



QIAB System Sponsor Portal – User Manual

Table of Contents

- 1. Introduction..... 2
- 2. QIAB Login 2
- 3. User Manual 3
 - 3.1 Admin login 3
 - 3.2 Email Notification to Access Students Record Online..... 4
 - 3.3 Login to Sponsor Portal in QIAB..... 5
 - 3.3.1 Welcome Page 5
 - 3.3.2 Dashboard(s) page..... 9
 - 3.3.3 Reports page..... 11

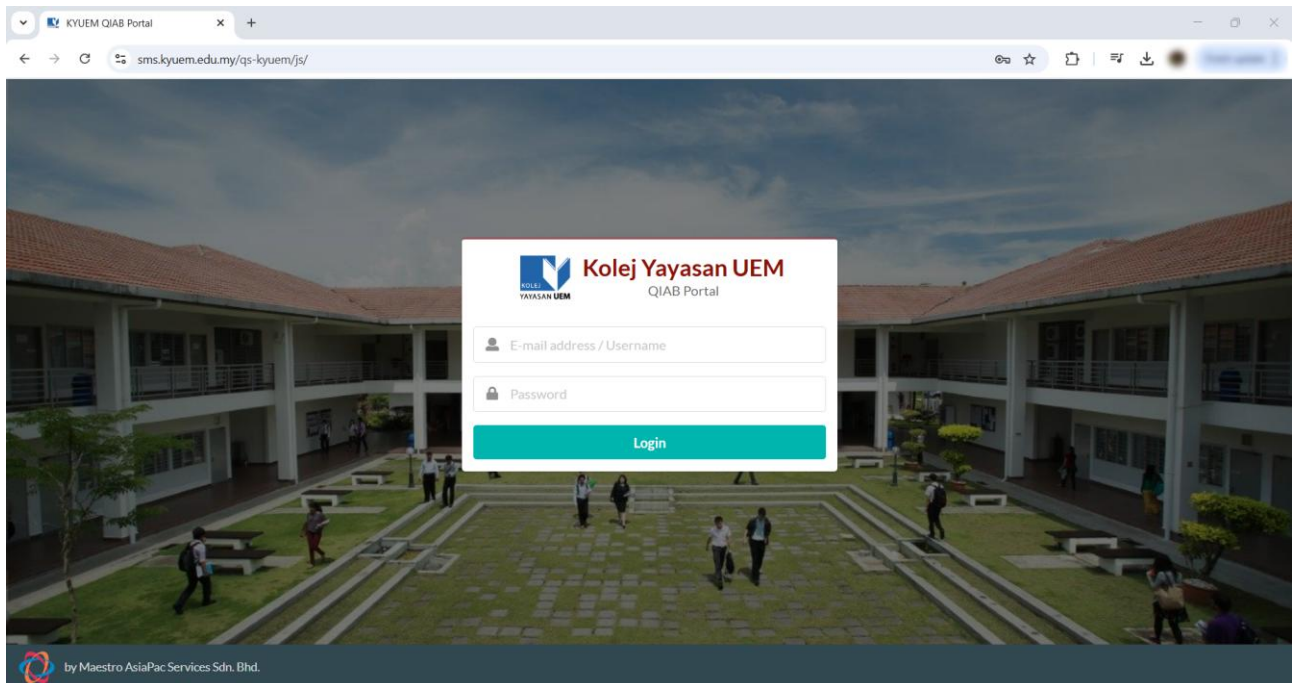
1. Introduction

This document provides the user manual for QIAB Sponsor Portal as below:

1. QIAB School Admin to invite sponsor
2. Invitation Email to Sponsors to access the sponsor portal
3. Login to Sponsor Portal in QIAB

2 QIAB Login

QIAB Address	https://sms.kyuem.edu.my/
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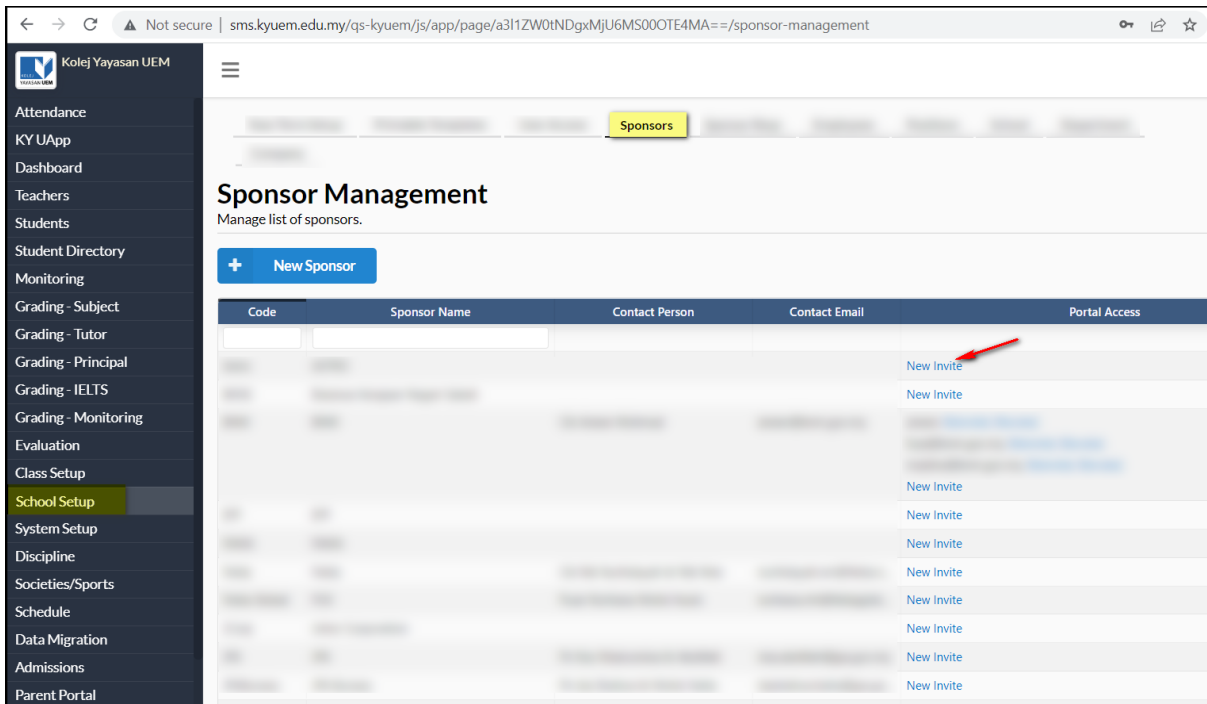


