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

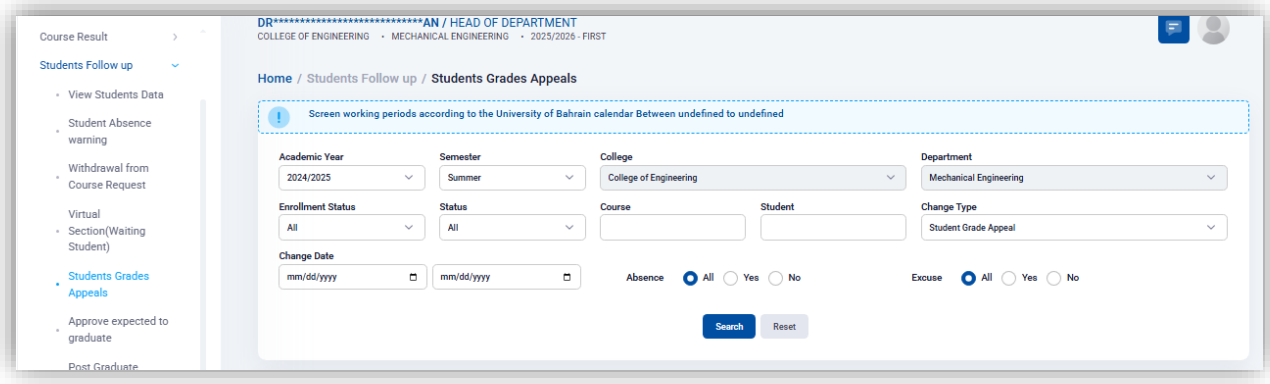


Figure 1 – Main screen

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

