

Manual

Attendance and Grade recording in Studer Lifecycle Management (SLcM)

Team CMA
September 17

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1 Introduction and general Information

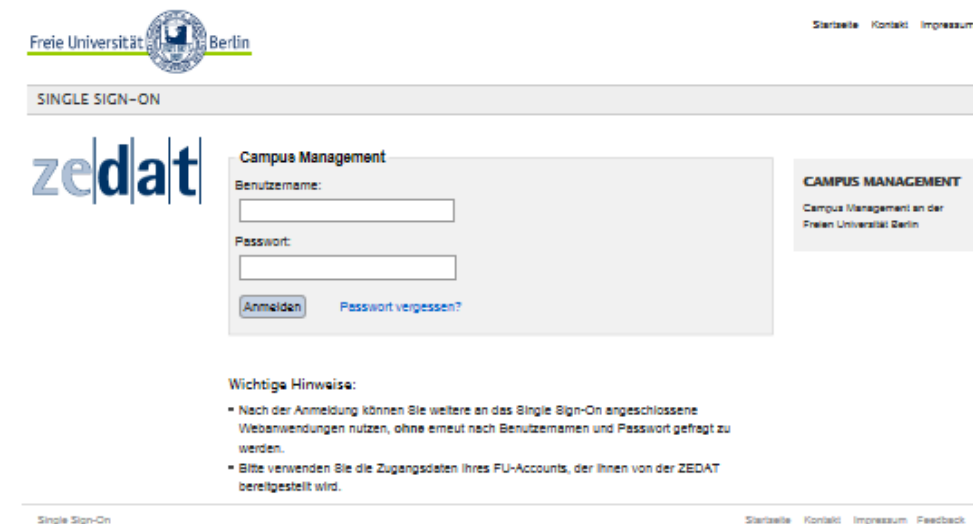
The subsequent advice is organized by the sequence of pages you will encounter registering participation and grades.


Some general advice:

- The web interface supports Microsoft Internet Explorer and Mozilla Firefox (and derivatives). Apple Safari is currently not supported, but works reasonably well
- On Macs, Firefox (Version 3.6 or higher) must be used in order to get access to all functions
- In Microsoft Internet Explorer, the default scale should be 100% (Menu > Page > Zoom); different scalings may cause problems
- Browser navigation using the page forward/page backward buttons is not available in the web interface
- All functionalities are accessible using the left mouse button
- The interface is currently not optimized for keyboard usage and does not support the use of the TAB key to move the cursor to the next field.

1.1 Overview

Login via Zedat Single Sign-On



Freie Universität  Berlin Startseite Kontakt Impressum

SINGLE SIGN-ON

zedat

Campus Management

Benutzername:

Passwort:

[Passwort vergessen?](#)

CAMPUS MANAGEMENT
Campus Management an der Freien Universität Berlin

Wichtige Hinweise:

- Nach der Anmeldung können Sie weitere an das Single Sign-On angeschlossene Webanwendungen nutzen, ohne erneut nach Benutzernamen und Passwort gefragt zu werden.
- Bitte verwenden Sie die Zugangsdaten Ihres FU-Accounts, der Ihnen von der ZEDAT bereitgestellt wird.

Single Sign-On Startseite Kontakt Impressum Feedback

After logging on with your user name and password you will reach the welcome page, containing tips for the Campus Management System as well as links to further information and support for problems that may occur.

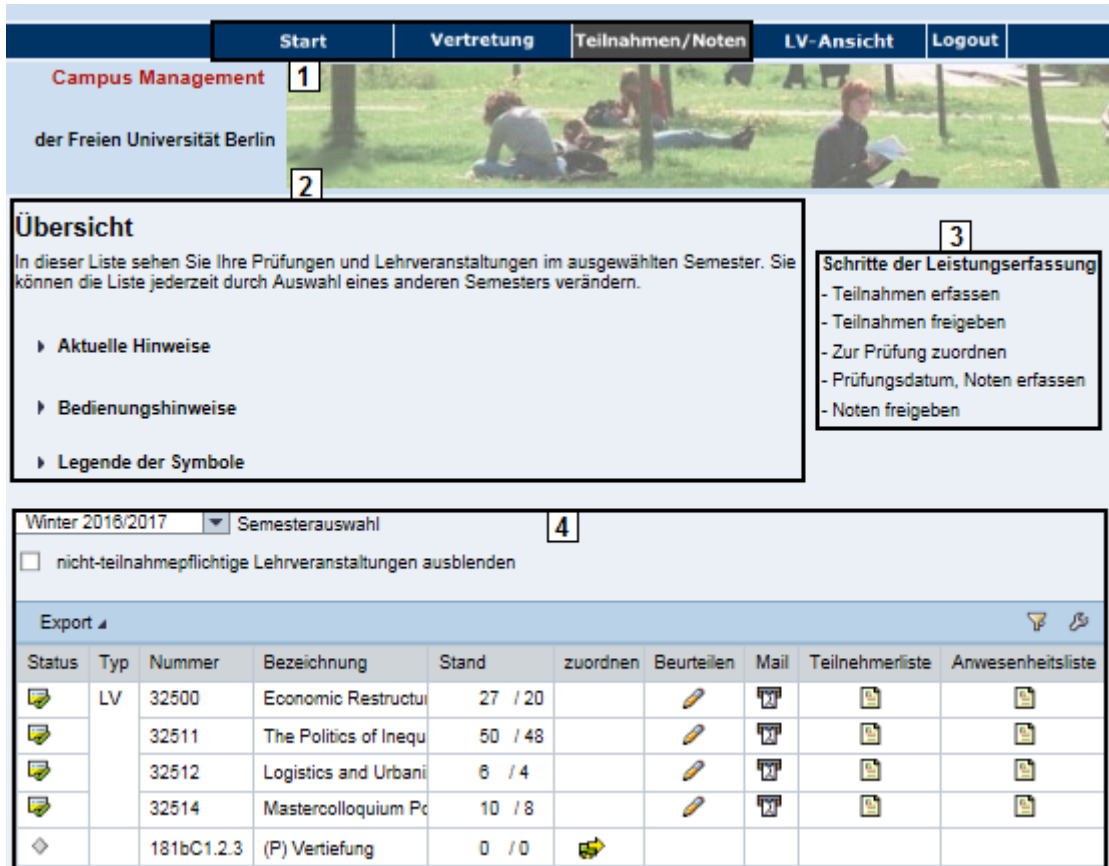
Via the menu on the welcome page you will reach the performance recording interface by selecting **Teilnahmen/Noten**.

Rules concerning the repetition of exams have been modified at the beginning of the winter semester 2015/2016, necessitating changes in the grade-recording interface.

