



USER MANUAL (SUPERVISOR)

POSTGRADUATE MONITORING OF SUPERVISION MODULE (i-MONITOR)

**CENTRE FOR POSTGRADUATE STUDIES,
INTERNATIONAL ISLAMIC UNIVERSITY, MALAYSIA**

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i-Monitor User Manual (Supervisor)

This i-Monitor user manual is intended to be user guide in order to use i-Monitor system. Please refer to the steps explained and diagram showed for more understanding regarding the system flows.

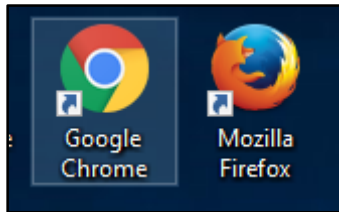
*Notes: i-Monitor work best in browser such as Mozilla Firefox and Google Chrome. User also might access the system through mobile internet browser.

System Specification

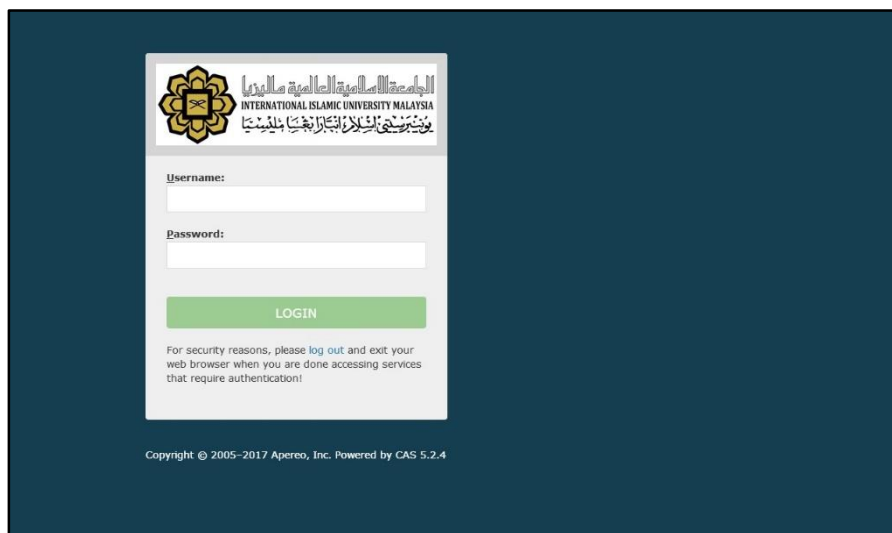
No.	Specification	Description
1.	System platform	Website
2.	System access	Open to external network (Can be access either using internal IIUM network or from another ISP (Internet Service Provider) such as mobile data)
3.	Link to system	http://imonitor.iium.edu.my
4.	Responsive	Support display on any size of screen PC, Mobile Phone or Tablet.

Follow the steps below

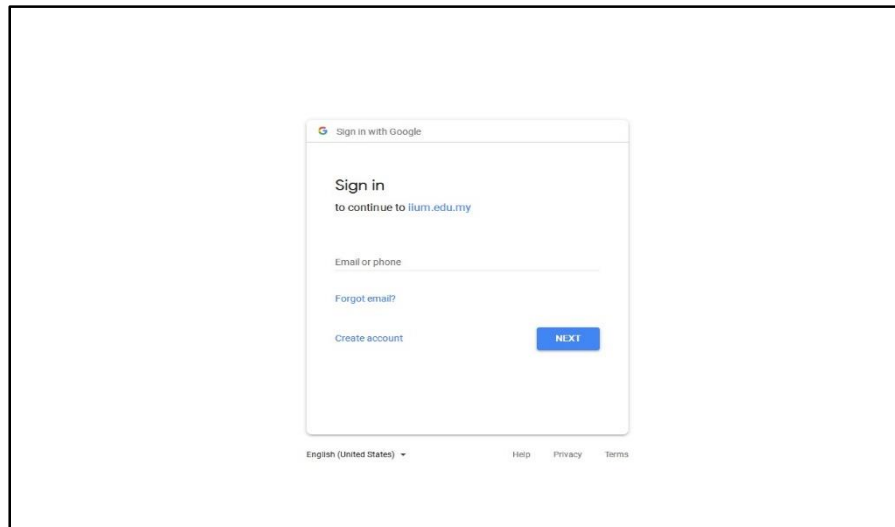
1. Choose your browser to access the system.



