



# The National Institute of Development Administration

## NIDA Academic Service System User Manual for Faculty

The screenshot shows a web browser window displaying the NIDA Academic Service System. The browser's address bar shows the URL <http://202.44.72.172/registrar/home.asp>. The website header includes the NIDA logo and the text "National Institute of Development Administration" and "Office of Registrar, Education Service Division". A "Main Menu" is visible on the left side, listing options such as Login, Course - Class, Calendar, Program Information, Q & A, Evaluation, Educational Service Division, NIDA Homepage, and Web Evaluation. The main content area features a "NEWS TOPIC" section with the following items:

- 1. Time extension (HIGHEST PRIORITY)**  
**Time extension request to receive the degree. The graduates of the University Council approved the graduation date from Nov 15, 2553 to Nov. 11 2554. Intention to Nov. 30, 2554.**  
ANNOUNCED BY กองบริหารการการศึกษา ANNOUNCED DATE 15 November 2011
- 2. (HIGHEST PRIORITY)**  
ANNOUNCED BY กองบริหารการการศึกษา ANNOUNCED DATE 11 October 2011
- 3. (HIGHEST PRIORITY)**

url: <http://reg.nida.ac.th>

Educational Service Division



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## NIDA ACADEMIC SERVICE SYSTEM VIA INTERNET NETWORK

**THE NIDA ACADEMIC SERVICE SYSTEM VIA INTERNET NETWORK** is divided into 4 parts according to specific user type which are: (1) student, (2) staff, (3) faculty and (4) administration. For faculty, the system enables all lecturers to systematically search and retrieve data on numerous academic services the National Institute of Development Administrator (NIDA). Available services include student profile verification, academic calendar, open course listing, class schedules, grading, advisee profile verification, statistics of enrolment in your courses, etc. To access the system, go to <http://reg.nida.ac.th> from a web browser. The site is accessible from either on or off campus wherever NIDA network and/or the Internet connection are available.

### Preliminary Agreement

#### 1.1 Prerequisite knowledge

Before using the Academic Service System via Internet Network, you as faculty need to know basic computer and Microsoft Internet Explorer 5.x program at a minimum.

#### 1.2 Glossary

- 1.2.1 Mouse** refers to a small device which will put information into a computer. The mouse is usually used with the keyboard.



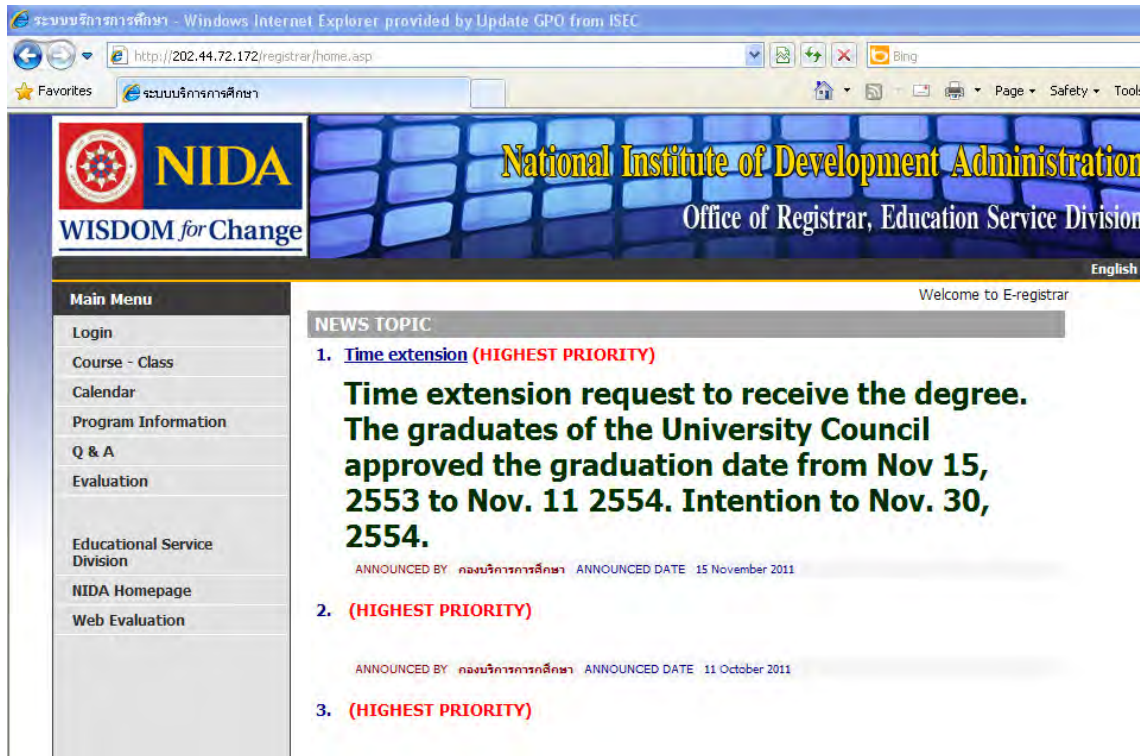
**Figure 1: MOUSE**

- 1.2.2 Click** refers to the act of using your finger in pressing the left button on a mouse once and then releasing it quickly.



## 2. HOW TO USE THE SYSTEM

You can use NIDA Academic Service System at all computer connected with NIDA network and/or the Internet. As a user, you can simply indicate the Location or Netsite by going to the URL design by the Institute. The system is compatible with Internet Explorer. Pressing **ENTER**, the system will lead you to the general basic data everyone can use as shown below.



**Figure 2: The HOMEPAGE**

When you log in NIDA Academic Service Division website, the news announcement page will automatically appear. On this screen, the system will display information and order of importance. Simply move the mouse and click on the title of each announcement for further details (if any). Your regular visit to this website allows you to see the latest news or announcement posted by the academic Service Division at all times.

On the left-hand side of the screen, you will see a menu of different functions available for use, including **LOGIN, COURSE-CLASS, CALENDAR, PROGRAM INFORMATION, QUESTION & ANSWER (Q&A)** and **EVALUATION**, . There are a number of details at your disposal; just click on the desired item.

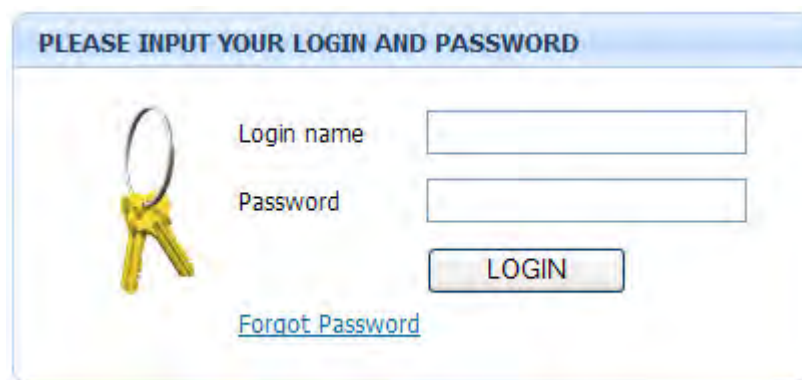


## 2.1 Login

For activities in private, e.g. student profile verification, your teaching timetable, change password, etc., simply click **LOGIN** on the menu. Enter your ID number and Password. If your ID number and password are authenticated, the system will allow you to use the system. (**Caution:** Your password must be kept secret and told to or shared with other people. These people can use your ID number in accessing your account, causing negative consequences and substantial damages.)

### Step-By-Step Guide

1. Click on the **LOGIN** menu.
2. Insert your ID number.
3. Click the **LOGIN** button.



PLEASE INPUT YOUR LOGIN AND PASSWORD

Login name

Password

[Forgot Password](#)

LOGIN

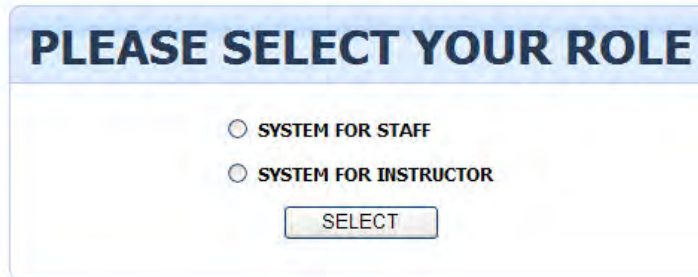
**Figure 3: ID NUMBER and PASSWORD ENTRY Screen**

The security of password entry into NIDA Academic Service System is ensured to be on par with universal standards. The key in the lock at the right bottom of the screen has verified that the connection to this server is encrypted.

After the authentication process, the system will lead you to the News Announcements page. Any posted announcements will be viewable from this screen.

