INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

USER MANUAL (SUPERVISOR)

POSTGRADUATE MONITORING OF SUPERVISION MODULE (i-MONITOR)

CENTRE FOR POSTGRADUATE STUDIES, INTERNATIONAL ISLAMIC UNIVERSITY, MALAYSIA

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i-Monitor User Manual (Supervisor)

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.
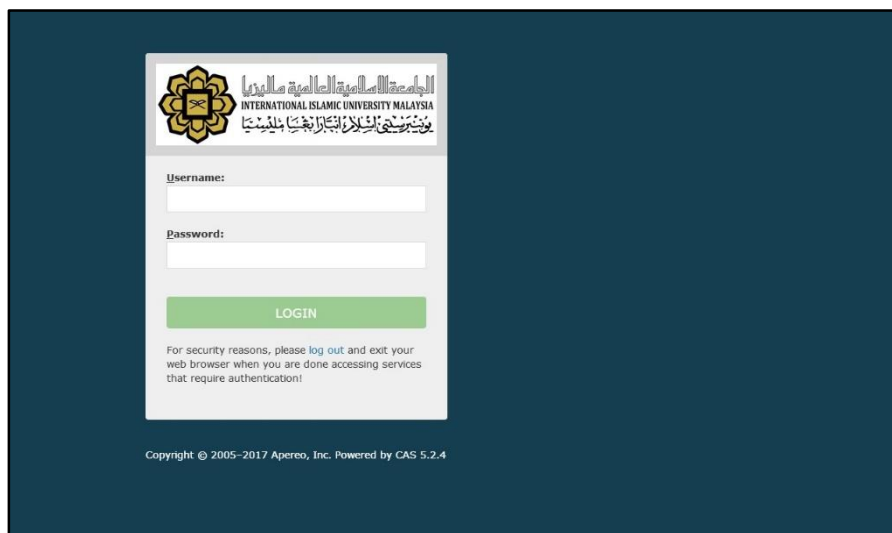
System Specification

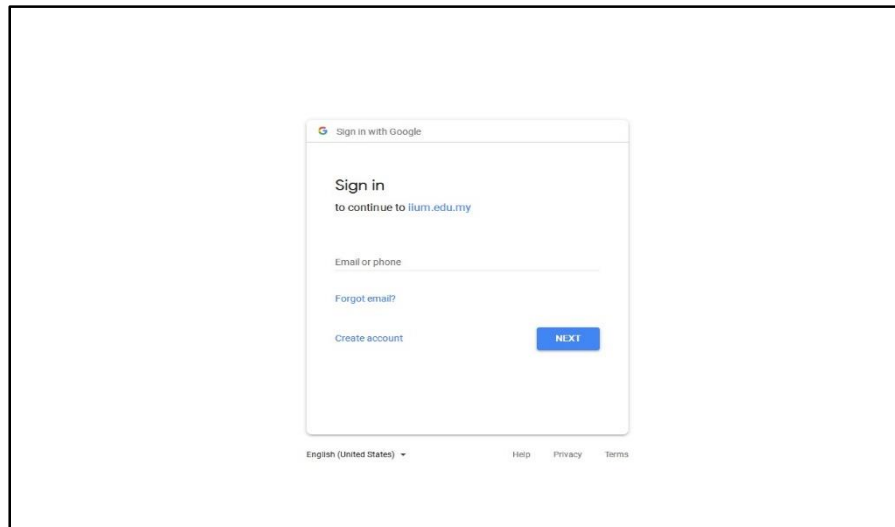| No.	Specification	Description
1.	System platform	Website
2.	System access	Open to external network (Can be access either using internal IIUM network or from another ISP (Internet Service Provider) such as mobile data)
3.	Link to system	http://imonitor.iium.edu.my
4.	Responsive	Support display on any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

