

Solutions FZ-LLC

Automation for the Enterprise

OUTLINE

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OUR VISION

- Enrichment of the educational experience of students by enhancing:
 - The quality of learning
 - The access to learning
 - Student services
 - Student engagement in the University community
- Consistency & wide availability to students, faculty and administration.
- Enhancement of communication, fostering engagement in University life and building community.
- Construction of a streamlined, reduced-paper information processing environment based on electronic workflow and hierarchies based on assigned authorizations.

OUR GOALS

- To allow the University to operate more effectively and efficiently by providing more responsive services & data to support accountability.
- To transform the university workflow into Internet-based operations and services, integrated databases, and seamless information systems to be available any time & place.
- To provide programming support to keep existing information systems viable & responsive to needs.
- To consolidate student data & information into a comprehensive database, with secure access controls, providing an integrated view of a complete studentuniversity relationship.

WHAT IS THE UMS-X1?

- Technology today is swiftly developing leading firms and businesses to engage with the latest technologies, to improve quality and increase productivity. Process automation is used today in developing new technologies to support people and systems working together more effectively, efficiently and innovatively.
- ITI, has developed an enterprise online system entitled as *University Management System (UMS-X1)*. The UMS-X1 automates the internal workflow procedures of a university as well as the interaction with the students and the instructors.
- The UMS-X1 allows universities to create a more structured organization, increases the transaction handling capacity and improves the system of internal control.



WHAT ARE THE UMS-X1 BENEFITS?

| Better Service | When employees are able to shift focus from everyday and routine tasks, they can better focus on the students and how to serve them better. |
|----------------------------|---|
| Liability Reduction | During the course of running a procedure, UMS-X1 can keep track of everyone involved in the process. Due dates are carefully tracked. |
| Increased Precision | The UMS-X1 will handle all defined business rules and regulations & will restrain all required information to correctly identify and classify cases and take decisions accordingly. |
| Increased Collaboration | Using a workflow system, you can easily integrate your workflow processes with remote offices, work-at-home employees, business partners, and other branches. |
| Reduce Labor Costs | Using a workflow system, you can automate many of the routine, paper intensive tasks done by staff members. Even new employees can be productive faster. |

WHAT DOES THE UMS-X1 COVER?

The Academic Solution:

✓ For students: Easily-accessed, time saving, personalized, high-quality education.

Using the UMS-X1, students do not need to go to the university to apply but rather apply online. As students, they can remotely-access the UMS-X1, no need to wait in line to register their courses or pay their tuition. They can communicate with their instructors online, view their grades and check their curriculum status anytime and anywhere.

For faculty: Better-quality courses, direct student-instructor interaction, grading accuracy, easy course content management.

Using the UMS-X1 Faculty can offer more organized courses having direct student interaction. Instructors can manage their course offerings efficiently by using the course management environment provided by the UMS-X1. By taking the inefficiencies out of course design and delivery, the UMS-X1 gives instructors more time to enrich their courses, build their expertise, and support student progress and performance.

The Administrative Solution:

✓ For administrators: A cost-effective platform for improving quality and reaching more students.

UMS-X1 reliability, scalability, open standards support, and integration with leading campus systems ensures smooth implementation, low-overhead management, trouble-free growth, and the fastest possible return on the institution's investment. Plus, its data mining and reporting capabilities allow the administrator to extract information to support internally and externally-driven initiatives, usage planning, accreditation processes, recruitment targeting, student intervention, and much more.



WHAT ARE THE UMS-X1 FEATURES?



Prospective Students Management

(New Applicants→ Students)



Registration System

The registration system in UMS-x1 is a graphical display of all the student curriculum from application to graduation. This module is the Graphical Curriculum Display (GCD) that allows permitted students to register, add/drop or withdraw their courses online.

Add/Drop

Transaction flow:

The GCD needs the setting / presetting of its dynamic registration rules: For example:

Registration

- Remedial/Prerequisite Courses
- Grade Point Average (GPA)
- Maximum Credit Load
- o Course vs. Student Level
- Course re-registration rules
- Probation, Double Probation, & Suspension
- Cross campus registration
- Exchange students

UMS-X1 Features

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Withdraw

Tuition Management

The UMS-X1 will calculate the tuition according to:

- \circ Credit Price
- Course Price
- Major Price
- Student Financial Aid

UMS-X1 calculates the tuition.

UMS-X1 will generate payment vouchers with due dates. When student pays at the bank and its status will automatically change to paid.

Automating voucher payments can be useful to create rules for blocking view of grades, registration or other control features requested by the university.

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UMS-X1



The Help Center is used to assist all users of the UMS (mainly students) in the usage of the UMS-X1, questions about information in the UMS-X1(like grades), and any kind of support that needs quick feedback.

The Help Center is used to assist the online Manuals provided for the users incase they were found insufficient in some cases.

