



جامعة الملك عبد الله
للعلوم والتقنية
King Abdullah University of
Science and Technology

Office of
the Registrar

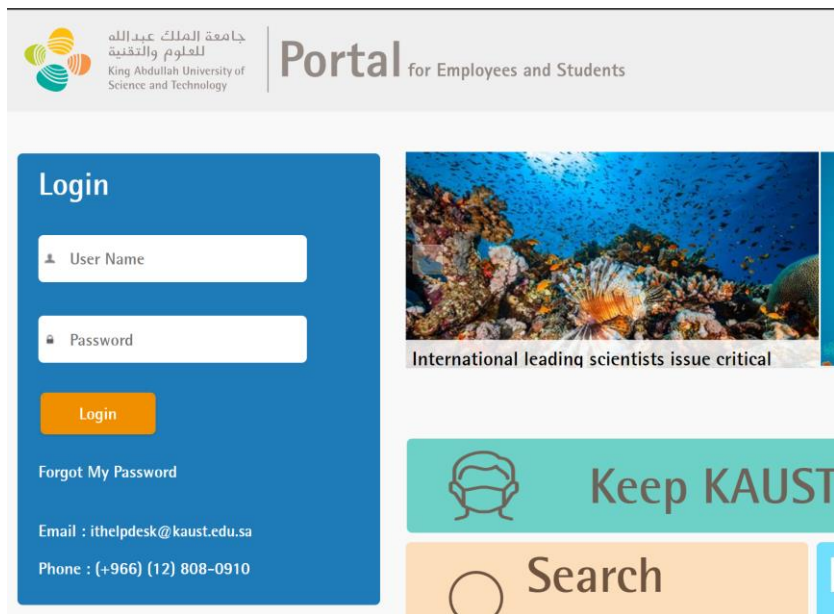


CMS Syllabus System User Guide

How can I update / publish Syllabus for my courses ?

Step 1:

Login to [KAUST Portal](#) with your KAUST credentials

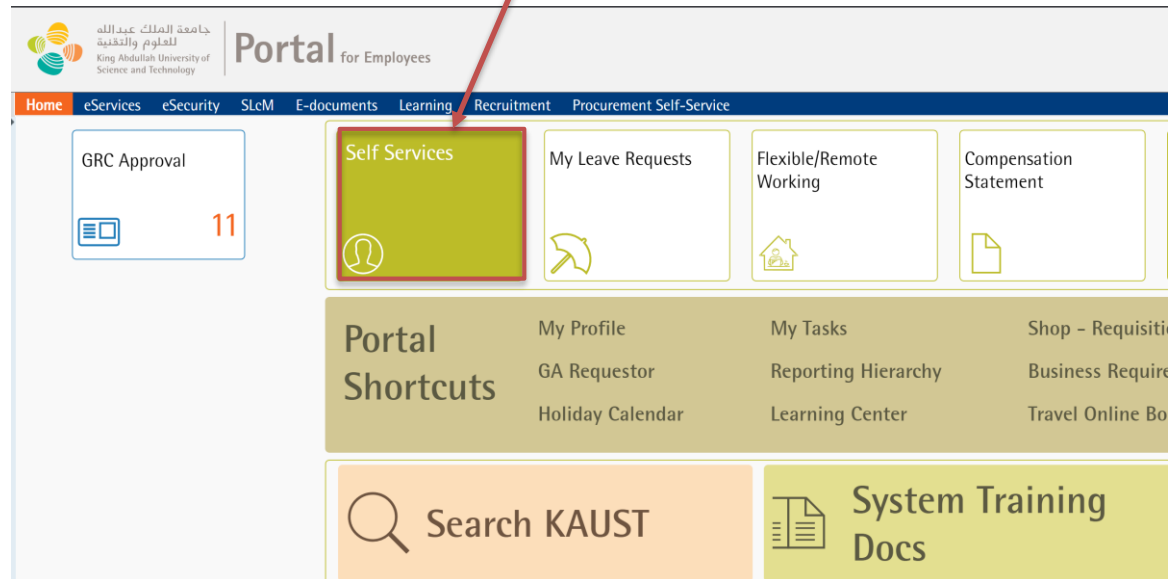


The screenshot shows the KAUST Portal login interface. At the top left is the KAUST logo and name in Arabic and English. To the right, it says 'Portal for Employees and Students'. The main content area is divided into two columns. The left column has a blue background and contains a 'Login' section with input fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot My Password', 'Email : ithelpdesk@kaust.edu.sa', and 'Phone : (+966) (12) 808-0910'. The right column has a white background and features a large image of a coral reef with the text 'International leading scientists issue critical' below it. Below the image is a teal banner with a face mask icon and the text 'Keep KAUST', and an orange banner with a magnifying glass icon and the text 'Search'.

