



Course Portfolios in MyGJU

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Overview

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- ▶ Current features and scopes
- ▶ User roles
- ▶ Versioning
- ▶ Managing course portfolios from the instructor view
- ▶ Managing course portfolios from the dean and chair views
- ▶ Viewing course portfolios
- ▶ References

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**)



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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 Section 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

Academic Affairs ▸ My Courses

Filtering Criteria

Year : 2017/2018 Semester : * First

Search

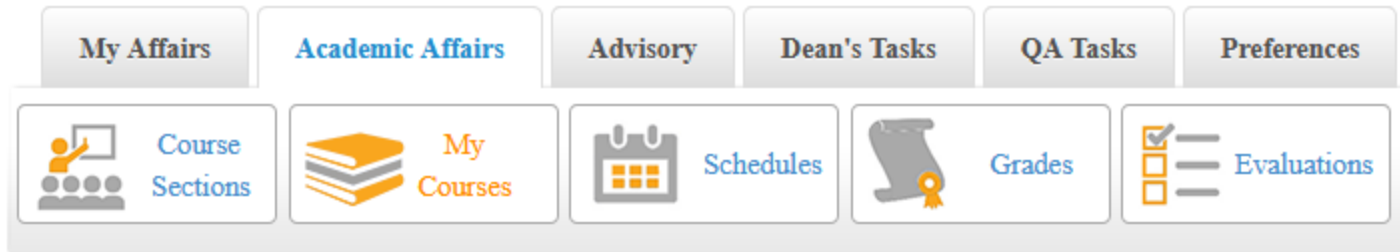
Course ID	Course Name	Degree
CE471	Software Design and Architecture	Bachelor
CS116	Computing Fundamentals	Bachelor
CS1160	Computing Fundamentals LAB	Bachelor
CS201	Discrete Structures	Bachelor

Edit Course Portfolio View Course Portfolio

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



▸ Academic Affairs ▸ My Courses ▸ Edit Course Portfolio

Course Portfolio for CE471

[Course Description](#)

[Course Objectives](#)

[Course References](#)

[Course Learning Outcomes](#)

[Exam Assessments](#)

[Course Schedule](#)

Now click on the desired **item link** to edit its content

← Back

After Clicking on the Course Description Link

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

Course Sections My Courses Schedules Grades Evaluations

Academic Affairs > My Courses > Edit Course Portfolio > Manage Course Description

Course Description

This course is designed to introduce the principles of software design and architecture from both theoretical and practical perspectives. It also covers 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 are discussed and used to implement large-scale projects and gain hands on experience.

Save Cancel

Edit the course description and then click the **Save button**

After Clicking on the Course Objectives Link

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

Course Sections My Courses Schedules Grades Evaluations

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

Objective	Edit
<input type="radio"/> Gain hands on experience in software analysis and design	
<input type="radio"/> Understand design patterns	
<input checked="" type="radio"/> Master Java EE based web application development	

+ Add - Delete

Total Rows: 3

Save Cancel

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

After Clicking on the Course References Link

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

Course Sections | My Courses | Schedules | Grades | Evaluations

Academic Affairs > My Courses > Edit Course Portfolio > **Course References**

Filtering Criteria

Reference Type :

Course References				
	Title ↕	Publication Year ↕	Edition ↕	URL ↕
<input type="radio"/>	Core JavaServer Faces	2007	3rd Edition	
<input type="radio"/>	Design Patterns: Elements of Reusable Object-Oriented Software	2010	1st Edition	
<input checked="" type="radio"/>	Oracle Technology Network	2017		http://www.oracle.com/technetwork/index.html

Total Rows: 3

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

After Clicking on the Add button in the Previous Slide

▸ Academic Affairs ▸ My Courses ▸ Edit Course Portfolio ▸ Course References ▸ Add Course Reference

Course Reference Information

Title: *

Authors:

Publisher:

Publication Year :

Edition:

URL:

Public

Other Reference

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

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

Course Sections My Courses Schedules Grades Evaluations

Academic Affairs > My Courses > Edit Course Portfolio > **Course Learning Outcomes**

