

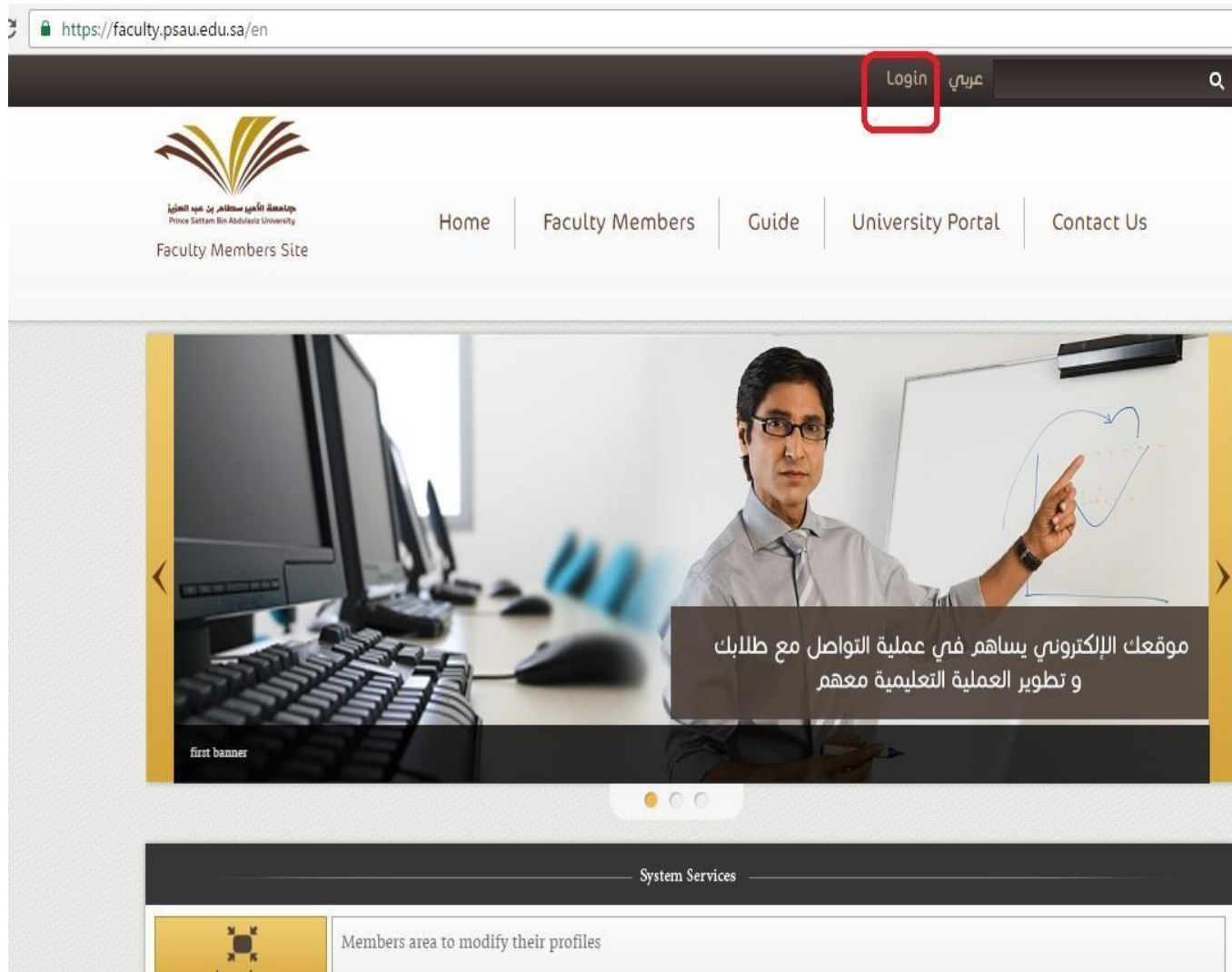


Prince Sattam bin Abdulaziz University
College of Engineering-Wadi Aldawasir

**How to Create PSAU Faculty Website
Guidelines**

Welcome to
Prince Sattam Bin Abdulaziz University,
College of Engineering
Kingdom of Saudi Arabia.

