

**Manual for uploading / downloading
E-Document of
Program Development and Management**

Office of the Vice President for Academic Affairs

20 May 2015

Example for set name of the file :

Name of TQF_Course code_Semester offered


ชื่อไฟล์	หมายถึง
TQF3_MKT4730_1-2015	เป็น TQF3 วิชา MKT4730 semester 1/2015
TQF5_MKT4730_1-2015	เป็น TQF5 วิชา MKT4730 semester 1/2015
TQF7_MKT4730_2015	เป็น TQF7 วิชา MKT4730 semester 2015

Uploading Procedure

Step 1 : Go to www.academic.au.edu

Step 2 : Select the Program Development and Management menu on the right hand side

Step 3 : Click the E-Document of Program Development and Management in the LMS System Link




LMS System Link

Manual for uploading / downloading Course Specification (TQF3) and Course Report (TQF5)


[E-Document of Program Development and Management](#)

Data of number of registered students, Number of students at the end of semester, Number of students who withdraw, Grade distribution by Office of the Registrar (TQF5) www.tqfabac.au.edu

Step 4 : Enter Username and Password and click Login button



LMS E-Document system for
Office of the Vice President for Academic Affairs



Log in

Site news

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Course categories

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- ▶ Order & Announcement (1)
- ▶ TQF2 Program Specification (1)
- ▶ TQF3 Course Specification (2)
- ▶ TQF5 Course Report (2)

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Username

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Step 5 : Choose the file to be uploaded (Example, TQF3)

**LMS E-Document system for
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Marketing

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CALENDAR
May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Step 6 : Select the major to be uploaded (Example, Marketing Major)

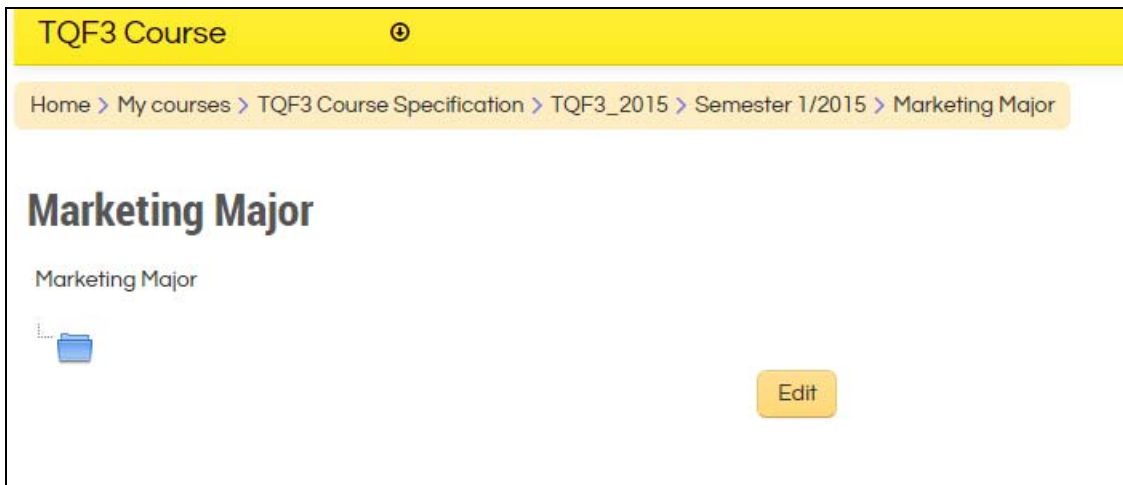
TQF3 Course

Semester 1/2015

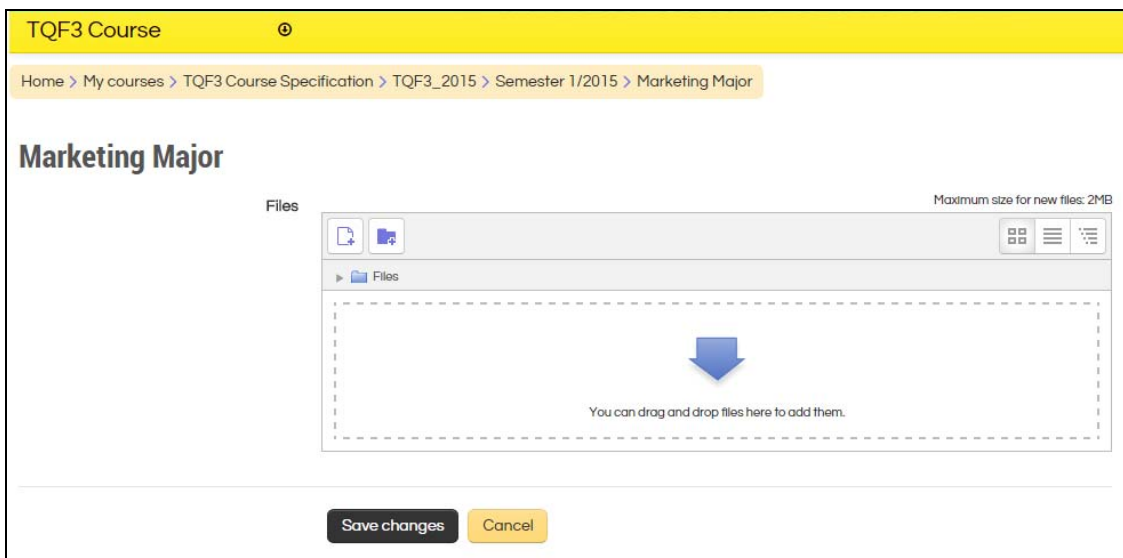
Martin de Tours School of Management and Economics

