

USER MANUAL

STUDENT PORTAL

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1.0 Student Portal Overview

1.1 Objectives

The Creatrix Campus Student Portal is a comprehensive platform that aims to enhance the educational experience for students. Students may instantly access important academic information, such as timetables, grades, and announcements, using the individualized dashboard it offers.

Proactive involvement is encouraged by this digital hub, which guarantees real-time notifications on assignment deadlines and class modifications. In addition to its administrative purposes, the portal fosters collaborative contact between peers, teachers, and students by providing discussion boards and messaging services.

The portal, which is available at any time and from any location, gives students the freedom to customize their academic experience to suit their own requirements. All things considered, the Student Portal redefines the contemporary educational environment at Creatrix Campus by embodying accessibility, openness, and cooperation.

1.2 Audience

This user manual is intended for users who are responsible for managing Student Portal within Higher Education Institutions. It is designed to provide step-by-step instructions and best practices for utilizing the Creatrix Campus Student Portal.

In IUKL's context, the following users are able to utilize this user guide to manage and utilize Student Portal operations and features:

1. Students

1.3 Pre-Requisite

To be able to fully utilize the Student Portal feature, users must complete the [Platform Configuration](#) and the following modules need to be configured.

- [Self Course Registration Configurations](#)
- [Attendance-Taking](#)
- [Academics Configuration](#)
- Class Timetabling
- [Meeting Management](#)
- [Assessment Management](#)
- [Curriculum Planner](#)
- [Examination Management & Transcript](#)
- [Fees Module](#)
- [Survey](#)
- [Course Evaluation](#)

2. Student Portal

The Student Portal is a digital hub for students, providing easy access to schedules, grades, and announcements. It encourages proactive engagement and collaboration among students, lecturers, and peers, with features for personalizing the educational experience. This section comprises of the following:

1. Student Portal Settings
2. Student Portal Features

2.1 Student Portal Settings

Step 1: User must first log in to the Creatrix Platform using the link: <https://iukl.creatrixcampus.com/auth/login>



Welcome

 Log in with Microsoft

or

Username: admin

Password:

LOGIN

[Forgot Password?](#)

[Choose Language](#) English ▾

[Company Registration](#) | [Job Registration](#)

Upon logging into the Student Portal, users are able to view the Student Profile by default.

Student | Profile

Test Student INTL.
Active
Semester TEST-SEMESTER-1

Profile

Courses

Assessments

Calendar

Degree Plan

Course catalog

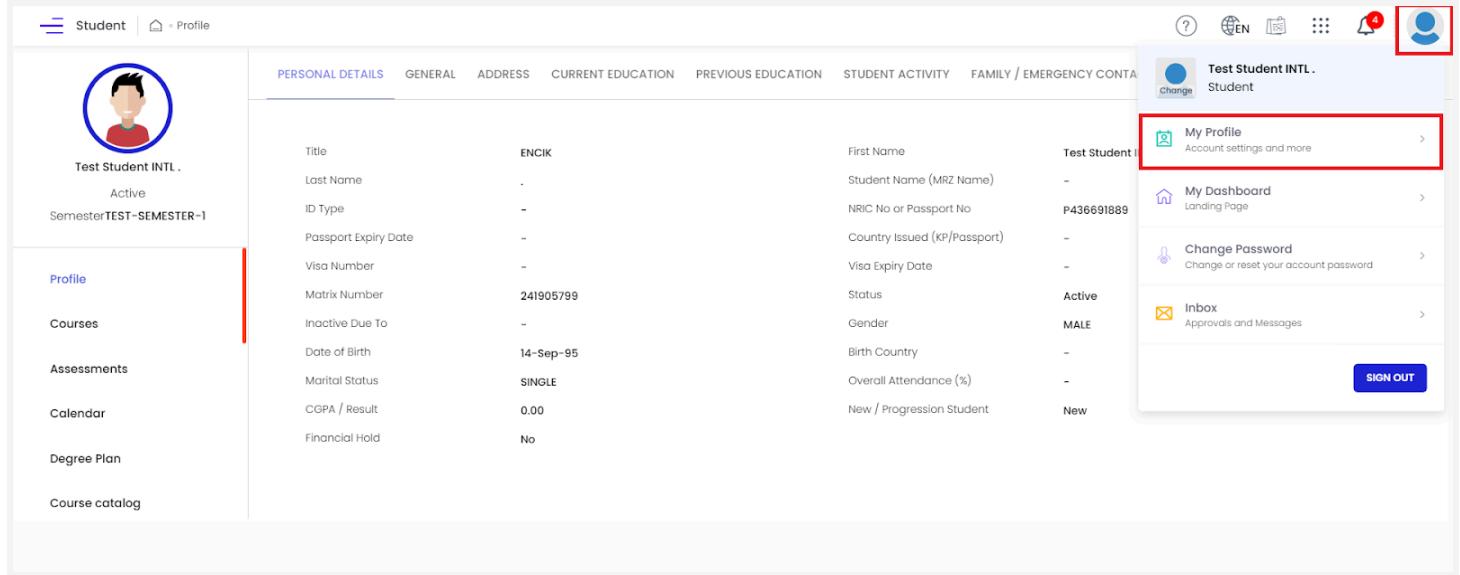
PERSONAL DETAILS GENERAL ADDRESS CURRENT EDUCATION PREVIOUS EDUCATION STUDENT ACTIVITY FAMILY / EMERGENCY CONTACTS

[Edit](#)

Title	ENCIK	First Name	Test Student INTL
Last Name	-	Student Name (MRZ Name)	-
ID Type	-	NRIC No or Passport No	P436691889
Passport Expiry Date	-	Country Issued (XP/Passport)	-
Visa Number	-	Visa Expiry Date	-
Matrix Number	241905799	Status	Active
Inactive Due To	-	Gender	MALE
Date of Birth	14-Sep-95	Birth Country	-
Marital Status	SINGLE	Overall Attendance (%)	-
CGPA / Result	0.00	New / Progression Student	New
Financial Hold	No		

2.1.1 Student Profile

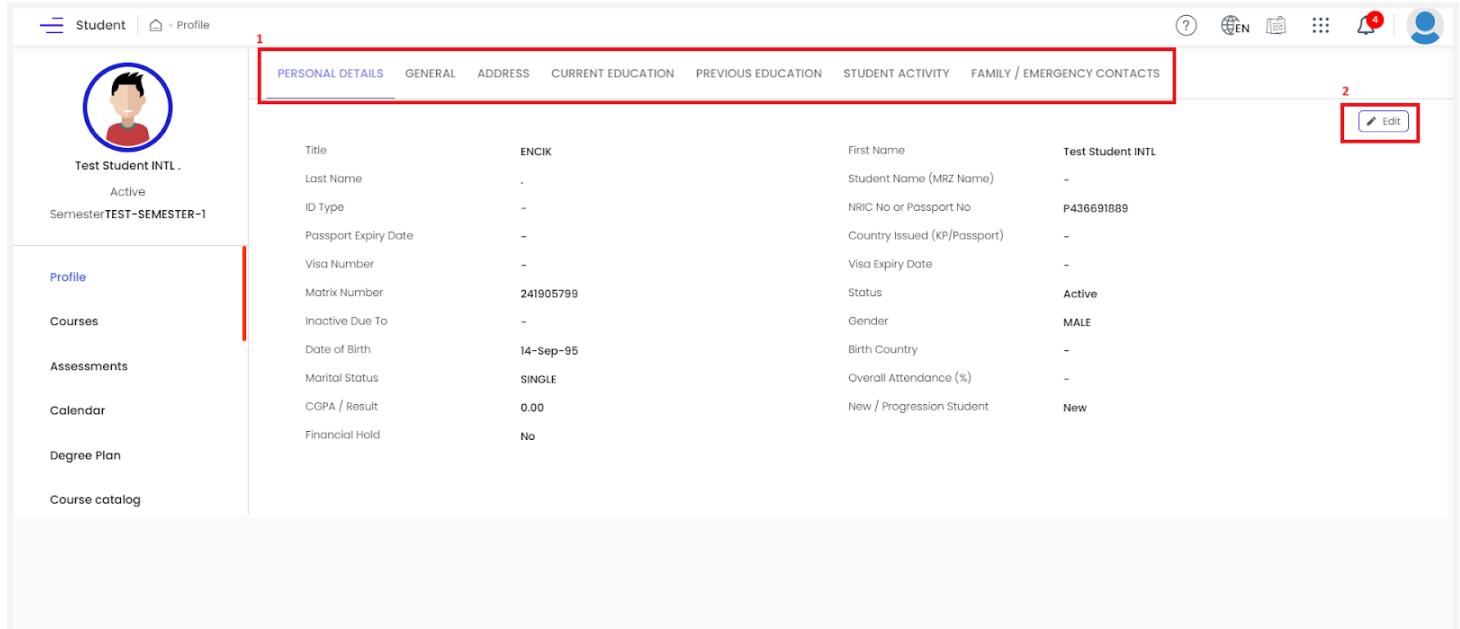
Step 1: Click Profile menu >> My Profile



The screenshot shows the 'My Profile' link in the sidebar menu highlighted with a red box. The menu also includes links for 'My Dashboard', 'Change Password', and 'Inbox'.

Note: Only perform Step 1 if the user is accessing Student Profile from other modules.

Step 2: In the Student Profile, select a tab to update and click the 'Edit' button to update student information.



The screenshot shows the 'Edit' button in the top right corner of the profile card highlighted with a red box. The card also displays the student's name, status, and semester information.

Step 2: Update the student information and click the 'Submit' button.

Student
Profile

Test Student INTL .

Active

Semester TEST-SEMESTER-I

PERSONAL DETAILS

Title	ENCIK	First Name
Last Name	-	Student Name (MRZ Name)
ID Type	-	NRIC No or Passport No
Passport Expiry Date	-	Country Issued (KP/Passport)
Visa Number	-	Visa Expiry Date
Matrix Number	241905799	Status
Inactive Due To	-	Gender
Date of Birth	14-Sep-95	Birth Country
Marital Status	SINGLE	Overall Attendance (%)
CGPA / Result	0.00	New / Progression Student
Financial Hold	No	

Profile
Courses
Assessments
Calendar
Degree Plan
Course catalog

Edit Test Student INTL .

Title
First Name

ENCIK
Test Student INTL

Last Name

Student Name (MRZ Name)

For International Student Only

ID Type

NRIC No or Passport No
P436691889

Passport Expiry Date

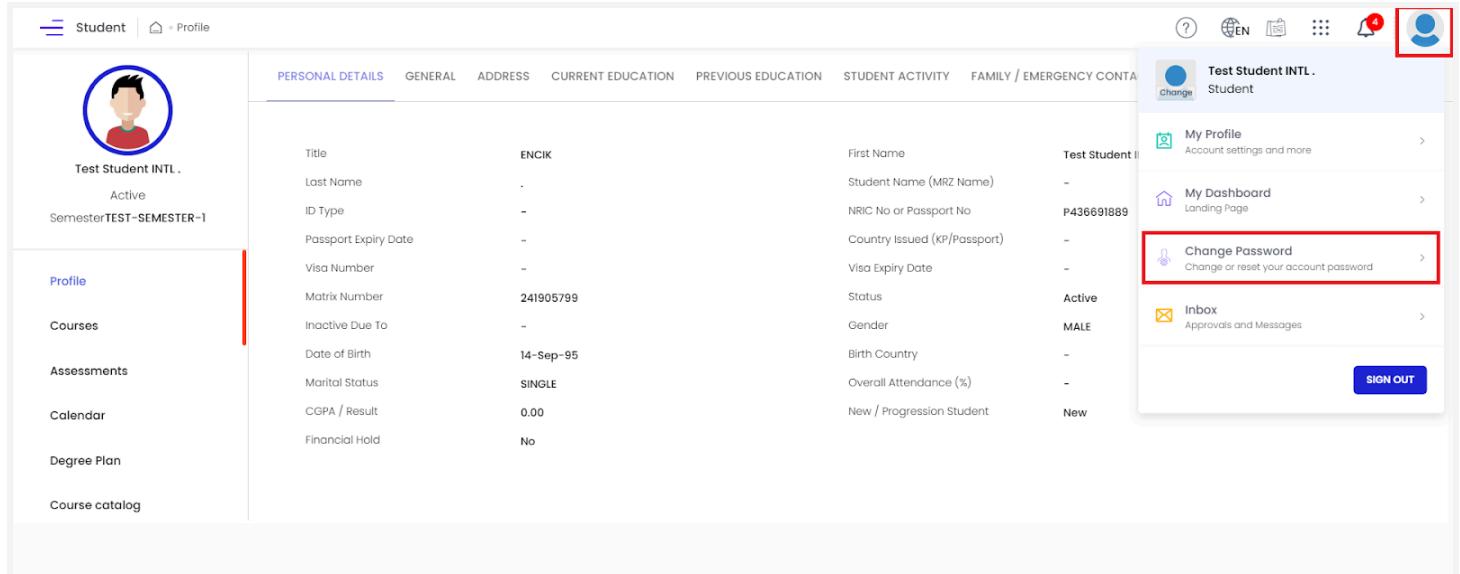
Country Issued (KP/Passport)

Visa Number

Submit

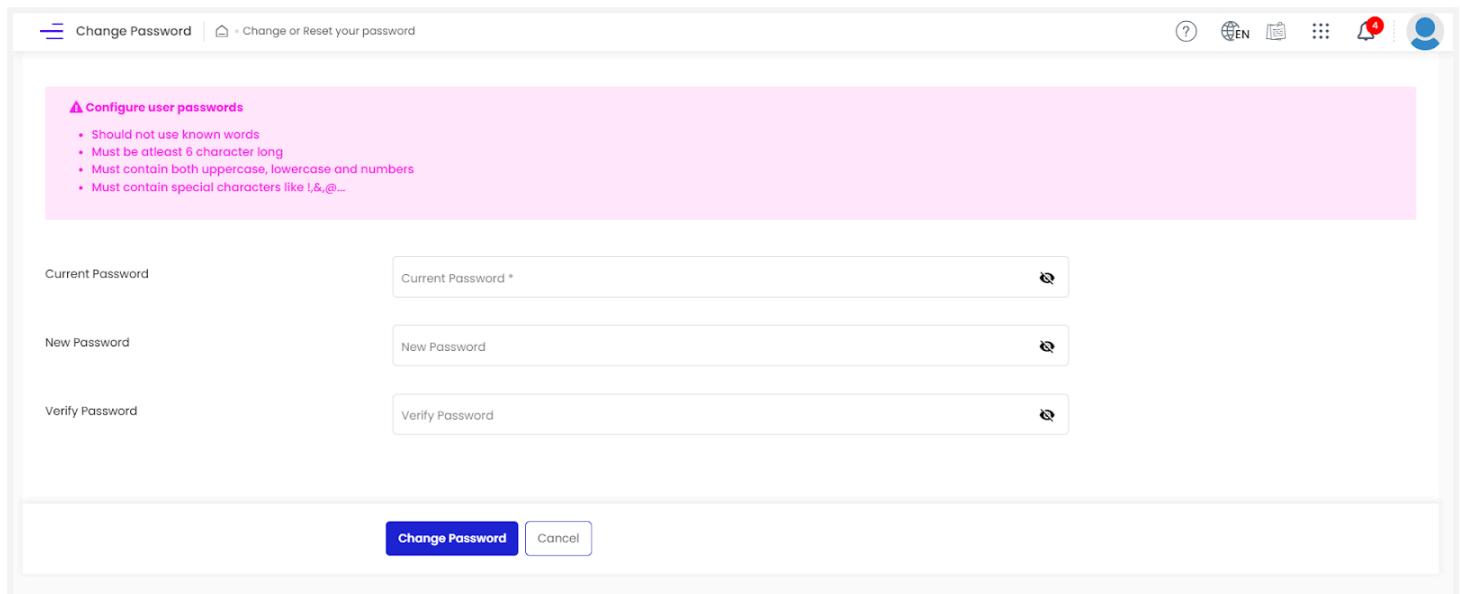
2.1.2 Change Password

Step 1: Click Profile menu >> Change Password



The screenshot shows the 'Student' profile page. On the left, there is a sidebar with links: Profile, Courses, Assessments, Calendar, and Degree Plan. The 'Profile' link is highlighted with a red box. On the right, there is a table with personal details. At the top right of the page, there is a sidebar with links: My Profile, My Dashboard, Change Password (which is highlighted with a red box), and Inbox. The 'Change Password' link is described as 'Change or reset your account password'.

Step 2: Key in 'Current Password', 'New Password' and 'Verify Password', and click the 'Change Password' button.

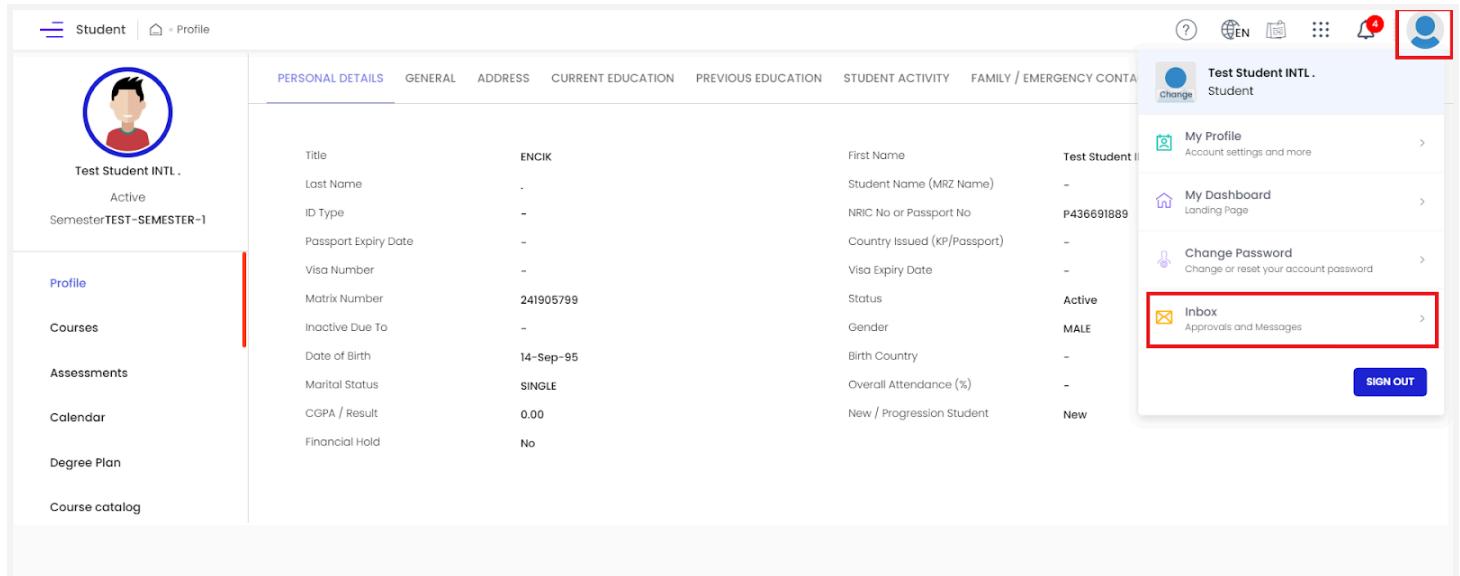


The screenshot shows the 'Change Password' form. At the top, there is a note: '⚠ Configure user passwords' with the following instructions: 'Should not use known words', 'Must be atleast 6 character long', 'Must contain both uppercase, lowercase and numbers', and 'Must contain special characters like !,@,...'. Below this, there are three input fields: 'Current Password', 'New Password', and 'Verify Password', each with a clear icon. At the bottom, there are two buttons: 'Change Password' (highlighted with a red box) and 'Cancel'.

Note: Please follow the instructions provided in the Change Password screen.

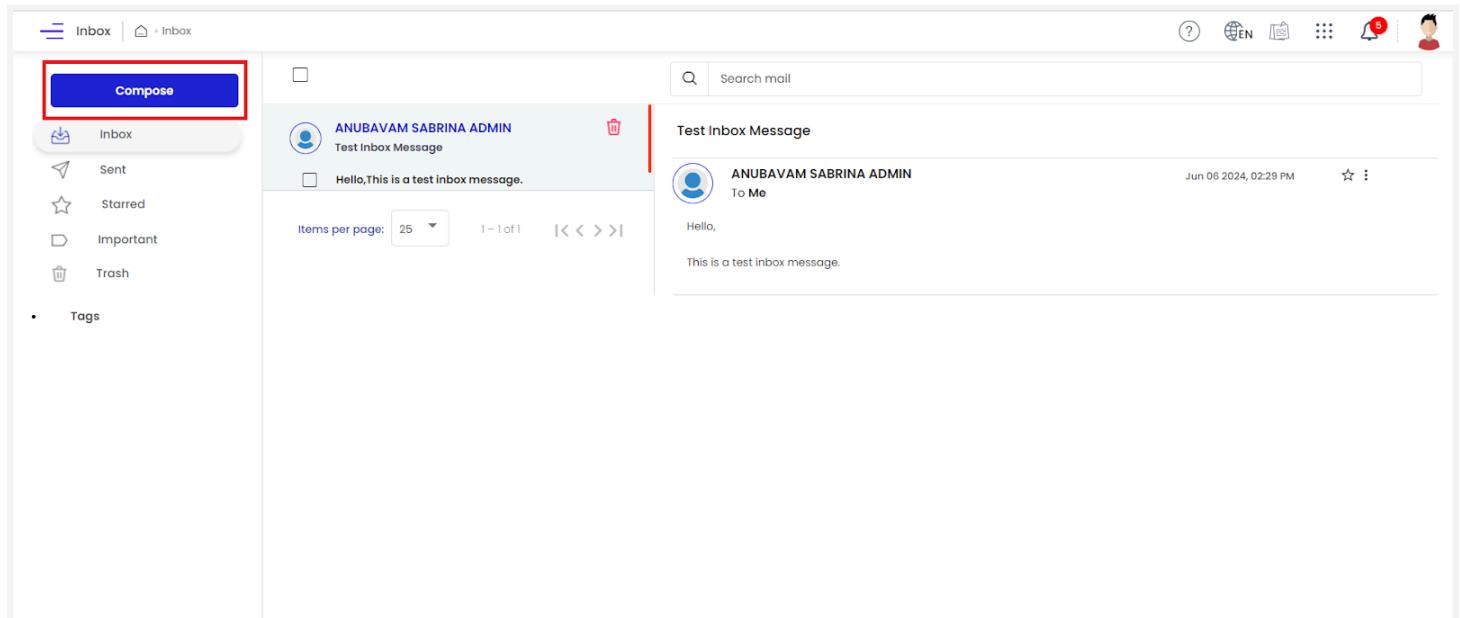
2.1.3 Inbox

Step 1: Click Profile menu >> Inbox.



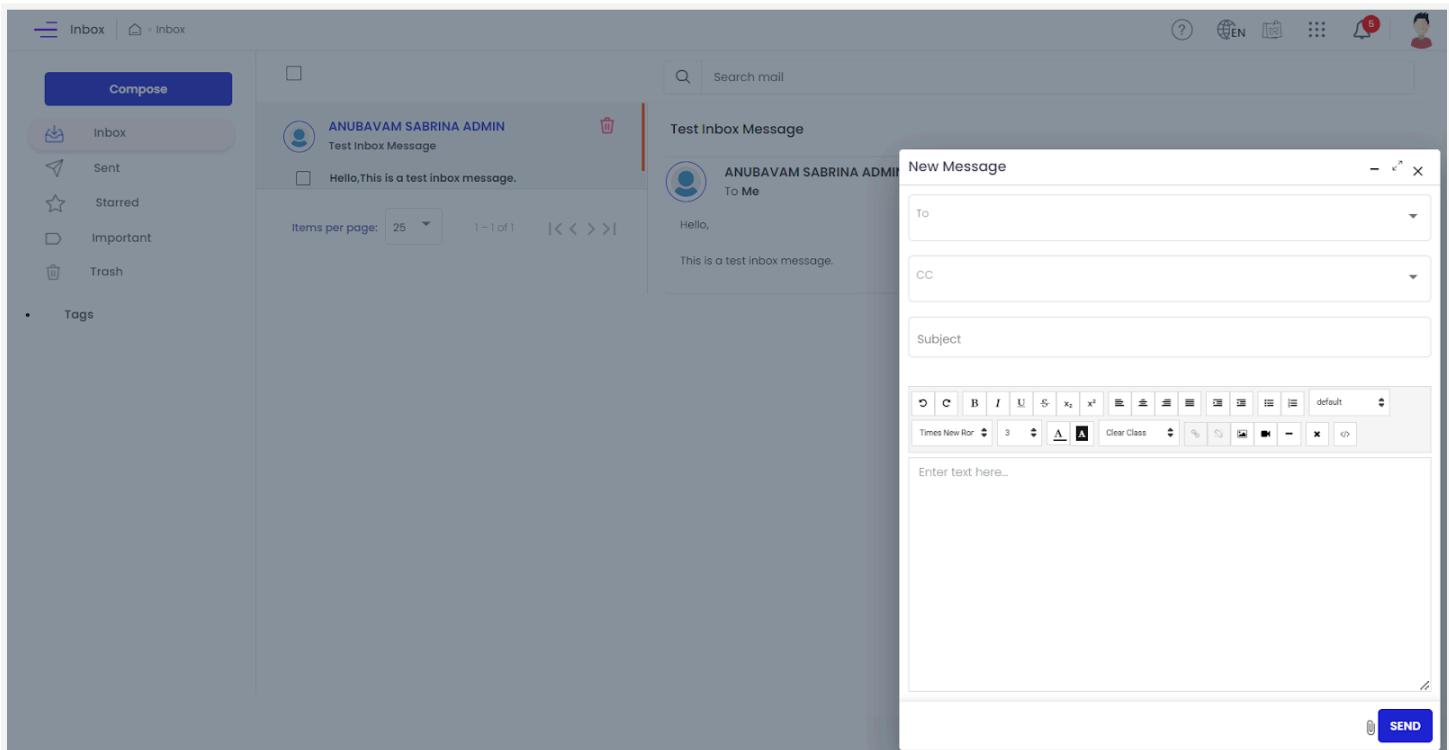
The screenshot shows the 'Profile' section of the student portal. On the left, there is a sidebar with links: Profile, Courses, Assessments, Calendar, Degree Plan, and Course catalog. The 'Profile' link is highlighted with a red box. On the right, there is a table with personal details. At the top right, there is a sidebar with links: My Profile, My Dashboard, Change Password, and a red box around the 'Inbox' link, which is described as 'Approvals and Messages'. The 'Inbox' link is also highlighted with a red box.

Step 2: To send a message through Inbox, click the 'Compose' button.

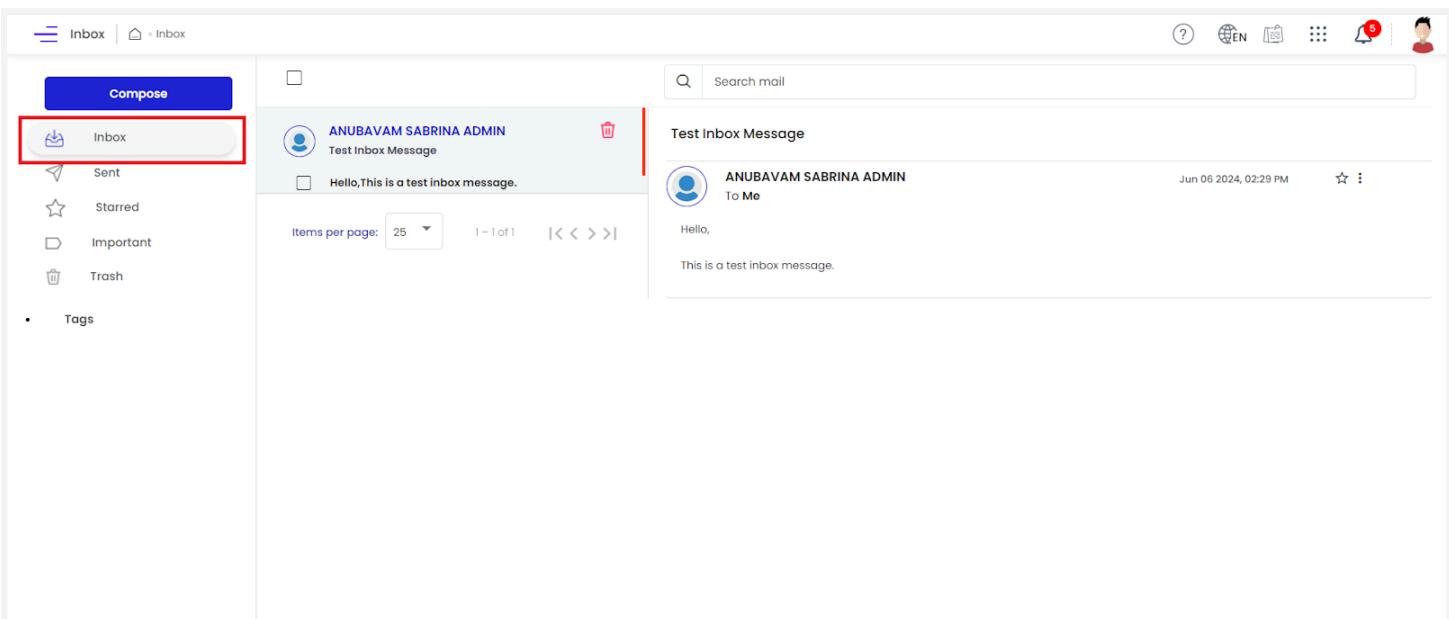


The screenshot shows the 'Inbox' section of the student portal. On the left, there is a sidebar with links: Inbox (highlighted with a red box), Sent, Starred, Important, Trash, and Tags. In the center, there is a list of messages. The first message is from 'ANUBAVAM SABRINA ADMIN' with the subject 'Test Inbox Message'. The message content is 'Hello, This is a test inbox message.' On the right, there is a detailed view of the same message with the subject 'Test inbox Message', the sender 'ANUBAVAM SABRINA ADMIN To Me', the date 'Jun 06 2024, 02:29 PM', and the message content 'Hello, This is a test inbox message.' The 'Compose' button in the sidebar is also highlighted with a red box.

