



# USER MANUAL FOR AUTHOR

<http://conference.binus.ac.id/ocs/index.php/icimtech/ICIMTech2018>

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## Create an Account

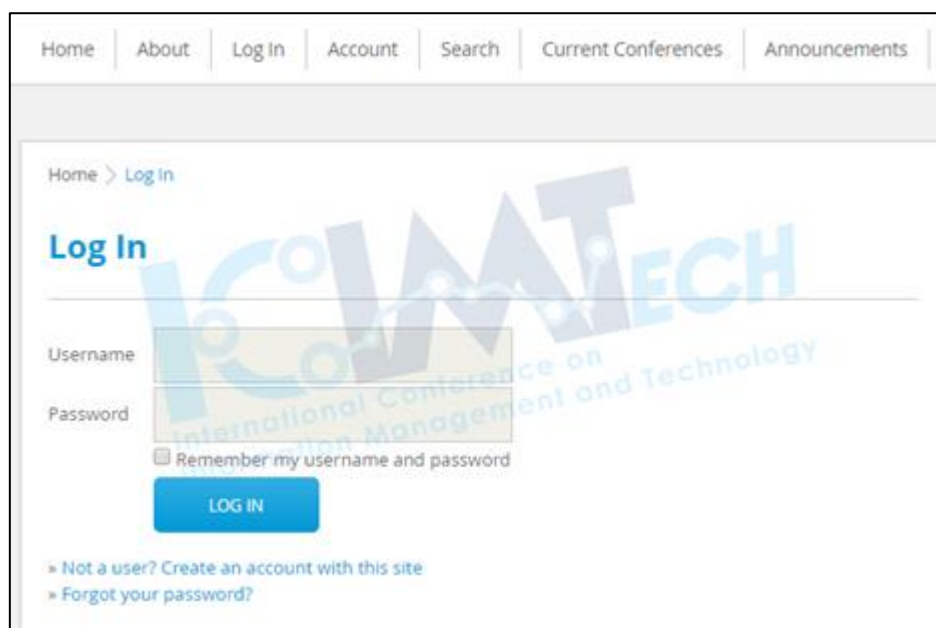
- Access **ICIMTECH** link:

<http://conference.binus.ac.id/ocs/index.php/icimtech/ICIMTech2018>

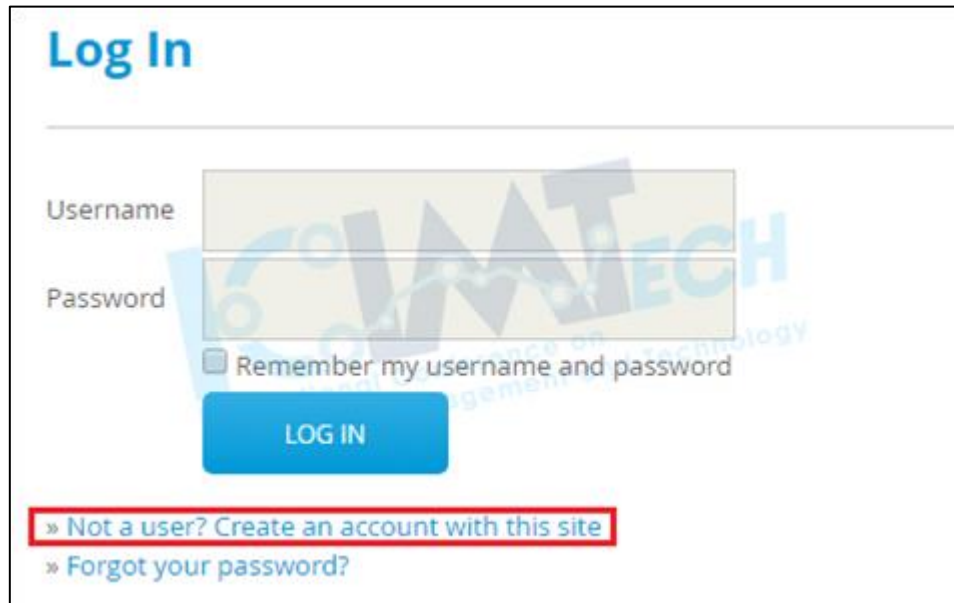
The first page will be as the picture below:



- If already have an account, click **LOG IN** button or choose **Log In** menu on the menu bar. The page will be automatically directed to “Log In” page.