- Marketing Major
- Management Major
- Management Major (ACC Campus)
- Finance and Banking Major
- Accounting Major
- Business Information Systems Major
- Hospitality and Tourism Management Major
- International Business Management Major
- Insurance Major
- Industrial Management Major
- Real Estate Major
- Business Economics Major
- Department of Mathematics

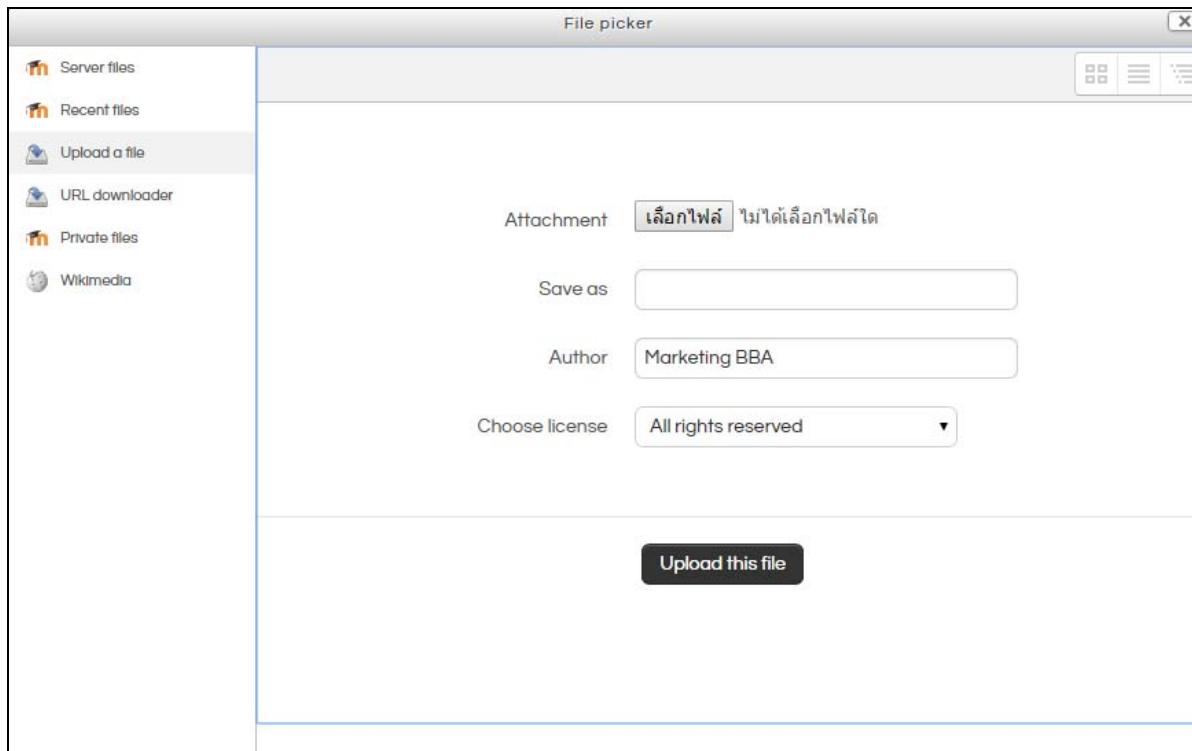
Step 7 : Click Edit button to upload file



