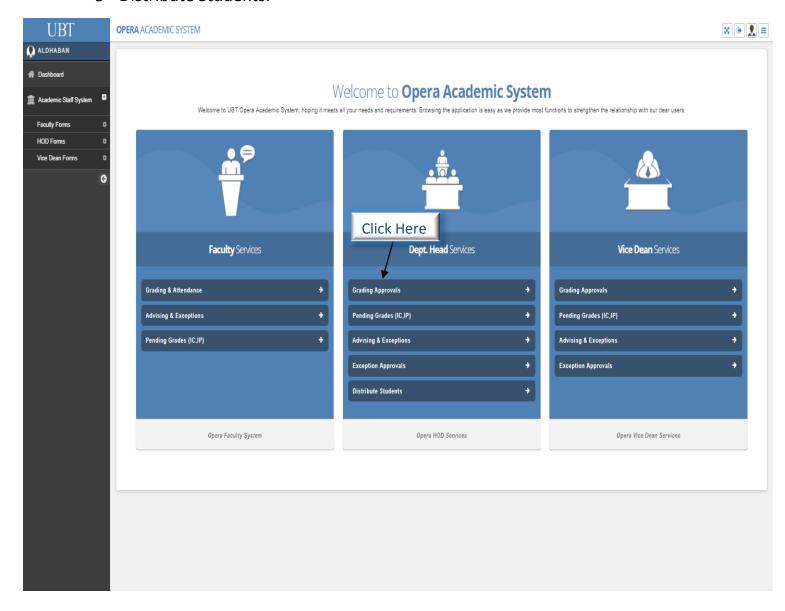
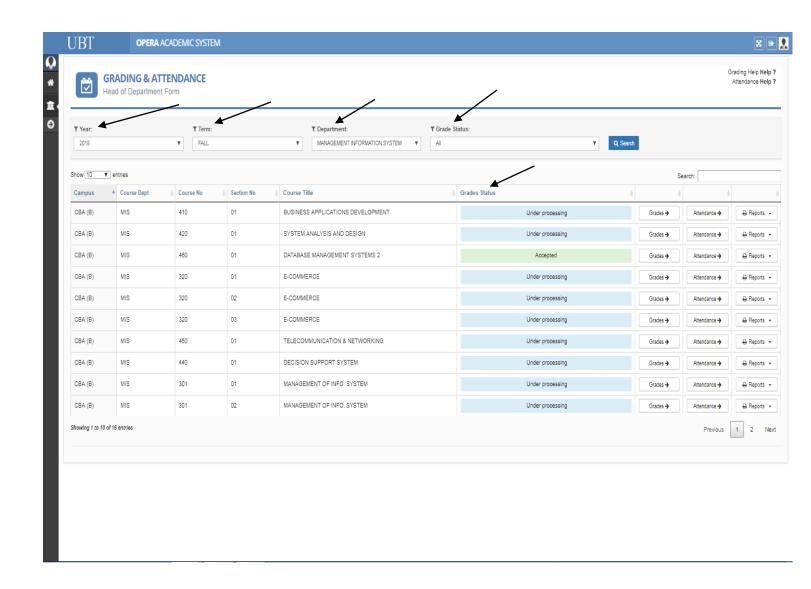
(HOD) Head Of Department User Guide

- ❖ 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.



- 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.



- 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.

