



9/17/2021

# ETU Student Information Management System Registrar Guide

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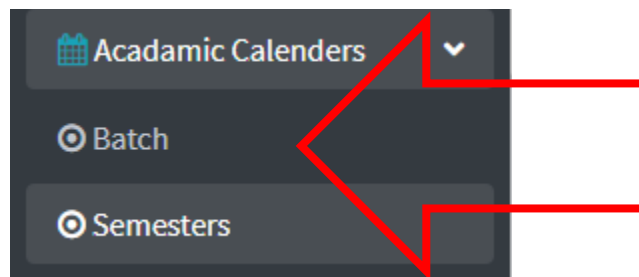
## Contents

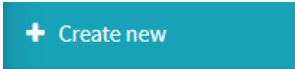
1. Academic Calendar .....	2
1.1. Batch .....	2
1.2. Semesters.....	2
1.3. Section.....	3
2. Registrar .....	5
2.1. Student Admission .....	5
2.2. Student Progress .....	7
2.2.2. Student List .....	8
2.3. Student re-admission .....	16
2.4. Extension Student program change.....	17
2.5. Student copy by batch .....	18
2.6. Student copy by specific student .....	20
3. Freshman Coordinator .....	21
A. Enroll students from the list .....	21
B. Import students List .....	22
C. Freshman Change Department.....	23
D. Change Section.....	23

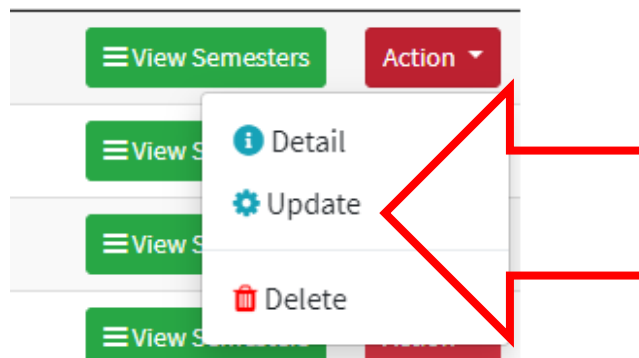
## 1. Academic Calendar

### 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..

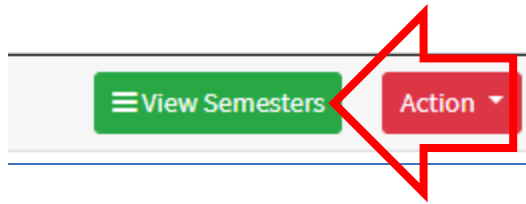


- To create a new batch, Go to **Create new** and provide the mandatory items
-  + Create new
- To update already created batch, go to [Actions->Update](#), you can also delete existing batch by using [Action-> Delete](#) functionality.

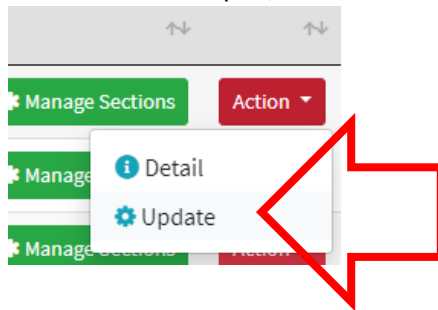


### 1.2. Semesters

- 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](#)



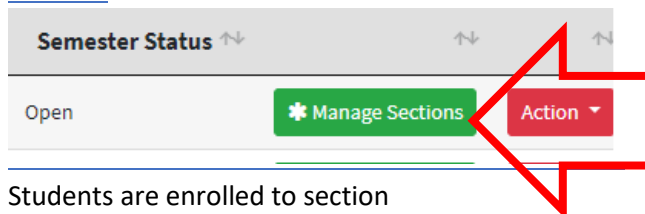
- You can update semester information like Academic year, Start and end date, semester status Open/Close etc.. in the system by, [Action->Update](#)



