

Shawrni User Guide (شاورني)

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Shawrni User Guide (شاورني)

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Introduction

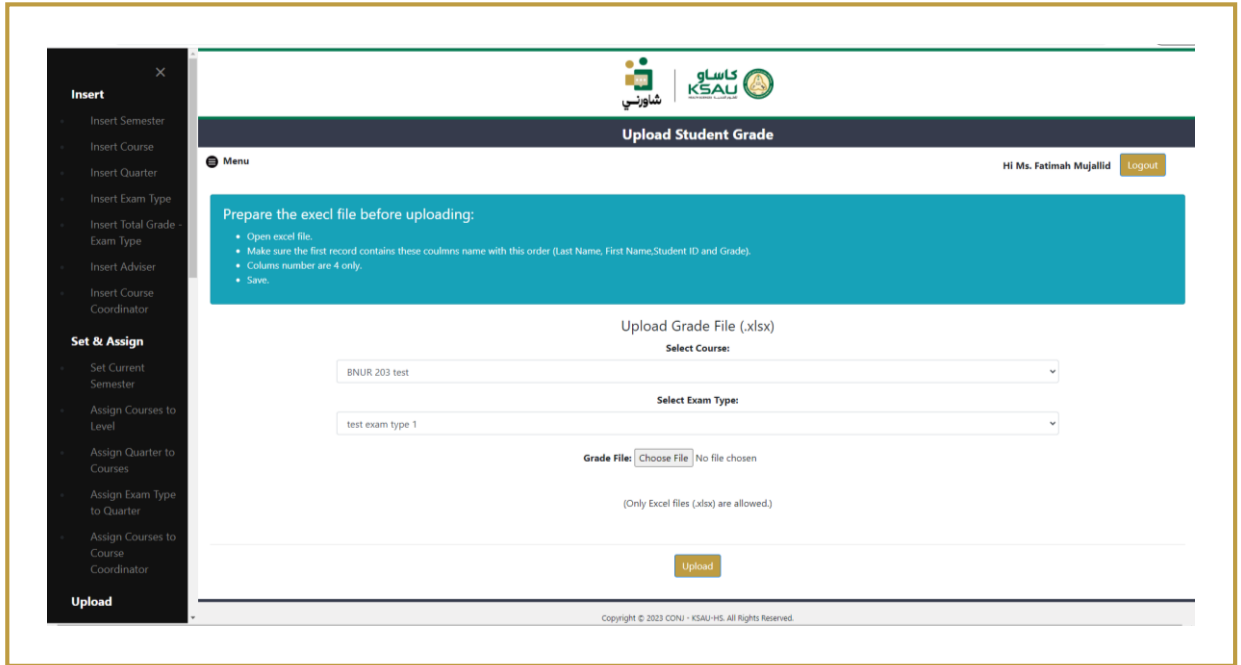
- ACUS is an electronic platform that has been developed for Academic Adviser Counseling Unit (AACU) at Collage of Nursing (CON) at King Saud bin Abdul-Aziz University for Health Sciences (KSAU-HS).



System Link

<https://acus.ksau-hs.edu.sa/>

System Main Menu



The screenshot displays the 'Upload Student Grade' page. On the left is a dark sidebar menu with a close icon (X) at the top. The menu is organized into three sections: 'Insert' (with options like Insert Semester, Course, Quarter, Exam Type, Total Grade, Adviser, Course Coordinator), 'Set & Assign' (with options like Set Current Semester, Assign Courses to Level, Quarter, Exam Type, Course Coordinator), and 'Upload'. The main content area has a header with the KSAU logo and the title 'Upload Student Grade'. Below the header, there's a 'Menu' indicator and a user greeting 'Hi Ms. Fatimah Mujallid' with a 'Logout' button. A blue box contains instructions: 'Prepare the excel file before uploading:' followed by a bulleted list: 'Open excel file.', 'Make sure the first record contains these columns name with this order (Last Name, First Name, Student ID and Grade).', 'Columns number are 4 only.', and 'Save.'. Below this is a form titled 'Upload Grade File (.xlsx)'. It features two dropdown menus: 'Select Course:' with 'BNUR 203 test' selected, and 'Select Exam Type:' with 'test exam type 1' selected. A 'Grade File:' section has a 'Choose File' button and the text 'No file chosen'. A note below states '(Only Excel files (.xlsx) are allowed.)'. At the bottom of the form is an 'Upload' button. The footer contains the text 'Copyright © 2023 CONU - KSAU-HS. All Rights Reserved.'

- Click menu icon for appear all tasks to select.
- Click X to disable the menu.

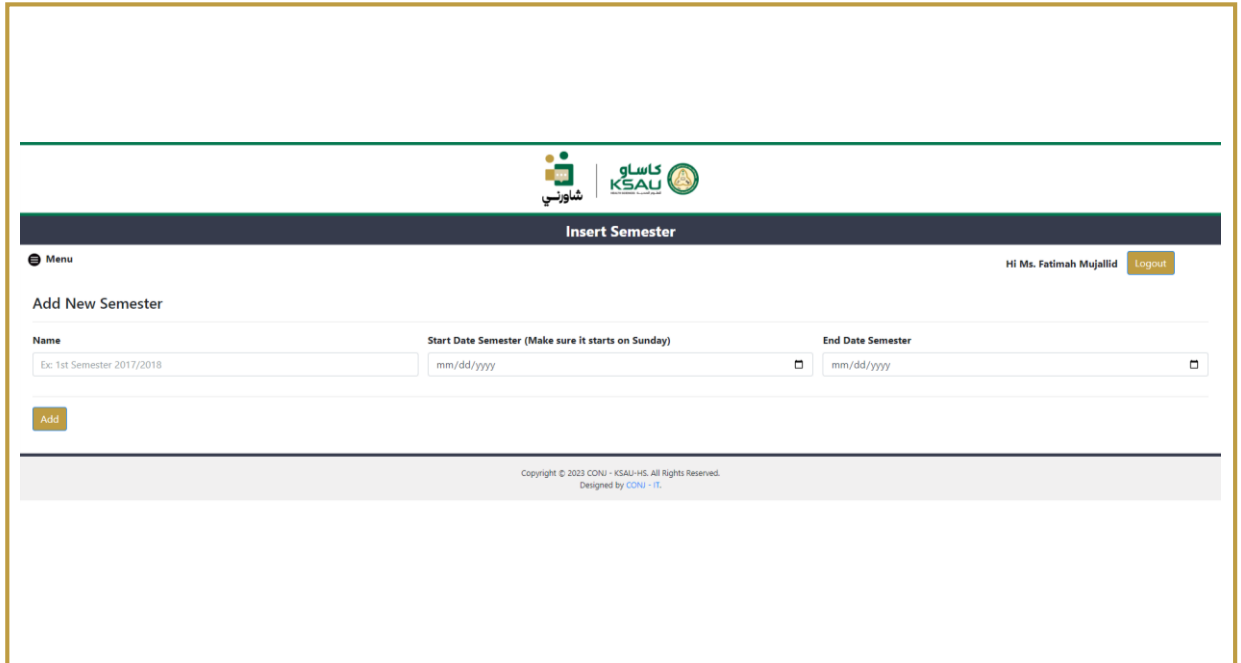
كلية التمريض، جدة
College of Nursing, Jeddah

