



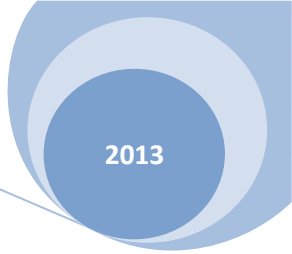
---

USER MANUAL

[\[QUICK REFERENCE\]](#)


---

PROJECT : STUDENT MANAGEMENT SYSTEM  
MODULE : E PROGRESS REPORT  
DATE : FEBRUARY 2013  
VERSION : 1.0



## Contents

| No | Description                                  | Page No   |
|----|----------------------------------------------|-----------|
| 1. | <b>SECTION A : LOGIN.....</b>                | <b>4</b>  |
| 2. | <b>SECTION B : NEW PROGRESS REPORT.....</b>  | <b>9</b>  |
| 3. | <b>SECTION C : EDIT PROGRESS REPORT.....</b> | <b>13</b> |
| 4. | <b>SECTION D : VIEW REPORT STATUS.....</b>   | <b>15</b> |
| 5. | <b>SECTION E : PRINT REPORT.....</b>         | <b>17</b> |
| 6. | <b>SECTION F : LOGOUT.....</b>               | <b>18</b> |
| 7. | <b>REFERENCES<br/>WORKFLOW.....</b>          | <b>19</b> |



~ Welcome to e-Progress Report ~

**Introduction to e-Progress Report**

This system is to allow a student to submit his/her progress report to his/her respective supervisor or panel of supervisors.

You are to write a progress report to inform your supervisor or panel of supervisors about the progress you have made on your thesis over a certain period of time. In this case it is for the past one (1) semester.

**Functions and Contents of Progress Reports**

In the progress report, you are to explain any or all of the following:

- How much of the work is complete
- What part of the work is currently in progress
- What work remains to be done
- What problems or unexpected things, if any, have arisen
- How the project is progressing in general

**The Progress Reports have several important functions:**

- Reassure supervisor or panel of supervisors that you are making progress, that the project is going smoothly, and that it will be complete by the expected date.
- Provide supervisor or panel of supervisors with a brief look at some of the findings or some of the work of the project.
- Give supervisor or panel of supervisors a chance to evaluate your work on the project and to request changes.
- Give you a chance to discuss problems in the project and thus to forewarn supervisor or panel of supervisors.
- Force you to establish a work schedule so that you'll complete the project on time.



**Please enter your Matric No / Staff No and Password accurately**

Matric No / Staff No :

Password :

**eProgress Report submission begins at  
05 September 2012 until 04 October 2012**

[Help me! I forgot my password](#)

**To change your password :**  
For Student click [here](#).  
For Staff/Lecturer click [here](#).

**Your reference :**  
[Using e-Progress Report \(User Manual\)](#)  
[e-Progress Report Flow Chart](#)

**Any questions please contact:**  
\*Ms. Herywaty bt Ten (082-581000 ext. 2340 / [therywaty@pps.unimas.my](mailto:therywaty@pps.unimas.my))  
\*Mdm. Adeline Ann Ak Lubi (082-581000 ext. 2344 / [ann@pps.unimas.my](mailto:ann@pps.unimas.my))

**Any questions regarding system, email to:**  
[smptechnicalsupport@cicts.unimas.my](mailto:smptechnicalsupport@cicts.unimas.my)  
(082-581000 ext. 3876 / 3853)

Figure 01: e Progress Report Module.

- url : [https:// cgsweb.unimas.my/eProgressReport](https://cgsweb.unimas.my/eProgressReport)

## SECTION A : LOGIN

User's guide on how to login to e Progress Report Module and how to retrieve password. Refer to the options/steps below.



Please enter your Matric No / Staff No and Password accurately

Matric No / Staff No :

Password :

Login

eProgress Report submission begins at  
05 September 2012 until 04 October 2012

[Help me! I forgot my password](#)

Figure 02:Login Page for users.

### **Step 1.0**

- Enter Login Id :  
[Matric No/Staff No].

### **Step 2.0**

- Enter Password :  
[IC No/Passport No].

### **Step 3.0**

- Click 'Login' button.

### **Option 1 : Help me! I forgot my password**

- To retrieve password.
- Redirect page to Student Information System (Account Setting-CGS) Module.

### **Note**

Login Id and Password has been sent to your official email address upon account creation by System Administrator.

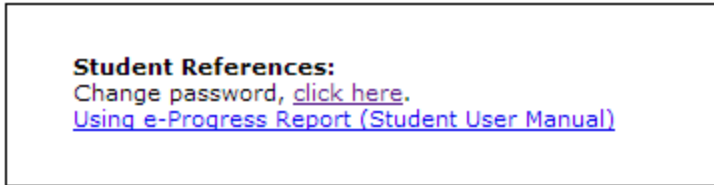


Figure 03 : Student references.

### **Student References**

#### **Option 2 :**

- Enable student to change password.

#### **Option 3 :**

- A step by step guide how to use eProgress Report for students.

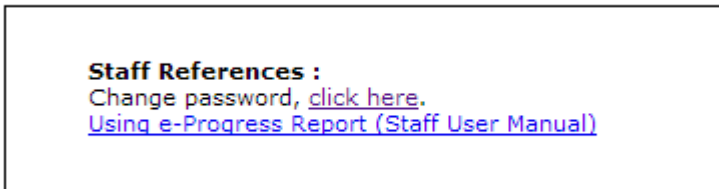


Figure 04 : References for lecturers/FPC's/Deans/Deputy Deans.

### **Staff References**

#### **Option 4 :**

- Only staff of UNIMAS allowed to access this system.

#### **Option 5 : For Staff/Lecturer click here.**

- A step by step guide how to use eProgress Report for lecturers/FPC's/Deans/Deputy Deans.

**Note:**

Once successfully activate student status, relogin to e Progress Report Module to proceed with progress report submission.

**Step 3.1 :**

**Option 6 :**

- Semester Registration Module.
- Refer Figure 05.

**Option 7 :**

- ‘Logout’ button.
- Exit from system.
- Refer SECTION F.

