|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Issue** |  | **Possible Cause** |  |  |  |  |  |  | **Solution** | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Cannot log in |  | Wrong password |  |  |  |  |  |  | Use the "Forgot Password" option in the login or profile section. | | Cannot access system |  | Local server not running |  |  |  |  |  |  | Start your XAMPP or LAMP server and visit http://localhost/CMS/. | | Registration not proceeding |  | Required fields not filled in |  |  |  |  |  |  | Make sure all fields in both registration steps are filled out before submitting. | | Email not receiving password reset |  | Incorrect or unregistered email address |  |  |  |  |  |  | Verify that the correct registered email is entered. | | Cannot upload syllabus |  | File not supported or upload error |  |  |  |  |  |  | Ensure file meets system format/size requirements and retry. | | Changes to profile not saved |  | Didn't click "Submit" after editing |  |  |  |  |  |  | Make sure to click “Submit” after making profile updates. | |

**FAQs**

**•Q: How do I register an account?**

**A:** Login page → Click "Register here" → Complete all the fields → Submit.

**•Q: How do I reset my password?**

**A:** Click "Forgot Password" in the profile section → Enter your email address → Follow instructions received in your email.

**•Q: Can I use COURSEDOCK on mobile?**

**A:** Though it may be viewable on the mobile, it is designed for viewing on desktop through Chrome or Firefox.

**•Q: How do I access which browser to use?**

**A:** Google Chrome or Mozilla Firefox (newest versions preferable).

**•Q: How do I find the system URL?**

**A:** http://localhost/CMS/ — make sure you have your local server (e.g., XAMPP) running.

**•Q: What roles does the system support?**

**A:** Deans, Program Heads, Faculty Members, and Courseware Coordinators.

 How to Create and Manage Programs

* Create a new program
* Add curriculum versions
* Delete programs and curricula

• How to Manage Courses

* Add courses to a curriculum
* Assign faculty members to courses
* View course details and files

• How to Upload Documents

* Upload course materials
* Submit assignments
* View and download files

• How to Generate Reports

* View program statistics
* Track curriculum changes
* Monitor course assignments

• How to Manage Faculty

* Assign personnel to courses
* View faculty responsibilities
* Track faculty workload

• How to Navigate the Dashboard

* Access different sections
* View notifications
* Check system status

• How to Handle Submissions

* Submit course materials
* Review submissions
* Track approval status

• How to Use the Repository

* Access course materials
* Search for documents
* Download resources