

9/17/2021

ETU Student Information Management System

Registrar Guide

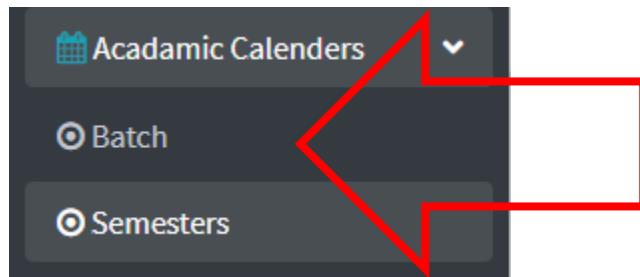
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1. Academic Calendar

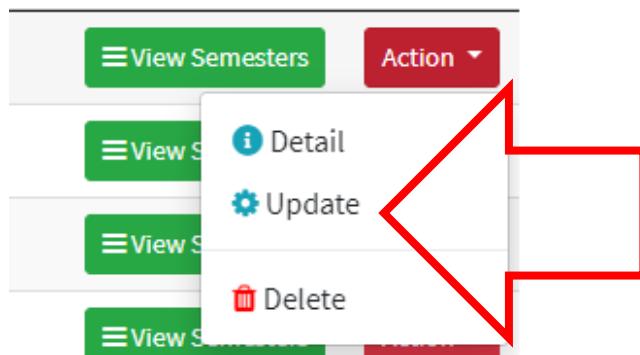
1.1. Batch

- To enroll students, **Batch**, **Semester** and **Section** must be created
- To create batch, go to [Academic Calendar -> Batch](#)
- A batch is created per department like Architectural Design Technology 2021 entry, Automotive Technology 2021 entry etc..



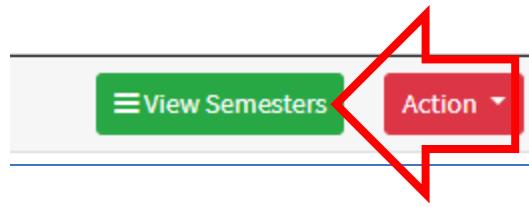
- To create a new batch, Go to [Create new](#) and provide the mandatory items

- To update already created batch, go to [Actions->Update](#), you can also delete existing batch by using [Action->Delete](#) functionality.

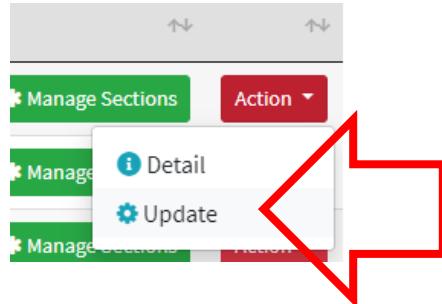


1.2. Semesters

- Semesters are automatically created while you create the batch using step [1.1](#) with status **pending**, you can open and close the semester based on your need.
- Only one semester must be **Opened** at a time.
- Semester must be **Opened** to perform academic activities
- To View the list of semesters In the batch, go to [Academic Calendar->Batch->View Semesters](#)



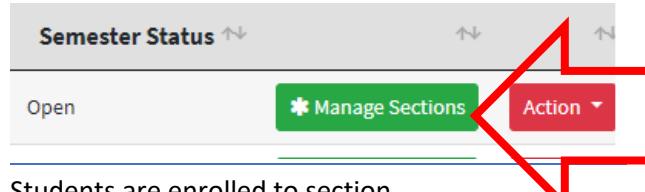
- You can update semester information like Academic year, Start and end date, semester status Open/Close etc.. in the system by, [Action->Update](#)



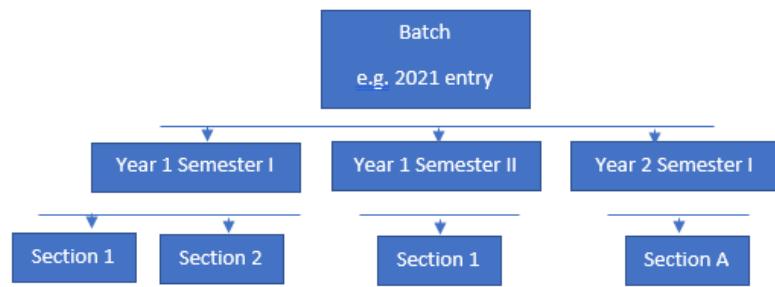
- When the semester is closed, the system automatically validates **If there are unsubmitted course results** and display error message.
- If there is no error, the system automatically calculates student semester GPA, CGPA and closes it.
- While closing each student result are calculated and summary of status is displayed for the user.
- After the semester is **closed**, the system will block all academic activities including registration, result update, readmission, withdrawal etc...

