

**Course Specification and Course Report System**  
**Course Performance / Field Experience Report Manual**

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The course performance report entails reporting the results of the teaching and learning management by lecturers for each of their courses at the end of the semester. Information to be reported includes an overview of teaching and learning activities, whether teaching has been carried out in a comprehensive manner and in accordance with the plan in the course description, and reasons and suggestions for further improvement in the teaching and learning management of the course. The report also covers student academic records, number of students from the beginning to the end of the program, administration management and facility problems, and the analysis of course assessment results of students, Head of department, or external assessors.

### **Performance procedure**

#### **1. Prepare the course performance report**

- 1) Once preparation has been finalized, submission must be confirmed by the person in charge of the program (Endorser) for consideration.
- 2) After the report has been submitted, no further edits can be made until the results of the course are considered failed, or the edit feature is unlocked by the person in charge of the program (can be unlocked only once), after which the editing and resubmission features will be activated.

#### **2. The person in charge of the program (Endorser) considers the course performance report**

- 1) **Passed:** The status of the report will be changed from “In progress” to “Under consideration” (by the Program Chair) and it will be forwarded to the Program Chair.
- 2) **Failed:** the status of the report will be changed from “In progress” to “Failed”, so that the lecturer can make revisions. The report is returned to the lecturer and becomes editable immediately.

#### **3. Program Chair considers the course performance report**

- 1) **Passed:** the status of the report will be changed from “Under consideration (by the Program Chair)” to “Under consideration (by Administrator of Faculty)” and it will be forwarded to the administrator of the faculty.
- 2) **Failed:** the status of the report will be changed from “Under consideration (by the Program Chair)” to “Failed (by the Program Chair)”, so that the lecturer can make revisions. The report is returned to the lecturer and becomes editable immediately.

#### **4. Administrator of Faculty considers and acknowledge the course performance report**

- 1) **Passed:** The status of the report will be changed from “Under consideration (by administrator of faculty)” to “Passed”.
- 2) **Failed:** The status of the report will be changed from “Under consideration (by administrator of faculty)” to “Failed (by administrator of faculty)”, so that the lecturer can make revisions. The report is returned to the lecturer and becomes editable immediately.

## 5. Course performance report status can be tracked as follows:

- 1) searching for course, status or program, when available
- 2) printing the approved reports with “Passed” status, when available.

- Note: search results depend on how much information was provided for each course.

6. You may choose to receive emails of the course performance report consideration results; the system will send an email once a day around midnight. In case there is more than one course, results will be compiled into one email.

## **Logging in**

1. Log in through the website portal of the relevant campus:

- Hat Yai Campus: <https://course.psu.ac.th>
- Surat Thani Campus: <https://course.surat.psu.ac.th>
- Phuket Campus: <https://course.phuket.psu.ac.th>
- Trang Campus: <https://course.trang.psu.ac.th>
- Pattani Campus: <https://course.pn.psu.ac.th>

2. Users can log in only with their own PSU Passport. For assistance with access, please contact the System Administrator.

3. Regarding permission to access authorized parts of the system, please contact the system administrator for further information.

4. After logging in, a personal profile page will be displayed, consisting of:

- current username section, buttons for menu item selection, and the logout section
- staff information display section according to DSS system
- system access login section

Profile	
TQF : Profile	
ข้อมูลจากระบบ DSS	
ชื่อ - นามสกุล Full Name :	พรวิฑูรย์ สอนใจดี
ภาควิชา, คณะ, วิทยาเขต Department, Faculty, Campus :	ภาควิชาวิศวกรรมเครื่องกล คณะวิศวกรรมศาสตร์ วิทยาเขตภาคใต้
Email :	pru@kkn.ac.th
การใช้งานระบบ TQF	
Email Notifications :	<input checked="" type="radio"/> Yes <input type="radio"/> No
สิทธิ์ทั้งหมดที่ผู้ใช้สามารถดำเนินการได้ (List All Roles) :	ผู้รับผิดชอบหลักสูตร : Endorse อาจารย์ : Lecturer
เลือกสิทธิ์การใช้งาน (Roles) :	อาจารย์ : Lecturer
คณะที่สามารถใช้งานได้ (List All Faculty) :	คณะวิศวกรรมศาสตร์
	<input type="radio"/> Plan <input checked="" type="radio"/> Result
<input type="button" value="Click to Process"/>	

**Figure 1.** Example profile page for lecturers

## Profile

The profile page for lecturers. The description is divided into two sections, the top section and the display section, as follows:

### 1. Top section

Logout: upon clicking this button, the user will be logged out.

### 2. Display section

As shown in the figure, this section is for displaying data.

#### 1) Data on DSS

Displays personal information and the affiliation of the system user as follows:

- **Name-Surname:** displays the name and surname of the user.
- **Faculty/Unit:** displays the faculty that the user is affiliated with.
- **Department/Division:** displays the department or division that the user is affiliated with.
- **Campus:** displays the campus that the user is affiliated with.

