LTS STUDENT USER GUIDE

20/12/2015

Ref:

Learning Technologies Services System

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Overall Description

Purpose

This software is intended for use by Zewail City students to replace and automate the traditional way of sending petitions and feedbacks to Zewail City Staff, and also used in automating the staff work flow of responding on received petitions.

It also serves the students to view their daily attendance and allow them to send excused absence petitions.

2 System Workflow

2.1 Registration

This is the registration form. You can create an account to be able to login and use the system.

2.1.1 Registration Steps

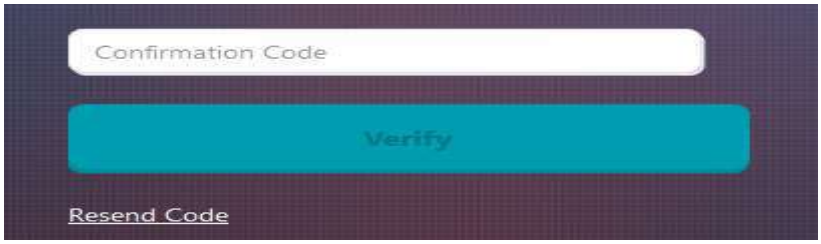
1. Visit http://lts.zclt.info.
2. Click the “Register” link from login form.
3. Enter your full name.
4. Enter your Zewail City email address.
5. Enter password.
6. Enter confirm password.
7. Click “Register”.

2.1.1.1 Results

1. The system displays a message to confirm your registration.
2. You will receive an email containing a confirmation code to complete the registration process.

2.1.2 Activating Account Steps

1. Enter the received confirmation code.
2. Click “Verify”.



2.1.2.1 Results

1- Your account will be activated, and you will be ready to login to system.

2.1.3 Resend Code

1- Click the “Resend Code” to resend the confirmation code again in case you face any problem in receiving.

2.2 Login

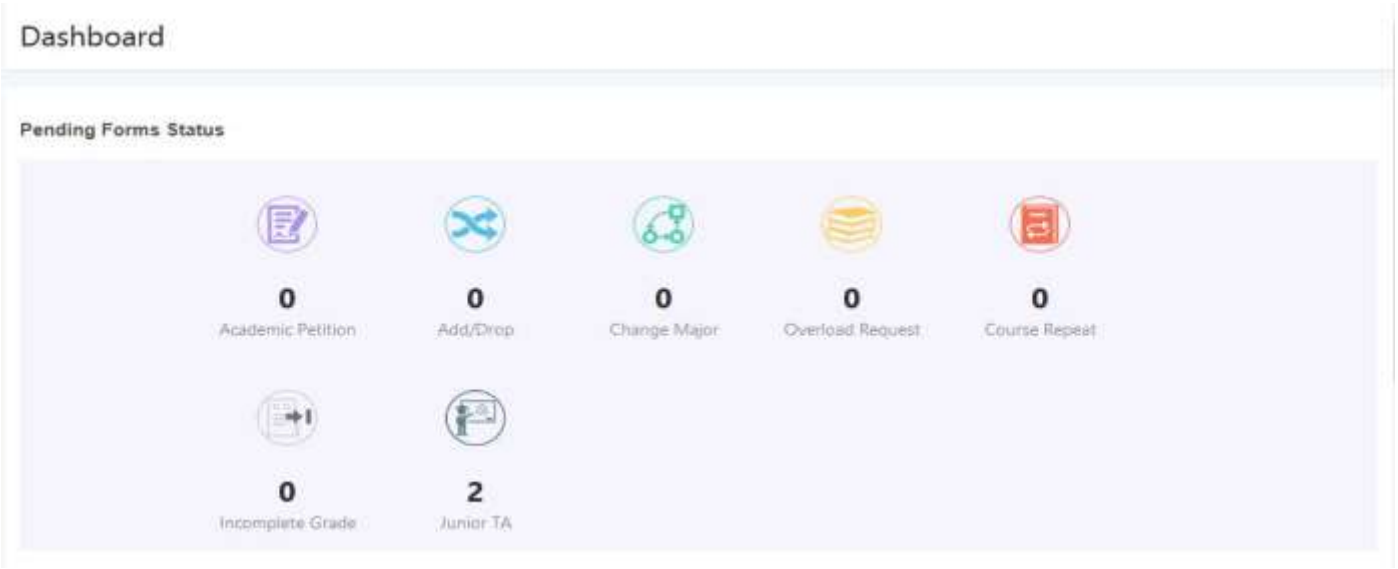
After finishing the registration process, and become an authorized user, you can access the system and use the petition forms.

2.2.1 Login Steps

1. Enter your email address.
2. Enter your password.
3. Click “Login”.

2.2.1.1 Results

You will be directed to your dashboard page, this board shows all your pending requests status.



2.3 Forgot Password

If you forgot your password, you can ask the system to send a new one to your submitted email.

2.3.1 Forgot Password Steps

1. From Login form click “Forgot Password” button.
2. Enter valid registered email address.
3. Click “Send Password”.

2.3.1.1 Results

The system will resend your password to the submitted email address.

2.4 Student Profile

You can update your personal and account information from this form.

2.4.1 Update Profile

From the main menu select “Student Profile”

2.4.1.1 Steps

1- Enter Mobile/Phone.

2- Select Gender.

3- Update profile image.

4- Enter GPA.

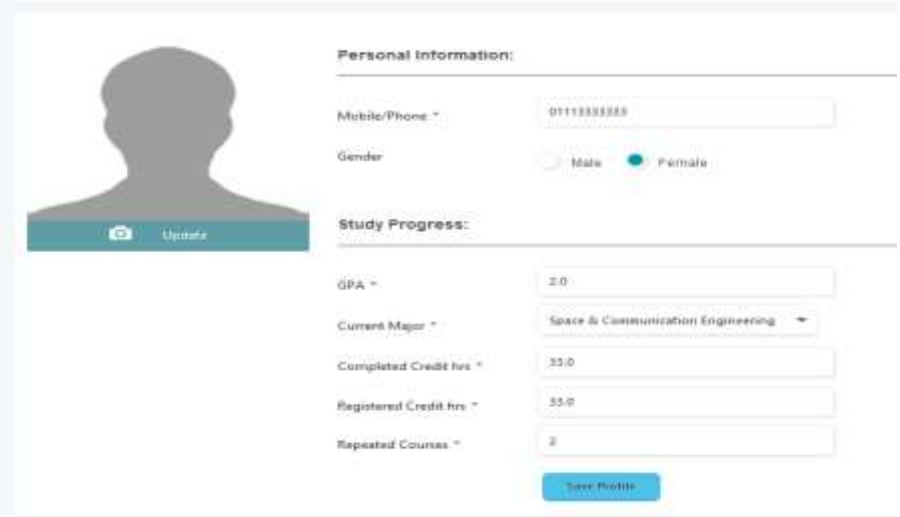
5- Select current major.

6- Enter completed credit hrs.

