



Instructor Guide for Logsis

Please read the following guide carefully before contacting the university and remember to review it from time to time because there will be additions and amendments according to queries and questions.

Logsis Login

1. Click the following link:

http://sisweb.asu.edu.om/portal/pls/portal/logsisw.cow_start

2. Enter your User Name and your own password.

Enter your Single Sign-On user name and password to sign in

User Name

Password

Make sure you enter the password as created.

Forgot your password?

3. The system may ask you to change your own password. Make sure you reset a new password made up of English letters and numbers and in the event of encountering any problem on this page, make sure that you don't have any issues with the department of registration.

Kindly note that:

- The minimum length of your password should be: 6 characters.
- You should change your password after: 60 days.
- Your password should contains only alphanumeric characters: [a-z], [A-Z] and [0-9].
- **After changing your password and upon later logging in, it will be verified as you created here differentiating between capital and small letters.**

Old Password

New Password

Confirm New Password



4. The following page will appear after clicking the “Change” button.

Single Sign-Off

Application Name Logout Status

Oracle Portal (portal) ✓

اضغط هنا

Return

5. Click “Return” to go back to the log in page again and write your university ID number and your password set up in the previous step.

Enter your Single Sign-On user name and password to sign in

User Name

Password

Login Cancel

Make sure you enter the password as created.

Forgot your password?

6- Schedule and user name will appear on the screen .

جامعة الشرقية
A' SHARQIYAH UNIVERSITY

Welcome **0986, Al-Saluki, Nagya Ahmed...**

Spring 2017-2018 Semester

[Logout](#)

Setup Functions

Schedule							
Crs.#	Credits	Section	Sunday	Monday	Tuesday	Wednesday	Thursday
CHEM101	3	1		09:30 - 10:45 (CAS-007)		09:30 - 10:45 (CAS-007)	
CHEM101	3	2	16:00 - 17:15 (COB-009)		16:00 - 17:15 (COB-009)		
CHEM181	1	1		14:00 - 16:30 (CAS-ORGAN 103)			
CHEM181	1	3				11:00 - 13:30 (CAS-ORGAN 103)	
CHEM201	3	2	14:00 - 15:15 (CAS-105)		14:00 - 15:15 (CAS-105)		
CHEM201	3	4		08:00 - 09:15 (CAS-102)		08:00 - 09:15 (CAS-102)	
CHEM281	1	1				14:00 - 16:30 (CAS-101 Chem)	
CHEM281	1	6			08:00 - 10:30 (CAS-ORGAN 103)		
CHEM281	1	7		11:00 - 13:30 (CAS-101 Chem)			

Copyright © 2018 Logos Inc. All rights reserved
Visit Number 16

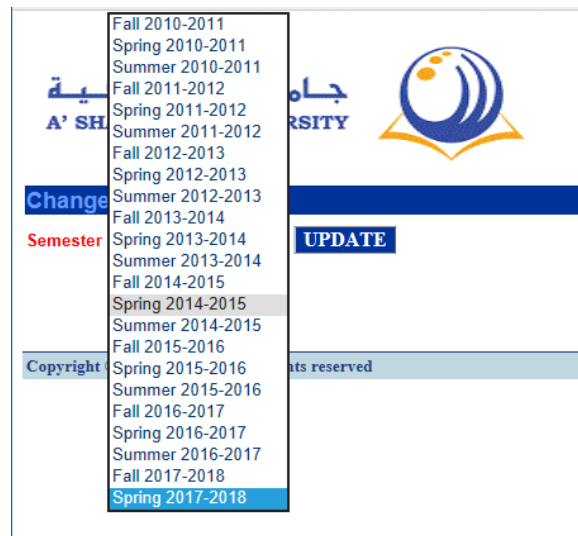
Setup Menu

Setup list will be allow you to change semester, password and view the Calendar.

Setup	Functions
Change Semester	
Change Password	Tuesday
Change Language	
Calendar	16:00 - 17:15 (COB-009)
CAS-ORGAN 103)	

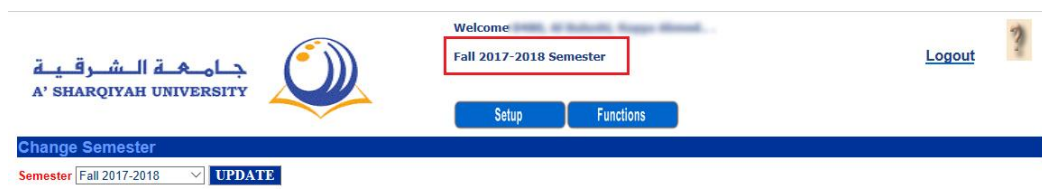
First: Change Semester

To change the semester, Go to **Setup**, select the required semester and click



Example:

when clicking semester Fall 2017-2018, it will be appear on the top of the screen after clicking change.



