MANAGE STUDENT'S BUTTON

7. And if you click the manage students' button, you will see an option to edit the student's section if the student is not assigned to that block.

8. To edit it, click the edit button, which will provide a user and section dropdown. Simply click the dropdown menu and select the student whose user you wish to update.

9. Additionally, click the dropdown button and select the block section in which you wish to place the student, then click the Edit Student button when completed.

10. A message will appear asking you once more whether you're certain about the update. If you are, click yes; the student will now be entered into the section selected by the chairperson.

MANAGE SCHEDULE BUTTON

11. Upon clicking the manage schedule button it will direct you to a page that contains each section that the department handles.

12. You have the chance to choose which section you wish to create a schedule with and then after choosing a section, it will then direct you in a page which allows you to create a block schedule for the chosen block.

13. The block scheduling page contains the subject which only shows subjects that are allowed to be taken by the block for the current semester. Then it also contains section, instructor, day, time start, time end, room and the Session Type.

14. If you wish to add a schedule you need to click the add button then it will now be added to the schedule of the block. Filling up all the information is necessary except for the instructor because the chairperson might want to add the instructor later on. Not filling the fields may cause to an error prompt of not successfully adding the scheduling.

14. Upon adding a schedule it also allows you to delete a schedule by clicking the remove button.