



OSIRIS TEACHER – Entering results

Manual for entering results in Osiris – For Lecturers and Examinators



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1. Introduction

This is the user manual for Osiris Teacher. For further details of the application please find more information in the FAQ and instructional films which are placed on the [website educational applications UT](#).

1.1 Which browser to use?

Osiris is fully compatible with Chrome and Firefox. On these platforms Osiris will perform best. Internet explorer is not supported by Osiris.

We recommend to not save the UT ICT password.

1.2 Go to OSIRIS TEACHER

In the webapps you can select the application OSIRIS Teacher. Please enter your university details to get access to OSIRIS teacher.



1.3 Which roles exist?

In consultation with the project group and following the advice of colleagues, two profiles and three roles have been defined. With these profiles we can define the rights of the user roles in Osiris.

Subject:	ROLE: TUTOR	ROLE: Lecturer	ROLE: Examiner
Profile: limited (Lecturer)	Can see the results. Can NOT register results.	Can results register. Can NOT fix results.	Can register results. Can NOT fix results.
Profile: extended (Examinator)	Can see the results. Can NOT register results	Can register results. Can fix results.	Can register results Can register results

1.4 Ba (TOM) and Ma (and old Ba) terms vs. OSIRIS terms

In OSIRIS there is a split up between courses and exams of 'old' education and 'TOM' education. In the following table one can see the differences. TOM results have to be registered with a decimal point. Master and old Ba have to be registered as a rounded mark.

In OSIRIS	Ma (and Ba old)	Ba (TOM)
Exams	Exams	Module part
Course	Course	Module

1.5 Working in OSIRIS

The picture down below, listed under the tab 'Results', shows that your name is connected to 5 courses, for 3 courses you have the role Lecturer and for 2 you have the role Examiner.

Limit course modules shown in list:

Course code
Name

Search Clear

☐ Show only course modules for which results can be registered at this moment.

Select one of the course modules below.

Course module	Brief name	My role
201200097	Electric Circuits	Lecturer
201300104	HOLI	Examinator
201400116	Human-Product Relations	Lecturer
201400452	Language, Text and Visuals	Lecturer
201300106	Operational Excellence in healthcare	Examinator

If you do not find a certain course module, please contact:
Helpdesk OSIRIS TEACHER, +31534893883 helpdesk-osiris-teacher@utwente.nl

The Lecturer role is able to register the results (status concept) of the students who are enrolled in the course. The Examiner role is able to fix the results (status definite, and visible for students). If the Examiner does not agree with the final course result (for example, because there is a compensation scheme), he or she can ask the Exam Office to overrule this result by submitting a correction.

Please note:

There are results that should not be registered through Osiris teacher but must be processed through the Exam office, those are:

- Graduation projects
- Internship results
- C5, compensations and dispensations
- Capita Selecta
- Corrections on fixed results
- Honours results
- All results before 1-9-2015

In the case of TOM education: after entering all the results of the module part of a course module, Osiris will automatically calculate the final result.

If you as Examiner do not agree with what is calculated by OSIRIS as the course result (for example, because compensation rules apply that OSIRIS cannot calculate) then you can submit a correction at your Exam office. They can also ask for a review of underlying test results in case of an overruled course result.

Pre-master courses and resit pre TOM education system:

Please follow the procedure which can be found in chapter 8. If you are unable to find course/exam/student please register the results through the Exam office.

2. OSIRIS Teacher result processing – Start

The screenshot shows the OSIRIS Teacher interface. At the top, there are tabs for 'Appointments/action items', 'Results' (selected), and 'Reports'. Below the tabs are links for 'Register results per course module', 'Register results per student', 'Sign results', 'History per course module', 'History per student', 'Help', and 'Register results p'. A red circle with the number 7 is next to the 'Results' tab.

Below the links, there is a dropdown menu for 'Select the academic year for which you want to register results.' with the value '2014 (01/09/2014 to 31/08/2015)' selected. A red circle with the number 1 is next to this dropdown.

Below the dropdown, there is a dropdown menu for 'Choose the lecturer on behalf of whom you want to register course results.' with the value 'Meerman, J.*' selected. A red circle with the number 2 is next to this dropdown.

Below the dropdown, there is a section 'Limit course modules shown in list:' with a 'Course code' field and a 'Name' field. A red circle with the number 3 is next to the 'Search' button.

Below the search fields, there is a checkbox labeled 'Show only course modules for which results can be registered at this moment.' with a red circle with the number 4 next to it.

Below the checkbox, there is a table of course modules. A red circle with the number 5 is next to the first row (201200097). A red circle with the number 8 is next to the 'My role' column header.

Course module	Brief name	My role
201200097	Electric Circuits	Lecturer
201300104	HOLI	Examinator
201400111	Human-Product Relations	Lecturer
201400452	Language, Text and Visuals	Lecturer
201300106	Operational Excellence in healthcare	Examinator

Below the table, there is a section 'If you do not find a certain course module, please contact:' with the text 'Helpdesk OSIRIS TEACHER, +31534893883 helpdesk-osiris-teacher@utwente.nl'. A red circle with the number 6 is next to this text.

