



New Student Information System User Manual

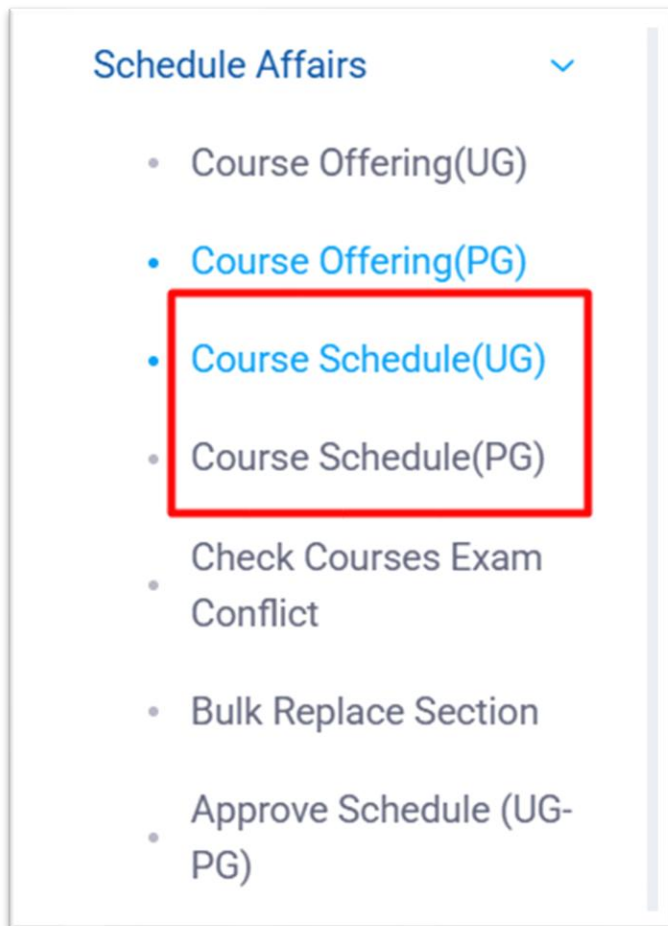
User Account: Head of Department
Function: Course Schedule

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A. System Overview

- From the Schedule Affairs menu, the head of department can select the screen “**Course Schedule (UG) / (PG)**” to create course schedules and section (days, time, sections capacity, size, rooms, exam dates, etc.).



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

B. Instructions

- This screen allows the Head of Department to filter sections based on many criteria, which help him/her to create course schedules and section (days, time, sections capacity, size, rooms, exam dates, etc.).
 1. Searching for sections
- Head of Department 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

Sections Status: ☒ All ☐ Opened ☐ Closed
Online Course: ☒ All ☐ Yes ☐ No

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

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

Have registered students: ☒ All ☐ Yes ☐ No
Have Cross List: ☒ All ☐ Yes ☐ No

Teaching Period: ☒ Select ☐ All ☐ Evening ☐ Morning

Have teaching method: ☒ All ☐ Yes ☐ No
Online Section: ☒ All ☐ Yes ☐ No
Have Resit Exam: ☒ All ☐ Yes ☐ No

