ISM STUDENT DATABASE 2020 SHARING FILES VIA ONEDRIVE IN OUTLOOK

International School of Management (ISM)
University of the Thai Chamber of Commerce

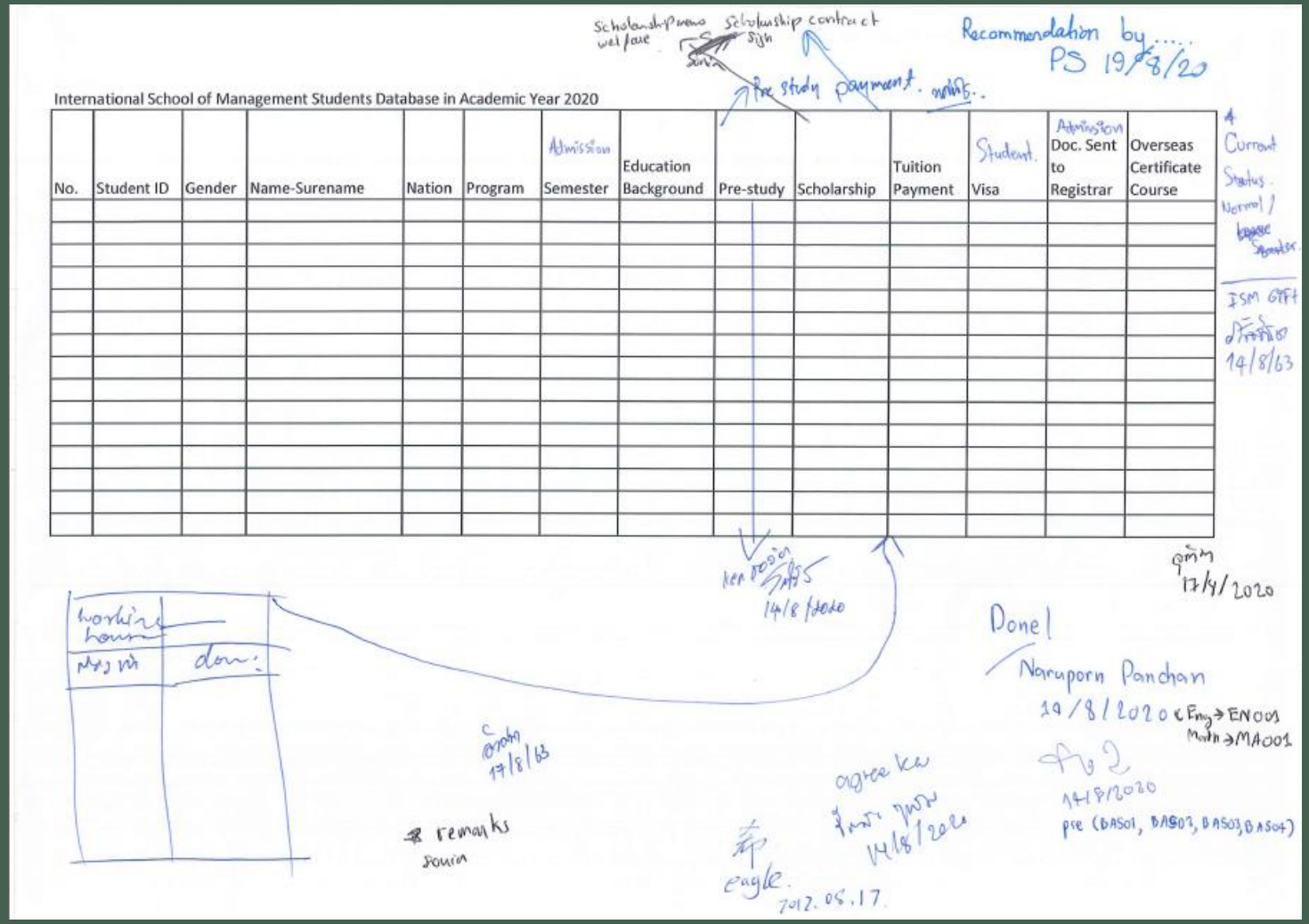
What we did in ISM

- ISM found that we do not have a student database which we can use as a reference. The information is scattered with the staff in charge of their respective job duties and the university central database does not match our usage. Moreover, due to the COVID-19 pandemic situation, we are faced with the problem that our new staff need to work from home. Therefore, ISM administrators have assigned in a meeting that we should establish an ISM Student Database 2020 as our KM for this academic year. Since we have done Standard-Operation-Procedures concerning our student activities work and budget using in the Cloud for our KM in Academic Year 2019 and it was successful, we have continued that practice of information sharing with our staff by using the cloud system in Academic Year 2020.
- Share and exchange information among staff on what kind of information about students are needed by our administrators, our teams and ourselves.
- Create a file with tables of all needed data heads about our students and upload it in the OneDrive of Office 365 for ISM staff to fill their data.
- Test using the shared file by our staff to find out how it works and if there are any missing data.
- Revise the database for the best usage before sharing it to our administrators for their information.
- Inform the staff to use the shared files via messenger app and follow up with them on their experience using it.
- Make a conclusion and post in UTCC KM System and ISM website in the item of Knowledge Management Academic Year 2020 (No students real information can be shown since they are personal data.)

The Problems We Found in ISM about Student Database:

- ISM does not have its own student database.
- ISM uses UTCC data center such as Office of Registrar and Department of Information. That information does not match our usage and we take some time to revise it.
- The information is scattered with the ISM staff in charge of their respective job duties and they are stored in their personal computers. We need to gather information from them each time.
- Computers are in the office so we cannot get the information if we need to work from home during the COVID-19 pandemic situation.

Share and exchange information among staff on what kind of information about students are needed:



International School of Management Students Database in Academic Year 2020

No.	Student ID	Gender	Name-Surename	Nation	Program	Admission Semester	Education Background	Pre-study	Scholarship	Tuition Payment	Student Visa	Admission Doc. Sent to Registrar	Overseas Certificate Course

Scholarship memo welfare
Scholarship contract sign
Pre study payment
Recommendation by.....
PS 19/8/20
Current Status Normal / Semester
ISM GIFT
14/8/63
17/4/2020
14/8/2020
Done!
Naruporn Panchan
14/8/2020 Eng → EN001 Math → MA001
14/8/2020
pre (BAS01, BAS02, BAS03, BAS04)
17/8/63
remarks
agree ka
14/8/2020
eagle
2012.05.17

How the student database looks like:

MBA

No.	Student ID	Name-Surname	Gender	Nation	Applied Program	Date of 1st Contact	Date of Finishing the admission	Admission Semester	Education Background	Pre-study					
										Undergraduate Pro.		MBA			
										EN001	MA001	BA501	BA502	BA503	BA504
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14	Column15	Column16

MBA | BBA | BAcc | UON

Activate Windows
Go to Settings to activate Windows.

1		Pre-study Payment	Tuition Payment	Admission Doc. Sent to Registrar	Scholarship	Scholarship Contract Signed	Scholarship processed to Student Welfare Office	Working Hours with ISM for Scholarship Recipients per semester			Student Visa	Student Personal Data Accepted	Overseas Certificate Course	Got ISM Gift	Sent by Agent	Source of information	Current Status	Remarks
2								lours Require	Hours Worke	Hours Left								
3	BA504																	
4	Column16	Column17	Column18	Column19	Column20	Column21	Column22	Column23	Column24	Column25	Column26	Column27	Column28	Column29	Column30	Column31	Column32	Column33
5																		
6																		
7																		
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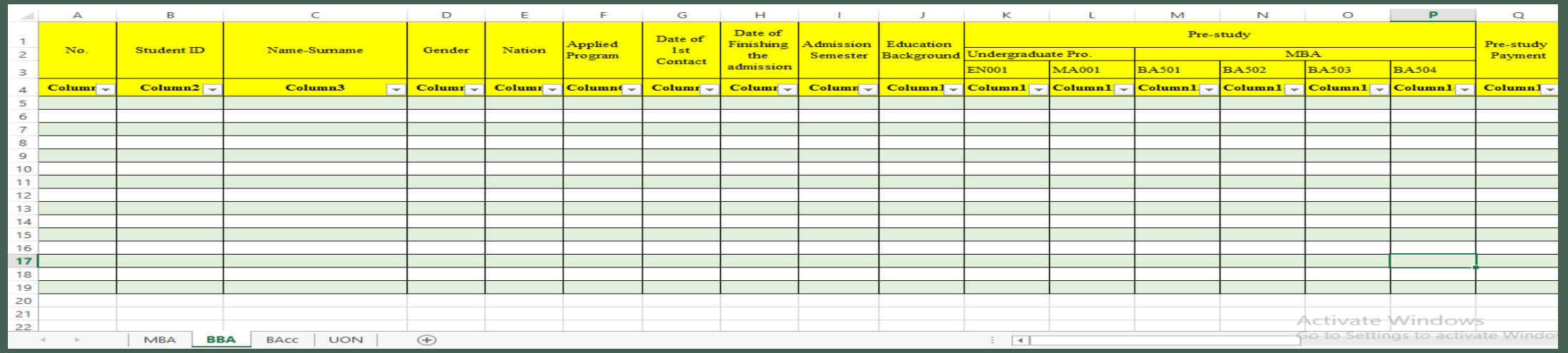
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		

MBA | BBA | BAcc | UON

Activate Windows
Go to Settings to activate Windows.

