



USER MANUAL
(DEAN KULLIYAH'S)

IIUM VIVA MANAGEMENT SYSTEM (i-Viva)

CENTRE FOR POSTGRADUATE STUDIES
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Prepared/Modified by	Version	Date of Created/Modified
Muhammad Ihsan Abd Razak	1.0	17/11/2021

I-VIVA USER MANUAL (POST VIVA SUPERVISOR)

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

System Specification

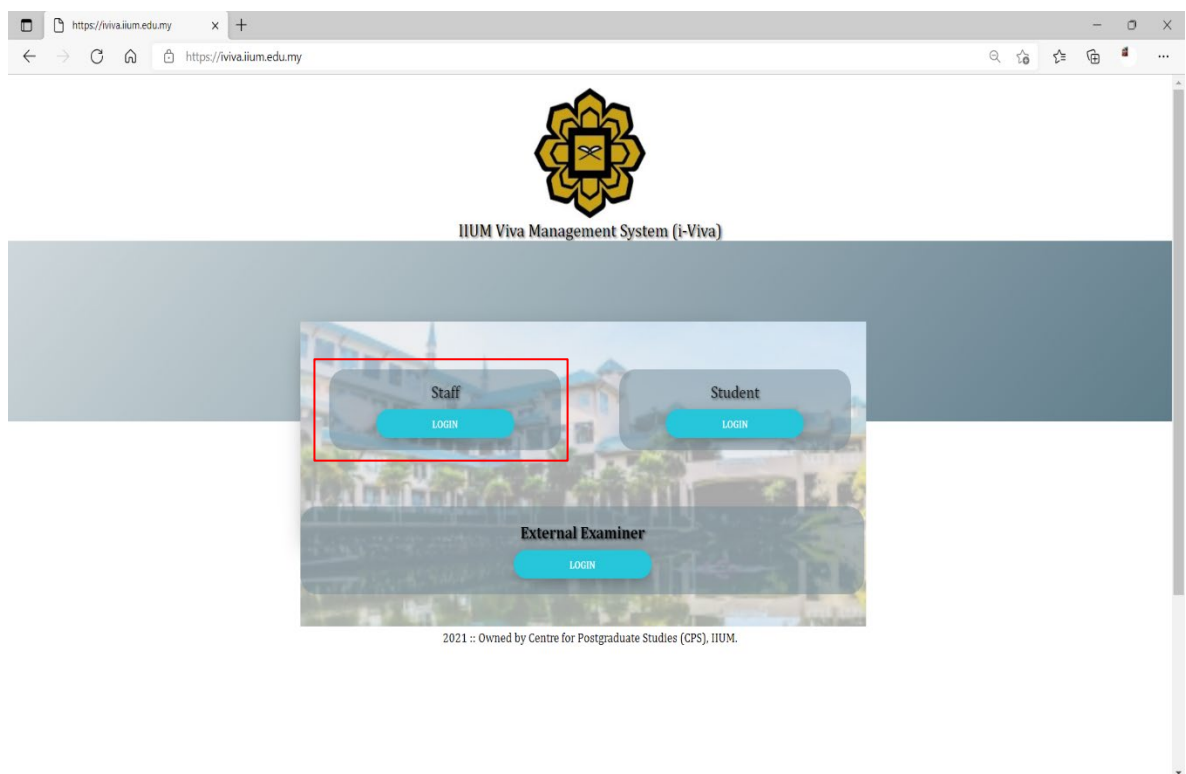
No.	Specification	Description
1.	System platform	Website
2.	System access	Open to external network (can be accessed either using internal IIUM network or from another ISP (Internet Service Provider) such as mobile data))
3.	Link to system	http://iviva.iium.edu.my
4.	Responsive	Support display on any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

