

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.

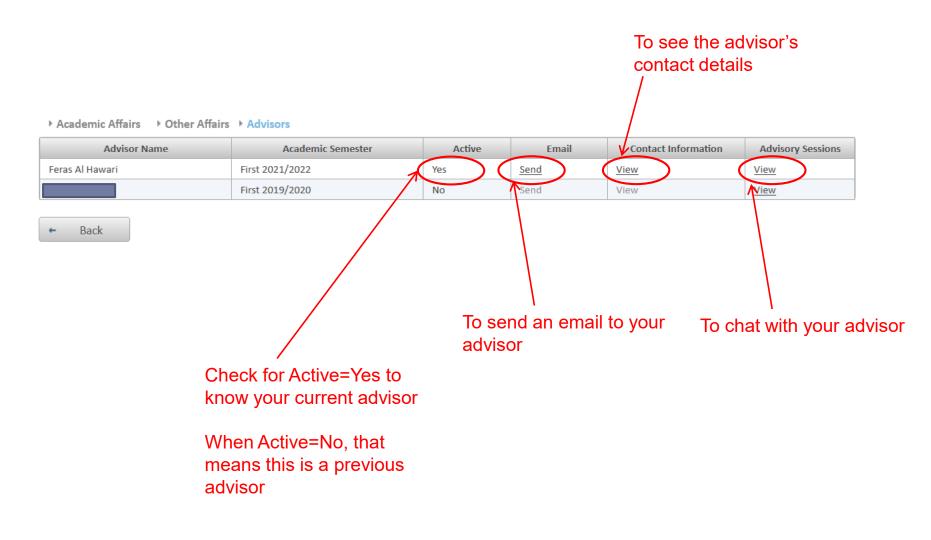


Advisory Sessions: Student View (1)

Course Sections		Transcript	German Year Other Affairs				
	er Affairs						
Student Information		Student ID:					
Degree:	Bachelor	Enrollment Year: First 2015 / 2016					
Faculty:	School of Electrical Engineering and Information Technology	Information Technology Student Status: Enrolled					
Department:	Computer Engineering Department	Program: International Progra					
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 Transcrip Courses Withdrawal Substitute Courses	<u>Student Status</u> <u>Hold Status</u> <u>Major Transfers</u> <u>Feedback</u>	Advisors Prerequisite Tests Transfer Credit Vaccination Certi					



Advisory Sessions: Student View (2)





Advisory Sessions: Student View (3)

-					1								
	Academic Semeste	er	Active	Email	Contact Information	Advisory Sessions							
]	First 2021/2022		Yes	<u>Send</u>	<u>View</u>	View							
	Academic Affairs > Other Affairs > Advisors > Advisory Sessions												
an ex sessi the se	nents on	Filtering Cri Year : Semester :			2021 Seco	/2022 The search The search							
butto	N 1	Advisory Sessions with Feras Al Hawari for Second 2021/2022											
Bullo					Title 🗘		Modification Date 🗘						
		8	Advisory Sessio	n for Second 2021/20	22		2022-02-04 11:01:27.0						
		Edit	:										
		Total Rows ::	1										
		Back + Add 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 Sessi	ion Information
Title: *	New Session Enter session title here
Year:	2021/2022 🔹
Semester: *	Second