As per the policies of Prince Sattam Bin Abdulaziz University all the faculty members should create and maintain faculty web-page. To create your faculty web-page go to <https://faculty.psau.edu.sa> Click on Login Screen and Provide the email id and password.





Single Sign-On Service

➔ Login

**Provide Your E-mail as
Username and Password of
Your E-mail as password and
Click on Login**

Login

Clear

Forgot your password or useaname ?

Creat new account?



Home \ Asif Rasheed Khan , Msc \ Settings

Profile Photo Edit

Click on Edit Button of Profile Photo and provide your photo to be uploaded as profile photo. You are requested to provide a latest photograph.

Default Language English Edit

College Engineering Edit

Department Electrical Engineering Edit

Title Msc Edit

Click on Edit Button Adjacent to each Field and provide the correct information. Such as Deafault Language, College, Department, Title.

After Successful Login Click on The Basic Settings Link and update Below mentionion Details:--

Porfile Photo :-- Please select you latest photograph.

Default Language:-- This will be the default language of your personal website

College :-- College of Engineering

Department :- Select the Department you are working with(i.e. Civil / Electrical / Mechanical) **Title**
:- Under Title Select your Level of Education (i.e. Bachelor / Master / Ph.D / etc.)

https://faculty.psau.edu.sa/a.khan/cv

- Resume/CV
- Schedule
- Courses
- Books and literature
- News
- Video
- Audio
- Photo Gallery
- Research
- Links
- Events
- Poll
- Library Hours

Instructor
Electrical Engineering
Engineering
a.khan@psau.edu.sa

0115888255 Upload CV

Upload your latest CV by Click on the Upload CV

Managerial Roles

Profile

Education

M.C.A. (Master in Computer Applications) in 2003 from Tom Patrick Institute of Computer & Information Technology affiliated to Dr. Babasaheb Ambedkar Marathwada University Aurangabad, India.
B.Sc. (Computer Application) in 2000 from Dr. Babasaheb Ambedkar Marathwada University Aurangabad, India.

Achievements

Winner of Extra Mile Award:

- For stream lining web servers and database servers Configuration and Content Management process and version controlling process, got Appreciation from OTIS World Headquarters, Farmington(USA) Team.



After Updating Basic Settings , Click on **Resume / CV**, On Resume CV Page upload your latest CV by Clicking on Upload CV link as shown in the above image.


You may upload the CV in pdf format or MS Word Format (.pdf / .docx / doc)

