

Kolej Yayasan UEM

QIAB Sponsor Portal

User Manual

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2/2/2016

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1. Introduction

This document provides the user manual for QIAB Sponsor Portal as below:

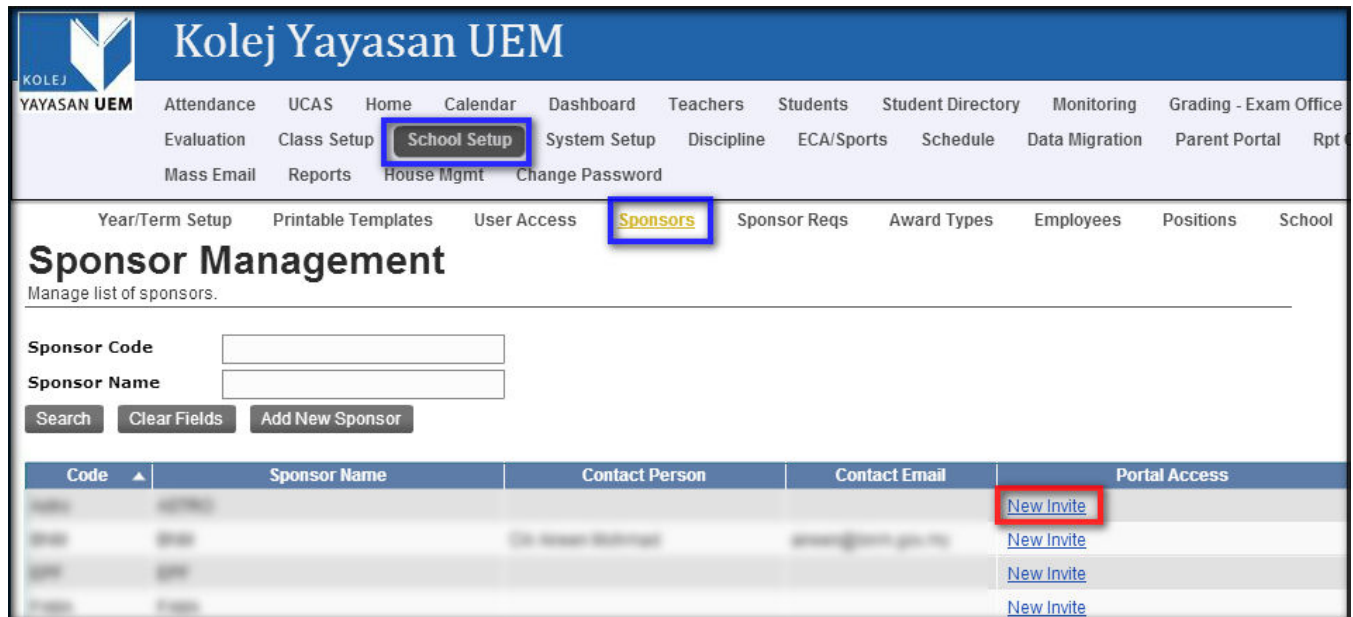
1. QIAB School Admin to invite sponsor
2. Invitation Email to Sponsors to access the sponsor portal
3. Login to Sponsor Portal in QIAB
4. View Student's Details in Sponsor Portal
5. View Performance Graph for every exam session
6. View Student's Report in Sponsor Portal

2 User Manual

This Sponsor Portal in QIAB will allow the sponsors to login and see performance of their students in KYUEM.

2.1 Admin login

1. To begin, QIAB School Admin needs to create access for sponsor to be able to login to QIAB.
2. To do so, once login to QIAB, navigate to **School Setup > Sponsors**.
3. At this screen, School Admin can manage the sponsors. Once the Sponsor's details has been added, School Admin can start to invite user to access the Sponsor Portal.
4. Click on the New Invite button as below:



Kolej Yayasan UEM

YAYASAN UEM

Attendance UCAS Home Calendar Dashboard Teachers Students Student Directory Monitoring Grading - Exam Office

Evaluation Class Setup **School Setup** System Setup Discipline ECA/Sports Schedule Data Migration Parent Portal Rpt

Mass Email Reports House Mgmt Change Password

Year/Term Setup Printable Templates User Access **Sponsors** Sponsor Reqs Award Types Employees Positions School

