جامعة قطر
QATAR UNIVERSITY

QU Mobile

Mobile Application

User Reference Guide

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Getting started 1

QU mobile Overview

QU mobile is the official app of Qatar University. This application is a part of an ongoing project that was initiated to enhance the experience of Qatar University members and visitors interacting with various services and resources at Qatar University.

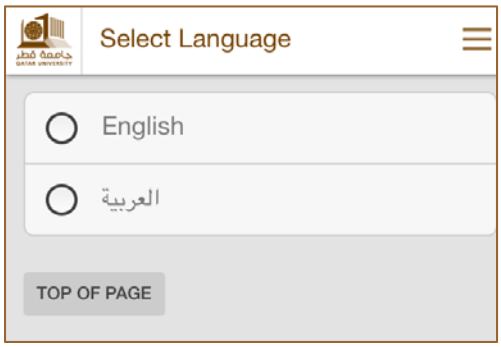
Current features include (not limited to):

- Common services: Maps, directory, news, events, virtual tours, dining menus and social media.
- Registration and records services: view their registered courses, holds, fees and view final grades.
- Classes and Courses services: view courses, announcements, course contents and others.

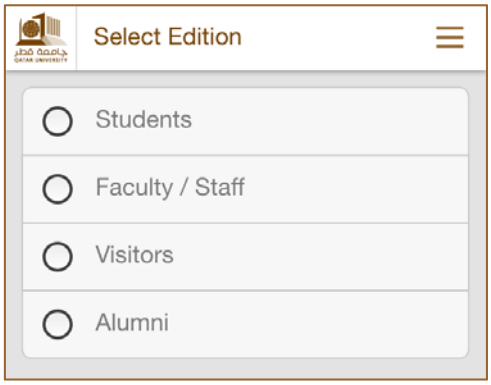
First Time User

As a first time user you need to select your preferred language and your user type.

Language Selection



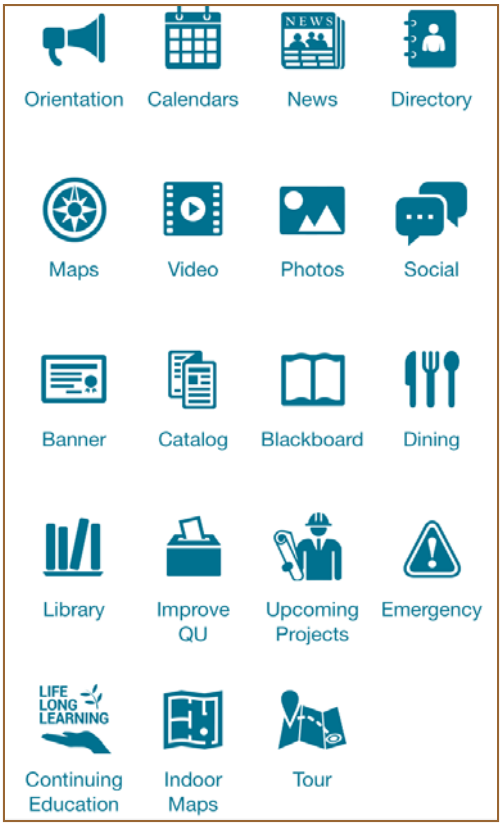
Edition Selection



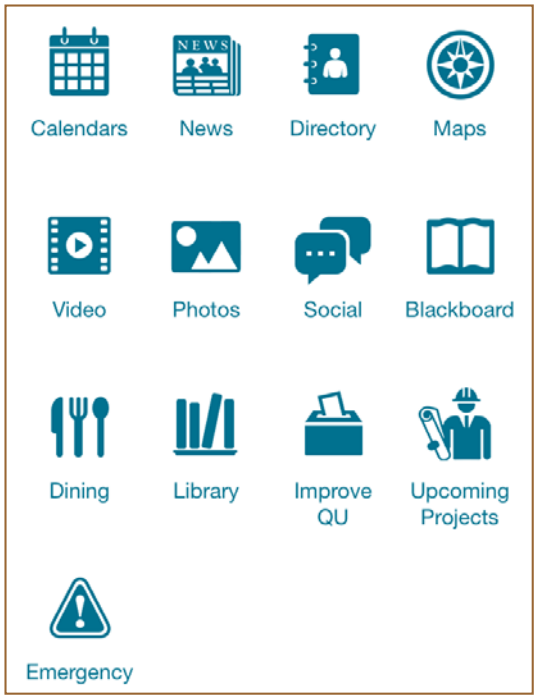
Users Types

Based on your selected edition, features are customized. Below are the features included for each edition.

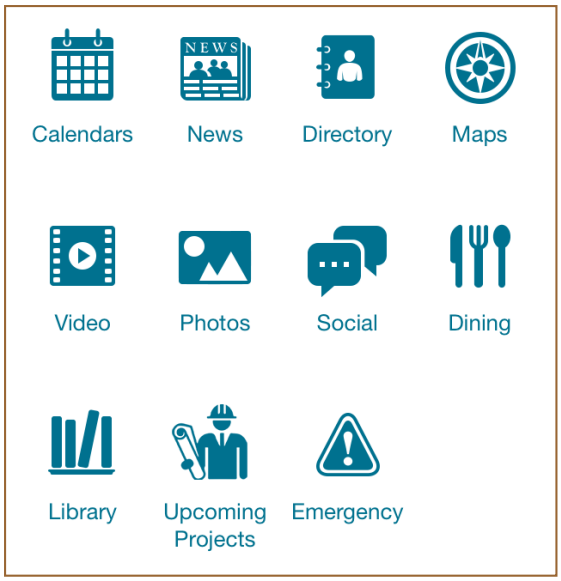
Students



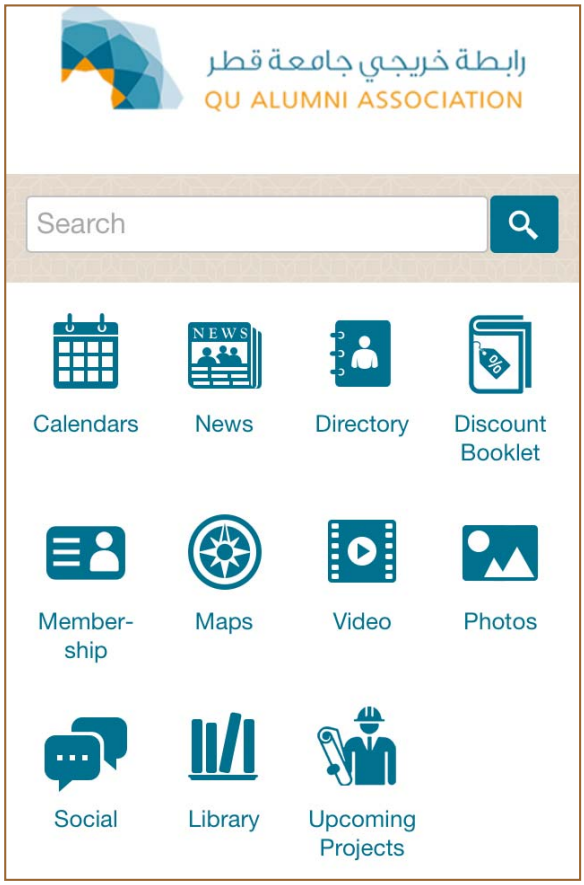
Faculty/Staff



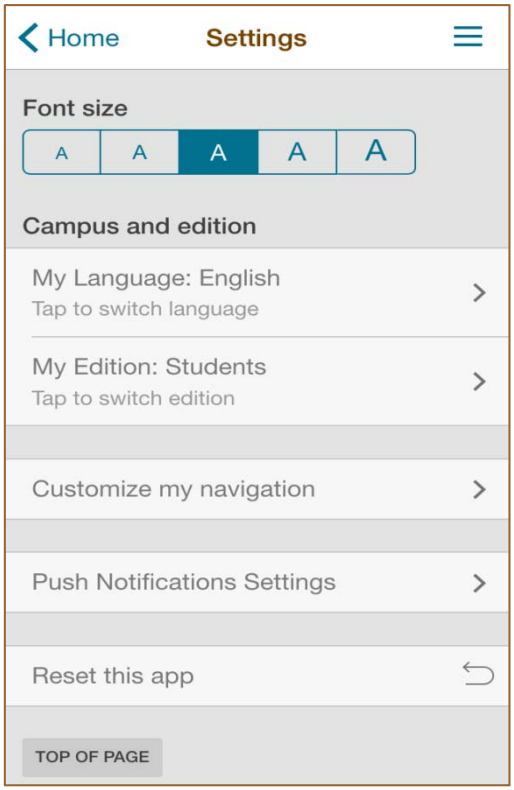
Visitors



Alumni



Settings



Font size

You can adjust the displayed font size

Go to settings >> Font size

Switch Language/Edition

Currently two languages are provided (English and Arabic).

Go to settings >> Language and edition >> My Language: *Your preferred language*

To switch your current edition

Go to settings >> Language and edition >> My Edition: *Current Edition*

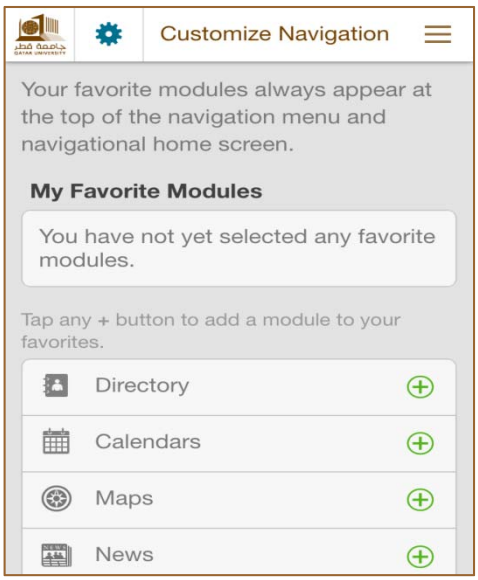
Customize My Navigation

If you would like to access your preferred module directly, you may like to place it separately from the rest of the modules. By customizing your navigation, your favorite modules will be placed at the top of the app page.

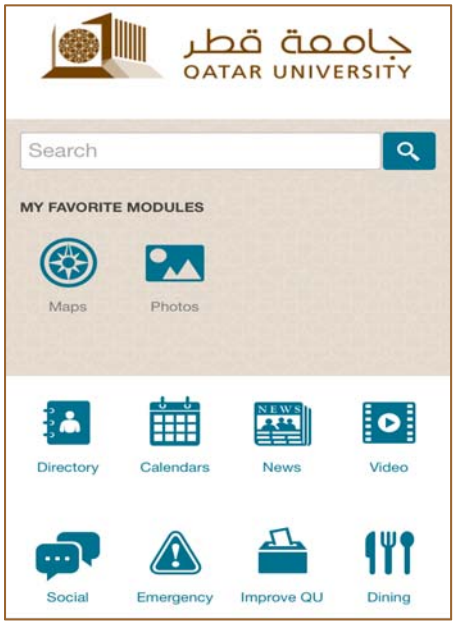
To customize your navigation

Go to Settings >> Customize my navigation

The following page will be displayed.

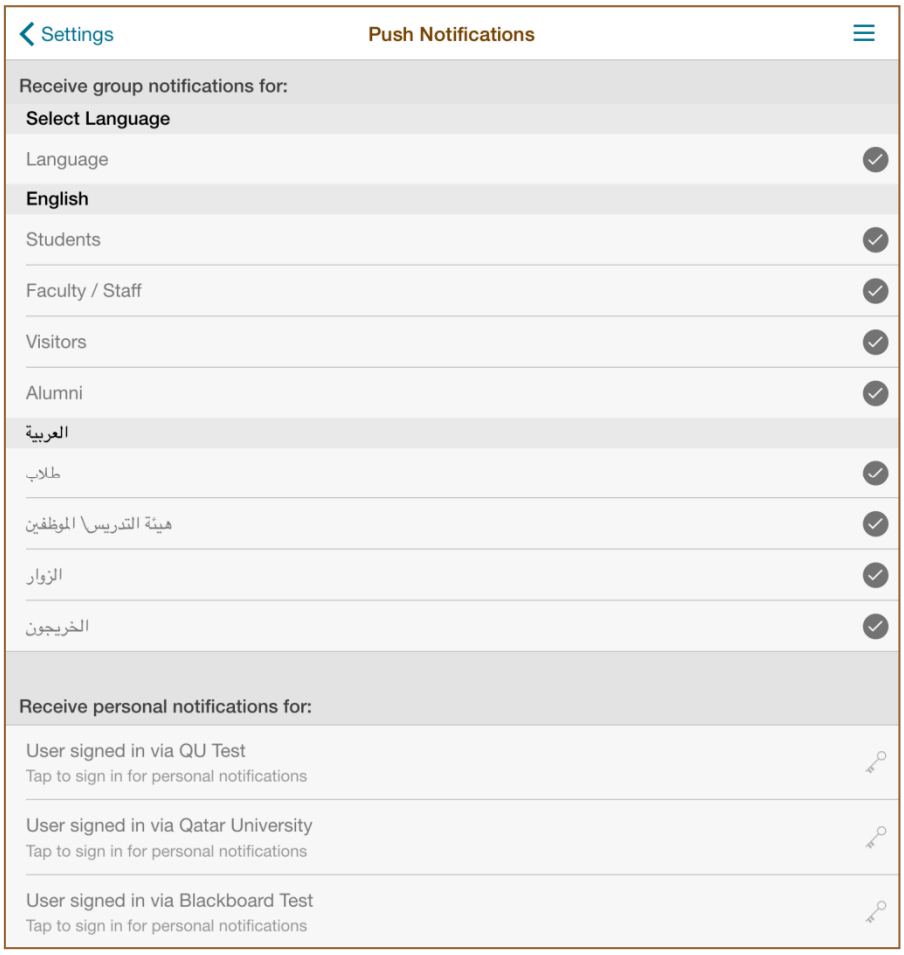


You can add your favorite module by tapping on the + sign. Suppose you selected ***Calendars and Maps*** as our favorite module, now your main page will look like:



Push Notifications Settings

Notifications will be sent to selected groups. As a student, you may wish to receive notifications in English only, in this case you deselect “طلاب” in Arabic.



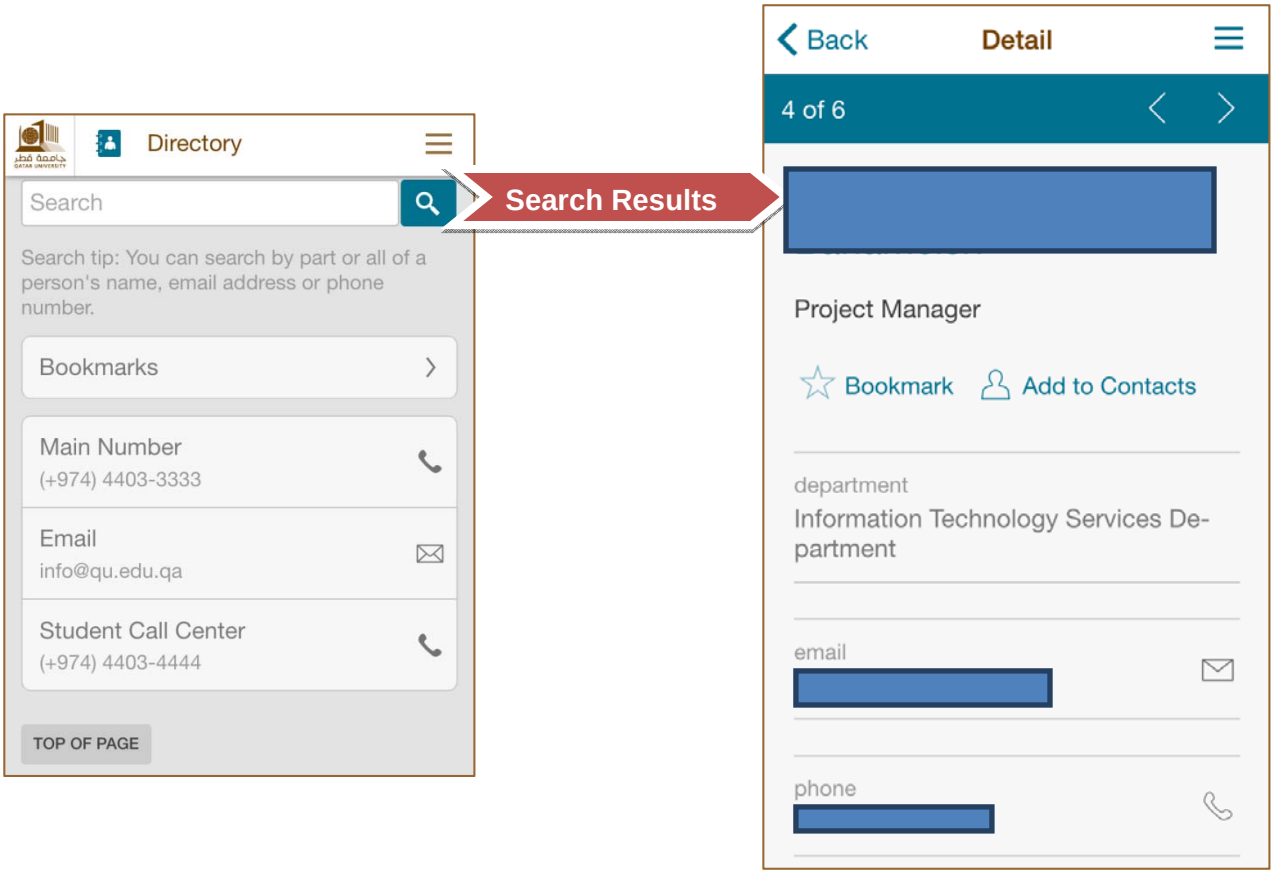
Reset App

Reset App will return the application to its default settings.

App Modules 2

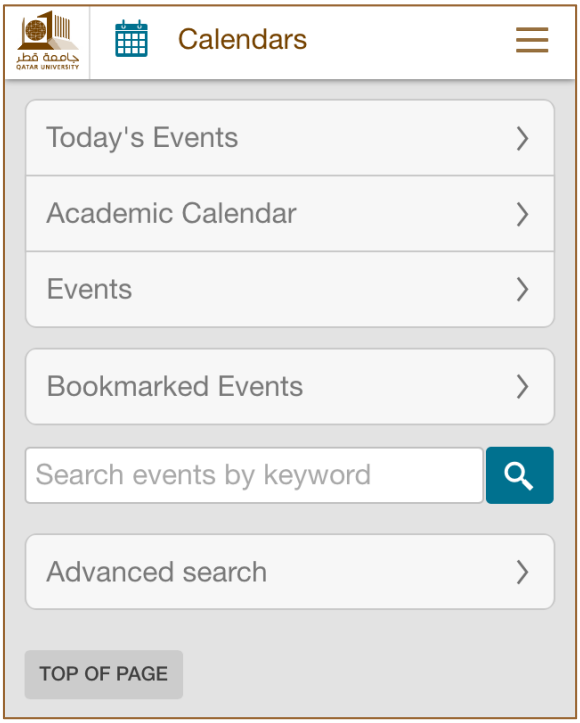
Directory

The directory allows you to search contact information of Faculty and staff members. In addition it provides QU main contact number, e-mail and the students call center contact number. You can call directly by clicking on the phone number, and send an email to the person. Also you can add the contact to your device or save the contact as bookmark.



Calendars

Using Calendars allows you to check and search events held at campus and check dates on the academic calendar.



Today’s Events

Shows scheduled event of today’s date.

