الجامعة الألمانية الأردنية
German Jordanian University

Course Folder & Schedule Coordination in MyGJU

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Overview

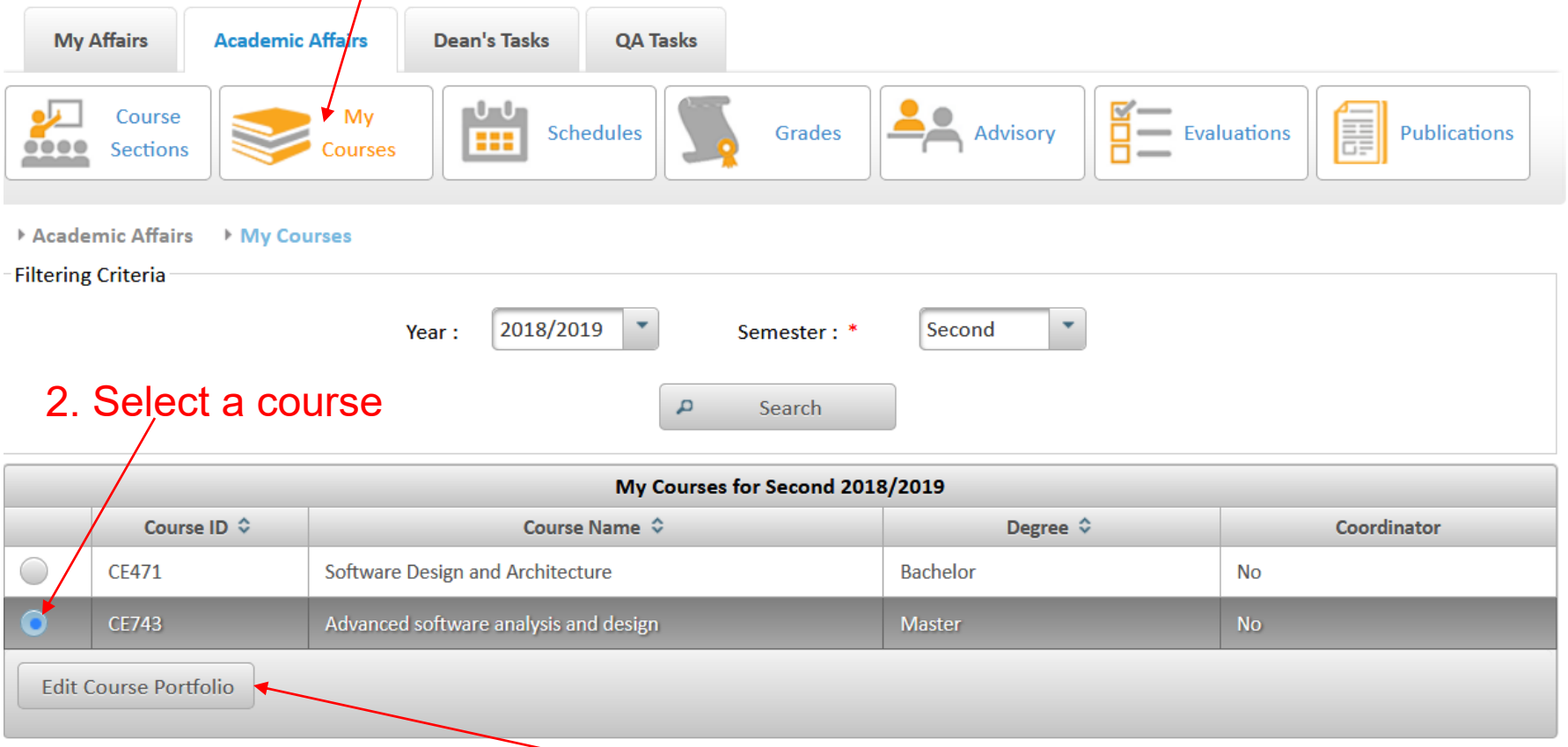
- Objective
- Course Folder & Privileges
- Upload files to weekly schedule
- Delete files from a weekly schedule
- Assign course coordinators
- Link a schedule to other course sections
- References

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)

