



# Ras Al Khaimah Medical & Health Sciences University



## Student eLogbook – TA/Faculty Supervisor Manual

V0.1



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## How to Register?

1. Access the below link to register for the portal services.  
<https://portal.rakmhsu.ac.ae>
2. Click on '[Click here to Register](#)' link. **If you are already registered for the Student Scientific Conference using this portal with the active university email id, there is no need to register again here. You can use the 'Forgot Password' link to reset your password due to the password expiry policy.**

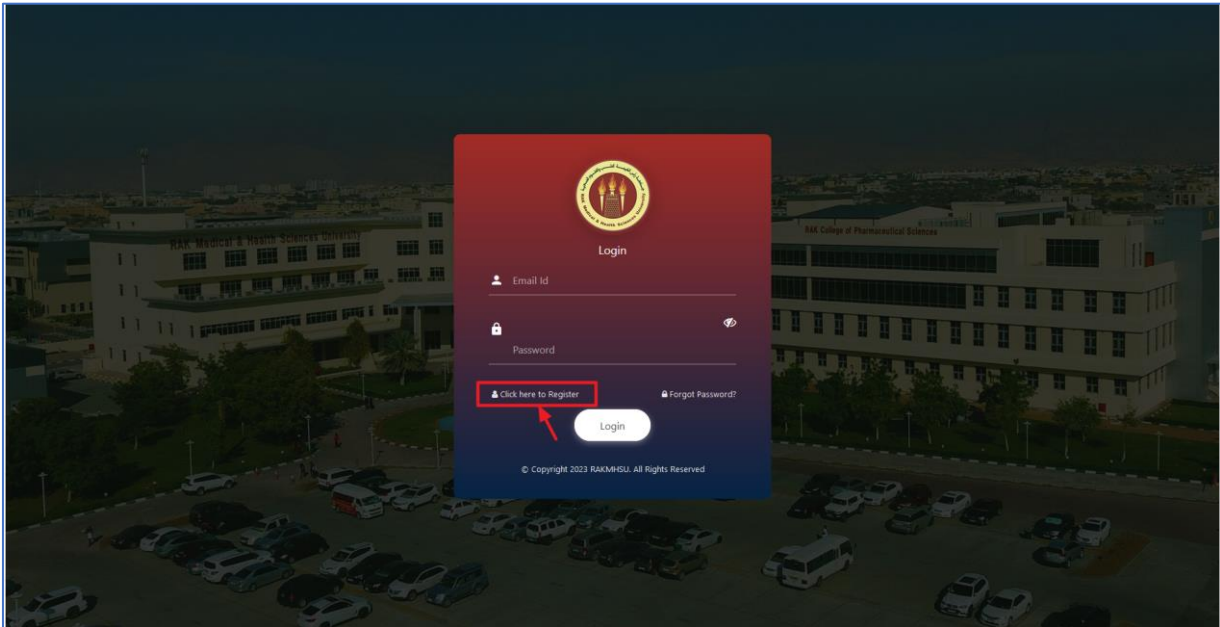


Figure 1: Portal Login Page

3. Enter your University **email id** or registered email id in **Email field, Confirmation Email ID** field. Email id does not match error message will be shown if entered email id does not match with the confirm email id.

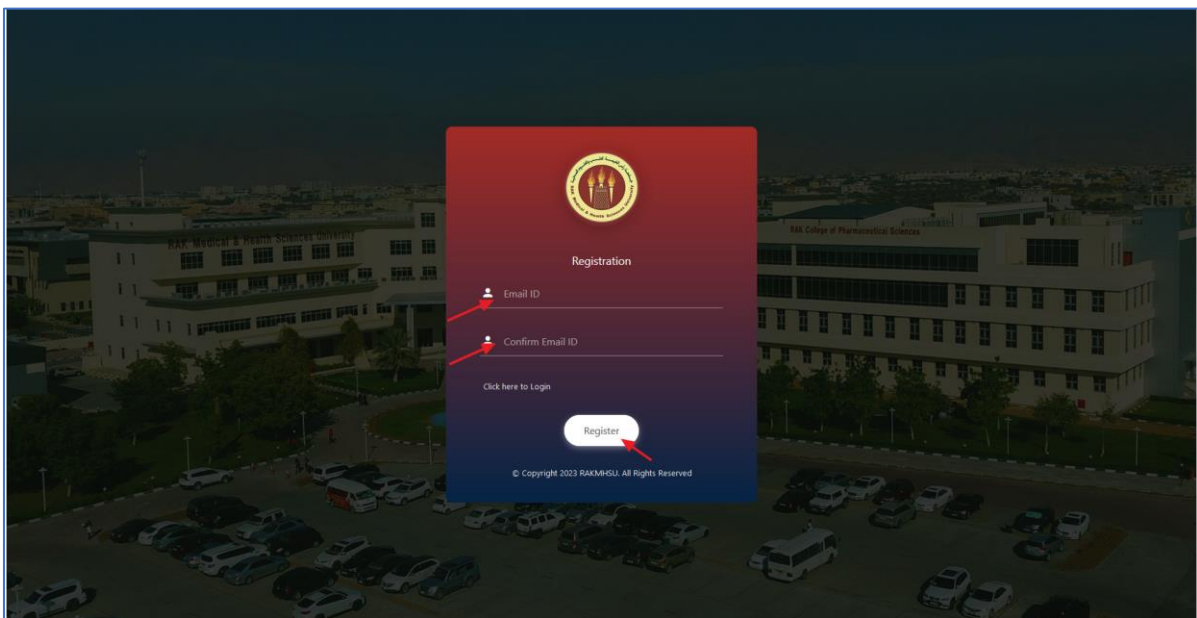


Figure 2: Registration



4. Click on **Register** button. 'Verification link has been sent to your registered email address' message will be shown.

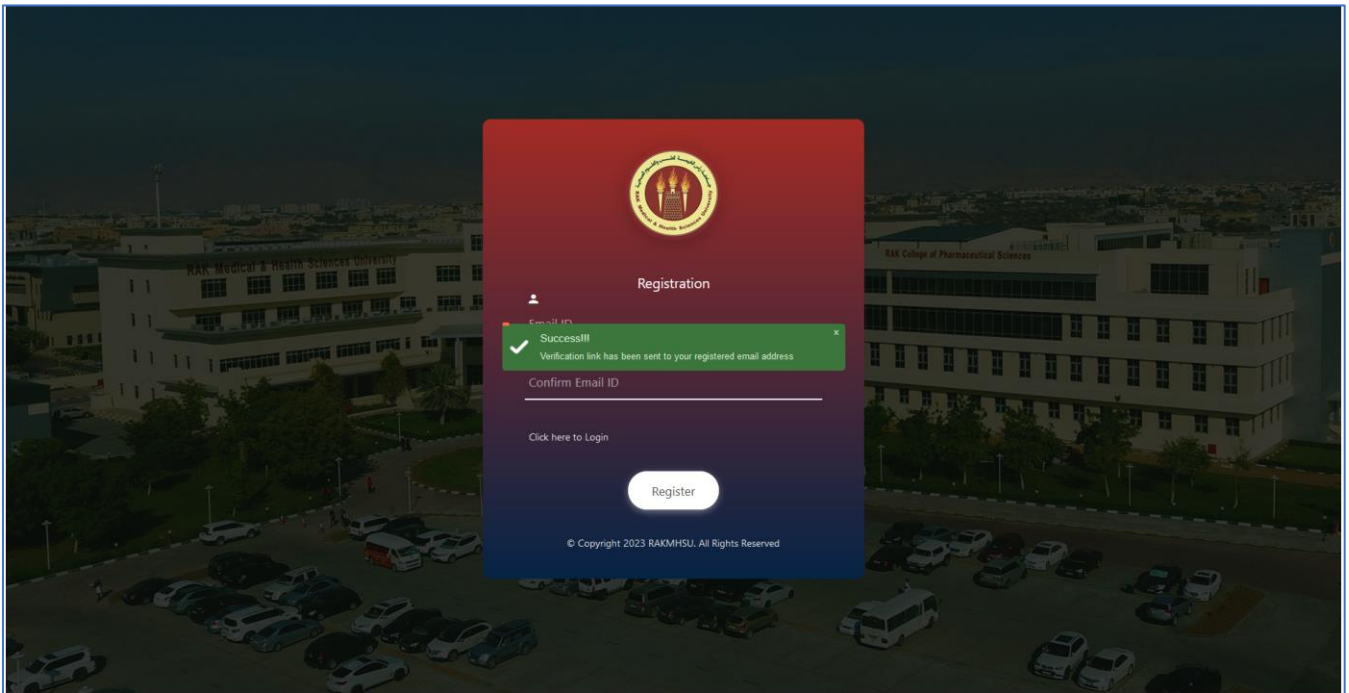


Figure 3: Registration Successful Message

5. Login to university email account or registered email account to continue further. Click on the **received link** as shown in below figure.

