



Course Folder & Schedule Coordination in MyGJU

Feras Al-Hawari and Hala Barham

Overview

- ▶ Objective
- ▶ Course Folder & Privileges
- ▶ Upload files to weekly schedule
- ▶ Delete files from a weekly schedule
- ▶ Assign course coordinators
- ▶ Link a schedule to other course sections
- ▶ References

Why Course Folders?

- ▶ Make MyGJU [1-3] the **First Point of Contact (FPOC)** between Instructors & Students for **basic E-Learning** [4]
- ▶ **Course sections, schedules, exam assessments, grades** [5] and **evaluations** [6] are already in MyGJU
- ▶ An instructor can share a **syllabus** [4] with students
- ▶ **NEW**: An instructor can **share documents with students**
- ▶ **NEW**: An instructor or **coordinator** can **link a schedule to other sections**



Accessing Course Folder (1)

1. Click on My Courses

▸ Academic Affairs ▸ My Courses

- Filtering Criteria

Year : 2018/2019 Semester : * Second

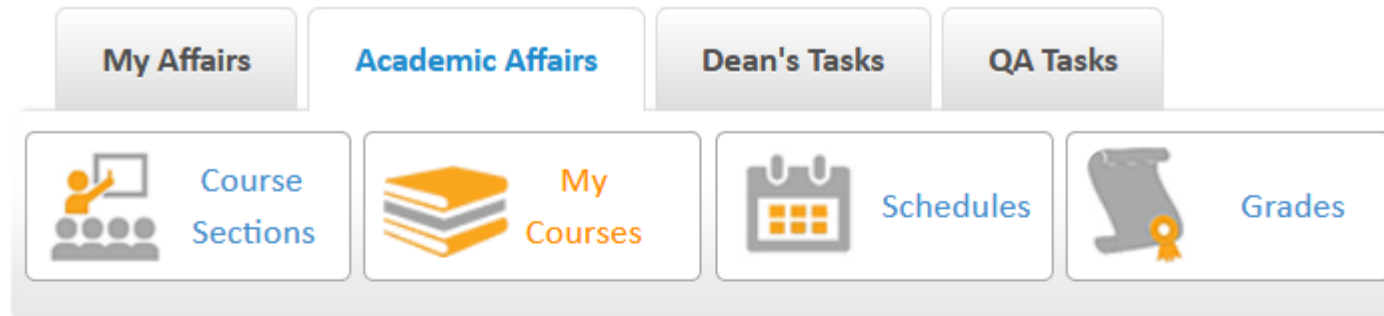
2. Select a course

My Courses for Second 2018/2019				
	Course ID ↕	Course Name ↕	Degree ↕	Coordinator
<input type="radio"/>	CE471	Software Design and Architecture	Bachelor	No
<input checked="" type="radio"/>	CE743	Advanced software analysis and design	Master	No

3. Click the Edit Course Portfolio button

Accessing Course Folder (2)

1. From Edit Course Portfolio



▸ Academic Affairs ▸ My Courses ▸ Edit Course Portfolio

Course Portfolio for CS1160

[Course Description](#)

[Course Objectives](#)

[Course References](#)

[Course Learning Outcomes](#)

[Course Folder](#)

[Exam Assessments](#)

[Course Schedule](#)

2. Click Course Folder

Managing Course Folder

1. **Right click on a folder (e.g., Slides-Second-2018 folder below) or a file to open the file menu**

▸ Academic Affairs ▸ My Courses ▸ Edit Course Portfolio ▸ Course Folder

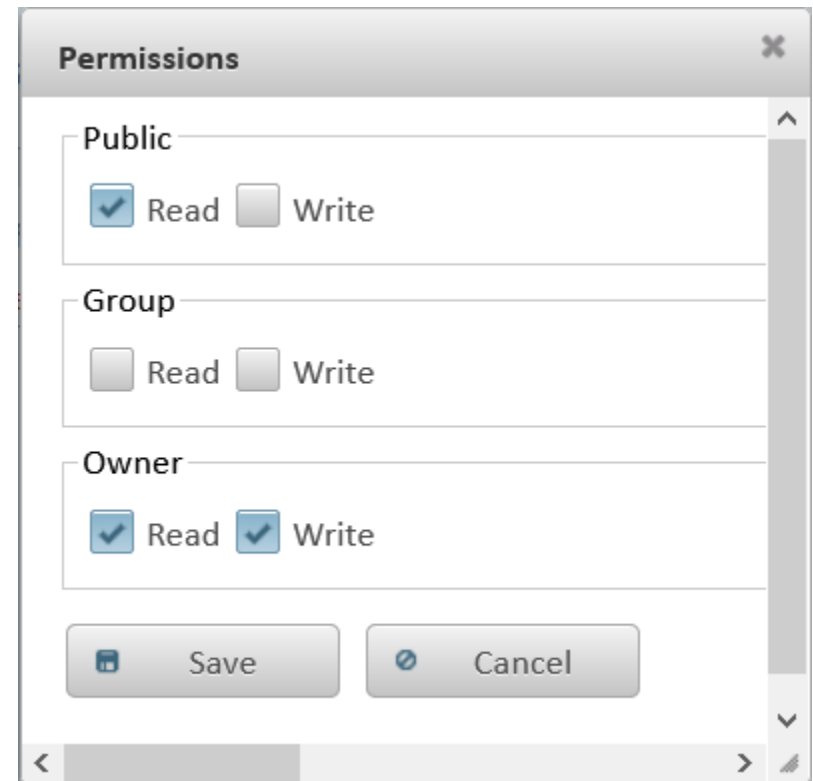
Please right click on a folder or file node to open the file management menu

