



Incomplete Grades Submission, Approval, and Posting in MyGJU

Feras Al-Hawari and Hala Barham

Overview

- ▶ General notes
- ▶ View and enter your course section(s) incomplete student grades in MyGJU [1-3]
- ▶ Submit your students' incomplete grades
- ▶ Incomplete grades approval by Chairs and Deans
- ▶ Posting the incomplete grades and computing GPA and status from Admin side
- ▶ References



General Notes

- ▶ Note that the incomplete grades belong to a previous semester.
- ▶ When the incomplete grades are available the first two weeks of the next semester (i.e., after the students do the postponed final exams in the next semester), you may enter them in their respective course sections of the previous semester.
- ▶ You can enter the incomplete grades of the previous semester (e.g., Second 2019/2020) when the **Incomplete Grades Submission period** of the next active semester (e.g., Summer 2019/2020) is **open**.

Entering incomplete grades by instructors (1)



Period Type	From Date	To Date
Incomplete Grades Submission	09-07-2020 00:00	16-07-2020 00:00

1. Click [here](#) to check if the Incomplete Grades Submission period of the active semester is open

Hello To view the open academic calendar events please click [here](#)!

AR Arabic ? Help Logout

My Affairs Academic Affairs

Course Sections My Courses Schedules Grades Advisory Evaluations Publications

▸ Academic Affairs ▸ Grades

2. Go to Grades

Entering incomplete grades by instructors (2)

Hello [redacted] To view the open academic calendar events please click [here!](#)

AR Arabic ? Help Logout

My Affairs Academic Affairs

Course Sections My Courses Schedules Grades Advisory Evaluations Publications

Academic Affairs Grades

Filtering Criteria

Year : 2018/2019 Semester : First

2. Search

1. Select previous semester

Search

Grades for First 2018/2019							
	Course ID	Course Name	Section No.	Credit Hours	No. of Students	Grades Status	Incomplete Grades Status
<input type="radio"/>	CE743	Advanced software analysis and design	2	3	2	Approved by Dean	Not Submitted
<input type="radio"/>	CE743	Advanced software analysis and design	1	3	1	Approved by Dean	Not Submitted
<input type="radio"/>	CS1160	Computing Fundamentals LAB	6	1	11	Approved by Dean	Approved by Dean
<input checked="" type="radio"/>	CS1160	Computing Fundamentals LAB	9	1	10	Approved by Dean	Not Submitted

Export Manage Grades Manage Incomplete Grades

Total Rows : 4

4. Go to enter the incomplete grades, if any!

Entering incomplete grades by instructors (3)

Course Section Information

Course ID:	CS1160	Course Name:	Computing Fundamentals LAB	Section No.:	9
Credit Hours:	1	Semester:	First 2018/2019	Grades Status:	Approved by Dean
Instructor Name:	Feras Al Hawari	Incomplete Grades Status:	Not Submitted		

- ▶ Grades Statistics
- ▶ General Notes
- ▶ Incomplete Grades Notes

1. Enter the incomplete final grade(s)

Course Section Students

Student ID	Student Name	Grade				Official Grade	Remark
		Semester Work (30)	Midterm Exam (30)	Final Exam (40)	Total (100)		
2018		20.0	1.0	40	61.0	61	Pass
2018		12.0	25.0	35	72.0	72	Pass
2018							
2018							
2018							

2. Keep saving

Confirm Incomplete Grades Submission

After submitting the incomplete grades you cannot edit them

confirm submit

Instructor's Note :
Done

3. Submit when done

4. Confirm & Submit

Incomplete Grades Approval by Chairs (1)

My Affairs Academic Affairs **Chair's Tasks**

Course Sections Courses Study Plans **Grades Submission** Evaluations Advisors GY Outgoing Applications

Student Details Email to Students Reports Vacations Leaves Fingerprint

Filtering Criteria

Year: 2018/2019 Department: All

Semester: First Course ID:

Instructors: All Course Name:

Exclude from Transcript: All Section No.:

Grades Status: **Approved by Dean** No. of Students:

Incomplete Grades Status: **Pending Chair Action** Min. Students:

Has Incomplete Grades: Yes

1. Select previous semester

2. Select these filters values

3. Search

4. Select a course section

Department Offered Course Section							
	Course ID	Course Name	Section No.	Student No	Instructors	Grades Status	Incomplete Grades Status
<input checked="" type="radio"/>	CS1160	Computing Fundamentals LAB	9	10	Firas Al-Hawari	Approved by Dean	Submitted by Instructor

5. Review incomplete grades

Incomplete Grades Approval by Chairs (2)