Sponsor Management

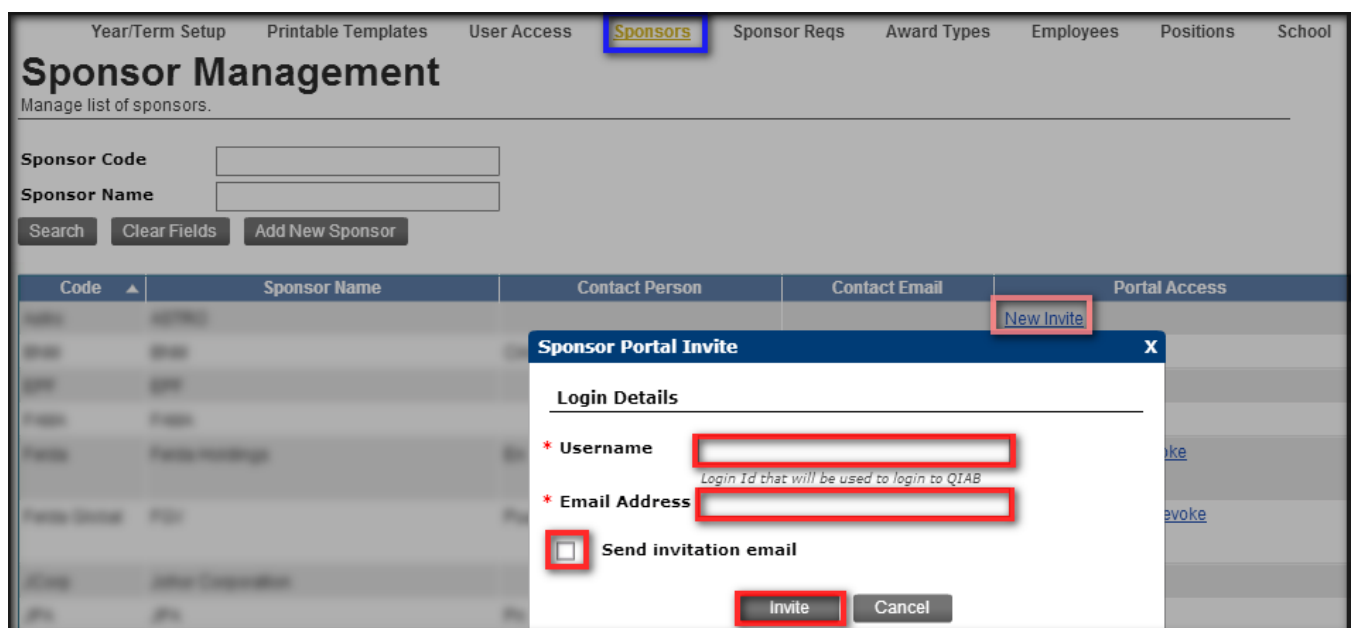
Manage list of sponsors.

Sponsor Code

Sponsor Name

Code	Sponsor Name	Contact Person	Contact Email	Portal Access
1001	1001			New Invite
1002	1002			New Invite
1003	1003			New Invite
1004	1004			New Invite

5. A new dialog box will popup. School Admin needs to fill in the required details such as username and email address. For username's field, please fill in the sponsor's email address as a username to login to QIAB. Once done, tick on "Send invitation email" and click on "Invite" button.



Year/Term Setup Printable Templates User Access **Sponsors** Sponsor Reqs Award Types Employees Positions School

Sponsor Management

Manage list of sponsors.

Sponsor Code

Sponsor Name

Code	Sponsor Name	Contact Person	Contact Email	Portal Access
1001	1001			New Invite
1002	1002			
1003	1003			
1004	1004			

