



# Academic Advising User Manual

## Using the Academic Advising Portals

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# Academic Advising System's User's Manual

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## **1.0 GENERAL INFORMATION**

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### 1.1 System Overview

The academic advising system was developed to help both students and their academic supervisors communicate effectively and quickly, and to have this communication properly documented and archived.

This system was developed by the information technology center at the University of Jordan, in a step among a series of procedures to facilitate services provided to students, and to fulfil the university's vision towards a smart campus that promotes its ranking amongst the best universities around the world. This system was partially fulfilled to meet the requirements of ABET accreditation

### 1.2 Targeted Users

There are two main users that benefit from this system:

1. **The academic advisor:** who can view what questions the students that he\she is assigned to advise, and to answer them accordingly.
2. **The students:** who can submit their inquiries about academic matters and view the supervisor's answer to them.

The department's chair is responsible for assigning students to faculty members to become their academic advisors.

**2.0 System Workflow**

## 2.0 SYSTEM WORKFLOW

### 2.1 Assigning Faculty Members to Students

The department chair can view the list of faculty members who are active during the academic year, and assign the list of registered students for that academic year (retrieved from the registration unit). This can be either:

**Manually:** where the department's chair chooses which students are supervised by a certain faculty member.

**Automatically:** where the department's chair presses the "automatic distribution" button and the available list of students is distributed evenly between faculty members.

A list of all students and their designated academic advisors can then be generated and downloaded.

Figure-1 shows a flow chart of the academic advisor's assignment process.

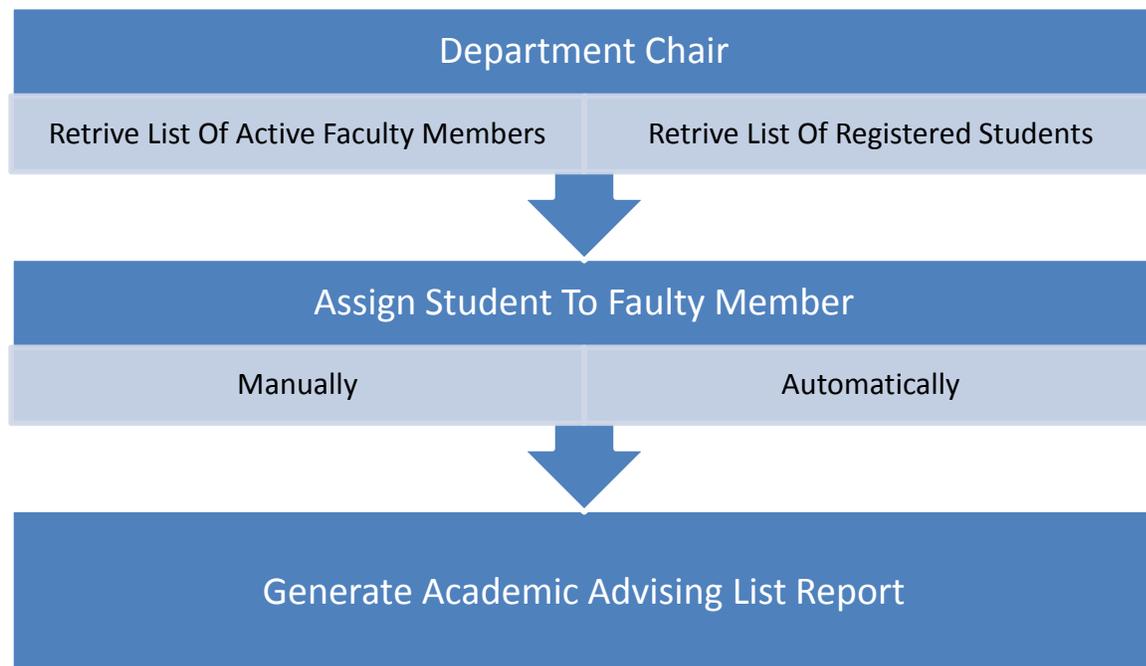


Figure 1: student assignment to academic advisor workflow

## 2.2 Submitting an Inquiry and Answering It

A student can access the academic advising ports through the registration system. A link titled “ask your advisor” appears under the academic advising menu item. Once clicked the student can view previous inquiries or submit a new one.

Once the student submits the inquiry, the advisor receives an e-mail notification of a new inquiry. The advisor can view list of students and their inquiries through the grades system. a menu item “academic advising” is listed under the “electronic approval” menu. The advisor can view the inquiry and answer it, and the answer is immediately displayed on the student’s portal.

A flowchart in figure-2 shows this process.

