



KOLEJ ANTARABANGSA INOVATIF
INNOVATIVE
INTERNATIONAL COLLEGE

STUDENT IMS GUIDE

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@innova_tweets



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college



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CONTENT

| <u>Title</u> | <u>Page</u> |
|------------------------------------|-------------|
| 1) Introduction | 3 |
| 2) Login | 4-5 |
| 3) Understanding student portal | 5-6 |
| 4) Semester registration | 7 |
| 5) Document checklist | 8 |
| 6) Disciplinary record | 8-9 |
| 7) Extracurricular activities | 9 |
| 8) Account status | 10 |
| 9) Subject list | 10-11 |
| 10) Add/drop subject | 11-12 |
| 11) Attendance & coursework status | 13-14 |
| 12) Online notes | 14-15 |
| 13) Exam slip | 15-16 |
| 14) Exam result | 17 |
| 15) Timetable | 18 |
| 16) My profile | 19 |
| 17) Change password | 20 |
| 18) Download file | 20-21 |
| 19) Troubleshoot | 22 |

Introduction

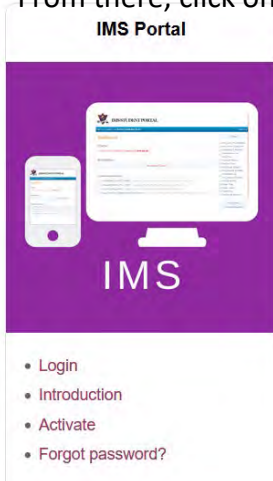
Innovative international college use IMS for college system. IMS stand for **Innovative Management System**. With IMS, student can register, add or drop subject, view timetable, view outstanding, download notes, view attendance and course mark via online.

Student can access IMS by entering the web URL in any browser that has internet connection.

IMS link can be found on college website at upper top right (student portal).

[Apply Now](#) [Staff Portal](#) [Student Portal](#)

From there, click on “Login” in IMS Portal tab.



The IMS website is

[https:// student.innovative.edu.my](https://student.innovative.edu.my)

Login

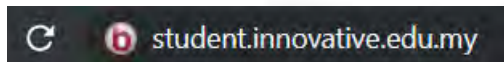
First step to login into barracuda system, student must know their **student ID** and **passport/IC** number. If student does not know his/her student ID, they should go to registry department to get their ID.

To access IMS system, student must open internet browser (ex: Chrome, Safari, Firefox, Internet explorer)

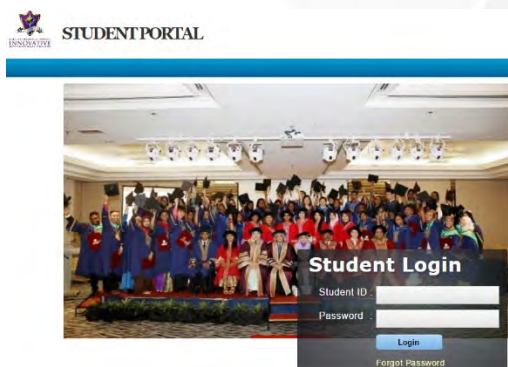


On top of browser, insert the link below in URL bar.

