User Manual

International Student Management System

Version 1.3
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Document Revision History

Version	Date	Notes
1.0	May 13, 2022	Initial version.
1.1	May 20, 2022	Updated to include new format for the user interface, including new card images and about menu item.
1.2	May 30, 2022	Updated new System screenshots for describing in detail.
1.3	June 10, 2022	Updated the new implementations.

Overview

The product allows the user to manage International Students in specific situation. User can insert and update students in the system. Users can add notes to each to student for more information.

Minimum System Requirements

The following are the minimum system requirements for International Student Management System product.

Hardware requirements

Windows®
Windows XP, Windows 7 (32/64 bit) or Higher
Minimum 4 GB RAM and higher
10 GB available space on the hard disk
Active internet connection minimum speed 512kbps and above

Software Requirements

At least one Internet Browser eg. Chrome, Firefox, Microsoft Edge, etc

International Student Management System Operation

We have to define users in the International Student Management System (ISMS).

1. **User**, is the person who is part of the International Student Advancing at the Saskatchewan Polytechnic. There are two types of users,
    -   *Admin* , person who has a profile with all permissions to Insert New Users, Set Up Roles, allowed to read and create new conversations and notes from all students.
    -   *Regular User* or simply *User*, person who has a Role depending to their certifications (RISIA/RCIC/No Certification). These roles will allow to users read and write conversations or notes .
2. **Student**, can be a *Prospective*, who is part of the process to be enrolled at the Saskatchewan Polytech, or Enroll Sudent.

Login Page

System Initialization

The International Student Management Sytem (ISMS)   was developed to follow the Security Standars to validate user information as User Name and Password. These fundamental information will allow the user to access the system. Loging Page is first page of the system. Fig 1 Show the actual Login page.
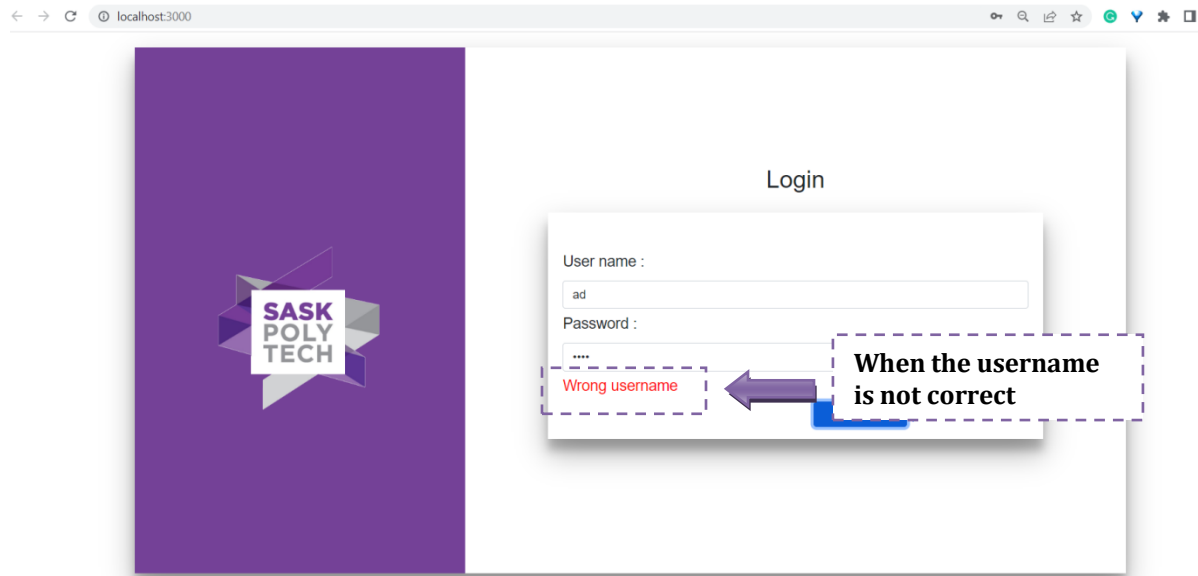
Operation

User type in the correct *user name* and *password* into the text fields to access to the system. User click on **Login button** to access. We can use the following information to login.