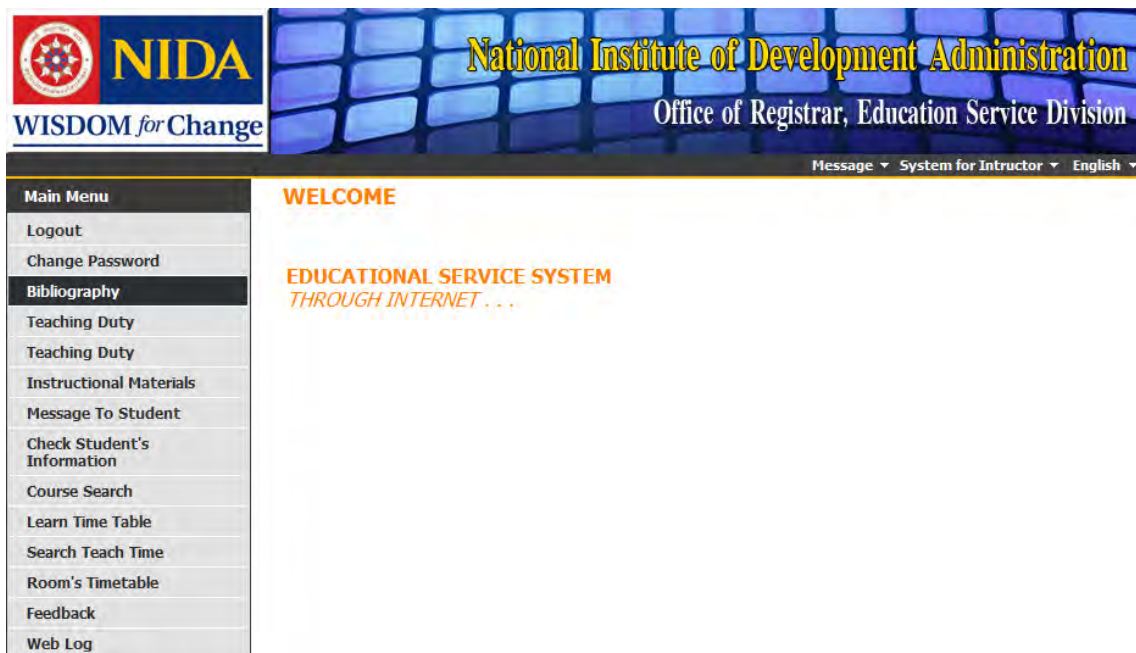


To log on the system, a faculty member who also holds the position of an administration or a staff member can select the system according to the status as befitted, i.e. the system for staff, faculty or administrations. To log in any system, you have to choose the status which allows you to have access to certain data you would like to work with. For the faculty who does not hold any status of administrations or staff members, the system will automatically skip this page and direct you to the screen for faculty only.



**Figure 4: SYSTEM SELECTION Screen**

When you already log in, the system will show you the main menu for faculty. The main menu will display functions available for faculty on the left-hand side of the screen as follows:



**Figure 5: FACULTY Screen**





## 2.2 *Change Password*

You can change your password on the screen by using the **CHANGE PASSWORD** menu. The password should comprise both letters and numbers. The alphanumeric combination should exceed 6 letters.

### Step-By-Step Guide

1. Click **CHANGE PASSWORD**.
2. Insert the old password in the new password field.
3. Insert a new password in the new password field.
4. Re-insert the new password for confirmation, thereby preventing errors.
5. Click **CHANGE PASSWORD** as shown in Figure 6 below.

The screenshot shows the 'CHANGE PASSWORD' interface. At the top left is the NIDA logo with the tagline 'WISDOM for Change'. To the right, the text reads 'National Institute of Development Administration' and 'Office of Registrar, Education Service Division'. Below this is a navigation bar with 'Message', 'System for Instructor', and 'English' dropdown menus. On the left, a 'Main Menu' sidebar contains a 'Go Back' link. The main content area is titled 'CHANGE PASSWORD' and features four input fields: 'OLD PASSWORD', 'Login name', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. A 'CHANGE PASSWORD' button is positioned below these fields. A security lock icon is visible in the bottom right corner of the form area.

**Figure 6: CHANGE PASSWORD Screen**

This page ensures maximum security because the information you enter into it will be encrypted. You can notice the security lock at the right bottom of the screen.



## 2.3 Bibliography

This page shows your user profile. You can update your personal data on this screen. You can edit/update your information to the extent identified by the Office of Registrar and Statistics.

The screenshot shows the 'BIBLIOGRAPHY' screen. At the top left is the NIDA logo with the slogan 'WISDOM for Change'. The top right header reads 'National Institute of Development Administration' and 'Office of Registrar, Education Service Division'. Below this is a navigation bar with 'Message', 'System for Instructor', and 'English' dropdown menus. The main content area is titled 'BIBLIOGRAPHY' and contains a form with the following fields:

- Citizen Id:
- PREFIXNAMEENG:
- NAME:
- ENG. NAME:
- TYPE: ENG อาจารย์ทั่วไป
- STATUS: ENG ปกติ
- SCHOOL: Office of the President
- ANSWER FEEDBACK:
- ROOM:
- TEL:
- EMAIL ADDRESS:
- Officer Hour:
- Url Link:
- REMARK:

A 'SUBMIT' button is located at the bottom of the form. On the left side, there is a 'Main Menu' sidebar with a 'Go Back' button.

**Figure 7: BIBLIOGRAPHY Screen**

### Step-By-Step Guide

1. Select **BIBLIOGRAPHY** on the screen.
2. You can edit your personal data at your disposal; just enter your new information in the desired field.
3. If you want to cancel the past record, press **Go BACK**.
4. To record your updates, press **SUBMIT**.





### 2.4 Advisory Duty

The Advisory Workload Menu consists of numerous sub-pages. For instance, moving the mouse and clicking the **ACADEMIC YEAR OF ADMISSION** link will launch a new window, and the browser will be directed to a list of your advisees according to their admission years. If you move the mouse and click **STUDEN ID**, the screen will suddenly display the data of that particular student. If you click **PHOTO**, the system will display your advisees’ pictures. Clicking the **ACCESS STATUS** icon, you can control student access privileges to your course by using the setting as shown below.



**Figure 8: ADVISEE LISTING Screen**

Moving the mouse to the **ACADEMIC YEAR OF ADMISSION** icon allows you to navigate a list of academic years. Clicking academic year, you will see your advisee listing in that particular year.



### ADVISEE LISTING



**Figure 9: ADVISEE LISTING IN AN ACADEMIC YEAR Screen**

Symbols on the screen showing your advisory workload can be explained as follows:

= Allow students to use the system as usual = Lock/Disallow students to use the system = Lock/Disallow students to register = Lock/By staff (This field cannot be changed by faculty)	<p>When you click <b>STUDENT'S ACCESS PRIVILEGES</b>, the icon in front of the student ID number will toggle from <b>LOCK</b> to <b>UNLOCK</b> and vice versa. For the <b>LOCK BY STAFF</b> icon, the faculty cannot change anything. If you feel any changes need to be made, contact the Office of Registrar and Statistics.</p>
<p>Click  to send messages to your students.</p>	<p>When clicking <b>NOTE PAD</b>, you can directly send a message to each student. Upon logging in, students will see their in-box messages automatically.</p>

On the **ADVISORY DUTY** screen, also displayed are a number of a student data, such as the student name, year of study, registered credits, passed credits, GPA, current status, and photo.

Also when you click **STUDENT ID**, the screen will display each student you want to view. On the screen, you as the faculty have full authority to access all information. As such, you can verify any information in the same way like the students do it themselves. The system will then keep records whenever any information is updated.



**NIDA**  
WISDOM for Change

National Institute of Development Administration  
Office of Registrar, Education Service Division

English

Select Menu

- Go Back
- Bibliography
- Enrollment Result
- Study/Exam Timetable
- Dept./Scholarship
- Studied Result
- Comprehensive Exam
- Graduation Check
- Instructional Materials
- Course Search
- Learn Time Table
- Search Teach Time
- Room's Timetable
- Petition
- Web Log

Assoc.Prof.Dr. J  
5310811021 Mrs. Yan Zhao

WELCOME TO EDUCATIONAL SERVICE SYSTEM

NEWS TOPIC

- การแก้ไขข้อมูลที่อยู่**  
นักศึกษาสามารถแก้ไขและเปลี่ยนแปลงข้อมูลที่อยู่ e-mail address และข้อมูลสถานะภาพการทำงานปัจจุบันได้ด้วยตนเอง โดยคลิกที่ปุ่มเมนูประวัตินักศึกษา แล้วแก้ไขแล้วต้องกดปุ่มบันทึก  
ANNOUNCED BY - ANNOUNCED DATE 10 August 2007
- ตรวจสอบการชำระเงินค่าลงทะเบียน**  
หลังชำระเงินผ่านธนาคารแล้ว ระบบทะเบียนจะทำการปรับปรุงข้อมูลการลงทะเบียน นศ. ในวันทำการถัดไป (เว้นวันหยุดราชการ) โดยสามารถ Login เข้าสู่ระบบเพื่อตรวจสอบการลงทะเบียนได้ใน 2 วันถัดจากวันที่ชำระเงิน  
วิธีที่ 1 สังเกตจากหน้าแรกหลัง Login เข้าสู่ระบบ - ถ้าแสดงข้อความ "มียอดเงินค้างชำระ" คือยังไม่ปรับปรุงข้อมูล หรือนักศึกษายังไม่ชำระเงิน - ถ้าไม่แสดงข้อความ "มียอดเงินค้างชำระ" คือได้ปรับปรุงข้อมูลเรียบร้อยแล้ว  
วิธีที่ 2 คลิกที่ ปุ่มการตั้งค่าใช้จ่าย /ทุน - ถ้ายังไม่ปรับปรุงข้อมูล หรือยังไม่ชำระเงิน จะแสดงรายการยอดเงินค้างชำระ - ถ้าปรับปรุงข้อมูลแล้ว จะแสดงว่า "

Figure 10: STUDENT PROFILE Screen

## 2.5 Teaching Duty

When you select **Teaching Duty**, there will be a main menu with numerous sub-menus, e.g. enrolled student list, grade entry, thesis student list, teaching timetable, etc. Each sub-menu can be further explained as follows:

**NIDA**  
WISDOM for Change

National Institute of Development Administration  
Office of Registrar, Education Service Division

Message System for Instructor English

Main Menu

- Go Back
- Enrolled Student List
- Grade Entry
- Thesis Student List
- Teaching Timetable

Mr. Kowit Praditpol



Faculty staff work load

- REGISTRATION STUDENT LIST**  
List of student in your class order by academic year semester campus academic degree class and study group and show bibliography studied result study/exam timetable.
- GRADE ENTRY**  
Entry student's grade in your class.
- THESIS STUDENT LIST**  
Show student enrollment's statistic in your class.
- TEACHING TIMETABLE**  
Show your teaching timetable in each academic year.