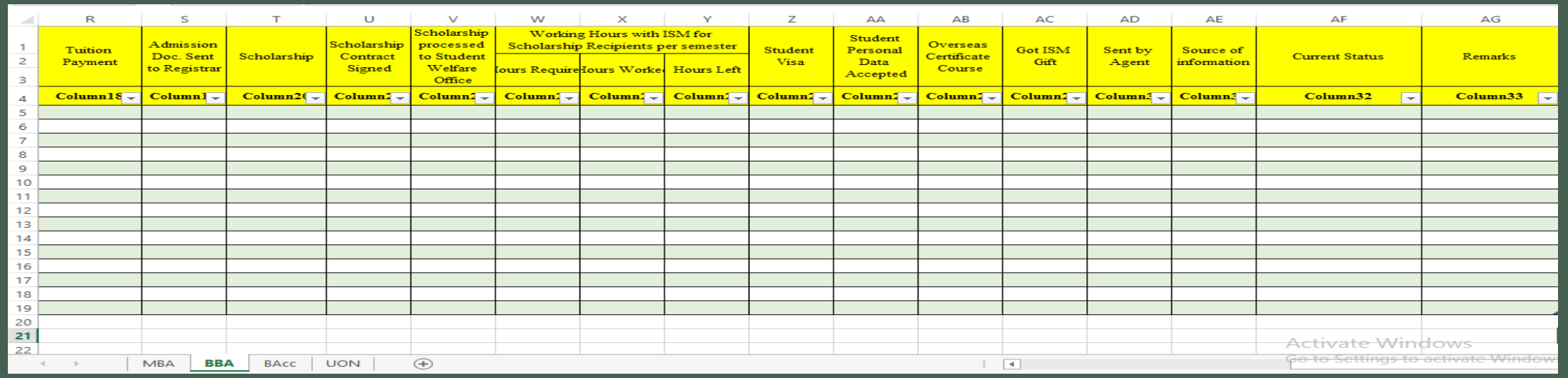
BBA and BAcc are separated in each sheet but look the same



No.	Student ID	Name-Surname	Gender	Nation	Applied Program	Date of 1st Contact	Date of Finishing the admission	Admission Semester	Education Background	Pre-study						Pre-study Payment
										Undergraduate Pro.		MBA				
										EN001	MA001	BA501	BA502	BA503	BA504	
Column	Column2	Column3	Column	Column	Column	Column	Column	Column	Column1	Column1	Column1	Column1	Column1	Column1	Column1	Column1

Activate Windows
Go to Settings to activate Windo

MBA | BBA | BAcc | UON

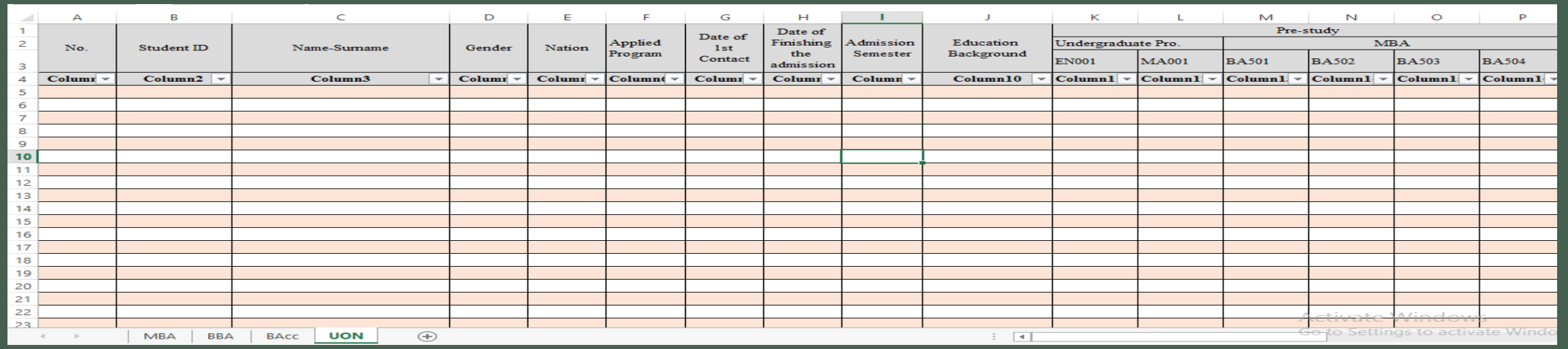


Tuition Payment	Admission Doc. Sent to Registrar	Scholarship	Scholarship Contract Signed	Scholarship processed to Student Welfare Office	Working Hours with ISM for Scholarship Recipients per semester			Student Visa	Student Personal Data Accepted	Overseas Certificate Course	Got ISM Gift	Sent by Agent	Source of information	Current Status	Remarks
					Hours Require	Hours Worke	Hours Left								
Column18	Column1	Column20	Column2	Column2	Column1	Column1	Column1	Column2	Column2	Column2	Column2	Column3	Column3	Column32	Column33

Activate Windows
Go to Settings to activate Windows

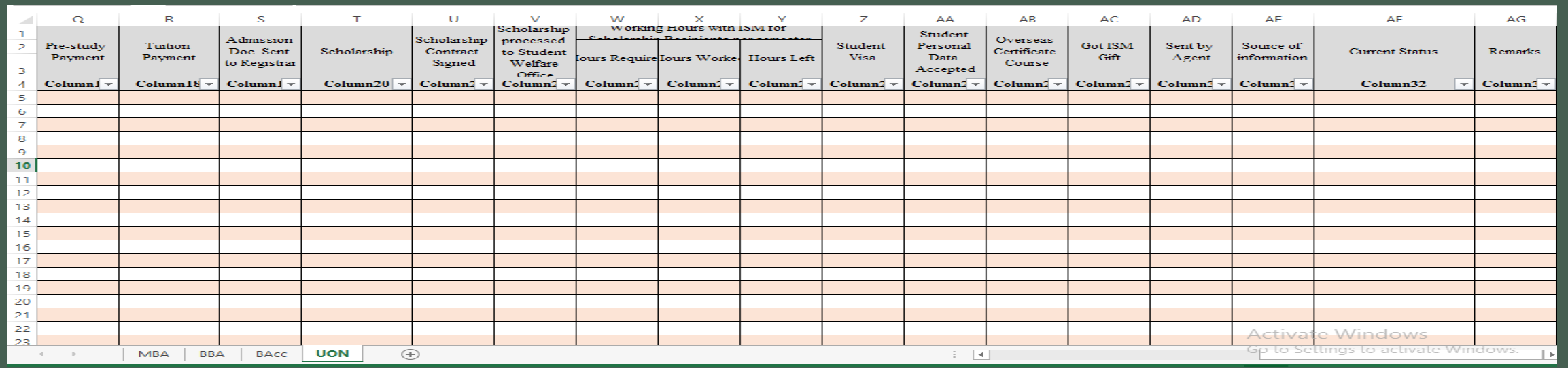
MBA | BBA | BAcc | UON

UON (Two-Degree Program) is separated:



No.	Student ID	Name-Surname	Gender	Nation	Applied Program	Date of 1st Contact	Date of Finishing the admission	Admission Semester	Education Background	Pre-study: Undergraduate Pro. EN001	Pre-study: Undergraduate Pro. MA001	Pre-study: MBA BA501	Pre-study: MBA BA502	Pre-study: MBA BA503	Pre-study: MBA BA504
Column1	Column2	Column3	Column	Column	Column	Column	Column	Column	Column10	Column1	Column1	Column1	Column1	Column1	Column1

MBA | BBA | BAcc | UON

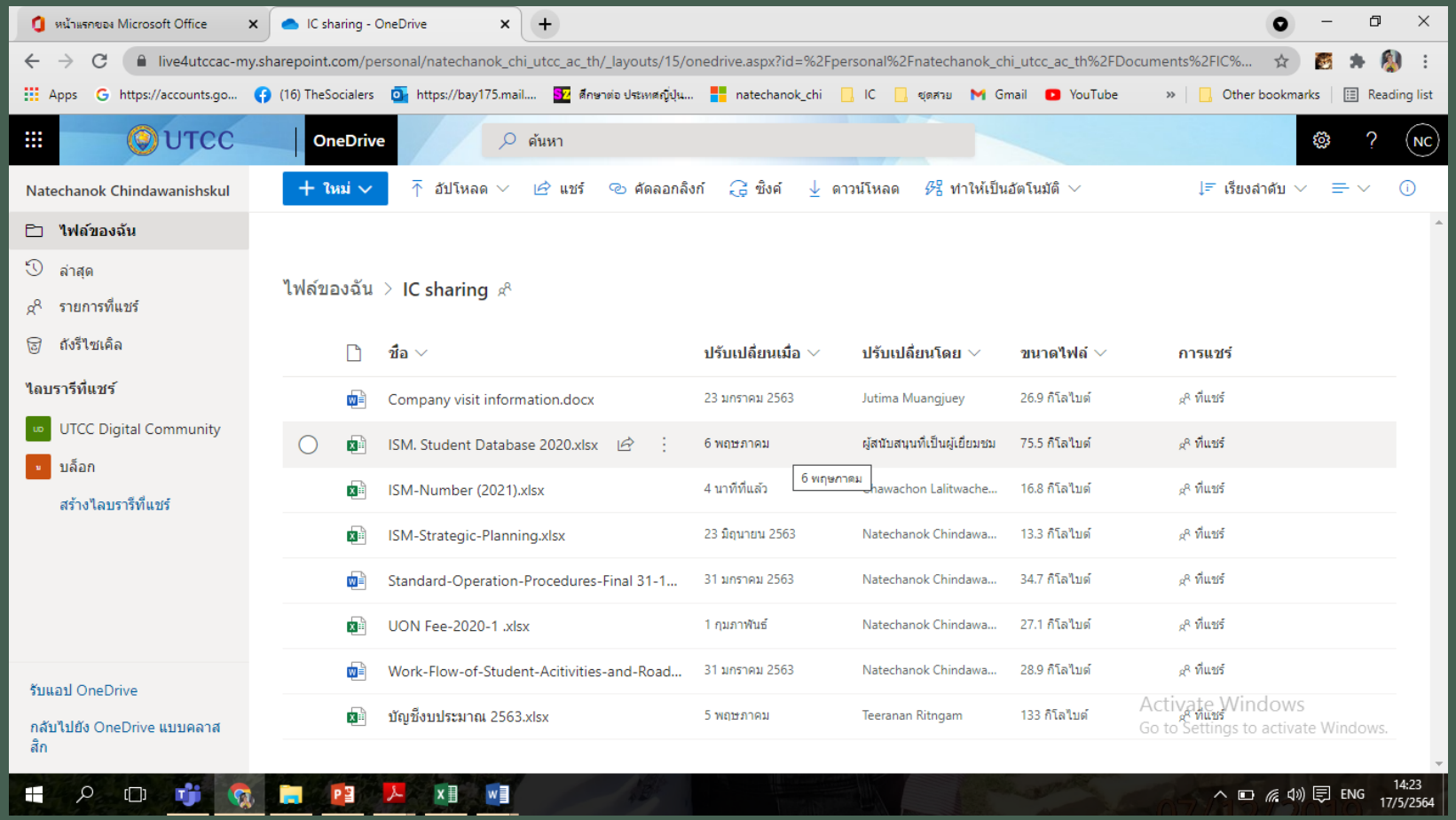


Pre-study Payment	Tuition Payment	Admission Doc. Sent to Registrar	Scholarship	Scholarship Contract Signed	Scholarship processed to Student Welfare Office	Working Hours with ISM for Scholarship Recipients per semester: Hours Require	Hours Worke	Hours Left	Student Visa	Student Personal Data Accepted	Overseas Certificate Course	Got ISM Gift	Sent by Agent	Source of information	Current Status	Remarks
Column1	Column18	Column1	Column20	Column2	Column2	Column2	Column2	Column2	Column2	Column2	Column2	Column2	Column3	Column3	Column32	Column3

