

A Comprehensive Guide to Using the Naresuan University Integrated Research and Thesis Management System (NU-iThesis)

1. Introduction

A. Web Portal

To ensure a seamless experience with the iThesis system, users must ensure that their computers are equipped with the latest licensed version of the **Windows operating system** and **Microsoft Office**. Users are advised to verify their computer's compatibility and update their software as needed. Assistance for installation or updates can be obtained at the **CITCOMS Building**, second floor.

The process of writing and submitting a thesis using the iThesis system consists of three key stages: **Proposal, Draft, and Complete**.

The iThesis system comprises three essential components:

1. **iThesis Web Portal**
2. **iThesis Knowledge Base**
3. **Microsoft Word iThesis Add-in**

The Naresuan University Graduate School iThesis Web Portal can be accessed at <https://ithesis.nu.ac.th/>.

The **NU iThesis Web Portal** must display the Naresuan University logo along with the title **Integrated Research and Thesis Management System, Naresuan University Graduate School**.

The portal features four main menus:

1. **Status**
2. **Tutorials**
3. **Microsoft Word Add-in**
4. **Facts and Figures**

On the far right of the portal, a question mark icon provides access to the Knowledge Base. Adjacent to it is the log-in information, while below, suggested topics from the Knowledge Base are displayed.

B. Knowledge Base:

The **Knowledge Base** page includes three menus:

1. **Home**
2. **Knowledge Base**
3. **Questions and Answers**

All topics and articles in the Knowledge Base are written in Thai. Users are encouraged to activate their browser's translation feature to translate the content into English, enabling a better understanding of the articles and instructions provided.

C. Microsoft Word iThesis Add-in:

Once the **MSWord iThesis Add-in** is installed and activated, the **iThesis** tab appears in the Microsoft Word toolbar. All iThesis Add-in functions and features become accessible while retaining the full functionality of Microsoft Word, allowing users to apply its standard features alongside those of the Add-in.

The **iThesis** tab provides access to various functions, features, and web page links.

If the Add-in has not been activated, the logo of the **Office of Information Technology Administration for Educational Development, Office of the Higher Education Commission** is displayed. Upon activation, this logo changes to the **Naresuan University** logo.

Features of the iThesis Tab

- **iThesis Web Portal and Knowledge Base Icons:** Provide direct access to the iThesis Web Portal and Knowledge Base.
- **Log-in/Log-out:** The log-in/log-out icon, with the log-in panel located on the far right of the tab.
- **Online or Offline Status:** Displays the current connection status, indicating whether the system is online or offline.
- **Save to Cloud:** Saves the current document to the iThesis Web Portal for secure storage.
- **Revisions:** Toggles the iThesis Panel on or off, which displays versions of the document saved in the Web Portal.
- **Generate:** Creates a new template or regenerates an existing one when the information in the Web Portal is edited or new information is added, and after a version is downloaded from the Web Portal.
- **Bookmark:** Updates the table of contents, including the list of tables and figures.
- **Inspect:** Checks whether the thesis complies with iThesis requirements and standards. This function is automatically triggered when the document is saved to the cloud.
- **Table:** Adds a caption to a table.
- **Figure:** Adds a caption to a figure.

2. Web Portal

The iThesis system involves three stages:

1. **Proposal**
2. **Draft**
3. **Complete**

Certain menus and submenus in the Web Portal are unavailable until the respective stages are completed.

The **Proposal** stage marks the beginning of the thesis development process, where the proposal is created and refined.

The **Draft** stage follows, during which the study should be completed. The Thesis Draft is the version submitted for the final thesis defense.

The final stage is **Complete**, where the thesis is submitted after addressing the comments and recommendations provided by the thesis defense examination committee.

The log-in panel of the Web Portal is located on the right. To log in, use the student ID and password.

Upon logging into the Web Portal, seven main menus are displayed on the left:

1. **YOUR PROFILE**
2. **WORKFLOW & PREREQUISITES**
3. **ELECTRONIC FORM**
4. **REVISION & APPROVAL**
5. **REPORT DATA**
6. **SUBMISSION DOCUMENT**
7. **LITERATURE SEARCH**

Under the **YOUR PROFILE** menu, there are two submenus:

1. **Basic Information**
2. **Contact Information**

Fill in the thesis topic in the **Electronic Form** menu for it to be displayed in the **Basic Information**.

For **Contact Information**, the student's **NU email address** is displayed by default, along with details about the Graduate Staff.

To add another email address or personal email address, simply type the email address and click the **Add** button.

To remove an email, click on the email address you wish to remove and then click **OK**.