STEPS

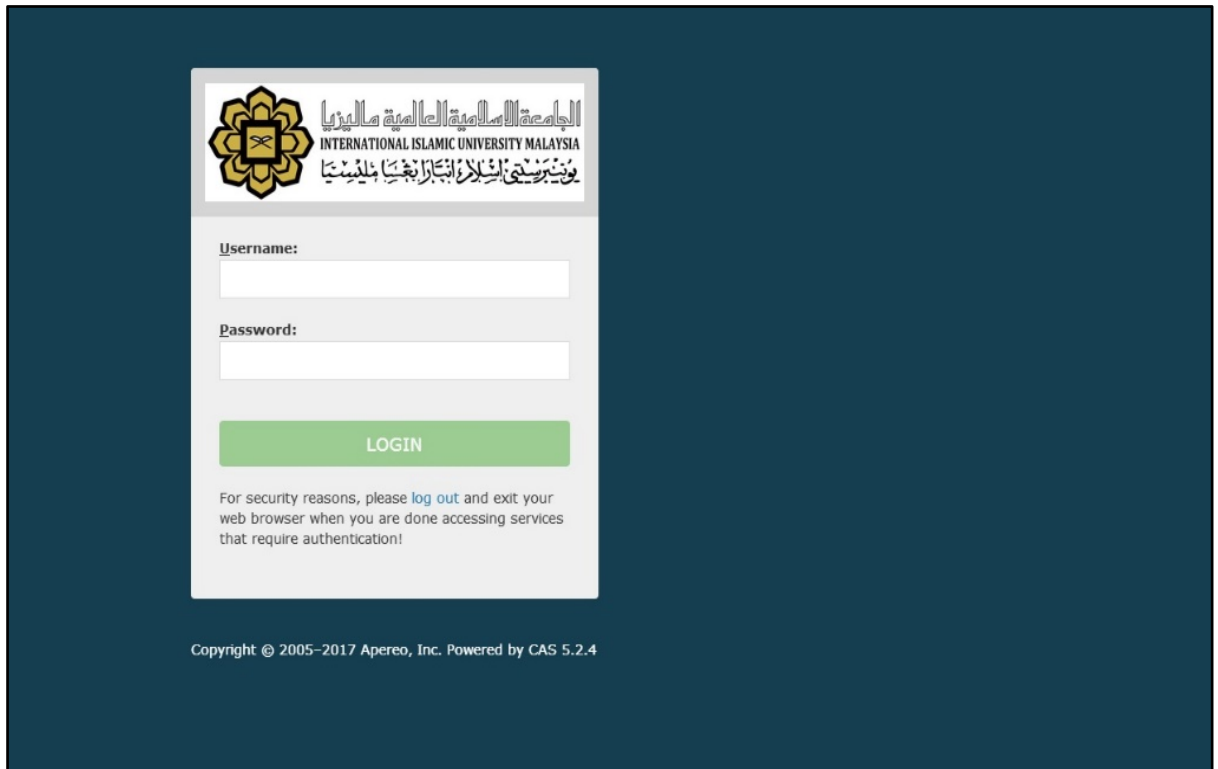
1. Choose your browser to access the system.



2. Type in the URL address, <http://iviva.iium.edu.my> on your browser and press ENTER.
3. Choose Staff icon



- User will be directed to a login page as shown below.



- Enter your IIUM Staff ID as your login ID and Password and press Login.
- User will be directed to the i-Viva User's (Dean Kulliyah's) homepage such as follows:

Dashboard

Welcome Prof. Dr. Abd. Rahman Bin Ahlan !

Role	Count
Chairman	2
Supervisory	0
Supervisor	3
Co-Supervisor	1

List of student (Supervisor)

Show 10 entries Search:

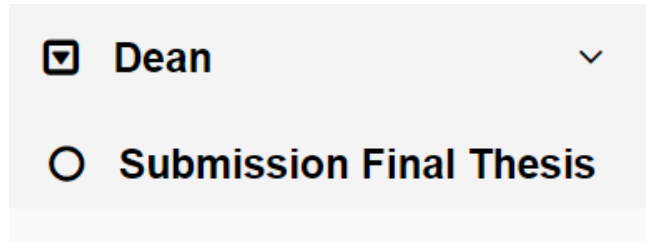
No.	Matric No	Student Name / Student Type	Status	Action
1	G1629663	MUHD, ROSYDI BIN MUHAMMAD Fulltime Local Research Only	Active	
2	G1919129	NOREFFENDI BIN AB. HALIM Fulltime Local Research Only	Active	
3	G1925497	TOTONCHI AHMED TALAAT JASIM Fulltime International Research Only	Active	

