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

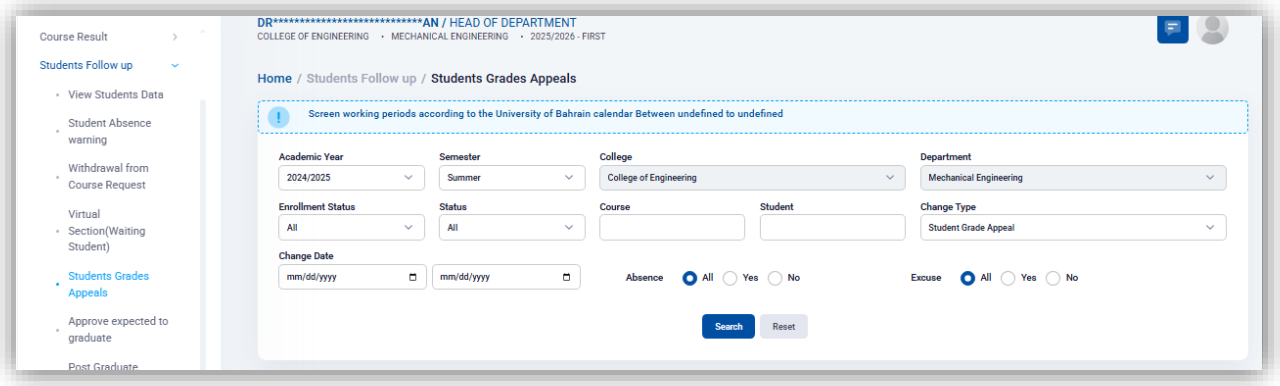


Figure 1 – Main screen

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

