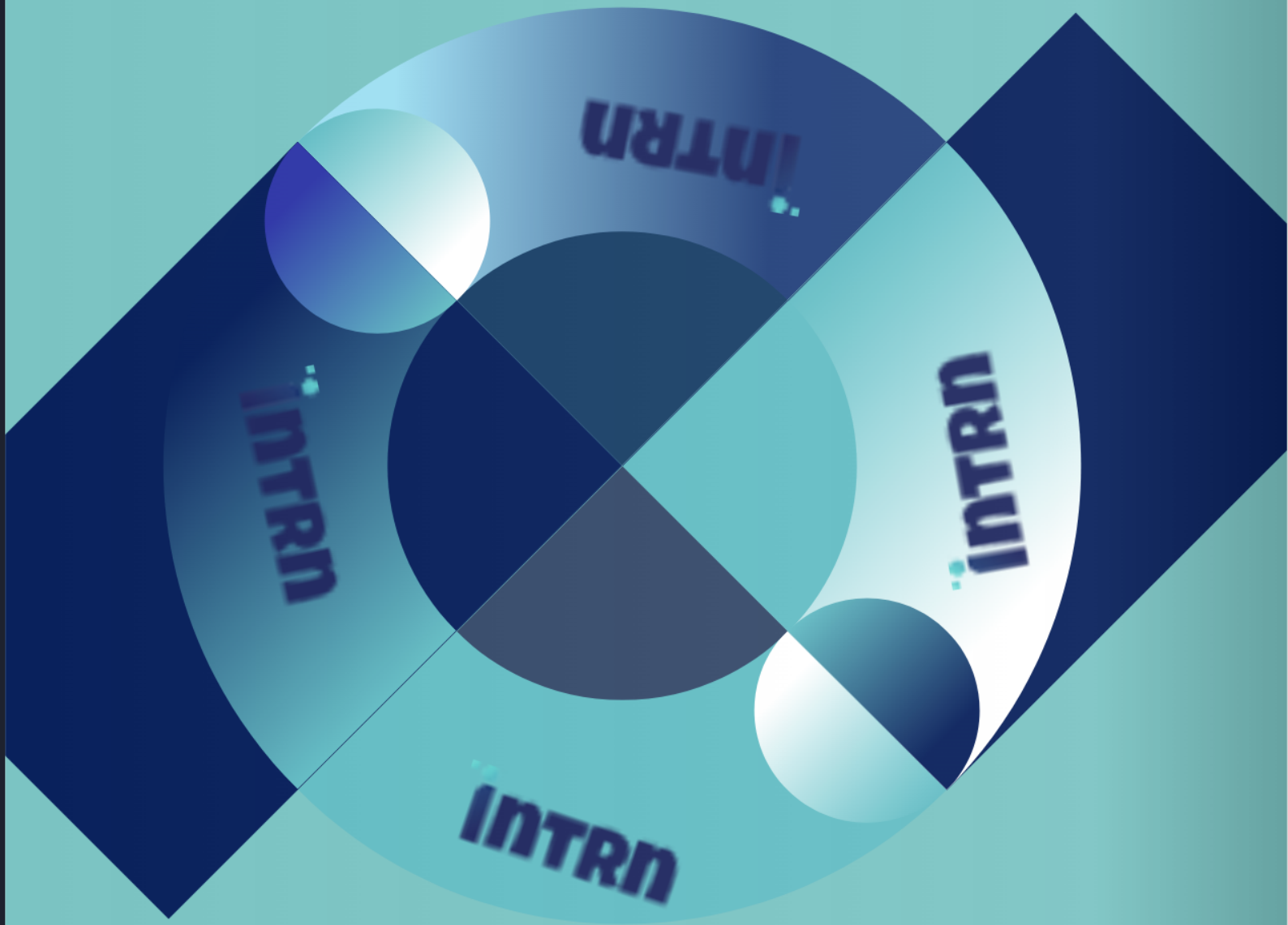




SIWES APPLICATION

User Guide

SECTION 3

USER GUIDE

INTRN provides a dedicated School Interface for managing the SIWES/CWEIS program digitally.

This interface has three core roles:

ROLE	SCOPE	WHO THEY MANAGE	WHAT THEY CAN DO
SIWES Director	Whole School	All departments, all students	control, analytics, placement, staff
Departmental Coordinator	One Department	Students & supervisors in department	Supervision, grading, assignment
Departmental Supervisor	Assigned Students Only	Specific students	Field supervision, visitation, grading

1. SIWES DIRECTOR (School Main Admin)

The SIWES Director is the highest authority on INTRN for the school.

> Primary Responsibilities

- Oversees all SIWES students in the school
- Oversees all departments using INTRN
- Has visibility into:
 - All students
 - All companies
 - All reports
 - All grades (cannot edit grades)
- Receives student safety reports
- Has full analytics dashboard

Key Features For SD

FEATURE	DESCRIPTION
Create Departmental Coordinators	Assign coordinators to departments
Create Supervisors	Add supervisors into system
Upload Master Student List	Upload full eligible student list
View All Student Data	Across all departments
Receive Reports	From students
Analytics Dashboard	See performance, placement stats, grading stats
Student Placement	Can directly place a student into a company with vacancy
View Grades	Cannot modify, only view

2. DEPARTMENTAL COORDINATOR

The Departmental Coordinator manages only their department.

Primary Responsibilities

- Monitor SIWES students in their department
- Upload eligible students list (if required by school structure)
- Create supervisors
- Assign students to supervisors
- Final grading of students

FEATURE	DESCRIPTION
Upload Department Student List	Send to SIWES Director or upload directly
Create Supervisors	For departmental supervision
Assign Students to Supervisors	Allocation of oversight
Monitor Attendance & Logbook	Department students only
Receive Reports	From students
Grade Students	Final grading based on supervisor & company feedback
Task Creation	Create academic tasks for students

3. DEPARTMENTAL SUPERVISOR~DS

This role is for lecturers/staff who visit students during SIWES.