<https://student.innovative.edu.my>



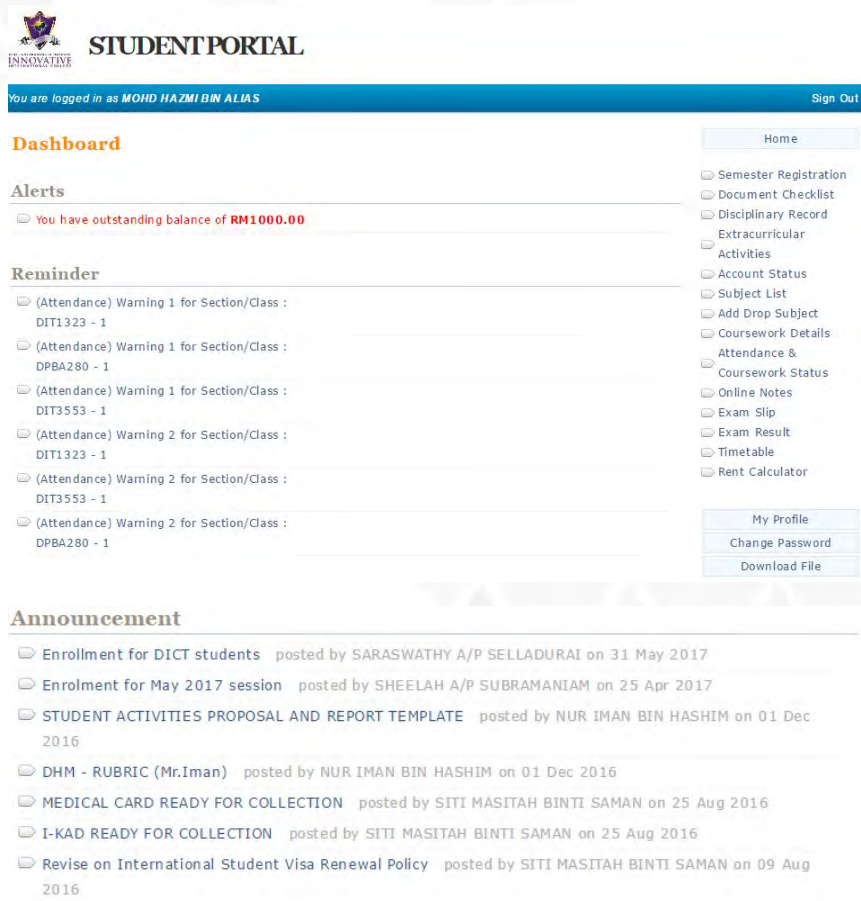
After inserting the link, student will be redirected to IMS system.



To login, student need to insert their student ID and password (your password is your passport/IC number).

Understanding Student Portal

On the homepage of student portal, student will find their current outstanding program fee, reminder of attendance and announcement from college.



STUDENT PORTAL

You are logged in as **MOHD HAZMI BIN ALIAS** Sign Out

Dashboard

Alerts

- You have outstanding balance of **RM1000.00**

Reminder

- (Attendance) Warning 1 for Section/Class : DIT1323 - 1
- (Attendance) Warning 1 for Section/Class : DPBA280 - 1
- (Attendance) Warning 1 for Section/Class : DIT3553 - 1
- (Attendance) Warning 2 for Section/Class : DIT1323 - 1
- (Attendance) Warning 2 for Section/Class : DIT3553 - 1
- (Attendance) Warning 2 for Section/Class : DPBA280 - 1

Announcement

- Enrollment for DICT students posted by SARASWATHY A/P SELLDURAI on 31 May 2017
- Enrolment for May 2017 session posted by SHEELAH A/P SUBRAMANIAM on 25 Apr 2017
- STUDENT ACTIVITIES PROPOSAL AND REPORT TEMPLATE posted by NUR IMAN BIN HASHIM on 01 Dec 2016
- DHM - RUBRIC (Mr.Iman) posted by NUR IMAN BIN HASHIM on 01 Dec 2016
- MEDICAL CARD READY FOR COLLECTION posted by SITI MASITAH BINTI SAMAN on 25 Aug 2016
- I-KAD READY FOR COLLECTION posted by SITI MASITAH BINTI SAMAN on 25 Aug 2016
- Revise on International Student Visa Renewal Policy posted by SITI MASITAH BINTI SAMAN on 09 Aug 2016

Navigation Menu:

- Home
- Semester Registration
- Document Checklist
- Disciplinary Record
- Extracurricular Activities
- Account Status
- Subject List
- Add Drop Subject
- Coursework Details
- Attendance & Coursework Status
- Online Notes
- Exam Slip
- Exam Result
- Timetable
- Rent Calculator
- My Profile
- Change Password
- Download File

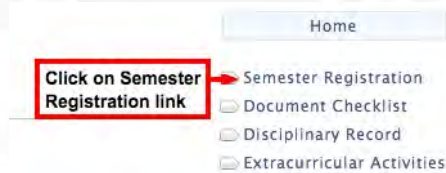
On the right, there are 15 modules that student can use

1. Semester registration
2. Document checklist
3. Disciplinary record
4. Extracurricular activities
5. Account status
6. Subject list
7. Add drop subject
8. Attendance & coursework status
9. Online note
10. Exam slip
11. Exam result
12. Timetable
13. My profile
14. Change password
15. Download file

1) Semester registration

This module will be available when registration for upcoming semester is ongoing.

