



10/17/2021

ETU Student Information Management System

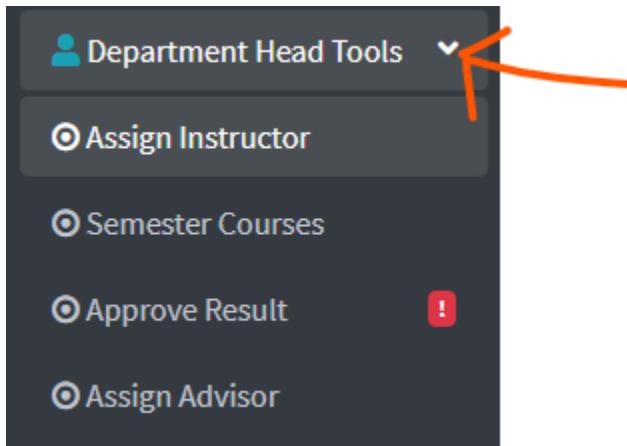
Department Heads Guide

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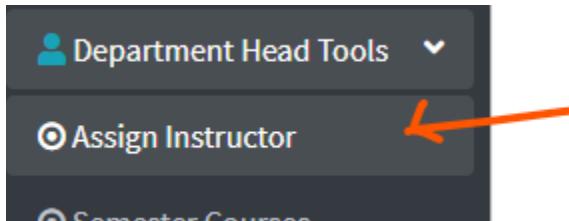
Department Head tools

- 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.

Assign instructor to Courses

Assign instructor to Courses

Filter **Clear Filter** **Sheet**

Code	Course Title	Units
ADT 110	Introduction To Engineering Drawing	2
CTeF 2021	Engineering Mechanics	3
CTeF 2021	Engineering Mechanics	3

Search a Record

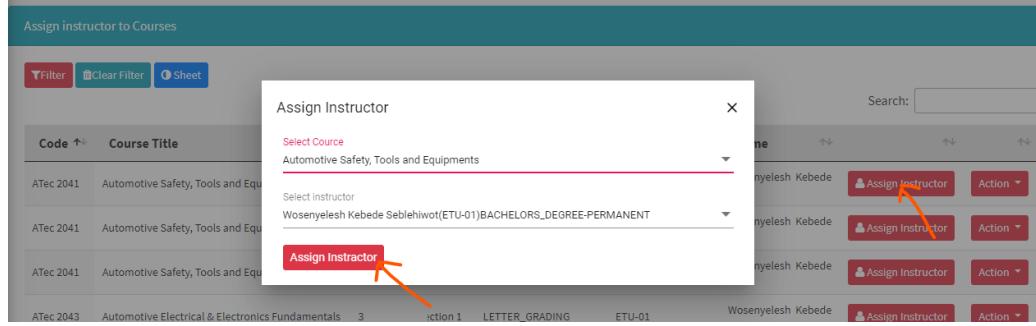
Select Programs

Search

Road Construction Technology 2020 YEAR 2 SEMESTER

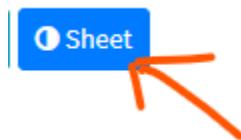
A. Assign instructor for specific course