1.3. Section

- You can manage section by, [Academic Calendar-> Batch->Semesters->Manage sections](#)



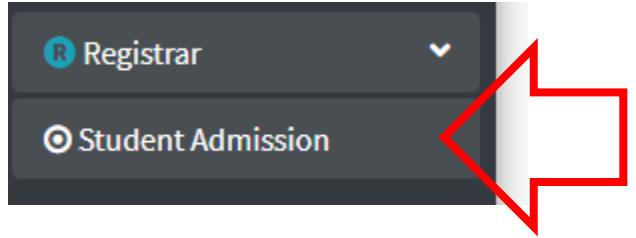
- Students are enrolled to section
- A section belongs to semester
- A user can create multiple sections inside a semester
- You can also specify the max limit of students can be enrolled to a section.
- The below picture depicts the relationship between **Batch**, **Semester** and **Section**



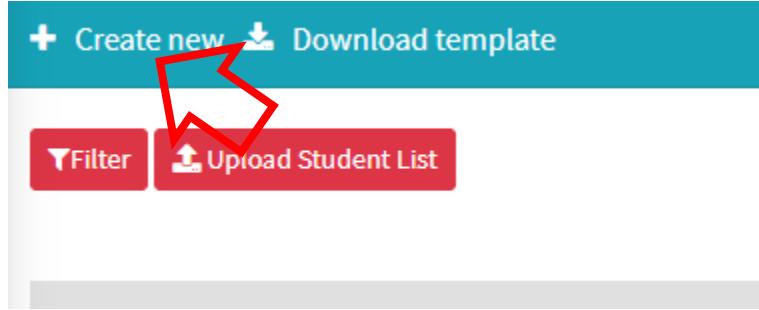
2. Registrar

2.1. Student Admission

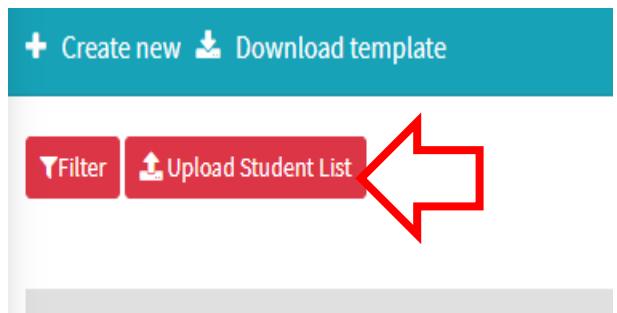
- To register students, go to, [Registrar-> student admission](#)
- You can register students to a **department** and **batch** using the student admission tool.



- You can create individual student records by using create button,



- You can also upload based on a template using Upload student list button



- You can also use create user account functionality while you register student, so that the system automatically creates student login and send invitation email.

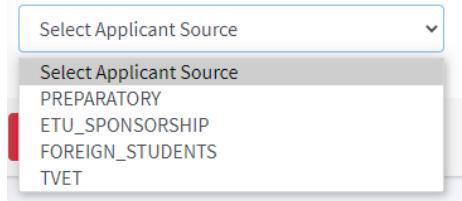
Birth Place _____ Email _____ Select nationality _____

Woreda _____ Select Region _____ Is Handicapped?

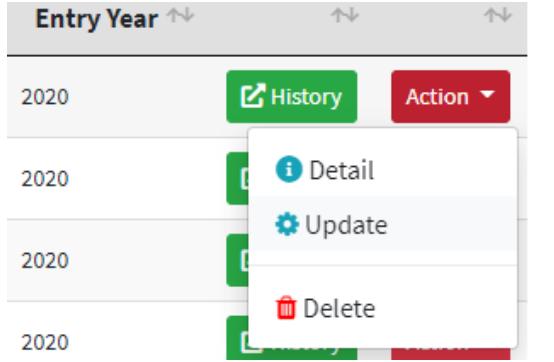
Select Applicant Source _____ Create User Account

Upload Student Photo
BROWSE... Or drop files here

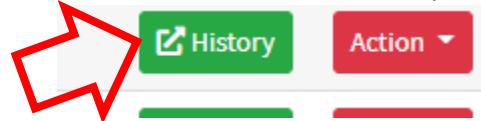
- You can also specify the source of students like below



- You can also edit and delete student records by using [Action->update](#) and [Action->Delete](#) functionalities respectively



- The student all academic history is also available by clicking history button.