Second: Change Password

To Change the password select "Change Password" from Setup and click

UPDATE

Password Modification

Kindly note that:

- The minimum length of your password should be: 6 characters.
- You should change your password after: 160 days.
- Your password should contains only alphanumeric characters: [a-z], [A-Z] and [0-9].
- After changing your password and upon later logging in, it will be verified as you created here differentiating between capital and small letters.

Old Password

New Password

Confirm New Password

Third: Change Language

UPDATE

To change language from Arabic into English or English into Arabic, Go to Setup and click the required option.

Change Language

Language ENG - ENGLISH ▼ **UPDATE**

ENG - ENGLISH

ARB - ARABIC

Fourth: Calendar Events

To Display the Calendar Go to Setup and click " Calendar "

Calendar Events						
◀ 09/2014 ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27



Function Menu

Welcome [Name], [Title], [Department], [College]...
 Fall 2017-2018 Semester [Logout](#)

Change Semester
 Semester: **UPDATE**

Copyright © 2018 Logos Inc. All rights reserved Visit Number 16

Setup	Functions
	Instructors/Advisors Info
	Instructor Schedule
	Section Schedule
	Advisee
	Assign Student Grades
	Course Prerequisites
	Final Exam
	Student Attendance
	Student Absence
	Weekly Schedule
	Grades Statistics

Function Menu is the most important list where you can get academic advisor information section schedule, instructor schedule, Student attendance, student grades, examination schedule and grade statistics.

First : Academic Advisor Information

By clicking “**Academic advisor info**” you can edit academic advisor's data and send students your mail address, your telephone number, office hours, etc.

Dear Advisor, you can update your information in the below form.

Advisor Name	Samer .
E-Mail	
Personal E-Mail	<input type="text"/>
Office Tel. No.	<input type="text"/>
Office Ext.	<input type="text"/>
Mobile No.	<input type="text"/>
Floor - Office No	<input type="text"/>
Advising Hours	<input type="text"/>
Comments	<input type="text"/>

SUBMIT



Second: Section Schedule

Section schedule is displayed in full , you can search by course , gender , college , time , day , department or instructor .

Section Schedule

Search for Course:

From Time: : Till Time: :

Sched Type:

Days:

College:

Course:

Session Type:

Department:

Instructor:

QUERY

Note: Section in Red are Closed.

Crs.#	Title	Cr	Section	Session Type	Lang.	Room	Day	Time	Remark
220601	المكتبة العربية	3	1	Evening	English	B1-LR8	SuTu	18,30-20,00	
223201	الحروض والفنية	3	1	Evening	English	B1-LR8	SuTu	14,00-15,30	
224201	نصوص الأدب المعاصر وتحليلها	3	1	Evening	English	B1-LR8	SuTu	15,30-17,00	
225601	ناب الخبز	3	1	Evening	English	B1-LR8	MW	14,00-15,30	
227401	نقد الأدبي القديم	3	1	Evening	English	B1-THT	SuTu	15,30-17,00	
ARAB_120101	Arabic Composition And Report Writing	3	1	Evening	English	B1-LR1	SuTu	06,30-08,00	
ARAB_120102	Communication Skills And Analysis In Arabic Language	3	1	Morning	English	B1-LR2A	SuTu	08,00-09,30	
ARAB_227401	Modern Literary Criticism	3	1	Evening	English	B1-LR8	MW	15,30-17,00	

By clicking query, you can search by clicking any of the displayed options

Third: Instructor Schedule

On this page, you can view instructor schedule and student lists, you can and you can send messages to students by clicking "Message"

Instructor Schedule

Note: Section in Red are Closed.

