



# New Student Information System

## User Manual

User Account: Head of Department

Function: Virtual Section (Waiting Student)

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## A. System Overview

- From the Students Follow-up menu, the head of department can select the screen **“Virtual Section (Waiting Student)”** to view/Approve/Reject the students’ request for the sections waiting lists.

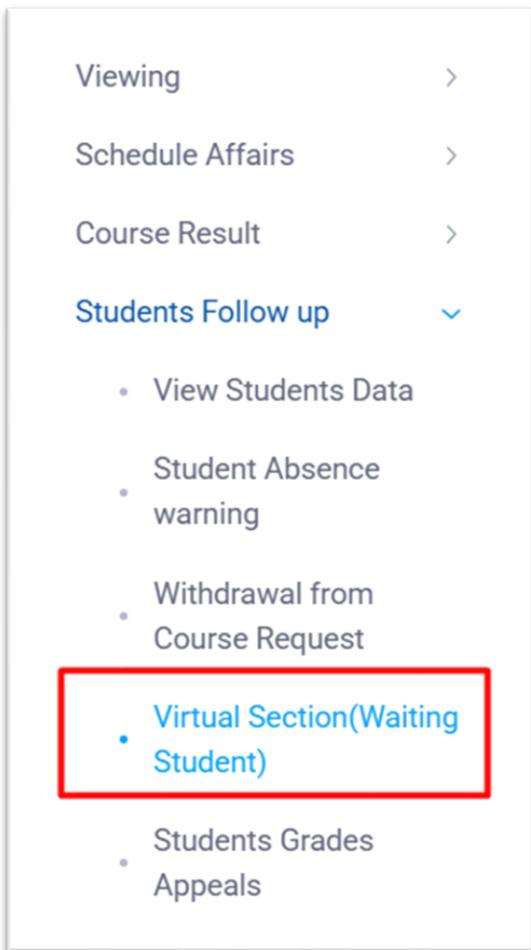


Figure 1 – Virtual Section (Waiting Student)

## B. Instructions

This screen allows the Head of Department to filter students based on many criteria, which help him/her to Approve/Reject the students' waiting list requests and create new sections for the waiting listed students for specific courses.

### 1. Approve/Reject the students' waiting list requests:

- Search for students' waiting list requests.
- Select target students.
- Click Approve /Reject.

Home / Students Follow up / Virtual Section(Waiting Student)

UG <input checked="" type="radio"/>	PG <input type="radio"/>	Academic Year 2025/2026	Semester First	College College of Health and Sport Sciences	
Department All	Major All	Accum CH From : To	Registered ch. between From : To		
Remain CH From : To	Course Name EDTC100 - TEACHING AND LEARNING TECHNC	Section All	Academic Load All		
Type All	Student ID	<input type="checkbox"/> Registered CH less than Academic Load			
Sort by Wait No. <input type="button" value="Ascending"/> <input type="button" value="Descending"/>					
No. of waiting students: 1					
		<input style="border: 2px solid red;" type="button" value="Search"/>	<input type="button" value="Reset"/>		