Home \ Asif Rasheed Khan , Msc \ Cv


Asif Rasheed Khan , Msc


- > Instructor
- > Electrical Engineering
- > Engineering
- > a.khan@psau.edu.sa

0115888255  **Upload CV** 

 Managerial Roles

- Update عربي
- Update English

 Profile

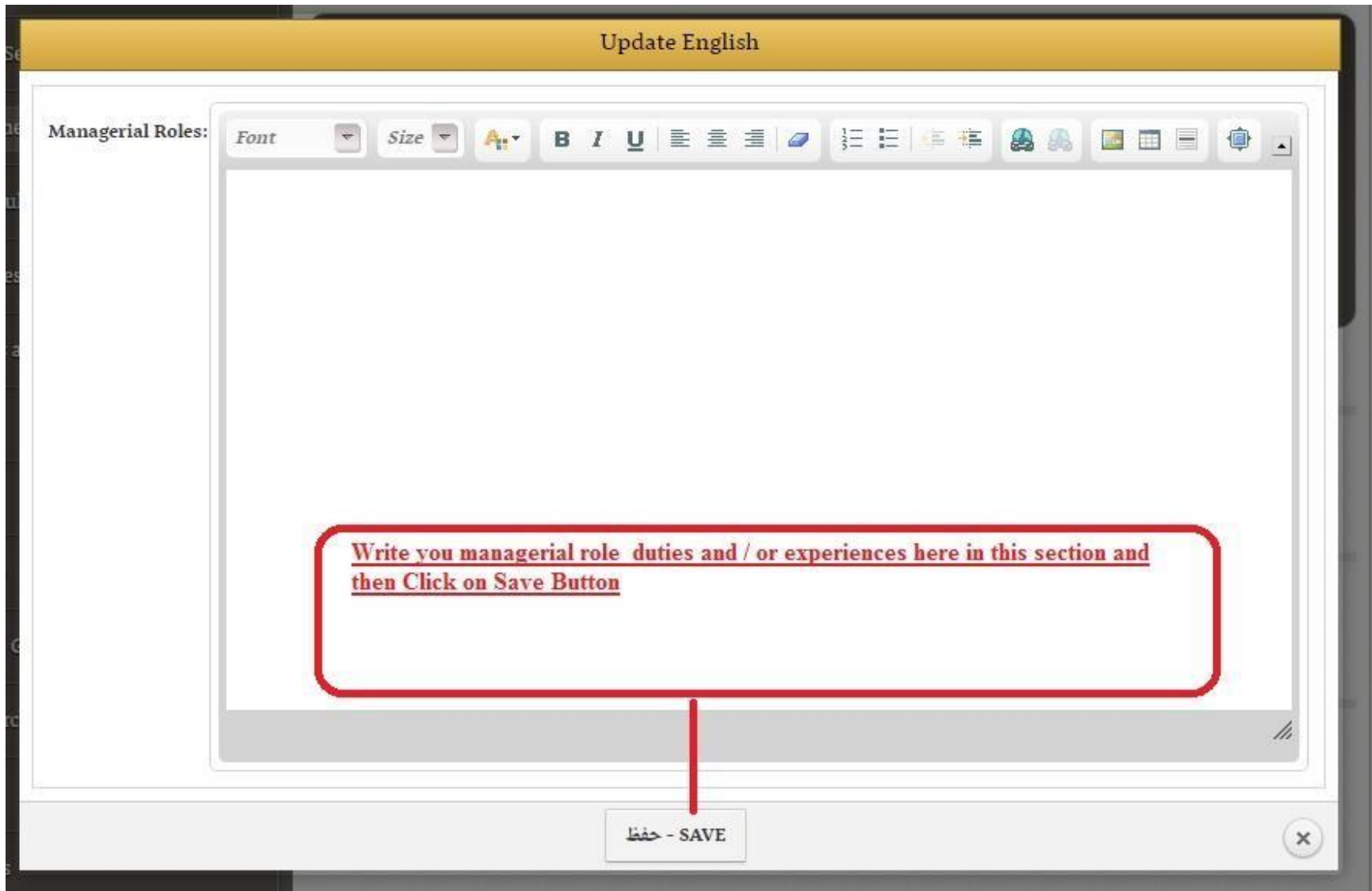
 Education

M. C. A. (Master in Computer Applications) in 2003 from Taib Bahadri Institute of Computer & Information Technology

You are requested to update your Managerial Roles, under Managerial Roles Section of Resume / CV Section:--

To Update Managerial Roles, Hover your mouse pointer over **Managerial Roles** and you will see an **EDIT** Button on the right side of the screen.

Under that Edit Button you will see two Options **(1) Update عربي** **(2) Update English.** Click on Update English