How can I update / publish Syllabus for my courses ?

Step 2:

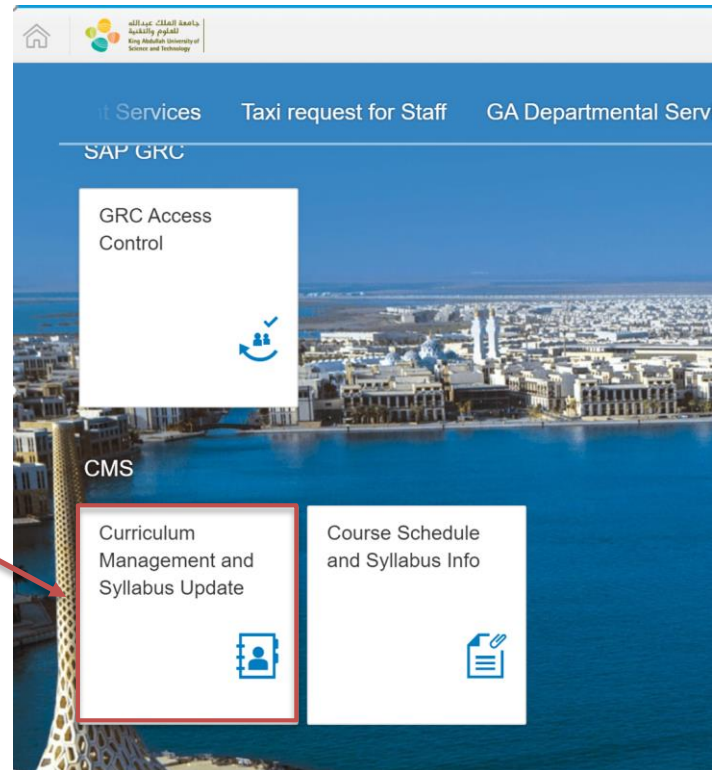
Click on the Self Services Tile



How can I update / publish Syllabus for my courses ?

Step 3:

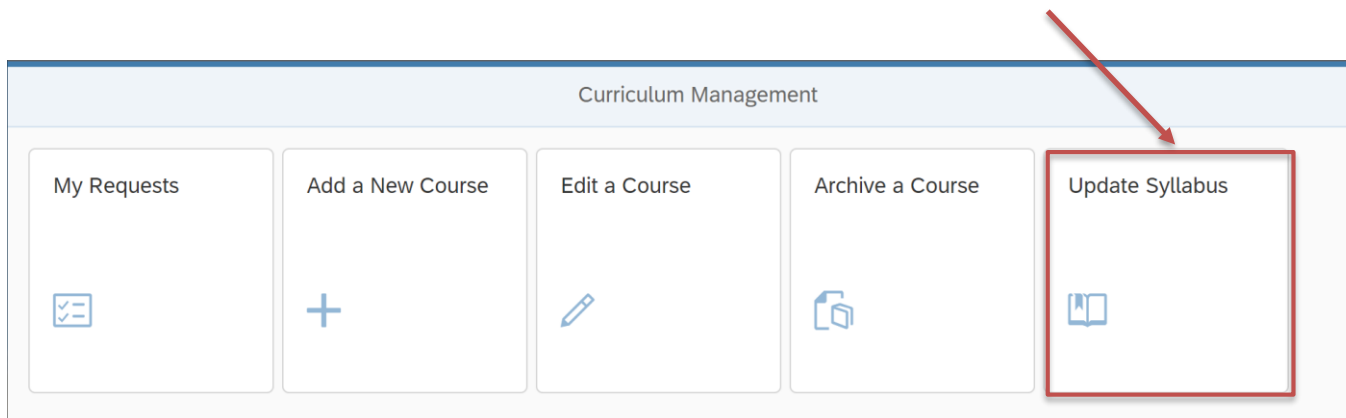
Find “Curriculum Management and Syllabus Update” tile and click on it



How can I update / publish Syllabus for my courses ?

