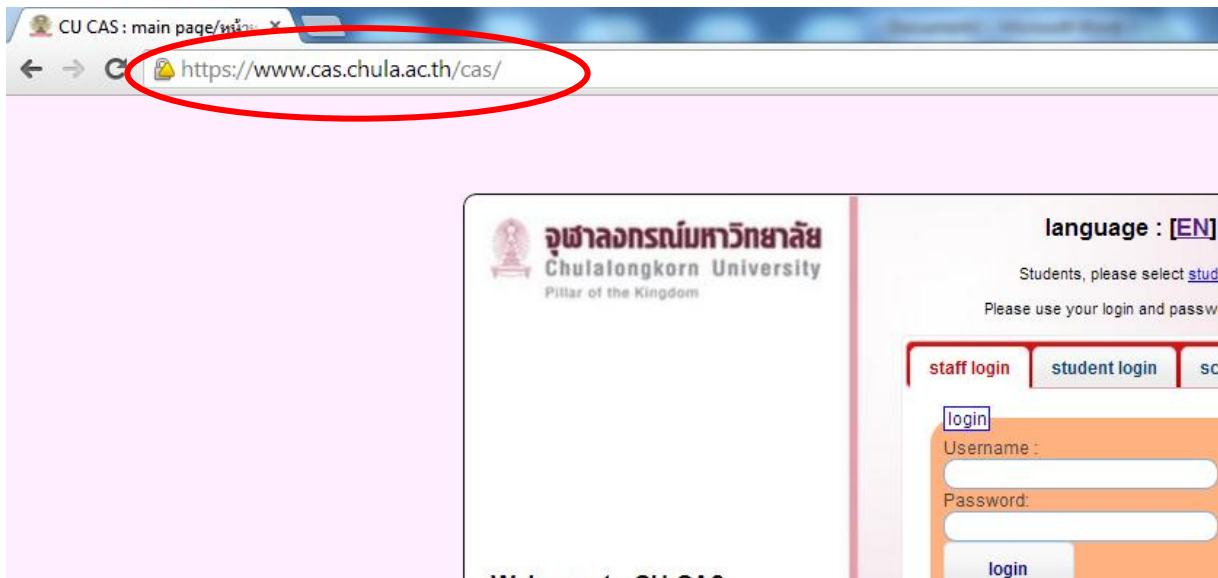
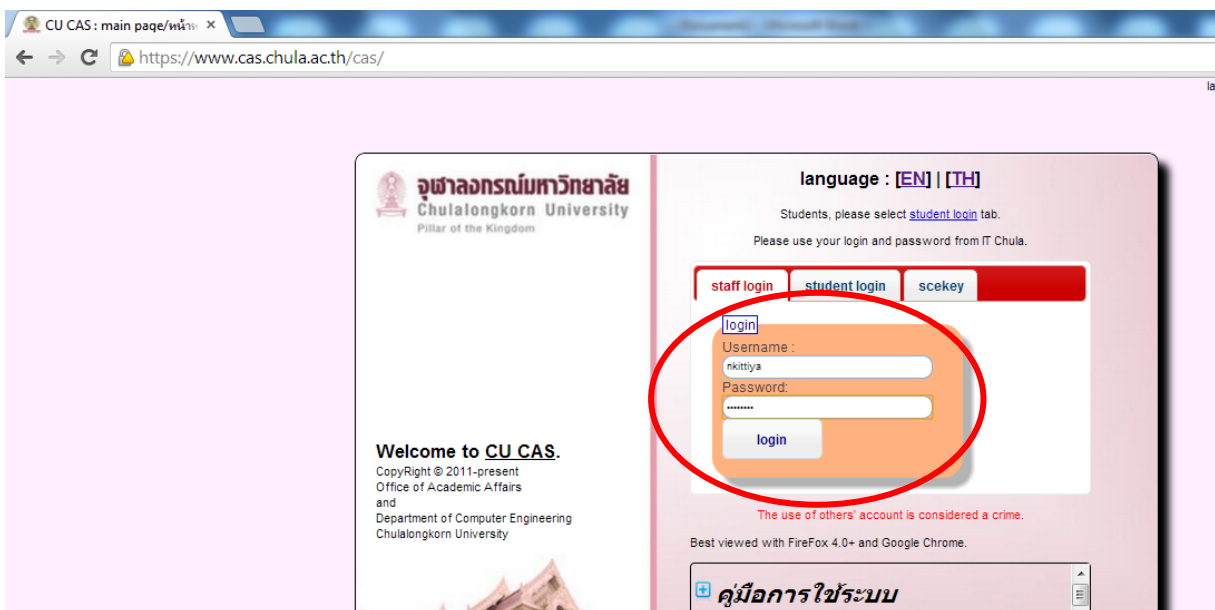


