جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
عمادة القبول والتسجيل
Deanship of Admissions and Registration

Academic Supervision Services Guide

Faculty Member and Academic Supervisor

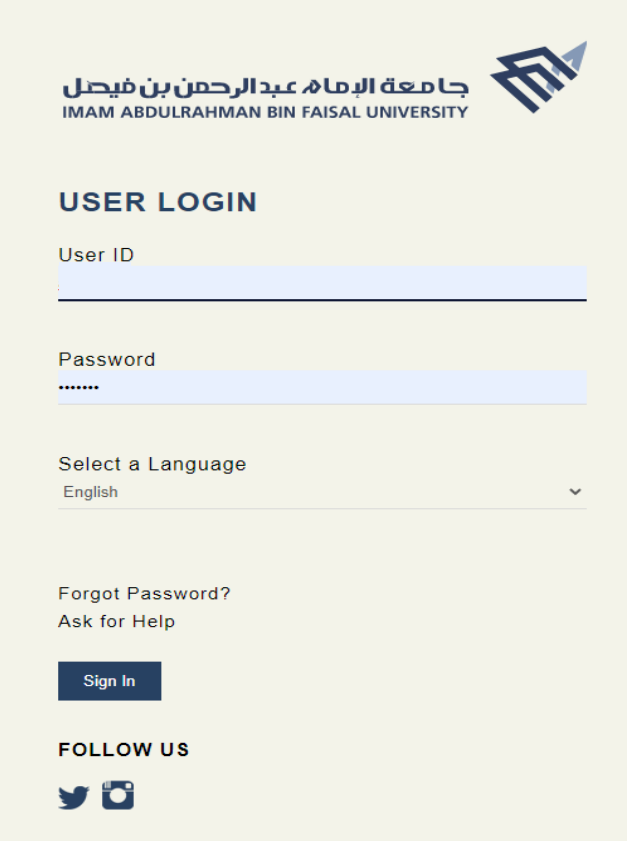
نتكامل
Ntakamal

1444/2023

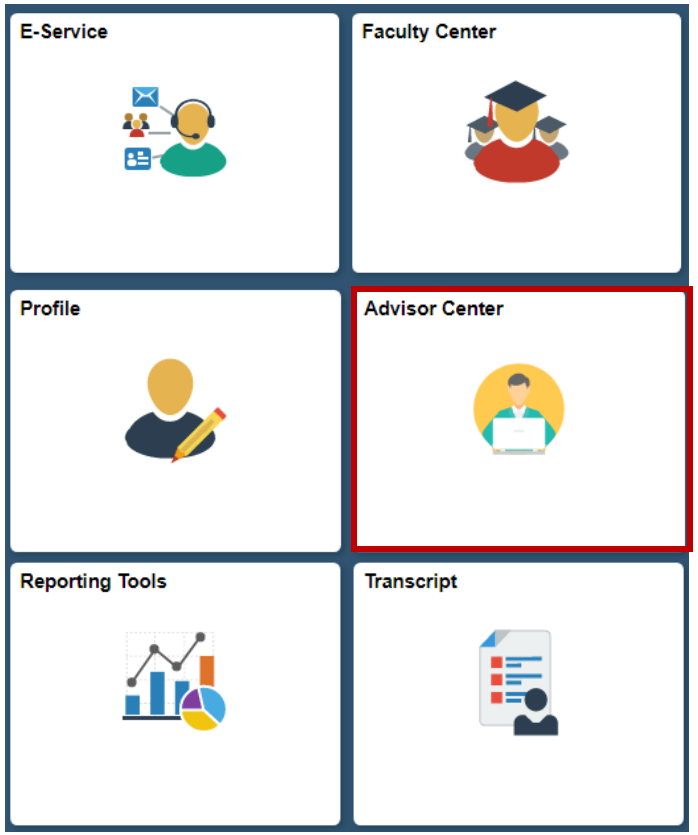
View Faculty Member's Account:

The idea of the academic supervision system is based on extracting lists of students who are at risk of academic failure and directing them to the academic supervisor to provide them with the necessary support and follow-up in order to improve their academic performance and help them overcome any difficulties they may face. The following are steps to access the service:

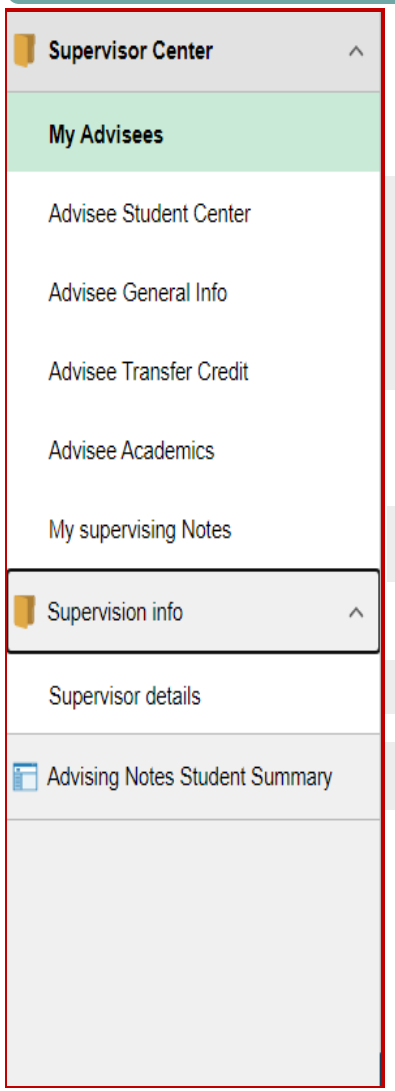
First: log in to Student Information System



Second: select Advisor Center icon



Third: view System icons



The Supervisor Center icon allows academic supervisors stneduts fo tsil eht ssecca ot cimedaca s'tneduts eht sa hcus notiamrofni sedulcni tI .meht ot dengissainformation – rojam - level cimedaca)class schedule - registered and earned hours –GPA) and the student's general information (student name - contact number - e-mail)

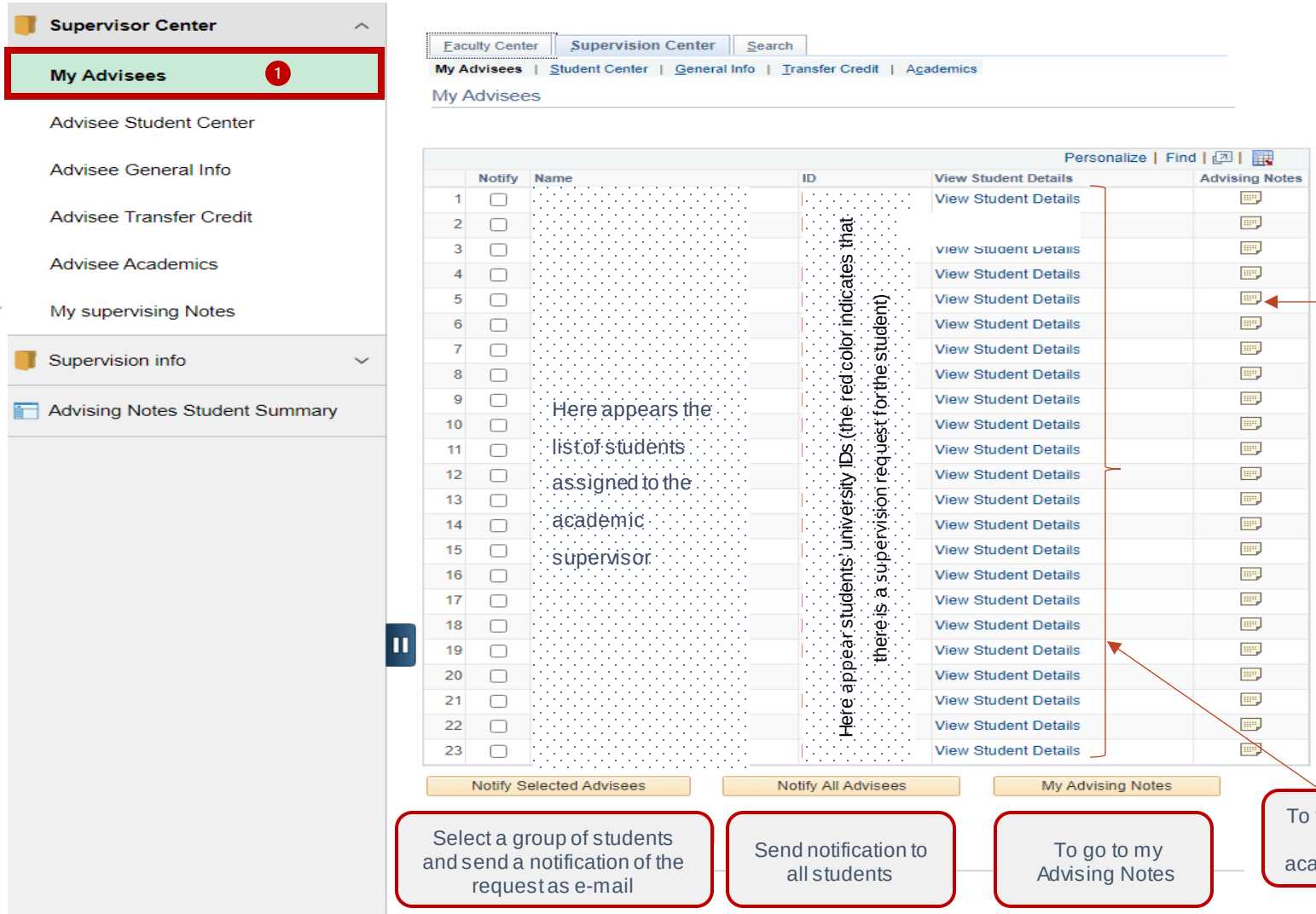
Summary of supervision requests from System users (viewing, following up and forwarding requests)

To enter supervision hours for students to view

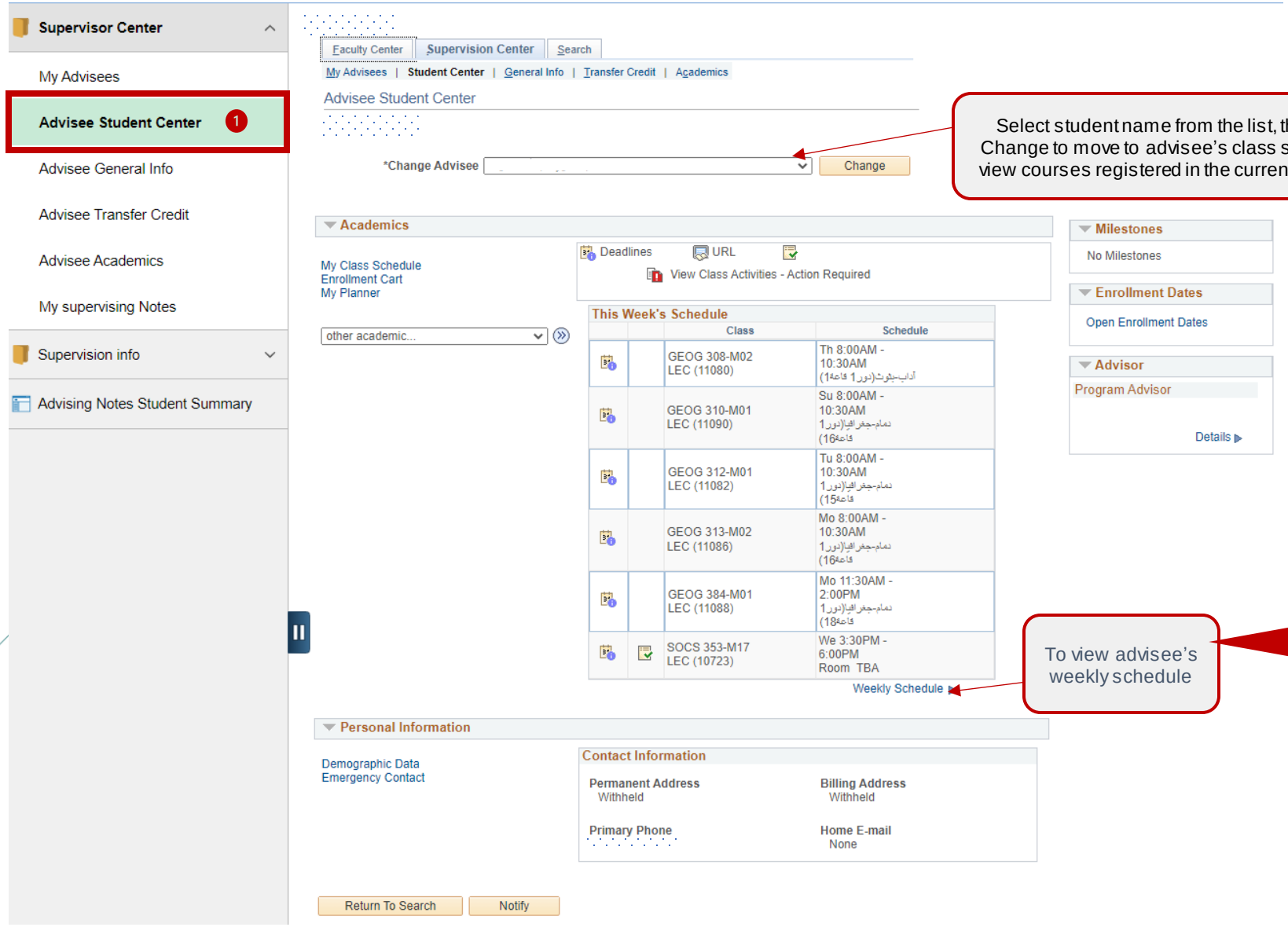
User-related supervision requests (view and respond) -(create a note)