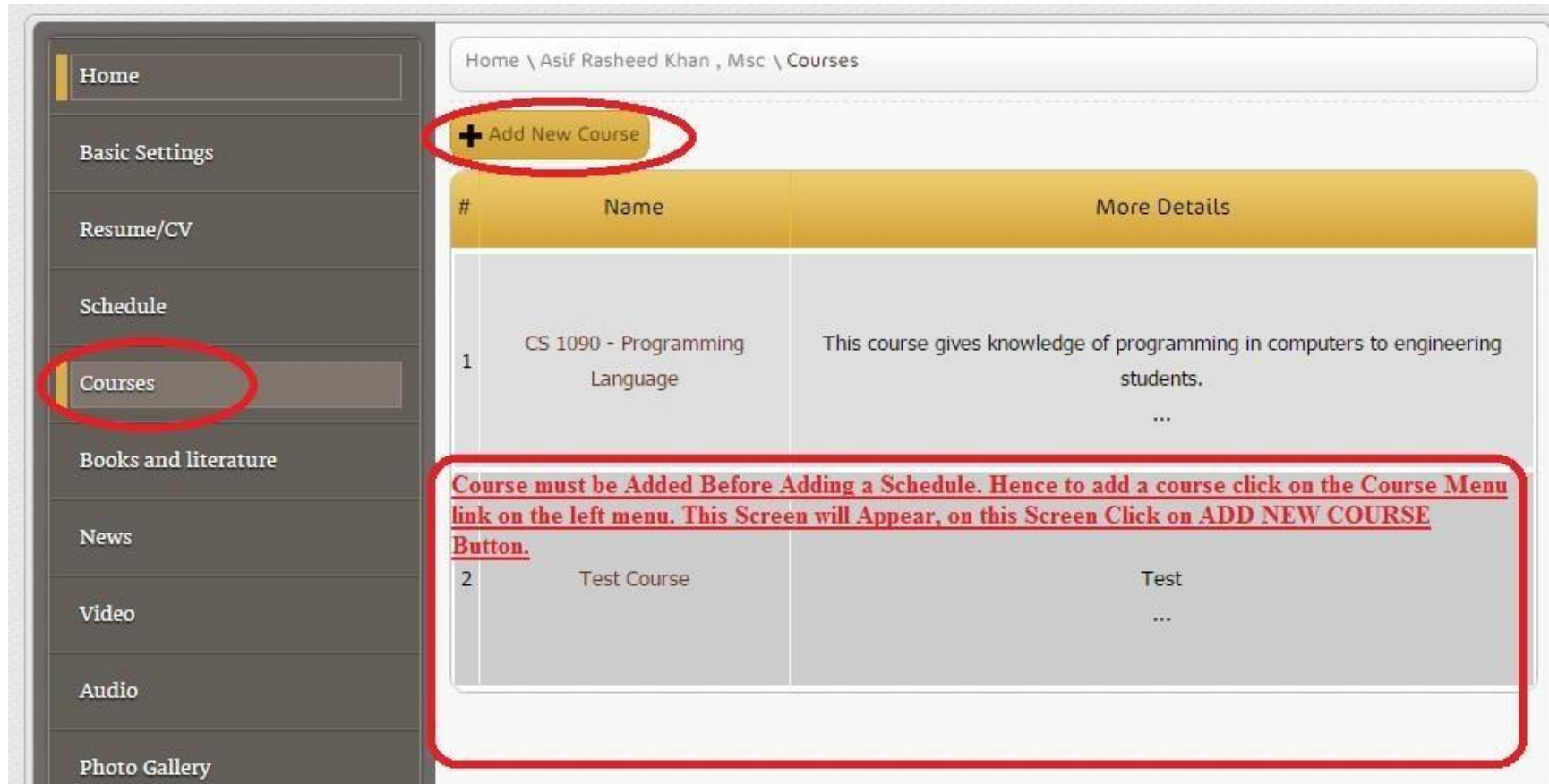
Write your managerial role duties in the provided text editor. You can format the text using this text editor as per your choice of fonts , font size, color, bulleted , numbering etc.

Once you are done with writing the text you are requested to Click on **Save** Button as show in the above Image.

After updating the Managerial Roles you are requested to update all the Sections Available under Resume / CV Section of your personal webpage. The available Sections are :--

- ***Profile:-- Write a brief description about your work profile in this section***
 - ***Education : - Provide details of your educational Qualifications.***
 - ***Achievements: -- Write Awards, Professional certification etc., you think as an achievement.***
 - ***Experiences: -- Provide details of your professional experience acquired through full time jobs.***
 - ***Research:-- Write a brief description of your research interest and if available provide the links / urls.***
 - ***Trainings :-- Give Brief description of professional Trainings you attended successfully.***
 - ***Skills :-- Write a description of professional Skills.***
 - ***Interests:-- Interests may be research interests or some topic out of your domain.***
 - ***Conferences:-- Write the details about the conferences you attended.***
 - ***Workshops:-- write the details about the workshops you conducted and / or attended.***
 - ***Citations:-- write breif about your work citations.***
 - ***References :--write breif about references***
 - ***Activities for community service:-- Extra curricular activities for community service.***
-

Adding Course:--



Home \ Asif Rasheed Khan , Msc \ Courses

+ Add New Course

#	Name	More Details
1	CS 1090 - Programming Language	This course gives knowledge of programming in computers to engineering students. ...
2	Test Course	Test ...

