Hohai University Graduate Education and Teaching Management System Student Version 版本：GMIS5.0

User Manual

南京南软科技有限公司

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地址：雨花客厅 3 幢 8 层 803

目录

1.Login

1.1 User login

Description: students log in to the Postgraduate & PhD management system。

1.Use Chrome or IE10+ browser (360 browser version 8.1 or higher)

2. Browse this system with a resolution of 1280*800 or higher

3. Please do not block pop-up windows

Instructions: Enter URL【http://yjss.hhu.edu.cn/gmis/home/stulogin】or according to the link given by university, to enter the system login interface.

The USERNAME is your student id. And the PASSWORD is your birthday. For example; if your DATE OF BIRTH is 1990/01/24 then your password should be 19900124. See the description below:

fig. 1: login interface ○

Once you are logged in, the first thing that you will see is a congralatory message and a disclaimer option, asking you whether to register or to abandon your admission.

1. If you wish to continue with your registration; then you can simply confirm it by clicking DONE and proceed. As seen in the fig. 2 below
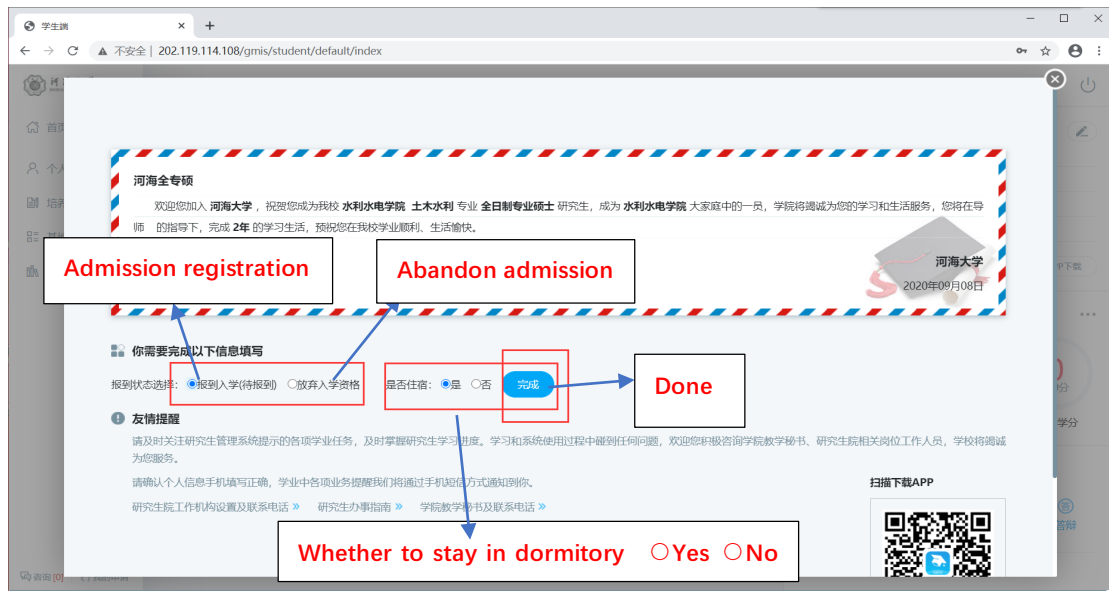

Fig. 2: Confirm admission registration

2. If you wish to abandon your admission; then you can simply click the ABANDON icon and upload your declaration file. As seen in the fig. 3 below


Fig. 3: Abandon admission，Upload declaration file

2.Home Page

2.1 Home page function

Description: This part is used to remind and display information related to the student's academic progress, including basic student information, academic progress, consultation, application, credit/planning, academic warning, etc.

