



EMIS User Manual

**Project: Strengthening of the Education Management System
(EMIS) in The Gambia**

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Introduction

The user manual contains a set of instructions which can be used to easily navigate the system.

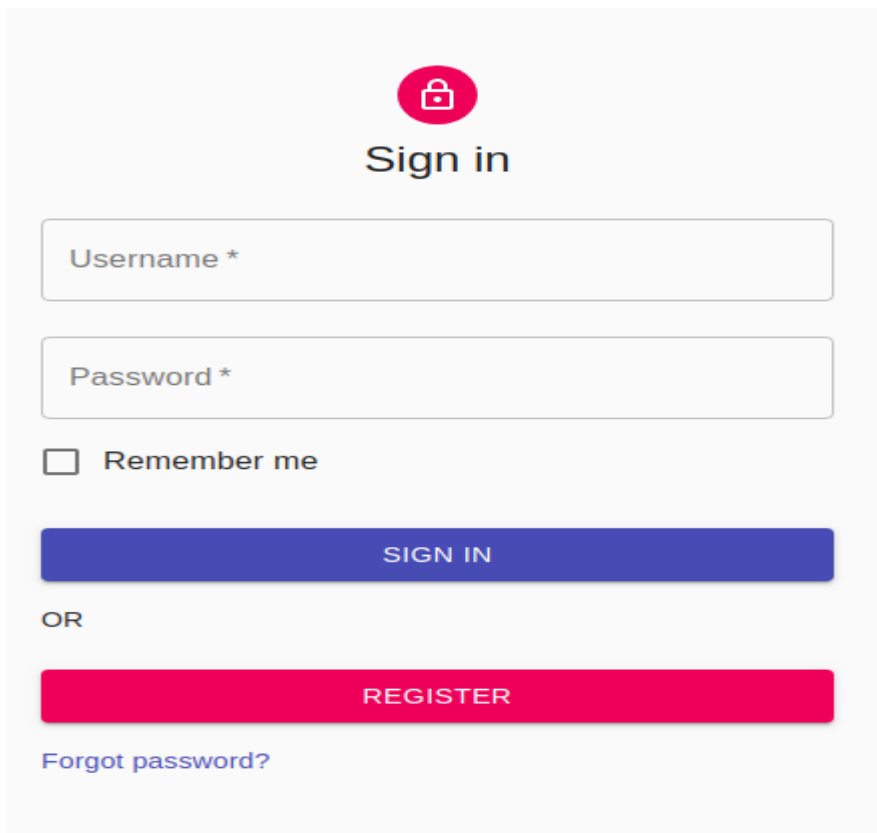
Modules

1.0 Registration


1. On your browser type the URL: <https://emis.moherstportal.gm>
2. Click on **Register**
3. Fill in the sign-up form and submit

2.0 Sign In

1. On your browser type the URL: <https://emis.moherstportal.gm>
2. Fill in email and password details
3. Click on sign in



The image shows a sign-in form with a red lock icon at the top. Below the icon is the text "Sign in". There are two input fields: "Username *" and "Password *". Below the password field is a checkbox labeled "Remember me". There are two buttons: a blue "SIGN IN" button and a red "REGISTER" button. Below the "REGISTER" button is a link "Forgot password?".