Method for fill information to make syllabus

1. Open CU-CAS website (<https://www.cas.chula.ac.th>) by Google chrome, Mozilla firefox, or Safari browser.

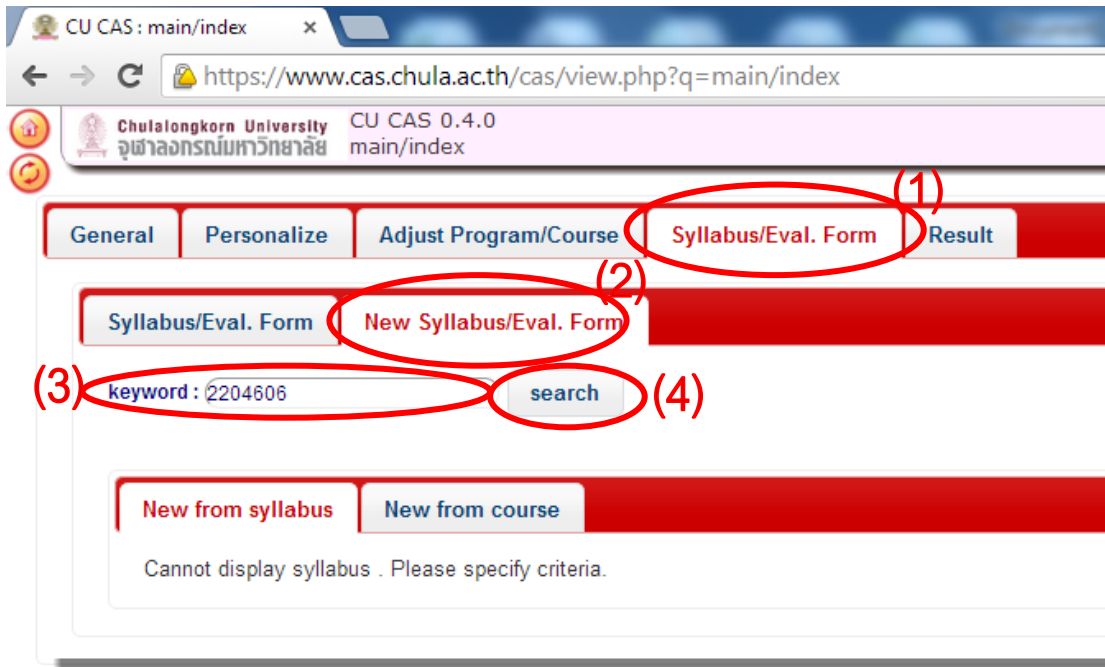


2. Login to CU-CAS by CU-Net account (same account to login to CU webmail or account for authorize to CU internet)

