

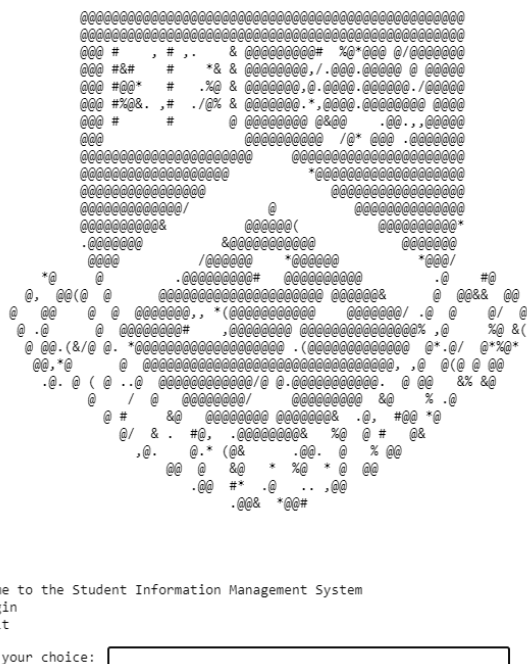
Dear User,

Welcome to the Student Information Management System (SIMS) User Manual.

We are delighted to introduce you to the Student Information Management System (SIMS), a user-friendly platform where you can manage academic activities inside Monash University Indonesia. This manual serves as your guide to navigating the features and functionalities of SIMS, ensuring you make the most of this powerful tool to enhance administrative efficiency and optimise academic processes. As SIMS user, you would be categorised as one of the three roles; Admin, Teacher, or Student. Each role would have different menus and tools in using SIMS platform, which will be explained in the following sections.

A. SIMS Welcome Page

When you visit SIMS platform, the first thing you see is welcome page like the picture below:



On this page, you have two options; 1. Login, and 2. Exit. Please note that you **must enter the number** that represents the choice. For instance, when you want to login you can type “1” in the enter box. Furthermore, choosing the login option will require you to enter your username and password.



On the other hand, if you pick the exit option, the “Exiting the system.” notification will pop up.

When you are trying to login, you should ensure that you type the right username and password. Because if not, the login attempts will be failed, and you are asked to enter your username and

password again. After you successfully login, the system will bring you to the menu that fits with your role.

B. Admin Menu

When you enter the SIMS platform as an admin, the following selections on the admin menu will appear on your screen. You should **type the number** which represents the selection.

```
Admin Menu:
1. Search user information
2. List all users information
3. List all units information
4. Enable/Disable user
5. Add user
6. Delete user
7. Log out
```

Enter your selection:

1. Search User Information

This option assists you to find the user information that you need. To utilize this feature, you can simply enter number **1** on the “Enter your selection” box. Then, type the username of the user that you want to get information from on the “Enter username to search” box.

Enter your selection: 1

Enter username to search:

The system will provide you the information about the user, including; user id, username, encrypted password, user role (AD for admin, TA for teacher, and ST for student), and user status (enabled or disabled). In addition, for teacher or student roles, the system allows you to list the units that have been taught or enrolled by the user. However, if you put a non-existent username, you will find the “User not found” notification.

```
Enter your selection: 1
Enter username to search: admin
User found: 94593, admin, ^^^Y!J#2$2%6&X(1)M*$$$ , AD, enabled
```

```
Enter your selection: 1
Enter username to search: teacher1
User found: 69276, teacher1, ^^^Y!J#2$2%6&X(1)M*$$$ , TA, disabled, ['ITI1210', 'ITI6789']
```

```
Enter your selection: 1
Enter username to search: student1
User found: 44225, student1, ^^^Y!J#2$2%6&X(1)M*$$$ , ST, enabled, [(('ITI1210', -1), ('ITI5682', 85), ('ITI6008', -1))]
```