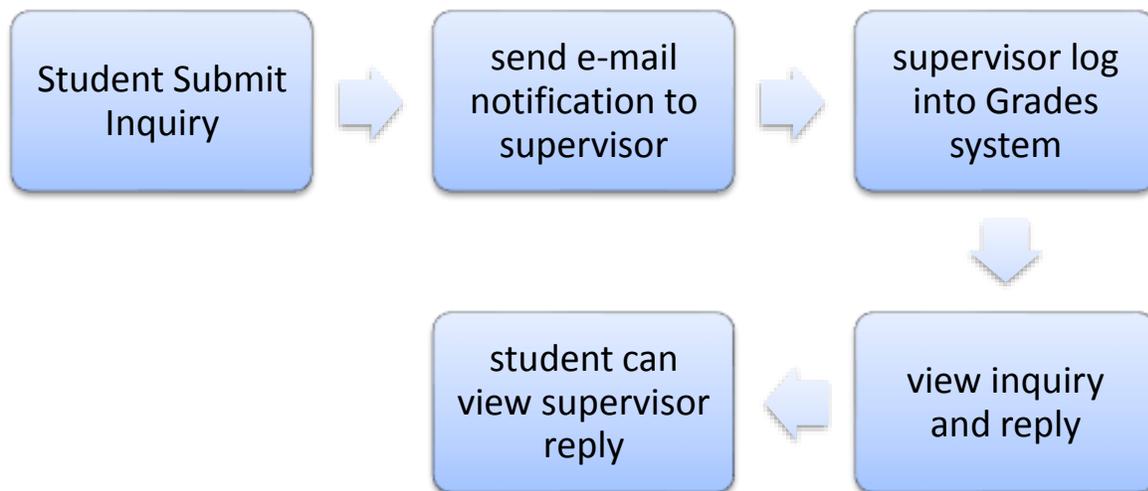


Figure 2: submit and reply to oinquiry flowchart

## **3.0 System's Screen Shots**

### 3.0 GETTING STARTED

The student should be registered for the academic year in which he/she seeks advice in. the faulty member should also be active (not in leave) for the academic year.

#### 3.1 Students Windows

- The link that appears to the student on the registration page, after logging in with given user name and password.



- The page that is displayed when the students selects to ask the supervisor



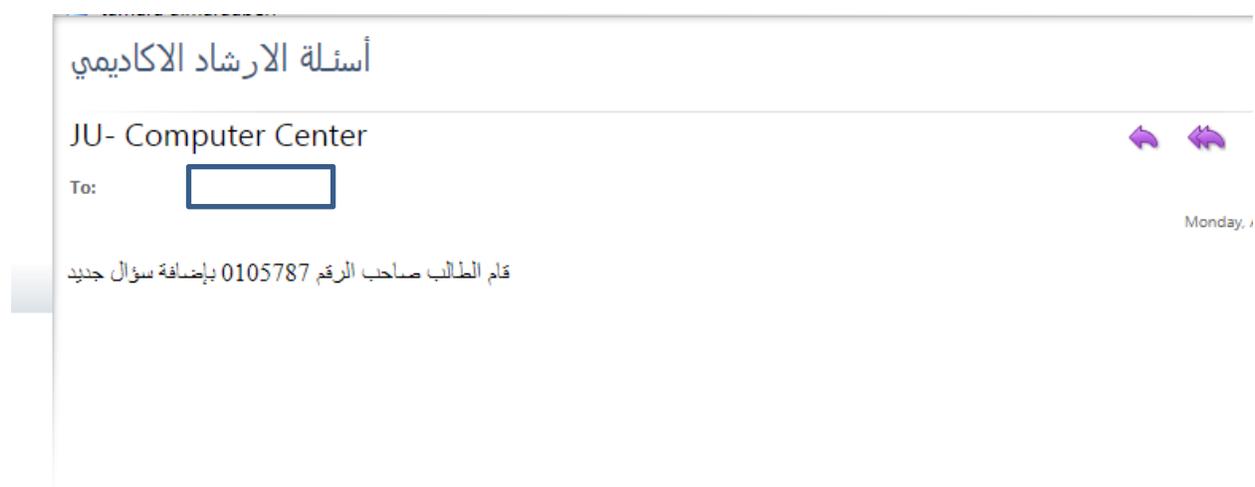
- When pressing the “submit a question” button, a window appears for the student to type in the inquiry.
- The answer is shown on the student’s page

| الإرشاد الأكاديمي |   |              |  |               |     |
|-------------------|---|--------------|--|---------------|-----|
| رقم السؤال        | السؤال  | تاريخ السؤال | الإجابة  | تاريخ الإجابة |     |
| 1                 | should i register compiler construction course before taking computer ?organization | 2018-04-02   | based on the number of hours passed i believe you should | 2018-04-02    | حذف |

إدخال سؤال

### 3.2 Advisor's Windows

- When a student submits a question to the portal, the advisor receives a notification on his/her e-mail