Sponsor Portal Invite

Login Details

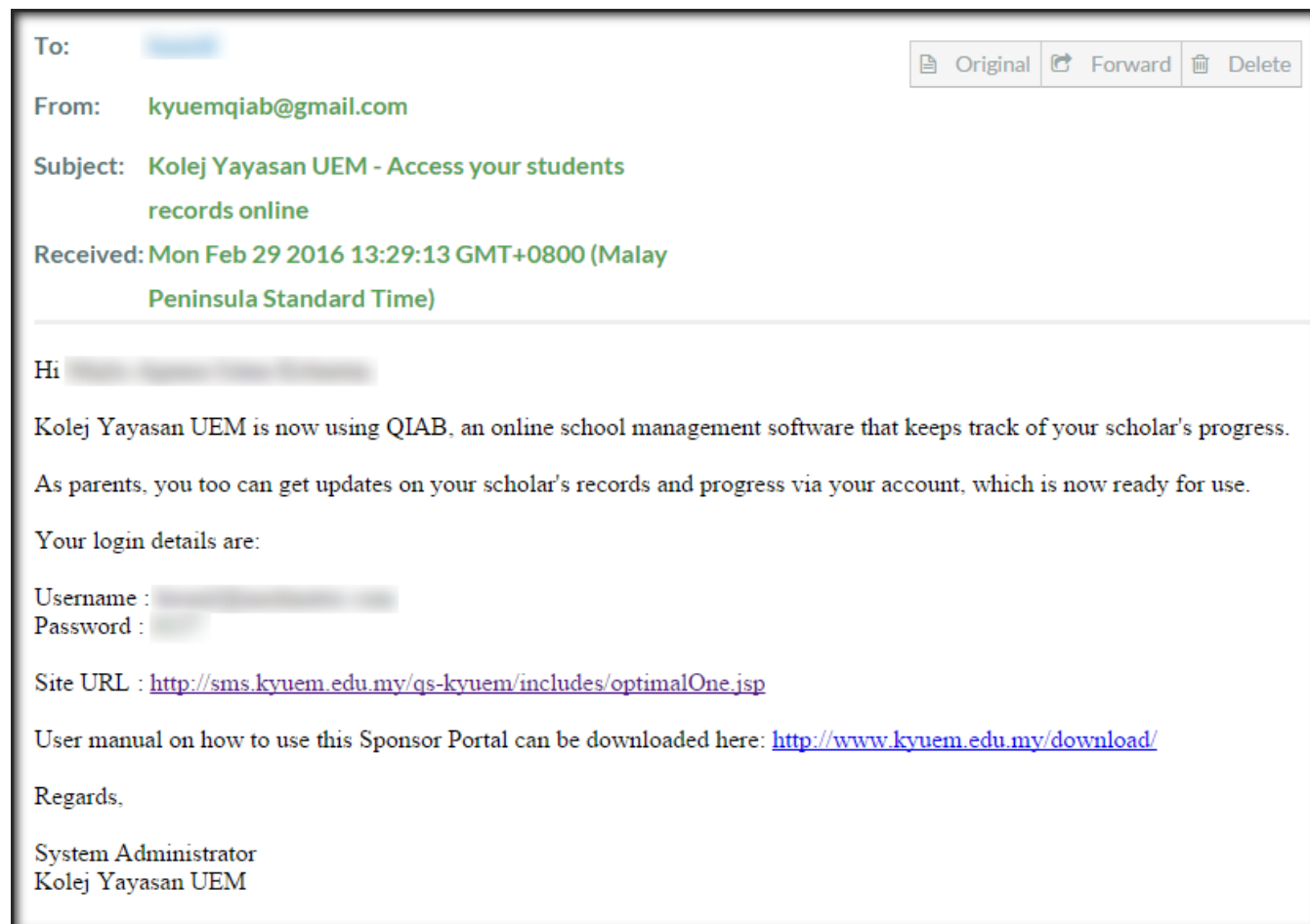
* Username
Login Id that will be used to login to QIAB

* Email Address

☐ Send invitation email

2.2 Email Notification to Access Students Record Online

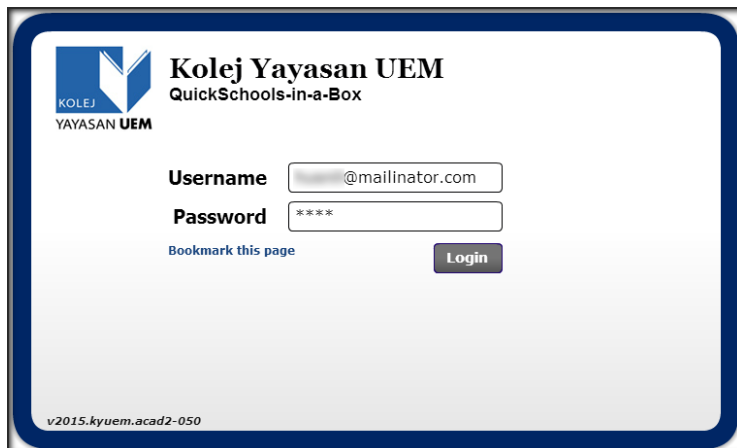
1. Once the invite has been sent by KYUEM School Admin for QIAB Sponsor Portal, Sponsor will receive a notification in their email inbox. Sample notification that they will receive is a below:



