9/17/2021

ETU Student Information Management System

Registrar Guide

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Contents

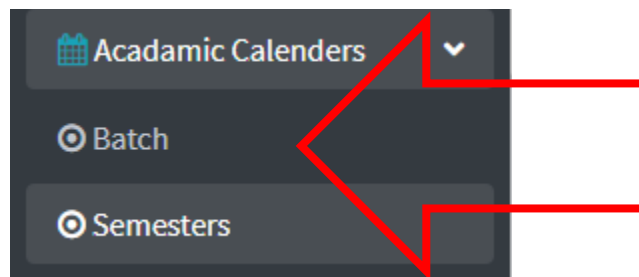# 1. Academic Calendar
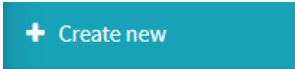
1.1.   Batch

- 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.
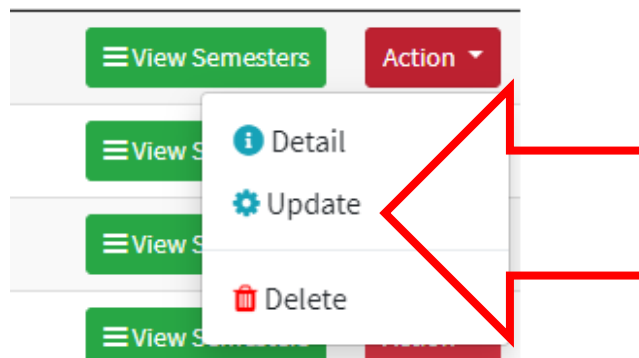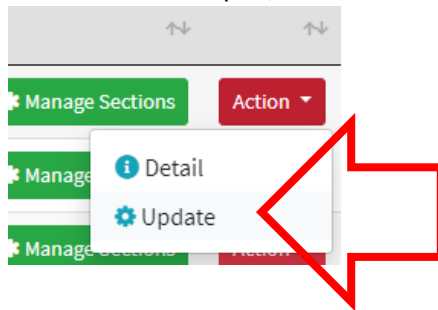

1.2.   Semesters

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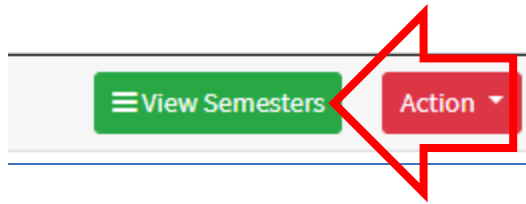
- You can update semester information like Academic year, Start and end date, semester status Open/Close etc.. in the system by, **Action->Update**
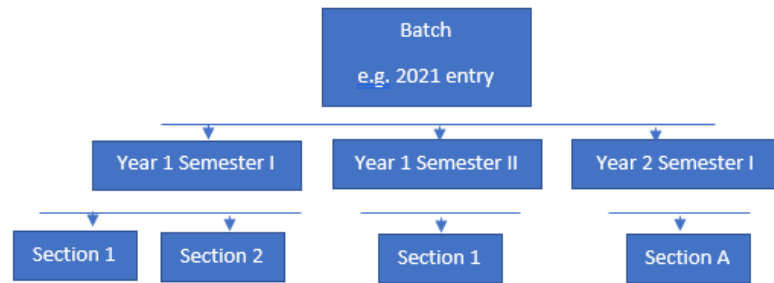

- When the semester is closed, the system automatically validates **If there are unsubmitted course results** and display error message.
- If there is no error, the system automatically calculates student semester GPA, CGPA and closes it.
- While closing each student result are calculated and summary 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**
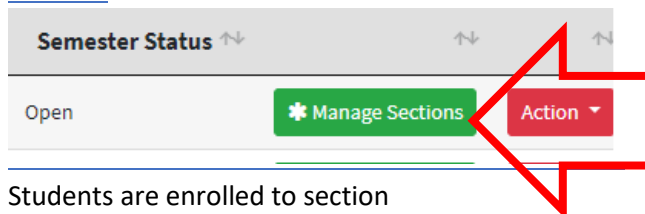