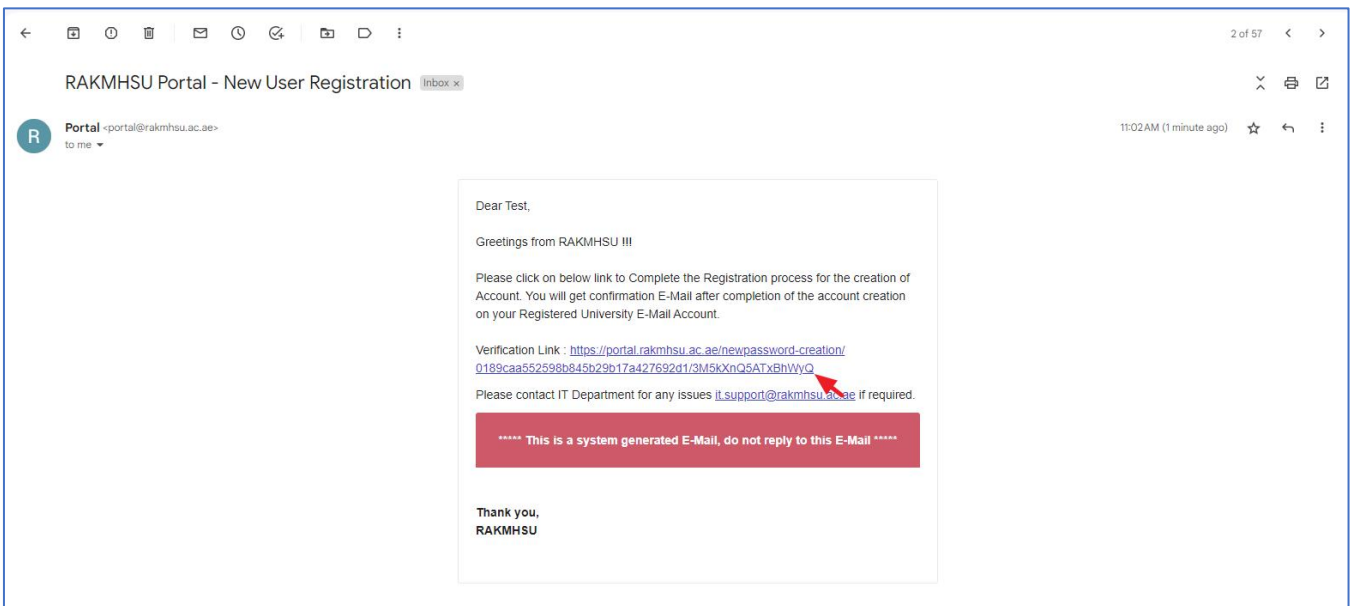


Figure 4: Email Notification

6. The password creation page will load. Enter the password in the 'Password' and 'Confirm Password' fields. While entering the password, please adhere to the password policy shown below.



- Password Policy to be followed:**
- ✘ Password should contain at least 1 lower case alphabet.
  - ✘ Password should contain at least 1 uppercase alphabet
  - ✘ Password should contain at least 1 numeric character.
  - ✘ Password should contain at least 1 special character. Allowed special characters are ! @ & \* ( ) - \_ ' / . ,
  - ✘ Password should be minimum 8 & maximum 16 characters

Figure 5: Password Policy

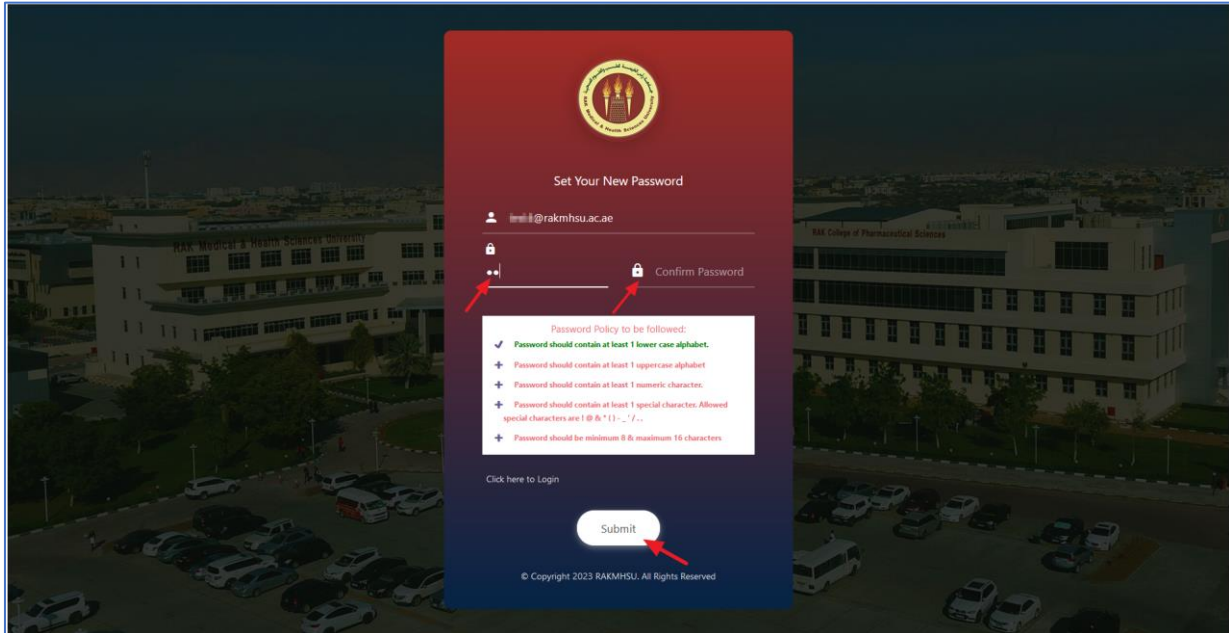


Figure 6: Set User Credentials

7. Click on the **Submit** button. If the entered details are correct, a message saying 'Your registration process has been completed successfully' will be displayed, and an email will be sent to the registered email address.

