Course Portfolios in MyGJU

Feras Al-Hawari and Hala Barham

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- User roles
- Versioning
- Managing course portfolios from the instructor view
- Managing course portfolios from the dean and chair views
- Viewing course portfolios
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Objectives

- Manage course portfolios in MyGJU [1-3] for e-learning, archiving, reuse, QA, and accreditation purposes
- Enable deans, chairs, and instructors to edit and review the portfolios of their respective courses
- Allow students and instructors to view the course portfolios of the courses in their schedules
- Deliver this project in phases (Note: this document covers the capabilities introduced in phase one)

Current Features & Scopes

Feature	Course Level	Course Section Level
Description	Yes	No
Objectives	Yes	No
Textbooks	Yes	Yes
Learning Outcomes	Yes	Yes
Exam Assessments	No	Yes
Weekly Schedule	No	Yes

Course Level: Any instructor (user) who has privileges (e.g., instructors assigned to any of its course sections, respective dean, respective chair) to edit the course portfolio may manage this course information **(applicable to all course sections)**

Course Secion Level: Any instructor (user) assigned to a course section may manage this course information **(applicable to the corresponding course sections)**

User Roles

Note 1: To be able to edit a course portfolio of a certain course the instructor must be **assigned to at least one of its course sections** that are offered in the active semester

Note 2: The **Deans** or **Chairs** can edit the course portfolios of their faculty or department courses respectively

Note 3: No one can edit a course portfolio of a course offered in an inactive semester

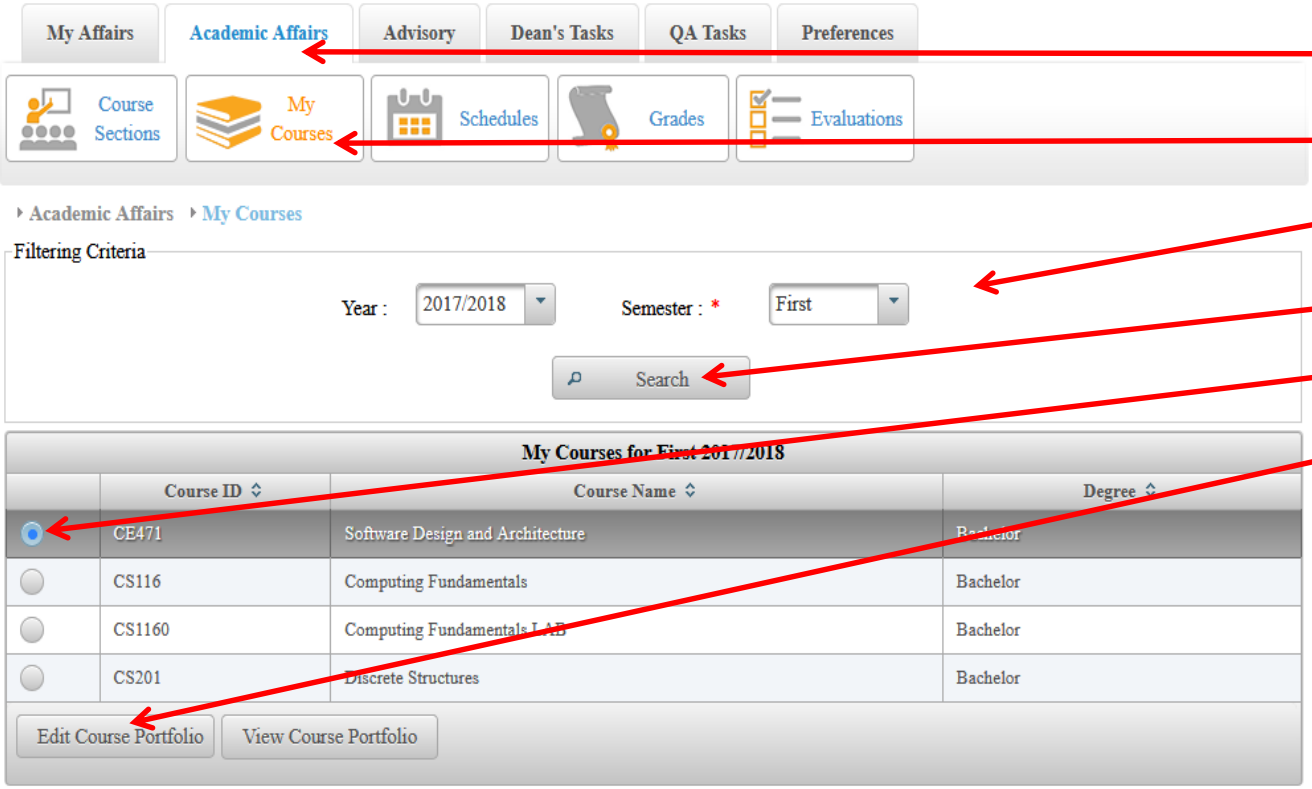
Versioning is Semester Based

***First* 2017/2018**

***Summer* 2015/2016**

***Summer* 2012/2013**

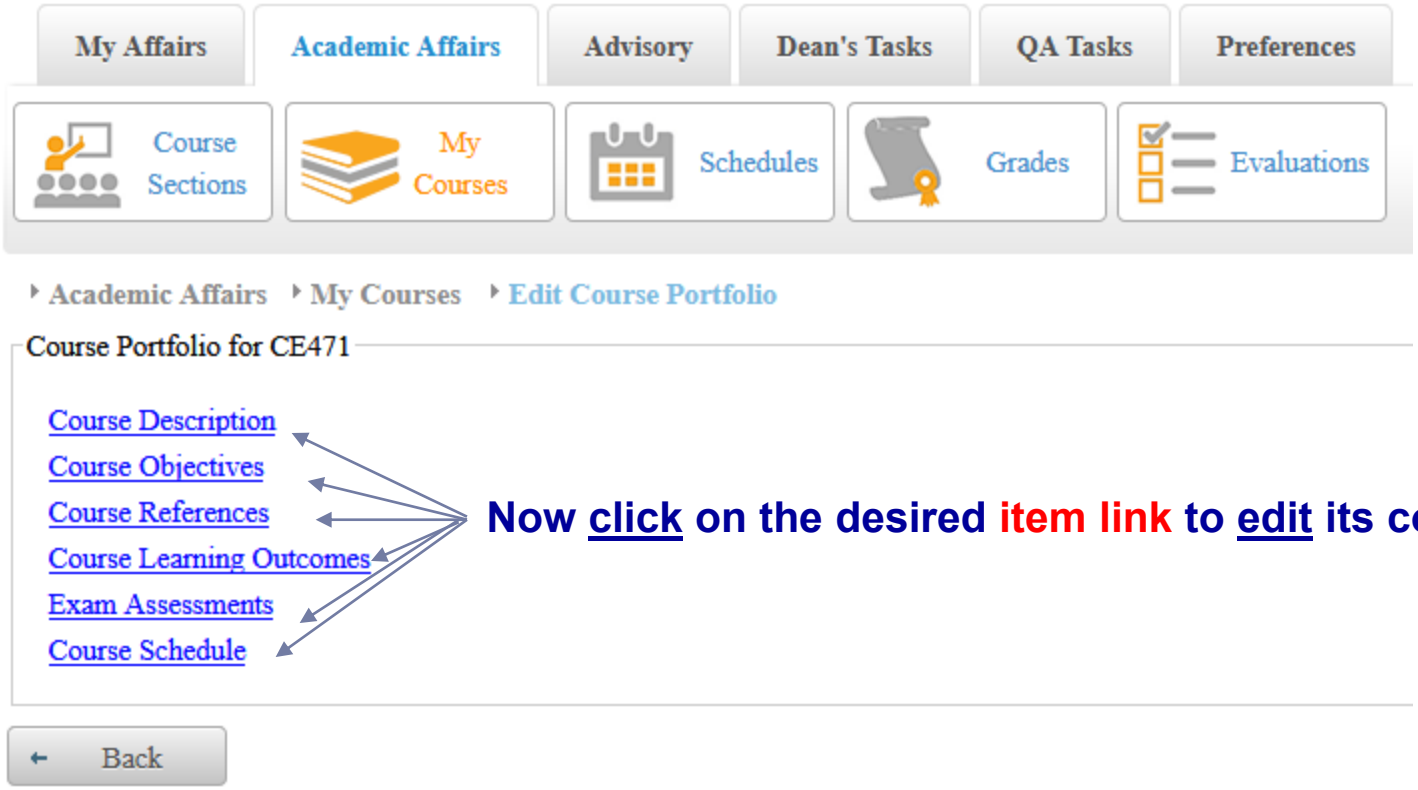
Managing a Course Portfolio from the Instructor View



