



New Student Information System User Manual

User Account: Head of Department
Function: Approve Course Result

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A. System Overview

- From the Course Result menu, the head of department can select the screen “**Approve Course Result**” to view the course grading results sent by the college staff for course sections they teach, and Approve/Reject the results, so the registration admin can then approve and announce the results.

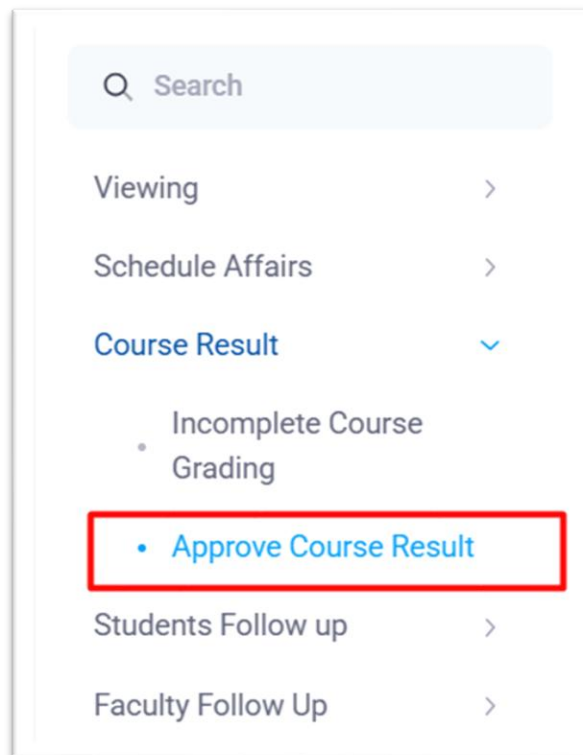


Figure 1: Approve Course Result

B. Instructions

This screen allows the Head of Department to view the course grading results sent by the college staff for course sections they teach, and Approve/Reject the results, so the registration admin can then approve and announce the results.

1. Search for sections:

Home / Course Result / Approve Course Result

Academic Year
2025/2026

Semester
First

College
College of Science

Department
Physics

Scientific Degree
☒ UG
 ☐ PG

Course Code
PHYCS101 - GENERAL PHYSICS I

Section
All

Section Status
Submitted

Search Reset

Approve All Sections
Late Groups for Submitting Grades
Hours >=

Course Data

Course Code: PHYCS101 - GENERAL PHYSICS I
Responsible Person:

Exam Date: 21/12/2025
Exam Time: 8:30 AM To 10:30 AM

Search Result
3 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		->
<input type="checkbox"/>	PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		->
<input type="checkbox"/>	PHYCS101	39	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		->

Figure 2: Search

2. Preview the late groups for submitting grades :

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: Submitted

Search Reset

Approve All Sections Late Groups for Submitting Grades Hours >=

1 of 1 Find | Next

University of Bahrain
Head of Department

**Report For Groups which Not Submitted Grades from
Exam End Time untill now
First ,2025/2026**

Faculty: College of Engineering
Department : Architecture and Interior Design

Serial	Course	Section	Staff Member	Exam End Date	Late Hours
1	INTD211	01	MRS ANAMIKA VISHAL JIWANE		
2	INTD212	01	Ms. Ghaida Mohamed		
3	INTD212	01	Ms. Ghaida Mohamed		
4	INTD212	01	Ms. Ghaida Mohamed		
5	INTD222	01	MRS MARYAM JALAL OBAID		
6	INTD310	01	DR. HANA MOHAMED ALJAWDER		
7	INTD310	01	DR. HANA MOHAMED ALJAWDER		
8	INTD311	01	DR. HAWRA JAAFAR SHAIKH MANSOOR MOHAMED		
9	INTD312	01	MRS BATOOL NOWROOZ JAMALI		
10	INTD313	01	MRS MAI ALI KHALFAN		
11	INTD313	02	MRS MAI ALI KHALFAN		
12	INTD313	02	MRS MAI ALI KHALFAN		

Figure 3: Preview the late groups for submitting grades

3. Approve All Sections :

- Head of Department can select multi sections and approve them by press on button “Approve All Sections” button.
- “Approve All Sections” button appear with Section status “Submitted”.

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: Submitted

[Search](#) [Reset](#)

[Approve All Sections](#) [Late Groups for Submitting Grades](#) Hours >=

Search Result
3 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		->
<input type="checkbox"/>	PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		->

Figure 4: Approve All Sections

4. Reject Request:

Head of Department can reject the request by press on button “Reject” then the System change the section status and write it in the “Note”.