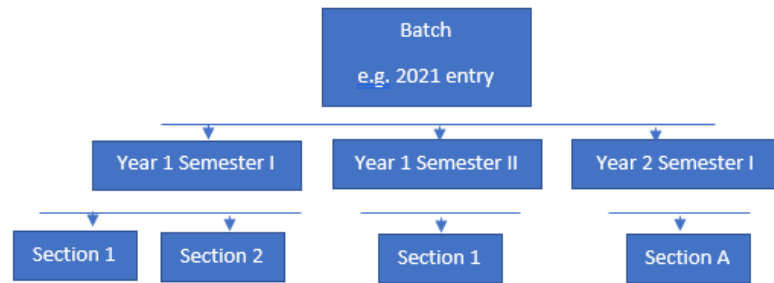
- When the semester is closed, the system automatically validates **If there are unsubmitted course results** and display error message.
- If there is no error, the system automatically calculates student semester GPA, CGPA and closes it.
- While closing each student result are calculated and summary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



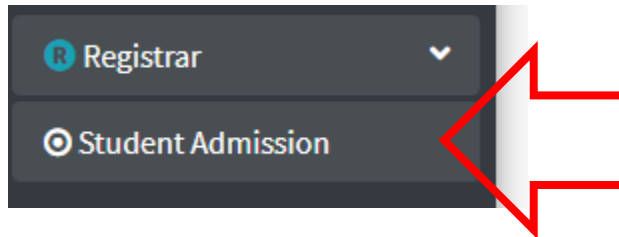
- Students are enrolled to section
- A section belongs to semester
- A user can create multiple sections inside a semester
- You can also specially the max limit of students can be enrolled to a section.
- The below picture depicts the relationship between **Batch**, **Semester** and **Section**



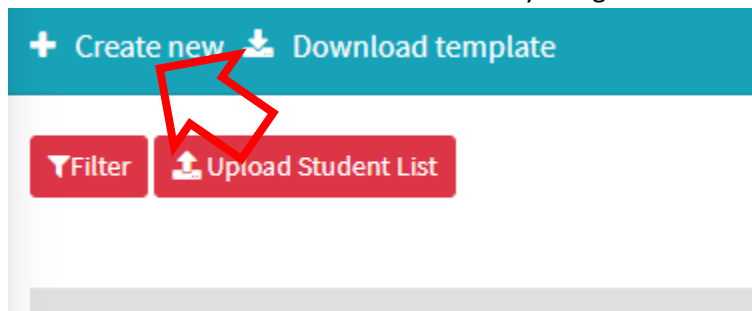
## 2. Registrar

### 2.1. Student Admission

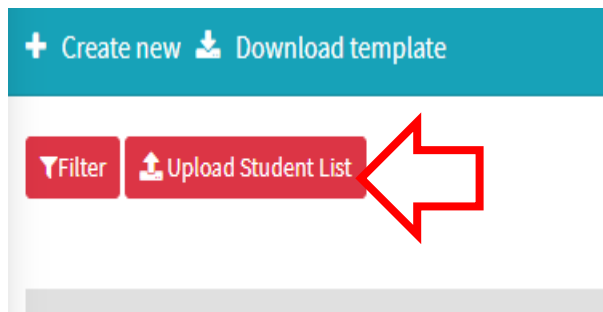
- To register students, go to, [Registrar-> student admission](#)
- You can register students to a **department** and **batch** using the student admission tool.



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



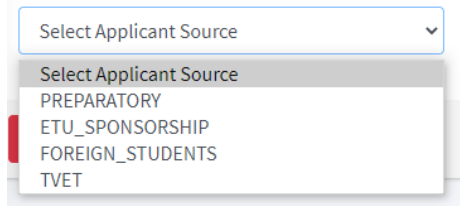
- You can also upload based on a template using Upload student list button



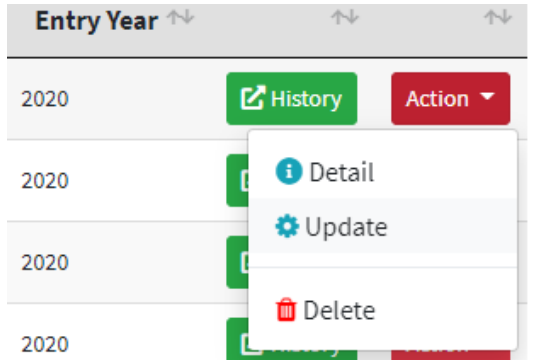
- You can also use create user account functionality while you register student, so that the system automatically creates student login and send invitation email.