2. List All Users Information

If you want to get information about all users that are stored in the system, you could use the “List all users information” feature by entering number **2** on the “Enter your selection” box. The information will appear in the same format as search user information, like the picture below.

```
Enter your selection: 2
List of all users:
76771, admin, ^^^Y!J#2$2%6&X(1)M*$$$ , AD, enabled
69276, teacher1, ^^^Y!J#2$2%6&X(1)M*$$$ , TA, disabled, ['ITI1210', 'ITI6789']
69247, teacher2, ^^^Y!J#2$2%6&X(1)M*$$$ , TA, enabled, ['ITI5682']
59610, teacher3, ^^^Y!J#2$2%6&X(1)M*$$$ , TA, enabled, ['ITI6008']
44225, student1, ^^^Y!J#2$2%6&X(1)M*$$$ , ST, enabled, [(('ITI1210', -1), ('ITI5682', 85), ('ITI6008', -1))]
70716, student2, ^^^Y!J#2$2%6&X(1)M*$$$ , ST, enabled, [(('ITI1210', -1), ('ITI5682', 81), ('ITI6008', -1))]
30331, student3, ^^^Y!J#2$2%6&X(1)M*$$$ , ST, disabled, [(('ITI1210', -1), ('ITI5682', -1), ('ITI6008', -1))]
```

3. List All Units Information

You can enter number **3** (“List all units information” features) on the “Enter your selection” box if you want to get information about all units that are stored in the system. The information

provides the unit id, unit code, unit name, and the unit capacity that could be taken by the students.

```
Enter your selection: 3
List of all units:
2500313,ITI3044,Unit 1,30
7016937,ITI8910,Unit 2,30
1225272,ITI2632,Unit 3,30
```

4. Enable/Disable User

In the “Enable/Disable user” feature, you –as admin– could change the status of other users from enabled to disabled and vice versa. To use this feature you can type number **4** inside the “Enter your selection” box, and enter the username that you want to change the status in the “Enter username to enable/disable” box like the picture below:

```
Enter your selection: 4
Enter username to enable/disable: 
```

5. Add User

Entering number **5** on the “Enter your selection” box refers to the feature that allows you to add another user account as a teacher or student by entering the new username in the provided box, followed by the new user details (password, role, and status).

```
Enter your selection: 5
Username:  Password: 
Enter details for new user:
Enter your selection: 5
Username: new user
Enter details for new user:
Password: password
Role (TA/ST):  Status (enabled/disabled): 
```

6. Delete User

If you want to delete or remove the user, you can use this feature by type number **6** on the “Enter your selection” box. After that, you will be asked to enter the username that you want to delete.

```
Enter your selection: 6
Enter username to delete: 
```

7. Log Out

Finally, when you want to log out, just kindly type number **7** on the “Enter your selection” box. You will automatically exit the menu and go back to the welcome page. At this point, you could enter 2 for exiting the system.

Please note, after you choose the options you would face the admin menu again (except log out option), and you are required to enter the next option.

C. Teacher Menu

If you enter the SIMS platform as a teacher, the following selections on the teacher menu will appear on your screen. Remember, you should **type the number** which represents the selection.

Teacher Menu:
1. List teaching units
2. Add a teaching unit
3. Delete a teaching unit
4. List enrolled students in a unit
5. Show unit's average, maximum, and minimum score
6. Plot student scores for a unit
7. Log out

Enter your choice:

1. List Teaching Units

With this feature, you can list all the units you teach by entering number 1 "Enter your choice" box. The system will provide you the information of unit id, unit code, unit name, and the unit capacity that could be taken by the students.

```
Enter your choice: 1
Units taught by the teacher:
ITII210,Unit 1,30
ITII6789,Intro to Jangarhead,40
```

2. Add a Teaching Unit

After entering the number 2 "Enter your choice" box, you could add the unit that you teach by typing the unit code to the provided box. The unit code should start with "ITI" and be followed by 4 digit numbers.

```
Enter your choice: 2
Enter the details for the new unit:
```

Unit Code (Please start the unit code with 'ITI' followed by 4 digits) :

If the unit has never been stored in a data system, then you would be asked to enter the unit name and unit capacity (unit capacity must be a number). Moreover, if you enter the wrong input, such as different unit code format or unit capacity is not numeric, then adding a teaching unit will fail and you should re-input the teaching unit addition.

