

Advisory Status and Sessions in MyGJU

Feras Al-Hawari and Hala Barham

Overview

- ▶ The goal of this presentation is to illustrate the advisory status & sessions flow in the MyGJU portal [1,2], from the student, advisor, and dean/chair views.
- ▶ A student will be able to chat with, send emails to, view the contact info of, his/her advisor.
- ▶ An advisor will be able to view academic information of students, send emails to students, set the advisory status with each student, as well as interact with students via advisory sessions.
- ▶ A Dean/Chair may assign advisors to students, monitor the students advisory statuses as well as view the advisory sessions.

Advisory Sessions: Student View (1)

Profile

Academic Affairs

Financial Affairs

Registration

Course Sections

Schedules

Evaluations

Grades

Transcript

German Year

Other Affairs

Academic Affairs

Other Affairs

Student Information

Name:		Student ID:	
Degree:	Bachelor	Enrollment Year:	First 2015 / 2016
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Engineering Department	Program:	International Program
Major:	Computer Engineering	Account Status:	Active
Study Plan:	Computer Engineering 2014		
Study Plan Credit Hours:	178		

Other Affairs

[Academic Calendar](#)
[Study Plan](#)
[Study Plan versus Transcript](#)
[Courses Withdrawal](#)
[Substitute Courses](#)


[Student Status](#)
[Hold Status](#)
[Major Transfers](#)
[Feedback](#)

[Advisors](#)
[Prerequisite Tests](#)
[Transfer Credit](#)
[Vaccination Certificate](#)

Click on the Advisors link

Advisory Sessions: Student View (2)

► Academic Affairs ► Other Affairs ► **Advisors**

Advisor Name	Academic Semester	Active	Email	Contact Information	Advisory Sessions
Feras Al Hawari	First 2021/2022	Yes	Send	View	View
	First 2019/2020	No	Send	View	View

← Back

To see the advisor's contact details

To send an email to your advisor

To chat with your advisor

Check for Active=Yes to know your current advisor

When Active=No, that means this is a previous advisor

Advisory Sessions: Student View (3)

Academic Semester	Active	Email	Contact Information	Advisory Sessions
First 2021/2022	Yes	Send	View	View




► Academic Affairs ► Other Affairs ► Advisors ► [Advisory Sessions](#)

Filtering Criteria

Year :

Semester : *

Advisory Sessions with Feras Al Hawari for Second 2021/2022

	Title ↕	Modification Date ↕
	Advisory Session for Second 2021/2022	2022-02-04 11:01:27.0

Total Rows :1

You may start up to 10 sessions with you advisor per semester

Advisory Sessions: Student View (4)

After clicking the Add button in the previous slide

▸ Academic Affairs ▸ Other Affairs ▸ Advisors ▸ Advisory Sessions ▸ [Add Advisory Session](#)

Note: You can only add new advisory sessions on the active semester or later semesters

Advisory Session Information

Title: * Enter session title here

Year:

Semester: *

Click the Add button to continue, or click the Cancel button to discard the new session

Advisory Sessions: Student View (5)

▸ Academic Affairs ▸ Other Affairs ▸ Advisors ▸ Advisory Sessions ▸ [Advisory Session](#)

Advisory Session Information

Session Title: New Session
Year: 2021
Semester: Second
Advisor: Feras Al Hawari
Student ID:

Advisory Session Comments





Add a new comment here, click Submit when done



Submit



Clear



10-02-2022 22:06:11

Hello I need advsiory

[Edit](#) [Delete](#) [Reply](#)

Edit, delete, or reply to an exiting comment from here



Back

Click Back when done



End of Student Part

Advisory: Instructor (Advisor) View

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

Course Sections My Courses Schedules Grades **Advisory** Evaluations Publications

Filtering Criteria

Active Students : Yes

Student Status : Student Status

Search

Feras Al Hawari Students

(1 of 3) 1 2 3 10

	Student ID	First Name	Family Name	Degree	Department	Enrollment Year	Academic Status	Registration Status	Active	Student Details	Current Schedule
<input type="checkbox"/>				Bachelor	Computer Engineering Department	2014	Enrolled	Not Started	Yes	View	Schedule
<input type="checkbox"/>				Bachelor	Computer Engineering Department	2014	Enrolled	Not Started	Yes	View	Schedule
<input checked="" type="checkbox"/>				Bachelor	Computer Engineering Department	2015	Enrolled	Not Started	Yes	View	Schedule
<input checked="" type="checkbox"/>				Bachelor	Computer Engineering Department	2015	Enrolled	Not Started	Yes	View	Schedule

Send From MyGJU Send From Email Client

Total Rows :24

Manage Advisory Status

You may check your students academic details (information)