This manual is designed to support you recording grades in the SLcM Web Interface. It initially explains major interface elements before addressing the four steps of recording participation and grades:

- 1) Record participation
- 2) Assign to Exam
- 3) Record Grade
- 4) Release Note

Standardized Webpage Display



Start | **Vertretung** | **Teilnahmen/Noten** | **LV-Ansicht** | **Logout**

Campus Management 1
der Freien Universität Berlin 2

Übersicht
In dieser Liste sehen Sie Ihre Prüfungen und Lehrveranstaltungen im ausgewählten Semester. Sie können die Liste jederzeit durch Auswahl eines anderen Semesters verändern.

- ▶ Aktuelle Hinweise
- ▶ Bedienungshinweise
- ▶ Legende der Symbole

Schritte der Leistungserfassung 3

- Teilnahmen erfassen
- Teilnahmen freigeben
- Zur Prüfung zuordnen
- Prüfungsdatum, Noten erfassen
- Noten freigeben

Winter 2016/2017 Semesterauswahl 4
 nicht-teilnahmepflichtige Lehrveranstaltungen ausblenden

Export

Status	Typ	Nummer	Bezeichnung	Stand	zuordnen	Beurteilen	Mail	Teilnehmerliste	Anwesenheitsliste
	LV	32500	Economic Restructur	27 / 20					
		32511	The Politics of Inequ	50 / 48					
		32512	Logistics and Urbani	6 / 4					
		32514	Mastercolloquium Po	10 / 8					
		181bC1.2.3	(P) Vertiefung	0 / 0					

Explanation

- 1 Menu Bar
- 2 Text Space
- 3 Navigation Information
- 4 Data Space

Navigating to another page requires either clicking on a symbol in the data space or a button below it.

Overview Page



This page displays all of a lecturer's exams and courses for for a certain semester. The current semester is preselected by default. Previous semesters may be selected by using the *Semesterauswahl*

(choice of semester) list. Choosing a new semester refreshes the data space on the overview page. The overview page features both status indicators for your classes and exams as well as access to most of the functions addressed in this manual.

Column Title	Type	Explanation
Status	Info	Exam/Class Status
Typ	Info	MP – Module Exam MTP – Partial Module Exam LV.xyz - Class Type
Kürzel	Info	Class- or Exam ID
Bezeichnung	Info	Title of Class or Exam
Stand	Info	Number of Students assigned to exam and conclusively graded. Nz marks classes without mandatory participation requirements.
Zur Prüfung zuordnen	Action	See Chapter 3
Beurteilen	Action	See Chapter 2
Mail	Action	See Chapter 6.1
Teilnehmer- und Notenliste	Action	See Chapter 6.1
Anwesenheitsliste	Action	See Chapter 6.1

The example shows 4 module exams, all of which have been conclusively graded already. The column *Stand* informs you about the number of registrations (x/6) and the number of conclusively recorded grades (6/x).


✓	MP	024dA4.1.3	Politik (A) - Theorien/Methoden PolWiss	1 / 1				
	MP	024eA4.1.3	Politik (A) - Theories and Methods	6 / 6				
	MP	024eA4.2.3	Politik (B) - Polity and Politics	1 / 1				
	MP	175dA3.4.3	Orientierungsmodul Politik	4 / 4				

When all the grades have been recorded, or a class has no mandatory participation requirement, the  appears in the column *Beurteilen*, indicating that the data for those classes cannot be edited any more. In all other cases,  indicates that participation and grade recording is possible and/or necessary.

1.1 Using Online Help

The Text area displays information about the current user, a brief description of the current page, as well as a brief description of the data space. Moreover, on the right hand side, the bullet points recount the steps necessary to record grades and/or participation.

- Schritte der Leistungserfassung**
- Teilnahmen erfassen
 - Teilnahmen freigeben
 - Zur Prüfung zuordnen
 - Prüfungsdatum, Noten erfassen
 - Noten freigeben

Moreover, upon accessing the Grade Recording Interface, important news or information can be shown. Clicking  **Aktuelle Hinweise** either opens or collapses the feature.

Current Information

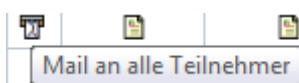
— Aktuelle Hinweise

Bearbeitungssperre
Die Vorkehrungen gegen die parallele Bearbeitung dergleichen Daten durch mehrere Benutzer sind verbessert worden. Falls Sie Prüfungsleistungen in einem Modul eingeben oder bearbeiten wollen, das bereits zeitgleich von einer Kollegin oder einem Kollegen bearbeitet wird, erhalten Sie zukünftig eine entsprechende Meldung.

Prüfungsanspruch exmatrikullierter Studierender
Besuchen Sie die Möglichkeit zur Suche, Aufnahme und Zuordnung exmatrikullierter Studierender.

Prüfungsversuchszählung
Näheres siehe: http://www.fu-berlin.de/studium/studienorganisation/pruefungianzahl_pruefungen.html

Each page contains compact advice in the **Bedienungshinweise** section, providing help and explanations about the currently displayed webpage.



Moreover, you can show brief tooltips and icon explanations by hovering the cursor over the symbols.

All modifiable data-fields in the grade-recording interface feature a yellow hue.

Additional icon explanations can be accessed by clicking **Legende der Symbole**.

#	Explanation
	Incomplete
	In progress
	Complete
	No registration/No assignment to Exam
	Class without mandatory participation requirement
	Binding exam date
	Assign to exam
	Display participation and/or grades
	Edit participation and/or grades
	Send mails
	Student/participation list
	Save data entries
	Delete data entries

1.2 Notifications

System notifications appear in a popup. There are three different kinds: information-, error-, and confirmation notifications.

Information Notification


Meldungen □ ×

Datensicherung nicht notwendig, da keine Daten geändert wurden

Schließen

1.3 Modify Data Area Display of Information

You can modify the display of information in the data area to suit your needs. Both the displayed amount of rows and the display and sorting of columns are modifiable.

Filtering also enables the reduction of the data space in accordance with your chosen parameters. By default, the data space displays 20 entries per page. Tables with more than 20 rows require you to scroll to see all the students. However, this setting can be changed to display all the rows by default. Click  in the table header.

Tab *Darstellung* (Display options) in table modification dialogue

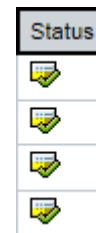


In the table modification dialogue, select the tab *Darstellung* to alter the display of rows and columns. Entering -1 in the field *Angezeigte Zeilen* displays all rows all the time.


Displaying too many rows may lead to a less responsive user experience due to system slowdown, however.

After clicking **OK**, the changes will be applied.








The tables are sorted alphabetically by default, ascending by student name. Clicking on column headers sorts the table for that column. You can sort both in ascending and descending order.



Not all columns can be sorted.