At the bottom, there is a footer with 'Help', 'M7662132 - Meerman, J.', and 'Last login: Wednesday, September 9, 2015 at 14:29'.

The image above shows the main screen of the tab Results. To go to this screen you have to press the button "Results". On this screen, please select the course to which you want to enter results. Then please follow the next steps:

1. Choose the academic year; current year is set as default.
2. Choose on behalf of whom you want to enter results; it might be possible that you are the replacer of a fellow teacher, you are able to register a result on behalf of a fellow teacher. Your name is then only visible in the outcome as the person who entered the result. For TOM, the module Coordinator is the standard replacer of all the teachers of the module.
3. Optional: it is possible to enter a search item to limit the list of courses; If this list very long, you can limit the list of courses with a search term.
4. Optional: with the check mark it is possible to select courses to which results can be entered. By default, this check mark is active as you are here especially to enter results. If you want to see old courses with old results you can switch off this check mark.
5. Choose the course by clicking on the course code; this will take you to a screen where you can choose which result(s) you want to enter for which student.
6. Remark: If you have any problems using Osiris teacher you can contact helpdesk Osiris teacher.
7. Remark: you have insight in the history of a course or a student.
8. Note: Here you able to see which specific role for the course you have been given. If your role is Lecture please DO NOT sign the results electronically. In this case please give the Examinator a call.
9. Participants list: press 'Reports'.
 - a. Select the right faculty.
 - b. Select report: Test participants per course.

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OSIRIS

Appointments/action items

Results

Reports 9

[Help](#)

[Reports](#)

Below you find a list of all reports for which you have permission.
You can search reports based on their name.

Select a report using the related link.

Select faculty

Behavioural, Management and Social sciences 9a

Search by

[Search](#)

[Clear](#)

Name 9b	Executed on
Test participants per course 	08/09/2015
Test performance 	27/08/2015
Test grades by course 	26/08/2015
Number of test grades 	26/08/2015
Current results per course 	

10. Please fill in the course number and the academic year of the report.

- Please press the test button and then the  so you are able to select the right test. Make sure you know the test number. The test description is not shown.
- After this please press the button execute. Depending on the selected output format a list of participants will be generated.

[Close](#)
[Execute](#)
[Previous selection](#)
[Help](#)
[Execute report](#)

Report 10b

Test participants per course 

Faculty

Behavioural, Management and Social sciences

Output format

PDF

Show frontpage ☒

Course

Group

Test

Selected filters

Standard messages

Course	=	10	
Academic year	=		
Name	=		
Starting block	=		
Full time / part time	=		
Course Type	=		
Coordinating unit	=		
Contact person	=		
Print students with exemption?	=	Nee	
Print facilities?	=	Nee	

3. OSIRIS Teacher result processing – Select key

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OSIRIS

1. Start
2. Select test
3. Register results
5. Sign results

Previous
Help
Test result: Select test

Course module 201400303 Fluid Mechanics & Heat Transfer - AT Academic year 2014

Test result
Course result

Select the test for which you want to register test results.

☐ Show only tests for which results can be registered at this moment.

Present tests for this course module:

Test	Starting block	Block	Test date	Opportunity	Weighting	Mandatory	Registrations	Submitted	Not submitted	Sent	Signed	Established
Fluid Mechanics 1 (TOETS-1)	1A	1A	01/09/2014 to 09/11/2014	1	Fulltime	24	Yes	32	1	31	1	0
Heat Transfer (TOETS-2)	1A	1A	01/09/2014 to 09/11/2014	1	Fulltime	24	Yes	32	0	32	0	0
Vibrations (TOETS-3)	1A	1A	01/09/2014 to 09/11/2014	1	Fulltime	12	Yes	32	0	32	0	0
Project: Fluids Engineering (TOETS-4)	1A	1A	01/09/2014 to 09/11/2014	1	Fulltime	40	Yes	32	0	32	0	0
Academic Skills 5 (TOETS-5)	1A	1A	01/09/2014 to 09/11/2014	1	Fulltime	0	Yes	32	0	32	0	0

[Test results per course module](#)
[Final results per course module](#)
[Number of test results](#)
[Test yield](#)

Above you see the main screen of the 2nd tab – select test. On the previous screen you have chosen the course to which you want to register results. The screenshot above gives you the following information.

1. For your information: View the course information from the course catalogue by clicking on the ⓘ; now a pop-up appears where you can view the course information.
2. The course tab results only offers information. At all times the results will be logged and registered (for TOM education these are the module parts, for master education this is the final mark of the test). OSIRIS will calculate on the basis of all test results of the course a valid (final) course result. If you do not agree with this calculation you are able to overrule this by submitting a correction to your Exam office.
3. Optional: By clicking on this button you are able to see a list of tests of which results can be registered at this moment.
4. For your information: Per test there is an overview of the current status of marks that have been given. For example, you can see how many students are registered for the test and if a result is already registered. The Sent, signed and confirmed marks will be shown here as well. Results that have the status confirmed are visible for students.
5. Click on the button for which test you want to enter results; the column Test date shows a period or a test date. Osiris will show the exact test date unless this exact date is unknown, then Osiris shows the test period. When selecting a test you will get a next screen where you are able to enter results.
6. For your information: a number of reports are made available to you. If you select one of those report the report for that course will be generated.

