User Manual

RED

STUDENT ENROLMENT SYSTEM
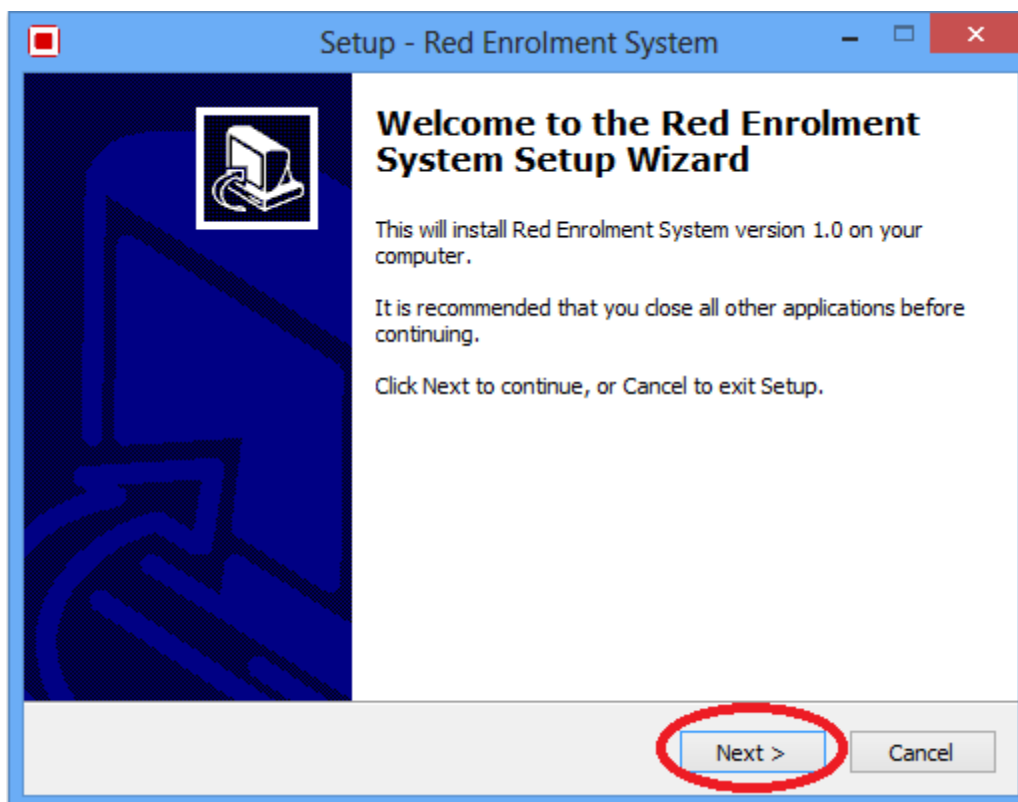
ABSOLUTION DEVELOPMENT GROUP

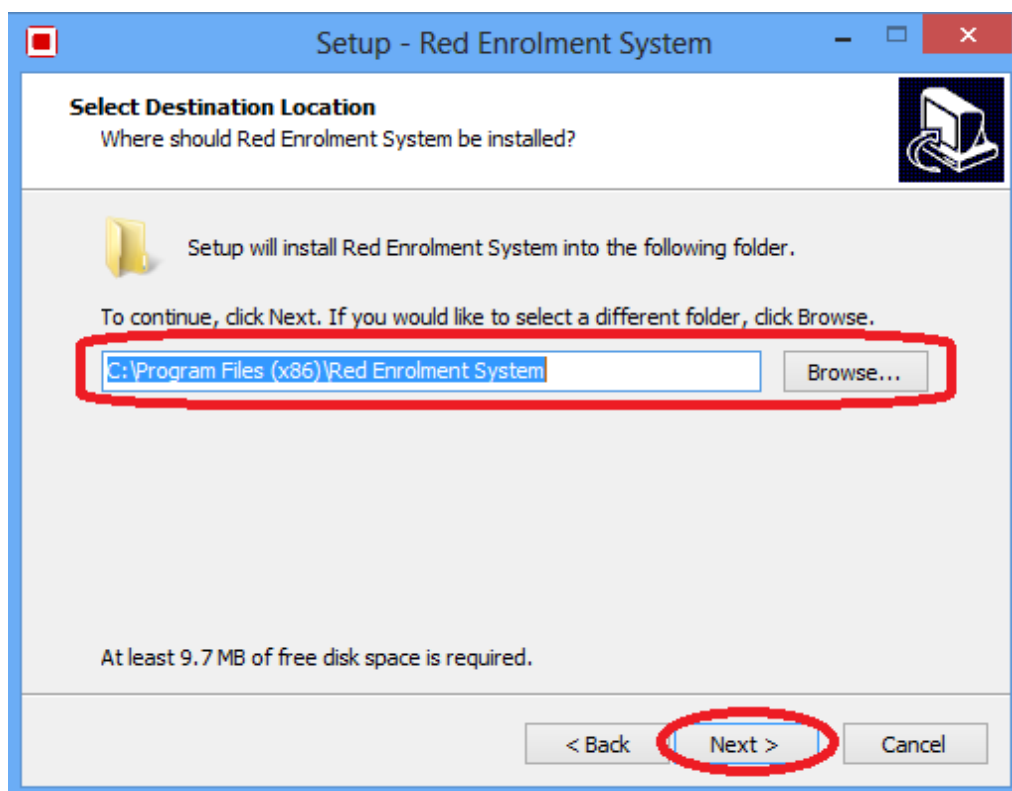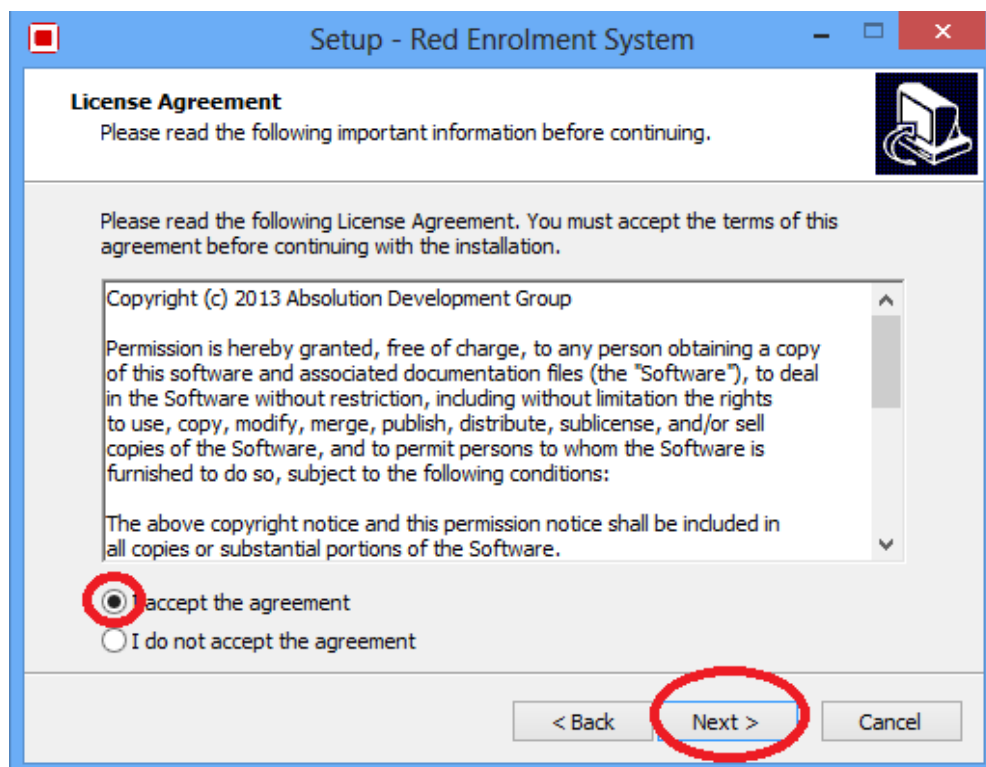ABSOLUTION
