



# **COURSE OUTLINE (CO)**

## **USER MANUAL FOR HOD – ASSIGN LECTURER**

Prepared by:  
Institute of Graduate Studies  
Universiti Pendidikan Sultan Idris  
June 2015  
1<sup>st</sup> Version

## 1. Main page



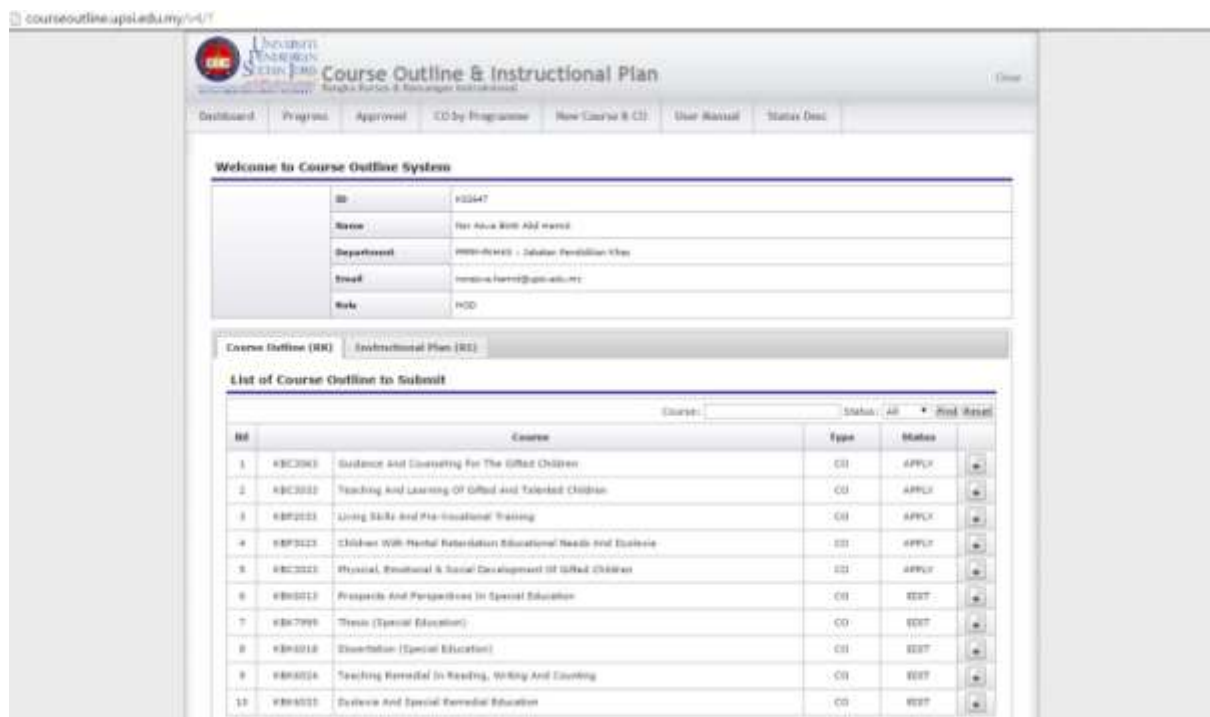
## 2. Click tab 'Course'