Click on the Semester Registration link to access Semester Registration page.



To perform semester registration, refer the following steps.



1. Verify academic session and semester number

2. Click Register button

System will forbid student to register to the next semester if below details are compiled:

- Student has an outstanding balance
- Student has already registered to the respected semester

Upon self-registration, system will automatically increase student semester number, issue semester bills

2) Document checklist

Document checklist feature is provided to alert the student whether the documents required by the institution has been submitted or not.



Click on the Document Checklist link to access Document Checklist page.

Document Checklist

| Document | Submitted |
|---|-----------|
| Payment Slip | |
| IC/Passport | ✓ |
| SPM Certificate | ✓ |
| Higher Educational Certificate (for Degree course only) | |
| Birth Certificate | ✓ |
| Medical Checkup | |
| Offer Letter | ✓ |
| Photo (6 copies) | ✓ |
| Biodata Form | |
| Aku Janji Letter (for Diploma course only) | |

The tick sign indicates that the document has been submitted by the student and vice versa.

3) Disciplinary record

Disciplinary record is a feature used to keep track student's disciplinary record. Student can view his/her disciplinary record in the Student Portal if it is recorded by the staff.



Click on the Disciplinary Record link to access Disciplinary Record page.

Disciplinary Record

| Category | Violation Date | Violation | Recorded Date | Remarks |
|----------|----------------|----------------------------------|---------------|---------|
| Hostel | 06/09/2016 | Cooking food in the hostel room. | 15/11/2016 | |

Student's violation list can be seen as above.

4) Extracurricular activities

This feature is used to keep track student's extracurricular activities. Any co-curricular activities that student participated can be recorded by the staff and student is able to view it in the Student Portal.



Click on the Extracurricular Activities link to access Extracurricular Activities page.

Extracurricular Activities

| Club/Society | Role/Position | Date Joined | Type |
|--------------------------|---------------|-------------|---------|
| Badminton Club | Committee | 12/09/2016 | Club |
| Media and Communications | Treasurer | 12/09/2016 | Society |

The list of activities participated by the student can be seen as above.

5) Account status

Account status feature is used to keep track student's financial transactions such as invoices generated, payment issued, cancellation of transaction and many more.



Click on the Account Status link to access Account Status page.

Account Status

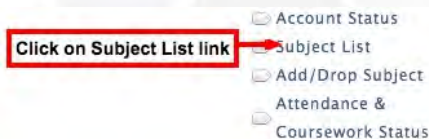
| Date | Doc No. | Description | Debit (RM) | Credit (RM) | Balance (RM) |
|---------------|----------|--|-----------------|-----------------|-----------------|
| 25-08-2016 | INV02830 | Tuition Fee | 4,240.00 | | 4,240.00 |
| 25-08-2016 | INV02830 | Deposit | 500.00 | | 4,740.00 |
| 25-08-2016 | INV02830 | Hostel Rental | 750.00 | | 5,490.00 |
| 10-10-2016 | ORNO1158 | Payment | | 2,000.00 | 3,490.00 |
| 10-10-2016 | INV02965 | Broken/Damage Fee - | 2,120.00 | | 5,610.00 |
| 01-11-2016 | ORNO1184 | Payment | | 500.00 [c] | 5,110.00 |
| 01-11-2016 | DE00278 | Wrongly keyed in payment method,ORNO1184 | 500.00 | | 5,610.00 |
| Total: | | | 8,110.00 | 2,500.00 | 5,610.00 |

Student credit and debit can be seen as above.

