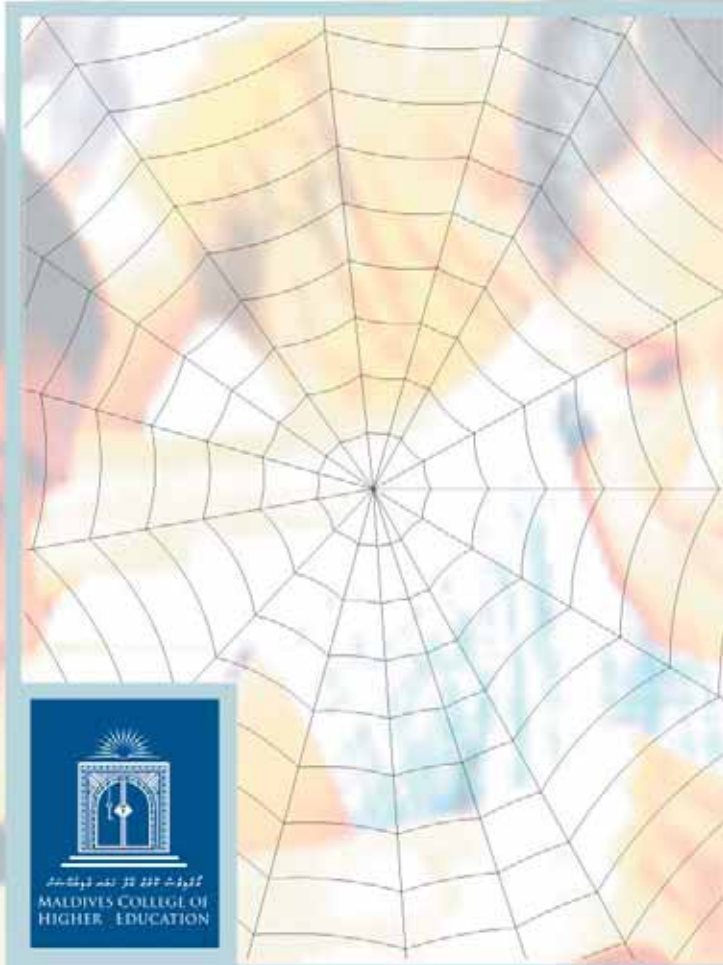


IQ.WEB

FOR THE STUDENT



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MALDIVES COLLEGE OF
HIGHER EDUCATION

Introduction

IQ.Web (url:http://iqweb.mche.edu.mv) is an internet-based front end to the Student Information System at MCHE, providing visitors, students, faculty, and other members of MCHE's learning community with "anytime, anywhere" access to information services.

You, as a student, can use IQ.Web to broaden your academic experience, access information important to you, and communicate with others within your academic community. Using a standard web browser, you will be able to access course materials, view your grades, participate in Campus Forum discussions, etc. All students will be given a username and password soon after registration and it is highly recommended that you log in and check your registered subjects and balance and report any errors to the Student Services within the first two weeks of the term.

Logging into IQ.Web

Username

IQWeb username for all students have an "s" followed by the last six digits of the student's nine-digit student ID No.

e.g. If your Student ID No. is "000001234" your IQWeb username will be "s001234"

Student ID	IQWeb Username
000001234	s001234
000012121	s012121
000000045	s000045

Password

You will be provided a password as soon as you register. If you do not have any, request for one from the Student Support Services at the Central Administration (Jamaaludhdeen Complex).

Password Security

DO NOT SHARE YOUR PASSWORD WITH ANYONE.

If written down, keep your password in a safe place.

