

COLLEGE OF BUSINESS EDUCATION



FYPMS STUDENT MODULE USER MANUAL

2023

Contents

1. INTRODUCTION.....	4
2. PURPOSE.....	4
3. PREREQUISITE	4
4. NEW FYPMS USERS	4
5. LOGIN TO FYPMS.....	4
6. USING STUDENT MODULE	5
6.1 Project Feature.....	6
7. Announcement.....	6
8. Project Titles.....	7
9. Log Out	8

LIST OF FIGURES

Figure 1 FYPMS Login Page.....	5
Figure 2 Student Features.....	5
Figure 3 Project features.....	6
Figure 4 Announcement feature.....	7
Figure 5 Project Title Features.....	7

1. INTRODUCTION

The initiative aims at creating a platform on which students can, for example Create Group by either creating a new group, then wait for other students to join the group or a student can request to join to an existing project group. Also, student can post their project title, then have ability to see status of project title if accepted if not they are able to re-post their title again. Student can also upload their project proposal document to the system in format of word document only (docx).

The Final Year Project Management System (FYPMS) is a web-based application developed for management of students' academic in case of their final year project under department of ICT at CBE (Dar Es Salaam Campus). FYPMS provides all necessary functionalities for tracking and managing both Student and Supervisor at once and all their management activities. It is a one stop centre for students to perform their Final Year Project Related activities and retrieve data related to their activities.

2. PURPOSE

The purpose of this user manual is to provide detailed instructions and procedures for students to navigate and understand how the student module works based on predefined student roles in FYPMS. This will improve help them to use the system efficiently.

3. PREREQUISITE

For a student to be able to use the student module in FYPMS, the following requirements must be fulfilled:

- 3.1. Must be a registered student
- 3.2. Must have valid username and password
- 3.3. Must be connected to the internet

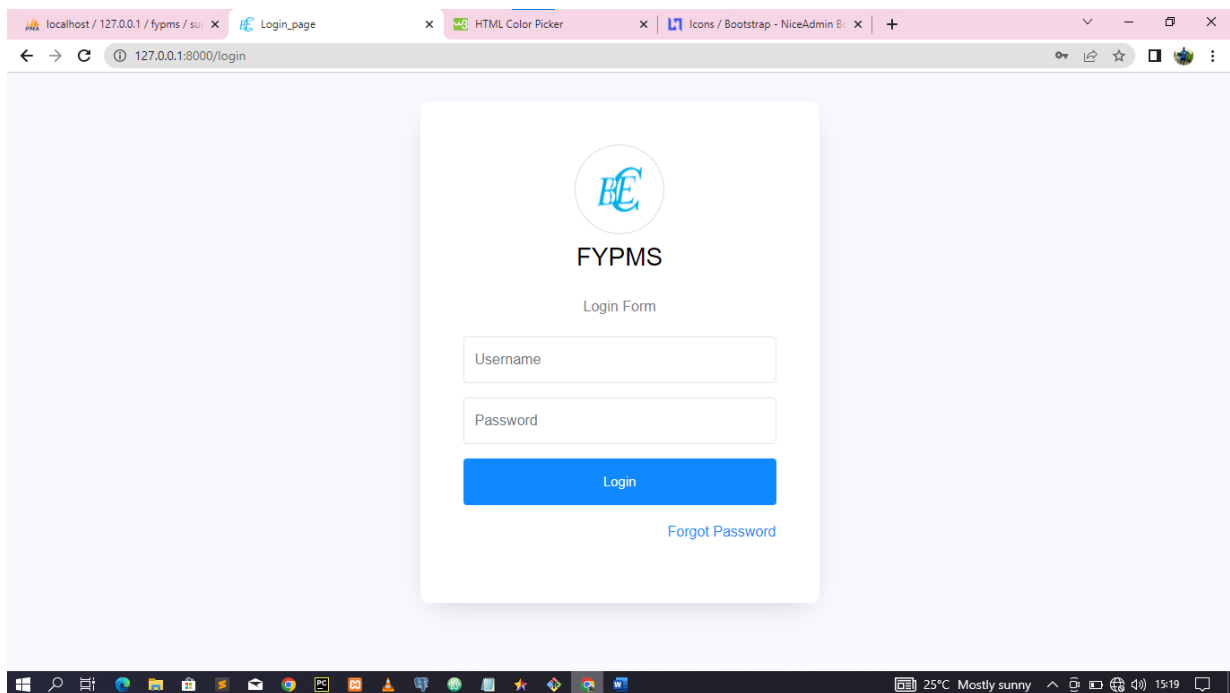
4. NEW FYPMS USERS

New students should use their registration numbers as "Username." And Default password will be sent to their email After being registered at the coordinator's office, a student will be able to use the emailed password. He/she will use the registration number as his/her username and password to login to the system. After a success login a system will prompt you to change your password. The new password must contain not less than eight (8) characters in which capital letters, small letters, special symbol and numbers must be used. 5.

