

Academic Staff Profile & Load Management System



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Addis Ababa University

Academic Staff Profile and Load Management System

User Documentation

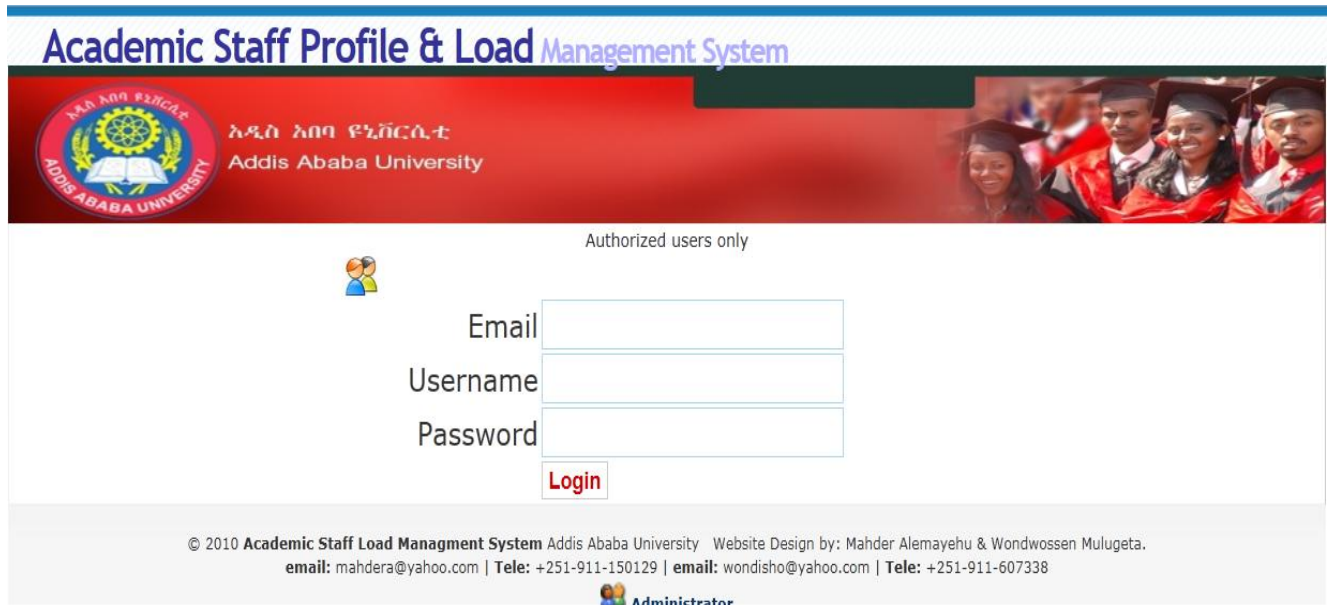
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End Users' Page

System Start up

Users must go to www.aau.edu.et/aau_staff_load to start the system and the main page for Academic Staff Profile and Load Management would appear.



Academic Staff Profile & Load Management System

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Addis Ababa University

Authorized users only

Email

Username

Password

Login

© 2010 Academic Staff Load Managment System Addis Ababa University Website Design by: Mahder Alemayehu & Wondwossen Mulugeta.
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Administrator

For the user to Log in to the system must use the **authorized user login data**.

The user would be requested to provide his/her

1. e-mail address,
2. user name and
3. password respectively

After submitting valid login information, the following **End User Main Page** would be opened.

The page contains all the functionalities Deans, Academic Unit Chairs, Program Coordinates need to report academic staff load and staff profile. The End User's Main Page also provides report generation for semester staff load, instructor and course detail reports.

The screenshot displays the 'Academic Staff Profile & Load Management System' interface. At the top, there is a header with the Addis Ababa University logo and name in Amharic and English. Below the header, the interface is divided into two main sections: 'SIDEBAR MENU' and 'REPORTS'. The 'SIDEBAR MENU' includes options like 'Welcome Wondwossen Mulugeta!', 'User Area', 'Manage Instructor', 'Enter Load Information', 'Edit Load Information', 'Delete Load Information', and 'Logout'. The 'REPORTS' section includes 'Instructor Report', 'Course Report', and 'Load Report'. Blue arrows point from each menu item to a corresponding description box on the right. The descriptions are: 'Manage Instructor' (Used to manage Instructors Information (Add, Edit, View and Delete Instructors)), 'Enter Load Information' (Used to Enter Instructors' Semester Load Information), 'Edit Load Information' (Used to Edit already registered Instructors' Semester Load Information), 'Delete Load Information' (Used to Delete already registered Instructors' Semester Load Information), 'Logout' (Used to Logout of the System), 'Instructor Report' (Generate detailed list of Instructors in the academic unit), 'Course Report' (Generate detailed list of courses in the academic unit), and 'Load Report' (Generate final staff load report of the academic unit).

