

(HOD) Head Of Department User Guide

- ❖ In Dept. Head Service you will be able to review, Accept & reject the following;
 - 1- Grading Approvals.
 - 2- Pending Grades (IC,IP).
 - 3- Advising & Exceptions.
 - 4- Exception Approvals.
 - 5- Distribute Students.

The screenshot displays the UBT Opera Academic System dashboard. On the left is a dark sidebar with the UBT logo and 'ALDHABAN' text, and a menu with items: Dashboard, Academic Staff System, Faculty Forms, HOD Forms, and Vice Dean Forms. The main content area has a header with 'UBT OPERA ACADEMIC SYSTEM' and a 'Welcome to Opera Academic System' message. Below the message are three service panels: Faculty Services, Dept. Head Services, and Vice Dean Services. Each panel contains a list of service items with right-pointing arrows. A 'Click Here' callout box with an arrow points to the 'Dept. Head Services' panel.

Service Category	Service Item
Faculty Services	Grading & Attendance
	Advising & Exceptions
	Pending Grades (IC,IP)
Dept. Head Services	Grading Approvals
	Pending Grades (IC,IP)
	Advising & Exceptions
	Exception Approvals
	Distribute Students
Vice Dean Services	Grading Approvals
	Pending Grades (IC,IP)
	Advising & Exceptions
	Exception Approvals

- ❖ After clicking on the first option which is grading approvals this page will appear where you will be able to;
 - 1- Choose the Year & Term.
 - 2- Choose which department that you have supervision over.
 - 3- Choose the Grade status.
 - 4- Review the Grades, Attendance, and Reports.

UBT OPERA ACADEMIC SYSTEM

GRADING & ATTENDANCE
Head of Department Form

Grading Help ?
Attendance Help ?

Year: 2018 Term: FALL Department: MANAGEMENT INFORMATION SYSTEM Grade Status: All Search

Show 10 entries

Campus	Course Dept	Course No	Section No	Course Title	Grades Status			
CBA (B)	MIS	410	01	BUSINESS APPLICATIONS DEVELOPMENT	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	420	01	SYSTEM ANALYSIS AND DESIGN	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	460	01	DATABASE MANAGEMENT SYSTEMS 2	Accepted	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	320	01	E-COMMERCE	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	320	02	E-COMMERCE	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	320	03	E-COMMERCE	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	450	01	TELECOMMUNICATION & NETWORKING	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	440	01	DECISION SUPPORT SYSTEM	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	301	01	MANAGEMENT OF INFO. SYSTEM	Under processing	Grades →	Attendance →	Reports ▾
CBA (B)	MIS	301	02	MANAGEMENT OF INFO. SYSTEM	Under processing	Grades →	Attendance →	Reports ▾

Showing 1 to 10 of 16 entries

Previous 1 2 Next

- ❖ After clicking on the **Grades** button this page will appear where you will be able to review the grades and either **accept or reject** and add your comments and submit to the Vice Dean.
- ❖ In this page you will see the grade status and it will change if accepted, rejected or pending.
- ❖ After that you will wait in order to get back the response from the vice dean whether it is accepted or rejected.

UBT OPERA ACADEMIC SYSTEM

GRADING SYSTEM
Head of Department Form

Click here to view fullscreen.

Help ?
Reports Return

List of Students

SSN	Name	Mid Term	Final	Quiz 1										
MAB494	MOHAMMED MUSFER ALYAMI	15	15	0	0	0	0	0	0	0	0	0	0	0
NAB052	MOHAMED SALMAN ALJEHNY	14	14	0	0	0	0	0	0	0	0	0	0	0
NAB088	MOHAMED MASUKAT SULEIK	17.5	17.5	0	0	0	0	0	0	0	0	0	0	0
NAE102	FOWAZ SALEH ALNEMARI	12	12	0	0	0	0	0	0	0	0	0	0	0
OA0379	MOHAMMED TARIQ ALMANSOUR	10	10	0	0	0	0	0	0	0	0	0	0	0
OBB006	TAWQ ALI AL HUTAYLAH	0	0	0	0	0	0	0	0	0	0	0	0	0
PA0372	ABDULLAH AHMED TURKISTANI	18	18	0	0	0	0	0	0	0	0	0	0	0
PA0411	OBAl SADAD NEMATALLAH	18	18	0	0	0	0	0	0	0	0	0	0	0
PA0641	EHAB FAISAL ISMAIL	0	0	0	0	0	0	0	0	0	0	0	0	0
PB0009	MOAAZ MOHAMMED BAEISSA	17.5	17.5	0	0	0	0	0	0	0	0	0	0	0
PC0021	AHMED FAISAL BADEEB	16	16	0	0	0	0	0	0	0	0	0	0	0

11 Student(s)

Year ▶ 2018 Term ▶ FALL
Campus ▶ 0000B Section ▶ 01

Course# 360:
DATABASE MANAGEMENT SYSTEMS 1
Course Dept ▶ MIS Course Version ▶ 2

Grade Status
37002 - Request to accept the grades from the H.O.D

Grades Overview by Section

Instructor Comment

H.O.D Comments

Post your comment here !

Submit to Vice Dean Reject

Vice Dean Comments

Grade status view

Click Here to insert comments and submit