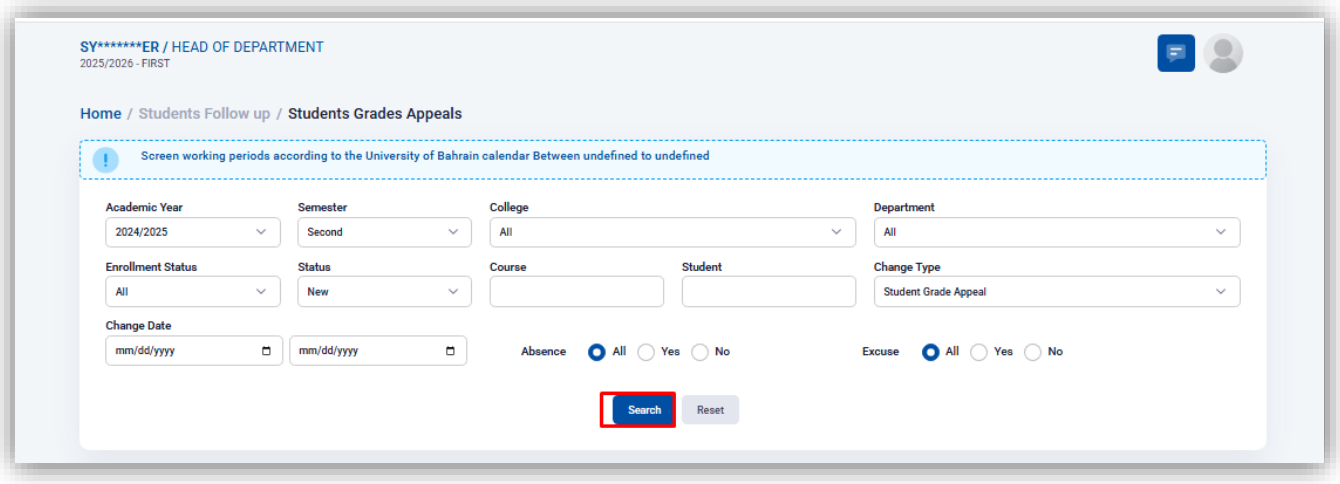


Figure 2 - Search screen

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

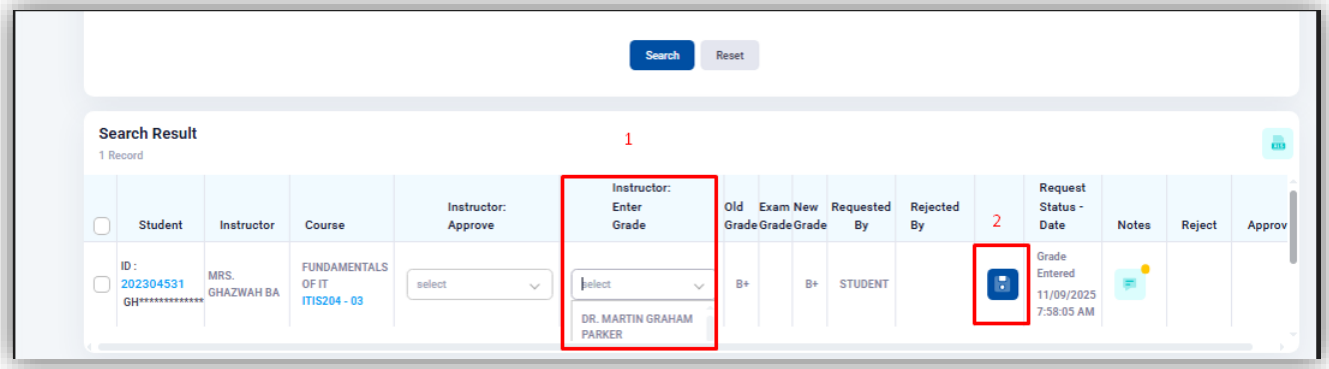
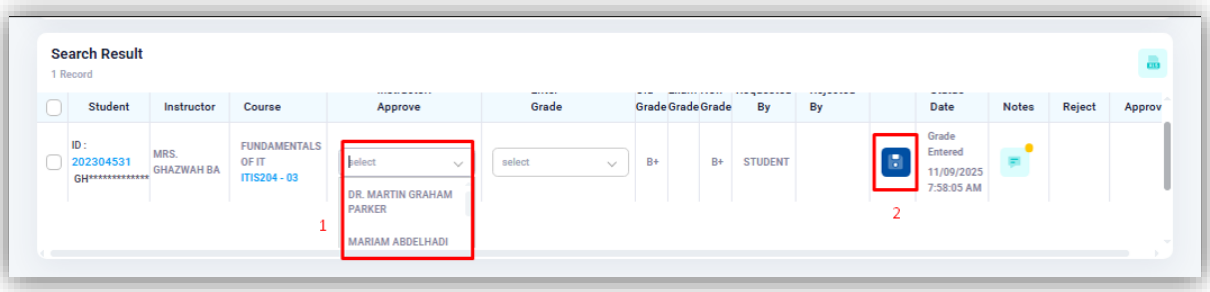


