



# 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 displays the 'Students Grades Appeals' main screen. The interface includes a sidebar menu on the left with options such as 'View Students Data', 'Student Absence warning', 'Withdrawal from Course Request', 'Virtual Section(Waiting Student)', 'Students Grades Appeals' (highlighted), 'Approve expected to graduate', and 'Post Graduate'. The main content area shows the user's role as 'DR\*\*\*\*\*AN / HEAD OF DEPARTMENT' and the current page as 'Home / Students Follow up / Students Grades Appeals'. A message states: 'Screen working periods according to the University of Bahrain calendar Between undefined to undefined'. Below this, there are search filters for 'Academic Year' (2024/2025), 'Semester' (Summer), 'College' (College of Engineering), 'Department' (Mechanical Engineering), 'Enrollment Status' (All), 'Status' (All), 'Course', 'Student', 'Change Date' (mm/dd/yyyy), 'Absence' (All selected), and 'Excuse' (All selected). 'Search' and 'Reset' buttons are located at the bottom right of the filter section.

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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Home / Students Follow up / Students Grades Appeals

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

Academic Year: 2024/2025 Semester: Second College: All Department: All

Enrollment Status: All Status: New Course: Student: Change Type: Student Grade Appeal

Change Date: mm/dd/yyyy mm/dd/yyyy Absence: ☒ All ☐ Yes ☐ No Excuse: ☒ All ☐ Yes ☐ No

**Search** Reset

Figure 2 - Search screen

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

Search Result  
20 Record

<input type="checkbox"/>	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 KH*****	DR. GHAEER ISM	SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01	Dr. Easa Ahmed Wali	Dr. Amal Mohamed Alrayes	B-		A-	STUDENT		Approved By Head of Dep 13/12/2022 8:08:45 PM		<b>REJECT</b>	<b>APPROVE</b>
<input type="checkbox"/>	ID : 202102946 KH*****	DR. EHAB JUMA A	ENTERPRISE ARCHITECTURE ITIS452 - 01	Dr. Hussain Mohsen Al- Arayedh	Dr. Hussain Mohsen Al- Arayedh	B-			STUDENT		New 01/12/2025 7:47:07 AM			
<input type="checkbox"/>	ID : 202102946 KH*****	MRS. SHAKHA AL	CYBER SECURITY ITIS468 - 03			B-			STUDENT		New 01/12/2025 7:47:07 AM			

Figure 3 – approve and reject buttons

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

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<input type="checkbox"/>	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. GHADER ISM	SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01	Dr. Esra Ahmed ...	Dr. Amal Moham...	B-		A-	STUDENT		Approved by coronilla 01/12/2025 11:46:43 AM		REJECT	APPROVE
<input type="checkbox"/>	ID : 202102946 KH*****	DR. EHAB JUMA A	ENTERPRISE ARCHITECTURE ITIS452 - 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. GHADER ISM	FUNDAMENTALS OF IT ITIS204 - 05	Dr. Reem Nasser...	Mrs. Ghazwah B...	D		D	STUDENT		Approved by Registration 11/09/2025 7:57:58 AM			

1 2 3 4 5

Approve All Selected preview

Select - approve all selected

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

Search Reset

Search Result  
1 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
ID : 202102946 KH*****	DR. GHADER 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 ITIS452 - 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			

Approve All Selected preview

Select - preview button

### 3-Work flow

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

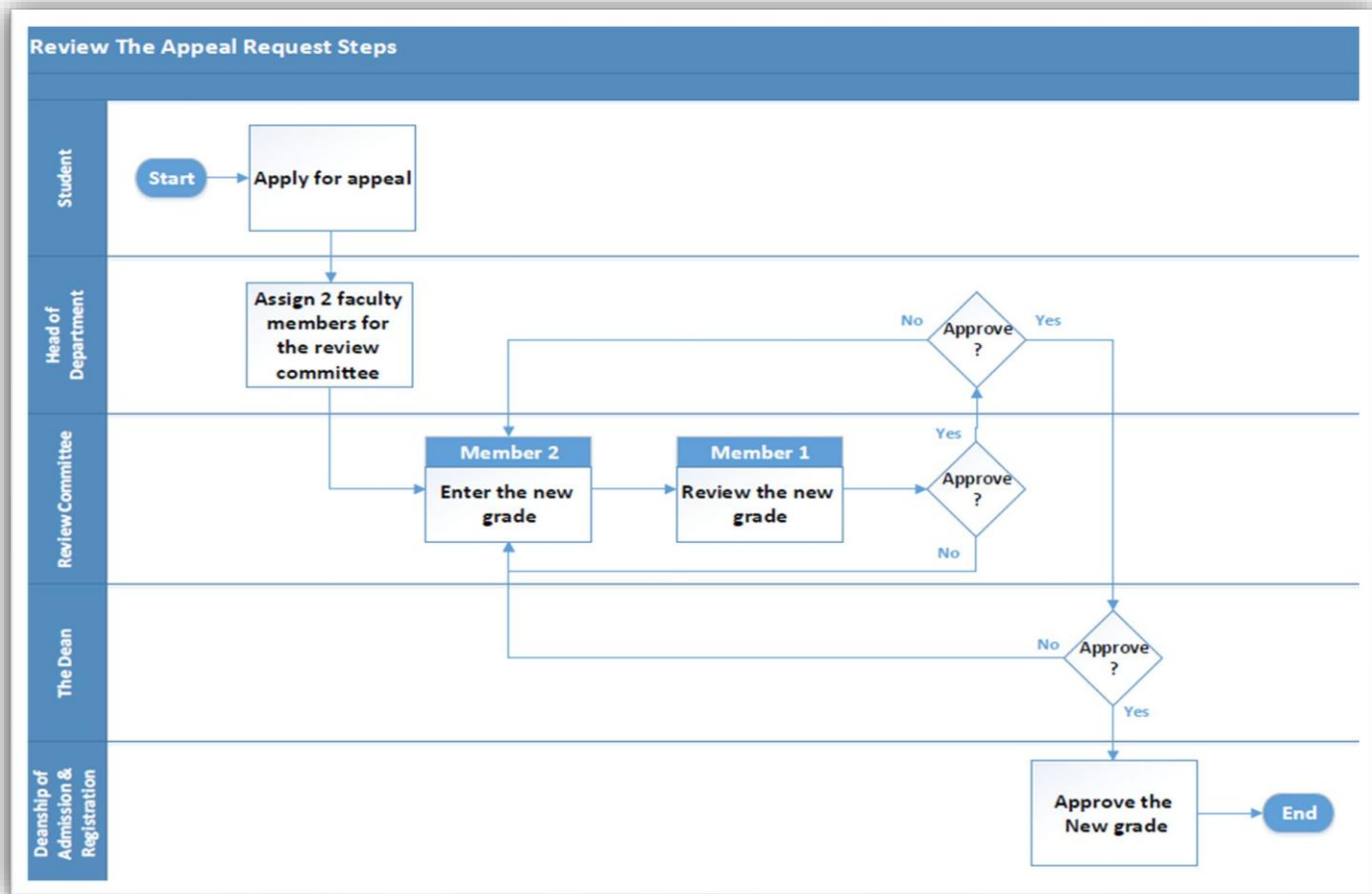


Figure ٦ – the workflow