

STUDENTS**PORTAL**

USER GUIDE

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About eduSYMS

Converged Solutions for Innovative Education.

Fast, secure, trusted and centric for learning. To facilitate education, Edusyms was developed.

A well-resourced School Management System that is learner-centric and connects teachers, students, school managers, administrators, and parents. eduSYMS reduces resource overheads, increases learning time, and monitors school and learner performance in real time. Teachers can use class time effectively because it is securely hosted online and accessible 24 hours a day, seven days a week, allowing them to work flexibly on and off campus.

eduSYMS Solutions are end-to-end educational solutions that are ideal for student information management, video conferences, audio conferences, online classes, screen share, direct-to-live consulting, audio broadcasting and webinars.

Who needs eduSYMS Solutions?

eduSYMS Innovative learning solutions focus on learners and increase multiple productivity:

- Pre-Primary-High Schools,
- Colleges,
- Institutes,
- Academies,
- Clubs,
- Municipalities,
- Bespoke Training
- Membership Activities
- Churches,
- Gyms,
- Government Departments,

How to choose a study PC or laptop

You will begin your eduSYMS way of learning and you want to ensure that your computer is reliable. There is plenty of technical information important to understand when you begin to look for a new computer. Take a moment to think of your technology needs before you become involved in marketing gimmicks and sophisticated designs. If you are one of those who often travel and can concentrate on loud sounds, then a laptop is the best way for you. Laptops are portable and are designed in every way to help you get your work done. When you have to, a laptop helps:

- Type a paper in the doctor's waiting room.
- Read your ebook at the airport.
- Post a question during your lunch break at the diner.
- Finish school work while you're on the train.

A desktop computer may be a better option for you if you have a fairly regular routine and prefer to study alone without distractions. Though you can't take a desktop with you on the road, they are typically less expensive than laptops and have fewer hardware and software problems.

Ask yourself a few quick questions about the type of machine you want for your online classes:

- Will you be traveling a lot during the course of your studies?
- Is there a specific study area in your house?
- Will you study in small chunks or in large chunks of time?
- Are you able to study anywhere, even if there are distractions?

Searching for the Best Laptop for Online Classes

Like any other purchase, you want to make sure you're getting the most bang for your buck. Top priorities should be durability (can it withstand bumps?) and mobility (can it fit in a bag?). It's also worth investigating laptop screen sizes, as laptops are frequently classified based on their screen size. It's not a bad idea to try out the laptop before purchasing one online. This way, you can start typing and using the touchpad to see if it's the right laptop for you. Consider whether the cursor is too sensitive. Is it simple to use? When researching laptops, look for the following additional key features:

Processors

Processors (also known as CPUs or APUs) are primarily responsible for your laptop's performance. Check to see if it has an AMD A series or an Intel Core i3/i5/i7 processor. Granted, these laptops with those processors are quite expensive, but the faster your computer can process your data, the better the processor.

Hard Drive

When comparing laptops, inquire about the amount of storage space available on the drive. A hard drive, also known as a hard disk drive, is a storage device for data. Consider your hard drive to be similar to a bookshelf. It is the location where you keep all of your books. You take a book from the shelf when you need it. A hard drive is where you keep your data indefinitely and can "pull it off the shelf" whenever you need it.

RAM

Check that it has a minimum memory of 2 gigabytes (GB). One gigabyte is one billion bytes of memory. The memory of a computer is similar to your short-term memory—the more memory a computer has, the more it can do at once. You need as much memory as you can afford.

USB Ports

Find a laptop with 2 or more USB ports. USB is a universal serial bus, designed with other gadgets like a printer and a flash drive that are much easier to use with your laptop.

DVD Burner

See if a DVD burner is available. You can save class projects on compact disks or older backup files if you burn your own DVDs.

Wireless

Almost every laptop has Wi-Fi now, but it is important to buy something with wireless communication if you plan to take your laptop everywhere to study. Wireless communication means that from every place that offers wireless Internet service you have access to the Internet (like airports, coffee shops, hotels, and your local library). If you're at an end without Wi-Fi, then look for the Internet connection of your telephone with your laptop if you have a smartphone. The Wi-Fi tethering is called. You can check if you can connect the internet to your laptop with your service provider.

Operating System

Know whether it has either Windows 8, 10, or whether Mac has Apple Mac OS X if you prefer. Mac OS X, the latest OS for Mac laptops is El Capitan, so you can upgrade. In essence, an operating system monitors the memory management and storage of stuff. You want the most recent and largest operating systems to make sure that you have a laptop.

Things to Know About Laptops

Size Matters

Probably a laptop's size is one of its key features. Therefore, we recommend that you go to the local electronics store to find the perfect size for your laptop. Note: Larger display sizes are usually heavier laptops.

Keyboards

The keyboard feeling is also important since it cannot be replaced. The keyboard feel is important. While you're conducting research in the shop, make sure the keyboard is responsive to your typing.

Temperature

Be wary of overheating! Check to see if the bottom of the computer becomes uncomfortably hot while it is running.

Battery Life

Pay close attention to the expected battery life of the laptop. It is important to note that battery life is almost always less than what the manufacturer advertises.

About Desktop Computers

The price range for a dependable desktop computer starts at \$500 and goes up to around \$1,500, which should be more than enough to purchase a desktop computer with a plethora of useful features, such as a dual-core processor (this feature is useful for homework assignments, photo viewing and editing, and managing MP3s/videos). At around \$500, you'll be able to perform common distance learning tasks like using PowerPoint, Word, and Excel, but any kind of advanced graphic work will almost certainly necessitate more memory, hard drive space, and extra features. Before purchasing a desktop computer, consider the following features.

Processors

Check to see if it has an AMD A8-7600, an AMD A10-6800k, an Intel Core i7-4770k, or an Intel Core i3-4330 processor. Again, these are various types of computer processors that we recommend for optimal performance.

RAM

Take note of the amount of RAM included with the computer. RAM is an abbreviation for random access memory. A good (and quick) desktop computer will have at least one gigabyte (GB) of DDR2 memory (which stands for "double-data-rate"). What the hell are we on about? RAM is similar to short-term memory. The more RAM you have, the more things your computer can do at the same time. Isn't it true that the greater your short-term memory, the greater

your ability to multitask? The same can be said for your computer. DDR2 memory simply means that it operates at a high rate.

Hard Drive

Look for a hard drive with a capacity of 250 gigabytes (GB). Once again, one gigabyte equals one billion bytes. A 500-word document typed in Microsoft Word requires approximately 25,000 bytes of hard drive space. So, if you have a computer with a storage capacity of 250 billion bytes, it could store a million 500-word papers!

Graphics/Video Card

Get something with a 128 megabyte (MB) DirectX 9 graphics card if possible. A good video card (also known as a graphics card) will assist you in viewing videos for class.

Monitor Size

When it comes to screen size, it's best to go with something that's at least 17 inches. Anything larger than 19 inches may be too large for your desk. The majority of desktop computers will include an LCD monitor. LCD is an abbreviation for liquid crystal display.

Speakers

Purchase a computer that includes speakers. You will be able to hear the sound on any lecture videos or listen to music while studying this way.

Operating System

Microsoft Windows 8, 10, or, if you prefer a Mac, check to see if it has Apple Mac OS. (For more information on operating systems, see the Laptop section above.)

Productivity Suites

Most computers come preloaded with software. For software, there are two good options: Microsoft Works Suite 2010 or Apple iWork '09.

Things to Know About Your Desktop Computer

User Feedback

It might be useful to ask around. Inquire with your friends and coworkers about the types of machines they own, where they purchased them, if there were any problems, and whether they are satisfied with their purchases.

RAM

The more RAM you can afford, the better off you will be. Your computer should have at least 256 megabytes (MB) of memory, though 512 MB is preferable if you can afford it. Remember that RAM is similar to short-term memory. More RAM means that your computer can multitask more effectively and quickly.

CD and DVD Burners

Consider purchasing a DVD or CD burner to backup important data (this will also allow you to make your own music CDs).

Monitors

LCD monitors differ from the glass monitors used in computers in 1995. You should avoid touching an LCD monitor because it can permanently damage the screen.

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Requirements

PC / Laptop

iPad / Tablet

Smartphone

Smart TV

Webcam

Headset

Internet Access

Quiet Environment

Web Browser (Chrome, Edge, Firefox, etc.)