- Students are enrolled to section
- A section belongs to semester
- A user can create multiple sections inside a semester
- You can also specially the max limit of students can be enrolled to a section.
- The below picture depicts the relationship between **Batch**, **Semester** and **Section**
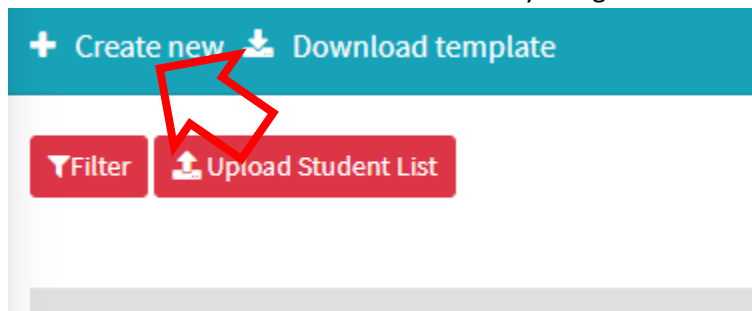
4

```
                          ┌─────────────────┐
                          │      Batch      │
                          │  e.g. 2021 entry│
                          └────────┬────────┘
              ┌────────────────────┼────────────────────┐
              ▼                    ▼                    ▼
    ┌──────────────────┐  ┌──────────────────┐  ┌──────────────────┐
    │ Year 1 Semester I│  │Year 1 Semester II│  │ Year 2 Semester I│
    └────────┬─────────┘  └────────┬─────────┘  └────────┬─────────┘
       ┌─────┴─────┐               │                     │
       ▼           ▼               ▼                     ▼
  ┌─────────┐ ┌─────────┐    ┌─────────┐           ┌─────────┐
  │Section 1│ │Section 2│    │Section 1│           │Section A│
  └─────────┘ └─────────┘    └─────────┘           └─────────┘
```
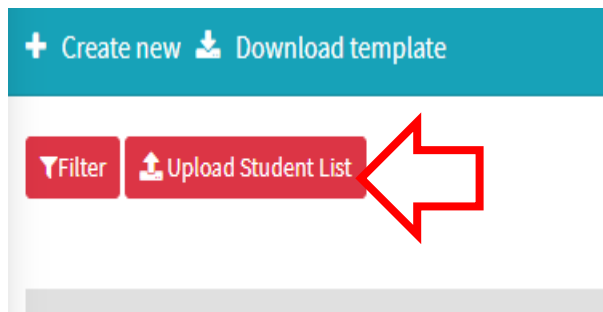
2. Registrar

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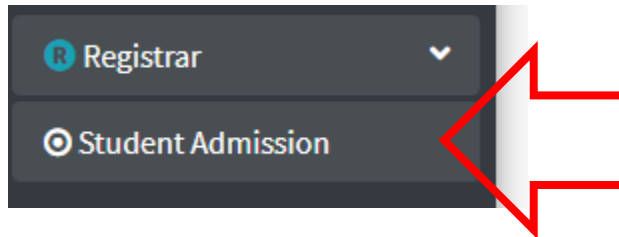
- You can create individual student records by using create button,
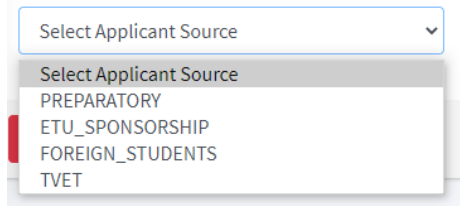

- You can also upload based on a template using Upload student list button

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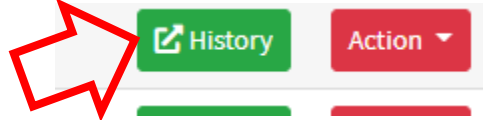
- You can also specify the source of students like below

- You can also edit and delete student records by using **Action->update** and **Action-> Delete** functionalities respectively
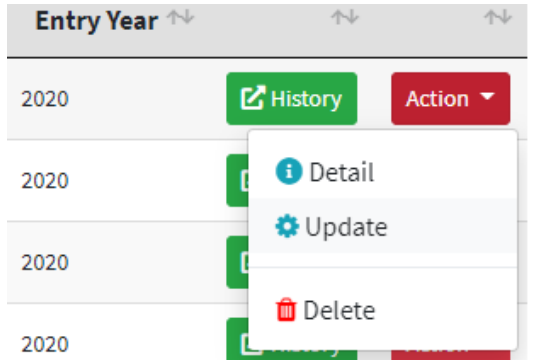
- The student all academic history is also available by clicking history button.

