

International MBA Administrator Instructions

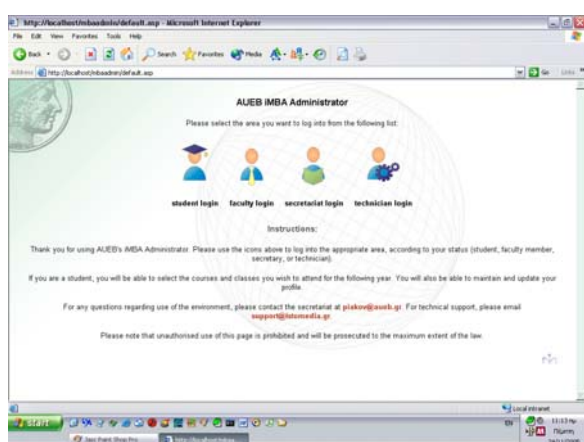
International MBA Administrator Instructions

Thank you for using the I-MBA Administrator. The environment aims at simplifying the maintenance and facilitating the work of the I-MBA secretariat. This instructions manual explains the procedures and various screens of the environment.

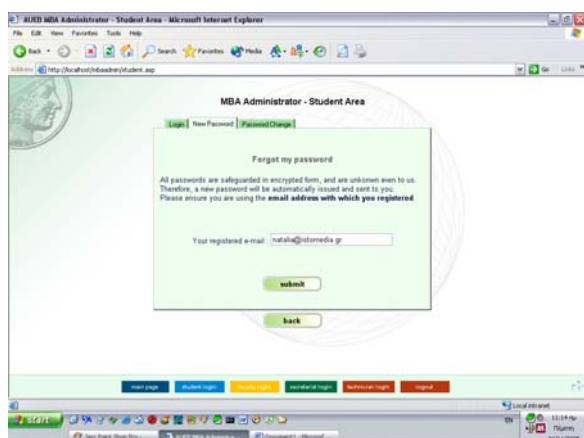
Part I: Entering and Exiting the Environment

Access to the environment is possible at the following address:

<https://admin.i-mba.aueb.gr/>



To enter the various areas of the environment, one may use the relevant button <https://admin.i-mba.aueb.gr/> to log into the appropriate area.



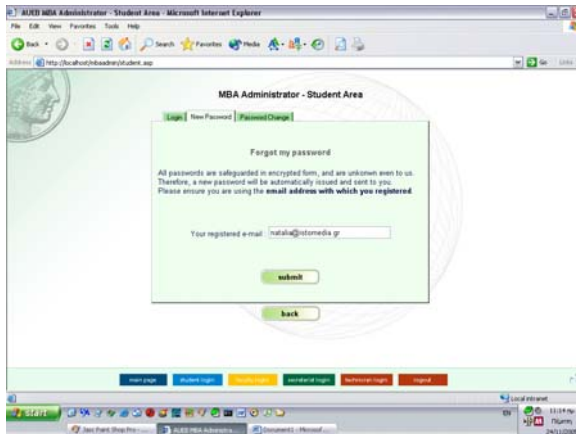
The **login** is always the **email address** with which the user is registered in the system; the password is issued by following the instructions on the screen for first-time users (tab: **new password**).

It should be noted that passwords are stored in an encrypted form in the database, and are therefore unknown to any other users, including the secretariat and development team.

Part II: Page-by-page explanation

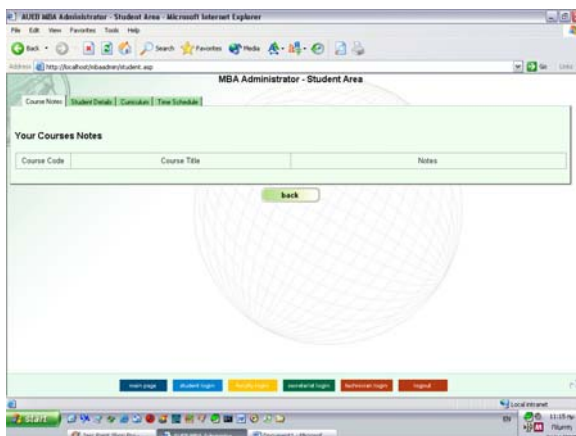
II-1: Student Area

Students may enter the student area by clicking on the appropriate button on the first page and logging in using their email address and password.