Snacks

Login Urls:

<https://za.edusyms.cloud/instance/login>

[eduSYMS: Home](#)

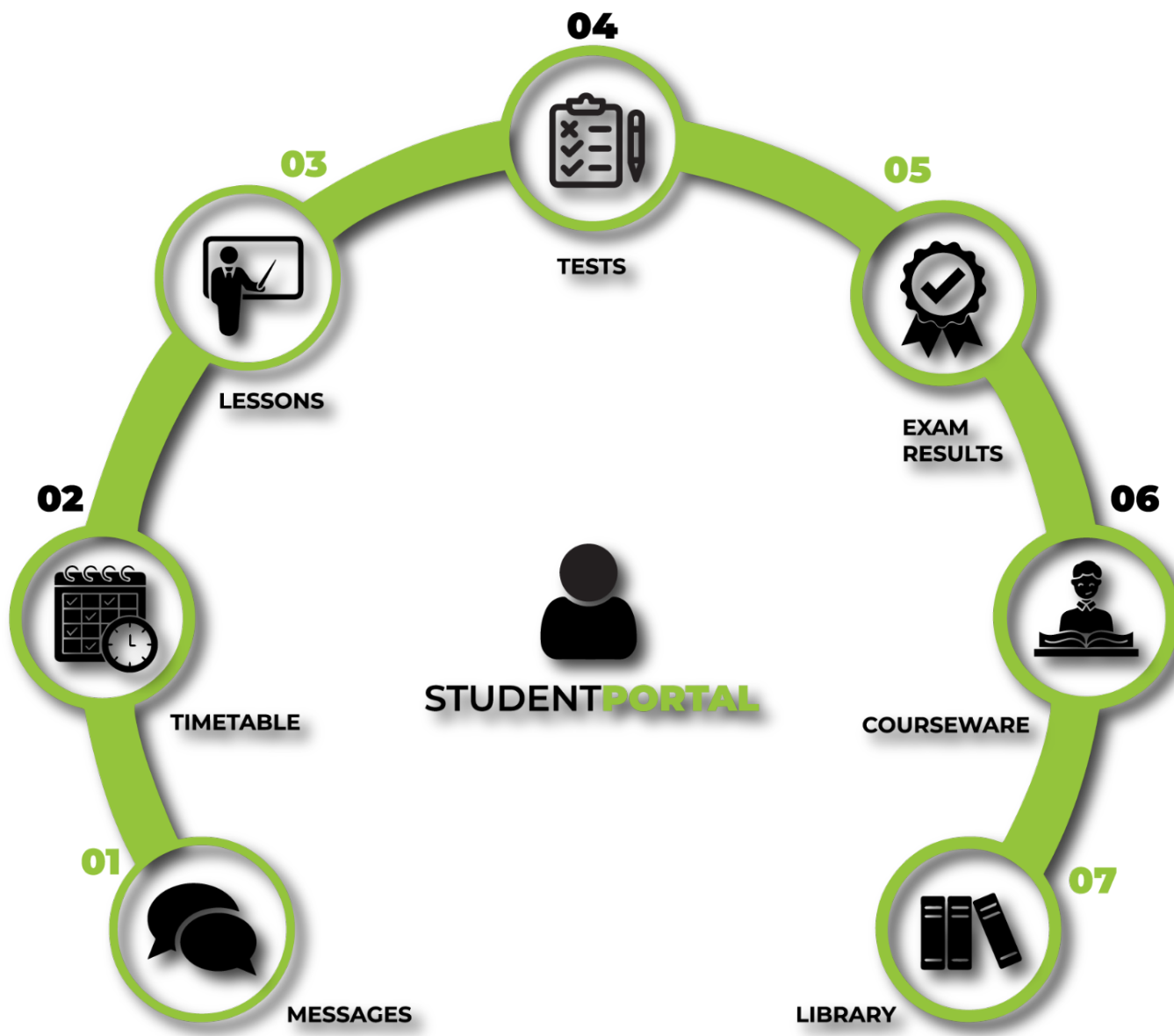
Your Institution Homepage

Dedicated link

Learning about the **STUDENTPORTAL**

In this chapter, we take you on a **tour** of the **STUDENTPORTAL**'s various components, menus, functions, and interfaces. From Login to Logout, we provide you with a detailed deep drive with image illustrations. **STUDENTPORTAL** provides real-time access to account balances, notes, and all publications.

STUDENTPORTAL is your portal to synchronous and asynchronous learning, including face-to-face learning, virtual learning, live classrooms, and your institution's virtual campus.



Login Page

The Login page to the Student Portal

Know your login page in detail and the must haves before login to ensure successful login.

CREDENTIALS:

1. Instance Code (*Institution Identification Code*)
2. Username (*Email, Mobile and/or Student Number*)
3. Password (*As set or as received via SMS*)

LOGIN SECURITY:

1. Google Recaptcha (*Confirm you're not a robot*)
2. 2FA (*Two Factor Authentication*)
3. (OTP) (*One Time Pin*)

LOGIN BUTTONS:

1. Staff (*Confirm you're not a robot*)
2. Student (*Two Factor Authentication*)

ONLINE APPLICATION

3. Apply Online (*Student Self-Registration*)

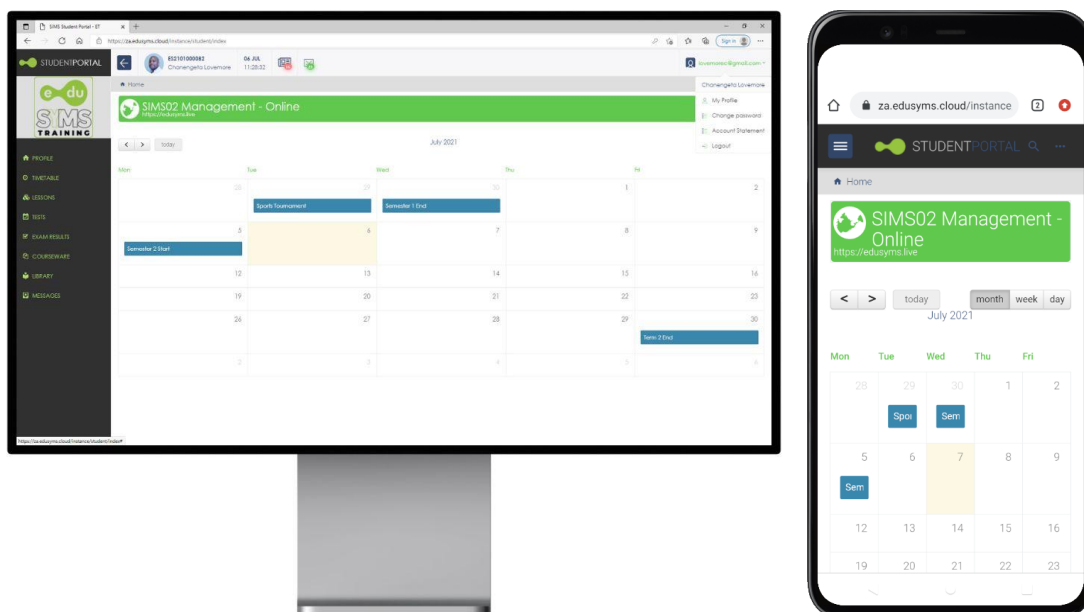
DATA PROTECTION

- [PAIA MANUAL](#)
- [POPIA POLICY](#)
- [PRIVACY POLICY](#)

1. PAIA Manual
2. POPIA Policy
3. Privacy Policy

Student Dashboard

The Dashboard will be your first **point of contact**. You will be able to access all of your **STUDENTPORTAL** functionalities from this page



Menus & Functions

Top Left

STUDENTPORTAL
Institution Logo

Left Sidebar

- Profile
- Timetable
- Lessons
- Tests
- Exam Results
- Courseware
- Library
- Messages
- ICON Menu if toggled.