>

Primary Responsibilities

- Supervise only assigned students
- Conduct visitation (physical or virtual)
- Grade students after each visit

FEATURE	DESCRIPTION
View Assigned Students Only	No access to others
Schedule Visit	Physical or Virtual meeting
Submit Visit Report	After checking student
Grade Student	After each visit
Monitor Attendance	Confirm consistency
Receive Student Reports	Welfare monitoring

"Supervisor chooses whether supervision is virtual or physical on the system"

SIWES DIRECTOR APPLICATION GUIDE

A. Login

1. Visit www.intrn.com
2. Click School Portal
3. Search and select your school
4. Login with the credentials provided

B. First Dashboard View On login, the SIWES Director sees:

- Total SIWES students
- Total departments
- Total supervisors
- Placement statistics
- Reports from students
- Grading overview
- Companies with vacancies

C. Create Departments

1. Go to Departments
2. Click Add Department
3. Enter department name
4. Save

D. Create Departmental Coordinators Go to Staff Management

1. Click Add Staff
 2. Select role: Departmental Coordinator
 3. Assign department
 4. Save
- Login details are sent to the coordinator.

E. Create Supervisors (Optional)

SIWES Director can also create supervisors if needed.

SIWES DIRECTOR APPLICATION GUIDE

F. Upload Master Student List

1. Depending on school structure:
2. Go to Student Management
3. Click Upload Student List
4. Upload Excel/CSV file
5. Confirm upload
6. This enables students to login with matric numbers.

G. Students Page

Go to Students Tab to:

- View all students across departments
- Check placement status
- Check attendance
- Check logbook activity
- View grades
- [Cannot edit grades, only view.](#)

H. Handle Student Reports

1. Go to Reports
2. View student welfare complaints
3. Take action or notify department

I. Direct Student Placement **If a student cannot get placement:**

1. Go to Companies with Vacancy
2. Select company
3. Assign student to company
4. Confirm placemen

DEPARTMENTAL COORDINATOR APPLICATION GUIDE

A. LOGIN

- Through School Portal with provided credentials.
- Get notification from siwes director to verify email
- create new password

B. Dashboard View Coordinator sees:

- Students in their department only
- Supervisors in their department
- Attendance & logbook data
- Reports
- Grading status page

C. Upload Department Student List (if required)

1. Click on send masterlist
2. Upload department list
3. Submit to SIWES Director

D. Create Supervisors Go to Staff

1. Click Add Supervisor
2. Fill details
3. Save

E. Assign Students to Supervisors Go to Students

1. Select student
2. Click Assign Supervisor
3. Choose supervisor
4. Save

DEPARTMENTAL COORDINATOR APPLICATION GUIDE

F. Monitor Students Coordinator can:

- View attendance
- View logbook
- View company feedback
- View supervisor reports
-

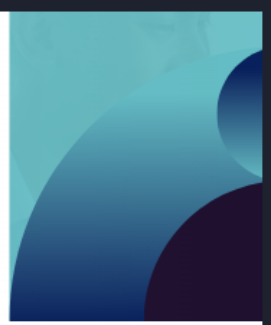
G. Grade Students (Final Grading) At end of program:

1. Go to Grading Tool
2. Select student
3. [View:](#)
4. Company supervisor grade
5. Departmental supervisor grade
6. Cumulate final grade
7. Submit

H. Handle Reports

- Receive welfare reports from students
- Take action if necessary

DEPARTMENTAL SUPERVISOR APPLICATION GUIDE



A. LOGIN

1. Through School Portal with provided credentials.
2. Get notification from Departmental coordinator to verify email
3. create new password

B. Dashboard View Supervisor

- Sees only students assigned to them

C. Schedule Student

1. Visit Select student
2. Click Schedule Visit
3. Choose:
4. Physical visit
5. Virtual meeting
6. Confirm

D. Submit Visit Report After meeting student:

1. Open student profile
2. Click Visit Report
3. Fill report
4. Submit

E. Grade Student After Visit Go to Grading

1. Select student
2. Enter grade
3. Submit

F. Monitor Attendance

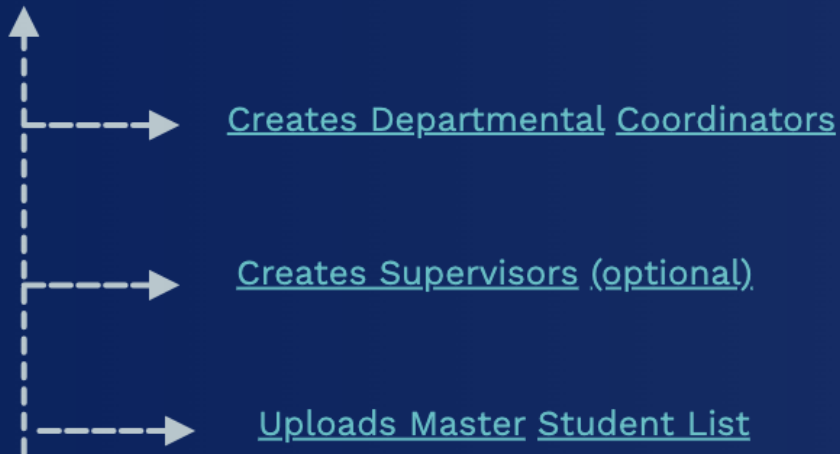
1. Supervisor can verify
2. Daily attendance records
3. Student consistence

G. Receive Student Reports

- If student reports an issue, supervisor is notified



SIWES Director



Departmental Coordinator

