



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

Academic Supervision Services Guide

Faculty Member and Academic Supervisor

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



The image shows a two-step process for accessing a faculty member's account. Step 1 is logging into the Student Information System. The login page for Imam Abdulrahman Bin Faisal University features a logo, the text 'IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY', and a 'USER LOGIN' section with fields for 'User ID' and 'Password', a language selection dropdown (set to 'English'), a 'Forgot Password? Ask for Help' link, and a 'Sign In' button. Below the login section are social media icons for Twitter and Instagram. Step 2 is selecting the 'Advisor Center' icon from a dashboard grid. The grid contains six icons: 'E-Service' (customer support), 'Faculty Center' (graduation), 'Profile' (person with pencil), 'Advisor Center' (person with laptop, highlighted with a red border), 'Reporting Tools' (charts), and 'Transcript' (document).

Third: view System icons



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

The Supervisor Center icon allows academic supervisors to view the details of their advisees (student name - contact number - e-mail - rojam - level - 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)

Create notes, review requests and forward them

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

Supervisor Center

- My Advisees
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes** 1
- Supervision info
- Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

This page displays advising notes assigned to you. Use the filters, as needed, to narrow your search results. Also use the column headings in the grid to sort in ascending or descending order. Click the ID to access the detail about a particular note or to add an additional comment to a note.

Filter Notes

Institution

Category

Subcategory

Note Status

Created

Last Updated

Action Items

i No notes were found using these filters.

2

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

Format | Font | Size | B I U S

Write the text of the note

Attachments | Audit

Attached File	Description

Submit | Return

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

Go to top

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

The screenshot displays the Supervisor Center interface. On the left, a navigation menu includes 'My supervising Notes' (highlighted with a red box and a red circle '1'). The main content area shows 'Supervising Notes' with a filter section (containing dropdowns for Institution, Category, Subcategory, Note Status, Created, Last Updated, and Action Items, and buttons for 'Clear All' and 'Apply Filter' with red circles '2' and '3') and a table of student details. The table has columns for Supervising Note, Name, Institution, Subject, Category, Resource Subcategory, Assigned To, Created By, Note Status, Action Items, and Last Updated. A red arrow points to the 'Supervising Note' icon in the first row of the table, labeled with a red circle '4'.

Supervising Note	Name	Institution	Subject	Category	Resource Subcategory	Assigned To	Created By	Note Status	Action Items	Last Updated
		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-309-1672-1 جغرافية السكان	Low Grades in Grade book	Low Grades			Open	None	19/01/2023
		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-311-1678-1 نظم المعلومات الجغرافية (Low Grades in Grade book	Low Grades			Open	None	04/02/2023
		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-307-1697-1 جغرافية التربة	Low Grades in Grade book	Low Grades			Open	None	14/01/2023
		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-382-1669-1 جغرافية البيئة	Low Grades in Grade book	Low Grades			Open	None	12/01/2023
		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-307-1695-1 جغرافية التربة	Low Grades in Grade book	Low Grades			Open	None	13/01/2023
		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-253-1437-1 جغرافية المملكة العربية الس	Low Grades in Grade book	Low Grades			Open	None	26/01/2023

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 v

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	Created On	19/01/2023	ID	
Category	Low Grades in Grade book	Created By		GPA	
Subcategory	Low Grades	Note Status	Open	Cur GPA	
Assigned To		Advisee Access	Yes	Program	Geography
Subject	Grade Book-GEOG-309-167				

Update Note **Notify Advisee**

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		Stu: 167... es in Grade Book-GEOG-309-

Attachments Audit

Attached File	Description

Return

- Supervisor Center ^
- My Advisees
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes
- Supervision info v
- Advising Notes Student Summary

Supervising Notes

Advising Note

Institution Imam Abdurahman Bin Faisal Un Created On 11/01/2023 ID [redacted]
 Category Low Grades in Grade book Created By [redacted] GPA [redacted]
 Subcategory Low Grades Note Status Open Cur GPA [redacted]
 Assigned To [redacted] Advisee Access Yes Program Geography
 Subject [redacted]

Update Note Information

Select the values you need to change. You may also add a new comment. When you are done, click the Submit button.

*Note Category 6
 *Note Subcategory
 *Send to 7 *Assigned To 8
 *Subject

Add A New Note Item

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo, search, and font color.

Note Items Personalize | Find | View All | [2] | [3] First 1 of 1 Last

Note Item	Entered On	Entered By	Comment
1	11/01/2023	[redacted]	Student has low grades in Grade Book-GEOG-203-1265-حصدي الجغرافيا الاقتصادية-1

Add Action Item

Attachments Audit [PDF]

Attached File	Description

Add Attachment

Submit 10 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:

Supervisor Center

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

*Change Advisee Change

Select advisee from the list

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.

Create a Note

Supervising Note	Created By	Assigned To	Institution	Subject	Category	Resource Subcategory	Note Status	Action Items	Last Updated
			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-208-1906 نظم المعلومات الجغرافية	Low Grades in Grade book	Low Grades	Open	None	04/06/2022
			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-311-1678 نظم المعلومات الجغرافية	Low Grades in Grade book	Low Grades	Open	None	04/02/2023

Personalize | Find | View All | First | 1-2 of 2 | Last

[Go to top](#)

Advisees' academic supervision requests can be viewed and forwarded 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 (1)

Faculty Center | Supervision Center | Search



My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

*Change Advisee (2) 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.

Create a Note

Supervising Note	Created By	Assigned To	Institution	Subject	Category	Resource Subcategory	Note Status	Action Items	Last Updated
			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-208-1906 نظم المعلومات الجغرافية (Low Grades in Grade book	Low Grades	Open	None	04/06/2022
			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-311-1678 نظم المعلومات الجغرافية (Low Grades in Grade book	Low Grades	Open	None	04/02/2023

Personalize | Find | View All | First 1-2 of 2 Last

Any note can be accessed by selecting the icon as shown (3)

select advisee to view the requests

List of academic supervision requests for the advisee selected from the list to view and forward them

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

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: [User]
 Subject: نظم المعلومات الجغرافية (2)-1906-1-208-GEOG-Book Grade

Created On: 04/06/2022
 Created By: [User]
 Note Status: Open
 Advisee Access: Yes
 ID: [User]
 GPA: [User]
 Cur GPA: [User]
 Program: Geography

Update Note | Notify Advisee

Note Item	Entered On	Entered By	Comment
1	04/06/2022	[User]	Student has low grades in Grade Book-GEOG-208-1906-1-208-GEOG-Book Grade

Attachments | Audit

Attached File | Description

Go back to request | Return

Go to top

4 'Update Note' icon is selected in case the request needs to be processed and forwarded

5 Select 'Send to' from the drop-down menu

6 From magnifier, select the member to whom the note is assigned

Request can be closed from this icon

Advisees' access to notes can be controlled from this icon

7 Write down a Note

To add another action line

When you need to download any attachment

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

Supervising Notes

Update Note Information

Select the values you need to change. You may also add a new comment. When you are done, click the Submit button.

*Note Category: Low Grades in Grade book
 *Note Subcategory: Low Grades
 *Note Status: Open
 *Advisee Note Access: Yes

Send to: [User]
 Assigned To: [User]

Subject: Grade Book-GEOG-208-1906-1-208-GEOG-Book Grade

Format | Font | Size | B I U S | A A

Note Item	Entered On	Entered By	Comment
1	04/06/2022	[User]	Student has low grades in Grade Book-GEOG-208-1906-1-208-GEOG-Book Grade

Add Action Item

Attachments | Audit

Attached File | Description

Add Attachment

Submit | Return



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