The NU email provided by the system cannot be removed.

Provide a valid phone number.

Click **Save** when done.

Nest to the **Your Profile** menu is the **Workflow and Prerequisites**. Coordinate with your advisor or faculty when completing the forms in this section.

Next is the **Electronic Form** menu, For first-time users or if still in the proposal stage of the thesis, there are only four submenus available – **Topic, Committee & Examiner, Biography, and Template Settings**.

Once the proposal is approved by the Graduate Staff and the Major Advisor, two additional submenus become available – **Abstract and Acknowledgement**.

For the **Topic** submenu, if the thesis is written only in English, then type the topic only in the **Topic (En)** box.

If done, click **Save** and **Confirm**.

Once the topic is saved, check if it is displayed in the **Your Profile – Basic Information** menu.

In the **Committee and Examiner** submenu, a dropdown selector is provided for input. Seek assistance from your Advisor or faculty staff to complete the required information accurately.

To input information for the Dean in the **Committee and Examiner** submenu, follow these steps:

Filling in the Dean's Information:

- Enter the details of the Dean of the Graduate School, **Asst. Prof. Krongkarn Chootip**.

Use the Dropdown Selector:

- Click the dropdown selector and choose the appropriate information to add.
- In the **Search by name in the English** box, type "Krongkarn." After entering a few letters, suggestions will appear.
- Select the name **Krongkarn Chootip** from the displayed options.

Complete Prefix, Postfix, and Full Name Details:

- For the **English Prefix**, type "prof," and then select **Prof**.
- For the **Postfix**, type "phd," and then select **Ph.D**.

Add or Save the Committee:

- Once all fields are completed, click the Add/Save Committee button.

Repeat for Other Relevant Persons:

- Follow the same procedure to add information for the Advisor and other committee members.

Request for Missing Names:

- If a name is not found in the database, a request must be submitted to the Graduate School for approval.
- Students are not permitted to add names manually. Only approved names will be available in the system.

In the **Biography** submenu, complete the required fields with the requested information. Once all information has been entered, click the **Save** button.

Next is the **Template Settings** submenu.

Language and Font Settings:

- For theses written in English, select English as the language and Times New Roman as the theme font.

Page Font Size:

- Set the font size to 12 for all parts of the document.

List of Tables and Figures:

- Select Yes for both the List of Tables and List of Figures options.

Headings and Captions:

- Enter the required information for the Heading and Caption fields.

Save and Confirm:

- When all settings are completed, click Save and Confirm to finalise your selections.

Next Menu is the **Revision and Approval**. This section displays the versions of the thesis saved to the web portal. For first-time users, this page will initially be empty.

On the right, there is a link to the **Knowledge Base** and a panel for **Approval History**. This panel can be opened or hidden as needed.

The next menu is **Report Data**, which includes three submenus: **After Defense**, **Research Mapping**, and **Publications**. These submenus become accessible only after the **Thesis Draft** has been approved.

Following this is the **Submission Document** menu, which provides a checklist of the required documents for submission.

The final menu item in the Web Portal is **Literature Search**, where users can search for papers available in the iThesis database.

On the right side of the interface, three icons are displayed:

1. **"En" Icon** – Allows for language selection.
2. **Envelope Icon** – Indicates notifications.
3. **Profile Picture Icon** – Displays the user's profile information.

Within the **Profile Picture** icon, several options are available:

1. **Home Page** – Click this button to return to the iThesis home page.
2. **Re-login** – Press this option to return to the log-in page.
3. **Logout** – Click this to log out of the system.

Additionally, the following options are available:

4. **Service Request** – Use this button to submit service requests.
5. **Settings** – Here, you can view the activation code for the MS Word Add-in.
6. **Help** – Linked to the **Knowledge Base** page for assistance.

3. Microsoft Word iThesis Add-in

Important steps that all students will go through when using the iThesis.

1. Install the iThesis Add-in, in Microsoft Word.
2. Login to the iThesis Web Portal system at the URL specified by the institution.
3. Activate the iThesis Add-in with the Activate key provided by the Web Portal.
4. Check your information in the Basic Information submenu. In case of incorrect information, contact the Graduate School.
5. Fill in contact information (required) and personal email (if any) in the Contact Information menu.
6. Fill out the thesis topic in the Topic sub-menu.
7. Fill in the information needed in the Committee & Examiner sub-menu.
8. Fill out the form in the Biography submenu.
9. Set the thesis format in the Template Setting sub-menu.
10. Access the iThesis Add-in to Login> Generate Template> Write Content> Save to Cloud.
11. Submit the thesis proposal form at the REVISION & APPROVAL menu. The submission version must first pass Akarawisut. Supplementary documents may be attached when submitting versions to the advisor.

