# International MBA Administrator Instructions

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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.
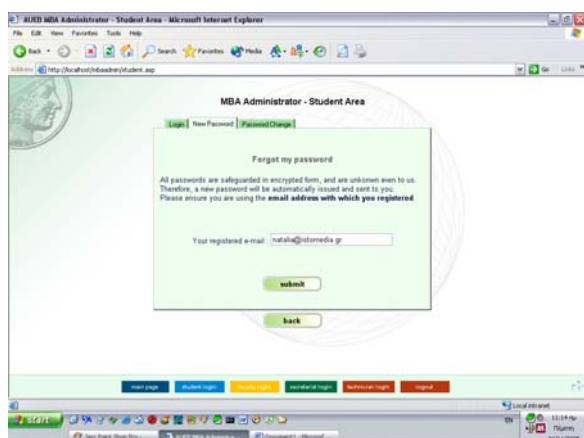
Part I: Entering and Exiting the Environment

Access to the environment is possible at the following address:
https://admin.i-mba.aueb.gr/
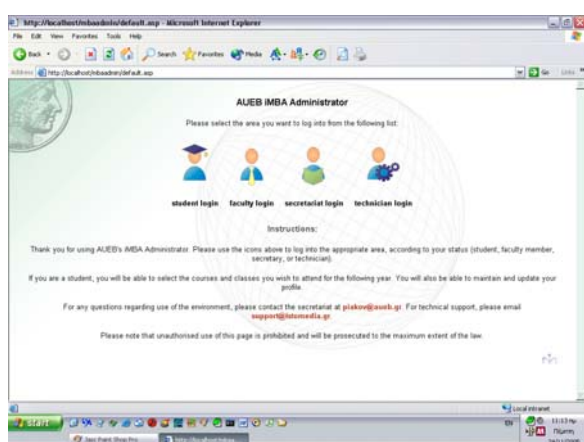
To enter the various areas of the environment, one may use the relevant button **https://admin.i-mba.aueb.gr/** to log into the appropriate area.


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.
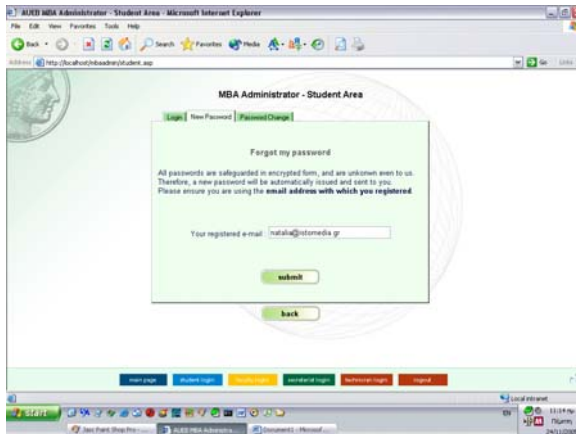

First-time users will need to enter their password, click the tab "**New password**" and have an automatically generated password sent to their registered email address. If the student has no email address registered with the system, they will need to contact the secretariat and have them add their email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