2. Now, Sponsor can login to their Sponsor Portal in QIAB.

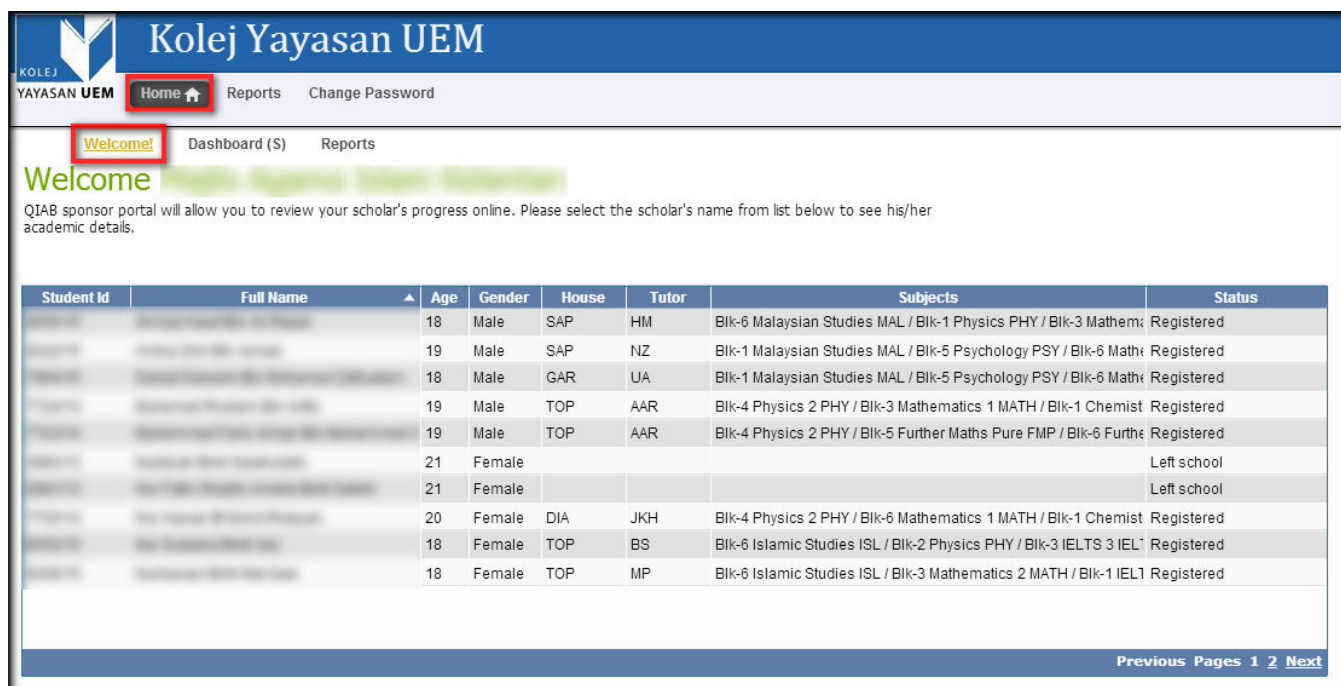
2.3 Login to Sponsor Portal in QIAB

1. To login, Sponsors can go to this website url: <http://sms.kyuem.edu.my/>.
2. Use the login details provided in the notification email to login. Press “Login” button once done.



2.3.1 Welcome Page

1. Once login, Sponsors will be directed to the **Welcome** Page as below:



Student Id	Full Name	Age	Gender	House	Tutor	Subjects	Status
18000	Abdullah bin Abdulaziz	18	Male	SAP	HM	Blk-6 Malaysian Studies MAL / Blk-1 Physics PHY / Blk-3 Mathematics	Registered
18001	Abdullah bin Abdulaziz	19	Male	SAP	NZ	Blk-1 Malaysian Studies MAL / Blk-5 Psychology PSY / Blk-6 Mathematics	Registered
18002	Abdullah bin Abdulaziz	18	Male	GAR	UA	Blk-1 Malaysian Studies MAL / Blk-5 Psychology PSY / Blk-6 Mathematics	Registered
18003	Abdullah bin Abdulaziz	19	Male	TOP	AAR	Blk-4 Physics 2 PHY / Blk-3 Mathematics 1 MATH / Blk-1 Chemistry	Registered
18004	Abdullah bin Abdulaziz	19	Male	TOP	AAR	Blk-4 Physics 2 PHY / Blk-5 Further Maths Pure FMP / Blk-6 Further	Registered
18005	Abdullah bin Abdulaziz	21	Female				Left school
18006	Abdullah bin Abdulaziz	21	Female				Left school
18007	Abdullah bin Abdulaziz	20	Female	DIA	JKH	Blk-4 Physics 2 PHY / Blk-6 Mathematics 1 MATH / Blk-1 Chemistry	Registered
18008	Abdullah bin Abdulaziz	18	Female	TOP	BS	Blk-6 Islamic Studies ISL / Blk-2 Physics PHY / Blk-3 IELTS 3 IELTS	Registered
18009	Abdullah bin Abdulaziz	18	Female	TOP	MP	Blk-6 Islamic Studies ISL / Blk-3 Mathematics 2 MATH / Blk-1 IELTS	Registered

3. From this page, Sponsors can click on each of the Student’s name to view more details such as:

- Particulars
- Contact Info
- Address
- Parents Info
- Discipline
- Attendance
- ECA/Sports
- Medical
- Reports
- Performance
- Awards

4. Sponsors can click on each tab (highlighted in red below) to view more details about the students.
 - Sample below showing **Particulars** details of the student.