Learning Outcome	Learning Method
<input type="radio"/> Understand the roles the architect, analyst, designer, developer, tester, and administrator to deliver and deploy web-based applications	Knowledge
<input type="radio"/> Design and develop multi-tier client-server enterprise applications	Skills
<input checked="" type="radio"/> Recognize creational, structural, and behavioral software design patterns	Competencies

Edit Delete Export

Total Rows: 3

Back Add Print

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

After Clicking on the Edit button in the Previous Slide

▸ Academic Affairs ▸ My Courses ▸ Edit Course Portfolio ▸ Course Learning Outcomes ▸ Edit Course Outcome

Course Outcome Information

Learning Outcome: *

Recognize creational, structural, and behavioral software design patterns

Learning Method: *

Competencies

Public

Save Cancel

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
<input type="radio"/>	2	Firas Al Hawari Mohammad AbuMhana	Tue 02:00 PM - 05:00 PM	C402
<input checked="" type="radio"/>	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

▸ Academic Affairs ▸ My Courses ▸ Edit Course Portfolio ▸ Exam Assessments

Exam Assessments for Section No. 1 of CE471							
	Assessment Name (EN)	Assessment Name (AR)	Assessment Grade	Assessment Date	Final Exam	Show Grade	Edit
<input type="radio"/>	Semester Work	أعمال الفصل	30	15/11/2017	No	Yes	
<input type="radio"/>	Midterm Exam	امتحان منتصف الفصل	30	15/11/2017	No	No	
<input type="radio"/>	Final Exam	الامتحان النهائي	40	2018-01-07	Yes	<input type="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)

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

Course Sections My Courses Schedules Grades Evaluations

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)

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

Week Number 1

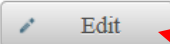
From Date : Sun, 01 Oct 2017

To Date : Sat, 07 Oct 2017

Tasks :

Notes :

References :

 Edit

...

Week Number 18


From Date : Sun, 28 Jan 2018

To Date : Sat, 03 Feb 2018

Tasks :

Notes :

References :

 Edit

 Back  Add Week  Print

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

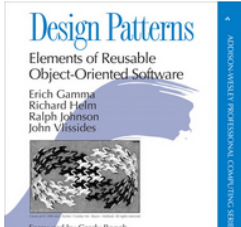
After Clicking on the Edit button in the Previous Slide

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

Schedule Week Information

Tasks: *

Read first chapter in the following book:



Notes:

References: References ▾

Save Cancel

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

The screenshot shows the 'Dean's Tasks' interface. At the top, there are navigation tabs: My Affairs, Academic Affairs, Advisory, **Dean's Tasks**, QA Tasks, and Preferences. Below these are sub-tabs: Course Sections, **Courses**, Study Plans, Grades Submission, Evaluations, and Advisors. Further down are buttons for Registration Status, Student Details, and Email to Students.

The 'Filtering Criteria' section includes the following fields:

- Year: 2017/2018
- Semester: First
- Course Type: All
- Course ID: (empty)
- Degree: All
- Faculty: School of Electrical Engineering and Information Technology
- Department: Computer Engineering Department
- Course Name: (empty)

A 'Search' button is located below the filtering criteria.

The results section is titled 'Faculty Courses for First 2017/2018' and contains a table with the following data:

Course ID	Course Name	Degree
CE471	Software Design and Architecture	Bachelor

Below the table are buttons for 'Edit Course Portfolio' and 'View Course Portfolio'. The 'Total Rows: 1' is displayed at the bottom left.

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

The screenshot shows a navigation menu with buttons for 'My Affairs', 'Academic Affairs', 'Advisory', 'Dean's Tasks', 'QA Tasks', and 'Preferences'. Under 'Dean's Tasks', there are buttons for 'Course Sections', 'Courses', 'Study Plans', 'Grades Submission', and 'Eval'. Below this, there are buttons for 'Registration Status', 'Student Details', and 'Email to Students'. The 'Courses' button is highlighted in orange. Below the navigation is a breadcrumb trail: 'Dean's Tasks > Courses > Edit Course Portfolio'. The main content area is titled 'Course Portfolio for CE471' and contains four blue underlined links: 'Course Description', 'Course Objectives', 'Course References', and 'Course Learning Outcomes'. A 'Back' button is located at the bottom left of the content area.

