UIBE English Teaching Assistant System

Student Manual

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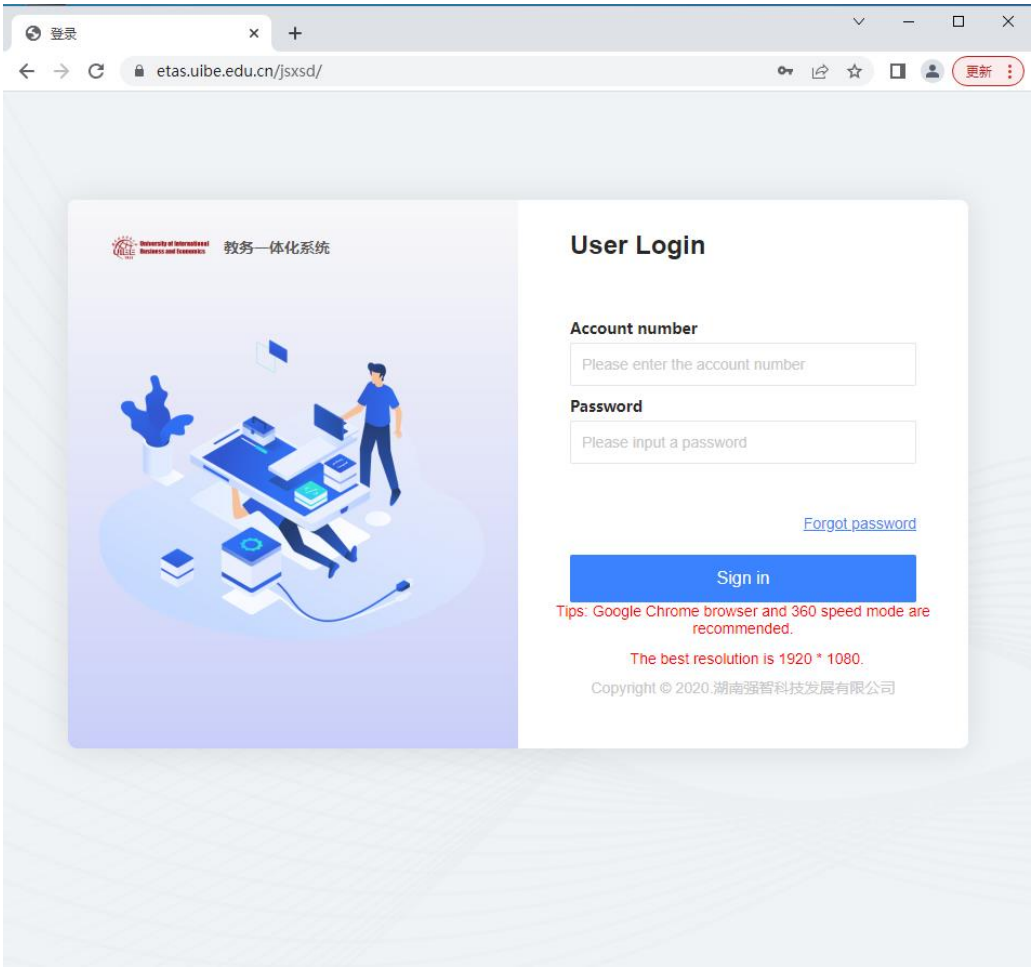
1 Student Service

The UIBE English Teaching Assistant System provides students with various teaching-related services, including academic records inquiry, course timetable inquiry, course selection management, etc.