Day: ☐ S ☐ U ☐ M ☐ T ☐ W ☐ H

Search Reset

- Figure 2– Searching for sections



| Search Result | | | | | | | | | | | | | | | | |
|--------------------------|---|--------------------------------|---------|----------|--------------|-----------------------------|---------------|--------------------|---------------|-------|---|------------|------------------|-----------------|------------------|---|
| 122 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:ITCY201 FUNDAMENTALS OF CYBERSECURITY | Mrs. Shaikha Ali Ahmed | 01 | 30 | 35 | LEC-Cap.45 , | 999 | 0 | 30 | M,W | M,W (S/S40/028) (08:00 - 09:15 | 12-21-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM |   |
| <input type="checkbox"/> | Code:ITCY201 FUNDAMENTALS OF CYBERSECURITY | Mrs. Shaikha Ali Ahmed | 02 | 30 | 35 | LEC-Cap.45 , | 999 | 0 | 33 | U,T,H | U,T,H (S/S40/2011) (11:00 - 11:50 | 12-21-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM |   |
| <input type="checkbox"/> | Code:ITCY351 CRYPTOGRAPHY | MRS ALYA SAYED HUSAIN ALKAMELI | 01 | 30 | 30 | Multi-purpose Hall-Cap.45 , | 999 | 0 | 24 | U,T,H | U,T,H (S/S40/1008) (11:00 - 11:50 | 12-24-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM |   |
| <input type="checkbox"/> | Code:ITCY351 CRYPTOGRAPHY | | 02 | 0 | 0 | LEC-Cap.5000 , | 999 | 0 | 0 | U,T,H | U,T,H (I/-/No Room (LEC)) (12:00 - 12:50 | 12-24-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM |   |
| <input type="checkbox"/> | Code:ITCY351 CRYPTOGRAPHY | | 03 | 0 | 0 | LEC-Cap.5000 , | 999 | 0 | 0 | U,T,H | U,T,H (I/-/No Room (LEC)) (10:00 - 10:50 | 12-24-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM |   |
| <input type="checkbox"/> | Code:ITCY354 SECURE SOFTWARE ENGINEERING | MRS ALYA SAYED HUSAIN ALKAMELI | 01 | 30 | 30 | LEC-Cap.45 , | 999 | 0 | 20 | M,W | M,W (S/S40/2008) (09:30 - 10:45 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM |   |
| <input type="checkbox"/> | Code:ITCY354 SECURE SOFTWARE | MRS ALYA SAYED HUSAIN | 02 | 30 | 30 | LEC-Cap.45 , | 999 | 0 | 29 | M,W | M,W (S/S40/2008) (| 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM |   |

Figure 3 – Search Result

2. Increase Section Size

Also the HOD can select sections from the search result to increase their size or capacity. The section capacity must be less than the max capacity.

- Select Sections.
- Click on the “Increase Section Size” button.
- Fill the “Capacity” and “Percentage (%)” fields.
- Click on the “Save” button.
- System displays a success message after saving.
- If the entered capacity is more than the max capacity, the system displays error message.

| Code | Name | Lecturer | Section ID | Capacity | Max Capacity | Teaching Period |
|--------------|-----------------------------|------------------------|------------|----------|--------------|-----------------|
| Code:ITCY354 | SECURE SOFTWARE ENGINEERING | | 03 | 0 | 0 | LEC-Cap.5000 |
| Code:ITCY401 | INFORMATION SECURITY | Dr. Ali Hussein Zolait | 01 | 30 | 30 | LEC-Cap.45 |
| Code:ITCY401 | INFORMATION SECURITY | Mrs. Shaikha Ali Ahmed | 02 | 30 | 40 | LEC-Cap.45 |

1 2 3 4 5 6 ... 13 > 10

Increase Section Size

Capacity: 5

Percentage (%): 15

Save Cancel

Figure 4 – Increase Section Size

3. Increase Max Capacity

Also the HOD can select sections from the search result to increase their max capacity. The max capacity must be less than the hall capacity.

- Select Sections.
- Click on the “Increase Max Capacity” button.
- Fill the “Enter Increased Seats” field.
- Click on the “Save” button.
- System displays a success message after saving.
- If the entered max capacity is more than the hall capacity, the system displays error message.

| Code | Name | Lecturer | Section Number | Seats | Capacity | Room | Days | Time | Start Date | End Date | Start Time | End Time | Actions | | | | |
|--|-----------------------------|--------------------------------|----------------|-------|----------|--------------|------|------|------------|----------|--|------------|------------------|------------|------------------|--|--|
| <input type="checkbox"/> Code:ITCY354 | SECURE SOFTWARE ENGINEERING | MRS ALYA SAYED HUSAIN ALKAMELI | 02 | 30 | 30 | LEC-Cap.45 | 999 | 0 | 29 | M,W | M,W (S/540/2008) (13:00 - 14:15 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | | |
| <input type="checkbox"/> Code:ITCY354 | SECURE SOFTWARE ENGINEERING | | 03 | 0 | 0 | LEC-Cap.5000 | 999 | 0 | 0 | M,W | M,W (U-/No Room (LEC)) (14:30 - 15:45 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | | |
| <input checked="" type="checkbox"/> Code:ITCY401 | INFORMATION SECURITY | Dr. Ali Hussein Zolait | 01 | 30 | 30 | LEC-Cap.45 | 999 | 0 | 21 | U,T,H | U,T,H (S/540/2011) (10:00 - 10:50 | 12-28-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | | |
| <input type="checkbox"/> Code:ITCY401 | INFORMATION SECURITY | Mrs. Shaikha Ali Ahmed | 02 | 35 | 40 | LEC-Cap.45 | 999 | 0 | 23 | U,T,H | U,T,H (S/540/028) (12:00 - 12:50 | 12-28-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | | |

1 2 3 4 5 6 ... 13 > 10

Increase Section Size Increase Max Capacity Change teaching period to All Delete Rooms

Increase Max Capacity

Enter Increased Seats Enter Increased Seats

Save Cancel

Figure 5 – Increase Max Capacity

4. Change teaching period to All

Also the HOD can change teaching period to all sections.

- Select Sections.
- Click on the “Change teaching period to All” button.
- System displays a success message.
- If the user does not select any section and clicks on the “Change teaching period to All” button, the system displays error message.

The screenshot displays a web application interface for managing sections. It features a table with columns for section details and a bottom navigation bar with action buttons. A red box highlights the checkbox for the 'Code:ITCY401 INFORMATION SECURITY' section, and another red box highlights the 'Change teaching period to All' button in the bottom bar. A red arrow points from the checkbox to the button.

| Section Code | Section Name | Instructor | Section ID | Capacity | Room | Room No. | Room Type | Days | Time | Start Date | End Date | Start Time | End Time | Actions |
|-------------------------------------|-----------------------------|--------------------------------|------------|----------|--------------|----------|-----------|-------|--|------------|------------------|------------|------------------|--------------------------|
| Code:ITCY351 | CRYPTOGRAPHY | | 03 | 0 | LEC-Cap.5000 | 999 | 0 | U,T,H | U,T,H (I-/No Room (LEC)) (10:00 - 10:50 | 12-24-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | <input type="checkbox"/> |
| Code:ITCY354 | SECURE SOFTWARE ENGINEERING | MRS ALYA SAYED HUSAIN ALKAMELI | 01 | 30 | LEC-Cap.45 | 999 | 0 | M,W | M,W (S/S40/2008) (09:30 - 10:45 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | <input type="checkbox"/> |
| Code:ITCY354 | SECURE SOFTWARE ENGINEERING | MRS ALYA SAYED HUSAIN ALKAMELI | 02 | 30 | LEC-Cap.45 | 999 | 0 | M,W | M,W (S/S40/2008) (13:00 - 14:15 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | <input type="checkbox"/> |
| Code:ITCY354 | SECURE SOFTWARE ENGINEERING | | 03 | 0 | LEC-Cap.5000 | 999 | 0 | M,W | M,W (I-/No Room (LEC)) (14:30 - 15:45 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | <input type="checkbox"/> |
| Code:ITCY401 | INFORMATION SECURITY | Dr. Ali Hussein Zolait | 01 | 30 | LEC-Cap.45 | 999 | 0 | U,T,H | U,T,H (S/S40/2011) (10:00 - 10:50 | 12-28-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Code:ITCY401 | Mrs. Shaikha Ali Ahmed | 02 | 35 | LEC-Cap.45 | 999 | 0 | U,T,H | U,T,H (S/S40/028) (12:00 - 12:50 | 12-28-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | <input type="checkbox"/> |

Navigation: < 1 2 3 4 5 6 ... 13 > 10

Buttons: Increase Section Size, Increase Max Capacity, Change teaching period to All, Delete Rooms

Figure 6 - Change teaching period to All

5. Delete Rooms

Also the HOD can delete rooms of sections.