Crs.#	Title	Cr	Section	Lang.	Enr.	Room	Day	Time	Student	Message	Remark
MGT100	Introduction To Management	3	1	English	29	A-206	SuTuTh	08:00-09:00	List	Message	
			2	English	25	A-306	MoWe	09:30-11:00	List	Message	
SOM306	Operations Management	3	1	English	31	A-306	SuTuTh	10:00-11:00	List	Message	
			3	English	45	A-306	MoWe	15:30-17:00	List	Message	
SOM316	Quantitative Analysis In Business	3	1	English	11	A-204	MoWe	17:00-18:30	List	Message	

Instructor :Dr. Samer ./ Room :A-206 Course :MGT100/ Section:1

RETURN **SORT BY NAME**

Student	Major	No Mail	Advisor	
1. 200701173	Najua Hamed Masoud Al-Badi	Advanced Diploma in Human Resources Development	Khudajja	Message ABSENCES
2. 200702319	Lamees 'Abdul Rahman Hamid Al-Reesi	Bachelor in Human Resources Development	AbduHaleem Zidan	Message ABSENCES
3. 200702352	Maha Ali Said Al-Shamsi	Diploma in Human Resources Development	AbuBakar .	Message ABSENCES
4. 200702393	Naayama Saqar 'Abdullah Al-Shamsi	Bachelor in Human Resources Development	AbduHaleem Zidan	Message ABSENCES
5. 200702433	Laila Naseer Jamil Al-Maqbali	Bachelor in Human Resources Development	AbduHaleem Zidan	Message ABSENCES
6. 200703364	Abeer Saif Abdullah Al-Neeri	Bachelor in Human Resources Development	AbuBakar .	Message ABSENCES
7. 200703689	Mahila Ali Said Al-Zeidi	Bachelor in Human Resources Development	AbuBakar .	Message ABSENCES
8. 200704148	Samiya Said Salim Ghanim Al-Zeidi	Bachelor in Human Resources Development	AbuBakar .	Message ABSENCES
9. 200801828	Sheikha Khamis Ashamil Al-Kaabi	Bachelor in Business Administration		Message ABSENCES
10. 200801955	Halima Said Masaad Al-Badi	Diploma in Human Resources Development		Message ABSENCES



You can send any student registered for your course messages , check who is his / her academic advisor , see the dates of students absence by clicking " Absence " next to each student and when the color of the button changes from gray to blue , this means that the student has absences .

Crs.#	MGT100	Course Title	Introduction To Management	Sec #	1
Absence date		Excused ?			
18-09-2014					

Ali Said Al-Shamsi Diploma in Human Resources Development Abu

Example: To send a message to all students registered for a course , see the demonstration .

- Section: MGT100/1

RETURN

Message

SUBMIT

Example: To send a message a certain student, see the demonstration.



Student:200701173-Najua Hamed Masoud Al-Badi - Section: MGT100/1

Message

SUBMIT

Fourth: Advisee

On this page you can see your advisees arranged in alphabetical order or according to their ID.

To arrange the names of students in alphabetical order click " Sort by name " on the left of the screen , if you are looking for a certain student type his /her ID in the box on the left of the screen .

Student Id		SEARCH
SORT BY NAME		
Student		
200700978	Khair Abdullah Rashid Al-Balushi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701046	Ali Fadel Ali Al-Shamsi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701086	Aliwan Mohammed Salim Al-Mutairi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701421	Raja Saad Rashid Al-Shamsi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701429	Laila Salim Nassar Al-Falhami	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701540	Abdullah Salim Hassan Al-Rasbi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701584	Hamed Hamid Ali Al-Kadi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701726	Saad Nassar Hamed Al-Rasbi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701820	Hamed Salim Khalid Al-Badi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701943	Ahmed Mohammed Hadeed Al-Rasbi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701981	Bashar Khames Dawood Al-Badi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200702085	Tajer Tajer Mohammed Al-Badi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule

On "Academic Advising "page you can access the following information

Student	201401066-Hamdoon Ismail Abdullah Al-Balushi
Hold Desc	Fatal
Financial Hold	Y

1- Student hold: hold on administrative, academic or financial matters.

This Example show that the student has a Financial Hold, therefore he is not allowed to register courses.