6) Subject list

In this feature, student is able to view the list of subjects offered for each semester and status of the subject whether it has been completed or not. Student can also view total credit hours earned as well as total of credit hours to be completed.

Click on the Subject List link to access Subject List feature.



The list of subjects offered each semester according to the student's intake study plan can be seen as below.

Subject List

Semester 1

| Subject Code | Subject Name | Credit Hour | Status |
|--------------|--|-------------|--------|
| BBM 1013 | BASIC BUSINESS MANAGEMENT | 3 | |
| DIT 1014 | COMPUTER SYSTEM & INTERNET APPLICATION | 4 | |
| ENG 1113 | ENGLISH | 3 | |
| DMM 1012 | INTRODUCTION TO MULTIMEDIA | 4 | |
| MPW 1133 | PENGAJIAN MALAYSIA | 3 | |

Semester 2

| Subject Code | Subject Name | Credit Hour | Status |
|--------------|---------------------|-------------|--------|
| DMM 1033 | AUDIO DIGITAL | 3 | |
| MPW 1113 | BAHASA KEBANGSAAN A | 3 | |
| MPW 1143 | PENGAJIAN ISLAM | 3 | |

7) Add/drop subject

Add/Drop Subject is developed to allow student enroll his/her subject upon new semester.



Add subject

Click on the Add/Drop Subject link to access Add/Drop Subject page.



- Choose subject from Subject Offered dropdown list
- Click on Add button

New subject will be added into the list

Semester 1 (Sept 2016 - Dec 2016)

| Subject | Section | Credit Hour | Action |
|-------------------------------------|----------------|-------------|--------------|
| MPW 1133 PENGAJIAN MALAYSIA | Choose Section | 3 | Drop |
| DMM 1012 INTRODUCTION TO MULTIMEDIA | DMM 1012 - 1 | 4 | Drop Change |

- Click on Choose Section link

New popup screen will appear where student is able to choose which section to follow.

Section List ✕

Section List

| No | Section | Lecturer | Occupancy | Choose |
|----|--------------|------------|-----------|----------------------------------|
| 1 | MPW 1133 - 1 | SYAHIRAH | 0 / 20 | <input checked="" type="radio"/> |
| 2 | MPW 1133 - 2 | NORJAMILAH | 0 / 20 | <input type="radio"/> |

- Choose section according to courses class
- Click on Add button

Respected section will be tied to student accordingly.

If the class is already full upon add/drop session, student needs to inform lecturer/program leader.

Drop subject

Student has to drop subject that are not offer in semester.

Semester 1 (Sept 2016 - Dec 2016)

| Subject | Section | Credit Hour | Action |
|---|----------------|-------------|--------------|
| MPW 1133 PENGAJIAN MALAYSIA | Choose Section | 3 | Drop |
| DMM 1012 INTRODUCTION TO MULTIMEDIA | DMM 1012 - 1 | 4 | Drop Change |
| BBM 1013 BASIC BUSINESS MANAGEMENT | BBM 1013 - 1 | 3 | Drop Change |
| ENG 1113 ENGLISH | Choose Section | 3 | Drop |
| DIT 1014 COMPUTER SYSTEM & INTERNET APPLICATION | DIT 1014 - 1 | 4 | Drop Change |

Click on Drop link to drop the subject.

8) Attendance & coursework status

Attendance & Coursework Status feature is provided to allow student to view the attendance percentage and coursework mark for each of subjects taken on the specific semester and academic session.



Click on the Attendance & Coursework Status link to access Attendance & Coursework Status page.