Figure 11: TEACHING DUTY Screen





**2.5.1 Enrolled Student List:** Use **Enrolled Student List** to view all students enrolling in any class you are teaching. You can view your class roster in the screen by clicking **COURSE TITLE**, or export your student list to work in other functions. If you click , the class roster in the form of the word file will be downloaded. If you click , you will be link to an Excel file.

## REGISTRATION STUDENT LIST

ACADEMIC YEAR [2010](#) **2011** [2012](#)  
to see student's list/information

COURSECODE	COURSE	GROUP	TAKE	ENTRY	EXPORT	Upload File
<b>SEMESTER 1</b>						
Bangkok Regular Master's Degree Programs						
PA7200	<a href="#">PERFORMANCE MANAGEMENT AND EFFECTIVENESS IMPROVEMENT</a>	R1	20	6	 	
PP9000	<a href="#">INDEPENDENT STUDY</a>	R1	62	2	 	
Bangkok Special Master's Degree Programs						
PA6200	<a href="#">HUMAN CAPITAL MANAGEMENT</a>	BK 24	250	152	 	
PP6005	<a href="#">INFORMATION SYSTEM FOR MANAGEMENT</a>	B1	245	206	 	

**Figure 12: ENROLLED STUDENT LIST Screen**

Click the  icon in the **IMPORT FILE** column will lead you to the new screen, where you can attach a document file as a course material for student to download.

**COURSE** ND4000 : FOUNDATION FOR GRADUATE STUDIES, **GROUP** R1  
**PROVINCE /CITY** Bangkok  
**DEGREE** Regular Master's Degree Programs  
**ACADEMIC YEAR** 2011 SEMESTER 2

ORDER	File	File Size (Byte)
Add File	C:\Documents and Settings\All Users\Desktop\applicat <input type="button" value="Browse..."/>	<input type="button" value="ADD"/>

**Figure 13: COURSE MATERIAL Screen**



**COURSE** ND4000 : FOUNDATION FOR GRADUATE STUDIES, **GROUP** R1  
**PROVINCE /CITY** Bangkok  
**DEGREE** Regular Master's Degree Programs  
**ACADEMIC YEAR** 2011 SEMESTER 2

ORDER	File	File Size (Byte)
1	<a href="#">application form the-sis.doc</a>	106,496 <a href="#">DELETE</a>
Add File	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="ADD"/>

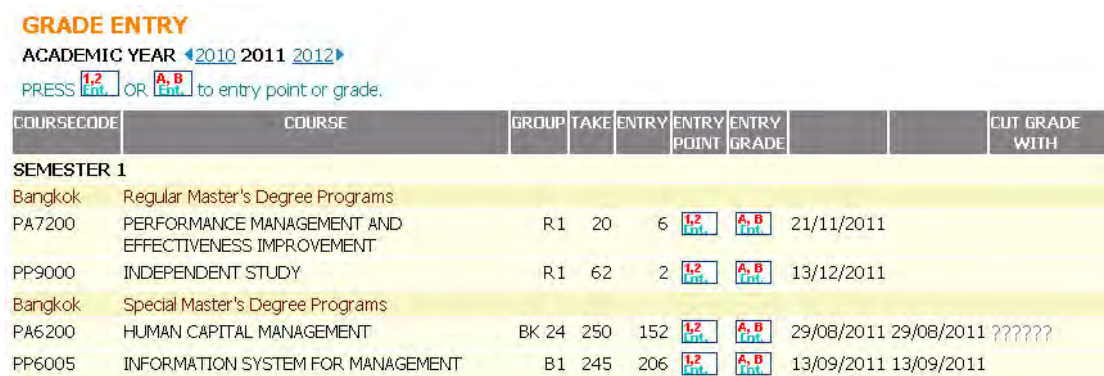
### Step-By-Step Guide



1. Click **BROWSE** to search and select the document file in your computer.
2. Click **ADD** to upload your document to the server.
3. Display the document file name you added to the system. Your students can see the file as soon as you log on the system.











**2.5.2 Grade Entry:** On the **GRADE ENTRY** screen, there will be a number of sub-pages you can go to. For example, if you click **COURSE CODE**, you can view the accumulative GPA of each student who enrolls in your course. Clicking  the grade entry column will launch a new window and you will be directed to record the score range and grading. If you click , a new screen enables you to enter grades, and so on and so forth. The step-by-step details will be explicated later.


## GRADE ENTRY



**GRADE ENTRY**  
ACADEMIC YEAR [2010](#) [2011](#) [2012](#)  
PRESS  OR  to entry point or grade.

COURSECODE	COURSE	GROUP	TAKE	ENTRY	ENTRY POINT	ENTRY GRADE		CUT GRADE WITH
<b>SEMESTER 1</b>								
Bangkok	Regular Master's Degree Programs							
PA7200	PERFORMANCE MANAGEMENT AND EFFECTIVENESS IMPROVEMENT	R1	20	6			21/11/2011	
PP9000	INDEPENDENT STUDY	R1	62	2			13/12/2011	
Bangkok	Special Master's Degree Programs							
PA6200	HUMAN CAPITAL MANAGEMENT	BK 24	250	152			29/08/2011	29/08/2011 ??????
PP6005	INFORMATION SYSTEM FOR MANAGEMENT	B1	245	206			13/09/2011	13/09/2011

**Figure 14: GRADE ENTRY Screen**

- Click the  icon in the **SCORE** column, and you will go to a new screen for saving scores. The menu on the left hand of the screen will provide two submenus of graded activities: **ENTRY GRADE POINT** and **PRINT GRADE ENTRY PDF**.



Main Menu  
Go Back  
Entry Grade Point  
Print Grade Entry Pdf

Assoc.Prof.Dr. Boon-Anan Phinaitrup

**POINT ENTRY**  
PROVINCE /CITY Bangkok  
ACADEMIC YEAR 2554/1 DEGREE Regular Master's Degree Programs  
COURSE PA7200 : PERFORMANCE MANAGEMENT AND EFFECTIVENESS IMPROVEMENT GROUP R1  
SHOW RAW POINT [CALCULATE POINT](#) (Can't fix point)

ORDER	CODE	NAME	REGISTRATION	STATUS	TOTAL	T-SCORE	EDIT	Adjust	Grade Result	REAL GRADE
1	5310111028	Mr.Thapanut Kuakoonwong	Credit	NORMAL			<input checked="" type="checkbox"/>			
2	5310111029	Mr.Supakorn Arjsuntorn	Credit	NORMAL			<input checked="" type="checkbox"/>			
3	5310111033	Miss Saralee Jitcomepa	Credit	NORMAL			<input checked="" type="checkbox"/>			
4	5310111047	Mr.Tanunpol Choungprayoon	Credit	NORMAL			<input checked="" type="checkbox"/>			
5	5310111067	Miss Suchada Soongnoen	Credit	NORMAL			<input checked="" type="checkbox"/>			
6	5310111075	Mr.Chitsanupong Pongnam	Credit	NORMAL			<input checked="" type="checkbox"/>			

**Figure 15: POINT ENTRY Screen**

In the submenu for recording score ranges, you need to identify the proportion of graded activities first by going to the submenu **ENTRY GRADE POINT**. You as faculty are authorized to use the screen. As the rule, the right to access the course taught by more than one lecturer allows you to do the task automatically.

## RECORD SCORE





### 1) Grading method selection

## GRADE POINT ENTRY

**PROVINCE /CITY** Bangkok  
**DEGREE** Regular Master's Degree Programs  
**COURSE** PA7200 : PERFORMANCE MANAGEMENT AND EFFECTIVENESS IMPROVEMENT  
**GROUP** R1  
**ACADEMIC YEAR** 2554/1

**1. Select Grade Type**  
 GRADE A, A-, B+, B, B-, C+, C, C-, D, D-, F

**2. Select Cut Grade Type**  
 **FIX-RANGE** FIX-RATE  
 T-SCORE T-SCORE  
 MEAN-SD MEAN/SD

**3. Set Point Rounding**  
 Net point decimal places at 0

**4. Set Range Grade**  
 Max A Min F

**5. Set Grade Range**

GRADE	FIX-RANGE	T-SCORE	MEAN-SD
A	>= 85		0
A-	>= 80		0
B+	>= 75		0
B	>= 70		0
B-	>= 67		0
C+	>= 65		0
C	>= 60		0
C-	>= 57		0
D	>= 55		0
D-	>= 50		0
F	>= 0		0

### 2) Aggregate score method

**6. Specify all informations of each points correcting**

ORDER	DESCRIPTION	TOTAL POINT	EXAM TYPE	SHOW DATA	WEIGHT (%)	INSTRUCTOR	
1	SCOER QUIZ	20	QUIZ	NOT SHOW	20	Assoc.Prof.Dr. Boon-Anan Phinaitrup	<a href="#">[DELETE]</a>
2	SCORE MIDTERM	30	MIDTERM	NOT SHOW	30	Assoc.Prof.Dr. Boon-Anan Phinaitrup	<a href="#">[DELETE]</a>
3	SCORE FINAL	50	FINAL	NOT SHOW	50	Assoc.Prof.Dr. Boon-Anan Phinaitrup	<a href="#">[DELETE]</a>
			QUIZ	NOT SHOW		Assoc.Prof.Dr. Boon-Anan Phinaitrup	
			QUIZ	NOT SHOW		Assoc.Prof.Dr. Boon-Anan Phinaitrup	
			QUIZ	NOT SHOW		Assoc.Prof.Dr. Boon-Anan Phinaitrup	
			QUIZ	NOT SHOW		Assoc.Prof.Dr. Boon-Anan Phinaitrup	
			QUIZ	NOT SHOW		Assoc.Prof.Dr. Boon-Anan Phinaitrup	
			QUIZ	NOT SHOW		Assoc.Prof.Dr. Boon-Anan Phinaitrup	
			QUIZ	NOT SHOW		Assoc.Prof.Dr. Boon-Anan Phinaitrup	
		100.00			100		