5. LOGIN TO FYPMS

To access and login to FYPMS, visit CBE website (<http://domain.example/login>) and click FYPMS link which will take you to the FYPMS login page. Enter correct and valid username and password to use the FYPMS. You can also access FYPMS by directly typing the FYPMS <http://domain.example/login> as shown in Figure 1. Provided that your device is connected to the internet, the browser will direct you to the FYPMS login page

Figure 1 FYPMS Login Page



6. USING STUDENT MODULE

This is a module for students in which all FYPMS features related to students' operations can be accessed. These include Group Creation, Request to join to a group, views group information, view request status of posted title, group request and proposals, view Assigned Group Supervisor, View Announcements, view previous academic years done project titles, edit Profile and change password. Features in this module are user friendly and easy to understand when used along with this manual. Figure 2 shows all features for students' FYPMS operations

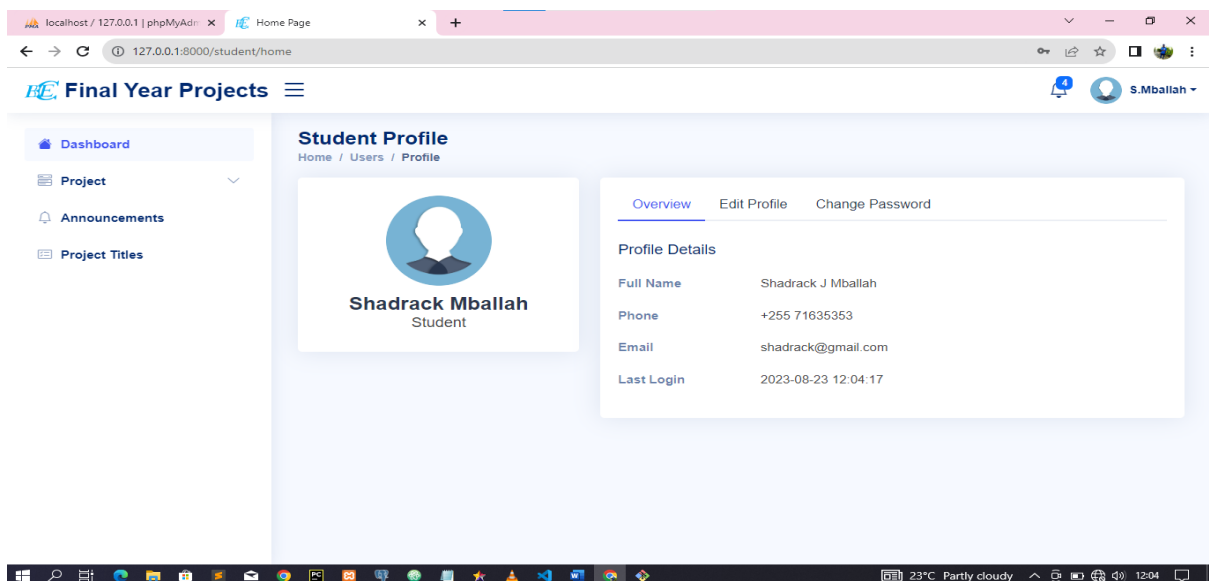


Figure 2 Student Features

6.1 Project Feature

This feature comprises of “Create Group”, “My Group” and “Project Title”, “Project Proposals”, “Supervisors”. Through this feature you can access your profile to view your details and status. If you wish to update your details such as profile picture or password, you can do it in your right-hand tabs by selecting the desired tab. If you update any information in your system, remember to save changes. Figure 3 shows features comprised in the Project Feature.

