



**USER MANUAL (Deputy Dean Postgraduate & Research
- DDPG) (Ver. 1.0)**

**POSTGRADUATE MONITORING OF SUPERVISION
MODULE (i-MONITOR)**

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

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i-Monitor User Manual (Deputy Dean Postgraduate & Research - DDPG)

The i-Monitor user manual is intended to be a user guide to use i-Monitor system. Please refer to the steps explained and diagrams as shown in the following for more understanding regarding the system operational flows.

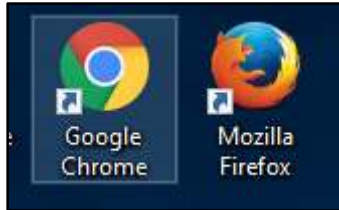
*Notes: i-Monitor works best in browser such as Mozilla Firefox and Google Chrome. User might also access the system through mobile internet browser.

System Specification

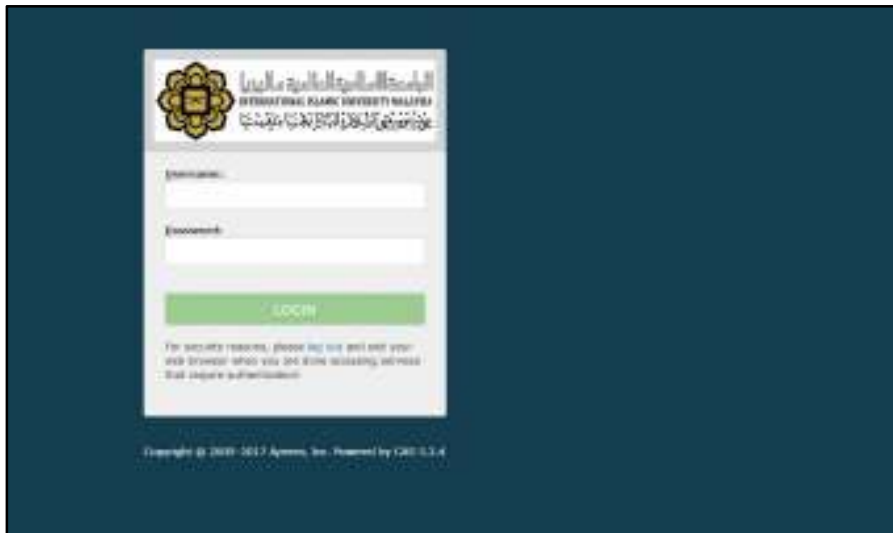
No.	Specification	Description
1.	System platform	Website
2.	System access	Open to external network (Can be accessed either using internal IIUM network or from another ISP (Internet Service Provider) such as mobile data))
3.	Link to system	http://imonitor.iium.edu.my
4.	Responsive	Support display on any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

Please follow the steps below to access the system:

1. Choose your browser to access the system.



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



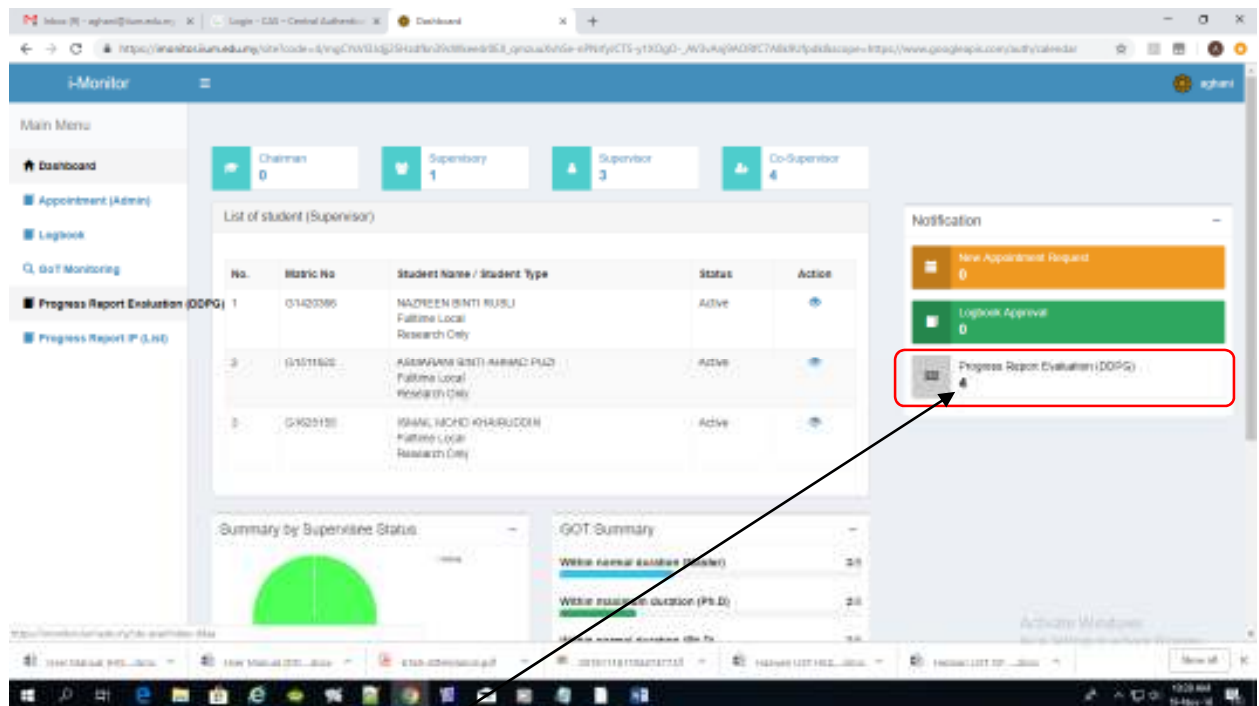
4. Enter your IIUM Email ID (without @iium.edu.my) as your login ID and Password and click Login.
5. User will be directed to the Google account and please enter your official email to confirm and continue login to the system. Refer to the diagram below for more understanding.



