

Student Attendance in MyGJU

Feras Al-Hawari and Omar Sawaeer

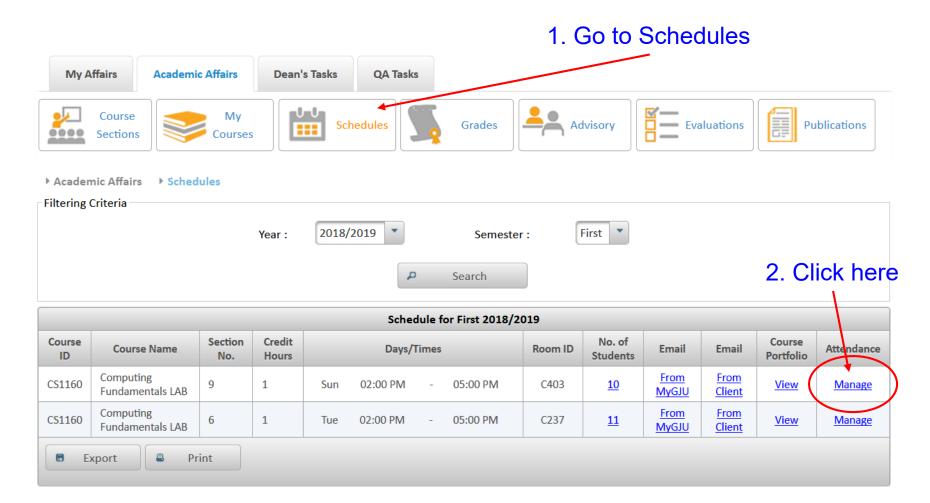


Overview

- Manage student attendance by instructors from the MyGJU portal [1-3] to complement the existing e-learning related features [4,5]
- View attendance reports by instructors, chairs, and deans
- View attendance by students
- References



Manage Attendance by Instructor (1)





Manage Attendance by Instructor (2)

Note: The days are automatically generated based on the predefined classes period

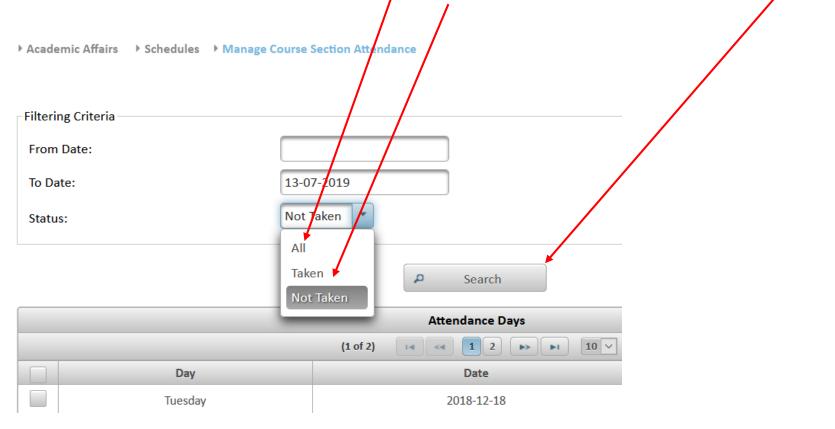
	Attendance Days									
	(1 of 1) I II II II II II									
	Day	Date	Status							
1. Select the desired days	Sunday	2018-12-16	Not Taken							
	Sunday	2018-12-09	Not Taken							
	Sunday	2018-12-02	Not Taken							
	Sunday	2018-11-25	Not Taken							
2. Click on the Attendance button to take attendance	Sunday	2018-11-18	Not Taken							
	Sunday	2018-10-28	Not Taken							
	Sunday	2018-10-21	Not Taken							
	Sunday	2018-10-14	Not Taken							
	Sunday	2018-10-07	Not Taken							
	Sunday	2018-09-30	Not Taken							
OR	Attendance – Delete Day(s)									
2. Click on the Delete Day(s) button to delete the selected days	To view the attendance report click here You may add a missing day by clicking on the Add Day button									
4	Dr. Feras Al-Ha	Dr. Feras Al-Hawari & Eng. Omar Sawaeer 10/12/20								

▶ Academic Affairs → Schedules → Manage Course Section Attendance



Manage Attendance by Instructor (3)

Note: by default only the Not Taken attendance days will be displayed. In case you would like to see All days or just the Taken attendance days select All or Taken respectively, and then click on the Search button!