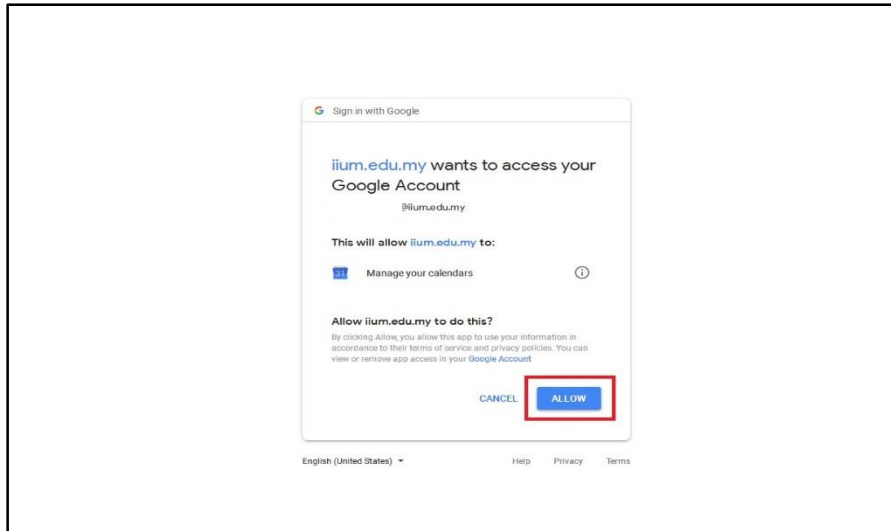
2. Type this link <http://imonitor.iium.edu.my> on your browser and press ENTER.
3. User will be redirect to the login page such as below diagram.

The image is a screenshot of a login page for the International Islamic University Malaysia. At the top left is the university's logo, a stylized green and yellow flower. To its right is the university's name in Arabic and English: 'INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA'. Below the logo and name are two input fields: 'Username:' and 'Password:'. A green 'LOGIN' button is positioned below the password field. Underneath the button is a security warning: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'. At the bottom of the page, it says 'Copyright © 2005-2017 Apero, Inc. Powered by CAS 5.2.4'.

4. Enter your Staff ID Name as your login ID and Password and press Login.
5. User will be redirect to the google account and enter your official email to confirm and continue login to the system. Refer diagram below for more understanding.

The image is a screenshot of a Google sign-in window. The window title is 'Sign in with Google'. The main heading is 'Sign in' followed by 'to continue to iium.edu.my'. There is an input field for 'Email or phone'. Below the input field are links for 'Forgot email?' and 'Create account'. A blue 'NEXT' button is located to the right of the 'Create account' link. At the bottom of the window, there is a language selector 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

6. User need to click allow button to get notification from supervisee when supervisee send the report progress of make an appointment.



7. User will be redirect to the i-Monitor (Supervisor) homepage such as in below diagram.

i-Monitor

Main Menu

- Dashboard
- Appointment
- Logbook
- Progress Report
- Get Monitoring

Chairman: 2, Supervisory: 1, Supervisor: 6, Co-Supervisor: 5

List of student (Supervisor)

No.	Matric No	Student Name / Student Type	Status	Action
1	Q1420131	MCHD NUR HASYRIQ BIN ANUAR Fulltime Local Research Only	Active	
2	Q1513034	AJININ AZWANI BINTI ABDUL RAFA Fulltime Local Research Only	Active	
3	Q1517196	NUR AZLURA BINTI MAT ALEWI Fulltime Local Research Only	Active	
4	Q1713409	HAMAD ABDULSALAM HAMAD ALFARISI Fulltime International Research Only	Active	
5	Q1717430	MCHAMED ZENAB B HAMAD Fulltime International Research Only	Active	
6	Q1717712	NURLISA FATIMAH BINTI ABD RANI Fulltime Local Research Only	Active	

