



New Student Information System

User Manual

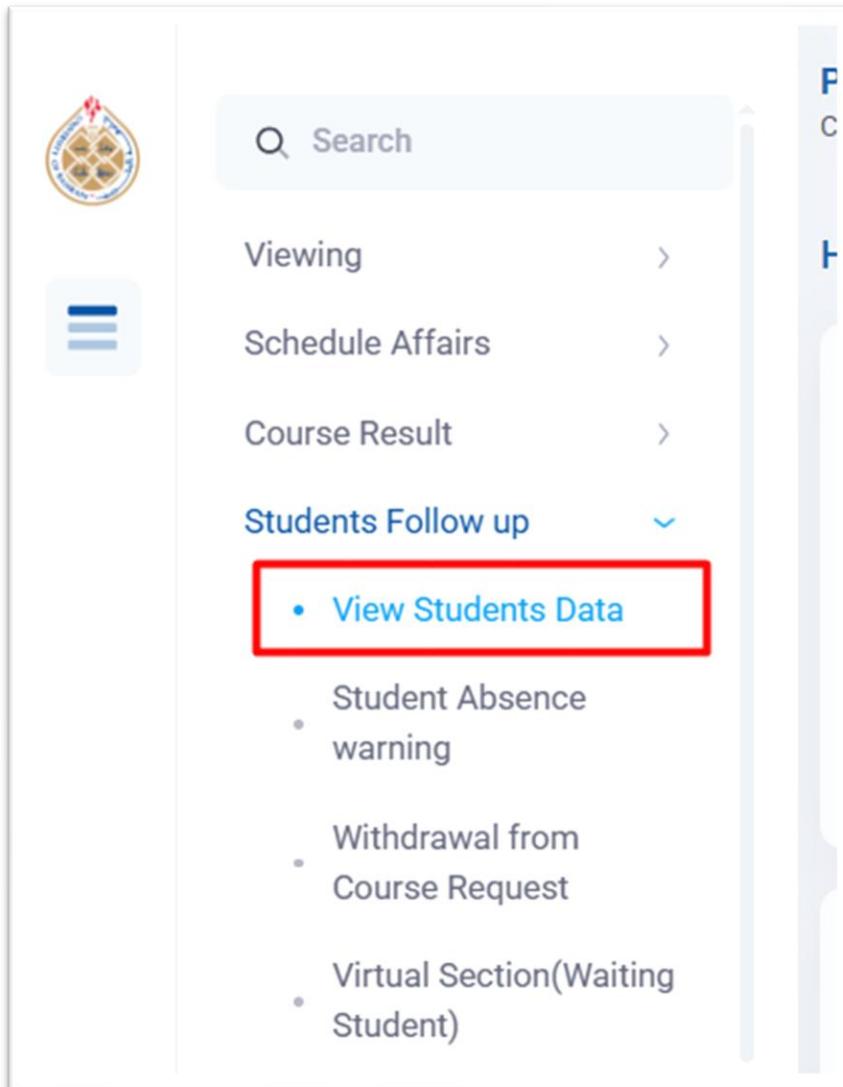
User Account: College dean
Function: View Students Data

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A. System Overview

- From the Students Follow up menu, the head of department can select the screen “View Students Data” to search for the Students.



- Figure 1 – View Students Data

B. Instructions

This screen allows the Head of Department to search for Students with two options (Student ID – Advanced Search)

1. Search with Student ID:

User can enter Student Id for specific one or Search with empty text box for all Students.

The screenshot shows a web-based application for viewing student data. At the top, there is a navigation bar with links to 'Home', 'Students Follow up', and 'View Students Data'. Below the navigation, there is a search form. The 'Student ID' field contains the value '2' (with the first digit redacted). A red box labeled '1- enter Student ID' with an arrow points to this field. Below the search form is a link to 'Advanced Search'. To the right of the search form are 'Search' and 'Reset' buttons. A red box labeled '2- click on Search button' with an arrow points to the 'Search' button. Below the search form is a table titled 'Search Result' with the sub-label '1 Record'. The table has columns: Student ID, Enrollment Status, Nationality, Major, Minor/Specialization, CGPA, MGPA, Accum CH, and Disabilities and Diseases. The first row of the table shows data for a student with Student ID '2' (redacted), who is 'Enrolled' from 'BAHRAIN' and majoring in 'Doctor of Philosophy in Business Analytics (Finance) (2021)'. The CGPA is '3.87', MGPA is '39', and Accum CH is '3'. There is a red arrow pointing from the 'Search' button in the search form to the 'Student ID' column of the first table row.

