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|  | **XTcms** |
| Start Settings | Manual and how to use |
|  | This Panel is the first Panel you will start with to manage your system The options you select in this panel will affect the available options of the next panels you must have a clear idea to the system you want before starting with setting to achieve most of the requirements you need. |

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|  | Objectives  To set the general behavior of your system and specify its educational field  Default Settings  When you start you will begin with some default setting that you will change  You must pass through all these settings and understand there effect to avoid any corrupted work flow system  Introduction  You will have in this panel some tabs to set their specifications and these tabs are:   * Educational properties * Employment * Transactions * Mailing * Evaluations * Announcements * Information sources |

Educational PROPERTIES

These options will give the general form for your system

Options

Educational year:

1. Full year with fixed courses

This will set all the courses periods to 1 year not changeable, like in schools.

Note: the year will end corresponding to the employee that will end and start the year, which will be the default course's registration employee.

1. Full year with separate semesters

Here the courses added to the system will take the period of half of a year.

Note: the year will end corresponding to the employee that will end and start the year, which will be the default course's registration employee.

1. Separate courses with variant durations and not fixed for all students.

In this option is different from the two above that all courses opened all the time for the students and the course registration employee will receive requests from students to register in a course.

Student Course registration:

1. Depend on the user to register

Here the user will choose the courses that opened to him by the registration employee.

1. Fixed courses not depend on the user to register

The student will not register the courses as he want, they will be ready for him.

Exams and marks:

1. How many exams for each course

Here you must assign how many exams each course need and their weights.

1. Schedule the mark assignment

This option is for instructors to assign the marks within a time program an if its not assigned in time the mark will take the minimum value else the marks will be opened to be assigned any time.

1. The course mark is the exams weight only

The mark will be the marks from exams only, and they will be calculated when the year or the semester or the course -it self- if there is no years or no semester the mark will be calculated when it's finished and that depends on the registration employee when he started the courses registration.

1. The course mark is for exams and other subjects

Here you will add other subjects to have marks and to be calculated with the exams.

1. Marks can be modified

If this option is checked then an additional role will be added to the default roles which is mark modification that you will give to your employees in the coming steps.

1. Online exams

This option will give your system the availability to make online exams and you must select one of two categories:

* The employees will do the exams process.
* Each instructor can give online exams on any specified course, and it can be a considerable exam for one of the course official exam or just home works for students!

Departments and sections:

1. No departments or sections

With this option set there will not be any any specifications for courses or students to which department or section this typical for general learning centers that give the course as its only names will be needed.

1. Plans available

This option will make an additional role, which will be the plans designing for each department or the section depend on how much you want go deep into your system.

Certificates:

1. For each course

This option will give additional role, which will be the certificates management, and here each course ended the system will notify the employee responsible for the certificates to begin with its certificate with some options:

* Printable or ready , and if it's ready here we just check the option that the student certificate is ready and if printable:
* Put the mark.
* Levels depend on the mark, excellent, very good, good…etc.

1. For all courses

This option will give additional role, which will be the certificates management, and here when the year or the semester ended the system will notify the employee responsible for the certificates to begin with its certificates with some options:

* Printable or ready , and if it's ready here we just check the option that the student certificate is ready and if printable:
* Put the mark.
* Levels depend on the mark, excellent, very good, good…etc.

1. Enable extra certificate

Here will enable extra certificates that to give at any time with some option:

* For students only
* For students and instructors
* For students and instructors and employees

Employment PROPERTIES

These options will give the general form for your system

Options

The student registration:

1. Manual student level

Here you the employee that will register the students will give them levels manually.

1. School levels

Here the employee that will register the students will choose a grade to the student from default levels and can be edited in this option.

1. University levels

The level of the student will be his mark in the previous educational stages so the selection will be a range of marks to put the student into and this range editable in this option.

1. Student participates in the dataflow system.

This option will give the ability to the student to use the login page and enter to the dataflow system and its by default checked unless you need a system to the employees only or instructors.

1. Give unique number

This number is an additional id for the students and this option will make the student login with it and so the registration process will end with printable report will be gave to the student after the registration process finished and in it the student id, so the student must set its password only and security info only.

1. Student personal info

Here you can manage each student info can be added so there will be default info and you can delete and add fields to them, but the added fields could not be managed only info to add.

1. Connect the student registration with financial system

This option is a simplified one to give you the ability to connect your student registration to a financial system that is not build in our system, this connection with the system will be with XML file.

The course addition:

1. add only if instructor for the course exists

This option will limit the employee that responsible for course registration to add the course only if there is instructor registered with this course.

1. Course info

You can manage any course info that you can add to the system, deleting from the defaults adding to them and so.

1. Other options will depend on the educational options.

The instructor registration:

1. Teach only one course

This option will limit the instructor to teach only one course, typical for schools.

1. Teach more than one course

This option will give the employee specify as many as needed courses for the instructor to teach.

1. Open teaching

Here the employee will not specify any course and it will be general.

1. Instructor info

You can manage any instructor info you can add to the system, deleting from the defaults adding to them and so.