Summary By Student Status

GOT Summary

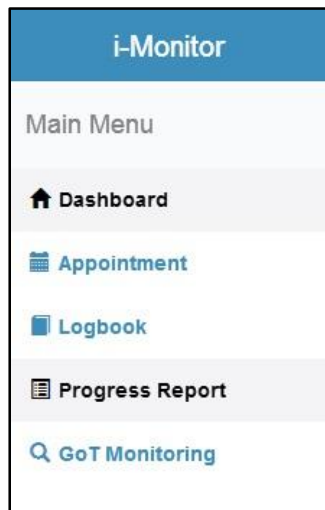
Within maximum duration (Master)	1/14
Within normal duration (Master)	2/14
Below minimum duration (Ph.D)	3/14
Within maximum duration (Ph.D)	2/14
Within normal duration (Ph.D)	5/14

Notification

- New Appointment Request
- Logbook Approval
- Progress Report

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- I-Monitor will display multiple choices of links to access to different functionalities such as Appointment, Logbook, Progress Report and GoT Monitoring.



Approve Appointment Request

- Supervisor will receive Appointment Request Notification through email.
- Supervisor can approve Appointment Request from Dashboard or click Appointment Link as shown in the diagram below.

The screenshot displays the i-Monitor dashboard for a supervisor. The top navigation bar includes "Main Menu" with links to Dashboard, Appointment (highlighted with a red box), Logbook, Progress Report, and GoT Monitoring. The dashboard features several key components:

- Summary Cards:** Chairman (2), Supervisory (1), Supervisor (6), and Co-Supervisor (5).
- List of student (Supervisor):** A table with columns for No., Matric No., Student Name / Student Type, Status, and Action.
- Notification Panel:** A red-bordered box on the right containing three notifications: "New Appointment Request" (0), "Logbook Approval" (1), and "Progress Report" (1).
- Summary By Student Status:** A pie chart showing the distribution of student statuses.
- GOT Summary:** A table of performance metrics.

No.	Matric No.	Student Name / Student Type	Status	Action
1	G1425131	MOHD NUR NASYRIQ BIN ANUAR Fulltime Local Research Only	Active	
2	G1513534	AINNIN AZWAN BINTI ABDUL RAFA Fulltime Local Research Only	Active	
3	G1517198	NUR ALZURA BINTI MAT ALEWI Fulltime Local Research Only	Active	
4	G1713409	HAMAD ABDULSALAM HAMAD ALFARISI Fulltime International Research Only	Active	
5	G1717430	MCHAMED ZENAB B HAMAD Fulltime International Research Only	Active	
6	G1717712	NURLISA FATHIMAH BINTI ABD RANI Fulltime Local Research Only	Active	

Category	Count
Within maximum duration (Master)	5/14
Within normal duration (Master)	2/14
Below minimum duration (Ph.D)	3/14
Within maximum duration (Ph.D)	3/14
Within normal duration (Ph.D)	5/14

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- Supervisor can see Appointment Summary can response by inserting Remarks and click Approve button to accept appointment request or Reject button to decline appointment request.

*Notes: If supervisor reject the appointment request student should repeat same appointment request flow for another date.

The screenshot shows the i-Monitor dashboard with a 'New Appointment Request' modal window open. The modal contains the following table:

#	Name	Matric No	Appointment Date	Start Time	End Time	
1	KHEDIDJA KAOUTER MECHRAOUI	G1217822	08-MAR-18	02:15 PM	03:15 PM	<input checked="" type="checkbox"/>

The background dashboard includes a sidebar menu with options like Dashboard, Appointment, Logbook, Progress Report, GoT Monitoring, and Reports & Statistics. The main content area shows a 'List of student (Co-Supervisor)' table, a 'Summary By Student Status' pie chart, and a 'GOT Summary' table with the following data:

Category	Count
exceed maximum study period	1/3
within maximum study period	2/3

The screenshot shows the 'Appointment Summary' page in i-Monitor. The page displays the following information:

Appointment Summary

Name: KHEDIDJA KAOUTER MECHRAOUI
 Matric No.: G1217822
 Contact No.:
 Email: sajak@iuiemail.com
 Requested Date&Time: This student has request an appointment at : 02:15 PM until 03:15 PM on 08-MAR-18

Supervisor Remarks

Below the remarks section are two buttons: 'Approve' (blue) and 'Reject' (red).