Top

- Menu Toggle / Hamburg Menu
- Student Photo, ID, and Full Names
- Time and Date

Top Right

- User Image & Drop-down Arrow
- User Full Names
- My Profile
- Change Password
- Account Statement
- Logout

Bottom Top

- Home Icon & Breadcrumbs
- Live Class Link

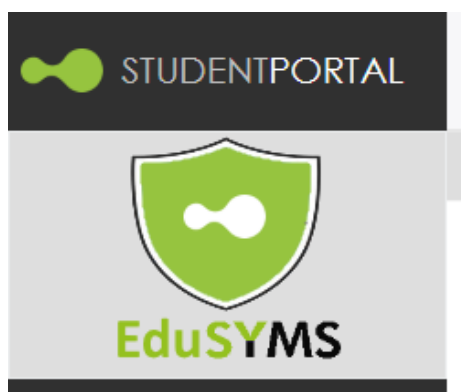
Calendar

- Scroll Arrows and Today Button
- Month, Week, Day

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TOP LEFT



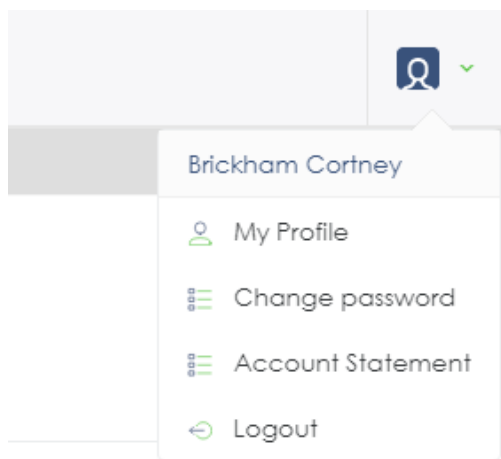
Your Institution's **Logo** and the **STUDENTPORTAL** button, these two active buttons, located in the top left corner of the page, will refresh the **Dashboard** or return you to the Dashboard page.

TOP



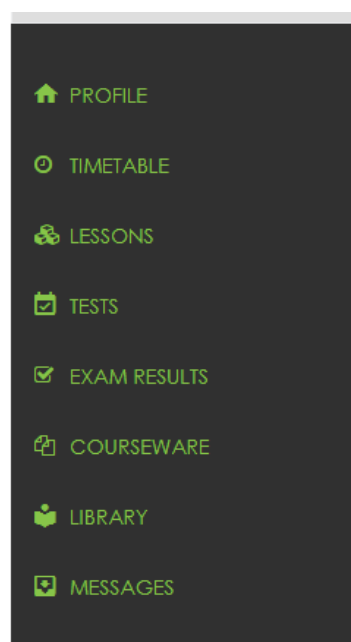
Located in the **upper middle section** of the page, orientated left. The Menu **Toggle** **The Hamburger Menu** button appears first, followed by Student Photo, ID, and Full Names, Time and Date.

TOP RIGHT



There is a User Image **Icon & Drop-down Arrow** on the far **top right section** of the page that gives you access to the **user menu**, which includes User Full Names, My Profile, Change Password, Account Statement, and Logout

LEFT SIDEBAR



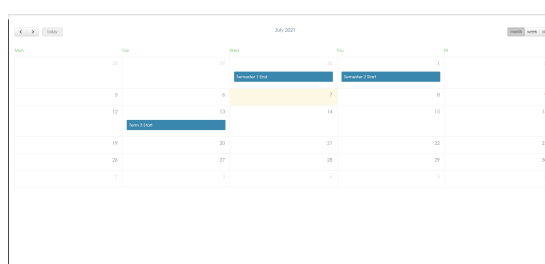
The left sidebar serves as a **navigation panel** for your main **menu functions**, which include Profile, Timetable, Lessons, Tests, Exam Results, Courseware, Library, and Messages. This menu can be **toggle**d to show an **ICON Menu** from the **arrow** pointing to the left or the **hamburger** menu icon, which gives you more calendar viewspace.

BOTTOM TOP



The Bottom Top Menu, which appears just below the Top Menu, displays the Home Icon, **Breadcrumbs**, and a link to the currently active **Live Class**.

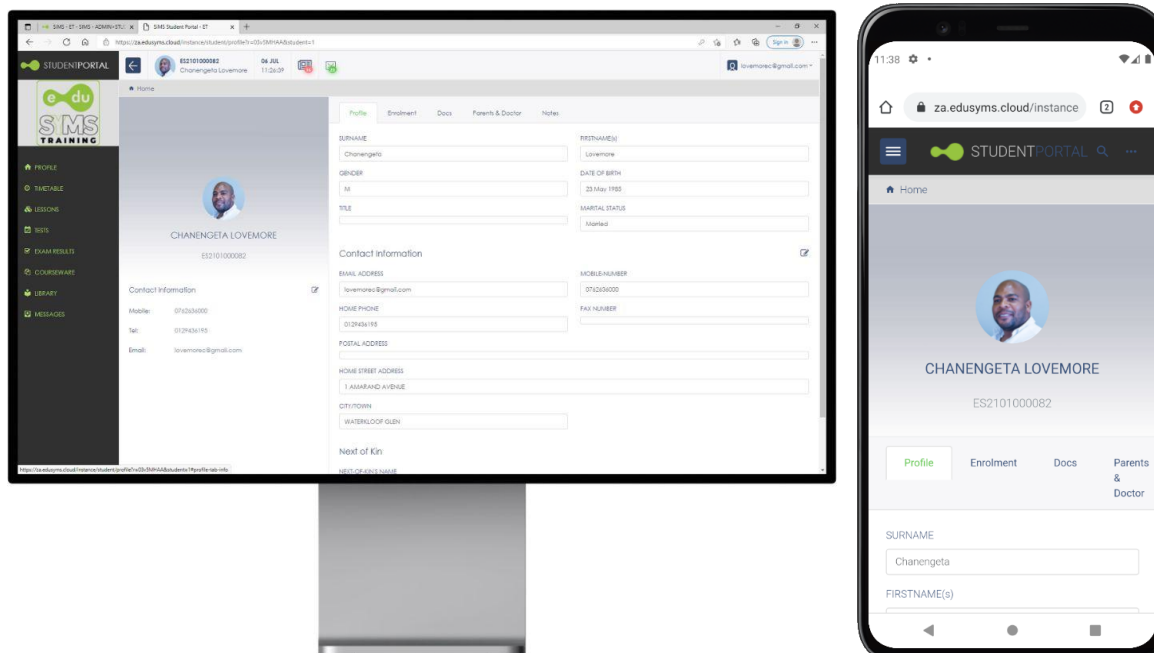
CALENDAR



With **Scroll Arrows** and the **Today** Button, as well as the option to view by **Month, Week, or Day**, this is the perfect **digital noticeboard** for all events and meetings of interest from your school.

Profile

Access **personal information** stored by your institution, such as a profile picture, full names, contact information, and next of kin information.

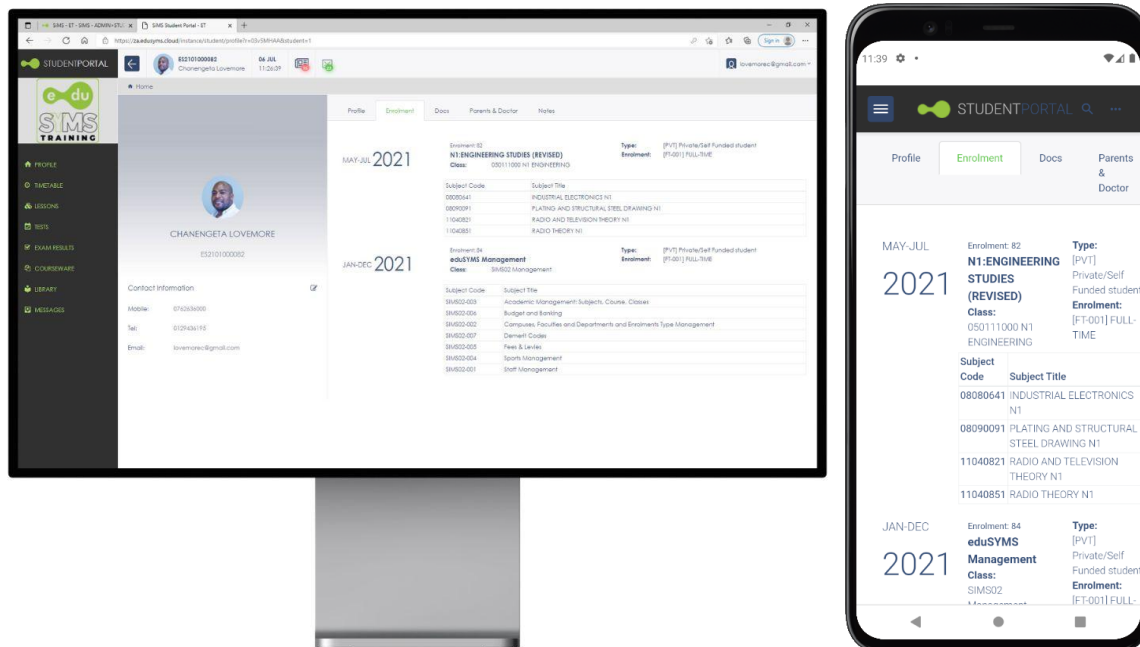


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Enrolment

All of your enrollment information, including **historical enrolments**, is displayed on a single page, including **Class, Courses & Subjects** Enrolled Enrolment Type & Number **Time Period**.