4. OSIRIS Teacher result processing – Entering results

The screenshot shows the OSIRIS Teacher interface for entering results. It includes a top navigation bar with steps 1-5, a course metadata section, a student search section, and a table for entering results for registered students.

Course module: 201400303 Fluid Mechanics & Heat Transfer - AT
Test: Fluid Mechanics 1
Result scale: Integers with 1 decimal

Academic year: 2014
Opportunity: 1
Starting block: 1A
Block: 1A
Fulltime:
Weighting: 24

Display students from group:
 Student group:
 Student ID:
 Building:
 Instructional mode:
 Surname:
 Room:
 Instructional mode group:
 Name (as known by):
 Show only own students: ☐
 Search: Clear:

Fill result with this value: Copy: **Fill test date with this value:**

Registered students:

Student ID	Name	Result	Test date	Send date	Lecturer	Submitted by
1366769	Be					
0073709	Be					
1045687	Bo					
1001868	Bu					
1368176	Bu					

The test is selected. There are now two ways to enter the results. This chapter describes the manual way of entering results. In the next chapter will be described how to enter results automatically by using an excel list. To enter results manually please follow these steps:

1. For your information: this page starts by showing metadata about the selected test. It is a check if the correct test is selected.
2. Optional: it is possible to show a 'student group', the rest of this block can be ignored.
 - a. Remark: The following fields will in any case give no results because these functionalities are not used by the UT : building, room and instructional mode group.
3. Optional: it will not occur frequently, but when for all students in the Group should be registered the same result, please enter the result here. Then, fill in the test date, and press copy. Now all of the students will be given the same results. It is still possible to change the results if needed. For example, this is useful as almost all students should get a V and some students need a NVD.
4. Enter the testdate. If this date is not entered Osiris will ask you to do this. Once this is inserted you are able to enter a result.
5. Enter the results of the students.
6. Save the results.
7. Correction: Saved results (but not yet electronically signed) can be changed. It is possible to change the results and press the save button. The Lecture and Examiner role are able to do this.
 - a. If all results are registered and ready to be signed electronically by the Examiner, the Examiner is able to change the results by correction. Press delete and a new result can be entered.
 - b. The # mark will pop up and this means that this specific result is a correction.
 - c. If the results are confirmed by the Examiner a correction must be processed through the Exam office.

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1. Start 2. Select test **3. Register results** 4. Confirm results 5. Sign results

Previous Next Save Delete Export file Import file Print Help Register test results

Course module 201300023 Introduction to IEM Academic year 2015 Starting block 1A Fulltime
 Test Mathematics A + B1 Opportunity 1 Block 1A Weighting 30
 Result scale Integers with 1 decimal

Display students from group:

Student group Instructional mode Instructional mode group Show only own students ☒
 Student ID Surname Name (as known by)
 Building Room Search Clear

Fill result with this value Copy Fill test date with this value

Registered students:

Student ID	Name	Result	Test date	Send date	Lecturer	Submitted by
1710	van	7.7	01/09/2015			

And

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1. Start 2. Select test **3. Register results** 4. Confirm results 5. Sign results

Previous Next Save Delete Export file Import file Print Help Register test results

Course module 201300023 Introduction to IEM Academic year 2015 Starting block 1A Fulltime
 Test Mathematics A + B1 Opportunity 1 Block 1A Weighting 30
 Result scale Integers with 1 decimal

Display students from group:

Student group Instructional mode Instructional mode group Show only own students ☒
 Student ID Surname Name (as known by)
 Building Room Search Clear

Fill result with this value Copy Fill test date with this value

Registered students:

Student ID	Name	Result	Test date	Send date	Lecturer	Submitted by
1710	van	7.1	07/12/2015	07/12/2015	Meerman, J.	Meerman, J.

8. After saving the results press next, now you will go to the confirming results page.
 In case your role is a
- Lecturer: please press prepare for signing. The Examiner now has to check and confirm the results.
 - Examiner: please press Sign electronically and the results will be confirmed.

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1. Start 2. Select test 3. Register results **4. Confirm results** 5. Sign results

Previous Sign electronically Prepare for signing Sign manually Help Confirm test results

Course module 201300023 Introduction to IEM Academic year 2015 Starting block 1A Fulltime
 Test Project Electric Circuits Opportunity 1 Block 1B Weighting 35
 Result scale Integers with 1 decimal

Confirm registered results Confirmed results

Check the entered results and confirm them using one of the available options.