Student ID	Enrollment Status	Nationality	Major	Minor/Specialization	CGPA	MGPA	Accum CH	Disabilities and Diseases
2 (redacted)	Enrolled	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.87	39		

Figure 2 – Search with Student ID

2. Search with Advanced Search

Also, the college dean can search with more options with the Advanced option

- Admission Data
- Academic Data
- Basic Data
- Reg. Course
- Student Under Advising
- Sponsor

Student ID

1- click on Advanced Search link

Advanced Search

2- click on Admission Data to open search criteria

Admission Data

University/College: College of Business Administration

Department: Economic and Finance

Scientific Degree: All

ADM Year: All

Major: All

Minor: All

Orientation Students Expected to Graduated (Approved by Head of Dep.)

3- click on search button

Search Reset

Figure 3 – Admission Data Search Criteria

Student ID

↓ Advanced Search 1- click on Advanced Search

→ Admission Data 2- click on Academic Data

↓ Academic Data

CGPA : Passed CH : Semester Cr. Attended :

Enrollment Status Academic Warning Level Academic Status

Not Registered Pending Admission Approval

→ Basic Data
→ Reg. Course
→ Student Under Advising
→ Sponsor

3- click on Search button → Search Reset

Figure 4 – Academic Data Search Criteria

Student ID

Advanced Search ↓ 1- click on Advanced Search

Admission Data

Academic Data

Basic Data ↓ 2- click on Basic Data

Student Name Contains Nationality All Governorate All

CPR / National Number Gender All

Reg. Course

Student Under Advising

Sponsor

3- click on Search button Search Reset

Figure 5 – Basic Data Search Criteria

Student ID

Advanced Search 1- click on Advanced Search

Admission Data

Academic Data

Basic Data

Reg. Course 2- click on Reg. Course

UG PG

College: College of Business Administration

Department: Economic and Finance

Reg. Course: All

Section: All

Student Under Advising

Sponsor

3- click on Search button Search Reset

Figure 6 –Reg. Course Search Criteria

Student ID

Advanced Search

1- click on Advanced Search

Admission Data

Academic Data

Basic Data

Reg. Course

2- click on Student Under Advising

Student Under Advising

Academic Advisor

All

Sponsor

3- Click on Search button

Search

Reset

Search Result

1 Record

	Student ID	Enrollment Status	Nationality	Major	Minor/Specialization	CGPA	MGPA	Accum CH	Disabilities and Diseases
<input type="checkbox"/>									

Figure 7 –Student Under Advising Search Criteria

Student ID

↓ Advanced Search 1- click on Advanced Search

→ Admission Data

→ Academic Data

→ Basic Data

→ Reg. Course

→ Student Under Advising

↓ Sponsor 2- Click on Sponsor

Sponsor 3- click on Search button Search Cancel

Search Results

Figure 8 – Sponsor Search Criteria

Home / Students Follow up / View Students Data

Student ID

Advanced Search

Sponsor Name Sponsor Code **2- click on Search button**

Search Result 317 Record **3- choose Sponsor**

	Sponsor Name	Sponsor Code
<input checked="" type="checkbox"/>	A*****L	AAAC
<input type="checkbox"/>	A*****I	AAMA
<input type="checkbox"/>	AB*****SS	AAN
<input type="checkbox"/>	A*****L	AANC
<input type="checkbox"/>	AI*****in	AB

1 Record

Student ID Enrollment Status Nationality

1- click on Search icon

4- click on Select button

Figure 9 – Select Sponsor