



USER MANUAL (SUPERVISEE)

POSTGRADUATE MONITORING OF SUPERVISION MODULE (i-Monitor)

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

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i-Monitor User Manual

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

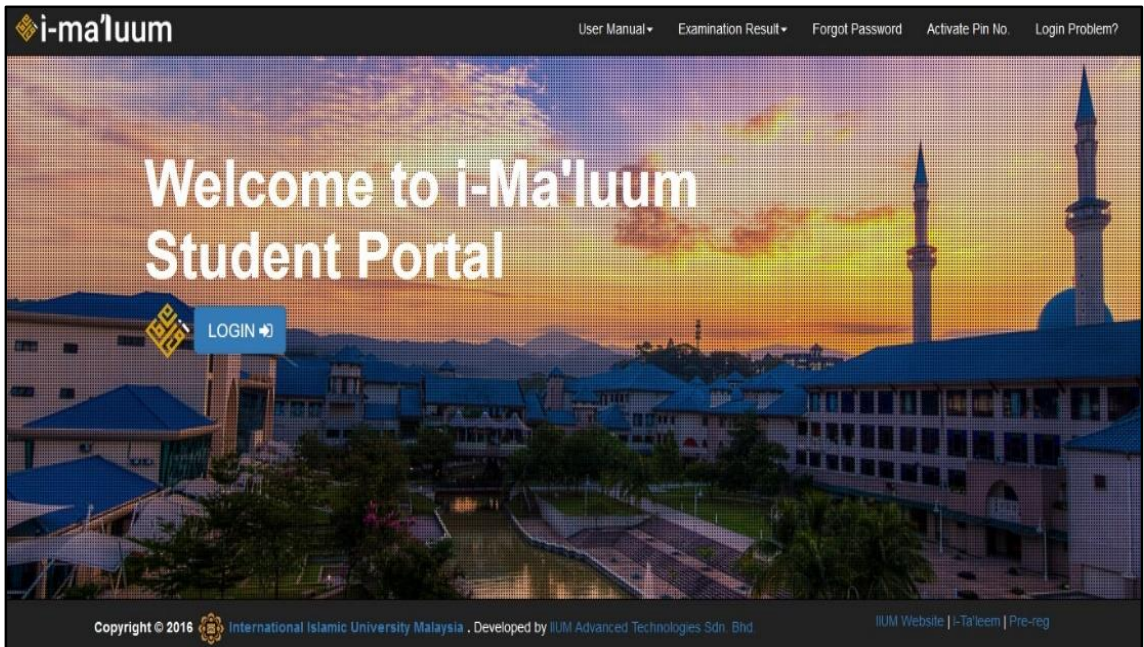
No.	Specification	Description
1.	System platform	Website
2.	System access	Open to external network (Can be access either using internal IIUM network or from another ISP (Internet Service Provider) such as mobile data)
3.	Link to system	Can enter through i-Ma'luum. http://imaluum.iium.edu.my
4.	Responsive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

Follow the steps below

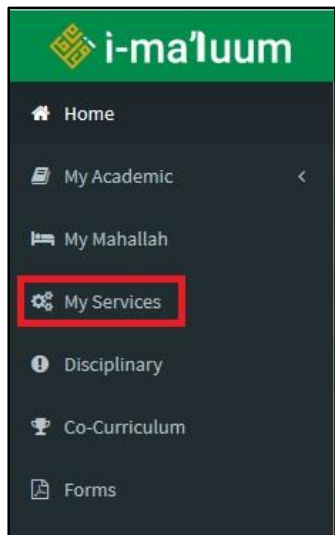
1. Choose your browser to access to the system. Double click to open the browser.