- Select Sections.
- Click on the “Delete Rooms” button.
- System displays a success message.
- If the user does not select any section and clicks on the “Delete Rooms” button, the system displays error message.

| <input type="checkbox"/> | Code:ITCY351 CRYPTOGRAPHY | | 03 | 0 | 0 | LEC-Cap.5000 | 999 | 0 | 0 | U,T,H | U,T,H (I/-/No Room (LEC)) (10:00 - 10:50 | 12-24-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | | | |
|-------------------------------------|---|--------------------------------|----|----|----|--------------|-----|---|----|-------|---|------------|------------------|------------|------------------|--|--|--|
| <input type="checkbox"/> | Code:ITCY354 SECURE SOFTWARE ENGINEERING | MRS ALYA SAYED HUSAIN ALKAMELI | 01 | 30 | 30 | LEC-Cap.45 | 999 | 0 | 20 | M,W | M,W (S/S40/2008) (09:30 - 10:45 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | | | |
| <input type="checkbox"/> | Code:ITCY354 SECURE SOFTWARE ENGINEERING | MRS ALYA SAYED HUSAIN ALKAMELI | 02 | 30 | 30 | LEC-Cap.45 | 999 | 0 | 29 | M,W | M,W (S/S40/2008) (13:00 - 14:15 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | | | |
| <input type="checkbox"/> | Code:ITCY354 SECURE SOFTWARE ENGINEERING | | 03 | 0 | 0 | LEC-Cap.5000 | 999 | 0 | 0 | M,W | M,W (I/-/No Room (LEC)) (14:30 - 15:45 | 12-27-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | | | |
| <input checked="" type="checkbox"/> | Code:ITCY401 INFORMATION SECURITY | Dr. Ali Hussein Zolait | 01 | 30 | 42 | LEC-Cap.5000 | 999 | 0 | 21 | U,T,H | U,T,H (I/-/No Room (LEC)) (10:00 - 10:50 | 12-28-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | | | |
| <input checked="" type="checkbox"/> | Code:ITCY401 INFORMATION SECURITY | Mrs. Shaikha Ali Ahmed | 02 | 35 | 42 | LEC-Cap.5000 | 999 | 0 | 23 | U,T,H | U,T,H (I/-/No Room (LEC)) (12:00 - 12:50 | 12-28-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | | | |

1 2 3 4 5 6 ... 13 > 10

Increase Section Size Increase Max Capacity Change teaching period to All Delete Rooms

Figure 7 – Delete Rooms

6. Add / Edit Section

The HOD can press **"Add / Edit Section"** button to add new section or edit existing section, system open the sub screen **"Add / Edit Section"**.

HOD should enter and **"Save"** the required information of the section details first before entering the information in the other tabs for (lecturer, Exam information, Cross List Sections, Reserve Sections). then press the **"Save"**.

The screenshot shows the UOB LIAT system interface for the Head of Department (HOD). The user is logged in as DR*****LI / HEAD OF DEPARTMENT. The interface includes a search bar, filters, and a table of course sections. Two red boxes highlight the 'Add Section' button and the edit icon in the table.

Search Result
122 Record

| 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:ITCY201 FUNDAMENTALS OF CYBERSECURITY | Mrs. Shaikha Ali Ahmed | 01 | 30 | 35 | LEC-Cap.45, | 999 | 0 | 30 | M,W | M,W (S/S40/028) (08:00 - 09:15 | 12-21-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | |
| <input type="checkbox"/> Code:ITCY201 FUNDAMENTALS OF CYBERSECURITY | Mrs. Shaikha Ali Ahmed | 02 | 30 | 35 | LEC-Cap.45, | 999 | 0 | 33 | U,T,H | U,T,H (S/S40/011) (11:00 - 11:50 | 12-21-2025 | 11:30AM - 1:30PM | 01-11-2025 | 11:30AM - 1:30PM | |
| <input type="checkbox"/> Code:ITCY351 CRYPTOGRAPHY | MRS ALYA SAYED HUSAIN ALKAMELI | 01 | 30 | 30 | Multi-purpose Hall-Cap.45, | 999 | 0 | 24 | U,T,H | U,T,H (S/S40/1008) (11:00 - 11:50 | 12-24-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | |
| <input type="checkbox"/> Code:ITCY351 CRYPTOGRAPHY | | 02 | 0 | 0 | LEC-Cap.5000 | 999 | 0 | 0 | U,T,H | U,T,H (U-/No Room (LEC)) (12:00 - -- -- | 12-24-2025 | 8:30AM - 10:30AM | 01-11-2025 | 8:30AM - 10:30AM | |