Sign in

Username *

Password *

Remember me

SIGN IN

OR

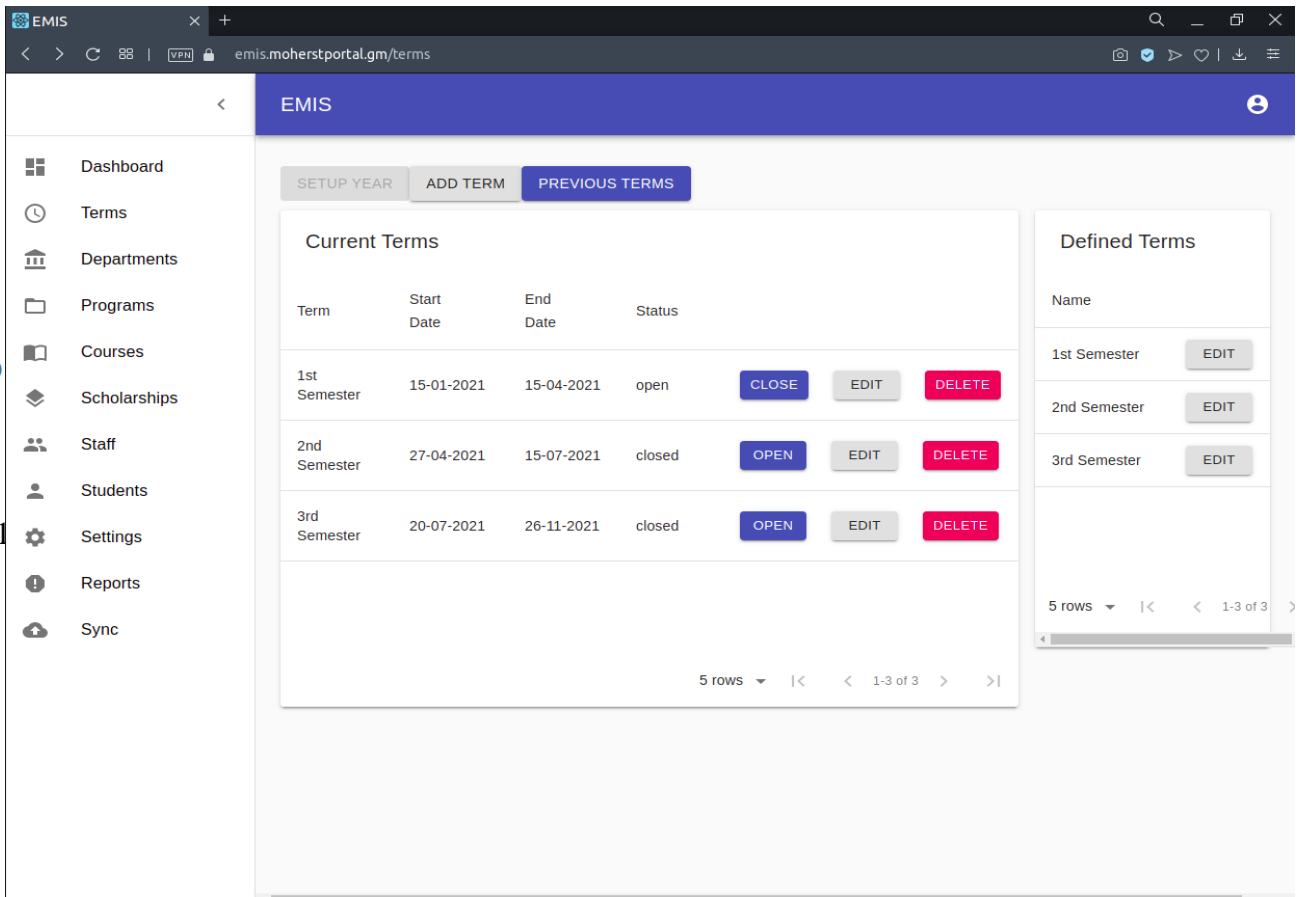
REGISTER

[Forgot password?](#)

3.0 Adding Terms

1. Log into the system as a super admin or general admin
 2. Click on the Term Module on the side bar
 3. Here you can view, save, edit, and delete
 4. Click on Add terms
 5. Fill in user form and click save
 6. Once a term is added, you can either set it to open by clicking on the 'open button' next to the term or 'close button' to close term
- **Term should be set as open before adding a course to a term****

4.0 Adding Departments



11

1. Log into the system as a super admin or general admin
2. Click on the departments Module on the side bar
3. Here you can view, save, edit, and delete
4. Click on Add departments
5. Fill in user form and click save

The screenshot shows the EMIS web application interface. The browser address bar displays `emis.moherstportal.gm/departments`. The left sidebar contains a navigation menu with the following items: Dashboard, Terms, Departments (highlighted), Programs, Courses, Scholarships, Staff, Students, Settings, Reports, and Sync. The main content area features a blue header with the EMIS logo and a user profile icon. Below the header, there is a blue button labeled "ADD DEPARTMENT". The main content area displays a table titled "Departments" with a search bar and icons for refresh and download. The table has the following data:

Name	Location	
Bpa	Mdi	DELETE
Ec	S B	DELETE
Economics	Kairaba Avenue	DELETE
Management	Brikama	SUSPEND

At the bottom of the page, there is a pagination control showing "10 rows" and "1-4 of 4".

