



University of Bahrain  
Information Technology Centre  
Information Systems Division

# “Student Information System User Manual”

User Account: College Staff Member  
Students Grades Appeals

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## A. System Overview

The system provides authority to the college's staff members to review the students grades appeal requests as shown below:

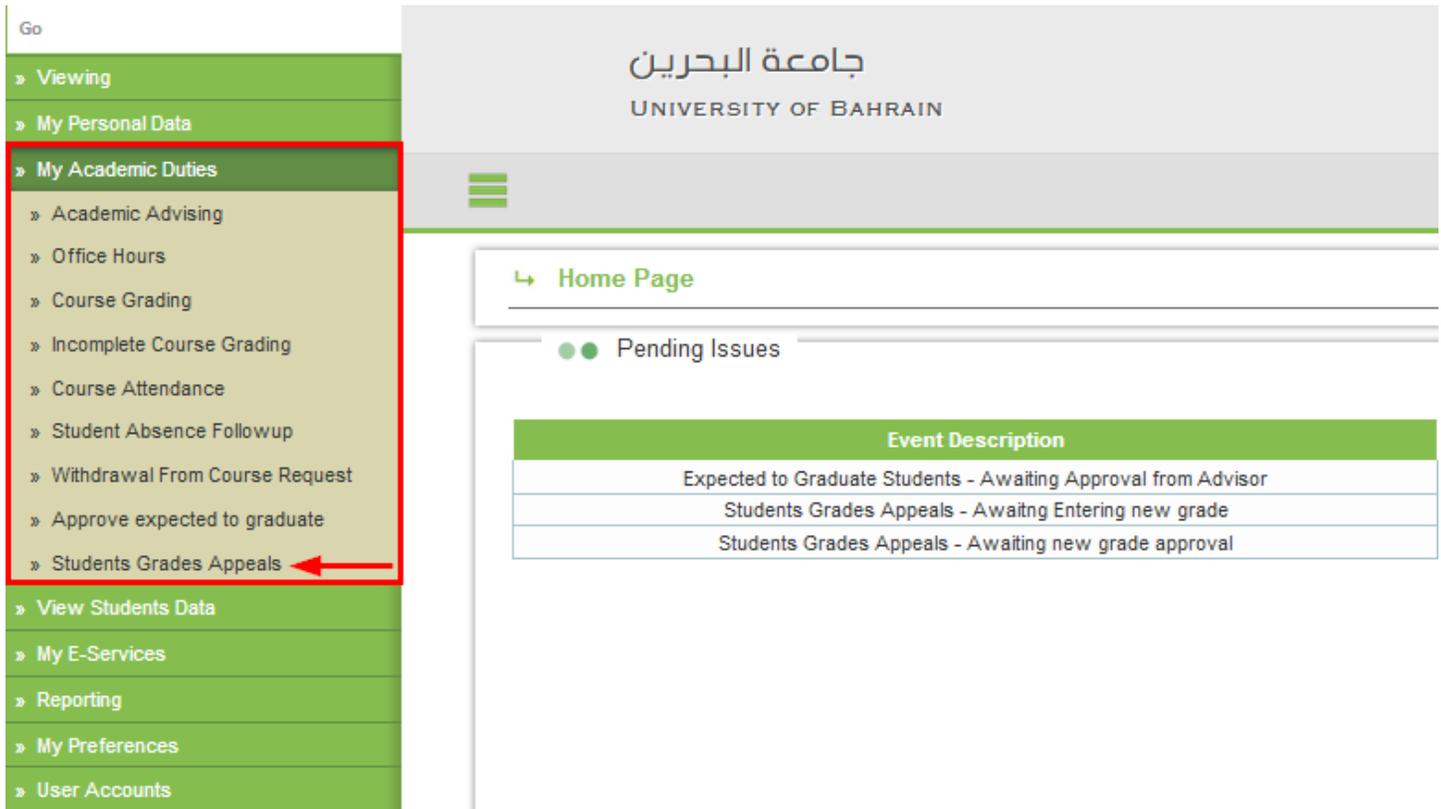


Figure 1 – Main screen

## B. Instructions

After the user logs into the system and the home page has appeared, he will start the procedure according to the following steps:

- 1- From the main menu, “My Academic duties” option, select “Students Grades Appeals” as shown in figure (1).
- 2- Select the required search criteria, such as academic year, semester, enrollment status, status, course code, and student id, then click the “Search” button as shown below in figure (2).
  - Note: The system shows the appeal requests for the last semester ended by default without having to perform a search.