- You can also filter students by using Filter functionality by Student ID, name, department, or batch.

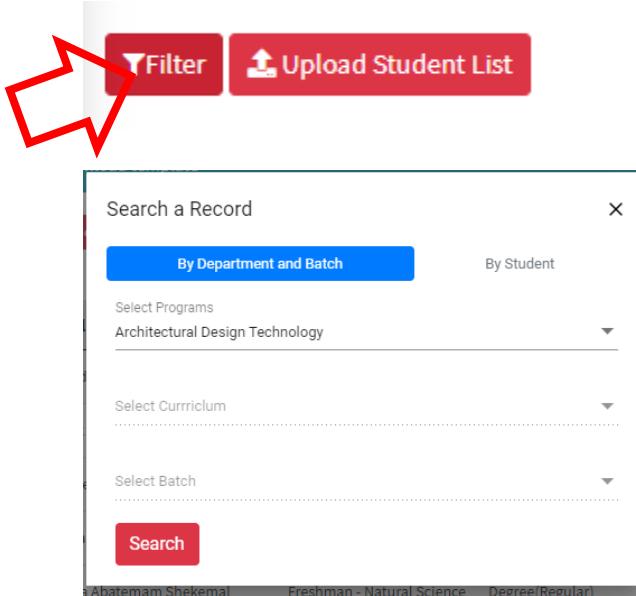
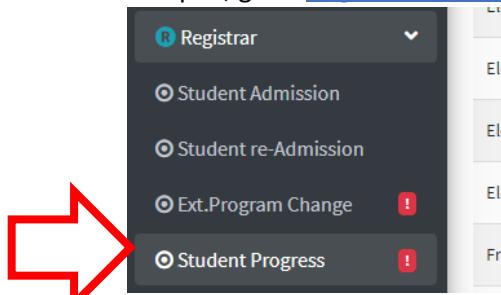


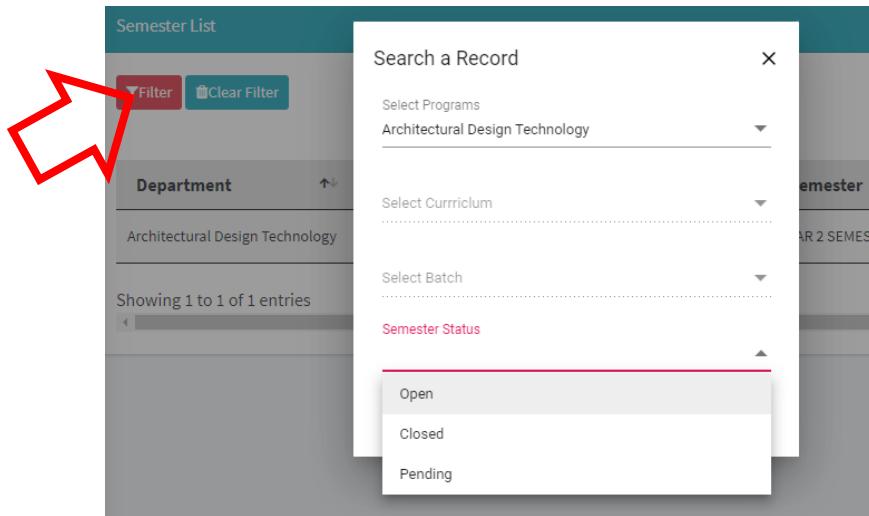
Figure 1 Student Filter Screen

2.2. Student Progress

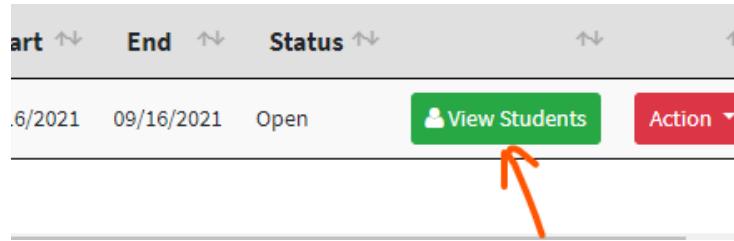
- You can manage the overall student progress using this functionality like, **enrollment, withdrawal, promotion, add and drop, registration slip, grade report** etc.
- To open, go to [Registrar->Student Progress](#)



- By default, the progress screen displays **open** semesters in each department, if you want to see **closed** semesters results, you can filter by using the "Filter" functionality.



