



SMIU CMS User Guide

Student Self Service (SSS)

SMIU CMS USER MANUALS FOR SSS

SSS Topics:

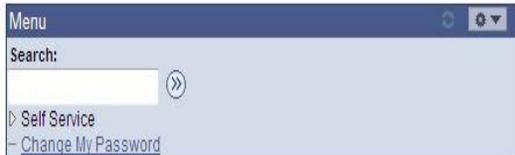
1. How to Change Password in PS
2. How to View Student Center
3. How to View Assignment Categories, Marks & Grades, in Student Center
4. How to add (Enroll) class
5. How to search class
6. How to see/view “My Class Schedule”
7. How to see/view “My Weekly Schedule”
8. How to View “My Course History”
9. How to View “My Grades”
10. How to Generate “View Unofficial Transcript”
11. How to check your Attendance

HOW TO CHANGE PASSWORD

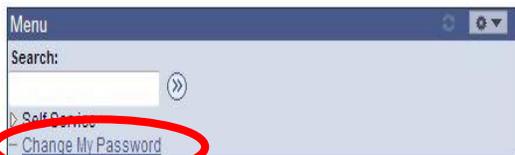
Navigation: Main Menu>Change My Password> Change Password

(At this screen (Change password) enter your current password, new password and confirm password, then click on “Change Password” button, click “OK” your password has been changed)

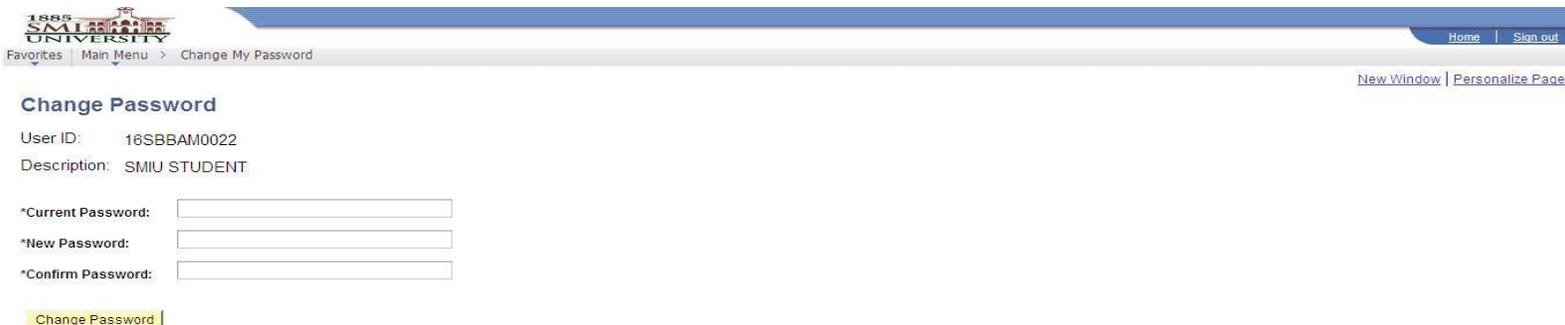
1. YOUR SELF SERVICE SCREEN.



2. CLICK ON CHANGE MY PASSWORD



3. THIS SCREEN WILL APPEARS



1885 SMIU UNIVERSITY

Home | Sign out

Favorites | Main Menu > Change My Password

[New Window](#) | [Personalize Page](#)

Change Password

User ID: 16SBBAM0022
Description: SMIU STUDENT

*Current Password:

*New Password:

*Confirm Password:

[Change Password](#)

4. ENTER CURRENT PASSWORD, NEW PASSWORD & CONFIRM PASSWORD AND CLICK ON “Change Password” BUTTON



1885 SMIU UNIVERSITY

Home | Sign out

Favorites | Main Menu > Change My Password

[New Window](#) | [Personalize Page](#)

Change Password

User ID: 16SBBAM0022
Description: SMIU STUDENT

*Current Password:

*New Password:

*Confirm Password:

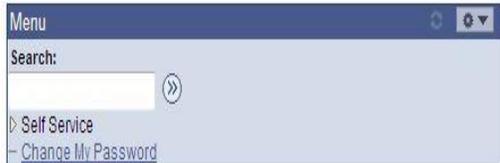
[Change Password](#)

HOW TO VIEW STUDENT CENTER

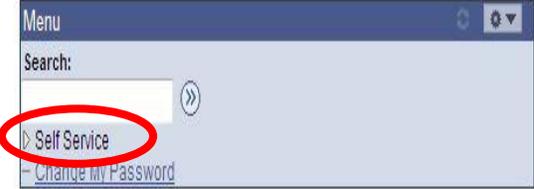
Navigation: Main Menu>Self Service>Student center

(At this screen student can view there academics details & Personal information. Student can also view their marks against each assignment category (test, quiz, presentation marks, etc.) and grading scale)

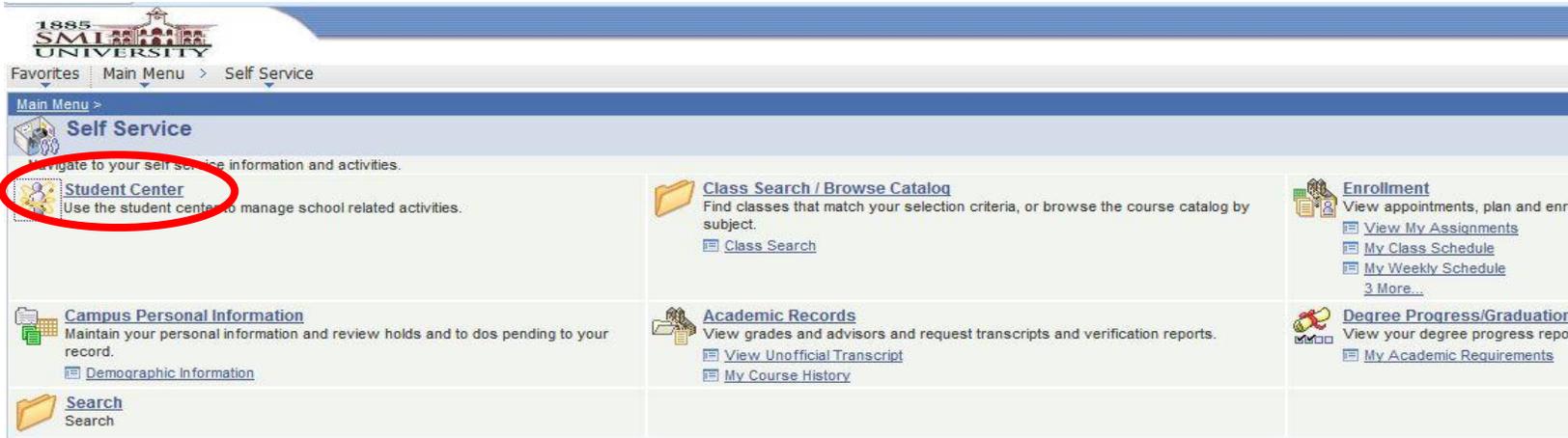
1. YOUR STUDENT SELF-SERVICE (SSS) SCREEN (MAIN MENU)



2. CLICK ON SELF SERVICE



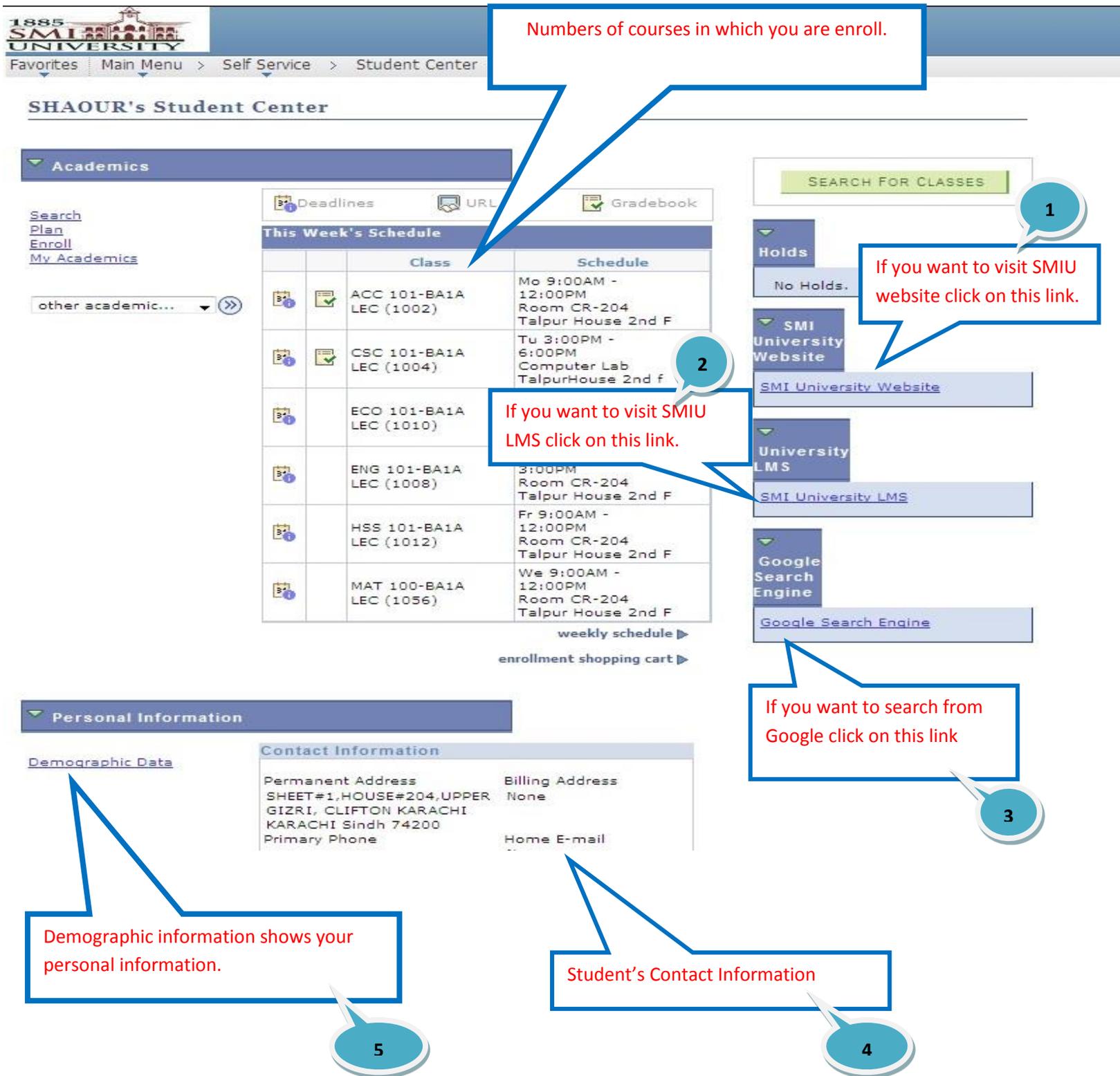
3. THIS SCREEN WILL APPEAR, CLICK ON STUDENT CENTER



The screenshot shows the 'Self Service' page of the SMI University portal. The page is organized into a grid of service tiles. The 'Student Center' tile is highlighted with a red circle. Other visible tiles include 'Class Search / Browse Catalog', 'Academic Records', 'Campus Personal Information', 'Enrollment', and 'Degree Progress/Graduation'. The navigation bar at the top includes 'Main Menu' and 'Self Service'.

1885 SMI UNIVERSITY
Favorites | Main Menu > Self Service
Main Menu >
Self Service
Navigate to your self service information and activities.
Student Center
Use the student center to manage school related activities.
Class Search / Browse Catalog
Find classes that match your selection criteria, or browse the course catalog by subject.
[Class Search](#)
Academic Records
View grades and advisors and request transcripts and verification reports.
[View Unofficial Transcript](#)
[My Course History](#)
Campus Personal Information
Maintain your personal information and review holds and to dos pending to your record.
[Demographic Information](#)
Search
Search
Enrollment
View appointments, plan and enroll in classes.
[View My Assignments](#)
[My Class Schedule](#)
[My Weekly Schedule](#)
[3 More...](#)
Degree Progress/Graduation
View your degree progress reports and request verification reports.
[My Academic Requirements](#)

4. YOUR STUDENT CENTER SCREEN WILL APPEAR



Numbers of courses in which you are enroll.

SEARCH FOR CLASSES

1

If you want to visit SMIU website click on this link.

2

If you want to visit SMIU LMS click on this link.

3

If you want to search from Google click on this link

4

5

Demographic information shows your personal information.

Student's Contact Information

SHAOUR's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic... >>

Deadlines URL Gradebook

This Week's Schedule	
Class	Schedule
ACC 101-BA1A LEC (1002)	Mo 9:00AM - 12:00PM Room CR-204 Talpur House 2nd F
CSC 101-BA1A LEC (1004)	Tu 3:00PM - 6:00PM Computer Lab TalpurHouse 2nd f
ECO 101-BA1A LEC (1010)	
ENG 101-BA1A LEC (1008)	3:00PM Room CR-204 Talpur House 2nd F
HSS 101-BA1A LEC (1012)	Fr 9:00AM - 12:00PM Room CR-204 Talpur House 2nd F
MAT 100-BA1A LEC (1056)	We 9:00AM - 12:00PM Room CR-204 Talpur House 2nd F

weekly schedule ▶
enrollment shopping cart ▶

Holds
No Holds.

SMI University Website
SMI University Website

University LMS
SMI University LMS

Google Search Engine
Google Search Engine

Personal Information

Demographic Data

Contact Information

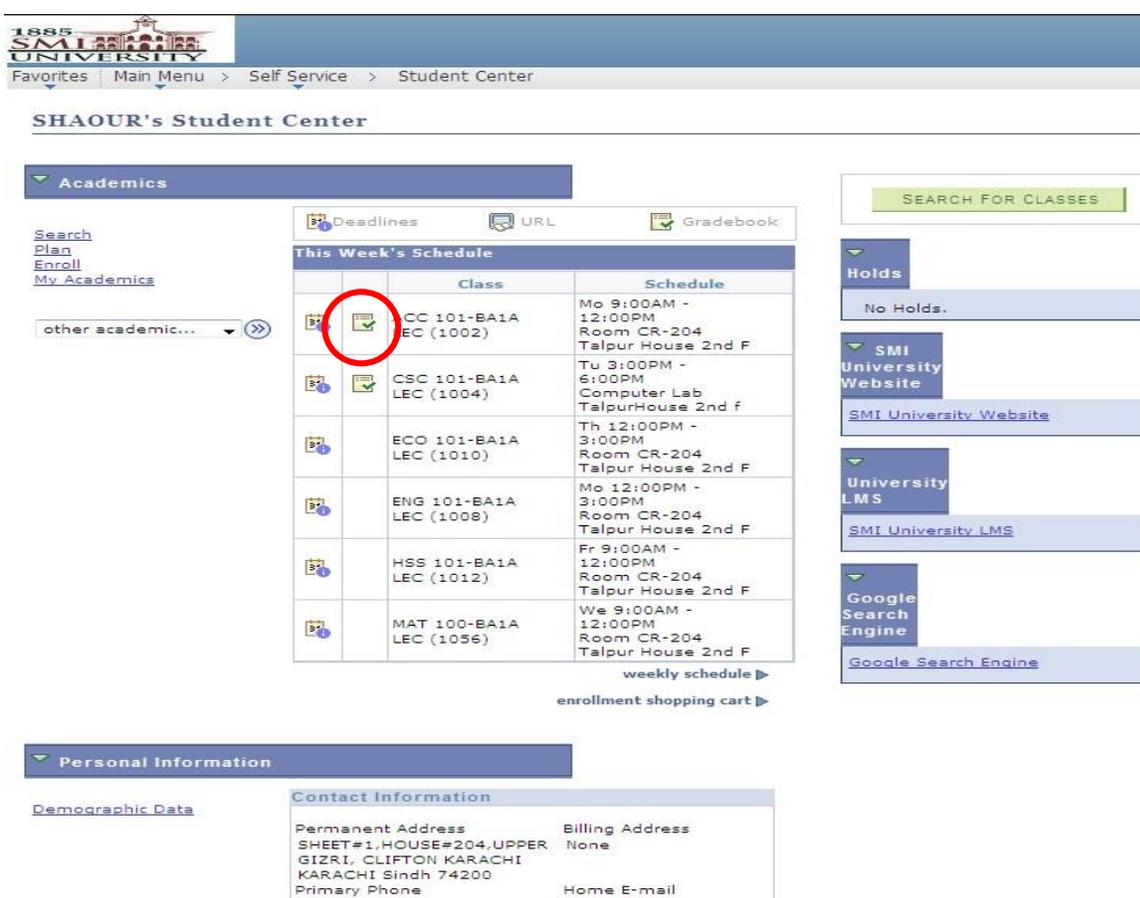
Permanent Address SHEET#1,HOUSE#204,UPPER GIZRI, CLIFTON KARACHI KARACHI Sindh 74200
Billing Address None
Primary Phone
Home E-mail

HOW TO VIEW ASSIGNMENT CATEGORIES, MARKS & GRADES

Navigation: Main Menu>Self Service>Student center

(At this screen student can view their academics details & Personal information. Student can also view their marks against each assignment category (test, quiz, presentation marks, etc.) and grading scale)

1. AT THIS SCREEN CLICK ON HIGHLIGHTED ICON



The screenshot shows the 'SHAOUR's Student Center' interface. The 'Academics' section is expanded, showing a 'This Week's Schedule' table. A red circle highlights a green checkmark icon in the first row of the table. The 'Personal Information' section is also visible, showing contact information.

Academics

Search
Plan
Enroll
My Academics

other academic... >>

Deadlines URL Gradebook

This Week's Schedule		
	Class	Schedule
	CC 101-BA1A LEC (1002)	Mo 9:00AM - 12:00PM Room CR-204 Talpur House 2nd F
	CSC 101-BA1A LEC (1004)	Tu 3:00PM - 6:00PM Computer Lab TalpurHouse 2nd f
	ECO 101-BA1A LEC (1010)	Th 12:00PM - 3:00PM Room CR-204 Talpur House 2nd F
	ENG 101-BA1A LEC (1008)	Mo 12:00PM - 3:00PM Room CR-204 Talpur House 2nd F
	HSS 101-BA1A LEC (1012)	Fr 9:00AM - 12:00PM Room CR-204 Talpur House 2nd F
	MAT 100-BA1A LEC (1056)	We 9:00AM - 12:00PM Room CR-204 Talpur House 2nd F

weekly schedule ▶
enrollment shopping cart ▶

SEARCH FOR CLASSES

Holds
No Holds.