The screenshot shows the 'View Student Information' page with the 'Particulars' tab highlighted in red. The page displays various student details organized into two columns. On the right, there is a student's portrait photo. The 'Particulars' section includes fields for Student Id, Full Name, Class, Tutor, Boarding House, Housemasters, Birthday, Age, Gender, Matriculation Date, Nationality, Race, Religion, Application Remarks, Student's Course, Is Scholar, and Scholarship Details.

- To view student's attendance, click on **Attendance** Tab.

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Home

Change Password

Welcome!

Welcome

QIAB sponsor portal academic details.

Student Id

View Student Information

Particulars

Contact Info

Address

Parents Info

Discipline

Attendance

ECA/Sports

Medical

Reports

Performance

Awards

ATTENDANCE

Jan - Jun 2016 Summary

Subject

Malaysian Studies

Total Days

20

Days Present

18 (90%)

Days Tardy

0

Days Absent

2

Days Absent (Excuse)

2 (10%)

Days Tardy (Excuse)

0

Switch Semester

Switch Subject

Legend

Present

Absent

Absent (with excuse)

Tardy

Tardy (with excuse)

Not a subject day

<< February, 2016

By Day

By Subject

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	01	02	03	04	05

- Under **Report** tab, Sponsors can view the students' exam reports in every tracking or semester.

Kolej Yayasan UEM

Home **View Student Information**

Particulars Contact Info Address Parents Info Discipline Attendance ECA/Sports Medical **Reports** Performance Awards

REPORTS

Year
Semester
Report Session
Search Clear Fields

View PDF	Semester	Report Date	Report Session
View PDF	2015/2016 July - Dec 2015	7 September, 2015	Grade Tracking Sept 2015
View PDF	2015/2016 July - Dec 2015	29 September, 2015	End of Semester Report Oct 2015

Previous Pages 1 Next

- Click on the *View PDF* to download the report in PDF format
- Alternatively, user can click on the selected report session name to view the report in the table format.

View Student Information

Particulars Contact Info Address Parents Info Discipline Attendance ECA/Sports Medical **Reports**

REPORTS

Year
Semester
Report Session
Search

View/Edit Academic Report for

Academic Report Student Details Grade History Report Audit Trail

BIOLOGY (JES)

ACADEMIC PROGRESS

Grade
Effort Grade

CHEMISTRY (NDA)

ACADEMIC PROGRESS

Grade
Effort Grade

IELTS (YMC)

ACADEMIC PROGRESS

Grade
Effort Grade

MATHEMATICS (AM)