A screenshot of a student registration form. Fields include 'Birth Place', 'Email', 'Select nationality' (dropdown), 'Woreda', 'Select Region' (dropdown), 'Select Applicant Source' (dropdown), and 'Is Handicapped?' (checkbox). There is a checkbox labeled 'Create User Account'. A red arrow points from the right towards this checkbox. Below the form is a section titled 'Upload Student Photo' with a 'BROWSE...' button and the text 'Or drop files here'.

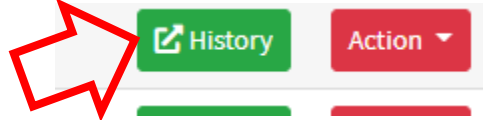
- You can also specify the source of students like below



- 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.

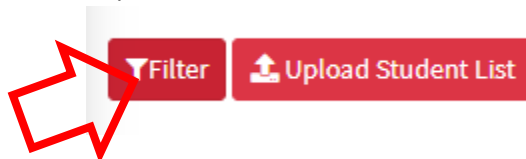
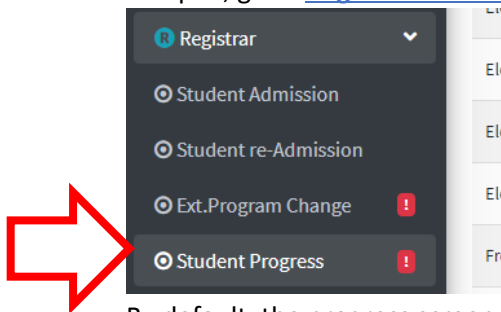


Figure 1 Student Filter Screen

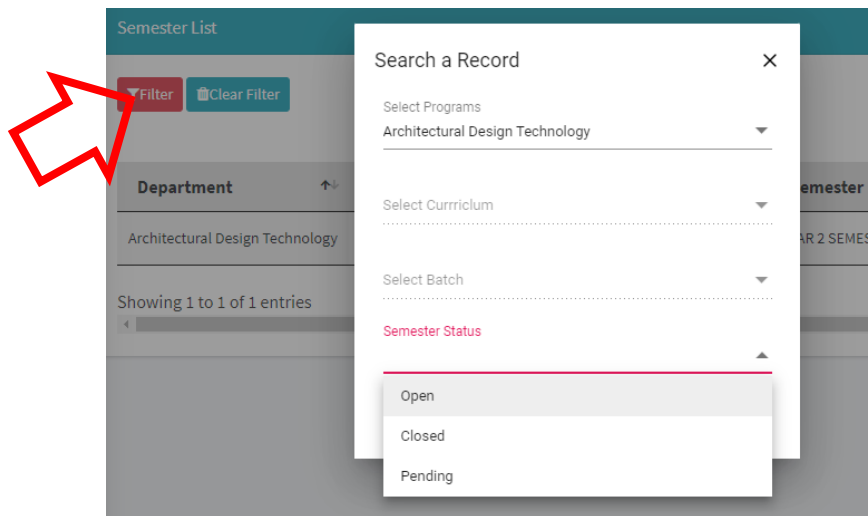
## 2.2. Student Progress

- 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](#)

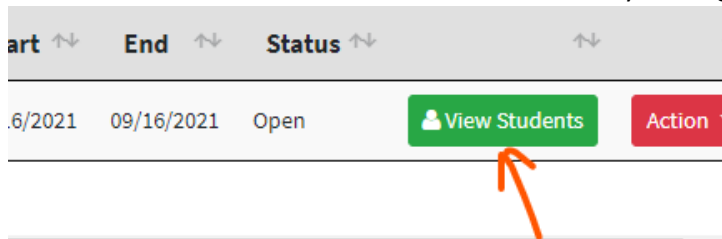


- By default, the progress screen displays **open** semesters in each department, if you want to see **closed** semesters results, you can filter by using the "Filter" functionality.





