



كلية مسقط  
Muscat College

## Student Portal – User Manual

Muscat College students can access the on-line student portal from the **Moodle-LMS** link provided in the college website ([www.muscatcollege.edu.om](http://www.muscatcollege.edu.om)).

On-line student portal provides the following option to students:

- On-line registration of courses in each semester
- Results published
- Grade sheet
- Attendance status of each course
- Library catalogue

### **On-line registration**

Students of Language Centre, SQA and UMP programmes will be able to register their courses.

University of Stirling (UoS) affiliated programme students are required to do on-line registration on student's portal provided by UoS.

The steps to be followed by students for on-line registration are:

1. Open Muscat college website ([www.muscatcollege.edu.om](http://www.muscatcollege.edu.om)) and click on Moodle-LMS link
2. Click on Student Portal from Moodle
3. Enter user name and password (user name is the student id and password is the civil id, password could be changed by the student after the first login)
4. Click on Registration option (It will show the courses available for the student)

5. Select the courses to be registered by the student

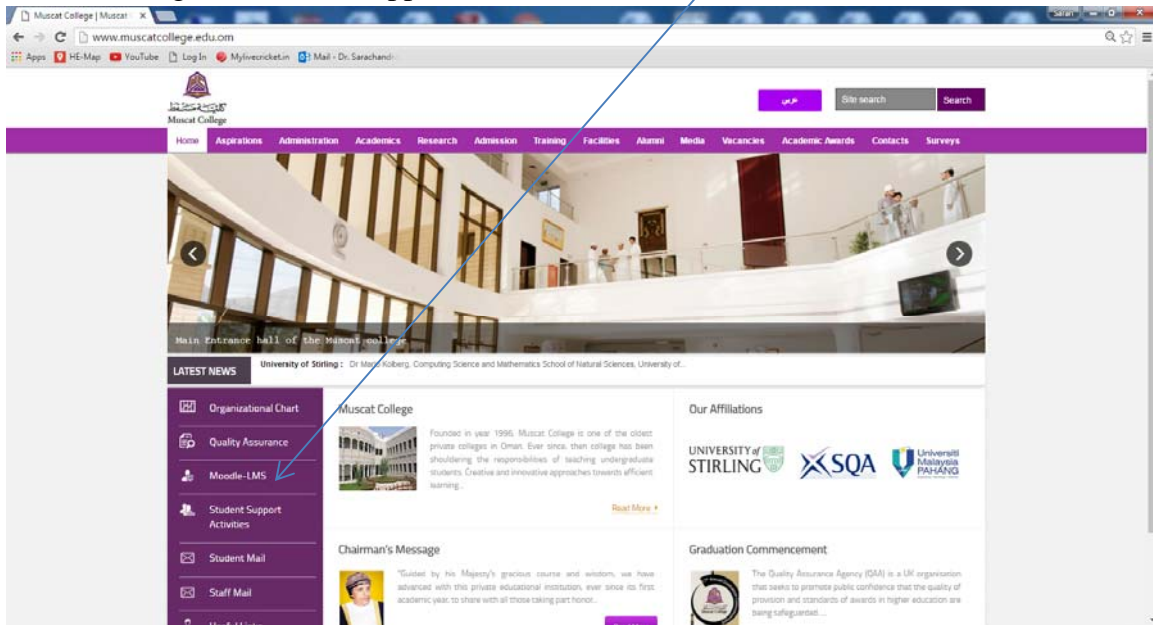
**Student must meet advisor to sign the finalized registration paper, collect time table, study plan, advisory note, etc.**