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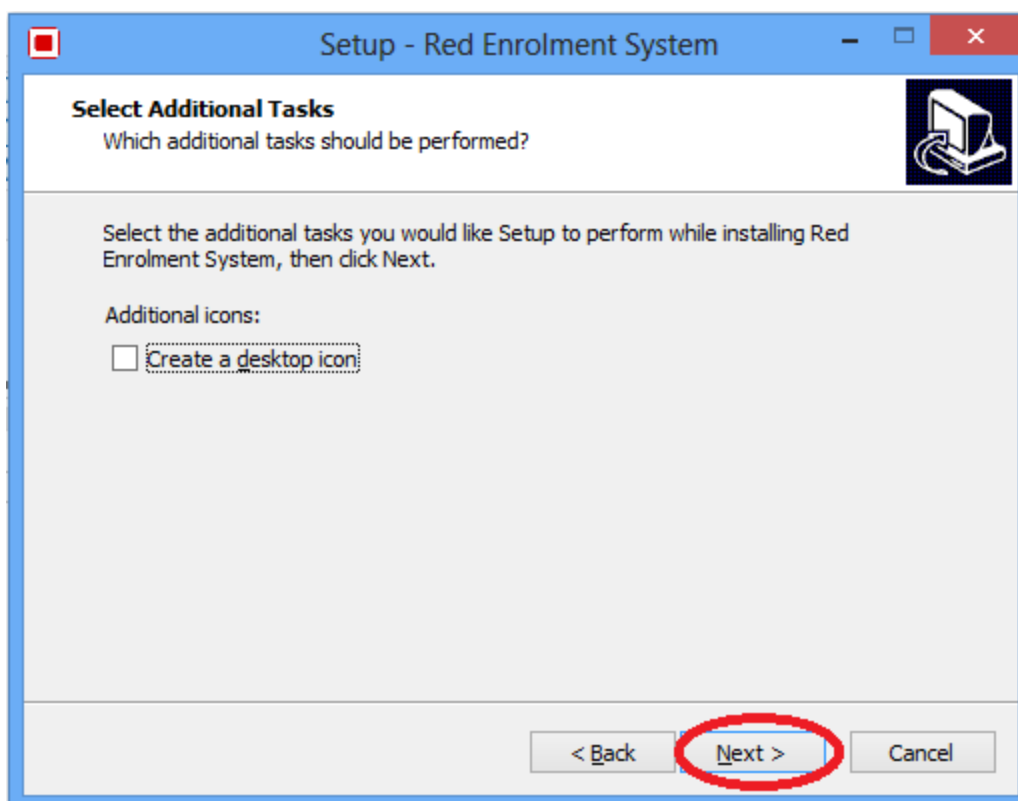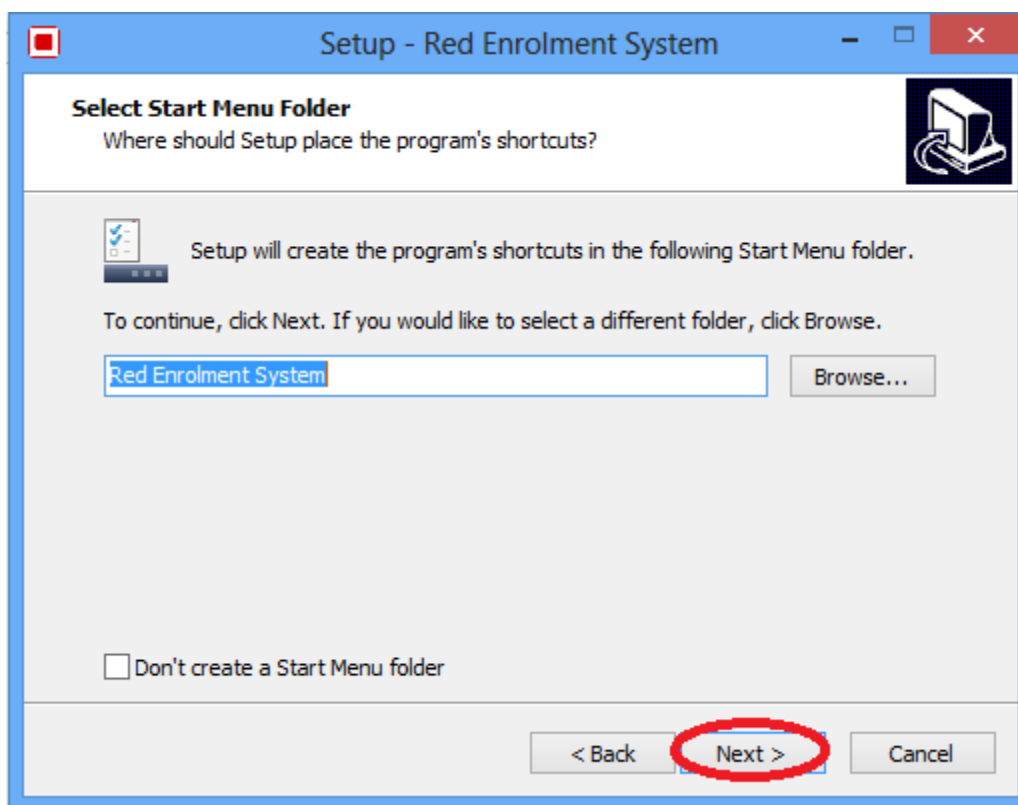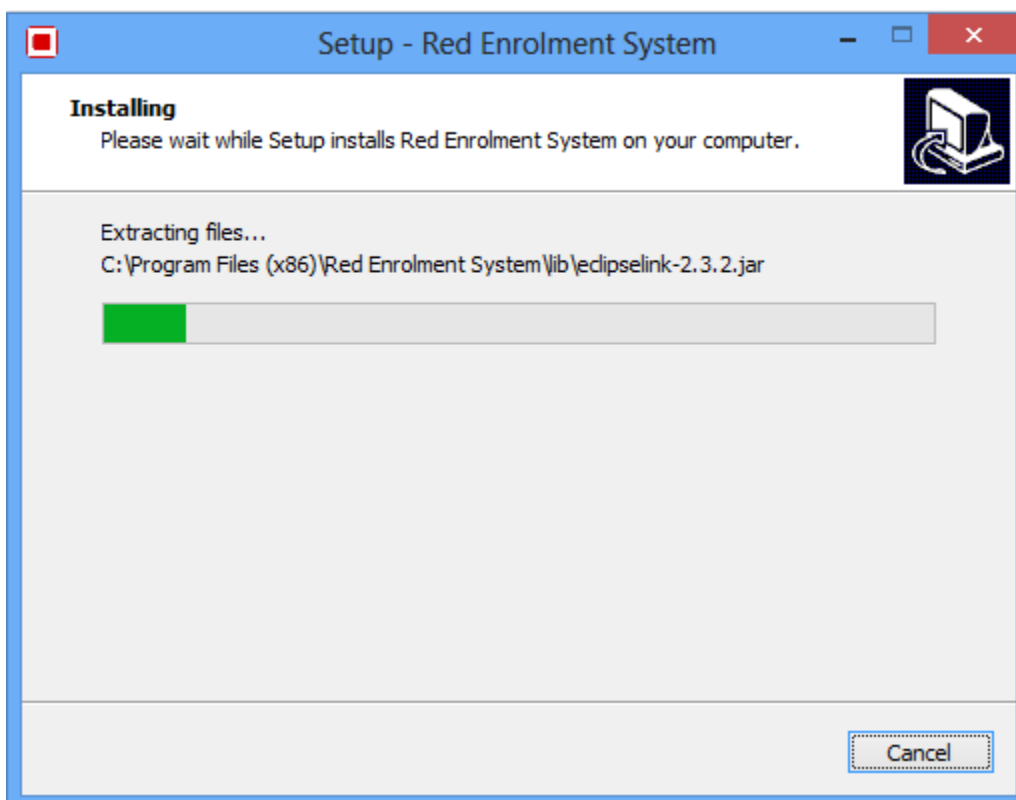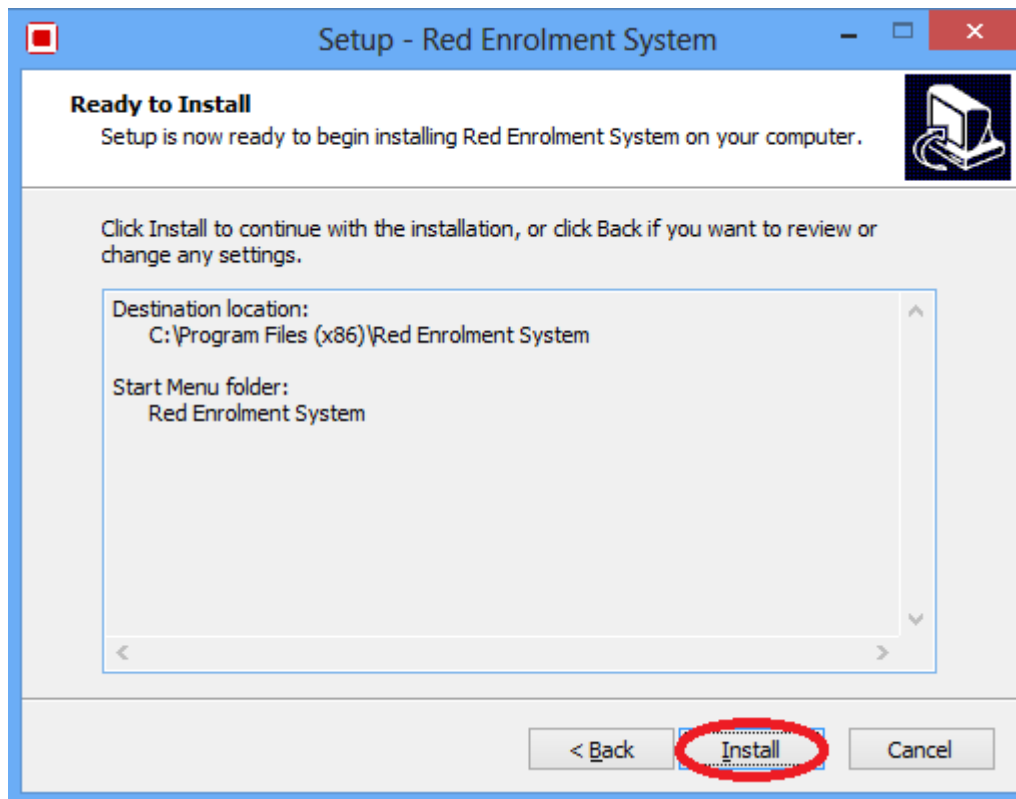ReD | enrolment system