ID:	Name: All Fadhill Ali Al-Shamsi		Major: Diploma in Business Administration	
Nationality:	Place of Birth: EMARATI		Birth Date: 13-06-1984	Semester: Second 09-10
Address:	P.O.Box:		Certificate:	
School:	Certificate:		Perc.:	

Course No	Course Title	Crd#	Grade	Course No	Course Title	Crd#	Grade		
Second 09-10 Diploma in Business Administration				First 10-11 Diploma in Business Administration					
ENGL013	Reading (1) Foundation Program	3	B	COMP001	Introduction To Computing/Foundation Prog	3	P		
ENGL014	Writing (1) Foundation Program	3	C-	ENGL017	Reading (2) Foundation Program	3	P		
ENGL021	Grammar (1) Foundation Program	3	C	ENGL018	Writing (2) Foundation Program	3	P		
ENGL023	Listening &Speaking(1) Foundation Prog.	3	B	ENGL022	Grammar (2) Foundation Program	3	P		
MATH100	Basic Mathematics /Foundation Prog.	3	B+	ENGL024	Listening & Speaking(2) Foundation Prog	3	P		
Semester:	Att. Cr	Pass Cr.	Points	GPA	Semester:	Att. Cr	Pass Cr.	Points	GPA
	0	0	0	0		0	0	0	0
Cumulative:	0	0	0	0	Cumulative:	0	0	0	0
Promoted to Foundation2				Promoted to Foundation3					

Course No	Course Title	Crd#	Grade	Course No	Course Title	Crd#	Grade		
Second 10-11 Diploma in Business Administration				Second 11-12 Diploma in Business Administration					
COMP100	Computers: Their Impact And Use	3	C	BCGE001	Arabic Language	3	C-		
ENGL002	General English	3	C+	BCGE002	Islamic Culture	3	C+		
FOUND035	Integrated Intensive Eng./Found Prog	6	P	BCGE003	Oman Society	3	D		
MATH103	Mathematical Methods For Business	3	C	BCGE004	Study Skills	3	C		
				MKT100	Principels Of Marketing	3	C-		
Semester:	Att. Cr	Pass Cr.	Points	GPA	Semester:	Att. Cr	Pass Cr.	Points	GPA
	9	9	18.9	2.1		15	15	26.1	1.74
Cumulative:	9	9	18.9	2.1	Cumulative:	24	24	45	1.88
Promoted to Academic Program				Fail Probation					

2- Transcript: By clicking transcript, you can view student's GPA, number of completed credit, and general information about the student.

Program Of Study For 200701421 - Raya Said Rashid Al-Shamsi - Bachelor in Business Administration

[PRINT](#)

Not Registered Fail or Withdraw or Incomplete Registered Completed

CGPA: 1.41 CMGPA: 0 Credits: 54/124

COMPULSORY COURSES							Passed Credits/Out Of	21/18
Crs.#	Course Title	Credits	Rank	Semester	Min Grade	Grade	Prerequisite Crs.	
BCGE001	Arabic Language	3		2012-1		C		
BCGE002	Islamic Culture	3		2012-2		B		
BCGE003	Oman Society	3		2013-2		D+		
BCGE004	Study Skills	3		2011-2		D+		
COMP100	Computers: Their Impact And Use	3		2011-1		C		
ENGL002	General English	3		2011-1		C+		
Department Requirements							Passed Credits/Out Of	33/33
Crs.#	Course Title	Credits	Rank	Semester	Min Grade	Grade	Prerequisite Crs.	
ACC220	Introduction To Financial Accounting	3		2012-1		C-	< MATH103	
ACC230	Introduction To Managerial Accounting	3		2012-2		C-	< ACC220	

3- Program of study: you can access a colored program of study for the student, not registered courses appear in blue, fail or withdraw or incomplete appear in red, currently registered courses appear in gray and completed courses appear in green. The program of study appears in clusters. It shows the course grades the prerequisite courses, GPA and the number of credit hours and completed courses according to the POS.

4- By clicking "View Msg. " you can view the messages sent to the student and by clicking " Assign Msg. " you can send the student a message .

View Msg	Assign Msg
--------------------------	----------------------------



Student		
200700978	Khalid 'Abdullah Rashid Al Balushi	Registration
200701098	Ali Fadhil Ali Al-Shamsi	Registration
200701206	Ahmed Mohammed Salim Al-Ma'Mari	Registration
200701421	Raya Said Rashid Al-Shamsi	Registration
200701429	Laila Salim Nasser Al-Kalbani	Registration

2- Click “Registration”

To decide the required courses, you can check the student's POS.

3- Make sure that students register courses that their prerequisites are completed. The demonstration below can be helpful.

