

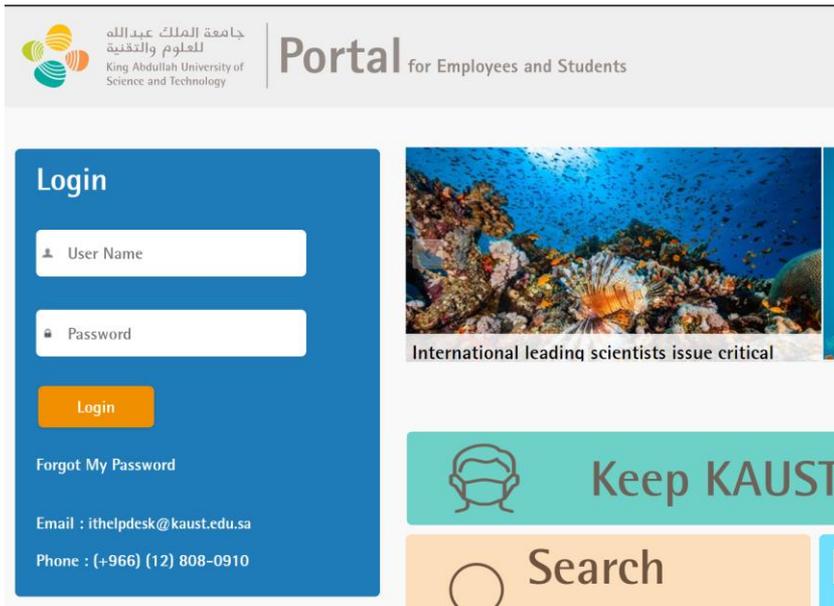


CMS Syllabus System User Guide

How can I update / publish Syllabus for my courses ?

Step 1:

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



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

Portal for Employees and Students

Login

User Name

Password

Login

Forgot My Password

Email : ithelpdesk@kaust.edu.sa

Phone : (+966) (12) 808-0910

International leading scientists issue critical

Keep KAUST

Search

How can I update / publish Syllabus for my courses ?

Step 2:

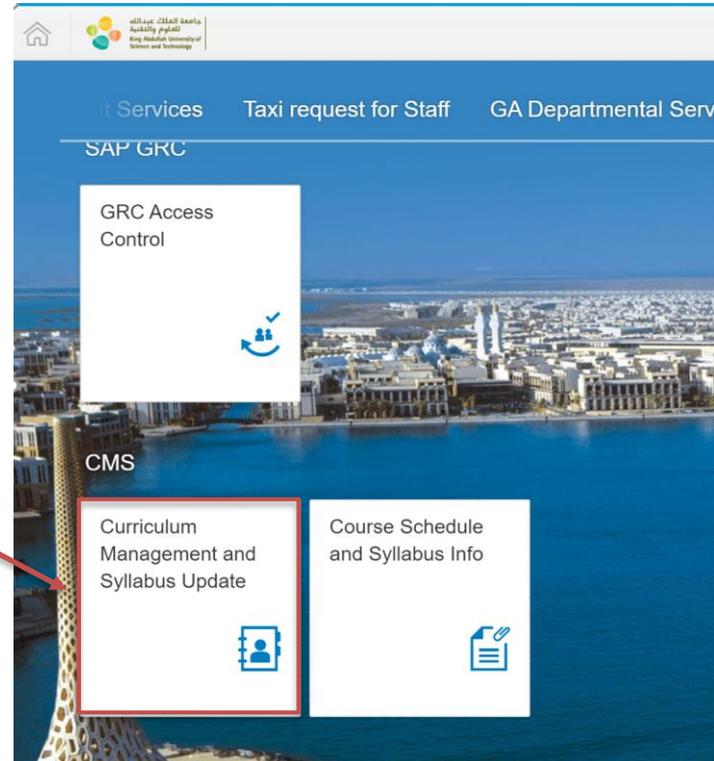
Click on the Self Services Tile

The screenshot displays the KAUST Portal for Employees interface. At the top, the university's logo and name are visible alongside the title 'Portal for Employees'. A navigation bar contains links for Home, eServices, eSecurity, SLcM, E-documents, Learning, Recruitment, and Procurement Self-Service. The main content area features several service tiles: 'GRC Approval' with a notification count of 11, 'Self Services' (highlighted with a red box and arrow), 'My Leave Requests', 'Flexible/Remote Working', and 'Compensation Statement'. Below these is a 'Portal Shortcuts' section with links to My Profile, My Tasks, Shop - Requisition, GA Requestor, Reporting Hierarchy, Business Requirement, Holiday Calendar, Learning Center, and Travel Online Booking. At the bottom, there are 'Search KAUST' and 'System Training Docs' tiles.

How can I update / publish Syllabus for my courses ?

