

ARAHAN KERJA PENAWARAN KURSUS

INSTITUT PENGAJIAN SISWAZAH UNIVERSITI PENDIDIKAN SULTAN IDRIS 1. Masukkan "Usename" dan "Password" kemudian tekan butang "Login".



2. Bagi kursus baru yang ingin ditawarkan, kursus tersebut perlu didaftarkan terlebih dahulu di "Courses Setup". Pilih Courses > Courses Setup



3. Pilih "Level of Study" mengikut kursus yang ditawarkan. Isikan semua item yang terlibat dengan kursus yang akan ditawarkan.

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Level of Study Faculty	<u> </u>
hazah Sarjana	
ljazah Doktor Falsafah 🔹	
Course Setup	
*Code AME6006 Status ACTIVE 🔽 Language	
*Desc (Malay) Kertas Projek	
*Desc (Eng) Project Paper	
*Credit Hours 6 *Faculty FMSP *Final Exam NO 💌	
Type Co-cu Co-cu Type Credit Transfer	
Audit Enrichment No Von Court Credit Passing Mark	
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4. Pilih menu "Courses" > "Course Registration Setup".

🥹 IMS / SIS / Postgraduate - Mozilla Firefox		
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5. Pilih "Level of Study" dan" Semester". Kemudian tekan butang "Load All Programme". Masukkan data pada semua item yang terpapar pada skrin di bawah.

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6. Pilih menu "Courses" >" Offered Course".

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7. Pilih "Level of Study" dan" Semester". Masukkan kod kursus, "Total Offer", "Total Group" dan "Staff ID" mengikut semester yang berkenaan.

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All Faculty	
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2 0SS6006 Kertas Projek (Pendi 30 OFFER 5 Gen	
	_
Lecturer Tutorial Group Lab Group Contact Hr Report Process	
Lecturer	
Staff ID Name Coordinator P1 P2	
K00123 Ahmad bin Hashim	
Nota : Sila pilih hanya seorang Coordinator untuk setiap subjek.Sila pilih P1- Untuk penyelaras kursus yang tidak mengajar	
Sila pilih P2 - Untuk penyelaras kursus yang mengajar mana-mana kumpulan kursus. Landa sekali sahaja untuk setiap kursus nada negak negasyarah berkenaan	
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8. Pilih menu "Timetable" > "Manual Timetable Entry".



9. Pilih "Level of Study" dan "Semester" yang berkenaan. Masukkan kod kursus, pilih "Day", "Start Slot", "End Slot" dan "Room", kemudian tekan butang "Add".

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 Setelah jadual dijana, jadual perlu dihantar kepada pihak Fakulti bagi semakan. Pilih "Level of study" dan "Semester" yang berkenaan. Pilih "Report" > "Listing by Faculty (Lecture)".

Semester 2 Sesi 201 Fakulti Muzik dan Se	6/2017 eni Persembahan							
Jabatan Muzik dan F	endidikan Muzik							
Code	Course	Total Reg	Group	Total Offer	Reg	Day	Time	Venue
1 APM6006	Kertas Projek (Pendidikan Muzik)	7	~	10	7	P2	Clare Chan Suet Ching	1
2 AMU6014	Isu Semasa Dalam Pendidikan Muzik	7	^	20	7	Sat P2	08:00 - 12:00 PM	KM1
3 ART59940	Projek Karya Kreatif (Teknologi Muzik Kreatif)	2	A	10	2		Mond Hassan on Abd	
4 ARU6014	Kaedah Penyelidikan Kuantitatif	5	A	20	5	Fri	07:00 - 11:00 PM	KM2
5 AMK6036	Tesis (Komposisi)	3	^	10	з	P2	Shafizan bin Sabri	
6 APM6036	Tesis (Pendidikan Muzik)	4	A	10	4			
7 AMU6034	Penilaian dalam Pendidikan Muzik	6	A	20	6	Sat P2	12:00 - 04:00 PM Mohd Nizam bin Nasrif	KM2 an
8 AME6054	Choral Lanjutan Sekolah Menengah	1	A	20	1	Sat P2	04:00 - 08:00 PM Karen Anne Lonsdale	B.Koir
9 AME6074	Teknik Pancaragam Kontemporari	3	A	20	3	Sat P2	04:00 - 08:00 PM Mahayuddin bin Abdul	B.Brassband Rahim
10 AME6064	Pedagogi Instrumental	0	A	20	0	Sat P2	04:00 - 08:00 PM Zamrus bin Hashim	KM1
11 APM6018	Disertasi (Pendidikan Muzik)	4	A	10	4			

11. Bagi edaran kepada JPPHB, Pusat ICT dan Bahagian Keselamatan mengenai pembukaan kelas, pilih "Level of study" dan "Semester" yang berkenaan. Pilih "Report" > "Report by Room".

eport ID : PJR imetable b	oos y Room													Page : 3 of 4 Date : 25-JA	44 N-2017 11:3
ANJUNG 1 Capacity :	105														
	1 08:00	2 09:00	3 10:00	4 11:00	5 12:00	6 13:00	7 14:00	8 15:00	9 16:00	10 17:00	11 18:00	12 19:00	13 20:00	14 21:00	15 22:00
MON	BCK3073 A (30) Lecture	KPD3016 AT19A (33) Lecture	KPD3016 AT19A (33) Lecture	KPD3016 AT19A (33) Lecture			B8K3063 A (5) Lecture	B8K3063 A (5) Lecture	BSK3063 A (5) Lecture	HIT3023 B (20) Lecture	HIT3023 B (20) Lecture				
2 TUE	BIK1173 A (50) Lecture	BIK1173 A (50) Lecture	BIK1173 A (50) Lecture				HGF3013 B (25) Lecture	HGF3013 B (25) Lecture	HGF3013 B (25) Lecture						
WED	BMK3043 B (25) Lecture	BMK3043 B (25) Lecture	KPK3012 X (73) Lecture	KPK3012 X (73) Lecture											
1 тни	BIK1173 B (46) Lecture	BIK1173 B (46) Lecture	BIK1173 B (46) Lecture				HNF3012 A (105) Lecture	HNF3012 A (105) Lecture	HIQ3083 A (20) Lecture	A (20) Lecture					
FRI	BNK3023 A (20) Lecture	BNK3023 A (20) Lecture	C (20) Lecture	HIQ3083 C (20) Lecture				BIR6024 A (30) Lecture	BIR6024 A (30) Lecture	BIR6024 A (30) Lecture	BIR6024 A (30) Lecture	BIR6014 A (30) Lecture	BIR6014 A (30) Lecture	BIR6014 A (30) Lecture	BIR601 A (30) Lecture
SAT	BST6014 A (30) Lecture	BST8014 A (30) Lecture	BST8014 A (30) Lecture	BST8014 A (30) Lecture											