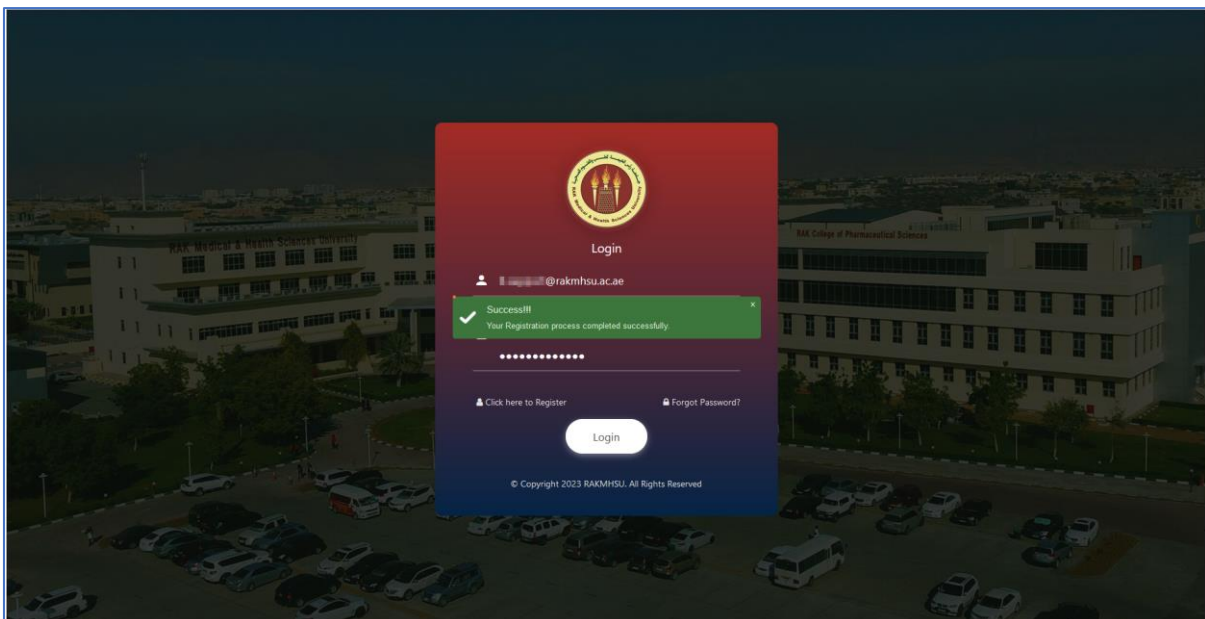


Figure 7: Registration Successful Message

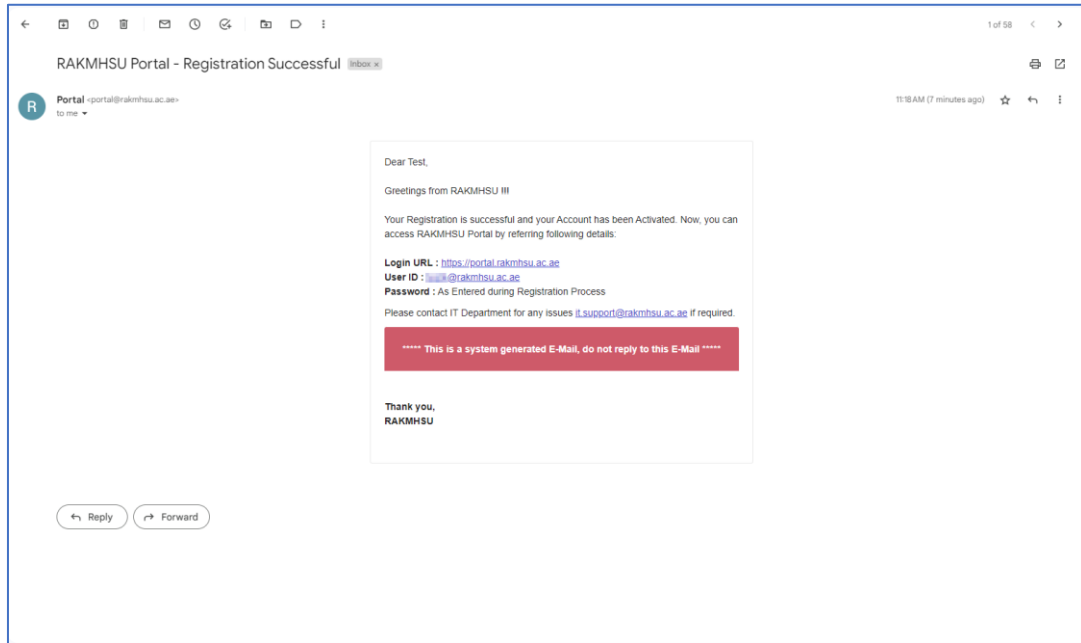


Figure 8: Email Confirmation

8. After completing the registration, access the portal application login link and enter your email ID and password. Click on the **'Login'** button. The user's home screen will be displayed as shown in the figure below.

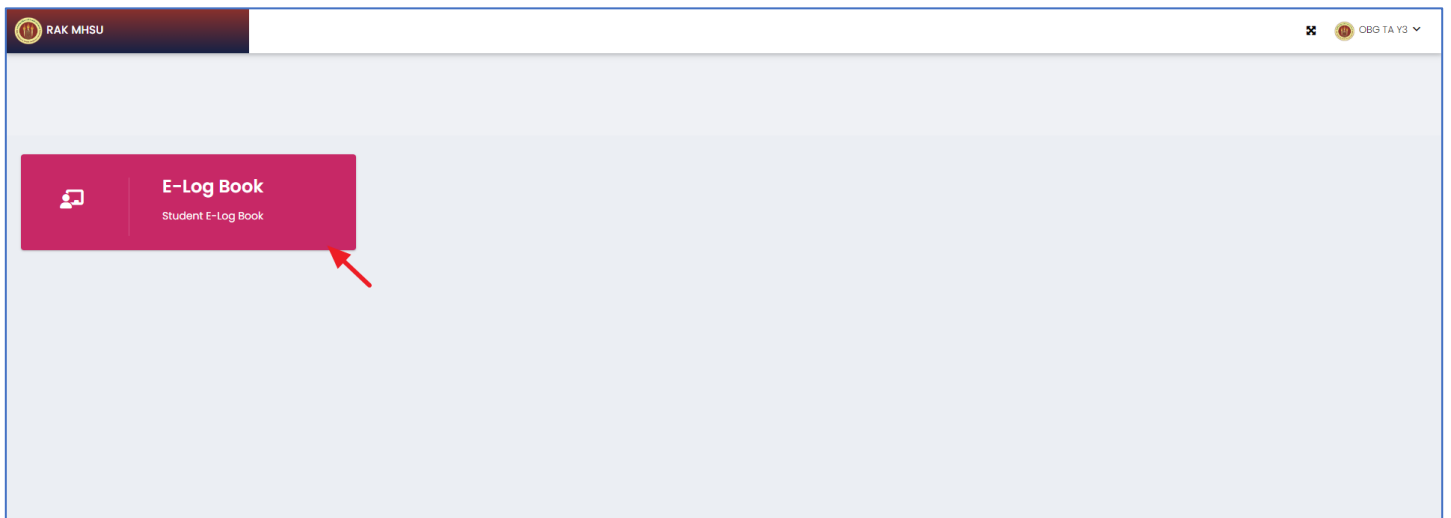


Figure 9: User Dashboard

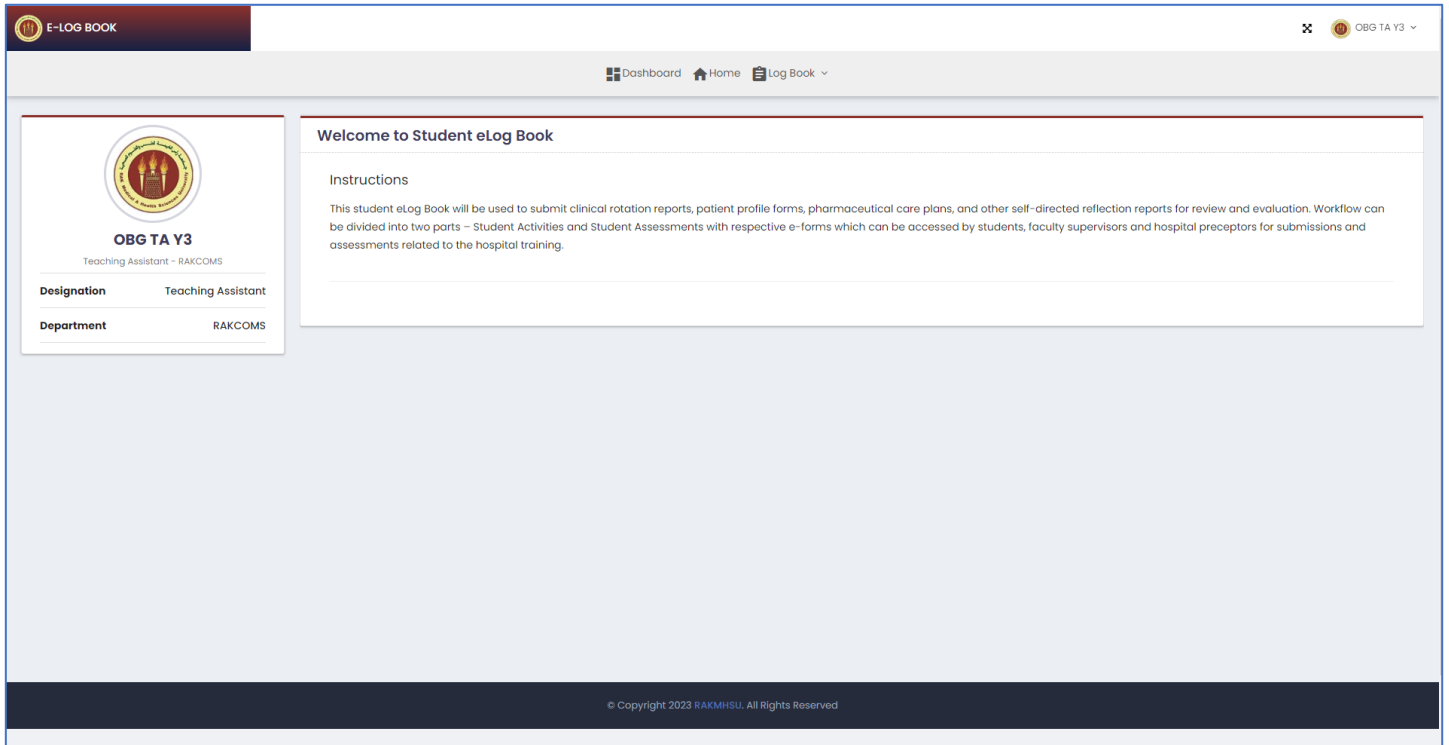


Figure 10: Home Screen

### How to View Log Book List?

In this page, the TA/Faculty Supervisor will be able to see the students who have submitted the log book for the particular rotation. In order to view the list, click on **Log Book > View List** menu.

