



ADAA Forms Manual

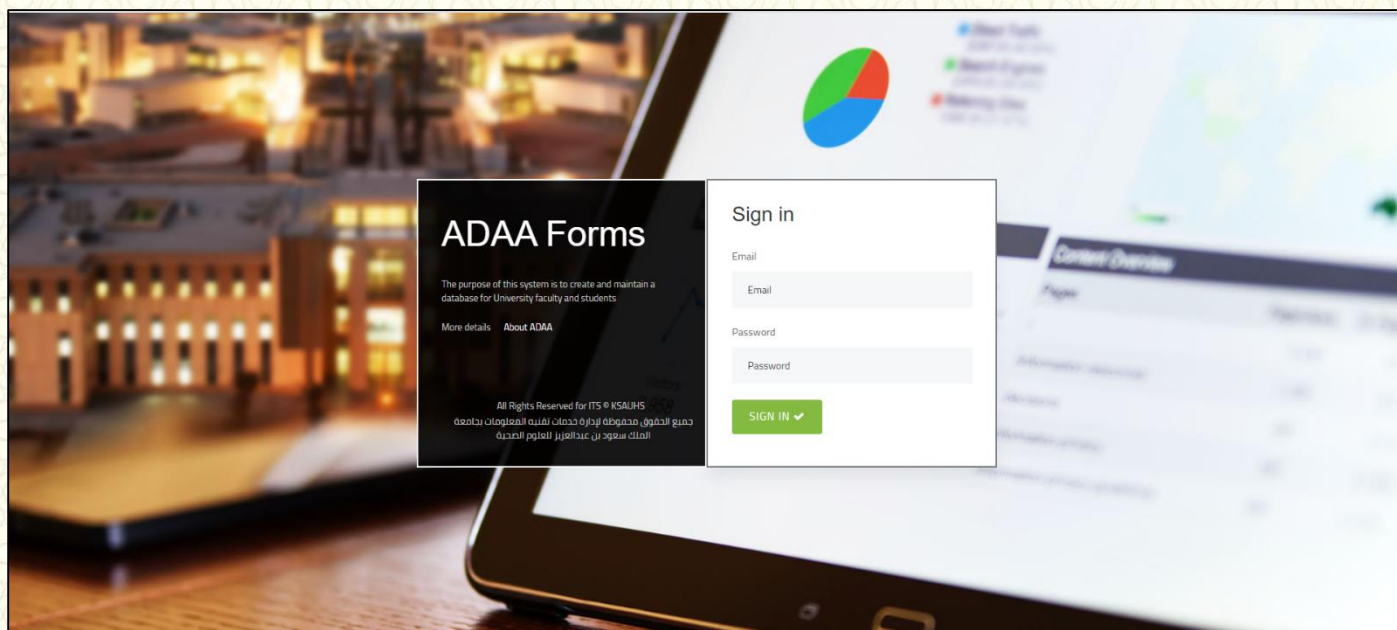


وكالة الجامعة للتطوير والجودة النوعية
Development and Quality Management Affairs

عمادة التطوير | عمادة الجودة النوعية
Deanship of Development | Deanship of Quality Management

HOW TO LOGIN TO THE SYSTEM:

1. Go to this link <http://adaa.ksuhs.edu.sa/Account/Login>
2. Login to the system with your KSAU-HS E-mail example@ksau-hs.edu.sa & password.



HOME PAGE:

There are 3 pages in the *Navigation Pane* on the left side of the Home page:

SN	Page Name	Description
1	My E-Forms Page	This page includes all the forms assigned to the user Student Form Ticket Faculty Form Ticket The required actions in this page are as follows: Fill the form Save the form Submit the form
2	attachments	The user can upload the required file here.
3	Reports	The user has access to the following reports pages: Faculty Reports: <ul style="list-style-type: none">• Results Per Category page• Results Per Question page Students Reports: <ul style="list-style-type: none">• Results Per Category page• Results Per Question page• Completion Rate page• License Exam Summary

