



# New Student Information System

## User Manual

User Account: Head of Department

Function: Course Schedule

## Contents

<b>A. System Overview-----</b>	<b>3</b>
<b>B. Brief about the fields on page -----</b>	<b>3</b>
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.

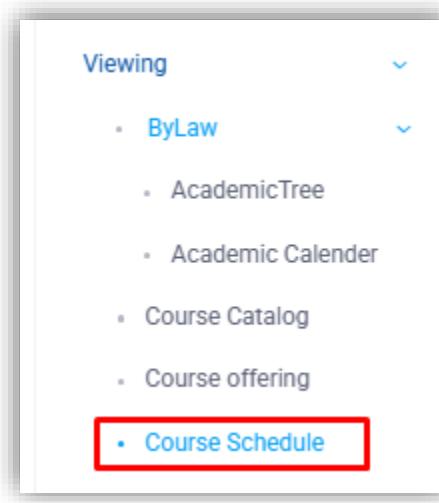


Figure 1 – Course schedule

## B- Brief about the fields on the page

Home / Viewing / Course Schedule

Scientific Degree

All  UG  PG

Semester

First

College

College of Information Technology

Department

Information Systems

---

Course Code

Course

Course Level

All

All

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		<a href="#">Time Table</a>
IT699	Dr. Jafrah Hassan Al-Ammadi	01	LEC	U	Online		No Room (LEC)				<a href="#">Time Table</a>

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**

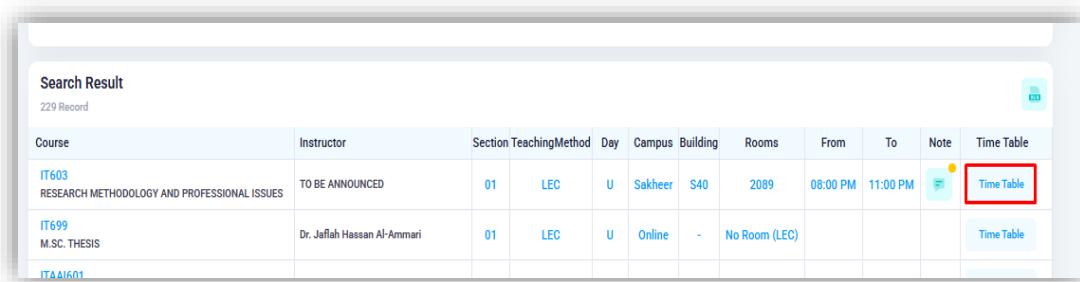
Executes the search using the selected criteria.

- **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.



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		<a href="#">Time Table</a>
IT699 M.SC. THESIS	Dr. Jafiah Hassan Al-Ammari	01	LEC	U	Online	-	No Room (LEC)				<a href="#">Time Table</a>
ITAAI601											

Figure 3 – time table button

### Time Table

X

#### 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	<input checked="" type="checkbox"/>	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

