Carbon system manual

(Student)

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Log in

When the user wants to use the Carbon system. User must log in first which users must enter their own username and password that are used in the Faculty of Information Technology, King Mongkut's Institute of Technology Ladkrabang then press the button "เข้าสู่ระบบ" (Log in) as shown in Figure 1.
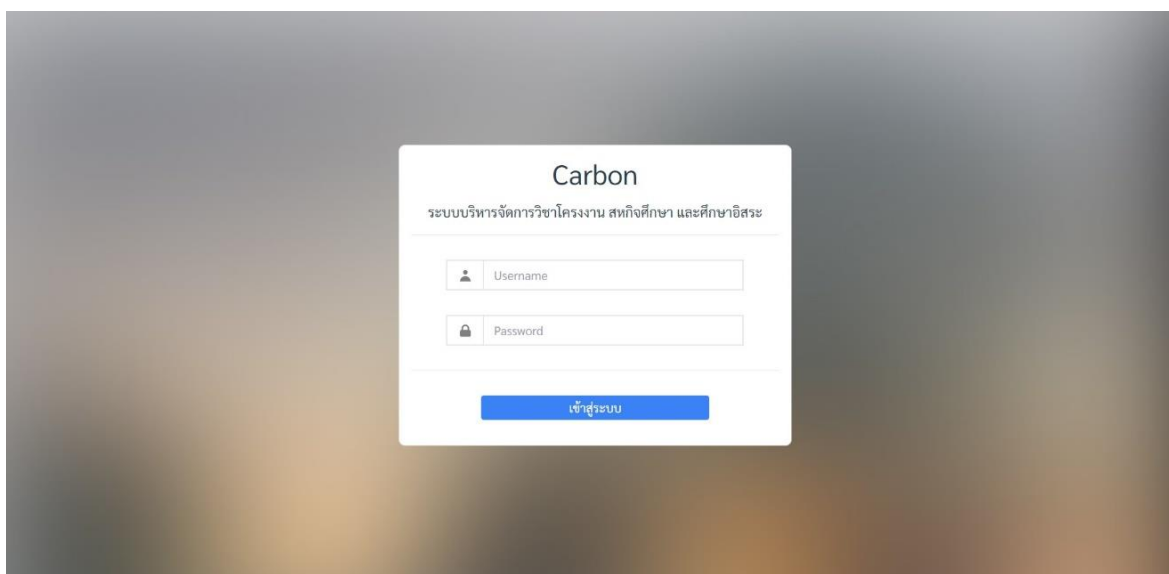

Figure 1 Log in page

Note: Log in is required to have user information in the system database. If you are unable to log in, please contact the staff.

Create project

If the staff has added the list of students in the course within the system. Students will be able to see "แบบฟอร์มเสนอหัวข้อโครงงาน" (Project proposal form) at the navigation bar.

When you click on it, you will be redirected to "แบบฟอร์มเสนอหัวข้อโครงงาน" (Project proposal form) that **you should strictly read the description to prevent possible errors.**

You can change the language of the "Project proposal form" by clicking the green button at the top right.

When you fill out all the information and clicking the "Save" button but unable to create a project, meaning that you fill out information that doesn't match the format of the system. You must check for the errors and correct it.

View project

If you have already created projects within the Carbon system. You will be able to see "โครงงานของฉัน" (My projects) at the navigation bar.

When you click on it, you will be redirected to "Project view page" where you can view project details, including editing project details and submitting project document.

You can change the language of the "Project view page" by clicking the green button at the top right as shown in Figure 2

Figure 2 Project view page

If you scroll down You will find "Project documents", which is a collection of documents that you must submit.

- The "Fill in" button will only appear when the document has reached the opening period for students to submit documents. and still within the period before closing for students to submit documents.

- The "Not found" button can be found in 2 cases:
  - The document submission period has not yet been reached.
  - The documents are closed for students to submit documents and the students did not fill out that document.

- You can check the opening and closing period for submitting documents at "Academic Calendar"

Project documents

Project Proposal Form (Project 101)   Fill in

Progress Report Form (Project 102)   Not found

Edit project

       If it is still within the periods that students can fill out a "Project proposal form". You will see the "Edit project" button within the "Project view page" means that if you can't see the "Edit project" button, then you can't edit the project details.

