New Student Information System User Manual

User Account: Head of Department

Function: Incomplete Course Grading

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A. System Overview

The system provides authority to the head of the department member can filter students by academic criteria, review the pending grades, and submit them for approval. Or reject it

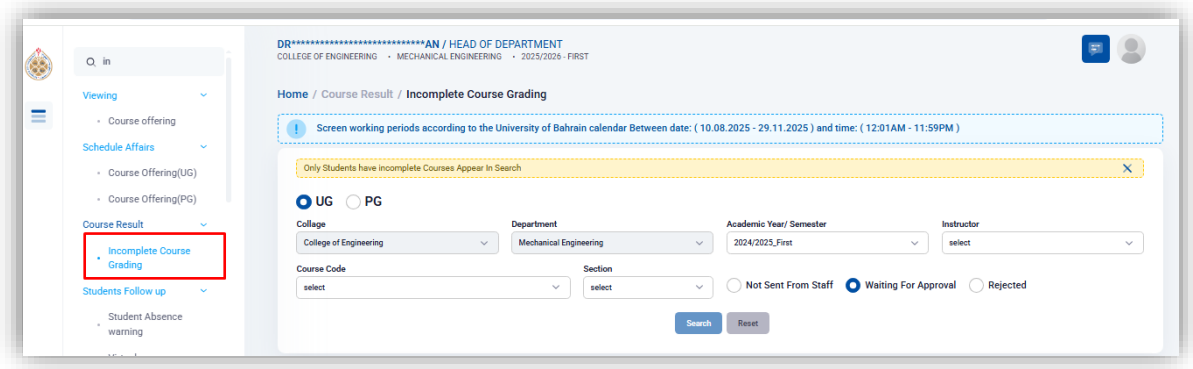

Figure 1 – main screen

B-Instructions

After selecting "**Incomplete Course grading**" from "course result" as shown in figure (1), "**Incomplete Course Grading**" screen will appear.

1. Search:

The user will have to choose the search criteria, "Scientific degree", "**Academic Year**", "Course Code", and "Section" has to be selected.

The rest of the criteria are optional, such as "Grading status" like (Not Sent from Staff, Waiting for Approval, Rejected), as shown below:

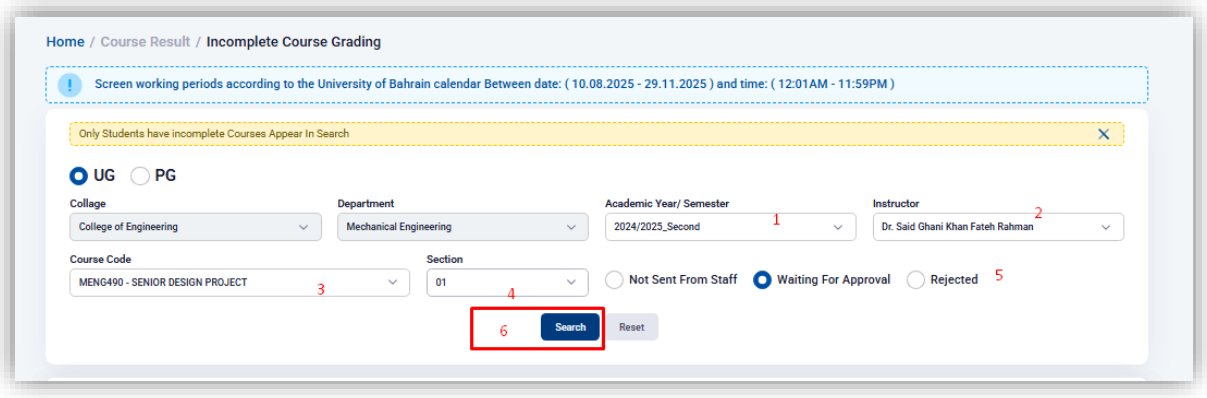

Figure 2 – Search screen

2-Result and Actions:

After showing the results, the user can approve the grade separately.

In addition, the user can reject the grade of a specific student by clicking the "Approve" button, Or click "Reject" for the selected students.