Owner: Feras Al Hawari		
Type: pdf	Size: 1.583 MB	Owner: Feras Al Hawari
Type: pdf	Size: 1.196 MB	Owner: Feras Al Hawari
Type: pdf	Size: 2.198 MB	Owner: Feras Al Hawari
Type: pdf	Size: 2.174 MB	Owner: Feras Al Hawari
Type: pdf	Size: 0.983 MB	Owner: Feras Al Hawari
Type: pdf	Size: 2.270 MB	Owner: Feras Al Hawari
Type: pdf	Size: 1.464 MB	Owner: Feras Al Hawari
Type: jpeg	Size: 0.038 MB	Owner: Feras Al Hawari
Type: pdf	Size: 2.747 MB	Owner: Feras Al Hawari
Type: jpeg	Size: 0.075 MB	Owner: Feras Al Hawari
Type: jpeg	Size: 0.071 MB	Owner: Feras Al Hawari
Type: pdf	Size: 1.263 MB	Owner: Feras Al Hawari
Type: pdf	Size: 2.956 MB	Owner: Feras Al Hawari
Type: pdf	Size: 1.053 MB	Owner: Feras Al Hawari
Type: pdf	Size: 1.763 MB	Owner: Feras Al Hawari

2. **If you have enough privileges then you can add a new folder, add a new file or delete the selected folder**

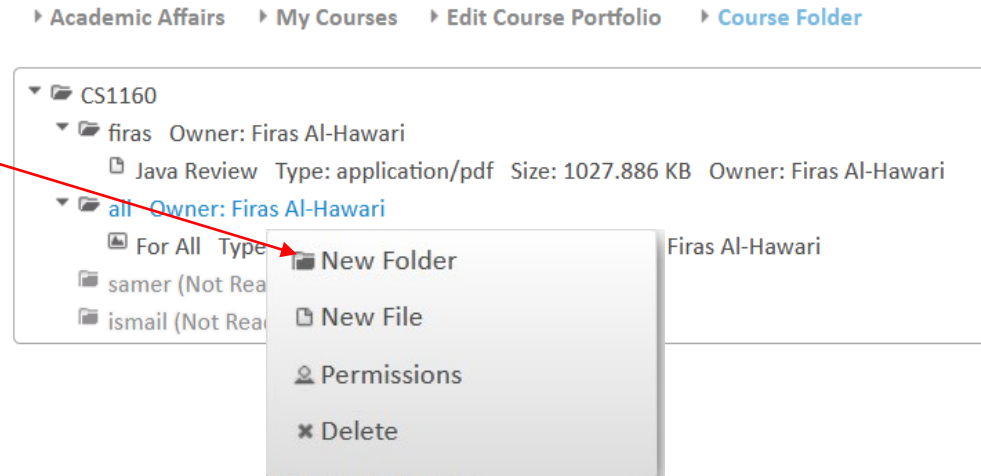
Privileges

- Click the **Permissions** menu item in the previous slide to see the Permissions dialog on the right
- Only the **owner** of a file or folder may change their privileges
- **Public**: All users who can see the course folder
- **Group**: Dean, Chair and coordinators
- **Owner**: The user who added the file or folder.
- **Read** privilege allows users to see the content of a file or folder
- **Write** privilege allows users to delete a file or folder, as well as add files or folders to a folder



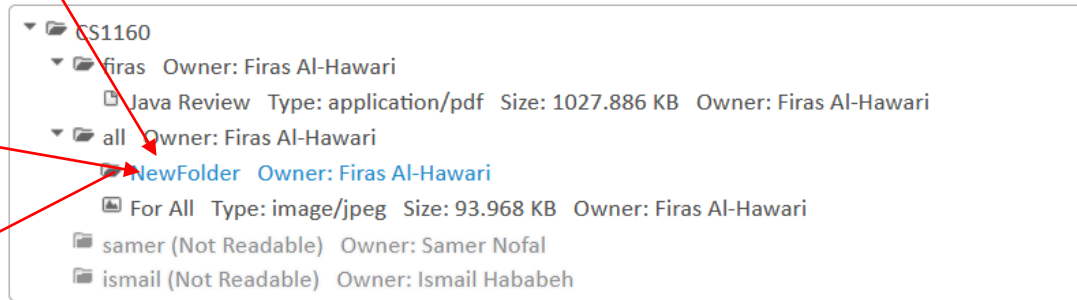
Adding a New Folder

- Click on New Folder in the menu below, then a NewFolder will be added



i New folder was created successfully, you can rename it by double clicking on its current name.