SMI University Website
SMI University Website

University LMS
SMI University LMS

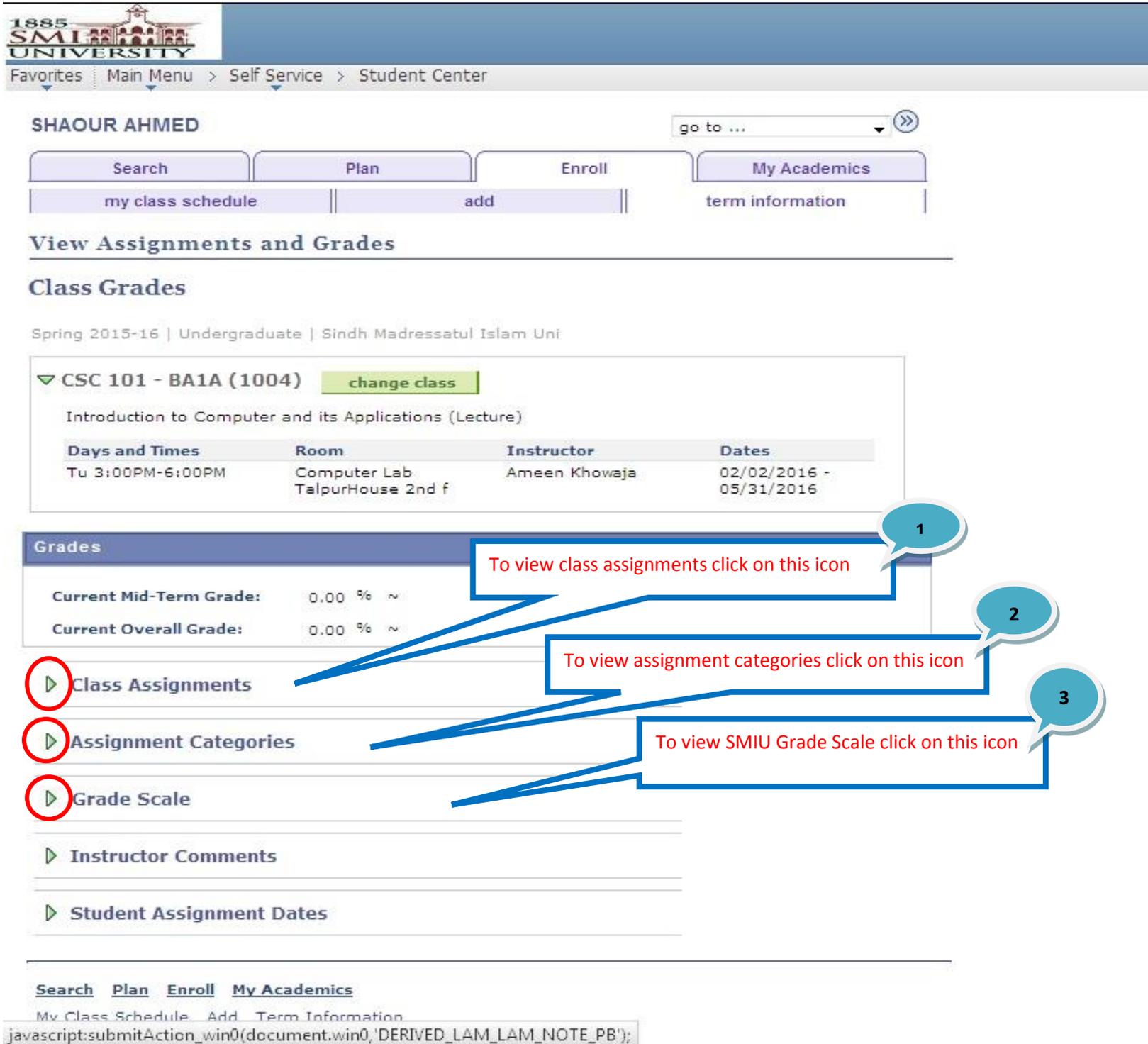
Google Search Engine
Google Search Engine

Personal Information

Demographic Data

Contact Information	
Permanent Address SHEET#1,HOUSE#204,UPPER GIZRI, CLIFTON KARACHI KARACHI Sindh 74200	Billing Address None
Primary Phone	Home E-mail

2. THIS SCREEN WILL APPEAR



1885 SMI UNIVERSITY

Favorites Main Menu > Self Service > Student Center

SHAOUR AHMED go to ... >>

Search Plan Enroll My Academics

my class schedule add term information

View Assignments and Grades

Class Grades

Spring 2015-16 | Undergraduate | Sindh Madressatul Islam Uni

▼ CSC 101 - BA1A (1004) [change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Tu 3:00PM-6:00PM	Computer Lab TalpurHouse 2nd f	Ameen Khowaja	02/02/2016 - 05/31/2016

Grades

Current Mid-Term Grade: 0.00 % ~

Current Overall Grade: 0.00 % ~

- ▶ Class Assignments
- ▶ Assignment Categories
- ▶ Grade Scale
- ▶ Instructor Comments
- ▶ Student Assignment Dates

Search Plan Enroll My Academics

My Class Schedule Add Term Information

javascript:submitAction_win0(document.win0,'DERIVED_LAM_LAM_NOTE_PB');

1 To view class assignments click on this icon

2 To view assignment categories click on this icon

3 To view SMIU Grade Scale click on this icon

3. STUDENT CLASS ASSIGNMENTS AND ASSIGNMENT CATEGORIES



Favorites Main Menu > Self Service > Student Center

Days and Times	Room	Instructor	Dates
Mo 9:00AM-12:00PM	Room CR-204 Talpur House 2nd F	Ahmer Khan	02/01/2016 - 05/31/2016

Grades	
Current Mid-Term Grade:	0.00 % ~
Current Overall Grade:	0.00 % ~

▼ Class Assignments

Begin Date	Due Date	Assignment	Category	Out of	Other Information
	03/25/2016	Assignment	ASSIGNM	15	
	03/25/2016	Quizzes	QUIZZES	15	
	03/25/2016	Mid	MID TER	20	
	03/25/2016	final	Final E	40	
	03/25/2016	Register	Project	10	

▼ Assignment Categories

Category	Weight %	Mid-Term Total	Out of	Mid-Term Grade	Category Total	Out of	Category Grade
ASSIGNMENT	15						
FINAL EXAMINATION	40						
MID TERM	20						
PROJECTS	10						
QUIZZES	15						

▶ Grade Scale

▶ Instructor Comments

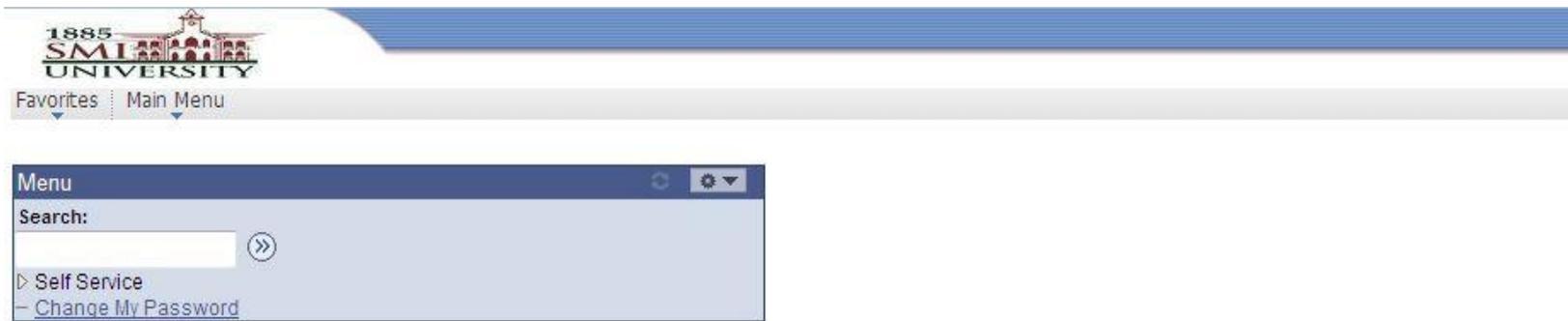
▶ Student Assignment Dates

HOW TO ADD (ENROLL) CLASSES

Navigation: Main Menu>Self Service>Enrollment>Enrollment: Add Classes

(At this screen enter class number or click on search button to search classes.)

1. YOUR STUDENT SELF-SERVICE (SSS) SCREEN (MAIN MENU)



2. CLICK ON SELF SERVICE



3. THIS SCREEN WILL APPEAR, CLICK ON ENROLLMENT



1885 SMI UNIVERSITY

Favorites Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

 Student Center Use the student center to manage school related activities.	 Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject. Class Search	 Enrollment View appointments, plan and enroll in courses. View My Assignments My Class Schedule My Weekly Schedule 3 More...
 Campus Personal Information Maintain your personal information and review holds and to dos pending to your record. Demographic Information	 Academic Records View grades and advisors and request transcripts and verification reports. View Unofficial Transcript My Course History	 Degree Progress/Graduation View your degree progress report and My Academic Requirements
 Search Search		

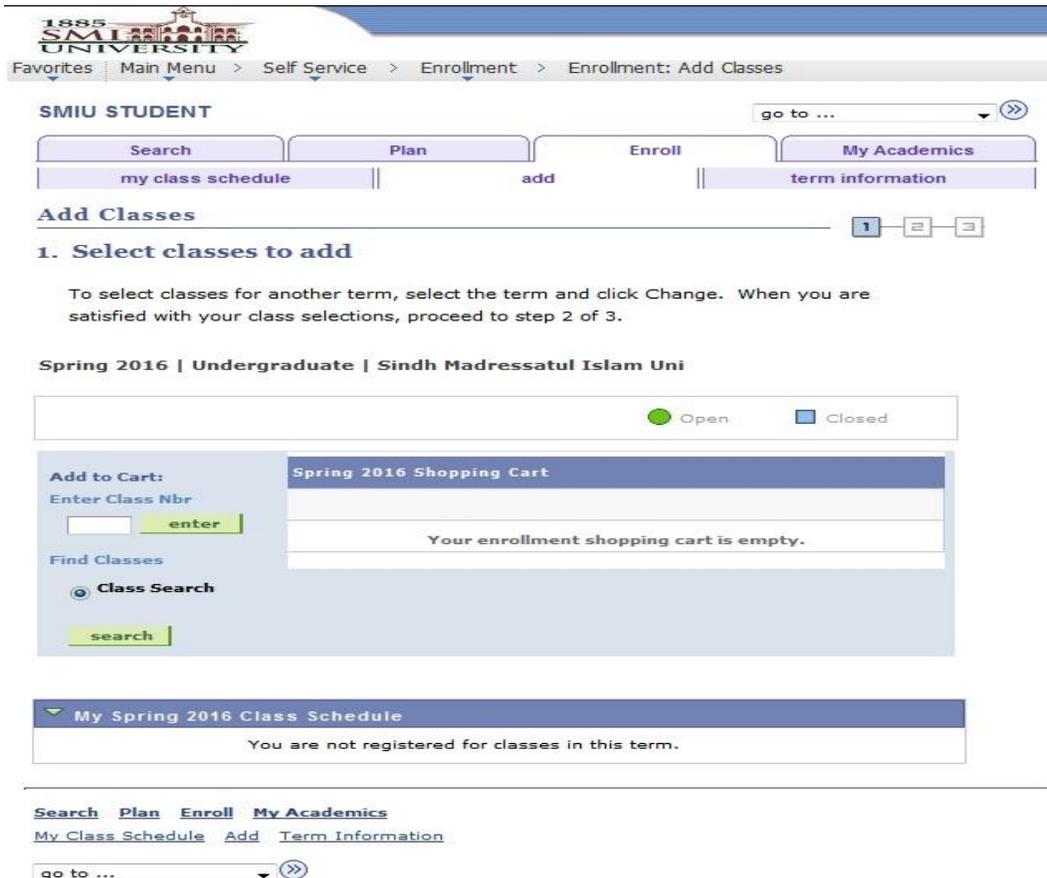
4. THIS SCREEN WILL APPEAR, CLICK ON ENROLLMENT: ADD CLASSES



The screenshot shows the 'Enrollment' section of the SMI University Self Service portal. The page title is 'Enrollment' and the subtitle is 'View appointments, plan and enroll in classes, view student and exam schedules.' Below this, there are six links arranged in a 2x3 grid:

- [View My Assignments](#): View your assignments for a specified class.
- [My Class Schedule](#): View your class schedule for a specified term.
- [My Weekly Schedule](#): View your weekly schedule.
- [Enrollment: Add Classes](#): Enroll in classes from your Shopping Cart. (This link is circled in red in the original image.)
- [View My Exam Schedule](#): View your exam schedule for a specified term.
- [View My Grades](#): View or print a listing of your grades.

5. THIS SCREEN WILL APPEAR



1885 SMI UNIVERSITY

Favorites Main Menu > Self Service > Enrollment > Enrollment: Add Classes

SMIU STUDENT go to ...

Search Plan Enroll My Academics

my class schedule || add || term information

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Open Closed

Add to Cart: Spring 2016 Shopping Cart

Enter Class Nbr
 enter

Your enrollment shopping cart is empty.

Find Classes

Class Search

search

My Spring 2016 Class Schedule

You are not registered for classes in this term.

Search Plan Enroll My Academics

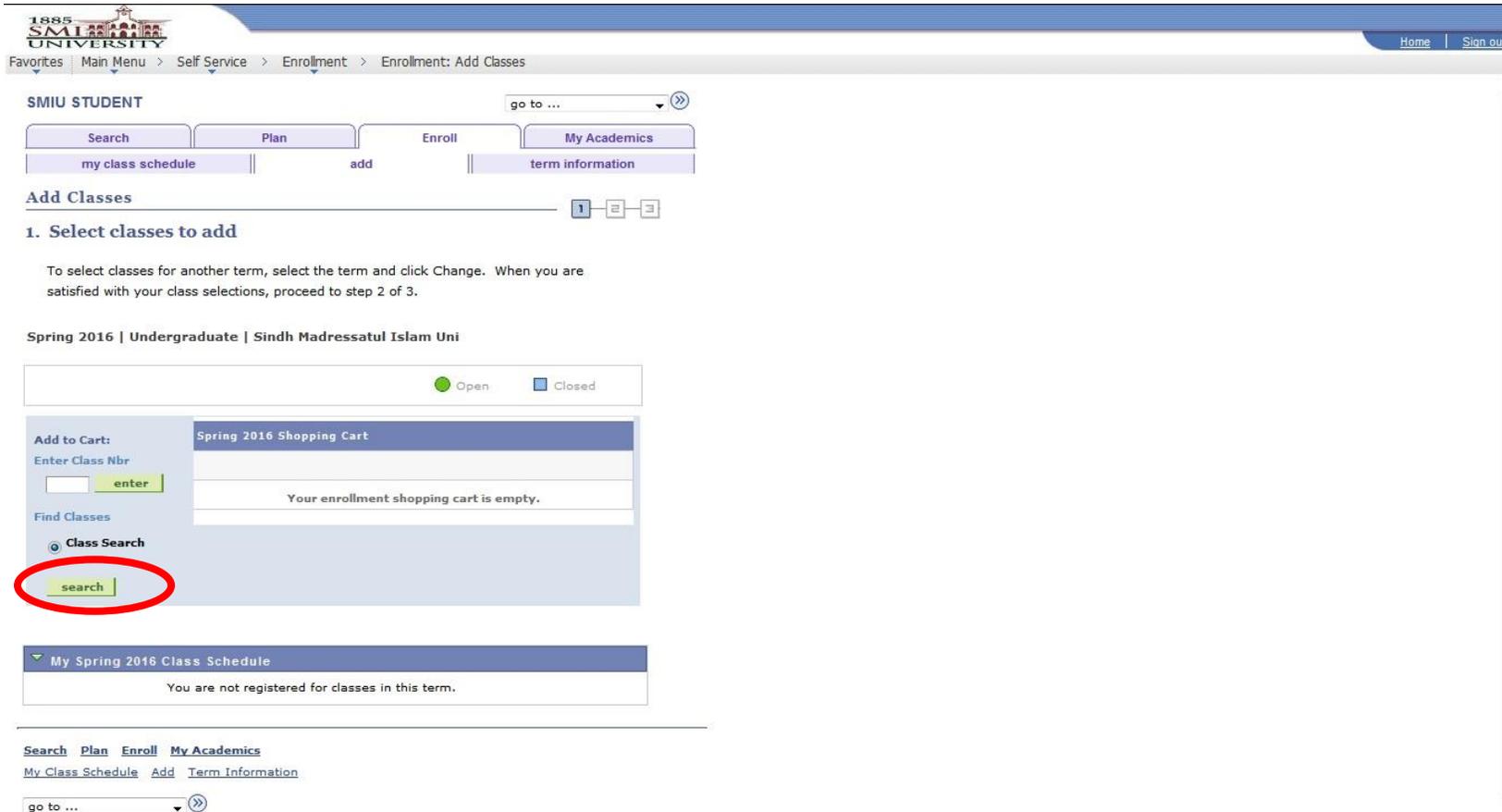
My Class Schedule Add Term Information

go to ...

