



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

## Student Information System User Manual

**User Account: College Staff Member**

**Request: Change Grade by Faculty Member**

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## First: Brief about the request

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

## Secondly: Steps of using the request

- From the main menu select the menu (My academic duties) then click on the option “Change Grade Request by Faculty Staff”. The window for changing the grades of a course will appear like shown below.

A screenshot of a web application interface. On the left is a vertical navigation menu with a green header and a light green background. The menu items are: « Viewing, « My Personal Data, « My Academic Duties (highlighted), « Academic Advising, « Office Hours, « Course Grading, « Incomplete Course Grading, « Course Attendance, « Student Absence Followup, « Approve expected to graduate, « Students Grades Appeals, « Change Grade Request by Faculty Staff (highlighted with a red box), « Request of PG Student for Thesis Topic &amp; Supervisor, and « Request of Uploading PG Thesis Plan - Supervisor. The main content area on the right shows the top of the application with the University of Bahrain logo and name. Below the logo is a 'Home Page' link with a green arrow, followed by 'Pending Issues' with two green dots, and an 'Event' section with a green header and a card for 'Expected to Graduate Student'. At the bottom right, there is a 'User Accounts' section with a list of roles: Security Admin, College Staff Member, and Fine Arts.



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- After entering the Student ID in the designated field write the course code in the text field that is within the previous three semesters and write your notes. The old mark will be shown after entering the course code, and a new field will appear to enter the new grade. Save the process by clicking save.
- Note if a student has failed the course and taken it with another teacher, only the last teacher will be able to change the grade for the student. Also, an important note: if the student has applied for grade appeal, then the teacher will not be able to change his grade via this method.
- A new line will be added to the requests table below and the filters will automatically change according to the new request, so that the new request is shown. The request's status will become "Grade Entered" but the process still needs approval.
- Within the list of requests, click on the "approve" button. The request status will change to "Approved by Committee", and it will be sent to the Head of the Department for approval, and then to the College Dean.



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**Change Course Grade**

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● Add New Change Course Status/Grade

Student ID: 20198580  
 Select Course: ITCS333 D: ITCS333 - CH: 3.0 - INTERNET SOFTWARE DEVELOPMENT -(2022/2023 - 2) - DR\*\*\*\*\*ED  
 New Degree: D

Note: [Select]  
 A  
 A+  
 B+  
 B  
 B-  
 C+  
 C  
 C-  
 D+  
 D  
 F  
 WF

Save

● Search Criteria

Academic Year: /2024  
 Enrollment Status:   
 Course Code:   
 Semester: First  
 Status: All  
 Student ID:   
 Search

● Search Result

No. of results 5

Student ID	Course Code	Course Title	Old Degree	New Degree	Requested By	Request Date	Changed By	Rejected By	Request Status
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● Search Criteria

Academic Year: 2022/2023  
 Enrollment Status: All  
 Course Code:   
 Semester: Second  
 Status: All  
 Student ID:   
 Search

● Search Result

No. of results 6

Student ID	Course Code	Course Title	Old Degree	New Degree	Requested By	Request Date	Changed By	Rejected By	Request Status	Notes	Send Request
20198580	ITCS333	INTERNET SOFTWARE DEVELOPMENT	D	B	INSTRUCTOR	Jun 5 2024 1:58PM			Grade Entered	>>	Approve



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