



New Student Information System

User Manual

User Account: Head of Department
Function: Students Grades Appeals

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1- System Overview

The Head of Department will decide to either approve or reject the new grade

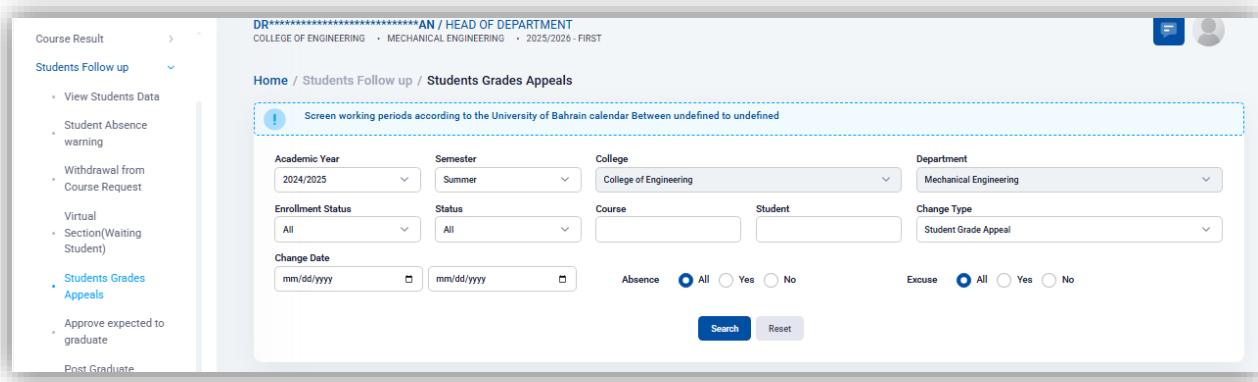


Figure 1 – Main screen

2-Instructions

After the user logs into the system and the home page has appeared, he will start the procedure according to the following steps:

- 1.1. From the main menu, “Students Follow up” option, select “Students Grades Appeals” as shown in figure (1).
- 1.2 .Select the required search criteria, such as academic year, semester, enrollment status, status, course code, and student id, then click the “Search” button as shown below in figure (2).
- 1.3 .Note: The system shows the appeal requests for the last semester ended by default without having to perform a search

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

Home / Students Follow up / Students Grades Appeals

Screen working periods according to the University of Bahrain calendar Between undefined to undefined

Academic Year	Semester	College	Department
2024/2025	Second	All	All
Enrollment Status	Status	Course	Student
All	New		
Change Date	mm/dd/yyyy	mm/dd/yyyy	Absence <input checked="" type="radio"/> All <input type="radio"/> Yes <input type="radio"/> No
			Excuse <input checked="" type="radio"/> All <input type="radio"/> Yes <input type="radio"/> No
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; border-radius: 5px; margin-right: 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;" type="button" value="Reset"/>			

Figure 2 - Search screen

After the results appear, it is important to know the meaning of each value that is shown in the figure below

1.4 The Head of Department will decide to either approve or reject the new grade. To appear the button of (approve and reject)

You should follow the steps:

1-select the instructor's entered grade and click on the update button

Search Result
1 Record

	Student	Instructor	Course	Instructor: Approve	Instructor: Enter Grade	Old Grade	Exam Grade	New Grade	Requested By	Rejected By	Request Status - Date	Notes	Reject	Approve
1	<input type="checkbox"/> ID : 202304531 GH*****	MRS. GHAZWAH BA	FUNDAMENTALS OF IT ITIS204 - 03	<input type="button" value="select"/>	<input type="button" value="select"/>	B+	B+	STUDENT			Grade Entered 11/09/2025 7:58:05 AM	<input type="button" value=""/>		
2					DR. MARTIN GRAHAM PARKER									

Figure 3-select instructor enter grade

2-select the instructor to approve the grade, then click on the update

button

Search Result
1 Record

Student	Instructor	Course	Approve	Grade	Grade	Grade	By	By	Date	Notes	Reject	Approve
ID : 202304531 GH*****	MRS. GHAZWAH BA	FUNDAMENTALS OF IT ITIS204 - 03	<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Select"/> DR. MARTIN GRAHAM PARKER MARIAM ABDELHADI	<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Select"/>	B+	B+	STUDENT		Grade Entered 11/09/2025 7:58:05 AM			<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; background-color: #007bff; color: white;" type="button" value="Approve"/>