Figure 16: ENTRY GRADE POINT Screen

**1) Grading method selection**

Grading methods can be subsumed under 3 major systems as follows:

Method No.	Grading Systems	Description																																				
1.	FIX-RATE	<p>For the grading method, you as faculty define the range of scores for each grade. The fixed value of scores will be inserted in the FIX-RATE field. The input score will be the starting point.</p> <p>Examples:</p> <table> <thead> <tr> <th></th> <th>Grade</th> <th>FIX-RATE</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>85-100</td> <td>A ≥ 85</td> </tr> <tr> <td>A-</td> <td>80-84</td> <td>A- ≥ 80</td> </tr> <tr> <td>B+</td> <td>75-79</td> <td>B+ ≥ 75</td> </tr> <tr> <td></td> <td></td> <td>B ≥ 70</td> </tr> <tr> <td></td> <td></td> <td>B- ≥ 67</td> </tr> <tr> <td></td> <td></td> <td>C+ ≥ 65</td> </tr> <tr> <td></td> <td></td> <td>C ≥ 60</td> </tr> <tr> <td></td> <td></td> <td>C- ≥ 57</td> </tr> <tr> <td></td> <td></td> <td>D ≥ 55</td> </tr> <tr> <td></td> <td></td> <td>D- ≥ 50</td> </tr> <tr> <td></td> <td></td> <td>F ≥ 0</td> </tr> </tbody> </table> <p>Will be indicated in each field like this:</p>		Grade	FIX-RATE	A	85-100	A ≥ 85	A-	80-84	A- ≥ 80	B+	75-79	B+ ≥ 75			B ≥ 70			B- ≥ 67			C+ ≥ 65			C ≥ 60			C- ≥ 57			D ≥ 55			D- ≥ 50			F ≥ 0
	Grade	FIX-RATE																																				
A	85-100	A ≥ 85																																				
A-	80-84	A- ≥ 80																																				
B+	75-79	B+ ≥ 75																																				
		B ≥ 70																																				
		B- ≥ 67																																				
		C+ ≥ 65																																				
		C ≥ 60																																				
		C- ≥ 57																																				
		D ≥ 55																																				
		D- ≥ 50																																				
		F ≥ 0																																				
2.	T-SCORE	<p>The grading is carried out by using Normalize T-SCORE. By this means, the system will use the total score to arrange T-score and divide score range according to the highest and lowest value. Use the Normal Curve Model (which needs to indicate Item No. 4: The highest and lowest grade).</p> <p>4. Indicate the highest and lowest grade.</p> <p>The highest <input type="text" value="A"/> The lowest <input type="text" value="F"/></p>																																				
3.	MEAN-SD	<p>This grading system relies on MEAN-SD. To accomplish this, each grade has a fixed range of score equal to 1 SD (B+ → B = 0.5 SD) (This system needs to indicate No.4 the highest and lowest grade).</p> <p>4. Indicate the highest and lowest grade.</p> <p>The highest <input type="text" value="A"/> The lowest <input type="text" value="F"/></p>																																				



## 2) Aggregate score method set-up

6. Specify all informations of each points correcting

ORDER	DESCRIPTION	TOTAL POINT	EXAM TYPE	SHOW DATA	WEIGHTH (%)	INSTRUCTOR	
1	Aggregate	100	QUIZ	NOT SHOW	20		[DELETE]
2	Midterm	100	MIDTERM	NOT SHOW	30		[DELETE]
3	Final	200	FINAL	NOT SHOW	50		[DELETE]
			QUIZ	NOT SHOW			
			QUIZ	NOT SHOW			
			QUIZ	NOT SHOW			
			QUIZ	NOT SHOW			
			QUIZ	NOT SHOW			
			QUIZ	NOT SHOW			
			QUIZ	NOT SHOW			
		400.00			100		

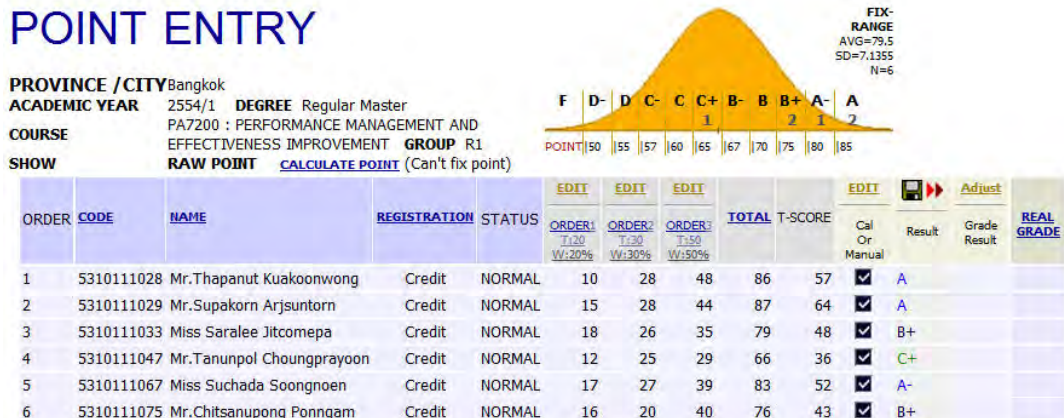
[SUBMIT]

**Figure 17: AGGREGATE SCORE ETHOD Screen**

You can select to add up to 100 times of collecting score on aggregate. Each time, you need to enter the following data.

Item	Description
Description	Assign a name of each scoring
Total point	Raw score
Exam type	Test type is divide into QUIZ, MIDTERM and FINAL
Show data	Score status to be announced to all students
Weight	Ratio of scores in percent form of the total score on aggregate
Instructor	Name of faculty who is authorized to insert the score

**Remarks:** If the score set-up is numbered alike among different sections, the system will automatically transfer the scores. You as faculty can delete the aggregate score item by clicking **DELETE** in the score insertion column. The delete score will be irretreivable.

**AGGREGATE POINT ENTRY****Figure 18: POINT ENTRY Screen**

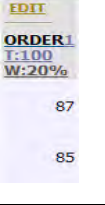

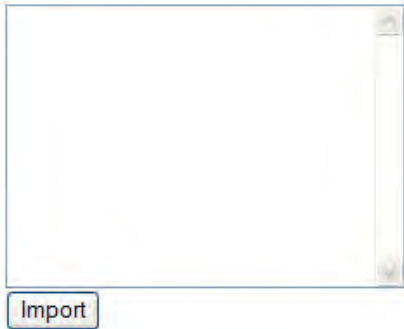

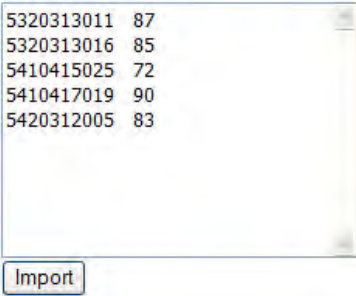
The screen for recording scores used in grading is comprised of two main parts which are:

- **Part 1** is for inserting raw scores (**AGGREGATE SCORE** Column).
- **Part 2** is for adjusting calculated grades. You can use the **GRADE ADJUSTMENT** function for removing some students from the group and grading them manually (self-grading method).



## RAW SCORE INSERTATION



The quantity of score fields mainly depends on the number of times for raw scores on aggregate. The heading of each column will show the conditions of how to collect the score as follows:

<p><b>EDIT</b></p>	<p>Click to enter raw scores. When pressing, the <b>EDIT</b> button will change from <b>EDIT</b> to <b>SAVE</b>. You need to press <b>SAVE</b> after filling scores.</p> <p>The word <b>LOCK</b> shown means that you cannot save the scores. This condition will be indicated from the <b>SCORE RANGE</b> screen.</p>	
<p><u>Level 1</u></p>	<p>This column tells you the number of the aggregate scores.</p> <ul style="list-style-type: none"> <li>• If you move your Mouse and place it on Point, the system will display the name the name of each score on aggregate.</li> <li>• If you click on the <b>ORDER</b> button, the system will arrange in order of score.</li> </ul>	
<p>T:100 W:20%</p>	<p>The aggregate score refers to the total score of 100 and is kept with 20% weight.</p>	
<p></p>	<p>Press the button in order to display the score imported from files as follows:</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 2;"> <p><b>Step 1.</b> Open file and order data for example</p> <pre> STUDENTCODE POINT B4304838 23 B4306108 24 B4308447 ...           </pre> <p><b>Step 2.</b> Copy data and Paste to Area Box</p> <p><b>Step 3.</b> Press  to Import data</p> </div> </div> <p>The import file must have two columns: <b>STUDENT ID</b> and <b>RAW SCORE</b>. The import can be completed by copying the data and then paste them in the <b>AREA BOX</b>. Then, press <b>IMPORT</b> as shown below.</p> <div style="margin-top: 20px;">  </div>	











## GRADING AND GRADE TRANSFER

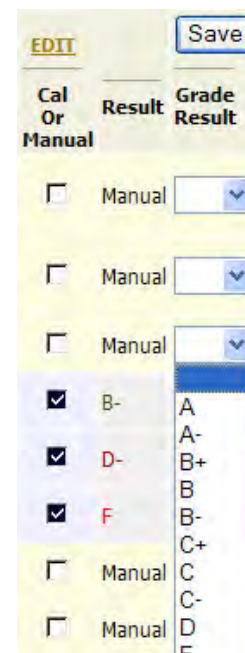
Upon completion of score record, you will see that the system calculates the grades in an on-line, real-time manner. Such transaction is shown in this column. The received grade will be displayed in the **RESULT** field. The grade can then be transferred by clicking  on the **DISK** icon. The system will automatically transfer the calculated grade to the **Result**  **ADJUST/GRADE RESULT** column.