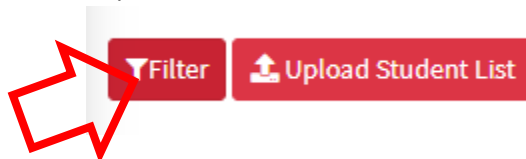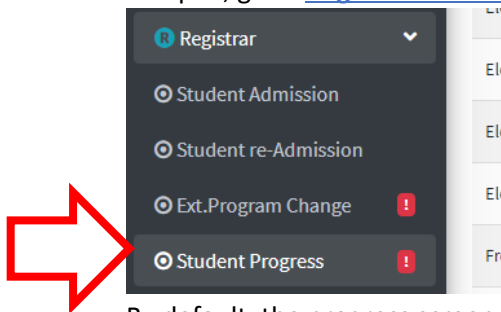- You can also filter students by using Filter functionality by Student ID, name, department, or batch.


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.
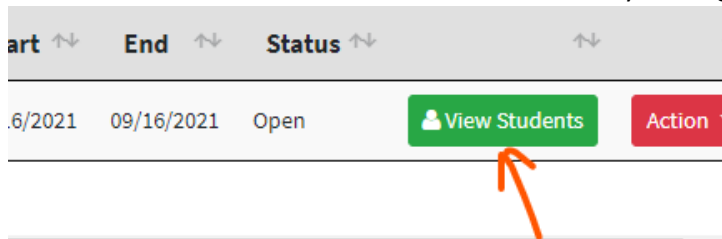- To open, go to **Registrar->Student Progress**

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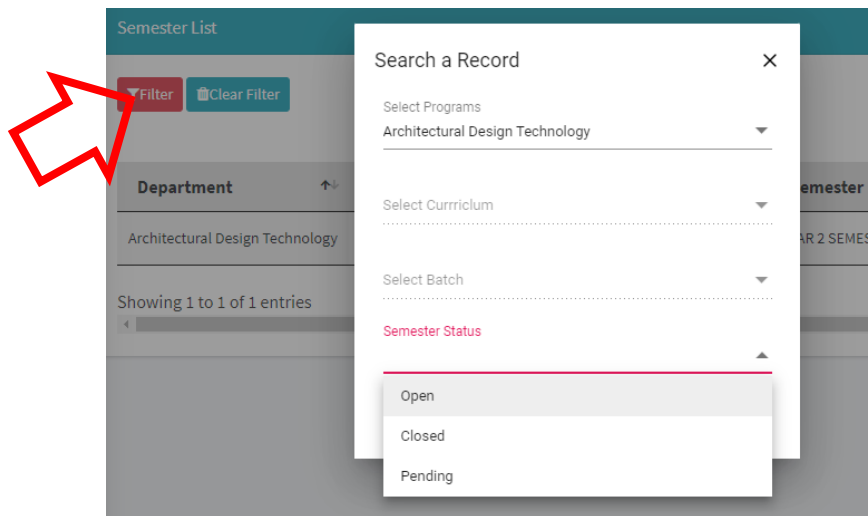
- You can view the list of students in each semester by clicking View Students button


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.
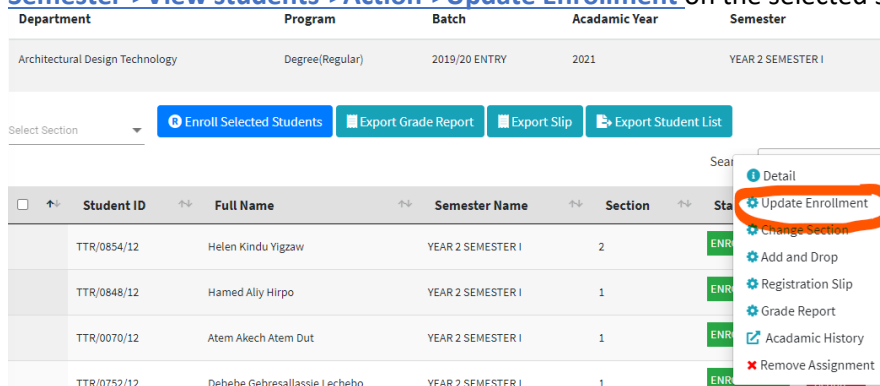
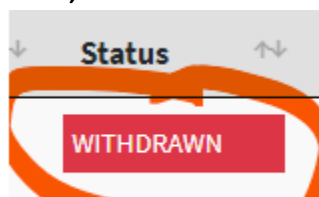- The below screen will appear when updating enrollment