Select4- instructor approve grade

3-The approve and reject buttons appear

Home / Students Follow up / Students Grades Appeals

Search Result
20 Record

Student	Instructor	Course	Instructor: Approve	Instructor: Enter Grade	Old Grade	Exam Grade	New Grade	Requested By	Rejected By	Request Status - Date	Notes	Reject	Approve
ID : 202102946 KH*****	DR. GHADEER ISM	SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01	<input type="button" value="Dr. Easa Ahmed ..."/> <input type="button" value="Dr. Amal Moham..."/>	B-	A-	STUDENT				Approved by committee 01/12/2025 11:46:43 AM		<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; background-color: #dc3545; color: white;" type="button" value="REJECT"/>	<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; background-color: #007bff; color: white;" type="button" value="APPROVE"/>

Select5- reject and approve

4-can select multiple students and click on the button (approve all selected) to approve all

	Student	Instructor	Course	Instructor: Approve	Instructor: Enter Grade	Old Grade	Exam Grade	New Grade	Requested By	Rejected By	Request Status - Date	Notes	Reject	Approve
<input checked="" type="checkbox"/>	ID : 202102946 KH***** ISM	DR. GHADEER JUMA A	SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01	<input type="button" value="Dr. Easa Ahmed ..."/>	<input type="button" value="Dr. Amal Moham..."/>	B-		A-	STUDENT		Approved by committee 01/12/2025 11:46:43 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	
<input type="checkbox"/>	ID : 202102946 KH***** ITIS452 - 01	DR. EHAB JUMA A	ENTERPRISE ARCHITECTURE ITIS452 - 01	<input type="button" value="select"/>	<input type="button" value="select"/>	B-			STUDENT		New 01/12/2025 7:47:07 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	
<input type="checkbox"/>	ID : 202102946 KH***** ITIS468 - 03	MRS. SHAIKHA AL	CYBER SECURITY ITIS468 - 03	<input type="button" value="select"/>	<input type="button" value="select"/>	B-			STUDENT		New 01/12/2025 7:47:07 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	
<input type="checkbox"/>	ID : 202108865 AH***** AL	MRS. SHAIKHA AL	INFORMATION SECURITY I ITIS360 - 01	<input type="button" value="Mrs. Ghazwah B..."/>	<input type="button" value="Dr. Ali Hussein Z..."/>	D+		C-	STUDENT		Approved by Registration 11/09/2025 7:57:51 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	
<input type="checkbox"/>	ID : 202206354 YA***** ISM	DR. GHADEER ISI	FUNDAMENTALS OF IT ITIS204 - 05	<input type="button" value="Dr. Reem Nasser..."/>	<input type="button" value="Mrs. Ghazwah B..."/>	D		D	STUDENT		Approved by Registration 11/09/2025 7:57:51 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	

Select6- approve all selected

Note in the head of department, the update button appears only in 3 cases in status (new grade, new -reject from head of department)

1.5 can print data in a table when clicking on the preview button

Student	Instructor	Course	Instructor: Approve	Instructor: Enter Grade	Old Grade	Exam Grade	New Grade	Requested By	Rejected By	Request Status - Date	Notes	Reject	Approve
ID : 202102946 KH***** ISM	DR. GHADEER JUMA A	SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01	<input type="button" value="select"/>	<input type="button" value="select"/>	B-			STUDENT		New 01/12/2025 7:47:07 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	
ID : 202102946 KH***** ITIS452 - 01	DR. EHAB JUMA A	ENTERPRISE ARCHITECTURE ITIS452 - 01	<input type="button" value="select"/>	<input type="button" value="select"/>	B-			STUDENT		New 01/12/2025 7:47:07 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	
ID : 202102946 KH***** ITIS468 - 03	MRS. SHAIKHA AL	CYBER SECURITY ITIS468 - 03	<input type="button" value="select"/>	<input type="button" value="select"/>	B-			STUDENT		New 01/12/2025 7:47:07 AM	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>	

Select7- preview button

Students Grade Appeal Report

من تاريخ : إلى تاريخ :

