



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

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

## **User Account: College Staff Member Course Grading**

Done by

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**Version. 1**

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## A. System Overview

The system provides authority to the college staff member to view the grade screen for the students belong to him. In order to enter the final grades and get the statistics as shown below:

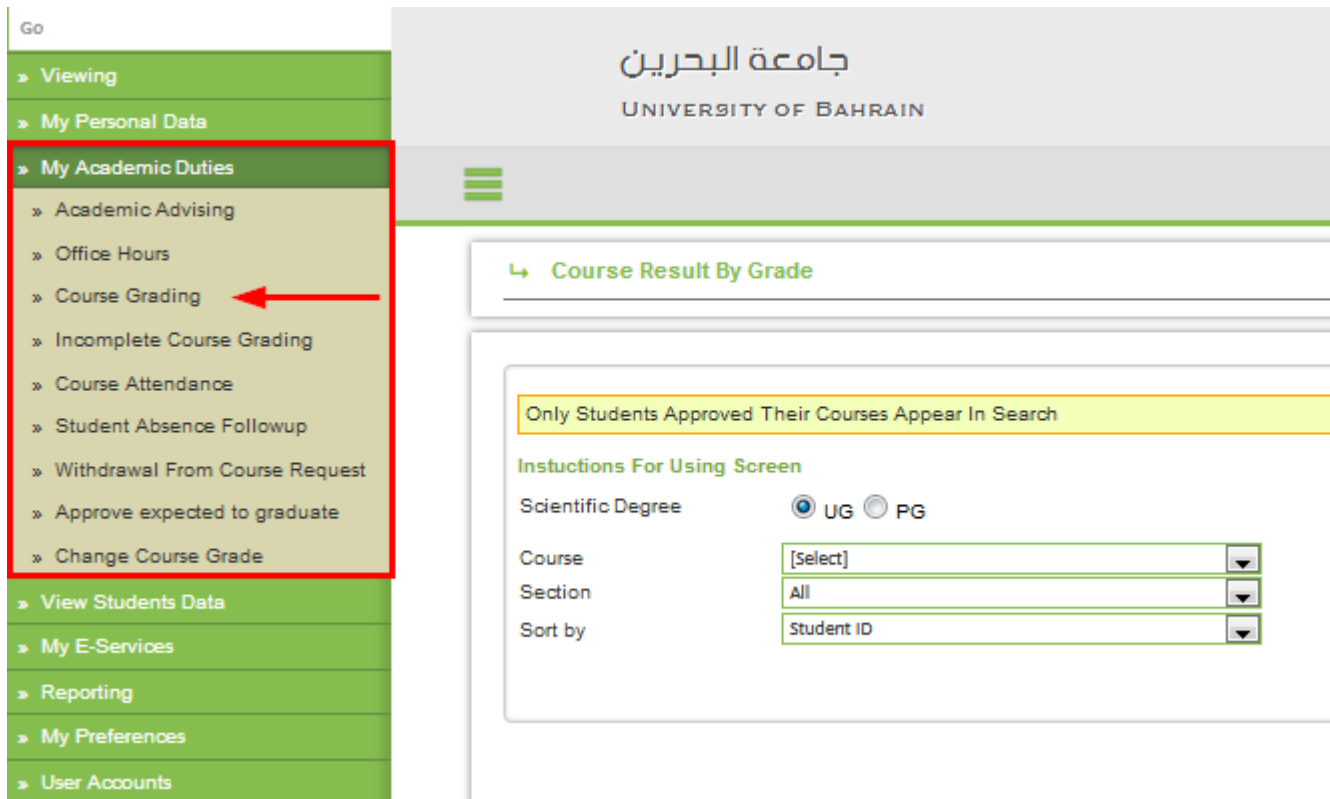


Figure 1 – main screen

## B. Instructions

After selecting “Course grading” from “My academic duties” as shown in figure (1), “Course result by grade” screen will appear. The user will have to choose the search’s criteria, “Scientific degree”, “Course status”, “Course”, and “Section” has to be selected. The rest of the criteria are optional, such as “Student id” and “Student with no grades”. The results can be ordered by either “Student id” or “Student name” as shown below:

