



**University of Bahrain
Information Technology Centre
Information Systems Division**

“Student Information System User Manual”

User Account: Head of Department Viewing

Done by

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Version. 1

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A. System Overview

The system provides the authority to the head of the academic department to view the general information, which are:

- ByLaw.
- Course Catalog.
- Course Offering.
- Course Schedule.

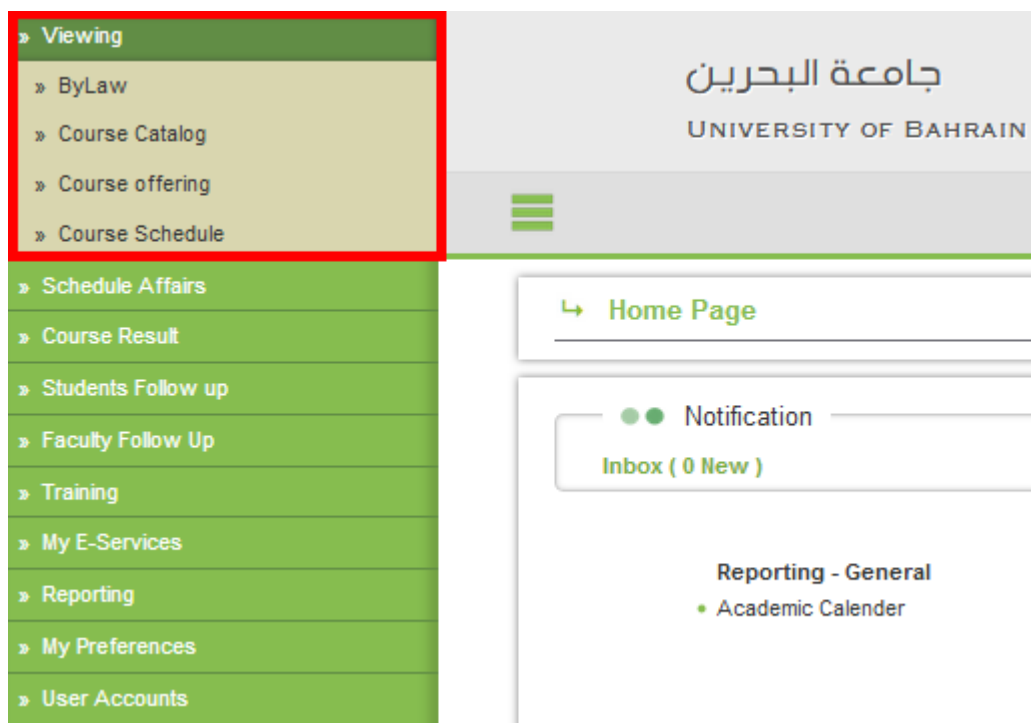


Figure 1 - Viewing

B. By Law

The system provides the authority to the head of the academic department to view the academic by law, which are:

- Academic Tree.
- Advanced Search.
- Academic Calendar.

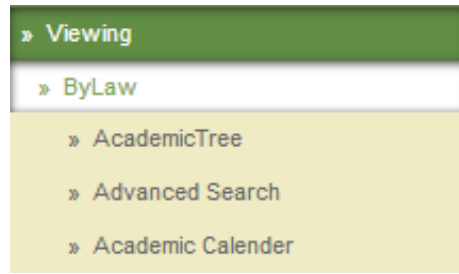


Figure 2 - By Law

2.1. **Academic Tree:** This feature allows the user to view the academic program information as shown below:

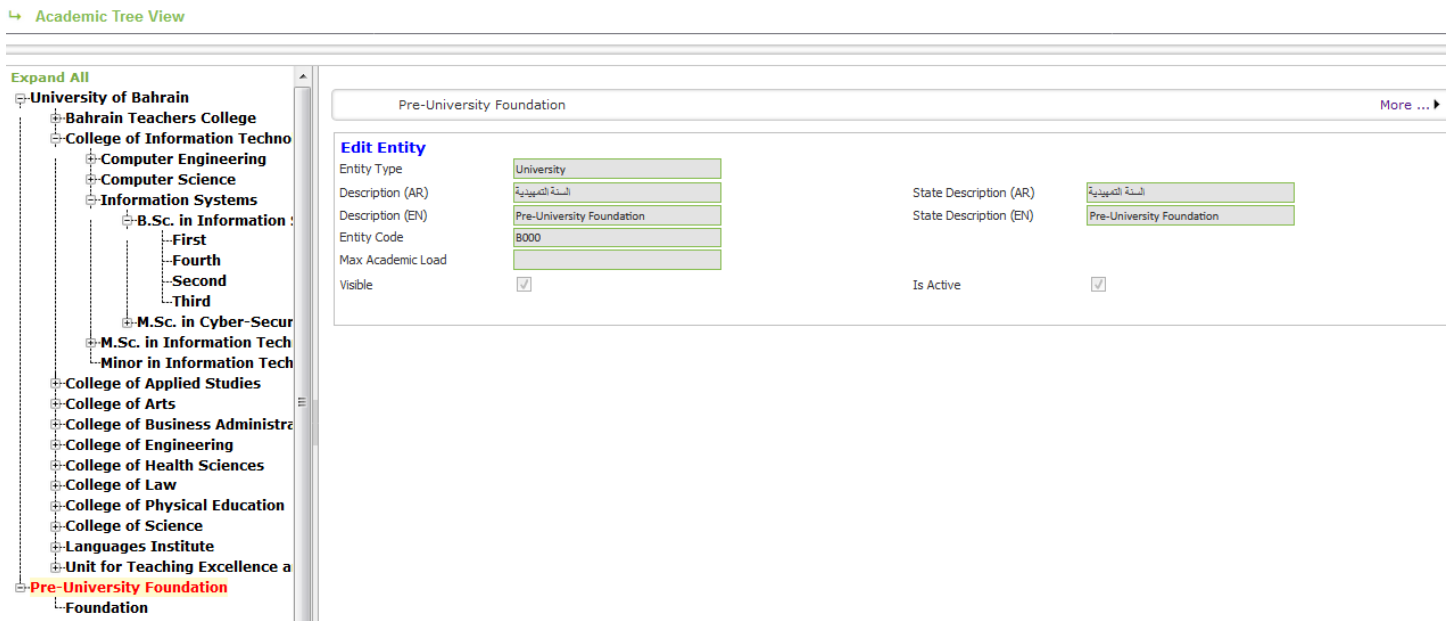


Figure 3 - Academic Tree

2.2. **Advanced Search:** This feature allows the user to search about the academic programs in different ways as shown below:

Degree Type: Under Graduate | B.Sc.
 University/College: [Select]
 Entity Type: [Select]
 Entity Name:
 Academic Year: [Select]

Figure 4 - Advanced Search

2.3. Academic Calendar: This feature allows the user to search about the academic calendar in different ways, also export the result to Excel file and printing as shown below:

UG PG All
 Academic Year: 2017/2018
 University/College: University of Bahrain
 Semester: Second

Search button

Export **Export**

Activity	From	To	From Time	To Time
آخر موعد لدفع الرسوم	27/01/2018	15/04/2018	12:00 AM	12:00 AM
آخر موعد لإسترجاع الرسوم الدراسية كاملة	28/01/2018	28/05/2018	12:00 AM	12:00 AM
آخر موعد لإسترجاع الرسوم الدراسية كاملة للماجستير	28/01/2018	28/02/2018	12:00 AM	12:00 AM
فترة الإمتحان الرسمي للطلاب	28/01/2018	28/02/2018	12:00 AM	12:00 AM
بدء الدراسة	07/02/2018	05/06/2018	12:00 AM	12:00 AM
إمتحان من مقرر	01/03/2018	03/05/2018	12:00 AM	12:00 AM
آخر موعد لتسليم الدرجات النهائية لدارة التسجيل	26/05/2018	21/07/2018	12:00 AM	12:00 AM
فترة الإمتحانات النهائية	26/05/2018	05/06/2018	12:00 AM	12:00 AM

