



New Student Information System User Manual

User Account: Head of Department

Function: Course Schedule

Contents

A. System Overview	3
B. Brief about the fields on page	3
1. Search Filters	4,5,6
2. Search Results Table	6
3. Time table	7

A-System Overview

- From the viewing menu, the head of department can select the screen “**Course schedule**” can search and view the course schedule in the department.

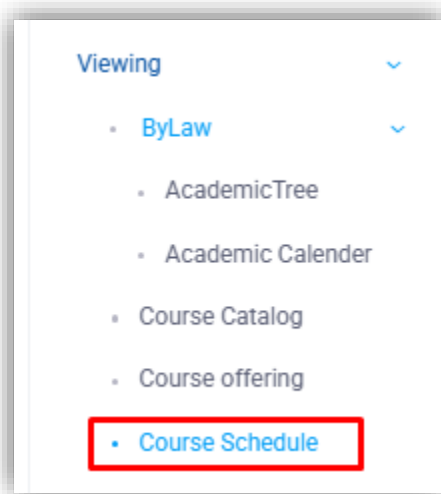


Figure 1 – Course schedule

B- Brief about the fields on the page

Home / Viewing / **Course Schedule**

Scientific Degree
☒ All ☐ UG ☐ PG

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

Course Code: Course: All Course Level: Section: All

Instructor: All Campus: All Building: All Rooms: All

Days: ☐ Friday ☐ Saturday ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

Order By: Course

Search Reset

Search Result
229 Record

Course	Instructor	Section	TeachingMethod	Day	Campus	Building	Rooms	From	To	Note	Time Table
IT603 RESEARCH METHODOLOGY AND PROFESSIONAL ISSUES	TO BE ANNOUNCED	01	LEC	U	Sakheer	S40	2089	08:00 PM	11:00 PM		Time Table
IT699	Dr. Jafar Hassan Al-Ansari	01	LEC	U	Online		No Room (Lecture)				Time Table

Figure 2 – search button

1-Search Filters

- **Scientific Degree**

Specifies the academic level for which course information is displayed.

- **Academic Year**

Defines the academic year to be used when retrieving course schedules.

- **Semester**

Identifies the semester in which courses are offered.

- **College**

Filters the results by the college responsible for delivering the courses.

- **Department**

Narrows the search to a specific department within the selected college.

- **Course Code**

Allows the user to search for a course by its official code.

- **Course**

Enables selection of a course from the available offerings.

- **Course Level**

Filters courses by their academic level or classification.

- **Section**

Limits results to a specific course section when required.

- **Instructor**

Filters courses based on the instructor assigned to teach them.

- **Campus**

Specifies the campus where the course is delivered.

- **Building**

Indicates the building associated with the class location.

- **Rooms**

Allows filtering by classroom or lecture hall.

- **Days**

Enables selection of specific days of the week on which courses are held.

- **Order By**

Determines how the search results will be sorted.

- **Search button**

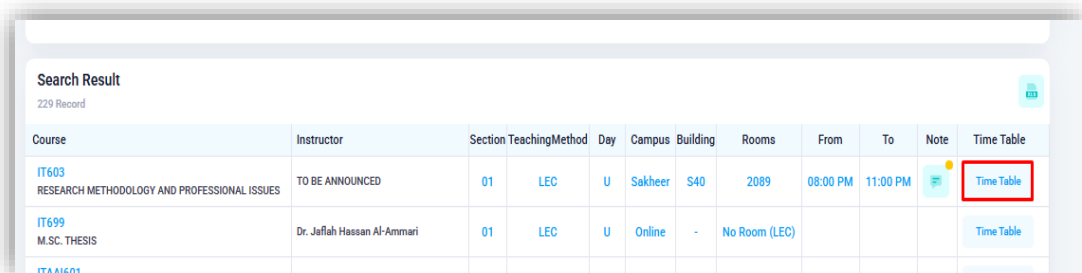
Executes the search using the selected criteria.

- **Reset button**

Clears all entered selections and returns the form to default settings

2-Search Results

Displays all courses that match the chosen filters, including course details such as instructor, section, teaching method, schedule, campus, and room information.



The screenshot shows a web application interface for search results. At the top, it says 'Search Result' and '229 Record'. Below this is a table with the following columns: Course, Instructor, Section, TeachingMethod, Day, Campus, Building, Rooms, From, To, Note, and Time Table. The first row shows course IT603, instructor TO BE ANNOUNCED, section 01, teaching method LEC, day U, campus Sakheer, building S40, room 2089, from 08:00 PM, to 11:00 PM, and a 'Time Table' button highlighted with a red rectangle. The second row shows course IT699, instructor Dr. Jafiah Hassan Al-Amrari, section 01, teaching method LEC, day U, campus Online, building -, room No Room (LEC), and a 'Time Table' button. The third row shows course ITAA1601.

Course	Instructor	Section	TeachingMethod	Day	Campus	Building	Rooms	From	To	Note	Time Table
IT603 RESEARCH METHODOLOGY AND PROFESSIONAL ISSUES	TO BE ANNOUNCED	01	LEC	U	Sakheer	S40	2089	08:00 PM	11:00 PM		Time Table
IT699 M.SC. THESIS	Dr. Jafiah Hassan Al-Amrari	01	LEC	U	Online	-	No Room (LEC)				Time Table
ITAA1601											

Figure 3 – time table button

Time Table

Section

IT603 - RESEARCH METHODOLOGY AND PROFESSIONAL ISSUES (3.0 CH) - Section: 01

Section Times

Day	From	To	Campus	Building	Rooms
U	08:00 PM	11:00 PM	Sakheer	S40	2089

Lecturer

Staff Name	Chief	TeachingMethod
TO BE ANNOUNCED		LEC

ExamTime

Date	From	To
25/12/2025	05:30 PM	08:30 PM

Exam Place

Campus	Building	Rooms
--	--	--

Cross Sections

Course	Section	Slot	Days	Rooms	Instructor
--	--	--	--	--	--

Note

--	--	--
--	--	--

Figure 4 – timetable

3- Time Table

The Time Table window provides essential details for a selected course section

