

10/17/2021

ETU Student Information Management System

Department Heads Guide

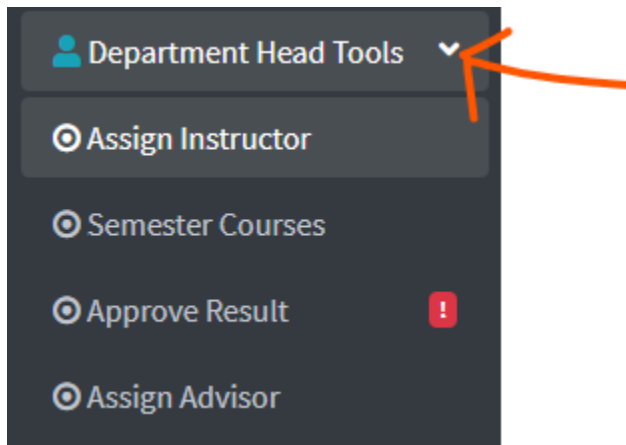
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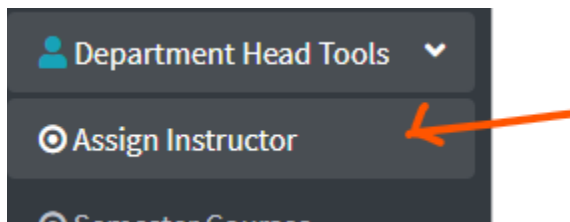
Department Head tools

- To open department head tools page, please go to, [Department Head tools](#)

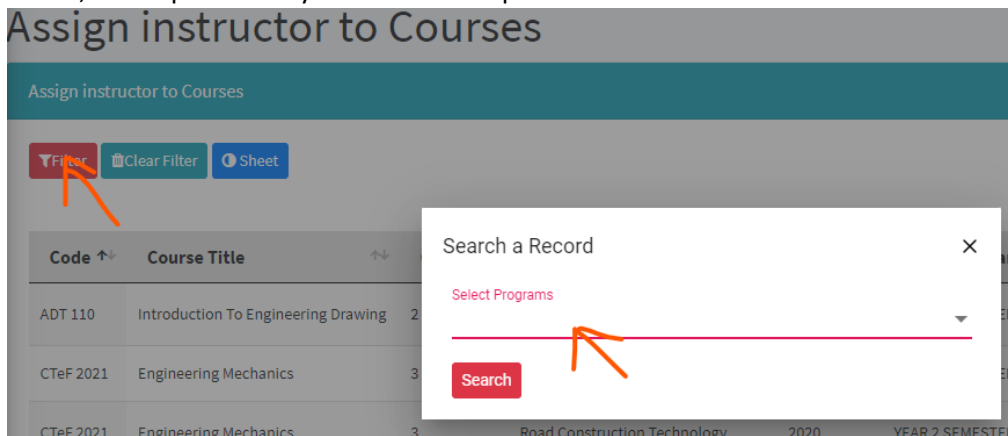


Assign Instructor

- To assign instructors to courses per semester please go to , [Department Head tools->Assign Instructors](#)

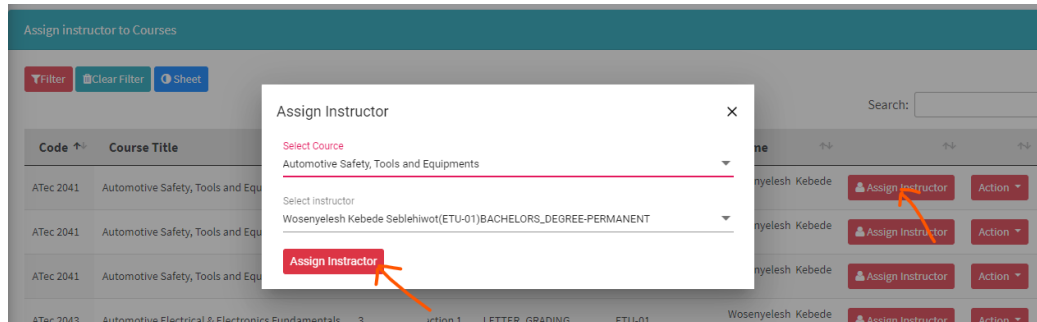


- Go to Filter and select your department, the system will list all courses with open semester status, which provided by the selected department in the semester.