Take Attendance by Instructor

▶ Academic Affairs → Schedules → Manage Course Section Attendance → Edit Attendance

Note 1: by default the system assumes all students are present, if that is not the case change it as applicable

Student Name	Student ID	Sun, 16 Dec 2018	Sun, 09 Dec 2018	Sun, 02 Dec 2018	Remark
Ad NI	5	Present	Absent	Present	
a	D	Present	Present	Present	
Ai Mi	7	Present	Absent Late	Present	
Λ; Ji	9	Present	Official Excuse	Present	
1: Li	9	Present	Private Excuse	Present	
Λ.	8	Present	Present	Present	
a	3	Present	Present	Present	
а	8	Present	Present	Present	
a la	4	Present	Present	Present	
	2	Present	Present	Present	
🗅 Export					
tal Rows: 10					
Back 🚇 Pri					
Back 🖴 Pri	nt 🖥 Save				

Note 2: Click on the Save button to save your changes, or click on the Back button to cancel

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View Attendance Report by Instructor

Note: You can see the report below after clicking on the Attendance Report button in slide 4.

Academic Affairs
Schedules
Manage Course Section Attendance
Attendance Report

Attendance Statistics Number of Course Days:		15									
Number of Taken Attendance Days: 4 Number of Not Taken Attendance Days: 11											
Filtering Criteria											
Student Status: All		•									
	n Threshold Threshold				D Sear	rch					
	than Thresho Student ID	ld Present	Absent	Late	Official Excuse	Private Excuse	Absences Percentage	Official Excuses Percentage	Private Excuses Percentage	Sum of Absences and Excuses Percentage	Remark
Al M)05	0	3	1	0	0	20%	0%	0%	20%	
Hi)25	3	1	0	0	0	6%	0%	0%	6%	
H: Al)18	3	1	0	0	0	6%	0%	0%	6%	
Ja Hi	009	4	0	0	0	0	0%	0%	0%	0%	
Export Total Rows: 11											

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Back

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View Attendance by Chair/Dean (1)

1. Go to the Course Sections 🔨	My Affa	My Affairs Academic Affairs Dean's Tasks QA Tasks											
from the Dean's Tasks tab	Course Sections		Сог	Courses		Study Plans	Grades Submission			Evaluations		Advisors	
	Registrat	Registration Status		Student Details		ail to Students	Vacations			Leaves		Fingerpri	Fingerprint
Filtering Criteria													
	Year :		2018/2019			Faculty :	School of Electrical Engineering and Information Technology						
	Semester : *		First 💌	First 💌		Department :		All					
	Course ID :				Course Name :								
	Double click	Double click on a row to edit it, or right click on it for other options.											
	(1 of 1) I I I I I I I I I I I I I I I I I I												
2. Select a course section	Cou ID			ection o. ≎	Instructor	Days/Tir		Room	Credit Hours \$	Capacity \$	No. of Students \$	Block Status	Portfolio Completion Percentage
	CS110	Comput 50 Fundam LAB	•		[:] eras Al Iawari	Tue 02:00 PM -	05:00 PM	C237	1	30	11	Blocked	78.33%
	• CS110	Comput 50 Fundam LAB			eras Al Iawari	Sun 02:00 PM -	- 05:00 PM	C403	1	14	10	Unblocked	78.33%
	Edi	Edit View View Delete View Students View Course Portfolio View Attendance View Log										iew Log	
	Total Rows :2		Export				3. Clic	k on t	he Vie	v ew Atte	endano	ce butto	on