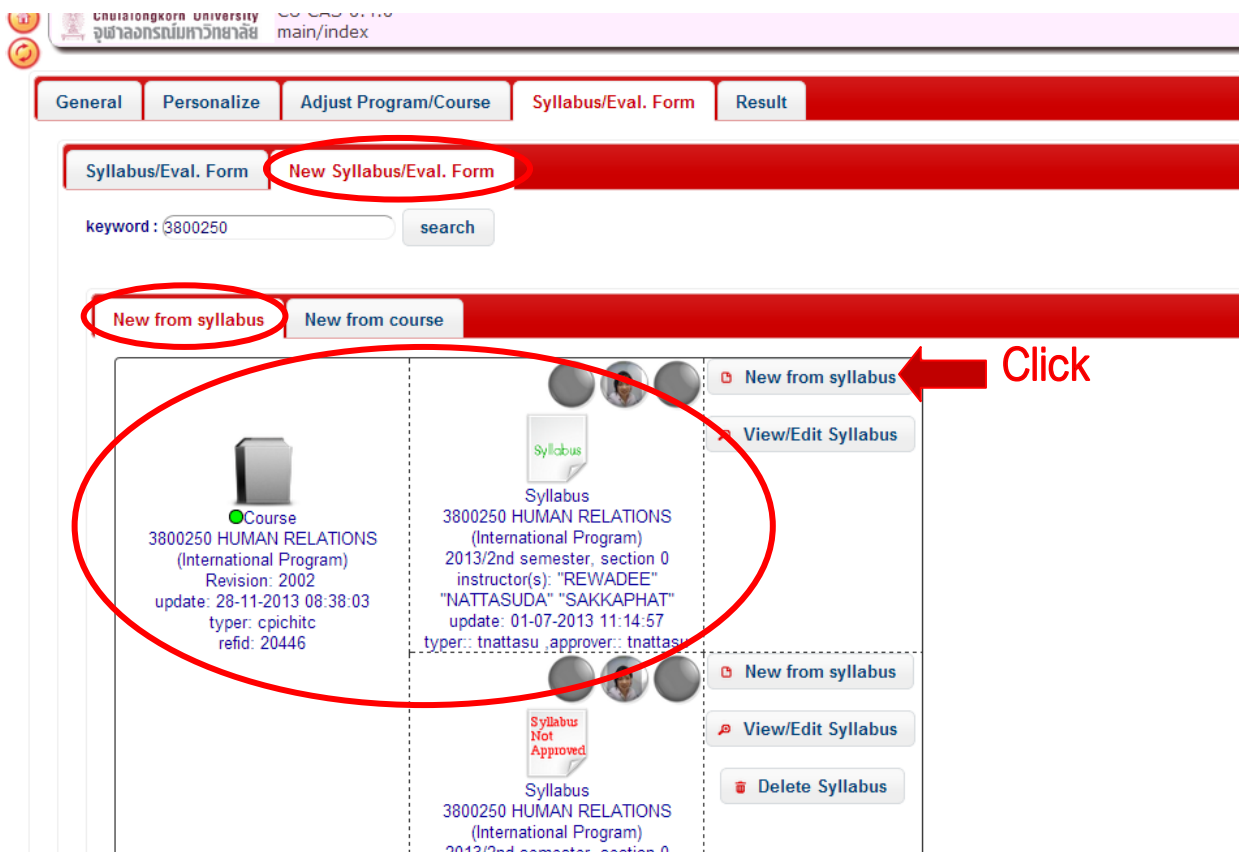


After you login to CU-CAS

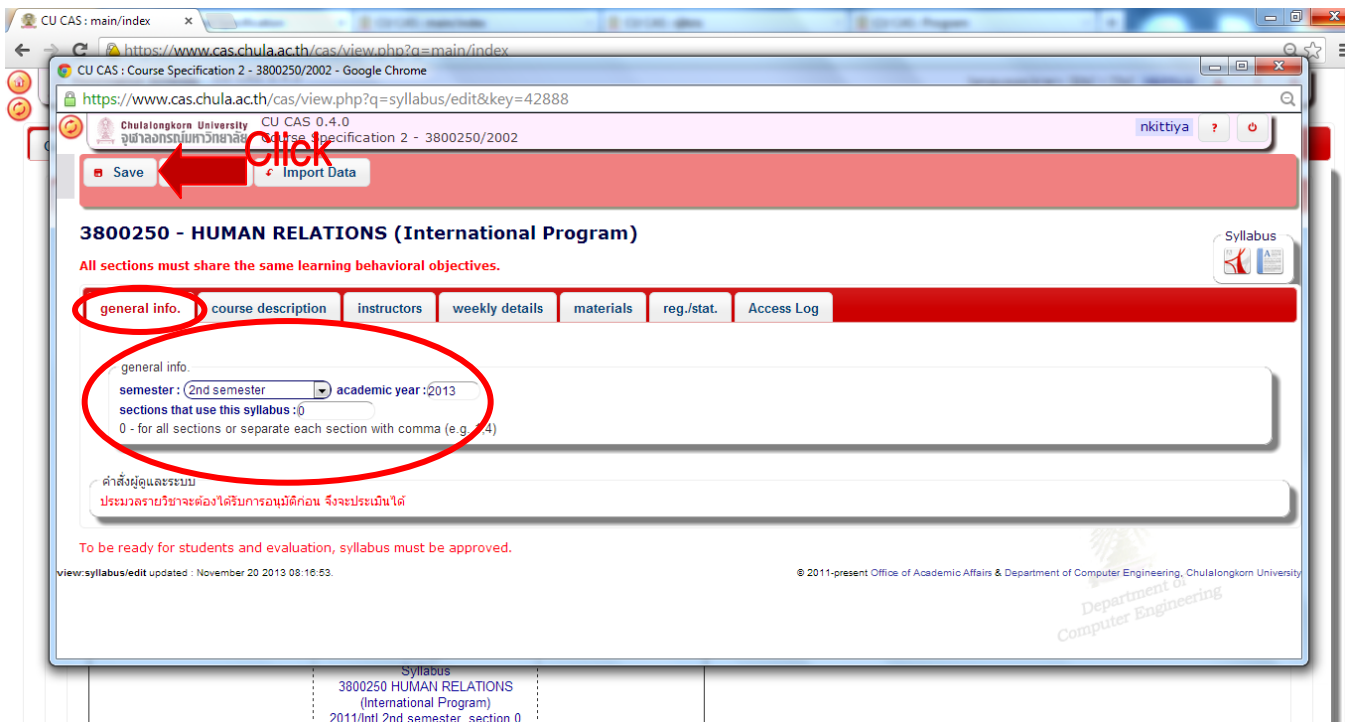
Step 1. Click "Syllabus/Eval. Form" tab , Next Click "New Syllabus/Eval. Form" tab . Then fill Subject code in keyword's gab and click "search" button