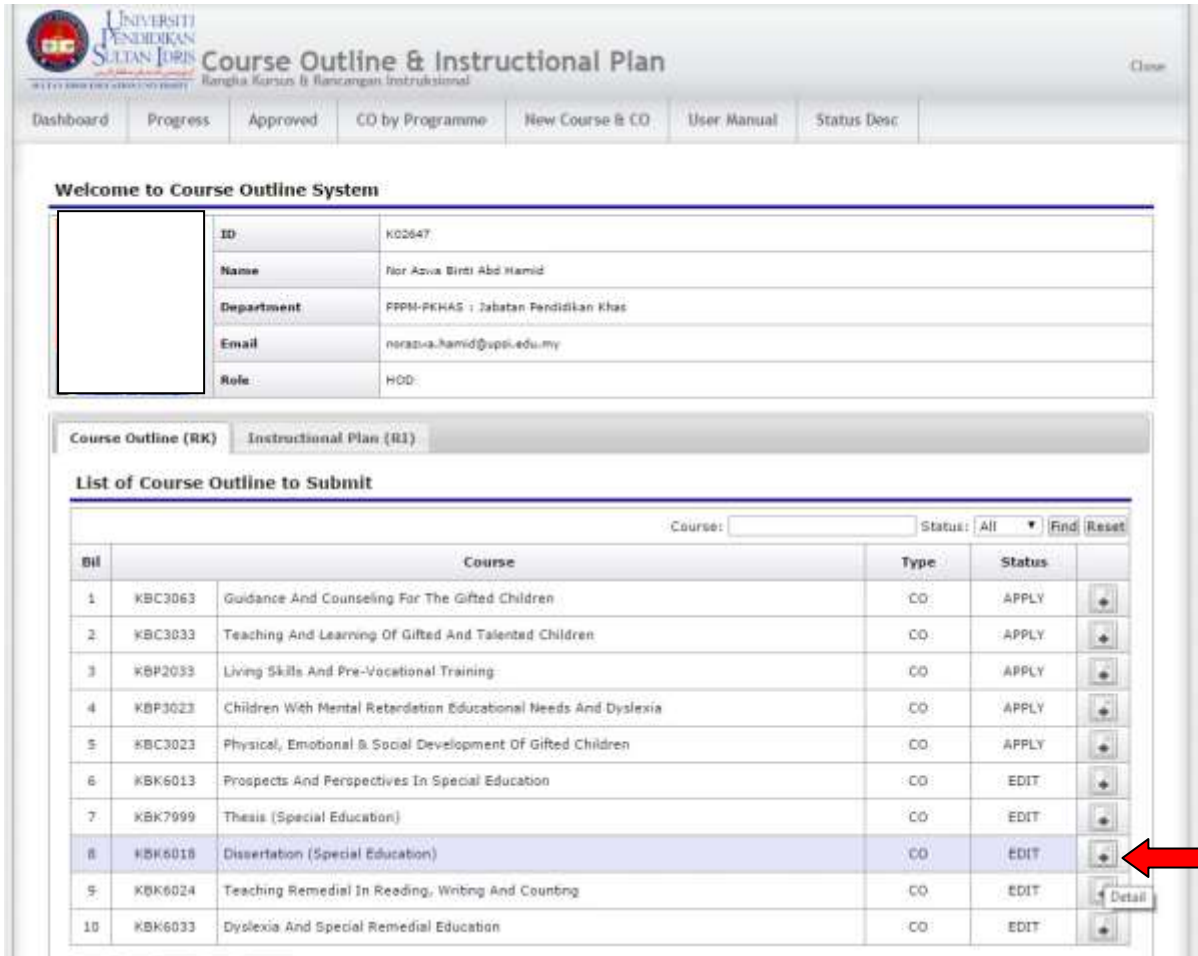
### 3. Click sub tab 'Course Outline'



### 4. Screen will display Main Page of Course Outline



## 5. Choose the course



The screenshot shows the 'Course Outline & Instructional Plan' interface. At the top, there is a navigation menu with options: Dashboard, Progress, Approved, CD by Programme, New Course & CO, User Manual, and Status Desc. Below the menu, a 'Welcome to Course Outline System' message is displayed. A user profile box is shown on the left, and a table of user details is on the right:

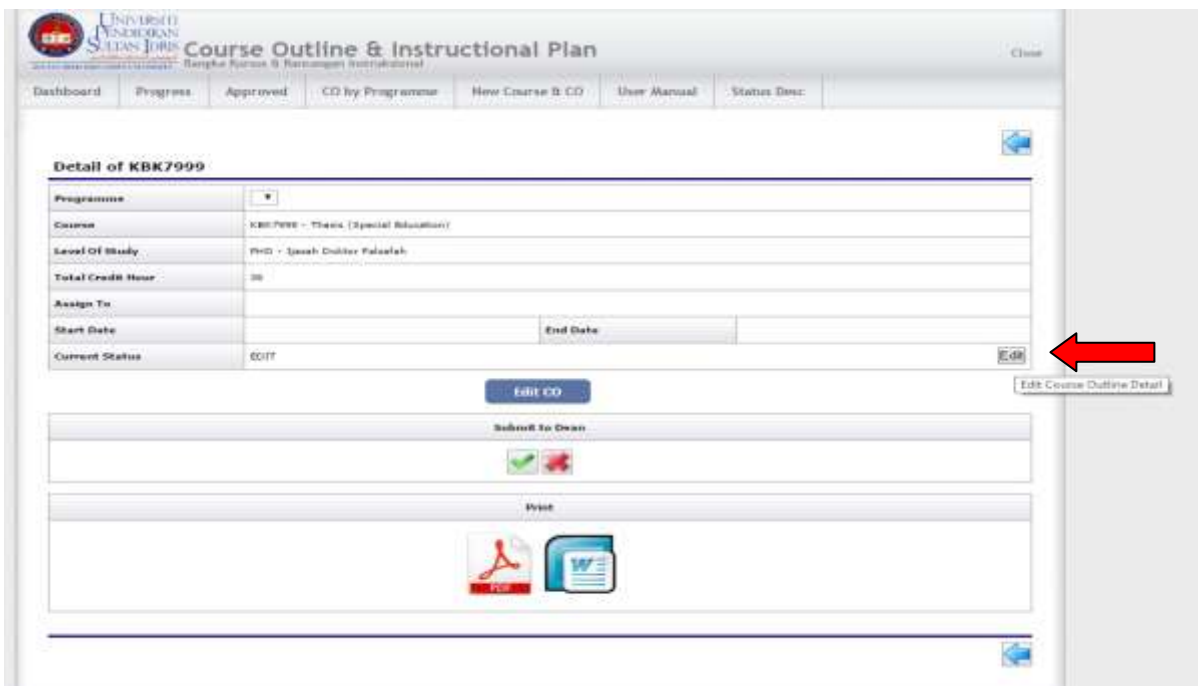
ID	K02647
Name	Nor Azwa Binti Abd Hamid
Department	FPPM-PKHAS : Jabatan Pendidikan Khas
Email	norazwa.hamid@upsi.edu.my
Role	HOD

Below the profile, there are tabs for 'Course Outline (RK)' and 'Instructional Plan (RI)'. A section titled 'List of Course Outline to Submit' contains a table with the following data:

Bil	Course	Type	Status	
1	KBC3063 Guidance And Counseling For The Gifted Children	CO	APPLY	⬇
2	KBC3833 Teaching And Learning Of Gifted And Talented Children	CO	APPLY	⬇
3	KBP2053 Living Skills And Pre-Vocational Training	CO	APPLY	⬇
4	KBP3023 Children With Mental Retardation Educational Needs And Dyslexia	CO	APPLY	⬇
5	KBC3023 Physical, Emobonal & Social Development Of Gifted Children	CO	APPLY	⬇
6	KBK6013 Prospects And Perspectives In Special Education	CO	EDIT	⬇
7	KBK7999 Thesis (Special Education)	CO	EDIT	⬇
8	KBK6018 Dissertation (Special Education)	CO	EDIT	⬇
9	KBK6024 Teaching Remedial In Reading, Writing And Counting	CO	EDIT	⬇ Detail
10	KBK6033 Dyslexia And Special Remedial Education	CO	EDIT	⬇

A red arrow points to the 'EDIT' button for course KBK6018.

