



Field Training Report

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Name of the Company:

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Submitted to: Ms.Anwar Al shehri

(Academic Supervisor)

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Acknowledgement

In the name of Allah the graceful

First, I would like to start by thanking Allah for helping me and giving me the power throughout pursuing my bachelor degree in Management Information System and completing this project .I have been blessed with and made me who I am today.

In addition, I would like to thank Imam Abdulrahman University (College of Science & Humanities) for giving me opportunity to pursue training cooperative program. It has been a great opportunity to gain a valuable experience in the real environment.

Also, I sincerely thank Ms. Al- Dossary , Nadia in Employee' Affairs Unit and Al-Noshan , Shurooq in Quality and Evaluation Unit and Ms. Hassani , Aisha in IT Helpdesk for guidance , support , patience and constant supervision during the training period.

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Finally, a special gratitude I give to my academic supervisor Ms. Al shehri , Anwar For her encouragement and support through my training period and she did her best by giving me great suggestions and advices.

.....
Latifa Mohammed Alyaeesh



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15/12/2019

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Executive Summary

The purpose of this report is to summarize the training experience that I gained in Imam Abdulrahman University (College of science &Humanities) for 15 weeks. Starting from September 2, 2019 to December 12, 2019 and different tasks that were achieved in different department. The objective of this experience is to combine the theoretical studies with practical application of the knowledge in the work environment. The work experience has enabled me to apply the knowledge learned in the university to the work environment.

This report contains six section. The first section, involved a brief introduction about the company and task that I accomplished during the period of cooperative training program. The second section contains company profile. The third section contains my project, which is Automatic Correction Management System and describes the five phases, which are, planning phase that includes organizing and scheduling the project. Analysis phase that identifies the problem, Design phase that include programming and tools that used in the system. Testing phase, include the way to test the system. The fourth section, include how training effect on my characteristics and increase my skills and give me more value and knowledge. The fifth section, include the original copies of fifteen weekly job records of training program that involved the work that done for each week.



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Section 1
Introduction



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Introduction:

Filed – training program is required to complete the bachelor degree in Management information system in Jubail University College. My cooperative training was done at Imam Abdullrahman University (college of science &Humanities). In addition, accomplished in fifteen weeks with job rotations. Job rotation was in three department and that allow trainees to gain different task and experience during the period. In addition, I achieved many tasks and duties to increase my knowledge and capability in work environment. The three department that I worked on are:

Employees Affairs:

This office is responsible for human resources.

The tasks that I worked on it are:

- Write and coordinate the structure of the college of education in Jubail, and collect data from all departments in the college by email and contact the departments that still not submit the information of their section.
- Create statistics of faculty members for 2018/2019 using (excel, word) Microsoft and print it.
- Modifying and coordinating an administrative letter and printing it.
- Update the information of the faculty member performance form.
- Update and coordinate letters.

IT Helpdesk Support:

The tasks that I worked on it are:

- Solve issues and problems in information technology that happens with students through exams period.



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- Install Cisco telephone at member's office.
- Provide support to solve problems by running the projector.
- Formatting PCs.
- Solve problem Virtual box program.
- Install new Operation system.
- Install an important program like Microsoft office.
- Install an authentication certificate for important programs.
- Solve problems with Word Microsoft (language, accounts... etc.).
- Define printers in computers.

Quality and Evaluation Unit:

The tasks that I worked on it are:

- Checking and recording questions and insert it into Test Bank.
- Extracting test reports (to measure the quality of questions).

This experience has provided me opportunities to learn and implement new things and gain different skills. In addition, it gave me the opportunity to know the nature of the workplace, and the applied for what I have studied. Furthermore, it taught me how I can face work pressure and manage my timings.



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Section 2

Company Profile



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Company profile

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



Imam Abdulrahman Bin Faisal University opened its doors to women and men in 1975. Almost four decades later, this academic institution has grown into a leading research university with 21 colleges spread through the Eastern Province and a student population of over 45,000. College of Education in Jubail is establishing in 13/3/1999 to meet the needs of Eastern Region (Al Sharqiya) regarding educators, keeping up with the educational rise in the Kingdom. Through this decision, the college joined a series of high educational institutions and became one of the educational platforms.

College of Education at Jubail provides the Bachelor of Education (BEd) program takes four academic years to complete for a total of eight semesters and is only offered to women. Total academic hours: 126 Hours - 132 Hours. In addition, have the following departments:

Art Departments

- Bachelor of Education degree in English language
- Bachelor of Education degree in Kindergarten
- Bachelor of Education degree in Special Education

Science Departments

- Bachelor of Education degree in Computer Science
- Bachelor of Education degree in Mathematics
- Bachelor of Education degree in Physics



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Vision:

To be pioneers among colleges at the Kingdom level within an outstanding and motivational academic educational environment.

Message:

To be pioneers in the field of education development at regional and kingdom level in order to qualify professional educators of high efficiency, theoretical knowledge, on-hand experience, modern educational technology skills and effective participation in community service.

Objectives

- Prepare and develop students educationally and practically within an Islamic ethical framework in order to work in educational organizations in accordance with international standards
- Prepare outstanding graduates who are ready to pursue their studies in graduate school.
- Provide programs that contribute to the professionalism of teachers, counselors and specialists in the field of education.
- Create mutual cooperation partnerships with local and international educational organizations and entities.
- Contribute to community service by implementing educational programs and activities.



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Location of the College of Education: College of Education is in Jubail, Eastern Region, and Saudi Arabia.

College of science & Humanities staffs:

| Staff classification | Number |
|-----------------------------|---------------|
| Administration staff | 85 |
| Faculty members (Foreign) | 56 |
| Faculty members (Saudi) | 128 |
| Technical support staff | 2 |
| Total | 280 |

Table 2.1 College of science & Humanities staffs.



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College of science & Humanities organizational structure:

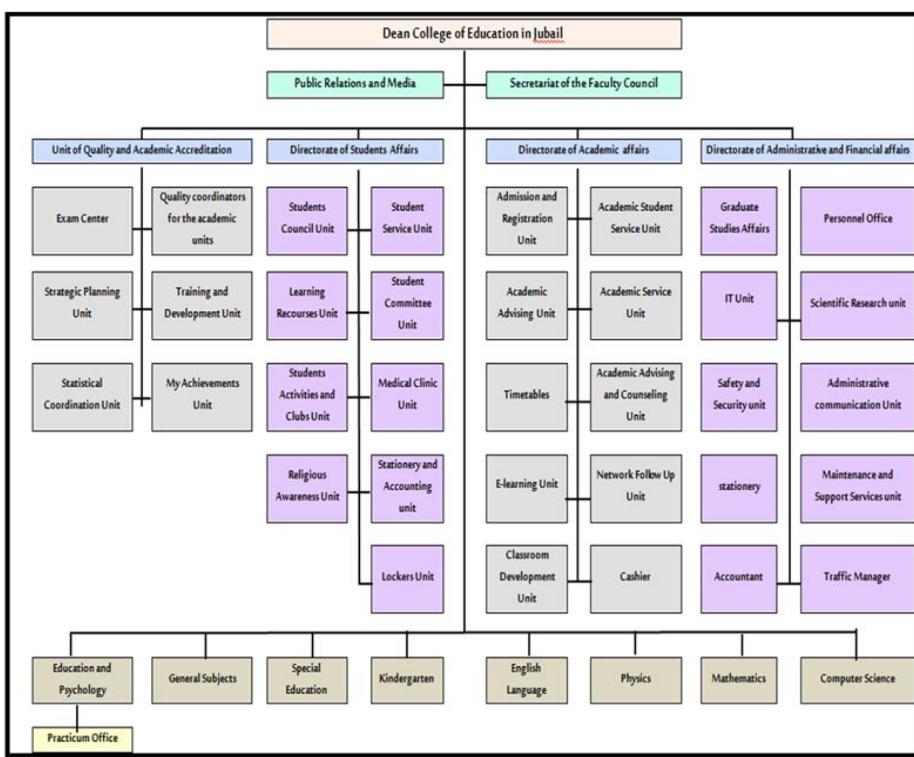


Figure 2.1 College of science & Humanities staffs organizational structure.



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Section 3

Details of Training Experience



3.1 Title

Automatic Correction Management System

3.2 Introduction:

Automatic Correction Management System

Automatic correction is one of the most important techniques that an educational needs, whether in universities or schools because it contributes to helping the teacher to correct test papers as quickly as possible. In addition, it is important to increase job satisfaction and morale among employee, efficiencies in processes, teacher's motivation, capacity to adopt new technologies and methods.

And nowadays systems are become an important source when it merges with learning to facilitate life, work and meet users requirements, also it should be reliable, secure, easy to use. Automatic Correction Management System designed to be used by the Quality and Evaluation Unit. In addition, as Management Information Systems trainees, they should be able to identify problem or opportunity, analysis, design, find the solution to the facility making the decision and develop a project that will help the processes to be done successfully.

Information ware collected from some books like System Analysis and Design, Business Date Management and Project management. Moreover, some website on Internet.



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In this section, there are phases have to follow and important to complete my project, which is System Development Life Cycle phase (SDLC):

- 1- **Planning phase:** is the most crucial step that includes organizing and scheduling the project.
- 2- **Analysis phase:** determine and understand the details of the problem.
- 3- **Design phase:** this step focus on structure of new system components.
- 4- **Implementation phase:** include programming and tools using in the system.
- 5- **Testing phase:** test the system and examine if it is meets user's requirements.

I will explain each phase in the next topics.

3.3 Content:

When someone is planning to create a database, it is necessary to go through a System Development Life Cycle (SDLC): is process used in the development, creation, and maintenance of an information system. This process is often used in the creation or updating of a database system, most SDLC's have five major categories: planning, analysis, design, implementation and support.

3.3.1 Planning Phase

Planning is the first phase start when the project has been officially approved. The planning phase will help to manage change, time. In addition, it helps to assure that the project will deliver on time. In addition, this section it includes System Vision Document and Work Breakdown Structure.



System Vision Document

Automatic Correction Management System

Problem identification:

The problem was observed in the college exactly at (Quality and Evaluation) unit “department”. They do not have an integrated system for automatic correction to satisfy the requirements faculty member and administrator, department during exams period. The administrator received different requests for automatic correction from faculty members via face to face in each exams period it means they use manual registration to automatic correction such as the time that he/she wants to correct the test paper (Key answer) and complete the test procedures such as the name of the subject, the number of students, etc. This may cause to administrator to consume time and effort and may cause conflict and congestion in order to complete the test procedures and request a session with administrator in order to correct (Key answer). In addition, after each test the administrator calculates the students’ grade during the test by using excel sheet in order to send them to the department and faculty member via Email. For example , the administrator enters the students’ marks in Excel sheet and then start calculating the students’ grades such as (A+ , B) then calculate other details that the department and administrator will benefit from it .This increase the chance that the administrator cannot manage his/her work in a right way also it takes time and effort. Therefore, It is recommended that a new system be developed and deployed that allow the faculty member request to automatic correction through the system instead of coming to administrator’ office. As well as, departments and faculty members can see the result (exam result / exam report) through the system instead of via Email that help to reduce the randomness during exam period in order to request automatic correction.



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The capabilities:

The new system should be able:

- **Allow faculty member to:**

- Request a session for automatic correction via online rather than that manually.
- Create and modify “edit” any type of test paper templates available in the system.
- Attach the key answer from the exam paper.
- See students’ marks & grades such as (ID: 201997 mark: 10 of 10, grade A+).
- See comments from department

Hint: the department writes a comment to the faculty member based on his/her students’ grades.