Subject List

| Subject Code | Subject Name | Attendance | Coursework |
|--------------|--|------------|------------|
| MPW 1133 | PENGAJIAN MALAYSIA | 100% | 0.00/60 |
| DMM 1012 | INTRODUCTION TO MULTIMEDIA | 100% | 0.00/50 |
| BBM 1013 | BASIC BUSINESS MANAGEMENT | 100% | 21.45/30 |
| ENG 1113 | ENGLISH | 100% | N/A |
| DIT 1014 | COMPUTER SYSTEM & INTERNET APPLICATION | 81% | 0.00/50 |

Attendance Reference

The status of your attendance is based on the following:

| Absenteeism % | Warning |
|---------------|----------------|
| 99 | First Warning |
| 85 | Second Warning |
| 83 | Final Warning |
| 79 | Barred Notice |

Student can also view the attendance warning percentage set by the institution as a reference.

Clicking on the coursework mark link will redirect student to the Coursework List page as below.

Subject List

| Subject Code | Subject Name | Attendance | Coursework |
|--------------|--------------------|------------|------------|
| MPW 1133 | PENGAJIAN MALAYSIA | 100% | 46.30/60 |

Click on the mark link

Coursework List

Academic Session : 2016/09-Sept 2016 - Dec 2016

Section Name : MPW 1133 - 1

| Assessment | Marks (%) |
|--------------|-----------------|
| Quiz | 6.00/10 |
| Assignment | 15.90/20 |
| Presentation | 8.00/10 |
| Midterm | 16.40/20 |
| Total | 46.30/60 |

9) Online notes

Online notes feature is provided to allow student to download the documents uploaded/shared by the lecturer.

- Attendance & Coursework Status
- Click on Online Notes link
- Exam Slip
- Exam Result

Click on the Online Notes link to access Online Notes page.

Online Notes

Name : AFIF IRFAN BIN WAHID
 Student ID : DMT091610004 ID Number : 960422565377

Folder/Files

MPW 1133 - 1

Chapter_1.png

Click on the file link

Chapter_2.pdf

DMM 1012 - 1

BBM 1013 - 1

Chapter_1.pdf

DIT 1014 - 1

To download the file, click on the file link as above.

Please note that the file will no longer appear if it exceed the date expired set by the lecturer.

10) Exam slip

Exam Slip feature is developed to provide student with the ability to print his/her exam slip/docket for exam purposes. The exam slip is required to be brought during examination week.

Click on the Exam Slip link to access the Examination Docket page.

Click on the Print button to print the examination docket directly from the system.

Please note that student will be blocked from viewing and generating the exam slip/docket if student has an outstanding balance.

The student won't able to generate the exam slip/docket too if the exam slip/docket has not been published yet by Exam Unit.

To print the exam slip, click on the print button as below.

Examination Department

EXAMINATION DOCKET

NAME : AFIF IRFAN BIN WAHID
ID NUMBER : 960422565377
STUDENT ID : DMT091610004
PROGRAM : DIPLOMA IN MULTIMEDIA TECHNOLOGY 1

| NO | SUBJECT | DATE/TIME | VENUE | REMARKS |
|----|---|-----------------------------------|--------------|---------|
| 1 | DMM 1012 - INTRODUCTION TO MULTIMEDIA | 07/10/2016 02:00 PM - 04:00 PM | CLASS ROOM 1 | |
| 2 | DIT 1014 - COMPUTER SYSTEM & INTERNET APPLICATION | 04/11/2016 09:00 AM - 10:00 AM | CLASS ROOM 1 | |
| 3 | BBM 1013 - BASIC BUSINESS MANAGEMENT | 19/12/2016 09:00 AM - 12:00 PM | HALL 2 | |
| 4 | MPW 1133 - PENGAJIAN MALAYSIA | 21/12/2016 02:00 PM - 05:00 PM | HALL 2 | |

