

OSIRIS TEACHER - ADVISOR

Radboud Universiteit



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General

Werkinstructies

URL OSIRIS

The OSIRIS modules are located at the following addresses.

- OSIRIS Student <https://osiris.ru.nl> (from 21-10-2019 21:00)
- OSIRIS Application <https://osiris.ru.nl/application> (from 21 october 20:00 uur)
- OSIRIS Basis (Basic) <https://osiris.ru.nl/basis> (from 7 october 20:00 uur)
- OSIRIS Cursusinvoer (Input coursedata) <https://osiris.ru.nl/cursusinvoer> (from 21 october 21:00 uur)
- OSIRIS Docent / begeleider (Teacher) <https://osiris.ru.nl/docent> (from 21-10-2019 21:00)
- OSIRIS Studielink (OSIRIS Studylink) <https://osiris.ru.nl/genericadapter> (from 7 october 20:00 uur)



Indien je in de browser hiervan bookmarks hebt gemaakt, is het handig om deze hierop aan te passen.

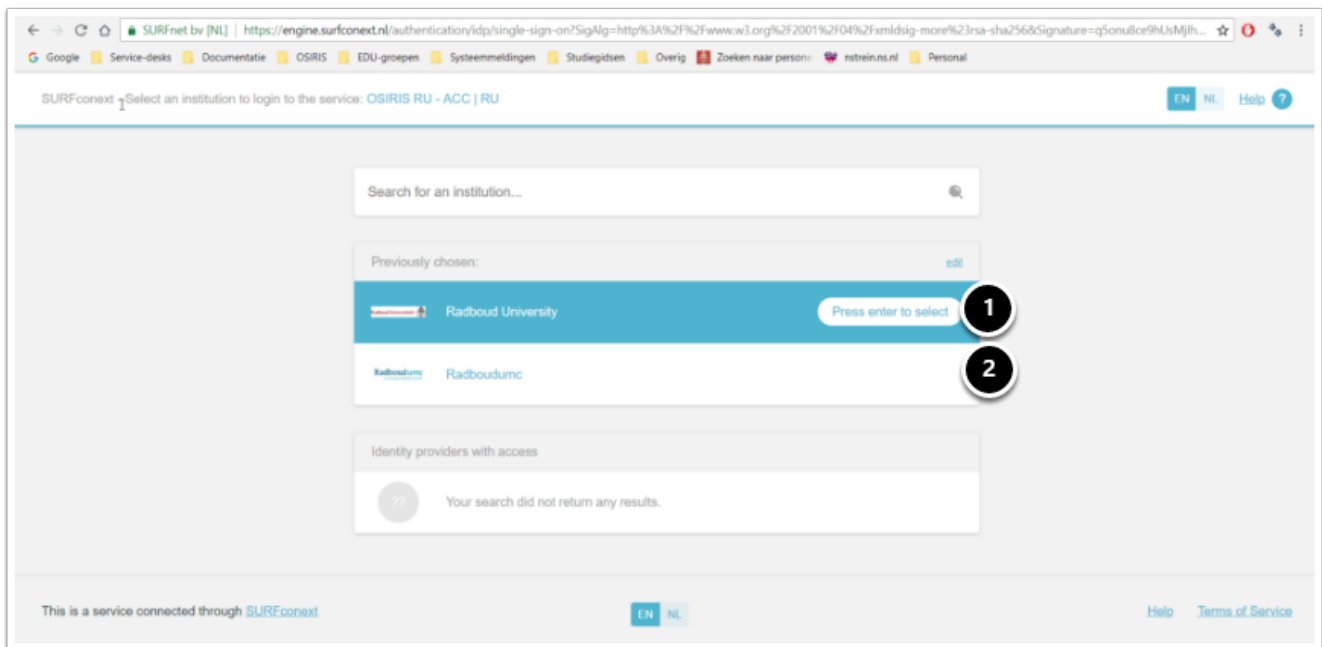
What is OSIRIS Teacher?

OSIRIS Docent - Begeleider is the online module for teaching staff and student advisors. Teachers can enter grades for the tests of their courses. Study advisors can get information on the students they counsel. If you have specific questions on how to work this module, please refer to the OSIRIS key-user administration of your faculty. [Click here to find names and mailaddresses.](#)

How do I log in and log out?

OSIRIS Docent - Begeleider is uiteraard beveiligd met een username en password. In deze instructie staat beschreven waar je OSIRIS Docent - Begeleider kunt vinden en hoe je kunt inloggen en uitloggen.

Go to <https://osiris.ru.nl/docent>



You are entering the surf-conext authentication screen. Choose one of the options:

1. "Radboud University" when you have a U- or E-number to log in with
2. "Radboudumc" when you have a Z-number to log in with

Once you have made your choice, the next time you will return, the choice you made is saved, so you only have to enter the highlighted option.

Werkinstructies

Radboud Universiteit



Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

EN NL

Login

To start OSIRIS Teacher go to <https://osiris.ru.nl/docent> You will get to the screen above. If needed, change the language settings from NL (Dutch) to EN (English).

To log in use the username and password provided to you by the radboud University. They are the same as the ones you use to log in to the network with your computer. Your username will start with a U-, E- or a Z-. The password you set yourself when you activated your account. After filling in the username and password, click the "Login" button.

Werkinstructies

First time log in



Om in te loggen heeft Osiris inr (test) | RU jouw gegevens nodig

De dienst heeft deze gegevens nodig om goed te kunnen functioneren. De gegevens worden vanuit jouw instelling veilig verstuurd naar Osiris inr (test) | RU via SURFconext [?](#).

De volgende gegevens worden doorgestuurd naar Osiris inr (test) | RU:

 Radboud Universiteit	Kloppen deze gegevens niet?
Organisatie	ru.nl
Gebruikers-ID	E200769

Ga je akkoord met het doorsturen van deze gegevens?

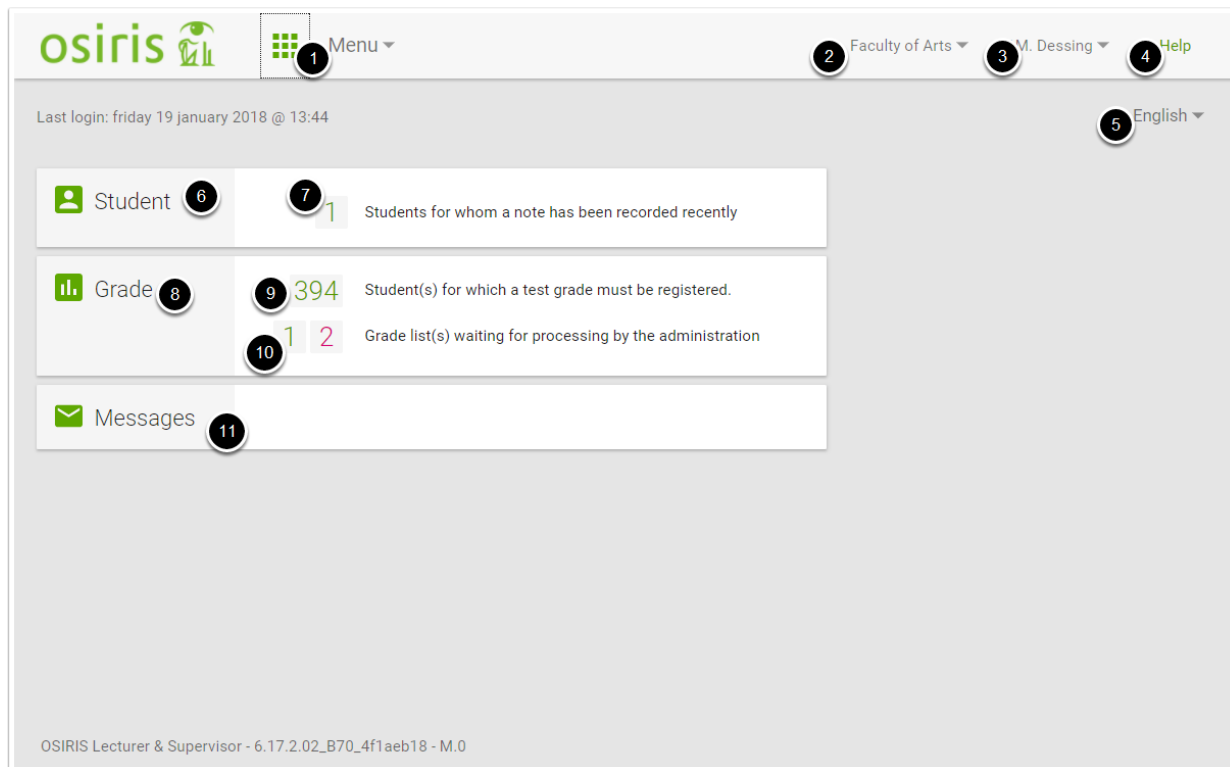
[Ja, ga door naar Osiris inr \(test\) | RU](#) [Nee, ik ga niet akkoord](#)

Je gebruikt al 4 diensten via SURFconext. [Bekijk hier het overzicht en je profielinformatie.](#) [?](#)

When you log-in for the first time, you will receive the message above. Currently it is only available in Dutch. Please click on the button with the text "Ja, ga door naar Osiris prd | RU". Once you have completed the first time login, you the next time you will not receive this message again.

Werkinstructies

The main screen



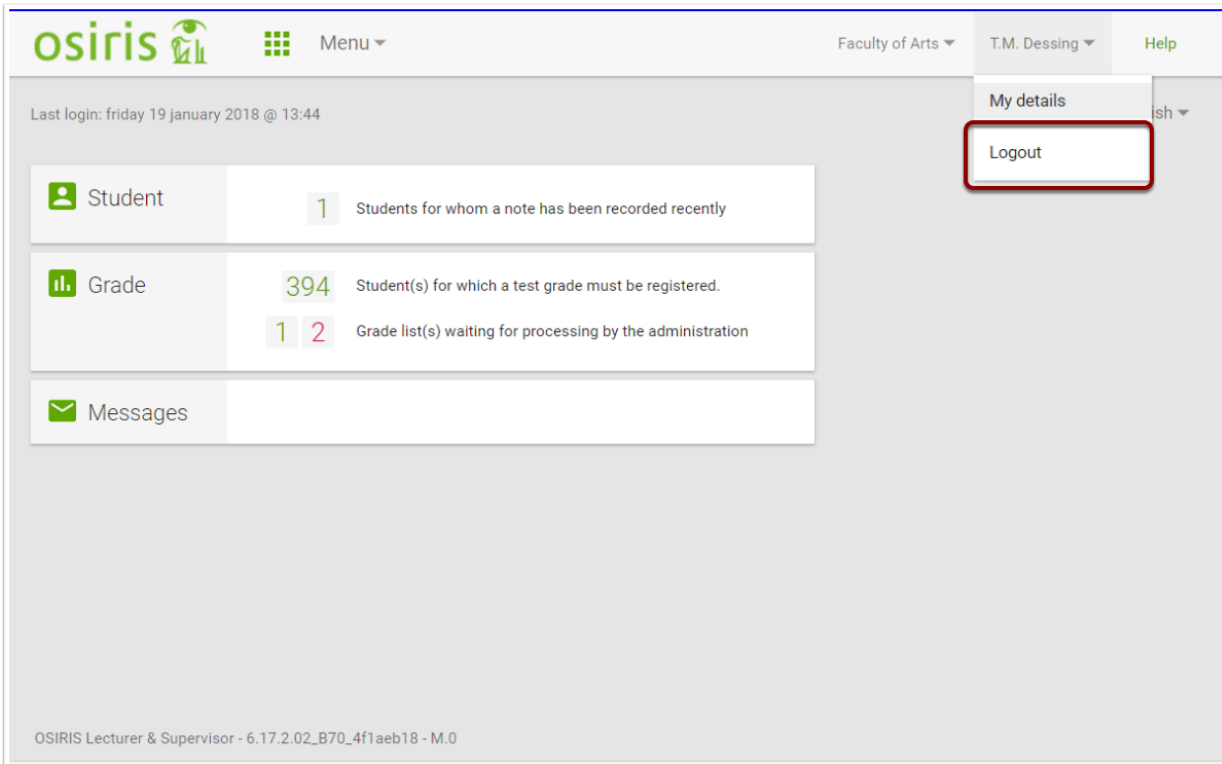
Depending on what authorisation you have you will see the screen elements above.

1. The menu buttons provide you with an easy way to access the different menu parts. These buttons / menu dropdowns are always available, and can be handy when you have to switch from one function to another.
2. The faculty drop down. Only if you are working for more than one faculty, you need to choose here for which faculty you are performing your tasks. Note that the elements in the screen might change when you change faculties because you might have different authorisations.
3. This is the name of the user you are currently logged in with.
4. The help button. There is a set of instructions on how to work with OSIRIS Teacher,0 you can find a link to these online instructions [here](#).
5. The language change button. Languages supported are Dutch and English.
6. The student badge. Click on the badge to enter the section in which you can search for information on students. depending on your authorisation, you have access to this badge.
7. This number indicates the students you have made notes on, recently. By clicking the number you will be transferred to the specific notes on the students. This can be handy when searching for students you saw recently in a counseling session. Teachers will not have normally this option.

Werkinstructies

8. The grade badge. When you click on this badge you will be transferred to the screen where you can enter grades for students that are enrolled in the tests of the courses, of which you are teacher.
9. This number indicates the number of grades that still have to be entered.
10. This number indicates the grade lists waiting for processing by the faculty administration. After you have signed a gradelist in OSIRIS, you have to send a printed hard copy of it, and send it to the faculty administration, so the final processing can be done, and the grades are available for the students that took the test in OSIRIS Student. In the example above one grade list is waiting and is not due, 2 other grade lists are waiting for processing and are due (the red number indicates the processing of the gradelists by the faculty administration is due).
11. The messages badge. If there are new messages for you this badge will indicate that.

Log out



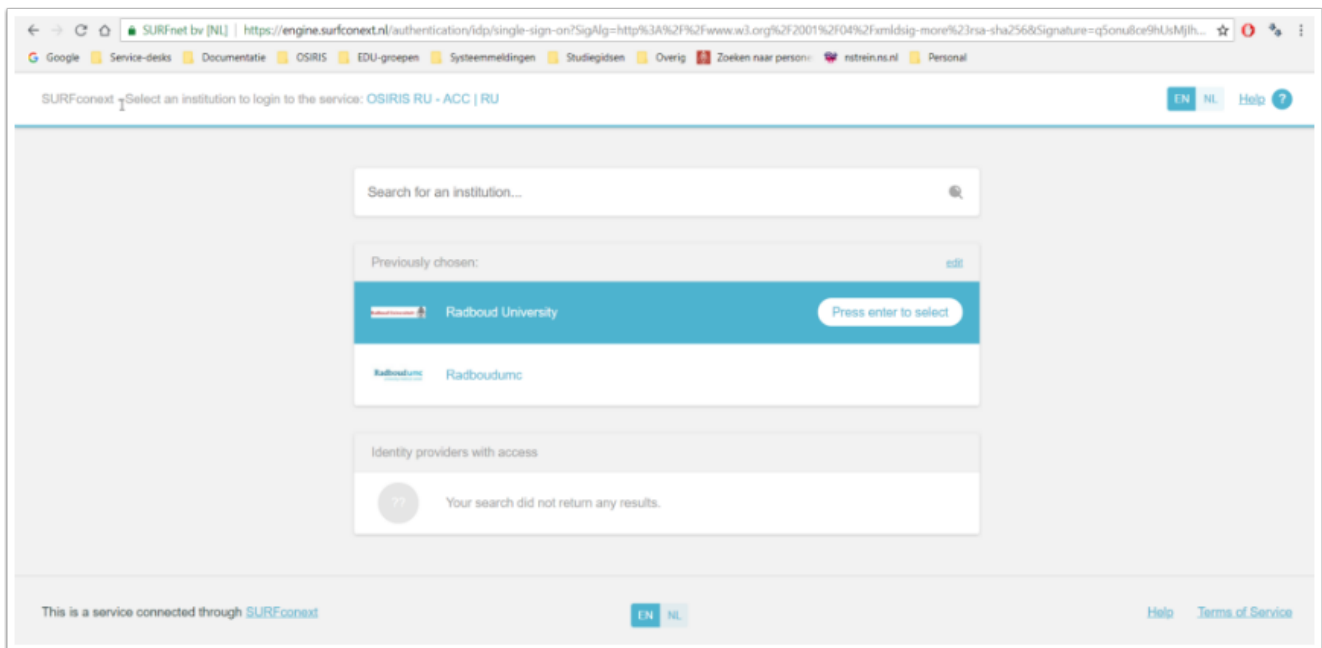
The screenshot shows the OSIRIS Lecturer & Supervisor interface. At the top, there is a navigation bar with the OSIRIS logo, a menu icon, and the text 'Menu'. On the right, it shows 'Faculty of Arts', 'T.M. Dessing', and a 'Help' link. Below the navigation bar, the user's last login is displayed: 'Last login: friday 19 january 2018 @ 13:44'. The main content area features three summary cards: 'Student' with a count of 1, 'Grade' with a count of 394, and 'Messages' with a count of 1. On the right side, there is a user profile section with a dropdown menu. The dropdown menu is open, showing options: 'My details' and 'Logout'. The 'Logout' option is highlighted with a red rectangle.

Icon	Count	Description
Student	1	Students for whom a note has been recorded recently
Grade	394	Student(s) for which a test grade must be registered.
Grade list(s) waiting for processing by the administration	1 2	
Messages		

OSIRIS Lecturer & Supervisor - 6.17.2.02_B70_4f1aeb18 - M.0

You can log out by selecting the Logout option from the drop down list under your username.

Werkinstructies



Now you will return to the surf-conext login screen.

How do I log in and log out?

OSIRIS Docent - Begeleider is uiteraard beveiligd met een username en password. In deze instructie staat beschreven waar je OSIRIS Docent - Begeleider kunt vinden en hoe je kunt inloggen en uitloggen.

Go to <https://osiris.ru.nl/docent>

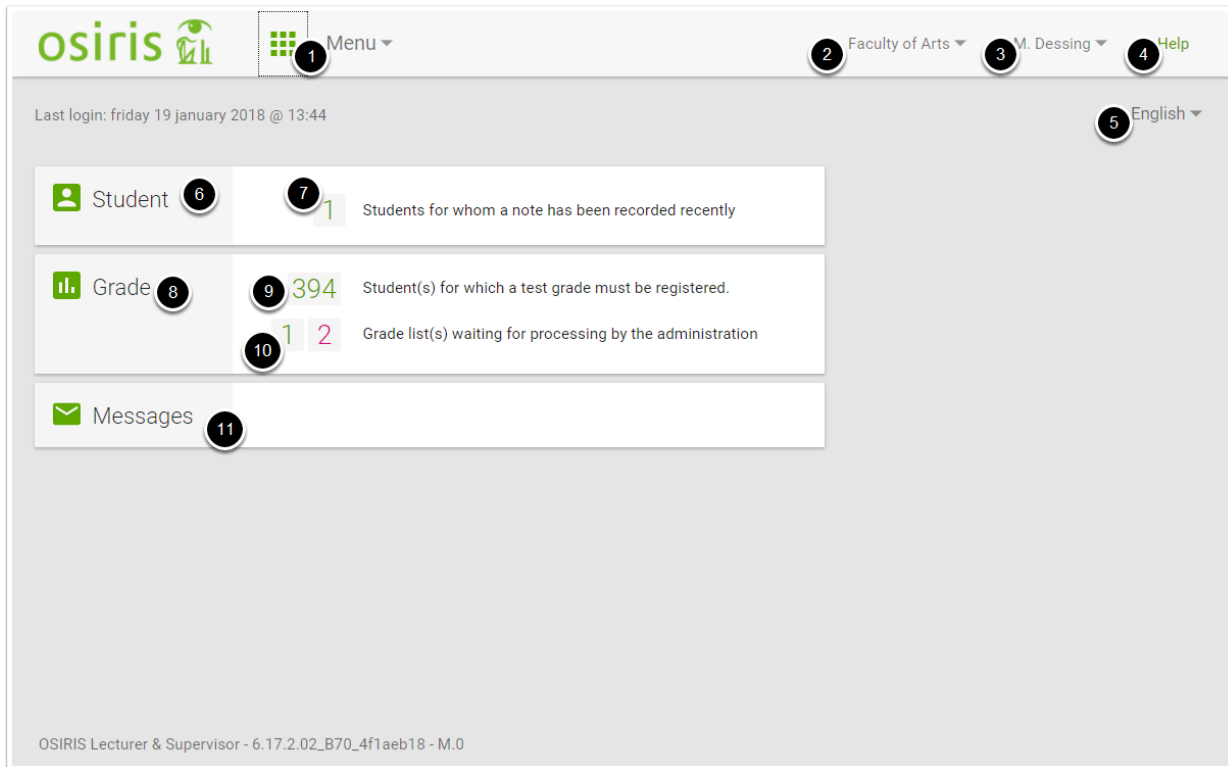


To start OSIRIS Teacher go to <https://osiris.ru.nl/docent>. You will get to the screen above.

To log in use the username and password provided to you by the radboud University. They are the same as the ones you use to log in to the network with your computer. Your username will start with a U-, E- or a Z-. The password you set yourself when you activated your account. After filling in the username and password, click the "INLOGGEN" button.

Werkinstructies

The main screen



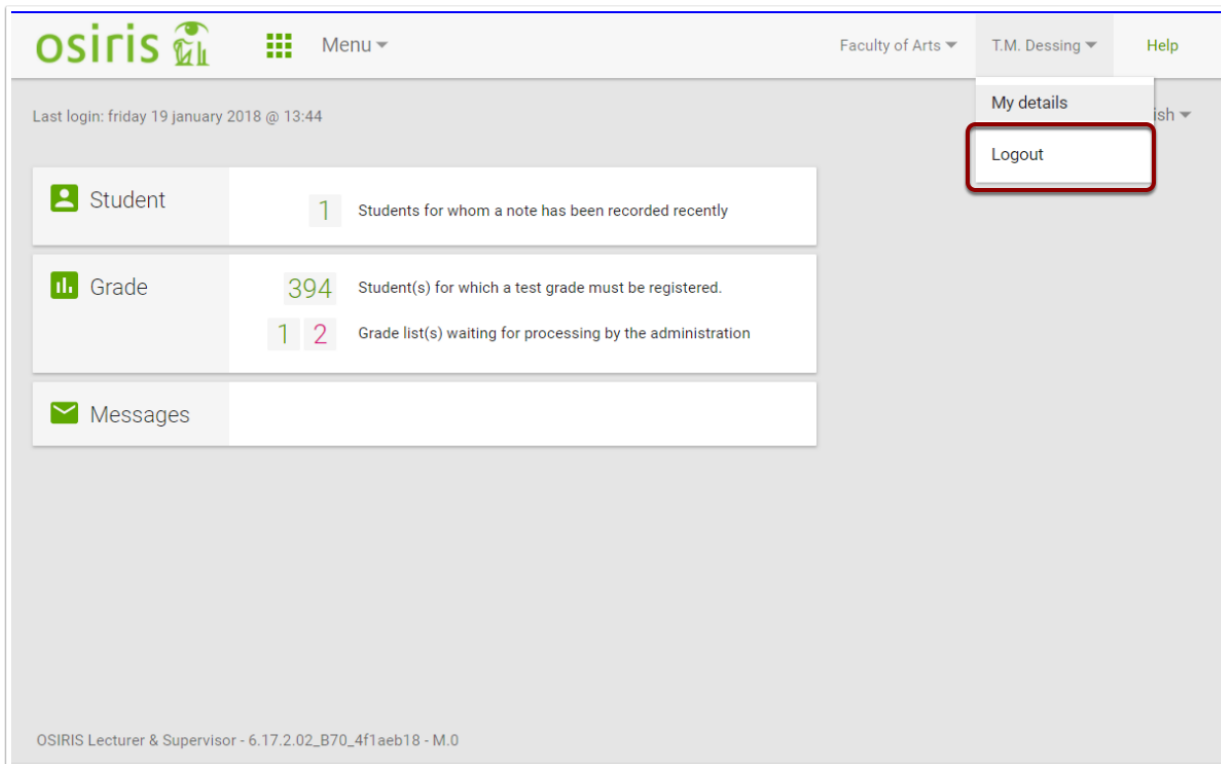
Depending on what authorisation you have you will see the screen elements above.