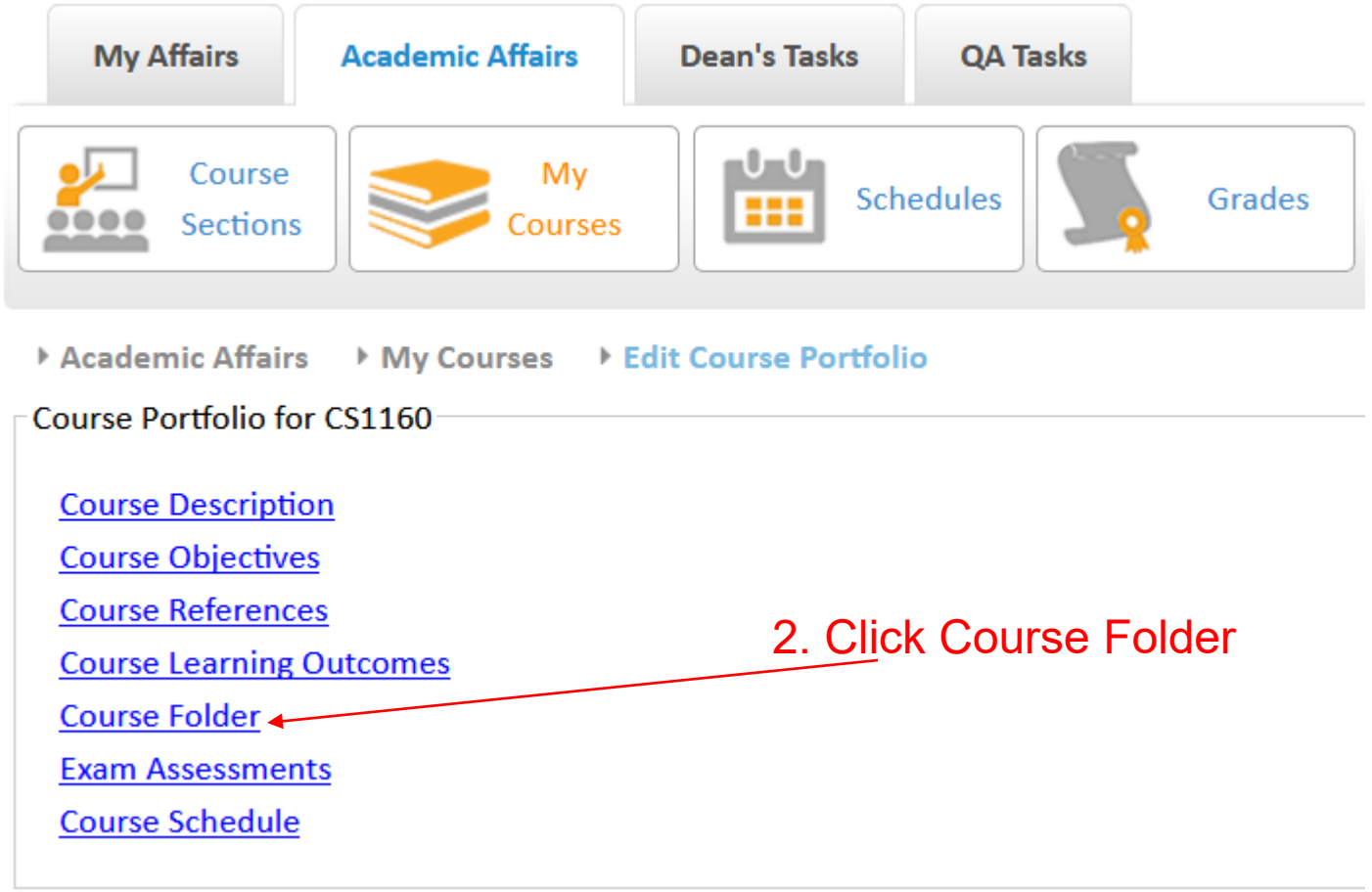
1. Click on My Courses



3. Click the Edit Course