คู่มือภาษาอังกฤษสำหรับนิสิตนักศึกษาฉบับปรับปรุง

(Graduate Student Manual)

โครงการพัฒนาระบบกำกับคุณภาพมาตรฐาน การจัดทำและบริหารจัดการ
วิทยานิพนธ์ งานวิจัยสำหรับสถาบันการศึกษา

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1. Introduction

1.1 Objectives

Integrated Thesis & Research Management System (iThesis) was developed for the effective use in management of thesis and research. It is the facilitating tool for students to construct any dissertation and independent study which helping them to: (1) Create a thesis template according to the specified document format (2) Create thesis plan (3) Submit thesis proposal, draft version, and complete version to their advisors (4) Record their test results, theses and dissertations, and the thesis paper. (5) the complete version of thesis file will be fully collected and stored in the Intellectual Repository (IR) of the institution in order to facilitate the library to provide an effective research database for students, then it would be sent to the Office of the Higher Education Commission (OHEC) for storing in Thai Digital Collection for the public dissemination.

This librarian manual is created on the purpose of iThesis's working procedures elaboration and guiding on how to use iThesis Web portal.

1.2 Definitions

As the name titling for doctoral thesis and master's thesis (plan A) are different in each institution, for example, some universities call doctoral thesis as dissertation, while some universities call both doctoral thesis and master's thesis (plan A) as thesis. To understand in the same direction, iThesis would call 'Thesis' for both doctoral and master's thesis (plan A).

In addition, the term of master's thesis (plan B) are also different in each institution, for example, some universities call it as thesis and some universities call it as Independent research. Therefore, on the clarification in this manual, the definition of 'Independent Research' will be used for master's thesis (plan B), but in some cases of general process, iThesis would use 'Thesis' instead.

Proposal provides the definition of both Thesis and Independent Research Proposal.

Draft version provides the definition of both Thesis and Independent Research.

Complete version provides the definition of both Thesis and Independent Research.

Note: The requirement on proposal and draft version is not the standard requirement for all institutions as it depends on the policy, which is an optional.

1.3 iThesis

iThesis is the integrated thesis and management system that set the framework on how to write, plan, and manage the thesis in form of proposal, draft version, and complete version, along with the convenience on direct submission process to advisors and graduate staff.

iThesis would effectively help students to strongly understand and be aware of plagiarism, both intentional and unintentional way which the system will examine the resemblance of the thesis through the program of Plagiarism detection named “Akkrawisut” and the system would probably use the tested results from other programs as well in case the educational institution requires the results from more than 1 program.

The usage functions are divided into two main parts which are web portal and iThesis Add-in which is an extension installed on Microsoft Word. These two main parts are working together, for example, when there’s an editing data on the form in Web portal, or there’s a change in the name of thesis examination committee other information on the Electronics form menu, thesis template that was created by Add-in function will also be automatically updated in order to ensure that the information appearing in every section is consistent.

Note: Librarian have authorization to access in Web portal only.

The overview of iThesis operations can be described in the following diagram

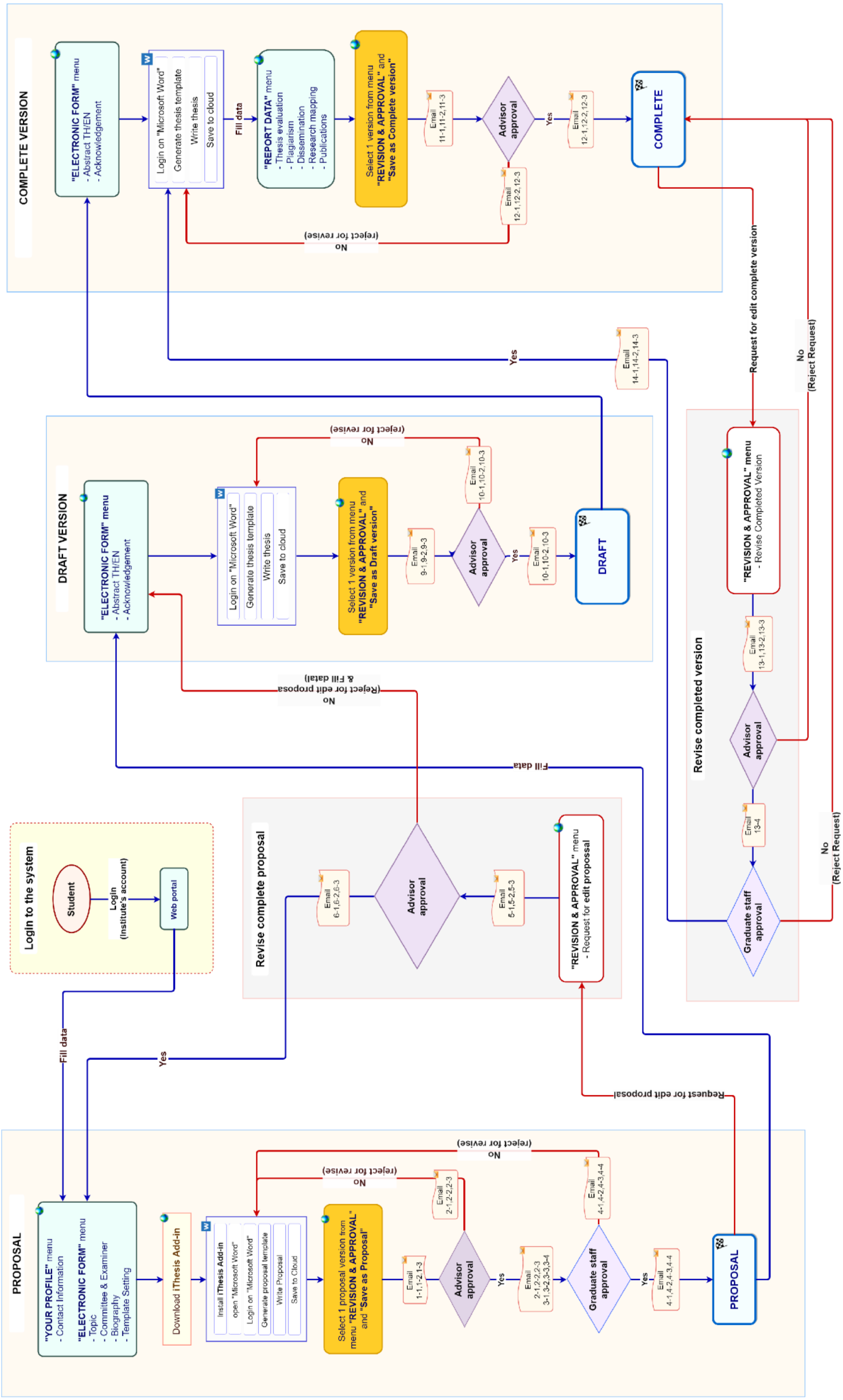


Figure 1: Workflow of iThesis operations

1.3.1 Web portal

Web portal was designed for 5 different user groups, which are system administrative officer, graduate staff, librarian, advisor, and graduate student. Therefore, the functions in each group will be different. In this document, there will be only the discussion on how to use the web portal for librarians.

Basically, web portal for librarian can be divided into two parts (1) The import of able-to-disseminate thesis files into the Intellectual Property (IR) of the institute, and (2) The transferring of thesis files to the Office of the Higher Education Commission. The discussion will be provided in the following topics.

1.3.2 iThesis Add-in

iThesis has the work-mode on Microsoft Word but the users have to install the 'add-in' program first. There are two versions;

- x86 version for a 32-bit operating system computer
- x64 version for a 64-bit operating system computer

To install the Add-in, the program version has to match with the operating system of your computer and it must be installed on Microsoft Word program in version 2010 or higher which is running on Windows only.

iThesis Add-in provides various facilitating tools for users that as writing templates, saving files and storing into the IR system. The group of users involved with the iThesis Add-in are graduate student, advisor, and graduate staff.

1.4 Email

iThesis will send an email to user who involved in the main working process, including of advisor, co-advisor, graduate staff, and graduate student. The email can be classified into 3 types which are as follows;

- <u>Request for approval</u>, there will send an attached link to connect to iThesis approval form, or it can be checked and approved via logging-in to the web portal system.
- <u>Notification of approval</u>, the email will inform the status of thesis 'approval' process.
- <u>Notification of approval on system-accessing authorization</u>

1.5 EndNote

The EndNote program, performed by Thomson Reuters, can help users collect reference or any bibliography relating to the content of the user's thesis. There are various reference formats provided for the users, such as APA16 and Numbers, which is customizable based on the specified format of their institutions. The main user group for Endnote is graduate student and the using details will be discussed in Graduate student manual.

1.6 Zotero

The Zotero program is an open-source software or free software that discloses its sources of technology. Zotero can be used for managing references and importing it into bibliography lists automatically. The program will store information than obtained from various sources in the file format, link format facilitating users to manage their bibliography and related research papers effectively.

2. Web portal

To use iThesis web portal, students must access it via their educational institution's iThesis website. On the website, iThesis web portal can be seen as shown in Figure 2.

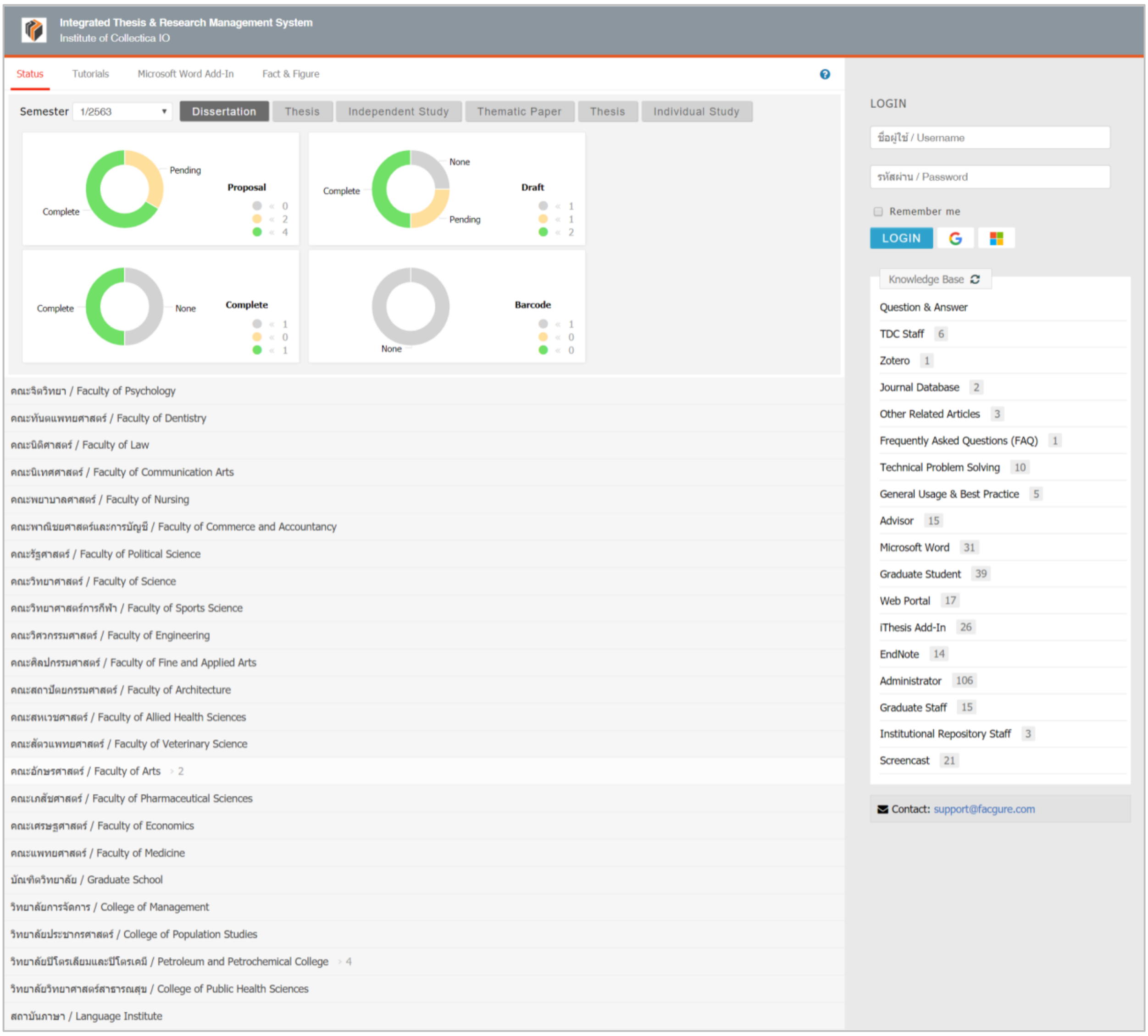


Figure 2: iThesis web portal home page before login

<u>Tip & Tricks:</u> For a better user experience, these following web browsers are recommended to access iThesis web portal; Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge.

The features of the web portal home page can be divided into 2 panels as shown in Figure 3.

1. User menu and display
2. Login panel and knowledge base

Note: The logo and institution's name on the header tab can vary depending on each educational institution.

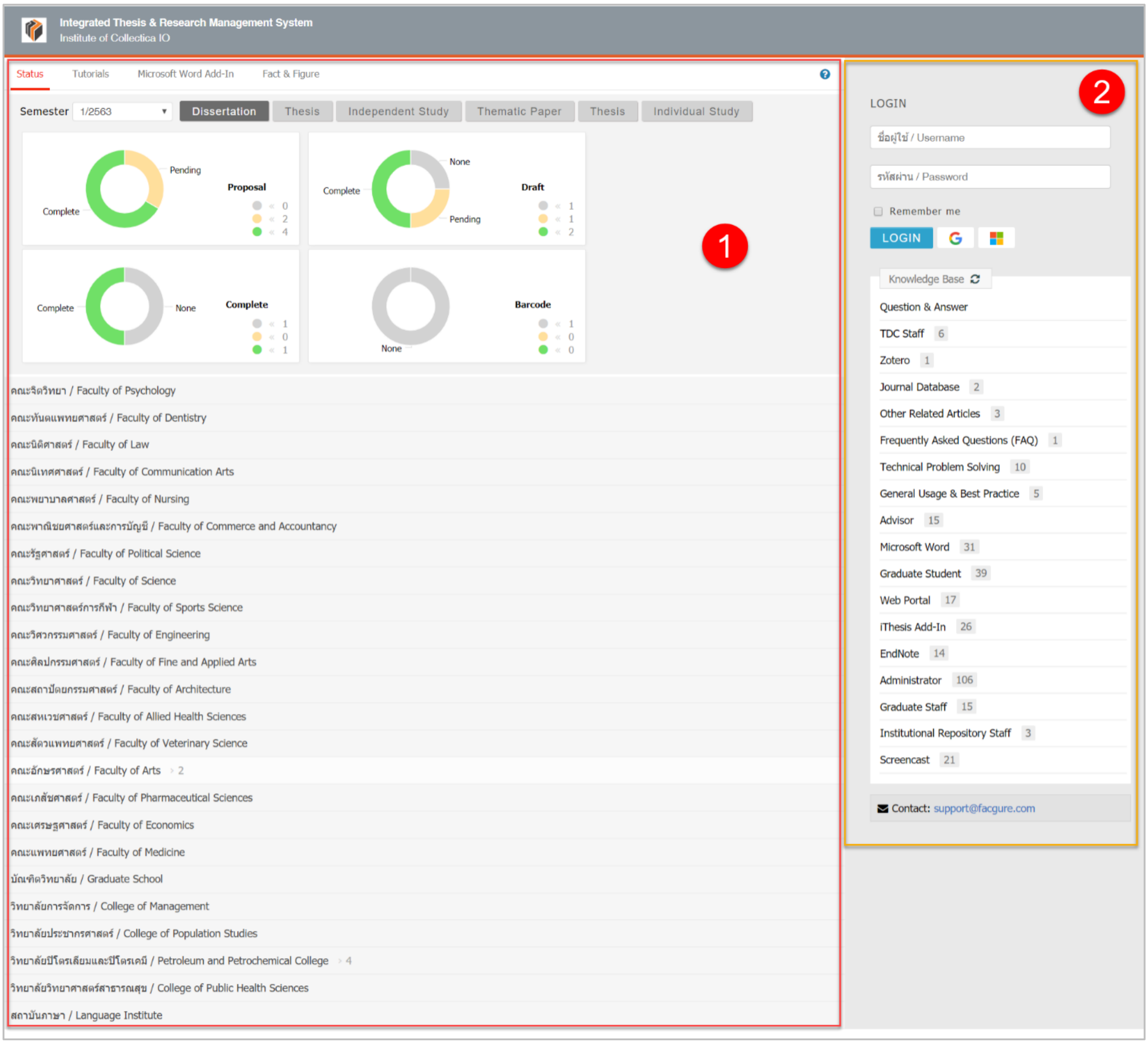


Figure 3: The features on the home page of the web portal

2.1 User menu and display

The menu bar found on the web portal home page includes 4 sections as shown in Figure 4;

1. Status
2. Tutorials
3. Microsoft Word Add-In
4. Fact & Figure

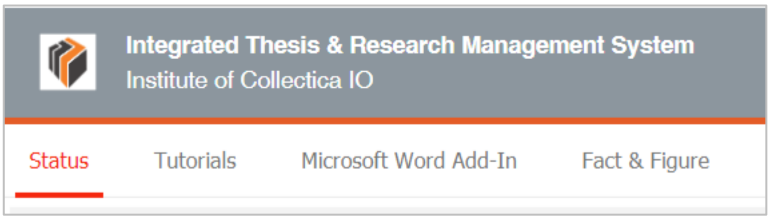


Figure 4: User menu and display on the web portal home page

2.1.1 Status

In Status, the status of student users on the submissions of proposals, draft versions, and complete versions made on the system is displayed. You can view the status of the submissions based on semester and classify them as dissertations, theses, or independent studies. Additionally, you can also view the status of each faculty as shown in Figure 5.

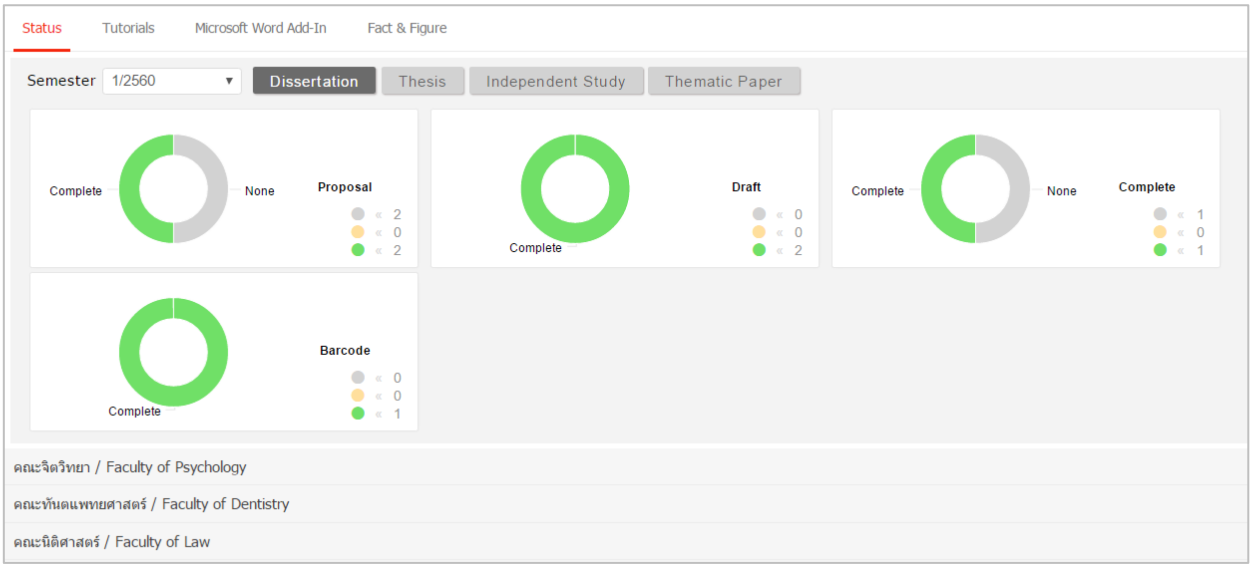


Figure 5: Graphs display student users' submission status

In some educational institutions, students are not required to submit a draft version of their work. Therefore, in those cases, there will be no graph showing submission of draft version as shown in Figure 6.

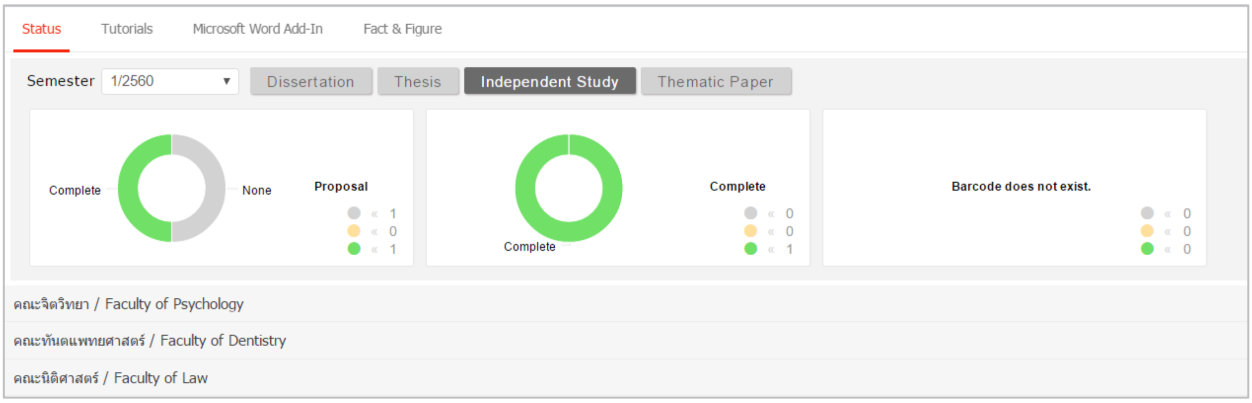


Figure 6: Graphs display student users' submission status

(in case of no draft version submission)

The status of each student can be checked individually under various departments to follow the approval progress of their research work (green means being approved). If in the Report Data section, the research work is specified as a work with publication, an orange line will appear behind the name of the student.

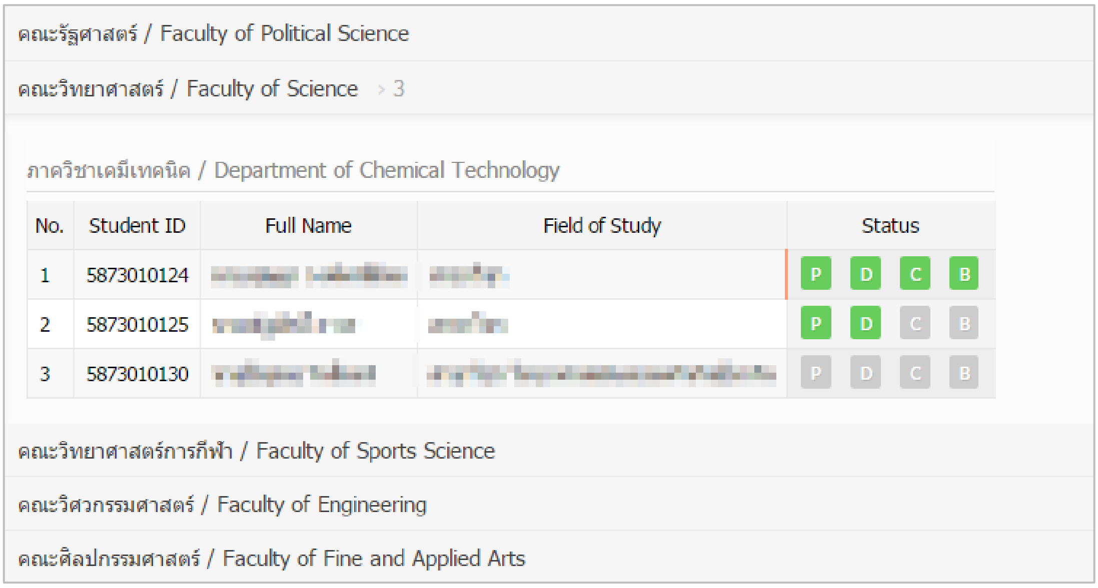


Figure 7: Status of individual students as divided by department

In the case that a student's complete work has not yet been approved, the system will display that information in the current academic year only. When a user chooses the previous academic year, the information displayed will be that of the students whose work has already been approved by the advisors only.

2.1.2 Tutorials

In Tutorials, a student user can download instruction manuals or watch basic tutorial videos as shown in Figure 8. Tutorials consists of 2 sub-menus; Documentation – which displays instruction manual document files in .pdf format, and Video - which displays user manuals created by the system developer or the educational institution in video format.

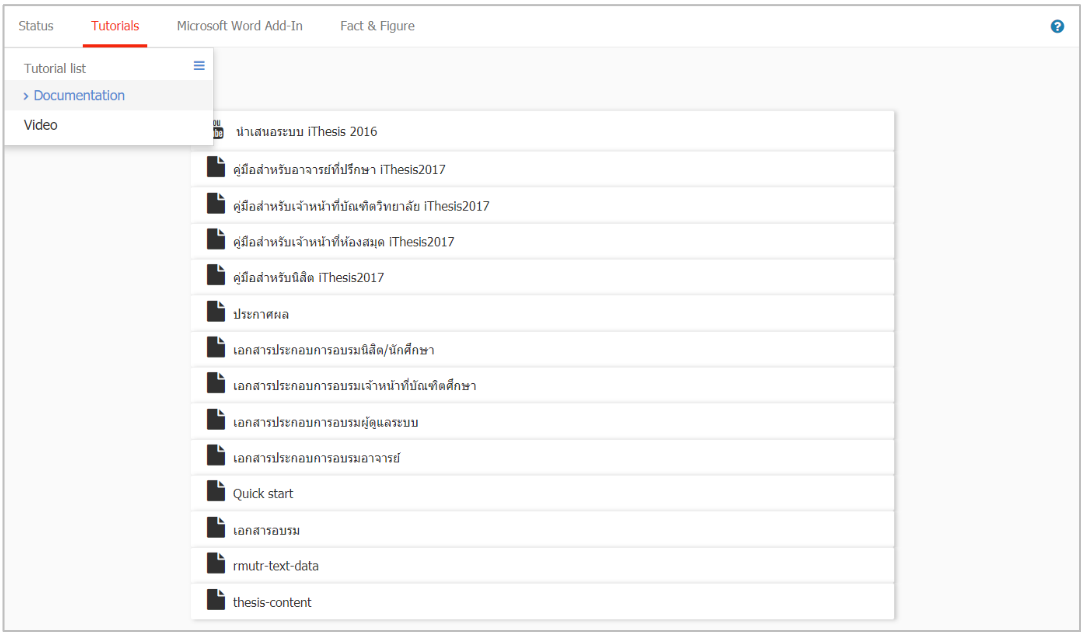


Figure 8: Tutorials screen

2.1.3 Microsoft Word Add-In

In Microsoft Word Add-In, a user can download the iThesis Add-in and other prerequisite programs. To use iThesis, it is necessary to install the iThesis Add-in in order to compose a research file on Microsoft Word and upload it to the web portal.

In Microsoft Word Add-In, downloads can be divided into sections of iThesis Add-in and Prerequisite programs as shown in Figure 9. The installers in both sections come in 2 versions based on the versions of Windows OS; 32 bit (x86) or 64 bit (x64). Therefore, before installation, students must check the version of Windows OS on the computer for the programs to be installed. The system can also help checking for the compatible version which will be appeared with the message "Recommend for you". For installation, instruction, and other details See iThesis Add-in.

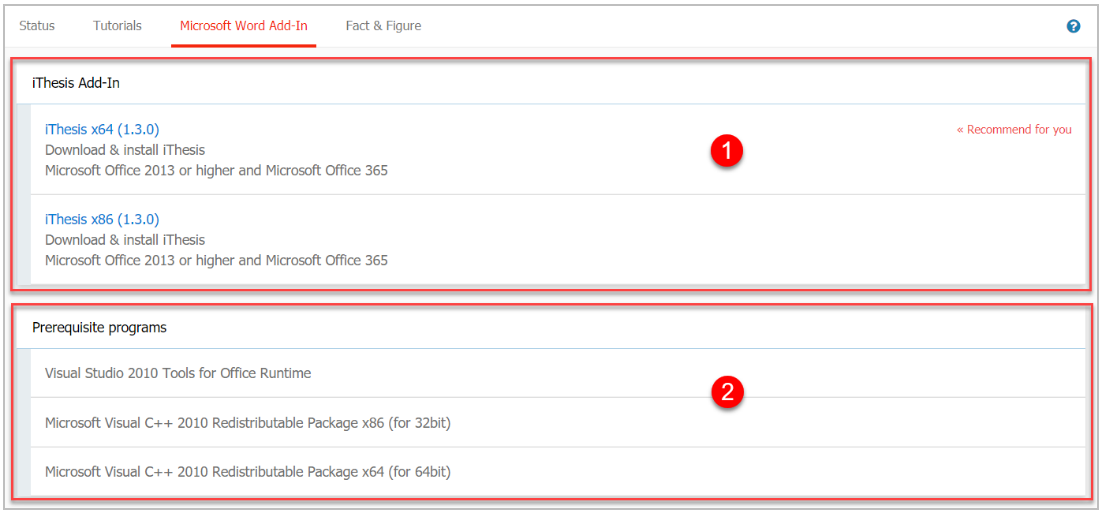


Figure 9: Microsoft Word Add-in screen

2.1.4 Fact & Figure

In Fact & Figure, general information of the students and professors is displayed. There is also a graph showing the number of students and their research work progress as shown in Figure 10. This Fact & Figure section can be disabled, so if a educational institution chooses to disable it, no students will be able to see this section in the system.

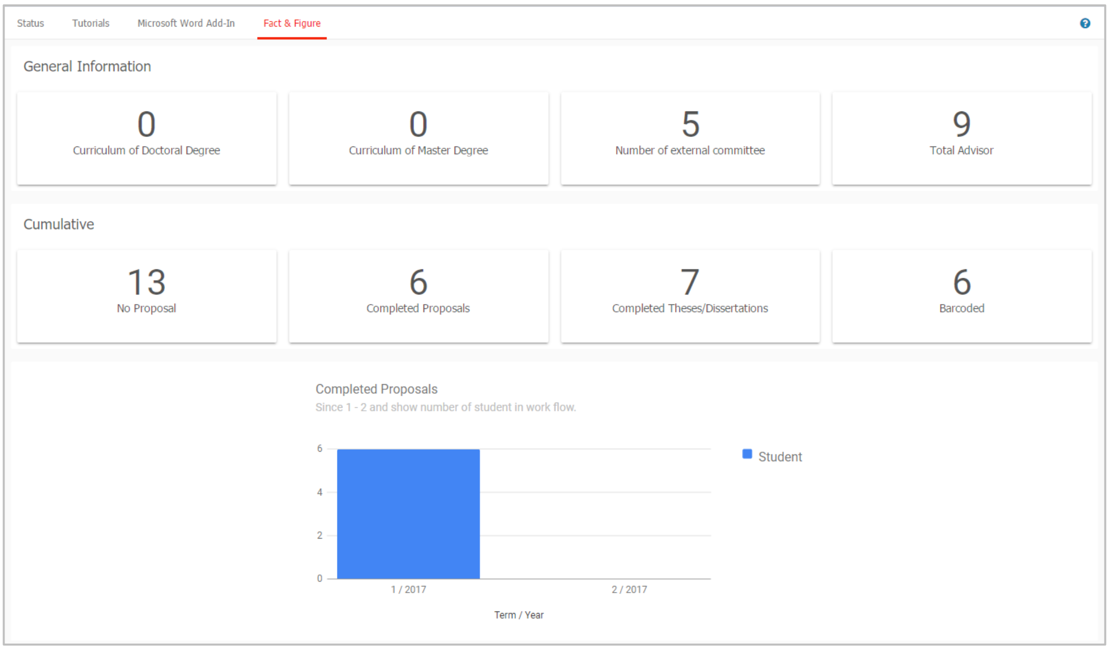


Figure 10: Fact & Figure screen

2.1.5 AI Help

By clicking the AI Help icon you will be automatically sent to the Knowledge Base. The destination page will display the links to related articles based on the which menu screen you are currently using. In the case that the system cannot find a related article, you will be sent to the Knowledge Base main page as shown in 2.2.2 topic, which will be discussed in the next section.

2.2 Login and Knowledge Base

There are 3 sections in this panel as shown in the Figure 11;

1. Login
2. Knowledge Base
3. Contact

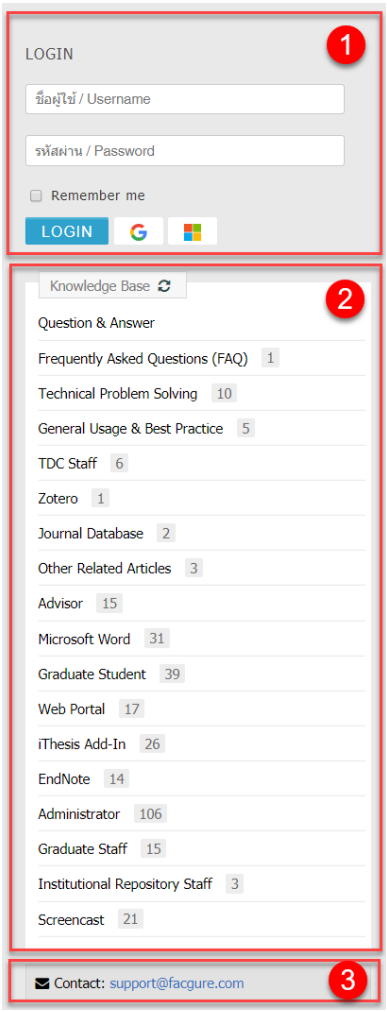


Figure 11: Sections in Login and Knowledge Base panel

2.2.1 Login

To login into the iThesis web portal, a student will need a user account, which can be the same username and password as their educational institution account. However, in some educational institutions students may be required to use multiple usernames and passwords to access various systems. Therefore, students must request for the valid username and password from the educational institution for iThesis login.

To login, students must put in their username and password into the login form and Click Login to access. To make the system remember your username and password, simply tick the box in front of "Remember me" as shown in Figure 12.

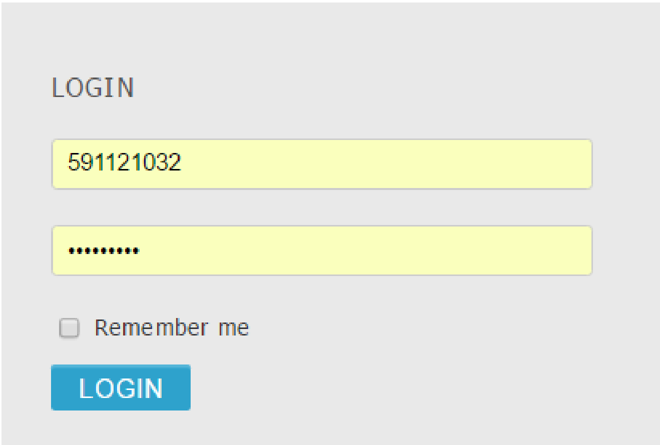


Figure 12: Web portal login

For educational institutions that use their own identity verification system for their iThesis web portal login, if all the usernames and passwords are temporarily unavailable either in the case of the identity verification system being closed for maintenance or temporarily down, students can still access iThesis web portal using an alternative set of username and password sent to their educational institution e-mail address on the first day of their iThesis use. These username and password sent from iThesis system are called a Local Account which is e-mailed to a student user along with a basic user guide as shown in in Figure 13 and Figure 14.

Figure 13: Local Account notification e-mail

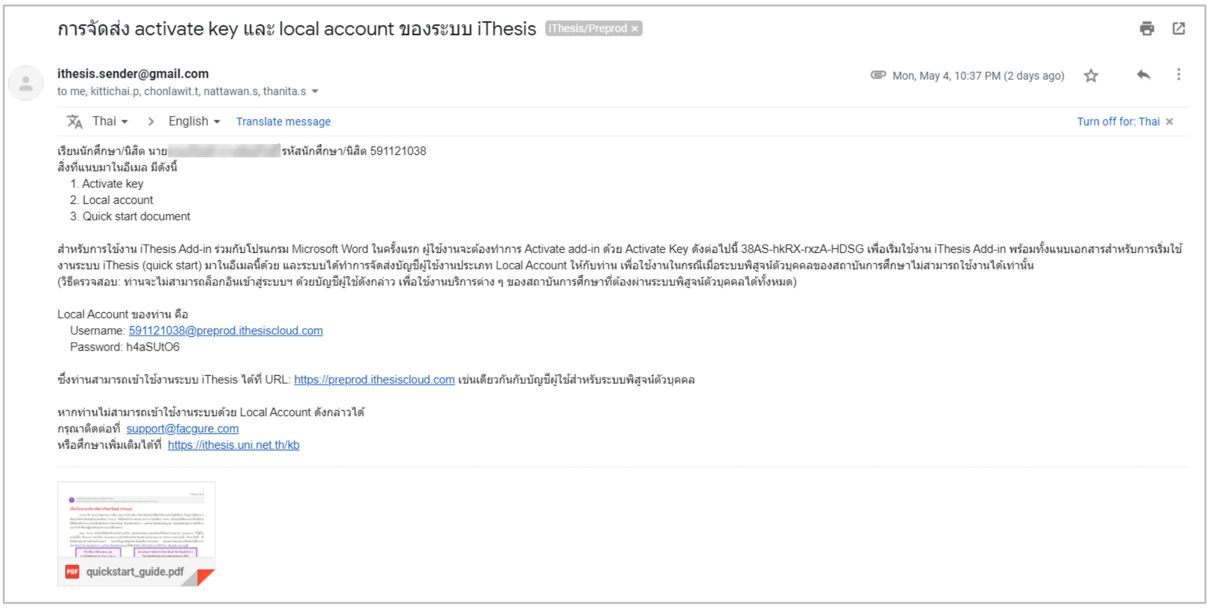


Figure 14: Details of Local Account notification e-mail

When you choose to access iThesis web portal with a Local Account, the login screen will be different as shown in Figure 15. This login screen displays web portal login form along with an additional Forget Password option.

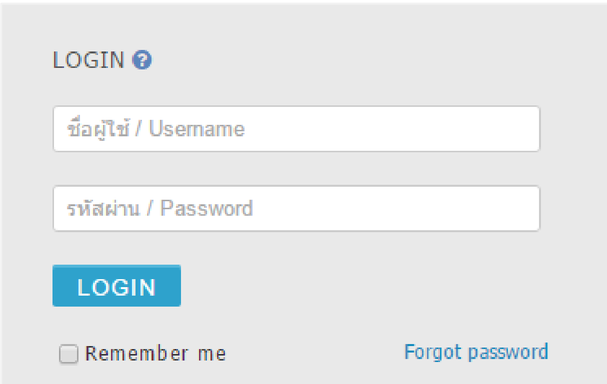


Figure 15: Web portal login form when using a Local Account

If a educational institution has enabled Google Sign In, students can log in iThesis using their Google account e-mail that is registered in iThesis database. However, students must log in with their educational institution user account first, then go to Your Profile section. Under Contact Information tab, you will see the e-mail that can be used with Google Sign In as shown in Figure 16.

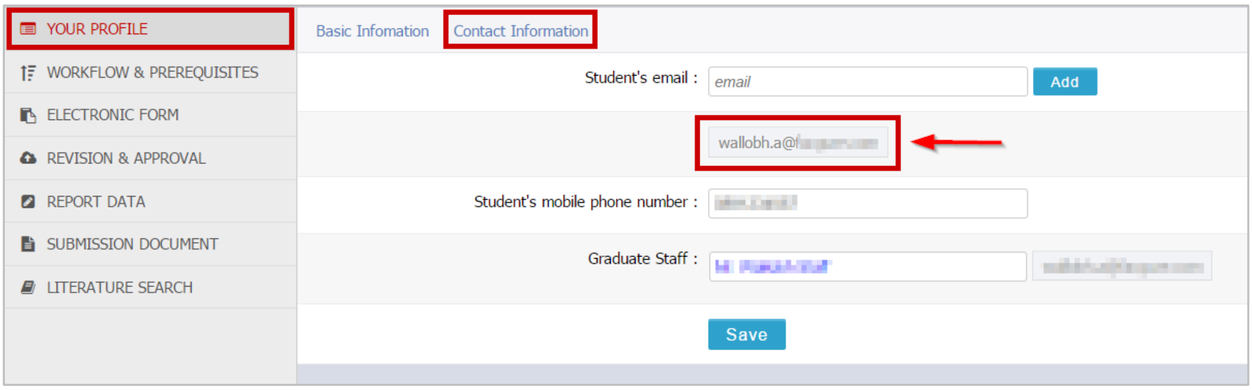


Figure 16: How to check the login e-mail for Google Sign In

How to login with Google Sign In

1. Students can login using Google Sign In by clicking on the Google Sign In icon as shown in Figure 17.

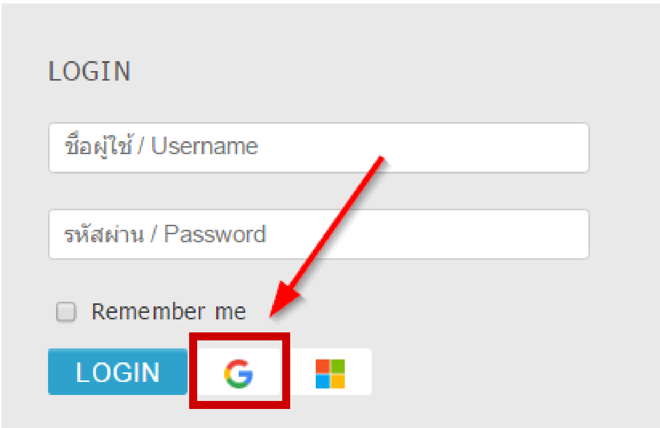


Figure 17: Login to the web portal using Google Sign In

2. If the computer has already been logged in with a Google Account, students may choose which e-mail account to login as shown in Figure 18.

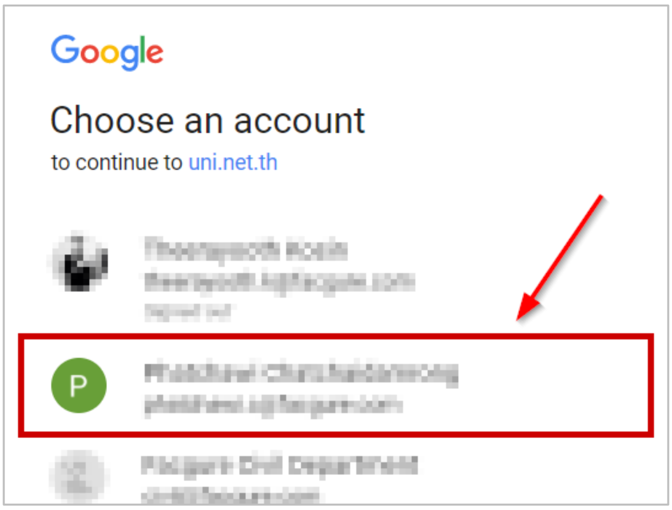


Figure 18: Logging in with Google Sign In when a Google account has already been used to login on the computer

3. If the computer has never been logged in with a Google account, Click "Use another account" as shown in Figure 19, then enter your Google username and password as shown in Figure 20 and Figure 21 to login.

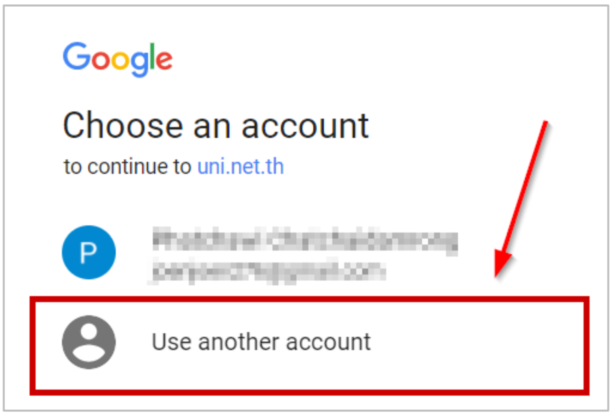


Figure 19: Logging in with Google Sign In if you have never logged in with a Google account

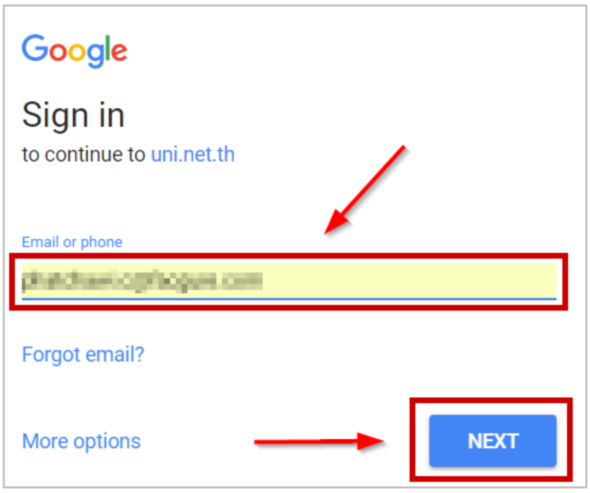


Figure 20: Entering Username to log in to a Google account

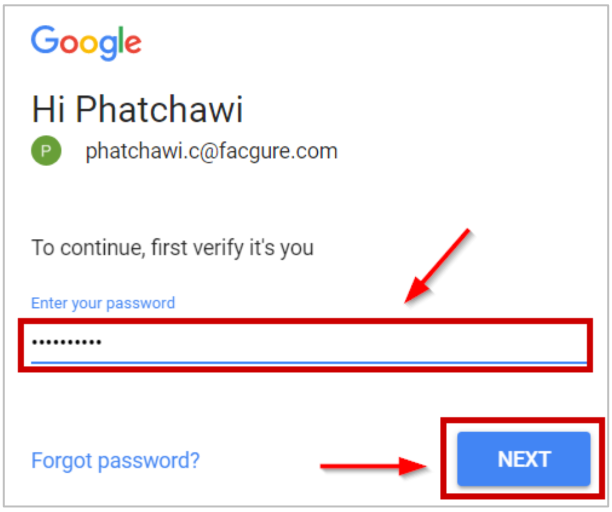


Figure 21: Entering a Password to login to a Google account

If a educational institution has enabled OneDrive Sign in, students can login to iThesis using a Microsoft e-mail that is registered in iThesis database. However, students must log in with their educational institution user account first, then go to Your Profile section. Under Contact Information tab, you will see the e-mail that can be used to with OneDrive Sign In as shown in Figure 22.

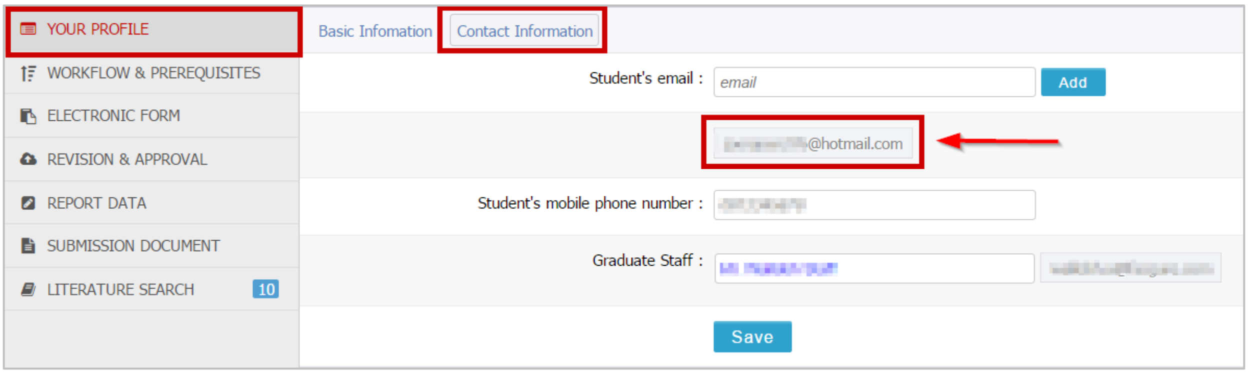


Figure 22: How to check the login e-mail for OneDrive Sign In

How to log in with OneDrive Sign In

1. Students can login using OneDrive Sign In by clicking on the OneDrive Sign In icon as shown in Figure 23.

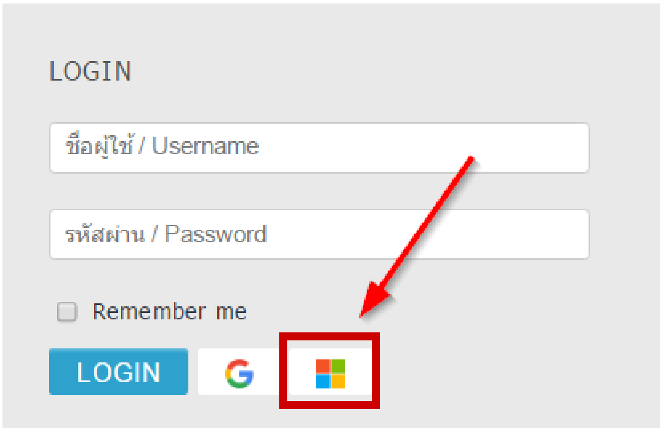


Figure 23: Login to the web portal using OneDrive Sign In

2. If the computer has already been logged in with a Microsoft account, students may choose which e-mail account to login as shown in Figure 24

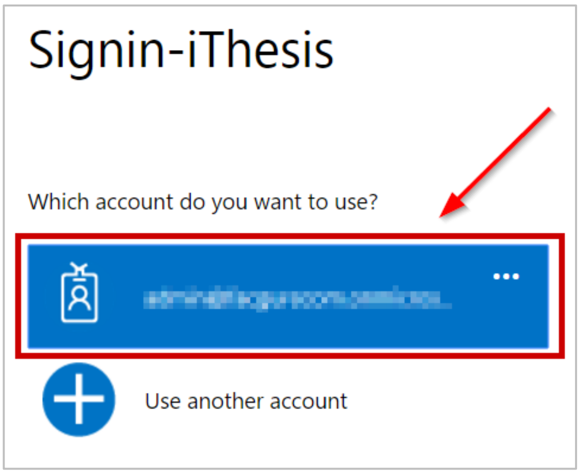


Figure 24: Logging in with OneDrive Sign In when a Microsoft account has already been used to login on the computer

3. If the computer has never been logged in with a Microsoft account, Click "Use another account" as shown in Figure 25, then enter your Microsoft username and password as shown in Figure 26 and Figure 27 to login.

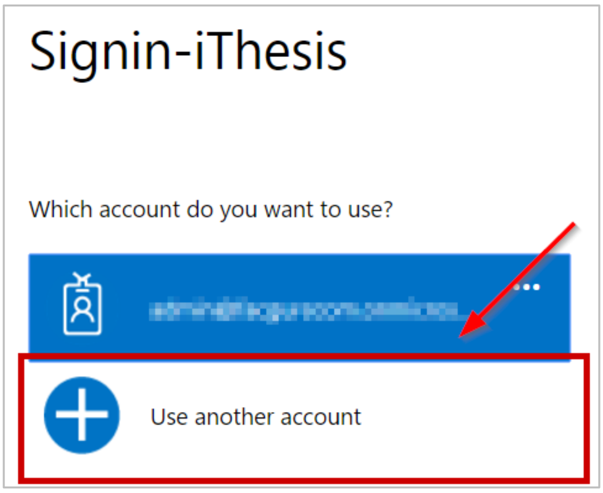


Figure 25: Logging in with OneDrive Sign In if you have never logged in with a OneDrive e-mail

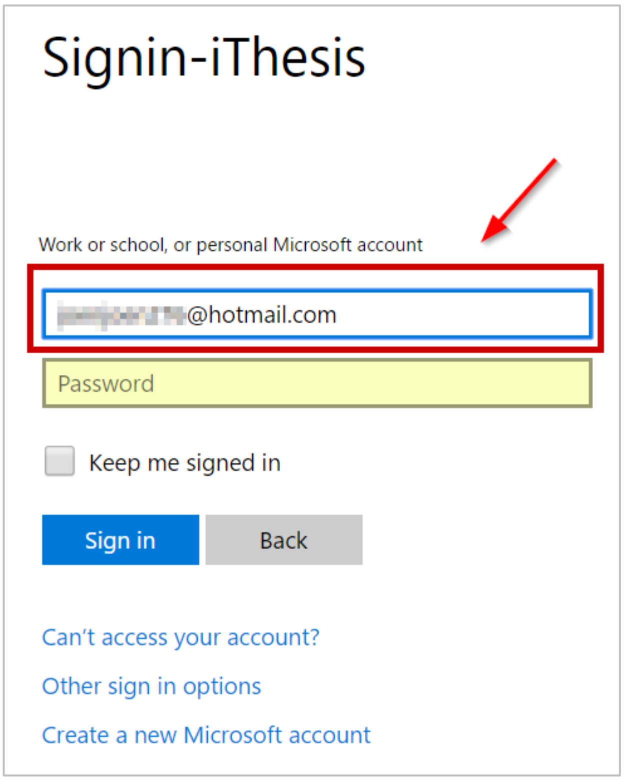


Figure 26: Entering Username to log in to a Microsoft account

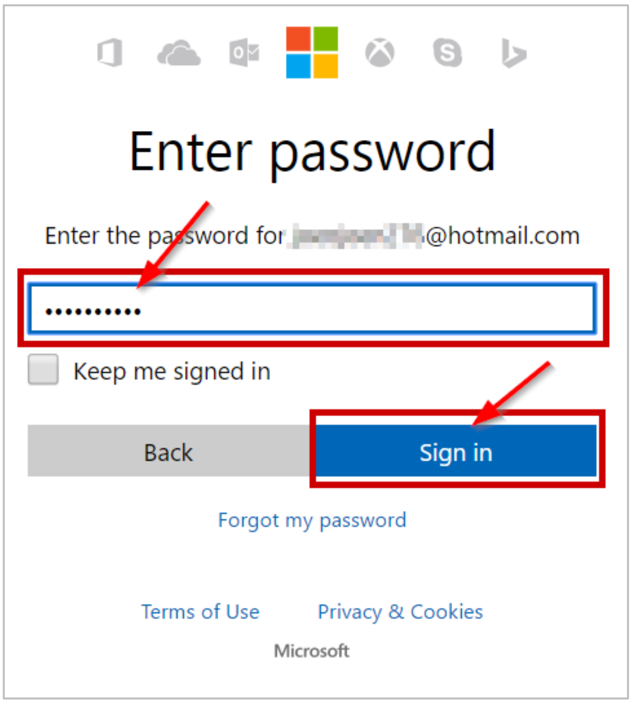


Figure 27: Entering a Password to login to a Microsoft account

4. Click Yes to allow the system to log in using the Mircrosoft e-mail as shown in Figure 28.

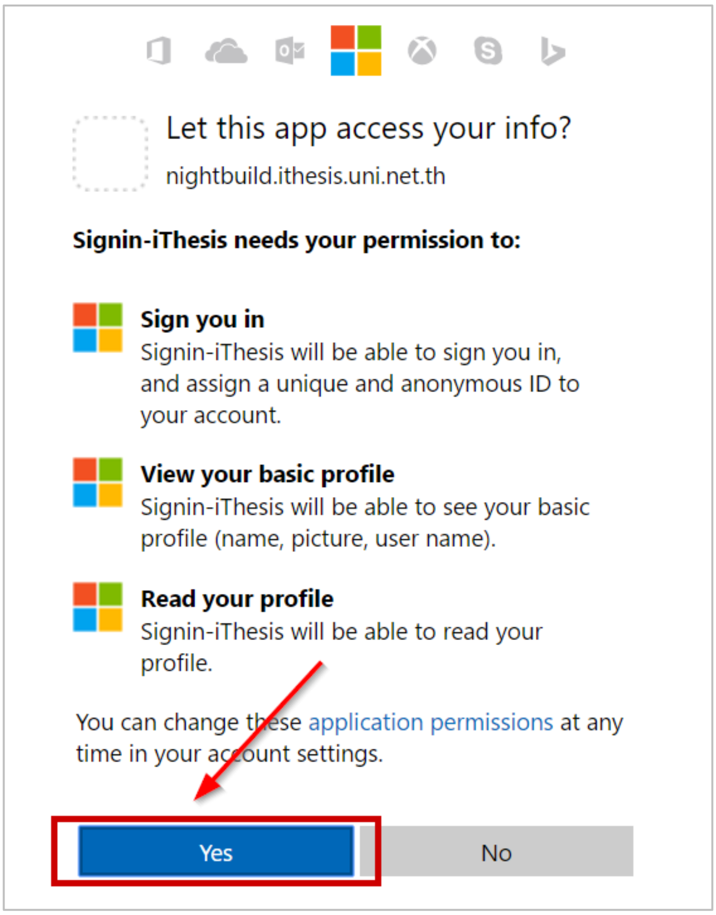


Figure 28: Allowing iThesis to access using a Microsoft e-mail

Note: Logging in using Microsoft e-mail requires the web portal to be on a webpage with a Digital Certificate.

2.2.2 Knowledge Base

Knowledge Base is the source of iThesis-related articles where they are divided into sections to make it easier to find required information as shown in Figure 29. When a user clicks on a category, the system will redirect to the Knowleadge Base website or https://ithesis.uni.net.th/kb/ as shown in Figure 30. The website is a source of informative instruction articles as well as problems that may be found during the use of iThesis or other research-related programs and their solutions.

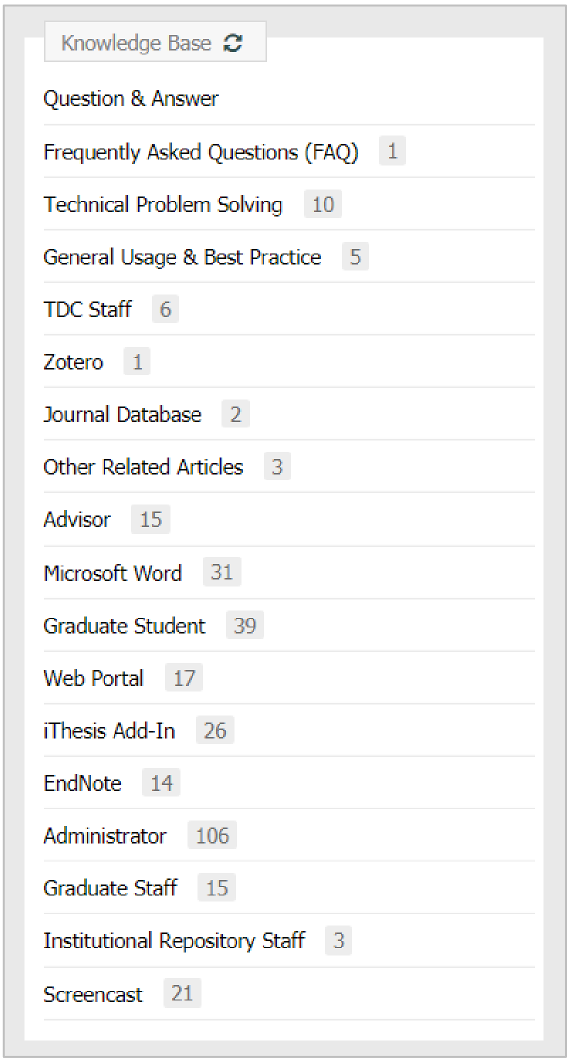


Figure 29: Knowledge Base categories on the web portal home page

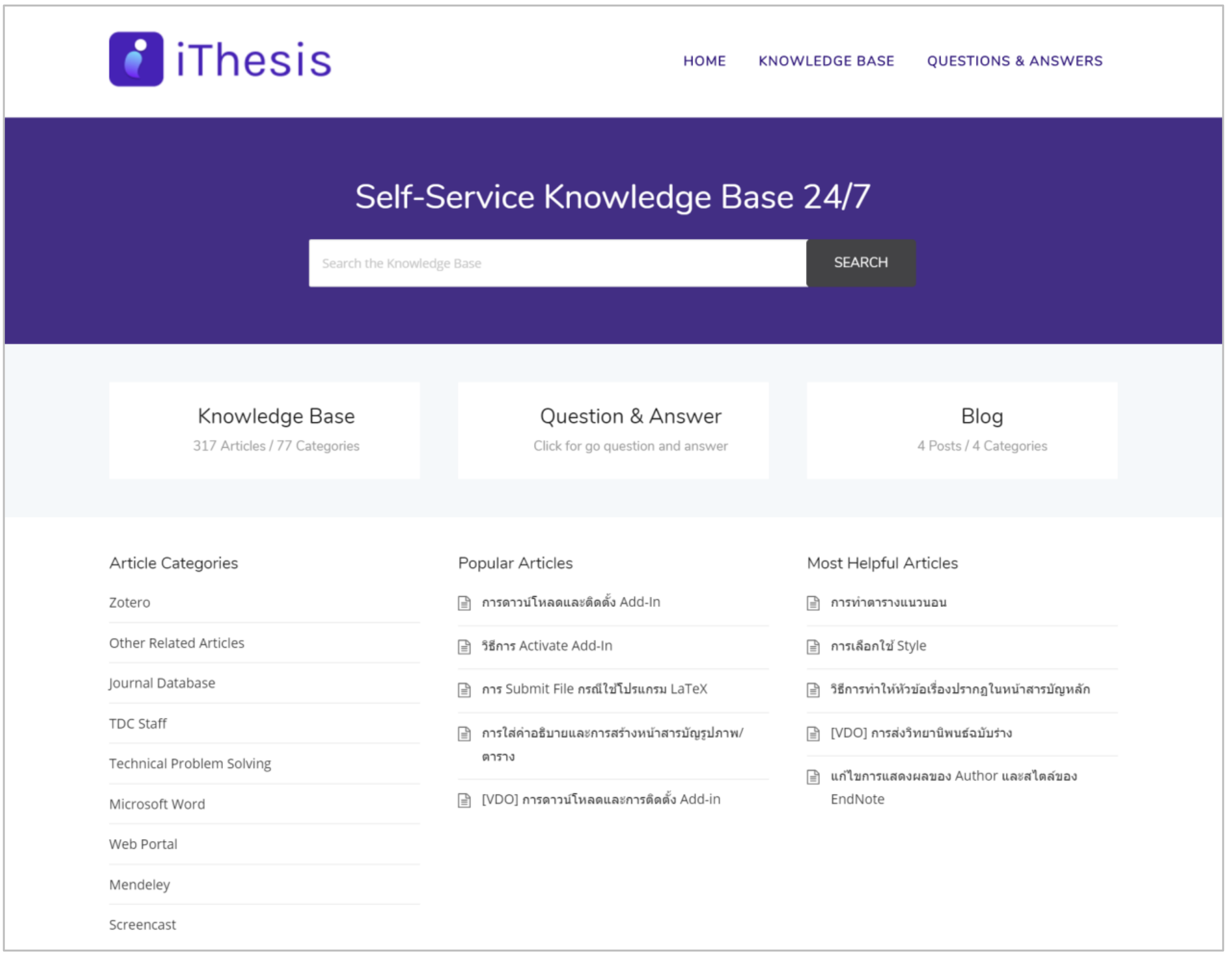


Figure 30: Knowledge Base website

2.2.3 Contact

In Contact, students who have problems during the use of iThesis can reach the support team via e-mail in order to get help or advice on the encountered problems as shown in Figure 31. The e-mail address shown in this section will vary depending on the educational institution.

Figure 31: Contact information

2.3 Web Portal Features

Once logged in to iThesis, the web portal will display the screen as shown in Figure 32 which can be divided into the following sections;

1. Menu and Display

2. Language Settings
3. Notifications and Announcements
4. User Menu
5. Disk usage

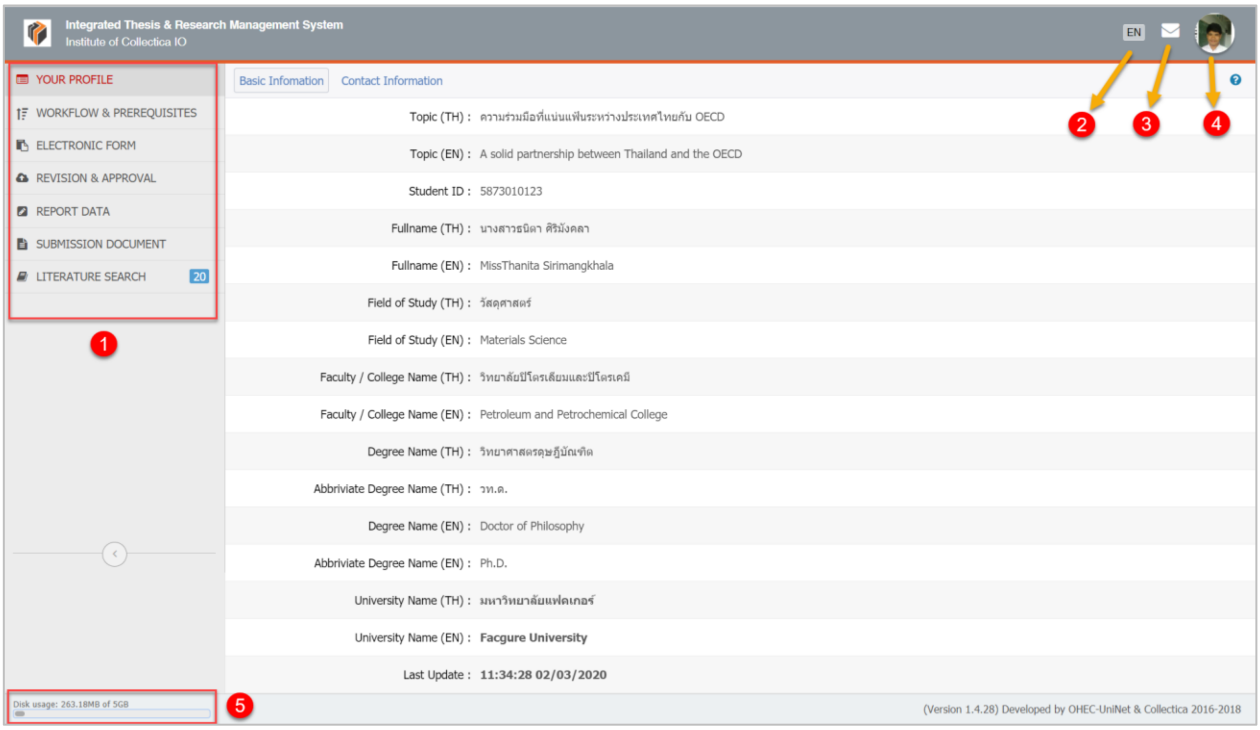


Figure 32: iThesis web portal features.

2.3.1 Menu and Display

The Menu and Display section consists of the main features of iThesis usage. Details on these features are explained in Web Portal Usage.

2.3.2 Language Settings

Language Settings can be accessed using the "EN" symbol which indicates that English is the current language setting of the web portal. To change language, click "EN" and the system will display language options as shown in Figure 33. If you want to change to Thai language, simply click Thai language, or click English language if you want to change to English. If you do not wish to choose a language option, you may click on an empty area outside the panel to terminate the use of Language Settings feature.

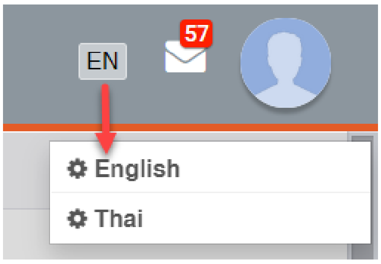


Figure 33: Language Settings

2.3.3 Notifications and Announcements

The Notifications and Announcements section is represented with a letter symbol. When a student receives an e-mail from the system or there is an announcement message from the staff, they will be notified by the system with a red number appearing at the top right corner of the symbol as shown in Figure 34. This number shows the number of received and unread e-mails or messages. Click on the letter symbol to see the incoming e-mails or messages as shown in in Figure 35. To close down the display panel, click an empty area outside the panel or click Close.

Figure 34: Notifications of unread messages

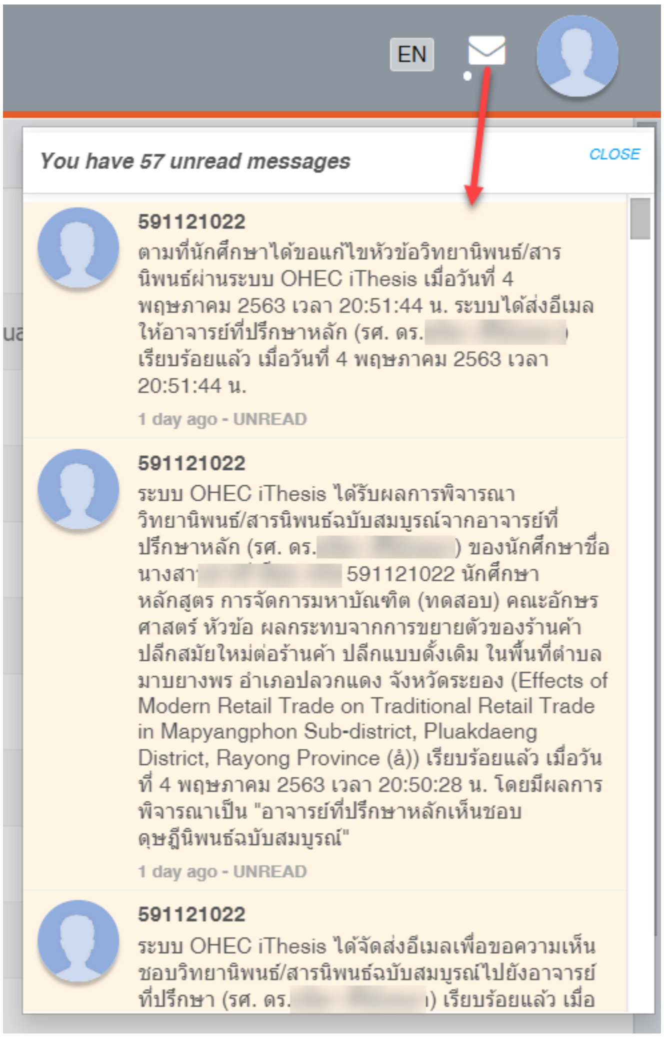


Figure 35: Notifications and Announcements

2.3.4 User Menu

The User Menu can be accessed by clicking on the user profile picture or avatar and a drop-down menu will appear showing 5 items as shown in Figure 36 which are;

1. Home page
2. Service request
3. Settings
4. Help
5. Logout

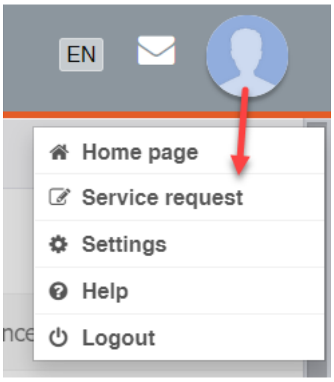


Figure 36: User Menu

2.3.4.1 Home page

By clicking Home Page, students can access the web portal home page as seen before logging into the system as shown in Figure 37. This Home Page feature is created to facilitate the students who want to access the features on the web portal home page without having to logout from iThesis.

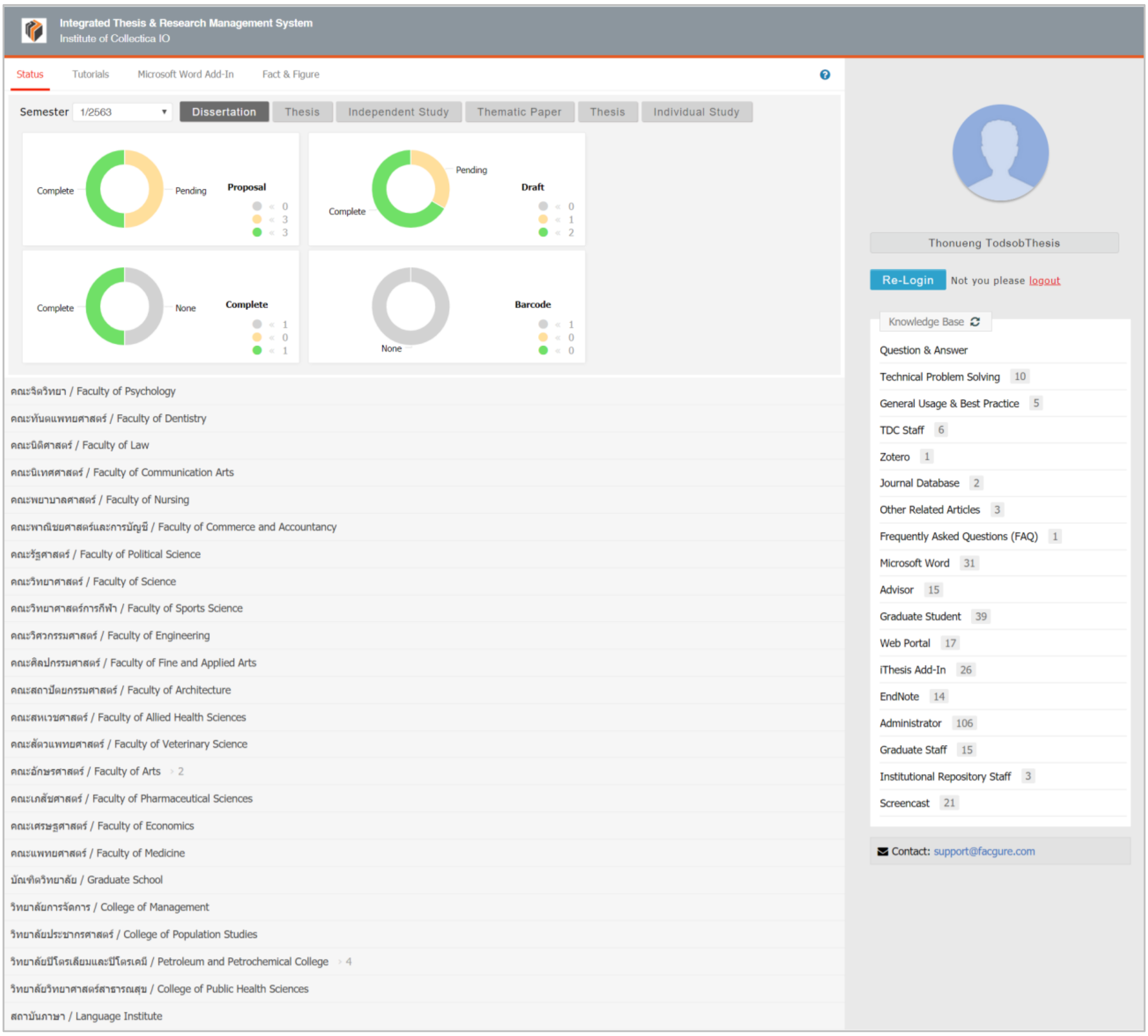


Figure 37: A user's home page

From Figure 37, if students want to continue using the system, simply Click Re-Login. If you want to logout, click Logout as shown in Figure 38.

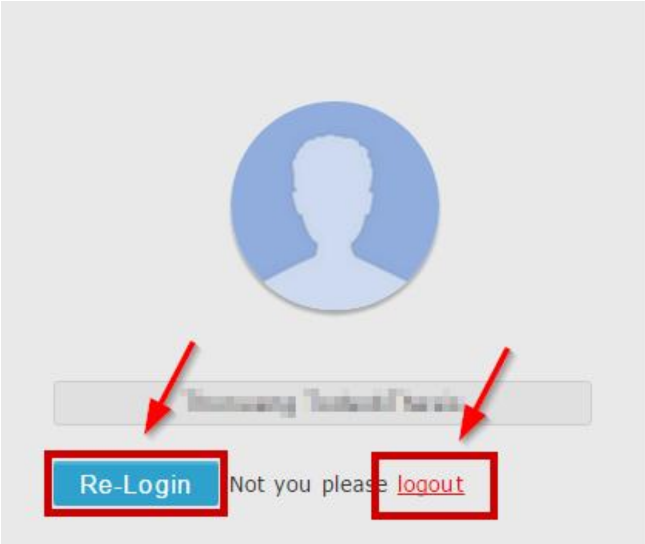


Figure 38: Re-login or logout options on the home page

2.3.4.2 Service request

Service Request is a communication channel for students to contact the graduate staff in order to get help with problems that occur during use. This feature will temporarily allow the staff to access the user's web portal and Add-in without having to use the student's username and password. To access the system during the granted duration, the staff can use their own username and password to access as the student user.

To grant the staff a permission to access under their user each time, a student must reserve a date and time with the staff using Service Request feature. The staff can accept or deny assistance service on the date and time requested. If a request is denied, the student can reserve again with a new date and time convenient to both the staff and the student.

Note: The staff is allowed to access as a student user for up to 1 hour during the reserved time as agreed by both the staff and the student. The use of this feature can either be enabled or disabled depending on the policy of each educational institution.

How to grant an access permission

1. Click Service Request as shown in Figure 39.

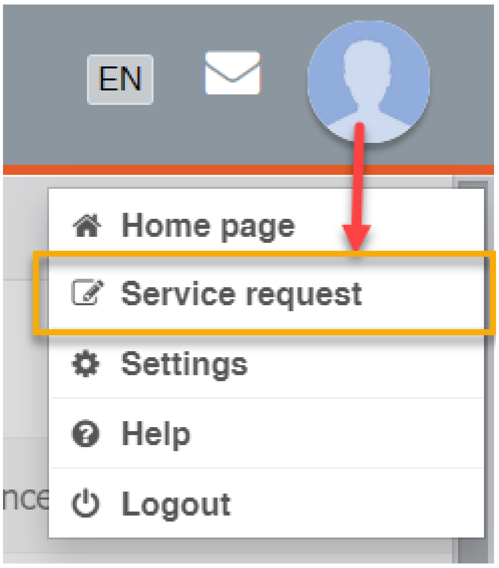


Figure 39: Service Request feature

2. Choose the staff you want to request the support from as shown in Figure 40.

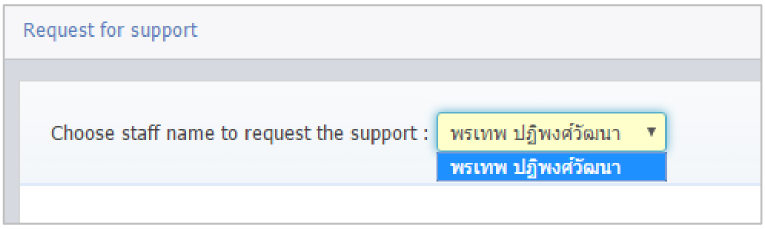


Figure 40: Selecting the staff name from the drop-down list

3. Click the date that you want to make an appointment with the staff, then a message box will appear as shown in Figure 41.

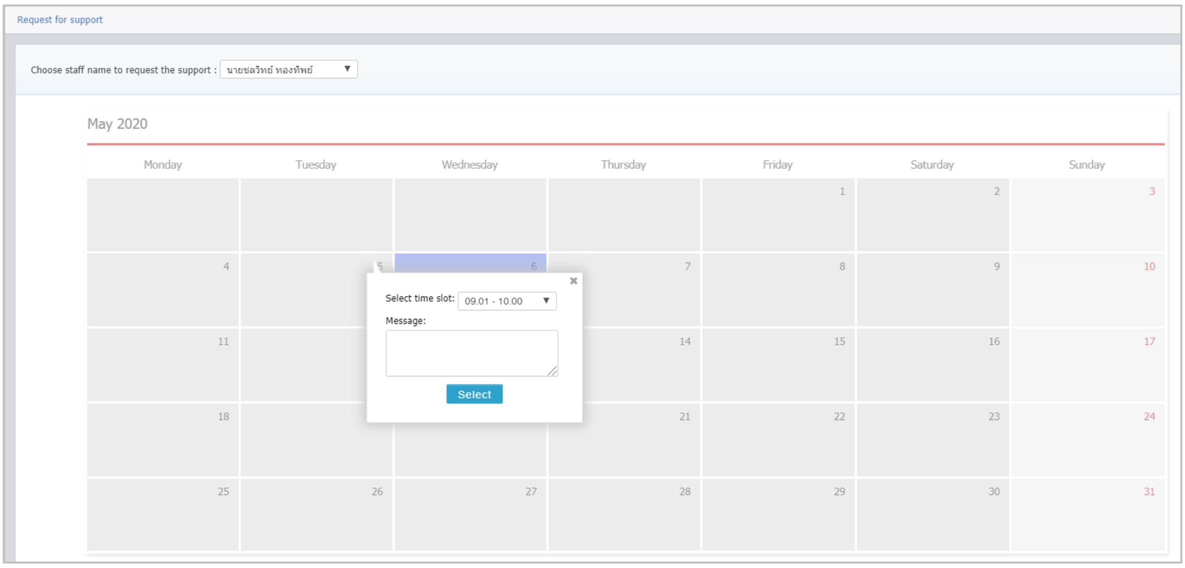


Figure 41: Select the date of appointment with the staff

4. Choose the time you want to make an appointment as in Figure 42 and fill in the details about your problem in the message box as shown in the Figure 43.

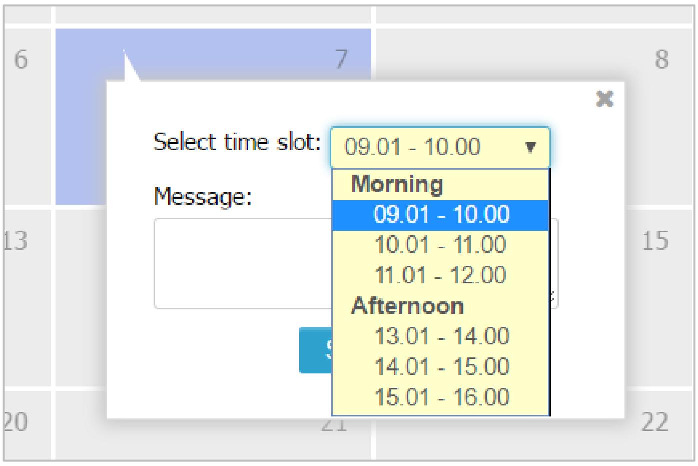


Figure 42: Choose an appointment time with the staff

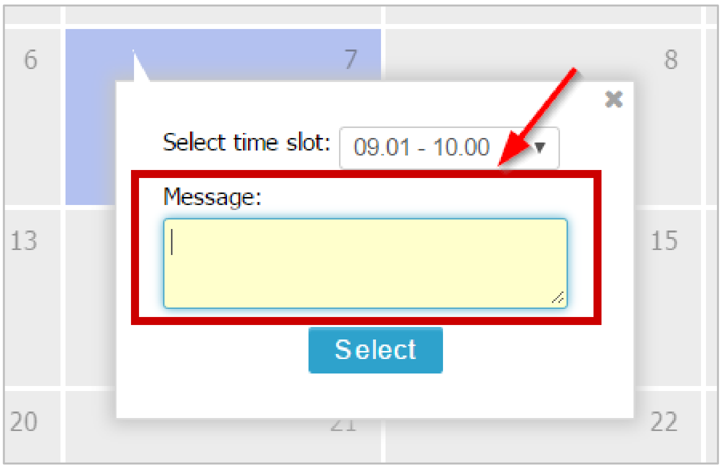


Figure 43: Specify the problem that you need help with in the message box

If the chosen staff has appointments with other students, the periods of these appointments will not be displayed in the time list for selection.

5. Click Select to confirm the reservation time selected as shown in Figure 44. The staff will be notified that a reservation has been made by a student via e-mail and under the Notifications section on the staff's web portal.