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: Submitted

[Search](#) [Reset](#)

[Approve All Sections](#) [Late Groups for Submitting Grades](#) Hours >=

Course Data

Course Code: PHYCS101 - GENERAL PHYSICS I Responsible Person: Exam Date: 21/12/2025 Exam Time: 8:30 AM To 10:30 AM

Search Result
3 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
<input type="checkbox"/>	PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
<input type="checkbox"/>	PHYCS101	39	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: Rejected By Head of Department

[Search](#) [Reset](#)

[Late Groups for Submitting Grades](#) Hours >=

Search Result
1 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	39	DR. SAYED MAHMOOD MOHAMED NASSER	18			Rejected By Head Of Department	→

Figure 5: Reject Request

5. Approve Request :

- Head of Department can approve request by press on button "Approve".
- System then **hides** the action buttons (**Approve, Reject**) and display button "**Unapproved**".
- System changes the section status and writes it in the "**Note**".

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: Submitted

[Search](#) [Reset](#)

[Approve All Sections](#) [Late Groups for Submitting Grades](#) Hours >=

Search Result
2 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
<input type="checkbox"/>	PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: **Approved By Head of Department**

[Search](#) [Reset](#)

[Late Groups for Submitting Grades](#) Hours >=

Search Result
1 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	UnApprove		Approved By Head Of Department	→

Figure 6: Approve Request

6. Unapprove Request :

- Head of Department after his approval can press “**UnApprove**” button.
- The buttons “**Approve**” and “**Reject**” appear again.
- the system re-change the section status.

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: Approved By Head of Department

Search Reset

Late Groups for Submitting Grades Hours >=

Search Result
1 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	UnApprove		Approved By Head Of Department	->

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: College of Science Department: Physics

Scientific Degree: ☒ UG ☐ PG Course Code: PHYCS101 - GENERAL PHYSICS I Section: All Section Status: Submitted

Search Reset

Approve All Sections Late Groups for Submitting Grades Hours >=

Search Result
2 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		->
<input type="checkbox"/>	PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		->

Figure 7: Unapprove Request

7. Course Result Stats (Grades):

Head of Department can preview the Course Result Stats (Grades) by press on section number.