to find subject that you would like to make your syllabus.



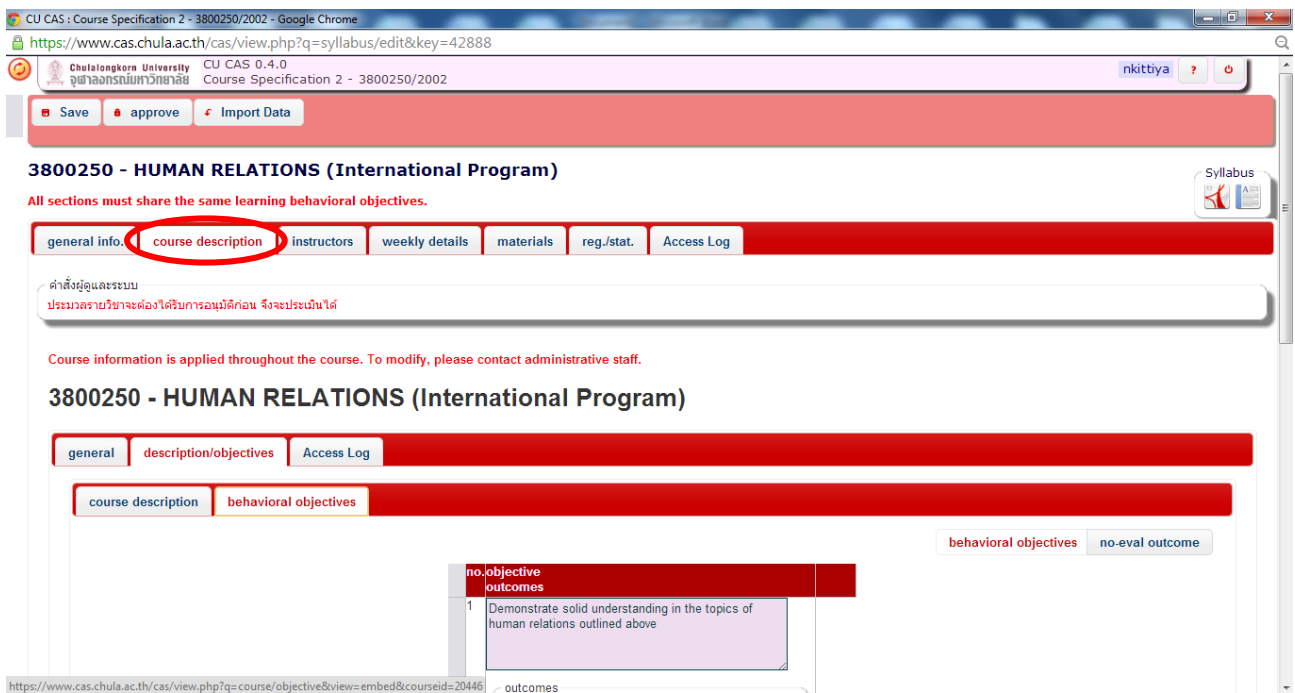
Step 2. After click search button, it will appear information screen to refer to previous version of semester syllabus. Next click "New from syllabus" button to make a new syllabus.