HOW TO SEARCH CLASSES TO ENROLL IN IT

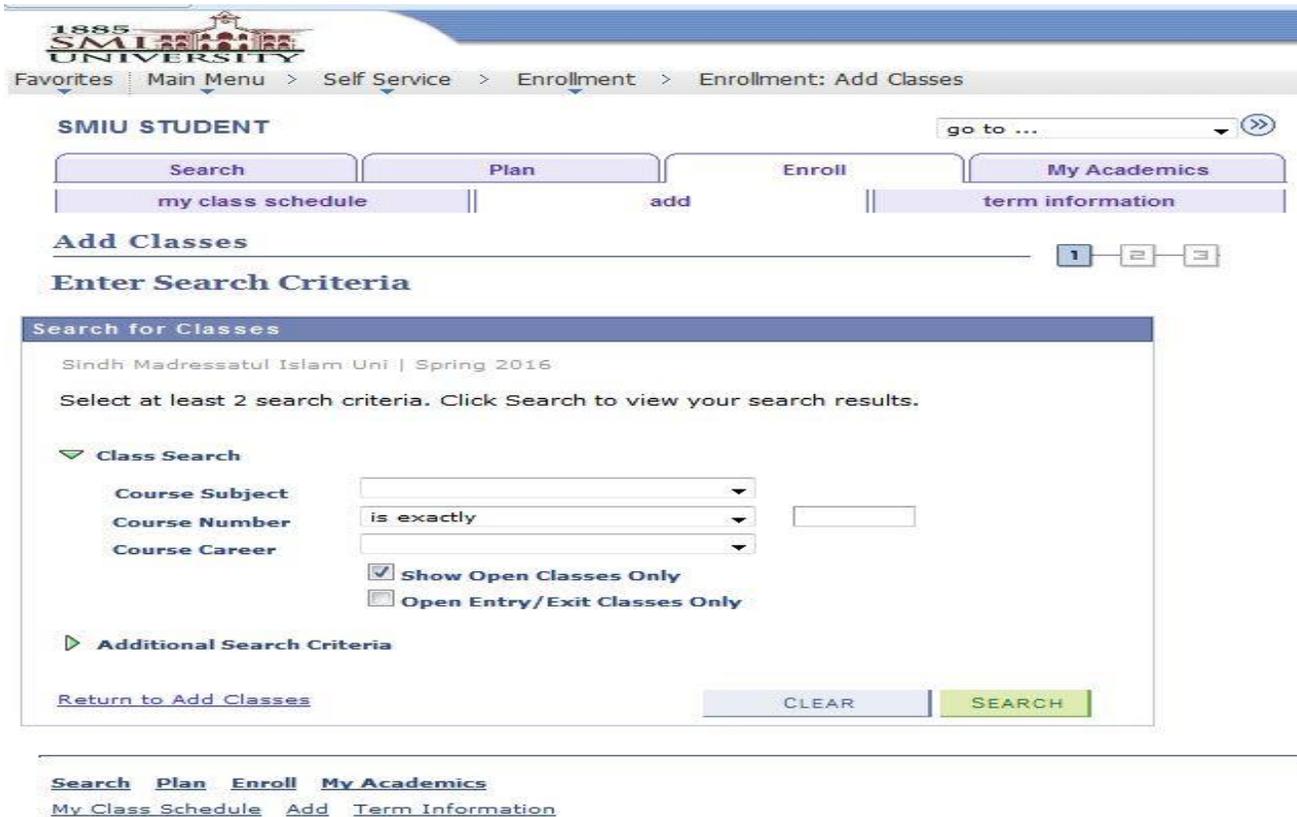
Navigation: Main Menu>Self Service> Enrollment> Enrollment: Add Classes> click on “search” button

6. CLICK ON SEARCH BUTTON TO SEARCH YOUR CLASSES.



The screenshot shows the SMIU Student Self Service interface. At the top, there is a navigation breadcrumb: Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes. The user is logged in as 'SMIU STUDENT'. Below the navigation, there are four tabs: Search, Plan, Enroll, and My Academics. The 'Search' tab is active, showing 'my class schedule'. The 'Plan' tab shows 'add', and the 'My Academics' tab shows 'term information'. Below the tabs, there is a section titled 'Add Classes' with a sub-section '1. Select classes to add'. A text box explains: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this, it says 'Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni'. There are radio buttons for 'Open' (selected) and 'Closed'. A 'Spring 2016 Shopping Cart' section shows 'Your enrollment shopping cart is empty.' Below that, there is a 'Find Classes' section with a 'Class Search' sub-section. The 'search' button in the 'Class Search' section is circled in red. At the bottom, there is a 'My Spring 2016 Class Schedule' section showing 'You are not registered for classes in this term.' The footer contains navigation links: Search, Plan, Enroll, My Academics, My Class Schedule, Add, Term Information, and a 'go to ...' dropdown menu.

7. THIS SCREEN WILL APPEAR



1885 SMI UNIVERSITY

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

SMIU STUDENT go to ... >

Search Plan Enroll My Academics

my class schedule || add || term information

Add Classes 1 2 3

Enter Search Criteria

Search for Classes

Sindh Madressatul Islam Uni | Spring 2016

Select at least 2 search criteria. Click Search to view your search results.

▼ **Class Search**

Course Subject []

Course Number is exactly []

Course Career []

Show Open Classes Only

Open Entry/Exit Classes Only

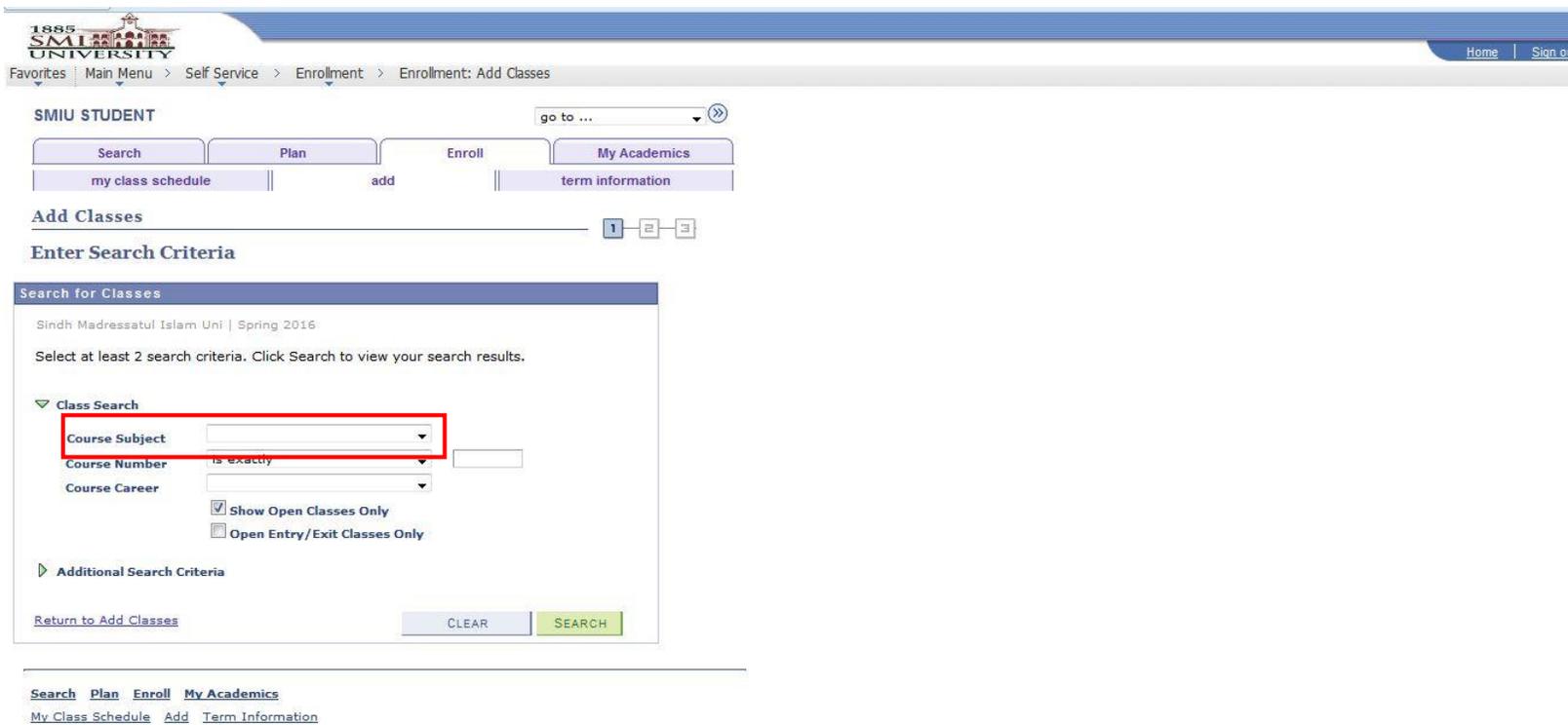
▶ **Additional Search Criteria**

[Return to Add Classes](#) CLEAR SEARCH

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

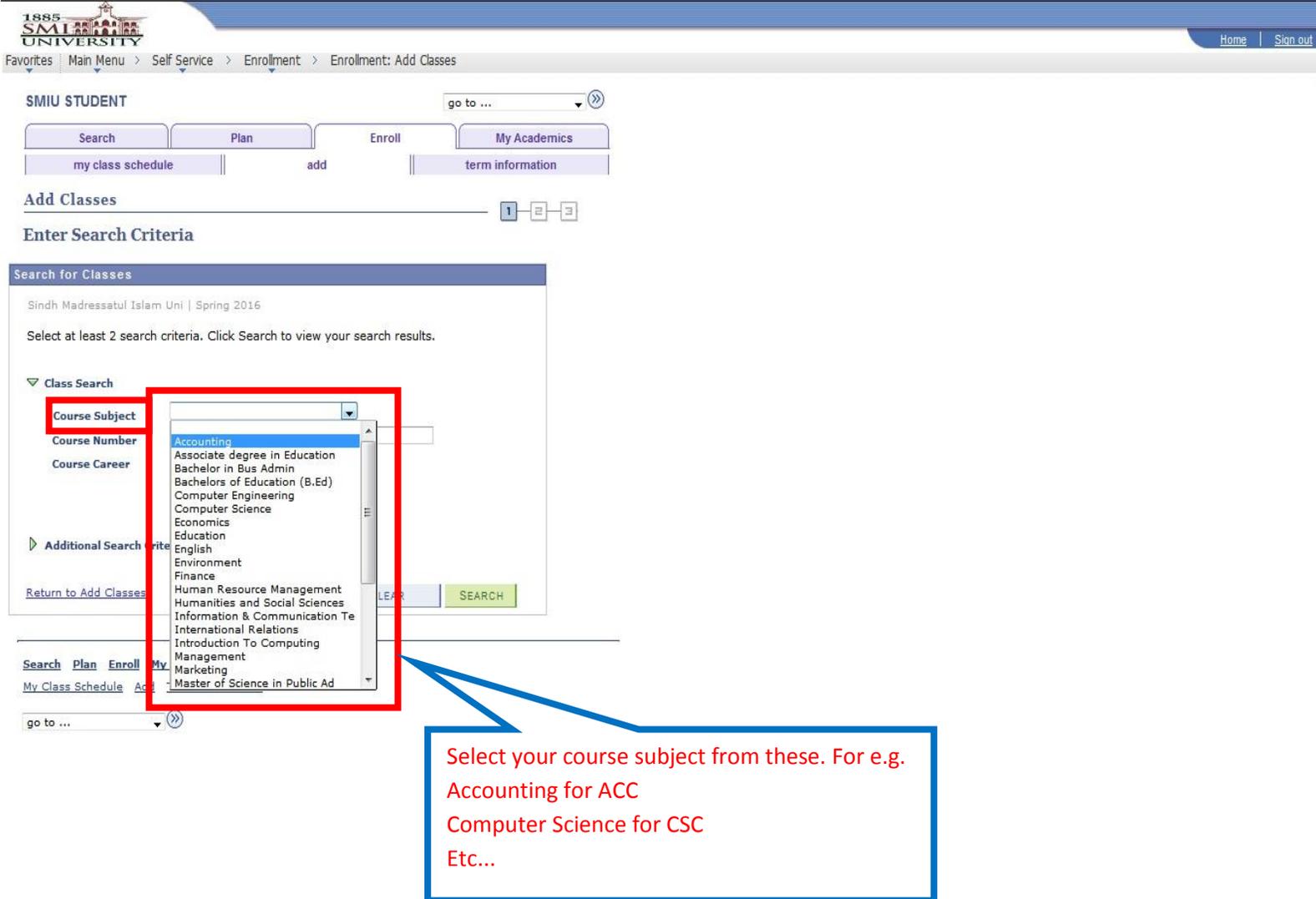
[My Class Schedule](#) [Add](#) [Term Information](#)

8. SELECT COURSE SUBJECT FROM DROPDOWN MENU



The screenshot displays the SMIU Student Self Service interface. At the top, the navigation bar includes 'Home' and 'Sign o'. Below this, the breadcrumb trail reads 'Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes'. The main header area contains the 'SMIU STUDENT' logo and a 'go to ...' dropdown menu. Below the header, there are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under the 'Enroll' tab, there are two sub-tabs: 'my class schedule' and 'add'. The 'add' sub-tab is active, showing 'term information'. The main content area is titled 'Add Classes' and includes a '1' icon. Below this, the 'Enter Search Criteria' section is visible. The 'Search for Classes' form is titled 'Sindh Madressatul Islam Uni | Spring 2016' and instructs the user to 'Select at least 2 search criteria. Click Search to view your search results.' The 'Class Search' section includes a 'Course Subject' dropdown menu, which is highlighted with a red box. Other search criteria include 'Course Number' (with a 'is exactly' dropdown and an input field), 'Course Career' (dropdown), and checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). There is also an 'Additional Search Criteria' section. At the bottom of the search form, there are 'Return to Add Classes', 'CLEAR', and 'SEARCH' buttons. The footer of the page contains navigation links: 'Search', 'Plan', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', and 'Term Information'.

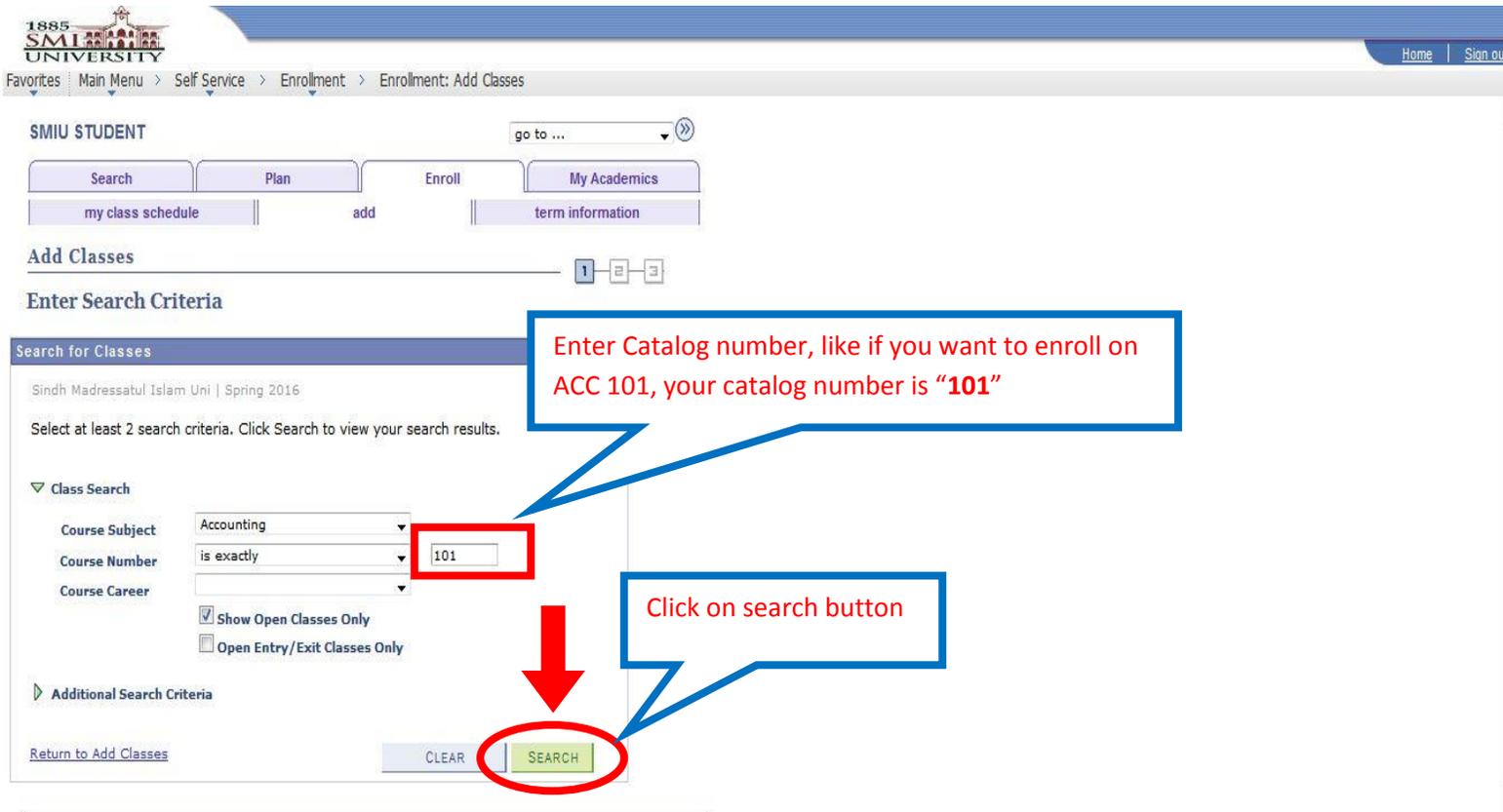
9. COURSE SUBJECT DROP DOWN MENU WILL BE SHOWN LIKE THIS



The screenshot shows the 'Add Classes' page for an SMIU student. The page includes navigation tabs for Search, Plan, Enroll, and My Academics. The 'Add Classes' section is active, and the 'Enter Search Criteria' form is displayed. The 'Class Search' section is expanded, and the 'Course Subject' dropdown menu is open, showing a list of subjects. A red box highlights the dropdown menu, and a blue callout box points to it with instructions.

Select your course subject from these. For e.g.
Accounting for ACC
Computer Science for CSC
Etc...