**Private students are required to make fees payment also.**

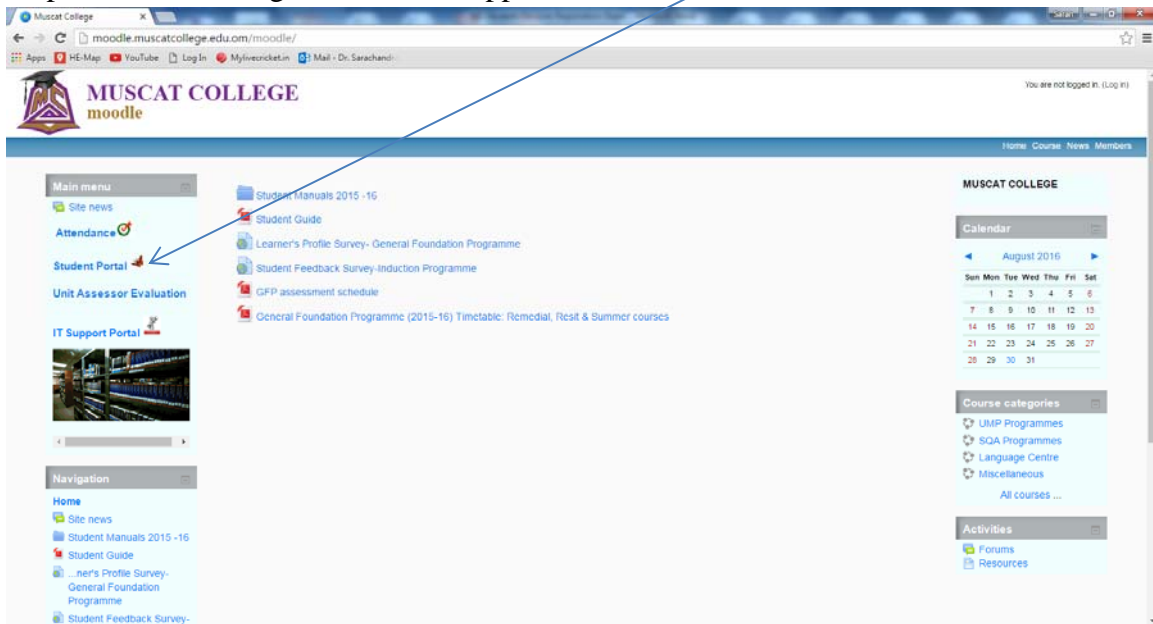
## **Detailed Steps for Using Student's Portal**

Step 1: Open Google Chrome web browser and enter the url [www.muscatcollege.edu.om](http://www.muscatcollege.edu.om)

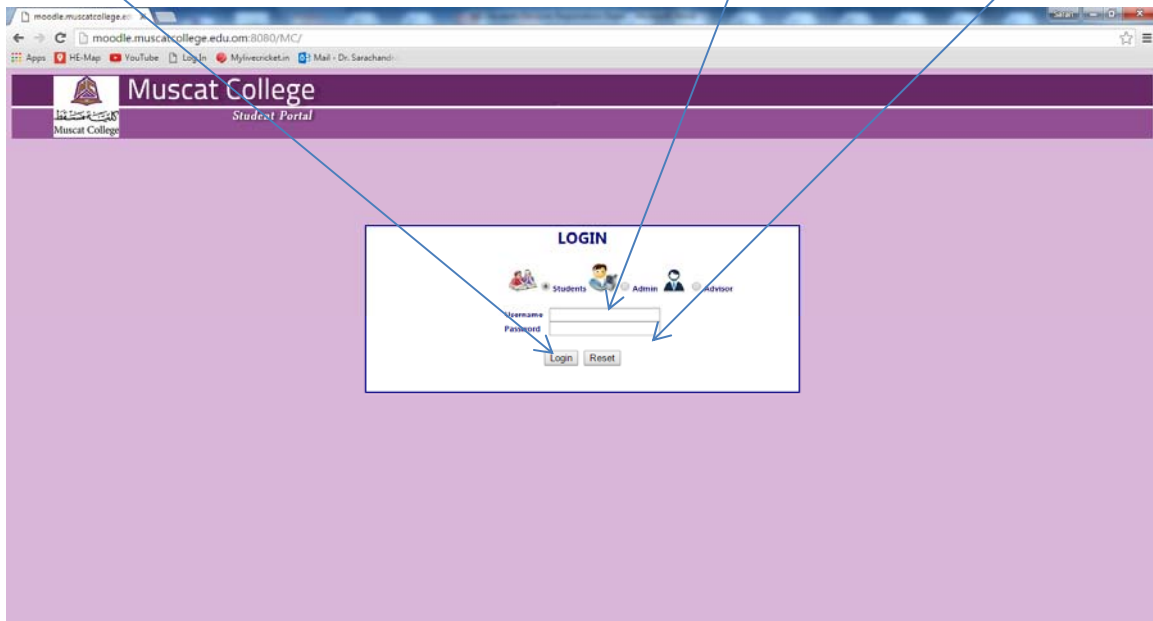
The following screen would appear. Click on **Moodle-LMS** link button