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Werkinstructies

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Log out



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Werkinstructies

Radboud Universiteit



Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

[EN](#) [NL](#)

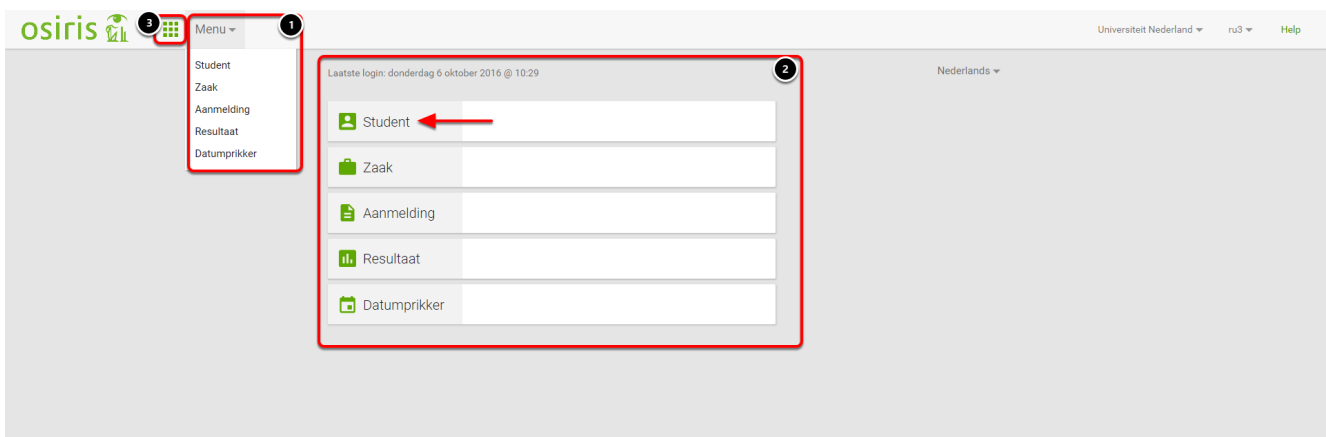
Login

Now you will return to the login screen.

Werkinstructies

Hoe vind ik studentinformatie in OSIRIS Begeleider en hoe kan ik deze gebruiken en wijzigen?

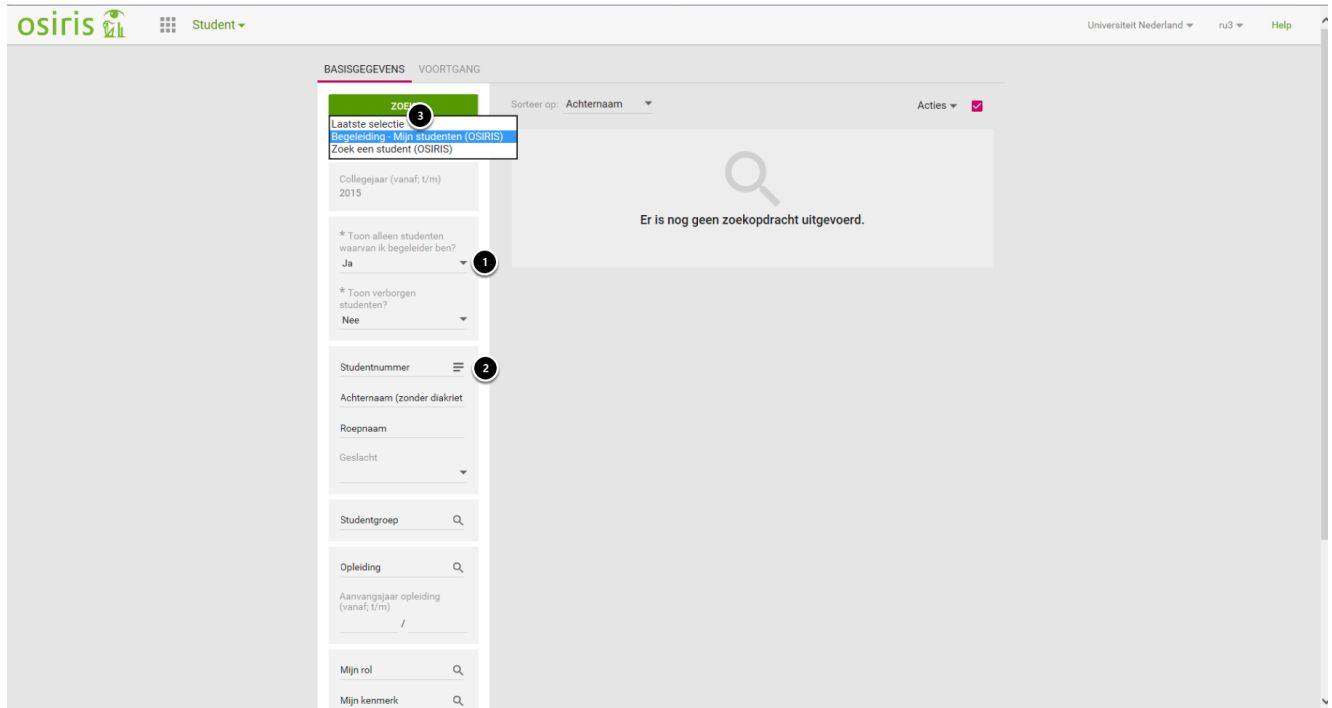
Navigatie in het hoofdmenu



De navigatie in het hoofdmenu is als volgt.

1. Het Menu met alle opties van OSIRIS Begeleider
2. De balk op de homepage op 'Student'.
3. Het "blokjes icoon" om vanuit een bepaald scherm terug te keren naar het hoofdmenu

Studenten selecteren



The screenshot shows the OSIRIS 'Studenten selecteren' interface. The sidebar on the left contains various filters, and the main area on the right shows the search results. Numbered callouts 1, 2, and 3 highlight specific elements:

- 1: * Toon alleen studenten waarvan ik begeleider ben? (Ja)
- 2: Studentnummer
- 3: Laatste selectie (Begeleiding - Mijn studenten (OSIRIS))

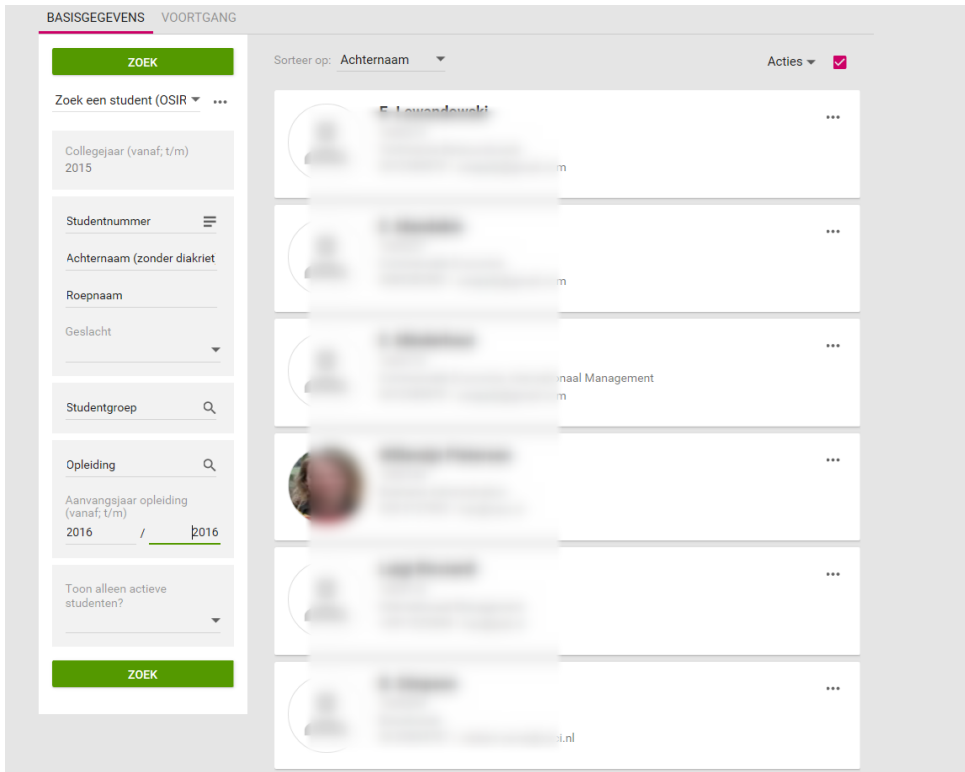
Om studenten te selecteren ga je als volgt te werk.

1. Kies voor de eigen, gekoppelde studenten,
2. Vul het filter in, bijvoorbeeld voor het studentnummer
3. In plaats van zelf de filters in te vullen kun je ook voorgedefinieerde filters gebruiken, Zoals "laatste selectie" die de selectie neemt die je de laatste keer hebt ingegeven, of "Mijn studenten (OSIRIS)".
4. Klik op 'zoek' om de zoekopdracht met de gekozen filteropties uit te voeren.

De filteropties die beschikbaar zijn worden onderhouden door de lokaal functioneel OSIRIS beheerder van de faculteit. Mocht je een filteroptie willen hebben die niet beschikbaar is, neem dan contact met de lokaal beheerder op.

Werkinstructies

De geselecteerde studenten worden gepresenteerd.



The screenshot shows the OSIRIS Teacher - Advisor interface. The left sidebar contains a search filter section with the following options:

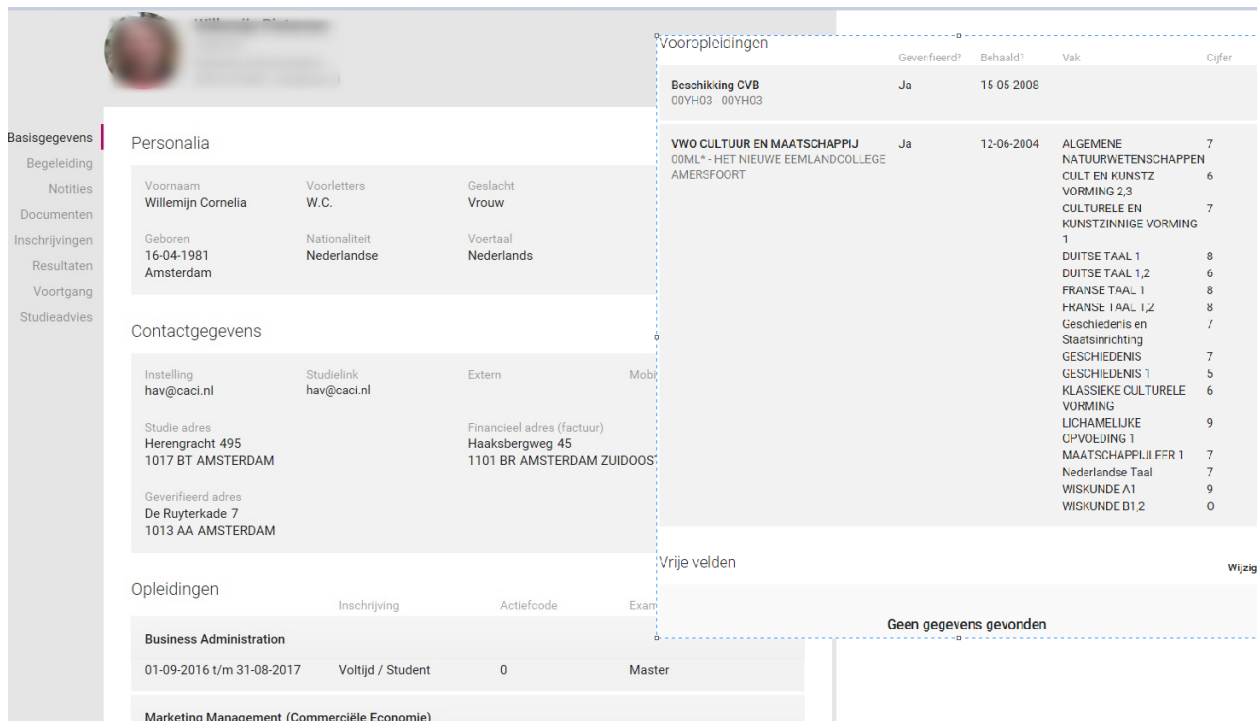
- ZOEK** (green button)
- Zoek een student (OSIR)** (dropdown menu)
- Collegejaar (vanaf; t/m)** (text input)
- Studentnummer** (text input)
- Achternaam (zonder diakriet)** (text input)
- Roepnaam** (text input)
- Geslacht** (dropdown menu)
- Studentgroep** (text input)
- Opleiding** (text input)
- Aanvangejaar opleiding (vanaf; t/m)** (text input)
- Toon alleen actieve studenten?** (checkbox)
- ZOEK** (green button)

The main area displays a list of student profiles. The top bar shows the tabs **BASISGEGEVENS** and **VOORTGANG**, and a dropdown menu for **Sorteer op: Achternaam**. The list of students is sorted by last name, and each profile includes a photo, name, and a '...' menu icon.

Door op een student te klikken vind je meer informatie.

Werkinstructies

Basisgegevens



Basisgegevens

Personalialia

Voornaam	Voorletters	Geslacht
Willemijn Cornelia	W.C.	Vrouw
Geboren	Nationaliteit	Voertaal
16-04-1981 Amsterdam	Nederlandse	Nederlands

Contactgegevens

Instelling	Stuclink	Extern	Mob
hav@caci.nl	hav@caci.nl		
Studie adres	Financieel adres (factuur)		
Herengracht 495 1017 BT AMSTERDAM	Haaksbergweg 45 1101 BR AMSTERDAM ZUIDOOS		
Geverifieerd adres			
De Ruyterkade 7 1013 AA AMSTERDAM			

Opleidingen

Opleidingen	Inschrijving	Actiecode	Exam
Business Administration			
01-09-2016 t/m 31-08-2017	Voltijd / Student	0	Master
Marketing Management (Commerciële Economie)			

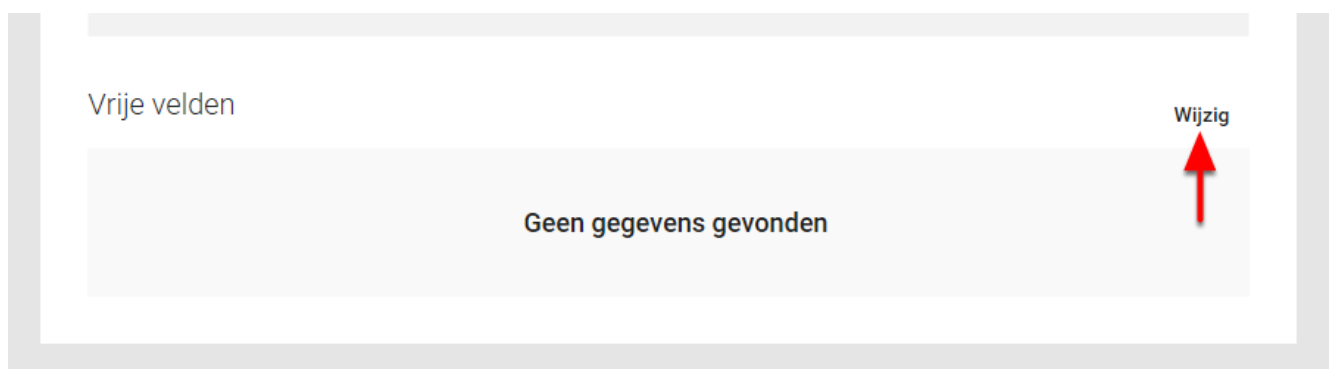
Vrije velden

Geen gegevens gevonden

Wijzig

Personalialia, contactgegevens, (voor)opleidingsinformatie, behaalde examens en vrije velden worden getoond.

Vrije velden



Vrije velden

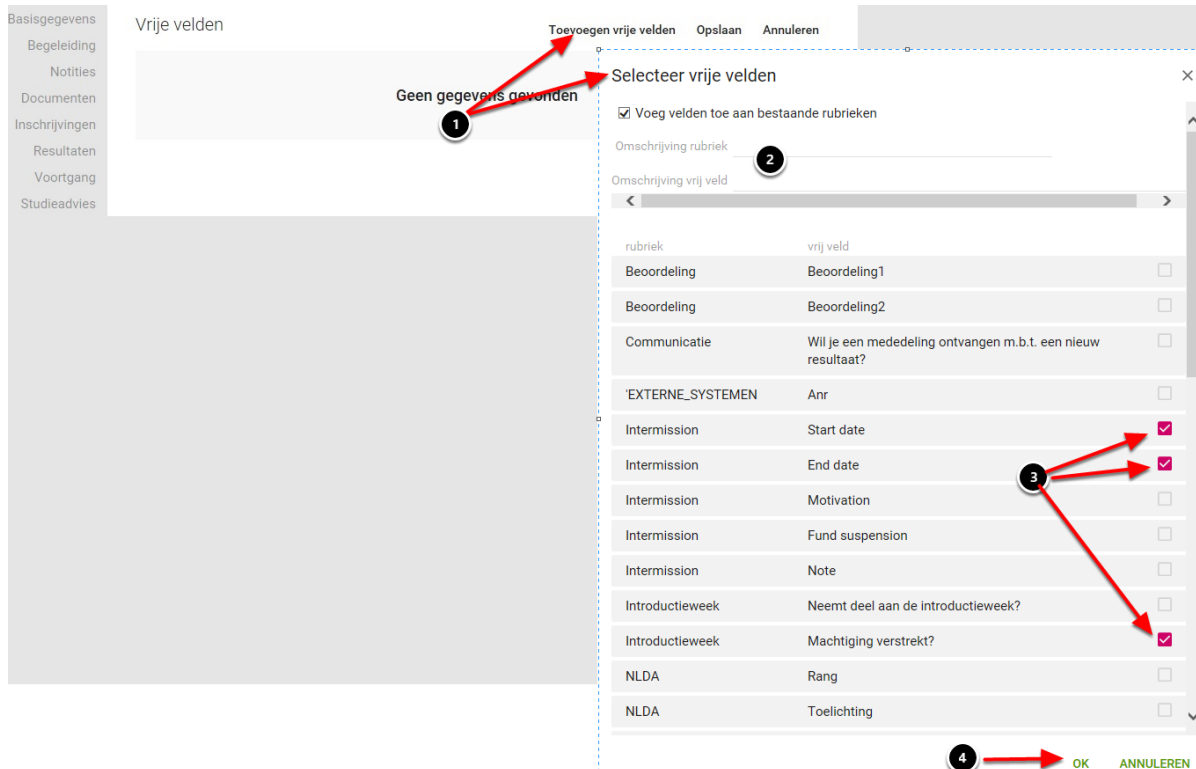
Geen gegevens gevonden

Wijzig

Onderaan het scherm met Basisgegevens vind je de 'Vrije velden' die aan de betreffende student gekoppeld zijn. Door te klikken op 'Wijzig' kom je in het volgende scherm:

Werkinstructies

Vrije velden toevoegen



Geen gegevens gevonden

Toevoegen vrije velden Opslaan Annuleren

Selecteer vrije velden

☒ Voeg velden toe aan bestaande rubrieken

Omschrijving rubriek

Omschrijving vrij veld

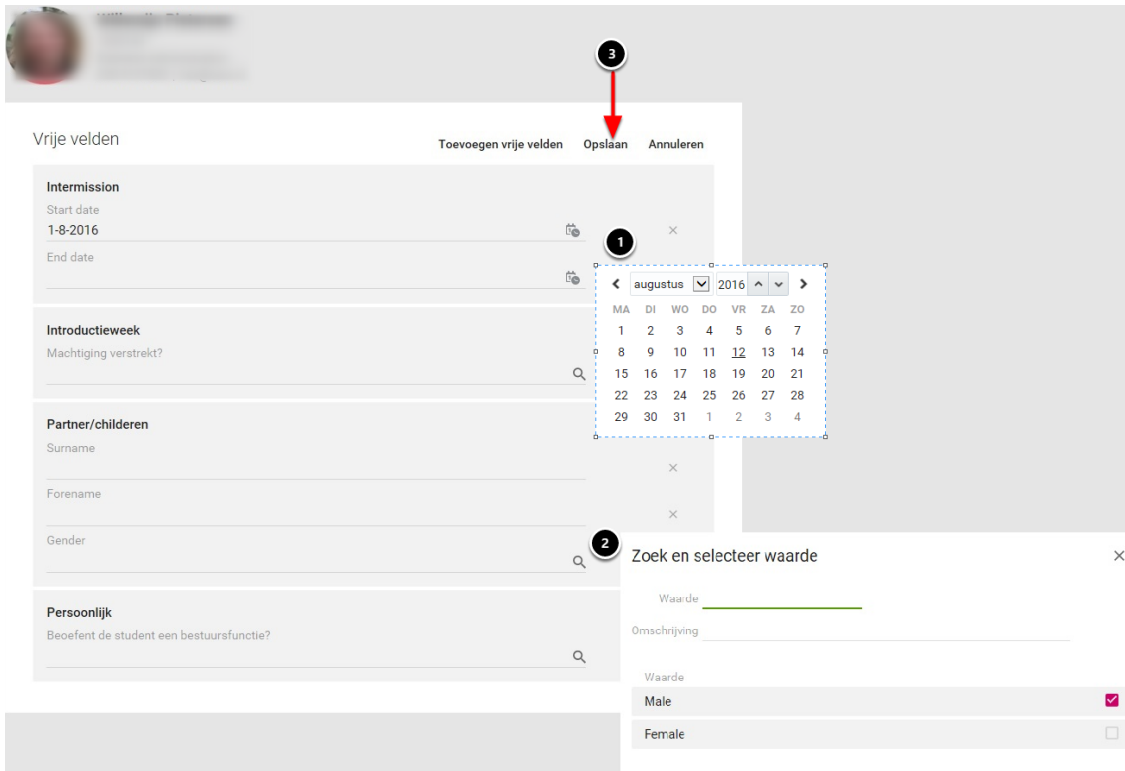
rubriek	vrij veld	
Beoordeling	Beoordeling1	☐
Beoordeling	Beoordeling2	☐
Communicatie	Wil je een mededeling ontvangen m.b.t. een nieuw resultaat?	☐
EXTERNE_SYSTEMEN	Anr	☐
Intermission	Start date	☒
Intermission	End date	☒
Intermission	Motivation	☐
Intermission	Fund suspension	☐
Intermission	Note	☐
Introductieweek	Neemt deel aan de introductieweek?	☐
Introductieweek	Machtiging verstrekt?	☒
NLDA	Rang	☐
NLDA	Toelichting	☐

OK ANNULEREN

(1) Door te klikken op 'Toevoegen vrije velden' opent een window met beschikbare vrije velden. De velden kunnen doorzocht worden op 'omschrijving' of 'rubriek'. Door vrije velden (3) aan te vinken en op (3) 'OK' te klikken, worden deze toegevoegd bij de student.

Werkinstructies

Vrije velden invoeren en opslaan



Vrije velden Toevoegen vrije velden Opslaan Annuleren

Intermission
 Start date
 1-8-2016
 End date

Introductieweek
 Machtiging verstrekt?

