



南京审计大学  
NANJING AUDIT UNIVERSITY

学生操作手册

二〇二四年十二月

# 目 录

<b>实习管理系统快速使用指南 .....</b>	错误！未定义书签。
<b>学生 .....</b>	3
<b>1、毕业实习管理 .....</b>	3
1.1 安全教育考试 .....	3
1.2 学生信息登记表 .....	3
1.3 实习周记 .....	4
1.4 实习总结 .....	4
1.4 实习鉴定表 .....	4
<b>2、账号管理 .....</b>	4

## 学生

### 1、毕业实习管理

#### 1.1 安全教育考试

学生在申报实习信息登记前需要进行安全教育的考试。如下图：

The screenshot shows the 'Safety Education Exam' section of the 'Internship Management System'. On the left sidebar, under 'Graduation Internship Management', 'Safety Education Exam' is selected. The main content area displays a warning message: 'You must pass the safety education exam before filling out the student information registration form!'. Below this, there are three questions:

- 1. Three short-answer questions, with the answer '12' entered.
- 2. Nine multiple-choice questions, with 'Option 1' checked.
- 3. Two multiple-choice questions, with 'Option 3' and 'Option 4' checked.

At the top right, there are links to 'Return to admin account login', 'Messages', and 'Hello, test student 002'.

#### 1.2 学生信息登记表

学生填写实习信息登记表。如下图：

The screenshot shows the 'Student Information Registration Form' section of the 'Internship Management System'. On the left sidebar, under 'Graduation Internship Management', 'Student Information Registration Form' is selected. The main content area has two tabs: 'Apply for Concentrated Internship' (selected) and 'Apply for Dispersed Internship'. Below the tabs is a table with columns: Course Name, Instructor, Unit Name, Position Name, Planned Time, Organization Form, Status, and Operation. The 'Operation' column contains buttons for 'Save', 'Edit', and 'Delete'.

The screenshot shows the 'Details of Internship Application Form' section of the 'Internship Management System'. On the left sidebar, under 'Graduation Internship Management', 'Student Information Registration Form' is selected. The main content area shows a detailed view of a single application row:

Course Name	Instructor	Unit Name	Position Name	Planned Time	Organization Form	Status	Operation
[]	Test Teacher 001[Tea001]	热狗	技术岗	2024-12-05 至 2024-12-28	Dispersed Internship	<span>Save</span>	<span>Edit</span> <span>Delete</span>

At the top right, there are links to 'Return to admin account login', 'Messages', and 'Hello, test student 002'.

### 1.3 实习周记

学生填写实习周记。如下图：

注：需要信息登记表审核完成方可填写。

The screenshot shows the '实习管理系统' (Internship Management System) interface. The left sidebar under '毕业实习管理' has '实习周记' selected. The main content area displays a table with columns: 课程名称 (Course Name), 指导教师 (Supervisor), 单位名称 (Unit Name), 岗位名称 (Job Position), 计划时间 (Planned Time), 组织形式 (Organizational Form), and 操作 (Operation). There is one empty row in the table.

### 1.4 实习总结

学生填写实习总结。如下图：

注：需要信息登记表审核完成方可填写。

The screenshot shows the '实习管理系统' interface. The left sidebar under '毕业实习管理' has '实习总结' selected. The main content area displays a table with columns: 序号 (Sequence Number), 课程名称 (Course Name), 指导教师 (Supervisor), 单位全称 (Full Unit Name), 实习计划时间 (Planned Internship Time), 实习组织形式 (Organizational Form), 状态 (Status), and 操作 (Operation). There is one empty row in the table. At the bottom right, there are navigation links: 首页 (Home), 上一页 (Previous Page), 下一页 (Next Page), 尾页 (Last Page), and 跳转 (Jump), with the page number set to 1.

### 1.4 实习鉴定表

学生填写实习鉴定表。如下图：

注：需要信息登记表审核完成方可填写。

The screenshot shows the '实习管理系统' interface. The left sidebar under '毕业实习管理' has '实习鉴定表' selected. The main content area displays a table with columns: 序号 (Sequence Number), 课程名称 (Course Name), 指导教师 (Supervisor), 单位全称 (Full Unit Name), 实习计划时间 (Planned Internship Time), 实习组织形式 (Organizational Form), 状态 (Status), and 操作 (Operation). There is one empty row in the table. At the bottom right, there are navigation links: 首页 (Home), 上一页 (Previous Page), 下一页 (Next Page), 尾页 (Last Page), and 跳转 (Jump), with the page number set to 1.

## 2、账号管理

学生需要在修改个人信息处维护自己的信息，特别是电子签名。