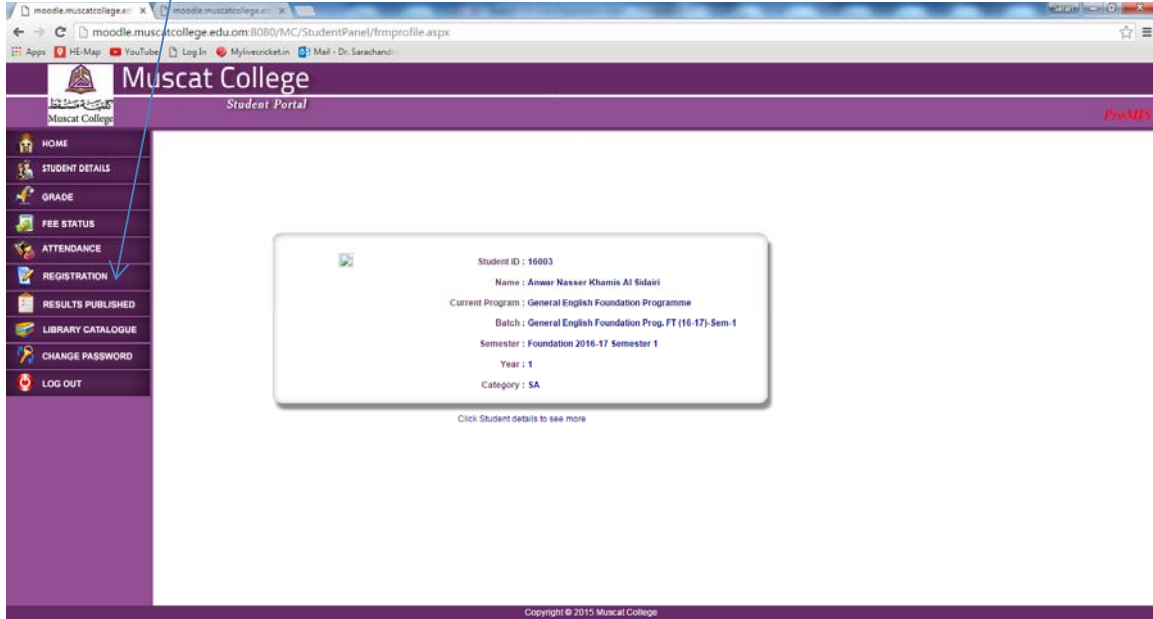
Step 2: The following screen would appear. Click on **Student Portal** link button



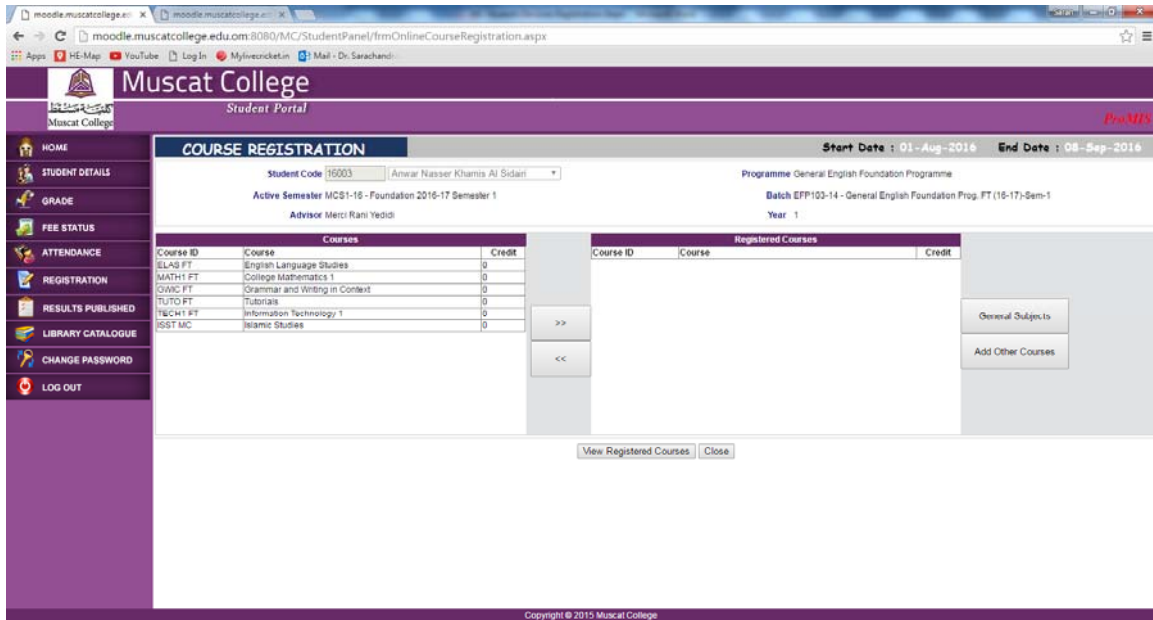
Step 3: The following screen would appear. Enter the **student ID** as user name and **civil ID** as the password. Students are able to change the password after the first log in. Click on **Login** button.