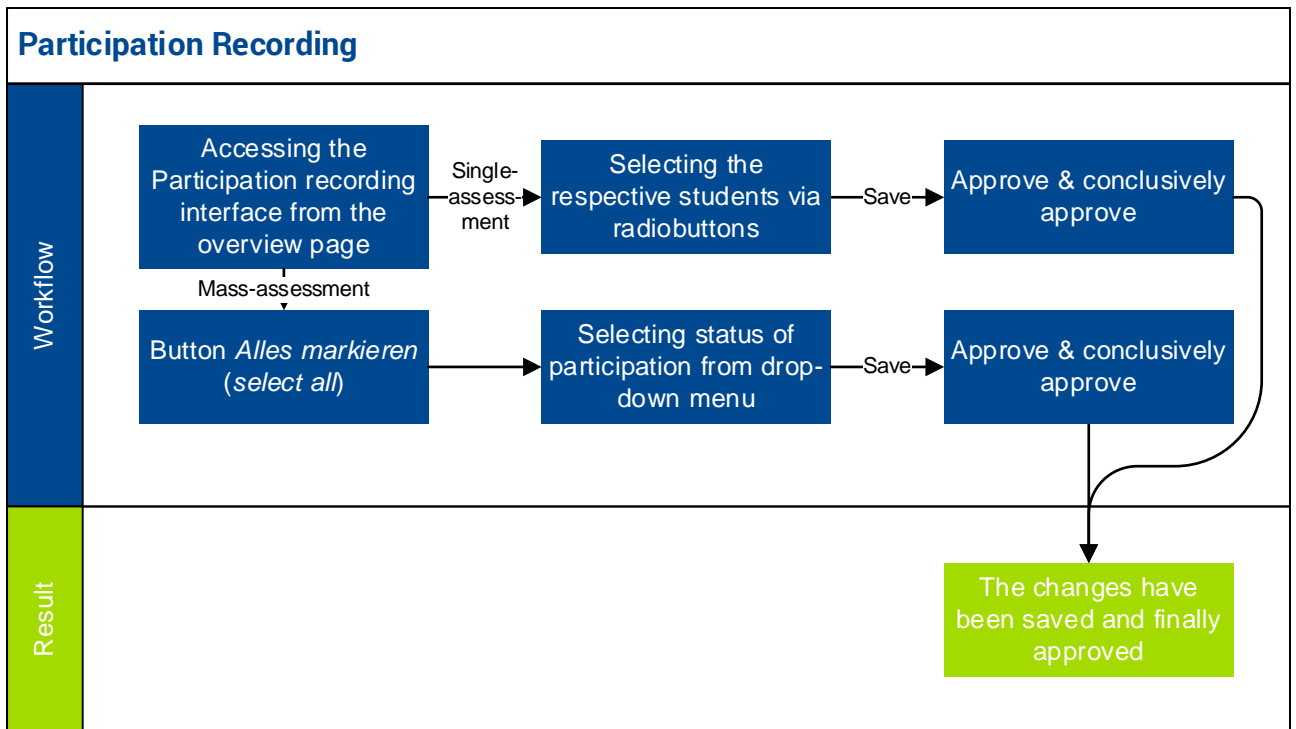
Additionally, tables contain a simple filter function in the data space. Clicking the filter icon  in the right upper corner opens the filter row.


You can combine filters!






Export 									
Status	Typ	Nummer	Bezeichnung	Stand	Beurteilen	Mail	Teilnehmerliste	Anwesenheitsliste	
			Economic*						
	LV	32500	Economic Restructuring	27 / 20					

Here, you can enter values for any cell. For instance, if you want to filter by exam type and only want to display written exams (*Klausur*), enter *KL* in the exam type column. This way, you can dramatically reduce and simplify very long tables. Another click on the filter icon closes the row and resets the display.

2 Participation Recording



Beurteilen You access the grade recording interface for classes with mandatory attendance requirements by clicking  in the *Beurteilen* column on the overview page.

The subsequent page lists all students enrolled in this class. You can record both *active* and *regular* participation from this page either for individual students or all at once.

Individual Participation Recording Using Radiobuttons

aT-Ja	aT-Nein	aT-Später	rT-Ja	rT-Nein	rT-Später	Explanation
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	aT Ja active participation
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	aT Nein No active participation
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	aT später Record active participation later
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	rT Ja Regular attendance
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	rT Nein No regular attendance
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	rT später Record regular attendance later

Global Participation Recording for all Selected Students Using the Dropdown Menu

aktive Teilnahme

2.1 Individual Recording

If you want to record participation for each student individually, use the radiobuttons in the table.

Individual Participation Recording Using Radiobuttons

Pos	Status	Matr-Nr.	Name Student(in)	Matri	LV-Nr.	Bezeichnung	LV-Form	aT-Ja	aT-Nein	aT-Später	rT-Ja	rT-Nein	rT-Später
1	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
8	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
9	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
12	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
13	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
14	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
15	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
16	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
17	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
18	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19	<input type="checkbox"/>				32504	Western Political Theory	Vertiefungsseminar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Buttons: Übersicht | Prüfungszuordnung | Notenerfassung | **Sichern** | Freigeben

Annotations: 1 (row 3), 2 (Sichern), 3 (Freigeben)

You need to follow three steps to successfully record participation:

- 1) Use the radiobuttons to record both participation (aT) and attendance (rT).
- 2) Save **Sichern** your changes. The student(s) cannot see them yet.
- 3) **Freigeben** conclusively saves and publishes your changes. You will get a confirmation of your changes on the next page.

For security reasons, you will be logged out after 30 minutes of inactivity. Please make sure to save all your changes before too much time passes.

2.2 Mass Recording

If you want to record participation and attendance for all students enrolled in a class, you can use the mass recording function. First, select all students via [Alle markieren](#). You can also deselect individual students after all students have been selected.

Setting Recording Type, Recording Value, and Confirming

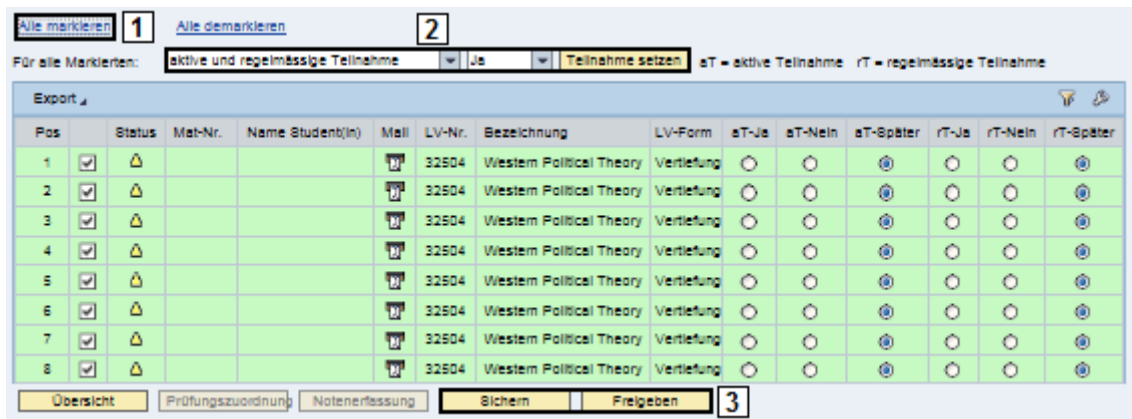
Für alle Markierten: aktive Teilnahme Ja Teilnahme setzen

aktive Teilnahme
regelmässige Teilnahme
aktive und regelmässige Teilnahme

Selected rows now feature a green hue. On the top of the table, select the desired recording type (participation, attendance, or both), set the value (yes, no, later) and confirm by using **Teilnahme setzen**. Selecting *Später* in the Dropdown can also be used to reverse data entries as long as they have not been conclusively saved yet.

