



New Student Information System

User Manual

User Account: Head of Department

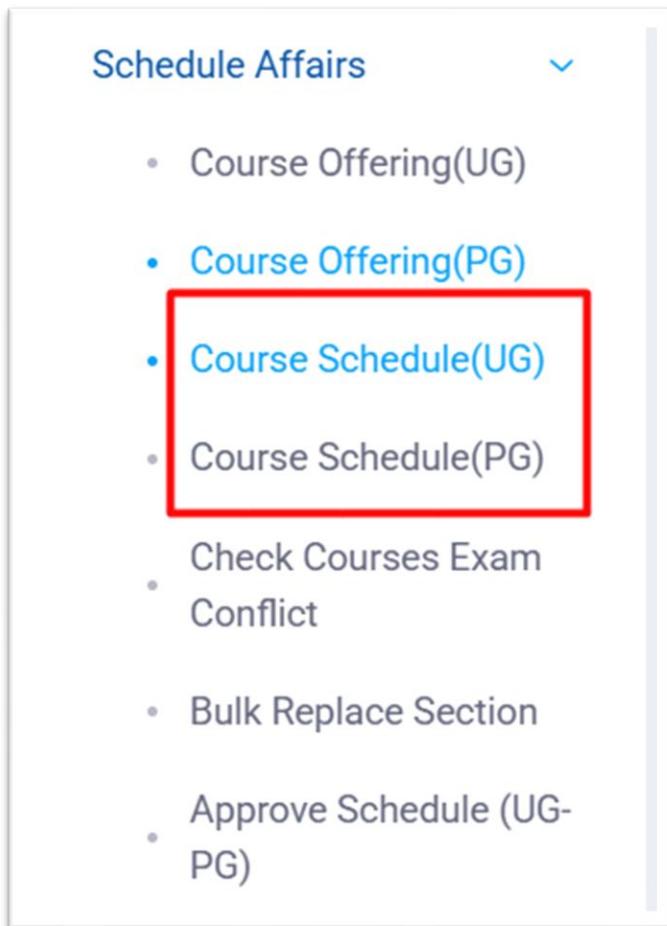
Function: Course Schedule

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3. Adding Quick Section:	Error! Bookmark not defined.
4. Adding Bulk Sections :	Error! Bookmark not defined.
5. Deleting Section :	Error! Bookmark not defined.

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.

The screenshot shows the 'Course Schedule(UG)' search interface. Key fields highlighted with red boxes are 'Course Code' and 'Course Type'. The 'Search' button at the bottom is also highlighted with a red box.

- Figure 2– Searching for sections

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/S40/2011) (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.

The screenshot shows a table of sections with columns for ENGINEERING, ALKAMELI, Code, Section Name, Capacity, Max Capacity, Days, Start Date, End Date, and Times. A section for 'Code:ITCY401 INFORMATION SECURITY' is selected (highlighted with a red box and arrow). Below the table is a navigation bar with page numbers (1-13) and a dropdown for page size (10). At the bottom right are buttons for 'Increase Section Size', 'Increase Max Capacity', 'Change teaching period to All', and 'Delete Rooms'.

A modal dialog titled 'Increase Section Size' is displayed. It contains two input fields: 'Capacity' (set to 5) and 'Percentage (%)' (set to 15). Below the inputs are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box and arrow.

ENGINEERING	ALKAMELI	Code	Section Name	Capacity	Max Capacity	Days	Start Date	End Date	Times	
<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 - 01-11-2025 11:30AM -
<input type="checkbox"/> Code:ITCY401 INFORMATION SECURITY	01	30	30	LEC-Cap.45 ,	999	0	21	U,T,H	U,T,H (S/S40/2011) (10:00 - 10:50	12-28-2025 8:30AM - 01-11-2025 8:30AM -
<input checked="" type="checkbox"/> Code:ITCY401 INFORMATION SECURITY	02	30	40	LEC-Cap.45 ,	999	0	23	U,T,H	U,T,H (S/S40/028) (12:00 - 12:50	12-28-2025 8:30AM - 01-11-2025 8:30AM -

1 2 3 4 5 6 ... 13 > 10 ▾

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

Increase Section Size

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.

