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1 INTRODUCTION

BIS is the automation system used in Kolegji Universitar Bedër. BIS system allows all activities in the university to become in automated manner. According to BIS project all units have an account and their own websites where they operate in the relevant tasks. In BIS you can find an account for each of the following units: students; academic staff, human resources, registration office, library, departments secretaries, finance, management of documents, management of meetings, admission office, exchange office.

2 COURSE REGISTRATION WITH BEDËR INFORMATION SYSTEM (BIS)

The course registrations have to be done by Bedër Information System (BIS). In order to complete your course registration with the system :

1. All documents required for the registration must be submitted to the student affairs office.
2. You have to be approved in the system by the accounting department for the current semester.
3. You must have your student e-mail address and its username and password.
4. You must have your BIS username and password that are sent your e-mail address as an e-mail.

2.1 Steps to complete the course registration

1. Get your e-mail address and password from the student affairs office.
2. Log in your mailbox via <http://webmail.beder.edu.al>.
3. Find the e-mail with the title “Bedër Information System” and note your BIS user name and password in that e-mail.
4. Log in your BIS account via <https://bis.beder.edu.al>.
5. Please review your dashboard messages on the screen. For some students, there might be some warning messages that block reaching the course list preparation screen. If you have such warning messages, please take required actions in order to remove blocking on your account.
6. Click the semester registration menu and select “Course List Preparation”. By doing this, you will go to the screen that you will prepare your semester course list.
7. Find and click the link labeled as “Click here to add new course” and see all available course for your department. You can add a course to your list by simply clicking its name. If you want to change a previously added course, you can simply click course code and select from the selection list. For deleting courses, you can find a red “delete” button at the right end of the course line.
8. If you have trouble to decide which courses should be added for the current semester, you can look at the curriculum of your program in your department web site. You can find department web sites by using the university web site (<http://beder.edu.al>).
9. For all courses you want or have to add, please repeat actions explained in the step 7. If you completed your course list, you can click the green button named as “Complete Course List & Registration”. When you clicked, you'll be prompted to confirm this action. If you are sure, confirm by clicking YES.
10. After you send your course list to your advisor, please check your dashboard time to time to see whether or not your advisor approves your course list or not. If your advisor rejects your course list, please check your course list and message box on the course list preparation screen. It may be required

to add/change/delete courses in this situation. Then review your course list and send your advisor again. You must again check your course list status time to time until it is approved by your advisor.

11. If your advisor approves your course list, you will see a notification message on your dashboard and you will be completely registered for the current semester.

Notes:

- If your course list is rejected multiple times, you may want to contact your academic advisor. To learn your academic advisor's name and e-mail address, you can look at the information on your dashboard.
- You can find all web sites of academic departments and programs by going this URL : http://bit.ly/beder_programs
- The course registration system will automatically be closed after deadline for course registration passes. So please prepare and send your course list to your advisor as soon as possible.
- On your advisor's approval or rejection, you'll receive an information e-mail instantly explaining the situation.

3 ACCOUNT PROCEDURES OF THE DEPARTMENT SECRETARY

The department secretary account consists of:

- Home Page
- Department
 - Curricula
 - Subject Management
 - Active Subjects

3.1 Dashboard

On the home page are the main data on the user, the assignment of human resources, as well as various notifications regarding the institution.

3.1.1 Curricula

In this section the curricula can be viewed (Semester, code, file name, language, type, hours of lectures, individual classes, credits and ECTS) for bachelor and master program.

3.1.2 Subject Management

In the corner of each subject is located the option to display and change the syllabuses. The following points can be completed in the syllabus:

- General information about the subject. (Level of subject, type of subject, prerequisites, hours of lectures, classes of seminars, laboratory classes, credits, ECTS, language of the subject, subject description, objectives of the subject.)
- Subject Description
- - Subject material. (Texts, other references, laboratory, computer use, other)
- Subject result
- Subject evaluation methods. (These include all midterms, quizzes, projects, semester projects, labs, participation , relevant hours and the percentage that influences the final assessment)
- ECTS workload based on student allocation. (Here is estimated duration in hours of material, hours of practice, papers, midterms, the final exam)

It should be emphasized that changes in the syllabus should be done before the system opens for teachers, as no changes can be made contemporary as the secretaries and the lecturers at the same time.

3.1.3 Active Subjects

Here can be seen all subjects that are opened and are charged to the concerned professors / assistants. Also in the right corner is the option from which can be printed the presence-list for students to be given to professors before entering classes.

Also should be mentioned that, *the secretary of the department chooses the student academic advisers, and this procedure is completed before the subject registration system opens.* This is because it must be clear the students to which academic advisor will they send the confirmation of course registration.

4 PROCEDURES OF STUDENT AFFAIR ACCOUNT

Student affair office performs all operations according to students. This account includes:

- Home Page
- Student Affairs
 - Student Management
 - Adding new student
 - Student information update
 - Official transcript
 - Unofficial transcript

4.1 Home Page (Dashboard)

On the home page you can see data about users, also academic year and semester.