Student ID	Name	Result	Test date
1710	Klein	7.4	01/09/2015

9. By pressing the 'i' button you will see the history of the result.
10. Only confirm the results if your role is an Examiner. Again; if you are not: please contact the Examiner to check and confirm the results.
11. Remark: multiple result scales; In addition to numerical results (max. 1 decimal) it is sometimes possible to enter two results :
 - c. NVD: not accomplished
 - d. V: accomplished

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1. Start 2. Select test 3. Register results 5. Sign results

Previous Save Delete Import file Print Help Register test results

Course module 201400303 Fluid Mechanics & Heat Transfer - AT Academic year 2014
 Test Fluid Mechanics 1 Opportunity 1
 Result scale Integers with 1 decimal

Display students from group:

Student group [] Instructional mode []
 Student ID [] Surname []
 Building [] Room []

Fill result with this value [] Copy Fill test date with this value []

Registered students:

Student ID	Name	Result	Test date	Send
1366769	B	7,4	30/07/2015	
0073709	Be			
1045687	Bo			
1001868	Bt			
1368176	B			

OSIRIS - Test result detail - Mozilla Firefox

osiris-test.utsp.utwente.nl/docent/ToetsresultatenDetails.do?studentnummer=1366769&studentNaam=Berg, Suzanne van

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Close Help Test result detail Student ID 1366769 Berg, Suzanne van den

Course module 201400303 Fluid Mechanics & Heat Transfer - AT Academic year 2014 Starting block 1A Fulltime
 Test Fluid Mechanics 1 Opportunity 1 Block 1A Weighting 24
 Result scale Integers with 1 decimal

History result:

Version	Result	Test date	Submitted by	Submitted date	Send date	Input status
1	7,4	30/07/2015	Meerman, B.	13/08/2015		Submitted
-	7	30/07/2015	Meerman, B.	13/08/2015		Submitted

Review obtained test results:

Test	Academic year	Block	Test date	Opportunity	Weighting	Result	Sufficient
Fluid Mechanics 1 (TOETS-1)	2014	1A	30/07/2015	1	24	7,4	Yes

And:

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1. Start 2. Select test 3. Register results 5. Sign results

Previous Save Delete Import file Print Help Register test results

The results that have not been confirmed, do you want to go to the screen to confirm the results? Yes No Cancel

Course module 201400303 Fluid Mechanics & Heat Transfer - AT Academic year 2014 Starting block 1A Fulltime
 Test Fluid Mechanics 1 Opportunity 1 Block 1A Weighting 24
 Result scale Integers with 1 decimal

Display students from group:

Student group [] Instructional mode [] Instructional mode group [] Show only own students ☒
 Student ID [] Surname [] Name (as known by) []
 Building [] Room [] Search Clear

Fill result with this value [] Copy Fill test date with this value []

Registered students:

Student ID	Name	Result	Test date	Send date	Lecturer	Submitted by
1366769	Be	7,4	30/07/2015		Meerman, B.	Meerman, B.
0073709	Be					
1045687	Bo					

And:

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1. Start 2. Select test 3. Register results 5. Sign results

Previous Save Delete Import file Print Help Register test results

Course module 201400303 Fluid Mechanics & Heat Transfer - AT Academic year 2014 Starting block 1A Fulltime
 Test Fluid Mechanics 1 Opportunity
 Result scale Integers with 1 decimal

Display students from group:

Student group Instructional mode
 Student ID Surname
 Building Room

Fill result with this value Copy Fill test date with this value

Registered students:

Student ID	Name	Result	Test date
1366769	Be		
0073709	Ber		
1045687	Bo		
1001868	Bu		