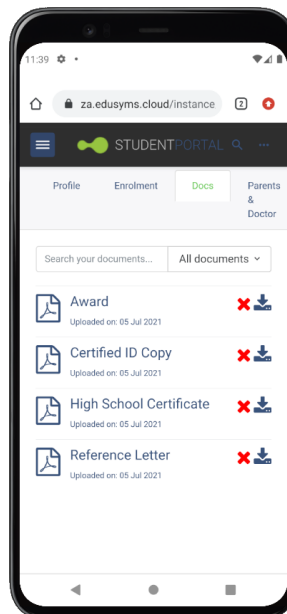
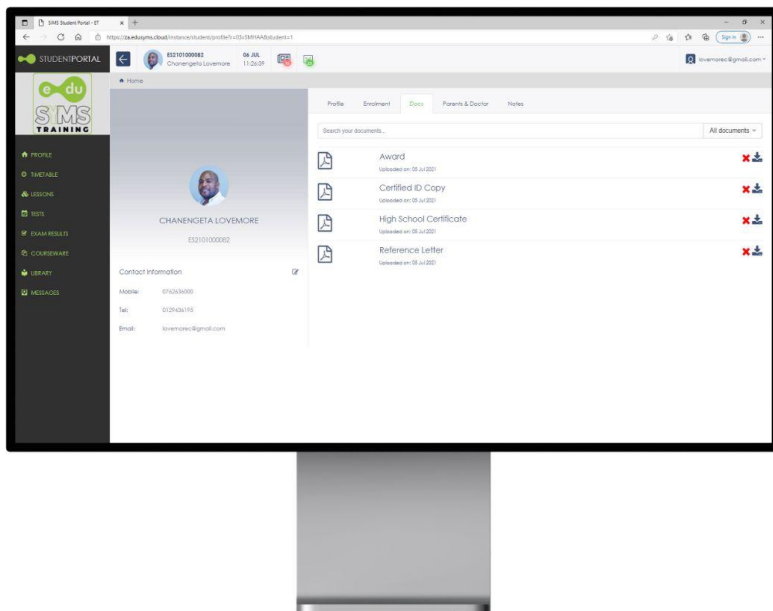


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Documents

A digital document folder where you can view or download Identity Documents, Letters & Correspondences, Certificates, and Other Documents.

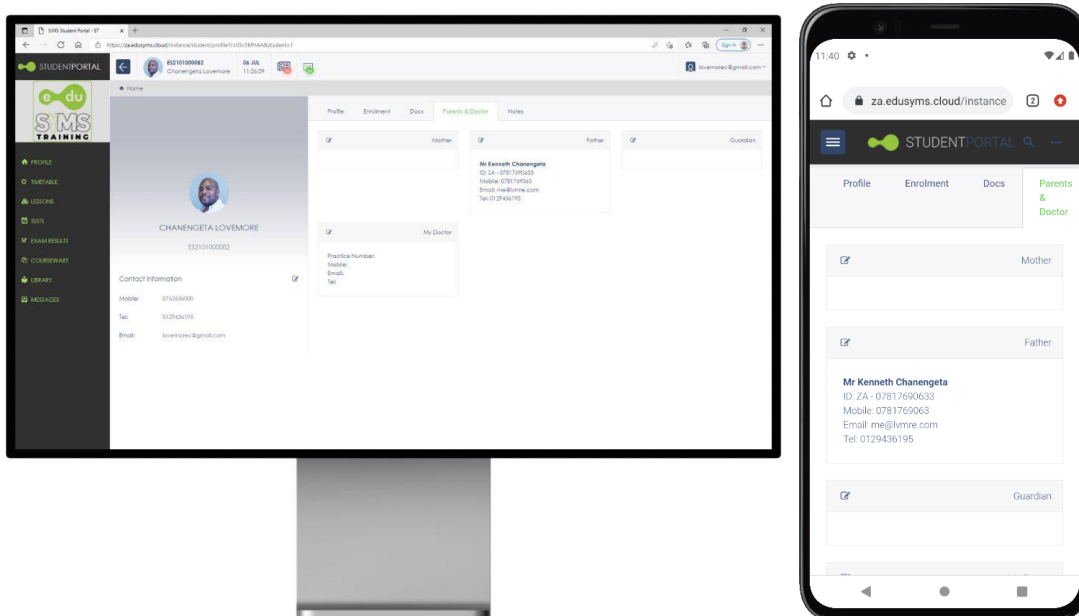


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Parents & Doctor

Important contacts, such as my mother, father, guardian, my doctor, and my spouse, are saved on the system.

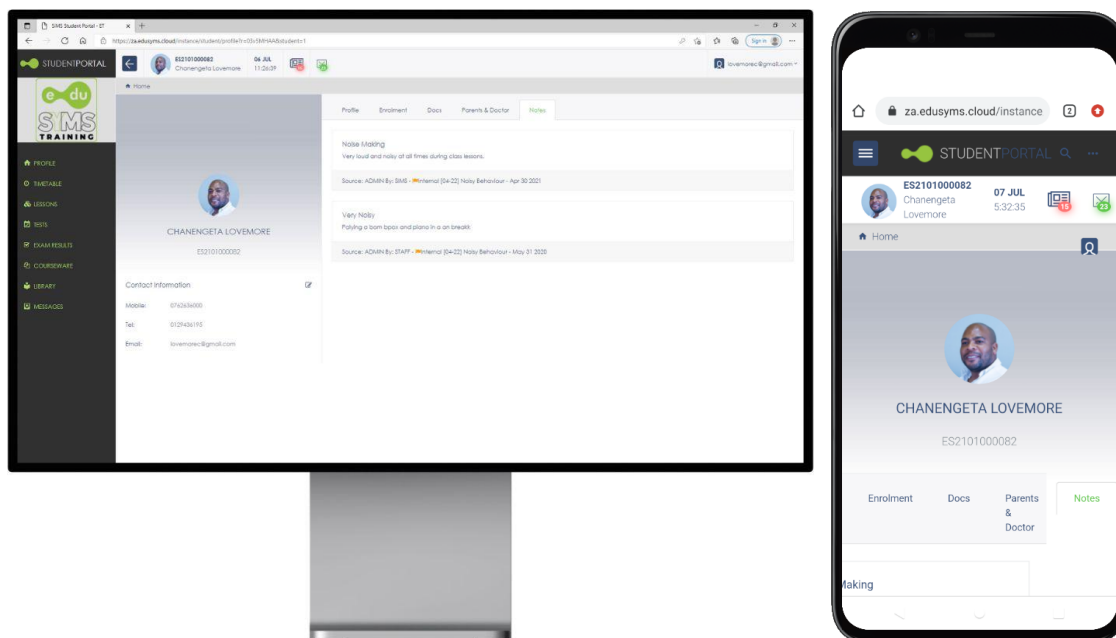


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Notes

When General Notes, Fee Arrangements, Demerits, and other actions are made with your institution, they will be displayed on the notes page.