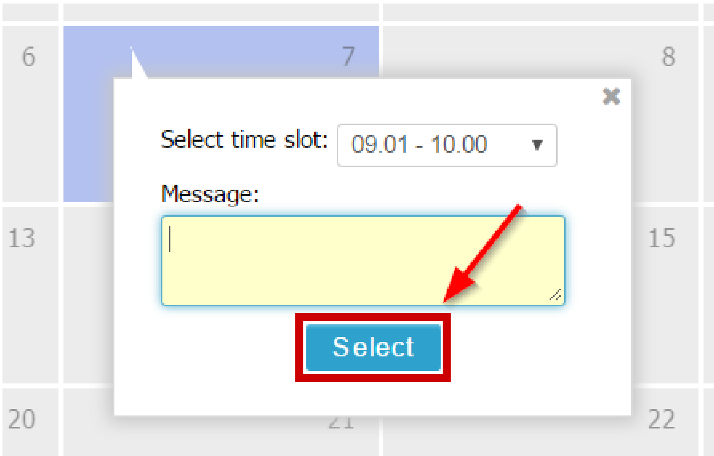


Figure 44: Confirming the appointment time with the staff

6. After a request has been submitted to the staff, a blue circle symbol will appear on the bottom left corner of the selected date on the calendar as shown in Figure 45.

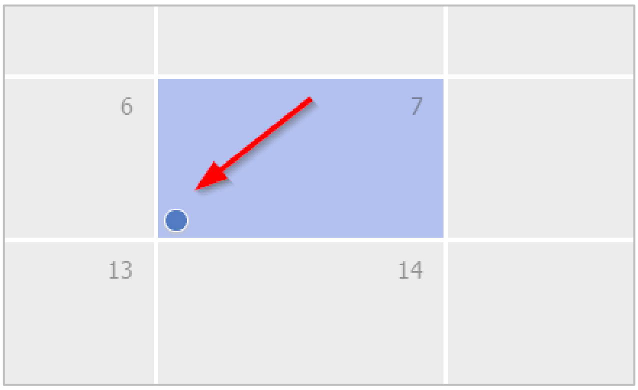


Figure 45: The blue circle symbol appears after a request has been made

7. If the staff are unable to assist on the requested date and time and cancel the request, a grey circle will appear on the bottom left corner. When placing the cursor on the said circle, a message reply from the staff will appear as shown in Figure 46.

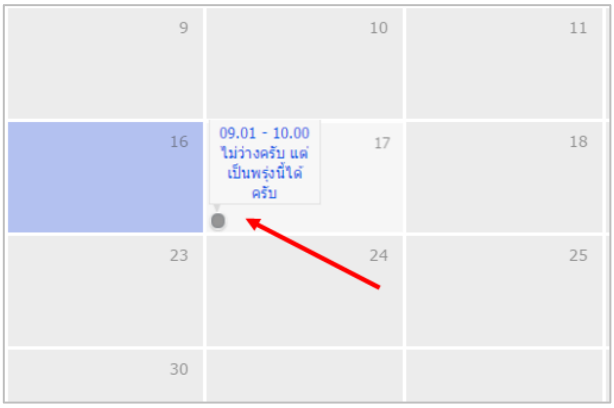


Figure 46: The grey circle symbol appears after a request is turned down by the staff

2.3.4.3 Settings

Settings consists of 3 sub-menus as shown in Figure 47; Settings, Recent Activity, and Integration.

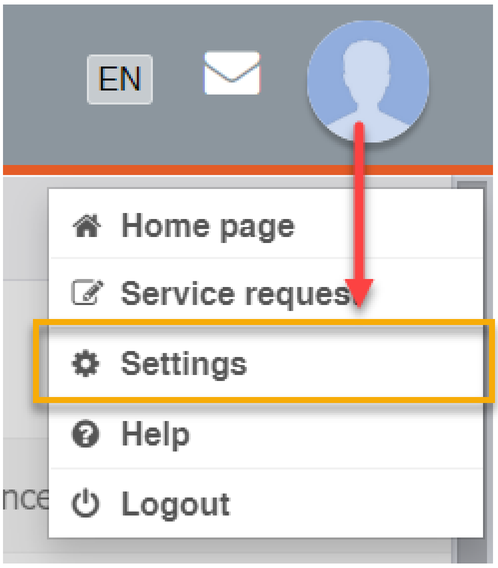


Figure 47: Settings

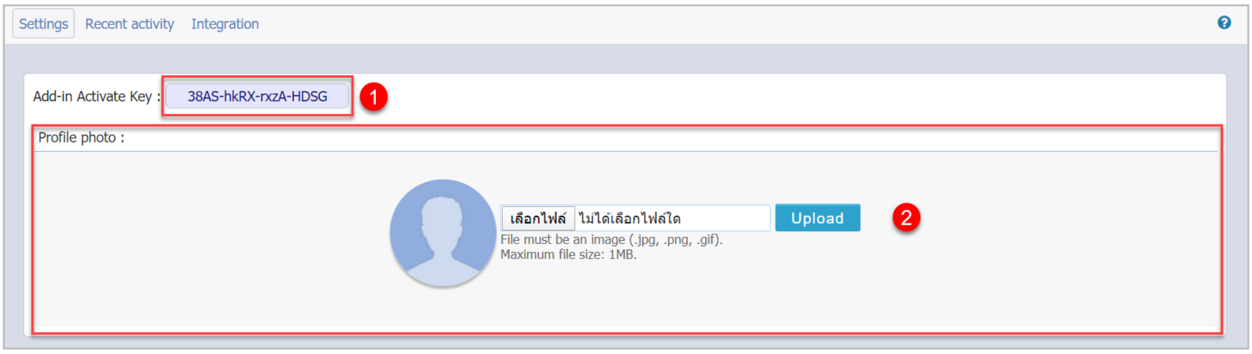


Figure 48: Settings sub-menus

1. Settings sub-menu can be divided into 2 parts which are;
   1.1. Add-in Activate Key (No. 1 as shown in Figure 48) – this is a code used to verify the user who accesses the iThesis Add-in. When a student uses iThesis Add-in for the first time on a computer, this code must be entered to use iThesis Add-in. The use of Add-in Activate Key will be further explained in the tool topics of iThesis Add-in as in IThesis ~~menu~~.
   1.2. Profile photo (No.2 as shown in Figure 48) – Students who user the web portal can add a profile picture the system under the conditions that the image file must be .jpg, .png or .gif only and must not exceed 1 MB in size.
      1.2.1. Click "Choose File" to select an image file.
      1.2.2. Once the image file has been selected Click "Upload".
      1.2.3. The uploaded profile picture will be displayed.

2. In Recent Activity users will be informed when their account is used to login into to iThesis Add-in with the IP Address, MAC Address, and date and time of each login. If a student user recognizes a login as an unauthorized iThesis Add-in login, they can click "Sign out Add-in" to disconnect as shown in Figure 49. After disconnecting, the computer with Add-in logged in unauthorizedly will not function under the student’s account. After clicking "Sign out Add-in" button, the system will display the message as shown in Figure 50.

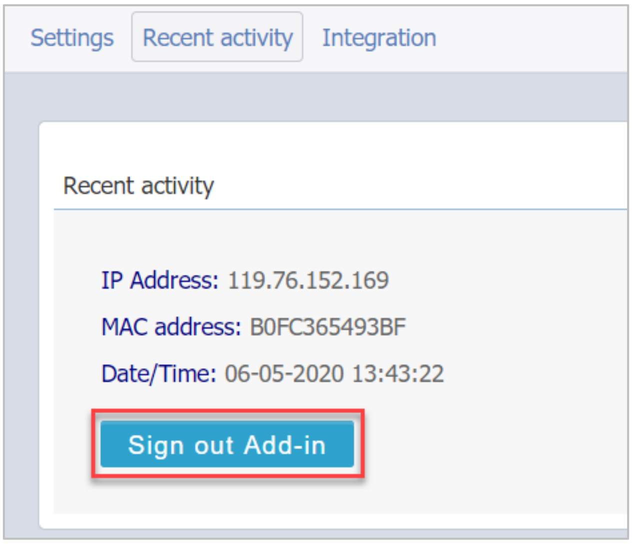


Figure 49: Disconnecting the Add-in from another computer

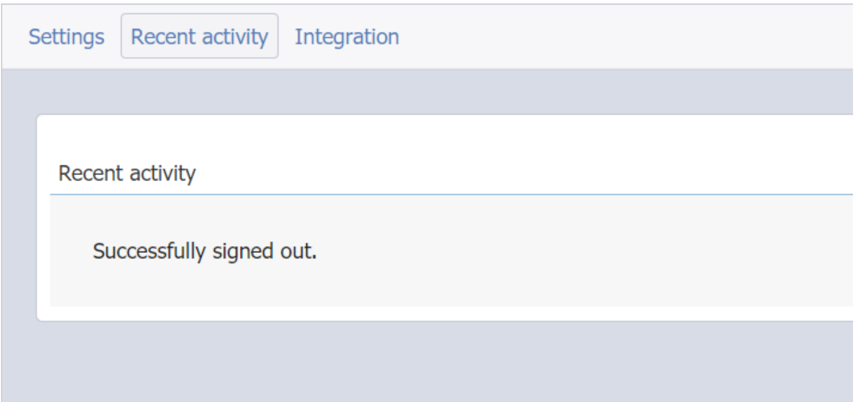


Figure 50: Showing the disconnecting add-in from another computer

If there is no connection at the site of unauthorized Add-in, the system will display the message as shown in Figure 51.

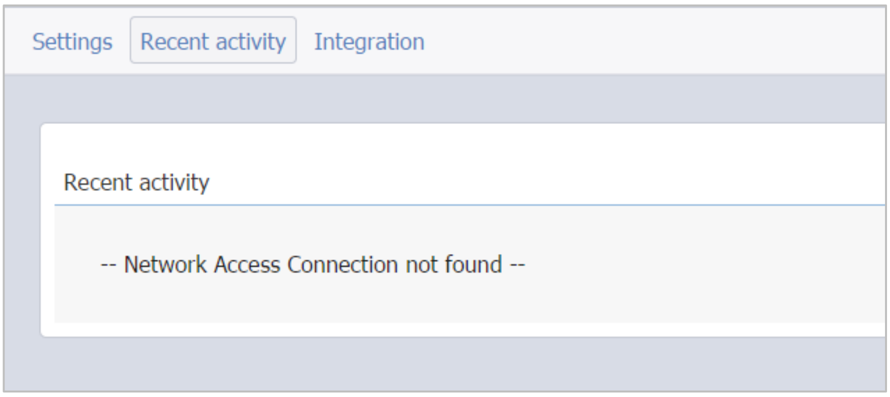


Figure 51: The display of the Add-in when there is no connection

3. Integration helps create backup research files in iThesis which students can use to backup data to both Google Drive (number 1) and OneDrive (number 2). Once the data is backed up, the system will record all backup history which can be accessed in View Log section (number 3).

Note:

1. Educational institutions may choose to enable or disable Integration. If a educational institution chooses to have it disabled, students will not see this sub-menu.
2. The backup files are encrypted and students will not be able to use them for general purposes, as the files are meant to be emergency backup files only. If students want to use them, they must contact the system administrator to proceed.

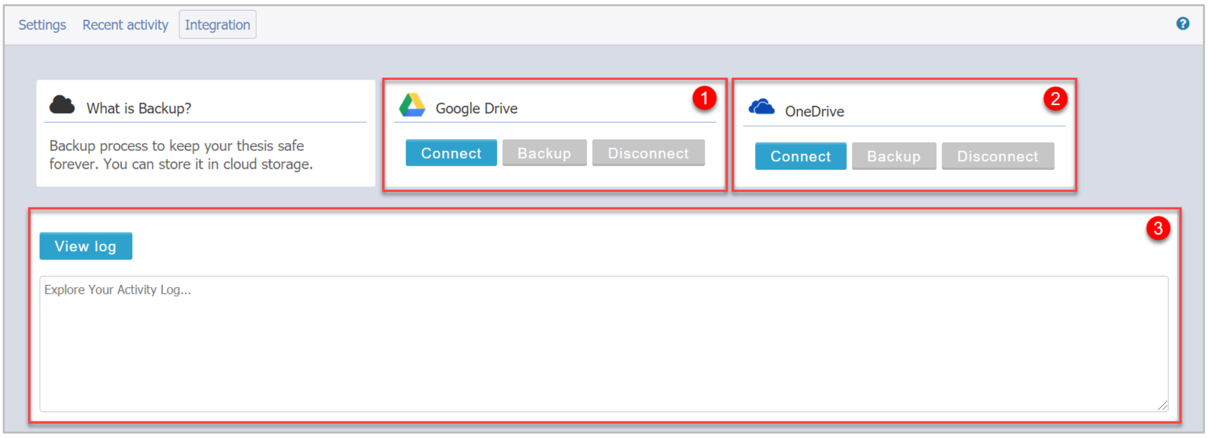


Figure 52: Integration

Backup data using Google Drive

1. Click Connect to connect to a Google e-mail as shown in Figure 53.

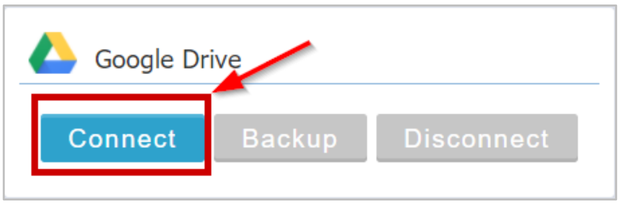


Figure 53: Connecting with a Google e-mail account

2. Select the e-mail account you want to backup or choose Use another account to enter the e-mail you want to use for backup as shown in Figure 54.

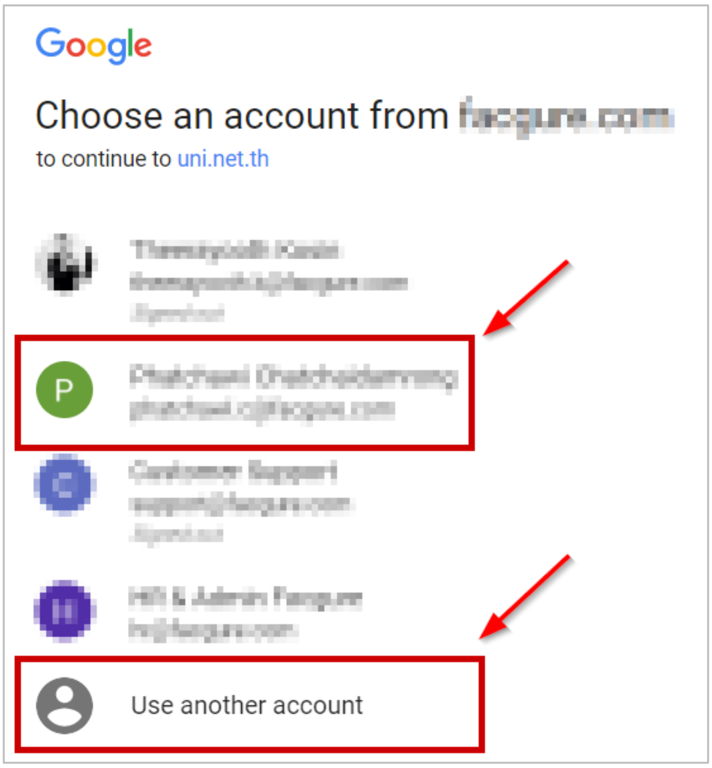


Figure 54: Specify the Google e-mail account to use for backup

3. Click Allow to connect iThesis to the e-mail account as shown in Figure 55.

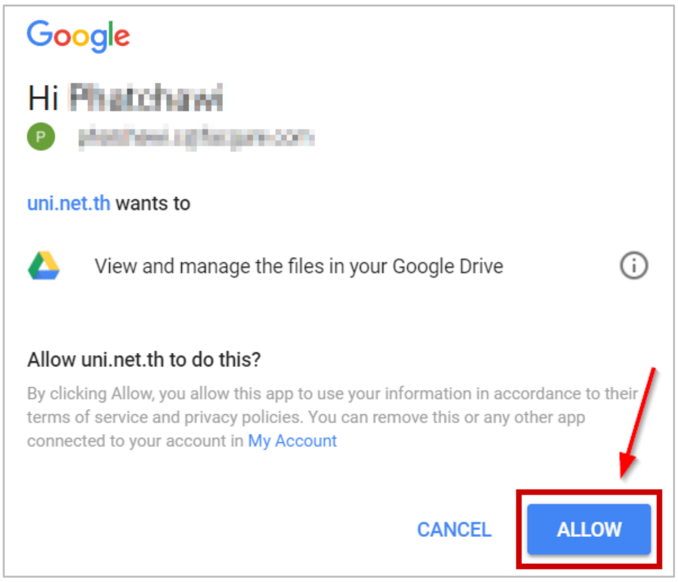


Figure 55: Allowing the system to connect to Google e-mail that you want to back up

4. Once connected, the Backup and Disconnect buttons in the Google Drive section will change into colors as shown in Figure 56. Students can then click Backup to back up data or click on Disconnect to disconnect from the Google Account.

Figure 56: Data backup

5. Once the data has been backed up, students will receive a backup file as shown in Figure 57. On the portal page, a backup log of the research file will be displayed as shown in Figure 58.

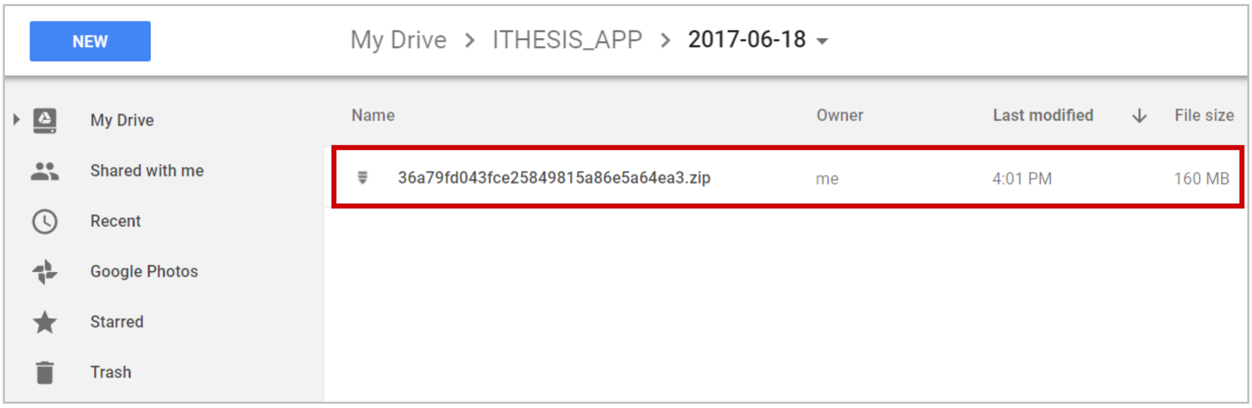


Figure 57: A backup file

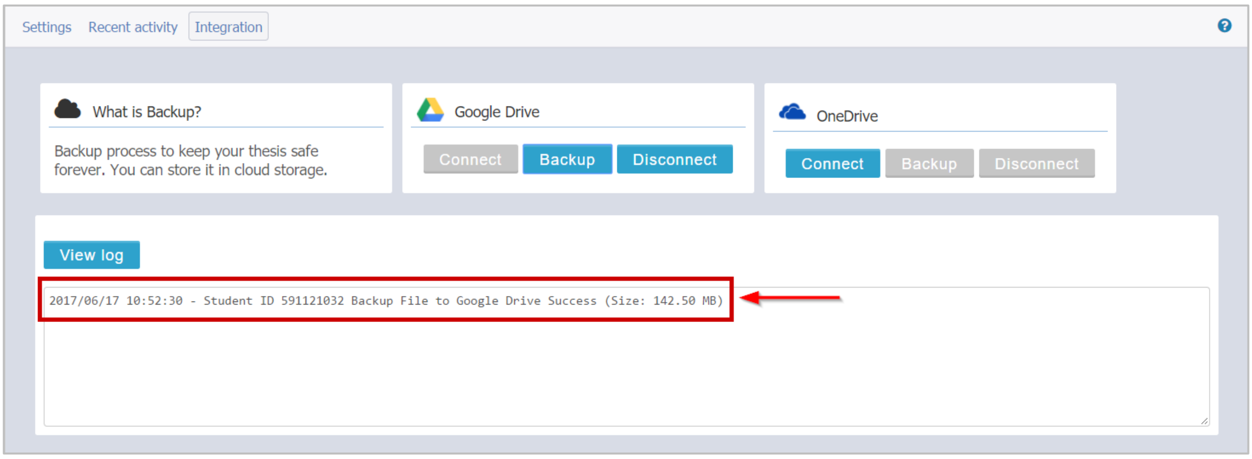


Figure 58: Research file backup log

Backup data using OneDrive

1. Click Connect to connect to a Microsoft e-mail, as shown in Figure 59.

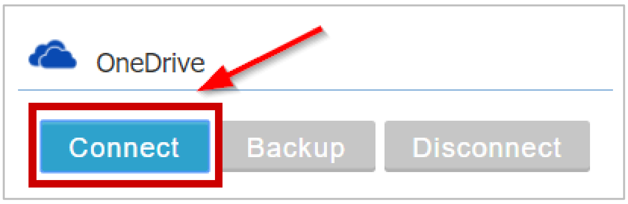


Figure 59: Connecting with a Microsoft e-mail account

2. Enter your e-mail and password for the account to be used for backup as shown in Figure 60.

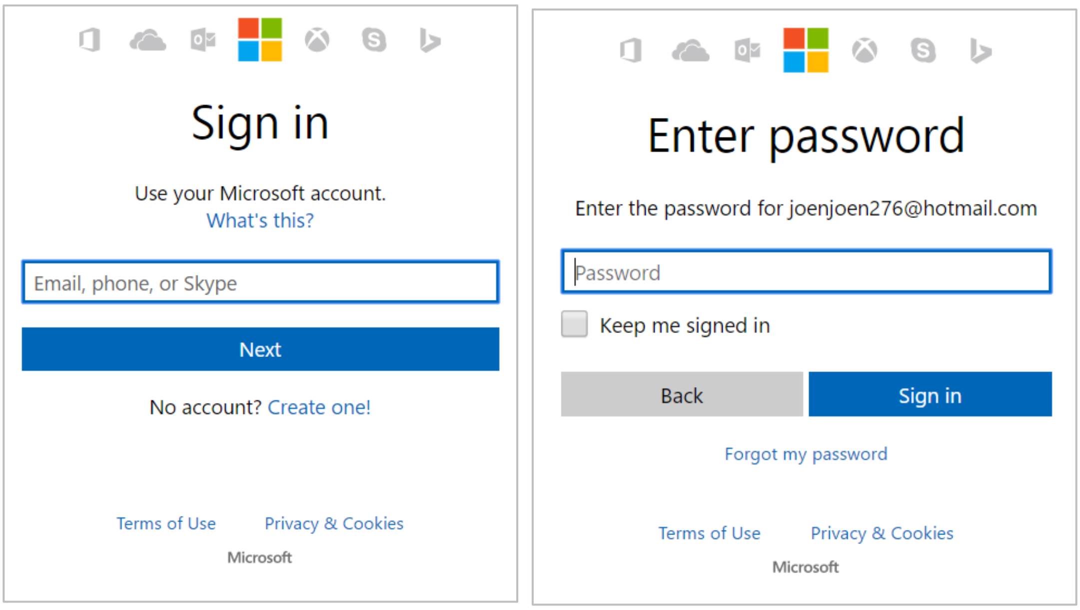


Figure 60: Specify the Microsoft e-mail that you want to back up and enter its password.

3. Click Yes to allow iThesis to connect to the e-mail account as shown in Figure 61.

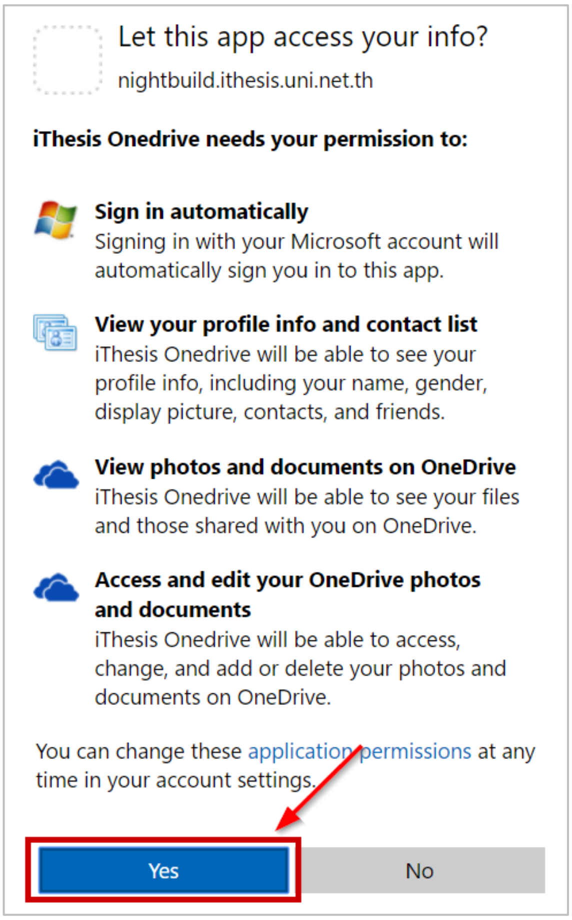


Figure 61: Allowing the system to connect to Microsoft e-mail that needs to be backed up

4. Once connected, the Backup and Disconnect buttons in the OneDrive section will change into colors as shown in Figure 62. Students can then click Backup to backup data or click on Disconnect to disconnect from the Microsoft Account.

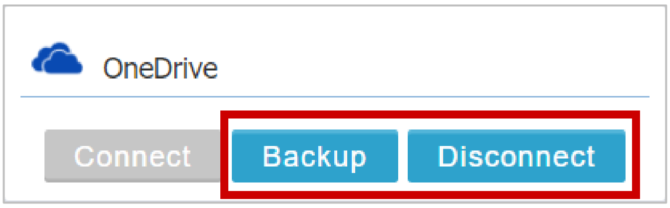


Figure 62: Data backup

5. Once the data has been backed up, students will receive a backup file as shown in Figure 63 and on the portal page, a backup log of the research file will be displayed as shown in Figure 64.

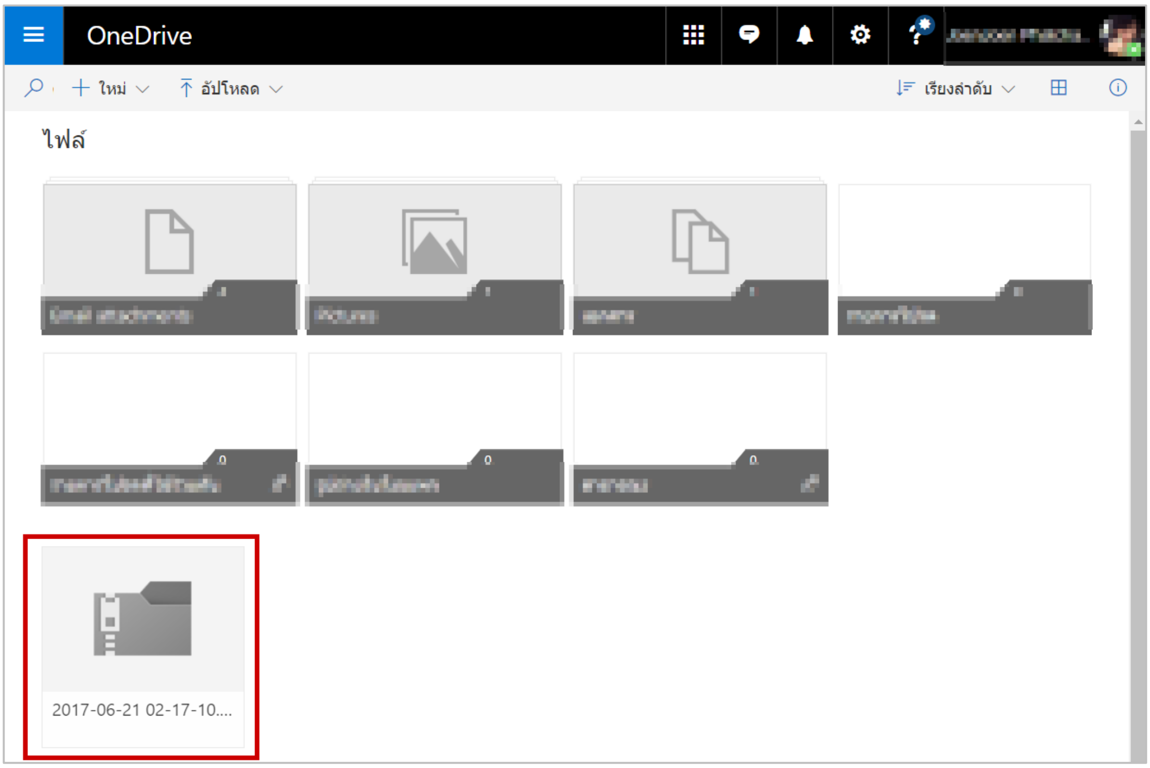


Figure 63: A backup file

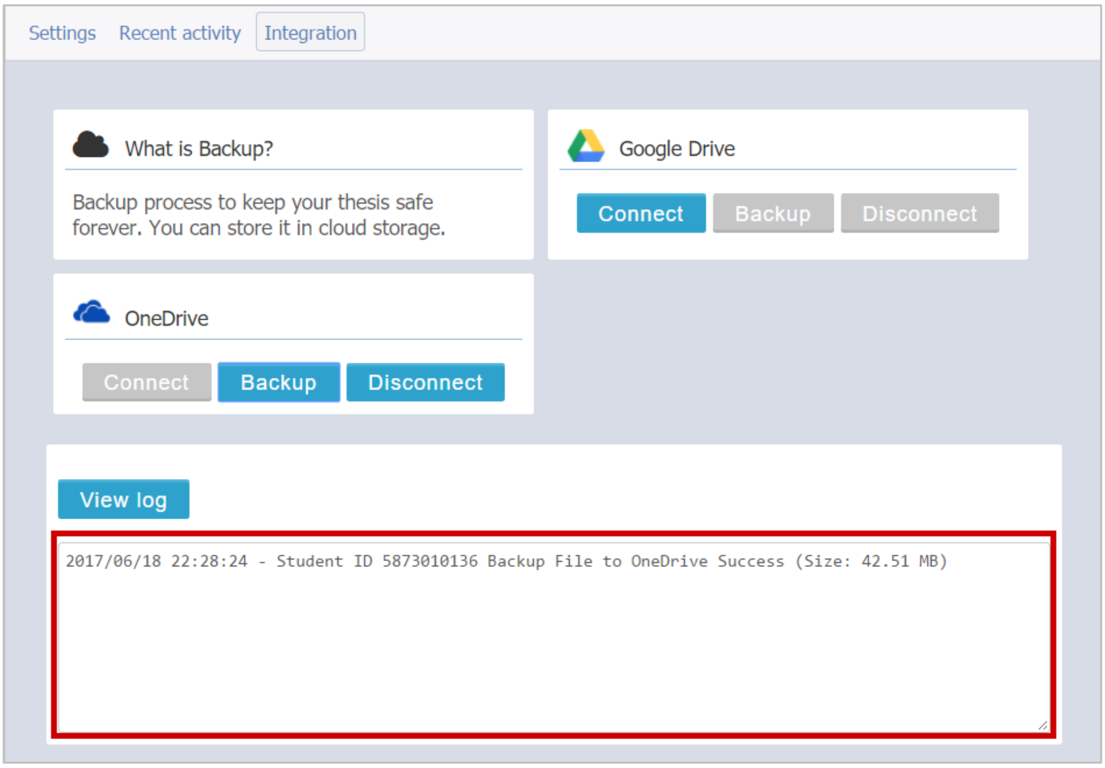


Figure 64: Research file backup log

2.3.4.4 Help

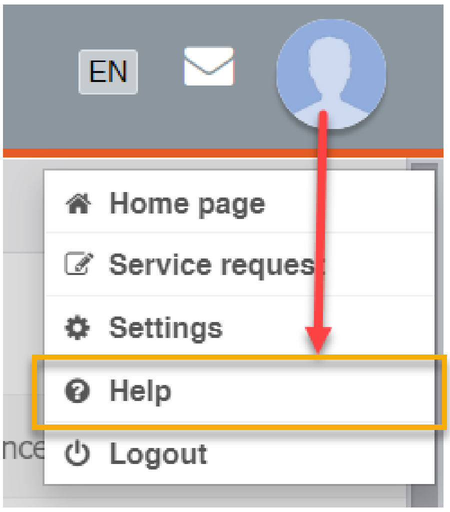


Figure 65: Help

By clicking Help, users will be redirected to the Knowledge Base on the website https://ithesis.uni.net.th/kb/ as shown in Figure 30. The website is a source of informative instruction articles as well as problems and solutions that may be found during the use of iThesis web portal and Add-In, or other research-related programs such as Microsoft Word, Endnote, and Mendeley.

2.3.4.5 Logout

Logout can be used to logout or disconnect from the network by clicking the Logout button as shown in Figure 66. After the Logout, you will be redirected to the web portal home page.

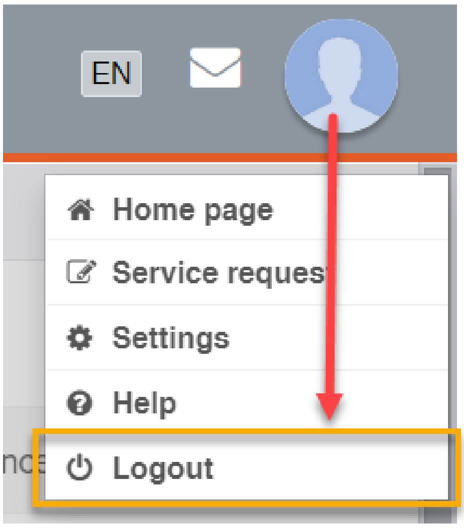


Figure 66: Logout

2.3.5 Disk usage

Disk usage, as shown in Figure 67, displays the current status of the data storage provided that has been used by each student user. Each educational institution may determine different storage size for their students depending on the size of the educational institution's server. However, students from the same educational institution will be given the same size of data storage.

Figure 67: Disk usage display

2.4 Various menus in the web portal

The Menu and Display section houses key features in the use of iThesis. It consists of the main menu, sub-menu, and the display section as shown in the Figure 68, and all 3 parts work together.

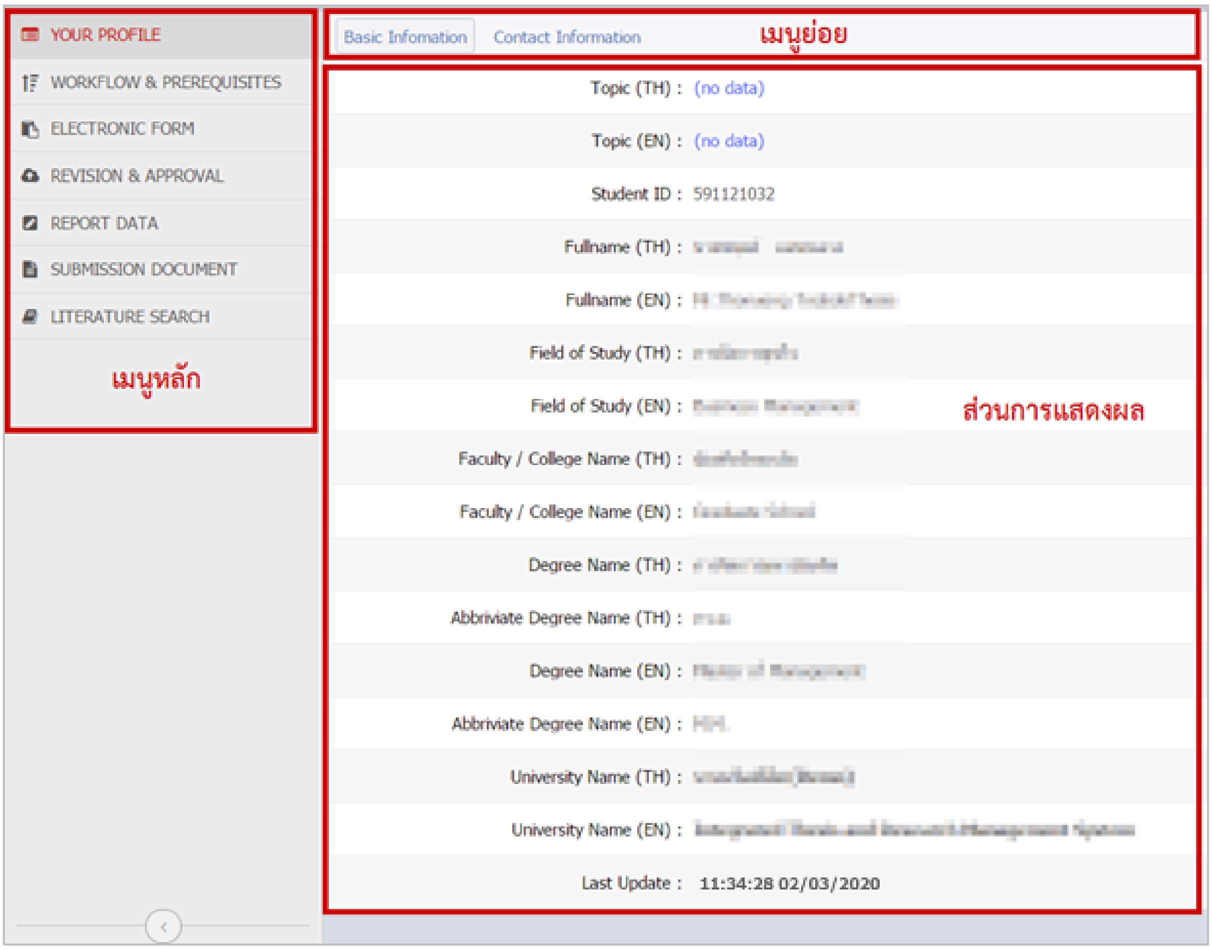


Figure 68: Menu and display features

The main menu includes features that help users go through all the steps in research work on iThesis from setting up, preparing of research plans, submitting a proposal, submitting a draft version, submitting a complete version, to creating the complete version submission document. The main menu of the web portal consists of these 7 sections which are;

1. Your Profile
2. WorkFlow & Prerequisites
3. Electronic Form
4. Revision & Approval
5. Report Data
6. Submission Document
7. Literature Search

For the first time using the web portal, the system will display as shown in Figure 69.

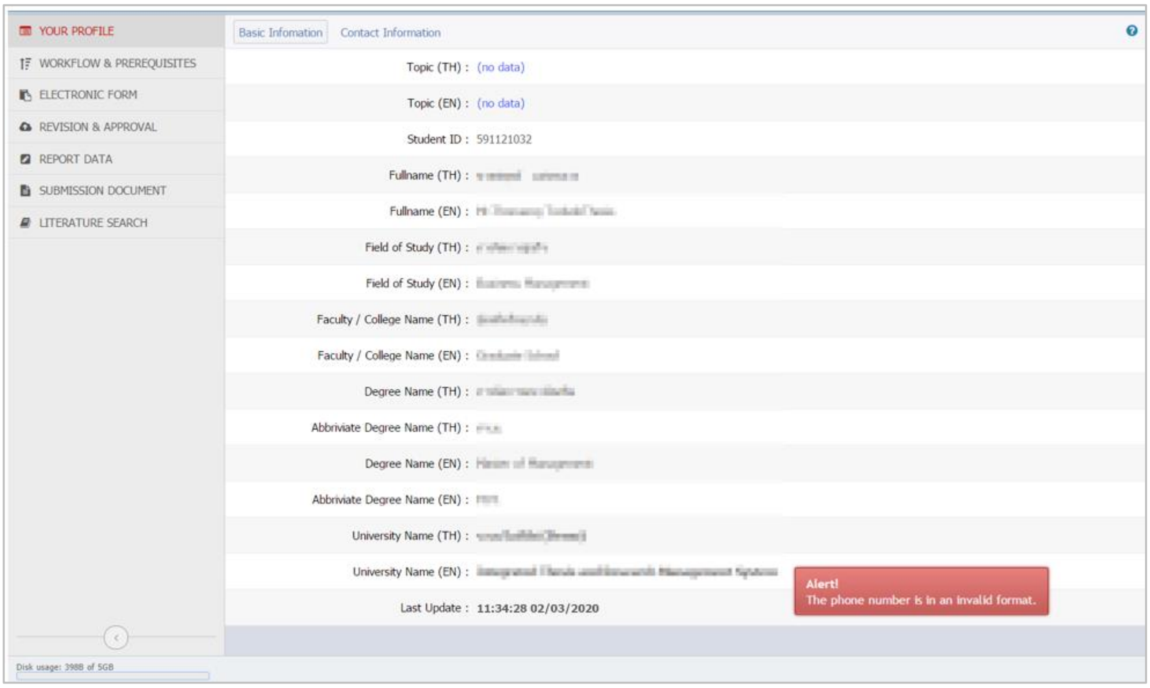


Figure 69: Initiation screen on the web portal after logged in for the first time

2.4.1 Your Profile

Your Profile consists of 2 sub-menus as shown in Figure 70, including;

1. Basic Information
2. Contact Information

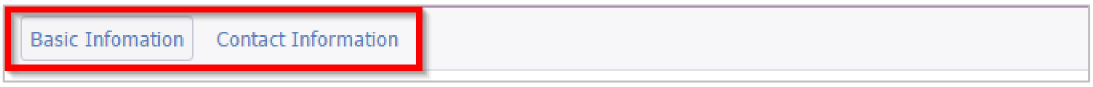


Figure 70: Your Profile sub-menu

2.4.1.1 Basic Information

Basic Information consists of 2 sections; the first includes a student's topic titles in both Thai and English and the second includes other basic information of the student as shown in Figure 71.

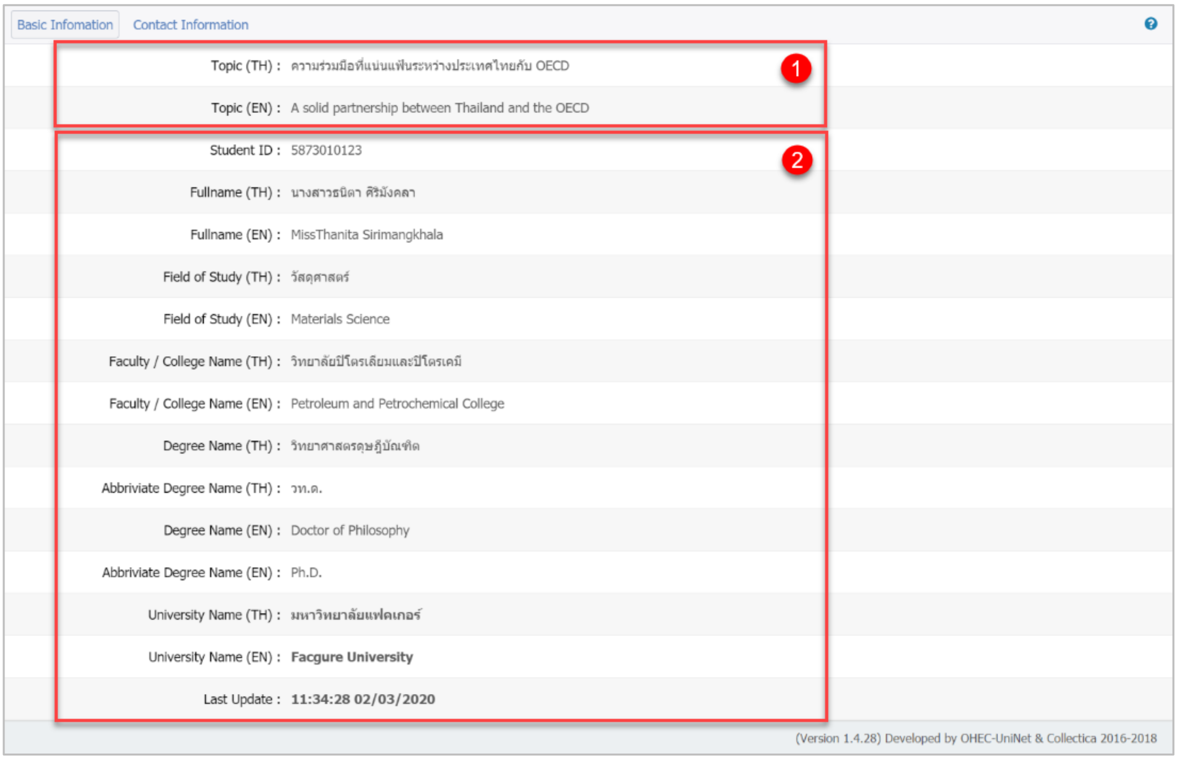


Figure 71: Basic Information screen

The topic titles in both Thai and English will appear as "(no data)" at a student's first login on the web portal. However, when the research topic is entered into the Electronic Form section, which will be discussed in Electronic Form under the Topic sub-menu, the research topic titles will be displayed in the topic section under Your Profile automatically.

As for the general information section, iThesis will automatically display the data retrieved from the educational institution's database. If students find that the displayed information is incorrect, they may contact the educational institution's administrators to make corrections.

Contact Information

Contact Information shows contact information, including e-mail addresses and phone numbers of a student and their main advisor, while only displaying e-mail addresses of the graduate staff.

When a student uses Contact Information for the first time, if the student has not filled in the information of their main advisor in the Committee & Examiner section, which will be mentioned further in Electronic Form under the Committee & Examiner sub-menu, iThesis will not display the advisor contact information form as shown in Figure 72. Therefore, students will have to fill in the main advisor information first, then a form to fill in the contact information of the main advisor will appear.

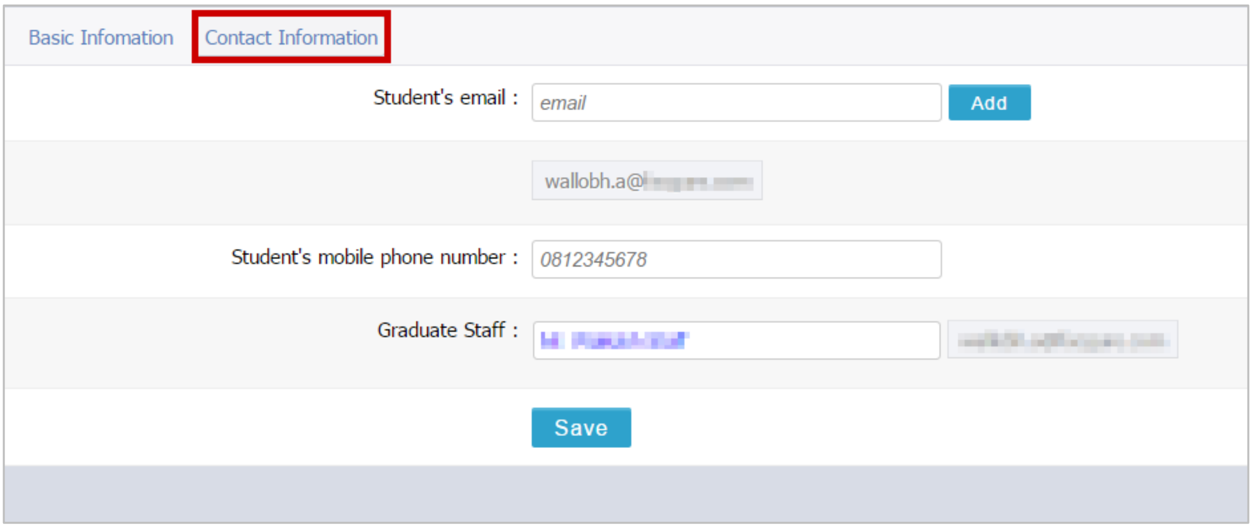


Figure 72: Contact Information screen before filling in an advisor's information

After filling the main advisor's information in the Committee & Examiner section, a form to fill in the contact information of the main advisor will appear as shown in Figure 73. On the screen, the advisor's, the student's, and the staff's e-mail addresses which are already in the system database will be displayed. However, although these e-mail addresses are educational institution e-mails by default, if the advisor or the student prefer the use of another e-mail address, it can also be added into the form on iThesis.

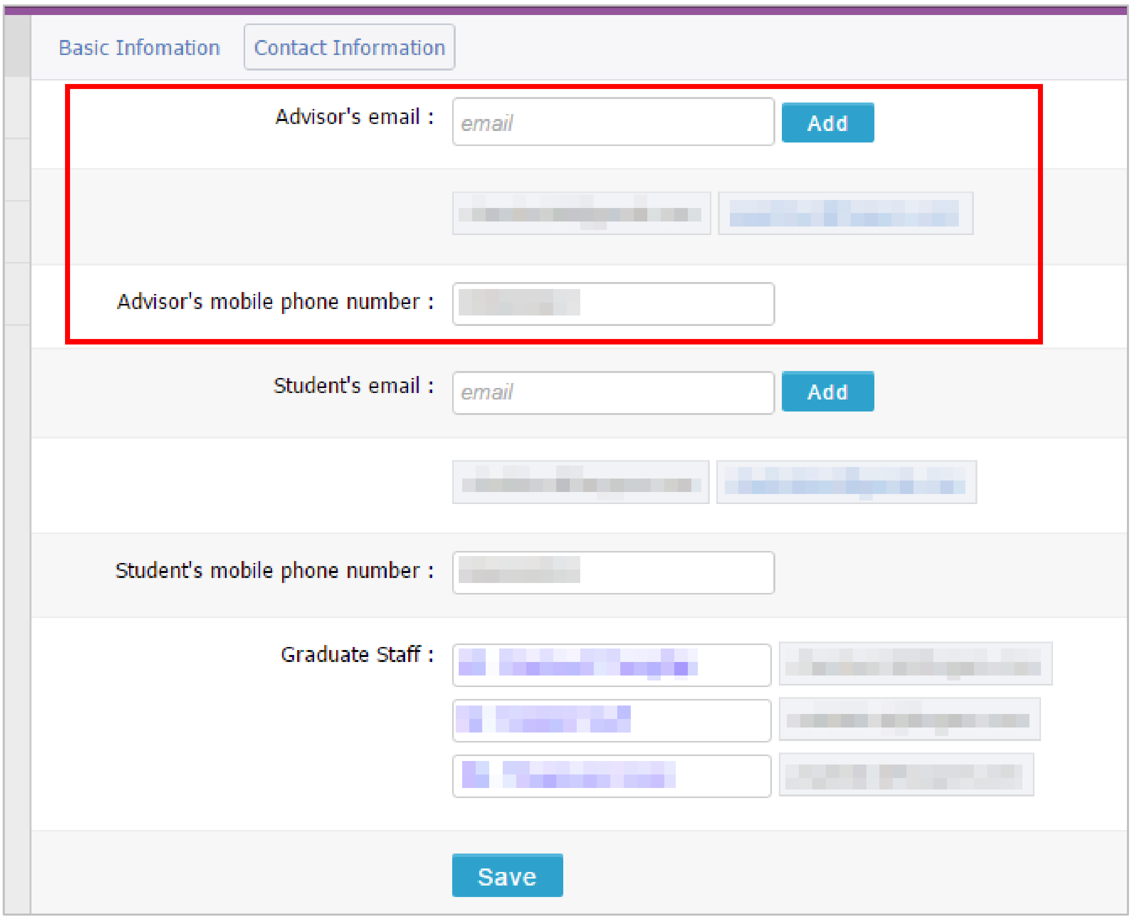


Figure 73: Contact Information screen after filling in the advisor's information

Adding an e-mail address

1. Type an e-mail address of the advisor or the student to be added in either the Advisor's e-mail or the Student's e-mail field, as shown in Figure 74 respectively.

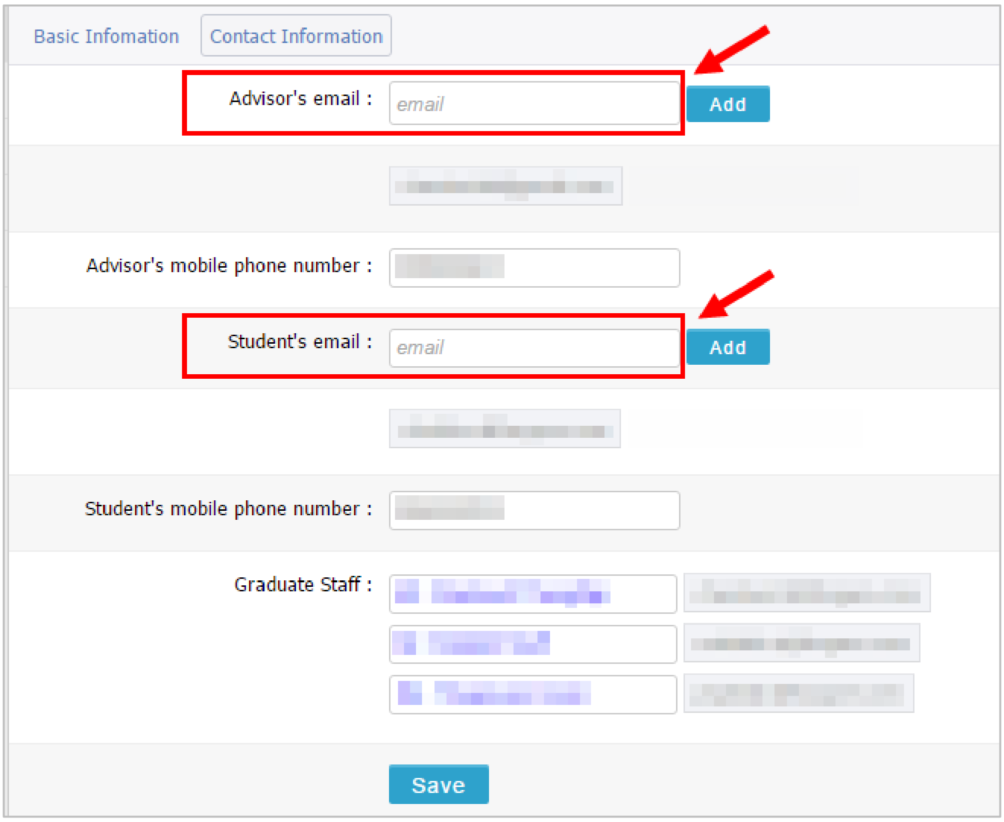


Figure 74: Fill in the e-mail addresses to be added

2. Click Add and the newly added e-mail address will appear, as shown in Figure 75.

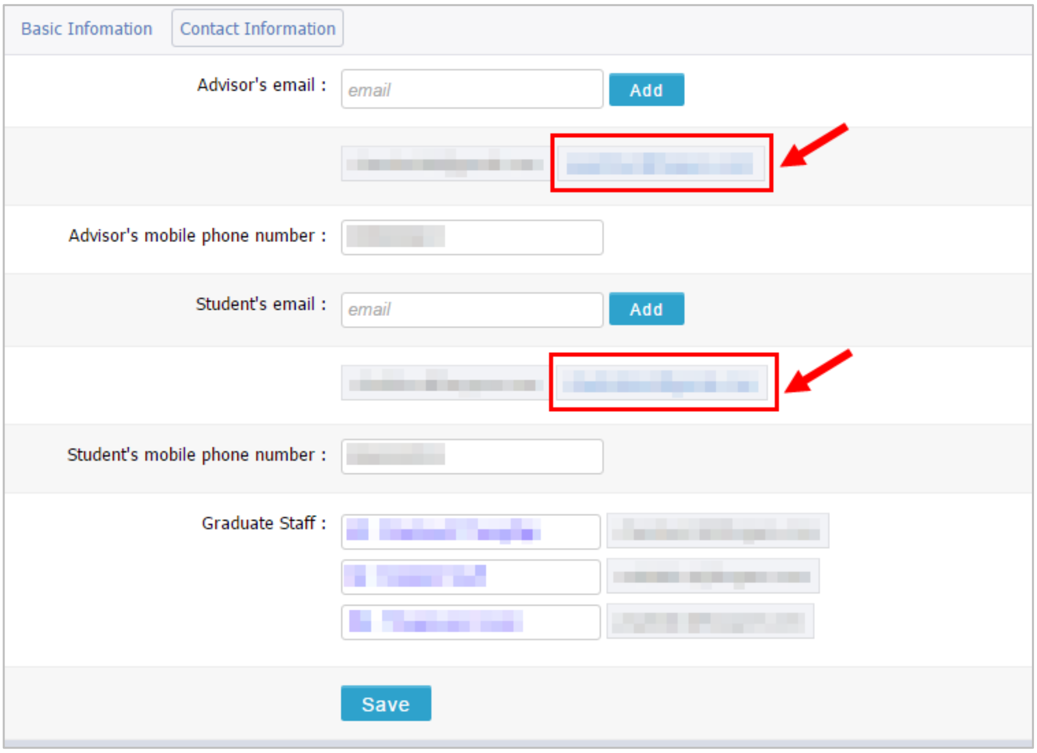


Figure 75: Added e-mail addresses

3. Click Save to save the filled information in Contact Information section.
4. A save confirmation message box will appear.
    4.1. Click on OK to save.
    4.2. Click Cancel to cancel as shown in Figure 76.

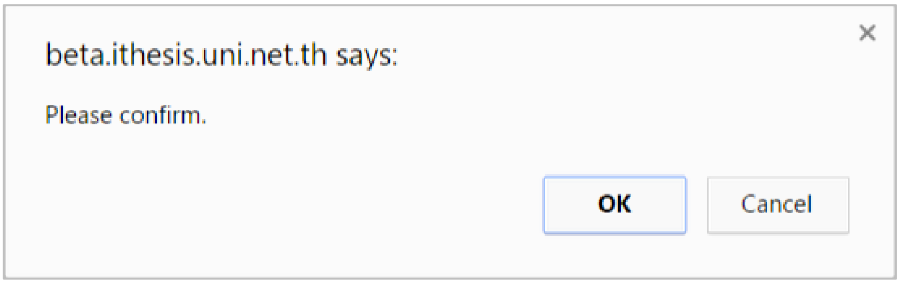


Figure 76: Save confirmation message box

5. Save result will be displayed at the lower right corner of the screen as shown in Figure 77.

Figure 77: Save result notification

Deleting an e-mail address

Only e-mail addresses added manually by a student user can be deleted. Any e-mail addresses retrieved from the database cannot be deleted. To delete an e-mail from this section, follow these steps;

1. Click on the e-mail to be deleted.
2. A delete confirmation message box will appear as shown in Figure 78.
    2.1. Click OK to delete the e-mail.
    2.2. Click Cancel to cancel the e-mail deletion.

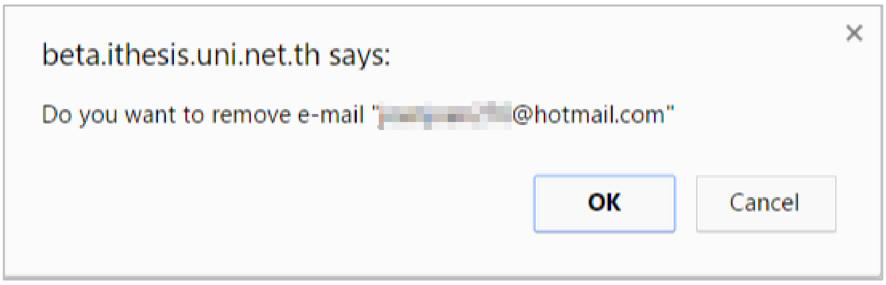


Figure 78: E-mail deletion confirmation message box

2.4.2 Workflow & Prerequisites

Workflow & Prerequisites is a feature designed for making a research plan. This feature can be modified into 3 different settings based on the preferences of each educational institution as follows;

1. For educational institutions that do not require their students to make a research plan, the Workflow & Prerequisites feature can be disabled and the student users will not see it on the main menu as shown in Figure 79.

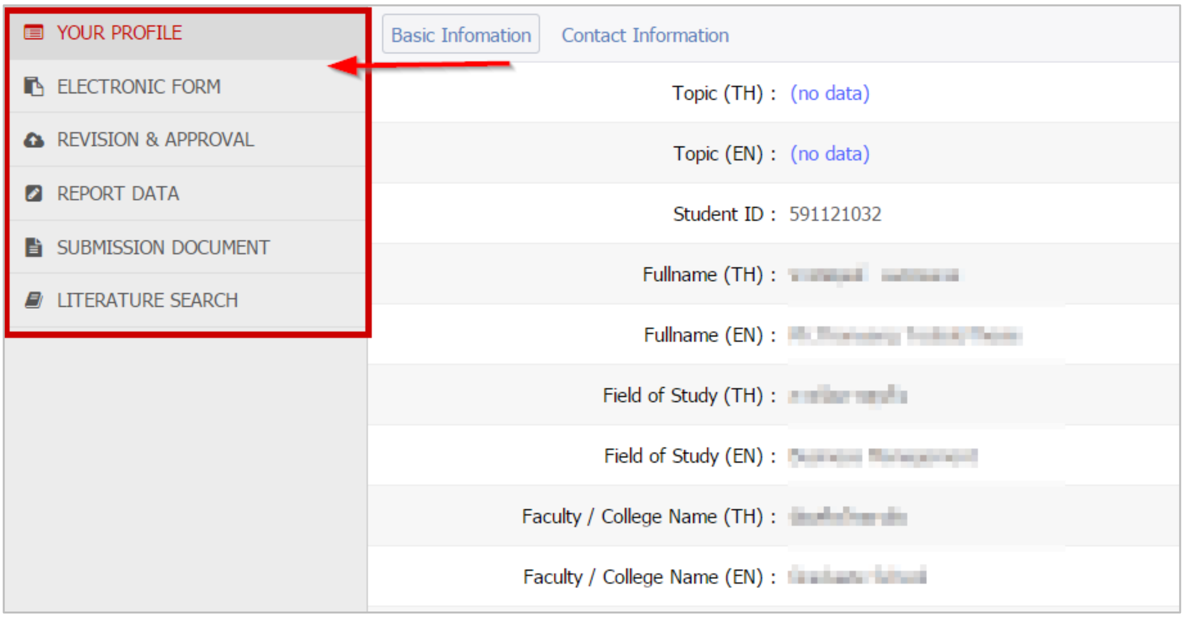


Figure 79: If a research plan is not required, the Workflow & Prerequisites feature can be disabled

2. For educational institutions that require their students to make a research plan, but it is not required to be approved by an advisor, student users will not see "Request approval" on their Workflow & Prerequisites section as shown in Figure 80.

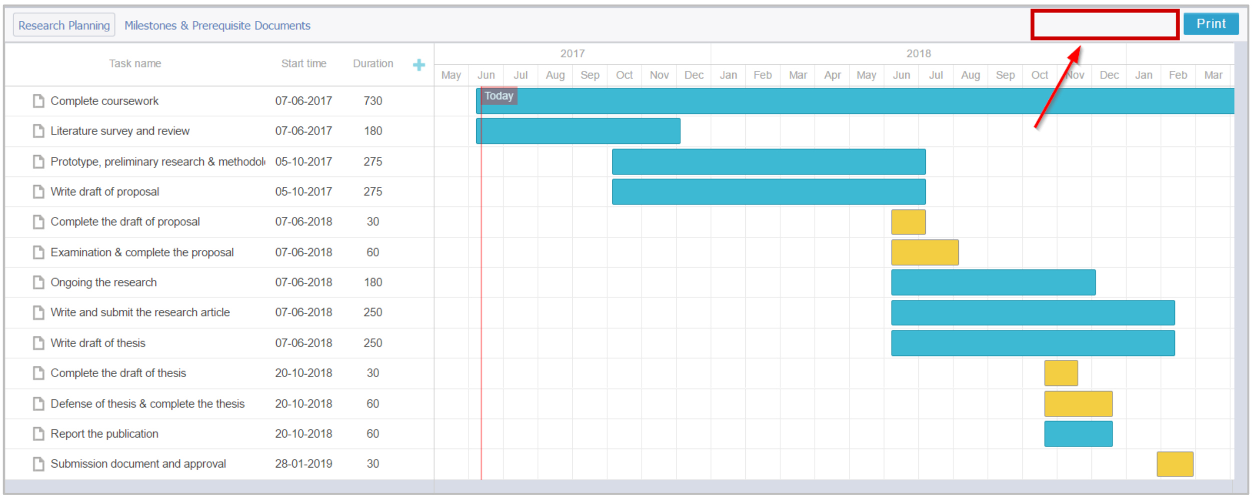


Figure 80: Workflow & Prerequisites when an approval is not required for a research plan

3. For educational institutions that require their students to make a research plan and it is required to be approved by an advisor, then student users will see "Request approval" button on their Workflow & Prerequisites section as shown in .

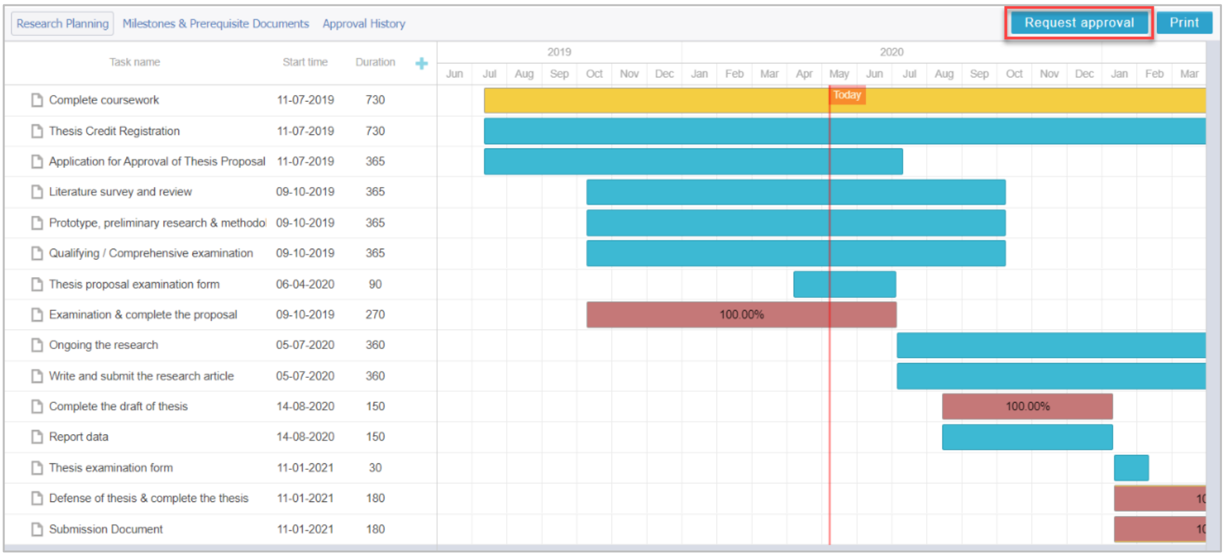


Figure 81: Workflow & Prerequisites screen when an approval is required for a research plan

The Workflow & Prerequisites feature can be divided into 3 sub-menus as follows;

1. Research Planning
2. Milestones & Prerequisite Documents
3. Approval History

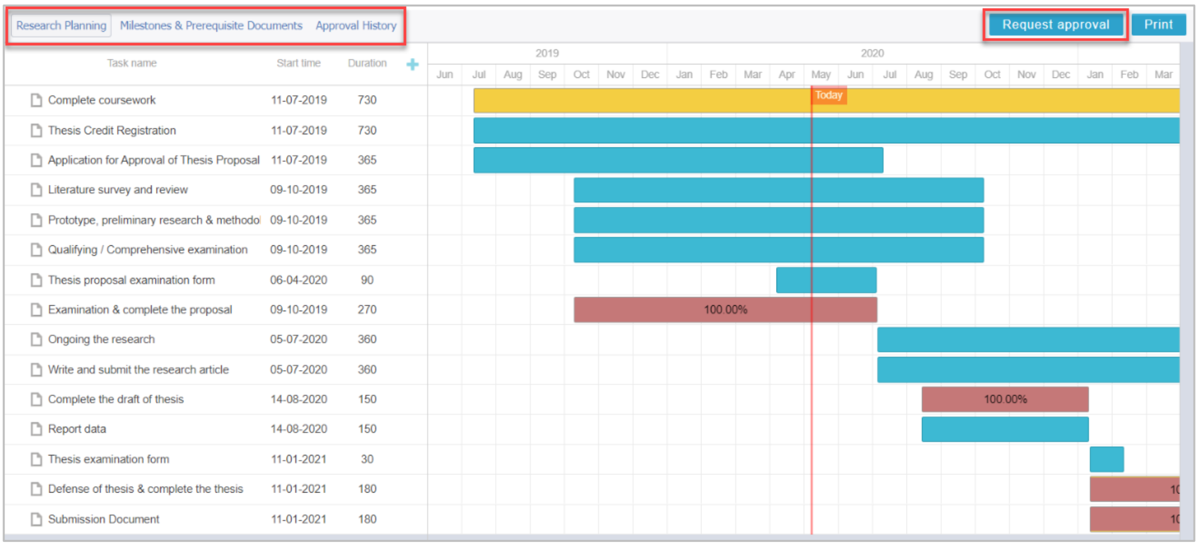


Figure 82: Sub-menus of Workflow & Prerequisites

2.4.2.1 Research Planning

For educational institutions that require a student's research plan to be approved by an advisor, when a student user logs in for the first time, the Request approval button will appear to be grey as shown in Figure 83 as a main advisor has not been added by the student user. Once an advisor is added, Request approval will become blue which signifies its active status and the student can click it the send a request of approval to the advisor as shown in Figure 84.

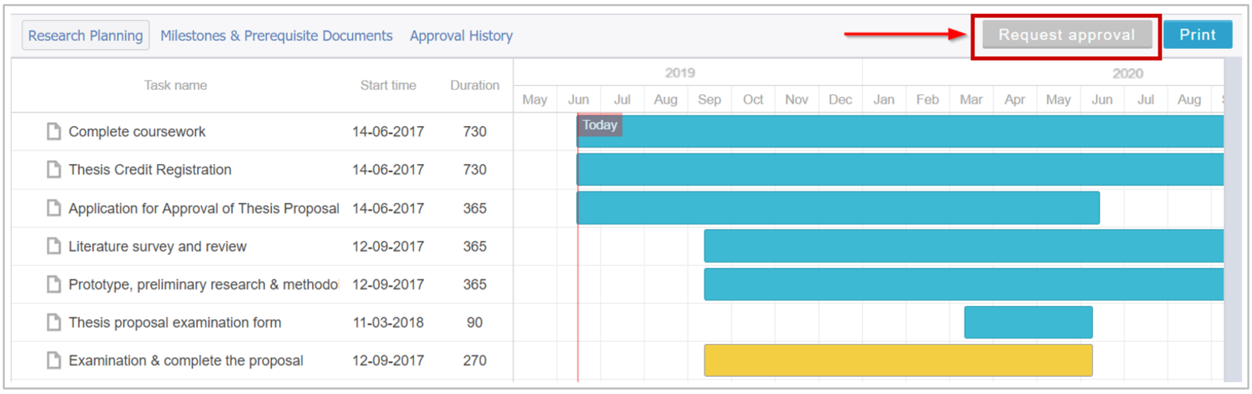


Figure 83: Request approval button when an advisor's name is not added

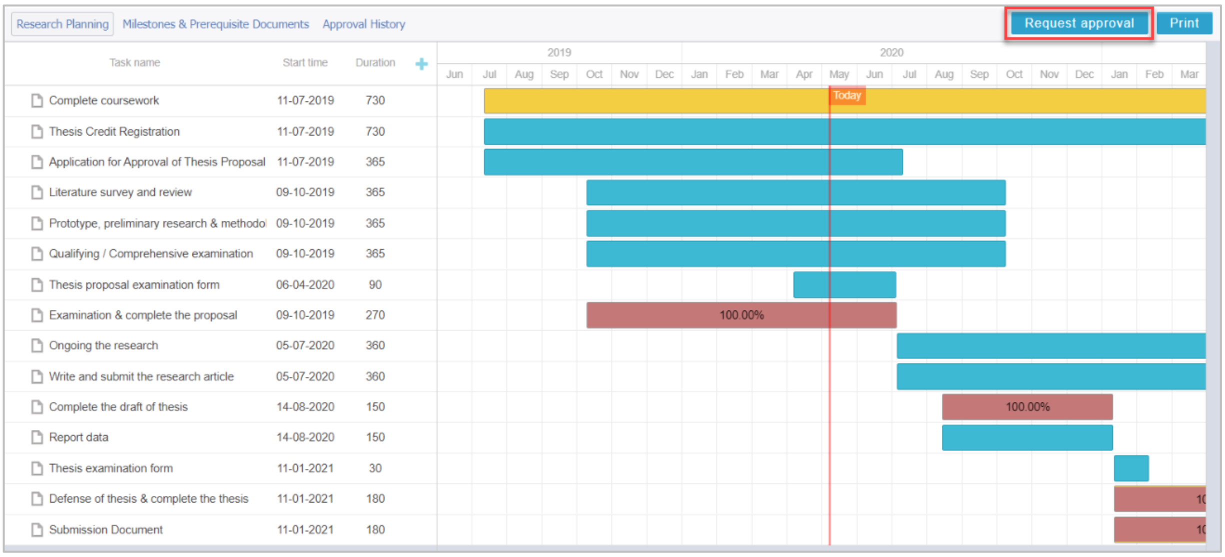


Figure 84: Request approval button when an advisor's name has been added

Making a research plan

1. Students can specify the duration for each task by clicking on a color bar then holding it to move it left or right in order to adjust the time period as shown in Figure 85.

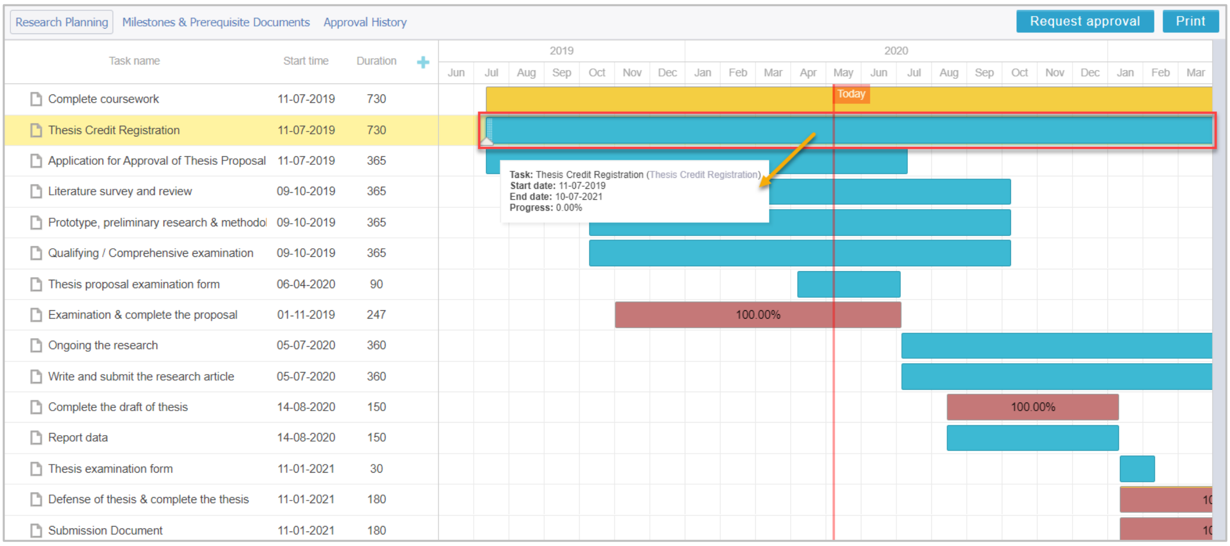


Figure 85: Adjusting the duration for each task

2. Students can add more tasks in addition to the default ones by clicking the plus symbol (number 1) and selecting the main task that the new task will go under, filling out the task's name, and specifying the time period (number 2) before clicking "Save" (number 3) as shown in Figure 86.

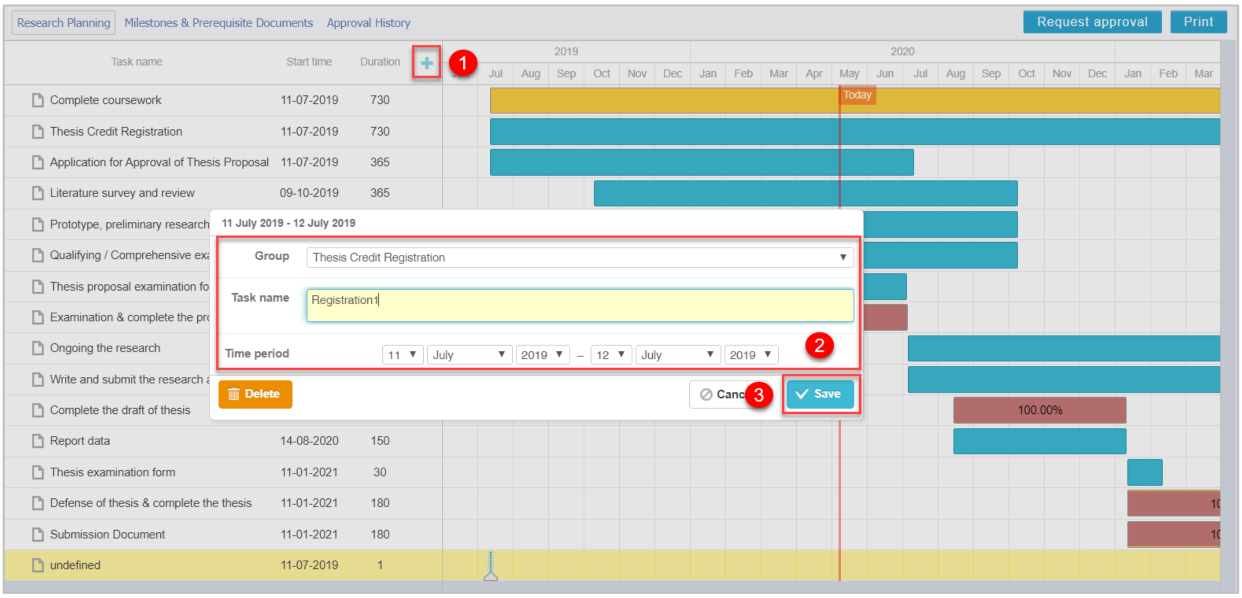


Figure 86: Adding a new task to a research plan

3. When the new task has been added, it will be displayed as shown in Figure 87.

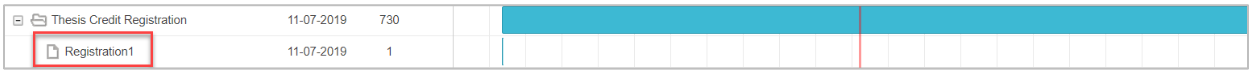


Figure 87: A newly added task in a research plan

4. The added task can be deleted by double-clicking on the task that you want to delete and then clicking "Delete" as shown in Figure 88.

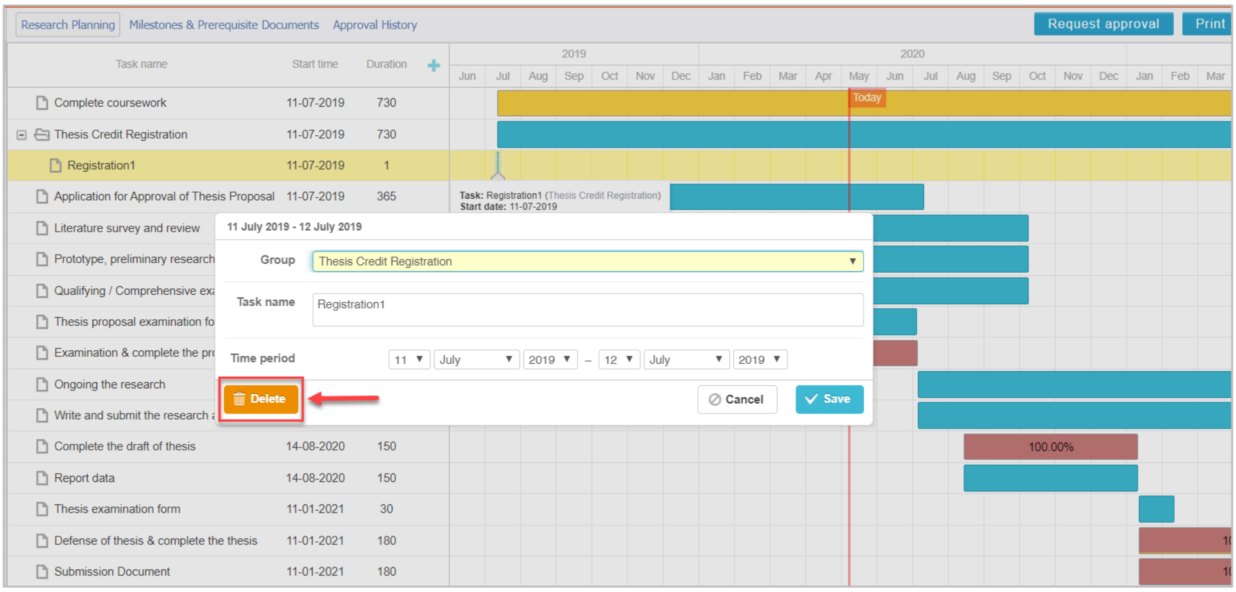


Figure 88: Deleting a task in a research plan

5. A progress percentage can be added by clicking and then dragging it to the desired time period of a task as shown in Figure 89. After that, a percentage number will be displayed as shown in Figure 90.

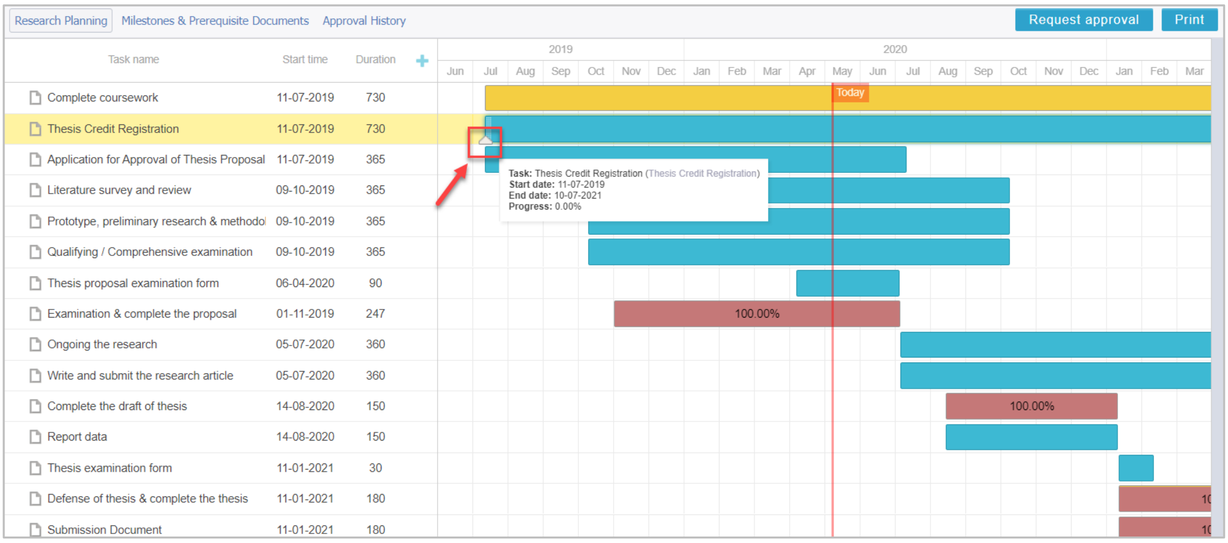


Figure 89: Adding a progress percentage to a task in a research plan

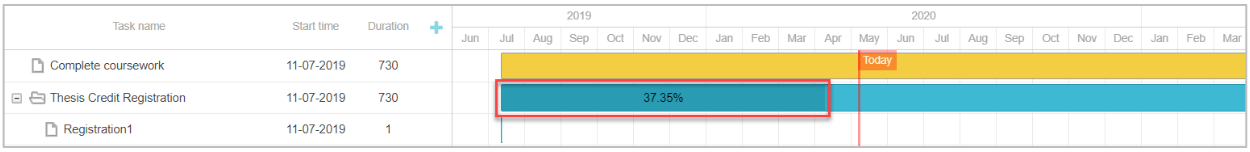


Figure 90: A progress percentage displayed on a task in a research plan

Requesting approval for a research plan

1. Once a student has finished making their research plan and is ready to have it approved by their advisor, click "Request approval" as shown in Figure 91.