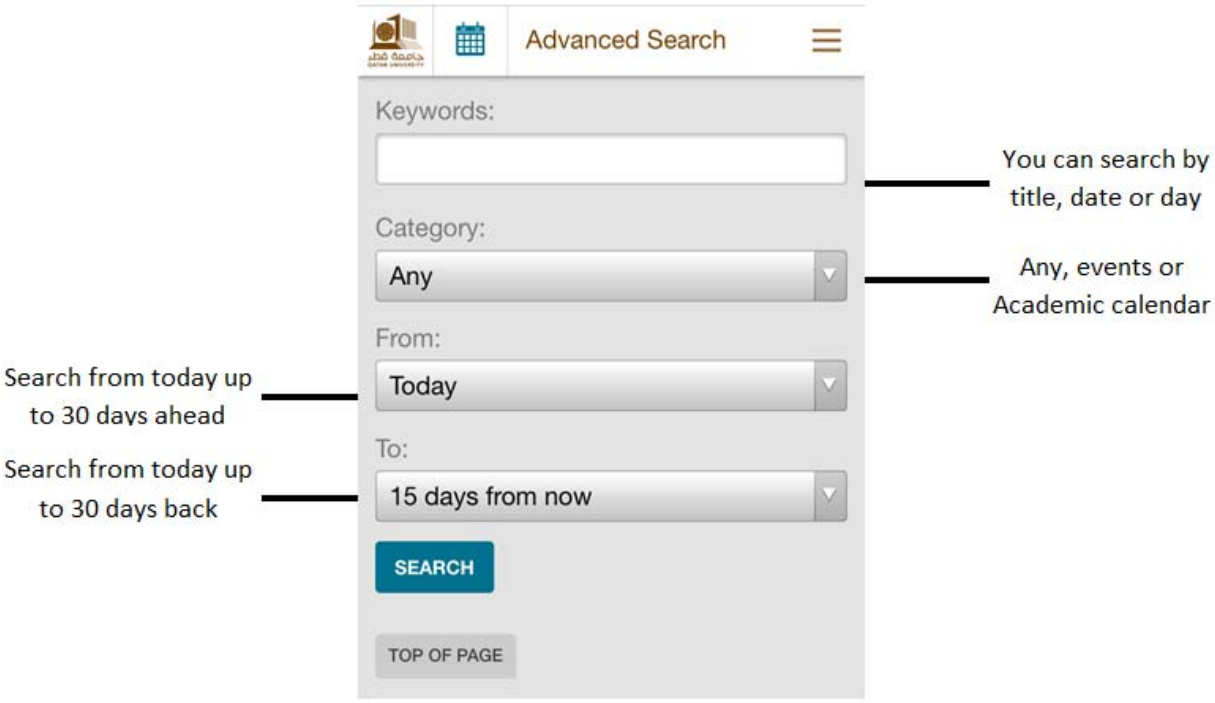
Academic Calendar

Provides details on staff working days, student semester begin and end dates, holidays, and other important dates.

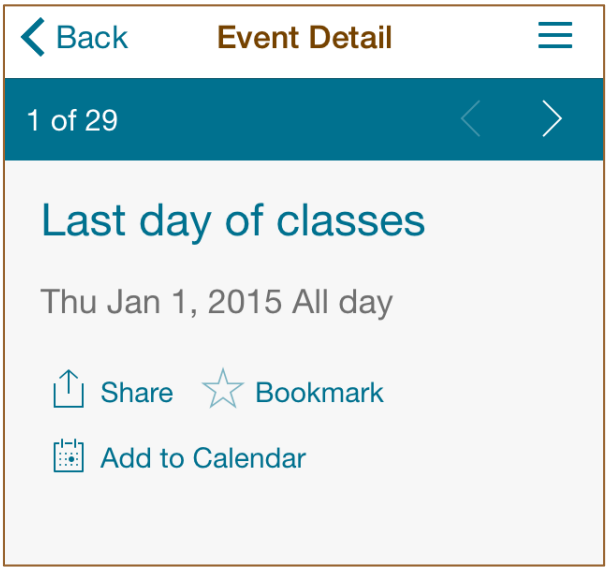
Events

Provides a list of the current year events.

Advanced search



In addition to the above features you can share, bookmark and add to your calendar any calendar date or event. See below.



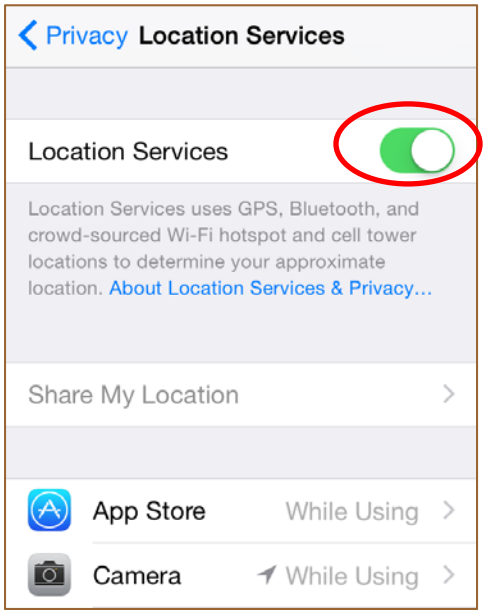
Maps

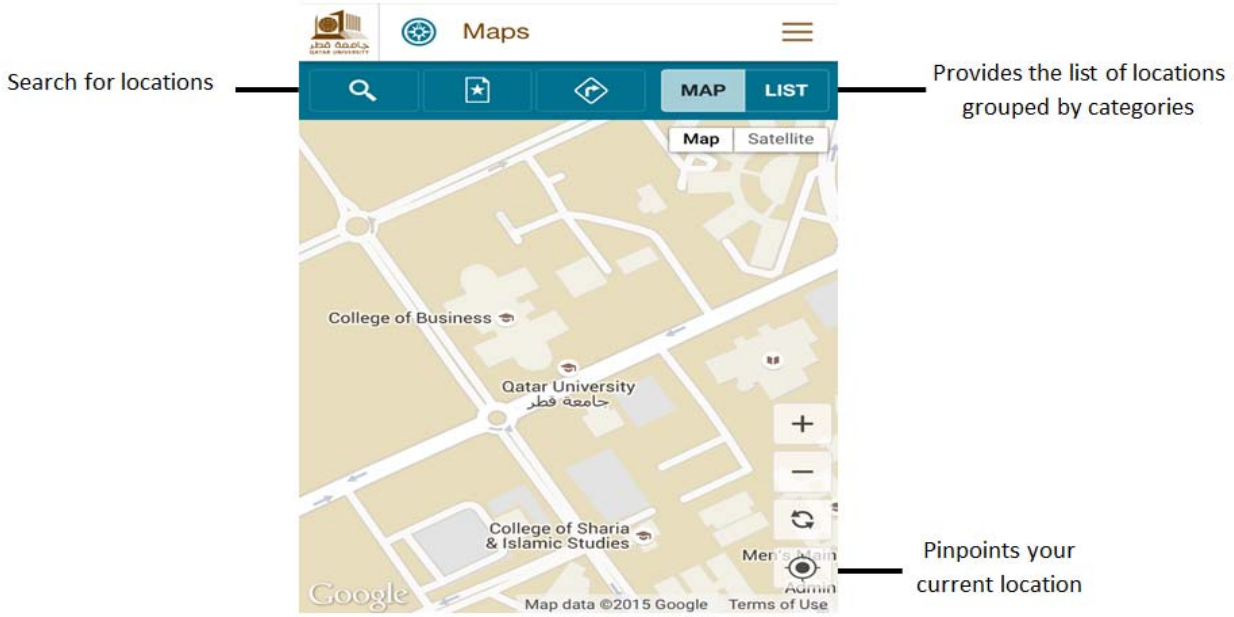
Maps allows you to search locations, pinpoints you location and more.

To get full benefit from Maps module, you need to turn on location services on your device.

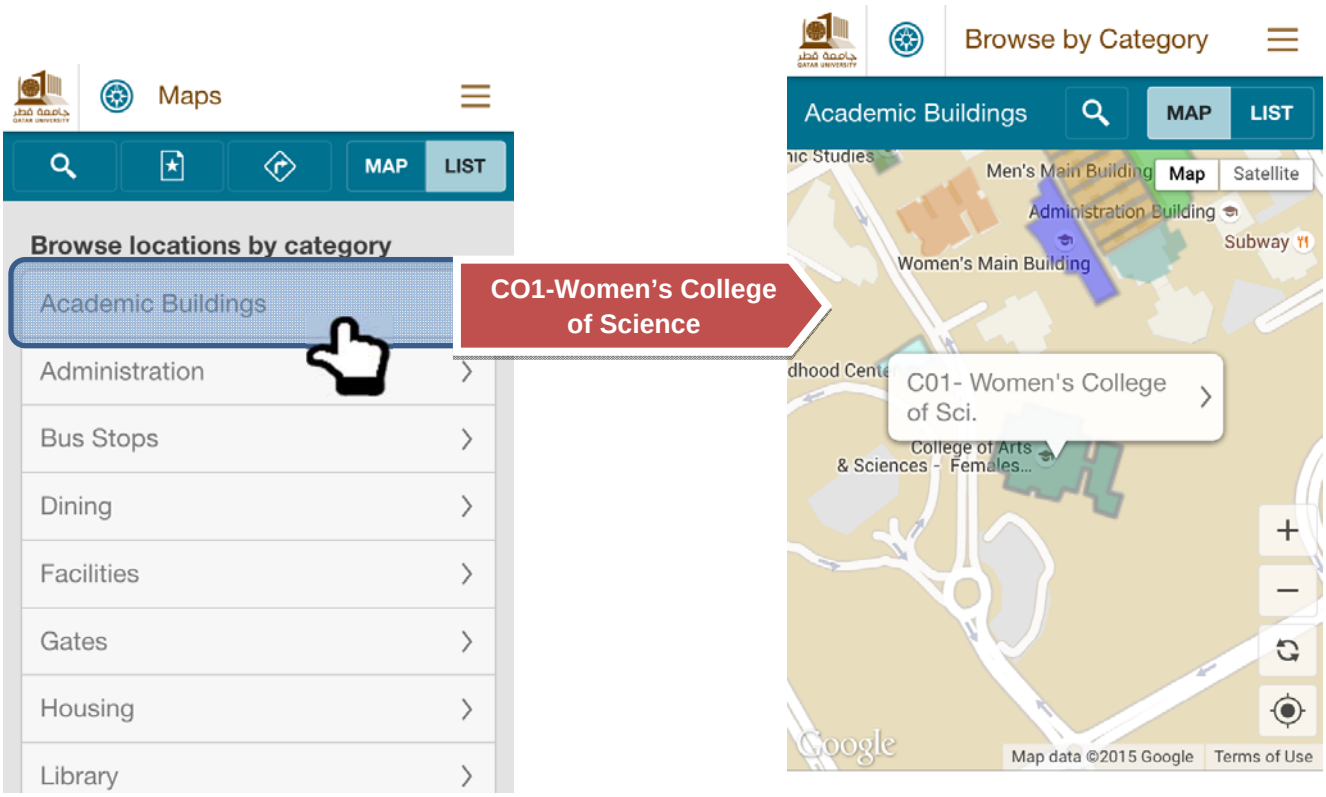
To turn on location services:

Settings > Privacy > Location Services



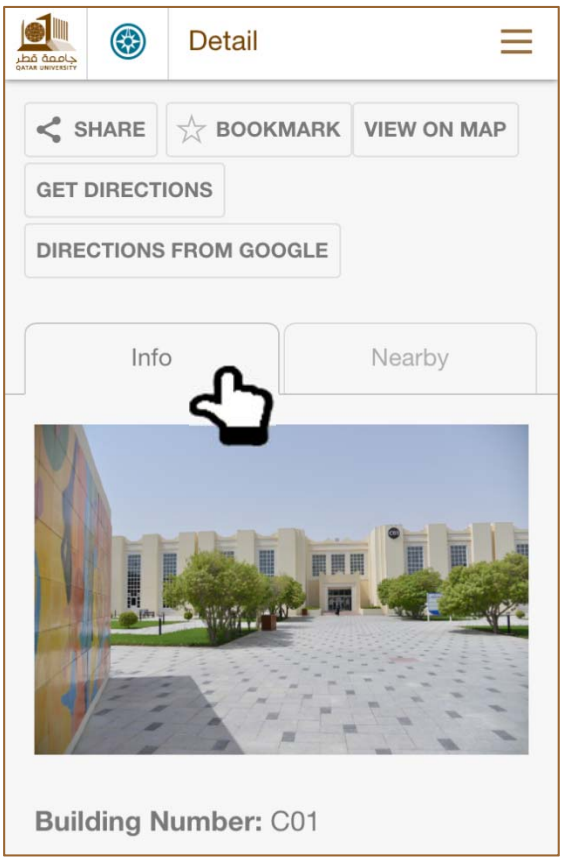


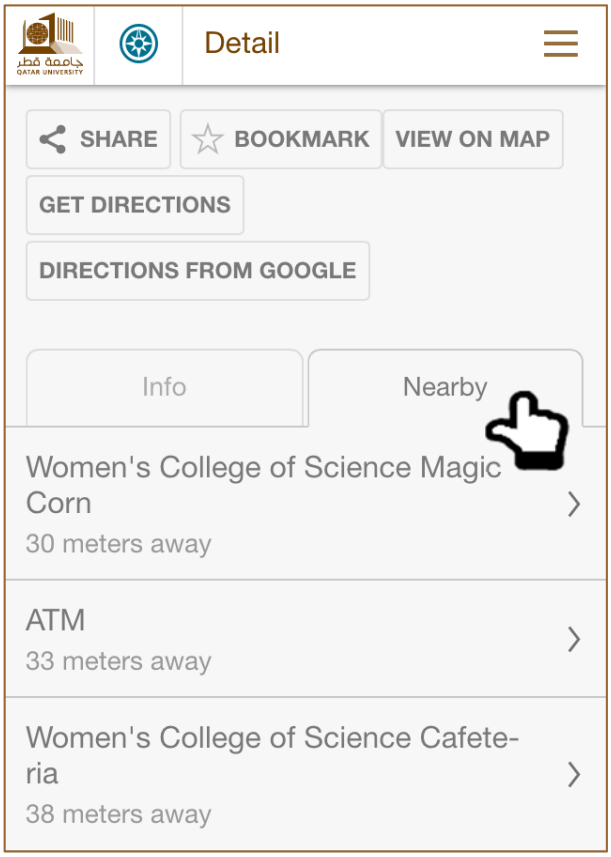
If you want to locate the Women's College of Science on the Map, you may select list>>Academic Buildings>>CO1-Women's College of Science. Alternatively you can use the search icon



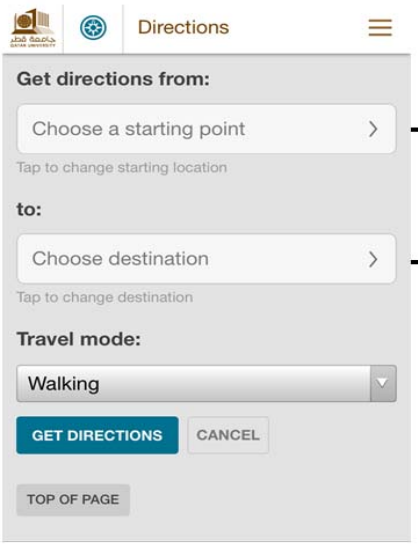
So now by clicking on the bubble that includes the name of the building, a few more information will be displayed:

- **Photo of the building**
- **Building no.**
- **Nearby facilities (dining areas, ATMs, ..etc)**





Directions

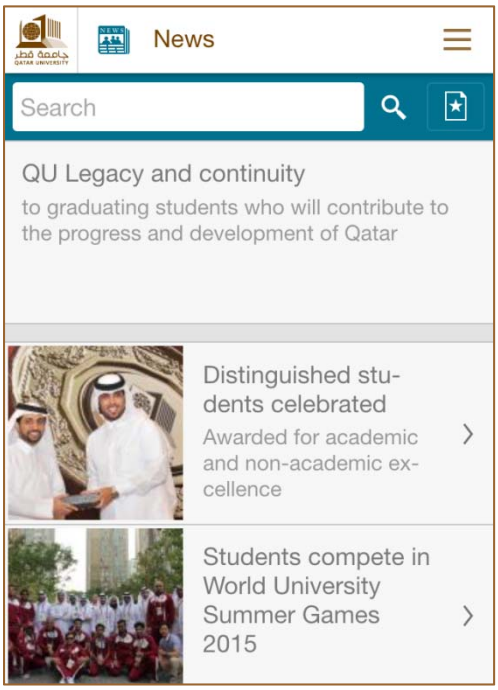


You can choose your current location, search for locations or browse locations by categories

You can choose your current location, search for locations or browse locations by categories

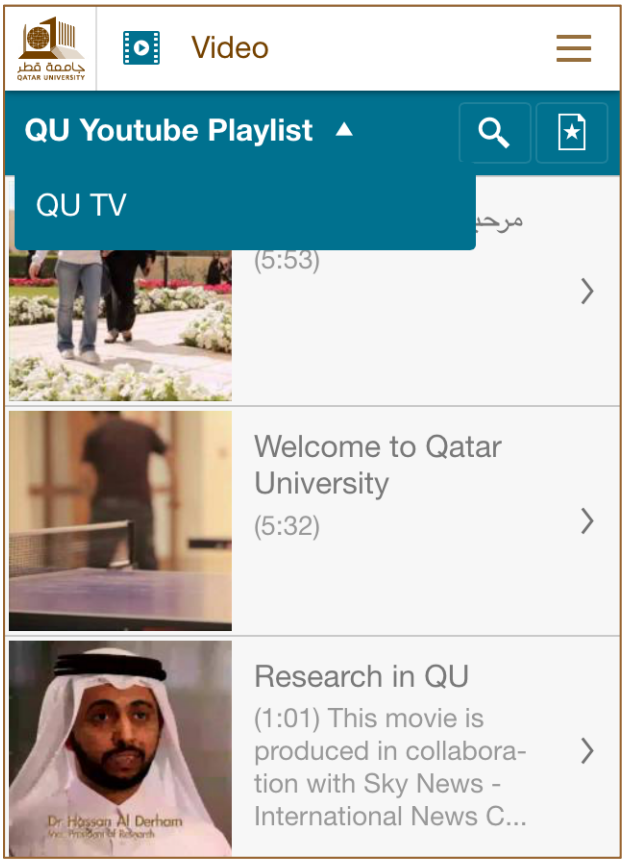
News

You can search university related news through QU mobile.



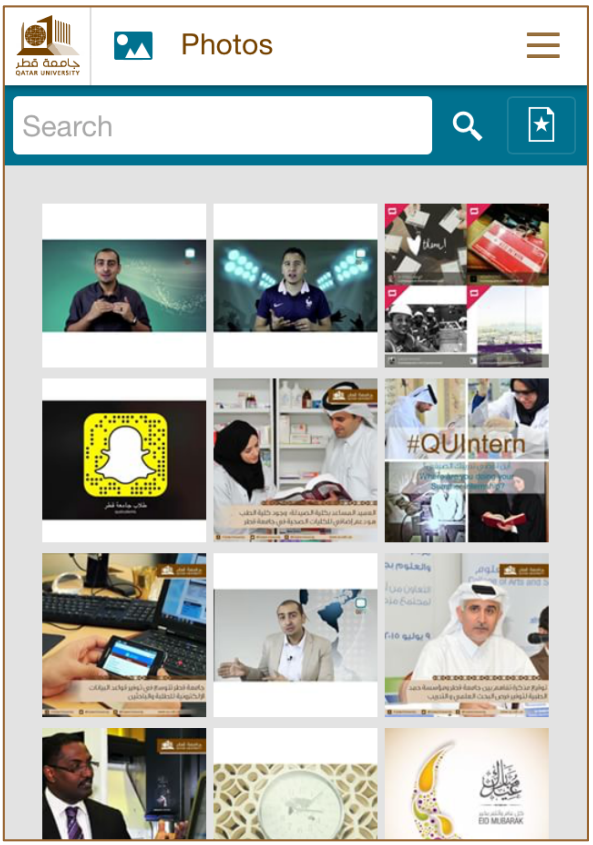
Video

You can view and search Qatar University videos through QU mobile. It worth mentioning that this is connected to YouTube and that you can view videos on QU TV as well.