Follow the steps below
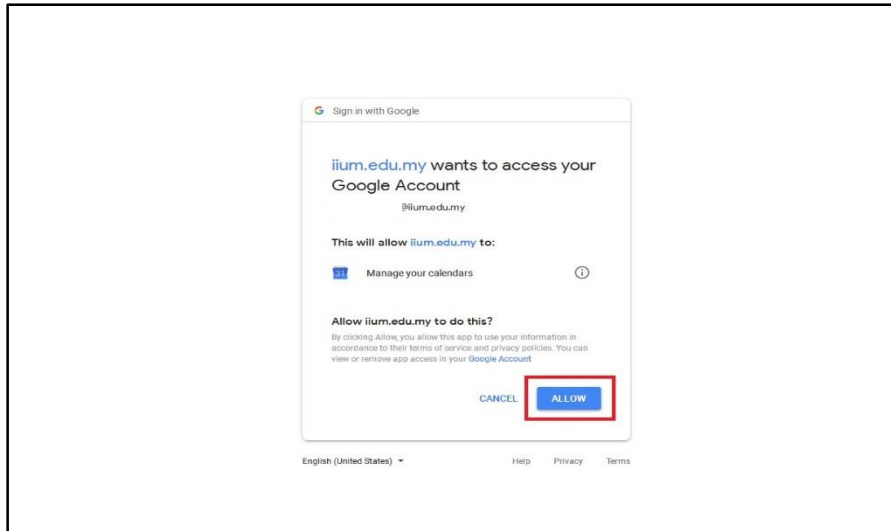
1. Choose your browser to access the system.
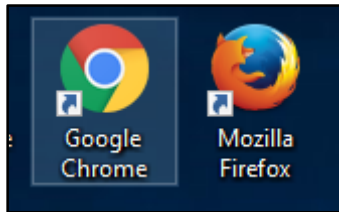
2. Type this link http://imonitor.iium.edu.my on your browser and press ENTER.
3. User will be redirect to the login page such as below diagram.

4. Enter your Staff ID Name as your login ID and Password and press Login.
5. User will be redirect to the google account and enter your official email to confirm and continue login to the system. Refer diagram below for more understanding.

6. User need to click allow button to get notification from supervisee when supervisee send the report progress of make an appointment.

7. User will be redirect to the i-Monitor (Supervisor) homepage such as in below diagram.

8. I-Monitor will display multiple choices of links to access to different functionalities such as Appointment, Logbook, Progress Report and GoT Monitoring.
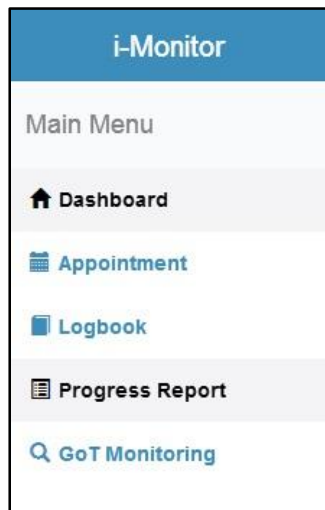
Approve Appointment Request

1. Supervisor will receive Appointment Request Notification through email.
2. Supervisor can approve Appointment Request from Dashboard or click Appointment Link as shown in the diagram below.

3. Supervisor can see Appointment Summary can response by inserting Remarks and click Approve button to accept appointment request or Reject button to decline appointment request.

*Notes: If supervisor reject the appointment request student should repeat same appointment request flow for another date.

4. Supervisor also can create an appointment as shown in the figure below

Verify Logbook Update

1. Click on Logbook link to view list of students as shown in the figure below.

2. Click More button (the right side in the table) to view student's logbook listing as showed in the figure below is the student's logbook list

Evaluate Student Progress

1. Click on Progress Report link to open student evaluation list.

2. Click on the More symbol to view Progress List to be evaluated.

3. If there is a report to be evaluate, click the More button.

4. Fill the Evaluation and click Submit button at the bottom of the form.

GoT Monitoring

1. Click on GoT Monitoring on the left menu.
2. System will show student list such as figure below.

3. Click on the Eye symbol to view intended student's Gantt Chart