<p align="center">User name: admin
Password: 1123</p>

Validation

If the data is not correc, it will appear a validation message. The validation will show if either user or password are not correct.
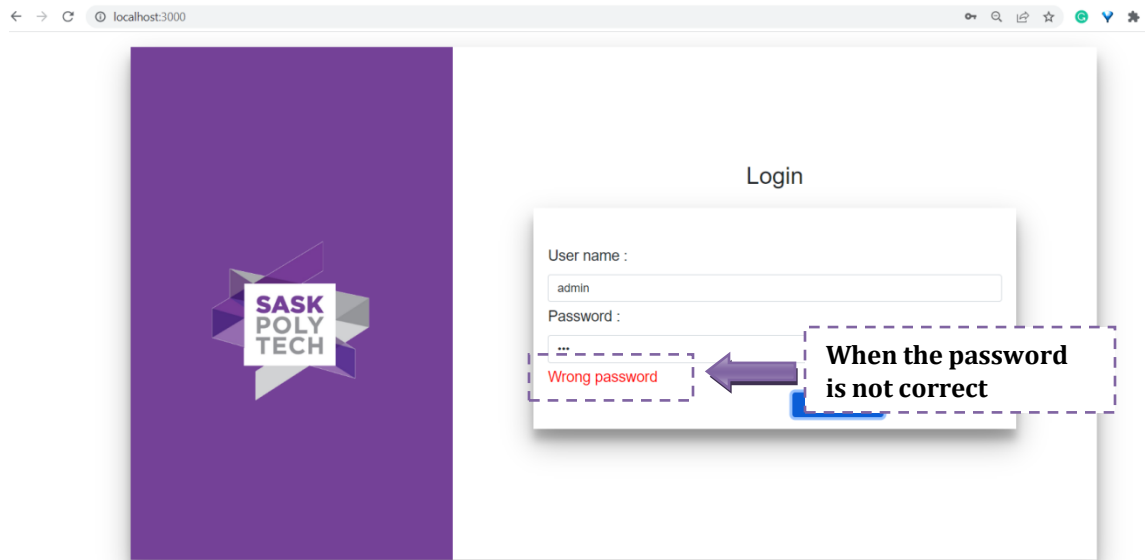
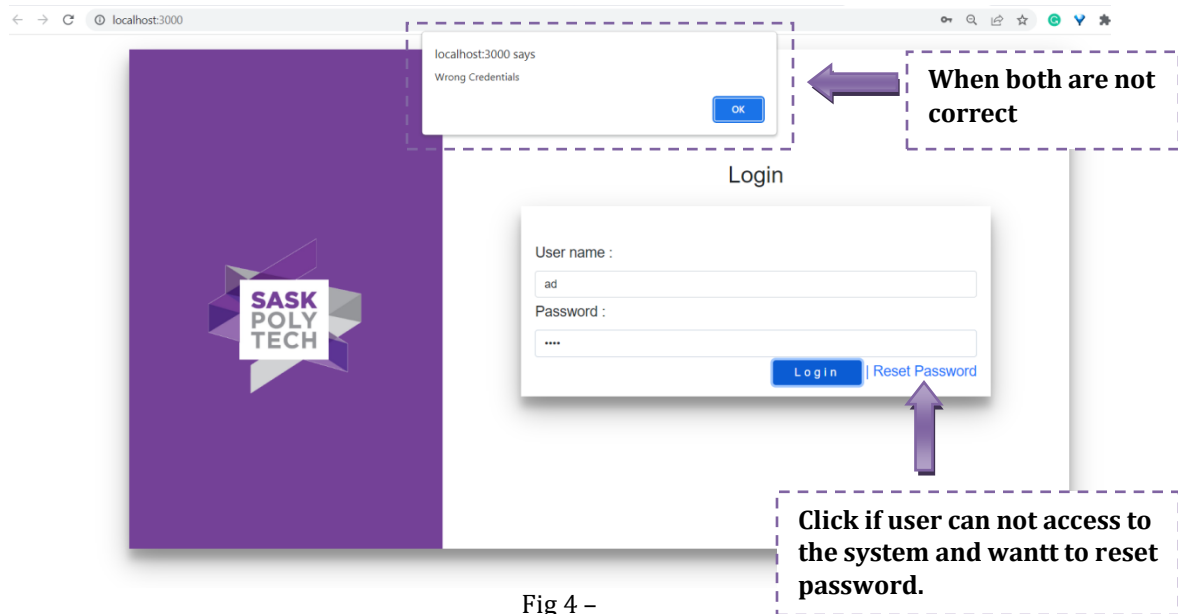When both are not correct and shows a Popup screen message.