7- Enter registered credit hrs.

8- Enter repeated courses.

9- Click “Save Profile”.



2.4.1.2 Results

1- Profile information will updated successfully.

2- A confirmation message displayed to confirm the updating profile process.

2.5 Academic Petition

You can create new petition request, view and monitor its progress.

2.5.1 Create new petition request

From the main menu select “Academic Petition”.

2.5.1.1 Steps

1- Click the “New Petition” button from here.

2- Select semester.

3- Select year.

4- Select course.

5- Enter your mobile number.

6- Enter the petition title.

7- Enter petition request body, the maximum number of characters allowed in the text area is 500 character.

8- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).

9- Click “Submit”.

2.5.1.2 Results

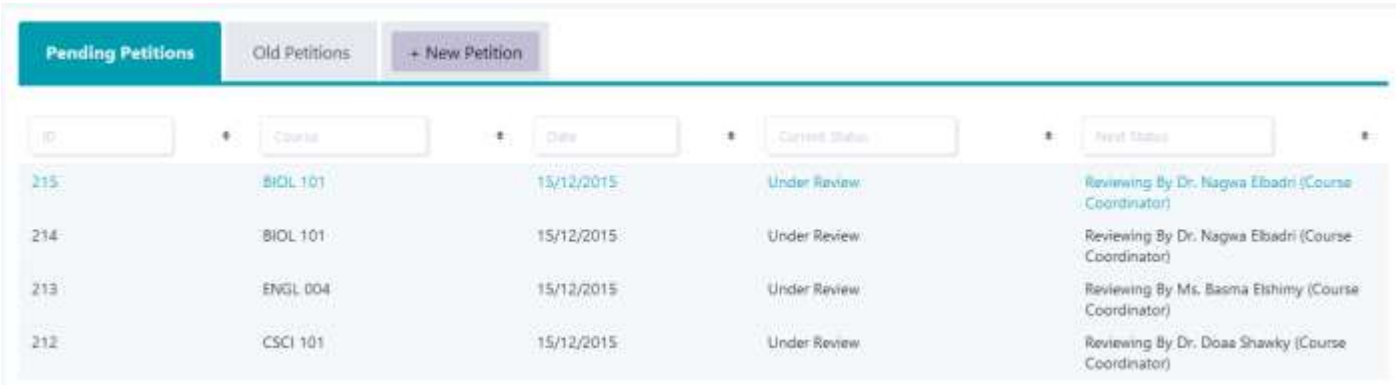
3- Your petition request will be sent to the academic staff for review.

4- A confirmation message displayed to confirm the sending process.

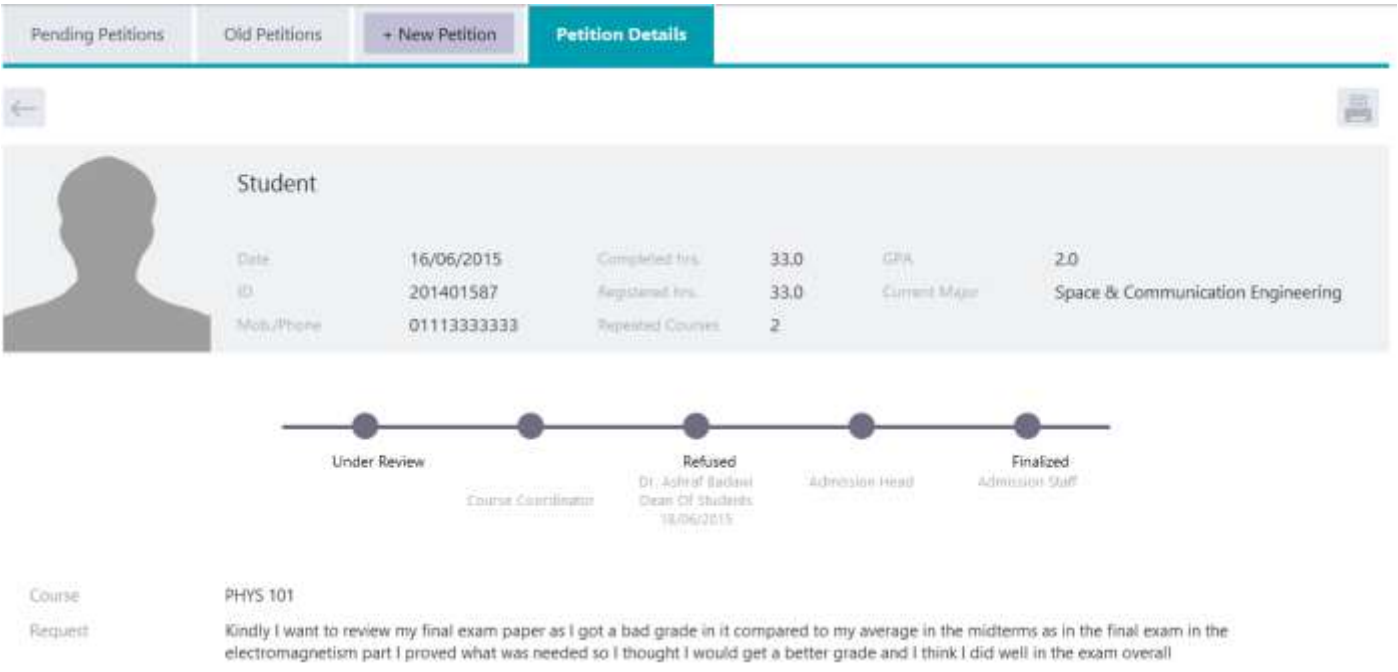
5- You can see the submitted petitions in the “Pending petitions list” section.

6- You can view and monitor the submitted petition progress.

View list of pending and old requests from here:



Click the petition record to view petition details and its current status:



2.6 Drop/ Add Courses

You can create a request to Drop/Add course request, view and monitor its progress.

2.6.1 Create new petition request

From main menu select “Drop/Add Course”.

2.6.1.1 Steps

1- Click the “New Petition” button from here.

2- Select your current major.

3- Enter your mobile number.