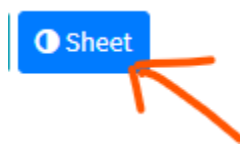
A. Assign instructor for specific course

- A user can assign instructor to a specific course by using assign instructor functionality
 1. Click assign instructor button
 2. Select the instructor from the drop down
 3. And click assign instructor button

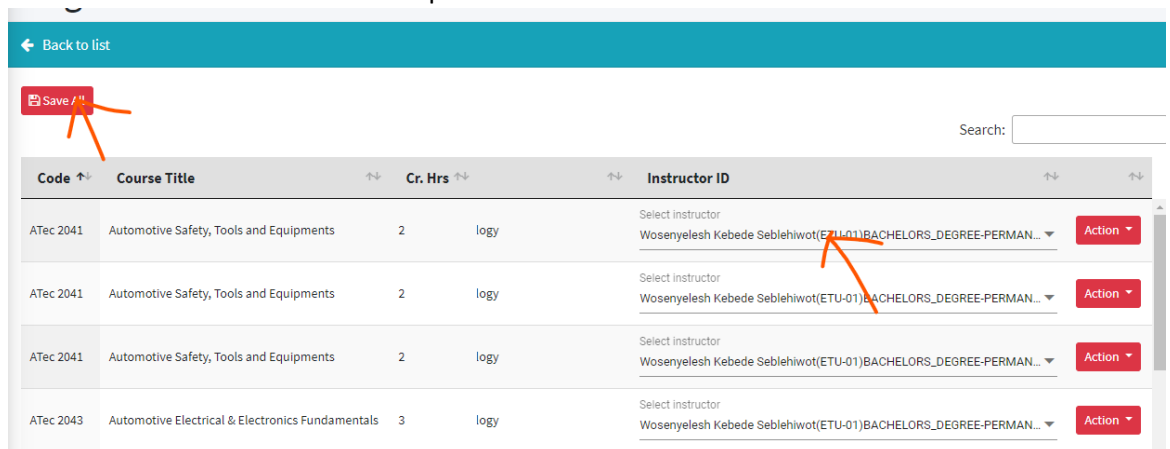


B. Assign instructor all courses and save at once

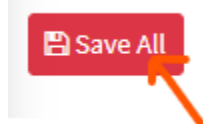
1. Click Sheet button



2. Provide the instructor from the list provided for each course

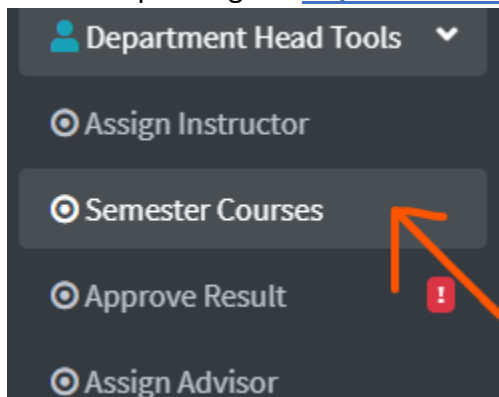


3. Final click Save all

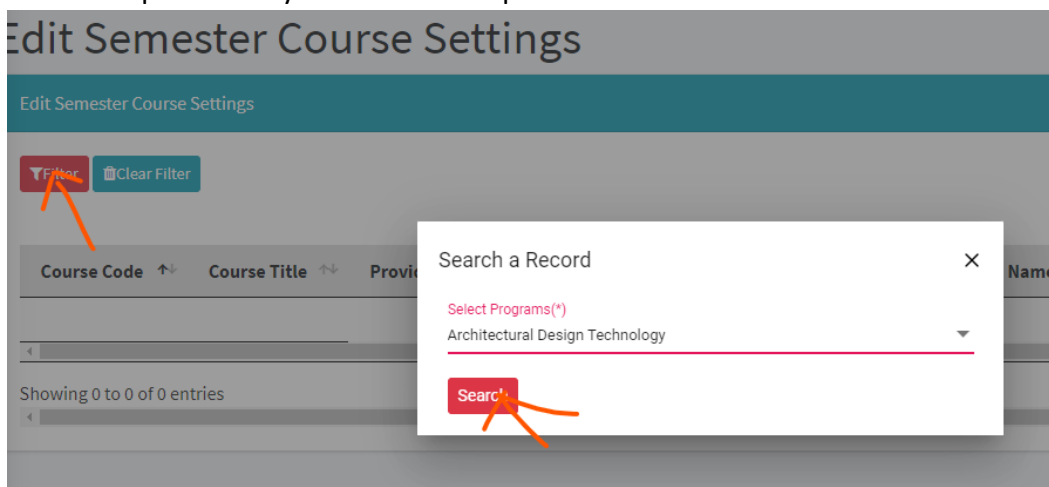


Manage Semester Courses

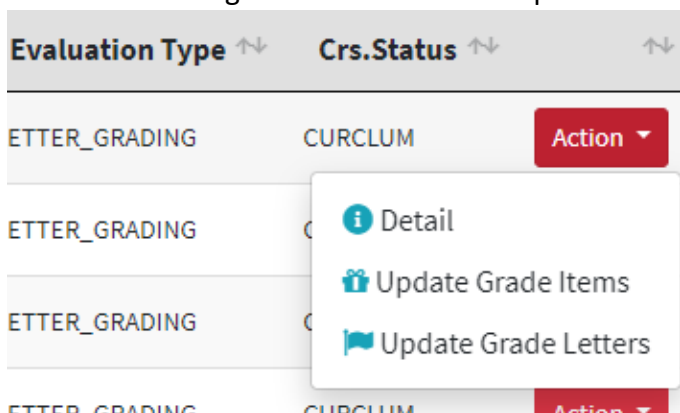
- This functionality will allow the user to update course grade items and grade letters
- To access please go to [Department head tools -> Semester Courses](#)