To Install the Add-in:

1. **Go to the Web Portal's Home Page**
Navigate to the Home page of the Web Portal and click on **Microsoft Word Add-in**.
2. **Download and Install the Add-in**
Select the recommended iThesis Add-in for your computer and click **Download** to begin the installation process.
3. **Open Microsoft Word**
Once installed, open Microsoft Word and locate the **iThesis** tab in the toolbar. Click on it, and the iThesis logo should appear.
4. **Activate the Add-in**
Click on the iThesis logo to open the **iThesis Activate Window**.
5. **Log in to the Web Portal**
Click on the **Profile Picture**, then select **Settings**. Copy the **Add-in Activation Key** and paste it into the **iThesis Activate Window**, then click **Activate**.
6. **Log in Using Student ID and Password**
After activation, click **Login** and login using your Student ID and password.

For 1st time users and if no versions have been saved to the Web portal, the **Revisions** panel in the iThesis Add-in should be empty.

When logged in, all iThesis menus should be active and accessible.

Once the iThesis Add-in has been installed and activated, you are ready to begin writing your thesis. Ensure that all necessary information in the **Electronic Form** on the Web Portal is completed (refer to steps 4 to 9 in the **Important Steps in Using iThesis**).

Important reminders:

1. **Word files created outside the iThesis Add-in cannot be uploaded to the iThesis Web Portal.**
2. **Each time an entry is added or edited in the Electronic Form on the Web Portal, you must Generate Template to update the information in the document within the iThesis Add-in.**
3. **A proposal drafted outside the iThesis Add-in can be copied into the template generated in the iThesis Add-in, starting from the introduction.**

Using the iThesis MS Word Add-in:

1. Click **Generate** to create a new iThesis template.
2. Once the template is generated, it should consist of approximately 11 pages, as it is a new template.
3. Review all the pages to ensure the information is correct.
4. Begin writing the thesis on the page following the **List of Figures** and preceding the **References**.

Different iThesis Styles for Writing the Thesis:

To access the available iThesis writing styles, click **Home** and then click the dropdown button in the **Styles** menu. The **iThesis Style Panel** will appear. Note that iThesis styles are unavailable if you are not logged in.

Use the iThesis **Index 1 to 7** for headings and subheadings, and the **iThesis Style Normal** for the content of the thesis. Hover the mouse cursor over a style to view its description.

Adding a Table or Figure:

To add a table, either insert a new table or copy and paste an existing one. Then, click **Table** to add a caption.

To add a figure, either create a new figure or copy and paste an existing one. Then click **Figure** to add a caption.

Click **Bookmark** to update the **Table of Contents** and the **List of Tables** and **List of Figures**.

Note: *If you are removing or adding tables or figures between existing ones, select all tables and figures, right-click on any table or figure caption, click **Update Field**, and then click **Bookmark**.*

After writing the content or parts of the **Proposal**, **Draft**, or **Complete** click **Save to Cloud** before logging out and closing MS Word. This ensures that your work is saved and synchronized with the Web Portal.

The **Save to Cloud** process may take some time, and you will be prompted with a few questions. The first prompt will indicate that no reference was found in the document; simply click OK. A message box regarding the EndNote library will then appear.

If You have your endnote library ready, click OK, if not, click Cancel.

Once the **Save to Cloud** process is complete, go to the Web Portal and click **Revisions and Approval**. If the saved file does not appear, refresh the page and click **Revisions and Approval** again. The newly saved version should then be displayed. If multiple versions are already saved in the Web Portal, check the date to ensure the new version has been successfully saved. The latest versions are typically displayed at the top of the list.

4. The 3 stages of submitting iThesis

Thesis Proposal Stage:

Note that a version can only be submitted once the thesis has been written in the Add-in and saved to the Cloud.

To submit a thesis proposal version, go to the Web Portal and click on the **Revisions and Approval** menu. Select the version that you wish to submit as the Thesis Proposal.

Ensure that the **Committee and Examiner** information under the **Electronic Form** menu is filled out before submitting a Proposal version.

Click **Check Plagiarism** to submit the version to the **Akarawisut Plagiarism Checker**. The process may take some time, depending on the number of theses submitted in the Akarawisut system.

Refresh the page from time to time.

Once the check is complete, the percentage of plagiarism detected will be displayed.

Click on the version. A panel will open on the right side of the screen.

Click **Save Proposal**, then click **OK** to confirm.