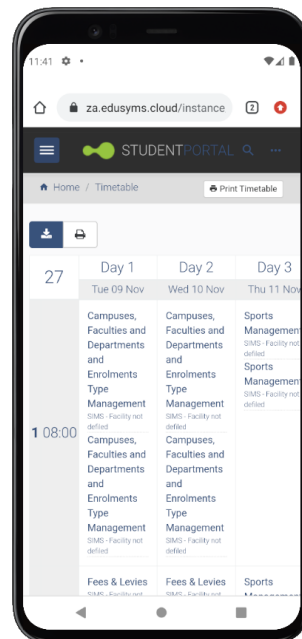
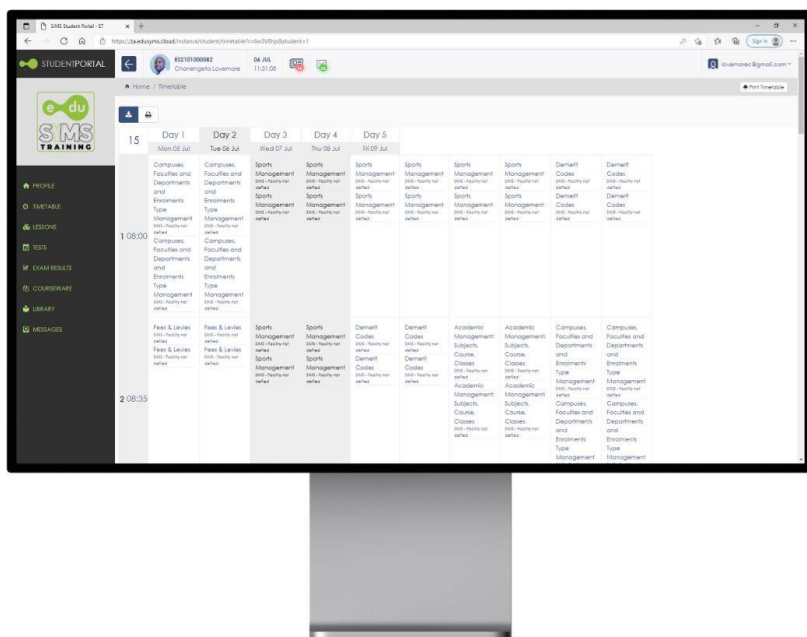


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Timeable

View, Print, Download your timetable.

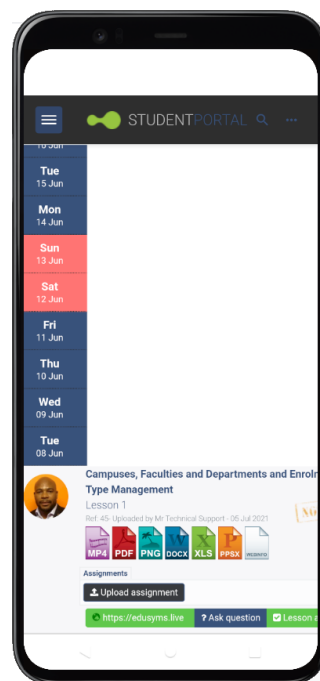
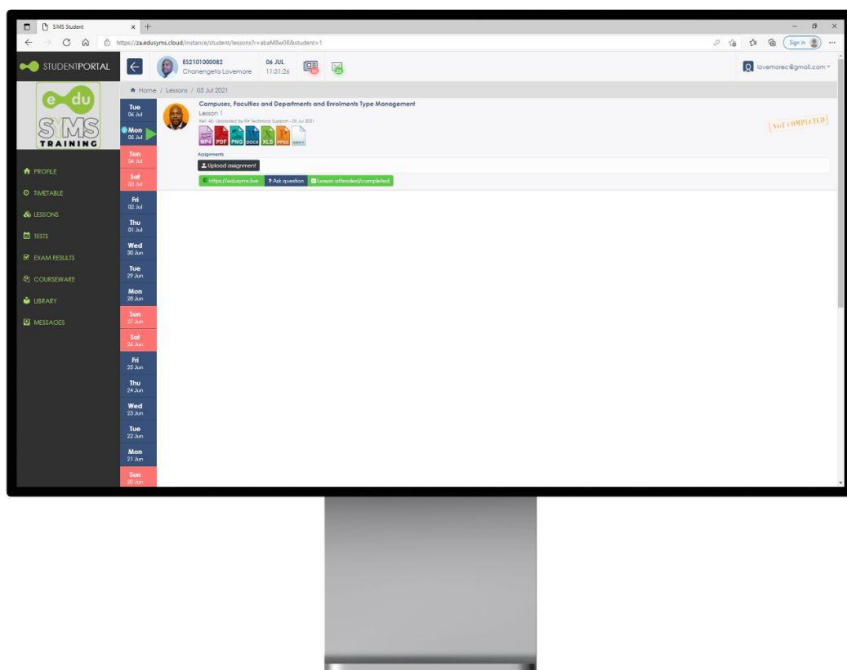


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Lessons

Lesson Schedule, Question & Answer, Upload Assignment, Confirm Attendance, Lesson Feedback, Podcasts, Videos, Images, PDFs, MS Word Documents, PowerPoint Show, Excel Spreadsheets are all accessible through this portal.

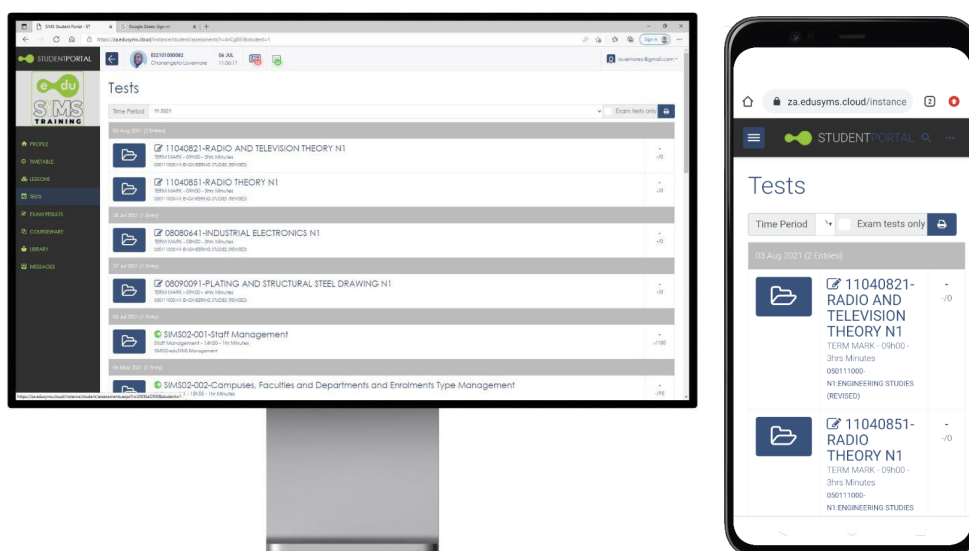


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Test

Assignments/Tests Schedule, Online Multiple Choice, Single Choice, Short Text, Long Text (Essay), Numeric, Attach/Upload Document, Online Test/Assessment Timer, Offline, Download Soft Copy, Upload Assessment/Assignment.

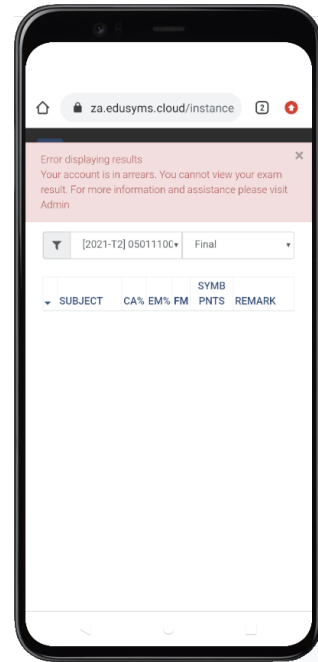
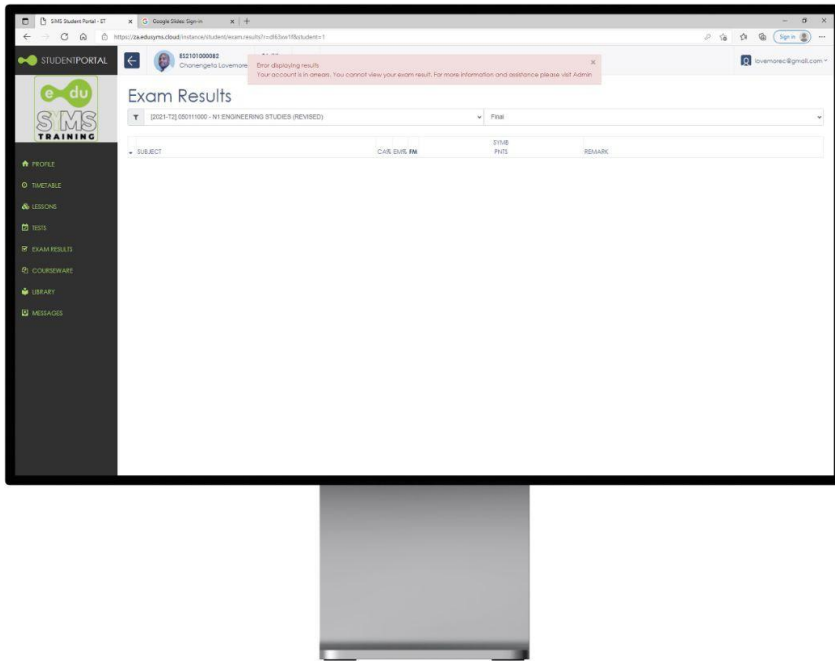