Department Requirements						Passed Credits/Out Of	
Crs.#	Course Title	Credits	Rank	Semester	Min Grade	Grade	Prerequisite Crs.
ACC220	Introduction To Financial Accounting	3	.	.	.		< MATH103
ACC230	Introduction To Managerial Accounting	3	.	.	.		< ACC220
BLAW280	Business Law - 1	3	.	2009-1	.	F	
BUS105	Business Communications	3	.	.	.		
ECON160	Microeconomics Principles	3	.	.	.		
ECON161	Macroeconomics Principles	3	.	.	.		= ECON160
FIN303	Financial Management	3	.	.	.		< ACC220
MATH103	Mathematical Methods For Business	3	.	2008-2	.	D+	
MGT100	Introduction To Management	3	.	2008-2	.	D+	

4- This is the pre final stage, you can select the sections and times provided that there are no clashes, you should not select a section that is closed.

- Functions
- Academic Advisor Info
- Section Schedule
- Instructor Schedule
- Advisee
- Assign Student Grades

The demonstration below can be helpful.

Student Id		SEARCH
SORT BY NAME		
Student		
200700978	Khalid 'Abdullah Rashid Al Balushi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701098	Ali Fadhil Ali Al-Shamsi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701206	Ahmed Mohammed Salim Al-Ma'Mari	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701421	Raya Said Rashid Al-Shamsi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701429	Laila Salim Nasser Al-Kalbani	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701549	Abdullah Salmeen Rabia Al-Alawi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701564	Hamed Harib Ali Al-Kaabi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701725	Saud Nasser Hamed Al-Nuaimi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701820	Hamed Salim Khalfan Al-Badi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701943	Afara Mohammed Abdallah Al-Rushadi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200701981	Bashair Khamis Darwish Al-Sarri	Registration Student Holds Transcript POS View Msg Assign Msg Schedule
200702085	Yasir Said Mohammed Al-Saadi	Registration Student Holds Transcript POS View Msg Assign Msg Schedule

To open registration link, see the demonstration below.

Student		
200700978	Khalid 'Abdullah Rashid Al Balushi	Registration

5- In case any of the following messages appears:

- Student registration period is not verified - Read Only
- Online registration is not allowed.
- Section is closed, you cannot processed.

First: you should make sure that you register during the allowed registration period according to department and year of joining as stated on the college's website.

Welcome [Name] [ID] [Email] [Phone]

Fall 2017-2018 Semester

Logout

Setup Functions

Change Semester

Semester: Fall 2017-2018 UPDATE

Second: Make sure that the semester is right, otherwise you should select the right semester.

Student Registration

CLEAR ALL SUBMIT SHOW SCHEDULE TO PRINT SHOW ADVISING REPORT

Select the desired course from the list then click on [Add]. Once you added all required courses, click on [Submit] in order to confirm your registration.

Select Course

Select Course	ADD	Dropped Courses
BCGE001 Arabic Language Lec. 4 (14:00-15:30) (SuTu) (A-201)		
BCGE001 Arabic Language Lec. 5 (15:30-17:00) (SuTu) (A-206)		
BCGE001 Arabic Language Lec. 6 (17:00-18:30) (SuTu) (A-206)	CLEAR	
BCGE001 Arabic Language Lec. 7 (18:30-20:00) (SuTu) (A-206)		
BCGE003 Oman Society Lec. 5 (14:00-15:30) (SuTu) (A-202)		
BCGE003 Oman Society Lec. 6 (15:30-17:00) (SuTu) (A-210)		
BCGE003 Oman Society Lec. 7 (15:30-17:00) (MoWe) (A-210)		
BCGE003 Oman Society Lec. 8 (17:00-18:30) (MoWe) (A-301)		
IC3 IC3 Lec. 4 (14:00-15:30) (MoWe) (B-Lab-8)		
IC3 IC3 Lec. 10 (14:00-15:30) (MoWe) (B-Lab-9)		
IC3 IC3 Lec. 11 (15:30-17:00) (MoWe) (B-Lab-9)		
IC3 IC3 Lec. 12 (17:00-18:30) (MoWe) (B-Lab-9)		
IC3 IC3 Lec. 13 (18:30-20:00) (MoWe) (B-Lab-9)		
IC3 IC3 Lec. 15 (15:30-17:00) (SuTu) (B-Lab-9)		
IC3 IC3 Lec. 16 (17:00-18:30) (SuTu) (B-Lab-9)		
LAW123 Principle Of Economics Lec. 1 (14:00-15:30) (SuTu) (B-B112)		
LAW123 Principle Of Economics Lec. 2 (15:30-17:00) (MoWe) (B-B115)		
LAW223 Involuntary Sources Of Obligations Lec. 1 (14:00-15:30) (SuTu) (B-B214)		
LAW223 Involuntary Sources Of Obligations Lec. 2 (15:30-17:00) (MoWe) (B-B213)		

6- You can select the required courses. The courses that appear on the screen are all allowed. The closed sections and the courses that have incomplete prerequisites will not appear.