Course must be Added Before Adding a Schedule. Hence to add a course click on the Course Menu link on the left menu. This Screen will Appear, on this Screen Click on ADD NEW COURSE Button.

Adding the courses you are teaching:-- Click on **Course** → Then Click on “ **+ Add New Course** “ button, this action will take you to the new screen.

Provide all the details of the course such as Course Title, Code & Number, course Short Description, About Course. If you wish to keep same data for both the languages Select **YES** on **Apply to Other Language** section And Finally Click on **SAVE** button. Add remaining course following the above steps of adding a course.

The screenshot shows a web form titled "Add New Course" with the following fields and features:

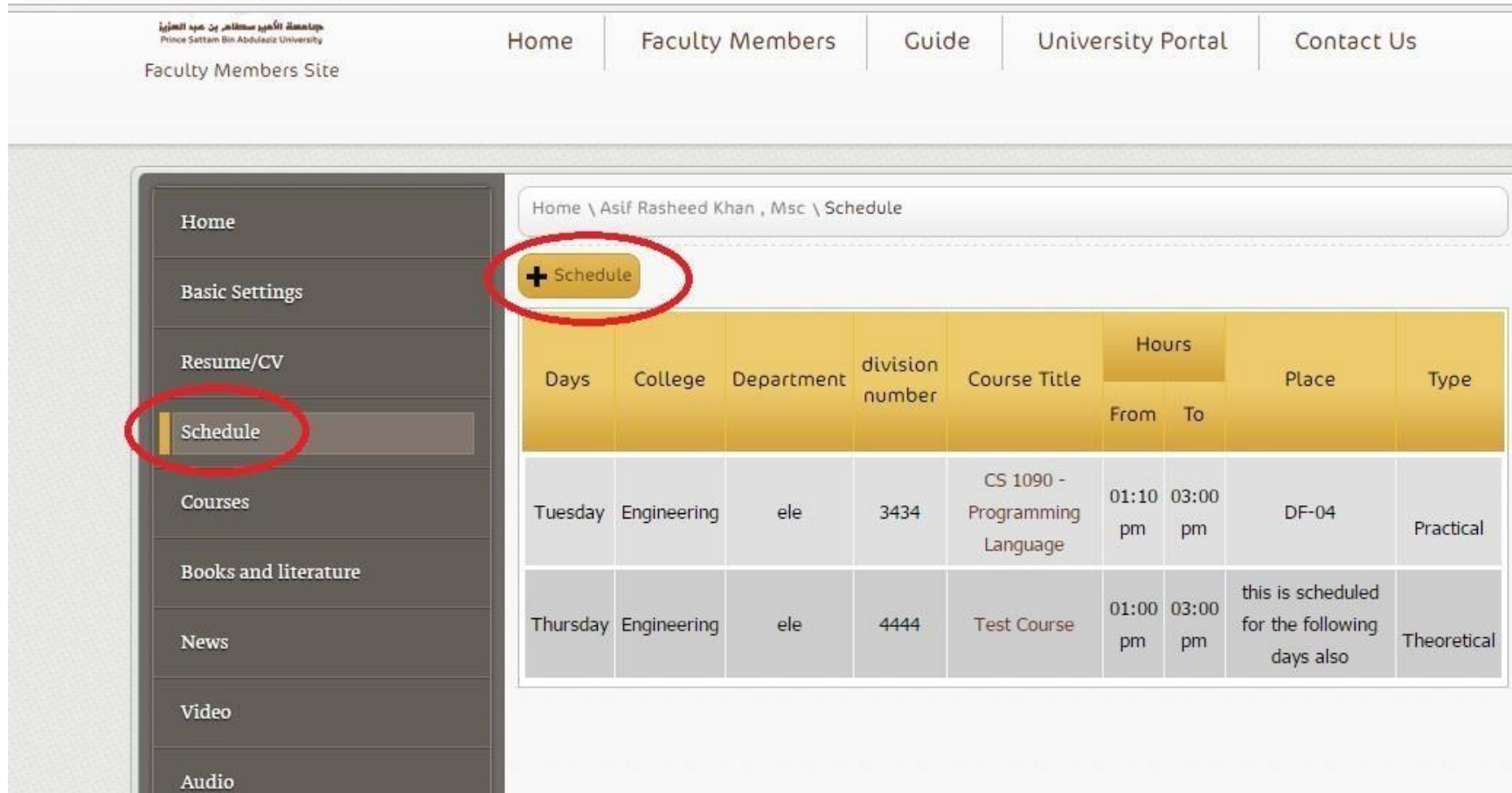
- course Title:** A text input field.
- Code & Number:** A text input field.
- course short description:** A rich text editor with a toolbar containing options for Font, Size, Color, Bold (B), Italic (I), Underline (U), and other icons.
- About course:** A second rich text editor with the same toolbar as the short description field.
- Apply To Other Languages?:** Radio buttons for Yes and No.
- SAVE:** A button at the bottom center of the form.