10. SELECT COURSE SUBJECT AND ENTER COURSE NUMBER THEN CLICK ON SEARCH BUTTON



The screenshot shows the 'Add Classes' page for SMI University students. The page includes a navigation breadcrumb: Favorites > Main Menu > Self Service > Enrollment > Enrollment: Add Classes. The 'SMIU STUDENT' section has a 'go to ...' dropdown and buttons for Search, Plan, Enroll, and My Academics. Below these are links for 'my class schedule', 'add', and 'term information'. The 'Add Classes' section has a '1' button and a search icon. The 'Enter Search Criteria' section is titled 'Search for Classes' and shows 'Sindh Madressatul Islam Uni | Spring 2016'. It instructs the user to 'Select at least 2 search criteria. Click Search to view your search results.' Under 'Class Search', there are dropdowns for 'Course Subject' (Accounting), 'Course Number' (101), and 'Course Career'. There are also checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only'. At the bottom, there are 'CLEAR' and 'SEARCH' buttons. Annotations include a blue box pointing to the '101' input field with the text 'Enter Catalog number, like if you want to enroll on ACC 101, your catalog number is "101"', a blue box pointing to the 'SEARCH' button with the text 'Click on search button', and a red circle around the 'SEARCH' button with a red arrow pointing to it.

1885 SMI UNIVERSITY

Home | Sign out

Favorites > Main Menu > Self Service > Enrollment > Enrollment: Add Classes

SMIU STUDENT go to ...

Search Plan Enroll My Academics

my class schedule add term information

Add Classes

Enter Search Criteria

Search for Classes

Sindh Madressatul Islam Uni | Spring 2016

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject Accounting

Course Number is exactly 101

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

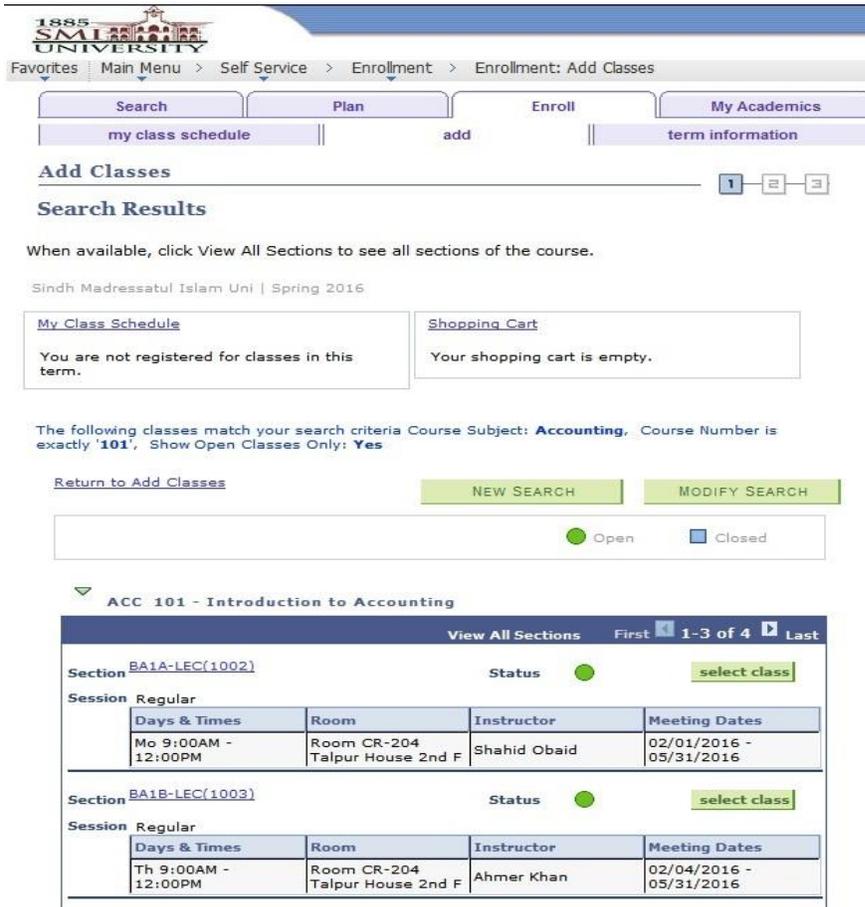
[Return to Add Classes](#)

CLEAR SEARCH

Enter Catalog number, like if you want to enroll on ACC 101, your catalog number is "101"

Click on search button

11. AFTER SEARCH BUTTON THIS SCREEN WILL APPEAR



1885 SMI UNIVERSITY

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Search Plan Enroll My Academics
my class schedule || add || term information

Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

Sindh Madressatul Islam Uni | Spring 2016

[My Class Schedule](#) | [Shopping Cart](#)

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Accounting**. Course Number is exactly '101'. Show Open Classes Only: **Yes**

[Return to Add Classes](#) | [NEW SEARCH](#) | [MODIFY SEARCH](#)

Open Closed

ACC 101 - Introduction to Accounting

View All Sections First 1-3 of 4 Last

Section	BA1A-LEC(1002)	Status	select class
Session	Regular	<input checked="" type="radio"/>	
Days & Times	Mo 9:00AM - 12:00PM	Room CR-204 Talpur House 2nd F	Instructor Shahid Obaid
Meeting Dates	02/01/2016 - 05/31/2016		

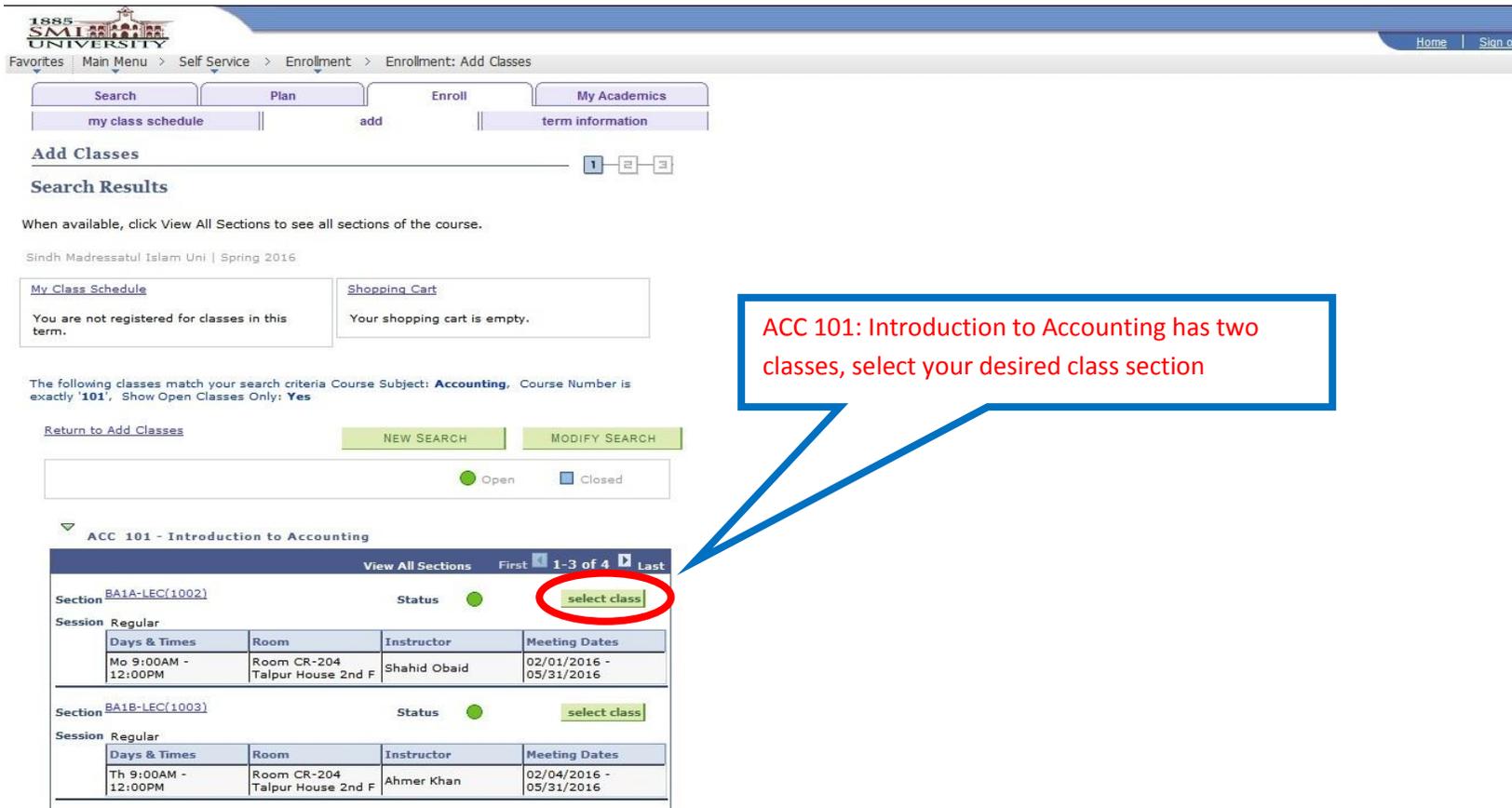
Section	BA1B-LEC(1003)	Status	select class
Session	Regular	<input checked="" type="radio"/>	
Days & Times	Th 9:00AM - 12:00PM	Room CR-204 Talpur House 2nd F	Instructor Ahmer Khan
Meeting Dates	02/04/2016 - 05/31/2016		

IMPORTANT! Students are requested to please **select your own class section**. For e.g.

BA1A- for Business Administration, semester 1

BA2A- for Business Administration, semester 2

12. TO SELECT YOUR CLASS CLICK ON SELECT CLASS BUTTON



1885 SMI UNIVERSITY

Home | Sign o

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Search Plan Enroll My Academics

my class schedule || add || term information

Add Classes

1 2 3

Search Results

When available, click View All Sections to see all sections of the course.

Sindh Madressatul Islam Uni | Spring 2016

My Class Schedule Shopping Cart

You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Accounting**, Course Number is exactly '101', Show Open Classes Only: **Yes**

Return to Add Classes NEW SEARCH MODIFY SEARCH

Open Closed

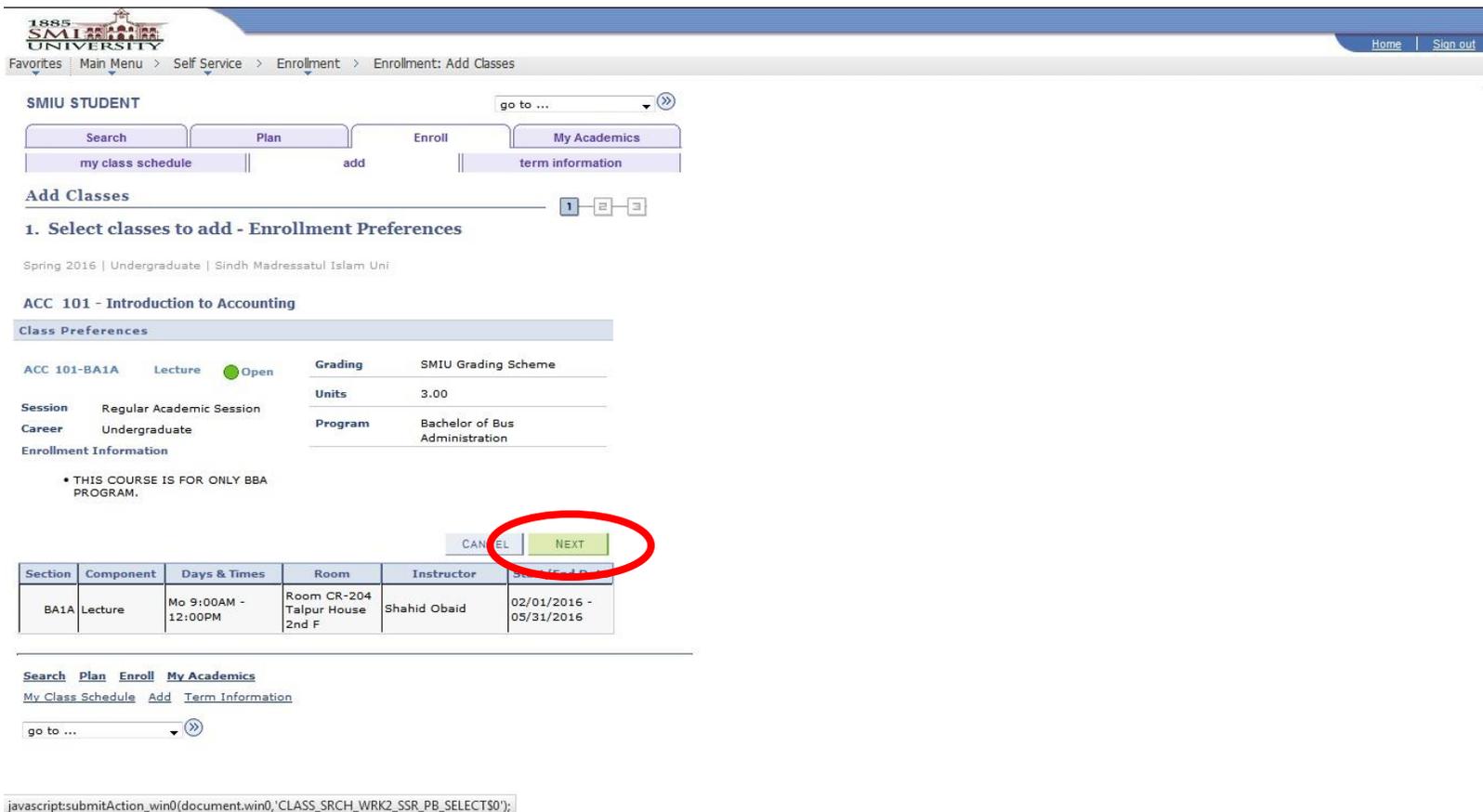
ACC 101 - Introduction to Accounting

View All Sections First 1-3 of 4 Last

Section	BA1A-LEC(1002)	Status	●	select class			
Session	Regular						
Days & Times	Mo 9:00AM - 12:00PM	Room	CR-204 Talpur House 2nd F	Instructor	Shahid Obaid	Meeting Dates	02/01/2016 - 05/31/2016

Section	BA1B-LEC(1003)	Status	●	select class			
Session	Regular						
Days & Times	Th 9:00AM - 12:00PM	Room	CR-204 Talpur House 2nd F	Instructor	Ahmer Khan	Meeting Dates	02/04/2016 - 05/31/2016

13. THIS SCREEN WILL APPEAR, CLICK ON “NEXT” BUTTON



The screenshot shows the 'Add Classes' interface for an SMIU student. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these, there are sub-tabs for 'my class schedule', 'add', and 'term information'. The main heading is 'Add Classes' with a page indicator '1'. The section is titled '1. Select classes to add - Enrollment Preferences'. The course details for 'ACC 101 - Introduction to Accounting' are displayed, including session type (Lecture), status (Open), grading scheme, units (3.00), and program (Bachelor of Business Administration). A note states 'THIS COURSE IS FOR ONLY BBA PROGRAM.'. At the bottom, there is a table of class sections and two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is circled in red. Below the table, there are navigation links for 'Search', 'Plan', 'Enroll', and 'My Academics', and a 'go to ...' dropdown menu.

SMIU STUDENT go to ...

Search Plan Enroll My Academics

my class schedule || add || term information

Add Classes 1

1. Select classes to add - Enrollment Preferences

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

ACC 101 - Introduction to Accounting

Class Preferences

ACC 101-BA1A Lecture ● Open Grading SMIU Grading Scheme

Units 3.00

Session Regular Academic Session

Career Undergraduate Program Bachelor of Bus Administration

Enrollment Information

• THIS COURSE IS FOR ONLY BBA PROGRAM.

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Dates
BA1A	Lecture	Mo 9:00AM - 12:00PM	Room CR-204 Talpur House 2nd F	Shahid Obaid	02/01/2016 - 05/31/2016

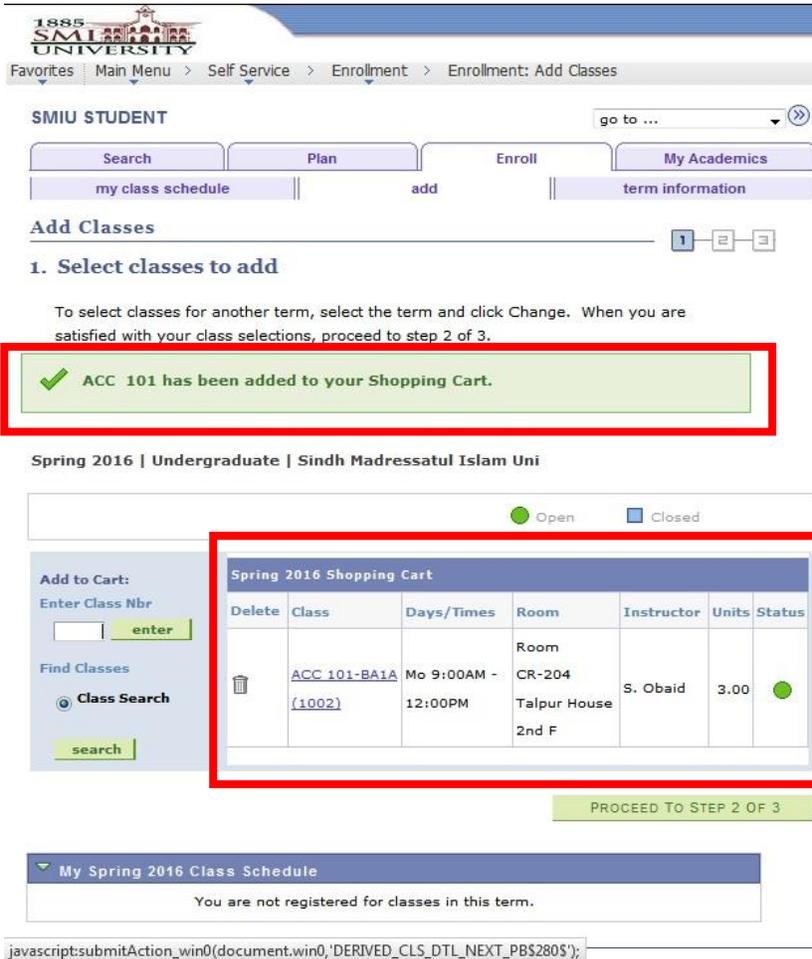
Search Plan Enroll My Academics

My Class Schedule Add Term Information

go to ...

```
javascript:submitAction_win0(document.win0, 'CLASS_SRCH_WRK2_SSR_PB_SELECT$0');
```

14. AFTER NEXT BUTTON YOUR SHOPPING CART SCREEN APPEAR



1885 SMI UNIVERSITY

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

SMIU STUDENT go to ...