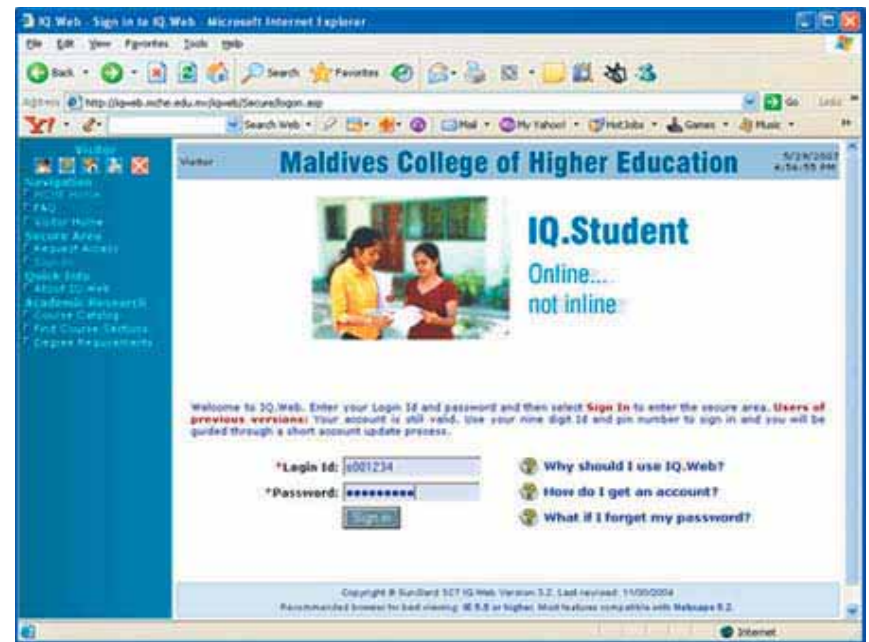
Change your password frequently.

Lost Passwords

If you lose your password, request for one from the Student Support Services. It may take up to three working days for you to get a new one.

Logging In

Use Internet Explorer or any other browser to access IQWeb. The URL is <http://iqweb.mche.edu.mv>



Some IQ.Web Terms

Program	Level. Eg, Certificate, Advanced Certificate, Diploma, Advanced Diploma, Degree
Degree	Courses (in MCHE terms). Eg. Advanced Diploma in IT, Diploma of Teaching Sec ondary, Bachelor of IT.

Curriculum	Specialisation. Eg. Maths & Chemistry, Accounting, English & Social Studies.
Subtype	Type of class. Eg. Lecture, Tutorial, Practical, Practicum.
Section	Lecture group, tutorial group, etc. Eg. If there is one lecture group and 4 tutorial groups for the Course 'Introduction to Computing', all five will be listed as five sections. A student will need to register for the lecture group and one of the tutorial groups.

Using IQ.Web

Home Page

Once you log in you will be taken to your personal home page which includes your calendar, a checklist, your links and notes. You can add items to the calendar, links and notes you need. The checklist will display any tasks that MCHE expects you to carry out.

When logged in, you will also find your name displayed on the top of the page together with your role (Student).

Roles

As a student you must have Student as your role but you may sometimes have a visitor role. The menu on the left side of the page will have the item 'Change Roles' (under Navigation) that allows IQWeb users to switch between available roles.

Changing Password and Email Address

You will be able to change your password after logging in. The menu item 'Change Password' (under Account Information) will allow you to do this and also add a password hint. You can also change your email address using this link. You may find a temporary email address 'email@mche.edu.mv' initially that has been put there for administrative purposes. Please replace this with your correct email address.

Course Catalog

You can use the Course Catalog to search for subjects offered at MCHE. A blank search will list all the subjects offered in all faculties. You can search by the subject code (eg. CPT001) or by keywords (eg. Computing). You may also use wildcards to replace characters in the subject code or keywords. '_' can be used to represent any single character and '%', to

represent 0 to many characters.

For example, to search for all courses with course codes beginning with the letters CPT you can type 'CPT%' as the subject code.

Similarly, you can use the Keywords field to search by course title or keywords in the title. For example, a search with the word 'computing' as the keyword will list all the courses that has the word 'computing' in their course titles.

View Degree Requirements

This page allows you to view your institution's degree requirements for a specific program, degree and curriculum in a designated matriculation year and term. After selecting the year/term and then the Submit button, the appropriate program/degree/curriculum should be selected from the Curriculum drop down list box.

Information describing the GPA and completion requirements will display at the top of the window. The different levels of the degree requirements may be viewed by selecting the folder icons. Selecting the Expand All Folders button will open the entire listing. Detail about the various courses that must be completed, including credits and minimum grades required, will display.

At the most detailed level of the degree requirements, links are available from the Course Id of each course to the corresponding entry in the Course Catalog page. When the course requirement has been set up with wildcard logic, selecting the link will retrieve all available courses that meet the criteria. For example, selecting the link on a course Id such as ART2@ would return courses from the catalog such as ART20, ART250 and ART2345.