Section Code	Section Name	Section Leader	Section Number	Section Capacity	Section Type	Section Seats	Section Days	Section Room	Section Start Time	Section End Time	Section Period	Section Status					
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		
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	30	LEC-Cap.45,	999	0	21	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"/> Code:ITCY401	INFORMATION SECURITY	Mrs. Sheikha Ali Ahmed	02	35	40	LEC-Cap.45,	999	0	23	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		

1 2 3 4 5 6 ... 13 > 10
Increase Section Size
Increase Max Capacity
Change teaching period to All
Delete Rooms

Increase Max Capacity

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.

12:50																	
		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:ITCY351 CRYPTOGRAPHY																
<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 type="checkbox"/>	Code:ITCY401 INFORMATION SECURITY	Dr. Ali Hussein Zolait	01	30	42	LEC-Cap.45 ,	999	0	21	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 checked="" type="checkbox"/>	Code:ITCY401 INFORMATION SECURITY	Mrs. Shaikha Ali Ahmed	02	35	42	LEC-Cap.45 ,	999	0	23	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		



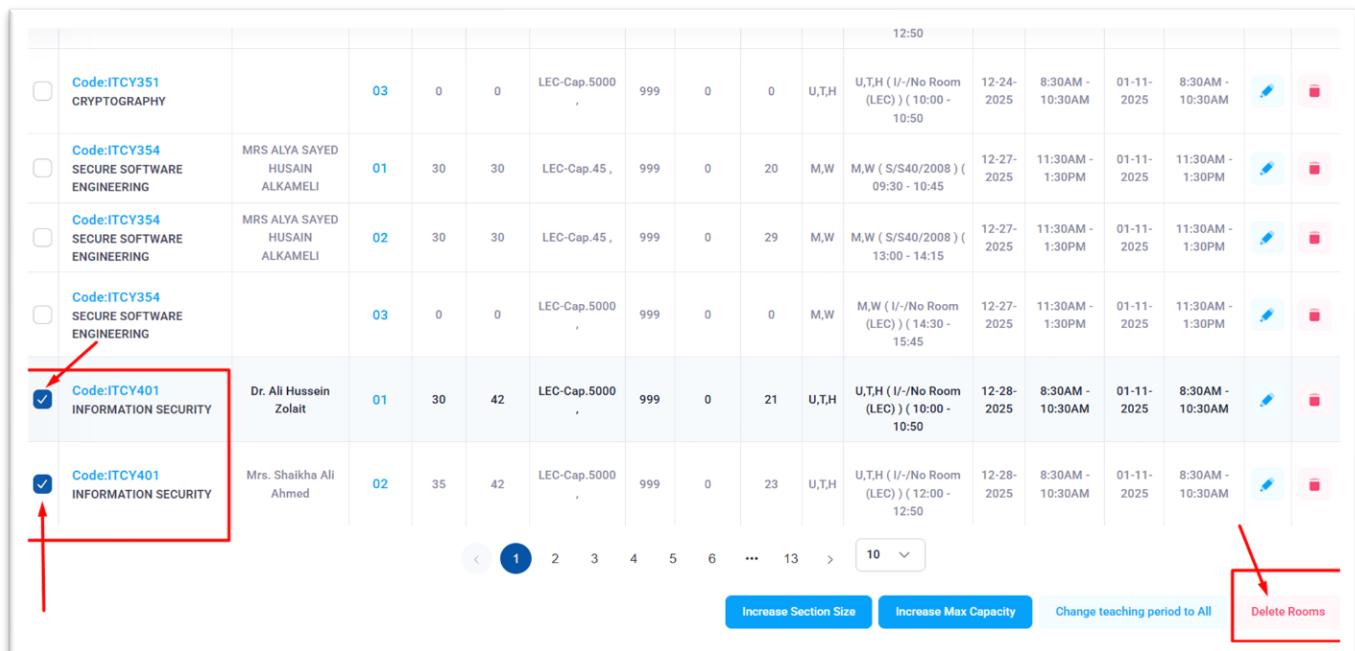



Figure 6 - Change teaching period to All

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.



12:50																	
	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**”.