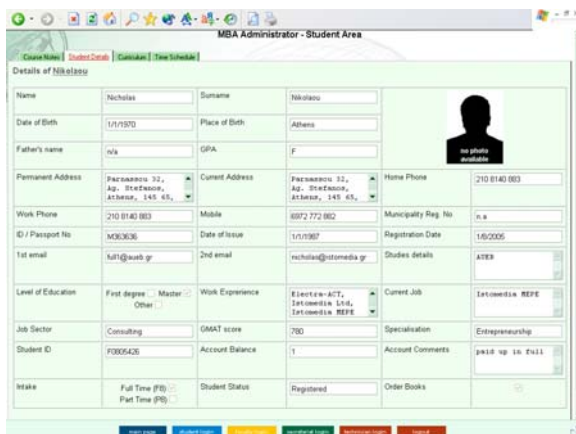


First-time users will need to enter their password, click the tab “**New password**” and have an automatically generated password sent to their registered email address. If the student has no email address registered with the system, they will need to contact the secretariat and have them add their email to the database.

Once a password has been issued, users may then change this to something they will more easily remember.



Once a student has logged in, a screen with any **notes** relevant to their courses and classes appears. This allows students to be informed of any timetable changes etc relevant to them individually.



The second tab lists all available **information** on that student, including student grades. It should be noted that this is a **read-only form**; students may not make any changes here. Should students notice a discrepancy in their data, they should notify the secretariat, who will then be able to make any amendments.

MBA Administrator - Student Area

Nikolaou Courses

Your Core credits: 18 -- Your overall total credits: 22

Academic Year: 2005 - 2006

Course Code	Course Title	Instructor	Credits	Grade	COURSE	Click to select	S1	S2	S3	S4	S5	S6	S7 (B)	S8 (N)	
Period 1: Fall															
161	Information Systems Management	Doukakis Poulomenakou	2		C	<input type="checkbox"/>									
131	Financial Accounting and Reporting	Papay	2		C	<input type="checkbox"/>									
141	Marketing Management	Dimitriadis	2		C	<input type="checkbox"/>									
151	Data, Models and Decisions	Pratikos	2		C	<input type="checkbox"/>									
Period 2: Winter I															
120	Managerial Economics	Vertis	2		C	<input type="checkbox"/>									
121	Financial Management	Karathanasis	2		C	<input type="checkbox"/>									
111	Organizational Behavior and Leadership	Nikolaou Vasilis	1		C	<input type="checkbox"/>									
701	International Business	Dimitriadis	1		C	<input type="checkbox"/>									
300	Entrepreneurial Journey	Schwarz	2		B	<input type="checkbox"/>									
Period 3: Winter II															

The next tab allows students to select the courses they wish to attend. Core courses and prerequisites are already preselected and students may not deselect them.

Once they have made their choices, students enter them into the system by clicking “**save changes**”. If there is a **time conflict** between two selected courses, students will be notified of this and they will have to repeat the procedure.

MBA Administrator - Student Area

Course Details

Course Title	Information Systems Management
Course Code	161
Description	The purpose of this course is to provide a broad understanding of the role and importance of Information Systems (IS) in the modern business environment. Topics to be covered include the fundamentals of IS management, strategic IS, business and IS strategy, the impact of IS in organizational structures, applications to support business processes, IS planning, IS resource management.
Credits	2
Period	1 from 12/9/2005 to 12/30/2005
Instructor	Doukakis
Instructor 2	Poulomenakou

Course offered for the following specializations/majors

Specialization Title:

Course Session Details

Session	Date	Start Time	Finish Time

By clicking on a **course title**, students can review the relevant information on that course, including its description, credits etc.

International MBA - Staff Information - Athens University of Economics and Business

Athens University of Economics and Business
MBA International Program

 **Dr. Klas Eric SODERQUIST**
Assistant Professor of Innovation & Knowledge Mgmt. "Entrepreneurship" Specialization Co-ordinator

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[record research](#) [full CV](#) [print](#)

Klas Eric Soderquist is Assistant Professor of Innovation and Knowledge Management at the Department of Management Science and Technology of AUEB, and Head of MSL's Innovation and Knowledge Management Center (InnKnow). He has previously been on the faculty of Grenoble Graduate School of Business (Groupe ESC Grenoble), France. He holds a Doctorate of Business Administration from Henley Management College and Brunel University, and a Master of Science in Industrial Engineering from the Royal Institute of Technology, Stockholm.

His research concentrates on R&D management in supplier firms, innovation management, knowledge management and technology management. He has published in the Journal of Product Innovation Management, the Journal of Small Business Management, Business Horizons, Total Quality Management and European Management Journal, among others. He has served as Editor-in-Chief of Les Cahiers du Management Technologique, and currently is Editor-in-Chief of InnKnow FORUM, a periodic research newsletter published by InnKnow.