- Click Filter then search your department, the system then provides the list of courses which are provided by the selected department.

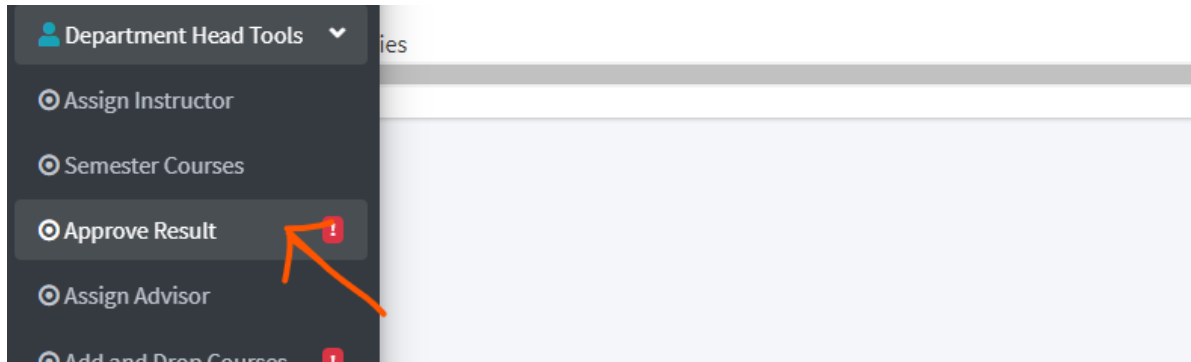


- You can edit the grade items and letters per selected course by clicking Action button



Approve Results

- You can approve course results provided by the instructor using this functionality.
- To open please go to [Department head tools -> Approve Result](#)
- All pending approvals will be listed here, you can also filter based on your need submitted and on progress courses or filter by instructor.



- Click view result in the selected course
- The **approve** or **reject** (If the results have issues) depending on your demand
Note: - if results are rejected the instructor can correct and send it for approval again.

Code	Title	Cr.Hrs	Instructor
MATH 2011	Applied Mathematics II	3	Wosnyeleh Kebede Seblehiwot

