

Guidelines to add distance learning documents on the course portfolio

First: adding the links of the lectures, which have been taught on Microsoft Teams.

- Click on course references

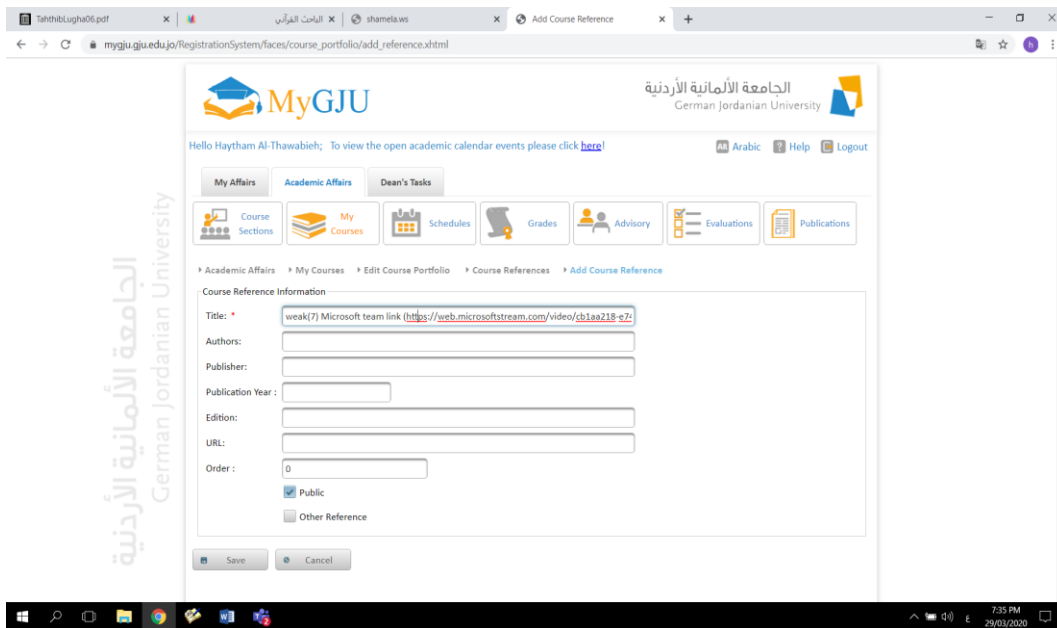
The screenshot shows the MyGJU website interface. The user is logged in as Haytham Al-Thawabieh. The page displays the course portfolio for ARB099 with a list of links: Course Description, Course Objectives, Course References, Course Learning Outcomes, Course Folder, Exam Assessments, and Course Schedule. A 'Back' button is visible at the bottom left of the content area.

- Click on add

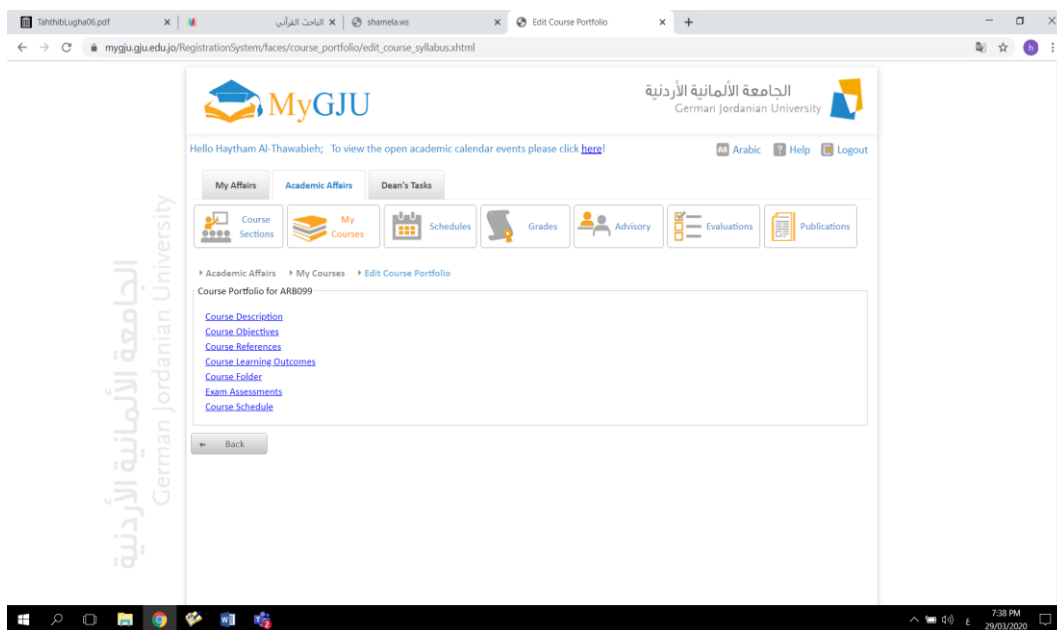
The screenshot shows the 'Course References' page for ARB099. It includes a 'Filtering Criteria' section with a 'Reference Type' dropdown set to 'All' and a 'Search' button. Below this is a table titled 'References for Course ARB099' with columns for Title, Publication Year, Edition, URL, Modified By, Modification Date, and Order. One reference is listed: 'قصص بني يافان' by Haytham Al-Thawabieh, modified on 2020-02-29 00:48, with an order of 1. At the bottom, there are 'Back', 'Add', and 'Print' buttons.