Mozilla Firefox

osiris-test.utsp.utwente.nl/docent/_ui.uix?t=fredRC&enc=UTF-8&_minWidth=500&

Result

Appraisal Description

☒ NVD Not accomplished

Select Cancel

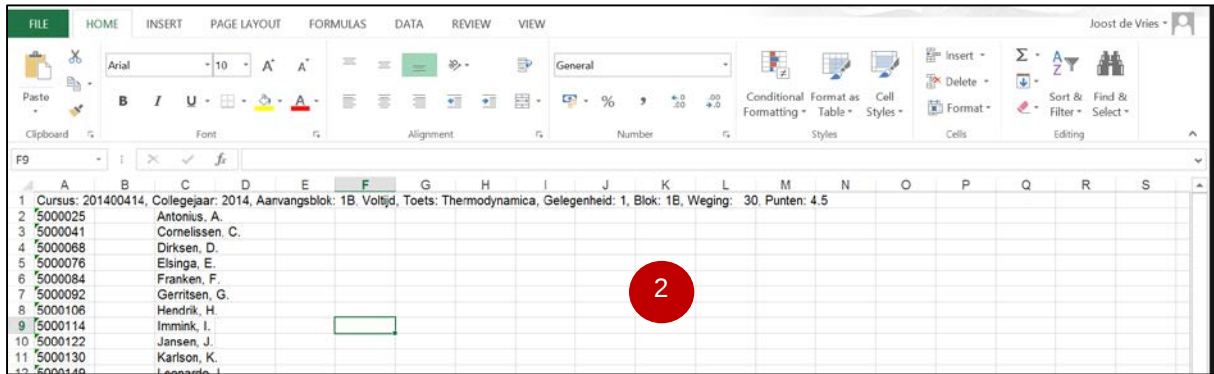
11

5. OSIRIS Teacher result processing – Excel import

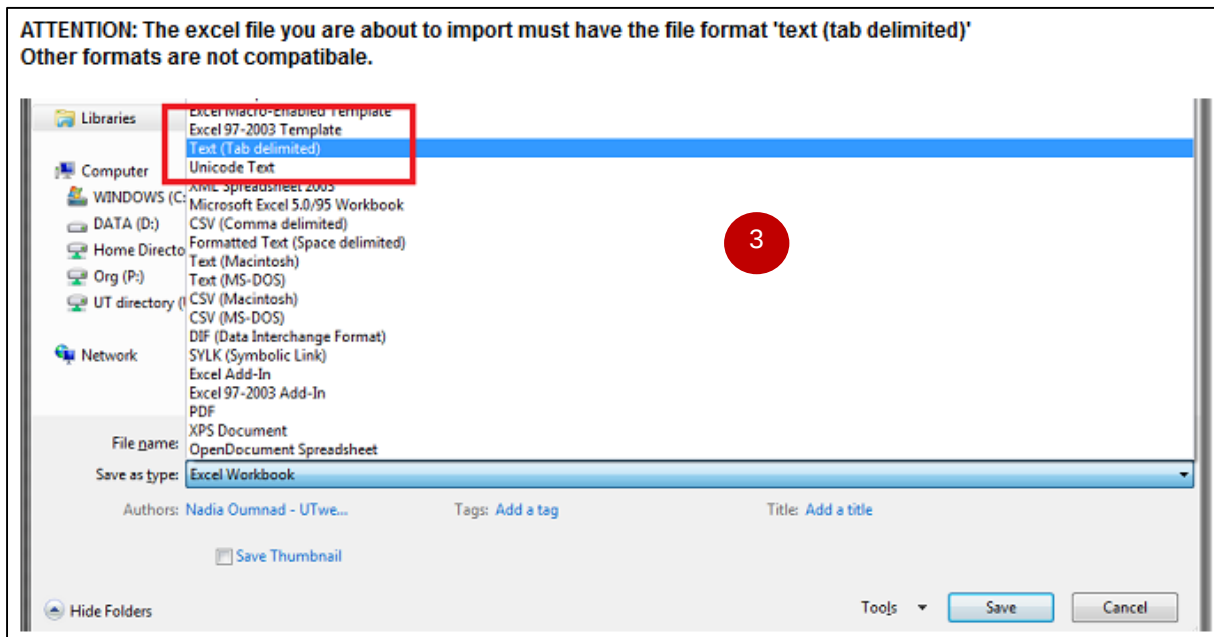
Another way to enter results is by using an excel result list. It is possible to use 'own' lists of the teacher. The only condition is that the first column should contain the student number (without the 'S') and the second column should hold the results. That is all Osiris needs to read the results. Surnames or anything else may be added but will not have an effect on the reading process.

1. By using 'export file' it is possible to create a file in OSIRIS.
2. If in the first column the Student number is entered and in the 2nd column the results, there are a few things to keep in mind
 - a. *Make sure that there are no codes/calculations in the cell, but just a number. Especially when copying results from one to another Excel list it will be copied with a calculation.*
 - b. All results must have 1 decimal.
3. The results file must be saved as .txt (tab separated), otherwise osiris is not able to read the file with the results. On the 'import file page' itself the user is pointed to this fact. With the link 'import file' the file (or an own Excel list) can be imported. When using this data type your list will be processed correctly.
4. After reading the file OSIRIS will give a notification if there are too much or too little results. The following notifications can also be given:
 - a. If students are 'not known' then continue with the chapter 'special student groups' support.
 - b. In case of 'Student is not registered', the student may be referred to Exam office. The Teachers are not allowed to enroll students who are not on the list. The Exam office is able to process those results.
5. Through the mutation report an overview of the data including the error messages is given.

And:



And:



And:

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Appointments/action items Results Reports

[Previous](#) [Continue](#) [Notification report](#) [Help](#) **Status of imported test results**

Course module 2014-2015 Fluid Mechanics & Heat Transfer - AT **Academic year** 2014 **Starting block** 1A **Fulltime**

Test Fluid Mechanics 1 **Opportunity** 1 **Block** 1A **Weighting** 24

Result scale Integers with 1 decimal

Line	Student ID	Result	State
1	1366769	6	OK
2	1045687	9	OK
3	1001868	7,55	The maximum number of permitted decimals is 1.
4			No value for student ID.
5			No value for student ID.
6			No value for student ID.

A red circle with the number 6 is placed over the 'Notification report' link. A red circle with the number 5 is placed over the 'No value for student ID.' message in the table.