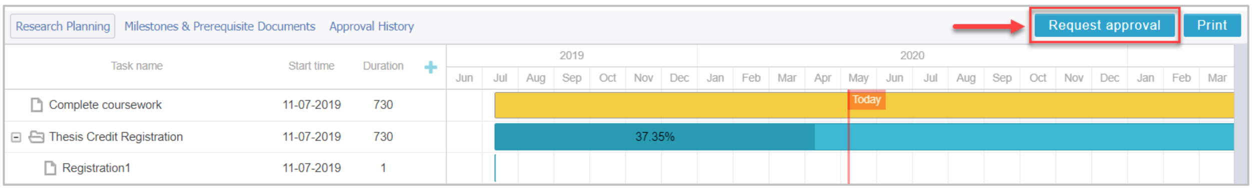


Figure 91: Requesting an approval for a research plan

2. A confirmation box will appear, click "OK" to confirm the submission as shown in Figure 92.

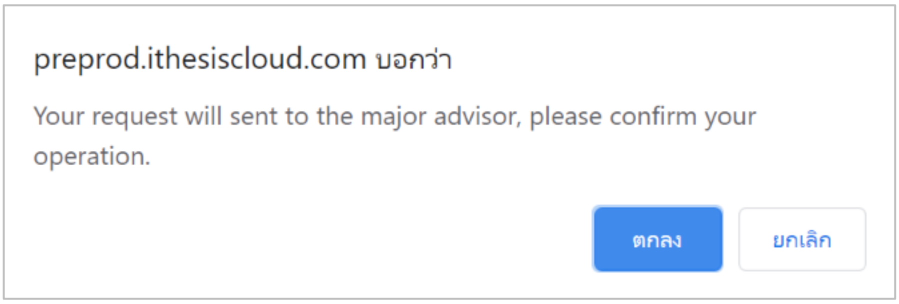


Figure 92: Confirmation of an approval request.

3. Once a request has been sent to the advisor, "Request approval" button will change to "Waiting approval" as shown in Figure 93 and the student will receive a copy of approval via e-mail as shown in Figure 94.

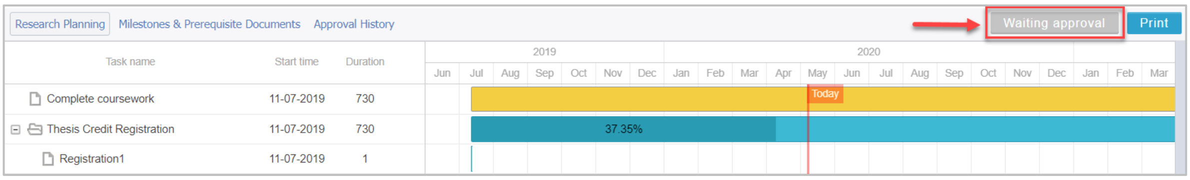


Figure 93: Waiting for approval status on the screen

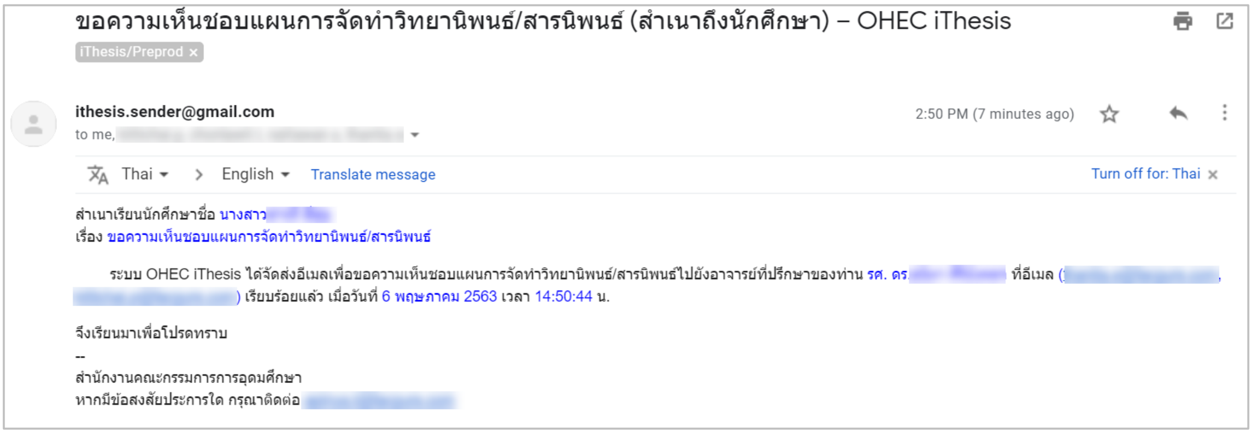


Figure 94: A copy of an approval request sent via e-mail

4. When a student’s research plan has been approved by their advisor, they will receive an e-mail from the system as shown in Figure 95.

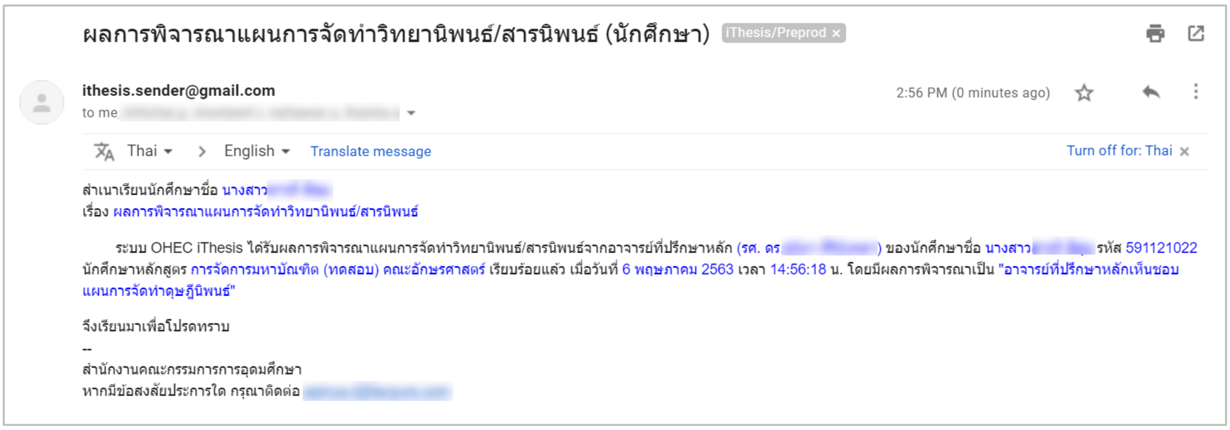


Figure 95: The notification e-mail for when a research plan has been approved by an advisor

Requesting approval for a revised plan

1. If a student's research plan has already been approved but there are some revisions made to the plan, they can send a request for their revised plan to be approved by their advisor by clicking "Approved (Click to send revise request)" as shown in Figure 96.

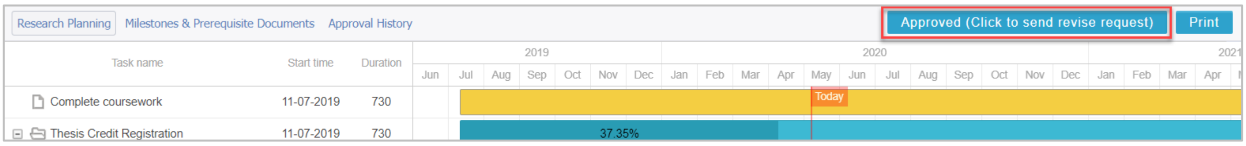


Figure 96: Requesting approval for a revised research plan

2. Once a revise request has been sent to the advisor, the student will receive a copy of the revise request via e-mail as shown in Figure 97.

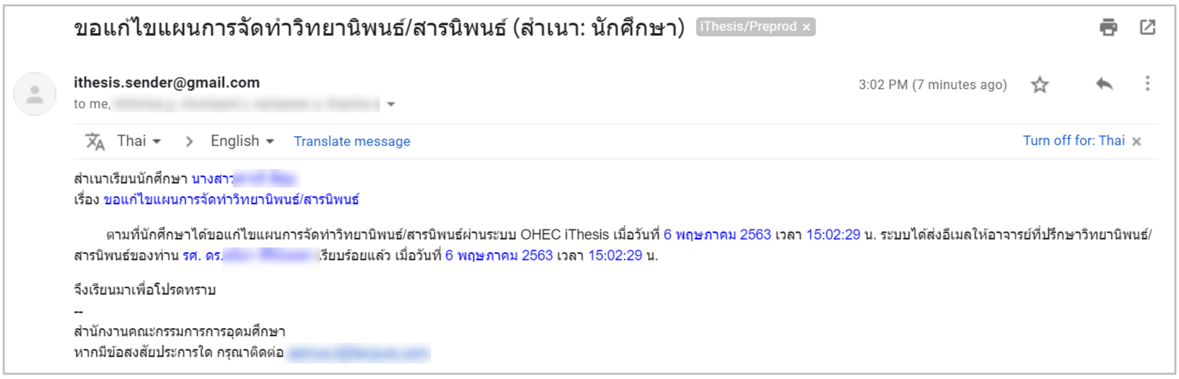


Figure 97: A copy of revise request sent via e-mail

3. When a student's revised research plan has been approved by their advisor, they will receive an e-mail from the system as shown in Figure 98.

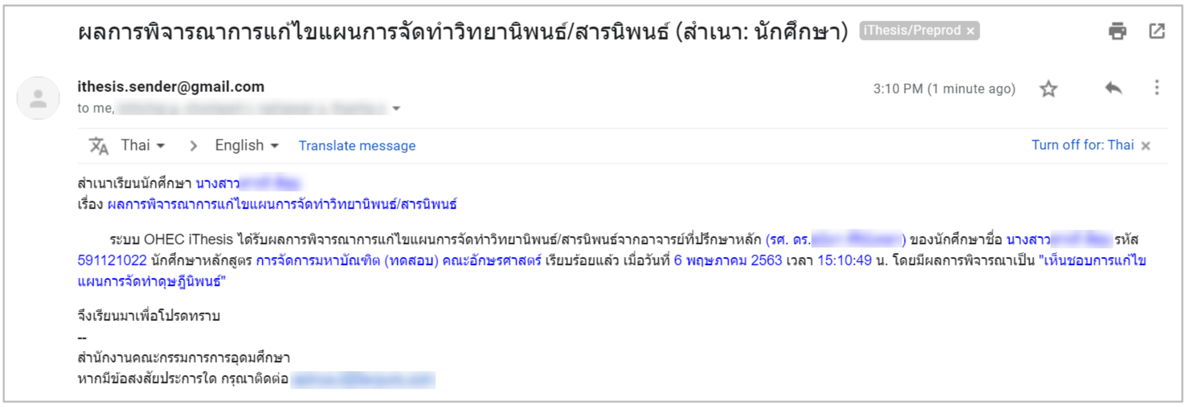


Figure 98: The notification e-mail for a revised research plan approved by an advisor

2.4.2.2 Milestones & Prerequisite Documents

Milestones & Prerequisite Documents is a feature that summarizes the achievement according to the research plan and can be divided into 3 parts as follows;

1. Part 1: shows the overall achievement of the research plan in the form of a graph as shown in Figure 99. The example shows that on March 27, 2018, the student was able to complete about 48.62% of their research, etc.

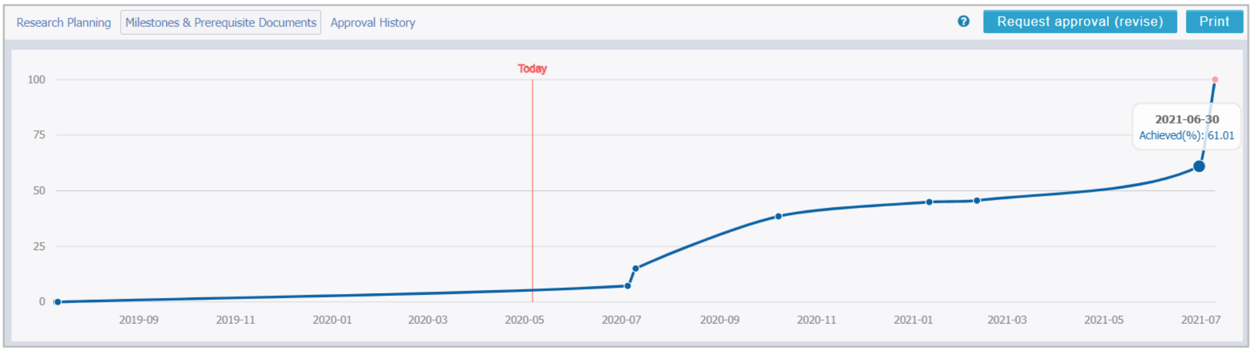


Figure 99: An example of research plan progress as shown in graph form

2. Part 2: is the overview of task achievement of the research plan which can be divided into 3 states as shown in Figure 100;
   2.1. Current - includes on-going tasks.
   2.2. Waiting - includes pending tasks that have not been started.
   2.3. Achieved - includes completed tasks.

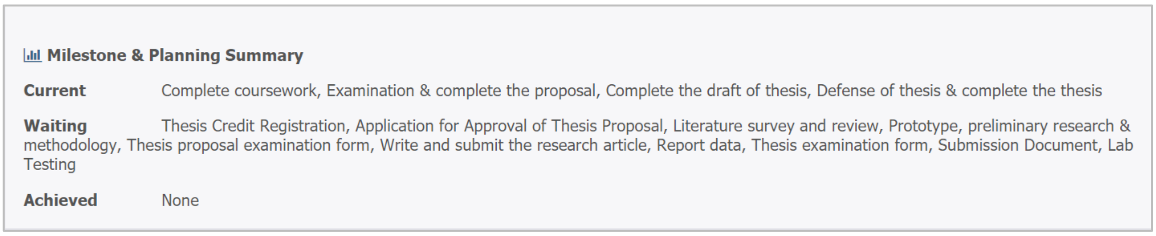


Figure 100: Overview of task achievement on the research plan

3. Part 3: shows the status of each task in the research plan which can be divided into 3 states as shown in Figure 101;
    3.1. Suspend - is a status indicating that the task has not been started yet.
    3.2. On-Going - is a status indicating that the task is currently in-progress.
    3.3. Done - is a status indicating that the task has been completed.

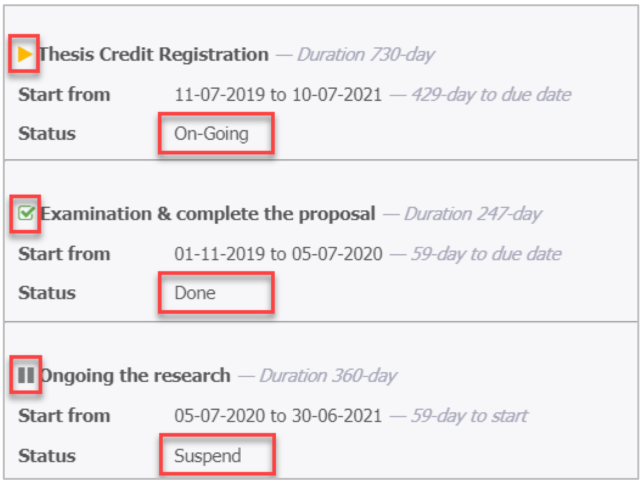


Figure 101: Success of work in a thesis preparation plan

2.4.2.3 Approval History

Approval History is a feature that displays the log of the approval requests made.

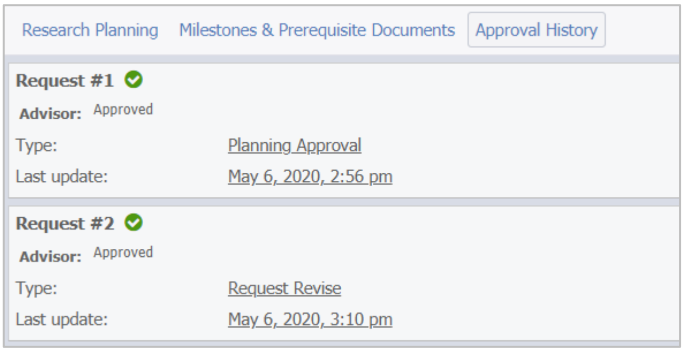


Figure 102: Approval history screen

2.4.3 Electronic Form

Electronic Form is a feature used for filling research information where the data is gathered to create a research document. Electronic Form consists of several forms created using Generate Template of iThesis Add-in, which will be further explained in iThesis Add-in. Electronic Form includes 6 sub-menus and an optional Approval History feature as shown in Figure 103;

1. Topic
2. Committee & Examiner
3. Abstract
4. Acknowledgement
5. Biography
6. Template Settings
7. Approval history

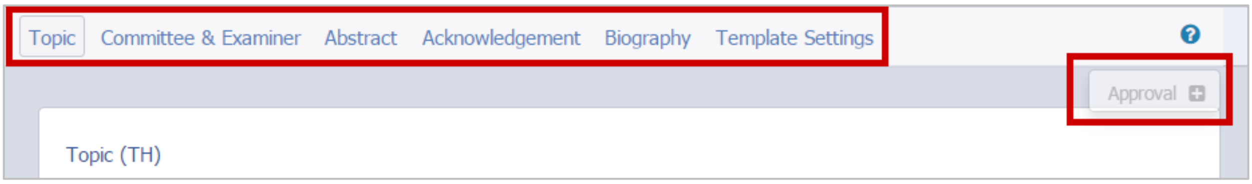


Figure 103: Electronic Form sub-menus

Out of these 6 sub-menus, when a student first starts using iThesis and has not had their proposal approved yet, the student will only see 4 sub-menus in their user interface; Topic, Committee & Examiner, Biography, and Template Settings. The remaining 2 menus which are Abstract and Acknowledgement will appear after the student's proposal be approved.

Note: Editing any information in all 6 sub-menus after the use of Generate Template, students will need to Generate Template again for the system to update the information modified in the web portal into a research document created by the iThesis Add-in.

2.4.3.1 Topic

Topic a sub-menu used for filling in a research topic both in Thai and English. The topic titles created can be stylized as Italics, subscripts, or superscripts by using the iThesis toolbar.

Specify a research topic

1. Fill in the information of Thai research topic title in the Topic (TH) field and English research topic title in the Topic (EN) field as shown in Figure 104.

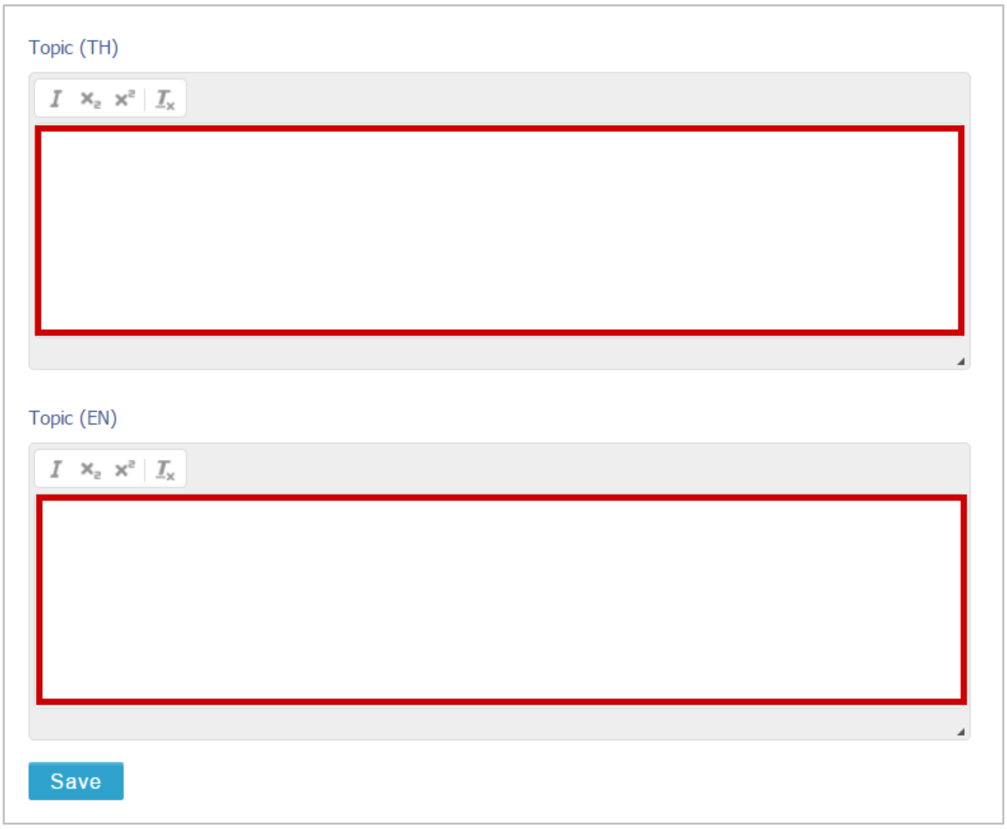


Figure 104: Thai and English topic titles filling form

2. To stylize a topic in italics, follow these steps;
   2.1. Highlight the text that requires italics stylization like number 1 in Figure 105.
   2.2. Click on the I : Italic symbol as shown in number 2 in Figure 105.

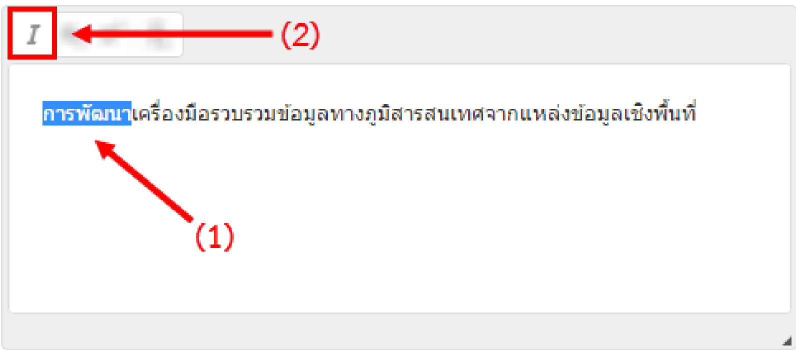


Figure 105: Italics stylization in a research topic

3. To add subscripts in a research topic, follow these steps;
   3.1. Highlight the text required to be subscript as shown in number 1 in Figure 106.
   3.2. Click on the X_2 : Subscript symbol as shown in number 2 in Figure 106.

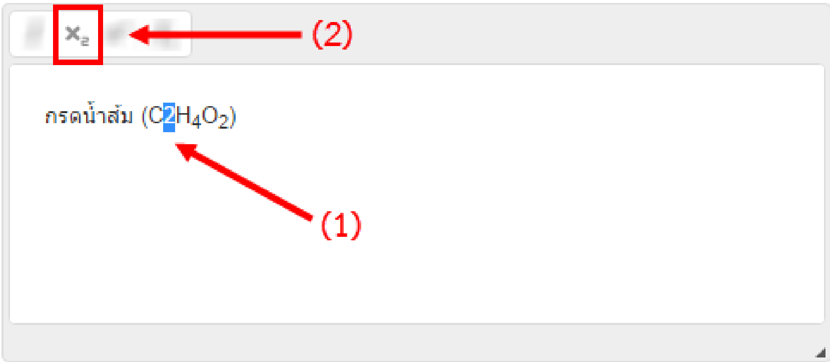


Figure 106: Making subscript in a research topic

4. To add superscripts in a research topic, follow these steps;
   4.1. Highlight the text required to be superscript as shown in number 1 in Figure 107.
   4.2. Click on the X^2 : Superscript symbol as shown in number 2 in Figure 107.

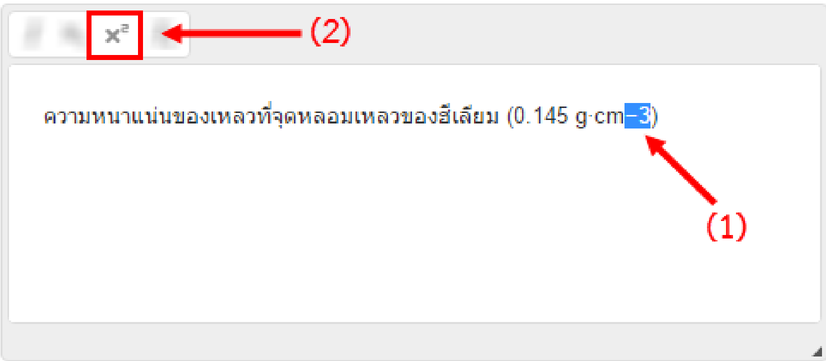


Figure 107: Making superscript in a research topic

5. If a research topic is too long, when using Generate Template function, the topic may appear to not wrap up on a line properly. To fix this issue, students can edit the topic or change text wrapping by clicking in front of a word they wish to be on a new line and pressing Shift+Enter one time to enter the word or the sentence to a new line as shown in Figure 108.

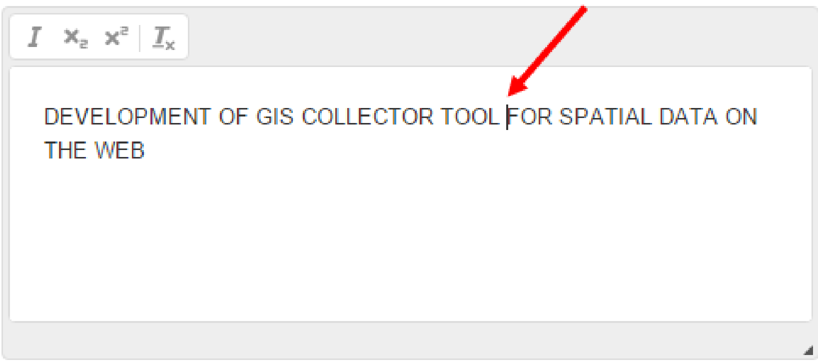


Figure 108: Entering a new line in a research topic

6. Save changes by clicking the Save as shown in Figure 109.

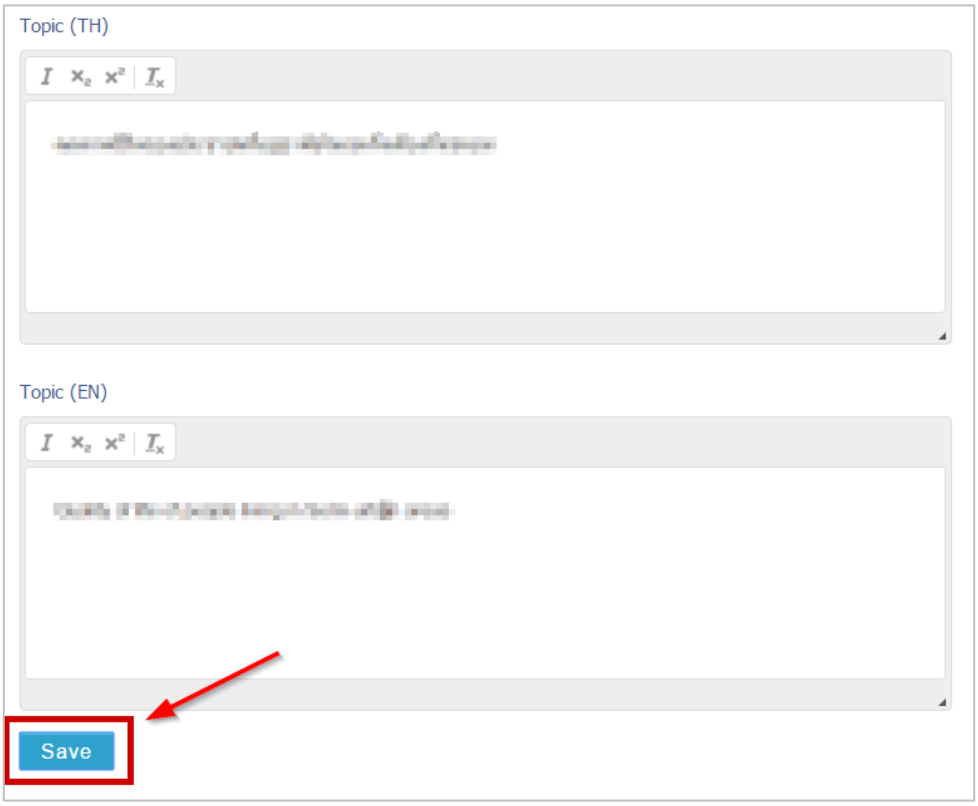


Figure 109: Saving a research topic

7. A save confirmation message box will appear as shown in Figure 110, click OK.

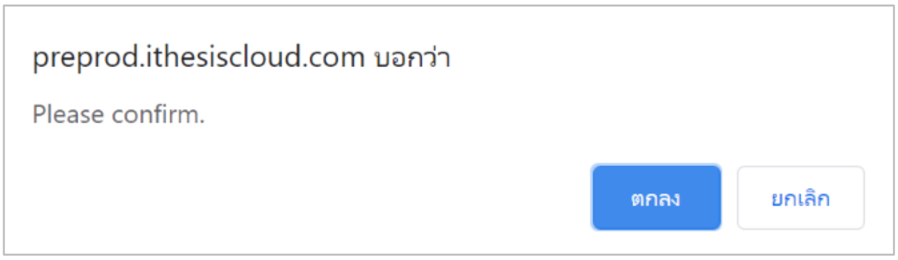


Figure 110: Save confirmation message box

8. Save result will be displayed at the bottom right corner of the screen as shown in Figure 111.

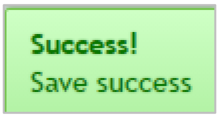


Figure 111: Save result notification

Note:

1. After saving the topic titles, the Basic Information sub-menu in Your Profile will display the information as filled in this Topic section.
2. If the research topic is edited after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

Editing a research topic

To edit a research topic, after the proposal has been approved, a request to edit topic must be sent to the advisor and the graduate staff via iThesis system as follows;

1. After a research proposal has been approved, there will be no Save button or a topic is unable to be edited as shown in Figure 112. Go to Request to edit topic at the bottom left and click on the click here link. A new window will appear for a new topic to be filled as shown in Figure 113. If your work is in the process of waiting for a draft version to be approved, the screen will not display the same as shown in this following figure.

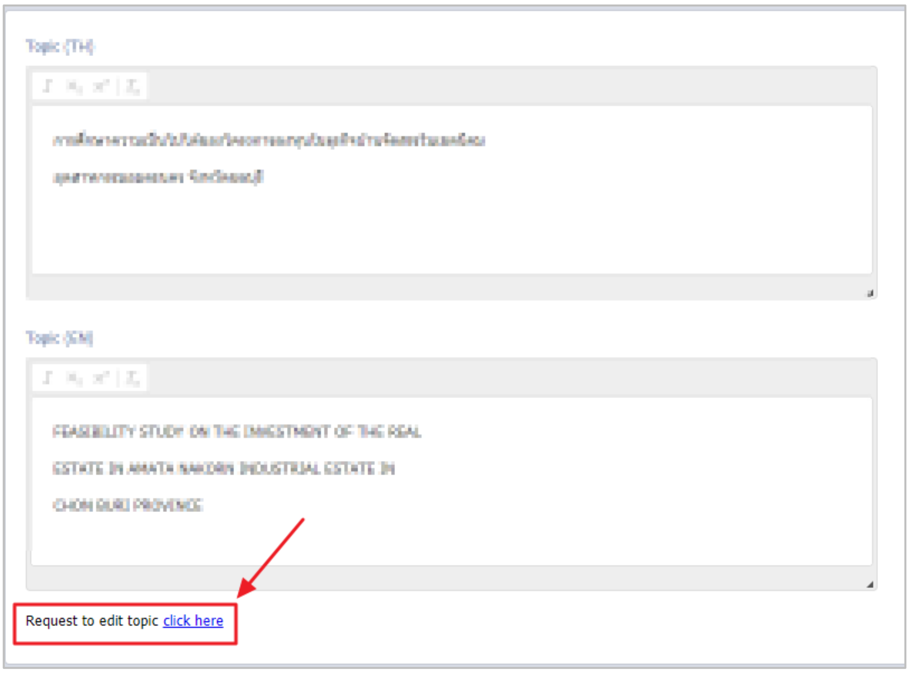


Figure 112: Link for requesting a topic edit

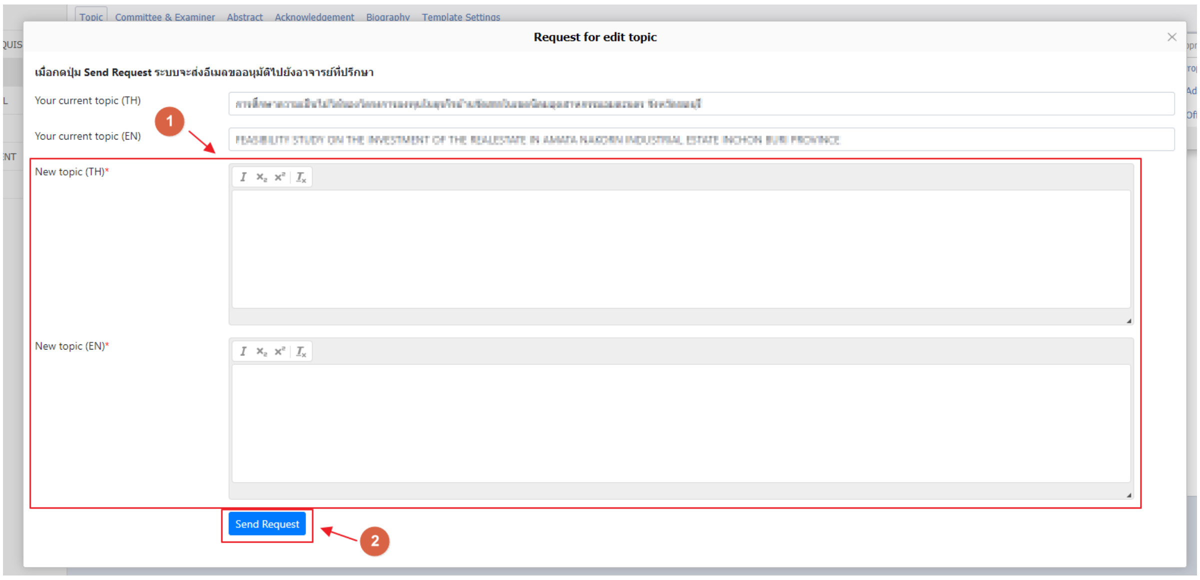


Figure 113: Request for edit topic window

2. Specify the new topic that you want to use (number 1), then click the Send Request as shown in Figure 113. You can stylize the topic in subscript, superscript, or italics, and then click "Send Request" (number 2).
3. An e-mail requesting the edit of the research topic will be sent to the main advisor, co-advisor (if any), and the student.

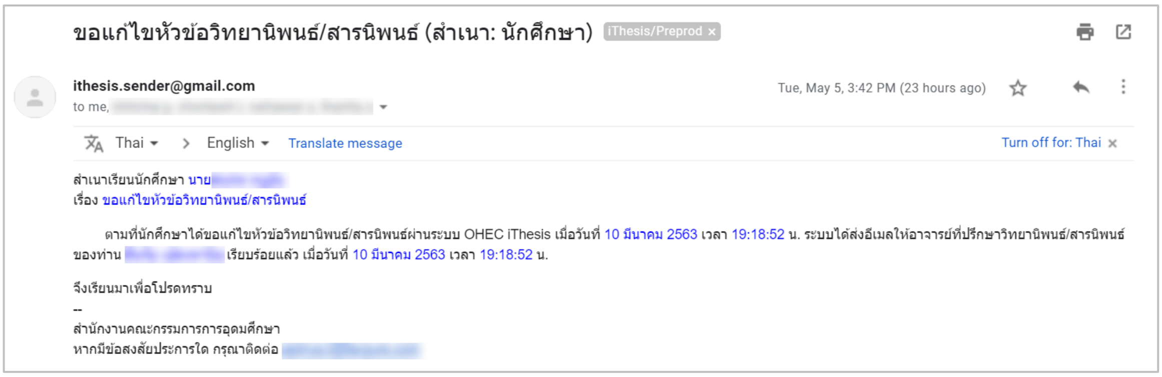


Figure 114: Example of a topic edit requesting e-mail

4. When the advisor has reviewed the new topic, the approval result will be sent via e-mail to the staff, advisor, co-advisor (if any), and the student.

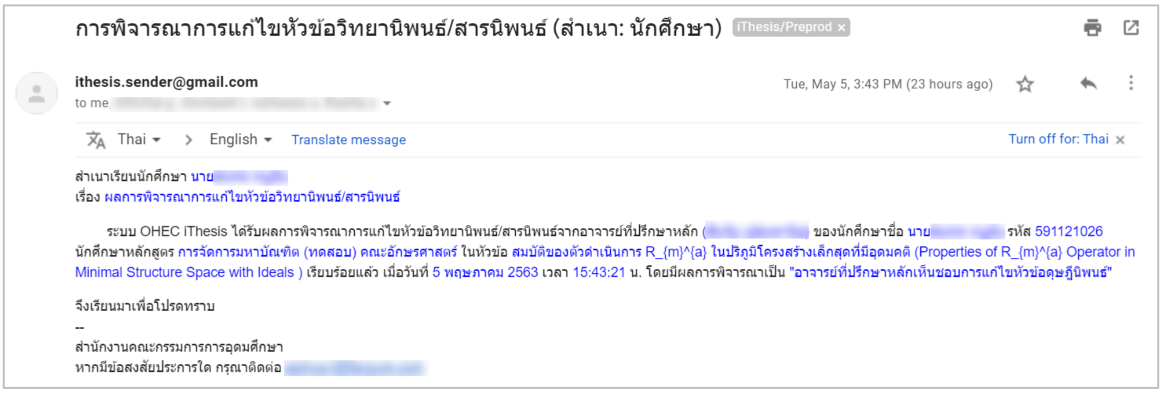


Figure 115: Example of an approval result e-mail for a topic edit request

5. After a new topic has been approved by the advisor, another topic edit requesting e-mail asking for an approval from the faculty committee to have a topic changed will be sent to the graduate staff, the student, advisor, and co-advisor (if any).

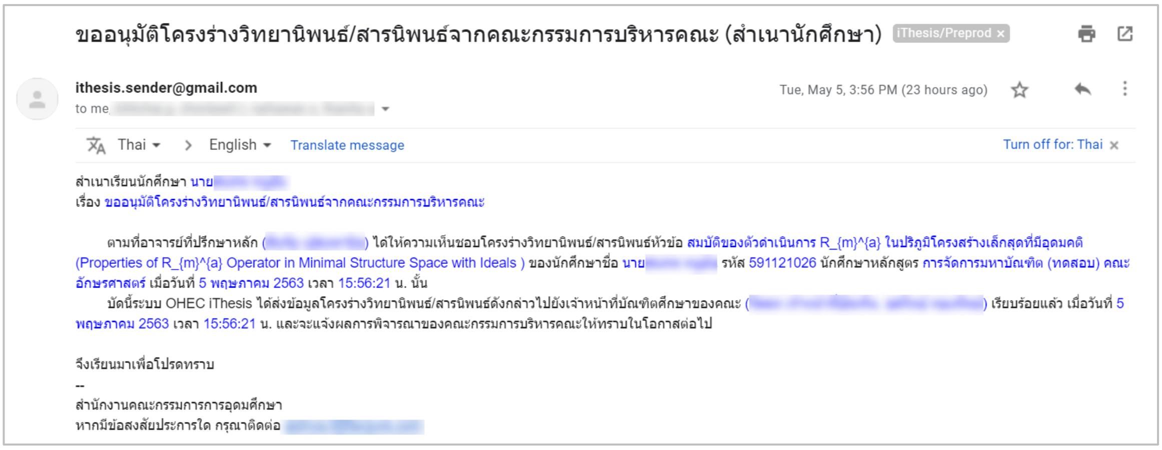


Figure 116: Example of a topic edit requesting e-mail for the faculty committee

6. When the faculty committee has reviewed the new topic, the approval result will be sent via e-mail to the staff, advisor, co-advisor (if any), and the student. If approved, the graduate staff will update the student's new topic in iThesis system.

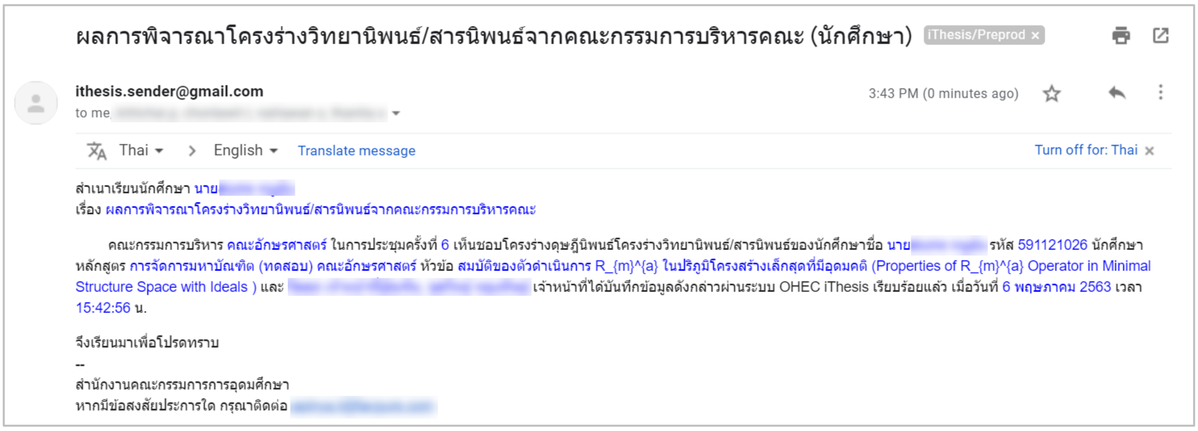


Figure 117: Example of an approval result e-mail from the graduate staff

7. After a new topic has been approved and updated on the system by the staff, the student needs to use Generate Template again in iThesis Add-in and Save to Cloud in order to save the change in documents in iThesis Web portal.

2.4.3.2 Committee & Examiner

Committee & Examiner is a sub-menu used to fill out the information of the chairman, advisor, co-advisor, committee member, or the staff of other positions whose names must be included in a research work.

Adding a personnel's information

1. Specify the position of the advisor or the committee member to fill out the information as shown in Figure 118.

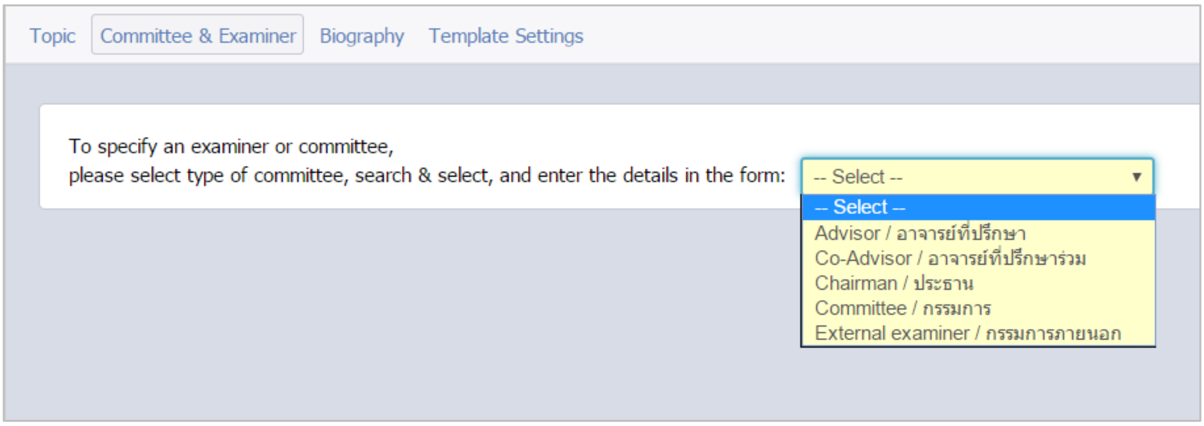


Figure 118: Select the position of the desired individual to fill out information

2. Once a position is chosen, a form for the position will appear. For the advisor form, there will be fields to fill out an e-mail and a phone number as shown in Figure 119 which will not be present in a form for personnel of other positions as shown in Figure 120.

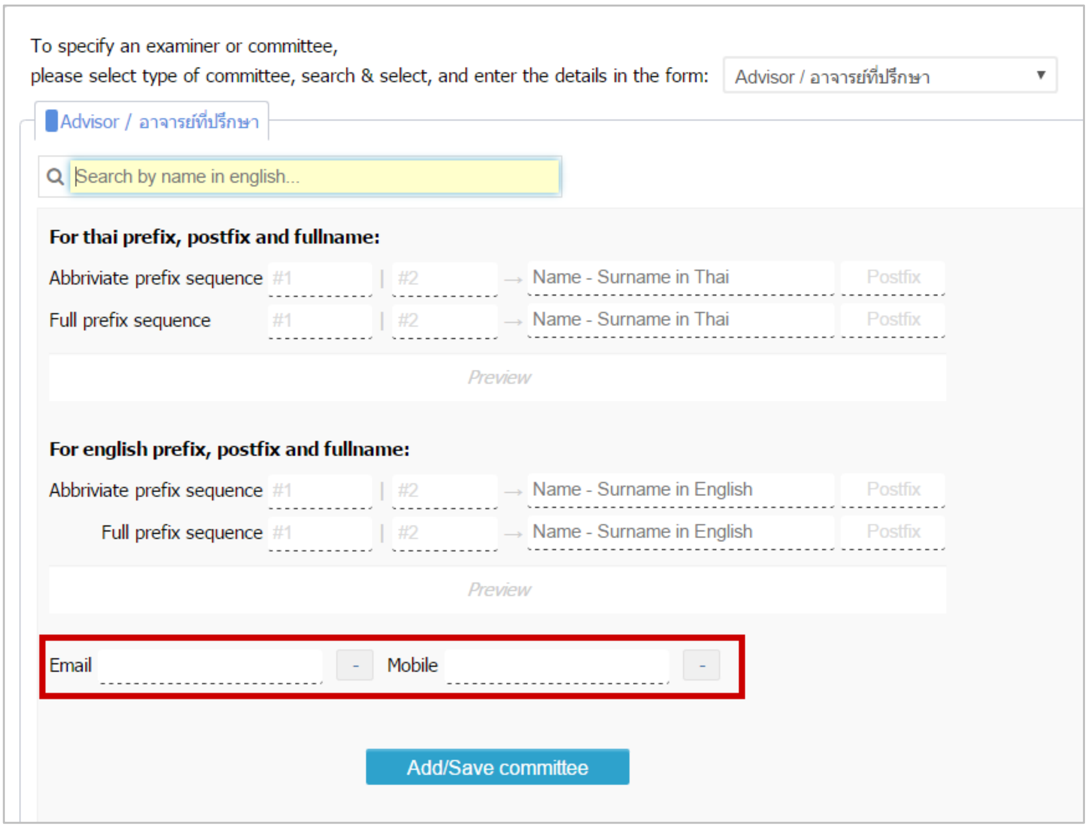


Figure 119: An example of information for an advisor

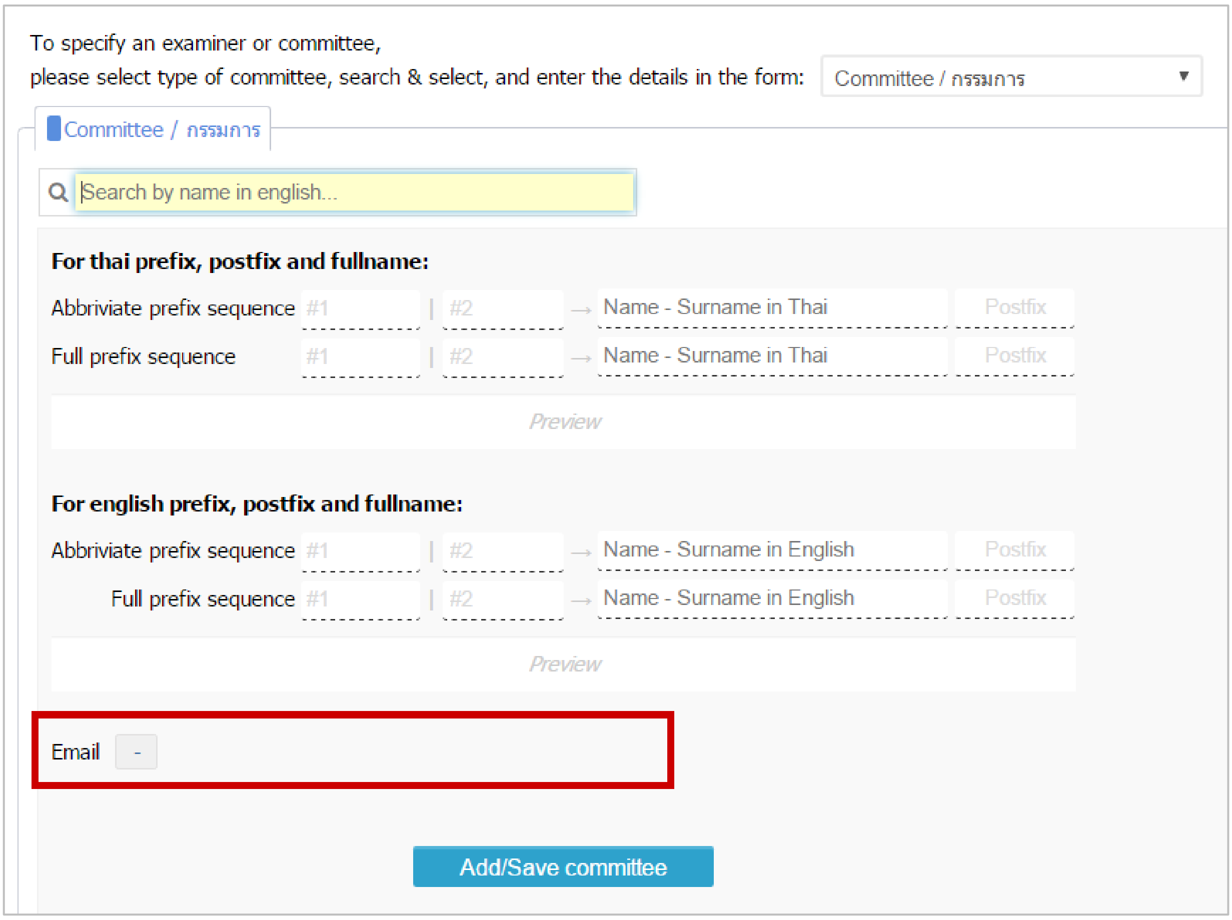


Figure 120: An example of information for personnel of co-advisor, chairman, committee member, or examiner positions

3. As shown in Figure 121, type the first English alphabet initial of the personnel's name in number 1 field, then a list of professors whose names start with the letter typed will appear as shown in number 2, allowing students to choose personnel by clicking on their name.

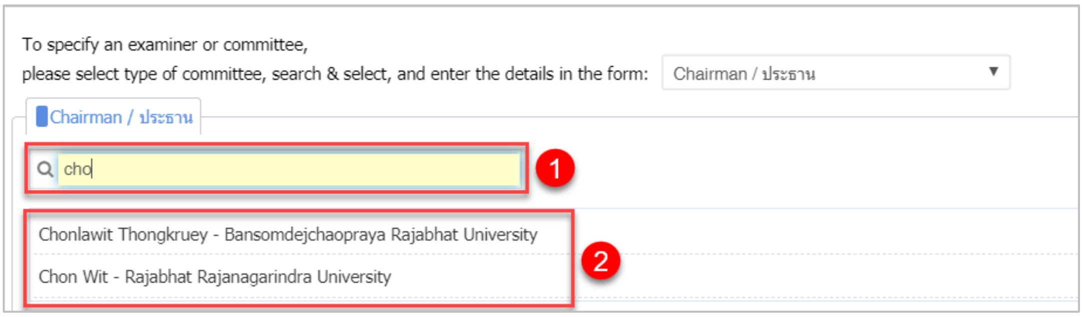


Figure 121: Searching and selecting a personnel's name

4. Fill out the appropriate titles or academic positions in the Prefix field (for both Thai and English titles such as Assoc., Prof., etc.) or Postfix (for English titles such as Ph.D.) as shown in Figure 122

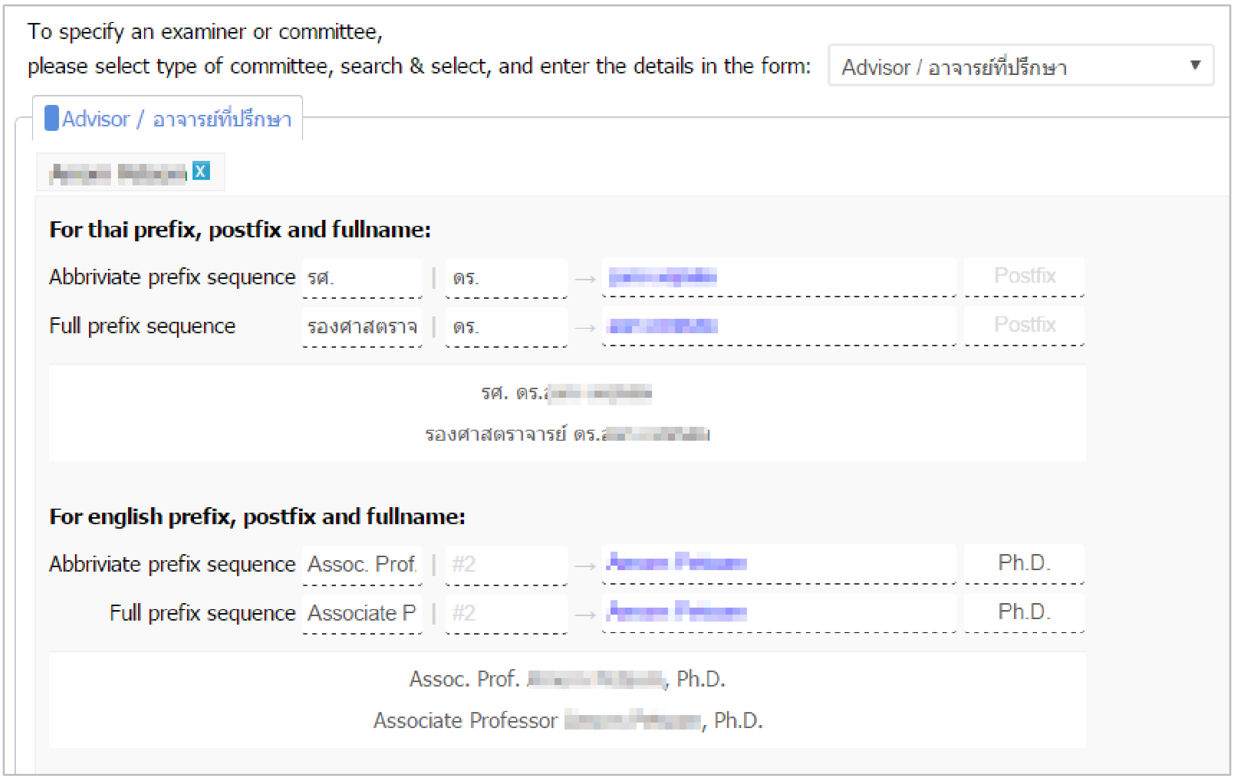


Figure 122: Adding name, titles or academic positions of a personnel

5. In the advisor information form, students may fill in the advisor's secondary e-mail (if any) and the advisor's telephone number as shown in Figure 123.

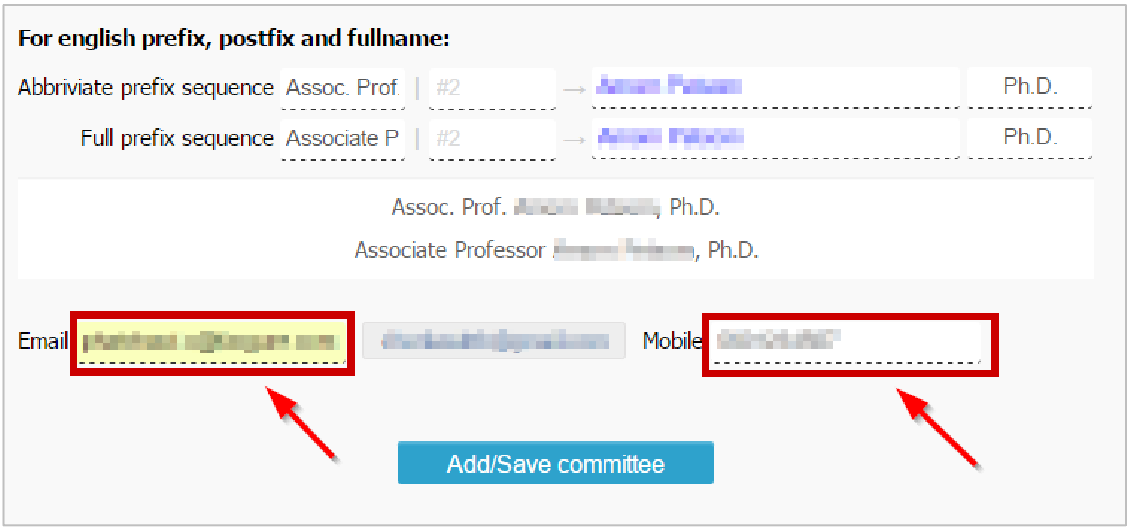


Figure 123: Adding a secondary e-mail and phone number for an advisor

6. Click the Add/Save Committee to save the information as shown in Figure 124.

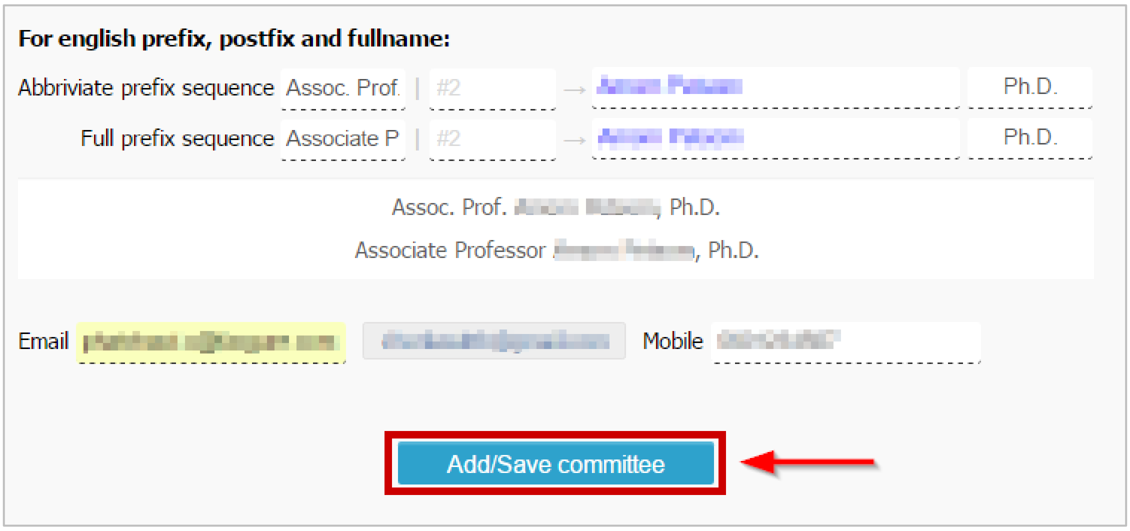


Figure 124: Adding and saving a personnel's information

7. Save result will be displayed at the lower right corner of the screen as shown in Figure 125 and in the information section as shown in Figure 126.

Figure 125: Save result notification

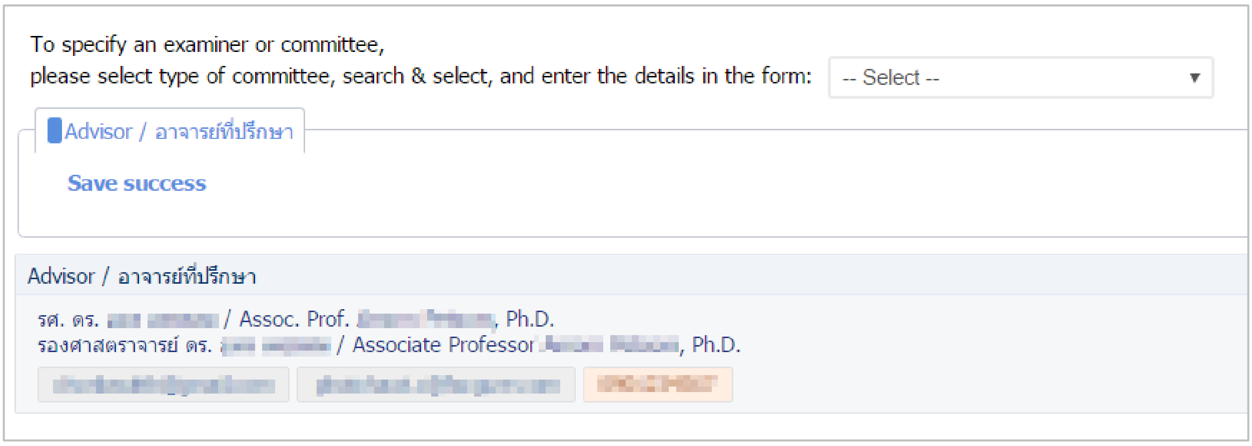


Figure 126: Information section displaying a save result notification message

Editing personnel information

1. To modify the saved information, click the pencil symbol (Edit) behind the name of the personnel you want to edit as shown as in Figure 127.

Figure 127: Editing personnel information

2. Fill in the correct data. Click Save to save the modifications or Cancel Edit to cancel the editing as shown in the Figure 128.

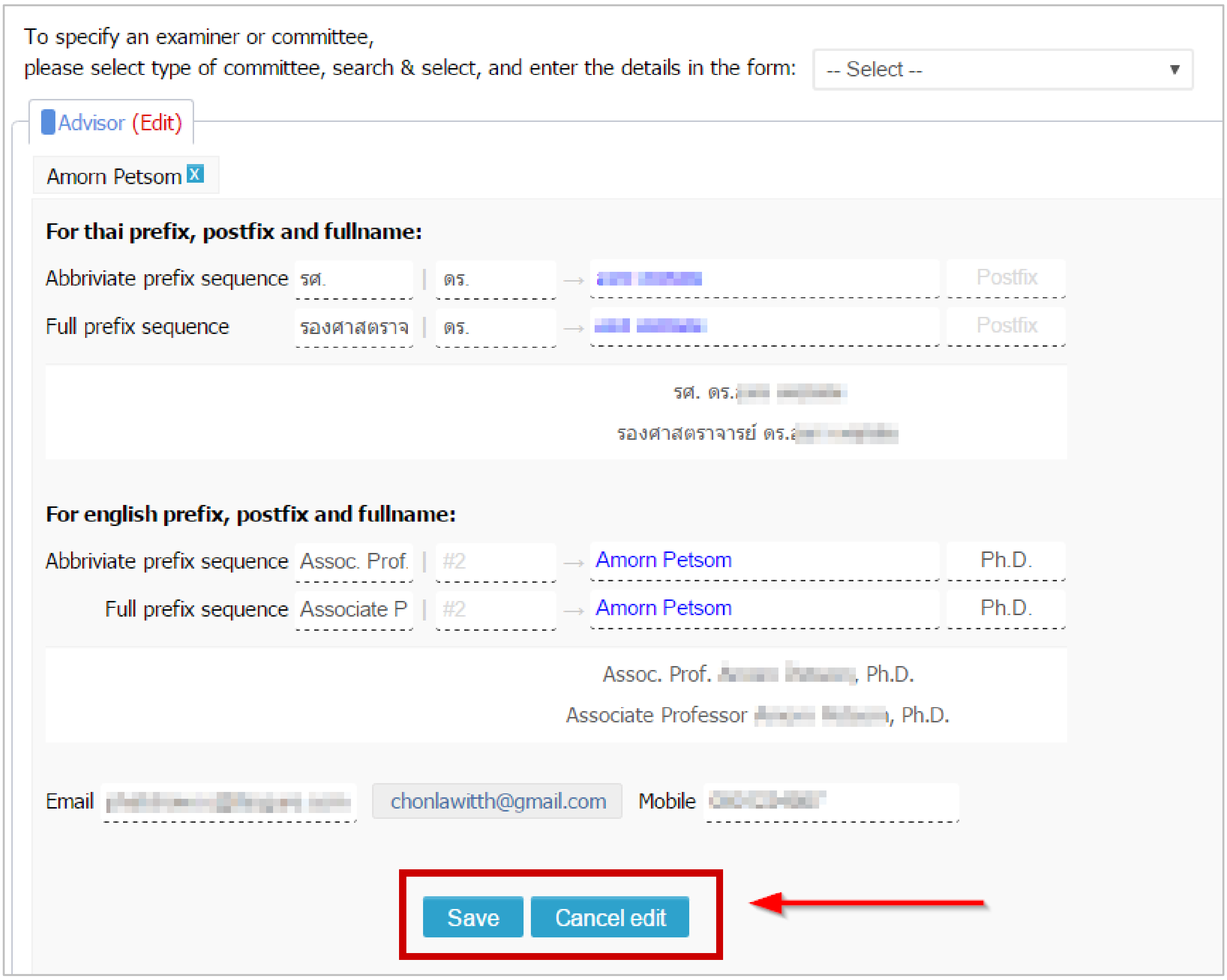


Figure 128: Information editing confirmation

Deleting personnel information

1. To delete personnel information, click the red trash symbol (Delete) behind the name of the personnel you want to delete as shown in Figure 129.

Figure 129: Deleting personnel information

2. A deletion confirmation window will appear as shown in Figure 130. To delete, click OK or if you do not want to delete, click the Cancel to cancel deletion.

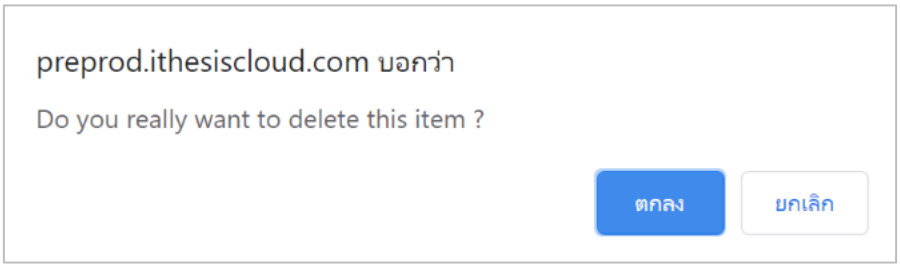


Figure 130: Information deletion confirmation

Completion of the information in Committee & Examiner can be divided into 2 cases which are;

1. <u>For the educational institutions which require the same committee examiners for both proposal and defense examinations</u>, in this case, if the student has approved their research proposal, draft version, or complete version, they must submit a request for revision on iThesis and wait for approval before being able to make any change which the method will be explained in the Revision & Approval topic.
2. <u>For the educational institutions which require different sets of committee examiners for proposal and defense examinations</u>, in this case, after students fill out committee members' information the first time, they can then edit the list to fill out the names for their defense examiners by themselves at the Committee & Examiner menu by pressing the edit button as shown in Figure 131. Click the cross button to delete the original information and a message pop-up will appear. Students can then add new information as needed.

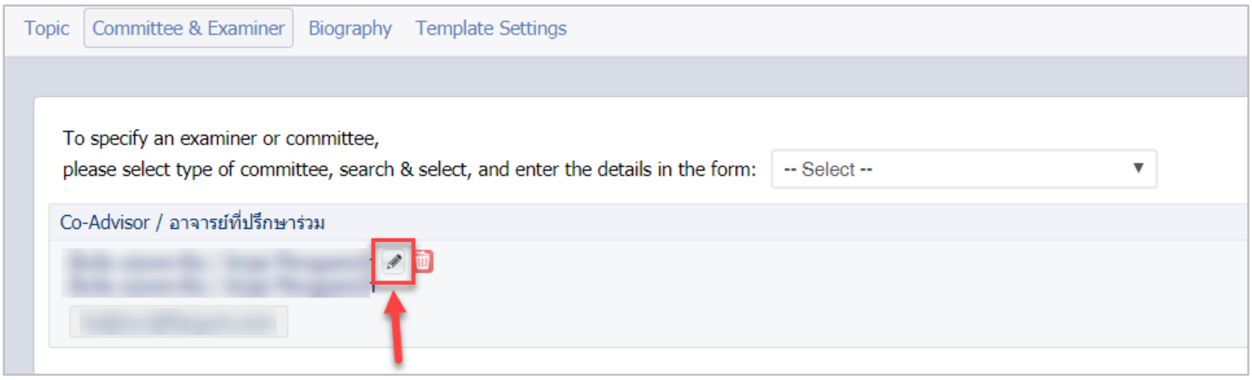


Figure 131: Editing personnel information button

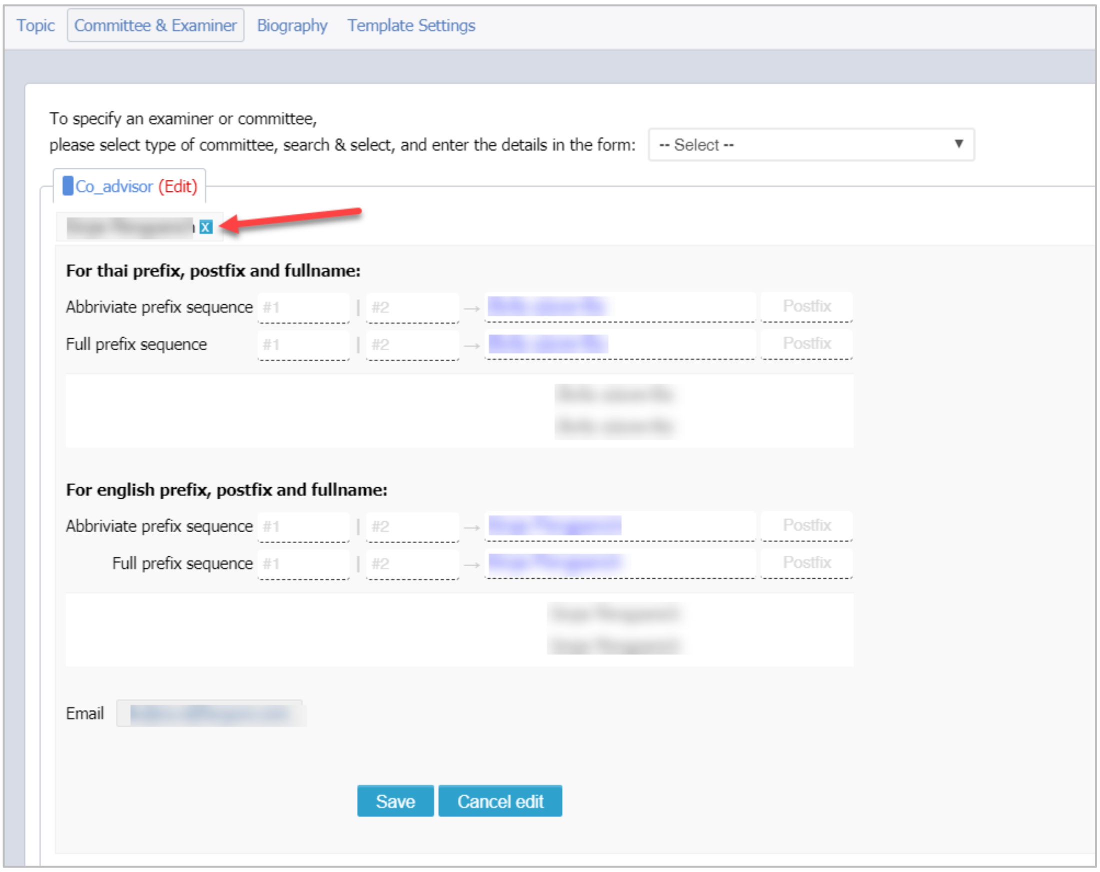


Figure 132: Deleting existing data button

Note: When there is a change made on the advisor or committee members' names after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

2.4.3.3 Abstract

Abstract is a feature used to fill in abstract part of a research study which students must fill in both Thai and English versions as well as specifying the keywords for their work. Abstract can be stylized with italics, subscribe, or superscript using the built-in toolbar.

Note: Abstract will be displayed on the menu bar only after the student has their proposal approved Before having their proposal approved, the Abstract feature will not be displayed.

Filling in an abstract

1. Enter Thai abstract in the Abstract (TH) textbox and English into the Abstract (EN) textbox as shown in Figure 133.

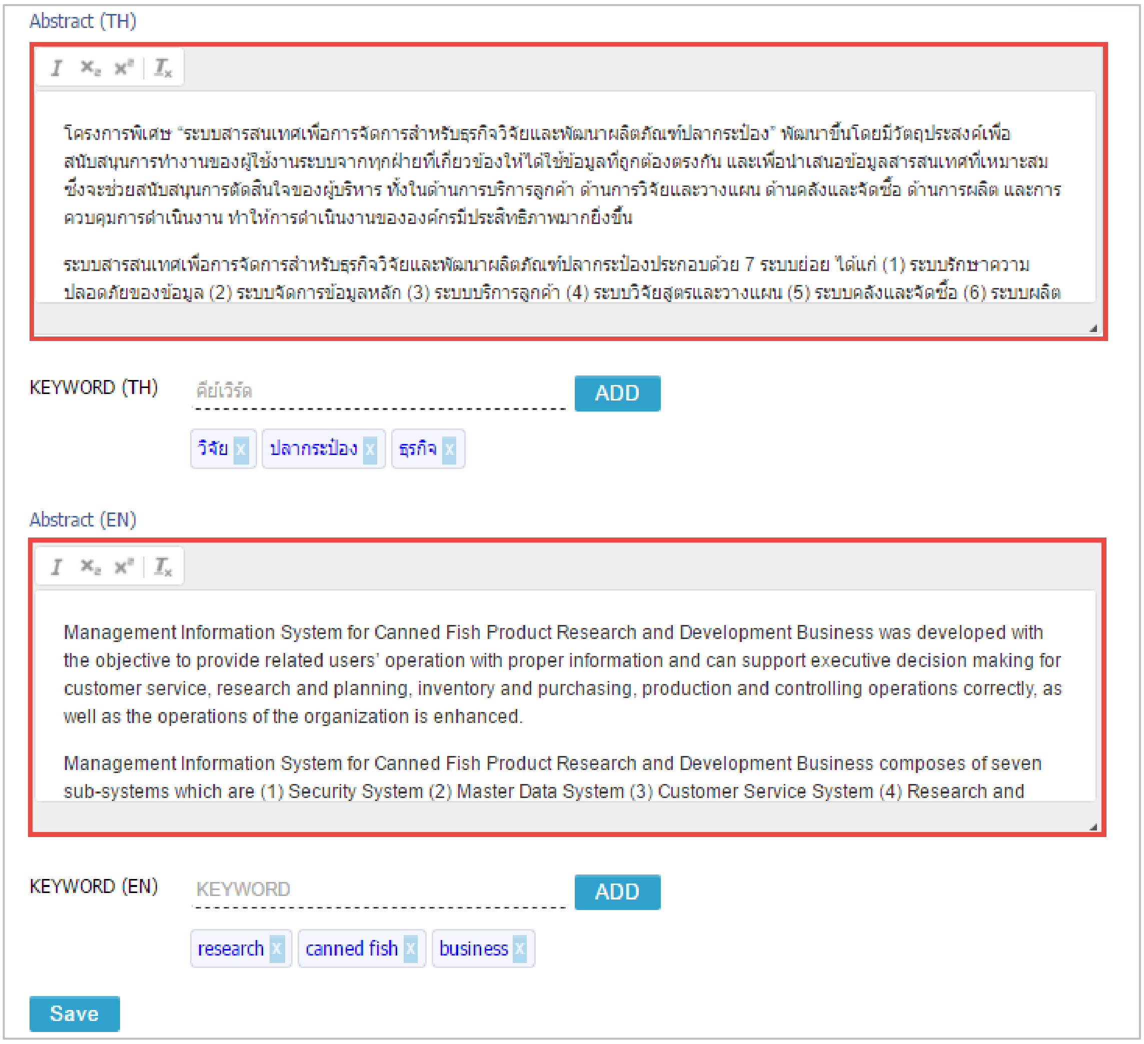


Figure 133: Abstract filling form

2. To stylize words in the abstract in italics, follow these steps;
   - 2.1. Highlight the text that requires italics stylization like number 1 in Figure 134.
   - 2.2. Click on the I : Italic symbol as shown in number 2 in Figure 134.

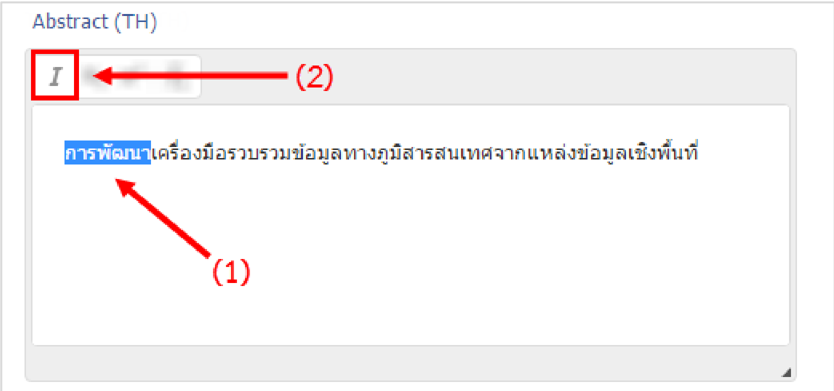


Figure 134: Italics stylization in an abstract

3. To add subscripts in an abstract, follow these steps;
   - 3.1. Highlight the text required to be subscript as shown in number 1 in Figure 135.
   - 3.2. Click on the X_2 : Subscript symbol as shown in number 2 in Figure 135.

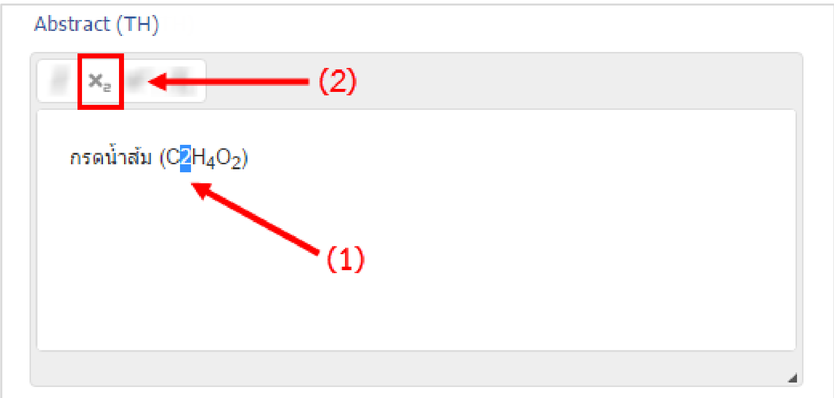


Figure 135: Making subscript in an abstract

4. To add superscripts in an abstract, follow these steps;
   - 4.1. Highlight the text required to be superscript as shown in number 1 in Figure 136.
   - 4.2. Click on the X^2 : Superscript symbol as shown in number 2 in Figure 136.

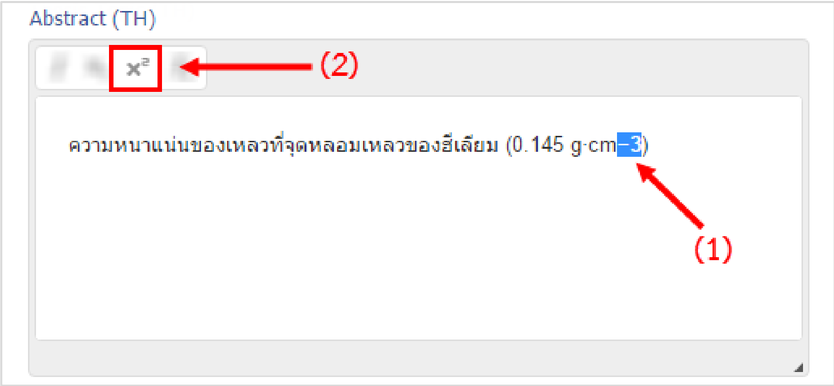


Figure 136: Making superscript in an abstract

5. To start a new paragraph, follow these steps
   5.1. To start a new paragraph starting from the word "results", click in front of the word "results" to place the cursor as shown in Figure 137.

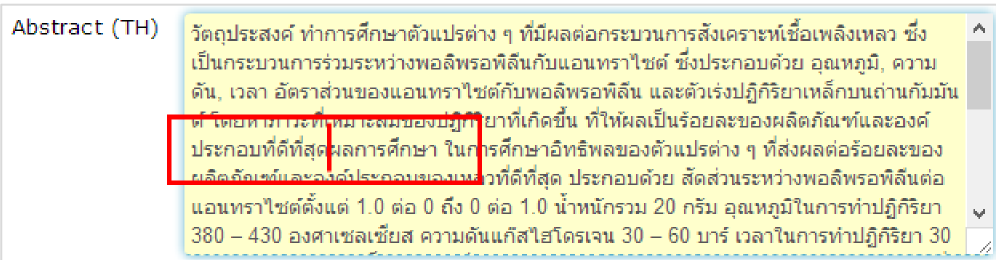


Figure 137: Abstract before entering of a new paragraph

   5.2. Press Enter once, then all the information from the word "results" will be in a new paragraph as shown in Figure 138.

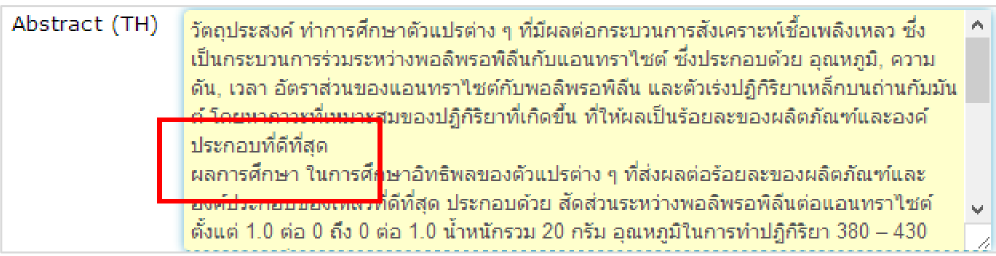


Figure 138: Abstract after entering of a new paragraph

6. Save the changes by clicking Save.

Adding Keyword

1. Add Thai keywords in the KEYWORD (TH) field and English keywords in the KEYWORD (EN) field as shown in Figure 139.

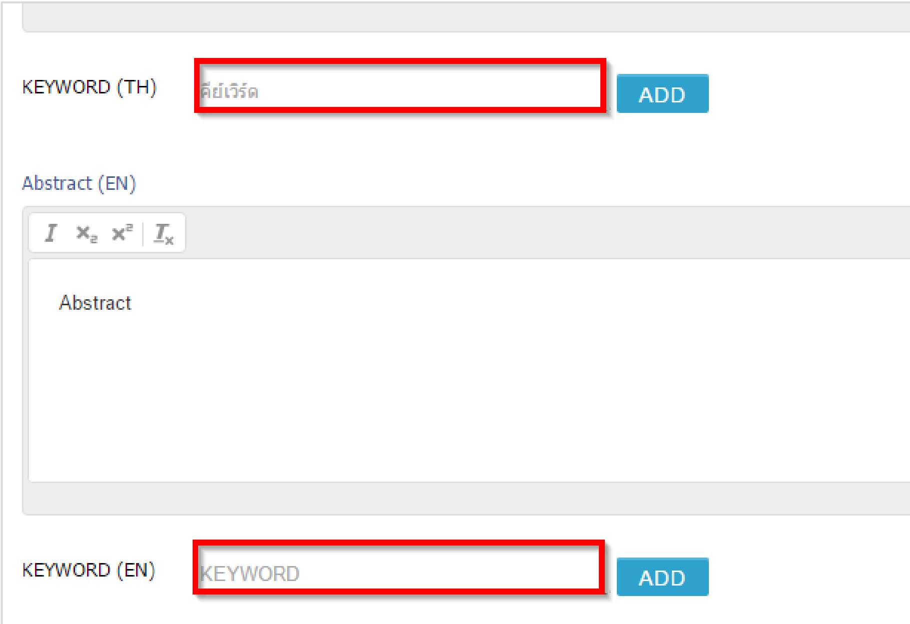


Figure 139: Thai and English keyword fields

2. After typing the keywords in the fields, click Add to add the keywords as shown in Figure 140. Type one keyword at a time and click Add before typing the next keyword.

