



## Grades Submission in MyGJU

Feras Al-Hawari and Mai Alshawabkeh

# Overview

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- ▶ View and enter your course section(s) grades in MyGJU [1-3].
- ▶ Define course section grades assessments
- ▶ Submit your students' grades
- ▶ Grades approval by the Chair and the Dean
- ▶ References

# MyGJU Instructor's View

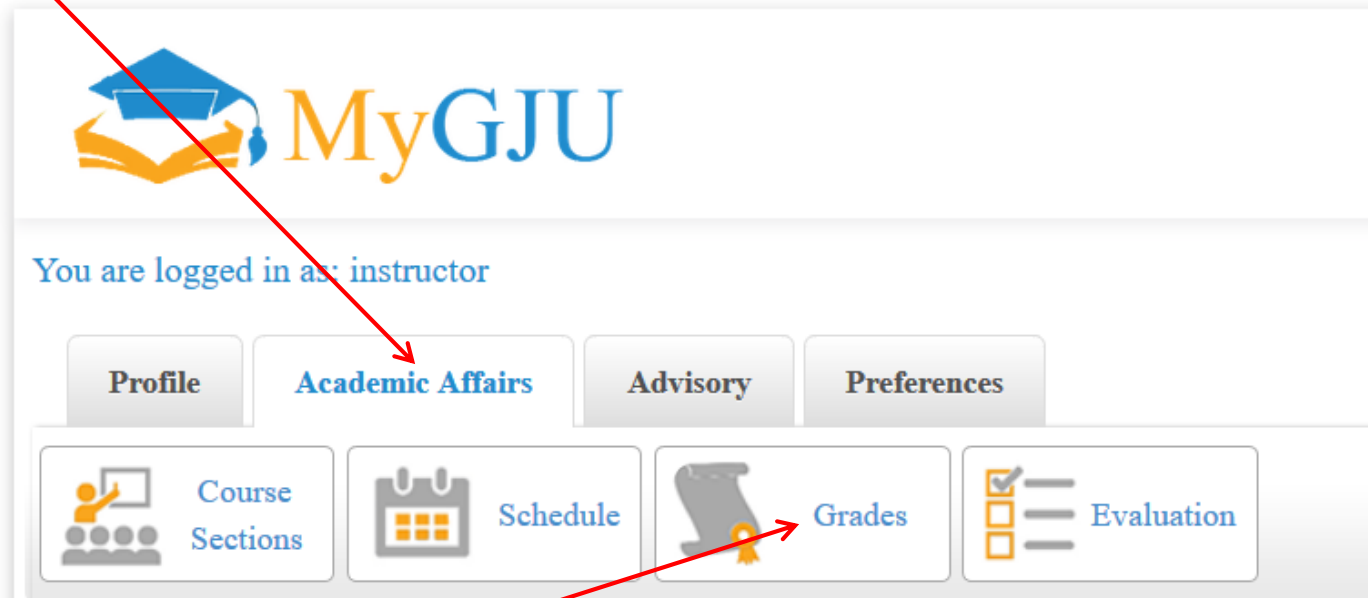
Login to the MyGJU portal [1-3] as an instructor

The screenshot shows the MyGJU Instructor's View interface. At the top left is the MyGJU logo, and at the top right is the German Jordanian University logo. Below the logos, it says "You are logged in as: instructor" with a "Logout" button. There are four navigation tabs: "Profile", "Academic Affairs", "Advisory", and "Preferences". Below these tabs is a "My Information" section with a user icon. The main content area displays "Welcome to your account." On the left side of the screenshot, there is a vertical watermark that reads "الجامعة الألمانية الأردنية" and "German Jordanian University".



# Viewing your Course Sections Grades (1)





1. Click on the **Academic Affairs** Tab



2. Click on the **Grades** button to move the view shown in the next slide

# Viewing your Course Sections Grades (2)

[Profile](#)
[Academic Affairs](#)
[Advisory](#)
[Preferences](#)

 [Course Sections](#)
 [Schedule](#)
 [Grades](#)
 [Evaluation](#)

▸ Academic Affairs ▸ [Grades](#)

Filtering Criteria

Year : \*

2015/2016

Semester : \*

First



Search

## Instructor Course Section Grades

	Course ID	Course Name	Section No.	Credit Hours	Students No.	Grades Status
<input type="radio"/>	CS1160	Computing Fundamentals LAB	11	1	17	Submitted by Instructor
<input type="radio"/>	CS1160	Computing Fundamentals LAB	10	1	16	Not Submitted