- 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

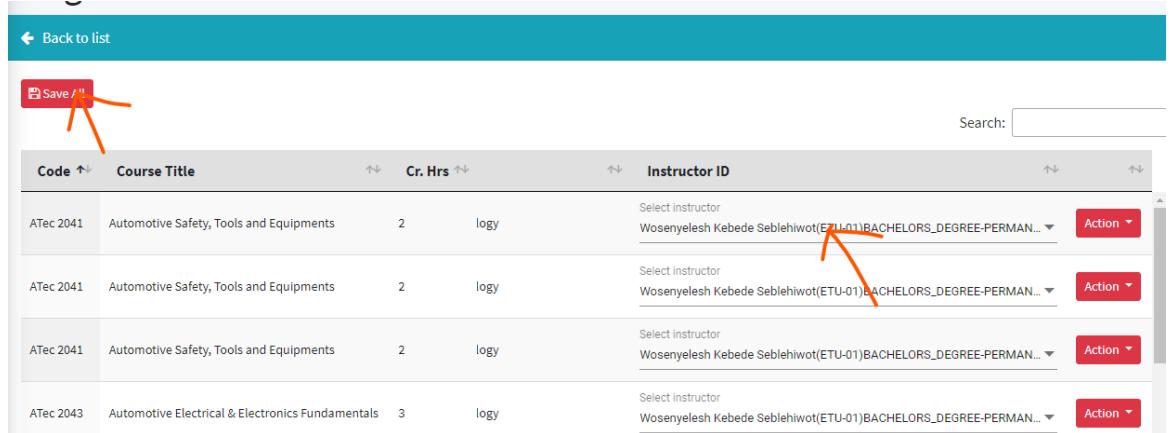


B. Assign instructor all courses and save at once

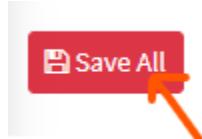
1. Click Sheet button



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

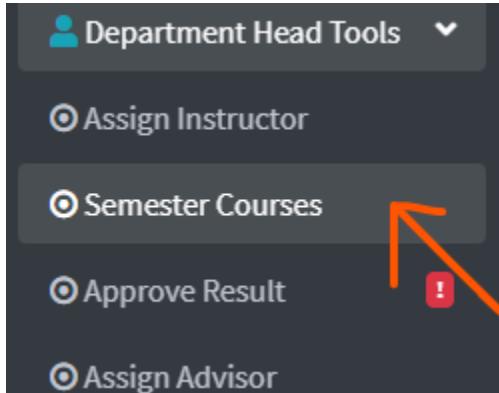


3. Final click Save all

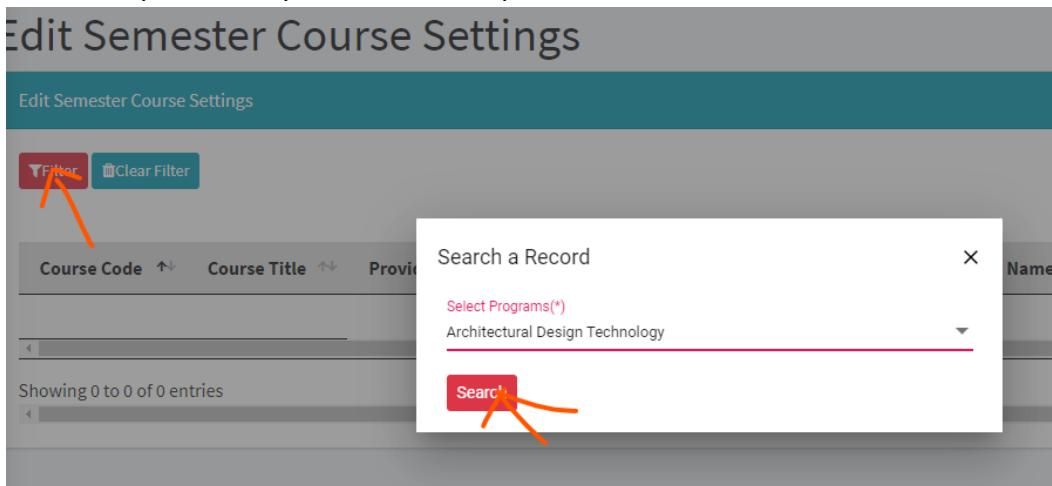


Manage Semester Courses

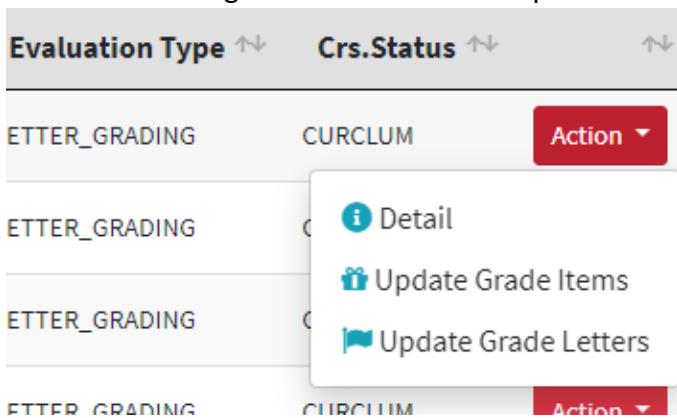
- This functionality will allow the user to update course grade items and grade letters
- To access please go to [Department head tools -> Semester Courses](#)