- You can view the list of students in each semester by clicking View Students button

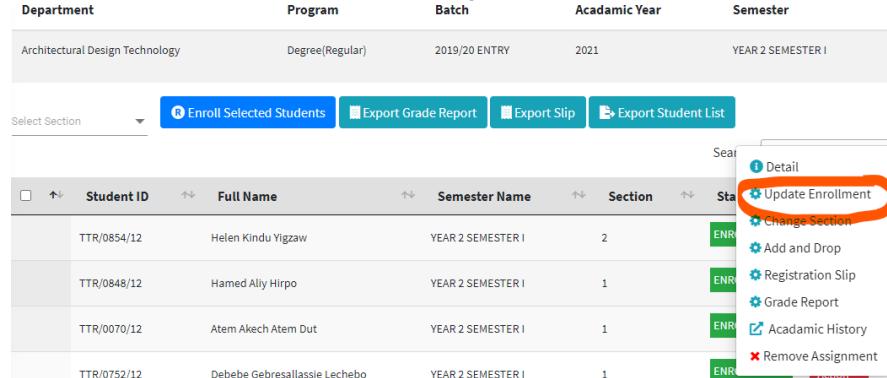


2.2.2. Student List

- This shows the list of students with their enrollment status (**Enrolled**, **Withdrawn**, **Warning**, **Completed** etc..).
- You can perform the below action using this screen.
- To open go to, [Registrar->Student Progress->Select Semester->View students](#)

A. Enroll /Withdraw a student to/From a section

- To enroll specific student to a section go to, [Registrar->Student Progress->Select Semester->View students->Action->Update Enrollment](#) on the selected student.



- The below screen will appear when updating enrollment

Enroll Student to Section X

Select student
Helen Kindu Yigzaw

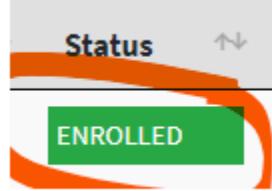
Select Section
2

Semester Completion Status

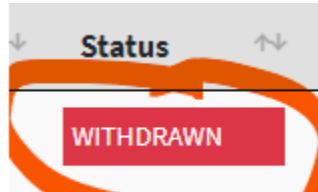
ENROLLED
WITHDRAWN

Update Enrollment

- You can select a section and the status **ENROLLED** and **WITHDRAWN**
- If you enroll student, the status is changed from **unassigned** to **Enrolled** status.



- If you want to change student status to **WITHDRAWN** you can select, **WITHDRAWN** status,



B. Enroll multiple students to a section

- To enroll multiple students to a section, go to, [Registrar->Student Progress->Select Semester->View students->Select students from the list -> Select the section->Click enroll selected students' button.](#)

Step 1: - Select students one by one from the list/or you can select all

Student ID: ETUBR/1000/14 Full Name: Mulugeta NEgussie Mamo Semester Name: Not Assigned Status: Not Enrolled

Step 2: - Select Section from the drop down

Select Section

Section A

Student ID: ETUBR/1000/14 Full Name: Mulugeta NEgussie

Step 3: - Click enroll Selected Students button, confirm and the system will process it.

Select Section

Section A

Student ID: ETUBR/1000/14 Full Name: Mulugeta NEgussie Mamo

Step 4: - After completing **step 3**, you will see the summary of enrollment status of each student.

Student ID	Name	Status	Message	MessageList
ETUBR/1000/14	Mulugeta NEgussie Mamo	SUCCESS	Student is enrolled.	

C. Change section

- If you want to change the section of already enrolled student, please go to

Registrar->Student Progress->Select Semester->View students->Select student from the list -> Action->Change Section

The screenshot shows a table of student records with columns: Student ID, Full Name, Semester Name, Section, and Status. A context menu is open for the first student, Hamed Aliy Hirpo, with the 'Change Section' option highlighted.

