

Degree Audit

for School

User Guides

Version 0.1

Last modified on Thursday, June 02, 2016
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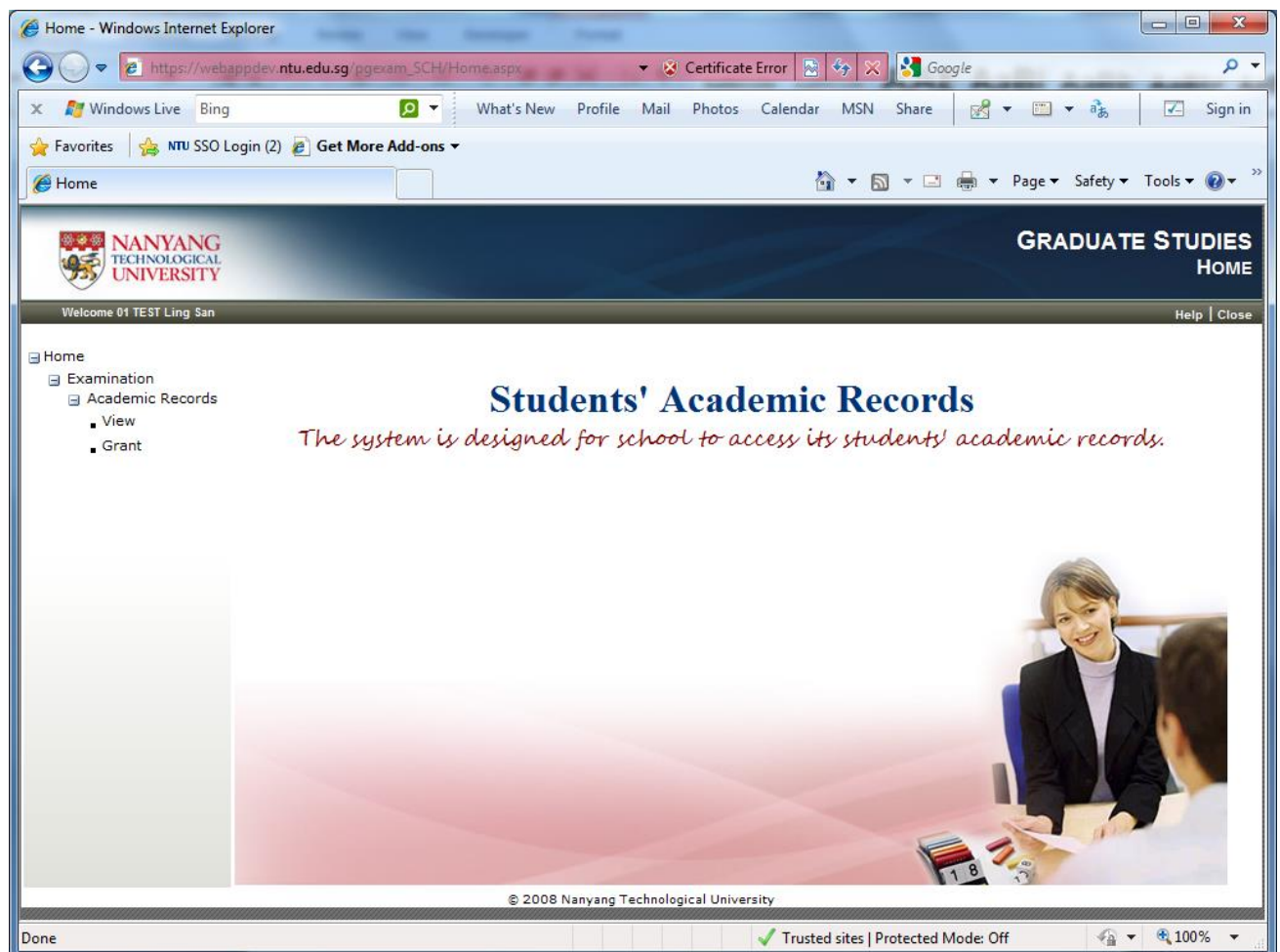
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SCHOOL MODULE