Menu Item	Description
Manage Instructor	Used to manage Instructors Information (Add, Edit, View and Delete Instructors)
Enter Load Information	Used to Enter Instructors' Semester Load Information
Edit Load Information	Used to Edit already registered Instructors' Semester Load Information
Delete Load Information	Used to Delete already registered Instructors' Semester Load Information
Logout	Used to Logout of the System
Instructor Report	Generate detailed list of Instructors in the academic unit
Course Report	Generate detailed list of courses in the academic unit
Load Report	Generate final staff load report of the academic unit

Managing Instructors

Academic staff information of the academic unit can be managed using this section of the system. After you click the **“Manage Instructors”**, link you must choose the action from the top system menu. As a user, you can add only one instructor at a time by using **“Add Instructor”** link. You can also view all registered instructors of the academic unit including part-timers using the **“View Instructor”** link. If you make mistakes while registering instructor information, you can use the **“Edit Instructor”** link on this page to make correction. If you need to completely delete or remove instructor information, you can use the **“Delete Instructor”** link that would remove the instructor information from the database.

The screenshot displays the 'Academic Staff Profile & Load Management System' interface. At the top, the Addis Ababa University logo and name are visible. The user 'Wondwossen Mulugeta, Program Coordinator' is logged in. The interface includes a sidebar menu on the left with options like 'Welcome Wondwossen Mulugeta!', 'User Area', 'Manage Instructor', 'Enter Load Information', 'Edit Load Information', 'Delete Load Information', and 'Logout'. The main content area features a top navigation bar with 'Add Instructor', 'View Instructor', 'Edit Instructor', 'Delete Instructor', and 'Logout' links. Below this, a message states: 'This section lets you manage instructor information. Please choose the action from the above menu. You can enter one instructor at a time. If you make a mistake while entering, you can use the edit option. If an instructor is no longer a member of a department, you can use the delete option to remove the instructor information from the database.' Four red arrows point from text boxes to the navigation links: 'Used to Register New Instructor' points to 'Add Instructor'; 'Used to View already registered Instructors' points to 'View Instructor'; 'Used to Edit already registered Instructor' points to 'Edit Instructor'; and 'Used to Delete already registered Instructor' points to 'Delete Instructor'.

a) Adding Instructor

To register a new instructor, you must have the full instructor information. After providing the required information of the instructor, save the information by pressing

Add button at the bottom of the page.

Wondwossen Mulugeta

Add Instructor View Instructor Edit Instructor

Add New Instructor

Select Academic Unit --Select--

Instructor Id

First Name

Last Name

Sex --Select Sex--

Qualification

Status --Select--

email

Mobile Phone

Academic Rank --Select--

Service Year

Specialization

Other Responsibilities --Select--

Nationality Ethiopian

Add

b) Viewing Instructor

Pressing the **“View Instructor”** link on the **“Manage Instructor”** page you can see all registered instructors of the academic unit. The list displays Full-Time academic staff first and part-timers will be displayed at the end of the page with a separate table.

Academic Staff Profile & Load Management System

Addis Ababa University

Wondwossen Mulugeta, Program Coordinator of logged in

Back to Manage Instructor Add Instructor View Instructor Edit Instructor Delete Instructor Logout