#### 2) System login data

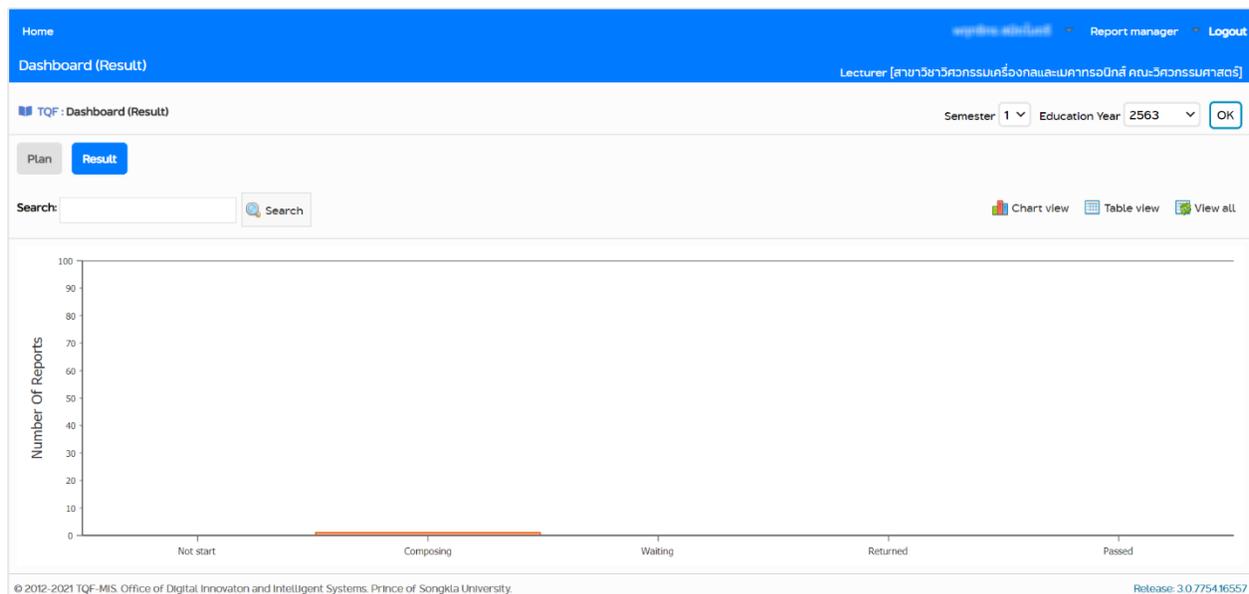
A section for displaying all roles, classification, and faculties that the user has rights to and can perform in.

- **Email notifications:** select “Yes” to choose to receive email notification of consideration results regarding course specification plans and related information. Select “No” to stop receiving such information via email.

**Note:** All roles except faculty managers and faculty/department staff can choose to receive or not receive notification emails for results of the consideration of the course specification plans.

- **All roles that a user can perform:** displays all roles that a user can perform.
- **Select access roles:** users who have more than one role can select a particular role from this list.
- **Faculties that can be accessed:** displays all the faculties at which the user is authorized to perform, where faculty information is based on the role that the user chooses to access.
- Select “Plan” before clicking the button “Click to process”

**Note:** The menu of “Faculties that can be accessed” is not displayed if the user has authorized access to only one faculty.



**Figure 2.** Example of the Dashboard screen for lecturers

## Dashboard

The Dashboard page for lecturers is divided into three sections: the top section, the search section, and the report status section, as follows:

### 1. Top section

1) **System User:** display the current user name. Users can click to select the symbol  after their name to return to the Dashboard/Profile page.

2) **Report manager menu:** contains report management functions, such as edit, submit, view the course specification plan report, view comments from the Program Chair or administrator at the faculty level, and copy the course specification plan report.

3) **Logout:** upon clicking this button, the user will be logged out.

### 2. Search section

Users can search for only the courses at the faculty that they are affiliated with, which can be divided into the two following cases:

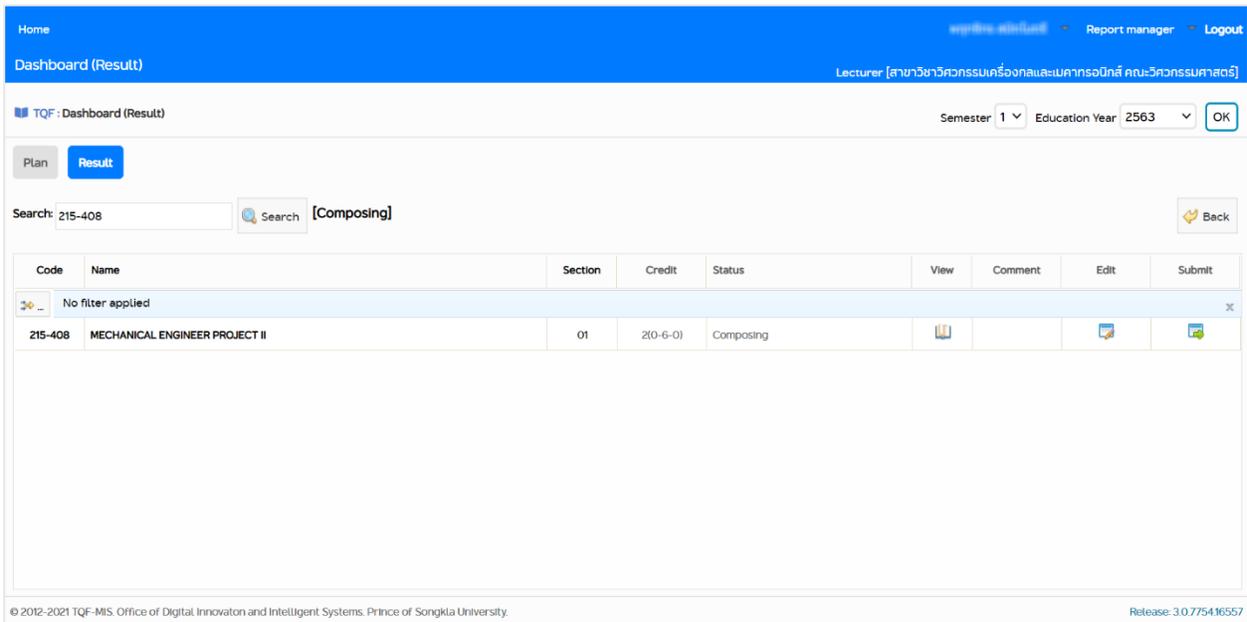
1) **Unspecified criteria:** the system displays all courses.