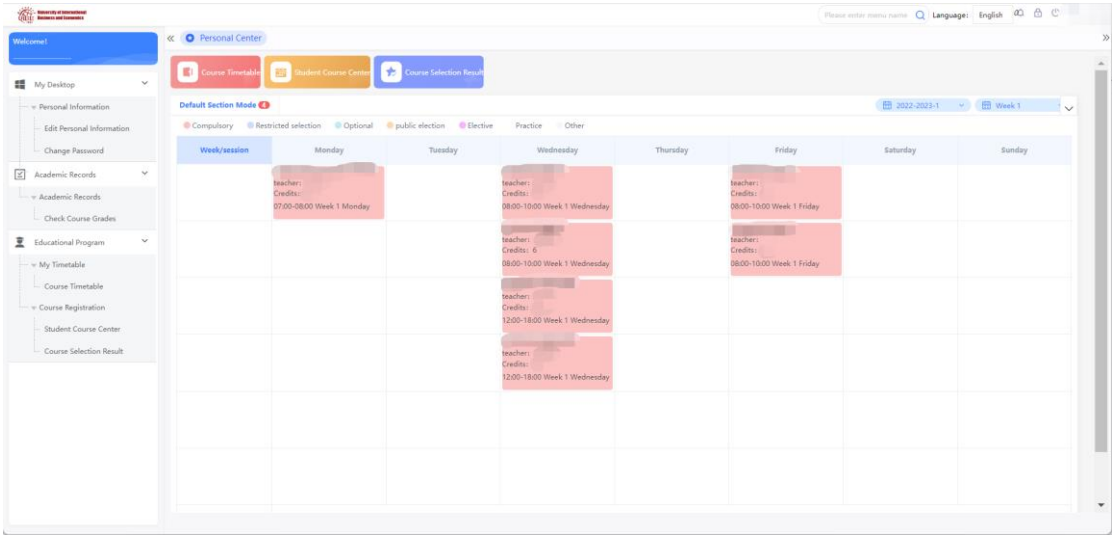
Login website: https://etas.uibe.edu.cn/jsxsd/

Login account number: Student ID

Login initial password: 123456



Login interface



System main interface

2 My Desktop

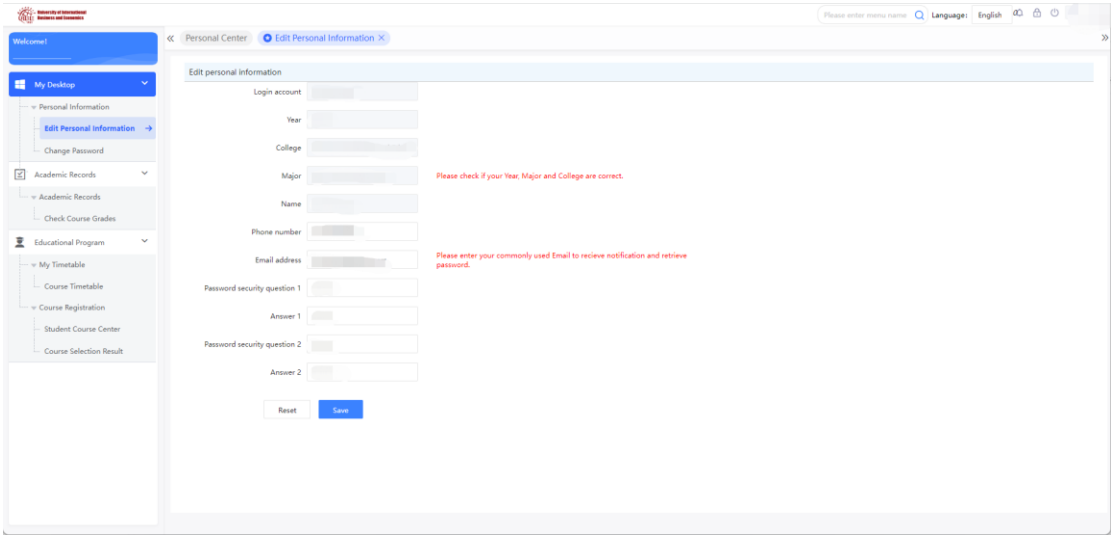
The main functions of [My Desktop] include the setting and modification of personal information, password, and password security questions.

2-1 Personal Information

You can edit your phone number, email address, password security questions, and change your password in the [Personal Information] section.