6. OSIRIS Teacher result processing – Signing results



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Appointments/action items Results Reports

Help  Appointments/action items

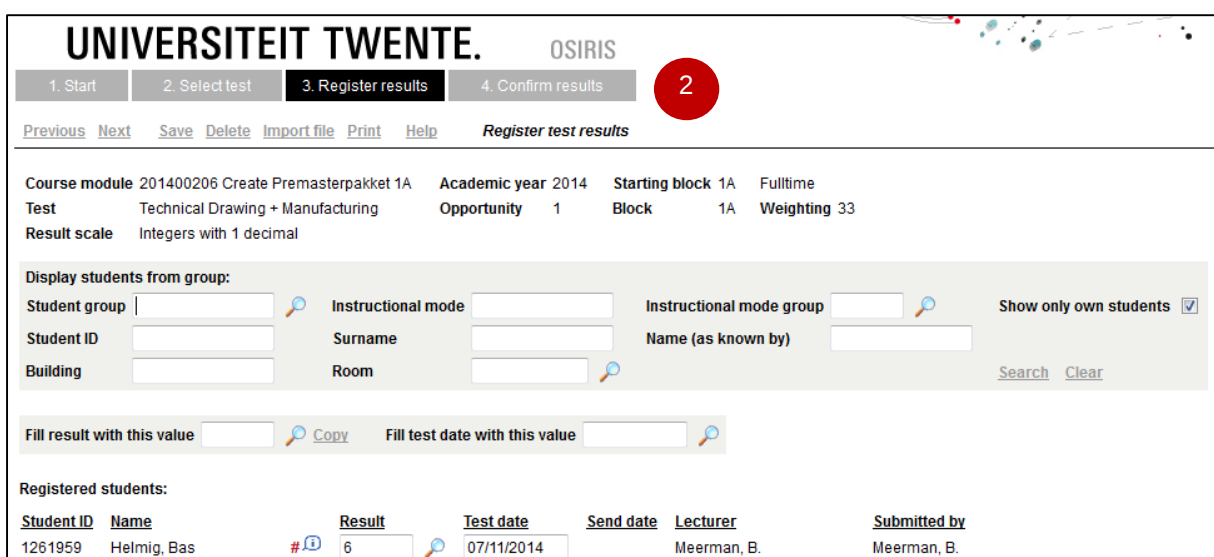
Result lists

Number of result lists to be signed: 5 [Sign](#) 1

After the lecturer and/or Examiner have saved the results they will get the status concept. The Examiner will check the entered results and confirm this by entering the password of the employee (electronic signature), and then finally get the results to the status definite.

Only sign the results if your role for the course is Examiner!

1. After you have logged on to the home page in OSIRIS teacher you will see an overview of the result lists and appointments/action items. The screenshot above shows that there are 2 items ready to sign. Click on the link "sign" to perform this action. Again: only sign the results in case your role for this course is Examiner.
2. It is also possible that an Examiner directly signs the results after he or she confirmed them. To perform this action please press 'sign electronically' after you confirmed the results.
3. Check which results you want to sign.
4. Select 'sign electronically'.
5. Please enter your password of your ICT account (m number), and click on "sign". The UT continues to use the 'single sign on' principle. For security reasons you have to log on again to confirm the results.
Note: If you are on the signing page and you navigate back to the previous screen the results have been saved but OSIRIS has not confirmed the results.
6. After signing there will be pop up of a status report as a confirmation that the results are signed.



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1. Start 2. Select test 3. Register results 4. Confirm results 2

[Previous](#) [Next](#) [Save](#) [Delete](#) [Import file](#) [Print](#) [Help](#) Register test results

Course module 201400206 Create Premasterpakket 1A Academic year 2014 Starting block 1A Fulltime
 Test Technical Drawing + Manufacturing Opportunity 1 Block 1A Weighting 33
 Result scale Integers with 1 decimal

Display students from group:

Student group Instructional mode Instructional mode group Show only own students ☒
 Student ID Surname Name (as known by)
 Building Room [Search](#) [Clear](#)

Fill result with this value [Copy](#) Fill test date with this value [Copy](#)

Registered students:

Student ID	Name	Result	Test date	Send date	Lecturer	Submitted by
1261959	Helmig, Bas	# 6	07/11/2014		Meerman, B.	Meerman, B.

And:

Register results per course module Register results per student **Sign results** History per course module History per student Previous Sign electronically Help

The following result lists have to be signed. 5

Mark to result list you want to sign. Sign to result lists with the link [Sign electronically](#). You will be asked to authenticate again.

Result lists

Course module	Academic year	Block	Test	Oppor tunity	Results / Corrections	Send date	Send by
☐ 201300104 HOLI 4	2014	2B	Fulltime	Excellence Programme (TOETS-15)	1	1 / 0	04/09/2015 Meerman, J.

