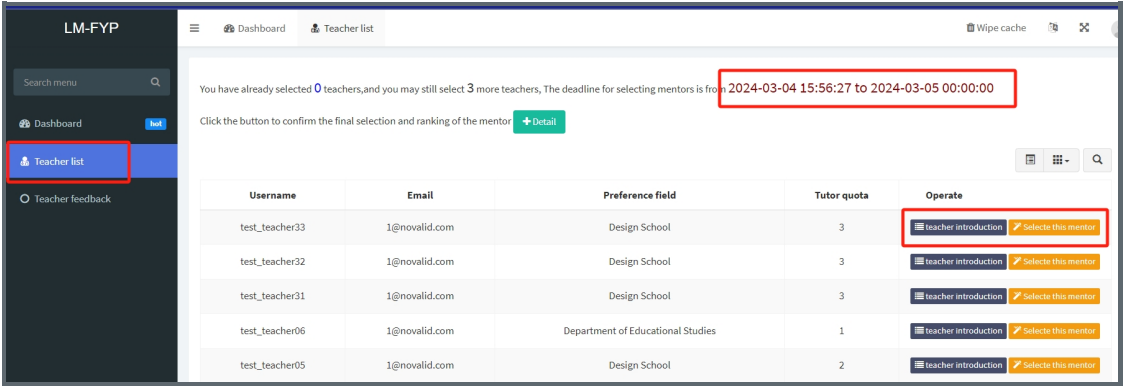


Phase-1 How to select teachers in FYP



An example of student selection view

Overview:

This guide will show you how to select and rank teachers in FYP as a student.

What to know:

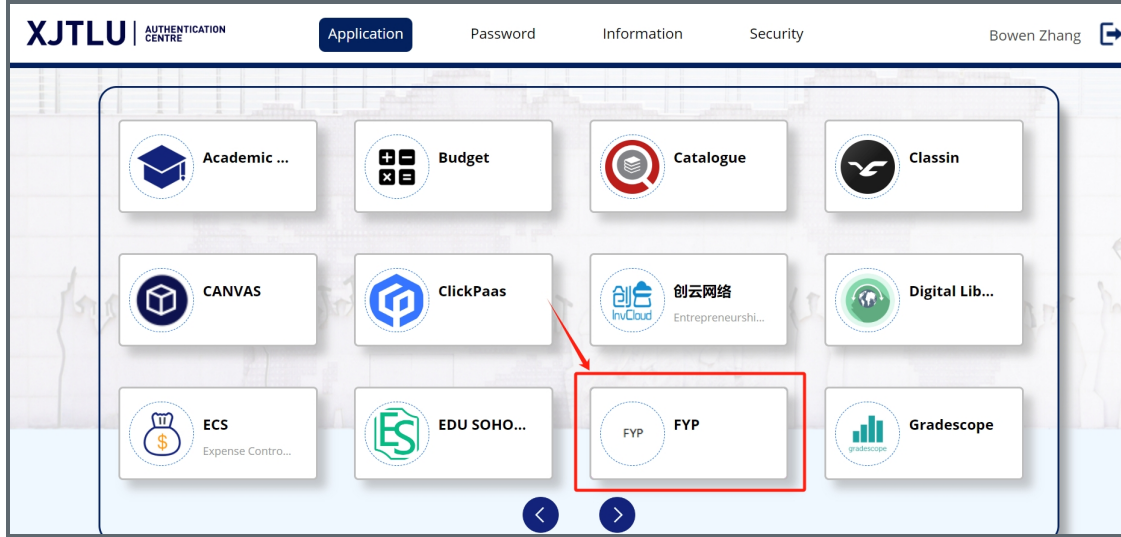
As a student, you should be able to select and rank teachers in the FYP system once the Admin has uploaded you in FYP. Otherwise, please contact your school secretary before the selection.

