



University of Bahrain
Information Technology Centre
Information Systems Division

“Student Information System User Manual”

User Account: College Staff Member
Academic Advising

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A. System Overview

The system provides authority to the college staff member to view the academic advising for the students belong to him, and to add new data regarding to the advising as shown below:

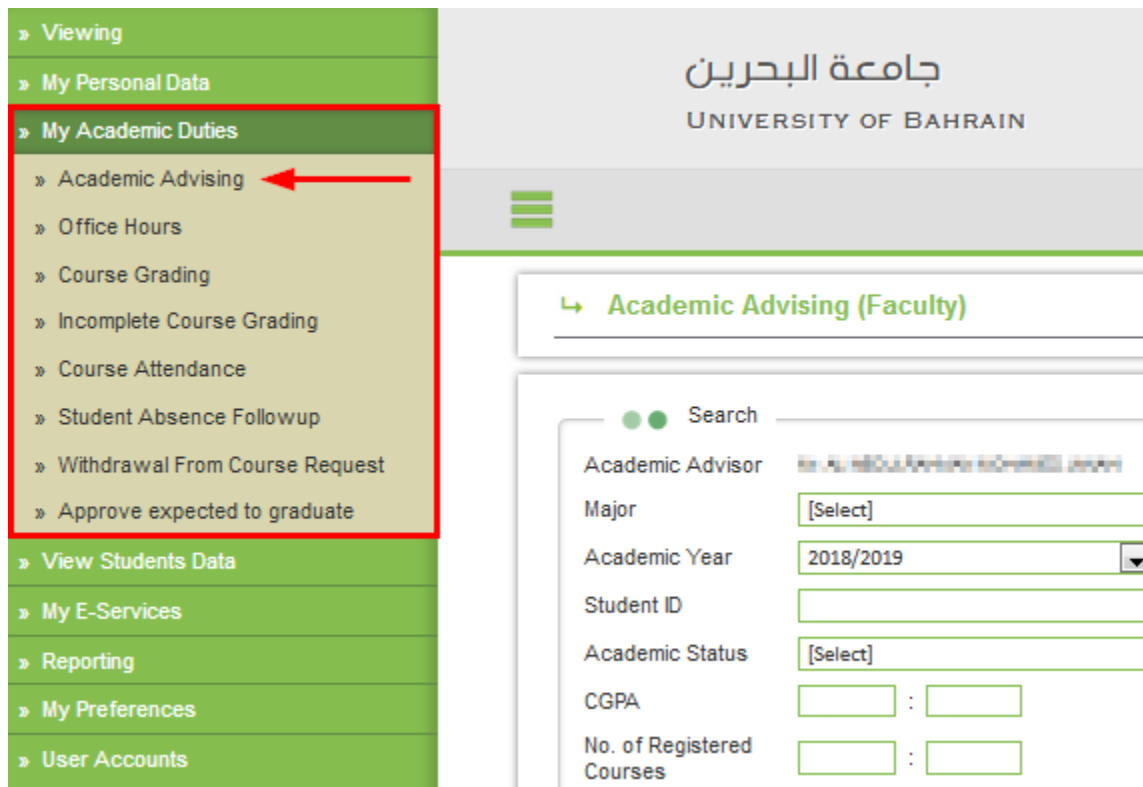


Figure 1 – Academic Advising

B. Instructions

This screen allows the advisor to filter students based on many criteria, which help him/her to analyze student situation. All students' details appear in one page including academic transcript, absence warning, academic status, enrollment status, and extra.

1 Choose search criteria

Academic Advisor: [Select] [MR. MUHAMMAD ALI AL-SAYED]

Major: [Select]

Academic Year: [2018/2019]

Student ID: [Text Box]

Academic Status: [Select]

CGPA: [] : []

No. of Registered Courses: [] : []

Registered ch. between: [] : []

Repeat Failed: [] : []

Join Year / Semester: [Select] / [Select]

advising Category: [All]

Taken training courses before: All Yes No

Students in waiting list Student not have Minor Student not have Specialization

Absence warning: All Absence warning WF WA

Acad. Warning: [All]

Semester: [Select]

Student Name: [Text Box]

Enrollment Status: [Select]