- **Allow administrator to:**

- Approve or reject the request based on the time or date of the request.
- Provide easy searching for request based on the time or date such as(the administrator wants to see all the requests during period 1/10/2019 and 30/10/2019 with time in order to help in making decision either (Approve/Reject) in order to reduce the time needed.
- Calculate students’ marks & grades such as (ID: 201997 mark: 10 of 10 , grade: A+)
- Send students’ marks & grades to the departments and faculty member.
- See comment from department.

Hint: The department writes a comment on the test results to assist the administrator in writing the monthly or weekly reports for (Quality and evaluation) automatic correction department.



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- **Allow department to:**
 - Write comment to faculty member based on students' grades for example(why the students' grades are bad please come to my office)
 - See students' grades and important details related to students' grades such as(Max mark is 10 , number of students got full mark during exam was 3 of 24)
 - Easily communicate with administrator such as send exams schedule / write comment.

The benefits:

- ❖ Reduce paper usage
- ❖ Reduce time consumption
- ❖ Decrease human potential errors
- ❖ The system viewing anytime anywhere
- ❖ Easy to make decision about the request status if (Reject/Approve).
- ❖ Maintain correct information by providing choice for users to their request information rapidly.
- ❖ Direct communication between the parties.
- ❖ Provide valuable feedback.
- ❖ Helps in saving effort and time
- ❖ Simple and easy to use
- ❖ Connecting via Wi-Fi (internet).
- ❖ Can be accessed anytime anywhere.



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Work Breakdown Structure:

Developed to cover the main steps required to complete the project during the fifteen weeks.

| Task Name | week# | | | | | | | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|
| | week1 | week2 | week3 | week4 | week5 | week6 | week7 | week8 | week9 | week10 | week11 | week12 | week13 | week14 |
| 1 Treasury Activities Form & Website | | | | | | | | | | | | | | |
| 1.1 Project Initiation | | | | | | | | | | | | | | |
| 1.1.1 Problem Identification | | | | | | | | | | | | | | |
| 1.1.2 Project Approval | | | | | | | | | | | | | | |
| 1.2 Project Planning | | | | | | | | | | | | | | |
| 1.2.1 Prepare project schedule | | | | | | | | | | | | | | |
| 1.2.1.1 Create Work Breakdown Structure | | | | | | | | | | | | | | |
| 1.2.2 Determine how data will be collected | | | | | | | | | | | | | | |
| 1.2.3 Determine how life cycle should proceed | | | | | | | | | | | | | | |
| 1.3 Requirements Analysis | | | | | | | | | | | | | | |
| 1.3.1 Gather Requirements information | | | | | | | | | | | | | | |
| 1.3.1.1 Interview users | | | | | | | | | | | | | | |
| 1.3.1.2 Gather database requirements | | | | | | | | | | | | | | |
| 1.3.2 Define Requirements | | | | | | | | | | | | | | |
| 1.3.3 Prioritize Requirements | | | | | | | | | | | | | | |
| 1.3.4 Evaluate requirements with users | | | | | | | | | | | | | | |
| 1.3.5 Identify the use cases | | | | | | | | | | | | | | |
| 1.3.6 Create requirement's models, ERD and SSD | | | | | | | | | | | | | | |
| 1.4 Design phase | | | | | | | | | | | | | | |
| 1.4.1 Creating Database Tables | | | | | | | | | | | | | | |
| 1.4.2 Creating Relationships | | | | | | | | | | | | | | |
| 1.4.3 Design the Web Page | | | | | | | | | | | | | | |
| 1.5 Implementation phase | | | | | | | | | | | | | | |
| 1.5.1 Creating The Web Page | | | | | | | | | | | | | | |
| 1.5.2 Linking the Database with the Web Page | | | | | | | | | | | | | | |
| 1.6 Testing and maintenance | | | | | | | | | | | | | | |

Figure 3.1.1 Work Breakdown Structure.



3.3.2 Analysis

The analysis is the second phase that analyzing the needs of the end users to make sure the new system can meet their needs and expectations. Gathering requirements is a part of the analysis phase; Observation and meeting were used to gather the information from observation and users to cover all the needs. This section includes meeting agenda that discussed with users to discover all needs in the area, system requirements, use case diagram of system and Entity Relationship.

There are some techniques used to capture the problem:

1- Observation

The observation technique helped me know the exact problem; I noticed how the supervisor manages the automated correction processes and procedures in the office. Such as the faculty member request for automatic correction manually.

2- Understand the procedures of automated correction

I tried to understand deeply the procedures of automatic correction, I found that there is no direct interaction between that parties.

3- Interview with users

It is one of effective and efficient technique to collect information about the problem, I conducted meeting Dr.Ghada who deal with the automatic correction.



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The following is the sample of the meeting agenda:

| |
|---|
| Meeting Agenda |
| Objective of meeting: |
| Identify and understand the automatic correction process and procedures |
| User participant |
| Dr.Ghada Quilt and test department supervisor |
| Project team participant |
| Latifa Al yaeesh |
| Discussion |
| <ol style="list-style-type: none">1- What are the problems that you face?2- If automatic correction request are done via Email, How can the administrator affectively manage their lecturer?3- What features that you need in a new system? |

Table3.2.1: interview agenda



Functional Requirements

- **The system has three type of access:** Administrator , Faculty member, Department
- **Request a session for automatic correction:** the system will allow faculty member to make request a session for automatic correction through the system.
- **Search:** the system will allow admin to see the request based on date, day, or time in order to help him/her to make decision.
- **Reject/Approve request:** the system will allow admin to make a decision to either approve or reject the request.
- **View status:** the system will allow faculty members to see their overall status wither (Reject/Approve).
- **Update request:** the system will allow faculty member to update their requested if the admin gave them reject such as (time, date, etc.)
- **Create and edit exam paper:** the system will allow faculty member to create and edit exam paper through the system.
- **Submit exam paper:** the system will allow faculty member to submit exam paper after created it by using available tools through the system.
- **Calculate students' mark & grade:** the system will allow to admin calculate students' mark & grades through the system such as A+, MIN mark is 3 of 10, etc.
- **Sends students' mark & grade:** the system will allow to admin sends students' grades to the faculty member and department.



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- **View result:** the system will allow to faculty members, admin, and department to see the students' grades.
- **Print result:** the system will allow employees to print necessary report (students' grades) in order to approve.
- **Write comment:** the system will allow department writes comment to faculty member / admin such as based on her/his students' grades.

Non-functional Requirements:

- **Performance Requirements:** As Automatic Correction Management System is going to be used by all concerned employee within the organization, the system should have a good performance in term of speed and accurate. The System should be enough to handle huge date.
- **Safety Requirements:** As Automatic Correction Management System is going to handle long run time, it is supposed to eliminate any probable cause of date lose.
- **Security Requirements:** Automatic Correction Management System should be not allow unauthorized access.
- **Usability Requirement:** Automatic Correction Management System's interface should be clear and easy to use.



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Developing Use Case diagram:

A use case is a written description of how users will perform tasks on the Application. It helps to explain how the system should behave.

Automatic Correction Management System Use Case Diagram

| Use Case | Brief Description | Actors |
|----------------------------------|---|----------------|
| Create and edit exam paper | Allow the faculty member to create and edit exam paper through the system. | Faculty member |
| Request for automatic correction | Allow the faculty member to request a session for automatic correction such as choose day and time, through system. | Faculty member |
| Submit exam paper | Allow the faculty member submit exam paper (key answer) through the system. | Faculty member |
| Search | Allow the admin to see the request based on date, in order to help him/her to make a decision. | Administrator |
| Approve/Reject | Allow the administrator to reject or approve the request a session for automatic correction. | Administrator |



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| | | |
|--------------------------|--|---|
| View status | This would have different views. Admin, view to overall status for all faculty members. For faculty member sees only her/him status. | Faculty member Administrator |
| Update request | Allow the faculty member update their request. | Faculty member |
| Calculate marks & grades | Allow the admin calculate marks & grades such as A+ , MIX mark during exam ,etc. | Administrator |
| Send marks & grades | Allow the administrators sends marks & grades to faculty member and department. | Administrators |
| View grades | Allow The admin/faculty member / department to see marks & grades | Administrator Faculty member Department |
| Write comment | Allow the department writes comment to faculty member such as based on her/his students' grades. | Department |
| View comment | Allow the faculty member and administrator view the comments from the department | Faculty member Administrator |
| Print result | Allow the department, faculty member, and admin to print result such as (students 'grades) in order to approve if they need it. | Faculty member Department |

Table 3.2.2: Automatic Correction Management System Use Case Diagram



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Use case diagram:

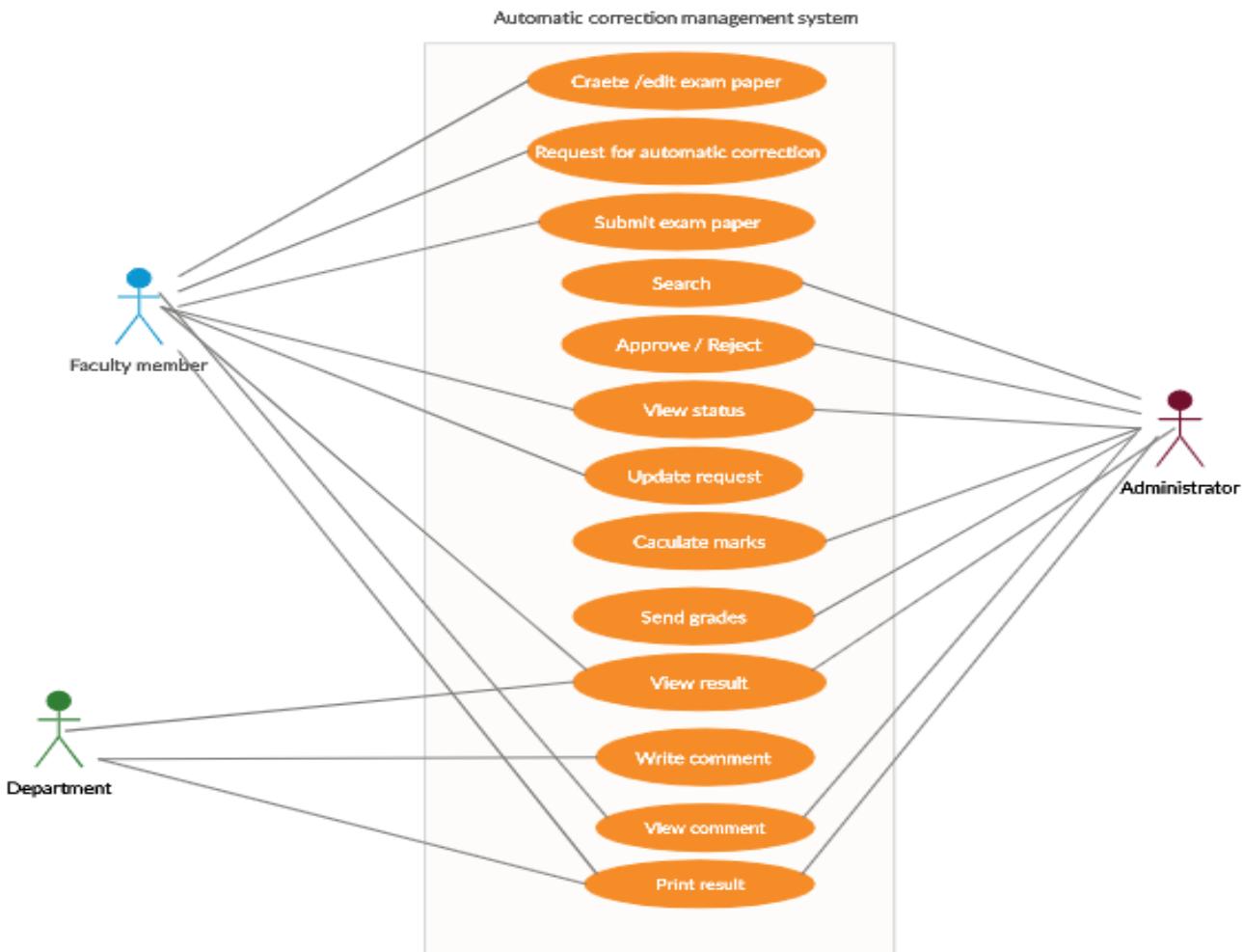


Figure 3.2.1: Automatic Correction Management System use case

List of stakeholders

Internal stakeholders: faculty member and department

Operational stakeholders: Admin.



