

THE DEVELOPMENT OF A MANUAL FOR MAKING IDENTIFICATION CARDS FOR PRATHOMSUKSA STUDENTS, DEMONSTRATION SCHOOL OF SUAN SUNANDHA RAJABHAT UNIVERSITY

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ABSTRACT

The purposes of this research were 1) to develop a student ID card manual for students, Demonstration schools of Suan Sunandha Rajabhat University, 2) to determine the efficiency of a student ID card manual for students, of Suan Sunandha Rajabhat University; An example of this research is the use of proportional stratified random sampling with the population of Demonstration schools of Suan Sunandha Rajabhat University at 3 levels, namely, Prathomsuksa 1, there are 4 classrooms (1/1, 1/2, 1/3, 1/4); Prathomsuksa 4, there are 3 classrooms (4/1, 4/2, 4/3), and new students enter between Prathomsuksa. Thus, by calculating the number of samples using the Crazy and Morgan method, there are 136 samples in this study; The research tools were (1) questionnaires, quantitative data analysis, using Mean, Standard Deviations, and t-tests; Qualitative data analysis, carried out by content analysis. The research results concluded that perception of the student ID card manual, elementary level, Demonstration school of Suan Sunandha Rajabhat University was 107 people, representing 78.7 percent, and not aware of the student ID card manual, elementary level, 29 people, representing 21.3 percent. Satisfaction with the dissemination of student ID card manuals, elementary level, Demonstration school of Suan Sunandha Rajabhat University at a high level, all issues, respectively, are accurate and up-to-date information ($\bar{x}= 4.05$ S.D. = 0.83), followed by the published information meets the needs/useful, can be applied correctly ($\bar{x}= 3.98$ S.D. = 0.88); has a clear sequence of steps, easy to read and understand ($\bar{x}= 3.95$ S.D. = 0.86), and beautiful font style, interesting, with appropriate illustrations ($\bar{x}= 3.93$ S.D. = 0.92).

Keywords: Manual development, student ID card making, Demonstration School of Suan Sunandha Rajabhat University, satisfaction

INTRODUCTION

The Demonstration School of Suan Sunandha Rajabhat University is an understudy of Suan Sunandha Rajabhat University; by teaching at the basic level, from Prathomsuksa 1 to Matthayomsuksa 6, consisting of language excellence projects, and the English Program; in each academic year, a large number of parents and students are interested in applying for further study, with the school being famous for a long time, being awarded an outstanding

school from ONESQA and being ready as well as being accepted by parents and students across the country (Samart Saeng Noi. 2561: 1.)

The Demonstration School of Suan Sunandha Rajabhat University is a school that provides teaching and learning from Prathomsuksa 1 to Matthayomsuksa 6; In addition to academic work, student affairs is the main force that will help drive, and encourage the work of the Demonstration school promoting the work of the demonstration school to achieve its objectives; and one of the missions of the student affairs department is Promoting student welfare, producing student identity cards for identity verification, and replacing other documents at the school level.

RESEARCH OBJECTIVES

1. To develop a manual for making student ID cards for students of Demonstration School of Suan Sunandha Rajabhat University.
2. To determine the efficiency of the student ID card manual for students of Demonstration School of Suan Sunandha Rajabhat University.

RESEARCH HYPOTHESIS

1. Preparation of a manual for making student ID cards of Demonstration Schools of Suan Sunandha Rajabhat University to be effective.
2. The students are satisfied with the perception of the dissemination of the Student ID Card manual for Demonstration School of Suan Sunandha Rajabhat University at a high level.

METHODOLOGY

This research has steps in conducting research in 5 issues as follows:

1. Population and sample

1.1 The population consists of 210 students in Prathomsuksa 1 and 4, and new students of Demonstration School of Suan Sunandha Rajabhat University (Elementary Department); Data from the student profile database, Demonstration School of Suan Sunandha Rajabhat University. (Referring to the student list of Demonstration School of Suan Sunandha Rajabhat University, 2022).

1.2 The sample group was students from Demonstration School of Suan Sunandha Rajabhat University. (Elementary Department); using the formula to determine the sample size if the population is known, the confidence value is 95%, the error is not more than 5%, calculated from the formula of Krejcie and Morgan (Krejcie and Morgan, 1970) as follows:

$$n = \frac{\chi^2 Np(1-p)}{e^2(N-1) + \chi^2 p(1-p)}$$

n	= The size of the sample
N	= The size of the population
e	= The level of tolerance of the sample that is acceptable.
X^2	= chi-square value at df equal to 1 and 95% confidence level ($X^2 = 3.841$)
p	= Proportion of traits of interest in the population (if unknown, set $p=0.5$)

Therefore, from the calculation of the number of samples using the method of Krejcie and Morgan, there are 136 samples in this study.

1.3 Selection of the sample group using the proportional stratified random sampling method, which is suitable for studies in which variables, and traits of interest, are highly different among populations; The objective is to allow members of each stratification, with similar characteristics but there were the greatest differences between the stratification and when sampling, all stratification were randomly sampled. This random sampling method helps the researcher to be confident that the sample will be able to analyze the data to definitely answer the given question with the following steps.