4- Select the type of your request

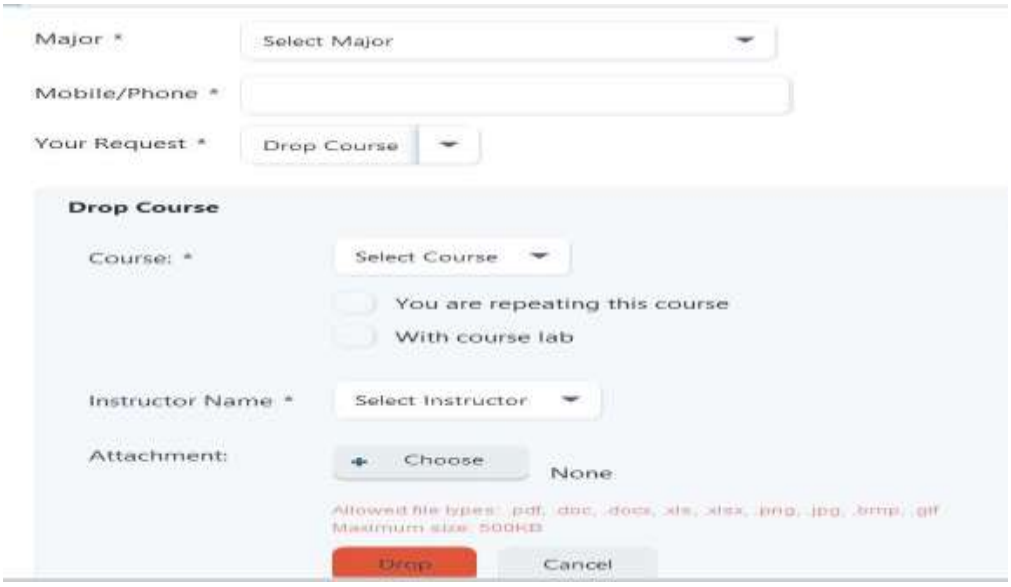
- Add Course.
- Drop Course.
- Add/Drop Course

5- Select Course.

6- Enter Section Number.

7- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).

8- Click “Submit”.



2.6.1.2 Results

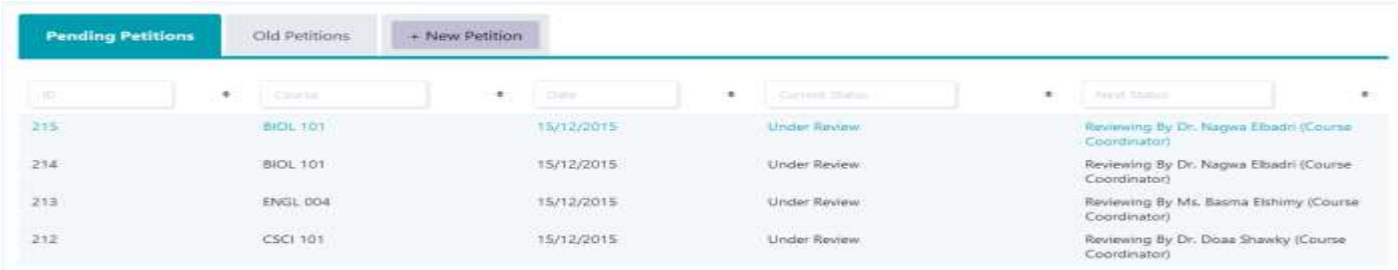
1- Your petition request will be sent to the academic staff for review.

2- A confirmation message displayed to confirm the sending process.

3- You can see the submitted petitions in the “Pending petitions list” section.

4- You can view and monitor the submitted petition progress.

View lists of pending and old requests from here:



Click the petition record to view petition details and its current status:

2.7 Change of Major and/or Specialization

You can create a request to change a major and/or specialization, view and monitor its progress.

2.7.1 Create new petition request

From the main menu select “Change of major and/or specialization”.

2.7.1.1 Steps

1- Click the “New Petition” button from here.

2- Enter your GPA.

3- Enter your mobile number.

4- Select your current major.

5- Select the new major.

6- Enter your current specialization.

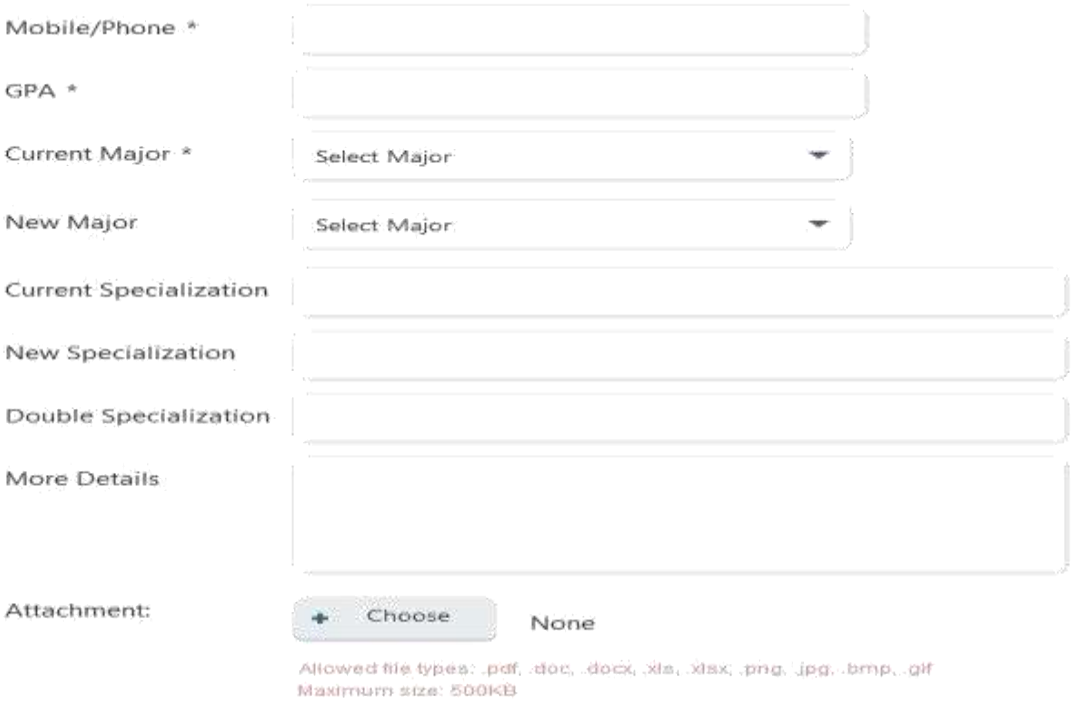
7- Enter the new specialization.

8- Enter the double specialization.

9- Enter more details.

10- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).

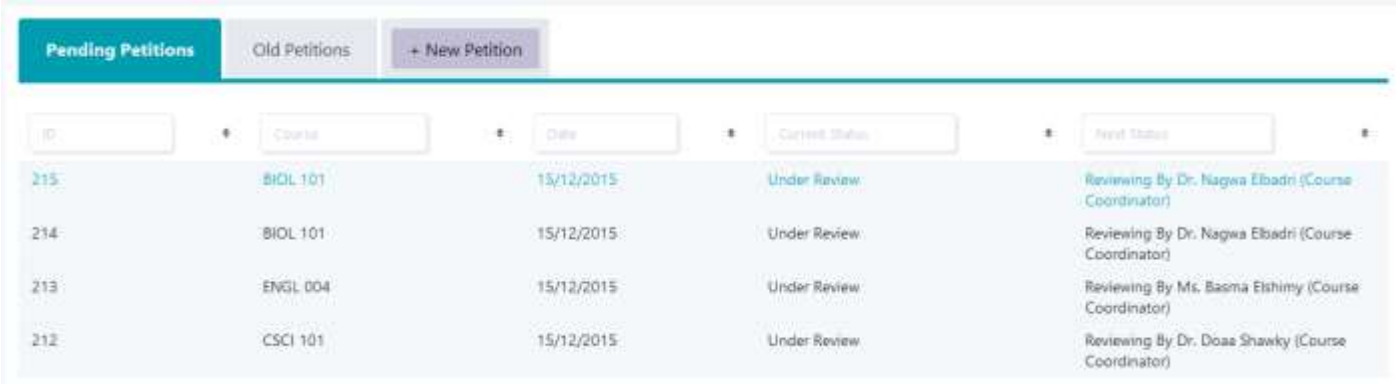
11- Click “Submit”.