And:

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[Help](#) **Sign**

Enter your password to sign the result lists:

Password

6

And:

UNIVERSITEIT TWENTE. OSIRIS 7

[OK](#) [Print](#) Confirmation of signing

Outcome of signing results on: 13/08/2015 16:52:54 7

Course module	Academic year	Block	Test	Oppor tunity	Results / Corrections	Send date	State
201400206 Create Premasterpakket 1A	2014	1A	Fulltime	Technical Drawing + Manufacturing (TOETS-1)	1	1 / 1	13/08/2015 OK

7. OSIRIS Teacher result processing – Support special student groups

One weak point in the current OSIRIS version is the administrative support of the special groups of students in relation to TOM education. What is within the scope: how are we going to deal with all these special student groups in OSIRIS teacher. To work with these processes there is a split up between 'regular' and 'default' students

7.1 The 'default' student

Within this project, we recognize the following 'regular' student(s):

"Student who follows his/her educational program without irregularities and finishes the program within the nominal period (3 years). In this case the exam program has not been affected by individual changes made by the student."

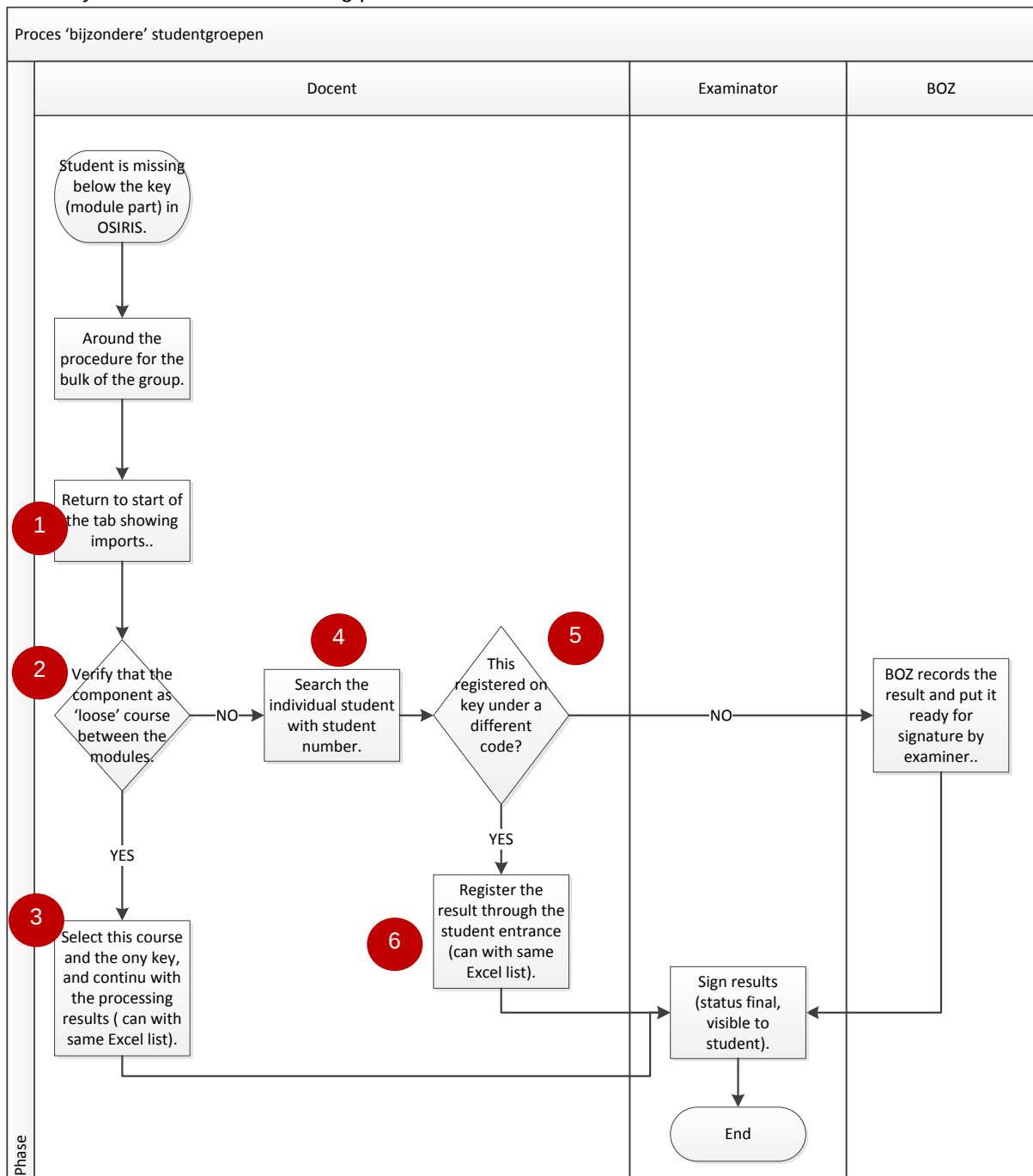
Besides the above mentioned students there are still many student groups for which the results can be processed through OSIRIS teacher. The many different groups of students can be reduced to 3 categories. This is done by looking at the administrative impact that a category has. The following 3 categories are identified:

1. Students who follow parts of modules but will not finish the module as a whole.
2. Students who follow all parts of a module, but get more time in advance.
3. Students who follow parts of modules and are allowed to do a resit in a new academic year (outside the prescribed period).