Edit Personal Information

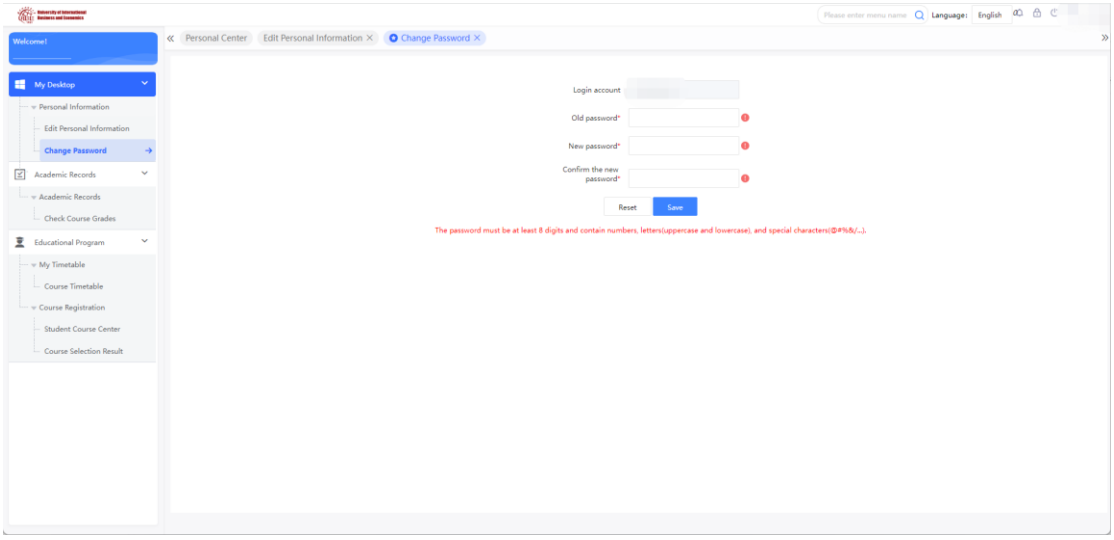
Please click [My Desktop]-[Edit Personal Information] to open the personal information edit page, enter "Phone Number, Email address, Password security question 1, Answer 1, Password security question 2, Answer 2", and click [Save] button to complete the personal information edit operation, as shown in the picture below.



Edit Personal Information

Change Password

Please click [My Desktop]-[Change Password] to open the password change page, enter "Old password, New password, Confirm the new password", and click [Save] button to complete the password change operation.



Change Password

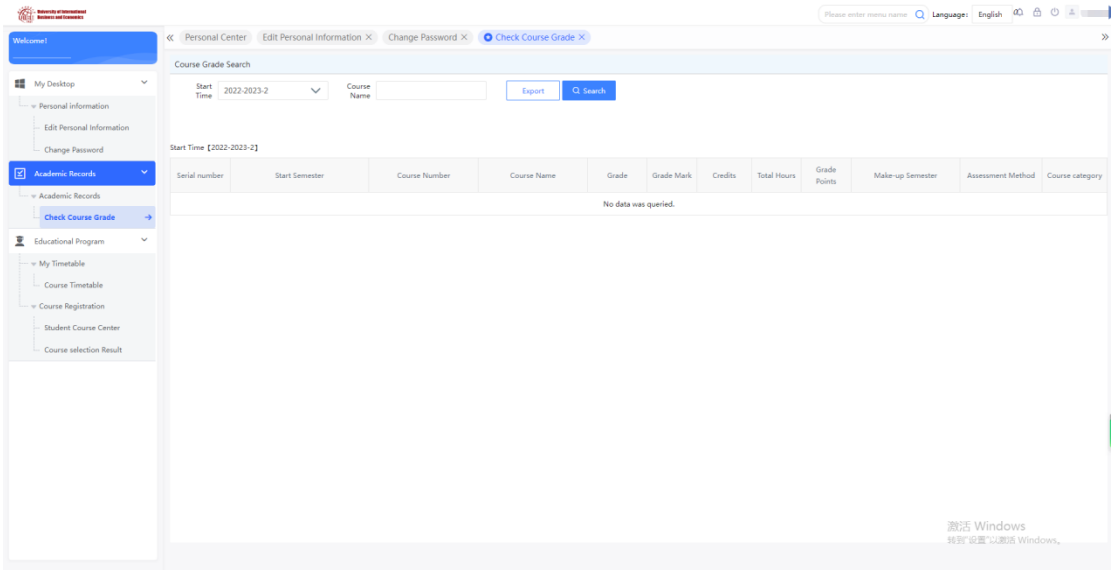
3 Academic Records

3-1 Academic Records

You can check your course grades here. **Since the system was put into use this year, it is possible that the previous results will not be displayed.**

Check Course Grades

Please click [Academic Records]-[Check Course Grades] to open the course grades inquiry page.



