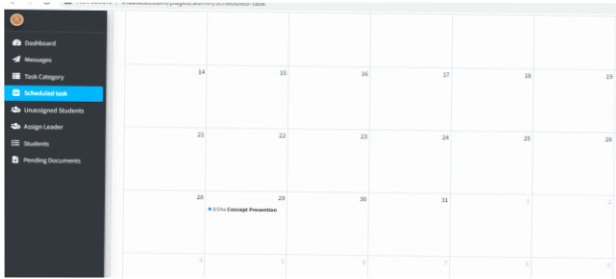
1. On the login screen, enter your email and password.

2. Click the Log In button to access the system.
3. If your credentials are correct, you will be directed to your home screen.



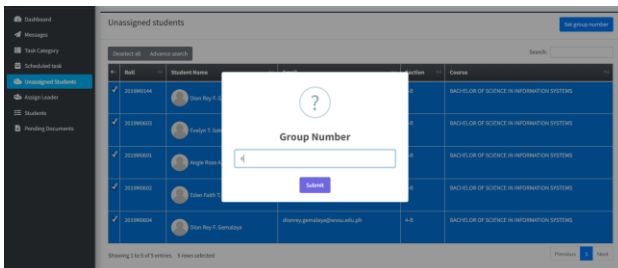
Instructor Dashboard Overview:

1. Upon logging in, the instructor will see a dashboard displaying different task categories.
2. The dashboard includes a chart that shows the total number of submitted documents.
3. The dashboard shows a list of scheduled tasks and their deadlines.
4. Additionally, upcoming assignments are highlighted for easy reference.
5. Click on any task or assignment to view more details or take action.



Instructor Dashboard Features:

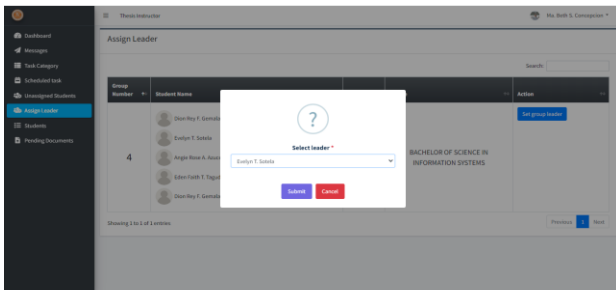
1. The Scheduled Task feature enables the thesis instructor to track and manage the timetable for upcoming thesis defenses and presentations.
2. The instructor can click on each task to view more details and make necessary adjustments.



Assigning Students to Groups:

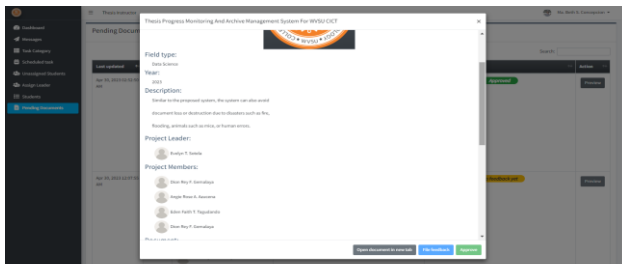
1. On the dashboard, click the Unassigned Students option.
2. Select multiple students from the list who belong to the same group.
3. Assign the appropriate group number to the selected students.

4. Click Save to update the group assignments.
5. A confirmation message will appear, indicating that the students has been successfully assigned to a group.



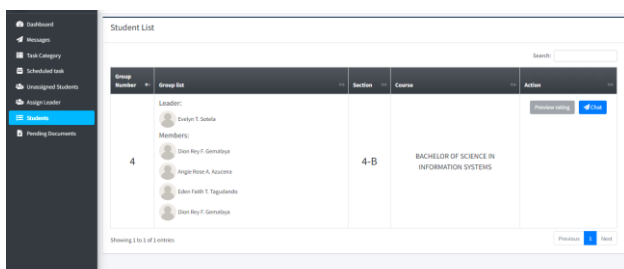
Assigning a Group Leader:

1. On the dashboard, click the Assign Leader option.
2. Select a group from the list.
3. Choose a student to designate as the Group Leader.
4. Click Confirm to finalize the selection.



Managing Students Under Supervision:

1. On the dashboard, click the Student option.
2. A list of students under the instructor's supervision will be displayed.
3. Click the Message icon to communicate with a specific group.
4. Select Preview Rating to review the panel's assessment of the group's presentation.