Preview **Print**

Additional information

↓

Date	Day	ADM Year From	ADM Year To	CH From %	CH To %
28/01/2018	Sunday				
29/01/2018	Monday				
30/01/2018	Tuesday				
31/01/2018	Wednesday				
01/02/2018	Thursday				
03/02/2018	Saturday				
04/02/2018	Sunday				
05/02/2018	Monday				
06/02/2018	Tuesday				
25/01/2018	Thursday				

1 2 3 4 5 6 7

Figure 5 - Academic Calendar

C. Course Catalog

The system provides the authority to the head of the academic department to view all department courses and search about them in different ways, also export the result to Excel file as shown below:

Course Catalog

●● Search

Course Type

College College of Information Technology

Department Information Systems

Course Code

Degree Type UG PG

Active Yes No All

Online Yes No All

Filter the results Filter Number of results per page

No. of results 128 20

Course Code	Course Title (AR)	Course Title (EN)	Department	CH	LEC	LAB	Export
BIS101	INTRODUCTION TO COMPUTERS AND INFORMATION SYSTEMS	INTRODUCTION TO COMPUTERS AND INFORMATION SYSTEMS	Information Systems	3.0	2.0	2.0	
BIS111	Programming for Business	Programming for Business	Information Systems	3.0	2.0	2.0	
BIS201	DATABSE SYSTEMS	DATABSE SYSTEMS	Information Systems	3.0	2.0	2.0	
BIS202	COMPUTERS AND BUSINESS INFORMATION SYSTEMS	COMPUTERS AND BUSINESS INFORMATION SYSTEMS	Information Systems	3.0	3.0	2.0	

Figure 6 - Course catalog

D. Course Offering

The system provides the authority to the head of the academic department to view the list of courses offered in particular semester, and search about them in different ways, also export the result to Excel file as shown below:

↳ Course Offering

Academic Year:

Semester:

College: College of Information Technology

Department: Information Systems

Course Level: UG PG All

Course Code:

Course Level:

Search button

Department currently Offering 4 Course

●● Search Result

No. of results 4

Number of results per page [Select]

Course Code	Course Name	CH	Online	Min. # Stud.	Co-Ordinator	Export
BIS557	INFORMATION SYSTEMS MANAGEMENT	3.0	<input checked="" type="checkbox"/>	10		
ITCY611	Information Systems Audit and Governance	3.0	<input checked="" type="checkbox"/>	10		
ITCY612	Cyber Security Architecture and Design	3.0	<input checked="" type="checkbox"/>	10		
ITCY613	Cryptography and Data Security	3.0	<input checked="" type="checkbox"/>	10		

Figure 7 - Course offering

E. Course Schedule

The system provides the authority to the head of the academic department to view the list of courses offered in particular semester, with additional information such as instructor, section, teaching method, day, building, and time. Moreover, the user can search for the data in different ways and order the results by different ways, also export the result to Excel file as shown below:

← Course Schedule

All UG PG
 Academic Year: 2017/2018 Semester: Second
 College: College of Information Technology Department: Information Systems

Course Code: _____ Course: All Course Level: _____
 Section: All Instructor: All
 Campus: All Building: All Room: All
 Day: Friday Saturday Sunday Monday
 Tuesday Wednesday Thursday