Department's Instructors

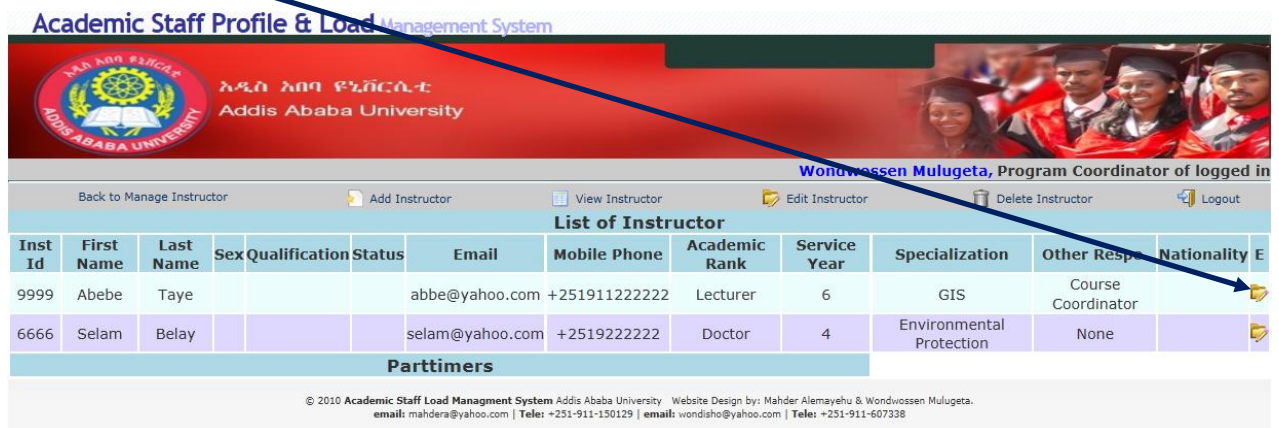
Inst Id	First Name	Father Name	Sex	Qualification	Status	Email	Mobile Phone	Academic Rank	Service Year	Specialization	Other Respo.	Nationality
---------	------------	-------------	-----	---------------	--------	-------	--------------	---------------	--------------	----------------	--------------	-------------

Parttimer Instructors

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email: mahdera@yahoo.com | Tele: +251-911-150129 | email: wondisho@yahoo.com | Tele: +251-911-607338

c) Editing Instructor

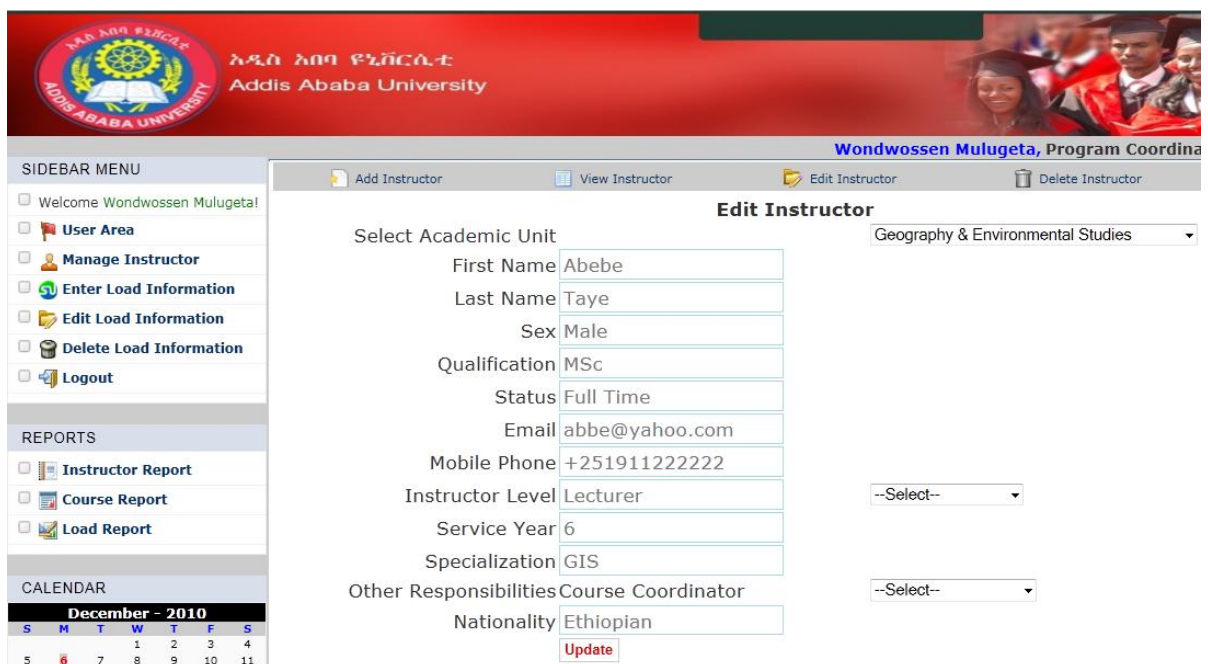
Use the **“Edit Instructor”** link on the **“Manage Instructor”** page to make modification to the name of already registered instructor information. After clicking the **“Edit Instructor”** link, there is an edit option at the end of the respective instructor information with  symbol.