- If author **does not** have an account, click the “**Not a user? Create an account with this site**” link below the LOG IN button.



The image shows a login interface with the following elements:

- Log In** (Section Header)
- Username input field
- Password input field
- Remember my username and password
- LOG IN** button
- » **Not a user? Create an account with this site** (highlighted with a red box)
- » Forgot your password?

- The page will direct author to **fill in some required information**.

Home > 2017 International Conference on Information Management and Technology (ICIMTech)  
> 2017 International Conference on Information Management and Technology (ICIMTech 2017) > Account

## Account

Fill in this form to create an account with this conference.  
[Click here](#) if you already have an account with this or another conference on this site.

### Profile

Username\*   
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password\*   
The password must be at least 6 characters.

Repeat password\*

Salutation

First name\*

Middle name

Last name\*

- Before submitting the registration form, author should **check on the “Confirmation”** and **“Create account as”** near the end of the page.
  - ✓ On the **Confirmation** checkbox: author will receive an automated email for author registered username and password.
  - ✓ On the **Create account as:** author should **check on Author checkbox** to be able to submit author paper.

Bio statement  
(E.g., department and rank)

Confirmation  Send me a confirmation email including my username and password

Create account as  Reader: Notified by email on publication of presentations.

Author: Able to submit items to the conference.

Reviewer: Willing to conduct peer review of submissions to the conference.

Identify reviewing interests (substantive areas and research methods).

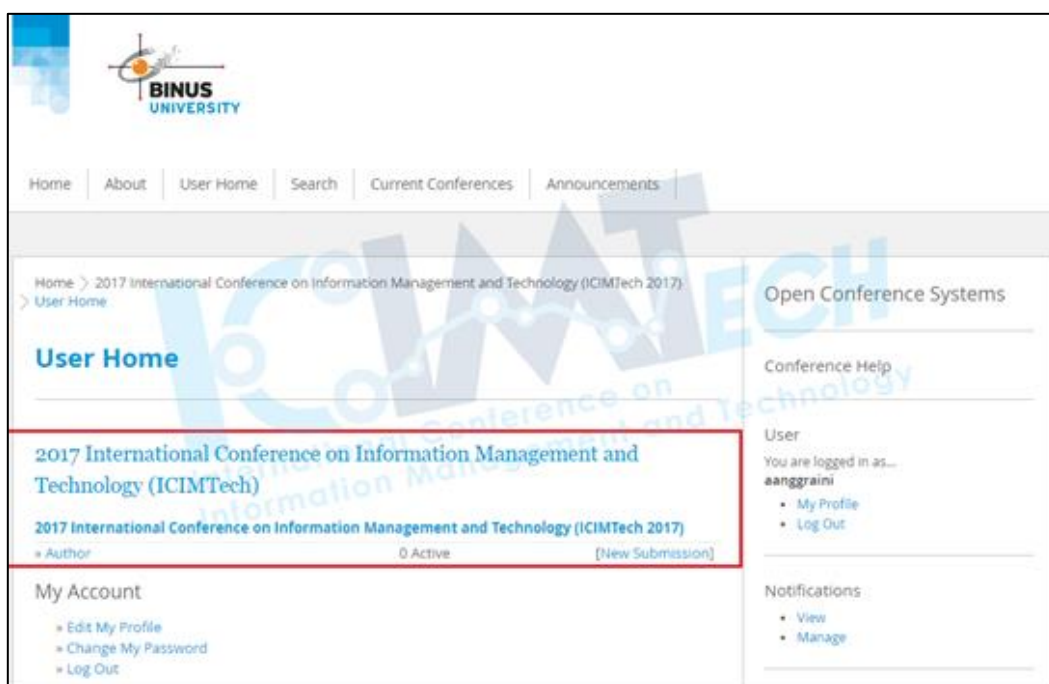
**CREATE** **CANCEL**

\* Denotes required field

**Privacy Statement**

The names and email addresses entered in this conference site will be used exclusively for the stated purposes of this conference and will not be made available for any other purpose or to any other party.