Figure 8 – Add / Edit Section Buttons

Home / Schedule Affairs / Course Schedule(UG) / **ADD/EDIT SECTION**

Section Details

Lecturer

Exam Information

Result Exam Information

Cross List Sections

Reserve Section

College: College of Information Technology

Academic Year: 2025/2026

Course Name: BIS100 - INTRODUCTION TO MICROCOMPUTERS

Teaching Method: LEC 0.0, LAB 3.0

Department: Information Systems

Semester: First

Course Code: BIS100 - INTRODUCTION TO MICROCOMPUTERS

Study Language: All

Section Details

Section No: 01

Students Type: All

Teaching Period: All, Evening, ☒ Morning

Student Count

Section Capacity: 20

Section Max Capacity: 20

Waiting List Capacity: 999

Teaching Days

[+ Reserve Room](#)

Remarks

☐ Tutorial ☐ Allow Online

Student Remarks:

Internal Remarks:

Save

Figure 9 – Add / Edit Section Screen

1. Then the HOD press the link **"Reserve Room"**, as the system show pop-up to filter rooms
 1. Select the criteria like (Campus, Building, Room type, Day, time slot, teaching method)
 2. Press search
 3. Select the section room from the search result, then press "Add" button

Section No: 01

Students Type: All

Teaching Period: All, Evening, ☒ Morning

Student Count

Section Capacity: 20

Section Max Capacity: 20

Waiting List Capacity: 999

Teaching Days

Remarks

☐ Tutorial ☐ Allow Online

Student Remarks

Internal Remarks

[+ Reserve Room](#)

Figure 10 – Reserve Room Link

Room/Time Reservation

Campus
Isa Town

Building
All

Room Type
Select

Day *
☒ Su-Tu-Th
☐ Mo-Wed
☐ Wed-Th
☐ Su-Wed

☐ S
☒ U
☐ M
☒ T
☐ W
☒ H

Slot *
From 06:00 To 06:50

Teaching Method *
LEC

Search

Reset

| | Building | Room | Campus | Room Type | Capacity |
|-------------------------------------|----------|------|----------|---------------|----------|
| <input checked="" type="checkbox"/> | 12 | 101 | Isa Town | TUTORIAL ROOM | 625 |
| <input type="checkbox"/> | 13 | 103 | Isa Town | LAB | 25 |
| <input type="checkbox"/> | 13 | 202 | Isa Town | CLASS ROOM | 25 |
| <input type="checkbox"/> | 13 | 203 | Isa Town | CLASS ROOM | 35 |
| <input type="checkbox"/> | 13 | 204 | Isa Town | CLASS ROOM | 25 |
| <input type="checkbox"/> | 14 | 106 | Isa Town | CLASS ROOM | 40 |
| <input type="checkbox"/> | 14 | 108 | Isa Town | CLASS ROOM | 40 |
| <input type="checkbox"/> | 14 | 126 | Isa Town | SPECIAL ROOM | 40 |
| <input type="checkbox"/> | 14 | 127 | Isa Town | LAB | 15 |
| <input type="checkbox"/> | 14 | 129 | Isa Town | LAB | 30 |

1
2
3
4
5
6
...
8

Add

Figure 11 – Adding Room

The HOD can edit / delete rooms from the below table.

Teaching Days

+

Reserve Room

| SN | Days | Slot | Building | Room | Room Type | Hall Capacity | Teaching Method | Edit Room | Options | Delete Dependencies |
|----|------|---------------------|----------|------|---------------|---------------|--------------------|-----------|---------|---------------------|
| 1 | U | From 6 : 0To 6 : 50 | 12 | 101 | TUTORIAL ROOM | 625 | LAB ▼ | Rooms | | |
| 2 | T | From 6 : 0To 6 : 50 | 12 | 101 | TUTORIAL ROOM | 625 | LAB ▼ | Rooms | | |
| 3 | H | From 6 : 0To 6 : 50 | 12 | 101 | TUTORIAL ROOM | 625 | LAB ▼ | Rooms | | |

Remarks

☐ Tutorial
 ☐ Allow Online

Student Remarks

Figure 12 – Edit or Delete Rooms

7. To cancel the section / Freeze Section

- The HOD can click the “To cancel section “ to drop all students registered in the section. The button status will be changed to “To open section”.
- The HOD can click the “Freeze Section” to freeze the section. The button status will be changed to “Unblock Section”.