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Conceptual Entity Relationship Diagram (ERD):

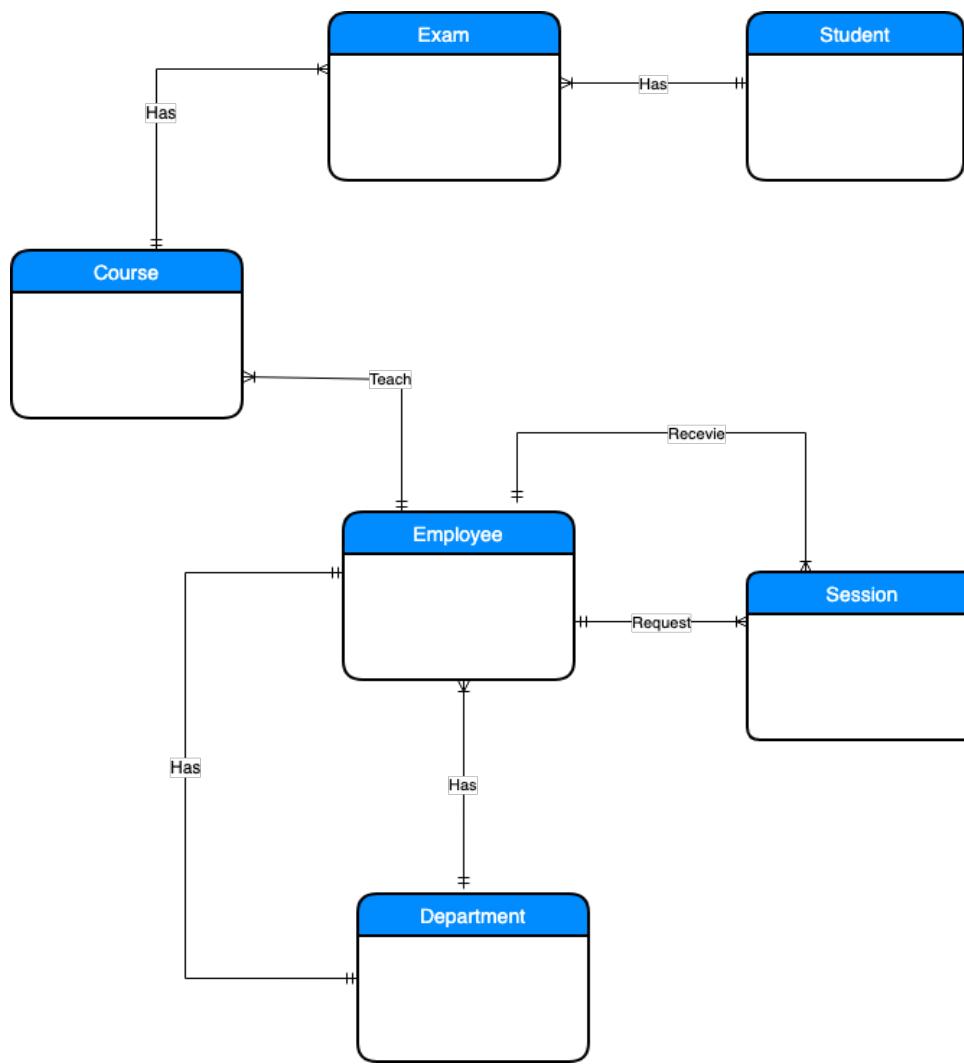


Figure 3.2.2: Conceptual Entity Relationship Diagram



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Description of entities:

Employee entity: is including employee information, like employee position (faculty member / Administrator). It is mandatory for one employee many request at least one. One employee chairs one department at least one.

Session entity: is including all information that constant like Time, Date .It's mandatory for session receive by one employee at least one.

Student entity: is including student information like student ID, Student name. Its mandatory for student has many exam at least one.

Department entity: is including department information like department name, department director. It is mandatory for department has many employee at least one.

Exam entity: is including exam information like exam mark, exam ID. It is mandatory for many exams related one student at least one. Many exams related one course at least one.

Course entity: is including course information like course code, course name. It is mandatory for one employee teach many courses at least. One course has many exams at least one



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3.3.3 Design

Designing is the third phase that comes after a good understanding of user's requirements. Through the Design Phase, the system is designed to meet the requirements identified in the previous phases. This phase contains the physical entity relationship diagram that contains all the tables and the relationships between them, sketches of user interface and technology architecture.

Technology Architecture

Since the database was created using Microsoft Access, Automatic Correction Management system is considered as web based.

What is Web-based Architecture?

Rather than accessed within a device's memory, it is accessed over network connection using HTTP. Thus, web-based often run inside a web browser and It is provided with a connection between the system and database.



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Web-based Network Diagram

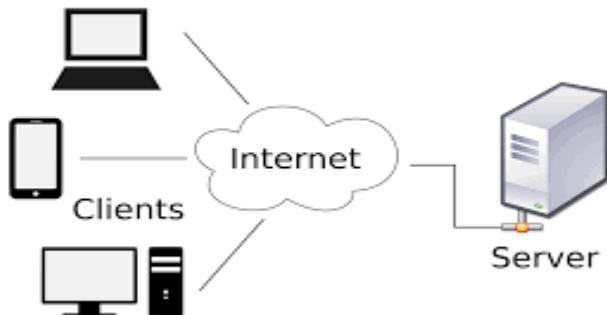


Figure 3.3.1: Example of Web-based Network Diagram

Design System controls and security:

To protect the information in the system and keeping it away from any attack, and to increase the security it must have system controls. In simple words, integrity controls mean giving the right input for the right output at the right time to the right person. To ensure that all data inputs are accurate, there are several types of controls applied to the Automatic Correction Management System such as each user has her own username and password. The username and password will be taken from the main system “SIS”.



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Physical Entity Relationship Diagram (ERD)

Entity Relationship Diagram ERD helps to understand the whole structure.

The Business rule:

- One employee can request many sessions at least one, one session can be requested by one employee at least one.
- One employee will receive many sessions at least one, one session can be taken by one employee at least one.
- One employee chairs one department at least one, one department can be taken by just one employee at least one.
- One department has many employees at least one, one employee related one department at least one.
- One employee can teach many courses at least one, one course can be taken by one employee at least one.
- One course has many exams at least one, one exam related one course at least one.
- One student takes many exams at least one, one exam is related to one student at least one.



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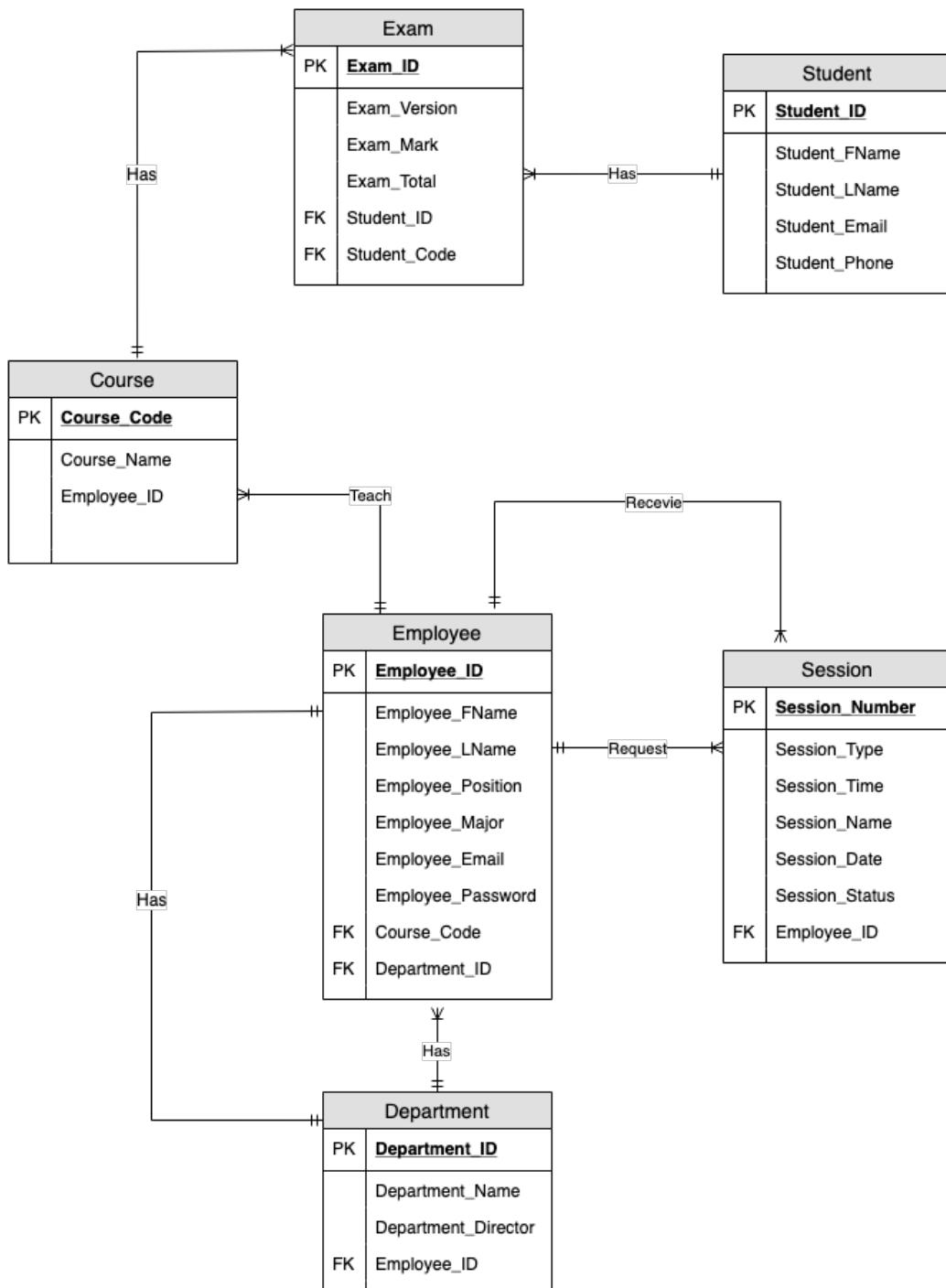


Figure 3.3.2: Physical Entity Relationship Diagram (ERD)



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❖ Tables

Automatic Correction Management System consists of six tables (Course, Department, Session, Exam, Employee, and Student)

❖ Attributes Description

Course Table

| Attribute | Data Type | Description |
|------------------|------------|--|
| Course_Code (PK) | Short Text | Size of 6 to identify each Course with specific ID |
| Course_Name | Short Text | Size of 15 to describe Course name. |
| Employee_ID(FK) | Short Text | Size of 6 to identify each employee with specific ID |