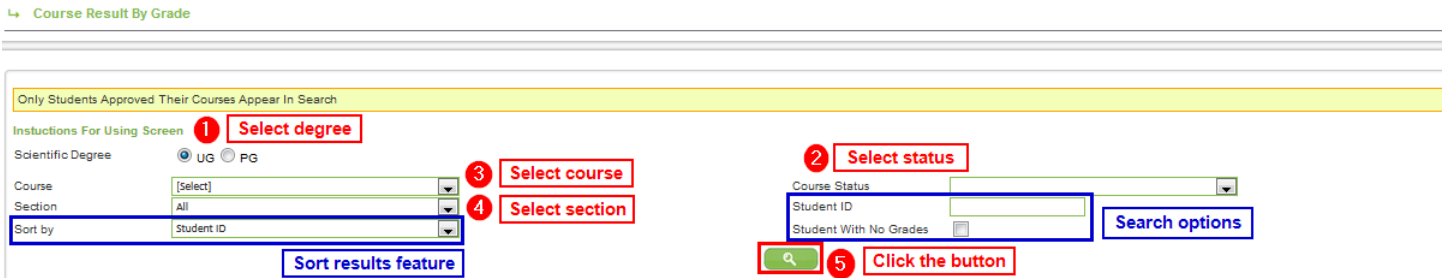


Figure 2 – Search screen

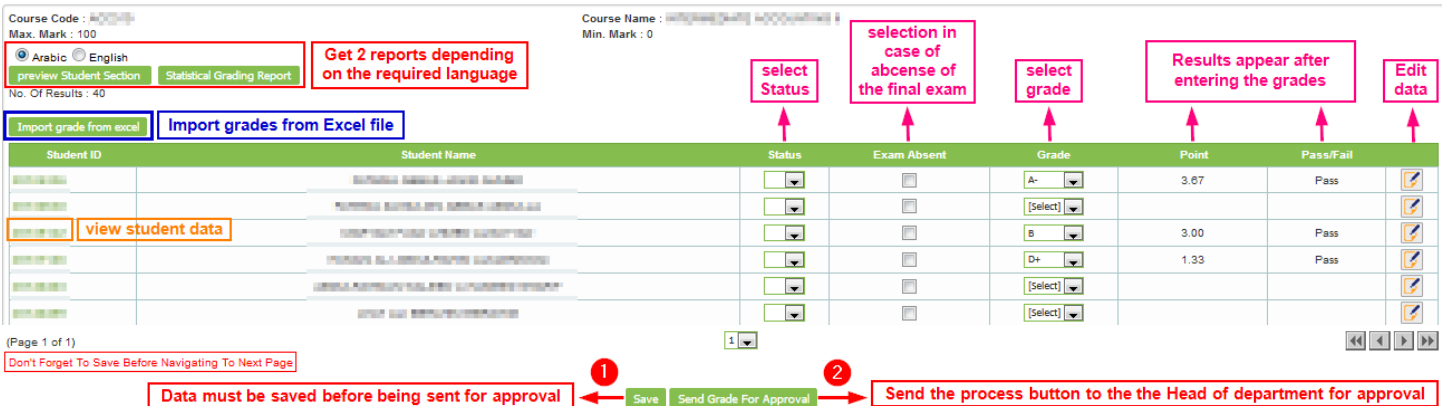


Figure 3 - Results screen

- After showing the results as shown above, the user can enter each student’s grade separately by the available options such as status, exam absent, and grade. Then, point and pass/ fail boxes will show the final result. In addition, the user can edit the data by clicking edit button.

- The user can import the student grades by uploading them from Excel file. The system provides the appropriate file format to complete the process, the file contains only two columns which are student id and grade. To use this feature, the user will click “Import grade from Excel” button as shown below:

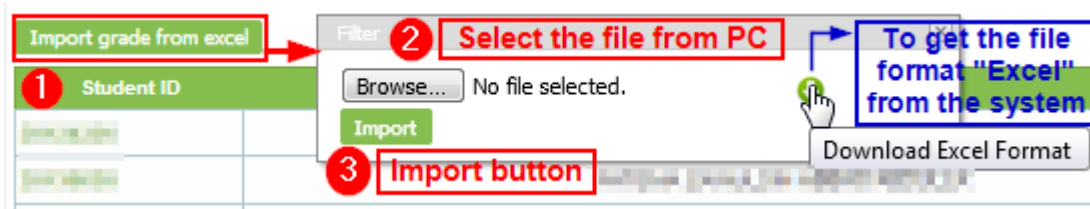


Figure 4 - Import grade from Excel

- The user will have to click “Save” button in order to complete the grading process as shown in figure (3).
- Two types of reports are available, which are “Preview student section” and “Statistical grading report” as shown in figure (3). The user will choose language of the report, then the report type, the report will appear in different screen as shown below:

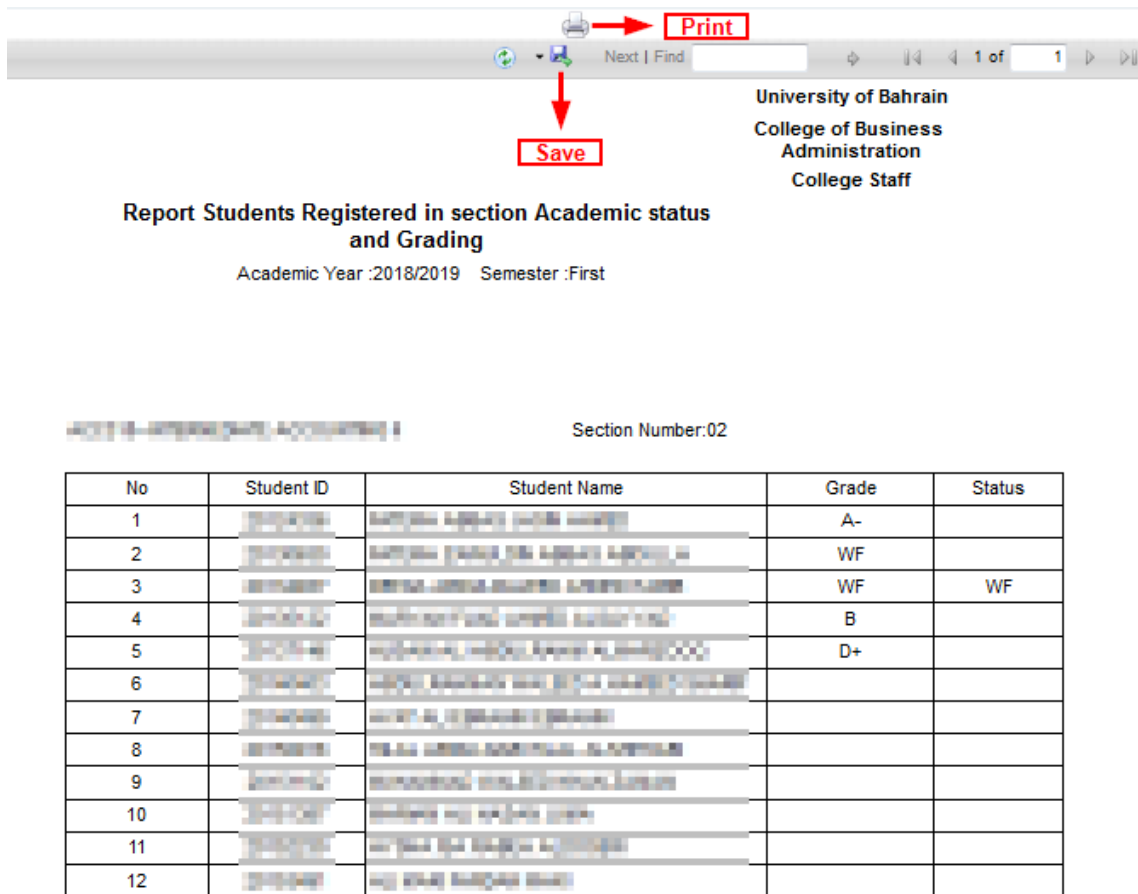


Figure 5 - Preview student section report



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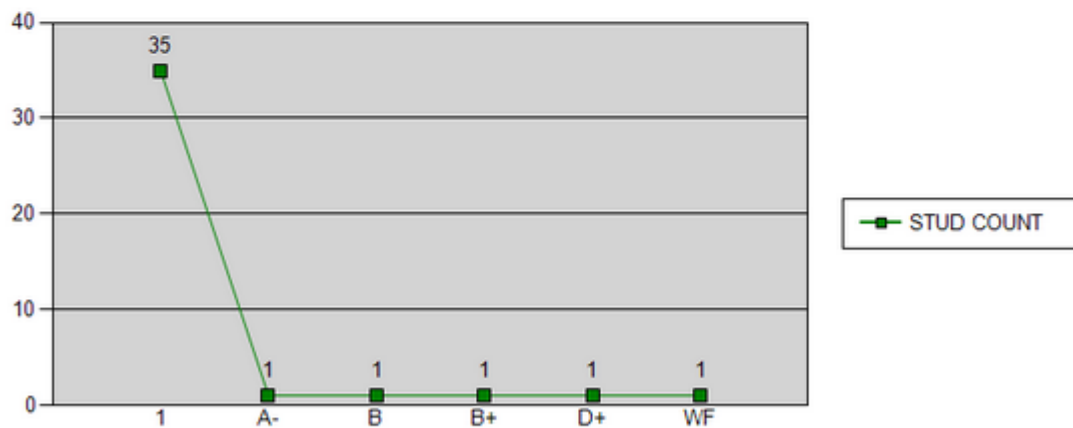
### Course Result Stats (Grades)

First ,2018/2019

Course Name: [REDACTED] Course Code: [REDACTED]

Section No. : 2

Grade	Count	Percentage
	35	85.4%
A-	1	2.4%
B+	1	2.4%
B	1	2.4%
D+	1	2.4%
WF	1	2.4%
WF	1	2.4%
<b>Total</b>	<b>41</b>	



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Figure 6 - Statistical grading report