       When you click on it, you will be redirected to "Project edit page" where you can edit project details except project courses.

       You can change the language of the "Project edit page" by clicking the green button at the top right as shown in Figure 3

Figure 3 Project edit page

Document submission

You can submit the document only if that document still within the document submission period. You must click on the "Fill in" button within "Project view page" to submit the documents.

When you click on it, you will be redirected to "Document submission page" where you can submit the documents. It must be a document that have been signed by an advisor and co-advisor (if applicable) only.

You can change the language of the "Document submission page" by clicking the green button at the top right as shown in Figure 4

*** Student must strictly read the red warning. Because some documents can only be submit once and can't be edited ***

Figure 4 Document submission page

There are also some documents that students will be able to submit multiple times as well. Which if you want to submit additional documents, click on the "Fill in" button and upload the document file as in the previous step.

แบบฟอร์มสำหรับการให้คำปรึกษา (โครงงาน)   กรอกฟอร์ม

ครั้งที่ 1 *(สร้างเมื่อวันที่ 27 พฤษภาคม 2565)*   ดูรายละเอียด ✓

ครั้งที่ 2 *(สร้างเมื่อวันที่ 27 พฤษภาคม 2565)*   ดูรายละเอียด ✓

Note: Some documents can only submit once and can't be edited. For example, a "Change Topic Advisor Form (Project 103)" of the project course. So, you should follow the "Academic Calendar" or ask the staff.

Document editing

Students can only edit a document if the document is still within the submission period and that document is allowed to be edited only. You must click on the "View" button within "Project view page" to edit the documents as shown in Figure 5.

รายงานความก้าวหน้า (Project progress report)　　　　　　　　　　　View ✔

Figure 5 Project view page (Edit document)

When you click on it, you will be redirected to "Document view page" where you can edit the documents as shown in Figure 6.
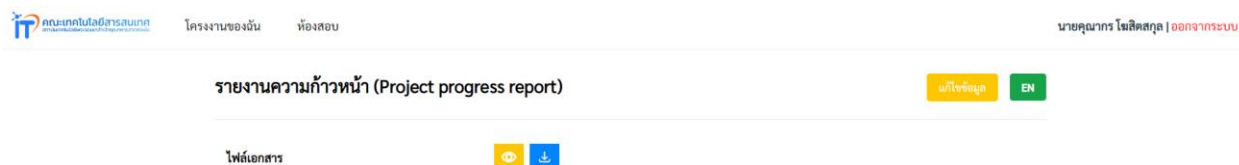
Figure 6 Document view page

Then you click the "Edit" button, which you will be redirected to "Document submission page", the following steps are like the process of "Document submission" in all respects.
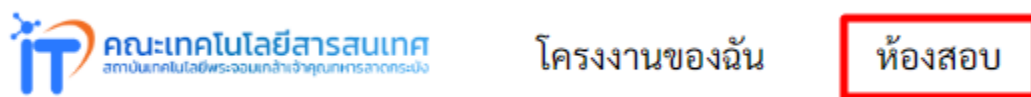
Note: The document that can be edited will have this text inside "Document submission page"

รายงานความก้าวหน้า (Project progress report)

This form can be edited at anytime until the end of the submission deadline.

View exam room

You can check your exam room by clicking on "ห้องสอบ" (Exam room) at the navigation bar.

When you click on it, you will be redirected to "Exam room view page" which contains the information of the exam room that retrieved from the Boron system. It will display only the data that has been filtered from the selected data filters, i.e. course, curriculum and type of examination as shown in Figure 7.

Figure 7 Exam room view page

Note: If a student selects a filter that doesn't correspond to the recorded data, then the system can't retrieve the exam room data from Boron system. For example, selecting the wrong curriculum

View announcement

You can check the announcement that the staff created within the Carbon system. With the following steps