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Day: S U M T W H

Search

Search Result
122 Record

Course	Staff Name	Section	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: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
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
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
Code:ITCY351 CRYPTOGRAPHY		02	0	0	LEC-Cap.5000	999	0	0	U,T,H U,T,H (I-/No Room (LEC)) (12:00 -)	12-24-2025	8:30AM - 10:30AM	01-11-2025	8:30AM - 10:30AM

+ Add Section

Figure 8 – Add / Edit Section Buttons

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

Section Details

Lecturer
Exam Information
Reall 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

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 (radio button), Evening (radio button), Morning (radio button)

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 | Slot: From 06:00 To 06:50

Day: Su-Tu-Th Mo-Wed Wed-Th Su-Wed | Slot: S U M T W H

Teaching Method: LEC

Search (highlighted with a red box) | Reset

Building	Room	Campus	Room Type	Capacity
12	101	Isa Town	TUTORIAL ROOM	625
13	103	Isa Town	LAB	25
13	202	Isa Town	CLASS ROOM	25
13	203	Isa Town	CLASS ROOM	35
13	204	Isa Town	CLASS ROOM	25
14	106	Isa Town	CLASS ROOM	40
14	108	Isa Town	CLASS ROOM	40
14	126	Isa Town	SPECIAL ROOM	40
14	127	Isa Town	LAB	15
14	129	Isa Town	LAB	30

Page: 1 of 10 | Add (highlighted with a red box)

Figure 11 – Adding Room

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

Teaching Days

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	<input type="button" value="Rooms"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
2	T	From 6 : 0To 6 : 50	12	101	TUTORIAL ROOM	625	LAB	<input type="button" value="Rooms"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
3	H	From 6 : 0To 6 : 50	12	101	TUTORIAL ROOM	625	LAB	<input type="button" value="Rooms"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Remarks

Tutorial Allow Online

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	Department	Information Systems
Academic Year	2025/2026	Semester	First
Course Name *	BIS100 - INTRODUCTION TO MICROCOMPUTERS	Course Code	BIS100 - INTRODUCTION TO MICROCOMPUTERS
Teaching Method	<ul style="list-style-type: none">LEC 0.0LAB 3.0	Study Language	All

Section Details

Section No	Students Type	Teaching Period
01	All	<input type="radio"/> All <input type="radio"/> Evening <input checked="" type="radio"/> Morning

Student Count

Section Capacity	Section Max Capacity	Waiting List Capacity
0	0	999

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

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

Section Details

Lecturer

Exam Information

Resit Exam Information

Cross List Sections

Reserve Section

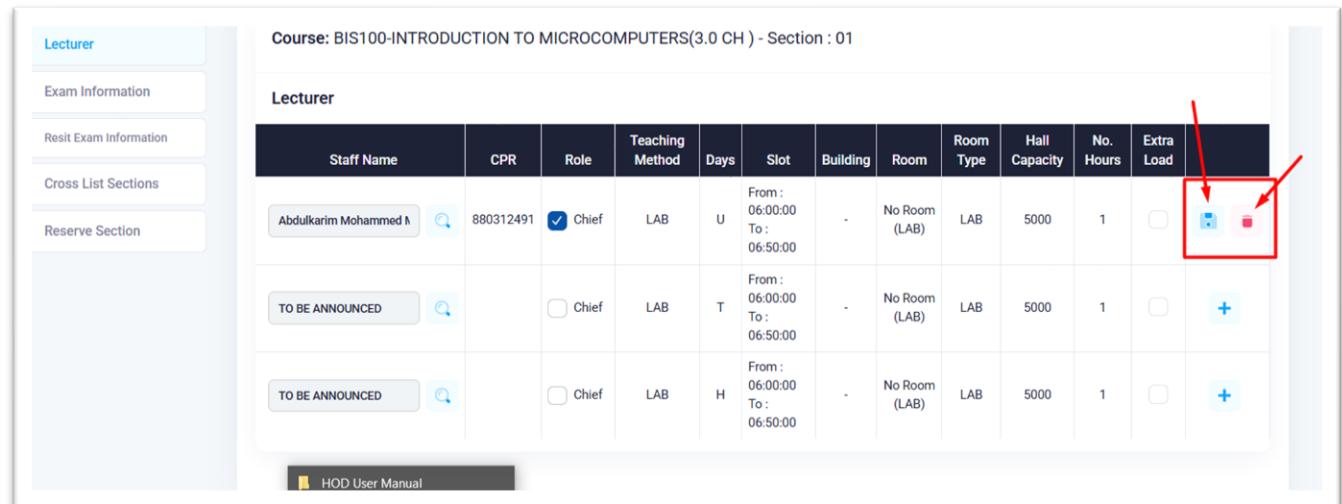
Course: BIS100-INTRODUCTION TO MICROCOMPUTERS(3.0 CH) - Section : 01