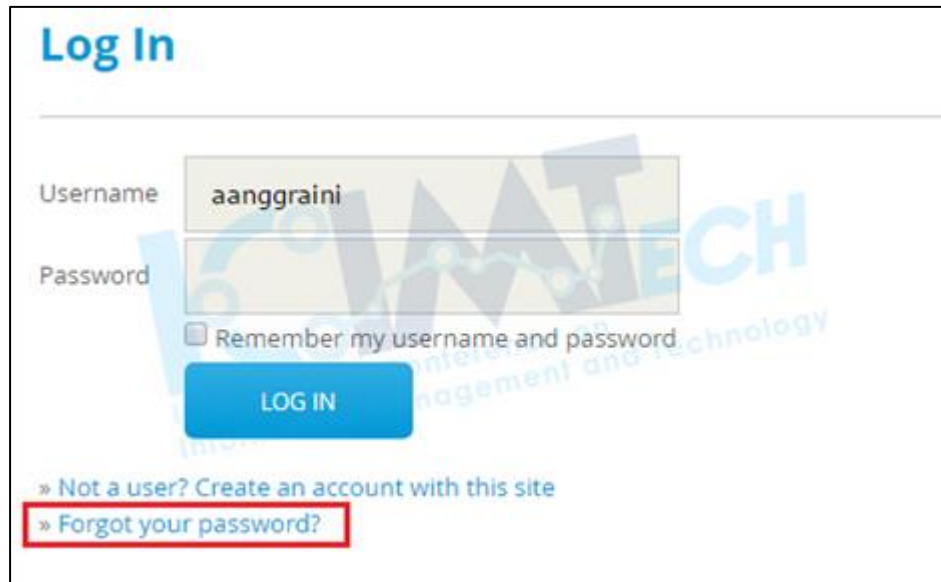
- After submitting the registration form, the page will be directed to “**User Home**”. User Home consists of information about the current conference that author join and the paper author submitted.



The screenshot shows the 'User Home' page of the 2017 International Conference on Information Management and Technology (ICIMTech 2017). The page features a navigation menu with links for Home, About, User Home, Search, Current Conferences, and Announcements. The main content area includes a 'User Home' header, a '2017 International Conference on Information Management and Technology (ICIMTech)' section with a red border, and a 'My Account' section. The 'My Account' section lists options: Edit My Profile, Change My Password, and Log Out. The '2017 International Conference on Information Management and Technology (ICIMTech 2017)' section shows '0 Active' and a '[New Submission]' link. The right sidebar contains 'Open Conference Systems', 'Conference Help', 'User' information (logged in as aangraini), and 'Notifications' (View, Manage).