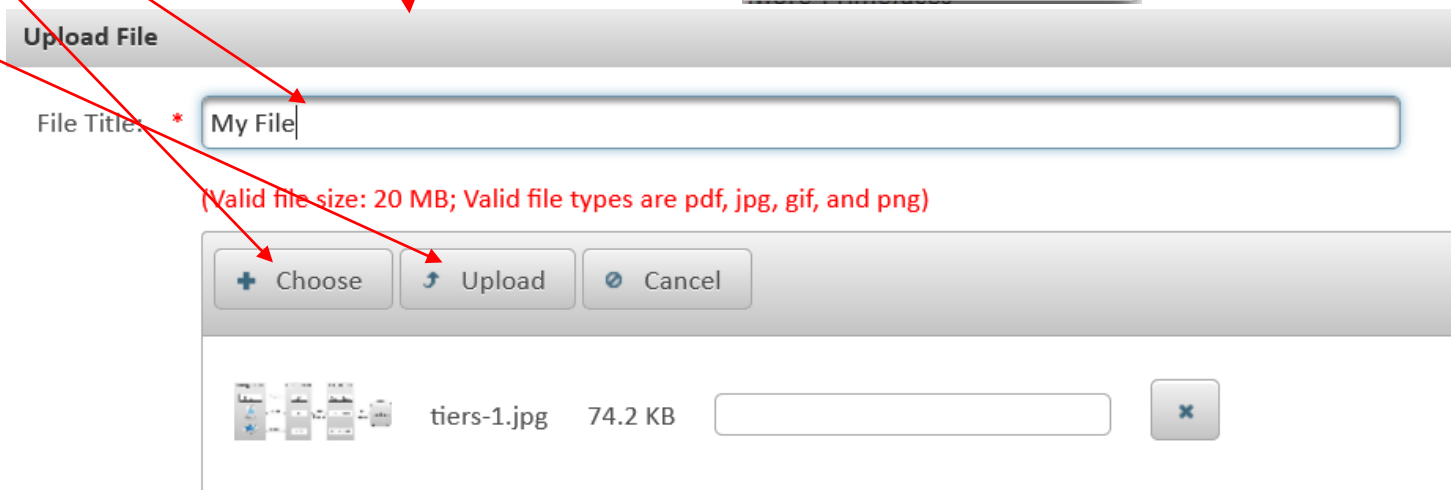
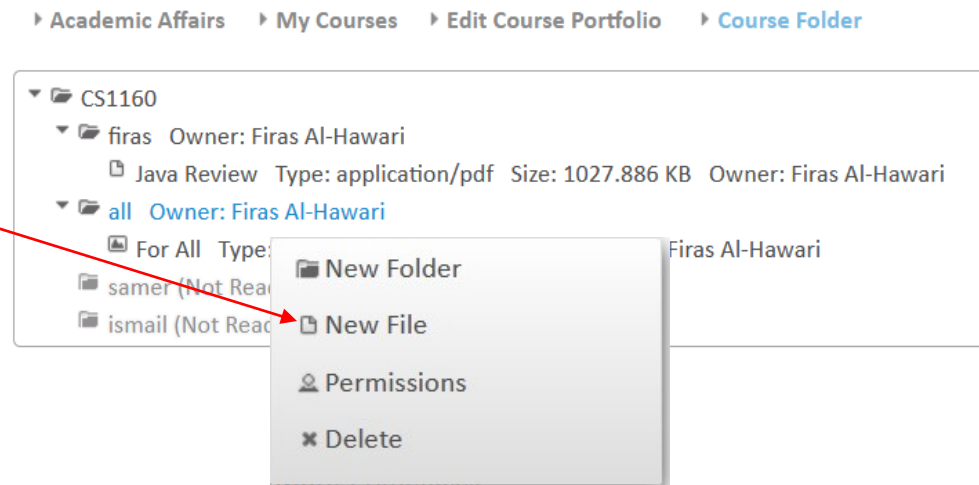
- Double click on the NewFolder to rename it, then click the check button when done



Adding a New File

- Click on **New File** in the shown menu, then an **Upload File** dialog will pop up

- Specify the File Title
- Choose a file from your computer
- Upload the file








Upload a File to Weekly Schedule (1)

Week # 2 Sun, Feb 24 2019 - Sat, Mar 02 2019

Tasks

Client tier, HTTP request and response, HTML, CSS and HTML forms.