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INSTALLATION

The following section offers a step by step guide to install the application. Double click "RedInstaller.exe" to open the installer and follow the screens below:
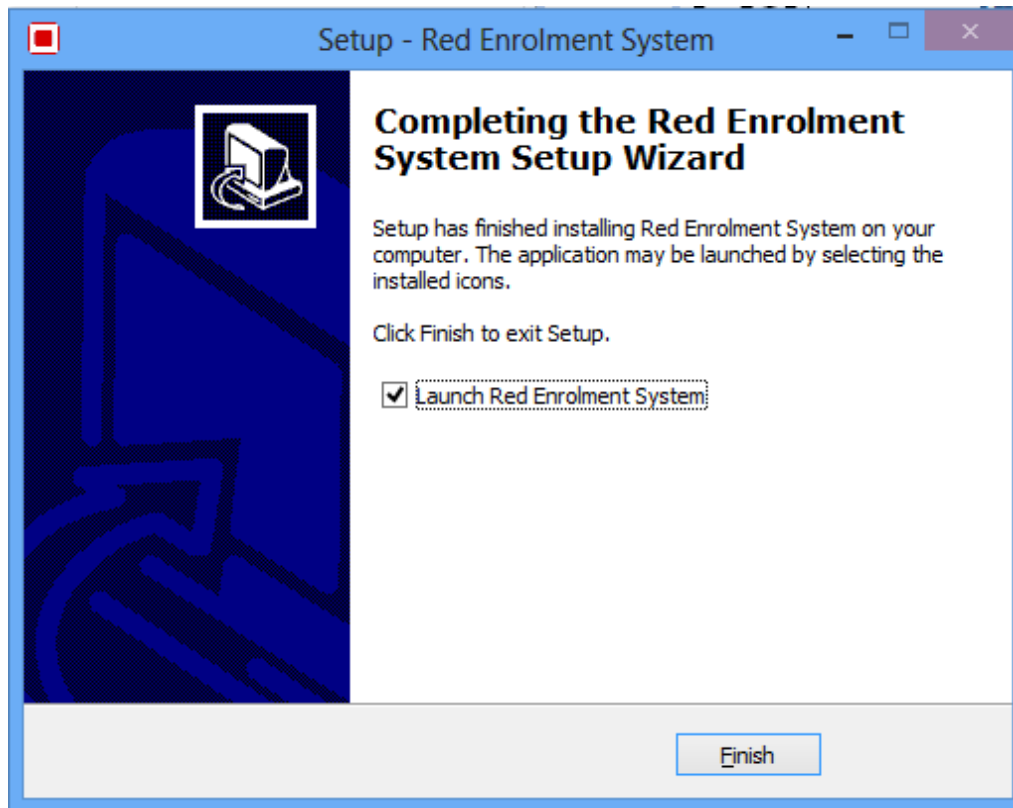

Click next to go to next screen

Setup - Red Enrolment System

License Agreement
Please read the following important information before continuing.

Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.

Copyright (c) 2013 Absolution Development Group

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

◉ I accept the agreement
○ I do not accept the agreement

< Back   Next >   Cancel

Setup - Red Enrolment System

Select Destination Location
Where should Red Enrolment System be installed?

Setup will install Red Enrolment System into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

C:\Program Files (x86)\Red Enrolment System   Browse...

At least 9.7 MB of free disk space is required.

< Back   Next >   Cancel

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Setup - Red Enrolment System

Ready to Install
Setup is now ready to begin installing Red Enrolment System on your computer.

Click Install to continue with the installation, or click Back if you want to review or change any settings.

Destination location:
    C:\Program Files (x86)\Red Enrolment System

Start Menu folder:
    Red Enrolment System

< Back   **Install**   Cancel

Setup - Red Enrolment System

Installing
Please wait while Setup installs Red Enrolment System on your computer.

Extracting files...
C:\Program Files (x86)\Red Enrolment System\lib\eclipselink-2.3.2.jar

Cancel

Click finish to launch the application.

USER TYPES

RED accepts three types of predetermined user types: Student, Faculty Member, and Administrator. Each user type has its own set of functionalities as well as some shared features which are broken down as follows:

Shared General Features:

- Log-in
- View/Edit Personal Info
- Personal Messages
- Glossary
- FAQ
- Log-out

The *STUDENT* user type has following separate functionalities:

- Browse Course List
- Add/Drop a Course
- View Time Table
- View Current Enrolment
- View Degree Information

The *FACULTY MEMBER* user type has following separate functionalities:

- Uploading Scores
- Making Special Approvals
- View Current Teaching Time Table
- Generate Course Report

The *ADMINISTRATOR* user type has following separate functionalities:

- Generate Enrolment Report
- Add new Users

SECTION 1: GENERAL FUNCTIONS

Log-in

The login page of RED is the portal gateway in accessing the functionalities available to each user type. User can login by entering the correct username and password and clicking on the "Login" button.

User will be authenticated and entered in RED according to the user type assigned to them. Student users do not have access to Faculty or Administrator member privileges and Faculty accounts do not see some features available in the Administrator account.