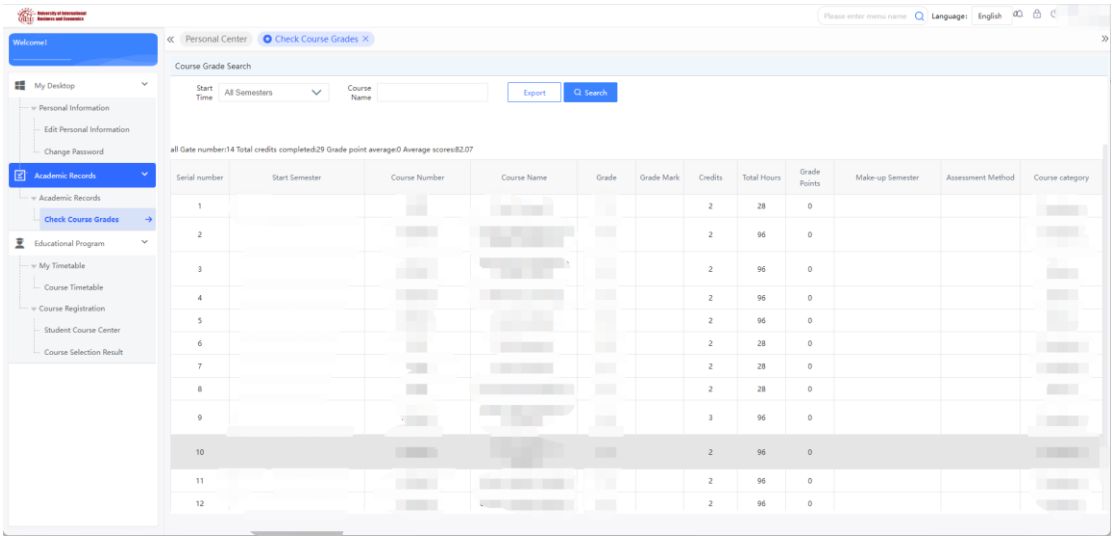
Check Course Grades

Instruction:

[Start time]:Select the academic year and semester of course (when entering the course results query page, the system defaults to the current semester, if you want to query the course results of another semester, you can modify the choice).

[Course Name]:Enter the course name.

On the course results check page, enter the check criteria and click the [Search] button to complete the check operation, as shown in the course results list page below.