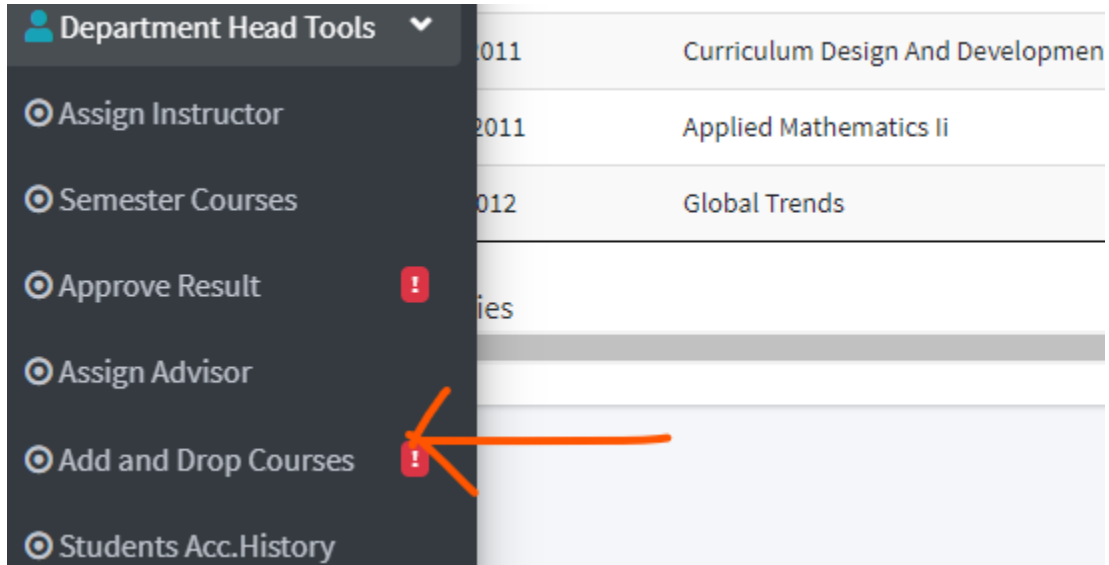
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ID	Full Name	Status	isMajor	Result	G.Points	Grade	Absent	Outcome
TTR/0073/12	Daniel Deng Guot	NEW	<input checked="" type="checkbox"/>	88.5	12	A	0	EXCELLENT
TTR/0366/12	Mulatu Chaka Robi	NEW	<input checked="" type="checkbox"/>	43.5	3	D	0	VERY_POOR

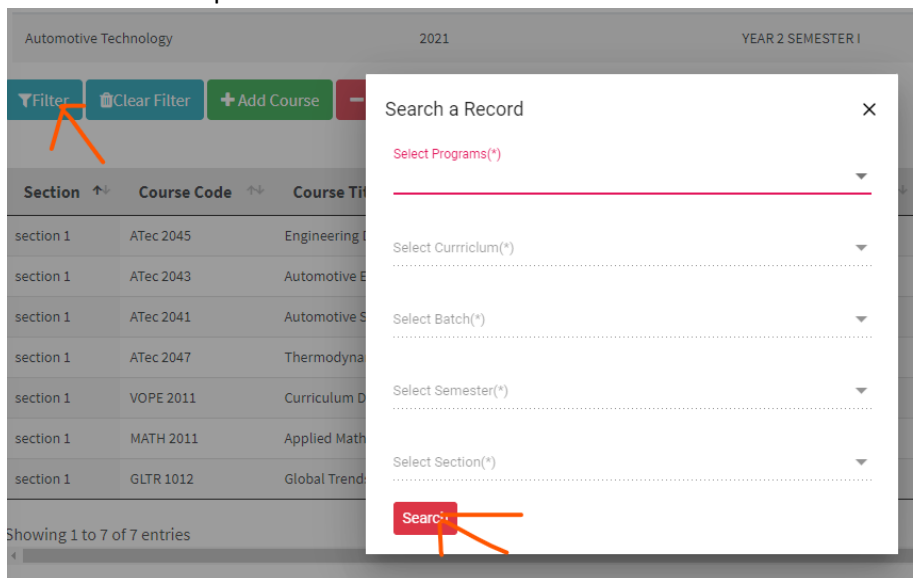
- The below describes the status types in the course approval page
 - ONPROGRESS:** - the instructor can perform academic activities like insert/update students results, attendance management etc.
 - ONAPPROVAL:** - the instructor submitted the results for department head approval. With this status results can't be changed.
 - SUBMITTED:** - Department head approved the result, and it is submitted to registrar. With this status results can't be changed.
 - HEADREJECTED:** - if the results send to department head for approval have issues, the department head can reject it so that the instructor can correct accordingly. With this status the instructor can edit results.