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Exam Results

Final, Mid Term, Mock

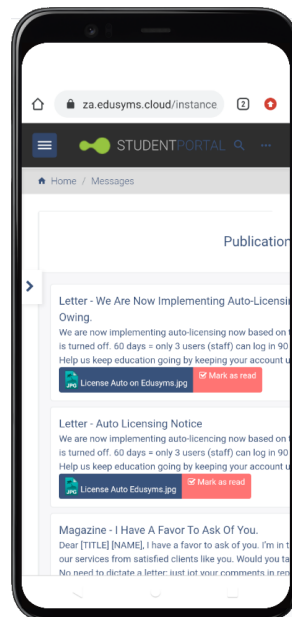
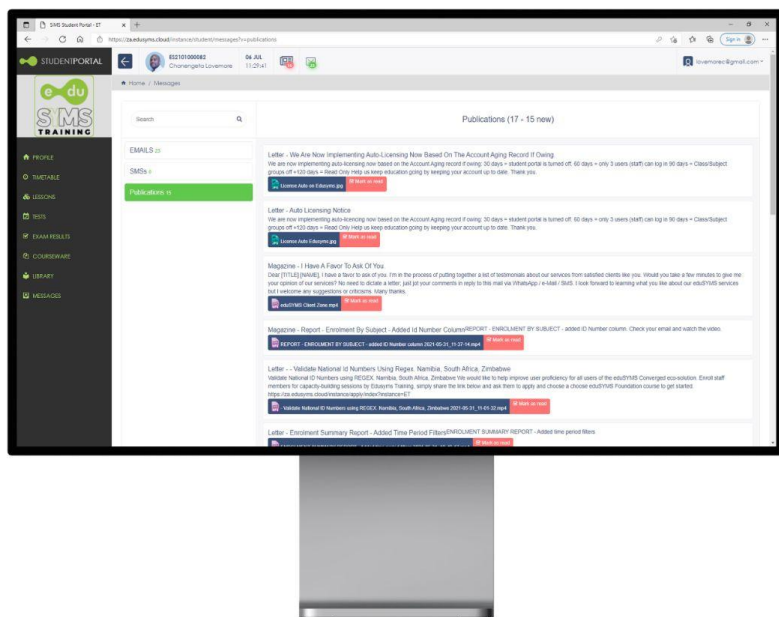


Library

eBooks, Textbooks, Study Materials, Projects, Posts

Messages

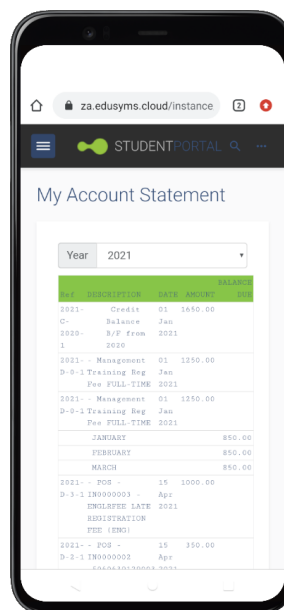
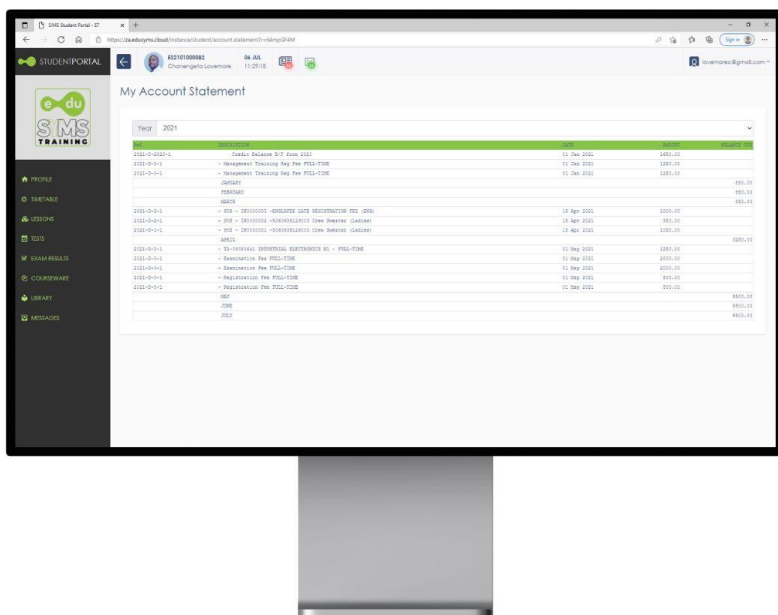
Email, SMS/WhatsApp, Publications, Magazines, Letters, Circulars, Year Books



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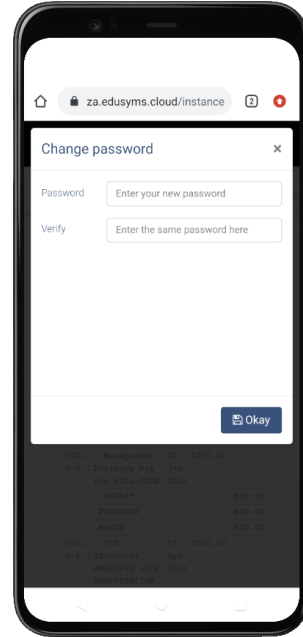
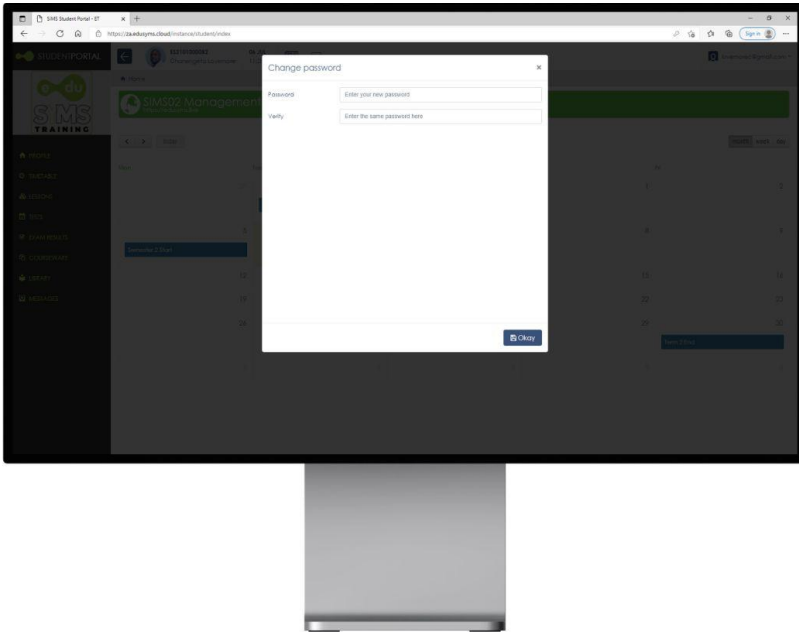
Account Statement