Course grades list page

4 Educational Program

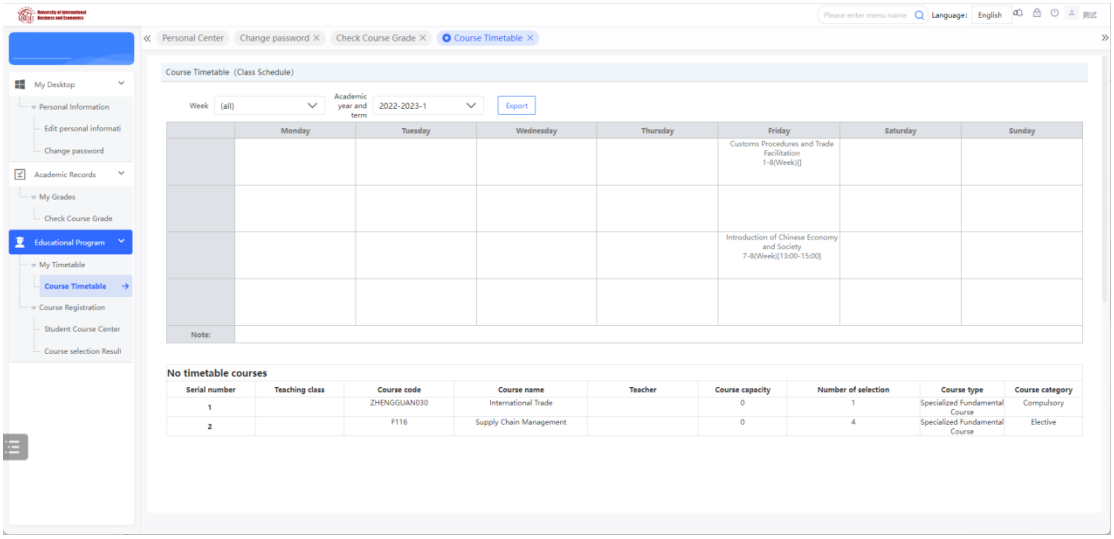
4-1 My Timetable

Course Timetable

Please click [Educational Program]-[My Timetable]-[Course Timetable] to check the class timetable.

Instruction:

1. The system will automatically display all courses for this semester, you can choose the corresponding week and academic year semester query conditions to query according to your needs.
2. [No Timetable Courses]: Shows courses that you need to study but are not scheduled or have no specific class schedule.



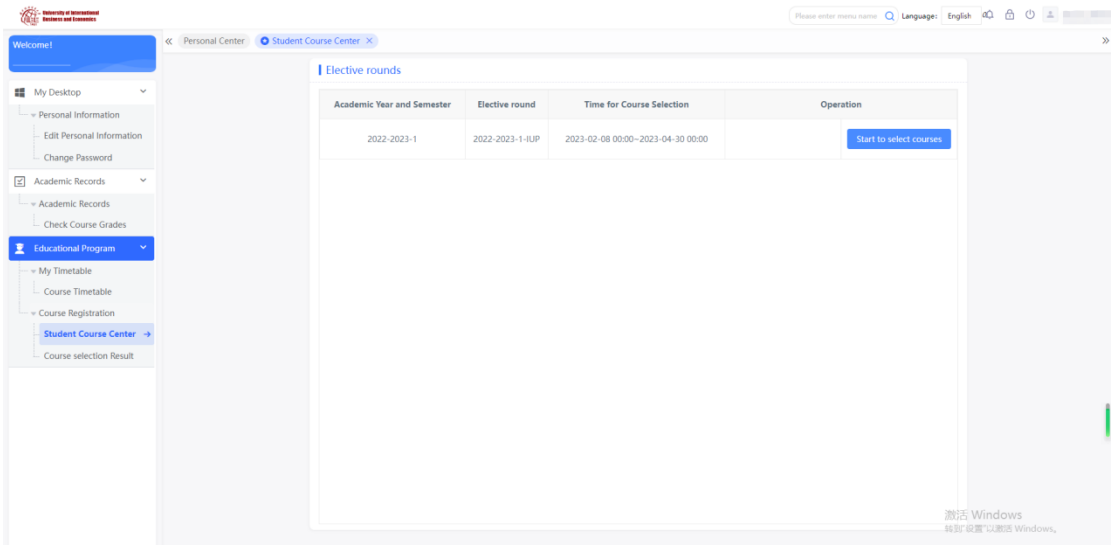
Course Timetable check page

4-2 Course Registration

You can select courses and check your course selection results through the system during the course selection time.

Student Course Center

Please click [Educational Program]-[Course Registration]-[Student Course Center] to enter the course selection center page.