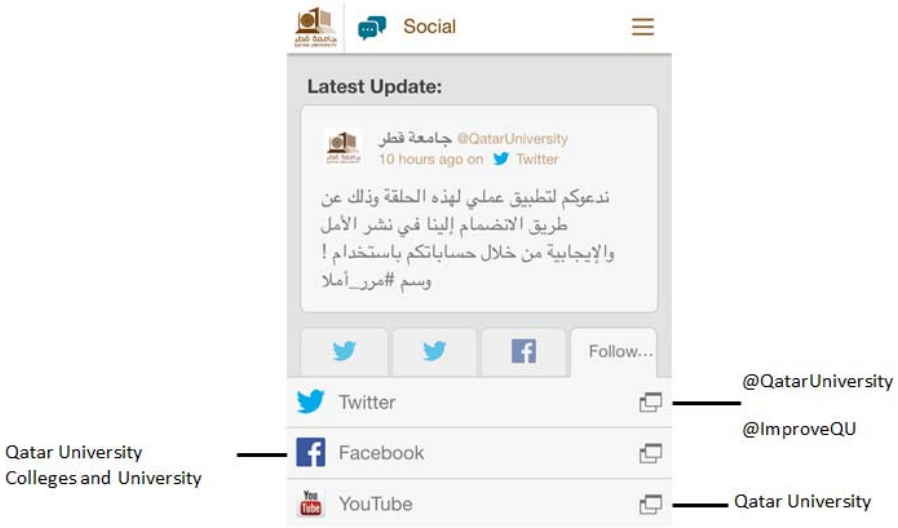
Photos

You can view and search Qatar University photos (events, ceremonies, accomplishments and more) through QU mobile. We note that Photos are linked to Instagram.



Social

You may join QU Facebook account, follow QU twitter accounts or subscribe to QU channel. You will in addition have the ability to view the latest updates from the different social media accounts.

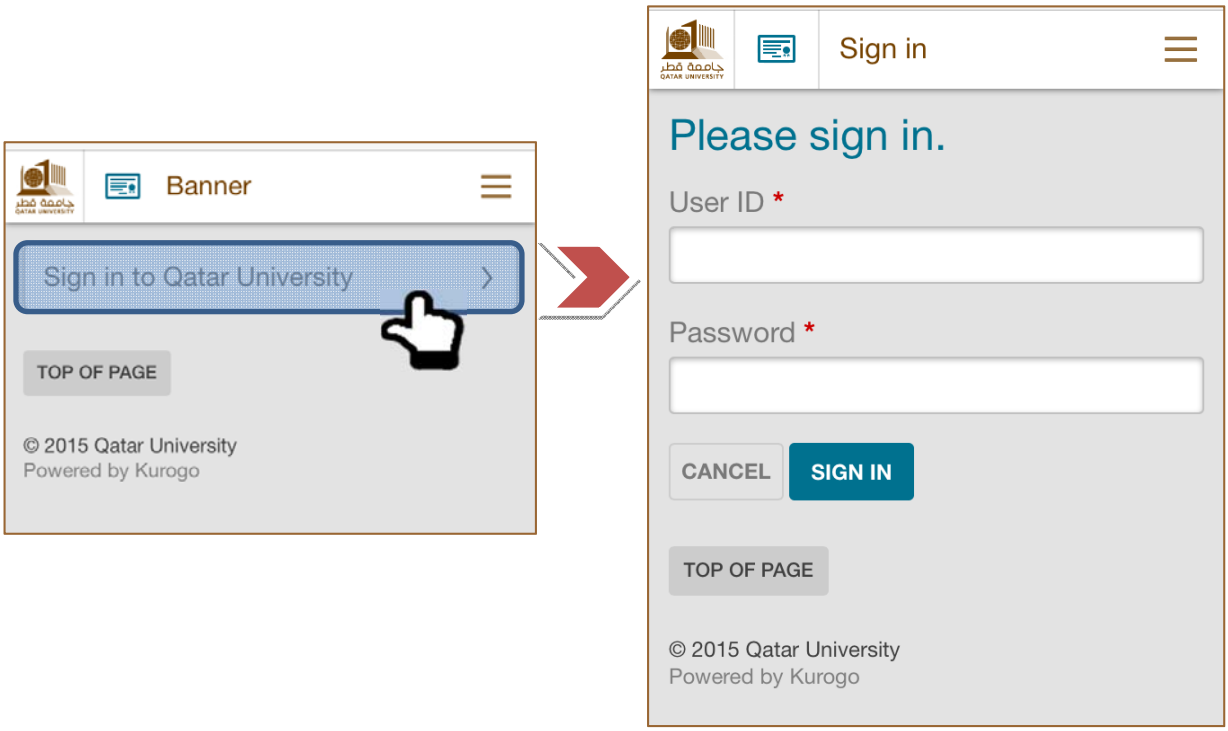


Once you open Social Module you will directly receive university related tweets (tweets are the primary service).

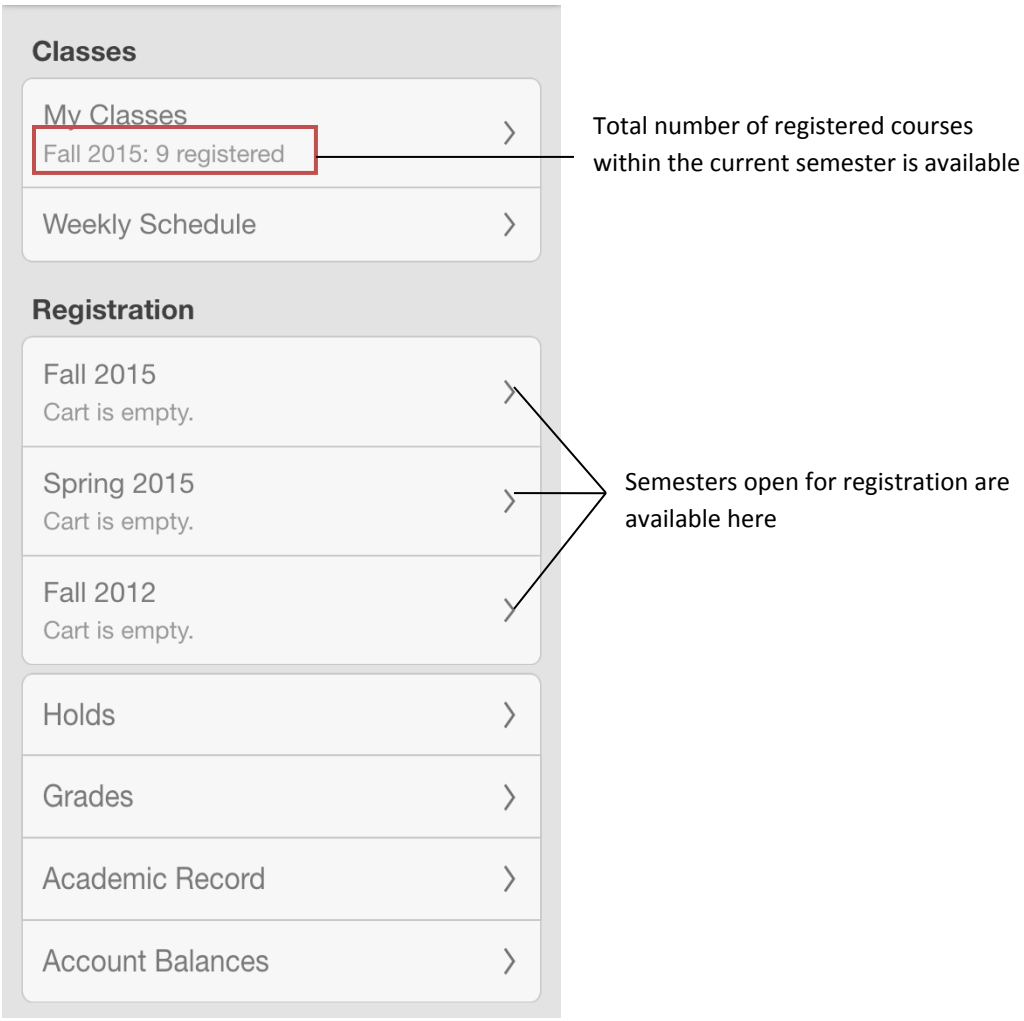
Banner (Students Only)

This is a feature assigned to students only. Banner is the official tool that is used by Qatar University students to add/drop courses, view their accounts balances, view their grades and transcripts and more.

In order to use this feature, a student has to log in with his/her QU username/password.



Once you are logged in, the following page can be viewed.



Classes

- **My classes**

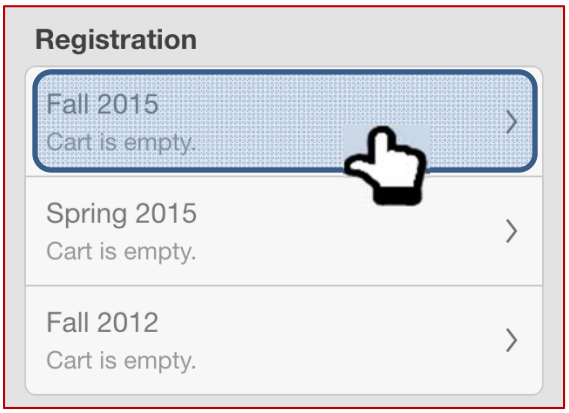
  You can view your registered course and their related information (class no, Instructor, credits, enrollments, capacity and schedule).

  We should mention that older courses can be displayed (only for the last ten semesters). Other courses can be displayed in Banner Self Service. The following screen shot shows how selection of term can be done.

- **Weekly schedule**
  You may view your weekly schedule.

Registration

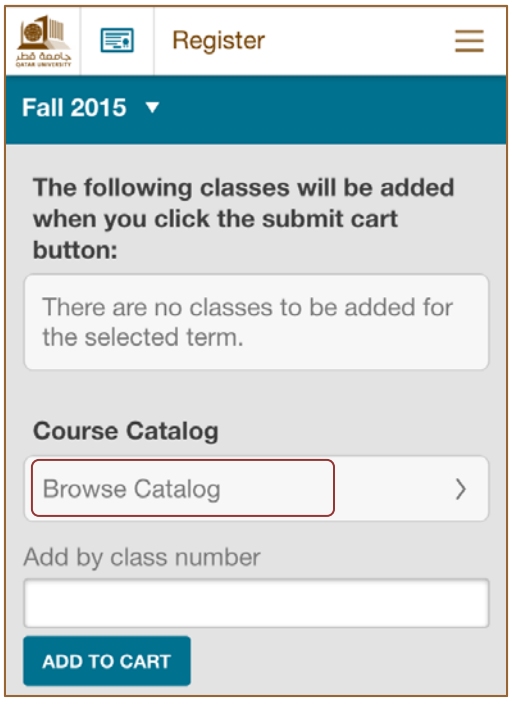
Semesters open for registration are (Fall 2015, Spring 2015 and Fall 2012).



Adding Classes

Let us refer to semester Fall 2015. Student has 9 courses registered in Fall 2015. Let us add a new course.

There are (3) options to add courses in to your cart. This will be clarified in the below section.

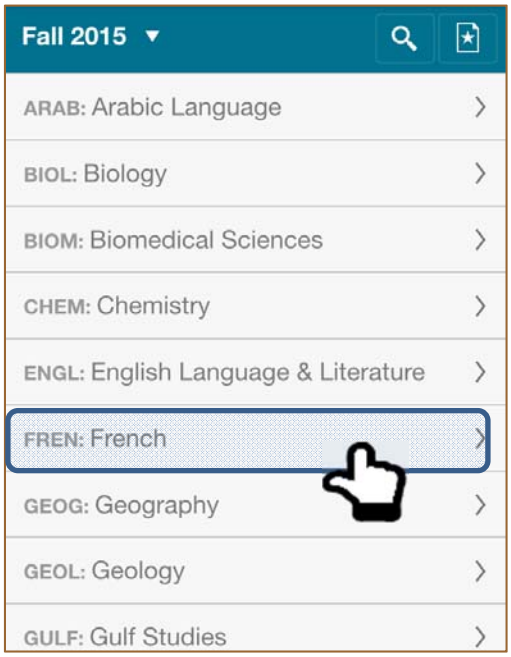


Option (1)

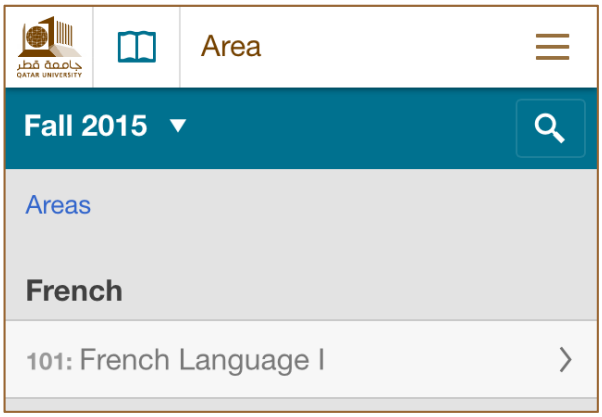
Option (2)

Option (1): Add via 'Course Catalog'

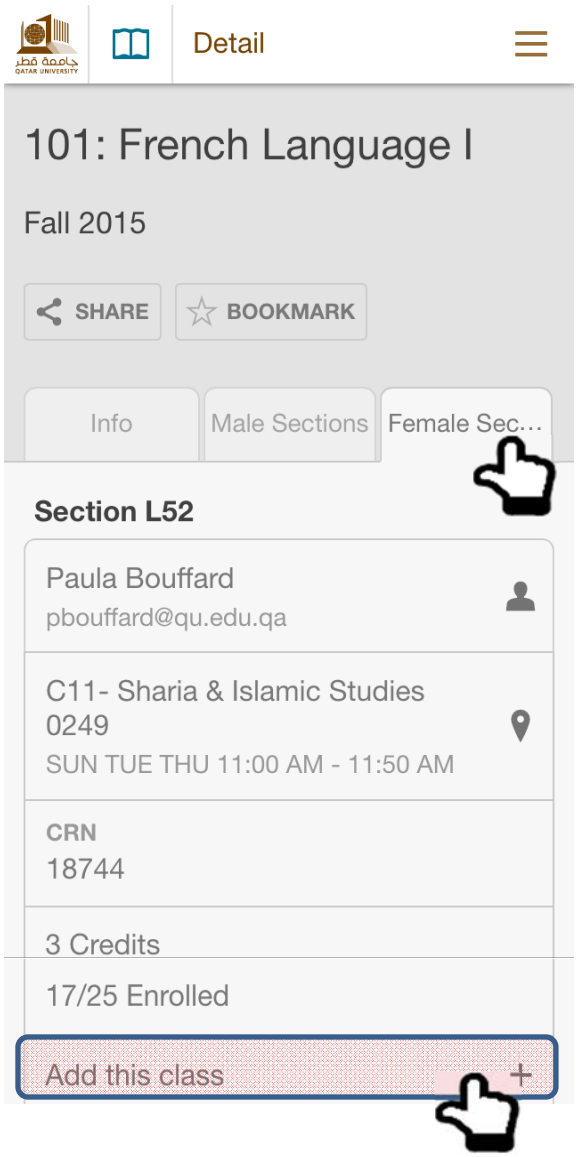
You can browse courses as below. Let us Select **FREN: French**



One course is available in French Area. (French Language I)

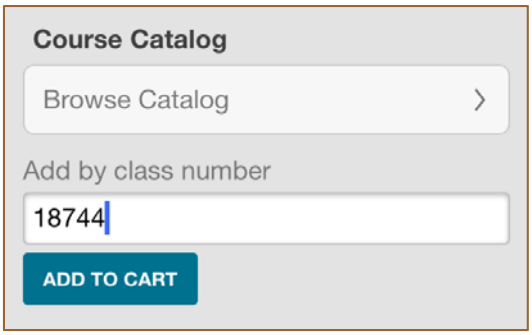


Once we click on '101: French Language I', you will have the required details. You can view the classes either in Male or Female sections. Let us select 'Female Sections'. One section is available under Female Sections (L52). At the end of the page we find 'Add this class'



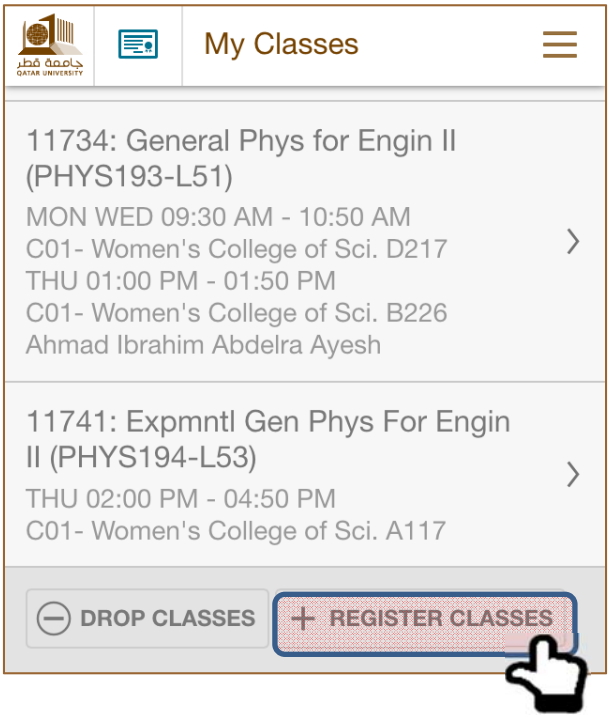
Option (2): Add by class number

For this option, you have to have the CRN for the required sections. Below we added the CRN for ‘French Language I’. After that you just click on **‘ADD TO CART’**



Option (3): My Classes

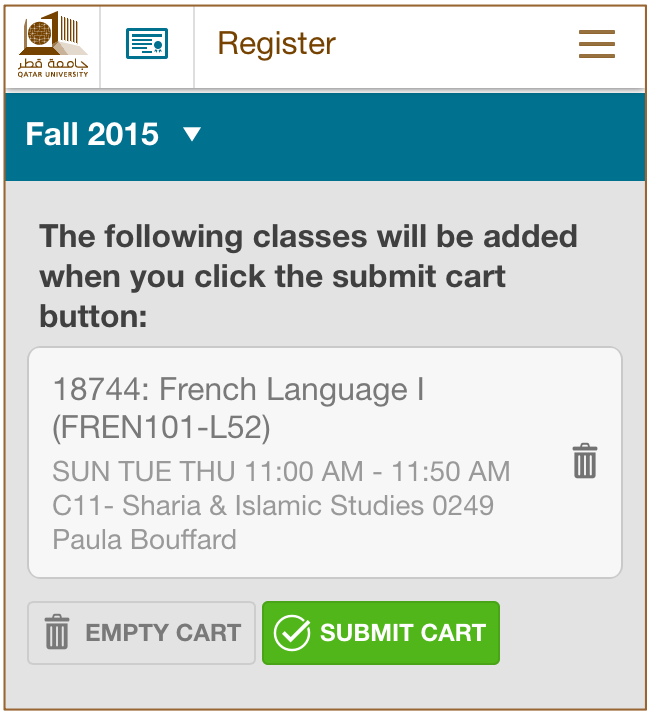
Go to Classes >> My Classes >> Scroll down to the end of the page >> REGISTER CLASSES



This will lead you to ‘Registration page’ and you go through either ‘Option (1)’ or ‘Option (2)’.