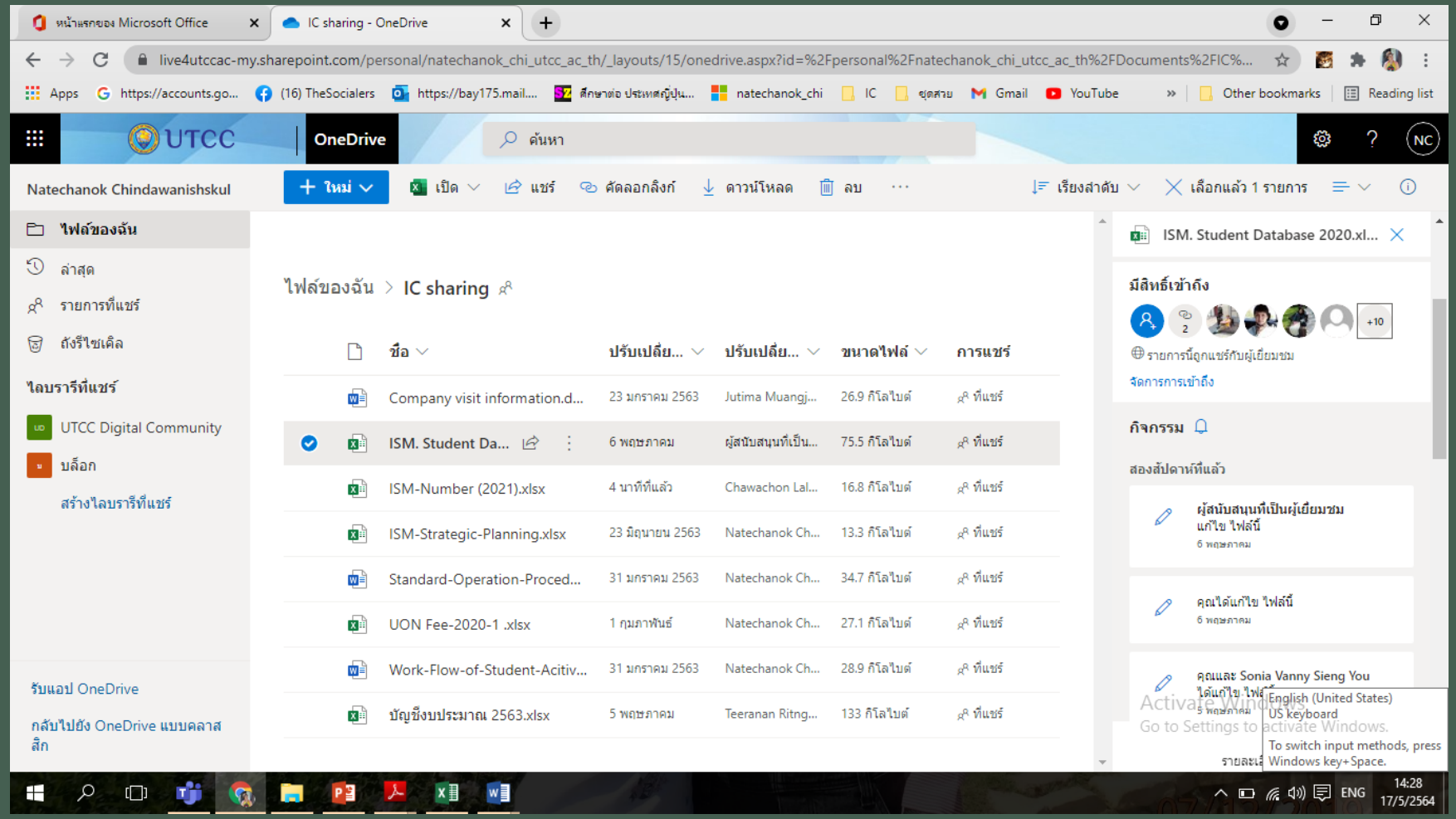
MBA | BBA | BAcc | UON

When We Were Sharing Our Knowledge and Trying to Create the Share File in OneDrive

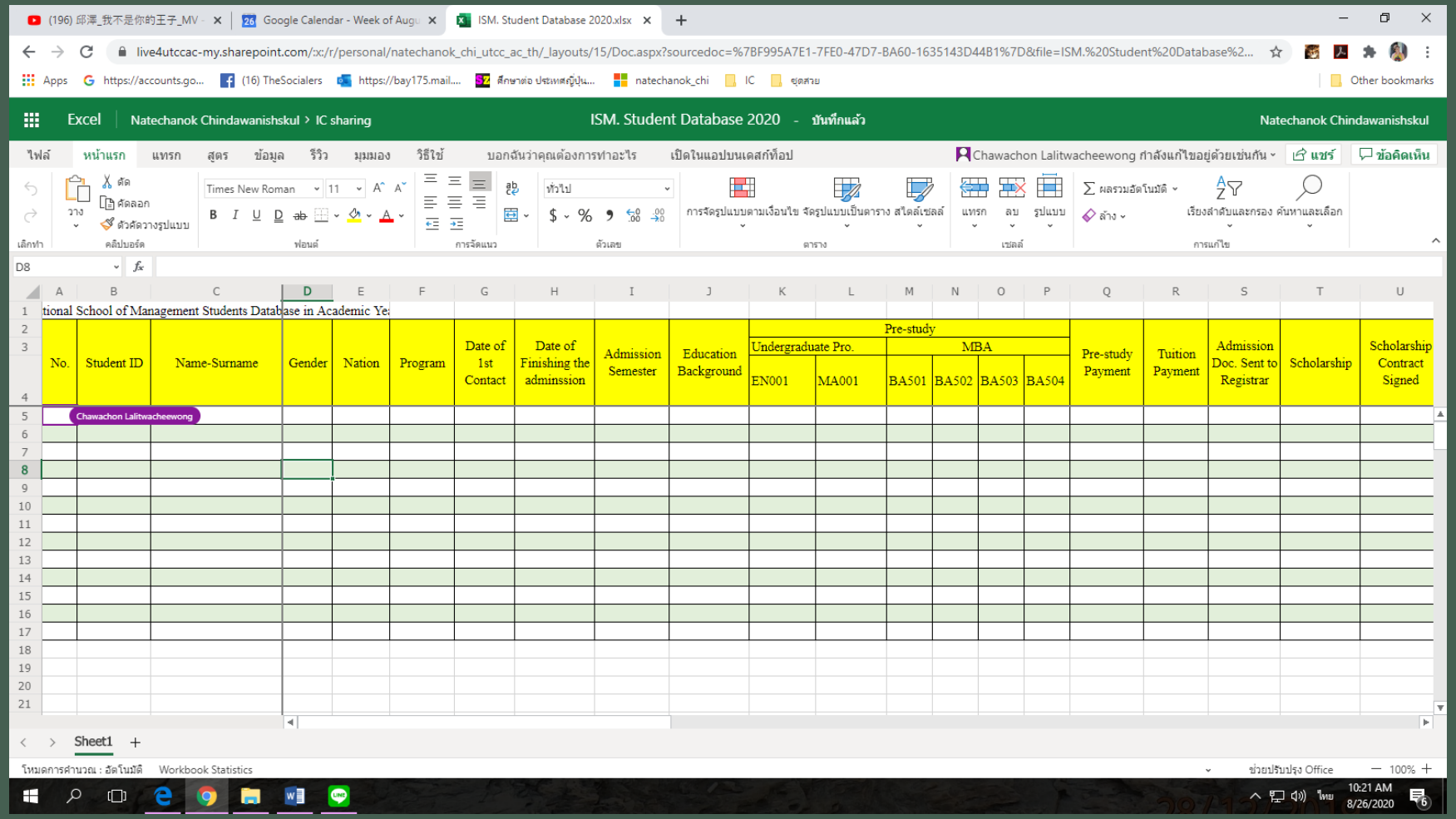
1. The creator uploads a file in OneDrive