Home / Schedule Affairs / Course Schedule(UG) / ADD/EDIT SECTION

Section Details

Lecturer

Exam Information

Resit Exam Information

Cross List Sections

Reserve Section

College: College of Information Technology

Academic Year: 2025/2026

Course Name: BIS100 - INTRODUCTION TO MICROCOMPUTERS

Teaching Method: LEC 0.0, LAB 3.0

Department: Information Systems

Semester: First

Course Code: BIS100 - INTRODUCTION TO MICROCOMPUTERS

Study Language: All

Section Details

Section No: 01

Students Type: All

Teaching Period: All, Evening, Morning (selected)

Student Count

Section Capacity: 0

Section Max Capacity: 0

Waiting List Capacity: 999

To Cancel the Section (To Cancel the Section) **Freeze Section**

Figure 13 - To cancel section or Freeze Section

8. Add Lecturer

The HOD enters to the “**Lecturer**” tab

1. Search for faculty staff
2. Select the “**Faculty Name**”
3. Select “Chief” checkbox
4. Press “**Add**” icon

DR*****LI / HEAD OF DEPARTMENT
COLLEGE OF INFORMATION TECHNOLOGY • INFORMATION SYSTEMS • 2025/2026 - FIRST

Home / Schedule Affairs / Course Schedule(UG) / ADD/EDIT SECTION

Section Details

Lecturer

Exam Information

Resit Exam Information

Cross List Sections

Reserve Section

Course: BIS100-INTRODUCTION TO MICROCOMPUTERS(3.0 CH) - Section : 01

Lecturer

| Staff Name | CPR | Role | Teaching Method | Days | Slot | Building | Room | Room Type | Hall Capacity | No. Hours | Extra Load | |
|-----------------|-----|--------------------------------|-----------------|------|----------------------------------|----------|---------------|-----------|---------------|-----------|--------------------------|--|
| TO BE ANNOUNCED | | <input type="checkbox"/> Chief | LAB | U | From : 06:00:00 To : 06:50:00 | - | No Room (LAB) | LAB | 5000 | 1 | <input type="checkbox"/> | |
| TO BE ANNOUNCED | | <input type="checkbox"/> Chief | LAB | T | From : 06:00:00 To : 06:50:00 | - | No Room (LAB) | LAB | 5000 | 1 | <input type="checkbox"/> | |
| TO BE ANNOUNCED | | <input type="checkbox"/> Chief | LAB | H | From : 06:00:00 To : 06:50:00 | - | No Room (LAB) | LAB | 5000 | 1 | <input type="checkbox"/> | |





Figure 14 – Add Lecturer

The HOD can edit or delete lecturer using the update or delete buttons.

[Lecturer](#)
[Exam Information](#)
[Resit Exam Information](#)
[Cross List Sections](#)
[Reserve Section](#)

Course: BIS100-INTRODUCTION TO MICROCOMPUTERS(3.0 CH) - Section : 01

Lecturer

| Staff Name | CPR | Role | Teaching Method | Days | Slot | Building | Room | Room Type | Hall Capacity | No. Hours | Extra Load | |
|-----------------------|-----------|---|-----------------|------|----------------------------------|----------|---------------|-----------|---------------|-----------|--------------------------|---|
| Abdulkarim Mohammed A | 880312491 | <input checked="" type="checkbox"/> Chief | LAB | U | From : 06:00:00 To : 06:50:00 | - | No Room (LAB) | LAB | 5000 | 1 | <input type="checkbox"/> |   |
| TO BE ANNOUNCED | | <input type="checkbox"/> Chief | LAB | T | From : 06:00:00 To : 06:50:00 | - | No Room (LAB) | LAB | 5000 | 1 | <input type="checkbox"/> |  |
| TO BE ANNOUNCED | | <input type="checkbox"/> Chief | LAB | H | From : 06:00:00 To : 06:50:00 | - | No Room (LAB) | LAB | 5000 | 1 | <input type="checkbox"/> |  |