Fig 4 –

Try again, verify the Caps Lock is not activated. If user does not recall User and Password, user can recover or reset information by clicking on the **Reset Password** link. When Reset Password link is clicked, a new screen will show. The Reset Password will ask for the new password. This page is exclusivel y for Admin users.

Main Page – Students

When the user and password are verified without errors, the main screen or Student's Page will appear showing a table with all Students in the sytem. This page allows the user either **Add New/Prospective Student** or **Search** Students. The information table will be customized base on the Search Result. Table Results show minimal student's information, **Student ID, First Name, Last Name and Program**. The table sorts from the last inserted student into the sytem. Student Id Link will show more details about Student's information if clicked .
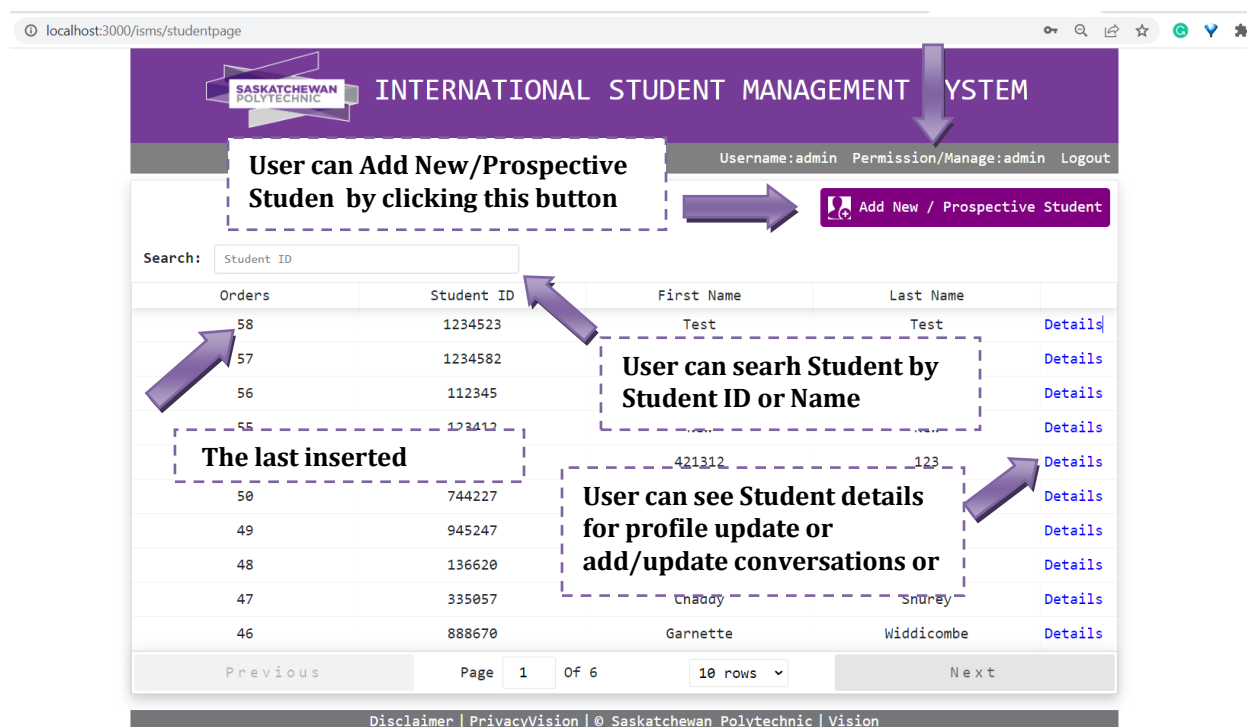
Fig 2 – Students Page