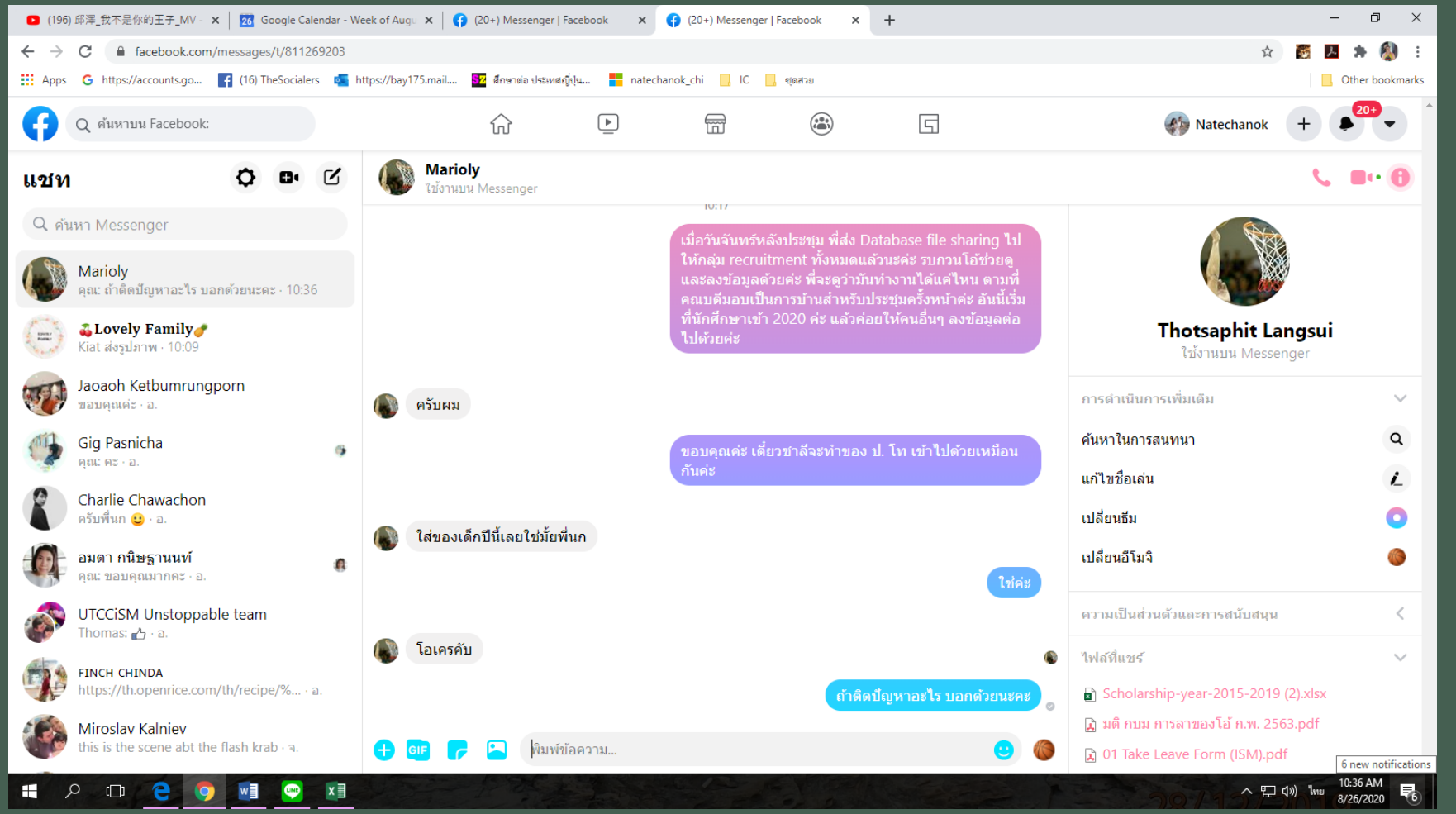
2. Share that file to some members

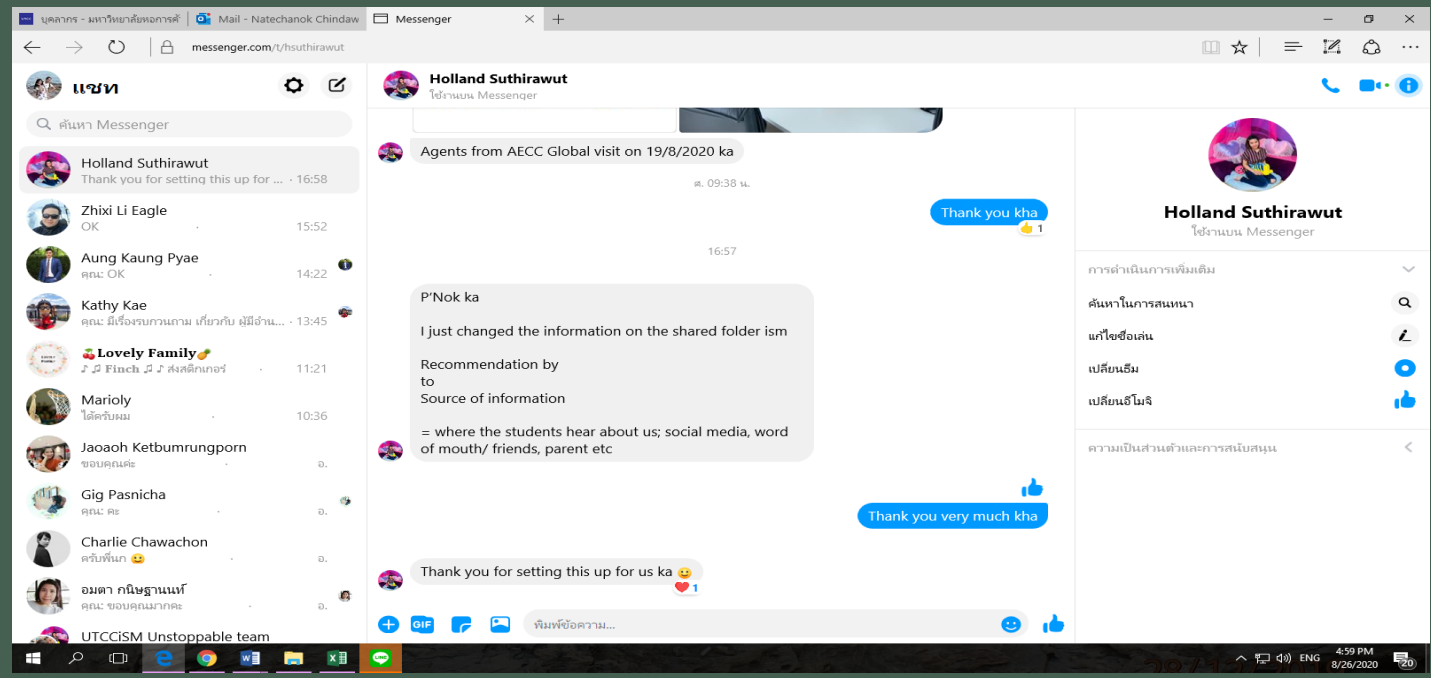


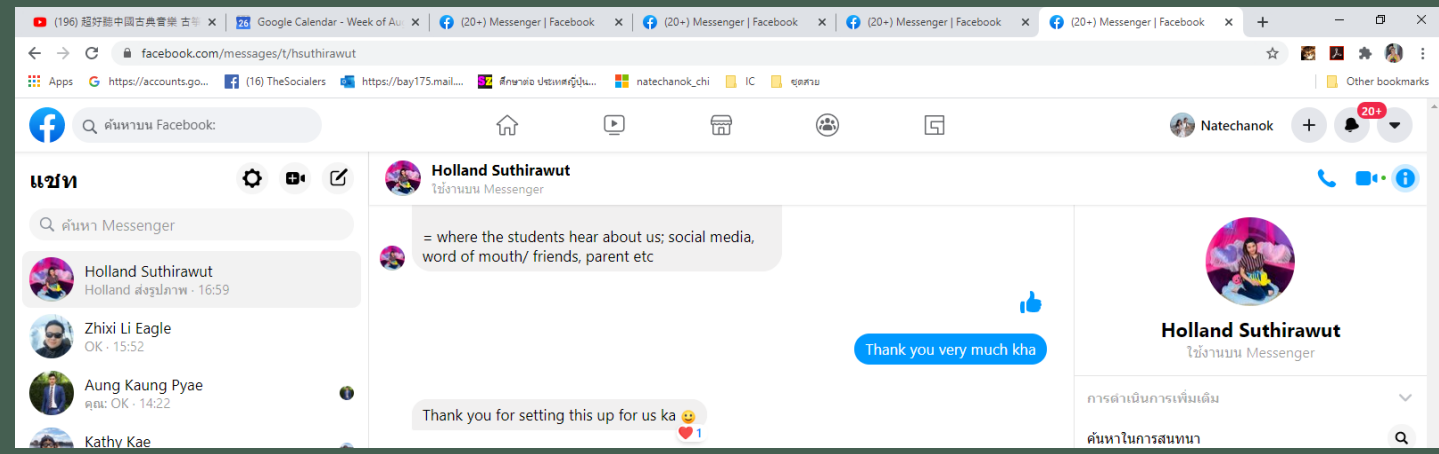
3. Test using it in OneDrive.



4. Share and inform all staff to fill the database




Messenger
messenger.com/t/hsuthirawut
แชท
ค้นหา Messenger
Holland Suthirawut
Thank you for setting this up for ... · 16:58
Zhixi Li Eagle
OK · 15:52
Aung Kaung Pyae
คุณ: OK · 14:22
Kathy Kae
Lovely Family
Marioly
Jaoaoh Ketbumrungporn
Gig Pasnicha
Charlie Chawachon
อมตา กนิษฐานนท์
UTCCiSM Unstoppable team
Holland Suthirawut
ใช้งานบน Messenger
Agents from AECC Global visit on 19/8/2020 ka
Thank you kha
16:57
P'Nok ka
I just changed the information on the shared folder ism
Recommendation by
to
Source of information
= where the students hear about us; social media, word of mouth/ friends, parent etc
Thank you very much kha
Thank you for setting this up for us ka
พิมพ์ข้อความ...
การดำเนินการเพิ่มเติม
ค้นหาในการสนทนา
แก้ไขชื่อเล่น
เปลี่ยนธีม
เปลี่ยนอีโมจิ
ความเป็นส่วนตัวและการสนับสนุน
ENG
4:59 PM
8/26/2020