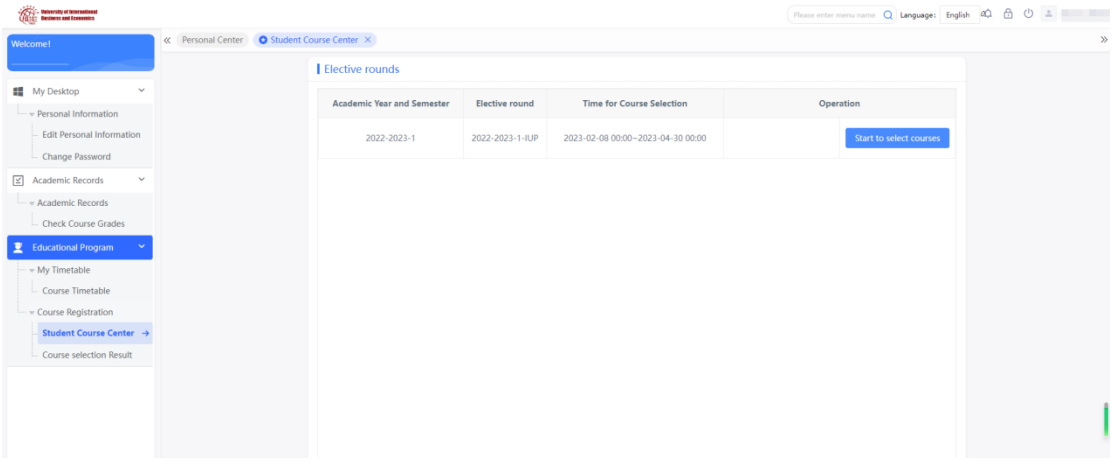


Instruction:

[Academic Year and Semester]: Information about the academic year semester corresponding to the course selection round.

[Elective Round]: The name of the course selection round.

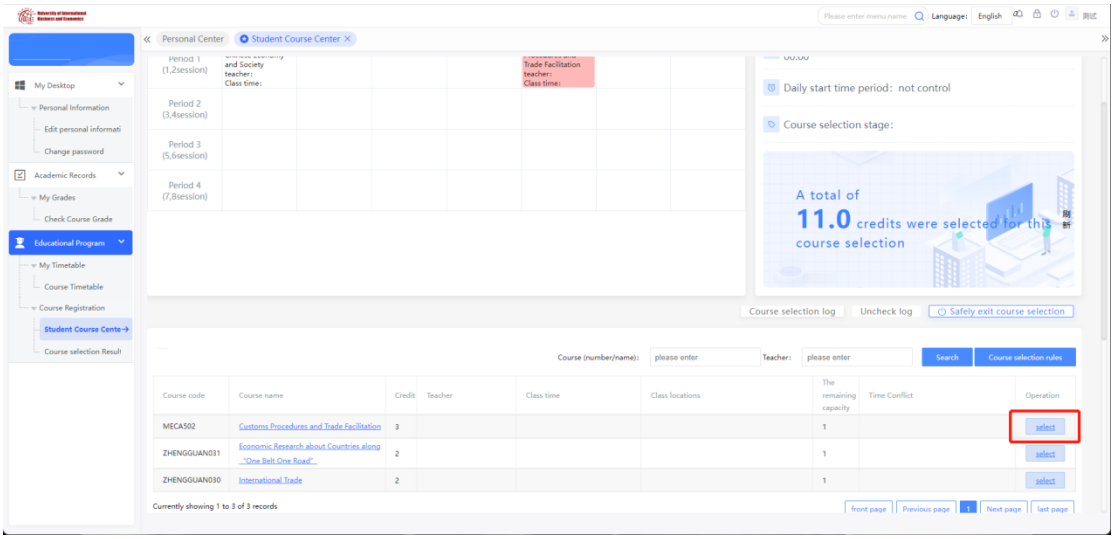
[Time for Course Selection]: This is the time range for the corresponding course selection rounds, and only within that time range you can click [Start to select courses] button to select courses.



Student Course Center

Within the specified time, click [Start to select courses] button to enter the course selection page.