Once you add to Cart. The Course will be available as shown in the figure below. You can add multiple courses to your cart and you can empty your cart as well by clicking on **‘EMPTY CART’.**

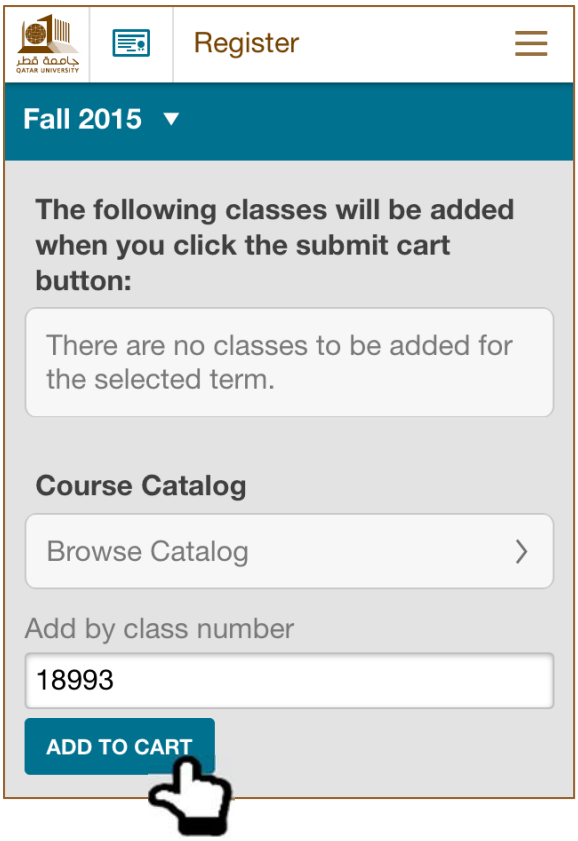
Please note that adding a course to your cart doesn’t mean that the course is registered. You have to click on ‘SUBMIT CART’ for the course to be added to your schedule.



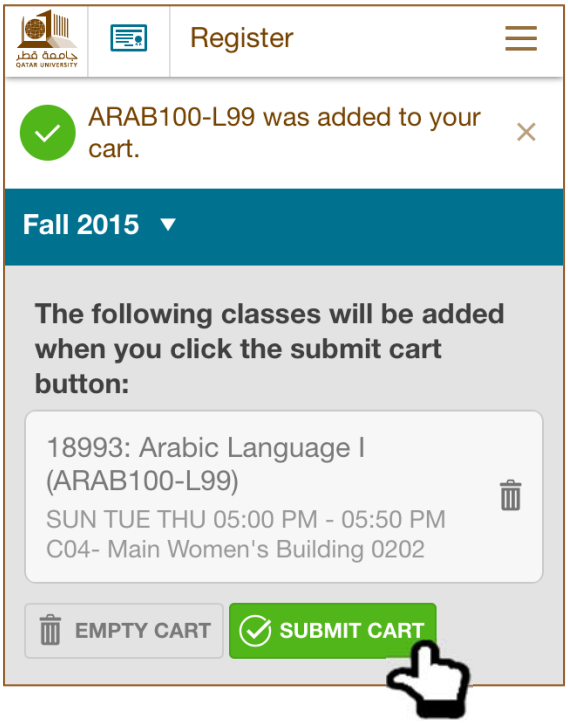
In the case a section is full; you can choose to add the class to a waiting list.

Let us add a class by its number (Option 2). CRN: 18993 is used for illustration.

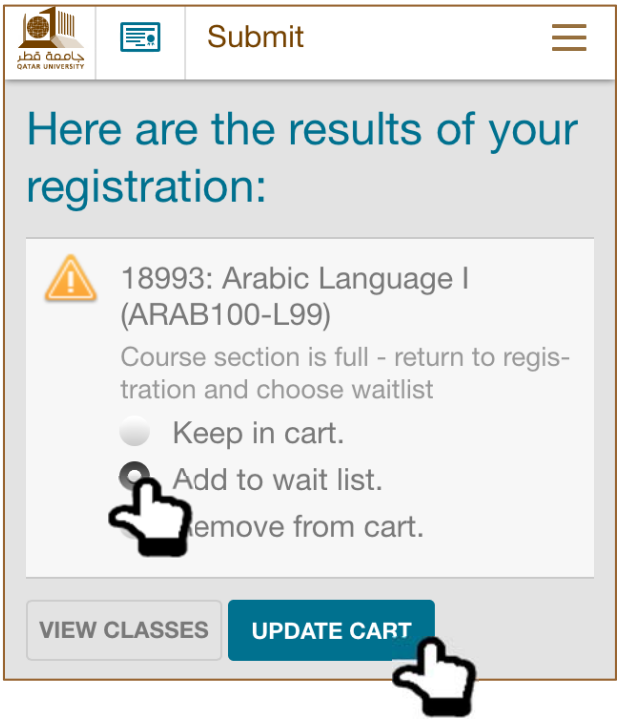
We first click ‘ADD TO CART’



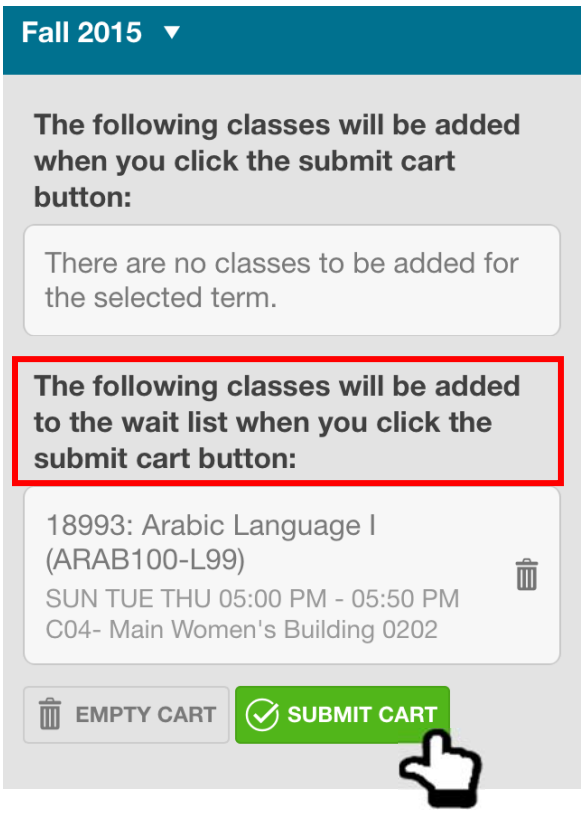
Now we Click ‘SUBMIT CART’



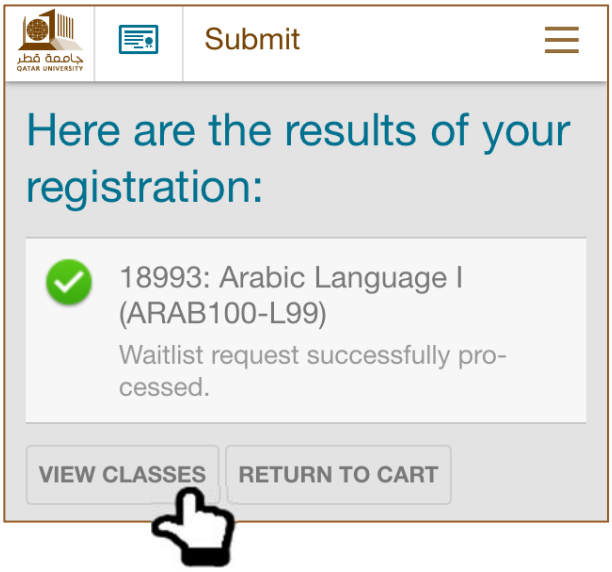
Since the section is full, you will receive the below message. Click on ‘Add to wait list’ and the ‘UPDATE CART’



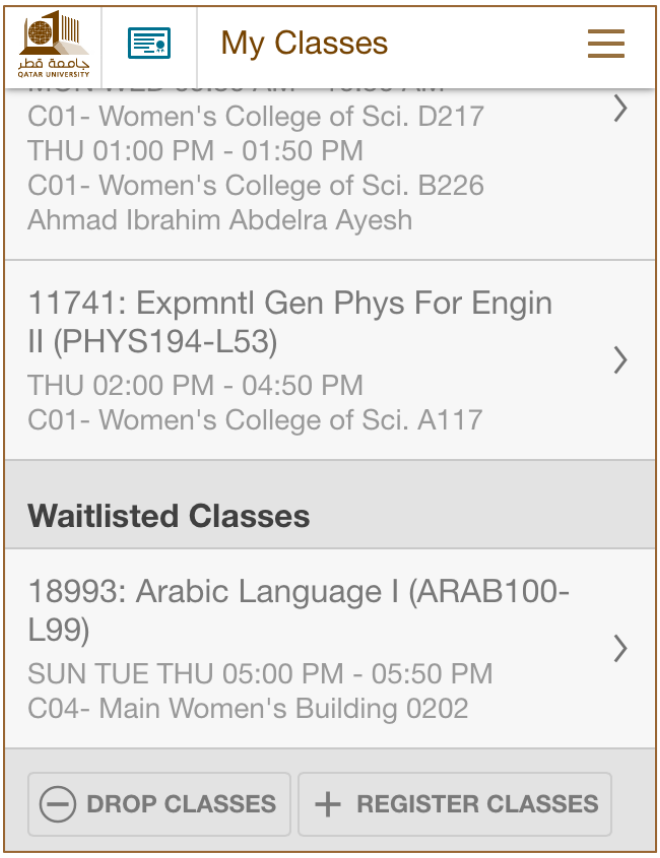
The wait listed classes are listed separately as shown below. Now we shall ‘SUMIT CART’ to view classes



The below confirmation message is received to acknowledge submission. Let us view the classes and see the results.



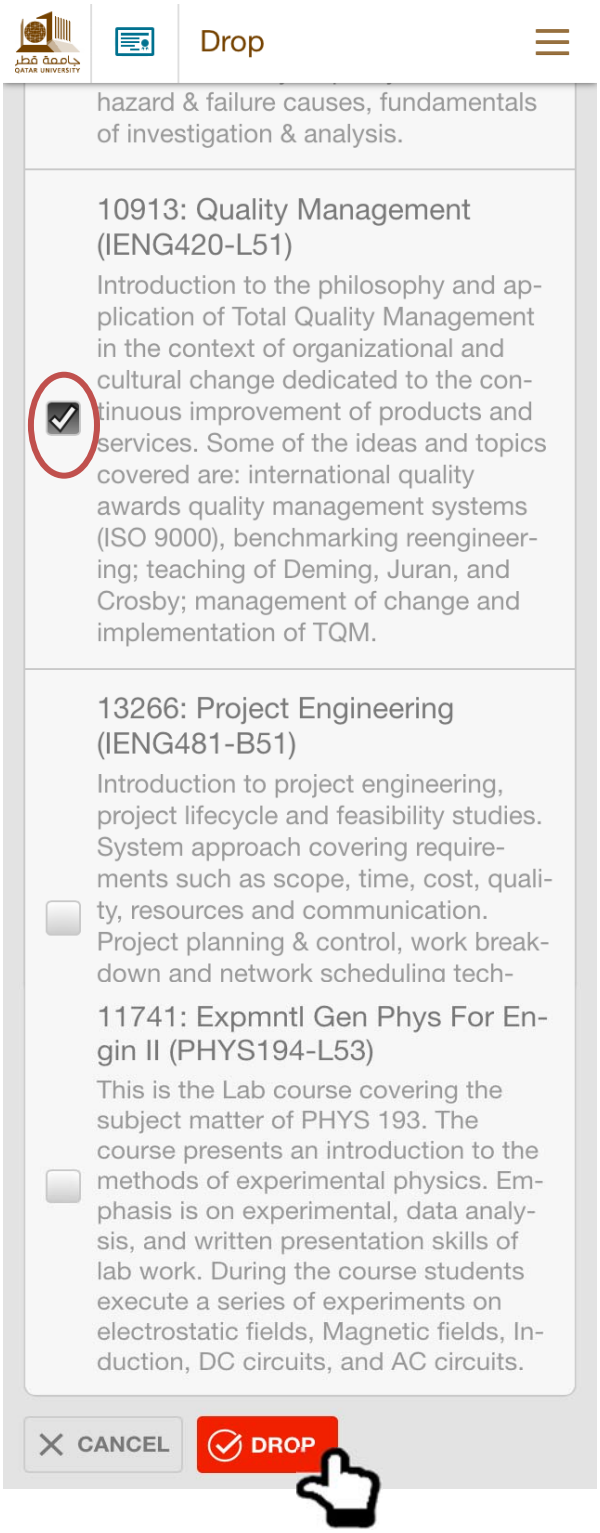
We see below that the wait listed classes are listed separately as shown below.



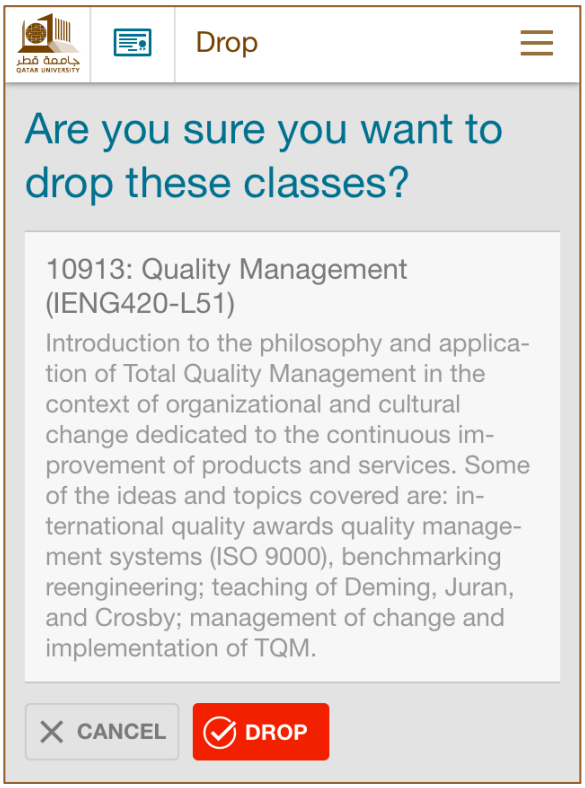
Dropping Classes

Go to Classes >> My Classes >> Scroll down to the end of the page >> DROP CLASSES

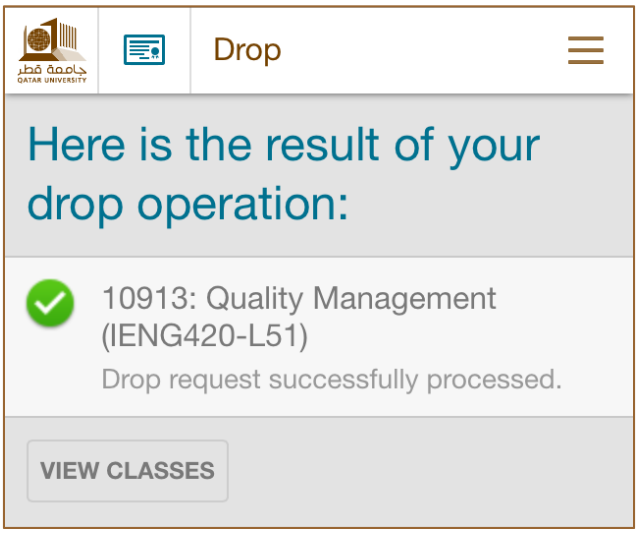
Check boxes will be available. Check the class you need to drop and scroll down to the end of the page



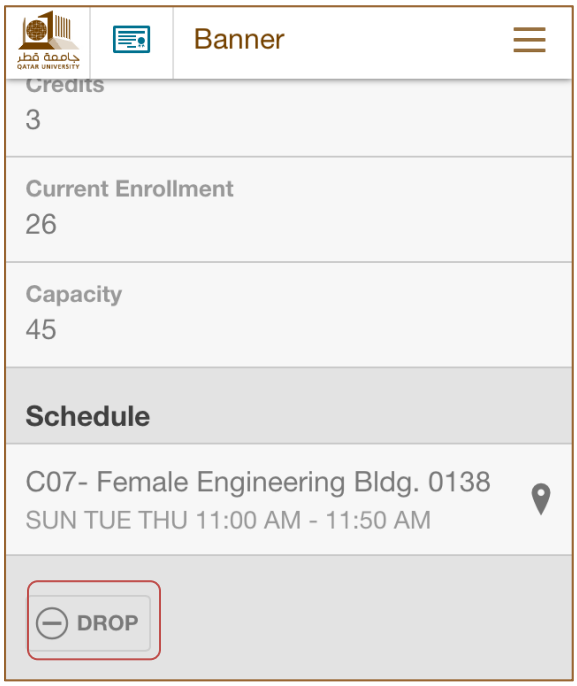
When you click on **'DROP'**, a confirmation message will appear to you.



By clicking on **'DROP'**, the following figure will be shown to you.



Alternatively, users can open a specific class and scroll down to the end of the page and click **'DROP'** as shown below.



We note that wait-listed classes are dropped in the same manner.

Student Records

- **Holds**
  Holds on students may be viewed if any.

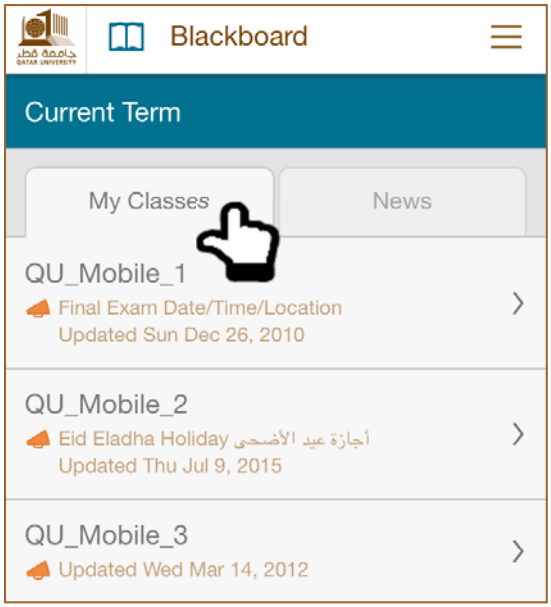
- **Academic Records**
  You may view details such as program, level, college, major, academic standing, GPA and others

- **Grades**
  You may view your term final grades once uploaded. You can check your grades for different terms by selecting on the required term. See below!

- **Account Balances**
  You may view your account balance, term summary and other transactions.

Blackboard (Students and Faculty Only)

Log in information are required to access this module.