Portfolio button

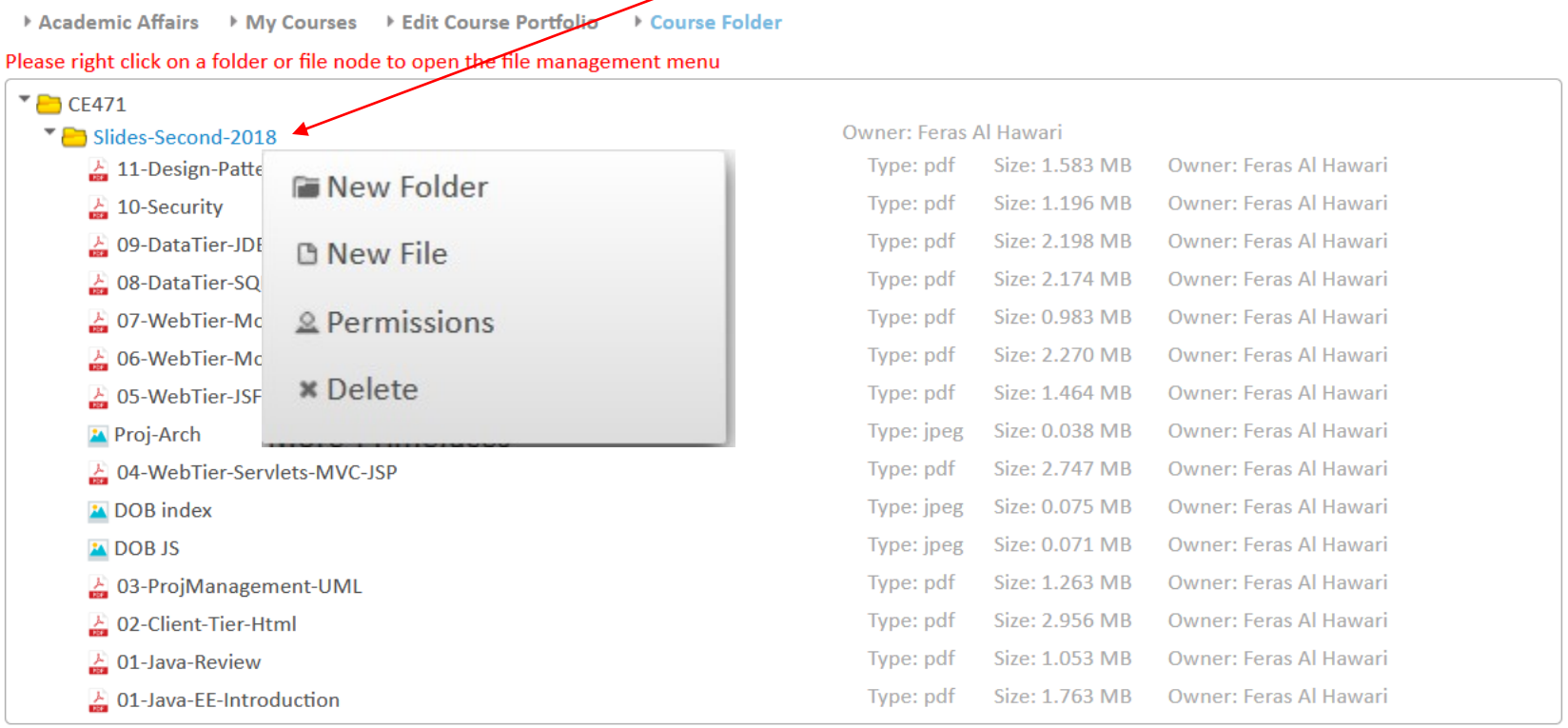
Accessing Course Folder (2)