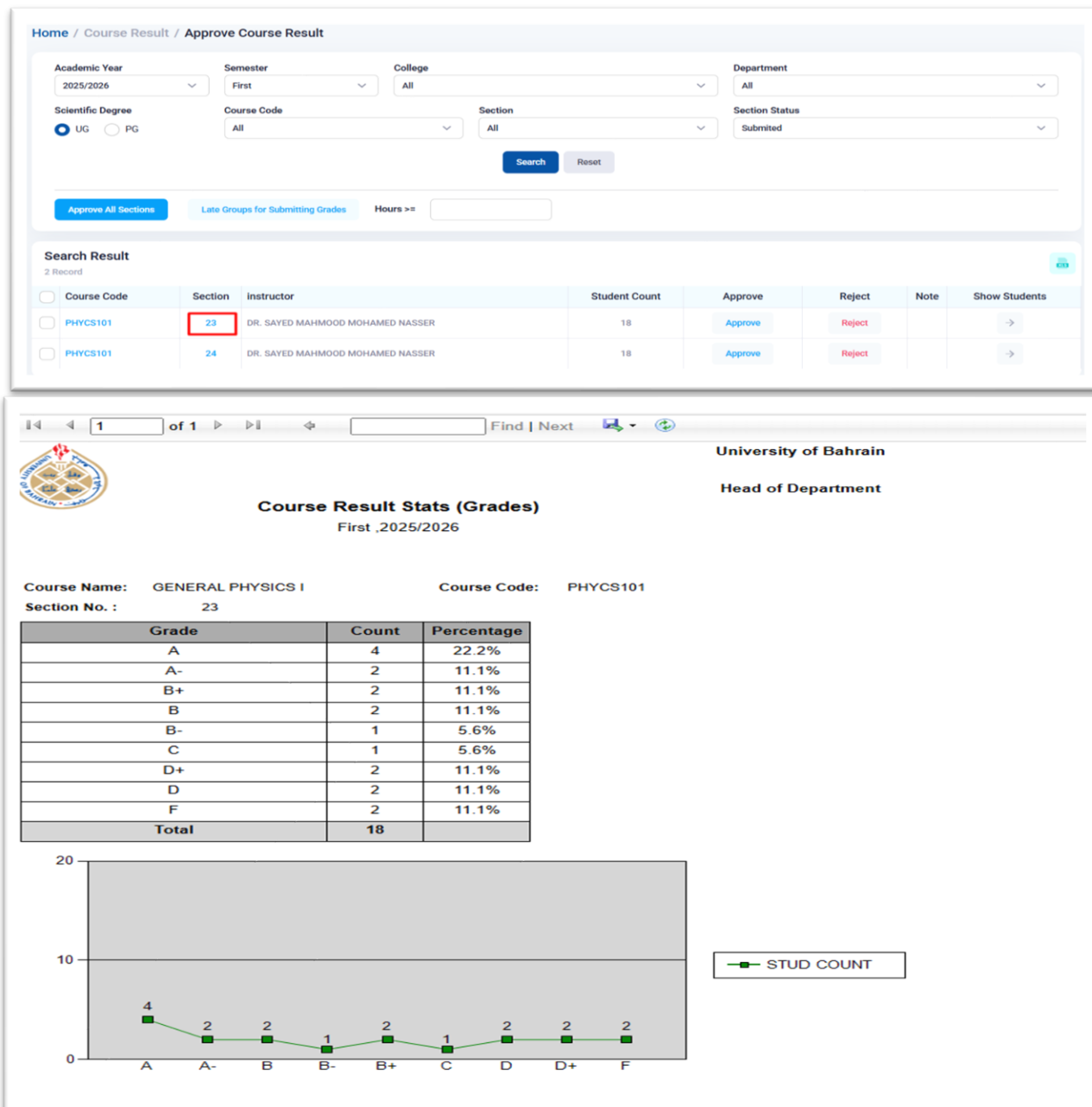


Figure 8: Preview Course Result Stats (Grades)

8. Show Students:

Head of Department can show students in section by press on button “→”.

Academic Year

2025/2026

Semester

First

College

All

Department

All

Scientific Degree

☒ UG
 ☐ PG

Course Code

All

Section

All

Section Status

Submitted

Search

Reset

Approve All Sections

Late Groups for Submitting Grades

Hours >=

Search Result

2 Record

<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
<input type="checkbox"/>	PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
<input type="checkbox"/>	PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→

SY*****ER / HEAD OF DEPA

2025/2026 - FIRST

Course Code:PHYCS101

SECTION: 23

Home / Course Result / A

Academic Year

2025/2026

Scientific Degree

☒ UG
 ☐ PG

Approve All Sections

Search Result

2 Record

☐

Course Code

:

☐

PHYCS101

:

☐

PHYCS101

:

Students

18 Record

[Preview Student Section](#)
[Statistical Grading Report](#)

Student	Grade	Pass/Fail	Approve
ID: 202103020 AS*****OM	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID: 202200744 AL*****JF	F	<input type="checkbox"/>	<input type="checkbox"/>
ID: 202403502 JA*****JN	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID: 202404857 NO*****AZ	B	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID: 202408876 MO*****ED	B-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID: 202502610 AL*****BI	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID: 202502715 ZA*****RI	B	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID: 202502740 HA*****ER	F	<input type="checkbox"/>	<input type="checkbox"/>
ID: 202502803 HA*****ID	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 9: Show Students in section

9. Preview student section :

Head of Department can preview students in section by press on button “preview student section”.

SY*****ER / HEAD OF DEPA
2025/2026 - FIRST

Home / Course Result / A

Academic Year
2025/2026

Scientific Degree
UG PG

Course Code:PHYCS101
SECTION: 23

Students
18 Record

[Preview Student Section](#) [Statistical Grading Report](#)

Student	Grade	Pass/Fail	Approve
ID: 202103020 AS*****OM	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID: 202200744 AL*****IF	F	<input type="checkbox"/>	<input type="checkbox"/>
ID: 202403502 JA*****IN	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 of 1 Find | Next

University of Bahrain

Head of Department

report For Student in section
Academic Year 2025/2026, Semester First

Course :PHYCS101--GENERAL PHYSICS I Instructor Name:DR. SAYED MAHMOOD MOHAMED Section Number:23
NASSER

No	Student ID	Student Name	Grade	Course Status	Pass/Fail	Is Approved
1	202103020	AS*****OM	A		√	
2	202200744	AL*****IF	F			
3	202403502	JA*****IN	A		√	
4	202404857	NO*****AZ	B		√	
5	202408876	MO*****ED	B-		√	
6	202502610	AL*****BI	A		√	
7	202502715	ZA*****RI	B		√	
8	202502740	HA*****ER	F			
9	202502803	HA*****ID	D		√	
10	202502824	AM*****RI	B+		√	
11	202503159	RA*****AH	A-		√	
12	202503201	AL*****AS	A		√	
13	202506251	ZA*****AN	D+		√	
14	202506473	MU*****AR	C		√	
15	202506551	BA*****LI	D		√	
16	202506884	AN*****EM	D+		√	
17	202506936	AL*****AB	B+		√	
18	202506949	BA*****OQ	A-		√	

Figure 10: Preview student section

10. Statistical Grading Report :

Head of Department can preview the statistical Grading Report by press on button "Statistical Grading Report".