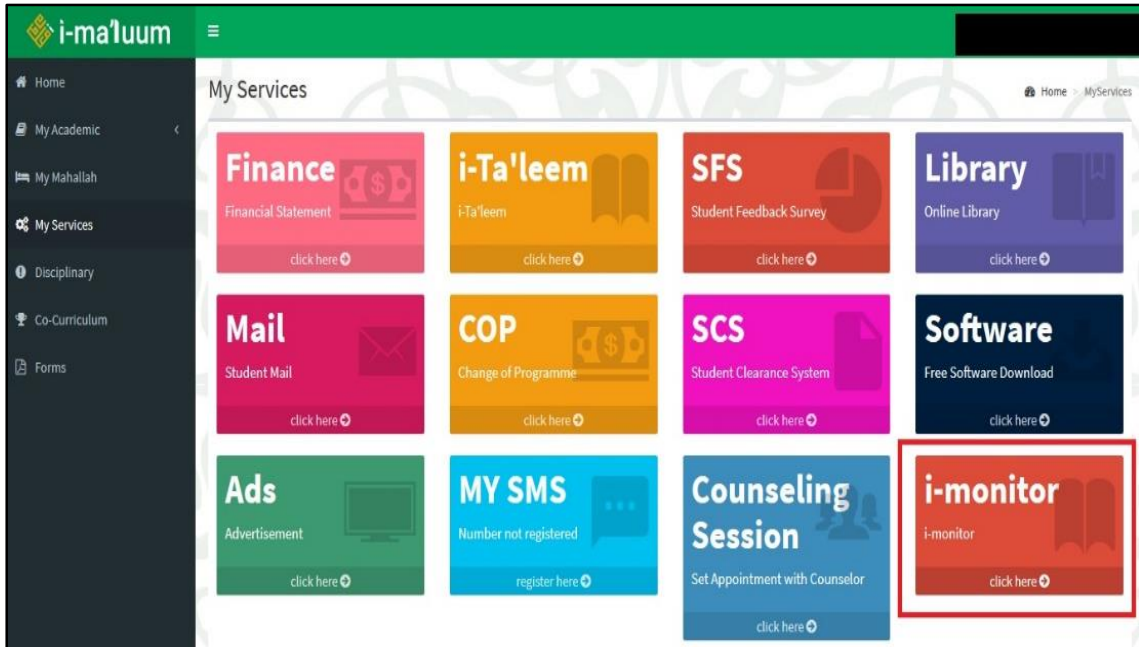


2. Type this link on your browser <http://imaluum.iium.edu.my> and press Enter key. User will be redirect to the login page such as below diagram.

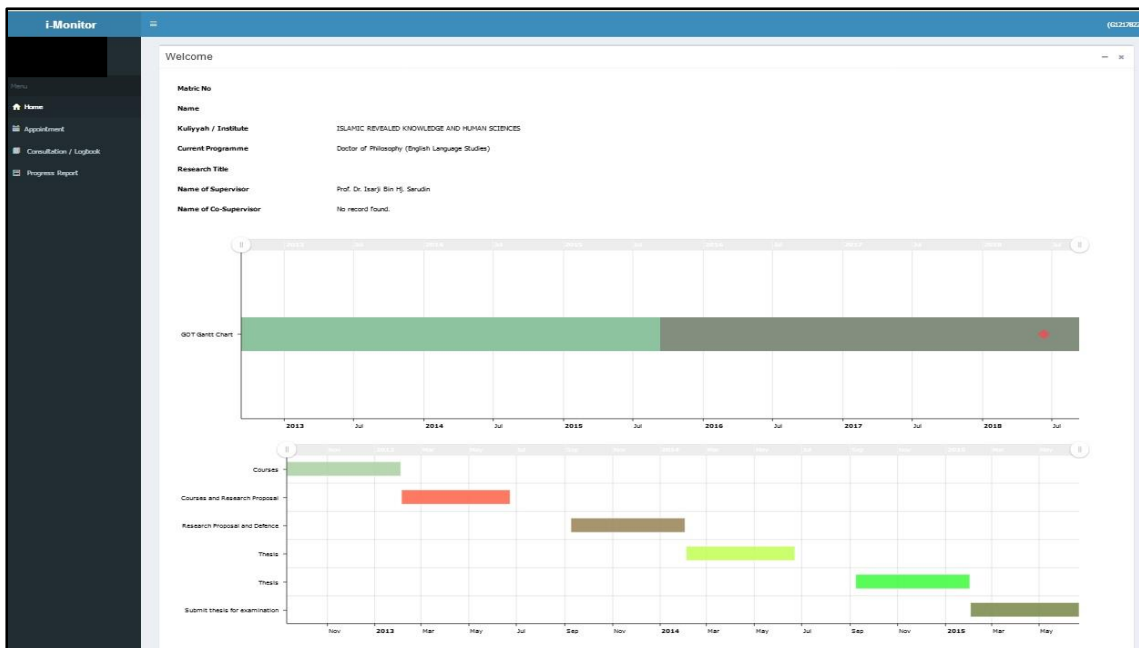


3. Enter your Matric No as your login ID and Password and press Login. User will be redirect to the i-Ma'luum homepage.
4. Next click My Services link and user will be redirect to the page as below diagram. Click to the i-Monitor tab to enter the i-Monitor.





5. i-Monitor will display multiple choices of links to access to different function such as Appointment, Research Log Book, Reporting and Report Progress.



Make Appointment

1. Click on Appointment link. The system will redirect user to the Appointment page such as displayed in the diagram below.