2.7.1.2 Results

1. Your petition request will be sent to the academic staff for review.
2. A confirmation message will be displayed to confirm the sending process.
3. You can see the submitted petitions in the “Pending petitions list” section.
4. You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:



Click the petition record to view petition details and its current status:

2.8 Overload Request

You can create a petition to request an overload course, view and monitor its progress.

2.8.1 Create new petition request

From main menu select “Overload Request”.

2.8.1.1 Steps

1- Click the “New Petition” button from here.

2- Select your current major.

3- Enter your academic year.

4- Enter your mobile number.

5- Enter your GPA.

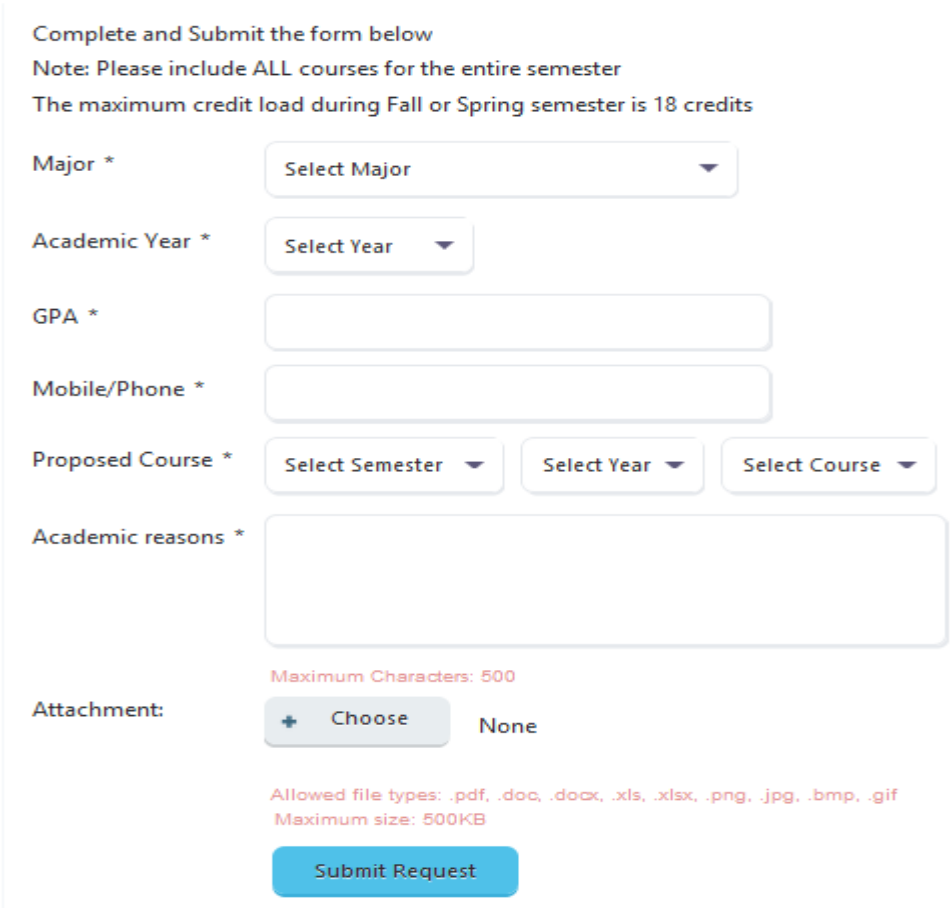
6- Select the proposed Course.

- Select Semester.
- Select year.
- Select Course

7- Enter the academic reasons.

8- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).

9- Click "Submit".



2.8.1.2 Results

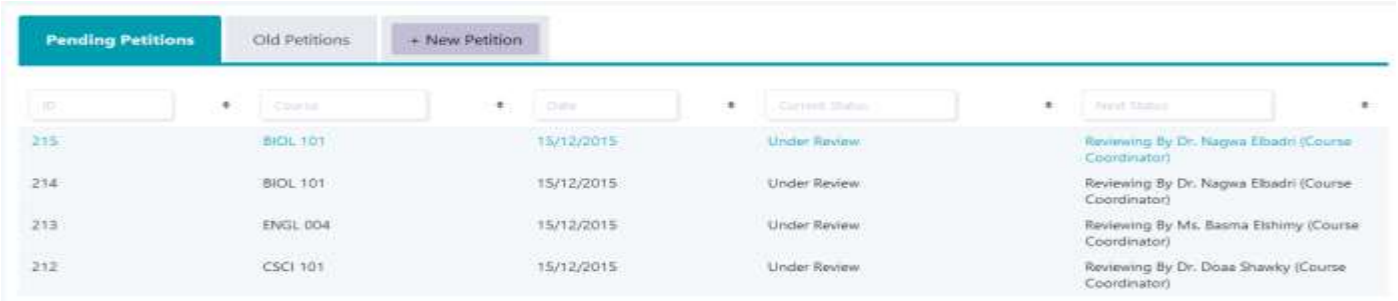
1- Your petition request will be sent to the academic staff for review.

2- A confirmation message will be displayed to confirm the sending process.

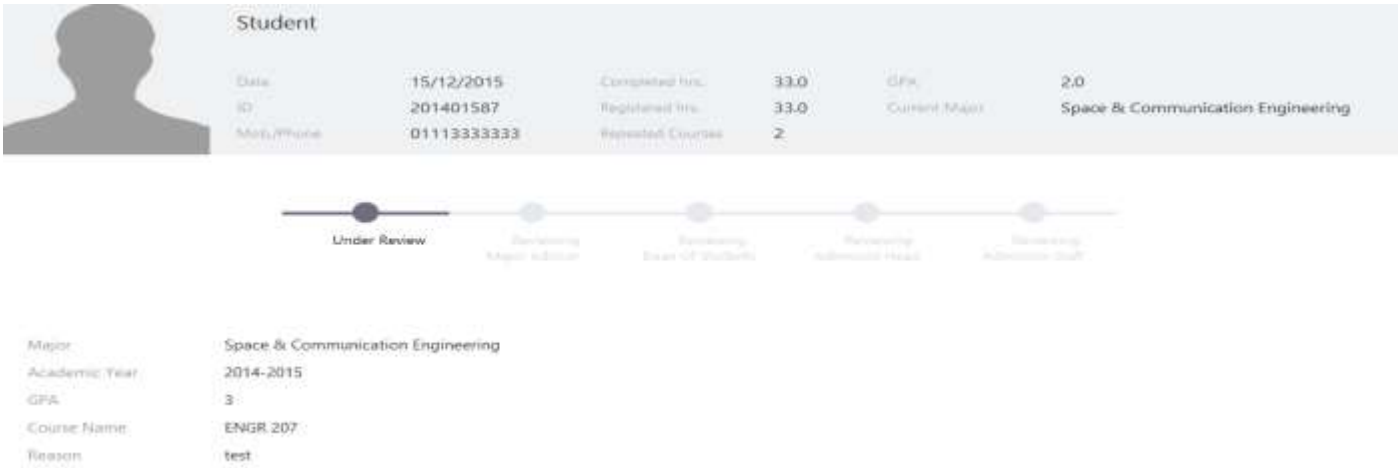
3- You can see the submitted petitions in the “Pending petitions list” section.