Figure 140: Adding a keyword

3. After clicking Add, the added keyword will appear below the empty field as shown in Figure 141.

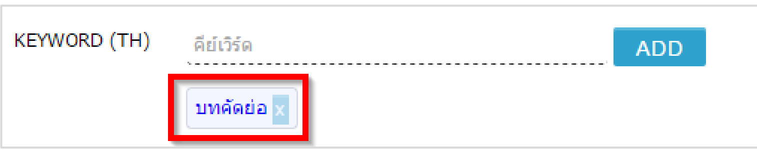


Figure 141: A successfully added keyword

4. To delete a keyword, click the cross symbol behind the keyword that you want to delete as shown in Figure 142, then click OK to confirm or Cancel to cancel the deleting action as shown in Figure 143.

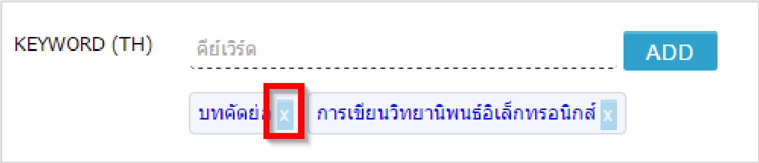


Figure 142: Deleting a keyword

Figure 143: Keyword deletion confirmation

5. Save the changes by clicking Save. A notification box for changed information will appear to inform students that it is necessary to create a new Generate Template to update the information into their research form as shown in Figure 144.

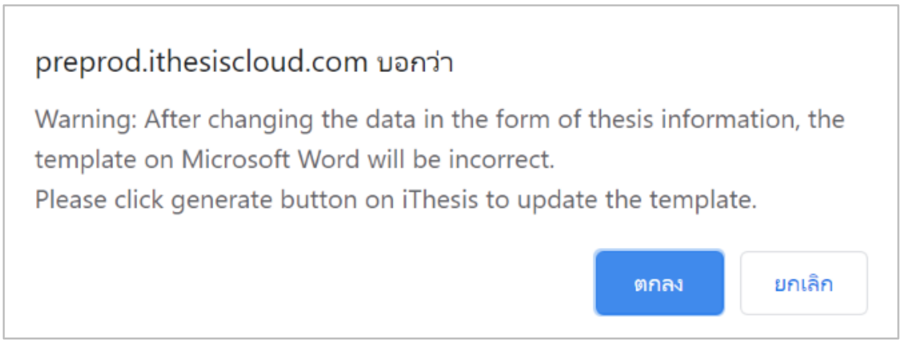


Figure 144: A notification informing that Generate Template must be used after a data change

Note:

1. When there is a change made on abstract information after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

2. In the Thai Keyword field, both Thai and English terms can be used. In the English Keyword field, only English terms can be used.

2.4.3.4 Acknowledgement

Acknowledgment is a feature used for filling in a message that mentions related work and expressions of gratitude to the relevant persons for their various assistance. The Acknowledgment form is different from the Topic and Abstract forms as it does not include a toolbar with tools for italics, subscript, or superscript.

Adding an Acknowledgement

1. Fill in the acknowledgment passage in the text box under Acknowledgment text as shown in Figure 145.

Figure 145: Acknowledgment text form

2. To start a new paragraph, follow these steps
   2.1. To start a new paragraph starting from the words "Thank you", click in front of the words "Thank you" to place the cursor as shown in Figure 146.

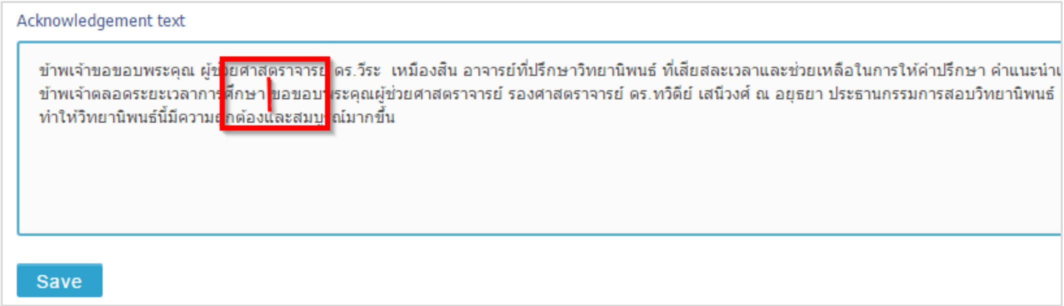


Figure 146: Acknowledgement before entering of a new paragraph

2.2. Press Enter once, then all the information from the words "Thank you" will be in a new paragraph as shown in Figure 147.

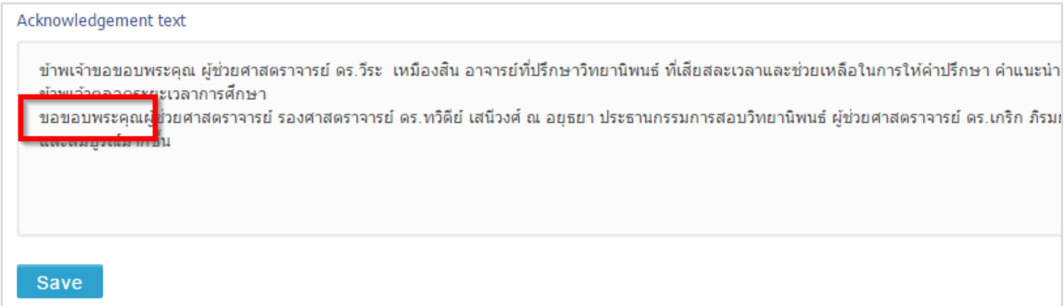


Figure 147: Acknowledgement after entering of a new paragraph

3. Save the changes by clicking Save.

Note:

1. Acknowledgment must be in the language of the research. For instance, for a research work written in Thai, the acknowledgment must also be in Thai. If a student has chosen to write a research work in English, the acknowledgment must also be in English.
2. When there is a change made in Acknowledgement after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

2.4.3.5 Biography

Biography is a feature used for filling in biographical information of the author or the student who writes a research work. iThesis includes 2 forms for filling out the biographic data: profile information form and the CV form.

Filling biography using the profile information form

1. Fill in the biography of the writer on the form as shown in Figure 148.

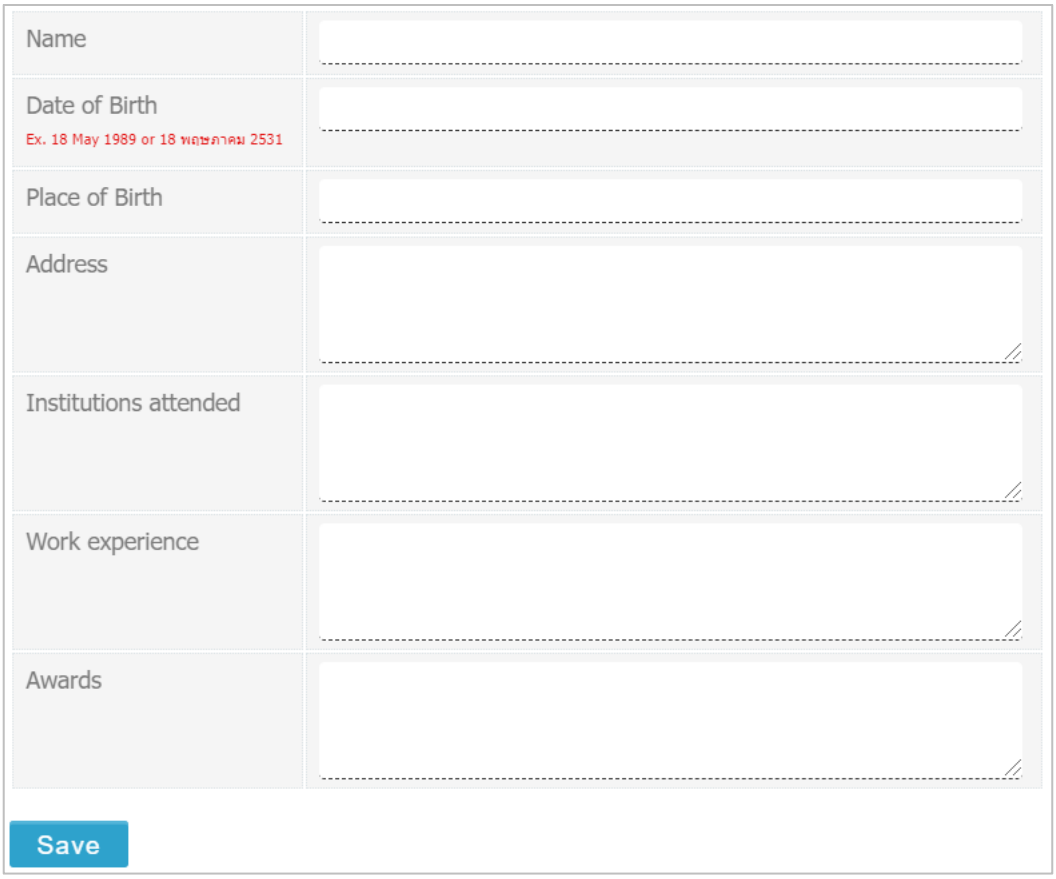
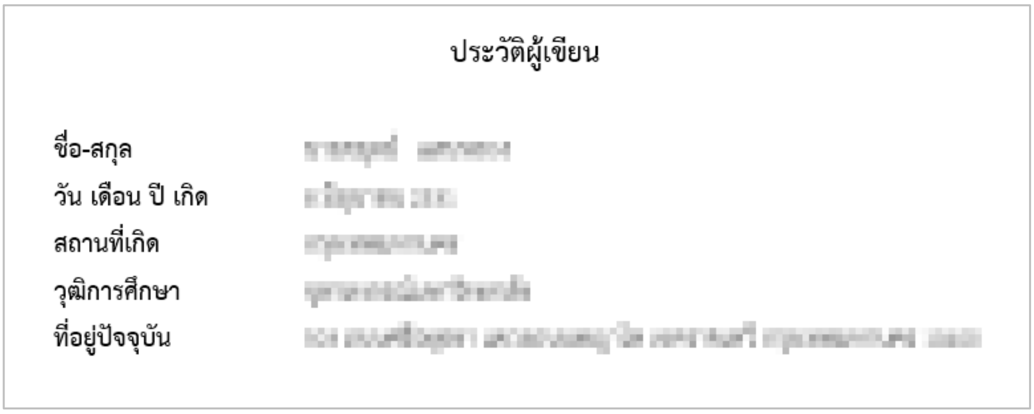


Figure 148: Profile information form

2. Complete all the fields, then click Save to save the filled information.
3. When you use Generate Template function from the iThesis Add-in, a biography page will be displayed as shown in Figure 149.


ประวัติผู้เขียน

ชื่อ-สกุล
วัน เดือน ปี เกิด
สถานที่เกิด
วุฒิการศึกษา
ที่อยู่ปัจจุบัน

Figure 149: A created biography page from the profile information form

Note: When there is a change made to the biography after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

2.4.3.6 Template Settings

Template Settings is a sub-menu for settings languages, font styles, and text sizes for the research document.

Template Settings

1. Select the language and font style to be used in the research composing as shown in Figure 150.

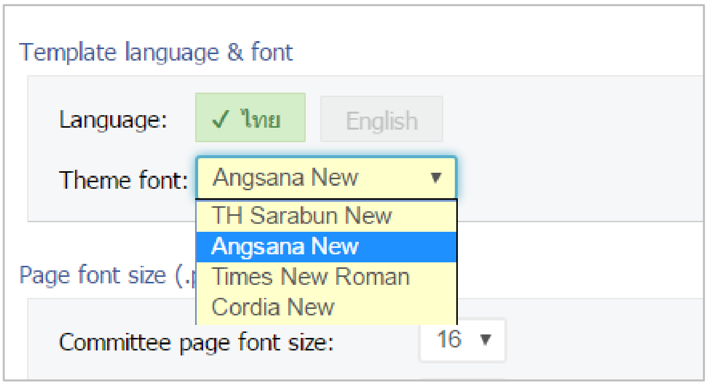


Figure 150: Language and font settings for a research document

2. Select the font size for each page of the research document as shown in Figure 151. The pages that font sizes can be set for include;
   2.1. Committee approval page
   2.2. Thai Abstract page
   2.3. English Abstract page
   2.4. Acknowledgments page
   2.5. Biography page

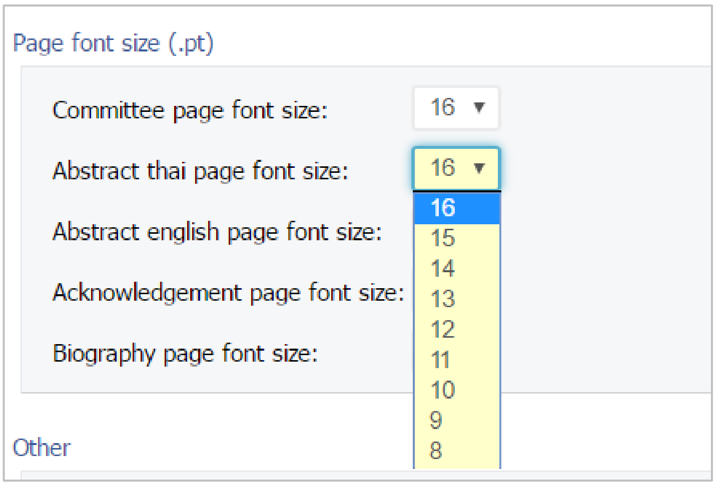


Figure 151: Setting the font size in a research document

3. Select the settings of the lists of tables and figures as shown in Figure 152 and Figure 153.

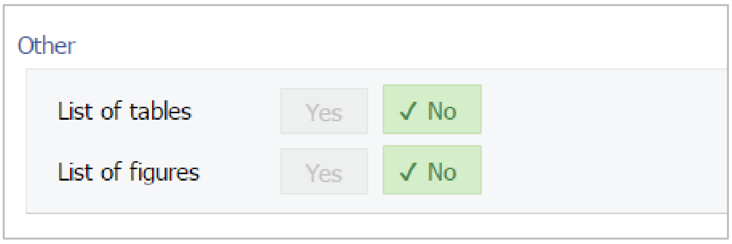


Figure 152: Settings for the list of tables and the list of figures

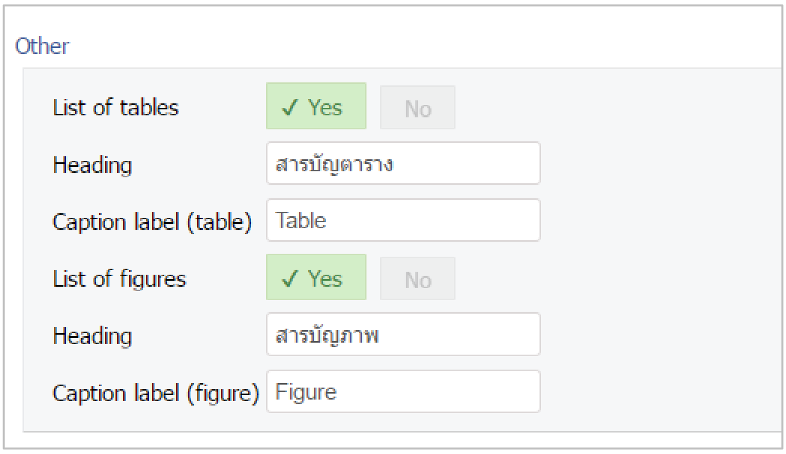


Figure 153: Settings for the list of tables and the list of figures

4. Click Save to save the settings as shown in Figure 154.

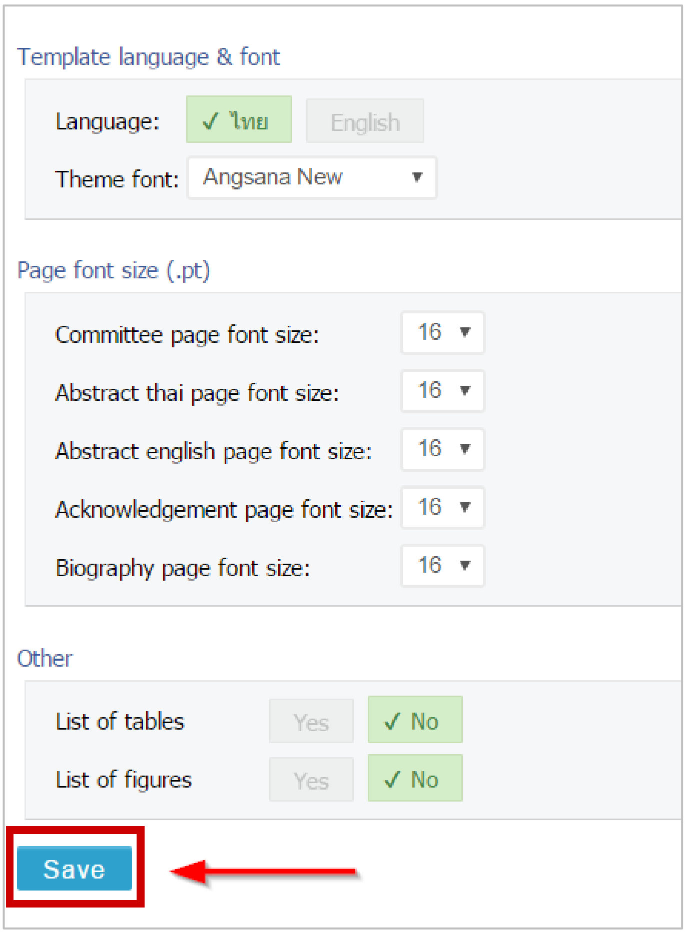


Figure 154: Saving Template Settings

Note: When there is a change in Temple Settings after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

2.4.3.7 Approval history

Approval History is a feature in the Approval Status section. This feature records an approval log for a proposal, a draft version, and a complete version of a research work. Students can also check their approval status or wait for approval using this feature.

When a student logs in for the first time and has not received any approval, the Approval History screen will be displayed as shown in Figure 155. To minimize the screen, click the minus symbol as shown in Figure 156.

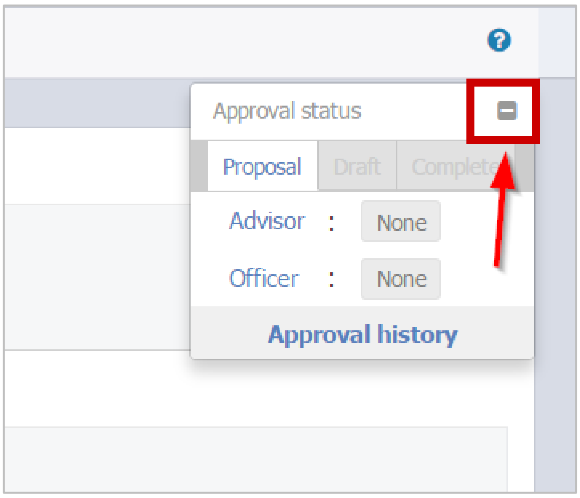


Figure 155: Approval Status at the first login

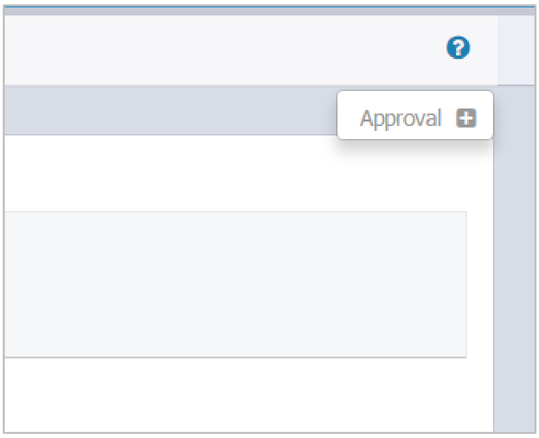


Figure 156: Approval Status when minimized

When a student's work has been approved, the Approval History will be displayed under the Approval Status section as shown in Figure 157.

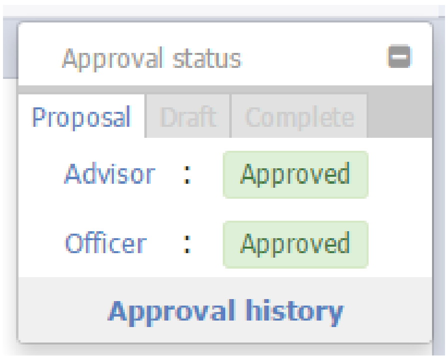


Figure 157: Approval Status menu showing approvals for a student's work

2.4.4 Revision & Approval

After a student has filled out the information on the web portal in the 2 aforementioned sections, the next steps are creating a proposal, a draft version, and a complete version of their research work which can be done via the use of iThesis Add-in. A proposal, a draft, or a complete research are created and then saved to the web portal using the option called "Save to Cloud" in iThesis Add-in. For details on the use of the iThesis Add-in, see iThesis Add-in topic.

Revision & Approval is a feature used to display the list of proposals, draft versions, and complete versions saved via iThesis Add-in on Microsoft Word to send them to their advisor for the approval process. The submissions of work can be divided into 5 categories, namely;

1. Proposal Submission
2. Revised Proposal Submission
3. Draft Version Submission
4. Complete Version Submission
5. Revised Complete Version Submission

For some educational institutions, not all 5 submission categories are required. For example, some educational institutions do not require their students to submit a proposal for their independent study, therefore, students who do an independent study will not have to go through Proposal Submission and Revised Proposal Submission steps. Some educational institutions do not require their students to send a draft version, so their students do not need to follow the Draft Version Submission step, etc.

When a student uses the Revision & Approval feature for the first time, there will be a pop-up window on their web portal as shown in Figure 158, which is the LaTax submit form textbox requesting the student user to use LaTex program to create a research document file and then upload it to the web portal.

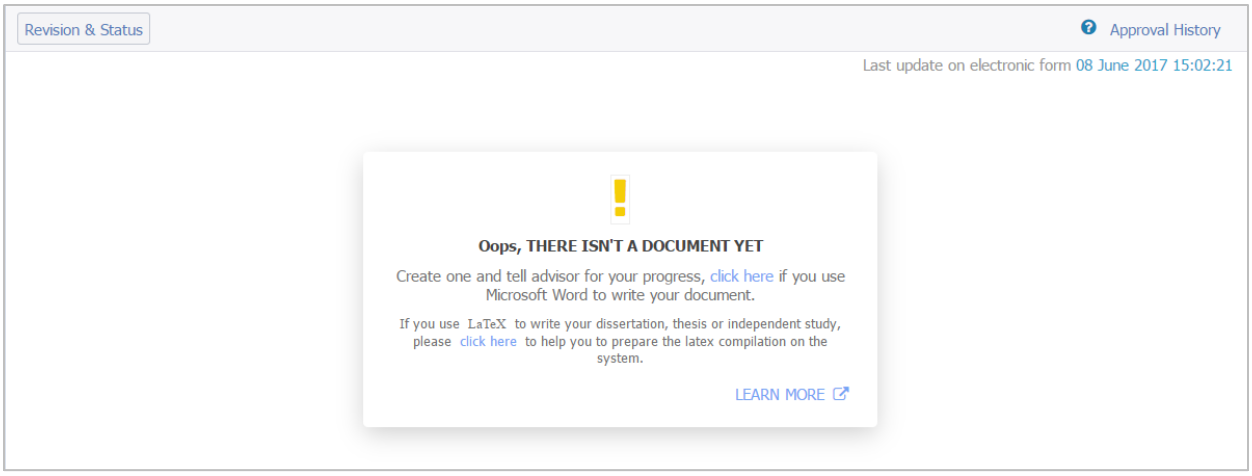


Figure 158: Revision & Approval screen at the first login on the web portal

Uploading files using LaTex program

1. Click click here on the textbox as shown in Figure 159.

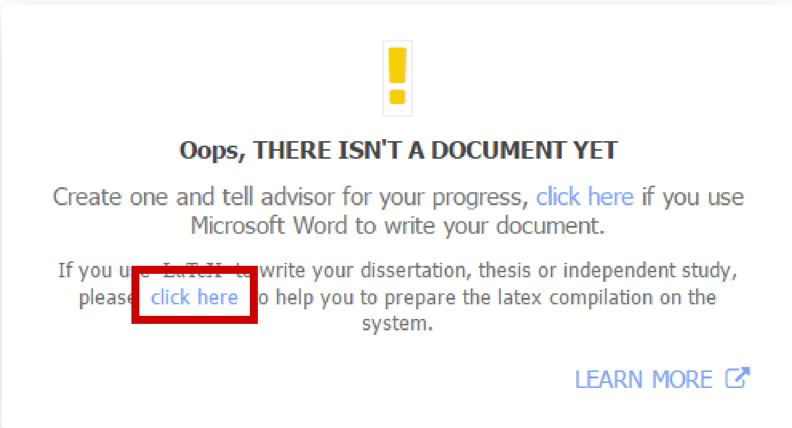


Figure 159: A message box prompts to upload a file from LaTex

2. Click Choose file to select the file you want to upload as shown in Figure 160.

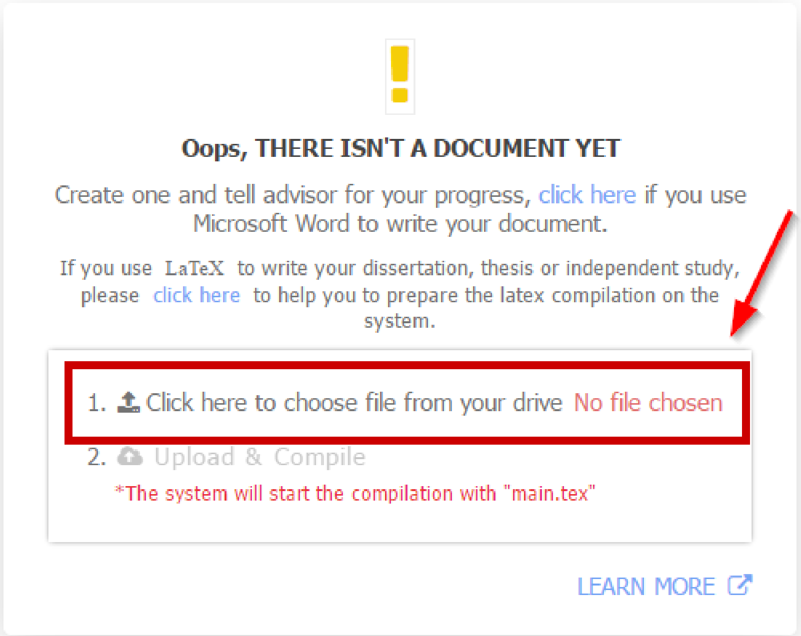


Figure 160: Choose a file from LaTex to upload

3. Click Upload & Compile to upload file to the web portal as shown in Figure 161.

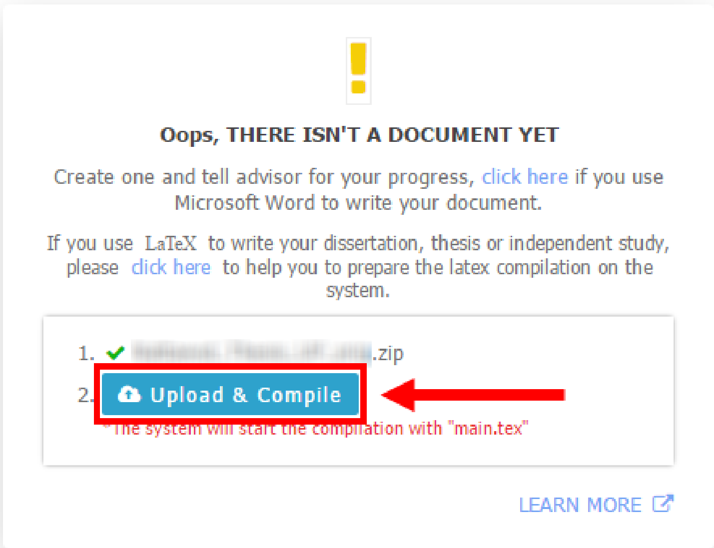


Figure 161: Uploading the file from LaTex

Note:

1. When a LaTex file has been successfully uploaded via the LaTex submit form for the first time, a notification message will appear at the top of the Revision section.
2. Files uploaded via the LaTeX submit form must be compressed into 1 file in **.zip**, **.tar**, **.gz** or **.tar.gz** only.

3. Files uploaded via the LaTeX submit form must have the **main.tex** file (case sensitive) inside as shown in Figure 162.

Name	Size	Packed	Type
..			File folder
CHANGELOG	445	306	File
COPYING	19,110	6,390	File
green.png	67,536	67,536	PNG File
main.tex	982	536	LaTeX document
myacronyms.tex	497	315	LaTeX document
myrefs.bib	3,460	1,639	BibTeX Database
README	1,530	762	File
sample-abstract.tex	411	259	LaTeX document
sample-appen-manual.tex	103	103	LaTeX document
sample-appen-try.tex	52	52	LaTeX document
sample-chap-dummy.tex	169	159	LaTeX document
sample-chap-intro.tex	1,440	686	LaTeX document
school.png	60,873	60,873	PNG File
umalayathesis.cls	13,714	4,888	LaTeX Class
umalayathesis-manual.pdf	593,392	589,193	Adobe Acrobat D...

Figure 162: An example of files compressed in a LaTex project file

Checking page margins from PDF files

Before submitting a document file to be revised by the advisor, a student can use iThesis's margin detector to check the margins of the PDF files created on iThesis after using the "save to cloud" function on Add-in. To check a file's margins, follow these steps;

1. Select the research file you want to submit for an approval, then the margin detector will appear at the bottom right corner on the Details of Revision screen.

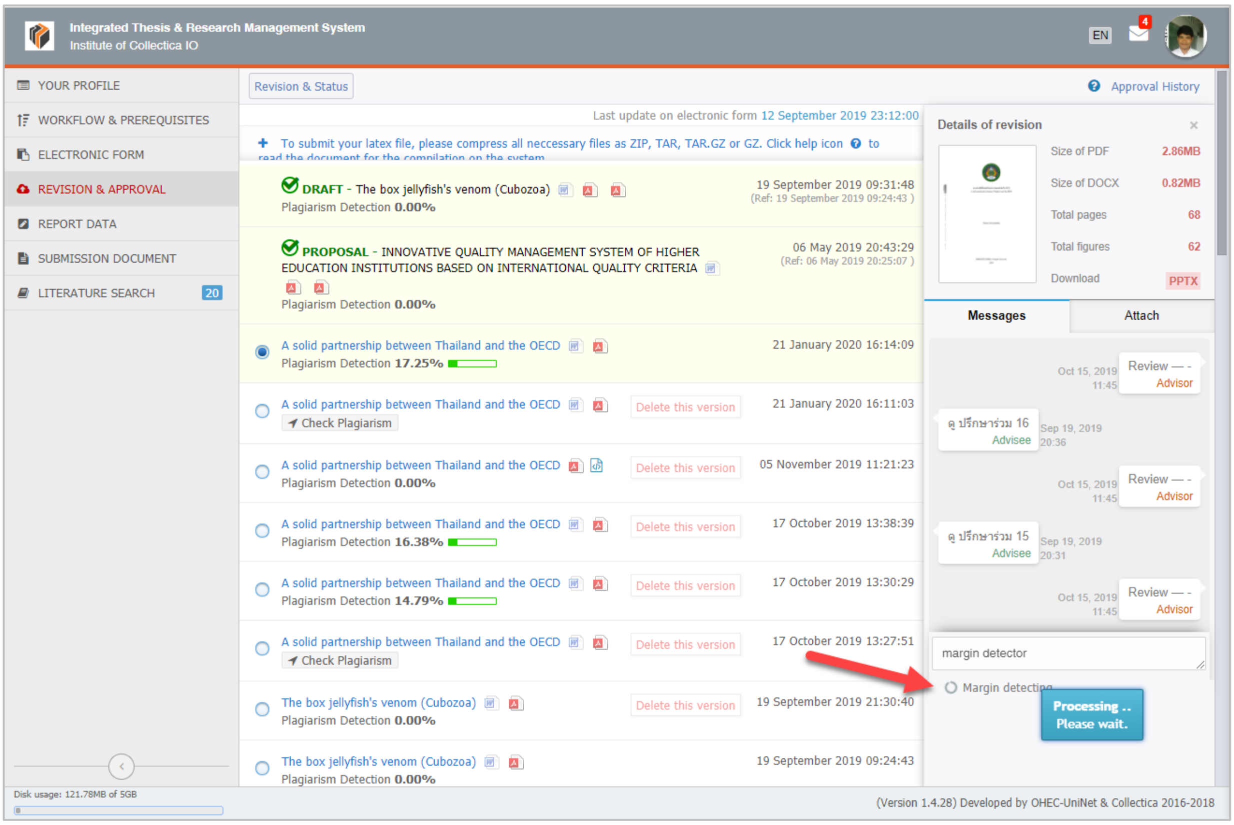


Figure 1: An example the margin detector use

2. The selected file will be checked for its margin sizes before being submitted to the advisor.
3. If one of the pages exceeds the margins, a warning notification pop-up will be displayed. A result file from the margin detector will be attached with the document file.

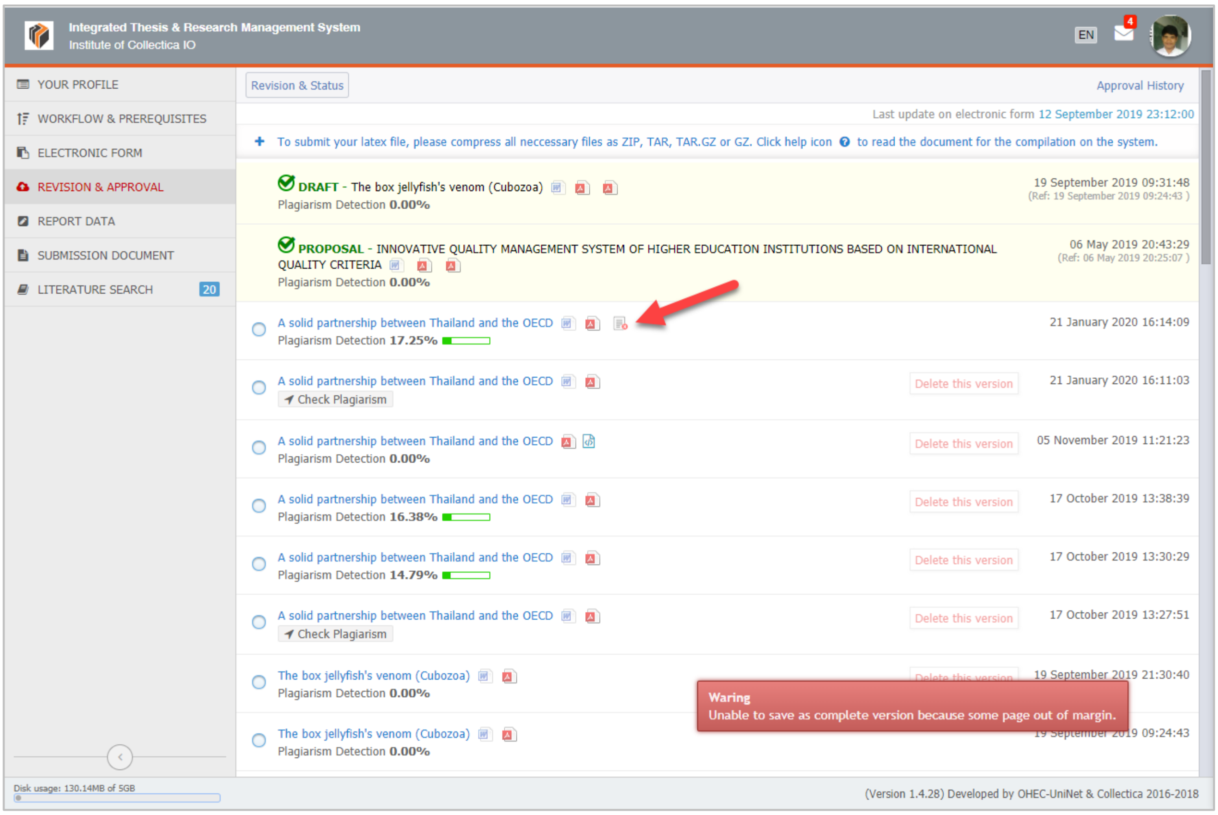


Figure 163: An example of a failed margin detection notification and an attached result file

4. The details from the margin detection can be checked by clicking on the resul file's icon. On the file, red lines will be used to mark the exceeding parts of the pages along with the details such as the page numbers and the locations of the exceeded margins of the detected pages.

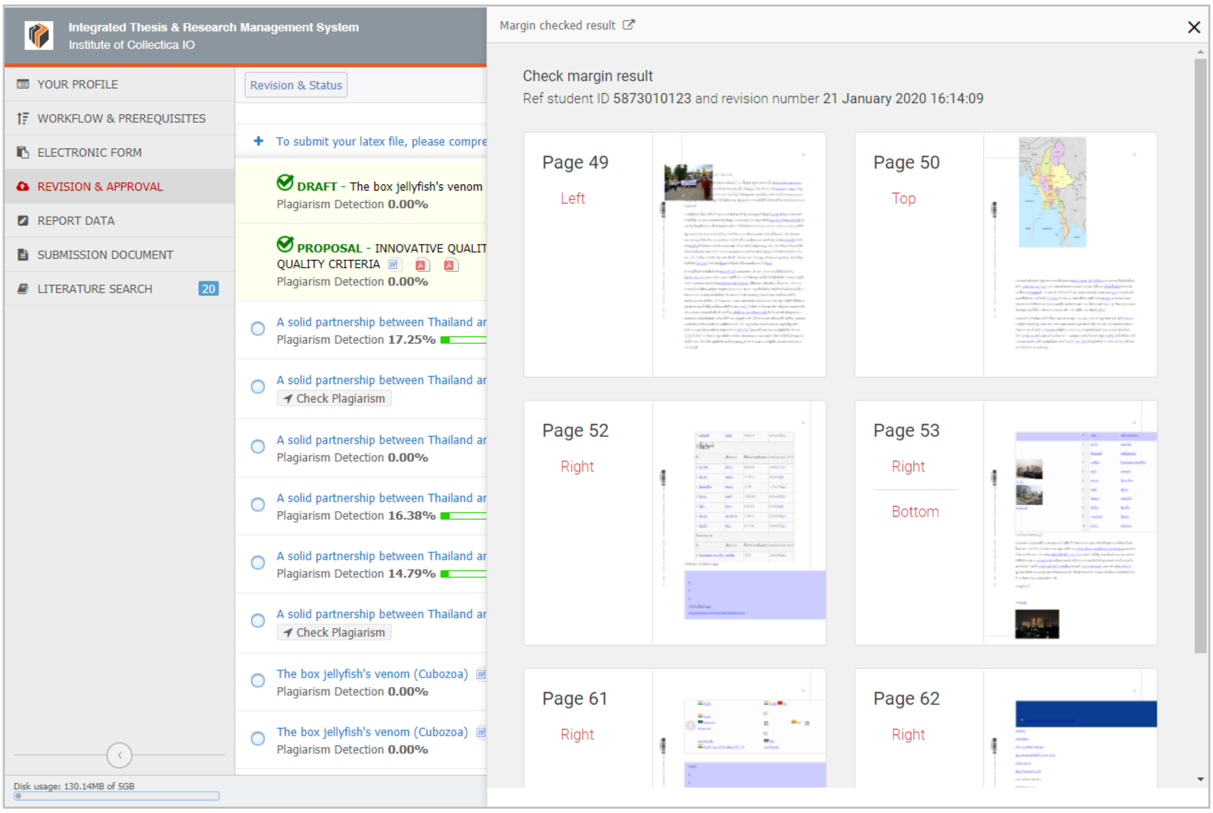


Figure 164: An example of margin detection's result

2.4.4.1 Submitting a proposal

To submit a proposal document to be revised by the advisor, follow these steps;

1. Click Revision & Approval
2. Click on a file to select it for submission. The proposal file that can be submitted for revision must be the version that has already passed plagiarism detection. Once the file is selected, the details of the file will be displayed in the Details of Revision panel as shown in Figure 165.

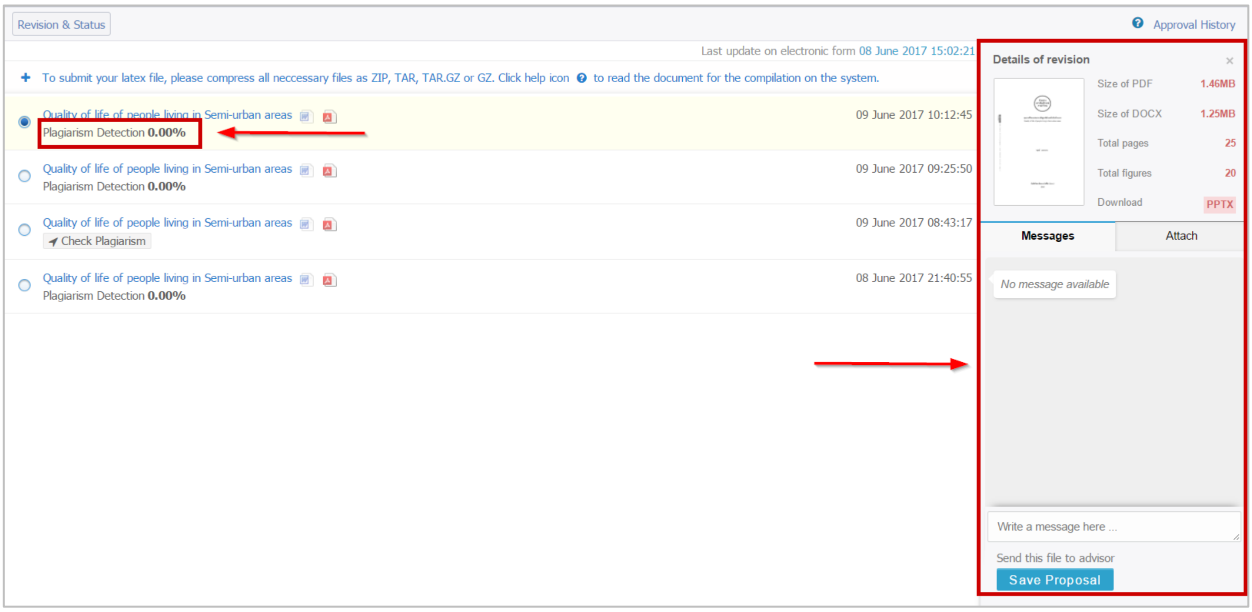


Figure 165: List of several versions of a research proposal

3. The Details of Revision panel as shown in Figure 163 is divided into 3 sections as follows;

3.1. File details: In this section, the details on a file's properties will be displayed including;

1. PDF file size
2. DOCX file size
3. Number of pages
4. Number of images
5. PowerPoint file download: All images in the submitted proposal file will be extracted and put into a .PPTX file for students to download by clicking on "PPTX" as shown in Figure 166 to save the PowerPoint file for presentation use as shown in Figure 167. An example of the downloaded PowerPoint presentation file is shown in Figure 168.

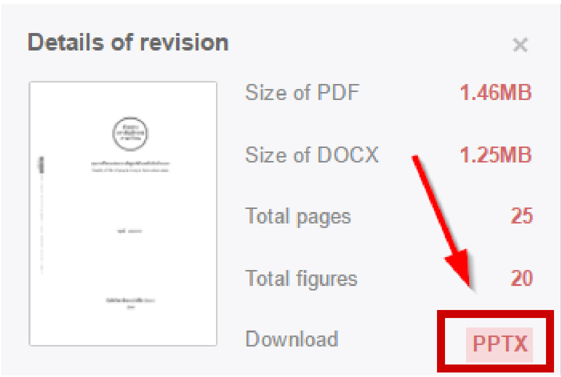


Figure 166: Details of Revision and PPTX downloading option

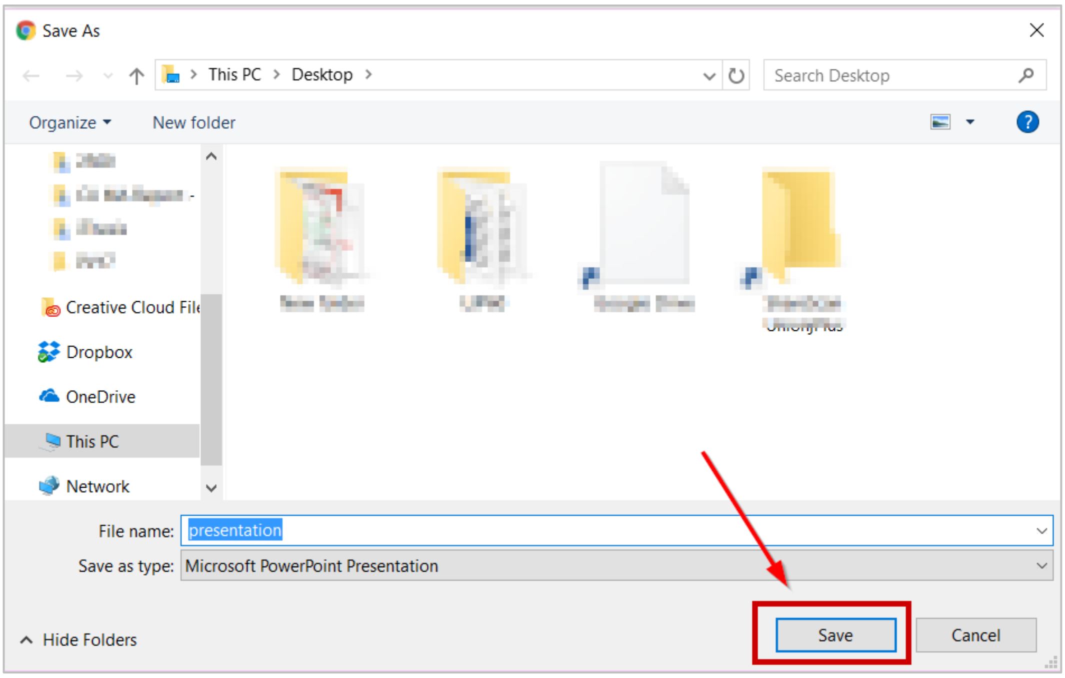


Figure 167: Download a PPTX presentation file

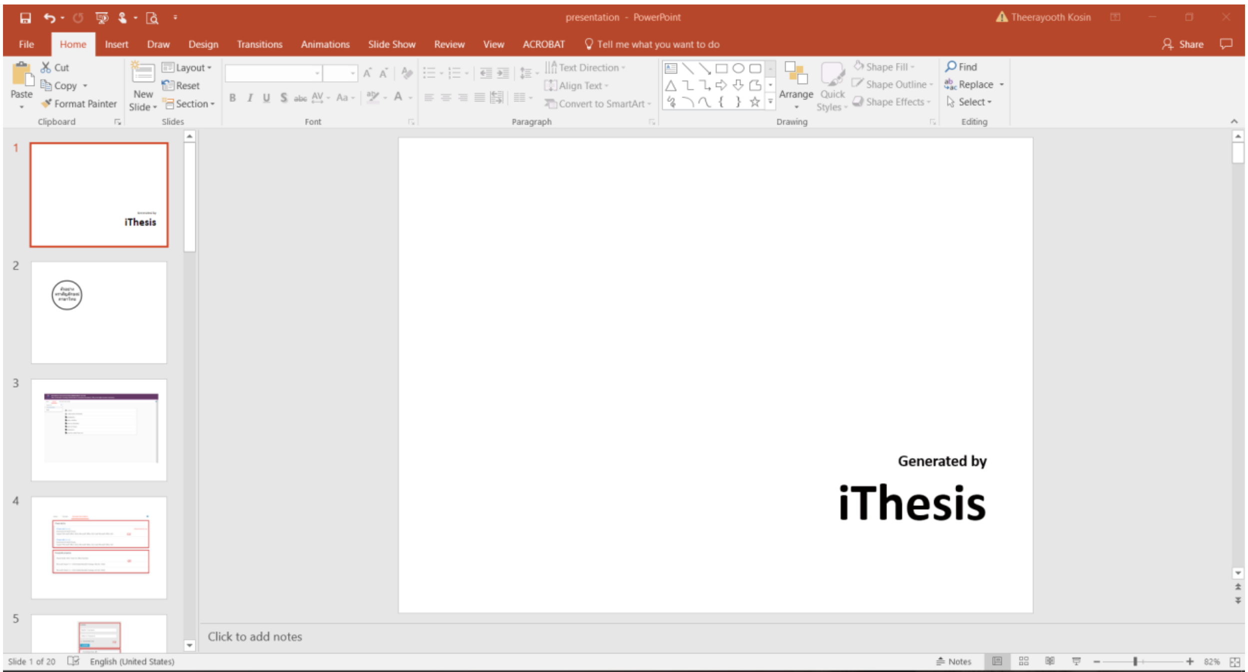


Figure 168: An example of downloaded PowerPoint presentation file

3.2. Messages: Students can send messages to the advisor which will be attached on the Details of Revision panel as shown in Figure 169.

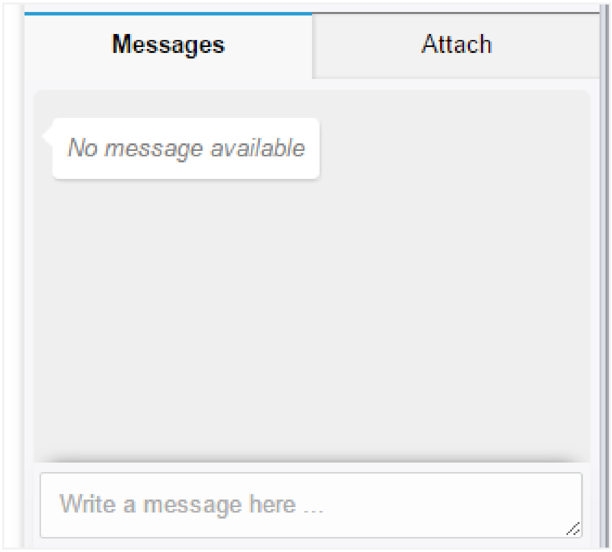


Figure 169: Using Messages in the Details of Revision panel

3.3. Attachment: Students can attach additional files to the Details of Revision panel by clicking Choose Files, then select the file to be attached as shown in Figure 170. The selected files will then appear. To delete a file, click the cross symbol as shown in Figure 171.

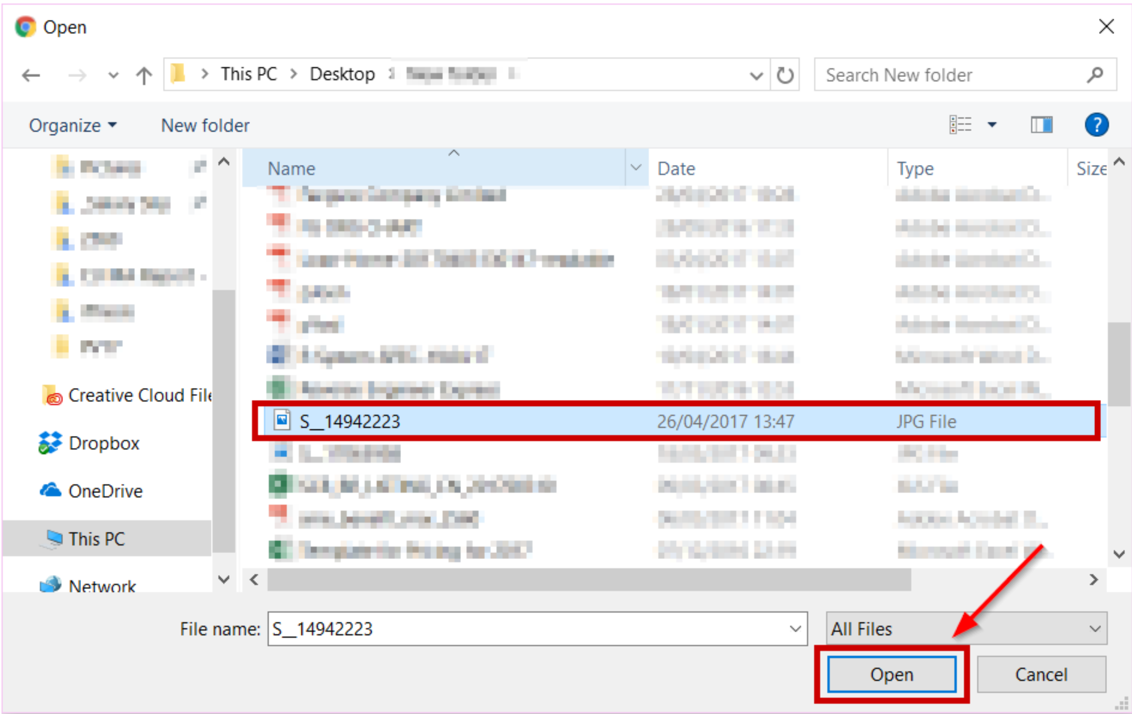


Figure 170: Adding other attachments in the Details of Revision panel

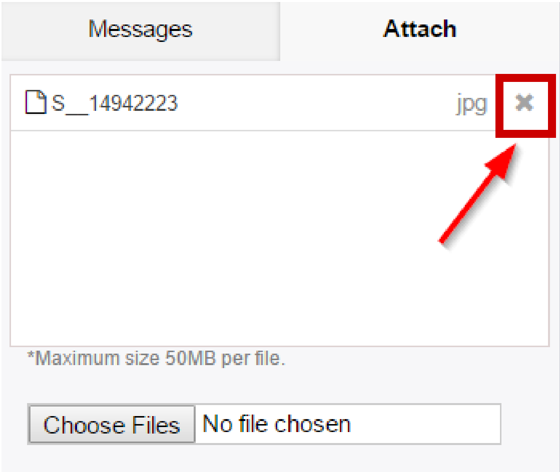


Figure 171: An attached file and its delete button

3.4. Click Save Proposal to send a proposal file to the advisor as shown in Figure 172.

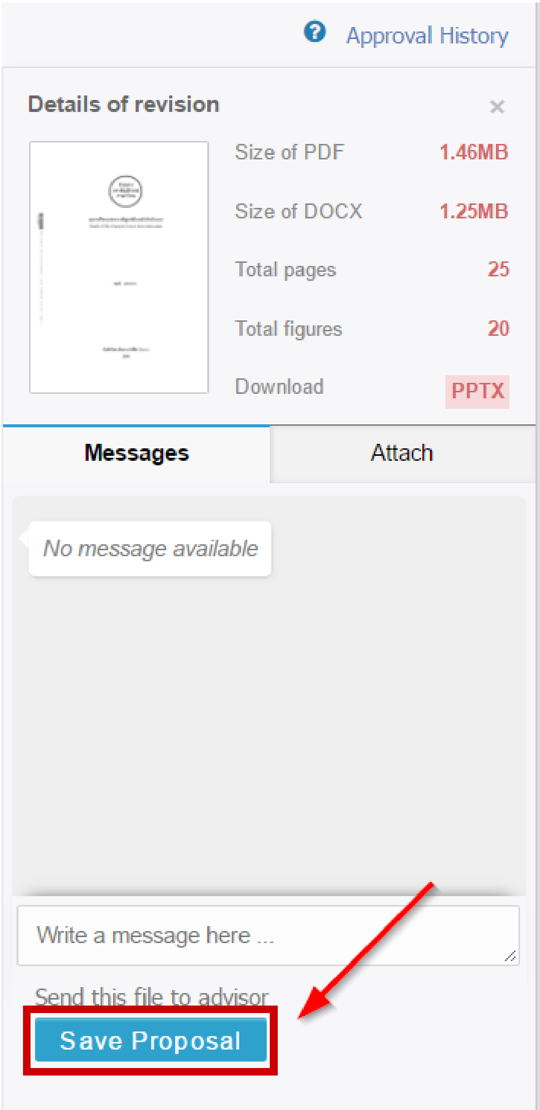


Figure 172: Confirming submission of a proposal to be revised

4. A confirmation message box for the submission will be displayed. To confirm, click OK as shown in Figure 173.

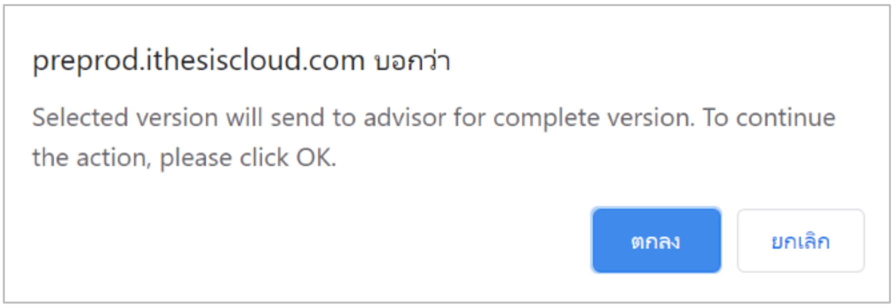


Figure 173: Message box confirming a proposal submission

5. After confirming the proposal's submission, the submitted file will be displayed at the top of the list with the message (PENDING) PROPOSAL, which means that the revision request for the file has now been submitted to the advisor and it is awaiting the revision result from the advisor, as shown in Figure 174.

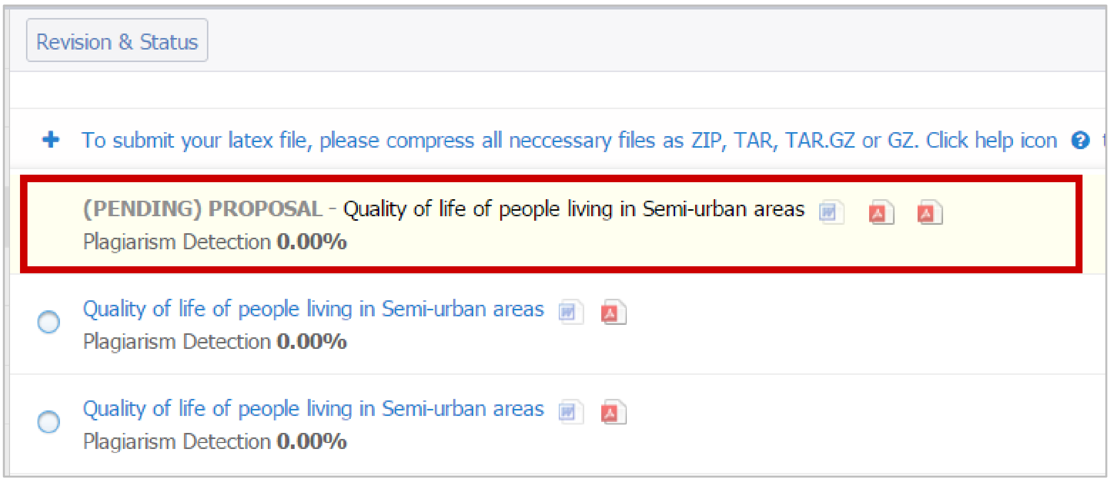


Figure 174: The web portal screen after a proposal revision request has been submitted

The proposal sent for the advisor to review will be made into 3 files, as shown in Figure 175, which are a .DOCX, a .PDF, and a .PDF that supports annotation from the advisor but not from the student user as shown in Figure 176.

Figure 175: The proposal files when a request for revision has been sent

Figure 176: An annotation-supported proposal file

An e-mail requesting approval of the proposal will be sent to the advisor, the co-advisor (if any), and student as shown in Table 1.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา)
3	นิสิตนักศึกษา (Student)	ขอความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา)

Table 1: E-mails sent for the proposal approval request

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

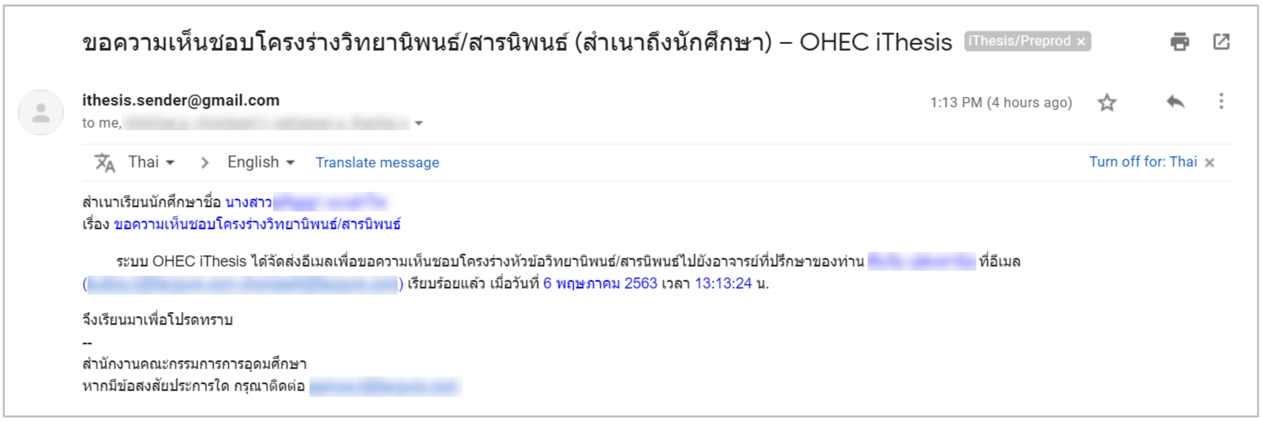


Figure 177: Example of an e-mail requesting revision of a proposal

6. When the advisor has reviewed the proposal, the revision result will be sent via e-mail to the advisor, co-advisor (if any), and the student as shown in Table 2.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ (นักศึกษา)

Table 2: E-mail sent for the proposal revision result

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

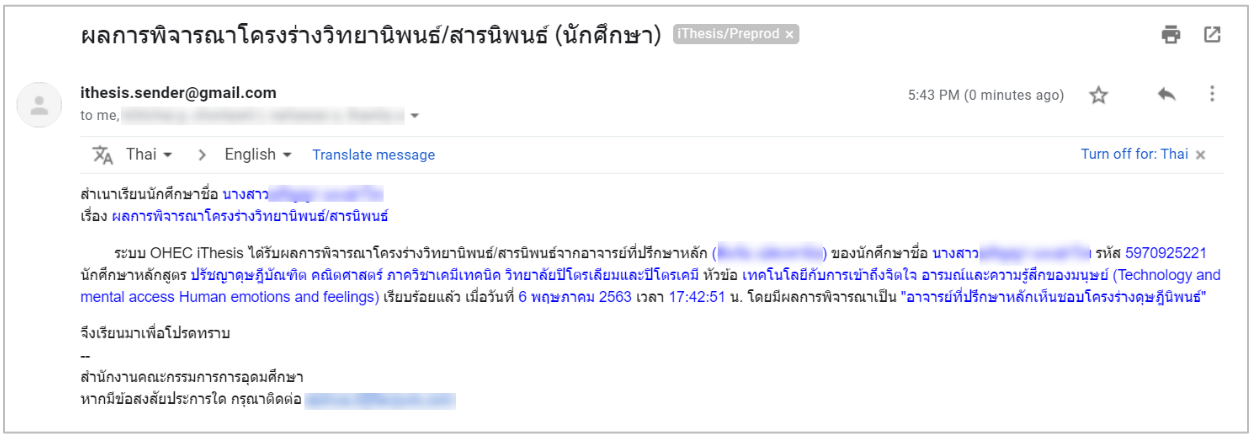


Figure 178: Example of a revision result e-mail for a proposal

If the advisor does not approve of the proposal, the student must edit their proposal as instructed by their advisor before submitting another request for proposal revision. If the advisor has added comments to a PDF file that supports annotation, the student can click the PDF annotation, then click on the text displayed on the annotation panel to see a comment attached to the part.

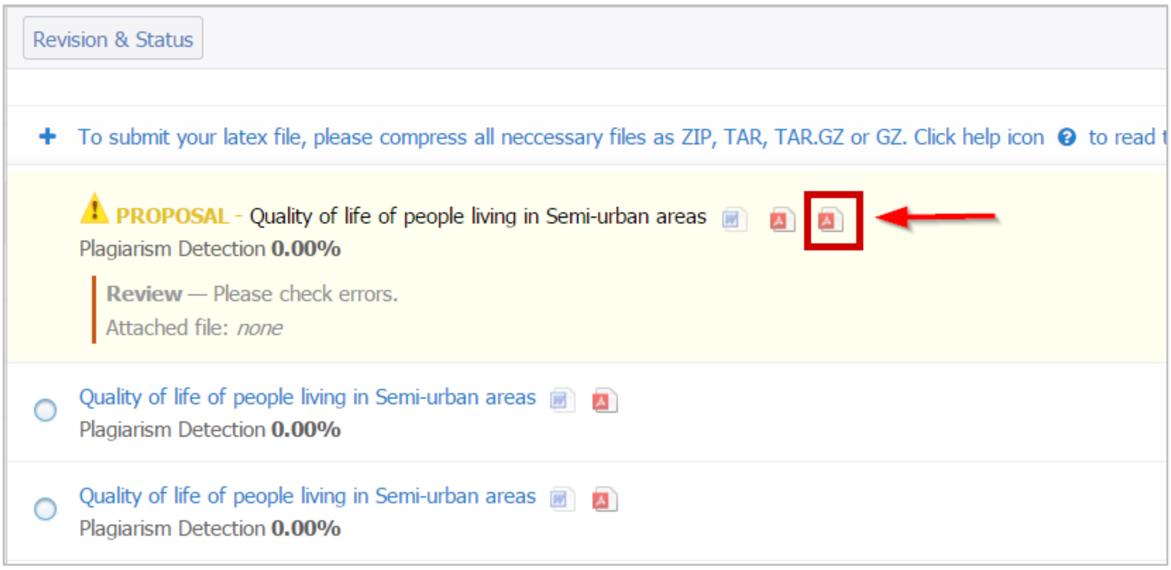


Figure 179: Example of a disapproved proposal

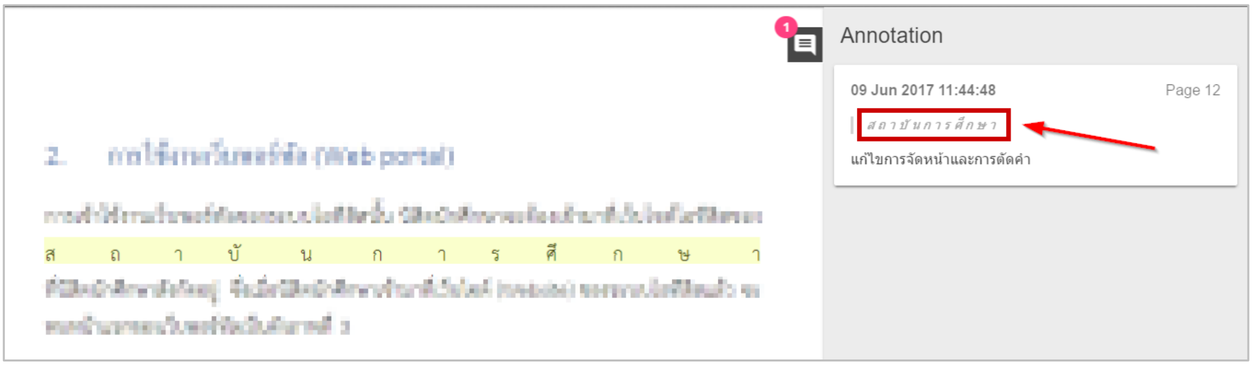


Figure 180: Example of the annotation panel and an advisor’s comment

7. After the proposal has been approved by the advisor, another requesting e-mail asking for an approval for the proposal from the faculty committee will be sent to the graduate staff, the student, advisor, and co-advisor (if any) as in Table 3.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (สำเนานักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (เจ้าหน้าที่)

Table 3: Sent e-mails for a faculty committee proposal approval request

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

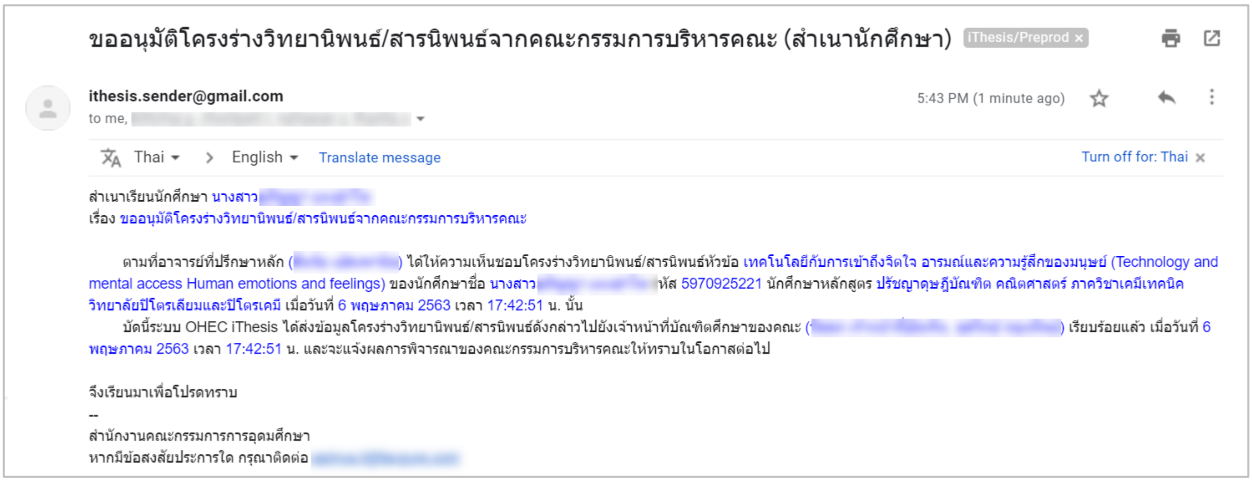


Figure 181: Example of an e-mail requesting proposal approval from the faculty committee

When the graduate staff have received and recorded the proposal approval result from the faculty committee, the result will be sent via e-mail to the graduate staff, advisor, co-advisor (if any), and the student as shown in Table 4.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (เจ้าหน้าที่)

Table 4: Faculty committee proposal approval result e-mails

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

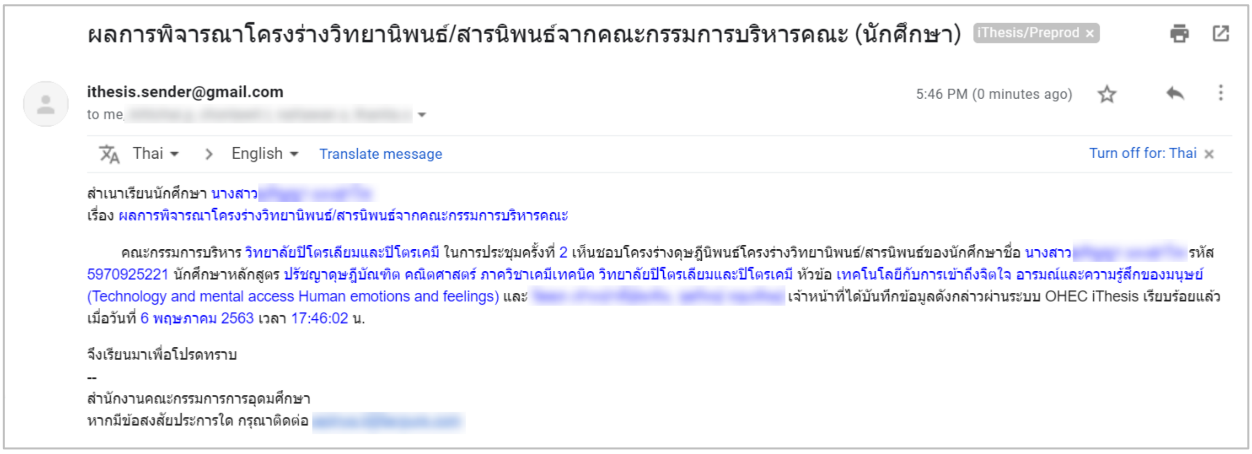


Figure 182: Example of a faculty committee proposal approval result e-mail

Once approved, the document status will change from (PENDING) PROPOSAL to PROPOSAL with a green correction symbol as shown in Figure 183.

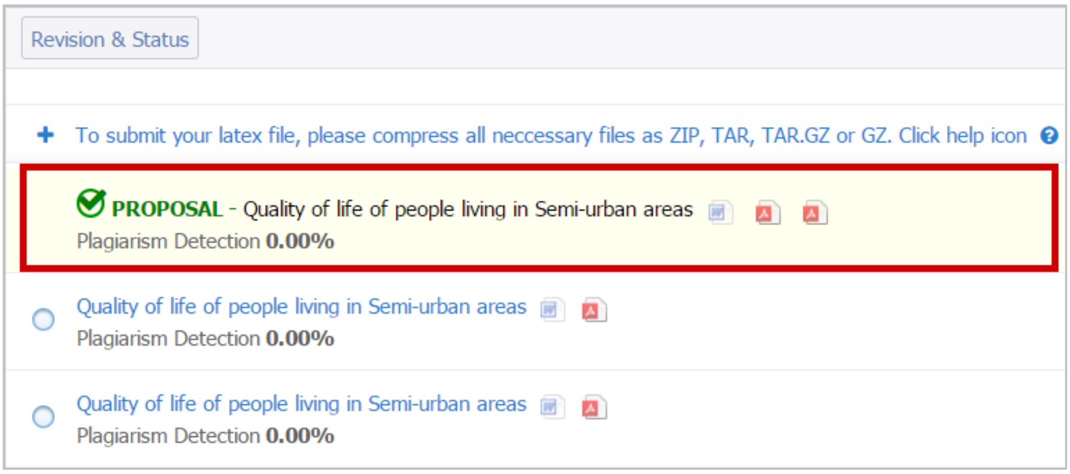


Figure 183: The web portal screen after a proposal has been approved

Note: Some educational institutions do not require students who do an independent study to submit a proposal for their research work. Therefore, there will not be a feature for Proposal Submission on their user interface, but Draft Version Submission and Complete Version Submission only. Features may vary depending each educational institution's policies.

2.4.4.2 Editing a proposal

After a student's proposal has been approved, if the student wants to edit the submitted proposal, follow these steps;

1. Click Revision & Approval, then click to select the edited proposal file you want to use. The Details of Revision panel will be displayed on the right on the Revision & Approval screen.
2. At the message "Change proposal details (topic, advisor or examiners). Please click here to make an agreement request to advisor", click on the click here link (number 2) that appears above the Save as DRAFT VERSION button as in the shown in Figure 184 (or if the educational institution does not require a draft version submission, the displayed button will instead be displayed as Save as COMPLETE VERSION).

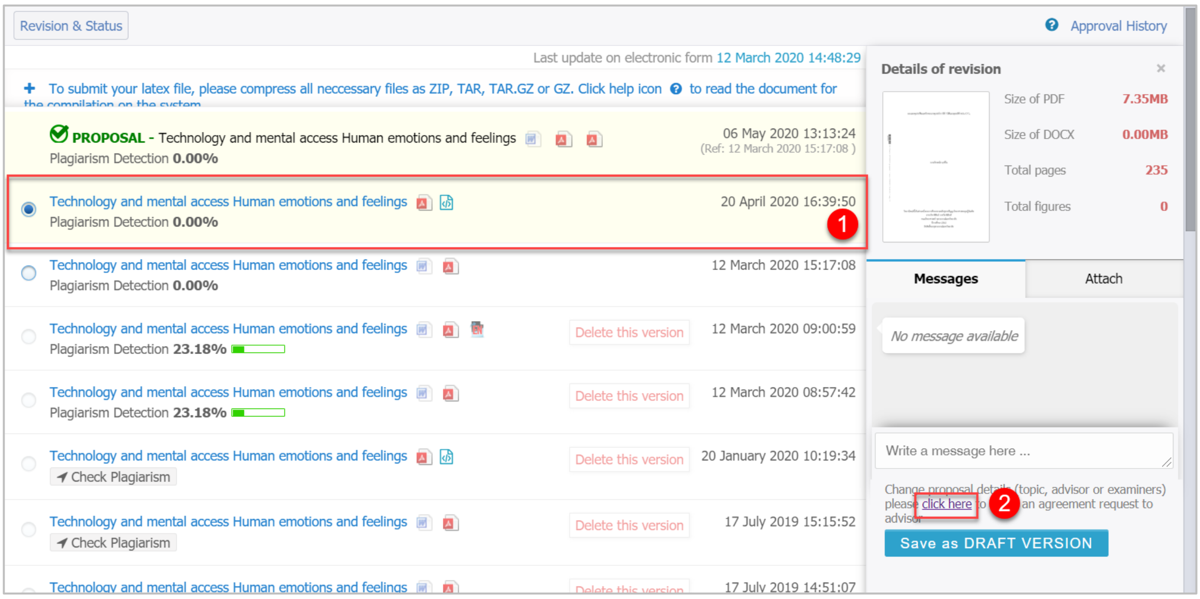


Figure 184: Requesting change on proposal details

3. A confirmation message box to proceed with the request for change will appear. To proceed click OK or click Cancel to cancel. If confirmed, an e-mail requesting change of proposal details will be sent to the advisor, the co-advisor (if any), and student.

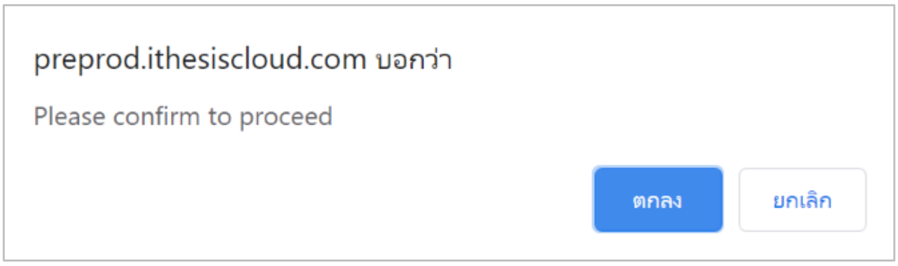


Figure 185: Change of proposal details confirmation message box

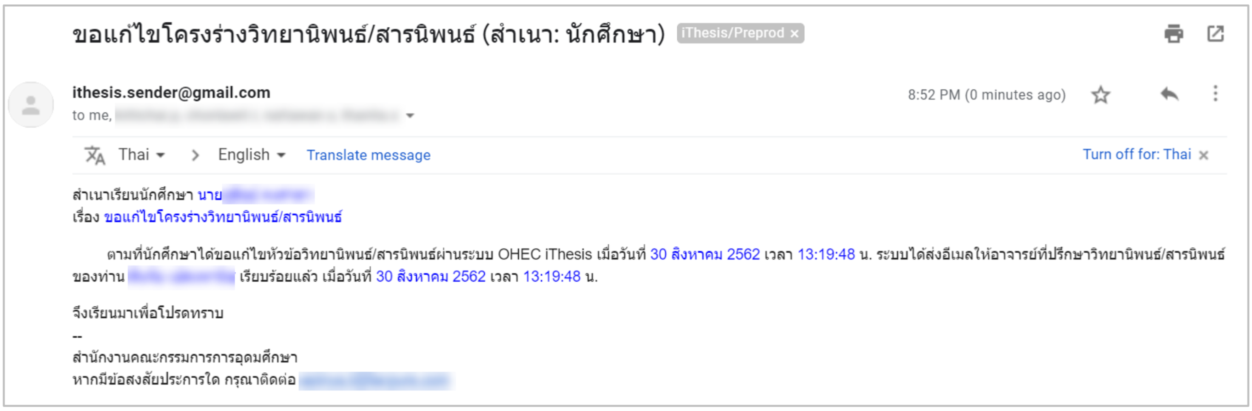


Figure 186: Example of an e-mail requesting change of proposal details

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา: นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์(เจ้าหน้าที่)

Table 5: E-mails sent for change of proposal details request

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

4. When the advisor has reviewed the change, the student will receive a revision result e-mail.

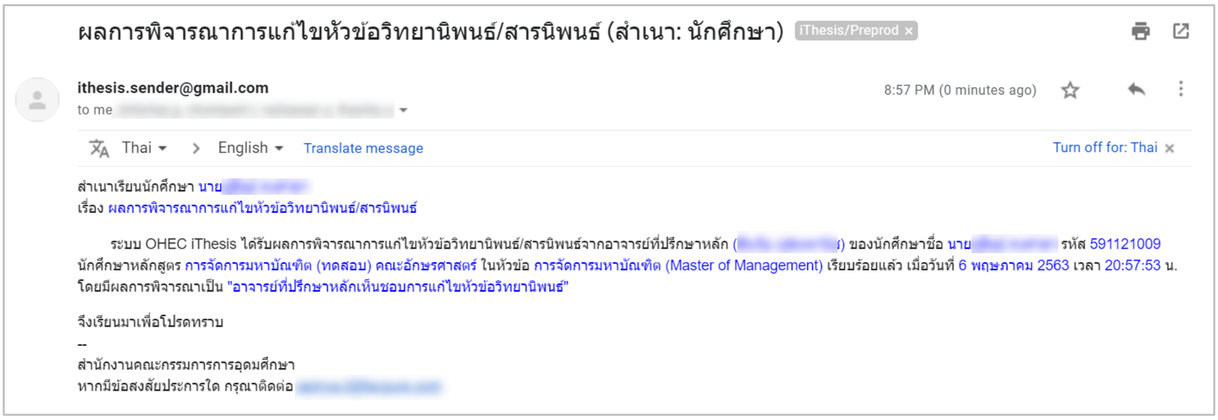


Figure 187: Example of the advisor proposal approval result e-mail

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (เจ้าหน้าที่)

Table 6: Advisor proposal approval result e-mails

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

2.4.4.3 Editing a research topic

Once a proposal has been approved, the research topic on the Topic section and the information of advisor, committee, and examiner on the Committee & Examiner section can no longer be changed. Figure 188 shows an example of Topic section without a Save option.

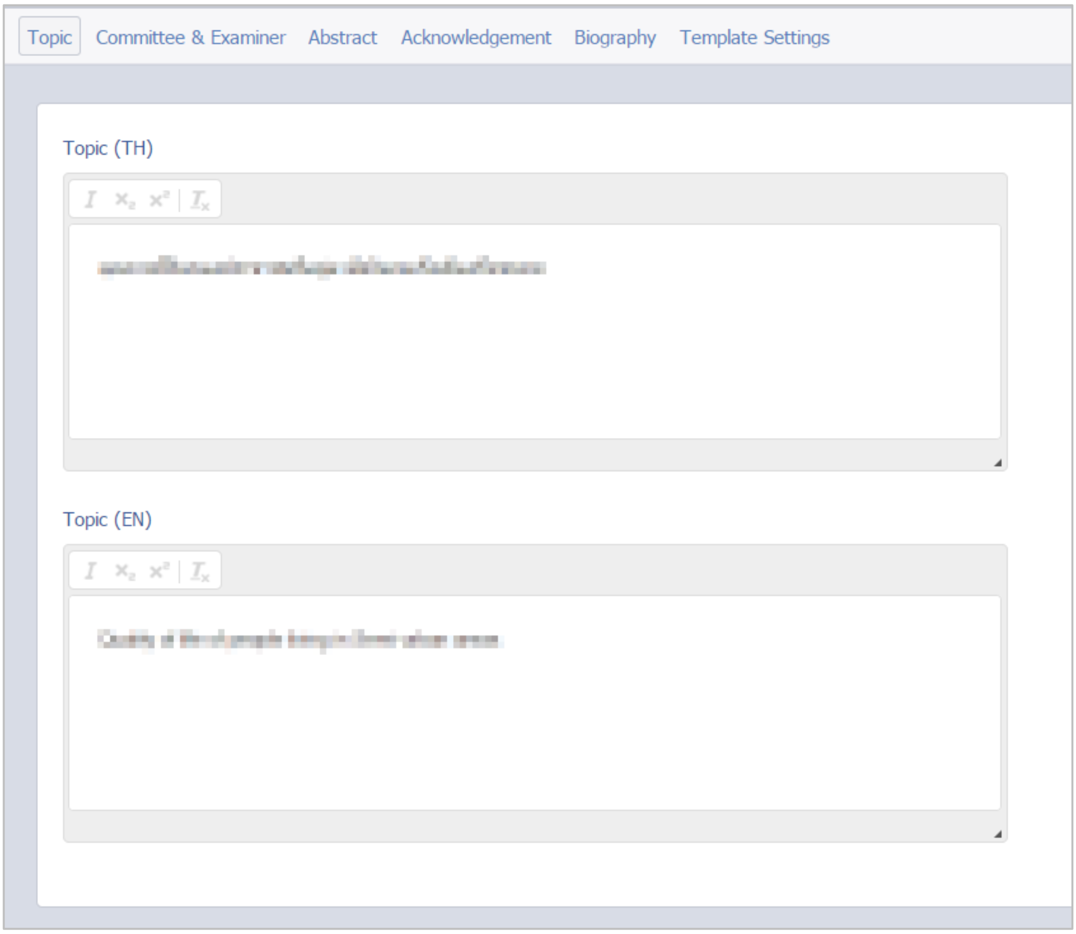


Figure 188: Topic feature after a proposal has been approved

In this case, to edit the topic a request must be made as follows;

1. Go to Electronic Form and click Topic.
2. Below the topic textboxes, go to Request to edit topic at the bottom left and click on the click here link as shown in Figure 189.