Step 3. After click New from syllabus button it will appear information screen then choose semester ,next process is type academic year and section number, then click "save" button once.



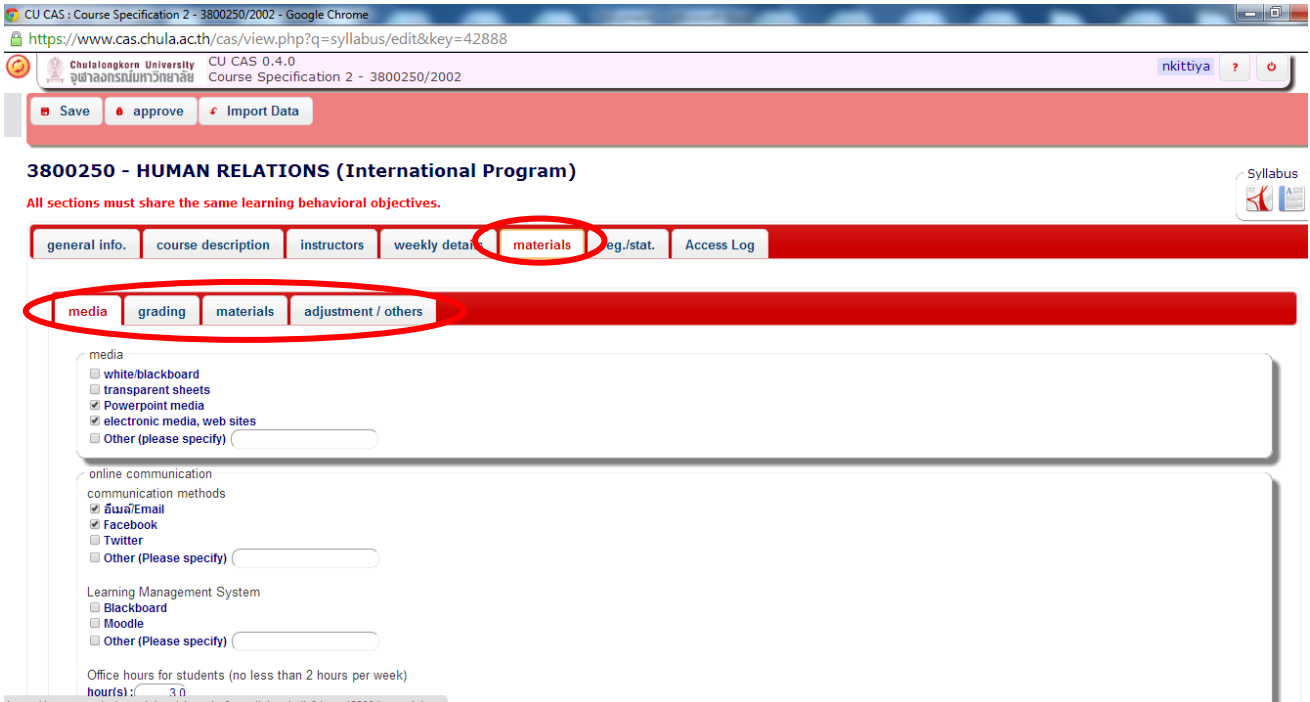
Step 4. Then click "course description" tab for checking information. (You can't edit information on this page)