6. User needs to click ALLOW button in order to get notification from any request initiated in the system.

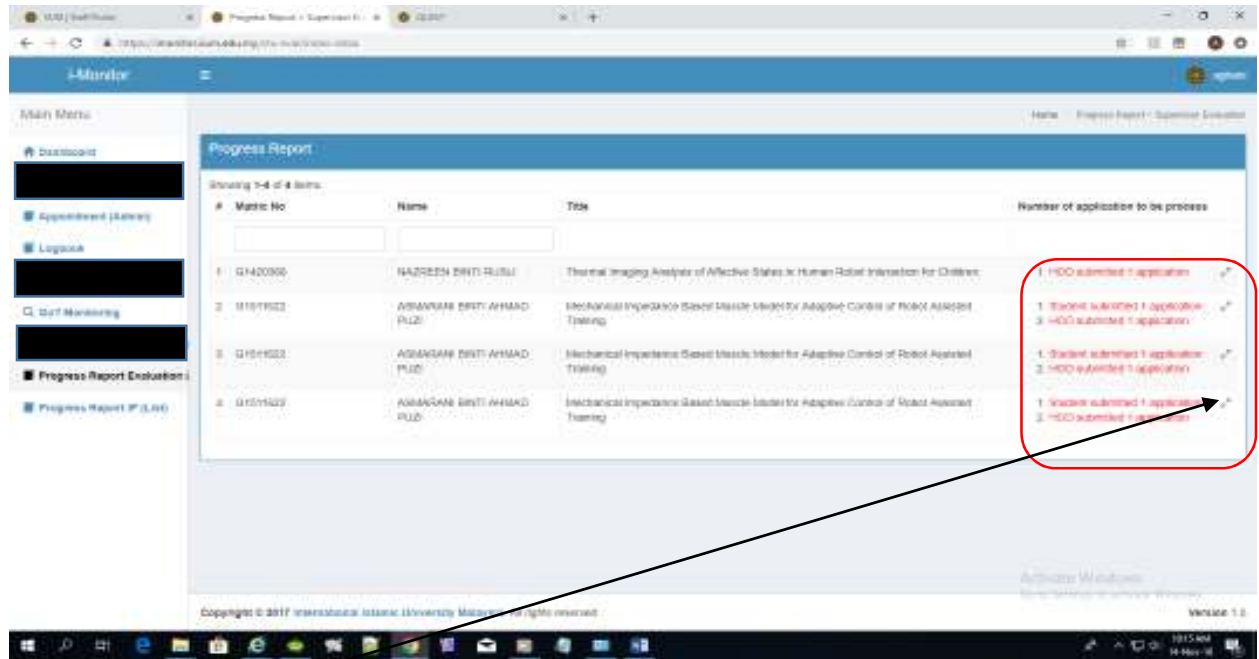




7. User will then be directed to the i-Monitor (DDPG) homepage as shown in the diagram below.

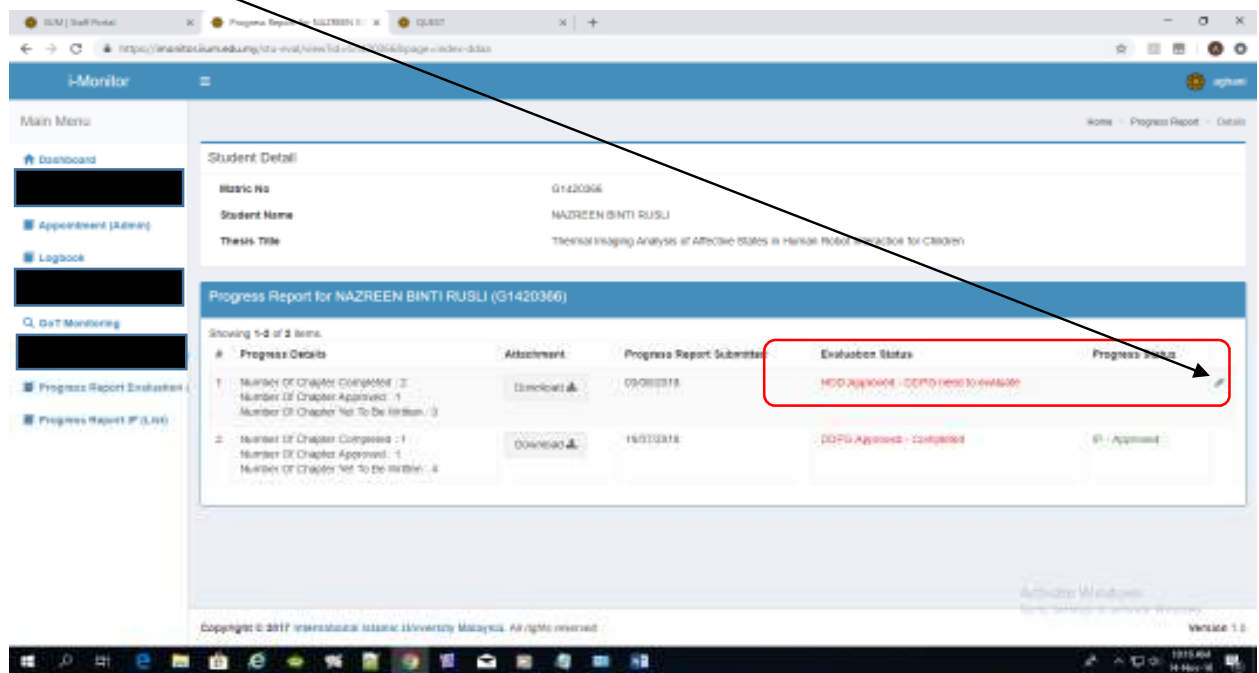


Latest number of Progress Reports to be approved by DDPG

8. From the Dashboard, select Progress Report Evaluation(DDPG).
9. List of progress reports recommended by HoD to be approved by DDPG will be displayed as shown below.



10. Click the  icon, to see the details.
11. Check on Evaluation Status - "HOD Approved – DDPG need to evaluate".
Click the  icon to proceed with the Approval process.



12. Progress Report Evaluation process:

- a. Select Progress Type: In Progress/Unsatisfactory
- b. Enter DDPG remarks
- c. Choose to click the button **Approved** or **Rejected**

The screenshot shows the 'Progress Report Detail' page in the i-Monitor system. The page displays the following information:

- Student Name:** NAZREEN BINTI RUSLI
- Thesis Title:** Thermal Imaging Analysis of Affective States in Human Robot Interaction for Children
- Number Of Chapter Completed:** 2
- Number Of Chapter Approved:** 1
- Number Of Chapter Not To Be Written:** 3
- Expected Date For Submission:** 31/05/2015
- Supervisor:** 1.SUPERVISOR - ASSOC. PROF. DR. SHAHREZA NAYABIN SIDDIQ, 2.DO-SUPERVISOR 1 - DR. HAZLINA BT. MD. YUSOF