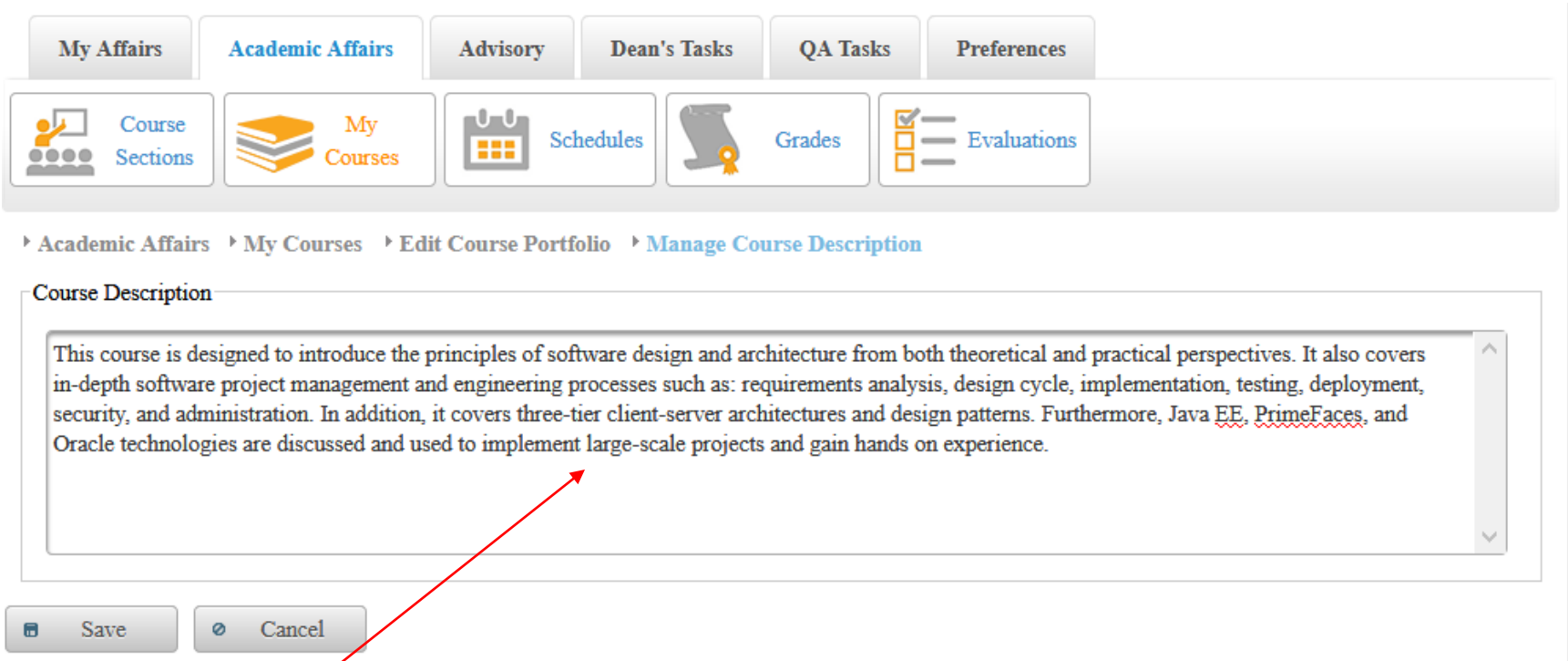
1. Click on the Academic Affairs tab
2. Click on the My Courses button
3. Select the desired Filtering Criteria
4. Click the Search button to get the applicable courses
5. Select a course
6. Click the Edit Course Portfolio button of the desired course

Note: An instructor can only manage the course portfolios of the courses that he/she is assigned to any of their course sections in the active semester.