View

Total Rows : 2



# Viewing your Course Sections Grades (3)

[Profile](#)
[Academic Affairs](#)
[Advisory](#)
[Preferences](#)

 Course Sections
  Schedule
  Grades
  Evaluation

▸ Academic Affairs ▸ Grades

Filtering Criteria

Year : \*

2015/2016

Semester : \*

First



Search

3. Select the desired course section

## Instructor Course Section Grades

	Course ID	Course Name	Section No.	Credit Hours	Students No.	Grades Status
<input type="radio"/>	CS1160	Computing Fundamentals LAB	11	1	17	Submitted by Instructor
<input checked="" type="radio"/>	CS1160	Computing Fundamentals LAB	10	1	16	Not Submitted



View

Total Rows : 2

4. Click on the **View** button to move to the next slide



# Entering your Course Section Grades (1)

Course Sections | Schedule | Grades | Evaluation

Academic Affairs > Grades > Course Section Information

Course Section Information

Course ID: CS1160      Course Name: Computing Fundamentals LAB      Section No.: 10  
 Instructor Name: Firas Al-Hawari      Semester: First 2015/2016      Grades Status: Not Submitted

Grades Statistics

General Notes

Course Section Students						
Student ID	Student Name	Grade			IC	Remark
		Semester Work (60)	Final (40)	Total (100)		
20152102065	Abdullah Hazem M. Alhussain	<input type="text" value="40"/>	<input type="text" value="33"/>	73	<input type="checkbox"/>	--
20152302035	Abdulrahman Mohammad . Al Mhawesh	<input type="text" value="55"/>	<input type="text" value="39"/>	94	<input type="checkbox"/>	--
20152203053	Ahmed Ayman Mahmoud Alazzeh	<input type="text" value="25"/>	<input type="text" value="23"/>	48	<input type="checkbox"/>	--
20152302010	Bassam Ziad Bassam Kamal	<input type="text" value="48"/>	<input type="text" value="32"/>	80	<input type="checkbox"/>	--
20151103081	Farah Munther Jamil Abu Jammaah	<input type="text" value="0"/>	<input type="text" value="0"/>	--	<input type="checkbox"/>	Withdrawn
20151103016	Haneen Fuad Saleh Abdelqader	<input type="text" value="12"/>	<input type="text" value="0"/>	12	<input type="checkbox"/>	--
20152103006	Joud Yarub Falah Qudah	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	--

1. Enter grades here

3. Keep saving your grades

2. Check this checkbox to report Incomplete grades



20131105005	Shehda Ziad Shehda Abdal Mawla	<input type="text" value="22"/>	<input type="text" value="5"/>	27	<input type="checkbox"/>	--
20152102004	Yazan Ishaq Ismail Aldweik	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	--
20152301028	Zaid Kamal Ahmad Abuhadba	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	--

Save Submit

Total Rows : 16

Manage Exam Assessments | Print | Cancel

5. Upon completion submit your grades for approval (see later slide)

4. Click on this button to edit the exam assessments (see next slide)

# Manage Exam Assessments

**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





# Entering your Course Section Grades (2)

[Profile](#)
[Academic Affairs](#)
[Advisory](#)
[Preferences](#)

Course Sections
 Schedule
 Grades
 Evaluation

▸ Academic Affairs ▸ Grades ▸ Course Section Information

## Course Section Information

**Course ID:** CS1160      **Course Name:** Computing Fundamentals LAB      **Section No.:** 10  
**Instructor Name:** Firas Al-Hawari      **Semester:** First 2015/2016      **Grades Status:** Not Submitted

▸ Grades Statistics

▸ General Notes

Manage Grades page after adding a Midterm assessment

## Course Section Students

Student ID	Student Name	Grade				IC	Remark
		Midterm (30)	Semester Work (30)	Final (40)	Total (100)		
20152102065	Abdullah Hazem M. Alhussain	<input type="text" value="29"/>	<input type="text" value="25"/>	<input type="text" value="39"/>	93	<input type="checkbox"/>	--
20152302035	Abdulrahman Mohammad . Al Mhawesh	<input type="text" value="23"/>	<input type="text" value="25"/>	<input type="text" value="30"/>	78	<input type="checkbox"/>	--
20152203053	Ahmed Ayman Mahmoud Alazzeah	<input type="text" value="19"/>	<input type="text" value="22"/>	<input type="text" value="22"/>	63	<input type="checkbox"/>	--