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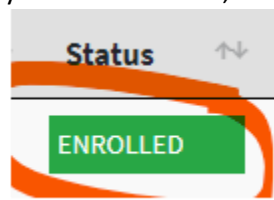
- If you want to change student status to WITHDRAWN you can select, WITHDRAWN status**,**

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

Step 2: - Select Section from the drop down

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

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

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

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

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

- 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 Offic**

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	Acadamic Year	Semester
Freshman - Natural Science	Degree(Regular)	2021 ENTRY	2021	YEAR 1 SEMESTI

Select Section

⬆

Section A

🅡 Enroll Selected Students   📊 Export Grade Report   📊 Export Slip   📤 Export Student List

Search:

| ☐ ↑↓	**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.

Add
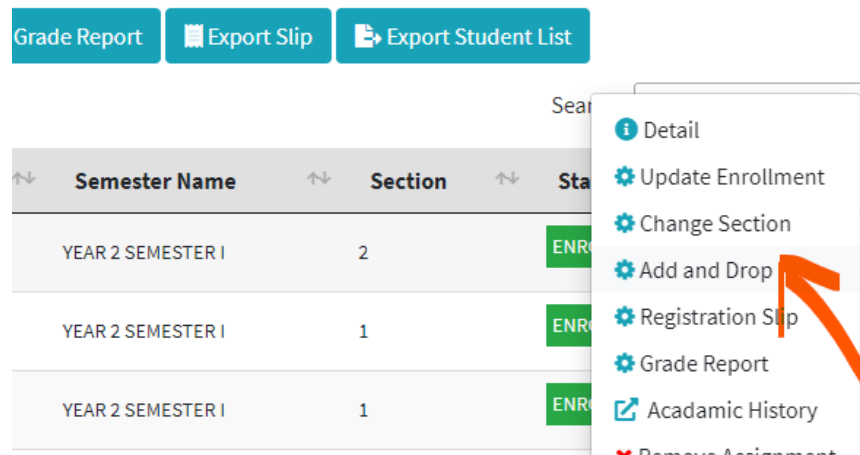
- o To add course to specific student please click Add course button.
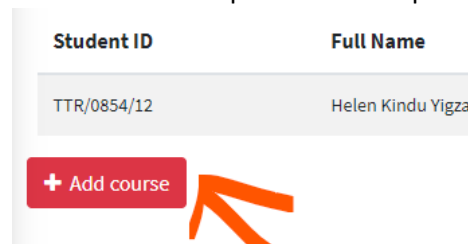
- o Then it will list all courses **which are scheduled to be delivered in that semester and academic year**.

- o 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

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Drop

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

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

	Course Title		Cr. Hrs		isMajor		Status		
	Building Materials and Construction		3		☑		NEW		Action ▾
									🗑 Drop
	Curriculum Studies & Development		3		☑		NEW		

o 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**

- 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**

- 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**

- 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.
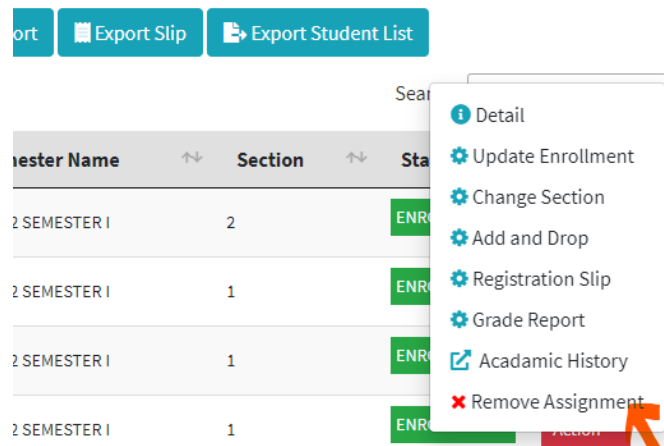 To open **Registrar->Student Progress->Select Semester-> View students->Action ->Academic History**