3 User Manual

This Sponsor Portal in QIAB will allow the sponsors to login and see performance of their students in KYUEM.

3.1 Admin login

1. To begin, QIAB School Admin needs to create access for sponsor to be able to login to QIAB.
2. To do so, once login to QIAB, navigate to **School Setup > Sponsors**.
3. At this screen, School Admin can manage the sponsors. Once the Sponsor’s details has been added, School Admin can start to invite user to access the Sponsor Portal.
4. Click on the New Invite button as below:



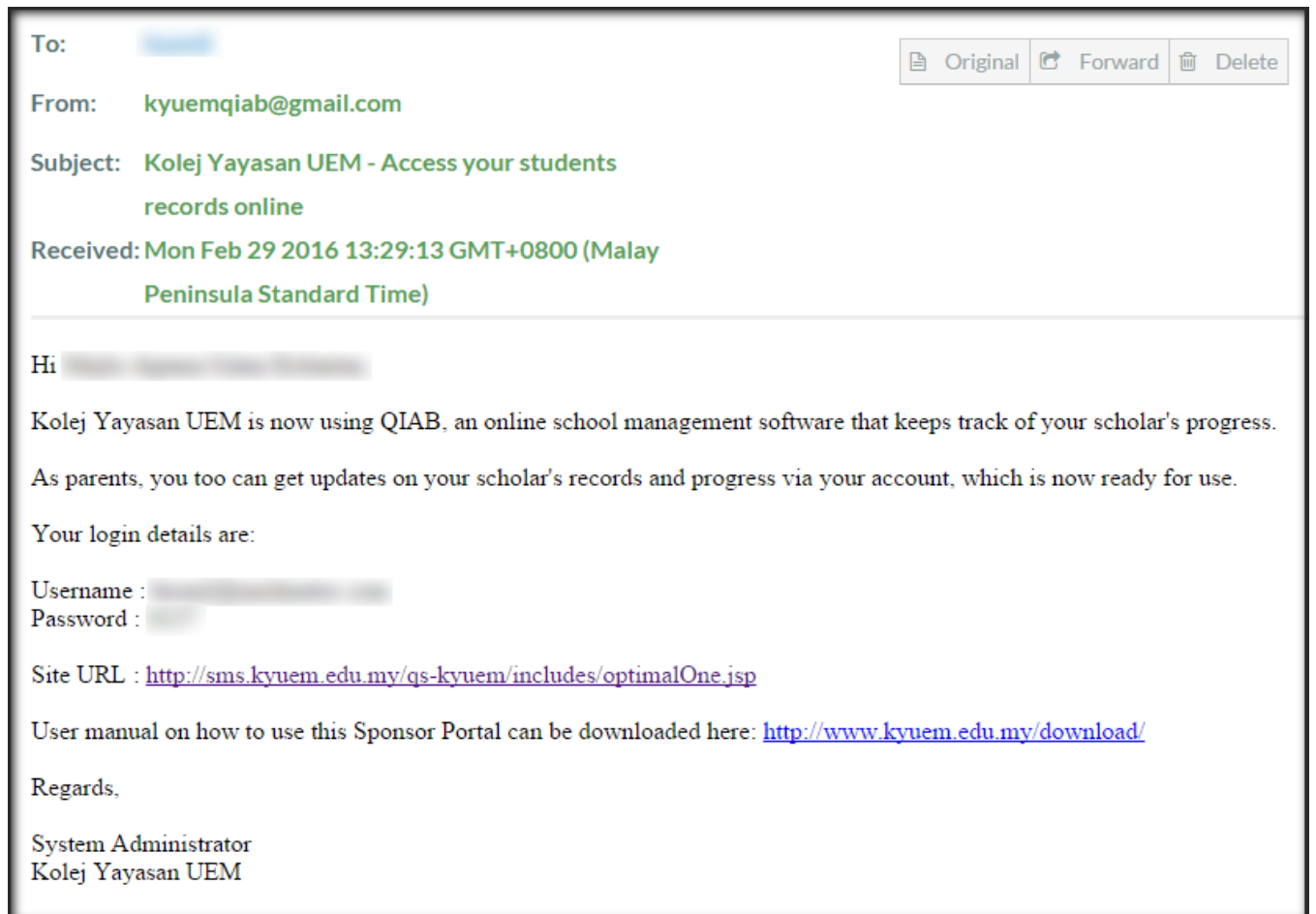
5. A new dialog box will popup. School Admin needs to fill in the required details such as username and email address. For username’s field, please fill in the sponsor’s email address as a username to login to QIAB. Once done, tick on “Send invitation email” and click on “Invite” button.