7- In case a course does not appear on the list, there may be the possibility that:

- The course has a prerequisite which hasn't been met (check the program of study).
- The section is closed /full (check course schedule).
- The course is not offered this semester (check course schedule).

After selecting the required courses the page must be as follows:



Student Registration

CLEAR ALL **SUBMIT** **SHOW SCHEDULE TO PRINT** **SHOW ADVISING REPORT**

Select the desired course from the list then click on [Add]. Once you added all required courses, click on [Submit] in order to confirm your registration.

Select Course

LAW123 Principle Of Economics Lec. 1 (14:00-15:30) (SuTu) (B-B112) **ADD**

Added Courses **Dropped Courses**


1. BCGE001 Arabic Language Lec. 6 (17:00-18:30) (SuTu) (A-206)	CLEAR	
2. IC3 IC3 Lec. 10 (14:00-15:30) (MoWe) (B-Lab-9)	CLEAR	
3. LAW123 Principle Of Economics Lec. 1 (14:00-15:30) (SuTu) (B-B112)	CLEAR	

8- Now click **SUBMIT**.

CLEAR ALL **SUBMIT**

Taken Courses Load:0 Min Load:9 Max Load:18 Status:Normal

9- You may get a wrong message like the one below :

 *****Time Conflict Exists between Course BCGE001 and Course BCGE003**

Advisor: Ishaq .

Student Registration

10- After resolving all the problems that you have encountered, you may get the following message:

The page at says:

Registration operation completed successfully!

OK



11- Then the registered courses will appear as below.

Taken Courses Load:15 Min Load:9 Max Load:18 Status:Normal				
Crs.#	Title	Credits	Load	Schedule
BCGE001	Arabic Language	3	3	6 - (17:00-18:30) (SuTu) (A-206)
BCGE003	Oman Society	3	3	5 - (14:00-15:30) (SuTu) (A-202)
LAW323	القضاء الاداري	3	3	1 - (15:30-17:00) (SuTu) (B-B305)
LAW413	Civil And Commercial Procedures 2	3	3	2 - (18:30-20:00) (MoWe) (B-B113)
LAW415	Internal Practical Training	3	3	1 - (20:00-21:30) (SuTu) (B-B114)

12- In such manner, you have successfully registered the required courses.

5- Schedule: you can view student schedule after course registration by clicking ' Schedule “**under Advisee**”.

جامعة الشرقية A' SHARQIYAH UNIVERSITY				Setup		Functions				
Schedule										
Note: Section in Red are Closed.										
Crs.#	Title	Cr	Section	Lang.	Enr.	Room	Day	Time	Student	Message
MGT100	Introduction To Management	3	1	English	29	A-206	SuTuTh	08:00-09:00	List	Message
			2	English	25	A-306	MoWe	09:30-11:00	List	Message
SOM306	Operations Management	3	1	English	31	A-306	SuTuTh	10:00-11:00	List	Message
			3	English	45	A-306	MoWe	15:30-17:00	List	Message
SOM316	Quantitative Analysis In Business	3	1	English	11	A-204	MoWe	17:00-18:30	List	Message

Online Grade Entry

You can enter student marks by clicking “**Function Menu**” then assign student grade as per course and section.

Steps of Grade entry:

1- To enter the marks , select the course , then the section .

Grade Entry						
Course			Section			
-			-			
<a>PREVIOUS <a>NEXT <a>SAVE <a>SORT BY NAME						
No. Id.	Student	Page 1 of 0			Total	Grade
<a>CONFIRM <a>GRADE GENERATION <a>REVERSE GENERATION <a>PRINT						

2- Students names are displayed according to their ID'S

If you wish to display the names in alphabetical order you can click " Sort by name " .

The system displays the names demonstrated below.

