



Grades Submission in MyGJU

Dr. Firas Al-Hawari

Overview

- ▶ View and enter your course section(s) grades
- ▶ Define course section grades assessments
- ▶ Submit your students' grades
- ▶ Grades approval by the Chair and the Dean

MyGJU Instructor's View

الجامعة الألمانية الأردنية
German Jordanian University

MyGJU

الجامعة الألمانية الأردنية
German Jordanian University

You are logged in as: instructor [Logout](#)

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Welcome to your account.



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

1. Enter grades here

Grades Statistics
General Notes

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"/>	--

2. Check this checkbox to report **Incomplete** grades

3. Keep saving your 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"/>	--

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

Total Rows : 16

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



Manage Exam Assessments (1)

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

Course Sections
 Schedule
 Grades
 Evaluation

[Academic Affairs](#)
[Grades](#)
[Course Section Information](#)
[Course Section Exam Assessments](#)

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

Course Section Exam Assessments				
<input type="checkbox"/>	Assessment Name (EN)	Assessment Name (AR)	Assessment Grade	Assessment Date
<input type="checkbox"/>	First	الأول	20	
<input type="checkbox"/>	Second	التاني	20	
<input checked="" type="checkbox"/>	Semester Work	أعمال الفصل	60	
<input checked="" type="checkbox"/>	Final	الامتحان النهائي	40	

[Manage Students Grades](#)

Manage Exam Assessments (2)

Add Exam Assessment

Assessment Name (EN) : *

Assessment Name (AR) : *

Assessment Grade : *

Assessment Date :

Course Section Exam Assessments				
<input type="checkbox"/>	Assessment Name (EN)	Assessment Name (AR)	Assessment Grade	Assessment Date
<input type="checkbox"/>	<input type="text" value="First"/>	<input type="text" value="الأول"/>	<input type="text" value="20"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text" value="Midterm"/>	<input type="text" value="التاني"/>	<input type="text" value="30"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text" value="Semester Work"/>	<input type="text" value="أعمال الفصل"/>	<input type="text" value="30"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text" value="Final"/>	<input type="text" value="الامتحان النهائي"/>	<input type="text" value="40"/>	<input type="text"/>

1. Select a **Midterm** exam, if desired
2. Make sure the sum of all assessments is 100 to move forward
3. To include/exclude an assessment just **check/uncheck** its checkbox
4. You can add new assessments if needed by clicking on the **Add** Button
5. Keep saving your data
6. When done click on the **Manage Students Grades** button to go back to the grades data entry page (see next slide)



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

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

← Back
Print

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: * 2015/2016

Semester: * First

Course ID: cs1160

Search

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

Review Grades

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



Have Fun!