كاساو
KSAU
HEALTH SCIENCES العلوم الصحية



Admin Role

Insert Semester



The screenshot shows a web application interface for inserting a semester. At the top, there is a header with the KSAU logo and the text 'كاساو KSAU للعلوم الصحية HEALTH SCIENCES'. Below the header, there is a dark green navigation bar with the text 'Insert Semester'. On the left side of the navigation bar, there is a 'Menu' button. On the right side, there is a user profile 'Hi Ms. Fatimah Mujallid' and a 'Logout' button. The main content area is titled 'Add New Semester'. It contains three input fields: 'Name' (with the example 'Ex: 1st Semester 2017/2018'), 'Start Date Semester (Make sure it starts on Sunday)' (with the format 'mm/dd/yyyy'), and 'End Date Semester' (with the format 'mm/dd/yyyy'). Below these fields is an 'Add' button. At the bottom of the page, there is a footer with the text 'Copyright © 2023 CCNU - KSAU-HS. All Rights Reserved. Designed by CCNU - IT.'

- This page allows admin to create new semester.
- Type the name for semester, the start date and the end date.
- Click "Add" button.
- A green notification message will appear: (Semester is added successfully).
- If there is semester inserted before with same name, a yellow notification message will appear: (Semester name exist type another):
- If admin click "Add" button and one of the input box is empty The following yellow notification messages will appear:(Semester name or Start date or End date field is required).

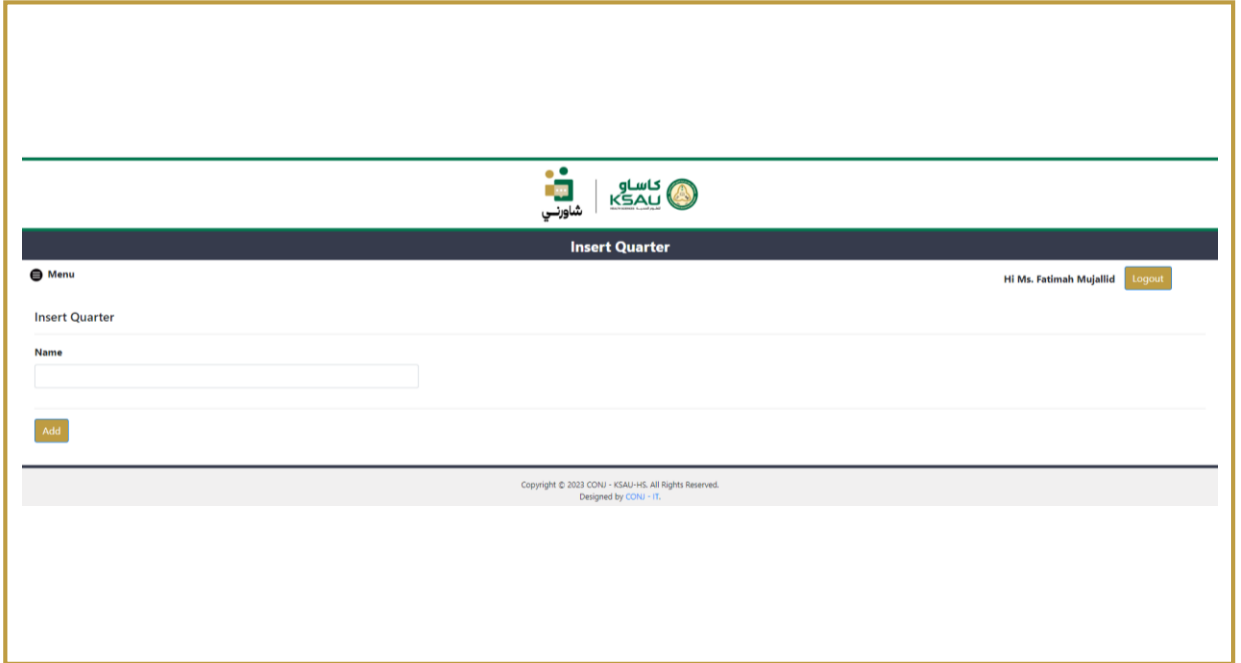
Set Current Semester



The screenshot shows a web application interface for setting the current semester. At the top, there are logos for 'KSAU' and 'KSAU HEALTH SCIENCES'. Below the logos, the page title is 'Set Current Semester'. The interface includes a navigation menu on the left and a user profile on the right, showing 'Hi Ms. Fatimah Mujallid' and a 'Logout' button. The main content area displays the current semester as 'second semester 2022' with a 'Start Date' of '2022-01-16' and an 'End Date' of '2022-06-16'. Below this, there is a dropdown menu for 'Semester' currently set to 'First Semester 2019/2020', with a 'Start Date' of '2020-09-01' and an 'End Date' of '2021-01-01'. A 'Set Current Semester' button is located at the bottom of the form. The footer contains copyright information: 'Copyright © 2023 CONU - KSAU-HS, All Rights Reserved. Designed by CONU - IT.'