If you have entered the incorrect username/password, an authentication error will be displayed and you may try to login again. If you do not remember your password, click on the link below the Login button that says "Forgot Password?" and follow the instructions. You can exit the program by selecting "Exit".

Figure 1 – Login page: Gateway to RED

Home Screen
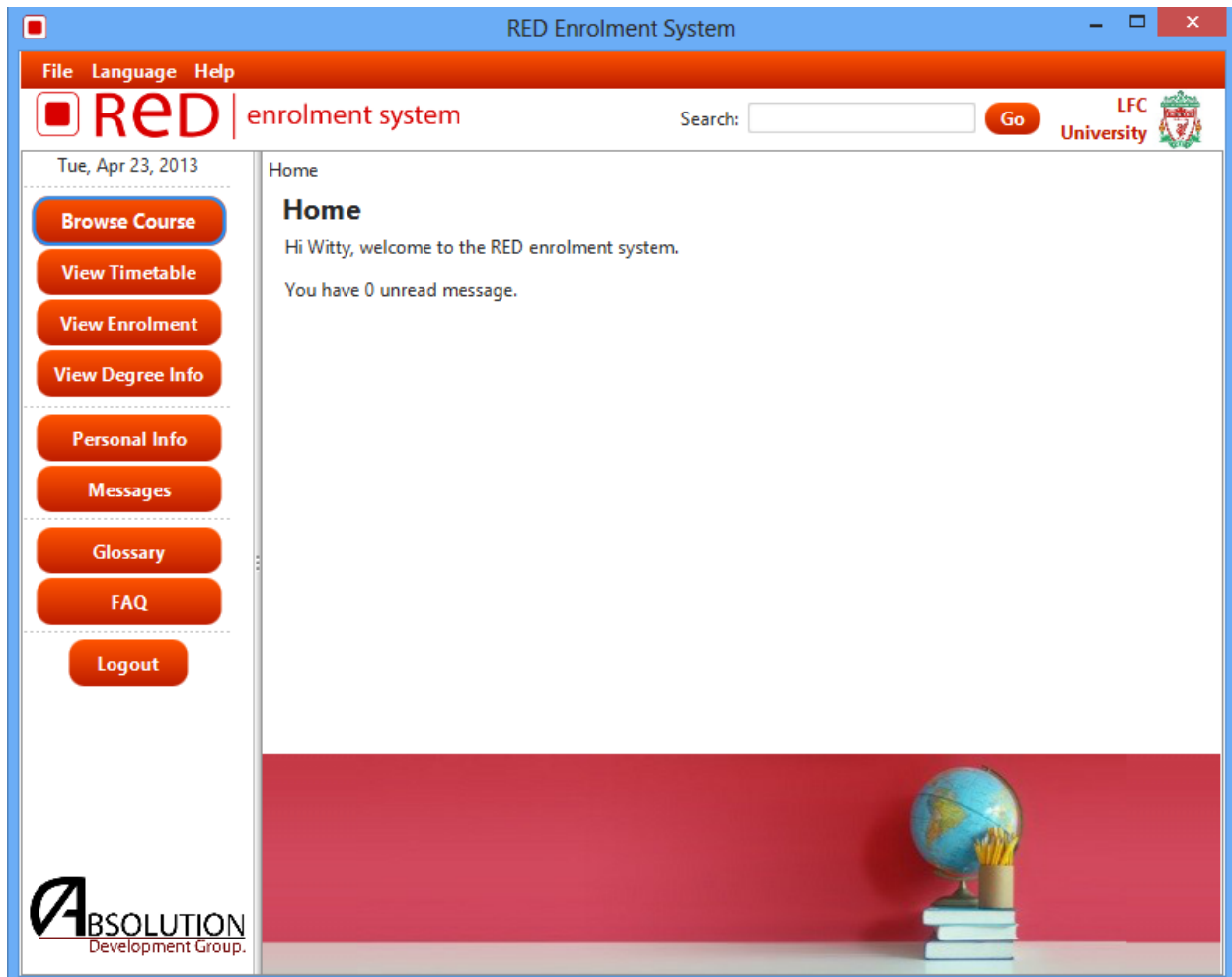
View/Edit Personal Information + Change Password

Any user type can access their personal information and modify them once logged into the system. Select the "PERSONAL INFO" tab from the left hand side main menu and the page containing your information on the application database will be displayed:

Figure 2 – View / Modify PERSONAL INFO

You can change any of the given fields and click the "SAVE" button. Keep in mind that *all* of the fields are required and may not be left empty and that there are some restrictions on some of the fields. For instance, you are allowed only to enter a Canadian address in the following format:

- Province: Two letter alphabetical character
- Postal Code: A0A0A0 (where A refers to a single alphabetical character and 0 refers to a single digit)
- Phone: 10 digit only using numerical characters

In order to change your existing password, select the "Change Password" tab from the top inside "Personal Info" main tab. Passwords can be between 6-14 characters long with at least one numerical character.

Here you are required to enter your old (existing) password as well as a new password twice:

Figure 3 – Change Password

Personal Messages

All users have the option to view their personal messages and mark them as READ, UNREAD or DELETE a particular message. Once you are logged in, click on the "MESSAGES" tab on the left hand side main options menu, the view should look like this:
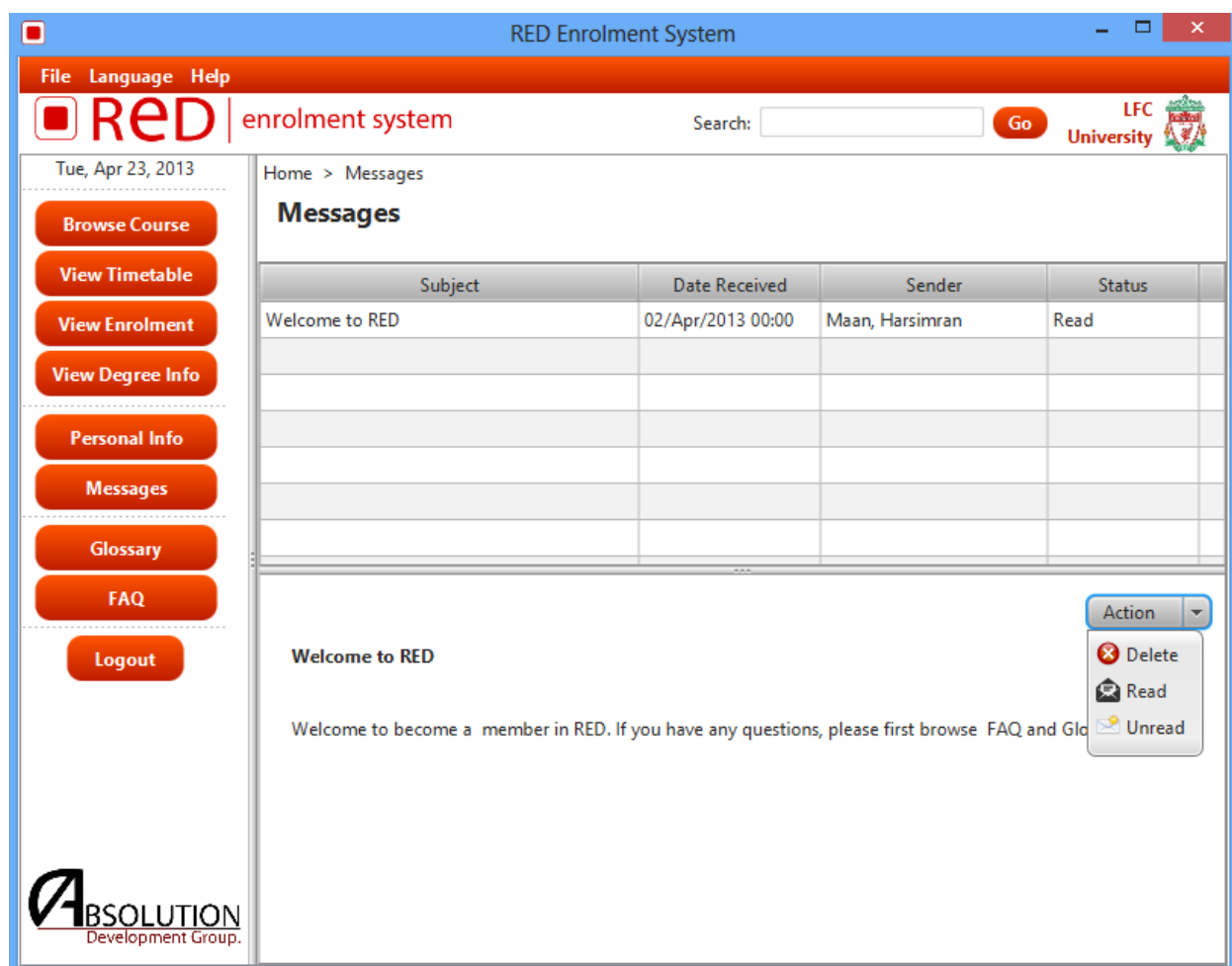
Figure 4 – MESSEGAS (Student account view displayed)