# Submitting your Course Section Grades (1)

20131105005	Shehda Ziad Shehda Abdal Mawla	<input type="text" value="22"/>	<input type="text" value="5"/>	27	<input type="checkbox"/>	--
20152102004	Yazan Ishaq Ismail Aldweik	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	--
20152301028	Zaid Kamal Ahmad Abuhadba	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	--

Total Rows : 16

When done click on the **Submit** button to send your grades for approval by your Chair and then your Dean

# Submitting your Course Section Grades (2)

Profile Academic Affairs Advisory Preferences

Course Sections Schedule Grades Evaluation

**Confirm Grades Submission**

**After submitting your grades you can't edit it.**

Confirm submit

Instructor's Note :  
I am done with my grades :)|

1. Check the **Confirm submit** checkbox
2. Enter a note if you like
3. Click on the **Submit** button

**Note:** If you click the **Submit** button then you cannot edit your grades anymore

# Submitting your Course Section Grades (3)

Instructor Course Section Grades						
	Course ID	Course Name	Section No.	Credit Hours	Students No.	Grades Status
<input checked="" type="radio"/>	CS1160	Computing Fundamentals LAB	10	1	16	Submitted by Instructor
<input type="radio"/>	CS1160	Computing Fundamentals LAB	11	1	17	Submitted by Instructor

Figure 1

Figure 1: After clicking the **Submit** button in the previous slide you will be taken to the grades front page on the left

**Note:** The **Grades Status** of the selected course section has changed to **Submitted by Instructor**

Course Section Students						
Student ID	Student Name	Grade				Remark
		Midterm (30)	Semester Work (30)	Final (40)	Total (100)	
20122203063	Mohammed Abdulkarem	15	20	30	65	Pass
20131105106	Osaid Reyad	10	10	35	55	Pass
20142301001	Aseel Maher	15	30	0	45	Incomplete
20142103004	Ziyad Khaled	0	0	0	35	Fail
20142301005	Danielle William	0	0	0	35	Fail
20142102007	Randa Jamil	0	0	0	35	Fail
20141203015	Khaled Abdul-Hakim	0	0	0	35	Fail
20141103022	Noor Nader	0	0	0	35	Fail
20141204016	Dana Ali	0	0	0	35	Fail
20141103032	Farah Jamil	0	0	0	35	Fail
20142203027	Adnan Fathi	0	0	0	35	Fail
20141103052	Yaser Mustafa	0	0	0	35	Fail

Figure 2

Figure 2: If you try to **View** the course section grades now you will notice that they are now view only

# Grades Approval By the Chair (1)

[Profile](#)
[Academic Affairs](#)
[Advisory](#)
[Chair's Tasks](#)
[Preferences](#)

[Student Details](#)
[Registration Status](#)
[Grades Submission](#)
[Advisors](#)

Filtering Criteria

Year: \*

Semester: \*

Course ID:

Department Offered Course Section				
Instructor First Name	Instructor Family Name	Course ID	Section No.	Grades Status
<input type="radio"/> Ahmad	Al-Zumaili	CS1160	9	Not Submitted
<input type="radio"/> Ashraf	Ahmad	CS1160	6	Not Submitted
<input type="radio"/> Dhiah	Abou Tair	CS1160	5	Not Submitted
<input type="radio"/> Ahmad	Barghash	CS1160	4	Not Submitted
<input type="radio"/> Sahel	Alawneh	CS1160	3	Not Submitted
<input type="radio"/> Ahmad	Al-Zumaili	CS1160	2	Not Submitted
<input type="radio"/> Sahel	Alawneh	CS1160	1	Not Submitted
<input type="radio"/> Firas	Al-Hawari	CS1160	11	Submitted by Instructor
<input checked="" type="radio"/> Firas	Al-Hawari	CS1160	10	Submitted by Instructor
<input type="radio"/> Samer	Nofal	CS1160	8	Submitted by Instructor
<input type="radio"/> Mohammad	Aldaoud	CS1160	7	Submitted by Instructor

1. [Click](#) on the **Chair's Tasks** Tab
2. [Click](#) on the **Grades Submission** button
3. [Enter](#) a Course ID, if needed
4. [Click](#) on the **Search** button
5. [Select](#) a course section that is **Submitted by Instructor**
6. [Click](#) on the **Review Grades** button and see next slide