## 6. Click 'Edit' button



The screenshot shows the 'Detail of KBK7999' page. The page header includes the university logo and navigation menu. The main content area displays the following details:

Programme	
Course	KBK7999 - Thesis (Special Education)
Level Of Study	PHD - Ijazah Doktor Falsafah
Total Credit Hour	36
Assign To	
Start Date	End Date
Current Status	EDIT

At the bottom of the details section, there is an 'EDIT CO' button and a tooltip that says 'Edit Course Outline Detail'. A red arrow points to this button. Below the details, there are sections for 'Submit to Dean' (with green and red checkmarks) and 'Print' (with PDF and Word document icons).

## 7. Click 'Select Staff'

UNIVERSITI PENDIDIKAN SULTAN IDRIS  
Rangka Kursus & Rancangan Instruksional

Course Outline & Instructional Plan

Dashboard Progress Approved CO by Programme New Course & CO User Manual Status Desc

### Edit Course Outline

Course Code	KBH7999	
Course Name BI	Thesis (Special Education)	
Course Name BH	Tesis (Pendidikan Khas)	
Level Of Study	PHD - Ijazah Doktor Falsafah	
Total Credit Hour	36	
Assign To	Select Staff -	
Start Date	End Date	

Save Reset Cancel

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## 8. Select academic staff for the related course

UNIVERSITI PENDIDIKAN SULTAN IDRIS  
Rangka Kursus & Rancangan Instruksional

Course Outline & Instructional Plan

Dashboard Progress Approved CO by Programme New Course & CO User Manual Status Desc

### Edit Course Outline

Assign To: Select Staff -

#### Staff

Department: Fakulti Pendidikan dan Pembangunan Manusia

List of Staff

K00745	Ab Aziz Bin Mohd Yatim	FPPM	Select
K00914	Abd Kadir Bin Arifin	FPPM	Select
K00159	Abd Latif Bin Haji Gapar	FPPM	Select
K00065	Abd Rahman Bin Daud	FPPM	Select
L00022	Abd Shukor Bin Yusof	FPPM	Select
L00020	Abd. Malek Bin Selamat	FPPM	Select
K00384	Abdul Aziz Bin Abdul Shukor	FPPM	Select
L00125	Abdul Halim Bin Kamaruddin	FPPM	Select
K01174	Abdul Halim Bin Masnan	FPPM	Select
K02537	Abdul Mujeeb Khan	FPPM	Select
L00028	Abdul Rahim Bin Abdul Rahman	FPPM	Select

Filter: Search Reset

Close

9. Click 'Start Date' to enter start date to fill up Course Outline and click 'End Date' to enter final date to fill up Course Outline.

The screenshot shows the 'Edit Course Outline' form in a web application. The form contains the following fields:

Course Code	KIK7999	
Course Name BI	Thesis (Special Education)	
Course Name BM	Tesis (Pendidikan Khas)	
Level Of Study	PHD - Ijazah Doktor Falsafah	
Total Credit Hour	36	
Assign To	Select Staff K00914 - Abd Kadir bin Arifin	
Start Date	<input type="text"/>	End Date <input type="text"/>

Below the form are three buttons: Save, Reset, and Cancel. Two red arrows point to the Start Date and End Date input fields respectively. The footer of the page reads 'Copyright © 2012 Universiti Pendidikan Sultan Idris'.

10. Click 'Save' button.

The screenshot shows the 'Edit Course Outline' form after the dates have been entered. The form contains the following fields:

Course Code	KIK7999	
Course Name BI	Thesis (Special Education)	
Course Name BM	Tesis (Pendidikan Khas)	
Level Of Study	PHD - Ijazah Doktor Falsafah	
Total Credit Hour	36	
Assign To	Select Staff K00914 - Abd Kadir bin Arifin	
Start Date	04/06/2015	End Date 30/06/2015

Below the form are three buttons: Save, Reset, and Cancel. A red arrow points to the Save button. The footer of the page reads 'Copyright © 2012 Universiti Pendidikan Sultan Idris'.