Grade Entry							
Course		Section	Status				
MGT100 Introduction To Management		1					
<a>PREVIOUS <a>NEXT <a>SAVE <a>SORT BY NAME							
No. Id.	Student	Test 1 Exam	Test 2 Exam	Course Work	Final Exam	Total	Grade
1. 200701173	Najua Hamed Masoud Al-Badi	10				10	-
2. 200702319	Lamees 'Abdul Rahman Hamid Al-Reesi	20				20	-
3. 200702352	Maha Ali Said Al-Shamsi	19				19	-
4. 200702393	Naayama Saqar 'Abdullah Al-Shamsi	18				18	-
5. 200702433	Laila Naseer Jamil Al-Maqbali						-
6. 200703364	Abeer Saif Abdullah Al-Neeri						-
7. 200703689	Mahita Ali Said Al-Zeidi						-
8. 200704148	Samiya Said Salim Ghanim Al-Zeidi						-
Page 1 of 4							
<a>CONFIRM <a>GRADE GENERATION <a>REVERSE GENERATION <a>PRINT							

3- Enter marks under (Test 1, Test 2, Course work, Final Exam) and then click “**Save**” .

Then next to show the next page .



Grade Entry							
Course		Section	Status:				
MGT100 Introduction To Management		1					
PREVIOUS		NEXT	SAVE	SORT BY NAME			
No. Id.	Student	Test 1 Exam	Test 2 Exam	Course Work	Final Exam	Total	Grade
25. 200804915	Athari Said Habib Al-Shamakhi						-
26. 200805061	Abtihal Atiyah Juma Al-Busaidi						-
27. 200805628	Muzna Sulaiman Ali Almaqbali						-
28. 201401022	Amal Said Sulaiman Al-Zeidi						-
29. 201401196	Anwaar Sulaiman Humaid Al-Alawi						-

Page 4 of 4

CONFIRM **GRADE GENERATION** **REVERSE GENERATION** **PRINT**

4- On the last page **Page 4 of 4** as shown above, when you enter the marks for all students, you should click **“Confirm”**. **CONFIRM**

5- Then you confirm mark entry as demonstrated below.

Grade Type	All Grades ▼
	All Grades
	Test 1 Exam
	Test 2 Exam
	Course Work
	Final Exam
	-

OK

We select the type of grade:

- 1- **“All Grades”** when you enter all marks.
- 2- **“Test 1 Exam”** when you enter Test 1 marks only.
- 3- **“Test 2 Exam”** when you enter Test 2 marks only.
- 4- **“Course Work”** when you enter course work marks only.
- 5- **“Final Exam”** when you enter Final marks only.

If you wish to change a grade, click **“Undo”** then change the grade and click **“Grade Confirmation”** again.

- 6- Click **GRADE GENERATION** to convert the marks from numerical form to latter form.

7- To print out the list of grades, click **PRINT**

Student Attendance

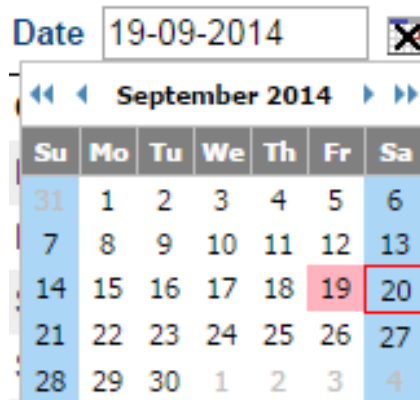
To enter student attendance, go to “**Function**” and select “Student attendance” and select the course and section.

Entering attendance is effective for 24 hours as the lecture starts

After 24 hours, you cannot enter attendance using the instructor's account.

Entering Attendance Steps :

- 1- Select the course and section for entry attendance by clicking “**Student attendance**”.
- 2- Select the date (the date of the current day appears automatically next to date).





To choose a previous date click the Date Icon

3- Select the course and section then click List

List

Enter the absence day in DD-MM-YYYY format as 09-12-2009, then press on Enter key

Date: 18-09-2014 Thursday

Course	Section	Cap.	Enr.	Days	Time	Student
MGT100 Introduction To Management	1	45	29	SuTuTh	08:00-09:00	List
MGT100 Introduction To Management	2	45	25	MoWe	09:30-11:00	
SOM306 Operations Management	1	45	31	SuTuTh	10:00-11:00	List
SOM306 Operations Management	3	45	45	MoWe	15:30-17:00	
SOM316 Quantitative Analysis In Business	1	35	11	MoWe	17:00-18:30	

4-Click the box next to the absent student and a tick will appear in the box.