## Forgot Password

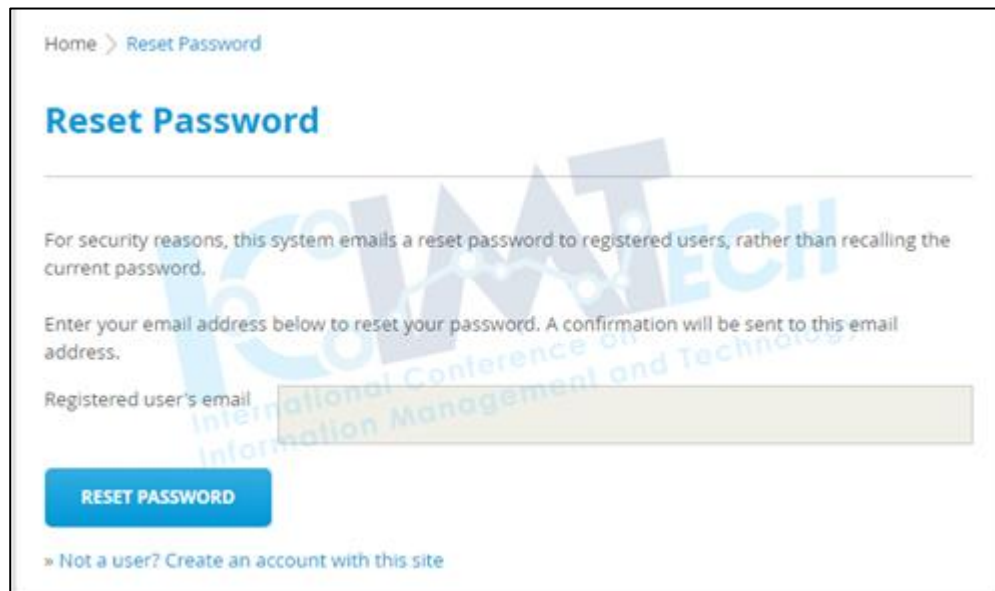
- If author forgot author password, **click on the “Forgot author password?” link** below the LOG IN button.



The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Username field: aanggraini
- Password field: (blurred)
- Remember my username and password
- LOG IN** (Button)
- » Not a user? Create an account with this site
- » **Forgot your password?** (Link, highlighted with a red box)

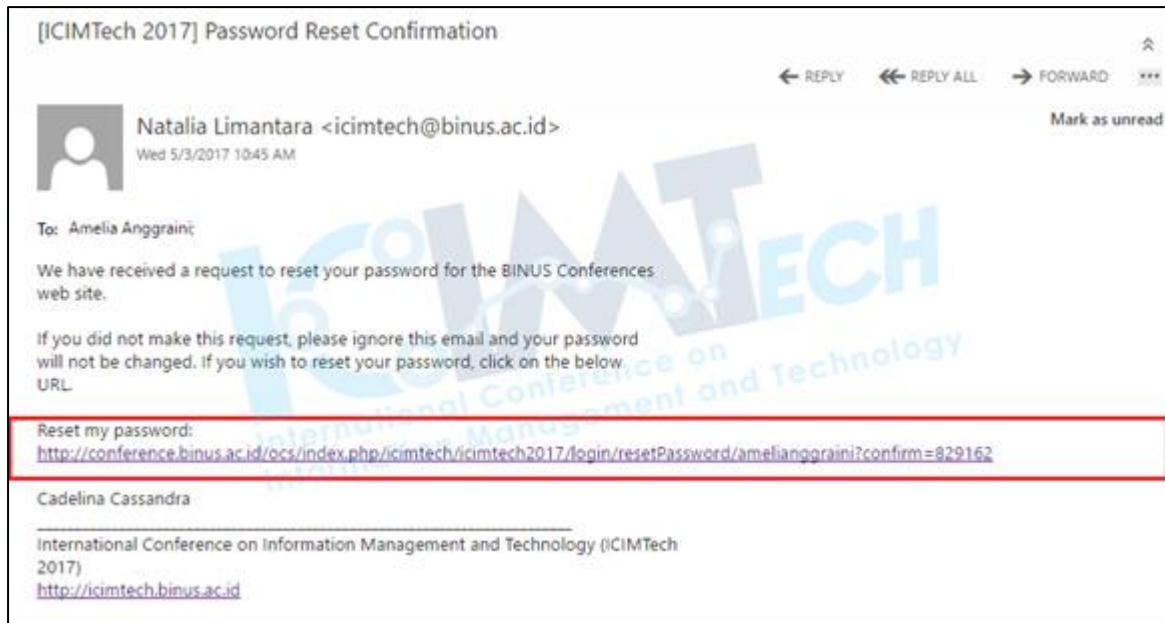
- The page will be **directed to “Reset Password” page**. Fill in author registered email and author will receive an automated email for author password.