Student ID	Full Name	Semester Name	Section	Status
TTR/0854/12	Helen Kindu Yigzaw	YEAR 2 SEMESTER I	2	ENROLLED
TTR/0848/12	Hamed Aliy Hirpo	YEAR 2 SEMESTER I	1	ENROLLED
TTR/0070/12	Atem Akech Atem Dut	YEAR 2 SEMESTER I	1	ENROLLED
TTR/0752/12	Debebe Gebresallasse Lechebo	YEAR 2 SEMESTER I	1	ENROLLED

- You can select the new section and update. All academic history of the student will be transferred to the new section.

The dialog box shows a dropdown for 'Select student' with 'Hamed Aliy Hirpo' selected. Below it is a list of 'Select Section' with '1' and '2' as options. An orange arrow points to the '1' option.

D. Print registration slip

- To print registration, slip for specific student go to,
Registrar->Student Progress->Select Semester->View students->Select student from the list -> Action->Registration slip

The screenshot shows a table of section records with columns: Section, Status, and Action. A context menu is open for the first section, '2', with the 'Registration Slip' option highlighted.

Section	Status	Action
2	ENROLLED	
1	ENROLLED	
1	ENROLLED	
1	ENROLLED	

- You can print by clicking print button in the slip

6	GLTR 1012	Global Trends
7	ARCH 2021	Basic Design

Student's Signature

Advisor's Name and Signature

Registrar's Office

[Print Slip](#)

E. Export multiple registration slip

- You can export registration slip per section for multiple students using this functionality.
To open, go to [Registrar->Student Progress->Select Semester->View students->Select Section->Click Export Registration slip button](#)
- Then the system will export all students' slips in the selected section with Ms Excel format

Department	Program	Batch	Academic Year	Semester
Freshman - Natural Science	Degree(Regular)	2021 ENTRY	2021	YEAR 1 SEMESTER
Select Section				
	R Enroll Selected Students	Export Grade Report	Export Slip	Export Student List
Section A				Search: <input type="text"/>
Student ID	Full Name	Semester Name	Section	Status
ETUBR/1000/14	Mulugeta NEgussie Mamo	YEAR 1 SEMESTER I	Section A	ENROLLED

F. Add and drop

- You can add and drop courses for specific students using this functionality,
- To open, please go to [Registrar->Student Progress->Select Semester->View students->Action->Select Add and drop for specific student](#)
- If you want to add and drop for the whole section, please refer [**Department head user manual**](#).

Grade Report Export Slip Export Student List

Semester Name	Section	Status
YEAR 2 SEMESTER I	2	ENROLLED
YEAR 2 SEMESTER I	1	ENROLLED
YEAR 2 SEMESTER I	1	ENROLLED

Detail Update Enrollment Change Section Add and Drop Registration Slip Grade Report Academic History Remove Assignment

Add

- To add course to specific student please click Add course button.

Student ID	Full Name
TTR/0854/12	Helen Kindu Yigza

+ Add course

- Then it will list all courses **which are scheduled to be delivered in that semester and academic year.**

Add course

Select Course

Select Section

Override Curriculum

Is Major

Add Course

- Please select the following
 - The course
 - The section which the course is provided
 - If you want to override the defined curriculum you can Check the Override Curriculum button
 - If the course is major for that student, you can also Check button Is Major

Drop

If you drop the course all academic activities associated with the course will be deleted!!!

- If you want to drop a course, please select Action->Drop button in the course selected.

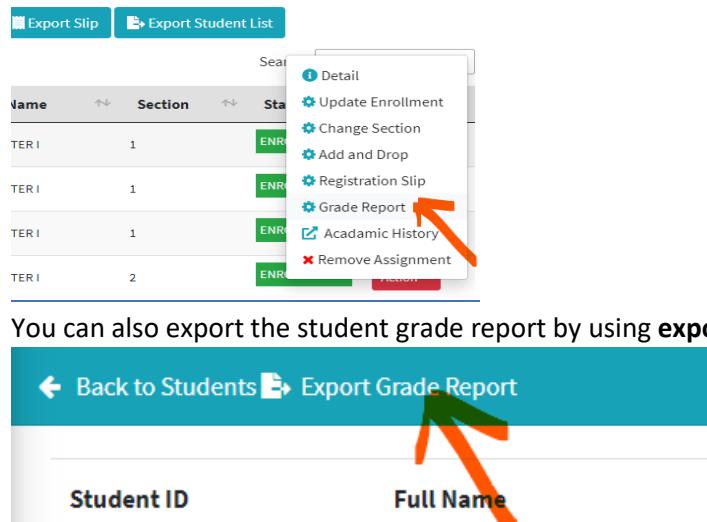


Course Title	Cr. Hrs	isMajor	Status	Action
Building Materials and Construction	3	<input checked="" type="checkbox"/>	NEW	Action
Curriculum Studies & Development	3	<input checked="" type="checkbox"/>	NEW	Drop