Inst Id	First Name	Last Name	Sex	Qualification	Status	Email	Mobile Phone	Academic Rank	Service Year	Specialization	Other Respo	Nationality	Edit
9999	Abebe	Taye				abbe@yahoo.com	+251911222222	Lecturer	6	GIS	Course Coordinator		
6666	Selam	Belay				selam@yahoo.com	+2519222222	Doctor	4	Environmental Protection	None		

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email: mahdera@yahoo.com | Tele: +251-911-150129 | email: wondisho@yahoo.com | Tele: +251-911-607338

Clicking the **“Edit”** button will open a page similar to registering an instructor. You can edit any of the information provided for that particular instructor and press the **“Update”** button.



Edit Instructor

Select Academic Unit: Geography & Environmental Studies

First Name: Abebe

Last Name: Taye

Sex: Male

Qualification: MSc

Status: Full Time

Email: abbe@yahoo.com

Mobile Phone: +251911222222

Instructor Level: Lecturer

Service Year: 6

Specialization: GIS


Other Responsibilities: Course Coordinator

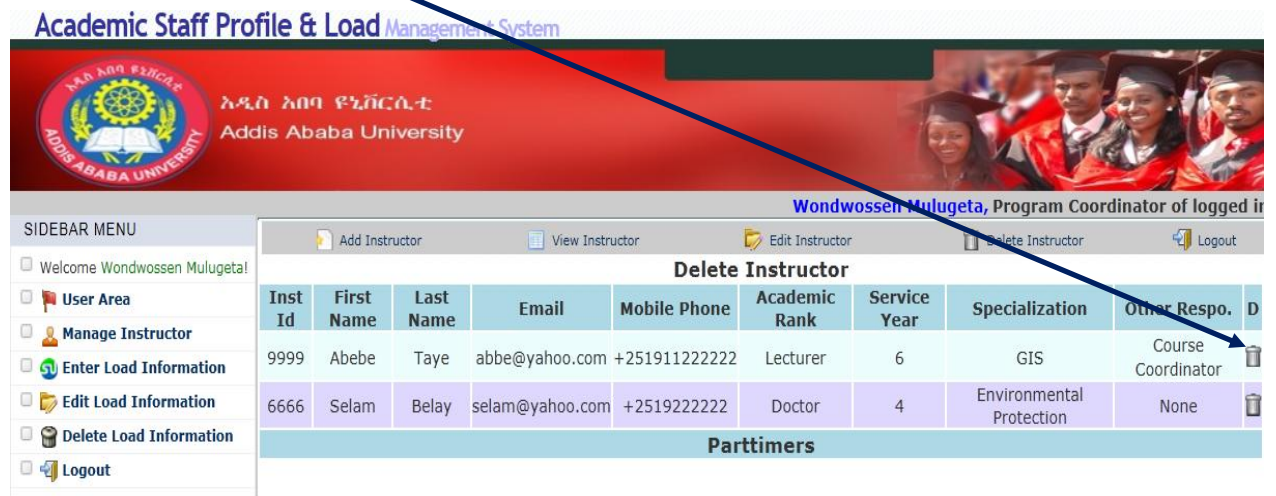
Nationality: Ethiopian



Update

While editing instructor information; the academic unit, instructor level and other responsibilities should be selected from the available list while the rest can be modified by user given values.

d) Deleting Instructor

Using the “**Delete Instructor**” link you can completely delete already registered instructor information. After clicking the “**Delete Instructor**” link in “**Manage Instructor**” page, there is a delete option at the end of the respective instructor information with  symbol.



Inst Id	First Name	Last Name	Email	Mobile Phone	Academic Rank	Service Year	Specialization	Other Respo.	D
9999	Abebe	Taye	abbe@yahoo.com	+251911222222	Lecturer	6	GIS	Course Coordinator	
6666	Selam	Belay	selam@yahoo.com	+2519222222	Doctor	4	Environmental Protection	None	

Clicking the “**Delete**” button will totally remove the instructor from the list and display the remaining list of instructors.