Monitoring and Approving Pending Documents:

1. On the dashboard, click the Pending Documents option.
2. A list of groups with pending documents will be displayed, including group numbers and member details.
3. Select a group to review their submitted document.
4. Provide feedback based on the panel's assessment.
5. Approve or request revisions according to the panel's decision.

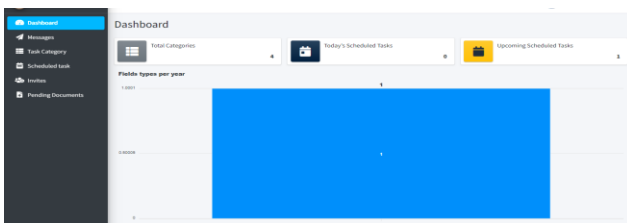
6. The document status will update accordingly after action is taken.

Thesis Adviser



Logging In:

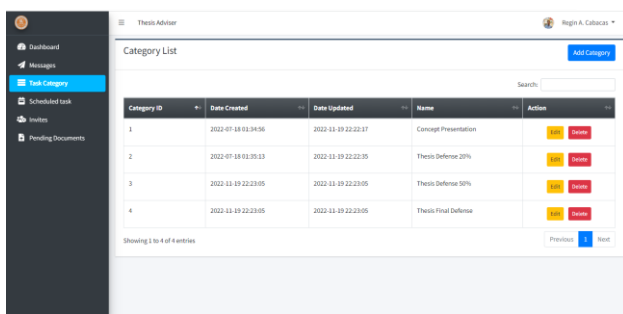
1. On the login screen, enter your email and password.
2. Click the Log In button to access the system.
3. If the credentials are correct, you will be directed to your home screen.



Thesis Adviser Dashboard Overview:

1. The dashboard screen displays key features such as messages, task categories, and scheduled tasks.

2. You can view any invites and pending documents that require attention.
3. A chart showing the total number of submitted documents is also displayed for easy tracking.
4. Click on each section to view detailed information and manage tasks.



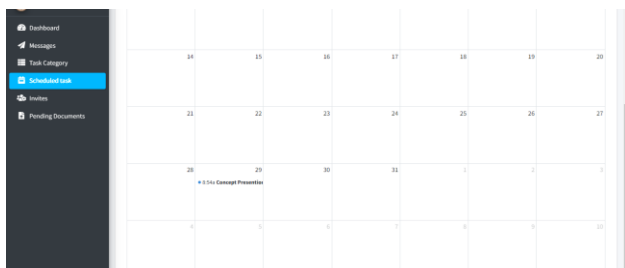
The screenshot shows a web application interface for managing task categories. On the left is a dark sidebar with navigation links: Dashboard, Messages, Task Category (highlighted), Scheduled task, Invites, and Pending Documents. The main content area is titled 'Thesis Advisor' and 'Category List'. It features a search bar and an 'Add Category' button. Below is a table with columns: Category ID, Date Created, Date Updated, Name, and Action. The table contains four entries for thesis defense milestones. Each entry has 'Add' and 'Delete' buttons in the Action column. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has 'Previous' and 'Next' navigation links.

Category ID	Date Created	Date Updated	Name	Action
1	2022-07-18 03:34:36	2022-11-19 22:22:17	Concept Presentation	Add Delete
2	2022-07-18 03:35:13	2022-11-19 22:22:35	Thesis Defense 20%	Add Delete
3	2022-11-19 22:23:05	2022-11-19 22:23:05	Thesis Defense 50%	Add Delete
4	2022-11-19 22:23:05	2022-11-19 22:23:05	Thesis Final Defense	Add Delete

Managing Task Categories:

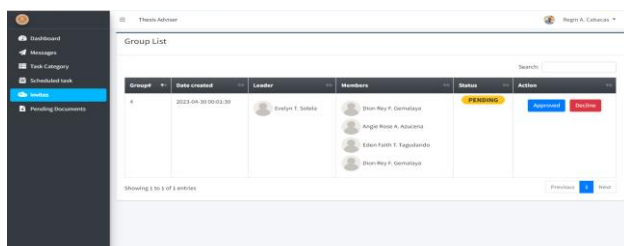
1. On the dashboard, click the Task Category option.
2. To add a new task, click Add Task and enter the necessary details.
3. To edit an existing task, select the task from the list and make the required changes.
4. To delete a task, select the task and click Delete.