2) **Specified criteria:** after search criteria (course code or the English name of the subject) are specified, click the “Search” button. The system will display the following search results:

- Code: displays course code
- Name: displays the English name of the subject
- Section: displays chapter
- Credit: displays the number of credits
- Status: displays the status of the course specification report of the course
- View: when there is a symbol  in this box, it means that the course specification report of the course has been prepared. The user can click the button  to view that report.
- Comment: when there is a symbol  in this box, the user can click it to display the comments received from the Program Chair or administrator at the faculty level. It will display the most recent message.
- Edit: when there is a symbol  in this box, it means that the user can access the preparation of the course specification report of the course.

- **Submit:** displays a symbol to confirm the submission of the course specification. If the user has not yet begun to prepare the course specification, this box will not display any symbols, but if the user has already done the course preparation of the course specification, or if it is in progress, the following symbol will be present to confirm the course specification submission. 

**Note:** If a logged-in lecturer sees only the symbol , it means that the course specification report is prepared by a representative (in case the lecturer has the main responsibility), or that the logged-in user is a co-lecturer for that course.



The screenshot shows the TQF Dashboard (Result) page. The top navigation bar includes 'Home', 'Report manager', and 'Logout'. The user is identified as 'Lecturer [สาขาวิชาวิศวกรรมเครื่องกลและเมคาทรอนิกส์ คณะวิศวกรรมศาสตร์]'. The dashboard displays search filters for 'Semester 1' and 'Education Year 2563'. A search bar contains '215-408' and the results are in 'Composing' status. A table lists the search results:

Code	Name	Section	Credit	Status	View	Comment	Edit	Submit
215-408	MECHANICAL ENGINEER PROJECT II	01	2(0-6-0)	Composing				

At the bottom of the page, there is a copyright notice: '© 2012-2021 TQF-MIS, Office of Digital, Innovation and Intelligent Systems, Prince of Songkla University.' and a release number: 'Release: 3.0.7754.16557'.

**Figure 3.** Example search results page

### 3. Course specification reports and course reports status section

This section displays all the course specification reports and course reports statuses that the user is involved in. The results can be shown in either graph view or table view. Clicking on one of the graph bars (in graph view) or click on a specific state (in table view) displays course information in that status. The displayed information will be categorized according to the course specification report and course report status in the following five statuses:

**1) Not Started:** displays the number of courses that have not yet been prepared, the course specification report and course report, when the user clicks, the system will display the course by status clicked on and according to semester/academic year selected in the search section.

**2) Composing:** displays the number of courses in progress if no report has been sent yet. Upon clicking on this, the system will display the course by the selected status according to semester/academic year chosen in the search section.

**3) Waiting:** displays the number of reports that have been submitted and are pending review by the Program Chair and/or faculty administrator. Upon clicking on this, the system will display the course by the selected status according to semester/academic year chosen in the search section.

**4) Returned:** displays the number of reports that have not been approved by the Program Chair. Upon clicking on this, the system will display the courses by the selected status according to semester/academic year chosen in the search section.