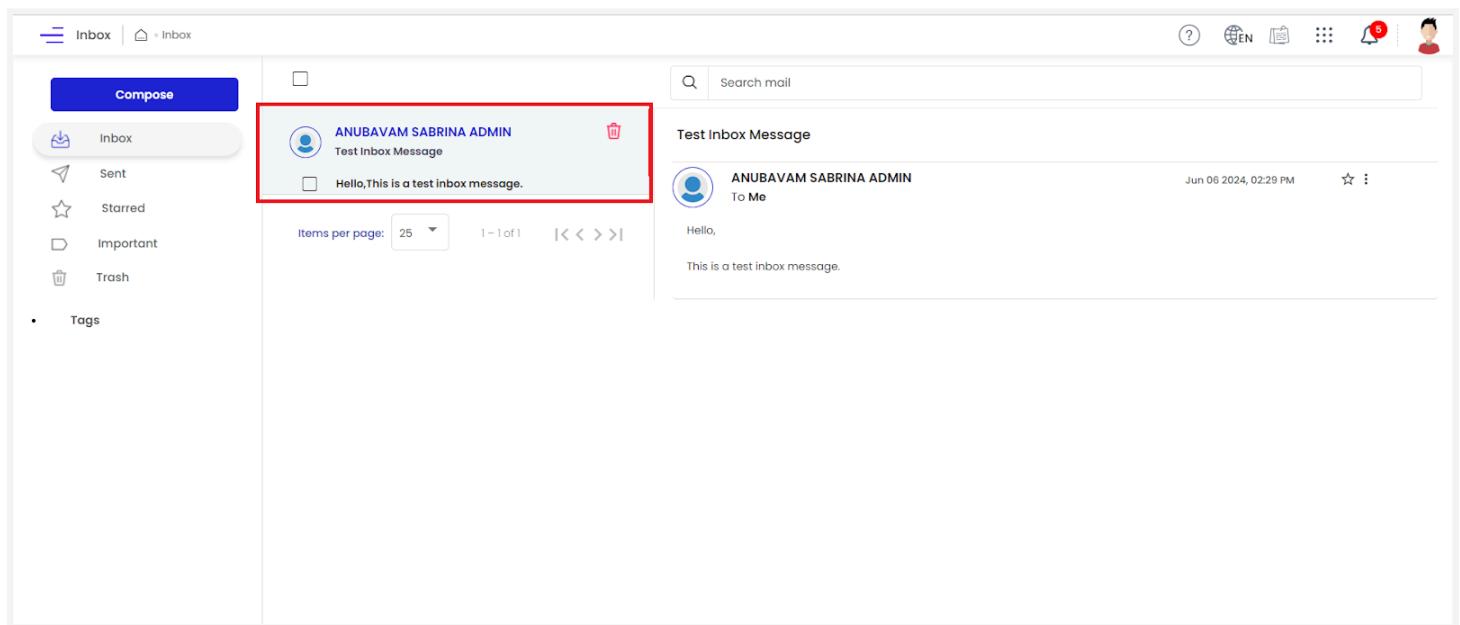
Step 3: Select 'To' recipient, 'CC' recipient and compose the message. Then, click the 'Send' button.



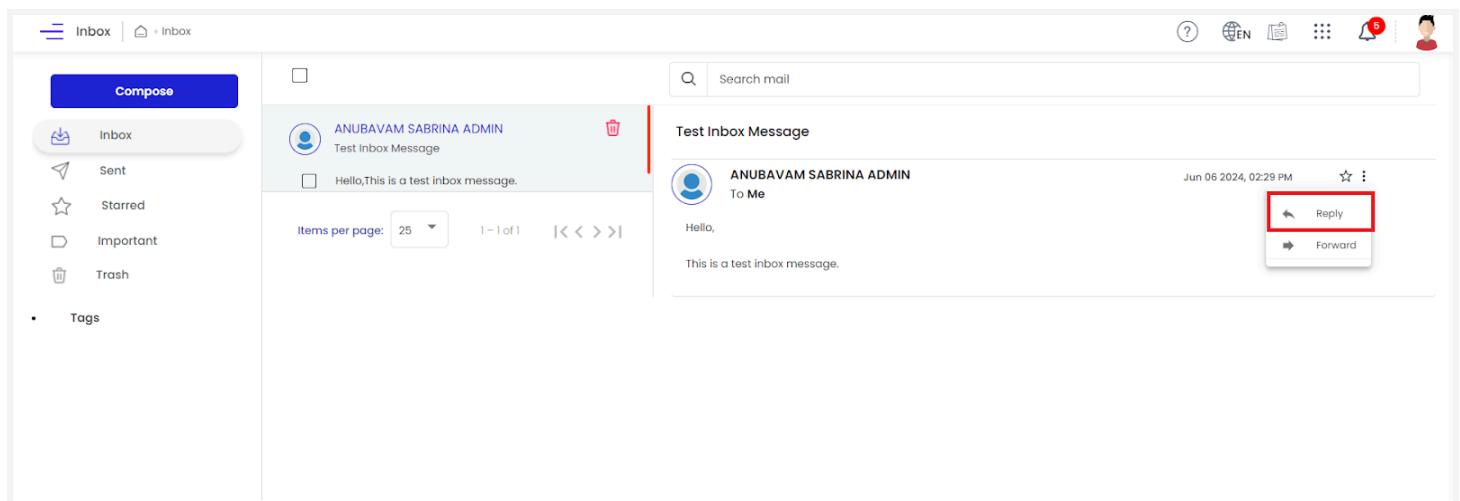
Step 4: To view all messages, click the 'Inbox' tab.



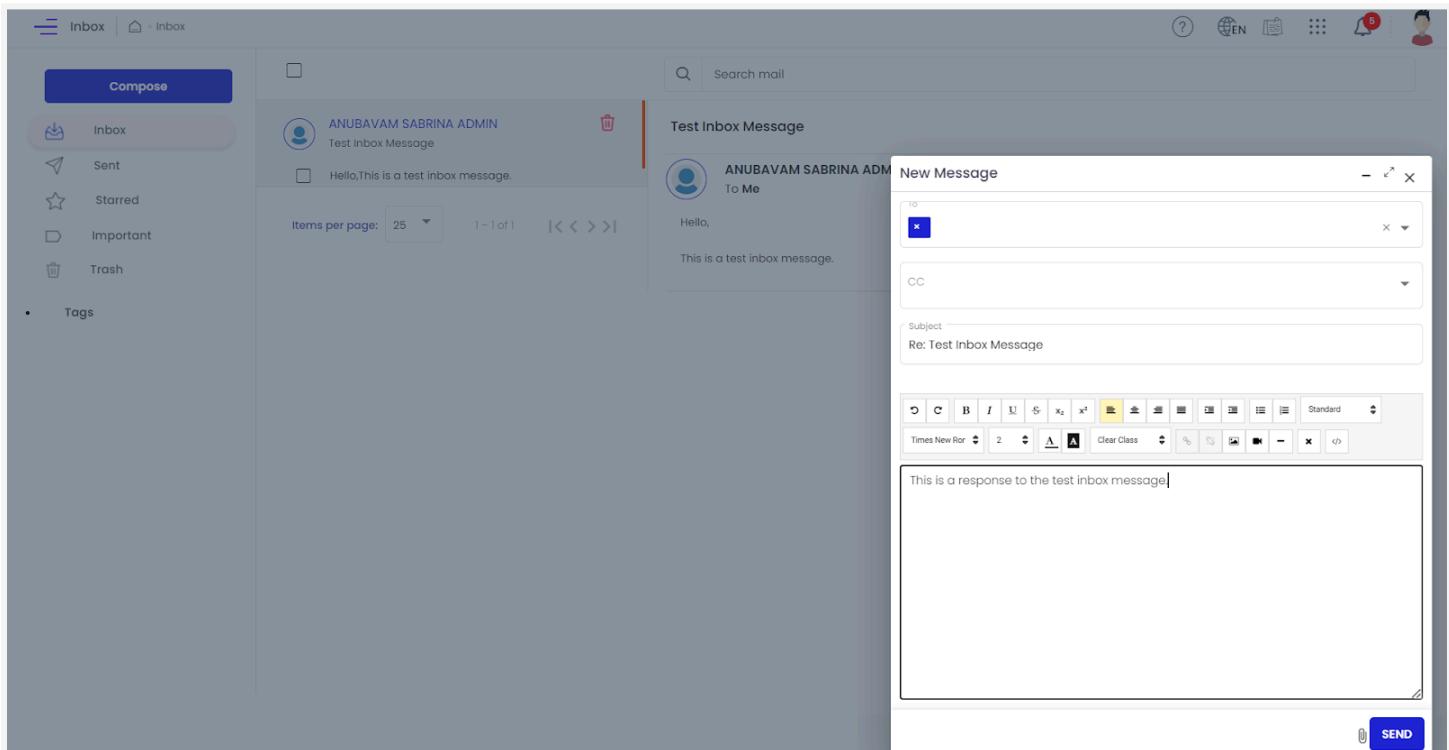
Step 5: Select and click on a message to read it.



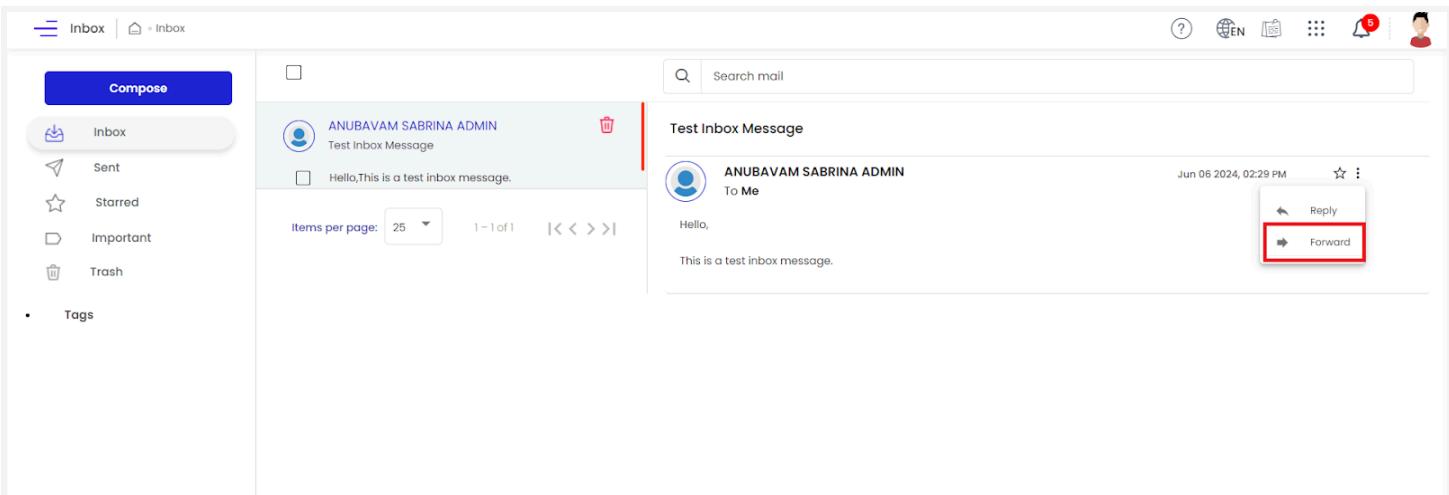
Step 6: To respond to a message, click the 'More Actions' button (three dots) and click the 'Reply' button.



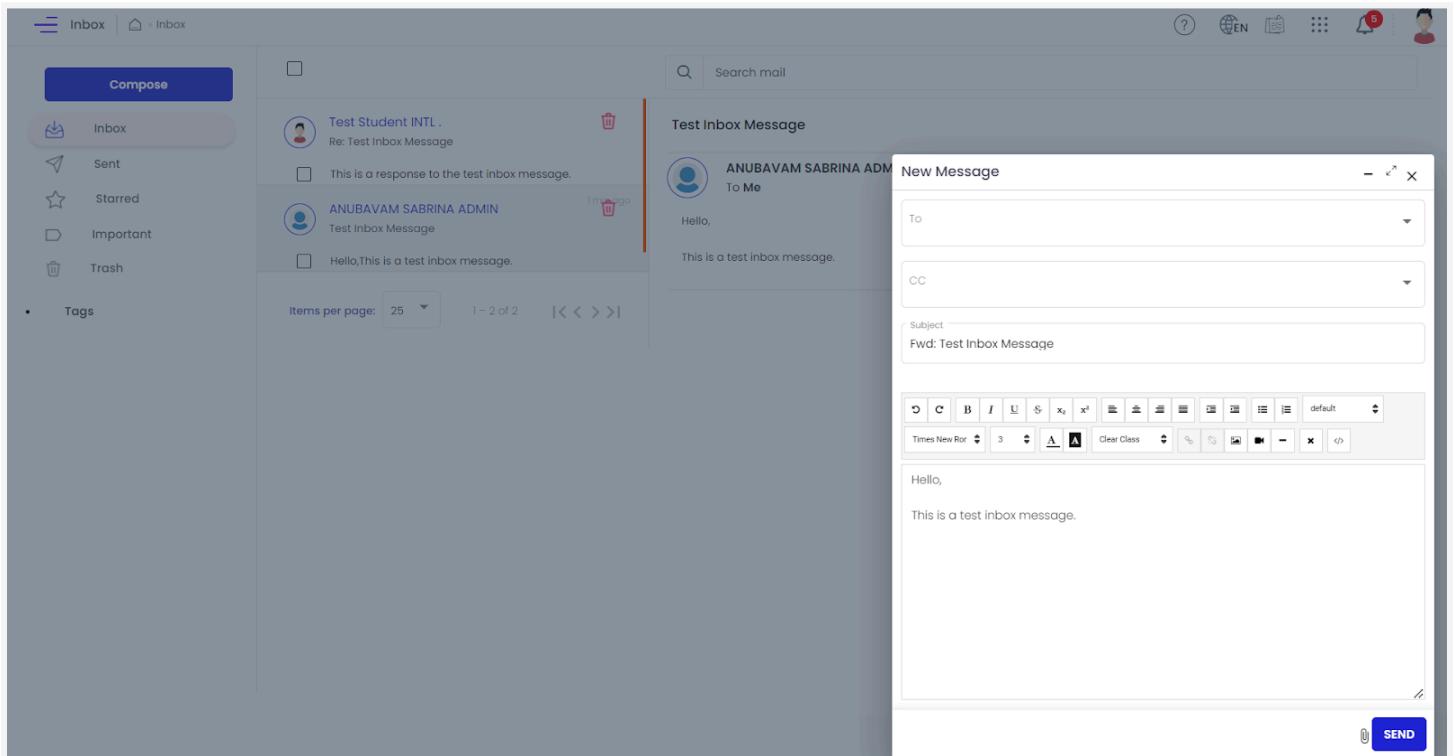
Step 7: Write a response and click the 'Send' button.



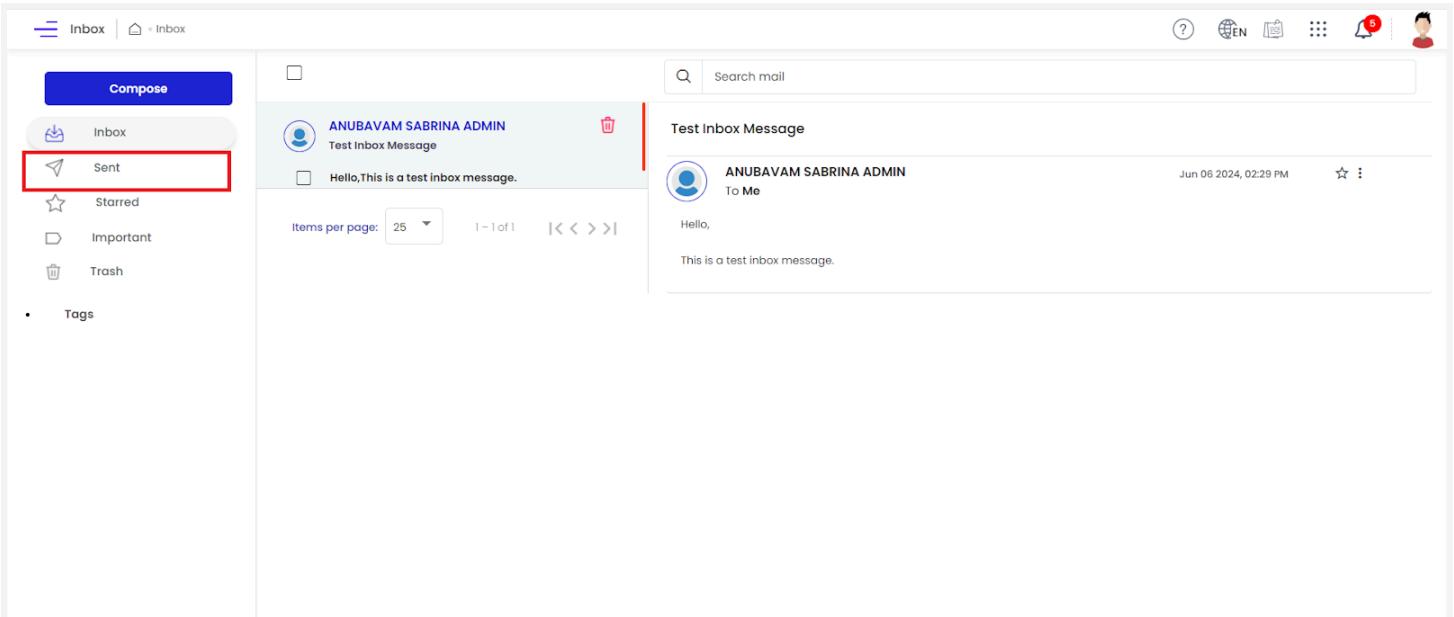
Step 8: To forward messages, click the 'More Actions' button (three dots) and click the 'Forward' button.



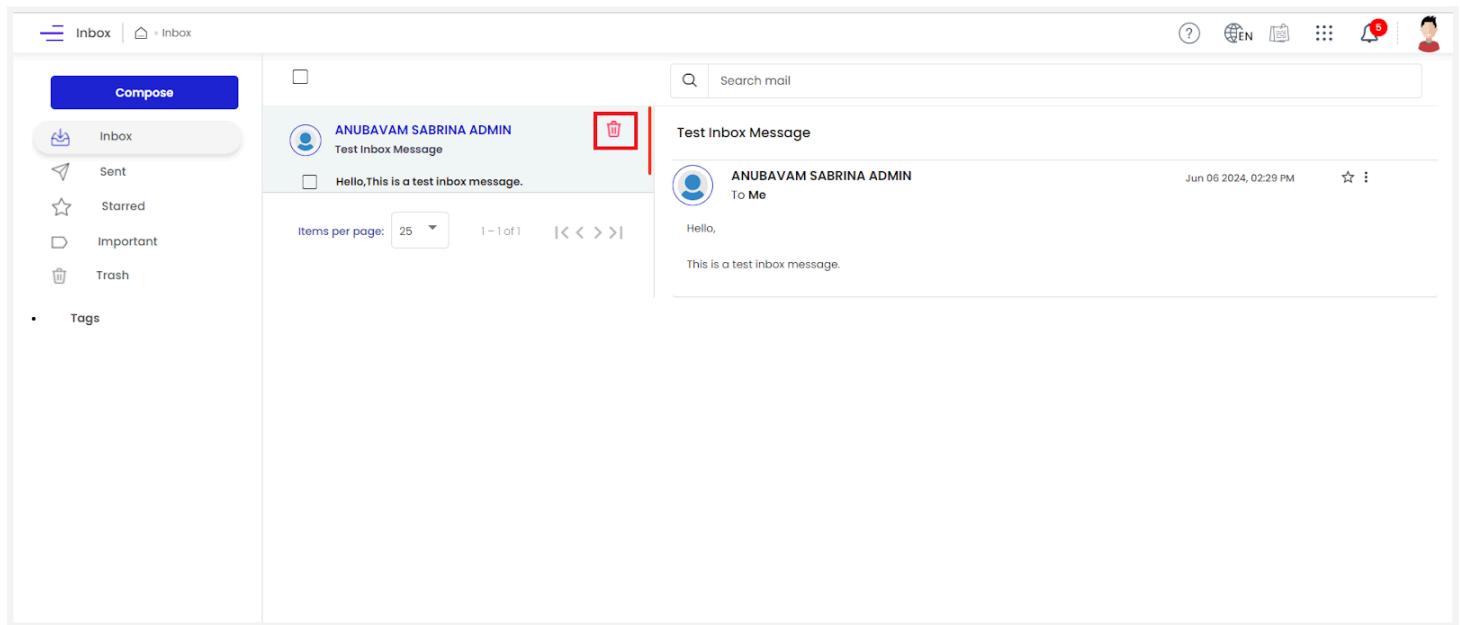
Step 9: Select 'To' recipient, 'CC' recipient and compose the message, if required. Then, click the 'Send' button.



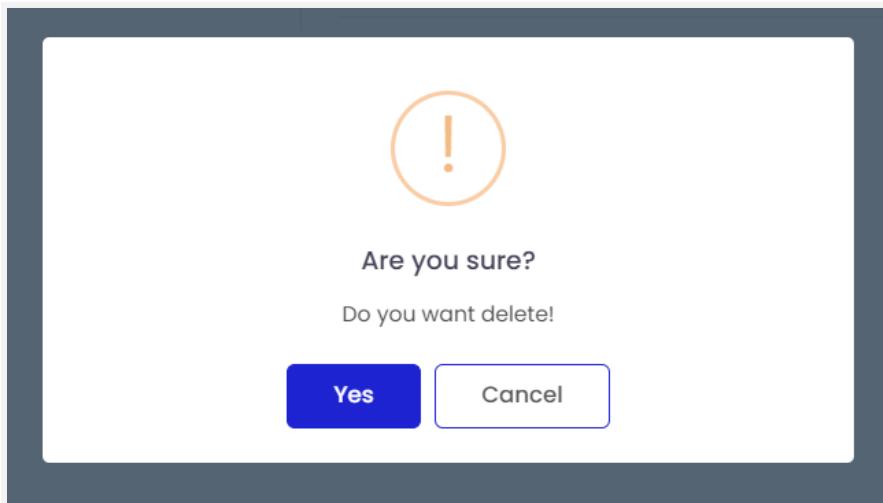
Step 10: To view sent messages, click the 'Sent' tab.



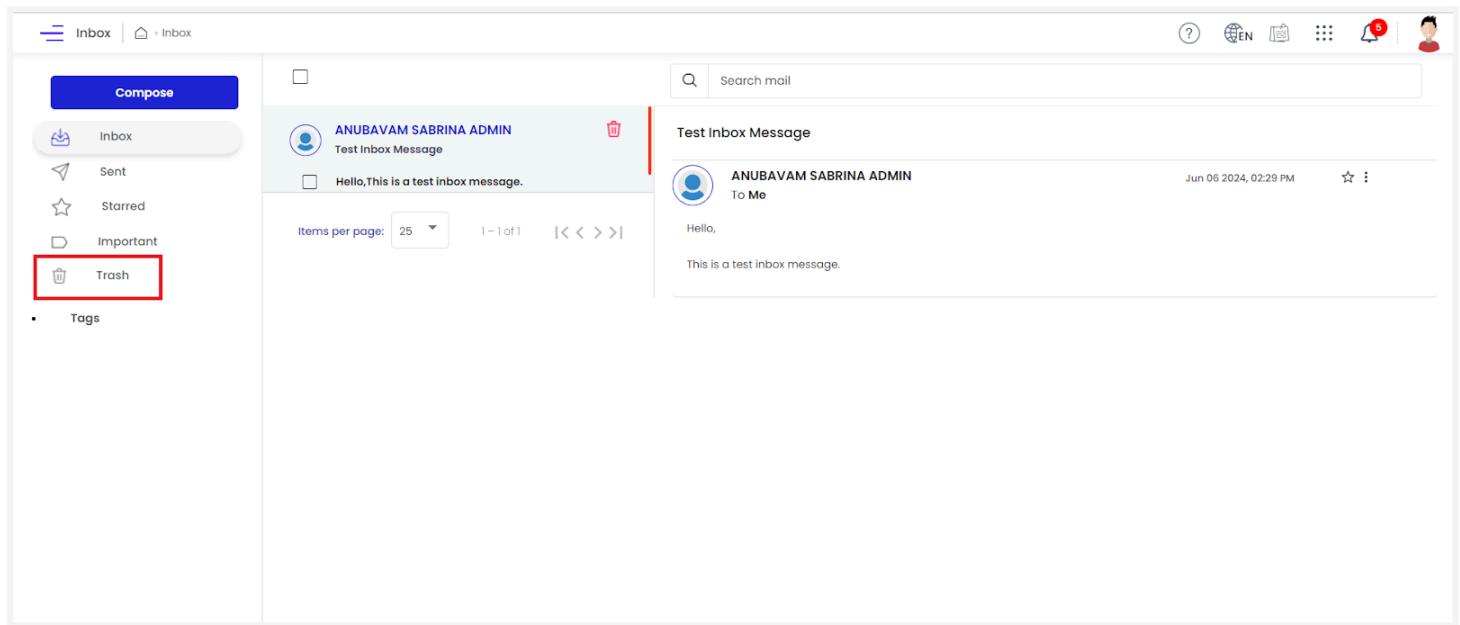
Step 11: To delete any messages, click the 'Delete' button.



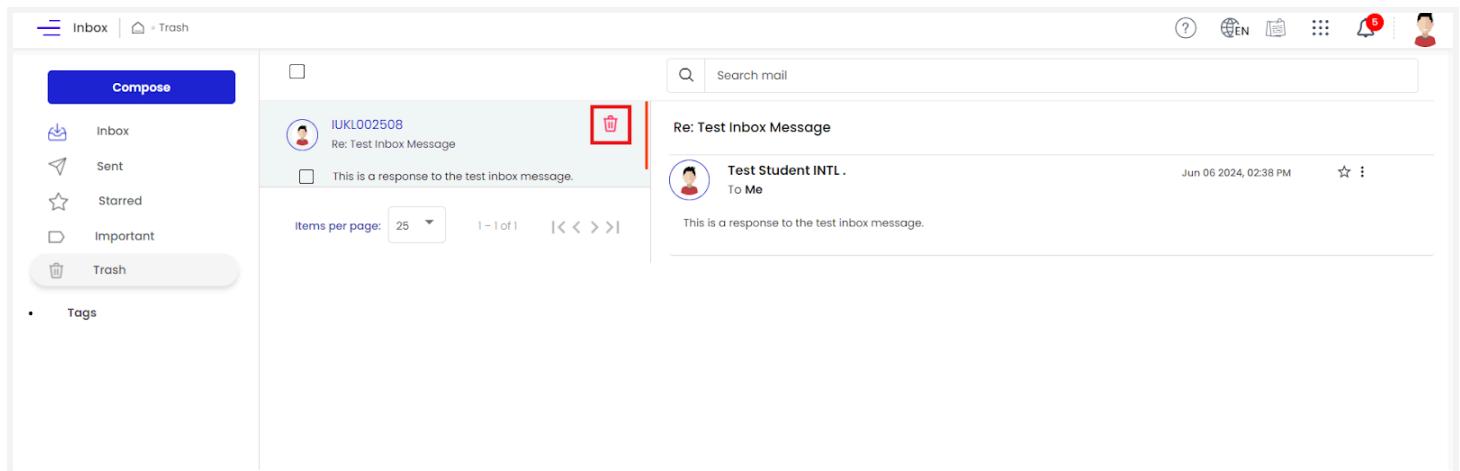
Step 12: Click 'Yes' in the confirmation prompt.



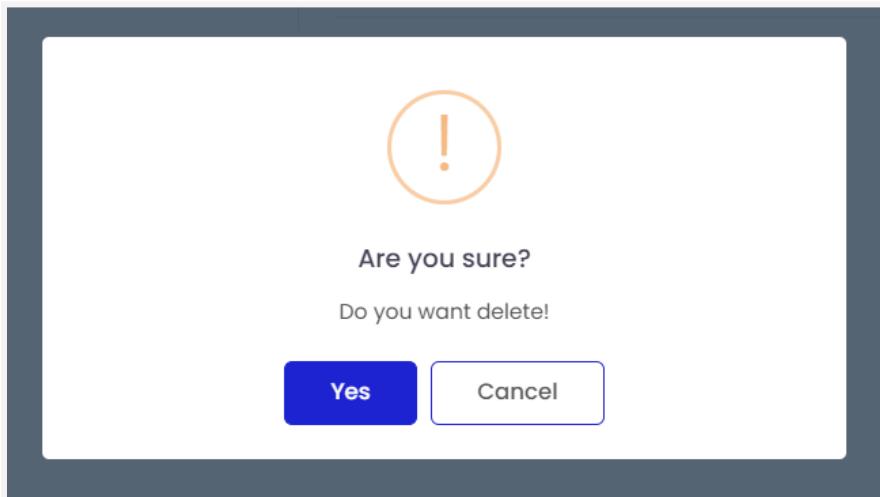
Step 13: To view deleted messages, click the 'Trash' tab.



Step 14: To remove a message, click the 'Delete' button.



Step 15: Click 'Yes' in the confirmation prompt.



2.1.4 Forgot Password

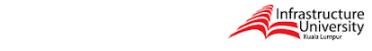
Step 1: In the login page, click the 'Forgot Password' button.



Step 2: Key in email address and click the 'Send' button.



Step 3: Click the link in the Forgot Password Email and fill up the new password. Then, click the 'Submit' button.