### ↳ Change Grade Requests

Search Criteria

Academic Year: 2018/2019 **1 select search values**

Enrollment Status: Enrolled

Course Code:

Semester: First

Status: All

Student ID:

**2 press button** Search

Figure 2 - Search screen

- 3- After the results appear, it is important to know the meaning of each value that are shown in the below figure:

Search Result

No. of results 5 **1 Select new grade** **2 Enter justifications**

Student ID	Course Code	Course Title	Staff Member 1	Staff Member 2	Old Degree	New Degree	Request Date	Changed By	Rejected By	Request Status	Notes	Reject	Approve
	MGT438	TOURISM MANAGEMENT	Dr. SHAJIA SIDDIQI	Dr. HANAN SAIF AL-DIN	D+	A	Jan 30 2019 9:19PM	Dr. HANAN SAIF AL-DIN		Approved by Head of Dep	>>		
	MKT464	Strategic Marketing	Dr. SHAJIA SIDDIQI	Dr. HANAN SAIF AL-DIN	C	B-	Jan 30 2019 6:02PM	Dr. HANAN SAIF AL-DIN		Approved by dean	>>		
	MKT261	MARKETING MANAGEMENT	Dr. SHAJIA SIDDIQI	Dr. HANAN SAIF AL-DIN	D	[Select]	Jan 30 2019 1:08PM			New	>>		
	MGT131	INTRO. TO BUSINESS ADMINISTRATION	Dr. SHAJIA SIDDIQI	Dr. HANAN SAIF AL-DIN	F	A	Jan 29 2019 11:02PM	Dr. HANAN SAIF AL-DIN		Grade Entered	>>	Reject	Approve
	MKT264	INTERMEDIATE MARKETING	Dr. SHAJIA SIDDIQI	Dr. SHAJIA SIDDIQI	F	[Select]	Jan 29 2019 9:44PM			New	>>		<b>3 Click button</b>

Figure 3 - Search results and reviewing the request by member 2

- “Staff Member 1” : He is the first member of appeal review committee. His task in the system starts after “Staff Member 2” has entered the new grade. Therefore, he will review this grade and either approve it or reject it. Figure (5) illustrates this process.
- “Staff Member 2” : He is the second member of appeal review committee. His task in the system starts after he appointed by the head of department. He will review the

appeal request and enter the new grade. Then, the request will transfer to “Staff Member 1” to the review and either approve or reject the grade entered by “Staff Member 2”. In case of rejection the new grade, the request will move back to “Staff Member 2” to review and enter the new grade. Figure (5) illustrates this process.

- “Request Status” : It is useful for tracking the request by knowing the latest status. There are many status cases, some of them are:
  - New: A new case from the student. No action was taken from head of department yet.
  - Grade Entered: “Staff Member 2” had entered the new grade.
  - Approved by Committee: Both members had approved the new grade.
  - Approved by Head of Dep: The new grade has approved by the head of department.
  - Approved by Dean: The dean had approved the new grade.
  - Approved by Registration: The Registration department had approved the new grade.
  
- “New Degree” : The degree entered to the system, either it is the same grade that the student appealed or a different grade.

3.1 In order to complete the steps, when the results appear to “Staff Member 2”, he will have to choose the appeal requests that are classified as “New” in order to review them and enter the new grade while typing the justifications in “Notes” box. Finally, he will click Edit button as shown in figure (3).

3.2 The request will transfer to “Staff Member 1”, who will review it and view the new grade entered by “Staff Member 2”. Then, he will decide either to approve or reject as shown below:

Student ID	Course Code	Course Title	Staff Member 1	Staff Member 2	Old Degree	New Degree	Request Date	Changed By	Rejected By	Request Status	Notes	Reject	Approve
	MGT236	PRODUCTION MANAGEMENT			C	B-	Feb 4 2019 11:27PM			Grade Entered	>>	Reject	Approve

Select decision button

Figure 4 - Reviewing the request by Staff member 2

4- After the committee finishes the degree review and decides the new grade, the Head of department will decide to either approve or reject the new grade. In case of the rejection, the system will transfer the request automatically to the committee for a review as explained in step (3.1).