- Grades Statistics
- General Notes
- Incomplete Grades Notes

Course Section Students						
Student ID	Student Name	Grade				Remark
		Semester Work (30)	Midterm Exam (30)	Final Exam (40)	Total (100)	
2018	[Redacted]	20.0	1.0	40.0	61	Pass
2018	[Redacted]	12.0	25.0	35.0	72	Pass
2018	[Redacted]	2.0	20.0	22.5	55	Pass
2018	[Redacted]					
2018	[Redacted]					

1. Review and approve incomplete grades

Approve Reject

Incomplete Grades Approval

Note :

2. Submit your approval

Submit Cancel

Incomplete Grades Approval by Deans (1)

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

Course Sections Courses Study Plans **Grades Submission** Evaluations Advisors GY Outgoing Applications

Student Details Email to Students Reports Vacations Leaves Fingerprint

1. Select previous semester

2. Select these filters values

3. Search

4. Select a course section

Filtering Criteria

Year: 2018/2019 Department: All

Semester: First Course ID:

Instructors: All Course Name:

Exclude from Transcript: All Section No.:

Grades Status: **Approved by Dean** No. of Students:

Incomplete Grades Status: Pending Dean Action Min. Students:

Has Incomplete Grades: Yes

Faculty Offered Course Sections							
	Course ID	Course Name	Section No.	No. of Students	Instructors	Grades Status	Incomplete Grades Status
<input checked="" type="radio"/>	CS1160	Computing Fundamentals LAB	9	10	Firas Al-Hawari	Approved by Dean	Approved by Chair

5. Review incomplete grades

Incomplete Grades Approval by Deans (2)

- ▶ Grades Statistics
- ▶ General Notes
- ▶ Incomplete Grades Notes

Course Section Students						
Student ID	Student Name	Grade				Remark
		Semester Work (30)	Midterm Exam (30)	Final Exam (40)	Total (100)	
2018	[Redacted]	20.0	1.0	40.0	61	Pass
2018	[Redacted]	12.0	25.0	35.0	72	Pass
2018	[Redacted]	2.0	20.0	22.5	55	Pass
2018	[Redacted]					
2018	[Redacted]					

1. Review and approve incomplete grades

Approve Reject

Incomplete Grades Approval

Note :

2. Submit your approval

Submit Cancel



Posting incomplete grades and computing GPA and status from Admin side (1)

System Setup ▾ Academic Setup ▾ **Students Affairs ▾** Users Affairs ▾ Financial Affairs ▾ Reports ▾

Welcome to your account.

- Admission
- Upload Prerequisite Test Results
- Link Students to Study Plan
- Student Details
- Student Major Transfer
- Registration ▶
- Student Withdrawal
- Grades ▶**
- Graduation ▶
- Inactive Students Accounts

- Course Sections Grades
- Post Grades and Compute GPA and Status
- Post Incomplete Grades and Compute GPA and Status**

Click here



Posting incomplete grades and computing GPA and status from Admin side (2)

Incomplete Grades Submission

2020-07-09 00:00

2020-07-09 00:00

Clear

Save Clear

Back

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12:28 AM 7/14/2020

To be able to post the incomplete grades to the student transcripts and then compute the GPA and status for the respective students, the **current date/time** must be **later than** the **end date/time of the Incomplete Grades Submission period** of the active semester.

Posting incomplete grades and computing GPA and status from Admin side (3)

System Setup ▾ Academic Setup ▾ Students Affairs ▾ Users Affairs ▾ Financial Affairs ▾ Reports ▾

Filtering Criteria

Year : 2018/2019 ▾ Faculty : GJU ▾

Semester : * First ▾ Department : All ▾

Student ID : Instructors : All ▾

Grades Status : Approved by Dean ▾ Course ID :

Incomplete Grades Status: Approved by Dean ▾ Course Name :

- 1. Select previous semester
- 2. Select Approved by Dean
- 3. Search

Post Incomplete Grades and Compute GPA and Status

1 2 ▾

<input checked="" type="checkbox"/>	Student ID ▾	Name ▾	Course ID ▾	Course Name ▾	Section No. ▾	Out of 60	Final Exam	Total ▾	Incomplete Grades Status ▾
<input checked="" type="checkbox"/>	20181501025	Hani Fadi Jalil Higazin	CS1160	Computing Fundamentals LAB	6	57.0	22.5	80	Approved by Dean
<input checked="" type="checkbox"/>	20182502003	Julie El Dik	CS1160	Computing Fundamentals LAB	6	35.0	35.0	70	Approved by Dean

Post Incomplete Grades Compute GPA and Status

- 4. Select All
- 5. Post
- 6. Compute

Total Rows :2

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.