Supervisor Center

List of Advisees can be viewed by following the steps below:



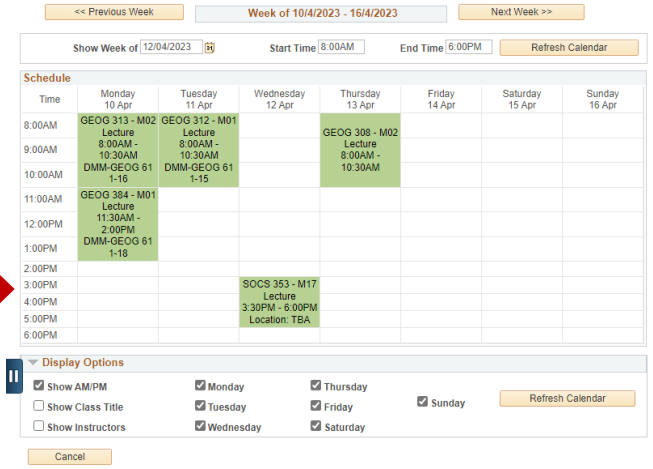
Advisees' study schedules can be viewed, by following the steps below



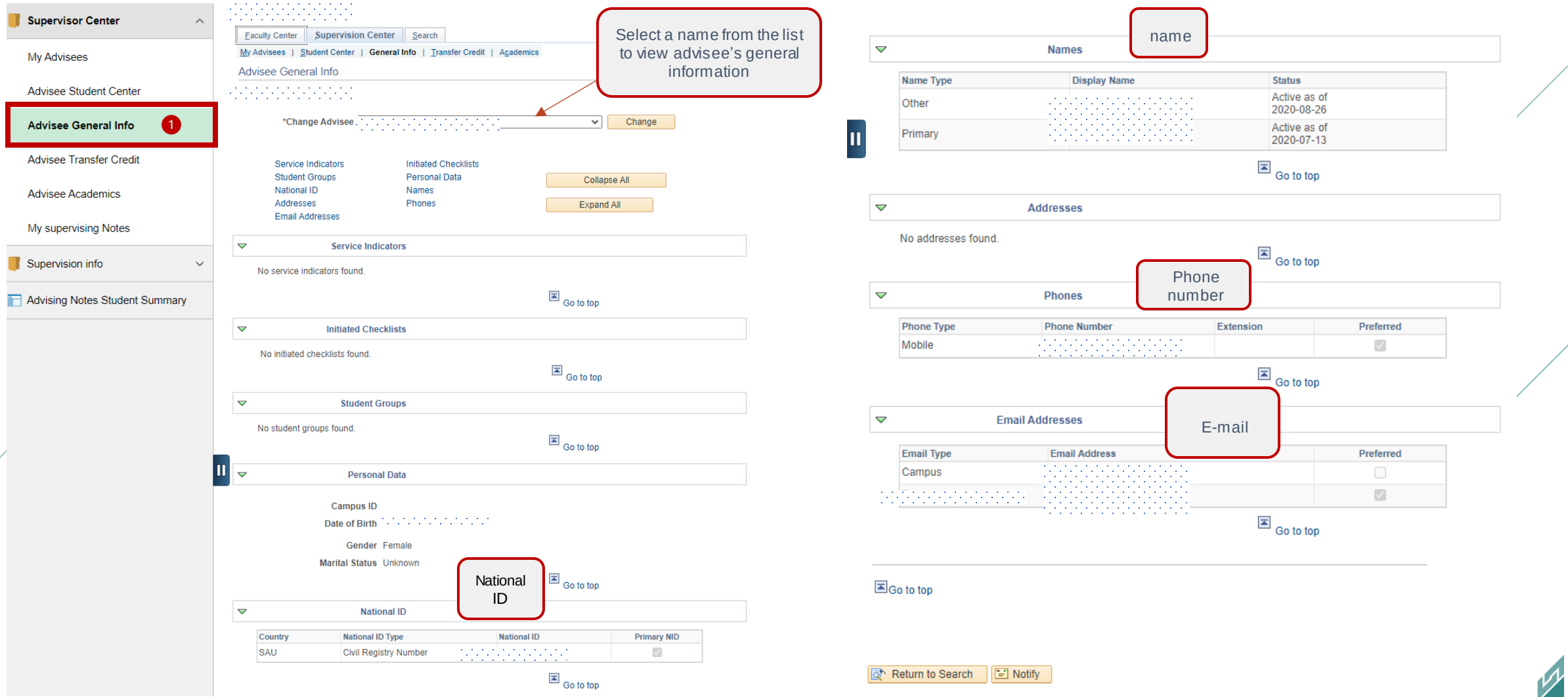
Select student name from the list, then click Change to move to advisee's class schedule or view courses registered in the current semester

To view advisee's weekly schedule

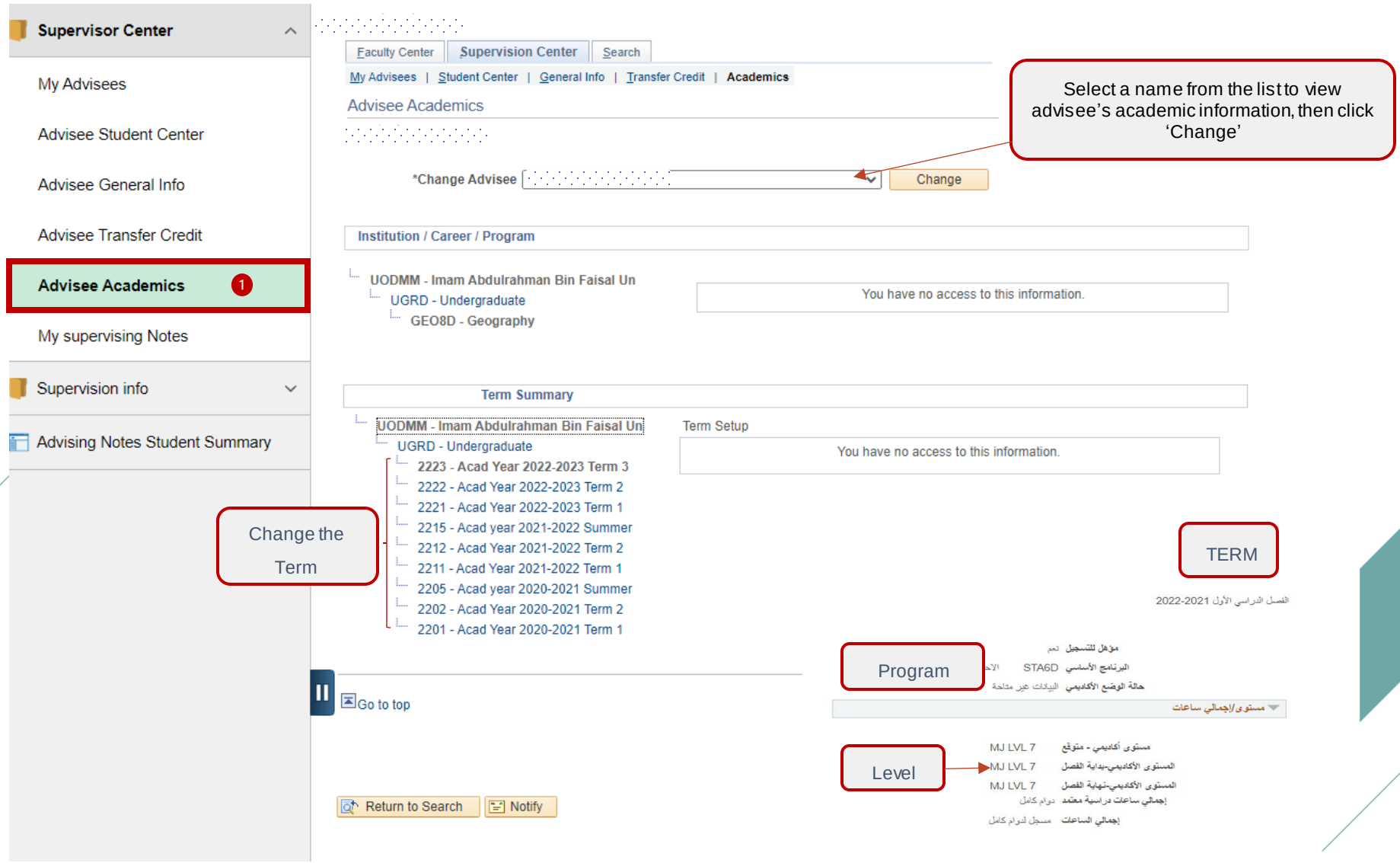
Advisee's weekly schedule



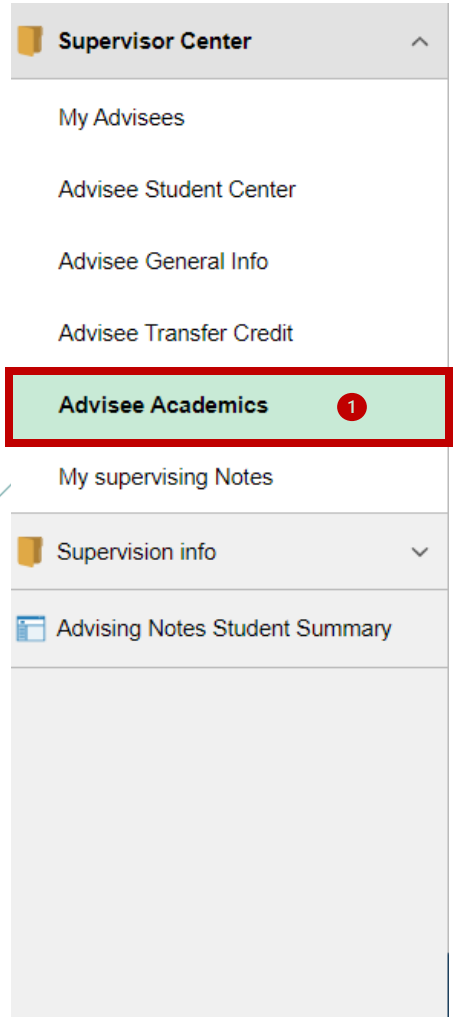
Advisee's general information can be viewed by following the steps below