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

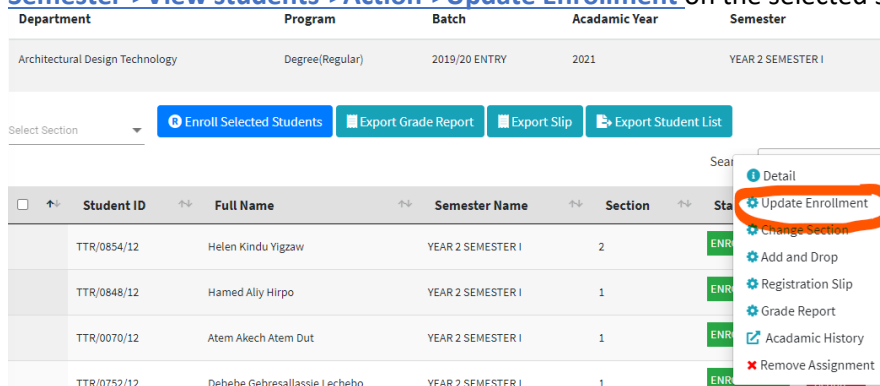


### 2.2.2. Student List

- 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

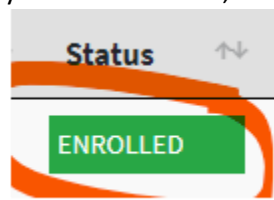
Select Section  
2

Semester Completion Status

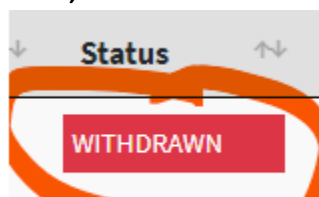
ENROLLED  
WITHDRAWN

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

Select Section

[Enroll Selected Students](#) [Export Grade Report](#) [Export Slip](#)

<input type="checkbox"/>	Student ID	Full Name	Semester Name	Status
<input checked="" type="checkbox"/>	ETUBR/1000/14	Mulugeta NEgussie Mamo	Not Assigned	Not

**Step 2:** - Select Section from the drop down

Select Section

[Enroll Selected Student](#)

Section A

<input type="checkbox"/>	Student ID	Full Name
<input checked="" type="checkbox"/>	ETUBR/1000/14	Mulugeta NEgussie

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

Select Section

Section A

[Enroll Selected Students](#)

<input type="checkbox"/>	Student ID	Full Name
<input checked="" type="checkbox"/>	ETUBR/1000/14	Mulugeta NEgussie Mamo

Showing 1 to 1 of 1 entries

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

← Back to Progress				
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**

Select Section

Enroll Selected Students Export Grade Report Export Slip Export Student List

	Student ID	Full Name	Semester Name	Section	Status	Action
	TTR/0854/12	Helen Kindu Yigzaw	YEAR 2 SEMESTER I	2	ENR	Detail Update Enrollment Change Section Add and Drop Registration Slip Grade Report Academic History Remove Assignment
	TTR/0848/12	Hamed Aliy Hirpo	YEAR 2 SEMESTER I	1	ENR	
	TTR/0070/12	Atem Akech Atem Dut	YEAR 2 SEMESTER I	1	ENR	
	TTR/0752/12	Debebe Gebresallassie Lechebo	YEAR 2 SEMESTER I	1	ENR	

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

Change Student Section

Select student  
Hamed Aliy Hirpo

Select Section

1

1

2

***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**

Select

Section	Status	Action
2	ENR	Detail Update Enrollment Change Section Add and Drop Registration Slip Grade Report Academic History Remove Assignment
1	ENR	
1	ENR	
1	ENR	