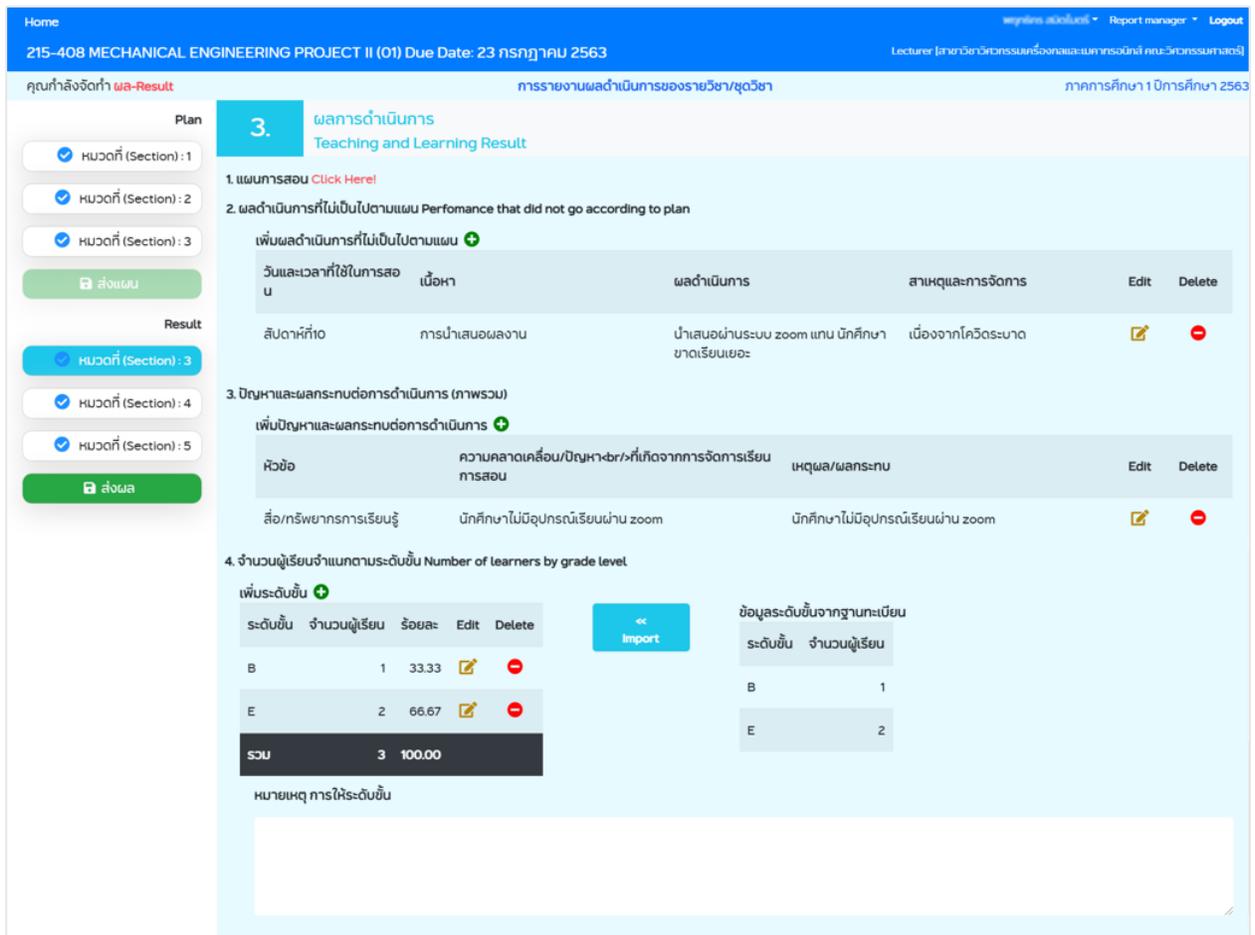
**5) Passed:** displays the number of reports that have been approved by faculty administrator (considered that report is completed). Upon clicking on this, the system will display the courses by the selected status according to semester/academic year chosen in the search section.

**Note:** On the 'Dashboard' page, the system may show the "Result" section darkened out. This means that currently the 'Dashboard' page of the course specification plan is displayed. To view the course specification report and course report status in other course specification reports and course reports, you can click the 'Plan' and 'Result' buttons. The usage of the various sections on this 'Dashboard' page is the same as the course specification plan described above.

## Course/Module Performance Report Preparation

Teachers can prepare course/module performance report through from Figure 4, click  to select in the course, then the system will enter the Course Performance Report in section 3 on screen, to allow users to start recording/editing Course Performance Report The top left will display a message. “You are preparing result” Course/Module Performance Report.

### 1. Course Performance Report Preparation, Section 3



The screenshot displays the '3. ผลการดำเนินการ Teaching and Learning Result' section. It includes a sidebar with 'Plan' and 'Result' sections, and a main content area with four sections:

- แผนการสอน Click Here!**
- ผลดำเนินการที่ไม่เป็นไปตามแผน Performance that did not go according to plan**

เพิ่มผลดำเนินการที่ไม่เป็นไปตามแผน +

วันและเวลาที่ใช้ในการสอน	เนื้อหา	ผลดำเนินการ	สาเหตุและการจัดการ	Edit	Delete
สัปดาห์ที่ ๓	การนำเสนอผลงาน	นำเสนอผ่านระบบ zoom แทน นักศึกษาขาดเรียนเยอะ	เนื่องจากโควิดระบาด		
- ปัญหาและผลกระทบต่อการดำเนินการ (ภาพรวม)**

เพิ่มปัญหาและผลกระทบต่อการดำเนินการ +

หัวข้อ	ความคลาดเคลื่อน/ปัญหา-<math>f(r)>/math>ที่เกิดจากการจัดการเรียนการสอน	เหตุผล/ผลกระทบ	Edit	Delete
สื่อ/ทรัพยากรการเรียนรู้	นักศึกษาไม่มีอุปกรณ์เรียนผ่าน zoom	นักศึกษาไม่มีอุปกรณ์เรียนผ่าน zoom		
- จำนวนผู้เรียนจำแนกตามระดับชั้น Number of learners by grade level**

เพิ่มระดับชั้น +

ระดับชั้น	จำนวนผู้เรียน	ร้อยละ	Edit	Delete
B	1	33.33		
E	2	66.67		
<b>รวม</b>	<b>3</b>	<b>100.00</b>		

หมายเหตุ การให้ระดับชั้น

ข้อมูลระดับชั้นจากฐานทะเบียน

ระดับชั้น	จำนวนผู้เรียน
B	1
E	2

**Figure 4.** Example of the performance report, Section 3

The performance report on Section 3: Teaching and Learning Result consists of the following information:

- **Lesson plan:** Click the “Click Here!” button to access the action plan (Plan Section 3).
- **Performance result does not meet the plan:** fill this out if the performance results do not match the plan.