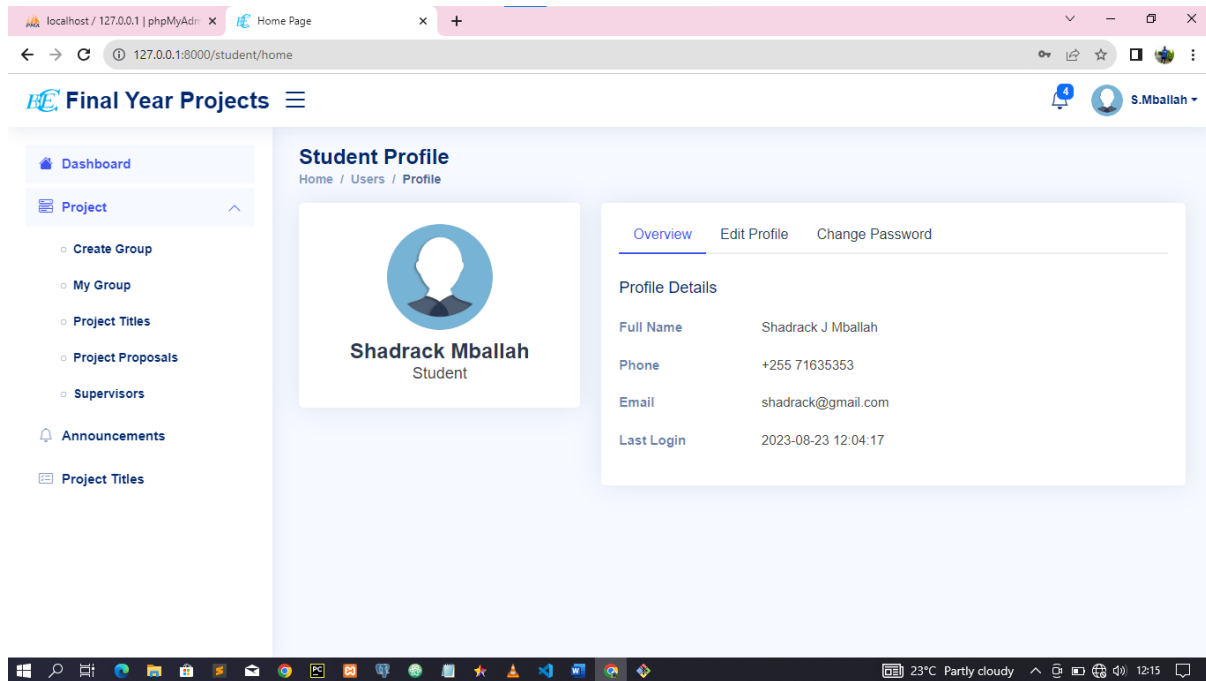


Figure 3 Project features

7. Announcement

This feature allows you to view Announcement published to the system by project coordinator it shows the announcement with the time announcement was published.