Add New/ Prospective Student

We can add a new or prospective student in the system. New Student is a enroll student and has an official Student ID. Prospective Student is a student who wants to apply to the Saskatchewan Polytechnic but does not have an official Student ID. If we click on the **Add New/Prospective Student** Link, it will navigate to the **Add New Student Page**.

Add New Student Page

Add New Student page will appear and shows a complete form to be filled. The form shows in text fields and combo boxes the required information from student. There are two buttons, Student and Save new student. When the Student button is clicked, it will send the user to the main page.

Text Field	Description
Prospective Student	When it's not a enroll Studen
Student ID	Student's ID, Prospective Student can have a temporary Student ID
First Name	Student's First Name
Middle Name	Student's Middle Name
Last Name	Student's Last Name
Date Of Birth	Student's Date of Birth
Gender	Student's Gender
Country	Student's Country
E-mail	Student's E-mail
Phone Number	Student's Phone Number
Campus	Campus where Student is taking a program
Academic Period	Academic Period – Spring/Summer/Fall/Winter year
Program	Student's Prgram
Year	Current Program Year
Degree	Program related Degree
Graduate Ind	Graduate Ind.
Enrolled	Officially Student Registered

Save New Student

This button will save the new student when the text fields and combo boxes are filled. Once is validated and inserted data, the system will show a message and will move to the main page. User can search the new student and verify if student was inserted into the System. Validation will be considered during the development.