Entering Load Information

This section allows you to enter course load information to instructors of your academic unit. The section also allows you to add new part-time instructors from within and outside AAU. Clicking “**Enter Load Information**” will display the following page:

The screenshot shows the 'Academic Staff Profile & Load Management System' interface. The header includes the Addis Ababa University logo and name. The sidebar menu on the left lists options: Welcome Wondwossen Mulugeta!, User Area, Manage Instructor, Enter Load Information (selected), Edit Load Information, Delete Load Information, and Logout. The main content area is titled 'Enter Load Information' and features a dropdown menu for selecting an instructor, currently showing '--Select Instructor--'. Below this is a table titled 'List of Course Assigned Instructors' with columns: Instructor, Course Name, Num of Sec., Studs/Sec., Total Studs., Type, Category, Sem, and ACY. The table is currently empty, with a placeholder text 'Parttimer Instructors' at the bottom.

This page provides you with the functionality of adding new course to an instructor in addition to displaying previously assigned courses to all instructors of the academic unit.

a) *Selecting the Instructor*

To assign new course to an instructor, on the page displayed above, select one of the instructors for whom load information shall be assigned. When you select the instructor, the courses already assigned to that instructor will be displayed with all load detail.

The screenshot shows the 'Academic Staff Profile & Load Management System' interface for the Geography Unit. The sidebar menu is the same as in the previous screenshot. The main content area is titled 'Enter Load Information' and features a dropdown menu for selecting an instructor. The dropdown menu is open, showing the following options: '--Select Instructor--', '--Select Instructor--', Abebe Belay, and Selam Taye. Below the dropdown is a table titled 'List of Course Assigned Instructors' with columns: Course Name, Num of Sec., Studs/Sec., Total Studs., Type, Category, Sem, and ACY. The table displays three rows of data for Abebe Belay: 'Maths for Geographers' (2 sections, 20 students, 40 total), 'The Urban and Regional Economy' (0 sections, 0 students, 2 total), and 'BA Thesis I' (0 sections, 0 students, 12 total). The table is currently empty, with a placeholder text 'Parttimer Instructors' at the bottom.

When you select the instructor for whom you want to assign a course to, the instructor personal detail and previously assigned courses for the instructor will be displayed

along with a button which will be used to add a new course (**Add Course**) for the same instructor.

Academic Staff Profile & Load Management System

Geography Unit, Chair of Geography & Environmental Studies logged in

SIDEBAR MENU

- Welcome Geography Unit!
- User Area
- Manage Instructor
- Enter Load Information
- Edit Load Information
- Delete Load Information
- Logout

REPORTS

- Instructor Report
- Course Report
- Load Report

Enter Load Information

Abebe Belay

Full Name Abebe Belay Mobile Phone +251911111111 Instructor Level Lecturer

Email abbe@yahoo.com Administrative Position Course Coordinator

Abebe Belay is currently assigned the following course/s

Course Name	Number of Sections	Type	Category
GeES 251: Maths for Geographers	2	Lecture	UG
GeES 613: The Urban and Regional Economy	0	Thesis	PG
PSIR 401: BA Thesis I	0	Project Advising	UG

Add Course

List of Course Assigned Instructors

Instructor	Course Name	Num of Sec.	Studs/Sec.	Total Studs.	Type	Category	Sem	ACY
Abebe Belay	GeES 251: Maths for Geographers	2	20	40	Lecture	UG	I	2010/11
Abebe Belay	GeES 613: The Urban and Regional Economy	0	0	2	Thesis	PG	I	2010/11
Abebe Belay	PSIR 401: BA Thesis I	0	0	12	Project Advising	UG	I	2010/11

Parttimer Instructors

Clicking the **Add Course** button will allow you to assign a course to the selected instructor by providing currently available courses for your academic unit.

b) Selecting Course and Load Registration

To add new course for the selected instructor, press the **Add Course** button found under the list of courses assigned for the selected instructor. The system allows you to register course load information only for one instructor-course tie through the following page.

Academic Staff Profile & Load Management System

Geography Unit, Chair of Geography & Environmental Studies logged in

SIDEBAR MENU

- Welcome Geography Unit!
- User Area
- Manage Instructor
- Enter Load Information
- Edit Load Information
- Delete Load Information
- Logout

REPORTS

- Instructor Report
- Course Report
- Load Report

CALENDAR

December - 2010

Enter Load Information

Abebe Belay

Full Name Abebe Belay Mobile Phone +251911111111 Instructor Level Lecturer

Email abbe@yahoo.com Administrative Position Course Coordinator

Abebe Belay is currently assigned the following course/s

Course Name	Number of Sections	Type	Category
GeES 251: Maths for Geographers	2	Lecture	UG
GeES 613: The Urban and Regional Economy	0	Thesis	PG
PSIR 401: BA Thesis I	0	Project Advising	UG