- In this page admin has to select the semester to notify the system this selected is the current.
- Click “Set Current Semester” button.
- A green notification message will appear: (Setting current semester is successful).

Insert Quarter



Insert Quarter

Menu Hi Ms. Fatimah Mujallid Logout

Insert Quarter

Name

Add

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- This page allows admin to create new quarter.
- Type the name for quarter.
- Click “Add” button.
- A green notification message will appear: (Quarter is added successfully).
- A yellow notification message will appear above: (Quarter name exist type another):
 - If there is quarter inserted before with same name.
- The following yellow message will appear above: (Quarter name field is required):
 - If admin click “Add” button and the input box is empty.



Insert Course

Insert Course

Menu

Hi Ms. Fatimah Mujallid Logout

Insert Course Name

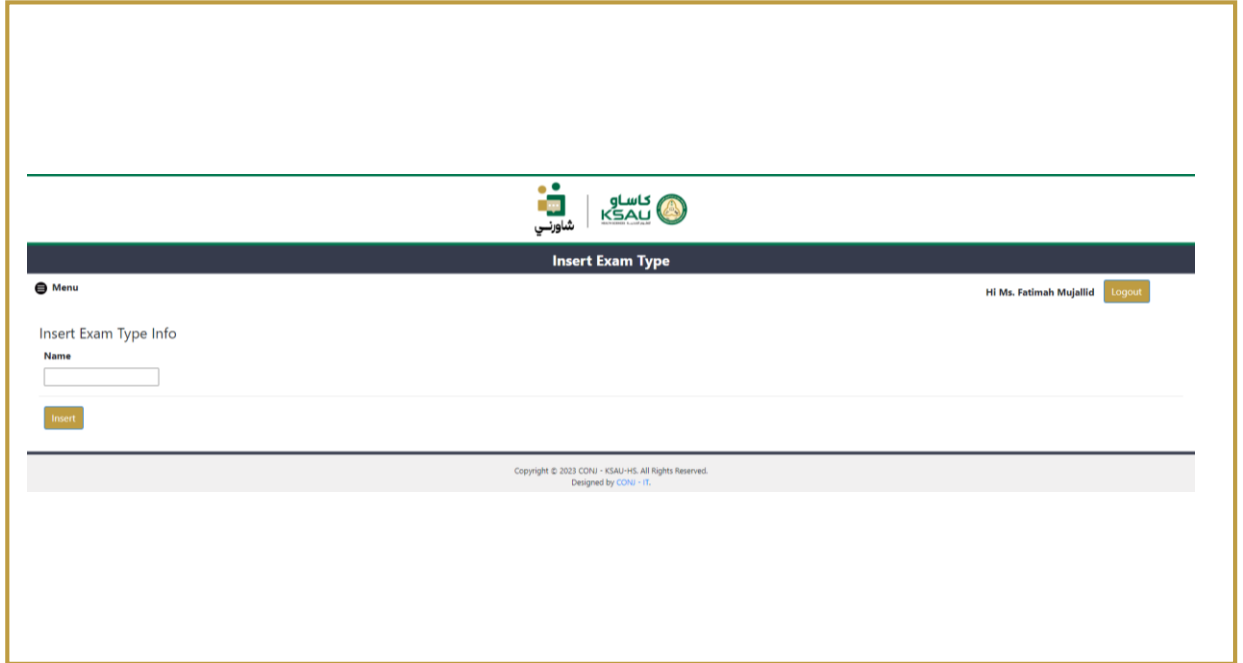
Course

insert

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- This page allows admin to create new course.
- Type the name for course.
- Click “Insert” button.
- A green notification message will appear: (Insertion is added successfully).
- A yellow notification message will appear above: (Course name exist)
 - If there is course inserted before with same name.
- A yellow message will appear above: (Course field is empty),
 - If admin click “Insert” button and the input box is empty.

Insert Exam Type



The screenshot shows a web application interface for inserting exam types. At the top, there is a header with the KSAU logo and the text 'KSAU HEALTH SCIENCES' and 'شاورسي'. Below the header, there is a dark blue navigation bar with the text 'Insert Exam Type'. On the left side, there is a 'Menu' button. On the right side, there is a user profile section showing 'Hi Ms. Fatimah Mujallid' and a 'Logout' button. The main content area is titled 'Insert Exam Type Info' and contains a form with a 'Name' label and an input field. Below the input field, there is an 'Insert' button. At the bottom of the page, there is a footer with the text 'Copyright © 2023 CONJ - KSAU-HS. All Rights Reserved. Designed by CONJ - IT.'

- This page allows admin to create new exam type.
- Type the name for exam type.
- Click "Insert" button.
- A green notification message will appear: (Insertion is successfully).
- A yellow notification message will appear above: (Exam type name exist)
 - If there is exam type inserted before with same name.
- A yellow message will appear above: (Exam type name field is empty)
 - If admin click "Insert" button and the input box is empty.



Insert Adviser

- Type username (KSAU user) for adviser.
- Type full name for adviser.
- Type email for adviser.
- Click "Insert" button.

- When adviser details inserted successfully, it will appear automatically in the table.



Assign Exam Type to Quarter

The screenshot shows a web application interface for assigning exam types to quarters. At the top, there are logos for 'شاورتي' (Shawarati) and 'كاساو KSAU' (KSAU Health Sciences). The main heading is 'Assign Exam Type to Quarter'. Below this, there is a 'Menu' button and a user profile 'Hi Ms. Fatimah Mujallid' with a 'Logout' button. A dropdown menu is set to 'Quarter 1'. Below the dropdown, there are two tables. The first table, titled 'Quarter 1', has columns '#', 'Exam Type', and 'Remove'. It contains one row with '# 1' and 'test exam type 1', and a 'Remove' button. A 'Remove all assigned exam type' button is located below this table. The second table has columns '#', 'Exam Type', and 'Assign'. It contains two rows: one with '# 1' and 'test exam type 2' with an 'Assign' button, and another with '# 2' and 'test exam type 3' with an 'Assign' button. At the bottom, there is a copyright notice: 'Copyright © 2023 CONI - KSAU-HS. All Rights Reserved. Designed by CONI - IT.'