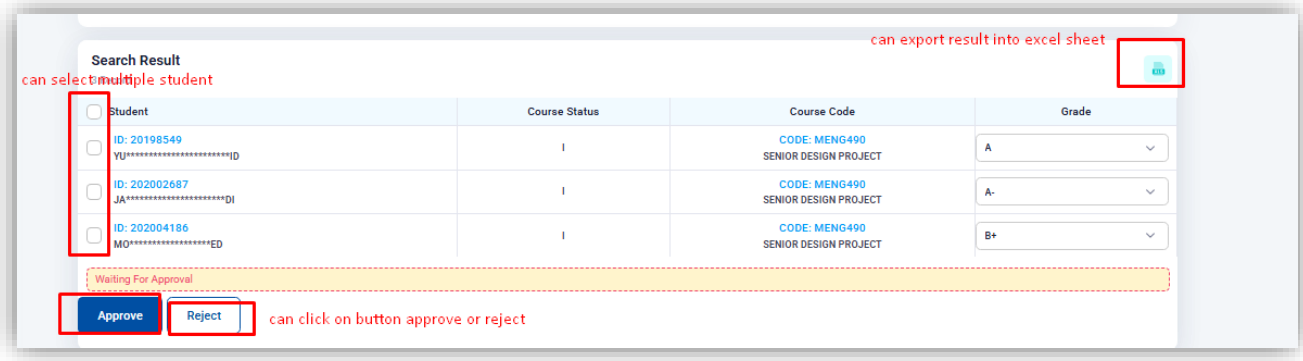

Figure 3 - Results screen

Student	Course Status	Course Code	Grade
ID:20198549 YU**********I	CODE:I SENIOR DESIGN PROJECT	MENG490	A
ID:202002687 JA**********D	CODE:I SENIOR DESIGN PROJECT	MENG490	A-
ID:202004186 MO**********ED	CODE:I SENIOR DESIGN PROJECT	MENG490	B+

Figure 4 – Print data

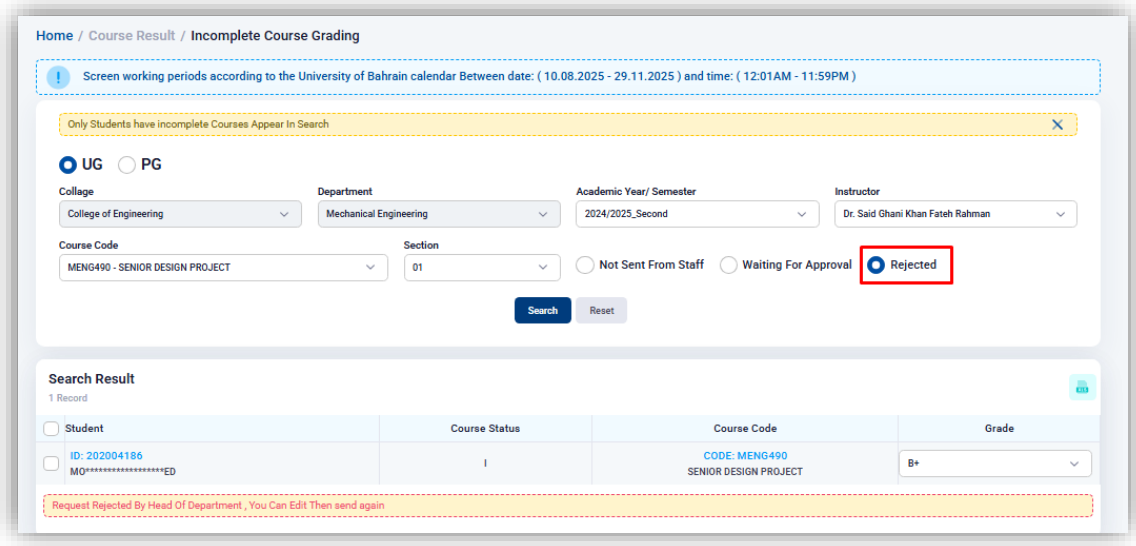

Figure 5 – reject student

3-Send Data - workflow:

After entering the grades of the students and save the modified data, the college staff press “Send Data” to send the grades to the head of department to either (Approve/Reject), and then the head of department shall send his approval to the approval process.