Step 1: Use the proportional stratified random sampling with the population of the demonstration school of Suan Sunandha Rajabhat University in the amount of 3 levels, namely, Prathomsuksa 1, there are 4 classrooms (1/1, 1/2, 1/3, 1/4), Prathomsuksa 4, there are 3 classrooms (4/1, 4/2, 4/3), and new students enter between Prathomsuksa level.

2. Research tools

The tools used in this research was a questionnaire; Divided into 5 sections as follows:

Part 1: a student status questionnaire: sex, grade level; it is in the form of a check list, amount of 2 items.

Item 1: Gender, nominal scale, i.e. male, and female.

Item 2: Grade level

Part 2: a questionnaire about recognition of student ID card manuals, elementary school level, demonstration schools of Suan Sunandha Rajabhat University; divided into 3 aspects, in the form of a check list, amount of 3 items, namely the recognition of the preparation of the manual, the reason for making a student ID card. Through which aspects of the school is the awareness of the preparation of the handbook passed?

Part 3: a questionnaire on the satisfaction of the preparation of the student ID card manual, elementary school level, demonstration school of Suan Sunandha Rajabhat University; The content is divided into 5 aspects: in terms of completeness, accuracy, up-to-date, sequence of steps, clear font style, disseminated information meets needs; Close-ended question. The researcher selected a questionnaire, characterized by a Rating scale, according to the Likert or Likert scale; the scale was divided into 5 levels, giving the answer score as follows: Chusri (1998).

Level of satisfaction	Score
Very high	5
High	4
Moderate	3
Low	2
Very low	1

In grading scores of various variables, the researcher used the criteria for grading according to the principle of Class Interval, 1 as follows: Kanlaya (2006).

Class Interval (I) = $\frac{\text{Range (R)}}{\text{Class(C)}}$

$$= \frac{5-1}{5}$$

$$= 0.8$$

R = difference between data with highest and lowest value or highest value - lowest value

C = width of each class

Therefore, the range of the average score of Kanlaya (2006) was given as follows:

An average score of 4.21 - 5.00 means that students are satisfied at the highest level.

An average score of 3.41 - 4.20 means students are satisfied at a high level.

The average score of 2.61 - 3.40 means that students are satisfied at a moderate level.

An average score of 1.81 - 2.60 means that students are satisfied at a low level.

An average score of 1.00 - 1.80 means that students are least satisfied.

Part 4: A questionnaire on recognition of the dissemination of student ID card manual, elementary school level, Demonstration school of Suan Sunandha Rajabhat University; It looks like a check list (Check list).

Part 5: Other comments or suggestions, especially those with low satisfaction, for the purpose of improving the Student Accident Reimbursement Manual, are open-ended questions so that Respondents express their opinions freely.

Testing the quality of research tools to ensure the quality of questionnaires; the researcher tested the quality of the questionnaire in two aspects: Content Validity, and Reliability of the questionnaire; by finding the Reliability. The researcher brought the created questionnaire to three advisors, a qualified, and experienced person, to review the contents of the questionnaire structure, and to improve it; The language used is clear, easy to understand, appropriate, and complete; using the IOC (Index of Item-objective Congruence) and to improve the questionnaire to be clear and comprehensive according to the objectives of this research.

3. Data collection

This research is a Survey Method to study the satisfaction in the dissemination of the Student ID Card Manual, elementary school level. , Demonstration School of Suan Sunandha Rajabhat University; by distributing questionnaires to the sample, respondents themselves, and make an appointment to receive the questionnaire; when the questionnaire is returned, perform a completeness check of the questionnaire. It will take the time to collect the information obtained.

4. Data analysis

In this research, the researcher will conduct the research and analyze the data as follows.

1. Editing: The researcher checks the completeness of the questionnaire, and excludes the incomplete questionnaire.

2. Coding: Take the validated questionnaire, do the coding as preset, and then save the data in SPSS for Windows computer program.

3. Data processing by computer: using Statistical Package for the Social Sciences for Windows program by

3.1 Analyze general information about the status of student respondents, by enumerating the Frequency, Percentage, and present the information in the table accompanying the essay.

3.2 Analyze information about satisfaction in all 5 aspects, by finding the Mean and Standard Deviation and in the table presenting the information accompanying the essay.

5. Statistics used in data analysis

1. Basic statistical values: data analysis by descriptive statistic to explain, and summarize the possibility of the data for the specific group to be studied only, Sasipat (2004), including Frequency), Percentage, Mean, and Standard Deviation.

2. Statistics used to test the hypothesis: T-test, if the independent variable had two nominal or ordinal scales and a dependent variable; there is an Interval or Ratio Scale to test the difference between the Mean scores of the 2 groups of samples.

RESEARCH RESULTS

The results of the research on the development of a student ID card manual showed that the status of students, respondents, used as a sample in this study, totaled 136 people; The respondents were 80 males, 58.8%, and 56 females, 41.2%; Most of the students were males more than females, the students who answered the questionnaire were in the first grade level of 68 people, representing 50.0%, in the grade level of Prathomsuksa 4, 66 people, equivalent to 48.5%, and students who enter between classes of 2 people, representing 1.5% ; with the majority of students at the Prathomsuksa 1 due to the number of students attending school increases.

