New Student Information System User Manual

User Account: Head Of Department

Function: Change Grades by head Of Department

Contents

1. System Overview 3
2. Instructions 3

1- System Overview

The service allows the grade of a course from a previous semester to be changed through the Academic Department Head's account.

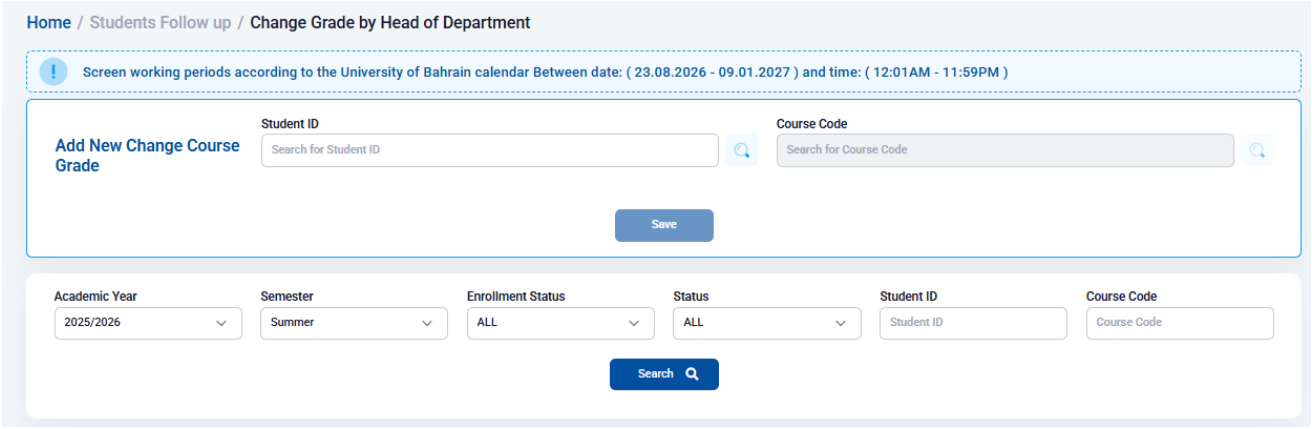


Figure 1 – Main screen

2-Instructions

1.1. After the user logs in to the system and the homepage is displayed, they can begin performing the procedure by following these steps:

From the main menu, select **"Student Follow-up"**, then click on **"Change Grade by Academic Department Head"**, as shown in Figure (1).

1.2 .Enter the required search criteria, such as Academic Year, Semester, Course Code, and Student ID, then click the **"Search"** button, as shown in Figure (1).