5. Save your changes to update the system.



Monitoring Scheduled Tasks:

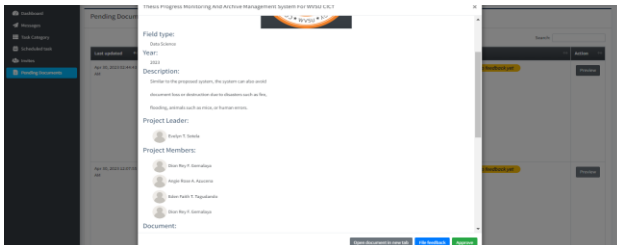
1. On the dashboard, click the Scheduled Task option.
2. View the timetable for upcoming thesis defenses and presentations.
3. Click on any scheduled task to see more details, including the date, time, and involved groups.
4. You can also manage or update the schedule as needed.



Managing Invites:

1. On the dashboard, click the Invites option.
2. Review the list of invitations sent by students.

3. For each invitation, you can either accept or decline the request.
4. Once an action is taken, the system will update the status of the invitation accordingly.



Managing Pending Documents:

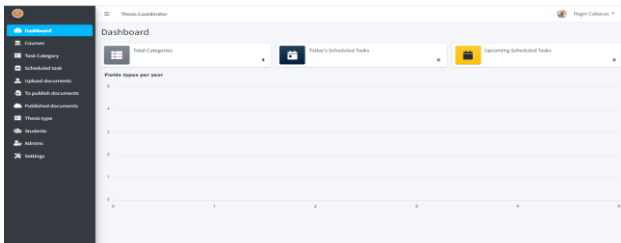
1. On the dashboard, click the Pending Documents option.
2. View the list of groups with pending documents, including group numbers and member details.
3. Select a group to review and provide feedback to their submitted document.
4. Approve the document or request revisions as per the panel's assessment.
5. The document status will update once the action is taken.

Thesis Coordinator



Logging In:

1. On the login screen, enter your email and password.
2. Click the Log In button to access the system.
3. If the credentials are correct, you will be redirected to your home screen.

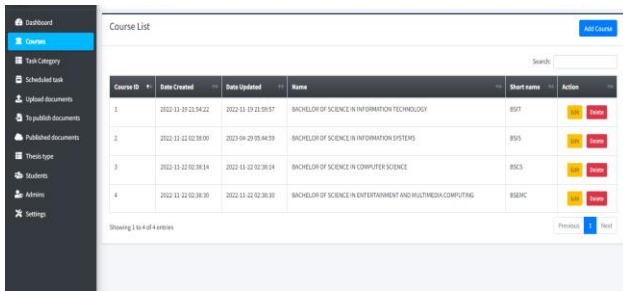


Thesis Coordinator Home Screen Overview:

1. The home screen interface provides access to a variety of functions within the system.
2. The dashboard includes the following options:



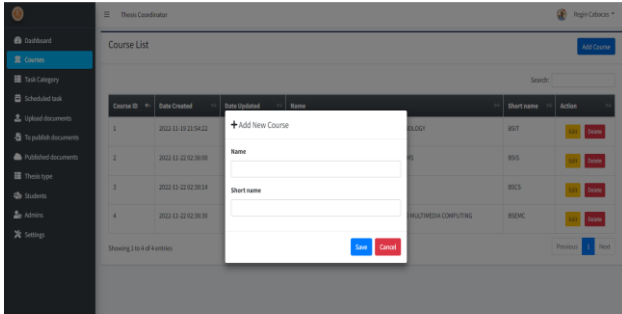
- Courses: View and manage course details.
 - Task Category: Add, edit, or delete task categories related to thesis work.
 - Scheduled Tasks: Monitor upcoming tasks and deadlines.
 - Document Upload: Manage the upload of thesis documents.
 - To-Publish Documents: Review documents pending publication.
 - Published Documents: View documents that have been published.
 - Thesis Type: Manage different types of thesis submissions.
 - Students: View and manage student information.
 - Admins: Manage administrative access and roles.
 - Settings: Adjust system preferences and configurations.
3. Each section can be clicked to access more detailed features and actions.