Once a password has been issued, users may then change this to something they will more easily remember.
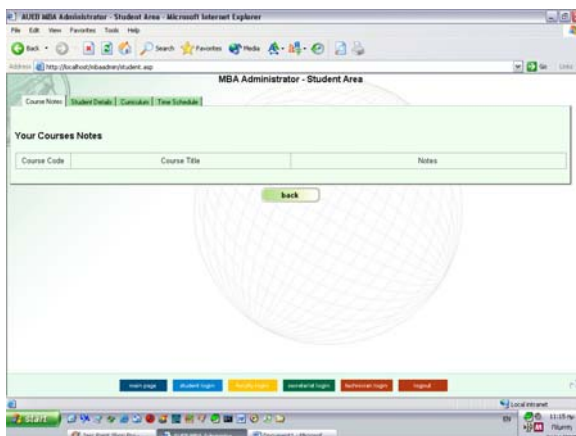
Once a student has logged in, a screen with any **notes** relevant to their courses and classes appears. This allows students to be informed of any timetable changes etc relevant to them individually.
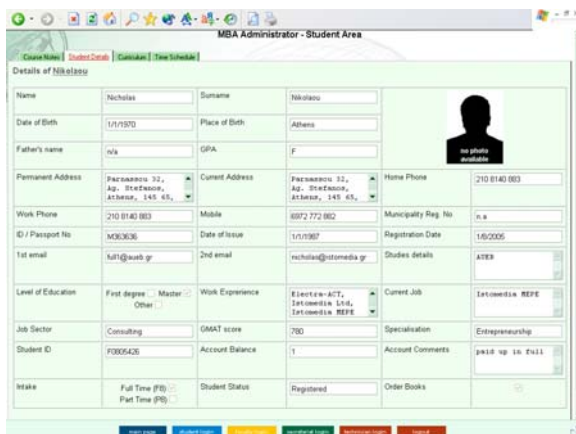
The second tab lists all available **information** on that student, including student grades. It should be noted that this is a **read-only form**; students may not make any changes here. Should students notice a discrepancy in their data, they should notify the secretariat, who will then be able to make any amendments.

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.

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

By clicking on an **instructor name**, students can view a short CV of that person, and their contact details.
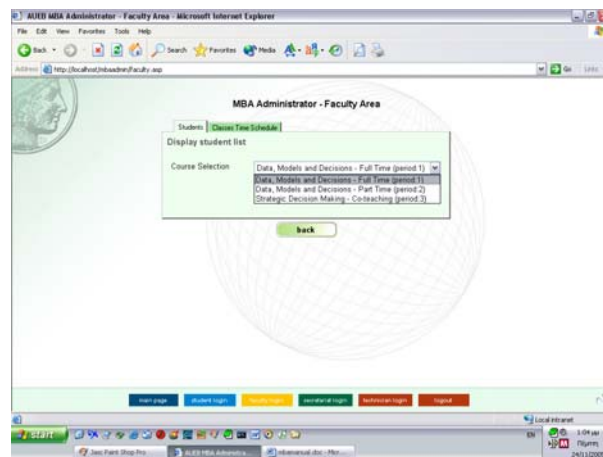
Once students have selected their courses, they may review their **time schedule** using the handy scheduler. By selecting the period they are interested in, and clicking "Create Schedule", the daily schedule for that period is automatically generated and displayed.

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.
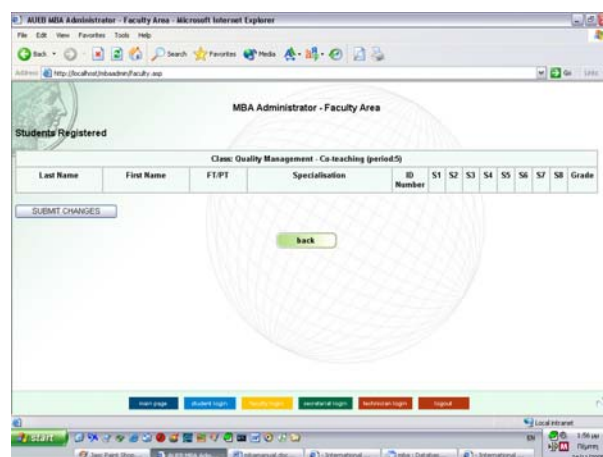
Once students have completed their work, they may **log out** by clicking the appropriate button at the right-end of the footer.
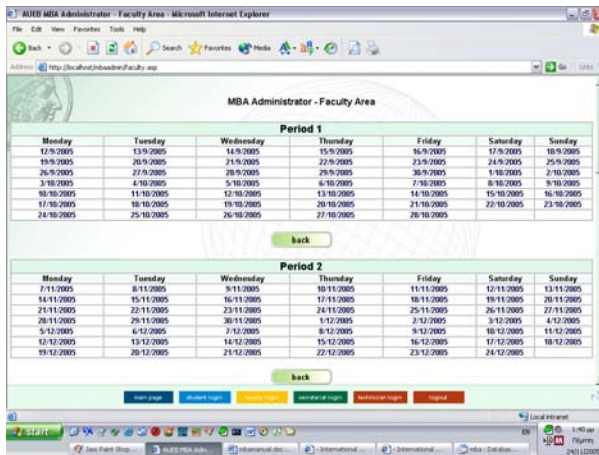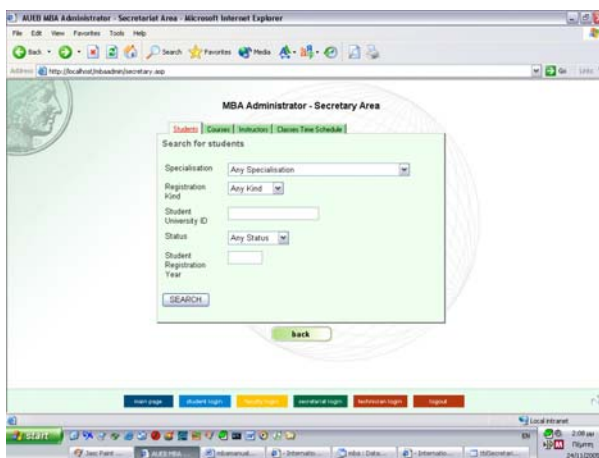
II-3: Secretarial Staff

