

Education Management Solution of SiNAM

 **univers**

Introduction

UNIVERS is “best in class” education management system created by SINAM. Thousands of students, professors, school teachers and pupil are now connected to education process thanks to UNIVERS. Modern management system takes into account latest teaching methodologies as well as state of art of software development trends. It's available to users in all modern user interfaces including Web and Mobile applications. It's available to customers via “Cloud” and “On Premises” licenses. Depending on customer requirements rapid functional customization and language localization can be performed.



UNIVERS meets main educational business process requirements

- Meets the requirements of universities, schools as well as corporate training centers;
- Adopts to any organizational structures of education institution;
- Provides the solution of issues such as planning, implementation and management of educational activities;
- Based on a single Software platform without complicated third party components;
- Automates the process of scheduling of classes taking into account the distribution of the hourly load automation;
- Provides rapid and effective deployment of educational content and delivery to educational areas being;
- Allows using various educational methods, including stationary, distance and mixed education;
- Provides scheduling and conducting of both "on-site" and "online" courses;
- Allows forming the rating of students and teachers;
- Provides arrangement of both "on site" and "online" exams (with various tools like printing QR sheets);
- Ensuring the generation of reports in an standard and specific form;
- Ensuring interaction between students and staff (synchronous and asynchronous forms);
- Has an integration opportunities with other systems via open programming interface-API;
- Provides of protection of data confidentiality and completeness;
- Has a high system performance, ensuring documentation and data archiving;
- Has an opportunity for the implementation of the system in classic form and on the cloud.

UNIVERS – an application program consisting of educational process management, monitoring, documentation, accountability, delivery of educational content and education control tools is a guarantee. The system is intended for educational institutions, however, it may be of interest to enterprises as a corporate training, attestation and certification tool.

UNIVERS is a software solution intended for organizing the modern educational process, developing training programs, managing educational content, monitoring a knowledge, monitoring actions and tracking the results of education, managing educational events and creating required reports, conducting distance classes and events.

The system was created for educational institutions, however, it is interesting for enterprises as a means of organizing corporate training, attestation, certification and remote video meetings.

General Administration

In general administration module user can access below mentioned functionalities

- ✓ Structuring of university departments (faculties, departments, specializations)
- ✓ Giving privileges to use functions of the system to certain number of user groups (administrators, teachers, students, tutors, etc.)
- ✓ Registration of users and conducting a search by defined attributes
- ✓ Using predefined questionnaires for frequently used information creation
- ✓ Creating a new academic year in the general list
- ✓ User interface and translation of relevant attributes
- ✓ Dynamic addition of any learning activity and dynamic definition of formulas making
- ✓ Announcements both on the general access page to the system and certain user groups creation and publishing for (courses, departments, etc.)

Organizational Administration

Below mentioned information is clarifying that what data can be accessed in organizational module of UNIVERS.

- ✓ Creation of orders on the admission of students, their transfer (to another faculty, form of education, etc.), academic leave and other intra-university operations;
- ✓ Getting a list of students with personal and academic information as well as searching for students based on given user attributes;
- ✓ Getting a list of employees (deans, teachers, tutors, etc.) including personal and academic information as well as search for employees based on given parameters;
- ✓ Creation of educational (academic) groups of students, including information about the specialty, group number, teaching form and language, as well as the tutor;
- ✓ Adding information about a building and auditorium (buildings, classrooms, room area and capacity).

Educational Administration

In educational administration module user can access below mentioned functionalities:

- ✓ Creating an academic calendar reflecting the main dates and events of the current academic year;
- ✓ Creating a catalog of subjects (academic subjects) entrusted to certain departments and adding topics of the subjects;
- ✓ Creation of educational plans (programs) and adding academic groups and subjects to the created curricula;
- ✓ Creation of course groups according to the curriculum (academic groups that will take this subject (in different courses and with different number of hours));
- ✓ Creation of course schedules for all groups and courses automatically or manually;
- ✓ Forming course registrations for the course groups;
- ✓ Creation of groups for internships. The available functionality is intended for students who are interns;
- ✓ Organizing a summer school not only for canceling academic debts, but also for taking extra credits, improving GPA, etc.
- ✓ Management of students who have graduated from an educational institution and are directed to write and defend their graduation thesis and students who will take the Final State Examination (FSE);
- ✓ Management of a journal reflecting students' grades for all types of educational activities;
- ✓ Creating a database of questions designed to evaluate teachers' performance.