 HOD User Manual

Figure 15 – Edit / Delete Lecturer

9. Add Exam

The HOD enters to the “**Exam Information**” tab

- Enter the “Exam Date”
- Select from the “**Exam Time**” list
- Press “**Save**”
- Also can assign Staff members for the exam as (Chief, Assistant1, Assistant2) by the popup screen of staff filter
- Then press “Add” icon
- Also can reserve the exam room by press the “**Exam Room**” button, as to show the popup screen to search and “**Add**” the room for the exam.
- Press “Delete Exam” button to delete the exam

Home / Schedule Affairs / Course Schedule(UG) / ADD/EDIT SECTION

Section Details

Lecturer

Exam Information

Resit Exam Information

Cross List Sections

Reserve Section

Course: BIS100-INTRODUCTION TO MICROCOMPUTERS(3.0 CH) - Section : 01

Exam Information

Exam Date^{*} 11/24/2025 Monday

Exam Time^{*} From 08:30 AM To 11:30 AM

Start Time 08:30 AM

End Time 11:30 AM

Save **Delete Exam**

Exam Supervision + Add

| Staff Name | Role | CPR | Options |
|--------------------------------|-------------|-----|----------------|
| TO BE ANNOUNCED + | Chief | | + |
| TO BE ANNOUNCED + | Assistant 1 | | + |
| TO BE ANNOUNCED + | Assistant 2 | | + |

Exam Room + Add Exam Room

Figure 16 – Add / Delete Exam

10. Resit Exam Information

The HOD enters to the “**Resit Exam Information**” tab

- Enter the “Exam Date”
- Select from the “**Exam Time**” list
- Press “**Save**”
- Also can assign Staff members for the exam as (Chief, Assistant1, Assistant2) by the popup screen of staff filter
- Then press “Add” icon
- Also can reserve the exam room by press the “**Exam Room**” button, as to show the popup screen to search and “**Add**” the room for the exam.
- Press “Delete Exam” button to delete the exam

Home / Schedule Affairs / Course Schedule(UG) / ADD/EDIT SECTION

Section Details

Lecturer

Exam Information

Resit Exam Information

Cross List Sections

Reserve Section

Course: ITCY401-INFORMATION SECURITY(3.0 CH) - Section : 01

Resit Exam Information

Exam Date* 12/27/2025 Saturday

Exam Time* All

Start Time 08:30

End Time 10:30

Save

Exam Supervision

| Staff Name | Role | CPR | Options |
|-----------------------|-------------|-----------|---------|
| Abdulkarim Mohammed A | Chief | 880312491 | |
| TO BE ANNOUNCED | Assistant 1 | | |
| TO BE ANNOUNCED | Assistant 2 | | |

Exam Room

+ Add Exam Room

Figure 17 – Resit Exam Tab

11. Cross List Sections

The HOD enters to the **"Cross List Sections"** tab

HOD can add another sections for another courses to be cross listed with the current section.

Enter the **"Course Code"**

System load the sections related, and HOD select from **"Section"** list.

Press the button icon **"Insert"**

Also HOD can press **"Insert and Copy"** icon for the selected course and section from the list,

if press **"OK"** system shall copy all information of the current section (data, Lecturer, Exam, Rooms, etc..) to the selected section from the list.

HOD can press **"Delete"** icon for a section in cross list, and then click **"Ok"**

After a while, HOD can press the **"Cross List Check"** button to check the sections capacity after registrations

Home / Schedule Affairs / Course Schedule(UG) / ADD/EDIT SECTION

Section Details

Lecturer

Exam Information

Resit Exam Information

Cross List Sections

Reserve Section

Course : BIS100-INTRODUCTION TO MICROCOMPUTERS(3.0 CH) - Section : 01



| Course Code | Section | |
|-------------|---------|---|
| arab110 | 02 |   |

Figure 18 – Add Crossed Sections

12. Reserve Section

The HOD enters the "**Reserve Section**" tab

HOD can reserve the section for the students of specific Degree/College/Major to be either (Allow, or Forbid) to select this section while registering for the course having this section.