UNREAD messages are always displayed on top. You can sort the message list based on one of the given attributes (i.e. Subject, Date Received, Sender and Status). The list is by default in ascending order, clicking on the same attribute twice will rearrange the list in descending order.

Click on a message from the top list and the body of the message will be displayed in the bottom frame. You can use the "ACTION" button on top right and select one of the three options. You can mark a message as READ or UNREAD or choose to DELETE a message.

Glossary

Every user has access to a "GLOSSARY" of terms feature for the most common terms used in the system. You can open this page by clicking on the "GLOSSARY" button on the left hand side of the application.

You can see the entire list of phrases in an alphabetical order displayed by default. You can also select a particular letter of alphabet from the top list of alphabet to shrink the list to terms starting with that letter.
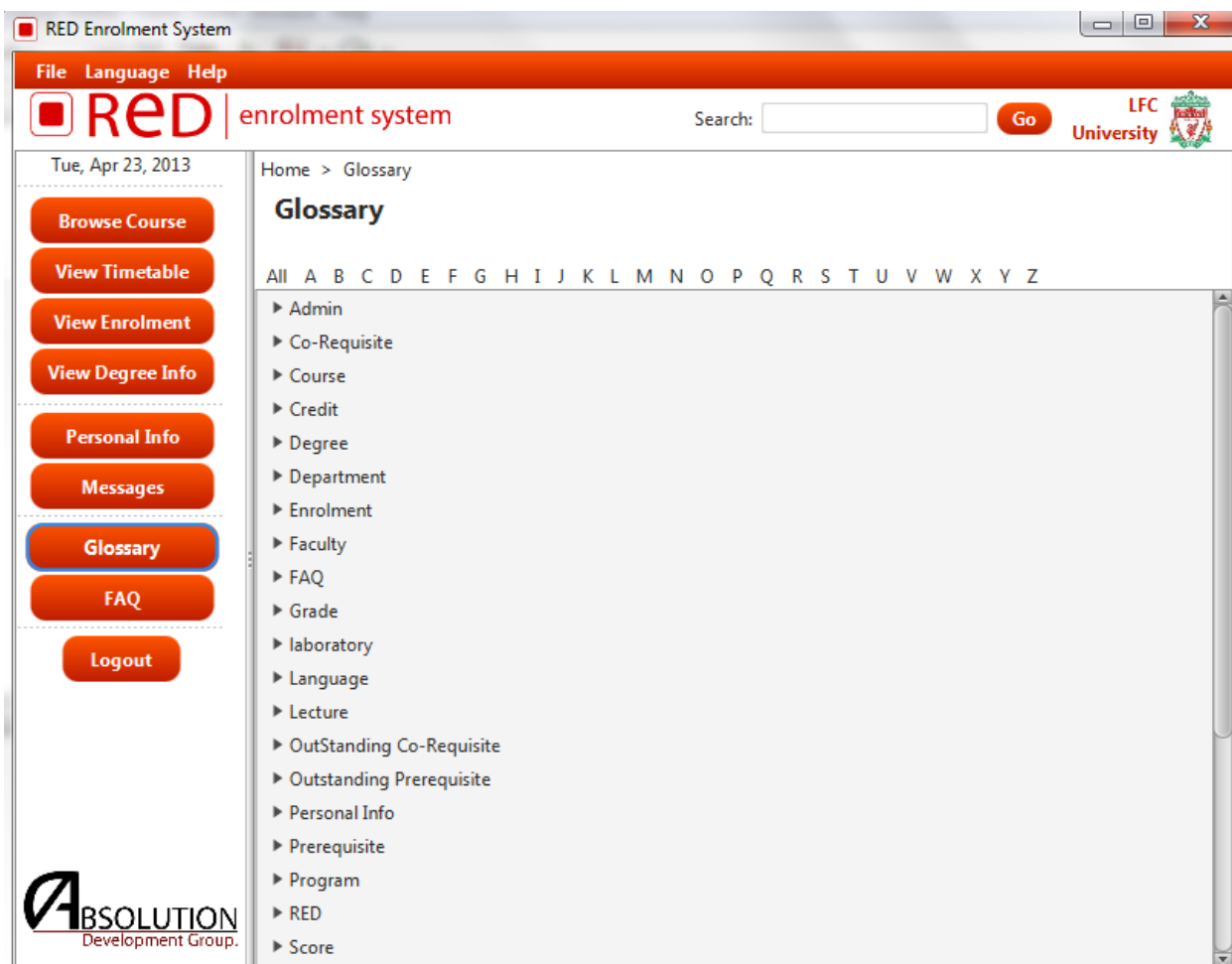
Figure 5 – GLOSSARY of common terms (Student account view displayed)

Frequently Asked Questions (FAQ)