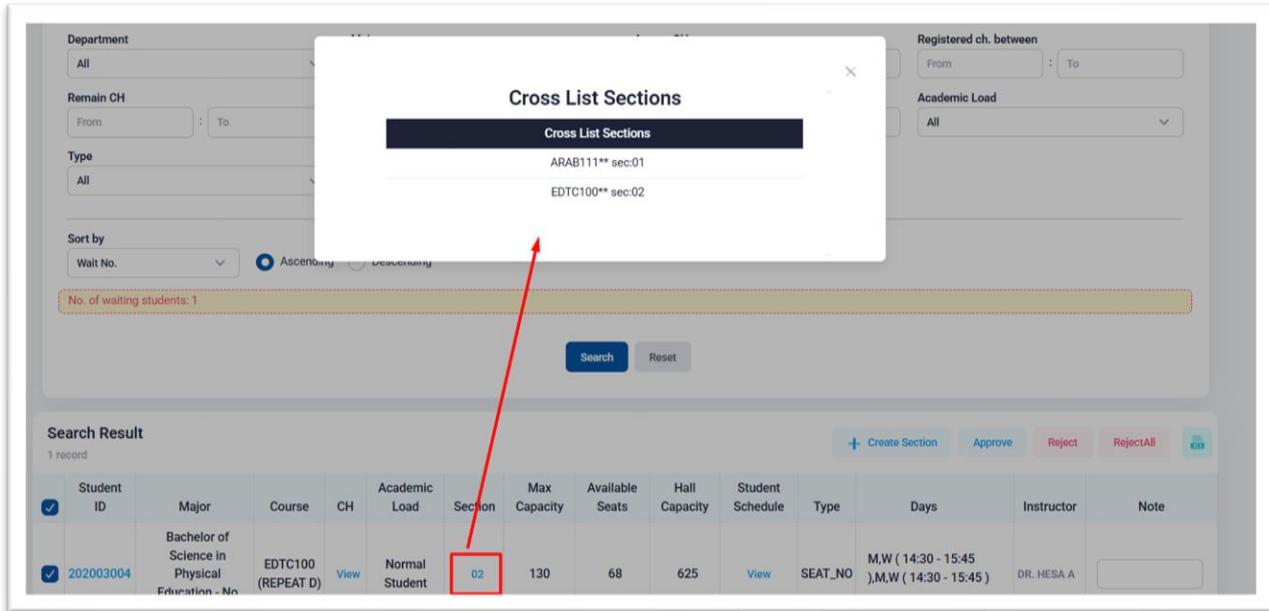
Search Result  
1 record

	Student ID	Major	Course	CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Type	Days	Instructor	Note
<input checked="" type="checkbox"/>	202003004	Bachelor of Science in Physical Education	EDTC100 (REPEAT D)	<a href="#">View</a>	Normal Student	02	130	68	625	<a href="#">View</a>	SEAT_NO	M,W (14:30 - 15:45) J,M,W (14:30 - 15:45)	DR. HESA A	<a href="#">Edit</a>

Figure 2- Approve /Reject Request

## 2. Viewing the list of the cross sections :

- HOD can view the cross list sections by press on “**Section**”.



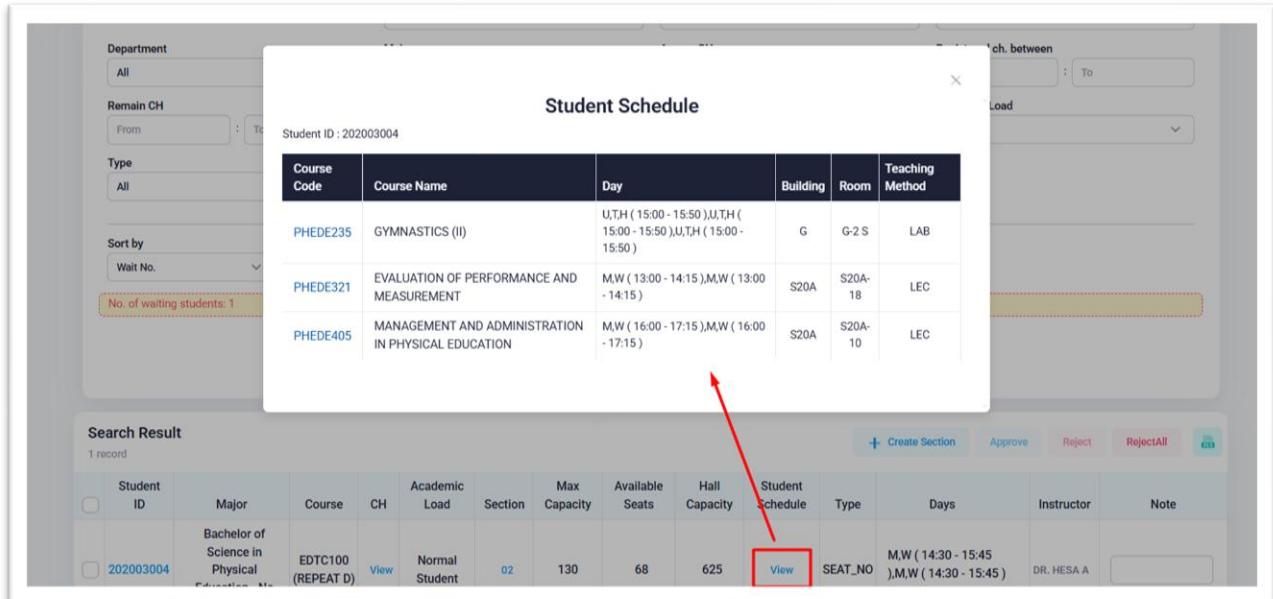
The screenshot shows a user interface for managing course sections. A modal window titled "Cross List Sections" is displayed, listing two sections: "ARAB111\*\* sec:01" and "EDTC100\*\* sec:02". A red arrow points from the "Section" button in the main search interface to the "02" section in the modal. The main interface includes search filters for Department, Remain CH, Type, and Sort by, along with buttons for Search and Reset. Below the search bar, a message indicates "No. of waiting students: 1". The search result table shows one record for a student with ID 202003004, majoring in Bachelor of Science in Physical Education - No. (REPEAT D). The course is EDTC100, section 02, with a maximum capacity of 130 and available seats of 68. The table includes columns for Student ID, Major, Course, CH, Academic Load, Section, Max Capacity, Available Seats, Hall Capacity, Student Schedule, Type, Days, Instructor, and Note.