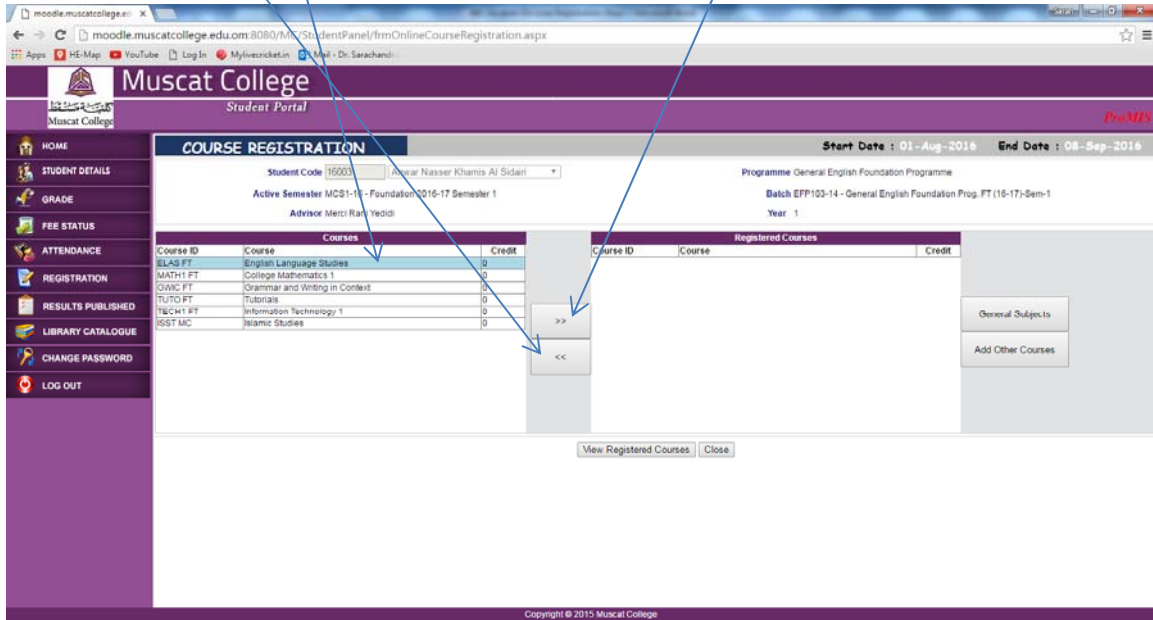
Step 4: The following screen would appear showing the student details. Click on **REGISTRATION** button for selecting the courses for registration. You may use the other menu options to check **Result/Grade, Attendance, Fee Status, Library catalogue, etc**