Search Plan Enroll My Academics

my class schedule || add || term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ ACC 101 has been added to your Shopping Cart.

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Open Closed

Add to Cart:
Enter Class Nbr
 enter

Find Classes
Class Search
search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACC 101-BA1A (1002)	Mo 9:00AM - 12:00PM	Room CR-204 Talpur House 2nd F	S. Obaid	3.00	

PROCEED TO STEP 2 OF 3

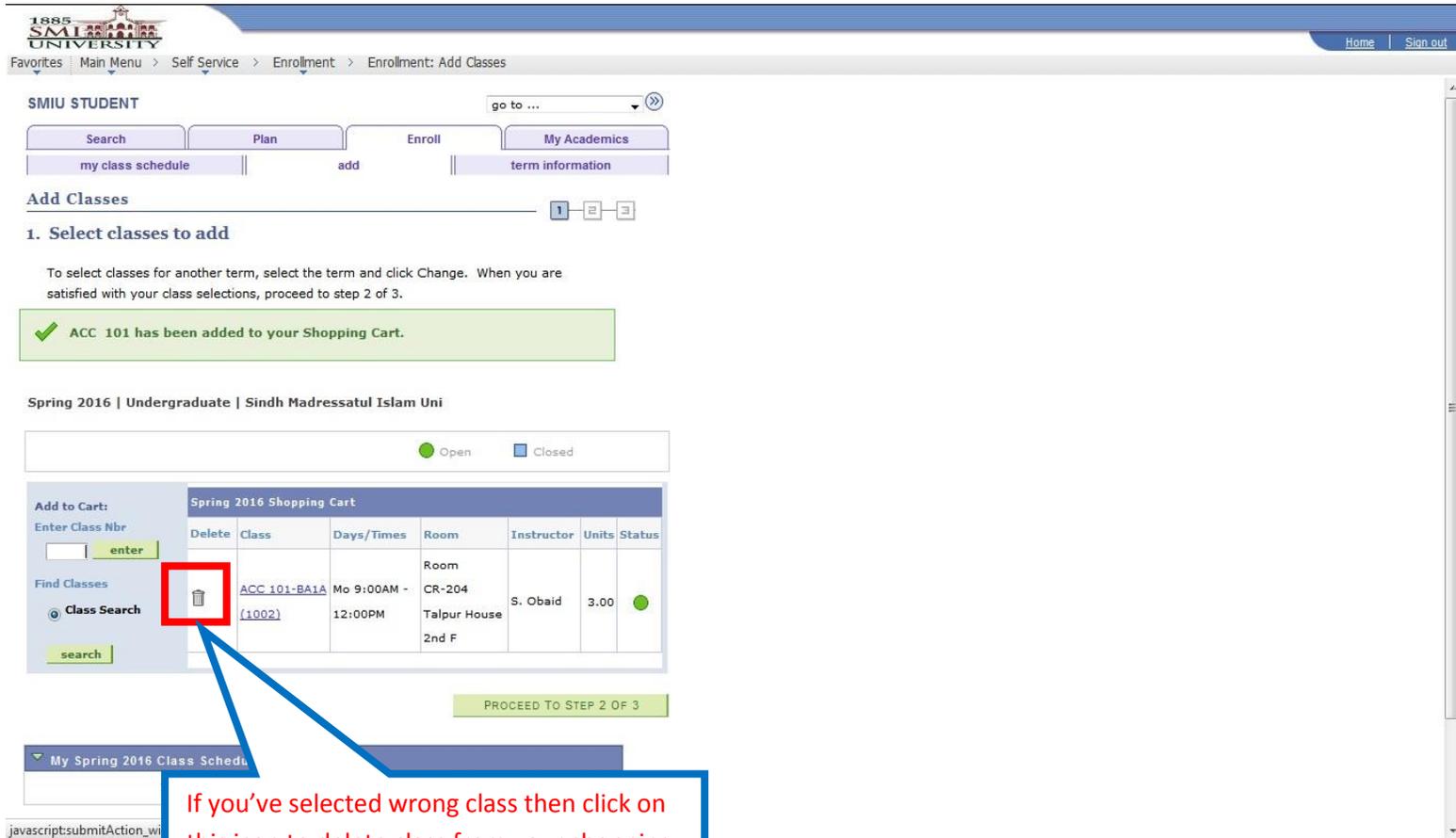
My Spring 2016 Class Schedule

You are not registered for classes in this term.

javascript:submitAction_win0(document.win0,'DERIVED_CLS_DTL_NEXT_PBS280\$');

Your spring 2016 shopping cart item(s)/ course(s)

15. DELETE SHOPPING CART ITEM(S)



SMIU STUDENT

Search Plan Enroll My Academics
my class schedule add term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ACC 101 has been added to your Shopping Cart.

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Open Closed

Add to Cart: Spring 2016 Shopping Cart

Enter Class Nbr
[] enter

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACC 101-BA1A (1002)	Mo 9:00AM - 12:00PM	Room CR-204 Talpur House 2nd F	S. Obaid	3.00	

Find Classes
Class Search search

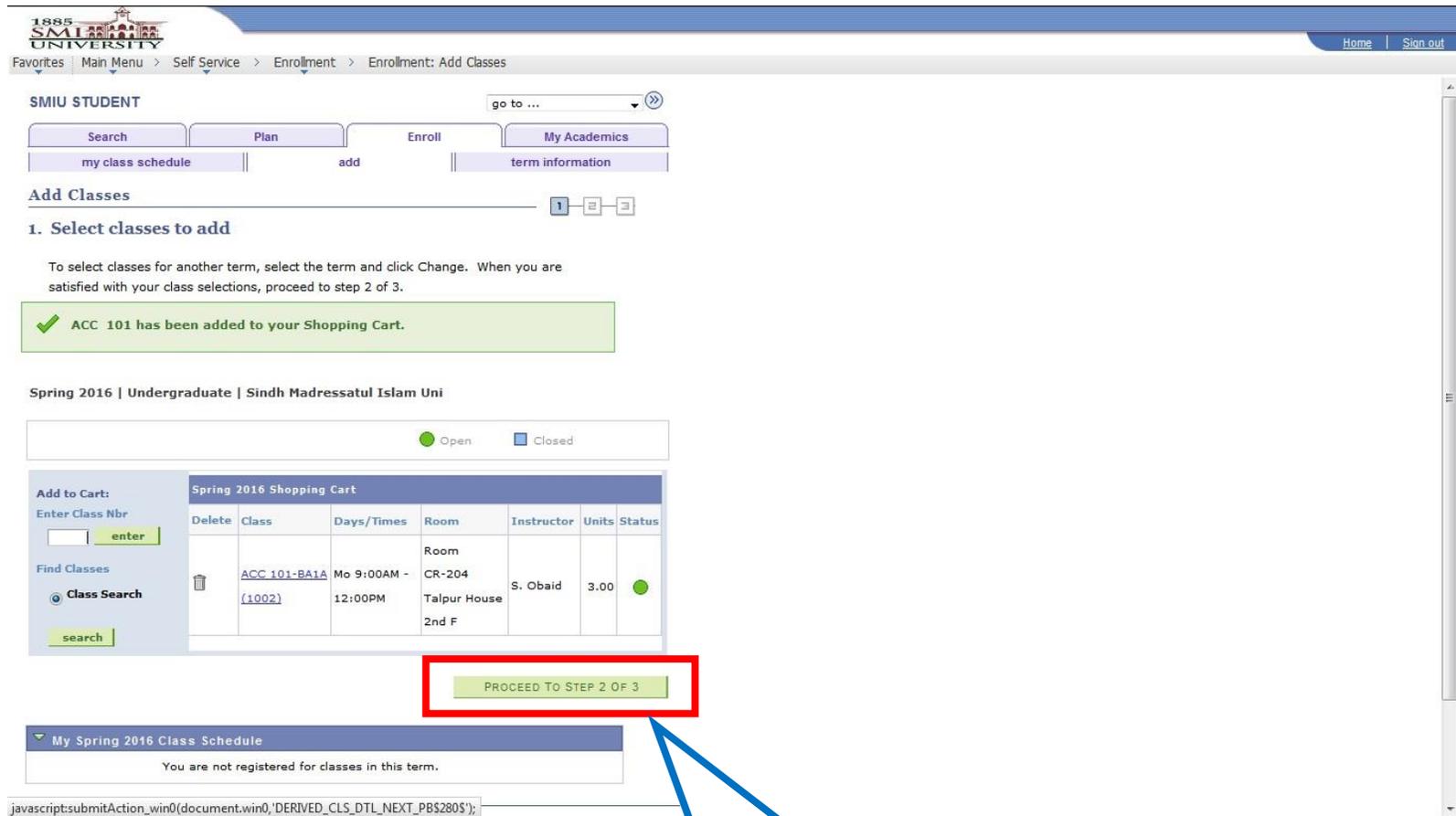
PROCEED TO STEP 2 OF 3

My Spring 2016 Class Schedu

javascript:submitAction_wi

If you've selected wrong class then click on this icon to delete class from your shopping cart.

16. CLICK ON “PROCEED TO STEP 2 OF 3”



1885 SMI UNIVERSITY

Home | Sign out

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

SMIU STUDENT go to ...

Search Plan Enroll My Academics

my class schedule add term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ ACC 101 has been added to your Shopping Cart.

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Open Closed

Add to Cart: Enter Class Nbr [] enter

Find Classes Class Search search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACC 101-BA1A (1002)	Mo 9:00AM - 12:00PM	CR-204 Talpur House 2nd F	S. Obaid	3.00	

PROCEED TO STEP 2 OF 3

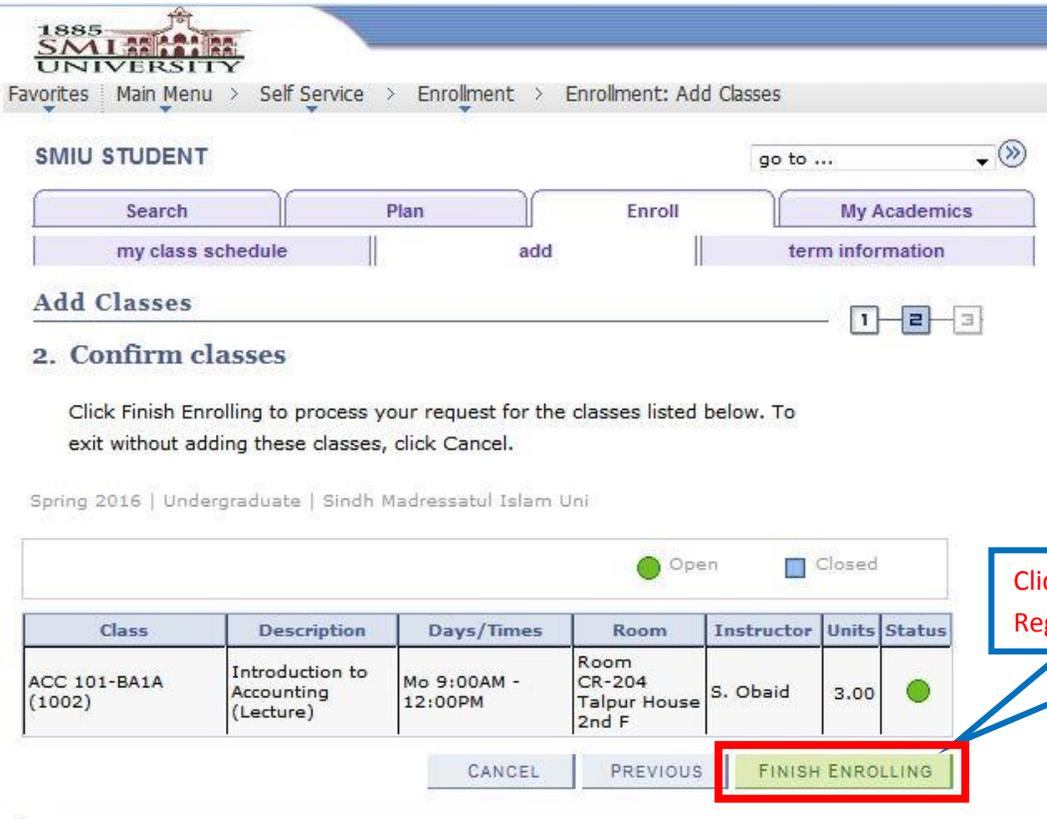
My Spring 2016 Class Schedule

You are not registered for classes in this term.

javascript:submitAction_win0(document.win0,'DERIVED_CLS_DTL_NEXT_PBS\$280\$');

If you want to enroll/register your class then click on this button.

17. AFTER PROCEED TO STEP 2 OF 3 THIS SCREEN WILL APPEAR.

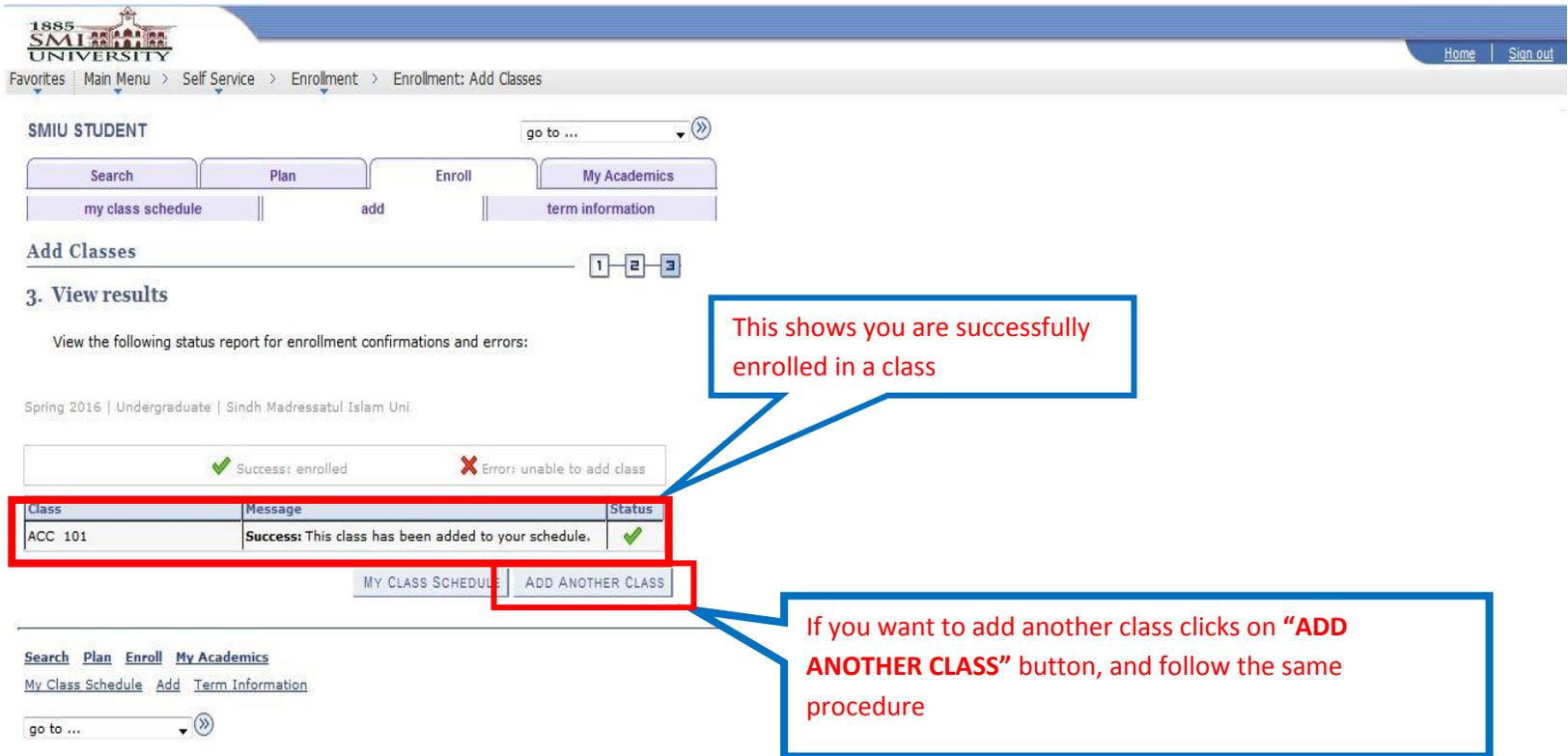


The screenshot shows the 'Add Classes' interface for a student. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Self Service > Enrollment > Enrollment: Add Classes. Below this is the 'SMIU STUDENT' header with a 'go to ...' dropdown and a navigation bar with buttons for Search, Plan, Enroll, and My Academics. Underneath are sub-buttons: 'my class schedule' (under Search), 'add' (under Plan), and 'term information' (under My Academics). The main heading is 'Add Classes' with a progress indicator showing steps 1, 2, and 3, where step 2 is active. Below the heading is the instruction: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' The current session information is 'Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni'. A table lists available classes with columns for Class, Description, Days/Times, Room, Instructor, Units, and Status. One class is listed: ACC 101-BA1A (1002), Introduction to Accounting (Lecture), Mo 9:00AM - 12:00PM, Room CR-204 Talpur House 2nd F, S. Obaid, 3.00 units, and a green status icon. Below the table are three buttons: CANCEL, PREVIOUS, and FINISH ENROLLING. A red box highlights the FINISH ENROLLING button, and a blue callout box points to it with the text: 'Click on Finish Enrolling to Register/Enroll your course.'

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 101-BA1A (1002)	Introduction to Accounting (Lecture)	Mo 9:00AM - 12:00PM	Room CR-204 Talpur House 2nd F	S. Obaid	3.00	●

CANCEL PREVIOUS **FINISH ENROLLING**



SMIU STUDENT

go to ...

Search Plan Enroll My Academics

my class schedule add term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Success: enrolled Error: unable to add class

Class	Message	Status
ACC 101	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Term Information

go to ...

