



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

## Student Information System User Manual

User Account: Head of Department

Request: Change Grade by Faculty Member



## First: Brief about the request

The system allows the faculty members to change the grade of a student from the previous semester without having the student to submit an appeal. The next step will be the approval of the Head of the Department, the College Dean, and finally the Head of Admission and Registration.

## Secondly: Steps of using the request

- From the main menu of the SIS select the menu “Students Follow up” then choose: “Students Grades Appeals”. You can also reach the same screen by entering through the notification of Change Grade as show in Figure 1.

The screenshot displays the SIS interface for the University of Bahrain. The left sidebar contains a menu with the following items: Viewing, Schedule Affairs, Course Result, Students Follow up, View Students Data, Student Absence warning, Withdrawal from Course Request, Virtual Section(Waiting Student), Approve expected to graduate, Students Grades Appeals (highlighted with a red box), Post Graduate Admission, Department UG Admission Approval, Declare Minor Request for Student, Faculty Follow Up, and Training. The main content area shows the 'Home Page' and a section for 'Pending Issues' with a table of events.

Event Description	Event Value	Screen Link
Waiting List Students - Awaiting Approval from Head	1	<a href="#">Screen Link</a>
Students Grades Appeals - Awaiting Committe Assignment	16	<a href="#">Screen Link</a>
Students Grades Appeals - Awaiting HOD Approval	2	<a href="#">Screen Link</a>
Change Grades (Staff request)- Awaiting Committe Assignment	16	<a href="#">Screen Link</a>
Change Grades (Staff request)- Awaiting HOD Approval	2	<a href="#">Screen Link</a>

Figure 1



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Change Grade Requests

Search Criteria

Academic Year: 2020/2021 (1)  
Semester: First (2)  
College: College of Arts  
Enrollment Status: All  
Course Code:   
Change Type: Change grade request from course instructor (3)  
Search: (4)

Search Result

No. of results 7

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	Notes	Reject	Approve
		DR. KAMEL MAHMOOD GHARBI	MCM250 - 02	MULTIMEDIA SKILLS (2)	DR. KAMEL MAHMOOI	DR. KAMEL MAHMOOI	A-	A	INSTRUCTOR		Approved by committe	>>	Reject	Approve (5)
		DR. KAMEL MAHMOOD GHARBI	MCM250 - 02	MULTIMEDIA SKILLS (2)	DR. KAMEL MAHMOOI	DR. KAMEL MAHMOOI	B+	A	INSTRUCTOR		Approved by committe	>>	Reject	Approve
		Mr.Salman Mubarak Alnajem	FA212 - 01	ARTISTIC PERSPECTIVE	Mr.Salman Mubarak Al	Mr.Salman Mubarak Al	C	B-	INSTRUCTOR		Approved by Head of Dep	>>		

Figure 2

- In the Grades Appeals screen choose the required Academic Year and Semester of the students whom grades were changed by the faculty staff. Then from the dropdown list Change Type select the type: “Change grade request from course instructor”. Finally hit the search button. A list of students whom grades were changed will appear. You may approve the change of the grade by hitting the Approve button (number 5 in Figure 2). Note the approving by Head of Department is only possible after the Faculty Staff teacher has approved the change. Also approving by College Dean is only possible after the Head of Department has approved the change. The final approve is then done by the Registration Admin.



Thirdly: A diagram for the overflow of events for Change Grade Requests