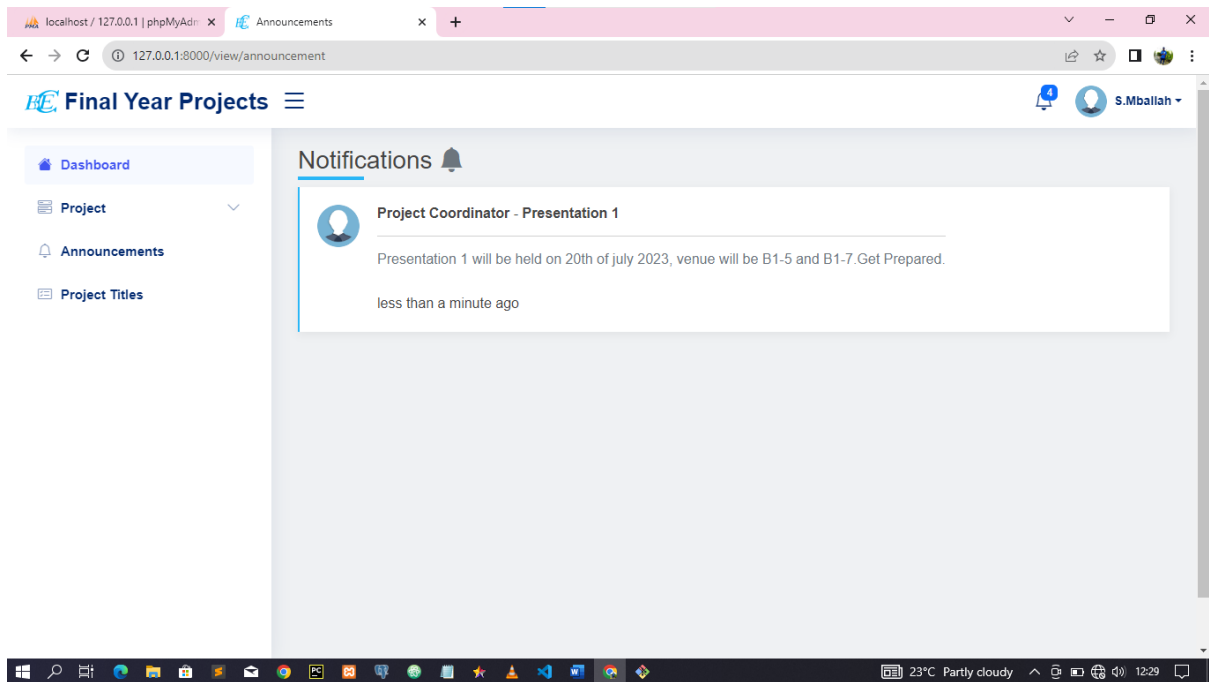


Figure 4 Announcement feature

8. Project Titles

This feature allows you to view published titles that were accepted and done in previous Academic Years including the current year accepted Project Titles.

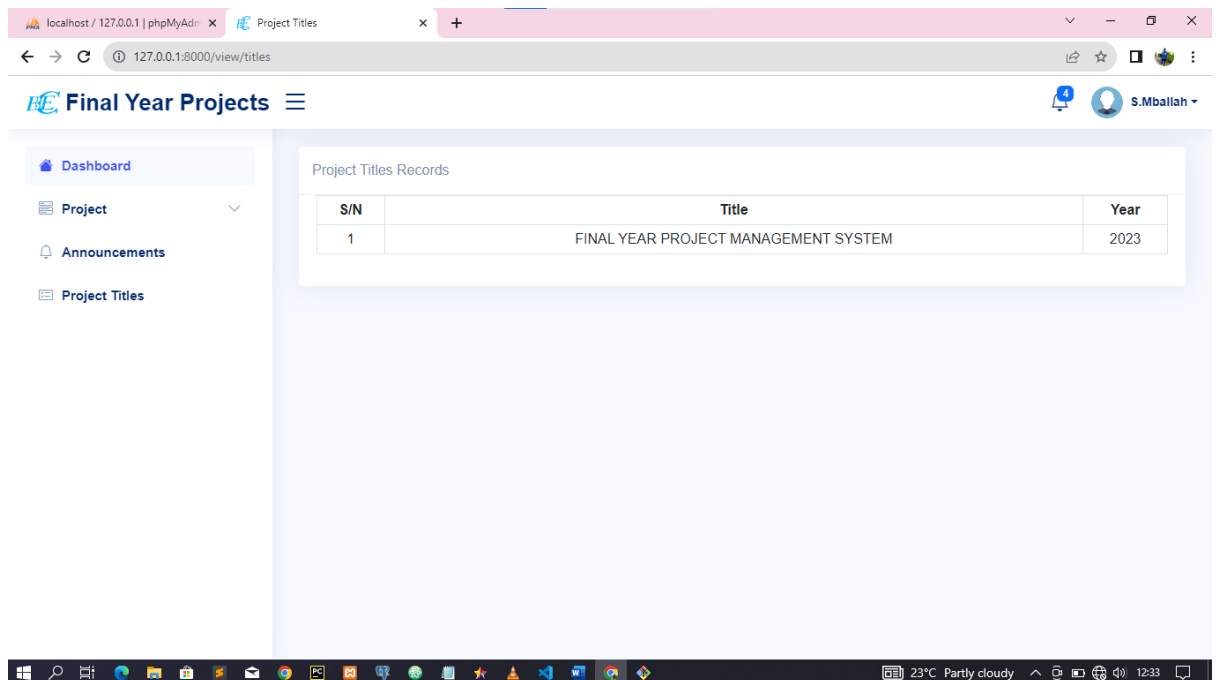


Figure 5 Project Title Features

9. Log Out

The last feature on the student module panel is log-out. Once you have finished working in FYPMS, you will use the “Log Out” feature to sign out from the system. This will end your current FYPMS session, and you will be required to start all over again in section 5, if you wish to continue using the FYPMS.