- Confirm the dialog, and the system will remove the course from the student

G. Individual Grade report

- You can export grade report for the selected student using this functionality,
- To open, please go to Registrar->Student Progress->Select Semester->View students->Action->Grade report



Export Slip Export Student List

Name	Section	Status
TER I	1	ENR
TER I	1	ENR
TER I	1	ENR
TER I	2	ENR

Detail Update Enrollment Change Section Add and Drop Registration Slip Grade Report Academic History Remove Assignment

← Back to Students Export Grade Report

Student ID Full Name

- You can also export the student grade report by using **export grade report** functionality.

H. Multiple grade report by section

- A user can also export grade report for the whole section by using Registrar->Student Progress->Select Semester->View students->Select Section->Export Grade Report

Department	Program	Batch	Academic Year	Semester
Architectural Design Technology	Degree(Regular)	2019/20 ENTRY	2021	YEAR: 2021
<div style="display: flex; justify-content: space-between;"> Select Section  Enroll Selected Students  Export Grade Report  Export Slip  Export Student List </div>				
<div style="display: flex; justify-content: space-around;"> 1 Search: <input type="text"/> </div>				

- The report will be exported using Ms Excel format.

I. *Export student list*

- You can export the whole batch student list using this functionality.
- [Registrar->Student Progress->Select Semester-> View students-> Export Student List](#)

Select Section	 Enroll Selected Students	 Export Grade Report	 Export Slip	 Export Student List
----------------	--	---	---	---

- The report will be extracted in Ms Excel which contain all the academic achievements for each student in the selected semester.

J. *View academic history*

- A user can view previous student academic achievements using this functionality.

To open [Registrar->Student Progress->Select Semester-> View students->Action ->Academic History](#)

 Export Slip
 Export Student List

Search:


 Detail

 Update Enrollment

 Change Section

 Add and Drop

 Registration Slip

 Grade Report

 Academic History

 Remove Assignment

K. *Remove section assignment*

- A user can remove student enrollment to a section by using this functionality,
- To open go to [Registrar->Student Progress->Select Semester-> View students->Action ->Remove Assignment.](#)
- You can only remove section assignment for **ENROLLED** students

Export Export Slip Export Student List

Student Name	Section	Status
2 SEMESTER I	2	ENROLLED
2 SEMESTER I	1	ENROLLED
2 SEMESTER I	1	ENROLLED
2 SEMESTER I	1	ENROLLED

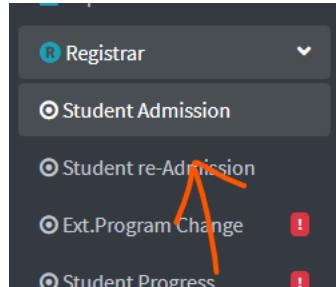
Action

- Detail
- Update Enrollment
- Change Section
- Add and Drop
- Registration Slip
- Grade Report
- Academic History
- Remove Assignment

If you remove section assignment all academic results of the selected student will be removed!!!

2.3. Student re-admission

- User can re-admit **Withdrawn** and **Dismissed** students using this functionality
- The system will automatically list all students who are dismissed or withdrawn from the previous semesters.
- To open, go to [Registrar->Student Re-admission->Filter Student->Action->Re-admit](#)



Step 1: Filter a student by ID/Department/Batch to readmit

Filter

Search a Record

By Department and Batch

By Student

Select student

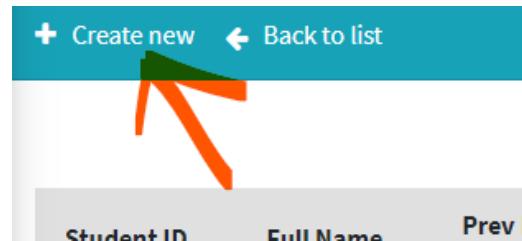
Search

Student ID	First Name
L5/12	Ammanula
L7/12	John
L2/12	Lia

Step 2: -go to, [Action-Re-admit](#)

