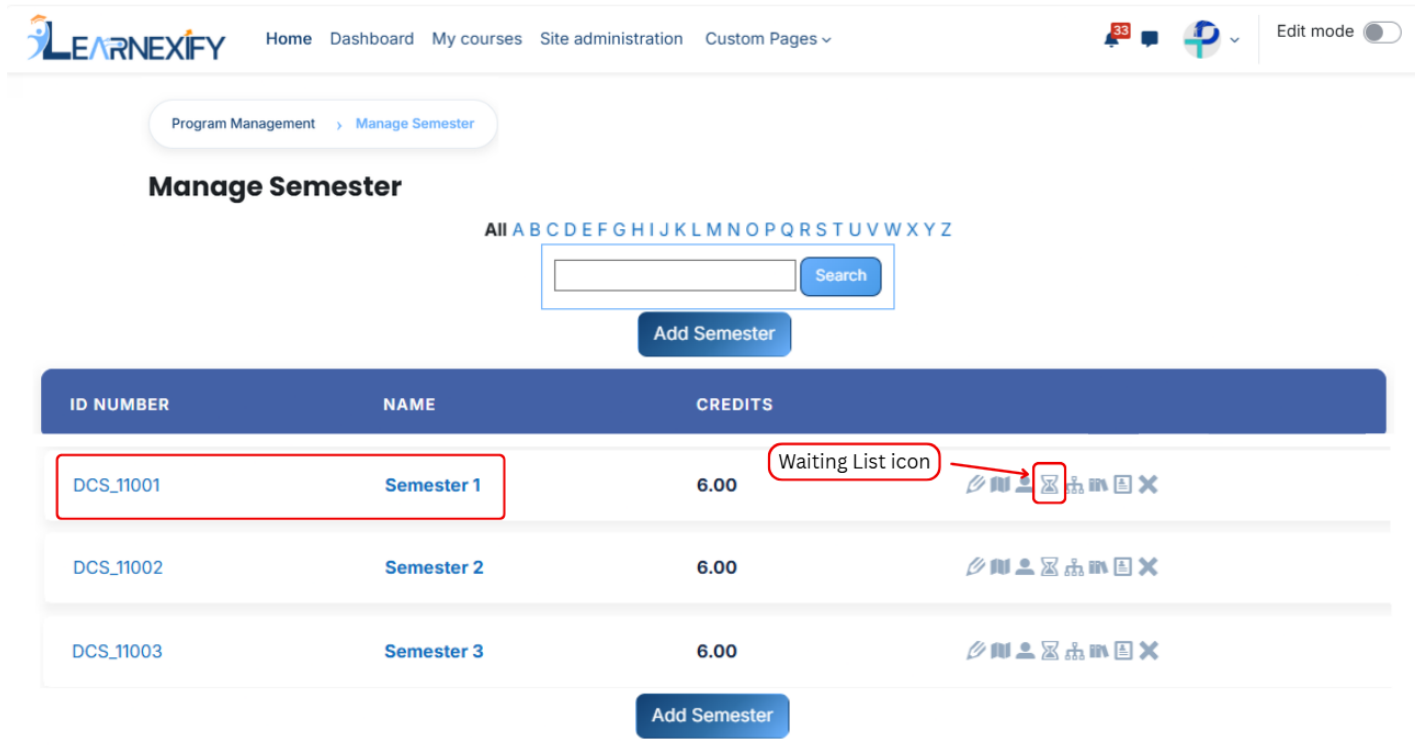


How to Add Users to the Waiting List in a Semester

From the list of all **semesters**, click the **waiting list icon** of the semester to which you want to **add users** to the **waiting list**.



Program Management > Manage Semester

Manage Semester

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

ID NUMBER	NAME	CREDITS	
DCS_11001	Semester 1	6.00	     
DCS_11002	Semester 2	6.00	    
DCS_11003	Semester 3	6.00	    

After opening the **Waiting list** tab, you will see the users already **assigned** to the **waiting list** for the semester. If you want to add more users to the waiting list, click on the **Available to Assign** button.

Program Management > Manage Semester > Semester 1

Semester 1

DetailEditCourse SetsUsers**Waiting List**User GroupsCourse DescriptionsCertificate

Currently Assigned

Available To Assign

+ Save search

Filters: Name: Any X ID Number: Any X + Add

ID Number	First name	Last name	Position	Actions
student3@paktaleem.net	Test	student3	1	

Showing 1-1 of 1 Result Page: 1

Bulk Edits To perform bulk actions, drag rows here.

Add All 1 Search ResultsClear

A list of available users will be displayed. Select the user you want to add to the waiting list.

First, click on the **arrow icon** to move the user to the **waiting list**.
Then, click on the green tick (?) to confirm the **assignment**.

Program Management > Manage Semester > Semester 1

Semester 1

DetailEditCourse SetsUsers**Waiting List**User GroupsCourse DescriptionsCertificate

Currently Assigned

Available To Assign

+ Save search

Filters: + Add

student4@paktaleem.net	Test	student4	
student5@paktaleem.net	Test	student5	

Bulk Assignment To perform bulk actions, drag rows here.

Add All 489 Search ResultsClear

After that, click on the Currently Assigned button.

Here, you will see the users who have been successfully added to the waiting list.

Add a User if It Is Not Available in the List

If the user you want to add to the waiting list is not available in the list, follow these steps:

- Click on the **Available to Assign** button.
- Then click on the **Add** button.
- A dropdown list will appear.
- Select the **required field** (e.g., Email, Username, City, etc.).
- Enter the user's details in the selected field according to the chosen option.

Program Management > Manage Semester > Semester 1

Semester 1

Detail Edit Course Sets Users **Waiting List** User Groups Course Descriptions Certificate

Currently Assigned Available To Assign

+ Save search

Use Filters If user not found

Filters: **+ Add**

- Email address
- Username
- City/town
- Country

stu	Test	student4	➡
stu	Test	student5	➡
stu	Test	student6	➡

Bulk Assignment To perform bulk actions, drag rows here.

Add All 489 Search Results Clear

The user will appear in the list.

Select the **user** and add them to the **waiting list**.

You can also search and add a user using other details such as:

- Email address
- Username
- City/Town
- Country, etc.

Revision #2

Created 2026-07-10 00:55:06 UTC by Danain

Updated 2026-07-19 08:41:23 UTC by Faneeza Muskan