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

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**
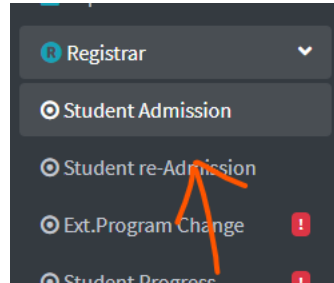
Step 1: Filter a student by ID/Department/Batch to readmit
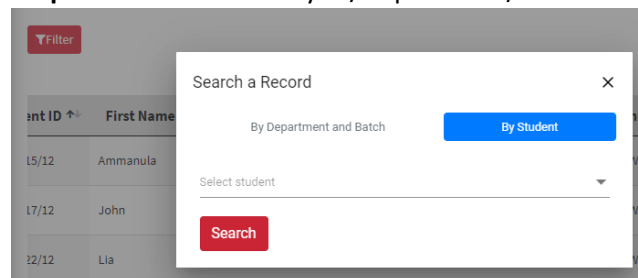
Step 2: -go to, **Action-Re-admit**

ester Name ↑↓	Acadmic Year ↑↓	Enrollment Status ↑↓	Completion Status ↑↓	↑↓
SEMESTER I	2020	NEW	DISMISSAL	Action ▾
SEMESTER I	2020	NEW	DISMISSAL	
SEMESTER I	2020	NEW	DISMISSAL	Action ▾

Step3: -On the re-admission page, Select create new
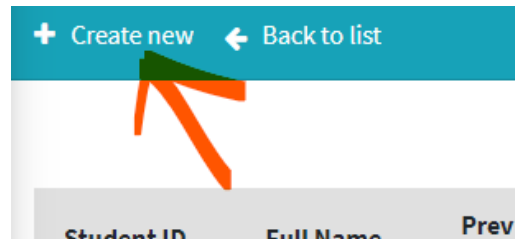
Step 4: - Select the new **batch** and **create**, the system will list all available batches where the student is eligible to be enrolled.

- 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.

2.4.   Extension Student program change

- A use can change extension student program like **evening** to **weekend** or vise-versa by using this functionality.
- To open this, go to **Registrar->Ext. Program change**
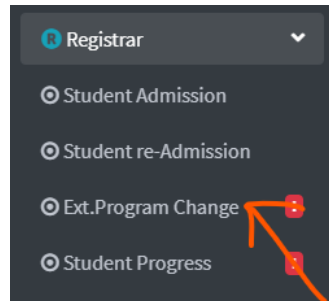
Step 1:- Click Create new

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

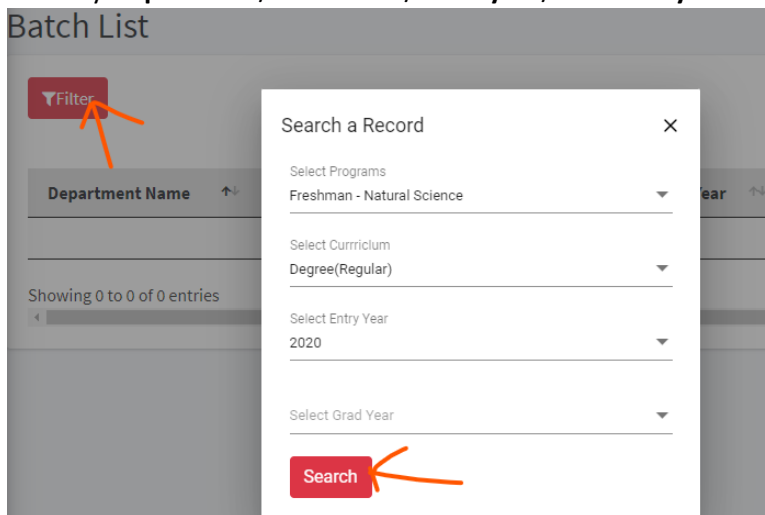- o If validation are successful the system will change the program and copy previous academic records to the new department.