> UMS-X1 Features

Student Transcript

- ✓ The students can view their official and unofficial transcripts from their accounts.
- The student transcript includes the curriculum of the student. The student can view the courses registered, taken and remaining for graduation. The taken courses are either passed or failed with corresponding grades(GPA).
- ✓ The student can track previous semesters from his account.



Grading System

The grading system allows the instructor to submit his course exams each with a percentage & and an exam date. Once grades are entered & confirmed, the students are able to view their grades from the student part of the UMS-X1.

The grading system allows different functionalities governed by the university rules and regulations:

View/Edit grading system (includes adding exams and changing percentages)

Enter/View exam grades

Curve exam grades (linear – non linear – incremental)

Ignore exam percentage

Formula creation (used for multiple exams of the same percentage)



Class Folders

The 'Class Folders' is an online directory using which an instructor can upload any file that will be accessible by the students registered in that class. The instructor can upload lectures, handouts, syllabus... Etc

The 'Class folders' will allow students from anywhere to access the needed material for study, enhancing learning schemas.

Instructor Archive

The "Instructor Archive" contains information about the classes taught by the specific instructor in previous semesters. The instructor can view class rosters, exams, their dates and percentages as well as the grades of the students for backward reference.

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UMS-X1



✓Homework management module helps instructors upload the homework and set a due date for homework submission.

✓ The student of this class will be able to access the homework once it is uploaded and upload his homework solution to this homework folder.

 \checkmark The instructor will be able to view all student submissions and grade the homework.

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UMS-X1

Attendance

The instructor can set absence for students by date. The UMS-X1 can calculate the total number of absences per student and take appropriate actions once maximum number of absences is exceeded.

The student affairs, as well as the student himself are notified by email at different levels.

Class Roster Management

The class roster gives details about the students registered in a class as well as their statuses(Student ID ,Full Name, Major, Status, Level, # of Absences, Current Final Average).

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UMS-X1

Online Forums

- Students can communicate with their instructors through the forums built in the UMS-X1.
- There are three levels of communication inside each forum: **personal**, **private**, and **public**.



Permissions Management

- The UMS-X1 is governed by a permissions systems that allows users access to specified sections, and data, in a certain branch. For example, a user 'X' can have access to view transcripts of students in Branch 'A', School of Engineering only.
- ✓ The Permission Management Module is used to provide a more secure and protected system.
- ✓ Each Administrator will be given specific permissions to access the UMS-X1 control panel.
- ✓ Each Administrator will have a role, and each admin role has the right to access specific modules and even pages.
- ✓ The permission management will allow different campuses to have limited access upon other campuses information.
- ✓ This will be the high level control panel over all other administrative access.

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UMS-X1

Semester Management

The Semester Management section allows the management and creation of current as well as future semesters. Once set in the UMS-X1, a student can register in Fall, for Spring and Summer. This will project the number of students, offerings, etc... of future semesters.

The starting date, ending date , registration period, drop/add period, and withdrawal period are set in this section to define a unique semester.

Meta Data Management

Data required by the UMS-X1 are not limited. Information along with a policy can be changed any time by the university IT Department or system administrator without affecting the flow of the UMS-X1. The metadata forms the bricks of the UMS-X1. Information managed Includes:



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Rooms Management

The Room Management tool facilitates the assignment of each course offering to each room. It also facilitates the search for an available room at a certain day at a certain period of time to assign a new course without having conflicts. The Room Management will help in scheduling extra sessions, exams, and will help find an empty room at any time.

Course Offering Management

The Course Offering Management tool divides certain courses between different instructors into different sections with different percentages.

Each section of the course corresponds to a different offering that is unique.

Each course offering has its own class roster, allowing different students to be moved from one offering to the other by changing the section.

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UMS-X1

Graduation Management

Graduation management is a tool in the UMS-X1 that allows the university to identify potential graduates in advance. The tool also allows identifying the remaining required courses for those students to allow them to graduate as early as possible.

Users Management

The Users Management tool allows the management of different users of the UMS-X1. This tool is divided into Applicant Management, Student Management, Instructor Management, and Administrator Management.

This tool allows you to search for users, to view or edit information about users according to their permissions.

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UMS-X1



The UMS-X1 Additional Features are additional modules that can be selected to be added to the basic UMS-X1 to help automate many other essential university processes.

The additional Features are not obligatory, therefore can be chosen as additional modules upon request. However; their presence will help enhance many procedures and complete the full transformation of the university to an online one.





The payroll system automates the calculations of instructors and staff salaries according to their contracts, courses, and taxation system. The many dependencies determining the salaries of add to the complication of the procedure. The Payroll System, integrated with the UMS-X1, helps universities centralize all information related to those dependencies and perform the required calculations according to the business rules of the university and the government taxation system.





