



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

# **“Student Information System User Manual”**

**User Account: College Staff Member  
Absence Warning Follow up**

Done by

**Ali Abdul Rahman Janahi**

**System Analyst – Information System Division**

**Version. 1**

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## A. System Overview

The system provides authority to the college staff member to view and review the students' absence warnings, and to view general information as shown below:

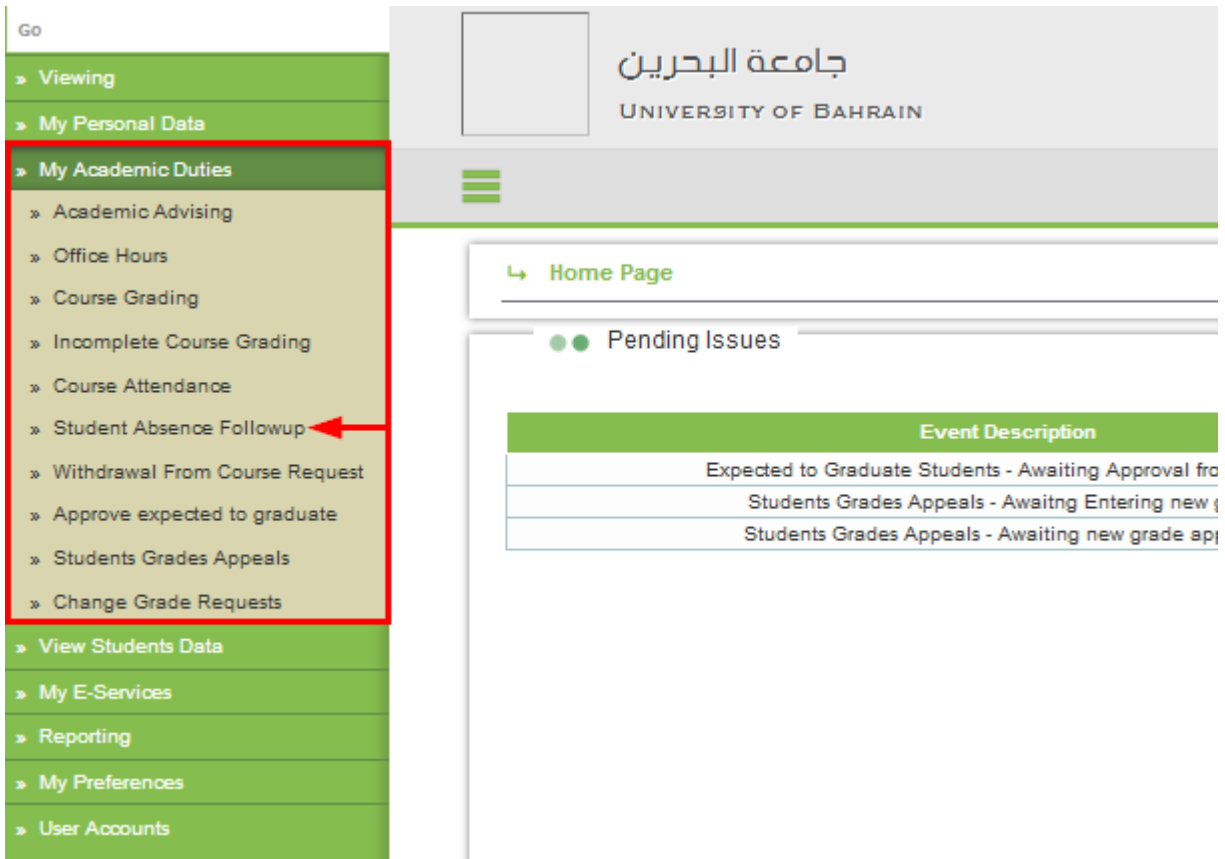


Figure 1 – Student absence follow up

# B. Instructions

After selecting “Student absence Follow up” from “My Academic duties” as shown in figure (1), “Absence warning follow up” screen will appear as shown below. The user will have to choose the search’s criteria, “degree type” , “course” and “section” has to be selected. The rest of the criteria are optional, such as student id and course code.

Figure 2 - Search screen

- The results shows data related to the students, absence, excuse, actions taken by the instructor, and their details as shown below:

Student ID		Student Name	Accum CH	Absence details		Excuse details		Actions taken		Attached Files	Note	Details
				Absence No.	Absence %	Excuse No.	Excuse %					
...	...	...	3.00	13	27.10	0	0.0	First Warning Sent	WF	Send	First Warning sent by instructor, you can go to next step	...
...	...	...	3.00	12	25.00	0	0.0	Abs. Warning 1				...
...	...	...	14.00	10	20.80	1	2.1	Abs. Warning 1				...
...	...	...	0.00	8	16.70	0	0.0	Abs. Warning 1				...
...	...	...	6.00	7	14.60	4	8.3					...
...	...	...	0.00	6	12.50	2	4.2					...
...	...	...	8.00	5	10.40	0	0.0					...
...	...	...	50.00	4	8.30	1	2.1					...
...	...	...	12.00	4	8.30	0	0.0					...
...	...	...	3.00	4	8.30	0	0.0					...
...	...	...	3.00	3	6.30	0	0.0					...
...	...	...	0.00	3	6.30	0	0.0					...
...	...	...	12.00	3	6.30	0	0.0					...
...	...	...	0.00	3	6.30	0	0.0					...
...	...	...	6.00	3	6.30	0	0.0					...
...	...	...	117.00	2	4.20	0	0.0					...
...	...	...	9.00	2	4.20	0	0.0					...
...	...	...	9.00	2	4.20	0	0.0					...
...	...	...	12.00	2	4.20	0	0.0					...
...	...	...	0.00	2	4.20	0	0.0					...

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Abs. Warning 1  
Forced Withdraw

press button to send First Warning

press button to view Absence details

Figure 3 - Absence warning follow up

- By clicking (...) as shown in figure (3), the college staff member can view the absence details for a particular student as shown below:

Teaching methods	Date	Excuse
LEC	21/02/2019	<input type="checkbox"/>
LEC	10/03/2019	<input type="checkbox"/>
LEC	14/03/2019	<input type="checkbox"/>
LEC	17/03/2019	<input type="checkbox"/>
LEC	19/03/2019	<input type="checkbox"/>
LEC	21/03/2019	<input type="checkbox"/>
LEC	28/03/2019	<input type="checkbox"/>
LEC	09/04/2019	<input type="checkbox"/>
LEC	14/04/2019	<input type="checkbox"/>
LEC	11/04/2019	<input type="checkbox"/>
LEC	18/04/2019	<input type="checkbox"/>

Figure 4 - Absence details

- Regarding to send (WF) and (WA). Firstly, the college staff member will take this action, and then the procedure will move to head of academic department to take the required action.