Using *Alle markieren* selects all columns, even the ones that are not being displayed. However, a popup will inform you about the number of selected rows.

Example: Set Active Participation and Regular Attendance



Alle markieren **1** Alle demarkieren **2**

Für alle Markierten: **aktive und regelmässige Teilnahme** **Ja** Teilnahme setzen aT = aktive Teilnahme rT = regelmässige Teilnahme

Pos	Status	Mat-Nr.	Name Student(in)	Mail	LV-Nr.	Bezeichnung	LV-Form	aT-Ja	aT-Nein	aT-Später	rT-Ja	rT-Nein	rT-Später
1	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input checked="" type="checkbox"/>				32504	Western Political Theory	Vertiefung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Übersicht Prüfungszuordnung Notenerfassung **Sichern** Freigeben **3**

- 1) Click [Alle markieren](#). A PopUp appears, informing you about the number of selected rows.
- 2) Select *Aktive und regelmässige Teilnahme* and *Ja* in the next dropdown menu. Confirm with [Teilnahme setzen](#). The cells' color changes from green to orange.
- 3) Save [Sichern](#) and confirm [Freigeben](#) data entries.

You can also record participation and attendance separately.

2.3 Confirmation

The new page *Freigabe (confirmation)* lists the saved changes one last time.

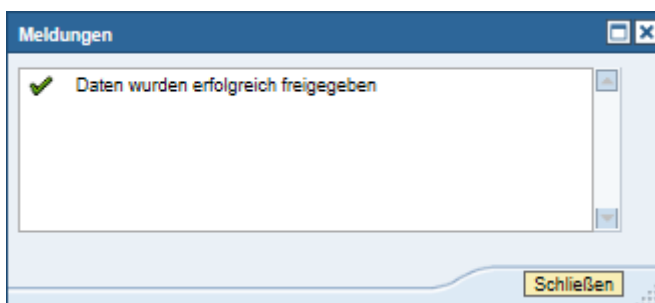
If you do not want to confirm an individual student's participation and/or attendance after all, you need to remove the check in the respective line.

[Übersicht](#) leads back to the overview page.

[Teilnahmeerfassung](#) leads back to the previous page (in order to make potential corrections, whereas [Endgültig freigeben](#) definitively confirms the data of all selected columns and renders them visible for students.

Once you confirmed your entries, a page confirming the approval appears.

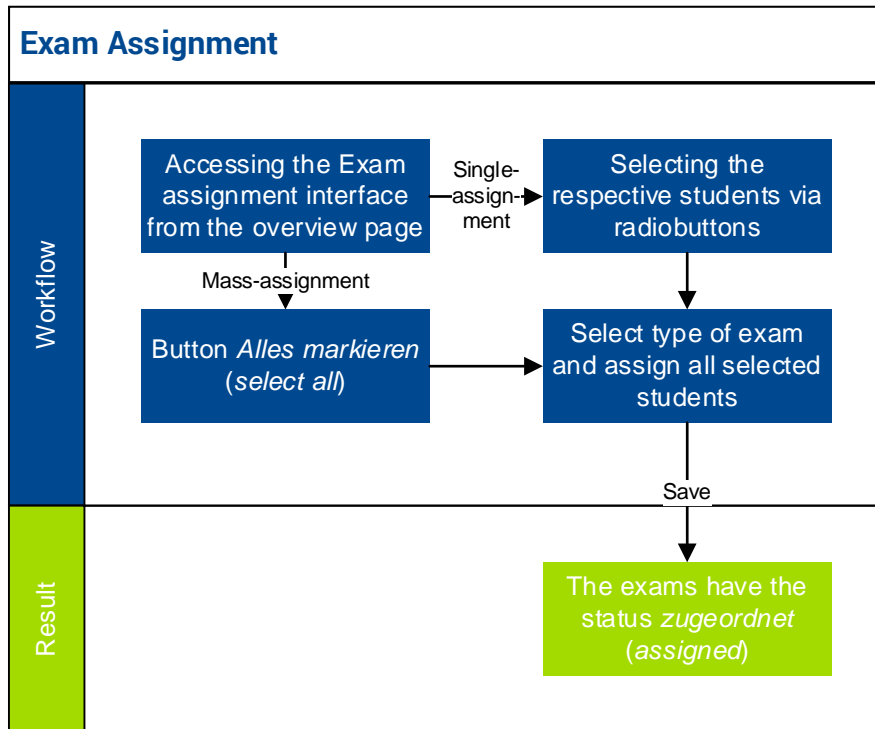
Changes successfully confirmed



You can also see the refreshed status on the overview page. In this example, all 28 enrolled students have had their participation and attendance recorded and confirmed: .

After conclusively saving, only the examination office can make changes to the data.


3 Assign to Exam



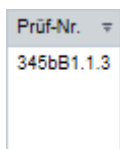
Students that do not appear in the table on the Assign to Exam page have possibly been assigned to a colleague. Or they are not displayed because they have already completed the module, have not booked it, or are no longer enrolled in a degree program.




This interface displays different columns than the Attendance Recording pages.

Whether an exam is binding or not is shown for each individual student. Regulations may vary from student to student.

The page *Prüfungszuordnung (Assign to Exam)* contains all functions to assign students to respective exams. This assignment is required for the grading of exams. It is accessible by two ways. From the overview page, you can access it by clicking .

Alternatively, you can also access it through a specific class, for instance when you are recording participation and attendance. Just click **Prüfungszuordnung** on the bottom of the page. This way is particularly useful, when a class is offered as part of several modules and grades need to be recorded for several different exams. To get a better picture, it can be helpful to sort by *Prüf.-Nr* (exam number) on the exam assignment page, so that all students for a specific exam are shown together.



Column Title	Explanation
Status	<ul style="list-style-type: none">  not assigned  assigned, incomplete  complete.
Letzte Modulbuchung	Date student last booked a module
Prüf.-Nr.	Assigned exam ID

Prüfungsform	Definition of exam type: Hausarbeit (research paper/essay), Portfolioprüfung (portfolio exam), schriftlich und mündlich (written and oral exam) oder Klausur (written exam)
Versuch	Display of current exam attempt and maximum number of possible attempts.
Prüf.-Datum	Exam Date
Vermerk	Notes, you can record a range of notes that will become visible to the student upon saving: <ul style="list-style-type: none"> • Fristgerechter Rücktritt (for binding exam dates) The student withdrew on time from the exam. • Begründeter Rücktritt (for binding exam date) The student had justified reasons to withdraw. • Nicht erschienen (for binding exam dates), The student did not show up for the exam. In this case, you will additionally have to record a failed exam attempt (usually a 5.0 grade). • Täuschungsversuch, The student tried to cheat. In this case, you will additionally have to record a failed exam attempt (usually a 5.0 grade).