The results of the analysis of awareness of the dissemination of the student ID card manual, elementary school level, demonstration school of Suan Sunandha Rajabhat University in the amount of 107 people, accounting for 78.7 percent, and did not recognize the student ID card manual, Elementary level of 29 people, representing 21.3 percent.

The results of the analysis of the satisfaction assessment form of students at the elementary school level, Demonstration School of Suan Sunandha Rajabhat University; Overall, the satisfaction assessment results were at a high level in all points; information is accurate and up-to-date (\bar{x} = 4.05 S.D. = 0.83), followed by information published that meets needs/useful, can be implemented correctly (\bar{x} = 3.98 S.D. = 0.88); There is a clear sequence of steps, easy to read and understand (\bar{x} = 3.95 S.D. = 0.86), and the font style is beautiful, interesting, with appropriate illustrations (\bar{x} = 3.93 S.D. = 0.92).

Analysis results of the number and percentage of dissemination channels, where respondents can access and follow news information quickly, found that the channel that respondents can access and follow news information the most is Line, 88 people, representing 82.2 percent, followed by 12 homeroom teachers, representing 11.2 percent, and asking for information at the service point of 7 people, representing 6.6 percent.

Table 1: Evaluation results of student satisfaction towards the dissemination of the Student ID Card Manual.

Assessment Items	\bar{x}	S.D.	Interpretation	Rating
1. contains complete, accurate, and up-to-date information	4.05	0.83	High	1
2. The sequence of steps is clear, easy to read and understand.	3.95	0.86	High	3
3. The font style is beautiful, interesting, with appropriate illustrations.	3.93	0.92	High	4
4. The published information meets the needs/useful, can be implemented correctly.	3.98	0.88	High	2
5. overall satisfaction level	4.01	0.85	High	
Overall	3.98	0.034	High	

From Table 1, the results of data analysis from the student satisfaction questionnaire, the respondents were satisfied with the dissemination of the student ID card manual, elementary level, demonstration school of Suan Sunandha Rajabhat University at a high level. All issues, respectively, have accurate and up-to-date information ($\bar{x}= 4.05$ S.D. = 0.83), followed by information published that meets needs/useful, can be properly implemented ($\bar{x}= 3.98$ S.D. = 0.88), with a clear sequence of steps, easy to read and understand ($\bar{x}= 3.95$ S.D. = 0.86), and a beautiful font style, interesting, with appropriate illustrations ($\bar{x} = 3.93$ S.D. = 0.92).

SUMMARY AND DISCUSSION

From the satisfaction of the dissemination/ Public relations for writing a manual ,for making student ID cards, elementary school level, Demonstration School of Suan Sunandha Rajabhat University; There were 136 respondents, 80 males and 56 females; Among the respondents, 68 respondents were in Prathomsuksa 1, 60 students in Prathomsuksa 4, and 2 entered during the school year; There are people who know that there is a manual for making student ID cards, elementary school level, Demonstration school of Suan Sunandha Rajabhat University in the number of 107 people, accounting for 78.7 percent, and not aware of writing a manual for making a student ID card, elementary level, Demonstration school of Suan Sunandha Rajabhat University, 29 people, representing a percentage 21.3 Which recognizes that a manual for making student ID cards has been published, elementary level, Demonstration school of Suan Sunandha Rajabhat University. 1. Via Line the most, followed by inquiries through class teachers, and finally through the inquiry channel at the service point, 2. From the respondents of 136 people. 3. For the results of the questionnaire on the satisfaction with dissemination/ public relations for writing a student ID card manual, elementary level, Demonstration school of Suan Sunandha Rajabhat University. The overall is at a high level,

contains complete, accurate and up-to-date information that meets needs/useful, can be implemented correctly, has a clear sequence of steps, Easy to read, and the font style is beautiful, interesting, with appropriate illustrations. The researcher determines the procedure for obtaining a student ID card, by creating a service procedure in the form of an infographic and creating a pocket manual (short version); Three dissemination channels have been set up: 1) Social media (Line), 2) homeroom teachers, 3) posting announcements at service points; which the researcher may have to reconsider and adjust the form of presenting information to be more interesting, such as reducing the number, information, using words, or messages that are concise, easy to understand, using colors that stimulate attention, etc., (Referring to research on creating/using Infographic media) ,4. From the results of the channel dissemination questionnaire for the development of the manual. which students or service recipients can access and track; information quickly, the top 5 popular channels are 1) Line, 2) class teachers, 3) ask for information at the service point; In terms of public relations through class teachers, via social media like Line, which is the third most popular communication channel among Thai people. (Source: Thailand Digital Stat 2021); Age between 16-64 years Line is popular as high as 86.2 percent, after YouTube and Facebook. Therefore, the researcher may need to consider adding a Line channel, in disseminating public relations in accordance with the needs of the service recipients such as creating Line Office Account, etc.

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