The dialog box is titled 'Sponsor Portal Invite'. It contains the following fields and options:

- Login Details**
- Username ***: A text input field with a red asterisk. Below it is the text: *Login Id that will be used to login to the portal*
- Email Address ***: A text input field with a red asterisk.
- Send invitation email
- Buttons: Cancel, Invite

3.2 Email Notification to Access Students Record Online

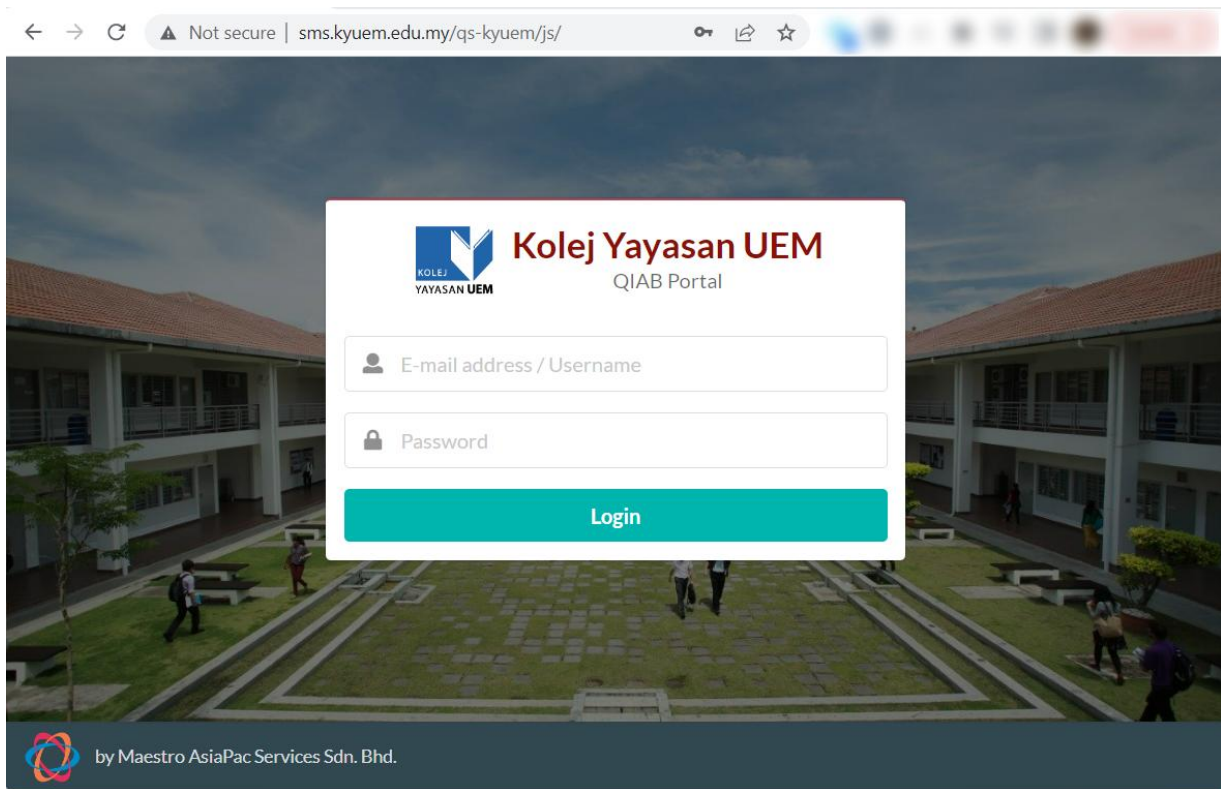
1. Once the invite has been sent by KYUEM School Admin for QIAB Sponsor Portal, Sponsor will receive a notification in their email inbox. Sample notification that they will receive is a below:



2. Now, Sponsor can login to their Sponsor Portal in QIAB.

3.3 Login to Sponsor Portal in QIAB

1. To login, Sponsors can go to this website url: <http://sms.kyuem.edu.my/>.
2. Use the login details provided in the notification email to login. Press “Login” button once done.