Partner/children
 Surname
 Forename
 Gender

Persoonlijk
 Beoefent de student een bestuursfunctie?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4

2 Zoek en selecteer waarde

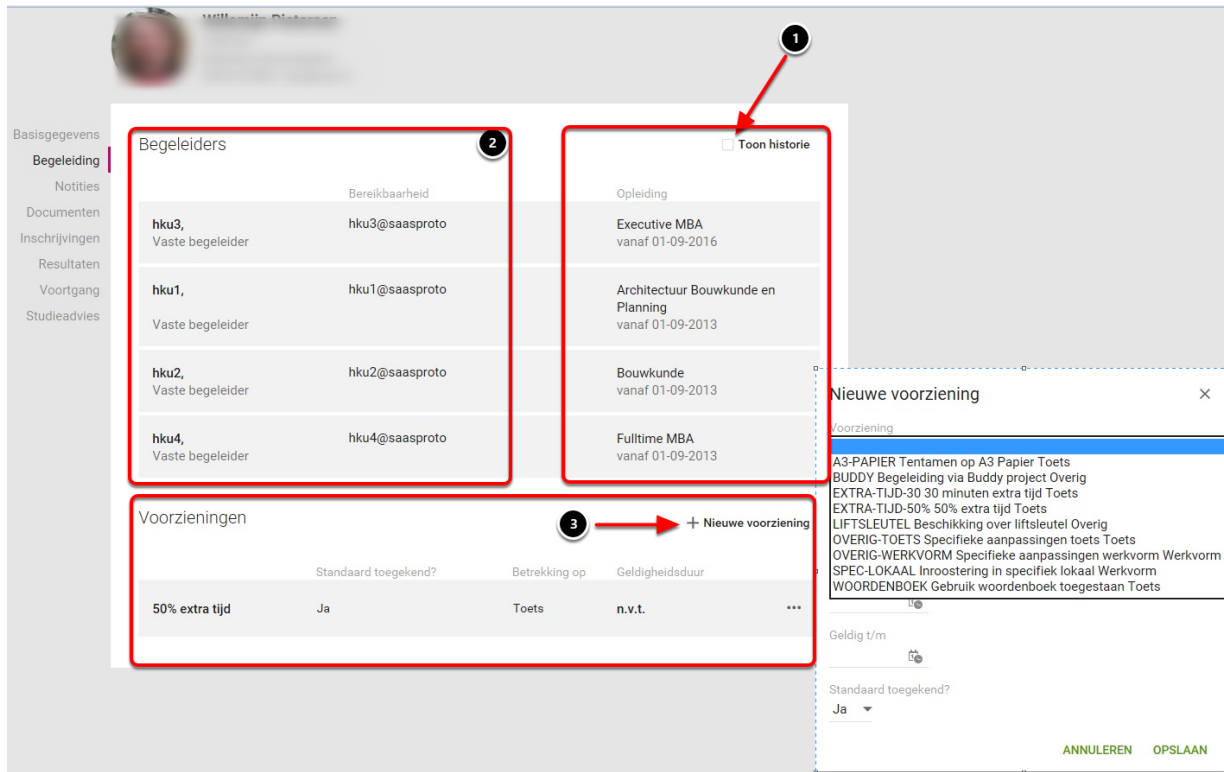
Waarde _____
 Omschrijving _____

Male ☒
 Female ☐

De toegevoegde vrije velden kunnen op (1) (2) verschillende manieren van verdere informatie worden voorzien en (3) opgeslagen bij de student.

Werkinstructies

Begeleiding



The screenshot shows the OSIRIS Begeleiding interface. It includes a sidebar with navigation options: Basisgegevens, Begeleiding (selected), Notities, Documenten, Inschrijvingen, Resultaten, Voortgang, and Studietoelagen. The main content area is divided into three sections:

- Begeleiders** (Annotated with 2): A table listing supervisors with their names and email addresses.

Begeleiders	Bereikbaarheid
hku3, Vaste begeleider	hku3@saasproto
hku1, Vaste begeleider	hku1@saasproto
hku2, Vaste begeleider	hku2@saasproto
hku4, Vaste begeleider	hku4@saasproto
- Opleiding** (Annotated with 1): A table showing the student's education details.

Opleiding
Executive MBA vanaf 01-09-2016
Architectuur Bouwkunde en Planning vanaf 01-09-2013
Bouwkunde vanaf 01-09-2013
Fulltime MBA vanaf 01-09-2013
- Voorzieningen** (Annotated with 3): A table showing the student's provisions.

Voorzieningen	Standaard toegekend?	Betrekking op	Geldigheidsduur
50% extra tijd	Ja	Toets	n.v.t.

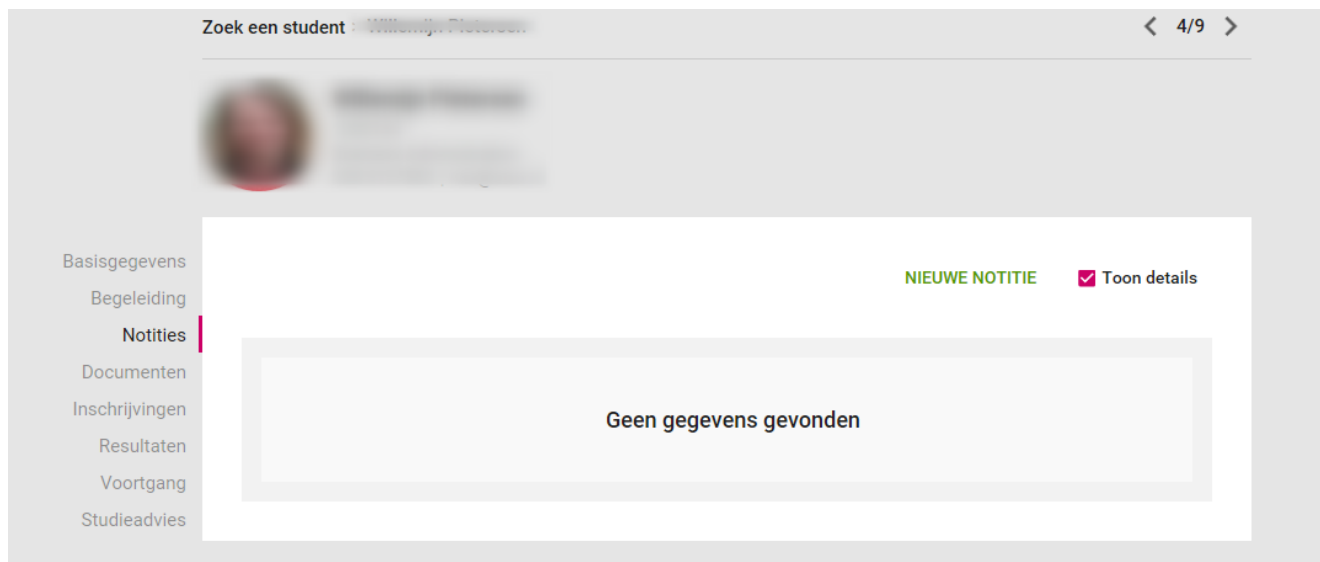
Additional features include a 'Toon historie' checkbox, a '+ Nieuwe voorziening' button, and a 'Nieuwe voorziening' modal window on the right with a list of provisions and buttons for 'ANNULEREN' and 'OPSLAAN'.

De volgende functionaliteit wordt met dit scherm ontsloten:

1. Historische informatie over de opleidingen van de student is te raadplegen
2. De begeleiders waaraan de student is gekoppeld zijn te raadplegen, waarbij emailadres jouw default emailprogramma zal opstarten om een mail te kunnen versturen
3. Voorzieningen kunnen worden toegevoegd.

Werkinstructies

Notities



Search for a student: Willemijn Pieterse < 4/9 >

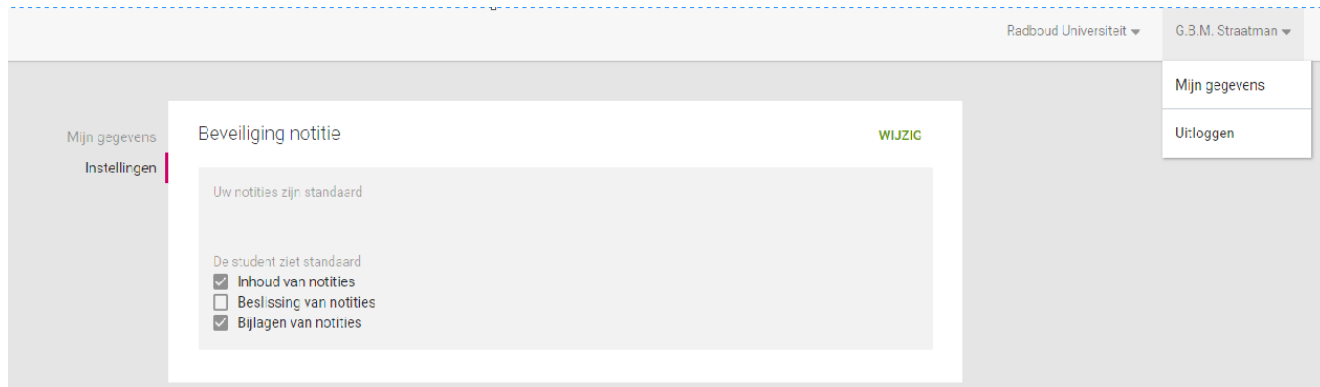
Notities

NIEUWE NOTITIE ☒ Toon details

Geen gegevens gevonden

Left sidebar menu: Basisgegevens, Begeleiding, **Notities**, Documenten, Inschrijvingen, Resultaten, Voortgang, Studietoelichting

Gebruikers kunnen op de volgende manier het standaard beveiligingsniveau van notities instellen:



Top right: Radboud Universiteit, G.B.M. Straatman

Left sidebar: Mijn gegevens, **Instellingen**

Beveiliging notitie WIJZIG

Uw notities zijn standaard

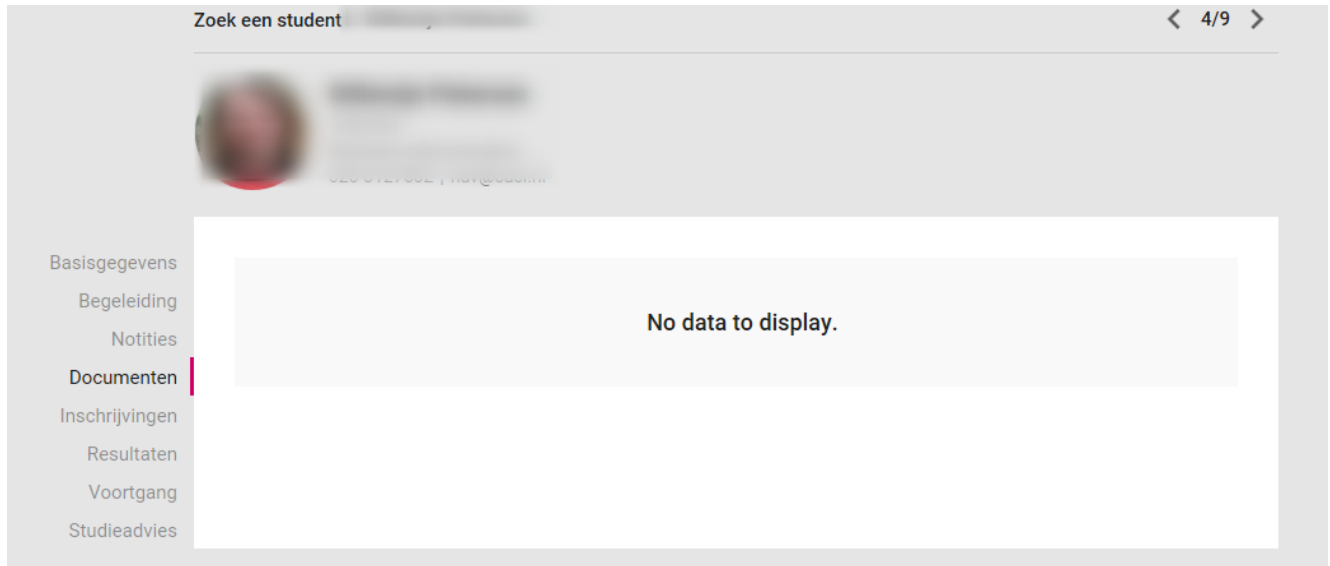
De student ziet standaard

- ☒ Inhoud van notities
- ☐ Beslissing van notities
- ☒ Bijlagen van notities

Right sidebar: Mijn gegevens, Uitloggen

Werkinstructies

Documenten (met de invoering van het project PAPYRUS zullen hier de voor de begeleider zichtbare documenten worden getoond).



Zoek een student

< 4/9 >

Basisgegevens

Begeleiding

Notities

Documenten

Inschrijvingen

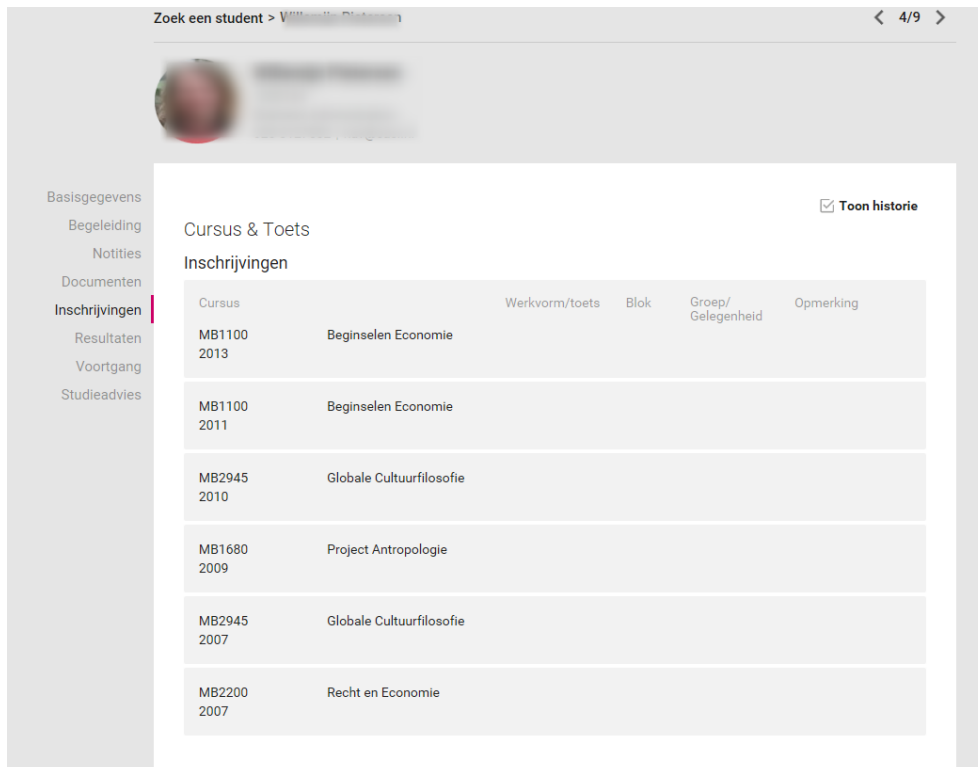
Resultaten

Voortgang

Studietoelagen

No data to display.

Inschrijvingen



Zoek een student > Vrijwillige Docent

< 4/9 >

Basisgegevens

Begeleiding

Notities

Documenten

Inschrijvingen

Resultaten

Voortgang

Studietoelagen

Cursus & Toets

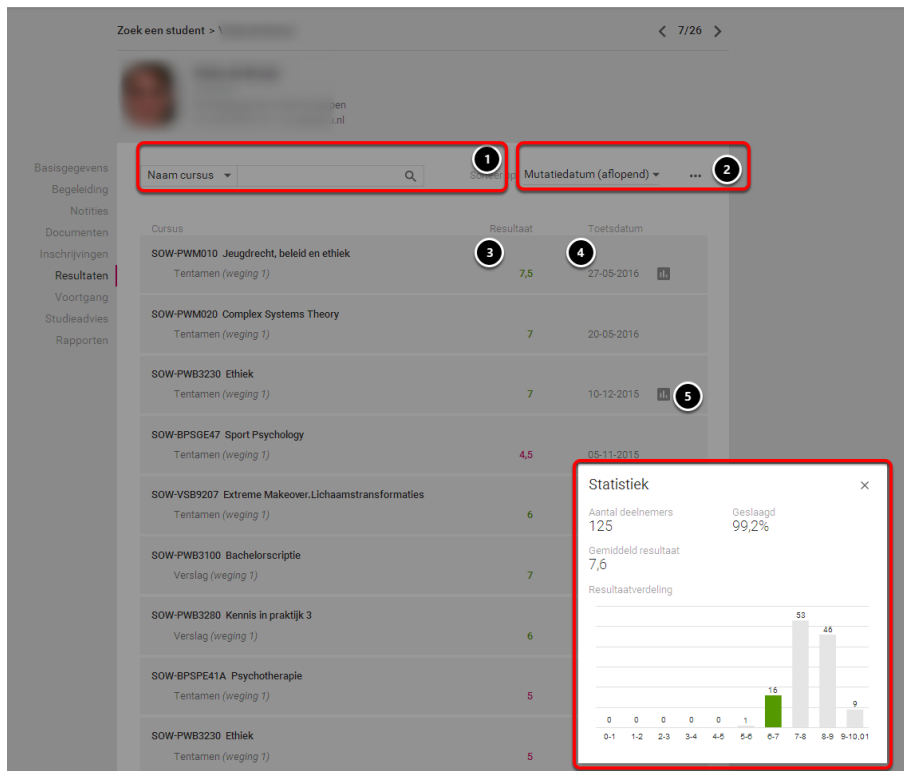
☒ Toon historie

Inschrijvingen

Cursus	Werkvorm/toets	Blok	Groep/ Gelegenheid	Opmerking
MB1100 2013	Beginnende Economie			
MB1100 2011	Beginnende Economie			
MB2945 2010	Globale Cultuurfilosofie			
MB1680 2009	Project Antropologie			
MB2945 2007	Globale Cultuurfilosofie			
MB2200 2007	Recht en Economie			

Werkinstructies

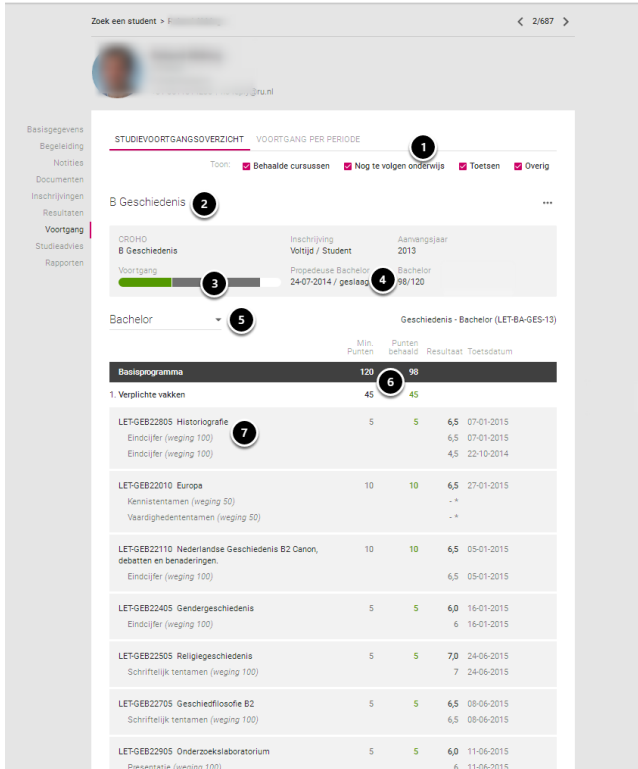
Resultaten overzicht



Het scherm met de door de student behaalde resultaten ziet er als volgt uit.

1. zoekveld om binnen de gevonden cursussen te kunnen zoeken
2. sorteermogelijkheden van de gevonden cursussen
3. het resultaat dat de student voor de toets behaalde
4. de toetsdatum van het resultaat
5. door te klikken op het grafiekicoontje kan per resultaat de resultaatverdeling per toetsgelegenheid worden bekeken. Het gaat hier dus niet om de resultaatverdeling over meerdere gelegenheden, maar de gelegenheid waar de student aan heeft deelgenomen. In dit voorbeeld heeft de student een 6 gehaald, terwijl er gemiddeld een 7,6 werd gescoord, door 125 deelnemers. 99,2 proces slaagde daarmee.

Voortgang raadplegen



STUDIEVOORTGANGSOVERZICHT

VOORTGANG PER PERIODE

Toon: ☒ Behaalde cursussen ☒ Nog te volgen onderwijs ☒ Toetsen ☒ Overig

B Geschiedenis

CRDHO B Geschiedenis

Inscriptiejaar: 2013

Voortgang: 24-07-2014 / geslaagd

Bachelor

Geschiedenis - Bachelor (LET-BA-GES-13)

Basissprogramma	Min. Punten	Punten behaald	Resultaat	Toetsdatum
1. Verplichte vakken	45	45		
LET-GER22805 Historiografie	5	5	6,5	07-01-2015
Eindcijfer (weging 100)			6,5	07-01-2015
Eindcijfer (weging 100)			4,5	22-10-2014
LET-GER22010 Europa	10	10	6,5	27-01-2015
Kennistentamen (weging 50)			- +	
Vaardigheidententamen (weging 50)			- +	
LET-GER22110 Nederlandse Geschiedenis B2 Canon, debatten en benaderingen	10	10	6,5	05-01-2015
Eindcijfer (weging 100)			6,5	05-01-2015
LET-GER22405 Gendergeschiedenis	5	5	6,0	16-01-2015
Eindcijfer (weging 100)			6	16-01-2015
LET-GER22505 Religiegeschiedenis	5	5	7,0	24-06-2015
Schriftelijk tentamen (weging 100)			7	24-06-2015
LET-GER22705 Geschiedfilosofie B2	5	5	6,5	09-06-2015
Schriftelijk tentamen (weging 100)			6,5	09-06-2015
LET-GER22905 Onderzoekslaboratorium	5	5	6,0	11-06-2015
Presentatie (weging 100)			6	11-06-2015

Het studievoortgangsoverzicht (SV) kan op dit scherm worden geraadpleegd. Het overzicht bevat een aantal onderdelen.

1. Met deze vinkjes kun je het SVO beperken of juist uitbreiden
2. De opleiding waarvoor het SVO geldt
3. Voortgangsindicator: dit geeft grafisch weer hoe ver de student is in het geselecteerde examenprogramma.
4. Geeft weer welke examens reeds zijn behaald (inclusief de examendatum) en geeft een samenvatting van het huidige examenprogramma.
5. Kies hier het betreffende examen. Een bachelor examen bestaat uit een propedeuse examen en een bachelor examen.
6. Hier wordt een optelling van de punten getoond. In de op de donkere balk worden respectievelijk het totaal aantal te behalen punten van het examenprogramma getoond en de werkelijk door de student behaalde punten. Daaronder wordt op een later niveau een optelling getoond, in dit geval van de "verplichte vakken" in het examenprogramma. In bovenstaand voorbeeld gaat het om 45 behaalde punten van de 45 te behalen punten in de verplichte vakken.
7. Hier worden de cursussen die de student heeft behaald getoond (afhankelijk van de vinkjes die bij 1. zijn gezet). Per cursus worden de afgelegde toetsen getoond, en het totaal cijfer (het zogenaamde "geldend resultaat").

Werkinstructies

Studieadvies

Zoek een student >
4/9



020 0127002 | nat@osiris.nl

Basisgegevens
Begeleiding
Notities
Documenten
Inschrijvingen
Resultaten
Voortgang
Studieadvies

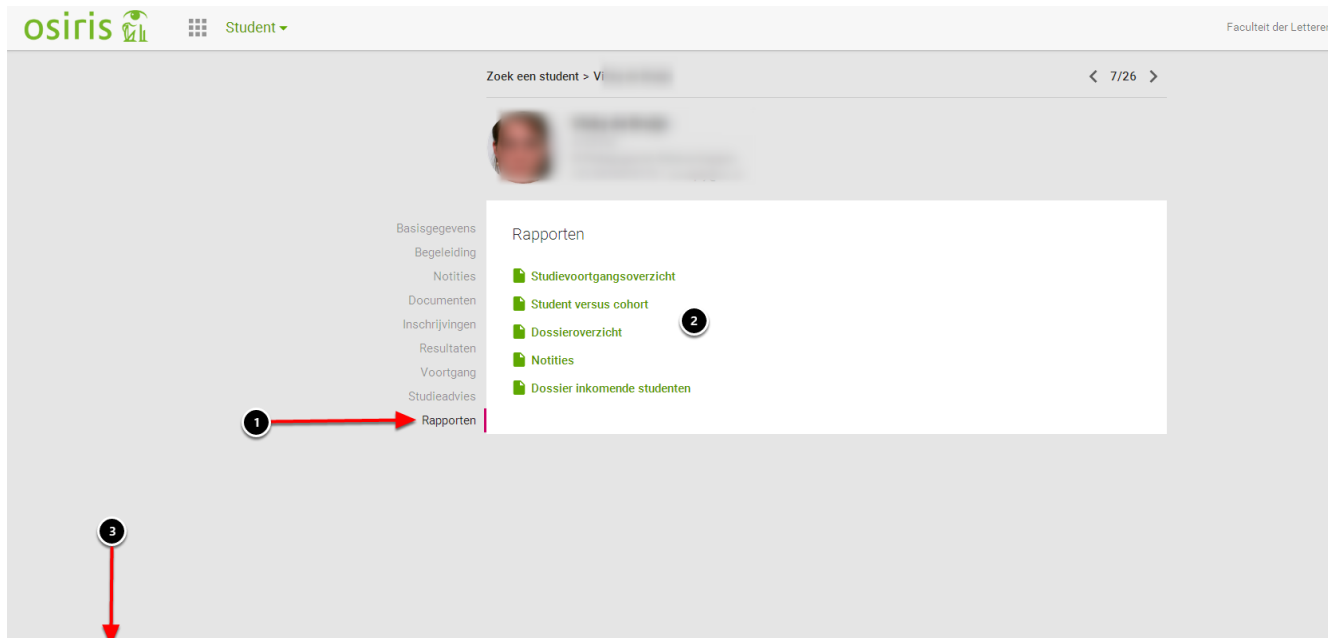
Overig

2013 Definitieve advies MOMI 2013	Concept Eindadviezen MOMI Negatief advies	Behaalde punten 0,0	Uitgebracht op 09-05-2014
2013 Tussentijds MOMI advies 2013	Concept Voorloige adviezen MOMI Negatief advies Verschoonbare reden Zwangerschap	Behaalde punten 0,0	Uitgebracht op 09-05-2014

Op dit scherm worden de uitgebrachte studieadviezen getoond. Naast het BSA worden er mogelijk ook andere adviezen getoond, zoals bijvoorbeeld het advies dat in het kader van de wet MOMI door de instelling wordt afgegeven.

