



# New Student Information System User Manual

User Account: College Dean

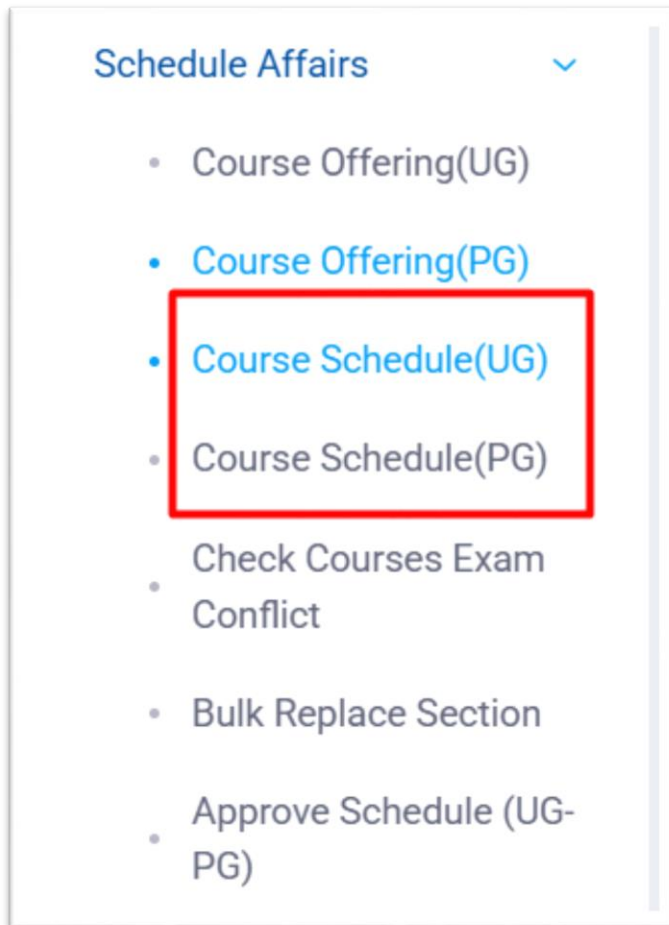
Function: Course Schedule (UG – PG)

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## A. System Overview

- From the Schedule Affairs menu, the college dean can select the screen “**Course Schedule (UG) / (PG)**”.



- Figure 1 – Course Schedule (UG) / (PG)

## B. Instructions

- This screen allows the College Dean to filter sections based on many criteria, which help him/her to add bulk sections.
  1. Searching for sections
- College Dean can select the search criteria.
- Also can select to filter by the “Course Code”, “Course Type” to narrow the search, or use the other search criteria.
- Then click “Search” as the system will display in the search result of the courses with the sections information.

Home / Schedule Affairs / Course Schedule(UG)

Academic Year: 2025/2026 Semester: First College: College of Information Technology Department: Information Systems

Course Code: Section No: Course Type: All Campus: Select

Building: All Room: All Have Staff: All Yes No Have Exam: All Yes No

Have Exam out of exam period: All Yes No Have wrong exam: All Yes No Have Hall or Build: All Yes No

Have teaching method: All Yes No Sections Status: All Opened Closed Online Course: All Yes No

Have registered students: All Yes No Online Section: All Yes No

Have Time slot: All Yes No Capacity or max Capacity > Hall Capacity: All Yes No

Have Cross List: All Yes No Have Resit Exam: All Yes No

Student Count > Section (Max or Capacity): All Yes No Tutorial: All Yes No

Teaching Period: Select All Evening Morning Day: S U M T W H

Search Reset

- Figure 2– Searching for sections

| Search Result            |                                              |                                             |         |          |              |                |               |                    |               |     |                                          |            |                  |                 |                  |
|--------------------------|----------------------------------------------|---------------------------------------------|---------|----------|--------------|----------------|---------------|--------------------|---------------|-----|------------------------------------------|------------|------------------|-----------------|------------------|
| 192 Record               |                                              |                                             |         |          |              |                |               |                    |               |     |                                          |            |                  |                 |                  |
| <input type="checkbox"/> | Course                                       | Staff Name                                  | Section | Capacity | Max Capacity | Hall Capacity  | Max Wait List | # Stud. in Waiting | Student Count | Day | Slot                                     | Exam Date  | Exam Time        | Resit Exam Date | Resit Exam Time  |
| <input type="checkbox"/> | Code:HRLC107<br>HUMAN RIGHTS                 | DOCTOR YASER ABDULRAHMAN ALMAHMEED          | 01      | 1600     | 1600         | LEC-Cap.9000 , | 999           | 0                  | 1546          | M,W | M,W ( O/-/Virtual Room ) ( 22:00 - 22:50 | 12-23-2025 | 5:30PM - 7:30PM  | 12-23-2025      | 5:30PM - 7:30PM  |
| <input type="checkbox"/> | Code:HRLC107<br>HUMAN RIGHTS                 | DOCTOR YASER ABDULRAHMAN ALMAHMEED          | 02      | 1600     | 1600         | LEC-Cap.9000 , | 999           | 0                  | 1372          | M,W | M,W ( O/-/Virtual Room ) ( 21:00 - 21:50 | 12-23-2025 | 5:30PM - 7:30PM  | 12-23-2025      | 5:30PM - 7:30PM  |
| <input type="checkbox"/> | Code:HRLC107<br>HUMAN RIGHTS                 | Ms. Farah Khaleel Mohammad Mustafa Abdullah | 03      | 1500     | 1500         | LEC-Cap.9000 , | 999           | 0                  | 64            | M,W | M,W ( O/-/Virtual Room ) ( 22:00 - 22:50 | 12-23-2025 | 5:30PM - 7:30PM  | 12-23-2025      | 5:30PM - 7:30PM  |
| <input type="checkbox"/> | Code:LAW101<br>INTRODUCTION TO LEGAL STUDIES | DR. KHALIL MOHAMMED ABDULLA                 | 01      | 15       | 16           | LEC-Cap.45 ,   | 999           | 0                  | 12            | U,H | U,H ( S/S39/102 ) ( 12:30 - 13:45        | 12-20-2025 | 8:30AM - 10:30AM | 12-20-2025      | 8:30AM - 10:30AM |
| <input type="checkbox"/> | Code:LAW101<br>INTRODUCTION TO LEGAL STUDIES | Dr. EMAN MAJED AL BURESHID                  | 02      | 45       | 45           | LEC-Cap.45 ,   | 999           | 0                  | 33            | U,T | U,T ( S/S39/53 ) ( 14:00 - 15:15         | 12-20-2025 | 8:30AM - 10:30AM | 12-20-2025      | 8:30AM - 10:30AM |
| <input type="checkbox"/> | Code:LAW101<br>INTRODUCTION TO LEGAL STUDIES | Dr. EMAN MAJED AL BURESHID                  | 03      | 25       | 25           | LEC-Cap.45 ,   | 999           | 0                  | 22            | U,T | U,T ( S/S39/53 ) ( 14:00 - 15:15         | 12-20-2025 | 8:30AM - 10:30AM | 12-20-2025      | 8:30AM - 10:30AM |