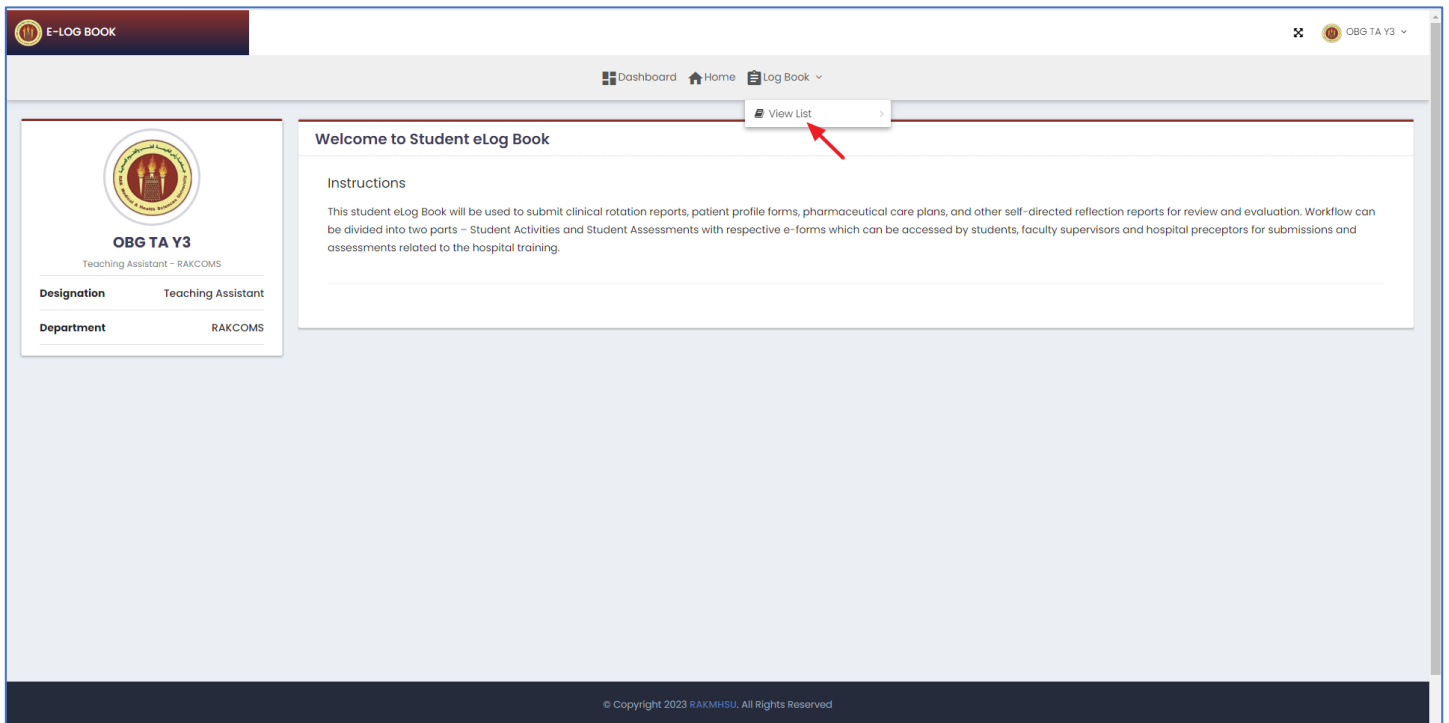


Figure 11: View List Menu





On clicking the menu, following page will be displayed. Here TA/Faculty supervisor needs to choose the filter in order to view the log book entry submitted by the students. TA/Faculty supervisor will get the rotations in the filter if their name is tagged with the particular rotation.

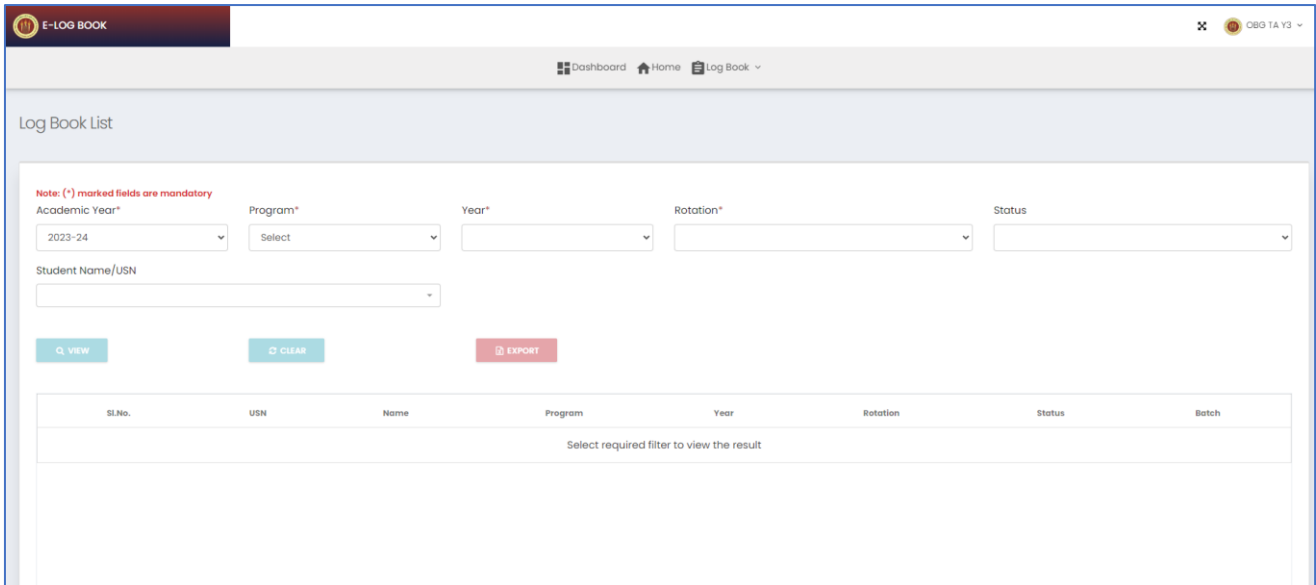


Figure 12: Log Book List - Filter

Select the filter and click on the 'View' button. The list will be loaded as shown in the figure below. The 'Status' column in the list provides an overview to the TA/Faculty supervisor about the number of entries submitted by the student and their current status.

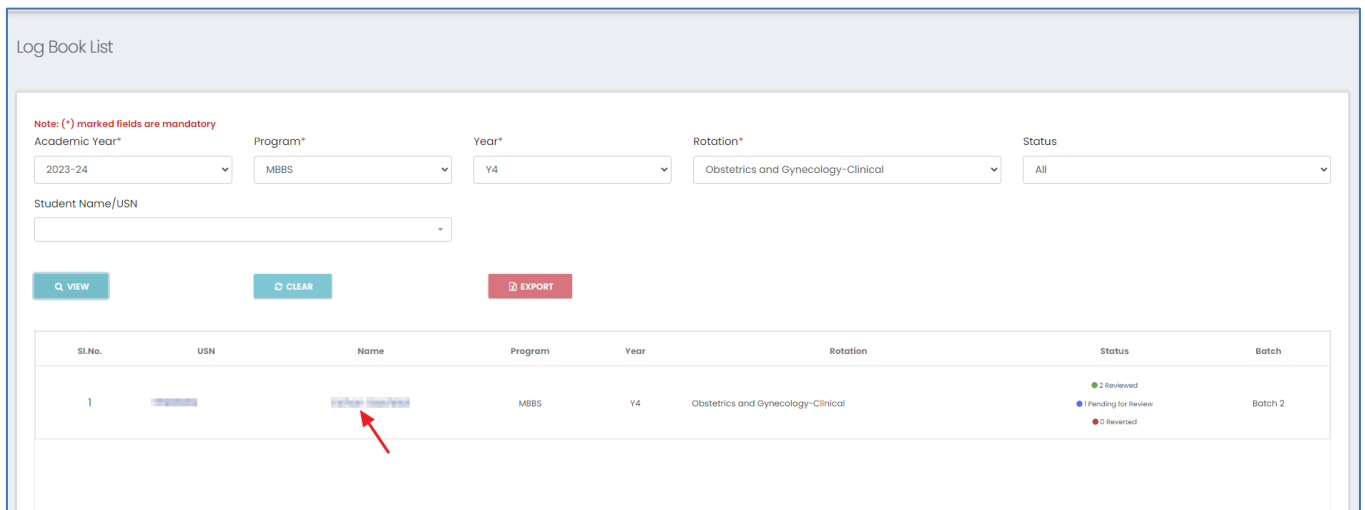


Figure 13: Log Book List - Student List for Selected Filter

Click on Student name to view the submitted entries. Log book details screen will be shown with the following details.

- Student basic information with rotation info
- Rotation Details
- Preceptor/Faculty Supervisor Details
- Submitted report information's.