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- Step 1: Log in FYP via SSO
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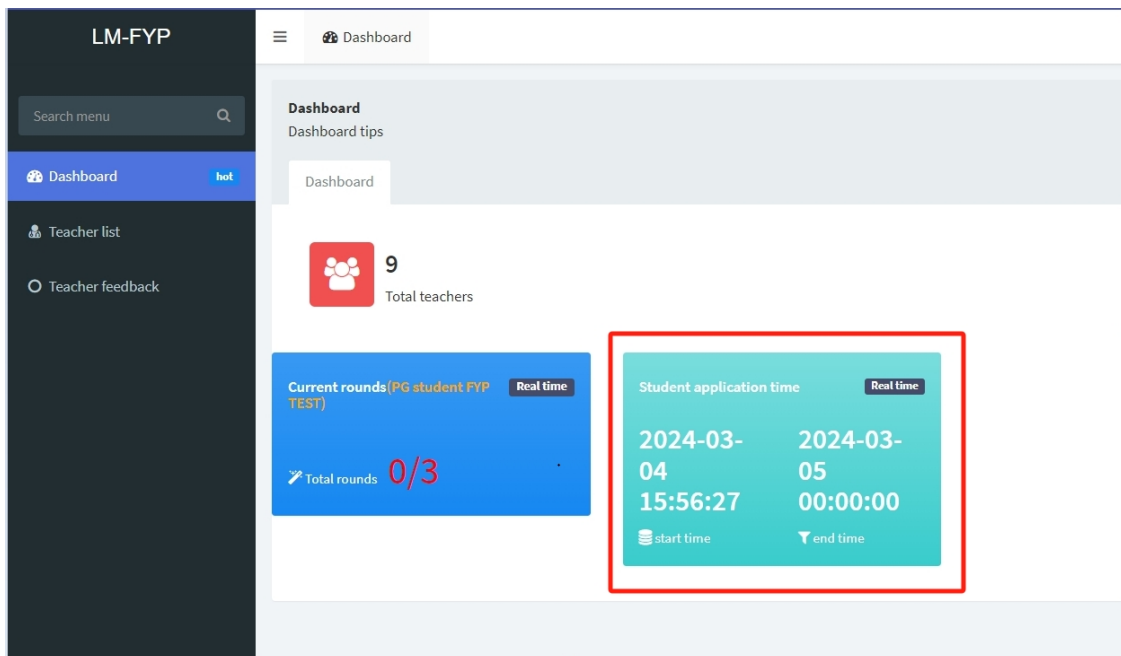
Step 1: Log in FYP via SSO

Please log in SSO and click FYP system.



Step 2: Dashboard

By default, you will find the selection period in Dashboard page. Please make sure to complete the selection before the end time of the students application period.



Step 3: View teacher list

Click the "Teacher list" tab on the left to expand the teachers in selection. The instruction is on the top of this page.

1. Click the "Teacher introduction" to view the details of the teacher profile.
2. "Select this mentor" if you prefer this teacher in particular. The sequence of your selection will be reflected.
3. Click "Detail" to view the selection results.

LM-FYP

Dashboard Teacher list

Search menu

Dashboard

Teacher list

Teacher feedback

You have already selected 0 teachers, and you may still select 3 more teachers. The deadline for selecting mentors is from 2024-03-04 15:56:27 to 2024-03-05 00:00:00

Click the button to confirm the final selection and ranking of the mentor +Detail

Username	Email	Preference field	Tutor quota	Operate
test_teacher33	1@novalid.com	Design School	3	teacher introduction Select this mentor
test_teacher32	1@novalid.com	Design School	3	teacher introduction Select this mentor
test_teacher31	1@novalid.com	Design School	3	teacher introduction Select this mentor
test_teacher06	1@novalid.com	Department of Educational Studies	1	teacher introduction Select this mentor
test_teacher05	1@novalid.com	Design School	2	teacher introduction Select this mentor

Step 4: Fill in the selection and proposal

In the submission dialogue, the selected teachers are arranged in a sequential order. Feel free to adjust the ranking if necessary.