4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:



Click the petition record to view petition details and its current status:



2.9 Course Repeat

You can create a petition to request a course repeat, view and monitor its progress.

2.9.1 Create new petition request

From main menu select “Course Repeat”.

2.9.1.1 Steps

1- Click the “New Petition” button from here.

2- Select your current major.

3- Enter your mobile number.

4- Enter reason for repeating the course.

5- Select name of course to be repeated

- Select Semester.
- Select year.
- Select Course

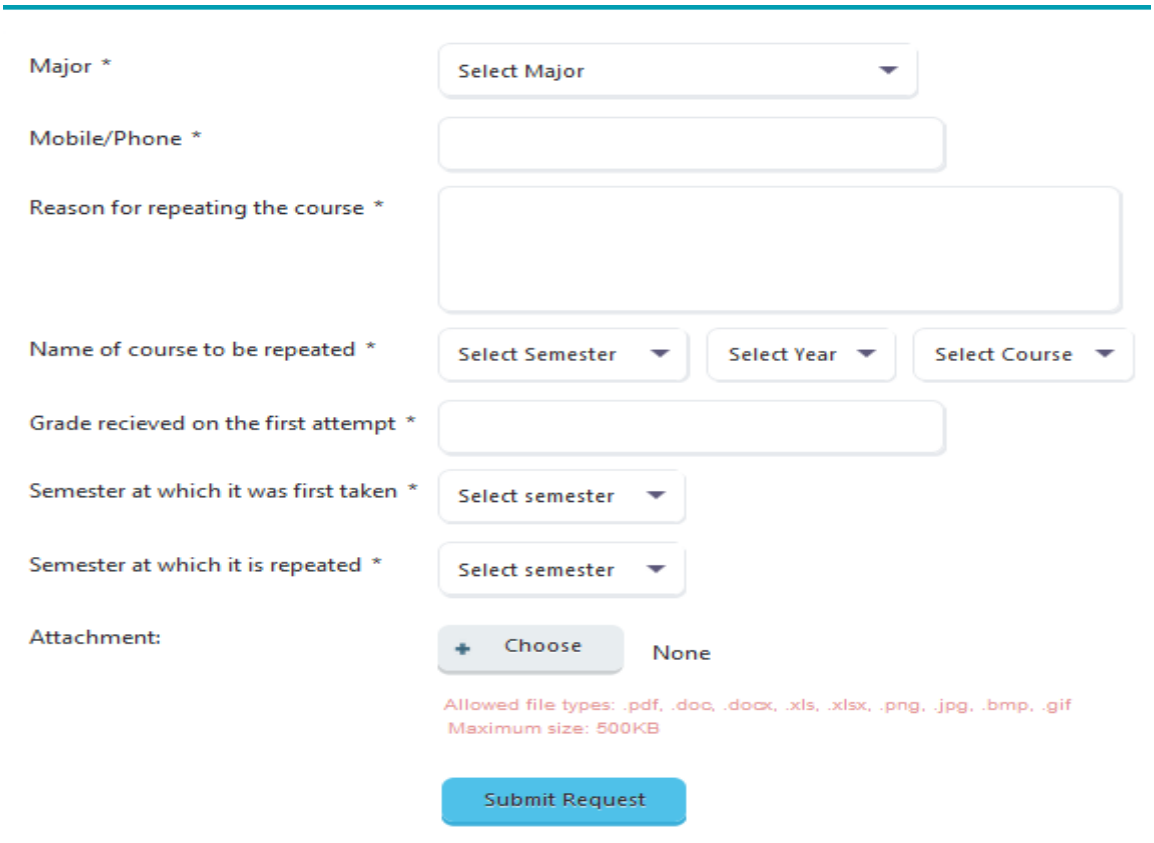
6- Enter grade received on the first attempt.

7- Select semester at which it was first taken.

8- Select semester at which it is repeated.

9- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).

10- Click "Submit".



2.9.1.2 Results

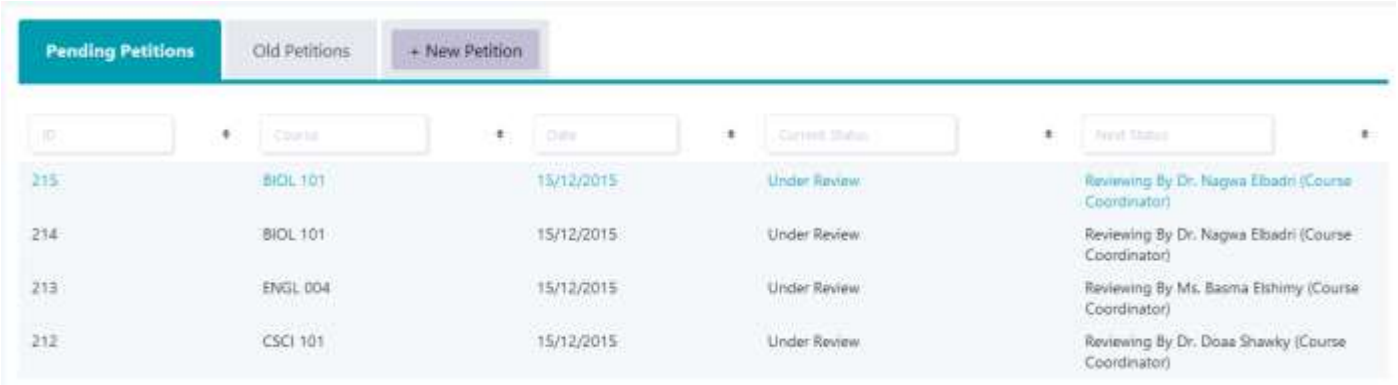
1- Your petition request will be sent to the academic staff for review.

2- A confirmation message will be displayed to confirm the sending process.

3- You can see the submitted petitions in the “Pending petitions list” section.

4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:



Click the petition record to view petition details and its current status:

2.10 Incomplete Grade

You can create an incomplete grade petition request, view and monitor its progress.

2.10.1 Create new petition request

From main menu select “Incomplete Grade”.