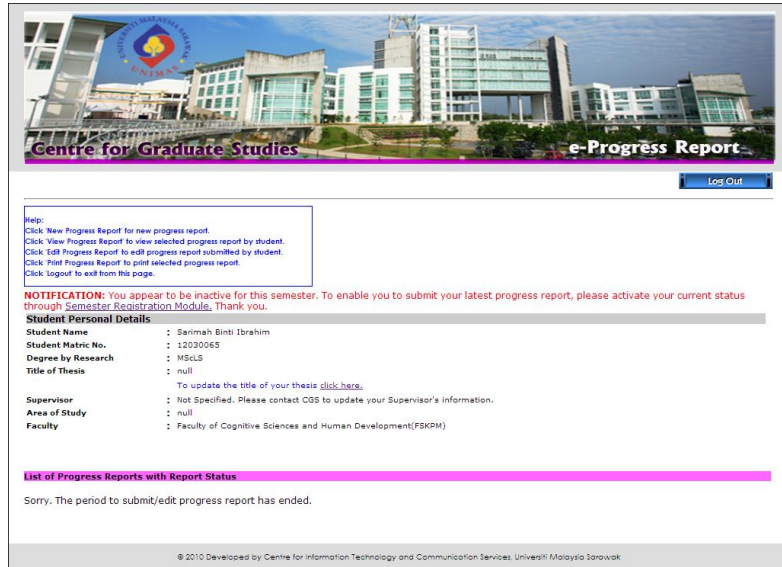


Figure 05 : Inactive student are not allowed to submit progress report.

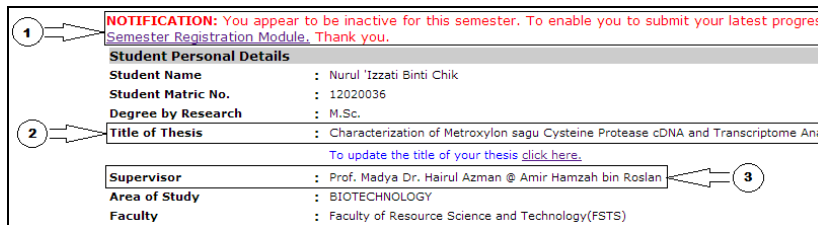


Figure 06 : For student references.

**Note:**

1– Upon login, system will identify student who have yet to reactivate student status through Semester Registration Module. Only ‘ACTIVE’ student will be allowed to submit progress report via online.

2 – User can update ‘Title of Thesis through CGSeStudent Module.

3 –Incomplete Supervisor information, contact CGS for further action.

**Note:**

Progress report submission is subjected to the dates stated by CGS. Refer to start date and end date on the login page to avoid submission failure within specified period. Refer to the options/steps below.

**Step 3.2 :****Option 8 :**

- 'Logout' button.
- Exit from system.
- Refer SECTION F.

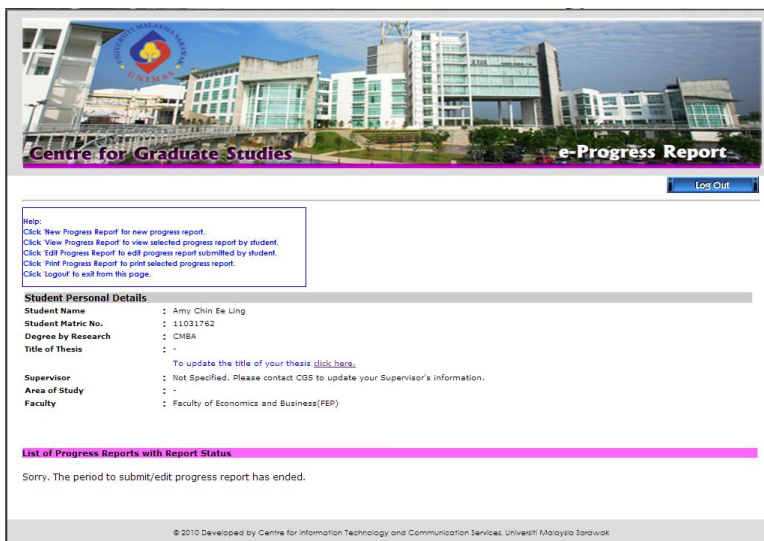


Figure 07 : Submission must within specified period.

**Note:**

User with no records of progress report will appear as shown in Figure 11. Refer to the options/steps below.

**Step 3.3 :****Option 9 :**

- 'New Progress Report' button.
- Redirect student to new form to enable student to input new progress report.
- Refer SECTION B.

**Option 10 :**

- 'Logout' button.
- Exit from system.
- Refer SECTION F.



Figure 08 : First time login by student with no record.

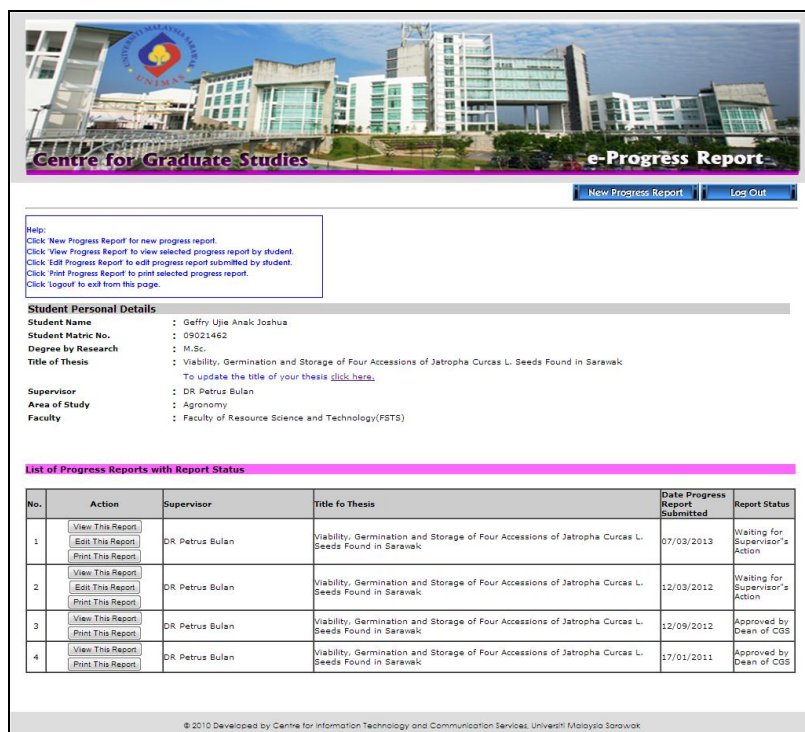
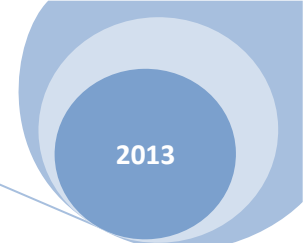


Figure 09 : Student’s view with editable progress report.