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

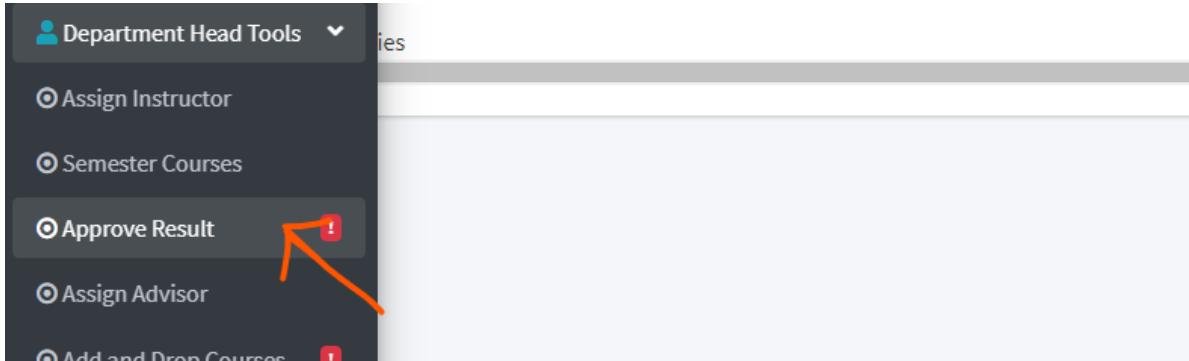


- You can edit the grade items and letters per selected course by clicking Action button



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.



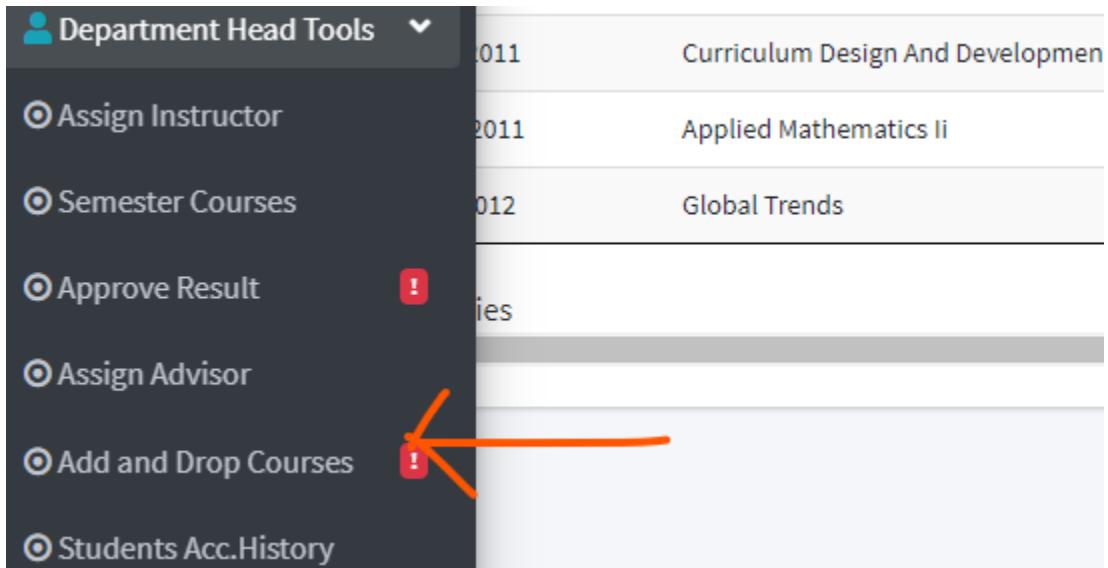
1. Click view result in the selected course
2. The **approve or reject** (If the results have issues) depending on your demand
Note: - if results are rejected the instructor can correct and send it for approval again.