Before you proceed, the first thing to do is to change your password. As shown in the following steps:
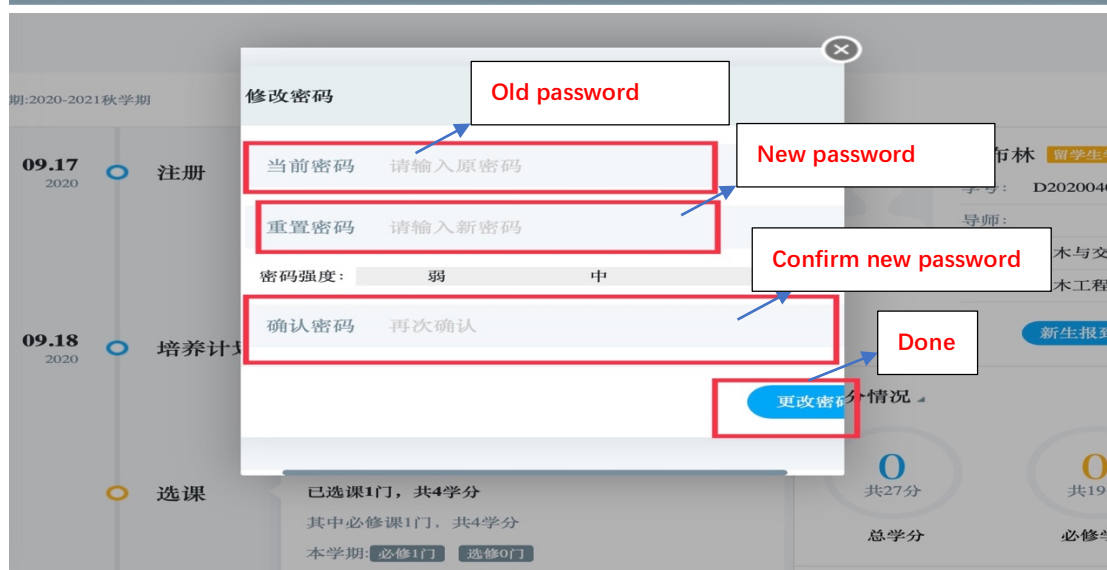
Next, is to go straight to the dashboard. Follow the instructions below

Instructions: 1. Menu area, click the corresponding menu to enter each function interface.

2. The academic process area shows the cultivation process, application process and status, the completion of each application and the corresponding completion time.

3. Area 3 is for notification, password modification and logout button.

4. Area 4 is personal information. Click [学业汇总 Study Summary], [学业任务 Study Tasks] to enter the corresponding operation query interface.

5. Area 5 is the credit completion status, click [学分情况 Credit Status] to switch to the completion status of the cultivation program.

6. Area 6 is the academic reminding, used to remind students to complete the corresponding academic tasks.

7. Area 7 is for consultation and application information submitted.

Home Page

3. Personal management

3.1 Academic progress

Description: Used to query academic tasks and enter the corresponding academic task operation interface.

Instructions: Enter the academic progress view page to view the completion of the academic progress. If the task and operation are completed, the system will automatically mark the "已完成 Completed" icon. If it is not completed, click the corresponding [开始任务 Start Task] to enter the operation page. Click [Application Rules] to view the corresponding application introduction, restrictions, rules and other information. But these are not important for now.
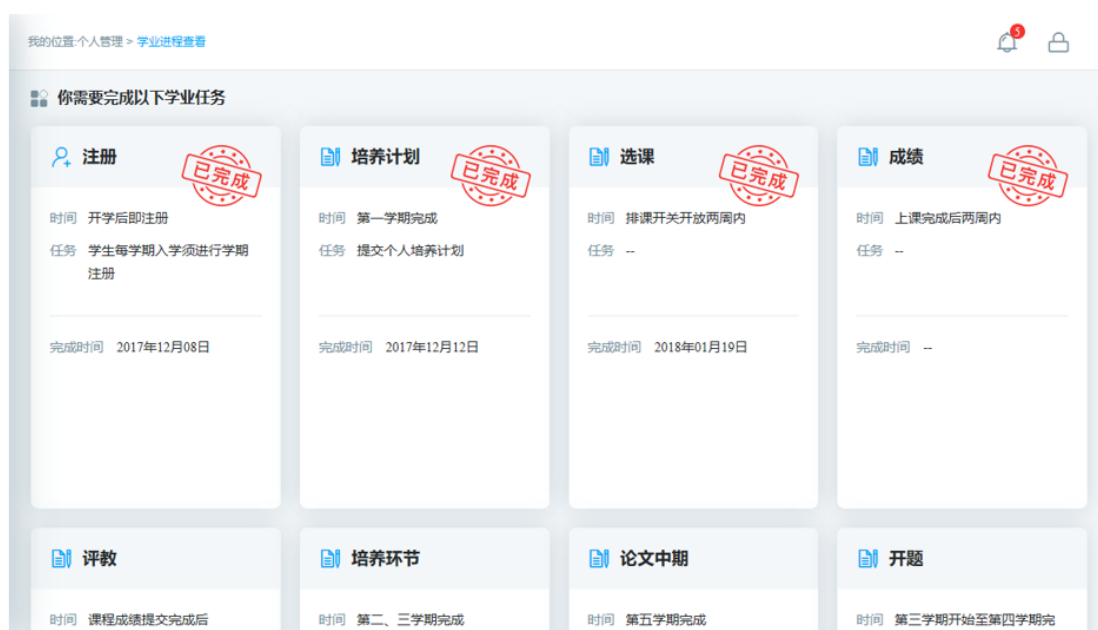
Academic progress