5.0 Adding Programs

1. Log into the system as a super admin or general admin
2. Click on the programs Module on the side bar
3. Here you can view, activate, edit and suspend
4. Click on Add program
5. Fill in user form and click save

EMIS

emis.moherstportal.gm/programs

EMIS

ADD PROGRAM

Programs Search × ↓ ↺

Drag headers here to group by

Name	Award	Isced Level	Tuition (GMD)	Department	Accreditation	
Biology	Bachelor	1	70000	Management	Accredited	SUSPEND
Bsc Computer Science	Bachelor	4	200000	Economics	Accredited	ACTIVATE
Bsc Management	Bachelor	6	85000	Management	Accredited	SUSPEND
Literature	Bachelor	1	8000	Management	Not Accredited	SUSPEND
Sss	Bachelor	1	3566	Economics	Accredited	ACTIVATE

https://emis.moherstportal.gm/programs

6.0 Adding Courses

1. Log into the system as a super admin or general admin
2. Click on the courses Module on the side bar
3. Here you can activate, edit and suspend
4. Click on the course to view the course details (you can also add students and teachers to a course)
5. Click on Add course
6. Fill in user form and click save

The screenshot displays the EMIS (Education Management Information System) interface. The left sidebar contains a navigation menu with the following items: Dashboard, Terms, Departments, Programs, Courses, Scholarships, Staff, Students, Settings, Reports, and Sync. The main content area is titled "EMIS" and features three tabs: "EDIT", "ASSIGN TEACHER", and "ADD STUDENTS". A "BACK" button is located in the top right corner of the main content area.

The "Course Details" section shows the following information:

Course Name	English Language
Course Code	101
Duration	4 month(s)
Contact Hours	28 hour(s)
Department	Language
Programme	Bsc Computer Science

The "Assigned Teachers" section shows a table with the following data:

Teacher	Set	
Jainaba Mariam Jallow	Set 1	Unassign

The "1st Semester: 2021" section shows a table with the following data:

Student	Score	Points
Fatou Jobe	0	0
Musa Kaita	83.4	1.5
Malick Jallow	33	0

7.0 Adding Scholarships

1. Log into the system as a super admin or general admin
2. Click on the Scholarships Module on the side bar
3. Click on Add scholarship
4. Fill in user form and click save

7.1 Adding Student To A Scholarship

1. You can view, edit and delete scholarship
2. Click on a scholarship to add students to a scholarship
3. click on the add student button, fill the form and save

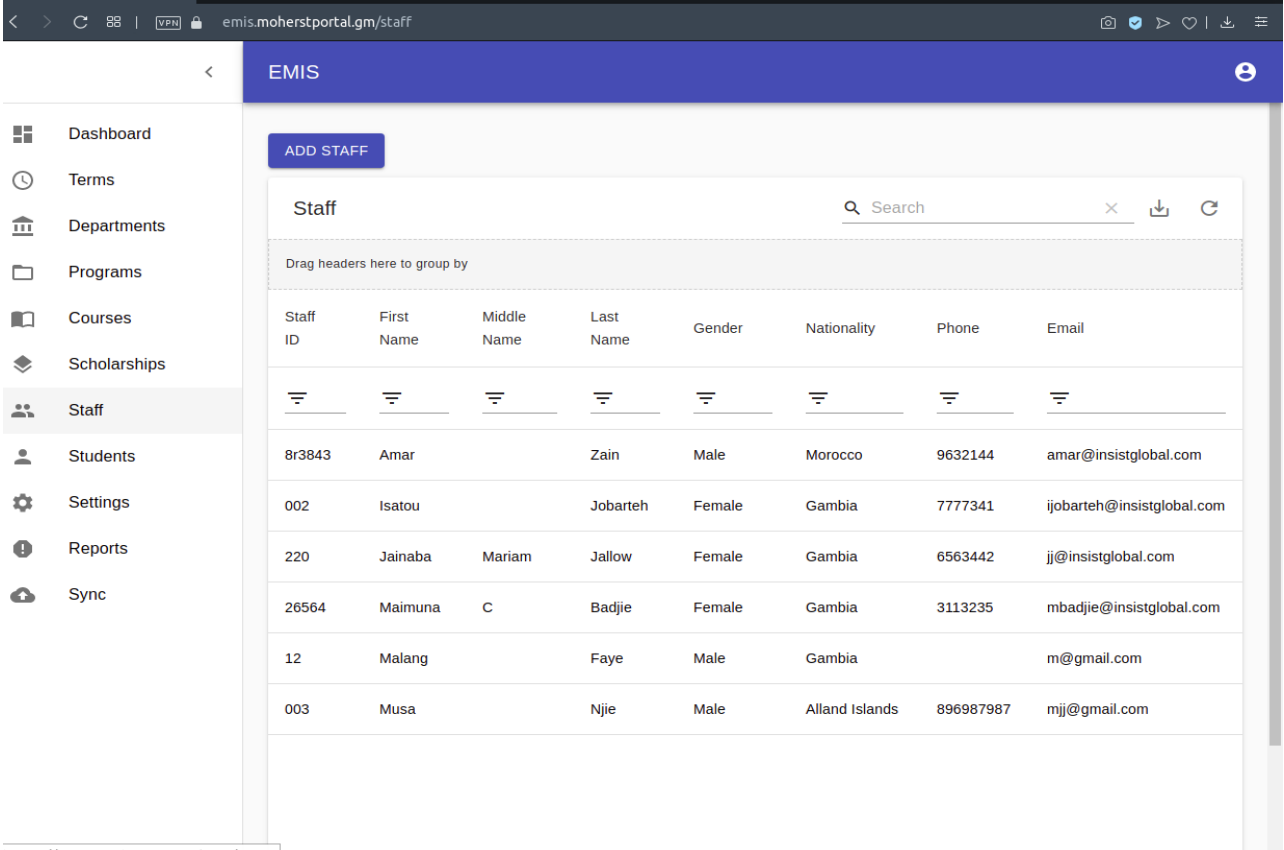
The screenshot displays the EMIS Scholarships management interface. On the left is a navigation menu with options: Dashboard, Terms, Departments, Programs, Courses, Scholarships (selected), Staff, Students, Settings, Reports, and Sync. The main content area features a blue 'ADD SCHOLARSHIP' button at the top left. Below it is a table titled 'Scholarships' with a search bar and icons for refresh, download, and delete. The table has three columns: 'Awarding Body', 'Opened scholarships', and 'Closed/Terminated scholarships'. A single row is visible for 'MoHERST', showing 0 opened and 3 closed scholarships, with a red 'DELETE' button to the right. A URL bar at the bottom left shows 'https://emis.moherstportal.gm/scholarships'.

