



# New Student Information System

## User Manual

User Account: College dean

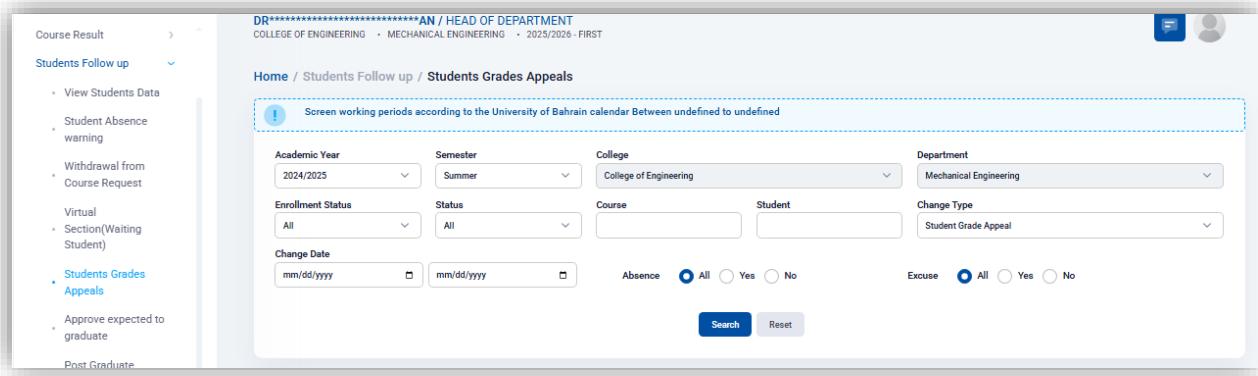
Function: Students Grades Appeals

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# 1- System Overview

The Head of Department will decide to either approve or reject the new grade



The screenshot shows a web-based application for managing student grades. The top navigation bar includes the text 'DR\*\*\*\*\*AN / HEAD OF DEPARTMENT', 'COLLEGE OF ENGINEERING • MECHANICAL ENGINEERING • 2025/2026 - FIRST', and a user icon. The left sidebar has a 'Course Result' section and a 'Students Follow up' section with sub-options: 'View Students Data', 'Student Absence warning', 'Withdrawal from Course Request', 'Virtual', 'Section(Waiting Student)', 'Students Grades Appeals' (which is currently selected and highlighted in blue), and 'Post Graduate'. The main content area is titled 'Home / Students Follow up / Students Grades Appeals'. It features a search bar with the placeholder 'Screen working periods according to the University of Bahrain calendar Between undefined to undefined'. Below the search bar are several dropdown and input fields: 'Academic Year' (2024/2025), 'Semester' (Summer), 'College' (College of Engineering), 'Department' (Mechanical Engineering), 'Enrollment Status' (All), 'Status' (All), 'Course' (empty input field), 'Student' (empty input field), 'Change Date' (two date inputs for 'mm/dd/yyyy'), 'Absence' (radio buttons for All, Yes, No), 'Excuse' (radio buttons for All, Yes, No), and buttons for 'Search' and 'Reset'. The overall layout is clean and follows a standard grid-based design.

Figure 1 – Main screen

## 2-Instructions

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

- 1.1. From the main menu, “Students Follow up” option, select “Students Grades Appeals” as shown in figure (1).
- 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).
- 1.3 .Note: The system shows the appeal requests for the last semester ended by default without having to perform a search

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2025/2026 - FIRST

Home / Students Follow up / Students Grades Appeals

Screen working periods according to the University of Bahrain calendar Between undefined to undefined

|  |                      |         |            |
|--|----------------------|---------|------------|
| Academic Year  | Semester             | College | Department |
| 2024/2025  | Second               | All     | All        |
| Enrollment Status  | Status               | Course  | Student    |
| All  | New                  |         |            |
| Change Date  | Change Type          |         |            |
| mm/dd/yyyy   | Student Grade Appeal |         |            |
| mm/dd/yyyy   |                      |         |            |
| Absence  | All                  | Yes     | No         |
| Excuse   | All                  | Yes     | No         |
| <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;" type="button" value="Reset"/> |                      |         |            |

Figure 2 - Search screen

1.4 the college dean can approve or reject a student who has been approved by the head of the department