3.3.1 Welcome Page

1. Once login, Sponsors will be directed to the **Welcome** Page as below:

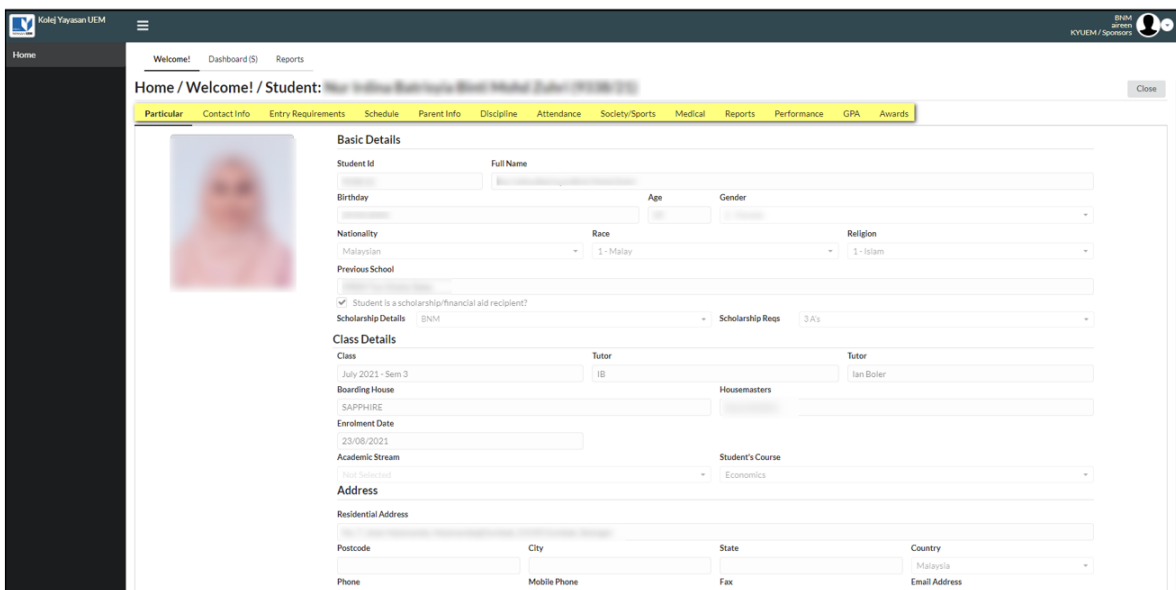
Student Id	Full Name	Age	Gender	House	Tutor	Subjects	Status
1908021	Wan Muhammad Fauzan Bin Wan Mohd...	19	Male	SAP	HM	Blk-6 Further Pure Statistics FPS / Blk-2 History HIS / Blk-5 Economics 2 ECON	Registered
1908021	Sufian Nizam Sufi Bin Sufian Nizam	19	Male	SAP	IB	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-5 Geography GEO / Blk-2 F...	Registered
1908021	Suzi Chikriyani A.S. Bin Suzi	18	Male	TOP	JE	Blk-6 Further Pure Statistics FPS / Blk-3 Physics 1 PHY / Blk-2 Further Pure Mechanics 3 FPM	Registered
1908021	Shi Huijie Aisyah Binti Azzahar Huijie	19	Female	SAP	AA	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-3 Physics 1 PHY / Blk-2 Furt...	Registered
1908021	Shayana Binti Shafiqul Nazki	19	Female	SAP	AM	Blk-6 Further Pure Statistics FPS / Blk-5 Economics 2 ECON / Blk-3 Physics 1 PHY / Blk-2 Fu...	Registered
1908021	Sufian Adnan Bin Sufian Adnan	19	Male	TOP	RC	Blk-2 History HIS / Blk-4 Economics ECON / Blk-6 Geography GEO / Blk-1 Mathematics 2 ...	Registered
1908021	Nur Hafiza Saadiah Binti Hafiza Saadiah	19	Female	SAP	IB	Blk-6 Further Pure Statistics FPS / Blk-1 Chemistry 2 CHEM / Blk-4 Economics ECON / Blk-2...	Registered
1908021	Nur Hafizah Binti Hafizah Nur	18	Female	TOP	SZ	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-3 Physics 1 PHY / Blk-2 Furt...	Registered
1908021	Ng Meng Ai	19	Male	TOP	JE	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-3 Physics 1 PHY / Blk-2 Furt...	Registered
1908021	Muhammad Ridwan Bin Ridwan	19	Male	SAP	AM	Blk-6 Further Pure Statistics FPS / Blk-5 Economics 2 ECON / Blk-3 Physics 1 PHY / Blk-2 Fu...	Registered

1. From this page, Sponsors can click on each of the Student's name to view more details such as:

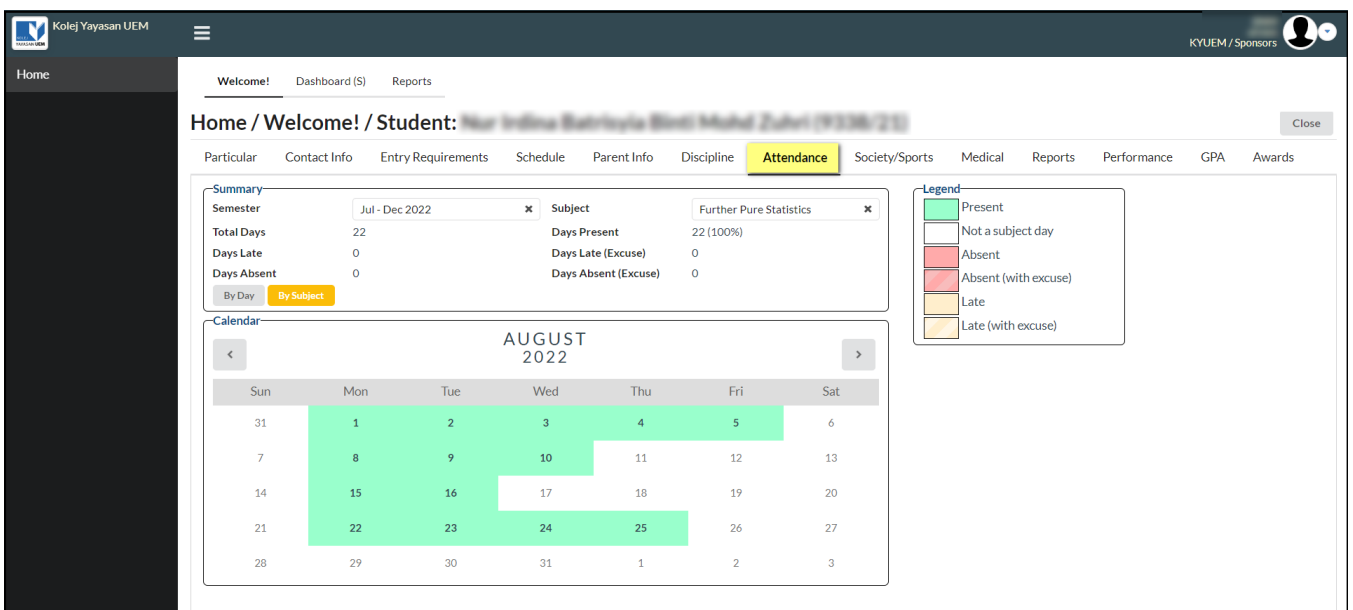
- Particulars
- Contact Info
- Entry Requirements
- Schedule
- Parents Info
- Discipline
- Attendance
- Society/Sports
- Medical
- Reports
- Performance
- GPA
- Awards