Add and drop Courses

- You can add courses per section if needed using this functionality.
- To open please go to, [Department head tools -> Add and Drop courses](#)



- Then filter the department

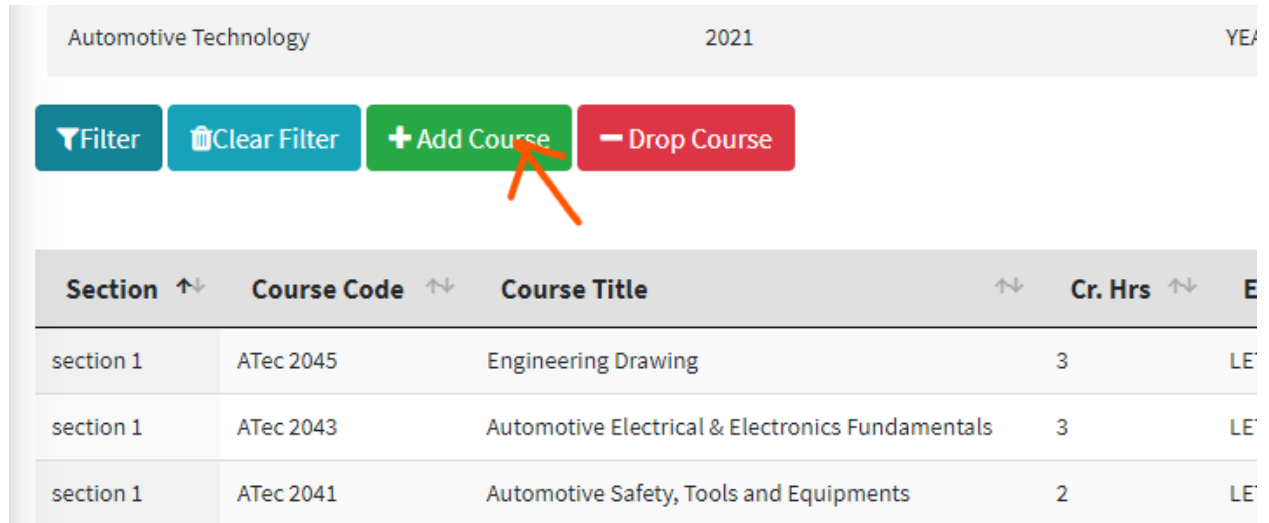


Add course to a section

- Please follow the below steps to add course to a section

Note: - This functionality will add the selected course for all students in the selected section.

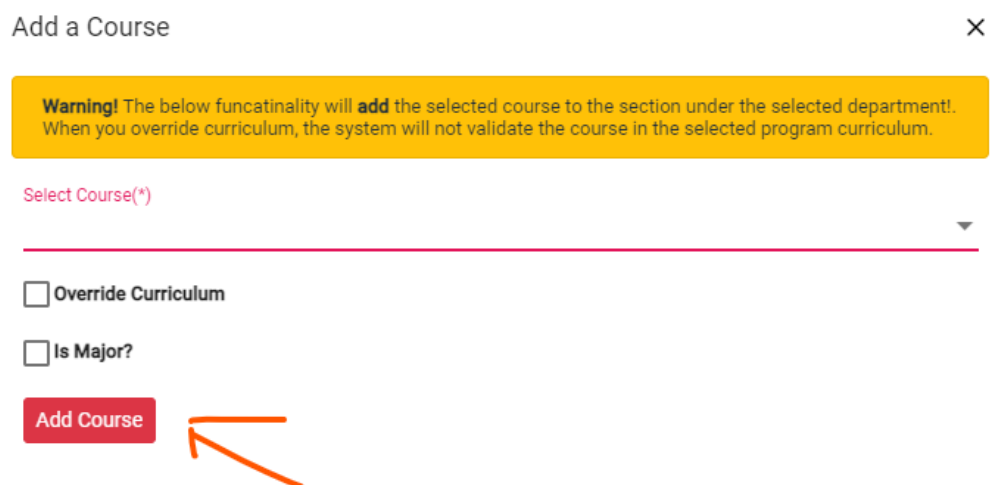
- Click add course



The screenshot shows a web interface for managing courses. At the top, there's a header with 'Automotive Technology' and '2021'. Below this, there are four buttons: 'Filter', 'Clear Filter', '+ Add Course' (highlighted with an orange arrow), and '- Drop Course'. Below the buttons is a table with the following columns: 'Section', 'Course Code', 'Course Title', 'Cr. Hrs', and 'E'. The table contains three rows of data:

Section	Course Code	Course Title	Cr. Hrs	E
section 1	ATec 2045	Engineering Drawing	3	LE
section 1	ATec 2043	Automotive Electrical & Electronics Fundamentals	3	LE
section 1	ATec 2041	Automotive Safety, Tools and Equipments	2	LE

- Select course from the drop down, you can override the curriculum based on your demand.