RED includes a list of Frequently Asked Questions ("FAQ") to assist the user with answering some of the most common type of questions they may have. You can view this list by clicking on the "FAQ" button on the left hand side of the application:
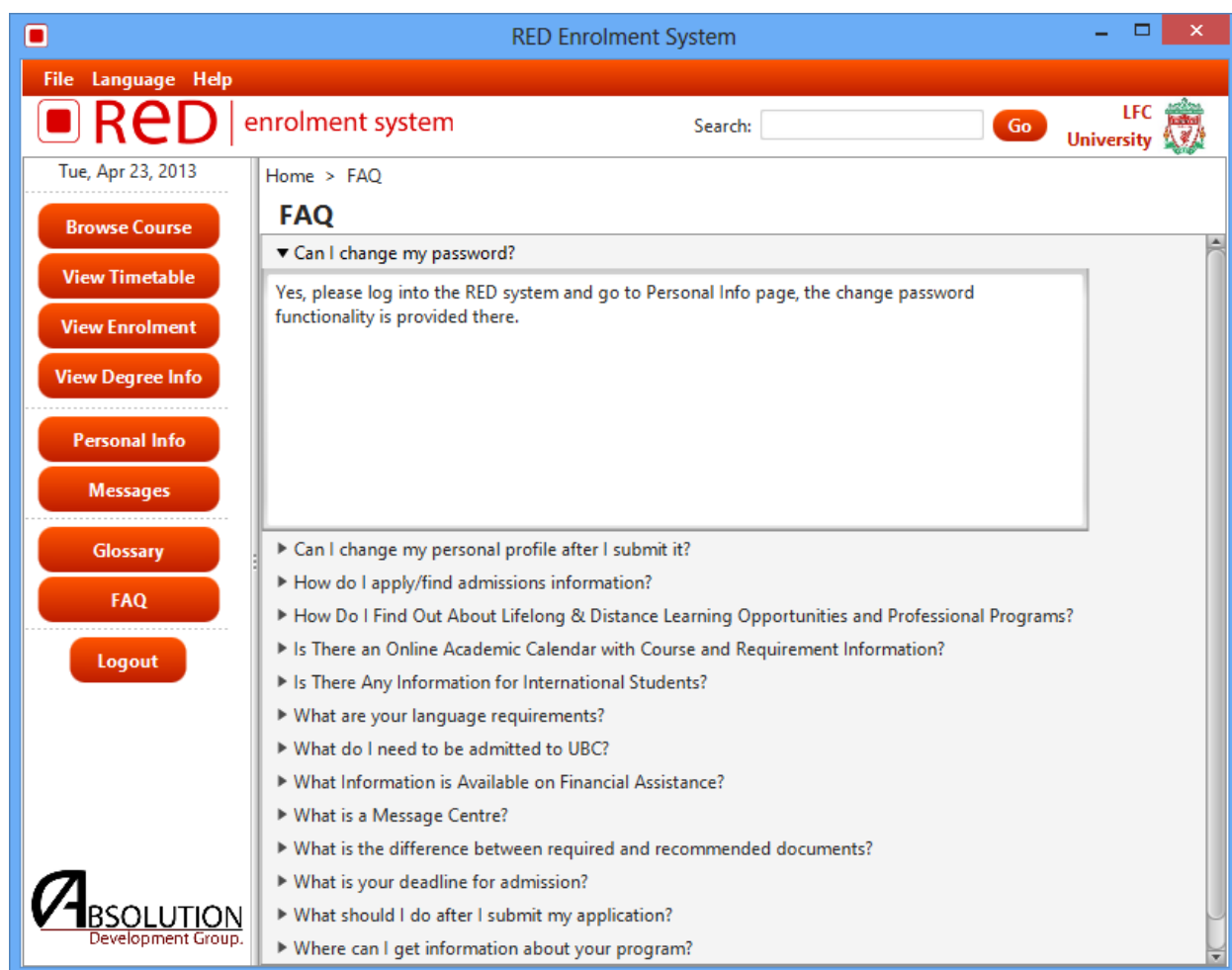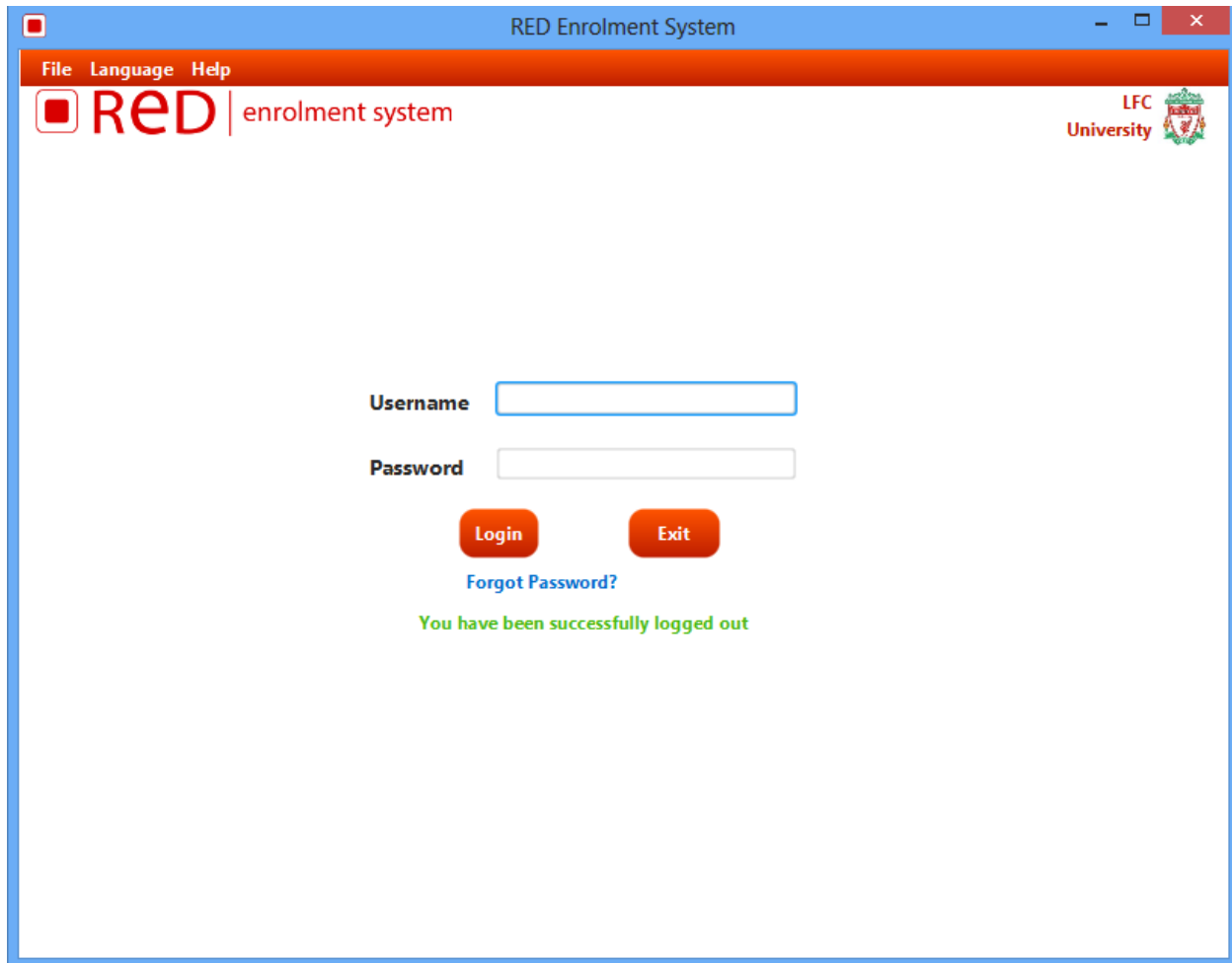
Figure 6 – FAQ (Student account view displayed)

Log-Out

The left hand side panel contains the "Logout" button which is always displayed for convenience in every page. Please make sure to log out of your account once you are done using the system for security and privacy reasons.

Exiting the system will automatically log out a user account and you will have to log back in using your login username and password.

SECTION 2: STUDENT USER

Browse/REGISTER/Drop Course

A Student account holder may BROWSE the list of all courses offered through RED and select to REGISTER in a course section that they are not registered in, to their time table. The Student may also choose to DROP a course that they are already registered in.

Once you are logged in, select the "BROWSE COURSE" tab on the left hand side of the application. The list of all courses available to you is displayed. This list is sorted based on the abbreviation of the offering departments and can be rearranged by selecting a particular letter of alphabet from the alphabet list on top:

Figure 7 – BROWSE COURSE view (Departmental View)

