



New Student Information System

User Manual

User Account: College dean

Function: Student Absence follow-up

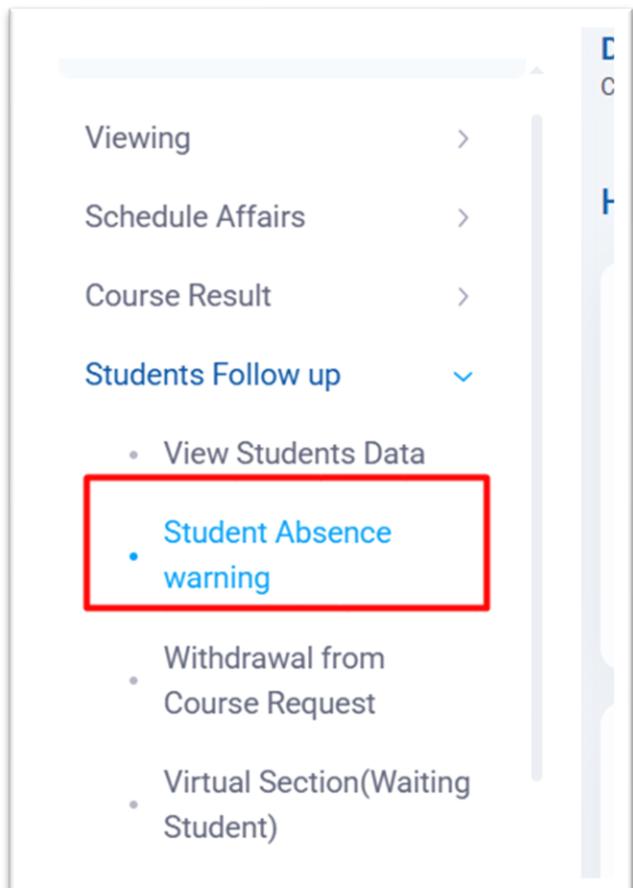
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A. System Overview

- The system provides authority to the college dean to view and review the students' absence warnings, and to view general information as shown below:

- [Figure 1 – Student Absence warning](#)



B. Instructions

After selecting “Student absence warning” from “Students follow up” as shown in figure (1), “Absence warning follow up” screen will appear. The user will have to choose the search’s criteria, “course” and “section” has to be selected. The rest of the criteria are optional, such as degree type, student id, and course code. The results show data related to the students, absence, excuse, actions taken by the instructor, actions taken by the head of department, and their details as shown below:

./ HEAD OF DEPARTMENT
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Home / Students Follow up / Student Absence warning

UG PG **1- select degree**

College Department **2- select course**

Course Section **3- select section**

Student ID Course Code **4- click on search**

Accum CH

Forced Withdraw

Abs. Warning 1

Absence Data

Excuse Data

Actions taken By HOD

Details

Report to Excel

Student

ID: 2 S

ID: 2 S

ID: 2C H

ID: 2 H

Accum CH

74

113

116

101

Absence

8 (27.1%)

5 (16.7%)

4 (14.6%)

4 (10.4%)

Excuse

0 (0%)

0 (0%)

0 (0%)

0 (0%)

Note

Details

Details

Details

Details

Details

Details

Details

Figure 2 – Search for student Absence warning