Step 4:

Click on “Update Syllabus” tile



How can I update / publish Syllabus for my courses ?

Step 5:

All your scheduled courses for the semester will appear on the screen.

Click on the course that you would like to update / publish the Syllabus.

Update Syllabus

Academic Semester: *

Offering Division / Organizati...

Course Code:

Instructor(s):

Fall 2022/2023

Derya ...


Search

^

✦

Courses

↑↓

Course Code	Course Title	Status	
MSE 226	Thermodynamics of Materials	Unpublished	<div><div></div><div>></div></div>

How can I update / publish Syllabus for my courses ?

Step 6:

Course Syllabus information will be displayed on the screen.

All available Syllabus information will be automatically populated on the screen.

Update Syllabus

MSE 226 - Thermodynamics of Materials

Academic Semester: Fall 2022/2023

Organizational Unit: Material Science and Engineering

Semester Start Date: 08/28/2022

Semester End Date: 12/13/2022

Status: Unpublished

▼ Faculty and Class Information

Class Schedule

Thermodynamics & Equilibrium Processes

Lecture MSE 226

Mon-Thu 09:30 - 11:00

Instructor(s)

Change Office Hours

Name	Email	Phone	Office Location	Office Hours
Derya Baran	DERYA.BARAN@KAUST.E		3236, 5, Al-Kindi (bldg. 5)	<input type="radio"/>
Husam Niman Alshareef	husam.alshareef@kaust.e		2228, 3, Ibn Sina (bldg. 3)	<input type="radio"/>

Teaching Assistant

+


Name	Email
------	-------

How can I update / publish Syllabus for my courses ?

Step 7:

Review the information under each section and change as necessary.

You may always save the information before publishing.

You may view the Pdf form of the syllabus via  button before publishing the syllabus.

Once completed click on “Publish” button to make it available on <https://courses.kaust.edu.sa/>. It will be published on the website.

Update Syllabus

Academic Semester: Fall 2022/2023

Organizational Unit: Material Science and Engineering

Semester Start Date: 08/28/2022

Semester End Date: 12/13/2022

Status: Unpublished

> Faculty and Class Information

> Course Description and Learning Outcomes

> Weekly Schedule *

> Assessment *

Nature of the Assignments

(Assigned reading, case study, paper presentation, group project, written assignment, etc.) *

Weekly homework - problem solving: typically 2-4 problems closely related to the topics of that week's lectures.

Method of Assessments

(Percentages and Graded content such as Assignments, Oral quizzes, Projects, Midterm exam, Final Exam, Attendance and participation, e... *

0.00

+

+ Add Evaluation Method

Homework /Assignments

20.00

⊗

Midterm exam

30.00

⊗

< Back

Save

Publish

What has changed in Syllabus System

The look and feel of the page has changed and re-designed in SAP Fiori.

All current data is now migrated to the new system.

In Landing Page you can display the courses that you are teaching for the specific semester.

The status will be shown as “Published” or “Unpublished” for each course. Unpublished courses syllabus won’t be shown on the Syllabus page.

Update Syllabus

Academic Semester: * Offering Division / Organizational ... Course Code:

Spring 2021/2022

Instructor(s):

Russel Grady

Search

Courses

Course Code	Course Title	Status
EnSE 341	Processes in Environmental Biotechnology	Published
EnSE 398	Graduate Seminar	Unpublished

What has changed in Syllabus System

Update Syllabus

EnSE 341 - Processes in Environmental Biotechnology

Academic Semester: [Spring 2021/2022](#) Semester End Date: [05/18/2022](#)
Organizational Unit: [SLCM_Dept of Environmental S...](#) Status: [Published](#)
Semester Start Date: [01/23/2022](#)