Table 3.3.2: Course Attributes Description



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Employee Table

| Attribute | Data Type | Description |
|--------------------|------------|--|
| Employee_ID (PK) | Short Text | Size of 6 to identify each employee with specific ID |
| Employee_FName | Short Text | Size of 15 to describe employee first name |
| Employee_LName | Short Text | Size of 15 to describe employee last name |
| Employee_Position | Short Text | Size of 19 to describe employee position |
| Employee_Email | Long Text | Shows employee Email |
| Employee_Password | Short Text | Size of 6 to show employee password |
| Department_ID (FK) | Short Text | Size of 4 to identify each department with an ID |
| Course_Code (FK) | Short Text | Size of 8 to show course code |

Table 3.3.1: employee Attributes Description



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Department Table

| Attribute | Data Type | Description |
|---------------------|------------|--|
| Dapartment_ID (PK) | Short Text | Size of 6 to identify each department with specific ID |
| Department_Name | Short Text | Size of 15 to describe name of department |
| Department_Director | Short Text | Size of 15 to describe director of department |
| Employee_ID (PK) | Short Text | Size of 6 to identify each employee with specific ID |

Table 3.3.3: Department Attributes Description



**Royal Commission for Jubail and Yanbu
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Exam Table

| Attribute | Data Type | Description |
|-----------------|------------|--|
| Exam_ID (PK) | Short Text | Size of 6 to identify each exam with specific ID |
| Student_ID(FK) | Short Text | Size of 6 to describe Student ID |
| Course_Code(FK) | Short Text | Size of 15 to describe course code |
| Exam_Version | Short Text | Size of 4 to describe version of exam |
| Exam_Langague | Short Text | Size of 10 to describe exam language |
| Exam_Mark | Number | Size of 6 to describe exam mark |
| Exam_Total | Number | Size of 6 to describe exam total |

Table 3.3.4: Exam Attributes Description



**Royal Commission for Jubail and Yanbu
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Students Table

| Attribute | Data Type | Description |
|-----------------|------------|---|
| Student_ID (PK) | Short Text | Size of 6 to identify each Student with specific ID |
| Student_FName | Short Text | Size of 15 to describe Student first name |
| Student_LName | Short Text | Size of 15 to describe Student last name |
| Student_Email | Long Text | Shows Student Email |
| Student_Phone | Short Text | Size of 10 to shows Student phone |

Table 3.3.5: Student Attributes Description



Royal Commission for Jubail and Yanbu
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Session Table

| Attribute | Data Type | Description |
|--------------------|------------|---|
| Session_Number(PK) | Short Text | Size of 6 to identify each number of session. |
| Session_Time | Date/Time | Size of 6 to describe time of request |
| Session_Name | Short Text | Size of 15 to describe name of session |
| Session_Type | Short Text | Size of 10 to describe type of session |
| Session_Status | Short Text | Size of 10 to describe status |
| Session_Date | Date/Time | Size 15 to describe of date of exam |
| Employee_ID(FK) | Short Text | Size of 6 to describe of employee ID |

Table 3.3.6: Session Attributes Description



**Royal Commission for Jubail and Yanbu
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3.3.4 Implementation phase

The implementation phase is the last phase of the SDLC, during which the system is built. System construction accrues in implementation. Therefore, the system is built and tested to make sure it performs as designed.

Tool used to build the system

| Tool | Automatic Correction Management System Database | Automatic Correction Management System User Interface |
|-------------|---|---|
| Name | Microsoft Access | Axure RP |
| Logo |  |  |
| Description | One of Microsoft Office application, it is a pseudo-relational database can be used to build both small and large database. | Free wireframing, rapid prototyping software tool that aimed at web or desktop applications. Axure RP offered drag and drop placement, resizing, and formatting of widgets. |

Table 3.4.1: List of Tools Used to Build Automatic Correction Management System



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❖ **User interface:**

• **Login page:**

Login page will appear as first page to allow users to enter their type:
Faculty member, Administrator /Department then ID and password.
Other choose click her to sign up and input their information and sign
in as previous users.

The screenshot shows a login page for the "Automatic Correction Management System". At the top, the university's name is displayed in Arabic and English: "جامعة الإمام عبد الرحمن بن فهيد" and "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY". To the right is the university's logo. Below the header, there is a large orange banner with a "Login" button in red. In the center of the banner is a white square containing a green quill pen icon. Below the banner, the text "Automatic Correction Management System" is written in a smaller font. The main form area has a light gray background. It contains three input fields: "User Type" (set to "Faculty member"), "User Name" (containing "101002"), and "Password" (containing "*****"). Below these fields is a link "Forgot my password?". At the bottom of the form are two buttons: "Cancel" on the left and "Login" on the right, both in black.

Figure 3.4.1: Login Form page



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- **The faculty member page:**

- Then homepage appear to users will all personal information such as name, major, position “type”.

The screenshot shows a user interface for a university system. At the top, it displays the university's name in Arabic and English ("جامعة الإمام عبد الرحمن بن فهيد" and "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY") along with its logo. On the right side, there are "Home" and "Sign Out" buttons. On the left, a vertical "Maine Menu" sidebar has three items: "Personal" (which is highlighted in blue), "Request", and "Exam". The main content area is titled "Personal information" and contains the following data:

| | | | |
|--------|-------------|-------------|-----------------------|
| Name: | Lama Alyaha | Email: | LamaAlyaha.iau.edu.sa |
| ID: | 101002 | Type: | Faculty member |
| Major: | Mathematics | Department: | Mathematics |

Figure 3.4.2: Home page



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- Then when click Request will appear 2-selection Request a session for automatic correction and my requests.

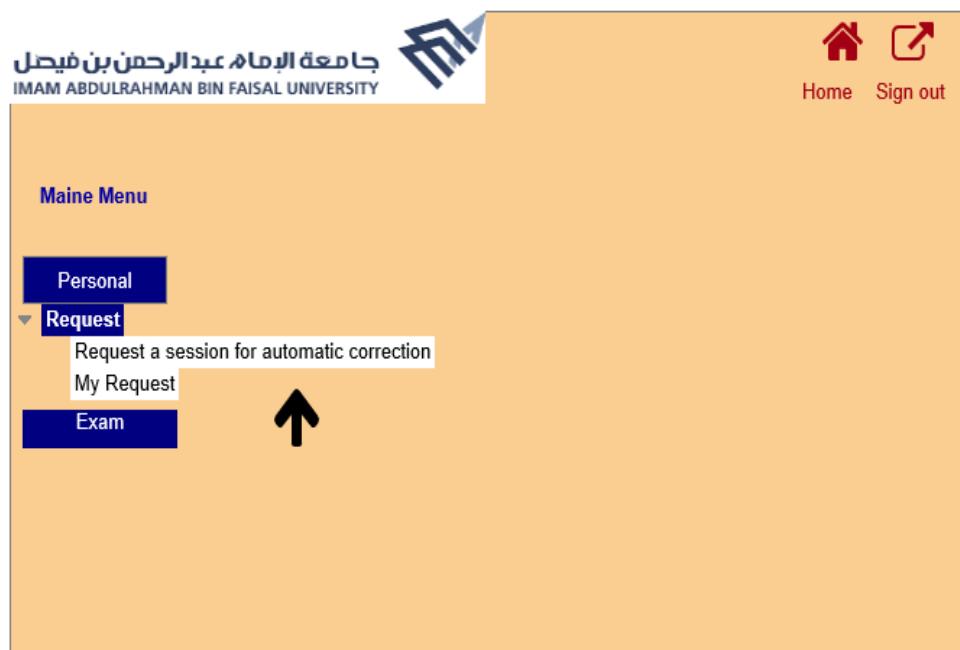


Figure 3.4.3: Session page



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- When click request a session for automatic correction, will appear all the requirements that must be completed in order to request a session for automatic correction such as date , time.

Hint: it is not necessary to attach the exam paper, but it is optional for faculty member if she/ he wants to request a session but without his/ her presence in person because maybe he/she busy or anything.

The screenshot shows a web interface for requesting an automatic correction session. At the top, there is a header with the university's name in Arabic and English ('IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY') and logos. To the right are 'Home' and 'Sign Out' buttons. On the left, a vertical menu has 'Request' selected. The main form is titled 'Request a session for automatic correction'. It contains fields for ID (101002), Name (Lama Alyaha), Date (10/10/2019), Time (8:00 AM), Type (Quiz), and Course (MATH 211). Below these fields is a section labeled 'Exam paper:' with a file input field and a download icon. At the bottom are 'OK' and 'Cancel' buttons.

Figure 3.4.4: Request a session for automatic correction page



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- The main function is allow faculty member to check her/his request status recently applied if it rejected the faculty member must change date/time in order to be approve.

Maine Menu

| Personal | Session Number | Course | Time | Date | Status |
|----------|----------------|----------|----------|------------|----------|
| Request | 3 | MATH211 | 8:00 Am | 10/10/2019 | Approved |
| Exam | 1 | MATH111 | 10:30 AM | 15/10/2019 | Rejected |
| | 10 | MATH 222 | 8:00 AM | 26/10/2019 | Pending |

Back

Figure 3.4.5: My requests page



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- Then after that , when click exam , there are two selections **create a new template** and **results**



Figure 3.4.6: Exam page



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- Then click create a new template will appear that allow the faculty member choose any type of template such as (Blank page / Automatic correction / Note).

The screenshot shows a web interface for creating a new template. At the top, the university's name "جامعة الإمام عبد الرحمن بن فيصل" and "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY" is displayed along with a blue logo consisting of three upward-pointing arrows. On the right side, there are "Home" and "Sign Out" buttons. On the left, a vertical menu bar has "Personal" selected, while "Request" and "Exam" are other options. The main content area is titled "Create a new template". It contains a form with a "Name:" field containing "Quiz 2 (MATH 222)". Below it is a "Type of template:" section with three radio button options: "Blank page", "Automatic correction" (which is selected), and "Note". At the bottom right of the form is a "Next" button.

Figure 3.4.7: Create a new template page



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- Then after that, the faculty member can create a template for testing. In addition, the faculty member can save and print it.

The screenshot shows a web-based application for generating exam papers. At the top, the university's logo and name are displayed: "جامعة الإمام عبد الرحمن بن فهيد" and "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY". To the right are links for "Home" and "Sign Out". Below this is a "Maine Menu" with options: "Personal", "Request", and "Exam". The main content area displays a template for an exam paper. The template includes a header with instructions in Arabic, a large grid for marking student answers (with a red arrow pointing to a specific row), and a footer with a barcode and additional text. At the bottom of the template area are "Print" and "Save" buttons.

Figure 3.4.8: Exam paper page



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- Click exam and there are two option **exam result** and **exam report**, the faculty member can choose any option based on his/her requested.

The screenshot shows a web interface for the Imam Abdulrahman Bin Faisal University. At the top, the university's name is displayed in Arabic and English, along with its logo. On the right side, there are "Home" and "Sign Out" buttons. A sidebar on the left contains a "Maine Menu" with options: Personal, Request, and Exam. The main content area is titled "Type of result:" and contains two radio buttons: one for "Exam result" and another for "Exam report". Below this, a dropdown menu is set to "MATH 222". At the bottom right of the content area is a "Next" button.

Figure 3.4.9: Result page



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- When click exam result that allows faculty members to show the students' marks & grades during exam and they can print it if they want.