Title	Publication Year	Edition	URL	Modified By	Modification Date	Order
قصص بني يافان				Haytham Al-Thawabieh	2020-02-29 00:48	1

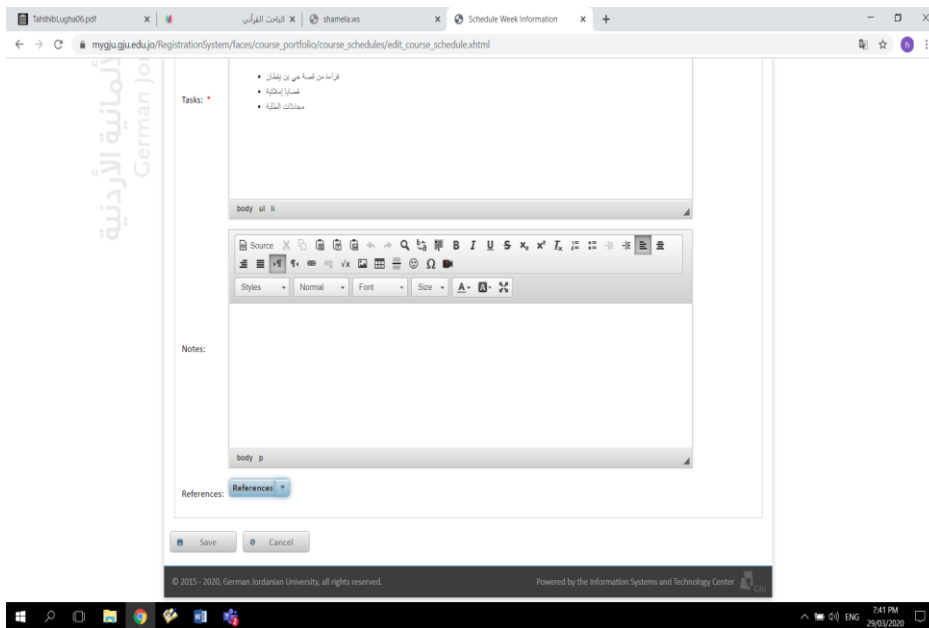
- Add the week and link, click on save as shown below:



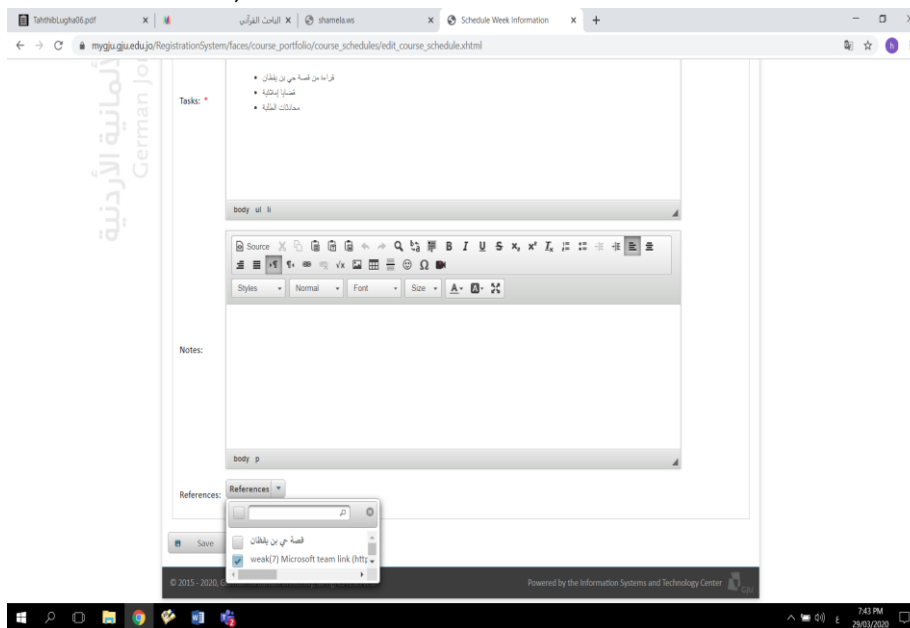
- Log in course schedule from this screen:



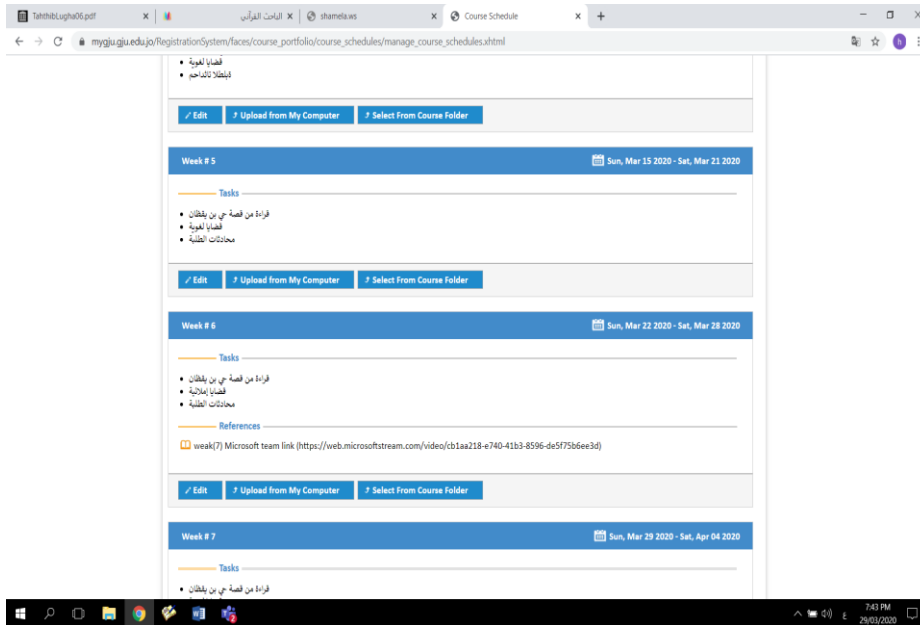
- Chose the section you want to add the link to, then chose the 6th week and click edit.



