



Student Attendance in MyGJU

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Overview

- ▶ Manage student attendance by instructors from the MyGJU portal [1-3] to complement the existing e-learning related features [4,5]
- ▶ View attendance reports by instructors, chairs, and deans
- ▶ View attendance by students
- ▶ References

Manage Attendance by Instructor (1)

1. Go to Schedules

The screenshot shows the system's main navigation menu with 'Academic Affairs' selected. The 'Schedules' option is highlighted with a red arrow. Below the menu, the breadcrumb path 'Academic Affairs > Schedules' is shown. The 'Filtering Criteria' section includes dropdowns for 'Year: 2018/2019' and 'Semester: First', along with a 'Search' button. The main content area displays a table titled 'Schedule for First 2018/2019'. The table has columns for Course ID, Course Name, Section No., Credit Hours, Days/Times, Room ID, No. of Students, Email, Course Portfolio, and Attendance. The 'Attendance' column for the first two rows contains a 'Manage' link, which is circled in red with a red arrow pointing to it from the text '2. Click here'.

Course ID	Course Name	Section No.	Credit Hours	Days/Times	Room ID	No. of Students	Email	Email	Course Portfolio	Attendance
CS1160	Computing Fundamentals LAB	9	1	Sun 02:00 PM - 05:00 PM	C403	10	From MyGJU	From Client	View	Manage
CS1160	Computing Fundamentals LAB	6	1	Tue 02:00 PM - 05:00 PM	C237	11	From MyGJU	From Client	View	Manage

Export Print

2. Click here

Manage Attendance by Instructor (2)

Note: The days are automatically generated based on the predefined classes period

▸ Academic Affairs ▸ Schedules ▸ Manage Course Section Attendance

Attendance Days			
(1 of 1) [Navigation icons] 10			
<input type="checkbox"/>	Day	Date	Status
<input checked="" type="checkbox"/>	Sunday	2018-12-16	Not Taken
<input checked="" type="checkbox"/>	Sunday	2018-12-09	Not Taken
<input checked="" type="checkbox"/>	Sunday	2018-12-02	Not Taken
<input type="checkbox"/>	Sunday	2018-11-25	Not Taken
<input type="checkbox"/>	Sunday	2018-11-18	Not Taken
<input type="checkbox"/>	Sunday	2018-10-28	Not Taken
<input type="checkbox"/>	Sunday	2018-10-21	Not Taken
<input type="checkbox"/>	Sunday	2018-10-14	Not Taken
<input type="checkbox"/>	Sunday	2018-10-07	Not Taken
<input type="checkbox"/>	Sunday	2018-09-30	Not Taken

Attendance Delete Day(s)

1. Select the desired days

2. Click on the Attendance button to take attendance

OR

2. Click on the Delete Day(s) button to delete the selected days

To view the attendance report click here

You may add a missing day by clicking on the Add Day button

Manage Attendance by Instructor (3)

Note: by default only the **Not Taken** attendance days will be displayed. In case you would like to see **All** days or just the **Taken** attendance days select **All** or **Taken** respectively, and then click on the **Search** button!

▸ Academic Affairs ▸ Schedules ▸ Manage Course Section Attendance

Filtering Criteria

From Date:

To Date:

13-07-2019

Status:

Not Taken ▾

- All
- Taken
- Not Taken

Attendance Days

(1 of 2)

⏪ ⏩ 1 2 ⏪ ⏩ 10 ▾

<input type="checkbox"/>	Day	Date
<input type="checkbox"/>	Tuesday	2018-12-18

Take Attendance by Instructor

Note 1: by default the system assumes all students are present, if that is not the case change it as applicable

► Academic Affairs ► Schedules ► Manage Course Section Attendance ► Edit Attendance

Student Name	Student ID	Sun, 16 Dec 2018	Sun, 09 Dec 2018	Sun, 02 Dec 2018	Remark
Ac All	5	Present	Absent	Present	--
Fa	0	Present	Present	Present	--
M. Ali	7	Present	Late	Present	--
M. Ali	9	Present	Official Excuse	Present	--
M. Ali	9	Present	Private Excuse	Present	--
Mi	8	Present	Present	Present	--
Ra	3	Present	Present	Present	--
Sa	8	Present	Present	Present	--
Za Ra	4	Present	Present	Present	--
Zi	2	Present	Present	Present	--

Export

Total Rows: 10

Back Print Save

Note 2: Click on the **Save** button to save your changes, or click on the **Back** button to cancel

View Attendance Report by Instructor

Note: You can see the report below after clicking on the **Attendance Report** button in slide 4.