- 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 I

Select Section

Section A

Enroll Selected Students

Export Grade Report

Export Slip

Export Student List

Section A

Student ID

Full Name

Semester Name

Section

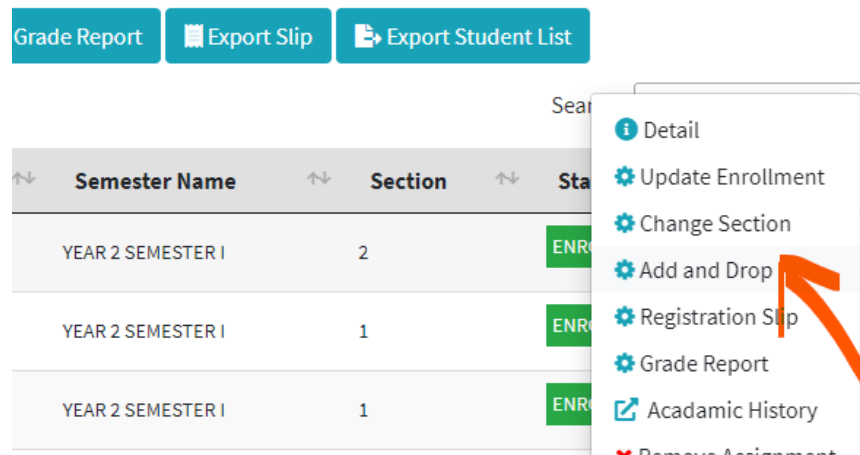
Status

ETUBR/1000/14	Mulugeta NEgussie Mamo	YEAR 1 SEMESTER I	Section A	ENROLLED
---------------	------------------------	-------------------	-----------	----------

Search:

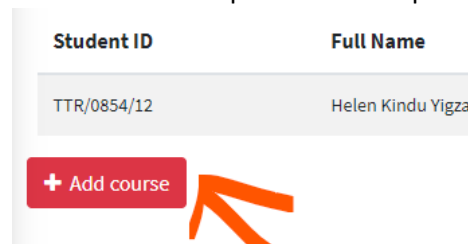
#### F. Add and drop

- 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

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



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

The screenshot shows a form titled 'Add course' with a close button (X). The form contains two dropdown menus: 'Select Course' and 'Select Section'. Below these are two checkboxes: 'Override Curriculum' and 'Is Major'. At the bottom is a red button labeled '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	<a href="#">Action</a>
Curriculum Studies & Development	3	<input checked="" type="checkbox"/>	NEW	<a href="#">Drop</a>

- 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	Action
TER I	1	ENR	<div> <div>Detail</div> <div>Update Enrollment</div> <div>Change Section</div> <div>Add and Drop</div> <div>Registration Slip</div> <div>Grade Report</div> <div>Academic History</div> <div>Remove Assignment</div> </div>
TER I	1	ENR	
TER I	1	ENR	
TER I	2	ENR	

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

<a href="#">Back to Students</a>	<a href="#">Export Grade Report</a>
Student ID	Full Name

### 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 1

Select Section 1

Enroll Selected Students
Export Grade Report
Export Slip
Export Student List

Search:

- 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 1

Enroll Selected Students
Export Grade Report
Export Slip
Export Student List

Search:

- 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:

me	Section	Sta
RI	2	ENR
RI	1	ENR
RI	1	ENR
RI	1	ENR

Detail

Update Enrollment

Change Section

Add and Drop

Registration Slip

Grade Report

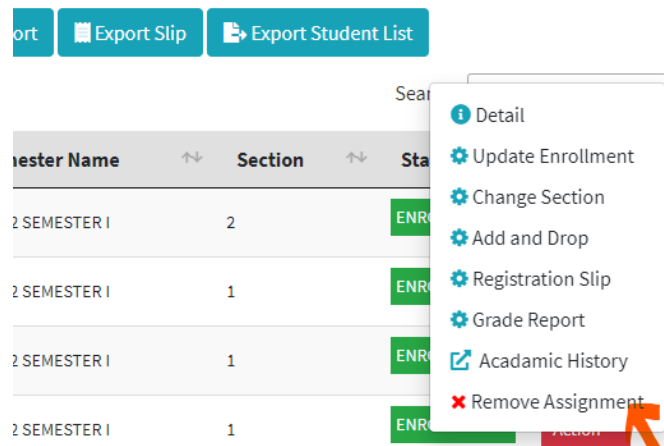
Academic History

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

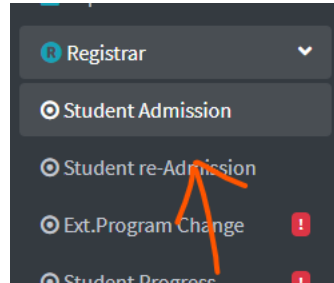




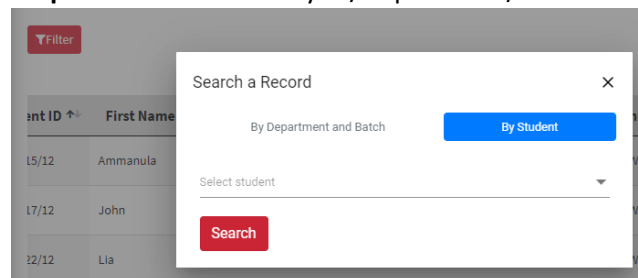
**If you remove section assignment all academic results of the selected student will be removed!!!**