Werkinstructies

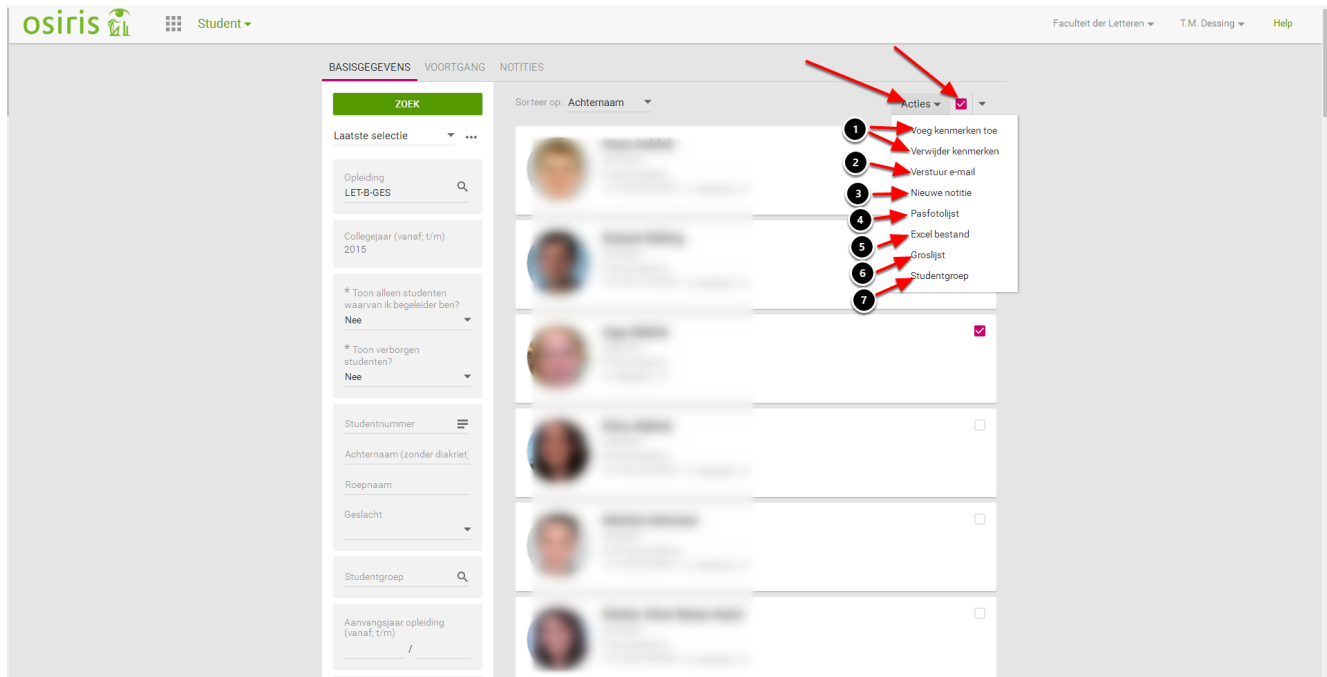
Afdrukken (printen) rapporten van een student



Een aantal overzichten van de student kan worden afgedrukt. Om dit te doen ga je als volgt te werk:

1. Ga naar het tabblad "Rapporten"
2. Kies een van de beschikbare rapporten
3. Onder in de menubalk van de browser zal het opgevraagde rapport als PDF worden getoond. Klik erop en het zal zich openen in de default PDF reader

Per student een actie kiezen

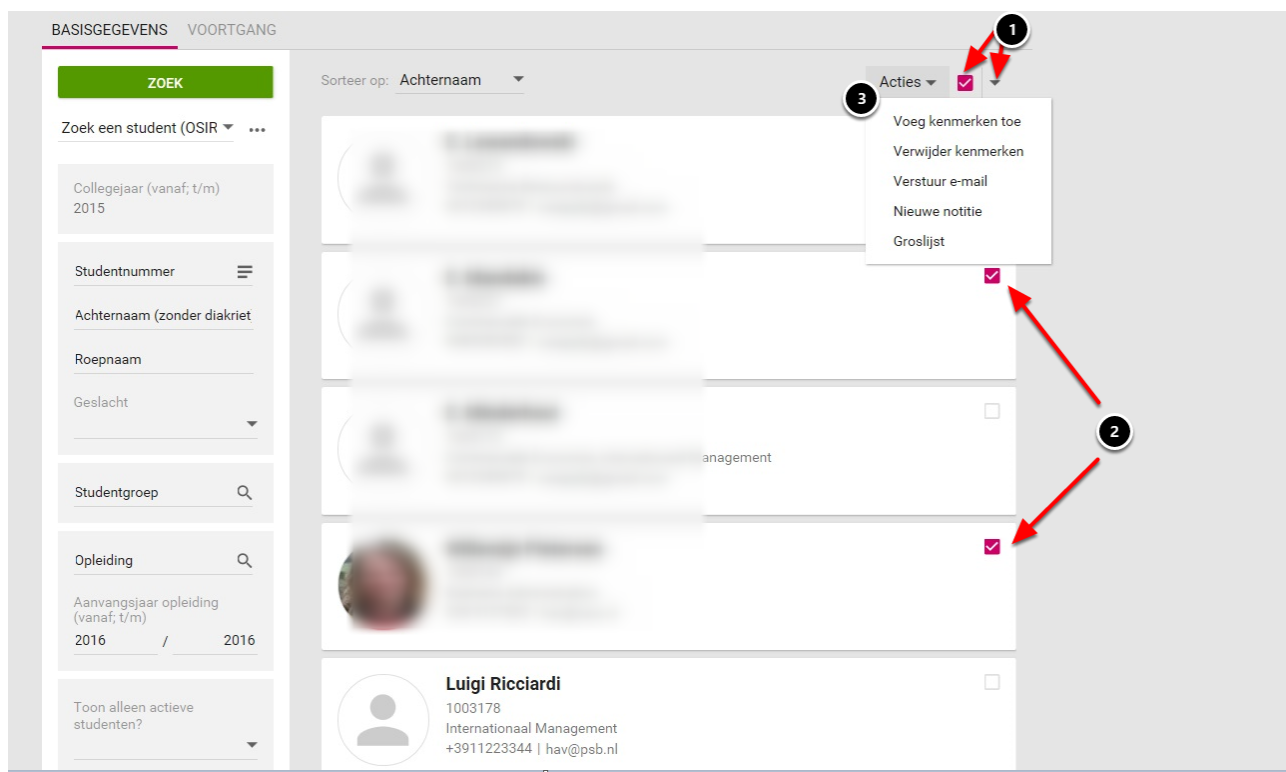


Door op het "... " icoon te klikken selecteer je de opties die je kunt uitvoeren voor alle geselecteerde studenten. De mogelijkheden zijn:

1. Toevoegen van persoonlijke kenmerken. Dit zijn kenmerken of "labels" die je persoonlijk aan studenten toekent. Je kunt er meerdere aan een student toekennen. Andere gebruikers of studenten kunnen deze labels niet zien. Verwijderen van labels gaat op gelijke wijze.
2. Verstuur e-mail. Let op je verstuurt hier een e-mail mb.v. je default e-mail programma. De mail zal dus niet als mededeling in OSIRIS terechtkomen en zichtbaar zijn bij de student in OSIRIS. De mailadressen worden in het 'bcc' veld van outlook geplaatst zodat de geadresseerden de adressen van de andere geadresseerden niet kunnen zien.
3. Maak een nieuwe notitie. Dit kan voor één enkele student of voor een groep. In dat geval wordt de tekst bij alle studenten geplaatst
4. Maak een pasfotolijst van alle geselecteerde studenten
5. Maak een excel bestand van alle geselecteerde studenten.
6. Maak een groslijst van alle geselecteerde studenten
7. Maak een studentgroep van alle geselecteerde studenten

Werkinstructies

Meerdere studenten selecteren om een actie mee uit te voeren

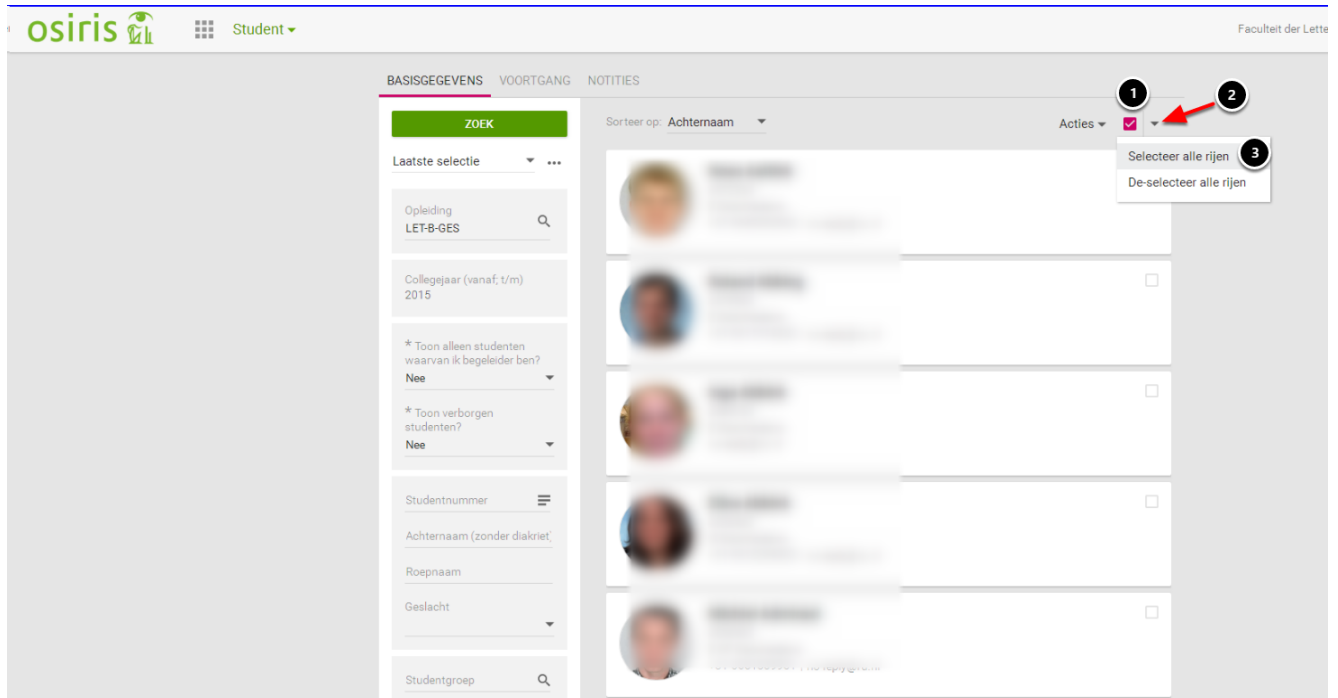


Om een actie met meerdere studenten te kunnen uitvoeren ga je als volgt te werk.

1. door op het vinkje te klikken komt een selectietool beschikbaar
2. selecteer nu de gewenste studenten
3. Kies de acties die je voor de geselecteerde studenten wil uitvoeren.

Werkinstructies

Alle gevonden studenten selecteren



Wanneer je een set studenten hebt gevonden en alle studenten in één keer wil selecteren om er een actie voor uit te voeren ga je als volgt te werk.

1. Klik op het vinkje boven de geselecteerde studenten om de selectie optie te krijgen
2. Klik op het menu icoontje naast het vinkje
3. Klik nu op de menuoptie "Selecteer alle rijen".

Daarna kan voor alle geselecteerde rijen de actie worden uitgevoerd. Uiteraard kunnen op deze manier ook alle rijen worden gedeselecteerd.

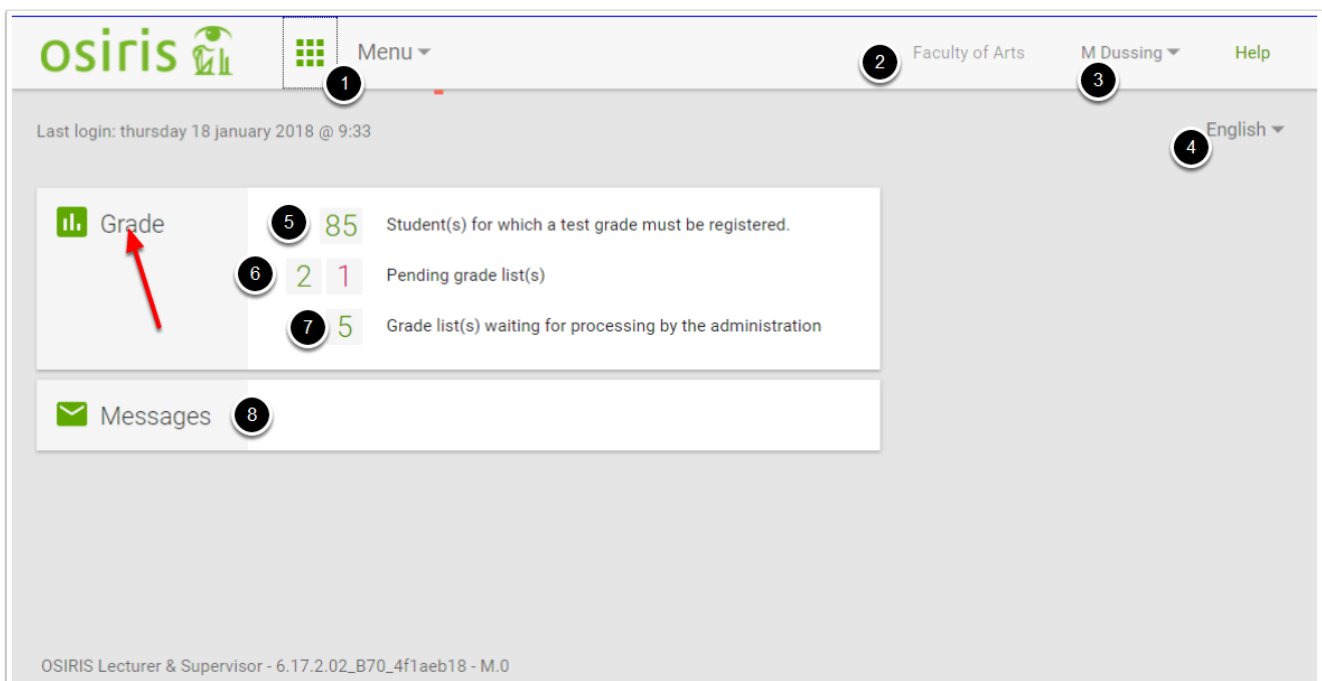


Grades

How do I register grades?

Teachers can register grades in OSIRIS. In this instruction is shown which actions have to be executed.

Starting screen



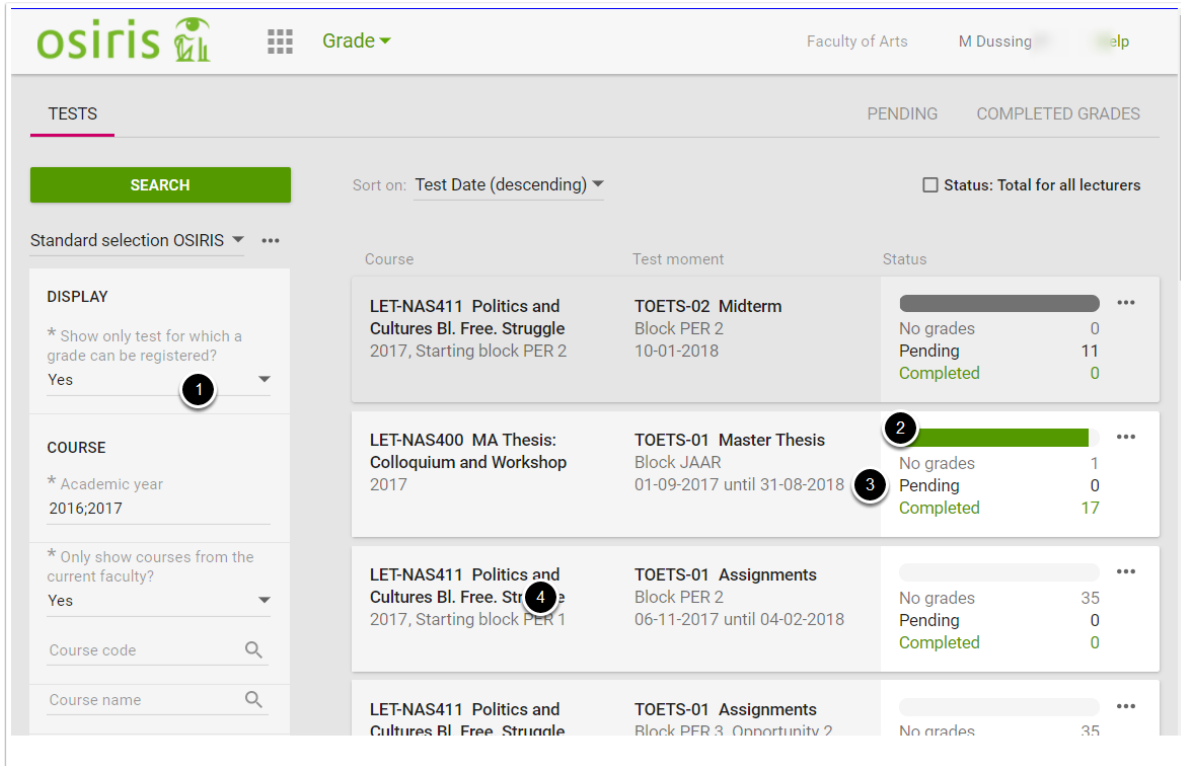
When entering the starting screen you will see several menu items.

1. The menu buttons, you can switch menu with
2. the faculty switch. If you are teacher of different faculties, you might have to switch faculties in order to find the right courses to add grades for
3. the menu for personal settings
4. the language switch
5. This number indicates the number of students that have to be given a grade
6. This number indicates the number of pending grade lists. A grade list is a list of given grades that has to be signed in order to send it to the administration.
7. The number indicates the number of grade-lists that are waiting for processing by the administration
8. This badge can contain messages from the administration

To select a course to give grades, click on the "Grades-badge" in the screen

Werkinstructies

Selecting a course to give grades



The screenshot shows the OSIRIS Grades interface. On the left, there are filters for 'DISPLAY' (showing only tests for which a grade can be registered) and 'COURSE' (academic year 2016/2017). The main table lists courses and tests with their status bars and counts. The status bars are color-coded: light grey for 'No grades', dark grey for 'Pending', and green for 'Completed'. The counts are shown next to each status.

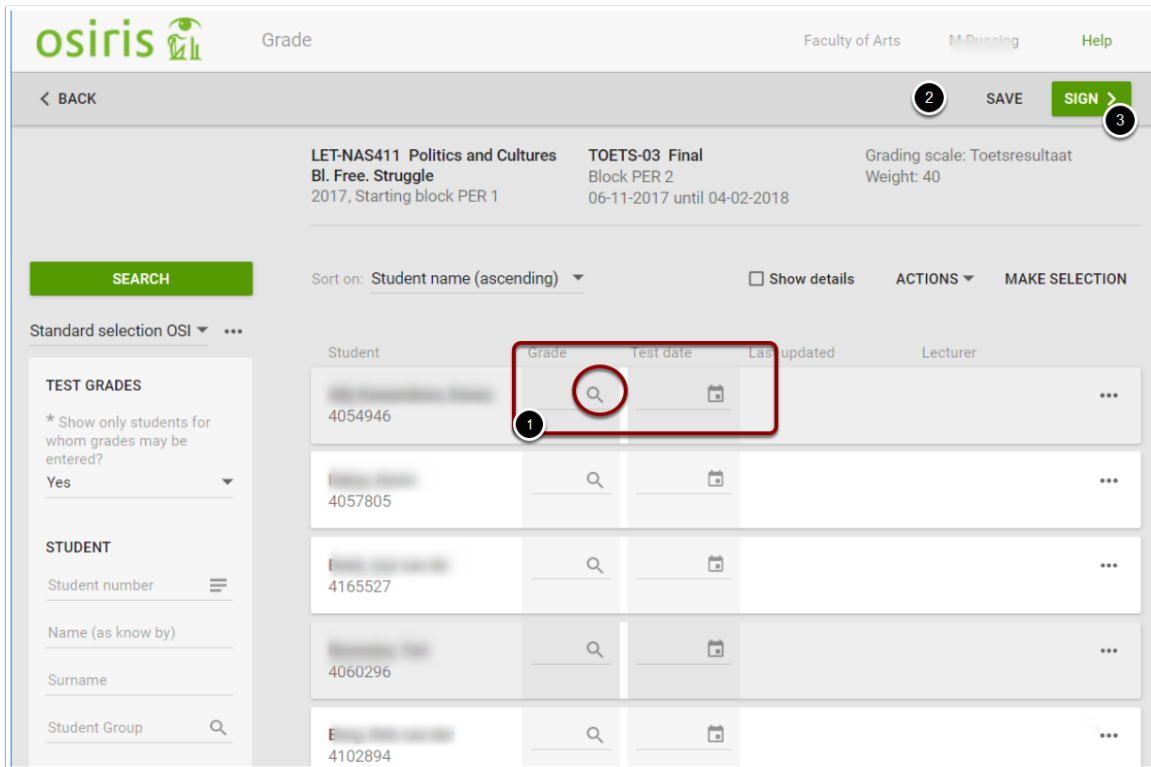
Course	Test moment	Status
LET-NAS411 Politics and Cultures Bl. Free. Struggle 2017, Starting block PER 2	TOETS-02 Midterm Block PER 2 10-01-2018	No grades: 0 Pending: 11 Completed: 0
LET-NAS400 MA Thesis: Colloquium and Workshop 2017	TOETS-01 Master Thesis Block JAAR 01-09-2017 until 31-08-2018	No grades: 1 Pending: 0 Completed: 17
LET-NAS411 Politics and Cultures Bl. Free. Struggle 2017, Starting block PER 1	TOETS-01 Assignments Block PER 2 06-11-2017 until 04-02-2018	No grades: 35 Pending: 0 Completed: 0
LET-NAS411 Politics and Cultures Bl. Free. Struggle	TOETS-01 Assignments Block PER 3. Opportunity 2	No grades: 35

After clicking the Grades badge, you enter the screen above. here all the corses you are allowed to enter grades for, are listed.