Add Ø Cancel

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

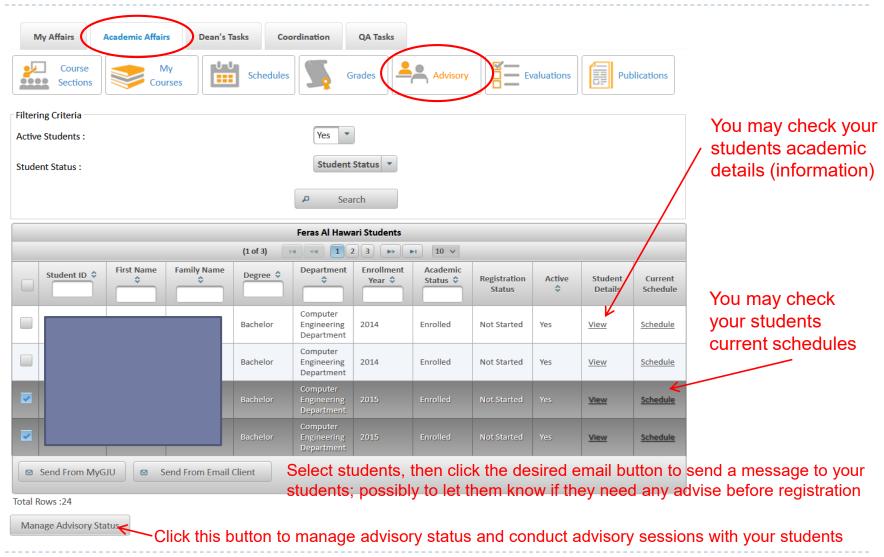
Advisory Sessi	on Information
Session Title:	New Session
Year:	2021
Semester:	Second
Advisor:	Feras Al Hawari
Student ID:	
<u></u>	on Comments
🐸 🗷 🖁	ଞ୍ଚ 🏟 💿
	d a new comment here, click Submit when
dor	16
Submit	* Clear
	10-02-2022 22:06:11
Hello I	I need advsiory
Edit De	Edit, delete, or reply to an exiting comment from here
← Back	Click Back when done



End of Student Part



Advisory: Instructor (Advisor) View





Advisory -> Student Details: Instructor View

,	Active \$	Student Details	Current Schedule						
Ye	25	View	Schedule						
		_ SI	tudent Information						
			ame:			Student ID:			
			egree:	Bachelor		Enrollment	-	First 2015 / 2016	
			aculty:	School of Electrical	School of Electrical Engineering and Information Technology		atus:	Enrolled	
		D	epartment:	Computer Engineer	Computer Engineering Department			International Program	
		N	lajor:	Computer Engineer	ing	Account Sta	atus:	Active	
		S	tudy Plan:	Computer Engineer	ing 2014				
		S	tudy Plan Credit Ho	urs: 178					
		St	udent Details						
		S	tudent Information		<u>Study Plan</u>	Schedu	ules		
			<u>rades</u>		<u>Transcript</u>		Plan versus Tran	<u>script Courses</u>	
		<u>S</u>	tudent Status		Hold Status	Acader	Academic Notes		
		<u>S</u>	tatement of Accour	t	Prerequisite Tests	Transfe	er Credit		
				-	<u></u>				

Back

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



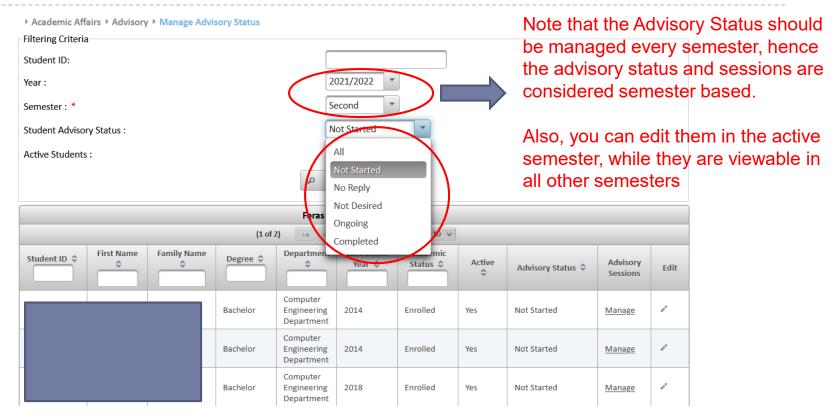
Advisory Status and Sessions: Instructor View (1)

Send From MyGJU Sen	d From Email Client									
Total Rows :24	Academic Affairs ➤ Advision	sory ► Manage Adv	isory Status							
Manage Advisory Status	Filtering Criteria									
	Student ID:			(
\sim	Year :			(2021/2022 💌					
	Semester : *			ĺ	Second 🔹					
Ŕ	Student Advisory Status :			(Not Started	-				
	Active Students :				All	_				
				Q	Not Started					
					No Reply					
				Feras	Not Desired					
			(1 of		Ongoing Completed					
	Student ID First Nam	e Family Name	Degree 🗘	Departmen		Status 🗘	Active	Advisory Status 🗘	Advisory Sessions	Edit
				Computer Engineering Department		Enrolled	Yes	Not Started	<u>Manage</u>	~
				Computer Engineering Department		Enrolled	Yes	Not Started	<u>Manage</u>	1
				Computer Engineering Department		Enrolled	Yes	Not Started	<u>Manage</u>	P.