2. Sponsors can click on each tab (highlighted in yellow below) to view more details about the students.

- Sample below showing **Particulars** details of the student.



- To view student's attendance, click on **Attendance** Tab.



- Under **Report** tab, Sponsors can view the students' exam reports in every tracking or semester.

The screenshot shows the KYUEM Sponsors portal interface. The user is logged in as 'Nur Indira Baiturrobbilillah Wati Mubdi Zuhri (9338623)'. The 'Reports' tab is active, displaying a table of reports for the student. The table has the following data:

View PDF	Report Date	Semester	Report Session
View	18/08/2021	2021/2022 Jul - Dec 2021	Tracking of Student Performance Aug-Nov 2021
View	25/10/2021	2021/2022 Jul - Dec 2021	End of Semester Report Nov 2021 (All Students)
View	22/11/2021	2021/2022 Jul - Dec 2021	Semester Examination Nov 2021 for All Intakes
View	24/01/2022	2021/2022 Jan - Jun 2022	Tracking of Student Performance Jan-Apr 2022
View	13/04/2022	2021/2022 Jan - Jun 2022	End of Semester Report June 2022 (July 2021 Intake)
	14/06/2022	2021/2022 Jan - Jun 2022	CAIE June 2022

At the bottom of the table, there is a pagination control showing 'Page 1 of 1'.

- Click on the *View PDF* to download the report in PDF format
- Alternatively, user can click on the selected report session name to view the report in the table format.

The screenshot shows the 'View Academic Report for' page. The page is titled 'View Academic Report for' and has tabs for 'Academic Report', 'Student Details', and 'Grade History'. The 'Academic Report' tab is active, displaying details for two courses: Chemistry (UA) and Economics (RR).

Chemistry (UA) Academic Progress:

- AS/A2 Level: AS
- Marks (Percentage): 82
- Grade: a^
- Effort Grade: 1

Economics (RR) Academic Progress:

- AS/A2 Level: AS
- Marks (Percentage): 75
- Grade: a^
- Effort Grade: 1

- Under **Performance** tab, Sponsors can view their students' academic performance in every semester.

Kolej Yayasan UEM KYUEM / Sponsors

Welcome! Dashboard (5) Reports

Home / Welcome! / Student: **Abdullah Hafiz Bin Subhan (2020/21)** Close

Particular Contact Info Entry Requirements Schedule Parent Info Discipline Attendance Society/Sports Medical Reports **Performance** GPA Awards

Subject	Tracking	EDT	Sem 1	Tracking	Sem 2	CIE Result	Tracking (U)
Mathematics						A	
Physics	a ⁺	a ⁺	d ⁺	a ⁺	a ⁺	a ⁺	C
Economics	b ⁺	b ⁺	a ⁺	a ⁺	c ⁺	a ⁺	
Further Pure Mechanics							C
Further Pure Statistics							D
IELTS	8.0	7.5	7.5	8.0	7.5		
Math Pure Mechanics	C	C	D	B	A		
Math Pure Statistics	B	B	B	A ⁺	A ⁺		

UCAS Tariff Points	Grades A2	AS
140	A ⁺	
120	A	
100	B	
80	C	
60	D	a ⁺
50		b ⁺
40	E	c ⁺
30		d ⁺
20		e ⁺
0	U	U

Sponsor Requirements	Tracking	EDT	Sem 1	Tracking	Sem 2	CIE Result	Tracking (U)
3 A's	FAIL	FAIL	FAIL	PASS	PASS	PASS	FAIL