- Select the quarter.
- Click “assign” button to assign exam type from second table to the selected quarter, and it will appear automatically in first table.
- Click “remove” button to remove exam type from first table to the selected quarter, and it will appear automatically in second table.
- Note: There is a (remove all assigned exam type) button to remove all exam type from the selected quarter in one time.



Assign Quarter to Courses

شؤوني | كاساو KSAU | للعلوم الصحية HEALTH SCIENCES

Assign Quarter to Courses

Menu Hi Ms. Fatimah Mujallid [Logout](#)

Course
BNUR 203 test

BNUR 203 test

#	Quarter	Order	Remove
1	Quarter 1	1 Save	Remove
2	Quarter 2	2 Save	Remove

[Remove all assigned quarter](#)

#	Quarter	Assign
1	Quarter 3	Assign

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- Select the course.
- Click “assign” button to assign quarter from second table to the selected course, and it will appear automatically in first table.
- Click “remove” button to remove quarter from first table to the selected course, and it will appear automatically in second table.
- Type the required order for the quarter:
 - Each quarter has an order number to know in which orders happens.
- Note: There is a (remove all assigned quarters) button to remove all quarters from the selected course in one time.



Assign Courses to Level

The screenshot displays the 'Assign Course to Level - ACUS' interface. At the top, there is a navigation bar with the KSAU logo and the text 'كاساو KSAU' and 'شاورتي'. Below this, the page title 'Assign Course to Level - ACUS' is shown. A user menu on the right indicates the user is 'Hi Ms. Fatimah Mujallid' with a 'Logout' button. A 'Grade Group' dropdown menu is set to 'Level 4'. Below this, there are two tables. The first table, titled 'Level 4', has columns for '#', 'Course', and 'Remove'. It contains one row with '# 1', 'BNUR 203 test', and a 'Remove' button. The second table has columns for '#', 'Course', and 'Assign'. It contains one row with '# 1', 'test2032', and an 'Assign' button. A 'Remove all assigned courses' button is located below the first table. At the bottom, there is a copyright notice: 'Copyright © 2023 CCNI - KSAU-HS. All Rights Reserved. Designed by CCNI - IT.'

- Select the grade group (level).
- Click “assign” button to assign course from second table to the selected grade group (level), and it will appear automatically in first table.
- Click “remove” button to remove course from first table to the selected grade group (level), and it will appear automatically in second table.
- Note: There is a (remove all assigned courses) button to remove all courses from the selected grade group (level) in one time.

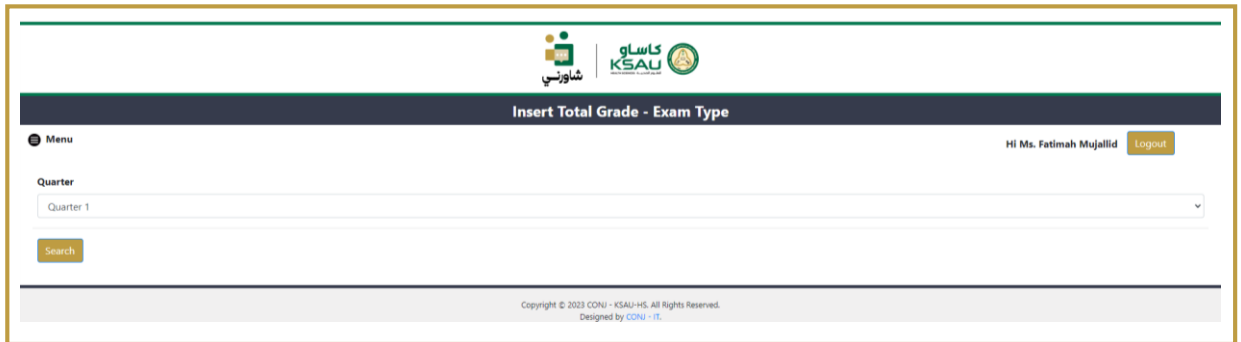


Assign Courses to Course Coordinator

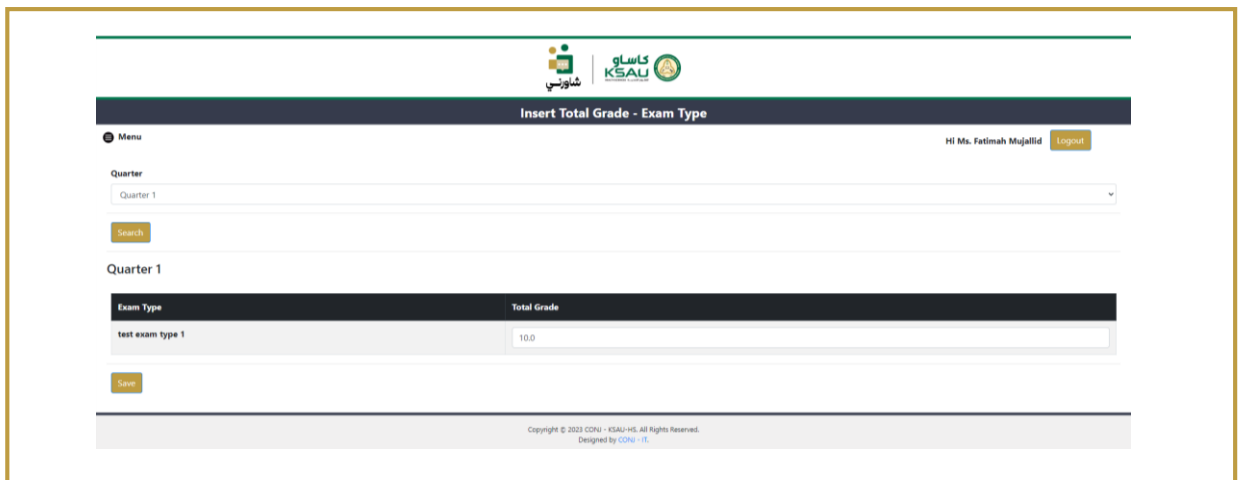
The screenshot shows a web application interface for assigning courses to a course coordinator. At the top, there is a header with the KSAU logo and the text 'Assign Courses to Course Coordinator'. Below the header, there is a 'Menu' button and a user profile section for 'Hi Ms. Fatimah Mujallid' with a 'Logout' button. The main content area is titled 'Course Coordinator' and features a dropdown menu with 'test course coordinator1' selected. Below this, there are two tables. The first table, titled 'test course coordinator1', has columns for '#', 'Course', and 'Remove'. It contains one row with '# 1', 'BNUR 203 test', and a 'Remove' button. A 'Remove all assigned courses' button is located at the bottom right of this table. The second table has columns for '#', 'Course', and 'Assign'. It contains one row with '# 1', 'test2032', and an 'Assign' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2023 CONU - KSAU-HS. All Rights Reserved. Designed by CONU - IT.'

