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

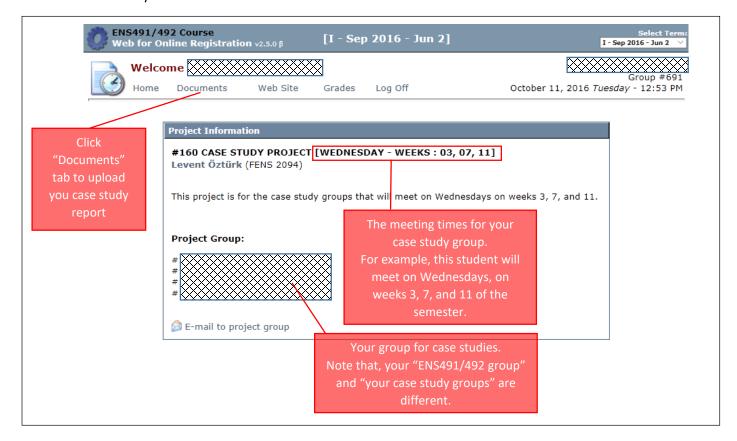
2. Make sure that the term is set correctly.

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.



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.



- 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 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 you document:

a. First, chose 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.