Academic Affairs > Schedules > Manage Course Section Attendance > Attendance Report

Attendance Statistics

Number of Course Days: 15
Number of Taken Attendance Days: 4
Number of Not Taken Attendance Days: 11

Filtering Criteria

Student Status: All

- All
- Less than Threshold
- Equal to Threshold
- Greater than Threshold

Search

Student Name	Student ID	Present	Absent	Late	Official Excuse	Private Excuse	Absences Percentage	Official Excuses Percentage	Private Excuses Percentage	Sum of Absences and Excuses Percentage	Remark
Al M	005	0	3	1	0	0	20%	0%	0%	20%	--
H:	025	3	1	0	0	0	6%	0%	0%	6%	--
H: Al	018	3	1	0	0	0	6%	0%	0%	6%	--
Ja H.....	009	4	0	0	0	0	0%	0%	0%	0%	--

Export

Total Rows: 11

Back

View Attendance by Chair/Dean (1)

1. Go to the Course Sections from the Dean's Tasks tab

My Affairs Academic Affairs **Dean's Tasks** QA Tasks

Course Sections Courses Study Plans Grades Submission Evaluations Advisors

Registration Status Student Details Email to Students Vacations Leaves Fingerprint

Filtering Criteria

Year : 2018/2019 Faculty : School of Electrical Engineering and Information Technology

Semester : * First Department : All

Course ID : Course Name :

Double click on a row to edit it, or right click on it for other options.

2. Select a course section

Manage Course Sections

(1 of 1) 1

	Course ID	Course Name	Section No.	Instructor	Days/Times	Room	Credit Hours	Capacity	No. of Students	Block Status	Portfolio Completion Percentage
<input type="radio"/>	CS1160	Computing Fundamentals LAB	6	Feras Al Hawari	Tue 02:00 PM - 05:00 PM	C237	1	30	11	Blocked	78.33%
<input checked="" type="radio"/>	CS1160	Computing Fundamentals LAB	9	Feras Al Hawari	Sun 02:00 PM - 05:00 PM	C403	1	14	10	Unblocked	78.33%

Edit View Delete View Students View Course Portfolio **View Attendance** View Log

Total Rows :2

+ Add Export

3. Click on the View Attendance button

View Attendance by Chair/Dean (2)

Attendance Days

(1 of 2) << 1 2 >> 10 ▾

<input type="checkbox"/>	Day	Date	Status
<input type="checkbox"/>	Sunday	2019-01-06	Taken
<input type="checkbox"/>	Sunday	2018-12-30	Taken
<input type="checkbox"/>	Sunday	2018-12-23	Taken
<input type="checkbox"/>	Sunday	2018-12-16	Taken
<input checked="" type="checkbox"/>	Sunday	2018-12-09	Taken
<input checked="" type="checkbox"/>	Sunday	2018-12-02	Taken
<input type="checkbox"/>	Sunday	2018-11-25	Not Taken
<input type="checkbox"/>	Sunday	2018-11-18	Not Taken
<input type="checkbox"/>	Sunday	2018-11-11	Taken
<input type="checkbox"/>	Sunday	2018-11-04	Taken

Attendance

1. Select the attendance days

2. Click on the Attendance button to view the selected days student attendance

You may view the attendance report by clicking on the Attendance Report button

View Attendance by Student (1)

1. Go to Schedules

Profile Academic Affairs Financial Affairs Registration

Study Plan Course Sections Schedules Evaluations Grades Transcript

Academic Affairs My Schedules

Filtering Criteria

Year : * 2018/2019 Semester : * First

Search

2. Click here

My Schedule for First 2018/2019											
Section No.	Course ID	Course Name	Credit Hours	Days/Times			Room ID	Instructor	Email	Course Portfolio	Attendance
9	CS1160	Computing Fundamentals LAB	1	Sun	02:00 PM	- 05:00 PM	C403	Feras Al Hawari	Send	View	View

Total Credit Hours: 1

Export Print

Total Rows :1

View Attendance by Student (2)

▸ Academic Affairs ▸ Schedules ▸ Student Attendance

Course Section Information

Course ID: CS1160
Credit Hours: 1

Course Name: Computing Fundamentals LAB
Semester: First 2018/2019

Section No.: 9
Instructor Name: Feras Al Hawari

Color Keys

■ Present
 ■ Late
 ■ Absent
 ■ Official Excuse
 ■ Private Excuse
 ■ The First Day



Number of Course Days: 15
Number of Taken Attendance Days: 15
Number of Not Taken Attendance Days: 0
Number of Present Days: 11
Number of Late Days: 1
Number of Absent Days: 2
Number of Official Excuse Days: 1
Number of Private Excuse Days: 0

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed June, 2019].
2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). *Computer Applications in Engineering Education*, 2017 Mar, 25(2):242-263.
3. F. Al-Hawari. MyGJU student view and its online and preventive registration flow. *International Journal of Applied Engineering Research*, 2017, 12(1):119-133.
4. F. Al-Hawari. Tutorial: Course Portfolios in MyGJU. 2019.
5. F. Al-Hawari. Tutorial: Course Folder & Schedule Coordination in MyGJU. 2019.