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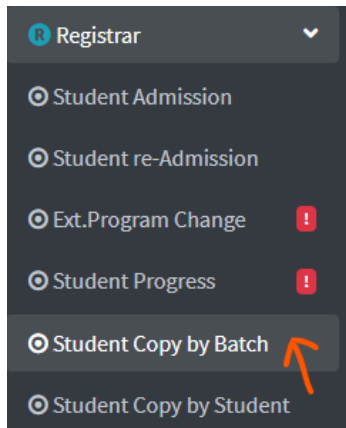
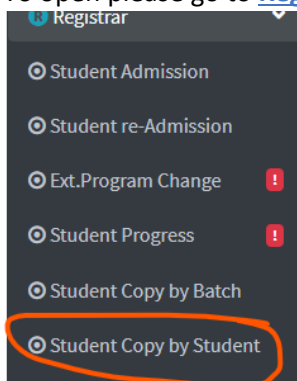- Filter by **Department/Curriculum/Enter year/Graduate year**

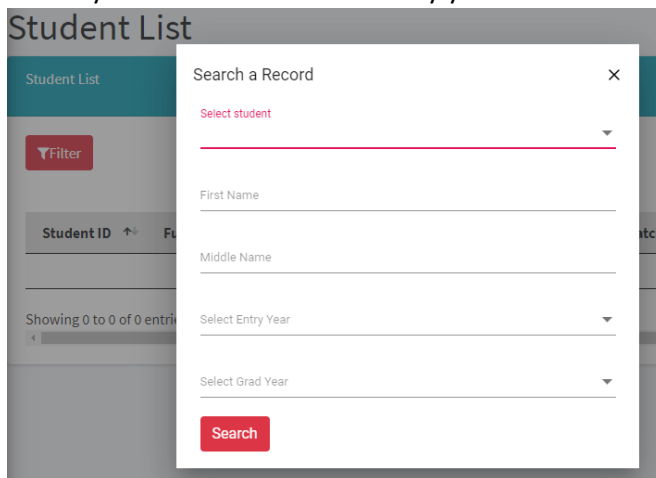- Select export All, to generate the student copy for all students under that batch.
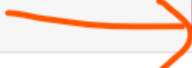
2.6.   Student copy by specific student

- A user can extract student copy by batch, using excel format
- To open please go to **Registrar->Student Copy by Student**
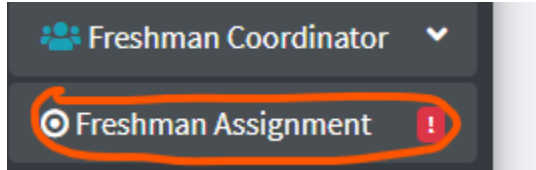

- Filter by student id or name or entry year etc..

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

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**.
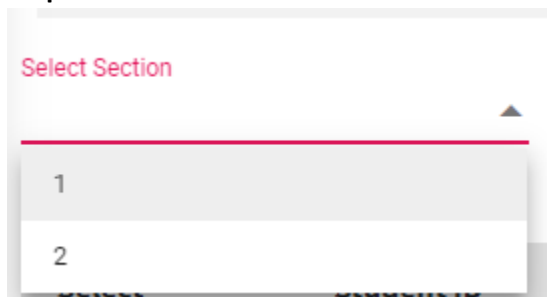
A. Enroll students from the list

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

Step 2: - If you want to select eligible students from the list click import students form freshman button.
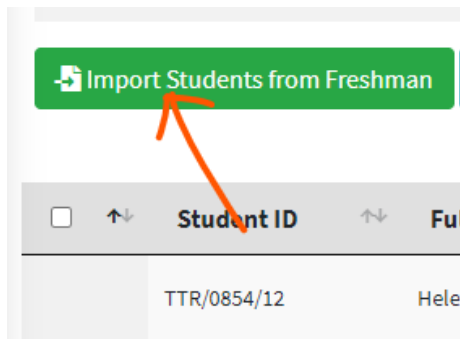
Step 3: - Select the section

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

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

B. Import students List

- If you want to import student list, you can use **Import student list functionality**
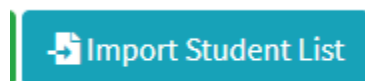
- You can download the template using download template link.

- 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.

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

1	ENROLLED	Action ▼

ⓘ Detail
⚙ Change Section
✖ Remove Assignment

2	ENRO...

1	ENR...