



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

“Student Information System User Manual”

User Account: Head of Department Student Absence Warning

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 head of the academic department to view and review the students' absence warnings, and to view general information as shown below:

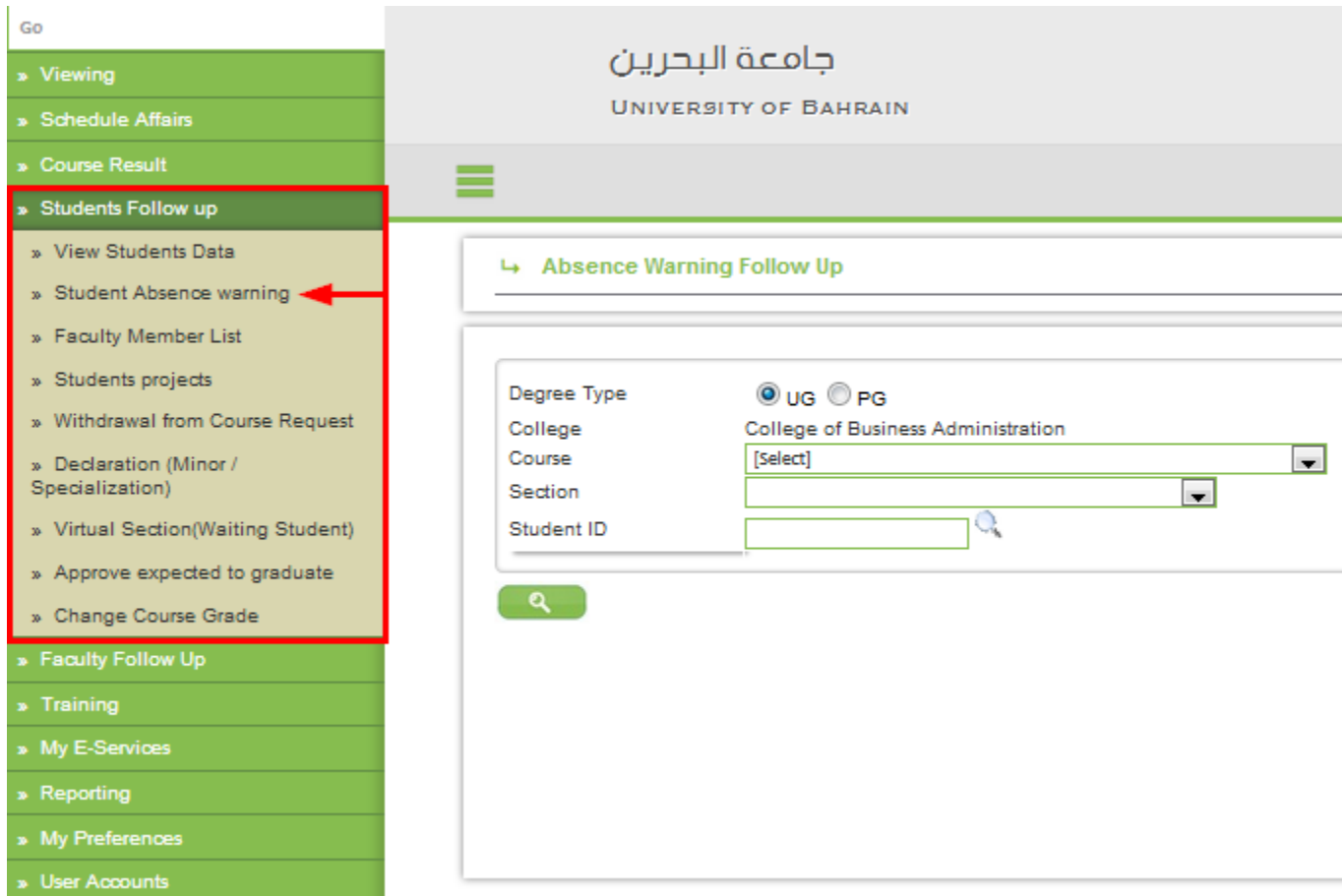


Figure 1 – Student absence warning

B. Instructions

After selecting “Student absence warning” from “Students follow up” as shown in figure (1), “Absence warning follow up” screen will appear. The user will have to choose the search’s criteria, “course” and “section” has to be selected. The rest of the criteria are optional, such as degree type, student id, and course code. The results shows data related to the students, absence, excuse, actions taken by the instructor, actions taken by the head of department, and their details as shown below:

← Absence Warning Follow Up

Degree Type: UG PG **1 select degree**

College: College of Business Administration

Course: ACC310 - INTERMEDIATE ACCOUNTING II **2 select course**

Section: 02 **3 select section**

Department: Accounting

Course Code:

Student ID:

4 click search button

Actions taken by HOD **Details**

No. of results 41

Student ID	Student Name	Accum CH	Absence data		Excuse data		Actions taken		Attached Files	Note	Details
			Absence No.	Absence %	Excuse No.	Excuse %					
...	...	83.00	11	34.40	0	0.0	First Warning Sent	WF Warning Sent		Approved	...
...	...	71.00	8	25.00	1	3.1	First Warning Sent			Rejected By Head of Department	...
...	...	65.00	8	25.00	0	0.0	First Warning Sent				...
...	...	92.00	8	25.00	0	0.0	First Warning Sent	WA Warning Sent			...
...	...	92.00	8	25.00	1	3.1	First Warning Sent	WF Warning Sent			...
...	...	81.00	8	25.00	0	0.0					...
...	...	80.00	8	25.00	0	0.0					...
...	...	85.00	8	25.00	0	0.0					...
...	...	72.00	7	21.90	0	0.0					...
...	...	59.00	7	21.90	0	0.0					...
...	...	62.00	7	21.90	0	0.0					...
...	...	62.00	4	12.50	0	0.0					...
...	...	58.00	4	12.50	0	0.0					...
...	...	75.00	3	9.40	0	0.0					...
...	...	62.00	1	3.10	0	0.0					...
...	...	62.00	1	3.10	0	0.0					...
...	...	44.00	1	3.10	0	0.0					...
...	...	62.00	0	0.00	0	0.0					...
...	...	47.00	0	0.00	0	0.0					...
...	...	68.00	0	0.00	0	0.0					...

1 **2** **3**

Abs. Warning 1
Forced Withdraw

Figure 2 - Search screen