Add Course

Course	Delivery Type	Num of Stud per sec.	Total Num of Stud.	Num. Sec	Category
--Select Course--	--Select Type--	0		0	

Save

List of Course Assigned Instructors

Instructor	Course Name	Num of Sec.	Studs/Sec.	Total Studs.	Type	Category	Sem	ACY
Abebe Belay	GeES 251: Maths for Geographers	2	20	40	Lecture	UG	I	2010/11
Abebe Belay	GeES 613: The Urban and Regional Economy	0	0	2	Thesis	PG	I	2010/11
Abebe Belay	PSIR 401: BA Thesis I	0	0	12	Project Advising	UG	I	2010/11

Parttimer Instructors

After the load information registration box appeared, you can select the courses, the delivery type, the total number of students, students per section and number of sections assigned for the selected instructor. After you provide the above information, save the load to the database by pressing the **Save** button. The course load will automatically be added to the instructor and course load will be calculated according to the course detail and the delivery type.

c) Course Load for Part-Timer

The instructors assigned to offer courses might be part-time instructors. The part-time instructor might be one who belongs to AAU or external institute. The system treats these instructors separately.

To assign courses for such instructors first check the instructor is not found in your part-timer list. You will see the list of part-timers when selecting instructor at the bottom of the list. Then select **“Add New Part-Timer”** from the instructor list.

Clicking the **“Add New Part-Timer”** choice will allow you to select whether the instructor is part-timer from AAU or any other institute.

AAU Part-Timer

To add part-time instructor from other academic units of the University, select **“AAU Parttimer”** and then provide all the required information and press **“Add”** button to store the part-time instructor detail.

Geography Unit, Chair of Geography & Environmental Studies logged in

Enter Load Information
--Add New Part Timer--

AAU Parttimer Information

First Name Email Academic Rank --Select--
 Last Name Mobile Phone Specialization
 Id Number

Add

List of Registered Parttimers

Parttimer Id	Full Name	Email	Academic Rank	Mobile Phone	Specialization	Organization
--------------	-----------	-------	---------------	--------------	----------------	--------------

After adding the new part-timer information, select the new instructor from the instructor selection box and assign course by using the same technique as normal academic staff course assignment.

External Part-Timer

To add part-time instructor from other institution, select **“External Parttimer”** and then provide all the required information and press **“Add”** button to store the part-time instructor detail.

Geography Unit, Chair of Geography & Environmental Studies logged in

Enter Load Information
--Add New Part Timer--

External Parttimer Information

First Name Email Academic Rank --Select--
 Father Name Mobile Phone Specialization
 Organization Parttimer Id PT//1


Add

List of Registered Parttimers


Parttimer Id	Full Name	Email	Academic Rank	Mobile Phone	Specialization	Organization
--------------	-----------	-------	---------------	--------------	----------------	--------------

After adding the new part-timer information, select the new instructor from the instructor selection box and assign course by using the same technique as normal academic staff course assignment.

Editing Load Information

Using the “**Edit Load Information**” link on the “**Main**” page you can edit already registered course load information. The section first displays ID number and name of each instructor with their course load information and there is an edit button () at the end of each respective Instructor-Course attachment. You must use the “Edit” button to alter the course load information.

Academic Staff Profile & Load Management System




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Addis Ababa University


Geography Unit, Chair of Geography & Environmental Studies logged in

SIDEBAR MENU

- ☐ Welcome Geography Unit!
- ☐ User Area
- ☐ Manage Instructor
- ☐ Enter Load Information
- ☐ **Edit Load Information**
- ☐ Delete Load Information




Instructor Id: 9999 Full Name: Abebe Belay

Assigned Course/s									
Course Number	Credit Hour	Lecture Hour	Lab Hour	Tutorial Hour	Number of sections	Number of students	Category	Type	Edit
GeES 251	3	3	0	0	2	40	UG	Lecture	
GeES 613	3	3	0	0	0	2	PG	Thesis	
PSIR 401	3	3	0	0	0	12	UG	Project Advising	

Clicking the edit button () will open load editing box immediately under the selected course and you can make modification to the course load information assigned to the instructor.