Clicking on the  button will display the following screen:

**Add/Update ผลดำเนินการที่ไม่เป็นไปตามแผน**

วันและเวลาที่ใช้ในการสอน

เนื้อหา

ผลดำเนินการ

ระบุสาเหตุและการจัดการ

**Figure 5.** Example of the performance report input when performance results do not match the plan.

Once the data has been added, click the “OK” button. To edit, click the  button. To delete, click the  button.

- Problems and impact on implementation (overview): if there are problems and impact on the implementation, fill out this form. Clicking on the  symbol will display the following screen:

**Figure 6.** Example of entering information about the problems and impact on the implementation.

Additional topics can be added, including learning materials/resources, assessment methods, learning activities. Once all the data has been added, to edit, click the  button. To delete, click the  button.

- Number of students categorized by grade level: fill out the student level information (*required*).

4. จำนวนผู้เรียนจำแนกตามระดับชั้น Number of learners by grade level

เพิ่มระดับชั้น 

ระดับชั้น	จำนวนผู้เรียน	ร้อยละ	Edit	Delete
B	1	33.33		
E	2	66.67		
<b>รวม</b>	<b>3</b>	<b>100.00</b>		



ข้อมูลระดับชั้นจากฐานทะเบียน

ระดับชั้น	จำนวนผู้เรียน
B	1
E	2

**Figure 7.** Example of the number of students

The system will retrieve the grade information from the registration database automatically, if the courses already contain this information in the student registration database (information from the Registration Division on the right). If there is no information from the Registration Division, or the grade information from the Registration Division is not correct, this information can be added or edited by the lecturer.

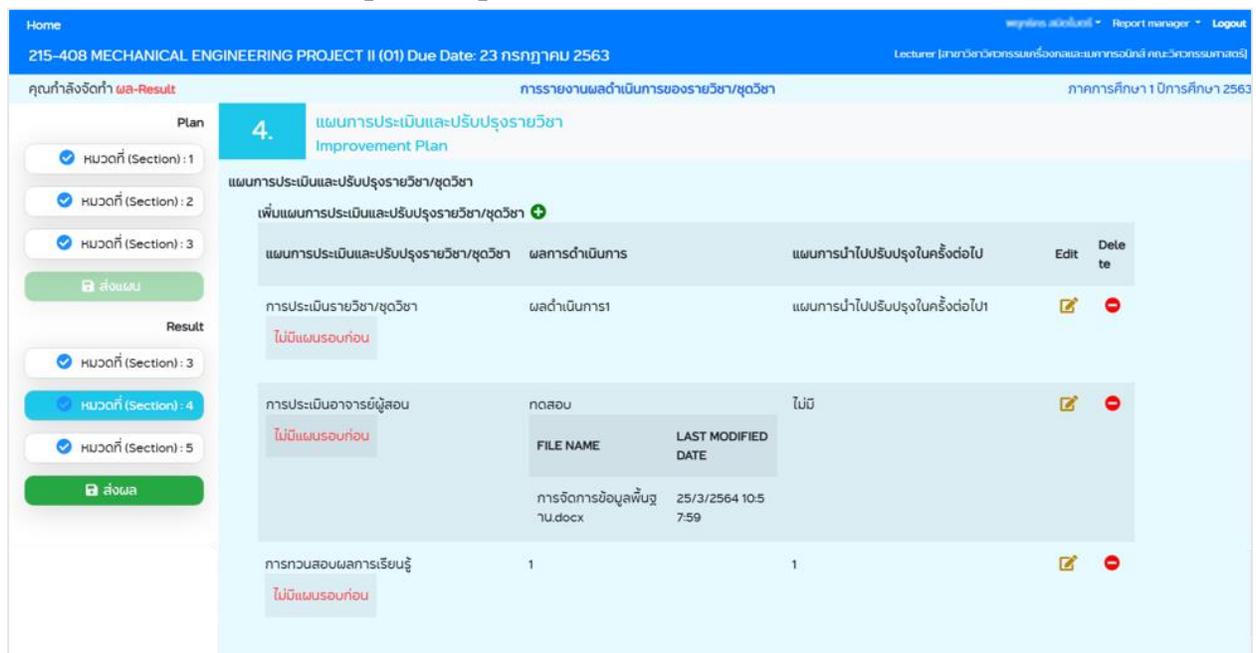
**\*\*If the lecturer has already sent grades but the grade information from the Registration Division on the right side of the screen is not displayed, contact the Registration Division, because the Registration Division has not yet imported the grade information, therefore the system was unable to retrieve data.**

To add grades, click the  button. To edit grades, click the  button. Click  to delete grades.

- **Note:** Grading is not required to fill in. Furthermore, remarks can be added, for example, if a thesis course student registered for five credits but passed only three credits, the lecturer may give P = 1 or N = 1 person, the reason for such grade can be explained in that section.

When finished filling out the information, click the “Save” button to save the information of Section 3. When all required information has been filled, a blue check mark  will be displayed on the category page (Section 3)

## 2. Course Performance Report Preparation, Section 4



**Figure 8.** Example of a course assessment and improvement plan.

Section 4, Course Assessment and Improvement Plan, Course Improvement Plan, is where the user can report course assessment and improvement plan (*required*). Click the  to add information, the titles that must be filled in are course/ module assessment, lecturer assessment, learning outcome verification.

- Course/Module Assessment

Figure 9. Example of adding assessment and course improvement plan information

Once completed, click the “SAVE” button. To edit, click the  button. Click the  button to delete.

