



# 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

The screenshot shows the 'Students Grades Appeals' main screen. The interface includes a left sidebar with navigation options like 'View Students Data', 'Student Absence warning', 'Withdrawal from Course Request', 'Virtual Section(Waiting Student)', 'Students Grades Appeals', 'Approve expected to graduate', and 'Post Graduate'. The main area contains a header with user information (DR\*\*\*\*\*AN / HEAD OF DEPARTMENT) and a breadcrumb trail (Home / Students Follow up / Students Grades Appeals). Below this is a search form with fields for Academic Year (2024/2025), Semester (Summer), College (College of Engineering), Department (Mechanical Engineering), Enrollment Status (All), Status (All), Course, Student, Change Date, and Change Type (Student Grade Appeal). There are also radio buttons for Absence (All selected) and Excuse (All selected). Search and Reset buttons are at the bottom right.

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

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

Figure 3-select instructor enter grade

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

button

Search Result

1 Record

<input type="checkbox"/>	Student	Instructor	Course	Approve	Grade	Grade	Grade	Grade	By	By		Date	Notes	Reject	Approv
<input type="checkbox"/>	ID : 202304531 GH*****	MRS. GHAWAH BA	FUNDAMENTALS OF IT ITIS204 - 03	<div><div>select</div><div>DR. MARTIN GRAHAM PARKER MARIAM ABDELHADI</div></div>	<div>select</div>	B+		B+	STUDENT		<div><div><div></div></div></div>	Grade Entered 11/09/2025 7:58:05 AM	<div></div>		

Select4- instructor approve grade

3-The approve and reject buttons appear

Home / Students Follow up / Students Grades Appeals

Academic Year: 2024/2025

Semester: Summer

College: College of Information Technology

Department: Information Systems

Enrollment Status: All

Status: All

Course:

Student:

Change Type: Student Grade Appeal

Change Date: mm/dd/yyyy

mm/dd/yyyy

Absence: ☒ All ☐ Yes ☐ No

Excuse: ☒ All ☐ Yes ☐ No

Search

Reset

Search Result													20 Record	
<input type="checkbox"/>	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 type="checkbox"/>	ID : 202102946 KJ*****	DR. GHADEER ISM	SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01	Dr. Esra Ahmed ...	Dr. Amal Moham...	B-		A-	STUDENT		Approved by committee 01/12/2025 11:46:43 AM		REJECT	APPROVE

Select5- reject and approve

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

DR\*\*\*\*\*LI / HEAD OF DEPARTMENT  
COLLEGE OF INFORMATION TECHNOLOGY · INFORMATION SYSTEMS · 2025/2026 - FIRST

Student	Instructor	Course	Instructor: Approve	Instructor: Enter Grade	Old Grade	Exam New Grade	Requested By	Rejected By	Request Status - Date	Notes	Reject	Approve
<input checked="" type="checkbox"/> ID: 202102946 KH*****	DR. GHADEER ISM	SOCIAL MEDIA NETWORKS AND THE SOCIETY ITIS428 - 01	Dr. Easa Ahmed...	Dr. Anas Moham...	B-	A-	STUDENT		Approved by committee 01/12/2025 11:46:43 AM	ip	REJECT	APPROVE
<input type="checkbox"/> ID: 202102946 KH*****	DR. EHAB JUMA A	ENTERPRISE ARCHITECTURE ITIS452 - 01	select	select	B-		STUDENT		New 01/12/2025 7:47:07 AM	ip		
<input type="checkbox"/> ID: 202102946 KH*****	MRS. SHAIKHA AL	CYBER SECURITY ITIS468 - 03	select	select	B-		STUDENT		New 01/12/2025 7:47:07 AM	ip		
<input type="checkbox"/> ID: 202108865 AH*****	MRS. SHAIKHA AL	INFORMATION SECURITY I ITIS360 - 01	Mrs. Ghazwah B...	Dr. Ali Hussein Z...	D+	C-	STUDENT		Approved by Registration 11/09/2025 7:57:51 AM	ip		
<input type="checkbox"/> ID: 202206354 YA*****	DR. GHADEER ISM	FUNDAMENTALS OF IT ITIS204 - 05	Dr. Reem Nasser...	Mrs. Ghazwah B...	D	D	STUDENT		Approved by Registration 11/09/2025 7:57:58 AM	ip		

1 2 3 4 5

Approve All Selected preview

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

Search Search Reset

Search Result  
record

Student	Instructor	Course	Instructor: Approve	Instructor: Enter Grade	Old Grade	Exam 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	select	select	B-		STUDENT		New 01/12/2025 7:47:07 AM	ip		
ID: 202102946 KH*****	DR. EHAB JUMA A	ENTERPRISE ARCHITECTURE ITIS452 - 01	select	select	B-		STUDENT		New 01/12/2025 7:47:07 AM	ip		
ID: 202102946 KH*****	MRS. SHAIKHA AL	CYBER SECURITY ITIS468 - 03	select	select	B-		STUDENT		New 01/12/2025 7:47:07 AM	ip		

