

Block Grade Access Manual

1- Log into the system

2- Go to Campus Community > Service Indicators > Person > Manage Service Indicators (Students)

The screenshot shows the 'Manage Service Indicators' search interface. On the left is a 'Menu' sidebar with a search box and a tree view of system categories. The main content area has a header 'Manage Service Indicators' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section with dropdown menus for ID, Campus ID, National ID, Last Name, and First Name, each with a 'begins with' dropdown. There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. A 'New Window' icon is in the top right.

3- Enter the ID of the Student

The screenshot shows the 'Manage Service Indicators' results page. The top navigation bar is the same as in the previous screenshot, but it also includes 'Data Language: English' and 'Personalize Page' links. The main content area displays the student's name 'Roseline Moeti' and ID '1000000011'. Below this are 'Display: Effect All' and 'Institution: KSA Univ. for Health Sciences' with a 'Refresh' button. There are two 'Add Service Indicator' buttons. A 'Service Indicator Summary' box contains the message 'No Service Indicators exist for selected criteria.' At the bottom are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Click on the lower Add Service Indicator for negative impact

The screenshot shows the 'Add Service Indicator' form in the SIS system. The form is titled 'Add Service Indicator' and includes the following sections and fields:

- Header:** Roseline Moeti, 100000011
- *Institution:** KSAU (KSA Univ. for Health Sciences)
- *Service Indicator Code:** [Empty field]
- *Service Ind Reason Code:** [Empty field]
- Description:** [Empty text area]
- Effect:** [Empty field]
- Effective Period:**
 - Start Term: [Empty field]
 - End Term: [Empty field]
 - Start Date: [Empty field]
 - End Date: [Empty field]
- Assignment Details:**
 - *Department: [Empty field]
 - Reference: [Empty field]
 - Amount: 0.00
 - Currency: SAR
- Contact Information:**
 - Contact ID: [Empty field]
 - Contact Person: [Empty field]
 - Placed Person ID: 1000003051
 - Placed By: Al Jurais, Nawaf Mohammed
- Comments:** [Empty text area]
- Services Impacted:** [Empty section]

Enter the **Service Indicator Code:** *BGR*

Service Indicator Reason: *ADMIN*

Start Date: *Required Start Date*

End Date: *Required End Date*

and Press the **Save** Button

The Student won't be able to see his/her grades on his/her Self Service.