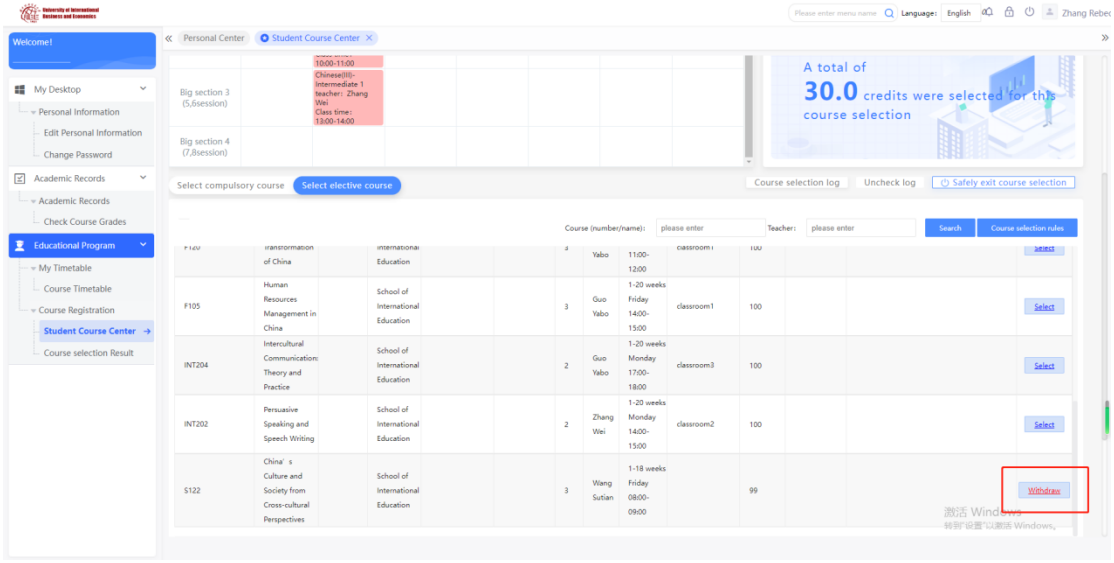
Find the course you need to take and click [Select] button to complete the course selection operation, as shown on the course selection page below.



Course Selection

Instruction.

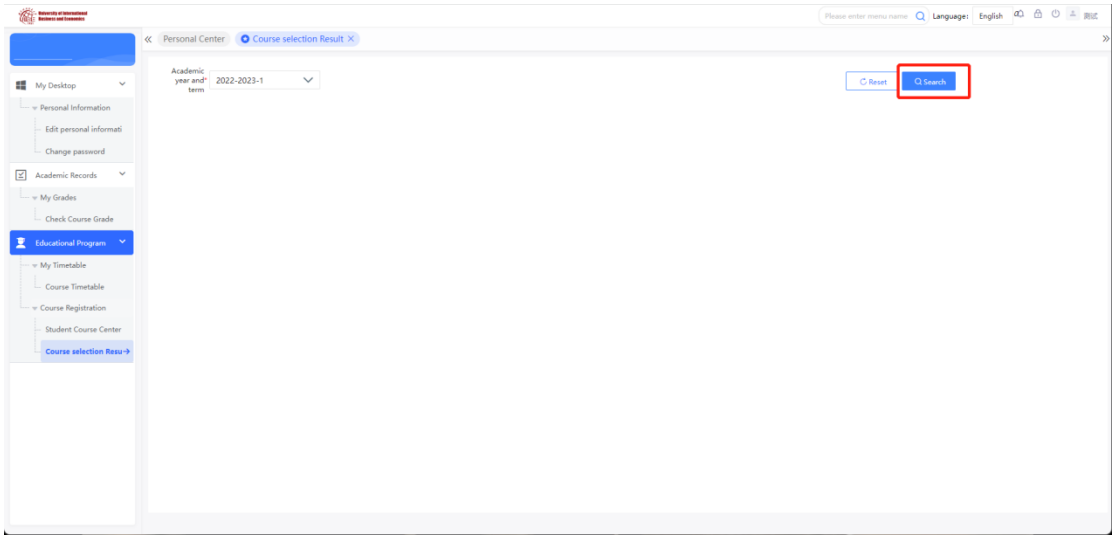
[Withdraw]: For the selected course, if you want to withdraw, click [Withdraw] button to complete the withdraw operation.



Withdraw the selected course

Course Selection Result

Please click [Educational Program]-[Course Registration]-[Course Selection Result] to enter the course selection result page.