The screenshot shows a 'Reset Password' page with the following elements:

- Home > Reset Password (Breadcrumbs)
- Reset Password** (Section Header)
- For security reasons, this system emails a reset password to registered users, rather than recalling the current password.
- Enter your email address below to reset your password. A confirmation will be sent to this email address.
- Registered user's email: (Text input field)
- RESET PASSWORD** (Button)
- » Not a user? Create an account with this site

- Check author registered email inbox and **follow the instruction in the email**.



- Author will directly receive a new default password.



- After Log In with author new default password, the page will be automatically directed to “Change Password” page. Author must enter the current default password and new password (at least 6 characters).
- Author will be directed to the “User Home”.

Home > Change Password

## Change Password

You must choose a new password before you can log in to this site.

Please enter your username and your current and new passwords below to change the password for your account.

Username\*

Current password\*

New password\*

Repeat new password\*

The password must be at least 6 characters.

\* Denotes required field

## Submit Paper

- For submitting author first paper, go to “User Home” and click “New Submission” link to the conference you would like to join.



- Author will be directed to follow submission steps.
- **For the FIRST STEP**, please **choose the appropriate track** for the paper. After that, **read all descriptions carefully**. **Check all the checkbox** and enter some comments for the conference director (optional).

## Step 1. Starting the Submission

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1. **START** 2. **UPLOAD SUBMISSION** 3. **ENTER METADATA** 4. **CONFIRMATION**

Encountering difficulties? Contact [Natalia Limantara](#) for assistance.

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Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).

Track\*

Please select a track... ▼

Please select a track...

Strategic Information System

Information System Audit

Management Information System

E-Business

Business Intelligence

Information Engineering

Human Computer Interaction

Software Engineering

Submission Check

Indicate that this submission is original (comments to the director)

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The submission file is in Microsoft Word document file format.
- All URL addresses in the text (e.g., <http://pkp.sfu.ca>) are activated and ready to click.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Conference.
- If submitting to a peer-reviewed track of the conference, authors' names are removed from

- Click **“SAVE AND CONTINUE”** button to continue to the next step.
- The **SECOND STEP** is for submitting author paper. **Follow the guidance on the website for submitting author paper.**

## Step 2. Uploading the Submission

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1. **START** 2. **UPLOAD SUBMISSION** 3. **ENTER METADATA** 4. **CONFIRMATION**

To upload a paper to this conference, complete the following steps.

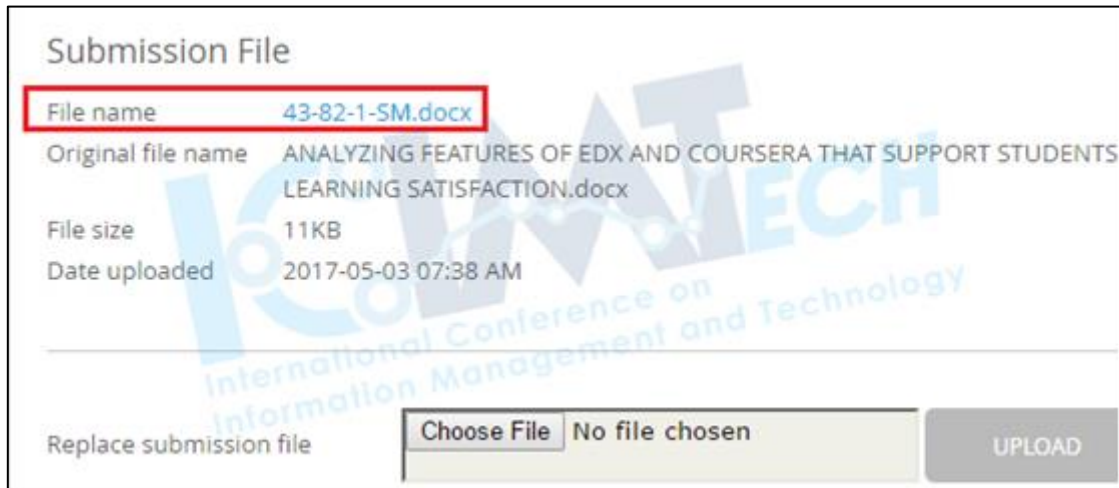
1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Natalia Limantara](#) for assistance.