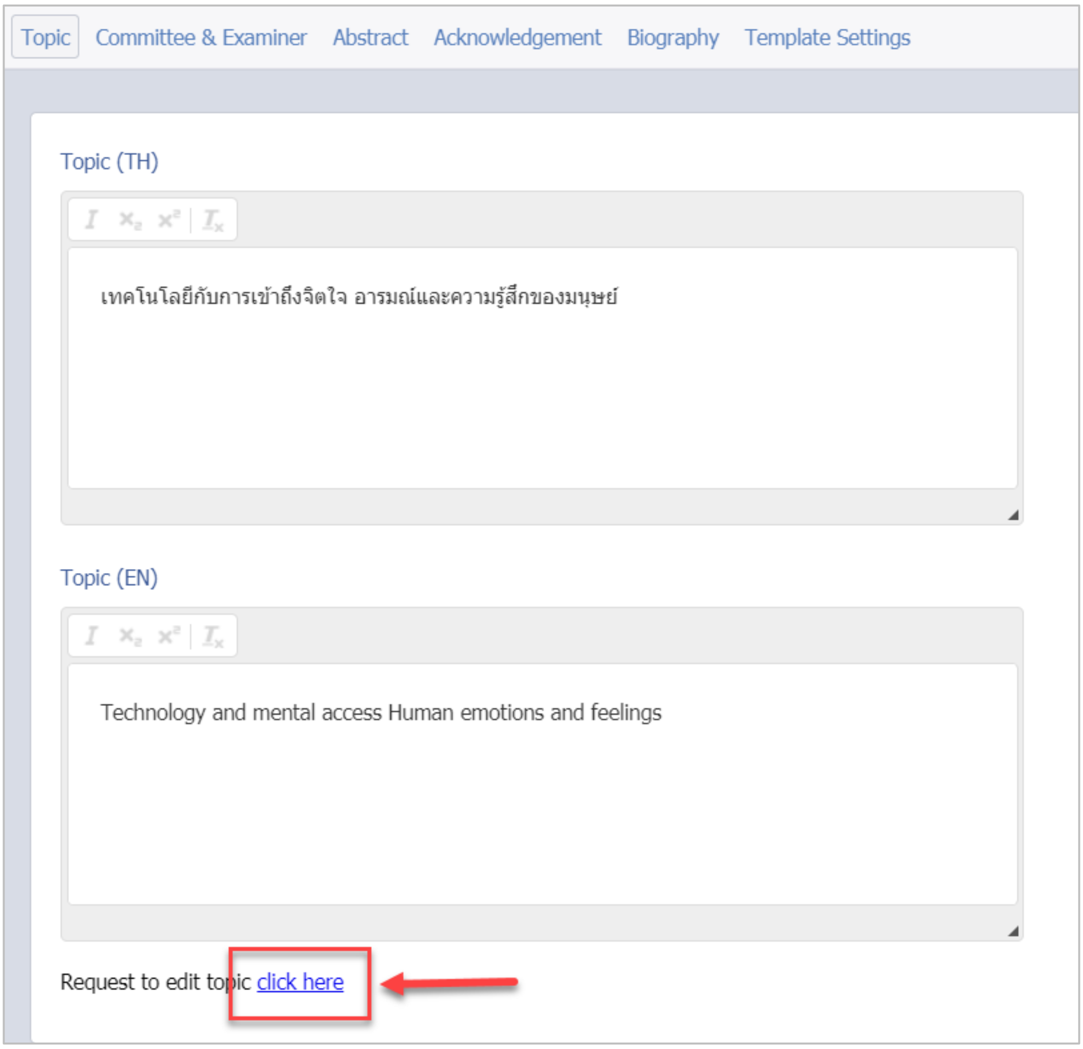


Figure 189: Link for requesting a topic edit

3. A new window will appear, fill out the required Thai topic title in the New topic (TH) box and the English topic title the New topic (EN) box. Then, click the Send Request to send a request to edit topic to the advisor and the graduate staff.

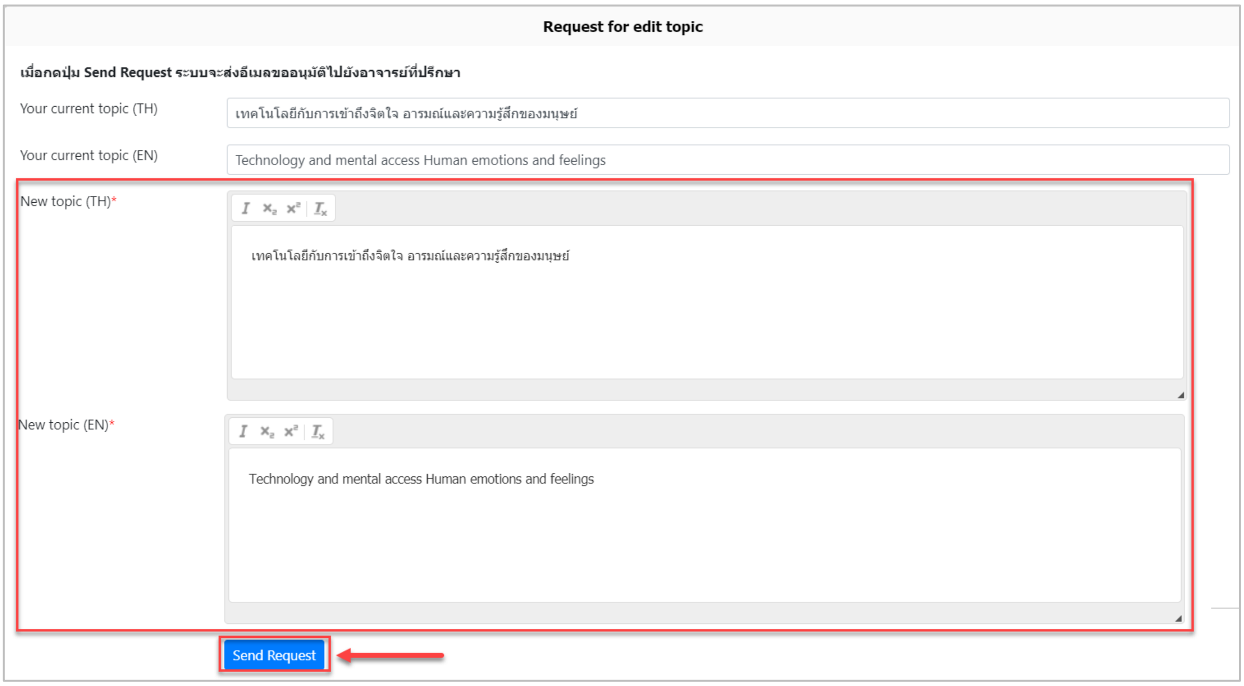


Figure 190: Request for edit topic window

4. An e-mail requesting approval for a topic edit from the advisor will be sent.

Figure 191: Example of a topic edit requesting e-mail

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (สำเนา: นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์(เจ้าหน้าที่)

Table 7: E-mails sent for a topic edit request

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

5. When the advisor has reviewed the new topic, the revision result will be sent via e-mail to the student.

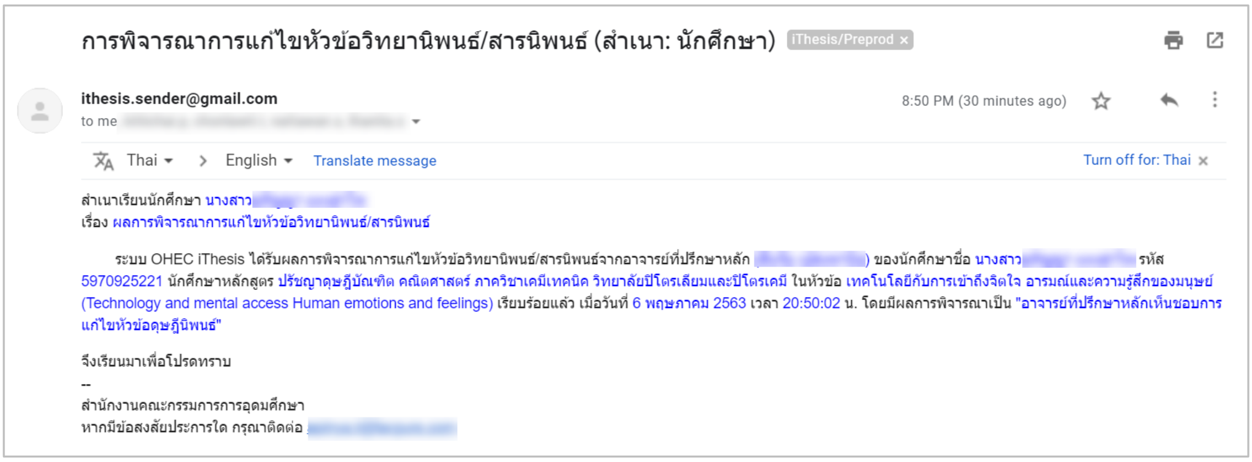


Figure 192: Example of the advisor topic edit approval result e-mail

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (เจ้าหน้าที่)

Table 8: Advisor topic edit approval result e-mails

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

6. After the topic has been edited, students will need to Generate Template again in iThesis Add-in and then Save to Cloud to update the edited information into the web portal.

2.4.4.4 Submitting a draft version

Several educational institutions require their students to submit a draft version of their research to be reviewed and approved first before their defense examination and submission of their complete research. To submit a draft version, follow these steps;

1. Save the draft document via iThesis Add-in (using Save to Cloud).
2. Click on the Check Plagiarism Detection button which is connected to Akarawisut system, to have the document automatically checked for the plagiarism, which may take a long time depending on the checking queues.

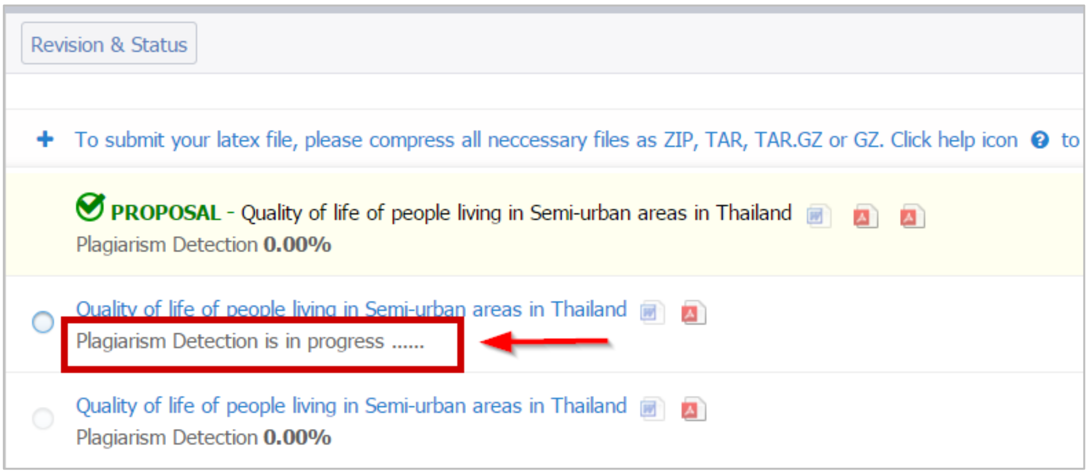


Figure 193: Checking for plagiarism using Akarawisut system

3. When the checking process is finished, the detected plagiarism will be shown in % of similarity which when clicked, Plagiarism Checking Report will be open for more details.

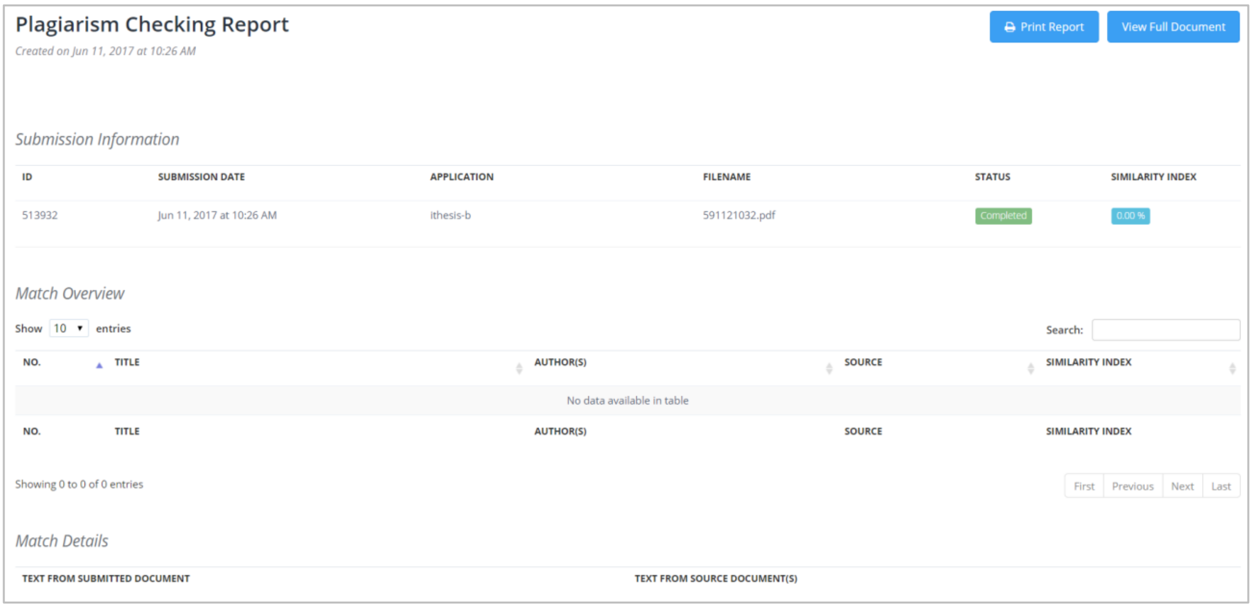


Figure 194: Akarawisut's Plagiarism Checking Report page

4. Click to select the draft document for submitting as a draft version and click Save as DRAFT VERSION as shown in Figure 195. Sending additional files or messages is also possible in the same way as in submitting a proposal.

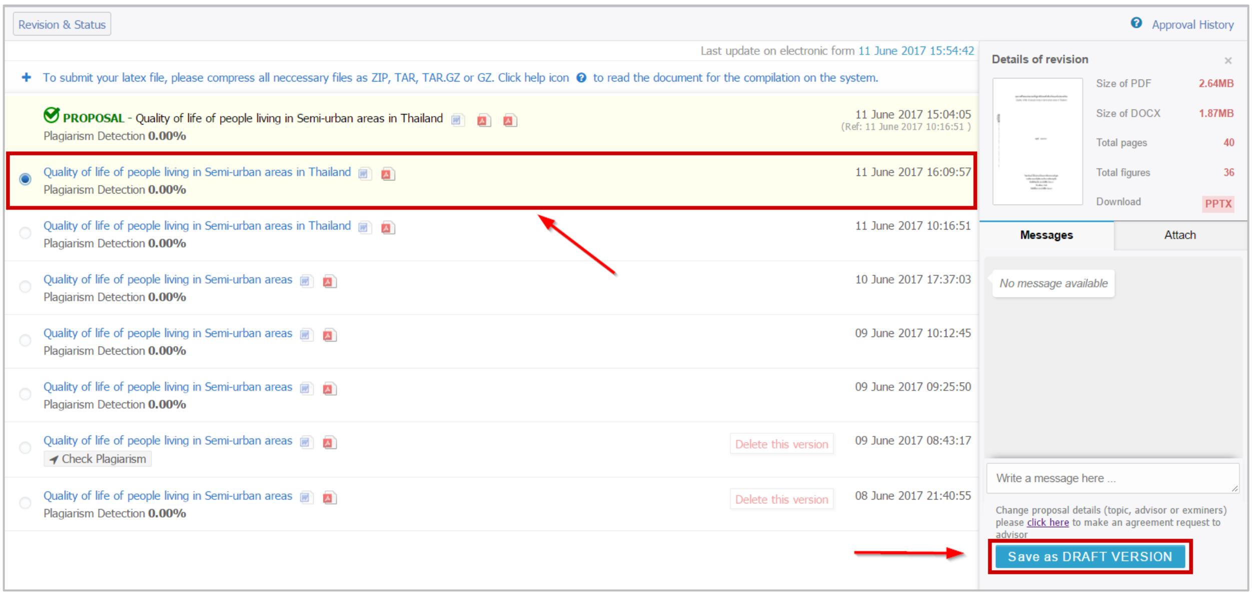


Figure 195: Confirmation of submission of a draft version

5. A request for revision will be sent to the advisor and the submitted file will be displayed at the top of the list with the message (PENDING) DRAFT while waiting for an approval result from the advisor as shown in Figure 196.

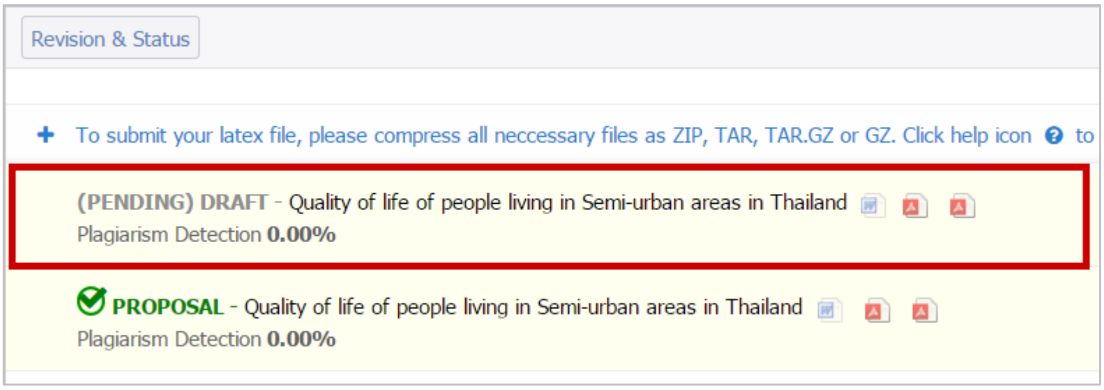


Figure 196: The web portal screen after a revision request for a draft version has been submitted

An e-mail request for draft version revision will be sent to the advisor, co-advisor (if any), and the student as shown in Table 9.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา: นักศึกษา)

Table 9: Sent e-mails of a request for draft version revision

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

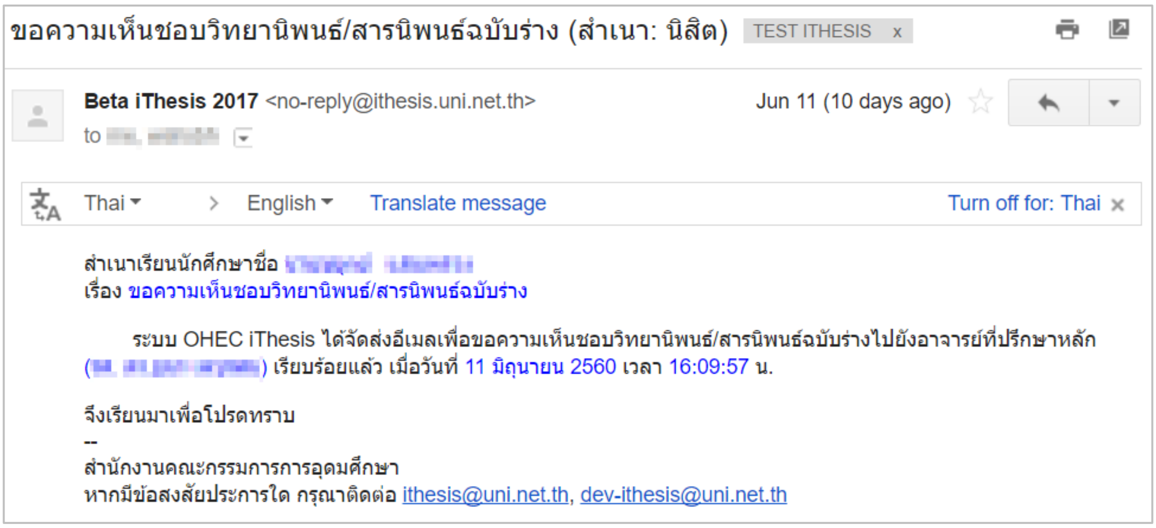


Figure 197: Example of a draft version revision request e-mail

6. When a draft version has been revised by the advisor, an approval result e-mail will be sent to the advisor, co-advisor (if any), and the student as shown as in Table 10.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา: นักศึกษา)

Table 10: Sent e-mails of approval result for a draft version

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

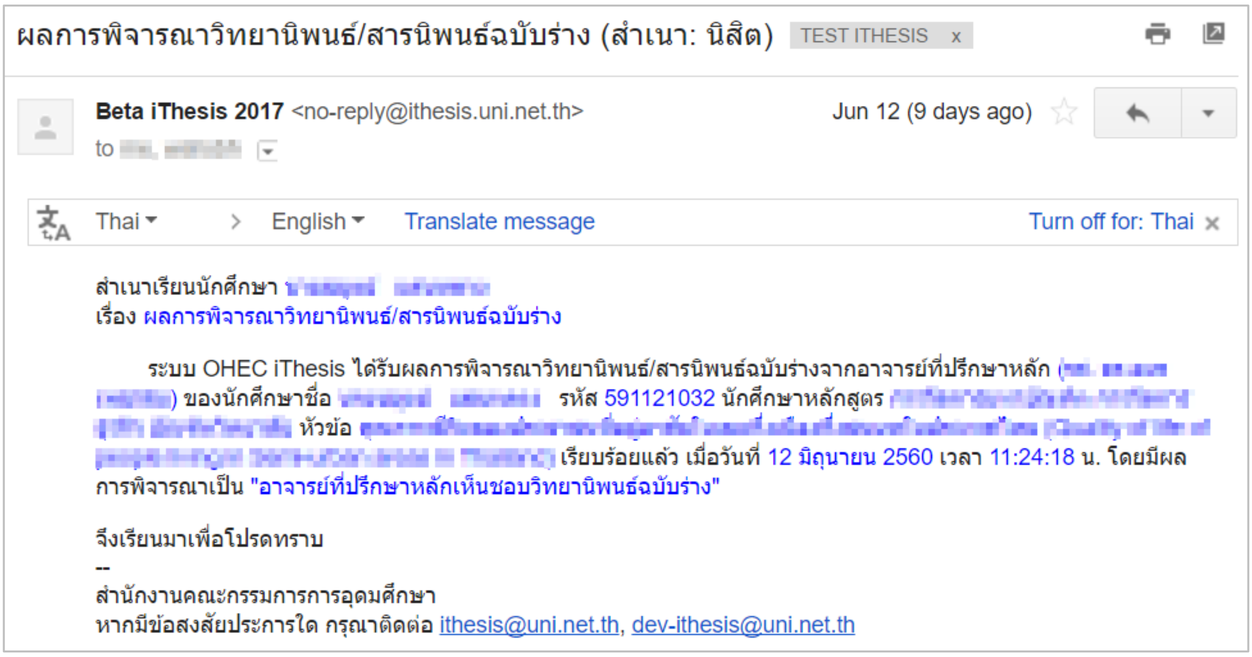


Figure 198: Example of a draft version approval result e-mail

Once approved, the document status will change from (PENDING) DRAFT to DRAFT with a green correction symbol as shown in Figure 199.

Figure 199: The web portal screen after a draft version has been approved

2.4.4.5 Submitting a complete version

When a student has passed their defense examination and is ready to submit the complete version of their research, the required data must be filled in the Report Data section before submitting. Without filling out the data in Report Data, the student will not be allowed to submit a complete version. To submit a complete version, do as follows;

1. Save the complete version document via iThesis Add-in (using Save to Cloud).
2. Click on the Check Plagiarism Detection button which is connected to Akarawisut system, to have the document automatically checked for the plagiarism. This may take a long time depending on the checking queues. More details can be seen in Plagiarism Checking Report.
3. After filling out the information in the Report Data section, select the document to be submitted as the complete version, then click Save as COMPLETE VERSION. Sending additional files or messages is also possible as shown in Figure 200.

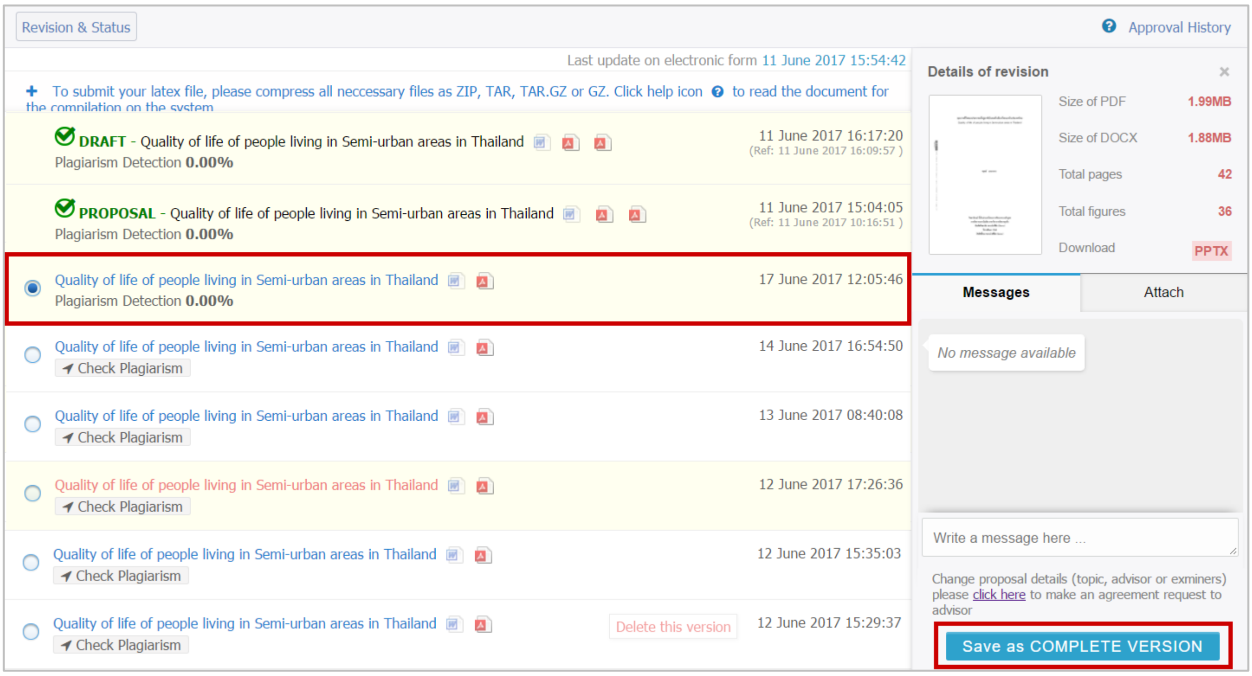


Figure 200: Submitting a complete version

Note: If the required information has not been filled in the Report Data section, a notification pop-up with the message: Please complete the form on "REPORT DATA" menu will appear.

Figure 201: Notification for Report Data form to be completed

4. A request for the advisor's revision will be sent and the submitted file will be displayed at the top of the list with the message (PENDING) COMPLETE while it is awaiting the approval result from the advisor as shown in Figure 202.

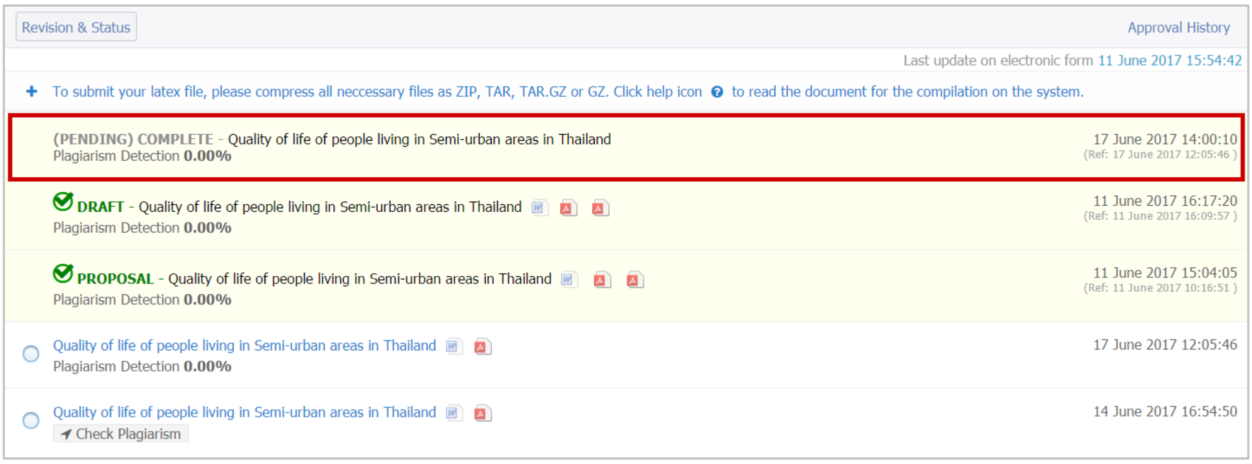


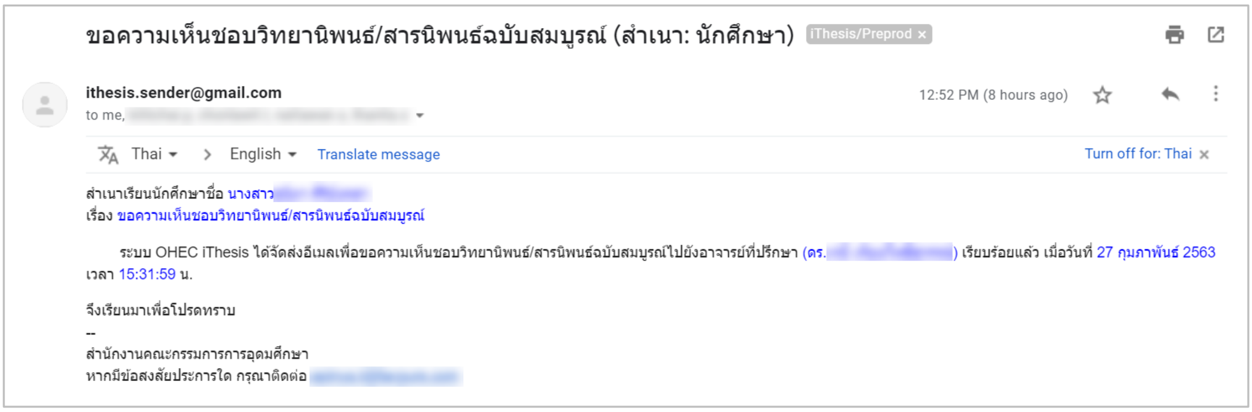
Figure 202: The web portal screen after a revision request for a complete version has been submitted

A request for revision will be sent to the advisor, co-advisor (if any), and the student as shown as in Table 11.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นักศึกษา)

Table 11: Sent e-mails of a request for complete version revision

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.


ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นักศึกษา) iThesis/Preprod ×

ithesis.sender@gmail.com
to me, [redacted]
12:52 PM (8 hours ago)

Thai › English Translate message Turn off for: Thai ×

สำเนาเรียนนักศึกษาชื่อ นางสาว[redacted]
เรื่อง ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์

ระบบ OHEC iThesis ได้จัดส่งอีเมลเพื่อขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ไปยังอาจารย์ที่ปรึกษา (ดร.[redacted]) เรียบร้อยแล้ว เมื่อวันที่ 27 กุมภาพันธ์ 2563 เวลา 15:31:59 น.

จึงเรียนมาเพื่อโปรดทราบ

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สำนักงานคณะกรรมการการอุดมศึกษา
หากมีข้อสงสัยประการใด กรุณาติดต่อ [redacted]

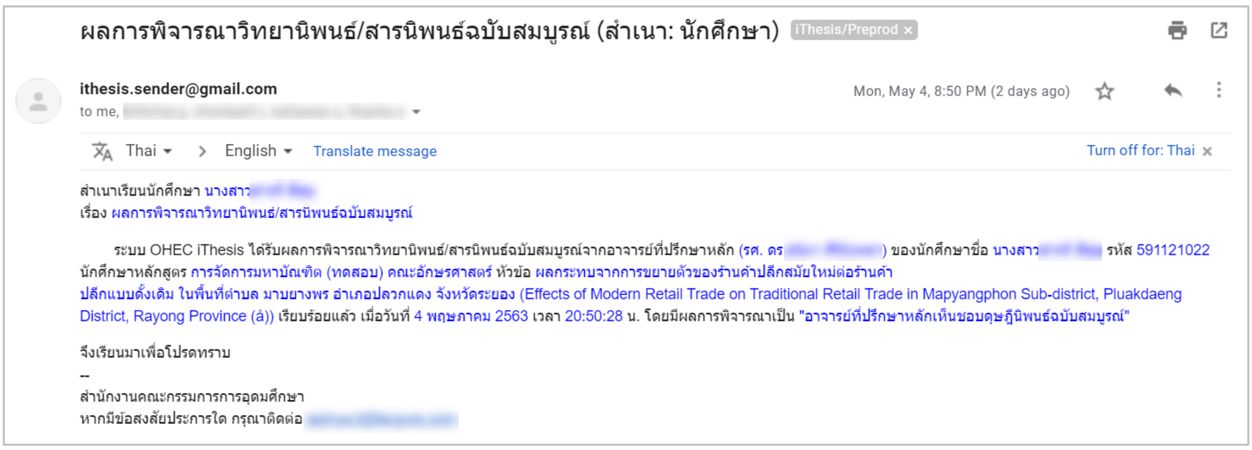
Figure 203: Example of a complete version revision request e-mail

5. After being revised, an approval result e-mail will be sent to the student, advisor, and co-advisor (if any) as shown as in Table 12.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นักศึกษา)

Table 12: Sent e-mails of approval result for a complete version

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.


ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นักศึกษา) iThesis/Preprod ×

ithesis.sender@gmail.com
to me, [redacted]
Mon, May 4, 8:50 PM (2 days ago)

Thai › English Translate message Turn off for: Thai ×

สำเนาเรียนนักศึกษา นางสาว[redacted]
เรื่อง ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์

ระบบ OHEC iThesis ได้รับผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์จากอาจารย์ที่ปรึกษาหลัก (รศ. ดร[redacted]) ของนักศึกษาชื่อ นางสาว[redacted] รหัส 591121022 นักศึกษาหลักสูตร การจัดการมหาบัณฑิต (ทดสอบ) คณะอักษรศาสตร์ หัวข้อ ผลกระทบจากการขยายตัวของร้านค้าปลีกสมัยใหม่ต่อร้านค้าปลีกแบบดั้งเดิม ในพื้นที่ตำบล มาบยางพร อำเภอปลวกแดง จังหวัดระยอง (Effects of Modern Retail Trade on Traditional Retail Trade in Mapyangphon Sub-district, Pluakdaeng District, Rayong Province (ล)) เรียบร้อยแล้ว เมื่อวันที่ 4 พฤษภาคม 2563 เวลา 20:50:28 น. โดยมีผลการพิจารณาเป็น "อาจารย์ที่ปรึกษาหลักเห็นชอบดุษฎีนิพนธ์ฉบับสมบูรณ์"

จึงเรียนมาเพื่อโปรดทราบ

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สำนักงานคณะกรรมการการอุดมศึกษา
หากมีข้อสงสัยประการใด กรุณาติดต่อ [redacted]

Figure 204: Example of a complete version approval result e-mail

If the advisor has disapproved of the complete version, the status of the document will change from (PENDING) COMPLETE to COMPLETE with a warning symbol. If the advisor has attached a file created with iThesis Add-in, it can be downloaded by clicking on the file name as shown in Figure 205. A student can make changes to the downloaded file, then use Save to Cloud feature to save it on the web portal.

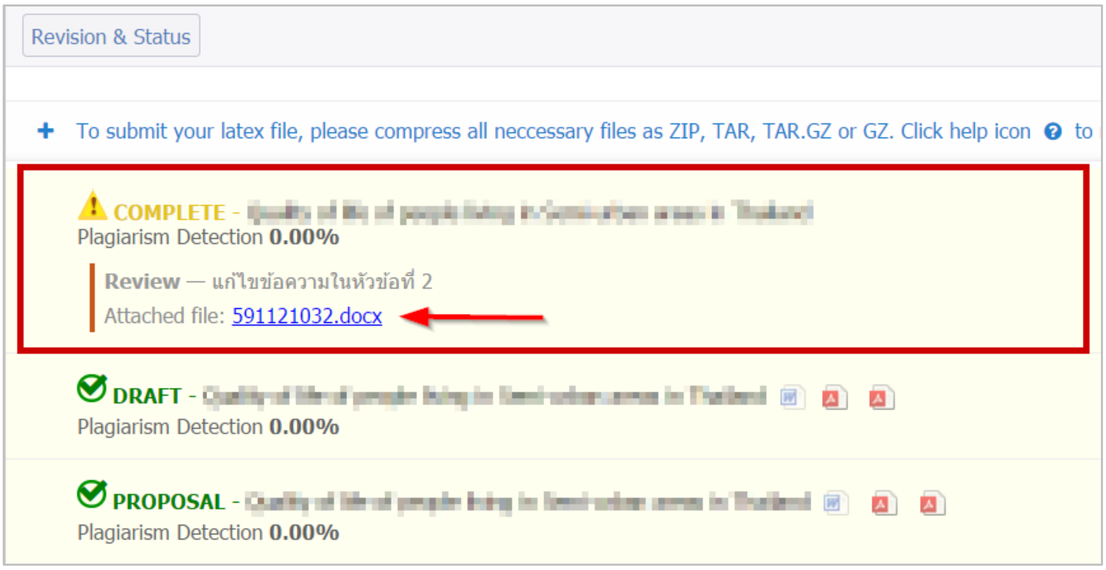


Figure 205: The web portal screen after a complete version has not been approved

Once approved, the document status will change from (PENDING) COMPLETE to COMPLETE with a green correct symbol as shown in Figure 206.

Figure 206: The web portal screen after a complete version has been approved

2.4.4.6 Revising a complete version

After the complete version has been approved by the advisor, the Revise Completed Version feature will be displayed in Revision & Approval. To revise the complete version, a request must be made as shown in Figure 207.

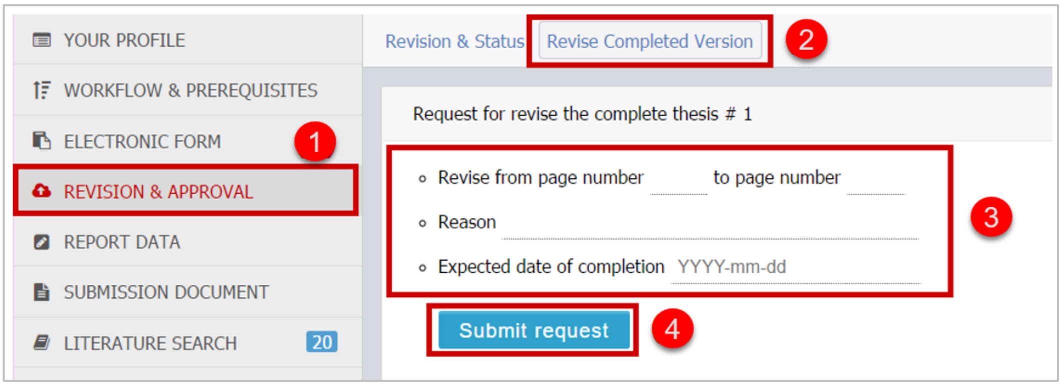


Figure 207: Requesting to revise a complete version form

1. Go to Revision & Approval
2. Click Revise Completed Version
3. Fill out the details in the request to revise complete version form, including;
   3.1. Page numbers where revision will be made
   3.2. Reason for revision
   3.3. Expected date of completion
4. Click Submit Request to send the request to the advisor.
5. A request to revise the complete version will be sent to the advisor, co-advisor (if any), and the student as shown as in Table 13.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (นักศึกษา)

Table 13: Sent e-mails of a request to revise a complete version

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

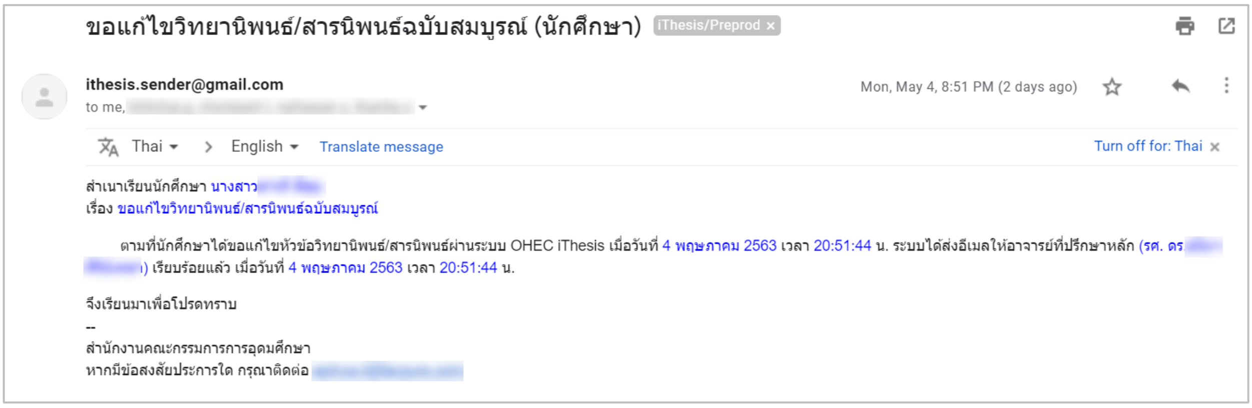


Figure 208: Example of an e-mail requesting to revise a complete revision

5.1. If disapproved, the complete version will not be cancelled, but the disapproved request to revise will be displayed in iThesis as shown in Figure 209.

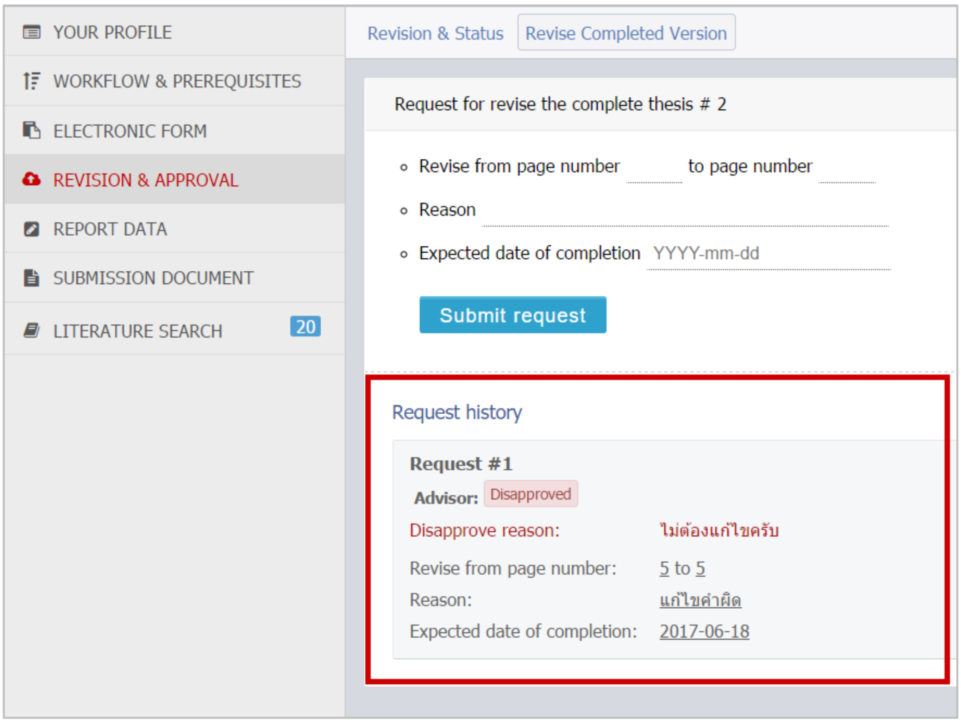


Figure 209: Request history and a disapproved request to revise complete version

5.2. If approved, an approval result e-mail will be sent to the graduate staff to notify that the submitted complete version is to be revised and to further request an approval to revise from the staff as shown as in Table 14.

ลำดับ	ผู้รับ	หัวข้อ
1	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (เจ้าหน้าที่)

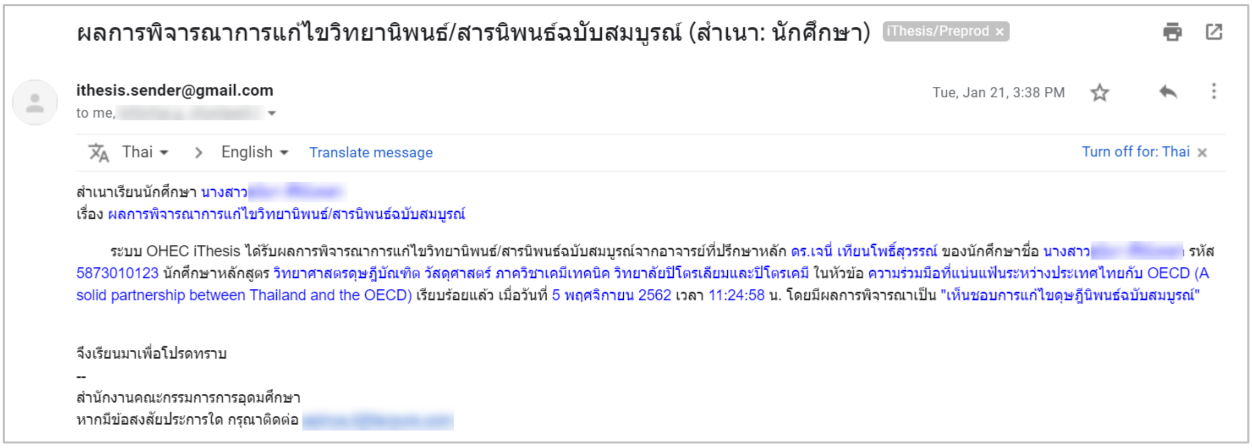
Table 14: Sent e-mails of request to revise complete version for the graduate staff

After the graduate staff have approved the request to revise the complete version, the result e-mail will be sent to the student, advisor, co-advisor (if any) as shown as in Table 15.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นักศึกษา)

Table 15: Sent e-mails of the graduate staff's approval result to revise complete version

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.


ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นักศึกษา) iThesis/Preprod

ithesis.sender@gmail.com
to me,
Tue, Jan 21, 3:38 PM

Thai > English Translate message Turn off for: Thai

สำเนาเรียนนักศึกษา นางสาว
เรื่อง ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์

ระบบ OHEC iThesis ได้รับผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์จากอาจารย์ที่ปรึกษาหลัก ดร.เจนี่ เทียนโพธิ์สุวรรณ์ ของนักศึกษาชื่อ นางสาว รหัส 5873010123 นักศึกษาหลักสูตร วิทยาศาสตรดุษฎีบัณฑิต วัสดุศาสตร์ ภาควิชาเคมีเทคนิค วิทยาลัยปิโตรเลียมและปิโตรเคมี ในหัวข้อ ความร่วมมือที่แน่นแฟ้นระหว่างประเทศไทยกับ OECD (A solid partnership between Thailand and the OECD) เรียบร้อยแล้ว เมื่อวันที่ 5 พฤศจิกายน 2562 เวลา 11:24:58 น. โดยมีผลการพิจารณาเป็น "เห็นชอบการแก้ไขดุษฎีนิพนธ์ฉบับสมบูรณ์"

จึงเรียนมาเพื่อโปรดทราบ
--
สำนักงานคณะกรรมการการอุดมศึกษา
หากมีข้อสงสัยประการใด กรุณาติดต่อ

Figure 210: Example of complete version revision approval e-mail

6. When both the advisor and the graduate staff have approved the request to revise the complete version, the originally approved complete version will be cancelled from the system along with the file marked with COMPLETE and a green correction symbol.
7. When the student has finished editing the revised complete version, use Save to Cloud in iThesis Add-in to save it to the web portal and re-submit the complete version.

2.4.5 Report Data

Report Data is a feature for students to fill in data before submitting their complete version on iThesis. It can be divided into 3 sub-menus as shown in Figure 211.

1. After Defense (information to be completed after the defense examination)
2. Research Mapping (types of research)
3. Publications (published journals, articles, or other documents)

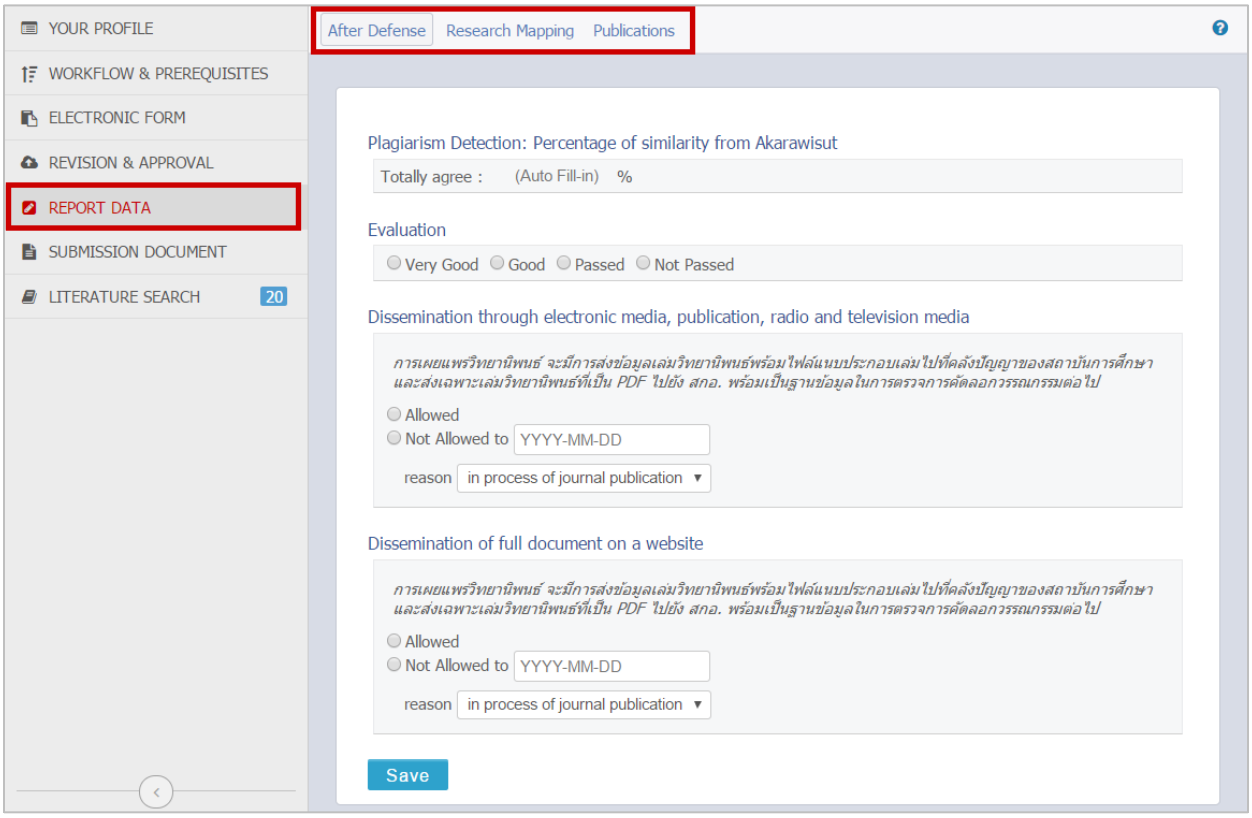


Figure 211: Report Data and sub-menus

Note: For some educational institutions, the After Defense and Research Mapping features will not be displayed to student users as advisors are assigned to fill in the information in these sections. Only the Publications sub-menu will be available for students to fill in.

2.4.5.1 After Defense

After Defense is a feature for students to fill out required information after having their defense examination and to specify their publication details. It can be divided into 3 sections as shown in Figure 212.

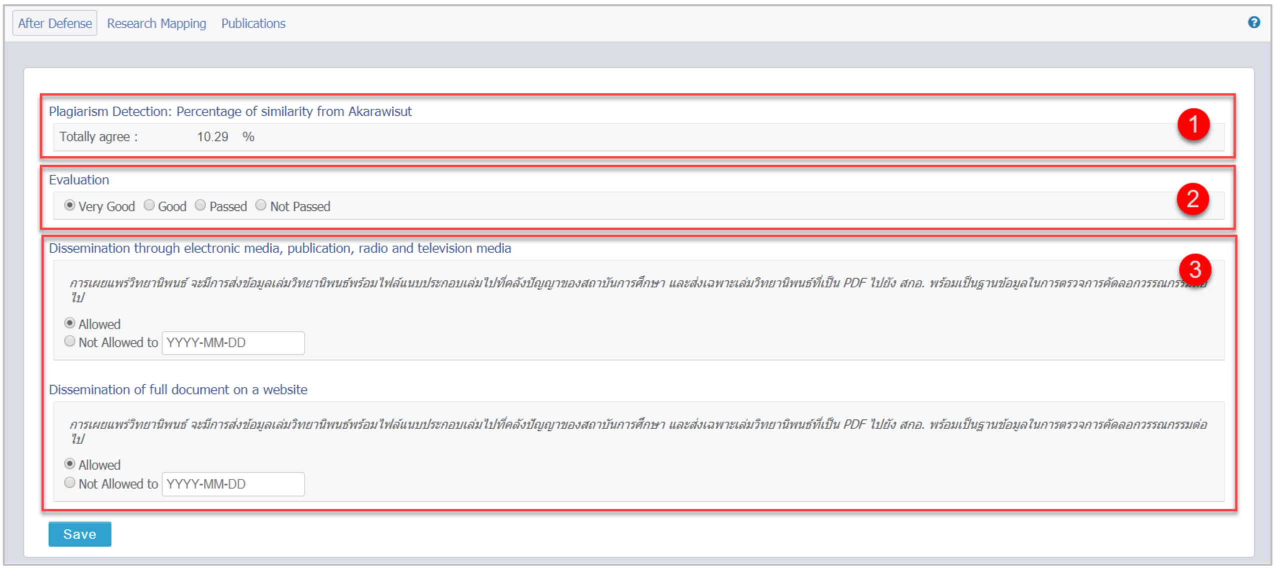


Figure 212: Sections on the After Defense screen

1. Plagiarism Detection – displays the percentage of plagiarism that may be found in the work, which can be divided into;
    1.1 Turnitin Detection: Students must manually specify the percentage of plagiarism detected with Turnitin program and attach the detection report file in .PDF. Students who write their research work in English, their work must be checked with Turnitin. However, detection of plagiarism with Turnitin program can be determined by each educational institution to suit their policies.
    1.2 Akarawisut Detection: Students do not need to put in the data as the detection result will be automatically retrieved.
2. Evaluation – displays the evaluation result the student’s defense examination as Very Good, Good, Passed, or Not Passed. A student must specify the result they have received from the examination.
3. Dissemination – manages dissertation options for the students’ work. A student can choose to have their work published or concealed. For concealed work, the period of concealment must be specified, which if the time period exceeds the educational

institution's regulated concealment period, i.e. within 10 years, a notification will be displayed. Dissemination options can be divided into 2 channel which are;

3.1 Dissemination via electronic media

3.2 Dissemination via the websites

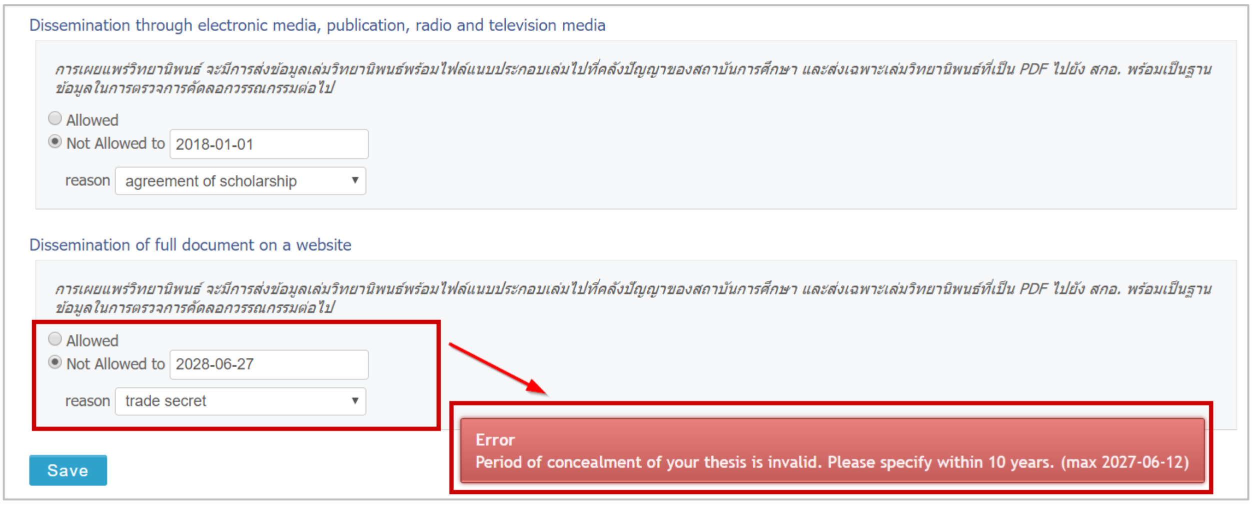


Figure 213: Filling information in the After Defense section

When all 3 sections have been filled in, click Save to save the information.

Note:

1. Some educational institutions might not require filling information in the Plagiarism Detection section.
2. For those who choose to have their research concealed, the maximum concealment period is 10 years or as determined by each educational institution. The reason for concealment must also be specified.

2.4.5.2 Research Mapping

Research Mapping is a feature used to specify the categories of a research work in order to make it more convenient to be used as a reference or cited in future reports. The categories can be divided into 4 sections as shown in Figure 214.

Figure 214: Sections on the Research Mapping screen

1. Subject Area / Subject Category – to specify the area and category for a research subject. More than 1 category can be selected.
2. Thailand Standard Industrial Classification (TSIC) – to specify the category of a research topic based on TSIC. Only <u>1 category</u> can be selected.
3. Field of research – to specify the research field that the topic falls under. More than 1 category can be selected.
4. The International Standard Classification of Education (ISCED) - to specify the category of a research topic based on ISCED. Only <u>1 category</u> can be selected.

When all 4 sections have been filled in, click Save to save the information.

Note: To specify the categories for a research study, students should consult the selections with their advisor to ensure that the chosen categories are accurate and can be used for further benefits.

2.4.5.3 Publications

Publications is a feature for students to specify the publications that are relevant to their research. Publications can be divided into 3 sections as shown in Figure 215.

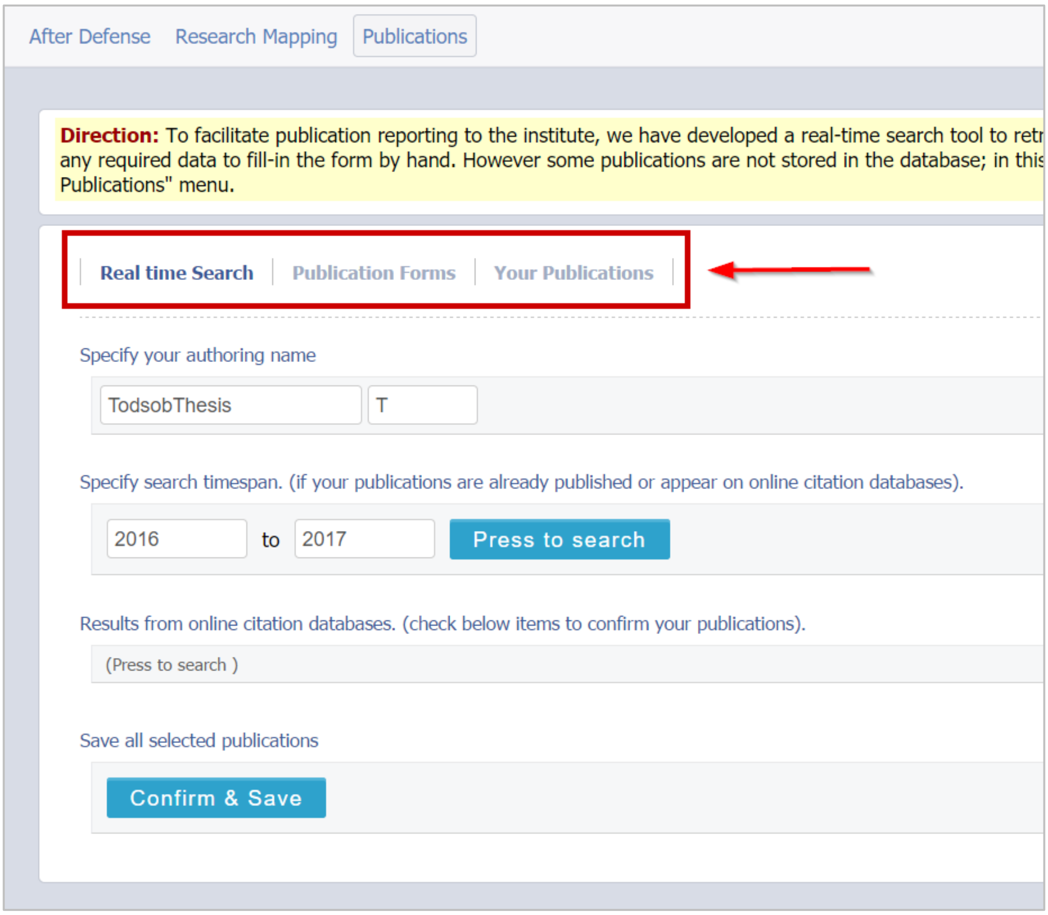


Figure 215: Sections of Publications

1. Real time Search - is a real time search form to search for the citation of the student's published journals on ISI, SCOPUS, Crossref, PubMed and ScienceDirect databases which are considered important international academic journals databases.

Note: Access to PubMed and ScienceDirect databases must be arranged by the administrator.

2. Publication Forms is used to fill information on other publications such as journals or articles, in the case that the student's work has also been made public for other citation databases, conferences, and intellectuals.
3. Your Publications is a section that summarizes all data from Real time Search and Publication Forms.

Real time Search

To use Real time Search as shown in Figure 216, follow these steps;

Figure 216: Filling information on the Real time Search form

1. The surname and the first name initial of the author (in English) used in iThesis will be displayed. However, if the user has published on ISI, SCOPUS, Crossref, PubMed, or ScienceDirect databases under a different name, type in the surname and the first name initial used on the databases.
2. Search timespan can also be specified in AD year. A student may search from the first year to the current of their educational institution.
3. Click Press to Search to search for information from all 5 databases.
4. After processing, search results will be displayed. In the case that there is no publication found, "not found" messages will be displayed on a database name as shown in number 1 on Figure 217. If there is a publication, it will be displayed as shown in number 2 on Figure 217.

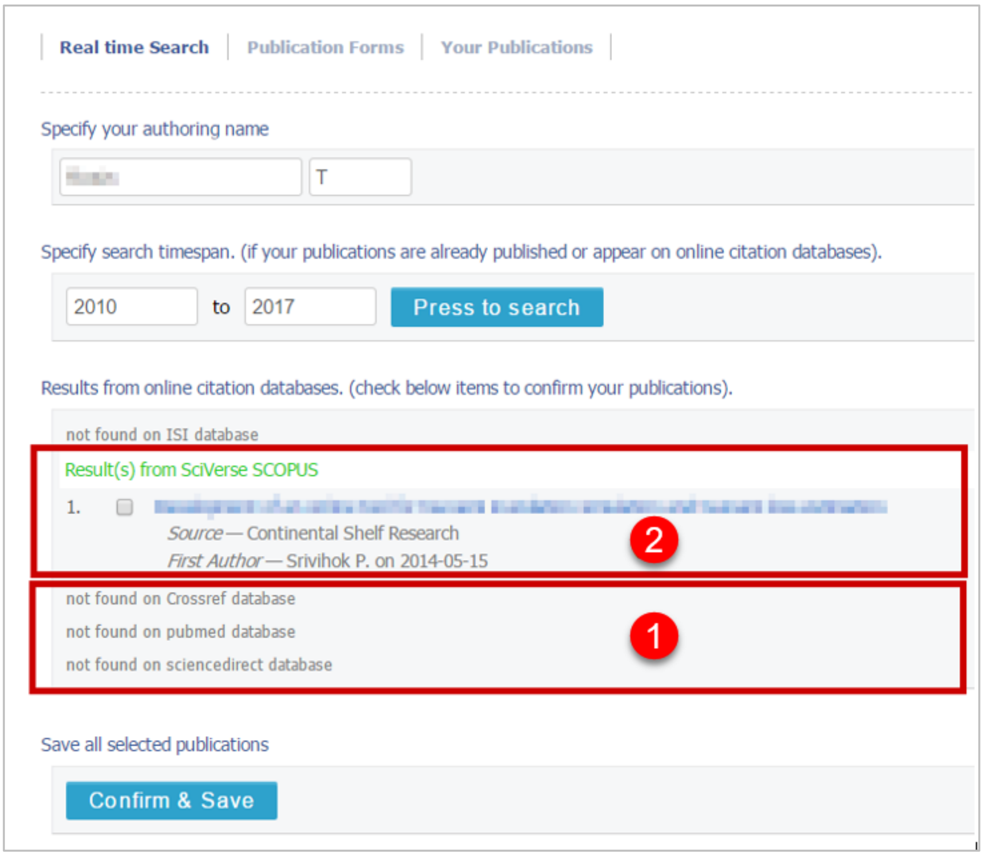


Figure 217: Example of displayed search results on ISI and Scopus databases

5. Click the Confirm & Save button to save the information.

Filling Publication Forms

Publication Forms can be divided into 3 types of publications as follows;

1. Journal/Article is a form for filling information for journals or other published articles that are not published on ISI, SCOPUS or Crossref databases. Students must fill in all the details, especially in the fields with the red asterisk symbol (*) which signify <u>required</u> information as shown in Figure 218.

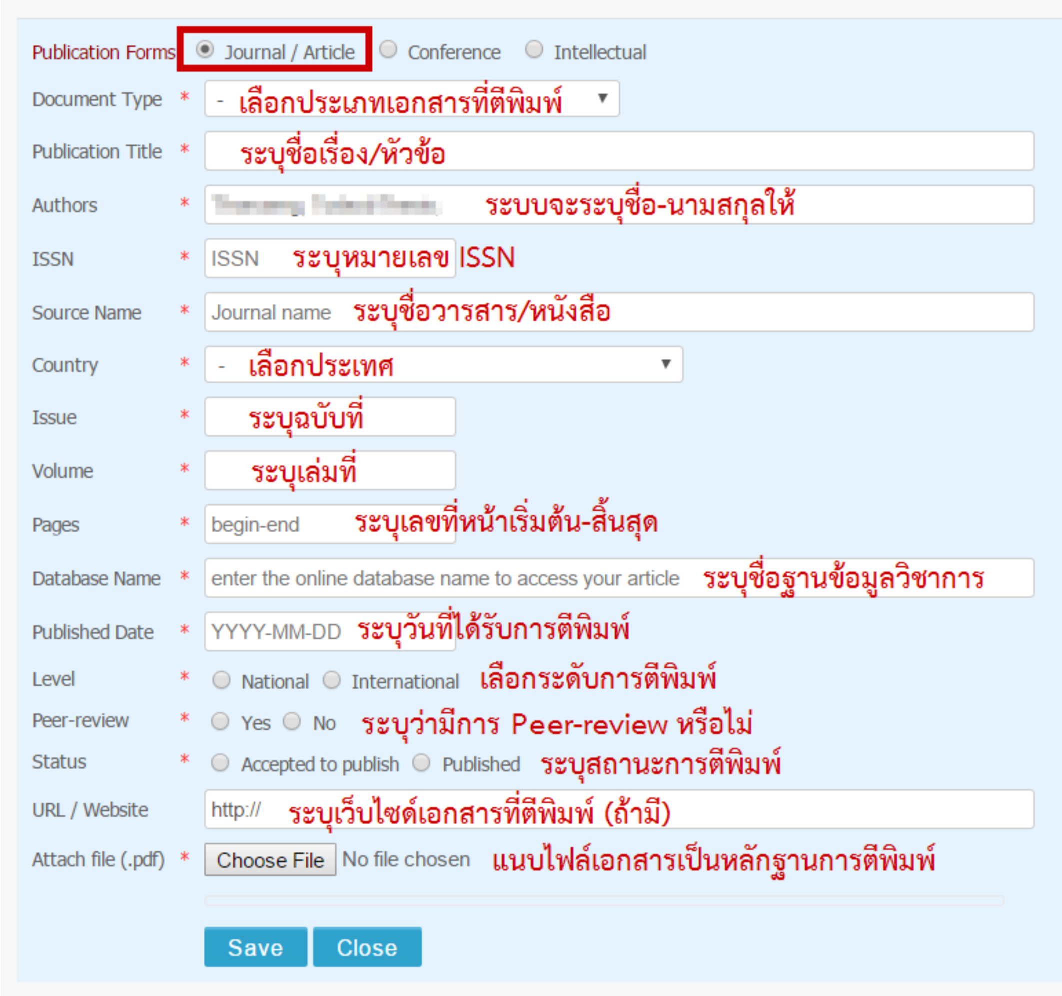


Figure 218: Journal/Article publication form

2. Conference is a form used to fill in academic conference information as shown in Figure 219.

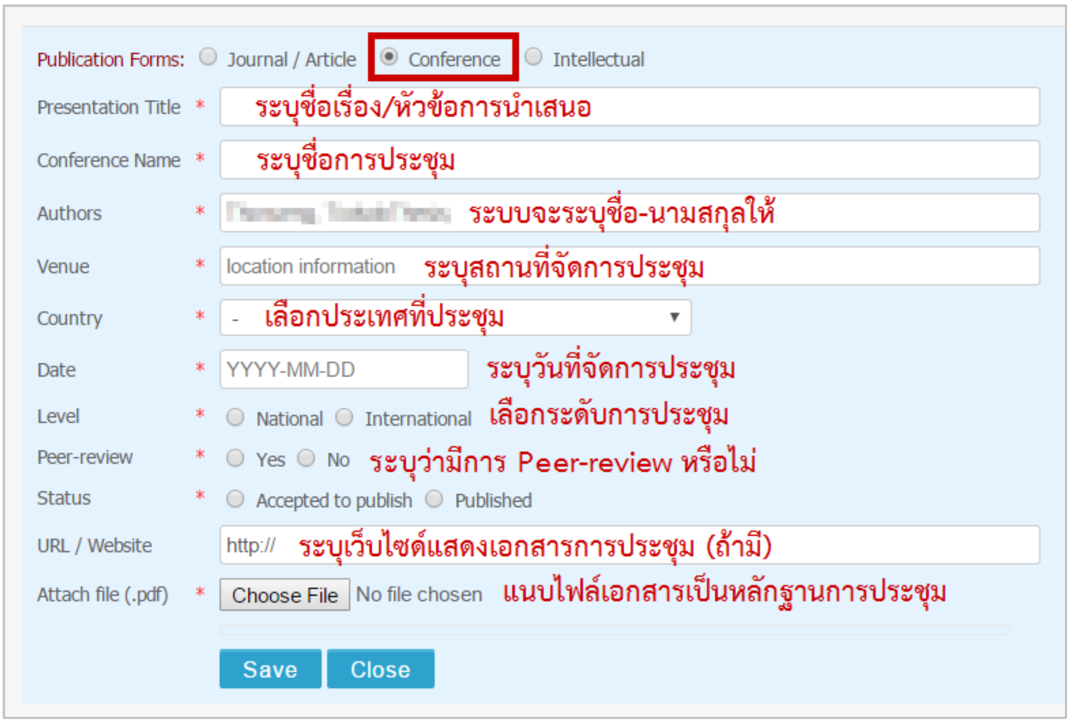


Figure 219: Conference publication form

3. Intellectual is a form used to fill intellectual or patented information as shown as Figure 220.

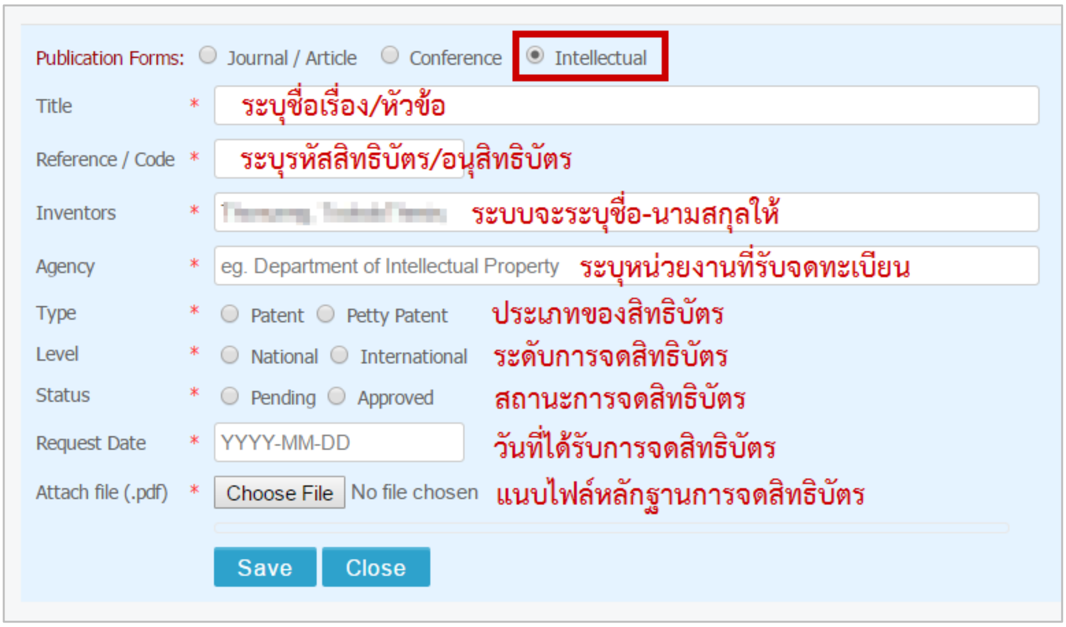


Figure 220: Intellectual publication form

Your Publications Display

The journal search results from Real time Search and the information from Publication Forms will be shown in the Your Publications section as shown in Figure 221. To delete a work shown in Your Publications section, click Delete at the end of each item.

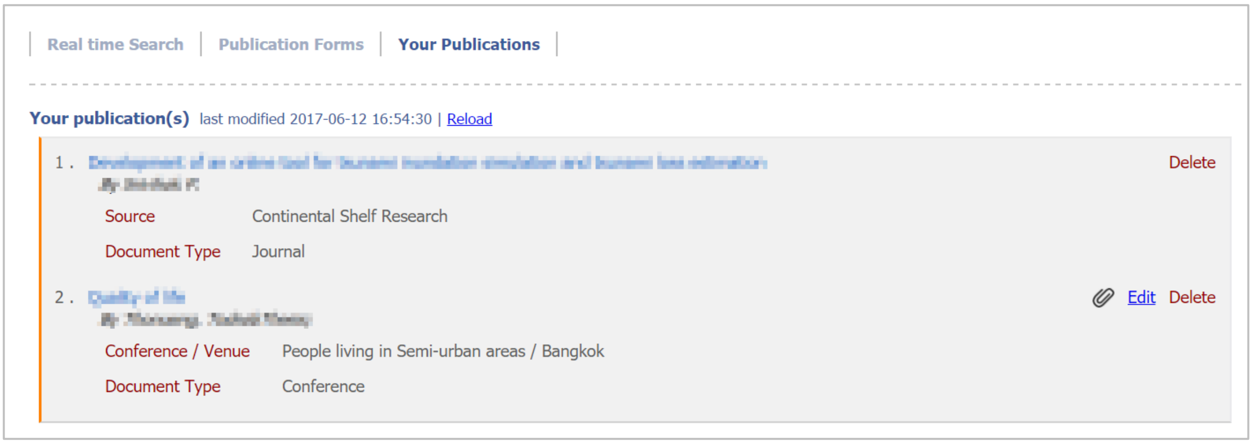


Figure 221: Displayed works in Your Publications

2.4.6 Submission Document

To submit the complete version to the Graduate School, the student must attach it with a printed submission document created with iThesis which can be exported using the Submission Document feature as shown in Figure 222. The completed submission document must be as follows:

1. Includes a barcode
2. All information is completed with no “NO DATA” displayed
3. Signed by the relevant student and personnel

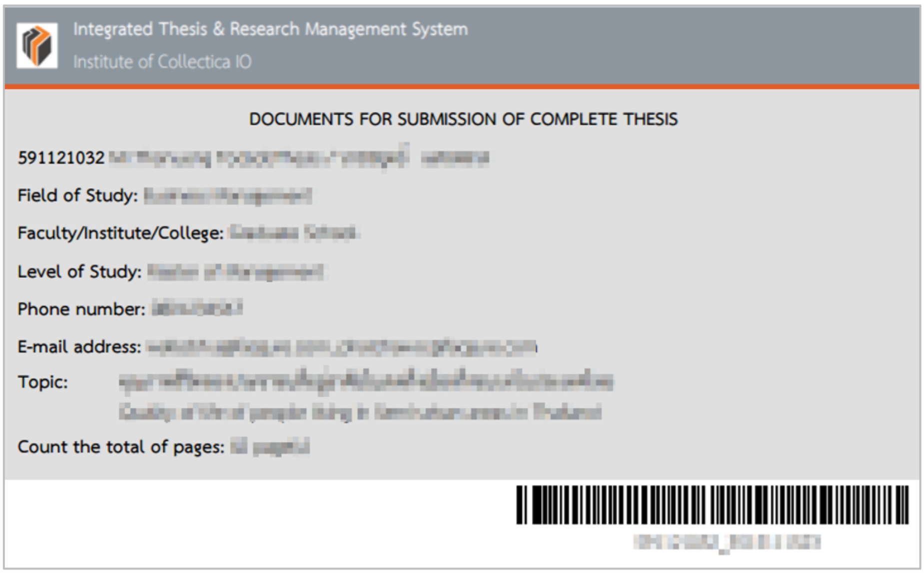


Figure 222: Example of a submission document

Once ensuring that the submission document is complete, print the document and attach it along with the printed complete version of the research from the web portal and submit them at the Graduate School. When the graduate staff has scanned the barcode on the submission form, a notification e-mail of hard copy submission will be sent via e-mail to the student as shown in Figure 223 to confirm the printed version submission which is the final step of a research work.

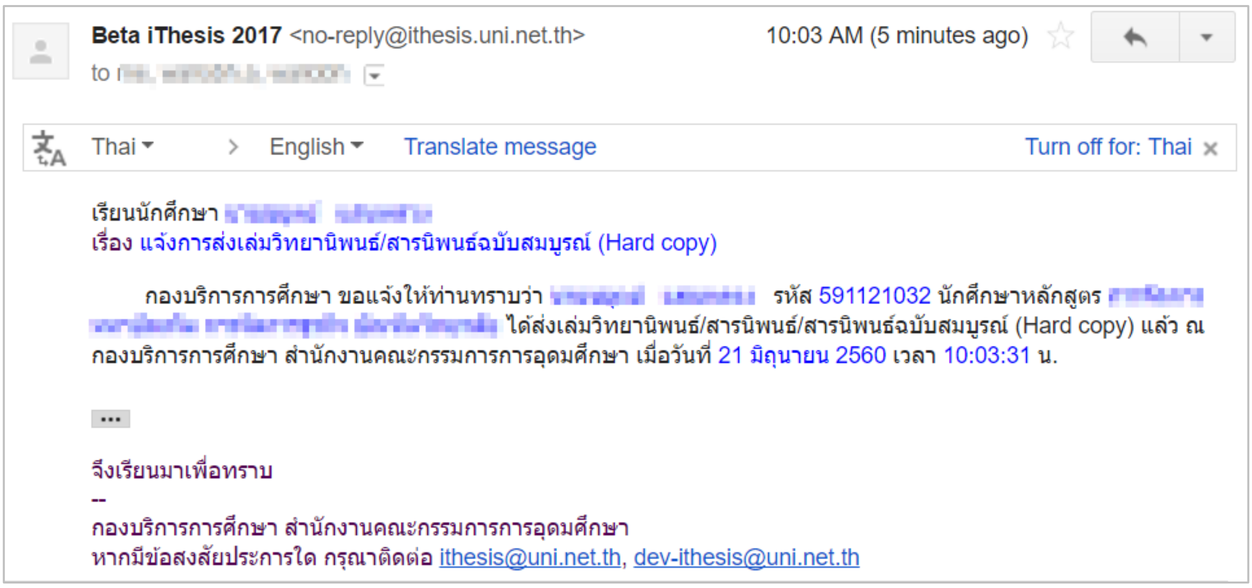


Figure 223: Example of a confirmation of hard copy submission e-mail

2.4.7 Literature Search

Literature Search is a feature used to search and recommend research works that may be relevant for the student. It can be divided into 2 sections;

1. Search Publications & Theses
2. Researchers

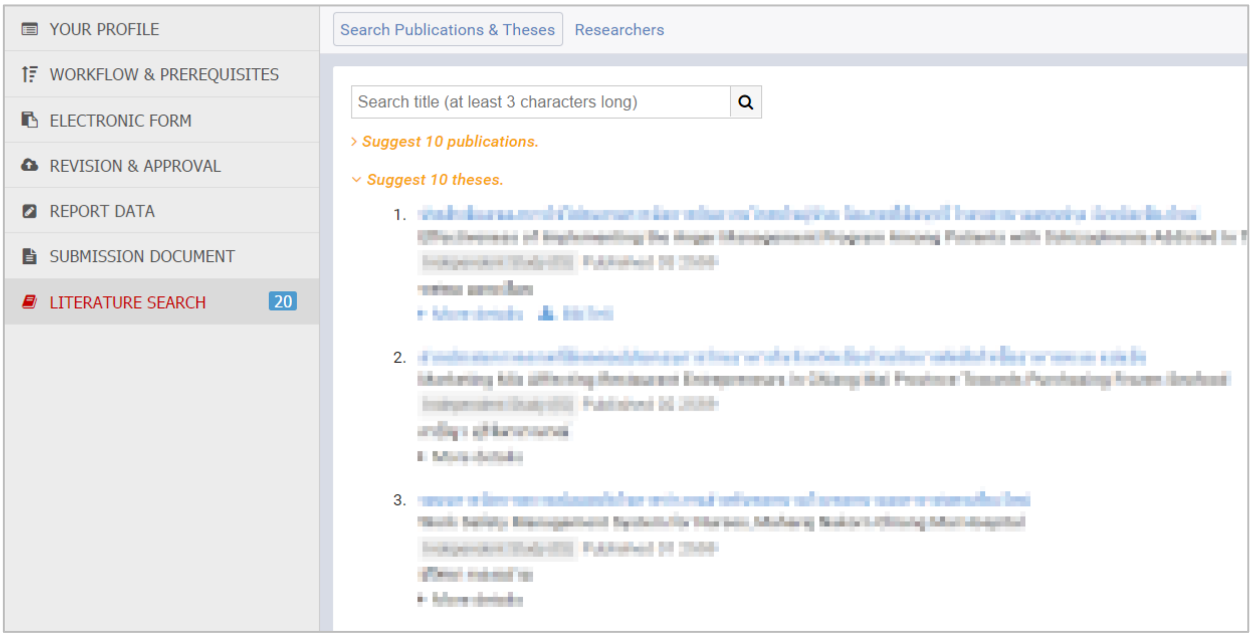


Figure 224: Literature Search screen

2.4.7.1 Search Publications & Theses

Search Publications & Theses is a feature that allows students to search for research data on external databases such as ISI, SCOPUS, Crossref, PubMed, ScienceDirect and the educational institution's library database, so students can use the information in their research. It can be divided into 2 sections which are;

1. Suggest theses – recommended related theses and publications will be displayed in this section based on the student's department as shown in Figure 225.