1.3. The College Dean can approve or reject requests that have already been approved by the Academic Department Head.

1.4 The college dean can approve or reject a student who has been approved by the head of the department

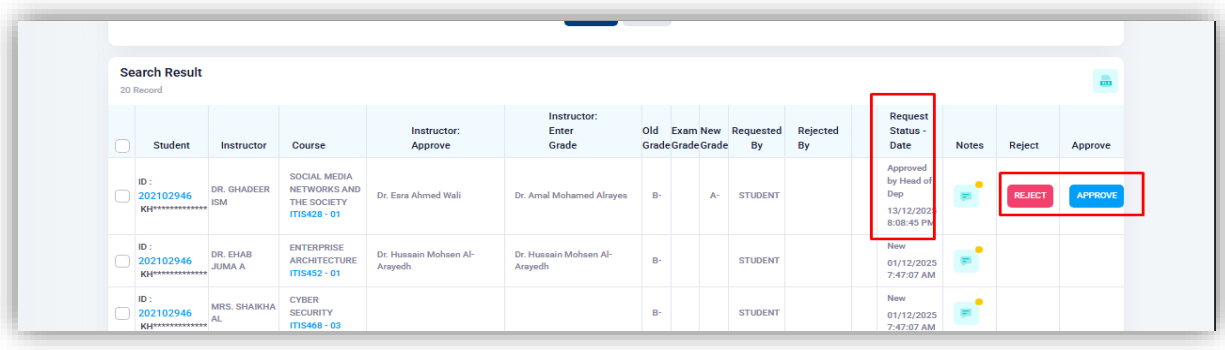
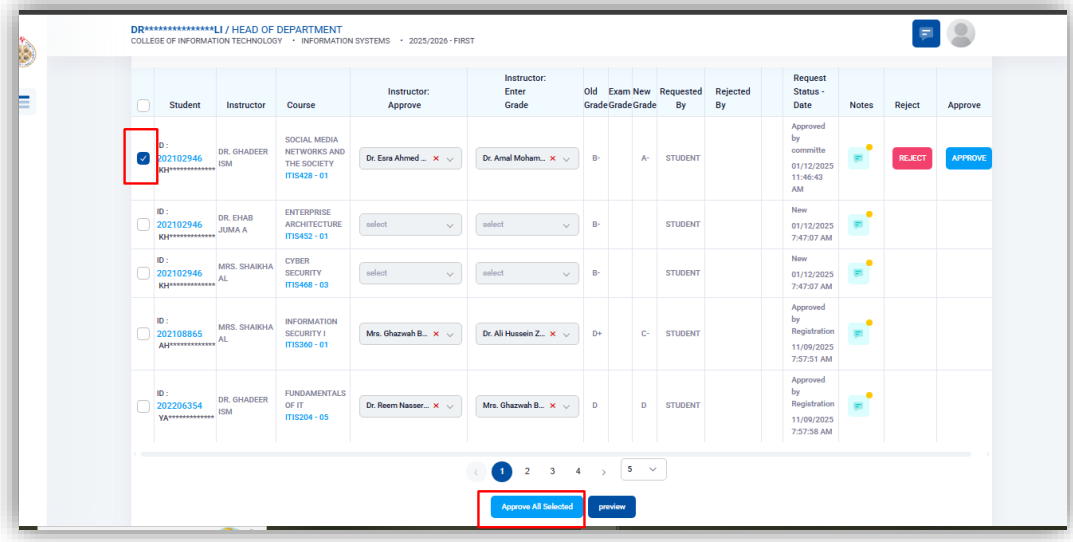


Figure 3 – approve and reject buttons

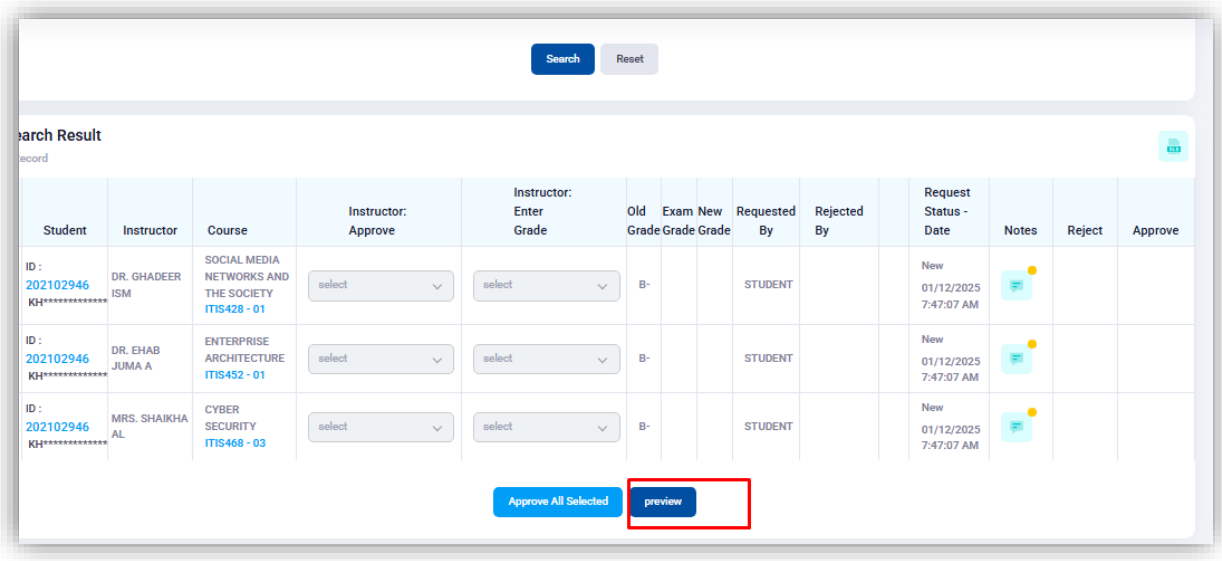
1.5-can select multiple students and click on the button (approve all



selected) to approve all

Select ٤ - approve all selected

1.6 can print data in a table when clicking on the preview button



Select ◌- preview button