If successfully submitted, the message **(PENDING) PROPOSAL** will appear next to the submitted version.

The iThesis system sends an email containing a copy of the submitted version in Word and PDF formats to the advisor, the Graduate staff, and the student.

For the Proposal stage, approval is required from both the Major Advisor and the Graduate School staff.

Note: *The referenced version of the submitted proposal cannot be deleted.*

If disapproved, the status "**PENDING**" is replaced with a yellow icon and the word "**PROPOSAL**" is displayed in yellow.

If approved, the status "**PENDING**" is replaced with a green checkmark and the word "**PROPOSAL**" is displayed in green.

Thesis Draft Stage:

Write the **Draft** version once the thesis proposal has been approved and the research has been conducted.

The **Draft version** is the version submitted for the thesis defense.

To prepare, access the **Electronic Form** in the Web Portal. The **Acknowledgement** and **Abstract** submenus will now be available. Fill in the **Acknowledgement**, **Abstract**, and the **Keywords** sections.

Once the **Acknowledgement**, **Abstract**, and **Keywords** sections are completed, go to the **Revisions and Approval** menu in the Web Portal. Locate the **Proposal version** that will serve as the base for the **Draft version**. Remember to note the reference for that version, which is typically displayed at the top of the list.

Open **Microsoft Word** and log in to the **iThesis Add-in**. In the **iThesis panel**, navigate to **Revisions**, select the version you want to use, and then click **Download**.

Once the download is complete, click **Generate** to regenerate the template. This step is necessary to apply any changes made in the Web Portal and ensure that the template is updated accordingly.

Note: *If changes are made to any information in the Web portal, always click generate in the MS Word Add-in.*

After writing the content or parts of the **Draft** version, click **Save to Cloud** before logging out and closing MS Word. This ensures that your work is saved and synchronized with the Web Portal.

When saving is complete, go to the Web Portal and navigate to **Revisions and Approval**. If the new version is not displayed, refresh the page to update the list.

Ensure that the **Committee and Examiner** information under the **Electronic Form** menu is filled out before submitting the Draft version.

Once the Draft version is displayed, select the version and then click **Check Plagiarism**.

If a result from Akarawisut is already available, ensure the correct version is selected. In the **Details of Revision** panel click **Save Draft**, then click **OK** to confirm.

If successfully submitted, a message **(PENDING) DRAFT** will appear next to the submitted version.

The iThesis system sends an email containing a copy of the submitted version in Word and PDF formats to the advisor, and the student.

Note: *The referenced version of the submitted proposal cannot be deleted.*

If disapproved, the status "**PENDING**" is replaced with a yellow icon and the word "**DRAFT**" is displayed in yellow.

If approved, the status "**PENDING**" is replaced with a green checkmark and the word "**DRAFT**" is displayed in green.

Thesis Complete Stage:

Once the thesis draft is approved and the thesis defense is completed, proceed to the third and final stage, which is the **Complete version**.

The Complete thesis is the version that addresses the comments and suggestions of the thesis defense examination committee.

Go to the web Portal, and click **Report Data** menu. Fill out the forms found in the 3 submenus. If necessary, seek advice from your advisor or faculty.

Once done, open Microsoft Word and log in to the MS Word iThesis Add-in. In the iThesis panel under **Revisions**, select the version you wish to use, then click **Download**.

Once the download is complete, click **Generate** to regenerate the template. This ensures that any changes made in the Web Portal are applied and the template is updated accordingly.

After writing the content or parts of the **Complete** version, click **Save to Cloud** before logging out and closing MS Word. This ensures that your work is saved and synchronized with the Web Portal.

When saving is complete, go to the web portal, **Revisions and Approval**. If the new version is not displayed, refresh the page to update the list.

Once the Complete version is displayed, select the version and click **Check Plagiarism**.

If a result from Akarawisut is already available, ensure that the correct version is selected. In the **Details of Revision** panel, click **Save Complete**. Click **OK** to confirm.

If successfully submitted, a message **(PENDING) COMPLETE** will appear next to the submitted version.

The iThesis system sends an email containing a copy of the submitted version in Word and PDF formats to the advisor, and the student.

Note: *The referenced version of the submitted proposal cannot be deleted.*

If disapproved, the status "**PENDING**" is replaced with a yellow icon and the word "**COMPLETE**" is displayed in yellow.

If approved, the status "**PENDING**" is replaced with a green checkmark and the word "**COMPLETE**" is displayed in green.

If you have questions, please contact the Naresuan University Graduate School at <https://www.graduate.nu.ac.th/nu-ithesis-booking-an-appointment-for-consultation/>.