

HOW TO UPLOAD CASE STUDY REPORTS USING THE ENS491-492 WEB MANAGEMENT SYSTEM

1. The address for the ENS491-492 Web Management System is

<http://mysu.sabanciuniv.edu/apps/fens/ens4912>

2. **Make sure that the term is set correctly.**

The term can be changed by using the “Select Term” drop-down box at the top-right. The term selection can be performed before or after the login to the system. For the students who take ENS491 during 2016-2017 Fall semester, there are two different terms that will be used.

- a. **Sep 2016 – Jun 2017:** This is the term you will use for your ENS491/492 project. You will upload your ENS491/492 project related documents (such as draft proposal, proposal, progress reports, meeting minutes, etc.) using this term.
- b. **I – Sep 2016 – Jun 2017: This is the term you will use for your case studies.** You will upload your case study reports using this term. Therefore, change the term to “I – Sep 2016 – Jun 2017” if this is not the currently selected term.

The screenshot shows a web browser window with the URL mysu.sabanciuniv.edu/apps/fens/ens4912. The page title is "ENS491/492 Course Web for Online Registration v2.3.0". The main heading is "Online Registration System for ENS491/492". The current term is displayed as "[Sep 2016 - Jun 2017]" with a "Select Term:" dropdown menu next to it. The page content includes a "Last Update: Never" section, a "Projects offered for term Sep 2016 - Jun 2017 (0 offered)" section, an "ENS491/492 Login" section with a login button, an "Online Help" section with a FAQ link, and an "About" section with information about the system. There is also an "Announcements" section at the bottom stating "No announcement exists".

Three red callout boxes provide instructions:

- Click "ENS491/492 Login" and use your SUNet user/password to login. Chose "Student" as your login type.
- Make sure that the term is set correctly
- You can change the term

3. After successful login, and after having the term selected as “I – Sep 2016 – Jun 2017”, you will see the following information on your browser.

The screenshot shows the ENS491/492 Course Web for Online Registration v2.5.0. The header includes the course name, version, and the selected term [I - Sep 2016 - Jun 2]. A 'Select Term:' dropdown is set to 'I - Sep 2016 - Jun 2'. The user is logged in as 'Group #691' and the date is 'October 11, 2016 Tuesday - 12:53 PM'. The navigation bar has links for Home, Documents, Web Site, Grades, and Log Off. The 'Documents' link is highlighted with a red box and an annotation: 'Click "Documents" tab to upload you case study report'. The main content area is titled 'Project Information' and displays details for '#160 CASE STUDY PROJECT [WEDNESDAY - WEEKS : 03, 07, 11]' by 'Levent Öztürk (FENS 2094)'. A red box around the project name and weeks is annotated with: 'The meeting times for your case study group. For example, this student will meet on Wednesdays, on weeks 3, 7, and 11 of the semester.' Below this, the 'Project Group:' section shows a list of group numbers (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100) with a red box around the list annotated with: 'Your group for case studies. Note that, your "ENS491/492 group" and "your case study groups" are different.' At the bottom, there is a link 'E-mail to project group'.

4. After clicking the documents tab, you will see the following page. This is where you will upload your report.

NOTES:

- **The document belongs to the group, not to an individual student.** Therefore, it is sufficient if only one student from each group uploads the document. The other students in the same group will also see the document uploaded.
- **You can upload a document multiple times** (e.g. if you have a modification you can upload an updated version). **The system will keep the last uploaded version.**
- **However, you will not be able to upload a new version, after you leave the case study session.** Therefore, make sure that the final and the correct version is uploaded to the system, before you leave the case study session.

To upload your document:

a. First, choose the document type

The document type depends on the meeting time of your group for case studies. For example, if your group meets on Wednesdays on weeks 3, 7, and 11, then the correct document type is

“Case Study I: Group WED-03-07-11” (for Case Study I)

“Case Study II: Group WED-03-07-11” (for Case Study II)

“Case Study III: Group WED-03-07-11” (for Case Study III)

You will normally be able to select only one document type (the other document types will be inactive), and it will be the correct document type.

b. Second, locate your case study report on your hard disk by clicking the “Browse” button

Make sure that you are uploading the correct file. This report will be graded, and you will not be able to change the file you uploaded, after you leave the case study session.

c. And finally, click the “Submit File” button to upload your case study report.

After the upload, you will see the document uploaded on the same page.

ENS491/492 Course
Web for Online Registration v2.5.0 beta

[I - Sep 2016 - Jun 2]

Select Term:
I - Sep 2016 - Jun 2

Project Documents and Upload

Home Documents Web Site Grades Log Off

Group #691
October 11, 2016 Tuesday - 12:59 PM

New Document Upload

Select File Type:

- ☐ Case Study I
- ☐ Case Study II
- ☐ Case Study III
- ☐ Case Study I: Group WED-03-07-11
- ☐ Case Study I: Group FRI-03-07-11
- ☐ Case Study I: Group SAT-03-07-11
- ☐ Case Study I: Group WED-04-08-12
- ☐ Case Study I: Group FRI-04-08-12
- ☐ Case Study I: Group SAT-04-08-12
- ☐ Case Study I: Group WED-05-09-13
- ☐ Case Study I: Group FRI-05-09-13
- ☐ Case Study I: Group SAT-05-09-13
- ☐ Case Study I: Group WED-06-10-14
- ☐ Case Study I: Group FRI-06-10-14
- ☐ Case Study I: Group SAT-06-10-14

Select File:

Browse...

Explanation:

Submit File

Warning!

Please check your files against viruses, otherwise your documents will not be evaluated!