4.2 Student Management

On the student management page there is shown the main information about student: ID, name, surname, program, email, registration date, course registration status, transcript. At the course registration status, we have 3 cases:

1. **Red color** -> shows that the student has been terminated.
2. **Yellow color** -> shows that student has missing documents at the student affair office, or problems with the semester payment at the finance office.
3. **Green color** -> shows that the student has completed all the required operations and is ready to complete the course registration.

Student affairs also makes allotted hours and appointment of teachers. *It should be emphasized that this process is done before the opening of course registration.* At the moment that appointment of teachers and the distribution of hours is committed, course registration can be opened.

4.2.1 Adding new student

In case adding a new student we click over a green button “+ Add New Student”. This button activates a new window that has some specific fields:

- **General Information**

In this section student's main information can be completed.

- ✓ *First Name:*
- ✓ *Last Name:*
- ✓ *Gender:*
- ✓ *Date of registration:*
- ✓ *Department:*
- ✓ *Program:*
- ✓ *E-mail:*
- ✓ *Nationality:*
- ✓ *Second Nationality:*
- ✓ *Matriculation Number:*

- ✓ *Student ID:*
- ✓ *Reason of Registration:*
- ✓ *Points:*

- **Personal Information**

These information are optional, so the registration can be done even these fields has been not completed:

- ✓ *Father's Name:*
- ✓ *Birthdate:*
- ✓ *Birthplace:*
- ✓ *ID Type:*
- ✓ *Marital Status:*
- ✓ *Blood Group:*
- ✓ *Personal E-mail:*
- ✓ *Telephone Number:*
- ✓

- **Family Information**

Also these informations are optional. Here information about family can be added, like: family address, fathers job, mothers job, home number etc.

- **Languages**

In this section are met languages that the student owns. Language, level, exam type, points.

- **Previous Education**

Here are met data about graduation in any other previous institucion. School name, type, year, number of diploma, state, city, average, language.

- **Documents**

Here are written documents that should bring the student. The student should complete all the required documents, otherwise the registration can not be performed.

- **Previous Graduation**

In this section we complete courses that the student has previously received.

- **Transfer**

We have two type of transfer: Inner and out transfer. Inner transfer is when the student is transfered to another program in our university. Out transfer is when a student is transfered into another university. Here all the required data must be completed, like previous university, faculty, date, matriculation number etc.

- **Student termination**

Here student termination date is completed, also the reason, that can be because of not finished the studies within the prescribed period, or willingly. Student should submit the documents required by the student affairs.

- **Graduation**

In this section we met all data about student graduation in our institution. After all the required fields has been completed, the graduation of student is confirmed, so the student get the graduation status as "Graduated".

4.2.2 Student Information Update

If necessary changes in the student's information need to be done, we choose the student by clicking once on the name and then click the button "*Update Selected Student*" (In this case yellow color). From here opens a window similar to that of adding the student, only that here the fields will be filled. By navigating to specific sections, information can be updated, added or deleted and then saved.

4.2.3 Official Transcript

By clicking on this icon official student transcript is printed, and takes protocol number.

4.2.4 Unofficial Transcript

Unofficial transcripts can be printed without problem, and takes no protocol number.

Note: *Student email address is created automatically by the system after registration is completed by the student affairs. Student affairs gives the credentials to the student and so the student completes the course registration.*

5 PROCEDURES ON ACCOUNT OF HUMAN RESOURCES

Human Resources account consists of:

- Home
- Human Resources
 - Personnel Management
 - ◆ Adding New Personnel
 - ◆ Personnel Update
 - ◆ Deletion of Personnel

5.1 Home Page

In the home page, basic user information and academic year is shown.

5.2 Personnel Management

All the operations about personnel are made in this section.

5.2.1 Adding New Personnel

In cases where a new staff individual must be added, the green button that reads “+Add New Personnel” is pressed. The button activates a new window, which also has some specific areas:

- **General info.**

In this section, general data of the employee are added. Information include:

- ✓ *Title: (academic or social title)*
- ✓ *Name:*
- ✓ *Surname:*
- ✓ *Paternity:*
- ✓ *Date of Birth:*
- ✓ *Place of Birth:*
- ✓ *Identification Document Type:*
- ✓ *Identification Document Number:*
- ✓ *Social Security Number:*
- ✓ *Employment Type:*
- ✓ *Internal Phone Number*
- ✓ *E-mail:*
- ✓ *Office Number:*
- ✓ *Nationality:*
- ✓ *Secondary Nationality: (optional)*

- **Academic Info.**

In this section information regarding the employee's academic standing are supplemented. Education areas are: schooling, trainings this person might have taken part and certifications that may have in foreign languages.

- **Nominations**

In this section are met staff appointment details, which are: the role at work (academic, administrative,

consulting), position, unit and contractual date.

- **Publications & Activities**

This section is supplemented with information about publications and activities that the person may have held or participated.