- Author can **check author's submitted paper and TAKE A NOTE of author's new paper file name (paperID)** that given automatically by the website.

**Note: If an error occurred** while author is uploading author paper, **please try again** to upload author paper to the website.

- Click **"SAVE AND CONTINUE"** button to continue to the third step.

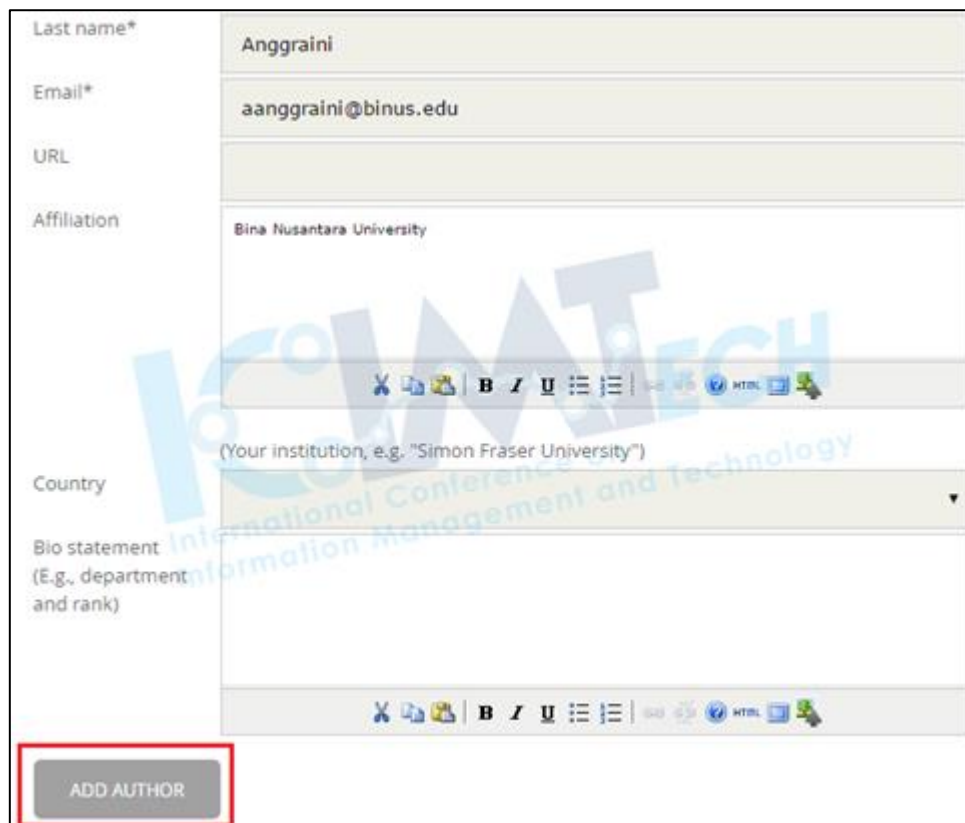


The screenshot shows a 'Submission File' section with the following details:

File name	43-82-1-SM.docx
Original file name	ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT STUDENTS LEARNING SATISFACTION.docx
File size	11KB
Date uploaded	2017-05-03 07:38 AM

At the bottom, there is a 'Replace submission file' section with a 'Choose File' button (showing 'No file chosen') and an 'UPLOAD' button.