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

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 M		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

The screenshot shows the 'ADD/EDIT SECTION' page with the following details:

- Section Details:** Course: BIS100-INTRODUCTION TO MICROCOMPUTERS(3.0 CH) - Section : 01
- Lecturer:** (not visible)
- Exam Information:** (highlighted with a red box)
 - Exam Date:** 11/24/2025 (dropdown menu showing Monday)
 - Exam Time:** From 08:30 AM To 11:30 AM (dropdown menu)
 - Start Time:** 08:30 AM
 - End Time:** 11:30 AM
 - Buttons:** Save (blue), Delete Exam (pink)
- Exam Supervision:** (highlighted with a red box)

Staff Name	Role	CPR	Options
TO BE ANNOUNCED	Chief		+
TO BE ANNOUNCED	Assistant 1		+
TO BE ANNOUNCED	Assistant 2		+
- Exam Room:** (highlighted with a red box)
 - + 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 N	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

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

Cross List Sections

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**”



Figure 19 – Reserve Section Tab

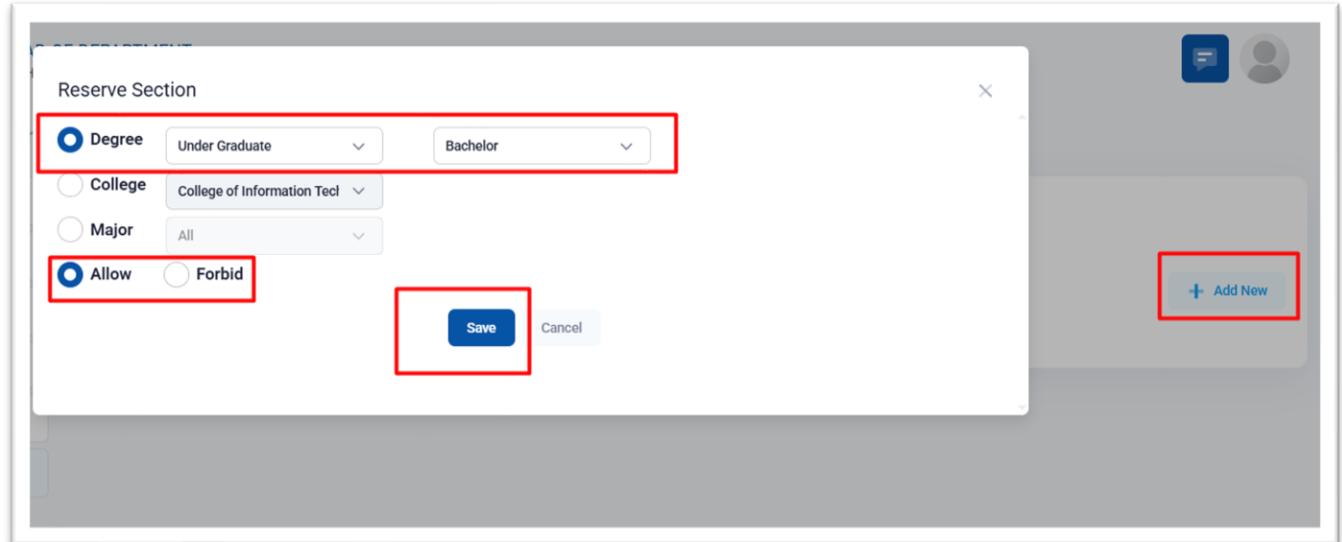


Figure 20 – Reserve New Section

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

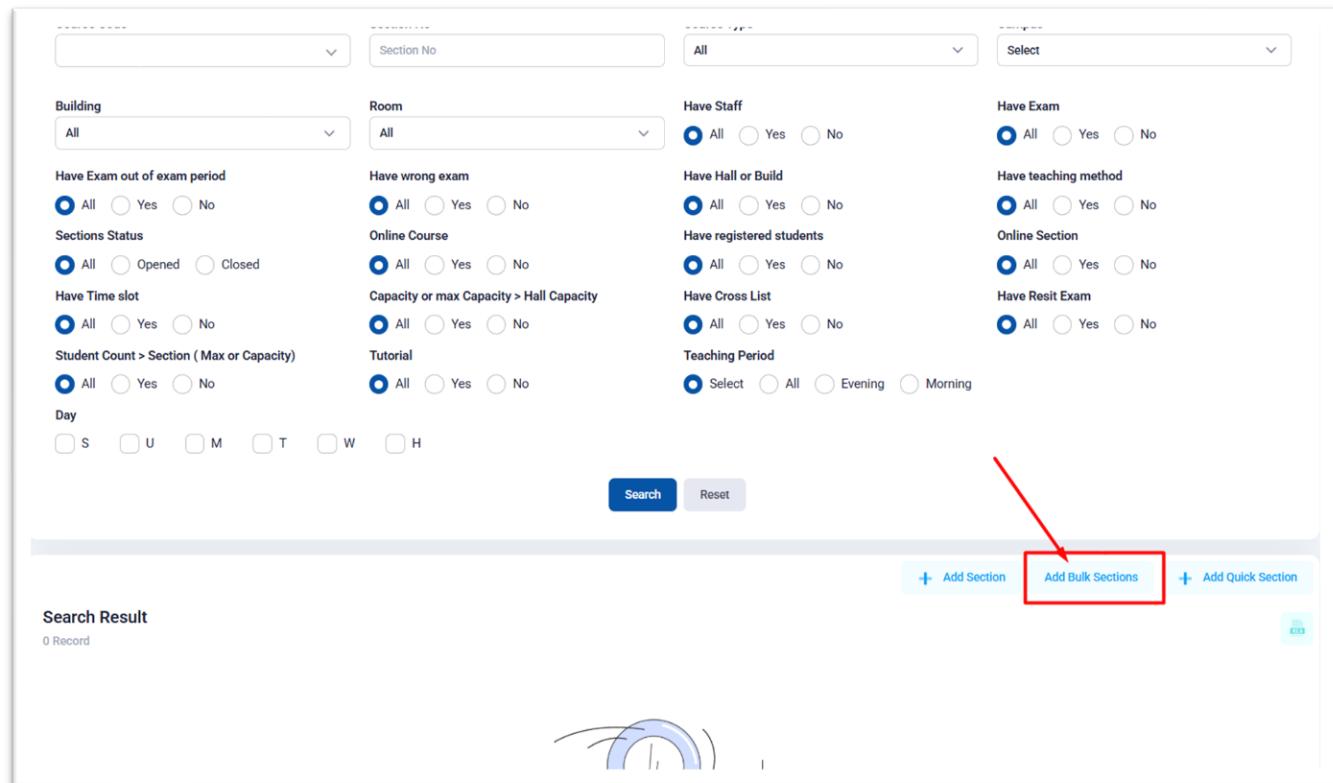
Type	Description	Allow	Forbid