Registering results for these students is partially facilitated through OSIRS Teacher.

7.2 How to recognize a 'special' student?

When you have a result in your list of a student who is not enrolled in OSIRIS on the appropriate test, we ask you to follow the following process:



1. Return to the tab showing result imports.
2. Verify the module part as 'loose' course between the modules.
3. Select this course and the only key, and continue processing results (can with the same Excel list).
4. Search for individual student number.
5. Please check if the student is enrolled in the specific module and select the module.
6. Register the result of the student.

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1. [Content/action items](#) [Results](#) [Reports](#)

2. [Register results per course module](#) [Register results per student](#) [Sign results](#) [History per course module](#) [History per student](#) [Help](#)

Select the academic year for which you want to register results. 2014 (01/09/2014 to 31/08/2015) 4

Choose the lecturer on behalf of whom you want to register course results. Meerman, B.*

Limit course modules shown in list:

Course code Name [Search](#) [Clear](#)

☐ Show only course modules for which results can be registered at this moment.

Select one of the course modules below.

Course module	Brief name	My role
201400303	Fluid Mechanics & Heat Transfer - AT	Lecturer

If you do not find a course module, please contact:
Helpdesk OSIRIS, +31534893883 helpdesk-orisis-teacher@utwente.nl 2

And:

[Register results per course module](#) [Register results per student](#) [Sign results](#) [History per course module](#)

Choose the lecturer on behalf of whom you want to register course results. Meerman, B.*

Display students:

Student ID 4

Surname

Name (as known by)

Student group *Student groups are not used by the UT in relation to result processing!*

Faculty

Degree programme

[Search](#) [Clear](#) [Advanced search](#)

And:

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1. Start **2. Register results** 4. Sign results

[Previous](#) [Save](#) [Help](#) [Register test results](#) Student ID 1366769 Berg, Suzanne van den

Test result

Test registrations

Course module	Academic year	Starting block	Test	Opportunity	Block	Result	Test date
201400303 Fluid Mechanics & Heat Transfer - AT	2014	1A	TOETS-5 Academic Skills 5	1	1A		
201400303 Fluid Mechanics & Heat Transfer - AT	2014	1A	TOETS-1 Fluid Mechanics 1	1	1A	6	31/07/2015
201400303 Fluid Mechanics & Heat Transfer - AT	2014	1A	TOETS-2 Heat Transfer	1	1A		
201400303 Fluid Mechanics & Heat Transfer - AT	2014	1A	TOETS-4 Project: Fluids Engineering	1	1A		
201400303 Fluid Mechanics & Heat Transfer - AT	2014	1A	TOETS-3 Vibrations	1	1A		

8. OSIRIS Teacher result processing – Replacing of a colleague

It is possible that a teacher (for whatever reason) temporarily will not be able to perform his role. To deal with this it is possible that a colleague takes over. In this case the colleague can also register the results in the name of the 'original colleague'. In OSIRIS the Examiner is always added as a replacer for all teachers involved in the course and/or module for which the Examiner is responsible. In this way the process will not be interrupted.

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Appointments/action items Results Reports

Register results per course module Register results per student Sign results History per course module History per student

Select the academic year for which you want to register results. 2014 (01/09/2014 to 31/08/2015)

Choose the lecturer on behalf of whom you want to register course results. Oumnad, N. 1

Limit course modules shown in list:

Course code Name Search Clear

☒ Show only course modules for which results can be registered at this moment.

Select one of the course modules below.

Course module	Brief name	My role
201400303	Fluid Mechanics & Heat Transfer - AT	Lecturer

If you do not find a certain course module, please contact:
 Helpdesk OSIRIS TEACHER, +31534893883 helpdesk-orisis-teacher@utwente.nl

And:

Register results per course module Register results per student Sign results History per course module History per student Previous Sign electronically Help

Choose the lecturer on behalf of whom you want to sign results. Oumnad, N. 1

The following result lists have to be signed.

Mark to result list you want to sign. Sign to result lists with the link <Sign electronically>. You will be asked to authenticate again.

Result lists

Course module	Academic year	Block	Test	Oppor tunity	Results / Corrections	Send date	Send by
☒ 201400303 Fluid Mechanics & Heat Transfer - AT	2014	1A	Fulltime Fluid Mechanics 1 (TOETS-1)	1	1 / 0	21/07/2015	Oumnad, N. 2

Previous Sign electronically Help

M7641200 - Meerman, B.
 On behalf of Oumnad, N. 3
 Last login: Thursday, August 13, 2015 at 12:09

1. Please select on behalf of whom you want to sign the result when you want to enter results.
2. It is recorded on behalf of whom results are entered, stored, and sent.
3. At the bottom of the screen, one can see at all times who is logged on and on whose behalf results will be registered.