Figure 3-select instructor enter grade

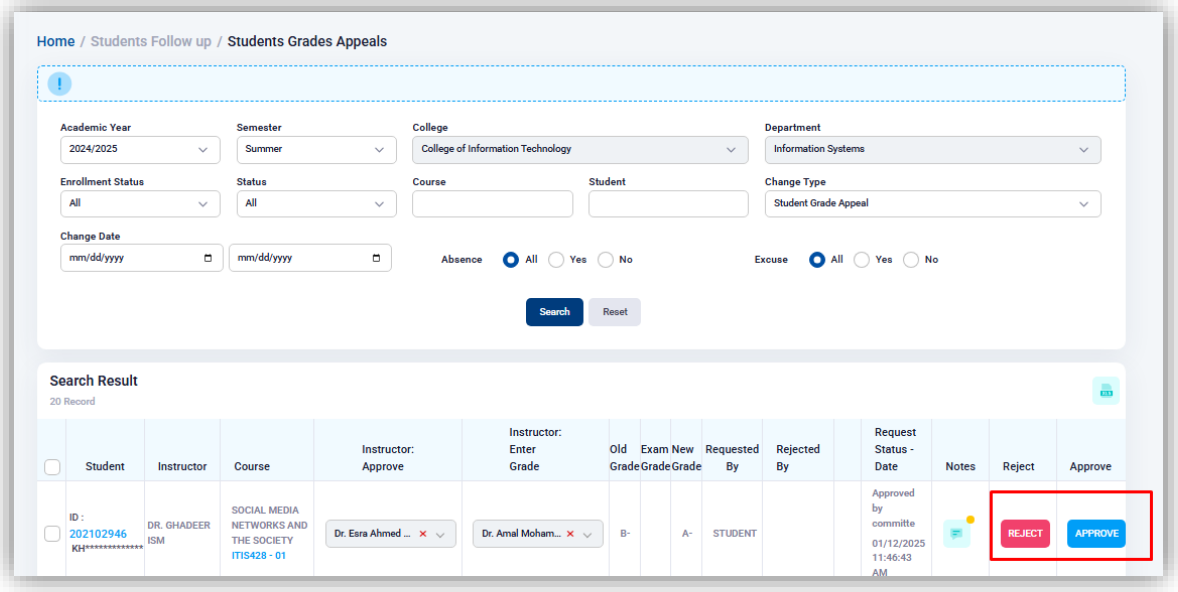
2-select the instructor to approve the grade, then click on the update

