



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.

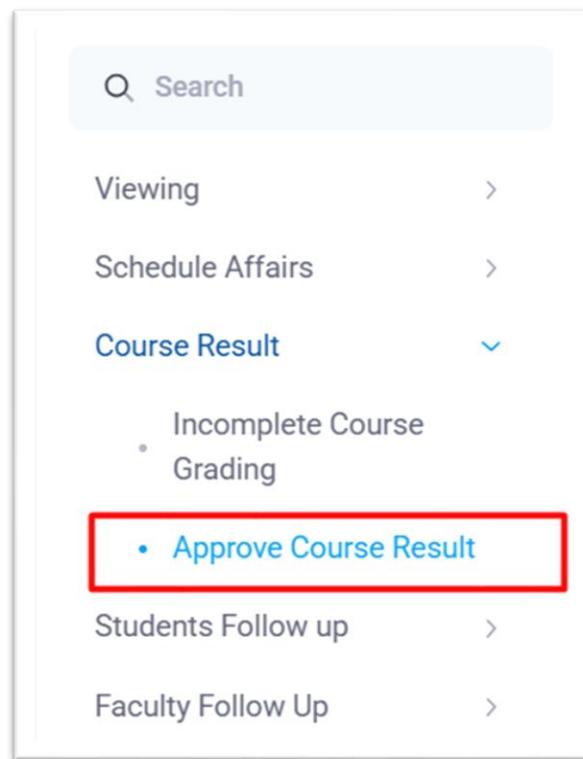


Figure 1: Approve Course Result

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	Semester	College	Department
2025/2026	First	College of Science	Physics

Scientific Degree	Course Code	Section	Section Status
UG	PHYCS101 - GENERAL PHYSICS I	All	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

Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
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 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 until 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 BATOOI 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	Semester	College	Department
2025/2026	First	College of Science	Physics

Scientific Degree	Course Code	Section	Section Status
UG	PHYCS101 - GENERAL PHYSICS I	All	Submitted

Approve All Sections Late Groups for Submitting Grades Hours >=

Course Code	Section	instructor	Student Count	Approve	Reject	Note	Show Students
PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		
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 <input checked="" type="radio"/> UG <input type="radio"/> PG	Course Code PHYCS101 - GENERAL PHYSICS I	Section All	Section Status Submitted
<input type="button" value="Search"/> <input type="button" value="Reset"/>			
<input type="button" value="Approve All Sections"/> <input type="button" value="Late Groups for Submitting Grades"/> Hours >= <input type="text"/>			

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

Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
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 <input checked="" type="radio"/> UG <input type="radio"/> PG	Course Code PHYCS101 - GENERAL PHYSICS I	Section All	Section Status Rejected By Head of Department
<input type="button" value="Search"/> <input type="button" value="Reset"/>			
<input type="button" value="Late Groups for Submitting Grades"/> Hours >= <input type="text"/>			

Search Result

Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
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	Course Code PHYCS101 - GENERAL PHYSICS I	Section All	Section Status Submitted																											
<input type="button" value="Search"/> <input type="button" value="Reset"/>																														
<input type="button" value="Approve All Sections"/> <input type="button" value="Late Groups for Submitting Grades"/> Hours >=		<input type="text"/>																												
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Home / Course Result / Approve Course Result

Academic Year 2025/2026	Semester First	College College of Science	Department Physics																		
Scientific Degree UG	Course Code PHYCS101 - GENERAL PHYSICS I	Section All	Section Status Approved By Head of Department																		
<input type="button" value="Search"/> <input type="button" value="Reset"/>																					
<input type="button" value="Late Groups for Submitting Grades"/> Hours >=		<input type="text"/>																			
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<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	Course Code PHYCS101 - GENERAL PHYSICS I	Section All	Section Status Approved By Head of Department																		
<input type="button" value="Search"/> <input type="button" value="Reset"/>																					
<input type="button" value="Late Groups for Submitting Grades"/> Hours >= <input type="text"/>																					
Search Result 1 Record																					
<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Course Code</th> <th>Section</th> <th>Instructor</th> <th>Student Count</th> <th>Approve</th> <th>Reject</th> <th>Note</th> <th>Show Students</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>PHYCS101</td> <td>23</td> <td>DR. SAYED MAHMOOD MOHAMED NASSER</td> <td>18</td> <td>UnApprove</td> <td></td> <td>Approved By Head Of Department</td> <td>→</td> </tr> </tbody> </table>				<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	→
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<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	Course Code PHYCS101 - GENERAL PHYSICS I	Section All	Section Status Submitted																											
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<input type="checkbox"/>	Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students																						
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<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.