**Note:**

For student references, list of previous submission will be display.

Students are allowed to edit progress report when the report status ‘Waiting for Supervisor’s action’.

**Step 3.4 :**

**Option 11:**

- ‘View This Report’ button.
- Redirect student to preview selected progress report.
- Refer SECTION D.

**Option 12 :**

- ‘Edit This Report’ button.
- Redirect student to editable page of selected progress report.
- Refer SECTION C.

**Option 13 :**

- ‘Print This Report’ button.
- Redirect student to printable page of selected progress report.
- Refer SECTION E.

**Option 14 :**

- ‘New Progress Report’ button.
- Redirect student to new form to enable student to input new progress report.
- Refer SECTION B.

**Option 15 :**

- ‘Logout’ button.
- Exit from system.
- Refer SECTION F.



## SECTION B : NEW PROGRESS REPORT

Instructions on how to submit new progress report via online e Progress Report Module. Refer to the options/steps below.

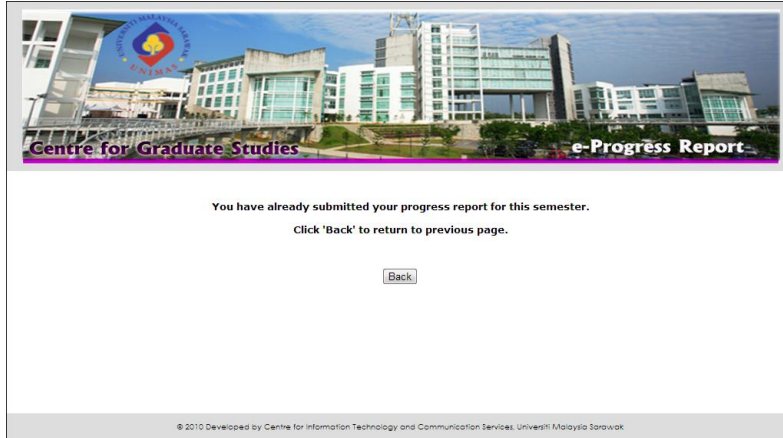


Figure 10 : Student's view with printable progress report.

**Note :**

System will verify if a student has already submitted his/her progress report for previous semester.

**Option 16 :**

- Click 'Back' button to return to previous page.

| New Progress Report Form                                                                                                                                                                                                                                                     |                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Announcement :</b><br>All current students pursuing a full-time or part time degree by research are required to submit a six month progress report via online to the Centre in the following semester.                                                                    |                                                                              |
| <b>SECTION A : TO BE COMPLETED BY THE STUDENT</b>                                                                                                                                                                                                                            |                                                                              |
| <b>Student Personal Details</b>                                                                                                                                                                                                                                              |                                                                              |
| Student Name                                                                                                                                                                                                                                                                 | : Fiona De Rozario                                                           |
| Student Matric No.                                                                                                                                                                                                                                                           | : 11031833                                                                   |
| Degree by Research                                                                                                                                                                                                                                                           | : M.Sc.                                                                      |
| Title of Thesis                                                                                                                                                                                                                                                              | : -                                                                          |
| Supervisor                                                                                                                                                                                                                                                                   | : Not Specified. Please contact CGS to update your Supervisor's information. |
| Area of Study                                                                                                                                                                                                                                                                | : -                                                                          |
| Faculty                                                                                                                                                                                                                                                                      | : Faculty of Cognitive Sciences and Human Development (FSKPM)                |
| Date Of Registration                                                                                                                                                                                                                                                         | : 20/09/2011                                                                 |
| Progress Report for Semester                                                                                                                                                                                                                                                 | : 2012/2013-1                                                                |
| Expected Date of Completion                                                                                                                                                                                                                                                  | : 31/08/2013                                                                 |
| Date Submitted : 18/03/2013                                                                                                                                                                                                                                                  |                                                                              |
| <p><b>Note :</b> You may update your progress report after submission only when the Report Status is <b>Waiting for Supervisor's Action</b>.<br/>To avoid any technical problem please summarize and keep your progress report within three (3) pages in every text box.</p> |                                                                              |
| <input type="button" value="Save and Submit this report"/>                                                                                                                                                                                                                   |                                                                              |

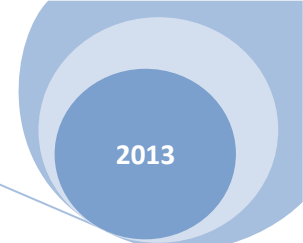
Figure 11 : Student's view with printable progress report.

**Note :**

Student with incomplete supervisor's information will not be able to submit new progress report.

'Save and Submit this report' button will be disable.

Contact CGS office for further action.



**New Progress Report Form**

Announcement:  
All current students pursuing a full-time or part-time degree by research are required to submit a six-month progress report via online to the Centre in the following semester.

**SECTION A: TO BE COMPLETED BY THE STUDENT**

**Student Personal Details**

Student Name : Rahana Binti Mohamad Zain  
 Student Matric No. : 13020122  
 Degree by Research : M.Soc.Sc  
 Title of Thesis : Humanising Welfare Services  
 Supervisor : Dr Zamei bin Hj Hassan  
 Area of Study : Urbanisation and Community Development  
 Faculty : Faculty of Social Sciences (FSS)

Date of Registration : 05/03/2013      Expected Date of Completion : 04/03/2013  
 Progress Report for Semester : 2012/2013-1

Report Status : New Progress Report

**Research Progress**

1) Project Outline

(Maximum characters: 3500 or 2 Pages)  
 You have 3500 characters left.

2) Collection of Data

(Maximum characters: 3500 or 2 Pages)  
 You have 3500 characters left.

3) Analysis of Data

(Maximum characters: 3500 or 2 Pages)  
 You have 3500 characters left.