Figure 3 – Search Result

## 2. Add Bulk Sections

College Dean can press **"Add Bulk Sections"** button, system show pop-up screen to add bulk section.

After entering the required information in the pop-up, press the **"Add Bulk Sections"**, system display success message.



The screenshot shows a web application interface with a table titled 'Search Result' containing 192 records. The table has columns for Course, Staff Name, Section, Capacity, Max Capacity, Hall Capacity, Max Wait List, # Stud. in Waiting, Student Count, Day, Slot, Exam Date, Exam Time, Resit Exam Date, and Resit Exam Time. Three rows are visible, all for 'Code:HRLC107 HUMAN RIGHTS'. The first two rows are for 'DOCTOR YASER ABDULRAHMAN ALMAHMEED' with sections 01 and 02. The third row is for 'Ms. Farah Khaleel Mohammad Mustafa Abdullah' with section 03. In the top right corner, there are two buttons: 'Add Section' and 'Add Bulk Sections'. The 'Add Bulk Sections' button is highlighted with a red rectangle, and a red arrow points to it from the text below.

|                          | Course                       | Staff Name                                        | Section | Capacity | Max Capacity | Hall Capacity      | Max Wait List | # Stud. in Waiting | Student Count | Day | Slot                                           | Exam Date      | Exam Time          | Resit Exam Date | Resit Exam Time    |
|--------------------------|------------------------------|---------------------------------------------------|---------|----------|--------------|--------------------|---------------|--------------------|---------------|-----|------------------------------------------------|----------------|--------------------|-----------------|--------------------|
| <input type="checkbox"/> | Code:HRLC107<br>HUMAN RIGHTS | DOCTOR YASER<br>ABDULRAHMAN<br>ALMAHMEED          | 01      | 1600     | 1600         | LEC-<br>Cap.9000 , | 999           | 0                  | 1546          | M,W | M,W ( O/-/Virtual<br>Room ) ( 22:00 -<br>22:50 | 12-23-<br>2025 | 5:30PM -<br>7:30PM | 12-23-<br>2025  | 5:30PM -<br>7:30PM |
| <input type="checkbox"/> | Code:HRLC107<br>HUMAN RIGHTS | DOCTOR YASER<br>ABDULRAHMAN<br>ALMAHMEED          | 02      | 1600     | 1600         | LEC-<br>Cap.9000 , | 999           | 0                  | 1372          | M,W | M,W ( O/-/Virtual<br>Room ) ( 21:00 -<br>21:50 | 12-23-<br>2025 | 5:30PM -<br>7:30PM | 12-23-<br>2025  | 5:30PM -<br>7:30PM |
| <input type="checkbox"/> | Code:HRLC107<br>HUMAN RIGHTS | Ms. Farah Khaleel<br>Mohammad Mustafa<br>Abdullah | 03      | 1500     | 1500         | LEC-<br>Cap.9000 , | 999           | 0                  | 64            | M,W | M,W ( O/-/Virtual<br>Room ) ( 22:00 -<br>22:50 | 12-23-<br>2025 | 5:30PM -<br>7:30PM | 12-23-<br>2025  | 5:30PM -<br>7:30PM |

Figure 4 – Add Bulk Sections Button

**Add Bulk Sections**

Academic Year: 2025/2026 Semester: First College: College of Law

Department: All Course Name: HRLC107 - HUMAN RIGHTS Course Code: HRLC107 Students Type: All

Section Capacity: 40 Section Max Capacity: 50 Waiting List Capacity: 999

Section No Start With: 01 No Of Sections To Be Added: 02

Exam Date: 12/23/2025 Exam Time: From 05:30 PM To 07:30 PM

**Add** Cancel

| Course                   | Code    | Name         |
|--------------------------|---------|--------------|
| <input type="checkbox"/> | HRLC107 | HUMAN RIGHTS |
| <input type="checkbox"/> | HRLC107 | HUMAN RIGHTS |
| <input type="checkbox"/> | HRLC107 | HUMAN RIGHTS |

Figure 5 – Add Bulk Sections Popup