Reset Password

Password must have at least 6 characters with at least one Capital letter, at least one lower case letter and at least one number and special character.

sabrina.noor@anubavam.com

New Password



Confirm Password *



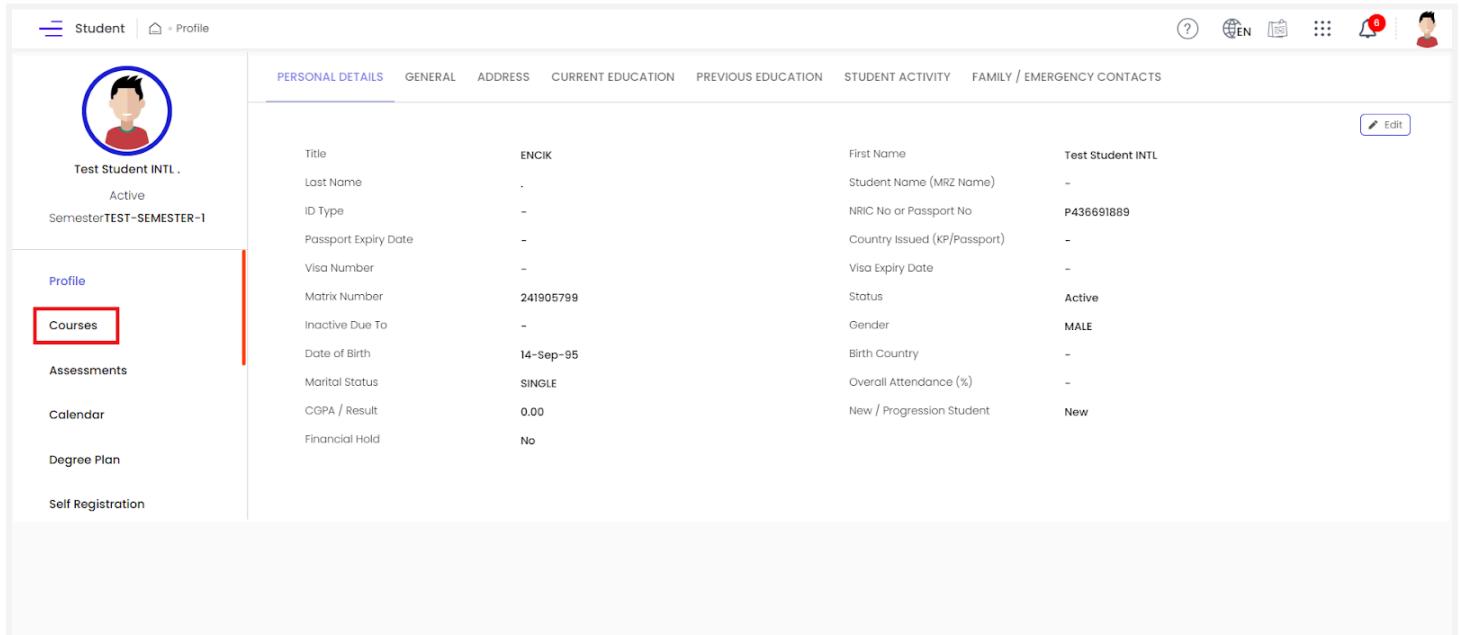
Submit

[Back to login](#)

2.2 Student Portal Features

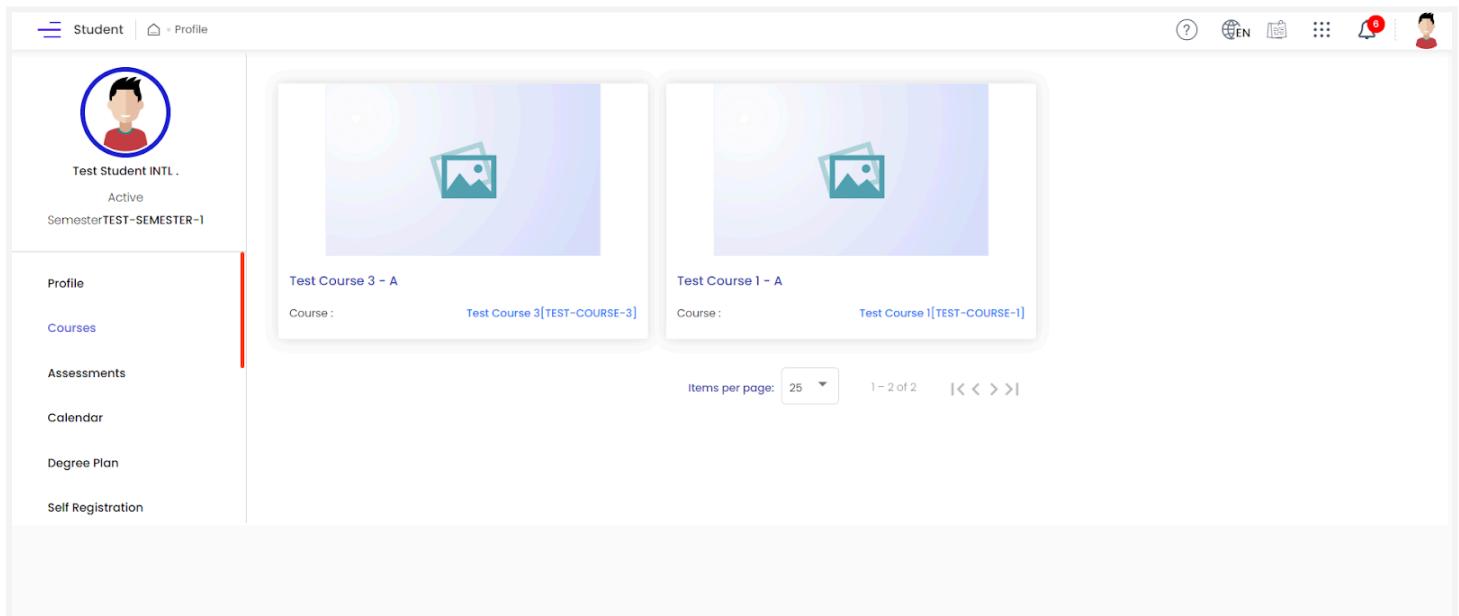
2.2.1 Courses

Step 1: In the Profile screen, click the 'Courses' Dashboard Tab.



The screenshot shows the 'Profile' section of the student portal. On the left, a sidebar lists 'Profile', 'Courses' (which is highlighted with a red box), 'Assessments', 'Calendar', 'Degree Plan', and 'Self Registration'. The main content area is titled 'PERSONAL DETAILS' and includes fields for Title, Last Name, ID Type, Passport Expiry Date, Visa Number, Matrix Number, Inactive Due To, Date of Birth, Marital Status, CGPA / Result, Financial Hold, First Name, Student Name (MRZ Name), NRIC No or Passport No, Country Issued (kP/Passport), Visa Expiry Date, Status, Gender, Birth Country, Overall Attendance (%), and New / Progression Student.

Users will be redirected to the list of courses screen as shown below.

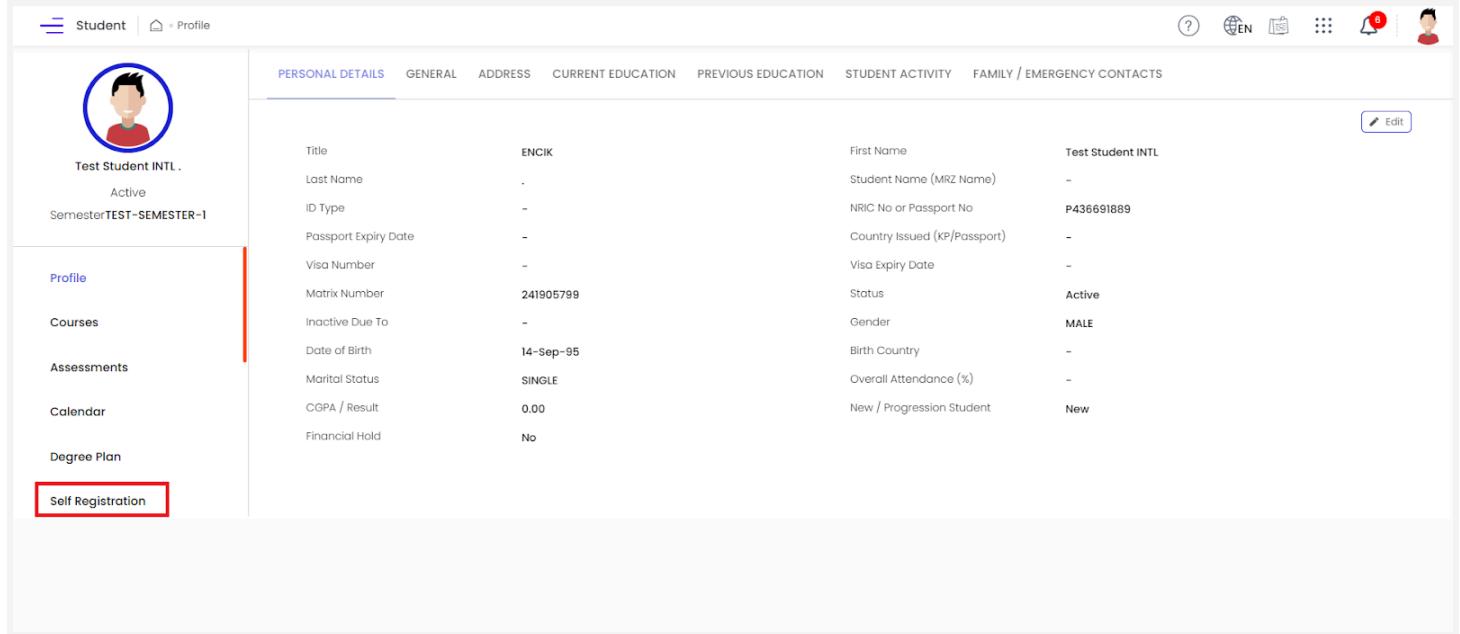


The screenshot shows the 'Courses' section of the student portal. On the left, a sidebar lists 'Profile', 'Courses' (which is selected and highlighted with a red box), 'Assessments', 'Calendar', 'Degree Plan', and 'Self Registration'. The main content area displays two course entries: 'Test Course 3 - A' and 'Test Course 1 - A'. Each entry shows a course icon, the course name, and a detailed view button. At the bottom, there are pagination controls for 'Items per page' (set to 25), '1 - 2 of 2', and navigation arrows.

Note: Prerequisite for this is the [Self Registration operations](#).

2.2.2 Self Registration

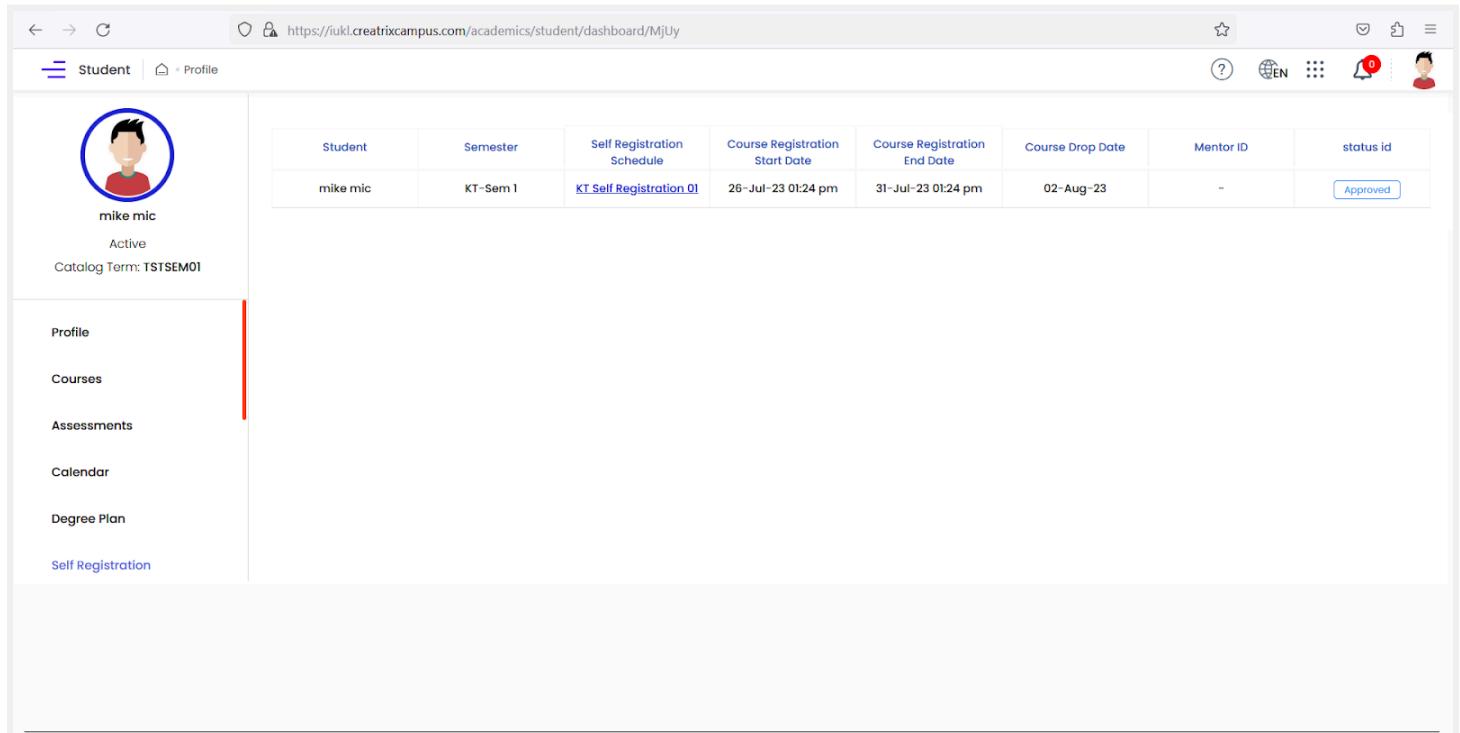
Step 1: In the Profile screen, click the 'Self Registration' Dashboard Tab.



The screenshot shows the 'Profile' dashboard for a student named 'Test Student INTL.'. The 'Self Registration' tab is highlighted with a red box. The dashboard includes tabs for 'PERSONAL DETAILS', 'GENERAL', 'ADDRESS', 'CURRENT EDUCATION', 'PREVIOUS EDUCATION', 'STUDENT ACTIVITY', and 'FAMILY / EMERGENCY CONTACTS'. The 'PERSONAL DETAILS' section displays various student information such as Title (ENCIK), Last Name (.), First Name (Test Student INTL.), and Status (Active). The 'Self Registration' section shows the following data:

Field	Value
Title	ENCIK
Last Name	.
ID Type	-
Passport Expiry Date	-
Visa Number	-
Matrix Number	241905799
Inactive Due To	-
Date of Birth	14-Sep-95
Marital Status	SINGLE
CGPA / Result	0.00
Financial Hold	No

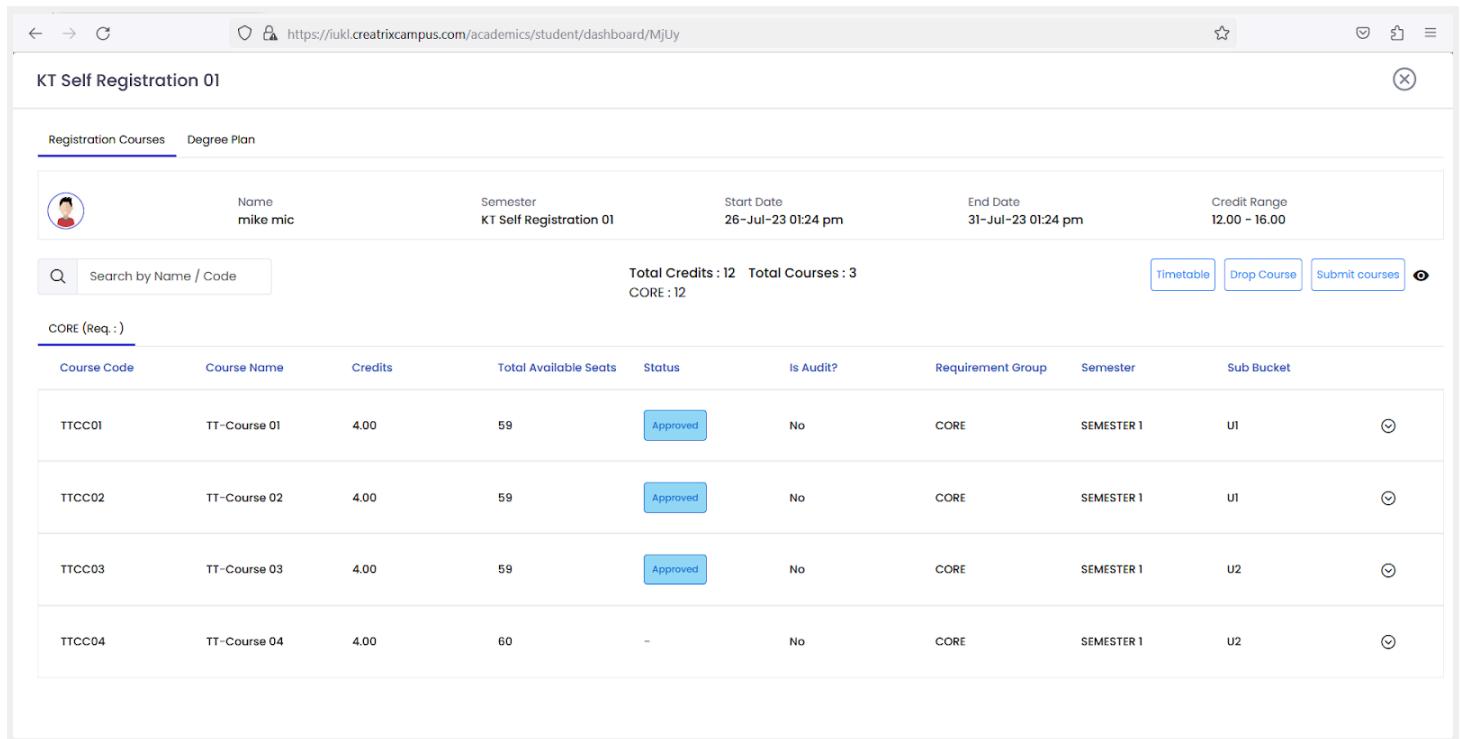
Step 2: Click on Self registration and verify the registered course.



The screenshot shows the 'Profile' dashboard for a student named 'mike mic'. The 'Self Registration' tab is selected. A table displays the registered course information:

Student	Semester	Self Registration Schedule	Course Registration Start Date	Course Registration End Date	Course Drop Date	Mentor ID	status id
mike mic	KT-Sem 1	KT Self Registration 01	26-Jul-23 01:24 pm	31-Jul-23 01:24 pm	02-Aug-23	-	Approved

Step 3: Click on Self-registration schedule. User will be able to select offered subjects.



KT Self Registration 01

Registration Courses Degree Plan

Name: mike mic Semester: KT Self Registration 01 Start Date: 26-Jul-23 01:24 pm End Date: 31-Jul-23 01:24 pm Credit Range: 12.00 - 16.00

Search by Name / Code

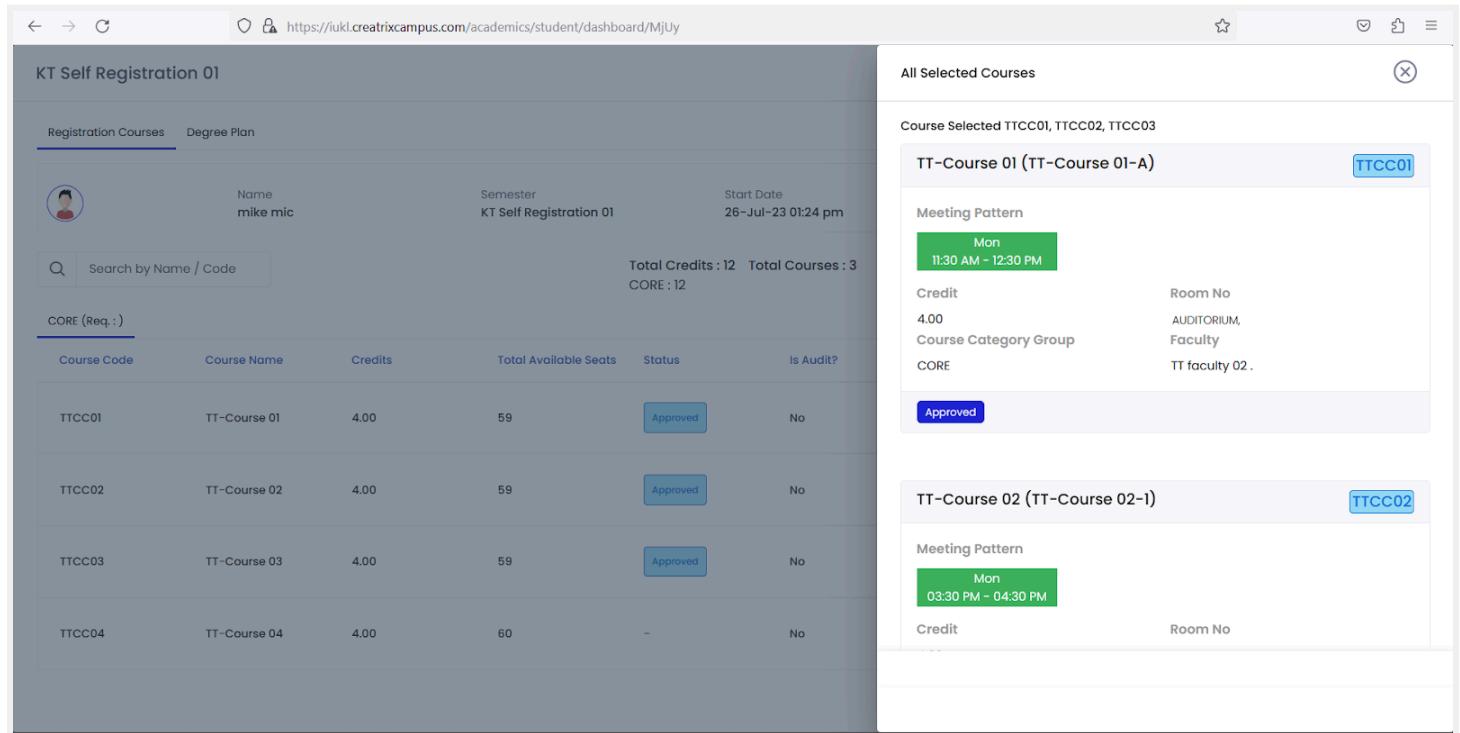
Total Credits: 12 Total Courses: 3 CORE: 12

Timetable Drop Course Submit courses

CORE (Req.):

Course Code	Course Name	Credits	Total Available Seats	Status	Is Audit?	Requirement Group	Semester	Sub Bucket
TTCC01	TT-Course 01	4.00	59	Approved	No	CORE	SEMESTER 1	U1
TTCC02	TT-Course 02	4.00	59	Approved	No	CORE	SEMESTER 1	U1
TTCC03	TT-Course 03	4.00	59	Approved	No	CORE	SEMESTER 1	U2
TTCC04	TT-Course 04	4.00	60	-	No	CORE	SEMESTER 1	U2

Step 4: User can Add the courses and submit to complete the enrollment.



KT Self Registration 01

Registration Courses Degree Plan

Name: mike mic Semester: KT Self Registration 01 Start Date: 26-Jul-23 01:24 pm

Total Credits: 12 Total Courses: 3 CORE: 12

All Selected Courses

Course Selected TTCC01, TTCC02, TTCC03

TT-Course 01 (TT-Course 01-A) TTCC01

Meeting Pattern: Mon 11:30 AM - 12:30 PM

Credit: 4.00 Room No: AUDITORIUM, Faculty

Course Category Group: CORE TT faculty 02.

TT-Course 02 (TT-Course 02-1) TTCC02

Meeting Pattern: Mon 03:30 PM - 04:30 PM

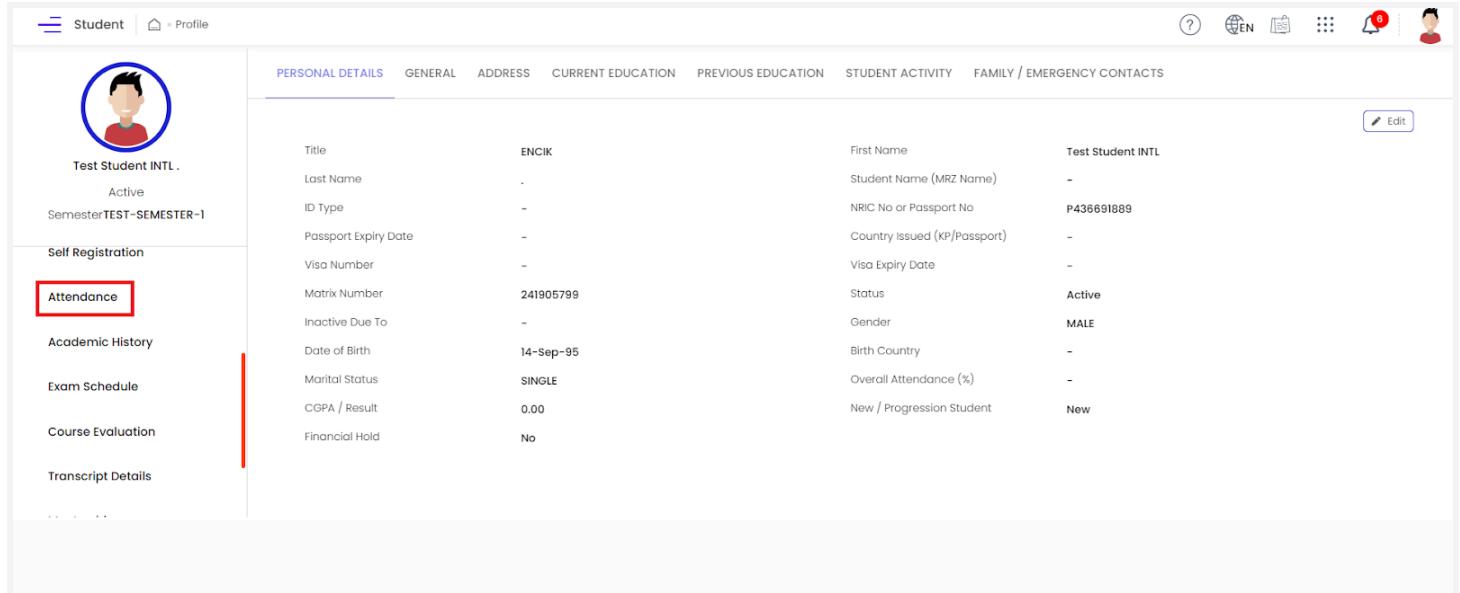
Credit: Room No:

CORE (Req.):

Course Code	Course Name	Credits	Total Available Seats	Status	Is Audit?
TTCC01	TT-Course 01	4.00	59	Approved	No
TTCC02	TT-Course 02	4.00	59	Approved	No
TTCC03	TT-Course 03	4.00	59	Approved	No
TTCC04	TT-Course 04	4.00	60	-	No

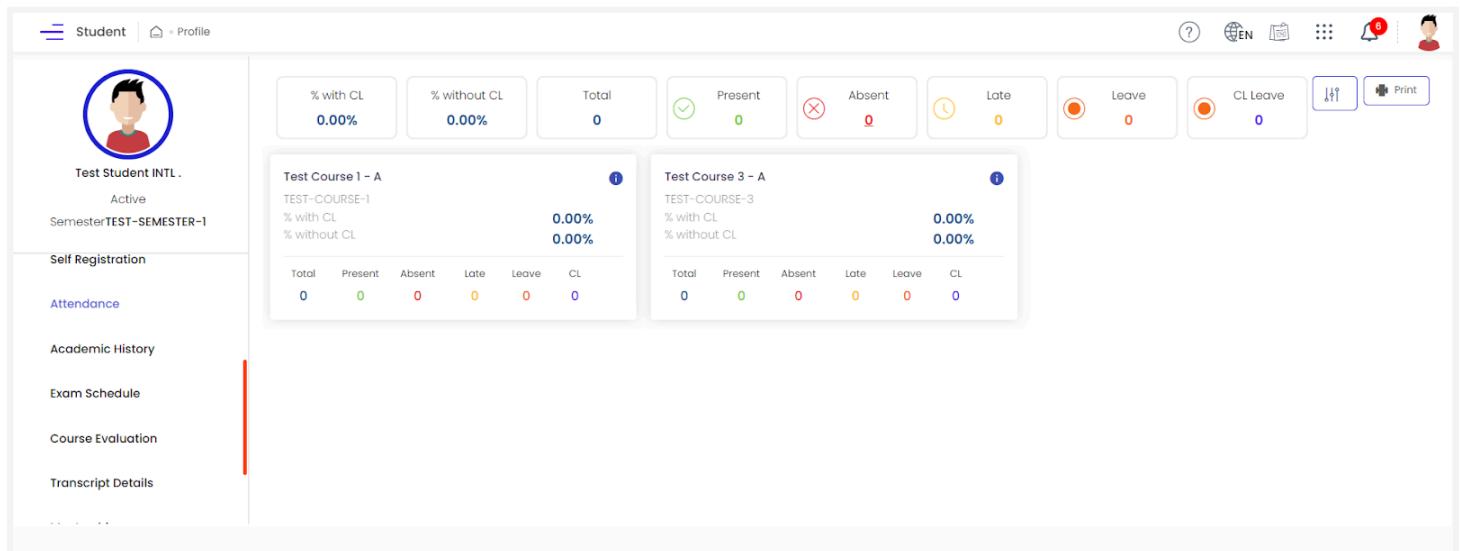
2.2.3 Attendance

Step 1: In the Profile screen, click the 'Attendance' Dashboard Tab.



The screenshot shows the 'Profile' screen for a student named 'Test Student INTL'. The 'Attendance' tab is highlighted with a red box. The main content area displays personal details such as Title (ENCIK), Last Name (-), First Name (Test Student INTL), and various status indicators like Active, NRIC No or Passport No (P436691889), and Overall Attendance (%). The sidebar on the left lists other tabs: Self Registration, Academic History, Exam Schedule, Course Evaluation, and Transcript Details.

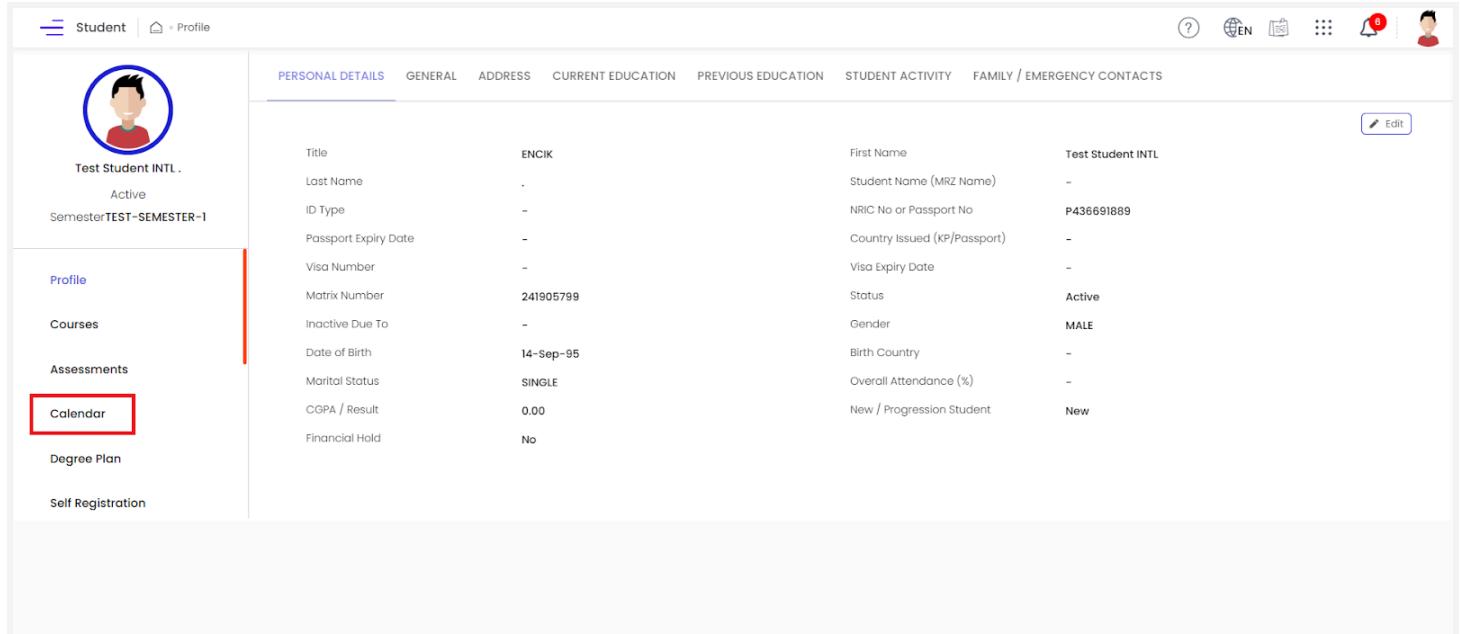
Users will be redirected to the Attendance Dashboard as shown below.



