

Grading User Guide

- ❖ After **Logging in** you will be redirected to this page, you will click on **Grading & Attendance** under **Faculty Services** to access the grading program.

The screenshot displays the Opera Academic System dashboard. At the top, the header includes the UBT logo, the text "OPERA ACADEMIC SYSTEM", and utility icons for window management and user profile. A vertical sidebar on the left contains navigation icons for home, a building, and a right-pointing arrow. The main content area features a central heading "Welcome to Opera Academic System" and a sub-heading "Welcome to UBT Opera Academic System, hoping it meets all your needs and requirements. Browsing the application is easy as we provide most functions to strengthen the relationship with our dear users." Below this, three service panels are presented: "Faculty Services" (with a speaker icon), "Dept. Head Services" (with a group icon), and "Vice Dean Services" (with a person at a desk icon). Each panel lists specific functions with right-pointing arrows. The bottom of each panel is labeled with its respective system name: "Opera Faculty System", "Opera HOD Services", and "Opera Vice Dean Services".

UBT OPERA ACADEMIC SYSTEM

Welcome to Opera Academic System

Welcome to UBT Opera Academic System, hoping it meets all your needs and requirements. Browsing the application is easy as we provide most functions to strengthen the relationship with our dear users.

Faculty Services

- Grading & Attendance →
- Advising & Exceptions →
- Pending Grades (IC,IP) →

Opera Faculty System

Dept. Head Services

- Grading Approvals →
- Pending Grades (IC,IP) →
- Advising & Exceptions →
- Exception Approvals →
- Distribute Students →

Opera HOD Services

Vice Dean Services

- Grading Approvals →
- Pending Grades (IC,IP) →
- Advising & Exceptions →
- Exception Approvals →

Opera Vice Dean Services

❖ After clicking on one of the above you will be redirected to this page.

Where you can:

- 1- Review the Courses Registered, Campuses & Sections.
- 2- Review the Year, Term, and Grade Status.
- 3- Manage the Attendance, Grades & Reports.
- 4- Use the search box to overlook any column that you need.

UBT OPERA ACADEMIC SYSTEM

GRADING & ATTENDANCE
Faculty Form

Click on any one to filter by the Year, Term, and Grade Status.

Grading Help Help ?
Attendance Help ?

Year: 2018 Term: FALL Grade Status: All Search

The list of courses will appear according to the filters.

Click on any button to review & manage the Grades, Attendance & Reports.

Campus	Course Dept	Course No	Section No	Course Title	Grades Status	Search:
CBA (B)	MIS	360	01	DATABASE MANAGEMENT SYSTEMS 1	Under processing	Grades → Attendance → Reports
CBA (B)	MIS	460	01	DATABASE MANAGEMENT SYSTEMS 2	Under processing	Grades → Attendance → Reports
CBA (B)	MIS	320	01	E-COMMERCE	Under processing	Grades → Attendance → Reports
CBA (B)	IT	101	04	COMPUTER AND INFO. TECHNOLOGY	Under processing	Grades → Attendance → Reports
CBA (B)	MIS	320	02	E-COMMERCE	Under processing	Grades → Attendance → Reports
CBA (B)	MIS	301	05	MANAGEMENT OF INFO. SYSTEM	Under processing	Grades → Attendance → Reports

Showing 1 to 6 of 6 entries

Use the search box to overlook any column that you need

Previous 1 Next

❖ After clicking on grading it will redirect you to this page where you can:

1- Insert or review the grades for any student in the course.

UBT OPERA ACADEMIC SYSTEM

GRADING SYSTEM Faculty Form

Insert the Grades. Click here to view full screen.

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

Course# 460:
DATABASE MANAGEMENT SYSTEMS 2
Course Dept ▶ MIS Course Version ▶ 1

Grade Status
37006 - Accepted

Grades Overview by Section

SSN	Name	Mid Term	Final	Subject 1															
KBB112	RAKAN ESMAT ZAHARAN	20	20	40	40	25	25			0	0	0	0	0	0	0	0	0	0
MAB049	AHMED MEDHAT BAKRAA	15	15	20	20	30	30			0	0	0	0	0	0	0	0	0	0
MAB494	MOHAMMED MUSFER ALYAMI	0	0	0	0					0	0	0	0	0	0	0	0	0	0
NAB052	MOHAMED SALMAN ALJEHNY	0	0	0	0					0	0	0	0	0	0	0	0	0	0
NAB152	FAISAL WALEED RASHWAN	0	0	0	0					0	0	0	0	0	0	0	0	0	0
OA0096	EBRHM MATAQ ALGUFIL	0	0	0	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	0
PB0009	MOAAZ MOHAMMED BAEISSA	0	0	0	0					0	0	0	0	0	0	0	0	0	0

8 Student(s)

Grade Count

Grades

Highcharts.com

Here you will see all the registered students under this course to update their grades.

Here you will see the Course Details.

Here you will see the Grade Status.

Here you will see the grades by Graph Overview.

- 2- Review the (Total, Grade, Absence, and Incomplete & In progress) of each student.
- 3- Write your own comments in the instructor comment section.
- 4- Review the comments of the (H.O.D & Vice Dean).
- 5- After checking all the grades you must submit to the HOD (after submitting you cannot edit the grades) they will either accept or reject if they accept then it will move on to the vice dean if he/she accepts but if it gets rejected it will be sent back to the HOD and back to the faculty.

The screenshot displays the OPERA Academic System interface for reviewing grades. The top navigation bar includes 'UBT' and 'OPERA ACADEMIC SYSTEM'. The main content area is divided into several sections:

- Course Information:** Year 2018, Campus 0000B, Term FALL, Section 01. Course# 350: DATABASE MANAGEMENT SYSTEMS 1, Course Dept MIS, Course Version 2.
- Grade Status:** 37001 - Under processing.
- Grades Overview by Section:** A bar chart showing the grade count for each grade. The x-axis lists grades from A+ to IP, and the y-axis shows the grade count from 0 to 10. The 'F' grade has the highest count, at approximately 9.
- List of Students:** A table with columns for student ID, name, and various grade-related metrics. The table is partially visible, showing columns for Total, Grade, Absent, and IC/IP.
- Instructor Comment Section:** A text input field with the placeholder 'Post your comment here!' and a green 'Submit the grades to HOD' button.
- H.O.D Comments:** A section for the Head of Department's comments.
- Vice Dean Comments:** A section for the Vice Dean's comments.

Three callout boxes provide instructions on how to interact with the system:

- Review the Total, Grade & Absence, IC/IP.** This box points to the 'Total', 'Grade', 'Absent', and 'IC/IP' columns in the student list table.
- Write the Instructor comments & submit the grades to the HOD.** This box points to the 'Instructor Comment' text area and the 'Submit the grades to HOD' button.
- Review the comments of the (H.O.D, Vice Dean).** This box points to the 'H.O.D Comments' and 'Vice Dean Comments' sections.