Advisee's general information can be viewed by following the steps below



Advisee's general information can be viewed by following the steps below

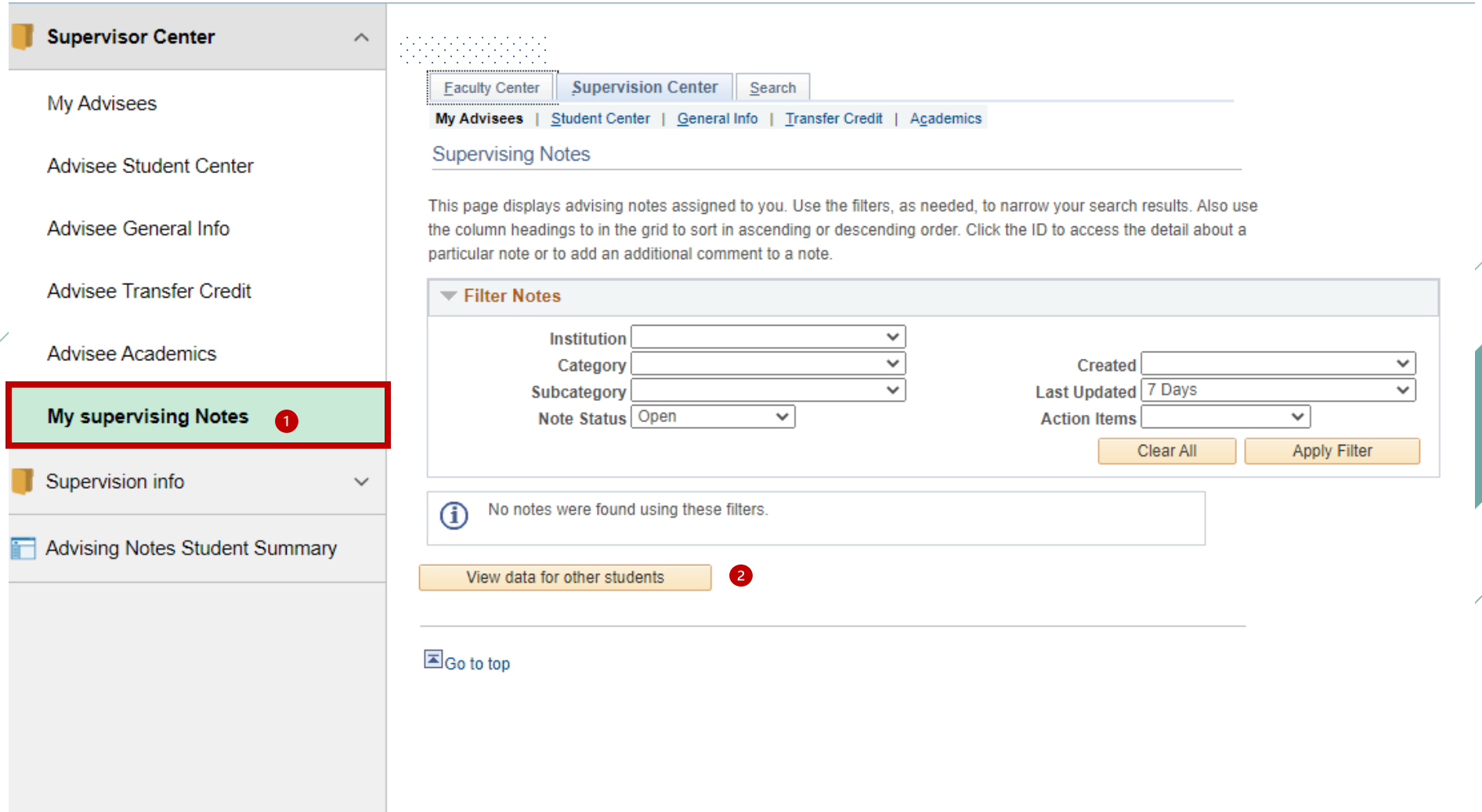


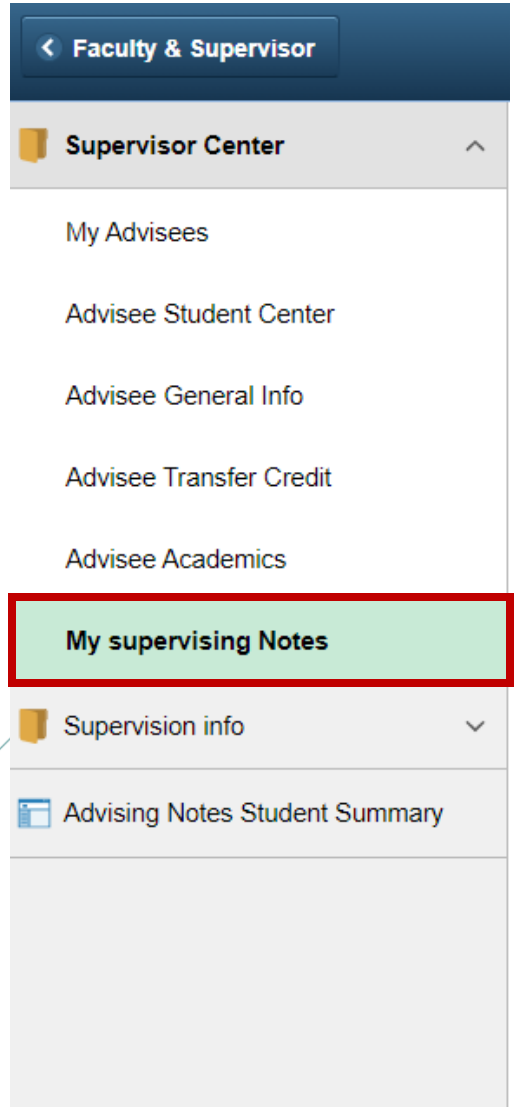
A table showing the courses registered in the current term and the grade of each course

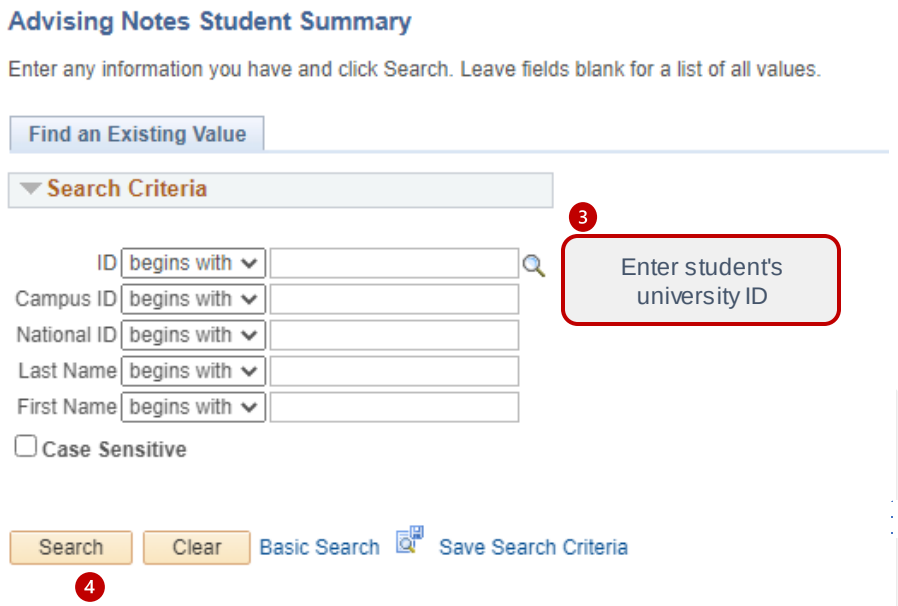
A table showing the term and cumulative GPA

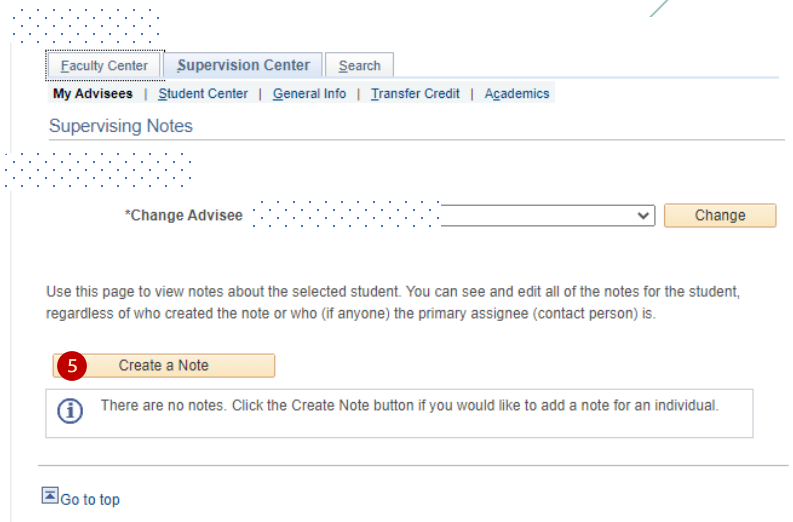
Create notes, review requests and forward them

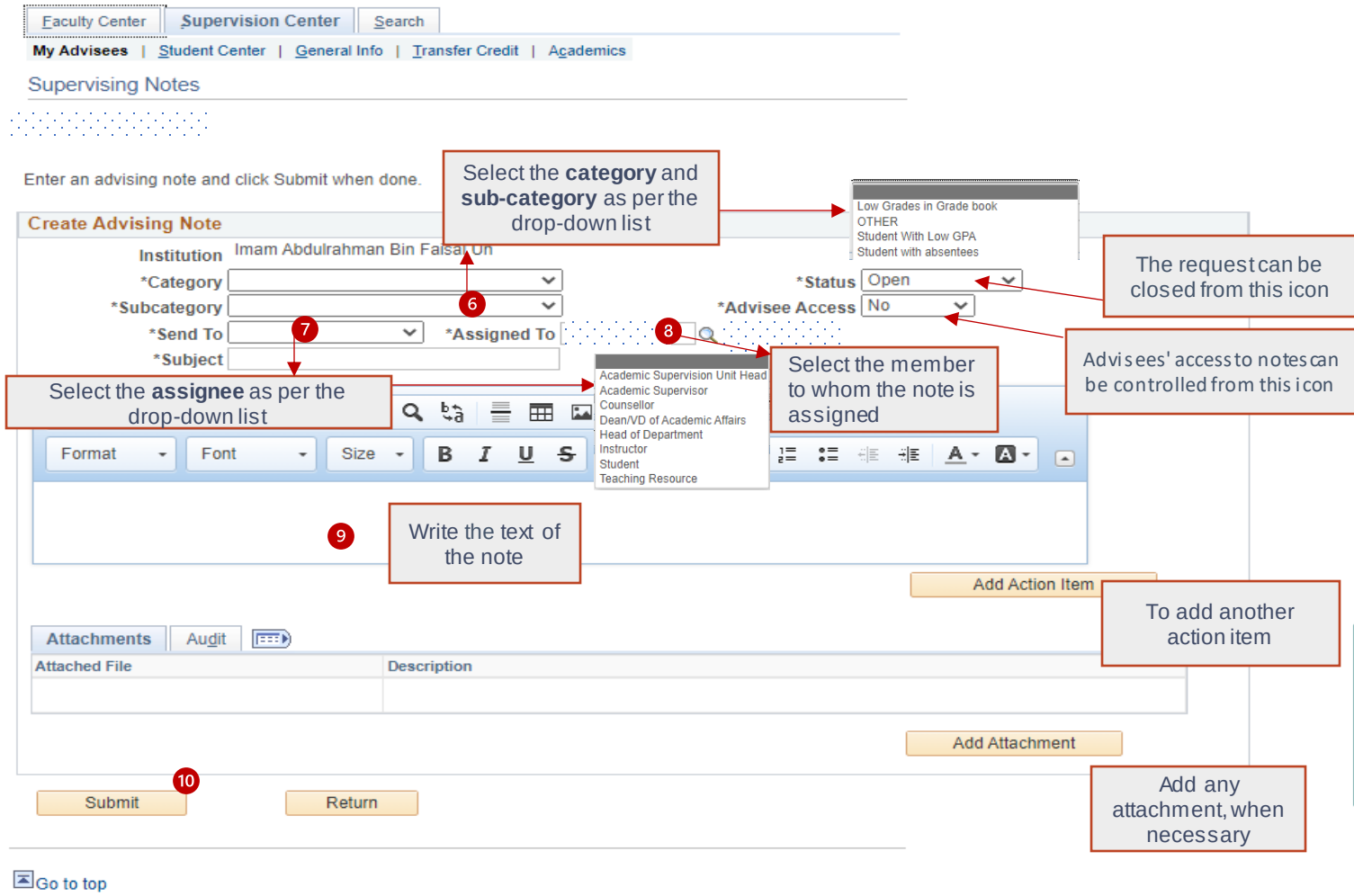
Notes for non-advisees can be created, when necessary, by following the steps below:



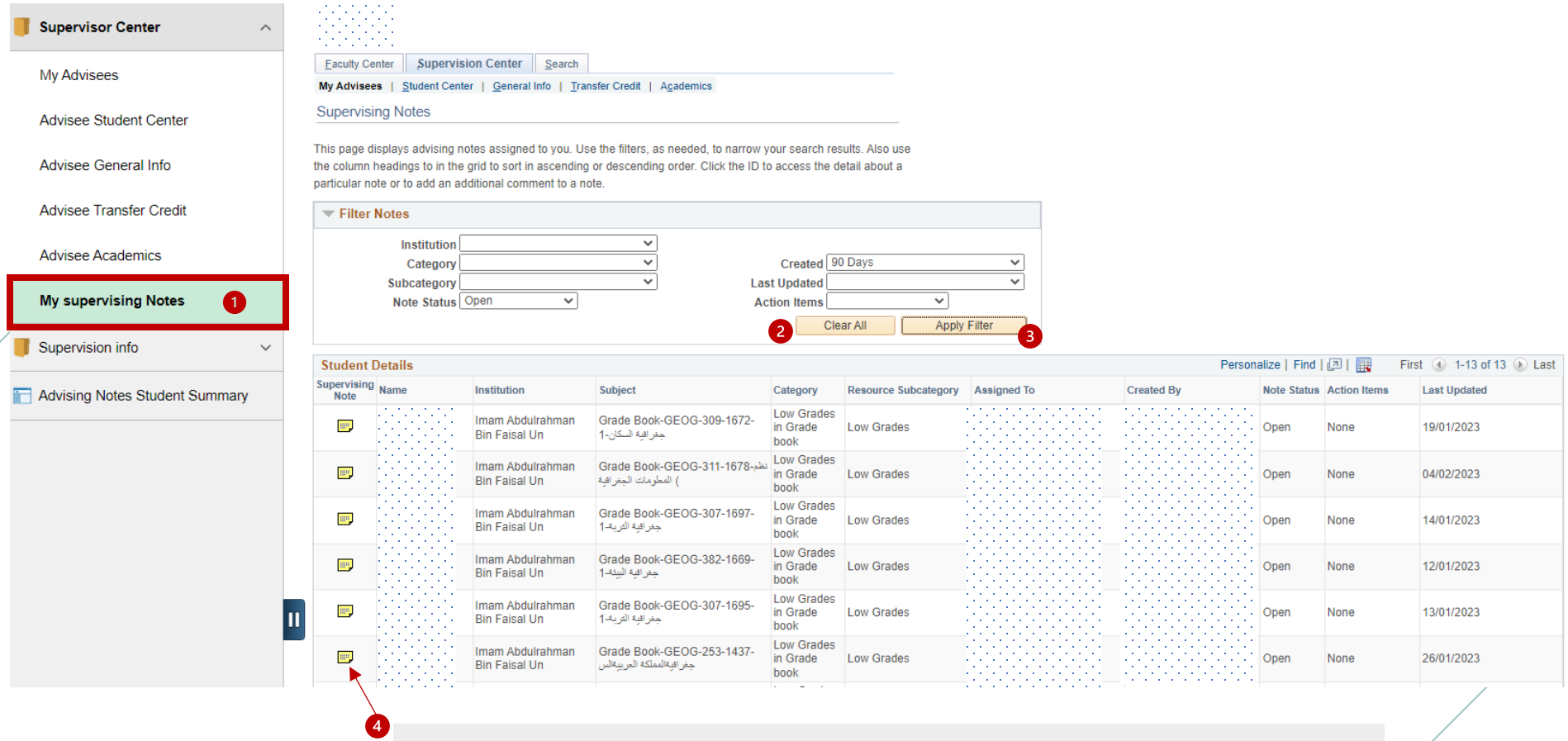

Faculty & Supervisor
Supervisor Center
My Advisees
Advisee Student Center
Advisee General Info
Advisee Transfer Credit
Advisee Academics
My supervising Notes
Supervision info
Advising Notes Student Summary