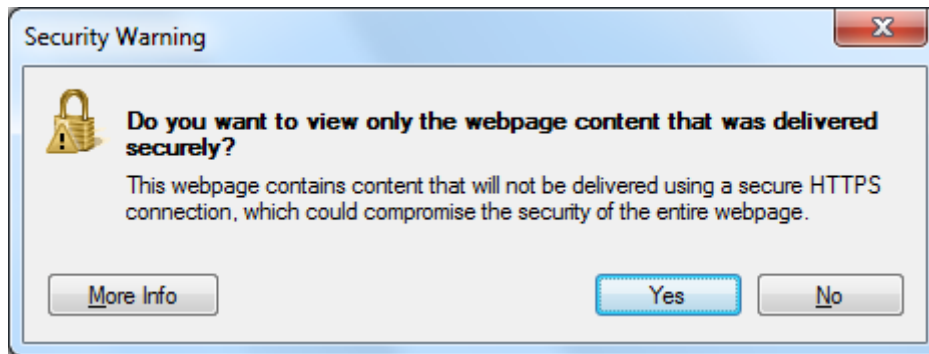
School Representatives


1. **For first-timer**, you have to log a call to service desk to install jinitiator for 64-bits PC.
2. After installing the jinitiator, login to **Stafflink** via your Internet Browser. Click on Academic Services → Graduate Student Services → Graduate Student Degree Audit. A screen shown below will pop-up.



3. **Figure 1a – Home Page**

4. Navigate to 'Grant' under the Academic Record. If you encountered the below screen, click 'No'.



- The below screen will appear to update the School Representative(s). Enter the staffid of the staff and click on  icon on the menu bar. You can find help of each icon in Appendix A.

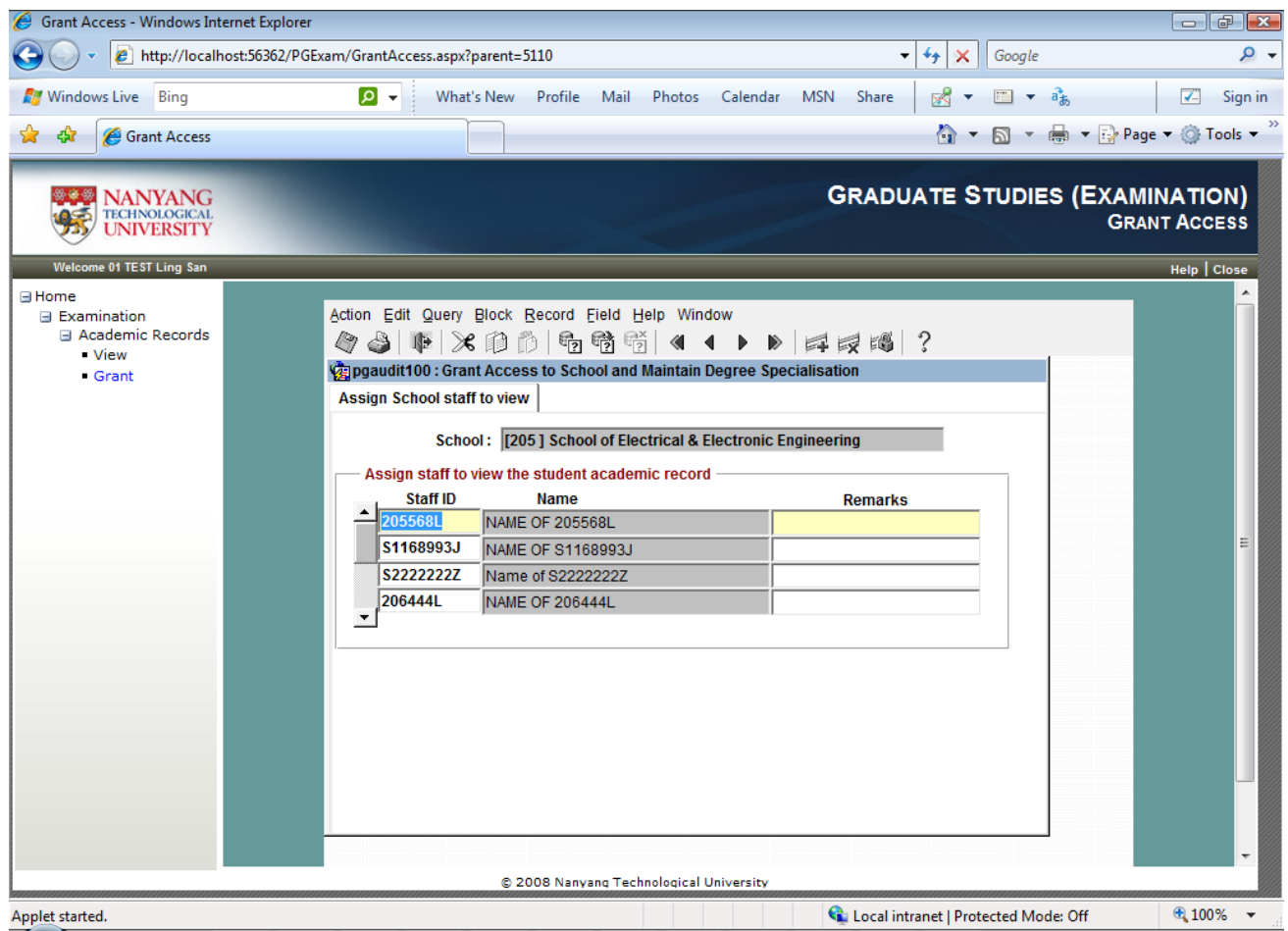


Figure 1c – Grant Page. For School Representative to assign the staff to view the academic record.