Approve All Selected preview

Select7- preview button

1 of 1 Find | Next

جامعة البحرين  
شعبة تقنية المعلومات  
رئيس الشعبة

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 Waili	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	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 Sulaiabeekh	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 Sulaiabeekh	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 Sulaiabeekh	D+	D+	STUDENT		Approved by Registration	9/11/2025 7:57:59 AM
202304531	GH*****AI	Mrs. Ghazwah Bader Sulaiabeekh	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 Fadul	Dr. Jafiah 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 Sulaiabeekh	MR YACOOB 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 Fadul	Dr. Ghassan Mohamed Alkourti	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 Fadul	Dr. Jafiah Hassan Al-Ammari	A-	A	STUDENT		Approved by Registration	9/11/2025 7:58:29 AM
202304068	HA*****KI	Mrs. Ghazwah Bader Sulaiabeekh	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 CYBER SECURITY	Mrs. Ghazwah Bader Sulaiabeekh	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

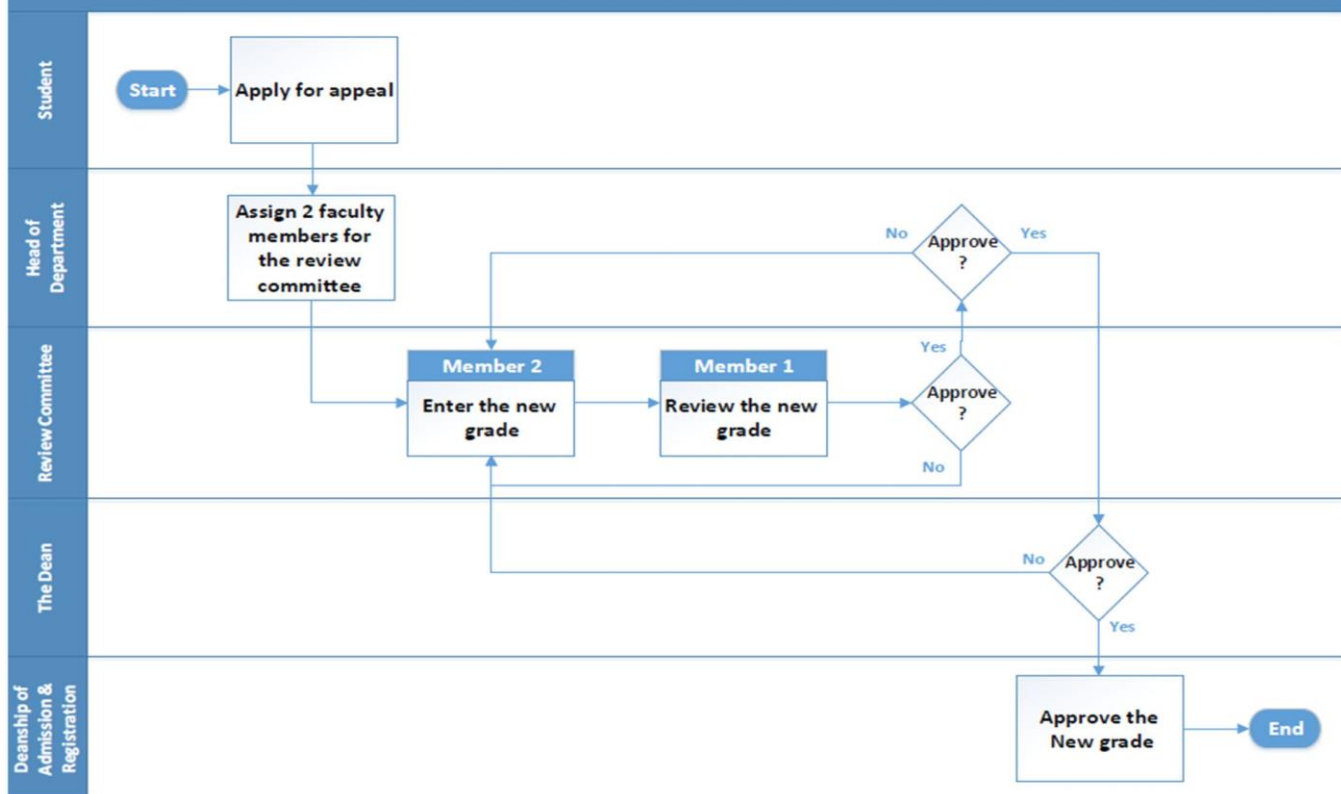


Figure 8 – the workflow