Code	Title	Cr.Hrs	Instructor
MATH 2011	Applied Mathematics II	3	Wosenyelesh Kebede Seblehiwot
Approve Results Reject Results			Search
ID	Full Name	Status	isMajor
TTR/0073/12	Daniel Deng Guot	NEW	<input checked="" type="checkbox"/>
TTR/0366/12	Mulatu Chaka Robi	NEW	<input checked="" type="checkbox"/>

- 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

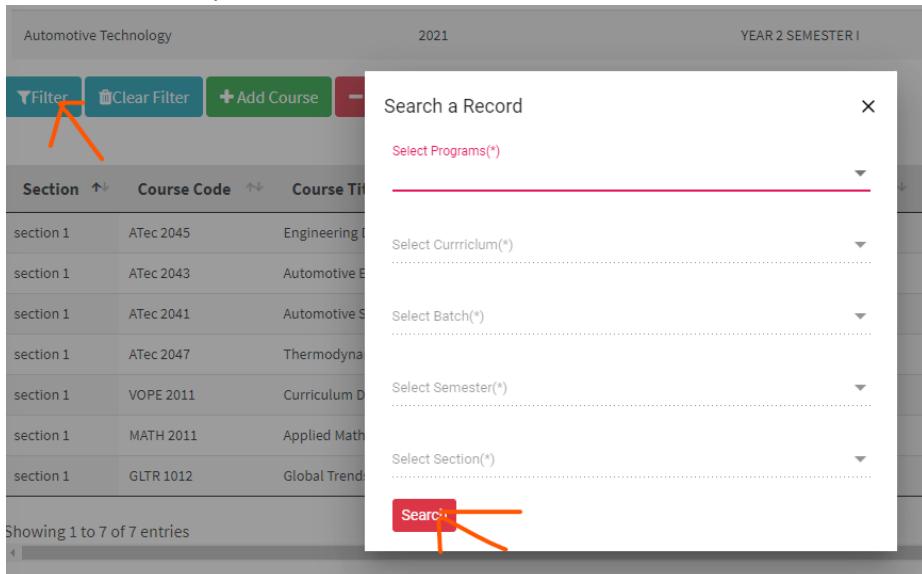
- You can add courses per section if needed using this functionality.
- To open please go to, [Department head tools -> Add and Drop courses](#)



The screenshot shows the 'Department Head Tools' sidebar on the left. The 'Add and Drop Courses' option is highlighted with a red box and an exclamation mark icon. The main content area shows a table of courses for the year 2011, with columns for Course ID, Course Title, and Description.

Course ID	Course Title	Description
VOPE 2011	Curriculum Design And Development	Curriculum Design And Development
ATec 2043	Applied Mathematics II	Applied Mathematics II
GLTR 1012	Global Trends	Global Trends

- Then filter the department



The screenshot shows the 'Add Course' filter dialog box. It includes fields for 'Select Programs(*)', 'Select Curriculum(*)', 'Select Batch(*)', 'Select Semester(*)', and 'Select Section(*)'. A 'Search' button is at the bottom. The main table on the left shows course data for the year 2021, section 1.

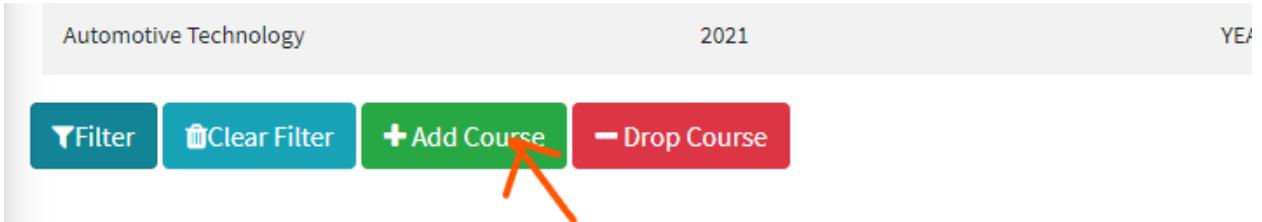
Section	Course Code	Course Title
section 1	ATec 2045	Engineering I
section 1	ATec 2043	Automotive E
section 1	ATec 2041	Automotive S
section 1	ATec 2047	Thermodyn
section 1	VOPE 2011	Curriculum D
section 1	MATH 2011	Applied Math
section 1	GLTR 1012	Global Trend