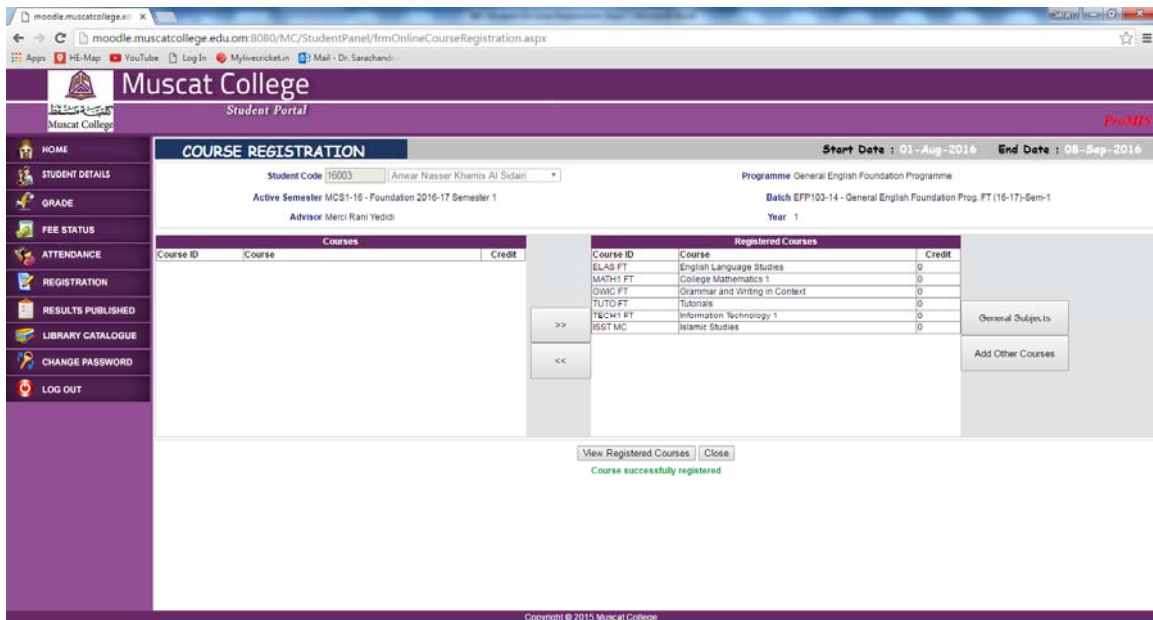
Step 5: The following screen would appear as follows, showing the courses as per the study plan



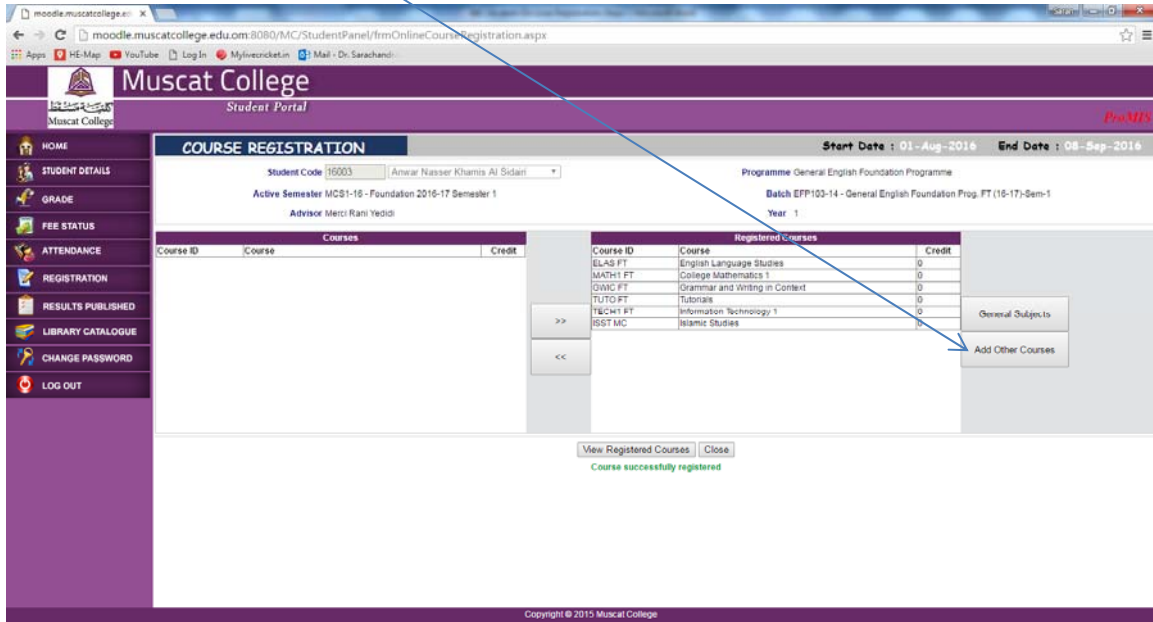
Step 6: Select the courses one by one and click on the “>>” button to register courses. You may use “<<” button to remove the selected courses.