4) Chapter (s) Completed and Progress

1. Name of Chapter(s):  Example : Introduction/Objectives (Not more than 12 words)

(Maximum characters: 3500 or 2 Pages)  
 You have 3500 characters left.

5) Proposed of Dates

Proposed of Date Submission :   
 Proposed of Date Defense/Oral :

Note : Single click on the box to select date

6) Problem (s) Faced

(Maximum characters: 3500 or 2 Pages)  
 You have 3500 characters left.

Date Submitted : 05/03/2013

Note : You may update your progress report after submission only when the Report Status is **Waiting for Supervisor's Action**. To avoid any technical problem please summarize and keep your progress report within three (3) pages in every text box.

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Figure 12 : New progress report form.

**Step 4.0 :**

Student are required to complete every column in the form.

Columns include :-

- Project Outline
- Collection of Data
- Analysis if Data
- Chapter(s) Completed and Progress
- Proposed of Dates
- Problem(s) Faced

**Option 17 :**

- Click 'Save and Submit this report' button to proceed with submission.
- Notification email will be sent to Supervisor for evaluation.

**Option 18 :**

- 'View Report Status' button.
- Redirect student to list of progress reports.
- Refer SECTION D.

**Option 19 :**

- 'Logout' button.
- Exit from system.
- Refer SECTION F.

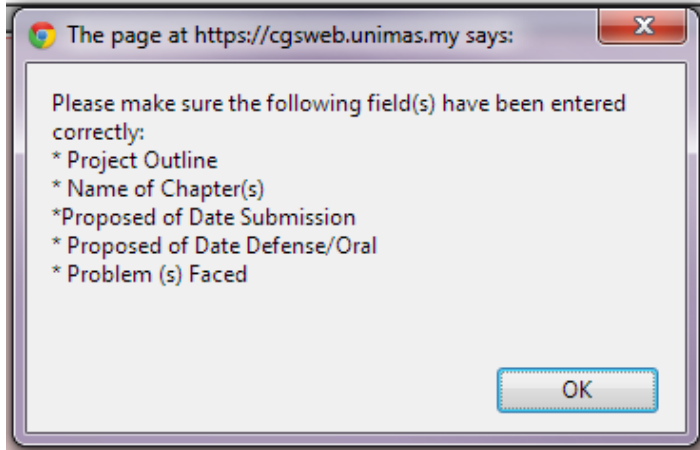


Figure 13 : Message for incomplete input.

**Step 5.0:**

A message will appear for any incomplete input by student.

**Option 20:**

- Click 'OK' button to complete submission.

**Step 5.1:**

**Option 21 :**

- Successful submission by student.
- Click 'Back' to return to page List of Progress Reports.

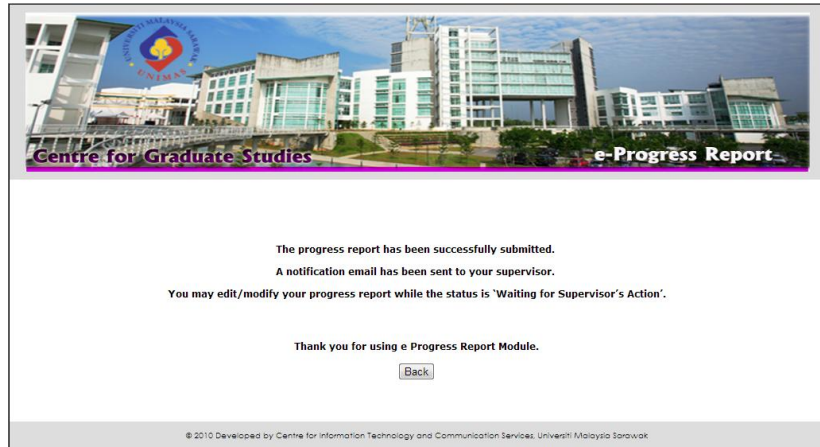
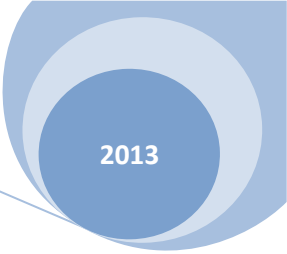


Figure 14 : Successful submission by student.



**Note :**

Date selection for Proposed of Date Submission.

A calendar will appear.

**Step 6.0:**

Select date preferred.

**Option 22:**

- Click 'Clear' to reset date.

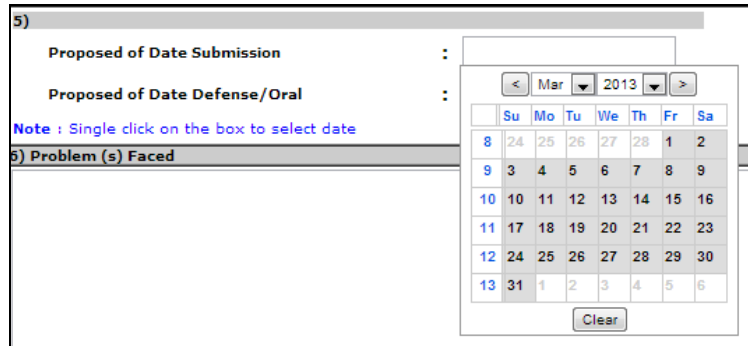


Figure 15 : Select Proposed of Date Submission.

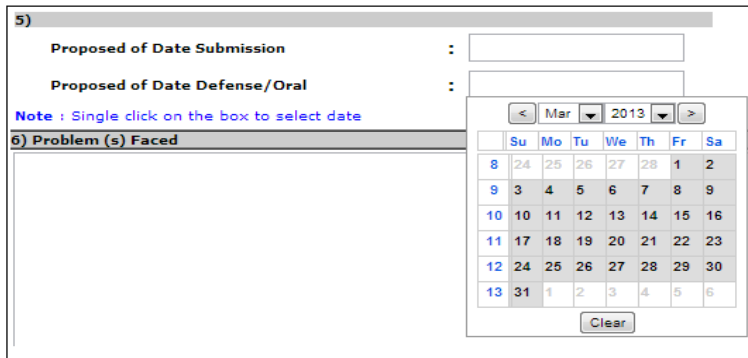


Figure 16 : Select Proposed of Date Defense/Oral.

**Note :**

Date selection for Proposed of Date Defense/Oral.

A calendar will appear.

**Step 6.1:**

Select date preferred.