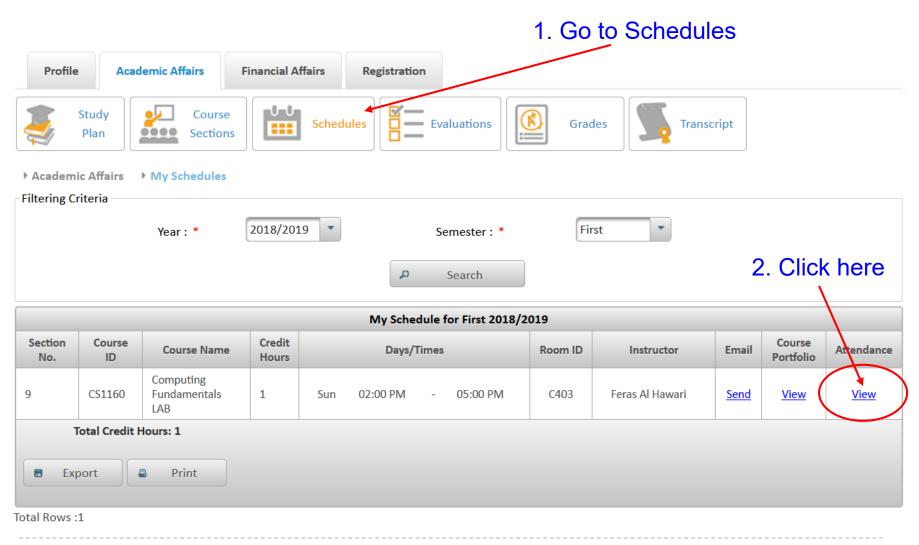


View Attendance by Chair/Dean (2)

	Attendance Days											
	(1 of 2) 14 << 1 2 >>> >> 10 >>											
		Day	Date	Status								
		Sunday	2019-01-06	Taken								
1. Select the		Sunday	2018-12-30	Taken								
attendance days		Sunday	2018-12-23	Taken								
		Sunday	2018-12-16	Taken								
		Sunday	2018-12-09	Taken								
		Sunday	2018-12-02	Taken								
	Sunday		2018-11-25	Not Taken								
		Sunday	2018-11-18	Not Taken								
		Sunday	2018-11-11	Taken								
2. Click on the		Sunday	2018-11-04	Taken								
Attendance ——— button to view	Attendance											
the selected	Total Rows: 15											
days student	+ Back	Q Attendance Report										
attendance												
			You may view the attendance clicking on the Attendance Re									



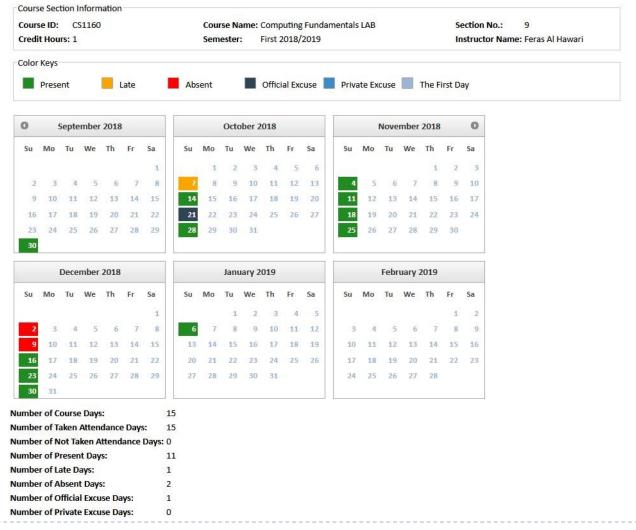
View Attendance by Student (1)





View Attendance by Student (2)

Academic Affairs Schedules Student Attendance





References

- 1. MyGJU. Available from <u>https://mygju.gju.edu.jo</u> [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: Course Portfolios in MyGJU. 2019.
- 5. F. Al-Hawari. Tutorial: Course Folder & Schedule Coordination in MyGJU. 2019.