Register Name	Academic Year	Enrollment Status	Completion Status	Action
SEMESTER I	2020	NEW	DISMISSAL	Action
SEMESTER I	2020	NEW	DISMISSAL	Action
SEMESTER I	2020	NEW	DISMISSAL	Action

Step3: -On the re-admission page, Select create new

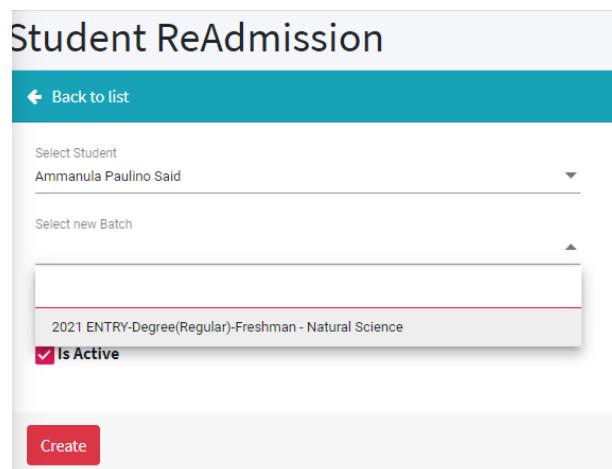


+ Create new Back to list

Student ID Full Name Prev |

Step 4: - Select the new **batch** and **create**, the system will list all available batches where the student is eligible to be enrolled.

- A student can have multiple re-admissions, only one record can be **Active** at a time. In order to insert other record please Inactive previous re-admission record.



Student ReAdmission

Back to list

Select Student
Ammanula Paulino Said

Select new Batch

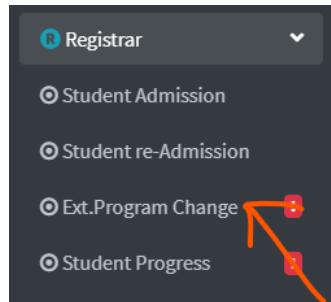
2021 ENTRY-Degree(Regular)-Freshman - Natural Science

Is Active

Create

2.4. Extension Student program change

- A user can change extension student program like **evening** to **weekend** or vice-versa by using this functionality.
- To open this, go to [Registrar->Ext. Program change](#)



Step 1:- Click Create new

Extention Students Department Change

+ Create new

Filter

Step 2: - Provide required fields like student ID, Department of interest and reason for change and click Create **Change button**

- If validation are successful the system will change the program and copy previous academic records to the new department.

Back to list

Department chnage validations!

- Department change allowed only for Extension Evening or Weekend students
- Changes are only allowed between same program types like Degree to Degree or Masters to Masters program.
- Source and Destination Departments must be the same.

Select Student

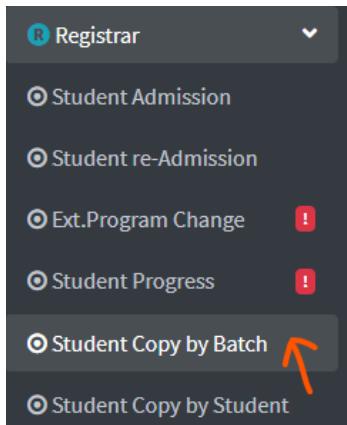
Select Department of Interest

Reason for Change

Create Change

2.5. Student copy by batch

- A user can extract student copy by batch, using excel format
- To open, please go to [Registrar->Student Copy by batch](#)



- Filter by Department/Curriculum/Enter year/Graduate year

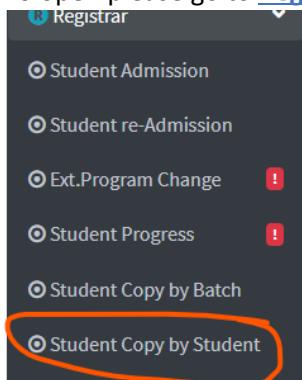
Batch List

- Select export All, to generate the student copy for all students under that batch.

Name	Enrollment Name	Batch Name	Entry Year	Grad.Year	Batch Status	View Students	Export All
Information Technology	Degree(Regular)	2019/20 ENTRY	2020		On progress	View Students	Export All

2.6. Student copy by specific student

- A user can extract student copy by batch, using excel format
- To open please go to [Registrar->Student Copy by Student](#)



- Filter by student id or name or entry year etc..