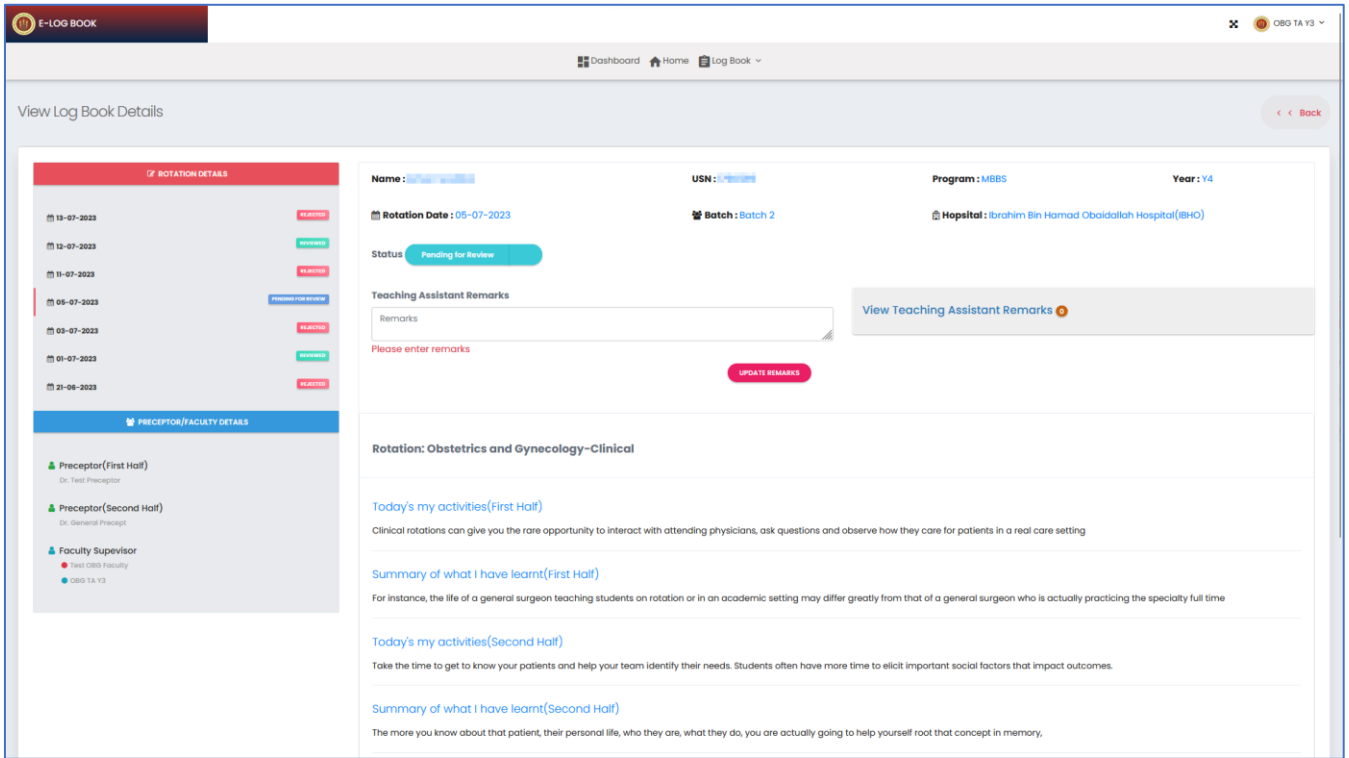


Figure 14: Log Book - View Details

Teaching Assistants (TAs) need to review the log book entries submitted by students and provide their comments for each entry. To do this, enter the remarks in the '**Teaching Assistant Remarks**' field and click on the '**Update Remarks**' button. The entered remarks will be listed under the 'View Teaching Assistant Remarks' section. TAs can modify the entered remarks by clicking on the 'Edit' icon, as shown in the figure below. TA remarks are visible to the faculty supervisors.

TAs cannot enter remarks if the log book has already been reviewed by the faculty supervisor or rejected/reverted by the faculty supervisor.

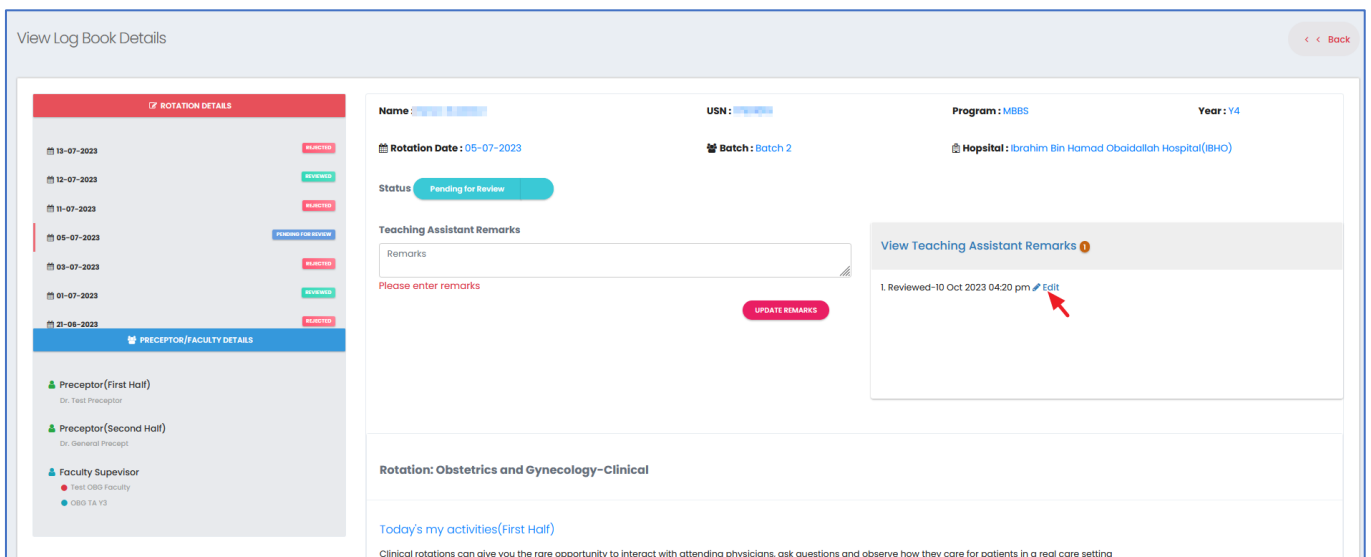


Figure 15: Edit TA Remarks



TAs cannot change the status of the entry. To move to the next entry, click on any date shown on the left side. If the list is long, scroll down/up to view the entries organized by date. The status is displayed in front of each date.

Only faculty supervisor will be having the option to change the status. To change the status, click on down arrow mark

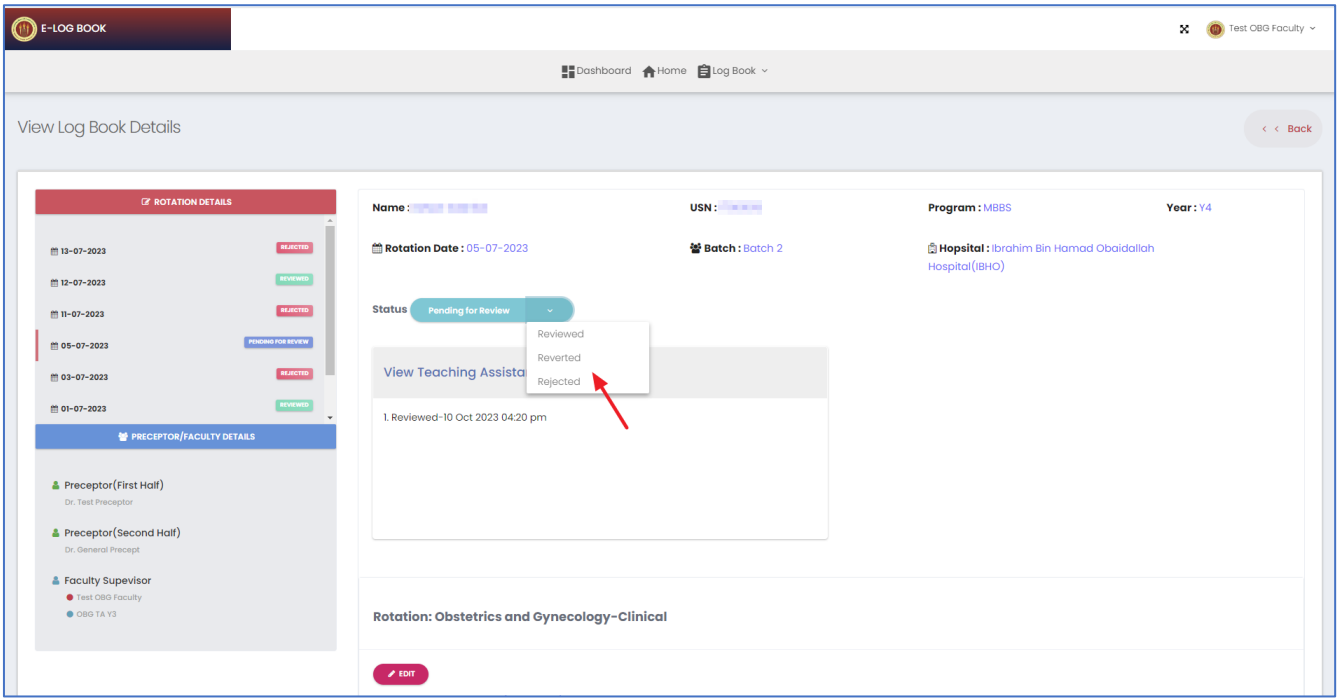


Figure 16: Types of Status for Faculty Supervisor

Select the status as **Reviewed** and enter the remarks (Optional) and click on **Update Status** button. Any modifications are not allowed if the status is set to Reviewed/Rejected/Reverted by the faculty supervisor.