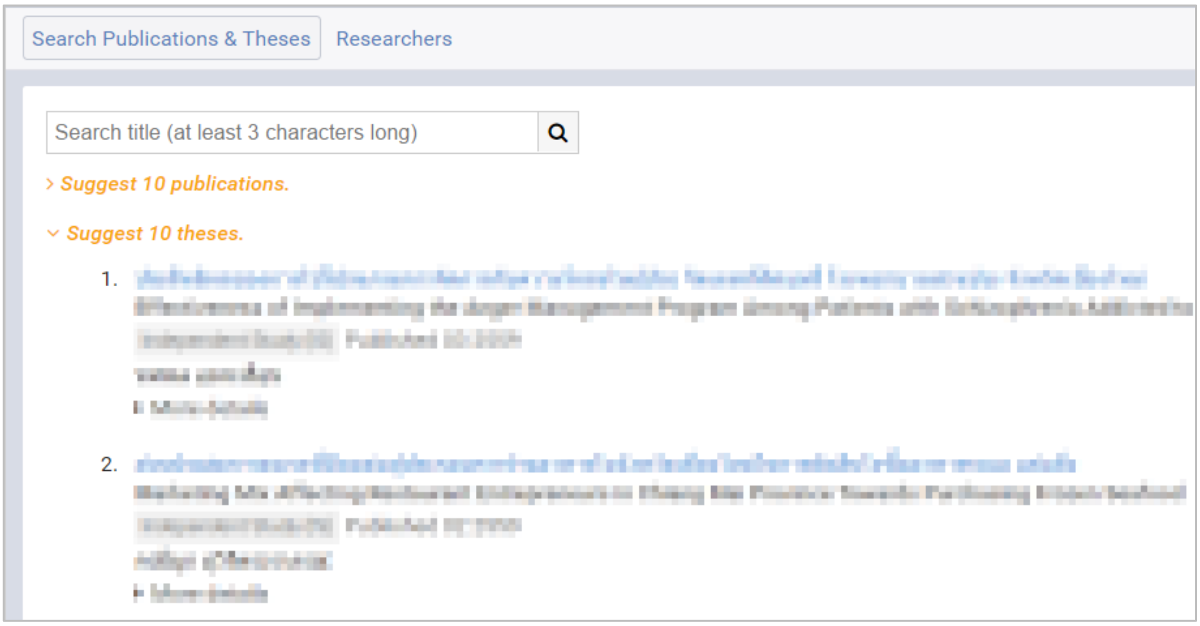


Figure 225: Suggest Theses section in Search Publications & Theses

2. Search theses - In this section, students can search for the desired these or publications by putting the related keywords as shown in Figure 226.

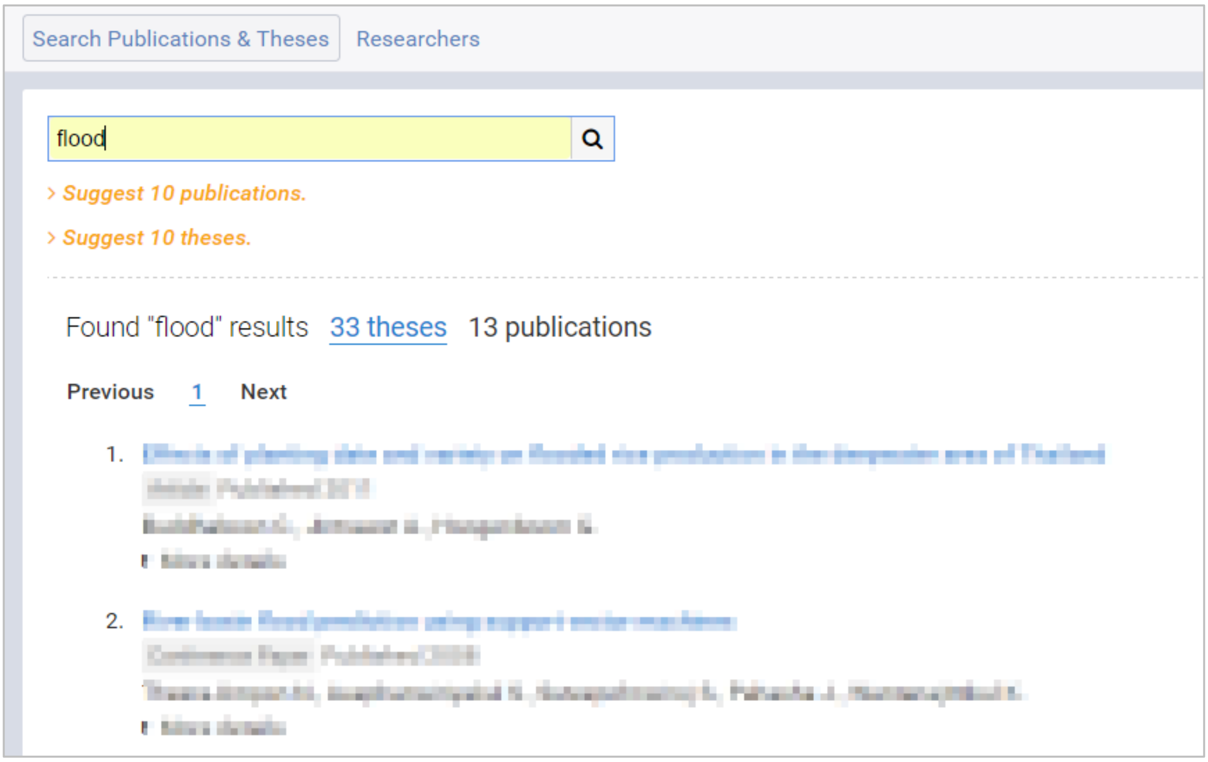


Figure 226: Search Theses section in Search Publications & Theses

By clicking on a thesis or a publication, its information will be displayed. By clicking "Pop out" as shown in Figure 227, a new pop-up window of the thesis or article will be displayed as shown in Figure 228.

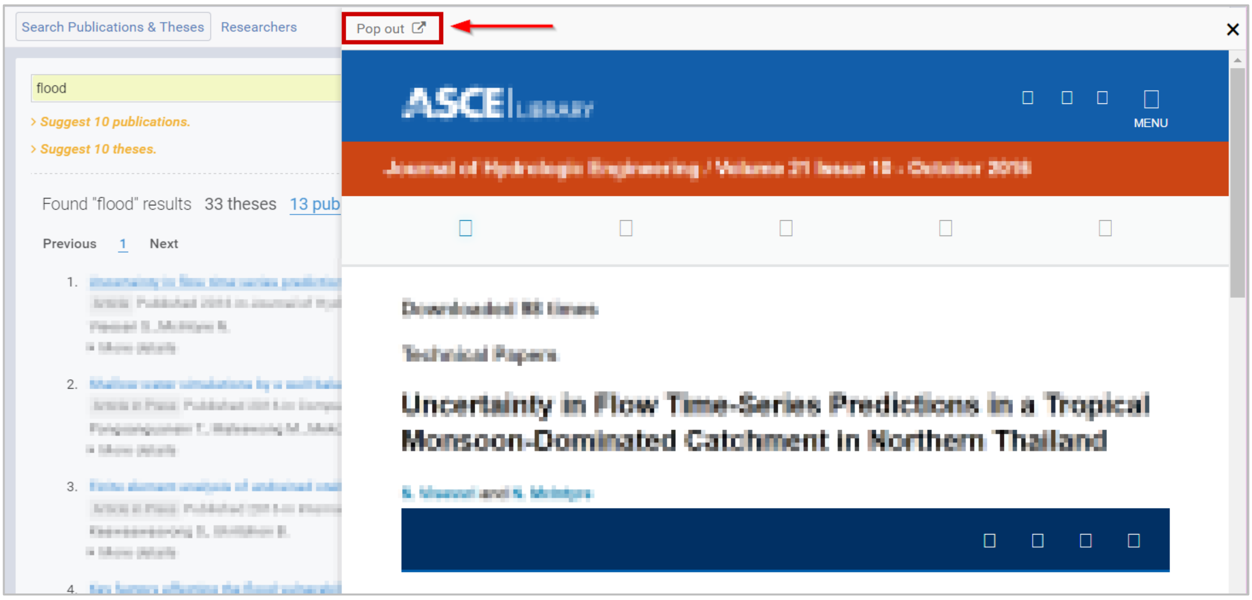


Figure 227: Example of thesis data displayed in Search Publications & Theses

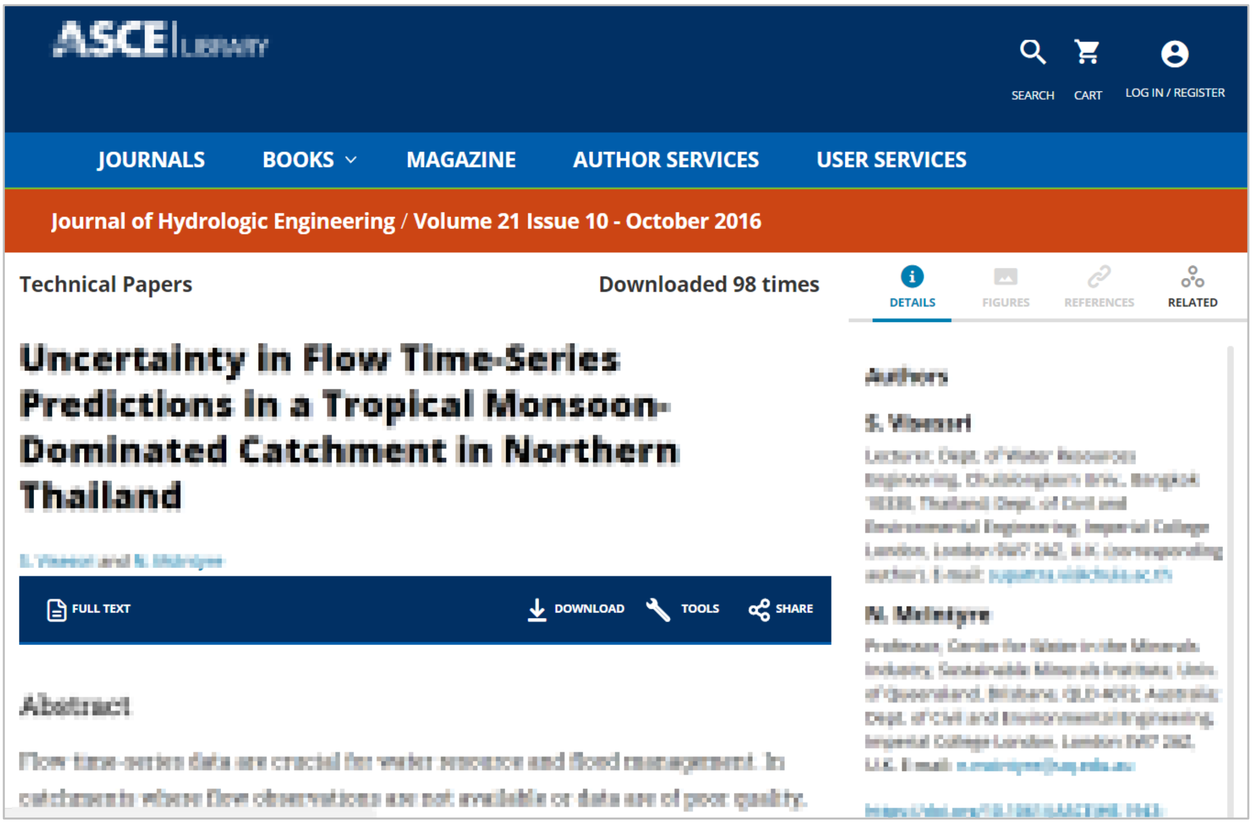


Figure 228: Example of a thesis displayed on a pop-up window on the web portal

2.4.7.2 Researchers

Researchers is a feature that allows students to view the previous work of their advisor, co-advisor, and committee examiner. Students will also be able to see when a new work is added to the system as shown in Figure 229.

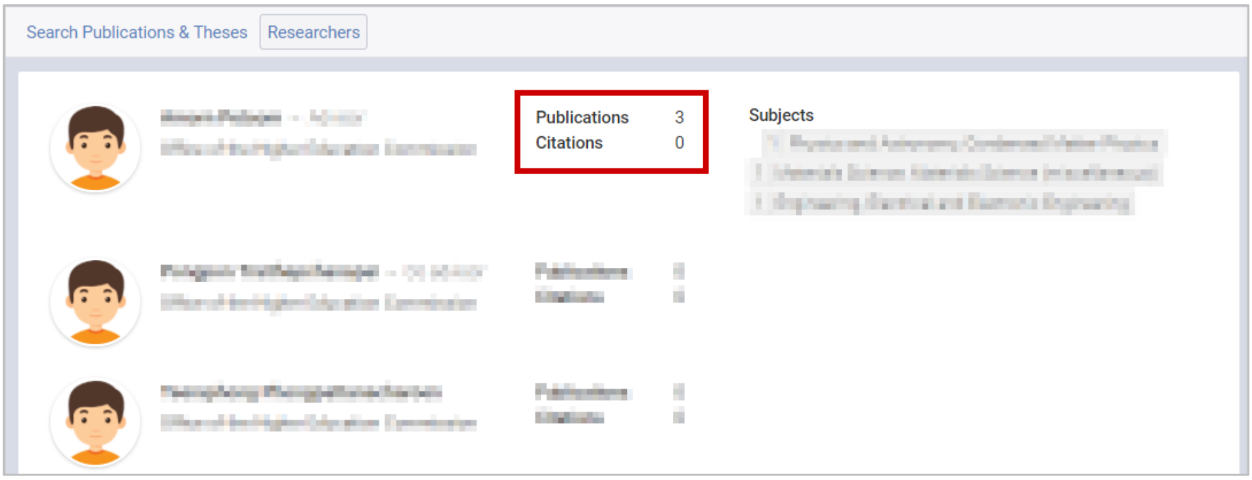


Figure 229: Example of Researchers screen

To see the work of each researcher, click Publications and a window showing their list of work will appear as shown in Figure 230.

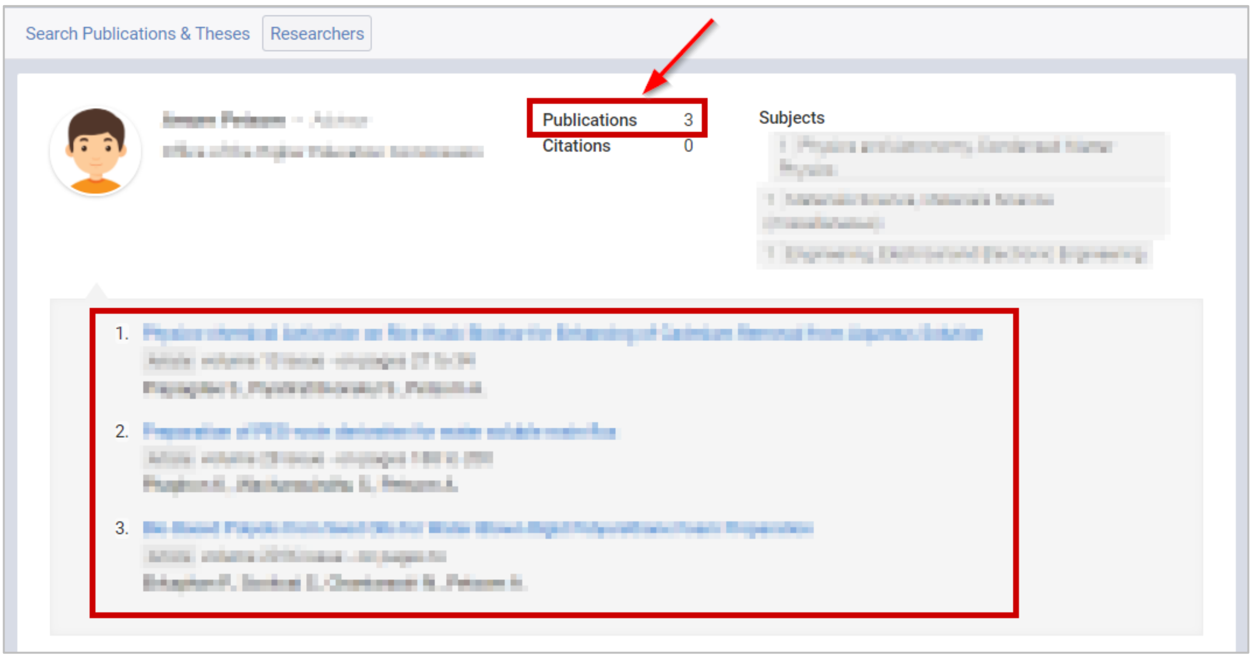


Figure 230: Seeing a researcher’s work

When students click on the work, its information will be displayed. By clicking “Pop out” as shown in Figure 231, a new pop-up window of the researcher’s work will be displayed as shown in Figure 232.

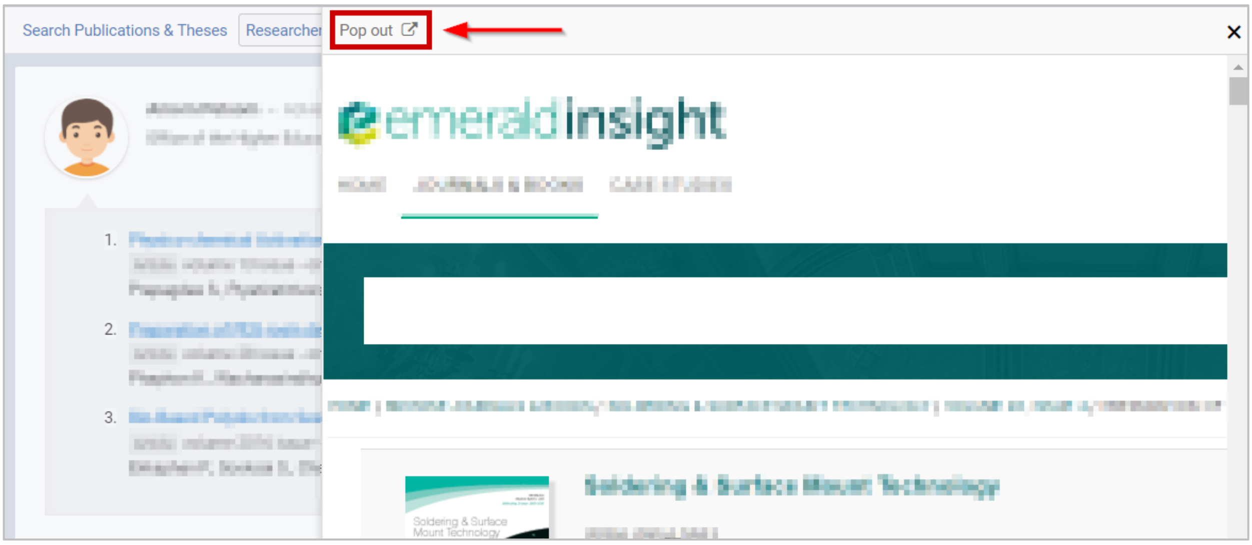


Figure 231: Example of thesis or article data displayed in Researchers menu

Figure 232: Example of a thesis displayed on a pop-up window on the web portal

3. iThesis Add-in

iThesis Add-in is an important part of iThesis system as a small add-in program installed on Microsoft Word to help create various document research forms, manage page settings and format to be in accordance with the requirements of each educational institution without requiring student users to manually manage all the formatting details.

Before using iThesis Add-in, the first thing that students must check is that the computer to install the iThesis Add-in must run on Microsoft Windows 7 OS or later and the installed Microsoft Word must be the 2010 version or newer. This Add-in does not support operating on Mac OS on Mac computers.

Check the version of your Windows OS whether it is either 32 bit (x86) or 64 bit (x64), then choose the compatible version of iThesis Add-in installer accordingly.

3.1 Checking Windows OS version

Before installing the iThesis Add-in, students must check the version of the Windows OS run on the computer they, whether it is 32 bit (x86) or 64 bit (x64) in order to install the right version of iThesis Add-in. Use these steps to check your Windows OS version.

1. Go to My Computer or This PC as shown is Figure 233.

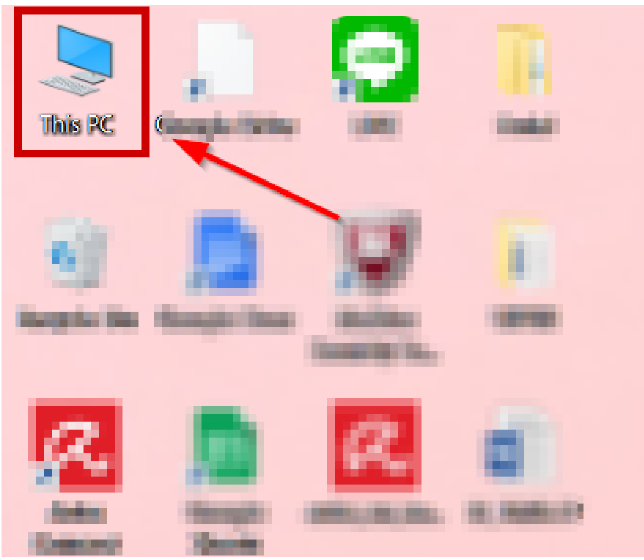


Figure 233: My Computer or This PC Icon

2. Right click and select Properties as shown in Figure 234.

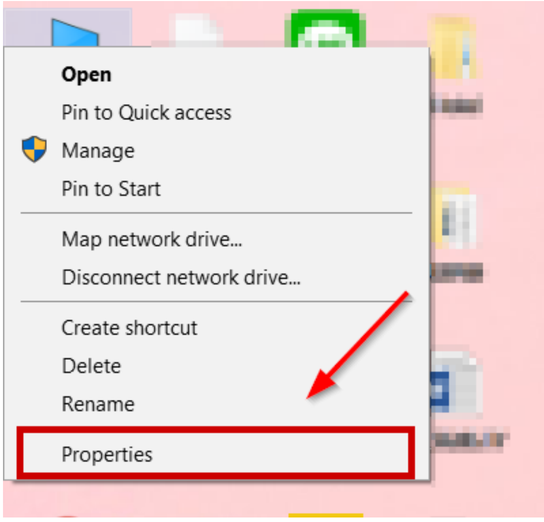


Figure 234: Properties on My Computer or This PC

3. On the System window, see the detail on System type.
   3.1. On Windows 8 and later operating systems, the results will be displayed as shown in Figure 235. On the picture, the detail of System type specifies **64-bit Operating System** or **x64-base processor or 64-bit** version, therefore the compatible iThesis Add-in installer to download from the web portal must be **iThesis x64**.

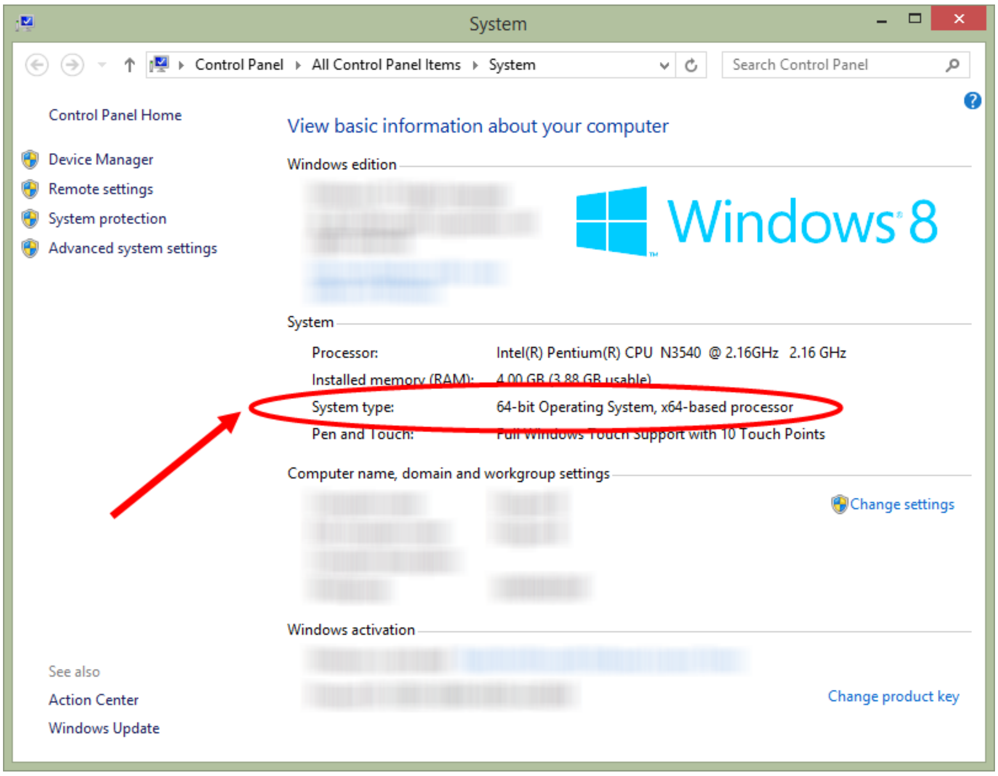


Figure 235: System type as shown on Windows 8 or later

3.2. On Windows 7, the results will be shown as in Figure 236. On the picture, the detail of System type specifies **32-bit Operating System**, therefore the compatible iThesis Add-in installer to download from the web portal must be **iThesis x86.**

Note : With new operating systems, when you go to Microsoft Word Add-in on the web portal, iThesis will check your computer and recommend a compatible Add-in installer (Recommend for you) that best suits the version of your computer operating system.

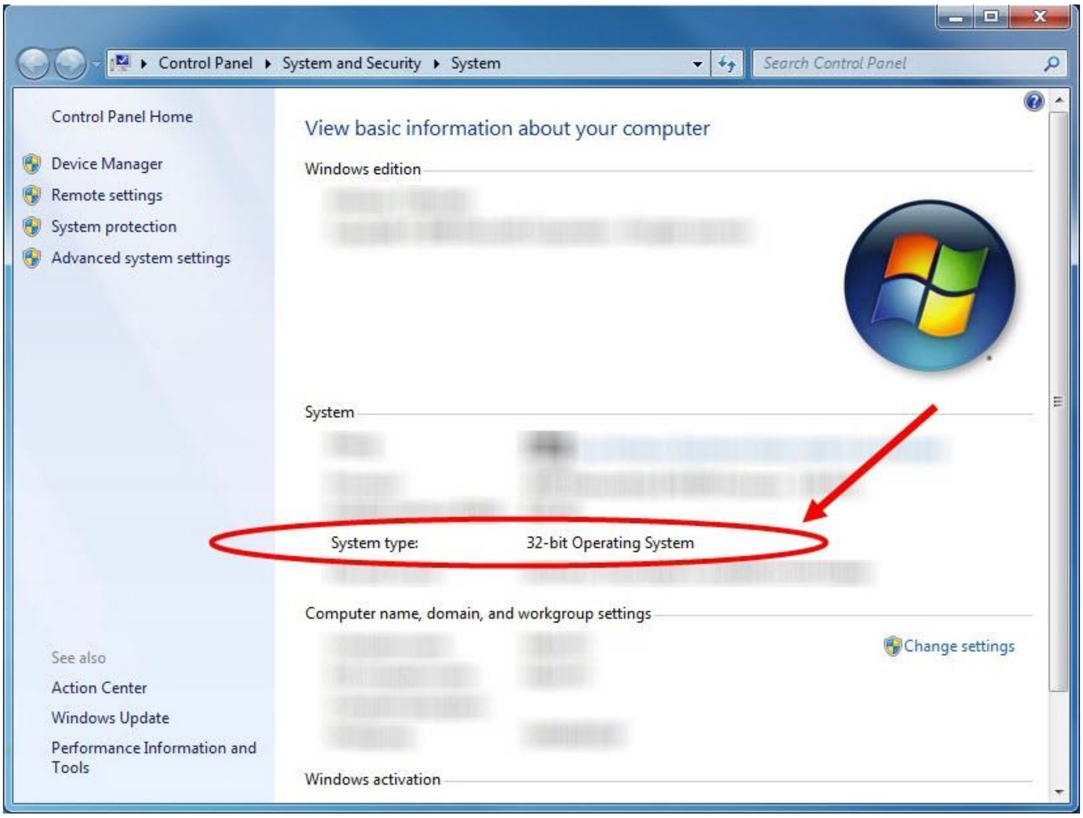


Figure 236: System type as shown on Windows 7

3.2 Download and Install Prerequisite programs

After checking the version their computer's Windows OS, students should check for the installation of these following programs on the computer;

1. Microsoft Visual Studio 2010 Tools for Office Runtime
2. Microsoft Visual C ++ 2010 Redistributable – the selected installer version must be compatible with the running Windows OS version;
   2.1. Package x86 (for 32-bit)
   2.2. Package x64 (for 64-bit)

By installing these 2 programs, they will facilitate the installation and function of IThesis Add-in.

Checking for an installed prerequisite program

1. On Windows OS, type Control Panel in the Search box as shown in Figure 237 or click Control Panel on the Desktop screen.

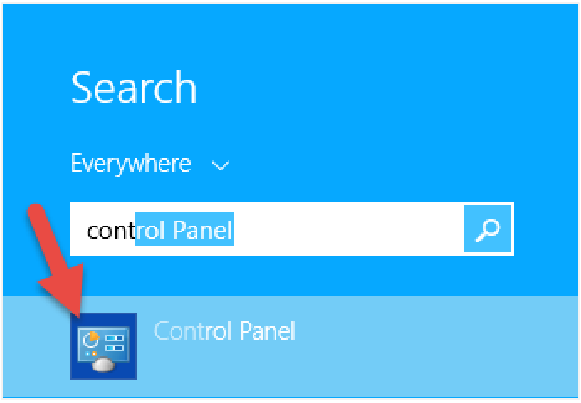


Figure 237: Control Panel Icon

2. Change the view to Category (number 1) and click on Programs (number 2) as shown in Figure 238.

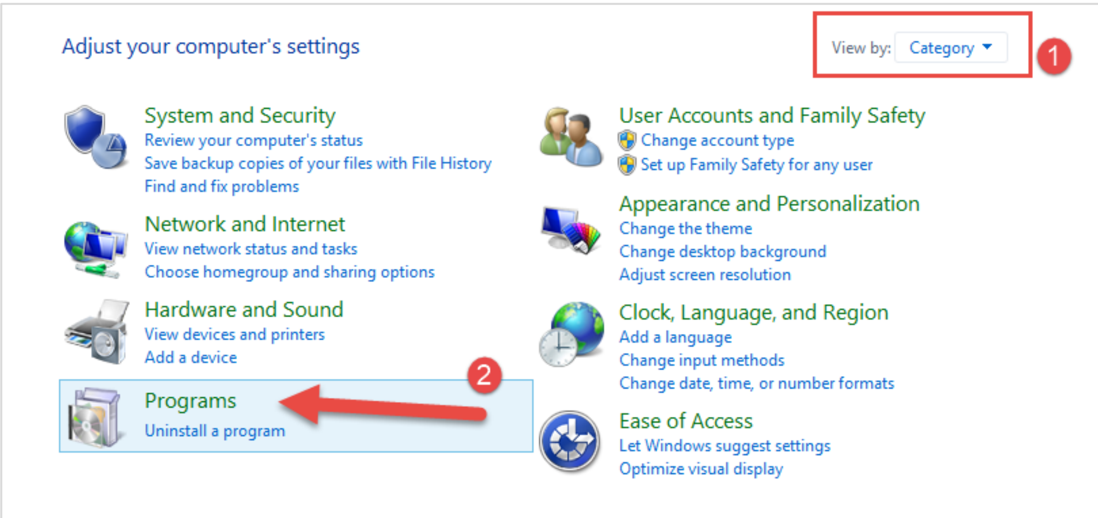


Figure 238: Control Panel window

3. Click Programs and Features as shown in Figure 239.

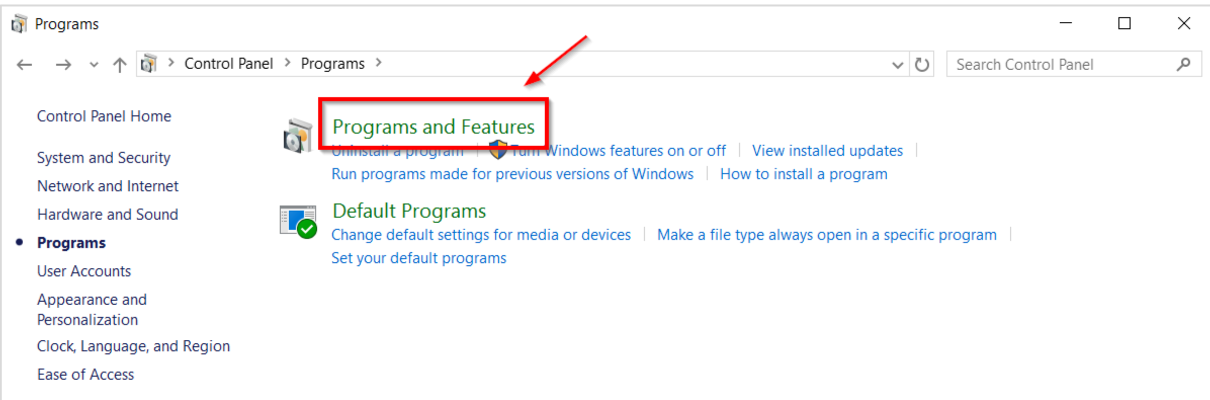


Figure 239: Programs screen in the Control Panel

4. After clicking, a new window of Programs and Features will appear and show the installed programs on the computer. Check if both of the prerequisite programs as mentioned in Section 3.2 are already installed or not as shown in Figure 240.
    4.1. If both programs are already installed on the computer, iThesis Add-in can be installed immediately. For instructions on installing the iThesis Add-in, see the Download and Install iThesis Add-in topic.
    4.2. If the 2 prerequisite programs or one of them have not been installed on the computer, students must install both programs first before proceed to installing iThesis Add-in.

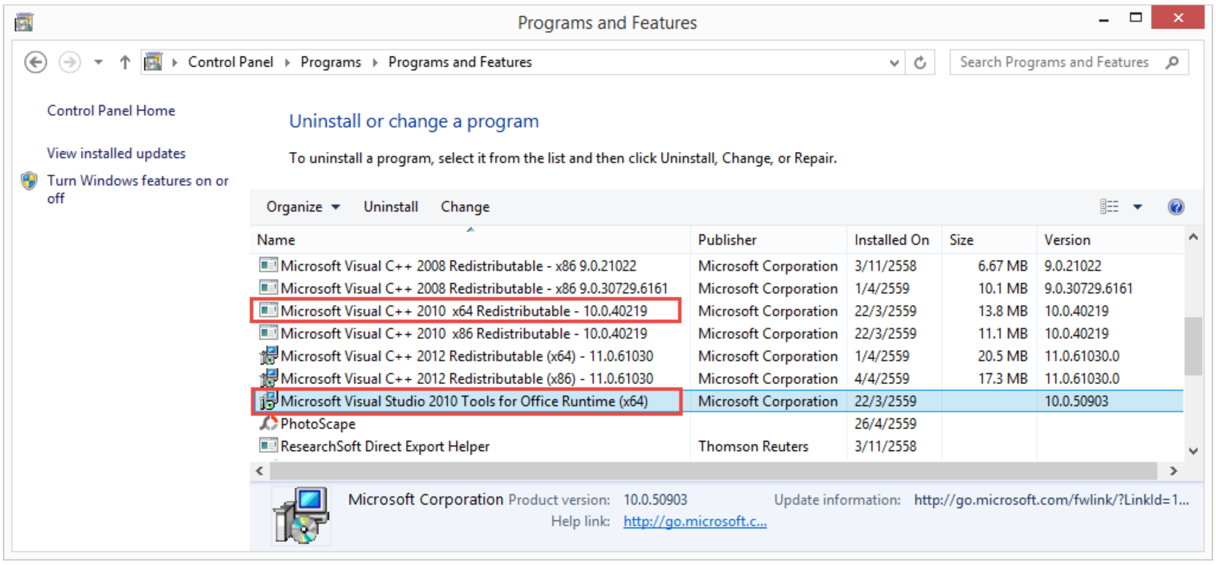


Figure 240: Prerequisite programs that must be installed

Note: If the computer has already been installed with both prerequisite programs in any version higher than 2010, students can install the iThesis Add-in immediately. However, if the programs installed are in any lower version, they will not support installation of iThesis Add-in and the prerequisite programs of a new version must be installed first.

Install a prerequisite program

1. Install Visual Studio 2010 Tools for Office Runtime (if the computer you want to install Add-in on already has Visual Studio 2010 Tools for Office Runtime installed, skip to step 2.)
    1.1. Click on Visual Studio 2010 Tools for Office Runtime on the web portal as shown in Figure 241.

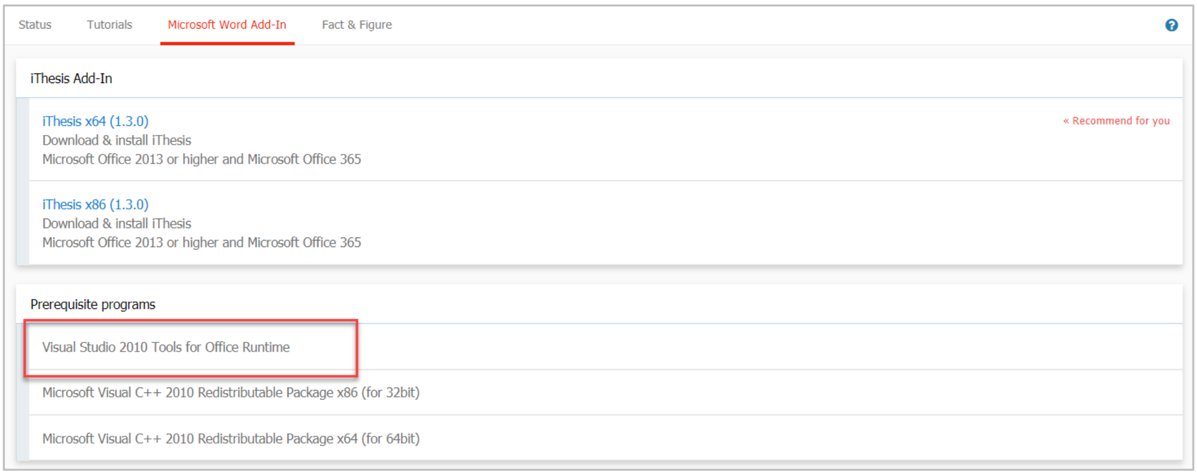


Figure 241: Visual Studio installer on the web portal

1.2. Select the destination location to save the installer, such as Desktop, as shown in Figure 242, then click Save.

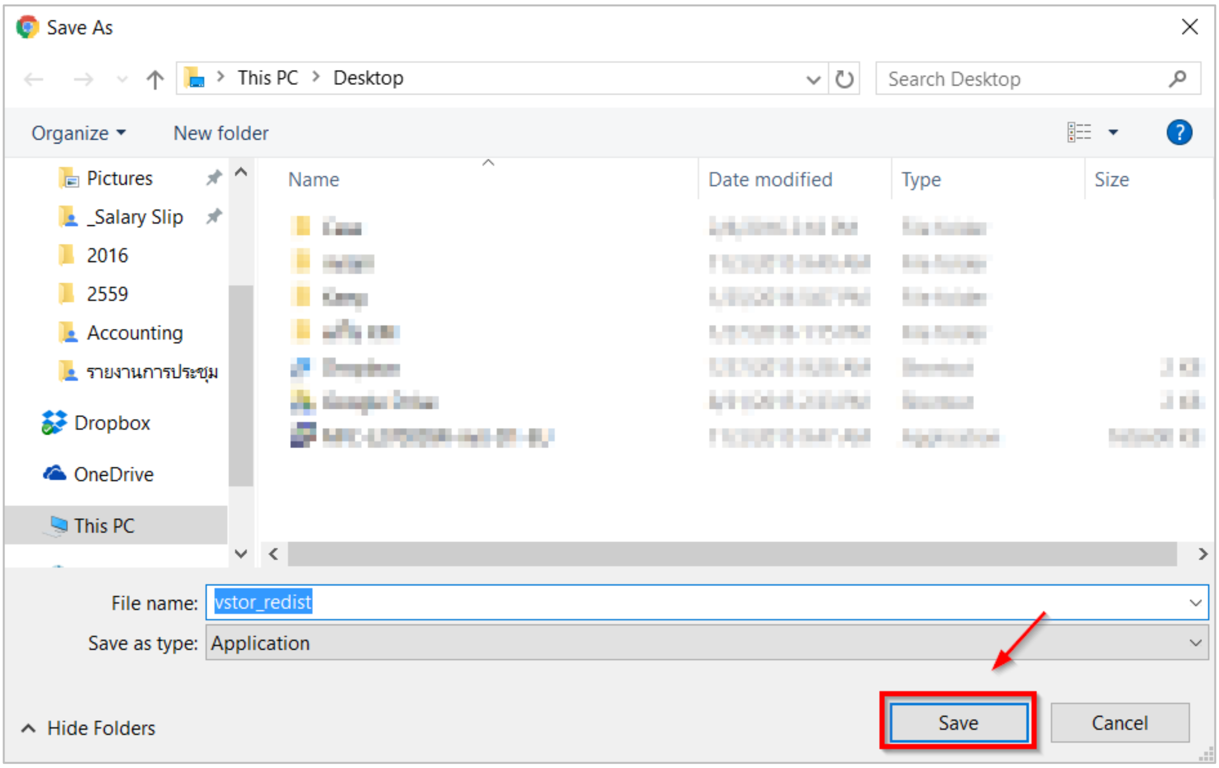


Figure 242: Installation file saving window

1.3. Installation can be done in 2 ways as follows;

1.3.1. Method 1 - Click on the downloaded installer to install as shown Figure 243.

Figure 243: Downloaded program showing at the bottom of the web portal page

1.3.2.Method 2 - Open Downloads folder or the chosen destination folder for the installer, then double-click on the file icon as shown in Figure 244.

Figure 244: The downloaded installer icon

1.4. If the User Account Control window appears, click Yes to start the installation.

1.5. Check the box next to the message "I have read and accept the license terms." and click Install as shown in Figure 245.

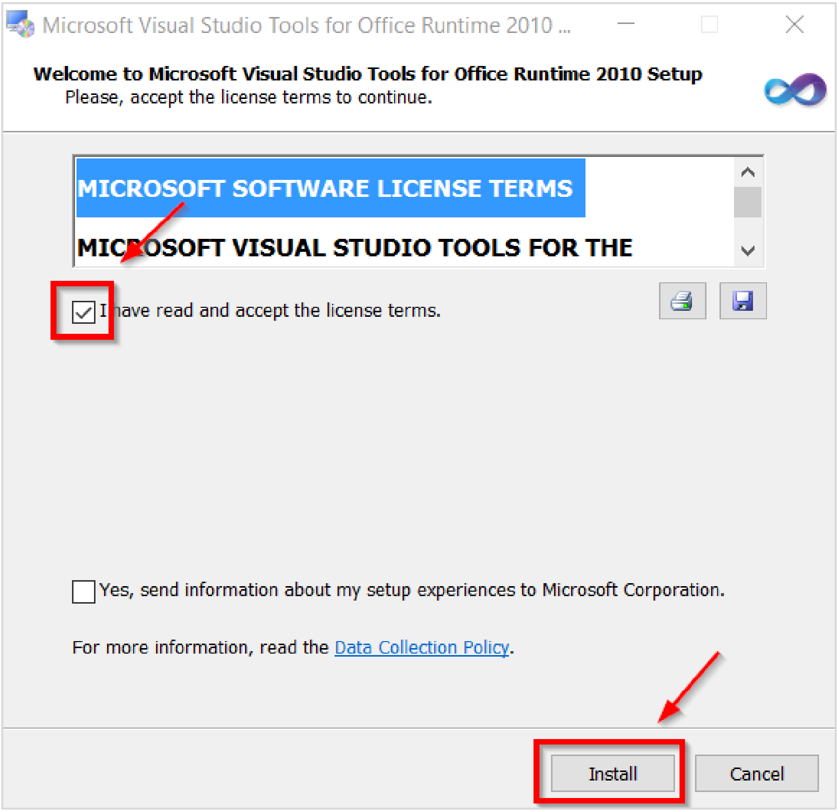


Figure 245: The program installation window

1.6. Click Finish to complete the installation as shown in Figure 246.

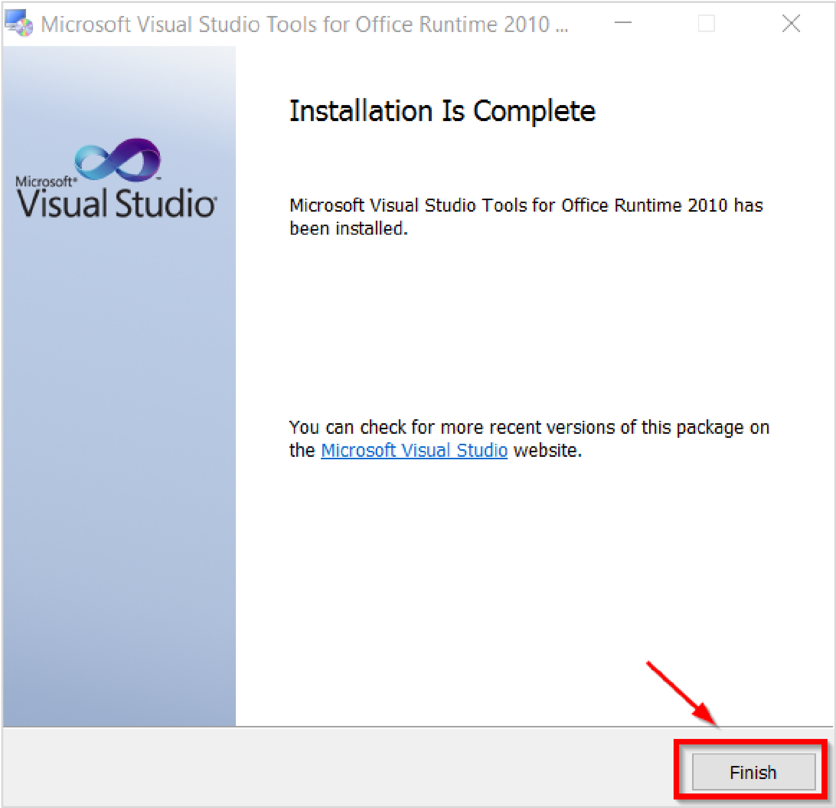


Figure 246: Installation window when the installing process is finished

2. After installing Visual Studio 2010 Tools for Office Runtime, proceed to install Microsoft Visual C ++ 2010 Redistributable Package x86 (for 32-bit) or Package x64 (for 64-bit). The chosen installer must be compatible to your Windows OS version.
   2.1. Click on Microsoft Visual C ++ 2010 Redistributable Package x86 (for 32bit) as shown in number (1) on Figure 247 or Microsoft Visual C ++ 2010 Redistributable Package x64 (for 64bit) as shown in number (2) on Figure 247 according to the version of the Windows OS of the computer.

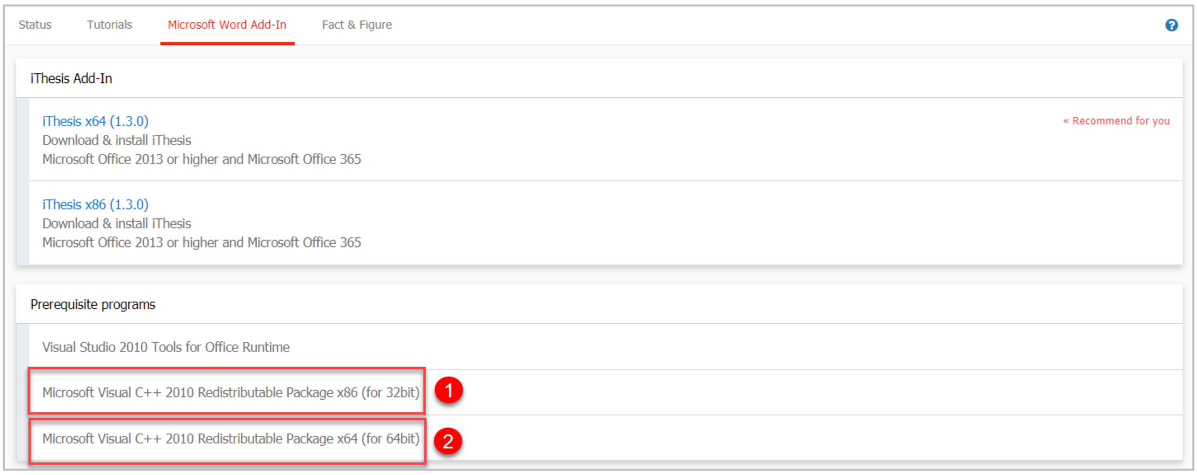


Figure 247: Microsoft Visual C ++ installers on the web portal

2.2. Select the destination location to save the installer, such as Desktop, as shown in Figure 248, then click the Save.

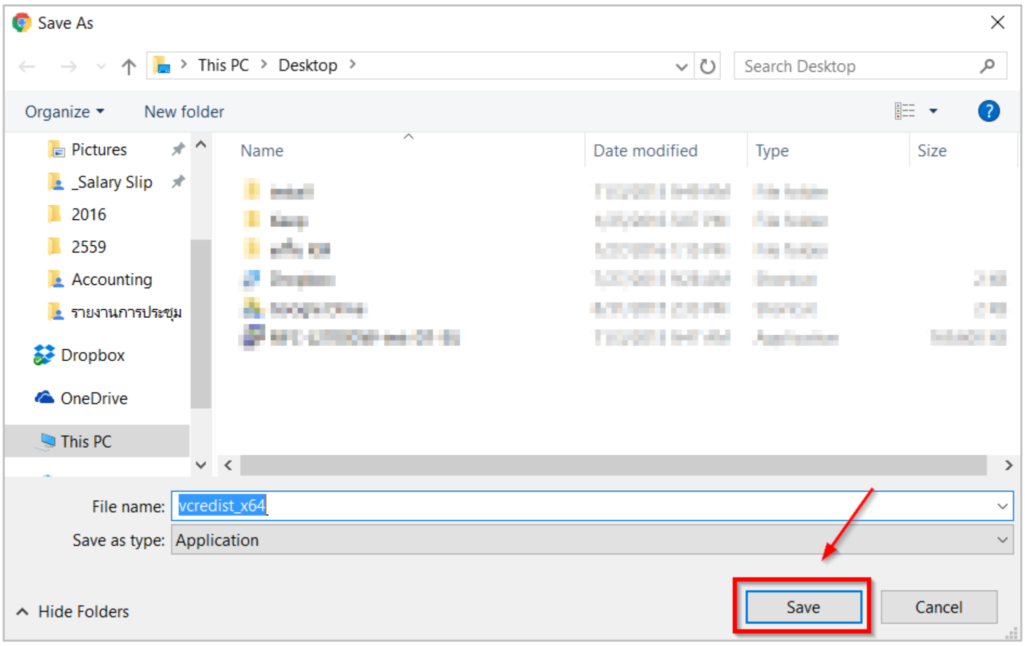


Figure 248: Installation file saving window

2.3. Installation can be done in 2 ways as follows;

2.3.1. Method 1 - Click one the downloaded installer to install as shown Figure 249.

Figure 249: Downloaded program showing at the bottom of the web portal page

2.3.2. Method 2 - Open Downloads folder or another destination folder chosen to save the installer, then double-click on the file icon as shown in Figure 250.

Figure 250: The downloaded installer icon

2.4. If the User Account Control window appears, click Yes to start the installation.

2.5. Check the box next to the message "I have read and accept the license terms." and click Install.

2.6. Click Finish to complete the installation.

3.3 Download and install iThesis Add-in

After checking the version of the Windows OS on the destination computer, download and install the iThesis Add-in installer compatible for the computer by following these steps;

1. Go to Microsoft Word Add-in as shown in Number on Figure 251 and click to choose the iThesis Add-in installer compatible with the Windows OS version or the one with "Recommend for you" message as shown in Number 2 on Figure 251.

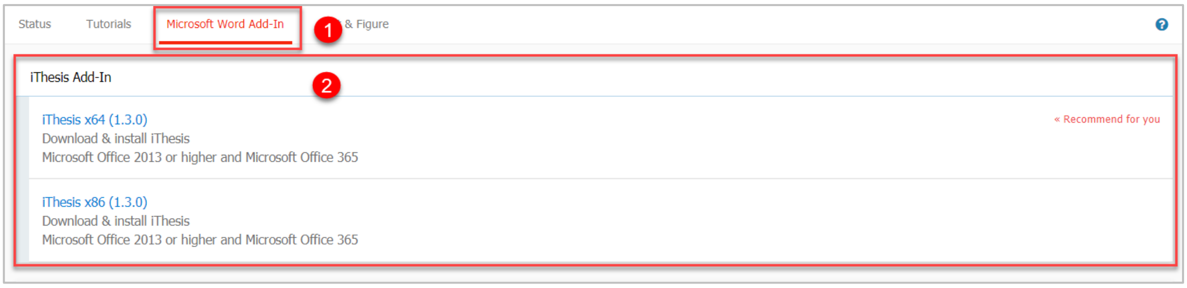


Figure 251: iThesis Add-in installers

2. Select the destination location to save the installer, such as Desktop, as shown in Figure 252, then click the Save.

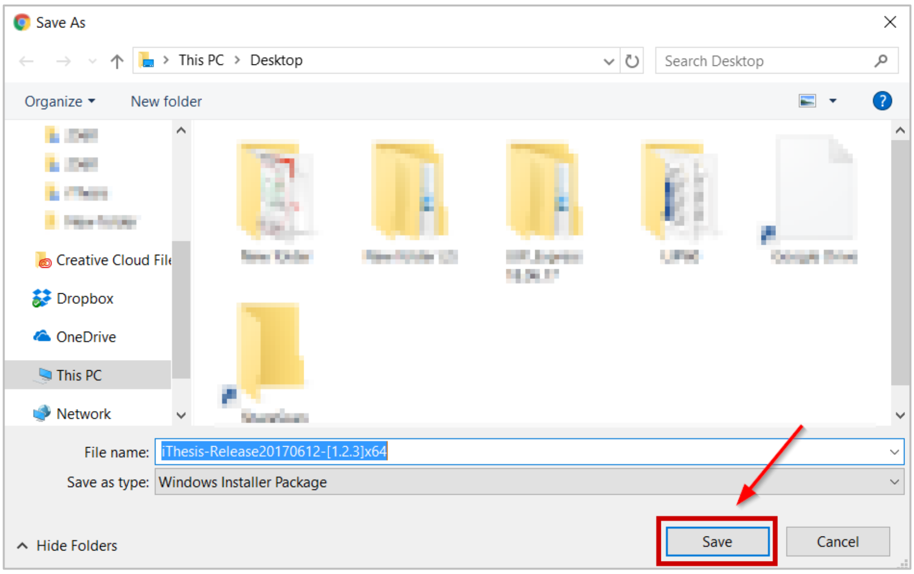


Figure 252: Installation file saving window

3. Installation can be done in 2 ways as follows;

    3.1 Method 1 - Click one the downloaded installer to install as shown Figure 253.

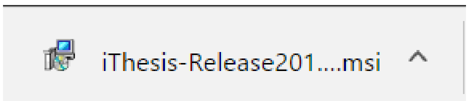


Figure 253: Downloaded program showing at the bottom of the web portal page

    3.2 Method 2 - Open Downloads folder or another destination folder chosen to save the installer, then right-click on the .msi file and click install as shown in Figure 254.

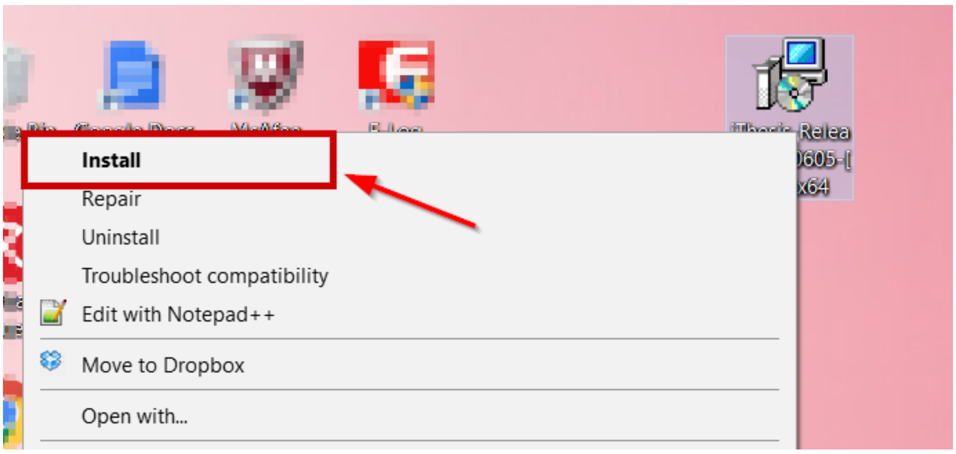


Figure 254: The downloaded installer icon

4. Windows protected your PC window will appear, click More info as shown in Figure 255 and Figure 256.

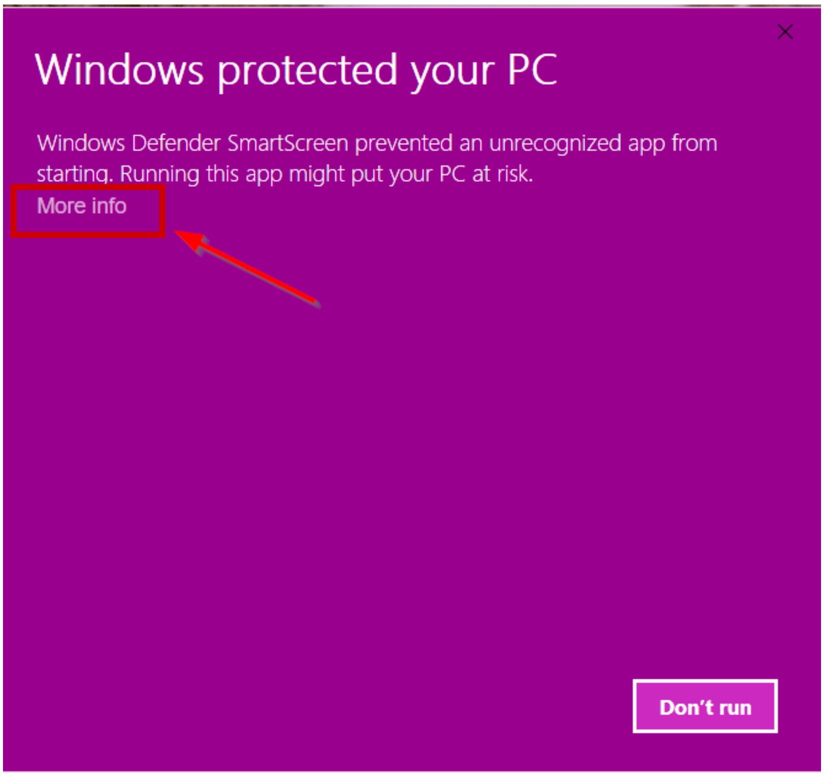


Figure 255: Windows protected your PC window

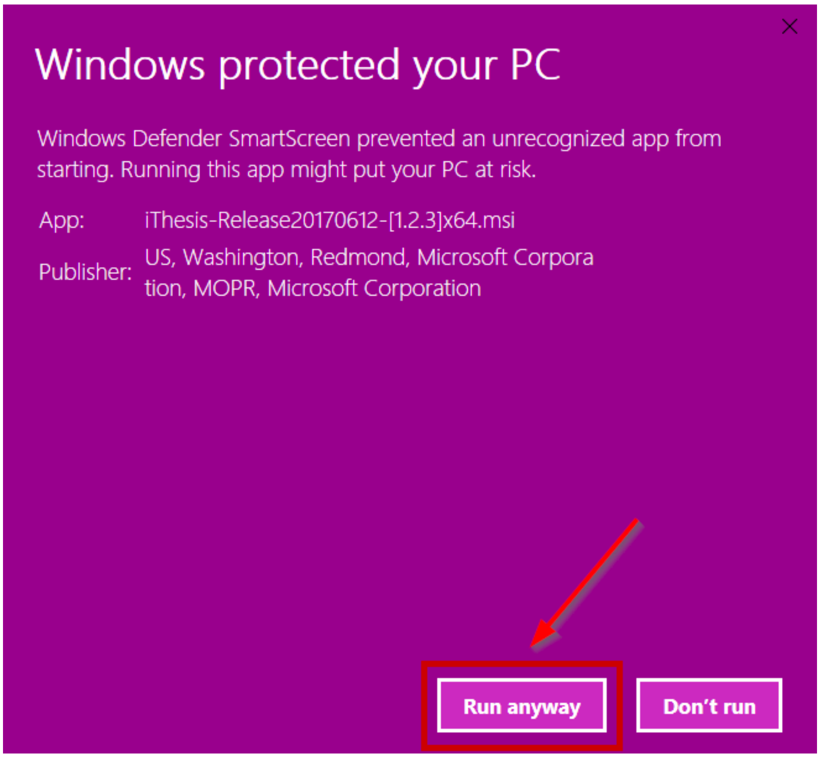


Figure 256: Windows protected your PC window and Run anyway button.

5. Welcome to the ITHESIS Setup Wizard window will appear, click Next to proceed to the next installation step as shown in Figure 257.

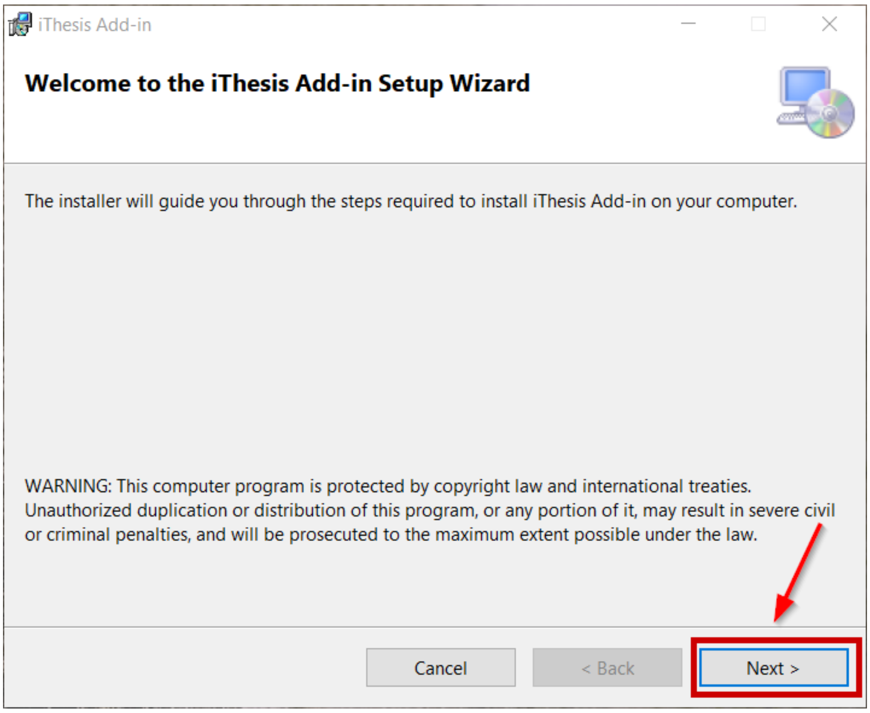


Figure 257: Welcome to the ITHESIS Setup Wizard window

6. On Select Installation Folder window, click Next as shown in Figure 258.

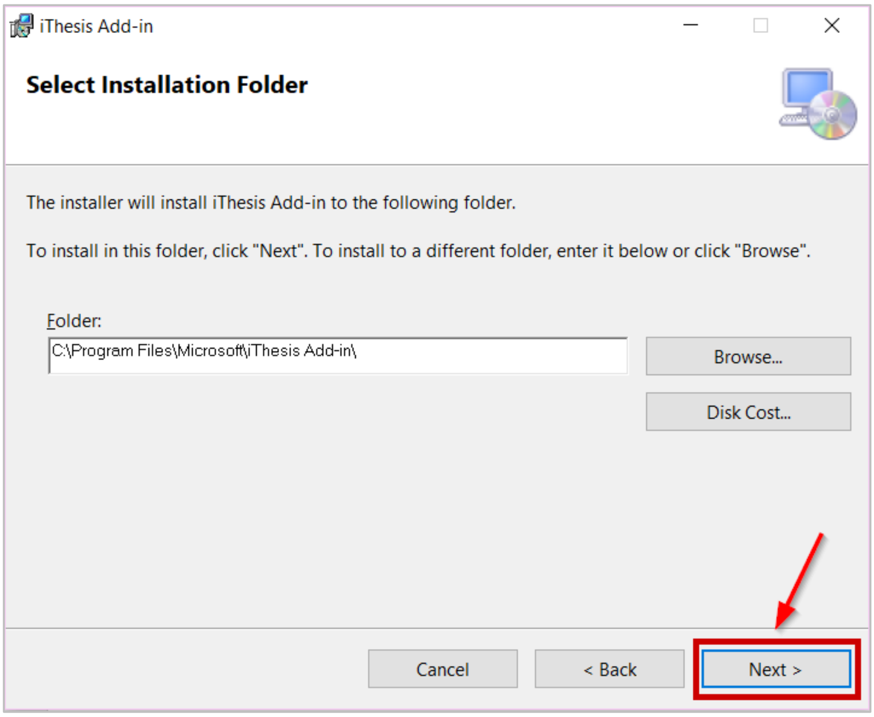


Figure 258: Select Installation Folder window

7. On Confirm Installation window, click Next to begin installation process on the computer as shown in Figure 259.

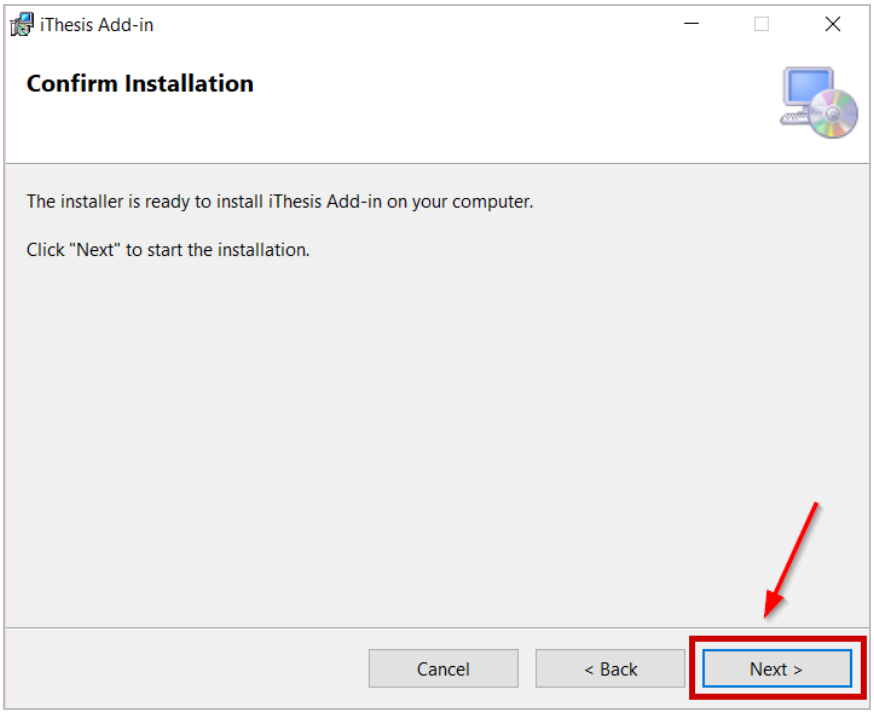


Figure 259: Confirm Installation window

8. On Installing iThesis Add-in window, wait for the installation to complete.

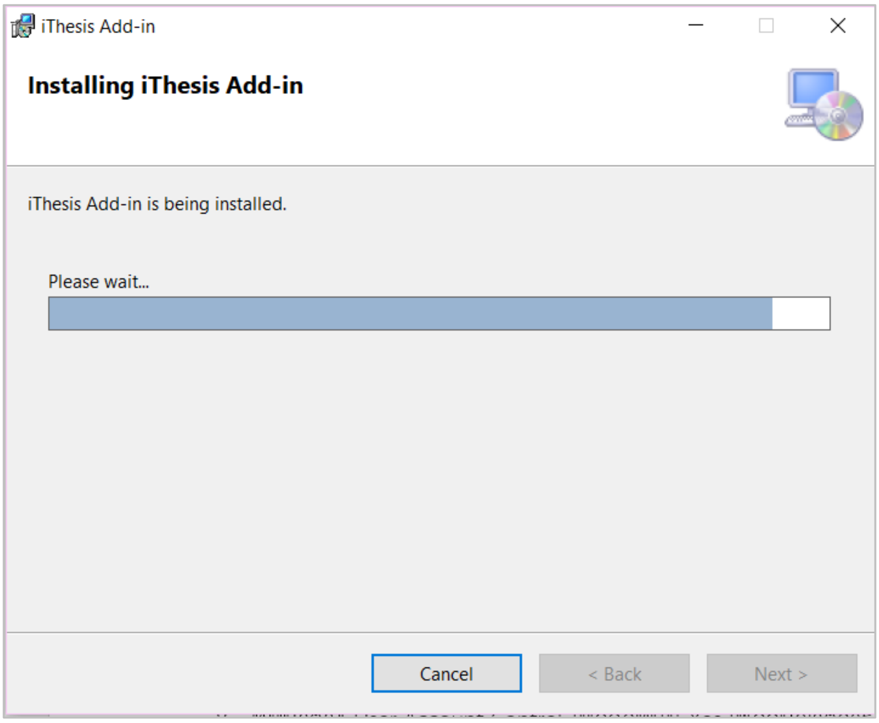


Figure 260: Installing iThesis Add-in window

9. On Installation Complete window, click close as shown in Figure 261.

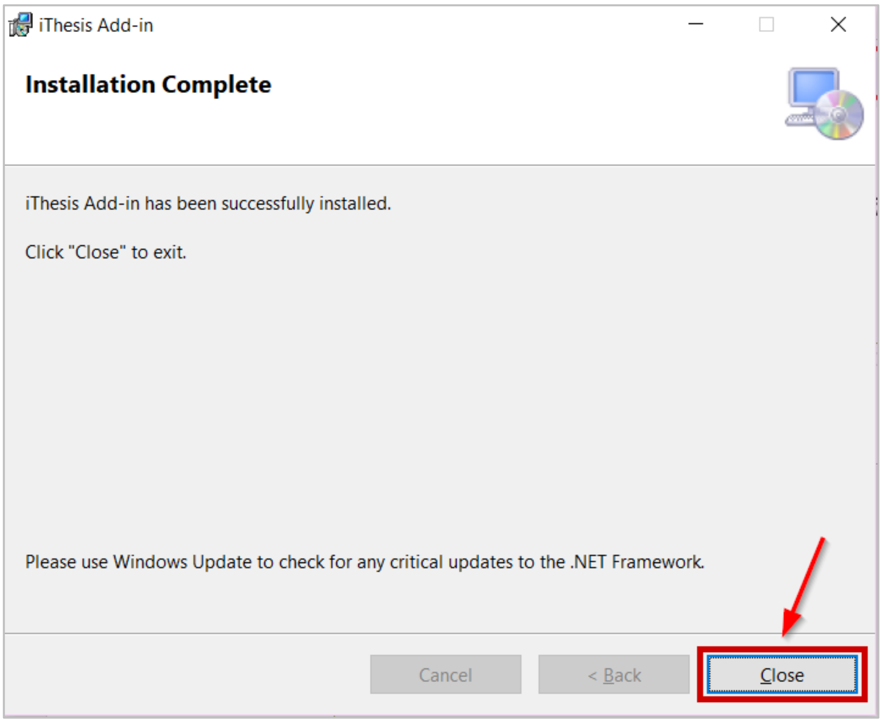


Figure 261: Installation Complete window

10. Check the installation on Microsoft Word by opening Microsoft Word, the installed Add-in will appear as iThesis Toolbar as shown in Figure 262.

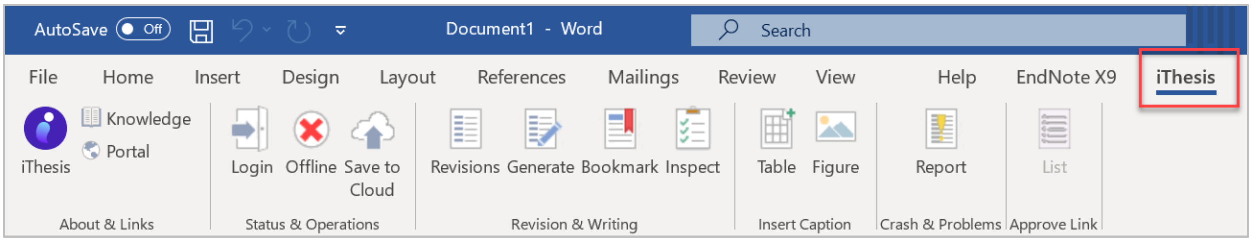


Figure 262: iThesis Toolbar in Microsoft Word

3.4 iThesis Add-in Toolbar

After installing the iThesis Add-in, the program toolbar will appear on Microsoft Word. This toolbar consists of 13 tools as shown in Figure 263, which are;

1. iThesis
2. Knowledge
3. Portal
4. Login

5. Online / Offiline
6. Save to Cloud
7. Revisions
8. Generate
9. Bookmark
10. Table
11. Figure
12. Report
13. List

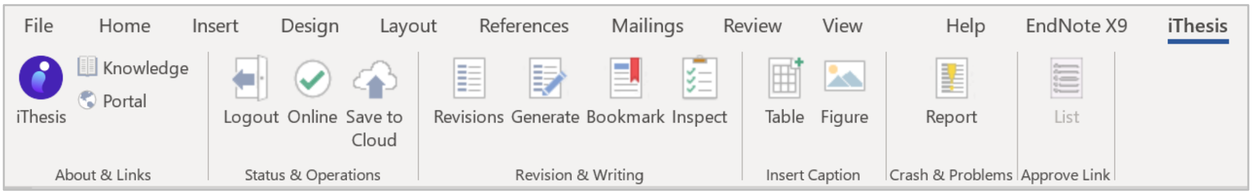


Figure 263: iThesis Add-in tools

3.4.1 iThesis

iThesis is a tool used to enable and disable the iThesis Add-in. On the first use after installation, all the tools will be inactive in exception of iThesis, Table, and Figure as shown in Figure 264. For Table and Figure, they will be explained in the next section.

Before using the iThesis Add-in, students must enter the first login code or Activate Add-in first using the form that appears after clicking the iThesis icon. All other tools will then be activated. After the first log in, the iThesis tool will remember the login details and all the settings of the user. To disable iThesis Add-in, click Inactivate to disable.

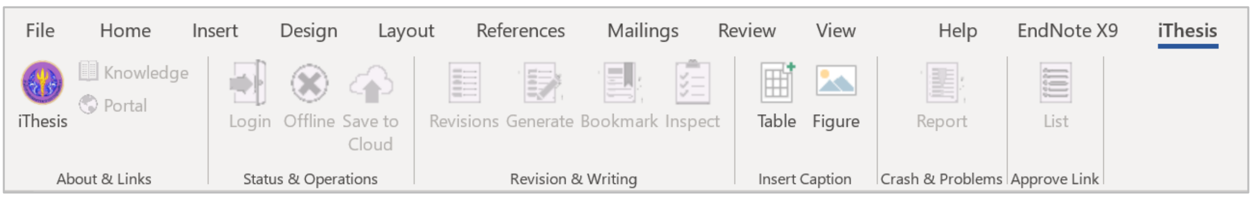


Figure 264: iThesis toolbar when accessing for the first time

Note: Ensure that all the files are saved before inactivating iThesis Add-in. Microsoft Word will be closed down automatically after the inactivation.

3.4.1.1 Enable iThesis Add-in (Activate Add-in)

1. Go to the web portal and login to iThesis as shown as in Figure 265.

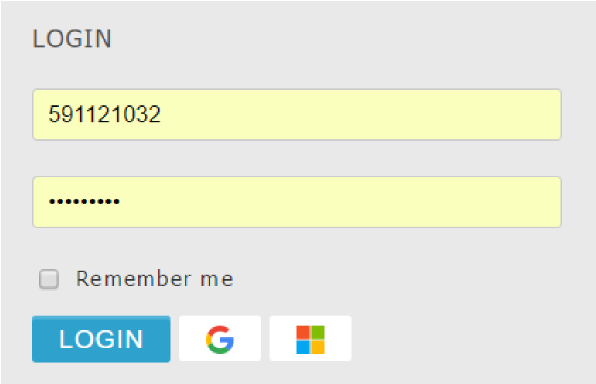


Figure 265: Login to iThesis Web Portal

2. After logging in, click on profile picture or profile icon, then click Settings as shown in Figure 266.

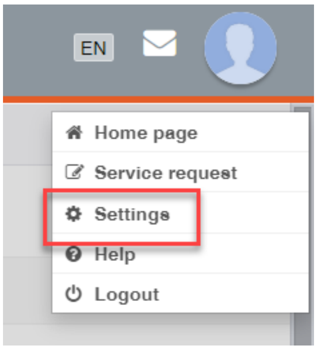


Figure 266: Go to Settings

3. In Settings, go to Add-in Activate Key as shown in Figure 267 and copy the displayed Activate Key.

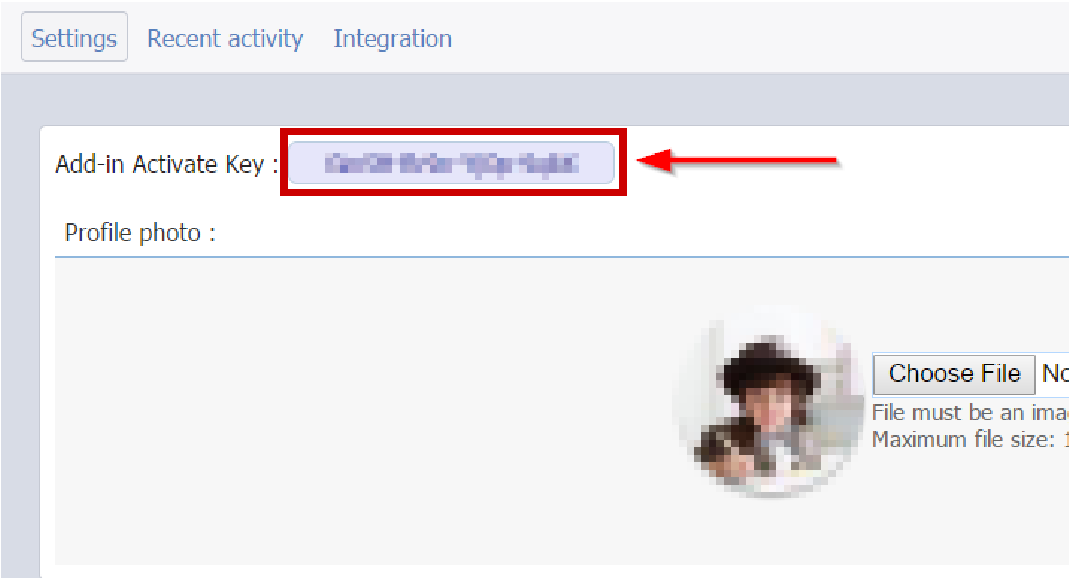


Figure 267: Add-in Activate Key displayed the web portal

4. As shown in Figure 268, after opening Microsoft Word and click on the iThesis icon on the iThesis toolbar, then iThesis : Activate Window box will appear.

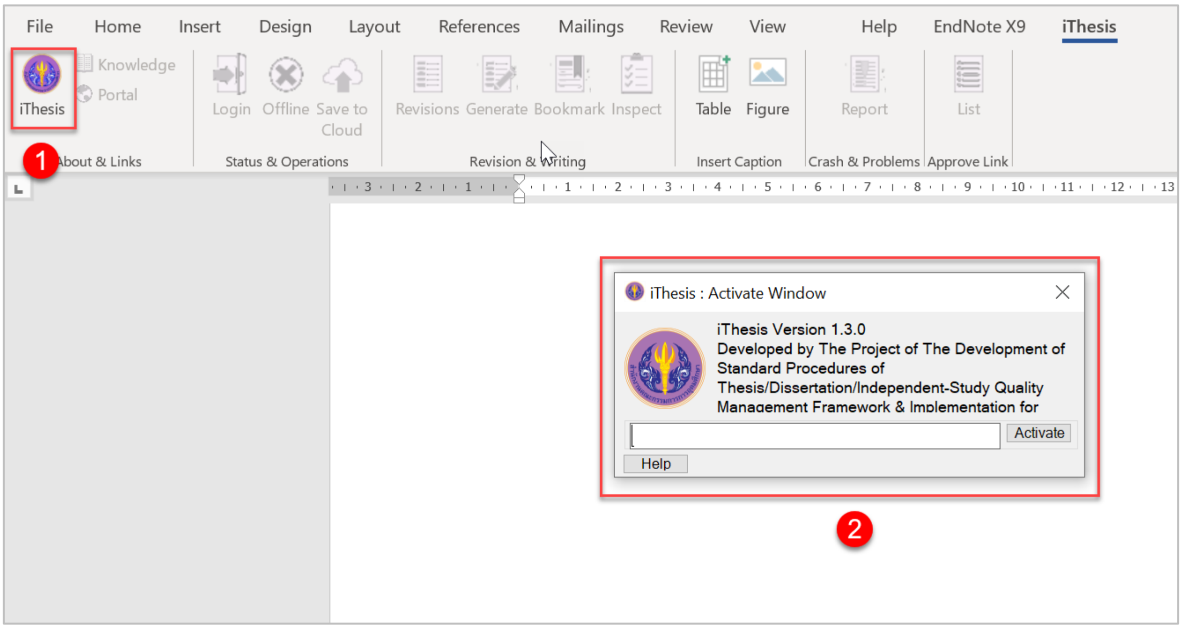


Figure 268: iThesis Activate Window

5. As shown in Figure 269, paste the Add-in Activate Key copied from the web portal into the iThesis: Activate Window, then click Activate.