button



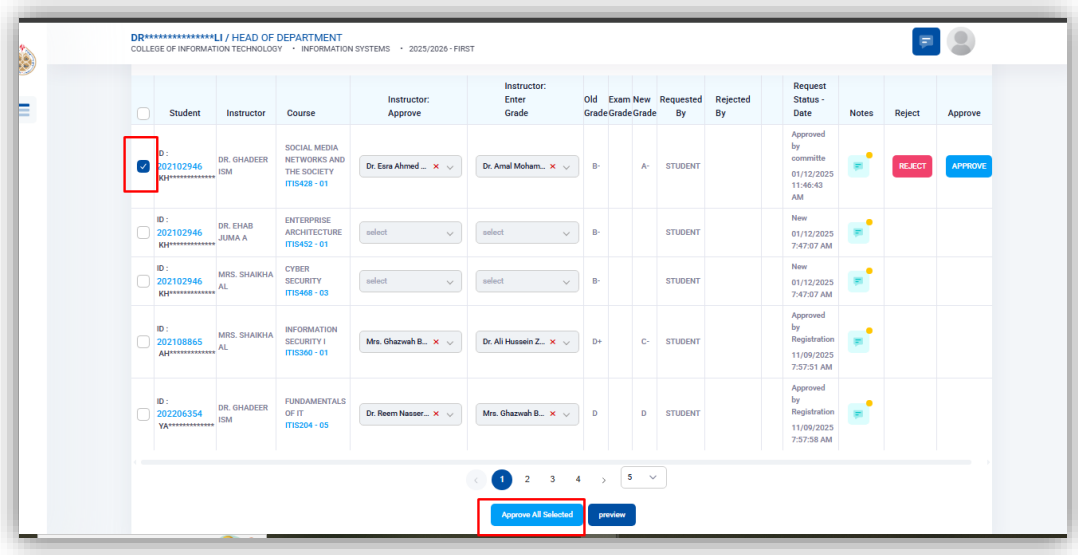
Select4- instructor approve grade

3-The approve and reject buttons appear



Select5- reject and approve

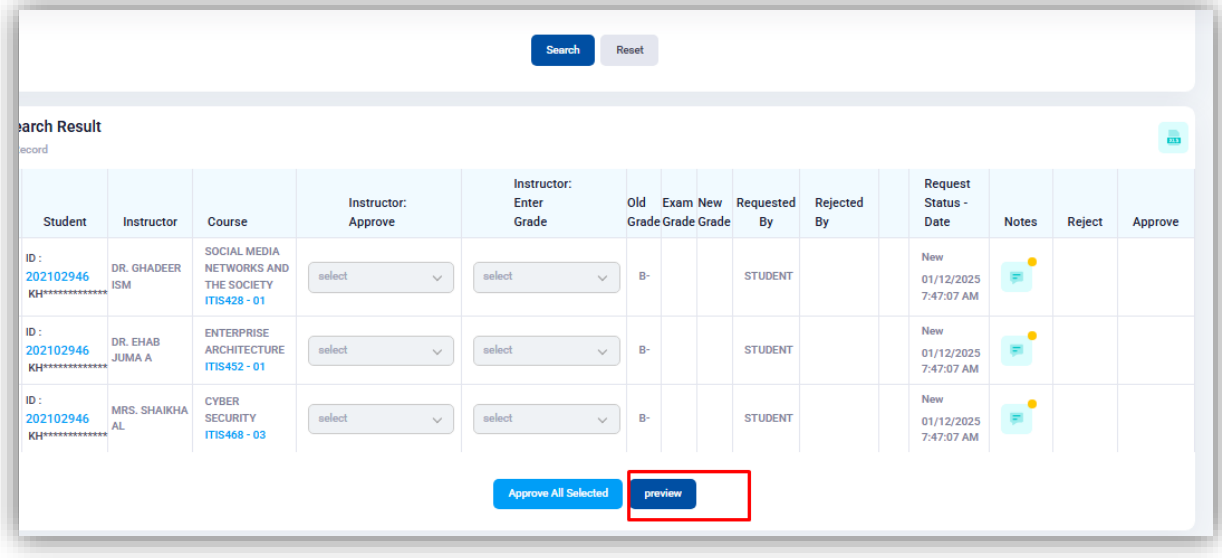
4-can select multiple students and click on the button (approve all selected) to approve all