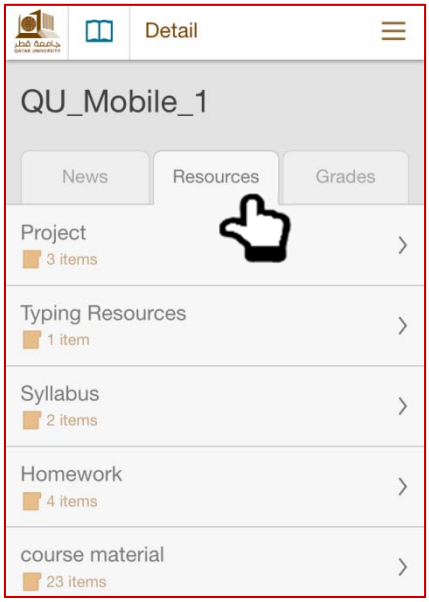


My Classes

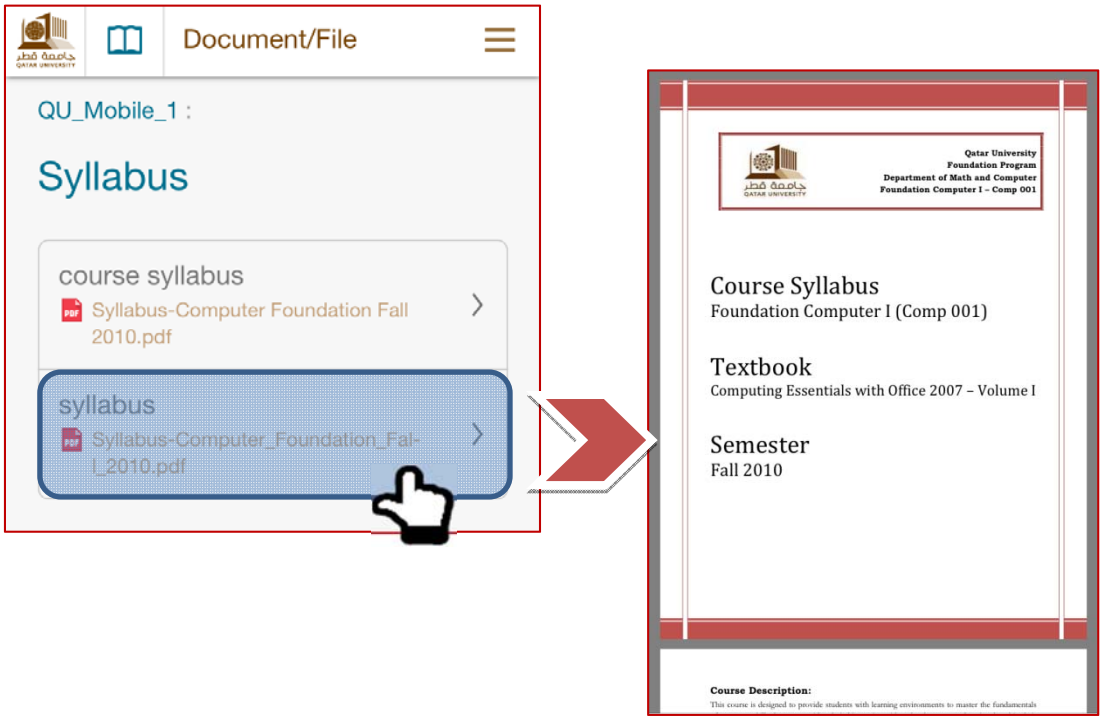
For each registered course, you will be able to view the course related:

- **Announcements**
- **Resources**

Course materials (projects, assignments, quizzes... etc.). You can view the number of items within each course resource. For example in the below figure we see that 2 items are included in the syllabus.



Now let us open item 2 in Syllabus. See the figures below.



- **Grades**

You can view detailed grading for exams, quizzes, homework and others.

News

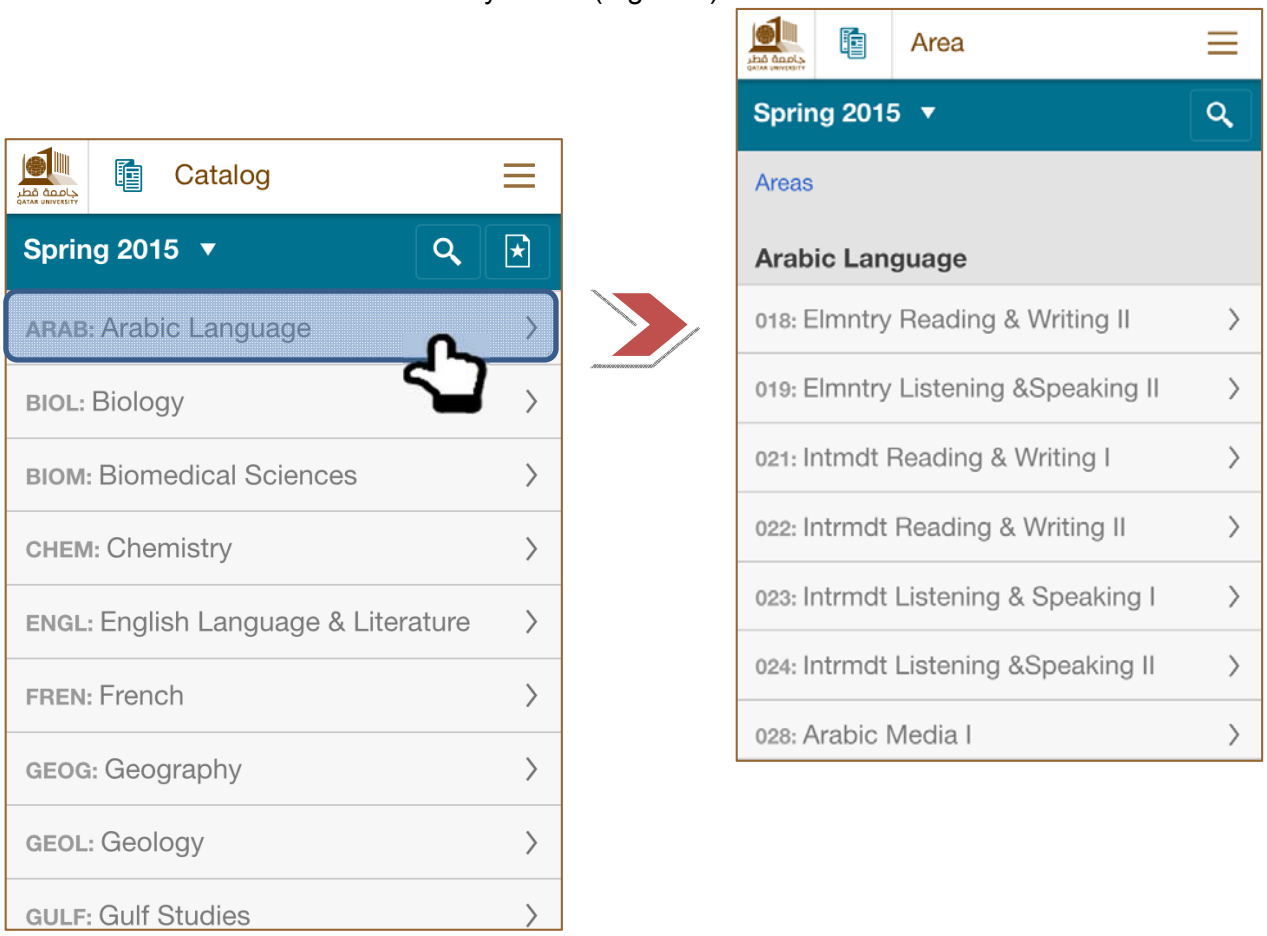
You may view announcements by course or by date.

Notes on Banner and Blackboard Modules

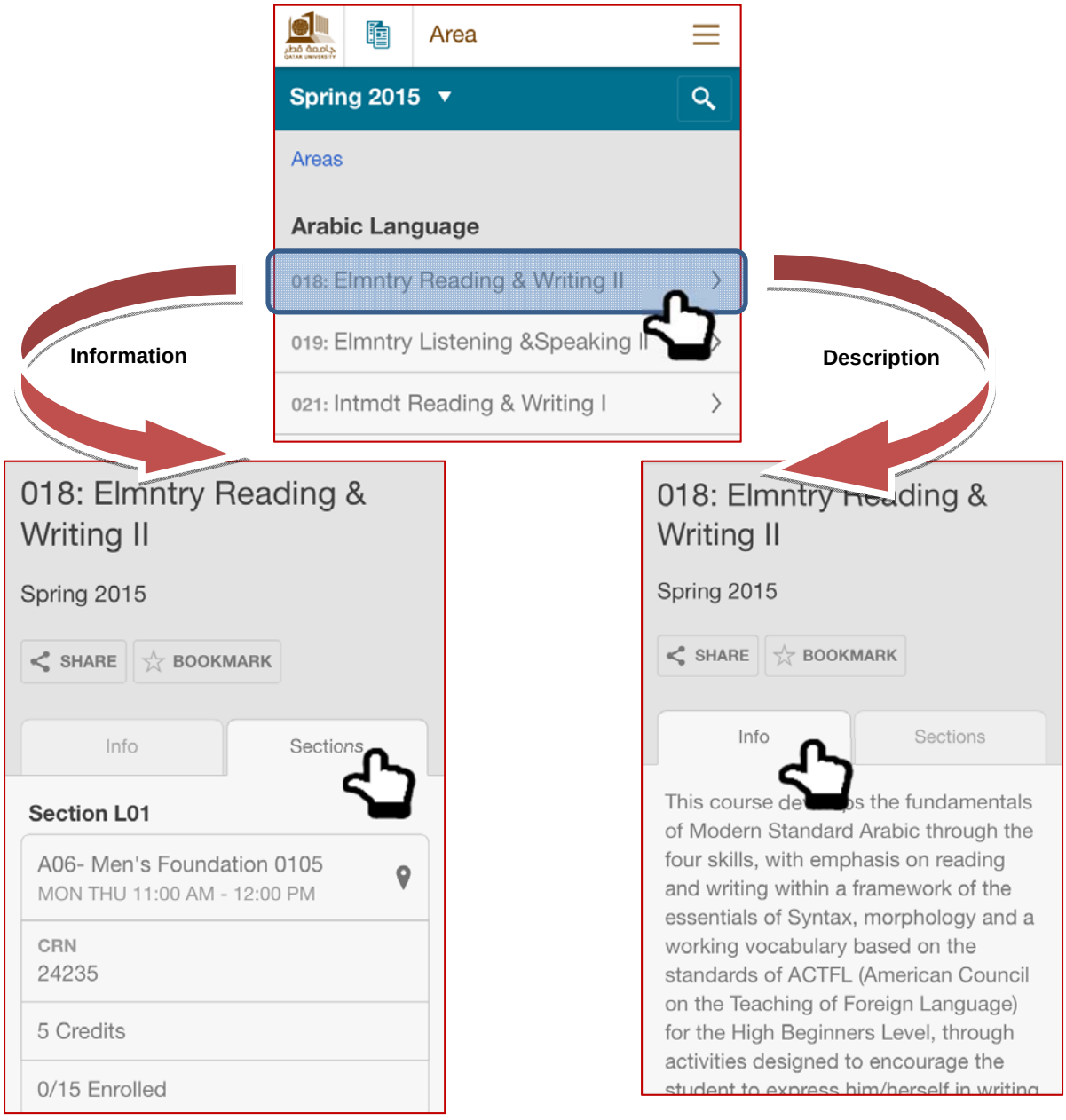
- Any change in Banner or Blackboard will take 1 min to be updated in the mobile app.
- Refreshing the app can be done by swiping down the finger.

Catalog (Students Only)

You will have the ability to check the courses offered under different majors and for different semsesters. Courses are identified by codes (e.g. 018).

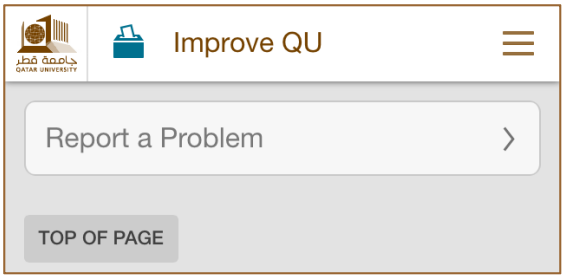


Not only that you will also have the ability to view course information, the offered sections, locations, credit hours, enrollments and more. See below for Elementary Reading and Writing II (018) in Arabic Language major.



Improve QU (Students and Staff/Faculty Only)

Using this feature, you will be able to report problems at campus.



In order for the assigned authorities to take actions, a full description is required. You may upload photos to clarify your description.

Describe the problem

Mandatory fields are the following:

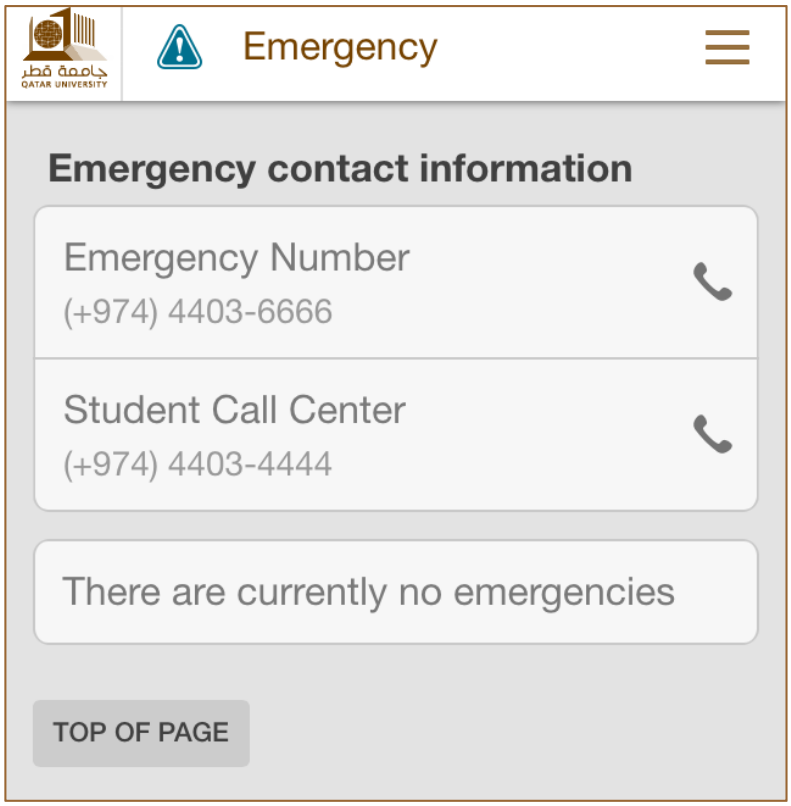
- **Campus**
- **Building Name**
- **Room Number**
- **Description of Problem**

Optional fields are the following:

- **Add a Photo**
- **Your Name**
- **Your Phone Number**
- **Your E-mail Address (in order to get contacted by the department)**

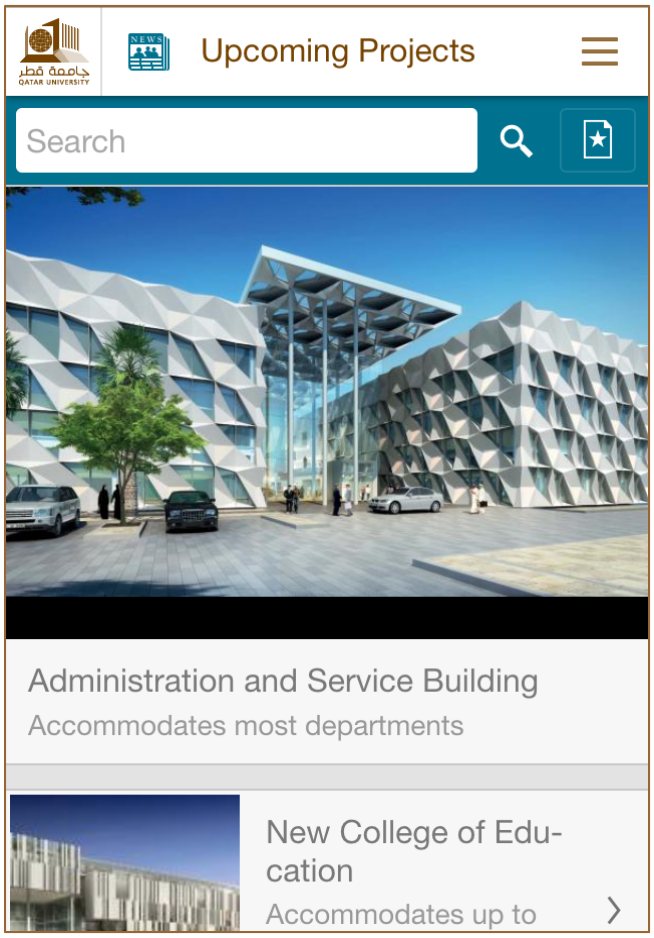
Emergency

Emergency module will assist you in dialing the emergency number or the student call center number in the case of emergency.



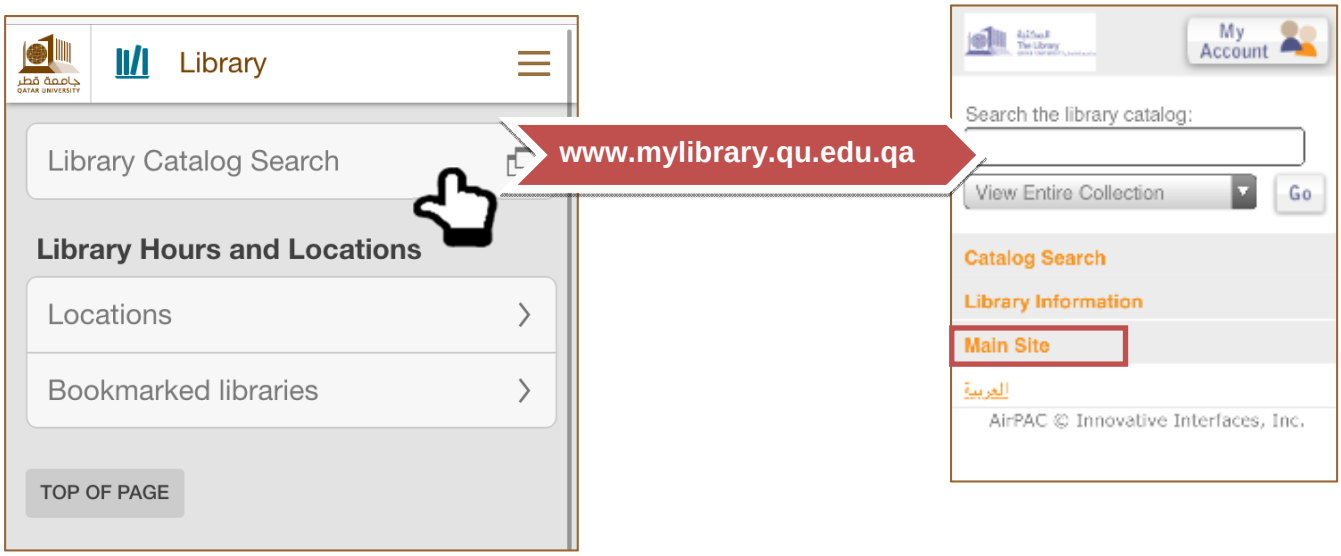
Upcoming Projects

Upcoming projects provide a list of QU initiated projects.



Library

The library feature will assist you in searching and downloading books and articles from international journals.