You can select a department that offers the course you are interested in and the application will list all the courses that are currently being offered by that department. Here we select CICS department:
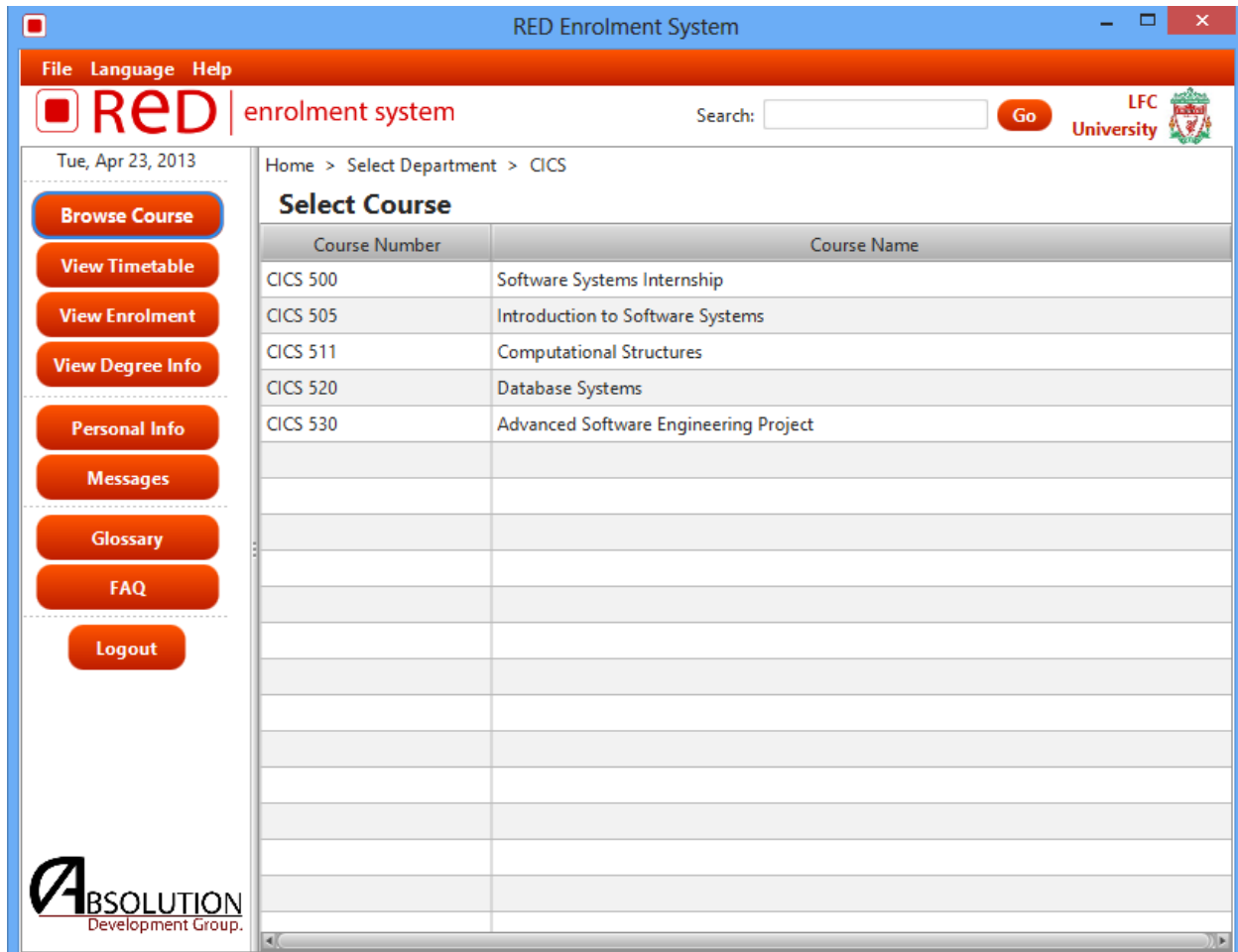
Figure 8 - BROWSE COURSE view (Department Course View)

You can now select a particular course that you want to view information about and the course description page will be displayed. Here for instance we select CICS20:

Sections	Type	Start Date	End Date	Instructor	Teaching Assistant
1	Lecture	01 May 2013	31 Aug 2013	Mengmeng Jiang	
1	Tutorial	01 May 2013	31 Aug 2013	Mengmeng Jiang	Hootan
1	Tutorial	01 Jan 2013	27 Apr 2013	Mengmeng Jiang	Hootan
2	Lecture	01 Jan 2013	27 Apr 2013	Bahman Razmpa	
2	Tutorial	01 Jan 2013	27 Apr 2013	Bahman Razmpa	Hootan
2	Lecture	01 May 2013	31 Aug 2013	Bahman Razmpa	

Figure 9 - BROWSE COURSE view (Course View)

The top panel displays information regarding the course that is provided by the department or the instructor as well as required and optional text books. Immediately below the course description panel, the number of credits earned for each course is displayed in front of "Credits".

Below the description panel, there are two columns identified by "Prerequisite Course" and "Co-requisite course". These two columns list the names of mandatory courses required by the department to be taken either previous to the selected course or at the same time, respectively. Each course has different sections and different sections may vary in the time slots they are offered in including the start/end date, or the instructor that teaches that section.

Clicking on a particular section will display further information regarding the course as well as allow you to REGISTER in or DROP out of a course:
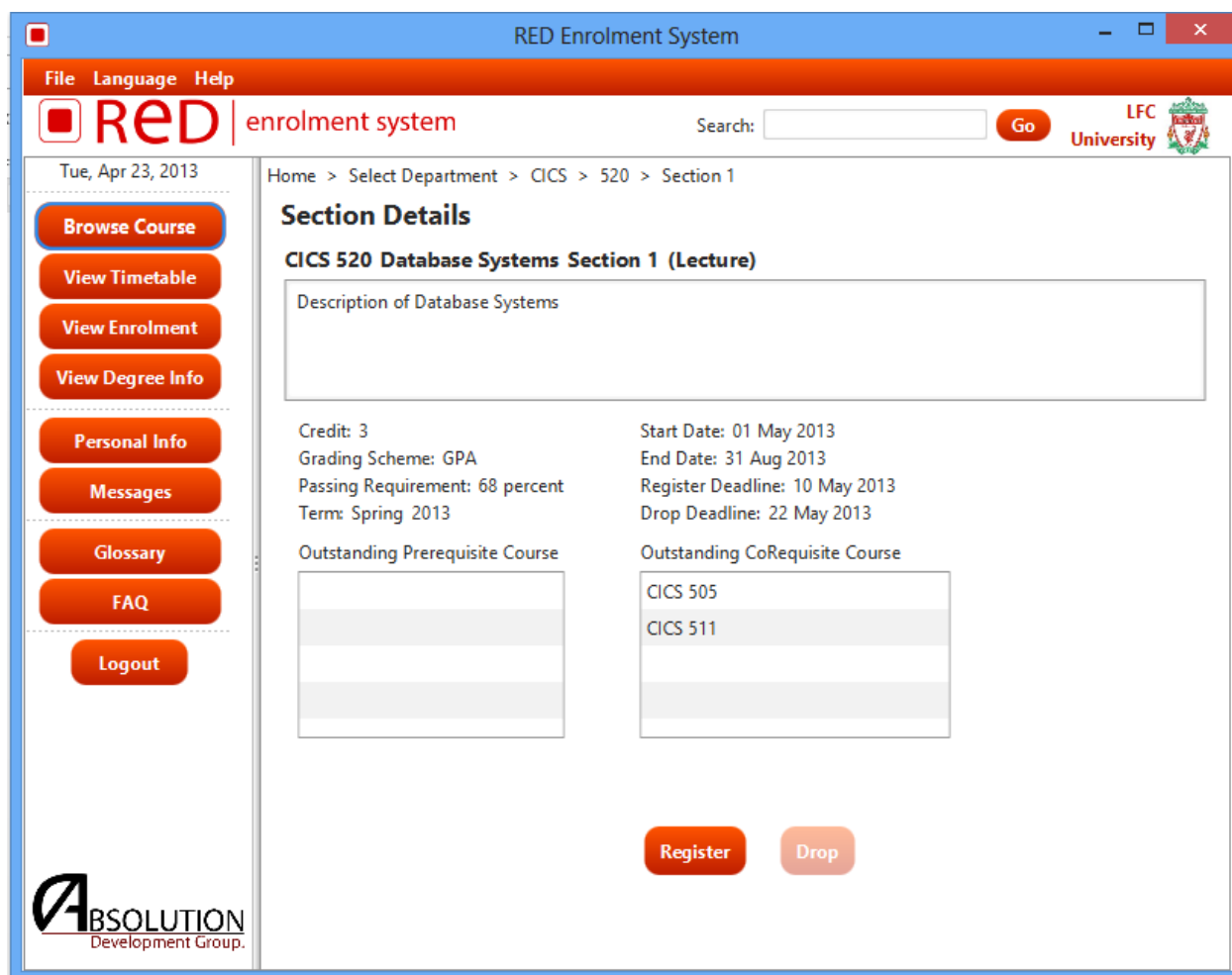
Figure 10 – REGISTER/DROP COURSE (Section View)

If you are not currently registered in the chosen section and if you are allowed to register for this section, provided you have passed the prerequisite courses and there are no scheduling conflicts between the selected section and your other course enrolment, the "Register" button on the bottom will be active for selection (bold red as opposed to faded). Once clicked, the user will be notified of a successful registration.