The screenshot shows the Attendance Dashboard. The sidebar on the left includes the 'Attendance' tab, which is selected. The main area displays attendance statistics for two courses: 'Test Course 1 ~ A' and 'Test Course 3 ~ A'. For 'Test Course 1 ~ A', the statistics are: % with CL (0.00%), % without CL (0.00%), Total (0), Present (0), Absent (0), Late (0), Leave (0), and CL (0). For 'Test Course 3 ~ A', the statistics are: % with CL (0.00%), % without CL (0.00%), Total (0), Present (0), Absent (0), Late (0), Leave (0), and CL (0). The top navigation bar includes icons for Help, GEN, Print, and Notifications (8).

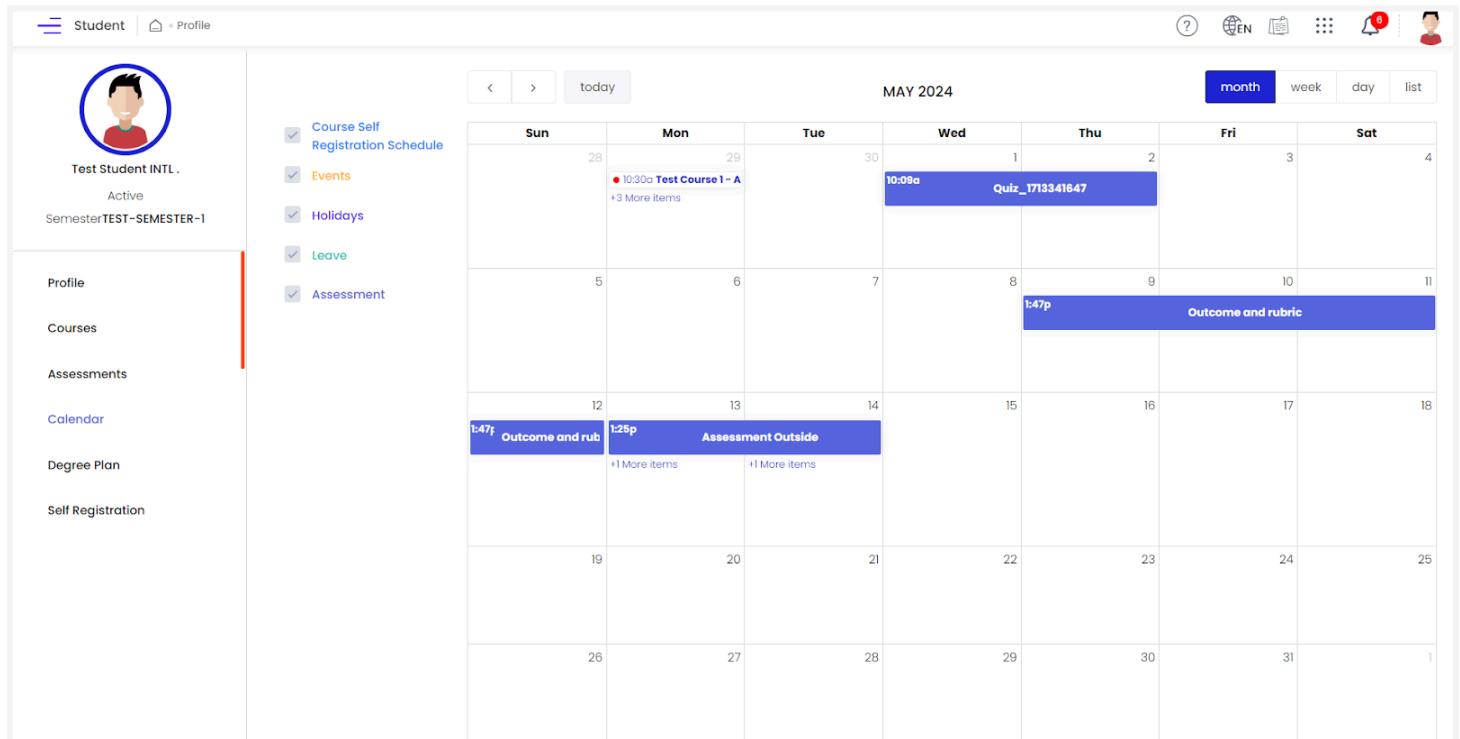
2.2.4 Calendar

Step 1: In the Profile screen, click the 'Calendar' Dashboard Tab.



The screenshot shows the 'Profile' section of the student portal. On the left, a sidebar lists navigation options: Profile, Courses, Assessments, **Calendar** (which is highlighted with a red box), Degree Plan, and Self Registration. The main content area is titled 'PERSONAL DETAILS' and contains various student information fields. The 'Calendar' tab is currently active.

Users will be redirected to the Calendar screen to view the Self Registration Schedule, Classes, Assessments, Events and Holidays.



The screenshot shows the 'Calendar' screen for May 2024. The sidebar on the left includes the same navigation options as the previous screen, with 'Calendar' selected. The main area displays a monthly calendar grid. Several events are marked on the calendar:

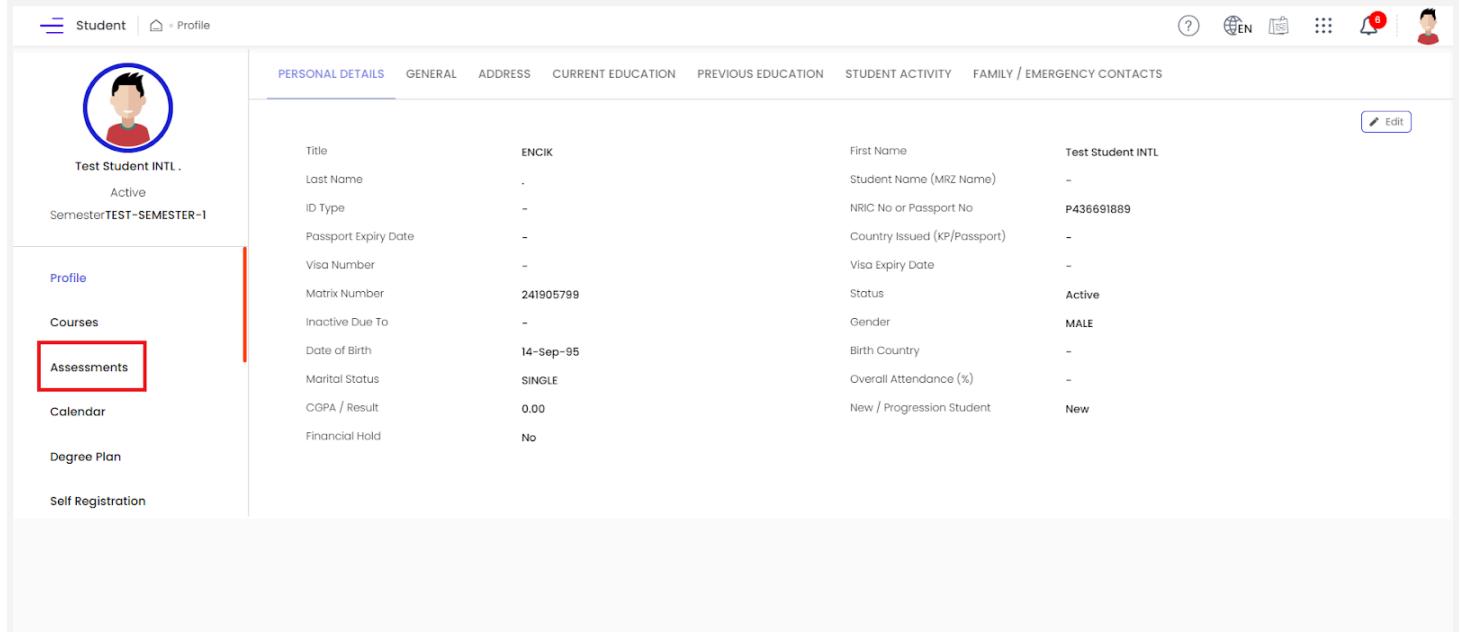
- May 1:** 10:00a Quiz_T13341647
- May 8:** 1:47p Outcome and rubric
- May 12:** 1:47p Outcome and rubric (repeated)
- May 13:** 1:25p Assessment Outside (repeated)
- May 29:** 10:30a Test Course 1 - A (repeated)

On the left side of the calendar, there is a sidebar with checkboxes for filtering events:

- Course Self Registration Schedule
- Events
- Holidays
- Leave
- Assessment

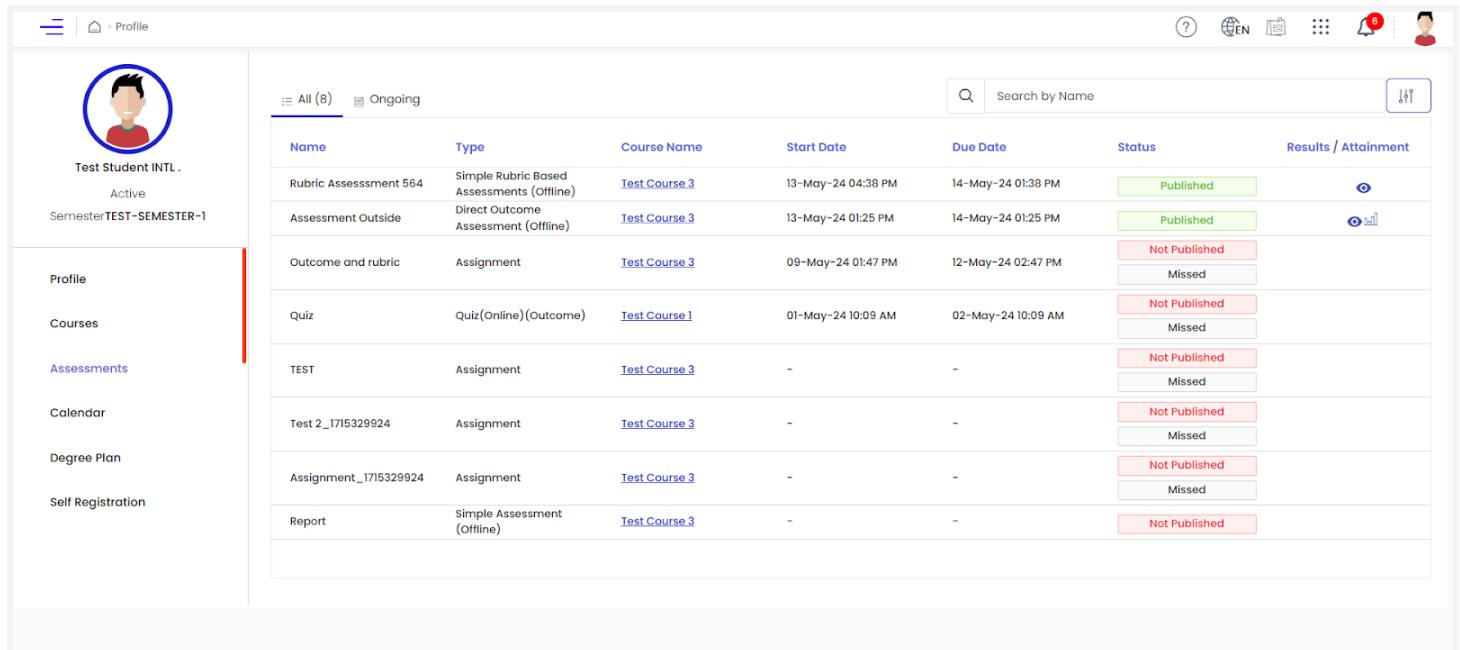
2.2.5 Assessments

Step 1: In the Profile screen, click the 'Assessments' Dashboard Tab.



The screenshot shows the 'Profile' section of the student portal. On the left, a sidebar lists 'Profile', 'Courses', 'Assessments' (which is highlighted with a red box), 'Calendar', 'Degree Plan', and 'Self Registration'. The main content area is titled 'PERSONAL DETAILS' and contains various student information fields. The 'Assessments' tab is the active one.

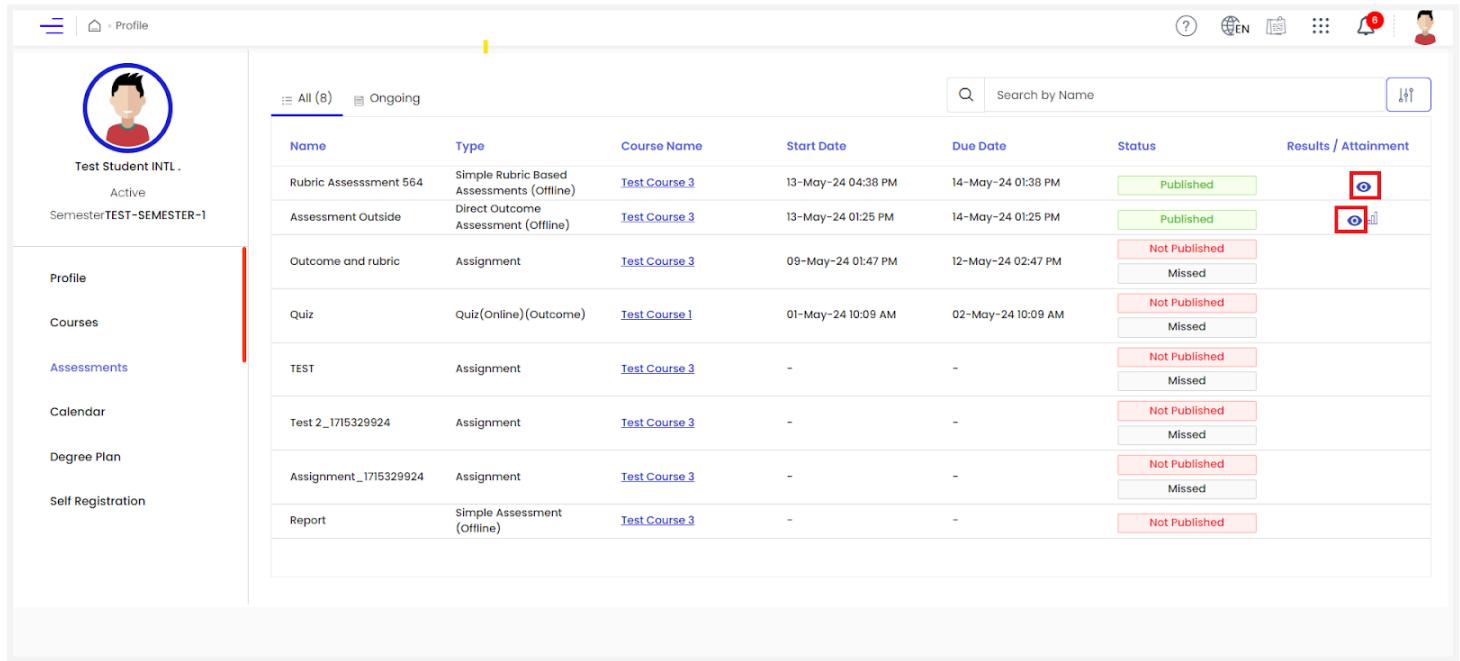
Users will be redirected to the Assessments screen where they're able to view all assessments assigned to them.



The screenshot shows the 'Assessments' screen. The sidebar on the left is identical to the previous profile screen. The main area displays a table of assessments with columns for Name, Type, Course Name, Start Date, Due Date, Status, and Results / Attainment. The table shows various assessment types like Simple Rubric Based Assessments, Direct Outcome Assessments, and assignments. Buttons for 'View' and 'Edit' are visible for each row.

Name	Type	Course Name	Start Date	Due Date	Status	Results / Attainment
Rubric Assessment 564	Simple Rubric Based Assessments (Offline)	Test Course 3	13-May-24 04:38 PM	14-May-24 01:38 PM	Published	
Assessment Outside	Direct Outcome Assessment (Offline)	Test Course 3	13-May-24 01:25 PM	14-May-24 01:25 PM	Published	
Outcome and rubric	Assignment	Test Course 3	09-May-24 01:47 PM	12-May-24 02:47 PM	Not Published	
Quiz	Quiz(Online)(Outcome)	Test Course 1	01-May-24 10:09 AM	02-May-24 10:09 AM	Not Published	
TEST	Assignment	Test Course 3	-	-	Not Published	
Test 2_1715329924	Assignment	Test Course 3	-	-	Not Published	
Assignment_1715329924	Assignment	Test Course 3	-	-	Not Published	
Report	Simple Assessment (offline)	Test Course 3	-	-	Not Published	

Step 2: To view assessment marks, click the 'View' button.

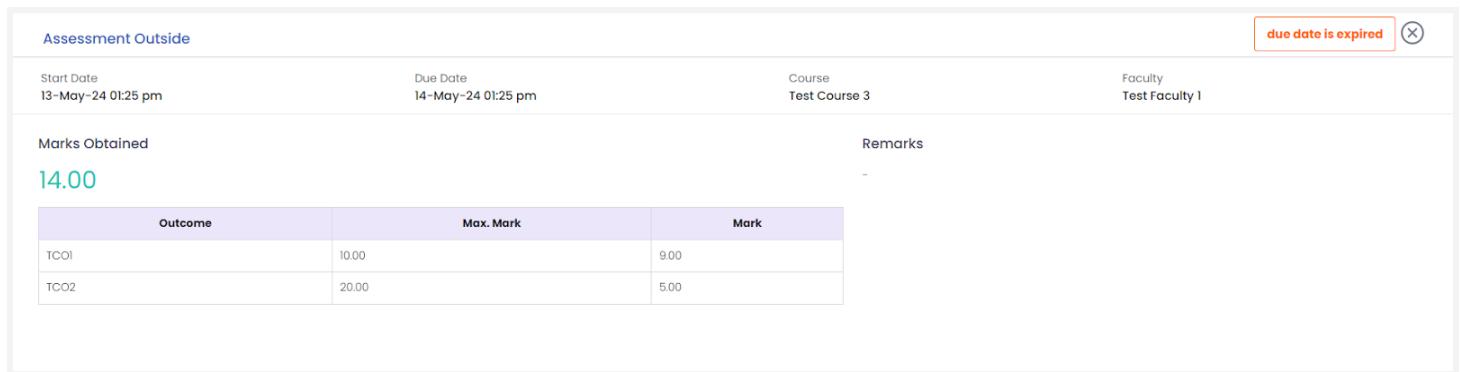


The screenshot shows a list of assessments for a student named 'Test Student INTL.' The list includes:

- Rubric Assessment 564 (Simple Rubric Based Assessments (Offline))
- Assessment Outside (Direct Outcome Assessment (Offline))
- Outcome and rubric (Assignment)
- Quiz (Quiz(Online) (Outcome))
- TEST (Assignment)
- Test 2_1715329924 (Assignment)
- Assignment_1715329924 (Assignment)
- Report (Simple Assessment (Offline))

The 'Results / Attainment' column for the first two items is highlighted with red boxes containing eye icons, indicating where to click to view OBE Attainment.

Users will be redirected to the Marks Obtained screen.

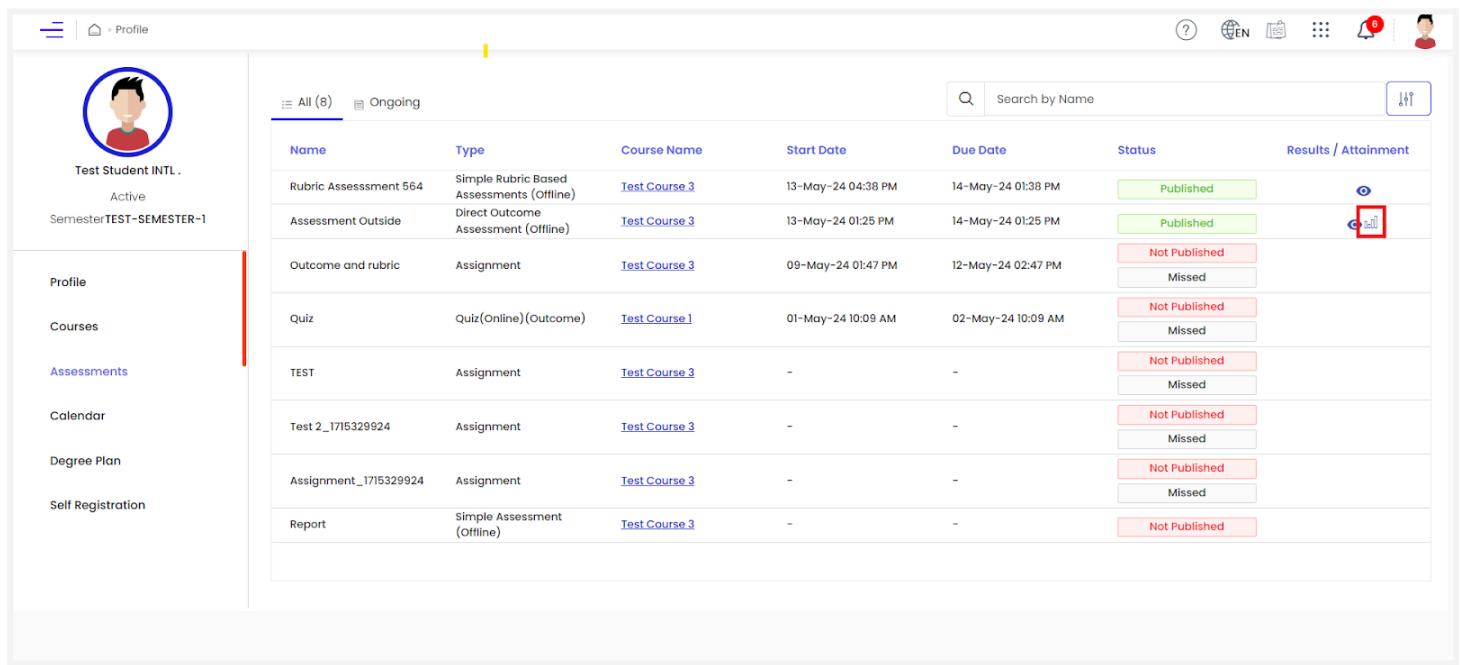


The Marks Obtained screen for the 'Assessment Outside' entry shows:

- Start Date: 13-May-24 01:25 pm
- Due Date: 14-May-24 01:25 pm
- Course: Test Course 3
- Faculty: Test Faculty 1
- Marks Obtained: 14.00
- Remarks: -

Outcome	Max. Mark	Mark
TCO1	10.00	9.00
TCO2	20.00	5.00

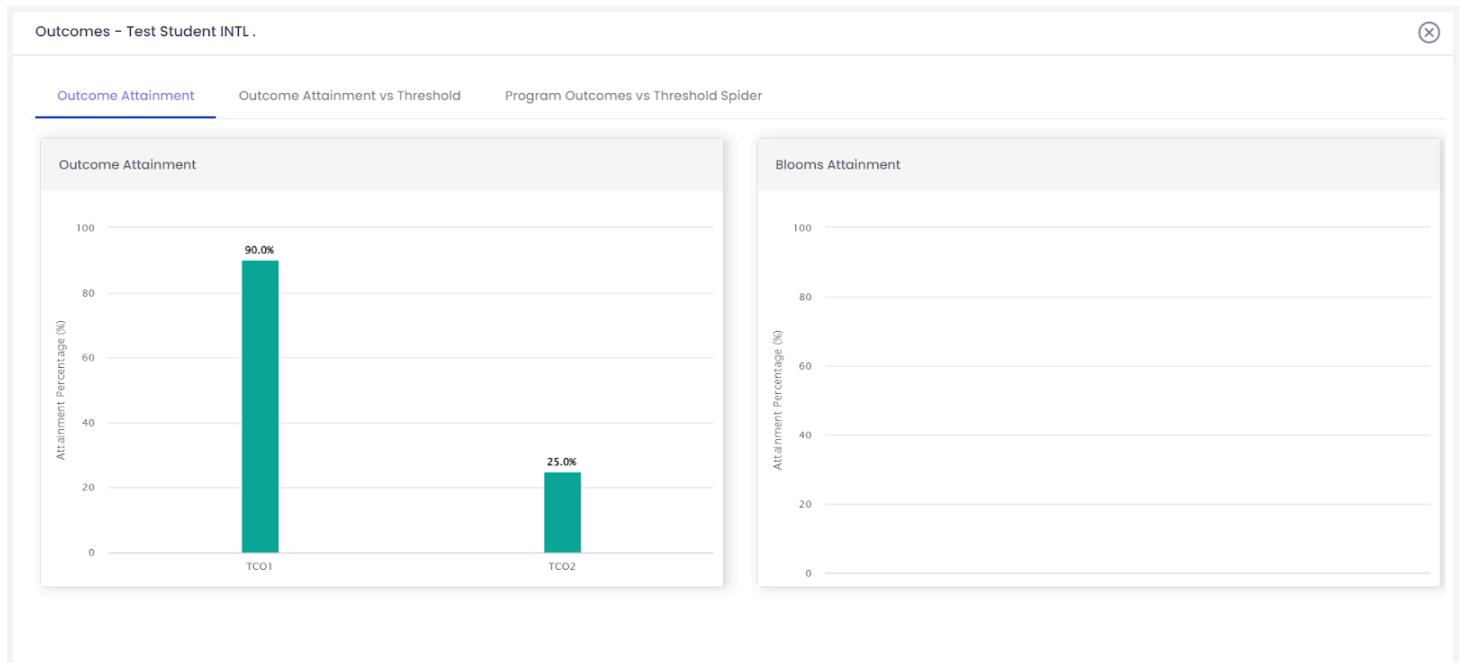
Step 3: To view Assessment OBE Attainment, click the 'OBE Attainment' button.



The screenshot shows a student's profile on the left with a circular icon and the name 'Test Student INTL.' Below the profile are links for 'Profile', 'Courses', 'Assessments', 'Calendar', 'Degree Plan', and 'Self Registration'. The main area displays a table of assessments. The columns are: Name, Type, Course Name, Start Date, Due Date, Status, and Results / Attainment. The 'Assessments' row has a red box around the 'Gra' button in the 'Results / Attainment' column.

		All (8)	Ongoing			Search by Name		
		Name	Type	Course Name	Start Date	Due Date	Status	Results / Attainment
Rubric Assessment 564		Simple Rubric Based Assessments (Offline)	Test Course 3	13-May-24 04:38 PM	14-May-24 01:38 PM	Published		
Assessment Outside		Direct Outcome Assessment (Offline)	Test Course 3	13-May-24 01:25 PM	14-May-24 01:25 PM	Published		
Outcome and rubric		Assignment	Test Course 3	09-May-24 01:47 PM	12-May-24 02:47 PM	Not Published		
Quiz		Quiz(Online) (Outcome)	Test Course 1	01-May-24 10:09 AM	02-May-24 10:09 AM	Not Published		
TEST		Assignment	Test Course 3	-	-	Not Published		
Test 2_1715329924		Assignment	Test Course 3	-	-	Not Published		
Assignment_1715329924		Assignment	Test Course 3	-	-	Not Published		
Report		Simple Assessment (Offline)	Test Course 3	-	-	Not Published		

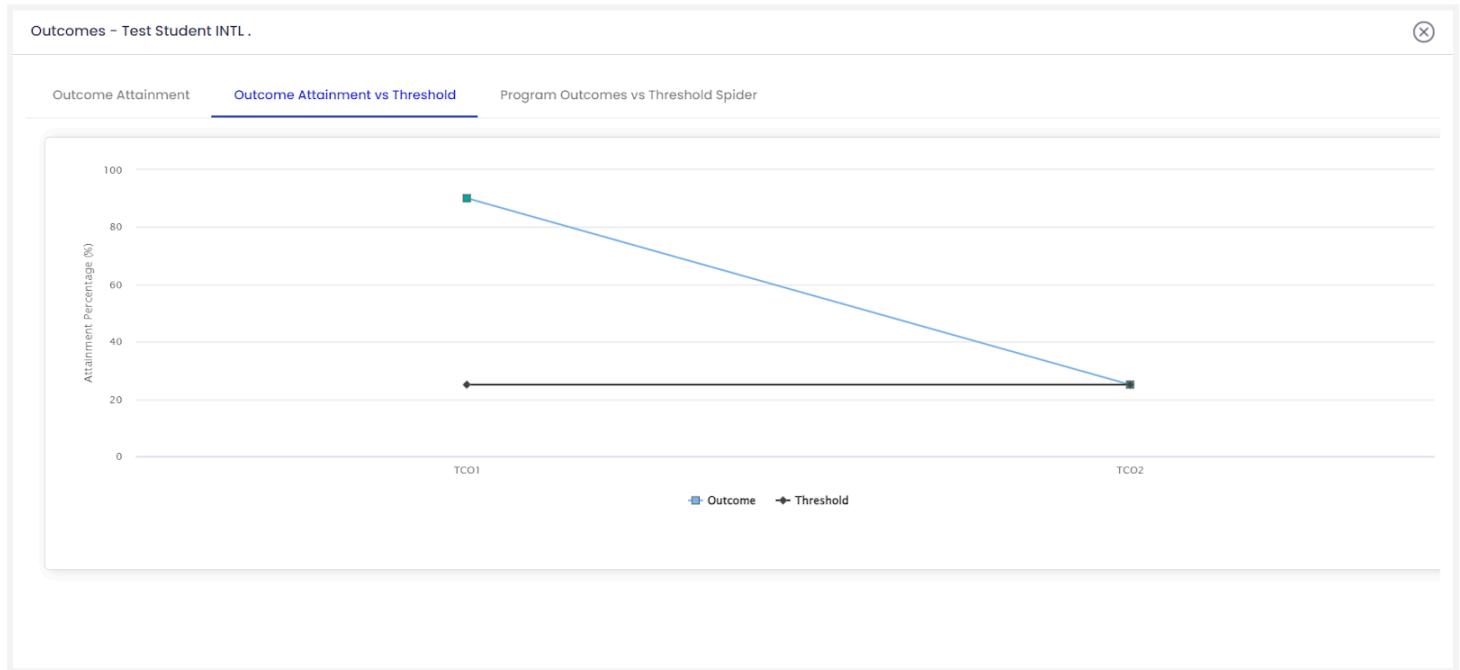
Users will be redirected to the OBE Attainment screen. Users can view the Outcome Attainment as shown below.



