Academic Advising User Manual

Using the Academic Advising Portals

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Academic Advising System's User's Manual

TABLE OF CONTENTS

1.0   GENERAL INFORMATION

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1.1   System Overview

The academic advising system was develop 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.
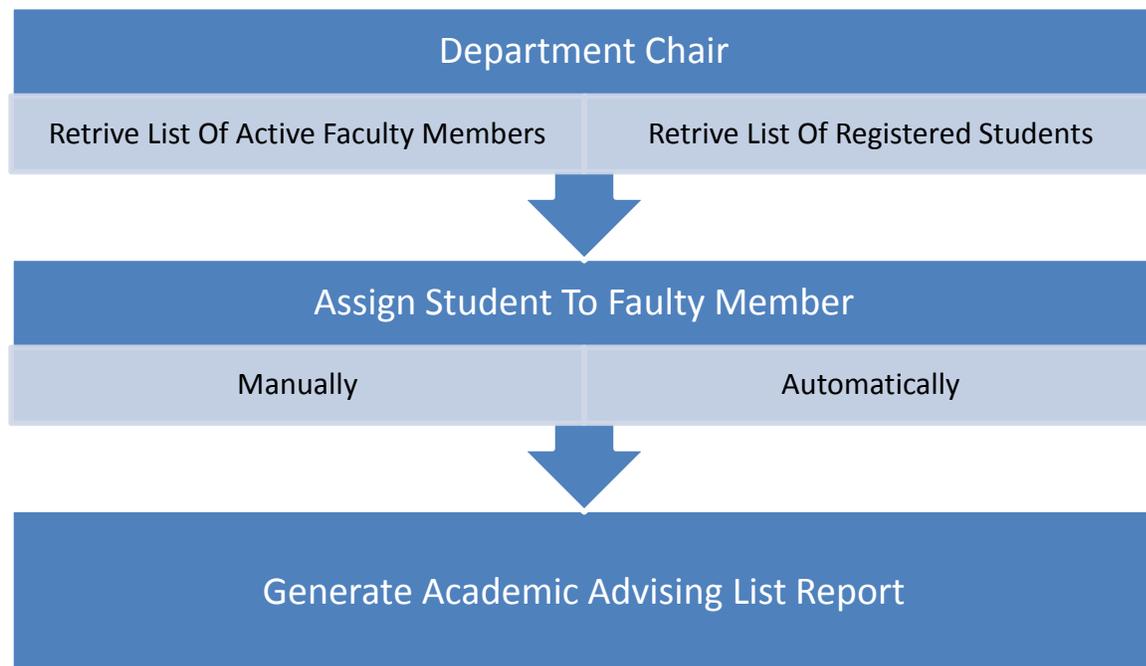
Figure 1: student assignemet to academic advisor workflow

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.
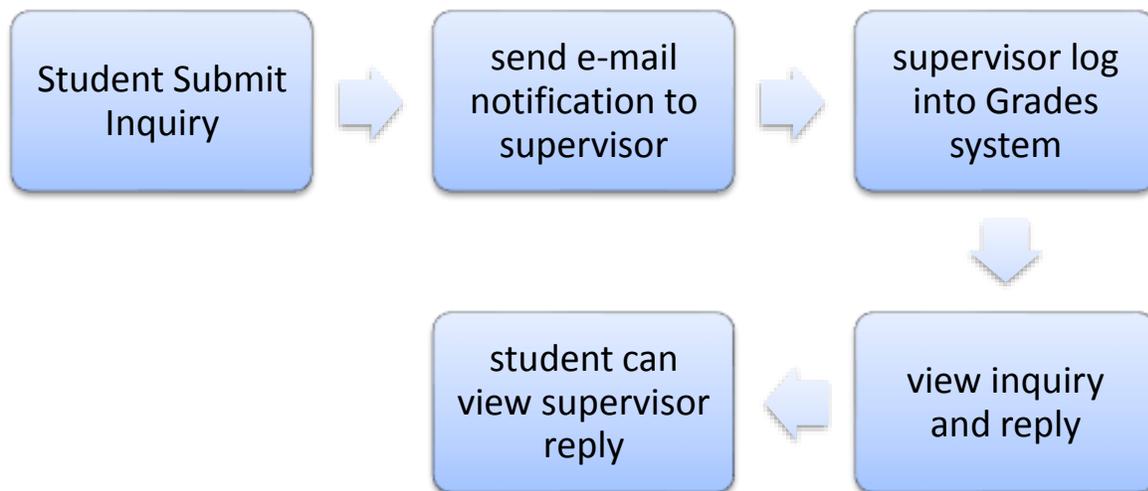
Figure 2: submit and reply to oinquiry flowchart

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 الاكاديمي

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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

أسئلة الارشاد الاكاديمي

JU- Computer Center

To:

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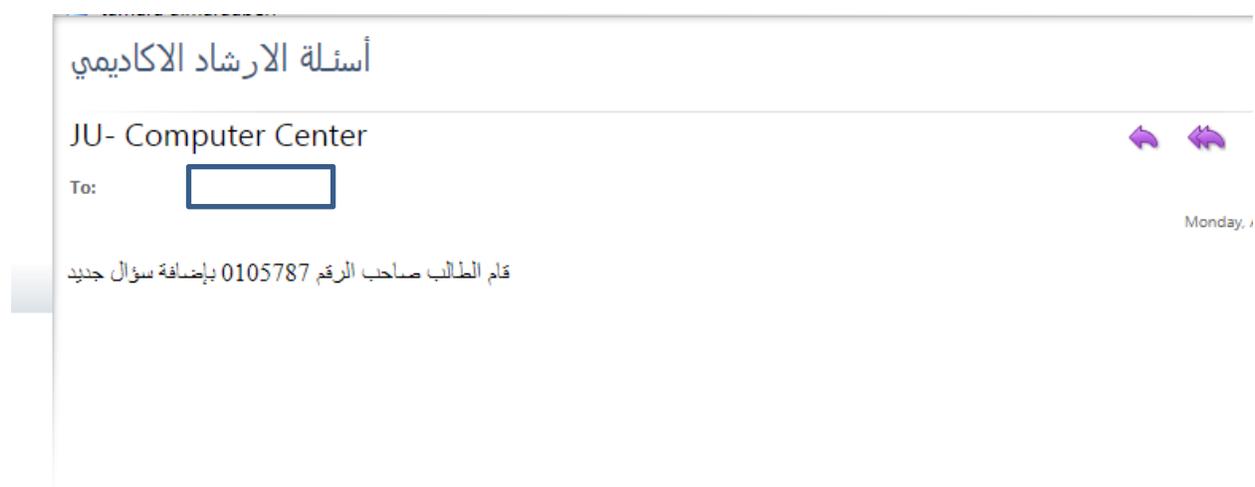
- How the instructor view the questions submitted by the student on the instructor's Grades Portal

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

- The supervisor can view a certain question and answer it

based on the number of hours passed i believe you should

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