Accum Passed CH: [] : []

Under academic load Semester: All Current Current and before

Student progress %: [] : []

Repeat Succeeded: [] : []

Approved Courses: All Yes No

ByLaw Year: [All]

Have advisor comments: All Yes No

2 Search [Reset]

3 Results

Choose "Search" to view the results or "Reset" to reset the values to the default

No. of results 18

Student ID	Student Name	Major	Minor	CGPA	Accum Passed CH	MCGPA	Student progress %	advising category	Repeat Succeeded	Repeat Failed	Under academic load Semester	Taken training courses before	Advising Data	Abs.Dtl.
[ID]	[Name]	B.Sc. in Biology - Single		2.00	128.00	1.69	68.75	None	3	0	1	Yes	>>	0
[ID]	[Name]	Biology Major for Minor Chemistry		2.10	88.00	1.57	74.31	None	1	1	0	No	>>	0
[ID]	[Name]	B.Sc. in Biology - Single		1.98	102.00	1.72	81.25	None	4	0	0	No	>>	0
[ID]	[Name]	Biology Major for Minor Chemistry		2.84	98.00	2.65	78.47	None	1	0	0	No	>>	0
[ID]	[Name]	Biology Major for Minor Chemistry		2.20	98.00	2.04	78.47	None	2	0	0	No	>>	0

Figure 2 - Search screen

No. of results 71

Student ID	Student Name	Major	Minor	CGPA	Accum Passed CH	MCGPA	Student progress %	advising category	Repeat Succeeded	Repeat Failed	Under academic load Semester	Taken training courses before	Advising Data	Abs.Dtl.
[ID]	[Name]	B.Sc. in Accounting - Single		2.67	123.00	2.31	53.33	None	0	0	0	Yes	>>	0
[ID]	[Name]	B.Sc. in Accounting - Single		2.01	124.00	1.55	57.78	None	0	6	0	Yes	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Finance (2015)	2.18	65.00	2.00	100.00	None	0	0	1	No	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Finance (2015)	1.99	89.00	1.57	59.09	None	1	0	1	No	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Finance (2013)	3.13	128.00	2.95	72.73	None	5	0	1	Yes	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Finance (2013)	2.94	130.00	2.75	73.86	None	3	0	1	Yes	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Finance (2013)	2.14	129.00	1.50	73.30	None	0	0	1	Yes	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Finance (2013)	2.22	129.00	1.89	73.30	None	2	0	1	Yes	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Finance (2013)	3.11	108.00	3.15	61.36	None	0	0	1	No	>>	0
[ID]	[Name]	B.Sc. in Accounting - Major	Minor in Economics (2015)	2.96	115.00	2.83	89.58	None	5	0	0	No	>>	0

1 2 3 4 5 6 7 8

Send Messages Update student advising category

Figure 3 - Results screen

2.1. Student ID: To view student information by pressing the id for a particular student.

2.2. Advising Data: To view the advising details and adding new one as shown below:

Academic Advising (Faculty) >> Advising data

Student Data

Student Name : **SALEH YOUSSEF MOHAMMED SALEH YOUSSEF** Student ID : **307844**
 College : College of Business Administration Scientific Degree : B.Sc.
 Major : B.Sc. in Accounting - Single (2006) (2006/2007) Minor :
 CGPA : 2.01 MCGPA : 1.55
 Passed CH : 124.00 Student Phone :
 Advisor : Dr. SALAH ABDEL-HAFEEZ ALI Sponsor :
 Enrollment Status : Enrolled Academic Status : To Be Graduated

Main Language

Add New Advising 1

Academic Advising

No Data Found

Reply Templates: It is necessary to repeat the failed courses instead of reg. The system allows to choose some ready templates

Advising Date: 12/11/2018 Advising Subject: TEST

Student is attended: No Yes

Adviser opinion: It is necessary to repeat the failed courses instead of registering new courses.