Geography Unit, Chair of Geography & Environmental Studies logged in


Instructor Id: 9999 Full Name: Abebe Belay

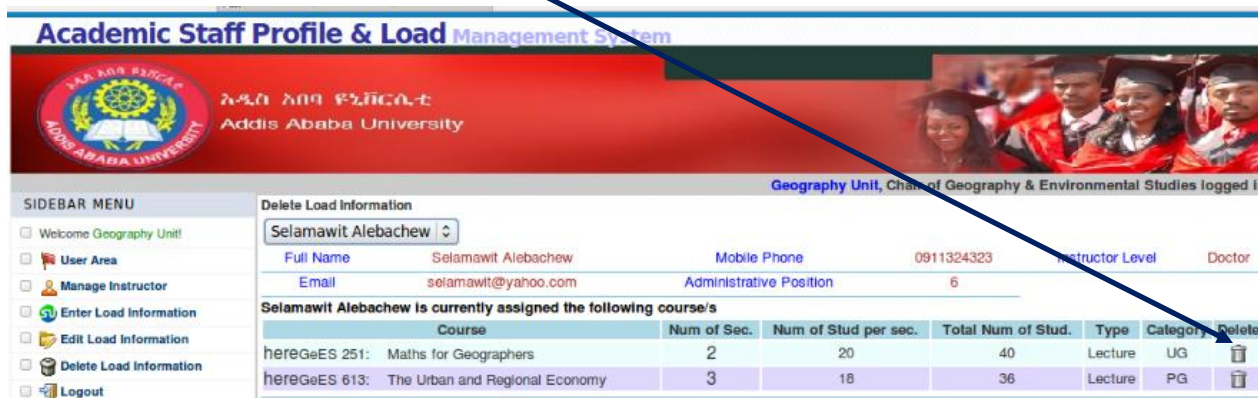
Assigned Course/s									
Course Number	Credit Hour	Lecture Hour	Lab Hour	Tutorial Hour	Number of sections	Number of students	Category	Type	Edit
GeES 251	3	3	0	0	2	40	UG	Lecture	
GeES 613	3	3	0	0	0	2	PG	Thesis	
PSIR 401	3	3	0	0	0	12	UG	Project Advising	

Fields	Current Value	New Values
Instructor Id	9999	---
Course Number	GeES 251	--Select Course--
Number of sections	2	
Number of students per section	20	
Number of Students	40	
Category	UG	
Type	Lecture	--Select Delivery Type--
Update		

The change you make on this section will be sent to the database when you press the “**Update**” button.

Deleting Load Information

Using the “*Edit Load Information*” link on the “*Main*” page you can completely delete registered course load information. The section first requests you to select the instructor for whom the load information shall be deleted for. Selecting the Instructor will display all courses assigned to the instructor with a  symbol at the end of each course.



Academic Staff Profile & Load Management System

Geography Unit, Chair of Geography & Environmental Studies logged in

SIDEBAR MENU

- ☐ Welcome Geography Unit!
- ☐ User Area
- ☐ Manage Instructor
- ☐ Enter Load Information
- ☐ Edit Load Information
- ☐ Delete Load Information
- ☐ Logout



Delete Load Information


Selamawit Alebachew

Full Name: Selamawit Alebachew Mobile Phone: 0911324323 Instructor Level: Doctor

Email: selamawit@yahoo.com Administrative Position: 6

Selamawit Alebachew is currently assigned the following course/s

Course	Num of Sec.	Num of Stud per sec.	Total Num of Stud.	Type	Category	Delete
hereGeES 251: Maths for Geographers	2	20	40	Lecture	UG	
hereGeES 613: The Urban and Regional Economy	3	18	36	Lecture	PG	

Clicking the “*Delete*” () button will totally remove that course assignment from the selected instructor.


Generating Reports

This section allows you to generate three types of reports that are required. The reports are on instructor detail, course detail and semester course load detail.

A. Instructor Report

Use the **“Instructor Report”** link on the **“Main”** page to view all details about the instructors of the academic unit. The list will include part-time academic staff members of the department as well. Clicking the **“Instructor Report”** link will generate a report in the following format.