Course ID	Date Created	Date Updated	Name	Short name	Action
1	2022-11-10 12:14:22	2022-11-10 12:10:07	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	BSIT	View Edit
2	2022-11-22 02:18:00	2022-04-20 05:46:59	BACHELOR OF SCIENCE IN INFORMATION SYSTEMS	BSIS	View Edit
3	2022-11-22 02:18:14	2022-11-22 02:18:14	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	BSCS	View Edit
4	2022-11-22 02:18:30	2022-11-22 02:18:30	BACHELOR OF SCIENCE IN ENTERTAINMENT AND MULTIMEDIA COMPUTING	BSMC	View Edit

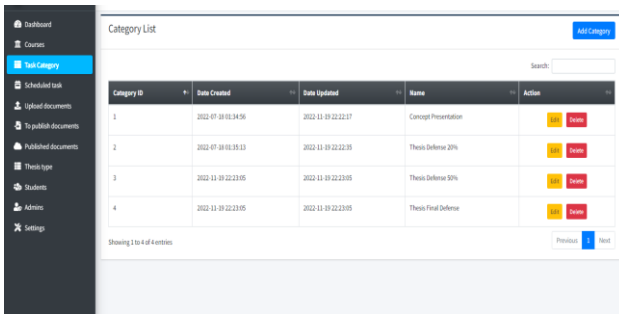
Managing Courses:

1. On the dashboard, click the Courses option.
2. The screen will display a list of courses currently registered in the system.
3. To view a course, click on its name to see its details.
4. To edit a course, click the Edit button, make the necessary changes, and save.
5. To add a new course, click the Add Course button, enter the required details, and save.
6. To delete a course, select it and click the Delete button. Confirm the deletion to remove the course.



Adding a New Course:

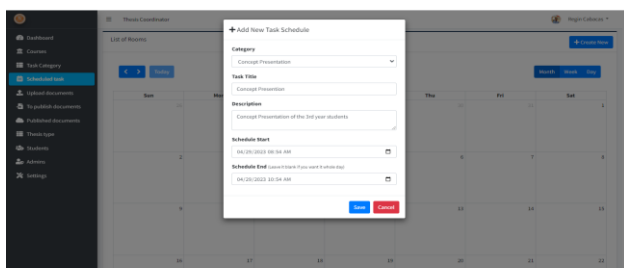
1. On the Courses screen, click the Add New Course option.
2. Enter the course title and its abbreviation in the provided fields.
3. Click Save to add the new course to the system.
4. The new course will appear in the list of registered courses.



Managing Task Categories:

1. On the dashboard, click the Task Category option.

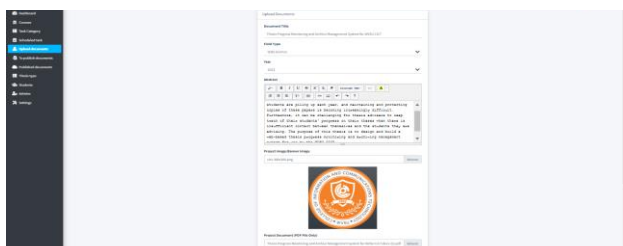
2. To add a new task, click Add Task, enter the task details, and click Save.
3. To edit an existing task, select the task from the list, make the necessary changes, and click Update.
4. To delete a task, select it from the list, click Delete, and confirm the action.



Creating Scheduled Tasks:

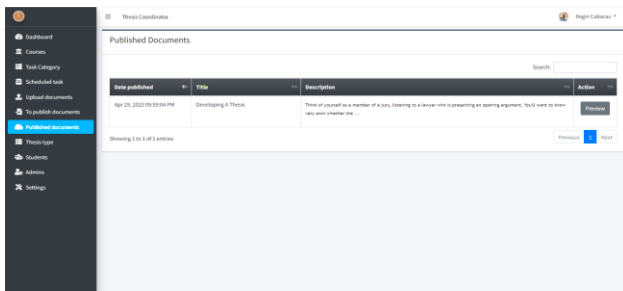
1. On the dashboard, click the Scheduled Task option.
2. Select a date for the thesis defense or presentation.
3. Input the necessary details for the event, such as the group, time, and location.
4. Click Save to generate the schedule.

5. The scheduled task will appear in the system and can be managed or edited as needed.



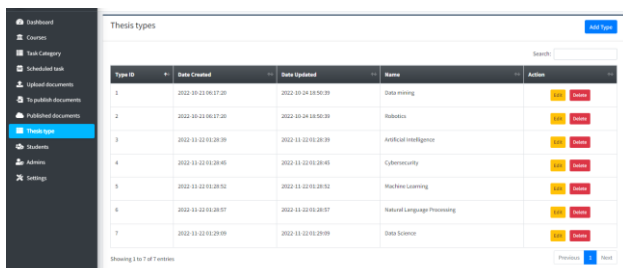
Uploading Documents:

1. On the dashboard, click the Upload Documents option.
2. Select the document you wish to upload from your device.
3. Provide any necessary details or descriptions for the document.
4. Click Upload to store the document in the system's archives.
5. A confirmation will display if the document is added successfully and can be accessed in the archive list.