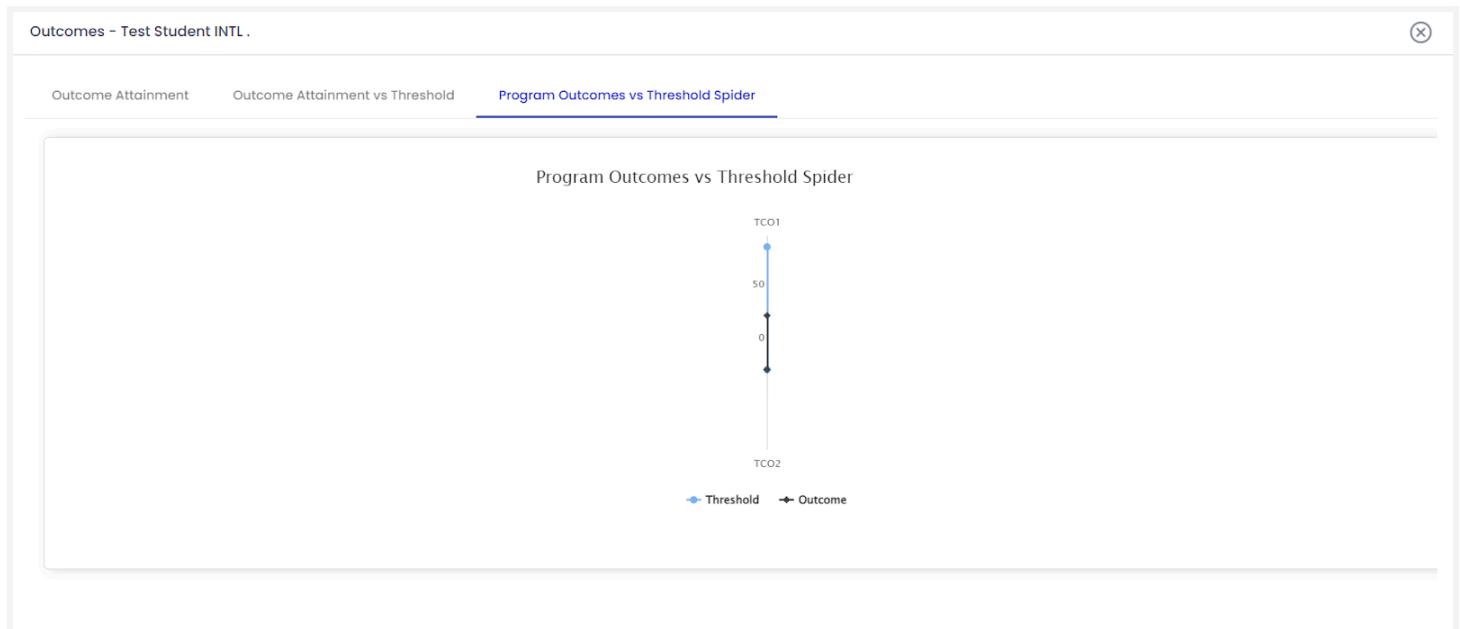
The screenshot shows the 'Outcomes - Test Student INTL.' page. It includes tabs for 'Outcome Attainment', 'Outcome Attainment vs Threshold', and 'Program Outcomes vs Threshold Spider'. The 'Outcome Attainment' tab is active, displaying a bar chart titled 'Outcome Attainment'. The Y-axis is 'Attainment Percentage (%)' from 0 to 100. The X-axis shows two categories: TCO1 and TCO2. The bar for TCO1 is at 90.0%, and the bar for TCO2 is at 25.0%. The 'Blooms Attainment' chart is also visible on the right.

Category	Attainment Percentage (%)
TCO1	90.0%
TCO2	25.0%

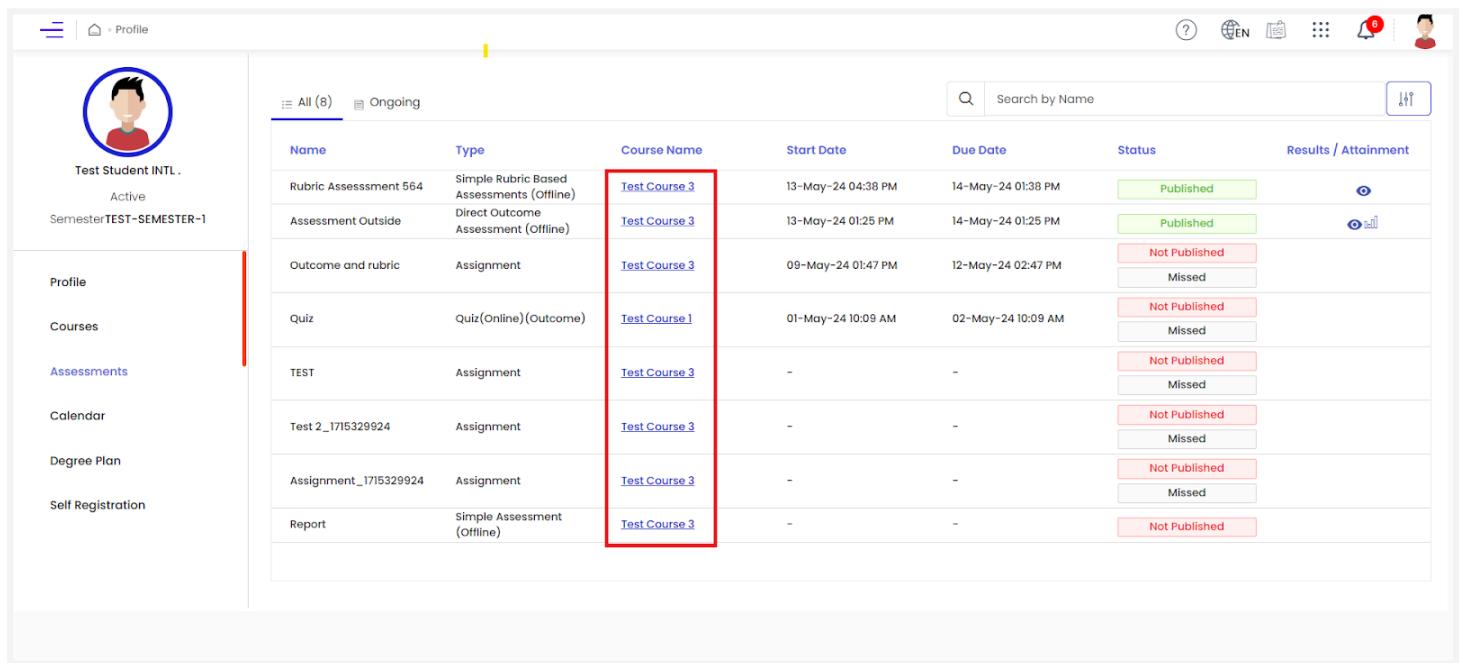
Users can also view the Outcome Attainment vs Threshold as shown below.



Users can view the Program Outcome vs Threshold Spider as shown below.

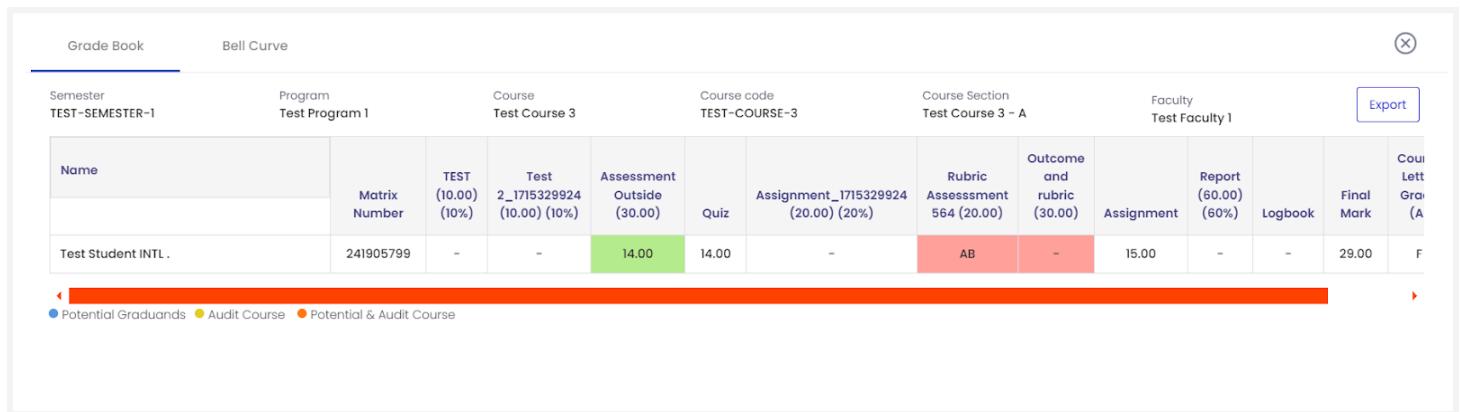


Step 4: To view the gradebook, click the Course Name.



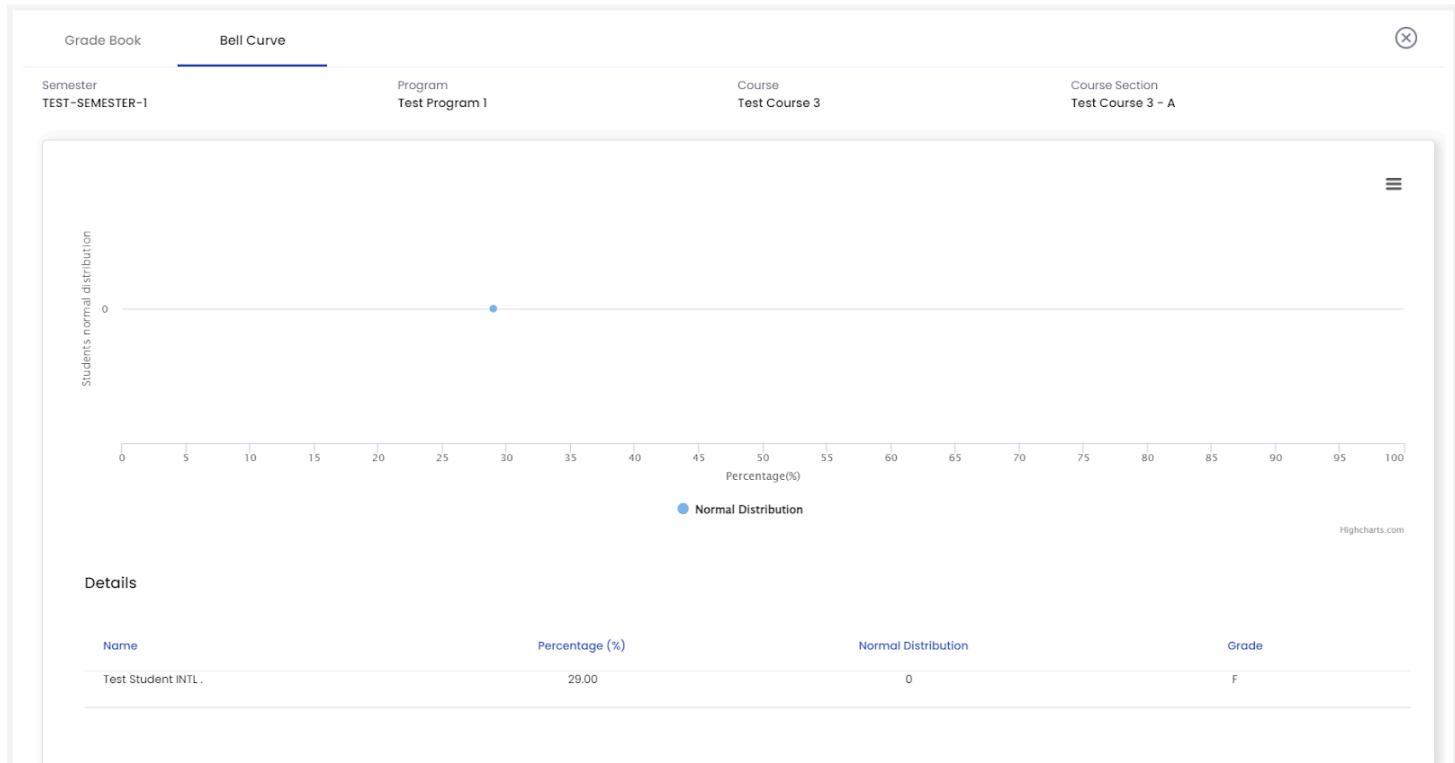
The screenshot shows the 'Assessments' section of the student portal. On the left, a sidebar lists 'Profile', 'Courses', 'Assessments', 'Calendar', 'Degree Plan', and 'Self Registration'. The 'Assessments' section is currently selected. The main area displays a table of assessments. A red box highlights the 'Test Course 3' row, which includes columns for Name, Type, Course Name, Start Date, Due Date, Status, and Results / Attainment. The 'Course Name' column for this row contains 'Test Course 3' repeated three times.

Users will be redirected to the Gradebook screen.



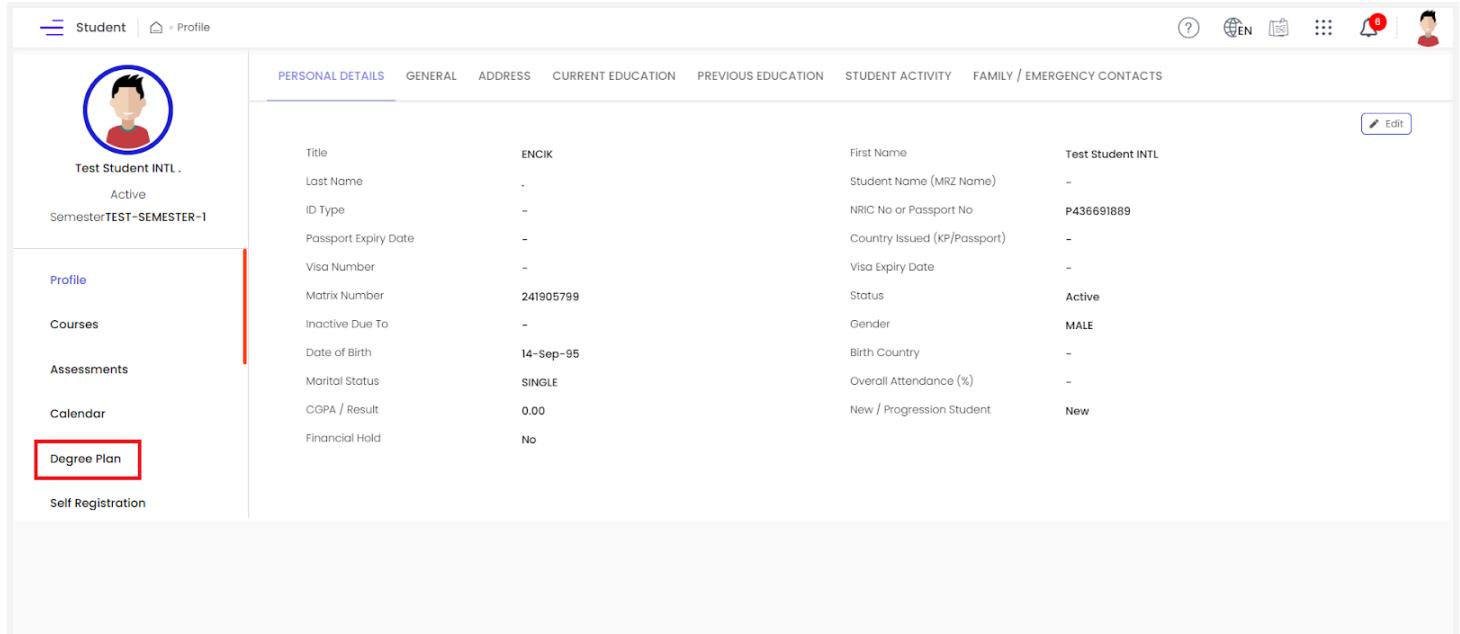
The screenshot shows the 'Grade Book' screen. At the top, tabs for 'Grade Book' and 'Bell Curve' are visible, with 'Grade Book' selected. The main table has columns for Semester (TEST-SEMESTER-1), Program (Test Program 1), Course (Test Course 3), Course code (TEST-COURSE-3), Course Section (Test Course 3 - A), Faculty (Test Faculty 1), and an 'Export' button. The data table includes columns for Name, Matrix Number, TEST (10.00) (10%), Test 2_1715329924 (10.00) (10%), Assessment Outside (30.00), Quiz, Assignment_1715329924 (20.00) (20%), Rubric Assessment 564 (20.00), Outcome and rubric (30.00), Assignment, Report (60.00) (60%), Logbook, Final Mark, and Cou Lett Grav (A). A student record for 'Test Student INTL.' is shown with a Matrix Number of 241905799, TEST score of 14.00, Test score of 14.00, and an overall Final Mark of 29.00. A legend at the bottom indicates: blue dot for Potential Graduands, yellow dot for Audit Course, and orange dot for Potential & Audit Course.

In this screen, users can also view the Bell Curve as shown below.



2.2.6 Degree Plan

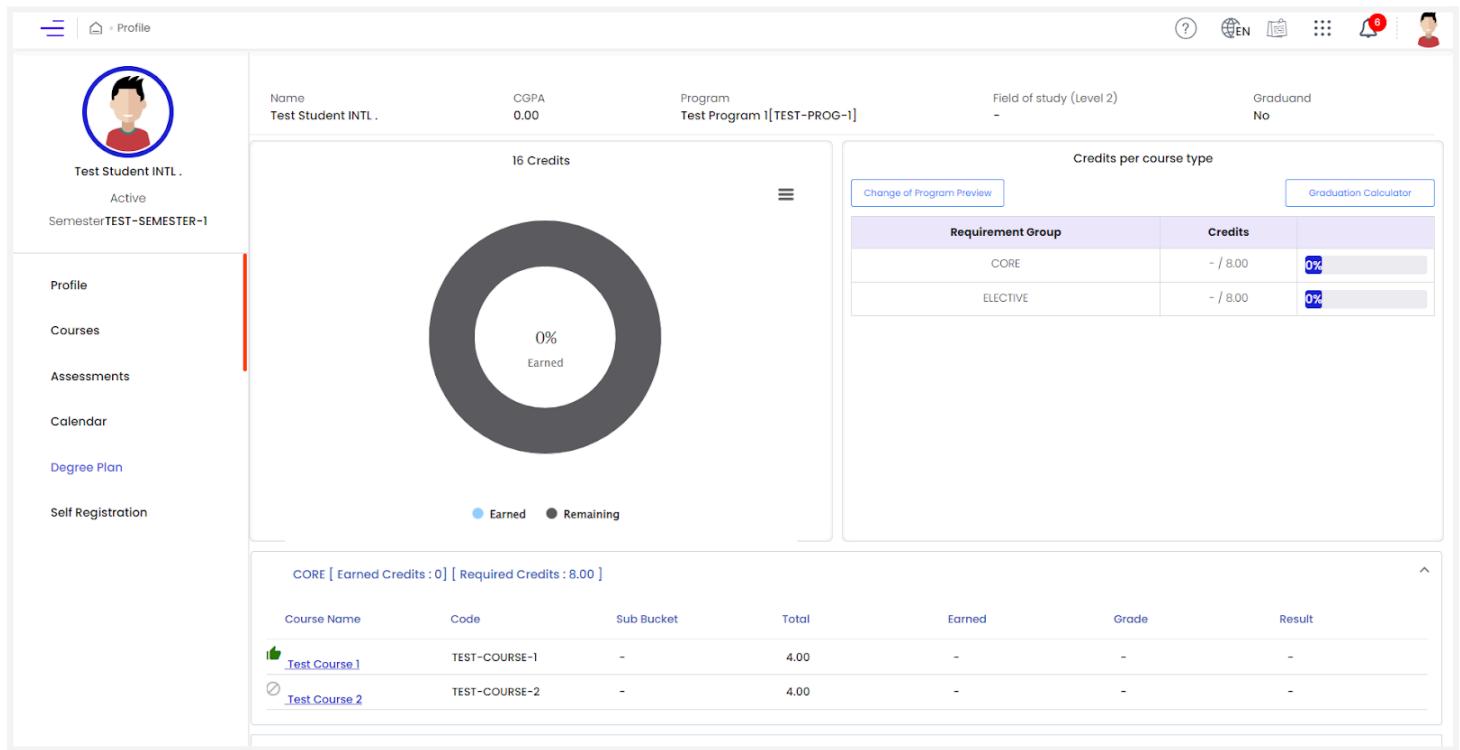
Step 1: In the Profile screen, click the 'Degree Plan' Dashboard Tab.



The screenshot shows the 'Profile' dashboard for a student named 'Test Student INTL.'. The 'Degree Plan' tab is highlighted with a red box. The dashboard includes tabs for PERSONAL DETAILS, GENERAL, ADDRESS, CURRENT EDUCATION, PREVIOUS EDUCATION, STUDENT ACTIVITY, and FAMILY / EMERGENCY CONTACTS. The PERSONAL DETAILS section displays various student information such as Title (ENCIK), Last Name (.), First Name (Test Student INTL.), and Status (Active). The CURRENT EDUCATION section shows the student is in Semester TEST-SEMESTER-1. The STUDENT ACTIVITY section indicates the student is a New / Progression Student.

Users will be redirected to the Degree Plan screen. In this screen, users are able to view the following:

1. Earned Credit Summary Diagram
2. Credits Per Course Type Table
3. List of Registered/Yet to Registered Courses



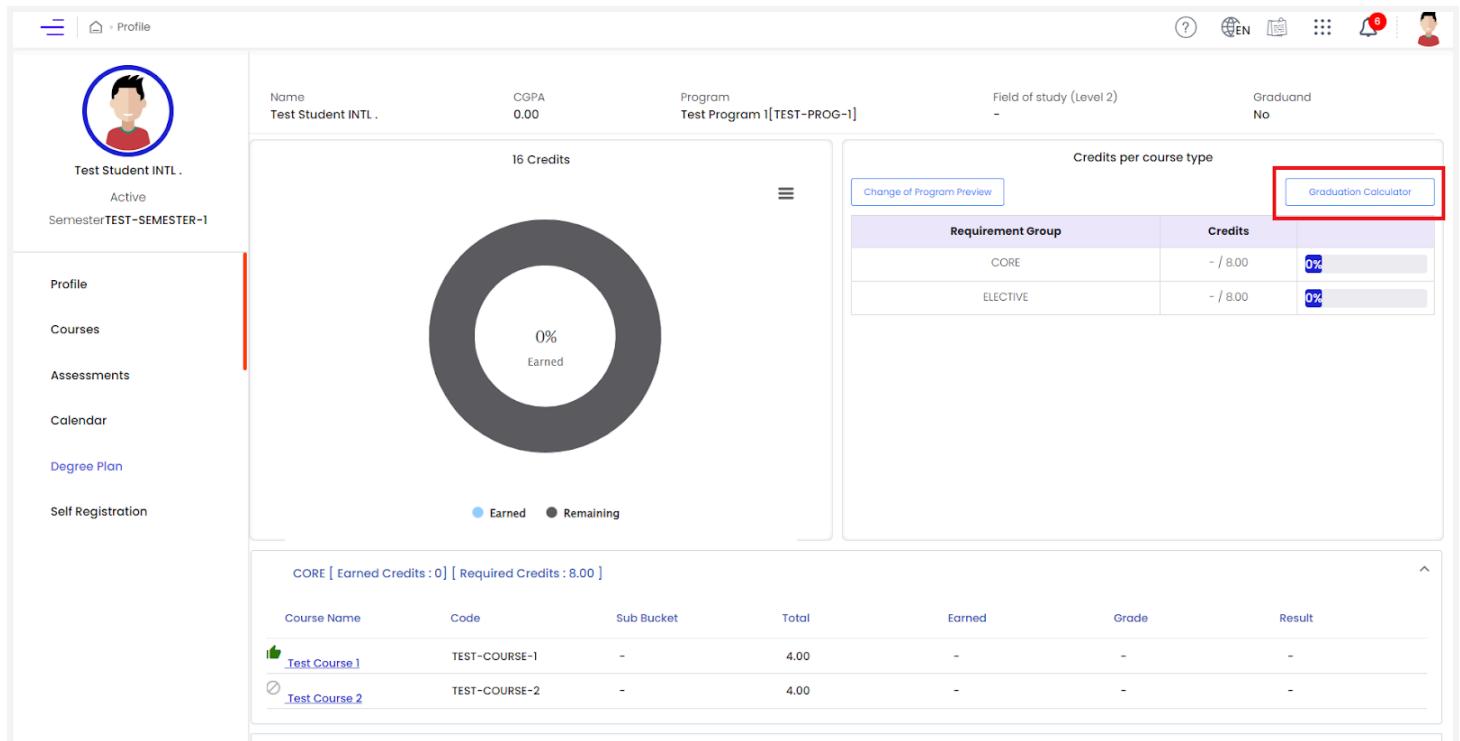
The dashboard displays the following information:

- User Profile:** Test Student INTL. (Active, Semester TEST-SEMESTER-1)
- Academic Summary:** CGPA 0.00, Program Test Program 1 [TEST-PROG-1], Field of study (Level 2) -, Graduand No
- Credits:** 16 Credits, 0% Earned
- Credits per course type:**

Requirement Group	Credits
CORE	- / 8.00 0%
ELECTIVE	- / 8.00 0%
- Graduation Calculator:** A button labeled "Graduation Calculator" is visible in the top right corner of the credits section.
- Courses:**

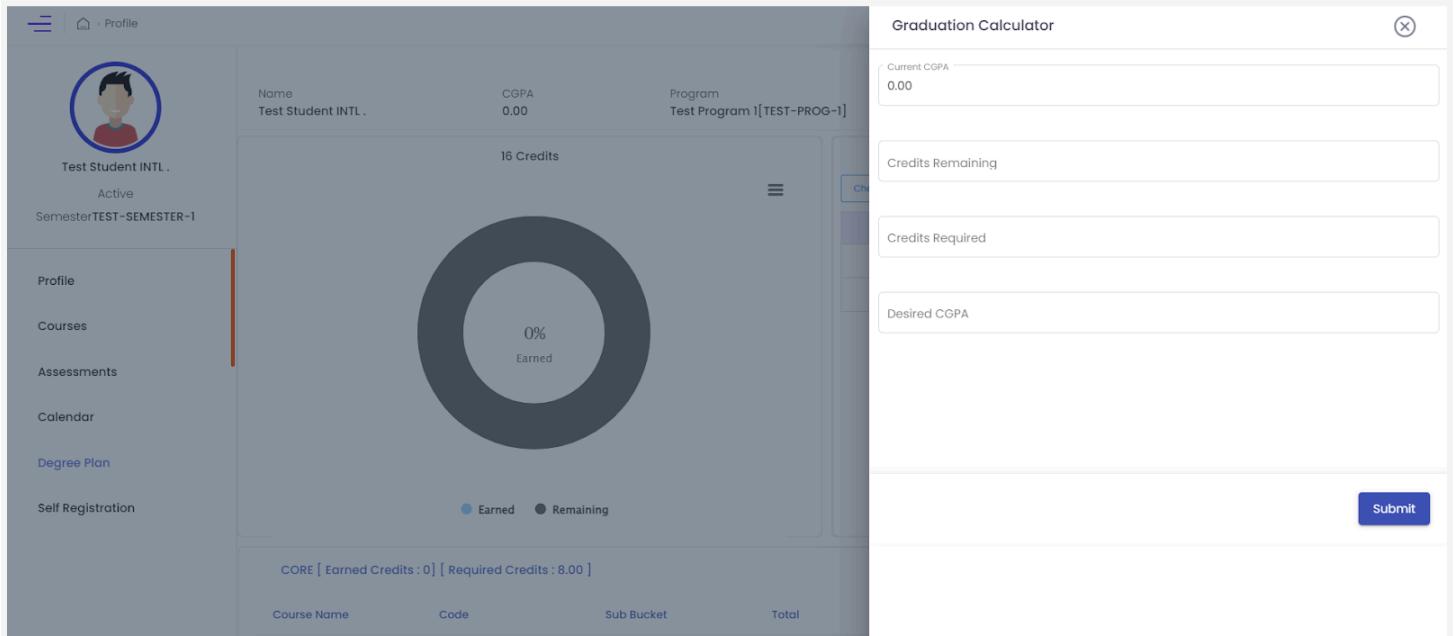
Course Name	Code	Sub Bucket	Total	Earned	Grade	Result
Test Course 1	TEST-COURSE-1	-	4.00	-	-	-
Test Course 2	TEST-COURSE-2	-	4.00	-	-	-

Step 2: To use the Graduation Calculator, click the 'Graduation Calculator' button.



The dashboard is identical to the previous one, but the "Graduation Calculator" button in the top right corner of the credits section is highlighted with a red box.

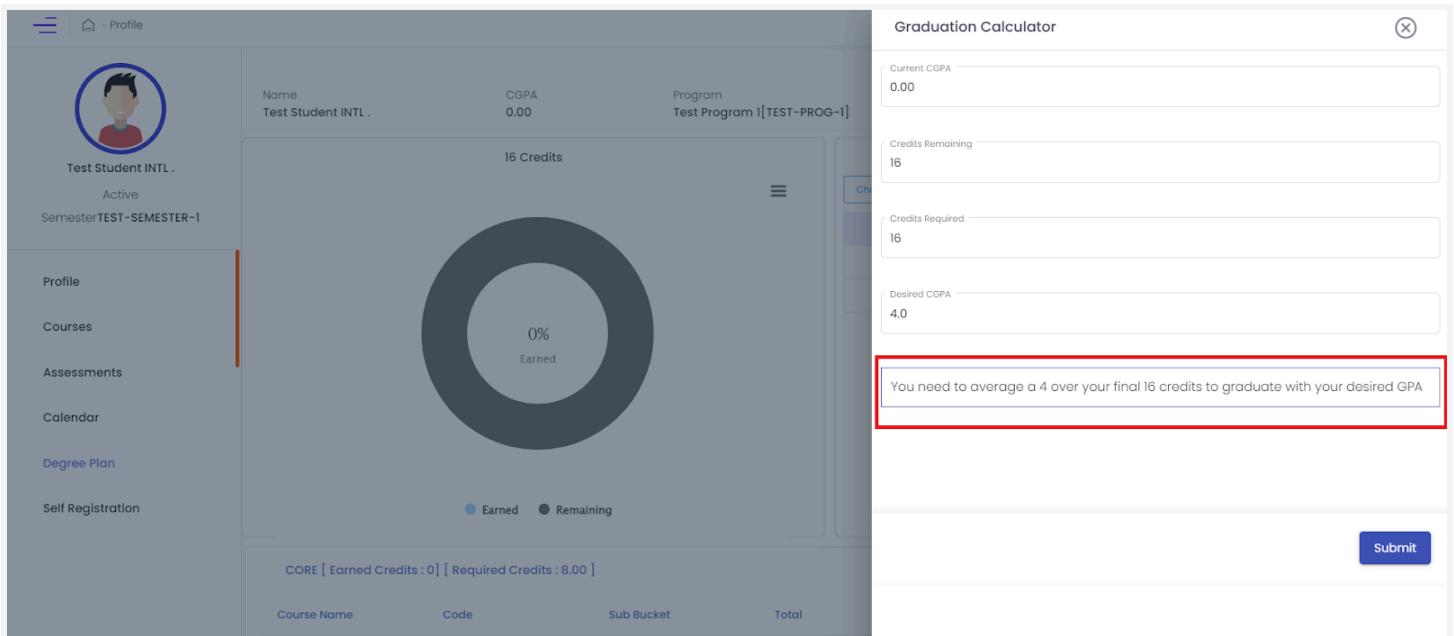
Step 3: Fill up the fields and click the 'Submit' button.



The screenshot shows the student profile on the left and the graduation calculator on the right. The calculator fields are as follows:

- Current CGPA: 0.00
- Credits Remaining: 16
- Credits Required: 16
- Desired CGPA: 4.0

Upon submission, users will be able to view the outcome of the calculations as shown below.