- How the instructor view the questions submitted by the student on the instructor's Grades Portal

The screenshot shows the website of the Jordanian University of Science (JUS). The header includes the university's name in Arabic and English, along with its logo. The main navigation bar contains several menu items: 'الصفحة الرئيسية' (Home), 'النتائج الأكاديمية' (Academic Results), 'اعتماد النتائج الأكاديمية' (Academic Results Accreditation), 'قائمة الاعتمادات الإلكترونية' (Electronic Accreditation List), and 'استفسارات' (Inquiries). A dropdown menu is open under 'قائمة الاعتمادات الإلكترونية', listing various services such as 'اعتماد الحضور والغياب' (Attendance and Absence Accreditation), 'اعتماد نماذج الدراسات العليا' (Accreditation of Graduate Studies Models), 'براءة ذمة الطلبة' (Student Discharge Certificate), 'الإرشاد الأكاديمي' (Academic Guidance), 'الأبحاث والسيرة الذاتية' (Research and CV), 'مناهج التخصص' (Specialization Curricula), 'إعداد أرقام الحزمين' (Preparation of Bundles Numbers), 'إعداد معام الترميز' (Preparation of Coding Schemes), 'توزيع خطة التدريب على المشرفين' (Distribution of Training Plan to Supervisors), and 'مناقشة تدريب الطلبة' (Student Training Discussion). Below the menu, there is a table with columns for 'رقم الطالب' (Student ID), 'اسم الطالب' (Student Name), and 'التخصص' (Specialization). The table is currently empty, with a note 'لا يوجد سجلات' (No records found) and a 'لغة عربية' (Arabic) button.

The screenshot shows the 'نظام العلامات' (Grading System) page for a supervisor. The page title is 'نظام العلامات' and the subtitle is 'إرشاد الطلبة' (Student Guidance). The page number is '٢٠٤٣٣١' and the user is identified as 'إلى عزام محمد شريك'. The page contains a table with the following columns: 'التسلسل' (Serial), 'رقم الطالب' (Student ID), 'اسم الطالب' (Student Name), 'التخصص' (Specialization), 'م. ت.' (Semester), 'مقروعة بنجاح' (Passed), and 'الساعات' (Hours). The table has three rows, with the first row containing data for student 'كوكب حسن عبدالعزيز الحريبات' (Kawkab Hassan Abdulaziz Al-Haribat) in the 'رياضيات' (Mathematics) specialization, semester '٢٠١١', and '١١٠' hours passed. The other two rows are empty.

| التسلسل | رقم الطالب | اسم الطالب                  | التخصص    | م. ت. | مقروعة بنجاح | الساعات |
|---------|------------|-----------------------------|-----------|-------|--------------|---------|
| ١       | ٠١٠٥٧٨٧    | كوكب حسن عبدالعزيز الحريبات | الرياضيات | ٢٠١١  | ١١٠          |         |
|         |            |                             |           |       |              |         |
|         |            |                             |           |       |              |         |

- The list of questions submitted by the students are viewed on the supervisor's page

The screenshot shows the supervisor's page displaying a list of questions submitted by students. The page title is 'نظام العلامات' and the subtitle is 'إرشاد الطلبة'. The page number is '٢٠٤٣٣١' and the user is identified as 'إلى عزام محمد شريك'. The page contains a table with the following columns: 'الرقم' (Number), 'تاريخ السؤال' (Question Date), 'السؤال' (Question), and 'الإجابة' (Answer). The table has one row containing data for question number '١', dated '٢٠١٨/٠٤/٠٢', with the question text 'before taking computer organizatio'. The other three rows are empty.

| الرقم | تاريخ السؤال | السؤال                             | الإجابة |
|-------|--------------|------------------------------------|---------|
| ١     | ٢٠١٨/٠٤/٠٢   | before taking computer organizatio |         |
|       |              |                                    |         |
|       |              |                                    |         |
|       |              |                                    |         |

- The supervisor can view a certain question and answer it

The screenshot displays a web application interface. At the top, a dark blue header bar contains the text "based on the number of hours passed i believe you should". Below this, a search bar is visible with the text "كوكب حسن عبدالعزيز الحريبات" and a search icon. The main content area is divided into two columns: "الإجابة" (Answer) and "السؤال" (Question). The "الإجابة" column contains the text "based on the number of hours". The "السؤال" column contains the text "before taking computer organizatio". To the right of the question, there is a score of "٢٠١٨/".

| الإجابة | السؤال                             | السؤال |
|---------|------------------------------------|--------|
| ...     | based on the number of hours       | ...    |
| ...     | before taking computer organizatio | ٢٠١٨/  |
| ...     |                                    |        |
| ...     |                                    |        |