Student ID	Major	Course	CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Type	Days	Instructor	Note
202003004	Bachelor of Science in Physical Education - No. (REPEAT D)	EDTC100	<a href="#">View</a>	Normal Student	02	130	68	625	<a href="#">View</a>	SEAT_NO	M,W (14:30 - 15:45),M,W (14:30 - 15:45)	DR. HESA A	

Figure 3- Cross List Sections

### 3. Viewing Student Schedule :

- HOD can click on the link “View”, as the system show popup screen “**Student Schedule**” with a summary about courses schedule the student is waiting listed.



The screenshot shows a web-based application for viewing student schedules. At the top, there is a search form with fields for 'Department' (All), 'Remain CH' (From and To), 'Type' (All), and 'Sort by' (Wait No.). A message indicates 'No. of waiting students: 1'. Below the search form, a modal window titled 'Student Schedule' is displayed, showing the student ID '202003004'. The modal contains a table with columns: Course Code, Course Name, Day, Building, Room, and Teaching Method. The data is as follows:

Course Code	Course Name	Day	Building	Room	Teaching Method
PHED235	GYMNASTICS (II)	U,T,H ( 15:00 - 15:50 ),U,T,H ( 15:00 - 15:50 )	G	G-2 S	LAB
PHED321	EVALUATION OF PERFORMANCE AND MEASUREMENT	M,W ( 13:00 - 14:15 ),M,W ( 13:00 - 14:15 )	S20A	S20A-18	LEC
PHED405	MANAGEMENT AND ADMINISTRATION IN PHYSICAL EDUCATION	M,W ( 16:00 - 17:15 ),M,W ( 16:00 - 17:15 )	S20A	S20A-10	LEC

Below the modal, a 'Search Result' table is shown for student '202003004'. The table includes columns: Student ID, Major, Course, CH, Academic Load, Section, Max Capacity, Available Seats, Hall Capacity, Student Schedule, Type, Days, Instructor, and Note. The 'Student Schedule' column for this student contains a 'View' link, which is highlighted with a red box and a red arrow pointing to it from the modal window.

Figure 4- Student Schedule

#### 4. Create new sections :

- Head of Department can create new sections for the waiting listed students for specific courses if event Virtual Section (Add Bulk) is open.
- HOD can check on the option "**Cross List Section**".
- HOD can press the link "**Reserve Room**".
- HOD can press the "**Select Students**" button , System shall add students to the panel "**Students in waiting list**".
- HOD can select students and press the button "**Create Section**" or "**Create Section (All Students)**".