Advising Notes Student Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search Criteria
ID begins with
Campus ID begins with
National ID begins with
Last Name begins with
First Name begins with
Case Sensitive
Search
Clear
Basic Search
Save Search Criteria
3
Enter student's university ID
4

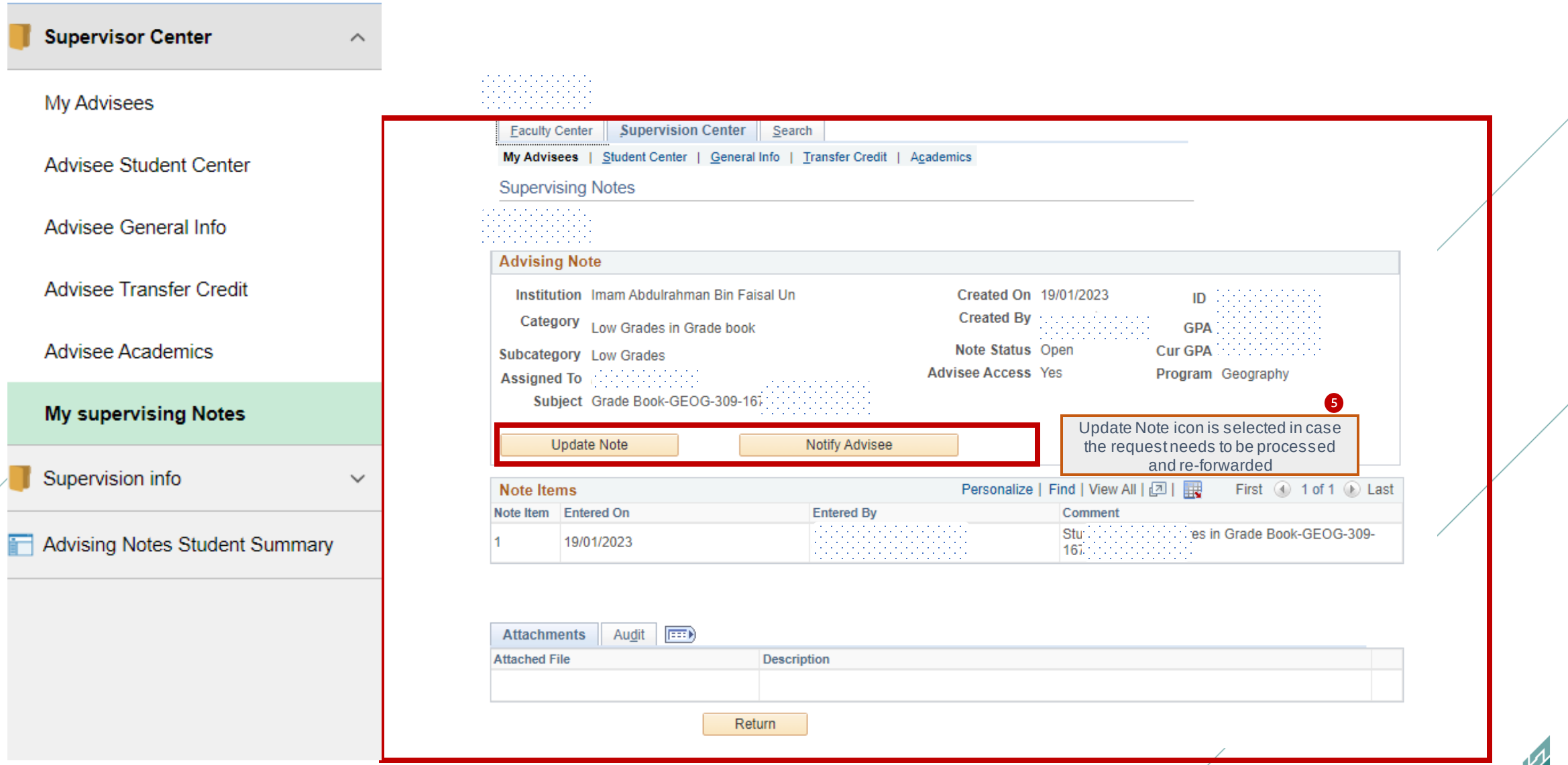

Faculty Center
Supervision Center
Search
My Advisees | Student Center | General Info | Transfer Credit | Academics
Supervising Notes
*Change Advisee
Change
Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.
5
Create a Note
There are no notes. Click the Create Note button if you would like to add a note for an individual.
Go to top

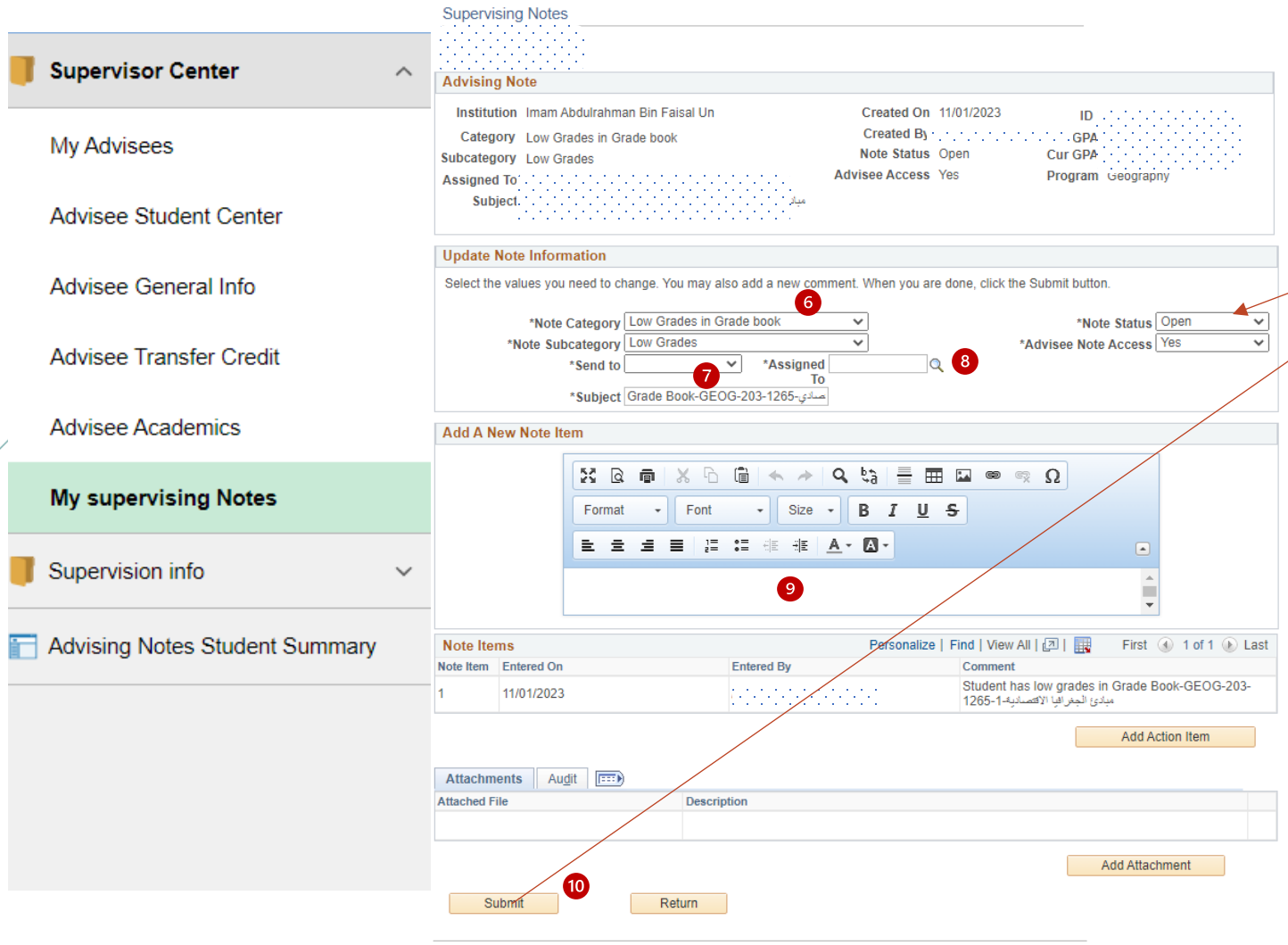

Faculty Center
Supervision Center
Search
My Advisees | Student Center | General Info | Transfer Credit | Academics
Supervising Notes
Enter an advising note and click Submit when done.
Create Advising Note
Institution Imam Abdulrahman Bin Faisal Un
*Category
*Subcategory
*Send To
*Assigned To
*Subject
*Status Open
*Advisee Access No
Low Grades in Grade book
OTHER
Student With Low GPA
Student with absentees
Academic Supervision Unit Head
Academic Supervisor
Counsellor
Dean/VD of Academic Affairs
Head of Department
Instructor
Student
Teaching Resource
Format
Font
Size
Add Action Item
Attachments
Audit
Attached File
Description
Add Attachment
Submit
Return
Go to top
6
7
8
9
10
Select the category and sub-category as per the drop-down list
The request can be closed from this icon
Advisees' access to notes can be controlled from this icon
Select the assignee as per the drop-down list
Select the member to whom the note is assigned
Write the text of the note
To add another action item
Add any attachment, when necessary

All requests (newly created or transferred) can be viewed by following the steps below:



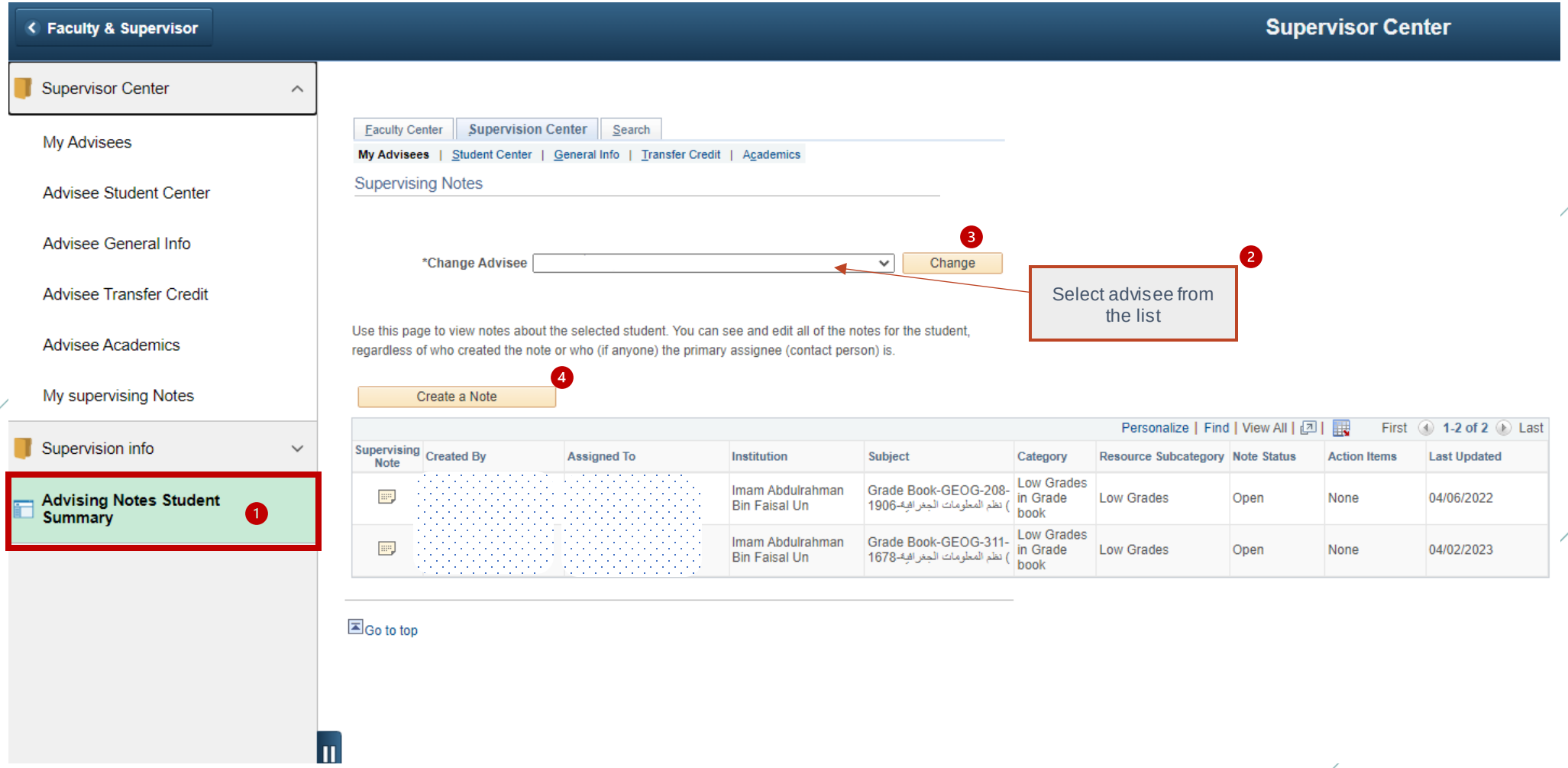
Any request can be accessed by selecting the icon as shown