DO NOT WRITE ON THIS PAPER

REMINDER TO EXAMINATION CANDIDATES

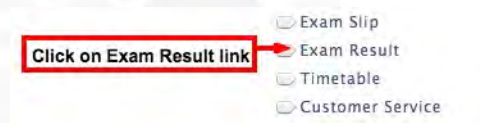
- Please ensure that your **NAME**, **IC NO.**, **REGISTRATION NO.**, and **SUBJECT(S) REGISTERED** are correct.
 - It is **COMPULSORY** to place the following items on the examination desk:
 - **EXAMINATION DOCKET**
 - **STUDENT ID/IDENTITY CARD/I-CARD**
 - **STATIONERIES ONLY. NO PENCIL CASE ALLOWED**
 - **HANDPHONE(S)/PDA(S) SWITCHED OFF**
 - NO UNAUTHORIZED MATERIALS.**
 - NO SHARING** of stationeries.
 - NO DICTIONARIES** are allowed, unless otherwise stated.
 - BAGS AND HANDBAGS** are to be placed in front of the examination venue.
 - Candidates **ARE NOT ALLOWED** to leave the room once the examination has commenced. Permission must be given before a student is allowed to leave.
 - Should candidates wish to go to the washroom, they should do so before the examination commences.
 - Candidates who are **late exceeding 30 minutes** after the examination starts **WILL NOT BE ALLOWED** into the examination venue.
 - Candidates **cannot leave** during the **first and last 30 minutes** of the examination.
 - QUARANTINED STUDENT WILL NOT BE ALLOWED** to bring their handphones/PDAs into the examination hall. Any form of **COMMUNICATION IS STRICTLY PROHIBITED.**
- A student caught cheating OR is suspecting of cheating OR is involved in any dishonest practice will be brought up to the Academic Dicipinary Committee for action.



Click on this button

11) Exam result

This feature is provided to allow student to view the semester result's grade, GPA and CGPA.



Click on the Exam Result link to access Exam Result page.

Exam Result

Academic Session : **Sept 2016 - Dec 2016**

| SESSION: SEPT 2016 - DEC 2016 (SEM 1) | | | | | | |
|---------------------------------------|--------------|--|--------------------------------------|--------------------------|---------------------------|------------------|
| NO | Subject CODE | SUBJECT NAME | CREDIT HOURS | GRADE | GRADE POINTS | STATUS |
| 1 | MPW 1133 | PENGAJIAN MALAYSIA | (3) | PASS | 12.00 | Completed |
| 2 | DMM 1012 | INTRODUCTION TO MULTIMEDIA | 4 | A | 16.00 | Completed |
| 3 | ENG 1113 | ENGLISH | 3 | A- | 11.01 | Completed |
| 4 | BBM 1013 | BASIC BUSINESS MANAGEMENT | 3 | B | 9.00 | Completed |
| 5 | DIT 1014 | COMPUTER SYSTEM & INTERNET APPLICATION | 4 | B | 12.00 | Completed |
| CURRENT SEMESTER | | TOTAL GRADE POINT | 48.01 | TOTAL CREDIT HOUR | 14 | GPA 3.43 |
| CUMULATIVE SEMESTER | | TOTAL GRADE POINT | 48.01 | TOTAL CREDIT HOUR | 14 | CGPA 3.43 |
| | | | Credit Taken: 17.00 | | Credit Pass: 14.00 | |
| | | | Academic Status: SATISFACTORY | | | |
| COMPLETED | | | | | | |

Note: This is computer generated. Signature is not required.

Please note that student will be blocked from viewing his/her exam result if student has an outstanding balance.

The student won't able to view the exam result too if the exam result has not been published yet by the Exam Unit as well as if the time frame to view the current result has exceed the period set by the institution.

12) Timetable



Timetable feature is developed to help student to view his/her weekly academic schedule.



Click on the Timetable link to view the academic schedule.

To view the timetable, refer the following steps.

Timetable



- Choose academic week
- Click View button

The student timetable will be displayed as below.

