**SIS Training Day 1**

Meeting started at 10:19 with pray by Collins Dodd.

In attendance are:

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| No. | Name | Staff ID | Department |
| 1 | Kojo Ankar-Brewoo | 6167705 | UITS SDD |
| 2 | Emmanuel Mfum-Mensah | 6187731 | UITS SDD |
| 3 | Collins Dodd | 6206360 | UITS SDD |
| 4 | Godwyll Agyare | 6203263 | UITS SDD |
| 5 | Samuel Justice deGraft-Etsison | 6207223 | UITS SDD |
| 6 | Osei Adu Kusi | 3017930 | UITS SDD |
| 7 | Prince Appiah | 2017831 | UITS SDD |
| 8 | Bashar Saeed | 3017778 | UITS SDD |
| 9 | Gabriel Selorm Tamakloe | 6033121 | UITS SDD |
| 10 | Edward Adjei |  | UITS SDD |
| 11 | Joshua Kweku Aidoo | 6208629 | UITS USSD |
| 12 | Soltar Agboso | 6208593 | UITS USSD |
| 13 | Emmanuel Brobbey | 6206413 | UITS SDD |
| 14 | John Paul Kpantey | 3017362 | UITS SDD |
| 15 | Raphael Amofa-Baah |  | UITS USSD |
| 16 | Gideon Atuahene |  | UITS SDD |
| 17 | Linda Amoako Banning | 6208024 | Computer Science |
| 18 | Kwabena Owusu Agyemang | 6208006 | Compter Science |
| 19 | Alhanssan Osman | 6196306 | Animal Science |
| 20 | Antoinette Simpah Anim Jnr | 6199388 | Animal Science |
| 21 | Linda Batsa Debrah | 6196853 | Clinical Biology |
| 22 | John Lewis Z. Zaukuu | 6206035 | Food Science |
| 23 | Benjamin Prempeh | 6198074 | Communication Design |
| 24 | Francis Opoku | 6203778 | Chemistry |
| 25 | Yaw Oppong Frimpong | 6202462 | Animal Science |
| 26 | Lawrence Kwabena Brobbey | 6201094 | Silviculture and Forest Mgt |
| 27 | Richard Amoako  |  | Teacher Education |
| 28 | Kofi Boamah | 6202273 | Pharmacy Practice |
| 29 | Yaw Duah Boakye | 6199152 | Pharmaceutics |
| 30 | Evelyn Asante-Kwatia | 6198801 | Pharmacognosy |
| 31 | Hannah Vic Adzraku | 6157025 | Horticulture |
| 32 | Paul Kweku Tandoh | 6180558 | Horticulture |
| 33 | John Nii A. Addotey | 6188192 | Pharm Chemistry |
| 34 | Adu Sakyi | 6201030 | Mathematics |
| 35 | Rogerson Anokye | 6200914 | Wood Sci & tech |
| 36 | Micheal Ansong | 6198406 | Silviculture and Forest Mgt |
| 37 | Dennis Edem Dzebre | 6191591 | Mechemical Eng |
| 38 | Michael Konney Laryea | 6206134 | Chemistry |
| 39 | Jubin Kwaku | 6207783 | School of Vet Med |
|  |  |  |  |

Mr E. Mfum introduced the session by giving a brief history to SIS where we it has started to and where it has reached now then proceeded to teaching.

Areas covered in this training are.

1. Courses
2. Student Tagging
3. Student Programme Details

Questions asked and Solutions provided.

1. Why can I get help with when I face some challenges?
* Helpdesk
* Live chat
* WhatsApp group
* Phone calls.
1. Will SIS work on MAC?
* No, this runs solely on windows platform, hence getting a VM the on the mac to enable you to run.
1. Who is responsible for tagging the students?
* The examinations officer.
* Finance officer.

It’s to note that the tagging is done after supplementary examinations. Eg of instance that will warrant tagging is abandonment of programmes.

If the graduate students are tagged graduate school removes it

1. Why can’t current year be seen at a glance, under Programmes Tab?
* This request is noted and will be included in a new update.
1. If a student in a grace period, how would you know?
* That can be determined when the student unofficial transcript is viewed, it has timelines of courses done.
1. What happen to exchange students that do less credit hours?
* To do that change their mini credit hours at the edit student, under student programme.
1. What happens who when delete a student?
* There will be a prompt to notify you of the said deletion attempt however is record is deleted it can be reverted.
1. Cannot find student I am searching for?
* After setting the parameters make sure to always click on load button
1. Student on deferment can’t be added in bulk, can something be done about it?
* Uploading them can be done in a new update.
* However, editing of Tags can’t be done as this a policy.
1. Can limits be set for programme options so that students pick on course?
* That option limiting would be done in a new update.
1. Can I work outside KNUST Network?
* Yes, by using the KNUST VPN
1. How can I know which academic a PhD student?
* Use the unofficial transcript there you would know the last academic year they registered. The Graduate School is also making them register at least on course. Let’s use that one too.
1. In accessing course examiners that more than one, which of them would the students access?

Students say they cannot see lecturers to access, is this the case?

* Wrong courses are usually in this case set for students to register whiles a different course is set for the lecturer.
* In a case more lecturers teach on course, only the principal lecture is seen to be assessed on. To solve this, go to courses per option then add the lecturers at the said courses.
1. Online submission of questions.
* Let lecturers see that they can see the mark sheets, only the primary lecture can submit the course.
1. Are there any special internet requirements?
* Using LAN is more stable and fast as compared to KNUST WIFI
1. Student with Repeat courses what happens to them, is there not a way to archive the document so that we don’t need to retype?
* Per the policy a repeated students’ academic records are cleared hence that decision not to archive them.