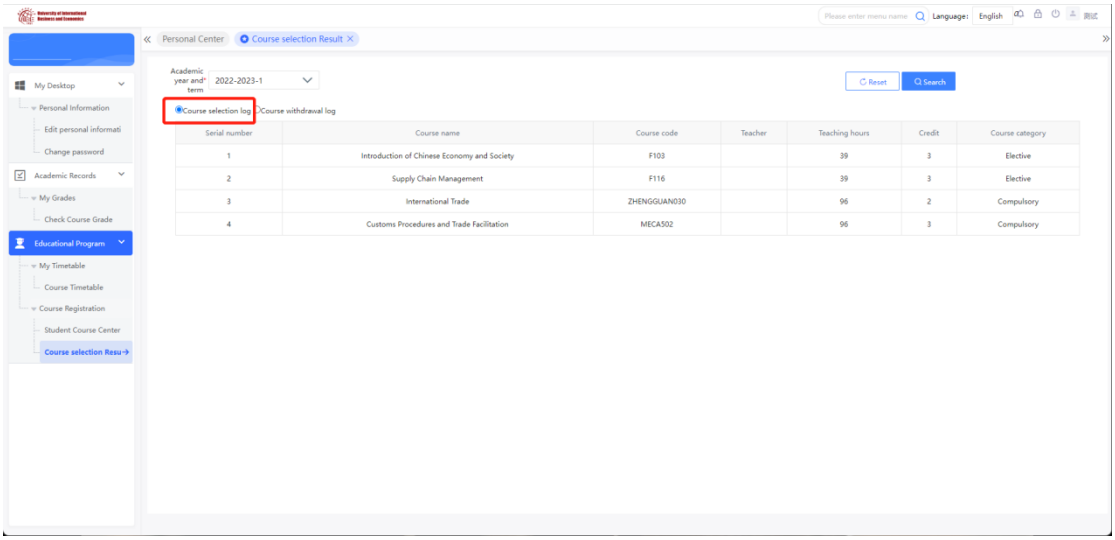
Course Selection Result Page

Select the academic year and semester and click the [Search] button to enter the course selection result page.

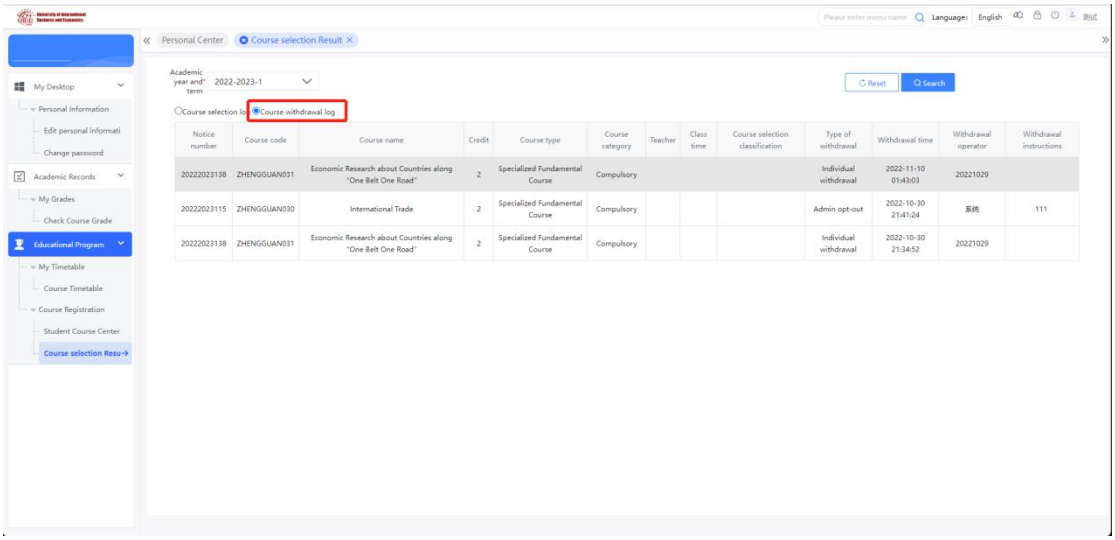
Instruction:

[Course Selection Log] Check the selected course.

[Course withdrawal Log] Check all courses that have been withdrawn after being selected.



Course Selection Log Page



Course Withdrawal Log Page