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Search Student

We can search students by typing the Student ID or Student Name in the text field and enter. The table information will show that student you want to consult. The system can search a not full Studen ID or student's name, the search operation will give the possibles students ID that match with the typed Student ID.
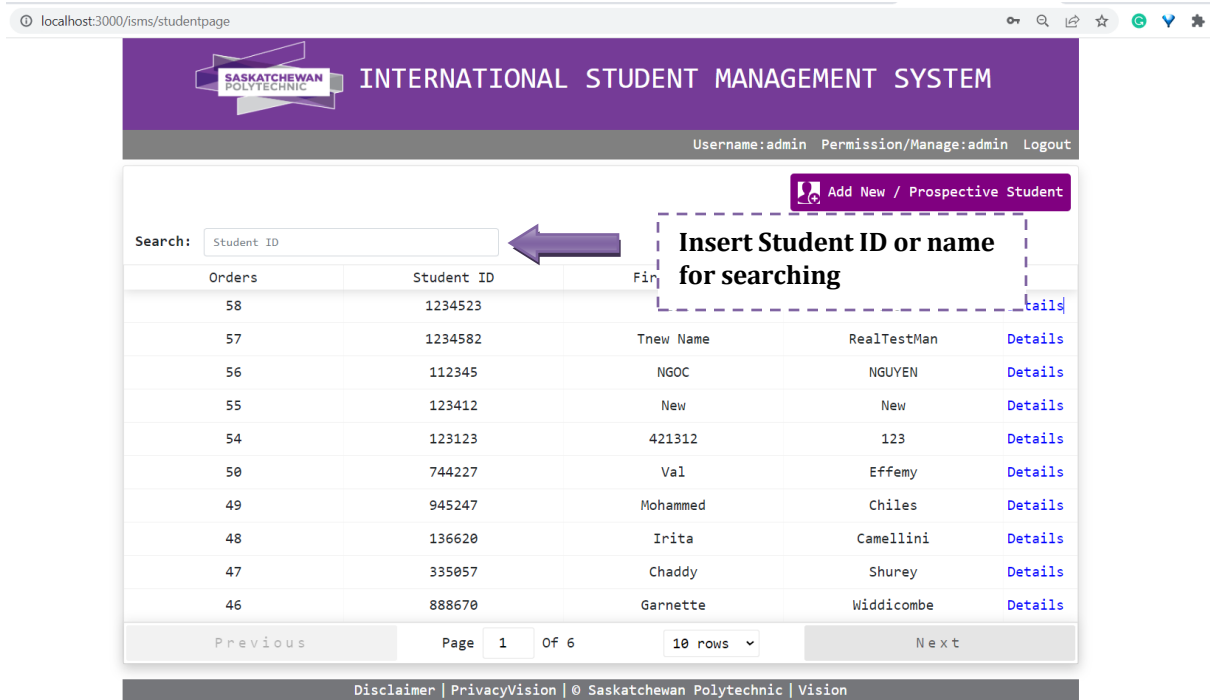
The following screen show the way to search a student by Student ID
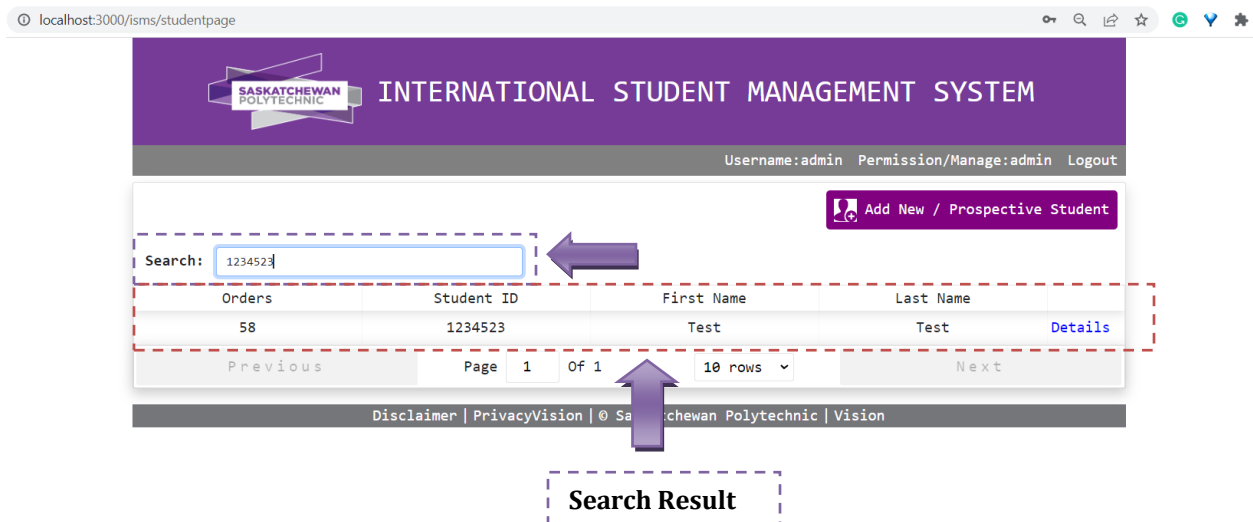
The following screen show the way to search a student by Student Name. This example shows a search with NGOC student's name, the result can be seen in the table.

Search Result

Click on Details for consulting student's information.

If the user want to see the details, click on the Details Link. Using the same search, the student's information from NGOC will appear in the form.

If the user wants to have another search, click on Student Button to return to the main page.

Upated Student Page

This page will update the student's information. To update a student, on Student's page o main page search a student. When the student's information appears in the table, click con Details.

Details link will send to Student Conversation Page. All information from student will be in the form. There are some updates from student's information like Student ID to assign a new ID, Year or Academic Period to update the student's current year at the school. Maybe the student moves their program to different city in the province. There many ways to change data from student.