▶ Dean's Tasks ▶ Courses ▶ **Edit Course Portfolio**

Course Portfolio for CE471

- [Course Description](#)
- [Course Objectives](#)
- [Course References](#)
- [Course Learning Outcomes](#)

← Back

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

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

Course Sections | My Courses | **Schedules** | Grades | Evaluations

Academic Affairs > Schedules

Filtering Criteria

Year : 2017/2018 Semester : First

Search

Schedule for First 2017/2018									
Course ID	Course Name	Section No.	Credit Hours	Days/Times	Room ID	Students No.	Email	Syllabus	
CE471	Software Design and Architecture	1	3	Wed 02:00 PM - 05:00 PM	M223		Send	View	
CS116	Computing Fundamentals	1	3	Mon 08:00 AM - 09:00 AM	M225		Send	View	
CS116	Computing Fundamentals	2	3	Mon 09:00 AM - 10:00 AM Wed 09:00 AM - 10:00 AM	M225		Send	View	
CS1160	Computing Fundamentals LAB	2	1	Tue 02:00 PM - 05:00 PM	C402		Send	View	
CS201	Discrete Structures	1	3	Sun 08:00 AM - 09:30 AM Tue 08:00 AM - 09:30 AM	M328		Send	View	

Export Print

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

Instructor load : 13

After Clicking on the View Button in the Previous Slide

► Academic Affairs ► Schedules ► [View Course Portfolio](#)

 الجامعة الألمانية الأردنية German Jordanian University	Syllabus for Software Design and Architecture	
	First 2017/2018	
Primary Instructor		
Name	Feras Al Hawari	
Email	feras.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	<ul style="list-style-type: none"> • Gain hands on experience in software analysis and design • Understand design patterns • Master Java EE based web application development 	
Textbooks	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • "Oracle Technology Network", http://www.oracle.com/technetwork/index.html 	

Viewing a Course Portfolio from the Dean or Chair View

The screenshot shows the 'Dean's Tasks' interface. At the top, there are tabs for 'My Affairs', 'Academic Affairs', 'Advisory', 'Dean's Tasks', 'QA Tasks', and 'Preferences'. Below these are buttons for 'Course Sections', 'Courses', 'Study Plans', 'Grades Submission', 'Evaluations', and 'Advisors'. Further down are buttons for 'Registration Status', 'Student Details', and 'Email to Students'.

The 'Filtering Criteria' section includes the following fields:

- Year: 2017/2018
- Semester: * First
- Course ID: CS1160
- Section Type: All
- Section No.:
- Section Status: All
- Min. Students:
- Closed: All
- Exclude from Transcript: All
- Faculty: School of Electrical Engineering and Information Technology
- Department: All
- Course Name:
- Instructors: All
- Room Name:
- Room Type: All
- Block Status: All
- Students No.:
- Posted: All

A 'Search' button is located below the filtering criteria.

The 'Manage Course Sections' table is shown below:

Course ID	Course Name	Section No.	Instructor	Days/Times	Room	Credit Hours	Capacity	Students No.	Block Status
CS1160	Computing Fundamentals LAB	2	Feras Al Hawari Mohammad AbuMaana	Tue 02:00 PM - 05:00 PM	C402	1	17	0	Unblocked

Below the table are buttons for 'Edit', 'View', 'Delete', 'View Students', 'View Course Portfolio', and 'View Log'. At the bottom, there are 'Add' and 'Export' buttons.

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](#)

 الجامعة الألمانية الأردنية German Jordanian University	Syllabus for Computing Fundamentals LAB <hr/> First 2017/2018
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Primary Instructor	
Name	Feras Al Hawari
Email	firas.alhawari@gju.edu.jo
Phone	--
Office	
Office Hours	
Website	

Secondary Instructor	
Name	Mohammed Abumuhanna
Email	Mohammad.AbuMhanna@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.