facebook.com/messages/t/hsuthirawut
ค้นหาบน Facebook
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แชท
ค้นหา Messenger
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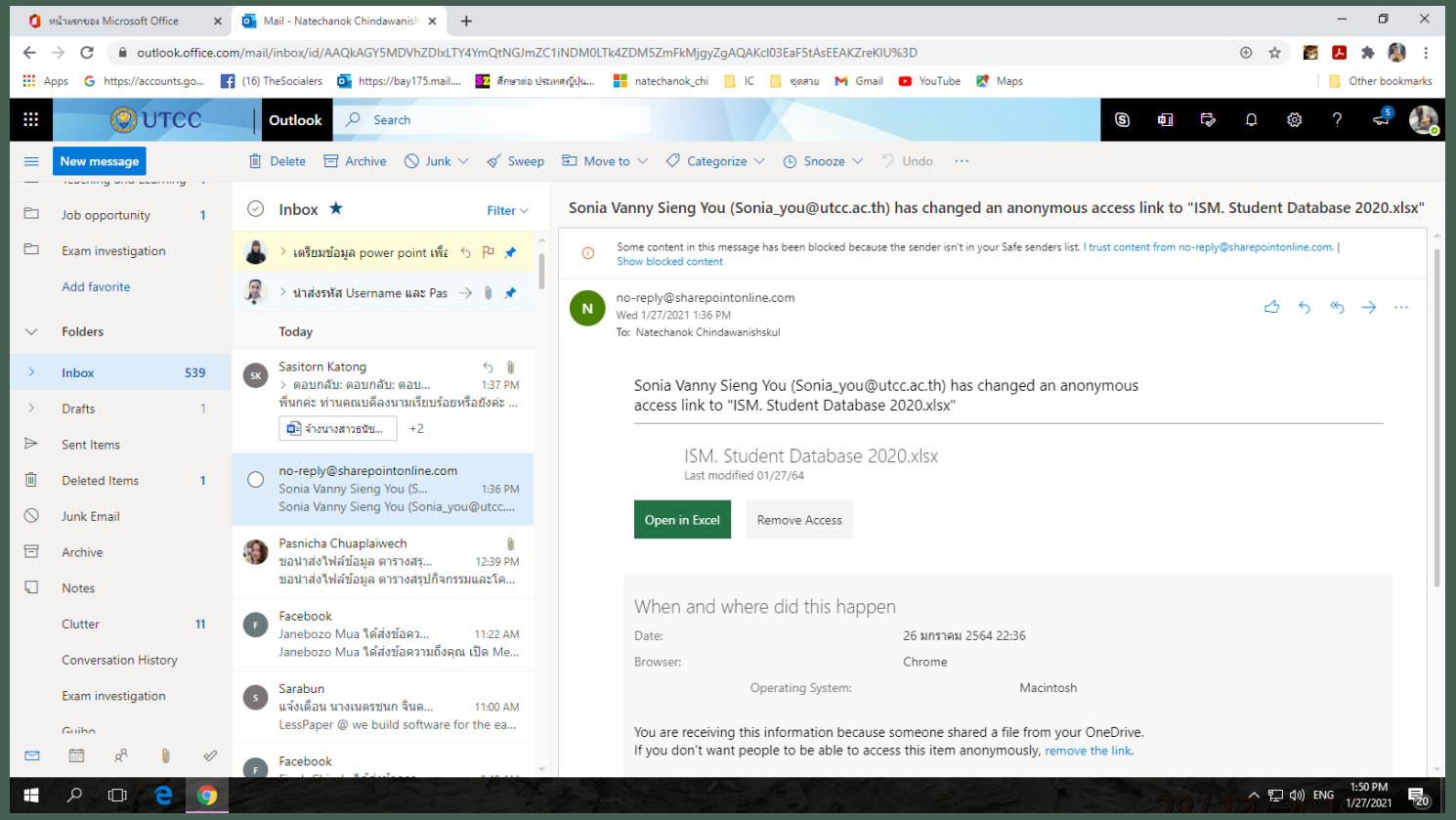
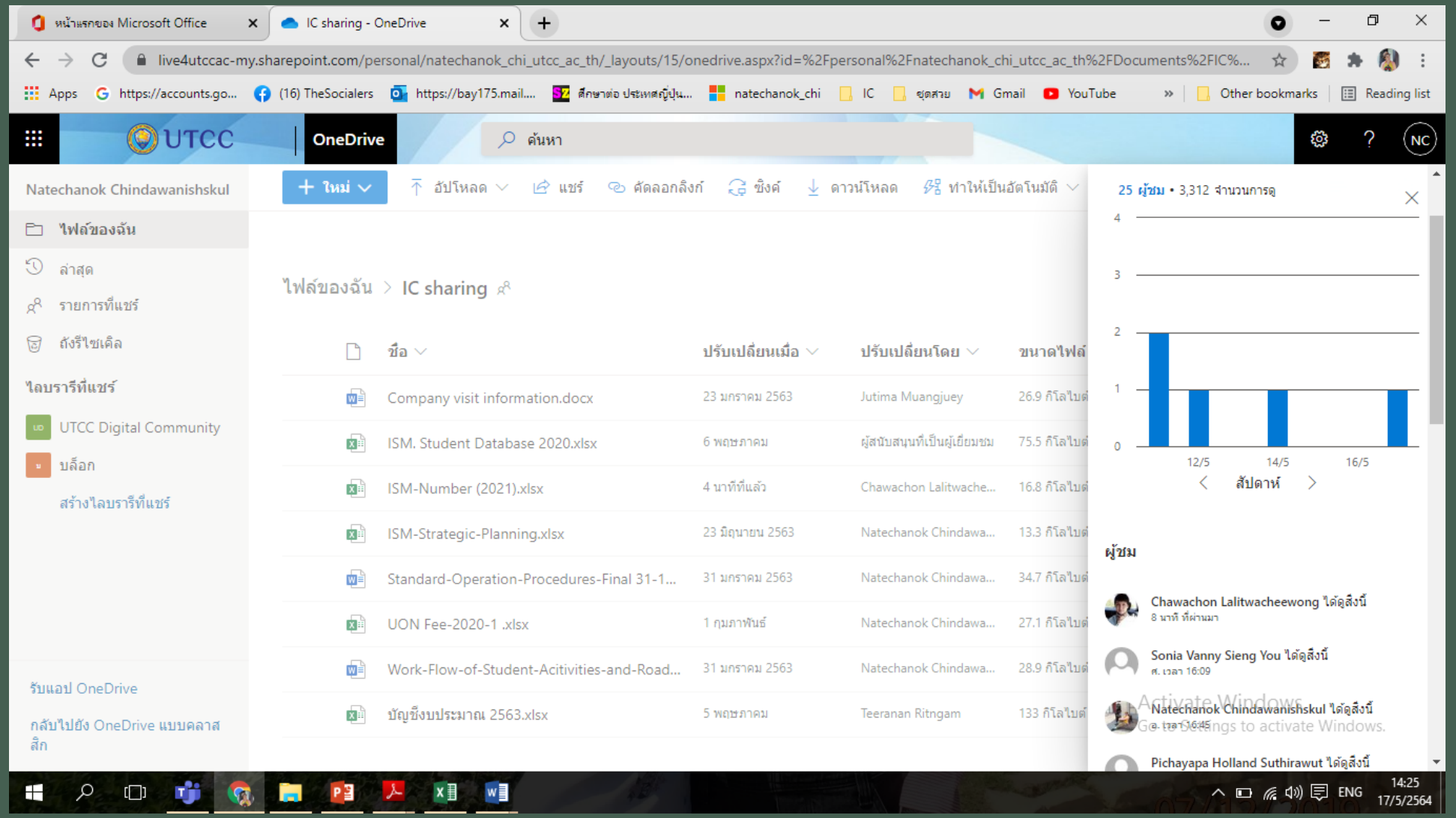
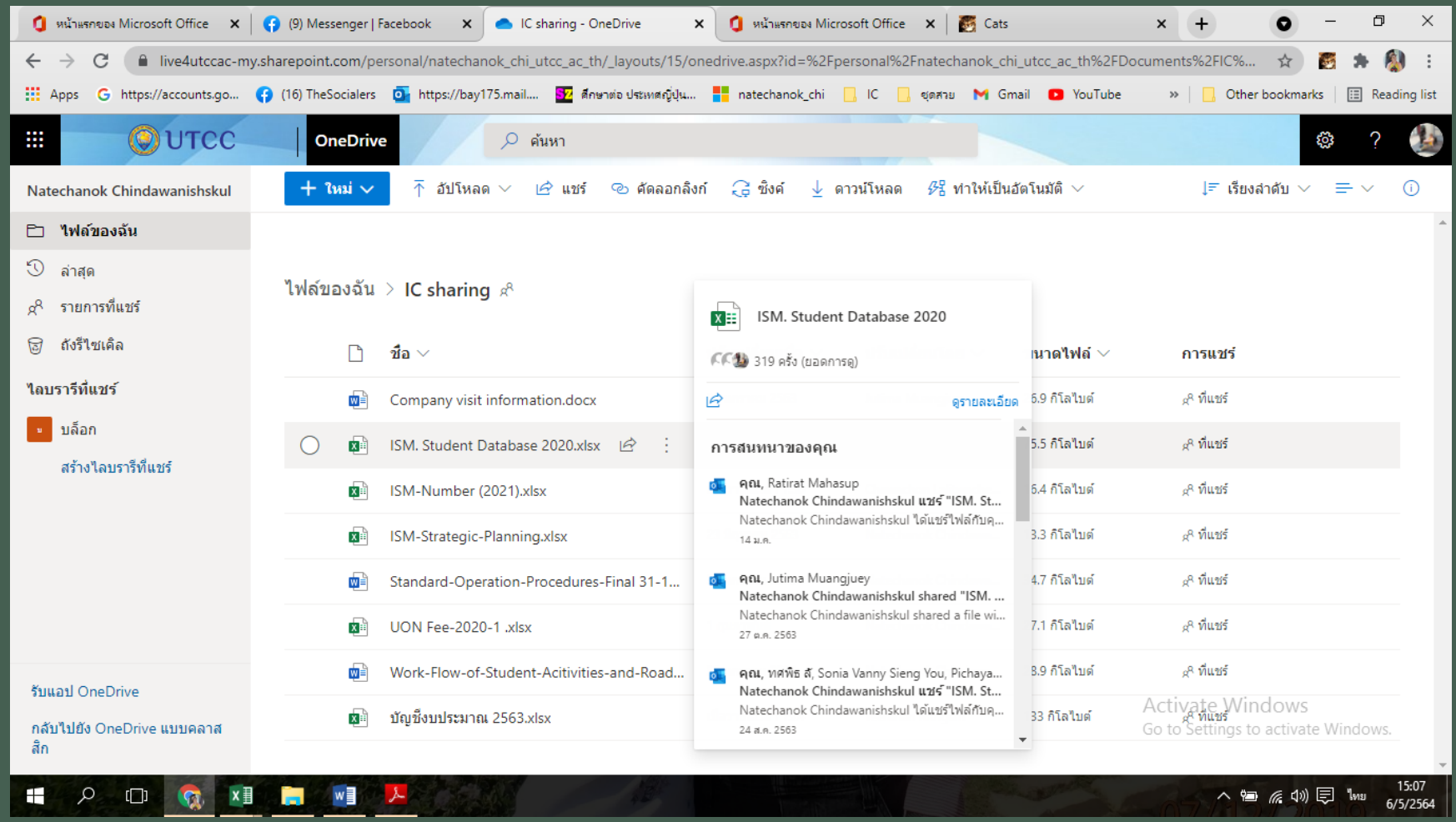
Holland ส่งรูปภาพ · 16:59
Zhixi Li Eagle
OK · 15:52
Aung Kaung Pyae
คุณ: OK · 14:22
Kathy Kae
Holland Suthirawut
ใช้งานบน Messenger
= where the students hear about us; social media, word of mouth/ friends, parent etc
Thank you very much kha
Thank you for setting this up for us ka
การดำเนินการเพิ่มเติม
ค้นหาในการสนทนา