Awarding Body	Opened scholarships	Closed/Terminated scholarships	
MoHERST	0	3	DELETE

8.0 Adding Staff

1. Log into the system as a super admin or general admin
2. Click on the staff Module on the side bar
3. Here you can click on a staff to view and edit (Also terminate employment or assign HOD)
4. Click on Add staff
5. Fill in user form and click save

9.0 Adding Students



Staff ID	First Name	Middle Name	Last Name	Gender	Nationality	Phone	Email
8r3843	Amar		Zain	Male	Morocco	9632144	amar@insistglobal.com
002	Isatou		Jobarteh	Female	Gambia	7777341	ijobarteh@insistglobal.com
220	Jainaba	Mariam	Jallow	Female	Gambia	6563442	jj@insistglobal.com
26564	Maimuna	C	Badjie	Female	Gambia	3113235	mbadjie@insistglobal.com
12	Malang		Faye	Male	Gambia		m@gmail.com
003	Musa		Njie	Male	Alland Islands	896987987	mji@gmail.com

1. Log into the system as a super admin or general admin
2. Click on the Students Module on the sidebar

3. Click on Add Student
4. Fill in user form and click save
5. Click on a student to view, edit or delete student
6. Here you can add admission, scholarship, course, enroll or apply charges to a selected student by clicking on the corresponding button, fill in the user form and click save

The screenshot displays the EMIS web application interface. On the left is a sidebar with navigation options: Dashboard, Terms, Departments, Programs, Courses, Scholarships, Staff, Students (highlighted), Settings, Reports, and Sync. The main content area is titled 'EMIS' and features an 'ADD STUDENT' button. Below this is a table titled 'Students' with a search bar and a 'Drag headers here to group by' instruction. The table has columns for Student ID, First Name, Middle Name, Last Name, Gender, and Status. Each row includes a 'Delete' button.

Student ID	First Name	Middle Name	Last Name	Gender	Status	
89320	Aaliya		Singh	Female	Active	Delete
0909094	Bakary		Minteh	Male	Active	Delete
110	Fatou		Jobe	Female	Active	Delete
2	Isatou	K	Colley	Female	Dropped out	Delete
0015	Jogg		Njie	Male	Active	Delete
5	Malick		Jallow	Male	Active	Delete
098758	Momodou		Njie	Male	Active	Delete
244545	Musa		Njie	Male	Active	Delete

10.0 Settings

1. Log into the system as a super admin or general admin
2. Click on the settings Module on the side bar
3. Here you can view, and edit institution information
(You can edit details, curricula and infrastructure,edit and add grading scheme, add charge type and lab)