**Option 23:**

- Click 'Clear' to reset date.

## SECTION C : EDIT PROGRESS REPORT

Students are allowed to amend their progress report. However, amendments are only applicable to progress report that is still 'Waiting For Supervisor's Action'.

### Step 7.0 :

Input amendment accordingly.  
Input MUST NOT exceed 3500 characters in each column.

### Option 24:

- 'Save Changes' button.
- Input will be save according to amendments by student.
- Refer Figure 21.

### Option 25:

- 'View Report Status' button.
- Redirect to page List of Progress Report.
- Refer SECTION D.

### Option 26 :

- 'Logout' button.
- Exit from system.
- Refer SECTION F.

The screenshot displays the 'e-Progress Report' interface for a student named Tay See Hui. The report is currently in the 'Waiting for Supervisor's Action' status. The main content area is titled 'Research Progress' and contains the following sections:

- 1) Project Outline:** Describes the study's phases, including data preprocessing and analysis.
- 2) Collection of Data:** Details the data sources (annual data of carbon dioxide emissions, energy intensity, etc.) and the geographical scope (ASEAN countries).
- 3) Analysis of Data:** States that phases 1-3 of the data analysis have been completed and the current focus is on building multivariate adaptive regression splines models.
- 4) Chapter (s) Completed and Progress:** Lists the completed chapters (Introduction, Objectives, Literature Review, Methodology, Data Analysis) and provides a brief overview of the report's structure.
- 5) Proposed Date Submission:** 31/03/2013
- Proposed Date Defense/Oral:** 31/05/2012
- 6) Problem (s) Faced:** MARS 2.0 software is not available to install and run the analysis.

At the bottom of the page, there is a 'Date Updated' field showing 07/03/2013 and a 'Save Changes' button.

Figure 17 : Amendment on submitted progress report by student.

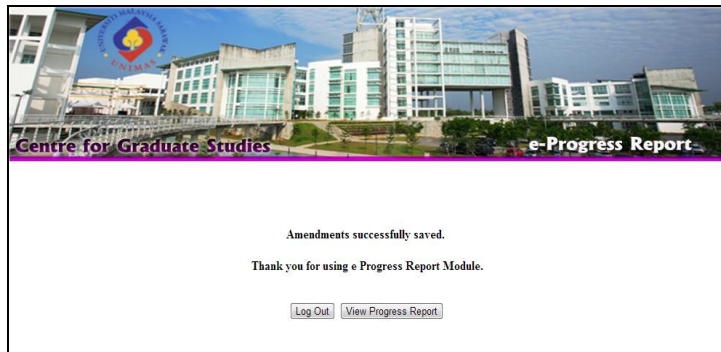


Figure 18 : Successfully saved amendments.

**Step 8.0 :**

**Option 27 :**

- 'Logout' button.
- Exit from system.
- Refer SECTION F.

**Option 28 :**

- 'View Progress Report' button.
- Redirect to page List of Progress Report.

**SECTION D : VIEW PROGRESS REPORT**

**Help:**  
 Click New Progress Report for new progress report.  
 Click View Progress Report for view selected progress report by student.  
 Click Edit Progress Report to edit progress report submitted by student.  
 Click Print Progress Report to print selected progress report.  
 Click Logout to exit from this page.

**Student Personal Details**

Student Name : Izwan Bin Maznan  
 Student Matric No. : 11021719  
 Degree by Research : M.Arts  
 Title of Thesis : Filem Olahan Semula di Malaysia  
 To update the title of your thesis [click here](#).  
 Supervisor : Dr Nur Afifah Vanitha Bt. Abdullah  
 Area of Study : SINEMATOGRAFI  
 Faculty : Faculty of Applied and Creative Arts(FSGK)

**List of Progress Reports with Report Status**

| No. | Action                                                                                              | Supervisor                         | Title fo Thesis                 | Date Progress Report Submitted | Report Status           |
|-----|-----------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------|--------------------------------|-------------------------|
| 1   | <input type="button" value="View This Report"/><br><input type="button" value="Print This Report"/> | Dr Nur Afifah Vanitha Bt. Abdullah | Filem Olahan Semula di Malaysia | 14/03/2012                     | Approved by Dean of CGS |

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**Note:**

For student references, list of previous submission will also be display.

**Step 9.0 :**

**Option 29 :**

- ‘View This Report’ button.
- Redirect student to preview selected progress report.
- Refer Figure 23.

**Option 30 :**

- ‘Print This Report’
- Redirect student to printable page of selected progress report.
- Refer SECTION E.

**Option 31 :**

- ‘Logout’ button.
- Exit from system.
- Refer SECTION F.

Figure 19 : List of submitted progress report(s).

**SECTION A : COMPLETED BY THE STUDENT**

**Student Personal Details**

Student Name : Tay See Hui  
 Student Matric No. : 11021698  
 Degree by Research : M.Sc.  
 Title of Thesis : Comparison between Multiple Regression and Multivariate Adaptive Regression Splines for Predicting CO2 Emissions in ASEAN  
 Supervisor : Dr. Reshree bin Abd Rahman  
 Area of Study : COMPUTATIONAL SCIENCE  
 Faculty : Faculty of Computer Science and Information Technology (FSKTM)

Date Of Registration : 21/09/2011 Expected Date of Completion : 30/09/2013  
 Progress Report for Semester : 2010/2011-2

**Report Status** : Approved by Dean of CGS

**Research Progress**

1) Project Outline

This study will be conducted in the following phases: Phase 1: Conduct data preprocessing to make the datasets more appropriate for data analysis. a) The raw input data should be processed so that the data quality is improved. b) The steps involved in data preprocessing include finding data from multiple sources, ensuring data to converge, removing unwanted and redundant features, selecting features that are relevant and transforming variables into an appropriate format for subsequent analysis. Phase 2: Perform Regression Data Analysis (RDA) on the entire dataset. Also the first approximation. It is useful to conduct RDA on the whole dataset to explore on how the data best fit with multiple dependent variables in the data, observing patterns of the dataset as well as formulating hypotheses for the data. Phase 3: Develop a Generalized Linear Model (GLM) regression model on the training data for carbon dioxide emissions. A qualitative and suitable available time series data for dependent and independent variables that are chosen for the case of ASEAN. b) Utilize the regression models and use for the best model based on various model selection criteria. c) Evaluate the models. d) Use the model to predict the most important parameters in predicting carbon dioxide emissions. e) Other descriptive and details on the phases are discussed in Phase 4. Phase 5: Assess the accuracy of the best model using testing data. f) The accuracy of the best model is determined by the difference between the predicted values and the actual values. Phase 6: Apply the best model to obtain forecasts for the various independent variables in the best model. After these variables without any prediction error forecasts, a theoretical method known as ARIMA is used to make predictions on the respective variables. Phase 7: Compare the amount of carbon dioxide for carbon dioxide emissions. Phase 8: Substitute the forecasted values of independent variables into the best model in order to calculate forecasts for carbon dioxide emissions.