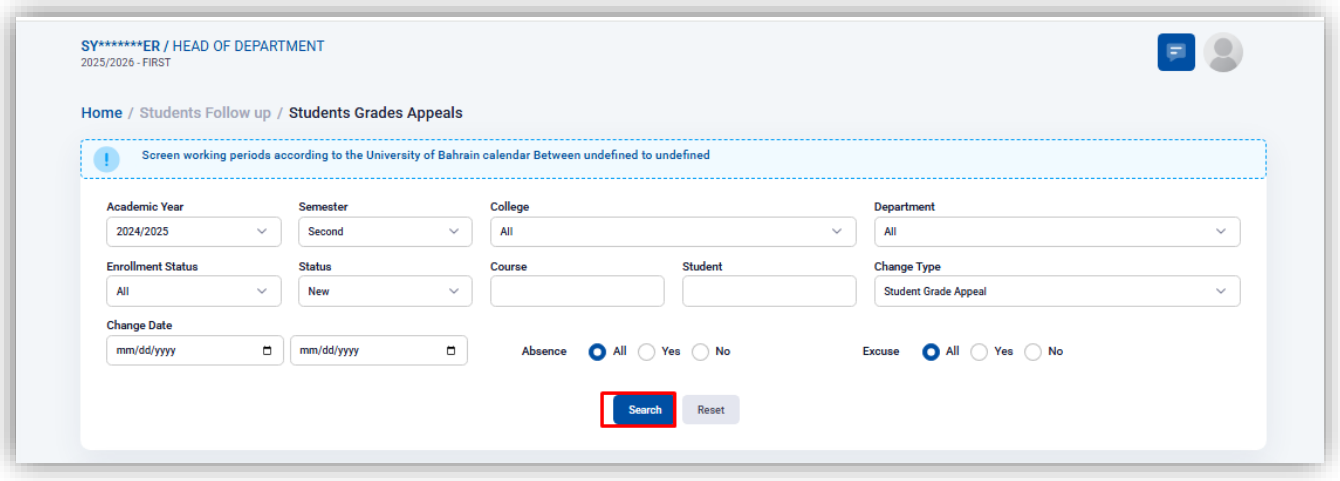


Figure 2 - Search screen

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

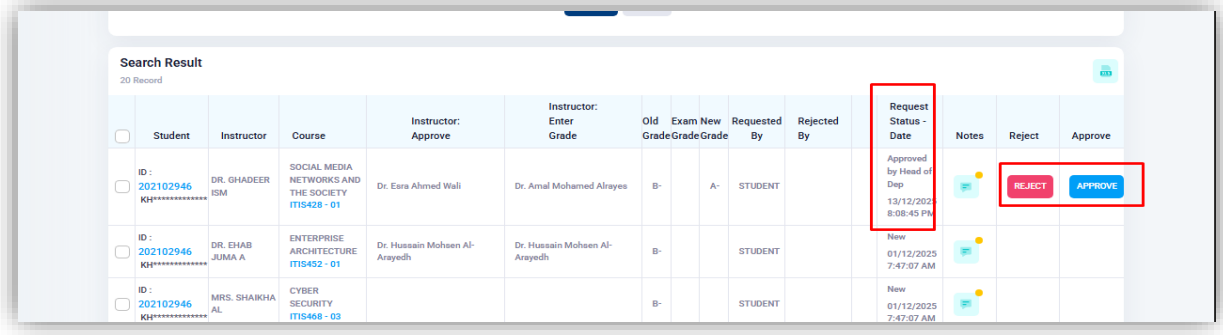
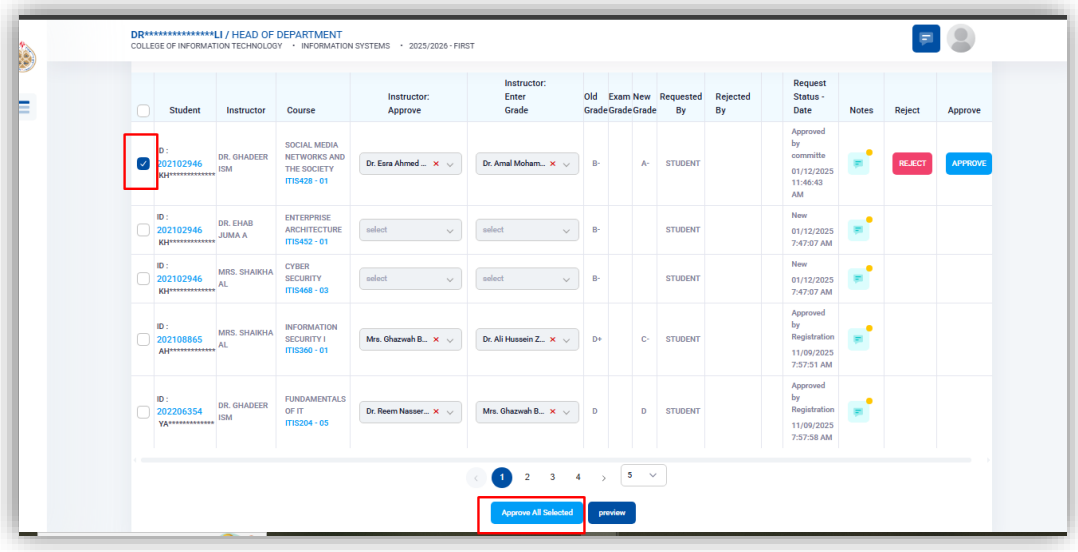