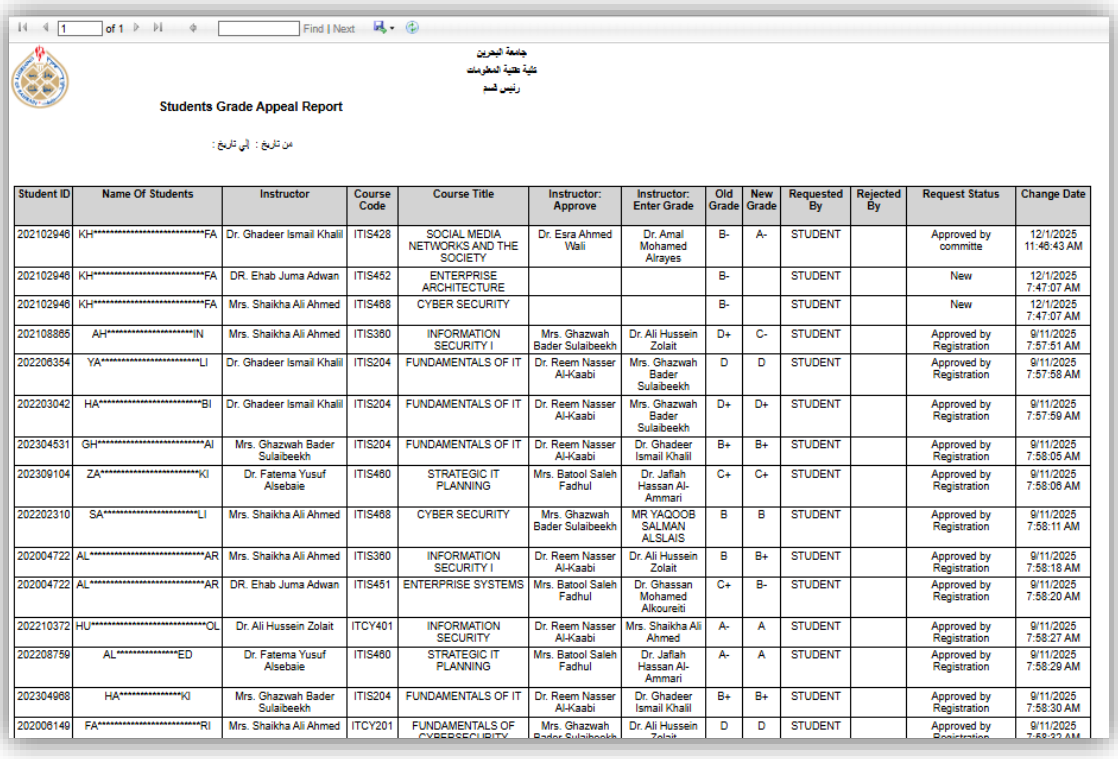
Select6- approve all selected

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



Select7- preview button



1 of 1 Find | Next

جامعة البحرين
كلية تقنية المعلومات
رئيس قسم

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. Esra Ahmed Wali	Dr. Amal Mohamed Alrayes	B-	A-	STUDENT		Approved by committe	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	ITIS468	CYBER SECURITY			B-		STUDENT		New	12/1/2025 7:47:07 AM
202108865	AH**********IN	Mrs. Shaikha Ali Ahmed	ITIS360	INFORMATION SECURITY I	Mrs. Ghazwah Bader Sulaibeekh	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-Kaabi	Mrs. Ghazwah Bader Sulaibeekh	D	D	STUDENT		Approved by Registration	9/11/2025 7:57:58 AM
202203042	HA**********BI	Dr. Ghadeer Ismail Khalil	ITIS204	FUNDAMENTALS OF IT	Dr. Reem Nasser Al-Kaabi	Mrs. Ghazwah Bader Sulaibeekh	D+	D+	STUDENT		Approved by Registration	9/11/2025 7:57:59 AM
202304531	GH**********AI	Mrs. Ghazwah Bader Sulaibeekh	ITIS204	FUNDAMENTALS OF IT	Dr. Reem Nasser Al-Kaabi	Dr. Ghadeer Ismail Khalil	B+	B+	STUDENT		Approved by Registration	9/11/2025 7:58:05 AM
202309104	ZA**********KI	Dr. Fatema Yusuf Alsebaie	ITIS460	STRATEGIC IT PLANNING	Mrs. Batool Saleh Fadhul	Dr. Jaflah Hassan Al-Ammari	C+	C+	STUDENT		Approved by Registration	9/11/2025 7:58:06 AM
202202310	SA**********LI	Mrs. Shaikha Ali Ahmed	ITIS468	CYBER SECURITY	Mrs. Ghazwah Bader Sulaibeekh	MR YAQOOB SALMAN ALSLAIS	B	B	STUDENT		Approved by Registration	9/11/2025 7:58:11 AM
202004722	AL**********AR	Mrs. Shaikha Ali Ahmed	ITIS360	INFORMATION SECURITY I	Dr. Reem Nasser Al-Kaabi	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 Fadhul	Dr. Ghassan Mohamed Alkoureiti	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-Kaabi	Mrs. Shaikha Ali Ahmed	A-	A	STUDENT		Approved by Registration	9/11/2025 7:58:27 AM
202208759	AL**********ED	Dr. Fatema Yusuf Alsebaie	ITIS460	STRATEGIC IT PLANNING	Mrs. Batool Saleh Fadhul	Dr. Jaflah Hassan Al-Ammari	A-	A	STUDENT		Approved by Registration	9/11/2025 7:58:29 AM
202304968	HA**********KI	Mrs. Ghazwah Bader Sulaibeekh	ITIS204	FUNDAMENTALS OF IT	Dr. Reem Nasser Al-Kaabi	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 Sulaibeekh	Dr. Ali Hussein Zolait	D	D	STUDENT		Approved by Registration	9/11/2025 7:58:33 AM