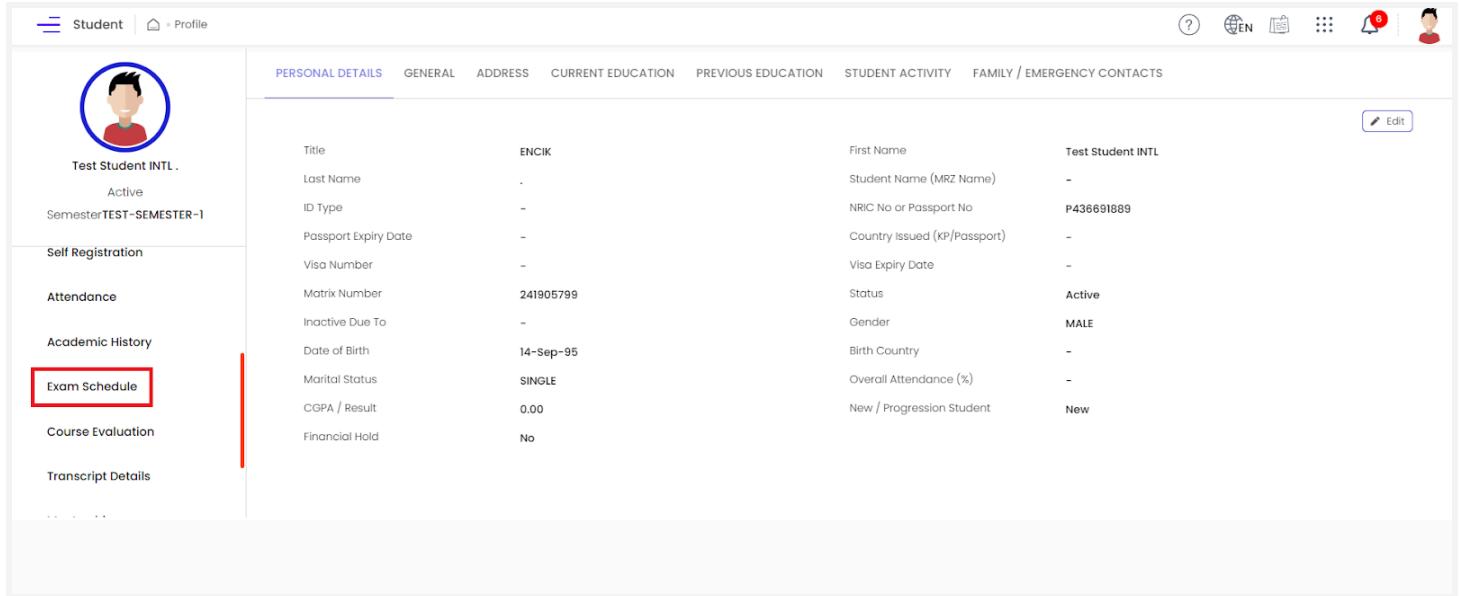
The screenshot shows the student profile on the left and the graduation calculator on the right. The calculator fields are as follows:

- Current CGPA: 0.00
- Credits Remaining: 16
- Credits Required: 16
- Desired CGPA: 4.0

A message box on the right contains the text: "You need to average a 4 over your final 16 credits to graduate with your desired GPA".

2.2.7 Exam Schedule

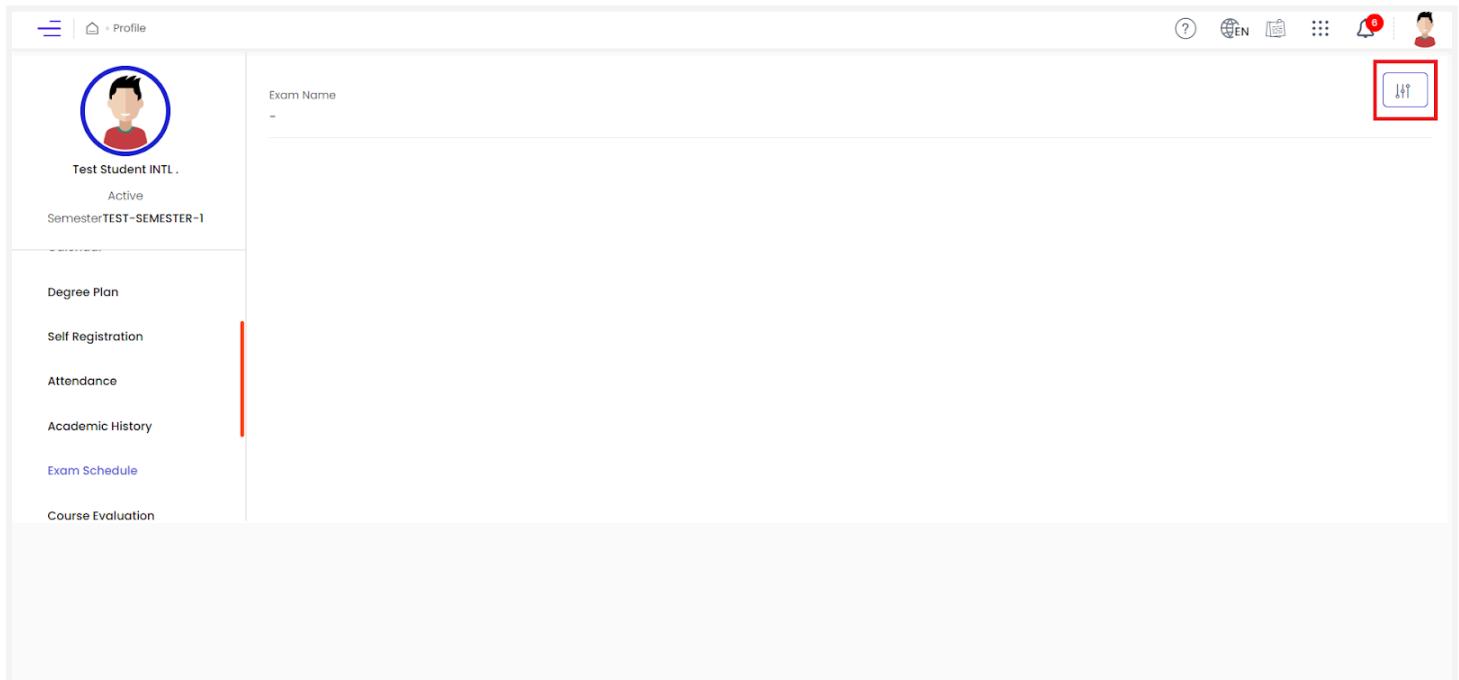
Step 1: In the Profile screen, click the 'Exam Schedule' Dashboard Tab.



The screenshot shows the 'Profile' screen with the 'Exam Schedule' tab highlighted by a red box. The main content area displays personal details for a student named 'Test Student INTL.' with the following information:

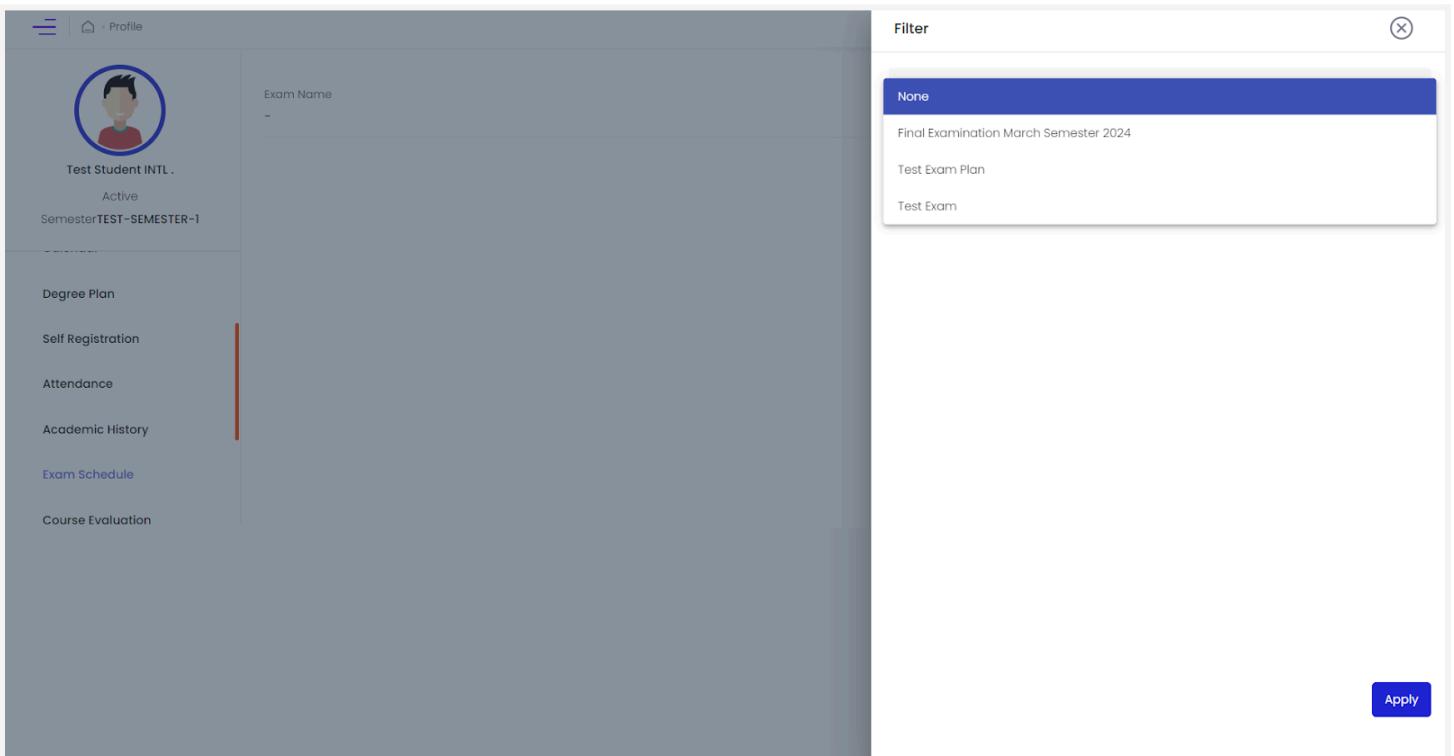
Personal Details	General	Address	Current Education	Previous Education	Student Activity	Family / Emergency Contacts
Title: ENCIK					First Name: Test Student INTL	
Last Name: -					Student Name (MRZ Name): -	
ID Type: -					NRIC No or Passport No: P436691889	
Passport Expiry Date: -					Country Issued (kp/Passport): -	
Visa Number: -					Visa Expiry Date: -	
Matrix Number: 241905799					Status: Active	
Inactive Due To: -					Gender: MALE	
Date of Birth: 14-Sep-95					Birth Country: -	
Marital Status: SINGLE					Overall Attendance (%): -	
COPA / Result: 0.00					New / Progression Student: New	
Financial Hold: No						

Step 2: In the Exam Schedule, click the 'Filter' button to filter the examination.



The screenshot shows the 'Exam Schedule' screen. The 'Exam Name' filter field contains a single dash ('-'). The 'Filter' button, located in the top right corner of the search area, is highlighted with a red box.

Step 3: Select the 'Exam Name' and click the 'Apply' button.



Exam Name

None

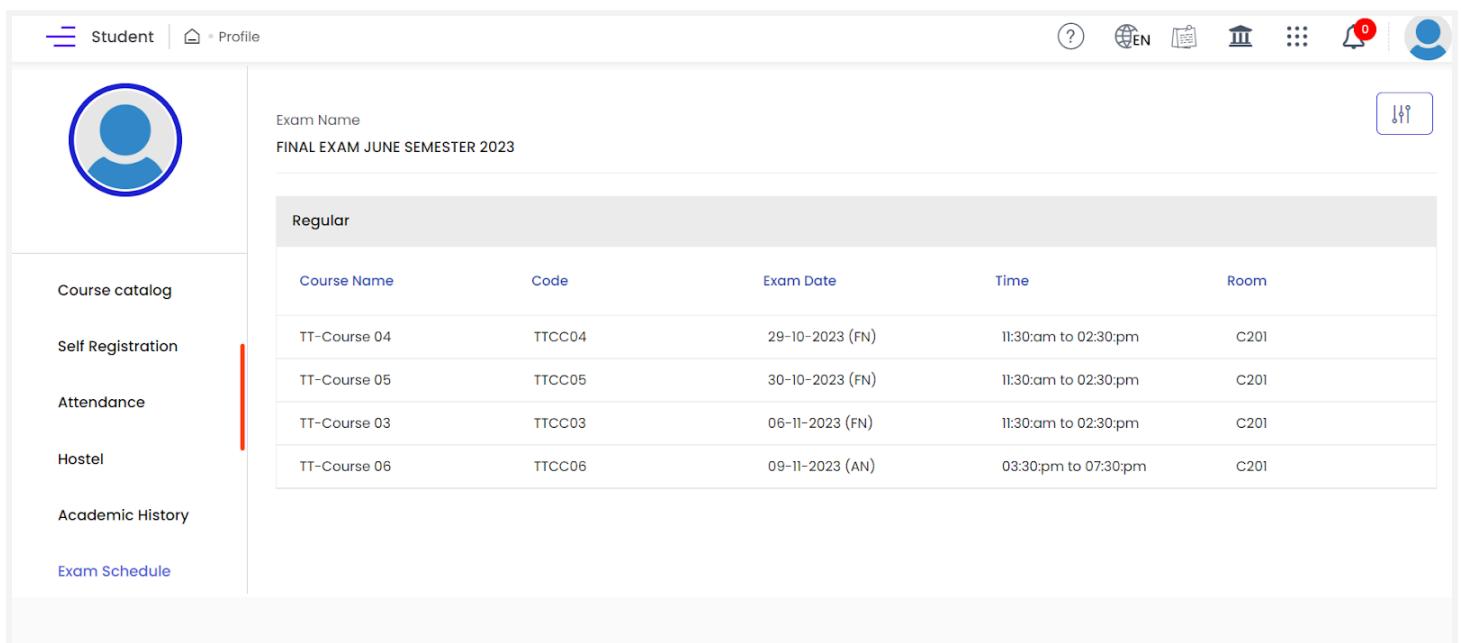
Final Examination March Semester 2024

Test Exam Plan

Test Exam

Apply

Users will be able to view the exam schedule generated by the system as shown below.



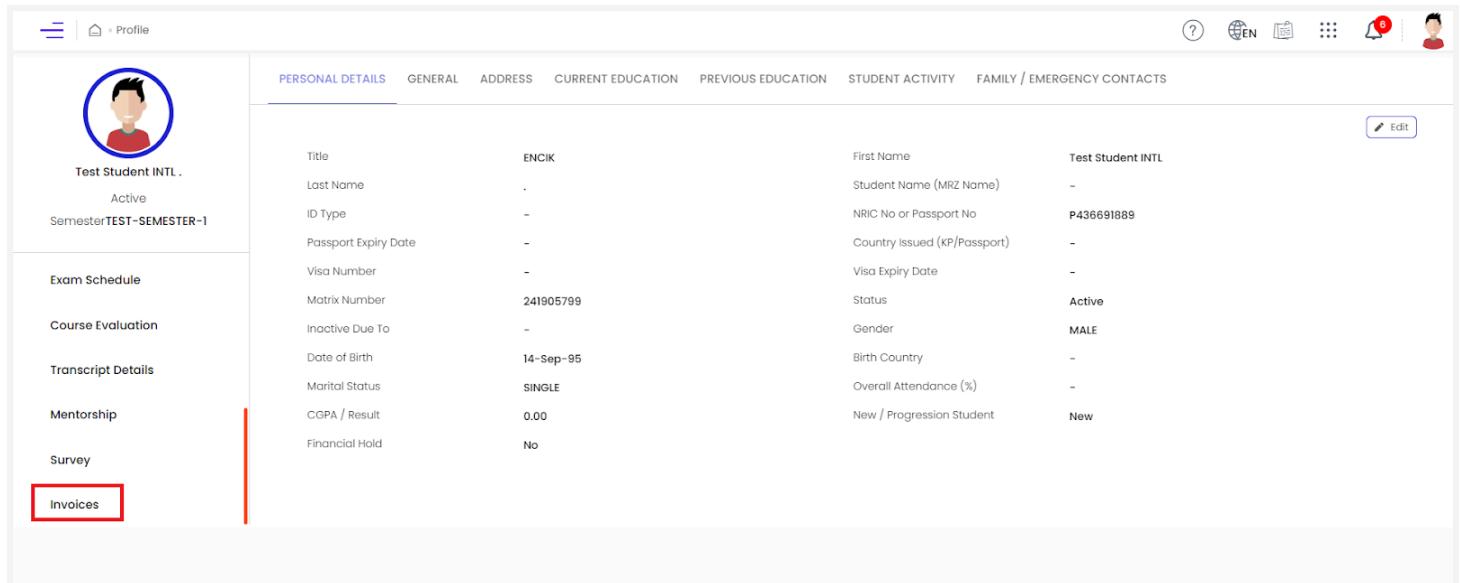
Exam Name
FINAL EXAM JUNE SEMESTER 2023

Regular

Course Name	Code	Exam Date	Time	Room
TT-Course 04	TTCC04	29-10-2023 (FN)	11:30:am to 02:30:pm	C201
TT-Course 05	TTCC05	30-10-2023 (FN)	11:30:am to 02:30:pm	C201
TT-Course 03	TTCC03	06-11-2023 (FN)	11:30:am to 02:30:pm	C201
TT-Course 06	TTCC06	09-11-2023 (AN)	03:30:pm to 07:30:pm	C201

2.2.8 Invoices

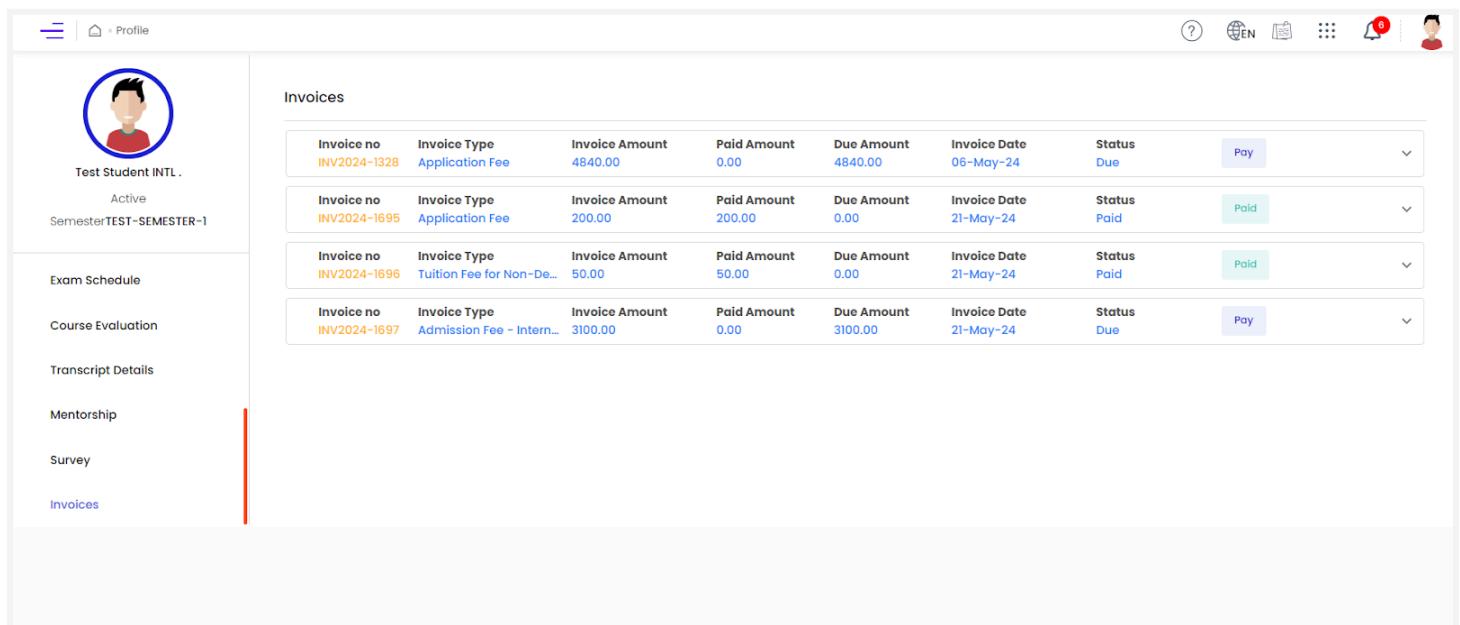
Step 1: In the Profile screen, click the 'Invoices' Dashboard Tab.



The screenshot shows the 'Profile' screen with the 'Invoices' tab highlighted by a red box. The main content area displays personal details for a student named 'ENCIK'. The details include:

Personal Details	General	Address	Current Education	Previous Education	Student Activity	Family / Emergency Contacts
Title: ENCIK					First Name: Test Student INTL.	Test Student INTL.
Last Name: -					Student Name (MRZ Name): -	-
ID Type: -					NRIC No or Passport No: P436691889	P436691889
Passport Expiry Date: -					Country Issued (KP/Passport): -	-
Visa Number: -					Visa Expiry Date: -	-
Matrix Number: 241905799					Status: Active	Active
Inactive Due To: -					Gender: MALE	MALE
Date of Birth: 14-Sep-95					Birth Country: -	-
Marital Status: SINGLE					Overall Attendance (%): -	-
CGPA / Result: 0.00					New / Progression Student: New	New
Financial Hold: No						

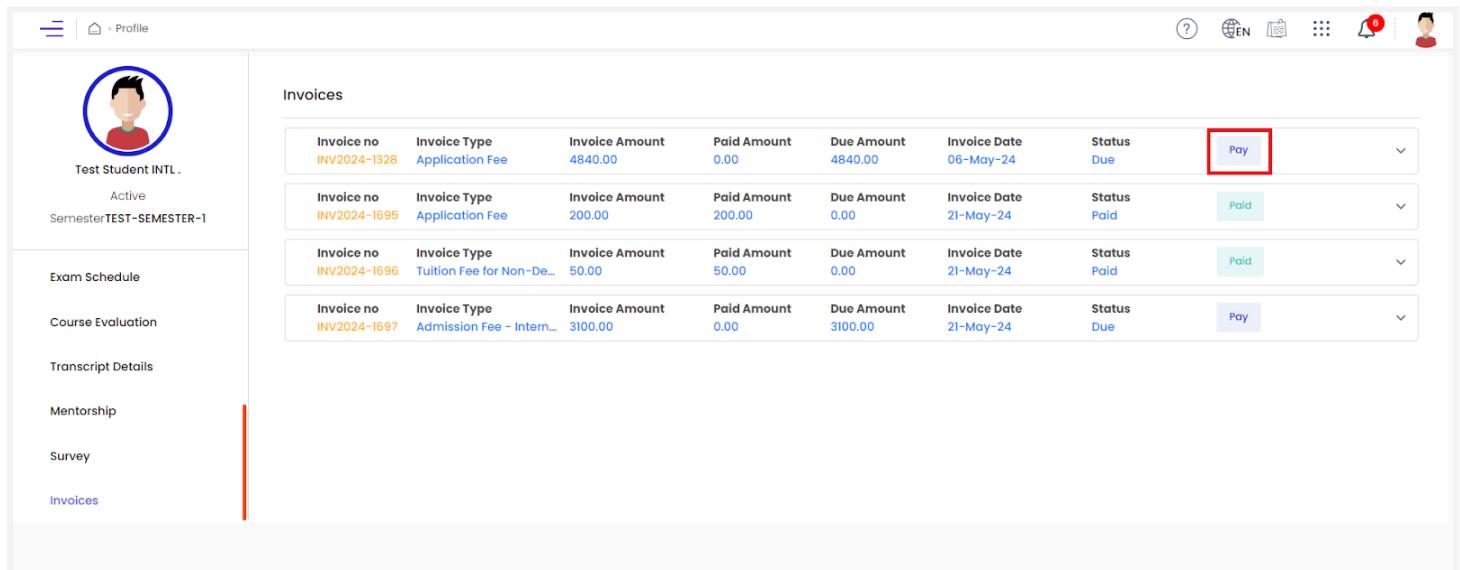
Users will be redirected to the invoice screen.



The screenshot shows the 'Invoices' screen with a list of invoices for the student 'ENCIK'. The invoices are:

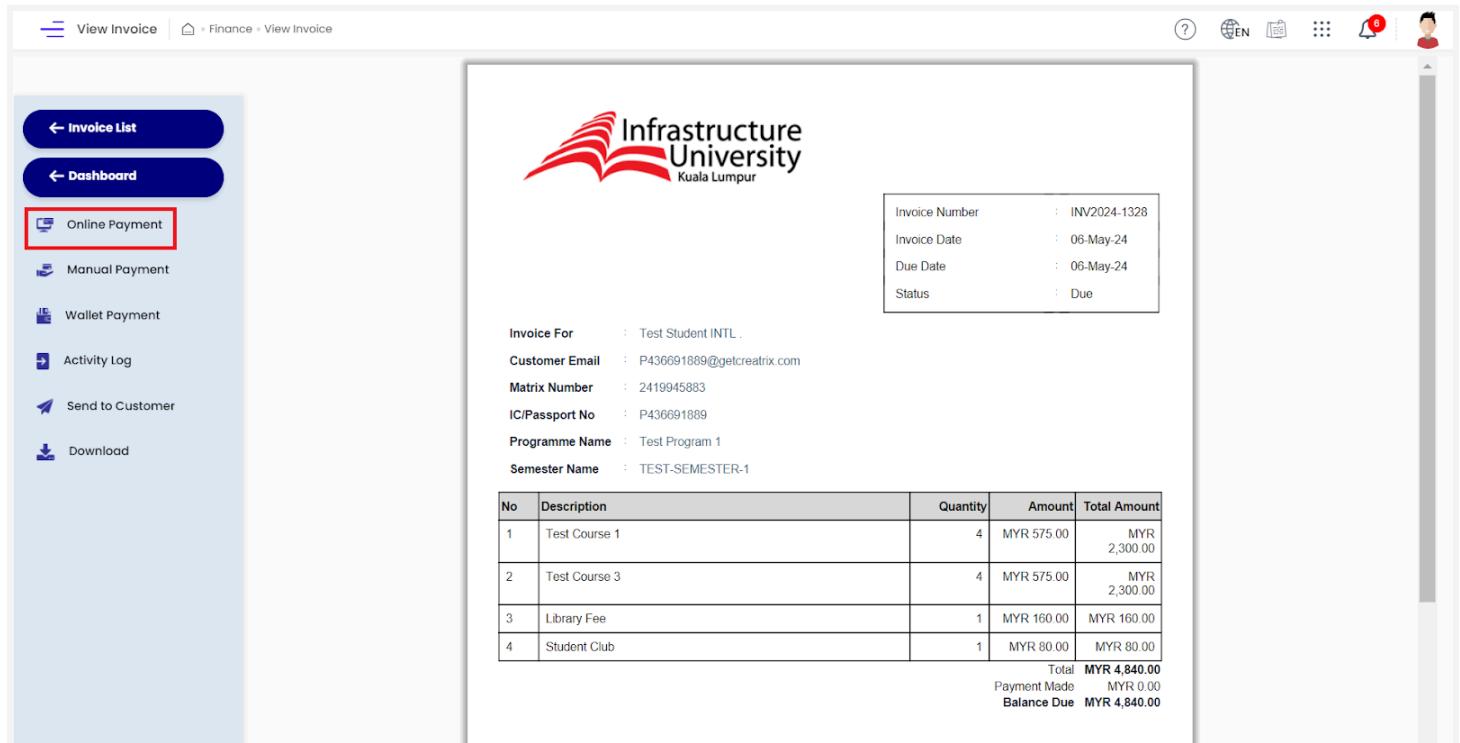
Invoice no	Invoice Type	Invoice Amount	Paid Amount	Due Amount	Invoice Date	Status	Pay
INV2024-1328	Application Fee	4840.00	0.00	4840.00	06-May-24	Due	<button>Pay</button>
INV2024-1695	Application Fee	200.00	200.00	0.00	21-May-24	Paid	<button>Paid</button>
INV2024-1696	Tuition Fee for Non-De...	50.00	50.00	0.00	21-May-24	Paid	<button>Paid</button>
INV2024-1697	Admission Fee - Intern...	3100.00	0.00	3100.00	21-May-24	Due	<button>Pay</button>

Step 2: To make payment, click the 'Pay' button.



The screenshot shows the 'Invoices' section of the student portal. On the left, a sidebar lists various student details and links: 'Test Student INTL.', 'Active', 'SemesterTEST-SEMESTER-1', 'Exam Schedule', 'Course Evaluation', 'Transcript Details', 'Mentorship', 'Survey', and 'Invoices'. The 'Invoices' link is highlighted with a red vertical bar. The main content area displays a table of invoices with columns: Invoice no, Invoice Type, Invoice Amount, Paid Amount, Due Amount, Invoice Date, Status, and a 'Pay' button. The first invoice, INV2024-1328, has its 'Pay' button highlighted with a red box.

Step 3: In the Invoice screen, click the 'Online Payment' button.



The screenshot shows the 'View Invoice' screen. The left sidebar includes buttons for 'Invoice List', 'Dashboard', 'Online Payment' (which is highlighted with a red box), 'Manual Payment', 'Wallet Payment', 'Activity Log', 'Send to Customer', and 'Download'. The main content area displays the 'Infrastructure University Kuala Lumpur' logo. It shows invoice details: Invoice Number INV2024-1328, Invoice Date 06-May-24, Due Date 06-May-24, and Status Due. Below this, it lists the invoice items with their descriptions, quantities, and amounts. At the bottom, it shows the total amount, payment made (MYR 0.00), and balance due (MYR 4,840.00).

Step 4: In the Payment Gateway screen, key in the 'Payment Balance Due' amount, select the 'Payment Gateway' and click the 'Submit' button.