5- The figure below shows the students' grade appeal requests steps:

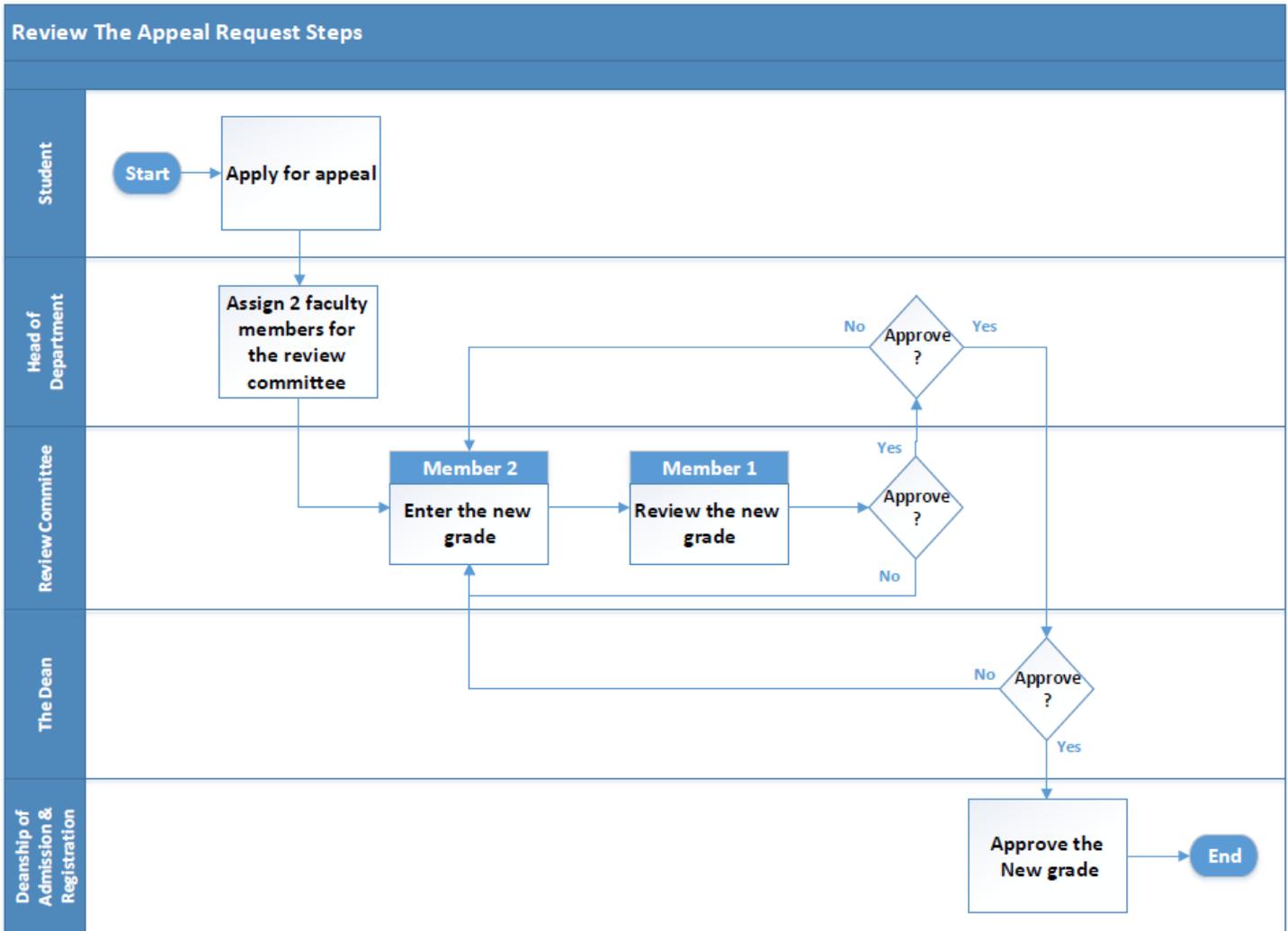


Figure 5 - Review the appeal request steps