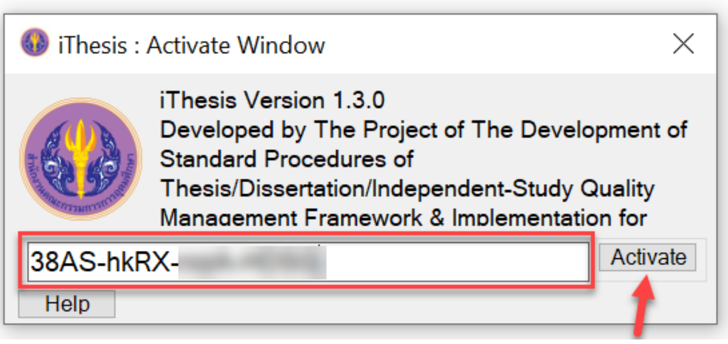


Figure 269: Activate Add-in

6. All the tools on iThesis toolbar will become enabled as shown in Figure 270.

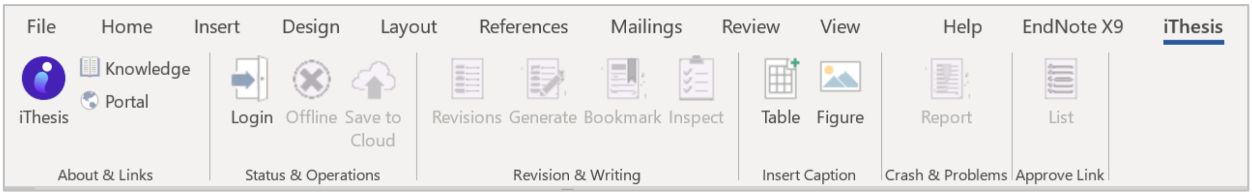


Figure 270: iThesis toolbar after activating the add-in

3.4.1.2 Disable iThesis Add-in (Inactivate Add-in)

1. Click on the iThesis icon as shown in Number 1 on Figure 271, then iThesis : Activate Window box will appear as shown in Number 2 on Figure 271.

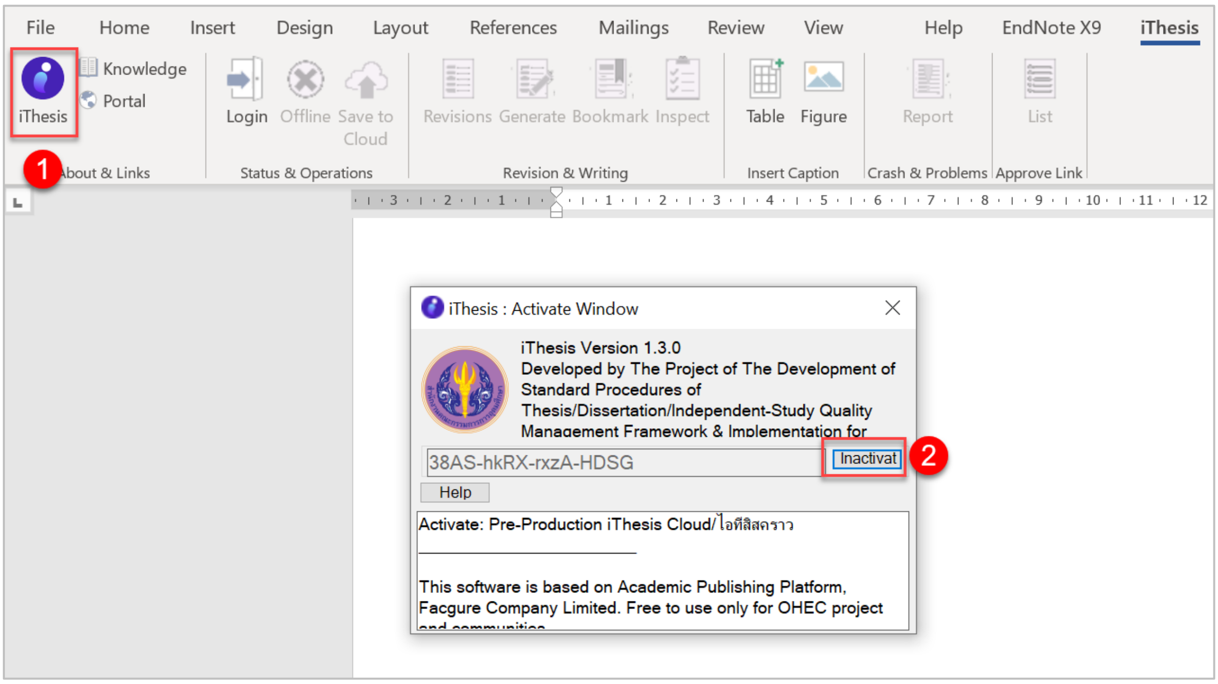


Figure 271: Inactivate Add-in

2. Some of the iThesis tools will become inactive as shown in Figure 272.

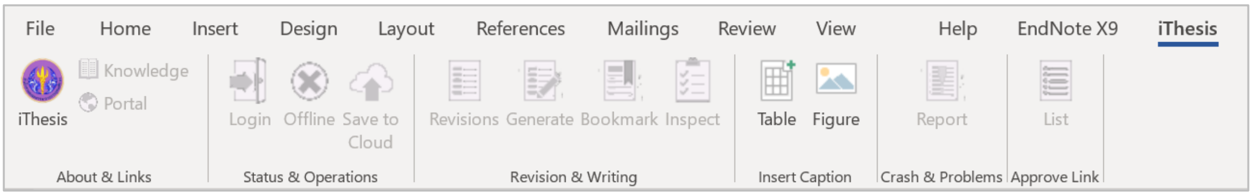


Figure 272: iThesis toolbar after Inactivate Add-in

Note: Ensure that all the files are saved before inactivating iThesis Add-in. Microsoft Word will be closed down automatically after the inactivation.

3.4.2 Knowledge Base

Knowledge Base is a tool that will redirect users to the https://ithesis.uni.net.th/kb/ website, which is a source of information including iThesis instructions, problems that may be encountered during use and their solutions. To go to the Knowledge Base website, click on the Knowledge icon as shown in Figure 273.

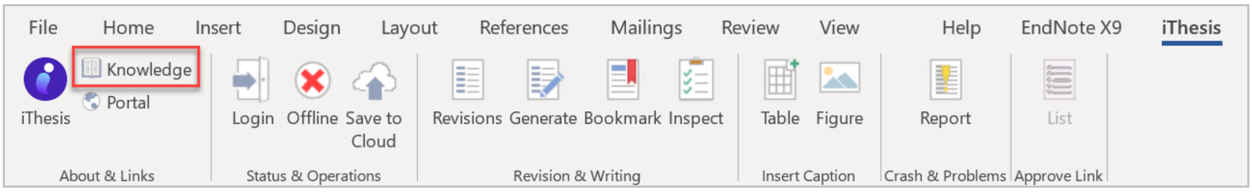


Figure 273: Knowledge Base Icon

3.4.3 Web Portal

Web Portal is a tool for connecting to the web portal of iThesis. The Web Portal tool helps students who are working on their research files to be able to connect to the web portal more conveniently without having to open a browser to access the web portal. To go to the web portal, click on the Web Portal icon as shown in Figure 274.

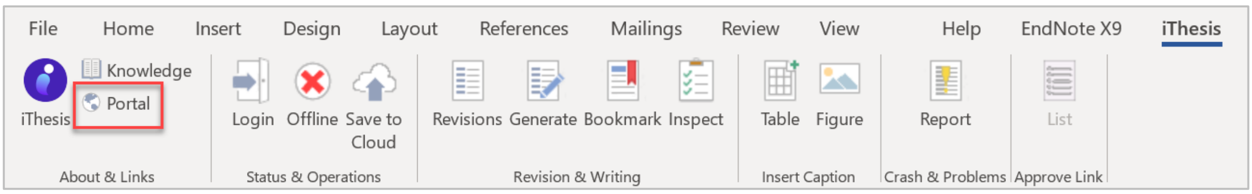


Figure 274: Web Portal Icon

3.4.4 Login

Login is a tool for students to login to their account on iThesis Add-in by entering the same username and password as used on the web portal. To login on Add-in do as follows;

1. Click the Login icon on the iThesis toolbar as shown in Figure 275.

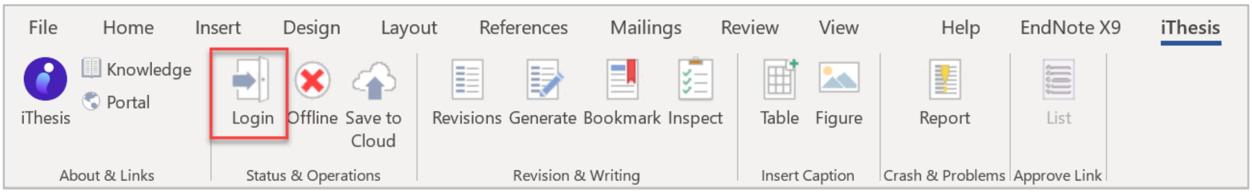


Figure 275: Login icon

2. As shown in Figure 276, the iThesis Panel window will appear. Enter Username and Password (number 1) and click Login (number 2).

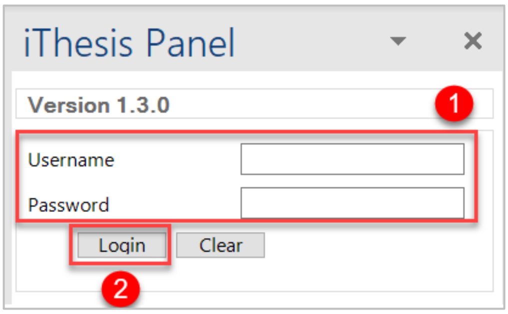


Figure 276: iThesis Panel window on Microsoft Word

3. After logging in to the system, the Login icon will change to Logout. To logout from an account, click Logout as shown in Figure 277.

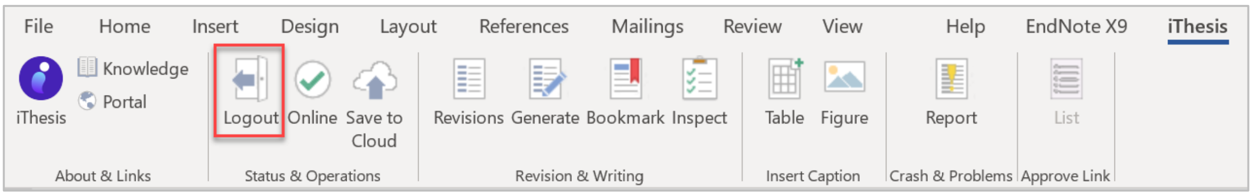


Figure 277: Logout Icon

3.4.5 Offline

Offline is a tool to show the connection status of iThesis Add-in. Without an account logged in or when an account has been logged out, the tool will appear as Offline as shown in Figure 278.

If a user is student is currently logged in to iThesis, this tool will show as Online as shown in Figure 279.

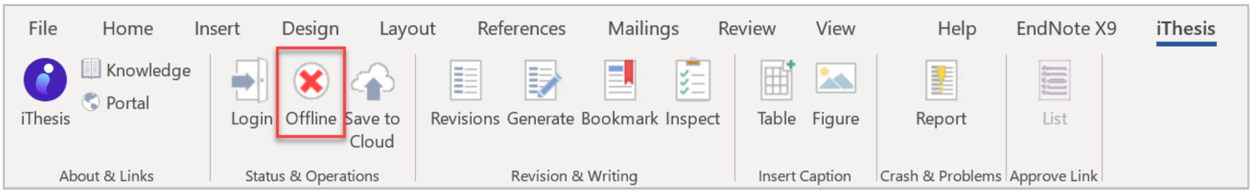


Figure 278: Offline icon

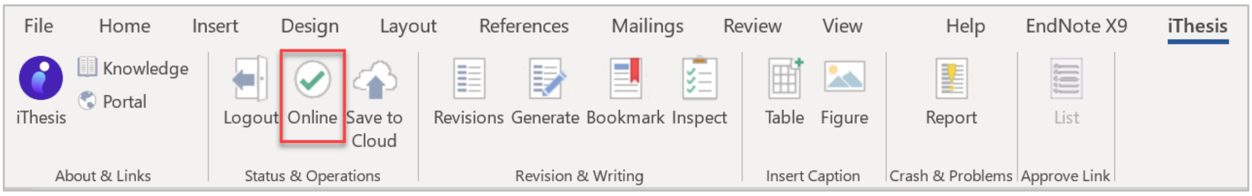


Figure 279: Online icon

3.4.6 Save to Cloud

Save to Cloud is a tool for saving proposal, draft version, and complete version files onto the web portal. The files can be saved to the web portal as many times as desired which the system will keep separated as different versions. To save files from iThesis Add-in to the web portal, do as follows.

1. Click Save to Cloud icon as shown in Figure 280.

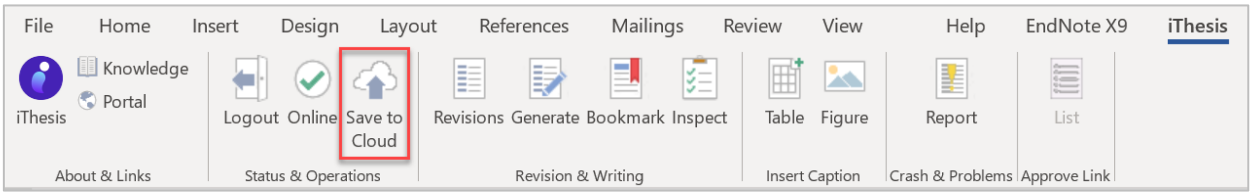


Figure 280: Save to Cloud Icon

2. Click OK on the iThesis : Please Confirm window as shown in Figure 281.

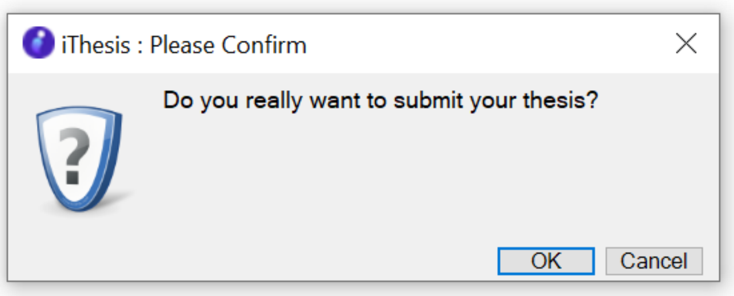


Figure 281: iThesis : Please Confirm window

3. If there are no Endnote reference files attached to the submitting file, a notification will be displayed on the appeared IThesis : Information message window as shown in Figure 282. Students must select the desired EndNote library and click OK. If there is no EndNote library for reference, click Cancel.

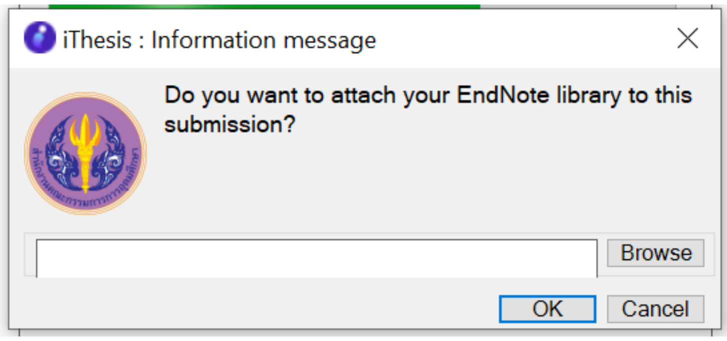


Figure 282: iThesis : Information message window

4. The files will be uploaded to the web portal. When the upload is completed, there will be a notification message saying "Complete". The newly saved version will be shown at the top of the iThesis Versions box on the iThesis Panel as shown in Figure 283.

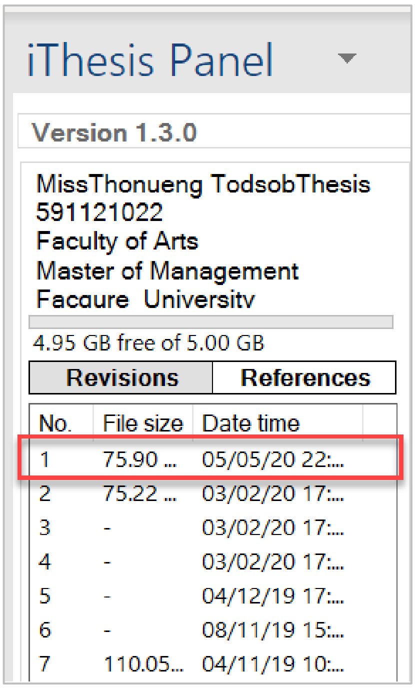


Figure 283: iThesis Panel window after using Save to Cloud

Note: If the saved file is created with LaTex, there will be no file size information displayed.

5. On the web portal page, the Revision & Approval menu will appear. The new versions of the files uploaded from the iThesis Add-in will be shown as in Figure 284.

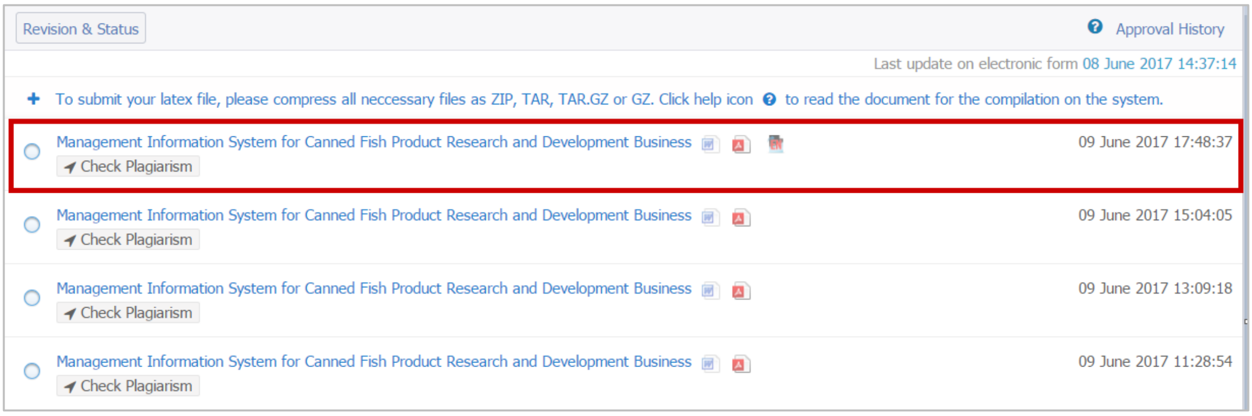


Figure 284: The web portal screen after a new file has been uploaded

However, all uploaded file versions can be downloaded back to be edited by clicking on the desired version on iThesis Panel and clicking on Download as shown as in Figure 285.

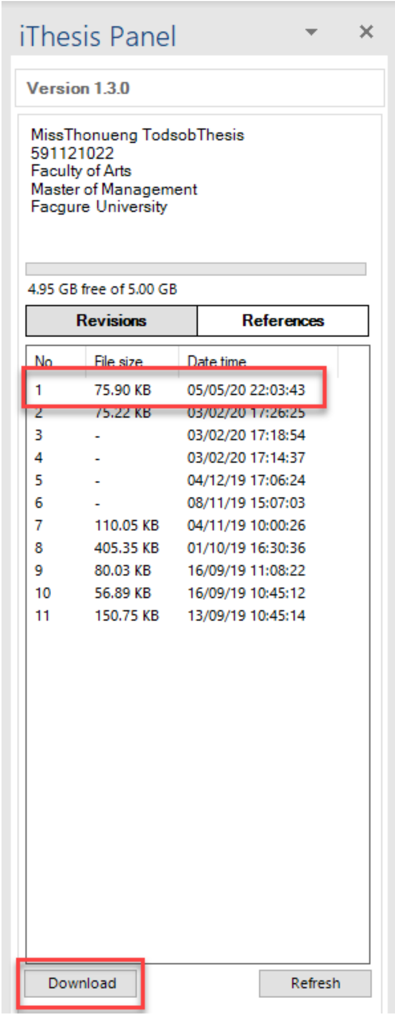


Figure 285: Example of the Download button on iThesis Panel

Note: Save to Cloud tool can be used only when the Add-in status is online.

3.4.7 Revisions

Revisions is a tool used for opening and closing the iThesis Panel window which shows the version information of research files that have been saved to the web portal. If the iThesis Panel window has been closed, users can click on Revisions as shown in Figure 286 to open the iThesis Panel window on the right side of the screen as shown in Figure 287.

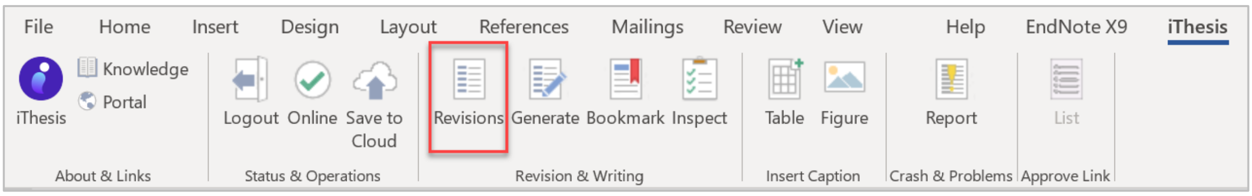


Figure 286: My Revisions Icon

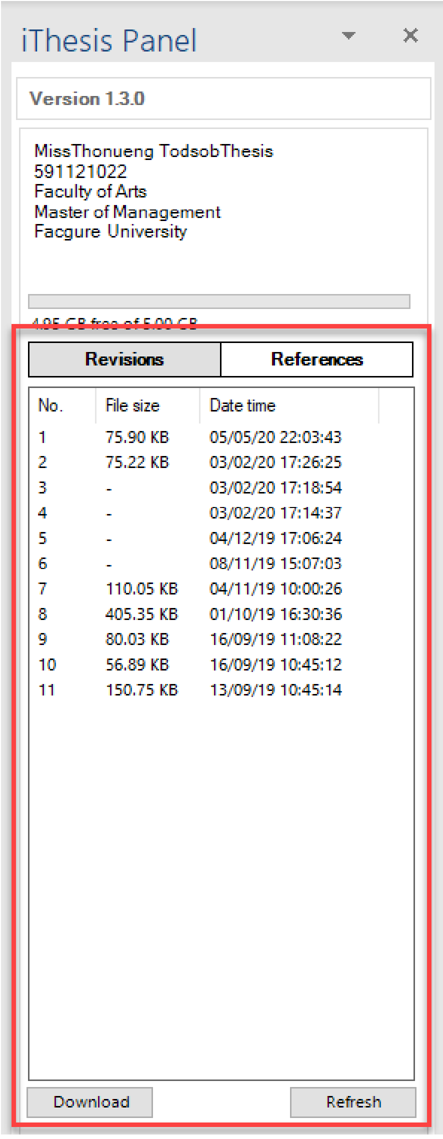


Figure 287: My Revisions window

3.4.8 Generate

Generate is a tool used to create research writing templates. At the first login on the Add-in or every time after there is change of information entered in the Electronic Form section on the web portal, students will need to generate a new template in order to update the newly input information on the web portal to be placed in various parts of a research document template to be used in printing the complete version and submitted as a hard cover book. To generate a theme, as follows;

1. Click the Generate icon as shown in Figure 288.

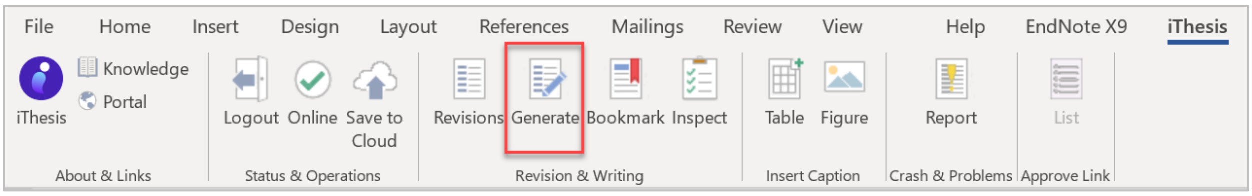


Figure 288: Generate Template Icon

2. During the Generate Template process, Add-in will display a pop-up window showing the progress of creating a new document with the updated template as shown in Figure 289.

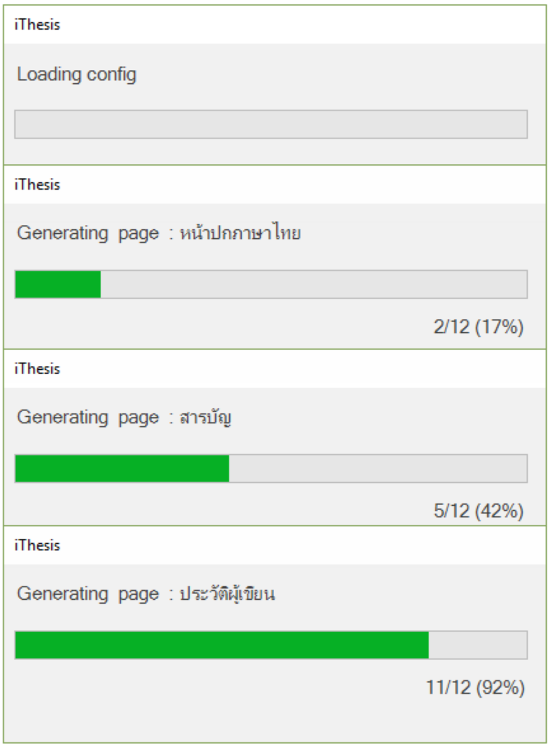


Figure 289: Example of window showing document creation progress using Generate Template

3. When a new template has been created successfully, the newly updated research forms will be displayed as shown in Figure 290.

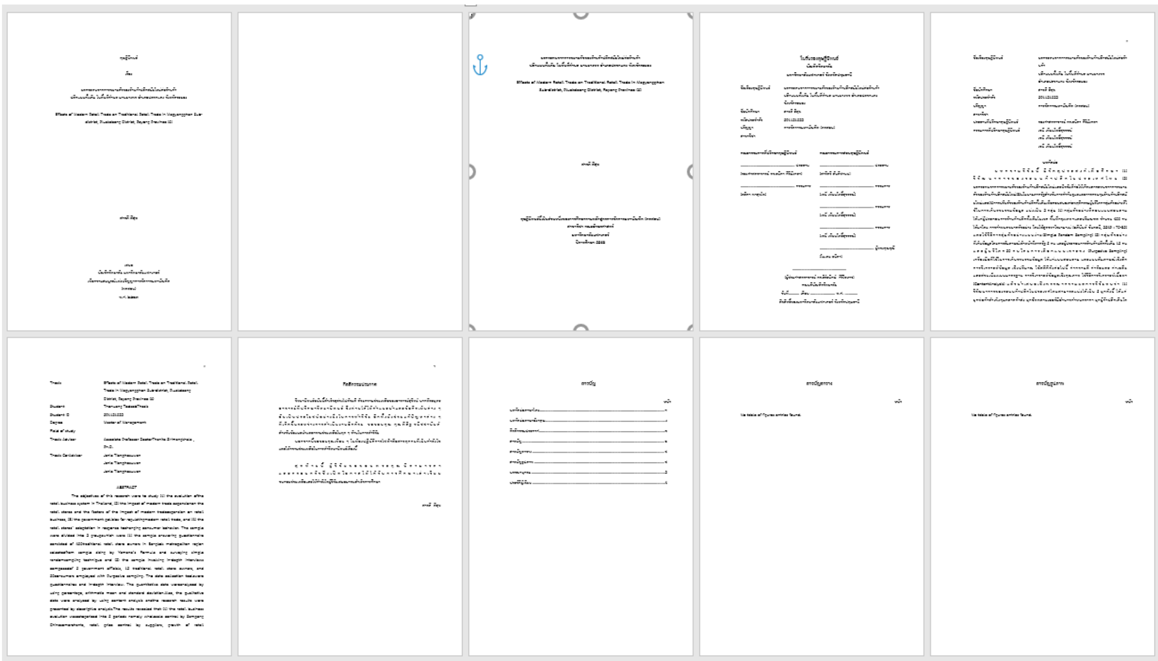


Figure 290: Example of research forms for a research book created using Generate Template

The page that the students can use to start writing their research content is the blank page next to the table of contents page. However, students using the Add-in for the first time or who are working on their proposal file will only be able to create the first page, Thai cover, English cover, authorization form, table of contents, bibliography, and biography. The pages for Thai abstract, English abstract, and acknowledgments can only be generated once the student has their proposal approved and have then filled out the information on Abstract and Acknowledgment forms in Electronic Form section.

<u>Tip & Tricks</u>: To generate a new template for a draft version, students can first download the approved proposal file and use it a base file to write further, making it into a draft version. Then, after filling the required information on the web portal forms, click Generate Template on the Add-in. The current file's template will then be updated and transformed to meet the format required of a draft version including creating additional pages for abstracts and acknowledgments.

3.4.9 Bookmark

Bookmark is a tool for updating the main table of contents of a research book that is generated on the Add-in using Generate Template after styles and formats have been applied to various pages or forms. To update the table of contents, click on the Bookmark icon as shown in Figure 291. The table of contents will then be updated as shown in Figure 293. If students have set up the Template Settings in the Electronic Form and have enabled the list of tables and the list of figures, by clicking the Bookmark icon, it will also update the lists of tables and figures, which will be explained further in Table and Figure topics.

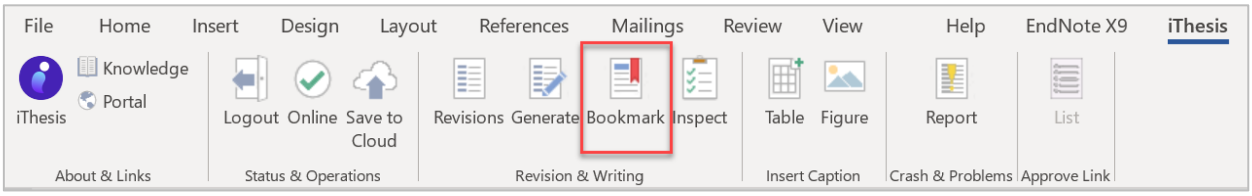
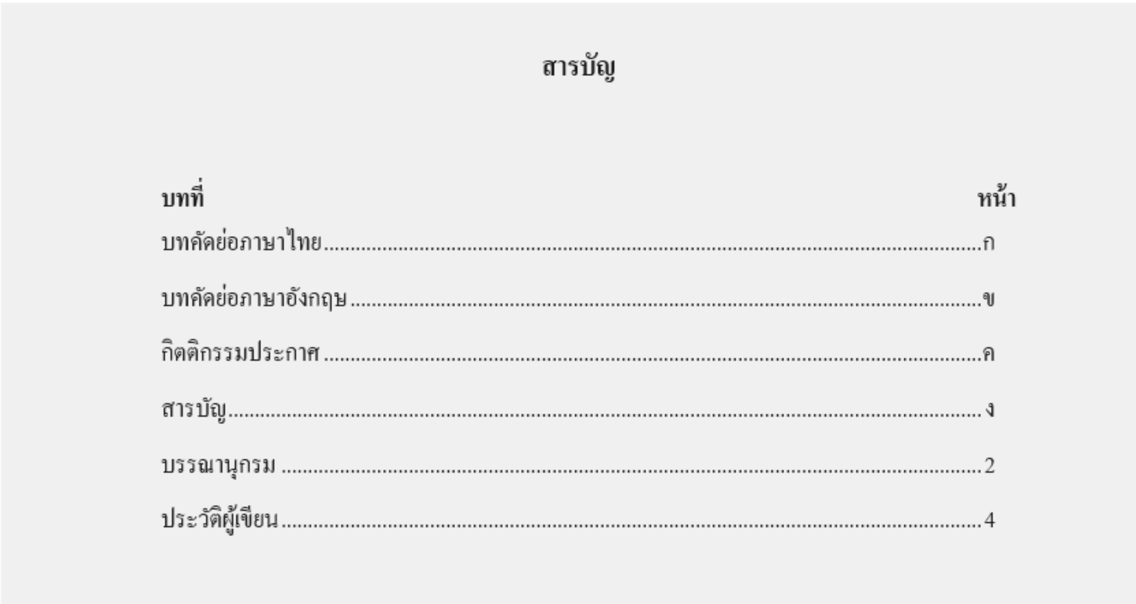


Figure 291: Bookmark icon



สารบัญ

บทที่	หน้า
บทคัดย่อภาษาไทย	ก
บทคัดย่อภาษาอังกฤษ	ข
กิตติกรรมประกาศ	ค
สารบัญ	ง
บรรณานุกรม	2
ประวัติผู้เขียน	4

Figure 292: Example of table of contents before updating with the Bookmark tool

สารบัญ

Figure 293: Example of table of contents after updating with the Bookmark tool

3.4.10 Table

Table is a menu used to add table descriptions as shown in Figure 294. All descriptions in this section will be created into a list of tables by using the Bookmark tool as mentioned in the previous topic. To add a table description, do as follows;

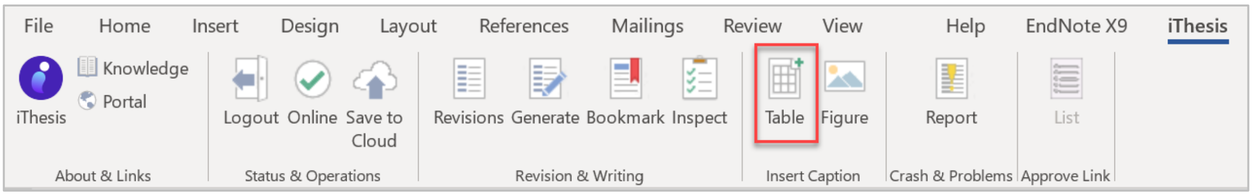


Figure 294: Table Icon

1. On a document, click to select where to insert a table description, then click Table as shown in Figure 295

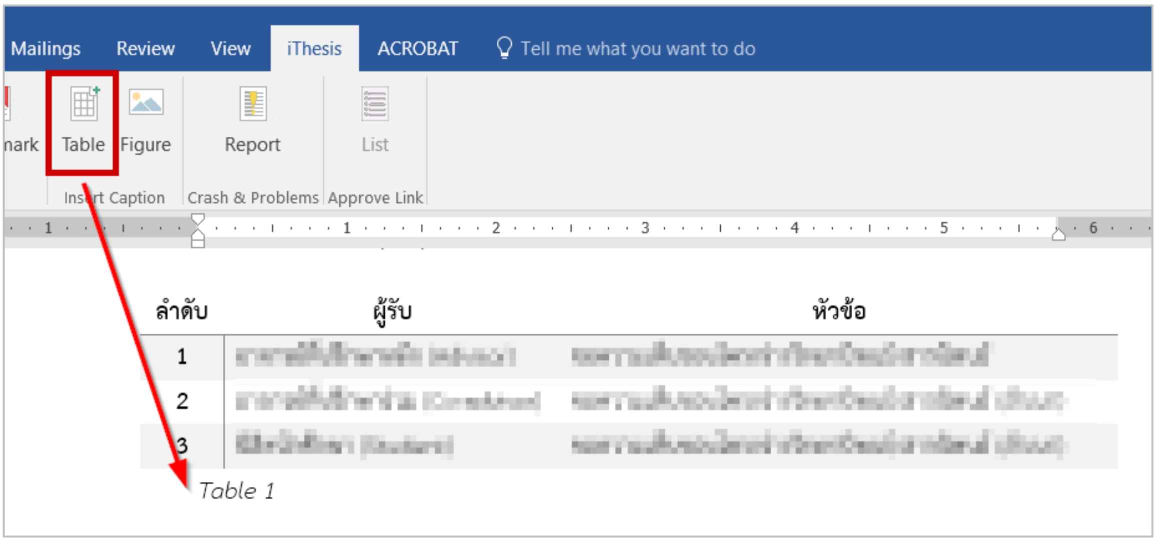


Figure 295: Adding a table description

2. Edit the table's name and description for them appear as the table description as shown in Figure 296.

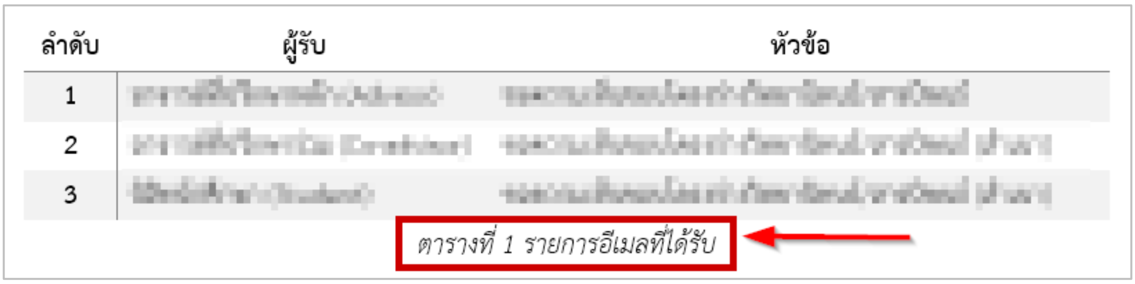


Figure 296: Editing and adding a table description

3. To add the newly added table description to the list of tables, click the Bookmark icon. The data will be extracted and updated to the list of tables as shown in Figure 297.

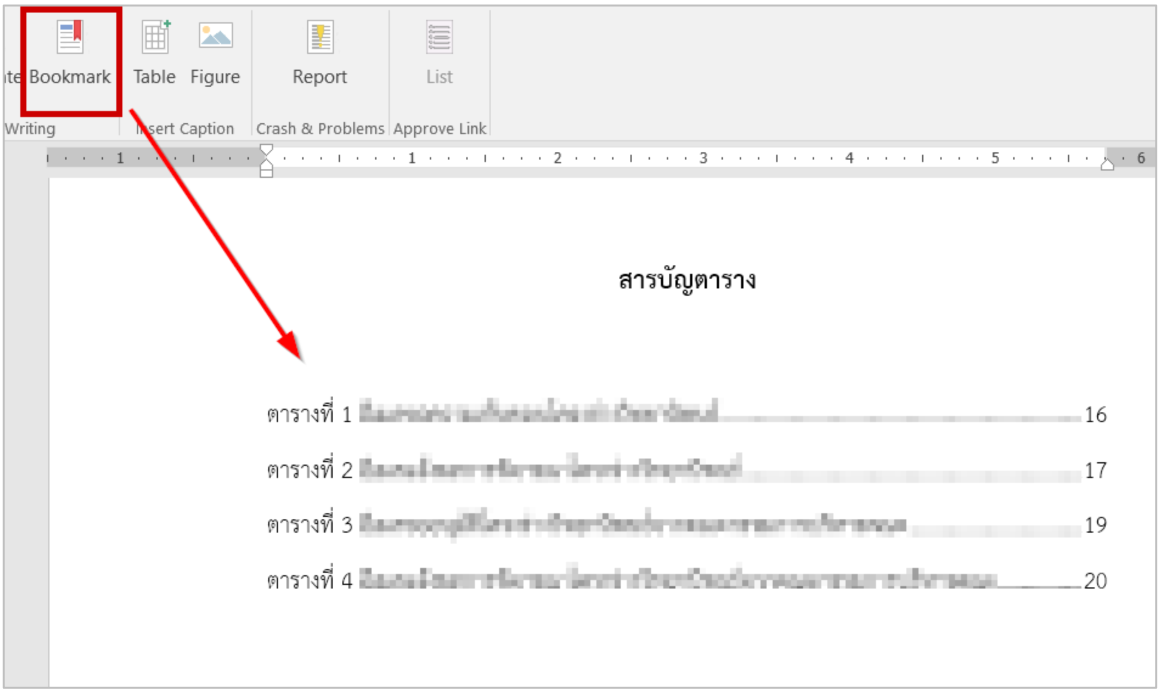


Figure 297: List of tables after updating with the Bookmark Tool

3.4.11 Figure

Figure is a menu used to add figure descriptions as shown in Figure 298. All descriptions in this section will be created into a list of figures by using the Bookmark tool as mentioned earlier. To add a figure caption, do as follows;

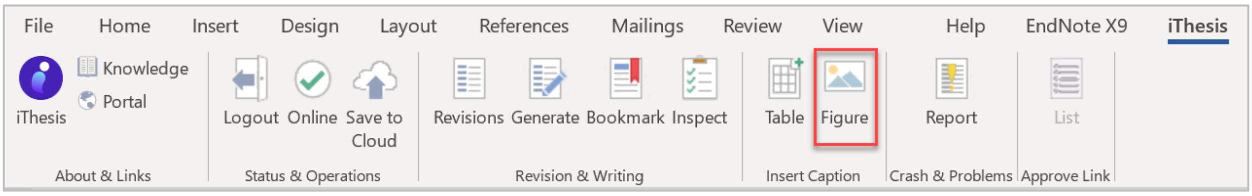


Figure 298: Figure Icon

1. On a document, click to select where to insert a figure description, then click Figure as shown in Figure 299.

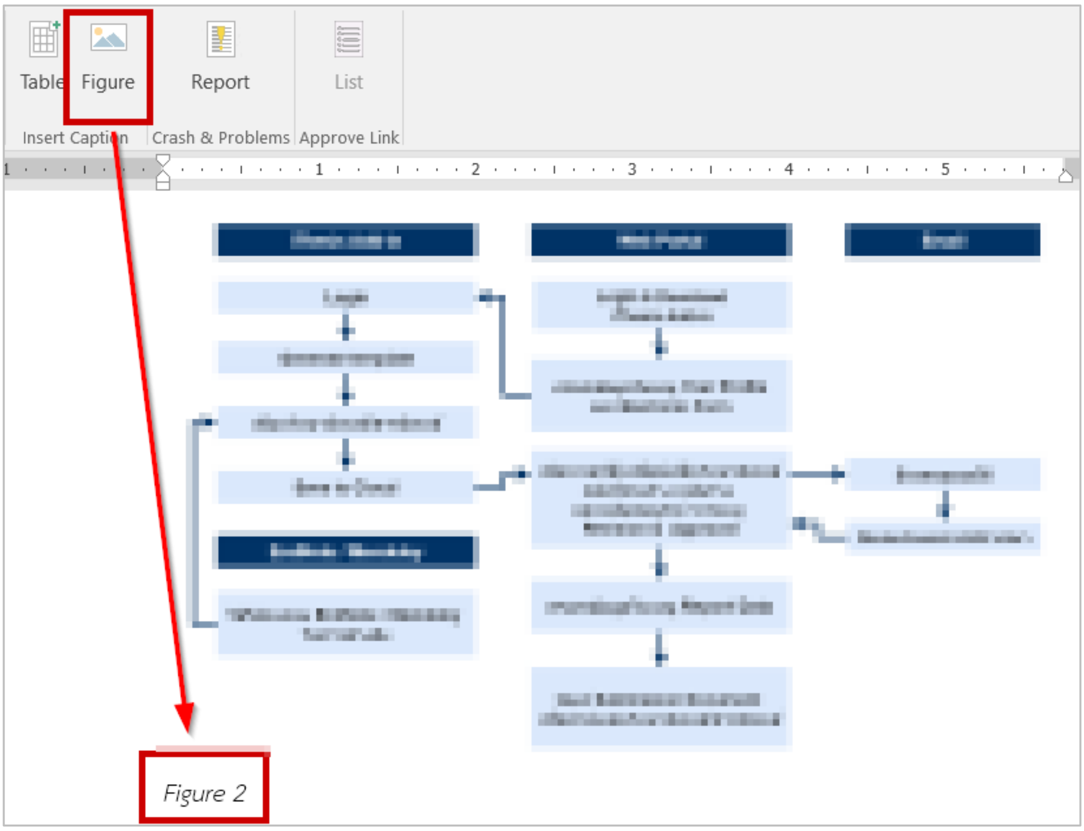


Figure 299: Adding a figure description

2. Edit the figure’s name and description as shown in Figure 300.

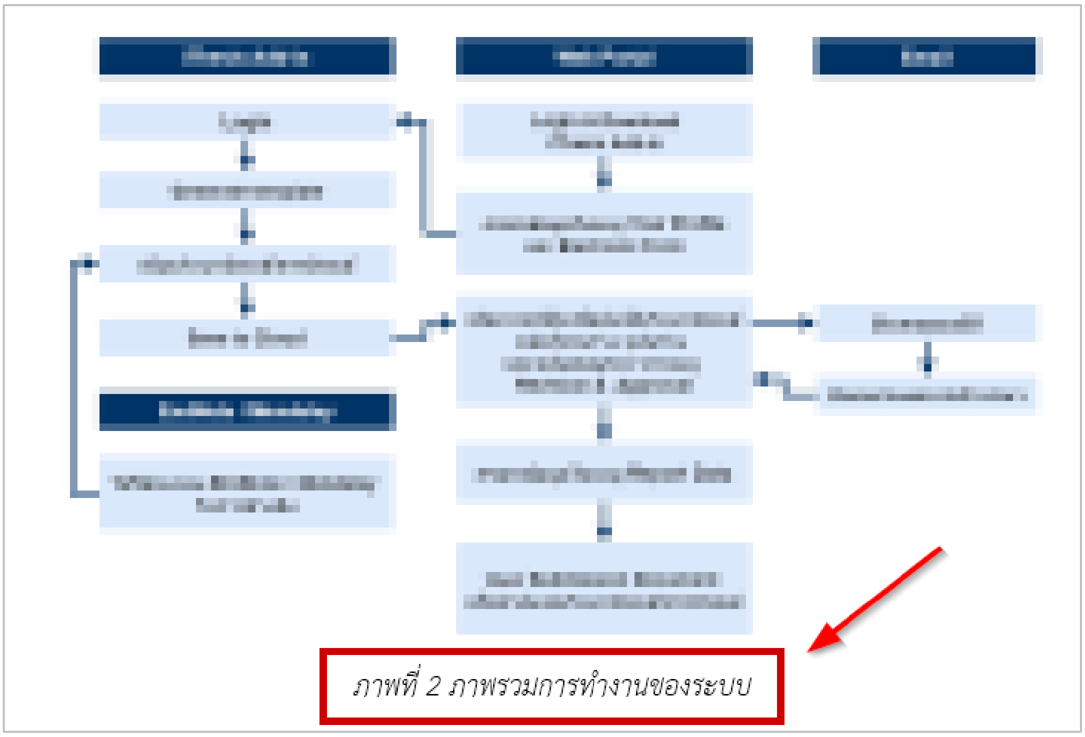


Figure 300: Editing and adding a figure description

3. To add the newly added figure description to the list of figures, click the Bookmark icon. The data will be extracted and updated to the list of figures as shown in Figure 301.

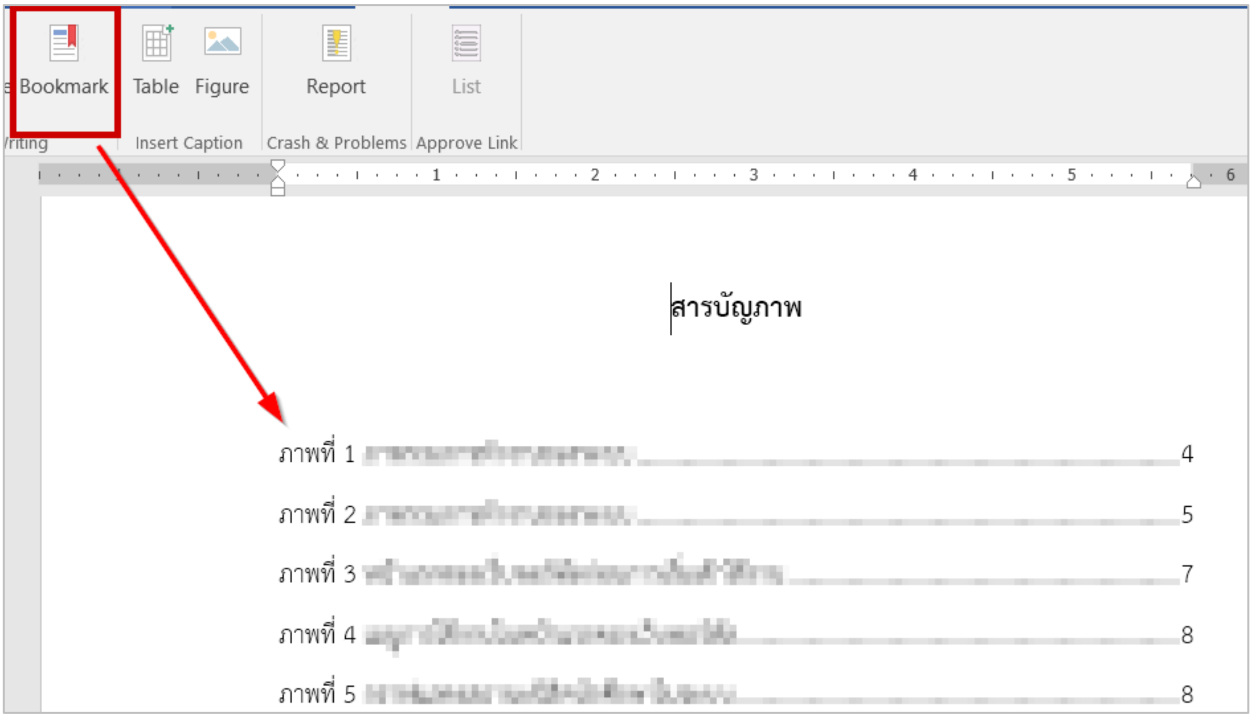


Figure 301: List of figures after updating with the Bookmark Tool

3.4.12 Report

Report is a tool for reporting usage problems. By clicking the Report icon as shown in Figure 302, the Report window will appear. As shown in Figure 303, fill in the problems found, then click Submit to send the information to the administrator.

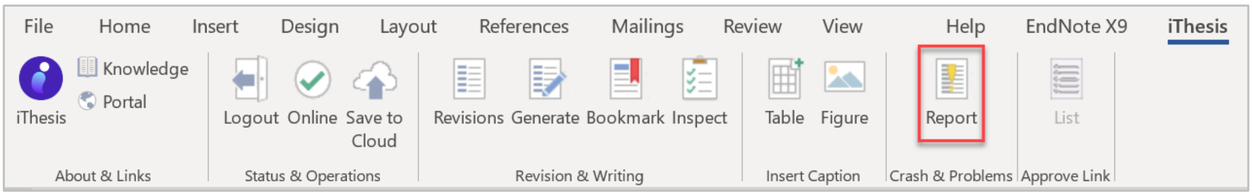


Figure 302: Report icon

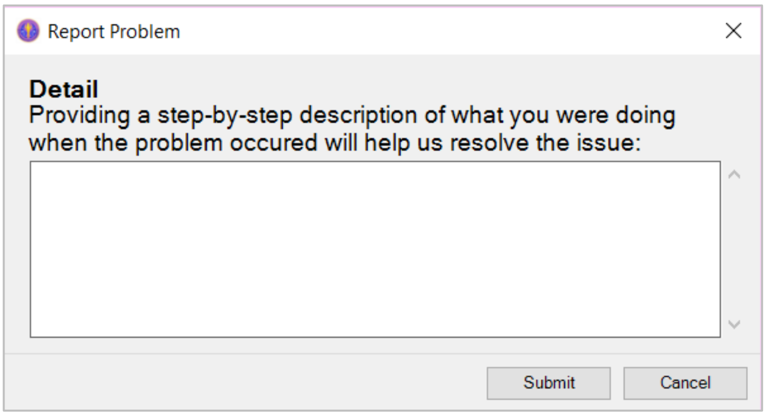


Figure 303: Report Problem window

3.4.13 List

List is an exclusive tool for advisors used for displaying student approval information and connecting to the approval form page. Students will not be able to use this tool as shown in Figure 304 as the icon appears inactive in grey.

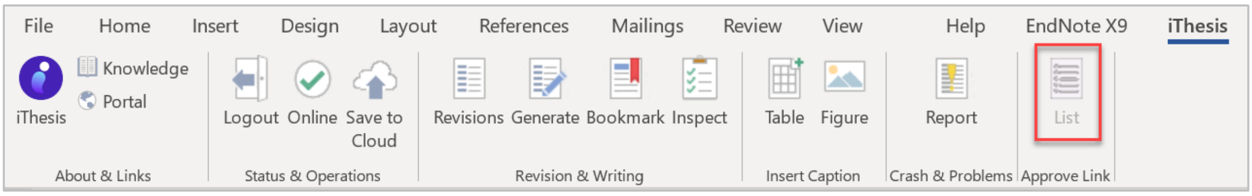


Figure 304: List icon

3.5 Update iThesis version

iThesis Add-in will be updated periodically to improve its stability and efficiency. Therefore, when a new update is available and the currently installed Add-in is not the newest version, there will be a notification message window displayed as shown in Figure 305.

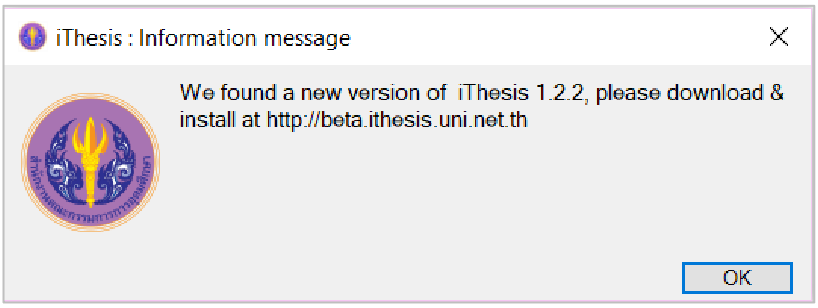


Figure 305: iThesis : Information message window

1. Click OK in the iThesis: Information message window as shown in Figure 306.

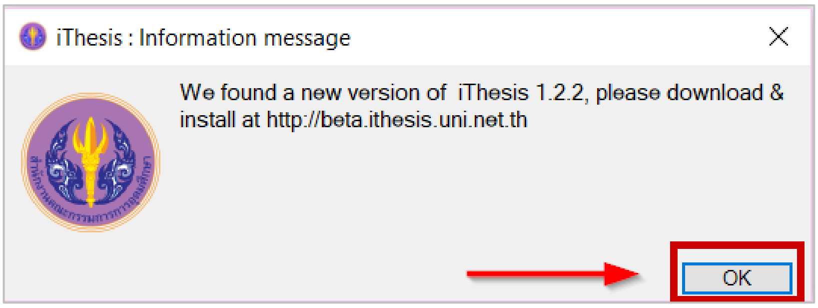


Figure 306: Confirming update on iThesis: Information message window

2. Click Download to download the new version of iThesis Add-in as shown in Figure 307.

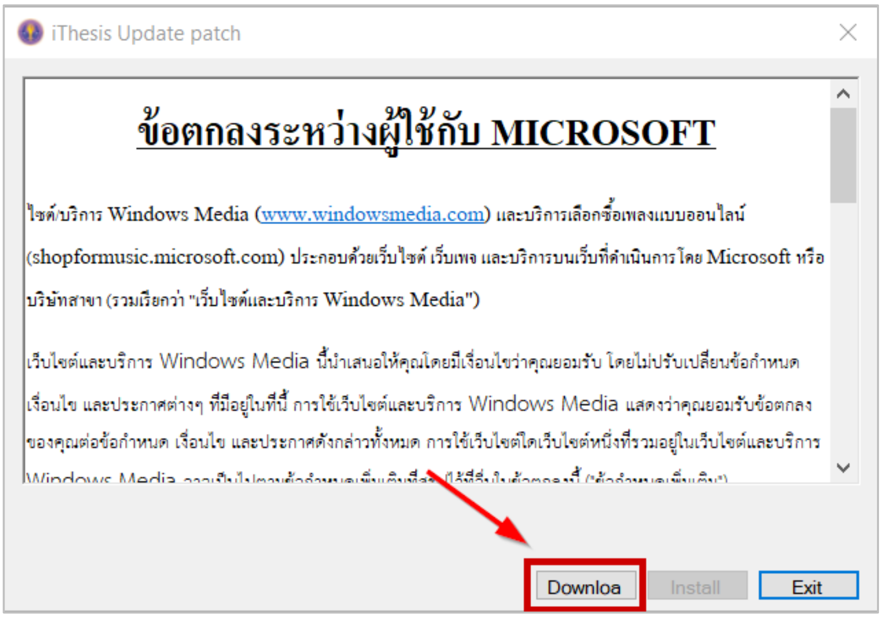


Figure 307: Download a new version of iThesis Add-in

3. Click Install to install the new version of iThesis Add-in as shown in Figure 308.

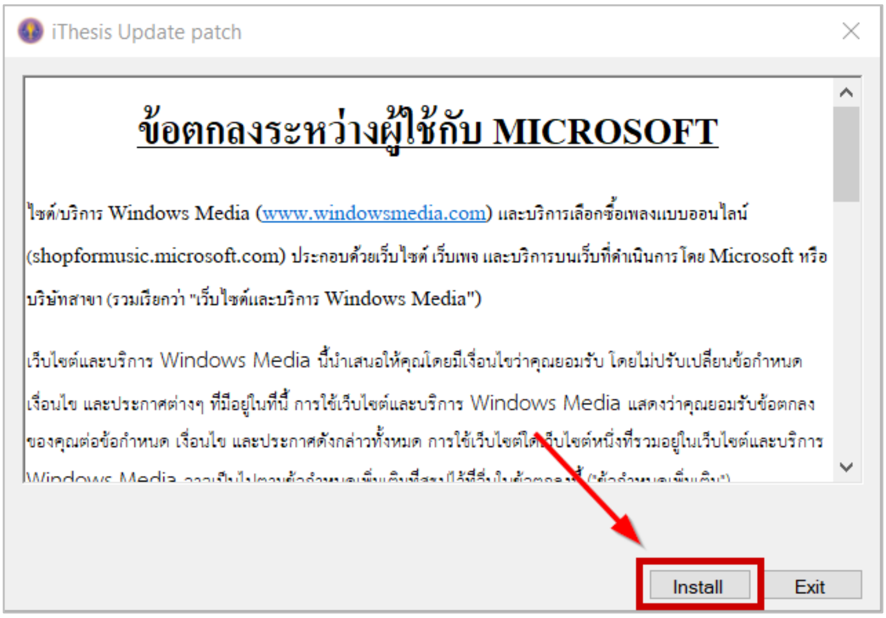


Figure 308: Install a new version of iThesis Add-in

4. When the updating process is finished, an update patch complete message box will appear. Click OK, as shown in Figure 309.

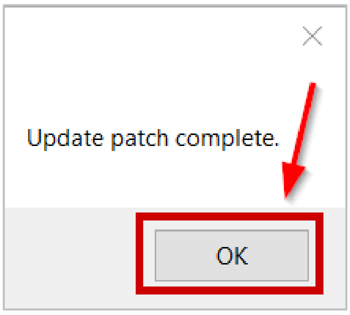


Figure 309: Message box when a new version of iThesis Add-in has been installed

5. Click Exit to start using iThesis Add-in as shown in Figure 310.

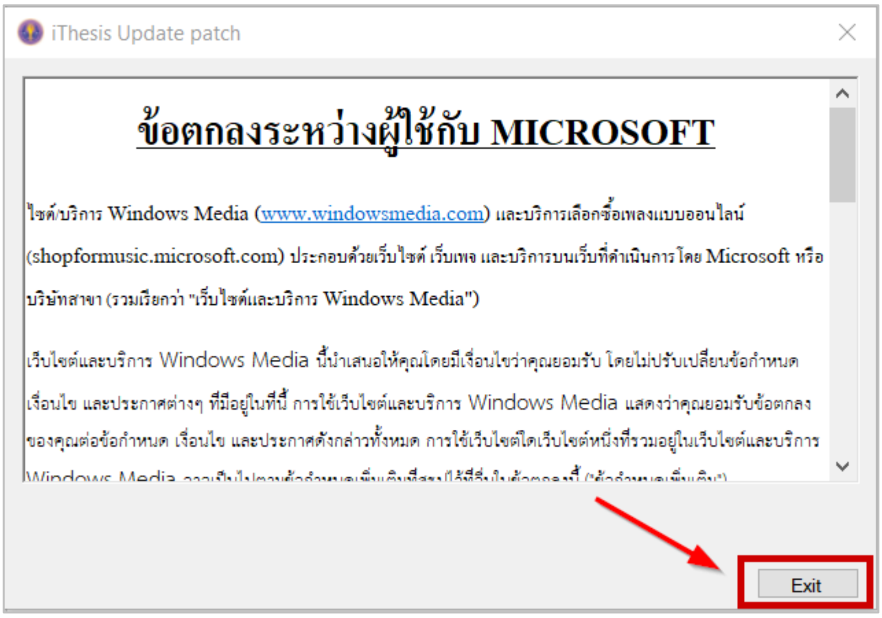


Figure 310: Closing the iThesis Add-in Update Window

iThesis Add-in version can be checked on the iThesis Panel window as shown in Figure 311 or on the Activate Window as shown in Figure 312.

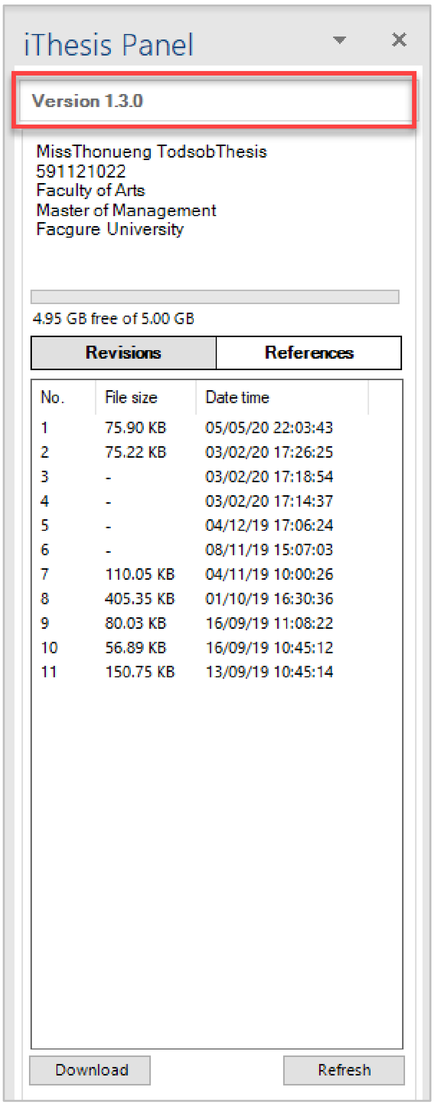


Figure 311: Checking iThesis Add-in Version on the iThesis Panel Window

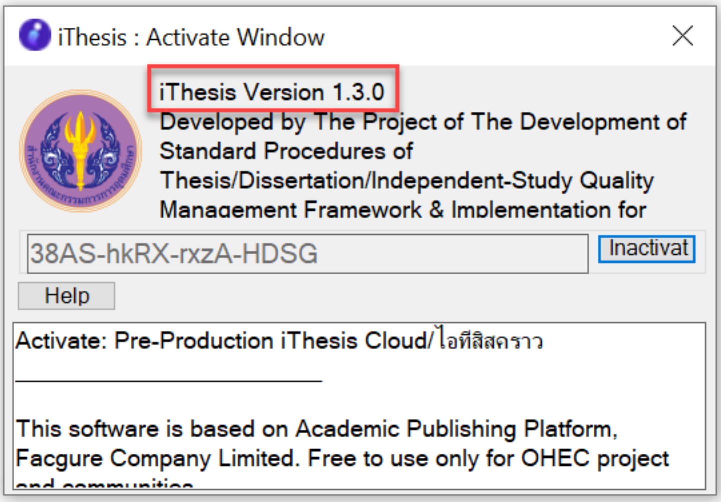


Figure 312: Checking iThesis Add-in version on the Activate Window

3.6 Uninstall iThesis Add-in

iThesis Add-in must be uninstalled before installing a new updated version. To uninstall the currently installed iThesis Add-in, follow the methods as follows;

1. Go to Control Panel or click on the Control Panel icon as shown in Figure 313.

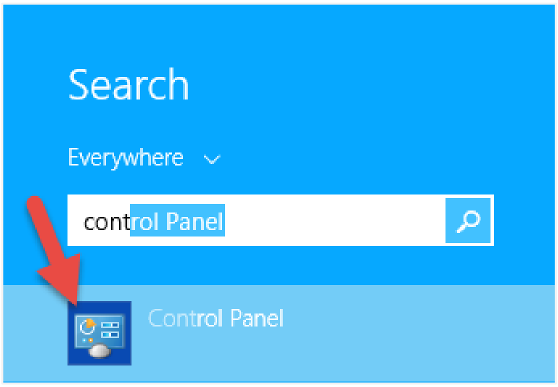


Figure 313: Control Panel Icon

2. Select Category view and click Programs as shown in Figure 314.

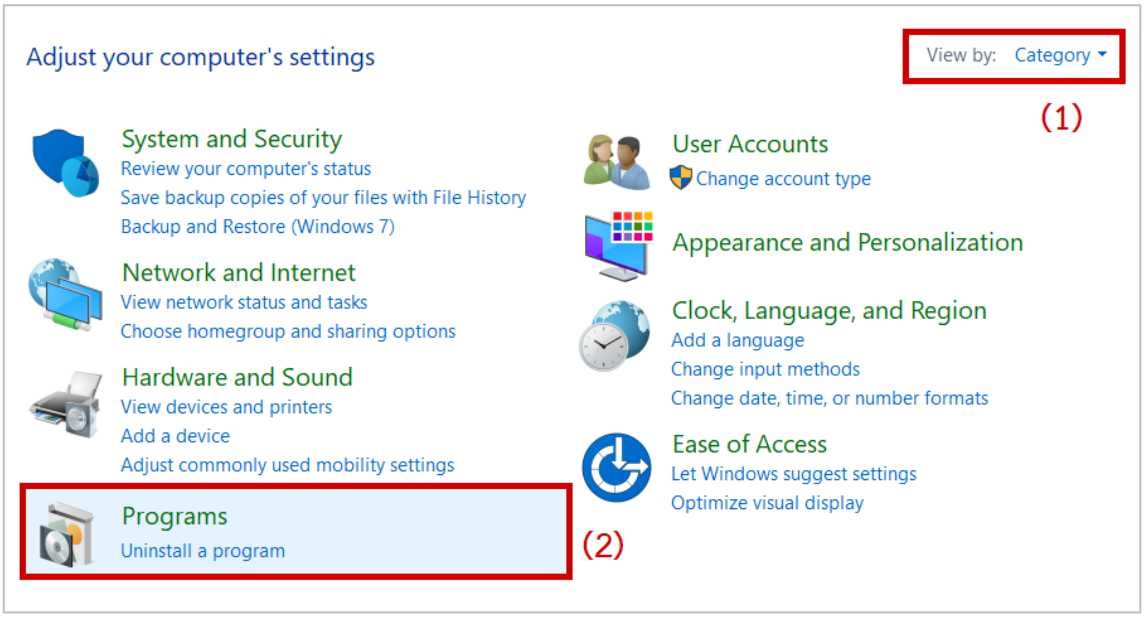


Figure 314: Control Panel window

3. Click Programs and Features on the Program window to uninstall. There are 2 ways to uninstall the Add-in;

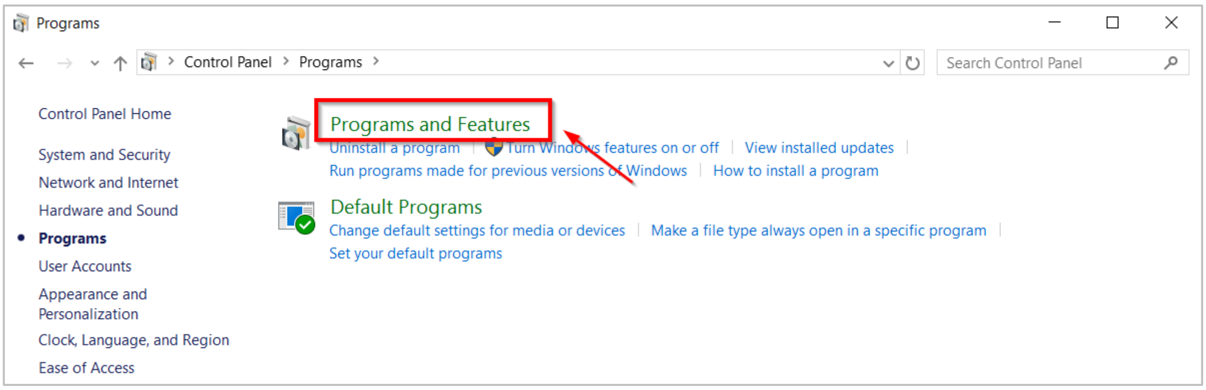


Figure 315: Programs window

4. Uninstallation can be done in 2 ways as follows;

   4.1. Click on iThesis Add-in as shown in Number 1 on Figure 316 and click Uninstall as shown in Number 2 on Figure 316.

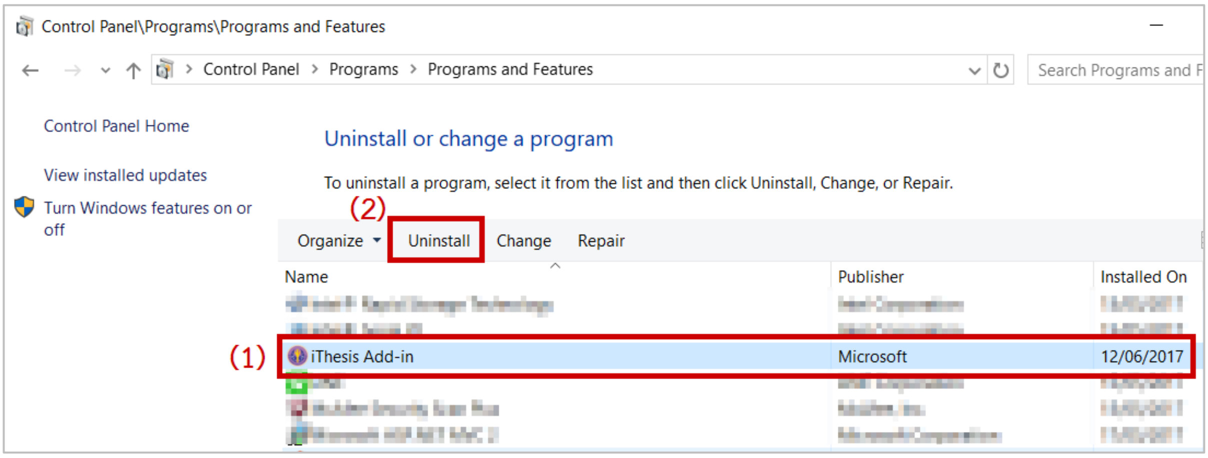


Figure 316: Uninstalling iThesis - method 1

4.2. Right-click on iThesis Add-in as shown in Number 1 on Figure 317 and click Uninstall as shown in Number 2 on Figure 317.

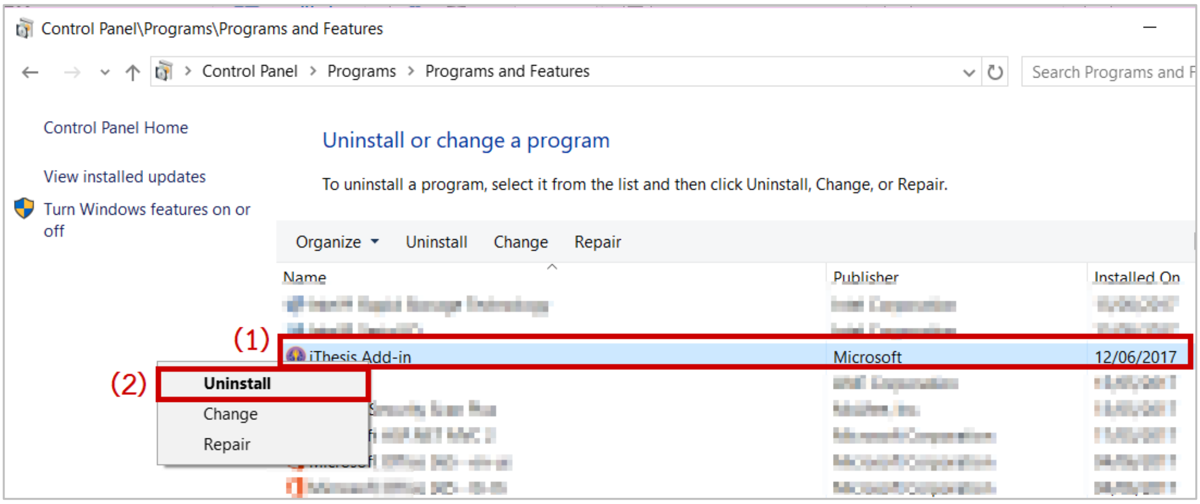


Figure 317: Uninstalling iThesis - method 2

4. EndNote

EndNote is an external program that iThesis developers use as a supplement program in creating reference information. EndNote is a product of Thomson Reuters that is currently developed to version X8 (version 18). EndNote can be used to create a variety of reference formats and can be used to gather references or citations used within a research work.

EndNote users must create a library to store data, add information to that library, and then attach the references to their research file. The reference data created on EndNote will then be added at the end of the research book template in the references or bibliography section using iThesis Add-in and can be checked for correction using Revision & Approval on the web portal as a .PDF file.

4.1 Install EndNote

To install the EndNote program, users can download the installer at http://endnote.com/ and an example of a trial version installation is shown as follows;

1. Go to http://endnote.com/ and register. Wait for the installation e-mail to download the EndNote installer.

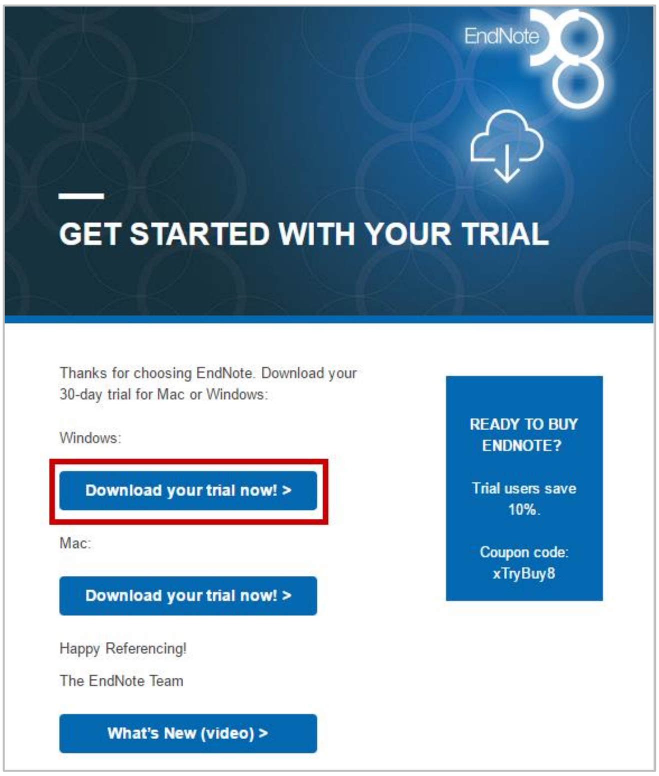


Figure 318: Register for a download e-mail on EndNote website

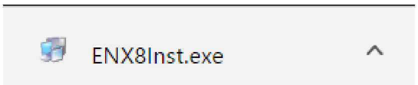


Figure 319: EndNote installer file

2. When the download is finished, double-click on the installer and the installation screen will appear. Click Next > to proceed.

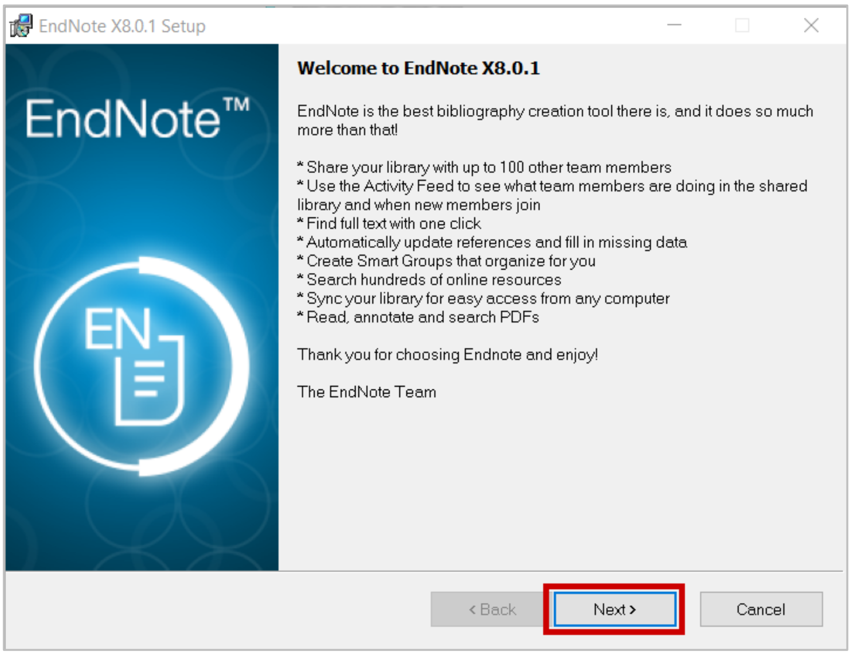


Figure 320: EndNote installation screen

3. For installing a trial version, select I would like a 30-day free trial and click Next > on the Select Installation screen to proceed.

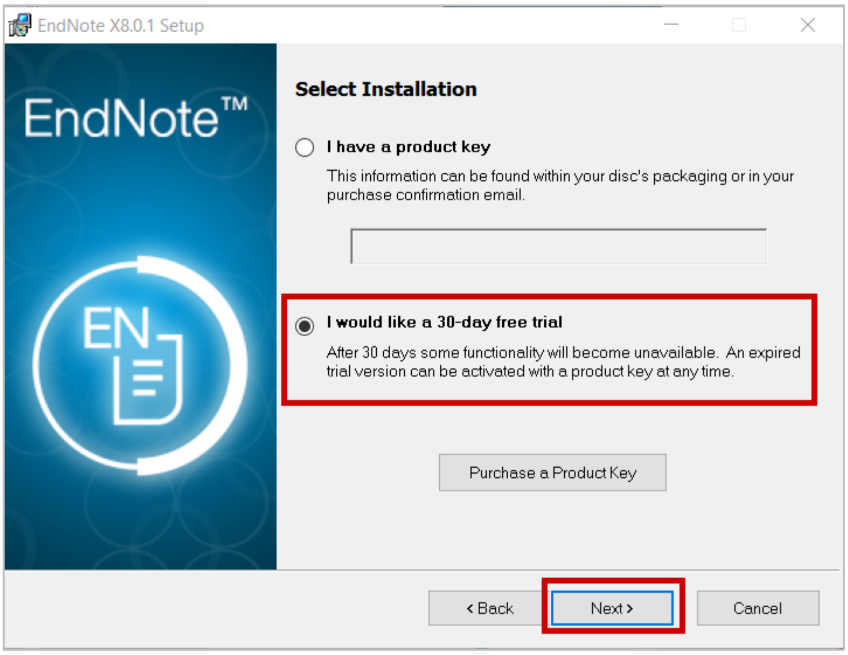


Figure 321: Select Installation screen

4. . Click Next > on the Read Me Information screen to proceed.

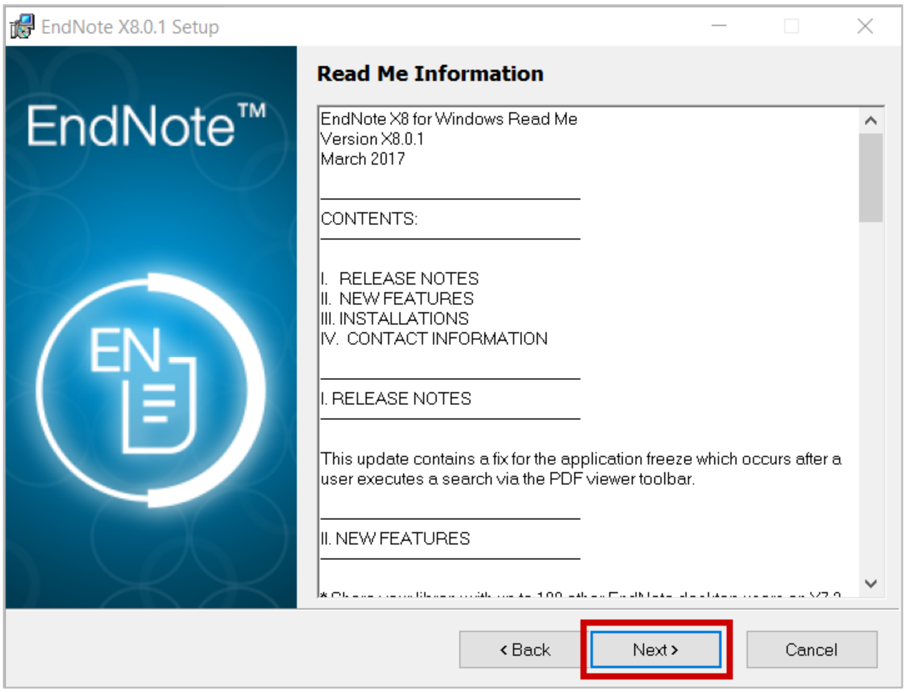


Figure 322: Read Information screen

5. Select I accept the license agreement and click Next > on the Demo License Agreement screen.

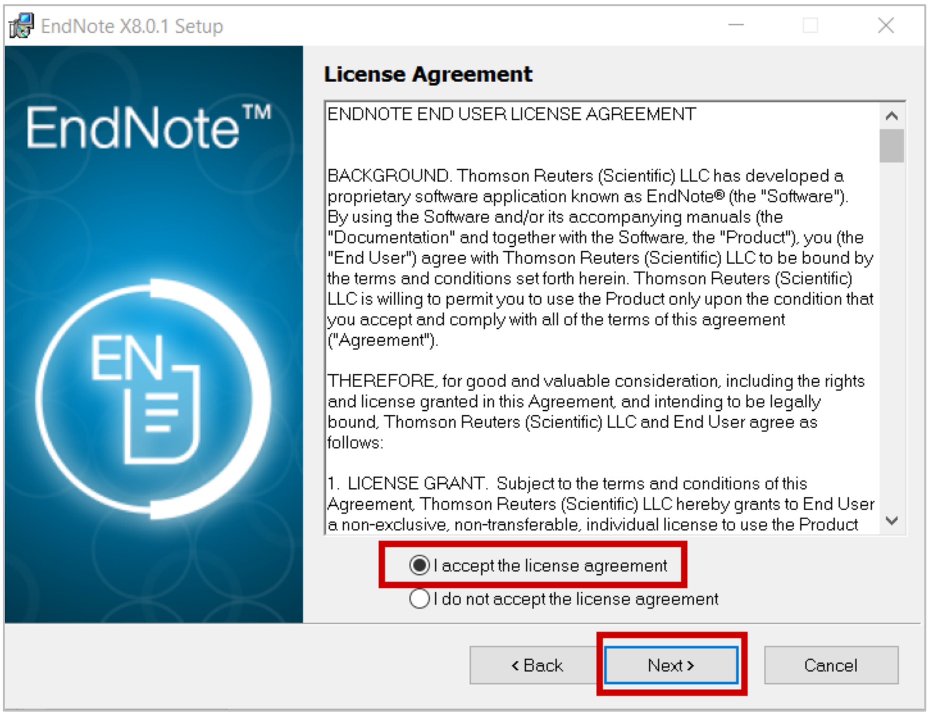


Figure 323: Demo License Agreement screen

6. Select Typical and click the Next button > on the Select Installation Type screen.

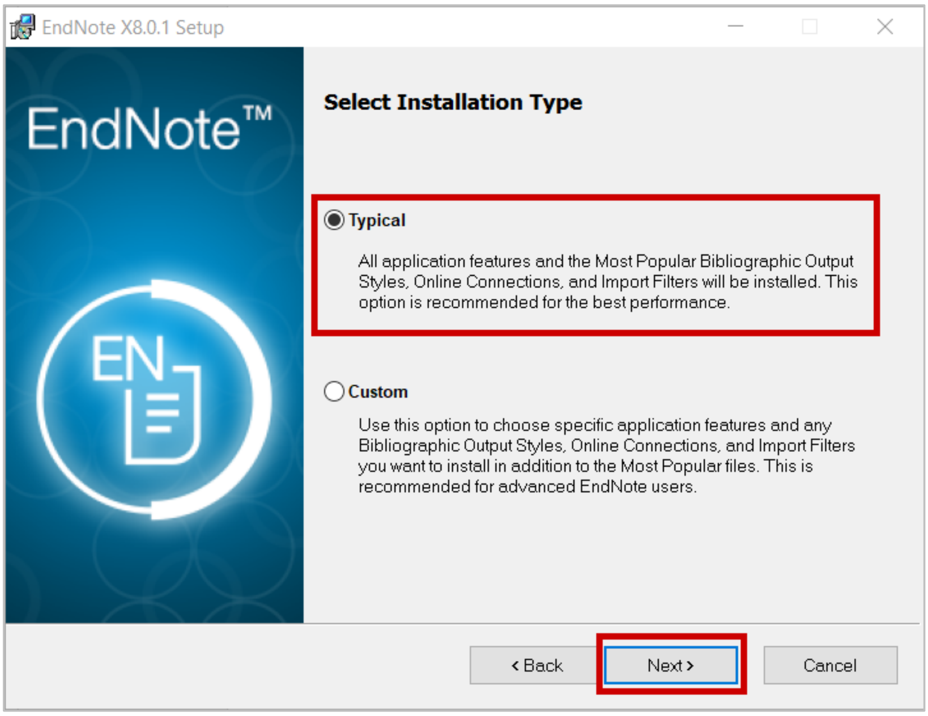


Figure 324: Select Installation Type screen

7. If the install destination of the program does not need to be changed, click Next > on the Select Destination screen to proceed.