Degree	Bachelor	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 shows a search interface for sections. At the top, there are dropdowns for 'Section No', 'All', and 'Select'. Below these are several filter sections:

- Building:** All (radio button selected)
- Room:** All (radio button selected)
- Have Staff:** All (radio button selected)
- Have Exam:** All (radio button selected)
- Have Exam out of exam period:** All (radio button selected)
- Have wrong exam:** All (radio button selected)
- Have Hall or Build:** All (radio button selected)
- Have teaching method:** All (radio button selected)
- Sections Status:** All (radio button selected)
- Online Course:** All (radio button selected)
- Have registered students:** All (radio button selected)
- Have Time slot:** All (radio button selected)
- Capacity or max Capacity > Hall Capacity:** All (radio button selected)
- Have Cross List:** All (radio button selected)
- Have Resit Exam:** All (radio button selected)
- Student Count > Section (Max or Capacity):** All (radio button selected)
- Tutorial:** All (radio button selected)
- Teaching Period:** Select (radio button selected)
- Day:** S, U, M, T, W, H (checkboxes)
- Day:** S, U, M, T, W, H (checkboxes)

At the bottom right of the search area, there are three buttons:

- + Add Section
- Add Bulk Sections** (highlighted with a red box and a red arrow)
- + Add Quick Section