- Lecturer assessment and verification of learning outcomes. Uploading files is possible, but not required. The steps to upload are as follows:

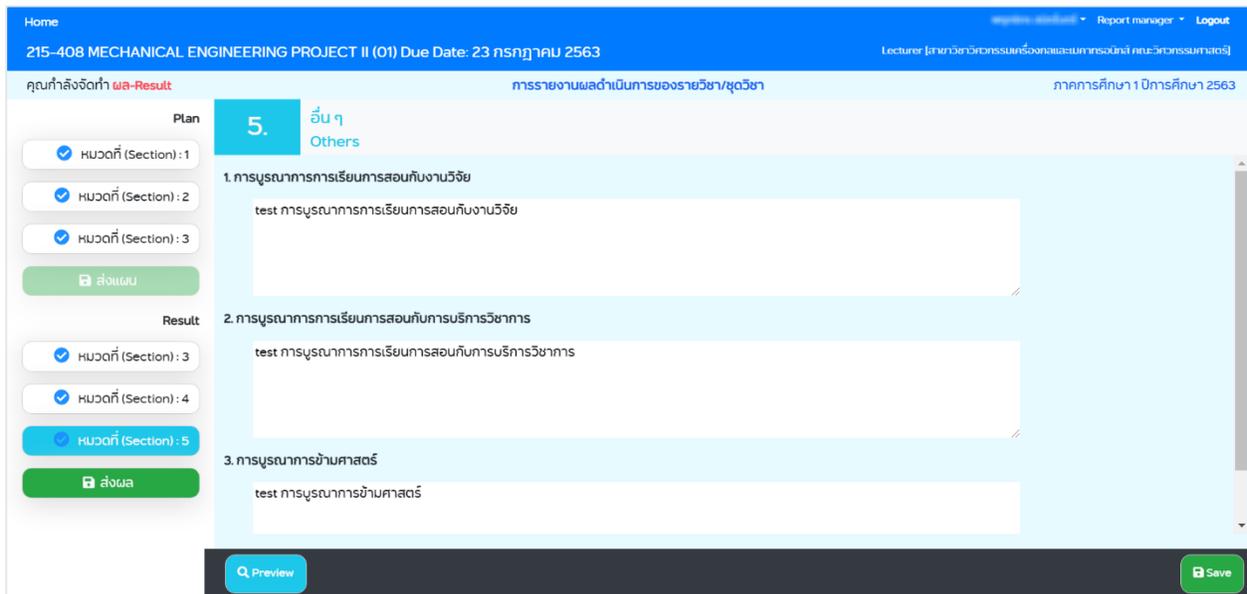
FILE NAME	LAST MODIFIED DATE
การจัดการข้อมูลพื้นฐาน.docx	24/3/2564 12:34:45

Figure 10. Example of uploading an assessment and course improvement plan

1. Click the **“Choose File”** button to select a file. *\*File name cannot be more than 64 characters; only .doc, .docx and .pdf file extensions are supported; file size cannot be over 10 MB.*
2. Click the **“Upload File”** button; the uploaded file will be shown below, with the file name and uploaded date. If uploading files with identical file names, the system will upload over the original file. More than one file can be uploaded.
3. To delete the uploaded file, click the **“Delete”** button as shown in step #3 on the picture above.

When finished filling out the information, click the **“Save”** button to save the information on Section 4. When all required information has been filled, a blue check mark  will be displayed on the Section 4.

### 3. Course Performance Report Preparation, Section 5



**Figure 11.** A screen showing examples of other screens, Section 5.

#### Section 5: Others (*all fields are required*)

- Integration of teaching and learning with research
- Integration of teaching and learning with academic services
- Cross-Curricular teaching integration

When finished filling out the information, click the **“Save”** button to save the information on Section 5. When all required information has been filled, a blue check mark  will be displayed on the Section 5.

When all 3 sections are marked with blue checkmarks ✓, there will be a “Submit” button, which means that the report can be submitted.

## Field Experience Course Specifications Report Preparation

### 4. Field Experience Course Report Preparation, Section 3

**Figure 12.** Example of the field experience course report, Section 3

Section 3 of the Field Experience Implementation Report details which includes the following information:

1.-7. Lesson plan: Click the button “Click Here!” to link to the action plan (Section 3 Plan)

Implementation report does not meet the plan: fill this out if the results do not match the plan.

Clicking on the + symbol will display the following screen:

Add/Update ผลดำเนินการที่ไม่เป็นไปตามแผน

หัวข้อ

การเตรียมผู้เรียน
▼

ความคลาดเคลื่อน/ปัญหาที่เกิดจากการจัดการเรียนการสอน

เหตุผล/ผลกระทบ

OK

Close

**Figure 13.** Example of the implementation result input when results do not match the plan.

The fields under this section include: days and times of teaching, preparing students, preparing lecture supervisors, organizing learning activities, resources/supporting materials, measuring and evaluating methods, and other information. Once the information has been added completely, to edit, click the  button. Click the  button to delete information.

- **Number of students by grade level:** Fill in the information of the grade of the student. Number of students classified by grade on page 7.
- **Note: grading** is not required to fill out. The procedure for adding remarks is the same as described for grading on page 8.

When finished filling out the information, click the “Save” button to save the information on Section 3. When all required information has been filled, a blue check mark  will be displayed on the Section 3.