- Select the course coordinator.
- Click “assign” button to course from second table to the selected course coordinator, and it will appear automatically in first table.
- Click “remove” button to remove course from first table to the selected course coordinator, and it will appear automatically in second table.
- Note: There is a (remove all assigned courses) button to remove all courses from the selected course coordinator in one time.

Insert Total Grade - Exam Type



- Select the quarter.
- Click Search



- It will appear quarter table with all exam type and total grade.
- Type the number of grade for every exam type.
- Click "Save" button.
- A green notification message will appear: (Insertion is successful).
- A red notification message will appear: (No exam type assigned to this quarter)
 - If there is no exam type assigned to the selected quarter.



Upload Email

Menu Hi Ms. Fatimah Mujallid [Logout](#)

Prepare the excel file before uploading:

- Open excel file.
- Make sure the columns name exist.
- Columns number are 3 only.
- Columns order: student ID, student name, student email.
- If you want to include phone
- Columns number are 11 only.
- Columns order: student ID, student name, student email, student phone, father's phone, home phone, emergency phone, emergency phone name, relative relation, emergency phone 2 and emergency phone name 2.
- Save.

Upload Students Information File

Please check if you want to include: Student Phone, Father's phone, Home phone, emergency phone, emergency phone name, relative relation, emergency phone 2 and emergency phone name 2.

[Choose File](#) No file chosen

(Only Excel files (.xlsx) are allowed.)

[Upload](#)

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- Upload new student information or update contact information for registered student as an excel sheet file.
- Prepare the excel file before uploading:
 - Open excel file.
 - Make sure the columns name exist.
 - Columns number are 3 only.
 - Columns order: student ID, student name, student email.
- If you want to include phone:
 - Columns number are 8 only.
 - Columns order: student ID, student name, student email student phone, father's phone, home phone, emergency phone, emergency phone name, relative relation, emergency phone 2 and emergency phone name 2.
- Save as xlsx file. (Only Excel files are allowed.)
- Click "choose file" button and Select the required file.



- Please check box if you want to include: (Student Phone, Father's phone, Home phone, emergency phone, emergency phone name, relative relation, emergency phone 2 and emergency phone name 2.)
- Click "Upload" button.
- A green notification message will appear: (Your database has imported successfully).
- A yellow notification message will appear if the file not matched the requirement.



Upload Students to Adviser

Menu Hi Ms. Fatimah Mujallid [Logout](#)

Prepare the excel file before uploading:

- Open excel file.
- Make sure the columns name exist.
- Columns number are 2 only.
- Columns order: student ID, student name
- If adviser name is included in the uploaded excel sheet:
- Columns number are 3 only.
- Columns order: student ID, student name, student adviser (please make sure adviser names are the same in the system).
- Save.

Upload Students Information File (.xlsx)

Select The Adviser:

fouces group

Please check if adviser name is included in the uploaded excel sheet.

Choose File No file chosen

(Only Excel files (.xlsx) are allowed.)