You may check your students current schedules

Select students, then click the desired email button to send a message to your students; possibly to let them know if they need any advise before registration

Click this button to manage advisory status and conduct advisory sessions with your students

Advisory -> Student Details: Instructor View

Active ⬆	Student Details	Current Schedule
Yes	View	Schedule

Student Information

Name:		Student ID:	
Degree:	Bachelor	Enrollment Year:	First 2015 / 2016
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Engineering Department	Program:	International Program
Major:	Computer Engineering	Account Status:	Active
Study Plan:	Computer Engineering 2014		
Study Plan Credit Hours:	178		

Student Details

Student Information	Study Plan	Schedules
Grades	Transcript	Study Plan versus Transcript Courses
Student Status	Hold Status	Academic Notes
Statement of Account	Prerequisite Tests	Transfer Credit

← Back

The student academic information (details) that is available to an advisor

Advisory Status and Sessions: Instructor View (1)

Send From MyGJU

Send From Email Client

Total Rows :24

Manage Advisory Status

Academic Affairs

Advisory

Manage Advisory Status

Filtering Criteria

Student ID:

Year :

Semester : *

Student Advisory Status :

Active Students :

2021/2022

Second

Not Started

All

Not Started

No Reply

Not Desired

Ongoing

Completed

Feras

(1 of 2)

10

Student ID	First Name	Family Name	Degree	Department	Year	Academic Status	Active	Advisory Status	Advisory Sessions	Edit
				Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage	
				Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage	
				Computer Engineering Department	2018	Enrolled	Yes	Not Started	Manage	

Select **Not Started** and then click **Search** to find the students whom you did not start any advisory sessions with - during the specified semester.

Advisory Status and Sessions: Instructor View (2)

► Academic Affairs ► Advisory ► [Manage Advisory Status](#)

Filtering Criteria

Student ID:

Year :

Semester : *

Student Advisory Status :

Active Students :

2021/2022

Second

Not Started

All

Not Started

No Reply

Not Desired

Ongoing

Completed

Note that the Advisory Status should be managed every semester, hence the advisory status and sessions are considered semester based.








Also, you can edit them in the active semester, while they are viewable in all other semesters

Feras (1 of 2)										
Student ID	First Name	Family Name	Degree	Department	Year	Academic Status	Active	Advisory Status	Advisory Sessions	Edit
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage	
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage	
			Bachelor	Computer Engineering Department	2018	Enrolled	Yes	Not Started	Manage	

Set the advisory status to:

- **No Reply:** to find students who did not reply to your advisory invitation email messages
- **Not Desired:** to find students who informed you that they don't want advisory this semester
- **Ongoing:** to find students who are still interacting with you
- **Completed:** to find students whose advisory is completed this semester

Advisory Status and Sessions: Instructor View (3)


Student ID ▾	First Name ▾	Family Name ▾	Degree ▾	Department ▾	Enrollment Year ▾	Academic Status ▾	Active ▾	Advisory Status ▾	Advisory Sessions	Edit
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage	
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Ongoing ▾	Manage	 
			Bachelor	Computer Engineering Department	2018	Enrolled	Yes	All	Manage	
			Bachelor	Computer Engineering Department	2018	Enrolled	Yes	Not Started	Manage	
			Bachelor	Computer Engineering Department	2018	Enrolled	Yes	No Reply	Manage	

Pencil

To change the advisory status of a student on the active semester:

- Click on the pencil in the row of the student who needs advise
- Change the status in the advisory status drop down list
- Click the **pencil** to start editing a row
- Click on the **tic** symbol to save your changes
- Click on the **x** symbol to cancel your changes

Advisory Status and Sessions: Instructor View (4)

Active ⬆	Advisory Status ⬆	Advisory Sessions	Edit
Yes	Not Started	Manage	

To manage (add, edit, and view) the advisory sessions click the **Manage** link

► Academic Affairs ► Advisory ► Manage Advisory Status ► [Advisory Sessions](#)

Filtering Criteria

Year :

2021/2022

Semester : *

Second

 Search

Advisory Sessions Student with [redacted] for Second 2021/2022

Title

Modification Date

No advisory sessions were found for this semester

Edit

Total Rows :0

← Back

+ Add

Click the Add button to start a new session with the student

Advisory Status and Sessions: Instructor View (5)

After clicking the Add button in previous slide

► Academic Affairs ► Advisory ► Manage Advisory Status ► Advisory Sessions ► [Add Advisory Session](#)

Note: You can only add new advisory sessions on the active semester or later semesters

Advisory Session Information

Title: *	<input type="text" value="Advisory Session for Second 2021/2022"/>	Enter session title here
Year:	<input type="text" value="2021/2022"/>	
Semester: *	<input type="text" value="Second"/>	

<input type="button" value="Add"/>	<input type="button" value="Cancel"/>
------------------------------------	---------------------------------------

Click the Add button to continue, or click the Cancel button to discard the new session

Advisory Status and Sessions: Instructor View (6)

► Academic Affairs ► Advisory ► Manage Advisory Status ► Advisory Sessions ► [Advisory Session](#)

Advisory Session Information

Session Title: Advisory Session for Second 2021/2022

Year: 2021

Semester: Second







Advisor: Feras Al Hawari

Student ID:

Advisory Session Comments



Firas.alhawari



Would you like any advisory this semester?