If you are already registered in the course, the "Register" button will be faded and instead the "Drop" button will appear in bold red.

View Time Table

A Student account holder may select to view the time table of courses that they are currently registered in. You can do so by selecting the "View Timetable" option on the left hand main menu of the application. The following is an example of what a timetable would look like:

Figure 11 - TIMETABLE view

View Enrolment

Student user can view the list of courses they are currently in by selecting "VIEW ENROLMENT" from the main menu on the left hand side of the application. The list displays all sections that you are registered in as well as type, term and credits:

Figure 12 – VIEW ENROLMENT INFO

View Degree Info

Student user can view information regarding their progress in a particular program such as:

- Name of program
- Degree completion
- Breakdown of grades

by selecting the "VIEW DEGREE INO" tab from the left hand side main menu of the application:

Figure 13 – VIEW DEGREE INFO

The status bar shows the completion progress calculated from credits earned and credits remaining towards the program you are enrolled in. The table also shows your grade in each course you have already taken and a "Pass/Fail" result based on the passing criteria provided in the course registration page originally.

SECTION 3: FACULTY USER

Uploading Score

Faculty account holder can upload student scored using the "UPLOAD SCORE" feature that can be selected from the left hand side main menu inside the application once user is logged in:

Figure 14 – UPLOAD SCORE

In order to upload scores, you fill first need to select the course for which you are submitting grades from the list of courses displayed in the top table and download the upload score auto generated template. The template includes the headings that are required to be filled in manually as well as automatically inputs the student ID number for students that are enrolled in this course:

A	B	C
#Template for CICS 505 Section 1 Spring2013		
#Student id	Score	Grade
100		
102		

Figure 15 – UPLOAD SCORE TEMPLATE

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Once you have entered the required information in the table (in a separate *.csv editor such as MS EXCEL), you can select "BROWSE FILE" button on the bottom of RED "VIEW DEGREE INFO" page and choose the correct path to your target file; now select the "UPLOAD SCORE" button:

Figure 16 – UPLOAD SCORE (Uploaded Successfully – User informed)

If the upload is successful, you will be informed of the correct entries that are updated in the database, in case there are any error, a message will be shown specifying the type of error and what needs to be fixed.

Making Special Approval

A Faculty member may enrol a student into one of their classes using a featured called "SPECIAL APPROVAL". This function can be selected by clicking on the relevant tab on the left hand side of the application. A student may require special approval from an instructor to enrol in their class for many reasons such as not being eligible to register in that section for not having one of the course requirements.

To accept a special request, from the top panel you need to first select the appropriate course you are enrolling the student into from the list of courses that you have assigned to you. Then you are required to enter a valid student and click on "SUBMIT". If the student holds an active account in the system, their full name will be displayed. If you observe that this is the correct name, you may enrol the student by clicking on the "Enrol" button:

Figure 17 – Making SPECIAL APPROVAL

View Time Table

A Faculty account holder may select to view the time table of courses that they are currently instructing. You can do so by selecting the "View Timetable" option on the left hand main menu of the application. The following is an example of what a timetable would look like:

Figure 17 – TIMETABLE of courses instructing

Generate Course Reports

A Faculty account holder can generate reports for any particular courses they are instructing by using the "REPORTS" feature from the left hand side of the main application menu:

Figure 18 – REPORTS (CICS505 selected)

You can select any of the four following options to include in the generated report: Student Number, Full Name, Email and Scores. By clicking the "GENERATE" button, you will be asked to specify a path to download to automatically generated report. A sample report with all the attributes selected looks like this:

This report request is generated by:	Bahman Razmpa		
for the following Course:	CICS 505	Spring	2013
Full Name	Student Number	Score	Email
Witty Chot	100	75	mimity@gmail.com
Jaspreet1 Thind1	102	90	jayzthind01@gmail.com
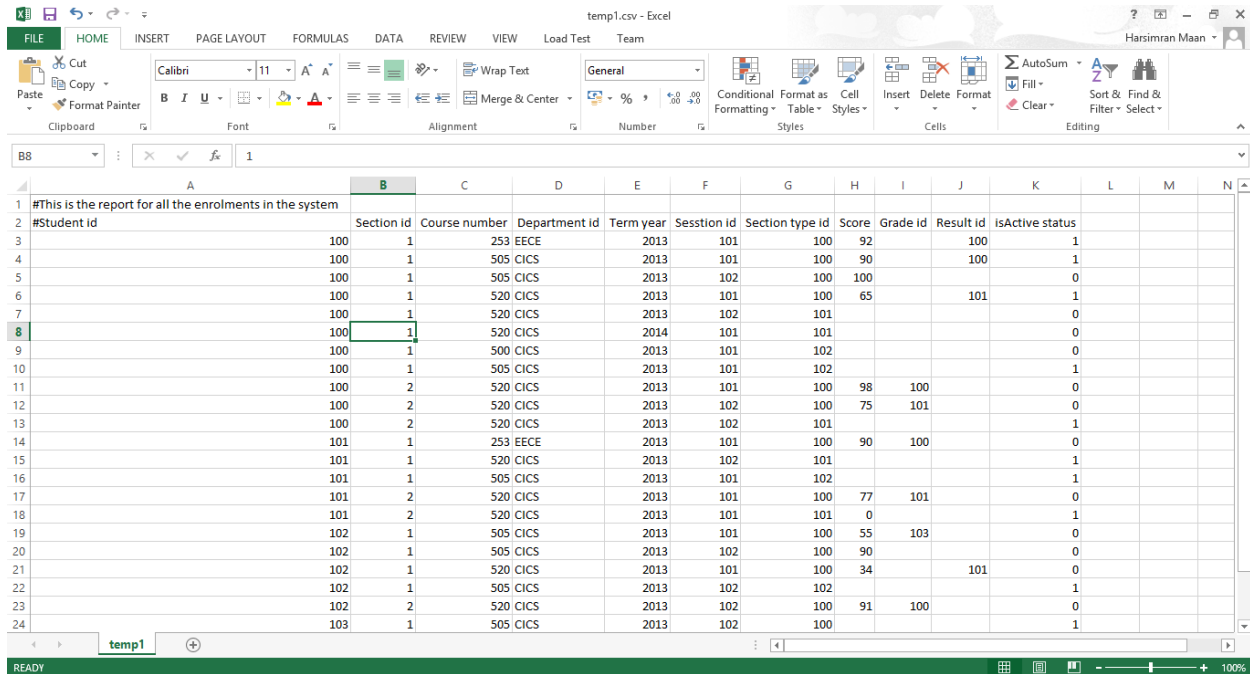
Figure 19 – Sample generated course REPORT

The file is stored in a *.csv format which can be opened and modified using an editor such as MS EXCEL.

SECTION 4: ADMINISTRATOR USER

Generate Enrolment Record

An Administrator account holder can generate a report of all available Enrolment records by using the "ENROLMENT" feature available on the left hand side main menu. Once selected, user will be prompted to specify a destination path to save the file. The Enrolment report will be saved as a *.csv format.

Figure 20 - Sample Enrolment Template (Faculty)

Create User

An Administrator account holder can create new Users using the "USER" feature on the left hand side main menu. Once selected, the Administrator will be able to download a precompiled template that includes the instruction and all the attributes that is required to create a new user.

Figure 21 – USERS (Administrator Account Holder)

Note: All the fields in the template have to be filled in, in order to create a new user.

You can add as many Users at one time and once finished upload the file using the "Browse File" button.

Figure 22 – New Users Created by Admin