EMIS

emis.moherstportal.gm/settings

EMIS

DETAILS GRADING CHARGES INFRASTRUCTURE CURRICULA LABORATORIES

Institution Details

ALWAYS ON POINT

UPLOAD

Name * Address * Email

Local Government Area *

Number of staff Number of Lecture Rooms Lecture Room Capacity

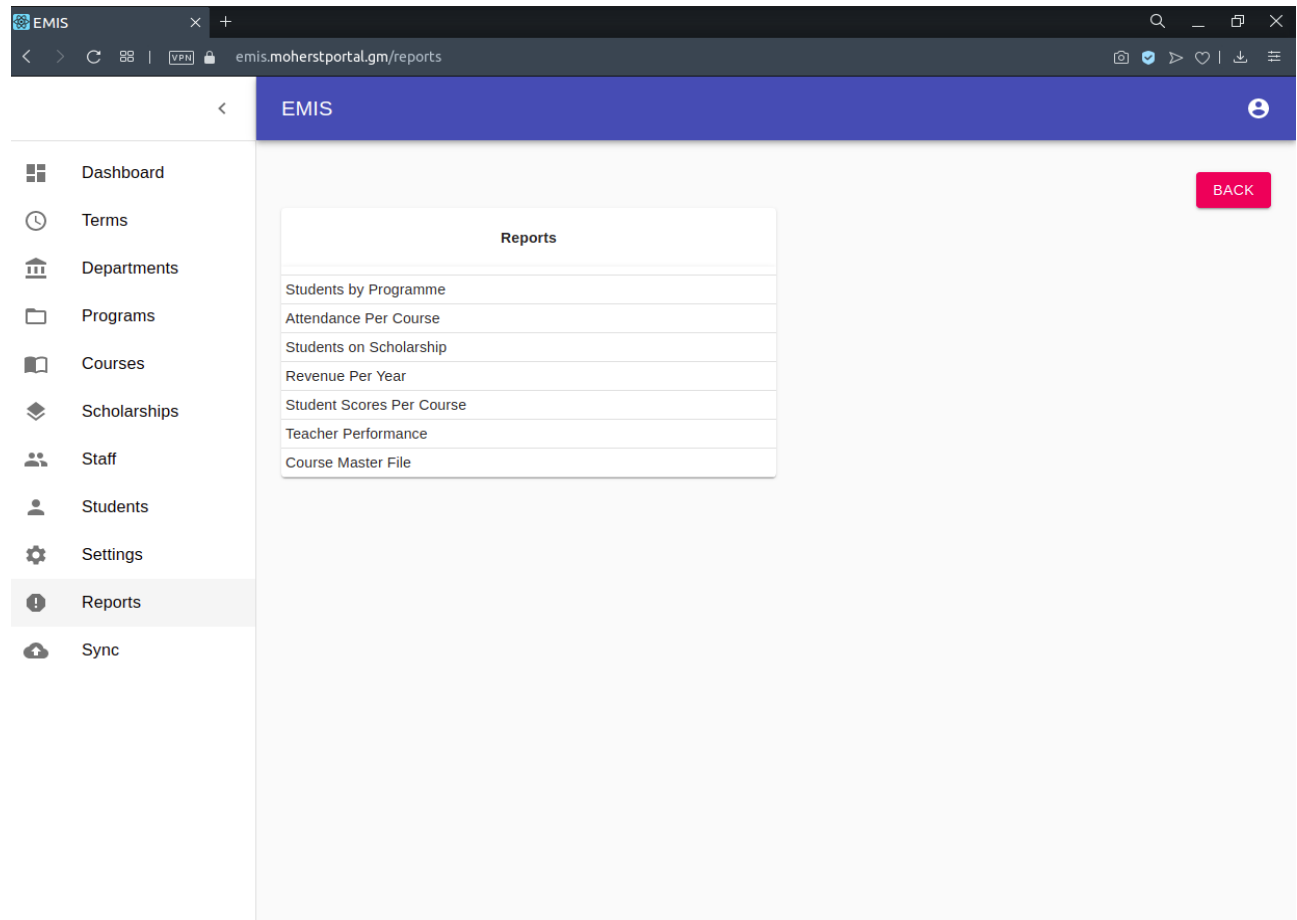
Enrollment Capacity

Sector * Region * Classification

Accreditation

Accredited By Accreditation Number

1. Log into the system as a super admin or general admin
2. Click on the Reports Module on the side bar
3. Click on the report you want to view/display
4. Click on pdf, word or excel to download report



12.0 SYNC Data

1. Log into the system as a super admin or general admin
2. Click on the Sync data Module on the side bar
3. Here you can sync data that has recently changed by clicking on 'SYNC' under the report you want to sync

- Dashboard
- Terms
- Departments
- Programs
- Courses
- Scholarships
- Staff
- Students
- Settings
- Reports
- Sync**

Program (0)
You have **0** changes that have not been uploaded to the Global EMIS.
SYNC

Student (5)
You have **5** changes that have not been uploaded to the Global EMIS.
SYNC

User (0)
You have **0** changes that have not been uploaded to the Global EMIS.
SYNC

Laboratory (1)
You have **1** change that have not been uploaded to the Global EMIS.
SYNC