Add a new comment here, click Submit when done



Submit



Clear



Firas.alhawari

10-02-2022 22:15:55

Hello student

[Edit](#) [Delete](#) [Reply](#)

Edit, delete, or reply to an exiting comment from here



Back

Click Back when done

Advisory Status and Sessions: Instructor View (7)


After clicking Back in the previous slide

► Academic Affairs ► Advisory ► Manage Advisory Status ► **Advisory Sessions**

Filtering Criteria

Year :

Semester : *

Advisory Sessions Student with [REDACTED] for Second 2021/2022		
	Title ↕	Modification Date ↕
	Advisory Session for Second 2021/2022	2022-02-04 11:01:27.0

Total Rows :1

To Edit a session select it, then click the Edit button

Advisory Status and Sessions: Dean/Chair View (1)

A dean can check the advisory status of all instructors in his/her school

My Affairs
Academic Affairs
Dean's Tasks
Coordination
QA Tasks

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

Student Details
Email to Students
Admission Apps
Prerequisite Tests
Reports
Dual Studies
GY Internships

Withdrawal
Substitute Courses
Vacations
Leaves
Fingerprint

Filtering Criteria

User ID :

Employee ID:

First Name:

Family Name:

Faculties:

Departments:

Advisor :

Advisors

(1 of 1)

	Advisor	Employee ID	Name	Department	Employee Status	Edit
<input checked="" type="radio"/>	YES	100325	Feras Al Hawari	Computer Engineering Department	Active	<input type="button" value="Edit"/>

1) Select an instructor

2) Click the View Advisory Status button

Advisory Status and Sessions: Dean/Chair View (2)

► Dean's Tasks ► Advisors ► [View Advisory Status](#)

Filtering Criteria

Student ID:

Year :

Semester : *

Student Advisory Status :

Active Students :

Check advisory status of each student, and view advisory sessions

Feras Al Hawari Students from Computer Engineering Department									
(1 of 3) <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="10"/>									
Student ID	First Name	Family Name	Degree	Department	Enrollment Year	Academic Status	Active	Advisory Status	Advisory Sessions
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage
			Bachelor	Computer Engineering Department	2015	Enrolled	Yes	Ongoing	Manage

Manage Advisor Students: Dean/Chair View (1)

☐ YES
☒ YES

Filtering Criteria

Active Students :

Student Status :

Students from Computer Engineering Department

(1 of 1)

<input checked="" type="checkbox"/>	Student ID	First Name	Family Name	Degree	Department	Enrollment Year	Academic Status	Registration Status	Active	Student Details	Current Schedule
<input checked="" type="checkbox"/>		Y		Bachelor	Computer Engineering Department	2017	Enrolled	Not Started	Yes	View	Schedule
<input checked="" type="checkbox"/>				Bachelor	Computer Engineering Department	2020	Enrolled	Not Started	Yes	View	Schedule
<input checked="" type="checkbox"/>				Bachelor	Computer Engineering Department	2020	Enrolled	Not Started	Yes	View	Schedule

Total Rows :24

Click the Add button to add students to the advisor's list

Select students to delete from the advisor's list or to send emails to

Manage Advisor Students: Dean/Chair View (2)

Find the students without an advisor

Filtering Criteria

Degree : Bachelor

Enrollment Year: All

Student Level: All

Enrollment Semester: All

Has Advisor: No

Search

Select the students to add

Add students to advisor list from Computer Engineering Department

(1 of 1) 1 3

<input checked="" type="checkbox"/>	Student ID	First Name	Family Name	Degree	Faculty	Department	Enrollment Year	Enrollment Semester	Student Status
<input checked="" type="checkbox"/>				Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering Department	2017	First	Enrolled
<input checked="" type="checkbox"/>				Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering Department	2020	First	Enrolled
<input checked="" type="checkbox"/>				Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering Department	2020	First	Enrolled

+ Add

Click the Add button to add the selected students to the advisor's list

Total Rows :3

Back

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed January, 2022].
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.