1. From Edit Course Portfolio



Managing Course Folder

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



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

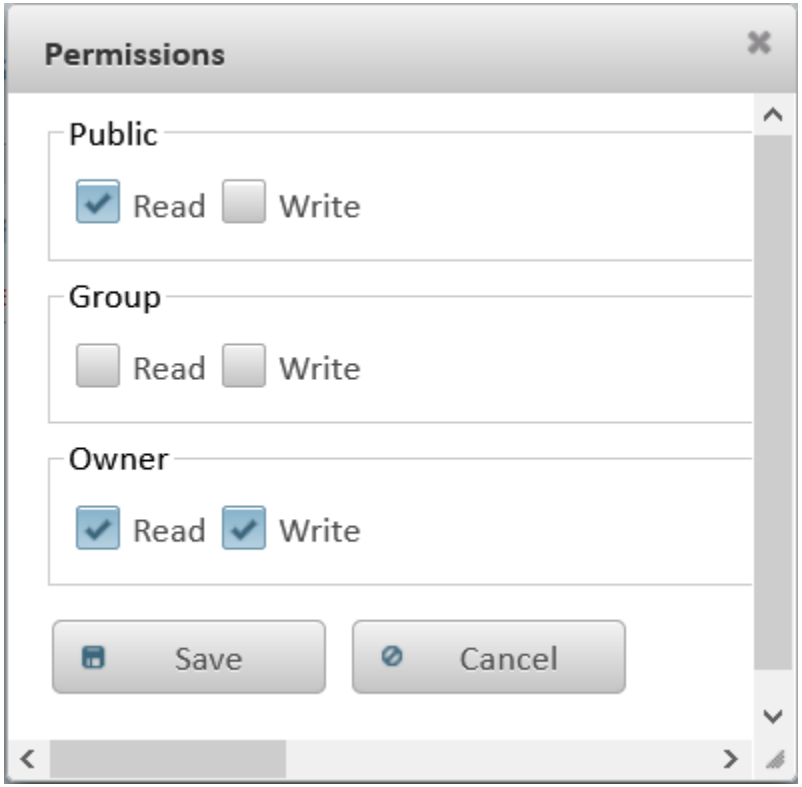
Privileges

- 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

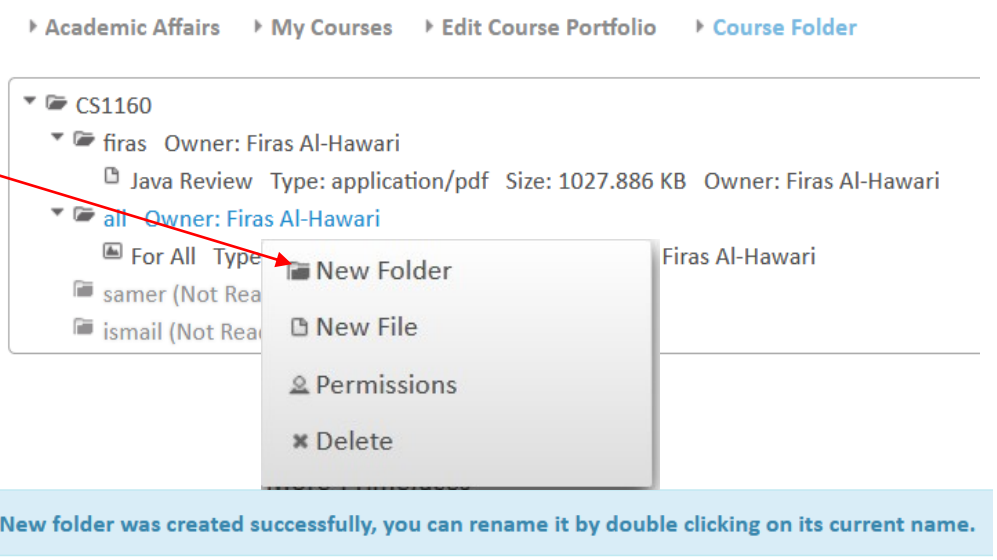
- Public: All users who can see the course folder
- Group: Dean, Chair and coordinators
- Owner: The user who added the file or folder.