The exam date will only be shown if it has been recorded already. Usually, the recording of the exam date is done in the grade recording interface.

In the cases of a timely or justified withdrawal, a repeat exam can be created in the same semester by clicking on the green plus. This opportunity also exists when the student has been assigned to another instructor.

The displayed columns differ from the participation and attendance recording interface and there are different ways to filter the table:

- Display by class enrolled in using the dropdown menu
- Display only students with module bookings this semester
- Display/hide students assigned to other instructors
- Display only students that have just been added (see Ch. 3.3)

These are the filter options available to you.

Filtering in the Exam Assignment Interface

Filter Lehrveranstaltung

nur Studierende mit Modulbuchungen im aktuellen Semester anzeigen
 nur zugeordnete Teilnehmer (ohne Note) anzeigen

Bei anderem Dozenten Zugeordnete ausblenden
 nur neu hinzugefügte Studierende anzeigen

3.1 Assignment Procedure

The assignment is somewhat analogous to the participation and attendance recording.

1a) Individual Assignment:

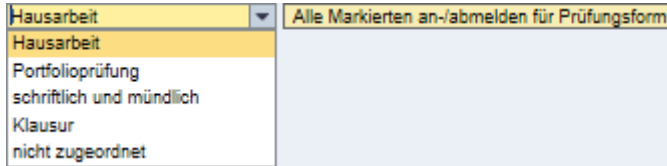
Select rows (students) by marking the checkbox in the second column. **Or**

1b) Mass Assignment:


Clicking [Alle markieren](#) to select all rows (students)

- 2) Selecting the exam type from the dropdown menu above the table and confirm the selection by clicking **Alle Markierten an-/abmelden für Prüfungsform**




















Selection of Exam Type



- 3) Save result with **Sichern**

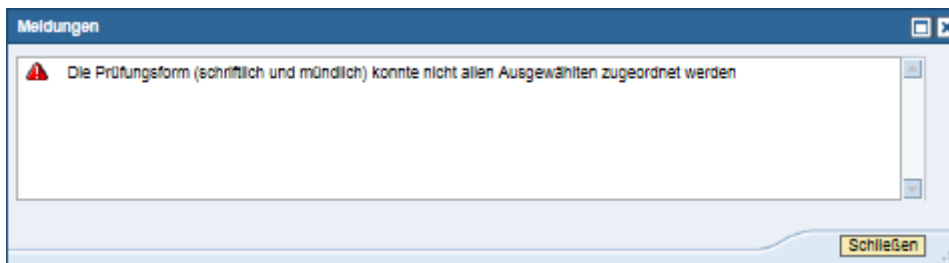
Grade recording is now possible. The students now have the status assigned 

Result: Individual Assignment

Pos	Status	Mat-Nr.	Name Student(in)	LV-Nr.	Prüf-Nr.	Bezeichnung	Prüfungsform	Versuch	LP	Prüf-Datum	Vermerk	Idischen
1				32514	024dA4.1.3	Politik (A) - Tr	Hausarbeit	1 / 4	10			
2				32514	024dA4.1.3	Politik (A) - Tr	Hausarbeit	1 / 4	10	20.03.2016		
3				32514	345bB1.1.3	(WP) Pol. The	Hausarbeit	1 / 4	10	20.03.2016		
4				32514	024dA4.1.3	Politik (A) - Tr	Hausarbeit	1 / 4	10			
5				32514	024eA4.1.3	Politik (A) - Tr	Hausarbeit	1 / 4	10	20.03.2016		
6				32514	024eA4.1.3	Politik (A) - Tr	Hausarbeit	1 / 4	10			
7				32514	257bB1.1.3	(V) Pol. Theor	Hausarbeit	1 / 4	10	20.03.2016		
8				32514	024eA4.1.3	Politik (A) - Tr	Hausarbeit	1 / 4	10			
9				32514	257bB1.1.3	(V) Pol. Theor	Hausarbeit	1 / 4	10			
10				32514	345bB1.1.3	(WP) Pol. The	Hausarbeit	1 / 4	10	20.03.2016		
11				32514	024eA4.1.3	Politik (A) - Tr	Hausarbeit	1 / 4	10	20.03.2016		
12				32514	024cA4.1.3	Modul (A) Pol	Hausarbeit	1 / 4	10			
13				32514	345bB1.1.3	(WP) Pol. The	Hausarbeit	1 / 4	10	20.03.2016		

When a class is part of several modules, there is a good chance that several exam types might be required. If students are mistakenly assigned the wrong exam type in a mass assignment, the interface will highlight those wrong assignments in red and alert you with a popup.

Error in Exam Type Assignment




Whereas the orange cells indicate that the exam type has been assigned, the red ones inform you that the students cannot be assigned to the chosen exam type.


Error in Exam Type Assignment II

⚠	F	32514	Sommer 2016	024dA4.1.3	Politik (A) - Theorien/Methoden Pol/Wes	Hausarbeit	1 / 4	10	
✓	K	32514	Winter 2015/2016	024eA4.1.3	Politik (A) - Theories and Methods	Hausarbeit	1 / 4	10	20.03.2016
⚠	K	32514	Winter 2015/2016	024eA4.1.3	Politik (A) - Theories and Methods	Hausarbeit	1 / 4	10	
✓	K	32514	Winter 2015/2016	257bB1.1.3	(V) Pol. Theorie und Ideengeschichte	Hausarbeit	1 / 4	10	20.03.2016
⚠	L	32514	Winter 2016/2017	024eA4.1.3	Politik (A) - Theories and Methods	Hausarbeit	1 / 4	10	
⚠	M	32514	Sommer 2016	257bB1.1.3	(V) Pol. Theorie und Ideengeschichte	schriftlich und mündlich	1 / 4	10	

After saving the correct assignments, you can reassign the erroneously assigned students to the correct exam type.

3.2 Delete Assignment

To delete specific students from the assignment, you need to use  in the *löschen* column. The changes need to be saved using **Sichern**.


The deleted assignment is indicated by . You can now reassign them. **Übersicht** leads back to the overview page.

3.3 Missing Students

If some students are not in the assignment list, they can be added via **Weitere Studierende suchen**. In most cases, this applies to students who have already graduated. After clicking the button, a popup appears.