Completed

3.2 Semester registration

Description: Semester registration (Registration is required every semester, otherwise other functions of the system cannot be used. Please contact your college if you fail to register on time)

- Click the second icon [学期报到注册] to register

Instructions: Click the [提交注册 Submit Registration] to register for the semester at the beginning of every semester. When the student meets the restriction conditions, it will prompt "registered successfully" and wait for review.

Did not complete semester registration

Pending registration

Registration is complete and waiting for review

4. Master/PhD Program management

4.1 Master/PhD Program

Description: Inquire about Master /PhD program

Instructions: Enter Master /PhD program view page, select the student category, and click the [查看 View] to inquire about the Master/PhD Program for each major.

Master/PhD Program query

4.2 Master/PhD program submission

THIS PART IS A MUST.

Description: Master/PhD program submission.（Be sure to choose the course according to the requirements, all the courses in your program must complete the course study to obtain the corresponding grades. If not completed, it will be treated as a missed or failed in exam. Please be carefully on choosing your program!）You must select and submit your courses.

Attention：If the student chooses to withdraw from the course, he must also cancel the selection here and adjust the Master /PhD program！)

Instructions: Enter the Master/PhD program interface, select the corresponding courses in the group according to the restrictions. Click [添加方案学科课程 Add courses], enter the course selection interface, after querying the course, click [选择 Select] choose the appropriate course. Using the same way to select interdisciplinary course. Click [删除 Delete] to delete the added course in program. After selection courses, click [保存 Save] button to save your program.

Master/PhD program selection

Add course from other discipline

4.3 Master/PhD program query

Description: Master/PhD program query.（ courses in course selection display are consistent with the program submitted above ）. After submitting the courses, you will be able to see them here.

Instructions: Query Master /PhD program information。

4.4 Online course selection

Description: Online course selection（①Withdrawal of courses within two weeks, unable to cancel the selection after expiration: Meaning, when a course is open, you have two weeks to select and register for that class otherwise you cannot be able to register the course after two weeks of its start. ②No cross-city selection， students in Changzhou and Nanjing only select the courses in their own city ③Delayed graduation students nor able to choose courses）