The class rooms allocation:

1. By department

Each classroom added belongs to a department

1. By section

Each classroom added belongs to a section

1. By name

The classroom will not belong to any department or section.

1. Classroom info

You can manage any classroom info you can add to the system, deleting from the defaults adding to them and so.

The student's courses registration control:

1. Depend on the department

Here the registration divided into the departments each department will have its course registration, and this will affect the following the next options:

* The courses are fixed for all students in the department and the student will not register the courses
* The courses are opened to the student to register and will have some effects:
* Maximum and minimum number of courses to register
* Financial system to connect with, this connection with the system will be with XML file.

1. Depend on the section

Here the registration divided by the sections each section will have its course registration, and this will affect the following the next options.

* The courses are fixed for all students in the department and the student will not register the courses
* The courses are opened to the student to register and will have some effects:
* Maximum and minimum number of courses to register
* Financial system to connect with, this connection with the system will be with XML file.

1. No dependencies

Here the registration process will not depend on any department or sections.

1. Add courses to register only

This option will limit the employee to add courses to register depend on the options above only.

1. Add courses to register with ability to add student in this part

Here you have the ability to register a course for a student.

1. Add courses to register with student that must added with it

This option will disable the student registration role for the employee and make the registration here only with course to register with, this option will open a next option:

* The courses registered for the student will be in two mode:
* Pending
* Complete
* When its pending the instructor will make the course complete depend on the capacity and agreement.
* With notification when full capacity to the instructor
* With notification when full capacity to the employee
* The course complete depend only on capacity, that means when the courses reaches its maximum capacity the course will be complete.
* With notification when complete to employee

1. Prepare courses for the student

This option will depend on the educational prosperities with some options to set here:

* The course capacity will depend on the classroom capacity assigned with course
* The capacity will be set manually
* No course capacity limitation

1. Limit the user registration period

This option will limit the period of registration, typical for universities, and it done by the employee so he will start the registration period and the end of it and this option will depend on:

* The default setting when the end of registration comes, like the course will start if it reaches the minimum requirements without need instructor confirm or other options.

Transaction PROPERTIES

These options will give the general form for your system

Options

Monitoring:

1. Select events to record in the log file

All the events in your system listed here to select them to be logged as events if any modification happens and if the monitoring option is selected additional role will be given and its monitoring the system

Note: assign this role to an employee that must be in the administrator group in the system due to its critical stage.

Reporting:

1. Get reports manually

This option gives the ability to get reports on any field by request that report with the specification available in the system

1. Set reports to be generated automatically

Here you will set periods to generate reports within these periods.

1. Reports on roles only

This option is to get reports manually or automatically on the roles existing in the system only.

1. Reports on events types

Here you can select some events types to get reports about them.

Indicators:

1. Enable indicators on event types

This option will give the ability to get indicators on any event logs.

1. Enable indicators on roles

This option will give indicators on the roles in the system this will help to monitor employee's activities

1. Additional indicators

Here we give you the ability to get reports on extra things added depend on your setting above.

Mailing PROPERTIES

These options will give the general form for your system

Options

Messages:

1. Enable messages between student and instructor.
2. Enable messages between employees.
3. Enable messages between instructors.
4. Enable messages between employee and instructor.

Warnings:

1. Enable warning for students

This option will create additional role, which is warnings control for the students and managed by the employee that responsible for warnings

1. Enable warning for instructors

This option will create additional role, which is warnings control for instructors and rules managed by the employee that responsible for warnings.

evaluations PROPERTIES

These options will give the general form for your system

Options

Course Evaluations:

1. Enable course evaluations

This option will add another role, which is the evaluation for courses and its control options.

Instructor Evaluations:

1. Enable instructor evaluations for students

This option will add another role, which is the evaluation for instructors by students and its control options.

1. Enable instructor evaluations for employees

This option will give the ability to employees to evaluate an instructor.

Instructor Evaluations:

1. Enable employee evolutions for instructors

Due to the relation between employees and instructors, the instructor can evaluate an employee by this option.

Announcements PROPERTIES

These options will give the general form for your system

Options

Announcement:

1. On the login page

This option gives the ability to put announcements on the login page for your system and to select how many advertisements you need.

1. On the home page

This option gives the ability to put announcements on the home page for your system and to select how many advertisements you need.

1. On the home page and the login page

This option gives the ability to put announcements on the home page and the login page for your system and to select how many advertisements you need on each of them.

1. Limit announcement with period

Here if you want to limit the announcement period and to be disappeared after that, else the announcement will still until the employee remove it or write over it.

Information sources and Backup/Restore PROPERTIES

These options will give the general form for your system

Options

Information and services:

1. Provide course information

This option will add additional role and it will be to view any course information.

1. Provide student information

This option will add additional role and it will be to view any student information.

1. Provide instructor information

This option will add additional role and it will be to view any instructor information.

1. Provide employee information

This option will add additional role and it will be to view any employee information.

1. Provide class room information

This option will add additional role and it will be to view any employee information.

Backup and restore:

1. Enable Manual Backup and restore

This option will enable the backup subsystem to store your info.

1. Enable scheduled backup

This option will enable auto backup by time.