1. In this section you can add search criteria, to search the courses and tests you want to give grades to.
2. This is a 'processing bar' that indicates the proces of given grades. Light grey indicates the number of grades that are yet to be given, Dark grey indicates the number of grades allready given, but not yet signed and sent to the administration, thus "pending", and green indicates that the grades are given and sent to the administration for further processing: "completed".
3. here are the numbers of students in the different statuses: No grades, Pending and Completed
4. This is the badge you can click on to enter the candidates for the test, that have registered.

Werkinstructies

Entereing the grades of the candidates for the test



You can enter the grades as follows:

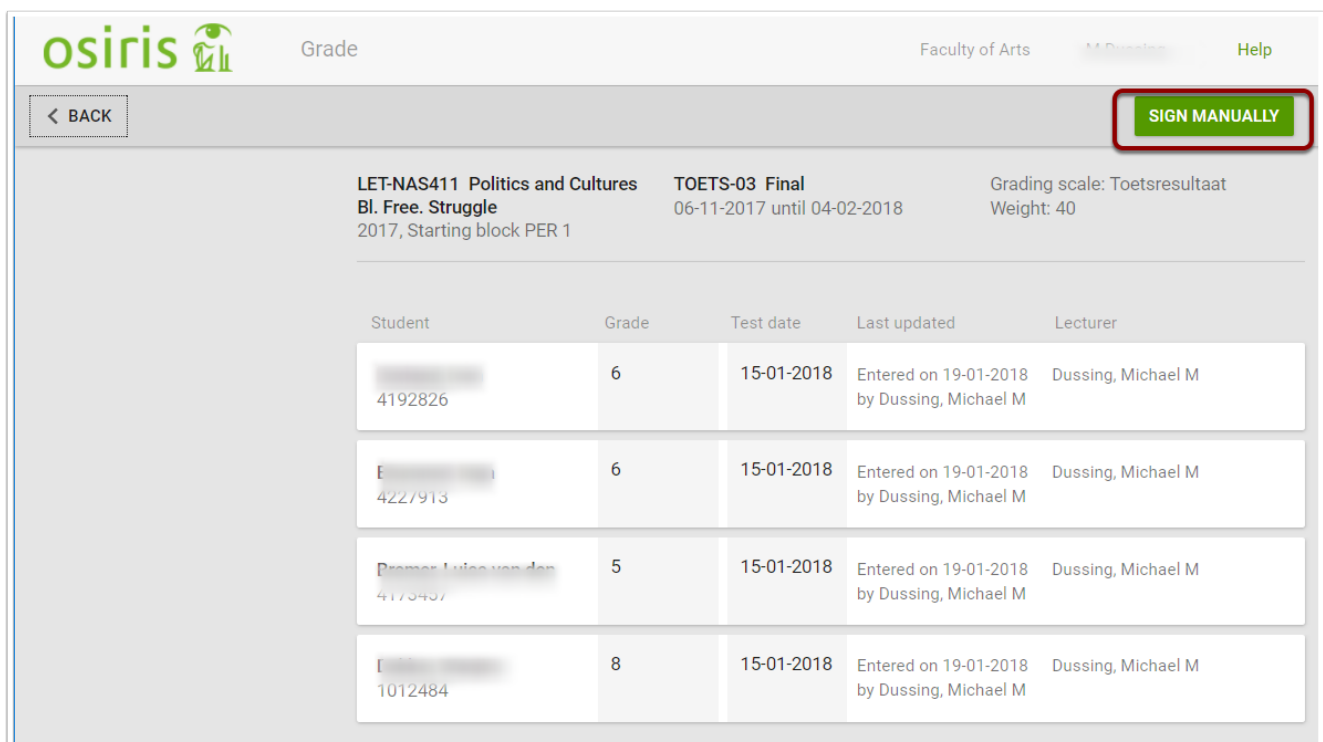
1. Enter the grade. You can do so, by using the numeric part of the keyboard, the alpha-numeric part, or by using the magnifying glass icon. By using the "enter" button on the keyboard, you will jump to the next line (candidate). The date of the test will be entered automatically, unless the date wasn't published yet, in that case you will have to enter it by yourself. But only on the first line, because when hitting the enter button of the keyboard, the date of the first line will be copied to all the next lines, so you only have to enter it once. You can deviate from the default test date as long as it is, today or a date previous of today, and the date is between the start- and end dates of the block in which the test is held. Thus it is not possible to enter a date in the future!
2. Click after entering the grades the "SAVE" button, if you do not want to sign the gradelist yet.
3. When finished entering the grades, you can also click the "SIGN" button right away without clicking the SAVE-button.

Werkinstructies



The set of gredas of all candidates does not have to be complete. It is possible to sign a partial grade list. You do not have to wait with signing before every single candidate has a grade. Students that did not appear on the test, can be given the grade "ND" ("No show").

Signing the grades



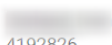
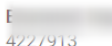
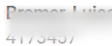
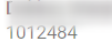
osiris  Grade Faculty of Arts M. Dussing Help

< BACK SIGN MANUALLY

LET-NAS411 Politics and Cultures
Bl. Free. Struggle
2017, Starting block PER 1

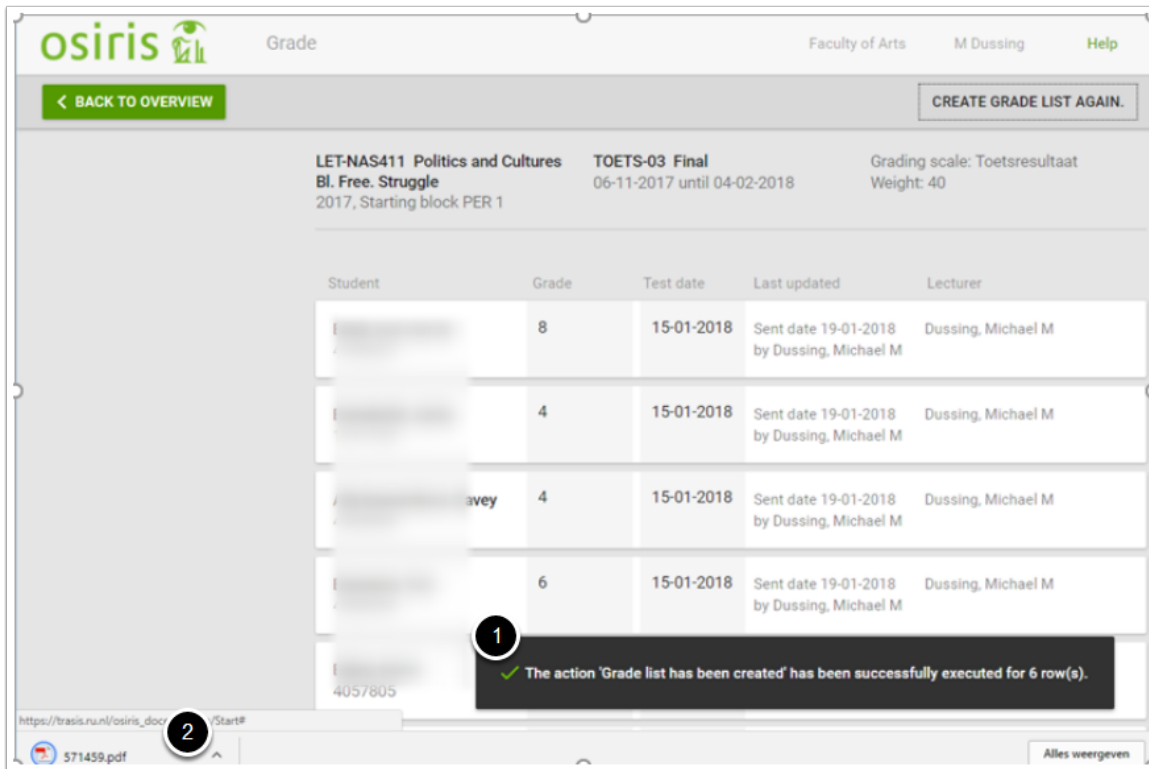
TOETS-03 Final
06-11-2017 until 04-02-2018

Grading scale: Toetsresultaat
Weight: 40

Student	Grade	Test date	Last updated	Lecturer
 4192826	6	15-01-2018	Entered on 19-01-2018 by Dussing, Michael M	Dussing, Michael M
 4227913	6	15-01-2018	Entered on 19-01-2018 by Dussing, Michael M	Dussing, Michael M
 4173437	5	15-01-2018	Entered on 19-01-2018 by Dussing, Michael M	Dussing, Michael M
 1012484	8	15-01-2018	Entered on 19-01-2018 by Dussing, Michael M	Dussing, Michael M

The grades can be signed by clicking the "SIGN MANUALLY" button. When the grades are signed, the faculty administration has to process the grades before students will be able to see the grades in OSIRIS Student. The administration

Werkinstructies



osiris Grade Faculty of Arts M Dussing Help

< BACK TO OVERVIEW CREATE GRADE LIST AGAIN.

LET-NAS411 Politics and Cultures TOETS-03 Final Grading scale: Toetsresultaat
Bl. Free. Struggle 06-11-2017 until 04-02-2018 Weight: 40
2017, Starting block PER 1

Student	Grade	Test date	Last updated	Lecturer
[REDACTED]	8	15-01-2018	Sent date 19-01-2018 by Dussing, Michael M	Dussing, Michael M
[REDACTED]	4	15-01-2018	Sent date 19-01-2018 by Dussing, Michael M	Dussing, Michael M
[REDACTED] avey	4	15-01-2018	Sent date 19-01-2018 by Dussing, Michael M	Dussing, Michael M
[REDACTED]	6	15-01-2018	Sent date 19-01-2018 by Dussing, Michael M	Dussing, Michael M
[REDACTED]				

1 The action 'Grade list has been created' has been successfully executed for 6 row(s).

2 https://trasis.ru.nl/osiris_doc/571459.pdf

Alles weergeven

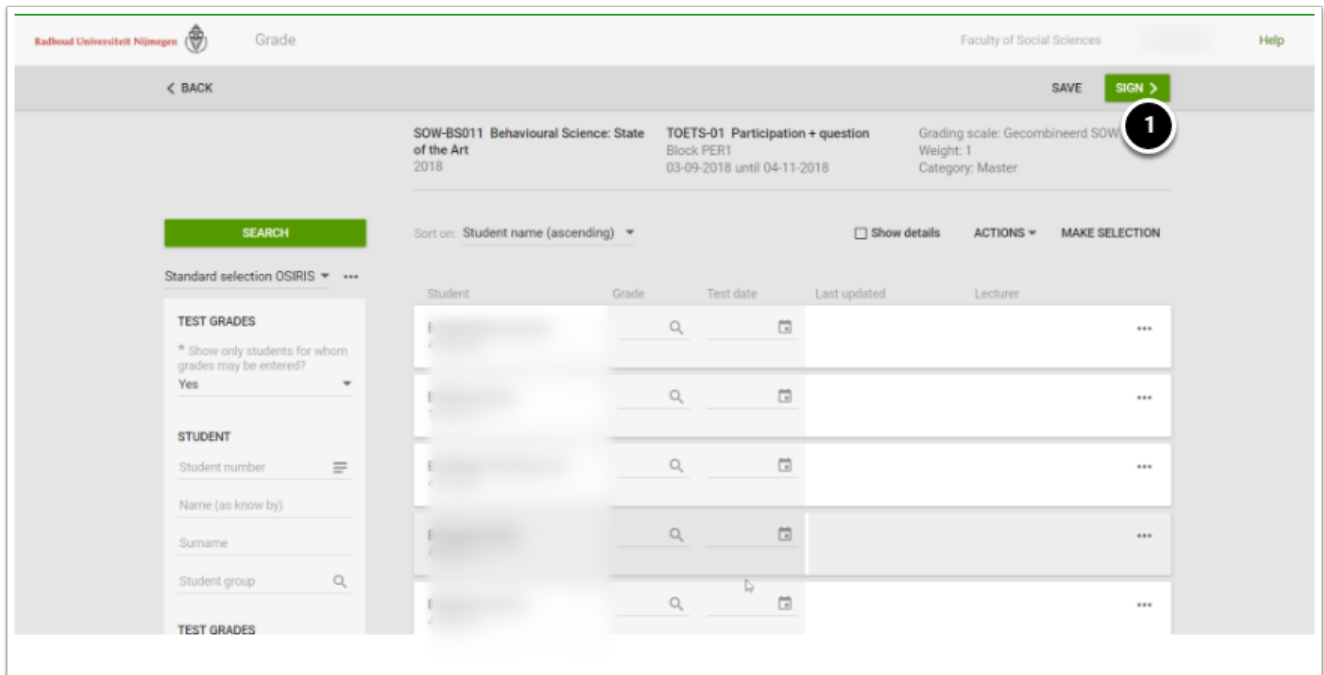
1. After clicking the "SIGN" button, in the screen will appear a notification stating that "The gradelist has been created successfully for x-rows". This means that the gradelist is now electronically sent to the faculty administration.
2. Now click on the .pdf file in the browser to open the grade list. To conform the grades, you have to print a paper version of the gradelist and sign it, and send it in hardcopy to the faculty administration. If you do not send the hard copy to the faculty administration, the grades you just entered will not be processed, and students will not be notified their obtained grades.

Werkinstructies

How to sign the submitted grades electronically?

The in OSIRIS submitted grades now can be signed electronically. The grades then will be automatically processed and visible for the student in OSIRIS Student. For this electronic signature the user needs a smartphone with the corresponding app. The teacher also needs to be registered as the user of the app to make sure the teacher is the actual submitter of the grades. You can compare this with online banking.

These work instructions will show how to sign the grades electronically.

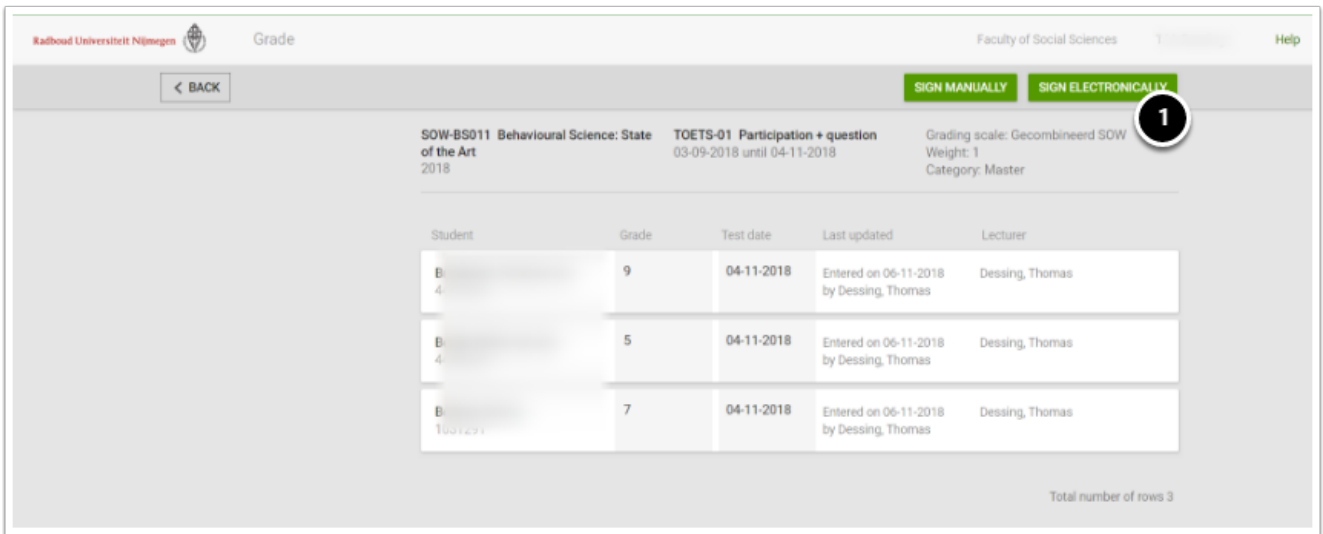


The screenshot displays the OSIRIS Grade management interface. At the top, it shows the Radboud University Nijmegen logo and the title 'Grade'. The page is for the 'Faculty of Social Sciences'. The main content area shows the course 'SOW-BS011 Behavioural Science: State of the Art 2018' and the test 'TOETS-01 Participation + question Block PER1' with a date range of '03-09-2018 until 04-11-2018'. The grading scale is 'Gecombineerd SOW', weight is '1', and category is 'Master'. A red circle with the number '1' highlights the 'SIGN >' button in the top right corner. Below this, there is a 'SEARCH' button and a 'Sort on: Student name (ascending)' dropdown. A table of student grades is displayed with columns for Student, Grade, Test date, Last updated, and Lecturer. The table contains five rows of student data, each with a search icon and a calendar icon. On the left side, there is a sidebar with 'Standard selection OSIRIS' and 'TEST GRADES' section, which includes a filter for 'Show only students for whom grades may be entered?' set to 'Yes'.

To sign the submitted grades electronically you proceed as follows:

1. After submitting the grades click the button "SIGN".

Werkinstructies

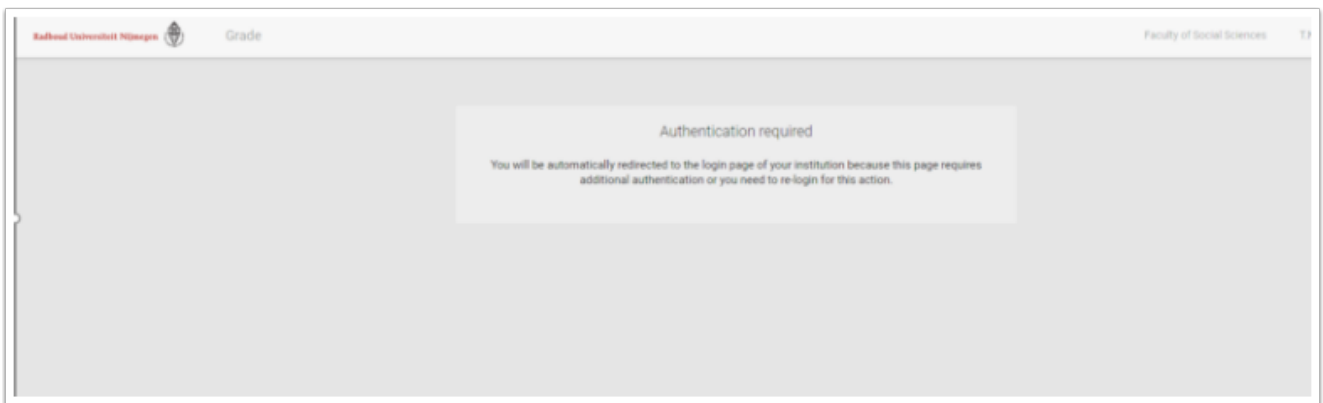


The screenshot shows the OSIRIS Grade page for the Faculty of Social Sciences. The page includes a header with the Radboud University Nijmegen logo, the word 'Grade', and a 'Help' link. Below the header, there are two buttons: 'SIGN MANUALLY' and 'SIGN ELECTRONICALLY'. The 'SIGN ELECTRONICALLY' button is highlighted with a red circle and the number 1. Below the buttons, there is a table with the following data:

Student	Grade	Test date	Last updated	Lecturer
B-4	9	04-11-2018	Entered on 06-11-2018 by Dessing, Thomas	Dessing, Thomas
B-4	5	04-11-2018	Entered on 06-11-2018 by Dessing, Thomas	Dessing, Thomas
B-1001231	7	04-11-2018	Entered on 06-11-2018 by Dessing, Thomas	Dessing, Thomas

Below the table, it says 'Total number of rows 3'.

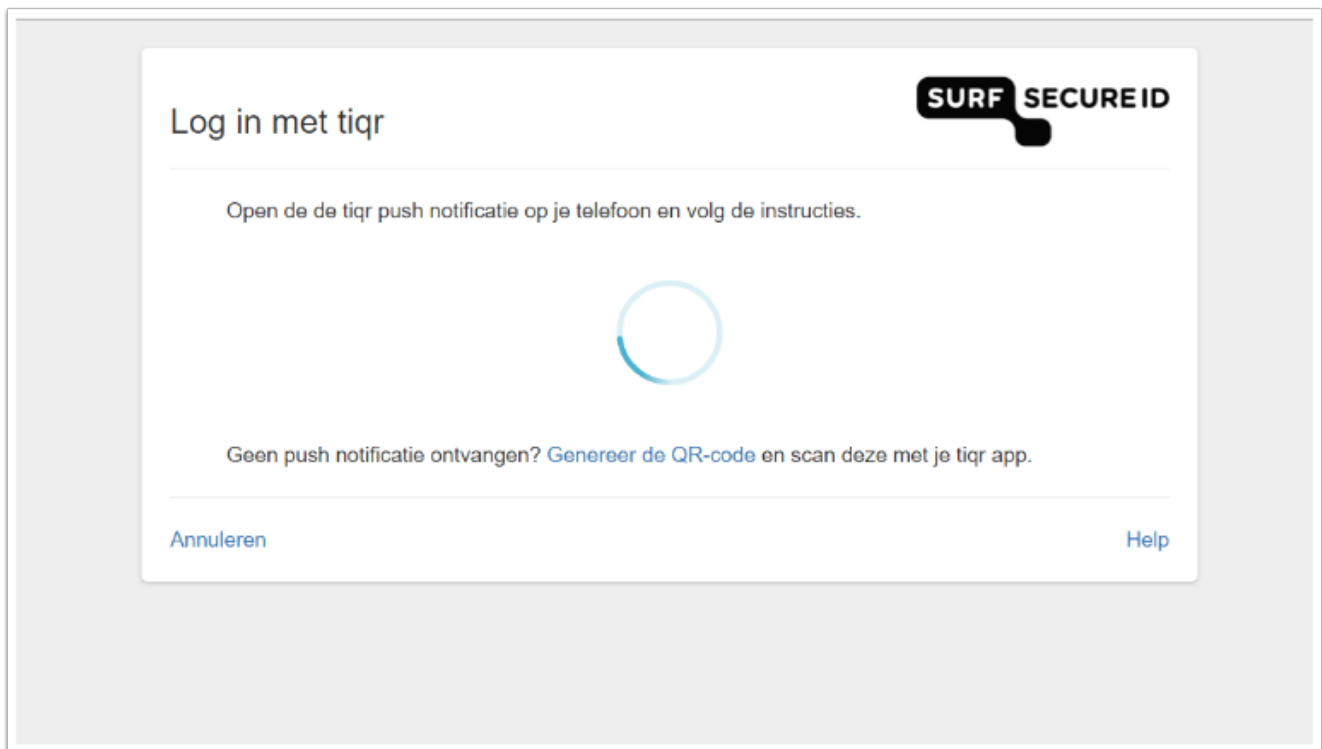
You can now click the button "SIGN ELECTRONICALLY"



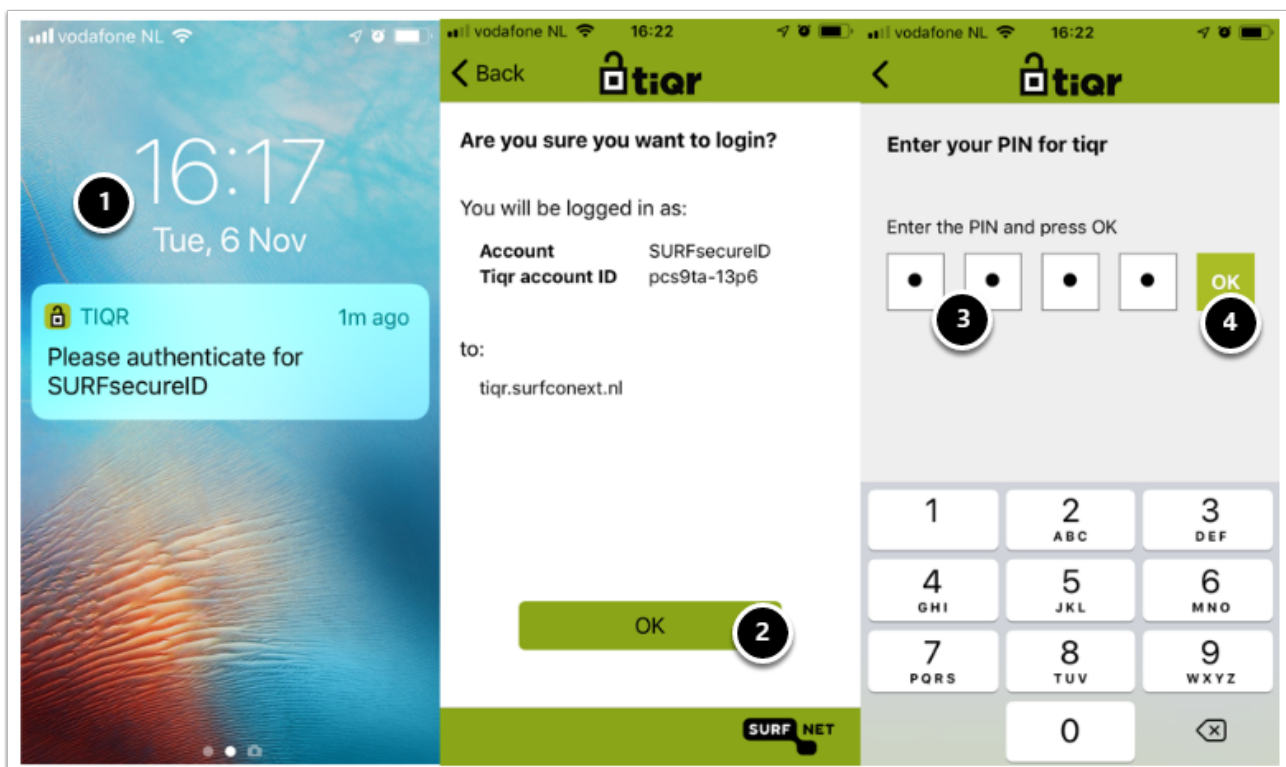
The screenshot shows the OSIRIS Grade page with an 'Authentication required' message. The message states: 'You will be automatically redirected to the login page of your institution because this page requires additional authentication or you need to re-login for this action.'