**SECTION B : COMPLETED BY THE PROJECT SUPERVISOR**

1) Comments on Student's Progress

Student has presented her proposal/progress in Aug 2011 to the Faculty committee. The committee agree to allow the student to proceed with her MSc study with minor improvements to the proposal.

2) Stage of Thesis

She has done pre-processing of the data set and is currently in the model-building stage. She has managed to publish one conference paper at the International Conference in Advanced Science, Engineering and IT 2011 (ICASEEIT 2011) to be held from 12-13 Dec 2011 in KL.

3) Expected Date of Completion

31/03/2013

4) Rating of Student

Note : Rating should be based on a scale of 6 (Very poor, 1 to excellent, 6)

|                                   |          |                                   |   |
|-----------------------------------|----------|-----------------------------------|---|
| (a) Diligence                     | 5        | (b) Attendance                    | 5 |
| (c) Interest                      | 5        | (d) English Proficiency : Written | 5 |
| (e) Work quality and efficiency   | 5        | (f) English Proficiency : Oral    | 5 |
| (g) Ability to work independently | 6        |                                   |   |
| <b>Overall Performance</b>        | <b>5</b> |                                   |   |

5) Recommendations

The student should be allowed to proceed as she has the capability to complete her thesis successfully.

Action Date : 25/11/2011  
 Supervisor Recommendations : To Proceed

**SECTION C : COMPLETED BY THE FACULTY OR INSTITUTE GRADUATE COMMITTEE**

Comments from the Faculty or Institute Graduate Committee

Good progress.

Action Date : 17/03/2013  
 Approved By the Faculty or Institute Graduate Committee : Approve To Proceed

**SECTION D : APPROVAL BY DEAN OF CENTRE FOR GRADUATE STUDIES**

Action Date : 17/03/2013  
 Approved By the Dean of Centre for Graduate Studies : Approved

Figure 20 : Viewing progress report.

**Note :**

Displaying selected progress report submitted by student. Also displaying Supervisor's evaluations and recommendations, FPC's and CGS Dean's approvals (if any).

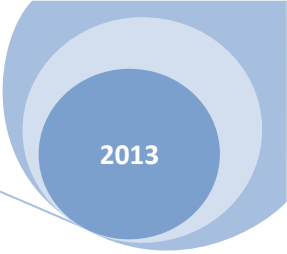
**Option 32 :**

- 'View Report Status' button.
- Redirect student to list of progress reports.

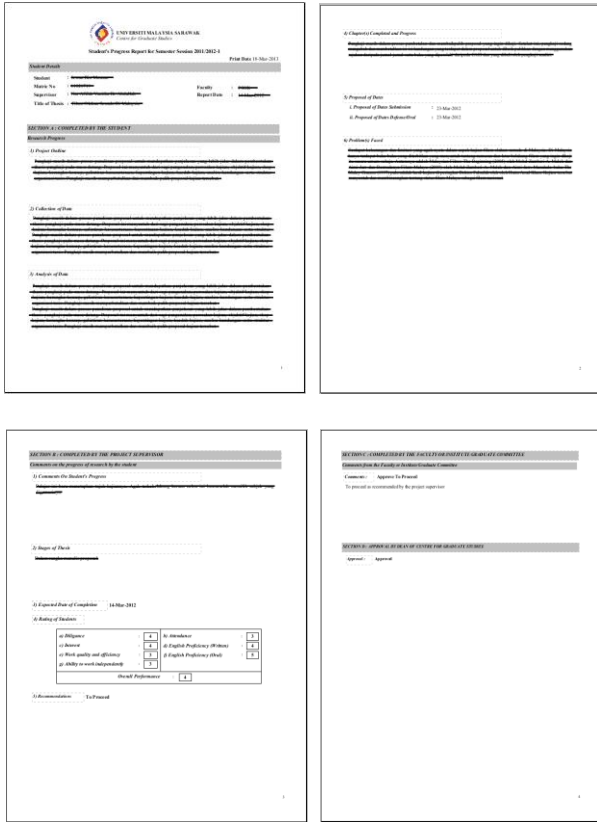
**Option 33 :**

- 'Logout' button.
- Exit from system.
- Refer SECTION F.





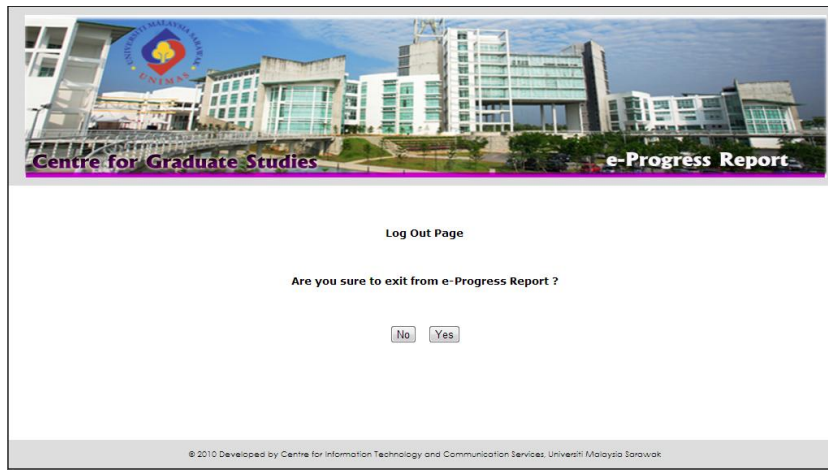
**SECTION E : PRINT PROGRESS REPORT**



**Note :**  
 Displaying selected progress report submitted by student. Also displaying Supervisor’s evaluations and recommendations, FPC’s and CGS Dean’s approvals (if any).