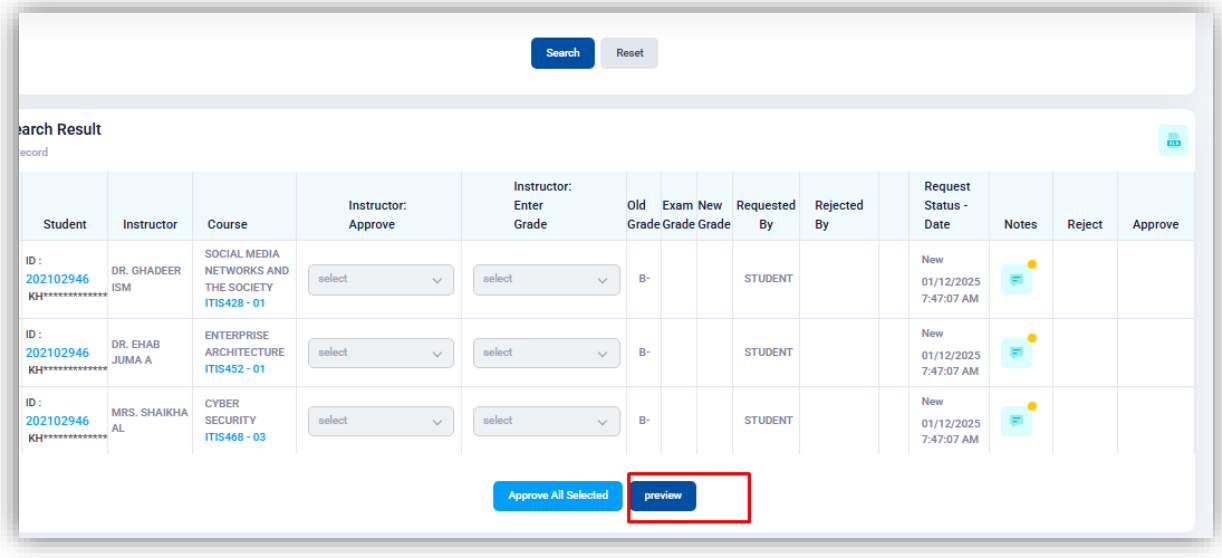
Figure 3 – approve and reject buttons

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



Select٤- approve all selected

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



Select٥- preview button

3-Work flow

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

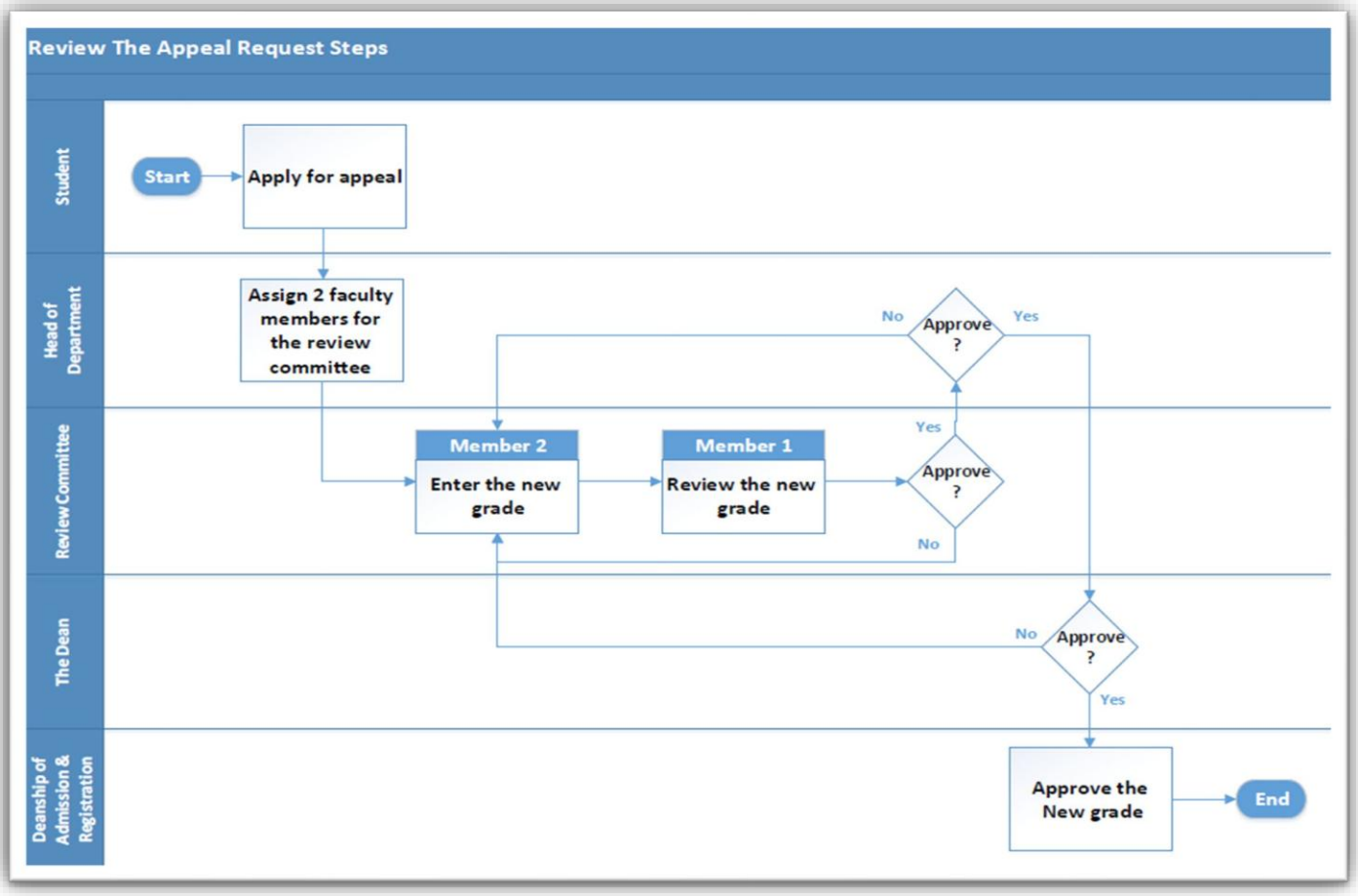


Figure ٦ – the workflow