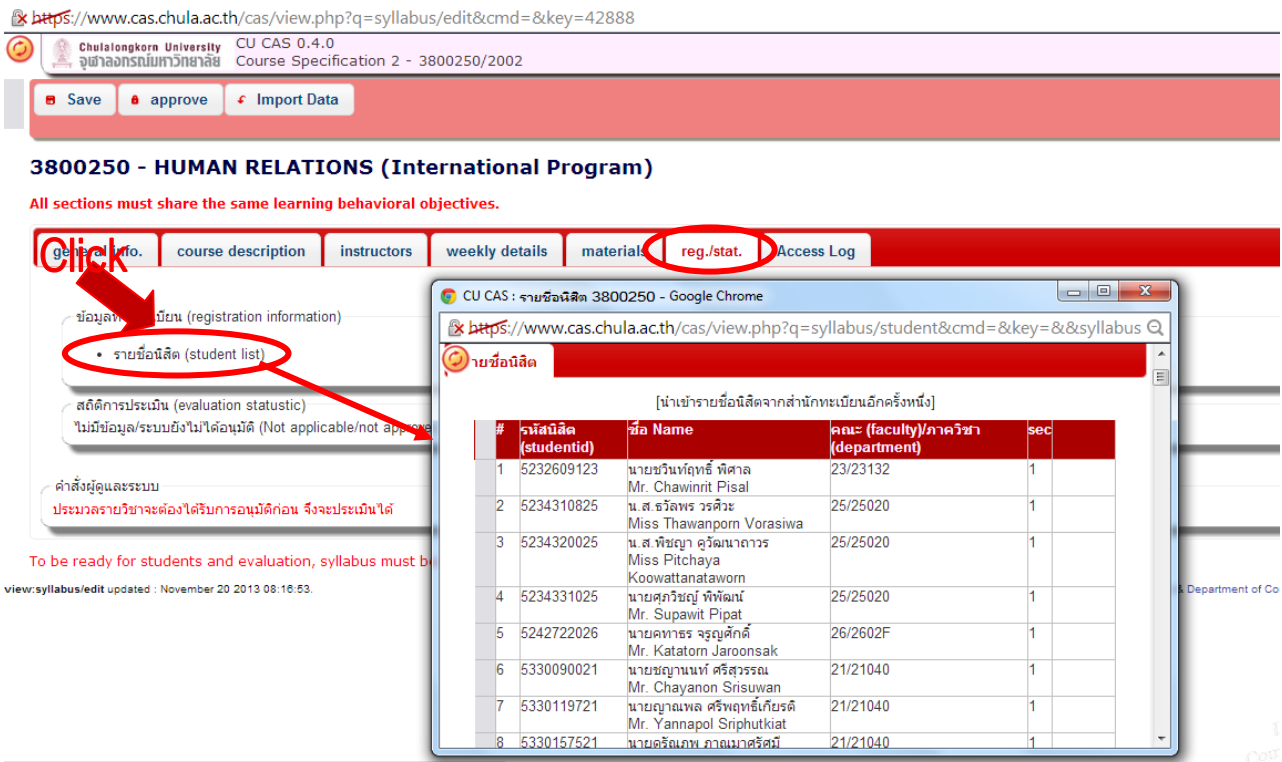
Step 5. Next click "**Instructors**" tab for checking and edit instructors if you find it incorrect you can change or add more information.

Step 6. Click "**Weekly details**" tab for your checking and adjustment.

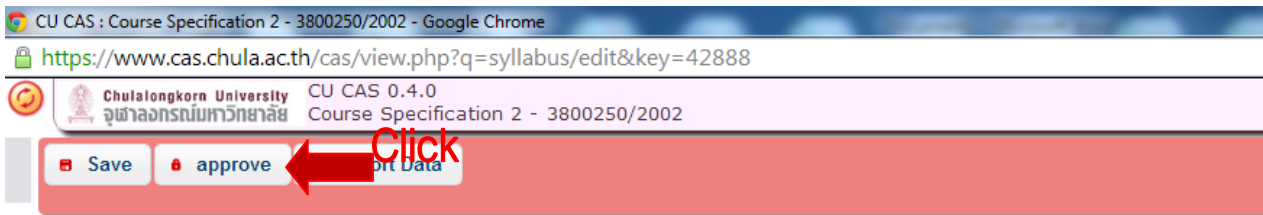
Step 7. After click **"Materials"** tab you will see information that for your checking and edit.