Figure 21 : Printed progress report.

## SECTION F : LOGOUT



### **Step 10.0:**

#### **Option 34 :**

- 'No' button.
- Exit from system.

#### **Option 35 :**

- 'Yes' button.
- Exit from system.
- Page return to login page.

Figure 22 : Logging out from e Progress Report Module.

**REFERENCES : WORKFLOW**

a) User login

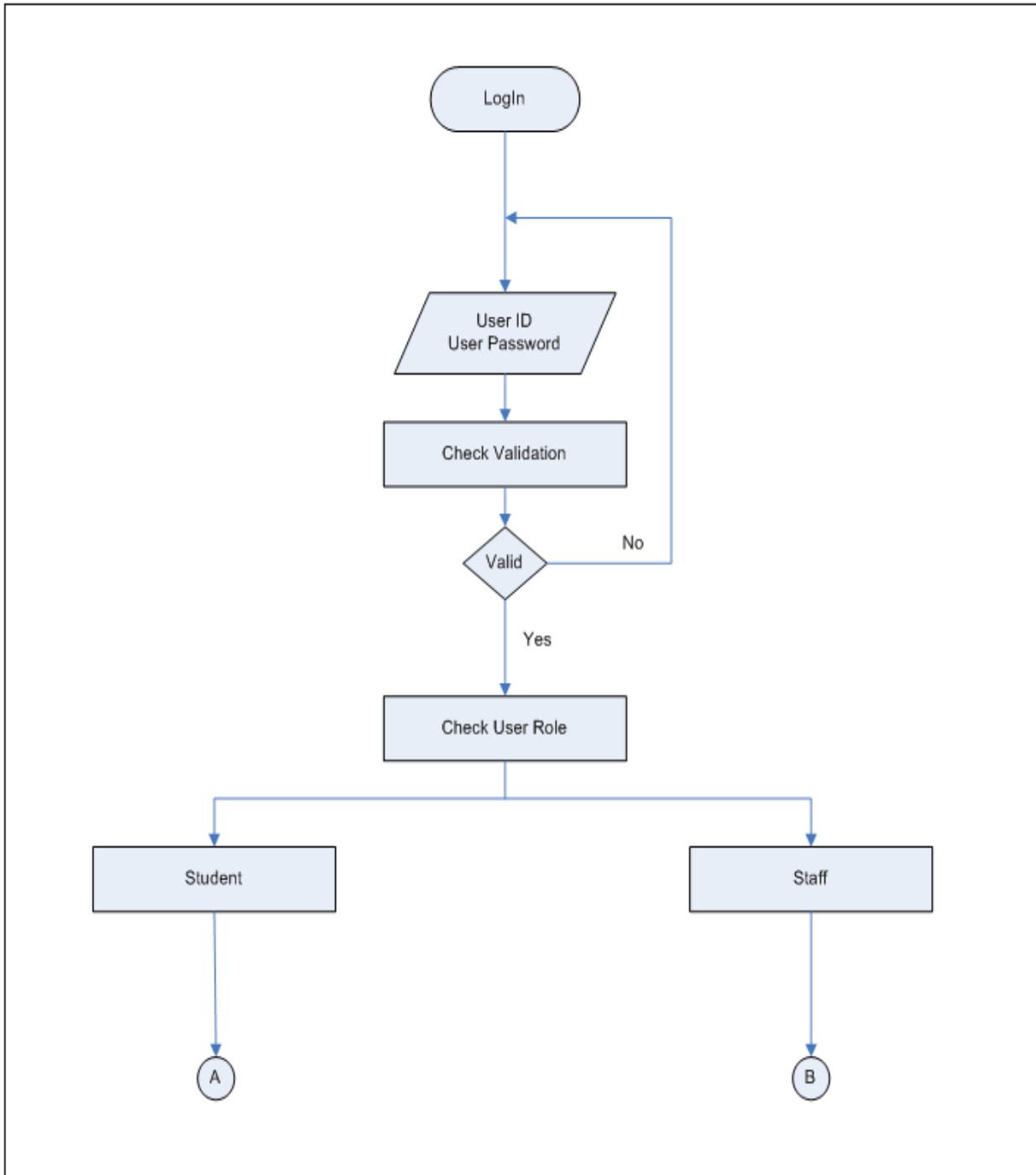


Figure 23 : Flow of user login process.