The screenshot shows a web-based application interface for managing exam results. At the top, the university's name "جامعة الإمام عبد الرحمن بن فيصل" and "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY" is displayed along with a logo consisting of three vertical bars. On the right side, there are "Home" and "Sign out" buttons. The main content area has a yellow header bar with "Maine Menu" and a sidebar menu containing "Personal", "Request", and "Exam" options, where "Exam" is currently selected. The main content area displays a table titled "Quiz1/ introduction into Mathematics" showing student results:

| ID | Mark | Percentage | Grades |
|--------|------|------------|--------|
| 201739 | 2 | 20% | F |
| 201734 | 10 | 100% | A+ |
| 201839 | 7 | 70% | C |
| 201866 | 3 | 30% | F |
| 201876 | 4 | 40% | F |
| 201877 | 10 | 100% | A+ |
| 201888 | 10 | 100 | A+ |
| 201890 | 9 | 90% | A |
| 201923 | 8 | 80% | B |
| 201928 | 6 | 60% | D |

At the bottom of the content area, there are three buttons: "Next", "Print", and "Back".

Figure 3.4.10: Exam result page



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- When click **next button** the faculty member sees what the department has written about comments on students' marks & grades

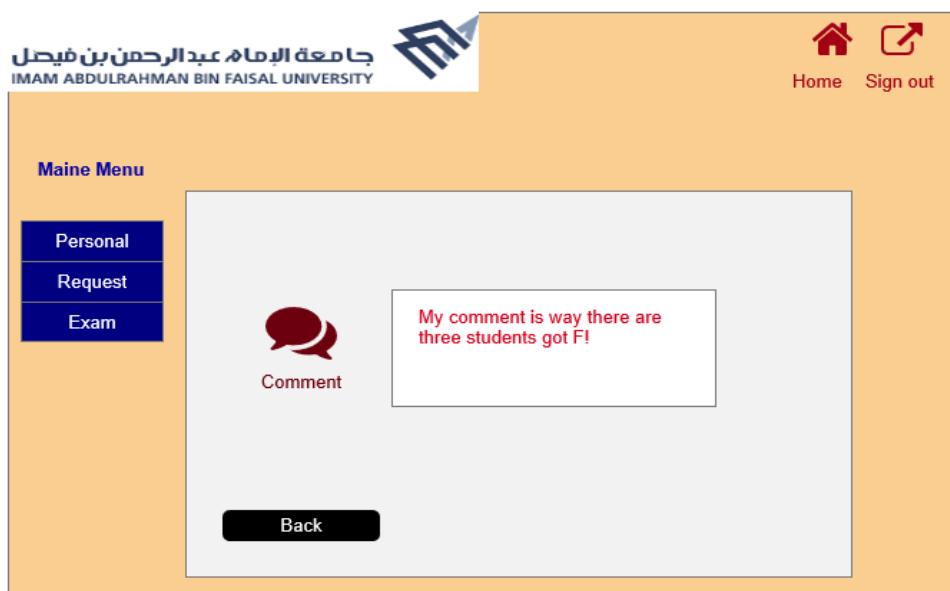


Figure 3.4.11: comment page



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- **Administrator page :**

- the homepage appears to users will all personal information

The screenshot shows a user interface for a university system. At the top, there is a header with the university's name in Arabic and English ("جامعة الإمام عبد الرحمن بن فهيد" and "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY") and a logo. To the right of the header are "Home" and "Sign Out" buttons. On the left, there is a "Maine Menu" with options: "Personal" (which is highlighted in blue), "Request", and "Automatic correction". In the center, there is a section titled "Personal information" with a user icon. Below this, the user's details are listed in a grid:

| | | | |
|--------|--------------|-------------|-----------------------|
| Name: | Shoog Alshsa | Email: | ShoogAlash.iau.edu.sa |
| ID: | 101125 | Type: | Administrator |
| Major: | Mathematics | Department: | Mathematics |

Figure 3.4.12: Home page



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- The main function allows administrators to see list of automatic correction requests that need an action. In addition, to help his/her find a faster search, the administrator can specify the month and type of exam such as (10/10/2019) to (30/10/2019). The administrator action can be either (Reject/Approve).

Hint: The administrator rejects the request because of the time conflict with another faculty member.

The screenshot shows a web interface for managing automatic correction requests. At the top, there is a header with the university's name in Arabic and English ('IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY') and logos. On the right, there are 'Home' and 'Sign Out' buttons. On the left, a vertical sidebar titled 'Maine Menu' lists 'Personal Request' and 'Automatic correction'. The main content area is titled 'List of Automatic correction requests'. It features a search form with dropdowns for 'Type' (set to 'Quiz') and date range ('Date: 1/10/2019' to 'To 30/10/2019'), and a 'Search' button. Below the search form is a table with four columns: 'ID', 'Type', 'Time', and 'Date'. Three rows of data are listed:

| ID | Type | Time | Date |
|--------|------|----------|------------|
| 101002 | Quiz | 8:00 AM | 5/10/2019 |
| 101222 | Quiz | 11:00 AM | 10/10/2019 |
| 101396 | Quiz | 8:00 AM | 10/10/2019 |

To the right of the table, there are three red circles with checkmarks, corresponding to the three rows of data.

Figure 3.4.13: List of Automatic correction requests



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- When administrator click **Automatic correction** allow to him/ her enter all the required data “information” to make the automatic correction action such as the name of the faculty member, type of exam, course and so on. In addition, the administrator can choose type of result (Exam result / exam report / both).

Hint: The administrator chooses the type of results based on the request of a faculty member.

The screenshot shows a web interface for 'Automatic correction'. At the top, there's a header with the university's name in Arabic and English ('IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY') and logos. On the right are 'Home' and 'Sign Out' buttons. The main menu on the left has options: 'Personal', 'Request', and 'Automatic correction' (which is highlighted). The central form contains fields for ID (Lama), Name (Alyaha), Version (A), Type (Quiz), Course (MATH 222), and Total Mark (10). Below these, a 'Type of Result' section has three radio buttons: 'Exam Result', 'Exam Report', and 'Both' (which is selected). A note at the bottom says 'Note: You will not get the result until you finish'. At the bottom are 'Finish', 'Cancel', and 'Apply' buttons.

Figure 3.4.14: Automatic correction page



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- Then allow administrator to see exam result such as percentage and grades, after that the administrator sends exam result to faculty member/department; also the administrator can print the exam result if she/he wants.

The screenshot shows a web interface for managing exam results. At the top, there is a header with the university's name in Arabic and English ('جامعة الإمام عبد الرحمن بن فيصل' and 'IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY'), a logo, and navigation links for 'Home' and 'Sign Out'. On the left, a 'Maine Menu' sidebar lists 'Personal', 'Request', and 'Automatic correction'. The main content area displays a table titled 'Quiz 1 / introduction into Mathrmatics' showing student performance. The table has columns for ID, Mark, Percentage, and Grades. Below the table are three buttons: 'Next', 'Send', and 'Print'.

| ID | Mark | Percentage | Grades |
|--------|------|------------|--------|
| 201739 | 2 | 20% | F |
| 201734 | 10 | 100% | A+ |
| 201839 | 7 | 70% | C |
| 201866 | 3 | 30% | F |
| 201876 | 4 | 40% | F |
| 201877 | 10 | 100% | A+ |
| 201888 | 10 | 100% | A+ |
| 201890 | 9 | 90% | A |
| 201923 | 8 | 80% | B |
| 201938 | 6 | 60% | D |

Figure 3.4.15: Exam result page



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- Exam report allow to the department / faculty member see more details in exam result such as: Max mark: 10, Number of students got full mark: seven, after that the administrator sends to the department/faculty member, also she/ he can print the report.

Hint: The administrator sends exam report based on faculty member request.



Figure 3.4.16: Exam report page



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- **Department page:**

- The homepage appear to users will all personal information such as name, major.

The screenshot shows a user profile page from the IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY website. At the top, there is a banner with the university's name in Arabic and English, along with its logo. On the right side of the banner are 'Home' and 'Sign Out' buttons. Below the banner, on the left, is a 'Main Menu' with options: 'Personal' (which is highlighted in blue), 'Result', and 'Administrator'. On the right, under the heading 'Personal information', is a table displaying the following details:

| | | | |
|--------|-------------|-------------|-----------------------|
| Name: | Sara Alyamy | Email: | SaraAlyamy.iau.edu.sa |
| ID: | 10300 | Type: | Chairperson |
| Major: | Mathematics | Department: | Mathematics |

Figure 3.4.17: Department homepage.



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- When the department **click result**, will see all reports (Exam result / Exam report) submitted by the administrator are shown. In addition, to help him/her find a faster search the department can specify the date such as from 1/10/2019 to 30/10/2019.

The screenshot shows a web-based application for managing exam results. At the top, there is a header with the university's name in Arabic and English, a logo, and navigation links for 'Home' and 'Sign Out'. On the left, a vertical menu bar lists 'Personal', 'Result' (which is currently selected), and 'Administrator'. The main content area has a search form where 'Date' is set to '1/10/2019' and 'To' is set to '30/10/2019'. Below this, there are radio buttons for selecting the 'Type of test': 'Quiz', 'Midterm', and 'Final'. A 'Search' button is located below the search form. A table displays exam results with columns for ID, Course, Date, Exam result, and Exam report. Two rows of data are shown: one for MATH221 (Quiz) on 10/10/2019 and another for MATH 241 (quiz) on 11/10/2019. The 'Exam result' and 'Exam report' columns for both rows contain blue 'Click' links, with a small blue arrow pointing to the 'Click' link in the second row. At the bottom of the main content area is a 'Back' button.

| ID | Course | Date | Exam result | Exam report |
|--------|--------------------|------------|-----------------------|-----------------------|
| 101002 | MATH221 (Quiz) | 10/10/2019 | Click | Click |
| 101259 | MATH 241 (quiz) | 11/10/2019 | Click | Click |

Figure 3.4.18: Result page



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- Then when **click exam result** allows to the department to see the students' marks & grades. In addition, she/ he can print it.

The screenshot shows a web interface for a university system. At the top, there is a header with the university's name in Arabic and English, "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY", and its logo. On the right side of the header are "Home" and "Sign Out" buttons. Below the header, on the left, is a "Maine Menu" sidebar with options: "Personal", "Result", and "Administrator". The main content area displays the results of "Quiz 1 / introduction into Mathrmatics". The results are presented in a table:

| ID | Mark | Percentage | Grades |
|--------|------|------------|--------|
| 201739 | 2 | 20% | F |
| 201734 | 10 | 100% | A+ |
| 201839 | 7 | 70% | C |
| 201866 | 3 | 30% | F |
| 201876 | 4 | 40% | F |
| 201877 | 10 | 100% | A+ |
| 201888 | 10 | 100% | A+ |
| 201890 | 9 | 90% | A |
| 201923 | 8 | 80% | B |
| 201938 | 6 | 60% | D |

At the bottom of the results table are two buttons: "Print" and "Back".

Figure 3.4.19: Exam result



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- Then after that, when **click exam report** will allow to he/ she sees more details about the exam. In addition, the department can print it. When click **next button** will move to the next page.

Hint: the exam result / exam report sent from administrator after each exam.



Figure 3.4.20: Exam report page



**Royal Commission for Jubail and Yanbu
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- The main function is allow to the department write comment to faculty member based on his/her students' marks & grades.

Hint: Write comment is optional option of the department.

A screenshot of a web application interface. At the top, the university's name "جامعة الإمام عبد الرحمن بن فaisal" and "IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY" is displayed next to a blue logo. To the right are "Home" and "Sign Out" buttons. Below this is a "Maine Menu" section with "Personal", "Result", and "Adminstartor" options. The main content area shows a "Comments" section with a red message box containing the text: "The students did a great job during exam but my comments , why there are three students got F!!". There is a "Send" button at the bottom right of the comment box. A small speech bubble icon is also present near the comments text.