### 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](#)



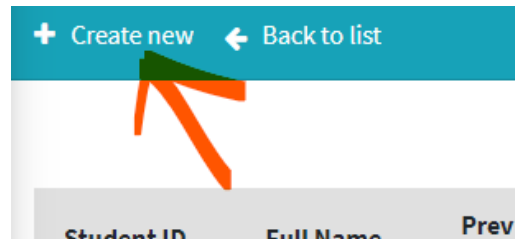
**Step 1:** Filter a student by ID/Department/Batch to readmit



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

Student Name	Academic Year	Enrollment Status	Completion Status	
SEMESTER I	2020	NEW	DISMISSAL	Action
SEMESTER I	2020	NEW	DISMISSAL	Detail Re-admit
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.

### Student ReAdmission

← Back to list

Select Student  
Ammanula Paulino Said

Select new Batch

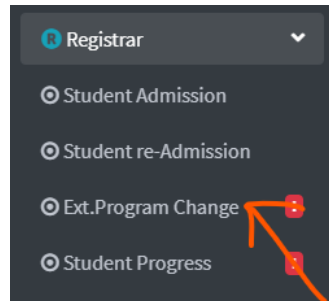
2021 ENTRY-Degree(Regular)-Freshman - Natural Science

☒ 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



**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

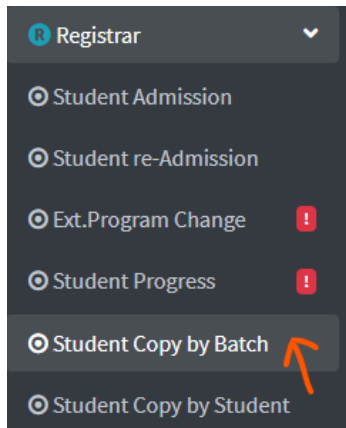
Select Department of Interest

Reason for Change

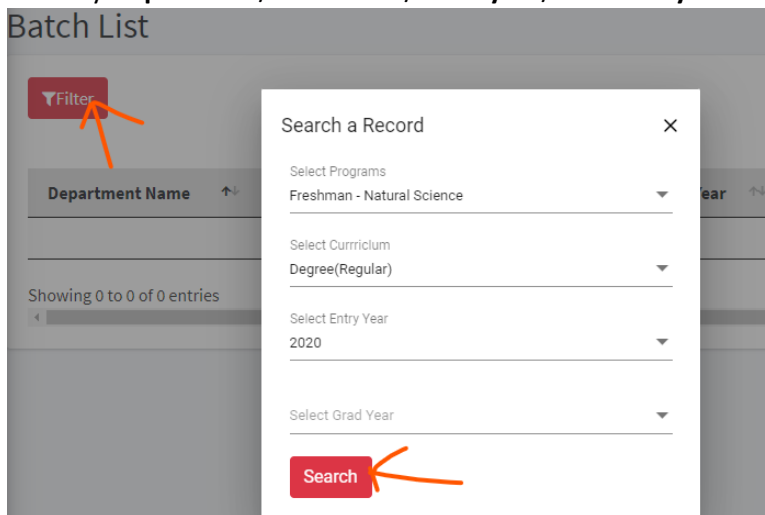
Create Change

### 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**

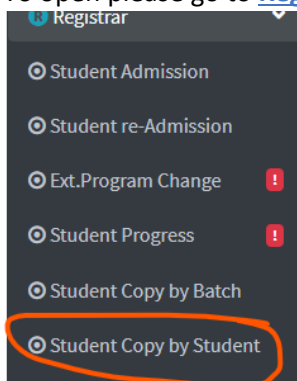


- Select export All, to generate the student copy for all students under that batch.