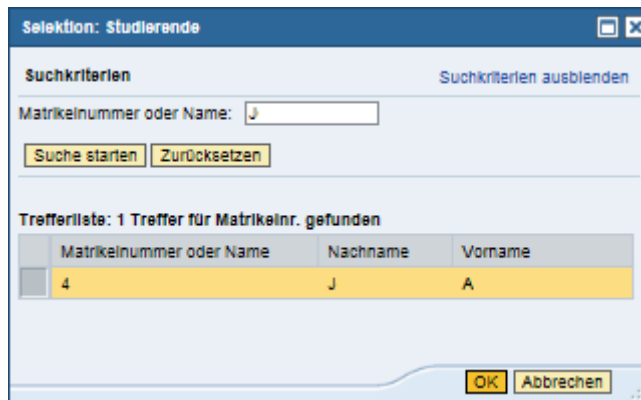
Popup: Add Students to Exam Assignment List



Enter the student ID into the field *Matrikelnr.* directly, or use the search engine by clicking  (the icon appears upon hovering over the field with the cursor). You can then also look students up by name.

If you enter the student IDs directly, you can just enter several at once (one per row). If you are looking for names, they need to be selected sequentially.

Search by Name



Suchkriterien Suchkriterien ausblenden


Matrikelnummer oder Name:


Trefferliste: 1 Treffer für Matrikelnr. gefunden

Matrikelnummer oder Name	Nachname	Vorname
<input checked="" type="checkbox"/> 4	J	A

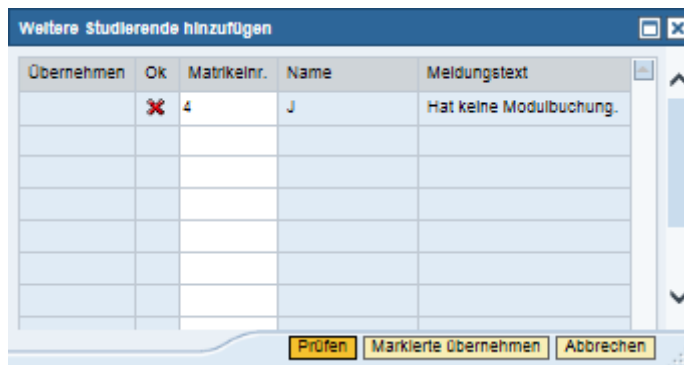
Select the desired row in the results list and confirm with **OK**

After adding students to the preliminary list, you will need to check whether they are eligible to be added to the assignment list. **Prüfen** runs a test and informs

you about the results. Eligible students feature  and a check in the column *Übernehmen*. However you can, deselect the checkbox if you do not want to add those students to the assignment list for some reason.

Ineligible students, for instance those that have not booked the respective module to the exam, are marked with . An explanatory text is also displayed.

Student cannot be Added, no Module Booking



Übernehmen	Ok	Matrikelnr.	Name	Meldungstext
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	J	Hat keine Modulbuchung.


Clicking **Markierte Übernehmen** moves the eligible and selected students in the list into the exam assignment list. For better readability, only the newly added students will be shown now. If you want to display the entire list again, uncheck the box in the filter settings named *nur neu hinzugefügte Studierende anzeigen*. This filtering will be reset upon a new login anyways, however. The filter will be greyed out, too.


nur neu hinzugefügte Studierende anzeigen

Once added, however, you cannot delete students from the list again.

3.4 Assignment for Alternative Grading Methods

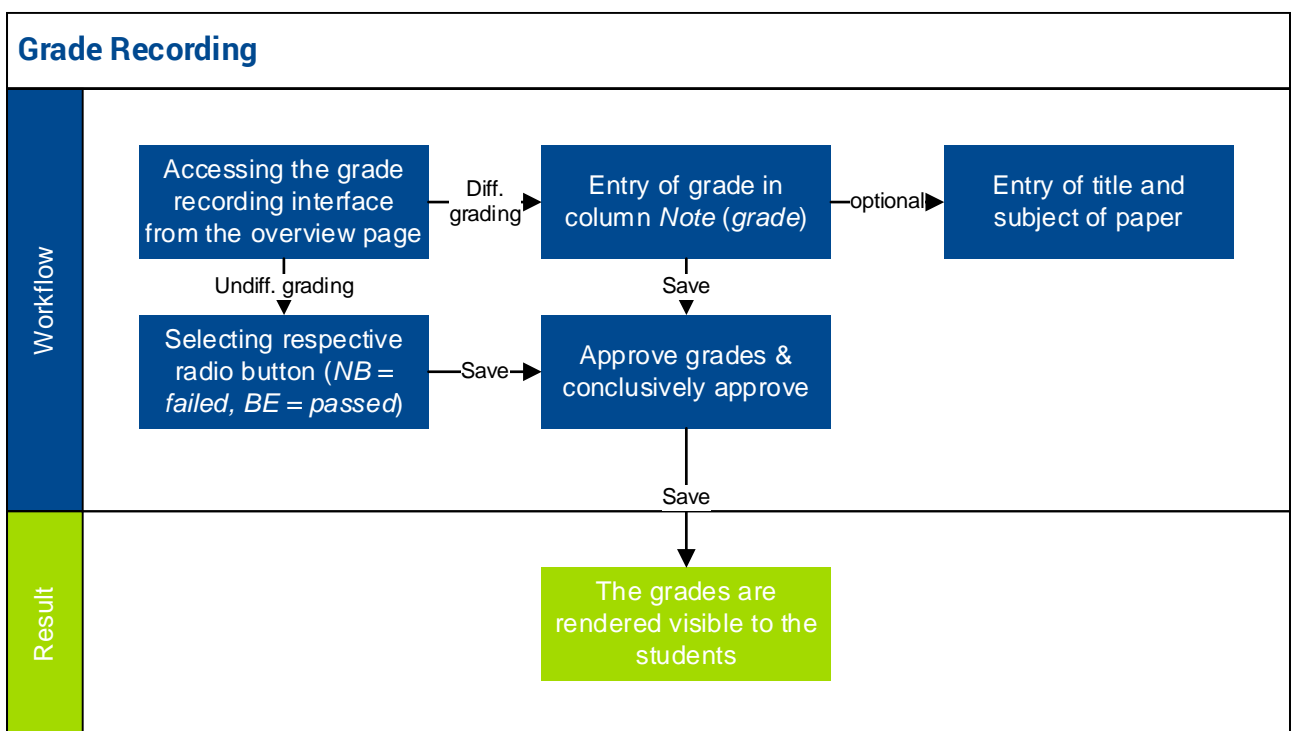
Since winter semester 2012/2013, students may choose the type of grading in specifically designated modules. Specifically, they can decide if they want the module to be graded with a differentiated grade (e.g. 1.7) or undifferentiated on a pass/fail basis.

If the module contains this option, it needs to be recorded in the exam assignment's *alternative Beurteilungsart (alt.B.)* column. By default, *differentiated grading*  is selected.

If the student does decide to be graded on a pass/fail basis, you will need to select *alt.B* in the appropriate cell. The icon changes to *undifferentiated grading* . You will only be able to select pass or not passed in the grade recording interface now. Until the final grade is recorded, you can change the selection however.