- 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

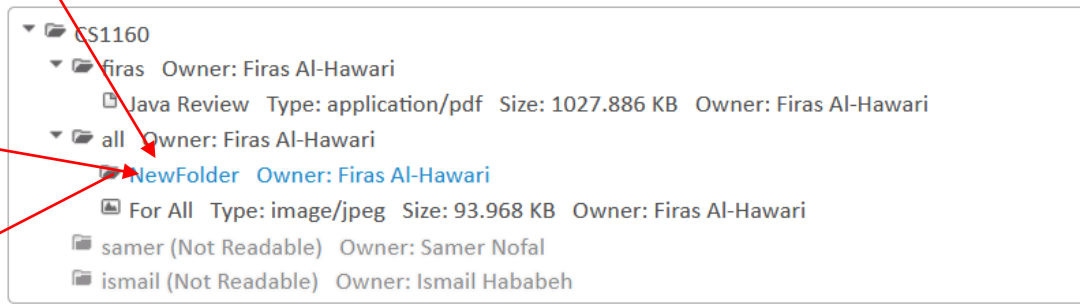


Adding a New Folder

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



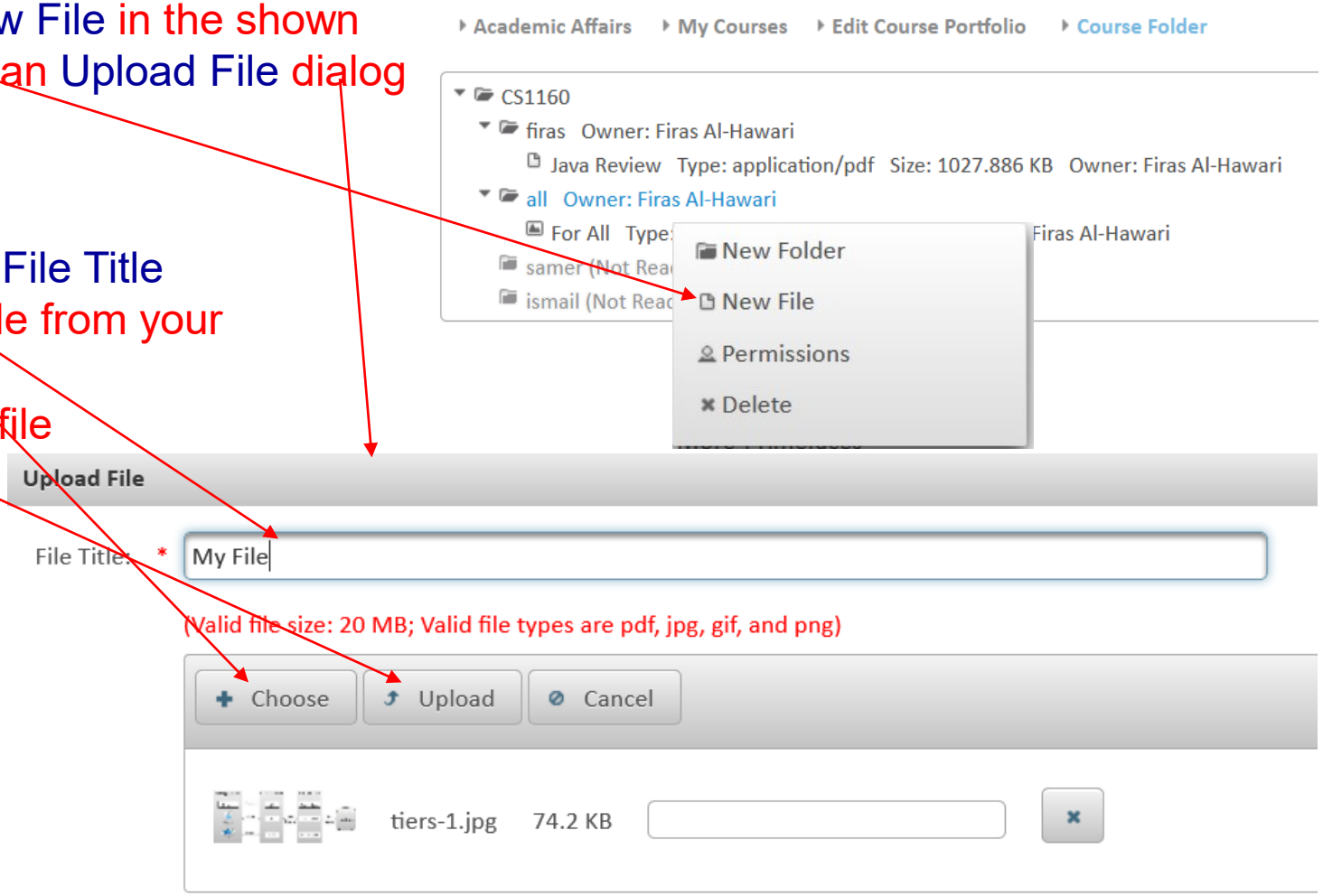
- Double click on the NewFolder to rename it, then click the check button when done