Once the changes are done, the user can click on the Update Student Button.

Add New Conversation

User can add new Conversation, this option will manage the student's stuation. Conversation is an action to tract International Student' Situation.   When user adds a Conversation, that Conversation will added to the Conversation table. This table shows **Category, Subject, Date Created, Created By and Last Update**. Note Details takes into the Conversation details from the student the user want to update.

Add Note Page

User can add notes to students. Notes can give specific information to the students. Users can add conversations, files, links from Shared Folder. This way will make more easy to understand the student's situation and can give a proper advice according to notes history.

 The first information is from student. The user can only insert Subeject to title the conversation, Category to categorized the type of conversation and License Requirement to setup the user's availability. License Requiereement will let other users to read or write student's conversation. That's why Role in users are a main information that depends on the Licence.

Text field	Description
Student ID	StudentID assigned
Frist Name	Student's Name name
Last Name	Student's Last name
Email	Student's Email
Program	Current Student's Program
Category	Type of conversation, Study Permit / Work Permit / SIN Numer / Messages
License Requirement	Type of license of the user.
Subject	Brief description of the Note

The user insert all data to complete a new Conversation. The tex fields are clear to understand to add new Conversation. When user clicks on Cancel Button, it will cancel to add new Conversation . This button will take to the Brief Information from student.

Once the user creates a new conversation, a popup message will appear with a message that Conversation was added.

When the user added a new conversation, the added conversation will appear on the Conversation table.

Edit Conversations

User can update conversations. To update conversation, user has to search a student (check previous steps), get student's details and from conversation table, get details from a conversation. A new screen will show the details from a particular conversation. User can add notes, share links and upload files. When the user add any change to the conversation, the system will show a successful message.

More Actions to Conversation

Note
This tab corresponds to add conversation that the user/advisor and the student had from Emails.

Adding or updating notes has a security implementation that allows user read and write notes from students, depending on the user's certification. The input data or fields are not visible or available to users who do not have the role.

The following screen corresponds to a user who does not have permission to read or write notes. Some components are not allowed to be inserted or edited.

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Shared Link

Student's files can be store into a shared folder and user can add the exact location of that file. Click on Conversation details and click on the Shared Link. User only add the shared link and save it.

Upload File

User can upload files to the student's profiles. To upload file, user has to search a student (check previous steps), get student's details and from conversation table, get details from a conversation.