Search Result:
0 Record

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 Tutorial

All

Have Cross List

All Yes No

Evening Morning

Data is successfully added

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

Search Result

128 Record

Course	Staff Name	Section	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 (I-/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

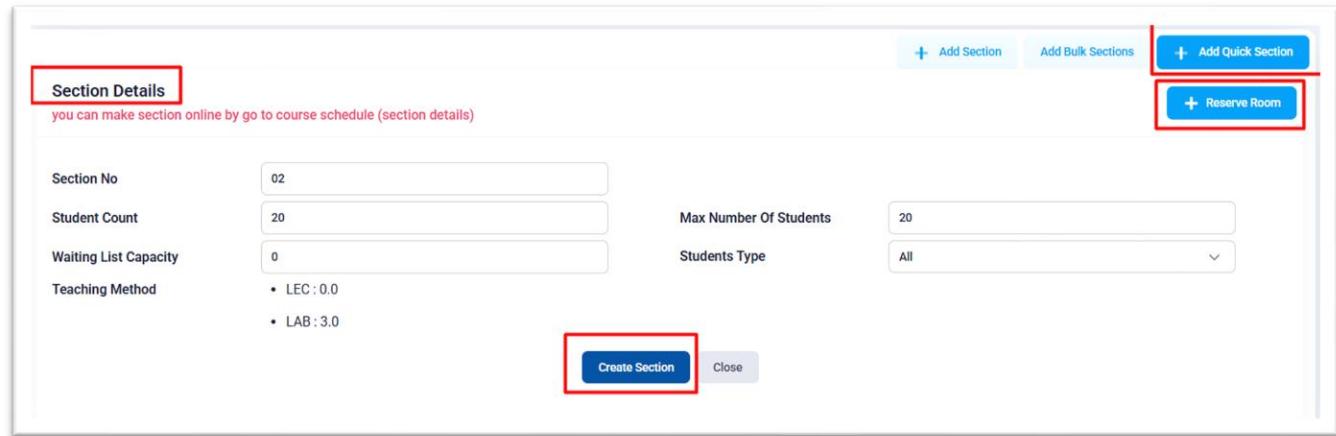
11. Add Quick Section

- 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.

Home / Schedule Affairs / Course Schedule(UG)

Academic Year 2025/2026	Semester First	College College of Information Technology	Department Information Systems
Course Code BIS100 INTRODUCTION TO MICROCOMPUTERS		Section No	Course Type All
Building All		Room All	Have Staff All
Have Exam out of exam period All Yes No		Have wrong exam All Yes No	Have Exam All Yes No
Sections Status All Opened Closed		Online Course All Yes No	Have teaching method All Yes No
Have Time slot All Yes No		Capacity or max Capacity > Hall Capacity All Yes No	Online Section All Yes No
Student Count > Section (Max or Capacity) All Yes No		Tutorial All Yes No	Have Cross List All Yes No
Day S U M T W H		Teaching Period Select All Evening Morning	Have Resit Exam All Yes No
<input type="button" value="Search"/> <input type="button" value="Reset"/>			
<input type="button" value="Add Section"/> <input type="button" value="Add Bulk Sections"/> <input type="button" value="Add Quick Section"/>			

Figure 24 – Add Quick Section Button



The image shows a 'Section Details' form on a web page. At the top right are three buttons: 'Add Section' (light blue), 'Add Bulk Sections' (light blue), 'Add Quick Section' (blue with a red border), and 'Reserve Room' (blue with a red border). The 'Add Quick Section' and 'Reserve Room' buttons are highlighted with red boxes. The form itself has a red box around the 'Section Details' header. It contains fields for 'Section No' (02), 'Student Count' (20), 'Waiting List Capacity' (0), 'Max Number Of Students' (20), 'Students Type' (All), and a 'Teaching Method' section with options 'LEC : 0.0' and 'LAB : 3.0'. At the bottom are 'Create Section' and 'Close' buttons, with 'Create Section' also highlighted with a red box.

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

Section No: 02

Student Count: 20

Waiting List Capacity: 0

Max Number Of Students: 20

Students Type: All

Teaching Method:

- LEC : 0.0
- LAB : 3.0

Create Section **Close**

Figure 25 – Section Details Form