Search Result  
20 Record

|                          | Student                   | Instructor      | Course  | Instructor: Approve           | Instructor: Enter Grade       | Old Grade | Exam Grade | New Grade | Requested By | Rejected By | Request Status - Date                               | Notes  | Reject | Approve |
|--------------------------|---------------------------|-----------------|---|-------------------------------|-------------------------------|-----------|------------|-----------|--------------|-------------|---|--|--------|---------|
| <input type="checkbox"/> | ID : 202102946<br>KH***** | DR. GHADEER ISM | SOCIAL MEDIA NETWORKS AND THE SOCIETY<br>ITIS428 - 01 | Dr. Era Ahmed Wali            | Dr. Amal Mohamed Alrayes      | B-        |            | A-        | STUDENT      |             | Approved by Head of Dep<br>13/12/2025<br>8:08:45 PM | <input style="background-color: #f08080; color: black; border: 1px solid #f08080; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="REJECT"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="APPROVE"/> |        |         |
| <input type="checkbox"/> | ID : 202102946<br>KH***** | DR. EHAB JUMA A | ENTERPRISE ARCHITECTURE<br>ITIS452 - 01               | Dr. Hussain Mohsen Al-Arayedh | Dr. Hussain Mohsen Al-Arayedh | B-        |            |           | STUDENT      |             | New<br>01/12/2025<br>7:47:07 AM                     | <input style="background-color: #f08080; color: black; border: 1px solid #f08080; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="REJECT"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="APPROVE"/> |        |         |
| <input type="checkbox"/> | ID : 202102946<br>KH***** | MRS. SHAIKHA AL | CYBER SECURITY<br>ITIS468 - 03                        |                               |                               | B-        |            |           | STUDENT      |             | New<br>01/12/2025<br>7:47:07 AM                     | <input style="background-color: #f08080; color: black; border: 1px solid #f08080; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="REJECT"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="APPROVE"/> |        |         |

Figure 3 – approve and reject buttons

1.5-can select multiple students and click on the button (approve all selected) to approve all

DR\*\*\*\*\*LI / HEAD OF DEPARTMENT  
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|                                     | Student                | Instructor      | Course   | Instructor: Approve | Instructor: Enter Grade | Old Grade | Exam Grade | New Grade | Requested By | Rejected By | Request Status - Date                          | Notes | Reject | Approve |
|-------------------------------------|------------------------|-----------------|--|---------------------|-------------------------|-----------|------------|-----------|--------------|-------------|--|-------|--------|---------|
| <input checked="" type="checkbox"/> | ID : 202102946 KH***** | DR. GHADEER ISM | SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01 | Dr. Easa Ahmed ...  | Dr. Amal Moham...       | B-        |            | A-        | STUDENT      |             | Approved by committee 01/12/2025 11:46:43 AM   |       |        |         |
| <input type="checkbox"/>            | ID : 202102946 KH***** | DR. EHAB JUMA A | ENTERPRISE ARCHITECTURE ITIS432 - 01               | select              | select                  | B-        |            |           | STUDENT      |             | New 01/12/2025 7:47:07 AM                      |       |        |         |
| <input type="checkbox"/>            | ID : 202102946 KH***** | MRS. SHAIKHA AL | CYBER SECURITY ITIS468 - 03                        | select              | select                  | B-        |            |           | STUDENT      |             | New 01/12/2025 7:47:07 AM                      |       |        |         |
| <input type="checkbox"/>            | ID : 202108865 AH***** | MRS. SHAIKHA AL | INFORMATION SECURITY I ITIS360 - 01                | Mrs. Ghazwah B...   | Dr. Ali Hussein Z...    | D+        |            | C-        | STUDENT      |             | Approved by Registration 11/09/2025 7:57:51 AM |       |        |         |
| <input type="checkbox"/>            | ID : 202206354 YA***** | DR. GHADEER ISM | FUNDAMENTALS OF IT ITIS204 - 05                    | Dr. Reem Nasser...  | Mrs. Ghazwah B...       | D         |            | D         | STUDENT      |             | Approved by Registration 11/09/2025 7:57:50 AM |       |        |         |

1 2 3 4 > 5

Select<sup>‡</sup> - approve all selected

1.6 can print data in a table when clicking on the preview button

Search Result

Search Result

Search

Reset

| Student                | Instructor      | Course   | Instructor: Approve | Instructor: Enter Grade | Old Grade | Exam Grade | New Grade | Requested By | Rejected By | Request Status - Date     | Notes | Reject | Approve |
|------------------------|-----------------|--|---------------------|-------------------------|-----------|------------|-----------|--------------|-------------|---------------------------|-------|--------|---------|
| ID : 202102946 KH***** | DR. GHADEER ISM | SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01 | select              | select                  | B-        |            |           | STUDENT      |             | New 01/12/2025 7:47:07 AM |       |        |         |
| ID : 202102946 KH***** | DR. EHAB JUMA A | ENTERPRISE ARCHITECTURE ITIS432 - 01               | select              | select                  | B-        |            |           | STUDENT      |             | New 01/12/2025 7:47:07 AM |       |        |         |
| ID : 202102946 KH***** | MRS. SHAIKHA AL | CYBER SECURITY ITIS468 - 03                        | select              | select                  | B-        |            |           | STUDENT      |             | New 01/12/2025 7:47:07 AM |       |        |         |