2.10.1.1 Steps

1- Click the “New Petition” button from here.

2- Select your current major.

3- Enter your mobile number.

4- Enter incomplete reason.

5- Select course name

- Select Semester.
- Select year.
- Select Course

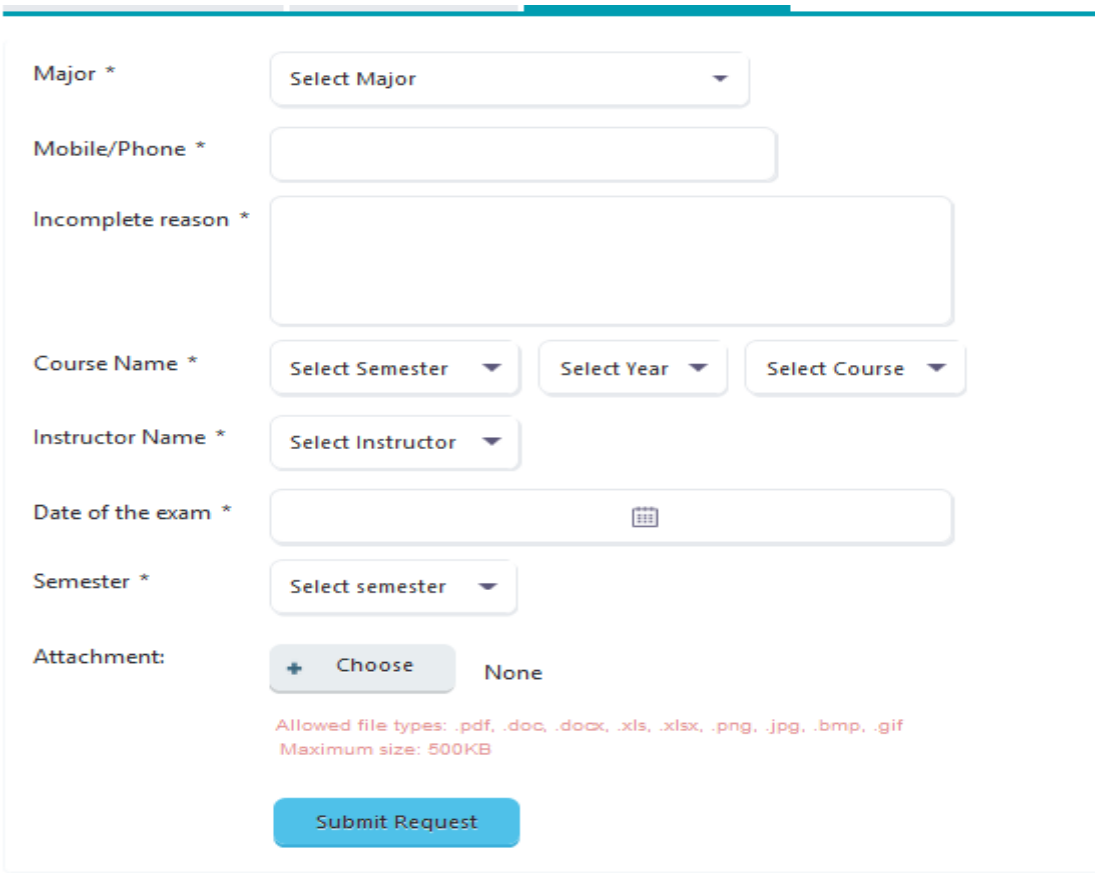
6- Enter instructor name.

7- Select date of the exam.

8- Select semester.

9- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).

10- Click “Submit”.



2.10.1.2 Results

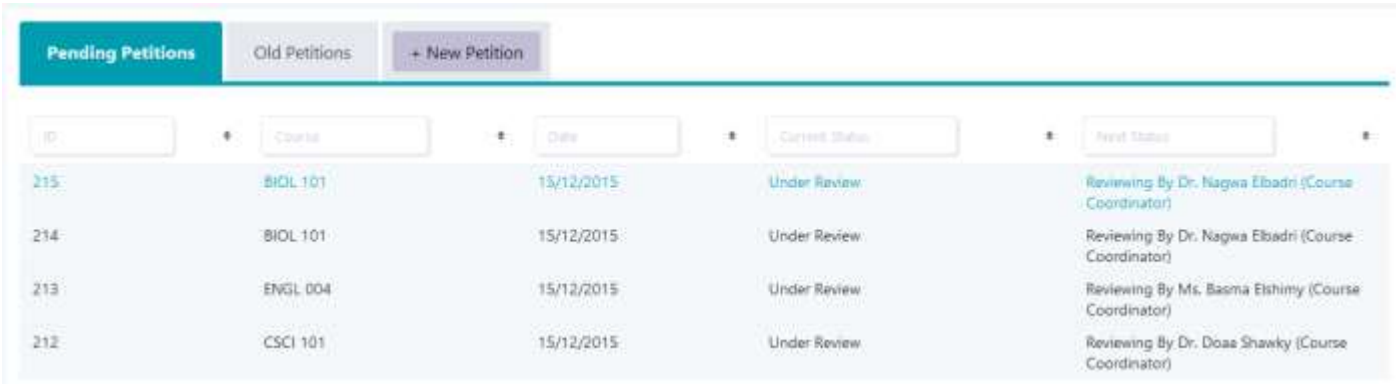
1- Your petition request will be sent to the academic staff for review.

2- A confirmation message will be displayed to confirm the sending process.

3- You can see the submitted petitions in the “Pending petitions list” section.

4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:



Click the petition record to view petition details and its current status:

2.11 Junior TA Program

You can create junior TA program petition request, view and monitor its progress.

2.11.1 Create new petition request

From main menu select “Junior TA Program”.

2.11.1.1 Steps

1- Click the “New Petition” button from here.

2- Select course

- Select Semester.
- Select year.
- Select Course

3- Select your current major.

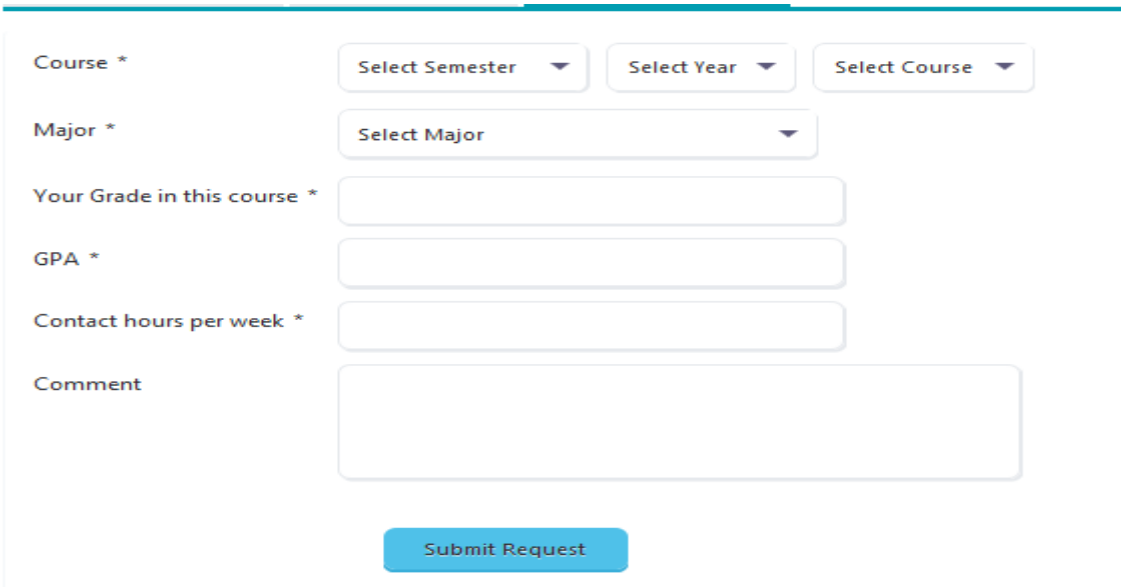
4- Enter your Grade in this course.

