Home Page of the Academic System Portal (Edugate)

1- The Academic Advisor selects his/her (User Type) as a (Staff) then enters his/her username and password as shown in picture (1) below:



2- Then he/she clicks on the Academic Advisor Service as shown in picture (2)



Picture 2



3- Then, the following page of Academic Advising Service will appear as shown in picture (3) below:

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Majr	maah Eduga	ite				
Street is	ton Mark Hennous Semesters Marks Bluemose Weinston	Staff Page Instructor Name Instructor to	First Semester 36/37	Faculty :		
		Date of		Minnages Details		
Academic A Communica Message	dvisor ating with stude	ents				
Procedures	Mee	eting with St	udent			
Student NO	Name	Major	Plan	Academic Registration	Absence	Procedures
331103136	1000000	English	Plan	Academic Registration	Absence	Procedures
331103137	Khalid	English	Plan	Academic	Absence	Procedures

Picture (3)

Registration

The Academic Advisor Service provides several services including:

- ➤ The automatic review of the students under the advisor's academic responsibility.
- ➤ The possibility of reviewing the study plans of students.
- ➤ The possibility of reviewing the academic records of students.
- > The possibility of reviewing the absences of students.
- ➤ The possibility of reviewing actions taken against students.
- The possibility of selecting a certain action against one or a group of students.
- ➤ The possibility of sending an SMS message to one or a group of students.
- The possibility of sending a message to the student e-portal.
- ➤ The possibility of saving the action taken against students using the (Action) icon.

Student's study plan:

The academic counselor can view the academic status of a specific student through the option "Student's Study Plan", which displays the achieved and remaining subjects in the student's study plan.



Picture 4

The academic counseling service also allows the counselor to view the academic record of the student in order to know the subjects registered in the current semester or the previous ones. It can also display the cumulative average and that for each of the academic semesters.

It is also possible via this option to know the mark achieved by the student in the subjects of each semester.



Picture 5



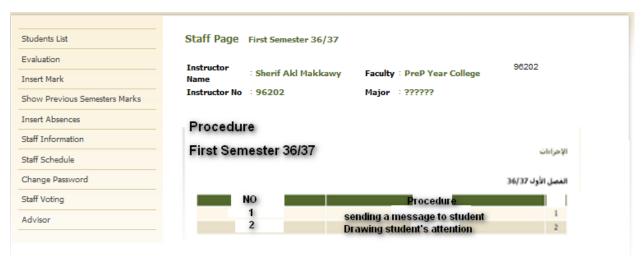
Through this window, the academic advisor can see all student's absence and then decide the appropriate procedure when absence is repeated.

Students List	Staff Pa	age First Semester 36/37						
Evaluation	Instructo					96202		
Insert Mark	Name	: Sherif Akl Makkawy		Faculty: PreP Year College				
Show Previous Semesters Marks	Instructo	r No : 96202	Major : ???????					
Insert Absences	Syllabus	Syllabus Name	Absences	Late	Absences	Total Absences		
Staff Information	Symbol				without Excuses			
Staff Schedule	EDU 216	Psychology	0	0	0%	0%		
Change Password	Edu 226	Educational Psychology	1	0	11%	11%		
	EDU 222	Strategies of Learning a	2	0	3.92%	3.92%		
Staff Voting		foreign Language						

Picture 6

Procedures:

The academic advisor can know all appropriate procedures concerning students from the



current or previous academic advisor through this window.

Picture 7