5. ISM teams are using the database

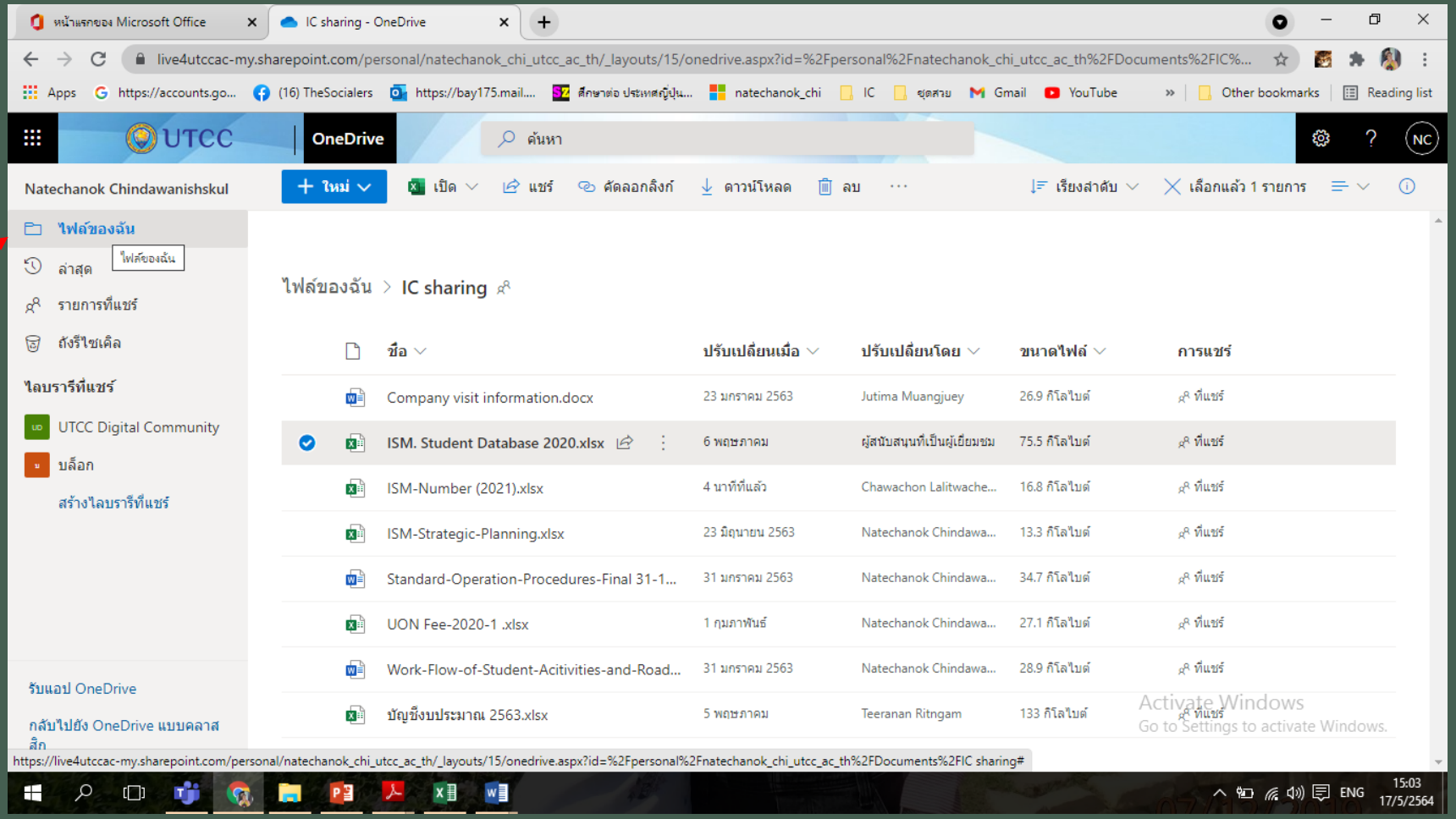



หน้าแรกของ Microsoft Office
IC sharing - OneDrive
live4utccac-my.sharepoint.com/personal/natechanok_chi_utcc_ac_th/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnatechanok_chi_utcc_ac_th%2FDocuments%2FIC%...
Apps
https://accounts.go...
(16) TheSocialers
https://bay175.mail....
natechanok_chi
IC
Gmail
YouTube
Other bookmarks
Reading list
UTCC
OneDrive
ค้นหา
NC
Natechanok Chindawanishskul
ใหม่
อัปโหลด
แชร์
คัดลอกลิงก์
ซิงค์
ดาวน์โหลด
ทำให้เป็นอัตโนมัติ
ไฟล์ของฉัน
ล่าสุด
รายการที่แชร์
ถังรีไซเคิล
ไลบรารีที่แชร์
UTCC Digital Community
บล็อก
สร้างไลบรารีที่แชร์
รับแอป OneDrive
กลับไปยัง OneDrive แบบคลาสสิก
ไฟล์ของฉัน > IC sharing
ชื่อ
ปรับเปลี่ยนเมื่อ
ปรับเปลี่ยนโดย
ขนาดไฟล์
Company visit information.docx
23 มกราคม 2563
Jutima Muangjuey
26.9 กิโลไบต์
ISM. Student Database 2020.xlsx
6 พฤษภาคม
ผู้สนับสนุนที่เป็นผู้เยี่ยมชม
75.5 กิโลไบต์
ISM-Number (2021).xlsx
4 นาทีที่แล้ว
Chawachon Lalitwache...
16.8 กิโลไบต์
ISM-Strategic-Planning.xlsx
23 มิถุนายน 2563
Natechanok Chindawa...
13.3 กิโลไบต์
Standard-Operation-Procedures-Final 31-1...
31 มกราคม 2563
Natechanok Chindawa...
34.7 กิโลไบต์
UON Fee-2020-1 .xlsx
1 กุมภาพันธ์
Natechanok Chindawa...
27.1 กิโลไบต์
Work-Flow-of-Student-Acitivities-and-Road...
31 มกราคม 2563
Natechanok Chindawa...
28.9 กิโลไบต์
บัญชีงบประมาณ 2563.xlsx
5 พฤษภาคม
Teeranan Ritngam
133 กิโลไบต์
25 ผู้ชม • 3,312 จำนวนการดู
4
3
2
1
0
12/5
14/5
16/5
สัปดาห์
ผู้ชม
Chawachon Lalitwacheewong ได้ดูสิ่งนี้
8 นาที ที่ผ่านมา
Sonia Vanny Sieng You ได้ดูสิ่งนี้
ศ. เวลา 16:09
Natechanok Chindawanishskul ได้ดูสิ่งนี้
ส. เวลา 16:45
Pichayapa Holland Suthirawut ได้ดูสิ่งนี้
Activate Windows
Go to Settings to activate Windows.
ENG
14:25
17/5/2564


หน้าแรกของ Microsoft Office
(9) Messenger | Facebook
IC sharing - OneDrive
หน้าแรกของ Microsoft Office
Cats
live4utccac-my.sharepoint.com/personal/natechanok_chi_utcc_ac_th/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnatechanok_chi_utcc_ac_th%2FDocuments%2FIC%...
Apps
https://accounts.go...
(16) TheSocialers
https://bay175.mail....
natechanok_chi
IC
Gmail
YouTube
Other bookmarks
Reading list
UTCC
OneDrive
ค้นหา
Natechanok Chindawanishskul
ใหม่
อัปโหลด
แชร์
คัดลอกลิงก์
ซิงค์
ดาวน์โหลด
ทำให้เป็นอัตโนมัติ
เรียงลำดับ
ไฟล์ของฉัน
ล่าสุด
รายการที่แชร์
ถังรีไซเคิล
ไลบรารีที่แชร์
บล็อก
สร้างไลบรารีที่แชร์
รับแอป OneDrive
กลับไปยัง OneDrive แบบคลาสสิก
ไฟล์ของฉัน > IC sharing
ชื่อ
ขนาดไฟล์
การแชร์
Company visit information.docx
6.9 กิโลไบต์
ISM. Student Database 2020.xlsx
5.5 กิโลไบต์
ISM-Number (2021).xlsx
6.4 กิโลไบต์
ISM-Strategic-Planning.xlsx
3.3 กิโลไบต์
Standard-Operation-Procedures-Final 31-1...
4.7 กิโลไบต์
UON Fee-2020-1 .xlsx
7.1 กิโลไบต์
Work-Flow-of-Student-Acitivities-and-Road...
8.9 กิโลไบต์
บัญชีงบประมาณ 2563.xlsx
33 กิโลไบต์
ที่แชร์
ISM. Student Database 2020
319 ครั้ง (ยอดการดู)
ดูรายละเอียด
การสนทนาของคุณ
คุณ, Ratirat Mahasup
Natechanok Chindawanishskul แชร์ "ISM. St...
Natechanok Chindawanishskul ได้แชร์ไฟล์กับคุ...
14 ม.ค.
คุณ, Jutima Muangjuey
Natechanok Chindawanishskul shared "ISM. ...
Natechanok Chindawanishskul shared a file wi...
27 ส.ค. 2563
คุณ, ทศพิธ ลั, Sonia Vanny Sieng You, Pichaya...
Natechanok Chindawanishskul แชร์ "ISM. St...
Natechanok Chindawanishskul ได้แชร์ไฟล์กับคุ...
24 ส.ค. 2563
Activate Windows
Go to Settings to activate Windows.
ไทย
15:07
6/5/2564