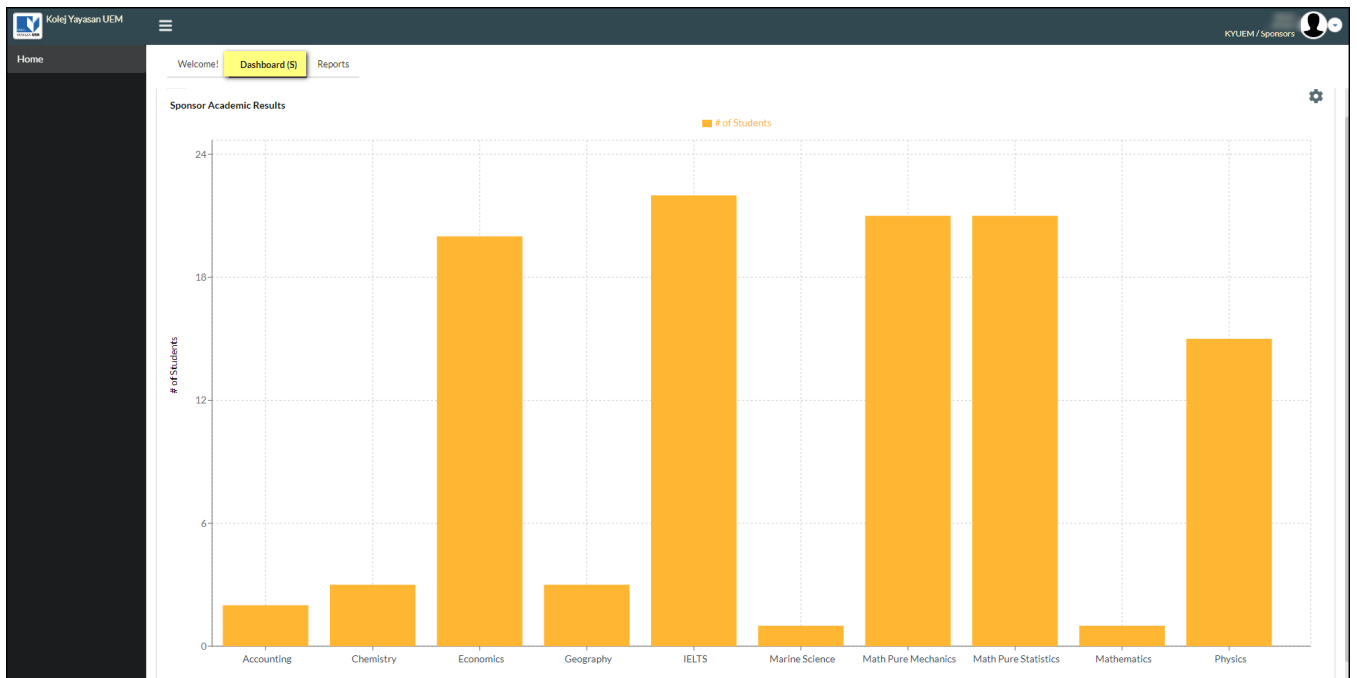
Individual Student Performance Line Chart - (Note: Graph Based on UCAS Point)

Refresh

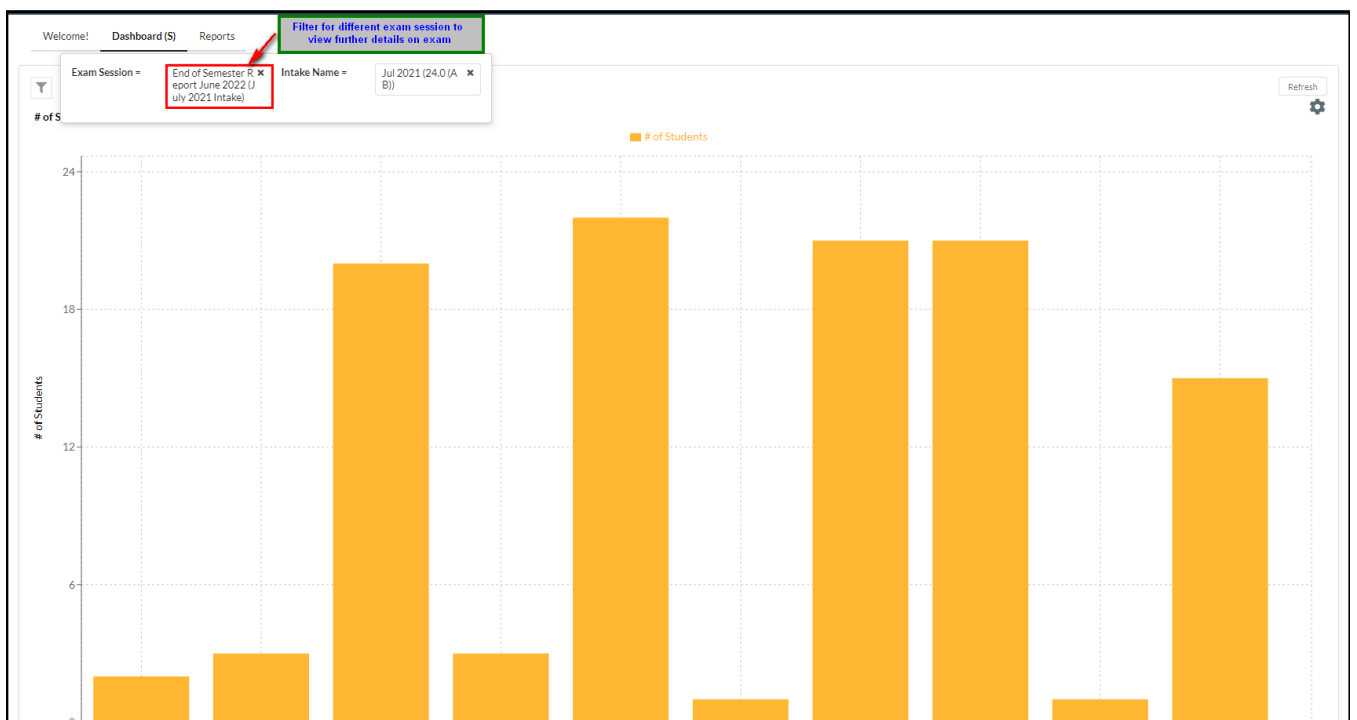
Legend: Economics, Further Pure Mechanics, Further Pure Statistics, Math Pure Mechanics, Math Pure Statistics, Physics, Overall Subject Average, Sponsor Average, Intake Average, Private Average