Online Payment

Item Name	Quantity	Amount	Discount	Total Amount
Test Course 1	4	MYR 575	MYR 0	MYR 2300
Test Course 3	4	MYR 575	MYR 0	MYR 2300
Library Fee	1	MYR 160	MYR 0	MYR 160
Student Club	1	MYR 80	MYR 0	MYR 80
Tax Amount MYR 0 Sub Total (Tax inclusive) MYR 4840 Amount Paid MYR 0 Balance Due MYR 4840 1 Pay Balance Due MYR 4840.00				

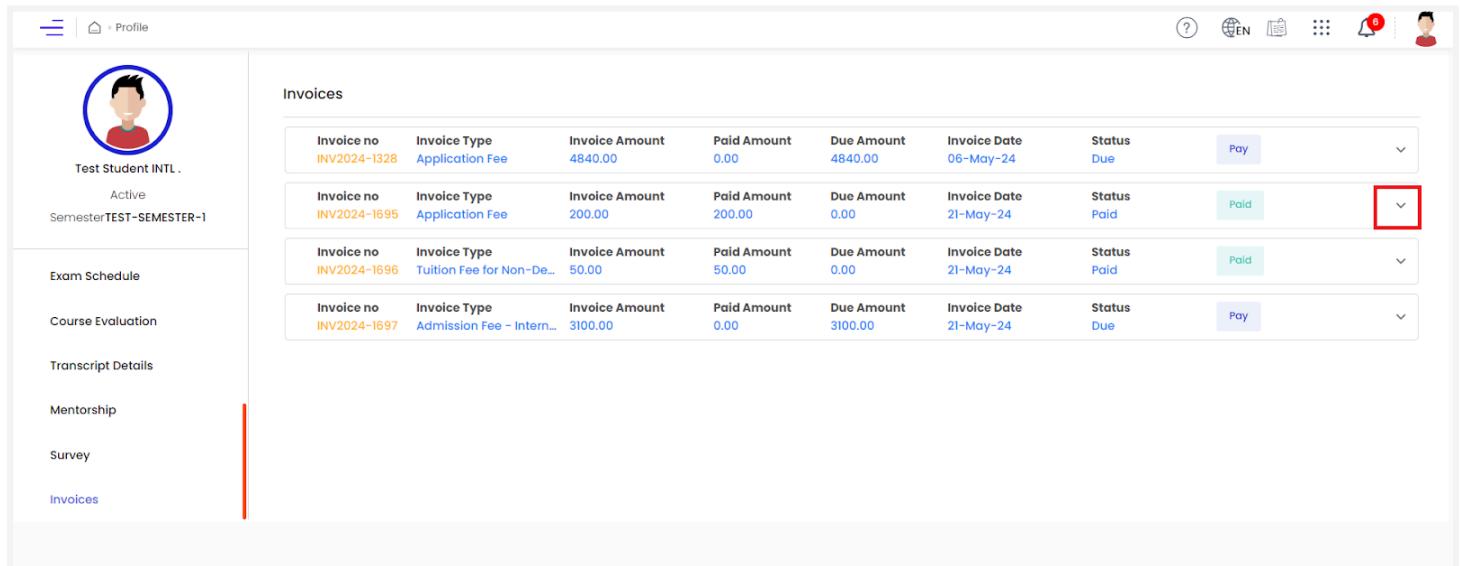
Please select the payment gateway *

FPX

2 Close **3** Submit

Users will be redirected to the selected payment gateway screen where the payment processes will take place. Upon completion of the payment, users will receive a payment receipt.

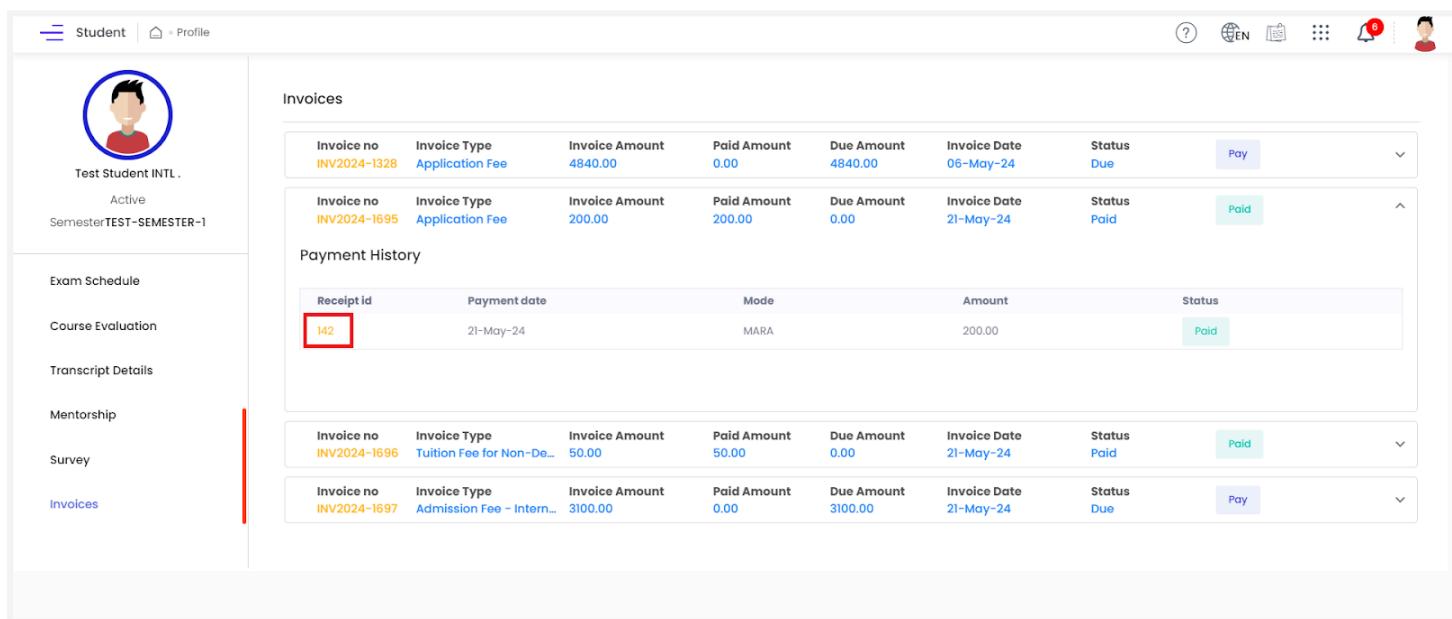
Step 5: To view the payment receipt, click the 'Dropdown' button.



The screenshot shows the student portal dashboard. On the left, there is a sidebar with links: Profile, Active Semester (TEST-SEMESTER-1), Exam Schedule, Course Evaluation, Transcript Details, Mentorship, Survey, and Invoices (which is the active tab). The main content area is titled 'Invoices' and displays a table of invoices:

Invoice no	Invoice Type	Invoice Amount	Paid Amount	Due Amount	Invoice Date	Status	Pay
INV2024-1328	Application Fee	4840.00	0.00	4840.00	06-May-24	Due	Pay
INV2024-1695	Application Fee	200.00	200.00	0.00	21-May-24	Paid	Pay
INV2024-1696	Tuition Fee for Non-De...	50.00	50.00	0.00	21-May-24	Paid	Pay
INV2024-1697	Admission Fee - Intern...	3100.00	0.00	3100.00	21-May-24	Due	Pay

Step 6: Click the 'Receipt ID' to view the payment receipt.



The screenshot shows the 'Invoices' and 'Payment History' sections of the Student Portal. The 'Invoices' section displays two entries:

Invoice no	Invoice Type	Invoice Amount	Paid Amount	Due Amount	Invoice Date	Status	Pay
INV2024-1328	Application Fee	4840.00	0.00	4840.00	06-May-24	Due	<button>Pay</button>

The 'Payment History' section shows one payment record:

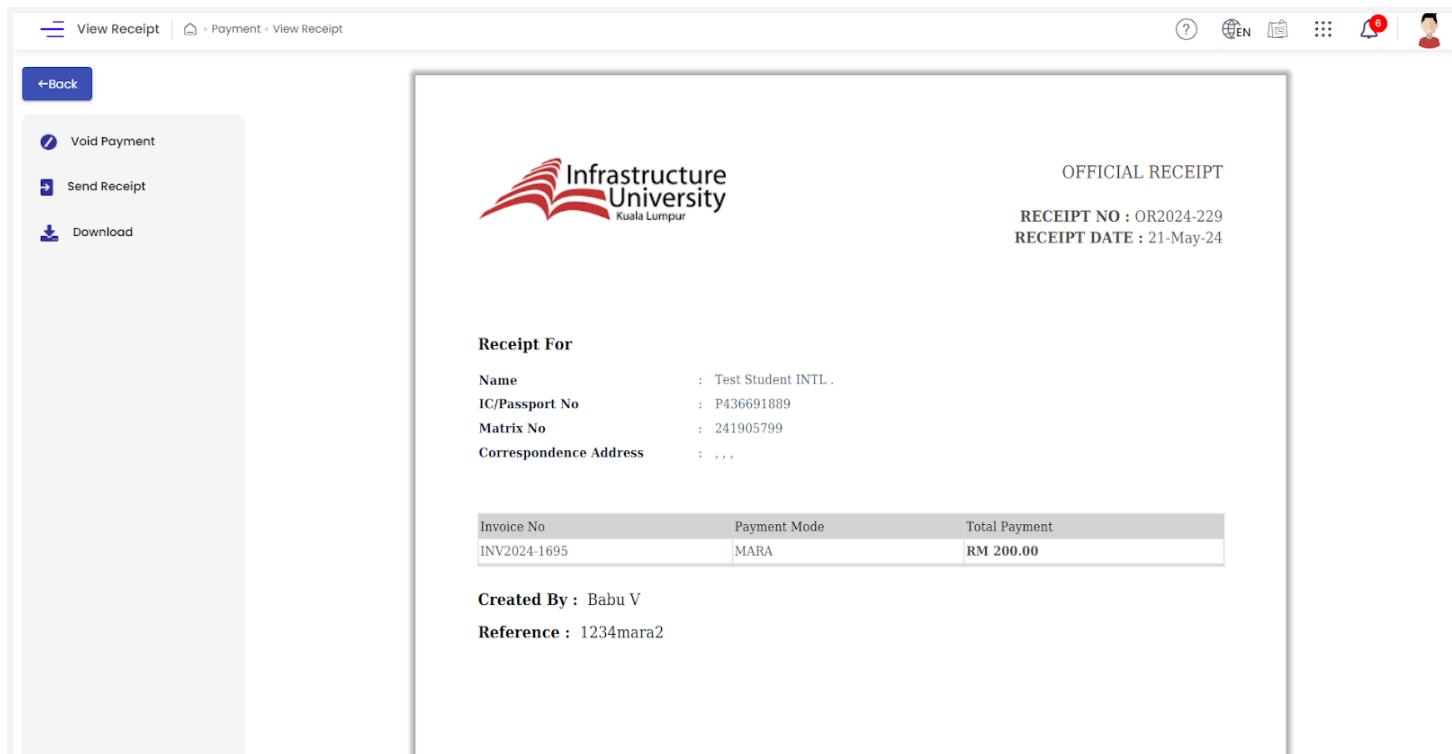
Receipt id	Payment date	Mode	Amount	Status
142	21-May-24	MARA	200.00	Paid

Below these sections are two more tables for 'Invoices':

Invoice no	Invoice Type	Invoice Amount	Paid Amount	Due Amount	Invoice Date	Status	Paid
INV2024-1696	Tuition Fee for Non-De...	50.00	50.00	0.00	21-May-24	Paid	<button>Paid</button>

Invoice no	Invoice Type	Invoice Amount	Paid Amount	Due Amount	Invoice Date	Status	Pay
INV2024-1697	Admission Fee - Intern...	3100.00	0.00	3100.00	21-May-24	Due	<button>Pay</button>

Users will be redirected to the payment receipt screen in a new browser tab.



The screenshot shows the 'View Receipt' screen. The receipt is titled 'OFFICIAL RECEIPT' and includes the following details:

RECEIPT NO : OR2024-229
RECEIPT DATE : 21-May-24

Receipt For

Name	:	Test Student INTL .
IC/Passport No	:	P436691889
Matrix No	:	241905799
Correspondence Address	:	...

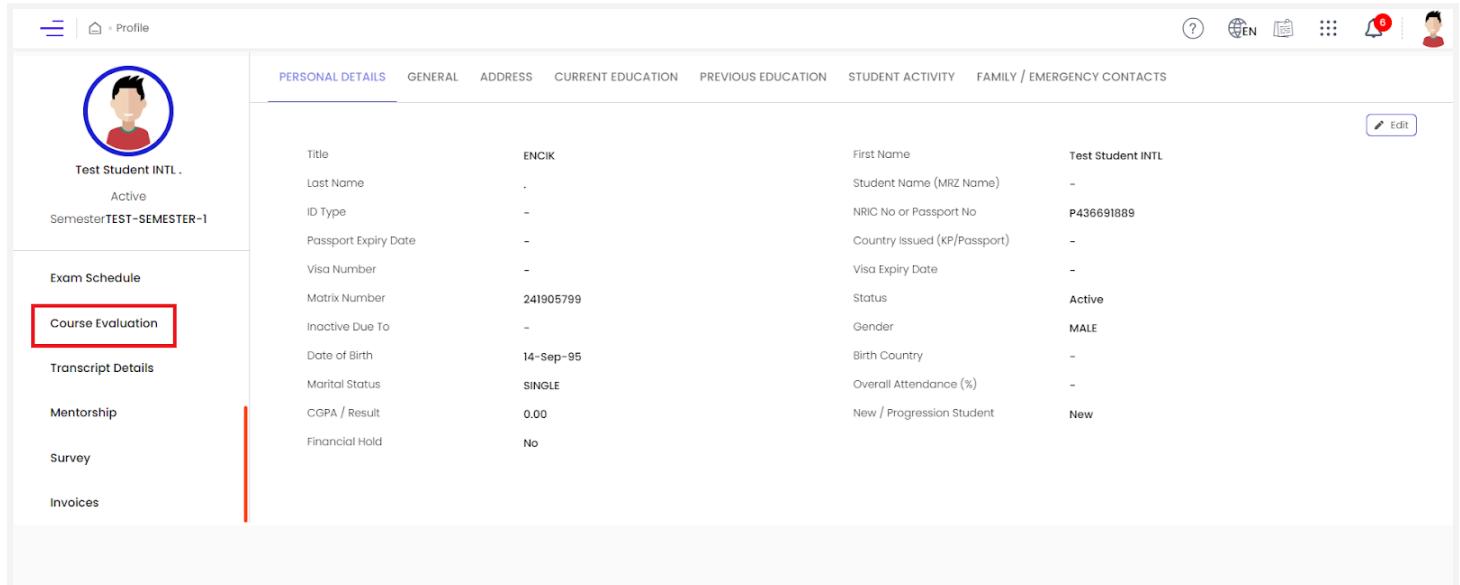
Invoice Details

Invoice No	Payment Mode	Total Payment
INV2024-1695	MARA	RM 200.00

Created By : Babu V
Reference : 1234mara2

2.2.9 Course Evaluation

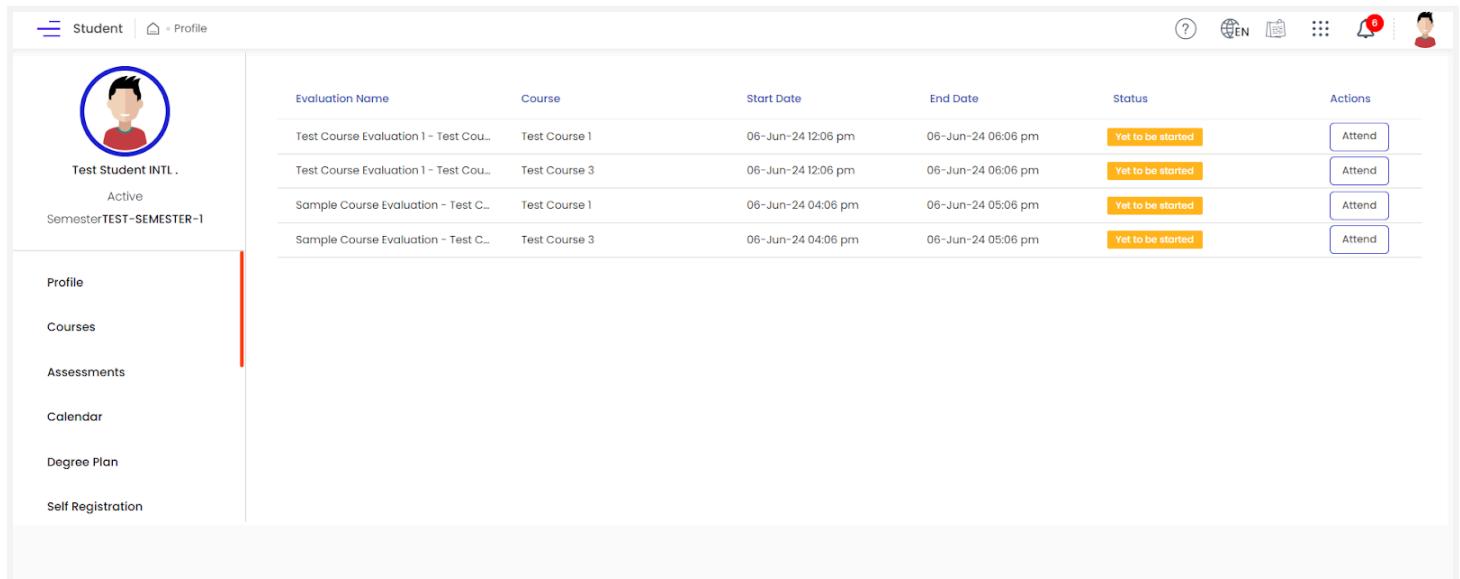
Step 1: In the Profile screen, click the 'Course Evaluation' Dashboard Tab.



The screenshot shows the 'Profile' screen with the 'Course Evaluation' tab highlighted by a red box. The main content area displays personal details for a student named 'ENCIK'. The details include:

Personal Details	General	Address	Current Education	Previous Education	Student Activity	Family / Emergency Contacts
Title: Test Student INTL.	ENCIK	Last Name: -	First Name: Student Name (MRZ Name)	Test Student INTL		
ID Type: -	NRIC No or Passport No: P436691889	Passport Expiry Date: -	Country Issued (KP/Passport)	-		
Visa Number: -	Visa Expiry Date: -	Matrix Number: 241905799	Status: Active	-		
Inactive Due To: -	Gender: MALE	Date of Birth: 14-Sep-95	Birth Country: -	-		
Marital Status: SINGLE	Overall Attendance (%): -	CGPA / Result: 0.00	New / Progression Student: New	-		
Financial Hold: No						

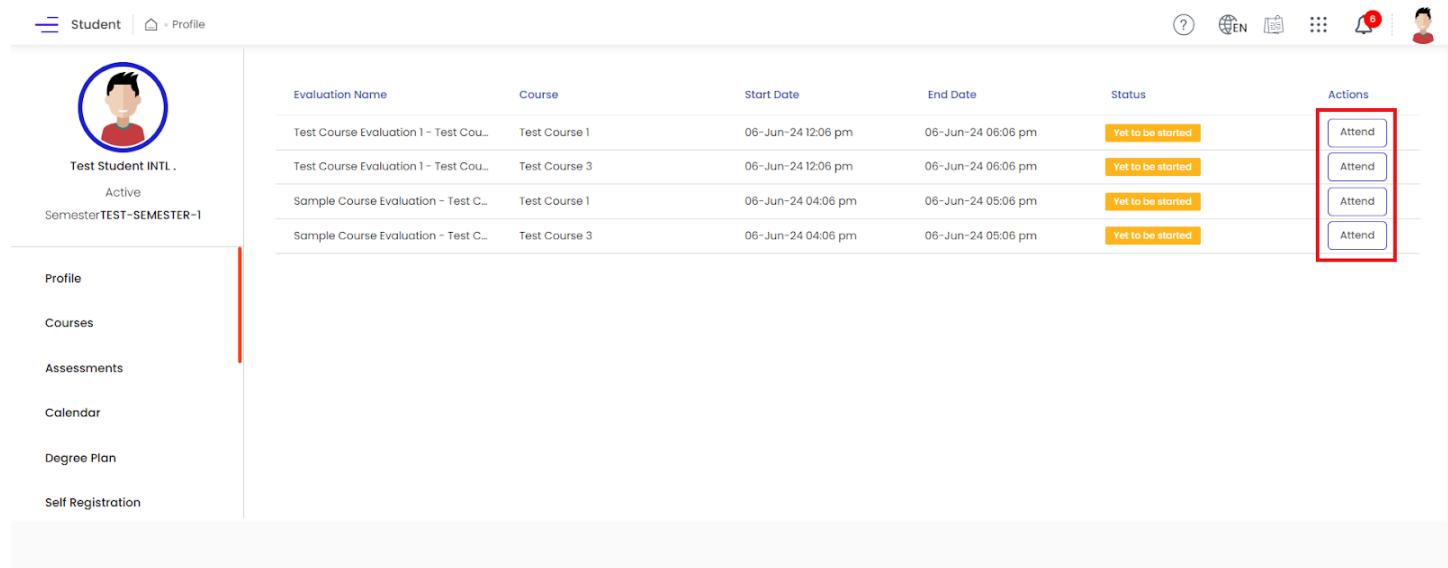
Users will be redirected to the Course Evaluation screen as shown below.



The screenshot shows the 'Course Evaluation' screen with a list of evaluations. The table includes columns for Evaluation Name, Course, Start Date, End Date, Status, and Actions. Each row has an 'Attend' button in the Actions column.

Evaluation Name	Course	Start Date	End Date	Status	Actions
Test Course Evaluation 1 - Test Cou...	Test Course 1	06-Jun-24 12:06 pm	06-Jun-24 06:06 pm	Yet to be started	Attend
Test Course Evaluation 1 - Test Cou...	Test Course 3	06-Jun-24 12:06 pm	06-Jun-24 06:06 pm	Yet to be started	Attend
Sample Course Evaluation - Test C...	Test Course 1	06-Jun-24 04:06 pm	06-Jun-24 05:06 pm	Yet to be started	Attend
Sample Course Evaluation - Test C...	Test Course 3	06-Jun-24 04:06 pm	06-Jun-24 05:06 pm	Yet to be started	Attend

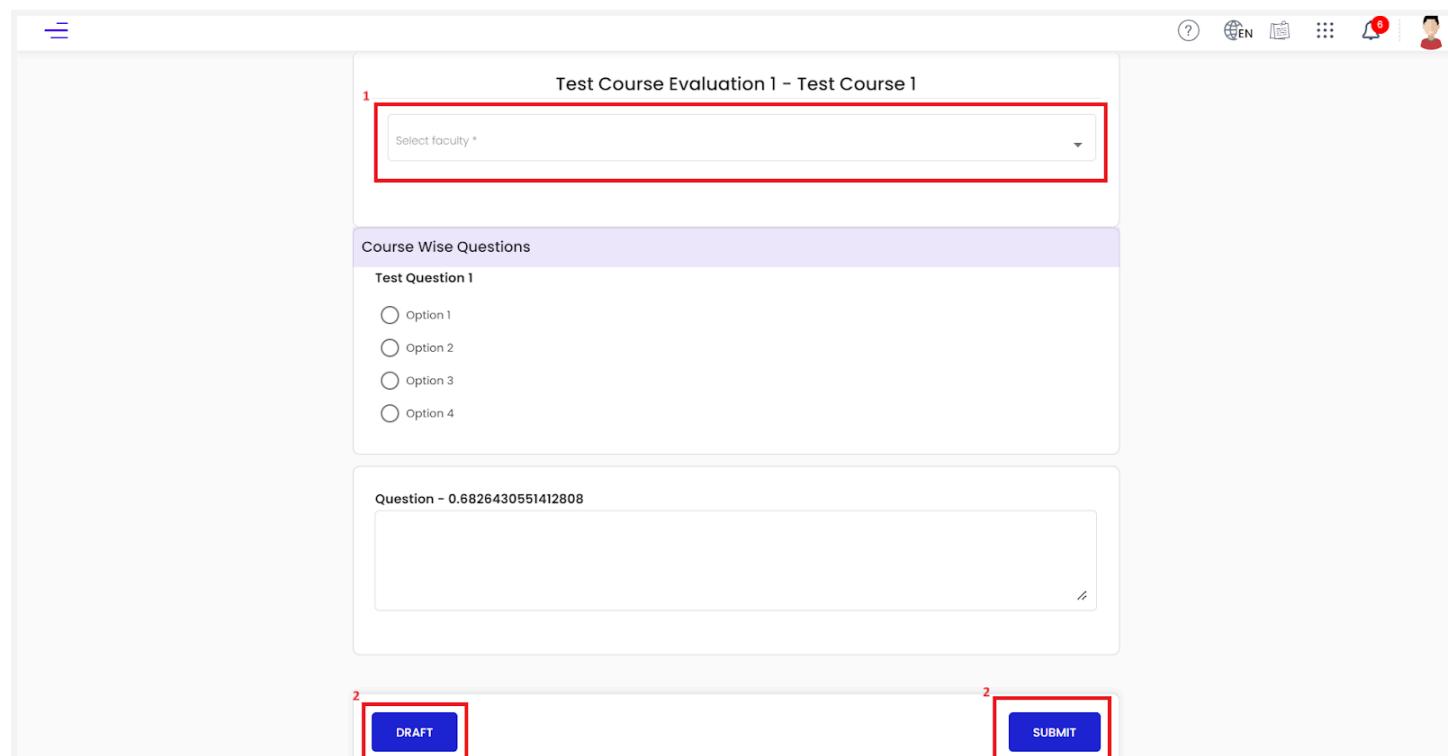
Step 2: Click the 'Attend' button to take the Course Evaluation.



The screenshot shows the 'Profile' section of the student portal. On the left, a sidebar lists 'Profile', 'Courses', 'Assessments', 'Calendar', 'Degree Plan', and 'Self Registration'. The main content area displays a table of evaluations:

Evaluation Name	Course	Start Date	End Date	Status	Actions
Test Course Evaluation 1 - Test Cou...	Test Course 1	06-Jun-24 12:06 pm	06-Jun-24 06:06 pm	Yet to be started	Attend
Test Course Evaluation 1 - Test Cou...	Test Course 3	06-Jun-24 12:06 pm	06-Jun-24 06:06 pm	Yet to be started	Attend
Sample Course Evaluation - Test C...	Test Course 1	06-Jun-24 04:06 pm	06-Jun-24 05:06 pm	Yet to be started	Attend
Sample Course Evaluation - Test C...	Test Course 3	06-Jun-24 04:06 pm	06-Jun-24 05:06 pm	Yet to be started	Attend

Step 3: Select the faculty, respond to the evaluation and click either the 'Draft' button to save responses or the 'Submit' button to immediately submit the responses.

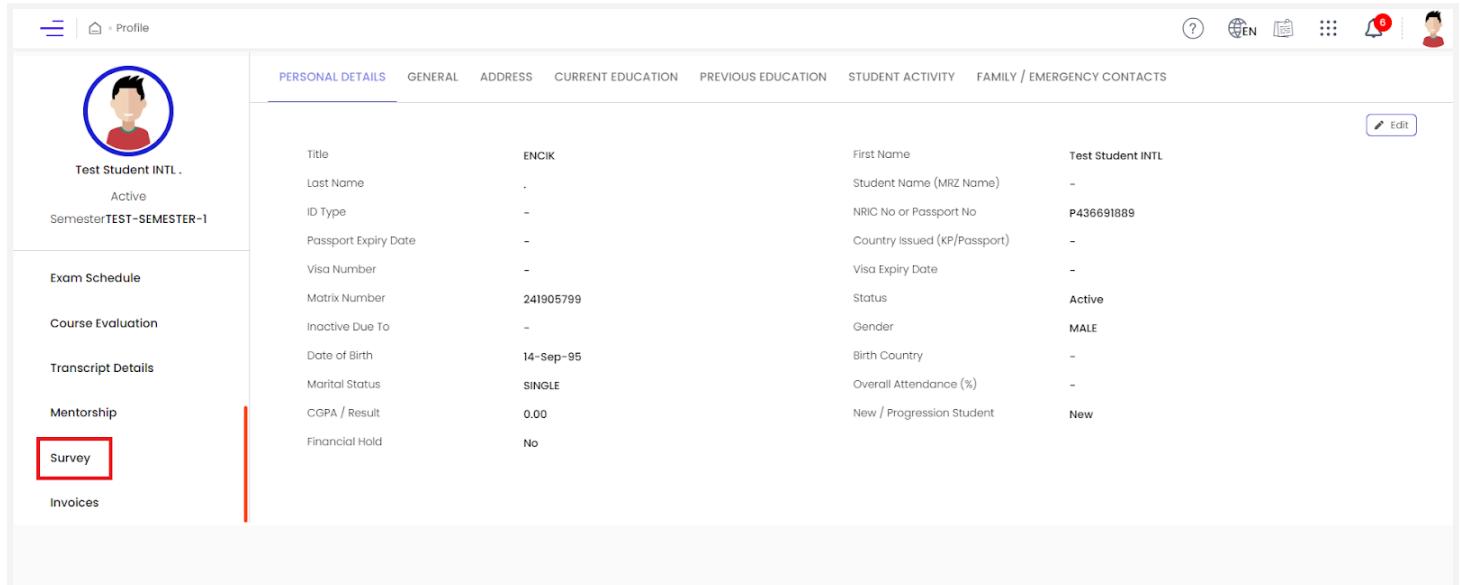


The screenshot shows an evaluation form for 'Test Course Evaluation 1 - Test Course 1'. The form includes:

- A dropdown menu labeled 'Select faculty *' (marked with a red box).
- A section titled 'Course Wise Questions' containing 'Test Question 1' with four radio button options: Option 1, Option 2, Option 3, and Option 4.
- A text area labeled 'Question - 0.6826430551412808' with a text input field.
- Buttons at the bottom labeled 'DRAFT' (marked with a red box) and 'SUBMIT' (marked with a red box).

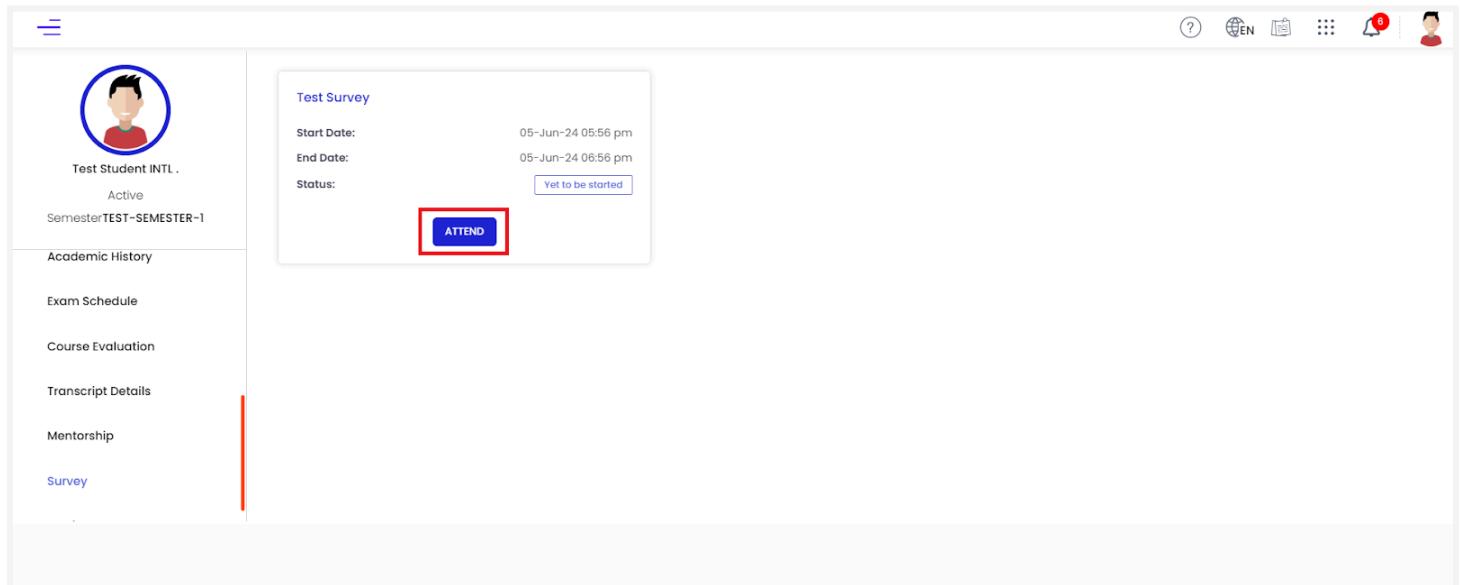
2.2.10 Survey

Step 1: In the Profile screen, click the 'Survey' Dashboard Tab.



