

# คู่มือการจัดวิชาปฏิบัติโทสำหรับหัวหน้าสาขา

## Minor Private Lesson Approval System Department Chair's Manual

### 1. เข้าสู่ระบบและเลือกสิทธิ์หัวหน้าสาขาวิชา

After enter your Username & Password, select “Department Chair” to begin minor private lesson approval.

Click menu “Scheduling”, then click icon “Minor Private Lesson Scheduling (Department)”.

ระบบสารสนเทศคุบริหารการศึกษา  
วิทยาลัยดุริยางคศิลป์ มหาวิทยาลัยมหิดล

COM College of Music  
MAS Mahidol University  
Academic System

Home  
Change Role  
Registration  
**Scheduling**  
Grading  
Logout

Scheduling

User : Daren Robbins (Department Chair) | Academic Year : 2012

Ensemble Management

Class Change Request

Private Lesson Scheduling

Examination Request

Change Group/Send Student to other  
Department  
(Department)

Student List of Small Ensemble  
(Department)


Minor Private Lesson Schedule  
(Department)

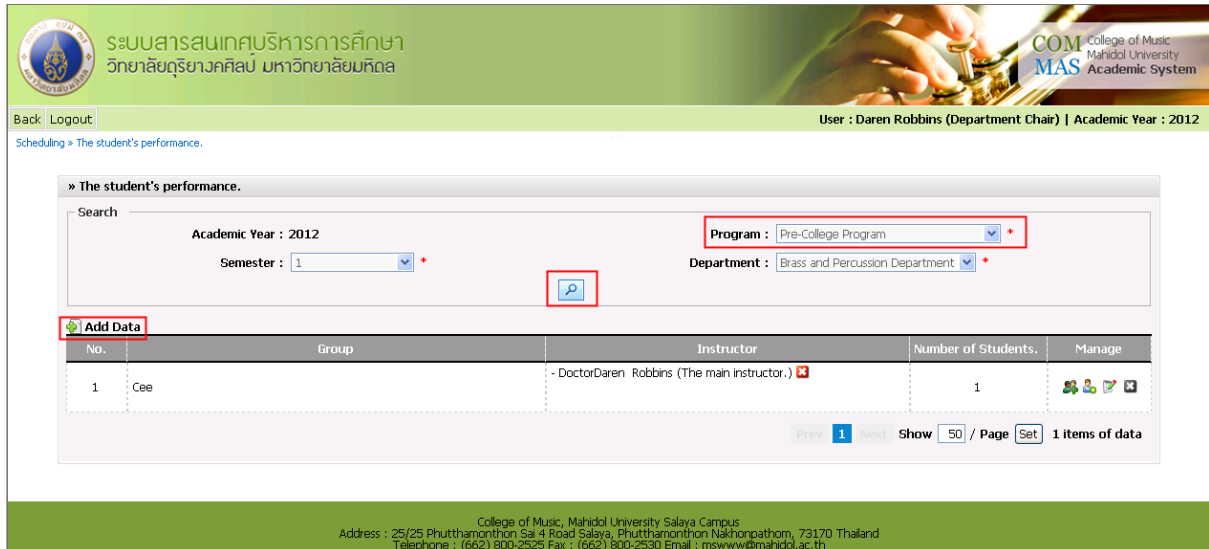
College of Music, Mahidol University Salaya Campus  
Address : 25/25 Phutthamonthon Sai 4 Road Salaya, Phutthamonthon Nakhonpathom, 73170 Thailand  
Telephone : (662) 800-2525 Fax : (662) 800-2530 Email : mswwww@mahidol.ac.th

## คู่มือการจัดวิชาปฏิบัติโทสำหรับหัวหน้าสาขา


### Minor Private Lesson Approval System Department Chair's Manual

- เลือกหลักสูตร(Program) ตามระดับของนักศึกษาและคลิกค้นหาข้อมูลจากนั้นคลิกปุ่มเพิ่มข้อมูล

Search for “program” in the search box, then click  **Add Data**.