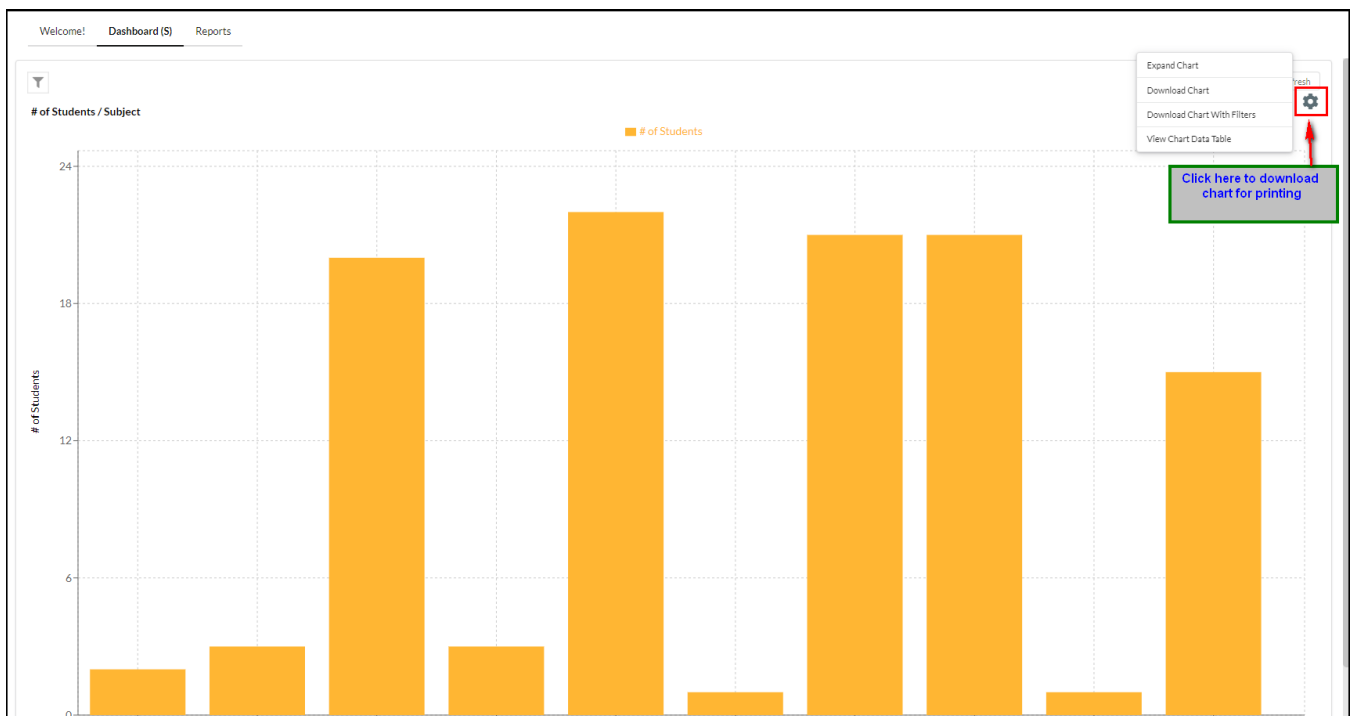
3.3.2 Dashboard(s) page

1. Sponsors also will be able to view performance graph of their students' in every exam session.
2. To view the graph, navigate to **Dashboard (s)** page as below:



3. From this page, user can filter the exam session, zoom in for more details on each subject and download the charts for printing. Refer to image below on how to perform these actions.





3.3.3 Reports page

1. In this Sponsor Portal, user also can view student's academic report & attendance.
2. The view the report navigate to **Reports** page. There are 3 reports available for Sponsors.

Report Code	Report Name
SPR01	Student's Academic Performance for Sponsor
SPR02	Student's Academic KPI
SPR03	Student Absence/Tardy Summary for Sponsor

3. Click on any of the reports below to view further.

Welcome! Dashboard (S) **Reports**

Report Viewer Management

View business reports.

[View Help File](#)

Report Name	Description	Code	Type	Printer
Student's Academic Performance for Sponsor		SPR01	SPR	Edit Printer
Student's Academic KPI		SPR02	SPR	Edit Printer
Student Absence/Late Summary for Sponsor	Summary of absent/late students by subject for sponsor	SPR03	SPR	Edit Printer

10

< Page 1 of 1 >

3.3.3.1 Report SPR01: Student's Academic Performance for Sponsor

For this report SPR01, there are 5 reports format available:

View Report
✕

Report	
Intake Summary	Run
Overall Grades Distribution	Run
Sponsor Summary	Run
Student Grades	Run
Student Results Summary	Run

1. Intake Summary

This report will show summary or average percentage and academic band of the students for each subjects in every exams.