This shows you are successfully enrolled in a class

If you want to add another class clicks on “**ADD ANOTHER CLASS**” button, and follow the same procedure

Sections strategy:

BA- for Business Administration Department

CS- for Computer Science Department

EN- for Environmental sciences Department

MD- for Media Studies Department

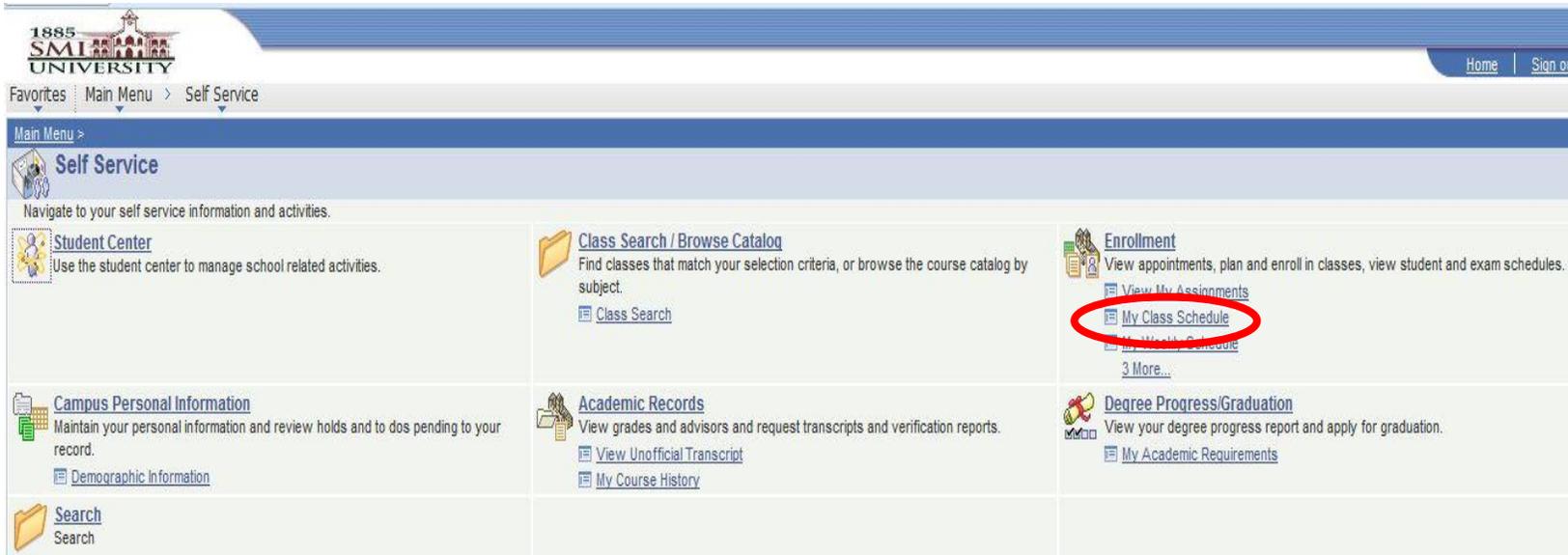
ED- for Education Department

Note: Please make sure that you’ve selected your desired section. In case of any error or selection of wrong section, kindly contact to CMS Team or Admission Department.

HOW TO SEE/VIEW MY CLASS SCHEDULE

Navigation: Main Menu>Self Service >View My Class Schedule

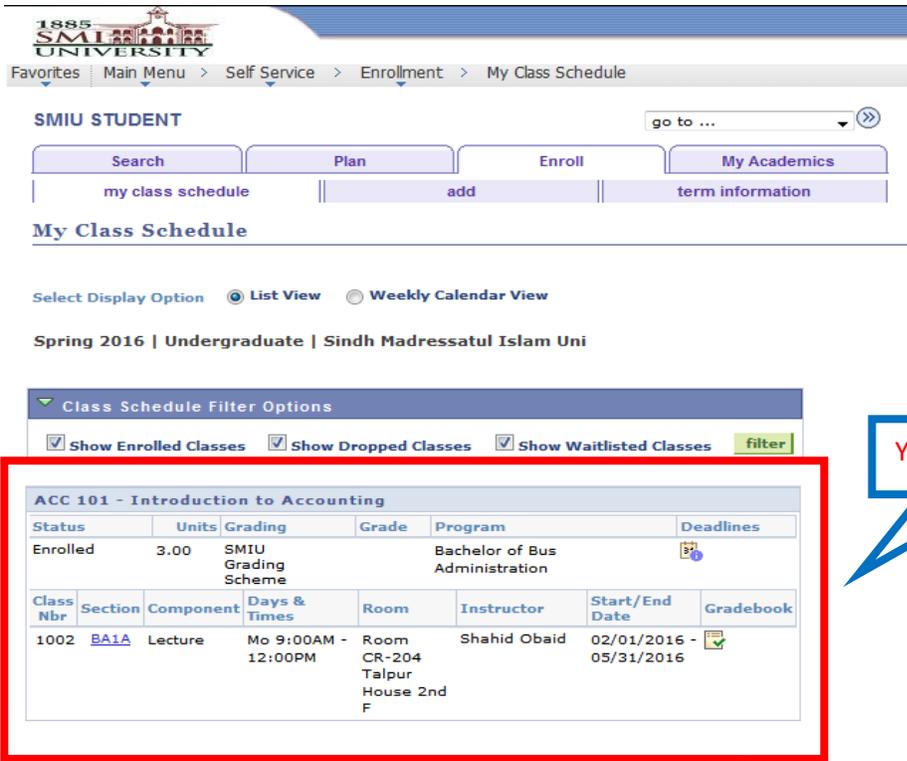
1. YOUR SELF SERVICE SCREEN, TO VIEW MY CLASS SCHEDULE SCHEDULE CLICK ON MY CLASS SCHEDULE



The screenshot shows the 'Self Service' dashboard of the SMI University portal. The dashboard is organized into a grid of service tiles. The 'Enrollment' tile, located in the top right, contains a list of links: 'View My Assignments', 'My Class Schedule', and 'View My Class Schedule'. The 'My Class Schedule' link is highlighted with a red circle. Other tiles include 'Student Center', 'Class Search / Browse Catalog', 'Campus Personal Information', 'Academic Records', and 'Search'.

Service Category	Service Name	Description
Student Center	Student Center	Use the student center to manage school related activities.
Class Search / Browse Catalog	Class Search / Browse Catalog	Find classes that match your selection criteria, or browse the course catalog by subject.
Enrollment	View My Assignments	View appointments, plan and enroll in classes, view student and exam schedules.
Enrollment	My Class Schedule	View your class schedule.
Enrollment	View My Class Schedule	View your class schedule.
Campus Personal Information	Campus Personal Information	Maintain your personal information and review holds and to dos pending to your record.
Academic Records	Academic Records	View grades and advisors and request transcripts and verification reports.
Academic Records	View Unofficial Transcript	View your unofficial transcript.
Academic Records	My Course History	View your course history.
Degree Progress/Graduation	Degree Progress/Graduation	View your degree progress report and apply for graduation.
Degree Progress/Graduation	My Academic Requirements	View your academic requirements.
Search	Search	Search for information.

2. "MY CLASS SCHEDULE" SCREEN WILL APPEAR



1885 SMI UNIVERSITY
Favorites | Main Menu > Self Service > Enrollment > My Class Schedule

SMIU STUDENT

Search Plan Enroll My Academics
my class schedule add term information

My Class Schedule

Select Display Option List View Weekly Calendar View

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Class Schedule Filter Options
 Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes

ACC 101 - Introduction to Accounting							
Status	Units	Grading	Grade	Program	Deadlines		
Enrolled	3.00	SMIU Grading Scheme		Bachelor of Bus Administration			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Gradebook
1002	BA1A	Lecture	Mo 9:00AM - 12:00PM	Room CR-204 Talpur House 2nd F	Shahid Obaid	02/01/2016 - 05/31/2016	<input checked="" type="checkbox"/>

Your class schedule

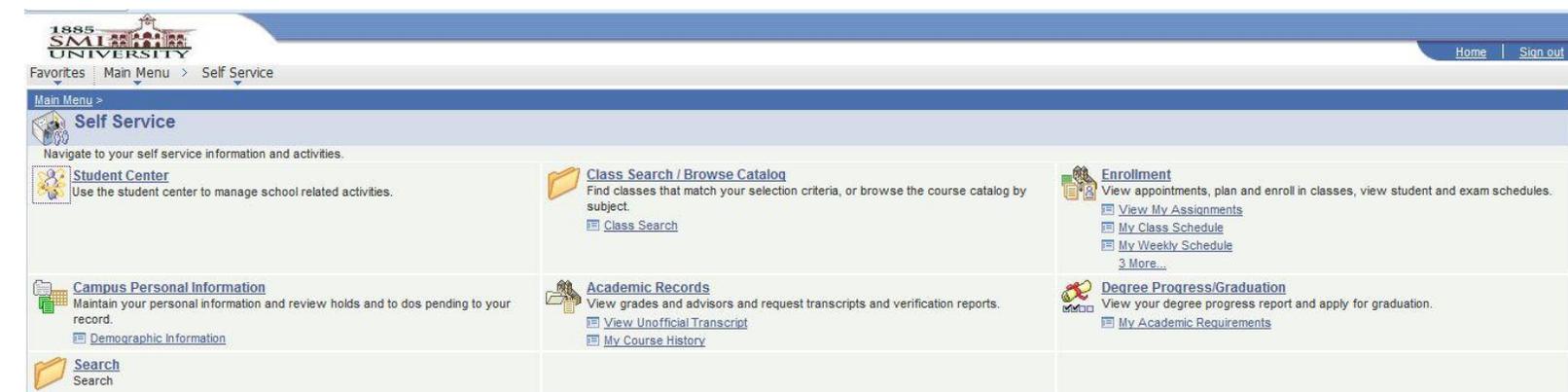
HOW TO VIEW MY WEEKLY ACTIVITY PLAN

Navigation: Main Menu>Self Service > Enrollment> My Weekly Schedule

1. MAIN MENU SCREEN



2. CLICK ON SELF SERVICE TAB, THIS SCREEN WILL APPEAR



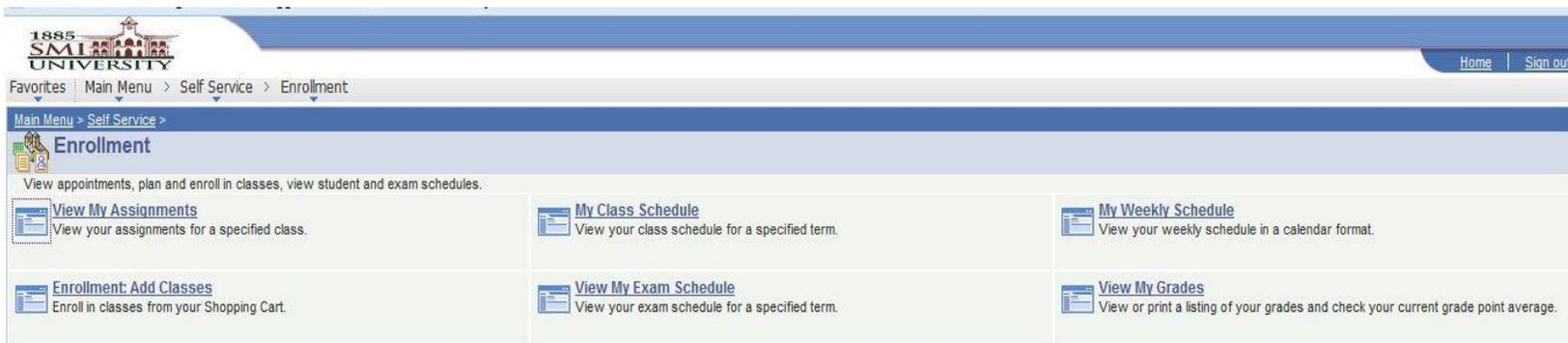
3. CLICK ON ENROLLMENT TAB



The screenshot shows the 'Self Service' main menu. The 'Enrollment' tab is circled in red. The menu includes the following sections:

- Student Center**: Use the student center to manage school related activities.
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record.
 - Demographic Information
- Search**: Search
- Class Search / Browse Catalog**: Find classes that match your selection criteria, or browse the course catalog by subject.
 - Class Search
- Academic Records**: View grades and advisors and request transcripts and verification reports.
 - View Unofficial Transcript
 - My Course History
- Enrollment** (circled in red): View appointments, plan and enroll in classes, view student and exam schedules.
 - View My Assignments
 - My Class Schedule
 - My Weekly Schedule
 - 3 More...
- Degree Progress/Graduation**: View your degree progress report and apply for graduation.
 - My Academic Requirements

4. THIS SCREEN WILL APPEAR



The screenshot shows the 'Enrollment' screen. The breadcrumb trail is 'Main Menu > Self Service > Enrollment'. The screen displays the following options:

- View My Assignments**: View your assignments for a specified class.
- My Class Schedule**: View your class schedule for a specified term.
- My Weekly Schedule**: View your weekly schedule in a calendar format.
- Enrollment: Add Classes**: Enroll in classes from your Shopping Cart.
- View My Exam Schedule**: View your exam schedule for a specified term.
- View My Grades**: View or print a listing of your grades and check your current grade point average.

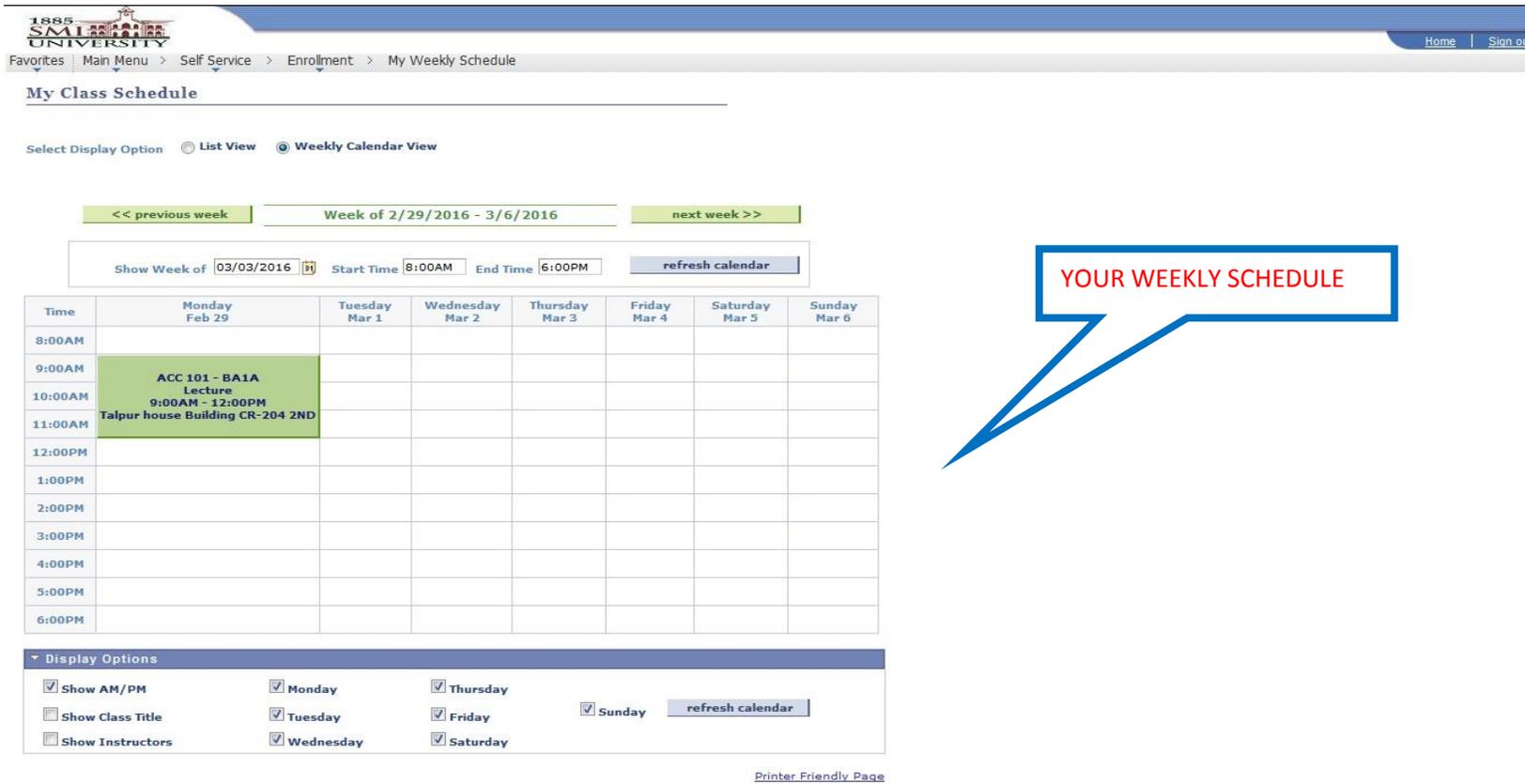
5. CLICK ON “MY WEEKLY SCHEDULE”



The screenshot shows the 'Enrollment' section of the SMI University Self Service portal. The page title is 'Enrollment' and the description is 'View appointments, plan and enroll in classes, view student and exam schedules.' There are six menu items arranged in a 2x3 grid:

- View My Assignments**: View your assignments for a specified class.
- My Class Schedule**: View your class schedule for a specified term.
- My Weekly Schedule**: View your weekly schedule in a calendar format. (This item is circled in red in the original image.)
- Enrollment: Add Classes**: Enroll in classes from your Shopping Cart.
- View My Exam Schedule**: View your exam schedule for a specified term.
- View My Grades**: View or print a listing of your grades and check your current grade point average.