Documents and files related to students, instructors, as well as administration need to be electronically archived to preserve content, context, and structure of records over time while maintaining reliability and accessibility. Moreover, electronically archiving documents along with a little organization-wide plan-ning with commitment is of great aid to users sharing same files. An advisor can go back to view a student's transcript without the need of the registrar. Moreover, the DMS lowers the risk of paper lose or destruction.





The reporting engine controls all the data in the system. The user can build his own report as most appropriate for a certain task or duty. The reports will access all information in UMS-X1 . Reports can be saved for future usage, exported to excel, emailed, and even shared with others.





The blockage system allows the different departments of the university to block a student's UMS-X1 account for financial, academic or any other reason according to the university preset policies. The blocked students will not be able to perform some preset actions set for the blockage.





UMS-X1-Bank Integration connects the UMS-X1 to any bank(s) to automate the student tuition fees payment procedures. The integration of the UMS-X1 with bank(s) will allow the students to monitor their payments from within the UMS-X1. Changes due to registrations and add/drop will automatically update the student tuition fees.





The scheduling module works with the UMS-X1 by taking expected required courses for the next semester and propose sample course offerings to the academic director upon given information. The scheduling module should maximize staff and facility utilization, balance course offerings across time and locations, control instructor travel and, if appropriate, maximize profitability.





The Petition Module allows students and faculty to submit personal and global petitions that are processed using the automated process of the petition in the system. Administrators create the petitions dynamically and are the ones to approve/reject of the petitions as they move from one flow to another. The petition module simplifies papered petitions and hanging or delayed petitions by tracking everything in the logging system of the petition module.





The notification system is a smart tool that allows the university to post on both, student and instructor sections of the UMS-X1 any announcements and notifications.





The dynamic university catalogue extracts academic information from the UMS-X1 and posts them directly on the university's website. The course catalogue can be updated from the UMS-X1, and will automatically take effect on the university website.





The Online Library provides an online catalogue of the university library books. Provides indexing and searching on all authors, book titles, editions, ISBN.. Etc The Online Library will provide the student with a capability of facilitating researching through the library's shelves for the books and magazines you need for your projects.





The University Year Book is an added value for the students in the university. It will include all the students registered in the university, the graduates of the year and al the university activities. The photos will be archived and arranged in a layout to be printed and archived online for student search later.



UMS-X1 System Features

- ✓ Fully Customized
- ✓ Stable Platform
- ✓ Robust Processing
- ✓ Scalable
- ✓ Accessible using an Internet Browser
- ✓ Centralized Information
- ✓ User Friendly Environment
- ✓ Search Capability
- ✓ Export to Excel PDF
- ✓ Integration with Banks, Accounting and other Remote Systems
- ✓ Email Notifications









The UMS-X1 edge relies on total customization. The first step to implementation to make the UMS-X1 your online management system is through the customization of the following:

- Design your own Layout Design for the three separate UMS-X1 parts:
 - Student
 - Faculty
 - Administration
- 2. Create the UMS-X1 Rules according to your university Business Rules
- Choose the Additional Features which you would like your UMS-X1 to include



- 1. After customization, the UMS-X1 will be ready for functionality testing according to the given rules.
- 2. Insuring accuracy & precision in processes and/or procedures.
- 3. This short period test might result in amendments of rules.
- 4. The testing phase involves our team, students, faculty and administration.
- 5. Test data will be used to ensure all procedures have been implemented.
- 6. After having a finalized customized version of the UMS-X1 the system is ready to receive all the university data.



After customizing the UMS-X1 to suite your university, the Data will be migrated into the UMS-X1. Administrators can manage the Meta data of the UMS-X1 using the Meta Data Module provided by the UMS-X1:

- Campuses
- Schools
- ✓ Majors
- ✓ Courses
- ✓ GEE Courses
- Remedial Courses
- ✓ Administrator Roles
- ✓ Permission Files and Groups
- Rooms
- Honor/Distinction / Probation Lists
- Instructor Evaluation
- Ticker
- Announcements
- ✓ Instructors
- Students/ Applicants



- After Migrating all the data needed by the UMS-X1, the system will be now ready to be utilized by the students, faculty and the administrators.
- The UMS-X1 will now be ready for deployment and transformation of the university management to an online management system.
- 3. The System can be accessed in 2 ways:
 - a. Through independent links for each section.(The students will access their through the Student Part, the faculty will access through the Faculty Part and the Administrators will access through the Admin Part.)
 - b. Through one entry point for all users.



- 1. The UMS-X1 will have customized tutorials explaining the functionality of all the options in the UMS-X1.
- 2. The Training of the student, faculty and administrator will be done using our customized tutorials and documentation on the usage of the new online UMS-X1 system.
- 3. However, The UMS-X1 Help Center will be the feedback for all users in case they encounter any problem, or if the provided documentation was not sufficient to perform a certain action.
- 4. Sufficient training will be provided to people from the University IT department who would be able to train other administrators , students and Faculty on using the UMS-X1.



Thank You!