MY E-FORM PAGE

ADAA

SHARE TO COMPARE

Q

Home

My E-Form

Evaluation Data

My E-Forms

1

Attachments

0

Reports

0

E-Form Data

2017/2018

Faculty Form

Approved By Admin

Compus	Collage	User	Created At
Riyadh	CAMS	aldayhanr@ksau-hs.edu.sa	2/25/2020 10:28:27 AM
EMS	CLAB	OT	ANEST
CLNS	RADS	ICVT	ECVT
RT			
Approved By Admin	Approved By Admin	Approved By Admin	Approved By Admin
Approved By Admin	Approved By Admin	Approved By Admin	Approved By Admin

2020/2021

Student Form

Submitted By Evaluator

Compus	Collage	User	Created At
Riyadh	CPHHI	aldayhanr@ksau-hs.edu.sa	9/17/2020 11:05:28 PM
BHI	MHI	MPH	MHSQM
MPHEB			
Approved By Admin	Submitted By Evaluator	Submitted By Evaluator	Submitted By Evaluator
Submitted By Evaluator	Submitted By Evaluator	Submitted By Evaluator	Submitted By Evaluator

Faculty Form

Approved By Admin

ATTACHMENTS PAGE

ADAA

SHARE TO COMPARE

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🔍

Evaluation Data

📄 My E-Forms

📎 Attachments 2

📄 Reports

Home / Attachments

Attachments

Upload File

Choose File

No file chosen

Upload

List Attachments

Show 10 entries

Search:

Name	FilePath	Email	CreateAt
No data available in table			

Showing 0 to 0 of 0 entries

Previous

Next

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جميع الحقوق محفوظة لإدارة خدمات تقنية المعلومات بجامعة الملك سعود بن عبدالعزيز للعلوم الصحية

REPORTS PAGE

1. Go to the required report
2. Select one year or more
3. Select Category/Question
4. Press **SUBMIT** button

FACULTY REPORTS CATEGORIES

- Professors
- Associate Professors
- Assistant Professors
- Lecturers
- Teaching Assistants
- English Language Teachers
- Clinical Teaching Assistants (CTA)
- Teaching Load
- Professional Development Activities
- Turnover
- Publications
- Incentive Awards

STUDENTS REPORTS CATEGORIES

- Enrollments - Currently Enrolled
- Enrollments - Newly Enrolled
- Newcomers from the Pre-Professional Program
- Graduates
- Completion Rate - 2Y Program - Master
- Completion Rate - 4Y Program - Undergraduate
- Completion Rate - 6Y Program - Undergraduate
- Honors Degree
- Expected Graduation Numbers
- COSHP Enrollments - 1st Year
- COSHP Enrollments - 2nd Year
- COSHP Allocation - 1st Year
- COSHP Allocation - 2nd Year
- COSHP Completion Rate - 1st Year
- COSHP Completion Rate - Two Years Program
- Dropout Students
- Average Class Size
- Student Research

HOW TO FILL A FORM:

Step 1. Choose the required Form's Ticket by click anywhere in the Ticket, then Click on the required program and start fill the form.

- All programs under your college will be located at the top of the form
- The questions are mandatory in all forms

Step 2. Click **SAVE** to save your data, a prompt message will appear click **SAVE**.

- Your data is saved but not yet submitted.
- You can change the entered data at any time since you did not press the **SUBMIT** button
- You can proceed to next step **SUBMIT** or you can stop without submitting and come back later.
- You cannot **SAVE** your entered data unless you answer all questions. If there are unanswered questions, enter (0) to proceed

Step 3. Click **SUBMIT** to submit the form, a prompt message will appear click **SUBMIT**

- You will receive a notification email every time you submit a form.
- After submission, your form will be reviewed then, approved or rejected by ADAA admin
- In both cases, whether your form approved or rejected, you will receive a notification email.
- You cannot make any changes after click **SUBMIT**.
- If you have submitted the form accidentally and would like to update the data, please contact ADAA team through E-mail adaa@ksau-hs.edu.sa , if the form has been approved then you will not be able to change the data.
- If your form is rejected, you will receive a notification email includes the rejection reason and the form will be opened again for you to make the necessary changes, after that Click **SAVE** and **SUBMIT**.

Admitted in AY 2013-2014 - Females 5555

Admitted in AY 2012-2013 - Females 5

Average class size for Male Students 5

Average class size for Female Students 5

Total Number of students' research papers presented during the previous academic year - Males 5

Total Number of students' research papers presented during the previous academic year - Females 55

Save Submit DisApproved By Admin History

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