The screenshot displays the 'i-Monitor' interface. At the top, it shows 'Supervisor Calendar - Prof. Dr. Isary Bin Hj. Saudin'. Below this is a calendar grid for the month of June, with the 10th highlighted in yellow. A message above the calendar states: 'Events from one or more calendars could not be shown here because you do not have the permission to view them.' Below the calendar is a 'Make Appointment' form. The form contains the following fields: 'Name of Supervisor' (Prof. Dr. Isary Bin Hj. Saudin), 'Current Session/Semester' (2017/2018.2), 'Date' (with a calendar icon), 'Start' (08:00 AM), 'End' (08:00 AM), and 'Remarks' (with a character count indicator). A 'Send' button is located at the bottom right of the form.

- i. Appointment page will display three sections which located on top, center and bottom.
- ii. Top section is the supervisor's calendar to make easier for supervisee to choose date to make an appointment.
- iii. Center section is Appointment Form.
- iv. Make Appointment Form display information such as Supervisor's Name and Current Student's Session/Semester. Below of the displayed information are the text fields need to be filled by user in order to request for appointment with the lecturer.
- v. User need to fill the Appointment Date, Time Start, Time End and Remark for that appointment.
- vi. Appointment Date format MM/DD/YYYY
- vii. Time Start format HH:MM AM/PM
- viii. Time End format HH:MM AM/PM
- ix. Remarks condition must not exceed 255 characters
- x. Refer below diagram for more understanding
- xi. Click button Send when done.

Make Appointment

Name of Supervisor: Prof. Dr. Isarji Bin Hj. Sarudin

Current Session, Semester: 2017/2018,2

Date:

Start: End:

Remarks:

Appointment Details

1. Bottom section on the appointment page is the Appointment Details table that record details such as Session/Semester, Requested Appointment Date, Time Start, Time End, Remarks and Status.
2. Refer below diagram for more understanding.

Appointment Detail						
#	Session, Semester	Date	Time		Remarks	Status
			Start	End		
1	2016/2017,3	30/09/2017			xx	Approved

Research Log Book

1. Research Log Book menu is for user to update their consultation details for every appointment made with the supervisor.
2. When user send Make Appointment Form, i-Monitor system will automatically create a logbook.
3. User (Supervisee) need to update this logbook after every consultation with their lecturer.

4. Refer diagram below for more understanding regarding Research Log Book.

#	Consultation Date	Time		Details	Approved	Date Approved	Action
		Start	End				
1	01-01-1970			xx	Approved	cubaan	Update

5. On top section of Research Log Book will display student's information such as Matric No, Name, Kulliyah/Institute, Current Programme and Research Title.

6. Lower section is the Consultation Details Table that display information such as Consultation Date, Appointment Time Start/End, Details, Approved Status and Action.

7. Follow steps below to update Research Log Book

- i. Click Update button in the Action Column
- ii. A Consultation Details form will appear as shown in diagram below

Current Session, Semester 2016/2017,3

Date 30/10/2017

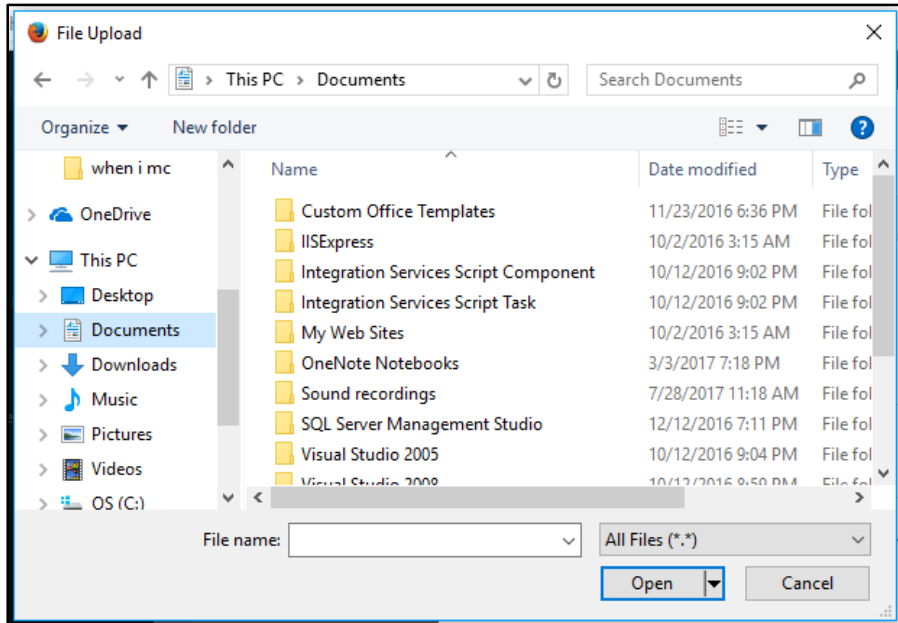
Start 10.00 AM **End** 11.00 AM

Consultation Details Remarks


Attachment [Browse...](#) No files selected.