- Click on references, chose the link and save

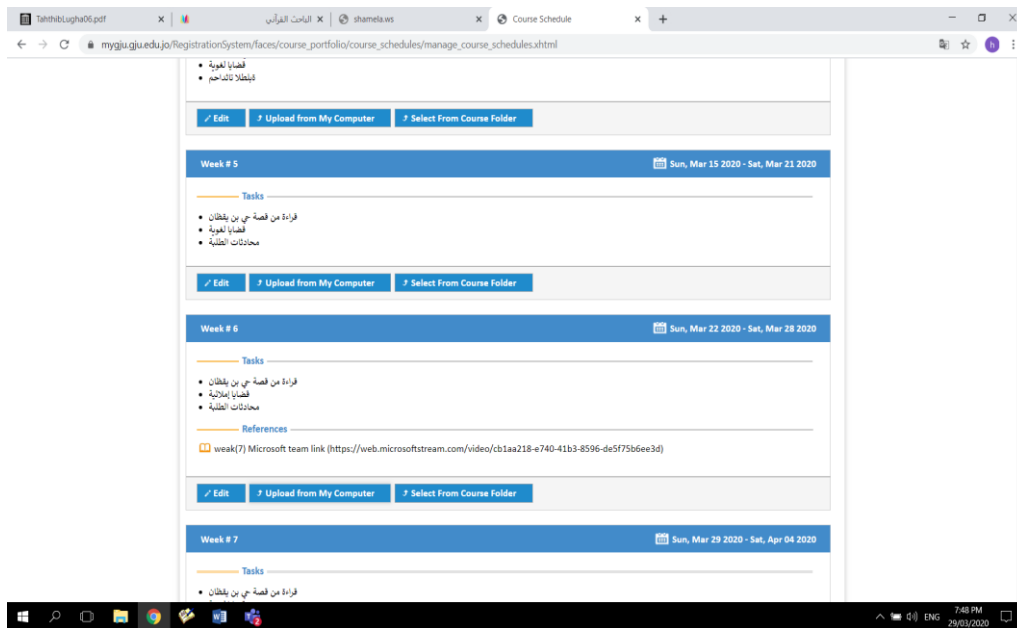


- It shows the link for each lecture

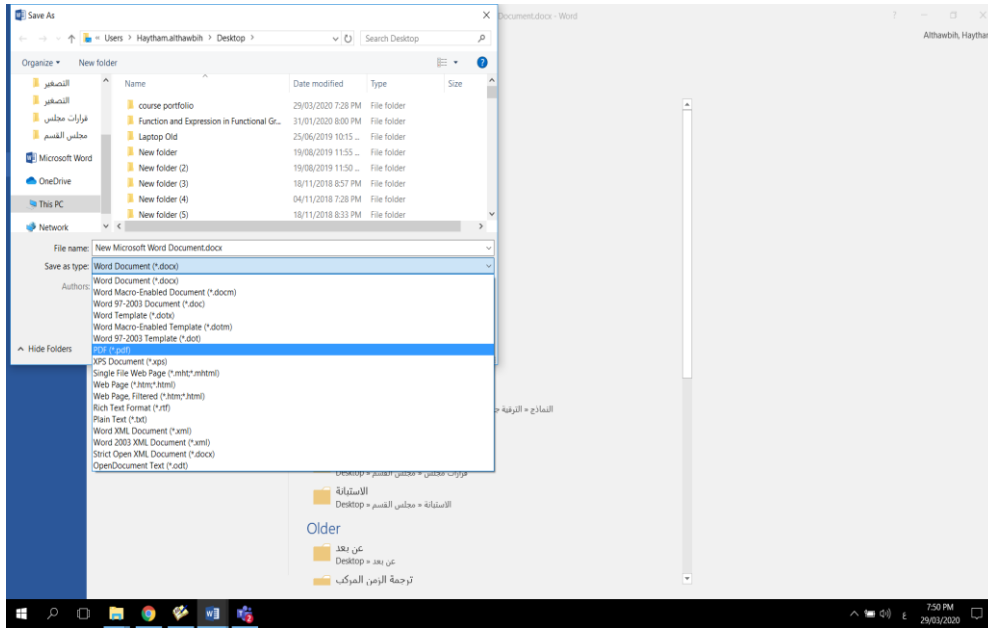


Second: adding worksheets to the course portfolio

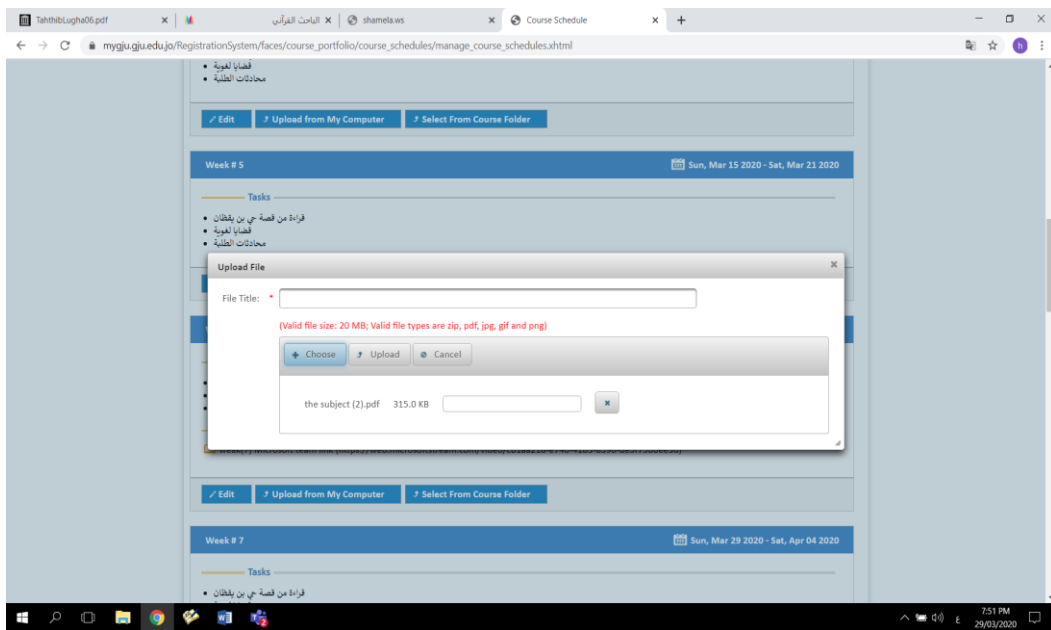
- Log in to the week you want to add the worksheets to, and click upload



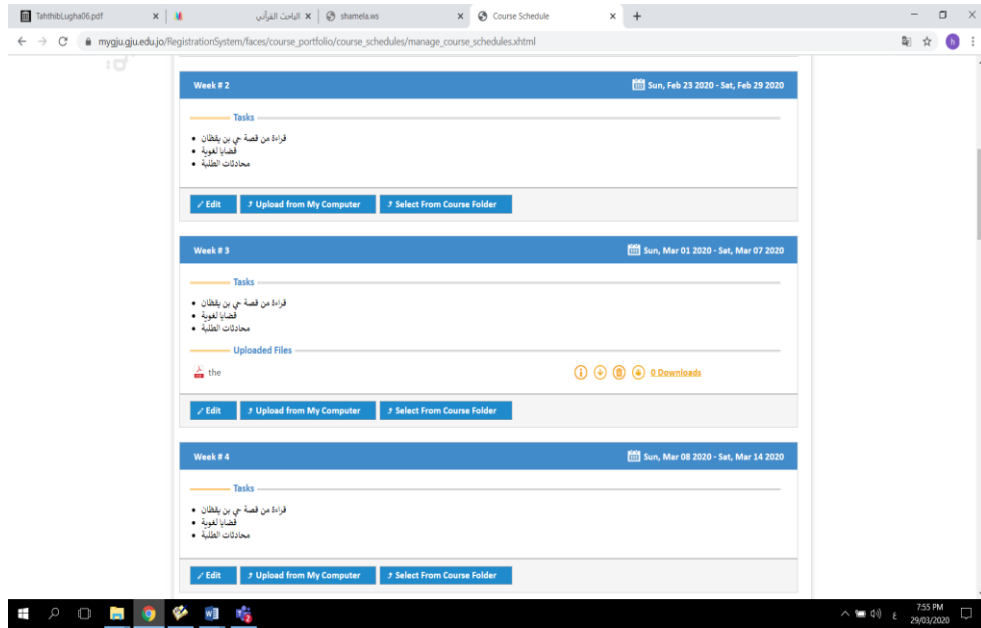
- Word documents have to be transferred to pdf files, as following:



- Add the file name and click upload



- The file shows in the teaching week as in the picture



Third: to add a power point file a link has to be created, and the link can be added as the Microsoft link has been added.

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Khalida radaideh