After Clicking on the Edit Course Portfolio button in the Previous Slide

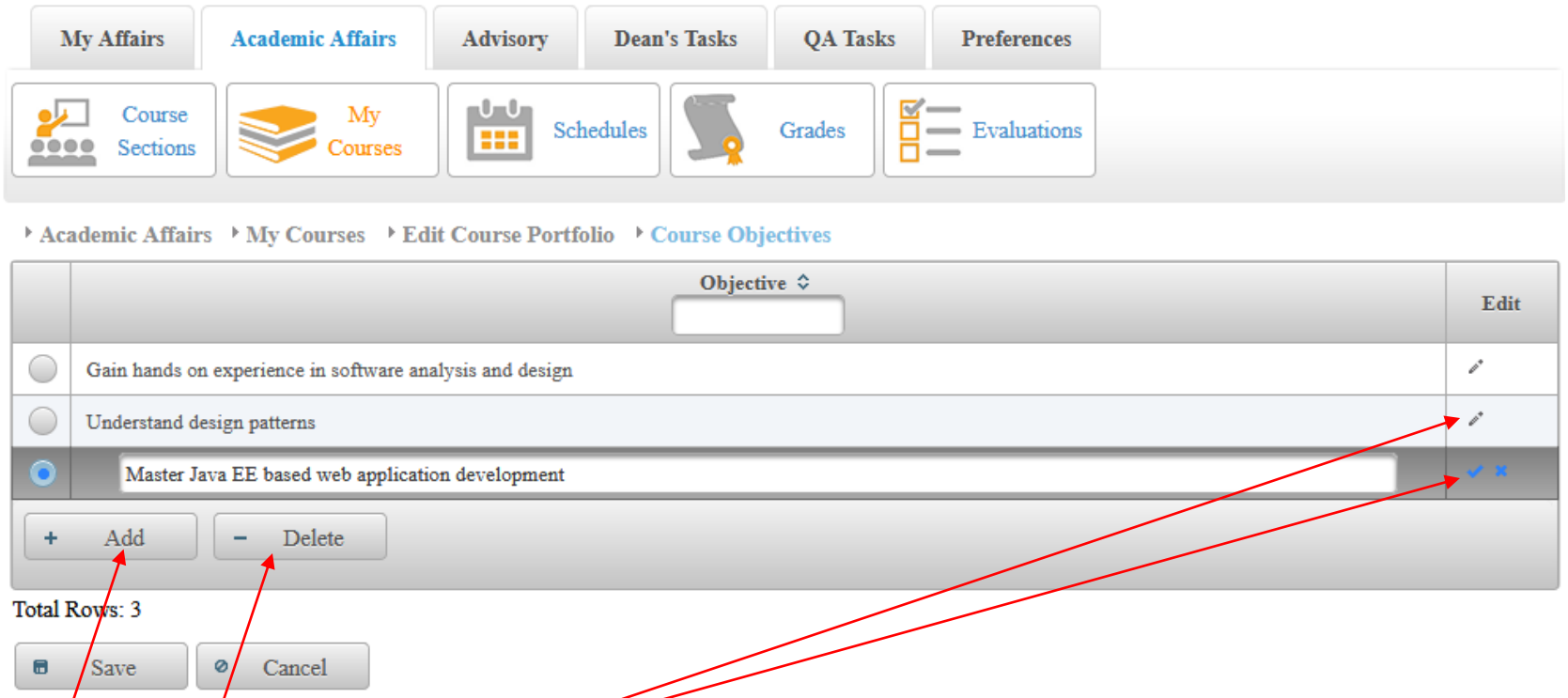


After Clicking on the Course Description Link



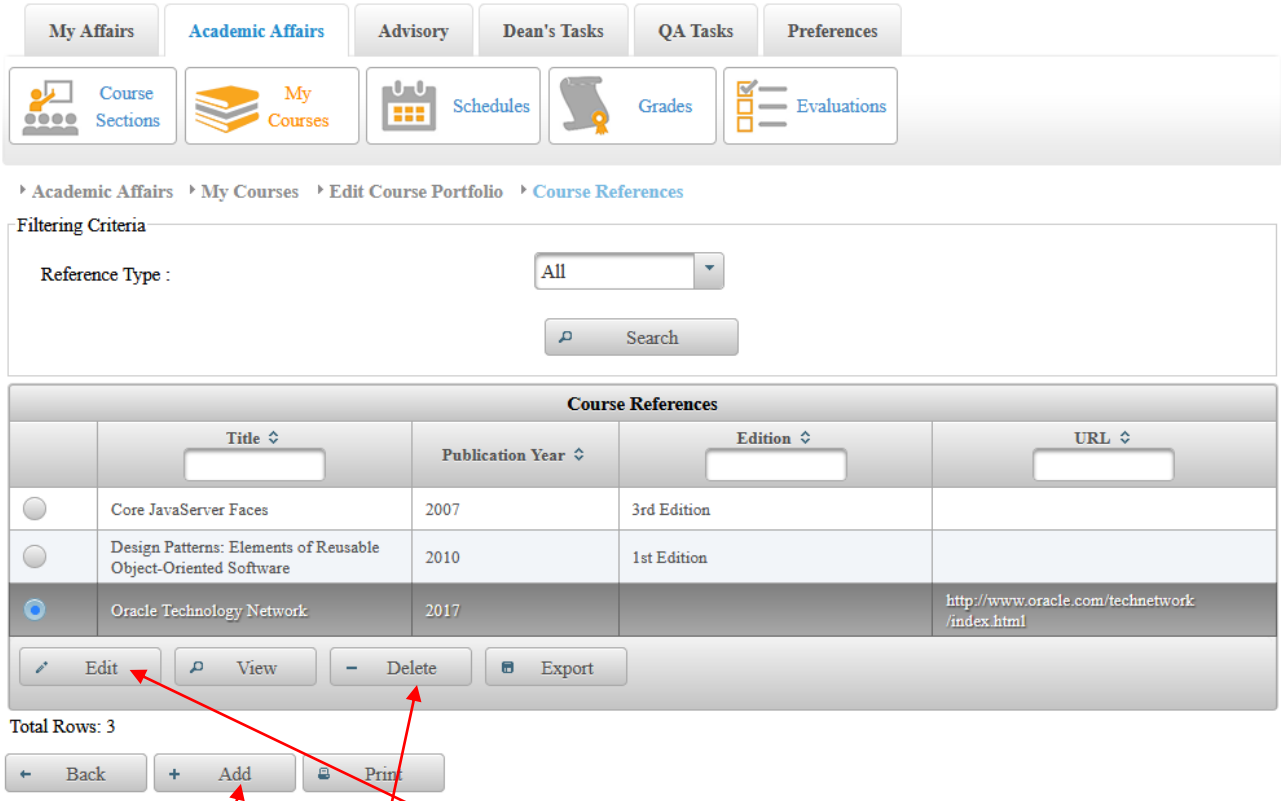
Edit the course description and then click the Save button

After Clicking on the Course Objectives Link



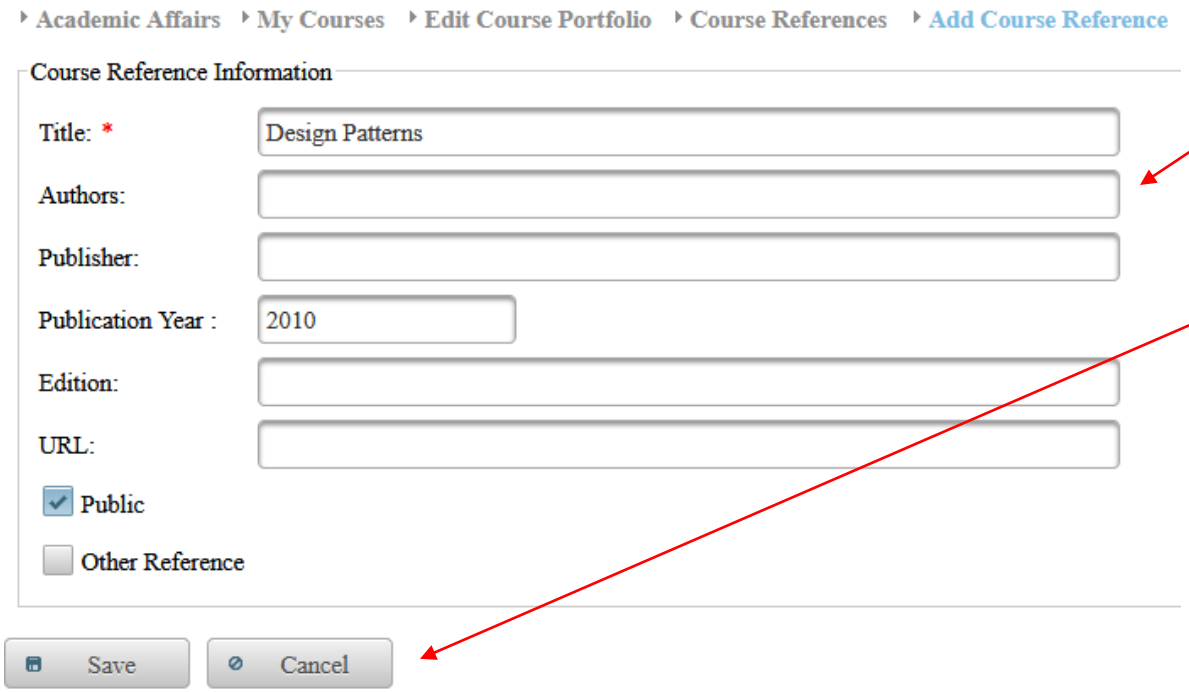
Add, Delete, and Edit course objectives and then click the Save button