Order By: Course Search button

Number of results per page

No. of results 289

Course	Instructor	Section	Teaching Method	Day	Campus	Building	Room	From	To	Note	Time Table
BIS202	Dr. ZAKARIA ISSA SALEH	05	LEC	U,T,H	Sukher	S40	032	1:00 PM	1:50 PM
BIS202	Dr. AESHA FOUAD BUSHAGER	06	LEC	U	Sukher	S40	2013	11:00 AM	11:50 AM
BIS202	Dr. NOORA HASSAN ALGHATAM	13	LAB	U	Sukher	S40	2007	12:00 PM	1:40 PM
BIS202	Dr. ZAKARIA ISSA SALEH	05	LAB	M	Sukher	S40	1006	11:00 AM	12:40 PM
BIS202	Dr. AMERAH HAQQI ABDULRAZAK	04	LEC	H	Sukher	S40	029	10:00 AM	10:50 AM
BIS202	Dr. NOORA HASSAN ALGHATAM	08	LAB	W	Sukher	S40	2013	1:00 PM	2:40 PM
BIS202	Dr. AMERAH HAQQI ABDULRAZAK	04	LAB	T	Sukher	S40	1006	10:00 AM	11:40 AM

Figure 8 - Course schedule

- The system allows the user to view course notes by select note option as shown below:

Course	Instructor	Section	Teaching Method	Day	Campus	Building	Room	From	To	Note	Time Table
BIS202	Dr. ZAKARIA ISSA SALEH	05	LEC	U,T,H	Sukher	S40	032	1:00 PM	1:50 PM
BIS202	Dr. AESHA FOUAD BUSHAGER	06	LEC	U	Sukher	S40	2013	11:00 AM	11:50 AM
BIS202	Dr. NOORA HASSAN ALGHATAM	13	LAB	U	Sukher	S40	2007	12:00 PM	1:40 PM
BIS202	Dr. ZAKARIA ISSA SALEH	05	LAB	M	Sukher	S40	1006	11:00 AM	12:40 PM
BIS202	Dr. AMERAH HAQQI ABDULRAZAK	04	LEC	H	Sukher	S40	029	10:00 AM	10:50 AM
BIS202	Dr. NOORA HASSAN ALGHATAM	08	LAB	W	Sukher	S40	2013	1:00 PM	2:40 PM
BIS202	Dr. AMERAH HAQQI ABDULRAZAK	04	LAB	T	Sukher	S40	1006	10:00 AM	11:40 AM
BIS202	Dr. NOORA HASSAN ALGHATAM	13	LEC	U	Sukher	S40	2007	12:00 PM	1:40 PM
BIS202	Dr. AMERAH HAQQI ABDULRAZAK	02	LEC	U	Sukher	S40	1006	10:00 AM	11:40 AM

Note

Figure 9 - Note

- The system allows the user to view the schedule differently additional information such as exam time, by select time table option as shown below:

The screenshot shows a course schedule interface. At the top, there are filters for 'Day' (Friday, Saturday, Sunday, Tuesday, Wednesday, Thursday) and 'Order By' (Course). Below this is a table with 289 results. The table columns are Course, Instructor, Section, Teaching Method, Day, Campus, and Building. A 'Time Table' popup is open on the right, showing details for 'BIS202 - COMPUTERS AND BUSINESS INFORMATION SYSTEMS (3.0 CH) - Section: 05'. The popup includes a table for 'Section Times' with columns Day, From, To, Campus, Building, and Room. It also shows 'Lecturer' information for Dr. ZAKARIA ISSA SALEH, 'Exam Time' for 31/05/2018 from 08:30 to 10:30, and 'Exam Place' at Sukher S40 032.

Figure 10 - Time table

- The system allows the user to view additional information about the course by select course option as shown below:

The screenshot shows a course information interface. On the left, there is a list of courses with 'BIS202' highlighted. A 'Course Information' popup is open, showing details for 'BIS202-COMPUTERS AND BUSINESS INFORMATION SYSTEMS (3 CH)'. The popup includes 'Basic Data', 'Prerequisites', and 'Course Package' information. The 'Course Package' section lists the University of Bahrain and the Academic Year 2011/2012. On the right, there is a table with columns Room, From, To, Note, and Time Table, showing various room and time slot combinations.

Figure 11 - Course information