You will be redirected to the SURF page to set up the two factor authentication.

Werkinstructies



The screen above will appear in dutch, but meanwhile on your smartphone a message is prompted.



On your smartphone you do as follows:

Werkinstructies

1. Here you can see the push notification of the “Tiqr” app.
2. Select the notification by clicking it.
3. At the “Tiqr” screen you click the button “OK”.
4. Enter the four-digit code you chose by setting up the app. Click the button “OK”.

The screen of your tablet or PC will automatically go back to OSIRIS and it will show that the status of the just processed grades changed to “completed”. **This means that the grades are also visible to students on OSIRIS student. They also get a push notification at the student app about their just processed grades.**

If you didn’t get a push notification at your smartphone, do as follows:

You’ll still see the image below. Click the link “Genereer de QR-code”. Now the QR-code appears. Scan this code with your phone by selecting “scannen” at the “Tiqr” app. Just like step 4 you have to enter your four-digit code and click “OK” to process the grades (see step 4).



Now the QR-code appears. Scan this code with your phone by selecting “scannen” at the “Tiqr” app. Just like step 4 you have to enter your four-digit code and click “OK” to process the grades (see step 4).

Werkinstructies

Log in met tiqr



Scan deze QR code met je tiqr app.



Als je telefoon offline is moet je het [eenmalig wachtwoord invullen](#).

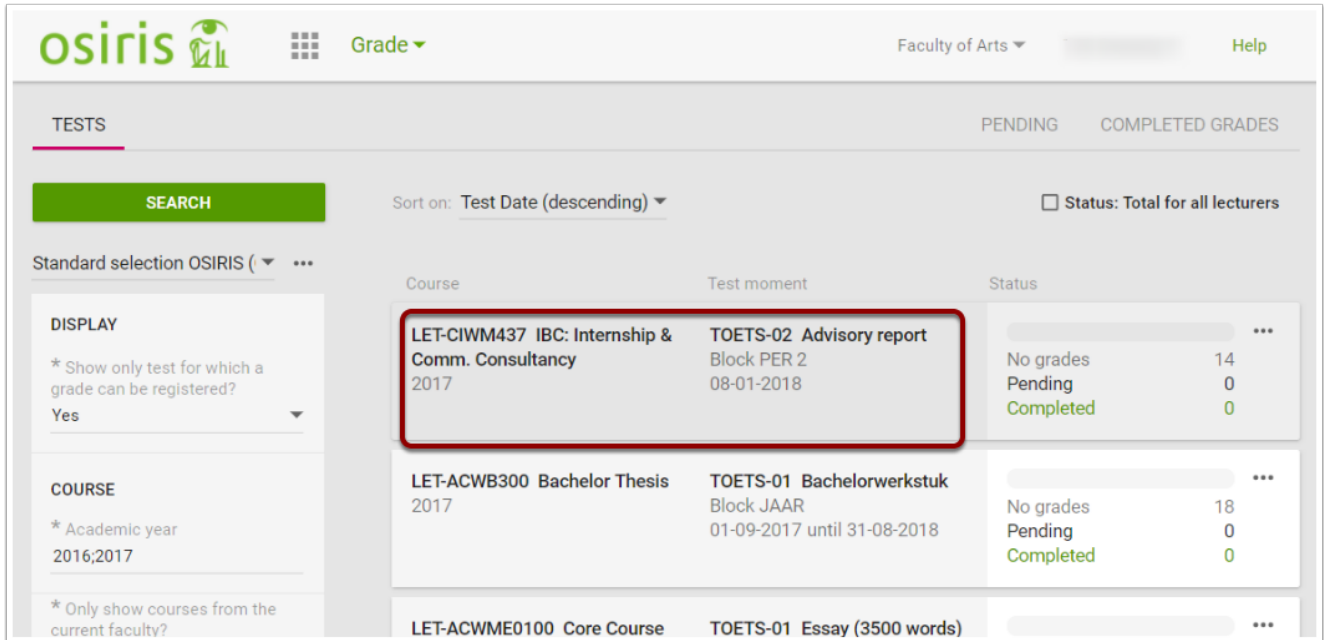
[Annuleren](#)

[Help](#)

How can I create a list of test candidates?

A teacher can create a list of candidates enrolled in the test. Optional grades can be entered in the list, and the list can be up-loaded afterwards, so the grades are added to OSIRIS.

Select the test you want to create a candidates list for

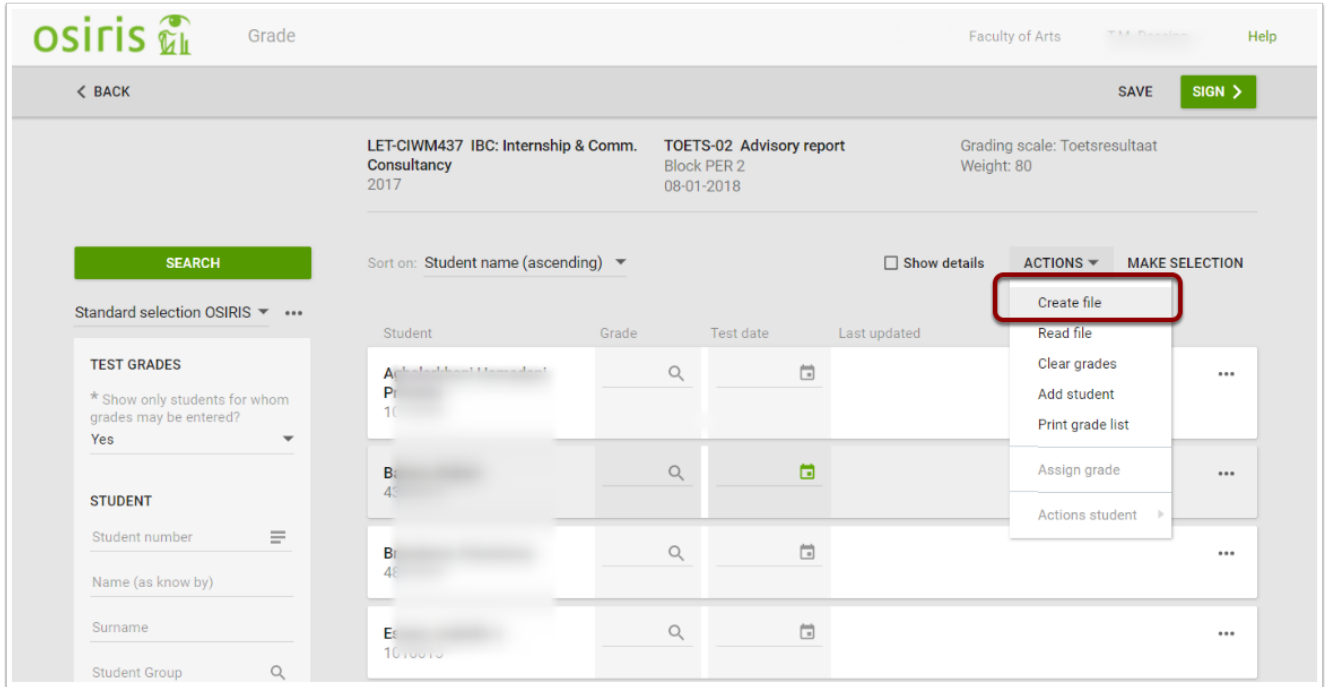


The screenshot shows the OSIRIS interface for the 'TESTS' section. The 'TESTS' tab is selected, and the 'SEARCH' button is visible. The 'Sort on' dropdown is set to 'Test Date (descending)'. The 'Status' checkbox is unchecked, indicating 'Total for all lecturers'. The 'DISPLAY' section has a filter for 'Show only test for which a grade can be registered?' set to 'Yes'. The 'COURSE' section has a filter for 'Academic year' set to '2016/2017'. The table below shows three test entries:

Course	Test moment	Status
LET-CIWM437 IBC: Internship & Comm. Consultancy 2017	TOETS-02 Advisory report Block PER 2 08-01-2018	No grades: 14 Pending: 0 Completed: 0
LET-ACWB300 Bachelor Thesis 2017	TOETS-01 Bachelorwerkstuk Block JAAR 01-09-2017 until 31-08-2018	No grades: 18 Pending: 0 Completed: 0
LET-ACWME0100 Core Course	TOETS-01 Essay (3500 words)	

Select the course - test you want to create a candidates list of, by clicking the badge.

Select action "Create file"

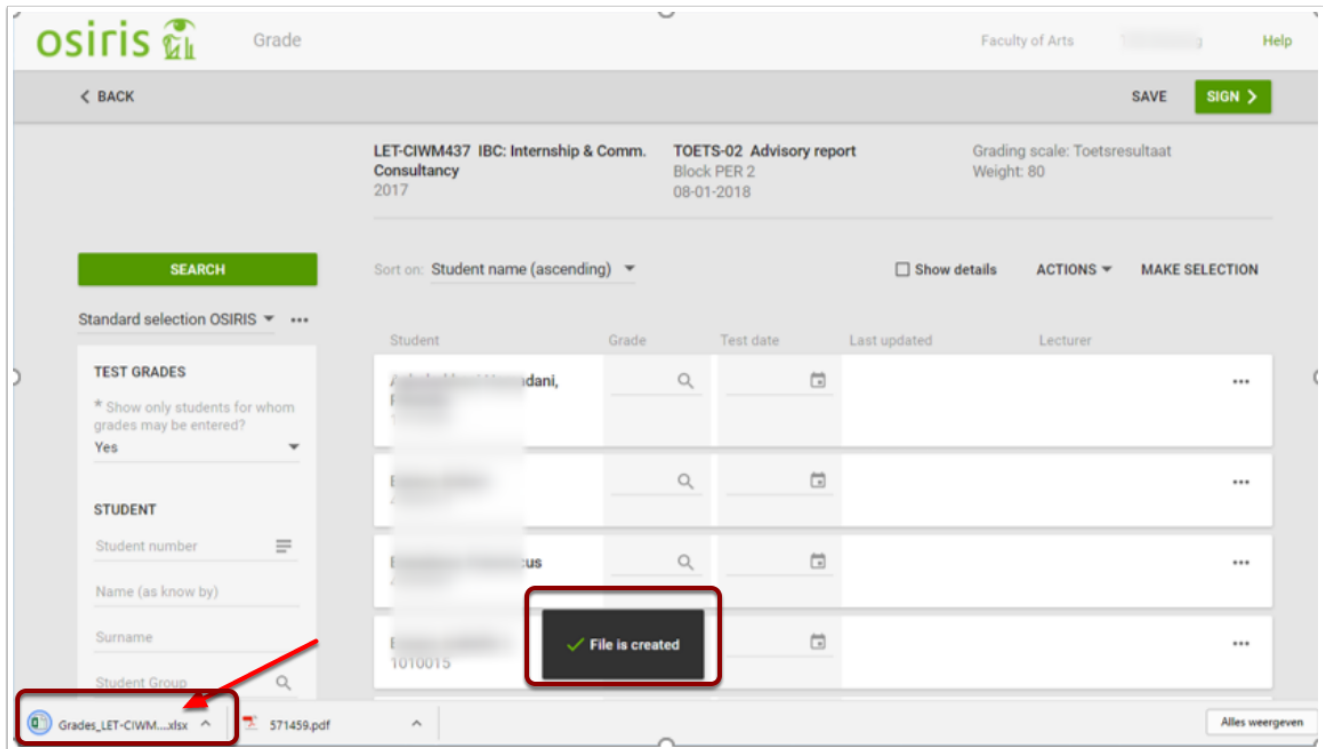


The screenshot shows the OSIRIS Grade management interface. At the top, there's a header with the OSIRIS logo, 'Grade', 'Faculty of Arts', and 'Help'. Below the header, there's a navigation bar with 'BACK', 'SAVE', and 'SIGN >'. The main content area displays course information: 'LET-CIWM437 IBC: Internship & Comm. Consultancy 2017', 'TOETS-02 Advisory report Block PER 2 08-01-2018', and 'Grading scale: Toetsresultaat Weight: 80'. On the left, there's a sidebar with a 'SEARCH' button and a 'Standard selection OSIRIS' dropdown. The main table lists students with columns for 'Student', 'Grade', 'Test date', and 'Last updated'. The 'ACTIONS' dropdown menu is open, showing options: 'Create file', 'Read file', 'Clear grades', 'Add student', 'Print grade list', 'Assign grade', and 'Actions student'. The 'Create file' option is highlighted with a red box.

Click the "ACTIONS" button, and select "Create file" from the drop down menu.

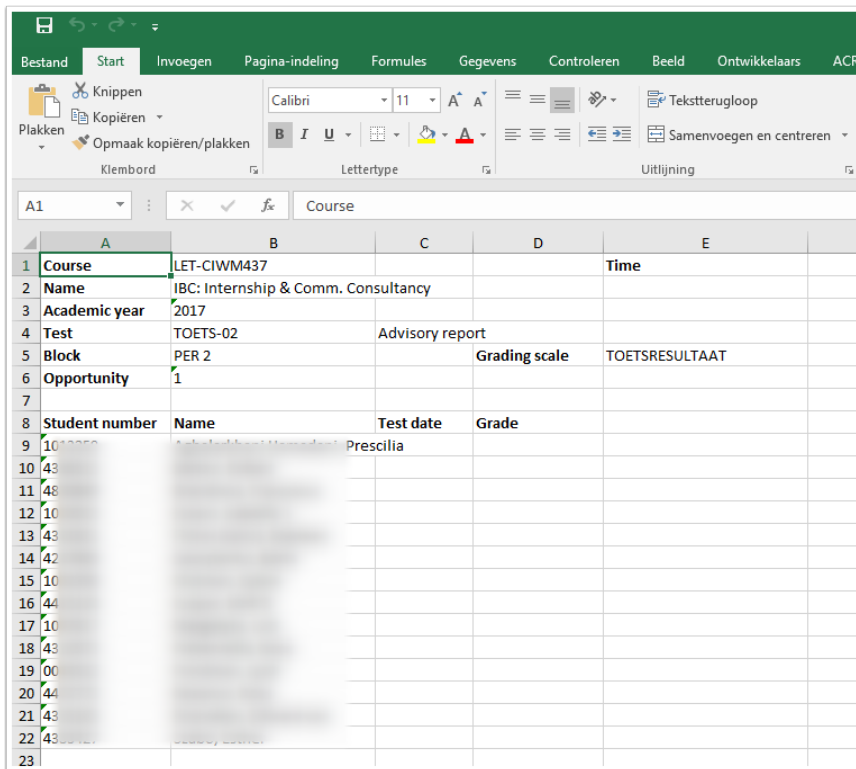
Werkinstructies

Download the created file of the candidates



In the screen a notification is prompted stating the file is created. Now click on the file (MS Excel format) to download it to your computer.

Werkinstructies



	A	B	C	D	E
1	Course	LET-CIWM437			Time
2	Name	IBC: Internship & Comm. Consultancy			
3	Academic year	2017			
4	Test	TOETS-02	Advisory report		
5	Block	PER 2	Grading scale		TOETSRESULTAAT
6	Opportunity	1			
7					
8	Student number	Name	Test date	Grade	
9	10350	Prescilia			
10	43				
11	48				
12	10				
13	43				
14	42				
15	10				
16	44				
17	10				
18	43				
19	00				
20	44				
21	43				
22	43				
23					

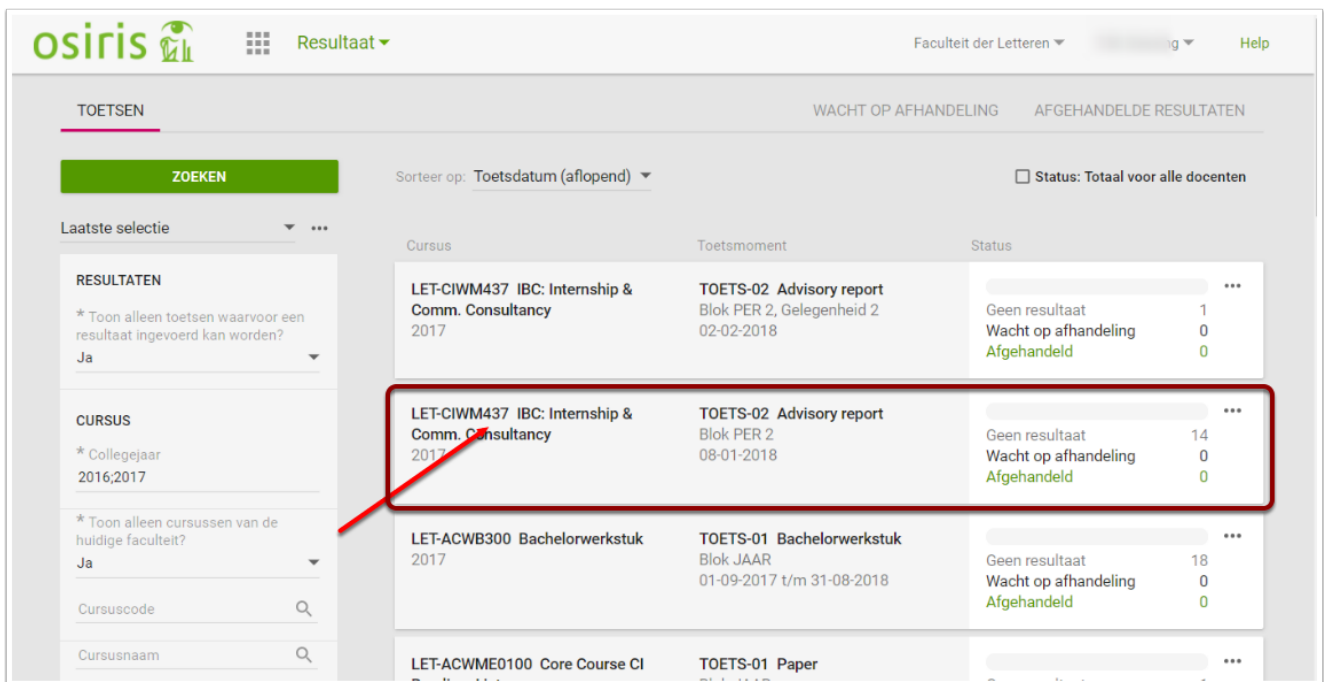
You can now open the MS Excel file, and optional fill in the grades and the grade dates of the test after each candidate. After saving the file it can be uploaded again. [See the next instruction.](#)

Werkinstructies

Hoe kan ik een excellijst met deelnemers van de toets maken om resultaten mee in te lezen?

Het is mogelijk om een excellijst te maken van de deelnemers van een toets. In die excellijst kan dan het resultaat voor een toets worden gezet. Daarna is het mogelijk om de lijst met resultaten weer in te lezen. In deze werkinstructie wordt beschreven hoe dit in zijn werk gaat.

Selecteer de toets



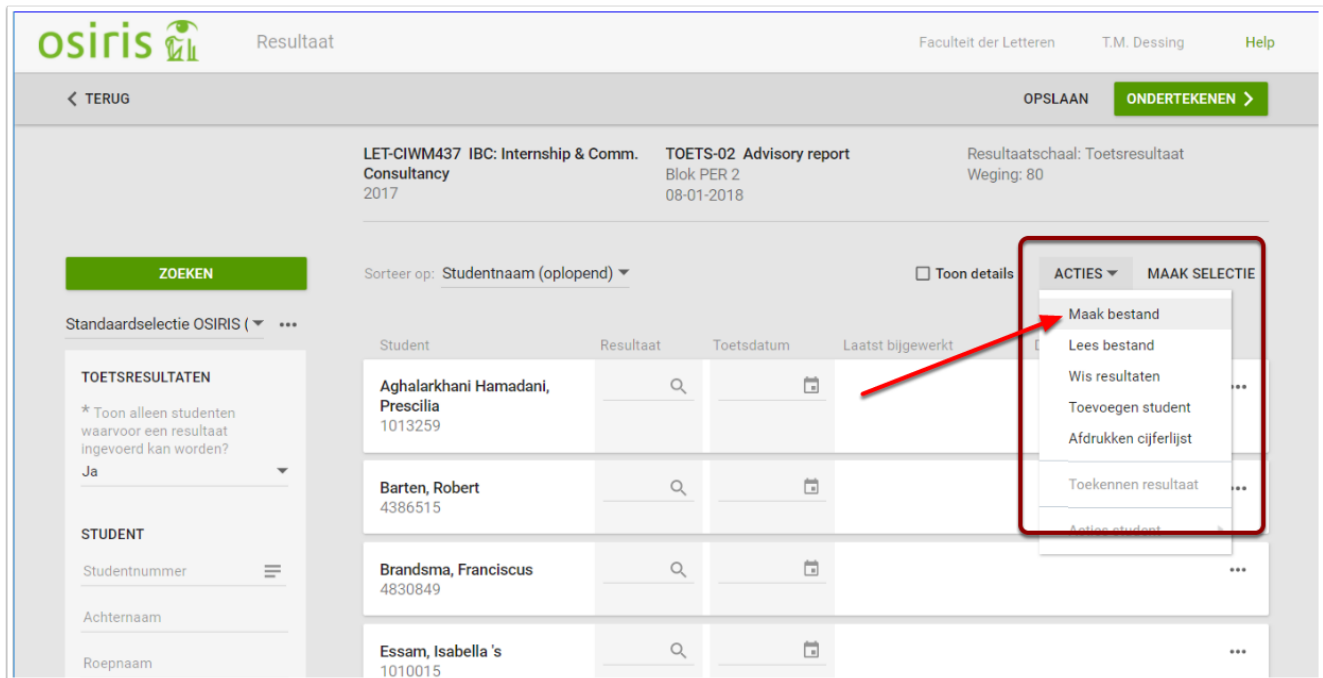
The screenshot shows the OSIRIS Resultaat interface. On the left, there are filters for 'RESULTATEN' and 'CURSUS'. The main table lists exams with columns for 'Cursus', 'Toetsmoment', and 'Status'. The second row is highlighted with a red box, and a red arrow points to the 'TOETS-02 Advisory report' column.

Cursus	Toetsmoment	Status
LET-CIWM437 IBC: Internship & Comm. Consultancy 2017	TOETS-02 Advisory report Blok PER 2, Gelegenheid 2 02-02-2018	Geen resultaat: 1 Wacht op afhandeling: 0 Afgehandeld: 0
LET-CIWM437 IBC: Internship & Comm. Consultancy 2017	TOETS-02 Advisory report Blok PER 2 08-01-2018	Geen resultaat: 14 Wacht op afhandeling: 0 Afgehandeld: 0
LET-ACWB300 Bachelorwerkstuk 2017	TOETS-01 Bachelorwerkstuk Blok JAAR 01-09-2017 t/m 31-08-2018	Geen resultaat: 18 Wacht op afhandeling: 0 Afgehandeld: 0
LET-ACWME0100 Core Course CI	TOETS-01 Paper	

Selecteer de toets waarvan je een excel lijst wil maken door op de toets te klikken.