Privilege School Staff

1. Login to **Stafflink** via your Internet Browser. Click on Academic Services → Graduate Student Services → Graduate Student Degree Audit. A screen shown below will pop-up.
2. Navigate to 'View' under the Academic Record.

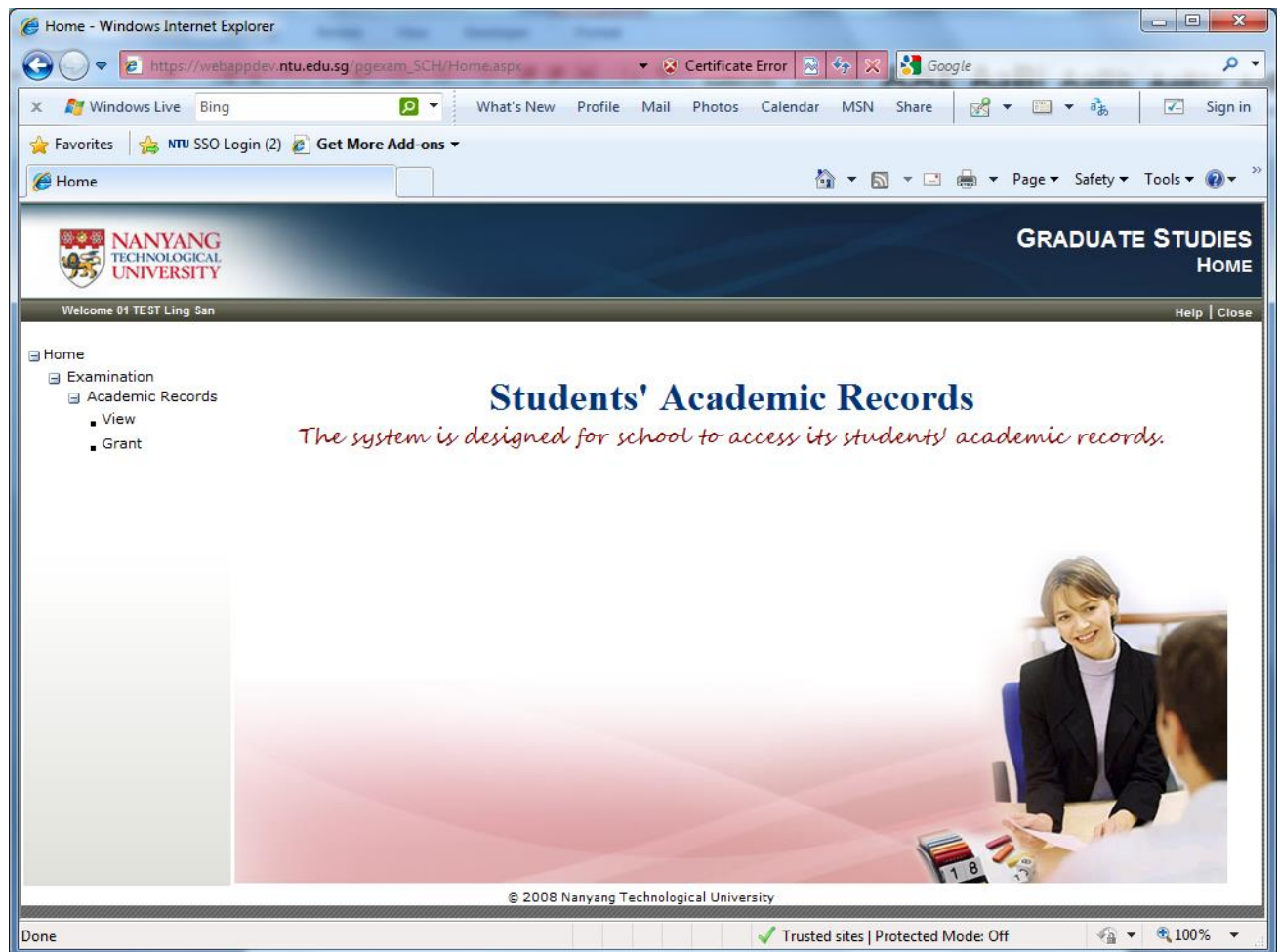


Figure 1a – Home Page

3. The below screen will appear to allow you to select the matric of the student. Choose the Matric and click 'submit'. The academic record of the student will appear.