Uploaded Files

 02-ClientTier-Html     **12 Downloads**

[Edit](#) [Upload from My Computer](#) [Select From Course Folder](#)

Upload File

File Title: * My File

(Valid file size: 20 MB; Valid file types are pdf, jpg, gif, and png)

1. Specify the File Title
2. Choose a file from your computer
3. Upload the file

    tiers-1.jpg 74.2 KB 






Upload a File to Weekly Schedule (2)

Week # 2 Sun, Feb 24 2019 - Sat, Mar 02 2019

Tasks

Client tier, HTTP request and response, HTML, CSS and HTML forms.

Uploaded Files

 02-ClientTier-Html     **12 Downloads**

[Edit](#) [Upload from My Computer](#) [Select From Course Folder](#)

Course Folder

- ▼ CS1160
 - ▼ firas Owner: Firas Al-Hawari
 -  Java Review Type: application/pdf Size: 1027.886 KB Owner: Firas Al-Hawari
 - ▶ all Owner: Firas Al-Hawari

1. Select a file
2. Click the Select button








Delete a File from a Weekly Schedule

Week # 2 Sun, Feb 24 2019 - Sat, Mar 02 2019

Tasks

Client tier, HTTP request and response, HTML, CSS and HTML forms.

Uploaded Files

 02-ClientTier-Html     [12 Downloads](#)

[Edit](#) [Upload from My Computer](#) [Select From Course Folder](#)

Click this button to delete

Course Coordinators (1)

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

▸ Dean's Tasks ▸ Courses

Filtering Criteria

Year :	<input type="text" value="2018/2019"/>	Degree :	<input type="text" value="All"/>
Semester :	<input type="text" value="First"/>	Faculty :	<input type="text" value="School of Electrical Engineering and Information Technology"/>
Course Type :	<input type="text" value="All"/>	Department :	<input type="text" value="All"/>
Course ID :	<input type="text" value="cs1160"/>	Course Name :	<input type="text"/>
Has Course Portfolio :	<input type="text" value="All"/>		

Faculty Courses for First 2018/2019

	Course ID	Course Name	Degree
●	CS1160	Computing Fundamentals LAB	Bachelor

Course Coordinators (2)

► Dean's Tasks ► Courses ► Course Coordinators

(1 of 1) [Navigation icons]		
Name	Active	Edit
Samer . Nofal	Yes	[Edit icon]

Total Rows :1

[Back] [Add]

1. Current coordinator

2. You can add more coordinators by clicking the **Add** button

3. You can activate or deactivate a coordinator using the **Edit** option

4. Click the **check** when done

Active	Edit
<input checked="" type="checkbox"/>	[Check] [X]

Link a Schedule to Other Course Sections

▸ Academic Affairs ▸ My Courses ▸ [Edit Course Portfolio](#)

Course Portfolio for CS1160

- [Course Description](#)
- [Course Objectives](#)
- [Course References](#)
- [Course Learning Outcomes](#)
- [Course Folder](#)
- [Exam Assessments](#)
- [Course Schedule](#)

▸ Academic Affairs ▸ My Courses ▸ [Edit Course Portfolio](#) ▸ [Instructor Course Sections](#)

Please select a course section and then click the Edit Course Schedule button to define its weekly schedule.

Sections									
	Section No. ⚙	Instructor	Days/Times			Room	Link to Section	Edit	
<input type="radio"/>	6	Firas Al-Hawari	Tue	02:00 PM	-	05:00 PM	C237	Not linked	
<input type="radio"/>	9	Firas Al-Hawari	Sun	02:00 PM	-	05:00 PM	C403	Select One	

Link the schedule of section 9 to that of section 6

▸ Academic Affairs ▸ My Courses ▸ [Edit Course Portfolio](#) ▸ [Instructor Course Sections](#)

Please select a course section and then click the Edit Course Schedule button to define its weekly schedule.

Sections									
	Section No. ⚙	Instructor	Days/Times			Room	Link to Section	Edit	
<input type="radio"/>	6	Firas Al-Hawari	Tue	02:00 PM	-	05:00 PM	C237	Not linked (You cannot link this section because there are other sections linked to it)	
<input type="radio"/>	9	Firas Al-Hawari	Sun	02:00 PM	-	05:00 PM	C403	6	

Accordingly the weekly schedule of section 6 will be reused by section 9, hence you need to work on one schedule (i.e., section 6 here) and it will be reused in all linked sections (i.e., section 9 in this case)



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: Grades Submission in the MyGJU Portal. 2019.
6. F. Al-Hawari. Tutorial: Evaluation of Instructors & Courses in MyGJU. 2019.