ACADEMIC PROGRESS

Grade
Effort Grade

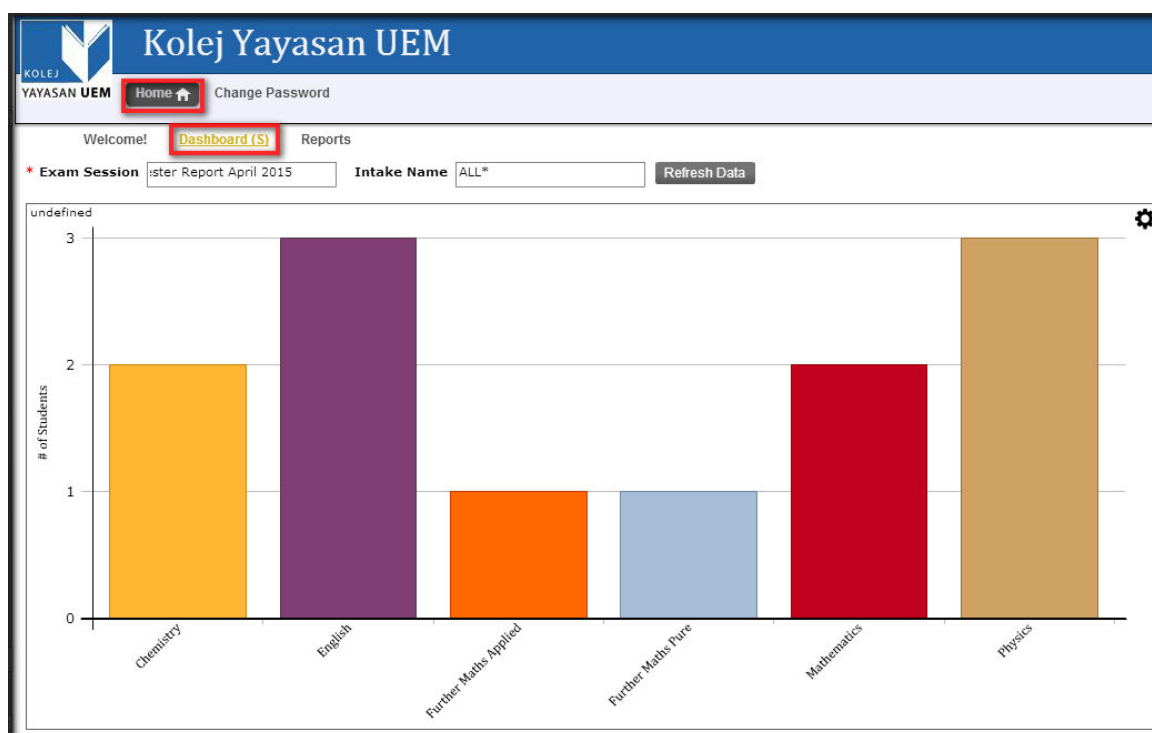
Close

- Under **Performance** tab, Sponsors can view their students' academic performance in every semester.

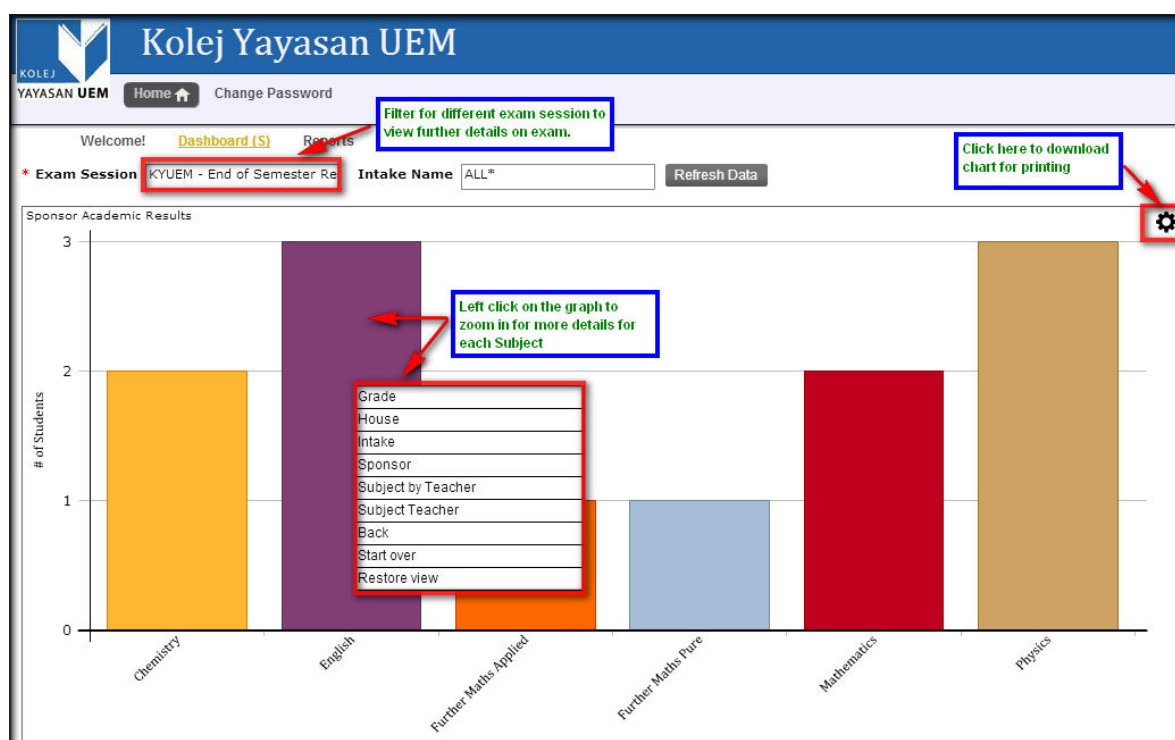
[illegible]

2.3.2 Dashboard(s) page

1. Sponsors also will be able to view performance graph of their students' in every exam session.
2. To view the graph, navigate to **Dashboard (s)** page as below:



3. From this page, user can filter the exam session, zoom in for more details on each subject and download the charts for printing. Refer to image below on how to perform these actions.