**Remarks:** Grade transfer can be performed to only students who are set up as **CAL** in the **CAL OR MANUAL** column.

## MANUAL GRADING

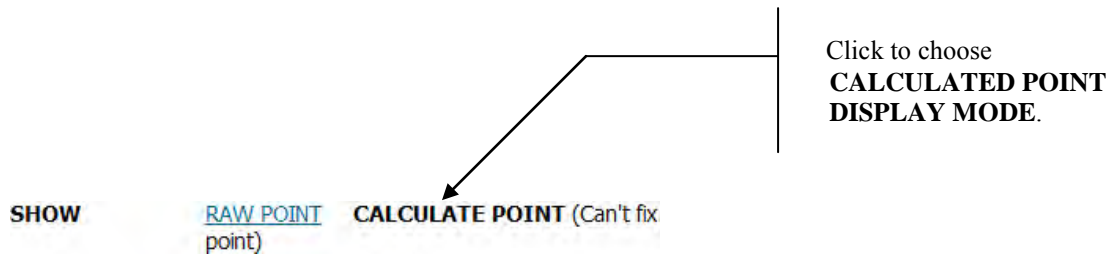
This command is used for adjusting the calculated grade or pulling outliers—the students with exceptionally high or low scores distant from the sample group. This process can be completed by pressing the **CAL OR MANUAL** button.

Item	Description
 	<b>Cal or Manual</b> This command is used to determine the grading via the system or manual grading. Upon pressing <b>CAL OR MANUAL</b> , you need to <b>SAVE</b> by clicking the <b>CHECK BOX</b> .
 	<b>Display result</b> This field displays the calculated grades. If you want to grade some students manually, select <b>MANUAL</b> by selecting ✓ in the first column. Instead of showing the student's grade, the word <b>MANUAL</b> will appear in the field. You as faculty can manually insert the grades of these students by clicking <b>ADJUST</b> in its field.  Manually grading these students will change the <i>N</i> value the population, resulting in a decrease in statistical calculation.
 	<b>Adjust</b> This command is used to manually grade your students. Clicking on the <b>ADJUST</b> button, you can change only students' grades you set up as <b>MANUAL</b> .



EDIT	Save	Cal Or Manual	Result	Grade Result
<input type="checkbox"/>		Manual	Manual	A
<input type="checkbox"/>		Manual	Manual	A-
<input type="checkbox"/>		Manual	Manual	B+
<input checked="" type="checkbox"/>		Manual	Manual	B
<input checked="" type="checkbox"/>		Manual	Manual	B-
<input checked="" type="checkbox"/>		Manual	Manual	C+
<input type="checkbox"/>		Manual	Manual	C
<input type="checkbox"/>		Manual	Manual	C-
<input type="checkbox"/>		Manual	Manual	D
<input type="checkbox"/>		Manual	Manual	E
<input type="checkbox"/>		Manual	Manual	F

**Remarks:** Students who registered and then withdrew with **W**, the system will automatically remove them from the sample group.

**MODE SELECTION TO DISPLAY RAW POINT OR CALCULATED POINT**

Two **MODES** you can select are:


- **RAW POINT** is the score you insert into the system.
- **CALCULATED POINT** is the score calculated in form of percentage (%) as assigned. In this **MODE**, scores are unalterable.

**THE T-SCORE TABLE USED AS THE REFERENCE GUIDE IN THE SYSTEM**

T	Area	T	Area	T	Area	T	Area	T	Area
10	0.0032	21	0.1900	41	18.4100	61	86.4300	81	99.9030
11	0.0064	22	0.2600	42	21.1900	62	88.4900	82	99.9310
12	0.0074	23	0.3500	43	24.2000	63	90.3200	83	99.9520
13	0.0110	24	0.4700	44	27.4300	64	91.9200	84	99.9660
14	0.0160	25	0.6200	45	30.8500	65	93.3200	85	99.9770
15	0.0230	26	0.8200	46	34.4600	66	94.5200	86	99.9840
16	0.0340	27	1.0700	47	38.2100	67	95.5400	87	99.9890
17	0.0480	28	1.3900	48	42.0700	68	96.4100	88	99.9928
18	0.0690	29	1.7900	49	46.0200	69	97.1300	89	99.9952
19	0.1000	30	2.2800	50	50.0000	70	97.7200	90	99.9968
20	0.1300	31	2.8700	51	53.9800	71	98.2100		
		32	3.5900	52	57.9300	72	98.6100		
		33	4.4600	53	61.7900	73	98.9300		
		34	5.4800	54	65.5400	74	99.1800		
		35	6.6800	55	69.1500	75	99.3800		
		36	8.0800	56	72.5700	76	99.5300		
		37	9.6800	57	75.8000	77	99.6500		
		38	11.5100	58	78.8100	78	99.7400		
		39	13.5700	59	81.5900	79	99.8100		
		40	15.7800	60	84.1300	80	99.8650		



2. Click on the  icon in the **GRADE INSERTION** column will lead you to a new screen for recording grades.

**GRADE ENTRY**  
 PROVINCE /CITY Bangkok, Regular Master's Degree Programs  
 ACADEMIC YEAR 2554 SEMESTER 1  
 PA7200 PERFORMANCE MANAGEMENT AND EFFECTIVENESS IMPROVEMENT GROUP R1  
 PAGE NO. 1/1, TOTAL STUDENT 6 

ORDER	STUDENT CODE	NAME	OLD VALUE	GRADE ENTRY	REGISTRATION STATUS
1.	5310111028	Thapanut Kuakoonwong	A	3	Credit
2.	5310111029	Supakorn Arjsuntorn	A-	3	Credit
3.	5310111033	Saralee Jitcomepa		3	Credit
4.	5310111047	Tanunpol Choungprayoon		3	Credit
5.	5310111067	Suchada Soongnoen		3	Credit
6.	5310111075	Chitsanupong Ponngam		3	Credit

THEN GO TO PAGE NO. 1 OF 1 TOTAL PAGES 1 PAGE(S)

Figure 19: RECORD SCORE Screen When Clicking 

3. Click on **GRADE PRINTOUT** and then go to a new screen for printing via Microsoft Word as shown below.


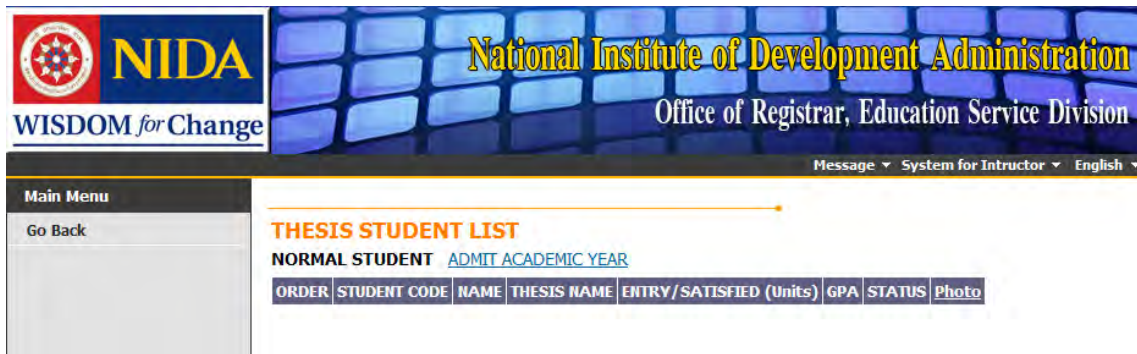
	National Institute of Development Administration	PRINT GRADE PROVINCE /CITY Bangkok SEMESTER 1/2011	
	DEGREE	Regular Master's Degree Programs Public Administration	
COURSE	PA7200 : PERFORMANCE MANAGEMENT AND EFFECTIVENESS IMPROVEMENT		
CLASS	Assoc.Prof.Dr. Nisada Wedchayanon, Assoc.Prof.Dr. Boon-Anan	GROUP No. R1	
INSTRUCTOR	Phinaitrup, Asst.Prof.Dr. Werawat Punntitamai		
ORD ER	STUDENT CODE	NAME	GRADE
1	5310111028	Mr. Thapanut Kuakoonwong	A
2	5310111029	Mr. Supakorn Arjsuntorn	B
3	5310111033	Miss Saralee Jitcomepa	B
4	5310111047	Mr. Tanunpol Choungprayoon	B+
5	5310111067	Miss Suchada Soongnoen	B-
GRADE	NUMBER	%	
A	1	20.00	
A-	0	0.00	
B+	1	20.00	
B	2	40.00	
B-	1	20.00	
C+	0	0.00	
C	0	0.00	
C-	0	0.00	
D	0	0.00	
D-	0	0.00	
F	0	0.00	
NOT SPECIFY	6	100.00	
CONTROL CODE	SECTION: R1 = 20017		

Figure 20: GRADE REPORT



**2.5.3 Thesis Student List:** When clicking this submenu, your **THESIS STUDENT LIST** will be viewable.



**Figure 21: Your THESIS STUDENT LIST Screen**

**2.5.4 Teaching Timetable:** You can view your timetable in the year/semester by clicking the **TEACHING TIMETABLE** menu. You can also search other lecturers' schedules by using the **CLASS SHCEDULE** menu.

1) **TEACHING TIMETABLE** will show your pedagogical workload in particular.

#### Step-By-Step

1. On the **TEACHING DUTY** screen, click the **TEACHING TIMETABLE** menu.
2. The system will display the data of year/semester and your timetable as shown in Figure 22 below.