After Clicking on the Course References Link



Add, Delete, and Edit course objectives and then click the Back button

After Clicking on the Add button in the Previous Slide

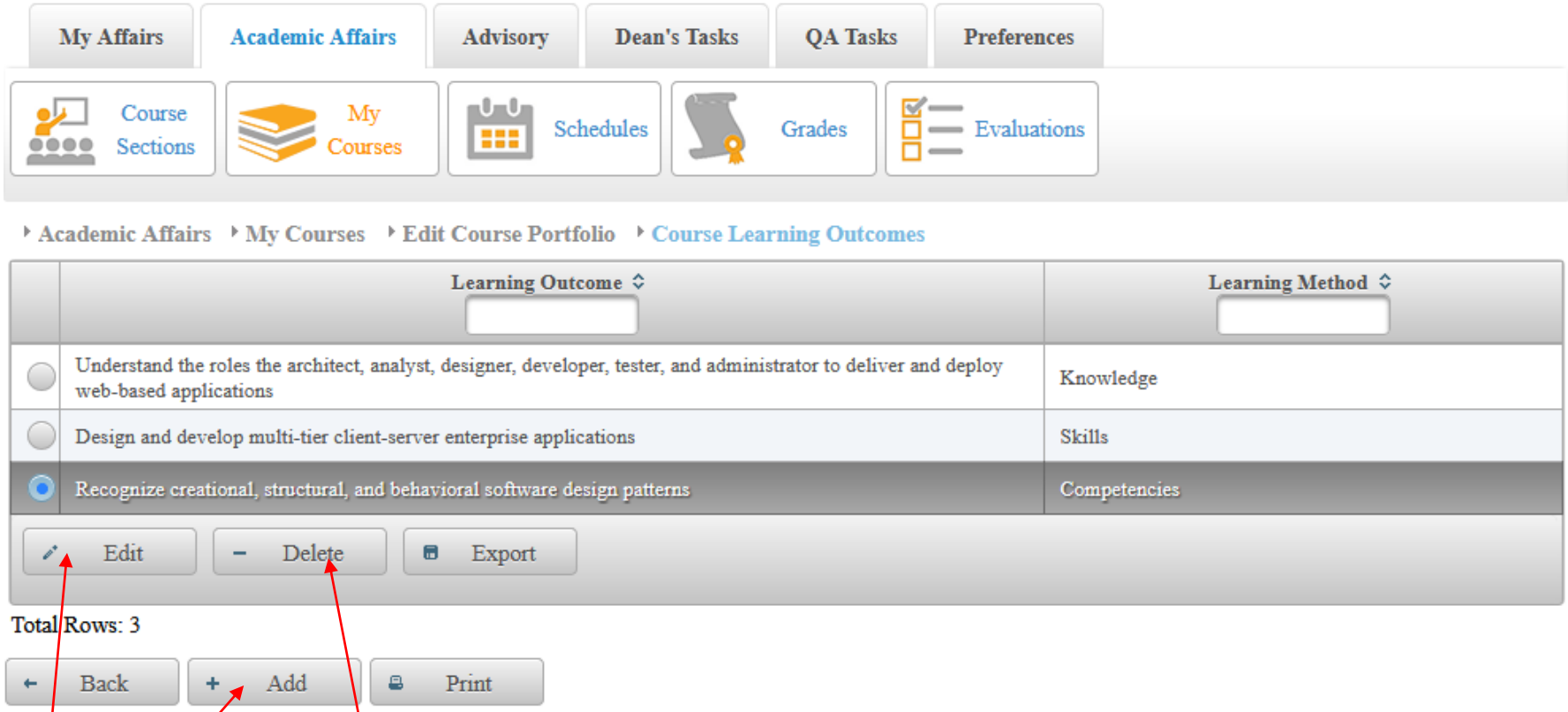


1. Enter the course reference information in the corresponding fields
2. Click on the Save button to save your changes or click on the Cancel button to cancel your changes and then go back to the previous page

Note 1: Checking the **Public** checkbox makes the reference at the **Course Level** i.e., makes it visible to anyone who has privileges to view or edit the course portfolio

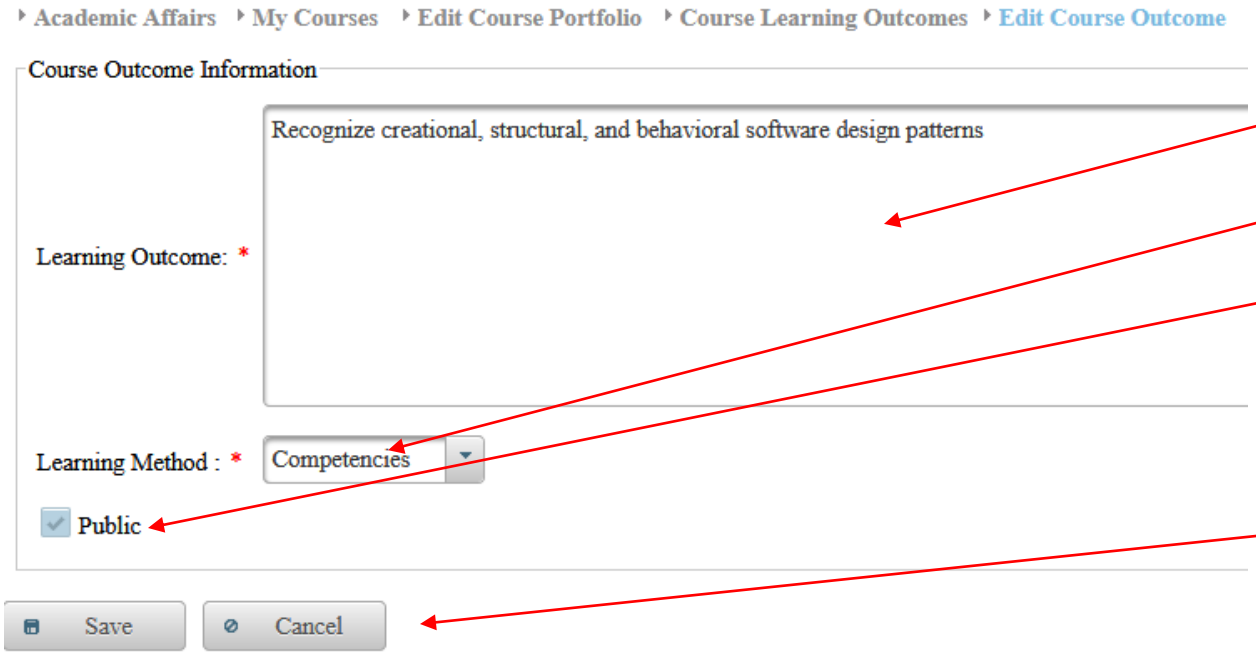
Note 2: Unchecking the **Public** checkbox makes the reference at the **Course Section Level** i.e., makes it visible **only** in the course sections of the instructor who added it the first time

After Clicking on the Course Learning Outcomes Link



Edit, Add, and Delete course learning outcomes and then click the Back button

After Clicking on the Edit button in the Previous Slide



1. Edit the course Learning Outcome
2. Choose the Learning Method for the learning outcome
3. Check or Uncheck the Public checkbox to either make the learning outcome **Course Level** or **Course Section Level**
4. Click on the Save button to save your changes or click on the Cancel button to cancel your changes and then go back to the previous page

After Clicking on the Exam Assessments Link (1)

Exam assessments are defined at the **Course Section Level**. Hence, if the selected course has several offered course sections on the active semester, the system first displays the course sections to select from as shown below.

1. Select a course section to define its exam assessments
2. Click on the Manage Exam Assessments button to proceed and define the exam assessments for the selected course section (see next slide)

Please select a course section and then click the Manage Exam Assessments button to define its exam assessments

CS1160 Sections

	Section No.	Instructor	Days/Times	Room
○	2	Firas Al Hawari Mohammad AbuMhana	Tue 02:00 PM - 05:00 PM	C402
◉	3	Firas Al Hawari Mansour Alhlalat	Thu 02:00 PM - 05:00 PM	M227

Manage Exam Assessments

← Back

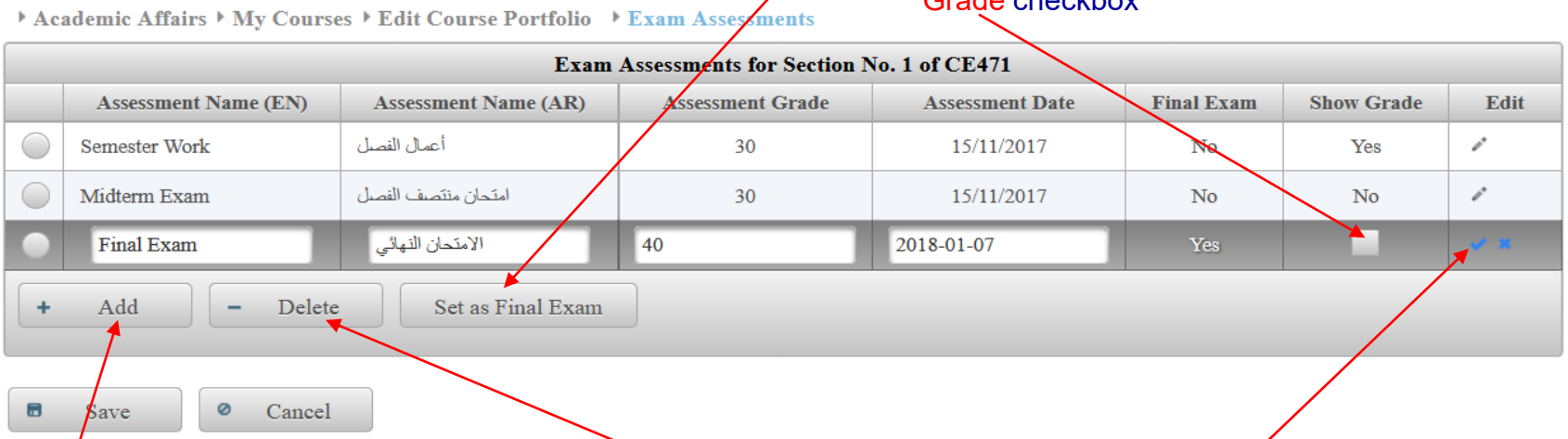
After Clicking on the Exam Assessments Link (2)

In case the course has only one course section OR the Manage Exam Assessments button in the previous slide was clicked, the system navigates to the **Exam Assessments** page shown below

Note 1: The total grades of all exam assessments must be equal to 100

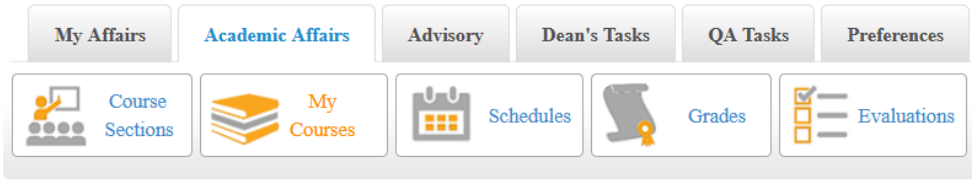
Note 2: You must select an exam assessment and set it as a final exam by clicking on the Set as Final Exam button. This step is required to enable the system to distinguish and report the **Out of 60** grade to the students ahead of the final exams period.