6. THIS SCREEN WILL APPEAR



1885 SMI UNIVERSITY
Home | Sign out

Favorites | Main Menu > Self Service > Enrollment > My Weekly Schedule

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 2/29/2016 - 3/6/2016 next week >>

Show Week of 03/03/2016 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday Feb 29	Tuesday Mar 1	Wednesday Mar 2	Thursday Mar 3	Friday Mar 4	Saturday Mar 5	Sunday Mar 6
8:00AM							
9:00AM	ACC 101 - BA1A Lecture 9:00AM - 12:00PM Talpur house Building CR-204 2ND						
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

▼ Display Options

Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday refresh calendar
 Show Instructors Wednesday Saturday

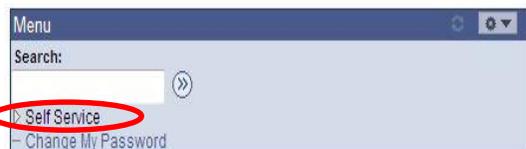
[Printer Friendly Page](#)

YOUR WEEKLY SCHEDULE

HOW TO VIEW MY COURSE HISTORY

Navigation: Main Menu>Self Service>Academic record > My Course History

1. MAIN MENU SCREEN, CLICK ON SELF SERVICE



2. THIS SCREEN WILL APPEARED



3. CLICK ON ACADEMIC RECORD TAB



1885 SMI UNIVERSITY

Home | Sign out

Favorites | Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

 Student Center Use the student center to manage school related activities.	 Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject. Class Search	 Enrollment View appointments, plan and enroll in classes, view student and exam schedules. View My Assignments My Class Schedule My Weekly Schedule 2 More...
 Campus Personal Information Maintain your personal information and review holds and to do's pending to your record. Demographic Information	 Academic Records View grades and advisors and request transcripts and verification reports. View Unofficial Transcript My Course History	 Degree Progress/Graduation View your degree progress report and apply for graduation. My Academic Requirements
 Search Search		

4. THIS SCREEN WILL APPEAR



1885 SMI UNIVERSITY

Home

Favorites | Main Menu > Self Service > Academic Records

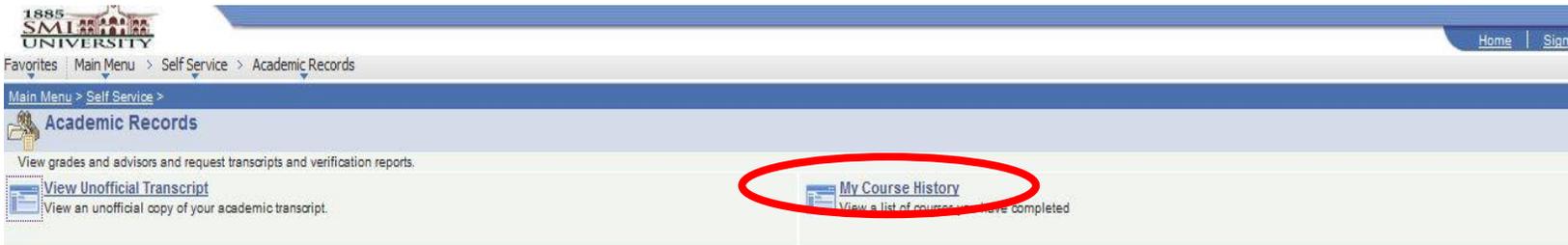
Main Menu > Self Service >

Academic Records

View grades and advisors and request transcripts and verification reports.

 View Unofficial Transcript View an unofficial copy of your academic transcript.	 My Course History View a list of courses you have completed
---	---

5. CLICK ON MY COURSE HISTORY



1885 SMI UNIVERSITY

Home | Sign out

Favorites | Main Menu > Self Service > Academic Records

Main Menu > Self Service >

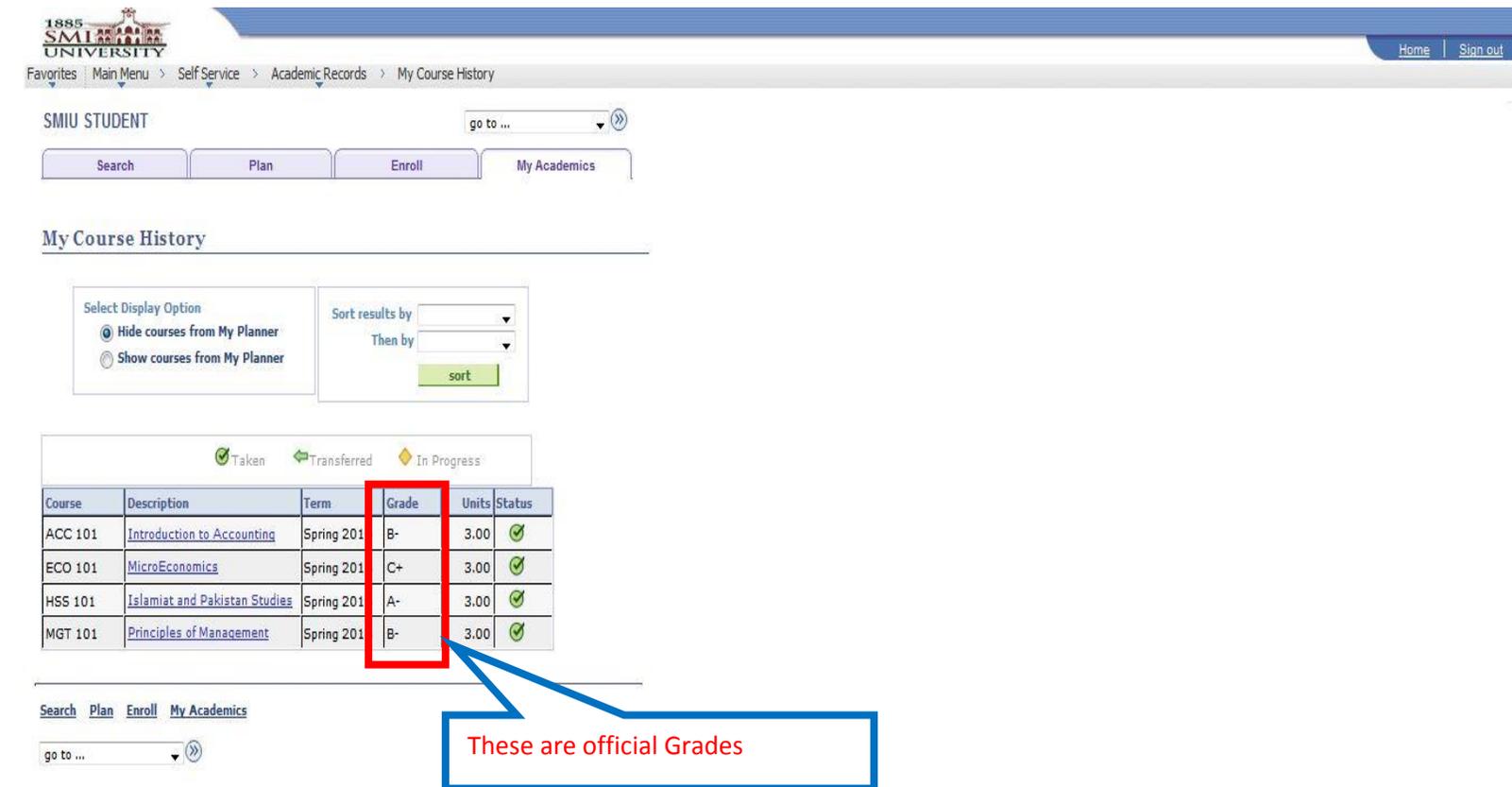
Academic Records

View grades and advisors and request transcripts and verification reports.

[View Unofficial Transcript](#)
View an unofficial copy of your academic transcript.

My Course History
View a list of courses you have completed

6. THIS SCREEN WILL APPEAR



1885 SMI UNIVERSITY

Home | Sign out

Favorites | Main Menu > Self Service > Academic Records > My Course History

SMIU STUDENT

go to ...

Search Plan Enroll My Academics

My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by [dropdown]

Then by [dropdown]

sort

Taken Transferred In Progress

Course	Description	Term	Grade	Units	Status
ACC 101	Introduction to Accounting	Spring 201	B-	3.00	✓
ECO 101	MicroEconomics	Spring 201	C+	3.00	✓
HSS 101	Islamiat and Pakistan Studies	Spring 201	A-	3.00	✓
MGT 101	Principles of Management	Spring 201	B-	3.00	✓

Search Plan Enroll My Academics

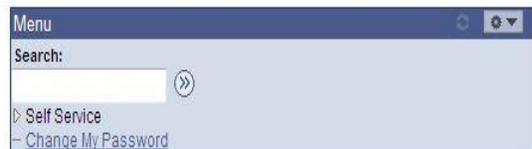
go to ...

These are official Grades

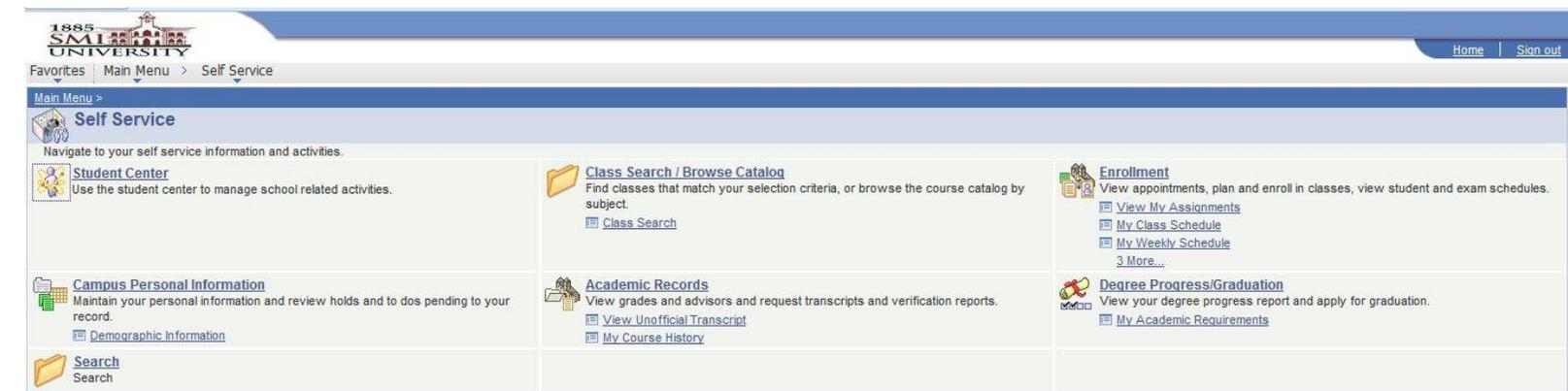
HOW TO VIEW MY GRADES

Navigation: Main Menu>Self Service > Enrollment> View My Grades

1. MAIN MENU SCREEN, CLICK ON SELF SERVICE



2. THIS SCREEN WILL APPEAR



3. CLICK ON ENROLLMENT



The screenshot shows the 'Self Service' main menu. The 'Enrollment' link is circled in red. The menu includes the following sections:

- Student Center**: Use the student center to manage school related activities.
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record.
 - Demographic Information
- Search**: Search
- Class Search / Browse Catalog**: Find classes that match your selection criteria, or browse the course catalog by subject.
 - Class Search
- Academic Records**: View grades and advisors and request transcripts and verification reports.
 - View Unofficial Transcript
 - My Course History
- Enrollment** (circled in red): View appointments, plan and enroll in classes, view student and exam schedules.
 - View My Assignments
 - My Class Schedule
 - My Weekly Schedule
 - 3 More...
- Degree Progress/Graduation**: View your degree progress report and apply for graduation.
 - My Academic Requirements

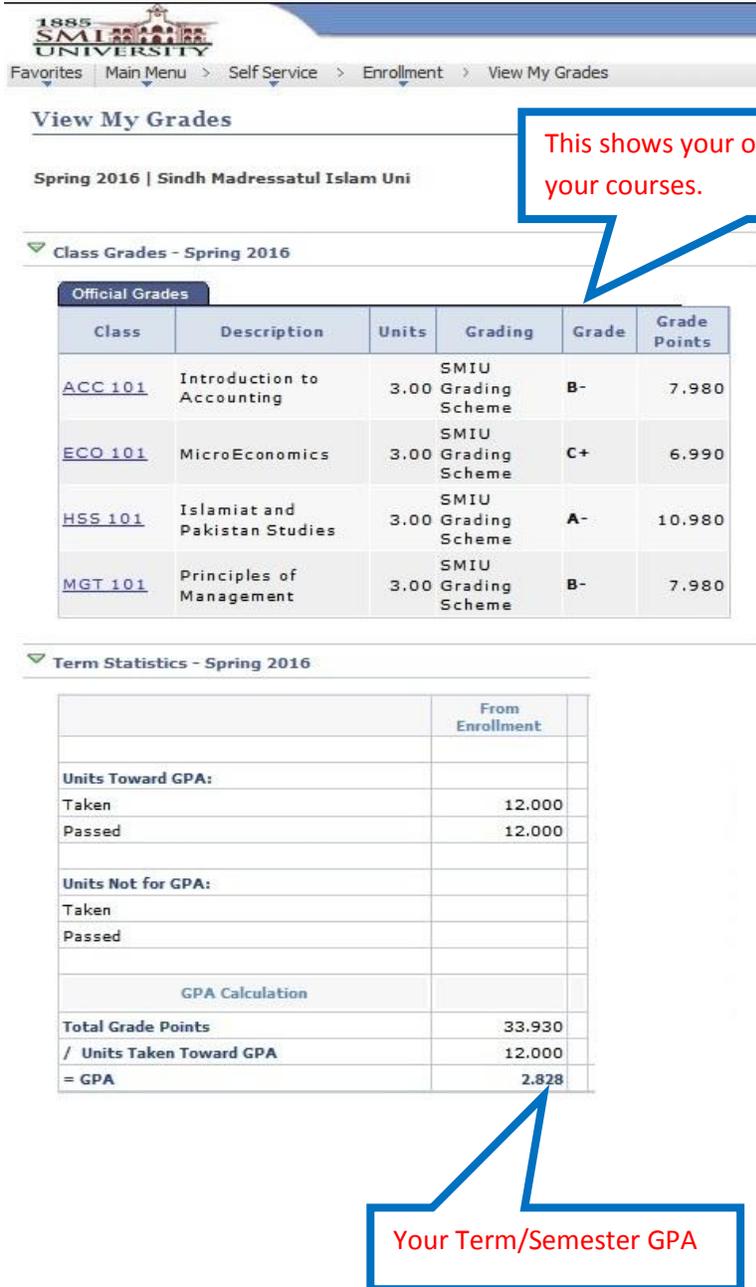
4. THIS SCREEN WILL APPEAR, CLICK ON VIEW MY GRADES



The screenshot shows the 'Enrollment' page. The 'View My Grades' link is circled in red. The page includes the following sections:

- View My Assignments**: View your assignments for a specified class.
- My Class Schedule**: View your class schedule for a specified term.
- My Weekly Schedule**: View your weekly schedule in a calendar format.
- Enrollment: Add Classes**: Enroll in classes from your Shopping Cart.
- View My Exam Schedule**: View your exam schedule for a specified term.
- View My Grades** (circled in red): View or print a listing of your grades and check your current grade point average.

5. THIS SCREEN WILL APPEAR



View My Grades

Spring 2016 | Sindh Madressatul Islam Uni

Class Grades - Spring 2016

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
ACC 101	Introduction to Accounting	3.00	SMIU Grading Scheme	B-	7.980
ECO 101	MicroEconomics	3.00	SMIU Grading Scheme	C+	6.990
HSS 101	Islamiat and Pakistan Studies	3.00	SMIU Grading Scheme	A-	10.980
MGT 101	Principles of Management	3.00	SMIU Grading Scheme	B-	7.980

Term Statistics - Spring 2016

	From Enrollment
Units Toward GPA:	
Taken	12.000
Passed	12.000
Units Not for GPA:	
Taken	
Passed	
GPA Calculation	
Total Grade Points	33.930
/ Units Taken Toward GPA	12.000
= GPA	2.828

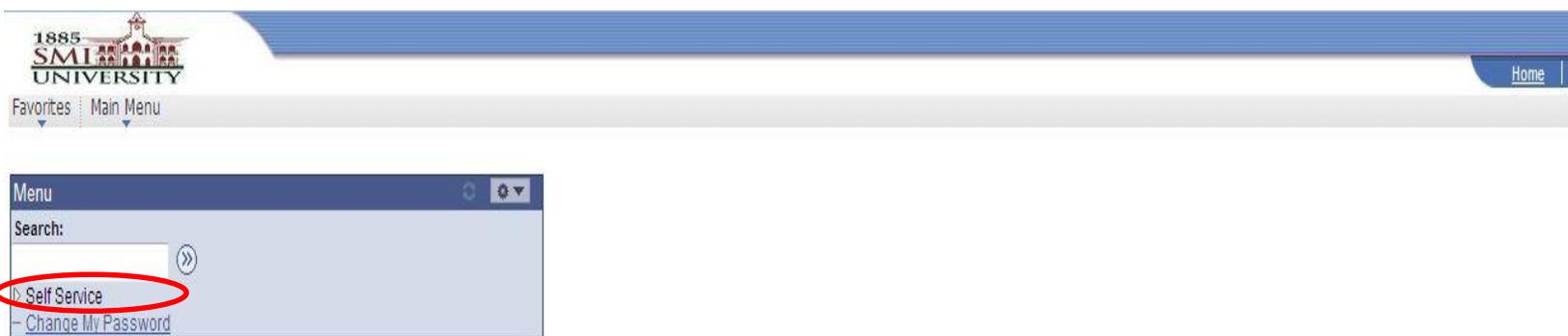
This shows your official grades against your courses.