He has acted as a consultant to various companies in the manufacturing industry, to the

By clicking on an **instructor name**, students can view a short CV of that person, and their contact details.

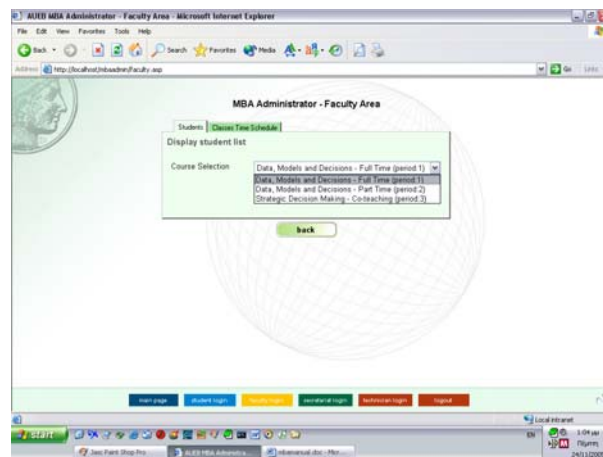


Once students have selected their courses, they may review their **time schedule** using the handy scheduler. By selecting the period they are interested in, and clicking “Create Schedule”, the daily schedule for that period is automatically generated and displayed.

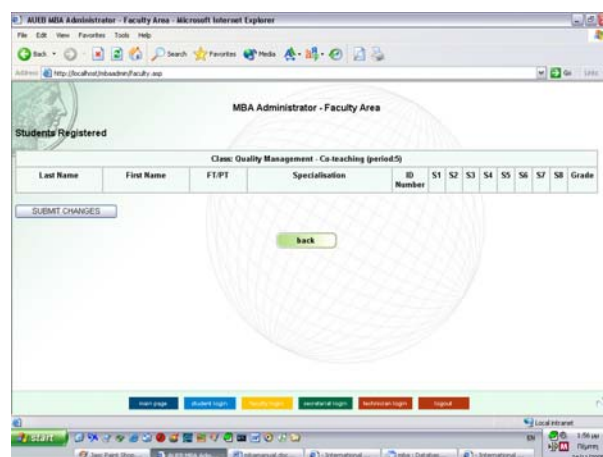
Once students have completed their work, they may **log out** by clicking the appropriate button at the right-end of the footer.

II-2: Instructors

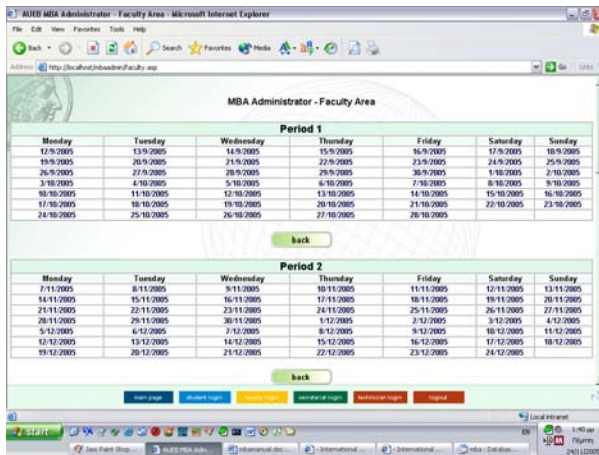
Just like students, instructors may enter the instructors area by clicking on the appropriate button on the first page and logging in using their email address and password.



Instructors may access their **class list**, by selecting the course they are interested in and clicking on “search”.



A list then appears, with all **students** that attend that class; whether they are full or part time students; their attendance record; their specialization/major and their grade. It should be noted that **students need to have logged into the system at least once before they are listed in this screen.**

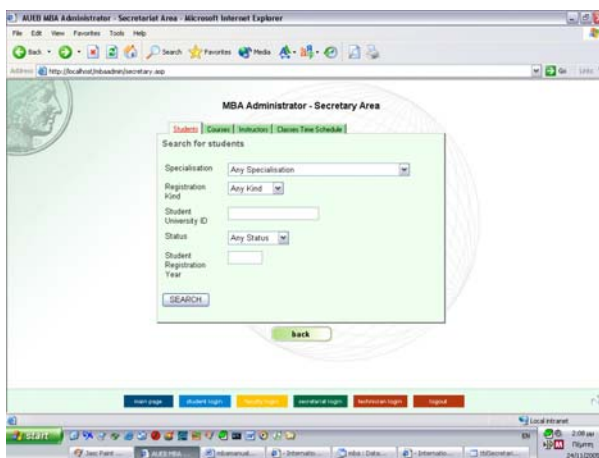


Instructors may review their **time schedule** using the handy scheduler. By selecting the period they are interested in, and clicking “Create Schedule”, the daily schedule for that period is automatically generated and displayed.