Instructions: Enter the online course selection interface， Click"公共课 Public Course"，"专业课 Professional Course"， check the classes of the courses planned for this semester. (Only able to select the courses in your program submitted above and the courses that has opened this semester) Click[选课 select course]button， select course（Courses can be selected on this interface within two weeks from its start），Click[退选 cancel] to cancel course selection.（You can only withdraw a course within two weeks from its start. Remember to delete the corresponding course on the Master/PhD program interface. Cannot withdraw after two weeks.）（Note：'必'=Compulsory course,'选'=Elective course）
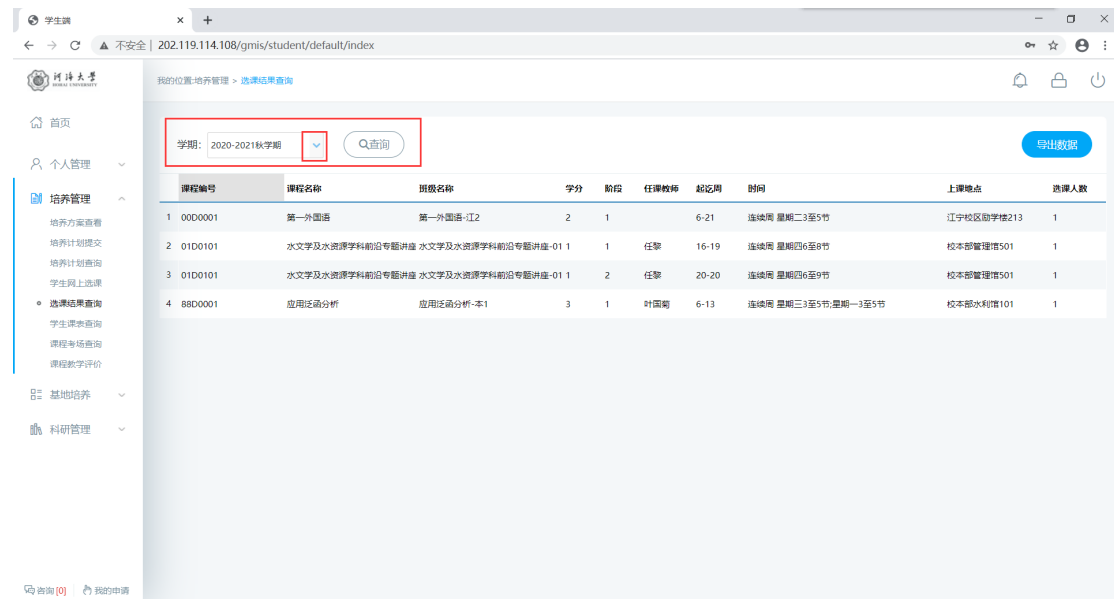

Online course selection

4.5 Course selection result query

Description: Query and export course selection results

Instructions: Enter the course selection result query interface, select semester, click[查询 search], query course selection results. Click[导出数据 export data] to export course selection results.
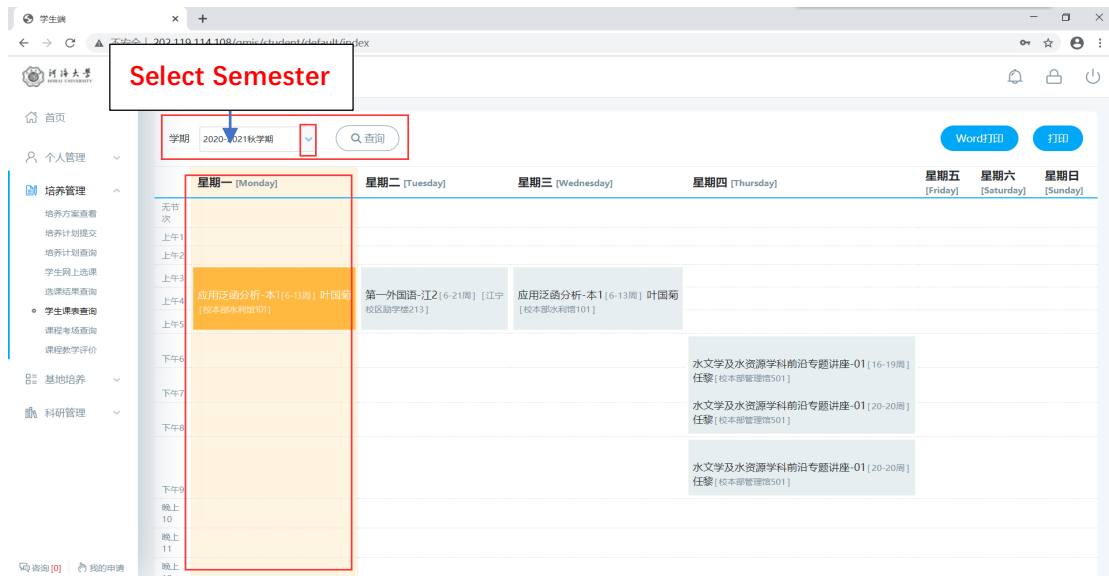

Course selection result query

4.6 Timetable query

Description: Timetable query

Instructions: Enter the student timetable query page, select the semester, and click the [查询 Query] to query the current semester timetable, click the [Word 打印 Word Print] to print the word format class schedule. Click the [Print] to print the class schedule.

Timetable query

4.7 Course result query

Description: Course result query

Instructions: Enter the course result query interface to query result for each course. Click the [Word Print] or [Print] to print the course results. You are not able to check the result of "未评价 Unrated" courses. Please make sure course evaluation is completed before checking result.

Course result query