



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

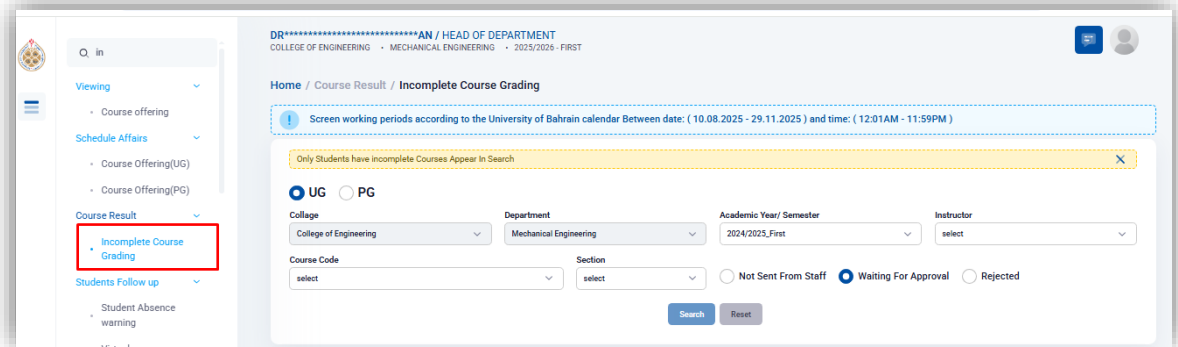


Figure 1 – main screen

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:

Home / Course Result / Incomplete Course Grading

Screen working periods according to the University of Bahrain calendar Between date: (10.08.2025 - 29.11.2025) and time: (12:01AM - 11:59PM)

Only Students have incomplete Courses Appear In Search

☒ UG ☐ PG

College: College of Engineering Department: Mechanical Engineering Academic Year/ Semester: 2024/2025_Second Instructor: Dr. Said Ghani Khan Fateh Rahman

Course Code: MENG490 - SENIOR DESIGN PROJECT Section: 01

☐ Not Sent From Staff ☒ Waiting For Approval ☐ Rejected

6 Search Reset

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.

Search Result

can select multiple student

can export result into excel sheet

Student	Course Status	Course Code	Grade
<input type="checkbox"/> ID: 20198549 YJ*****ID	I	CODE: MENG490 SENIOR DESIGN PROJECT	A
<input type="checkbox"/> ID: 202002687 JA*****DI	I	CODE: MENG490 SENIOR DESIGN PROJECT	A-
<input type="checkbox"/> ID: 202004186 MO*****ED	I	CODE: MENG490 SENIOR DESIGN PROJECT	B+

Waiting For Approval

Approve **Reject** can click on button approve or reject

Figure 3 - Results screen

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

Figure 4 – Print data

Home / Course Result / Incomplete Course Grading

1 Screen working periods according to the University of Bahrain calendar Between date: (10.08.2025 - 29.11.2025) and time: (12:01AM - 11:59PM)

Only Students have incomplete Courses Appear In Search

☒ UG ☐ PG

Collage: College of Engineering
 Department: Mechanical Engineering
 Academic Year/ Semester: 2024/2025_Second
 Instructor: Dr. Said Ghani Khan Fateh Rahman

Course Code: MENG490 - SENIOR DESIGN PROJECT
 Section: 01

☐ Not Sent From Staff ☐ Waiting For Approval ☒ Rejected

Search Reset

Search Result
1 Record

Student	Course Status	Course Code	Grade
ID: 202004186 MO*****ED	I	CODE: MENG490 SENIOR DESIGN PROJECT	B+ <input type="text"/>

Request Rejected By Head Of Department, You Can Edit Then send again

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

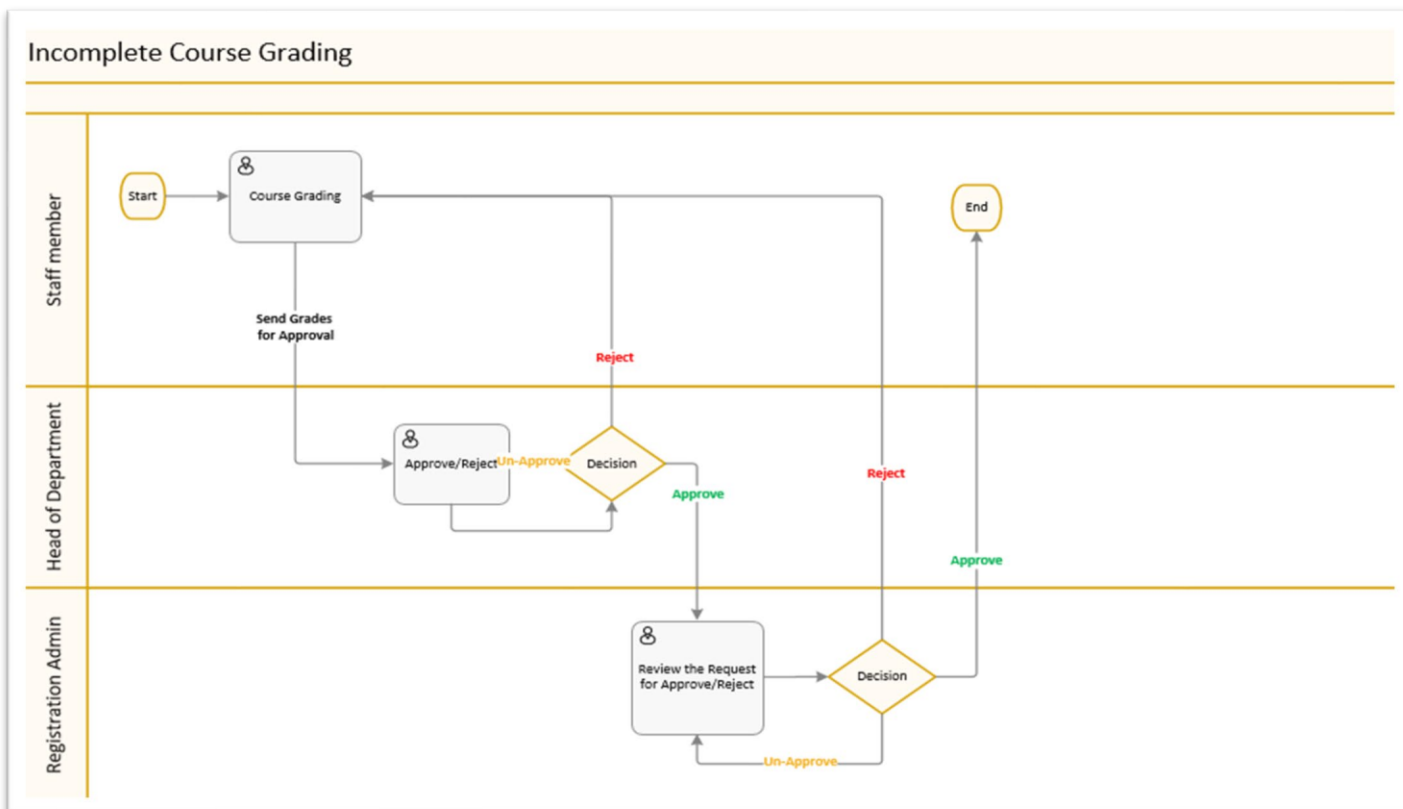


Figure 6 - Workflow