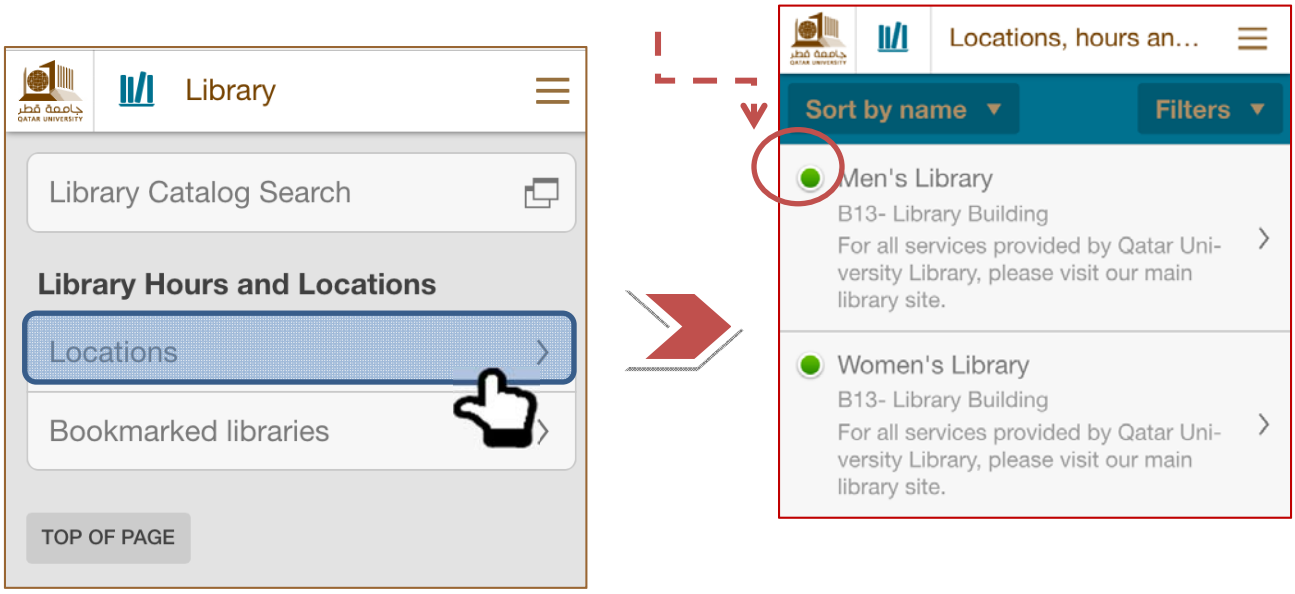


Library Hours and Locations

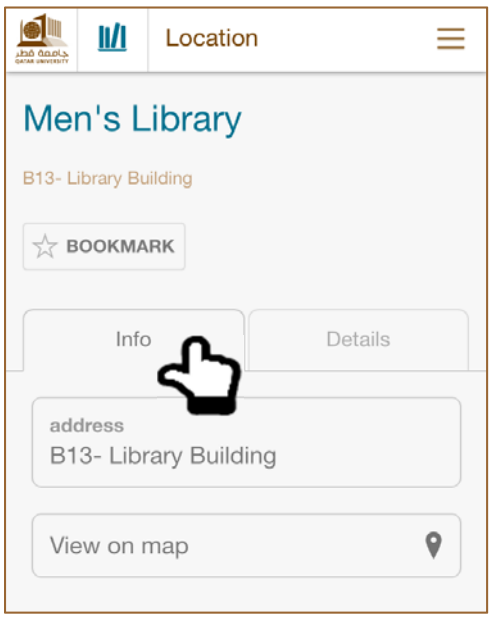
➢ Locations

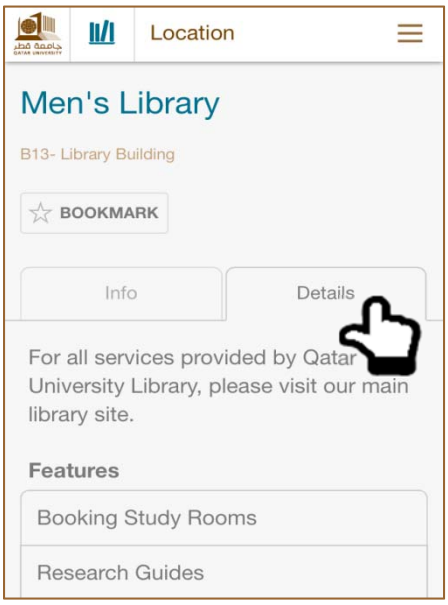
In locations you can view information and locations of libraries at campus. (Male and Female). In the figure below we note that the presence of a green dot means a library is open. If not open, the dot color will turn to grey !

OPENED



By clicking on any of the libraries, you can view location on map by clicking on **Info**. Also you can view details such as what services are provided in the library by clicking on **Details.**



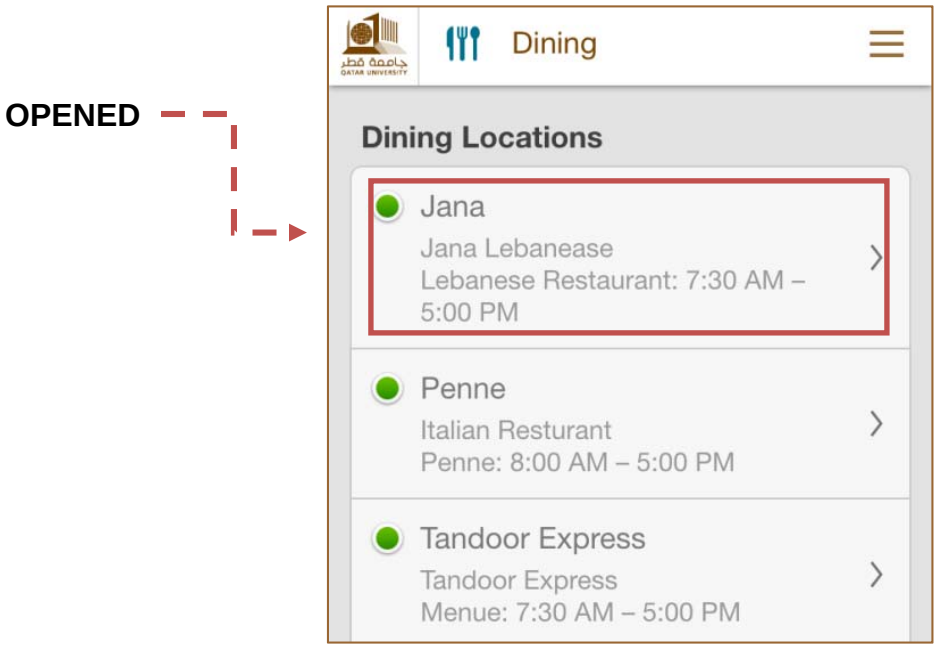


Note: For all official university holidays the library will send broadcast to inform the students/faculty about the operating hours.

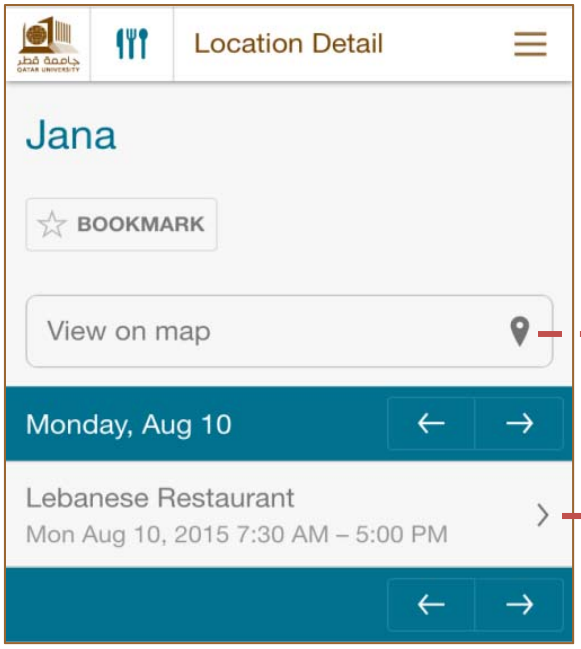
But for the regular working days during the semester the timing is fixed.

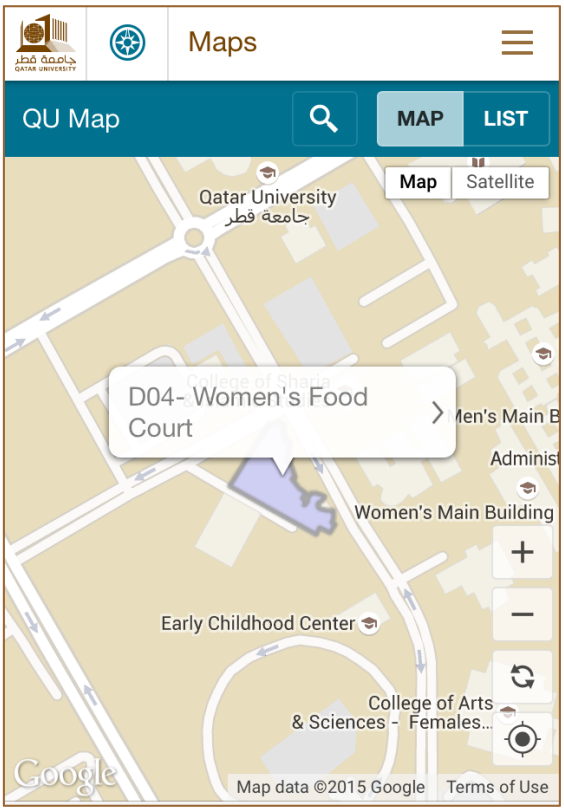
Dining

You will have the list of Cafeterias and dining area at campus. When you choose your preferred destination, you can view information like working hours and the destination location. It is worthy to mention that a **green** dot means a restaurant is opened. If not the dot will turn to **gray!**



Below is a representation of how to view the location on the map and the menu list in Jana Lebanese Restaurant…


Location Detail
Jana
BOOKMARK
View on map
Monday, Aug 10
Lebanese Restaurant
Mon Aug 10, 2015 7:30 AM – 5:00 PM

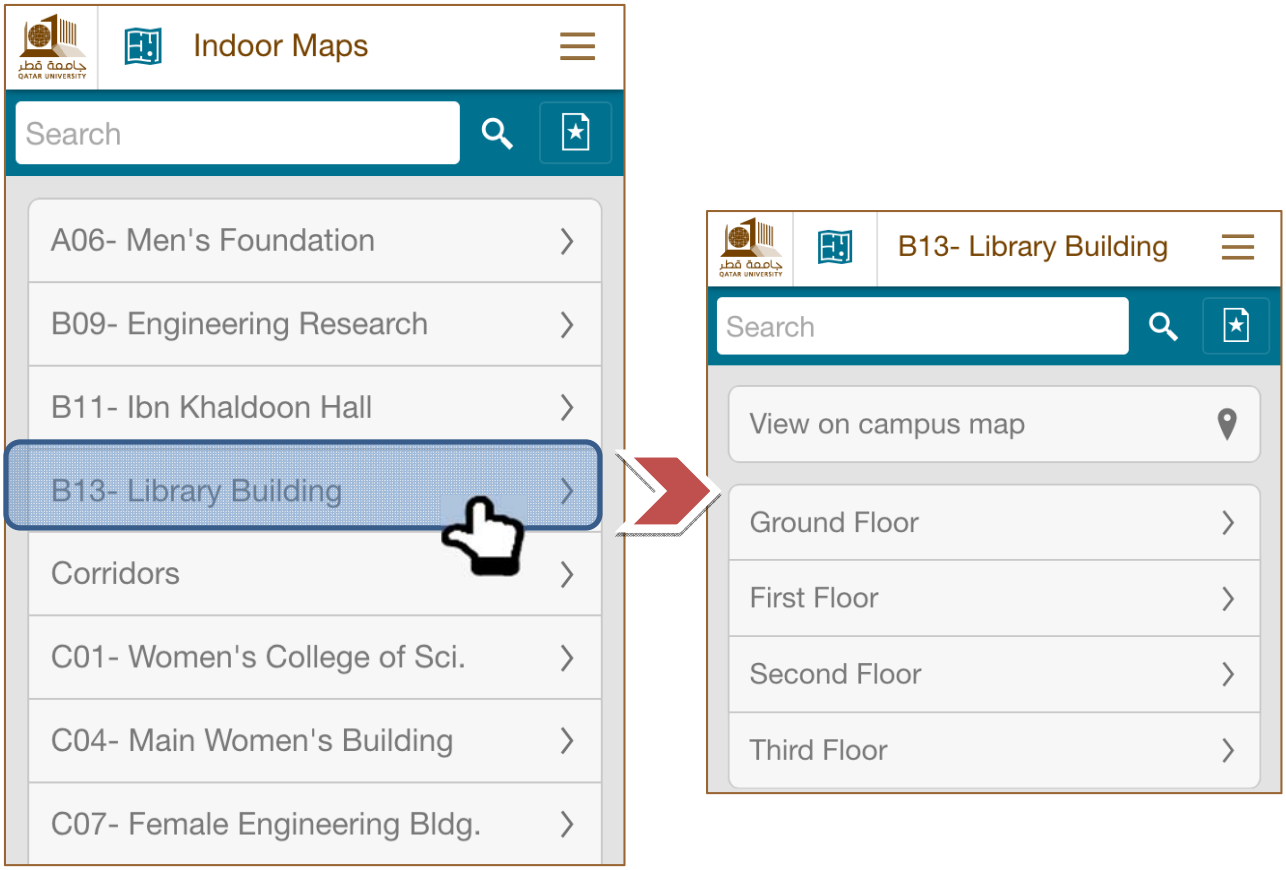

Maps
QU Map
MAP
LIST
Map
Satellite
Qatar University
جامعة قطر
D04- Women's Food Court
Women's Main Building
Early Childhood Center
College of Arts & Sciences - Females...
Google
Map data ©2015 Google
Terms of Use

Meal Detail
Lebanese Restaurant
Wed Aug 12, 2015 7:30 AM – 5:00 PM
SHARE
Description
Mixed Grill (250G, QR22)
Shishk tawook, kofta kebab and kofta chicken, French fries, mixed vegetables and Arabic bread
Seafood
Fish Tawook (200G, QR20)
Fish fillet marinated in yogurt, tomato paste, garlic, lemon juice and Arabic spices – grilled in a charcoal oven

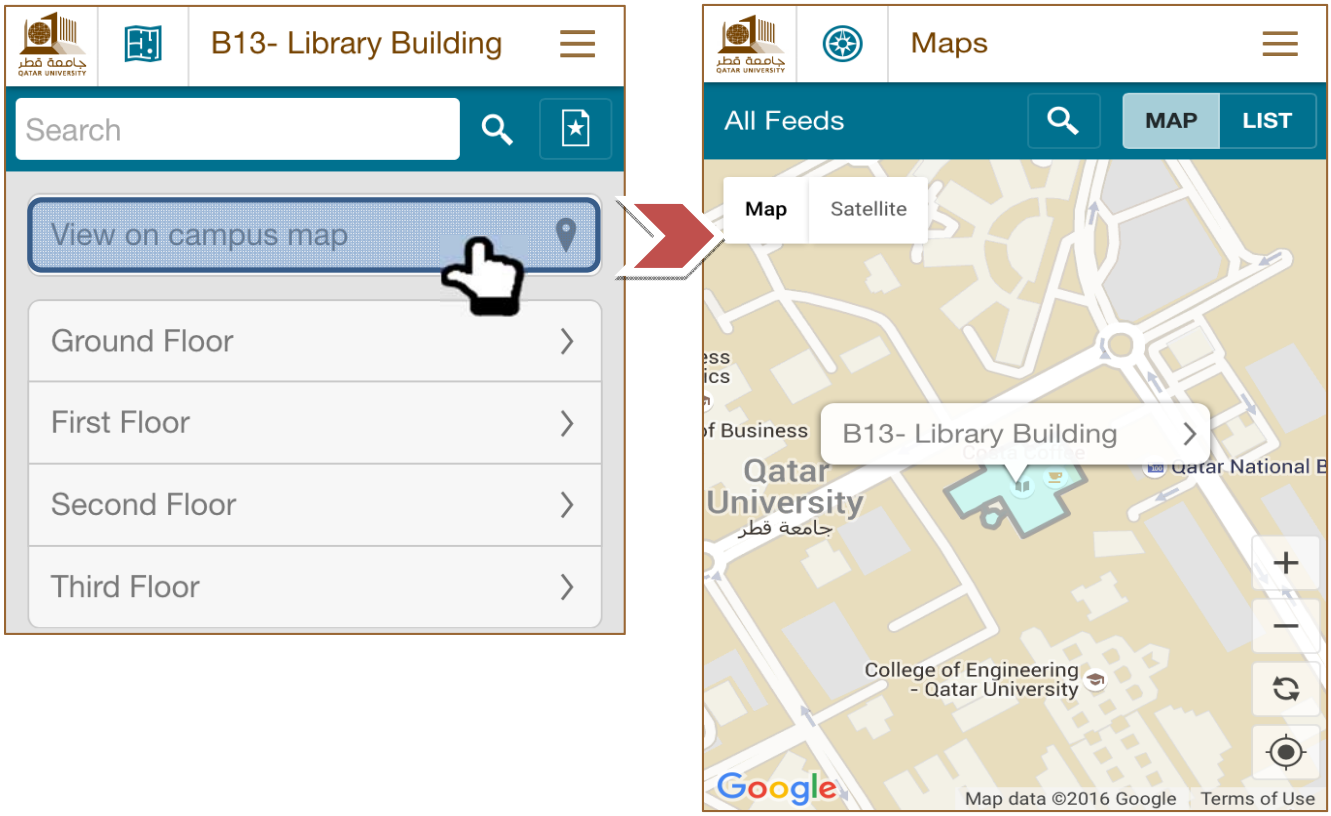
Indoor Maps

Indoor maps are available on QU mobile. Students are able to navigate virtually through various buildings indoor maps. This makes it easier for students to reach their points of interest in less time. Once you click on Indoor Maps icon on your mobile, you will have the list of buildings for which you can view the floor plans and their layouts that have different points marked with illustrative icons (classrooms, restrooms, photocopying services, i.e).

