University of Bahrain
Information Technology Center
Information Technology Section

جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

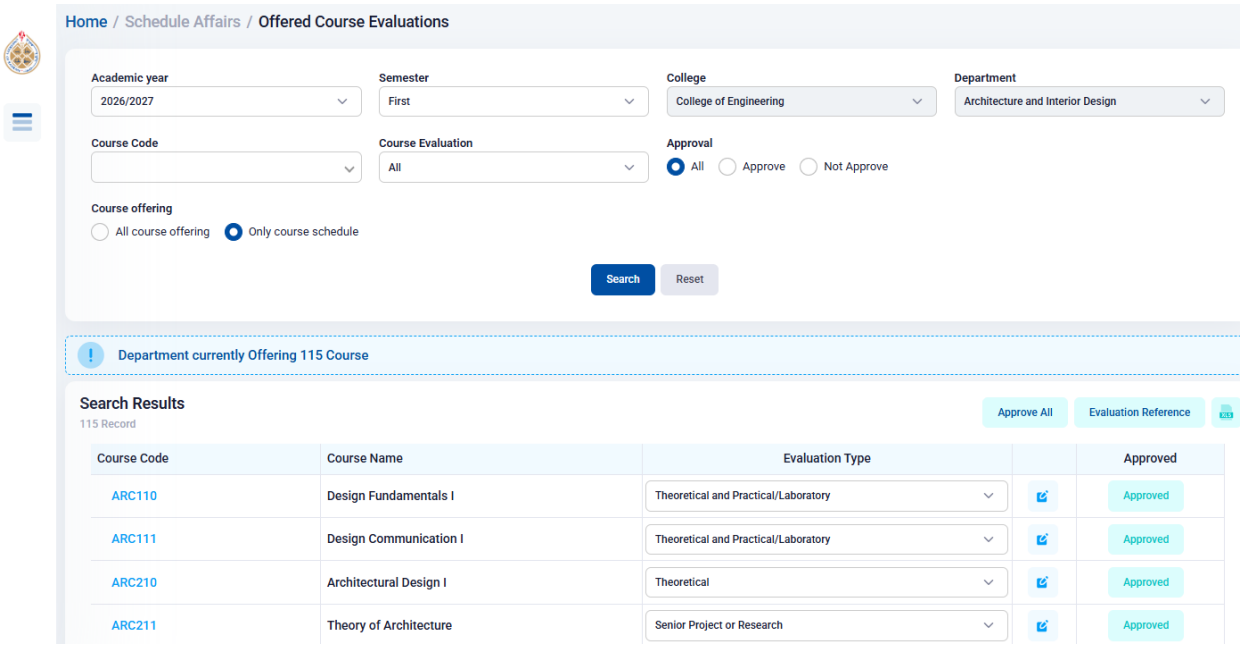


New Student Information System

User Manual

User Account: Dean/Head of Department

Function: Offered Course Evaluation



Offered Course Evaluations

1. Purpose

The Offered Course Evaluations page enables authorized users(Dean/HOD) to review courses offered by academic departments, assign or update evaluation types, and approve course evaluations.

2. Search Filters

The page provides several filters to help users retrieve the required course information.

Academic Year	Select the required academic year (e.g., 2026/2027).
Semester	Select the semester (First or Second).
College	Select the relevant college.
Department	Select the academic department.

Course Code	Select a specific course code, if required.
Course Evaluation	Filter courses by their assigned evaluation type.
Approval	Filter courses by approval status: All, Approve, or Not Approve.

- All Course Offering: Displays all courses offered by the selected department, including courses that may not be scheduled in the selected semester.
- Only Course Schedule: Displays only courses scheduled for the selected academic semester.
- Edit: Allows the authorized user to modify the evaluation type.
- Approved: Indicates whether the course evaluation has been approved.

3. Updating the Course Evaluation Type

user can modify the evaluation any time

4. Approving Course Evaluations

After modification, user has to approve the evaluation by pressing approve button one by one or can select all approve option buttons.

Important: Review all courses and their evaluation types before using Approve All.

5. Additional Functions

- Evaluation Reference: Click this button to view the available evaluation reference information.
- Excel Export: Use the Excel icon to export the course information displayed for reporting and follow-up.
- Reset: Clears the selected search filters.