Step 8. Then click **"reg./stat."** tab for checking student list. (You can't edit information on this page)



Step 9. Finally, when you check, edit and fill information all tab, Press "**approve**" button to confirm all information.



3800250 - HUMAN RELATIONS (International Program)

All sections must share the same learning behavioral objectives.

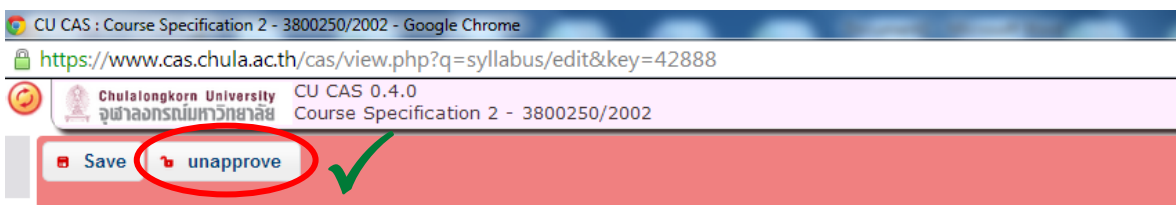
general info.	course description	instructors	weekly details	materials	reg./stat.	Access Log
<p>ข้อมูลทางทะเบียน (registration information)</p> <ul style="list-style-type: none"> รายชื่อนิสิต (student list) <p>สถิติการประเมิน (evaluation statistic)</p> <p>ไม่มีข้อมูล/ระบบยังไม่ได้อนุมัติ (Not applicable/not approve)</p> <p>คำสั่งผู้ดูแลระบบ</p> <p>ประมวลรายวิชาจะต้องได้รับการอนุมัติก่อน จึงจะประเมินได้</p>						

To be ready for students and evaluation, syllabus must be approved.

view:syllabus/edit updated : November 20 2013 08:16:53.

⊗ :

** When "approve" button become "**unapprove**" button that mean it's complete.



3800250 - HUMAN RELATIONS (International Program)

All sections must share the same learning behavioral objectives.

general info.	course description	instructors	weekly details	materials	reg./stat.	Access Log
<p>general info.</p> <p>semester Intl 1st semester academic year : 2018</p> <p>sections that use this syllabus : 10</p> <p>0 - for all sections or separate each section with comma (e.g. 1,4)</p> <p>คำสั่งผู้ดูแลระบบ</p> <p>ประมวลรายวิชาจะต้องได้รับการอนุมัติก่อน จึงจะประเมินได้</p> <ul style="list-style-type: none"> ส่ง email ถึงผู้สอน ส่ง email ถึงนิสิต 						

To be ready for students and evaluation, syllabus must be approved.

view:syllabus/edit updated : November 20 2013 08:16:53.

Case : Don't have previous version of semester syllabus.

If you click search button on step 1 but it doesn't appear information screen to refer to previous version of semester syllabus on New from syllabus page, You just click "New from course" tab and click "New from course" button to make a new syllabus. And then you can make a syllabus follow step 3-9 (In this case you must fill information in "behavioral objective" tab on step 4.)

The screenshot shows a web browser window with the URL <https://www.cas.chula.ac.th/cas/view.php?q=main/index>. The page header includes the Chulalongkorn University logo and the text "CU CAS 0.4.0 main/index". Below the header is a navigation menu with tabs: "General", "Personalize", "Adjust Program/Course", "Syllabus/Eval. Form", and "Result". Under "Syllabus/Eval. Form", there are sub-tabs: "Syllabus/Eval. Form" and "New Syllabus/Eval. Form". A search bar contains the keyword "2542001" and a "search" button. Below the search bar, there are two tabs: "New from syllabus" and "New from course". The "New from course" tab is circled in red. Below the tabs, there is a card for a course with the following details: "Course", "2542001 ART DSGN FLD", "Revision: 2012", "update: 02-05-2013 15:44:18", and "refid: 15798". To the right of the course card, there is a button labeled "New from course" with a red arrow pointing to it and the word "Click" next to it. At the bottom left of the page, there is a footer that reads "view:main/index updated : October 03 2013 13:17:57."