Your Term/Semester GPA

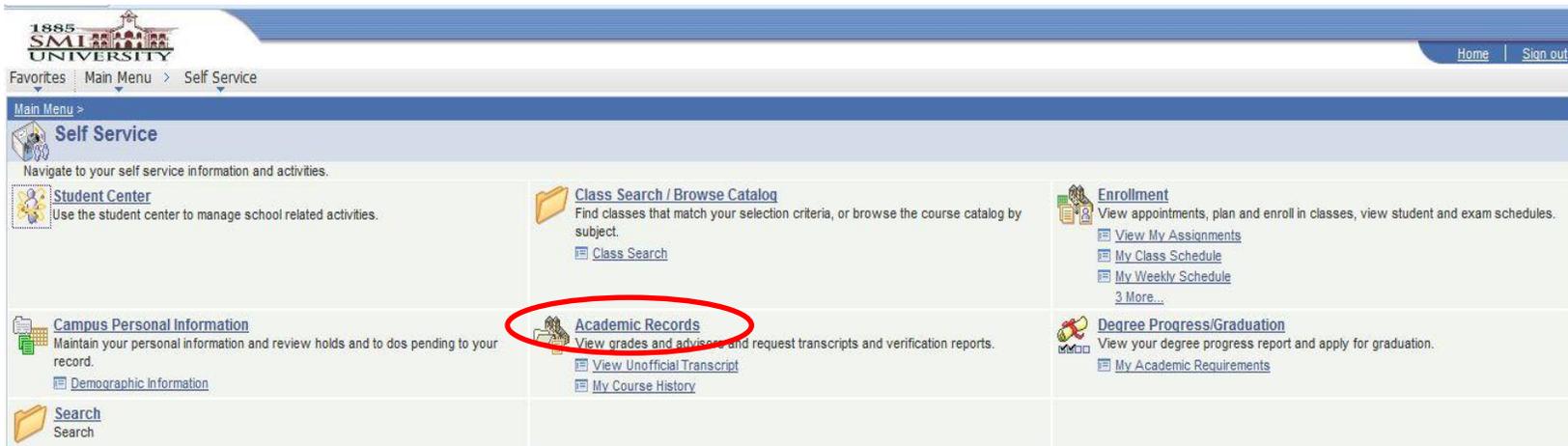
HOW TO VIEW UNOFFICIAL TRANSCRIPT

Navigation: Main Menu>Self Service> Academic record > View Unofficial Transcript

1. MAIN MENU SCREEN, CLICK ON SELF SERVICE



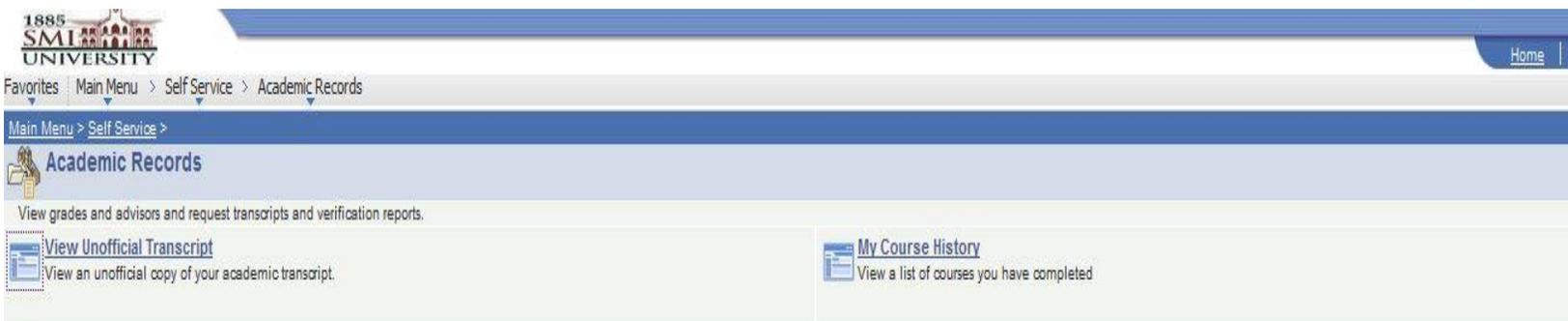
2. THIS SCREEN WILL APPEAR, CLICK ON ACADEMIC RECORDS



The screenshot shows the Student Self Service main menu. The navigation path is: Home | Sign out > Favorites | Main Menu > Self Service > Main Menu > Self Service. The main menu is titled "Self Service" and includes the instruction: "Navigate to your self service information and activities." The menu items are:

- Student Center**: Use the student center to manage school related activities.
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record.
 - [Demographic Information](#)
- Search**: Search
- Class Search / Browse Catalog**: Find classes that match your selection criteria, or browse the course catalog by subject.
 - [Class Search](#)
- Academic Records** (highlighted with a red circle): View grades and advisors and request transcripts and verification reports.
 - [View Unofficial Transcript](#)
 - [My Course History](#)
- Enrollment**: View appointments, plan and enroll in classes, view student and exam schedules.
 - [View My Assignments](#)
 - [My Class Schedule](#)
 - [My Weekly Schedule](#)
 - [3 More...](#)
- Degree Progress/Graduation**: View your degree progress report and apply for graduation.
 - [My Academic Requirements](#)

3. THIS SCREEN WILL APPEAR



The screenshot shows the Academic Records page. The navigation path is: Home | Sign out > Favorites | Main Menu > Self Service > Academic Records > Main Menu > Self Service > Academic Records. The page title is "Academic Records" and includes the instruction: "View grades and advisors and request transcripts and verification reports." The page content includes:

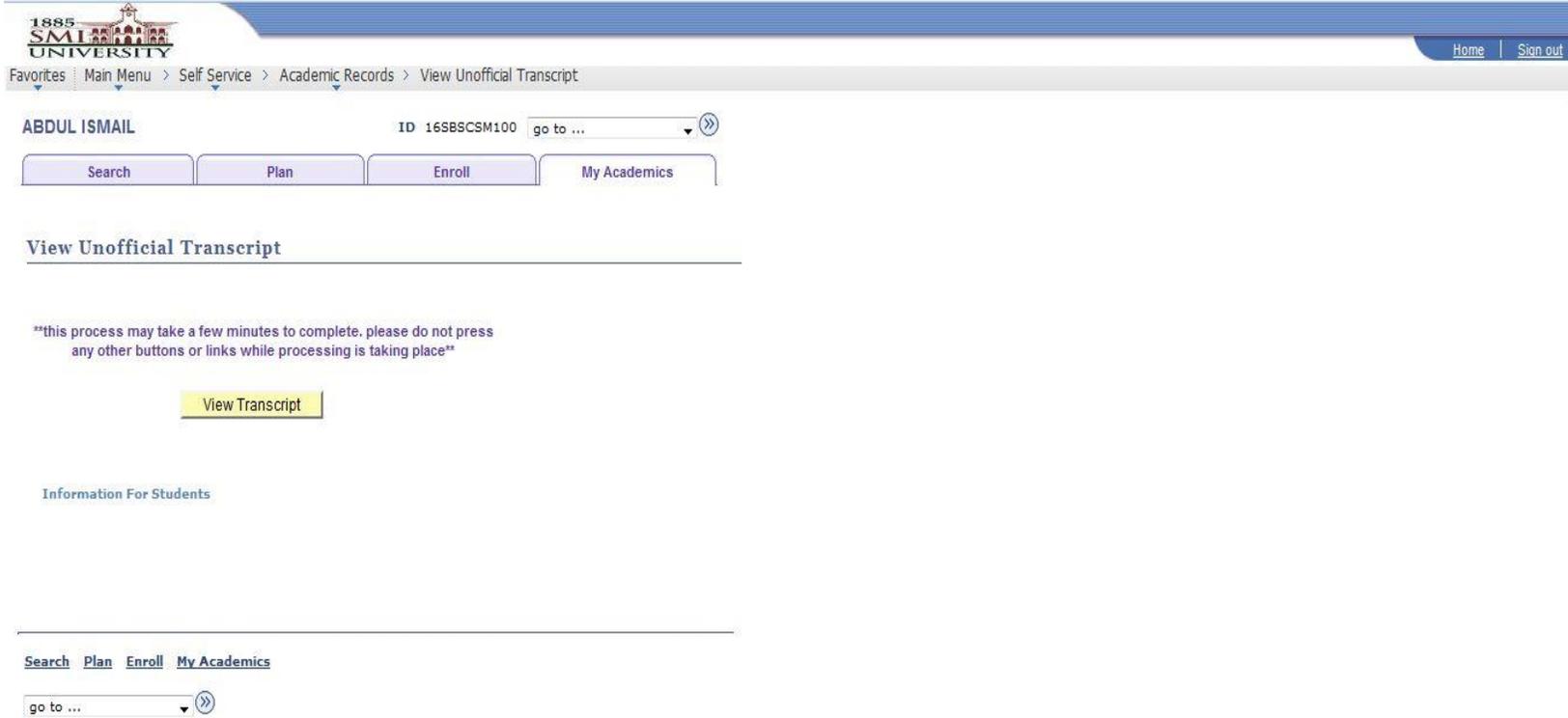
- View Unofficial Transcript**: View an unofficial copy of your academic transcript.
- My Course History**: View a list of courses you have completed.

4. CLICK ON VIEW UNOFFICIAL TRANSCRIPT



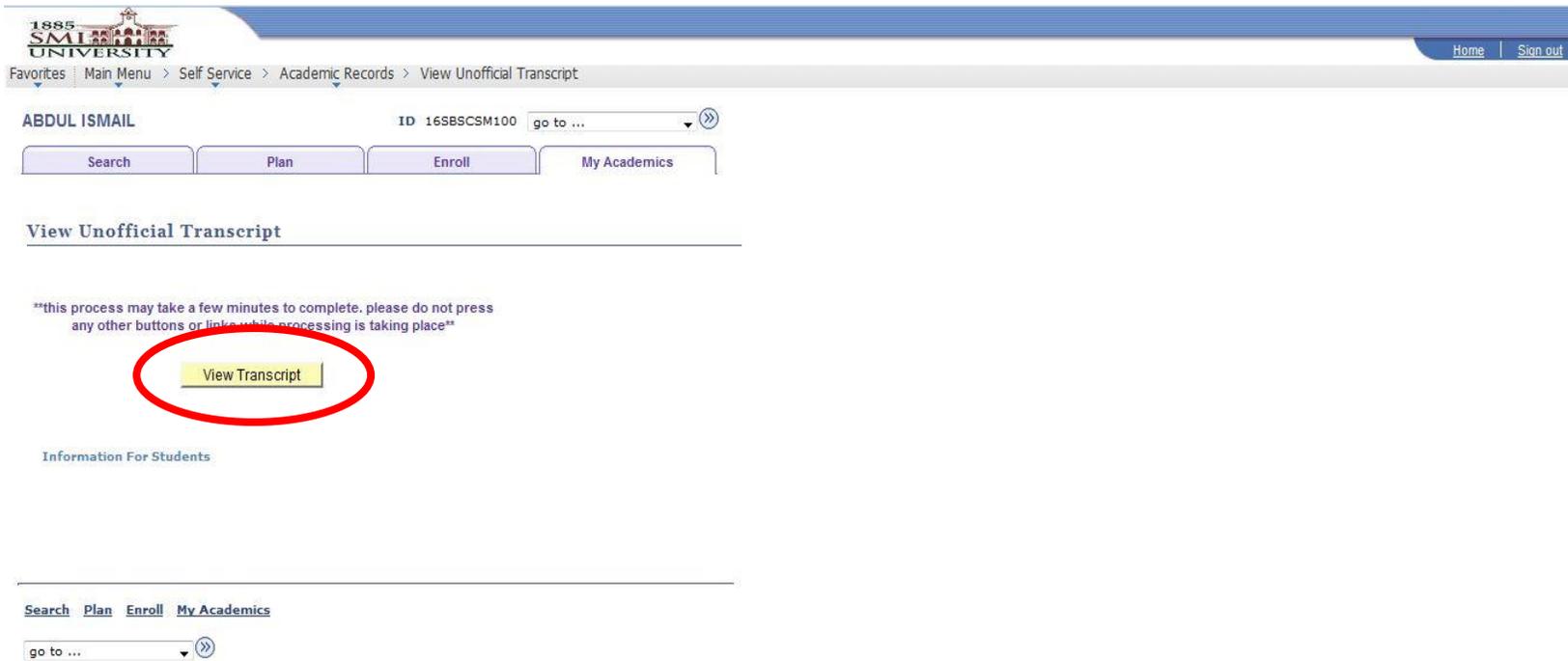
The screenshot shows the user interface for the Academic Records section. At the top left is the 1885 SMI UNIVERSITY logo. To its right is a navigation bar with 'Home' and a breadcrumb trail: 'Favorites | Main Menu > Self Service > Academic Records'. Below this is another breadcrumb: 'Main Menu > Self Service > Academic Records'. The main heading is 'Academic Records' with a small icon of a book. Below the heading is a sub-heading: 'View grades and advisors and request transcripts and verification reports.' There are two main options displayed as cards. The first card is titled 'View Unofficial Transcript' and has a description: 'View an unofficial copy of your academic transcript.' This card is circled in red. The second card is titled 'My Course History' and has a description: 'View a list of courses you have completed.'

5. THIS SCREEN WILL APPEAR



The screenshot shows the user interface for a student's self-service portal. At the top left is the SMI University logo. A navigation breadcrumb trail reads: Favorites | Main Menu > Self Service > Academic Records > View Unofficial Transcript. On the right, there are links for Home and Sign out. The user's name, ABDUL ISMAIL, and ID, 16SBSCSM100, are displayed. Below this, there are four buttons: Search, Plan, Enroll, and My Academics. The main heading is 'View Unofficial Transcript'. A warning message states: '**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. A yellow 'View Transcript' button is highlighted. Below this, there is a section titled 'Information For Students'. At the bottom, there is a secondary navigation bar with buttons for Search, Plan, Enroll, and My Academics, and a 'go to ...' dropdown menu.

6. CLICK ON VIEW TRANSCRIPT BUTTON



1885 SMI UNIVERSITY

Home | Sign out

Favorites | Main Menu > Self Service > Academic Records > View Unofficial Transcript

ABDUL ISMAIL ID 16SBSCSM100 go to ...

Search Plan Enroll My Academics

View Unofficial Transcript

this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place

View Transcript

Information For Students

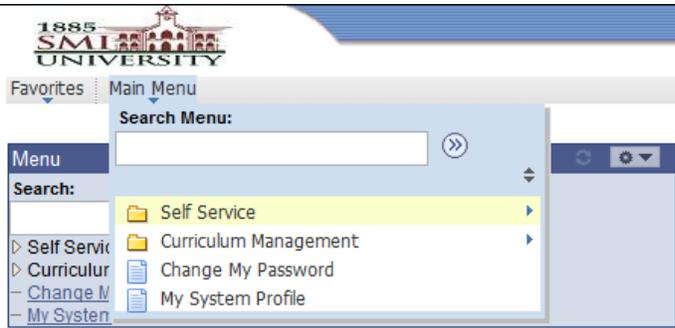
Search Plan Enroll My Academics

go to ...

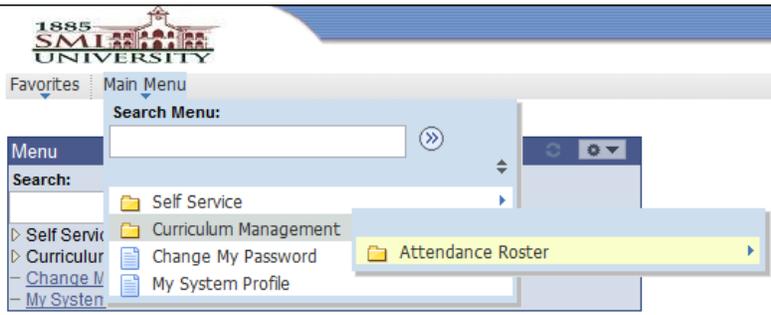
Note: To view your transcript make sure your browser's POP-UP must be enable.

How to check your Attendance

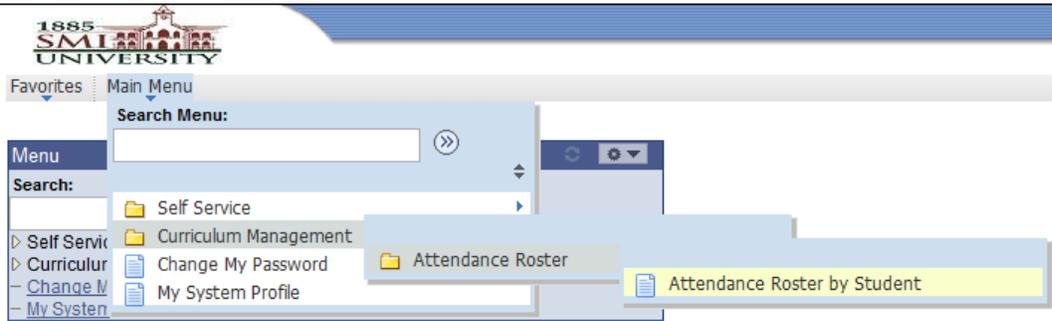
1. CLICK ON MAIN MENU



2. CLICK ON CURRICULUM MANAGEMENT



3. CLICK ON ATTENDANCE ROSTER



4. CLICK ON ATTENDANCE ROSTER BY STUDENT, THIS SCREEN WILL APPEAR, NOW CLICK ON SEARCH BUTTON



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster by Student

Attendance Roster by Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 14SBSCSM001

Include History

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

```
javascript:ptCommonObj2.expandSearchCriteria(document.win0, false);
```

5. NOW SELECT YOUR DESIRED TERM, TO VIEW YOUR ATTENDANCE



[Favorites](#) |
 [Main Menu](#) >
 [Curriculum Management](#) >
 [Attendance Roster](#) >
 [Attendance Roster by Student](#)

Attendance Roster by Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID:

Include History

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Academic Institution	Term	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
SMIUK	1601	Undergrad	ILAH MUHAMMAD KARIM	Male	03/05/2015	100001006	*****	PAK	CNIC	ILAH	MUHAMMAD
SMIUK	1503	Undergrad	ILAH MUHAMMAD KARIM	Male	03/05/2015	100001006	*****	PAK	CNIC	ILAH	MUHAMMAD

javascript:submitAction_win0(document.win0,'#ICRow0');

6. IN THIS SCREEN YOU CAN VIEW ALL YOUR REGISTERED COURSES IN THAT PARTICULAR TERM/SEMESTER



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Attendance Roster by Student

ID: 14SBSCSM001 ILAHI, MUHAMMAD KARIM
Career: UGRD Undergraduate
Institution: SMIUK Sindh Madressatul Islam Uni
Term: 1601 Spring 2016

Enrolled Classes					
Class Number	Class Title	Subject / Catalog#	Academic Career	Academic Institution	Percentage
1219	Adv Financial Accounting	ACC 301	Undergraduate	Sindh Madressatul Islam Uni	
1091	Management Information Systems	ICT 103	Undergraduate	Sindh Madressatul Islam Uni	88.89
1093	International Relations	INR 202	Undergraduate	Sindh Madressatul Islam Uni	95.45
1094	Mathematics & Statistics	MAT 100	Undergraduate	Sindh Madressatul Islam Uni	92.31

This is your attendance percentage in each class

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To view day wise attendance of class click on this link