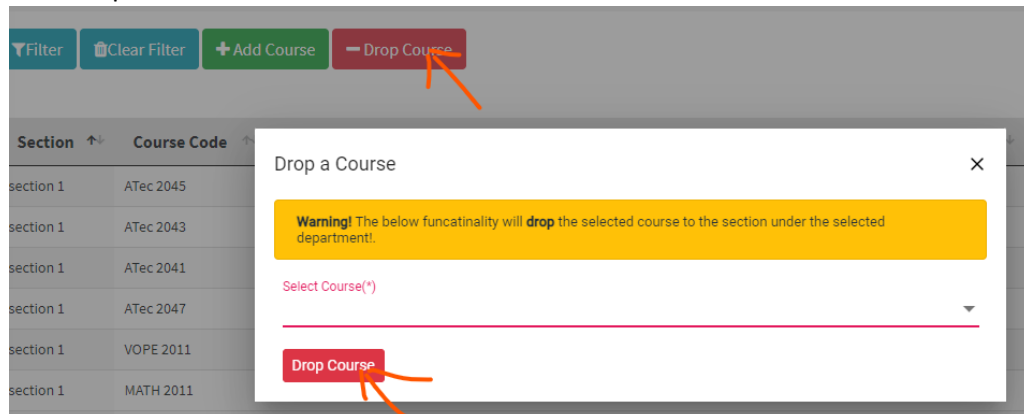


The screenshot shows a modal window titled 'Add a Course'. It contains a yellow warning box with the text: 'Warning! The below functionality will add the selected course to the section under the selected department!. When you override curriculum, the system will not validate the course in the selected program curriculum.' Below the warning box is a dropdown menu labeled 'Select Course(*)'. There are two checkboxes: 'Override Curriculum' and 'Is Major?'. At the bottom, there is a red 'Add Course' button, which is highlighted with an orange arrow.

Drop course from a section

- Follow the below steps to drop a course for all students in the selected section
Note: - This functionality will drop the selected course for all students in the selected section. And all results registered will be lost for the selected course.

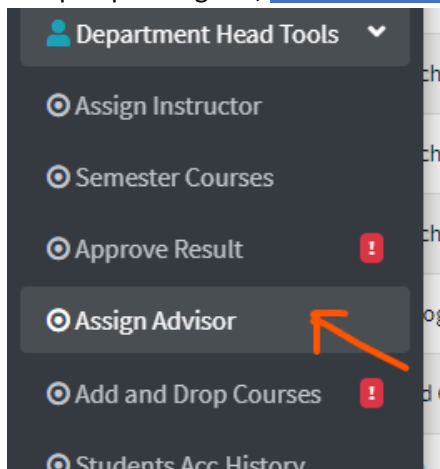
a. Click drop course button



b. Select the course you want to drop and click drop course.

Assign advisor

- You can assign advisor to a batch using this functionality.
- To open please go to, [Department head tools -> Assign advisor](#)



- Please select the batch and click assign advisor button

The screenshot displays a table with columns: Element Name, Batch Name, Entry Year, Graduated Year, Batch Status, and Adviser Name. The table lists several batches, including 'Extension_Weekend', 'Extension_Evening', and 'Regular', all with '2019/20 ENTRY' as the batch name and '2020' as the entry year. Each row has a green 'Assign Advisor' button. An orange arrow points to one of these buttons. A modal window titled 'Assign Advisor' is open, showing a 'Select Batch' dropdown menu with '2019/20 ENTRY' selected, a 'Select instructor' dropdown menu, and a red 'Assign Instructor' button. An orange arrow points to this button.

Element Name	Batch Name	Entry Year	Graduated Year	Batch Status	Adviser Name
Extension_Weekend)	2019/20 ENTRY	2020		On progress	-
Extension_Evening)	2019/20 ENTRY	2020		On progress	-
Regular)	2019/20 ENTRY	2020		On progress	-
Extension_Weekend)	2019/20 ENTRY	2020		On progress	-
Extension_Evening)	2019/20 ENTRY	2020		On progress	-
Regular)	2019/20 ENTRY	2020		On progress	-
Extension_Weekend)	2019/20 ENTRY	2020		On progress	-
Regular)	2019/20 ENTRY	2020		On progress	-
Extension_Weekend)	2019/20	2019		On progress	-