Viewing Published Documents:

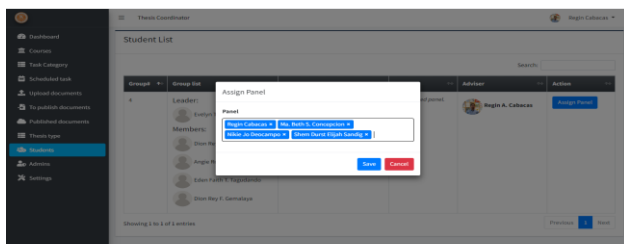
1. On the dashboard, click the Published Documents option.
2. A list of uploaded theses will be displayed, along with their respective dates of publication.
3. Click on any document to view more details about the thesis.



Managing Thesis Types:

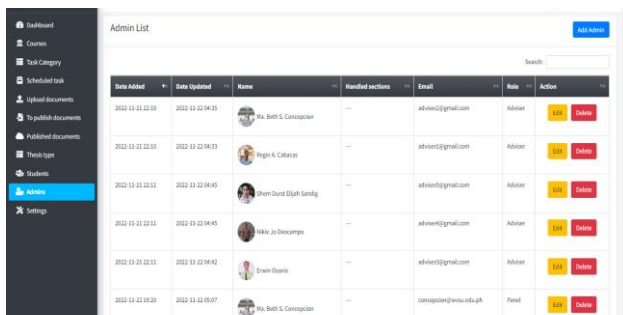
1. On the dashboard, click the Thesis Type option.
2. To add a new thesis type, click Add Thesis Type, enter the necessary details, and click Save.

3. To modify an existing thesis type, select it from the list, make the required changes, and click Save.
4. To remove a thesis type, select it from the list and click Delete, then confirm the action.









Managing Students:

1. On the dashboard, click the Students option.
2. View the list of student groupings, including details of their assigned thesis instructor and adviser.
3. To assign a panel for group presentations, select the group and click Assign Panel.
4. Choose the appropriate panel members and confirm the assignment.



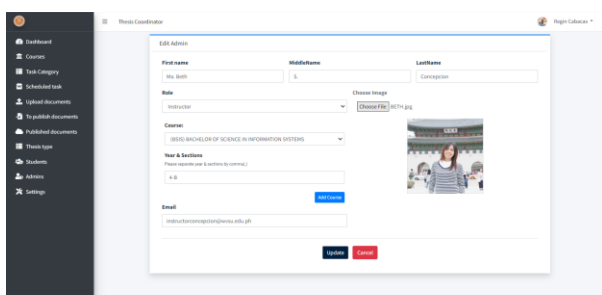
Admin List

Search

Date Added	Date Updated	Name	Handled sections	Email	Role	Action
2022-10-21 22:20	2022-11-22 04:19	 Mrs. Beth S. Carrington	---	admin@igmail.com	Admin	Edit Delete
2022-10-21 22:20	2022-11-22 04:19	 Regina A. Calabazas	---	admin@igmail.com	Admin	Edit Delete
2022-10-21 22:21	2022-11-22 04:45	 Sherrard Elgh Sondig	---	admin@igmail.com	Admin	Edit Delete
2022-10-21 22:21	2022-11-22 04:45	 Nikita Jo DeLuca	---	admin@igmail.com	Admin	Edit Delete
2022-10-21 22:21	2022-11-22 04:42	 Erwin Obando	---	admin@igmail.com	Admin	Edit Delete
2022-10-22 09:20	2022-11-22 05:07	 Mrs. Beth S. Carrington	---	carrington@wvus.edu.ph	Panel	Edit Delete

Managing Administrators:

1. On the dashboard, click the Admin option.
2. To add a new administrator, click Add Admin, input their details, and click Save.
3. To edit an existing administrator, select the admin from the list, make the necessary changes, and click Update.
4. To remove an administrator, select the admin and click Delete, then confirm the action.