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

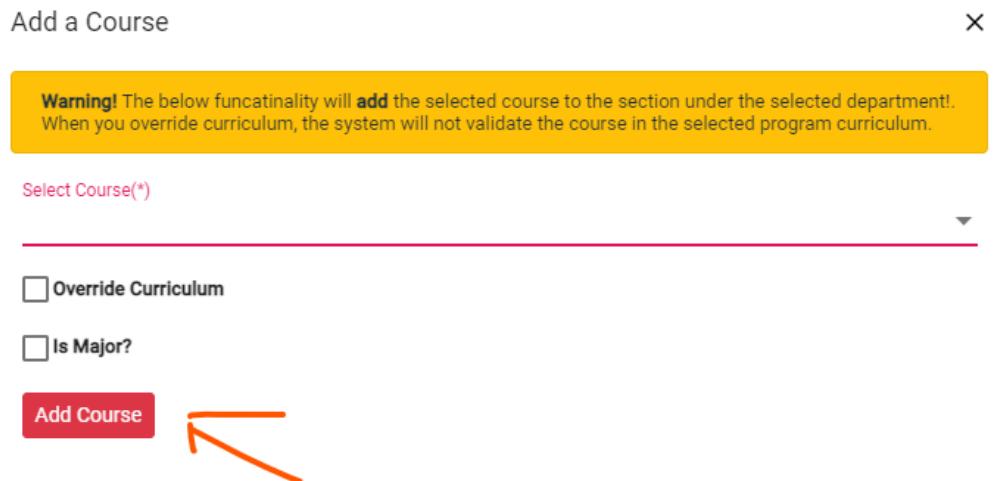


Automotive Technology 2021 YE/

+ Add Course

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.



Add a Course X

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.

Select Course(*)

Override Curriculum

Is Major?

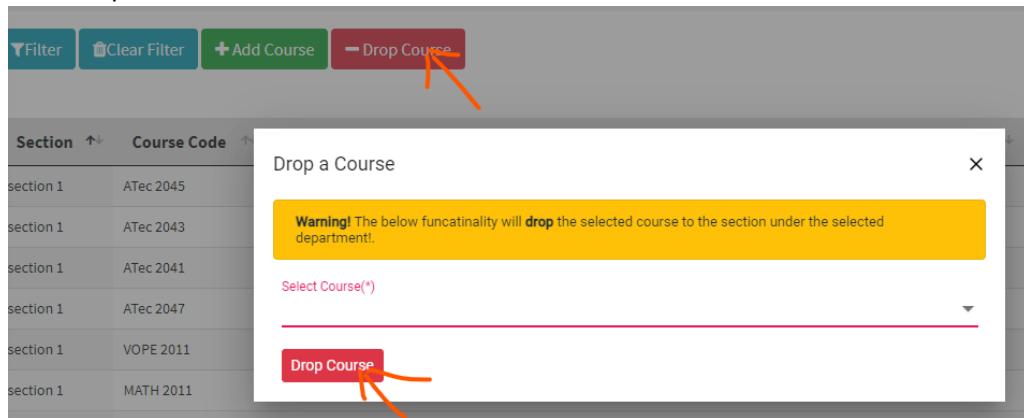
Add Course

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.

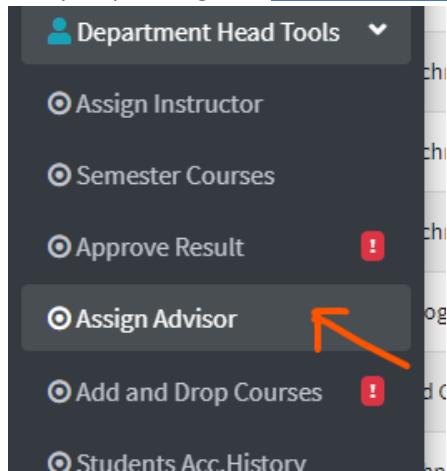
- Click drop course button



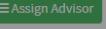
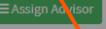
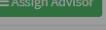
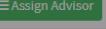
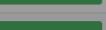
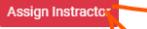
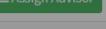
- Select the course you want to drop and click drop course.

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

lment 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)	Assign Advisor 			On progress	-	
Extension_Evening)	Select Batch 2019/20 ENTRY 			On progress	-	
Regular)	Select instructor 			On progress	-	
Extension_Weekend)	 Assign Instructor 			On progress	-	
Extension_Weekend)	2019/20	2019		On progress	-	