Once students have completed their work, they may **log out** by clicking the appropriate button at the right-end of the footer.

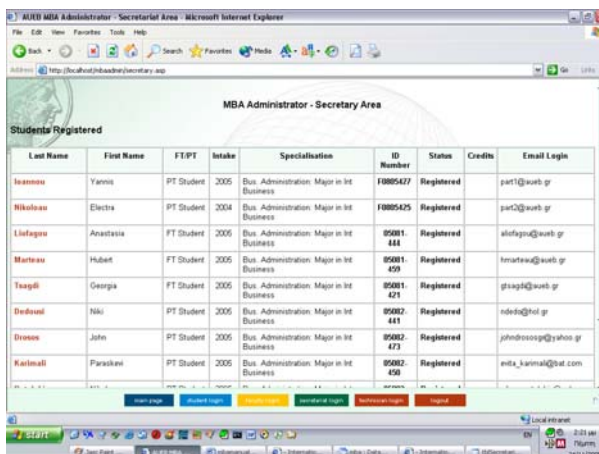
II-3: Secretarial Staff

The secretarial staff may enter the relevant area by clicking on the appropriate button on the first page and logging in using their email address and password.

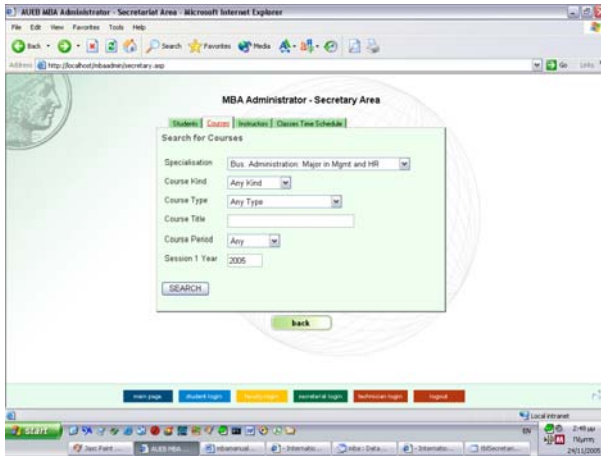


The secretarial staff has access to all information viewable by students. Using the first tab screen, they can access a search screen. From here, they may select the student(s) whose information they wish to review by using the many **search criteria** listed in the various drop-down menus.

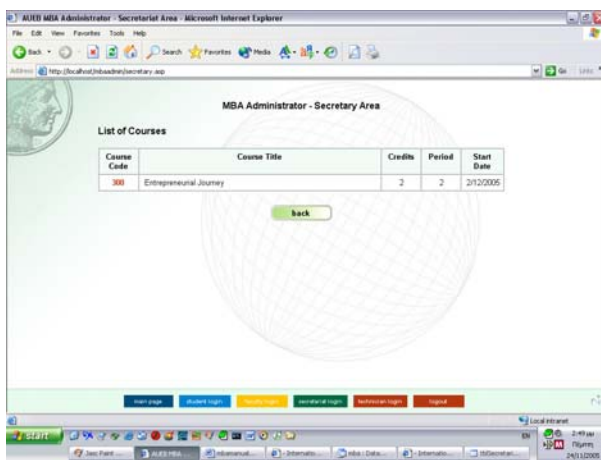
This allows secretarial staff to create **printable lists** that include e.g. all full or part time students; all students of a certain specialization/major etc.



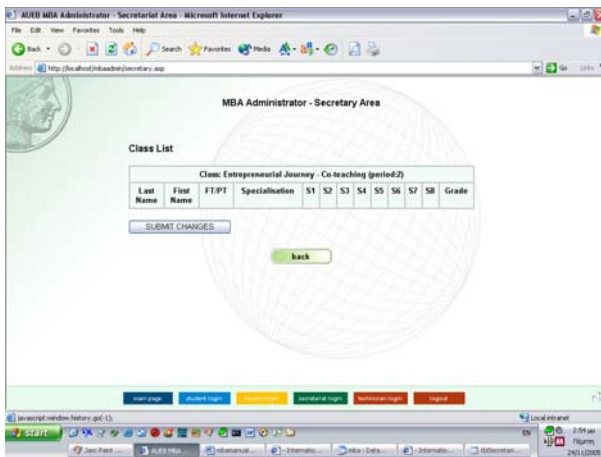
The search results are displayed as a list with **clickable names**. By clicking on one of these, a secretary views **exactly the same information** that student does, as if they had logged in using that **student’s details**. This can be useful in case the secretarial staff needs to aid a student in **troubleshooting time conflicts** etc.