Red annotations are present on the right side of the form, enclosed in a red box. The text inside the box reads:

Once you click on Add New Course this Screen will appear.
Provide course details like course Title, course code and Number, Course description and About Course.
If you want to keep this data for both languages (English and Arabic) of you webpage then select YES on Apply to Other Language and Finally click on SAVE.
This will add the course on your webpage. Likewise add all the course(s) you are teaching. After Adding the course(s) we are ready to add the Schedule.

Once All the course(s) are added successfully its time now to add the Faculty Schedule , faculty members schedule can be added using the **Schedule** menu item.

<https://faculty.psau.edu.sa/a.khan/schedule>



The screenshot shows the Faculty Members Site interface. The top navigation bar includes 'Home', 'Faculty Members', 'Guide', 'University Portal', and 'Contact Us'. The left sidebar contains a menu with 'Home', 'Basic Settings', 'Resume/CV', 'Schedule', 'Courses', 'Books and literature', 'News', 'Video', and 'Audio'. The 'Schedule' menu item is highlighted with a red circle. A '+ Schedule' button is also highlighted with a red circle. Below the button is a table of scheduled courses.

Days	College	Department	division number	Course Title	Hours		Place	Type
					From	To		
Tuesday	Engineering	ele	3434	CS 1090 - Programming Language	01:10 pm	03:00 pm	DF-04	Practical
Thursday	Engineering	ele	4444	Test Course	01:00 pm	03:00 pm	this is scheduled for the following days also	Theoretical

To Add the Schedule Click on “ **+ Schedule** “ button, this will take you to the below screen.

To Add Schedule Provide the below shown details correctly. You will be asked to select the Day of lecture / practical, College , Department, Group No., Course Title (Here all the courses will appear that you added previously in above instructions to Add Course.) Start Time and End Time of class, Type of Class i.e. theoretical or Practical and Place of Lecture i.e. Room Number or Lab Number etc., then Click on **Save**

The screenshot shows a web form titled "Schedule" with the following fields and values:

- Days: Sunday
- College: Engineering
- Department: Electrical
- Stage No.: 248 (Annotated with a red arrow and the text "Group Number")
- Course: CS 1090 - Programming Language
- From Time: 01:00 pm (Annotated with a red arrow and the text "Time Class Starts At")
- To Time: 02:50 pm (Annotated with a red arrow and the text "Time Class Ends At")
- Type: Practical
- Lecture Place: DF-04

At the bottom of the form, there is a checkbox labeled "Apply To Other Languages?" with "Yes" selected. A "SAVE" button is located at the bottom right of the form.

Add all details of your schedule one by one. We have Successfully Added Course and Schedule.

Once Courses and Schedules are updated You are requested to update the Following Items on your personal Web-Page:-- □

Books and literature

- News
- Video
- Audio
- Photo Gallery
- Research
- Links
- Events
- Poll
- Library Hours
- Articles
- Publications

- + Add new item

By Using this Option You can customize the menu items as per your need.

To Add a menu item Click on +Add Menu Item Button and then follow the onscreen instruction.

To Delete any menu item hover mouse cursor on the menu item, then you will see the below menu options to update or delete the menu item.



Thank you for your co-operation and attention to read and follow this document. We wish you all the best on behalf of all the faculty members and students of Prince Sattam bin Abdulaziz University.

THANK YOU