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)



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	<u>Manage</u>	
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Ongoing	Manage	
			Bachelor	Computer Engineering Department	2018	Enrolled	Yes	All Not Started No Reply	tic Manage	<i></i> *
			Bachelor	Computer Engineering Department	2018	Enrolled	Yes	Not Desired Ongoing	Manage	e*
			Bachelor	Computer Engineering Department	2018	Enrolled	Yes	Completed	<u>Manage</u>	\mathcal{Q}

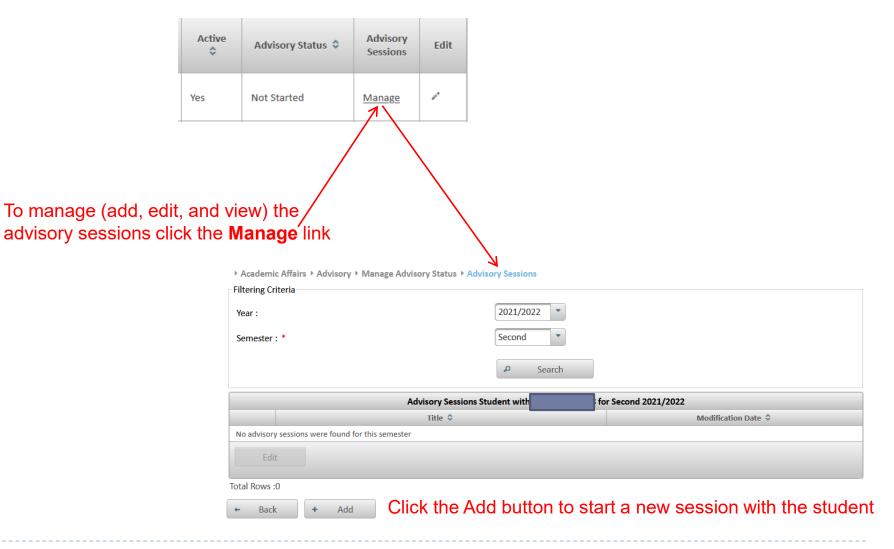
Pencil

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)





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: * Advisory Session for Second 2021/2022 Enter session title here Year: 2021/2022 Semester: * Second



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 2021 Year: Semester: Second Advisor: Feras Al Hawari Student ID: Advisory Session Comments Firas.alhawari ම ඉති 👩 Would you like any advisory this semester Add a new comment here, click Submit when done Submit × Clear 10-02-2022 22:15:55 Firas.alhawari Hello student Edit, delete, or reply to an exiting comment from here Edit Delete Reply

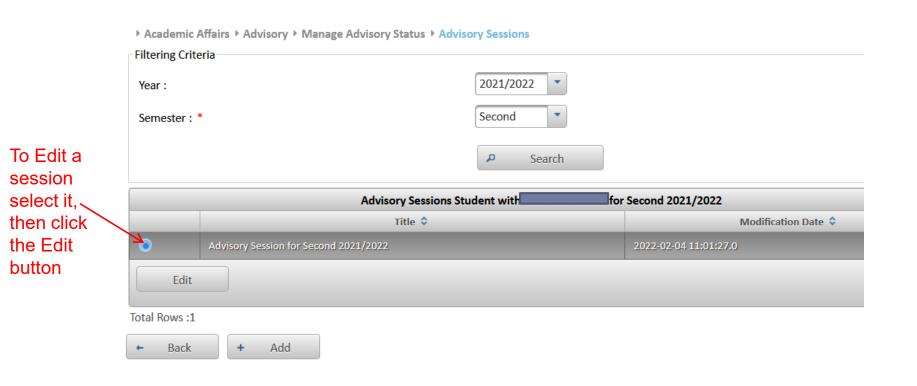
Click Back when done

Back



Advisory Status and Sessions: Instructor View (7)