Tap on the Upload File. A subscreen will show with simple upload file form. User can upload any kind of files that corresponds to the student's situation. They can be a copy of the SIN number, Work/Study Permit, document's that are needed to be a enroll student.
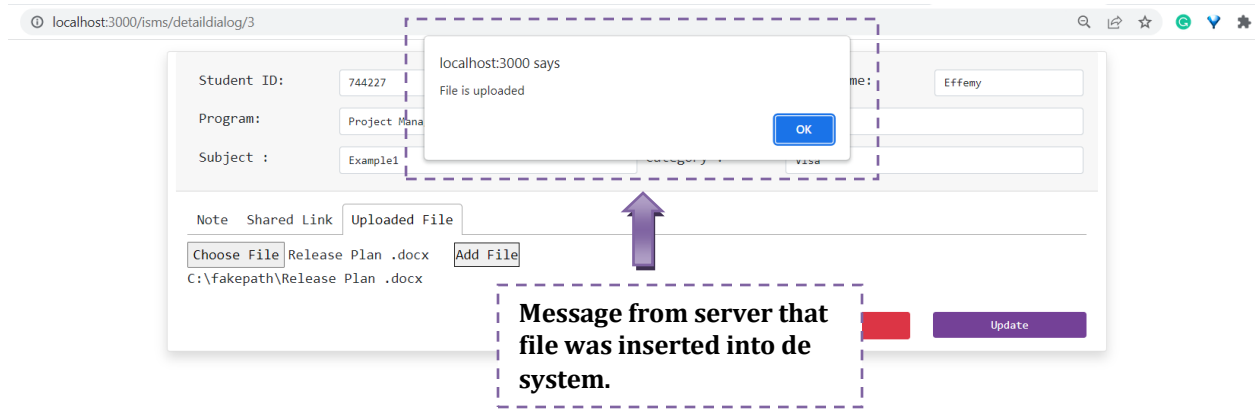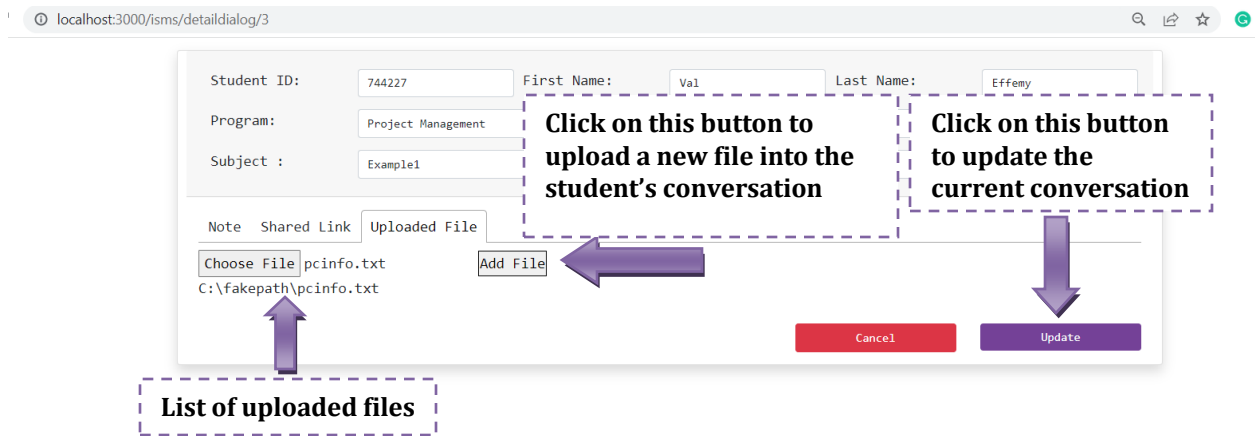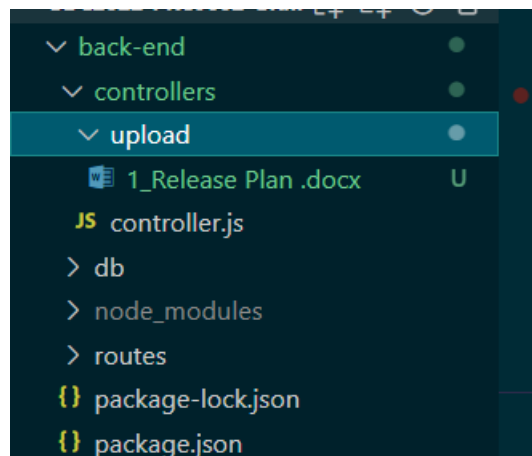
How do I know about my file was uploaded?

From server there is a folder called Upload where all files will be deposited.

Update Button

Once the text field are filled, user can update or add new note to the Student's profile.

Cancel

If user wants to return to the Student's profile, by clicking this button will send.

Manage User – User Page

This page will show all registered Users. The System admin can only add new Users. Following the security standars for this System, the Admin can only manage the system. The User Information Table shows the basic information from System Users. **User Name, Full Name, Role and Permissions** are the header's table information.

Register User Page

Admin can add new user and set up a use's profile. User fills out the new user information into the text fields. This includes user and password, we recommend to have a elaborated password for security reasons. Try to remember the password, if in somepoint user does not remember user and password, reset password or ask for help to admin.