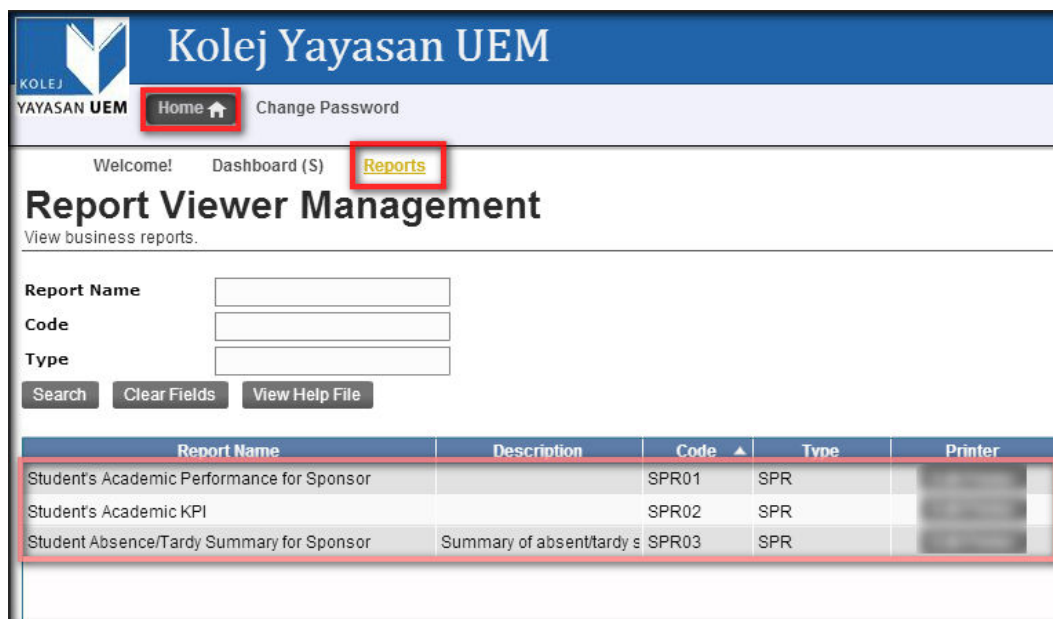


2.3.3 Reports page

1. In this Sponsor Portal, user also can view student's academic report & attendance.
2. The view the report navigate to **Reports** page. There are 3 reports available for Sponsors.

Report Code	Report Name
SPR01	Student's Academic Performance for Sponsor
SPR02	Student's Academic KPI
SPR03	Student Absence/Tardy Summary for Sponsor

3. Click on any of the reports below to view further.



Kolej Yayasan UEM

Welcome! Dashboard (\$) **Reports** Change Password

Report Viewer Management

View business reports.

Report Name

Code

Type

Report Name	Description	Code ▲	Type	Printer
Student's Academic Performance for Sponsor		SPR01	SPR	
Student's Academic KPI		SPR02	SPR	
Student Absence/Tardy Summary for Sponsor	Summary of absent/tardy s	SPR03	SPR	

2.3.3.1 Report SPR01: Student's Academic Performance for Sponsor

For this report SPR01, there are 5 reports format available:

Report Format Name ▲
Intake Summary
Overall Grades Distribution
Sponsor Summary
Student Grades
Student Results Summary

1. Intake Summary

This report will show summary or average percentage and academic band of the students for each subjects in every exams.

Report Name: Intake Summary

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 9

Student Id LIKE

Student Name LIKE

Intake Name =

Report Session =

Exclude Subjects <>

Subject Name	End of Semester Report Oct 2015	
	Aug 2014 (O)	
	Percentage	Academic Band
Accounting	53.57	D
Biology	50.00	D-
Chemistry	57.14	D+
Economics	76.19	B
Further Maths Applied	61.90	C-
Further Maths Pure	61.90	C-
History	71.43	B-
Mathematics	69.39	C+
Physics	80.95	A-
Grand Total	65.55	C

This report was generated in 649 milliseconds.

2. Overall Grades Distribution

In this report, Scholar can view summary of student's grade distribution according to subjects, intake and semester.

Report Name: Overall Grades Distribution
Report Description:
 Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 4

Student Id LIKE
 Student Name LIKE
 Intake Name =
 Report Session =
 Exclude Subjects <>

Grade	KYUEM - End of Semester Report April 2015					Total	%
	Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics		
A*			1			1	11.11
B		1				1	11.11
b^				1	2	3	33.33
c^	2			1	1	4	44.44
Grand Total	2	1	1	2	3	9	100.00

This report was generated in 321 milliseconds.

3. Sponsor Summary

This report will show the sponsor's result summary for each subject (in percentage and academic band) per exams.

Report Name: Sponsor Summary
Report Description:
 Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 1

Student Id LIKE
 Student Name LIKE
 Intake Name =
 Report Session =
 Exclude Subjects <>

Sponsor	KYUEM - End of Semester Report April 2015										Sponsor Average %	Sponsor Band
	Chemistry		Further Maths Applied		Further Maths Pure		Mathematics		Physics			
	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band		
	66.67	C	71.43	B-	100.00	A++	75.00	B	77.78	B+	78.57	B
Grand Total	66.67	C	71.43	B-	100.00	A++	75.00	B	77.78	B+	78.57	B

This report was generated in 421 milliseconds.