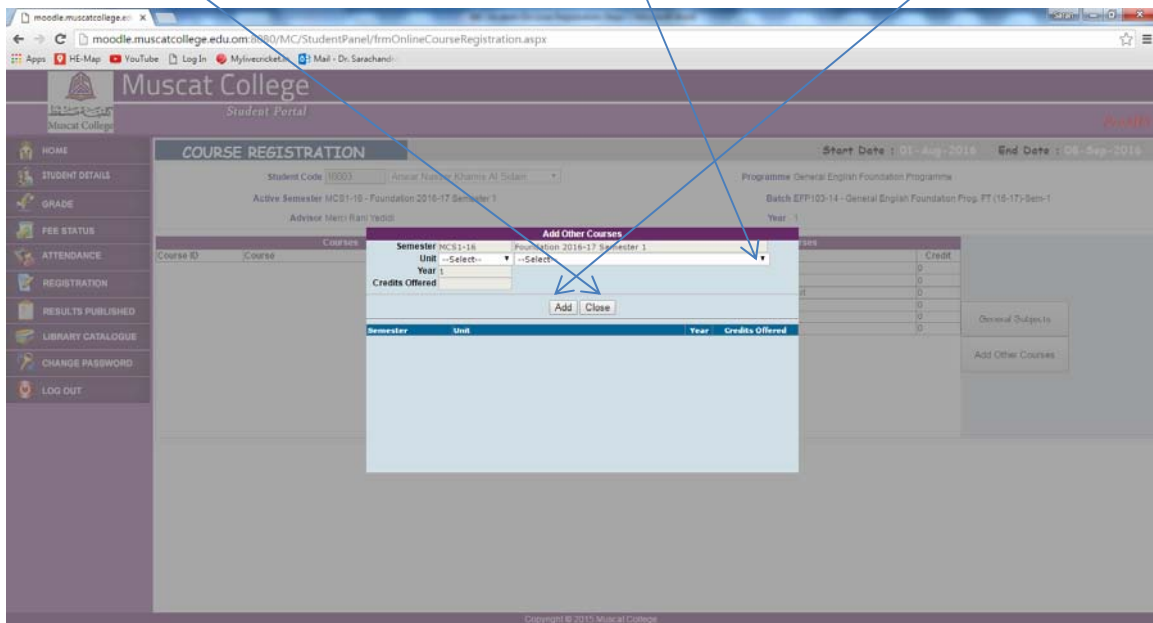
Step 7: The screen would appear as given below after selecting the courses.



Step 8: If course name is not available in the list, the student can choose the course by clicking on the **Add Other Courses** button.



Step 9: The following screen would appear: **Select** the required course and **Add** courses. Click on **Close** button.



Step 10: Click on **View Registered Courses** to see the list of courses registered

The screenshot shows the Moodle Muscat College Student Portal. The main content area is titled "COURSE REGISTRATION" and displays the following information:

- Student Code: 16003 (Anwar Nasser Khan, Al Sidani)
- Programme: General English Foundation Programme
- Active Semester: MCD-1-16 - Foundation 2016-17 Semester
- Batch: EFP103-14 - General English Foundation Prog. FT (16-17)-Sem-1
- Year: 1
- Advisor: Merzi Rami Yehdi

Below this information are two tables:

Course ID	Course	Credit
ELAS FT	English Language Studies	0
MATH1 FT	College Mathematics 1	0
GWGC FT	Grammar and Writing in Context	0
TUTG FT	Tutorials	0
ITECH1 FT	Information Technology 1	0
ISST MC	Islamic Studies	0

At the bottom of the registration form, there are two buttons: "View Registered Courses" and "Close". A blue arrow points to the "View Registered Courses" button.

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Step 11: The following screen would appear showing the list of courses registered

The screenshot shows a web browser window displaying a Moodle report. The URL is 'moodle.muscatcollege.edu.om:8080/MC/StudentPanel/frmReport.aspx?path=~/StudentPanel/Reports/RegCourses.rpt&type=RegCourses&s...'. The page title is 'Main Report'. The content includes the college name 'MUSCAT COLLEGE', student details, and a table of registered courses.

**MUSCAT COLLEGE**

**Student Code:** 16003                      **Student Name :** Anwar Nasser Khamis Al Sidairi

**Programme :** General English Foundation Programme                      **Batch :** General English Foundation Prog. FT (16-17) -Sem-1

**Semester :** Foundation 2016-17 Semester 1                      **Year :** 1

**REGISTERED COURSES**

Course ID	Course Name	Credit
ELAS FT	English Language Studies	0
MATH1 FT	College Mathematics 1	0
GWIC FT	Grammar and Writing in Context	0
TUTO FT	Tutorials	0
TECH1 FT	Information Technology 1	0
ISST MC	Islamic Studies	0

Step 12: Close the window and click on **Logout** button to logout