Step 3:

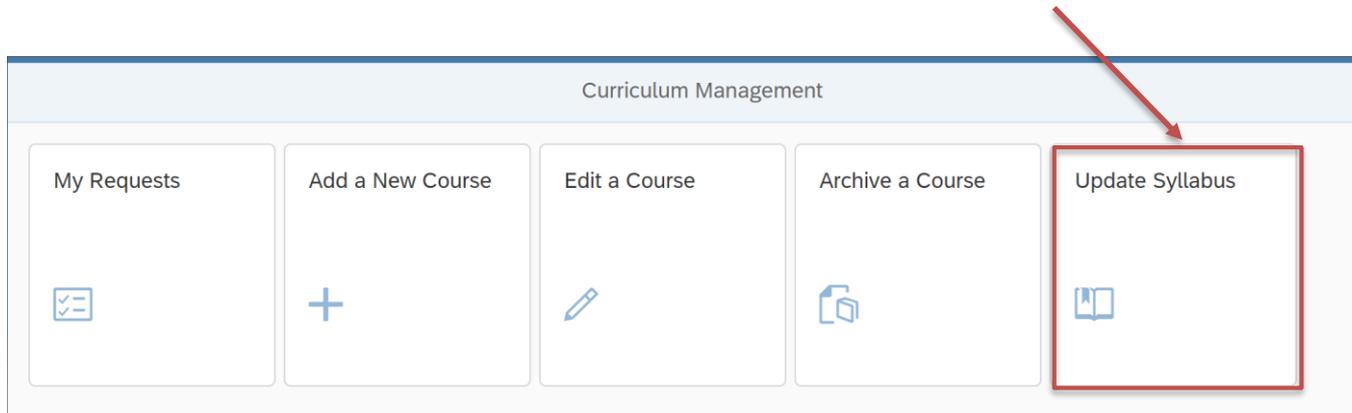
Find “Curriculum Management and Syllabus Update” tile and click on it



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 [v] [v] [v] Derya ... x [v] [v] Search

[^] [↻]

Courses

Course Code	Course Title	Status	
MSE 226	Thermodynamics of Materials	Unpublished	[v] >

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 Semester End Date: 12/13/2022
Organizational Unit: Material Science and Engineering Status: Unpublished
Semester Start Date: 08/28/2022

∨ Faculty and Class Information

Class Schedule

Thermodynamics & Equilibrium Processes

Lecture MSE 226
Mon-Thu 09:30 - 11:00

Instructor(s)

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
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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** Semester End Date: **12/13/2022**
Organizational Unit: **Material Science and Engineering** Status: **Unpublished**
Semester Start Date: **08/28/2022**

- > 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: * Spring 2021/2022

Offering Division / Organizational ...

Course Code:

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

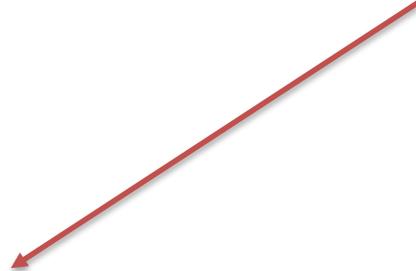
Week 3 *
Mon 02/07/2022 Wed 02/09/2022

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?

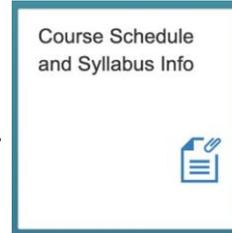
The new courses web page is designed to be the single point of reference for all academic courses taught at KAUST.

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



2

A screenshot of the "View Syllabus" web interface. At the top, there are search filters for "Academic Semester" (Spring 2021/2022), "Offering Division / Organization", "Course Code", "Instructor(s)", and "Course Schedule". A "Search" button is on the right. Below the filters is a table of courses with columns for "Course Code/Title", "Section", "Instructor(s)", "Course Schedule", "Start/End Date", and "Syllabus". Three courses are listed: B 213 (Fundamentals of Cell Biology), B 241 (Molecular & Cellular Biology - A), and B 241 (Molecular & Cellular Biology). Each row has a green download icon. An orange arrow points from the download icon for B 213 to the PDF viewer below. At the bottom right, there is an "Export to Excel" button.

3

A screenshot of a PDF document titled "Course Syllabus: Cell Structure Development Physiology II - B 213". The document header includes the KAUST logo and name in Arabic and English. The syllabus content includes:

- Offering Department: BSCM, 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)

Below this is a table for "Instructor(s)" with columns for Name, Email, Phone, Office Location, and Office Hours. The entry for Bob Mid Hendley is: Name: Bob Mid Hendley, Email: BOB.HENDLEY@KAUST.EDU.SA, Office Location: Office hours are flexible and students are asked to inform the professor when x.

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

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