Figure 3.4.21: Comment page



**Royal Commission for Jubail and Yanbu
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- The main function is allowed for the department easily communication with an administrator, such as can select the name of administrator. In addition, the department can attach exam schedule in order to help administrator to decide action. In addition, the department can write comment to administrator.

The screenshot shows a web interface for an administrator. At the top, there is a header with the university's name in Arabic and English ('IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY') and logos. On the right side of the header are 'Home' and 'Sign Out' buttons. Below the header is a 'Maine Menu' section with three options: 'Personal', 'Result', and 'Administrator'. The 'Administrator' option is highlighted. The main content area contains fields for 'Name' (set to 'Shoog Alshoshan') and 'Exam Schedule' (set to 'Optional'). To the left of these fields is a 'Comment' button with a speech bubble icon. A text box displays a comment in red text: 'I saw the students' grades & Marks of introduction into Mathematics course is good but there are three students got F !'. At the bottom of the form are three buttons: 'Send', 'Cancel', and 'Back'.

Figure 3.4.22: Administrator page



**Royal Commission for Jubail and Yanbu
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❖ Screenshots of Tables

- Employee table showing information**

| Employee_ID | Employee_FName | Employee_LName | Employee_Position | Employee_Major | Employee_Email | Employee_Password | Department_ID | Course_Code |
|-------------|----------------|----------------|-------------------|-------------------------------|---------------------------|-------------------|---------------|-------------|
| 101002 | Lama | Alyaha | Faculty member | Mathematics | LamaAlyaha.iau.edu.sa | La77@33 | 1 | MATH 211 |
| 101125 | Shoog | Alshoshan | Administrator | Mathematics | ShoogAlshashan.iau.edu.sa | SH%00 | 1 | MATH 211 |
| 101222 | Latifa | Ali | Faculty member | Mathematics | LatifaAli.iau.edu.sa | DSQ@00 | 1 | MATH 222 |
| 101257 | Noura | Alsloom | Faculty member | English language | NouraAlsloom.iau.edu.sa | NN##00 | 3 | ENG 303 |
| 101259 | Rahaf | Mohmmed | Faculty member | Mathematics | RahafMohmmed.iau.edu.sa | RWq90 | 1 | MATH 111 |
| 101264 | Latifa | Mohned | Faculty member | Computer science | LatifaMohned.iau.edu.sa | Lmn74\$ | 4 | COMP 122 |
| 101327 | Fatima | Nassar | Administrator | English language | FatimaNassae.iau.edu.sa | FDS266 | 3 | ENG 101 |
| 101333 | Noha | Mohmmed | Faculty member | Curricula and teaching method | NohaMohmmed.iau.edu.sa | NNNN%33 | 7 | CMSK142 |
| 101346 | Naima | Mohmmed | Administrator | English language | NaimaMohmmed.iau.edu.sa | Nsu* | 3 | ENG 303 |
| 101358 | Farah | Ali | Faculty member | General study | FarahAli.iau.edu.sa | FG+!22 | 8 | GC 323 |
| 101364 | Lamyia | Khalf | Faculty member | Curricula and teaching method | LamyiaKhalf.iau.edu.sa | Qu99\$ | 7 | COMP 122 |
| 101365 | Bayadr | Fahad | Faculty member | Computer Science | BayaderFahad.iau.edu.sa | BBB#1 | 4 | CS 310 |
| 101394 | Deema | Ahmed | Faculty member | Physics | DeemaAhmed.iau.edu.sa | De**12% | 6 | PHYS 212 |
| 101396 | Njood | Mohned | Administrator | Kindergarten | NjoodMohned.iau.edu.sa | NJ34% | 2 | CIS 325 |
| 101479 | Maryam | Samai | Administrator | Computer science | MaryamSamai@iau.edu.sa | MR2200* | 4 | Cs202 |
| 101555 | Nahal | Yosef | Administrator | General study | NahalYosef.iau.edu.sa | REN**0 | 8 | Gs 323 |
| 101587 | Ahlam | Nassar | Faculty member | English language | AhlamNassar@iau.edu.sa | AHHH% | 3 | ENG 101 |
| 101589 | Nouf | Ali | Administrator | Curricula and teaching method | NoufAli@iau.edu.sa | NoufA\$ | 7 | LRSK141 |
| 101643 | Sara | Mansor | Administrator | Physics | SaraMansor@iau.edu.sa | SaraMM10 | 6 | MATH 222 |
| 101665 | Sara | Yaessr | Faculty member | Kindergarten | SaraYaessr.iau.edu.sa | Sara@ | 2 | CIS325 |
| 101767 | Yassman | Salman | Faculty member | Special education | Yassman@iau.edu.sa | YYU)+ | 5 | CMSK 142 |
| 101875 | Sara | Ali | Faculty member | Physics | SaraAli.iau.edu.sa | Sarrrr#3 | 6 | CS 321 |
| 101939 | Lwalw | Ali | Faculty member | General study | LwalwAli.iau.edu.sa | LWW8+ | 8 | GC 323 |
| 101997 | Nawil | Ali | Administrator | Special education | NawilAli@iau.edu.sa | NMM# | 5 | CMSK 142 |

Table 3.4.2: Employee table



Royal Commission for Jubail and Yanbu
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- Course table showing information

| Course_Code | Course_Name | Employee_ID |
|-------------|---|-------------|
| CIS325 | Ethics in Islam | 101939 |
| CMSK142 | communication skills | 101665 |
| COMP 122 | computer application | 101259 |
| CS 310 | Principles pf programming | 101365 |
| CS 321 | Electronics | 101364 |
| Cs202 | Computer communication | 101264 |
| ENG 303 | Translation | 101587 |
| ENG101 | English language | 101257 |
| GS 323 | Aribic | 101358 |
| ISLM 271 | Social system in Islam | 101358 |
| LRSK141 | Learning and research skills | 101665 |
| MATH 111 | introsuction into mathematics | 101002 |
| MATH 211 | Computer skills | 101264 |
| MATH 222 | Calculus1 | 101222 |
| MIS 202 | Introduction to management information system | 101365 |
| PHYS 212 | Physics | 101394 |

Table 3.4.3: Course table



**Royal Commission for Jubail and Yanbu
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- Department table showing information

| Dapertment_ID | Department_Name | Department_Director | Employee_ID |
|---------------|-------------------------------|---------------------|-------------|
| 1 | Mathemats | Dr.sara | 101002 |
| 2 | Kindergarten | Dr.saja | 101665 |
| 3 | English language | Dr.Noura | 101257 |
| 4 | Computer science | Dr.Dabaya | 101264 |
| 5 | Special education | Dr.Asma | 101767 |
| 6 | Physics | Dr.Lama | 101875 |
| 7 | Curricula and teaching methpd | Dr.Amal | 101333 |
| 8 | General study | Dr.Haya | 101939 |

Table 3.4.4: Department table



Royal Commission for Jubail and Yanbu
Jubail University College
Academic Affairs Department

- Exam table showing information

| Exam_ID | Student_ID | Course_Code | Exam_Langauge | Exam_Version | Exam_Mark | Exam_Total |
|---------|------------|-------------|---------------|--------------|-----------|------------|
| 1 | 201739 | MATH 222 | English | B | 2 | 10 |
| 2 | 201743 | MATH 222 | English | A | 10 | 10 |
| 3 | 201839 | MATH 222 | English | B | 7 | 10 |
| 4 | 201866 | MATH 222 | English | A | 3 | 10 |
| 5 | 201876 | MATH 222 | English | B | 4 | 10 |
| 6 | 201877 | MATH 222 | English | A | 10 | 10 |
| 7 | 201888 | MATH 222 | English | B | 10 | 10 |
| 8 | 201890 | MATH 222 | English | A | 9 | 10 |
| 9 | 201923 | MATH 222 | English | A | 8 | 10 |
| 10 | 201937 | MATH 222 | English | A | 6 | 10 |
| 11 | 201938 | MATH 222 | English | A | 5 | 10 |
| 12 | 201941 | MATH 222 | English | A | 0 | 10 |
| 13 | 201945 | MATH 222 | English | A | 10 | 10 |
| 14 | 201945 | MATH 222 | English | B | 8 | 10 |
| 15 | 201946 | MATH 222 | English | B | 7 | 10 |
| 16 | 201955 | MATH 222 | English | B | 2 | 10 |
| 17 | 201984 | MATH 222 | English | B | 9 | 10 |

Table 3.4.5: Exam table



Royal Commission for Jubail and Yanbu
Jubail University College
Academic Affairs Department

- Students table showing information

| Student_ID | Student_Fname | Student_Lname | Student_Email | Student_Phone |
|------------|---------------|---------------|----------------------------|----------------|
| 201739 | Lama | Salm | LamaSalm@iau.edu.sa | +9665330027745 |
| 201743 | Abrar | Nassar | AbrarNassar@iau.edu.sa | +966559476434 |
| 201839 | Amal | Alyamy | AmalAlyamy@iau.edu.sa | +966512465019 |
| 201866 | Fatima | Ali | FatimaAli@iau.edu.sa | +966500122229 |
| 201876 | Boushra | Mohmmmed | BoushraMohmmmed@iau.edu.sa | +966505050329 |
| 201877 | Lama | Ali | LamaAli@iau.edu.sa | +966505858433 |
| 201888 | Amara | Ali | AmaraAli@iau.edu.sa | +966500603633 |
| 201890 | Malak | Mohmmmed | MalakMohmmmed@iau.edu.sa | +966533332098 |
| 201923 | Malak | Khalad | MalakKhalad@iau.edu.sa | +9665002998403 |
| 201937 | Srara | Majad | SaraMajad@iau.edu.sa | +966502323417 |
| 201938 | Nabail | Abduliziz | NabailAbduliziz@iau.edu.sa | +966599237750 |
| 201939 | Latifa | Mohmmmed | LatifaMohmmmed@iau.edu.sa | +966500238810 |
| 201941 | Asma | Mohmmmed | AsmaMommed@iau.edu.sa | +966552000087 |
| 201945 | Manal | Alanize | ManalAlanize@iau.edu.sa | +966555555120 |
| 201946 | Noura | Ali | NouraAli@iau.edu.sa | +966533209918 |
| 201955 | Latifa | Fahad | LatifaFahad@iau.edu.sa | +966500999943 |
| 201984 | Yara | Ali | YaraAli@iau.edu.sa | +9665009897503 |

Table 3.4.6: Student table



**Royal Commission for Jubail and Yanbu
Jubail University College
Academic Affairs Department**

● **Session table showing information**

| Session_Number | Session_Type | Session_Time | Session_Name | Session_Date | Session_Status | Employee_ID |
|----------------|--------------|--------------|------------------------|--------------|----------------|-------------|
| 1 Quiz | | 8:00:00 AM | Exam result | 10/10/2019 | Approved | 101002 |
| 2 Quiz | | 11:00:00 AM | Exam result | 5/10/2019 | Approved | 101222 |
| 3 Quiz | | 11:00:00 AM | Exam result and report | 10/26/2019 | Approved | 101257 |
| 4 Final | | 9:00:00 AM | Exam result and report | 11/15/2019 | Approved | 101259 |
| 5 Final | | 8:30:00 AM | Exam result and report | 11/21/2019 | Approved | 101264 |
| 6 Quiz | | 9:00:00 AM | Exam result | 10/29/2019 | Approved | 101327 |
| 7 Quiz | | 10:30:00 AM | Exam result | 12/21/2019 | Approved | 101346 |
| 8 Midterm | | 8:00:00 AM | Exam result | 10/31/2019 | Approved | 101358 |
| 9 Midterm | | 11:00:00 AM | Exam result and report | 10/30/2019 | Pending | 101364 |
| 10 Midterm | | 8:00:00 AM | Exam result | 10/10/2019 | Approved | 101394 |
| 11 Quiz | | 8:00:00 AM | Exam result | 12/26/2019 | Reject | 101396 |
| 12 Final | | 9:00:00 AM | Exam result | 10/26/2019 | Approved | 101479 |
| 13 Quiz | | 10:00:00 AM | Exam result | 11/15/2019 | Approved | 101587 |
| 14 Final | | 9:00:00 AM | Exam result and report | 10/29/2019 | Reject | 101589 |
| 15 Quiz | | 11:00:00 AM | Exam result | 11/10/2019 | Approved | 101643 |
| 16 Midterm | | 9:00:00 AM | Exam result and report | 10/28/2019 | Approved | 101002 |
| 17 Midterm | | 8:00:00 AM | Exam result | 12/20/2019 | Approved | 101257 |
| 18 Midterm | | 8:00:00 AM | Exam result | 10/30/2019 | Reject | 101264 |
| 19 Midterm | | 11:00:00 AM | Exam result | 10/30/2019 | Reject | 101257 |

Table 3.4.7: Session table



**Royal Commission for Jubail and Yanbu
Jubail University College
Academic Affairs Department**

❖ Queries

There are nine main reports that support admin users of the system. These reports are generated from Access SQL queries and presented in the user interface.