3. Delete a Teaching Unit

This feature allows you to delete or remove units from your teaching list and students' enrolment by entering number 3 "Enter your choice" box and type the unit code in the provided box.

```
Enter your choice: 3
```

Enter the unit code to delete:

4. List Enrolled Students in a Unit

If you want to know the students who enrol the unit, you can use this feature by entering number 4 "Enter your choice" and typing the unit code in the provided box.

```
Enter your choice: 4
```

Enter the unit code to list students:

The output will be displayed as a list of student usernames.

```
Enter your choice: 4
Enter the unit code to list students: ITII5682
Students enrolled in ITII5682:
student1
student2
student3
student4
student5
student6
student8
student9
student10
```

5. *Show Unit's Average, Maximum, and Minimum Score*

This number **5** option will show you the average, maximum, and minimum score that students got in a unit. You can simply type the unit code in the provided box, then the system will display the output as the picture below.

Enter your choice: 5

Enter the unit code for score details:

Enter your choice: 5

Enter the unit code for score details: ITI5682

Unit ITI5682 - Average: 83.66666666666667, Max: 85, Min: 81

6. *Plot Student Scores for a Unit*

With this feature, you can see the score distribution for a unit among the students which can be displayed using a bar chart. To utilize this feature, you can simply enter number **6** on the "Enter your choice" box. Then, type the unit code on the "Enter the unit code to plot scores" box. You can also find the chart saved on the folder "scores_chart" with the title of the unit that you previously plotted.

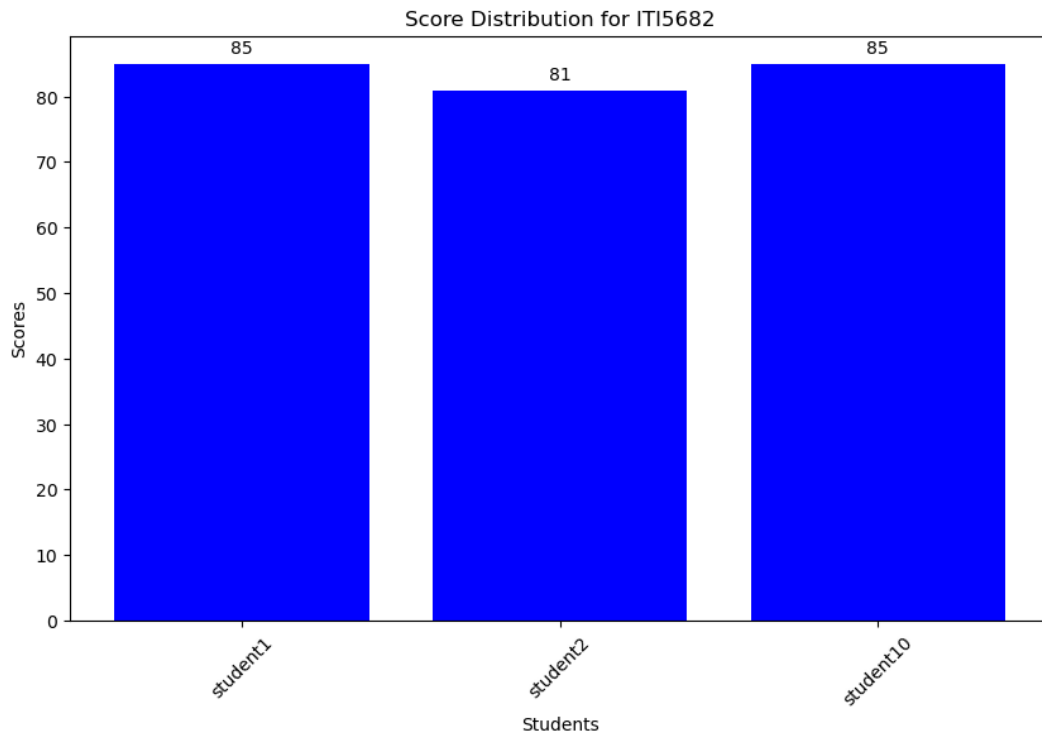
Enter your choice: 6

Enter the unit code to plot scores:

Enter your choice: 6

Enter the unit code to plot scores: ITI5682

Bar chart for unit ITI5682 saved as 'ITI5682_scores.png' in 'score_charts' folder.