Alternative grading methods can be recorded even without previous assignment to exams.

4 Grade Recording






On the overview page, the column *Stand (status of attendance and grade recording)* indicates the number of registered students and the status of their grading, , for instance, informs you about 28 registered students of which all have been graded definitively. 98/nz indicates 98 registered students. However, neither recording of grades nor of attendance is enabled due to the lack of mandatory attendance requirements for this course.

Just like before, there are several ways to access the grade recording interface:

- If students of only one class are assigned to the exam, it is most convenient to access through the exam
- If students booked the course for several different modules, it is better to access via the participation recording interface

Access by type:
 For Courses: access via participation recording interface. For module exams: access through exam or exam-assignment pages.

You can access the grade recording page via the exam by clicking  in the appropriate exam's (type MTP or MP) row in the overview page.

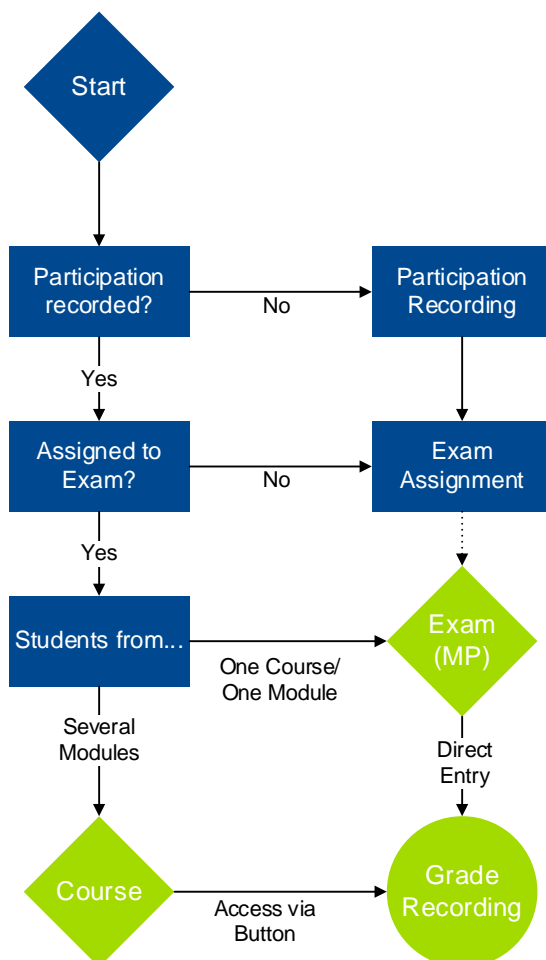
MP	024eA4.1.3	Politik (A) - Theories and Methods	4 / 2		
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Filter Lehrveranstaltung

If you want to filter the displayed students by course, use the dropdown menu *Filter Lehrveranstaltung*.

From the exam assignment site, the page is accessible through the button [Notenerfassung](#).

Visualization: Best Ways to Access Grade Recording Site



From the participation and attendance recording page, the button [Notenerfassung](#) also directs you to the grade recording interface for that specific class.

The interface accommodates three kinds of grading schemes: differentiated (1,0/1,3/1,7...5,0), undifferentiated (pass: BE, fail: NB), and alternative (abweichend) that leaves the choice of grading type to the student.

4.1 Attempt Counter and Exam Dates

Since the new general examination regulations (RSPO) came into effect in winter semester 2015/2016, the exam attempt counting has been revised. All exams from October 1st, 2015 are being

counted. The data space displays both the maximum number of possible attempts and the current number.

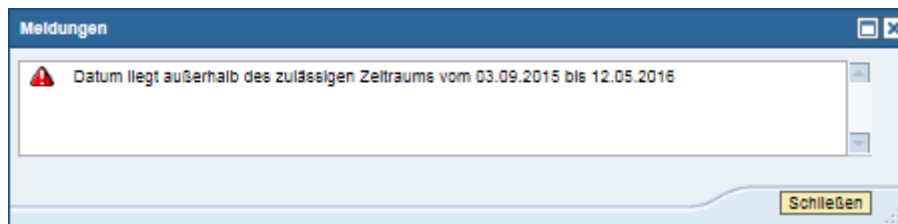
Exam attempts counted before September 30, 2015 will not be displayed any more since all exam attempts before October 1st, 2015 are irrelevant for the count.

Exam Attempt Counter

Status	Name Student(in)	LV-Nr.	Letzte Modulbuchung	Prüf-Nr.	Bezeichnung	Prüfungsform	Versuch	LP
⚠		32514	Winter 2015/2016	024dA4.1.3	Politik (A) - Th	Hausarbeit	1 / 4	10
✓		32514	Winter 2015/2016	024dA4.1.3	Politik (A) - Th	Hausarbeit	1 / 4	10
⚠		32514	Sommer 2016	024dA4.1.3	Politik (A) - Th	Hausarbeit	1 / 4	10
◇			Winter 2014/2015	024dA4.1.3	Politik (A) - Th	nicht zugeordnet		10
◇			Winter 2016/2017	024dA4.1.3	Politik (A) - Th	nicht zugeordnet		10
◇			Winter 2014/2015	024dA4.1.3	Politik (A) - Th	nicht zugeordnet		10
◇			Winter 2014/2015	024dA4.1.3	Politik (A) - Th	nicht zugeordnet		10
◇			Winter 2015/2016	024dA4.1.3	Politik (A) - Th	nicht zugeordnet		10

Moreover, it is now necessary to record the exam date as well. It must be within the chosen semester, including a 4-week period pre- and 6-week period post-semester. If you enter and try to save an invalid exam date, an error message appears, the cell will turn red and the status will be indicated as ✖.

Invalid Exam Date



In this case, the semester corresponding to the exam date must be selected on the overview page.

Winter 2016/2017 ▼

Saving the data is not possible before the correct date has been entered. You can record exam dates individually, for several students, and globally. The respective processes are analogous to previously described procedures. Individual recording works by manually entering the date into the respective cell, for instance 20032016 for March 20th, 2016. You can also select several students using the checkboxes and assign them the date you enter into the data field on top of the table.

21.08.2017 Prüfungstermin allen Markierten zuweisen

Using [Alle markieren](#) automatically selects all students, the mass assignment then works analogously to the multiple-assignment described previously, enter the date and confirm by clicking *Prüfungstermin allen Markierten zuweisen*. As usual, saves the data preliminarily, until confirmed.

Recording exam dates is mandatory since winter semester 2014/2015, even for exams from past semesters that have not been conclusively saved yet. Final grades will only be recorded when the date confirms to regulation guidelines.

If the semester needs to be changed, but it is unclear in which module exam to find the respective student, the exam-ID can always be found in the participant list. If the exam is not shown for the selected semester, please contact your exam-office.

You can sort by exam date.