Press the "**Add New**" button

System show popup screen "**Reserve Section**"

HOD specify on specific (Degree, College, or Major)

Then select (**Allow**, or **Forbid**)

Press "**Save**"

Home / Schedule Affairs / Course Schedule(UG) / ADD/EDIT SECTION

Section Details

Lecturer

Exam Information

Resit Exam Information

Cross List Sections

Reserve Section

Course : BIS100-INTRODUCTION TO MICROCOMPUTERS(3.0 CH) - Section : 01

+ Add New

Figure 19 – Reserve Section Tab

Figure 20 – Reserve New Section

The HOD can update or delete reserved section by clicking the “Update” / “Delete” icons.



| Type | Description | Allow | Forbid | |
|--------|-------------|-------------------------------------|--------------------------|---|
| Degree | Bachelor | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |

Figure 21 – Update / Delete Reserved Section

13. Add Bulk Sections

HOD 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 displays a web-based form for adding bulk sections. At the top, there are four dropdown menus for 'Section No', 'All', 'Select', and another dropdown. Below these are several filter sections with radio button options: '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), and 'Teaching Period' (Select, All, Evening, Morning). A 'Day' section includes checkboxes for S, U, M, T, W, H. At the bottom of the filter section are 'Search' and 'Reset' buttons. Below the filters is a horizontal bar with three buttons: '+ Add Section', 'Add Bulk Sections' (highlighted with a red box and a red arrow), and '+ Add Quick Section'. The bottom section shows 'Search Result' with '0 Record' and a decorative graphic.

Figure 22 – Add Bulk Sections Button

Have Time slot

☒ All ☐ Yes ☐ No

Student Count > Section (Max or Capacity)

☒ All ☐ Yes ☐ No

Day

☐ S ☐ U ☐ M ☐ T ☐ W ☐ H

Capacity or max Capacity > Hall Capacity

☒ All ☐ Yes ☐ No

Tutorial

☒ All ☐ Yes ☐ No


Have Cross List

☐ All ☐ Yes ☐ No

Evening ☐ Morning

Have Resit Exam

☒ All ☐ Yes ☐ No



Data is successfully added

[+ Add Section](#)
[Add Bulk Sections](#)
[+ Add Quick Section](#)

Search Result

128 Record

| 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 |
|--------------------------------|-------------------------------|---------|----------|--------------|------------------|---------------|--------------------|---------------|-------|----------------------------------|-----------|-----------|-----------------|-----------------|
| Code:BIS100 INTRODUCTION TO | Abdulkarim Mohammed Mamoun | 01 | 0 | 0 | LAB- Cap.5000 | 999 | 0 | 0 | U,T,H | U,T,H (1/-/No Room (LAB)) (| | | | |

01

02

Exam Date

12/24/2025

Exam Time

From 8:30 AM To 10:30 AM

Add

Cancel

Figure 23 – Add Button

11. Add Quick Section

- If the activity **"Quick Section Calendar"** is open in the academic calendar, system show link **"Add Quick Section"**.
- The HOD must enter the course code, then click on the **"Add Quick Section"** link.
- The **"Section Details"** form opens.
- The HOD must reserve rooms for the section.
- Then the HOD clicks on the **"Create Section"** button.

The screenshot shows the 'Course Schedule(UG)' form with various filters and options. A red box highlights the 'Course Code' field, which contains 'BIS100' and 'INTRODUCTION TO MICROCOMPUTERS'. Another red box highlights the 'Add Quick Section' button at the bottom right. A red arrow points to the 'Add Quick Section' button. The form includes fields for Academic Year, Semester, College, Department, Course Code, Section No, Course Type, Campus, Building, Room, Have Staff, Have Exam, Have Exam out of exam period, Have wrong exam, Have Hall or Build, Have registered students, Have Cross List, Teaching Period, Sections Status, Have Time slot, Student Count > Section (Max or Capacity), Day, and Tutorial. There are also 'Search' and 'Reset' buttons.

Figure 24 – Add Quick Section Button

Section Details

you can make section online by go to course schedule (section details)

+ Add Section

Add Bulk Sections

+ Add Quick Section

+ Reserve Room

Section No

02

Student Count

20

Waiting List Capacity

0

Teaching Method

• LEC : 0.0

• LAB : 3.0

Max Number Of Students

20

Students Type

All

Create Section

Close

Figure 25 – Section Details Form