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.
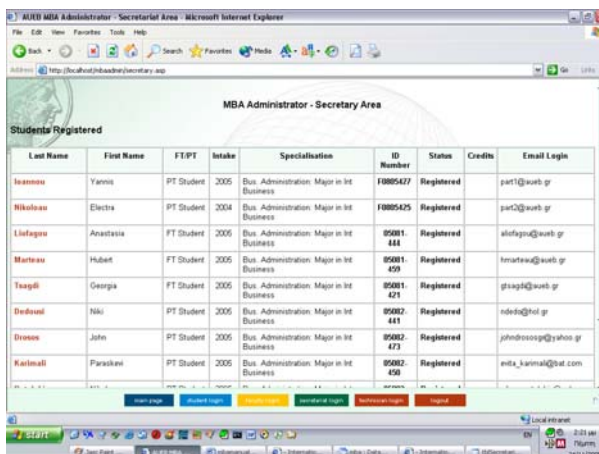

The search results are displayed as a list with **clickable names**. By clicking on one of these, a secretary views **exactly the same information** that student does, **as if they had logged in using that student's details**. This can be useful in case the secretarial staff needs to aid a student in **troubleshooting time conflicts** etc.
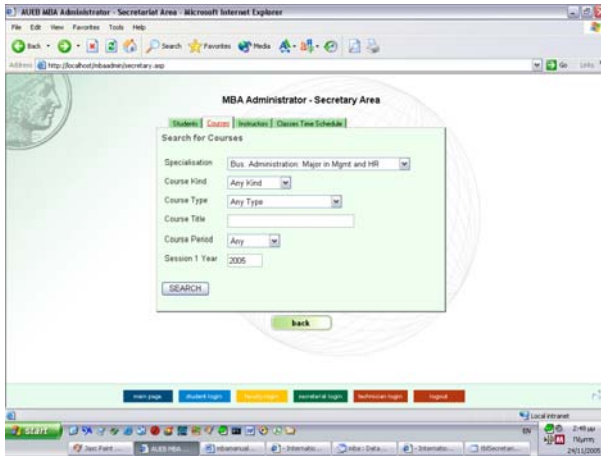
The second tab allows the staff to review the various courses. Again, this is a **search screen** that uses multiple search criteria to allow users to easily access the desired information or create lists with courses that meet certain criteria.
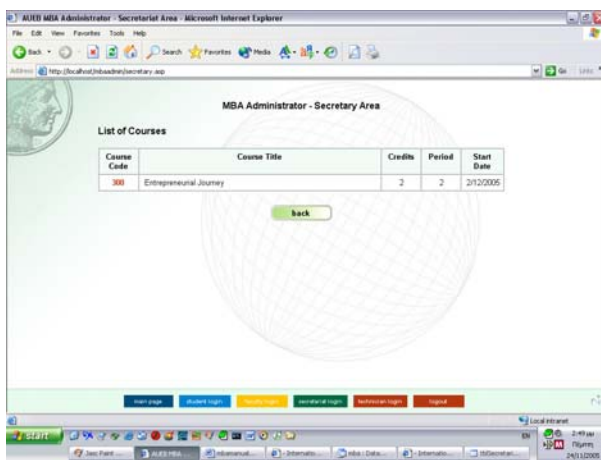
By selecting the search criteria and clicking on the "search" button, a **printable list** is displayed that includes the courses that meet that criteria. This list includes all relevant information, such as course code, course title, credits, period and start date.
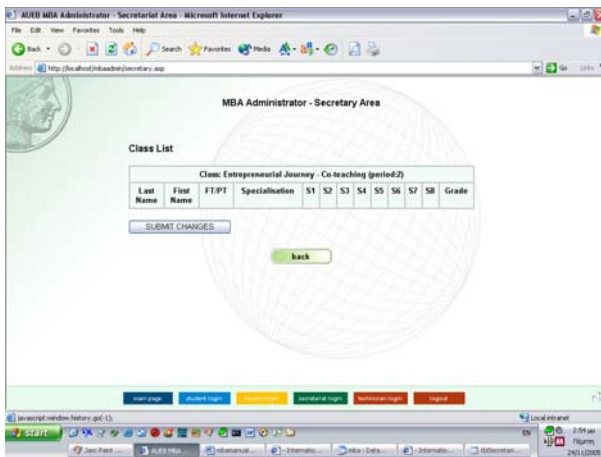
The **course code** field is clickable. By clicking on it, the class list for that course appears. This includes all students that have registered to attend this course, with their relevant details, including whether they are full or part-time students; their specialization/major; their attendance record and grade.