4. Supervisor also can create an appointment as shown in the figure below

The screenshot shows the 'Create Appointment' form in the i-Monitor system. The form is titled 'Create Appointment' and includes a 'Back' button. The student information is pre-filled: Student Name: KHEDIDJA KAOUTER MECHRAOUI, Matric No: G1217822, Current Session: 2017/2018, and Current Semester: 2. There are input fields for Appointment Date, Start Time, and End Time. A large text area is provided for Supervisor Remarks. A 'Create Appointment' button is located at the bottom of the form. The footer of the page contains the copyright notice: Copyright © 2017 International Islamic University Malaysia. All rights reserved. and the version number: Version 1.0.

Verify Logbook Update

1. Click on Logbook link to view list of students as shown in the figure below.

The screenshot shows the 'Student Logbook' table in the i-Monitor system. The table displays a list of students with their matric numbers, names, titles, and statuses. The table is titled 'Student Logbook' and shows 1-2 of 2 items. The data is as follows:

#	Matric No	Name	Title	Status
1	G0918798	FAZILLAH BT SULAIMAN	STUDENTS' STANDARDS OF WRITING AT THE INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA : MEETING WRITING NEEDS OF CONTENTS COURSES	Active
2	G1217822	KHEDIDJA KAOUTER MECHRAOUI	ENGLISH LANGUAGE NEEDS IN THE TELECOMMUNICATION TECHNOLOGY AND MEDIA INDUSTRY: COMPATIBILITY OF EMPLOYERS AND STUDENTS EXPECTATION IN MALAYSIA	Active

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2. Click More button (the right side in the table) to view student's logbook listing as showed in the figure below is the student's logbook list

Student Logbook (G1217822)

Showing 1-1 of 1 item.

#	Appointment Date	Start Time	End Time	Supervisee Remarks	Appointment Status	Logbook Status
1	08-MAR-18	02:15 PM	03:15 PM	ive request to meet prof.	In Process	Student need to update

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Evaluate Student Progress

1. Click on Progress Report link to open student evaluation list.

Progress Report

Showing 1-3 of 3 items.

#	Matric No	Name	Title
1	G1420366	NAZREEN BINTI RUSLI	Thermal Imaging Analysis of Affective States in Human Robot Interaction for Children
2	G1537685	MUHAMMAD HADI BIN MAT ROSLY	Adaptive Impedance Control for Upper Extremity Training Platform
3	G1511622	ASMARANI BINTI AHMAD PUZI	Mechanical Impedance Based Muscle Model for Adaptive Control of Robot Assisted Training

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2. Click on the More symbol to view Progress List to be evaluated.

The screenshot shows the i-Monitor interface. The main menu on the left includes Dashboard, Appointment, Logbook, Progress Report, and GoT Monitoring. The breadcrumb trail is Home > Progress Report > Details. The student details are as follows:

Matric No	G1420366
Student Name	NAZREEN BINTI RUSLI
Thesis Title	Thermal Imaging Analysis of Affective States in Human Robot Interaction for Children

Below the details is a section titled "Progress Report for NAZREEN BINTI RUSLI (G1420366)". It contains a table with the following columns: #, Progress Details, Attachment, Progress Report Submitted, Evaluation Status, and Progress Status. The table currently displays "No results found."

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3. If there is a report to be evaluate, click the More button.

The screenshot shows the i-Monitor interface for student KHEDIDJA KAOUTER MECHRAOUI (G1217822). The student details are:

Matric No	G1217822
Student Name	KHEDIDJA KAOUTER MECHRAOUI
Thesis Title	ENGLISH LANGUAGE NEEDS IN THE TELECOMMUNICATION TECHNOLOGY AND MEDIA INDUSTRY: COMPATIBILITY OF EMPLOYERS AND STUDENTS EXPECTATION IN MALAYSIA

The progress report section is titled "Progress Report for KHEDIDJA KAOUTER MECHRAOUI (G1217822)". It shows "Showing 1-1 of 1 item" and a table with one entry:

#	Progress Details	Attachment	Progress Report Submitted	Evaluation Status	Progress Status	
1	Number Of Chapter Completed : 1 Number Of Chapter Approved : 1 Number Of Chapter Yet To Be Written : 1	Download	26/04/2018	Supervisor Approved	In Process	

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4. Fill the Evaluation and click Submit button at the bottom of the form.

i-Monitor

ADMINISTRATOR

Supervisor Evaluation for KHEDIDJA KAOUTER MECHRAOUI (G1217822)

