Cooperative Training Department

Academic Supervisor manual

Step 1

- **Adding field supervisors from external entities**

Adding field supervisors and linking them to the student is a key step that allows field supervisors to access to all platform services, such as:

(Uploading the start-of-training confirmation, Submitting periodic reports, Submitting the final report, preparatory meetings)

- **Steps of adding field supervisors**
1. Add field supervisors from external entities

2. Select "Add"
3. Filling in the field supervisor's details after receiving them from the student.
   1) (entity name, name of the field supervisor in Arabic and English, supervisor's email, mobile number, address, city)

4. The student is linked to the field supervisor by selecting

1. External entity

2. Defining field supervisors for students

3. Student selection

4. Edit
5. Select previously added

6. Save

Step 2

- **Uploading commencement**

After completing the student's connection with the field supervisor, the student can upload commencement report on the platform.

- **Steps of uploading commencement report**
1. Training period services

2. Reminders for Students to Upload the commencement Report
This service involves sending notifications to students to remind them to upload their commencement report on the platform.
3. Add Notification

4. Insert Notification text

5. Save

All students will receive a notification that they need to upload the commencement report as a file. Therefore, the academic supervisor must take action after reviewing the commencement.

- **Accepting commencement report**

Once the commencement report is uploaded, the academic supervisor will receive incoming commencement requests. The academic supervisor must review the commencement report and take the necessary action.

1. Training period services

2. Incoming commencement Requests from Trainees

3. Details

التفاصيل	التاريخ	نص الاشعار	نوع الطلب	#
التفاصيل 🗐	19/03/1445	لديك طلب جديد مرسل بحاجة لإعتماد	طلب مباشرة	1
التفاصيل 🗐	11/03/1445	لديك طلب جديد مرسل بحاجة لإعتماد	طلب مباشرة	2
التفاصيل 🗐	27/02/1445	لديك طلب جديد مرسل بحاجة لإعتماد	طلب مباشرة	3

Acceptance of the commencement Report

This process involves reviewing the attached file, verifying all the details, and either approving the report or returning it to the student with feedback from the academic supervisor, if applicable.

Step 3

Setting Periods During Training:

Specifying the number of required reports and setting dates for each report, allowing the student to upload periodic reports to the platform, whether it is the first or second report.

1. Training period services

2. Prepare periodic reports

3. Add

4. Period types (Report submission period from trainees)
5. Save after filling out the form.

The "Start and End Date" refers to the period covered by the report.

الإجراءات	نوع الفترة	تاريخ نهاية الفترة	تاريخ بداية الفترة	اسم الفترة بالإنجليزي	اسم الفترة بالعربي
حذف 🗑	تعديل ➕	فترة إرسال التقارير من المتدربين	00:00:00 10/07/2023	00:00:00 10/04/2023	frist report	التقرير الدوري الأول
حذف 🗑	تعديل ➕	فترة إرسال التقارير من المتدربين	00:00:00 11/04/2023	00:00:00 10/19/2023	Second periodic report	التقرير الدوري الثاني

Steps for Setting Up Periodic Reports:

This involves specifying how the periodic report should be submitted (either as an attached file, by filling out a form, or both) and sending reminders to students before the report submission deadline.

Note:
There are certain options determined by the academic supervisor, such as:

1. Displaying the Evaluation Status to the Student (The status shown to the student after submitting the report, e.g., "Under Review" or "Evaluated").
2. Displaying Evaluation Comments to the Student (If the report has been evaluated, the student can view the comments provided by the academic supervisor).
3. Displaying Evaluation Criteria and Results to the Student.

1. Training period services
2. Prepare periodic reports
3. Add

الإجراءات	طريقة ارسال التقرير	عدد التقارير المطلوبة	اسم التقرير	رقم الشعبة
تعديل حذف 🗑	تحميل مرفقات	2	التقرير الدوري	الرياض- طلاب / تدريب / 96

We note that the number of reports is 2 because two reports were placed in the previous step and the method of sending the report was chosen to upload a file after determining the number of required reports, the dates of the reports and the method of submitting the reports. Now we reach the stage of evaluating the reports

Steps to Prepare Reports and Grading Criteria:

To enable students to submit their reports (periodic or final), the academic supervisor must complete two critical tasks:

1. **Creating the Required Periodic Report Template:**
   This involves defining the sections for students to complete when submitting their reports. For instance, the student might see fields such as "First Periodic Report" or "Second Periodic Report," which could be displayed as a title or dropdown menu.
2. **Defining Grading Criteria for Periodic Reports Submitted by Students:**
   This involves determining how the grades will be distributed. Each academic supervisor can set specific criteria for evaluation, such as(Content- timeline- **Formatting).**

- **Reporting Steps and Criteria for Calculating Report Scores**
1. **Services of during training**
2. **Standards and Assessments Management**

You will see the evaluation criteria and periodic report template previously set by the department coordinator.

The academic supervisor can select "Customize" option to modify the criteria or the periodic report template as needed.

التفاصيل 🖼 تخصيص ⚙	☑		قسم الادارة	كلية إدارة الاعمال	معايير التقييم للتقارير الدورية المرسلة من الطلاب

Step 4:

Evaluating periodic report

After the student has submitted the periodic report at the time specified by the academic supervisor, the academic supervisor can now view the report, evaluate the student, and take action either:

1. Approval of the report and recording of the grade.
2. Return the report to the student and provide him with some notes

Note: The academic supervisor can upload a file for the student if comments on the report have been made. This is an optional process.