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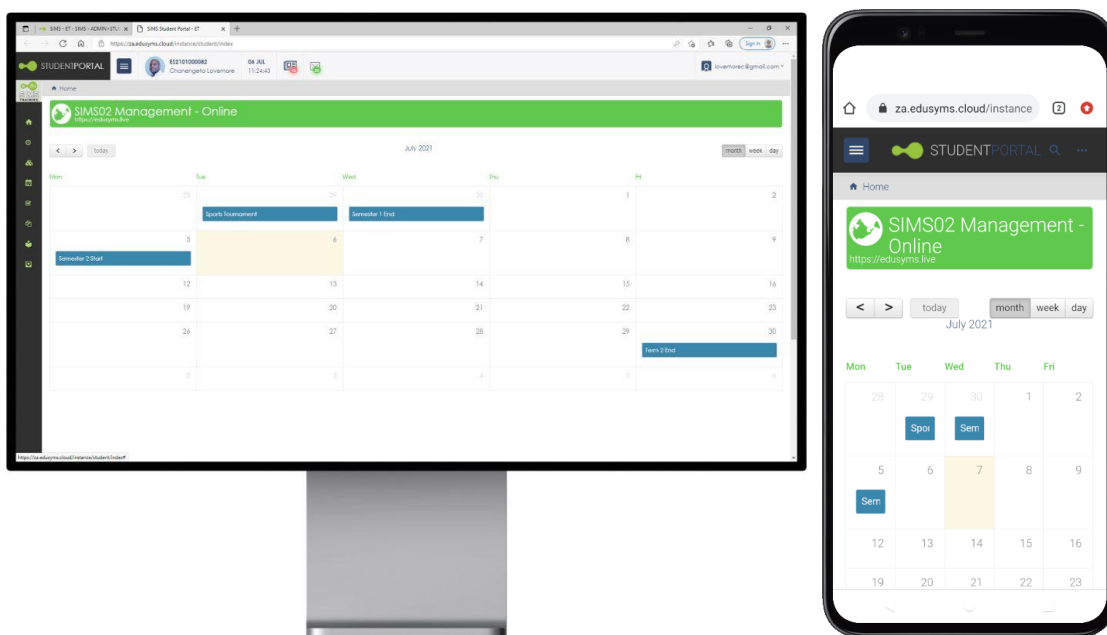
Change Password



Dashboard Calendar

Students can **view events**, start and stop times, as well as Month, Week, and Day views on the Dashboard Calendar.

This dashboard calendar serves as your notice for all **notices** delivered by your institution via the **SIMS Platform**, including exam and **test schedules**, meetings, and events.



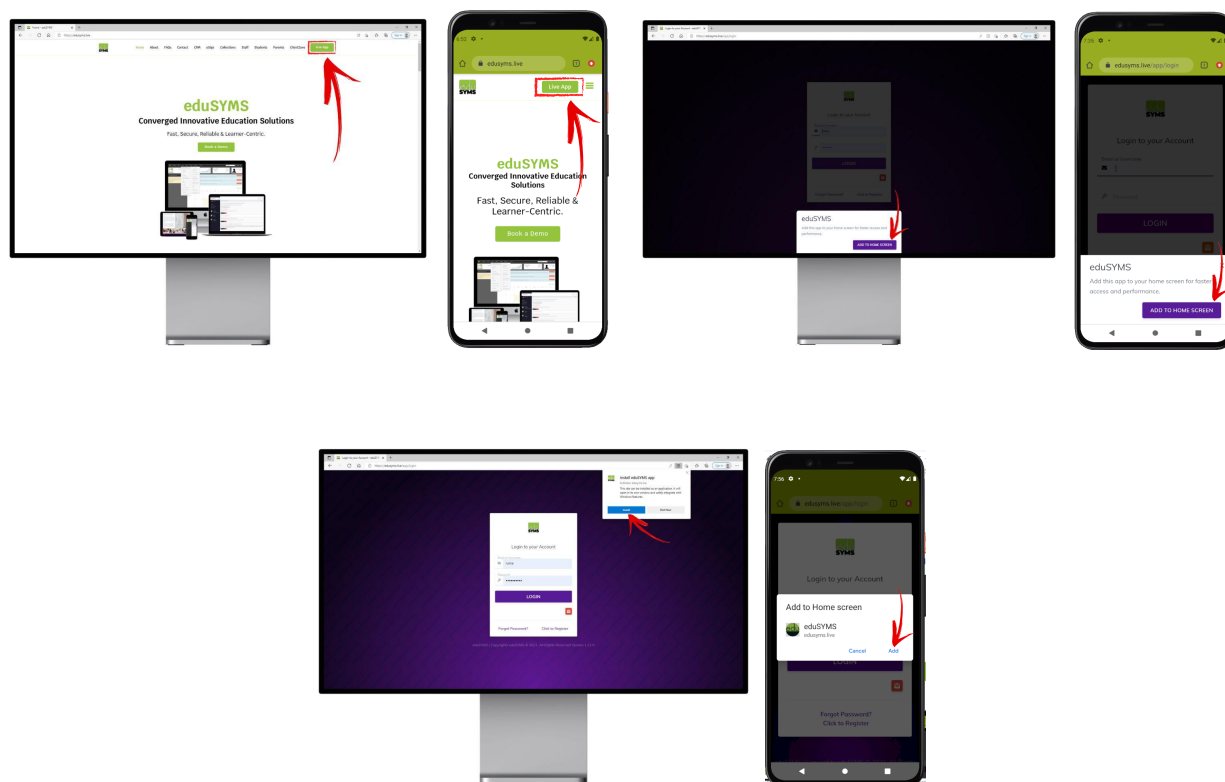
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Installing the Live App

Create a shortcut to the eduSYMS **Live App** on your home screen. eduSYMS can be installed as an **APP**. It will launch in its own window and **seamlessly integrate** with Windows features and/or your mobile operating system. This provides you with faster access and **better performance**.

1. Click the **LIVE APP** button in the upper right corner of the main menu.
2. Click the Add To **Home Screen** button from the pop-up menu. If no pop-up appears, clear your **browser's history** and try again.
3. To add the **eduSYMS Live App** to your device, click **Install**.

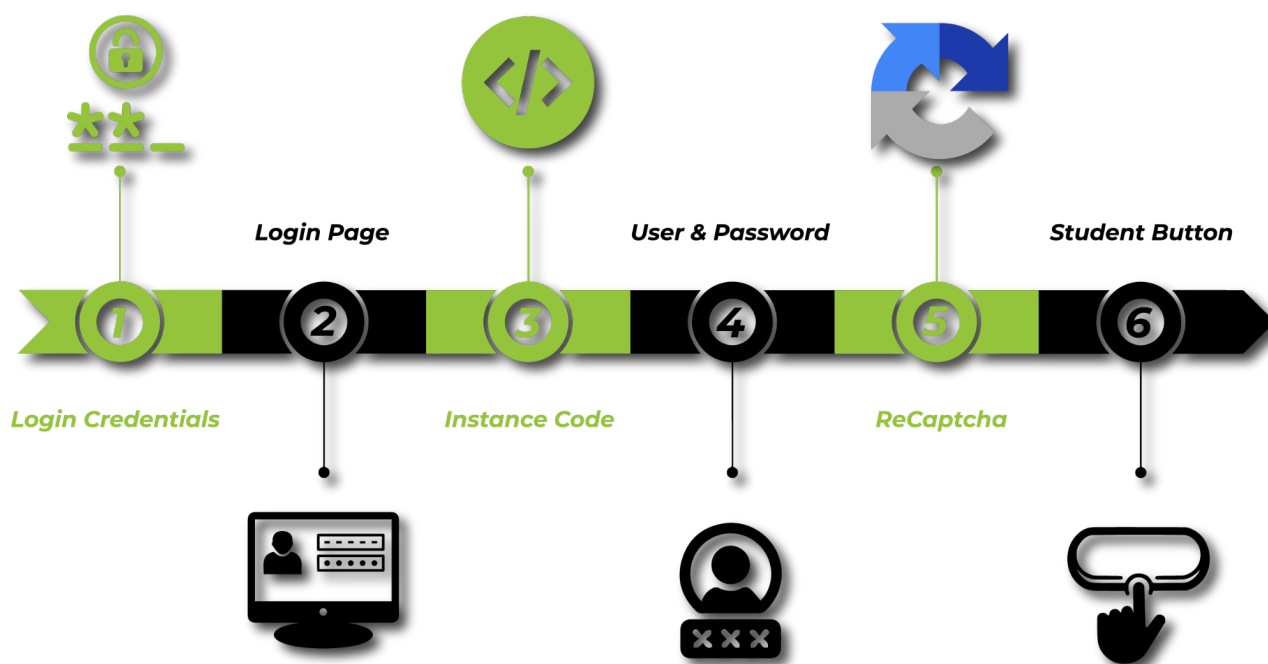


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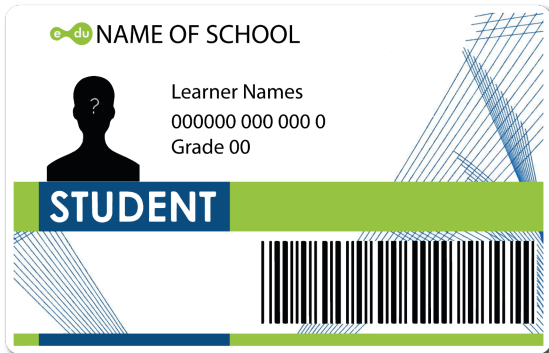
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Login Steps