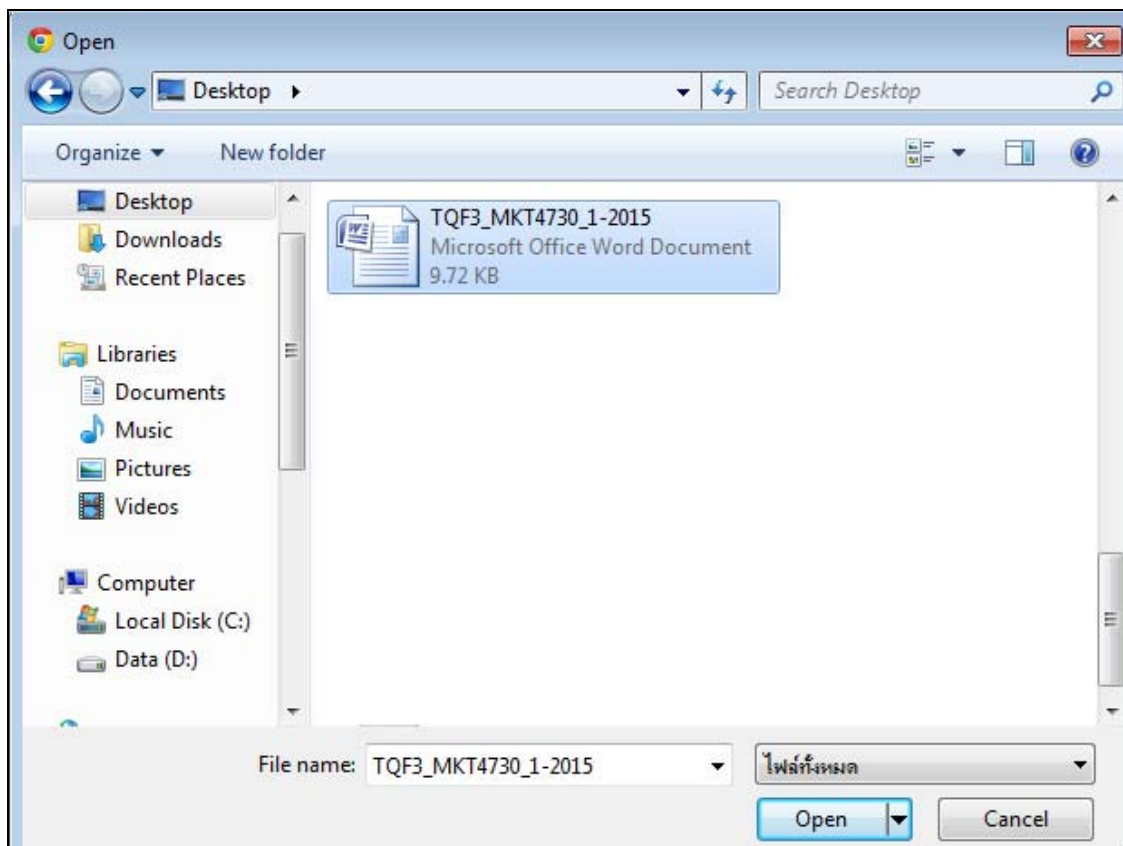
Step 8 : Click “the down arrow” to add file or more file needed



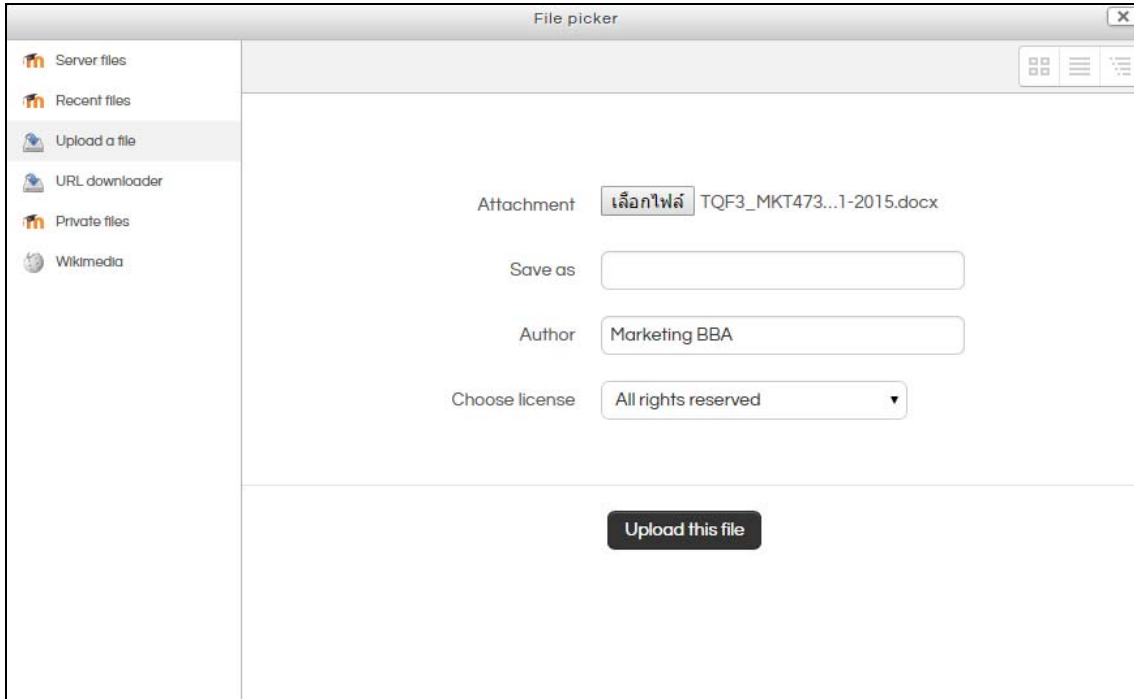
Step 9 : Click Upload a file menu on the left hand side and click Browse button