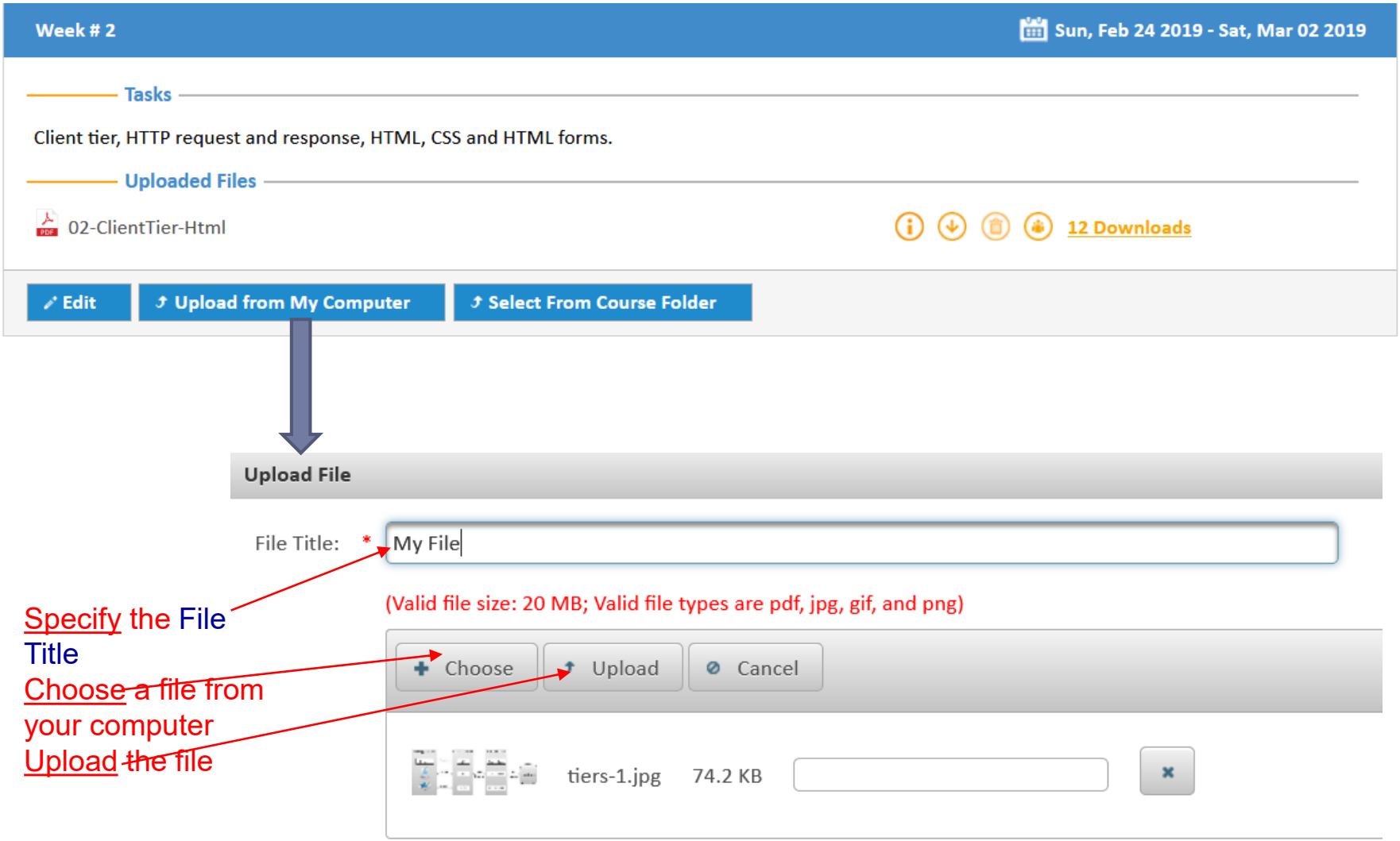
Adding a New File

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

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

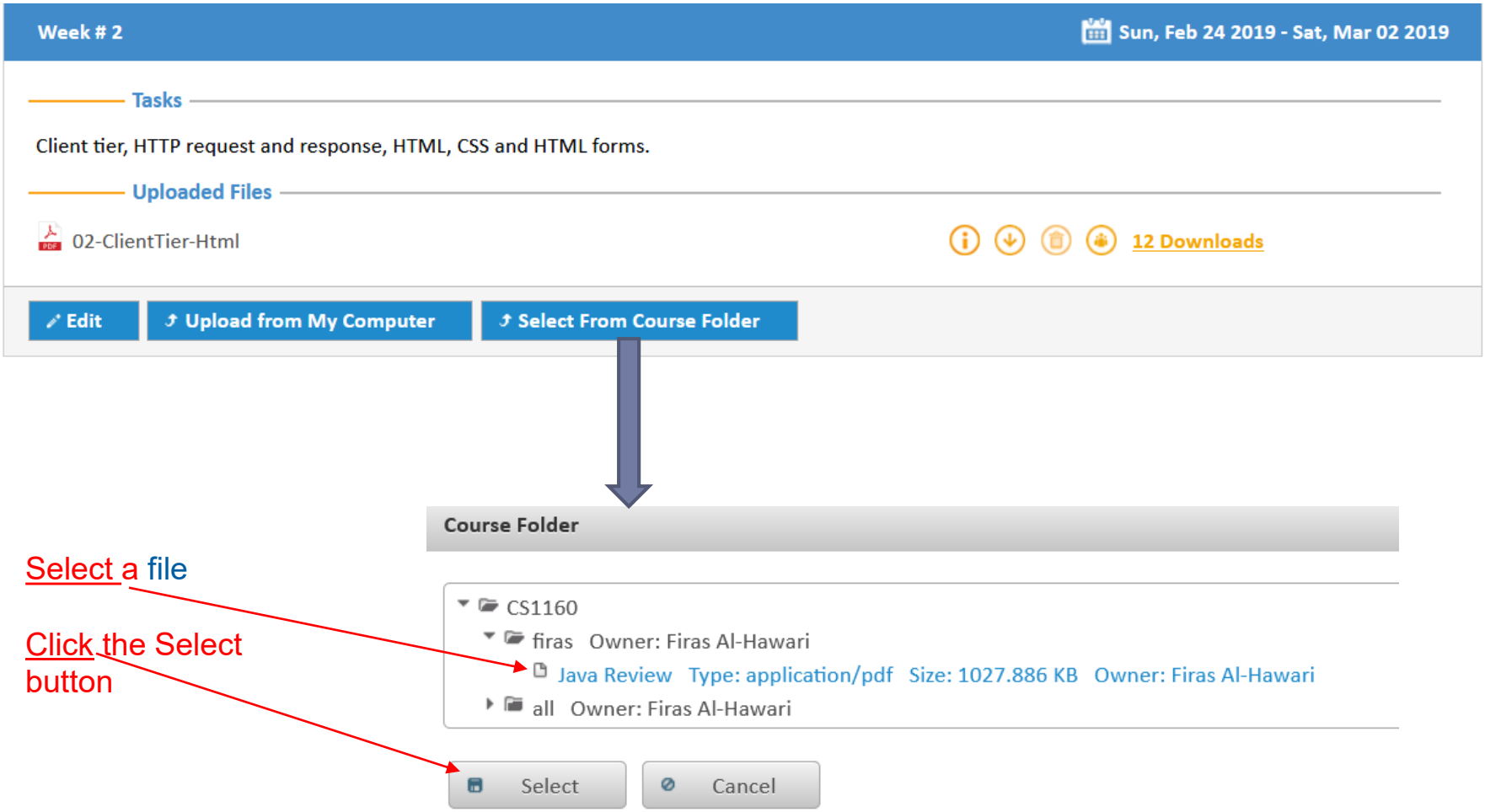