Academic Staff Profile & Load Management System

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Addis Ababa University

Geography Unit, Chair of Geography & Environmental Studies logged in

[Back to Home](#) [Instructor Report](#) [Course Report](#) [Load Report](#)

Fulltimer Instructors							
Instructor Id	Full Name	Email	Mobile Phone	Instructor Level	Service Year	Specialization	Other Responsibilities
9999	Abebe Belay	abbe@yahoo.com	+2519111111	Lecturer	7	GIS	Course Coordinator
6666	Selam Taye	selam@yahoo.com	+251911222222	Doctor	5	Env't Protection	None

Parttimer Instructors							
Instructor Id	Full Name	Email	Mobile Phone	Instructor Level	Service Year	Specialization	Other Responsibilities
Export to Excel Export to PDF Export to Word 2003/2007							

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email: mahder@ethiopia.com | Tel: +251-11-107130 | email: wordvossen@ethiopia.com | Tel: +251-11-107138

B. Course Report

Use the **“Course Report”** link on the **“Main”** page to view all details about the courses of the academic unit. The list will include courses that are offered by the academic unit to its students. Clicking the **“Course Report”** link will generate a report in the following format.

Academic Staff Profile & Load Management System

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Addis Ababa University

Geography Unit, Chair of Geography & Environmental Studies logged in


[Back to Home](#) [Instructor Report](#) [Course Report](#) [Load Report](#)

Course Number	Course Title	Credit Hour	Lecture Hour	Lab Hour	Category	Total Number of students
GeED 201	Civics & Ethical Education	3	3	0	UG	0
GeES 251	Maths for Geographers	3	3	0	UG	0
GeES 261	Social & Cultural Geography	3	3	0	UG	0
GeES 271	Geomorphology	3	3	0	UG	0
GeES 281	Fundamentals of Climatology	3	3	0	UG	0
GeES 321	Environmental Hydrology	3	3	0	UG	0
GeES 341	Geography of Transport & Development	3	3	0	UG	0
GeES 351	Geographic Information System I	3	3	0	UG	0
GeES 361	Surveying & Map Reading	3	3	0	UG	0
GeES 371	Soil Geography	3	3	0	UG	0
GeES 421	Gender Geography	2	2	0	UG	0
GeES 441	Seminar on Africa & the Middle East	3	3	0	UG	0
GeES 451	Agroecology & Farming System	3	3	0	UG	0
GeES 461	Digital Image Processing	2	2	0	UG	0
GeES 471	Fundamental of Regional Planning	3	3	0	UG	0
GeES 481	Terrain Analysis & Land Use Planning	3	3	0	UG	0
GeES 601	Thoughts and Philosophy in Geography	3	3	0	PG	0
GeES 602	Fundamentals of GIS & RS	5	5	0	PG	0
GeES 611	Spatial Development theories	3	3	0	PG	0
GeES 613	The Urban and Regional Economy	3	3	0	PG	0

C. Load Report

This is the most important report generated by the system. Use the **“Load Report”** link on the **“Main”** page to view all course offering detail of the academic unit with course load calculation and excess load information. The report is comprehensive in presenting courses assigned to all instructors with the required course offering detail and excess load calculation. The course load report for full-time and part-time academic staffs will be presented separately. Clicking the **“Load Report”** link will generate a report in the following format.

Academic Staff Profile & Load Management System



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Addis Ababa University

Geography Unit, Chair of Geography & Environmental Studies logged in

Back to Home | Instructor Report | Course Report | Load Report

Fulltimer Instructor Load Report

ID	Name	Acad Unit	Add Resp Wavier	Exp Sem Load	UG Course Load	PG Course Load	UG Advl Load	PG Proj Advl Load	Thesis Advl Load	Tot Advl Load	Tot Sem Load	Sem Excess Load	Course #	Crhr	LEH	LAH	Tut Hr	# of sec	# of studs	Cat	Type
9999	Abebe Belay	Geography & Environmental Studies	3	9	9	7.5	1.6	0	0	1.6	18.1	9.1	GeES 251	3	3	0	0	2	40	UG	Lecture
													GeES 371	3	3	0	0	1	30	UG	Lecture
													GeES 421	2	2	0	0	0	4	UG	Project Advising
													GeES 602	5	5	0	0	1	30	PG	Lecture

Parttimer Instructor's Load Report

ID	Name	Acad Unit	Add Resp Wavier	Exp Sem Load	UG Course Load	PG Course Load	UG Advl Load	PG Proj Advl Load	Thesis Advl Load	Tot Advl Load	Tot Sem Load	Sem Excess Load	Course #	Crhr	LEH	LAH	Tut Hr	# of sec	# of studs	Cat	Type
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Export to Excel | Export to Word 2003/2007