Werkinstructies

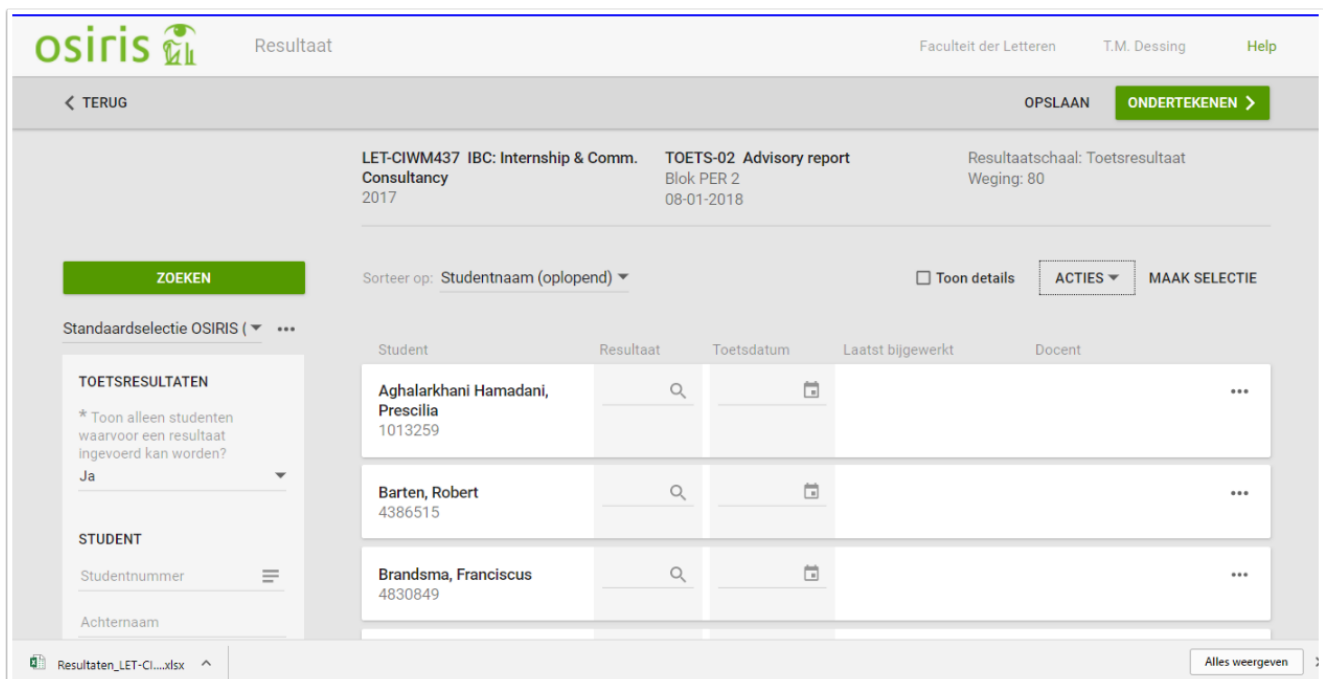
Maak het bestand



The screenshot shows the OSIRIS Resultaat interface. On the left, there are filters for 'TOETSRESULTATEN' and 'STUDENT'. The main table lists students with columns for 'Student', 'Resultaat', 'Toetsdatum', and 'Laatst bijgewerkt'. A red box highlights the 'ACTIES' dropdown menu, which is open, showing options: 'Maak bestand', 'Lees bestand', 'Wis resultaten', 'Toevoegen student', 'Afdrukken cijferlijst', and 'Toekennen resultaat'. A red arrow points to the 'Maak bestand' option.

Klik op de knop "ACTIES" en selecteer de optie "Maak bestand".

Download het bestand

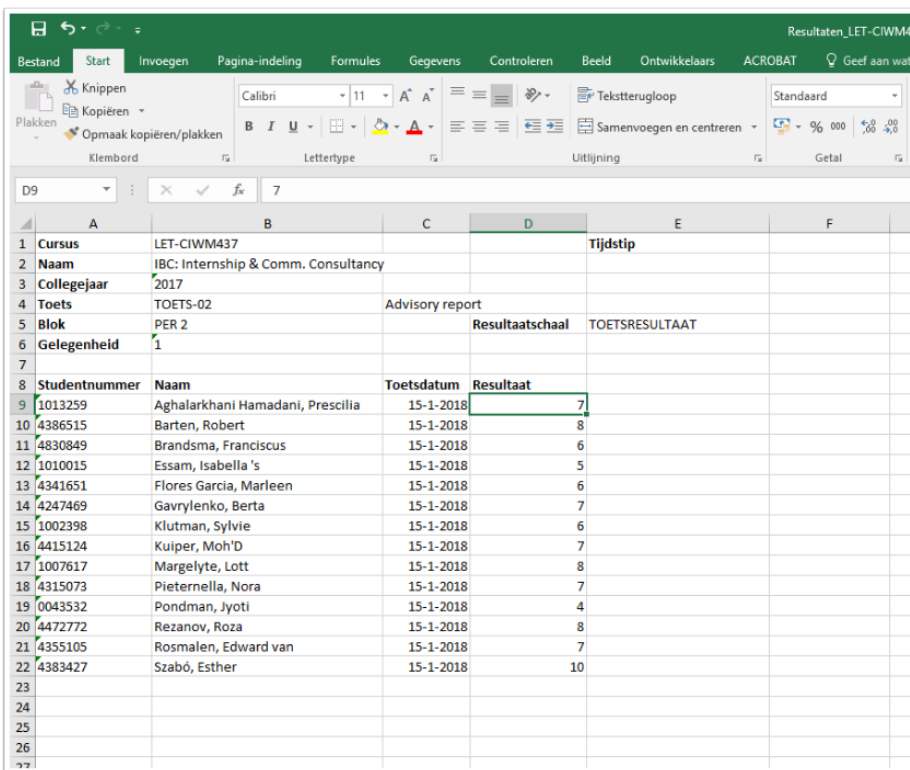


The screenshot shows the OSIRIS Resultaat interface after the 'Maak bestand' action. The main table now includes a 'Docent' column. At the bottom left, a download icon and the filename 'Resultaten_LET-CIWM437.xlsx' are visible. At the bottom right, there is a button labeled 'Alles weergeven'.

Werkinstructies

Afhankelijk van de browser wordt nu getoond dat het bestand kan worden gedownload. in bovenstaand voorbeeld (van Google Chrome) wordt het bestand in de balk linksonder in de browser getoond. Klik op het bestand om het te openen. Het bestand zal nu worden geopend. de bestandsnaam zal bestaan uit de titel van de cursus en de naam van de toets. In bovenstaand voorbeeld is dat: **'Resultaten_LET-CIWM437_Advisory_report15-01-2018_1715.xlsx'**

❗ Let op: het bestand bevat een aantal rijen die ongewijzigd moeten blijven om het bestand weer in te kunnen lezen.



	A	B	C	D	E	F
1	Cursus	LET-CIWM437			Tijdstip	
2	Naam	IBC: Internship & Comm. Consultancy				
3	Collegejaar	2017				
4	Toets	TOETS-02	Advisory report			
5	Blok	PER 2		Resultaatschaal	TOETSRESULTAAT	
6	Gelegenheid	1				
7						
8	Studentnummer	Naam	Toetsdatum	Resultaat		
9	1013259	Aghalarkhani Hamadani, Prescilia	15-1-2018	7		
10	4386515	Barten, Robert	15-1-2018	8		
11	4830849	Brandsma, Franciscus	15-1-2018	6		
12	1010015	Essam, Isabella's	15-1-2018	5		
13	4341651	Flores Garcia, Marleen	15-1-2018	6		
14	4247469	Gavrylenko, Berta	15-1-2018	7		
15	1002398	Klutman, Sylvie	15-1-2018	6		
16	4415124	Kuiper, Moh'D	15-1-2018	7		
17	1007617	Margelyte, Lott	15-1-2018	8		
18	4315073	Pieterella, Nora	15-1-2018	7		
19	0043532	Pondman, Jyoti	15-1-2018	4		
20	4472772	Rezanov, Roza	15-1-2018	8		
21	4355105	Rosmalen, Edward van	15-1-2018	7		
22	4383427	Szabó, Esther	15-1-2018	10		
23						
24						
25						
26						

Bovenstaand een voorbeeld van een bestand dat ingelezen kan worden. Toetsdatum en resultaat kunnen in excel worden ingevuld. Sla het document vervolgens weer op als een .xlsx file en het kan weer worden ingelezen.

❗ Let op: wanneer je het eindresultaat wil berekenen uit een aantal deelresultaten in een excelsheet, let er dan op dat in de kolom met het eindresultaat (kolomkop "Resultaat" er geen formules staan, maar een echt cijfer. Als er een formule staat zal OSIRIS bij het inlezen van het resultaat een fout geven.



Werkinstructies

Werkinstructies

How can I upload a file with grades?

In the [previous instruction](#) was described how to create a file with candidates for a test. In the current instruction I described how to upload a file in which the grades are added.

- ❗ Uploading a file with grades is only possible when the file is in the MS Excel '.xlsx' format. Also the layout of the file should be exactly the same as shown in this instruction. If it is not, the upload of the file will lead to errors. To create a file in this format and layout, [see the previous instructions](#). worden gemaakt zie daarvoor [de vorige werkinstructie](#). Please note that you do not change the values in the fields in the heading of the layout (Red rectangular), for that may cause errors when the file is uploaded. Also note that cells in the column to which the grades are added ("Grade"), does not contain formulas, but only has values in the cells. When this column contains formulas, uploading will cause errors.

Werkinstructies

Adding grades to the excel file

1	Course	LET-CIWM437								Time
2	Name	IBC: Internship & Comm. Consultancy								
3	Academic year	2017								
4	Test	TOETS-02	Advisory report							
5	Block	PER 2	Grading scale							TOETSRESULTAAT
6	Opportunity	1								
7										
8	Student number	Name	Test date	Grade						
9	101259	Abelaskhani Mamedani, Prescilia	15-1-2018	4						
10	43		15-1-2018	7						
11	48		15-1-2018	6						
12	10		15-1-2018	7						
13	43		15-1-2018	6						
14	42		15-1-2018	5						
15	10		15-1-2018	7						
16	44									
17	10									
18	43		15-1-2018	8						
19	00		15-1-2018	6						
20	44		15-1-2018	4						
21	43									
22	43									
23										
24										
25										
26										
27										
28										
29										
30										

The file you can add the grades to, looks like the above. The column "Test date" you can fill in the date of the test ([see instruction on how to enter grades for the requirements the dates have to meet](#)). In the column "Grade" you can add the grade for each candidate.



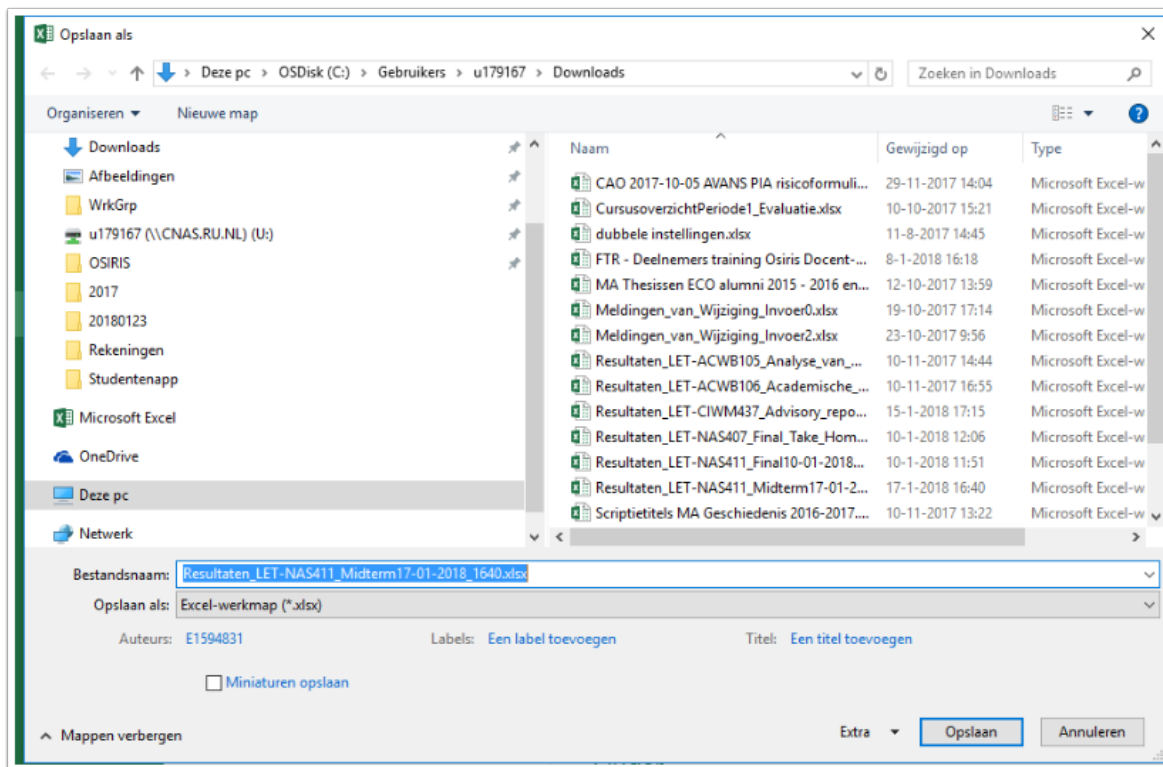
It is not required to fill in a grade for each student, you can also leave the grades for students blank if they did not (yet) show up. You can also give candidates that did not show up the grade "ND" (So show).



If you use an Excel function to aggregate different sections of the test you might end up with a grade consisting of decimals. OSIRIS will accept only a limited number of decimals, depending on the grading scale of the test that is set in the course. Use the Excel function "=**ROUND**" to round the outcome of the aggregation to the maximum number of decimals allowed for the test.

Werkinstructies

Saving the file

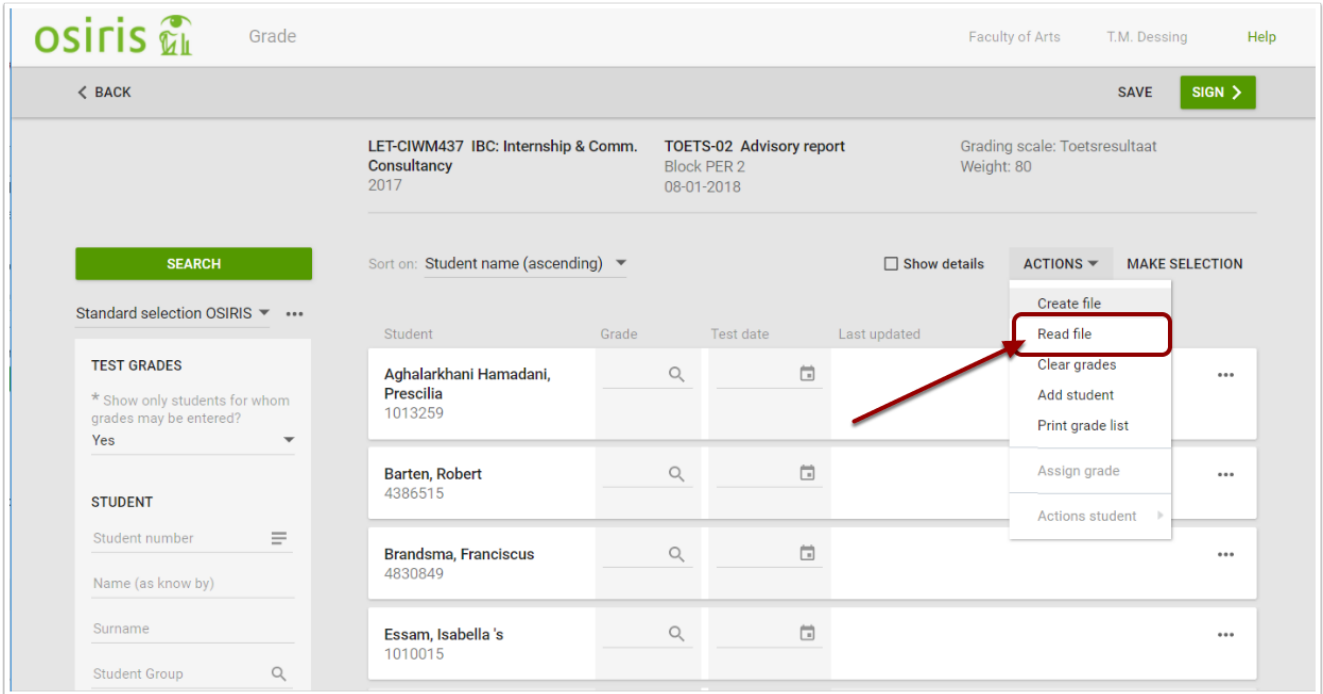


After you have entered the grades in the file, you can save it on your computer. OSIRIS will create a name for the file which contains some characteristics of the course and test. In the example above : "Grades_LET-CIWM437_Advisory_report19-01-2018_1422.xlsx".

- ⚠ Please be careful with files containing data of students. Try to minimize the number of files you keep in your computer, and always save files to your personal share of the network. Do not save files to USB sticks in order to decrease the chance of a data security issue. Keep in mind that the safest place for students data is OSIRIS!

Werkinstructies

Read the file



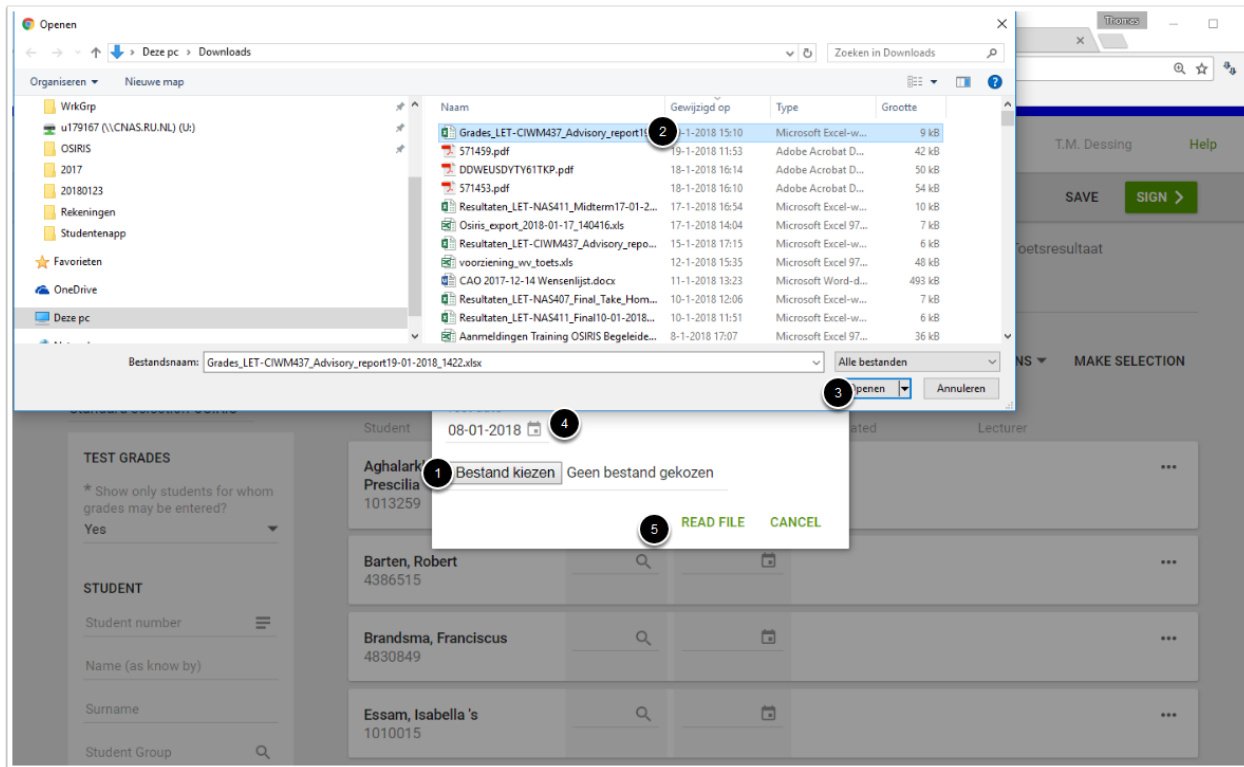
The screenshot shows the OSIRIS Grade management interface. The top bar includes the OSIRIS logo, the word 'Grade', and user information (Faculty of Arts, T.M. Dessing, Help). Below the top bar, there are buttons for 'BACK', 'SAVE', and 'SIGN >'. The main content area displays a table of students with columns for Student, Grade, Test date, and Last updated. A red box highlights the 'Read file' option in the 'ACTIONS' dropdown menu, with a red arrow pointing to it.

Student	Grade	Test date	Last updated
Aghalarkhani Hamadani, Prescilia 1013259			
Barten, Robert 4386515			
Brandsma, Franciscus 4830849			
Essam, Isabella 's 1010015			

Now that you have saved the file with the grades on the test, you can upload it.