- **Contact Info.**

This section disposes information on contacts that can be held by the person concerned. Contacts will have two main divisions: Residential and Permanent Address.

- **Documents**

On the basis of physical documents submitted to the Human Resources office, the final section of the personnel increase window is completed. Here we mark a "check-box" next to the document that was submitted to the Office of Human Resources.

Once the information is completed with the entry, click: the Red button Close Without Save to close the window without saving the information, purple, to store and Green to close the window and save the information.

5.2.2 Personnel Update

If changes in personnel information are required, first choose the person in question by clicking once on it and then clicked on the button "Update Selected Personnel" (now orange). From here opens a window similar to that of Adding New Staff. Only that here the fields will be filled. By navigating to specific sections, information can be updated, added or deleted and then stored.

5.2.3 Deletion of Personnel

If you need to erase an entry from the list of personnel you must first select the person in question by clicking once on it and then click on the button "*-Delete Selected Personnel*". Once pressed, appears a small table that asks if you are sure of the action ("*Yes or No*"). If "*Yes*" is chosen, the person will be deleted from the personnel list.

6 PROCEDURES OF ACADEMIC ADVISOR ACCOUNT

The academic advisor follows a certain number of students, and deals mainly with their advice on learning. In this page we have:

- Home Page
- Students List
 - Course List

6.1 Home Page

In this site has been provided general information about academic advisor.

6.2 Student List

This list includes all students who are under the care of the academic advisor. There appears ID, name, study program etc. And in the end is the course list.

6.2.1 Course List

When clicked "*List Courses*", all courses that the student selected to perform the course registration is listed. In this way academic advisor see if the student has selected the appropriate subjects and confirm registration by clicking on the button "*Accept*". Otherwise the academic advisor does not approve the registration of the student by clicking on the "*Reject*", and also advisor can write a message to the student, which explains what is the reason you did not approve the request to enroll courses.

7 PROCEDURES OF FINANCE ACCOUNT

In relation to the finance office BIS system operations currently performed only in relation to students.

Finance account page includes:

- Home Page
- Finance
 - Approval

7.1 Home Page

On the home page are given basic data about finance office chief.

7.2 Finance

On this page is a list of all students who are awaiting the approval of finance in order to complete the course registration. ID, name, surname, faculty, program, etc. In the right corner is the approval button.

7.2.1 Approval

Student makes the payment at the finance office, and in this way finance approves the student to make the course registration.

8 PROCEDURES OF LIBRARY SYSTEM

Library automation system is divided into several separate pages based on their function.

- 1) <http://library.beder.edu.al/> (General user page).
- 2) <http://libadmin.dev.beder.edu.al/> (Registration and Labeling of new books page).
- 3) <http://libadmin.dev.beder.edu.al/check> (Labeling control page).
- 4) <http://libstats.dev.beder.edu.al/> (Statistics about the work of labeling page).

8.1 General user page

<http://library.beder.edu.al/> is the main site in which students and staff members can draw books from the library. The main interface displays announcements about library and the number of books based on category. There is the search-box (Catalog Search) which helps localizing fast the wanted books. The site has a navigation pane that divides into several subcategories:

- a. *About Library*: General information about the library.
- b. *Library Guide*: Instructions about the library.
- c. *Rules & Regulations*: Overview of the rules set about the library.
- d. *Catalog search*: Search for books by their cataloging.
- e. *Catalog index*: Search by category cataloging.
- f. *Electronic Services*: Various online bookstores in partnership, from which can be downloaded books in digital format.
- g. *Contact*

Note: "Catalog Search" is the easiest way to search for a specific desired book. Search made based on the book title, author, number of classification (LC) or all. Once the research is done, on the screen appears a list of possible findings. When choosing one of the findings, the site sends you to another site showing the general information of the book and whether the book is available or not. (LC) Number also helps to find the exact location of the book, because the ordering is made accordingly of that number.

8.2 Registration and Labeling of new books page

From this site labeling of new books becomes possible. The process begins by pressing the book title, author, House of publication, or combined in the search box. A list of books is displayed on the screen and must choose one book whose title, the name of the author and the publishing house match. Once you have chosen a compatible element of the list, proceed to the next page where the system takes you to meet additional information about the book. Once completed all, the book is saved in the system and labels are printed to be stucked in the books.

8.3 The site of checking if labeling is done correctly

On this page is controlled the information inputted from the above page for each book. Each book has a unique barcode label through which the search is done. At this stage on the screen appears all the information recorded for the book in question. If the information is matching, the book goes as accurate. If not, specify the inaccuracy and the book goes to the label correction.

8.4 [Statistics Site about the work of labeling books](#)

Meanwhile it can be seen the pace of each worker and also the full working pace of labeling and controlling the books.

9 CONCLUSION

Beder Information System is a system that facilitates the work in the Institution Bader. It performs actions in an automated way, thus avoiding possible mistakes and follow all rules and procedures arising from the Senate or the rectorate. The system is not completed yet, so we are working for other functions that will automate every action within the institution Bader.