Click on the Create button to save new user

Message from server that user is added
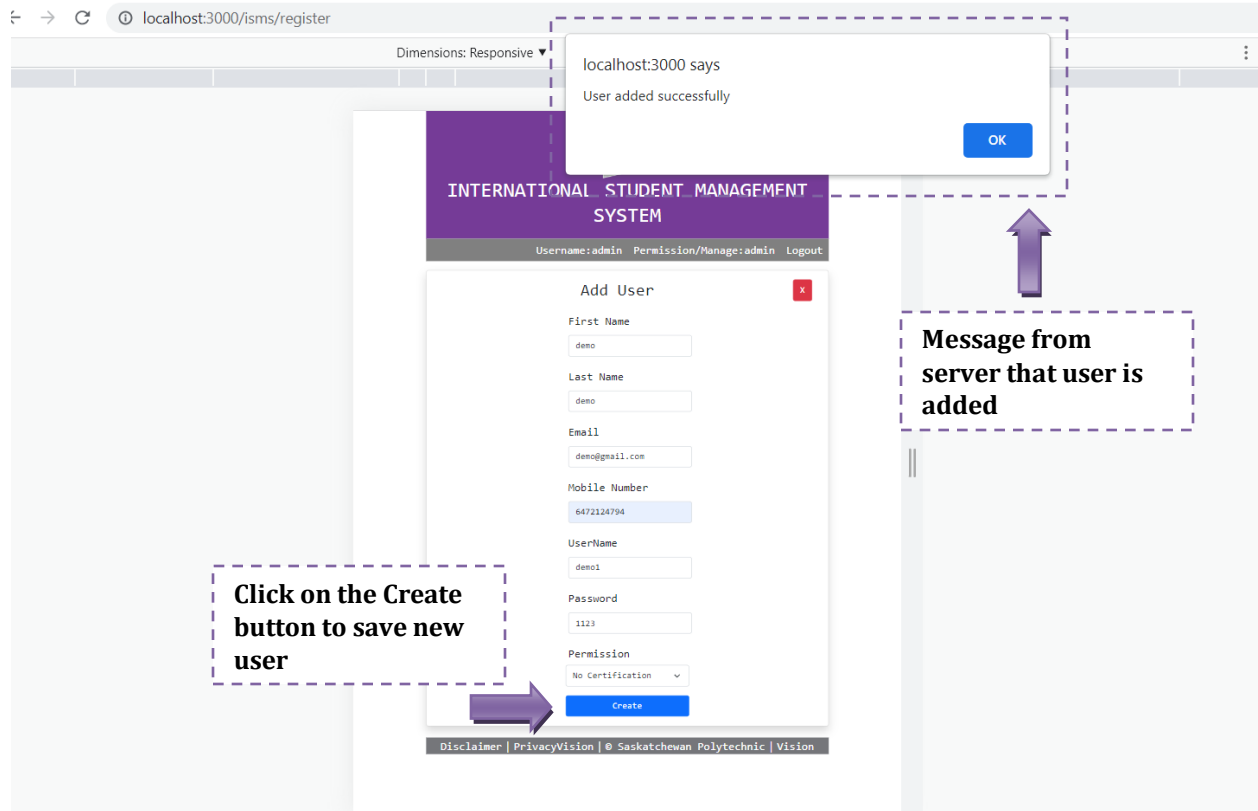
Text Field	Description
First Name	User's Name
Last Name	User's Last Name
E-mail	User's Email
Telephone Number	User's Telephone Number
User Name	User's user name
Password	User's Password
Rol	User's Rol

Editing User's Permissions

User's permissions can be edited by clicking a user'permisions located on the Permission column from User's table.

A message popup will appear showing the current user's permission .

When the permission was updated, a message from server will appear that permission is updated.

Additional Help

Further questions can be directed to School of Information and Communications support line:

Ron New
Program Head
Software Developer Certificate
School of Information and Communications Technology
Saskatchewan Polytechnic
Saskatoon - Kelsey Campus
ron.new@saskpolytech.ca
(306) 659-444

Instructions to access to the International Student Management System.

To enter to the International Student Management System, open a Internet Brower and type :

http://localhost:3000/isms/main

Loging page will show. User has to login to access .