A screenshot of a 'Student List' search interface. The interface includes a search bar at the top labeled 'Search a Record' with a red 'X' button. Below the search bar are several input fields and dropdowns for filtering:

- First Name:
- Middle Name:
- Select Entry Year:
- Select Grad Year:
- Search:

 A red 'Filter' button is located on the left side of the search interface.

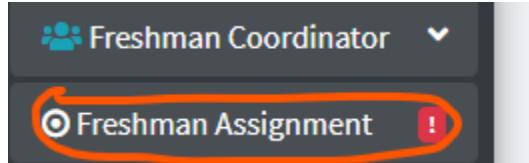
- Select the student, Click Export, the system will generate excel file

A screenshot of a student export interface. The table has the following columns:
Department Name	Enrollment Name	Batch Name	Entry Year	Grad.Year
Architectural Design Technology	Degree(Regular)	2019/20 ENTRY	2020	

 An orange arrow points to the 'Export' button in the bottom right corner of the table row.

3. Freshman Coordinator

- This functionality will enable the user to assign freshman students to specific department after completing the freshman program.
- To open, go to, [Freshman coordinator->Freshman Assignment](#)



- There must be **open semester** and **section** for the selected department to assign the students.
- User can have two options to enroll students 1. Selecting from the list ,2. Import student IDs using excel template provided.
- To enroll students from freshman and new department, both must have **same batch year**.

A. Enroll students from the list

Step 1: - Click view Students on the selected department and semester.

	Start	End	Status	
TER I	09/16/2021	09/16/2021	Open	Action
TER I	09/17/2021	09/17/2021	Open	Action

Step 2: - If you want to select eligible students from the list click import students form freshman button.

Step 3: - Select the section

Step 4: - Select students one by one from the list, you can use the search functionality to filter and Click Enroll selected students' button.

Select Section

1

Search:

Select	Student ID	Full Name	Freshman Department
<input checked="" type="checkbox"/>	TTR/0840/12	Hafiz Ahmed Seid	Freshman - Natural Science
<input checked="" type="checkbox"/>	TTR/1155/12	Kalkidan Kibrete Kitaw	Freshman - Natural Science
<input type="checkbox"/>	TTR/0843/12	Hailemicheal Asmamaw Tadesse	Freshman - Natural Science
<input type="checkbox"/>	TTR/0258/12	Getahun Asrat Amare	Freshman - Natural Science

Step 5: - Finally the system will display status like below.

Status

[Back to Progress](#)

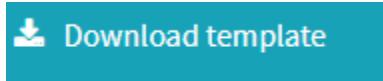
Student ID	Status	Message	MessageList
TTR/0840/12	SUCCESS	Student is enrolled.	
TTR/1155/12	SUCCESS	Student is enrolled.	

B. Import students List

- If you want to import student list, you can use **Import student list functionality**



- You can download the template using download template link.



- Use the below steps to upload the list

Step 1: - Provide student IDs based on the template

Step 2: - Attach the excel file

Step 3: - Select Section

Step 4: - Click upload button, then the system will display the upload status.

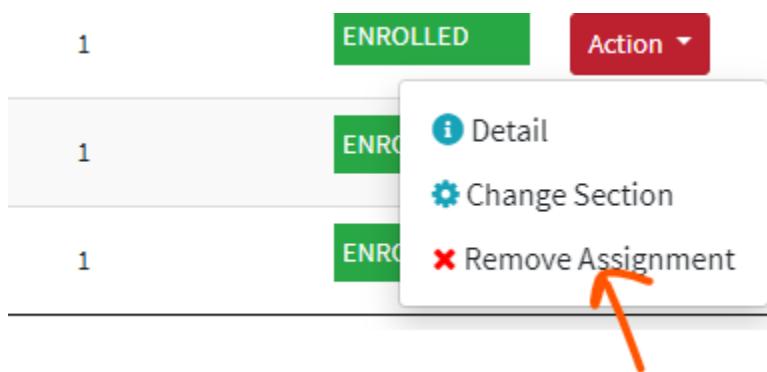
Select Section

BROWSE... Or drop files here

Upload

C. Freshman Change Department

- If you want to change student department, you can use **Remove Assignment** button, then you can enroll the student to the desired department. However this functionality works only if the student status is only **ENROLLED**
e.g. change from **Wood Technology** to **Architectural Design Technology**



D. Change Section

- If you want to change section, you can handle it by using **Change section** functionality