1. Preferred Field: This is useful in Random allocation if no selected teacher accept your proposal. Do remember to choose your favorite field.
2. Introduction: please input your proposal / personal statement to justify your selection.
3. Submit: Click OK to submit your selection and proposal.

Dashboard Teacher list

Wipe cache

test_student01

Detail

You have already selected 0 teachers, and you may still select 3 more teachers. The deadline for selecting mentors is from 2024-03-04 15:56:27 to 2024-03-05 00:00:00

Click the button to confirm the final selection and ranking of the mentor +Detail

test_teacher22 1

test_teacher19 2

test_teacher17 3

Preferred Field:
Educational Development Unit

Introduction:

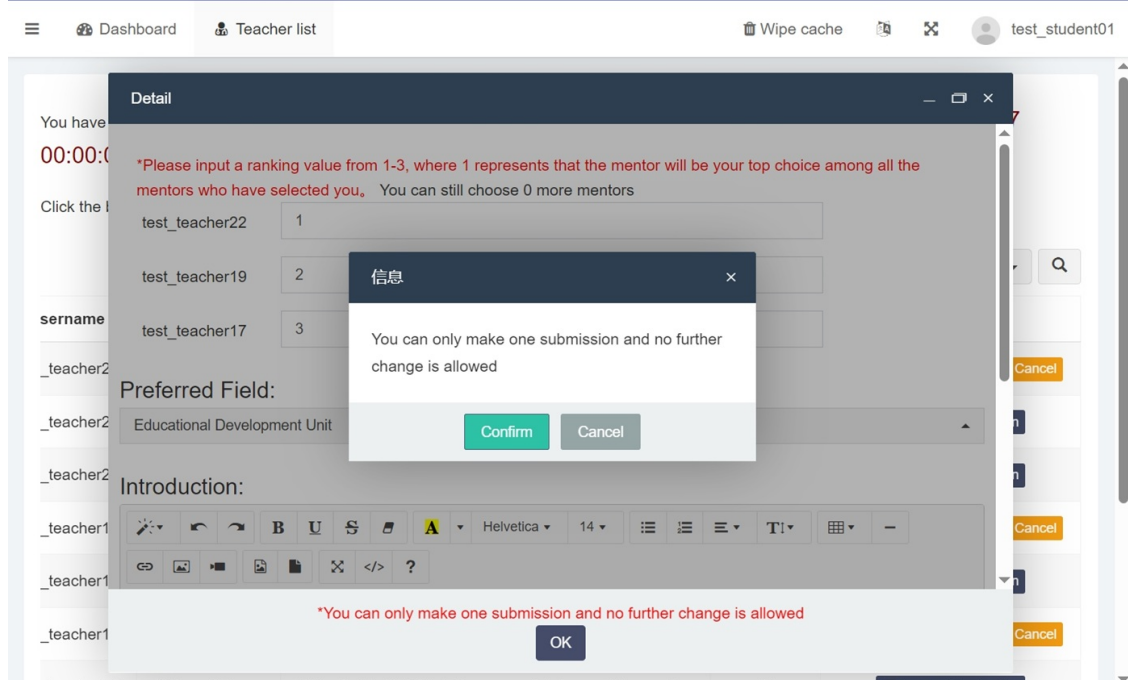
*Please input a ranking value from 1-3, where 1 represents that the mentor will be your top choice among all the mentors who have selected you. You can still choose 0 more mentors

*You can only make one submission and no further change is allowed

OK

Step 5: Submit your selection

Click "Confirm" to finalize and submit your selection. Please be aware that here is no option to undo this action once submitted. You are strongly advised to review your choices carefully before confirming your submission.



Tips:

Please be aware that there is no option to undo the submission once submitted. Therefore, we advise you to review your choices carefully before confirming your submission.

Next steps:

Now that you have selected teachers in FYP, please patiently wait until the entire rounds of teacher selection concludes. The results will be communicated to you, however, the methods of communication may vary among different schools.

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/phase-1-how-to-select-teachers-in-fyp-380.html>