Student ID	Name Of Students	Instructor	Course Code	Course Title	Instructor Approve	Instructor Enter Grade	Old Grade	New Grade	Requested By	Rejected By	Request Status	Change Date
202102946	KH*****FA	Dr. Ghadeer Ismail Khalil	ITIS428	SOCIAL MEDIA NETWORKS AND THE SOCIETY	Dr. Era Ahmed Wali	Dr. Amal Mohamed Alrayes	B-	A-	STUDENT		Approved by committee	12/1/2025 11:46:43 AM
202102946	KH*****FA	DR. Ehab Juma Adwan	ITIS452	ENTERPRISE ARCHITECTURE			B-		STUDENT		New	12/1/2025 7:47:07 AM
202102946	KH*****FA	Mrs. Shaikha Ali Ahmed	ITIS408	CYBER SECURITY			B-		STUDENT		New	12/1/2025 7:47:07 AM
202108865	AH*****IN	Mrs. Shaikha Ali Ahmed	ITIS380	INFORMATION SECURITY I	Mrs. Ghazwah Bader Sulalibekh	Dr. Ali Hussein Zolait	D+	C-	STUDENT		Approved by Registration	9/11/2025 7:57:51 AM
202206354	YA*****LI	Dr. Ghadeer Ismail Khalil	ITIS204	FUNDAMENTALS OF IT	Dr. Reem Nasser Al-Kabi	Mrs. Ghazwah Bader Sulalibekh	D	D	STUDENT		Approved by Registration	9/11/2025 7:57:59 AM
202203042	HA*****BI	Dr. Ghadeer Ismail Khalil	ITIS204	FUNDAMENTALS OF IT	Dr. Reem Nasser Al-Kabi	Mrs. Ghazwah Bader Sulalibekh	D+	D+	STUDENT		Approved by Registration	9/11/2025 7:57:59 AM
202304531	GH*****AI	Mrs. Ghazwah Bader Sulalibekh	ITIS204	FUNDAMENTALS OF IT	Dr. Reem Nasser Al-Kabi	Dr. Ghadeer Ismail Khalil	B+	B+	STUDENT		Approved by Registration	9/11/2025 7:58:05 AM
202309104	ZA*****KI	Dr. Fatema Yusuf Aisebail	ITIS480	STRATEGIC IT PLANNING	Mrs. Batool Saleh Fadhl	Dr. Jaffah Hassan Al-Ammari	C+	C+	STUDENT		Approved by Registration	9/11/2025 7:58:06 AM
202202310	SA*****LI	Mrs. Shaikha Ali Ahmed	ITIS488	CYBER SECURITY	Mrs. Ghazwah Bader Sulalibekh	MR YAQOOB SALMAN ALSLAIS	B	B	STUDENT		Approved by Registration	9/11/2025 7:58:11 AM
202004722	AL*****AR	Mrs. Shaikha Ali Ahmed	ITIS380	INFORMATION SECURITY I	Dr. Reem Nasser Al-Kabi	Dr. Ali Hussein Zolait	B	B+	STUDENT		Approved by Registration	9/11/2025 7:58:18 AM
202004722	AL*****AR	DR. Ehab Juma Adwan	ITIS451	ENTERPRISE SYSTEMS	Mrs. Batool Saleh Fadhl	Dr. Ghassan Mohamed Alkoreiti	C+	B-	STUDENT		Approved by Registration	9/11/2025 7:58:20 AM
202210372	HU*****OL	Dr. Ali Hussein Zolait	ITCY401	INFORMATION SECURITY	Dr. Reem Nasser Al-Kabi	Mrs. Shaikha Ali Ahmed	A-	A	STUDENT		Approved by Registration	9/11/2025 7:58:27 AM
202208759	AI*****ED	Dr. Fatema Yusuf Aisebail	ITIS480	STRATEGIC IT PLANNING	Mrs. Batool Saleh Fadhl	Dr. Jaffah Hassan Al-Ammari	A-	A	STUDENT		Approved by Registration	9/11/2025 7:58:29 AM
202304968	HA*****KI	Mrs. Ghazwah Bader Sulalibekh	ITIS204	FUNDAMENTALS OF IT	Dr. Reem Nasser Al-Kabi	Dr. Ghadeer Ismail Khalil	B+	B+	STUDENT		Approved by Registration	9/11/2025 7:58:30 AM
202006149	FA*****RI	Mrs. Shaikha Ali Ahmed	ITCY201	FUNDAMENTALS OF CYBERSECURITY	Mrs. Ghazwah Bader Sulalibekh	Dr. Ali Hussein Zolait	D	D	STUDENT		Approved by Registration	9/11/2025 7:58:32 AM

elect7- the report

3-Work flow

The figure below shows the students' grade appeal requests steps:

Review The Appeal Request Steps

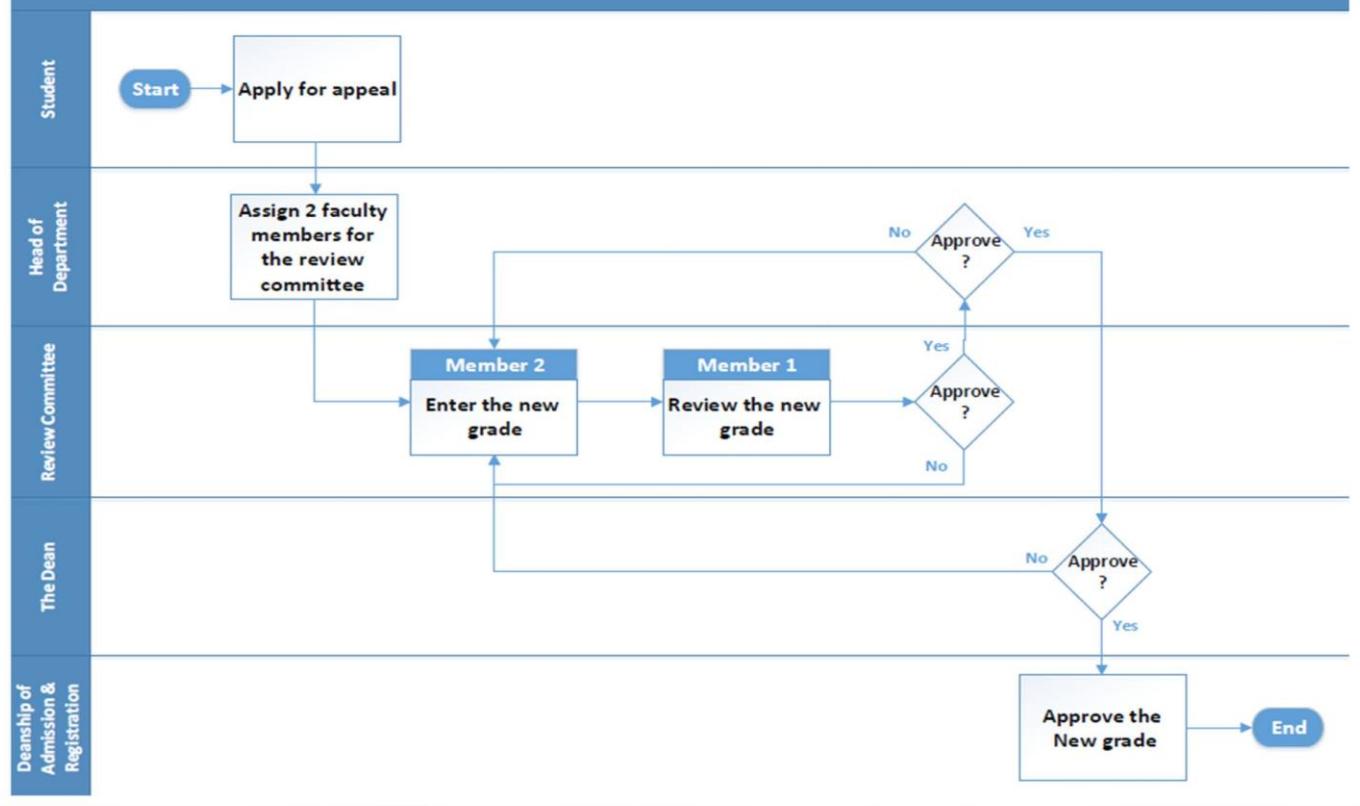


Figure 8 – the workflow