Report Name: Intake Summary

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 9

Student Id LIKE

Student Name LIKE

Intake Name = ▾

Report Session = ▾

Exclude Subjects <>

Subject Name	End of Semester Report Oct 2015	
	Aug 2014 (O)	
	Percentage	Academic Band
Accounting	53.57	D
Biology	50.00	D-
Chemistry	57.14	D+
Economics	76.19	B
Further Maths Applied	61.90	C-
Further Maths Pure	61.90	C-
History	71.43	B-
Mathematics	69.39	C+
Physics	80.95	A-
Grand Total	65.55	C

This report was generated in 649 milliseconds.

2. Overall Grades Distribution

In this report, Scholar can view summary of student's grade distribution according to subjects, intake and semester.

Report Name: Overall Grades Distribution

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 4

Student Id LIKE

Student Name LIKE

Intake Name =

Report Session =

Exclude Subjects <>

Grade	KYUEM - End of Semester Report April 2015					Total	%
	Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics		
A*			1			1	11.11
B		1				1	11.11
b^				1	2	3	33.33
c^	2			1	1	4	44.44
Grand Total	2	1	1	2	3	9	100.00

This report was generated in 321 milliseconds.

3. Sponsor Summary

This report will show the sponsor's result summary for each subject (in percentage and academic band) per exams.

Report Name: Sponsor Summary

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 1

Student Id LIKE

Student Name LIKE

Intake Name =

Report Session =

Exclude Subjects <>

Sponsor	KYUEM - End of Semester Report April 2015										Sponsor Average %	Sponsor Band
	Chemistry		Further Maths Applied		Further Maths Pure		Mathematics		Physics			
	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band		
	66.67	C	71.43	B-	100.00	A++	75.00	B	77.78	B+	78.57	B
Grand Total	66.67	C	71.43	B-	100.00	A++	75.00	B	77.78	B+	78.57	B

This report was generated in 421 milliseconds.

4. Student Grades

In this report, Scholars can view summary of their student grades in the exams as below:

Report Name: Student Grades
Report Description:
 Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 3

Student Id LIKE:
 Student Name LIKE:
 Intake Name =:
 Report Session =:
 Exclude Subjects <>:

Student Name	Jan - Jun 2015					Total: Jan - Jun 2015
	Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics	
	c^			b^	c^	b^c^c^
		B	A*		b^	A*Bb^
	c^			c^	b^	b^c^c^

This report was generated in 305 milliseconds.

5. Student Results Summary

In this report, user can view detailed scholar's students grade for all intake and report sessions (exams), including total UCAS point, UCAS based, percentage and academic band.

Report Name: Student Results Summary
Report Description:
 Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 3

Student Id LIKE:
 Student Name LIKE:
 Intake Name =:
 Report Session =:
 Exclude Subjects <>:

Student Name	Student Id	Intake	Tutor	Sponsor	KYUEM - End of Semester Report April 2015					Jan - Jun 2015				
					Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics	Total UCAS Points	Based	Percentage	Academic Band	
		Aug 2014 (O)				B	A*		b^		290.00	340.00	85.29	A-
		Aug 2014 (O)			c^				b^	c^	130.00	180.00	72.22	B-
		Aug 2014 (O)			c^				c^	b^	130.00	180.00	72.22	B-
Grand Total													78.57	B

This report was generated in 312 milliseconds.

3.3.3.2 Report SPR02: Student's Academic KPI

Sponsors can use this report to view their student's academic KPI, like viewing the overall grades, or the students has met the sponsor's requirement, or not.

Student Number	Full Name	Sponsor	Requirement	Over All Grades	Meet Requirements
			No Requirement	A*Bb^C	-
			No Requirement	b^Cc^c^	-
			No Requirement	Bb^c^c^	-
Grand Total					

This report was generated in 1159 milliseconds.

3.3.3.3 Report SPR03: Student Absence/Tardy Summary for Sponsor

This report will show student's attendance summary for the date selected. With this report, sponsors can compare or relate student's achievement with their attendance to classes.

Set Code	Subject Name	Student Number	Student's Name	House	Sponsor	Days Absent	Days Absent With Excuse	Days Tardy
O-CHEM-Blk-1	Chemistry 2			TOP		20/11/2015, 21/11/2015, 23/10/2015, 27/10/2015		
O-FMA-Blk-6	Further Maths Applied 1			TOP		17/11/2015, 27/11/2015	21/11/2015	
O-MATH-Blk-3	Mathematics 1			TOP		25/11/2015		
P-BIO-Blk-2	Biology			GAR			18/11/2015	
P-BIO-Blk-4	Biology			TOP			21/11/2015, 26/11/2015, 27/11/2015	
P-BIO-Blk-5	Biology			SAP				26/11/2015
P-CHEM-Blk-2	Chemistry 2			TOP			21/11/2015, 27/11/2015	
P-CHEM-Blk-5	Chemistry			TOP			21/11/2015	
P-IELTS-Blk-1	IELTS 1			TOP			26/11/2015, 27/11/2015	
P-IELTS-Blk-4	IELTS 3			SAP			02/10/2015, 05/10/2015, 06/10/2015, 08/10/2015, 09/10/2015, 18/11/2015	
P-ISL-Blk-6	Islamic Studies			SAP			04/11/2015	
P-MATH-Blk-3	Mathematics 2			TOP			27/11/2015	
P-MATH-Blk-3	Mathematics 2			SAP			04/11/2015	
P-MSC-Blk-1	Marine Science			TOP			18/11/2015	
P-PHY-Blk-2	Physics			TOP			21/11/2015	
P-PHY-Blk-5	Physics 2			TOP			27/11/2015	

This report was generated in 404 milliseconds.