The second tab allows the staff to review the various courses. Again, this is a **search screen** that uses multiple search criteria to allow users to easily access the desired information or create lists with courses that meet certain criteria.



By selecting the search criteria and clicking on the “search” button, a **printable list** is displayed that includes the courses that meet that criteria. This list includes all relevant information, such as course code, course title, credits, period and start date.



The **course code** field is clickable. By clicking on it, the class list for that course appears. This includes all students that have registered to attend this course, with their relevant details, including whether they are full or part-time students; their specialization/major; their attendance record and grade.

MBA Administrator - Secretary Area

Course Code	Course Title	Credits	Period	Start Date
111	Organizational Behavior and Leadership	1	2	9/11/2005
111	Organizational Behavior and Leadership	1	1	13/9/2005
120	Managerial Economics	2	2	7/11/2005
120	Managerial Economics	2	1	13/9/2005
121	Financial Management	2	2	8/11/2005
121	Financial Management	2	2	9/11/2005
131	Financial Accounting and Reporting	2	1	13/9/2005
131	Financial Accounting and Reporting	2	1	15/9/2005
141	Marketing Management	2	1	14/9/2005
141	Marketing Management	2	3	16/1/2006
151	Data, Models and Decisions	2	1	15/9/2005
151	Data, Models and Decisions	2	2	8/11/2005
161	Information Systems Management	2	1	12/9/2005

By entering “any specialization”, “any kind” and “any course period” in the search screen, and leaving the rest of the fields blank, secretarial staff may view **all courses** taught.

MBA Administrator - Secretary Area

Search for Instructors

Instructor Surname:

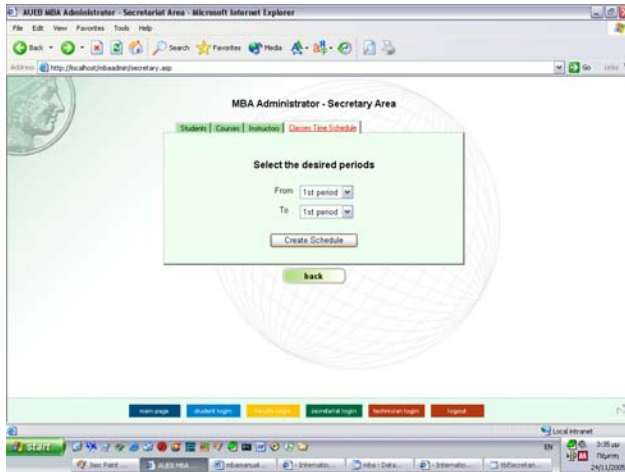
The third tab relates to the **Instructors**. Again, this is a **search screen**, where one may find the details for a specific instructor by entering their name, or view all instructors by leaving the name field blank and hitting “Search”.

MBA Administrator - Secretary Area

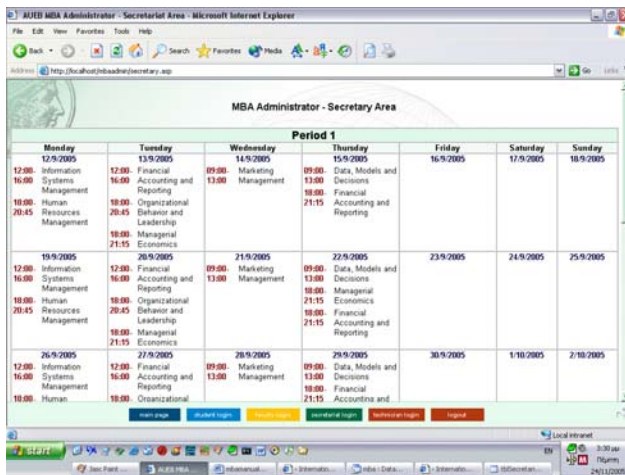
List of Instructors

Last Name	First Name	Office Phone	Mobile Phone	Work Address	Home Address	Email/LogIn
Manden	Chris					57

Once a list has been generated, clicking on the instructor’s name displays their first name; surname; office and mobile phone; and work, home and email address.



The fourth tab is a scheduler that displays all courses for a given period(s). By selecting the desired period and clicking on “Create Schedule”, all courses taught in that period appear.



The courses are displayed in a scheduler (calendar) fashioned for that period (s).

Once students have completed their work, they may **log out** by clicking the appropriate button at the right-end of the footer.