Note:

- If the Head of department rejected the grades, the college staff can open again to modify the grades, then re send the data again to Head of department
- If the Head of department approved the grades, then the Registration admin can either Approve/Reject the result, and in case rejected the college staff

can open again for modifications and then send to go the same approval cycle

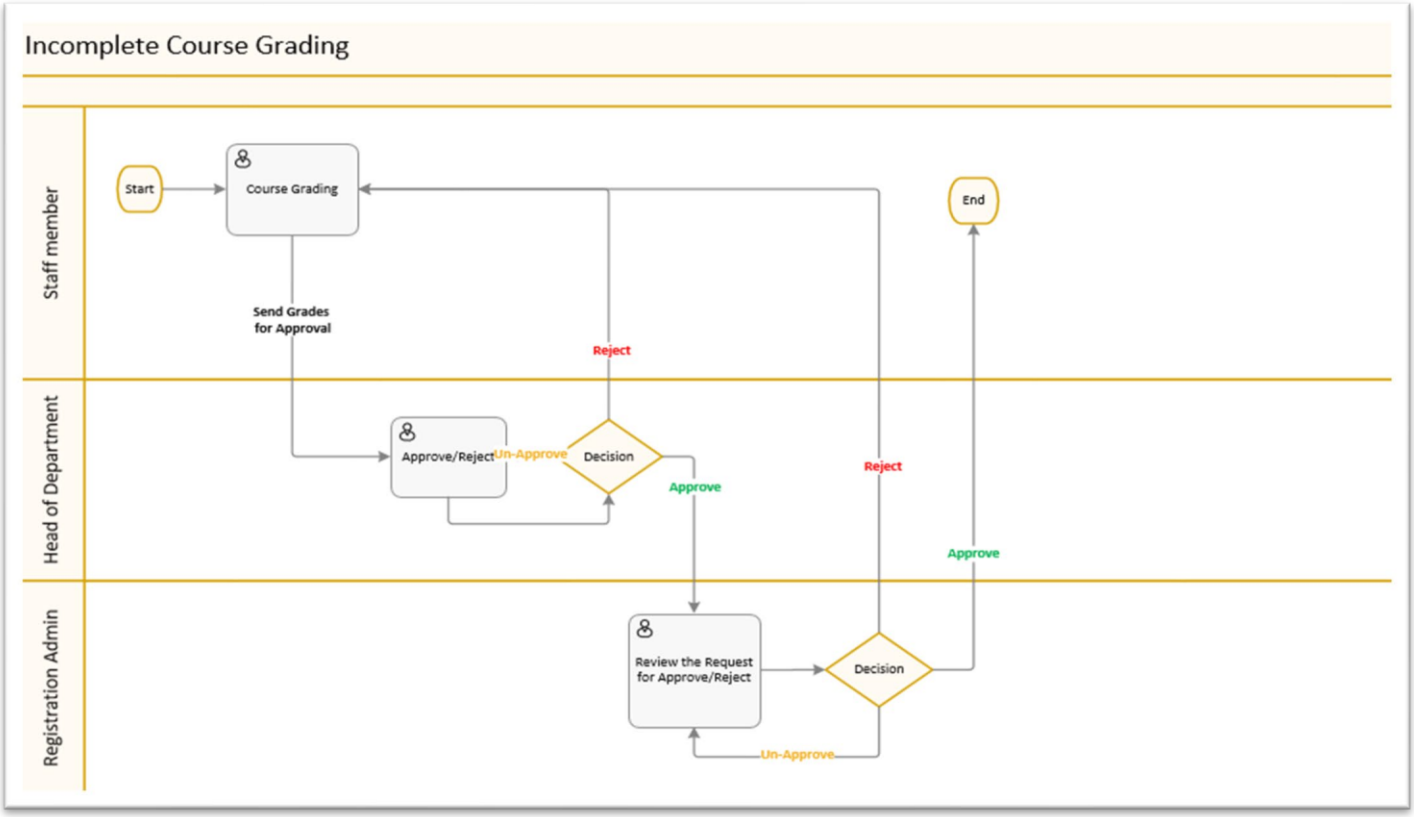

Figure 6 - Workflow