Showing 1 to 3 of 3 entries Previous 1 Next

Notification

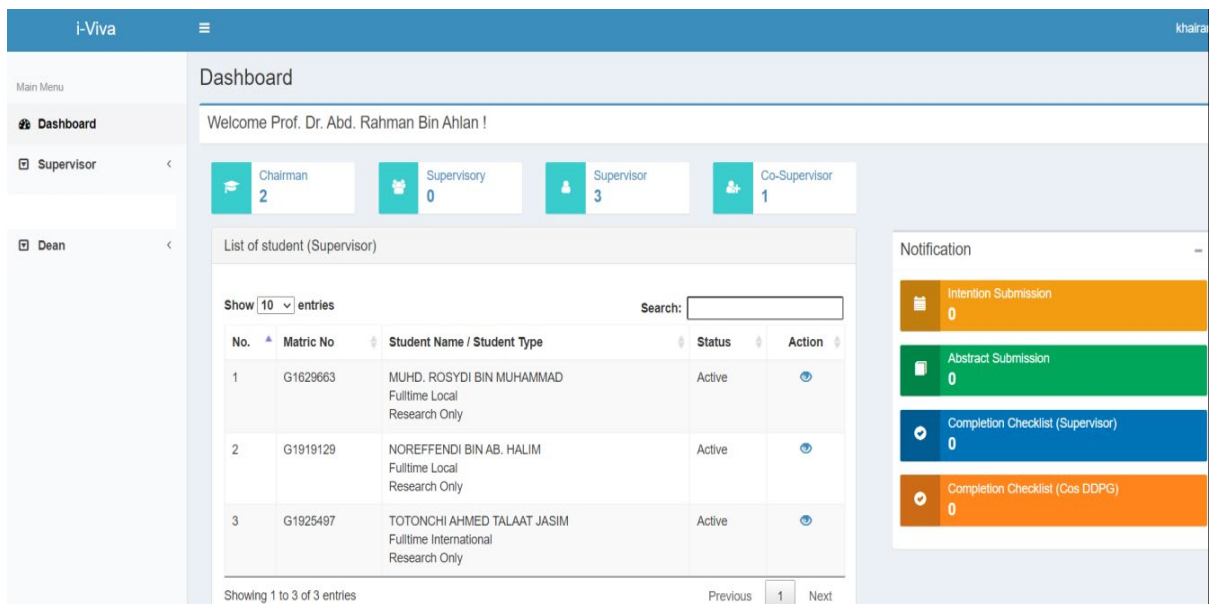
- Intention Submission: 0
- Abstract Submission: 0
- Completion Checklist (Supervisor): 0
- Completion Checklist (Cos DDPG): 0

7. i-Viva displays multiple menu/modules to access the function of the system such as "Submission Final Thesis".

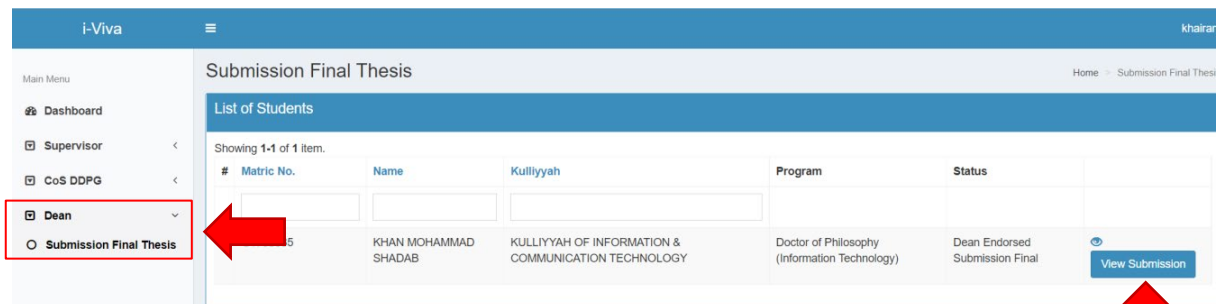


8. Submission Final Thesis - Dean will receive the email notification to Endorse or not Endorse the Submission Final Thesis from student after the thesis checked by CoS Admin.

- 8.1. Only Dean will be able to access the i-viva system for the approval process of the final thesis.



- 8.2. Click Dean Menu.
- 8.3. Click Submission Final Thesis.



- 8.4. Choose Student.

8.5. Click View Submission button

8.6. The view will appear as below:

Submission Final Thesis Home > Submission > Submission - G1733385

Details of Submission Final Thesis - KHAN MOHAMMAD SHADAB (G1733385)

In the case where the examiner in the list retired from the position/deceased, his status should be set to 'Archive' by the CPS/CoS administrator.

Supervisee Details	Khan Mohammad Shadab G1733385
Chairperson	'ammar Bin Khalil
Academic Secretary	Mrs. Nor Hasni Binti Yaakob
Kulliyah Rep.	-
Main Supervisor	Prof. Dr. Asadullah Shah
Co	Dr. Noor Azizah Bt. Mohamadali
Member Supervisory Committee	Dr. Asma Binti Md Ali
Date Viva	14/10/2021
Final Title (Eng)	Blended & E-Learning System Users' Post-adoption Usage Performance And Its Result (a Study Of Learning Management Systems)
Final Title (Arabic)	-
Duration Of Correction	20
Deadline Of Correction	06/06/2023
New Deadline Of Correction	-

8.7. Go to tab 'Finalized Checking'.

8.8. Give comments at the box provided (if any).

8.9. Click button Endorse/Not Endorse

Final Thesis Correction Details Review Form for Thesis Binding Turn-it-in Report Arabic & English Abstract **Finalized Checking**

Checking Final Thesis ✓

Checking Correction Details ✓

Review Form for Thesis Binding ✓

Checking Turn-it-in Report ✓

Checking Approved Arabic & English Abstract ✓

Comments

GOOD.

Endorse Not Endorse