b) New Progress by student

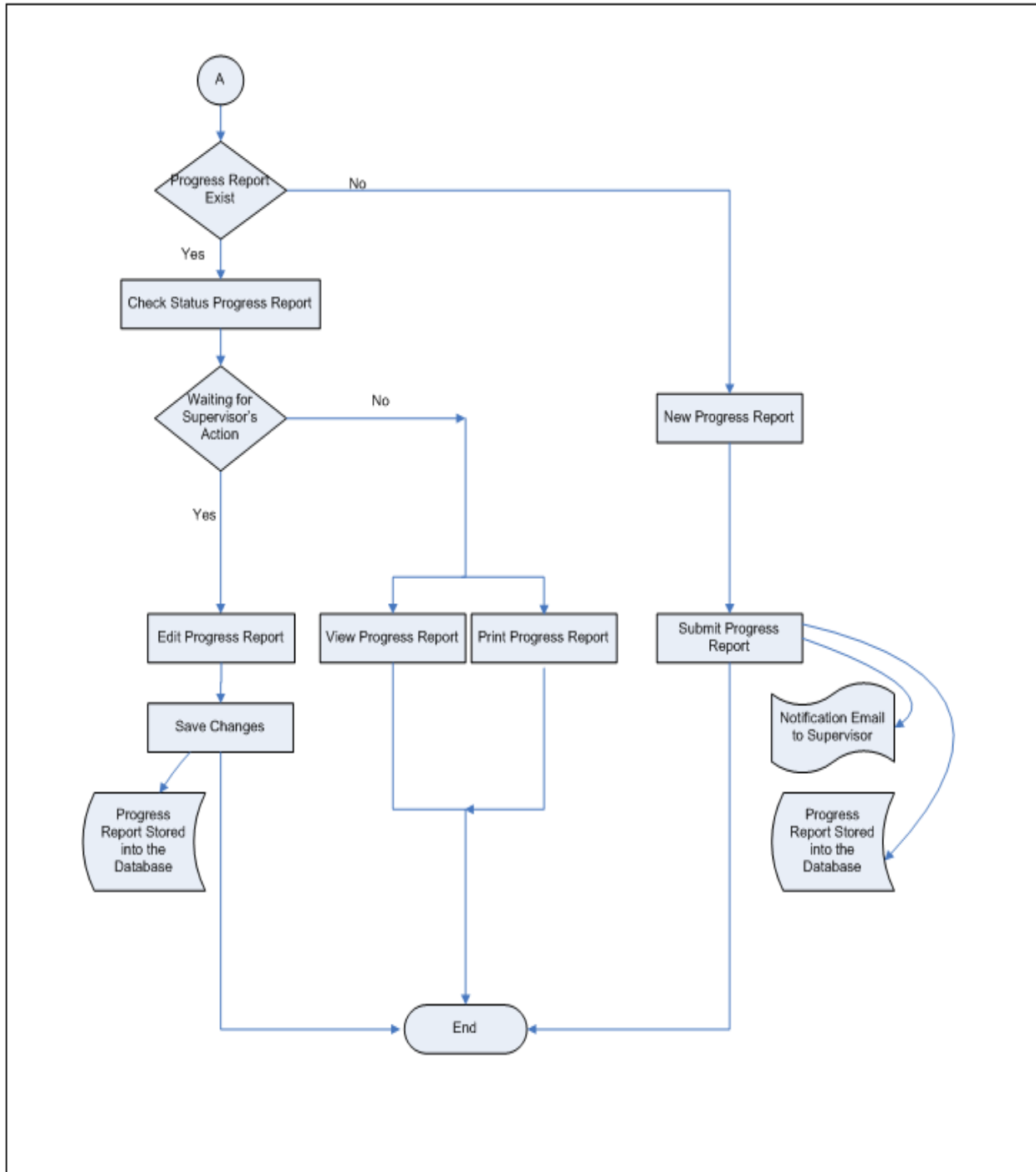
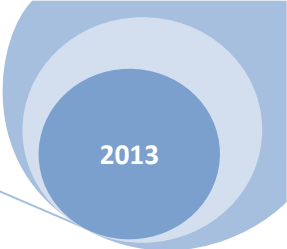


Figure 24 : Flow process for new progress report submission.



c) Evaluations by Supervisors, FPCs, Deans.

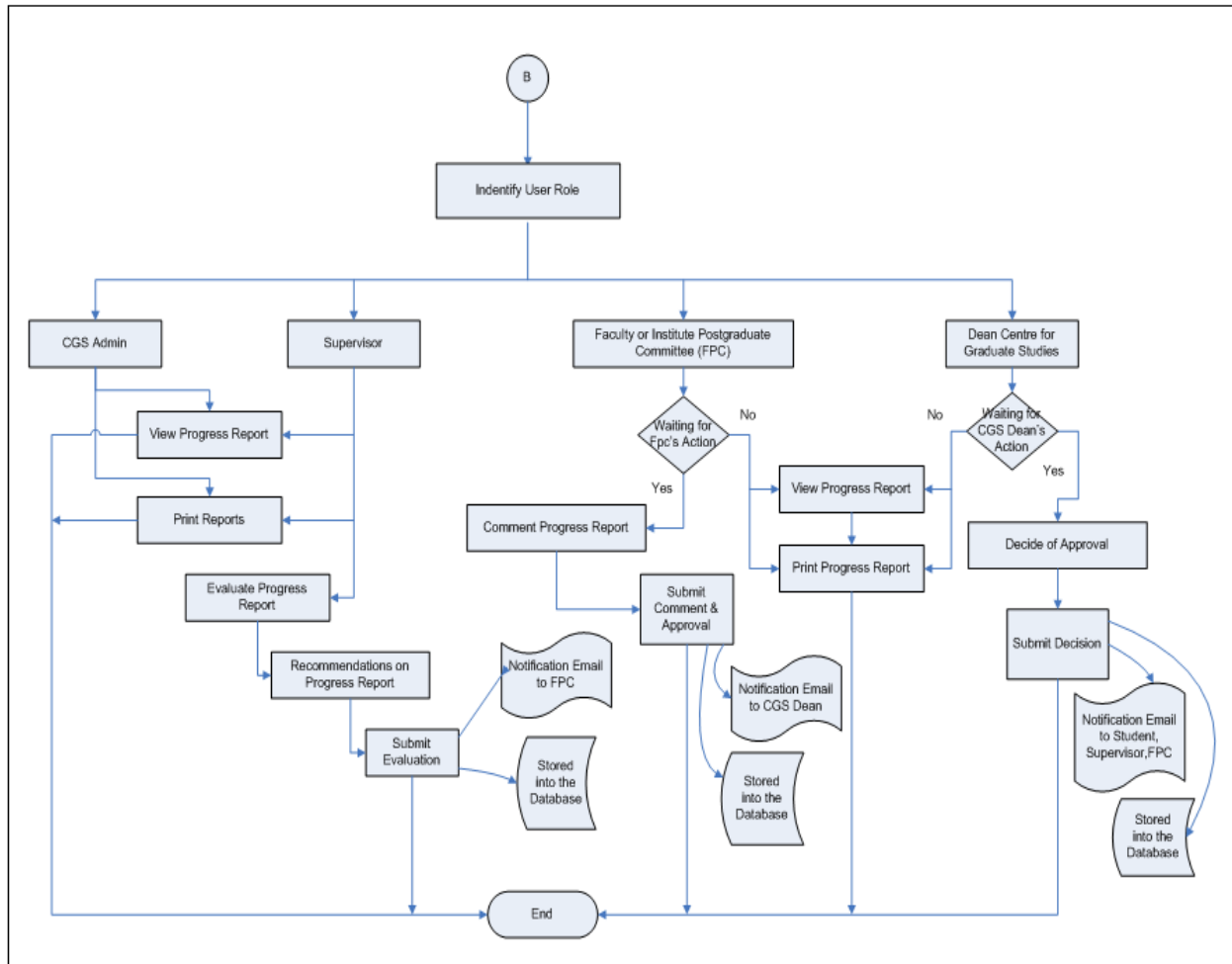


Figure 25 : Flow of evaluation and approval process.