

Student management

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Enroll student

Adds students that have matricules and are not in the system. It is often used for students in the course of importation of data in the system; they were not, and the following information is filled and validated:

1) Fill out the form and take note of the fields with asterisks (*). Full name, matricule, and the academic year the student was admitted.

2) Complete the remaining information and click "save." The student is now in the system.

Enrolled students

All the students admitted in the system are found here. Just search the student's name or matricule number. Here

- 1) You can view a student and see/add the different class instances that student is/has been.
- 2) Edit the student's information.
- 3) Delete a student
- 4) Reset the student's password
- 5) Deactivate a student=> Any deactivation of a student goes alongside a reason.

Deactivated students

Deactivated or inactive students are displayed here. Select the academic year for which such data is needed and click "Get." The students will be displayed, and click on the formats above to get the data.

Class lists

The class list of a given class and classes on a given campus could be accessed here. For students in a given campus or main campus, choose "students" across the class, e.g., HND nursing level 200, then "campus" to select the campus and get the students of that class in that given campus.

Student Listing

Enables the names and matricules of students in a given school, department, program, class, or level to be gotten.

- 1) Click the dropdown arrow at the right edge of the box; it displays school, department, program, class, and level.
- 2) Select based on the information you need at the level of school or department or program and so on and click "Get."
- 3) If School of Health is selected, for example, click the button "students" to get all the students of that school displayed.
- 4) Select the format, e.g., copy, CSV, Excel and download PDF at the top of the displayed page to get the students data.

Import students

Bulk upload of students into the system. Follow the format on the right side of the screen, and the file should be of type CSV.

- 1) Ensure the columns are 5 (Name, Matricule, Gender, Place of Birth, and Date of Birth) on the Excel sheet.
- 2) Save as CSV
- 3) Select academic year to which the students are to imported into the system
- 4) Fill all the other fields. Ensure the students imported are of a **given class** and not mixed.
- 5) Click Save

Promote students

At the end of every academic year or before the beginning of a new academic year, the students of a given class are promoted to keep the system to date. The promotion is not automatic, as not all students are promoted. Such students not promoted are unchecked.

- 1) The system provides the base year and the target year to which promotion is to be done.
- 2) Fill the form as required. If the promotion is from HND nursing level 200, the system brings the class HND Nursing level 300 automatically.
- 3) Click proceed; the students to be promoted to level 300 will be displayed and the students not to be promoted are unchecked
- 4) Click "promote."
- 5) Repeat the same procedure for level 300 to 400 and so on.
- 6) Going to the class list, the students that were promoted will have their classes changed and will be present in the current class. Does not promoted remain in the previous class.

Custom promotion

At the end of every academic year or before the beginning of a new academic year, the students of a given class are promoted to keep the system to date. The promotion is not automatic, as not all students are promoted. Such students not promoted are unchecked.

- 1) Here the base year and the target year to which promotion is to be done are provided by the staff in charge of promotion.
- 2) Fill the form as required. If the promotion is from HND nursing level 200, the system brings the class HND nursing level 300 automatically.
- 3) Click proceed; the students to be promoted to level 300 will be displayed and the students not to be promoted are unchecked
- 4) Click "promote."
- 5) Repeat the same procedure for levels 300 to 400 and so on.
- 6) Going to the class list, the students that were promoted will have their classes changed and will be present in the current class. Does not promote remaining in the previous class.

Repeat students

At the end of every academic year or before the beginning of a new academic year, the postgraduate students are not promoted as with undergraduates per level, as postgraduate is strictly level 600 (master's—Masters years 1 and 2) and 700 (PhD), so they are repeated the systems understands better.

1) Here the base year and the target year to which repeat students are to be assigned are provided by the staff in charge of promotion.

2) Select the students and click "repeat."

5) Repeat the same procedure.

Promotion history

Report students promoted from one class to the next. Across each class, select "promotion history."

Change class

Permits the change of the class of a student.

1) A student's class can be changed and matricule number maintained

2) A student's class can be changed and matricule number changed.

=> Search the student's name or matricule number.

=> Click the button "change class."

=> Check the box **"maintain current matricule" for cases where the student's matricule is to be maintained upon class change** or leave it unchecked so that the student's matricule will be changed and his/her class changed.

3) Ensure the selection of the program or class and/or level to which the student is to be changed to

4) Click "save".

Student data

The biodata of students in a given class of an academic year is gotten here.

- 1) Select academic year to which biodata is to be gotten
- 2) Select class
- 3) Click "Download"

Admission data

The report of students admitted to a given program in an academic year.

- 1) Select academic year
- 2) Select the background e.g., HND, Bachelor, Masters, Public Health, etc.
- 3) Click "Download"

Migrate

Bulk students upload into the system. Follow the format at the right of the screen and it must be of type CSV.