5- Enter GPA.

6- Enter contact hours per week.

7- Enter comment.

8- Click “Submit”.



2.11.1.2 Results

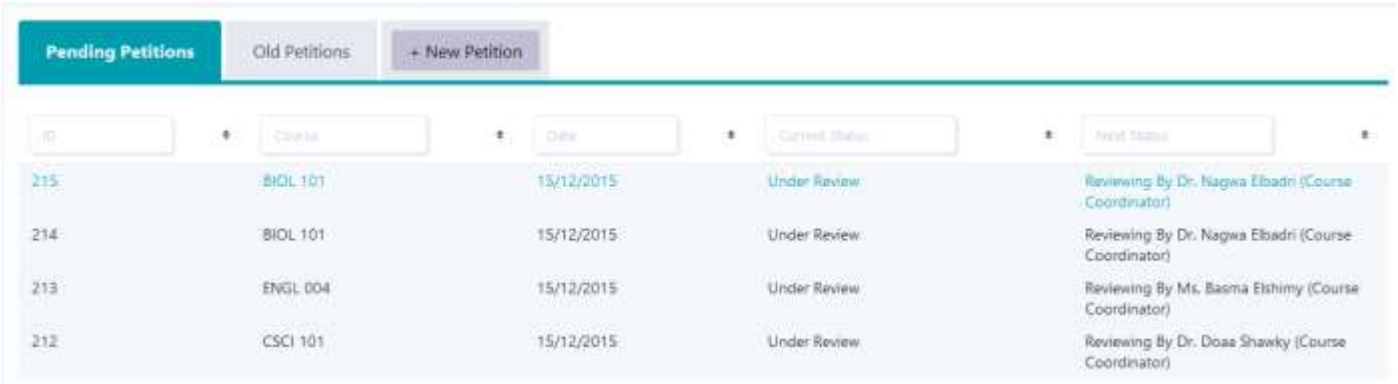
1- Your petition request will be sent to the academic staff for review.

2- A confirmation message will be displayed to confirm the sending process.

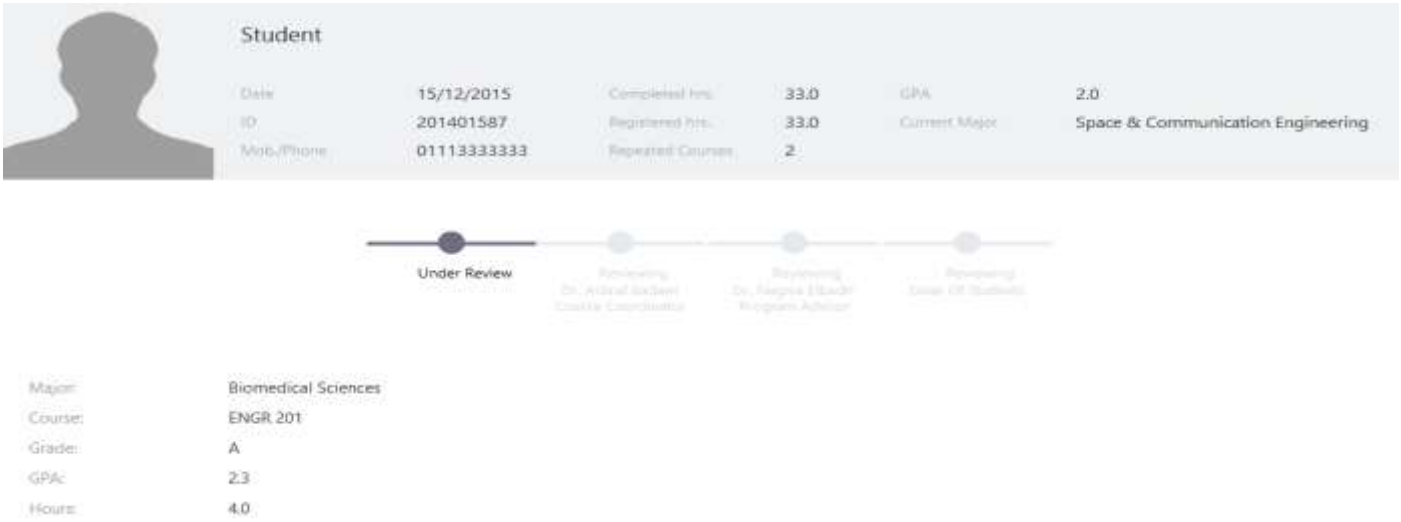
3- You can see the submitted petitions in the “Pending petitions list” section.

4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:



Click the petition record to view petition details and its current status:



2.12 Feedback Form

You can send your feedback on any of the city services and facilities.

2.12.1 Create new petition request

From main menu select “Feedback form”.

2.12.1.1 Steps

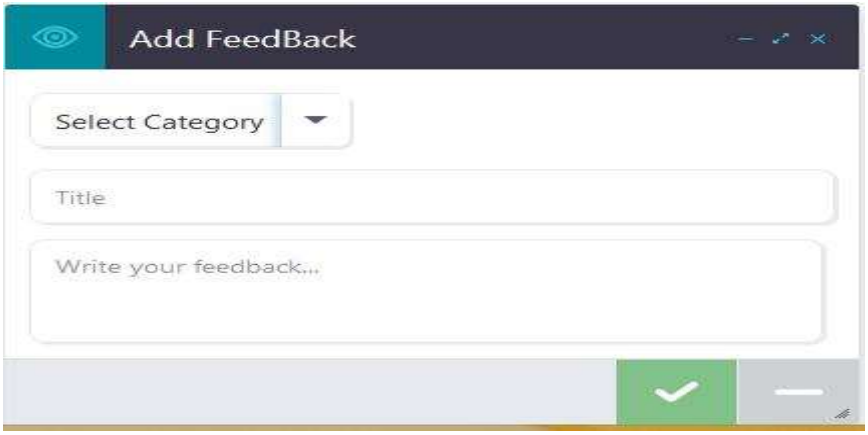
1- Click “New Feedback” button.