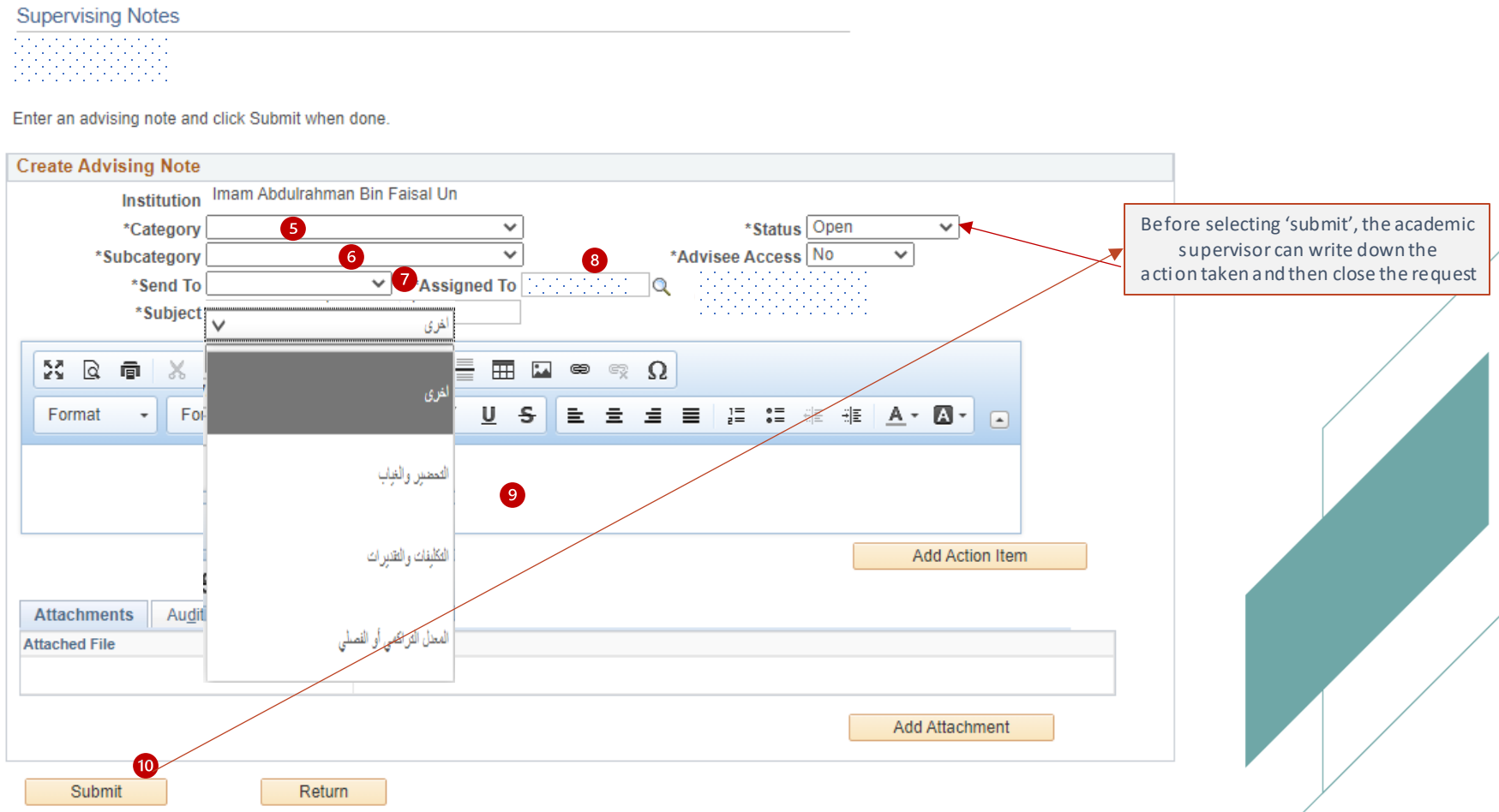

Supervisor Center
My Advisees
Advisee Student Center
Advisee General Info
Advisee Transfer Credit
Advisee Academics
My supervising Notes
Supervision info
Advising Notes Student Summary
Faculty Center
Supervision Center
Search
My Advisees | Student Center | General Info | Transfer Credit | Academics
Supervising Notes
Advising Note
Institution Imam Abdulrahman Bin Faisal Un
Category Low Grades in Grade book
Subcategory Low Grades
Assigned To
Subject Grade Book-GEOG-309-167
Created On 19/01/2023
Created By
Note Status Open
Advisee Access Yes
ID
GPA
Cur GPA
Program Geography
Update Note
Notify Advisee
5
Update Note icon is selected in case the request needs to be processed and re-forwarded
Note Items
Personalize | Find | View All | First 1 of 1 Last
Note Item
Entered On
Entered By
Comment
1
19/01/2023
es in Grade Book-GEOG-309-
Attachments
Audit
Attached File
Description
Return



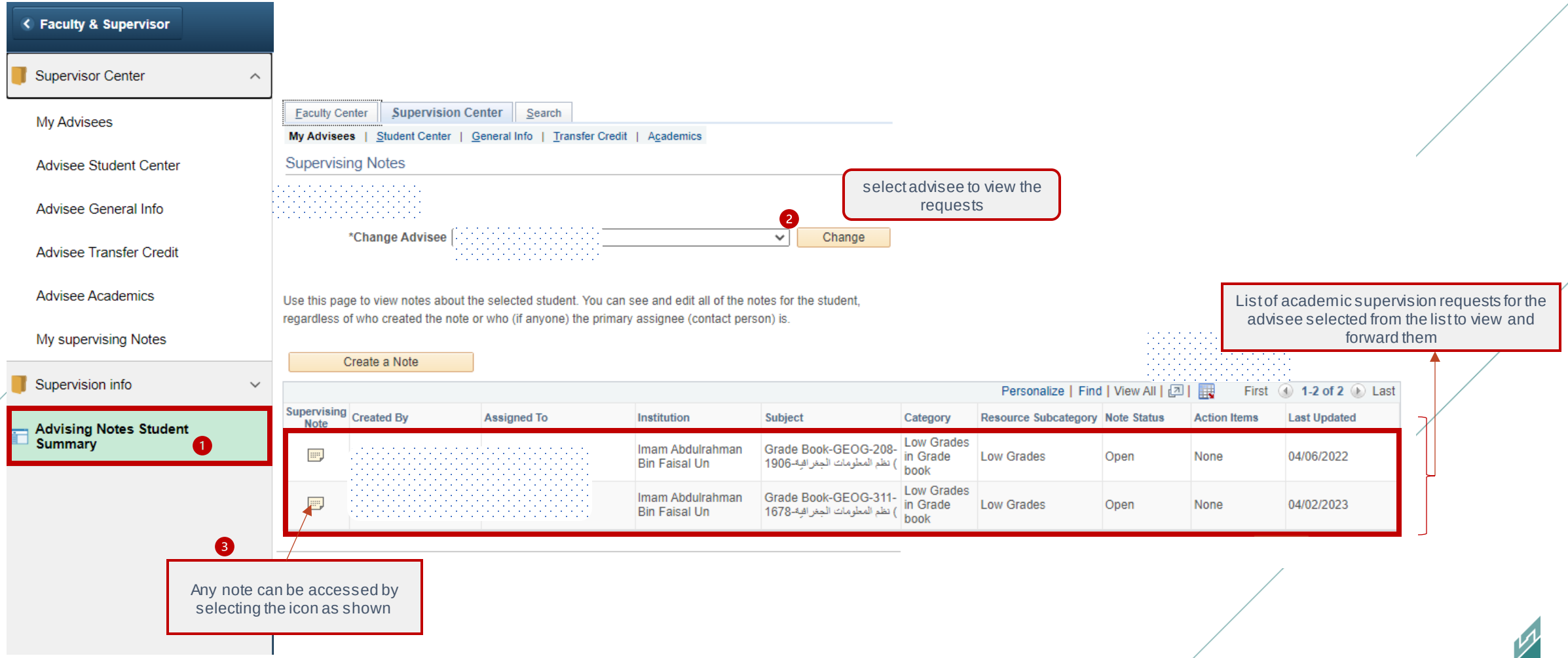
Before selecting 'submit', the academic supervisor can write down the action taken and then close the request

Individual notes for advisees can be created, when necessary, by following the steps below:

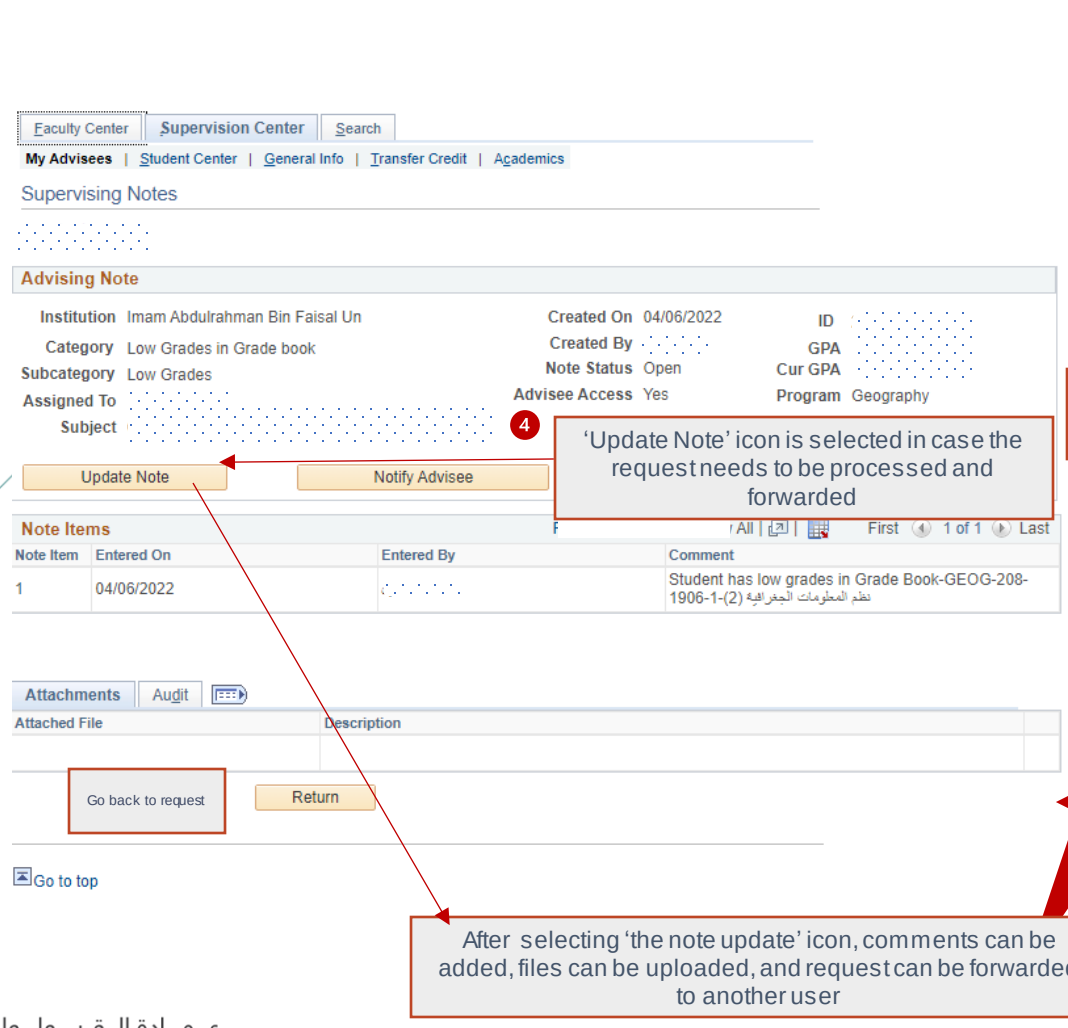


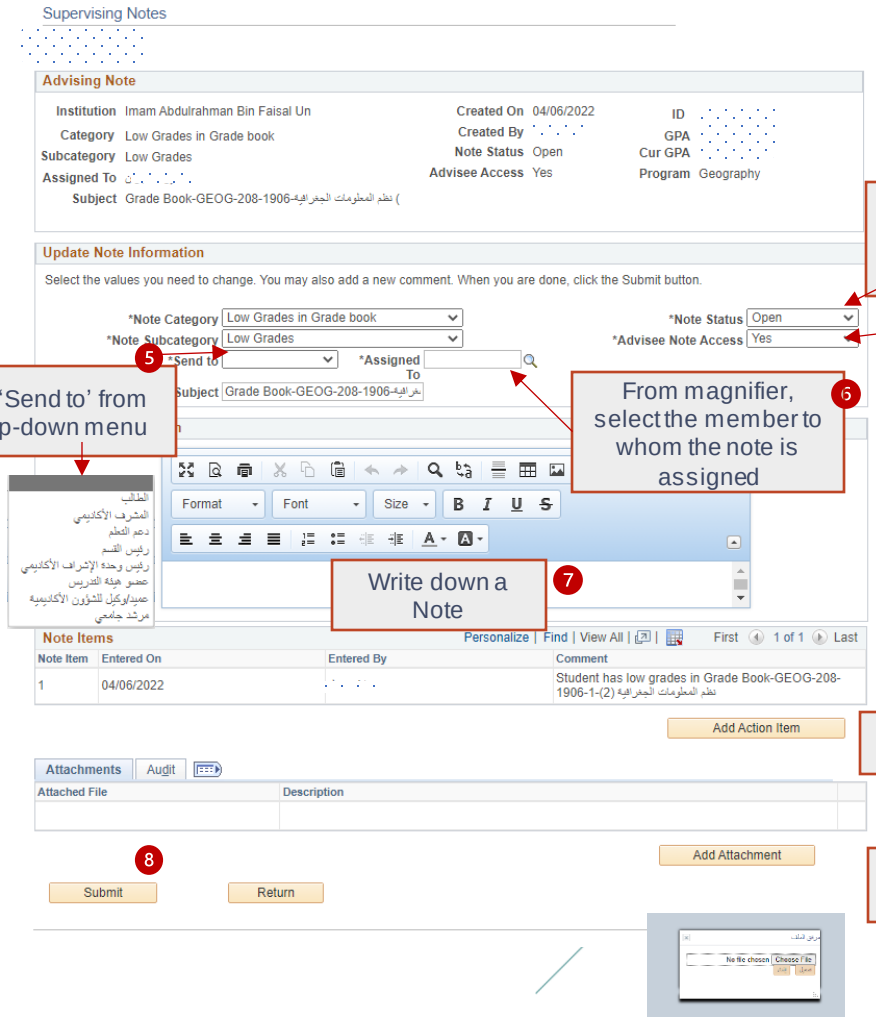

Supervising Notes
Enter an advising note and click Submit when done.
Create Advising Note
Institution
Imam Abdulrahman Bin Faisal Un
*Category
*Subcategory
*Send To
*Assigned To
*Subject
*Status
Open
*Advisee Access
No
أخرى
التحضير والغياب
التكليفات والتقديرات
المعدل التراكمي أو الفصلي
Format
Add Action Item
Attachments
Audit
Attached File
Add Attachment
Submit
Return
5
6
7
8
9
10
Before selecting 'submit', the academic supervisor can write down the action taken and then close the request

Advisees' academic supervision requests can be viewed and forwarded by following the steps below:



To respond to and forward the request, please follow these steps:





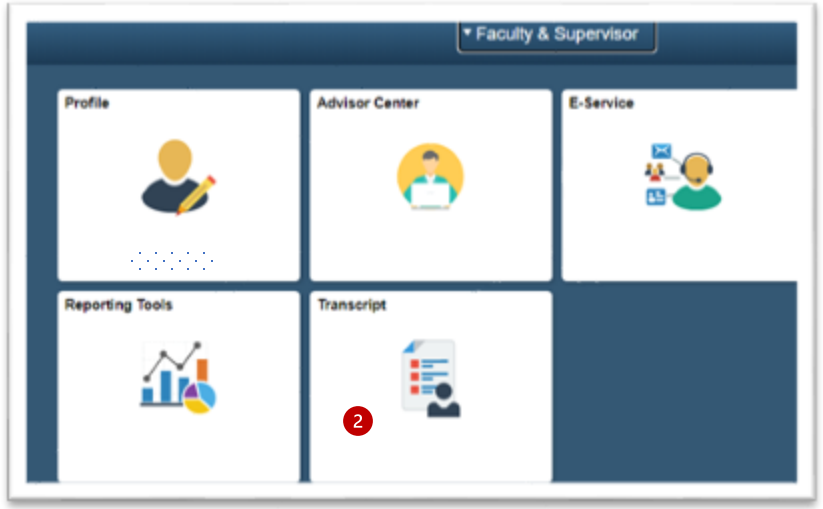
After selecting 'the note update' icon, comments can be added, files can be uploaded, and request can be forwarded to another user

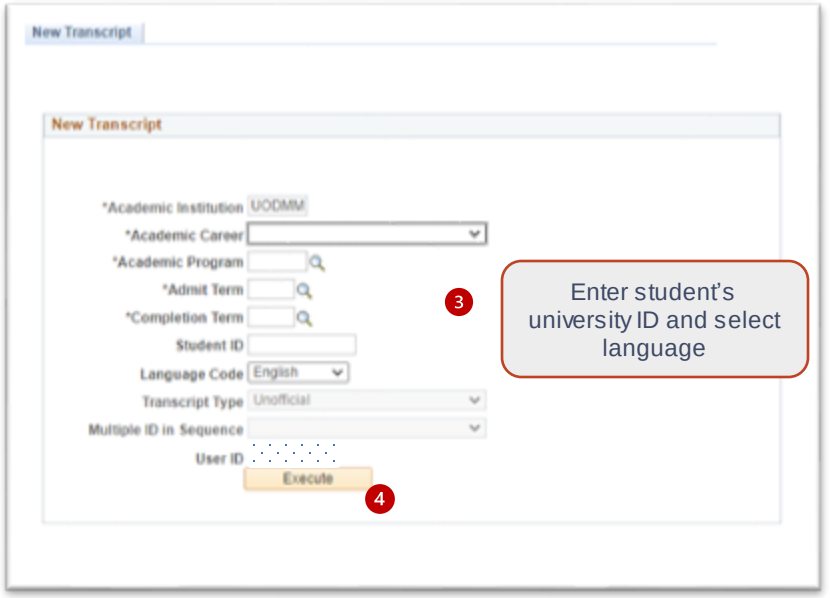
عمادة القبول والتسجيل
Deanship of Admissions and Registration

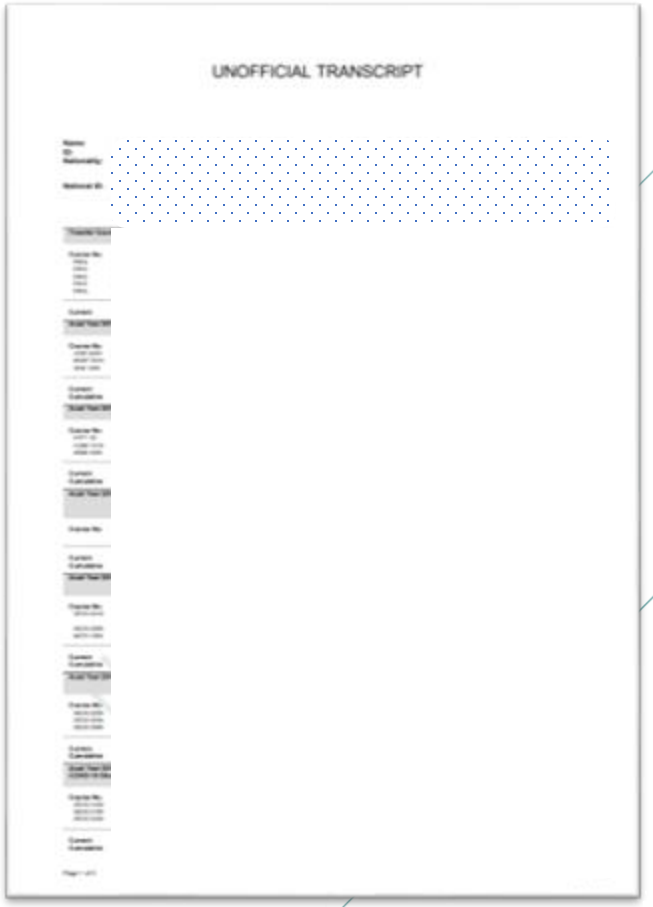
نتكامل
Ntakamal

Reports ❖

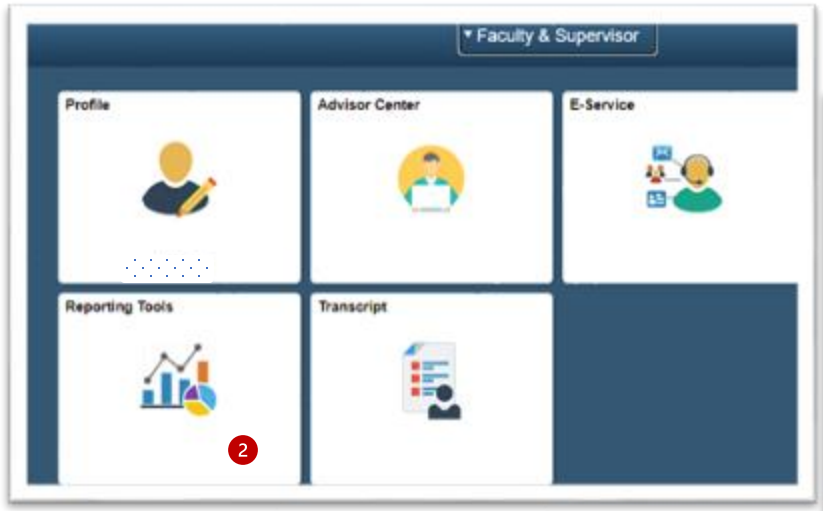
Student's transcript can be accessed via logging in to the Student Information System (SIS) by following the steps below:

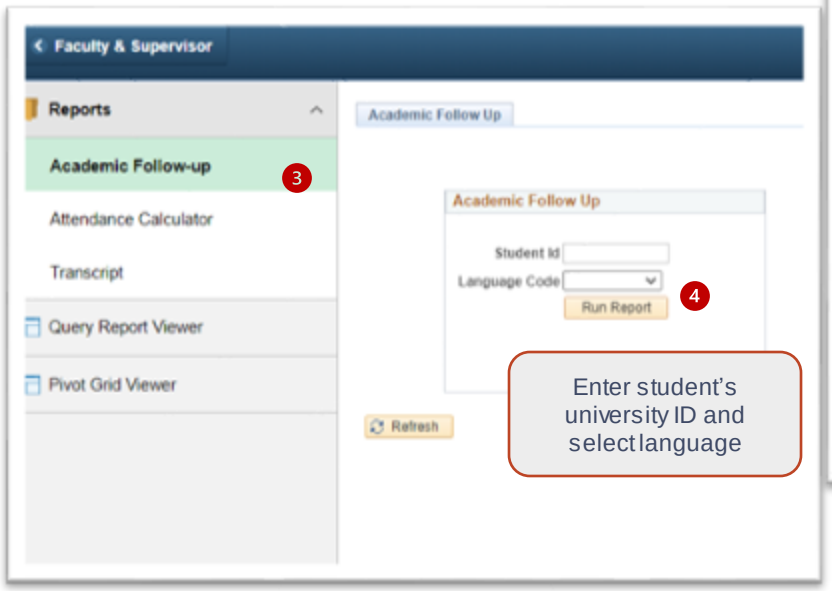






Student's academic follow-up report can be accessed via logging in to Student Information System (SIS) by following the steps below:

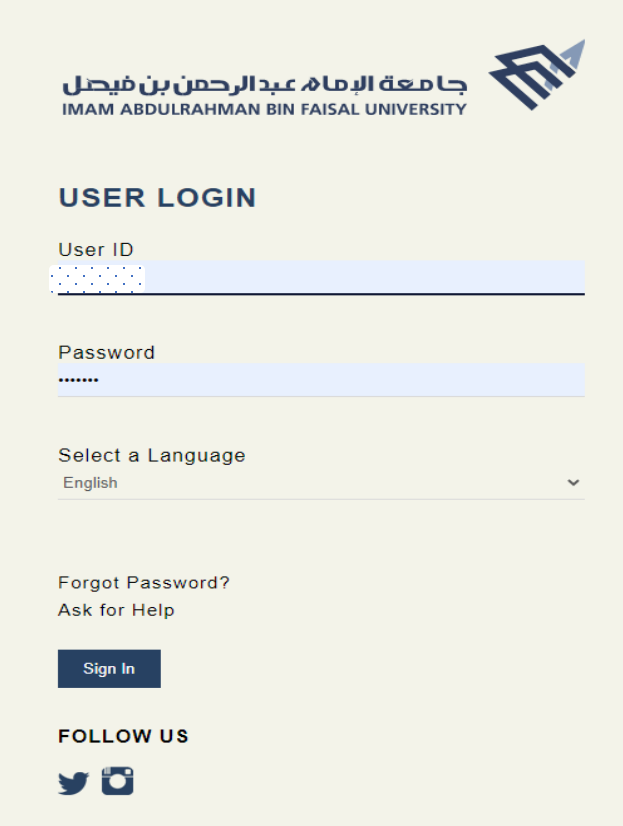




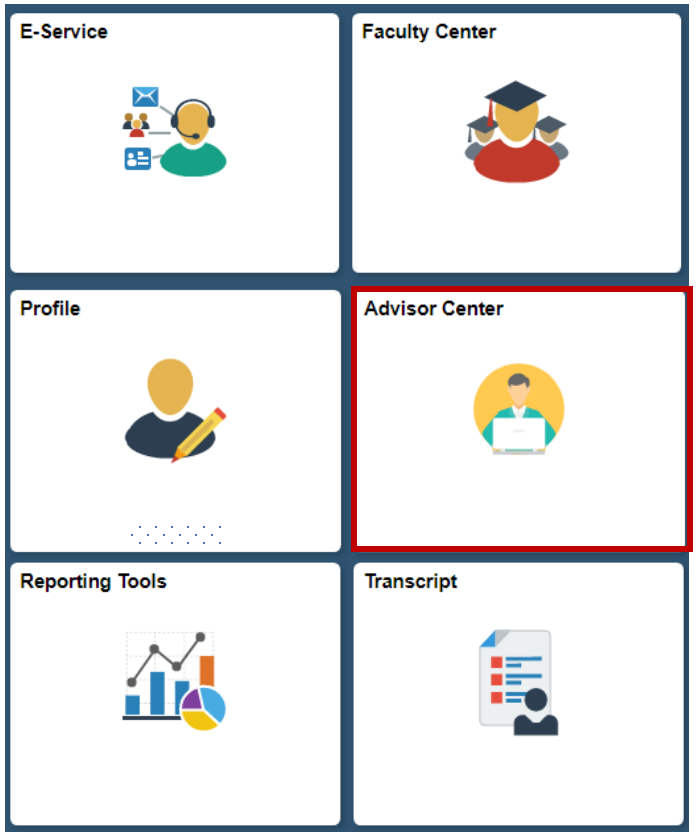
Enter and update supervision hours

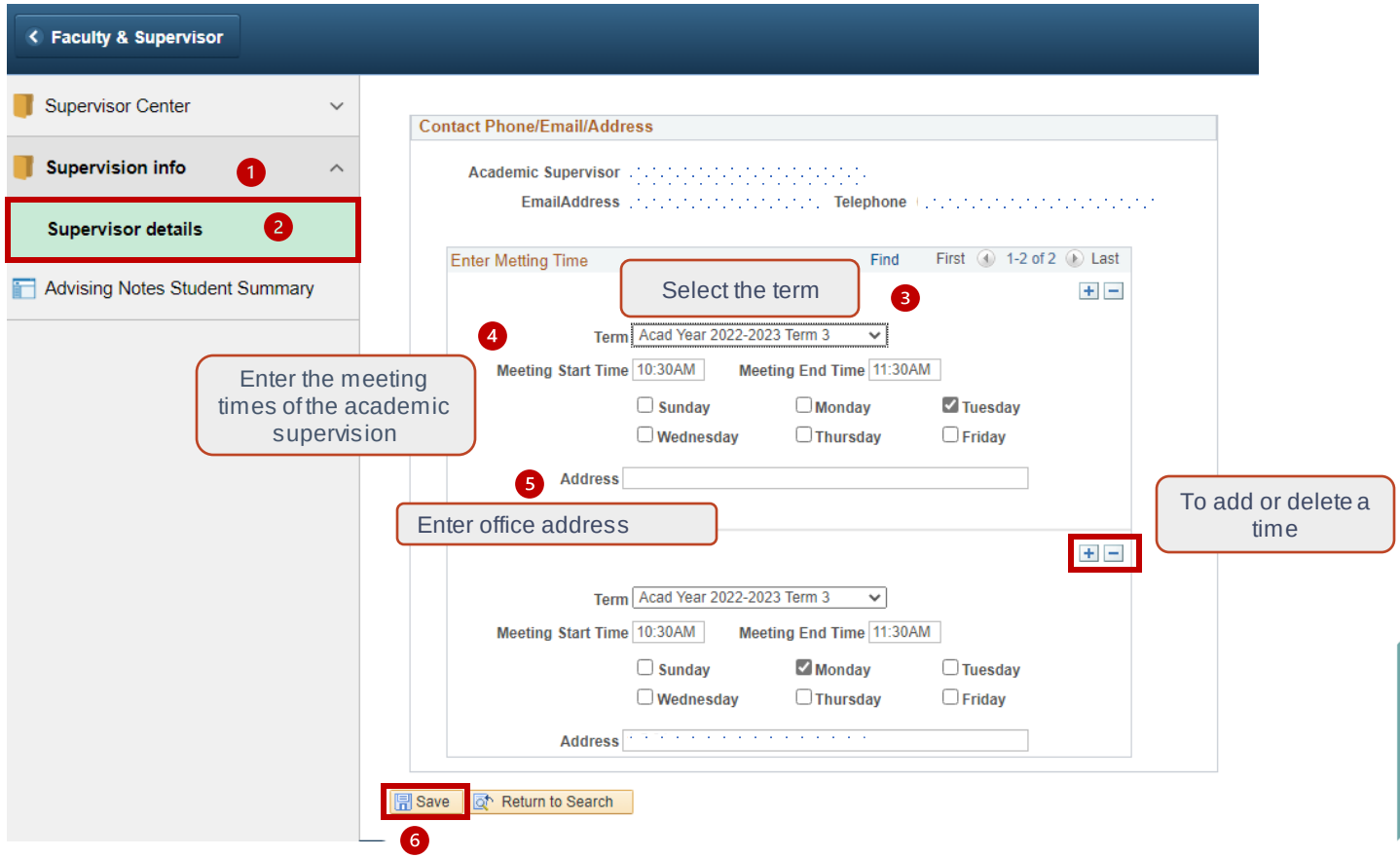
The (academic supervision) hours and office address can be entered in the Academic Supervision System so that students can contact the supervisor by following these steps:

First:Log in to Student Information System



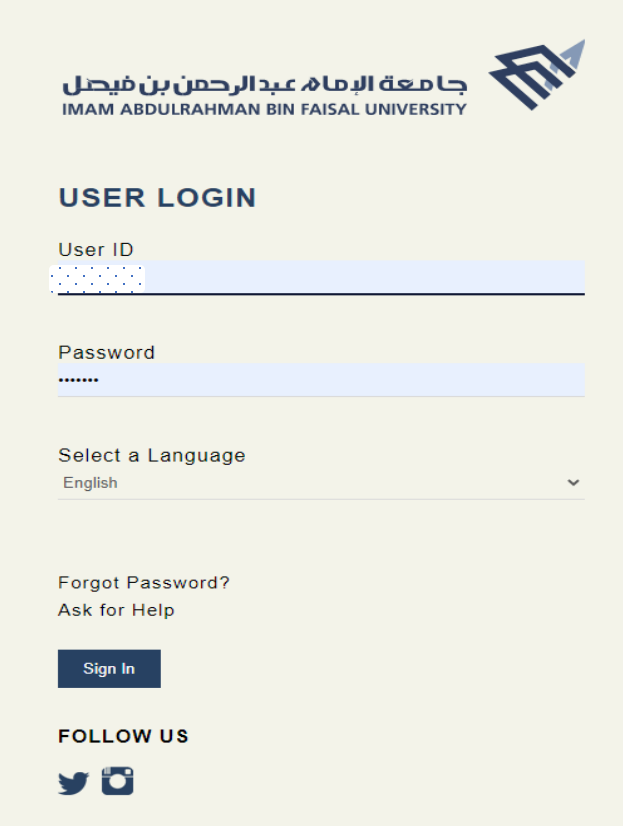
Second :Select Advisor Center



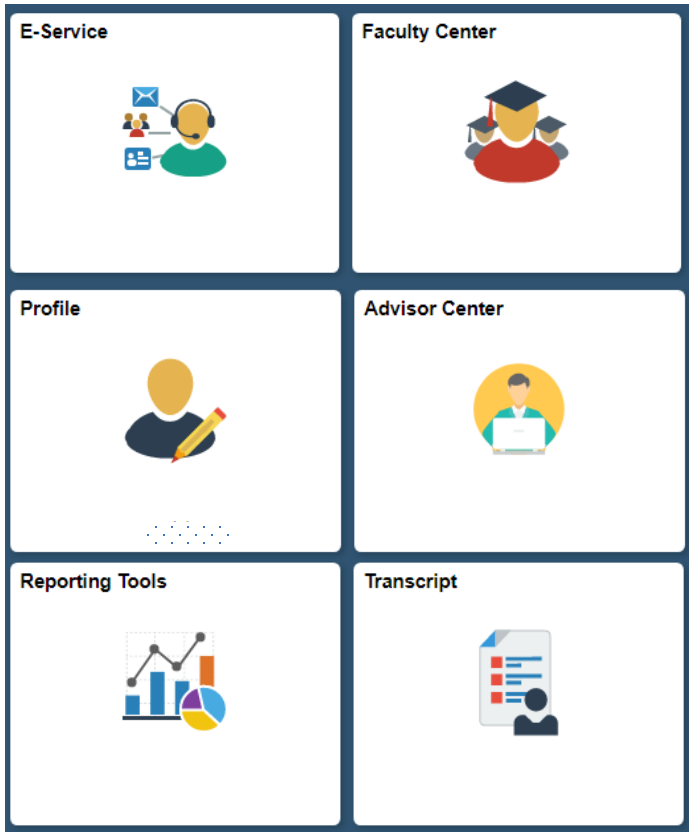

Faculty & Supervisor
Supervisor Center
Supervision info
1
Supervisor details
2
Advising Notes Student Summary
Contact Phone/Email/Address
Academic Supervisor
EmailAddress
Telephone
Enter Metting Time
Find
First
1-2 of 2
Last
Select the term
3
4
Term
Acad Year 2022-2023 Term 3
Meeting Start Time
10:30AM
Meeting End Time
11:30AM
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Enter the meeting times of the academic supervision
5
Address
Enter office address
To add or delete a time
Term
Acad Year 2022-2023 Term 3
Meeting Start Time
10:30AM
Meeting End Time
11:30AM
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Address
Save
Return to Search
6

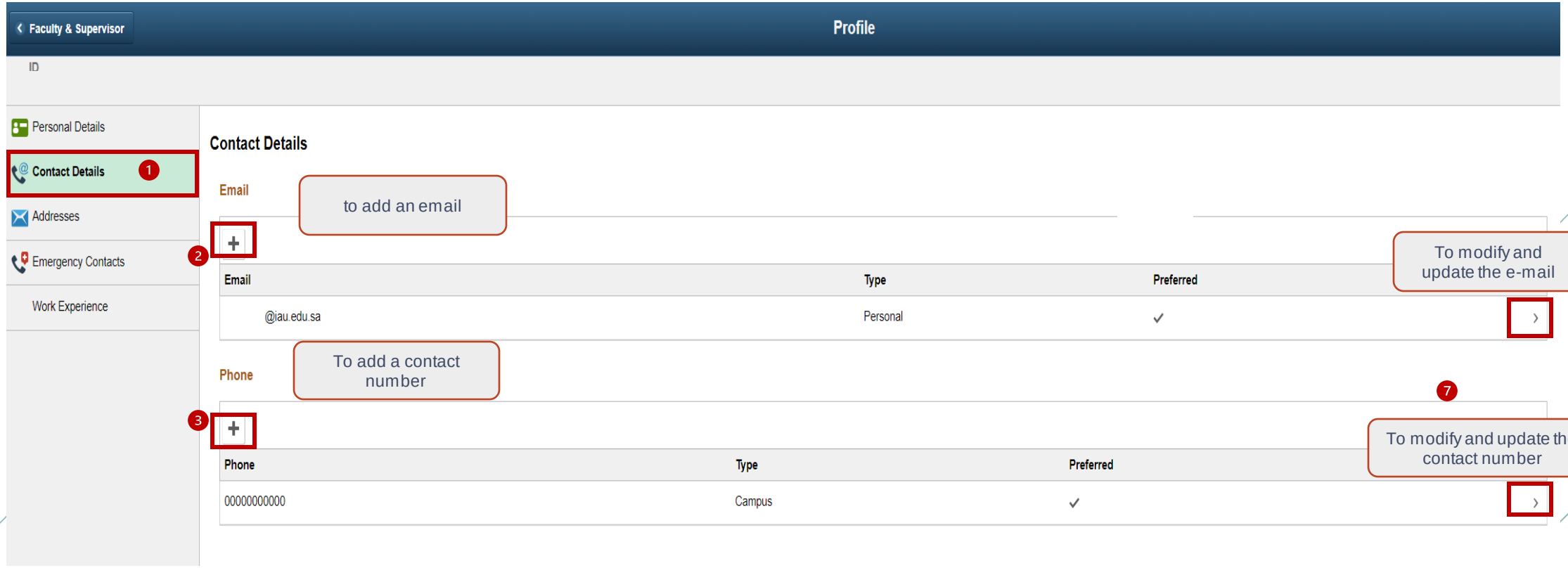
Supervisors' information (e-mail - contact numbers) can be updated by following the steps below:

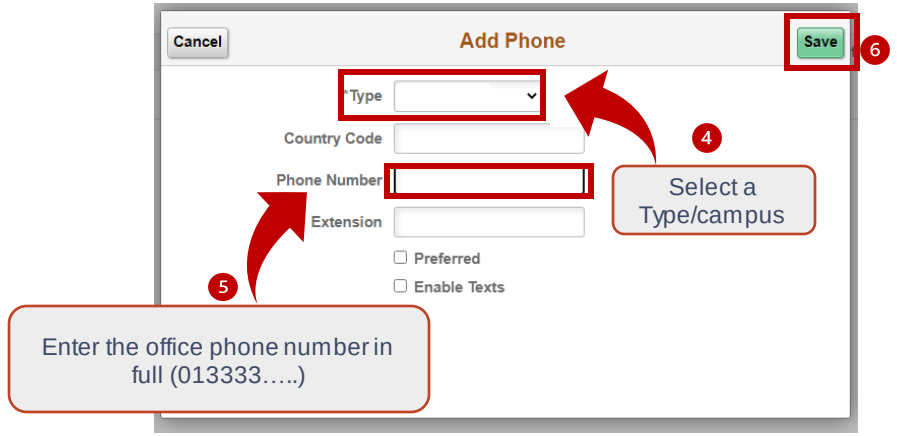
First: log in to Student Information System



Second: select Profile icon



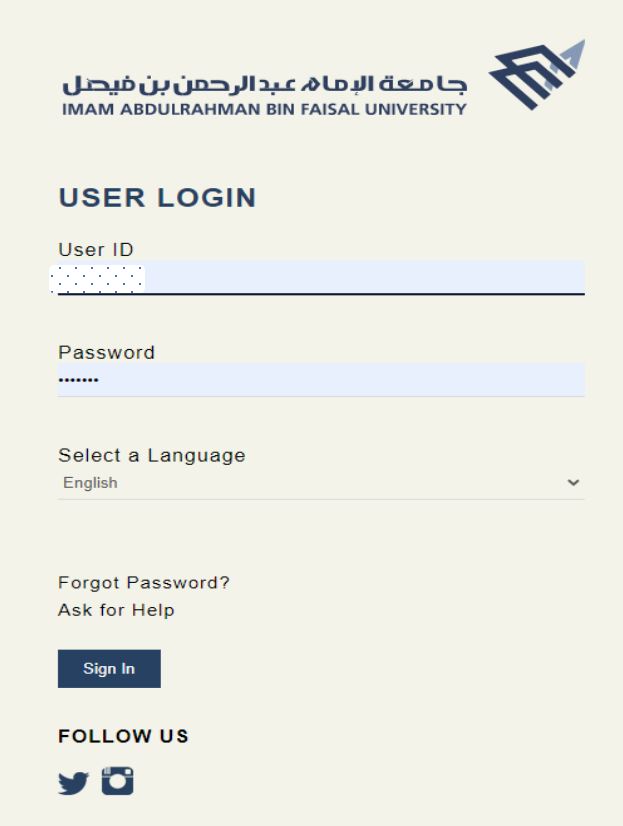

Faculty & Supervisor
Profile
ID
Personal Details
Contact Details
1
Addresses
Emergency Contacts
Work Experience
Contact Details
Email
to add an email
2
Email
Type
Preferred
@iau.edu.sa
Personal
To modify and update the e-mail
Phone
To add a contact number
3
Phone
Type
Preferred
00000000000
Campus
7
To modify and update the contact number


Cancel
Add Phone
Save
6
*Type
Country Code
Phone Number
Extension
Preferred
Enable Texts
4
Select a Type/campus
5
Enter the office phone number in full (013333…..)

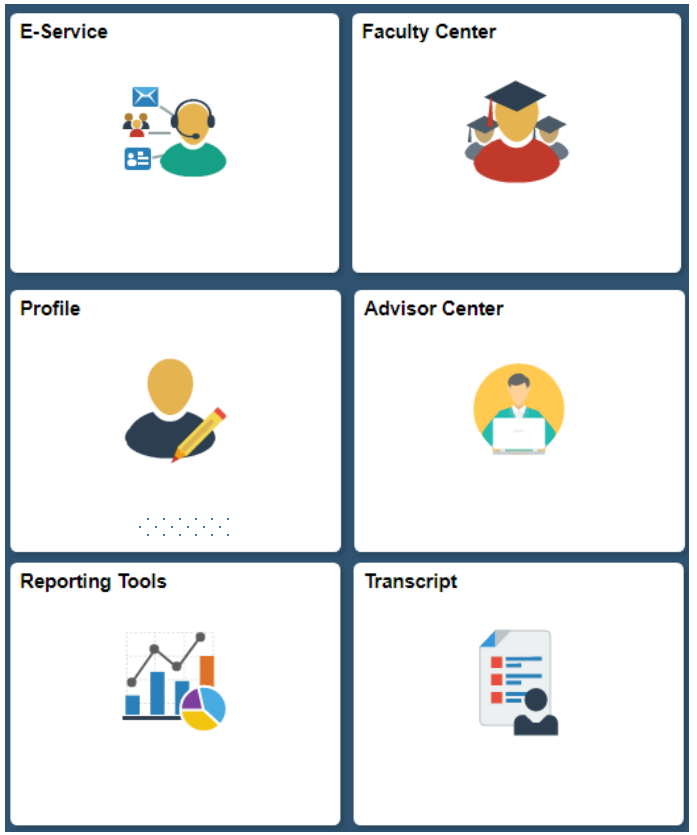
Recommendations for requests (postponement - apology – withdrawal)

Students' electronic requests (postponement - apology – withdrawal from class) can be accessed to view them and add a recommendation to the supervisor by following the steps below:

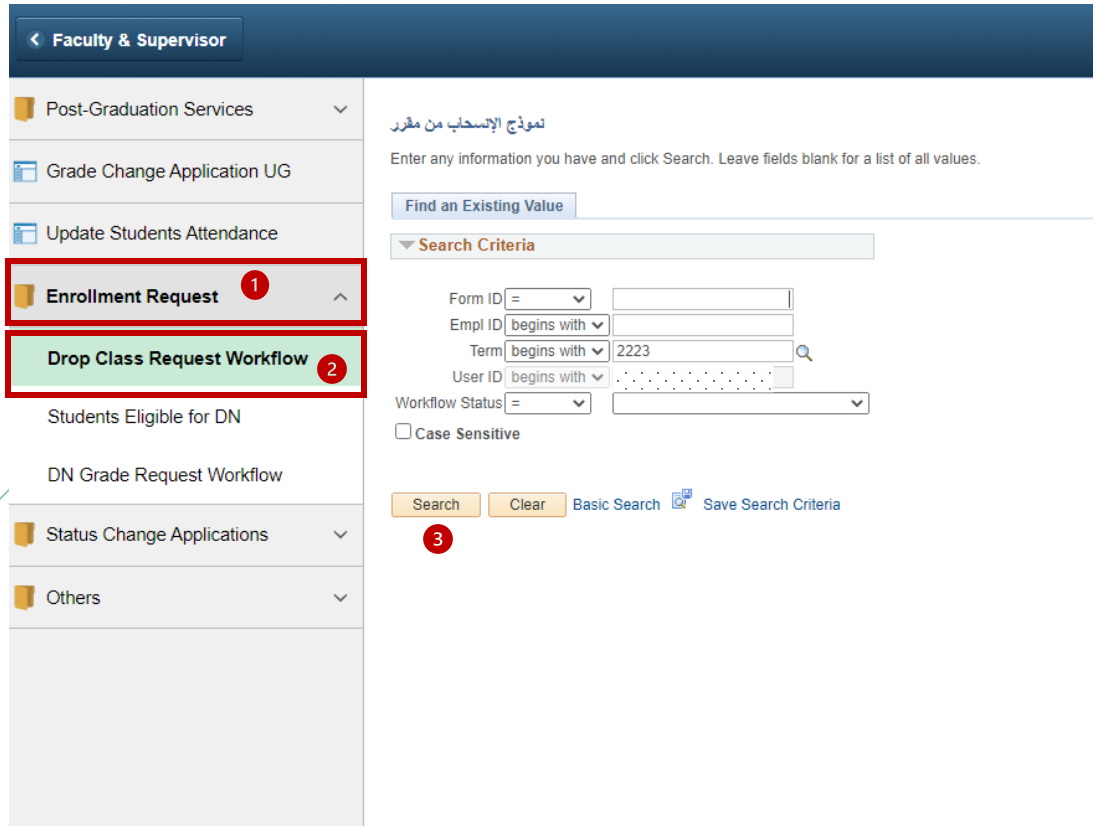
First: log in to Student Information System



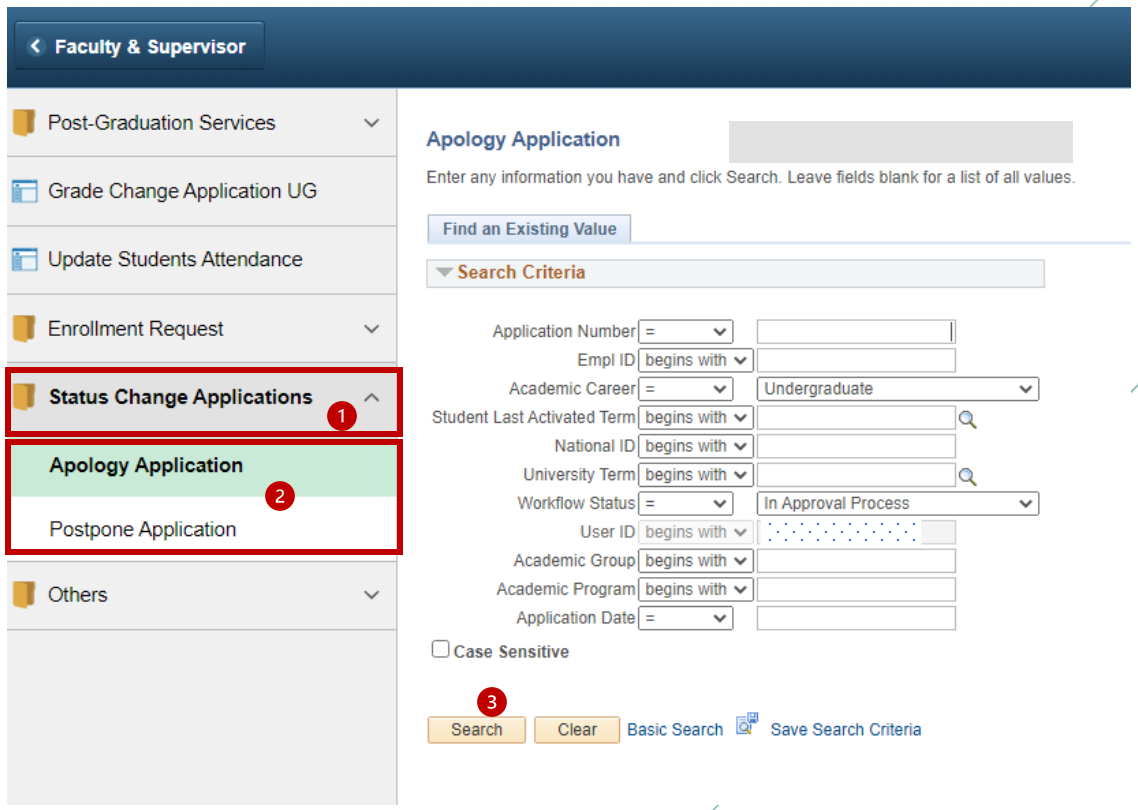
Second: select 'E-Service' icon



To access class drop requests:



To access study postponement and apology applications:



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نتكامل
Ntakamal