1- Session table:

A) Administrator's decision:

This query helps the administrator in order to make a decision either (reject or approve) the request from faculty member based on ordering date/time. In addition, it helps the admin to make easy decisions by searching "type of session" either Quiz/Final/Midterm.

Screenshot table:

| Session_Number | Employee_ID | Session_Date | Session_Time | Session_Type |
|----------------|-------------|--------------|--------------|--------------|
| 2 101222 | | 5/10/2019 | 11:00:00 AM | Quiz |
| 1 101002 | | 10/10/2019 | 8:00:00 AM | Quiz |
| 3 101257 | | 10/26/2019 | 11:00:00 AM | Quiz |
| 6 101327 | | 10/29/2019 | 9:00:00 AM | Quiz |

Table 3.4.8: Administrator decision



**Royal Commission for Jubail and Yanbu
Jubail University College
Academic Affairs Department**

Query Code:

```
SELECT Session_Number, Employee_ID, Session_Date, Session_Time,  
Session_Type  
FROM [Session]  
WHERE Session_Date Between #1/10/2019# AND # 30/10/2019 #  
AND Session_Type='Quiz'  
ORDER BY Session_Date;
```

B) Approved request details report

This query is responsible for finalizing the report for those approve requests from faculty member. By collecting some date, include Employee ID, Session Number, Session Date, and Session Time. The administrator responsible for approval and status of the request.

Screenshot table:

| Session_Number | Employee_ID | Session_Type | Session_Date | Session_Time | Session_Status |
|----------------|-------------|--------------|--------------|--------------|----------------|
| 2 10122 | Quiz | | 5/10/2019 | 11:00:00 AM | Approved |
| 1 101002 | Quiz | | 10/10/2019 | 8:00:00 AM | Approved |
| 3 101257 | Quiz | | 10/26/2019 | 11:00:00 AM | Approved |
| 6 101327 | Quiz | | 10/29/2019 | 9:00:00 AM | Approved |
| | | | | | |

Table 3.4.9: Approved request details report



**Royal Commission for Jubail and Yanbu
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Academic Affairs Department**

Query Code:

```
SELECT Session_Number, Employee_ID, Session_Type, Session_Date,  
Session_Time, Session_Status  
FROM [Session]  
WHERE Session_Type='Quiz'  
AND Session_Date Between #1/10/2019 # AND #30/10/2019#  
AND Session_Status='Approved'  
ORDER BY Session_Date;
```

C) Update request status for updating the status for those

This query is responsible for updating the status of those pending requests or change some of approved or reject status.

Screenshot table:

| Session_Number | Session_Type | Session_Time | Session_Name | Session_Date | Session_Status | Employee_ID |
|----------------|--------------|--------------|------------------------|--------------|----------------|-------------|
| 3 | Quiz | 11:00:00 AM | Exam result and report | 10/26/2019 | Approved | 101257 |
| 17 | Midterm | 8:00:00 AM | Exam result | 12/20/2019 | Approved | 101257 |
| 19 | Midterm | 11:00:00 AM | Exam result | 10/30/2019 | Approved | 101257 |

Table 3.4.10: Update request status for updating the status for those



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Query Code:

Update Session

SET Session_Status='Approved'

Where Employee_ID= ' 101264'

Select*

From Session

Where Session_Status='Approved'

AND Employee_ID='101257';

2- Course table

A) Searching name of the subject

This query is responsible to the faculty member/department to find the code and name of the subject when they want to request a session for automatic correction through the system. At other side help, department/ faculty member when he/she wants to see exam results/exam reports.

Screenshot table:

| Course_Name | Course_Code |
|------------------|-------------|
| English language | ENG101 |
| * | |

Table 3.4.11: Query for Searching name of subject



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Query code:

```
SELECT Course_Name,Course_Code  
From Course  
Where Course_Code='ENG101';
```

3- Exam table

A) Calculate percentage & Grades

This query is responsible to help the administrator to calculate percentage & Students' grades, when she /he needs to send exam result to the faculty member and department.

Screenshot table:

| Student_ID | Percentage | Grades |
|------------|------------|--------|
| 201739 | 20 | F |
| 201743 | 100 | A+ |
| 201839 | 70 | C |
| 201866 | 30 | F |
| 201876 | 40 | F |
| 201877 | 100 | A+ |
| 201888 | 100 | A+ |
| 201890 | 90 | A |
| 201923 | 80 | B |
| 201937 | 60 | D |
| 201938 | 50 | F |
| 201941 | 0 | F |
| 201945 | 100 | A+ |
| 201945 | 80 | B |
| 201946 | 70 | C |
| 201955 | 20 | F |
| 201984 | 90 | A |
| * | | |

Table 3.4.12: Query for calculating percentage & Grades



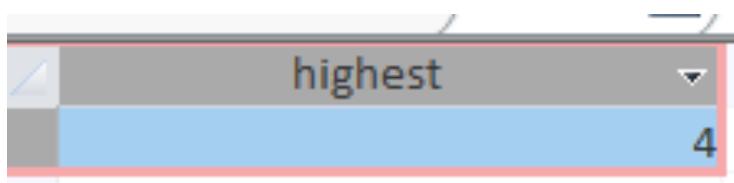
**Royal Commission for Jubail and Yanbu
Jubail University College
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Query code:

```
SELECT Student_ID , (Exam_Mark/Exam_Total)*100 As Percentage ,  
  
IIF( Percentage >=95 , 'A+' , IIF( Percentage >=90 , 'A' , IIF( Percentage>=85 , 'B+' ,  
IIF( Percentage >=80 , 'B' , IIF( Percentage>=75 , 'C+' , IIF( Percentage >=70 , 'C',  
IIF(Percentage >=65 , 'D+' ,IIF( Percentage >=60 , 'D', IIF( Percentage <=59 , 'F' ))  
)))))) As Grades  
  
From Exam;
```

B) Calculate highest mark

This query is responsible to help calculate how many student got full mark in the exam.



| highest |
|---------|
| 4 |

Table 3.4.13: Query for calculating highest mark



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Query code:

```
SELECT count (Exam_Mark) AS highest
```

```
From Exam
```

```
Where Exam_Mark=10;
```

C) Calculate bad mark

This query is responsible to helps to calculate the bad mark “minimum” during the exam.

A screenshot of a Microsoft Excel cell. The formula bar at the top shows the text "Bad". Below it, the cell itself contains the number "0". The cell has a light blue background and is bordered by a thin red line.

Table 3.4.14: Query for calculating bad mark

Query code:

```
SELECT MIN (Exam_Mark) As Bad
```

```
From Exam;
```



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D) Full mark

This query is responsible to show whom students got full mark during the exam.

| | Student_ID | Exam_Mark |
|--|------------|-----------|
| | 201743 | 10 |
| | 201877 | 10 |
| | 201888 | 10 |
| | 201945 | 10 |

Table 3.4.15: Query for full mark

Query code:

```
SELECT Student_ID, Exam_Mark
From Exam
Where Exam_Mark=10;
```



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F) Calculate average mark

This query is responsible to calculate average students' marks during the exam.

Screenshot table:

| Average |
|------------------|
| 6.47058823529412 |

Table 3.4.16: Query for calculating average

Query code:

```
SELECT AVG (Exam_Mark) As Average
```

```
From Exam;
```



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Testing

Testing the system is a key part of the implementation that examine the overall system operations. The system was tested with administrator of automatic correction. Therefore, the system has been checked by usability test.

Limitations:

- **Thinking:**

I faced some confusion to decide which prototyping tool to use to develop the user interface also learning new tool will take time and effort in order to learn how to use it.

- **Need network connection:**

The system functions will not work without an internet.

- **Short field training period:**

Due to the short time of the field training period, there was not enough time to learn the integration.

- **Database:**

I was not able to install & connect Oracle Database. If the company needs to build this system, they must use Oracle Database because it is for more than one user and it is more secure.



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3.4 Conclusion

The overall experience of working on this environment has given me a chance to have a good background about (Employee Affairs, IT Helpdesk support, Quality and Evaluation) environment .Through my work, I was able to gain new insights and more comprehensive understanding about real work.

By implementing Automatic Correction Management System, I was able to utilize my analysis skills, which is the heart of business intelligence and understand the database design concept that allowed me to structure the tables and find the relationship between them. In fact, the implementation of Automatic Correction Management System was a reinforcement of courses that had been studied in college such as System Analysis and Design, Business Data Management.

In the implementation phase, which was the development of Automatic Correction Management System user interface, I was able to learn Axure Software .Axure is a software that helps others to implement prototype system without the need of programming languages.

My interpersonal skills level has increased exponentially during my internship program, and I was able to polish up the previously dormant unused skills. My supervisor and co-works were very kind and helpful .They welcome any questions and addressed the concern I had, and were always there for me when I needed assistance.

During my work experience at Imam Absulrahman bin Faisal University (College of science & Humanities); there were many opportunities as it was a great chance to learn, and to gain a great experience that helped me to do my project.



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Jubail University College
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Section 4

General Skills Acquired



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Academic Affairs Department**

General Skills Acquired:

During my training program as job duration, that enhances my values and gives me more skills and knowledge. **These skills are:**

Communication: I had better ability to express my ideas and opinions to other.

Willing to learn new tasks: by being to learn, new tasks always and never said I could not do it. I like to handle verity of tasks to learn new things and support others.

Teamwork: I learned when I working with the team that will facilitate problems, discover solution early, how can see the problem from all aspects and learned how to respect other opinions because there are different views in each person.

Ability to work under pressure: Play three roles at the same time an employee that have regular work hour in real environment with real responsibility. Also, as an analyst and designer to finish my project that put me under pressure and learns how to be able to manage my time, how to overcome the struggles and be positive always.

Computer skills: As a trainee at IT Helpdesk that gives me the chance to improve my computer skill and how to deal with a component of computers.

Interpersonal Abilities: I had the ability to build relationship, and the ability to inspire others to do what needs to be done

Problem solving: I had opportunity to apply my logical and analytical skills in solving problem mainly through the implementation of Automatic Correction Management System database.