Note 3: To hide/show the exam assessment grades from/to your students check/uncheck the Show Grade checkbox



Add (this adds a new row in the table), Delete (deletes the selected row), and Edit **exam assessments.** When done, click on the Save button to save your changes or click on the Cancel button to cancel your changes. (See [4] for information on how to manage grades in MyGJU)

After Clicking on the Course Schedule Link (1)



Academic Affairs ▸ My Courses ▸ Edit Course Portfolio ▸ Generate Course Schedule

Course Schedule Weeks

Week Number	From Date	To Date
1	Sun, 01 Oct 2017	Sat, 07 Oct 2017
2	Sun, 08 Oct 2017	Sat, 14 Oct 2017
3	Sun, 15 Oct 2017	Sat, 21 Oct 2017
4	Sun, 22 Oct 2017	Sat, 28 Oct 2017
5	Sun, 29 Oct 2017	Sat, 04 Nov 2017
6	Sun, 05 Nov 2017	Sat, 11 Nov 2017
7	Sun, 12 Nov 2017	Sat, 18 Nov 2017
8	Sun, 19 Nov 2017	Sat, 25 Nov 2017
9	Sun, 26 Nov 2017	Sat, 02 Dec 2017
10	Sun, 03 Dec 2017	Sat, 09 Dec 2017
11	Sun, 10 Dec 2017	Sat, 16 Dec 2017
12	Sun, 17 Dec 2017	Sat, 23 Dec 2017
13	Sun, 24 Dec 2017	Sat, 30 Dec 2017
14	Sun, 31 Dec 2017	Sat, 06 Jan 2018
15	Sun, 07 Jan 2018	Sat, 13 Jan 2018
16	Sun, 14 Jan 2018	Sat, 20 Jan 2018
17	Sun, 21 Jan 2018	Sat, 27 Jan 2018
18	Sun, 28 Jan 2018	Sat, 03 Feb 2018

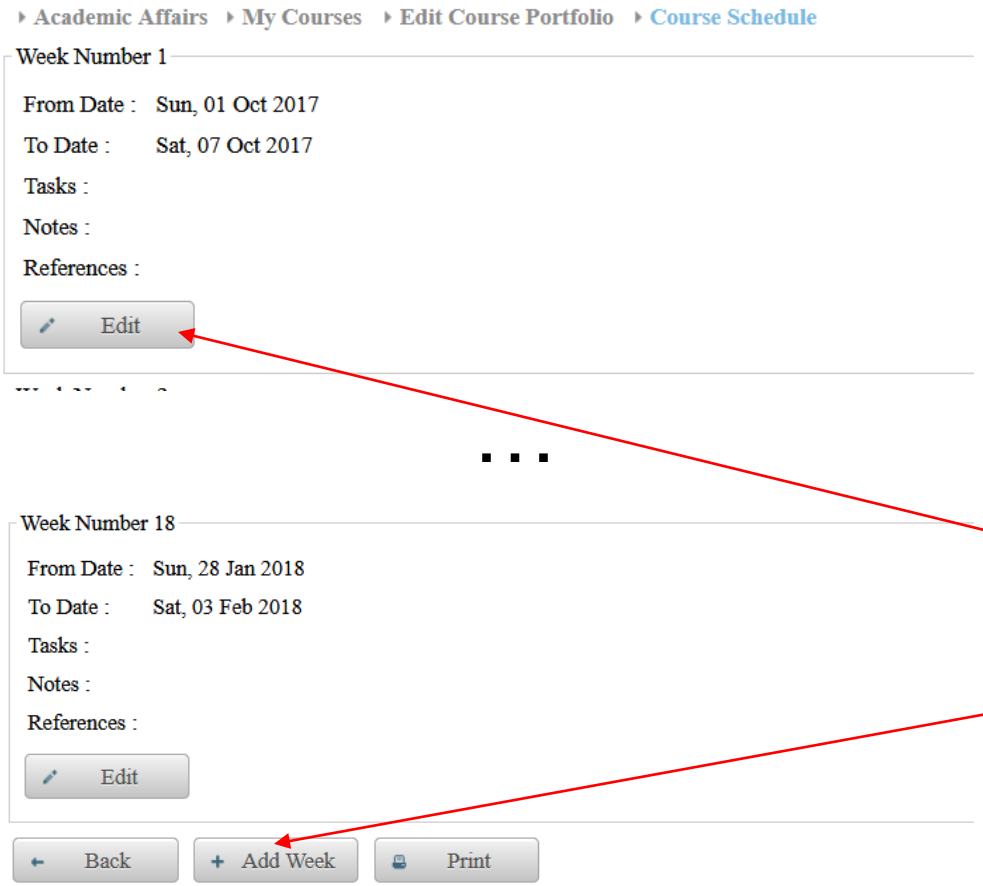
Total Rows: 18

Back | + Add Week | Generate Schedule | Print

In case a schedule was not generated before, the system automatically generates the schedule weeks based on the duration of the active semester that is defined in the registration calendar

Click on the Generate Schedule button to save and then edit the schedule weeks (see next slide)

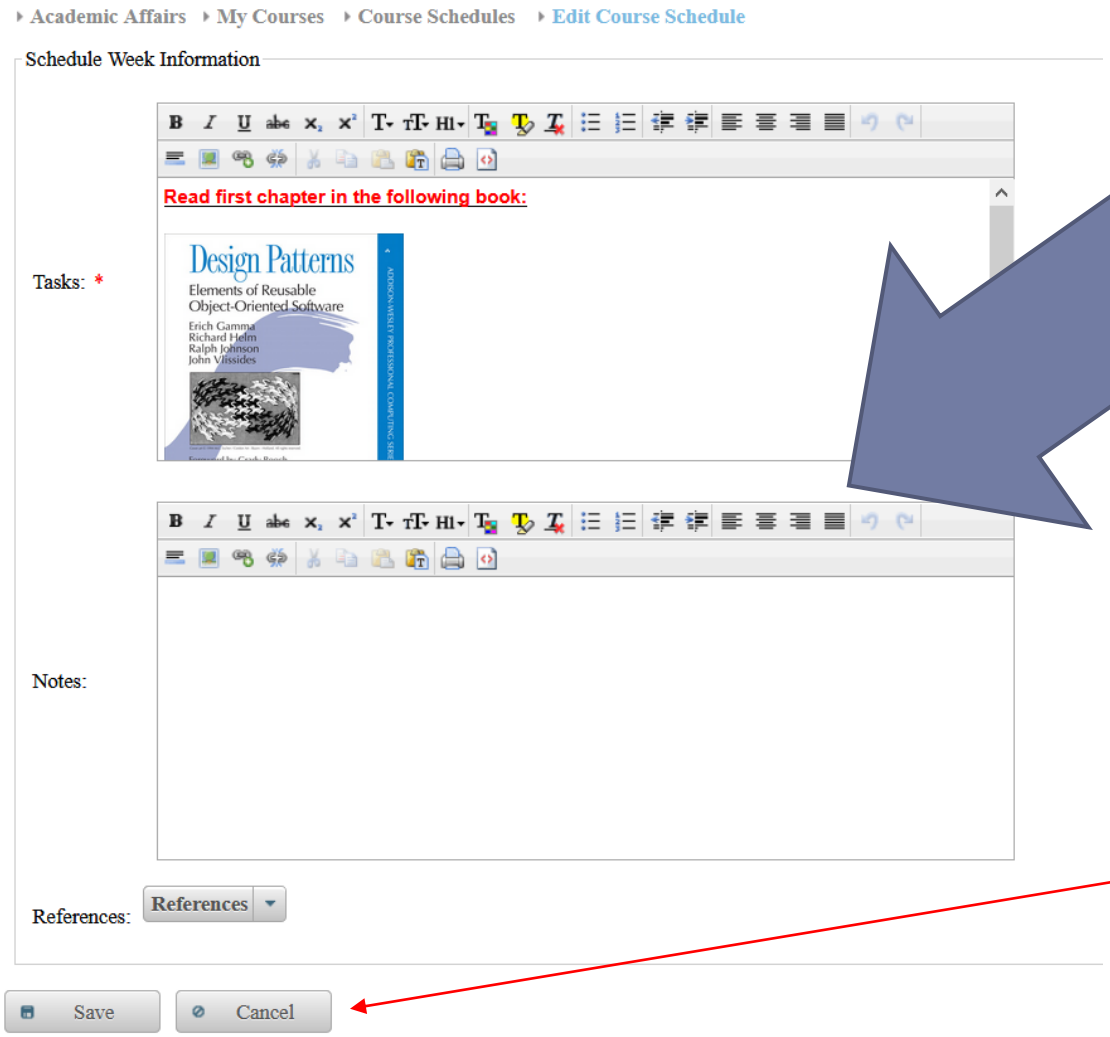
After Clicking on the Course Schedule Link (2)