## 5. Field Experience Course Report Preparation, Section 4

The screenshot shows the 'Improvement Plan' section of the system. The sidebar on the left has 'Plan' selected, with sub-options for sections 1 through 5. Section 4 is currently active. The main content area is titled 'แผนการประเมินและปรับปรุงรายวิชา/ชุดวิชา' (Improvement Plan) and contains a table for recording assessment and improvement actions.

แผนการประเมินและปรับปรุงรายวิชา/ชุดวิชา	ผลการดำเนินการ	แผนการนำไปปรับปรุงในครั้งต่อไป	Edit	Delete
การประเมินรายวิชา/ชุดวิชา ไม่มีแผนรอบคุณ	ทดสอบการประเมิน	ทดสอบการประเมินนำไปปรับปรุง		
การประเมินอาจารย์ผู้สอน ไม่มีแผนรอบคุณ	ทดสอบ FILE NAME LAST MODIFIED DATE F-SD04.pdf 25/3/2564 11:23:48	ทดสอบ		
การทวนสอบผลการเรียนรู้ ไม่มีแผนรอบคุณ	ไม่มี	ไม่มี		

**Figure 14.** Example of an assessment and improvement plan for Field Experience course report, Section 4

Through Section 4, Course Assessment and Improvement Plan, lecturers report the assessment and improvement plan, (*required*). Click the button to add information in the fields, including course/module assessment, lecturer assessment, learning outcome review. **The procedure is the same as described for the course implementation report, Section 4, page 8.**

When finished filling out the information, click the “Save” button to save the information on Section 4. When all required information has been filled, a blue check mark will be displayed on the Section 4.

## 6. Field Experience Course Report Preparation, Section 5

**Figure 15.** A screen showing an example of section 5, others of the Field Experience Course

### Section 5: Others (*all fields are required*)

- Integration of teaching and learning with research
- Integration of teaching and learning with academic services
- Cross-curricular teaching integration

When finished filling out the information, click the “Save” button to save the information on Section 5. When all required information has been filled, a blue check mark  will be displayed on the Section 5.

***When all 3 categories are marked with blue checkmarks , there will be a “Submit” button, which means that the report can be submitted.***

## 7. Course Specifications/Field experience Report Preview

TQF REV-03

**รายละเอียดของประสบการณ์ภาคสนาม และการรายงานผลดำเนินการ**  
**Field Experience Implementation and Report**

**ชื่อสถาบันอุดมศึกษา** มหาวิทยาลัยสงขลานครินทร์  
**Name of Institution** Prince of Songkla University.

**วิทยาเขต/คณะ/ภาค** วิทยาเขตหาดใหญ่ 13 - คณะเภสัชศาสตร์  
**วิชา**  
**Campus/Faculty/Department** of Songkla University Hat Yai Campus, Faculty of Pharmaceutical Sciences.

**หมวดที่ 1 ข้อมูลทั่วไป**  
**Section 1: General Information**

Top Section 3 Section 4 Section 3 Section 2 Section 1

**Figure 16.** Preview of the course report

As the illustration above shows, when clicking the “**Preview**” button, if the user wants to display the report in a standard format, but there is no “TH Sarabun” font in the device, the user must download the font to install in the device before publishing the report. To print the report, click on the printer icon button, then the system will download the file of the course specification/field experience report into Microsoft Word format to facilitate users to proceed to the next step. Click the “Top”, “Section 1” – “Section 5” buttons located at the bottom left corner to go to the various sections of the preview page.

## 8. Course Specifications/Field experience Report Submission

Home 325-493 COOPERATIVE EDUCATION (01) Due Date: 23 กรกฎาคม 2563 Report manager Logout

Lecturer [ภาษาอังกฤษและวิทยาศาสตร์ คณะวิทยาศาสตร์]

คุณกำลังจัดทำ ผล-Result การรายงานผลการดำเนินการของประสบการณ์ภาคสนาม ภาคการศึกษา 1 ปีการศึกษา 2563

Plan

- ✓ หมวดที่ (Section) : 1
- ✓ หมวดที่ (Section) : 2
- ✓ หมวดที่ (Section) : 3

ส่งผล

Result

2. การบูรณาการการเรียนการสอนกับการบริการวิชาการ  
ทดสอบการบูรณาการการเรียนการสอนกับการบริการวิชาการ