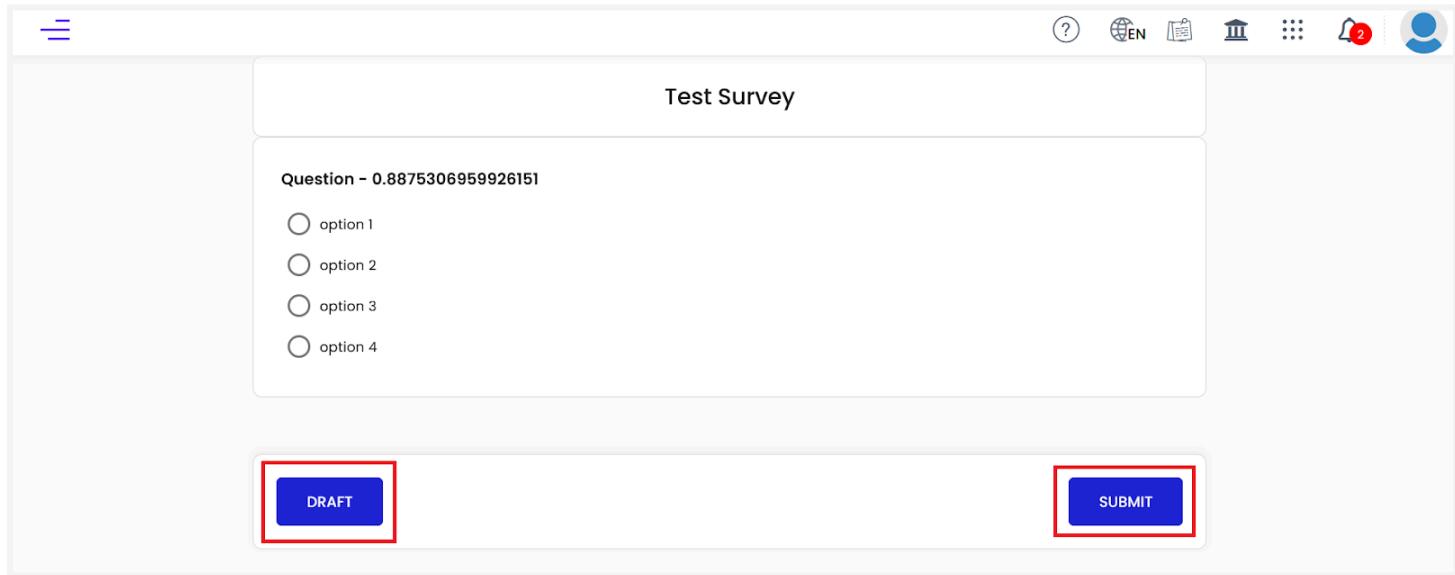
The screenshot shows the 'Profile' dashboard for a student named 'Test Student INTL.'. The 'Survey' tab is highlighted with a red box. The main content area displays personal details such as Title (ENCIK), Last Name (.), ID Type (-), Passport Expiry Date (-), Visa Number (-), Matrix Number (241905799), Inactive Due To (-), Date of Birth (14-Sep-95), Marital Status (SINGLE), CGPA / Result (0.00), and Financial Hold (No). The 'Edit' button is located in the top right corner of the data table.

Step 2: In the Survey screen, click the 'Attend' button.



The screenshot shows the 'Survey' screen for the same student. The 'Survey' tab is selected and highlighted with a red box. A modal window titled 'Test Survey' is displayed, showing the Start Date (05-Jun-24 05:56 pm), End Date (05-Jun-24 06:56 pm), and Status (Yet to be started). A large blue 'ATTEND' button is centered in the modal, with a red box highlighting it.

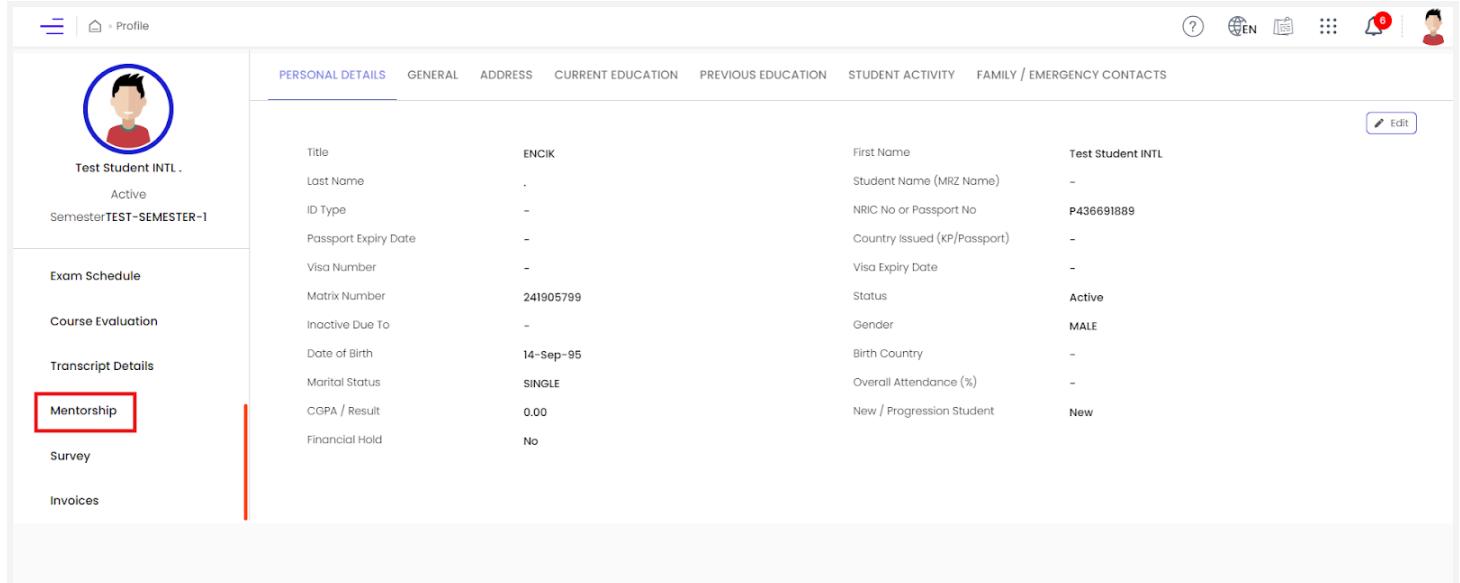
Step 3: Respond to the survey and click either the 'Draft' button to save the responses or 'Submit' button to submit the responses immediately.



The screenshot shows a user interface for a 'Test Survey'. At the top, there are several icons: a blue 'M' icon, a question mark, a globe, a document, a person, a grid, and a red bell with the number '2'. The main title 'Test Survey' is centered above a question block. The question text is 'Question - 0.8875306959926151'. Below the text are four radio buttons labeled 'option 1', 'option 2', 'option 3', and 'option 4'. At the bottom of the screen, there are two blue buttons: 'DRAFT' on the left and 'SUBMIT' on the right. Both buttons are enclosed in red rectangular boxes.

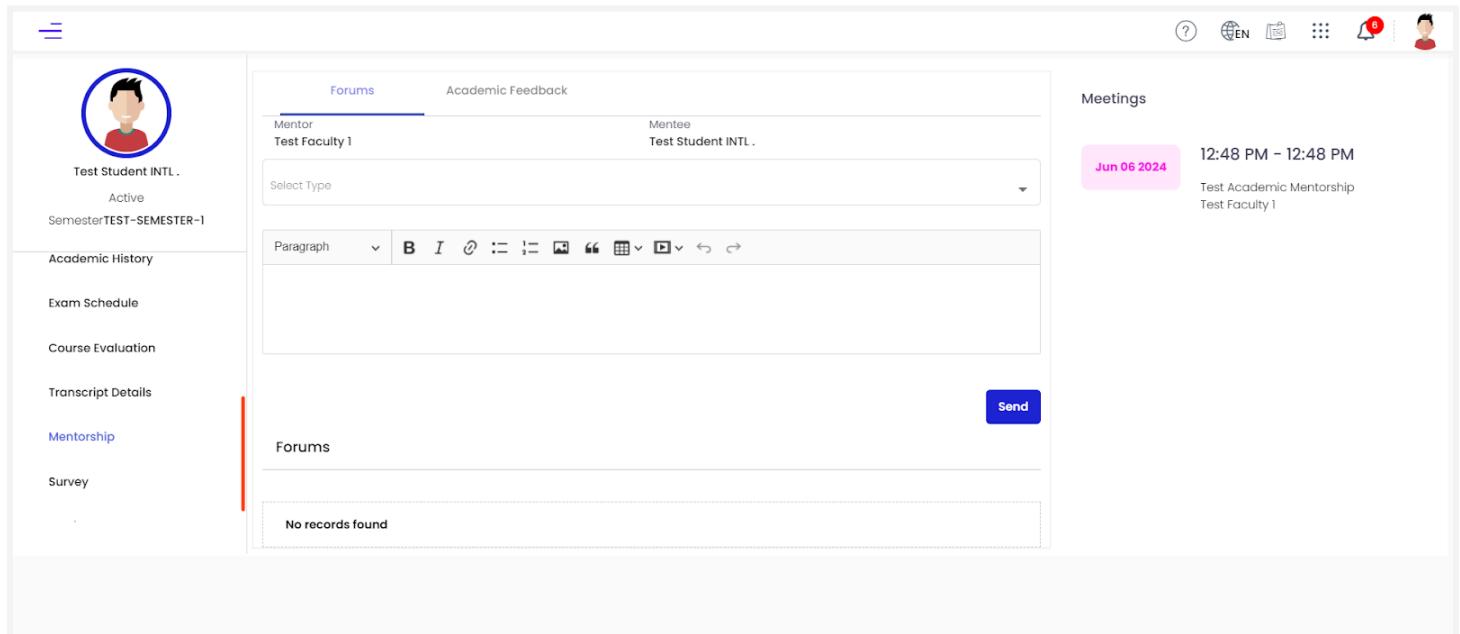
2.2.11 Mentorship

Step 1: In the Profile screen, click the 'Mentorship' Dashboard Tab.



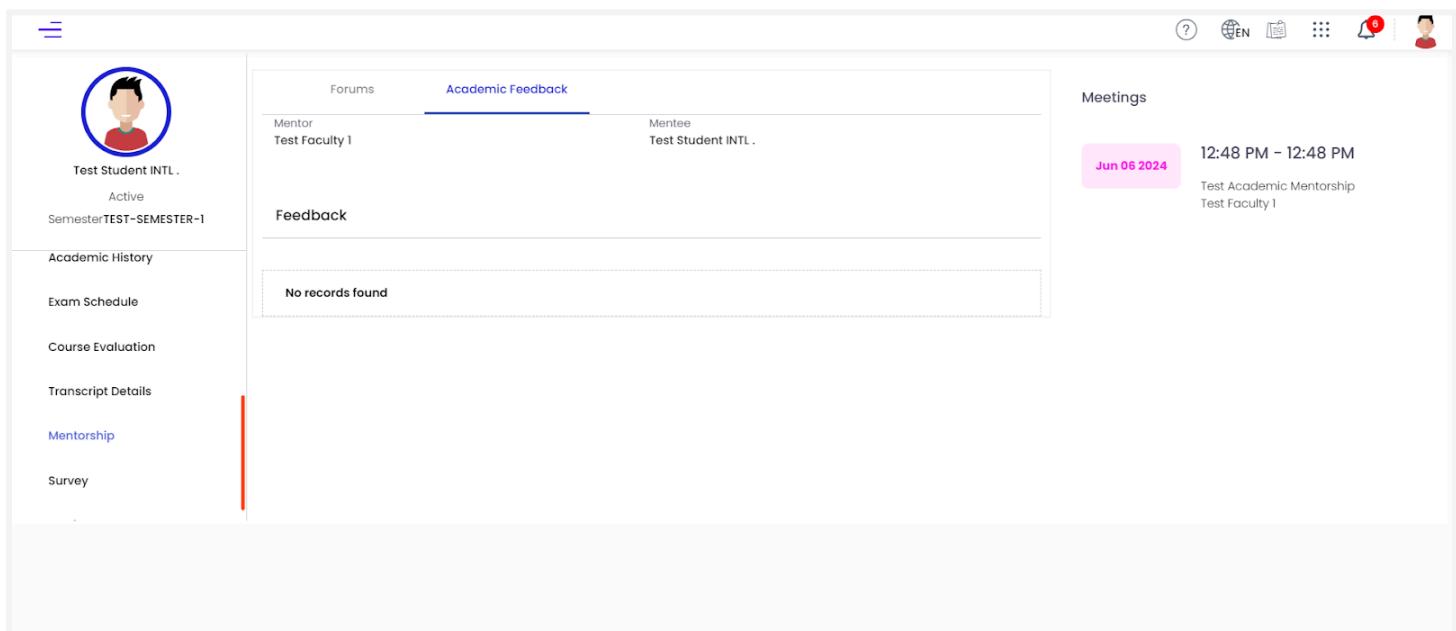
The screenshot shows the 'Profile' screen with the 'Mentorship' tab highlighted by a red box. The left sidebar lists various tabs: Profile, Exam Schedule, Course Evaluation, Transcript Details, Mentorship (highlighted), Survey, and Invoices. The main content area is titled 'PERSONAL DETAILS' and contains a table with student information. The table includes fields for Title (ENCIK), Last Name (-), First Name (Test Student INTL.), ID Type (-), NRIC No or Passport No (P436691889), Passport Expiry Date (-), Country Issued (KP/Passport) (-), Visa Number (-), Visa Expiry Date (-), Matrix Number (241905799), Status (Active), Inactive Due To (-), Gender (MALE), Date of Birth (14-Sep-95), Birth Country (-), Marital Status (SINGLE), Overall Attendance (%)(-), CGPA / Result (0.00), New / Progression Student (New), and Financial Hold (No).

Users will be redirected to the Mentorship screen to view their Mentors and forum details. Users can also view any meetings scheduled between them and their Mentors.



The screenshot shows the 'Mentorship' screen with the 'Academic Feedback' tab selected. The left sidebar lists tabs: Profile, Academic History, Exam Schedule, Course Evaluation, Transcript Details, Mentorship (highlighted), and Survey. The main content area shows a 'Forums' section with a text editor and a 'send' button. It also shows a 'Meetings' section with a meeting entry for 'Jun 06 2024' from '12:48 PM - 12:48 PM' between 'Test Academic Mentorship' and 'Test Faculty 1'. The 'Academic Feedback' section shows a table with 'Mentor' (Test Faculty 1) and 'Mentee' (Test Student INTL.).

Users can also view any Academic Feedback left by their Mentors under the Academic Feedback tab.



The screenshot shows the 'Academic Feedback' section of the Student Portal. At the top, there are tabs for 'Forums' and 'Academic Feedback', with 'Academic Feedback' being the active tab. Below the tabs, the 'Mentor' is listed as 'Test Faculty 1' and the 'Mentee' as 'Test Student INTL.'. The 'Feedback' section contains the message 'No records found'. On the right side, there is a 'Meetings' section showing a single meeting entry for 'Jun 06 2024' from '12:48 PM - 12:48 PM' with the subject 'Test Academic Mentorship' and participant 'Test Faculty 1'. The top right corner of the interface includes various icons for help, language, and user profile.

Forums **Academic Feedback**

Mentor
Test Faculty 1 Mentee
Test Student INTL.

Feedback

No records found

Meetings

Jun 06 2024 12:48 PM - 12:48 PM
Test Academic Mentorship
Test Faculty 1

Test Student INTL.
Active
Semester TEST-SEMESTER-1

Academic History

Exam Schedule

Course Evaluation

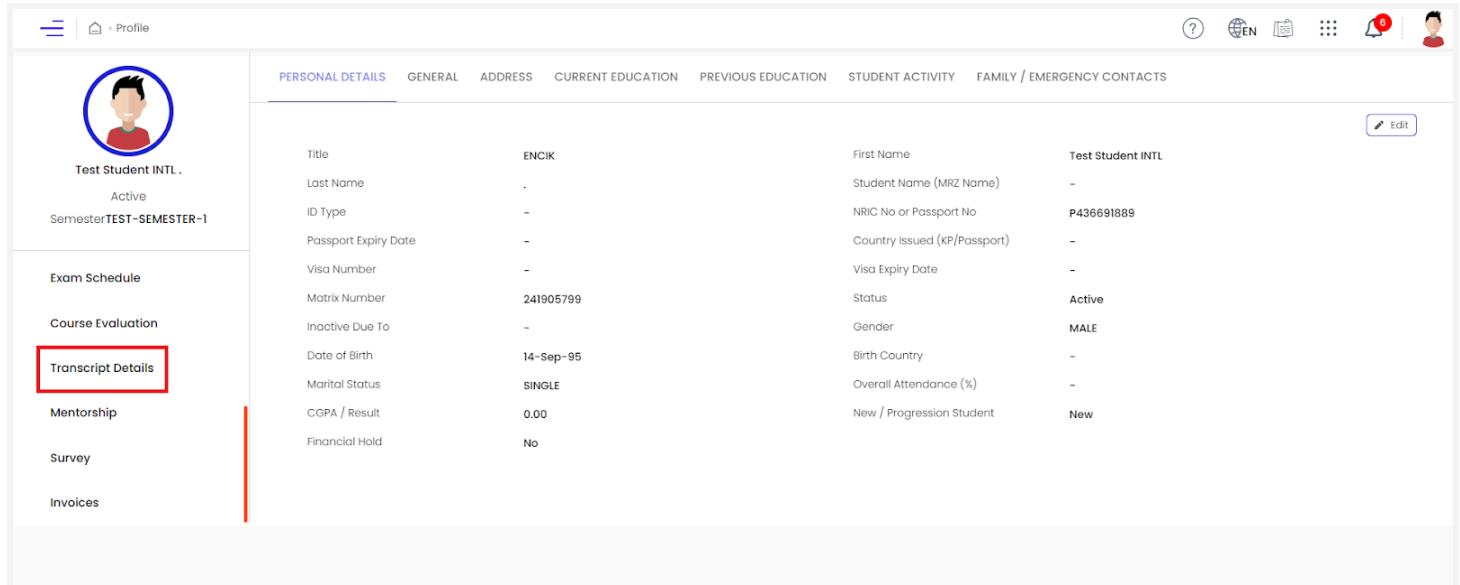
Transcript Details

Mentorship

Survey

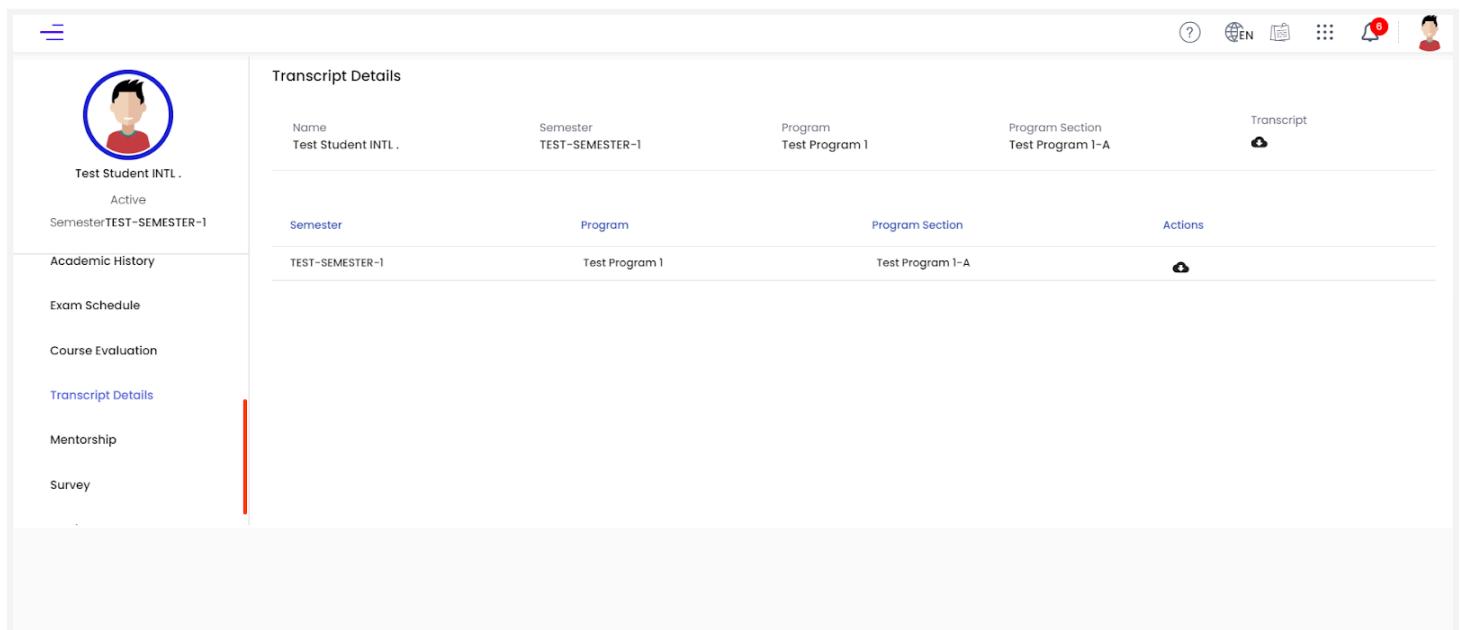
2.2.12 Transcript Details

Step 1: In the Profile screen, click the 'Transcript Details' Dashboard Tab.



The screenshot shows the 'Profile' screen with the 'Transcript Details' tab highlighted with a red box. The main content area displays personal details for a student named 'Test Student INTL.' with the matrix number '241905799'. The details include: Title (ENCIK), Last Name (.), ID Type (-), Passport Expiry Date (-), Visa Number (-), Matrix Number (241905799), Inactive Due To (-), Date of Birth (14-Sep-95), Marital Status (SINGLE), CGPA / Result (0.00), Financial Hold (No), First Name (Test Student INTL.), Student Name (MRZ Name) (-), NRIC No or Passport No (P436691B89), Country Issued (KP/Passport) (-), Visa Expiry Date (-), Status (Active), Gender (MALE), Birth Country (-), Overall Attendance (%) (-), and New / Progression Student (New). An 'Edit' button is located in the top right corner of the data table.

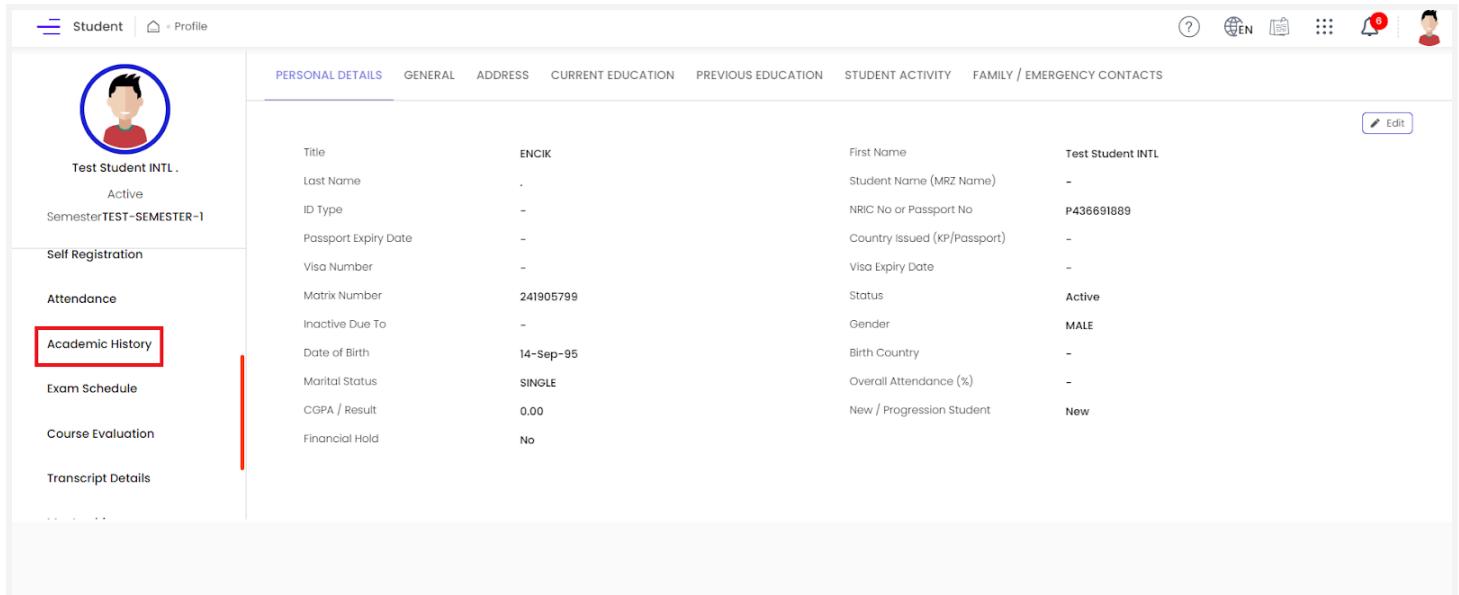
Users will be redirected to the Transcript screen as shown below.



The screenshot shows the 'Transcript Details' screen. At the top, it displays the student's name (Test Student INTL.), semester (TEST-SEMESTER-1), program (Test Program 1), and program section (Test Program 1-A). Below this, a table lists the student's details: Semester (TEST-SEMESTER-1), Program (Test Program 1), Program Section (Test Program 1-A), and Actions (represented by a cloud icon). The left sidebar shows the student's profile picture and basic information: Name (Test Student INTL.), Semester (TEST-SEMESTER-1), and various links for Academic History, Exam Schedule, Course Evaluation, Transcript Details, Mentorship, and Survey.

2.2.13 Academic History

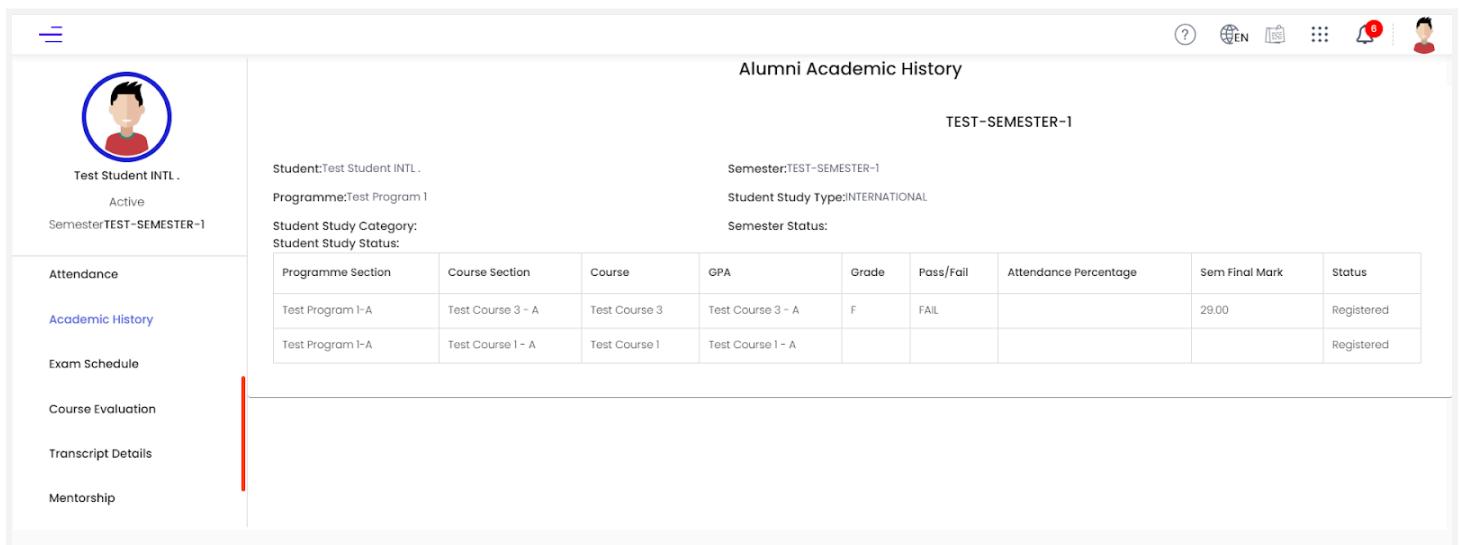
Step 1: In the Profile screen, click the 'Academic History' Dashboard Tab.



The screenshot shows the 'Profile' screen of the student portal. On the left, a sidebar lists various tabs: 'Student' (selected), 'Profile', 'Self Registration', 'Attendance', 'Academic History' (highlighted with a red box), 'Exam Schedule', 'Course Evaluation', 'Transcript Details', and 'Mentorship'. The main content area is titled 'PERSONAL DETAILS' and contains sections for 'GENERAL', 'ADDRESS', 'CURRENT EDUCATION', 'PREVIOUS EDUCATION', 'STUDENT ACTIVITY', and 'FAMILY / EMERGENCY CONTACTS'. Under 'CURRENT EDUCATION', there is a table with the following data:

Field	Value	Field	Value
Title	ENCIK	First Name	Test Student INTL
Last Name	-	Student Name (MRZ Name)	-
ID Type	-	NRIC No or Passport No	P436691889
Passport Expiry Date	-	Country Issued (xp/Passport)	-
Visa Number	-	Visa Expiry Date	-
Matrix Number	241905799	Status	Active
Inactive Due To	-	Gender	MALE
Date of Birth	14-Sep-95	Birth Country	-
Marital Status	SINGLE	Overall Attendance (%)	-
GPA / Result	0.00	New / Progression Student	New
Financial Hold	No		

Users will be redirected to the Academic History screen where they can view all their semester-wise academic details.



The screenshot shows the 'Alumni Academic History' screen. On the left, a sidebar lists tabs: 'Student' (selected), 'Profile', 'Attendance', 'Academic History' (highlighted with a red box), 'Exam Schedule', 'Course Evaluation', 'Transcript Details', and 'Mentorship'. The main content area is titled 'Alumni Academic History' and shows 'TEST-SEMESTER-1' details. It includes sections for 'Student', 'Programme', 'Student Study Category', 'Student Study Status', and 'Semester Status'. Below these, a table displays academic data for two courses:

Programme Section	Course Section	Course	GPA	Grade	Pass/Fail	Attendance Percentage	Sem Final Mark	Status
Test Program I-A	Test Course 3 - A	Test Course 3	Test Course 3 - A	F	FAIL	-	29.00	Registered
Test Program I-A	Test Course I - A	Test Course I	Test Course I - A	-	-	-	-	Registered