Asst.Prof.Dr. XXXXXX XXXXXXXXXXXX

#### TEACHING TIMETABLE

Ketkanda Jaturogkachoke ACADEMIC YEAR 2011 / 1 2 3

Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00
Mon							
Tue		PLA6000, D1					
Wed							
Thu							
Fri							
Sat						AS4003, B1	
Sun							

\* The following data as shown below combined with course code, group building classroom respectively.

Eng : ข้อมูลตารางเรียน/ตารางสอบ เป็นข้อมูลตามประกาศของสถาบันพัฒนาบริหารศาสตร์

**Figure 22: Your TIMETABLE Screen**

**Remarks:** The data shown in this table are made up of course code, section, building and room, respectively. The system will automatically display the repetitive schedule (if any) in red ink.



- 2) **SEARCH TEACH TIME** is the menu which apprises you of other lecturers' teacher teaching timetable.

### Step-By-Step Guide

1. On the **TEACHING DUTY** screen, go to **TEACHING TIMETABLE** menu, and then click **SEARCH TEACH TIME**.
2. You need to identify the condition in your search. You can insert the fore name and/or surname of the desired lecturer. You can use the symbol (\*) to impose the search conditions.

**Figure 23: Assign SEARCH TERMS for TEACHING TIMETABLE**

Supposing that you want to search the class schedule of the lecturer whose first name is Supang, simply insert the word Supang in the box **PLEASE SPECIFY NAME**. Then, indicate the quantity of search results; otherwise, the system will display 25 names match your search term. After assigning your search conditions, click on the **SEARCH** button. The system will show its search results as shown in Figure 24 below.

**Figure 24: Select the Desired Lecturer's Name**





3. Clicking on the desired lecturer's class schedule, you will see the screen as shown in Figure 25.

**TEACHING TIMETABLE**  
 ผู้ช่วยศาสตราจารย์ XXXX XXXXXXXXXX      ACADEMIC YEAR 2011 / 1 2 3

Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00
Mon							
Tue		PLA6000, D1					
Wed							
Thu							
Fri							
Sat						AS4003, B1	
Sun							

\* The following data as shown below combined with course code, group building classroom respectively.  
 Eng : ข้อมูลตารางเรียน/ตารางสอน เป็นข้อมูลตามประกาศของสถาบันศึกษาพัฒนาบริหารศาสตร์  
**ROOM**  
**EMAIL ADDRESS**  
**Officer Hour**  
**Url Link**

Figure 25: Select the Desired Lecturer's CLASS SCHEDULE

## 2.6 Message to Student

You can send messages to or e-mail each student of you or desired group of students, or all advisees. The message sent to each student or your course roster will appear in their **ANNOUNCEMENT** page on an individual basis. upon accessing the system, each of your students will automatically receive your message. In case a message is sent to all NIDA students, the message will appear on the announcement in the public section.

### Step-By-Step Guide

1. On the main page, click on the **MESSAGE TO STUDENT** menu.
2. Indicate the type of your message receivers by clicking the circle in front of each option. If you want to send message to an individual student, insert his or her **STUDENT CODE** in its field. If you want to circulate the news among the entire class, insert the course number, section, program, and campus.
3. Insert the subject in the text box **TOPIC NAME**.
4. Insert the message in the text box **MESSAGE**.
5. Set up the **DATE/MONTH/YEAR** you want the text to start appearing.
6. Set up the **DATE/MONTH/YEAR** you want the message to disappearing.



7. Set up the level of importance. (The message will be displayed in order of importance.)
8. Click **SUBMIT**.

### MESSAGE TO STUDENT

**STEP 1** Please select option to send your message

- INDIVIDUAL
- GROUP
- CONSULT STUDENT

**ACADEMIC YEAR** [2010](#) [2011](#) [2012](#)

COURSECODE	COURSE	GROUP	TAKE	ENTRY
<b>SEMESTER 2</b>				
Bangkok	Regular Master's Degree Programs			
ND4000	FOUNDATION FOR GRADUATE STUDIES	R1	90	11

**STEP 2** Please enter topic's name and message and then press **SUBMIT**

TOPIC NAME

MESSAGE

You can't specify more than 500 characters.

NO. OF CHARACTER(S)

**STEP 3** Files to send with message

File 1:

File 2:

File 3:

STARTED DATE

UNTIL

PRIORITY

**Figure 26: MESSAGE TO STUDENT Screen**

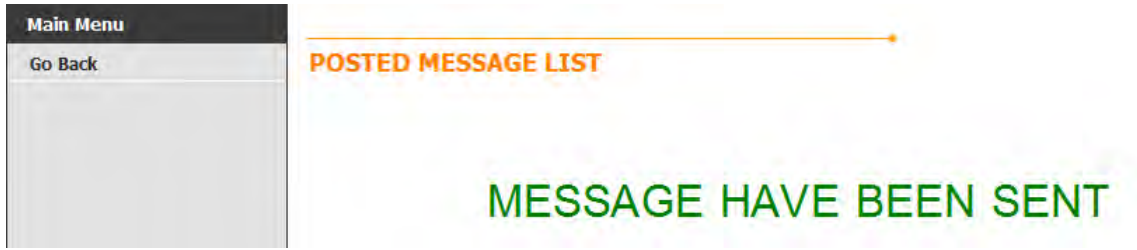


Figure 27: The Message Popping Up When Your Message Has Already Been Sent to Your Student

- 9. You as faculty can monitor and edit the message sent to your students. Just click on the **SENT** menu as shown in Figure 28 below.



Figure 28: SENT MESSAGE

- 10. If you as faculty want to delete your sent message, just click [**DALETE MESSAGE**] in the last field. If you want to edit your sent message, simply click on the **SUBJECT** button, and revise the information accordingly. Then, click **SUBMIT** in e-mail your students as shown in Figure 29 below.

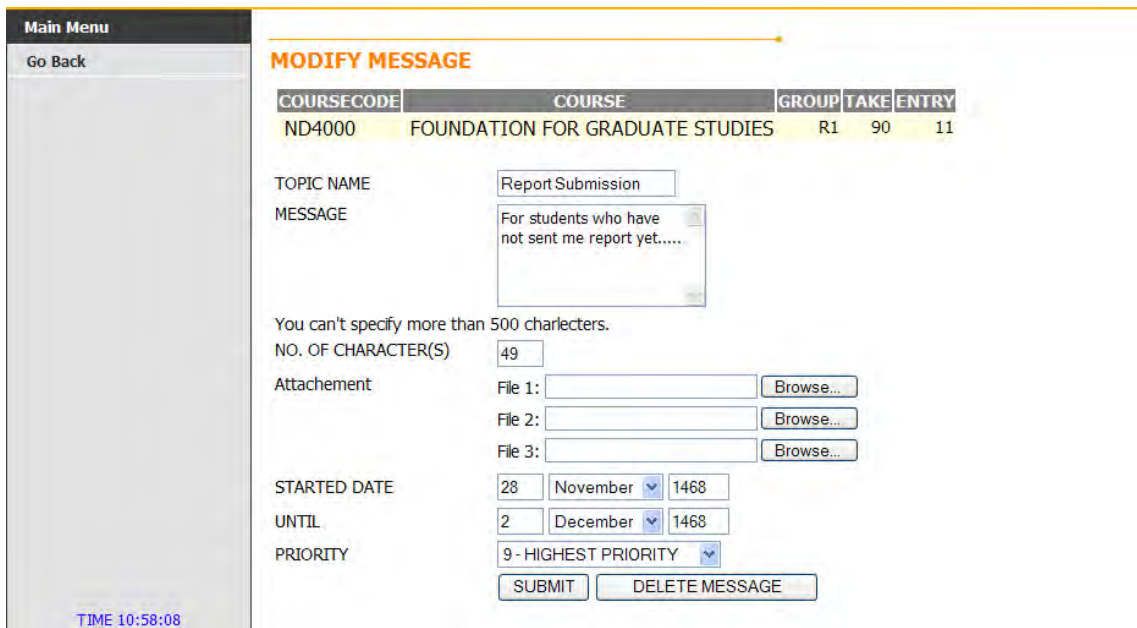


Figure 29: Screen for Editing SENT MESSAGE



## 2.7 Check Student Information

You can check the status of each student of yours in each semester including GPA in each semester, accumulative GPA, number of credits registered in a certain semester, and accumulative credits.

### Step-By-Step Guide

1. From the main menu, click **CHECK STUDENT INFORMATION**.
2. Identify the conditions, such as **STUDENT CODE**, **NAME**, or **SURNAME** of the student record you want to go into.

**Figure 30: CHECK STUDENT INFORMATION Screen (Continued From Figure 5)**

3. Click **SEARCH**, the screen will report your student profile as shown in figure 31.

YEAR	SEMESTER	STATUS	REGISTRATION STATUS	CREDIT	SUM CREDIT	POINT	SUM POINT
1992	1	Regular	ENGทำการลงทะเบียนแล้ว ( ลงปกติ )	9	9	3.43	3.43
1992	2	Regular	ENGทำการลงทะเบียนแล้ว ( ลงปกติ )	9	18	3.43	3.43
1992	3	Regular	ENGทำการลงทะเบียนแล้ว ( ลงปกติ )	3	21	3.30	3.41
1993	1	Regular	ENGทำการลงทะเบียนแล้ว ( ลงปกติ )	12	33	3.52	3.45
1993	2	Regular	ENGทำการลงทะเบียนแล้ว ( ลงปกติ )	12	45	3.40	3.44
1994	1	GRADUATE	ENGยังไม่ทำการลงทะเบียน	-	45	0.00	3.44

**Figure 31: The Screen When Clicking SEARCH (Continued from Figure 30)**





## 2.8 Course Search

You can go into the information of each course in details from the **COURSE SEARCH** menu. The information contains course number, course title in Thai/English, credit number, and school. You will also learn more about the course concerning the program, the field, the enrollment terms, number of sections, class schedules, room/building, limited enrollment, number registered students, the rest of available seats, etc.