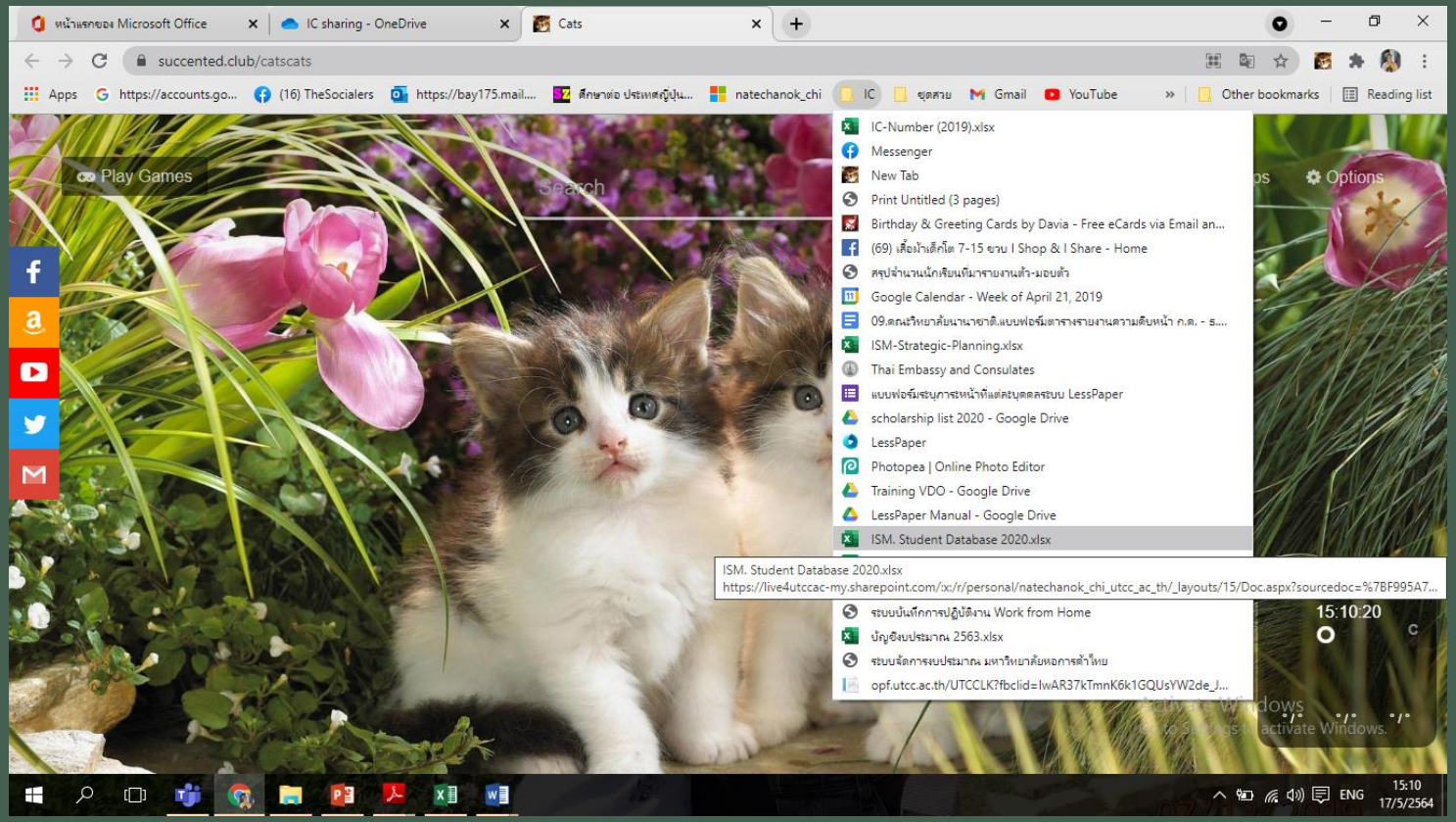
6. After sharing the file to all members, they can find the file in OneDrive (Shared with me folder).