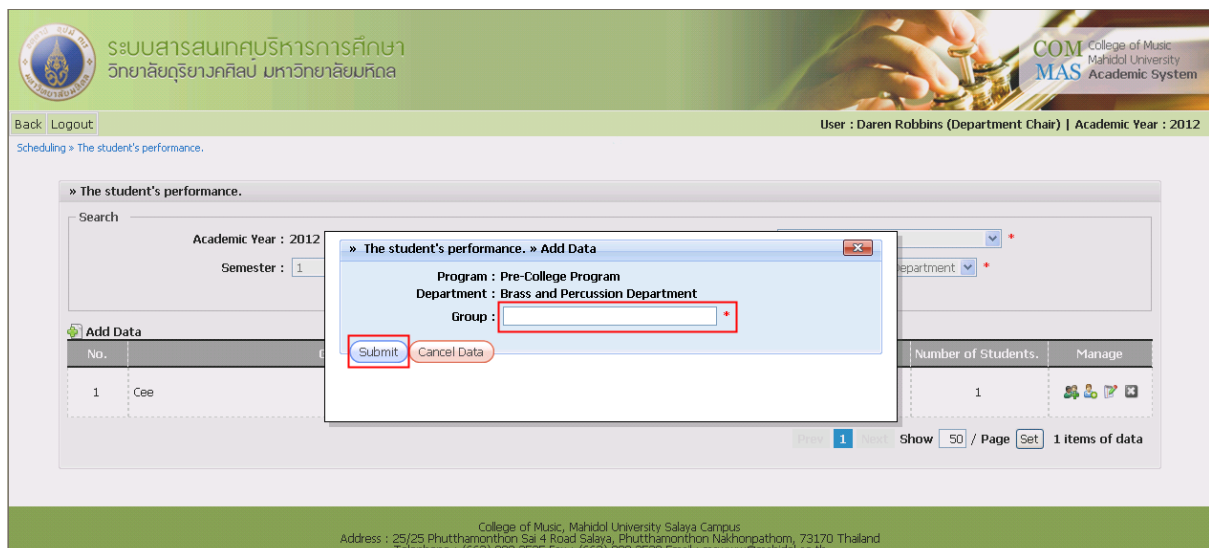
The screenshot shows the user interface for the Minor Private Lesson Approval System. At the top, there is a header with the Mahidul University logo and the text "ระบบสารสนเทศบริหารการศึกษา วิทยาลัยดุริยางคศิลป์ มหาวิทยาลัยมหิดล" and "COM College of Music Mahidul University MAS Academic System". Below the header, there is a navigation bar with "Back Logout" and "User : Daren Robbins (Department Chair) | Academic Year : 2012". The main content area is titled "» The student's performance." and contains a search form with fields for "Academic Year : 2012", "Semester : 1", "Program : Pre-College Program", and "Department : Brass and Percussion Department". A search button is highlighted with a red box. Below the search form, there is an "Add Data" button, also highlighted with a red box. Below the "Add Data" button, there is a table with the following data:

No.	Group	Instructor	Number of Students.	Manage
1	Cee	- DoctorDaren Robbins (The main instructor.)	1	

At the bottom of the page, there is a footer with contact information: "College of Music, Mahidul University Salaya Campus Address : 25/25 Phutthamonthon Sai 4 Road Salaya, Phutthamonthon Nakhonpathom, 73170 Thailand Telephone : (662) 800-2525 Fax : (662) 800-2530 Email : mswwww@mahidol.ac.th".

- กรอกข้อมูลกลุ่ม และกดปุ่ม Submit

Type the group's name in the add data box, the click “Submit”



The screenshot shows the same user interface as the previous screenshot, but with a dialog box open. The dialog box is titled "» The student's performance. » Add Data" and contains the following information: "Program : Pre-College Program", "Department : Brass and Percussion Department", and a "Group" field with a red box around it. Below the "Group" field, there are two buttons: "Submit" (highlighted with a red box) and "Cancel Data".

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## Minor Private Lesson Approval System Department Chair's Manual

### 4. เลือกอาจารย์ผู้สอน และนักศึกษาในกลุ่มที่สร้าง

Select instructor and student into the group.

The screenshot displays the 'The student's performance' section of the system. It includes a search bar with filters for Academic Year (2012), Semester (1), Program (Pre-College Program), and Department (Brass and Percussion Department). Below the search bar is an 'Add Data' button and a table with the following data:

No.	Group	Instructor	Number of Students.	Manage
1	Cee	- DoctorDaren Robbins (The main instructor.)	1	

At the bottom of the table, there are navigation controls: 'Prev 1 Next', 'Show 50 / Page Set', and '1 items of data'. The footer of the page contains contact information for the College of Music, Mahidol University Salaya Campus.