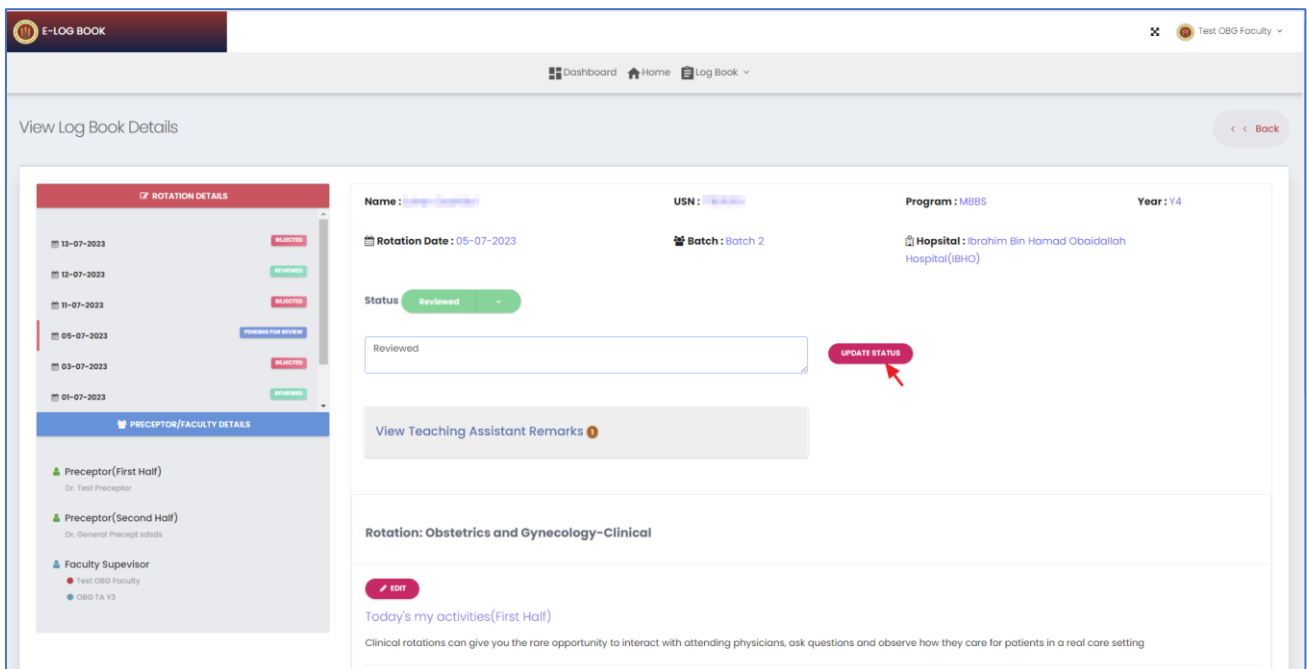


Figure 17: Status Update



Click on **'Yes, change it!'** to apply the changes.

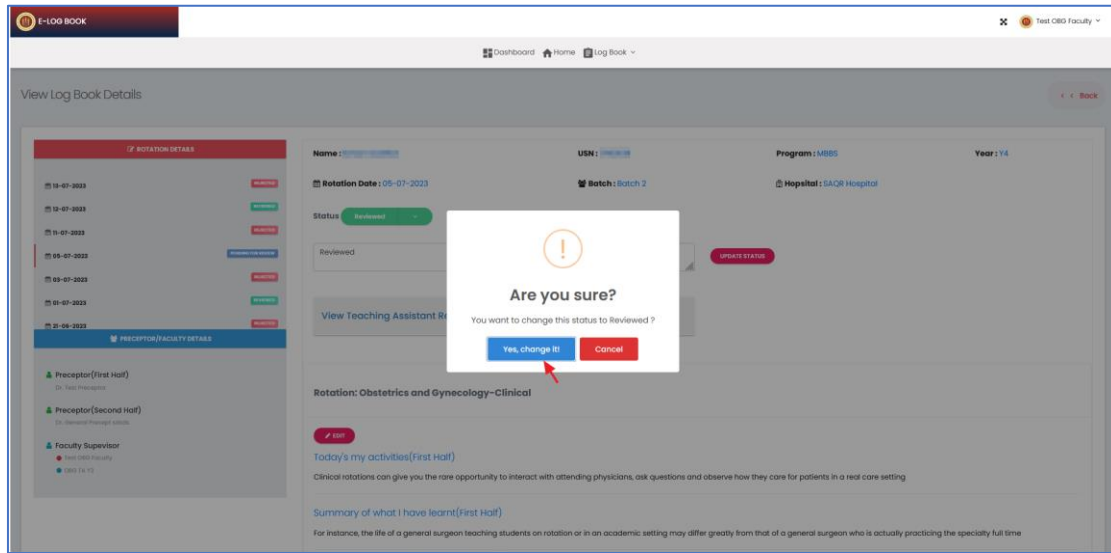


Figure 18: Status Change Confirmation

Select the status **'Reverted'** to revert the report back to the student if required. Once the student submits the request, the faculty supervisor can change the status.

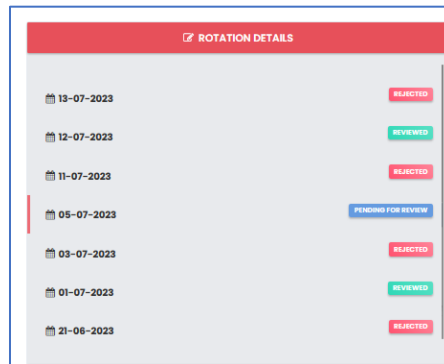


Figure 19: Date Selection/Navigation

Click on the Date field to move to the next record. Each entry will have the status of the report, indicating whether it has been reviewed, rejected, reverted or is pending for review.

Refer to the below list for different types of status:

- **Pending for Review:** The student has submitted the entry and review is pending by the faculty supervisor.
- **Reviewed:** The submitted entry has been reviewed by the faculty supervisor.
- **Reverted:** The submitted entry has been returned to the student for corrections. After making the necessary corrections, the student needs to resubmit the logbook entry and it will be assigned to the respective faculty again for further review. Students will get an email if the entry is reverted.
- **Rejected:** Log book entry submitted by the student is rejected by the faculty supervisor. **Modification or deletion is not possible if the entry is rejected.** Students will get an email if the entry is rejected.

**Click on Back button to return to the list.** To move to the Home page, Click on Home icon.

**Export:** Click on Export button to export the data to excel.

**Clear Button:** Click on Clear button to clear the list and selected filter values.



## How to change the password?

Click on Profile arrow mark > **'Preferences'** menu as shown in below figure.

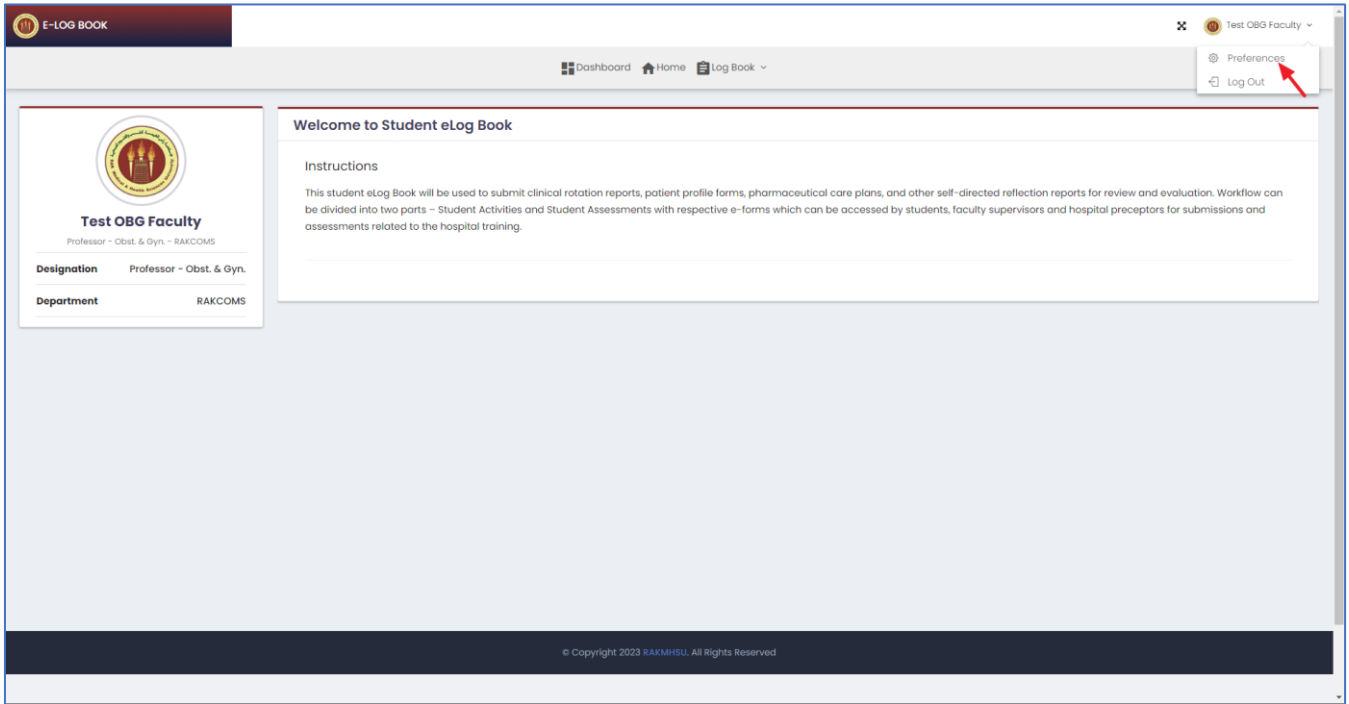


Figure 20: Preferences Menu

Preference page will be displayed as shown in below figure.