Below the details, there is a section for 'Supervisor Remarks' with a text input field containing 'nothing here'. A rating scale is shown below the remarks, ranging from 'Poor' (1 star) to 'Excellent' (5 stars). The current rating is 'Very Good' (4 stars). Below the rating scale, there are two columns of performance metrics, each with a 5-star rating:

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

The screenshot shows the 'Progress Report P (3,16)' page in the i-Monitor system. The page displays the following information:

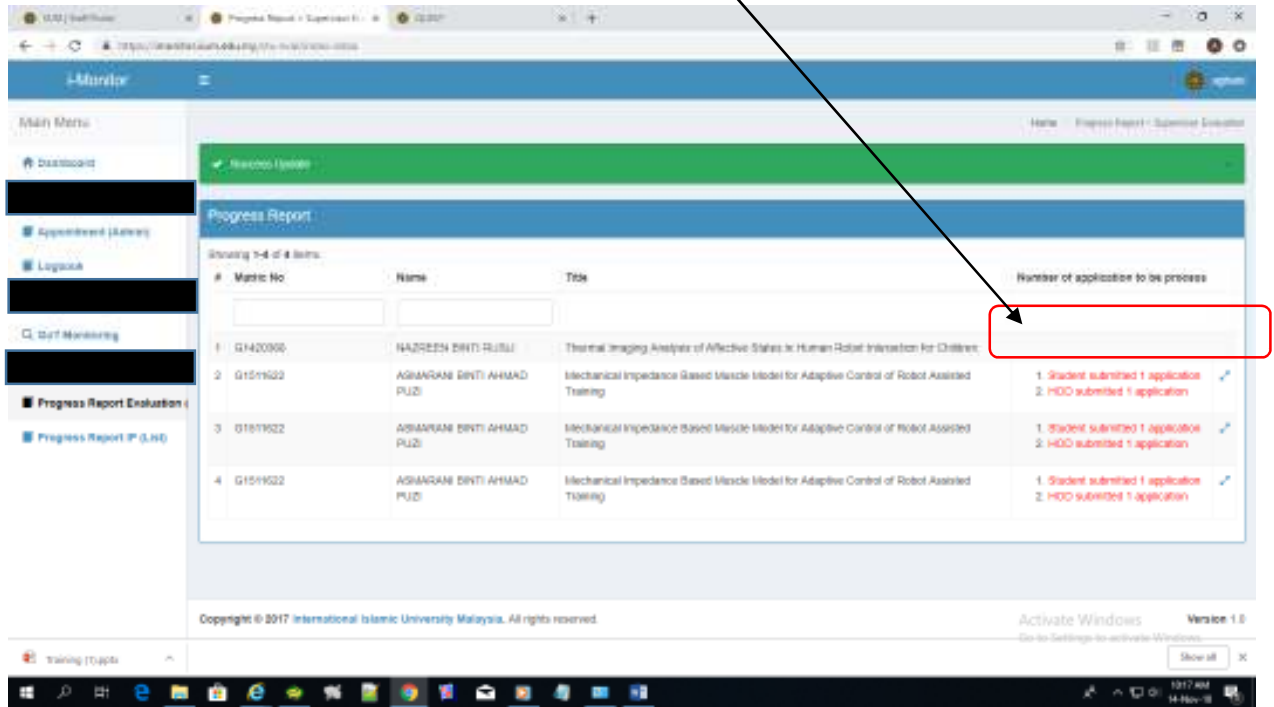
- Supervisor Remarks:** nothing DDPG
- Rating Scale:** Poor (1 star), Fair (2 stars), Good (3 stars), Very Good (4 stars), Excellent (5 stars). The current rating is 'Very Good' (4 stars).
- Performance Metrics:** A table with two columns of performance metrics, each with a 5-star rating:

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

Below the metrics, there are sections for 'Frequency Face to Face' (radio buttons for Never, 1-3 Times, 7-8 Times, More than 10 Times), 'Other Form of Communication' (text input field), 'Progress Type' (dropdown menu set to 'In Progress'), and 'DDPG Remarks' (text input field containing 'PROGRESS IS GOOD'). At the bottom of the page, there are two buttons: 'Approved' (blue) and 'Rejected' (red). An arrow points to the 'Approved' button.

DDPG needs to click this button for Approval process

13. After a successful submission, the Progress Report list should display the following.



14. Select the Progress Report IP (List) to see the summary of final results.