7. *Log Out*

Finally, when you want to log out, just kindly type number **7** on the "Enter your choice" box. You will automatically exit the menu and go back to the welcome page. At this point, you could enter 2 for exiting the system.

Please note, after you choose the options you would face the teacher menu again (except log out option), and you are required to enter the next option.

D. Student Menu

Meanwhile, if you enter the SIMS platform as a student, the following selections on the student menu will appear on your screen. Again, you should **type the number** which represents the selection.

```
Student Menu:
1. List available units
2. List enrolled units
3. Enroll in a unit
4. Drop a unit
5. Check scores
6. Generate score for a unit
7. Log out
```

Enter your choice:

1. List Available Units

If you want to know the list of available units to enrol as a student, you can use this feature by entering number **1** in “Enter your choice” and the system will display you the unit capacities, the total of students that have already enrolled the units, and the list unit available information.

```
Enter your choice: 1
unit capacities: {'ITI5682': 30, 'ITI6008': 30, 'ITI6789': 40, 'ITI1234': 7}
current enrollments: {'ITI5682': 9, 'ITI6008': 9, 'ITI6789': 0, 'ITI1234': 0}
Available units:
unit_code, unit_name, student capacity left
['ITI6789', 'Intro to Jangarhead', 40]
['ITI1234', '6', 7]
```

2. List Enrolled Units

When you want to know all units that you enrolled, you can see them in the “List enrolled units” feature by typing number **2** in the “Enter your choice” box.

```
Enter your choice: 2
Enrolled units:
Unit Code: ITI5682, Unit Name: 7, Score: 85
Unit Code: ITI6008, Unit Name: 3, Score: -1
```

3. Enroll in a Unit

This feature is very important, since you should enrol in a new unit every semester. You can go to the SIMS platform and login as a student, then type number **3** at the “Enter your choice” box. After that, you will be asked to enter the unit code that you want to enrol. Make sure you input the right unit code by checking the handbook on the Monash website.

Enter your choice: 3

Enter unit code to enroll:

4. Drop a Unit

If you want to drop the unit that you already have before, you can pick this option in number **4**, then you can type the unit code in the provided box.

Enter your choice: 4

Enter unit code to drop:

5. Check Scores

At the end of term or semester, you can check your score for units you enrolled by entering number **5** at “Enter your choice”. The system will ask you to type the unit code, if you want to know the score of all the units, you can leave the box provided empty.

Enter your choice: 5

Enter unit code to check score (leave empty for all units):

```
Enter unit code to check score (leave empty for all units):  
Scores for all enrolled units:  
Unit ITI5682: Score 85  
Unit ITI6008: Score -1
```

If you fill the box with the unit code, the feature will appear like this.

```
Enter your choice: 5  
Enter unit code to check score (leave empty for all units): ITI5682  
Score for unit ITI5682: 85
```

6. *Generate Score for a Unit*

This feature allows you to get the score for the unit you enrol. You have to enter number **6** at the “Enter your choice” box, and type the unit code.

```
Enter your choice: 6  
Enter unit code to generate score:   
Enter your choice: 6  
Enter unit code to generate score: ITI6008  
Generated score 5 for unit ITI6008.
```

7. *Log Out*

Finally, when you want to log out, just kindly type number **7** on the “Enter your choice” box. You will automatically exit the menu and go back to the welcome page. At this point, you could enter 2 for exiting the system.

Please note, after you choose the options you would face the student menu again (except log out option), and you are required to enter the next option.

If you have any questions or require further assistance, please refer to the relevant sections of this manual or contact our dedicated support team.

Here's to a seamless and efficient academic journey with SIMS!

Sincerely,

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