- The **THIRD STEP** is **entering metadata**. On this page, author can add the second author (if there is any).

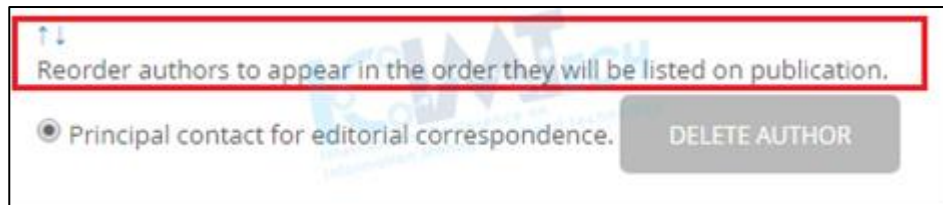


The screenshot shows a metadata entry form with the following fields:

- Last name\*: Anggraini
- Email\*: aanggraini@binus.edu
- URL: (empty)
- Affiliation: Bina Nusantara University
- Country: (Your institution, e.g. "Simon Fraser University")
- Bio statement (E.g. department and rank): (empty)

At the bottom left, there is an **ADD AUTHOR** button highlighted with a red box.

- Author can **put authors name by order** to be listed on publication (if there are more than one author).



- On the metadata submission page, author must **add Title and Abstract** of author paper after complete entering author's information.

### Title and Abstract

Title\*

Abstract\*

**ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT STUDEN**

This research goal is to find which edX and Coursera features that affect and support students learning satisfaction. Benefit from this research for lecturers is to become an additional way to conduct learning activity by using the features recommendation, and as for students in School of Information Systems is to support their learning satisfaction that can increase their participation in Binusmaya, particularly in GSLC (Guided Self Learning Class). The main objective of this research is to find features of Learning Management System (LMS) on Massive Open Online Course (MOOC) based on students learning satisfaction indicators and give feature recommendations for Binusmaya that support School of Information Systems BINUS University students learning. Data collection method for this research is by spreading 130 questionnaires to students who take e-Business streaming. As for the data analysis, the authors use multiple regression model for analyzing the relationship between the dependent and independent variables and using SPSS Statistics 22 software as a tool for analyzing the collected data. The result from this research shows that communication, lecture and study material, quiz, assignment, and grading features are the features that support students learning satisfaction.

- Click “**SAVE AND CONTINUE**” button to continue to the last step.
- On this final submission page, author can **check author's paper title once again and download it by clicking the title of author paper.**

## Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. CONFIRMATION

To submit your manuscript to 2017 International Conference on Information Management and Technology (ICIMTech) click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with 2017 International Conference on Information Management and Technology (ICIMTech).

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
82	ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT STUDENTS LEARNING SATISFACTION.DOCX	Submission File	11KB	05-03

**FINISH SUBMISSION**

CANCEL

- The last step is **click the “FINISH SUBMISSION” button**. Author will receive a gratitude email for author participation in submitting paper on this conference.

## Check Submitted Paper Status

- Author can find author active paper on the **“User Home”** page.

### User Home

#### My Conferences

2017 International Conference on Information Management and Technology (ICIMTech)

2017 International Conference on Information Management and Technology (ICIMTech 2017)

» Author

1 Active

[New Submission]

#### My Account

- » Edit My Profile
- » Change My Password
- » Log Out

- In the meantime, author can **check author’s paper status on “Active Submissions”** page. There are types of status based on the process of the paper:
  - ✓ **“Awaiting assignment”** status means author’s **paper HAS NOT BEEN ASSIGNED to any reviewer.**

Home > User > Author > Active Submissions

### Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
43	05-03	GEN	Anggraini	ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT...	Awaiting assignment

1 - 1 of 1 Items

- ✓ **“Paper in Review”** status means author’s **paper HAS BEEN ASSIGNED to the reviewer.**

Home > User > Author > Active Submissions

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
43	05-03	GEN	Anggraini	ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT...	PAPER IN REVIEW

1 - 1 of 1 Items

- Check reviewed paper status
  - ✓ “Paper in Review: Revisions required” status means author’s **PAPER STILL NEEDS REVISION** by the reviewer comments and suggestions.