In case a schedule was saved before OR the Generate Schedule button in the previous slide was clicked, the system navigates to the Course Schedule page shown here

1. Click the Edit button to edit the tasks, notes, and references used in the respective week (see next slide)
2. Click the Add Week button to add an extra week to the schedule
3. Click the Back button when done

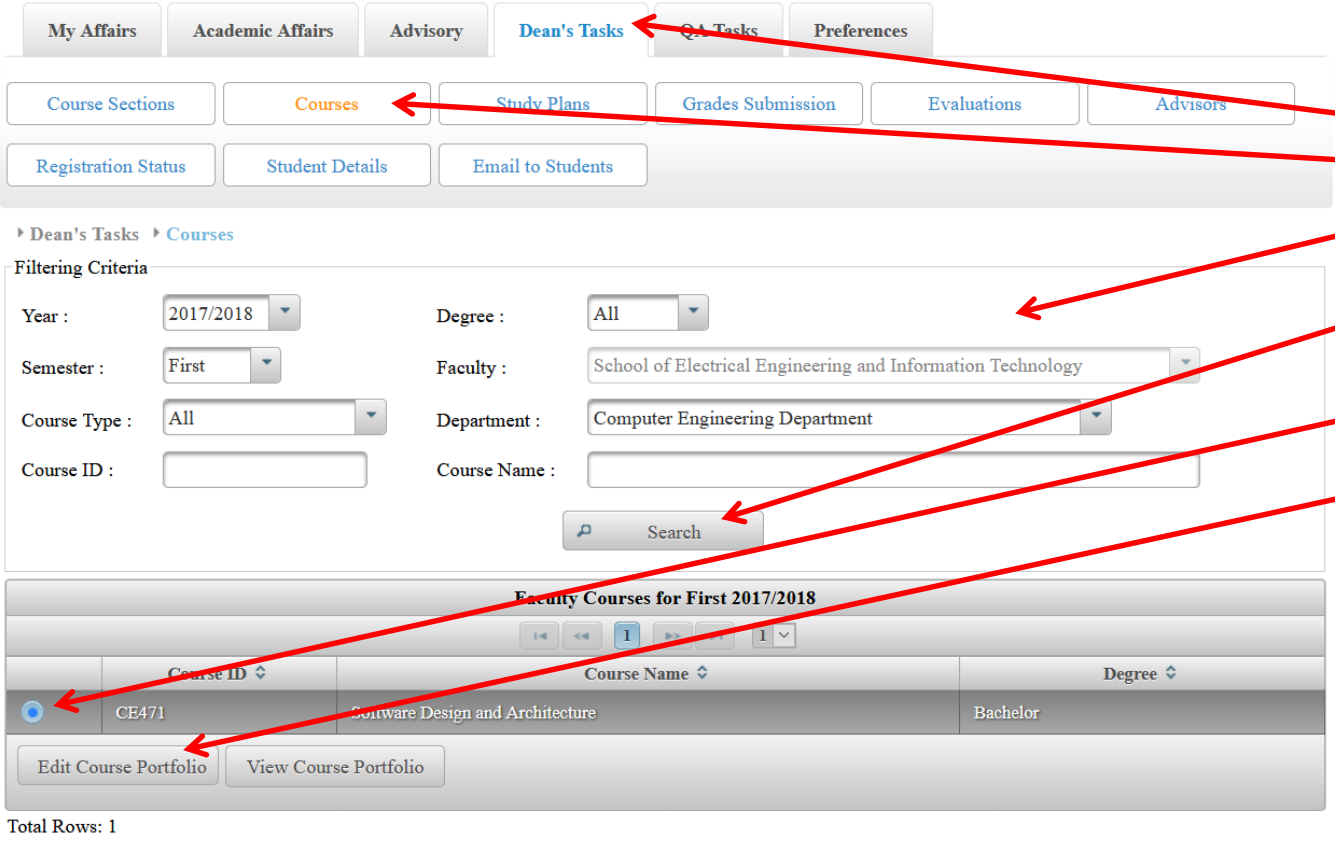
After Clicking on the Edit button in the Previous Slide



1. Edit the tasks, notes, and references used in the respective week. Note that you may use the text editor to insert images, change text font, control text alignment, add lists, etc.

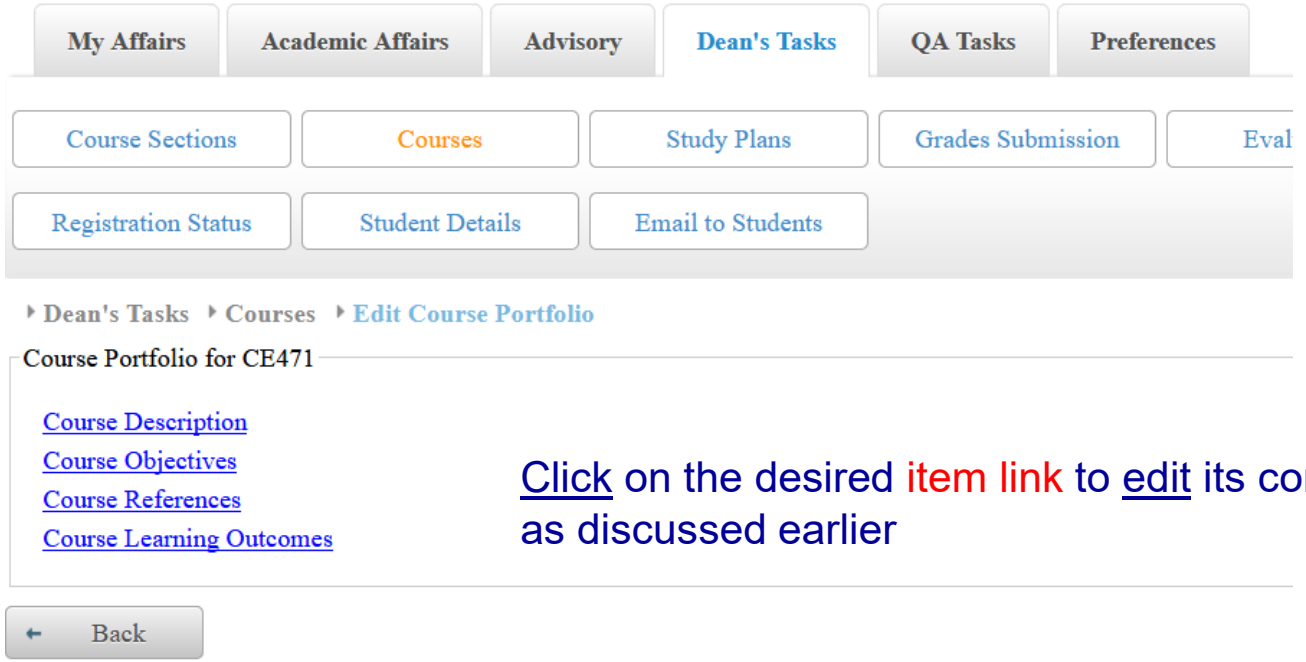
2. Click on the Save button to save your changes or click on the Cancel button to cancel your changes and then go back to the previous page