Students Attendance (MGT100, 1) 18-09-2014

PREVIOUS NEXT SUBMIT RETURN

SORT BY NAME

Student	Day	Absent	Abs %
200701173 - Najua Hamed Masoud Al-Badi	Th	<input type="checkbox"/> 1	0
200702319 - Lamees 'Abdul Rahman Hamid Al-Reesi	Th	<input type="checkbox"/> 1	0
200702352 - Maha Ali Said Al-Shamsi	Th	<input type="checkbox"/> 1	0
200702393 - Naayama Saqar 'Abdullah Al-Shamsi	Th	<input type="checkbox"/> 1	0
200702433 - Laila Naseer Jamil Al-Maqbali	Th	<input checked="" type="checkbox"/> 1	2.08
200703364 - Abeer Saif Abdullah Al-Neeri	Th	<input type="checkbox"/> 1	0
200703689 - Mahila Ali Said Al-Zeidi	Th	<input type="checkbox"/> 1	0
200704148 - Samiya Said Salim Ghanim Al-Zeidi	Th	<input checked="" type="checkbox"/> 1	2.08
200801828 - Sheikha Khamis Ashamil Al-Kaabi	Th	<input type="checkbox"/> 1	0
200801955 - Halima Said Masaad Al-Badi	Th	<input type="checkbox"/> 1	0

As you click the box next to the student's name, the cumulative absence appear next to the box.

5- After entering student attendance, click **CONFIRM ATTENDANCE**

Important note: you can change the state of student from absent into present by clicking the ticked box and then clicking "submit" then confirm attendance .

This can be done within 24 hours as of the lecture starts.



Course Prerequisites

On Functions Menu you can view the course prerequisites by clicking “Course Prerequisites”.

Course Prerequisites

"And" Relation between the same set, "Or" Relation between different sets
Pre => Prerequisite Crs. / Co => Corequisite Crs. / Co-Pre => Corequisite or Prerequisite Crs. / Pre-Seq => Pre-Sequence Crs / Tk= => Co-Sequence Crs.

Course **QUERY**

Course **QUERY**

From Sem	Till Sem	College	Program Type	Program	Major	Student Category	Emphasis	Track	Certificate	Minor	Study Basis	Rank
20031												
Course									Set #	Co Type	Grade	
ACC220			Introduction To Financial Accounting						1	Pre		
ACC220			Introduction To Financial Accounting						2	Co		
ACC220			Introduction To Financial Accounting						2	Pre-Seq	F	

Grades Statistics

On Function menu you can view statistics for all courses including the marks in numbers percentage and total

Grades Statistics															
Course	Sec #	A %	A- %	B %	B+ %	B- %	C %	C+ %	C- %	D %	D- %	F %	IC %	W %	Total
MGT100	1	4	3	2	2	0	1	0	4	3	3	3	1	2	28
		14.29	10.71	7.14	7.14	0	3.57	0	14.29	10.71	10.71	3.57	7.14		
MGT100	2	3	4	4	1	6	3	2	2	5	1	8	1	5	45
		6.67	8.89	8.89	2.22	13.33	6.67	4.44	4.44	11.11	2.22	17.78	2.22	11.11	
SOM306	2	8	1	7	2	3	1	0	2	1	0	0	1	1	27
		29.63	3.7	25.93	7.41	11.11	3.7	0	7.41	3.7	0	0	3.7	3.7	



Student Information

Students Reports
Student Information

You can view student information by entering students major , name or ID

Student Information

Find Student By Major

Select Major

Filter Student List By

Student List

Or By Id

Enter Student ID

QUERY

ID	Student Name	Major	Class
200700978	Khalid 'Abdullah Rashid Al Balushi	Bachelor in Business Administration	Year1

TRANSCRIPT
POS
SCHEDULE CARD

Then the student's name, ID, major, academic record, program of study and schedule will appear on screen.

This kind of information is helpful in academic advising and course registration.

-

- AD International Business
- AD Marketing
- Advanced Diploma in Accounting
- Advanced Diploma in Business Administration
- Advanced Diploma in Finance And Banking
- Advanced Diploma in Human Resources Development
- BBA International Business
- BBA Marketing
- Bachelor in Accounting
- Bachelor in Business Administration
- Bachelor in Finance and Banking
- Bachelor in Human Resources Development
- D International Business
- D Marketing
- Diploma in Accounting
- Diploma in Business Administration
- Diploma in Finance
- Diploma in Human Resources Development