1. Click on the "Faculty of Information Technology" logo on the navigation bar to enter the "Home page"

2. Click on the "Announcement" that you want to see the information as shown in Figure 8 to enter the "Announcement view page" as shown in Figure 9.
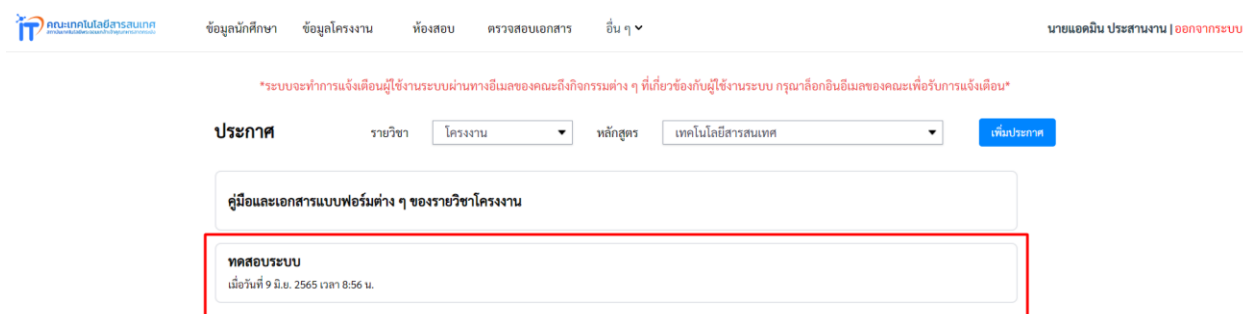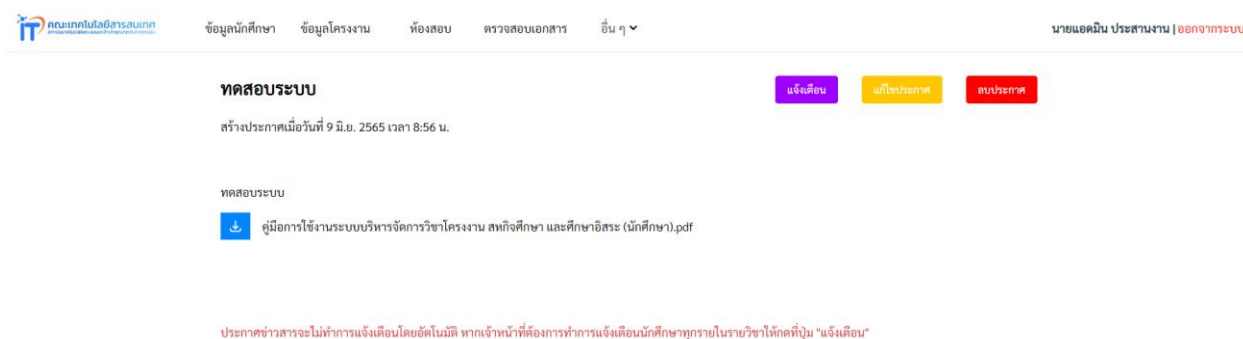

Figure 8 Announcement

Figure 9 Announcement view page

View academic calendar

You can check the academic calendar that the staff created within the Carbon system. With the following steps

1. Click on the "Faculty of Information Technology" logo on the navigation bar to enter the "Home page"

2. Click on the "Event tab" that you want to see the information as shown in Figure 10 to enter the "Calendar view page" as shown in Figure 11.
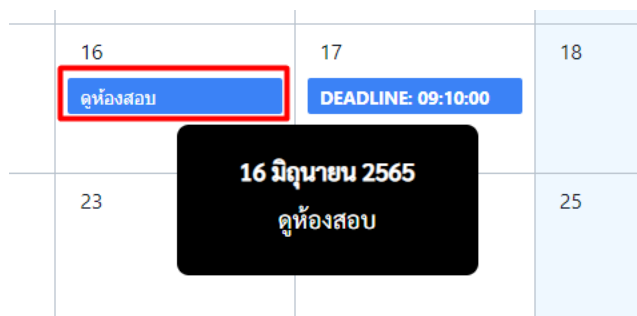

Figure 10 Event tab

Figure 11 Calendar view page

Student notification

In the Carbon system, there has been a help to the staff in lightening some of the workload that staff must do on a regular basis is alerting students to an imminent schedule in academic calendar. Such as:

- Send notification to students when it is time to submit a form or document.
- Send notification to students who haven't submitted the documents 1 or 7 days in advance when it is close to the closing period to submit a form or document.

The Carbon system will automatically detect and notify students via email. With attached a link for Logging into pages within the system that related to email as shows in Figure 12.

Figure 12 Notification email

Note: You should log in to the Faculty of Information Technology email address (@it.kmitl.ac.th) to receive notifications from the system.