Managing a Course Portfolio from the Dean and Chair Views



1. Click on the Dean's Tasks tab
2. Click on the Courses button
3. Select the desired Filtering Criteria
4. Click the Search button to get the applicable courses
5. Select a course
6. Click the Edit Course Portfolio button of the desired course

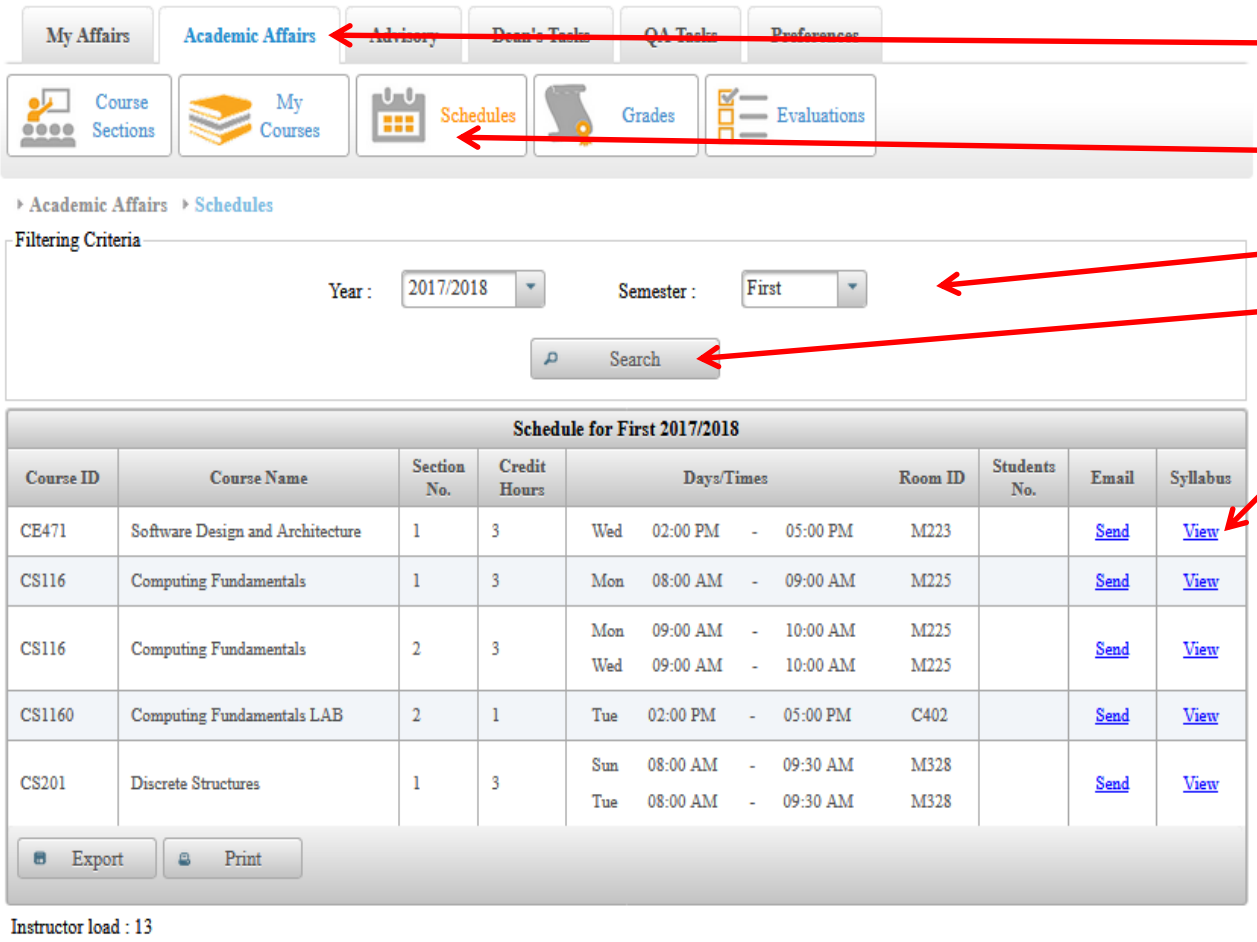
After Clicking on the Edit Course Portfolio button in the Previous Slide



Click on the desired item link to edit its content as discussed earlier

Note: A Dean or Chair may only edit the **Course Level** course portfolio items

Viewing a Course Portfolio from the Instructor View



1. Click on the Academic Affairs tab
2. Click on the Schedules button
3. Select the desired Filtering Criteria
4. Click the Search button to get the applicable schedule
5. Click the View button of the desired course section

Note: An instructor can only view the course portfolios of the courses in his/her schedule in the selected semester