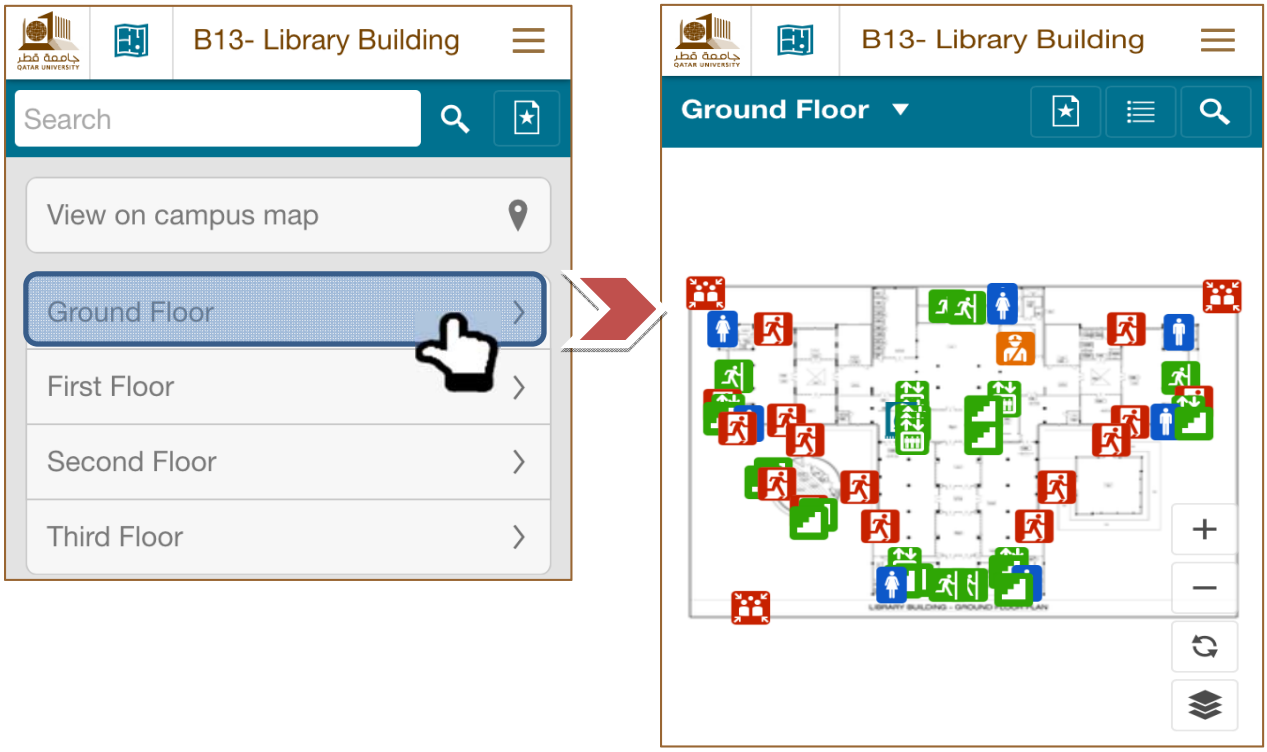
Let us view the indoor maps available in the library building (B13). The figures below show that library building has three floors + Ground floor.



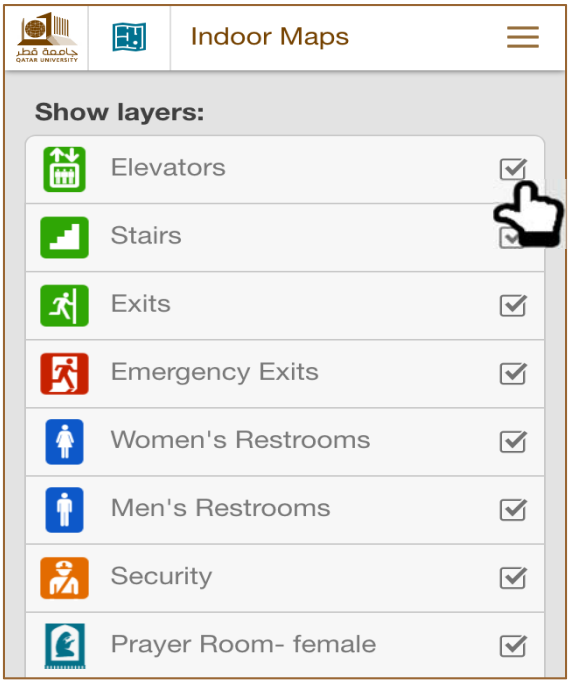
You can view the building on QU map as below.



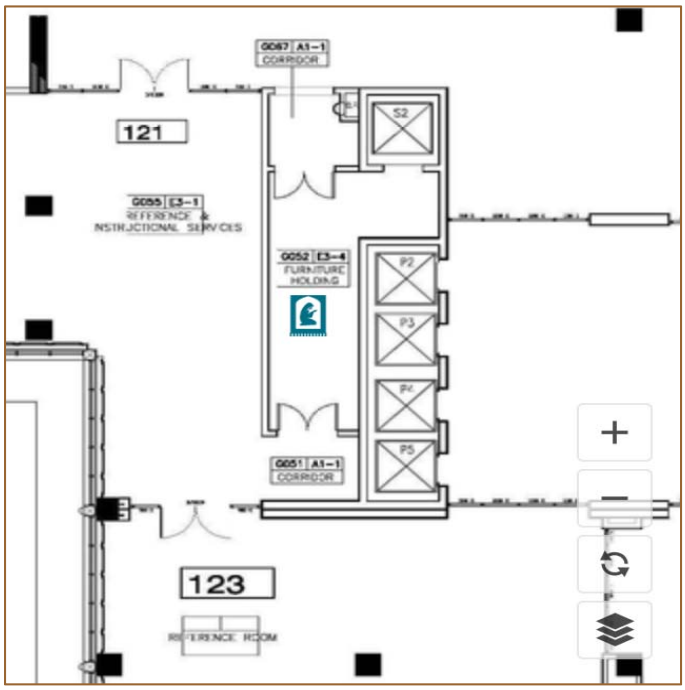
Let us now view the Ground floor layout of the library building. We can see from the figures below that the points of interest are characterized by a representative icon.



You can resize the floor plan by clicking on (+) or (-). Be aware that increasing the size of the plan will not impact the quality of the photo. By clicking on the following icon , you will be able to show only your points of interest on the plan. You can do so by unchecking the unneeded points.

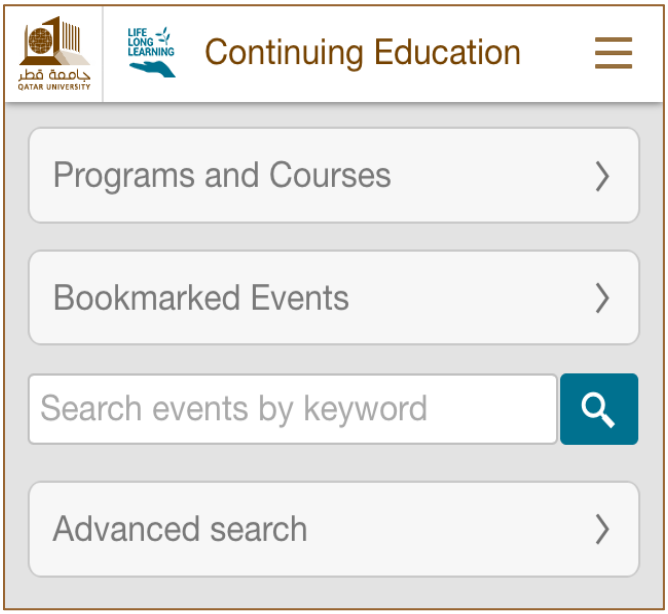


For example we would like to show only Prayer Room for female. Then we uncheck all other points and the result on the plan will be the following.

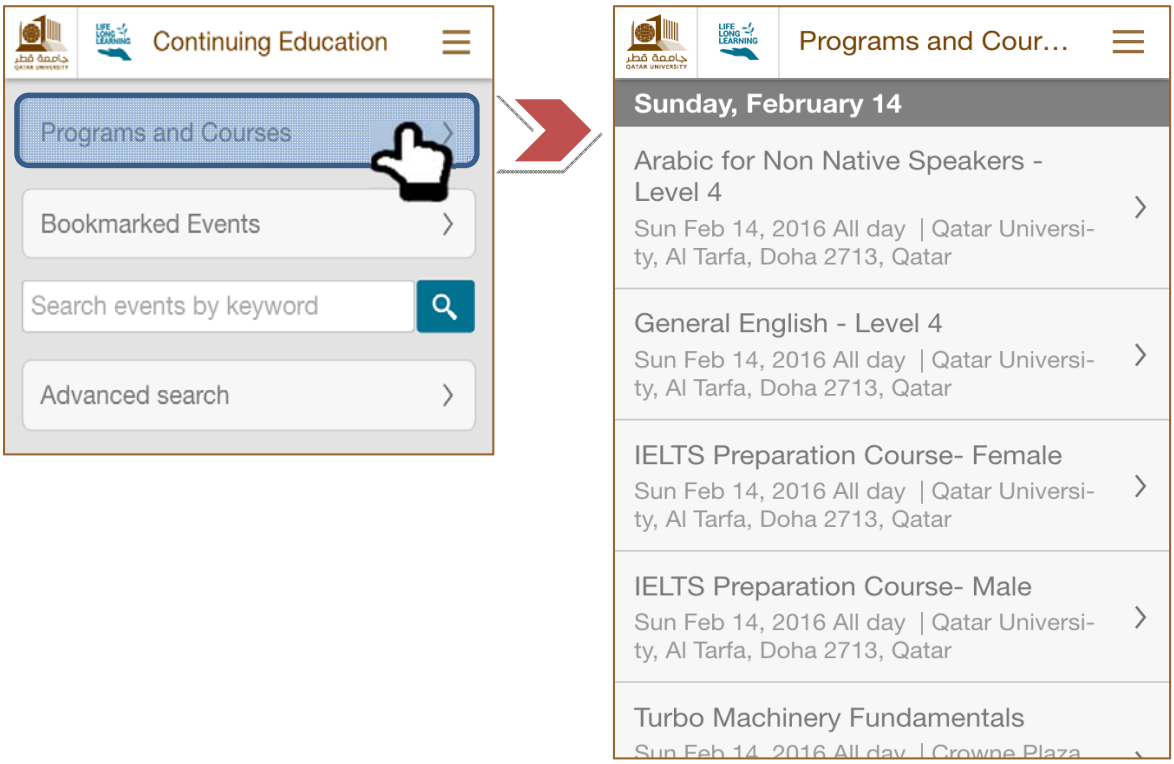


Continuing Education

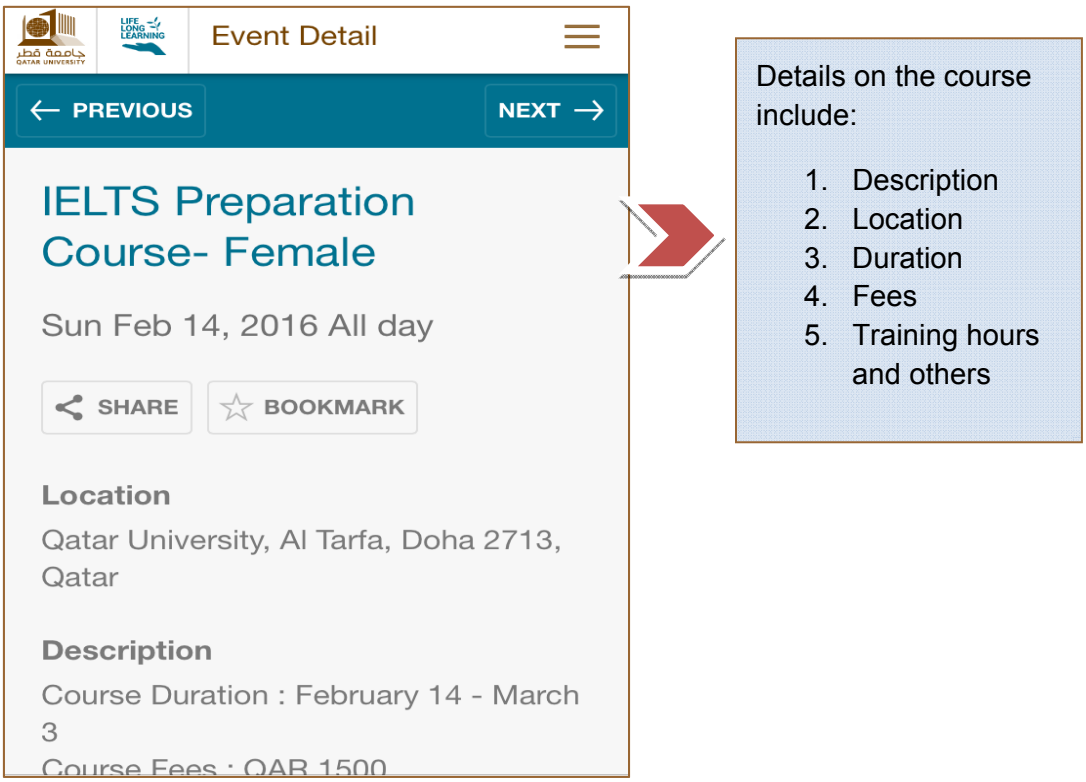
Continuing education module will allow users to view the available courses that are offered by the continuing education section at Qatar University. If you click on the icon, the following page will be available to you.



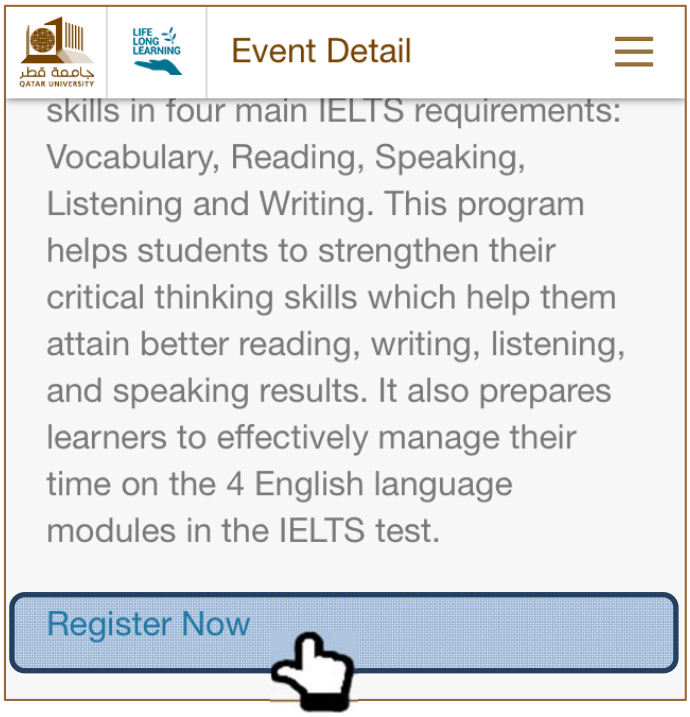
When you click on programs and courses, the list of available courses will be displayed.



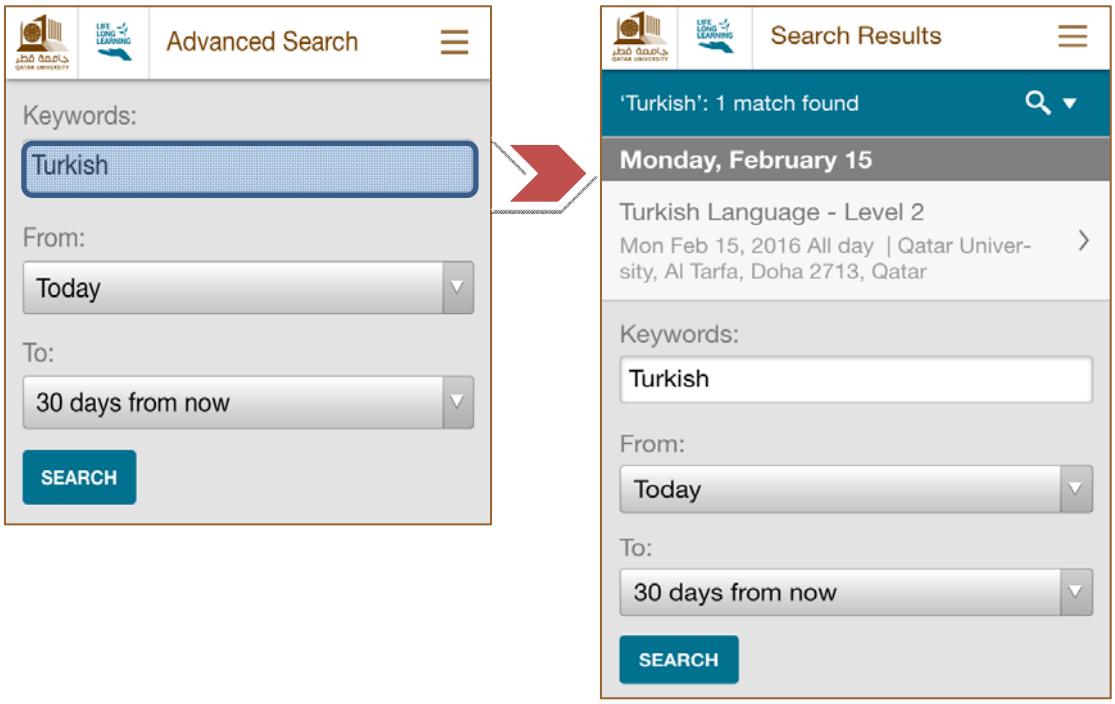
Let us select IELTS Preparation Course for female; we can then view details about the course as following.



Eventually you can register and pay online for the course by moving down the page where you will have **Register Now** link as shown below.

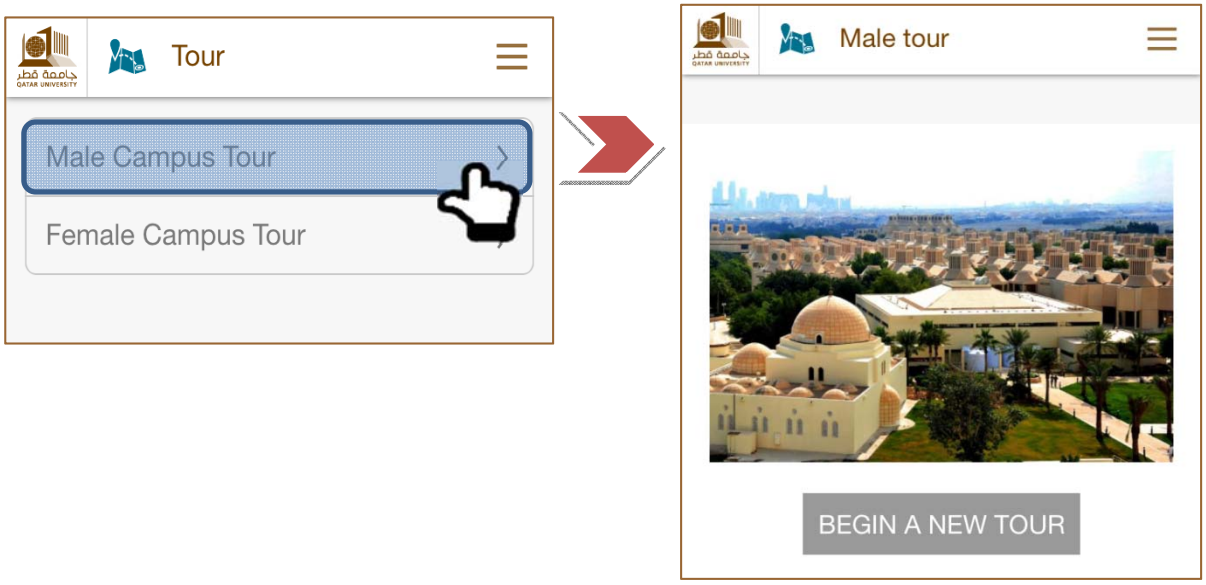


Search by key words is available as well. Suppose one is interested to learn Turkish language. Just type “Turkish” in the search bar relevant results shall be retrieved.