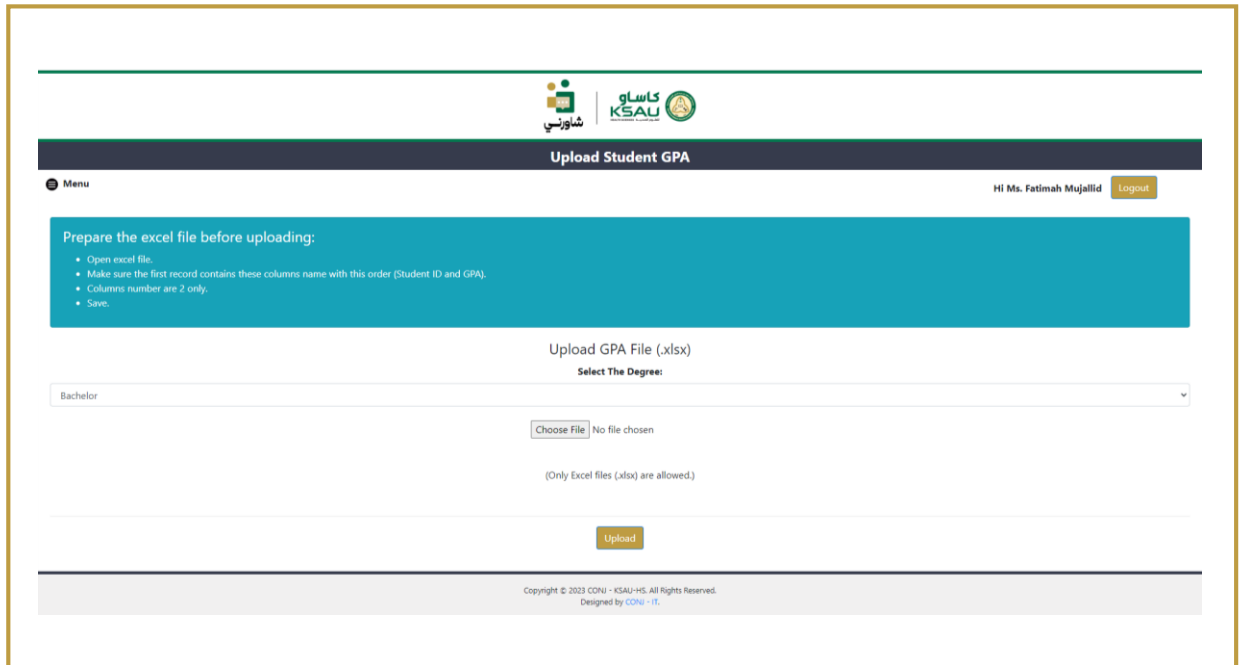
Upload

- Upload the student to specific adviser as an excel sheet file.
- Select adviser name.
- Prepare the excel file before uploading:
 - Open excel file.
 - Make sure the columns name exist.
 - Columns number are 2 only.
 - Columns order: student ID, student name.
- If adviser name is included in the uploaded excel sheet:
 - Columns number are 3 only.
 - Columns order: student ID, student name, student adviser.
 - (make sure the adviser names are the same in the system).
- Save as xlsx file. (Only Excel files are allowed.)
- Click “choose file” button and select the required file.



- Please check box if adviser name is included in the uploaded excel sheet.
- Click "Upload" button.
- A green notification message will appear: (Your database has imported successfully).

Upload Student GPA



Upload Student GPA

Menu Hi Ms. Fatimah Mujallid [Logout](#)

Prepare the excel file before uploading:

- Open excel file.
- Make sure the first record contains these columns name with this order (Student ID and GPA).
- Columns number are 2 only.
- Save.

Upload GPA File (.xlsx)

Select The Degree:

Bachelor

Choose File No file chosen

(Only Excel files (.xlsx) are allowed.)

Upload

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- This page inserts student's GPA and calculate low GPA and sends notifications by email to the student and her adviser and the unit.
- Prepare the excel file before uploading:
 - Open excel file.
 - Make sure the columns name exist.
 - Columns number are 2 only.
 - Columns order: Student ID and GPA.
 - Save as xlsx file. (Only Excel files are allowed.)
- Click "choose file" button.
- If there is no error a green message appears and if there is an error a yellow or red message appear showing the error.



Upload Student Grade

Upload Student Grade

Menu Hi Ms. Fatimah Mujallid [Logout](#)

Prepare the excel file before uploading:

- Open excel file.
- Make sure the first record contains these columns name with this order (Last Name, First Name, Student ID and Grade).
- Columns number are 4 only.
- Save.

Upload Grade File (.xlsx)

Select Course: BNUR 203 test

Select Exam Type: test exam type 1

Grade File: [Choose File](#) No file chosen

(Only Excel files (.xlsx) are allowed.)

[Upload](#)

- Upload new grade for student with their information as an excel sheet file.
- Select the course name.
- Select the exam type name.
- Prepare the excel file before uploading:
 - Open excel file.
 - Make sure the columns name exist.
 - Columns number are 4 only.
 - Columns order: Last Name, First Name, Student ID and Grade.
 - Save as xlsx file. (Only Excel files are allowed.)
- Click “choose file” button.
- Click “Upload” button.

- A green notification message will appear if there is NO low grade student
 - (Your file has been added imported successfully to the database.)
- Note: the system will send automatically email to unit address:
 - “Dear ACUS admin, Course: #, Quarter: #. Has no low grade students”

Your file has been imported successfully to the database.

Students With Low Grade

Course: NURS 415 Community Health Nursing and Health Education

Quarter: Q1 Assignment out of 5

Total Grade: 5 - Success Grade:3

No.	Student Name	Student Email	Adviser Email	Course Coordinator Email	Grade
1	Test Test	mujallidf@ksau-hs.edu.sa	conj.webmaster@ksau-hs.edu.sa	Esheabao@ksau-hs.edu.sa	1

Send Email and Confirm

- A green notification message and table details will appear if there is low grade student
 - (Your file has been added imported successfully to the database.),
- Note: there is a button “Send Email and Confirm” sends email to student, adviser, selected course coordinator, unit.
- A red or yellow notifications message will appear, when selected course or exam type are not assigned to the uploaded students, or the file was not matched the rules.



View Students Adviser

The screenshot shows the 'View Students Adviser' page. At the top, there are logos for 'شاونسي' and 'KSAU'. Below the header, there is a 'Menu' icon and a user greeting 'Hi Ms. Fatimah Mujallid' with a 'Logout' button. A dropdown menu labeled 'Adviser' is open, showing 'fouces group' as the selected option. A 'View' button is located below the dropdown. At the bottom, there is a copyright notice: 'Copyright © 2023 CONU - KSAU-HS. All Rights Reserved. Designed by CONU - IT.'

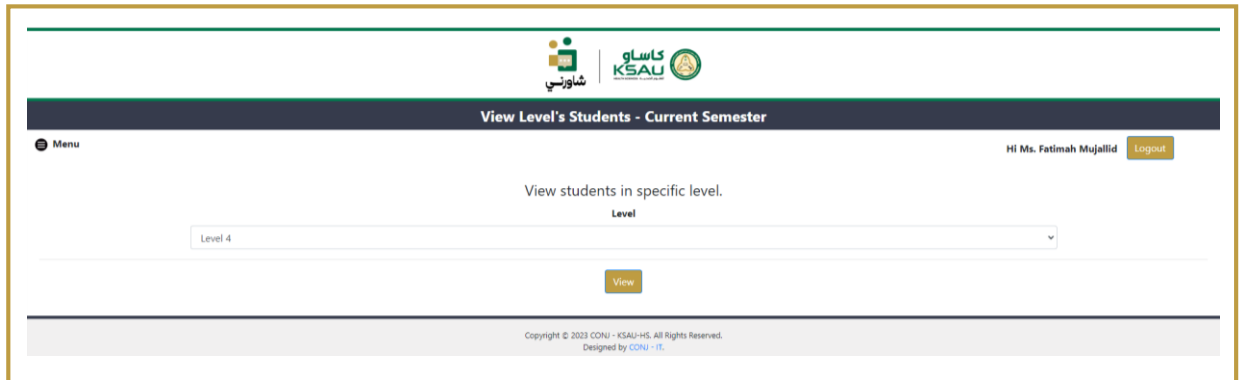
- Select adviser name.
- Click “view” button.