Find Subject Sections

You can use the Find Subject Sections to search for all available sections (lecture groups, tutorial groups, etc) for a subject. A blank search will list all the sections offered at all the faculties. You can search by the subject code (eg. CPT001) or by keywords (eg. Computing). You can also use wildcards to replace parts of the subject code or name. '_' can be used to represent any single character and '%', to represent 0 to many characters.



About Sections

All sections in any subject will have a name in the format XNN where X is a letter representing the faculty/centre and N is any digit from 0 to 9. Below are the list of faculties/centres and the letter assigned for each.

Faculty/Centre	Code
Foundation	
CMS	
COL	

Faculty/Centre	Code
FE	
FET	
FHS	

Faculty/Centre	Code
FHTS	
FMC	
FSL	

For example, the course CPT101 taught at FE may offer one lecture and three tutorial sections such that any student who wants to do the course must register for the lecture and one of the three tutorial groups. The section names, then, may be as follows.

- CPT101/ Lecture/D01 (Lecture Group 1)
- CPT101/Tutorial/D02 (Tutorial Group 1)
- CPT101/Tutorial/D03 (Tutorial Group 1)
- CPT101/Tutorial/D04 (Tutorial Group 1)

My Classes

You can use this link to find out what classes you are registered onto. After clicking on the link, select the year/term from the drop-down list to view the classes for that particular year/term. Inform of any errors to the Student Services as soon as possible.

Select a year/term and a viewing style. Select **Submit** to view your course schedule.

Year/Term: 2007/Term 1

Style: View as text

Include waitlisted courses

View as a grid to

Include registration shopping cart on grid

(View as grid is designed for Internet Explorer)

My Academic Plan

You will have an academic plan based on the course you are enrolled in. It will show you the requirements you need to fulfill in order to earn your degree certificate. You can use the Academic Plan link to view your academic plan and find out which parts you have completed and which you have yet to complete.





Class Home page

Each section of a subject will have a homepage that will need to be ACTIVATED BY THE LECTURER TEACHING THE SUBJECT. After clicking on the class homepage link and selecting the year/term, you will be able to see the list of classes for which homepages have been set up. You can use the subject homepage to view announcements from the lecturer, the subject schedule, your personal calendar and the course materials (notes, assignments, etc) that you can download. You will also be able to view your marks for assignments and tests if entered by the lecturer. No marks will be visible during the final exam period but will appear once the results are released at the end of the term.

There are no announcements at this time. Please check back later.

Collaboration Center:
Inbox
New Message Delete Selected Message(s)

	View	Received	From	Subject
There are no messages in your inbox.				
Inbox	Empty Items	Unread Items		

Private Course Forums
There are no forums for this course. Please check back later.

Course Schedule

Day	Time	Campus	Building	Room
Monday	3:00 pm - 4:00 pm	Central Administration	CA - Block A	Auditorium A3.19

Personal Calendar

Sunday June 10, 2007	No Scheduled Events
Monday June 11, 2007	No Scheduled Events
Tuesday June 12, 2007	No Scheduled Events
Wednesday June 13, 2007	No Scheduled Events
Thursday June 14, 2007	No Scheduled Events
Friday June 15, 2007	No Scheduled Events
Saturday June 16, 2007	No Scheduled Events

Course Related Media

Notes for Lecture 1 Lecture Notes	Accessible From Date/Time Jan 31, 2007 9:00 am	Accessible Until Date/Time Jul 1, 2007 2:30 pm
Notes for Lecture 2 & 3	Accessible From Date/Time	Accessible Until Date/Time

Account Information

You will be charged for any sections you are registered onto. For courses where no fees need to be paid, the charges will be 0. Please note that the unit of currency may appear as \$, though it is meant to be MRF.

The amount you need to pay each semester will depend on the subjects you are registered onto. You can use the Account Information link to view your charges and payments for each term. Inform of any errors to the student services as soon as possible.



Current Balance.

You can use this link to view your current balance.

Unofficial Transcript

This link will not be available during exam periods but will appear once the results are released. Use the link to view and print your unofficial transcript. You will receive your official transcript once you graduate or if you make a request for one from the Student Services.

View Grades

This link will also allow you to view your final grades for each year and term.