Barracuda Campus **STUDENT TIMETABLE**

ACADEMIC SESSION : SEPT 2016 - DEC 2016
 ASEP 2016 SEM 1/2

Academic Week 4

| TIME | MON | TUE | WED | THU | FRI | SAT | SUN |
|-------|-----|-----|-----|-----|-----|-----|-----|
| 8:00 | | | | | | | |
| 8:30 | | | | | | | |
| 9:00 | | | | | | | |
| 9:30 | | | | | | | |
| 10:00 | | | | | | | |
| 10:30 | | | | | | | |
| 11:00 | | | | | | | |
| 11:30 | | | | | | | |
| 12:00 | | | | | | | |
| 12:30 | | | | | | | |
| 13:00 | | | | | | | |
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| 14:30 | | | | | | | |
| 15:00 | | | | | | | |
| 15:30 | | | | | | | |
| 16:00 | | | | | | | |
| 16:30 | | | | | | | |
| 17:00 | | | | | | | |
| 17:30 | | | | | | | |
| 18:00 | | | | | | | |

Legend:

- 8:30-10:15: Basic English Management
- 10:30-12:15: Customer Service & Complaint Management
- 12:30-14:15: Introduction to Management
- 14:30-16:15: Financial Analysis
- 16:30-18:15: Semester Break 1

13) My profile

In this feature, student is able to view the student's basic information such as student name, IC no, student ID, faculty, course name, current academic session and semester number as well as contact information.



Click on the My Profile link to access My Profile page as below.

Student Information



| | |
|-------------------------|------------------------------------|
| Name | AFIF IRFAN BIN WAHID |
| IC No. | 960422565377 |
| Matric No. | DMT091610004 |
| Faculty | Faculty Of Information Technology |
| Course | Diploma In Multimedia Technology 1 |
| Academic Session | Sept 2016 – Dec 2016 |
| Intake No | 2016/09 |
| Semester | 1 |

Contact Information

Contact Info

Correspondence Address AS1-8-1, AMAN SATU APARTMENT,
 JALAN PURI DESA AMAN PURI, KEPONG
 KUALA LUMPUR
 52100 WP Kuala Lumpur
 Malaysia

Phone (Home)

Phone (Mobile) 0163407119

Email

Student must update their information to avoid circumstances in the future. Kindly update your information with receptionist or registry department.

14) Change password

Student is also allowed to change his/her password of Student Portal.



Click on the Change Password link to access Change Password page.

To change the password, below steps can be taken.

A screenshot of a 'Password Setting' form. The form has a title 'Password Setting' in orange. Below it is a sub-heading 'Change Password'. There are three input fields: 'Old Password', 'New Password', and 'Confirm Password', each with a red arrow pointing to it and a small red box containing a number (1, 2, and 3 respectively). Below the input fields is a blue 'Change' button with a red arrow pointing to it and a small red box containing the number 4.

- Enter old password
- Enter new password
- Enter confirm password
- Click Change button

Student password will be updated to the new password.

15) Download file

Download file is a feature that keeps all general files provided by the institutions such as student handbook, hostel clearance form, graduation form and many more.

Student is able to download the files attached directly from the system instead of going to the each departments to get the documents.



Click on the Download File link to access Download File page.

File Download

File Name :

File List

Click File Name or Download link

| No | File Name | Description | Action |
|----|--|--|--------------------------|
| 1 | Student_Handbook.pdf | Please refer to the student handbook for guideline, rules and many more. | Download |
| 2 | Clearance_Form.gif | Please download the clearance form and send to us by 11 December 2014. | Download |
| 3 | Transfer_Credit_Application_Form.jpg | To apply for transfer credit, complete the form (as attached) and submit it with an official transcript showing the courses you have completed that are equivalent to those taught at institute. | Download |
| 4 | Hostel_Clearance_Form.png | For students who stayed in hostel | Download |
| 5 | Graduation_Form.png | | Download |

Click on the file name link or download link to download the file attached.

Troubleshoot

- 1) If student cannot login (wrong password or username)

Kindly go to the receptionist (located at ground floor) and ask for assistance.

- 2) Student cannot view their exam slip or exam result

Kindly meet with finance department located at ground floor to check your current outstanding.

- 3) Student does not know when registration, examination, and result date

Each semester college will announce date of registration, examination and result on IMS which will appear on announcement. College will also put a notice on notice board located at level 2.

- 4) Student does not know what subject to enroll

Student has to refer with their respective program leader to get their subject list for the semester.

Any others problem than above, please go to receptionist and ask for assistance.