Upload a File to Weekly Schedule (1)



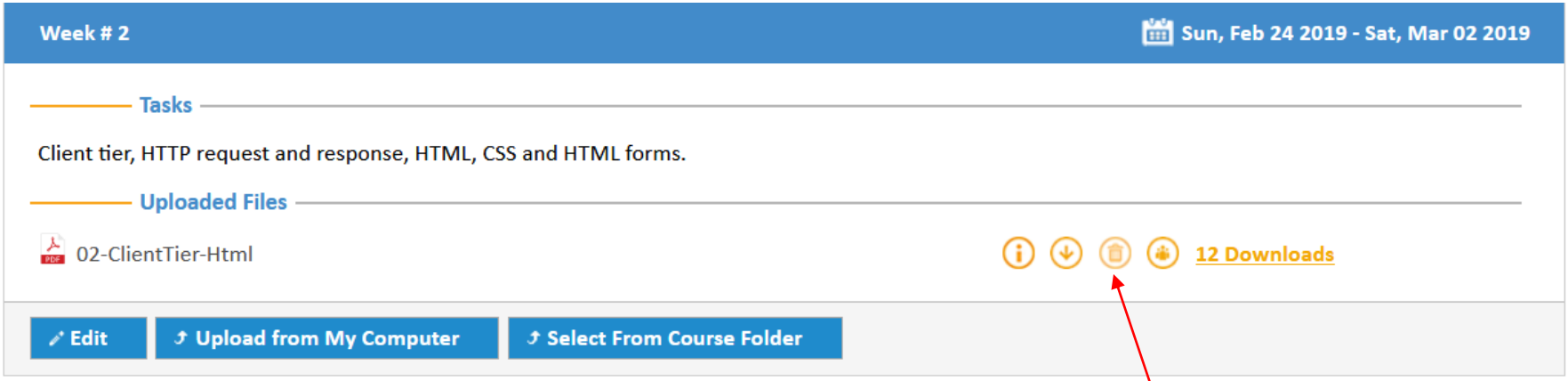
1. Specify the File Title
2. Choose a file from your computer
3. Upload the file

Upload a File to Weekly Schedule (2)