Home / Course Result / Approve Course Result

Academic Year: 2025/2026 Semester: First College: All Department: All

Scientific Degree: UG Course Code: All Section: All Section Status: Submitted

Search Reset

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

Search Result 2 Record

Course Code	Section	Instructor	Student Count	Approve	Reject	Note	Show Students
PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject	->	
PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject	->	

1 of 1 Find | Next

University of Bahrain Head of Department

Course Result Stats (Grades) First ,2025/2026

Course Name: GENERAL PHYSICS I Course Code: PHYCS101
Section No. : 23

Grade	Count	Percentage
A	4	22.2%
A-	2	11.1%
B+	2	11.1%
B	2	11.1%
B-	1	5.6%
C	1	5.6%
D+	2	11.1%
D	2	11.1%
F	2	11.1%
Total	18	

STUD COUNT

Figure 8: Preview Course Result Stats (Grades)

8. Show Students:

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

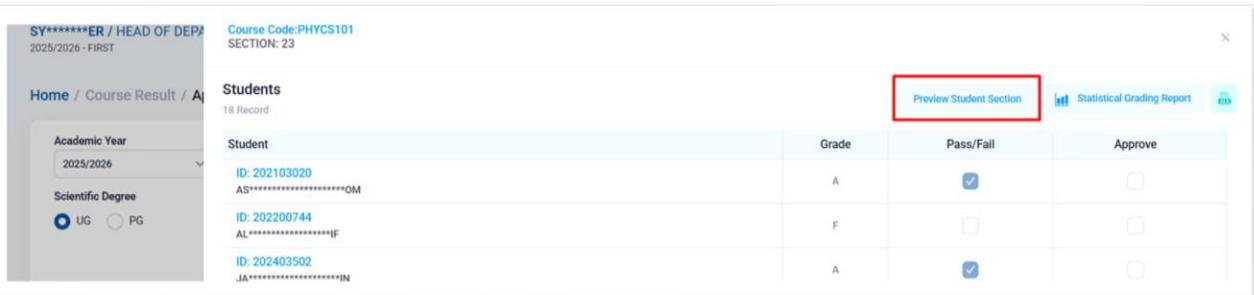
Course Code	Section	instructor	Student Count	Approve	Reject	Note	Show Students
PHYCS101	23	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→
PHYCS101	24	DR. SAYED MAHMOOD MOHAMED NASSER	18	Approve	Reject		→

Student	Grade	Pass/Fail	Approve
ID: 202103020 AS*****OM	A	✓	
ID: 202200744 AL*****IF	F		
ID: 202403502 JA*****IN	A	✓	
ID: 202404857 NO*****AZ	B	✓	
ID: 202408876 MO*****ED	B-	✓	
ID: 202502610 AL*****BI	A	✓	
ID: 202502715 ZA*****RI	B	✓	
ID: 202502740 HA*****ER	F		
ID: 202502803 HA*****ID	D	✓	

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”.



University of Bahrain

Head of Department

report For Student in section

Academic Year 2025/2026, Semester First

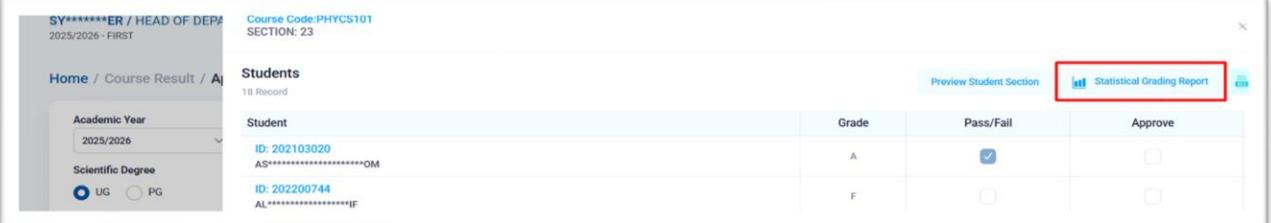
Course :PHYCS101--GENERAL PHYSICS I Instructor Name:DR. SAYED MAHMOOD MOHAMED Section Number:23
NASSER