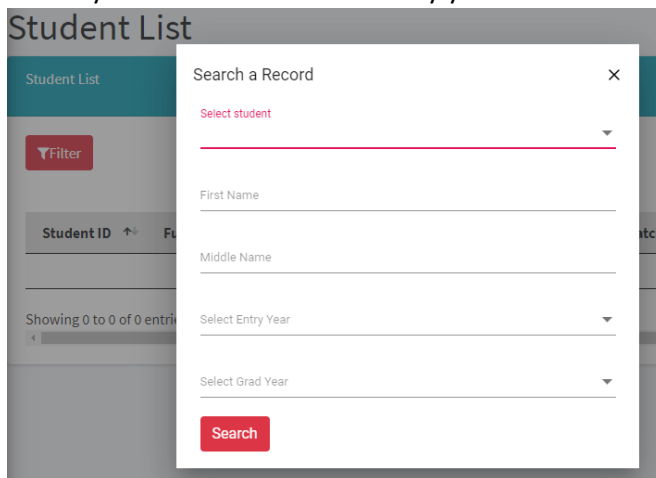
ame	Enrollment Name	Batch Name	Entry Year	Grad.Year	Batch Status		
in Technology	Degree(Regular)	2019/20 ENTRY	2020		On progress	View Students	Export All

## 2.6. Student copy by specific student

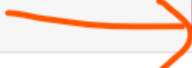

- A user can extract student copy by batch, using excel format
- To open please go to [Registrar->Student Copy by Student](#)



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

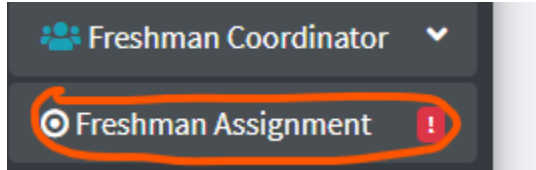


- Select the student, Click Export, the system will generate excel file

Department Name	Enrollment Name	Batch Name	Entry Year	Grad.Year	
Architectural Design Technology	Degree(Regular)	2019/20 ENTRY	2020		 

### 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](#)



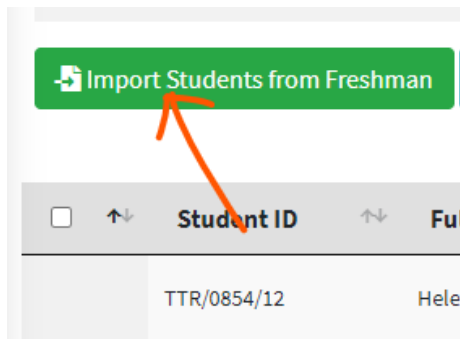
- There must be **open semester** and **section** for the selected department to assign the students.
- User can have two options to enroll students 1. Selecting from the list ,2. Import student IDs using excel template provided.
- To enroll students from freshman and new department, both must have **same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

#### A. Enroll students from the list

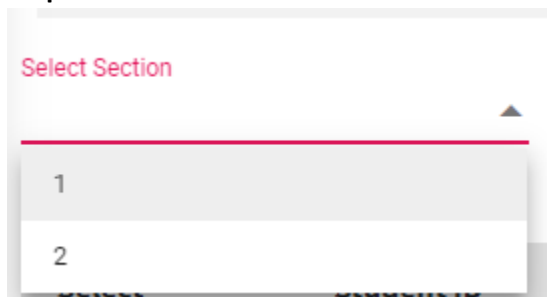
**Step 1:** - Click view Students on the selected department and semester.

	Start	End	Status		
TER I	09/16/2021	09/16/2021	Open	<a href="#">View Students</a>	Action
TER I	09/17/2021	09/17/2021	Open	<a href="#">View Students</a>	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

**Enroll selected Students**

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.

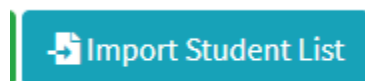
## Status

[← Back to Progress](#)

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

#### 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**

1	ENROLLED	Action ▾
1	ENRO	<div> <i>i</i> Detail             <i>⚙</i> Change Section             <i>✖</i> Remove Assignment         </div>
1	ENRO	

#### D. Change Section

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