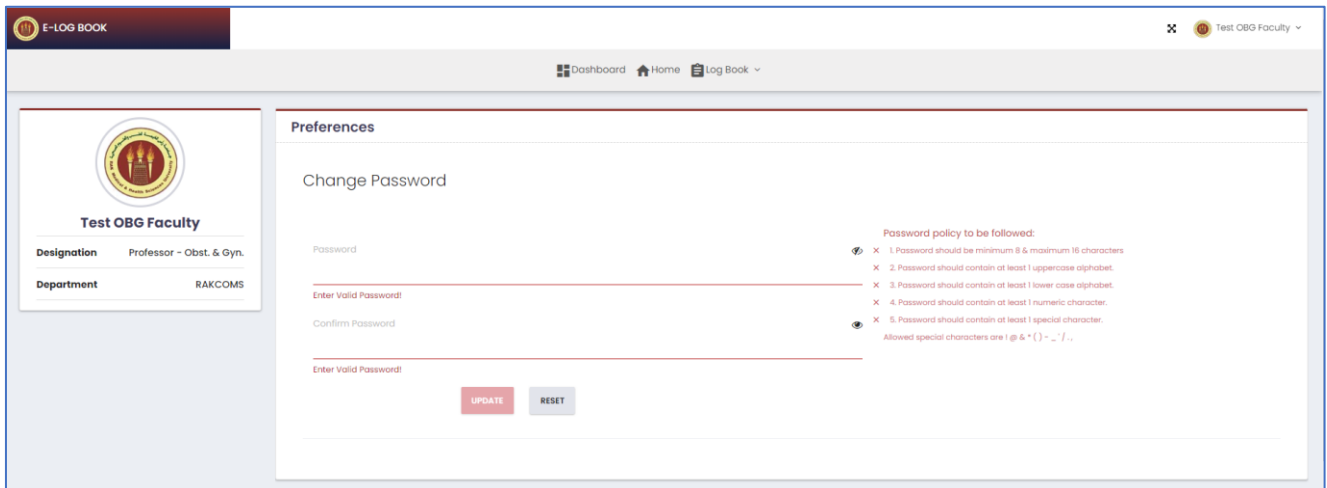


Figure 21: Change Password

Enter the password in Password field and confirm Password field and click on 'Update' button. While entering the password, follow the password policy.



## How to view user activity details and Password change history?

Go to **User Profile > Preference > Activity details** section to view the login activity and password change history details

Activity Details		
Login/Logout Activity Details		
Sl. No.	IP Address	Date and Time
1	192.168.1.1	Logged In :10-Oct-2023 16:37 pm
2	192.168.1.1	Logged In :09-Oct-2023 11:28 am
3	192.168.1.1	Logged In :09-Oct-2023 11:08 am Logged out :09-Oct-2023 11:09 am
4	192.168.1.1	Logged In :07-Oct-2023 12:16 pm Logged out :07-Oct-2023 13:40 pm
5	192.168.1.1	Logged In :07-Oct-2023 11:34 am Logged out :07-Oct-2023 11:49 am
Password Change History		
Sl. No.	Date and Time	Description

Figure 22: User Activity Details

## Have you forgotten your password?

Click on **'Forgot Password'** link in login page.

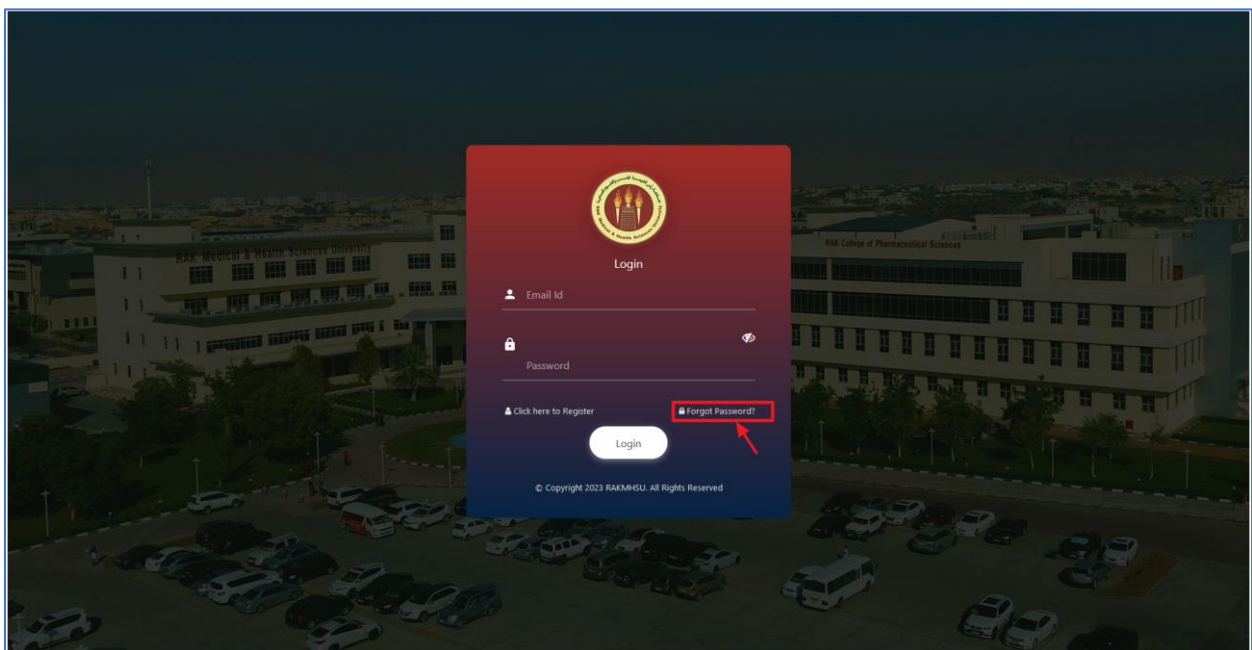


Figure 23: Forgot Password Link



Option to enter the registered email field will be shown. Enter the registered email id and click on Send button.

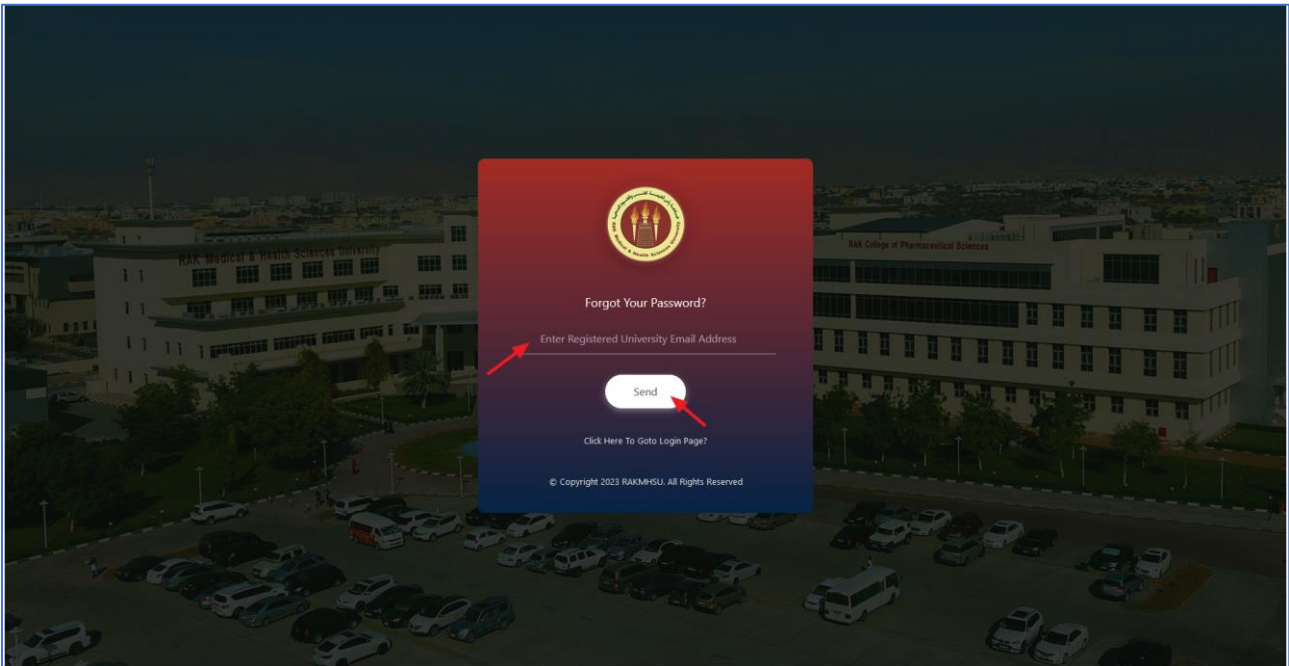


Figure 24: Enter registered email id

On validation, **'Password recovery link has been sent to your registered email address'** message will be shown.