1. To access your **StudentPortal**, follow the link provided by your institution. If you are a student at an institution that uses **eduSYMS**, the dedicated link to your institution's instance was sent to you in a **welcome SMS** along with your **login credentials**.
You can also visit www.edusyms.live or the eduSYMS homepage at www.edusyms.com or www.edusyms.co.za.
2. Click the **STUDENTS** button from the main menu; mobile users should click the humburg menu on the top right and then **STUDENTS**.
3. Press **TAB** or **ENTER** after entering your Instance Code.
4. Enter your **PASSWORD** and **USERNAME**.
5. Make sure you're not a **ROBOT**. Ensure that you complete the task until you receive a green **TICK**.
6. Click **STUDENT** button to login

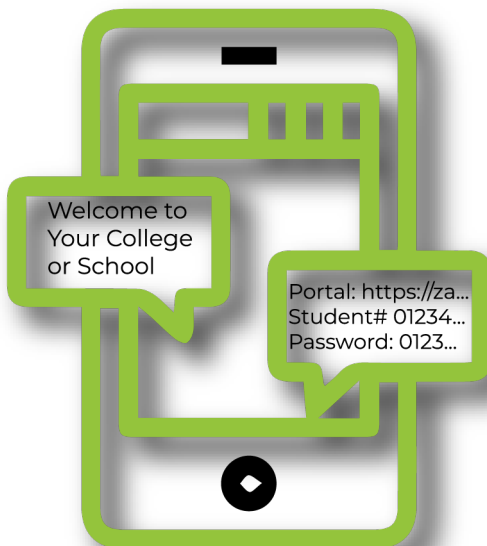


LOGIN CREDENTIALS

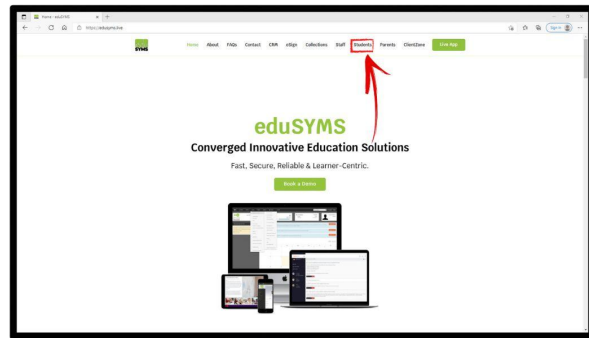


Logins are included in the welcome Message.

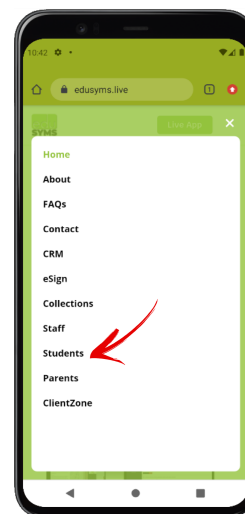
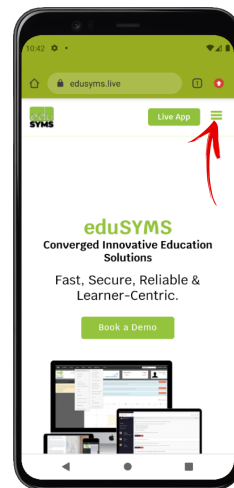
A text-messaging service SMS with your credentials sent by your institution via the SiMS Platform to your mobile number, **STUDENTPORTAL**, and email address.



LOGIN PAGE

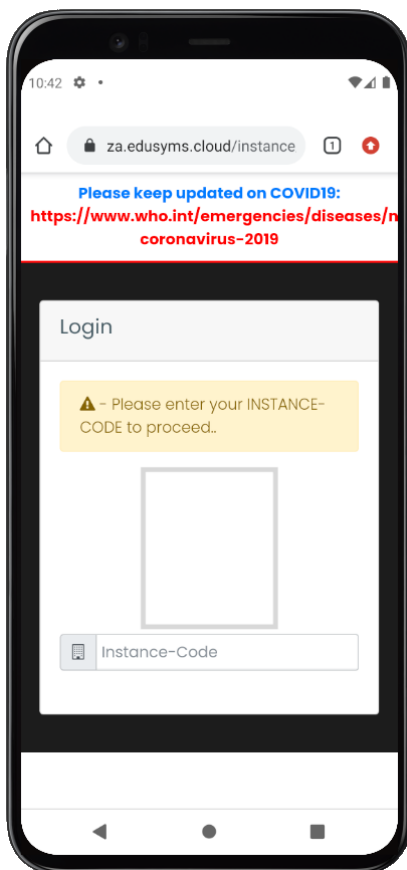
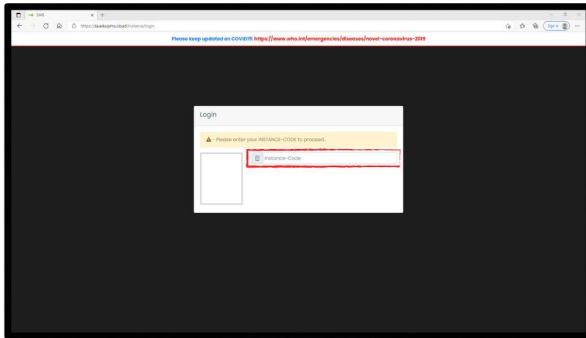


Click the **STUDENTS** button from the main menu; mobile users should click the humburg menu on the top right and then **STUDENTS**.



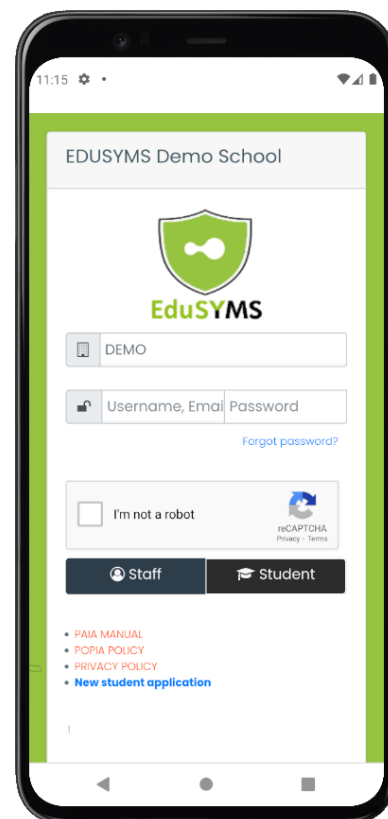
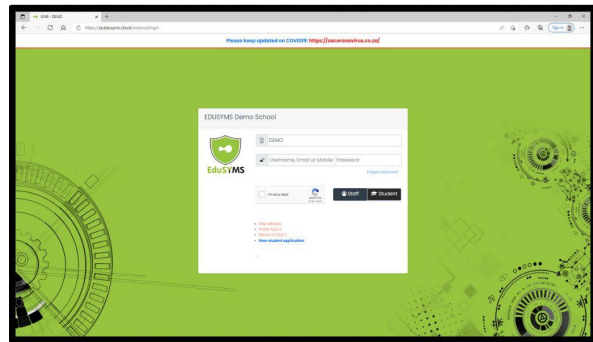
INSTANCE CODE

Press **TAB** or **ENTER** after entering your Instance Code.



PASSWORD, USERNAME, GOOGLE RECAPTCHA, & LOGIN BUTTON

Enter your **PASSWORD** and **USERNAME**.



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