The screenshot shows the 'View Students Adviser' page with the 'Adviser' dropdown set to 'fouces group'. Below the dropdown is a 'View' button. The page displays the name 'Ms. Fatimah Mujallid' and a table of students. The table has columns for 'No', 'ID', 'Name', 'Email', and 'Delete'. There are three rows of student data. Below the table is a 'Delete All Students' button. At the bottom, there is a copyright notice: 'Copyright © 2023 CONU - KSAU-HS. All Rights Reserved. Designed by CONU - IT.'

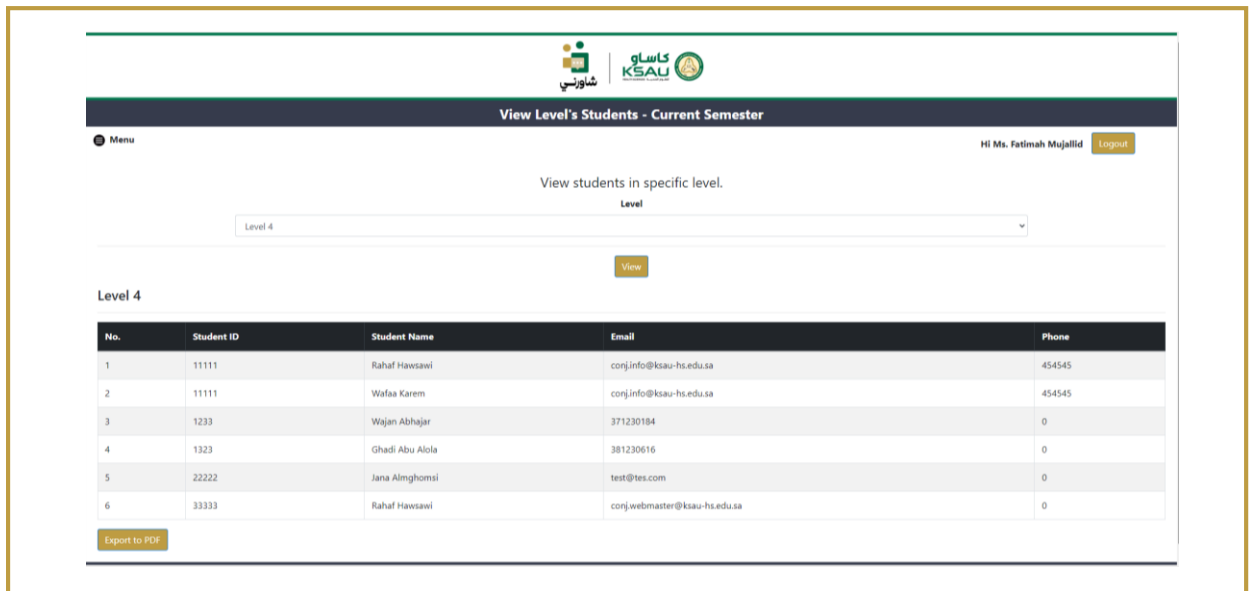
No	ID	Name	Email	Delete
1	11111	Shaden	conj.info@ksau-hs.edu.sa	Delete
2	22222	Sss	test@tes.com	Delete
3	33333	Suha Ahmed	conj.webmaster@ksau-hs.edu.sa	Delete

- It will be display list of students with their information under the selected adviser.
- To remove all students from selected adviser:
 - Click “Delete All Students” button.

View Level's Students



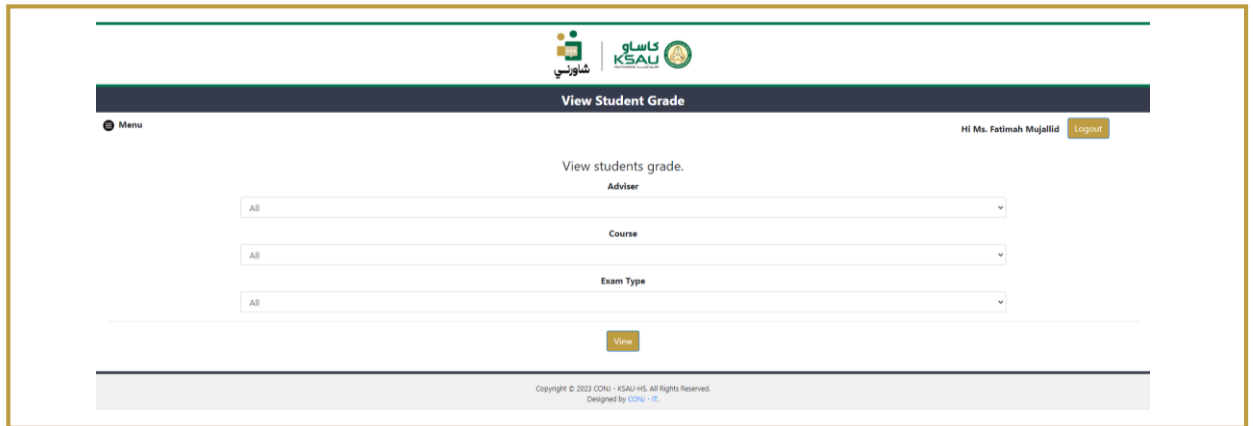
- Note: if the current semester has NO grade yet the levels will not appear.
- Select the level to view students in specific level.
- Click “View” button.