After Clicking on the View Button in the Previous Slide

Academic Affairs ▸ Schedules ▸ View Course Portfolio

GJU
الجامعة الألمانية الأردنية
German Jordanian University

Syllabus for Software Design and Architecture

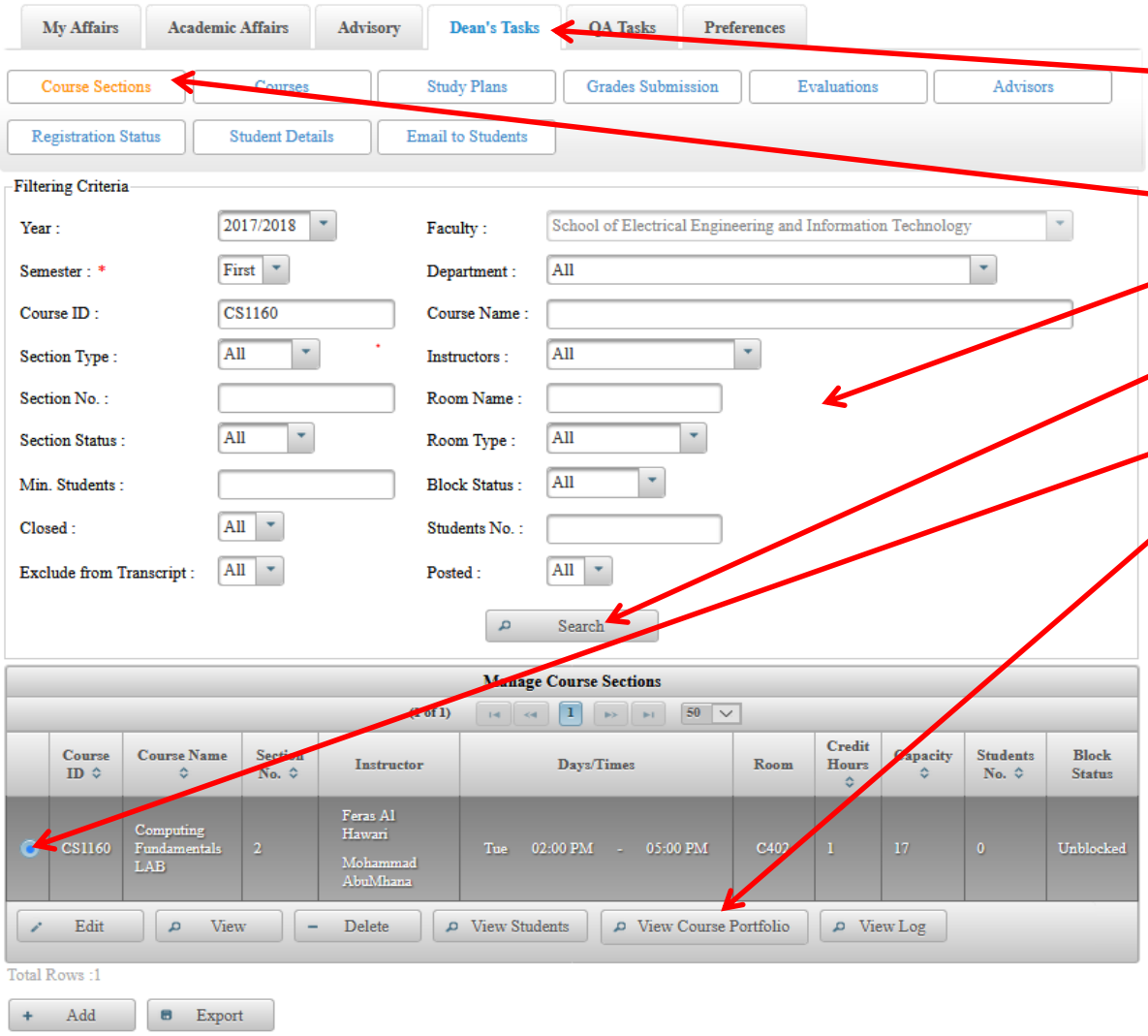
First 2017/2018

Primary Instructor	
Name	Feras Al Hawari
Email	firas.alhawari@gju.edu.jo
Phone	--
Office	
Office Hours	
Website	

Secondary Instructor	
Name	Saaamer Nofal
Email	samer.nofal@gju.edu.jo
Phone	798085928
Office	
Office Hours	
Website	

Course Information		
Name	Software Design and Architecture	
Code	CE471	
Credit Hours	**Theoretical Hours**	3
	Practical Hours	0
Description	This course is designed to introduce the principles of software design and architecture from both theoretical and practical perspectives. It will also cover in-depth software project management and engineering processes such as: requirements analysis, design cycle, implementation, testing, deployment, security, and administration. In addition, it covers three-tier client-server architectures and design patterns. Furthermore, Java EE, PrimeFaces, and Oracle technologies will be used to implement large-scale projects and gain hands on experience.	
Objectives	• Gain hands on experience in software analysis and design • Understand design patterns • Master Java EE based web application development	
Textbooks	• David Geary, "Core JavaServer Faces", 3rd Edition • Erich Gamma, Richard Helm, Ralph Johnson, and John Vlissides, "Design Patterns: Elements of Reusable Object-Oriented Software", 1st Edition	
Other References	• "Oracle Technology Network", http://www.oracle.com/technetwork/index.html	

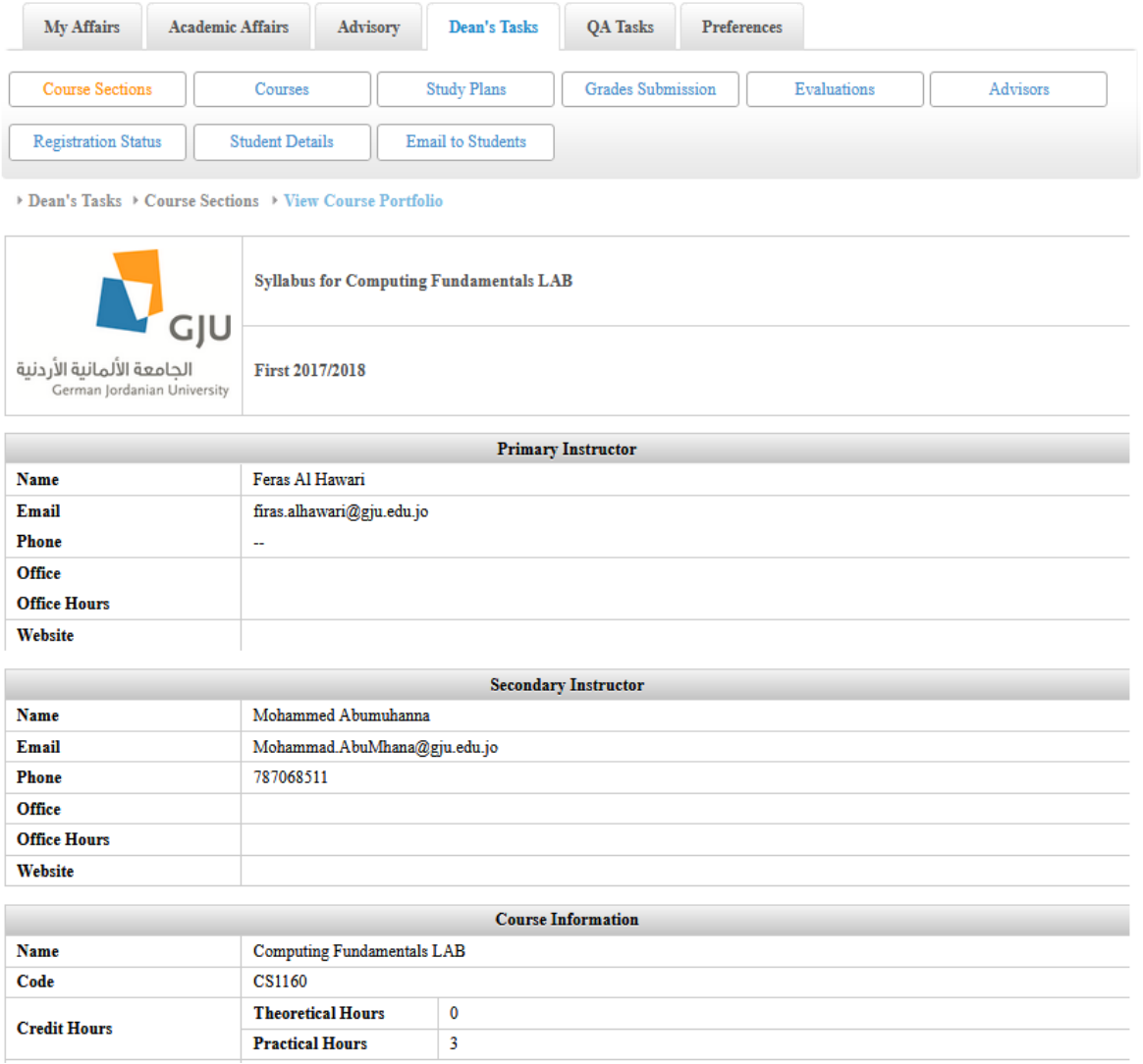
Viewing a Course Portfolio from the Dean or Chair View



1. In case of a Dean (similar if a Chair), click on the Dean's Tasks tab
2. Click on the Course Sections button
3. Select the desired Filtering Criteria
4. Click the Search button to get the applicable courses
5. Select the desired course
6. Click the View Course Portfolio button

Note: A Dean can view the course portfolios of all courses in his/her faculty, while a Chair can only access the course portfolios of the courses in his/her corresponding department

After Clicking on the View Course Portfolio Button in the Previous Slide



My Affairs | Academic Affairs | Advisory | Dean's Tasks | QA Tasks | Preferences

Course Sections | Courses | Study Plans | Grades Submission | Evaluations | Advisors

Registration Status | Student Details | Email to Students

Dean's Tasks › Course Sections › View Course Portfolio

GJU
الجامعة الألمانية الأردنية
German Jordanian University

Syllabus for Computing Fundamentals LAB

First 2017/2018

Primary Instructor	
Name	Feras Al Hawari
Email	firas.alhawari@gju.edu.jo
Phone	--
Office	
Office Hours	
Website	

Secondary Instructor	
Name	Mohammed Abumuhanna
Email	Mohammad.AbuMhana@gju.edu.jo
Phone	787068511
Office	
Office Hours	
Website	

Course Information		
Name	Computing Fundamentals LAB	
Code	CS1160	
Credit Hours	**Theoretical Hours**	0
	Practical Hours	3

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: Grades Submission in the MyGJU Portal. 2019.