[Close](#) [Send](#)

- iii. User (supervisee) need to insert conclusion remark from the appointment with their lecturer in the remarks text field. Not more than 255 characters.
- iv. If user (supervisee) have more information to record in their logbook. They are allowed to upload document related to the consultation make with their lecturer.
- v. Click Browse button and select your file from the window directory as shown below.

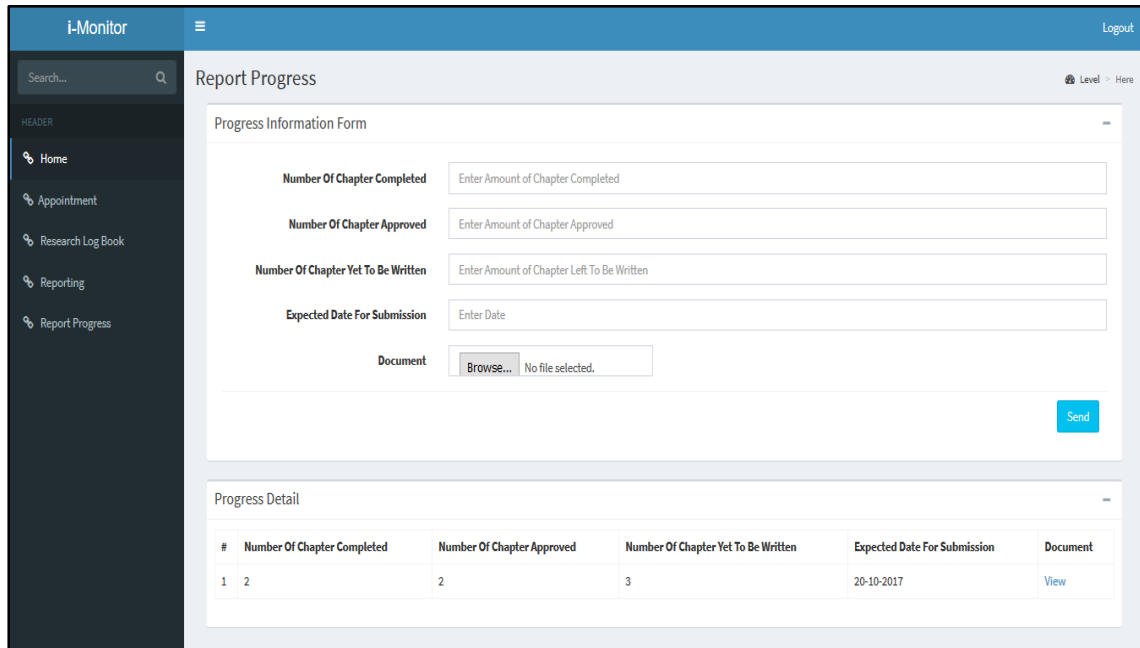


- vi. Click Open when done selecting file.
- vii. Consultation Detail Form will capture the file and click Send when done.

	INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA		
	iMonitor Report		
<u>LIST OF APPOINTMENTS</u>			
Matric No :	Name :		
Program :	Doctor of Philosophy (English Language Studies)		
Sessi :	2016/2017	Semester :	3
Month :	OCTOBER 2017		
Appointment Date	Supervisee Remarks		Supervisor Remarks
1 30-10-2017	Appointment Test 3		
Month : SEPTEMBER 2017			
Appointment Date	Supervisee Remarks		Supervisor Remarks
1 30-09-2017			test
			Approve

Report Progress

1. Report Progress function is for user (Supervisee) to insert their current progress such as Number of Chapter Completed, Number of Chapter Approved, Number of Chapter Yet to Be Written, Expected Date for Submission and Document Upload.



The screenshot shows the 'Report Progress' interface in the i-Monitor system. The page has a blue header with 'i-Monitor' and 'Logout' options. A dark sidebar on the left contains navigation links: Home, Appointment, Research Log Book, Reporting, and Report Progress. The main content area is titled 'Report Progress' and contains a 'Progress Information Form' and a 'Progress Detail' table.

Progress Information Form

Number Of Chapter Completed:

Number Of Chapter Approved:

Number Of Chapter Yet To Be Written:

Expected Date For Submission:

Document: No file selected.

Progress Detail

#	Number Of Chapter Completed	Number Of Chapter Approved	Number Of Chapter Yet To Be Written	Expected Date For Submission	Document
1	2	2	3	20-10-2017	View

2. Follow steps below to insert progress:
 - i. Fill all the text fields with Number related to the progress.
 - ii. Click button Browse to upload related document.
 - iii. Press Send button to submit the progress input.