Edit Admin

First Name: Middle Name: Last Name:

Role: [Choose from list](#) [Download CSV](#) [See the log](#)

Courses:

Year & Section: [Add Course](#)

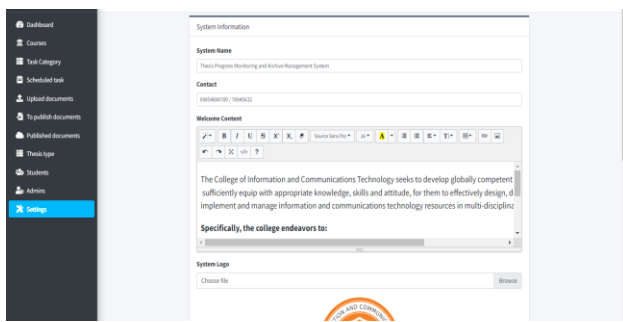
Email:

[Update](#) [Delete](#)

Assigning Roles and Courses to Admins:

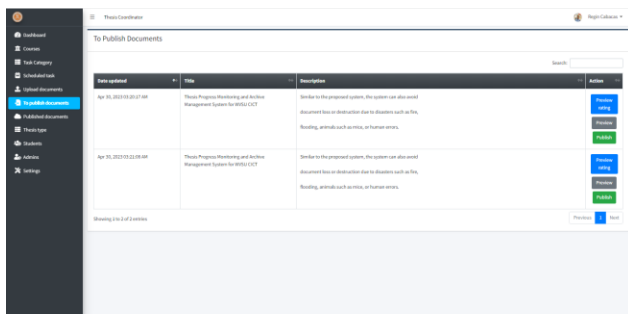
1. On the dashboard, click the Admin option.

2. Select an admin from the list or add a new one.
3. Choose the role that the admin will have.
4. Assign the course and section the admin will oversee.
5. Click Save to confirm the assignments.



Updating Homepage Information:

1. On the dashboard, click the Settings option.
2. Update the information displayed on the system's homepage, such as text, banners, or other elements.
3. Once the changes are made, click Save to apply them.
4. The homepage will now reflect the updated information.



Publishing Documents and Preview Ratings:

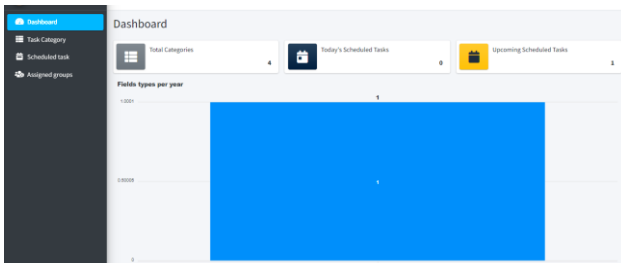
1. On the dashboard, click the To Publish Documents option.
2. Review the approved thesis documents waiting for publication.
3. Click on a document to preview the ratings provided by the panel.
4. To publish the document, click the Publish button.
5. The document will be officially published and accessible to the appropriate users.

Thesis Panel



Logging In:

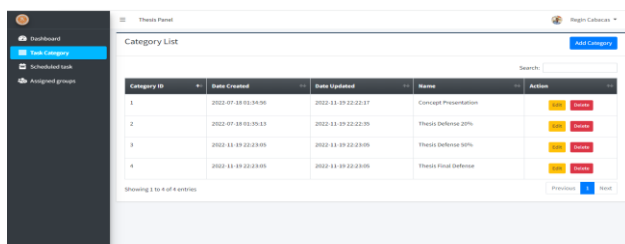
1. On the login screen, enter your email and password.
2. Click the Log In button to access the system.
3. If the credentials are correct, you will be directed to your home screen.



Thesis Panel Dashboard Overview:

1. The dashboard displays various task categories and scheduled tasks for easy tracking.

2. It shows a list of assigned groups for thesis defense.
3. A chart of total submitted documents is displayed, providing an overview of the submissions.
4. Click on any section to view more detailed information or manage tasks.