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Section 5

Conclusion



**Royal Commission for Jubail and Yanbu
Jubail University College
Academic Affairs Department**

Conclusion:

In conclusion, it was really a good opportunity to join at Imam Abdulrahman University (college of science & Humanities) to pursue training cooperative program. The whole period was a new experience for me. Many things that I learned and added positive effect on my personality because I working in different departments like Employees Affairs, IT Helpdesk Support, Quality and Evaluation Unit that added value and more knowledge in different aspects.

On other hand, filed training experience give me the chance to identify my strength and weakness, improve my skills like communication verbal and nonverbal, teamwork, and ability to work under pressure and computer skills. These skills developed by many tasks that I did in the period of fifteen weeks.

Finally, I would like to express my thanks and compliments to all staff at Imam Abdulrahman University (college of science & Humanities) to pursue training cooperative program.



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Web. 2019, November, 1



Royal Commission for Jubail and Yanbu
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Section 6

Weekly Job recorded



Field Training Weekly Log Sheet

Weekly Record of Training

| | |
|--------------------------------------|---|
| Week No: one | Date: 5-9-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdurhman University |

Briefly write about:

➤ The work you have done this week.

- Attend meeting with Ms.Aziza Turkestaini (My supervisor) Then, she show me the environment at the college and the department that I will work on it.
- Attend meeting with Ms.Jazwa and Ms.Nadia Al dossary (My supervisors in employee affairs) and explained to me the tasks
- Manually create new statistics for administrative staff.
- Create and update statistical on Excel to check the status of faculty members at the college.
- Review and Update the curriculum vitae “CV” and private date of faculty members.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

She is smart, hard working, good with working with college, cooperative.

Suggestions to enhance Trainee's performance:

Supervisor's Name nadyah al dessary Signature 
Date 5 Sep 2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



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Field Training Weekly Log Sheet

Weekly Record of Training

| | |
|--------------------------------|---|
| Week No: Two | Date: 8-9-2019 / 12-9-2019 |
| Student Name: Latifa Al yaeesh | Student ID: 35120039 |
| Major: MIS | Company: College of Science and Humanities |

Briefly write about:

- Update and coordinate the absences of members of administrative and contact members of administrative who did not submit the excuse of absence.
- Update and coordinate letters.
- Writing and coordinating official letters(Job description , absences) by using(word) .
- Organize and mentoring attendance to Dr.Sameh lecture (The economic system in Islam) for two hours .
- Coordinate and Update the request for extracting sick leave repots.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

此人表现良好，能胜任工作

此人表现良好

Suggestions to enhance Trainee's performance:

Supervisor's Name سليمان Signature SP
Date _____

| | |
|---------------|---|
| Absence days | — |
| Excused hours | — |



Field Training Weekly Log Sheet

Weekly Record of Training

| | |
|-------------------------------|--------------------------------------|
| Week No: 3 | Date: 15-19/9/2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Download a printer driver from the official site (www.hp.com).
- Learn how to connect laptops to an interactive projector (in class room).
- Learn how to add a printer, through network (IP-Host name).
- Install a printer and connect it with (USB cable) directly to computer.
- Joining a device to domain (ud.edu.sa).
- Learning how to provide support to solve problems running the projector and apply it.
- Solve problems with word Microsoft (language, accounts..etc.) .



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

Very active girl, She likes to learn more and more, god
bless You Latifa.

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Hassani Signature Aishan
Date 19/ Sep / 2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|--------------------------------------|---|
| Week No: 4 | Date: 22-26/9/2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Update cisco information to convert it to another member.
- Solve problem virtual program.
- Provide support to solve problem running the project
- Attend a national day ceremony.
- Formatting PCs



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

You have a very beautiful personality , You can reach whatever you want to be , Keep going Tatifa . You are very Smart.

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Hassani Signature Aisha

Date 29/ Sep / 2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|-------------------------------|--------------------------------------|
| Week No: 5 | Date: 28-9-2019\3-10-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Format damaged computer by installing windows 10 operating system , joining the device to(ud.edu.sa) domain , installing default programs such as (Microsoft office 365 ,winRaR , Adobe Reader, Trend Micro and ISE requirement for network security).
- Projector in class room.
- Connecting a printer to network and installed it by (TCP\IP)
- Download a printer software from (hp.com)



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

be positive as I know you Latifa, Thankyou
For your hard working.

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Hassani Signature Aishah
Date 31 Oct 2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



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Weekly Record of Training

| | |
|-------------------------------|--------------------------------------|
| Week No: 6 | Date: 6-10-2019\10-10-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Download a printer driver.
- Connect laptops to interactive projector.
- Solve problem with word Microsoft (language, accounts..etc.).
- Install a printer and connect it with (USB cable) directly to computer.
- Solve problem with(Blackboard , Wi-Fi).
- Organize and monitoring attendance to Dr. Sameh lectures for two hours (8:00 to 9:50 am).
- Provide support to solve problem running the projector.
- Learn how to download Microsoft office 365 for (employee / student) and active it with their account.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

God bless you to whatever you want to be in your future, thank you for your hard working.

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Hassani Signature Aishan
Date 10/10/2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Royal Commission for Jubail and Yanbu
Jubail University College
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FX-ACA-062
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Weekly Record of Training

| | |
|-------------------------------|--------------------------------------|
| Week No: 7 | Date: 13-9-2019\17-10-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Solve problem with Microsoft office (language, account , version...etc).
- Update personal information in IAU website to employee and student such as password
- Format computer in order to install windows 10 operating system.
- Connect a printer to network and install it by (TCP\IP).
- Provide support to solve problem running the project and apply it.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Connect the hardware such as VGA, Keyboard , Mouse..etc.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

God bless you latifah

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Itagani Signature Aishah
Date 2 17/ Oct / 2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|-------------------------------|---|
| Week No: 8 | Date: 20-10-2019\24-10-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Provide support to solve problems running the projector at MPH.
- Solve issues and problems in information technology that happens with students during exam period.
- Attend breast cancer event at MPH.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Install Dev-C++ v5.11 program in classroom.
- Connect the hardware such as VGA, Keyboard, Mouse,etc.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

very active , and you like to learn more about Technical
Support duties. god bless you latifah

Suggestions to enhance Trainee's performance:

Aisha N. Hassan

Aisha

Date 24/Oct/2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|-------------------------------|---|
| Week No: 9 | Date: 28-10-2019\31-10-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Provide support to solve problems running the projector at MPH.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Connect the hardware such as VGA, Keyboard, Mouse,etc.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

Good bless you to whatever you want to be, Keep going.

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Hassan Signature Aishah
Date 31/oct/2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|--------------------------------------|---|
| Week No: 10 | Date: 3-11-2019\7-11-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Provide support to solve problems running the projector at MPH.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Connect the hardware such as VGA, Keyboard, Mouse, etc.
- Format computer in order to install windows 10 operating system.
- Provide support to solve problem running the project such as (problem with VGA, projector device) and apply it.
- Attend Invention and innovation workshop.
- Learn detailed information about the network wireless including encryption and password by using command prompt.
- Learn how to recover deleted files after format " iPhone" such as (I mobie , ISKY soft).
- Remove the password for laptop.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

Keep going Labifa, God Bless you.

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Hassan Signature Aishah
Date 7/Nov/2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|-------------------------------|--------------------------------------|
| Week No: 11 | Date: 10-11-2019\14-11-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Provide support to solve problems running the projector at MPH.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Connect the hardware such as VGA, Keyboard, Mouse, etc.
- Format computer in order to install windows 10 operating system.
- Provide support to solve problem running the project such as (problem with VGA, projector device) and apply it.
- Solve problem with (blackboard, Microsoft).



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

very active trainee, She likes to learn about every thing, keep going Latifa.

Suggestions to enhance Trainee's performance:

Supervisor's Name Aisha N. Hassani Signature Aisha
Date 14/Nov/2019

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|-------------------------------|--------------------------------------|
| Week No: 12 | Date: 17-11-2019\21-11-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Arrange and archive AutoCorrect test files in ascending from oldest to newest.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Design and format templates for autocorrect files.
- Learn how to write official email in order to communicate with chairperson of department regarding automated correction.
- Review and organize the names of students with conflicting subjects during the exam period.
- Reviewing and checking the invigilator name during exam period.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

She is very excellent

Suggestions to enhance Trainee's performance:

Supervisor's Name Shurouq Al-Nashab Signature [Signature]
Date _____

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



Weekly Record of Training

| | |
|--------------------------------------|---|
| Week No: 13 | Date: 24-11-2019\28-11-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ **The work you have done this week.**

- Distribute and coordinate the name of the lecturers who will invigilator during the final exam.
- organize the classrooms and prepare them for final exam of all scientific and humanitarian tracks.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Sort and organize the receipt of official letters from all academic departments.
- Organize and coordinate the names of faculty members for each course and print it.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

Suggestions to enhance Trainee's performance:

Supervisor's Name Shuwaig AL Noshan Signature [Signature]
Date _____

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



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Weekly Record of Training

| | |
|--------------------------------------|---|
| Week No: 14 | Date: 1-12-2019\5-12-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Reviewing and checking the names of the faculty members who will be invigilator during final exams period.
- Review test files for all academic departments.
- Organize and monitoring attendance to Dr.sameh lecture for two hours (8:00 to 9:50 am).
- Communicating with all departments to review the names of lecturers in order to assign them to invigilator during final exams period.
- Calculating the number of invigilator hours during the final exam period for all faculty members.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

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Suggestions to enhance Trainee's performance:

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Supervisor's Name Shawroq ALYoushan Signature [Signature]
Date _____

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



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| | |
|-------------------------------|--------------------------------------|
| Week No: 15 | Date: 8-12-2019\12-12-2019 |
| Student Name: Latifa Alyaeesh | Student ID: 35120039 |
| Major: MIS | Company: Imam Abdulrahman University |

Briefly write about:

➤ The work you have done this week.

- Calculating the number of observation hours for faulty member in the final exam.
- Review test files for all academic departments.
- Organizing and distributing the names of the faculty members in the monitoring schedule for the final exams.
- Writing official emails and communicating with the departments and faculty members.



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Company Supervisor's Assessment of the Student's Performance this week:

| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other comments:

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Suggestions to enhance Trainee's performance:

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Supervisor's Name Shur oeq Al-Neswan Signature _____
Date _____

| | |
|---------------|--|
| Absence days | |
| Excused hours | |



**Royal Commission for Jubail and Yanbu
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Academic Affairs Department**

Appendix



Royal Commission for Jubail and Yanbu
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Academic Affairs Department

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جامعة الإمام عبد الرحمن بن فهيد
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



CERTIFICATE

This is to certify that Mr. / Ms. Latifa Mohammed Alyaeesh

ID NO: 35120039 has completed her Field Training.

From 2/9/2019 to 12/12/2019.

Name of the Company Supervisor: Aisha Nasser Hassani .

Signature:

Date: 12 Dec 2019



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية العلوم والدراسات الإنسانية - الجبيل

شهادة شكر وتقدير
Certificate of Appreciation

تتقدم إدارة كلية العلوم والدراسات الإنسانية بالجبيل إلى/

((المتدربة / لطيفة بنت محمد اليعيش))

تخصص/نظم معلومات إدارية

باجزل الكلمات عبراً وأصدق المعاني تعبراً وتقديراً
على ما بذلته من مجدهوادات رائعة ولمسات مبصّة
و العمل بروح الفريق .. خلال فترة تدريبيها في الكلية

الفصل الدراسي الأول للعام الجامعي ١٤٤٠/١٤٤١هـ

نسأل الله لك التوفيق ، ولك منا جزيل الشكر والتقدير

عميدة كلية العلوم والدراسات الإنسانية - الجبيل

د. دلال بنت محمد الأنصارين السنديطي