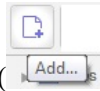
Step 10 : Select file to be uploaded and click Open button (Example, TQF3-MKT4730_1-2015.doc)

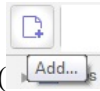


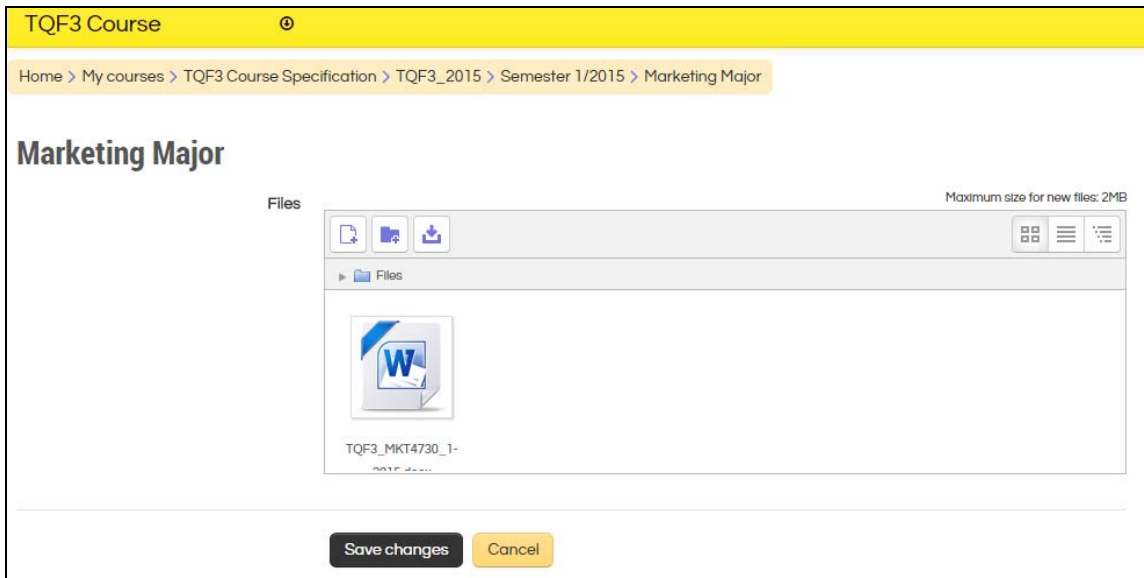
Step 11 : Click Upload this file button



Step 12 : Click Save changes button to confirm



Remark : add more file choose Add button () before click Save changes button and go to step 8 again





Once the uploading is complete, the screen below will be shown.

TQF3 Course

Home > My courses > TQF3 Course Specification > TQF3_2015 > Semester 1/2015 > Marketing Major

Marketing Major

Marketing Major

  TQF3_MKT4730_1-2015.docx


[Edit](#)

Download Procedure

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LMS System Link

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LOGIN

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Step 5 : Choose the file to be downloaded (Example, TQF3 Course Specification 2014)

**LMS E-Document system for
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Marketing

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31						

Step 6 : Select the major to be downloaded (Example, Marketing Major)

TQF3 Course

Semester 1/2014

Martin de Tours School of Management and Economics

- Marketing Major
- Management Major
- Management Major (ACC Campus)
- Finance and Banking Major
- Accounting Major
- Business Information Systems Major
- Hospitality and Tourism Management Major
- International Business Management Major
- Insurance Major
- Industrial Management Major
- Real Estate Major
- Business Economics Major
- Department of Mathematics

Step 7 : Click the file to be downloaded to your computer

TQF3 Course ⓘ

Marketing Major

Marketing Major

- ▼ [Folder Icon]
- 📄 TQF3_MKT2280_1-2014.docx
- 📄 TQF3_MKT3102_1_2014.doc
- 📄 TQF3_MKT3515_1-2014.doc
- 📄 TQF3_MKT3525_1-2014.doc
- 📄 TQF3_MKT3530_1-2014.doc
- 📄 TQF3_MKT3620_1-2014.doc
- 📄 TQF3_MKT3627_1-2014.doc
- 📄 TQF3_MKT3628_1-2014.doc
- 📄 TQF3_MKT3628_1-2014.doc