Periodic Report Evaluation steps

1. Services of during training
2. Academic Supervisor Evaluation of Periodic Report
3. Upload Attachments
4. Take Action
5. Save

خدمات فترة أثناء التدريب ⌄
تقويم المشرف الأكاديمي للتقرير الدوري
🗅 مرفقات التقرير
🗅 إتخاذ الإجراء
✔ حفظ
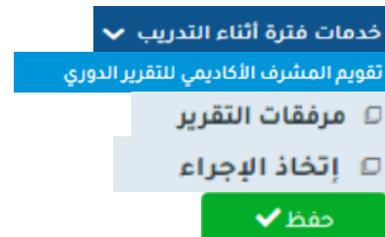
Thus, the academic supervisor has evaluated the student for the specified report and the designated period set during the training phase.

Step 5:

Preparatory Meetings for Students

During the preparatory meetings, students are invited to attend, reminded of the time and location of the meeting set by the academic supervisor. These meetings aim to engage with students during the initial weeks of cooperative training, review their status at their training institutions, and provide guidance on expectations during the training period, such as (Deadlines for submitting periodic reports, Proposed dates for visits, Instructions on writing and submitting reports)

Steps of Preparatory Meetings

1. Services at the Start of the Training Period	خدمات فترة بداية التدريب ⌄
2. Preparatory Meetings for Students	اللقاءات التحضيرية للطلاب

3. Add	＋ إضافة
4. Fill out the form and save (Meeting time & date, location, notes)	✔ حفظ

After holding the preparatory meeting

عنوان اللقاء	رقم الشعبة	تاريخ اللقاء	من الساعة	الى الساعة	الحالة	الإجراءات
اللقاء التحضيري الاول	الرياض- طلاب / تدريب / 62796	20/02/1445	AM 09:00	PM 12:00		الافادة باللقاء التحضيري حذف

An attendance report must be submitted for the preparatory meeting, including (Number of attendees, Number of absentees, Attached files containing instructions, if any were provided to the students).

Step 6:

- **Field visit**

The visit that the academic supervisor make for student at the training facility. The platform, in turn, contributes to determining the date of the visit for the student and the field supervisor by sending them a proposal for the date of the visit.

The concept is based on the academic supervisor sending a proposed visit date to the field supervisor, who then responds with approval.

If the field supervisor does not respond, the academic supervisor will not be able to provide a visit report to the department.

- **Steps of field visit**

1. Services During the Training Period		خدمات فترة أثناء التدريب ﹀
2. Requests for Scheduling a Field Visit for the Field Supervisor		طلبات جدولة زيارة ميدانية للمشرف الميداني
3. Add		＋ إضافة
4. Select the section		رقم الشعبة اختر --
5. Specify the names from the same entity		
6. Add a proposal		
7. Set the time and date		
8. Send		

Key notes

- The field supervisor at the entity must approve the scheduled date.
- The field supervisor cannot approve the date after the visit, so a new date must be scheduled.
- Afterward, the academic supervisor submits a visit report.

Submitting a Visit Report to the Department:

1. Services During the Training Period

2. Field Visit Reports

3. Select the student and prepare the report
4. Was the visit completed? (Choose "Yes" or "No")
5. Finalize and submit (Fill in the available options)

6. Send the report

Step 7

Final report

The final report is evaluated in three steps:

1. Determining the periods for submitting the final report	فترات التقرير النهائي والعرض المرئي
2. Accepting the attached file from the student	طلبات رفع التقرير النهائي والعرض المرئي
3. Evaluation of the final report	تقييم المشرف الأكاديمي لتقارير الطالب النهائية

First: Determining the periods for submitting the final report

1. Final report	التقرير النهائي
2. Final Report and Visual Presentation Periods	فترات التقرير النهائي والعرض المرئي
3. Add	
4. Fill in the Form	

The final report submission date is from ⸺ to ⸺ (date).

The period during which the student is allowed to submit the report

The student can upload the report after the start date as long as they do not exceed the final deadline. If the student submits the report late, it will be indicated to the academic supervisor that the submission was delayed.

The academic supervisor can upload a file to guide the student on how to prepare the final report. Additionally, the academic supervisor can add members to the final report evaluation committee by using their ID number or username.

Second: Final Report and Presentation Submission Requests

- From the list of requests, the academic supervisor reviews the final reports submitted by students and takes the appropriate action, either approving the report or returning it to the student for modifications.
- There is a feature to restrict access to the report and its evaluation from committee members. When this option is selected, the added members will not be allowed to view or evaluate the student's report.

Third: Academic Supervisor's Evaluation of the Final Report

This is the final step in the process of evaluating and approving the final grade.

Steps to Evaluate the Final Report:

1. Final report	التقرير النهائي ⌄

2. Academic Supervisor's Evaluation of Final Reports	تقييم المشرف الأكاديمي لتقارير الطالب النهائية
3. Select the student and click on Details	التفاصيل 🖥
4. Select the Final Report	التقرير النهائي -- فضلا اختر -- ⌄
5. Next step: Record the grade and then save it	
6. After that, approve the form	

Key notes:

- If the field supervisor does not respond to evaluating the periodic reports or the student evaluation during the training, the academic supervisor can carry out the evaluation.
- When adding members for the final evaluation and they do not respond to the academic supervisor in evaluating the students, the academic supervisor can send a reminder notification or approve the grade. If the grade is approved, the evaluation will be withdrawn from the members.

For more inquiries, please contact us via cctu@ksu.edu.sa