### Step-By-Step Guide

1. Use the mouse to click on the **COURSE SEARCH** menu.
2. Specify the conditions for **COURSE SEARCH**, starting from the school, campus program, course number, and/or course title of the course you to look into. You can use the symbol (\*) to identify some part of the course number, and/or the course title. If you do not type any message in the **COURSE CODE** field, the system will search the course with out the course number. Similarly, if you do not type any message in the **COURSE NAME** field, the system will automatically search the course regardless of the course title as shown in the following figure.

**Figure 32: The Screen Displaying Conditions for Course Search**

Click at course code for showing course's information

COURSECODE	COURSE NAME	CREDIT	TIME	GROUP	TAKE	ENTRY	LEFTOVER	STATUS	COURSE SYLLABUS
<a href="#">AS4001</a>	MATHEMATICS FOR APPLIED STATISTICS • Asst.Prof.Dr.Jugkarin Sukmok	3		R1	45	35	10	NORMAL	
<a href="#">AS4002</a>	OBJECT-ORIENTED PROGRAMMING IN JAVA • Asst.Prof.Patrawadee Tanawongsuwan	3		R1	30	20	10	NORMAL	
<a href="#">AS4006</a>	DATA STRUCTURES AND ALGORITHMS • Ajarn Dr.Sutep Tongngam	3		R1	99	9	90	NORMAL	

**Figure 33: The Result Gained from Clicking the SEARCH Button (continued from Figure 32)**





The following figure is the screen displaying the details of the course number **AS4001**.

**AS4001 คณิตศาสตร์สำหรับสถิติประยุกต์**  
 MATHEMATICS FOR APPLIED STATISTICS  
 SCHOOL Applied Statistics  
 Name of Program Master of Science Program in Applied Statistics  
 CREDIT 3  
 COURSE CONTINUE: [AR6602](#), [AR6603](#), [AR6604](#), [AS6201](#), [AS6202](#), [AS6401](#), [AS6402](#), [AS7105](#), [AS7204](#), [AS7404](#), [CI6001](#)  
 SELECT SEMESTER: 1 / 2011

**Bangkok**  
 Regular Master's Degree Programs

GROUP	DAY	TIME	CLASS ROOM	STUDY	SEAT(TOTAL SEAT - USED - REMAIN )
R1	Mon	09:00-12:00		C	45 35 10
	Wed	09:00-12:00		C	

**INSTRUCTOR:** Asst.Prof.Dr.Jugkarin Sukmok

**RESERVE FOR:** YEAR 1 Over GROUP YEAR 541 GROUP ACTR541 : 40-27-13  
 Information Systems Management YEAR 1 Over GROUP YEAR 541 GROUP ISMR541 : Information Systems Management 25-8-17

**MIDTERM:** 3 Aug 2011 TIME 09:00 - 12:00 ห้อง 406 ชั้น 4 อาคารสยามบรมราชกุมารี 3 Aug 2011 TIME 09:00 - 12:00 ห้อง 301 ชั้น 3 อาคารสยามบรมราชกุมารี

**FINALS:** 12 Oct 2011 TIME 09:00 - 12:00 ห้อง 402 ชั้น 4 อาคารสยามบรมราชกุมารี  
 12 Oct 2011 TIME 09:00 - 12:00 ห้อง 404 ชั้น 4 อาคารสยามบรมราชกุมารี

**Course Description**

**REMARK**  
**STUDY** C=Lec L=Lab R=Con S=Self T=Tut

**Figure 34: The Details of Each Course**

For the open course in the present semester, details will include the number of sections, class schedule, venue, open enrollment, registered students, and the remaining available seats.

## 2.9 Learn Timetable

You can search your student's timetable from the **LEARN TIMETABLE** menu. The data of Student's Timetable will be shown according to the current academic year and semester.

### Step-By-Step Guide

1. Use the mouse to click on the **LEARN TIMETABLE** menu.
2. Specify the course search conditions which are student ID, and/or student name as shown in the figure below.

**Main Menu**  
 Go Back

**STUDIED TIMETABLE**

STUDENT CODE  NAME Kan\*  SURNAME

STATUS  SCHOOL

SPECIFY THE MAX NUMBER OF RECORD

**SUGGESTION**

1. Searching for student's code which starting with 54 please insert 54\* .
2. Searching for student's name which starting with som please insert som\* .
3. Searching for student's name which ending with chai please insert \*chai .
4. Specify student's status.
5. Specify the max number of record.
6. Press  to start searching.

**Figure 35: Setting Conditions for Student's Timetable Search**



You can also use the symbol (\*) to indicate the Student ID and/or the name. The symbol (\*) is usually used in the even that students want to identify only part of their Student ID and/or names. For instance, if you want to search the timetable of a student whose name starts with **Som**, and the Student ID starting with **49**, the student can insert only **49** in the Student ID field and the word **Som** in the Student Name field. Then, the number of results you want the system to display. If you do not specify any conditions, the system will display only the first 25 names from the search.

- When clicking **SEARCH**, the system will search results of student names both in Thai and English, together with the Student ID, according to the conditions set up. The screen will show the search results in the order of Student ID as shown in the figure below.

## STUDENT TIMETABLE

Main Menu		STUDIED TIMETABLE	
Go Back		Please click at student's code to display student's timetable	
1	<a href="#">5320170057</a>	Kanungnit Jiwkok คณิงนิจ เจียวกัก	Public Administration NORMAL
2	<a href="#">5320170058</a>	Kaneungnit Kuasakul คณิงนิตยี่ เกือสกุล	Public Administration NORMAL
3	<a href="#">5310131022</a>	Kankhahath Piyakarn คณิงคหะถะถะ ปียะคะระน	Public Administration OUT OF STATUS
4	<a href="#">5410112002</a>	Kanumporn Kuntaka คณิงมพระ กันทะคะกะ	Public Administration NORMAL
5	<a href="#">5320171003</a>	Kantawat Lommuang กันตวะระถัน ล้อมเมือง	Public Administration NORMAL

Figure 36: Displaying the Result of SEARCH WITH CONDITIONS from Figure 35

- When clicking the **STUDENT ID** you desire to look into his/her data, the system will display that student's timetable as shown below.

Main Menu		STUDY/EXAMS SCHEDULE OF COURSE ENROLLED																																																																														
Go Back		<p>NAME</p> <p>STATUS Regular</p> <p>SCHOOL Development Economics</p> <p>Name of Program Master of Economics Program in Financial Economics</p> <p>PROGRAM -</p> <p>CONSULTANT -</p> <p>ACADEMIC YEAR 2011 / 1 2</p> <table border="1"> <thead> <tr> <th>Day/Time</th> <th>9:00-10:00</th> <th>10:00-11:00</th> <th>11:00-12:00</th> <th>12:00-13:00</th> <th>13:00-14:00</th> <th>14:00-15:00</th> <th>15:00-16:00</th> <th>16:00-17:00</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>FEZ150, R1 ห้อง 505 ชั้น 5 อาคารสยามบรมราชกุมารี</td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td>FEZ120, R1 ห้อง 501 ชั้น 5 อาคารสยามบรมราชกุมารี</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thu</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td>FEZ050, R1 ห้อง 404 ชั้น 4 อาคารสยามบรมราชกุมารี</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>* The following data as shown below combined with course code, group building classroom respectively. Eng : ข้อมูลตารางเรียน/ตารางสอน เป็นข้อมูลตามประกาศของสถาบันที่พัฒนบริหารศาสตร์</p>							Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	Mon									Tue							FEZ150, R1 ห้อง 505 ชั้น 5 อาคารสยามบรมราชกุมารี		Wed		FEZ120, R1 ห้อง 501 ชั้น 5 อาคารสยามบรมราชกุมารี							Thu									Fri		FEZ050, R1 ห้อง 404 ชั้น 4 อาคารสยามบรมราชกุมารี							Sat									Sun								
Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00																																																																								
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Thu																																																																																
Fri		FEZ050, R1 ห้อง 404 ชั้น 4 อาคารสยามบรมราชกุมารี																																																																														
Sat																																																																																
Sun																																																																																

Figure 37: Details of STUDENT'S TIMETABLE



## 2.10 Teaching Timetable

The details of this function are already shown on the **SEARCH TEACH TIME** topic on Page 21.

## 2.11 Room Timetable

You can search the room availability information on the **ROOM TIMETABLE** menu. The system provides room availability services according to the academic year and semester both currently and previously.

### Step-By-Step Guide

1. Move the mouse and click on the **ROOM TIMETABLE** menu.
2. The system will bring up all NIDA buildings.
3. Click on the **BUILDING NUMBER** to view the **ROOM LISTING** as shown below.

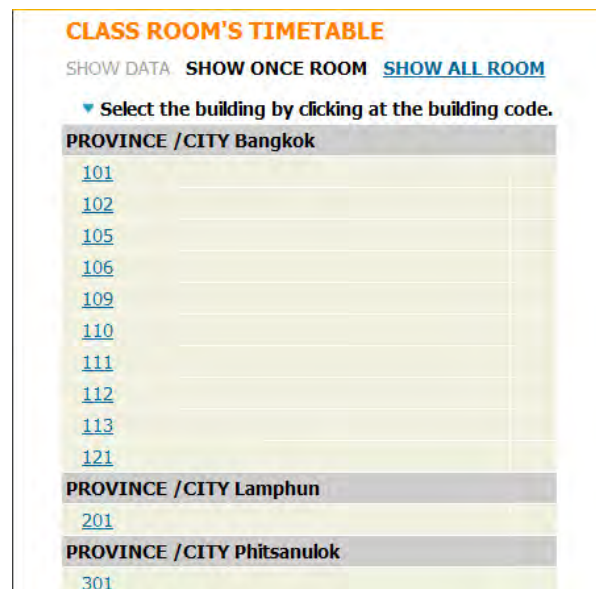


Figure 38: All Buildings Screen

When you click the desired **BUILDING NUMBER**, the system will display all rooms in a particular building including capacity of each room.