Exam Administration

Creating a set of exam questions. The functionality of the module allows: to choose the type of question (open, one correct answer, several correct answers); to determine the degree of difficulty of the question (easy, moderately difficult, difficult); topic, year, language, etc. to choose.

Designing the exam paper: determining the total number of exam questions, as well as the number depending on their complexity. This part of the exam module is used by teachers in their teaching programs.

Creating exams by selecting the date, time and duration. In the case of giving the exam directly in the system (online exam), the questions of the exam papers for each student are formed randomly according to the scheme established by the teacher in advance. If an exam is conducted in a traditional format, each exam paper (as well as the randomly generated exam paper according to the established structure) is assigned a code corresponding to the student. Information about the student is kept secret from the teacher in the form of a code during the examination of exam papers.

Creating of examination schedules for all groups and courses. To review the answers given by students to the questions in the exam held in the system based on open questions and to control the verification of the answers by the examination committee. At the same time, anonymous checking of the QR sheets attached to the exam by the Committee.

Based on the exam results, students can appeal the exam or question and the Appeals Committee can review the questions again.

Library Administration

Functionalities:

- Adding authors to the system
- Adding hard copy, pdf, article, etc. resources in formats and also adding different editions of those resources
- Registering the transfer of the resources reserved through the system to the user and at the same time the direct transfer of the resource to the user based on the availability of the resource in the library.

System LOGS

The **In/Out Logs module** allows you to monitor the date and time of logouts of all users on the system. It is possible to control the log-in and log-out history of any users by filtering according to the specified parameters.

The **Activity Logs module** allows displaying the information about the date and time of the user's operation and the system. It is possible to monitor the operations performed by users on the system by filtering according to the specified parameters (date range, user group, etc.).

The **Online/Offline users module** allows information about which users are currently in the system and which are not. It is possible to control which users are currently active by filtering according to specified parameters (date range, user group, etc.).

The **Unconfirmed lessons module** allows to provide information about which class, which student, and for which reason the grade has been unconfirmed. It is possible to find any information by filtering according to specified parameters (date range, subject group, etc.).

UNIVERS provides opportunities

The main participants of the educational process are students, teachers and heads of educational institutions. Therefore, it is necessary to take into account the requirements of these categories of users, taking into account their advantages.

Advantages for students:

- Access to educational resources at any time (24/7)
- Ability to view current, past and future subjects
- Personal page and personal rating tracking, which consists of a history of performance indicators
- Class schedule (daily, weekly, monthly)
- Reporting on missed lessons and points:
 - to the summer school, or to the group of students (in the last year) who are writing a diploma, etc. submitting applications to enroll or participate
- Uploading teacher's files
- Sending coursework and homework
- Methods of synchronous and asynchronous communication with teachers and students
- Ability to participate in distance (online) classes
- Using the resources of electronic library
- Receiving notices and announcements
- University newsfeed and more news.

Advantages for teachers:

- Convenient planning and control of the educational process
- Sheduling classes (daily, weekly, monthly)
- Ability to view current, past and future subjects being taught
- Flexible management of internship groups
- Classroom, blended and distance learning support tools
- Different methods of assessing students' knowledge (based on Bologna principles)
- Flexible management of questions and the structure of exam paper
- Flexible participation in examinations and appellate inspections
- Monitoring of students' success indicators
- Feedback with students, the ability to manage the relationship
- Creation of a directory of own files with the possibility of using them in subject groups
- Uploading and sharing of files by students
- Using the resources of the electronic library
- University newsfeed
- Receiving notices and announcements
- Own activity, study load, rating, etc. reporting information.

Benefits for executives:

- It is a powerful tool for automation, management and control of all educational processes within the university
- Flexible management of organization and personnel
- Flexible teaching management
- Flexible management of exams
- Adaptive student flow management
- Flexible management of system logs
- Viewing the rating of students and teachers
- Getting the reports and statistics in any required form
- Using the electronic library
- Transparency of the educational process, etc.

Summary

Accessibility and quality of education, that is, the availability of various programs, the use of alternative forms of acquiring knowledge and the organization of a quality educational process, is an important requirement facing the education system. The UNIVERS system is a solution that meets the defined requirements. In addition, if the customer has more comprehensive and specific requirements, the UNIVERS system can be easily configured and adapted to those requirements.





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