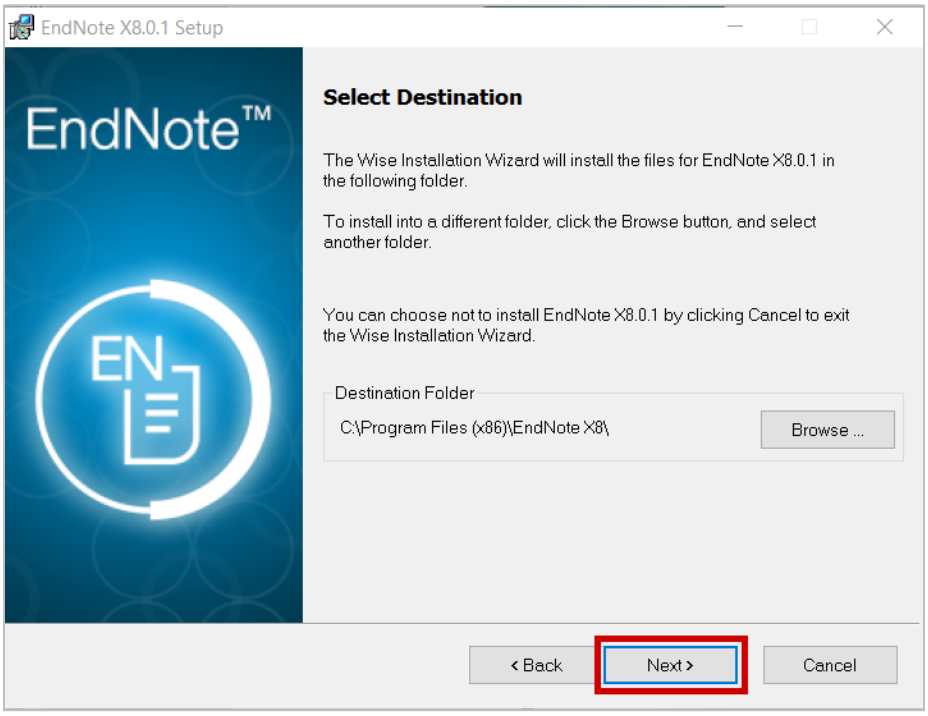


Figure 325: Select Destination screen

8. Click Next > to start the installation process on the Ready to Install the Application screen.

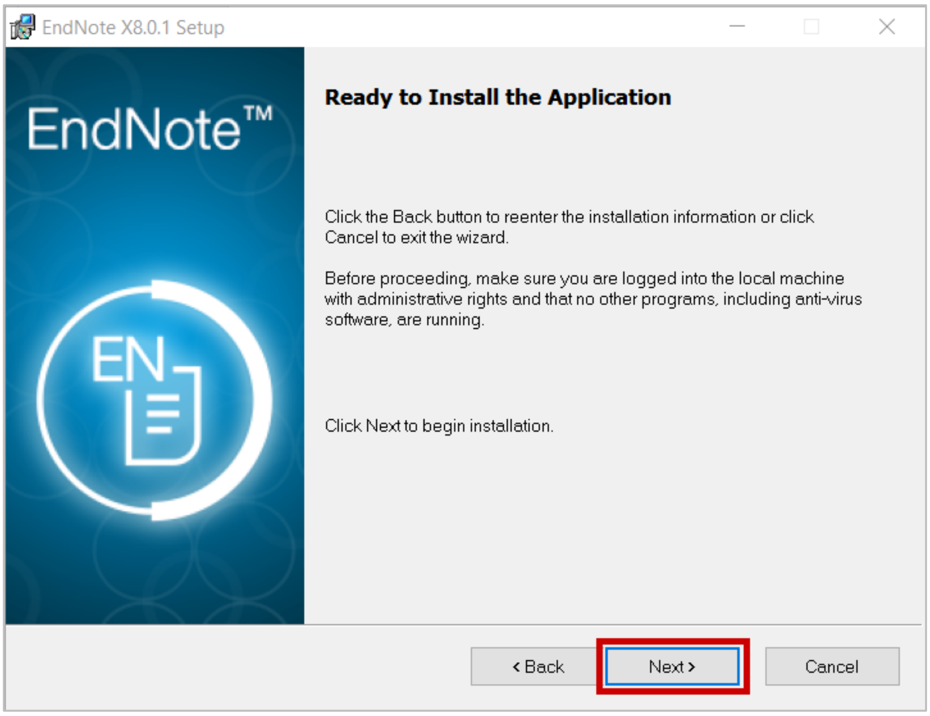


Figure 326: Ready to Install the Application screen

9. If the program cannot be installed and a notification screen of File in use appears, close every running Microsoft Office program then click Retry.

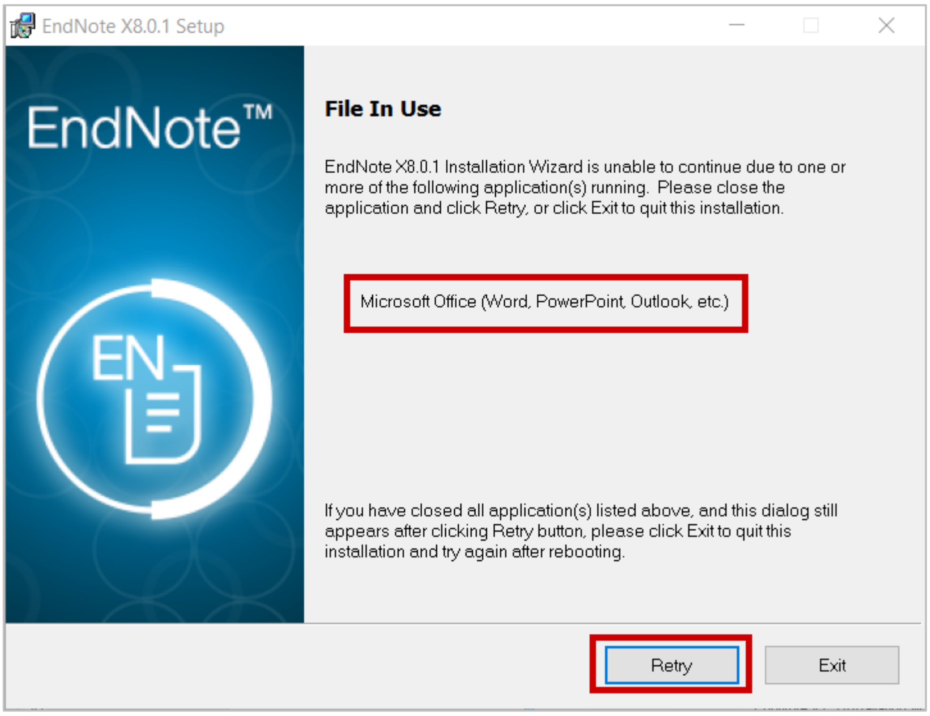


Figure 327: File in Use notification screen

10. Installation will proceed. When finished, click Finish.

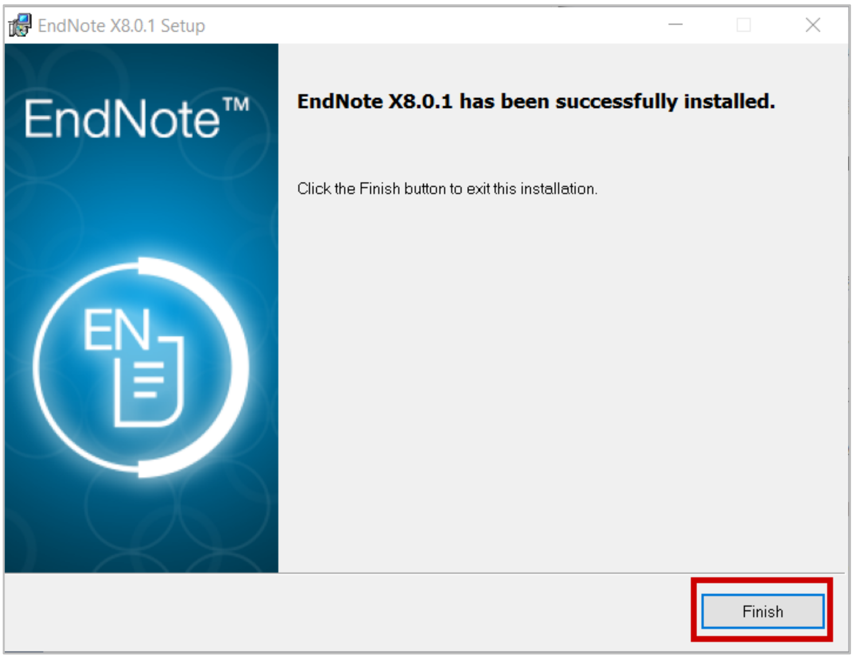


Figure 328: Successful installation screen

11. Check for the installed program by searching for EndNote on your computer as shown in Figure 329 or by opening Microsoft Word and checking for the EndNote Add-in as shown in Figure 330.

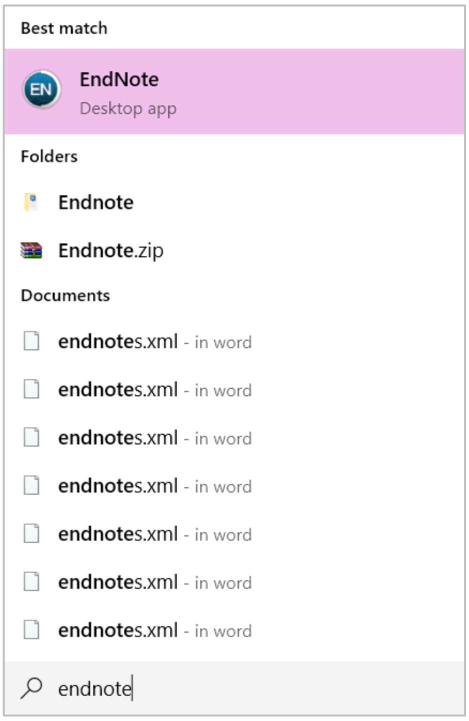


Figure 329: Searching for EndNote

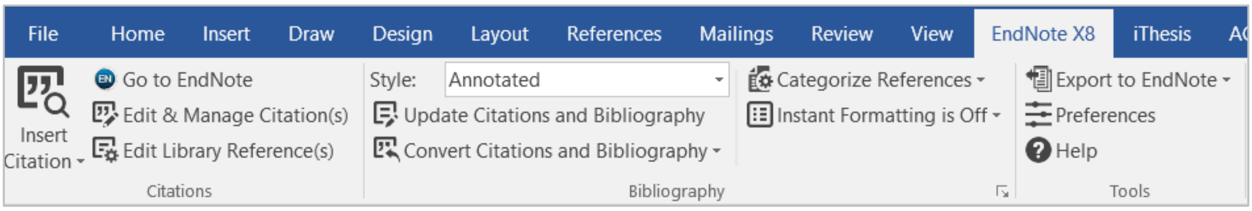


Figure 330: EndNote toolbar on Microsoft Word

4.2 Using EndNote

4.2.1 Create a library

After installing EndNote, when opening the program for the first time, users will be asked to create a library with the methods as follows;

1. When opening the program for the first time, users will need to create and save a library file (.enl) as shown in Figure 331.

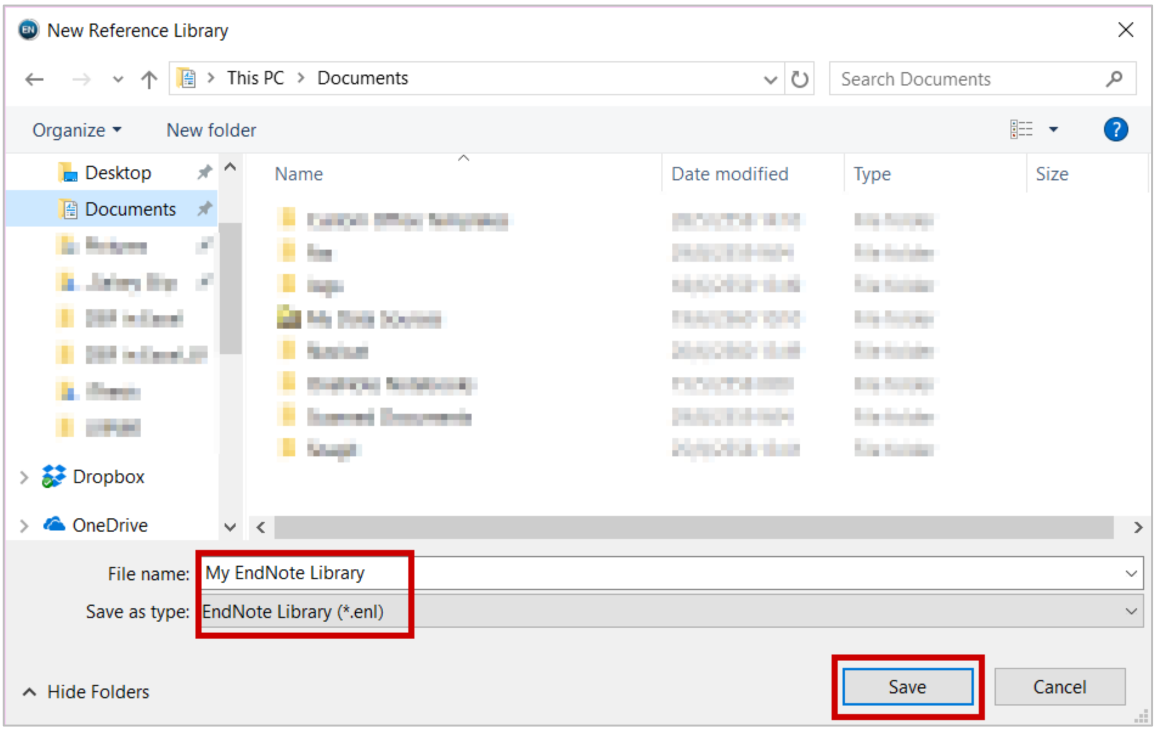


Figure 331: Creating a library

2. Create a reference by clicking New Reference as shown in Figure 332.

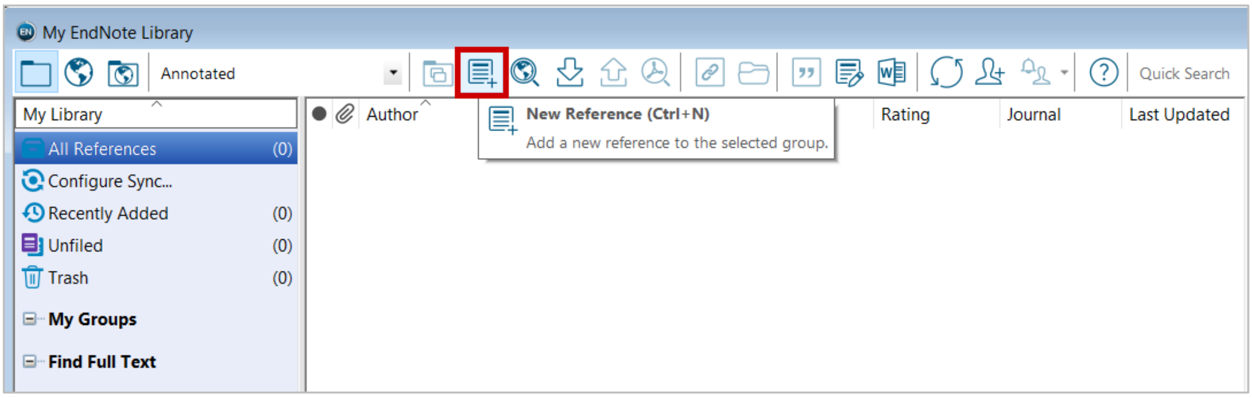


Figure 332: Creating a new reference

3. Fill in the reference data in the form provided by the program, then click the cross symbol (Number 2) and click "Yes" (Number 3) to save the information as in Figure 333.

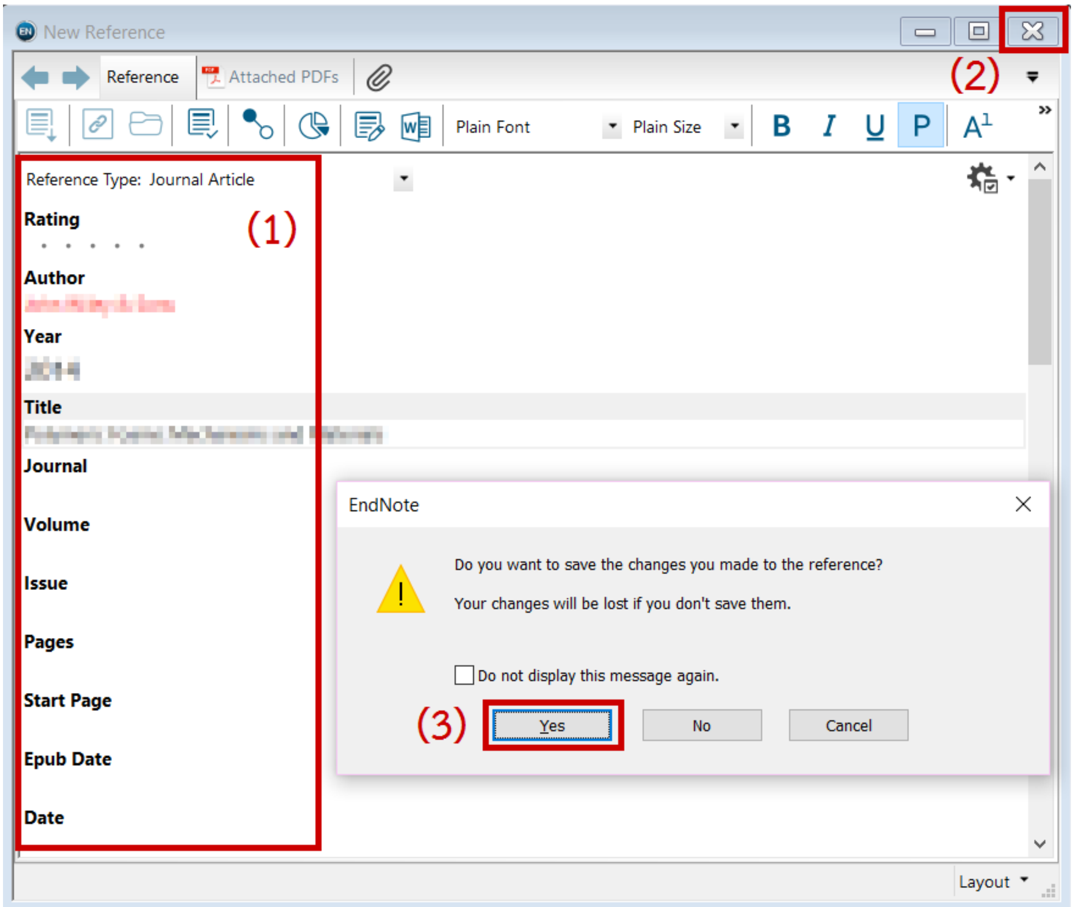


Figure 333: Saving a reference

4.2.2 Insert Citation

1. Place the cursor at a designated place to insert a citation as shown in Figure 334.

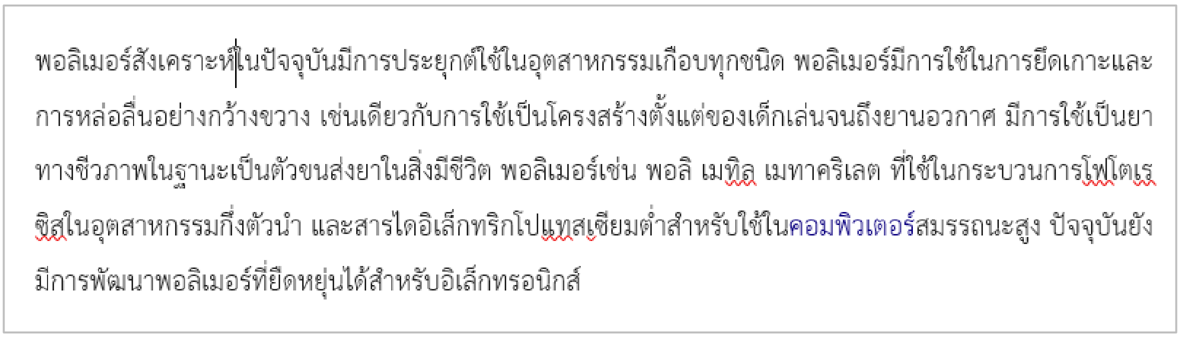

พอลิเมอร์สังเคราะห์ในปัจจุบันมีการประยุกต์ใช้ในอุตสาหกรรมเกือบทุกชนิด พอลิเมอร์มีการใช้ในการยึดเกาะและการหล่อลื่นอย่างกว้างขวาง เช่นเดียวกับการใช้เป็นโครงสร้างตั้งแต่ของเด็กเล่นจนถึงยานอวกาศ มีการใช้เป็นยาทางชีวภาพในฐานะเป็นตัวขนส่งยาในสิ่งมีชีวิต พอลิเมอร์เช่น พอลิ เมทิล เมทาคริเลต ที่ใช้ในกระบวนการโฟโตเรซิสในอุตสาหกรรมกึ่งตัวนำ และสารไดอิเล็กทริกโปแทสเซียมต่ำสำหรับใช้ในคอมพิวเตอร์สมรรถนะสูง ปัจจุบันยังมีการพัฒนาพอลิเมอร์ที่ยืดหยุ่นได้สำหรับอิเล็กทรอนิกส์

Figure 334: Inserting a citation

2. Select the reference to be used on the EndNote program as shown in Figure 335.

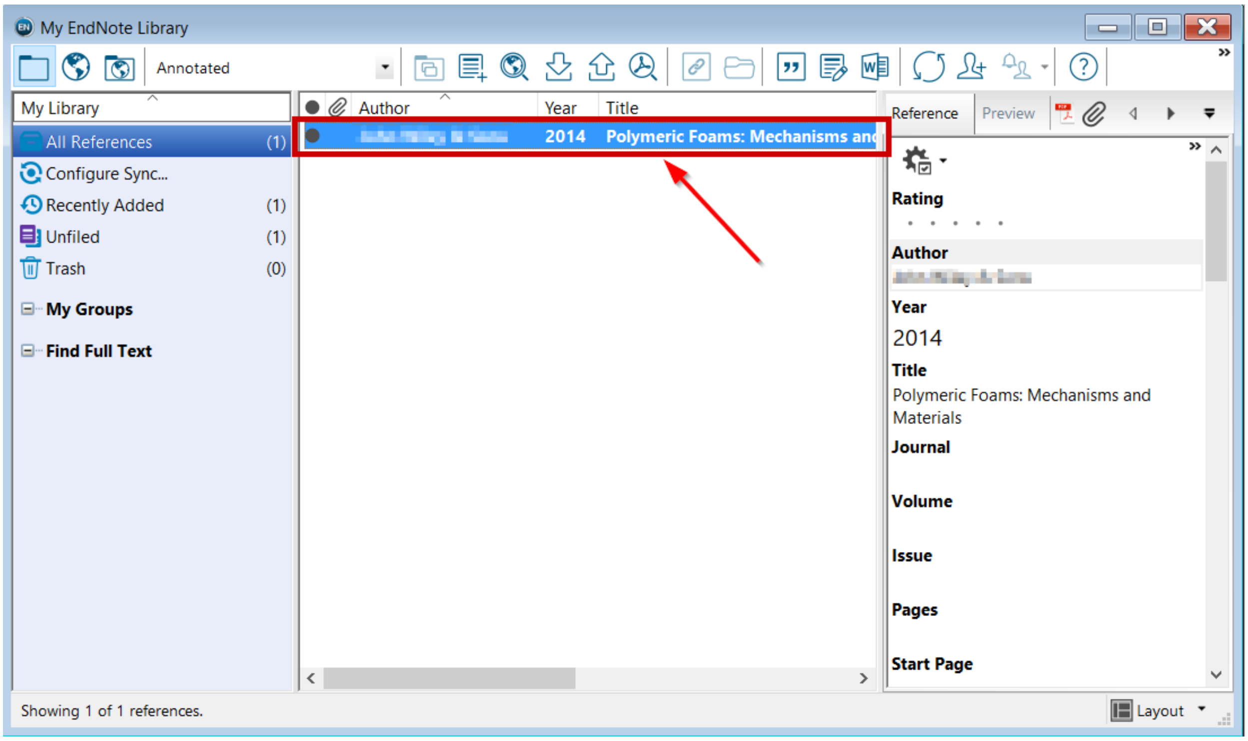


Figure 335: Select a reference for citation

3. On the Microsoft Word menu bar, click the EndNote X8 tab. Select the reference style, then click the Insert Citation icon and select Insert Selected Citation(s) as shown in Figure 336.

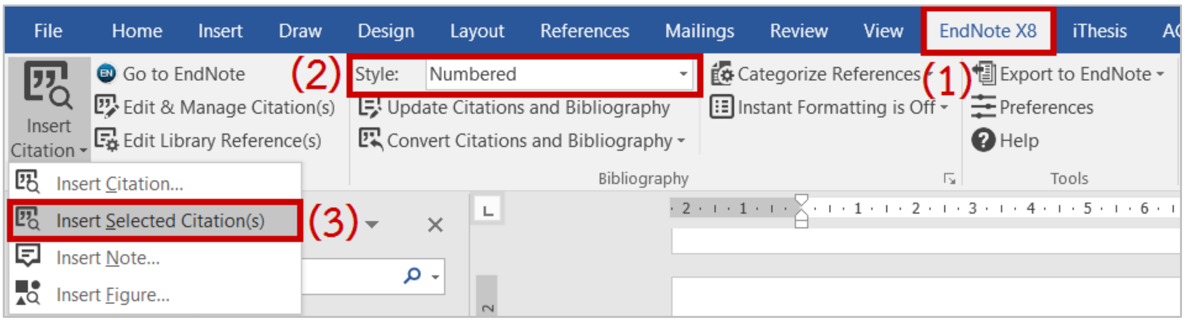


Figure 336: Adding references from EndNote

4. The citation will appear in the content as shown as in Figure 337 and in the references at the end of the research document as shown in the Figure 338.

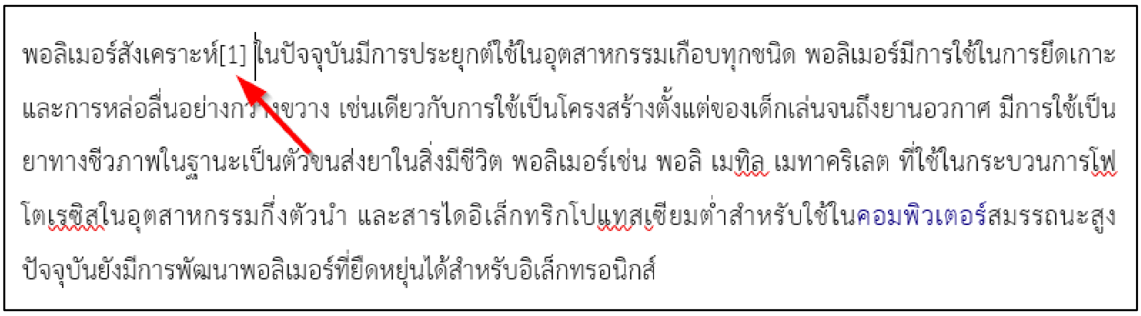


Figure 337: Content after adding a citation

Figure 338: Added reference

Note: The numbered citation style is used as an example only. The choice of style may depend on the students' institution, faculty, or program.

5. Zotero

Zotero is an external program that iThesis developers use as a supplement program in creating reference information in addition to the EndNote program discussed in the previous section. This program is a product developed by the Center for History and New Media, George Mason Educational University, which is currently developed to version 5. Zotero can be used to create a variety of reference formats and can be used to gather references or citations used within a research work.

To use Zotero, an account must be created through the Zotero website. This program can be used online via the website, through Zotero Desktop program installed on users' computers, or Zotero Connector program which is an extension of Google Chrome. Zotero users must create a library to store data, add information to that library, and then attach the references to their research file. The reference data created on Zotero will then be added at the end of the research book template in the references or bibliography section using iThesis Add-in and can be checked for correction using Revision & Approval on the web portal as a .PDF file.

5.1 Create a user account on Zotero

Users must create their own accounts on the Zotero website by doing as follows;

1. Go to the www.zotero.org

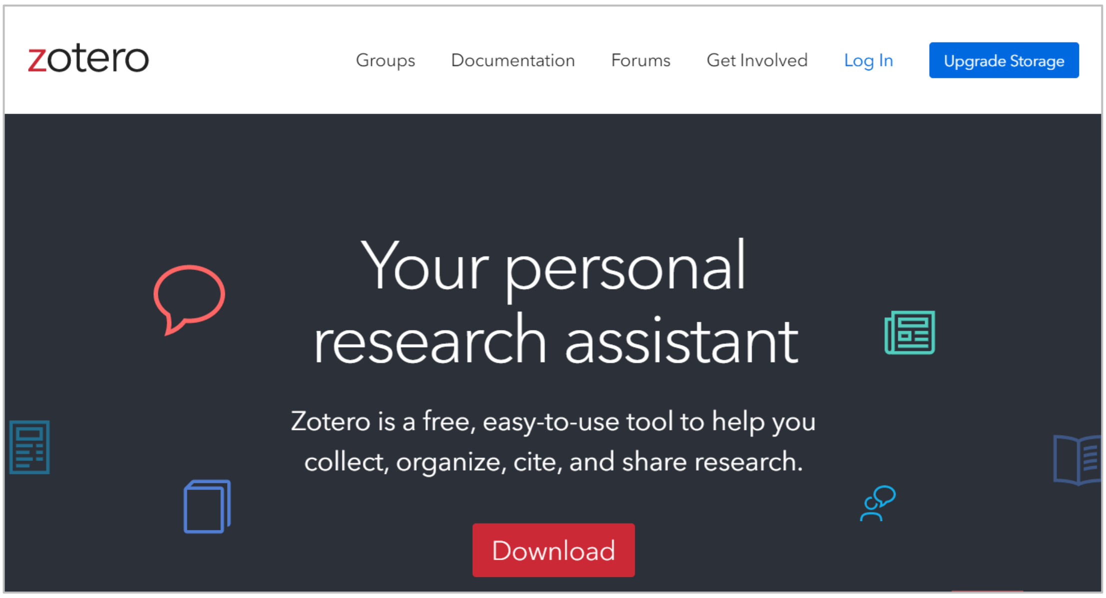


Figure 339: Zotero website

2. Click Login at the top of Zotero web portal.

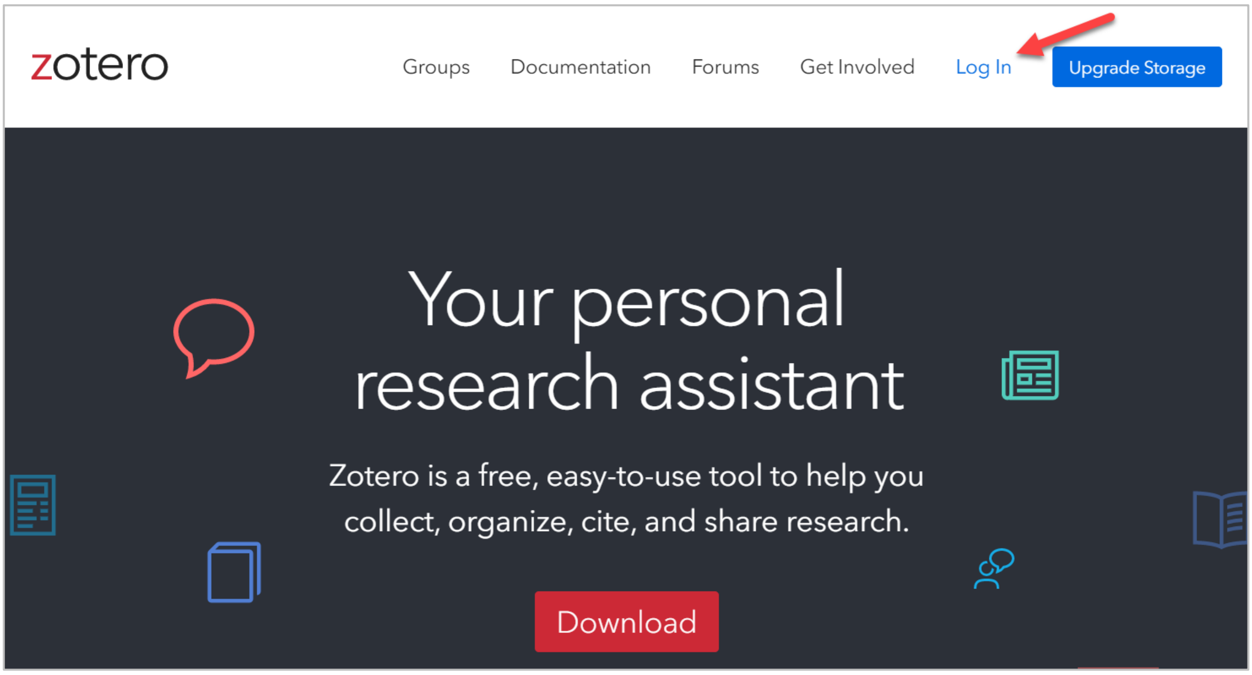


Figure 340: Login on Zotero web portal

3. Click Register for a free account.

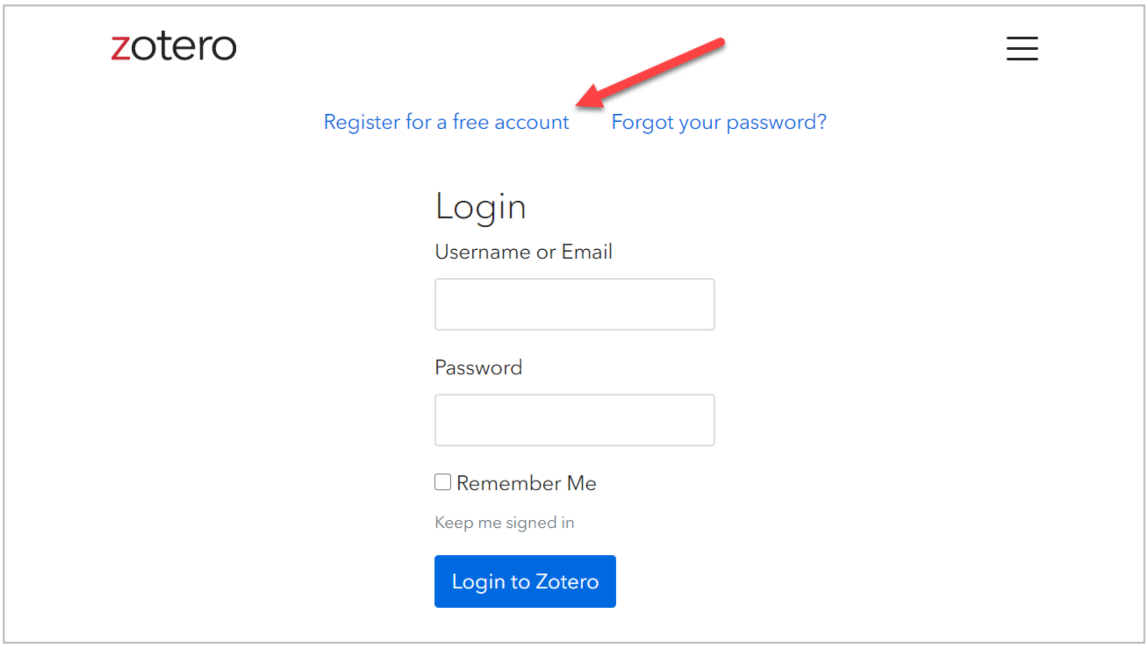


Figure 341: Register for a free account

4. Fill the details on the displayed form;
    4.1. Username
    4.2. Email
    4.3. Confirm Email
    4.4. Password
    4.5. Verify Password
    4.6. Click to check the box in front of the text I'm not a robot.
    4.7. Click Register to confirm information and create an account.

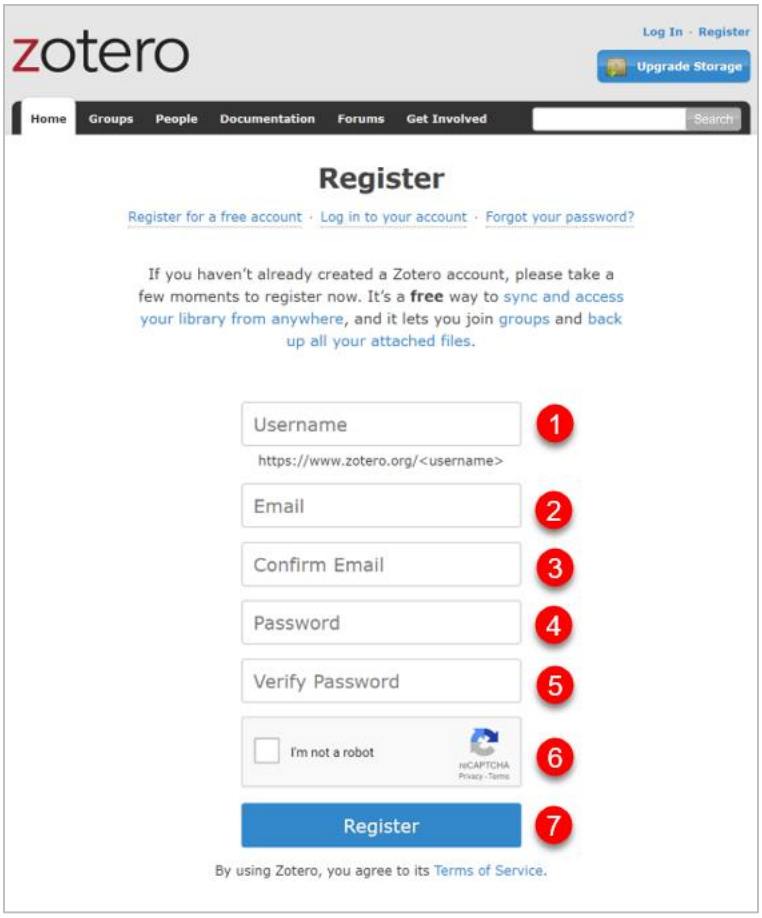


Figure 342: Filling the register form

5. After filling in the form, users will receive an e-mail from Zotero confirming the registration.

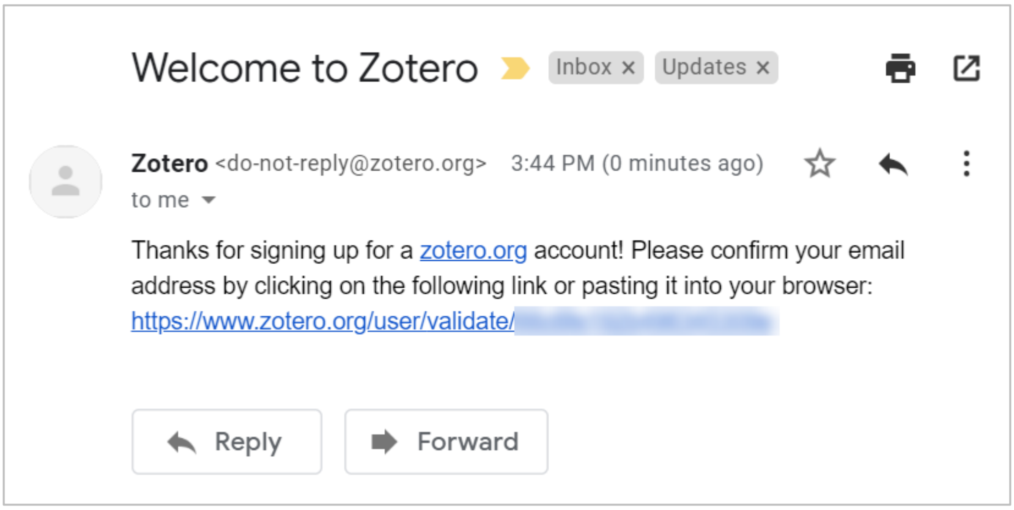


Figure 343: Zotero registration confirmation email (1)

6. Click the validate link received in the e-mail.

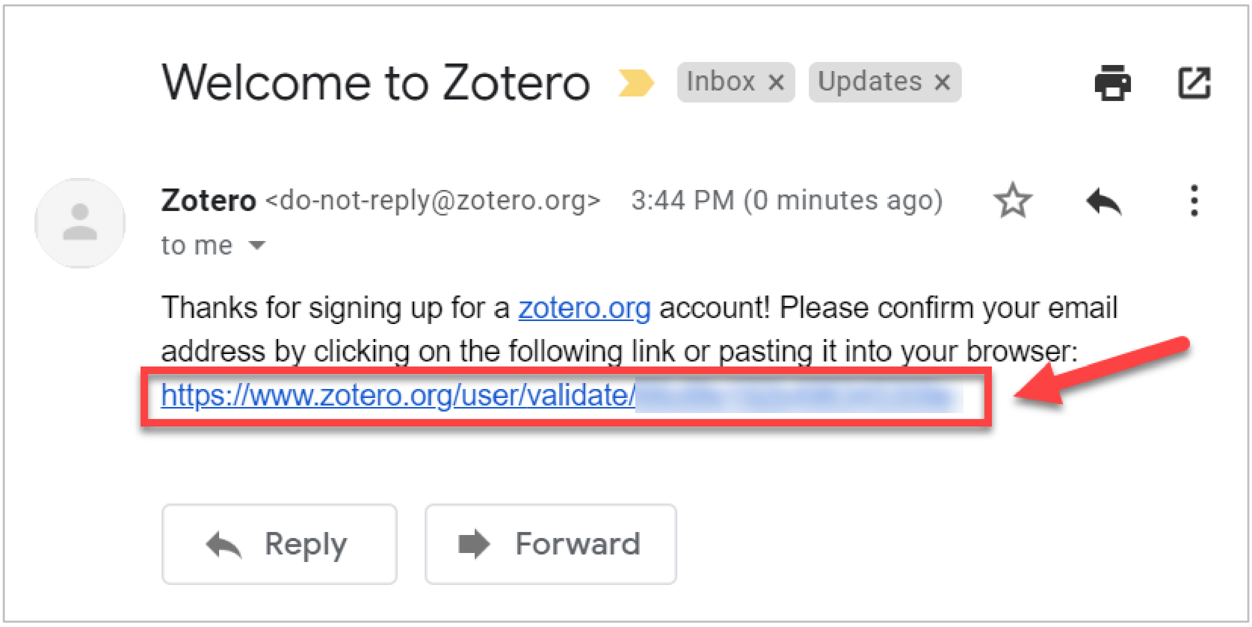


Figure 344: Zotero registration confirmation email (2)

7. Confirmation of e-mail validation will be displayed and the user will be logged in to Zotero web portal.

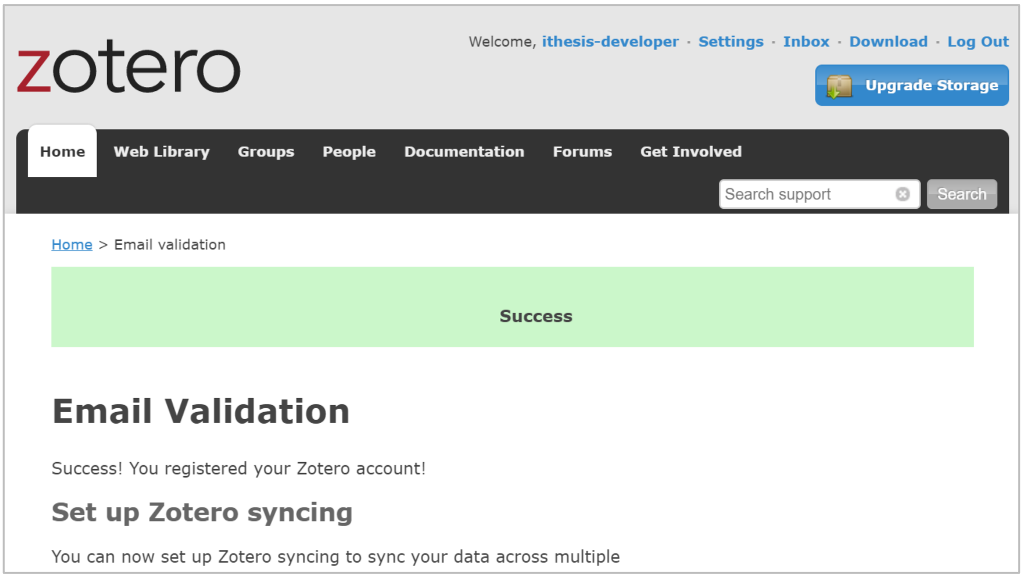


Figure 345: Zotero e-mail validation information display

5.2 Install Zotero

Users can download the installation files of the Zotero program from Zotero website. To install Zotero, do as follows;

1. Go to https://www.zotero.org
2. Click Download.

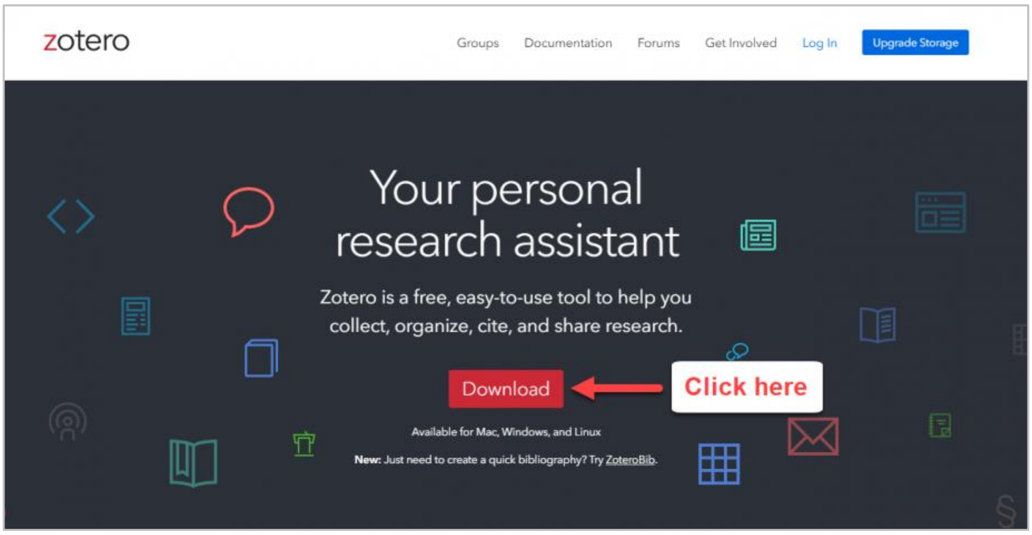


Figure 346: Download to install Zotero

3. Next, click Download on the left hand-side box.

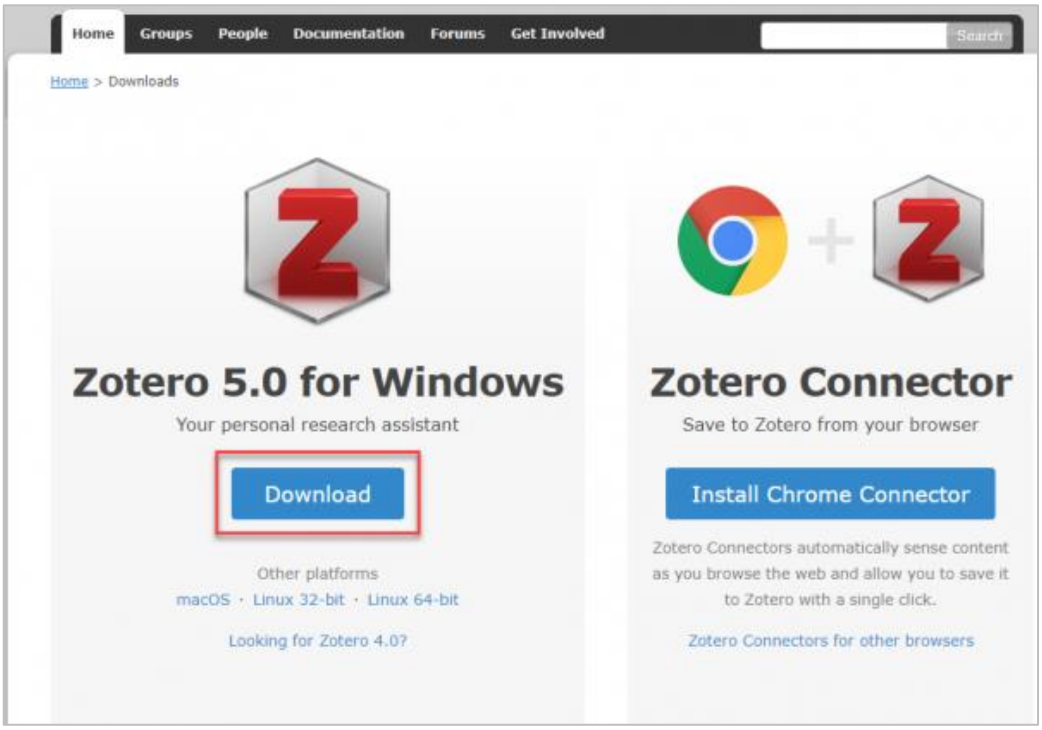


Figure 347: Download Zotero 5.0 for Windows

4. A download status bar will appear at the bottom of the screen. Wait for the download to complete, then click the downloaded file once to install.

Figure 348: Zotero download status

5. An extraction window will appear. Wait until completion (100%).

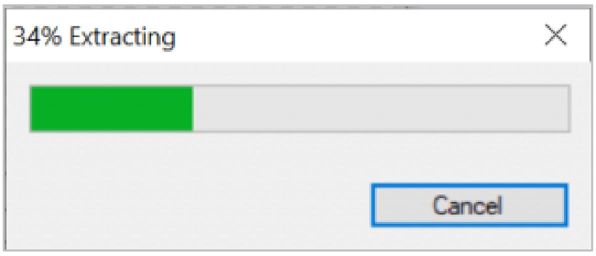


Figure 349: Window showing the download extraction status

6. User Account Control window will appear. Click Yes to accept the installation.
7. Zotero Setup window will appear. Click Next.

Figure 350: Zotero Setup window (1)

8. Click Standard, then click the Next button.

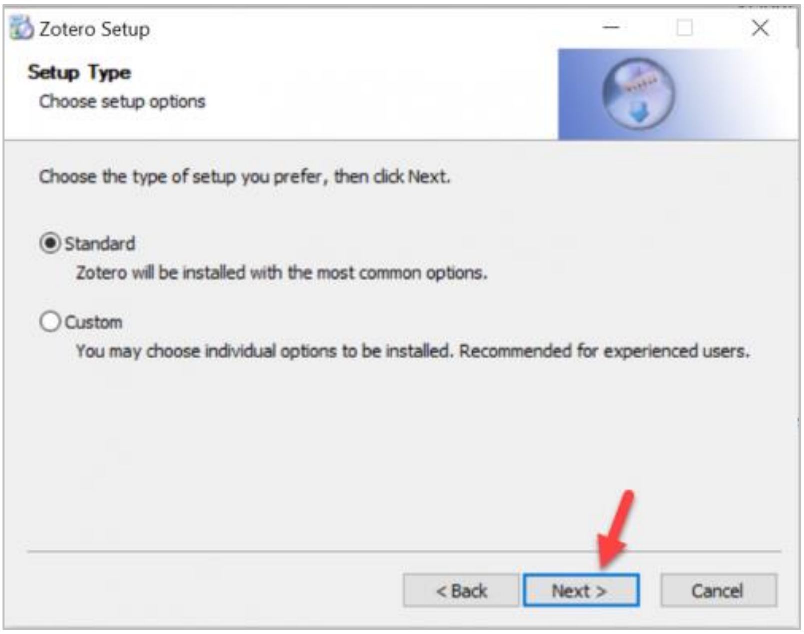


Figure 351: Zotero Setup window (2)

9. When the installation is complete, click the Finish button.

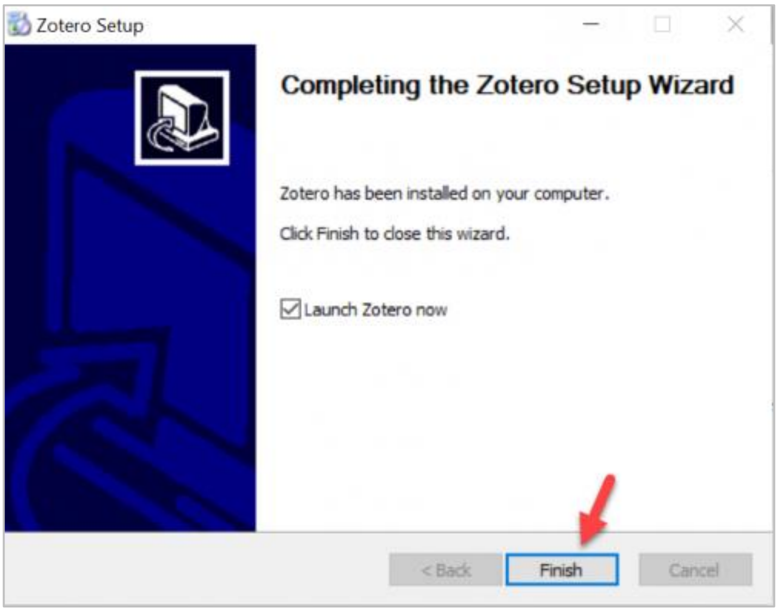


Figure 352: Zotero Setup window (3)

5.3 Adding information to Zotero manually

After Zotero has been installed on the computer, to add reference information to the program can be done in several ways, 3 of which will be explained as followed;

5.3.1 Import data manually (Manual Input)

1. Open Zotero program.
2. Click the "+" button to add a new item as shown in Number 1 on Figure 353.
3. Select the type of articles you want to add as a reference as shown in number 2 on Figure 351.

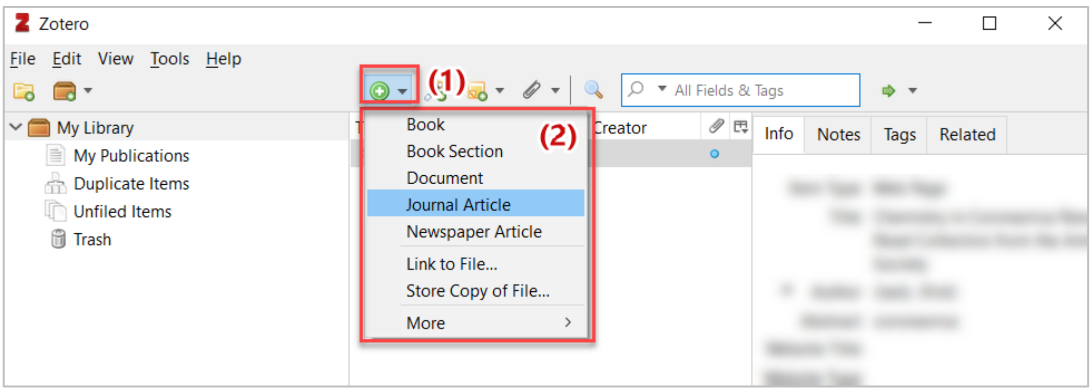


Figure 353: Selecting the type of article for adding a reference

4. Fill out the required information of the reference. The program will save the data automatically.

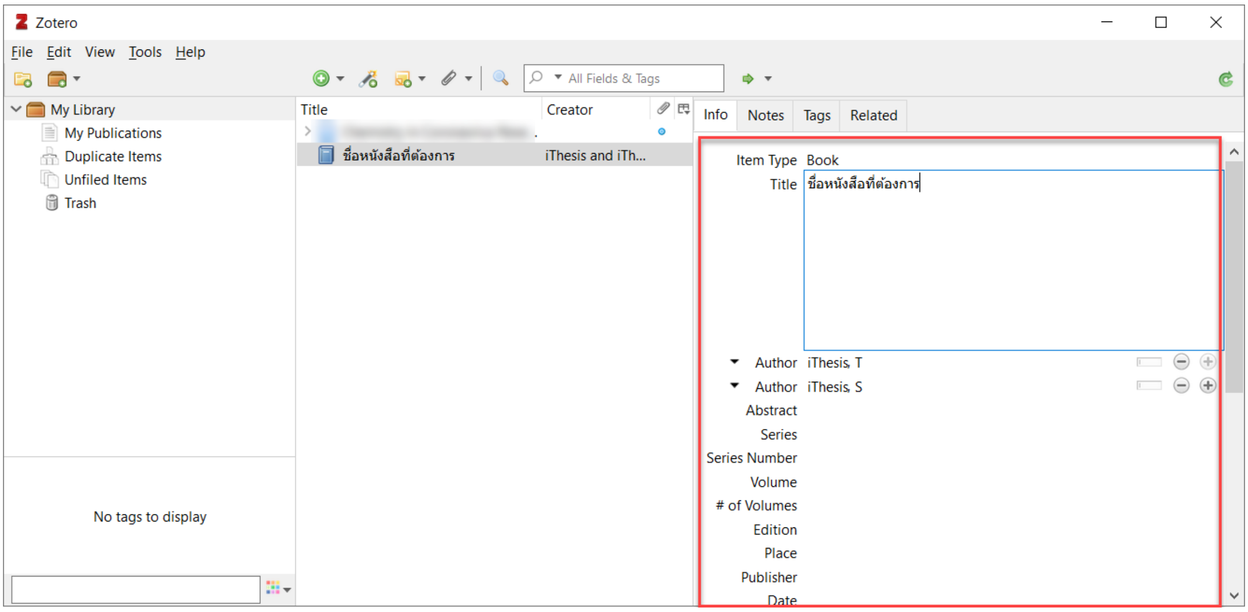


Figure 354: Specifying the required information for the reference

5.3.2 Import data using direct export from ULIMB databases

1. Install the Zotero Connector extension for Chrome.
2. Open Chrome browser and go to the ULIMB database of the library you want to explore. On Chrome, the Zotero extension will appear as a document icon  , which when clicked will run Zotero program as shown in Figure 355.

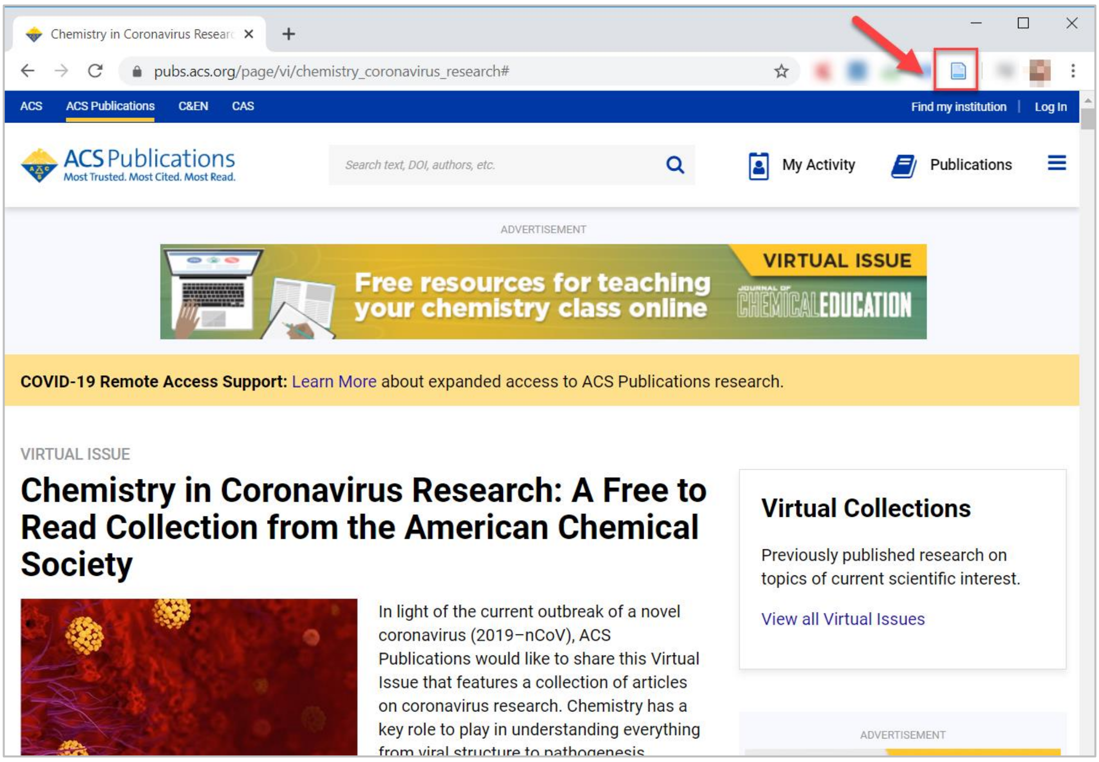


Figure 355: Document icon on Chrome Browser screen

3. After clicking, select the Zotero destination or folder for the reference to be saved.

Figure 356: Selecting the destination folder for the reference

4. On Zotero Desktop, the imported reference information of the article saved using Zotero Connector for Chrome will be displayed.

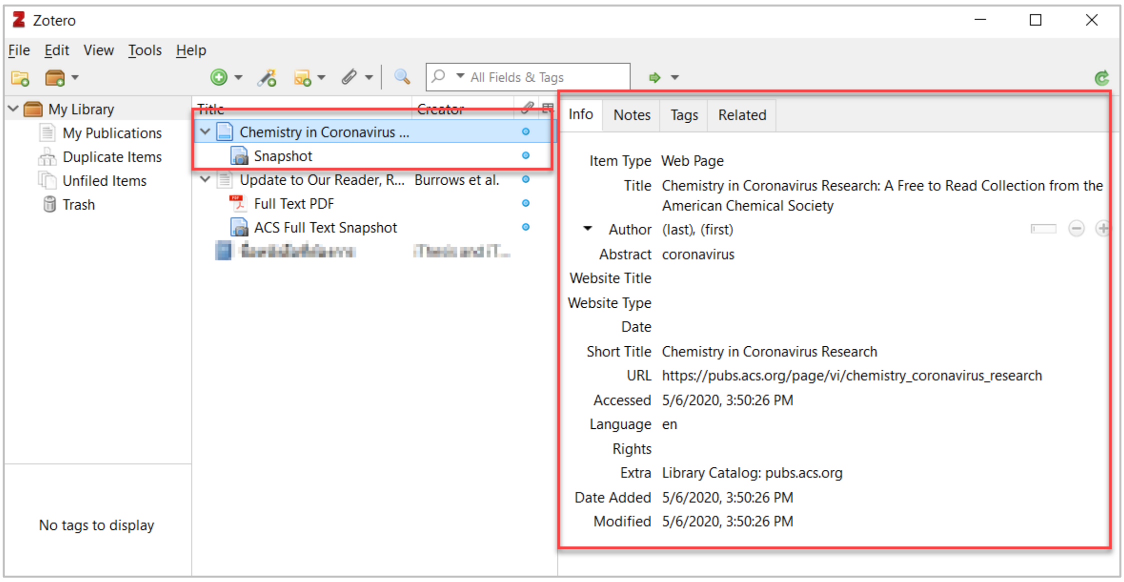


Figure 357: Reference information imported directly to Zotero

5.3.3 Importing data with Google Scholar

1. Install Zotero Connector extension for Chrome.
2. Open Chrome browser and go to https://scholar.google.com/ then search for the related article.

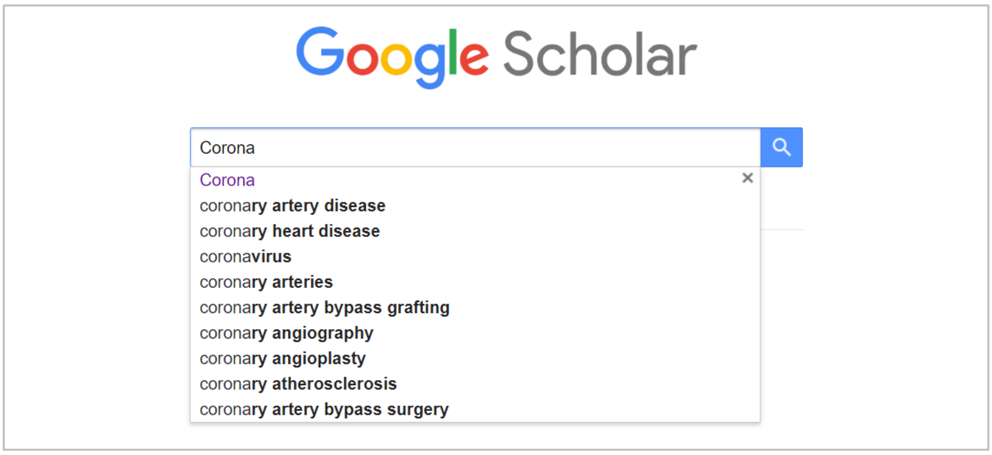


Figure 358: Searching for a related article using Google Scholar

3. On Chrome, the Zotero extension will appear as a folder icon  that you should click.

Figure 359: Folder icon for importing a reference

4. A new window will appear showing a list of articles. Select all the desired articles, then click OK.

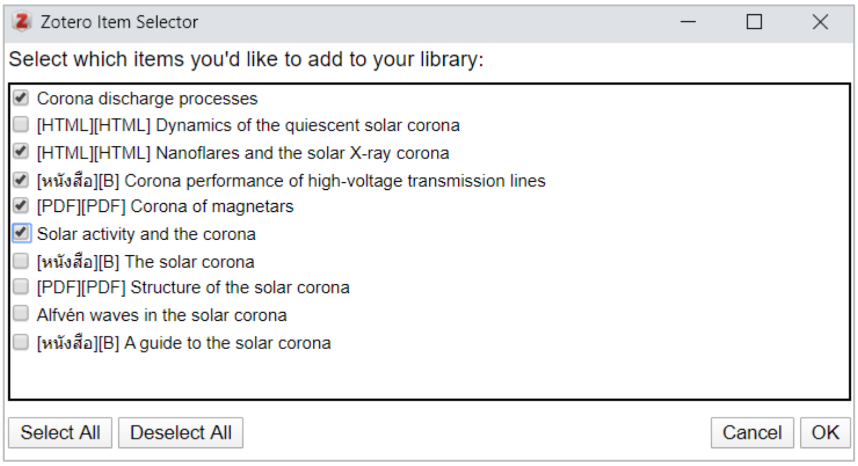


Figure 360: Selecting articles to import reference information through Google Scholar

5. On Zotero Desktop, the imported reference information of the articles saved using Zotero Connector on Google Scholar will be displayed.

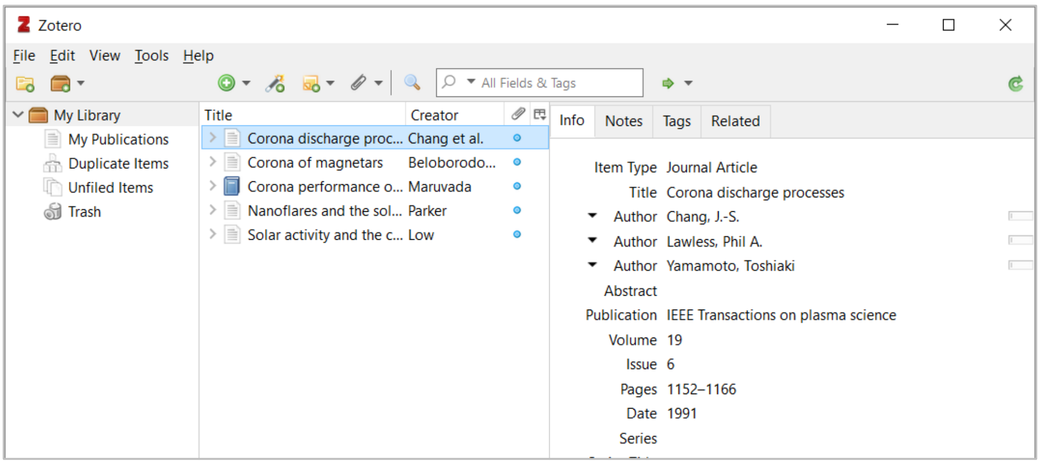


Figure 361: Reference information imported from Google Scholar to Zotero

5.4 Manage References with Zotero

Students can insert citations, and delete or edit references using Zotero program by using the following methods.

5.4.1 Insert a citation with Zotero

After adding references to the program using an aforementioned method, citations can be inserted on Microsoft Word documents as follows;

1. Open Microsoft Word and choose the location to insert a citation.
2. Click the Zotero tab on the Microsoft Word menu bar as shown in Number 1 on Figure 360. Click on the Add/Edit Citation menu as shown in Number 2 on Figure 360.

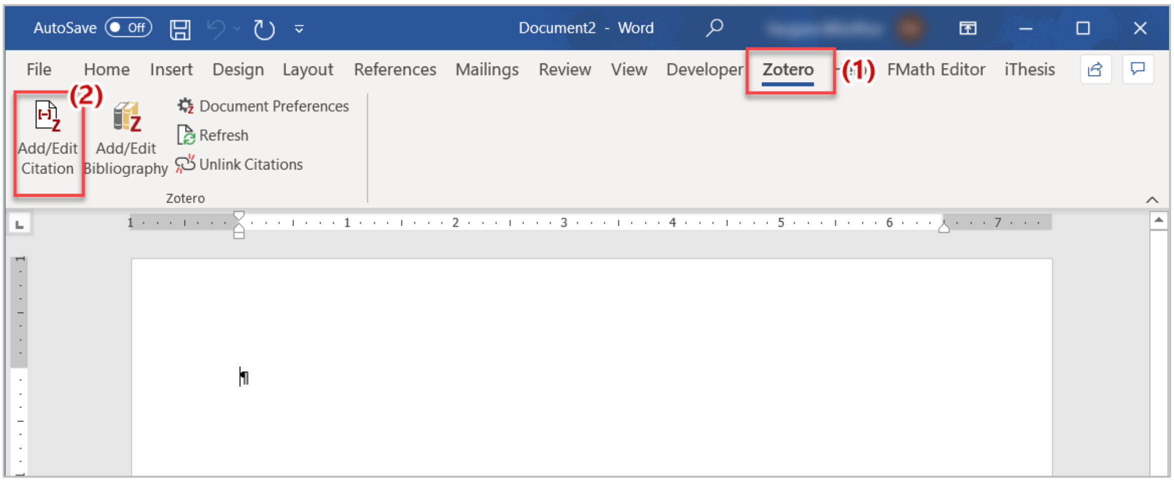


Figure 362: Clicking Zotero tab on the Microsoft Word menu bar

3. A new window will appear for setting the citation style. Select the desired format and click OK.

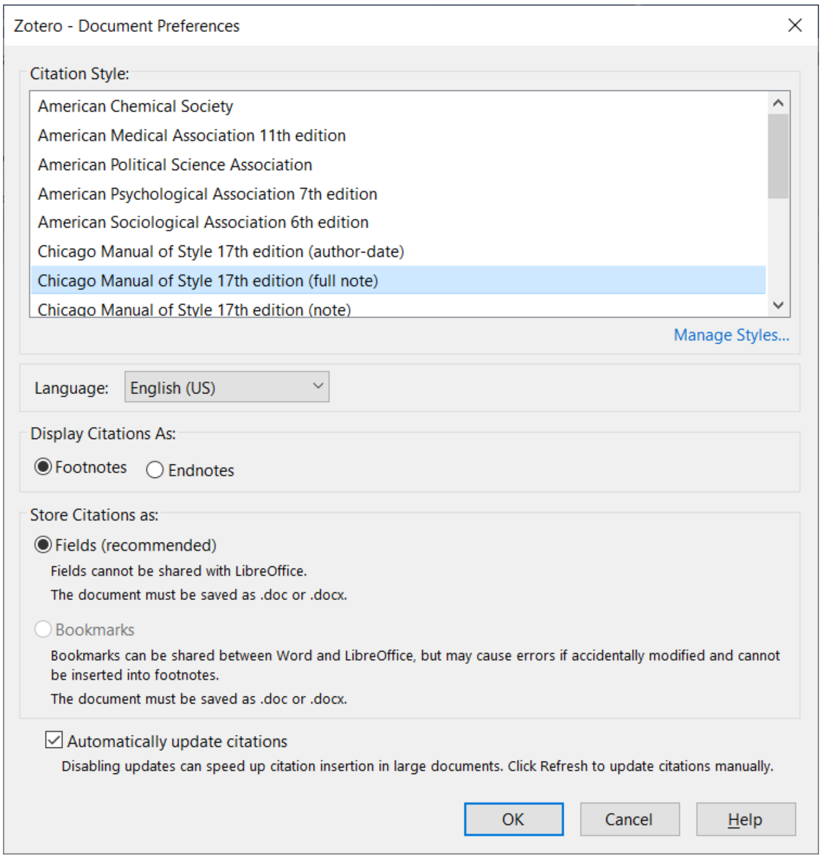


Figure 363: Setting citation format

4. On the Microsoft Word document, a window will appear for the user to search for references. Search and click on the desired item.

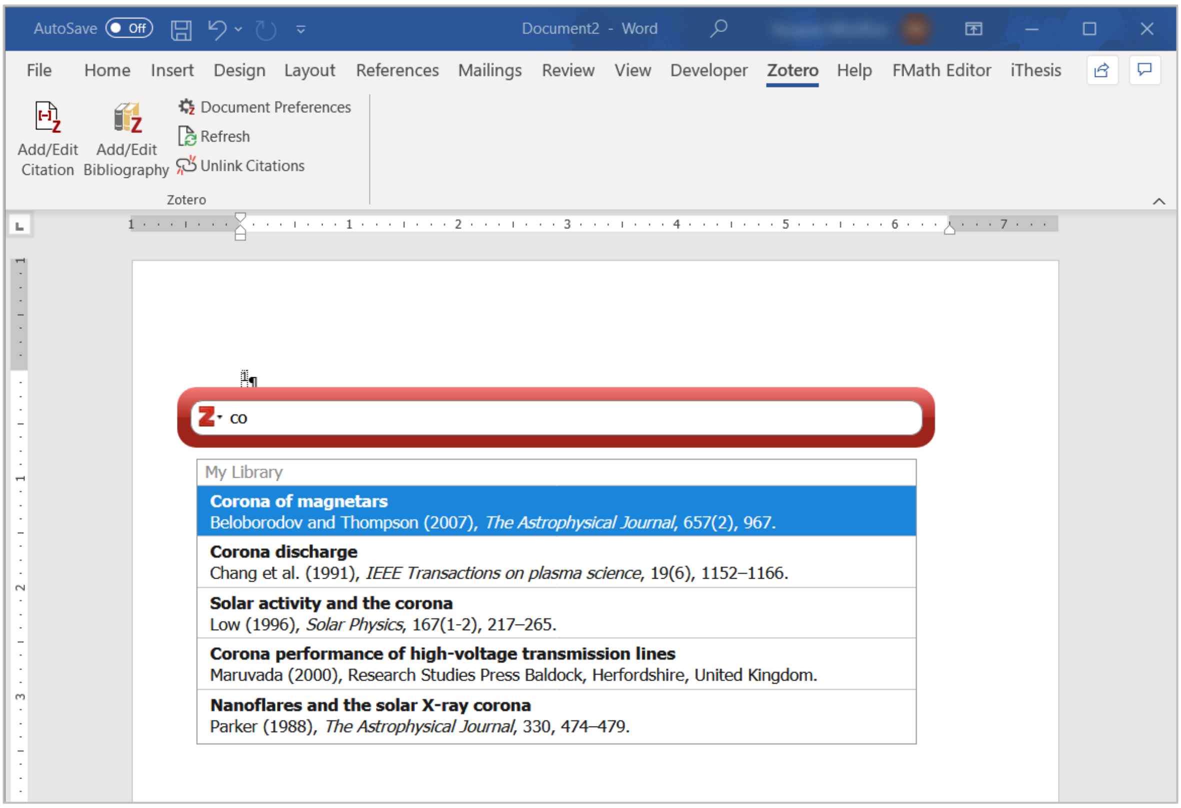


Figure 364: Searching for a reference

5. After clicking on the desired item, the citation will appear on the page.

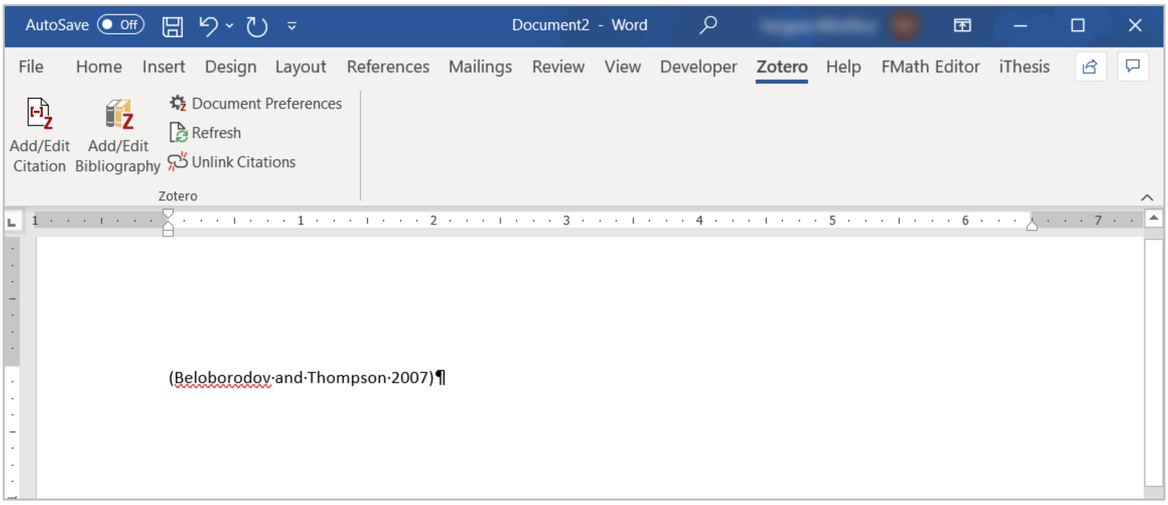


Figure 365: Inserted citation on a document

5.4.2 Delete a reference

1. Right-click on the desired reference and a menu will appear. Select **Move Item to Trash**.

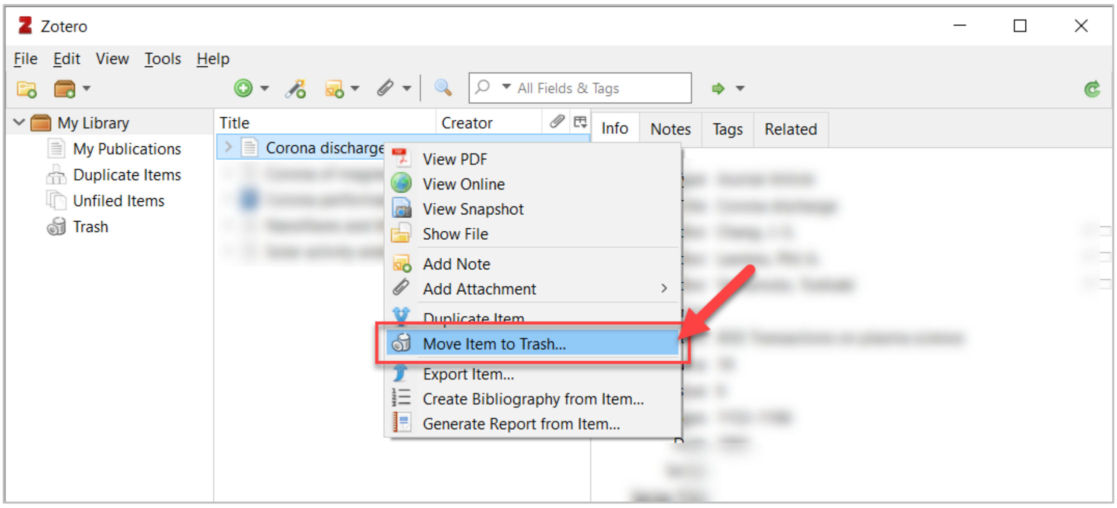


Figure 366: Deleting a reference

2. A warning notification message will appear before deleting the item. Click OK to confirm the deletion or click Cancel to cancel the process.

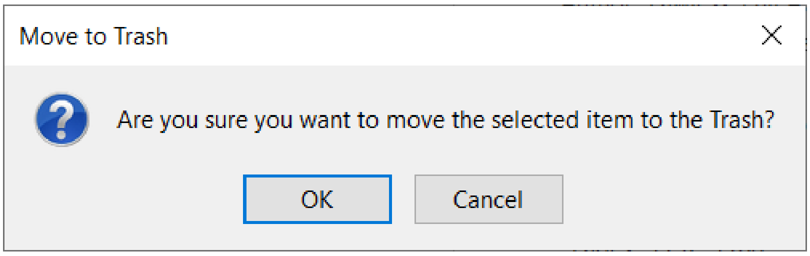


Figure 367: Notification message before deleting a citation

5.4.3 Edit a reference on Zotero

To edit a reference, click on the desired reference. An information form of the reference will appear. Click on a field of information and edit the information you want to change. The program will save all the changes automatically.

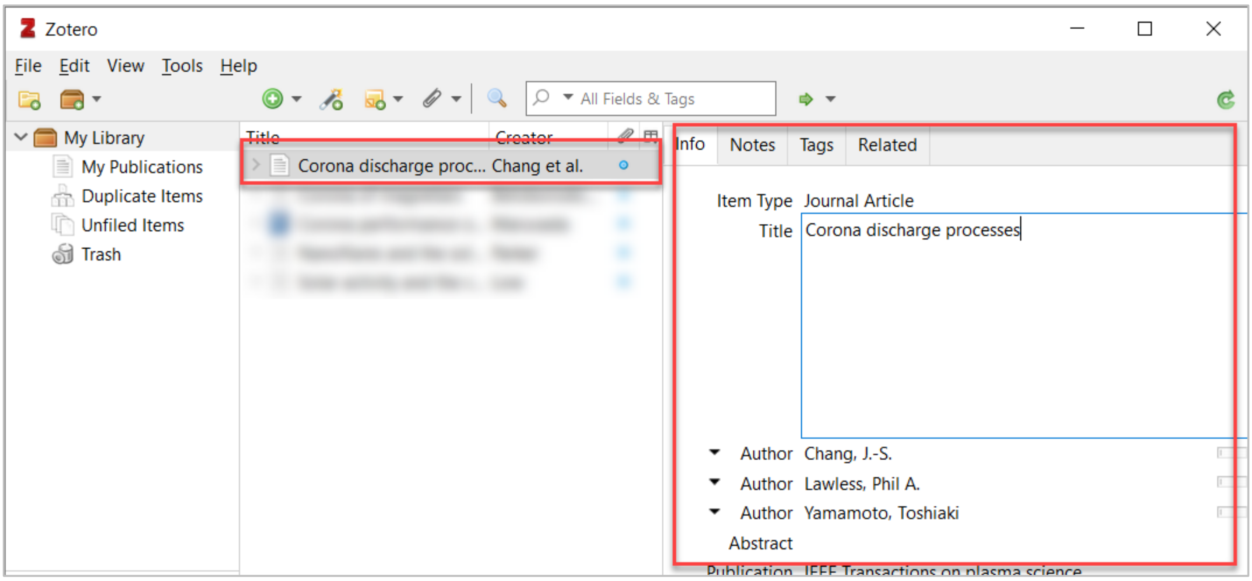


Figure 368: Editing reference information