> Faculty and Class Information

> Course Description and Learning Outcomes

√ Weekly Schedule *

Week 1 *
Mon 01/24/2022 Wed 01/26/2022

Introduction; classification of microbes in terms of their metabolism (e.g., electron acceptors, electron donors, and carbon source)

Week 2 *
Mon 01/31/2022 Wed 02/02/2022

Microbial metabolism and energetics; catabolic diversity

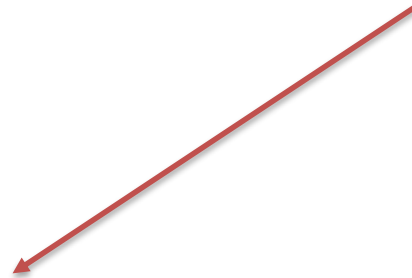
Week 3 *
Mon 02/07/2022 Wed 02/09/2022

Microbial growth and kinetics

Week 4 *
Mon 02/14/2022 Wed 02/16/2022

< Back Save Publish

All the data will be populated on the screen from the previous semester automatically,
You can review and **publish** the data.



What has changed in Syllabus System

Field Changes

- Goals and Objectives is renamed as “ Learning outcomes”. This field now requires approval on the system to be changed. Change requests can be sent via “*Edit a course*” tile in CMS.
- Nature of the Assignments will require approval on the system to be changed. Change requests can be sent via “*Edit a course*” tile in CMS.
- “Reference Texts “ renamed as Textbook/Materials
- “Comprehensive course description” field is removed, “Course description” will be the unique field for the same information.
- “Method of Evaluation” is renamed as “Method of Assessments”.
- “Required knowledge” field is removed, the current information is moved under “Additional information” .

Where can I see all scheduled courses for the semester?

The new courses web page is designed to be the single point of reference for all academic courses taught at KAUST.

It brings together schedule information with Syllabus in one single platform.

Search filters are available to find the specific courses you are looking for.

The page is also be available at <https://courses.kaust.edu.sa/>

1

Course Schedule
and Syllabus Info



2

View Syllabus

Academic Semester: * Spring 2021/2022 Offering Division / Organization: Course Code: Instructor(s): Course Schedule:

Search

Course Code/Title	Section	Instructor(s)	Course Schedule	Start/End Date	Syllabus
B 213 Cell Structure Development Physiology II	Fundamentals of Cell Biology	Bob Mid Hendley	Lecture B 213 Wed-Sun 10:15 - 11:45, Room 2134 Classroom (18)	01/25/2022 - 05/24/2022	Published
B 241 Molecular & Cellular Biology	Molecular & Cellular Biology - A	Ferhat Iltter / Michael Roberts	Molecular & Cellular Bio Laboratory Mon-Thu 15:00 - 18:30, Room 2223 Applied Math & Comput.Lab (34) Lecture B 241 Wed-Sun 13:15 - 14:45, Room 3125 Interactive Room (42)	01/23/2022 - 05/29/2022	Published
B 241 Molecular & Cellular Biology	Molecular & Cellular Biology - A		Molecular & Cellular Bio Laboratory Tue-Wed 08:30 - 12:00, Room 3223 Applied Math & Comput.Lab (34) Lecture B 241 Wed-Sun 13:15 - 14:45, Room 3125 Interactive Room (42)	01/24/2022 - 05/29/2022	Published

Export to Excel

3

Course Syllabus Pdf

جامعة الملك عبد الله
للعلم والتقنية
King Abdullah University of
Science and Technology

Course Syllabus: Cell Structure Development Physiology II - B 213

Offering Department	SLCM, Department of Bioscience
Course Number	B 213
Course Title	Cell Structure Development Physiology II
Academic Semester	Spring 2021/2022
Semester Start Date	01/23/2022
Semester End Date	05/30/2022
Class Schedule (Days & Time)	Fundamentals of Cell Biology Lecture B 213 Wed-Sun 10:15 - 11:45, Room 2134 Classroom (18)

Instructor(s)				
Name	Email	Phone	Office Location	Office Hours
Bob Mid Hendley	BOB.HENDLEY@KAUST.EDU.SA			Office hours are flexible and students are asked to inform the professor when a

For any questions;
please contact the Registrar's Office
at RegistrarHelpDesk@KAUST.EDU.SA

<https://registrar.kaust.edu.sa/>