4. Click on the **ROOM NUMBER** to learn about the Room Availability allows you to view the details comprising the course number (no. of credits), section and program, respectively. Light blue and light green are used to differentiate rooms. A **light-blue room** refers to the room used in a normal manner; that is, there is only one class regularly using the room. Light-green rooms are also used in a normal manner, but there will be more than one class come to use this room. The red color means that the rooms on the timetable are used in an overlapped fashion. The system will show this overlapped cycle (or, the same room are used by more than one class).

Let's look at the following figure.

**CLASS ROOM'S TIMETABLE**

PROVINCE /CITY Bangkok

CLASS ROOM

01201 : ห้องบรรยาย อาคาร 1 ชั้น 2 ห้อง 201 TYPE : ห้องบรรยาย ไมโครโอม, AMP, ลำโพง, โปรเจคเตอร์, Visual, โอเวอร์เฮด CAPACITY : 40 STAT

EQUIPMENT

ACADEMIC YEAR 2008

BETWEEN 28/11/2011 - 4/12/2011

▶ / 1 2 3

Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00
Mon		EC610, R1 L11						
Tue		EC501, R1 L11			LA714, R1 L13			
Wed		EC620, R1 L11			EC620, R1 L11	PP602, R2 L11		SE842, D1 L21
Thu		EC610, R1 L11						
Fri		EC743, R1 L11			ECON910, D1 L23			
		EC786, R1 L11						

**Figure 39: Timetable of Your Selected Room****2.12 Feed Back**

This menu allows you to view and respond to any comments directly sent to you.

**Step-By-Step Guide**

1. One the main menu, click on the **FEED BACK** menu.
2. Select the **MONTH/YEAR** that you want to view the comments.

**SUGGESTION FROM USER**

MONTH February 2010

DATE	TIME	MESSAGE
04	23:02	<p>FROM Mr.Panupong Wattanasereekul</p> <p><b>QUESTION</b> สวัสดีครับ ผมชื่อปานพงศ์ วัฒนเสรีกุล รหัสนักศึกษา 5310811008 ปริญญาโท(ภาคปกติ) หลักสูตรภาษาและการสื่อสาร อยากจะเรียนถามในเรื่องดังต่อไปนี้ 1. เรื่องการยกเลิกค่าบำรุงการศึกษาของทาง NIDA จะมีผลเกี่ยวข้องกับผมหรือไม่ และผมจะต้องทำอย่างไรต่อไปครับ</p> <p><b>ANSWER</b> เนื่องจากคุณได้ชำระเงินค่าขึ้นทะเบียนแล้ว ดังนั้นในภาค 1/2553 ที่ลงทะเบียน คุณไม่ต้องชำระเงินค่าบำรุงการศึกษา (สังเกตจากใบแจ้งยอดการชำระเงินค่าลงทะเบียนที่ต้องนำไปชำระเงินที่ธนาคาร) ส่วนภาคการศึกษาถัดไป ต้องเสียค่าบำรุงการศึกษาตามประกาศสถาบัน ดี</p> <p>DAY 23/3/2553 10:21:08 BY Miss Kochakorn Sujaritvisan</p>

**Figure 40: The USER COMMENT Screen**

1. If you would like to respond to your student, click **ANSWER**. Then, type your message you want to e-mail your student. Select the type of receiver: individual or group. Then, click **SEND**.





### REPLY TO USER COMMENT

## ANSWER FEEDBACK

**FROM** Mr. Panupong Wattanasereekul (STUDENT)  
**DAY** 04/2/2553 23:02:52  
**MESSAGE** เรียน อาจารย์ ผมขอแจ้งขาดลาหยุด.....

**ANSWERED BY** xxx xxxxxxxxx  
**DAY** 23/3/2553 10:21:08

รับทราบ  
 xxxxxxxxxxxxxxxxxxxxxxx

You can't specify more than 500 characters.

**NO. OF CHARACTER(S)**   
**ANSWER TYPE**

Figure 41: Reply to USER COMMENT

### 2.13 Login Statistic

You can check your own access history by clicking on the **LOGIN STATISTIC** menu as shown in Figure 42.

**LOGIN STATISTIC**  
 MONTH ◀ November 2011 ▶

DATE	TIME	REMARK	FROM(IP)	IMPERSONATED BY	REMARK
28	16:34	Officer Acting as Instructor	10.10.21.131		
	16:34	ENLogin Pass	10.10.21.131		
	15:45	แก้ไขคะแนนตั้งENG	10.10.21.131		2/2554 ND4000 : SECT R.1
	15:45	แก้ไขคะแนนตั้งENG	10.10.21.131		2/2554 ND4000 : SECT R.1
	15:45	แก้ไขคะแนนตั้งENG	10.10.21.131		2/2554 ND4000 : SECT R.1
	15:45	แก้ไขคะแนนตั้งENG	10.10.21.131		2/2554 ND4000 : SECT R.1
	15:43	Officer Acting as Instructor	10.10.21.131		
	15:43	ENLogin Pass	10.10.21.131		

Figure 42: The LOGIN STATISTIC Screen

### 2.14 Logout

After using NIDA Academic Service System, you need to click **LOGOUT**, to prevent anyone from having unauthorized access to your information.





## 2.15 Supplement

There are two methods to send your course material file to your students as follows:

**METHOD 1:** Send a document file to your students on the screen **E-MAILING STUDENT**.

### Step-By-Step Guide

1. On the main page, click on the **MESSAGE TO STUDENT** menu.
2. Indicate the type of your message receiver by clicking the circle in front of each option. If you want to send a message to an individual student, insert his or her **STUDENT ID** in its field. If you want to circulate the news among the entire class, insert the course number, section, program and campus.
3. Insert the subject in the text box **SUBJECT**.
4. Insert your message in the text box **MESSAGE**.
5. Click **BROWSE** to choose a desired file you want to send.
6. Set up the **DATE/MONTH/YEAR** you want to the message to disappear.
7. Set up the level of importance. (The message will be displayed in order of importance.)
8. Click **SEND**.

**MESSAGE TO STUDENT**

**STEP1** Please select option to send your message

INDIVIDUAL  
 GROUP  
 CONSULT STUDENT

**ACADEMIC YEAR** [2010](#) [2011](#) [2012](#)

COURSECODE	COURSE	GROUP	TAKE	ENTRY
<b>SEMESTER 2</b>				
Bangkok	Regular Master's Degree Programs			
<a href="#">ND4000</a>	<a href="#">FOUNDATION FOR GRADUATE STUDIES</a>	<a href="#">R1</a>	<a href="#">90</a>	<a href="#">11</a>



**STEP 2** Please enter topic's name and message and then press **SUBMIT**

TOPIC NAME

MESSAGE

You can't specify more than 500 characters.

NO. OF CHARACTER(S)

**STEP 3** Files to send with message

File 1:

File 2:

File 3:

STARTED DATE

UNTIL

PRIORITY

**Figure 1: MESSAGE TO STUDENT Screen**

**Remarks:** the message and document file sent in this way will appear on the first screen when your students log in the system. The students can also download the file for viewing.

**METHOD 2:** Send a document file to your students on the **REGISTRATION STUDENT LIST** screen.

### Step-By-Step Guide

1. On the main page, click on the **TEACHING DUTY** menu.
2. Select the **ENROLLED STUDENT LIST** submenu.
3. On the **ENROLLED STUDENT LIST** screen, click on the **MOUSE** icon of the course for which you want to send the file.
4. On the **COURSE MATERIAL** screen, click **BROWSE** to choose the file you want to send.
5. When having the desired file, click **ADD** to upload the document file to save to your server. This ends the file attachment processes.

**Remarks:** You can add some more files by repeating Step 4 and 5.



## REGISTRATION STUDENT LIST

ACADEMIC YEAR [2010](#) **2011** [2012](#)

[to see student's list/information](#)

COURSECODE	COURSE	GROUP	TAKE	ENTRY	EXPORT	Upload File
<b>SEMESTER 1</b>						
Bangkok	Regular Master's Degree Programs					
PA7200	<a href="#">PERFORMANCE MANAGEMENT AND EFFECTIVENESS IMPROVEMENT</a>	R1	20	6		
PP9000	<a href="#">INDEPENDENT STUDY</a>	R1	62	2		
Bangkok	Special Master's Degree Programs					
PA6200	<a href="#">HUMAN CAPITAL MANAGEMENT</a>	BK 24	250	152		
PP6005	<a href="#">INFORMATION SYSTEM FOR MANAGEMENT</a>	B1	245	206		

**Figure 2: ENROLL STUDENT LIST Screen**

COURSE ND4000 : FOUNDATION FOR GRADUATE STUDIES, **GROUP R1**  
 PROVINCE /CITY Bangkok  
 DEGREE Regular Master's Degree Programs  
 ACADEMIC YEAR 2011 SEMESTER 2

ORDER	File	File Size (Byte)
Add File	C:\Documents and Settings\All Users\Desktop\applica <input type="button" value="Browse..."/>	<input type="button" value="ADD"/>

COURSE ND4000 : FOUNDATION FOR GRADUATE STUDIES, **GROUP R1**  
 PROVINCE /CITY Bangkok  
 DEGREE Regular Master's Degree Programs  
 ACADEMIC YEAR 2011 SEMESTER 2

ORDER	File	File Size (Byte)
1	<a href="#">application form the-sis.doc</a>	106,496 <a href="#">DELETE</a>
Add File	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="ADD"/>

**Figure 3: COURSE MATERIAL Screen**

**Remarks:** The message and document file sent in this way will appear on the first screen when your students log on the system. The students can also download the file for their personal purpose.