Exam Date: Multiple or Mass-Recording

21.08.2017 Prüfungsdatum allen Markierten zuweisen


Alle markieren Alle demarkieren

Export

Pos	Status	Mat-Nr.	LV-Nr.	Mall	Typ	Prüf-Nr.	Prüfungsform	Versuch	LP	Prüf-Datum	Note	Vermerk	Thema
1	✓		32		MP	024eA4.1.3	Hausarbeit	1 / 4	10	20.03.2016	1,3		
2	⚠		32		MP	024eA4.1.3	Hausarbeit	1 / 4	10				
3	⚠		32		MP	024eA4.1.3	Hausarbeit	1 / 4	10				
4	✓		32		MP	024eA4.1.3	Hausarbeit	1 / 4	10	20.03.2016	2,3		

In some cases the exam date is pre-recorded, for instance when exam offices have entered it already as part of their exam-coordination activities. However, it remains editable until it is conclusively saved and published. If you delete your entry, the preselected date will reappear.

4.2 Differentiated Grading

Note	
1,3	For differentiated grading (for instance 2,7), just enter the exam results directly into the respective cell. If the exam type is a term paper (<i>Hausarbeit</i>), you can also record the paper title by clicking  in the column <i>Thema</i> . If a title is already entered, you can change it, too. After clicking <input type="button" value="Sichern"/> , the paper subject appears next to the respective student's grade. Save the grade preliminarily by clicking <input type="button" value="Sichern"/> .
2,7	It is not yet visible to the students as it still needs to be confirmed.
2,3	

Each exam type refers back to a specific grading scale. Entering an invalid value, for instance 4,3 will prompt the system to display an error message. ✗ appears in the *Status* cell and the grade-cell will be red.

4.3 Undifferentiated Grading

Note	BE	NB	offen	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	In the case of undifferentiated grading, you will need to record the grade by using the radio buttons. The cell in the <i>Note</i> columns are not active. <i>Offen</i> (ungraded) is preselected for all students upon first access. Clicking <i>BE</i> (passed) or <i>NB</i> (failed) records the grade and automatically fills the cell in the <i>Note</i> column. Save entered data.
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
BE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Saved, but unconfirmed grades can be changed at any time, whether differentiated or undifferentiated. You just need to make sure to save the data after making alterations.

4.4 Alternative Grading

Modules enabling students to choose between differentiated or undifferentiated are graded in accordance with the selection made in the exam assignment. Then, the grade is entered either as differentiated (see 4.2) or as undifferentiated (see 4.3).

4.5 Confirmation

Click after saving your data to open to confirmation page. The page displays all students that you recorded a grade for without confirming it yet.

Confirmation Page


Pos	Status	Name Student(in)	Typ	Prüf-Nr.	Bezeichnung	Vers	LP	Prüf-Datum	Note	Vermerk	Thema
1	<input checked="" type="checkbox"/>		MP	024cA4.1.3	Modul (A) Politik	1 / 4	10	20.03.2016	1,3		

Clicking **Endgültig freigeben** conclusively confirms all recorded grades, rendering them visible to the students. If you wish to leave one or multiple grades unconfirmed, just uncheck the checkbox in the respective row.

Afterwards, the exam's status is  grade confirmed.

5 Assume Representation


If you want to grade classes for a colleague, or enable a colleague to grade your classes, you can use this function from the overview page. It is accessible through clicking **Vertretung übernehmen**.

On the subsequent page, use  to assume a colleagues representation. You will now see all of their classes and exams.

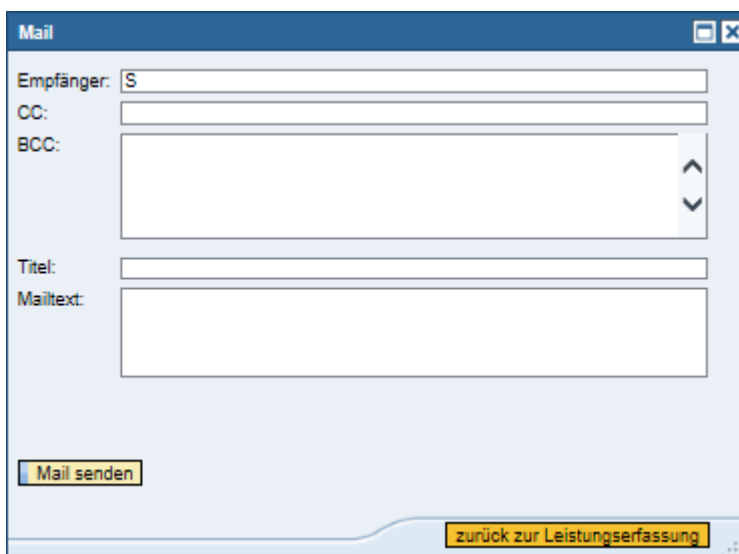
Changes to grades after confirmation need to be undertaken by the examination office and are only possible in specific cases.

6 Additional Functions

6.1 Mailing

You can send emails to all class- or exam participants directly from the overview page. Just click  in the *Mail* column to open the mailing interface.


Mailing-Interface




You can compose the mail right in the interface. All students' mailing addresses are in the BCC-field. You need to fill the *Titel* and *Mailtext* fields


before you can send the mail via **Mail senden** **zurück zur Leistungserfassung** closes the window and brings you back to the previous page.

If mailing addresses of students are unknown, their names and student IDs are shown. The examination office can help with missing email addresses.

On the participation- and attendance recording, as well as on the grade recording sites, you also have the opportunity to send mails to individual students. Just click on  in the respective row to open your system's email client

6.2 Participation- and Attendance Lists

You can also generate participant lists directly from the overview page for your classes.  in the column *Teilnehmerliste* generates a participant- or grading list. These lists are in .pdf format, and you can save or print them if needed. Grades in parentheses indicate an unconfirmed recorded grade and binding exam dates are shown as well as special remarks.

Moreover, you can generate attendance lists via  in the *Anwesenheitsliste* column.





























Excerpt Attendance List

Nr.	Name	18.04.2017	25.04.2017	02.05.2017	09.05.2017	16.05.2017	23.05.2017	30.05.2017	06.06.2017	13.06.2017	20.06.2017	27.06.2017	04.07.2017	11.07.2017	18.07.2017
1															
2															
3															
4															
5															
6															

6.3 Excel-Export

You can generally export all data presented in the data space to excel using the **Export** button.

Excerpt Excel-List

	A	B	C	F	G	H	I	J	K
1	Pos		Status	Mail	LV-Nr.	Bezeichnung	LV-Form	aT-Ja	aT-Nein
2	1	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
3	2	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
4	3	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
5	4	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
6	5	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
7	6	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
8	7	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
9	8	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
10	9	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
11	10	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
12	11	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
13	12	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
14	13	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>
15	14	<input type="checkbox"/>			32513	Roots of Liberalism and of its Critique	Hauptseminar	<input type="checkbox"/>	<input type="checkbox"/>