Select<sup>◊</sup> - preview button

### 3-Work flow

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

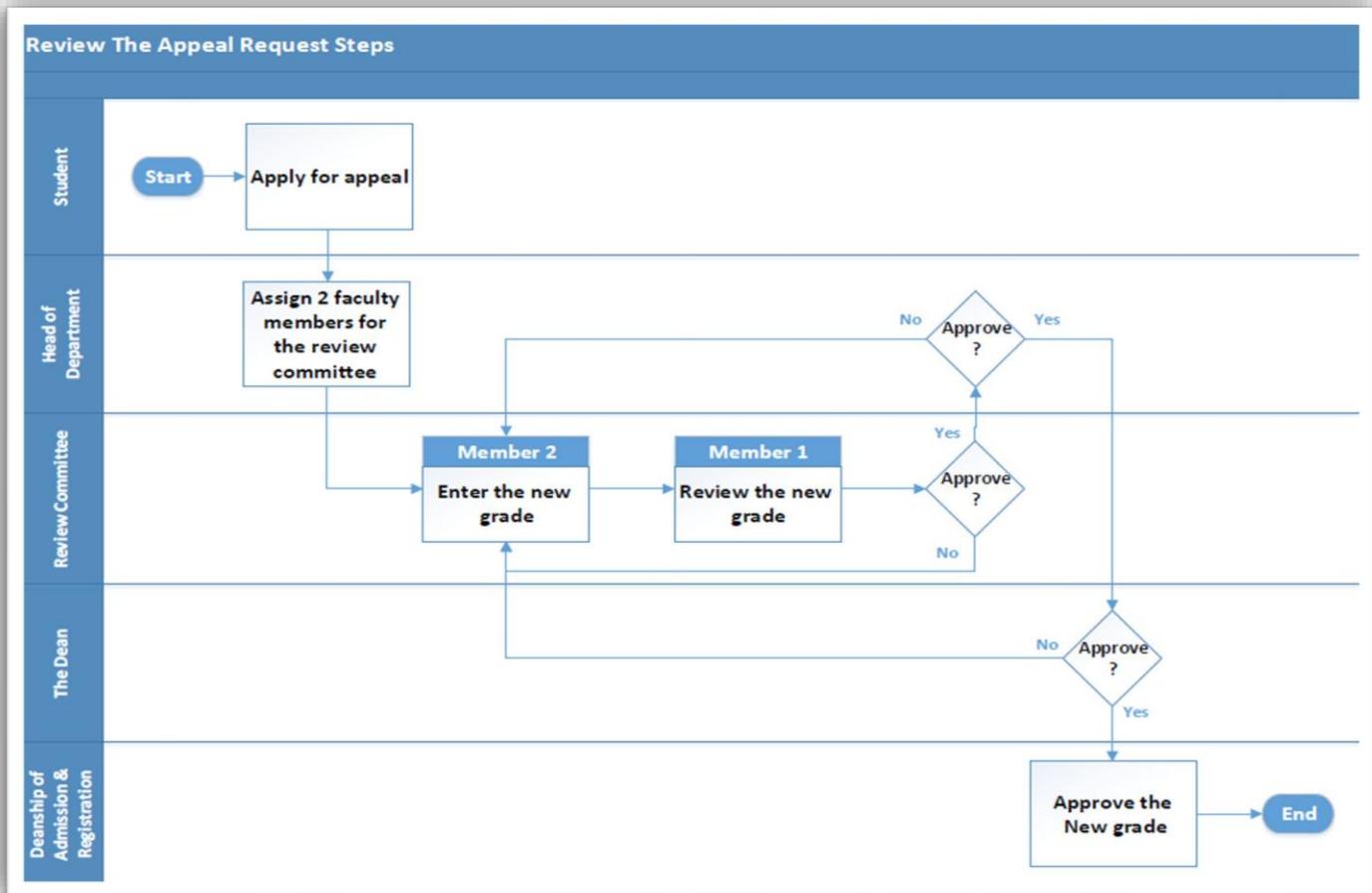


Figure 1 – the workflow