Home / Students Follow up / Virtual Section(Waiting Student)

UG	PG	Academic Year 2025/2026	Semester First	College College of Health and Sport Sciences																													
Department All	Major All	Accum CH From : To	Registered ch. between From : To																														
Remain CH From : To	Course Name EDTC100 - TEACHING AND LEARNING TECHNC	Section All	Academic Load All																														
Type All	Student ID	<input type="checkbox"/> Registered CH less than Academic Load																															
Sort by Wait No. <input type="button" value="Ascend"/> <input type="button" value="Descending"/>																																	
No. of waiting students: 1																																	
<input type="button" value="Search"/> <input type="button" value="Reset"/>																																	
Search Result 1 record																																	
<table border="1"> <thead> <tr> <th></th> <th>Student ID</th> <th>Major</th> <th>Course</th> <th>CH</th> <th>Academic Load</th> <th>Section</th> <th>Max Capacity</th> <th>Available Seats</th> <th>Hall Capacity</th> <th>Student Schedule</th> <th>Type</th> <th>Days</th> <th>Instructor</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>202003004</td> <td>Bachelor of Science in Physical</td> <td>EDTC100</td> <td><a href="#">View</a></td> <td>Normal</td> <td>02</td> <td>130</td> <td>68</td> <td>625</td> <td><a href="#">View</a></td> <td>SEAT NO</td> <td>M,W ( 14:30 - 15:45 ) T,W,F ( 14:30 - 15:45 )</td> <td>DR. HESA A</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>					Student ID	Major	Course	CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Type	Days	Instructor	Note	<input type="checkbox"/>	202003004	Bachelor of Science in Physical	EDTC100	<a href="#">View</a>	Normal	02	130	68	625	<a href="#">View</a>	SEAT NO	M,W ( 14:30 - 15:45 ) T,W,F ( 14:30 - 15:45 )	DR. HESA A	<a href="#">Edit</a>
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<input type="button" value="Create Section"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="RejectAll"/>																																	

Figure 5- open create section

Create Section

Section No	03	Student Count	25
Max Number Of Students	30	Waiting List Capacity	999
Students Type	All		
<input checked="" type="checkbox"/> Cross List Sections <span style="border: 1px solid #ccc; padding: 2px;">ACA112</span> <span style="border: 1px solid #ccc; padding: 2px;">01</span> <span style="border: 1px solid #ccc; padding: 2px;">Copy</span>			

Section Times

Day	Teaching methods	From Time	To Time	Building	Room
Sunday	LEC	11:00 AM	11:50 AM	S20B	109
Tuesday	LEC	11:00 AM	11:50 AM	S20B	109
Thursday	LEC	11:00 AM	11:50 AM	S20B	109

Select Students

Sort by Remain CH

Figure 7- Cross List Section

Room/Time Reservation

Campus	Building	Room Type
Select	All	Select

Day

Su-Tu-Th  Mo-Wed  Wed-Th  Su-Wed

Slot	Teaching Method
From 06:00 To 06:50	LEC

Search Reset

	Building	Room	Campus	Room Type	Capacity
<input type="checkbox"/>	0	08	Sakheer	LAB	45
<input checked="" type="checkbox"/>	0	101	Sakheer	ملاجئ خارجية	35
<input type="checkbox"/>	0	101A	Sakheer	ملاجئ خارجية	35
<input type="checkbox"/>	0	234	Sakheer	LAB	20
<input type="checkbox"/>	0	26A	Sakheer	LAB	26
<input type="checkbox"/>	08	24	Isa Town	LAB	0
<input type="checkbox"/>	1	117	Sakheer	STUDIES CENTRE	0
<input type="checkbox"/>	1	118	Sakheer	LAB	37
<input type="checkbox"/>	1	118A	Sakheer	LAB	0
<input type="checkbox"/>	1	119	Sakheer	LAB	37

< 1 2 3 4 5 6 ... 68 > 10

Add

+ Reserve Room

Figure 6- Reserve Room

Day	Teaching methods	From Time	To Time
Wednesday	LEC	09:30 AM	10:45 AM
Thursday	LEC	09:30 AM	10:45 AM

Select Students

Sort by Remain CH ▼

**Students in waiting list**

No. of results 1 Student

<input type="checkbox"/>	Student ID	Student Name	Level
<input checked="" type="checkbox"/>	202003004	MO*****AN	

Create Section Create Section (All Students)

Figure 8- Create Section