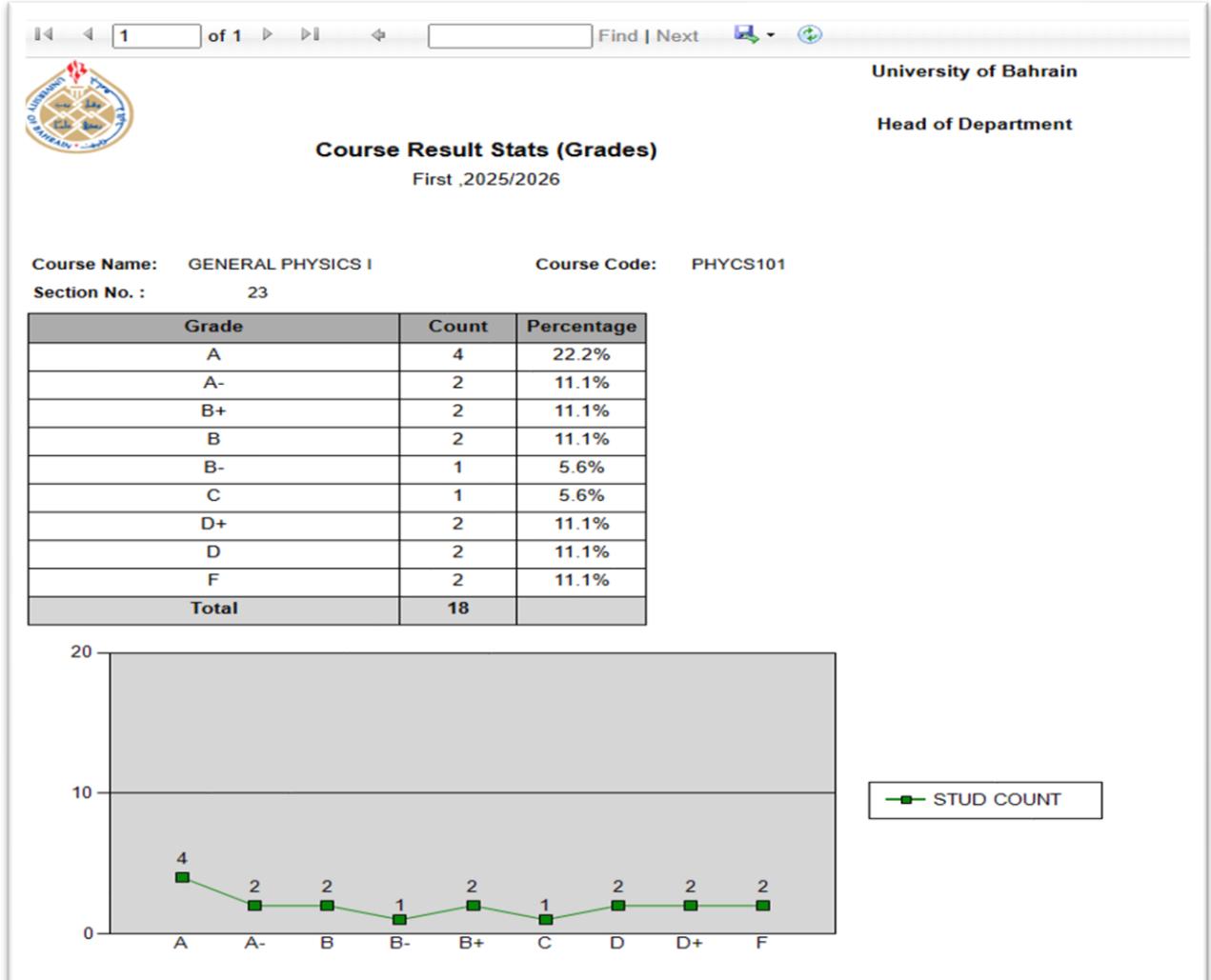
No	Student ID	Student Name	Grade	Course Status	Pass/Fail	Is Approved
1	202103020	AS*****OM	A		✓	
2	202200744	AL*****F	F			
3	202403502	JA*****IN	A		✓	
4	202404857	NO*****AZ	B		✓	
5	202408876	MO*****ED	B-		✓	
6	202502610	AL*****BI	A		✓	
7	202502715	ZA*****RI	B		✓	
8	202502740	HA*****ER	F			
9	202502803	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”.





Grade	Count	Percentage
A	4	22.2%
A-	2	11.1%
B+	2	11.1%
B	2	11.1%
B-	1	5.6%
C	1	5.6%
D+	2	11.1%
D	2	11.1%
F	2	11.1%
Total	18	

STUD COUNT

Figure 11: Statistical Grading Report