Home > Supervisor Evaluation > G1217822 > Update

Supervisor Remarks

Evaluation test 12

★ Poor ★★ Fair ★★★ Good ★★★★ Very Good ★★★★★ Excellent

Commitment	★★★★★	Arabic Oral	★★★★★
English Writing	★★★★★	Work Quality	★★★★★
English Oral	★★★★★	Work Indie	★★★★★
Arabic Writing	★★★★★	Integrity	★★★★★

Frequency Face to Face

Never 1-3 Times 7-9 Times More than 10 Times

Others Cons

Number Of Chapter Yet To Be Written: 1

Expected Date For Submission: 26/04/2018

Supervisor Remarks

test

★ Poor ★★ Fair ★★★ Good ★★★★ Very Good ★★★★★ Excellent

Commitment	★★★★★	Arabic Oral	★★★★★
English Writing	★★★★★	Work Quality	★★★★★
English Oral	★★★★★	Work Independence	★★★★★
Arabic Writing	★★★★★	Integrity	★★★★★

Frequency Face to Face

Never 1-3 Times 7-9 Times More than 10 Times

Other Form of Communication

test

Progress Type

In Progress

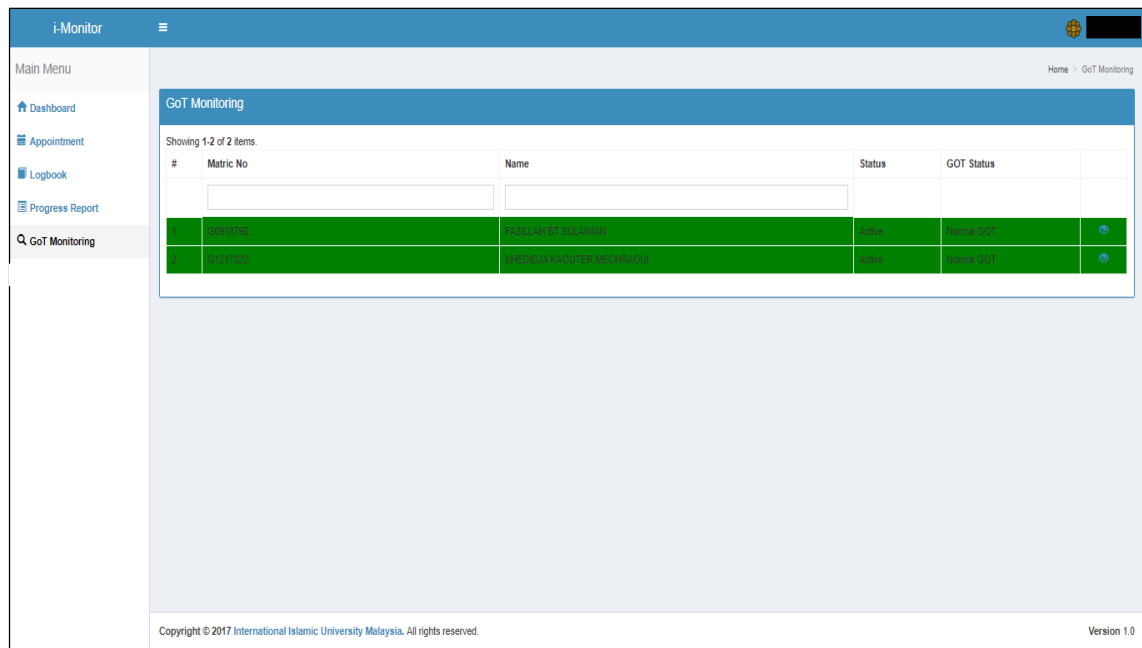
Approve Reject

Submit

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GoT Monitoring

1. Click on GoT Monitoring on the left menu.
2. System will show student list such as figure below.



The screenshot displays the 'GoT Monitoring' page in the 'i-Monitor' system. The left sidebar contains a 'Main Menu' with options: Dashboard, Appointment, Logbook, Progress Report, and GoT Monitoring (selected). The main content area shows a table with the following data:

#	Matric No	Name	Status	GOT Status	
1	1234567890	ABDULLAH BIN ABU BAKAR	Active	Approved	👁️
2	0987654321	ABDULLAH BIN ABU BAKAR	Active	Approved	👁️

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3. Click on the Eye symbol to view intended student's Gantt Chart