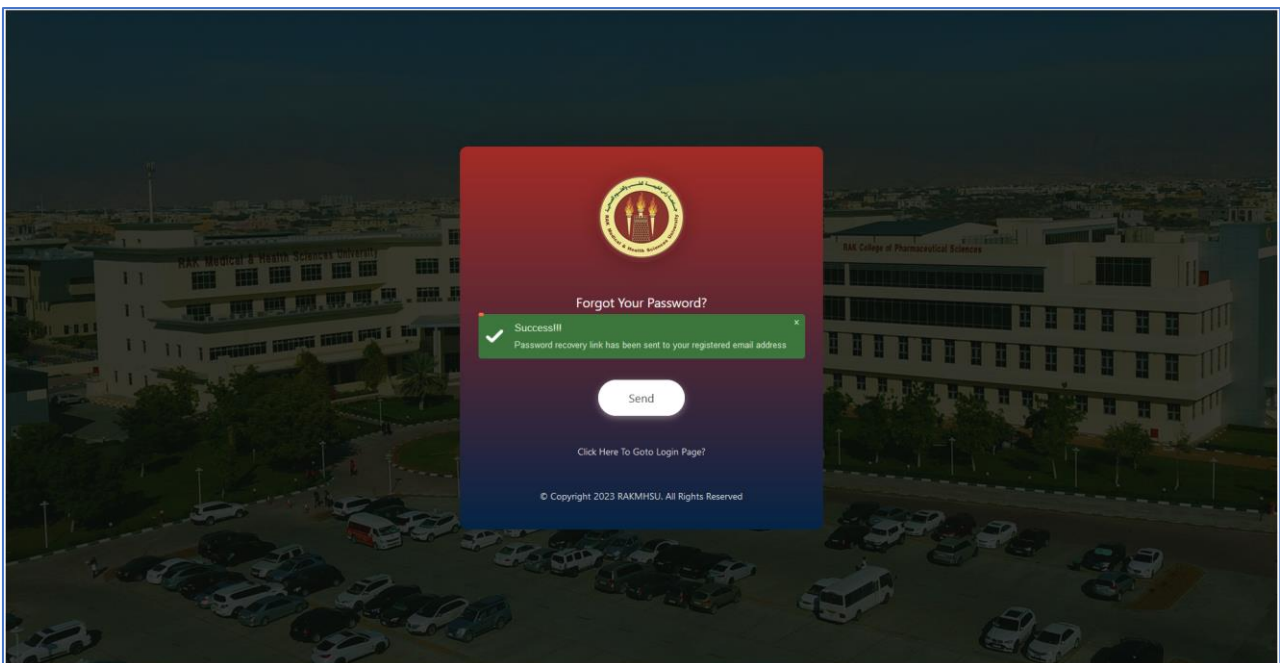


Figure 25: Successful message – Forgot Password

Open your email and click on the link given in the email.

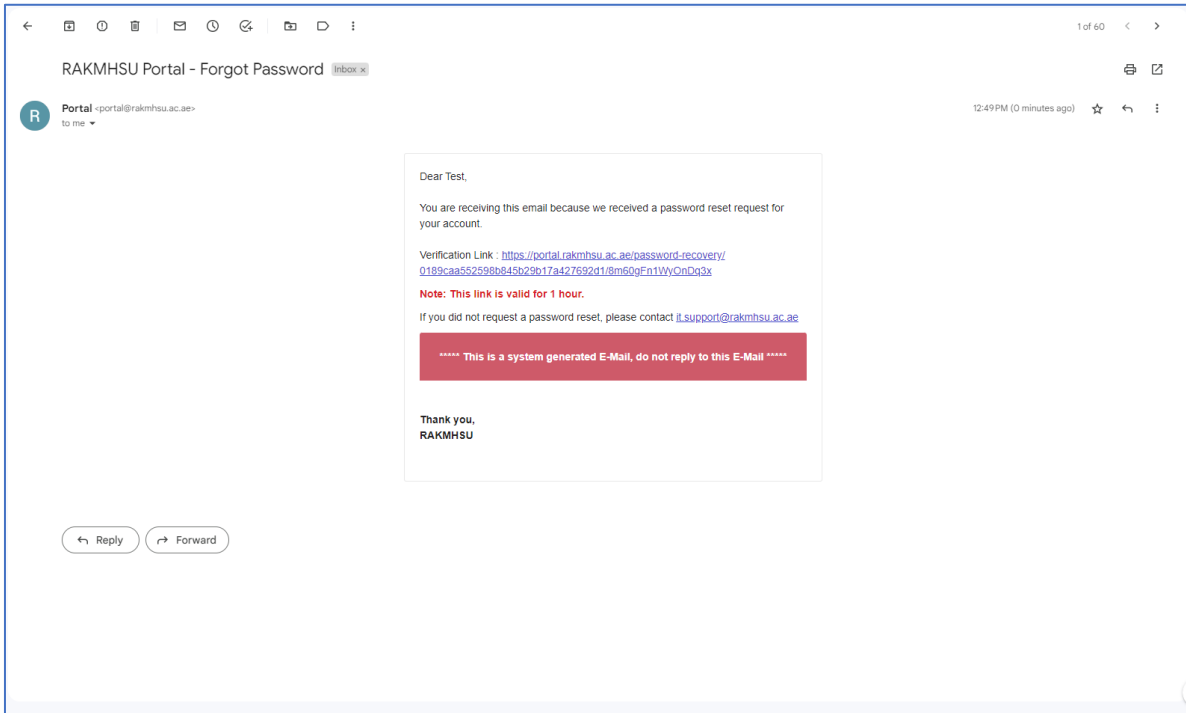


Figure 26: Forgot Password Email Sample

Enter new password in '**Password**', '**Confirm Password**' field and click on **Submit** button. Follow the password policy while resetting the password.

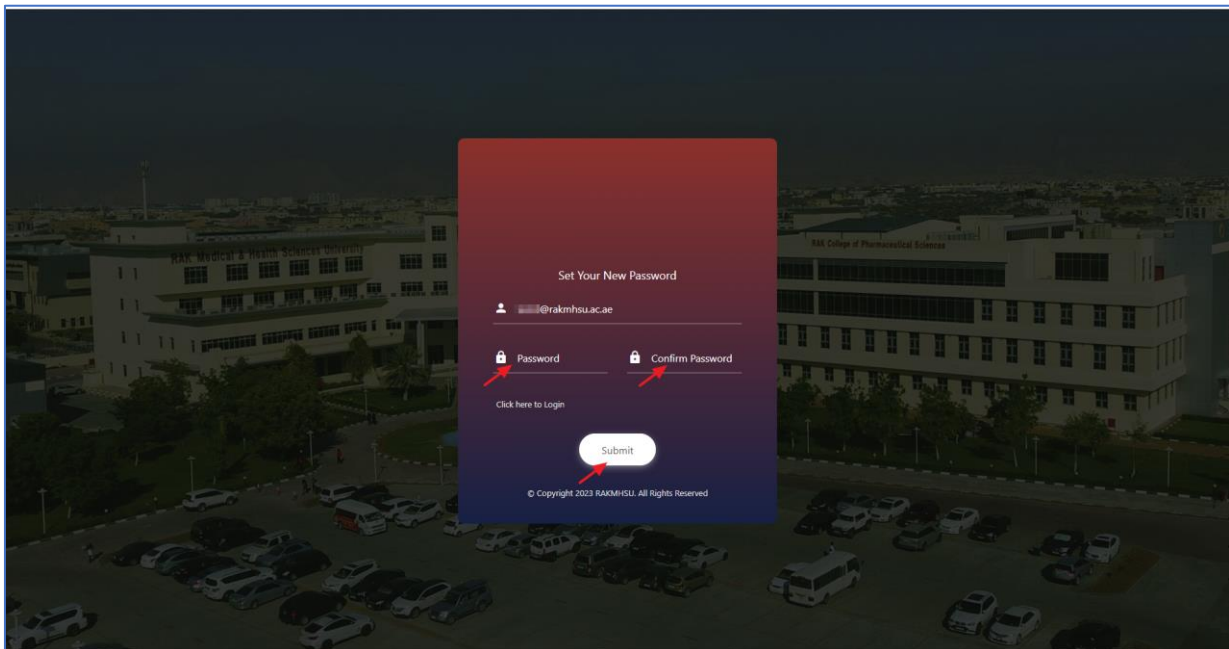


Figure 27: Set your new Credentials

The message "Your new password has been updated successfully" will be displayed, and an email will be sent to the registered email ID containing the information about the password change.