Shared with me

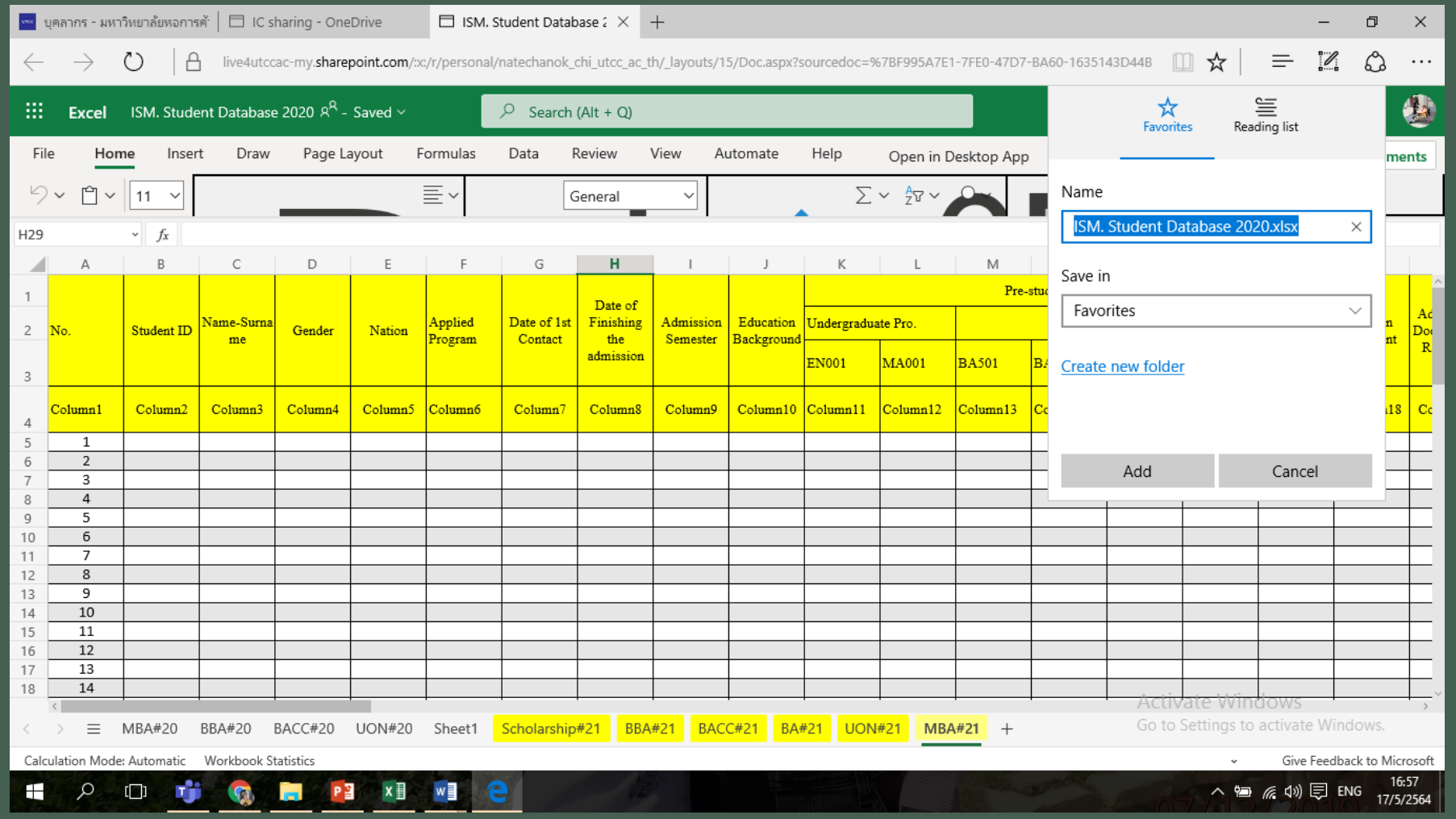


7. For their easier usage, they can Bookmark in Chrome or Favorites in Internet Explorer.

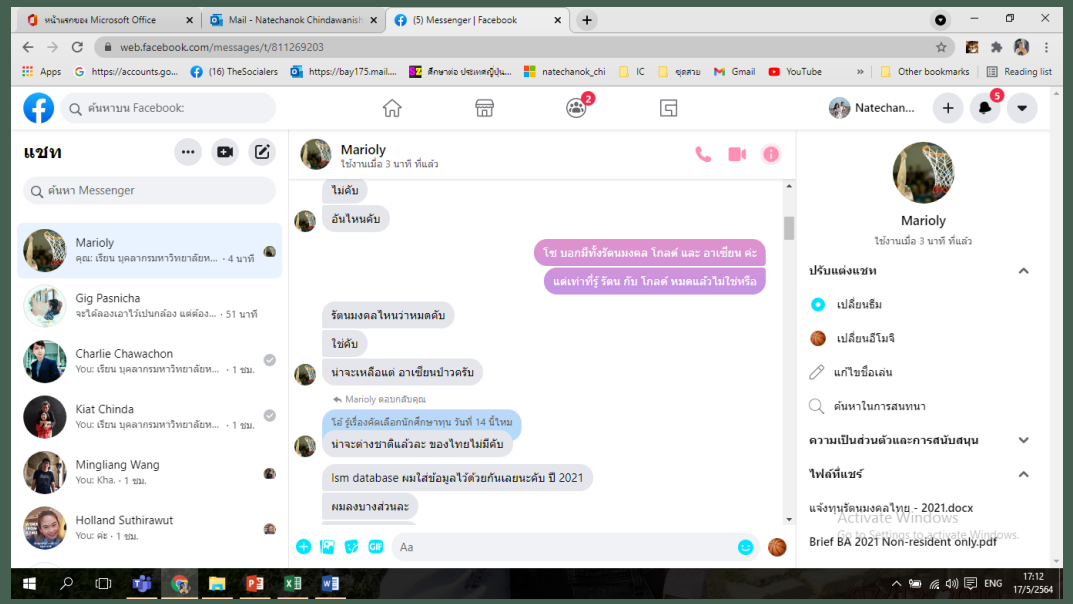
Bookmark in Chrome

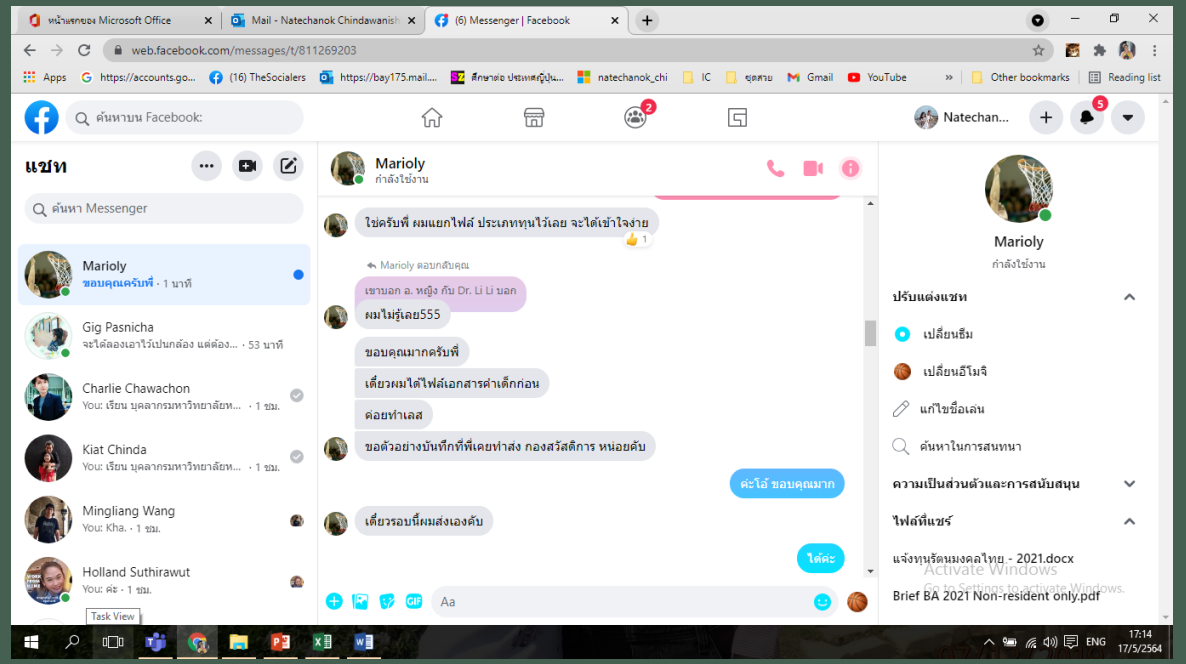


Favorites in Internet

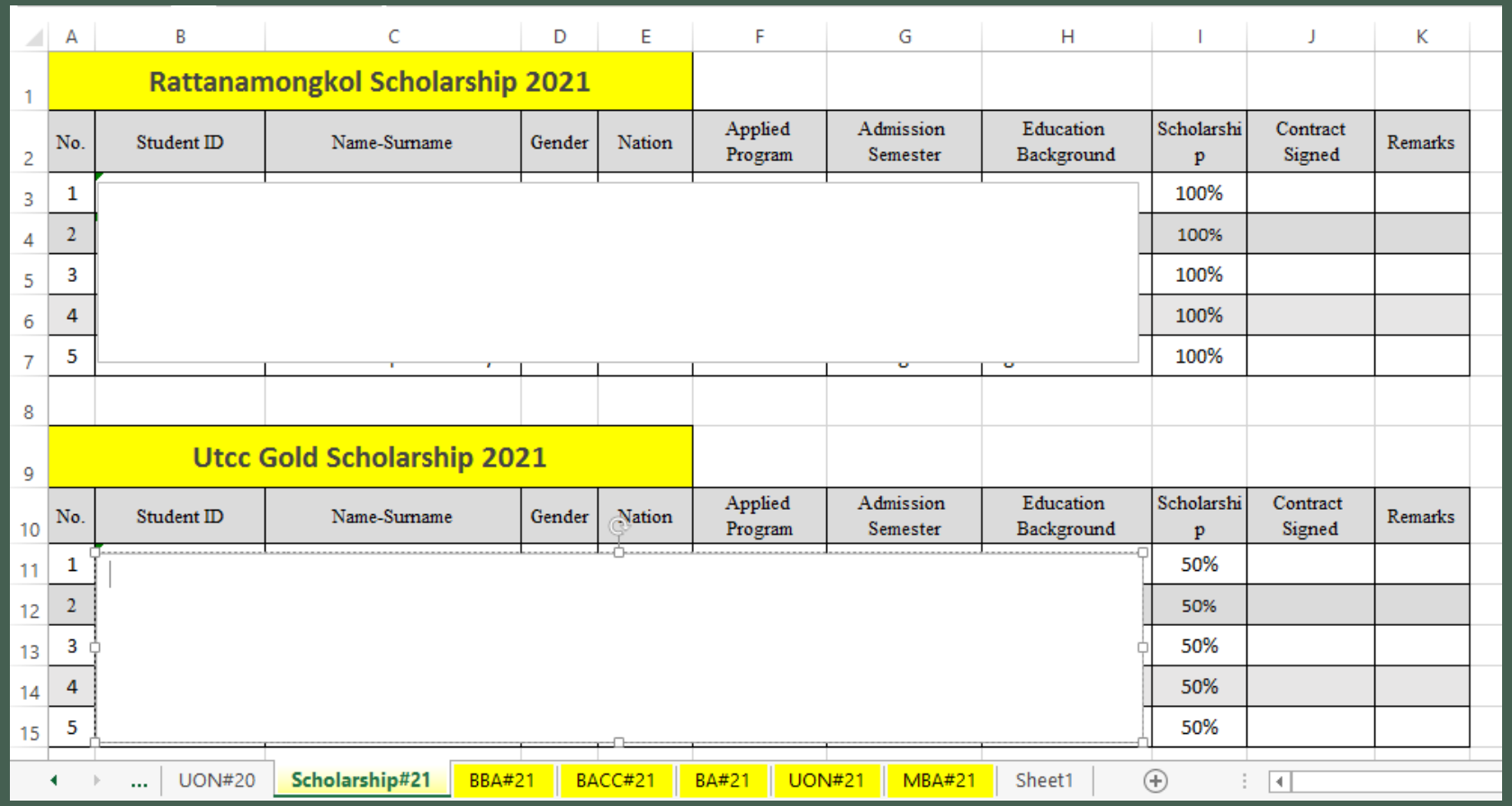


7. The user communicated with the creator how the database is useful and still want to use it for the next academic year while adding more information





Database for the next academic year with additional information



Rattanamongkol Scholarship 2021

No.	Student ID	Name-Surname	Gender	Nation	Applied Program	Admission Semester	Education Background	Scholarship	Contract Signed	Remarks
1								100%		
2								100%		
3								100%		
4								100%		
5								100%		

Utcc Gold Scholarship 2021

No.	Student ID	Name-Surname	Gender	Nation	Applied Program	Admission Semester	Education Background	Scholarship	Contract Signed	Remarks
1								50%		
2								50%		
3								50%		
4								50%		
5								50%		

The Advantages of Sharing Student Database 2020 File in the OneDrive

- Reduce the time to gather information of student from each staff
- Can be used anywhere with internet access
- Can be used at the same time by many persons
- Can see the other users and know who they are
- Can check the file edition history
- It immediately alerts the creator, if someone cannot open to the file.
- It works very well during our COVID-19 situation while we needed to work from home.

Evaluation by the users on how they like the student database 2020 file sharing in OneDrive

Since ISM Knowledge Management 2020 is about sharing admission student database via OneDrive of the Cloud System together.
วิทยาลัยนานาชาติเพื่อการจัดการ การจัดการองค์ความรู้ เรื่อง แบบประเมินระบบฐานข้อมูลนักศึกษาร่วมกันภายในวิทยาลัยนานาชาติประจำปีการศึกษา 2563

File name in Share point (OneDrive) ISM Student Database 2020

No. ลำดับ	Name ชื่อ-สกุล	Score satisfaction Min 1 to Max 5 ระดับความพอใจ 1 ถึง 5	Suggestion (If any) คำแนะนำ (เพิ่มเติม)	Signature ลายเซ็น
1	Natechanok Chindawanishskul (เนตรชนก จินดาวนิชสกุล)			
2	Chawachon Lalitwacheewong (ชวชญช์ ลลิตวจีวงศ์)			
3	Thotsaphit Langsui (ทศพิธ ลังสุย)			
4	Angsana Uratchatamas (อังศนา อู่รัชตมาศ)			
5	Zhixi Li			
6	Naruporn Panchan (นฤภรณ์ แป้นจันทร์)			
7	Jutima Muangjuey (จุติมา เมืองจุ้ย)			
8	Teeranan Ritngam (ธีรนันท์ ฤทธิ์งาม)			
9	Passnicha Chuaplaiwech (ภัสส์ณิชา เชื้อพลายเวช)			
10	Sonia Vanny Sieng You			
11	Pichayapa Holland Suthirawut (พิชญาภา ฮอลแลนด์ สุธิราวุธ)			
12	Thanatchaphon Sirisuwan (ธนัชพร ศิริสุวรรณ)			

For ISM Members

- ISM student database is important for our work, please keep on sharing it for the following academic years.
- If you have other files that will be useful to the others in our office, you can use this way to share you files instead of using ISM DATA (Server).
- It is also another channel for sharing files among our group in addition to the applications that we are using now.
- For the other files in our Server or any important files, they will be shared via OneDrive later.