Category ID	Date Created	Date Updated	Name	Actions
1	2022-07-28 03:34:36	2022-11-09 22:22:37	Concept Presentation	Add Update
2	2022-07-28 03:35:53	2022-11-09 22:22:39	Thesis Defense 20%	Add Update
3	2022-11-09 22:23:06	2022-11-09 22:23:06	Thesis Defense 50%	Add Update
4	2022-11-09 22:23:05	2022-11-09 22:23:05	Thesis Final Defense	Add Update

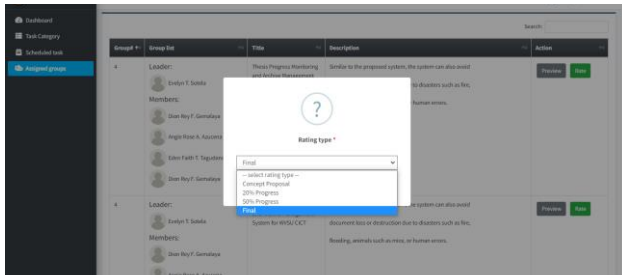
Showing 1 to 4 of 4 entries

Previous 1 Next

Managing Task Categories:

1. On the dashboard, click the Task Category option.
2. To add a new task, click Add Task, enter the task details, and click Save.
3. To edit an existing task, select the task from the list, make the necessary changes, and click Update.

4. To delete a task, select it from the list, click Delete, and confirm the action.



Managing Assigned Groups and Ratings:

1. On the dashboard, click the Assigned Groups option to view the groups assigned to you.
2. Select a group to assess their presentation and documents.
3. Click the Rate button to provide feedback.
4. You can rate different aspects of the presentation:
 - Concept Presentation (worth 20%)
 - Mid-Term Presentation (worth 50%)
 - Final Thesis Defense
5. After rating, click Save to submit your feedback.



Rating and Providing Feedback:

1. After clicking the Rate button for a specific group, panel members will see a list of areas to evaluate.
2. For each area (e.g., concept presentation, mid-term presentation, final thesis defense), assign a rating from 1 (lowest) to 5 (highest).
3. Panel members can also provide feedback or suggestions in the designated text fields.
4. Once completed, click Update to save the ratings and feedback.



Frequently Asked Questions (FAQ)


1. Is system installation required for utilization?

You can access the system directly through your web browser, eliminating concerns regarding compatibility or the necessity of downloading extra software. This web-based system allows students and faculty members to access it effortlessly from any internet-connected device.

2. Is it possible to delete my account?

Once an account is established within the web-based system, users are unable to delete it independently; however, the system administrator retains the authority to perform such deletions. This policy guarantees the permanence of accounts and their respective contributions within the system, preserving valuable data for future reference.

3. Is the system accessible to non-CICT students?



The web-based system is exclusively reserved for students and faculty members of the CICT department, limiting access solely to individuals within this academic community. This tailored approach ensures that all features and resources are specifically curated to meet the unique requirements of this user group.

4. How can I reset my account password?

To reset your password, simply click on the "reset password" option within the web-based system in case you have forgotten your password.

5. I did not receive the email to reset my password.

Please remember to inspect your spam or junk folder if the email does not arrive promptly, as messages from unfamiliar sources can occasionally be diverted there. Additionally, verify that the email address linked to your account was correctly entered when resetting your password. If you are unable to locate the email, it may be necessary to reach out to the system administrator for further support.



6. Is it possible to alter the email address associated with my registration?

The email used for system registration cannot be altered as a security measure to uphold the system's integrity and thwart unauthorized access to stored theses. Moreover, the system will implement robust login credentials and authentication protocols to safeguard confidential data.

7. Which browsers does the system work on?

The system is compatible with most browsers such as Google Chrome, Safari, and Internet Explorer, with the exception of Firefox. The technical team has pinpointed a compatibility discrepancy between Firefox and the system, resulting in the malfunction of specific features.

8. Is it possible to download documents?

The system restricts downloading of documents to uphold the security and confidentiality of the stored theses, safeguarding students' intellectual property and upholding academic integrity. This measure also mitigates the risks associated with unauthorized



distribution or misuse of the theses, ensuring that students' academic endeavors are solely dedicated to the institution's academic pursuits. Nevertheless, users retain the capability to view and read the documents.



Additional Information

Admin Credentials

Coordinator: coordinator@gmail.com - password

Instructor: instructor@gmail.com - password

Adviser: adviser@gmail.com - password

Panel: panel_one@gmail.com - password

Contact Details

Dion Rey Gemalaya –

dionrey.gemalaya@wvsu.edu.ph

Evelyn Sotela – evelyn.sotela@wvsu.edu.ph

Angie Rose Azucena –

angierose.azucena@wvsu.edu.ph

Eden Faith Tagudando –

edenfaith.tagudando@wvsu.edu.ph