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.


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".
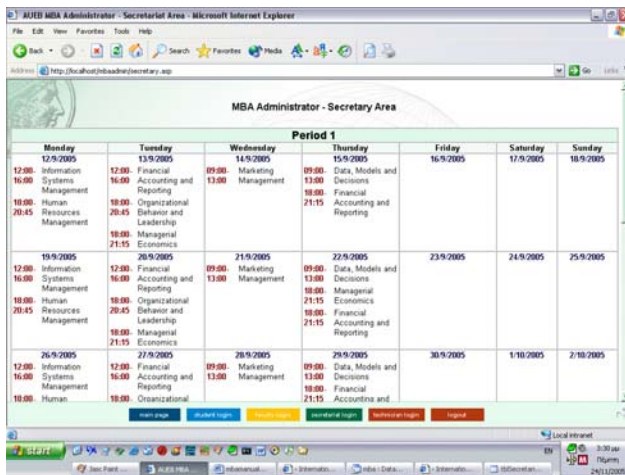

Once a list has been generated, clicking on the instructor's name displays their first name; surname; office and mobile phone; and work, home and email address.
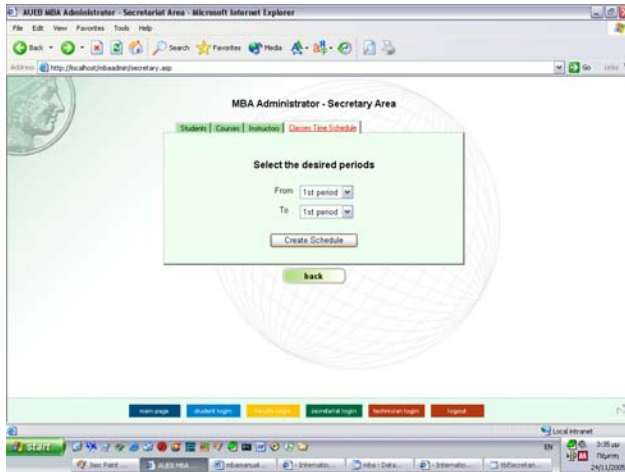
The fourth tab is a scheduler that displays all courses for a given period(s). By selecting the desired period and clicking on "Create Schedule", all courses taught in that period appear.

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.