Home > User > Author > Active Submissions

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
43	05-03	GEN	Anggraini	ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT...	PAPER IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items

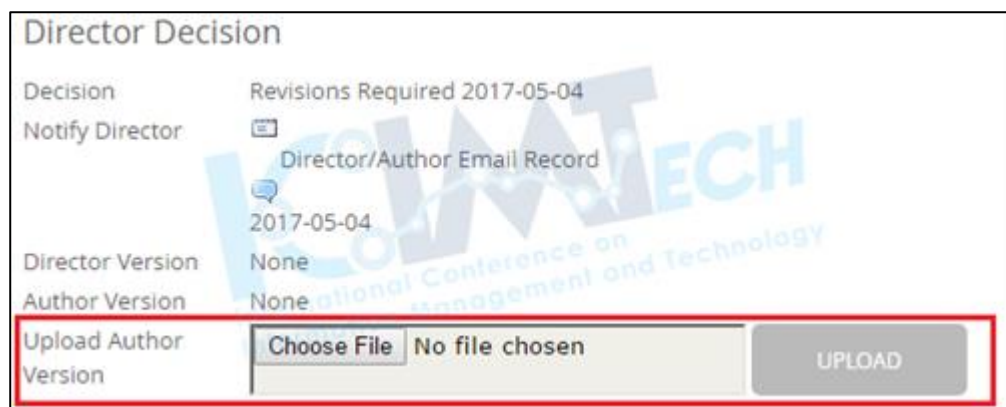
- After author’s paper status turned into “Paper in Review: Revisions required”, please check reviewers’ comments and suggestions in the registered email inbox.

## Upload Revision or Camera Ready Paper

- **Upload Revision and Camera Ready Paper (Revised final paper with correct format)**
- After done the correction, go to **“Active Submission”** page and click on the title of author’s paper.
- Choose the **REVIEW** tab.




- Choose the correct file to be submitted on the **“Upload Author Version”**.




- Find the **“Director Decision”** part near the end of the page. Please **NOTIFY THE DIRECTOR** that author has submitted the revision or final paper.

**Director Decision**

Decision Revisions Required 2017-05-04

Notify Director  Director/Author Email Record

 No Comments

Director Version None


Author Version None


Upload Author Version  No file chosen

- Author can **check author's revision or camera ready paper** and **TAKE A NOTE** of **author's new paper file name (paperID)** that given automatically by the website.

**Director Decision**

Decision Revisions Required 2017-05-04

Notify Director  Director/Author Email Record

 2017-05-04

Director Version None

Author Version **43-94-1-DR.DOCX 2017-05-04** [DELETE](#)

Upload Author Version  No file chosen

- **Check accepted and finalized paper status**
  - ✓ **"In Editing" status** means **author's paper HAS BEEN ACCEPTED**, but not in the correct format yet.

Home > User > Author > Active Submissions

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
43	05-03	GEN	Anggraini	ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT...	IN EDITING

1 - 1 of 1 Items

- ✓ **“Posted” status** means **author’s paper HAS BEEN FINALIZED** with the correct format. Author can find the paper in the **“ARCHIVE”** tab.

## Archive

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
43	05-03	GEN	Anggraini	ANALYZING FEATURES OF EDX AND COURSERA THAT SUPPORT...	Posted

## Withdraw / Delete Paper

- If author wants to revise the current submitted paper before checked by reviewer, please make a **“NEW SUBMISSION”** with the correct file name and contents.
- After that, please contact ICIMTECH committee through our email: [icimtech@binus.ac.id](mailto:icimtech@binus.ac.id) . Please write the **Subject of the email** as the following: **Paper Revision\_PaperID**.