elect7- the report

3-Work flow

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

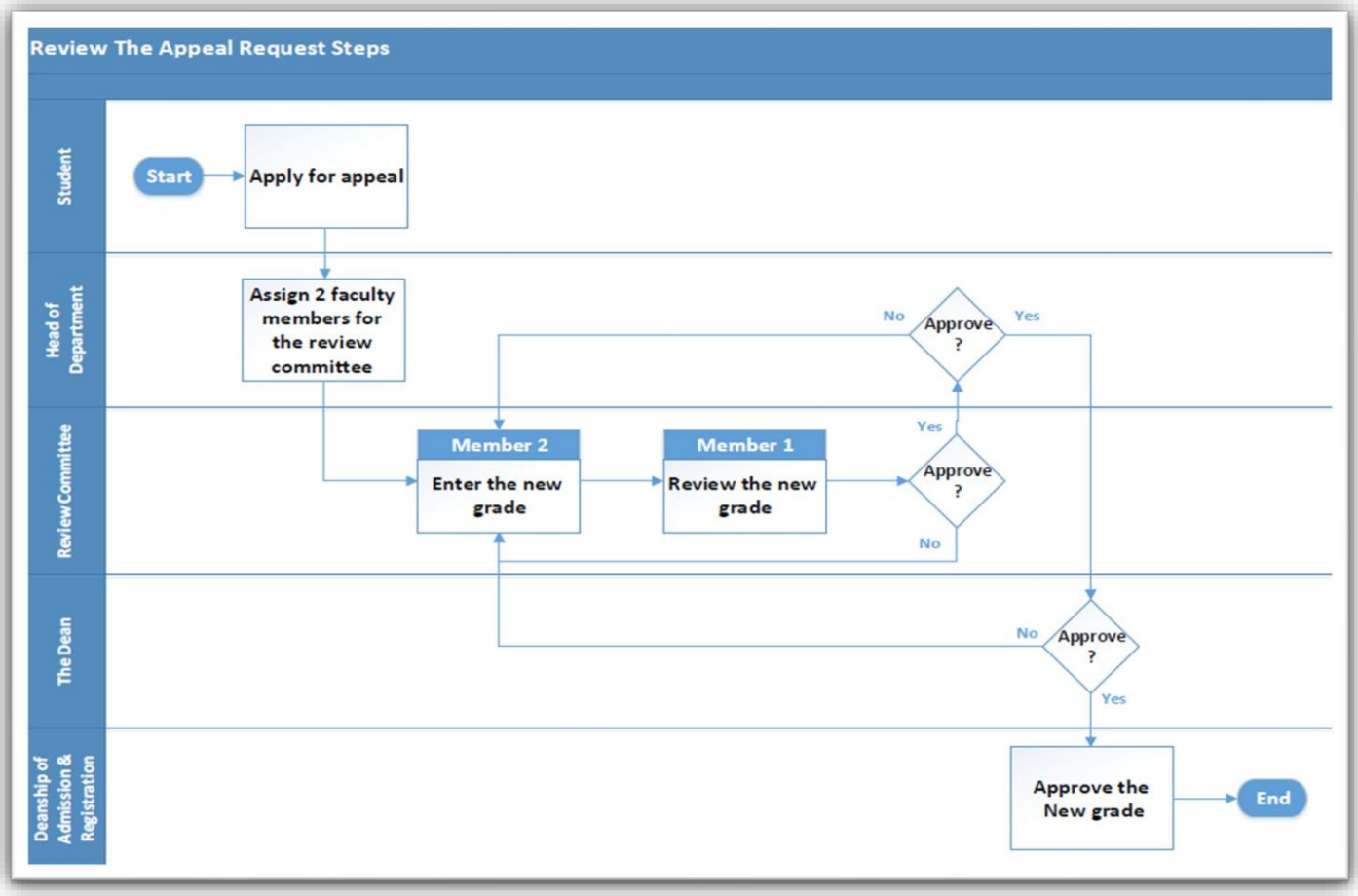


Figure 8 – the workflow