After clicking Back in the previous slide





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

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

	My Affairs	Acade	mic Affairs	Dean's Ta	sks Coo	ordination	QA Tasks							
	Course Section	s	Courses		Study Plans		es Submission	Evaluations	Advisors	GY Outgo	oing Applications			
	Student Detail	s E	mail to Studer	nts Ad	mission Apps	Prere	equisite Tests	Reports	Dual Studies	s GY	Internships			
	Withdrawal	Su	ubstitute Cours	ses	Vacations		Leaves	Fingerprint						
	Filtering Criteria													
	User ID :				Faculties: School of Electrical Engineering and Information Technology									
	Employee ID:			D	epartments:	All		•						
	First Name:	feras		A	dvisor :	Yes 🔹								
	Family Name:	Family N	ame											
		P Search												
1) Select an														
instructor	Advisors (1 of 1) 14 (4) 1 (1 v)													
	Ad	Advisor Employee ID 🗘			Nan	ne 🗘		Department 🗢		Employee Status				
		/ES	100325	5	Feras Al Hawari			uter Engineering Depa	rtment	Active	1			
	Manage Advis	or Studen	ts View	Advisory Stat	us 🧲	- 2) (Click the	View Advis	ory Stat	us buttor	1			



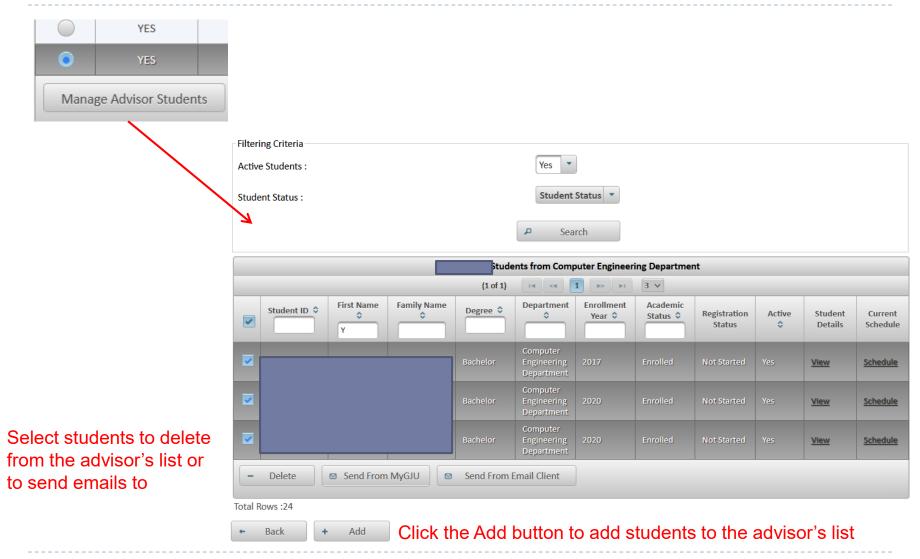
Advisory Status and Sessions: Dean/Chair View (2)

Dean's Tasks > Advisors > View Advisory Status

Filtering Criteria											
Student ID:											
Year :				2021/2	2022 💌		Check advisory status				
Semester : *				Second	- b		of each student, and view advisory sessions				
Student Advisory	/ Status :			All		,					
Active Students :	:			Yes	•						
P Search											
Search											
	Feras Al Hawari Students from Computer Engineering Department										
			(1 of 3)	I4 <4 1	2 3 🕨 🕨	10 v					
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	<u>Manage</u>		
				Department							
			Bachelor	Computer Engineering Department	2014	Enrolled	Yes	Not Started	Manage		



Manage Advisor Students: Dean/Chair View (1)





Manage Advisor Students: Dean/Chair View (2)

Find the students without	Filte	ering Criteria									
an advisor	Deg	gree :	Ba	chelor	•		Enrollment Year	:	All	•	
	Stu	dent Level:	All		•		Enrollment Sem	ester:	All	•	
	Has	Advisor:	No	-	$\overline{}$					_	
						Q	Search				
				A	dd students to ad	lvisor (i from Computer E	ngineering Departr	nent		
					(1	of 1)	t 1 (*) (*)	3 ∨			
	~	Student ID 🗘	First Name	\$	Family Name 🗘	Degree ≎	Faculty 🗘	Department 🗘	Enrollment Year 🗘	Enrollment Semester 🗘	Student Status
Select the students to add						Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering Department	2017	First	Enrolled
						Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering Department	2020	First	Enrolled
						Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering Department	2020	First	Enrolled
	+	Add	lick the	Ad	d button	to add th	e selecte	d students	to the	advisor':	s list
	Total I	Rows :3									
	+	Back									



References

- 1. MyGJU. Available from <u>https://mygju.gju.edu.jo</u> [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.