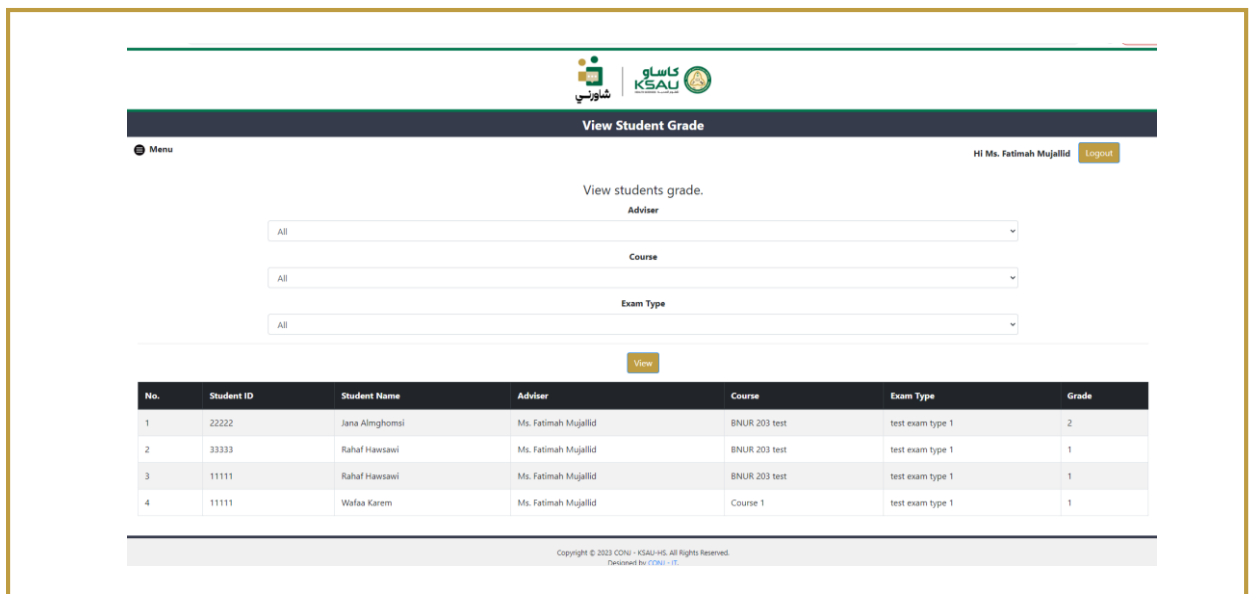
No.	Student ID	Student Name	Email	Phone
1	11111	Rahaf Hawsawi	conj.info@ksau-hs.edu.sa	454545
2	11111	Wafaa Kareem	conj.info@ksau-hs.edu.sa	454545
3	1233	Wajan Abhajar	371230184	0
4	1323	Ghadi Abu Alola	381230616	0
5	22222	Jana Alinghoms	test@tes.com	0
6	33333	Rahaf Hawsawi	conj.webmaster@ksau-hs.edu.sa	0

- It will be display list of students with their information under the selected level.
- Note: to export all students under the selected level to PDF:
 - Click “Export to PDF” button.

View Student Grade



- Select All adviser or specific adviser.
- Select All course or specific course.
- Select All exam type or specific exam type.
- Click “View” button.



No.	Student ID	Student Name	Adviser	Course	Exam Type	Grade
1	22222	Jana Almgomsli	Ms. Fatimah Mujallid	BNUR 203 test	test exam type 1	2
2	33333	Rahaf Hawsawi	Ms. Fatimah Mujallid	BNUR 203 test	test exam type 1	1
3	11111	Rahaf Hawsawi	Ms. Fatimah Mujallid	BNUR 203 test	test exam type 1	1
4	11111	Wafaa Karem	Ms. Fatimah Mujallid	Course 1	test exam type 1	1

- It will be display list of students with their grade information under the selected: adviser, course and exam type.



View Low Grade Student

The screenshot shows the 'View Low Grade Students' interface. At the top, there is a header with the KSAU logo and the text 'View Low Grade Students'. Below the header, there is a navigation menu on the left and a user profile on the right showing 'Hi Ms. Fatimah Mujallid' and a 'Logout' button. The main content area is titled 'View Students With Low Grade' and contains three dropdown menus for 'Adviser', 'Course', and 'Quarter', each with 'All' selected. A 'View' button is located below the filters. At the bottom, there is a copyright notice: 'Copyright © 2023 CCNU - KSAU-VLS. All Rights Reserved. Designed by CCNU - IT.'

- Select All adviser or specific adviser.
- Select All course or specific course.
- Select All quarter or specific quarter.
- Click “View” button.

The screenshot shows the 'View Low Grade Students' interface with the filters set to 'All' for Adviser, Course, and Quarter. The 'View' button has been clicked, and a table of students is displayed below. The table has columns for No., Student ID, Student Name, Adviser, Course, Quarter, and Details. Each row has a 'View' button in the Details column.

No.	Student ID	Student Name	Adviser	Course	Quarter	Details
1	11111	shaden	Ms. Fatimah Mujallid	Course 1	Quarter 1	View
2	11111	shaden	Ms. Fatimah Mujallid	BNUR 203 test	Quarter 1	View
3	22222	sss	Ms. Fatimah Mujallid	BNUR 203 test	Quarter 1	View
4	33333	Suha Ahmed	Ms. Fatimah Mujallid	BNUR 203 test	Quarter 1	View

- It will be display list of students with their low grade information under the selected: adviser, course and exam type. Note: if you want more information.
- Click “View” button.



View Students With Low Grade

Adviser: All

Course: All

Quarter: All

View

Student Name: Shaden
Student ID: 11111
Student Email: conj.info@ksau-hs.edu.sa
Course: Course 1
Total Quarter Grade: 1
Email Notification: 1
Adviser Name: Ms. Fatimah Mujallid
Adviser Email: mujallidf@ksau-hs.edu.sa

Exam Type Details

Exam Type	Grade
test exam type 1	1

Session Comments
Session Date
Session Status

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- It will be display the low grade student with her information as selected.