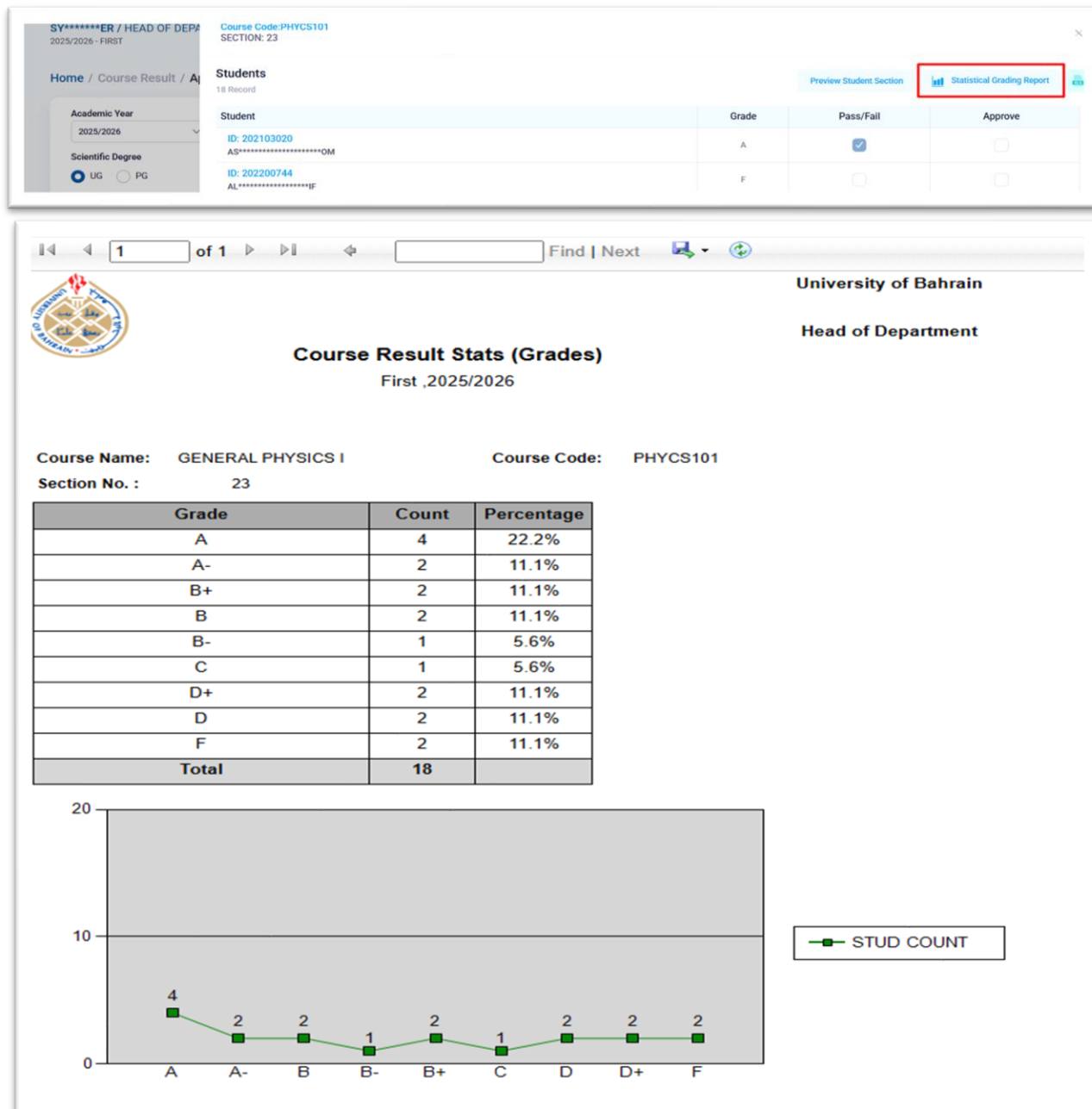


Figure 11: Statistical Grading Report