2- Select category.

3- Enter feedback title.

4- Write your feedback.

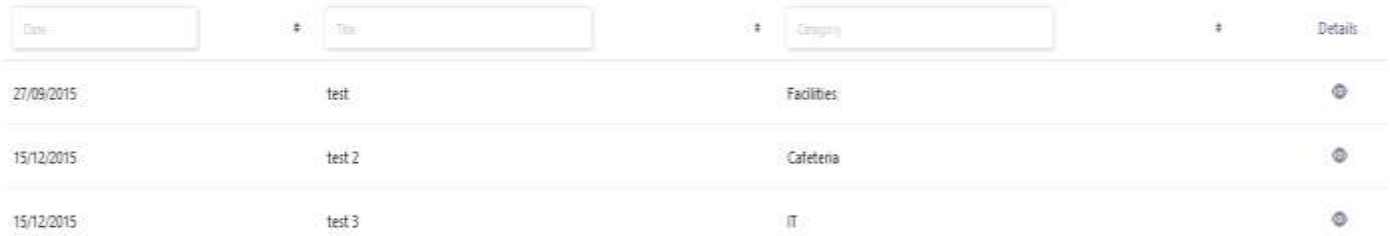
5- Click “✓” to submit your feedback form.



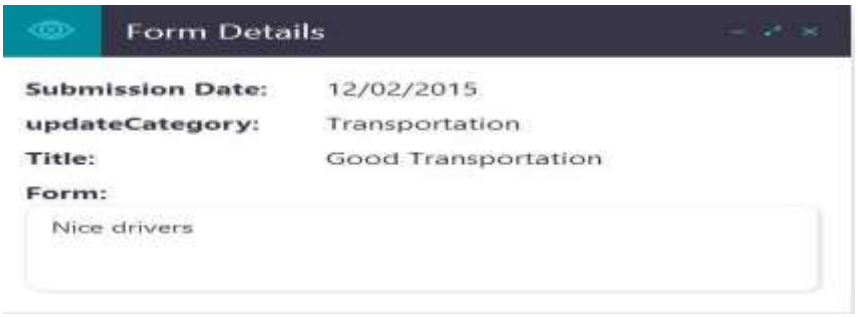
2.8.1.2 Results

Your feedback will be sent to the academic staff for review. A confirmation message is displayed to confirm sending process. You can see the submitted petitions list.

View lists of pending and old requests from here:



Click the details icon to view submitted petition details:



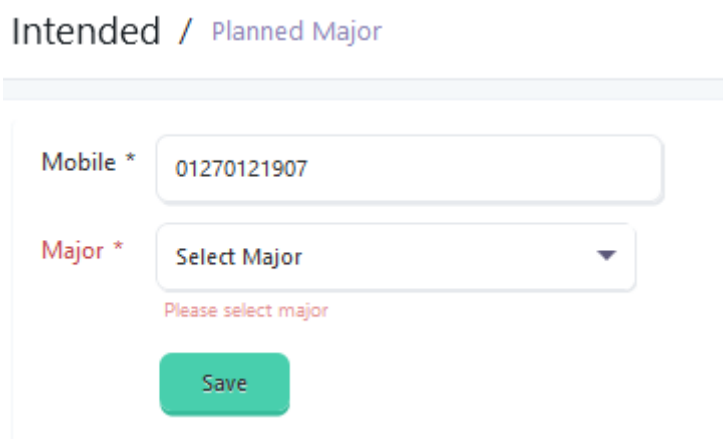
2.13 Intended Major

You can unofficially select the major you would like to join in year two.

2.13.1.1 Steps

1- Enter Mobile number.

2- Select Major.



2.13.1.2 Results

1- The intended planned major saved successfully.

2- A confirmation message displayed to confirm saving process.

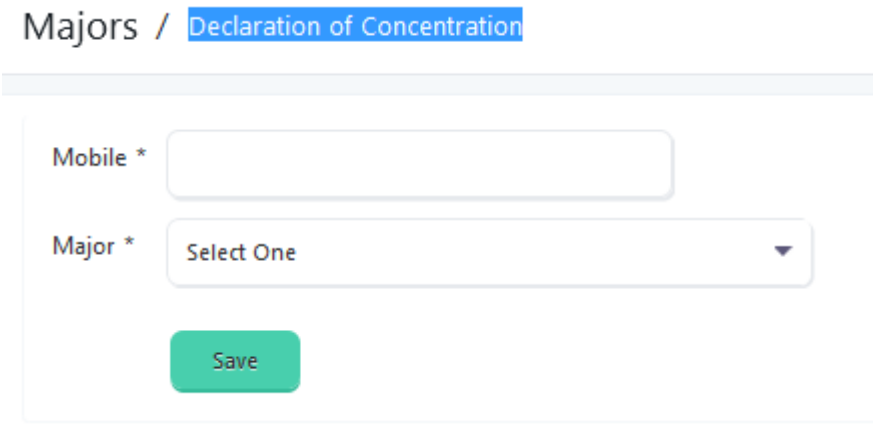
2.14 Declaration of Concentration

You officially declare the major you would like to join.

2.14.1.1 Steps

1- Enter Mobile number.

2- Select Major.



2.14.1.2 Results

1- The selected major saved successfully.

2- A confirmation message displayed to confirm saving process.

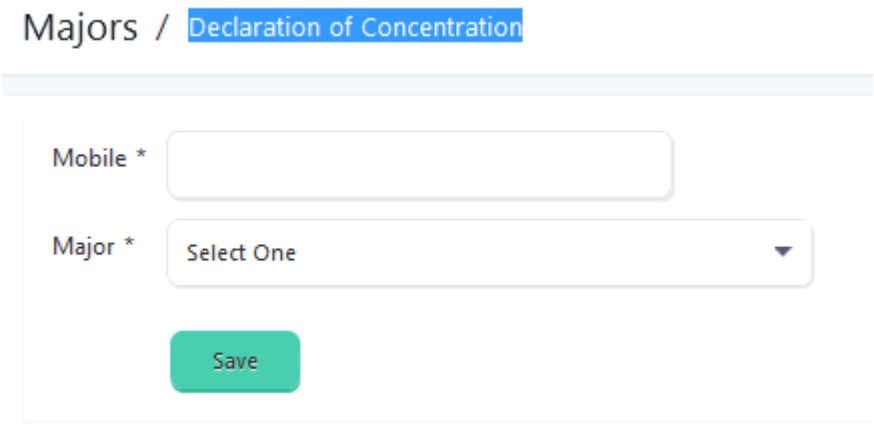
2.15 Declaration of Major

In year two students in different majors officially declare their concentrations that they would like to be specialized in.

2.15.1.1 Steps

1- Enter Mobile number.

2- Select Major.



2.15.1.2 Results

1- The selected major saved successfully.

2- A confirmation message displayed to confirm saving process.