# Grades Approval By the Chair (2)

Profile
Academic Affairs
Advisory
Chair's Tasks
Preferences

Student Details
Registration Status
Grades Submission
Advisors

**Course Section Information**

<b>Course ID:</b> CS1160	<b>Course Name:</b> Computing Fundamentals LAB	<b>Section No.:</b> 10
<b>Instructor Name:</b> Firas Al-Hawari	<b>Semester:</b> First 2015/2016	<b>Grades Status:</b> Submitted by Instructor

▸ Grades Statistics

▸ General Notes

**Course Section Students**

Student ID	Student Name	Grade				Remark
		Midterm (30)	Semester Work (30)	Final (40)	Total (100)	
20152102065	Abdullah Hazem M. Alhussain	29.0	25.0	39.0	93	Pass
20152302035	Abdulrahman Mohammad . Al Mhawesh	23.0	25.0	30.0	78	Pass
20152203053	Ahmed Ayman Mahmoud AlazzeH	19.0	22.0	22.0	63	Pass
20152302010	Bassam Ziad Bassam Kamal	0.0	0.0	0.0	35	Fail
20151103081	Farah Munther Jamil Abu Jammaah	0.0	0.0	0.0	--	Withdrawn
20151103016	Haneen Fuad Saleh Abdelqader	0.0	0.0	0.0	35	Fail
20152103006	Joud Yarub Falah Qudah	0.0	0.0	0.0	35	Fail
20152302076	Jumana M.J. Ma. Jaber	0.0	0.0	0.0	35	Fail
20152302065	Mhd Ziad Mhd Tarek Altaweel	0.0	0.0	40.0	40	Fail
20152301007	Nasim Awwad Hani Saudi	0.0	0.0	4.0	35	Fail
20152302081	Noor Zaal Odeh Hassan	0.0	0.0	0.0	35	Fail
20152301061	Razan Mohammed Abdullah Al-Ramahi	0.0	0.0	0.0	--	Withdrawn
20152105030	Sanad Sameer Fuad Abu Amer	0.0	0.0	0.0	--	Withdrawn
20131105005	Shehda Ziad Shehda Abdal Mawla	0.0	22.0	5.0	35	Fail
20152102004	Yazan Ishaq Ismail Aldweik	0.0	0.0	0.0	35	Fail
20152301028	Zaid Kamal Ahmad Abuhaaba	0.0	0.0	0.0	35	Fail

Approve
  Reject

Total Rows : 16

1. [Review the grades](#)
2. [If all is fine, click the Approve](#) button to approve them and to send them to the Dean for final approval (see next slide)
3. [If not fine, click on the Reject](#) button to reject the grades so they can be sent back to the Instructor for correction

# Grades Approval By the Chair (3)

Profile
Academic Affairs
Advisory
Chair's Tasks
Preferences

Student Details
Registration Status
Grades Submission
Advisors

**Grades Approval**

Note(s) :

All is fine|

Submit
Cancel

Firas	Al-Hawari	CS1160	10	Submitted by Instructor Submitted by Instructor Approved by Chair
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1. Enter a note if desired
2. Click the **Submit** button, which will change the **Grades Status** to **Approved by Chair**

**Note:** Next, the Dean can follow similar steps as the Chair to **Approve** or **Reject** the grades. If the Dean rejects the grades they will go back to the Chair for double checking; Otherwise the grades will be ready for posting on the students' transcripts by the registration department

# Grades Approval By the Dean

Profile
Academic Affairs
Advisory
Dean's Tasks
Preferences

Student Details
Registration Status
Grades Submission
Advisors

Filtering Criteria

Year: \*

Semester: \*

Course ID:

**Faculty Offered Course Sections**

	Instructor First Name	Instructor Family Name	Course ID	Section No.	Grades Status
<input type="radio"/>	Firas	Al-Hawari	CS1160	11	Submitted by Instructor
<input checked="" type="radio"/>	Firas	Al-Hawari	CS1160	10	Approved by Chair

1. Click on the **Dean's Tasks** Tab
2. Click on the **Grades Submission** button
3. Enter a Course ID, if needed
4. Click on the **Search** button
5. Select a course section that is **Submitted by Chair**
6. Click on the **Review Grades** button
7. Then, follow similar steps as the Chair's as shown in the previous two slides to finish the Grades approval flow



# References

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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.