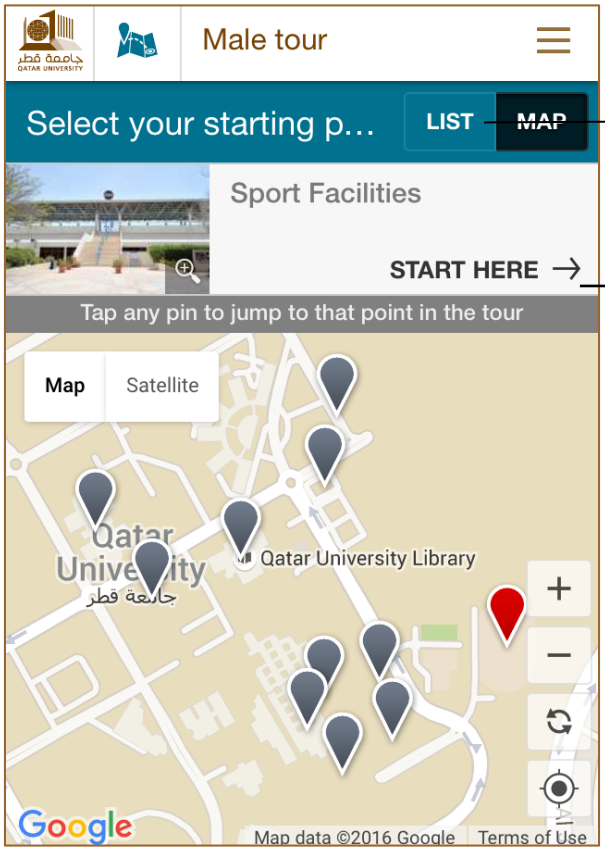


Tour

You have now the ability to tour QU facilities and buildings virtually at any time and from anywhere. No need for actual drive, the Tour feature will guide students in both male and female campuses to know their destinations ahead and to navigate through QU male and female campuses easily. By clicking on either male or female campus tour, a new tour is generated as shown below.

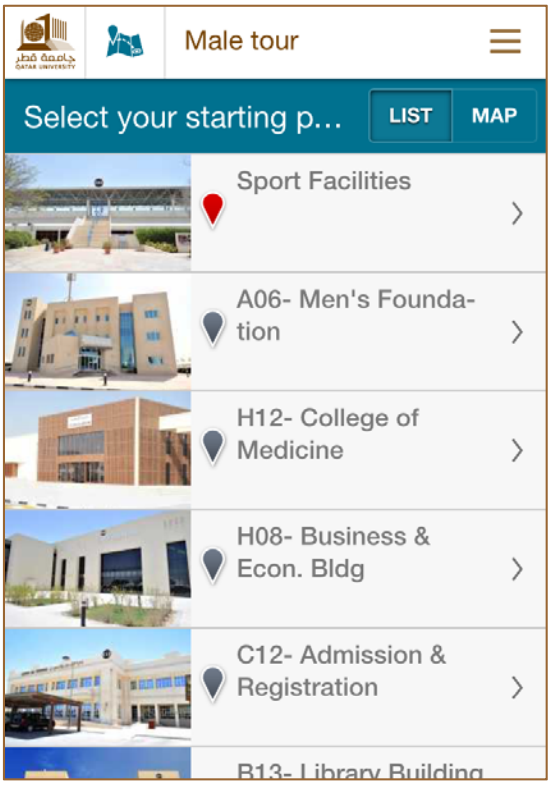


When clicking on BEGIN A NEW TOUR, the below screen will be shown to you.

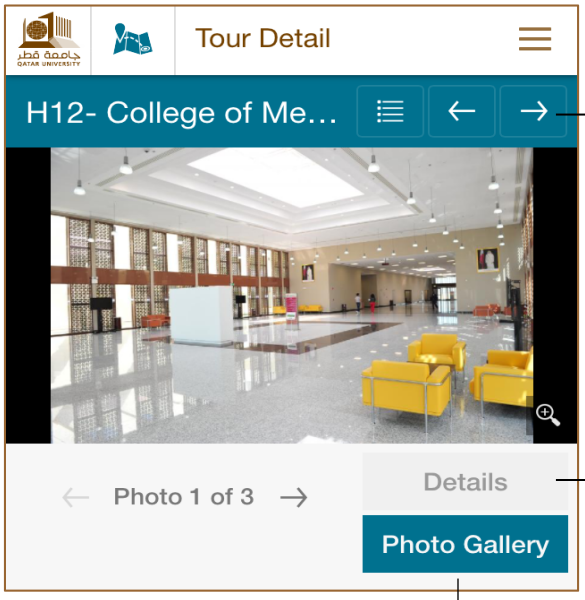


You may change the starting point of your tour by clicking on LIST

Click here to start with the default starting point



Suppose we select College of Medicine as our starting point, then the following page is presented.

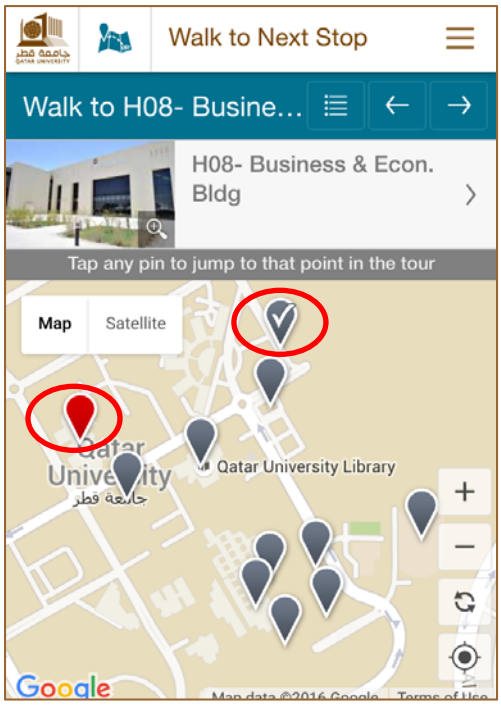


By clicking on the arrows, you go to previous or next destinations

Provides details of the building

Views photos of the building

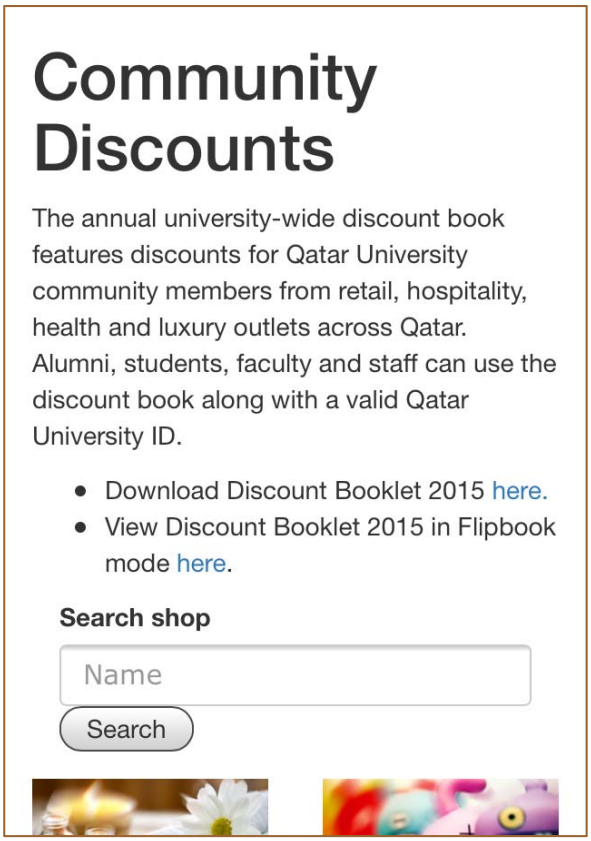
Once your tour in the building is done, the building will be checked and the next building on the tour will be available to you. You can alternatively select your preferred destination as your next stop.



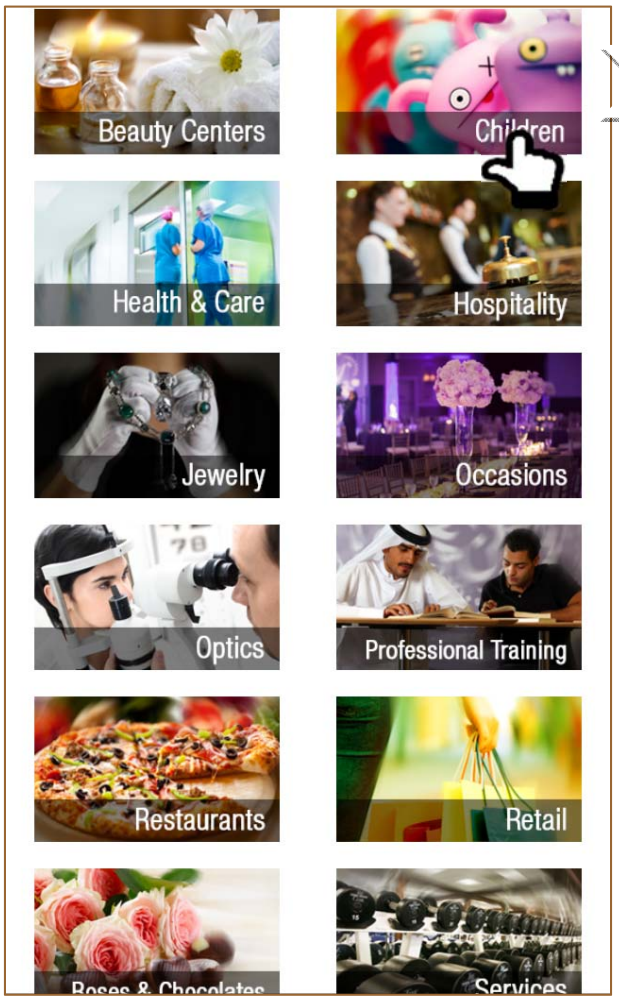
Discount Booklet

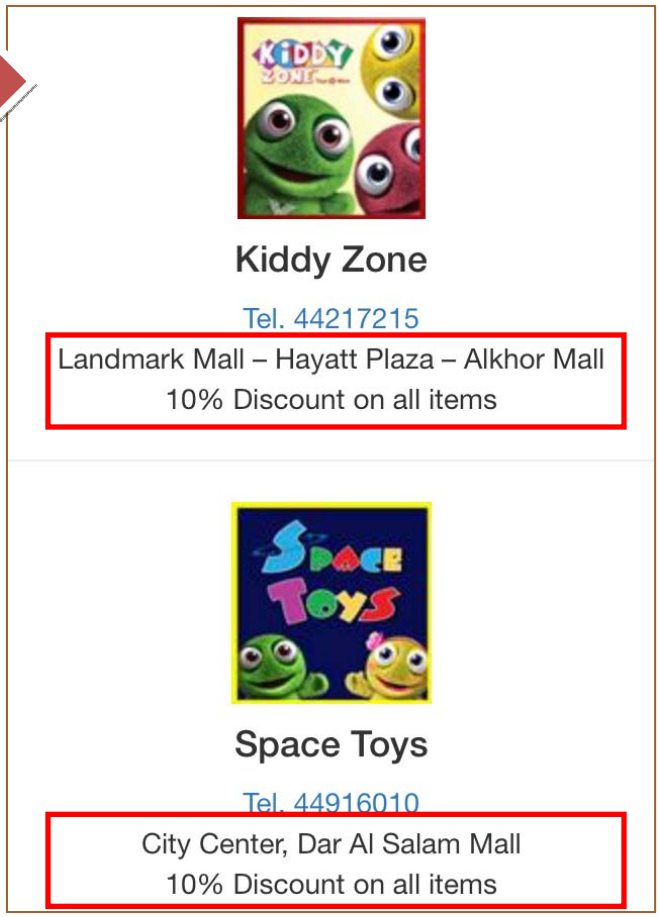
As a QU member or Alumni, you will have the privilege of getting discounts from retail, hospitality, health, restaurants and other outlets across Qatar.

Don’t forget to present your QU valid ID to enjoy the featured discounts made special for QU community members !



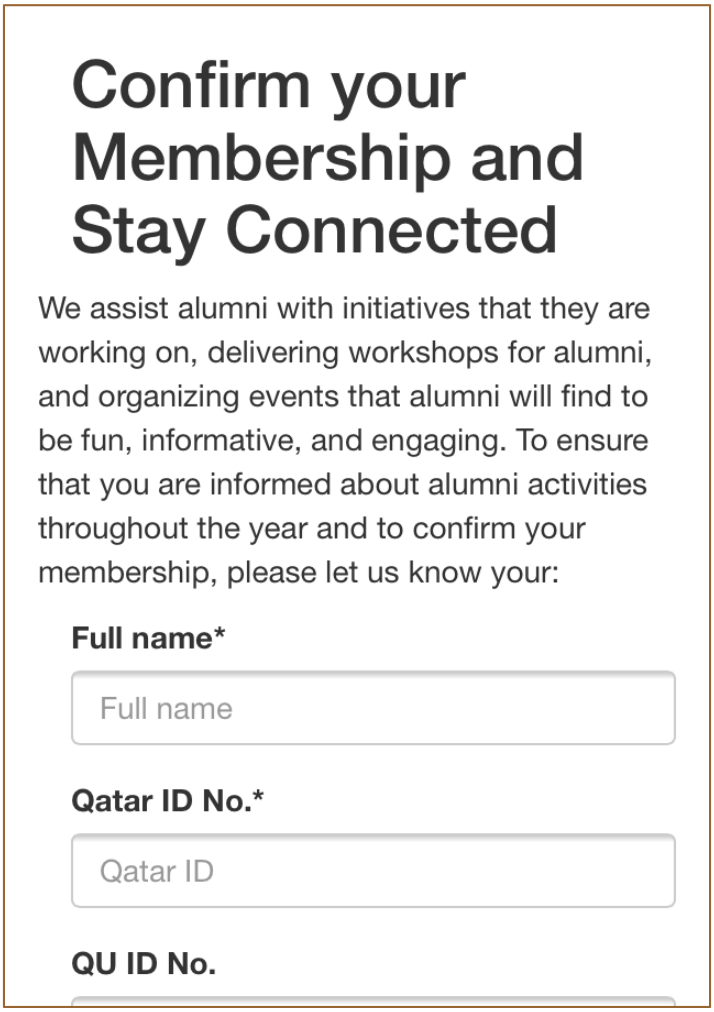
Outlets with featured discounts are grouped as shown below. Let us select on Children group and check the available shops with discounts.





Membership

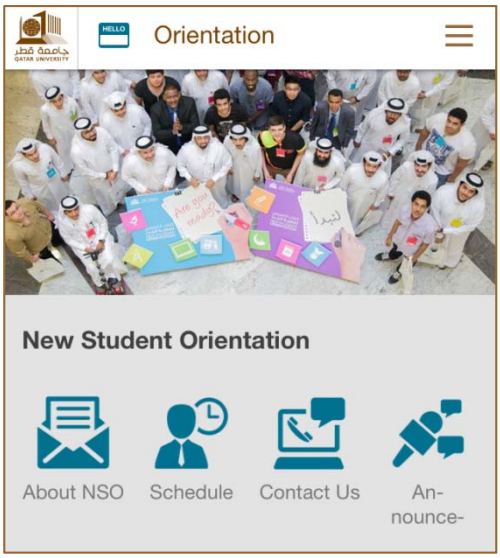
Membership is an important feature for QU Alumni. This feature will help you (as a QU alumnus) to stay connected, engaged and updated with the various activities and events organized for QU Alumni association. By filling the following form, you will confirm your membership. The form is one page and requires some details including name, Qatar ID no, graduation year, contact info, your current job information, interests and others.



Orientation

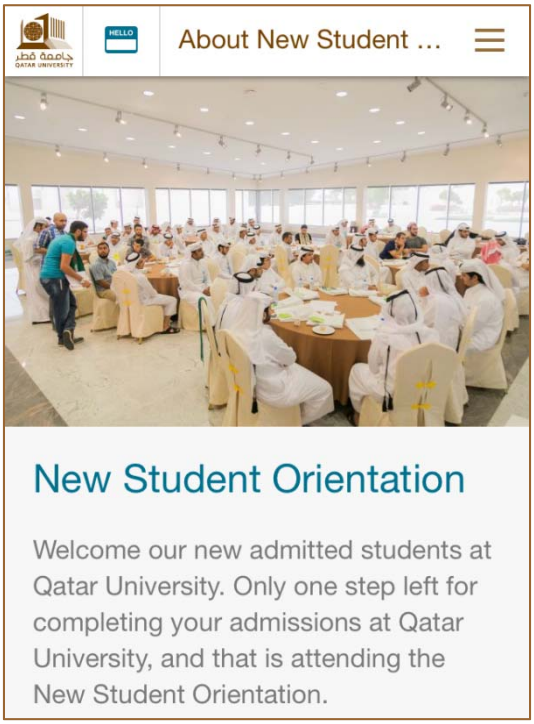
The orientation module is of massive importance for newly admitted student. It includes details regarding the new student orientation which is a very important event*. It is mandatory to attend the new student orientation. Failing to do so would cancel your admission and your eligibility to register courses for the current semester and you would need to re-submit your application for next semester.*

A Note: Please be aware that this module will be available only during orientation days each semester



About NSO

Under this topic, you will find numerous important information. FAQs are addressed and contact information are provided

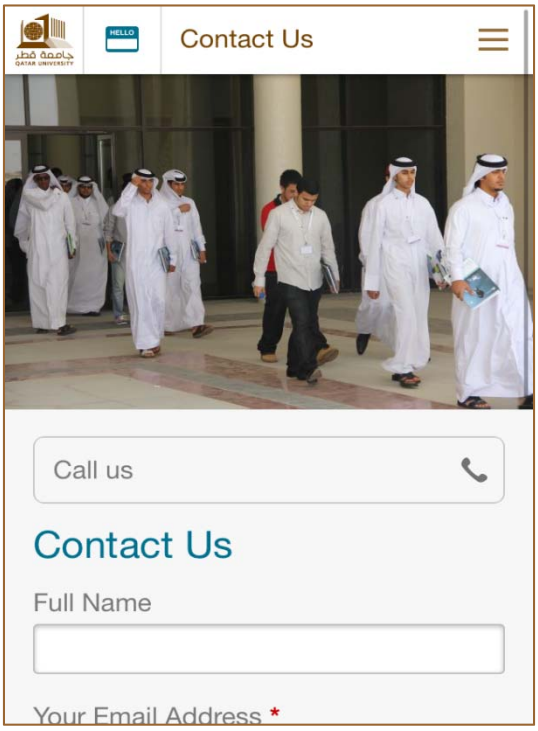


Schedule

In schedule you will have access to new students' orientation days and dates. The event date is assigned to students and notifications are to be sent to inform students on which respective day they shall be present.

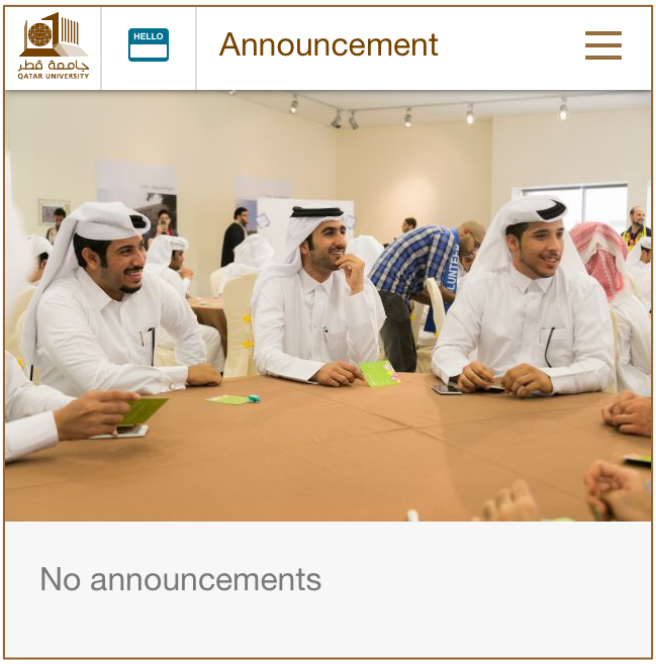
Contact Us

You may call or send us a message in case you have queries on the new student orientation.



Announcement

Announcement will be added if any..


جامعة قطر
QATAR UNIVERSITY
HELLO
Announcement
No announcements