4. Student Grades

In this report, Scholars can view summary of their student grades in the exams as below:

Report Name: Student Grades

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 3

Student Id LIKE

Student Name LIKE

Intake Name =

Report Session =

Exclude Subjects <>

Student Name	Jan - Jun 2015					Total: Jan - Jun 2015
	Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics	
Student Name	c^			b^	c^	b^c^c^
Student Name		B	A*		b^	A*Bb^
Student Name	c^			c^	b^	b^c^c^

This report was generated in 305 milliseconds.

5. Student Results Summary

In this report, user can view detailed scholar's students grade for all intake and report sessions (exams), including total UCAS point, UCAS based, percentage and academic band.

Report Name: Student Results Summary

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 3

Student Id LIKE

Student Name LIKE

Intake Name =

Report Session =

Exclude Subjects <>

Student Name	Student Id	Intake	Tutor	Sponsor	KYUEM - End of Semester Report April 2015					Jan - Jun 2015				
					Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics	Total UCAS Points	Based	Percentage	Academic Band	
Student Name	Aug 2014 (O)					B	A*		b^		290.00	340.00	85.29	A-
Student Name	Aug 2014 (O)				c^				b^	c^	130.00	180.00	72.22	B-
Student Name	Aug 2014 (O)				c^				c^	b^	130.00	180.00	72.22	B-
Grand Total													78.57	B

This report was generated in 312 milliseconds.

2.3.3.2 Report SPR02: Student's Academic KPI

Sponsors can use this report to view their student's academic KPI, like viewing the overall grades, or the students has met the sponsor's requirement, or not.

Report Name: Student Sponsorship Monitoring [Help: Export/Print File](#)

Report Description:

Report Code: SPR02 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 3

Session Name =

Student Number =

Meet Sponsor Requirement =

Student Number	Full Name	Sponsor	Requirement	Over All Grades	Meet Requirements
			No Requirement	A*Bb^C	-
			No Requirement	b^Cc^c^	-
			No Requirement	Bb^c^c^	-
Grand Total					

This report was generated in 1159 milliseconds.

2.3.3.3 Report SPR03: Student Absence/Tardy Summary for Sponsor

This report will show student's attendance summary for the date selected. With this report, sponsors can compare or relate student's achievement with their attendance to classes.

Report Name: Student Absent/Tardy Summary [Help: Export/Print File](#)

Report Description:

Report Code: SPR03 (Pivot Table) ----- Report Runtime: 05/02/2016 - 06:54 PM ----- Number of Data Rows: 16

Academic Semester Name =

Set Code LIKE

Attendance Date >=

Attendance Date <

Student ID LIKE

Student Name LIKE

Set Code	Subject Name	Student Number	Student's Name	House	Sponsor	Days Absent	Days Absent With Excuse	Days Tardy
O-CHEM-Blk-1 Chemistry 2	Chemistry			TOP		20/11/2015, 21/11/2015, 23/10/2015, 27/10/2015		
O-FMA-Blk-6 Further Maths Applied 1	Further Maths Applied			TOP		17/11/2015, 27/11/2015	21/11/2015	
O-MATH-Blk-3 Mathematics 1	Mathematics			TOP		25/11/2015		
P-BIO-Blk-2 Biology	Biology			GAR			18/11/2015	
P-BIO-Blk-4 Biology	Biology			TOP			21/11/2015, 26/11/2015, 27/11/2015	
P-BIO-Blk-5 Biology	Biology			SAP				26/11/2015
P-CHEM-Blk-2 Chemistry 2	Chemistry			TOP			21/11/2015, 27/11/2015	
P-CHEM-Blk-5 Chemistry	Chemistry			TOP			21/11/2015	
P-IELTS-Blk-1 IELTS 1	IELTS			TOP			26/11/2015, 27/11/2015	
P-IELTS-Blk-4 IELTS 3	IELTS			SAP			02/10/2015, 05/10/2015, 06/10/2015, 08/10/2015, 09/10/2015, 18/11/2015	
P-ISL-Blk-6 Islamic Studies	Islamic Studies			SAP			04/11/2015	
P-MATH-Blk-3 Mathematics 2	Mathematics			TOP			27/11/2015	
P-MATH-Blk-3 Mathematics 2	Mathematics			SAP			04/11/2015	
P-MSC-Blk-1 Marine Science	Marine Science			TOP			18/11/2015	
P-PHY-Blk-2 Physics	Physics			TOP			21/11/2015	
P-PHY-Blk-5 Physics 2	Physics			TOP			27/11/2015	

This report was generated in 404 milliseconds.