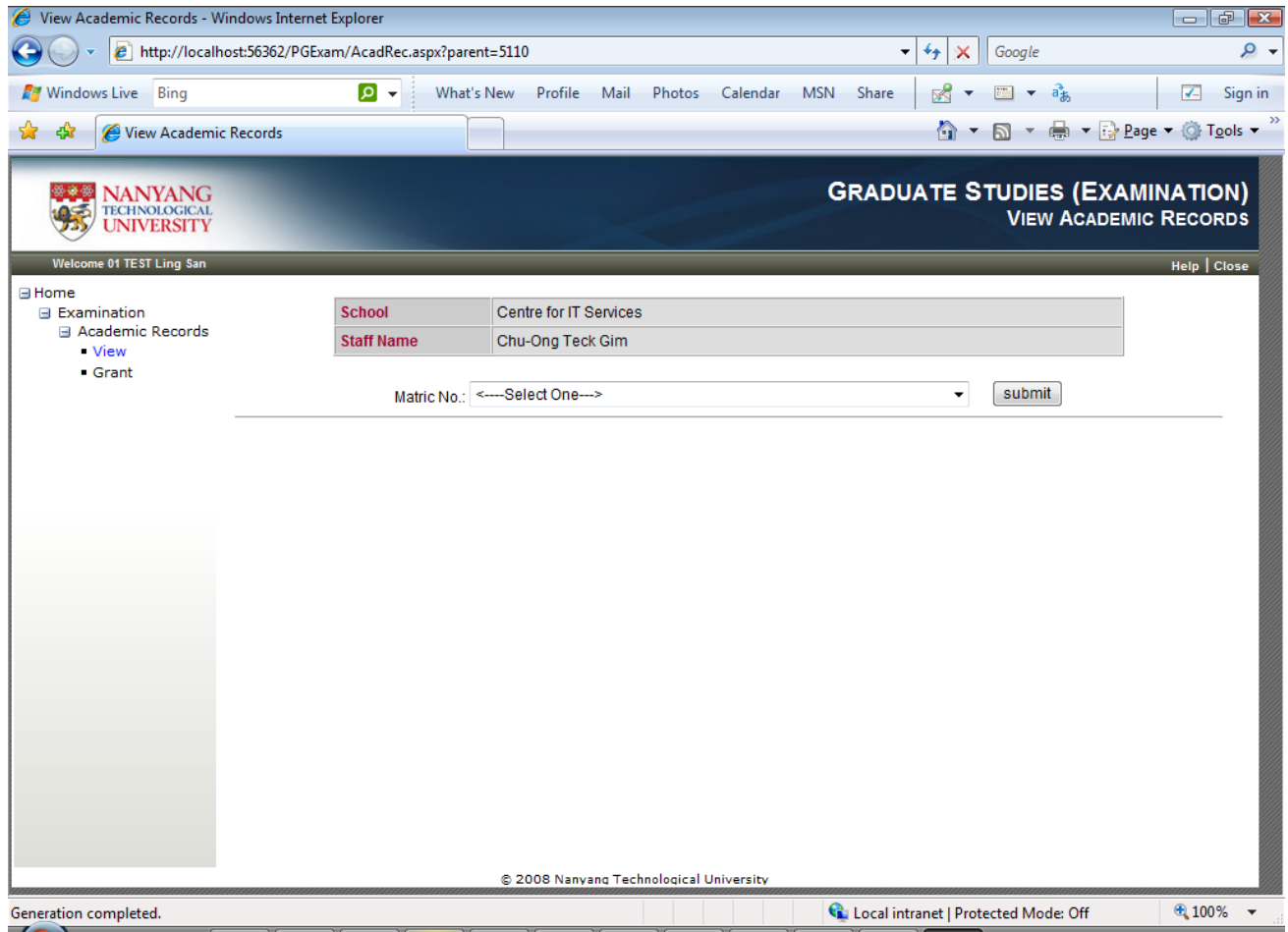


Figure 1b – View Page. Select the Student Matric and click submit button to display the Academic Record

APPENDIX A: TOOLBAR ICONS IN DETAILS

Hint: To view the name of each toolbar icon, move mouse cursor over the icon. An alternate name will appear below the icon.

Below are some useful toolbar icons in details:



Save – To save records that has been entered or altered.



Exit – To exit application.



Enter Query – To select when going to the enter-query mode to query any records



Execute Query – To select in the enter-query mode, to retrieve records



Cancel Query – To select when exiting the enter-query mode



Previous Record – To move to previous record



Next Record – To move to next record



Insert Record – To insert a record



Delete Record – To delete a record