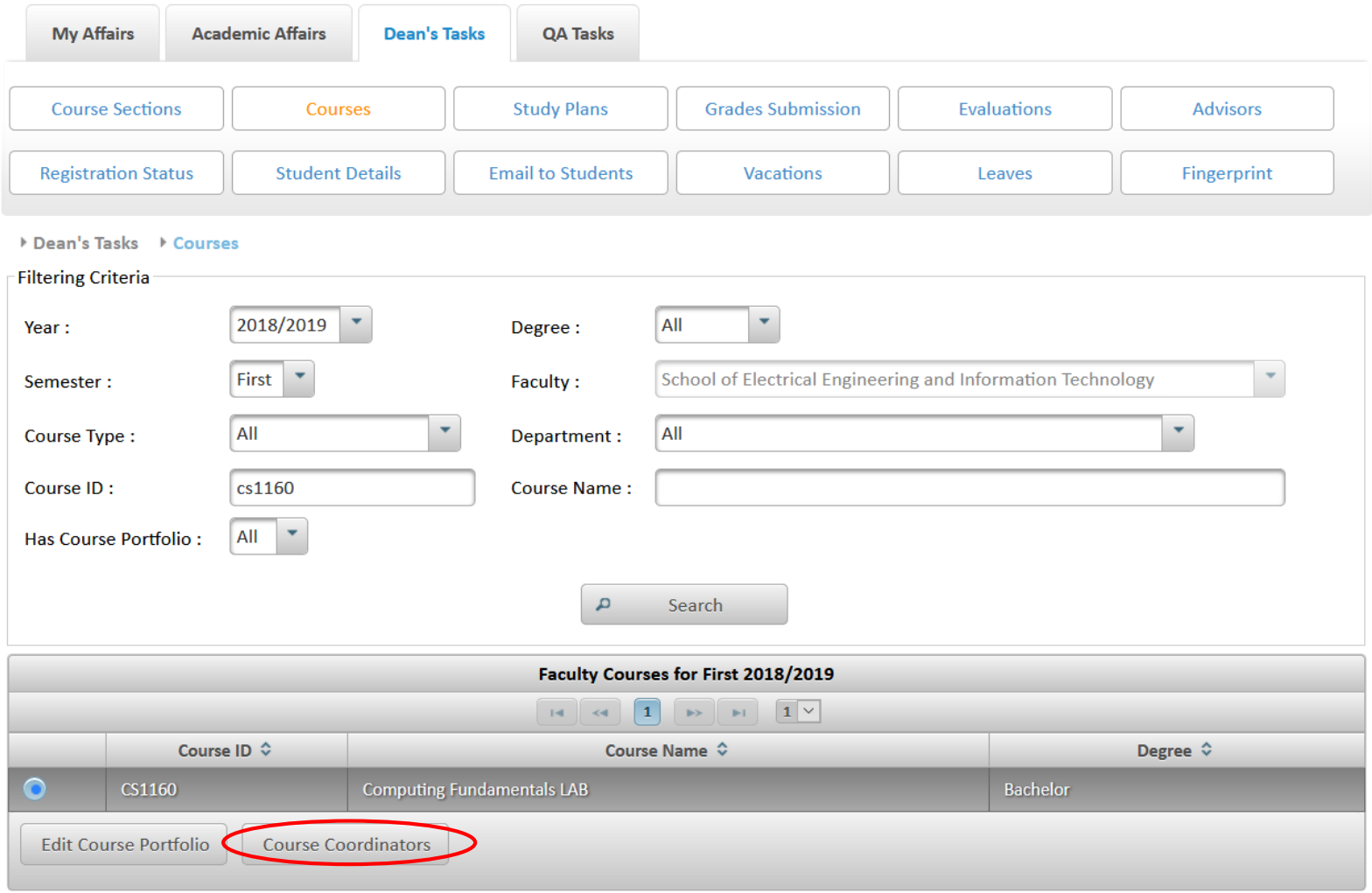
1. Select a file
2. Click the Select button

Delete a File from a Weekly Schedule



Click this button to delete

Course Coordinators (1)



Course Coordinators (2)

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

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
○	6	Firas Al-Hawari	Tue 02:00 PM - 05:00 PM	C237	Not linked	✎
○	9	Firas Al-Hawari	Sun 02:00 PM - 05:00 PM	C403	Select One	✓ ✗

Edit Course Schedule

Select One
6

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
○	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)	
○	9	Firas Al-Hawari	Sun 02:00 PM - 05:00 PM	C403	6	✎

Edit Course Schedule

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.