Save Cancel Save the form or Cancel

2 Type and choose Advising details

Figure 4 - Advising data

Academic Advising (Faculty) >> Advising data

Student Data

Student Name : **SALEH YOUSSEF MOHAMMED SALEH YOUSSEF** Student ID : **307844**
 College : College of Business Administration Scientific Degree : B.Sc.
 Major : B.Sc. in Accounting - Single (2006) (2006/2007) Minor :
 CGPA : 2.01 MCGPA : 1.55
 Passed CH : 124.00 Student Phone :
 Advisor : Dr. SALAH ABDEL-HAFEEZ ALI Sponsor :
 Enrollment Status : Enrolled Academic Status : To Be Graduated

Main Language

Add New Advising Add new advising

Academic Advising

Advising Date	Advising Subject	Adviser opinion	Edit	Delete
12/11/2018	TEST	It is necessary to repeat the failed courses instead of registering new courses.		

Figure 5 - Advising data 2

2.3. Abs. Dtl.: To view absence details for the courses registered by the student and number of warning(s) as shown below:

Repeat Failed	Under academic load Semester	Taken training courses before	Advising Data	Abs.Dtl.
0	0	Yes	>>	0
6	0	Yes	>>	0
0	1	No	>>	0

Course Code	Absence Times	Abs. Percent	Absence warning
ACC311	1	2.1	
FIN222	0		
FIN320	0		
HIST 122	0		
MGT233	0		

Figure 6 - Absence details

2.4. Send Message: Send a message to group of selected students or all of them, either by notification or email, or both of them as shown below:

<input type="checkbox"/>	02140001	ADNAN AHMED HUSAIN AL-JUBURI	B.Sc. in Accounting - Single	3.10	130.00	3.16	90.28	None	1	0	1	Yes	>>	0
<input checked="" type="checkbox"/>	02140002	ABDULRAHMAN ABU ENCHOUAR	B.Sc. in Accounting - Major	2.17	98.00	2.09	80.56	None	1	0	0	No	>>	0
<input checked="" type="checkbox"/>	02140003	HAITHAM HUSSEIN KHALID SINDI	B.Sc. in Accounting - Major	2.42	113.00	1.95	88.89	None	0	0	1	Yes	>>	0
<input type="checkbox"/>	02140004	ABDULAZIZ ABU SAHWAH ABU KHAYYAL	B.Sc. in Accounting - Major	2.69	114.00	2.36	89.58	None	0	0	0	Yes	>>	0
<input checked="" type="checkbox"/>	02140005	MUSTAFA MOHAMMAD BAKR AL-SAYED	B.Sc. in Accounting - Major	2.60	80.00	2.27	84.82	None	1	0	0	No	>>	0
<input checked="" type="checkbox"/>	02140006	ADNAN AHMED HUSAIN AL-JUBURI	B.Sc. in Accounting - Single	3.23	98.00	3.30	100.00	None	0	0	0	No	>>	0

1 Select recipients

2 Press button

3 Type and choose message details

4 Press button

Send Close

Figure 7 - Send message

2.5. Update student advising category: To edit the advising category for a group of students or all of them as shown below:

<input type="checkbox"/>	1	JANAT AHMED ALI KHAYAT	B.Sc. in Accounting - Major	Minor in Finance (2013)	2.17	98.00	2.09	80.56	None	1	0	0	No	>>	0
<input type="checkbox"/>		FAHMA BOWANED BOWANED	B.Sc. in Accounting - Major	Minor in Finance (2013)	2.42	113.00	1.95	88.89	None	0	0	1	Yes	>>	0
<input checked="" type="checkbox"/>		L. ABDULFATHMAN ALJAMALI	B.Sc. in Accounting - Major	Minor in Finance (2015)	2.69	114.00	2.36	89.58	None	0	0	0	Yes	>>	0
<input checked="" type="checkbox"/>		MUSYER JABOULAHM MANJOUR ALTOBI	B.Sc. in Accounting - Major	Minor in Finance (2015)	2.60	80.00	2.27	84.82	None	1	0	0	No	>>	0
<input checked="" type="checkbox"/>		ZUNAR FAYAZ ABDULAMRUF HUSSEIN	B.Sc. in Accounting - Single		3.23	98.00	3.30	100.00	None	0	0	0	No	>>	0

1 2 3 4

Category Name :- At risk

Select recipients

Press button

Select Category

Choose "Update Selected" to update the selected on step1, or "Update All Records" to update all records in all pages, "Close" to cancel

Figure 8 - Update student advising category