3. การบูรณาการข้ามศาสตร์  
ทดสอบการบูรณาการข้ามศาสตร์

Preview Save

**ยืนยันการส่งผล**

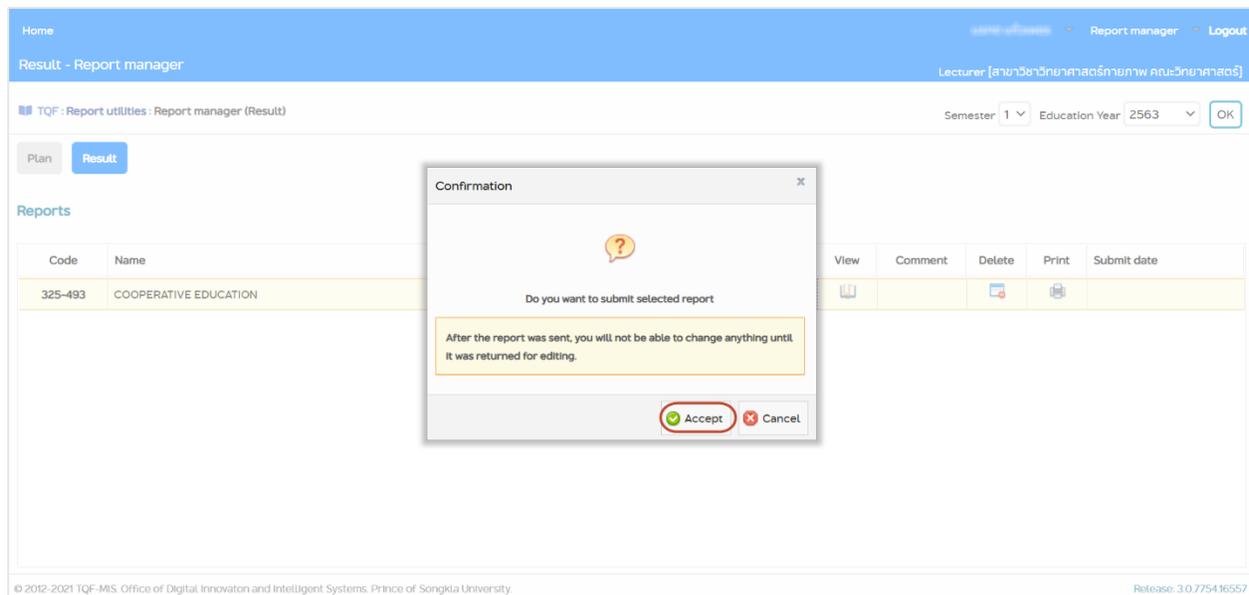
ยืนยันการส่งผล

Confirm Cancel

**Figure 17.** Example of course implementation report being prepared.

The course specification/field experience report can be submitted via the following two methods:

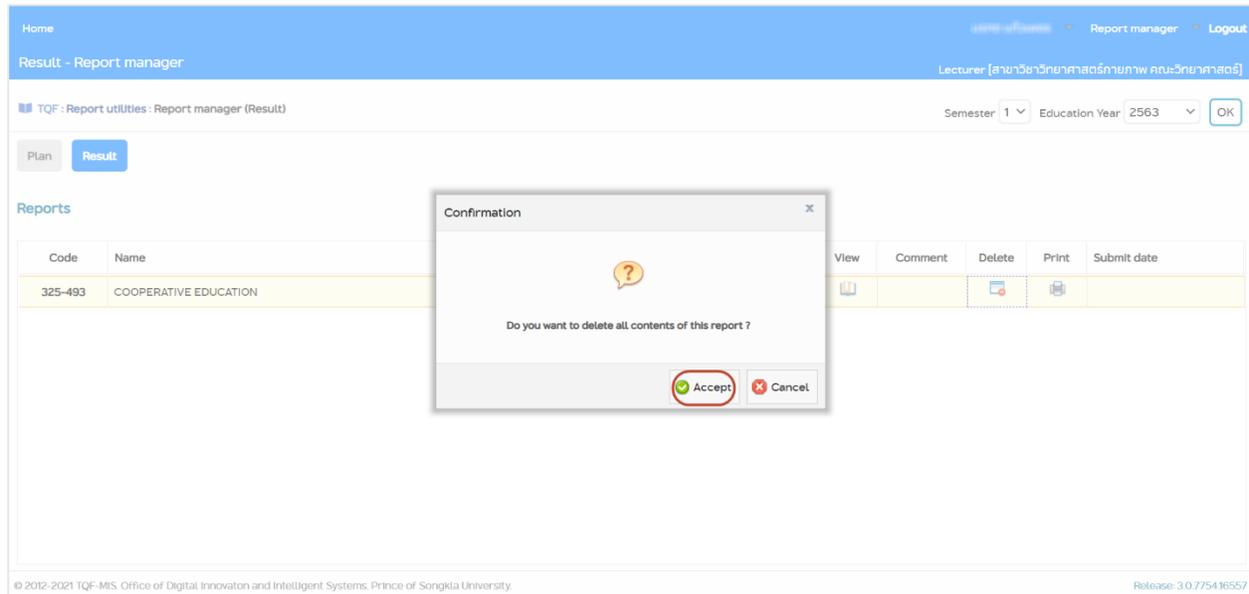
- **To submit the report of the page being prepared:** When all 3 categories are marked with blue checkmarks, there will be a “Submit” button, indicating that the report can be submitted. Clicking the “Submit” button will result in a confirmation box that needs to be accepted: **“Confirm the results of the course details / field experience”**
- **To submit the report manager page:** click on Report manager > Result on the course selected for submission. Clicking on the  button will result in a confirmation box “Do you want to submit the selected report”. Click “Accept” to confirm submission. If there is any unfinished input of information in any section, a message box will be displayed as a reminder of the missing details. Submission of the course specification/field experience report will not be possible until the missing details are filled.



**Figure 18.** Example of the course report on the Report manager page

***If the report has been completely submitted, the system will change the course submission status to “Waiting”.***

## 9. Course Specifications/Field experience Report Deletion



**Figure 19.** Example of course implementation report deletion

A course specification report/field experience report can be deleted only while it is in the “Composing” or “Returned” status, following the steps below.

- Select Report Manager > Result for the course to be deleted. Click the  button, then click on the course, which will then display a confirmation box. To confirm the deletion, click the “Accept” button, as shown on Figure 19.

***If the course specification report/field experience report is deleted, the system changes the status of the course into “Not started”.***