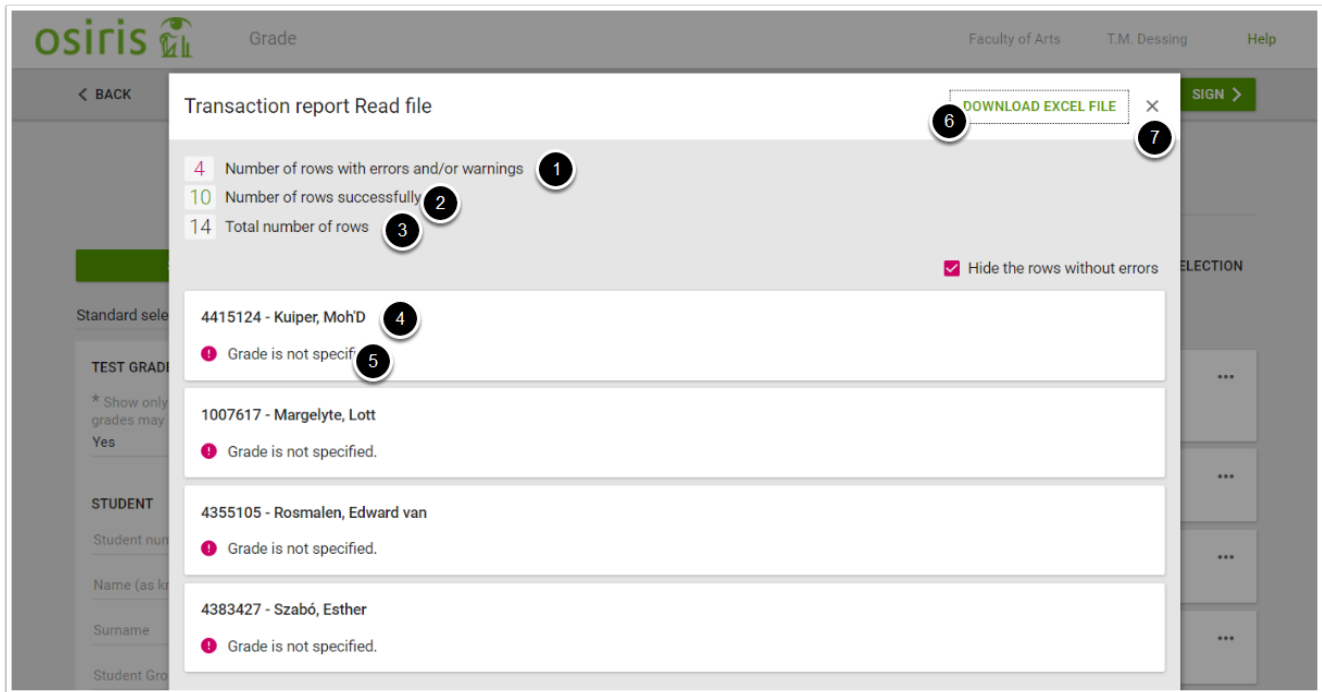
Werkinstructies

Select the file



1. Select the file you just saved by clicking the button "bestand kiezen".
2. Select the file you just saved on your computer
3. Click the button "Open"
4. Optional you can add the testdate (this is not obligatory, the date in the excelsheet will be uploaded)
5. Now click the "READ FILE" button

Read the

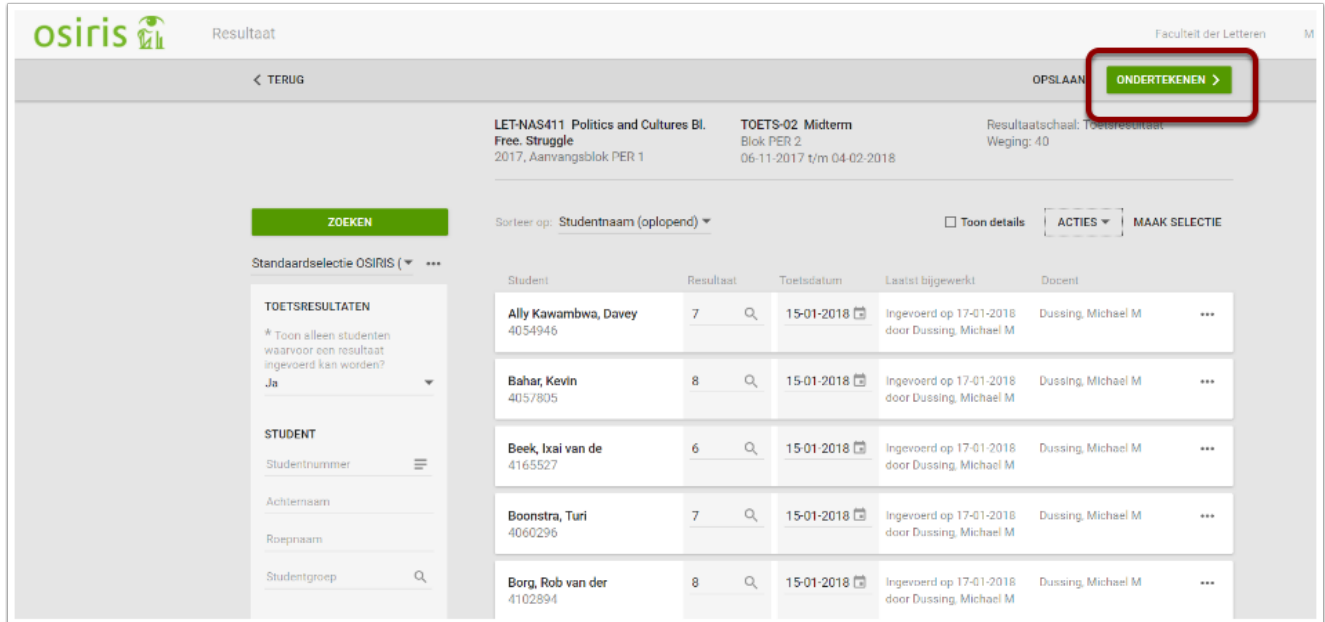


After the file read proces a "Transaction report" will be shown. with the reault of the read file action. You will see:

1. the number of rows in the file that was uploaded that has caused errors of warnings.
2. the number of rows that were processed succesfully
3. the total number of rows
4. the name of the students which the upload caused errors of warnings for
5. the description of the error or warning for each row
6. a button to export a ezxcelfile with al the errors and warnings. This may come in handy when you have a large numer of errors and warnings, so you can analyse them in excel.
7. Close button to close the transaction report.

Werkinstructies

Signing the gradelist



The screenshot shows the OSIRIS Resultaat page for the course LET-NAS411 Politics and Cultures Bl. Free. Struggle. The page displays a table of student results for the TOETS-02 Midterm. The 'ONDERTEKENEN' button is highlighted with a red box.

TOETS-02 Midterm
Blok PER 2
06-11-2017 t/m 04-02-2018

Resultaatschaal: Toetsresultaat
Weging: 40

ONDERTEKENEN >

Sorteer op: Studentnaam (oplopend) ▼

☐ Toon details

ACTIES ▼

MAAK SELECTIE

Student	Resultaat	Toetsdatum	Laatst bijgewerkt	Docent
Ally Kawambwa, Davey 4054946	7	15-01-2018	Ingevoerd op 17-01-2018 door Dussing, Michael M	Dussing, Michael M
Bahar, Kevin 4057805	8	15-01-2018	Ingevoerd op 17-01-2018 door Dussing, Michael M	Dussing, Michael M
Beek, Ixai van de 4165527	6	15-01-2018	Ingevoerd op 17-01-2018 door Dussing, Michael M	Dussing, Michael M
Boonstra, Turi 4060296	7	15-01-2018	Ingevoerd op 17-01-2018 door Dussing, Michael M	Dussing, Michael M
Borg, Rob van der 4102894	8	15-01-2018	Ingevoerd op 17-01-2018 door Dussing, Michael M	Dussing, Michael M

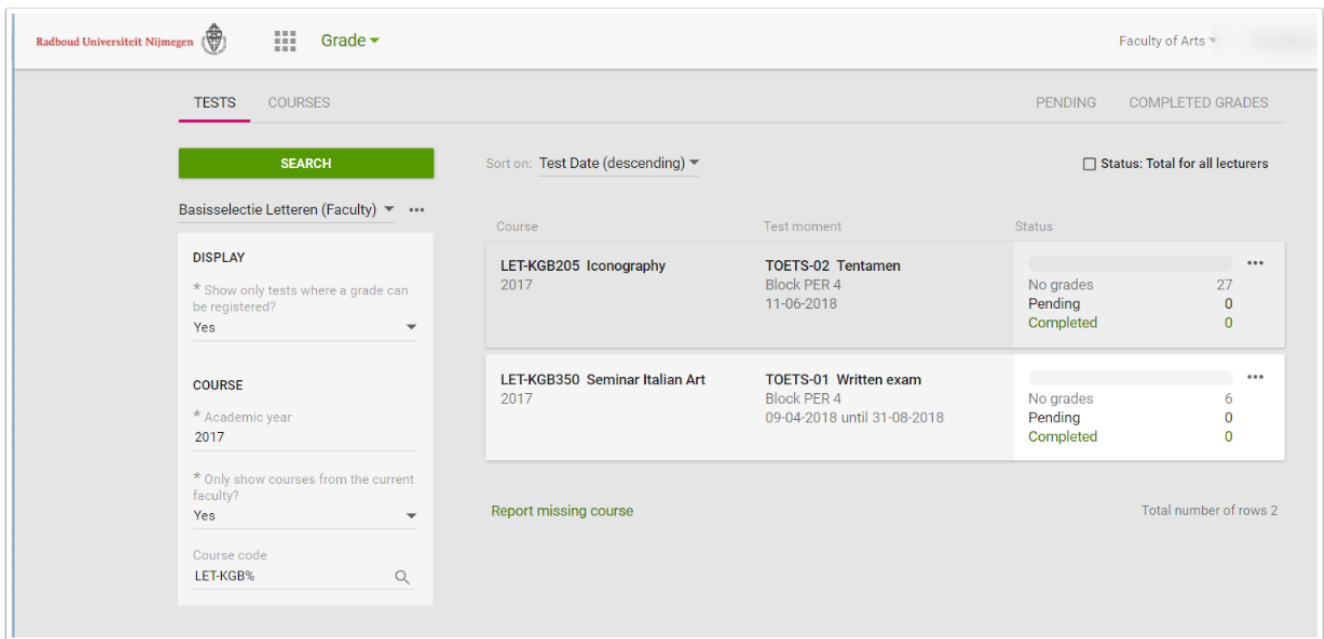
Now click on the "SIGN" button to sign the grades you just uploaded. [See previous instructions.](#)

Werkinstructies

How can I add a student to a list of candidates?

A teacher can add a student that was not registered for a test, to the list of test candidates. However, not every department allows teachers to do so. Students are supposed to register for tests in advance, so that the entry requirements for the test can be checked by OSIRIS.

Select the course



The screenshot shows the OSIRIS Teacher - Advisor interface. The top navigation bar includes the Radboud University Nijmegen logo, a 'Grade' dropdown, and the 'Faculty of Arts' selection. The main interface is divided into 'TESTS' and 'COURSES' tabs, with 'TESTS' currently selected. A green 'SEARCH' button is prominent. Below the search bar, there are filters for 'Basisselectie Letteren (Faculty)' and 'DISPLAY' options. The 'DISPLAY' section includes checkboxes for 'Show only tests where a grade can be registered?' and 'Only show courses from the current faculty?'. The 'COURSE' section shows the academic year '2017' and a search for 'Course code LET-KGB%'. The main table displays two courses with their respective test moments and status counts. The status counts are: No grades, Pending, and Completed.

Course	Test moment	Status
LET-KGB205 Iconography 2017	TOETS-02 Tentamen Block PER 4 11-06-2018	No grades: 27 Pending: 0 Completed: 0
LET-KGB350 Seminar Italian Art 2017	TOETS-01 Written exam Block PER 4 09-04-2018 until 31-08-2018	No grades: 6 Pending: 0 Completed: 0

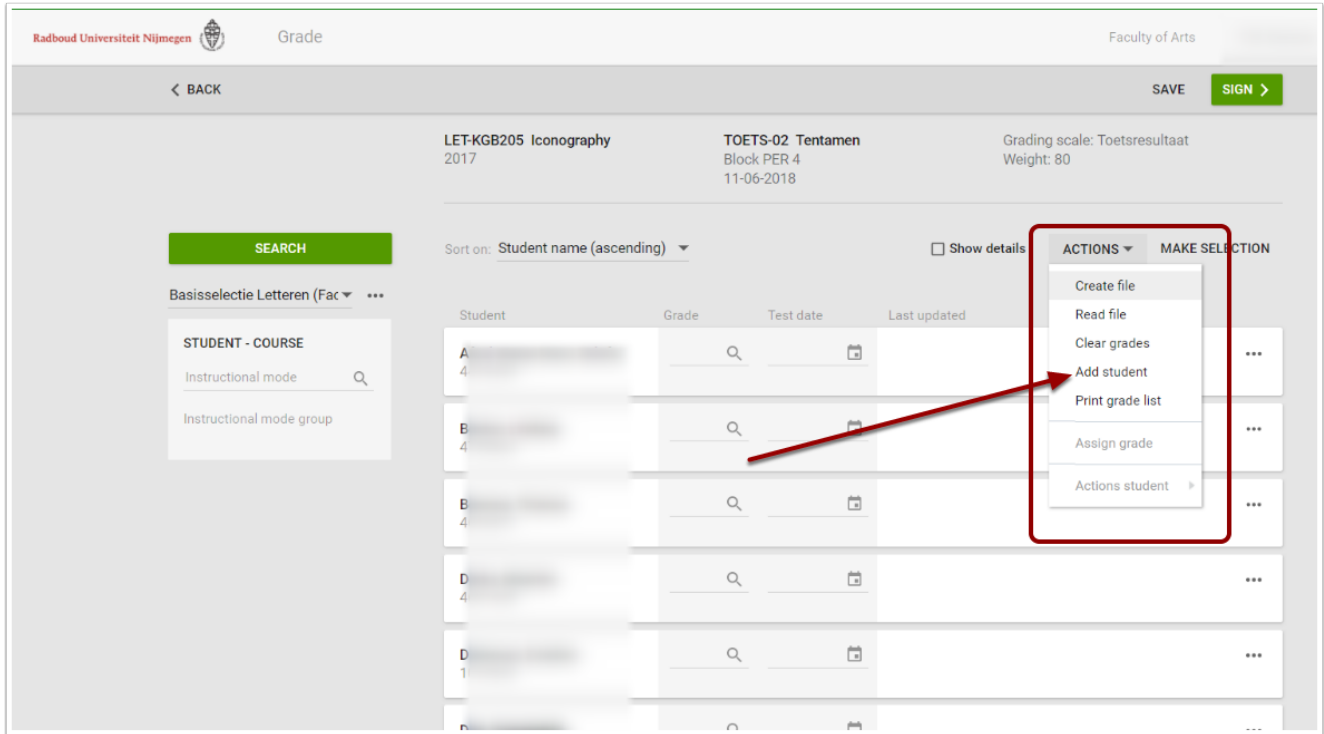
Report missing course

Total number of rows 2

Select the course / test you want to add the student to.

Werkinstructies

Select the action "Add student"



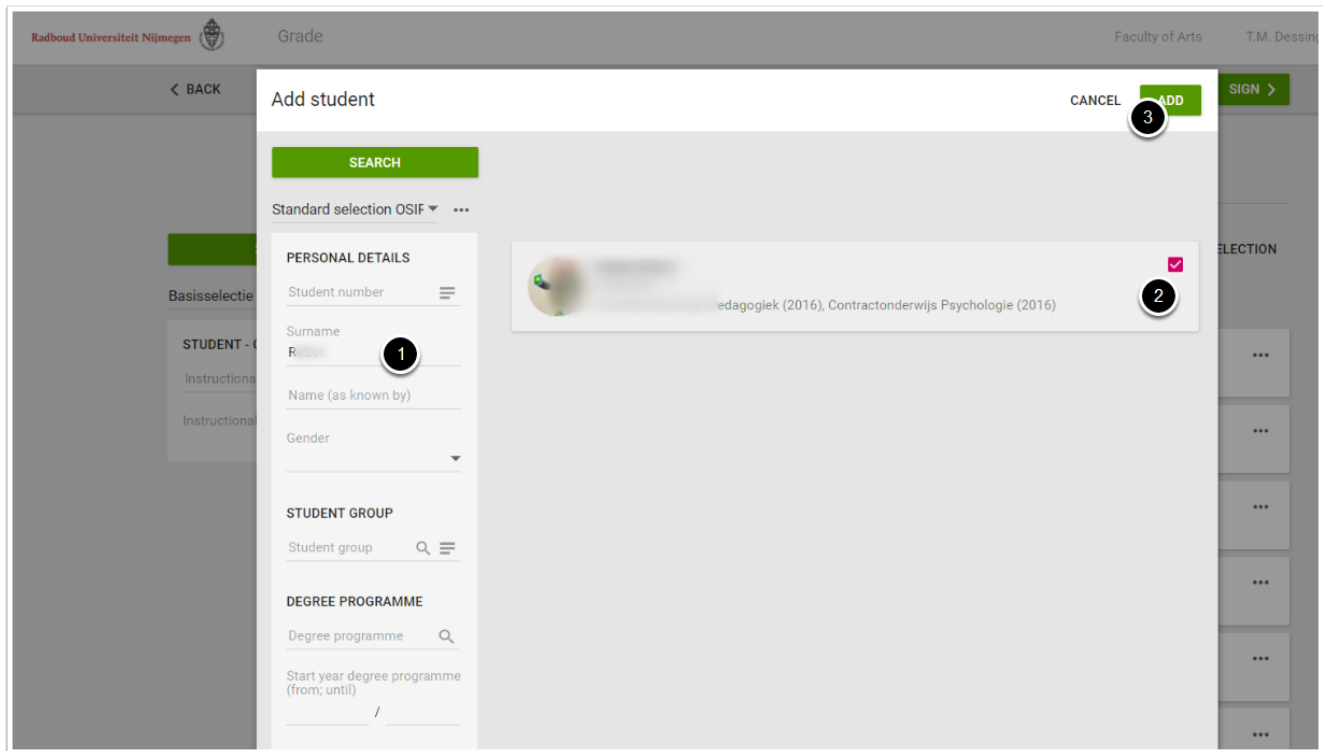
The screenshot displays the OSIRIS Grade management interface. At the top, the Radboud University Nijmegen logo and the word "Grade" are visible. The interface includes a "SEARCH" button and a "STUDENT - COURSE" section. The main area shows a table of students with columns for Student, Grade, Test date, and Last updated. A red box highlights the "ACTIONS" dropdown menu, which contains the following options: Create file, Read file, Clear grades, Add student, Print grade list, Assign grade, and Actions student. A red arrow points to the "Add student" option.

Select the action link "Add student" from the action menu.

! Note that only the department that allows teachers to add students to the list, have this option.

Werkinstructies

Select the student you want to add to the list



1. Perform a search to look up the student you want to add to the list.
2. select the checkbox at the right end of the 'badge' with the student name
3. click the green "ADD" button.



If you have selected more than one student in the search you have performed, then you can add all students at once, by selecting all the checkboxes, and then press the ADD button.



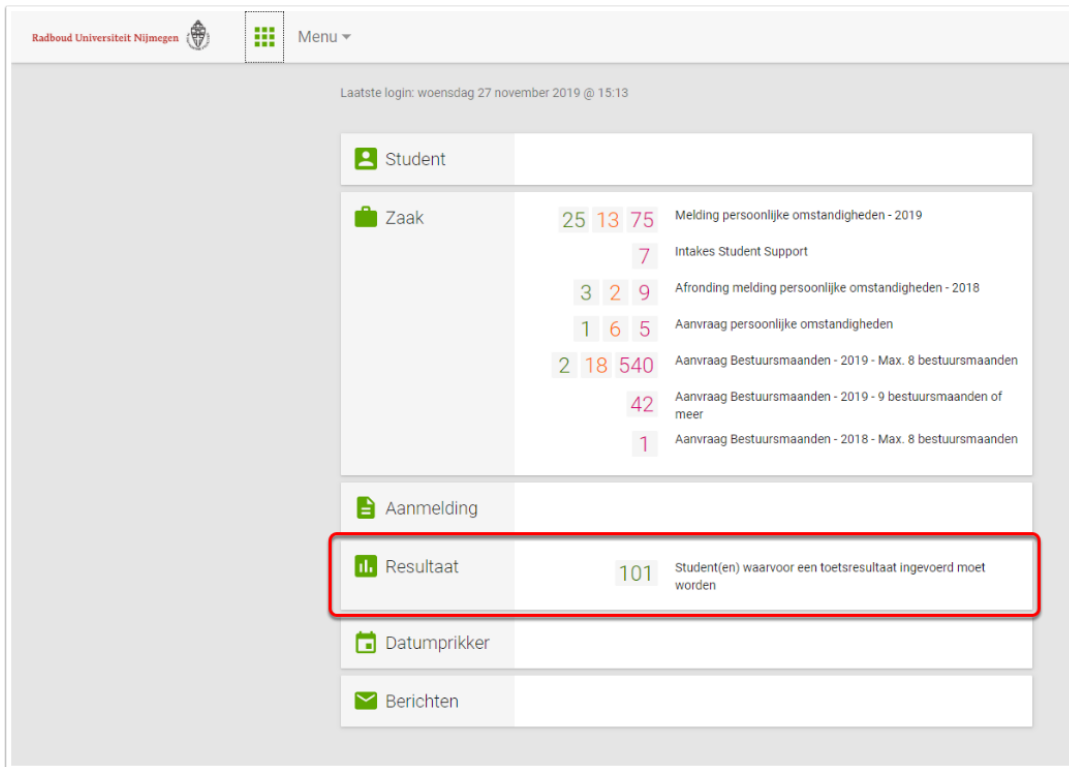
If a student is on the list be aware of the fact that this might have a reason. Perhaps the student did not meet the entry requirements when he tried to register for the test in the first place. By adding the student afterwards, you might bypass these entry requirements, set in the course. Consider when you decide to add the student, that you are ignoring these entry requirements, for the student.

Werkinstructies

How can I update a grade I already signed?

Definitive grades can be corrected up to a **maximum of 15 days after the original (elektronic) signature**. This instruction shows how to do this.

Go to: > Grade [Resultaat]



The screenshot shows the dashboard of Radboud University Nijmegen. The top navigation bar includes the university logo and a 'Menu' dropdown. Below the navigation bar, the user's last login is displayed: 'Laatste login: woensdag 27 november 2019 @ 15:13'. The main content area is divided into several sections. The 'Student' section is at the top. Below it is the 'Zaak' (Case) section, which contains a list of cases with their respective grades. The 'Aanmelding' (Registration) section is below that. The 'Resultaat' (Grade) section is highlighted with a red box and shows a grade of 101. The 'Datumprikker' (Calendar) and 'Berichten' (Messages) sections are at the bottom.

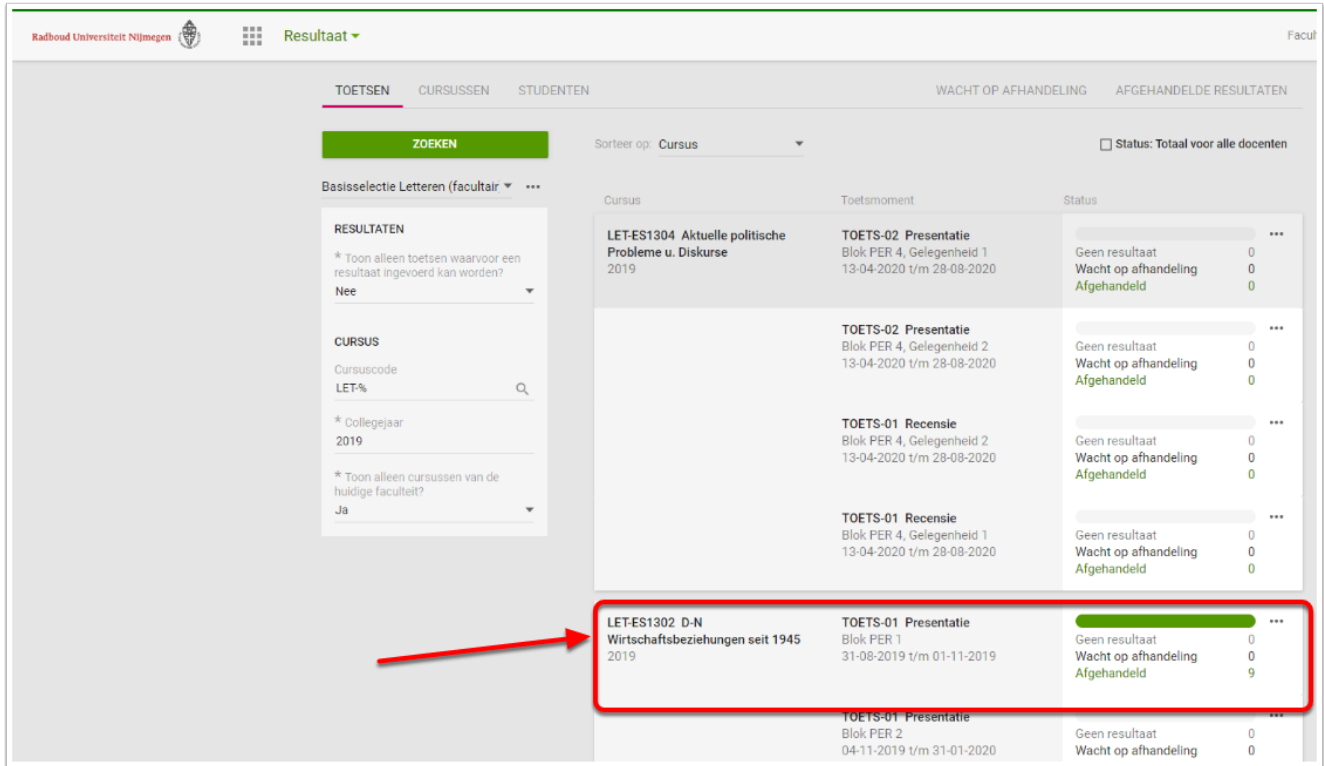
Student	Grade	Description
Melding persoonlijke omstandigheden - 2019	25 13 75	
Intakes Student Support	7	
Afronding melding persoonlijke omstandigheden - 2018	3 2 9	
Aanvraag persoonlijke omstandigheden	1 6 5	
Aanvraag Bestuursmaanden - 2019 - Max. 8 bestuursmaanden	2 18 540	
Aanvraag Bestuursmaanden - 2019 - 9 bestuursmaanden of meer	42	
Aanvraag Bestuursmaanden - 2018 - Max. 8 bestuursmaanden	1	

Resultaat	Grade	Description
Student(en) waarvoor een toetsresultaat ingevoerd moet worden	101	

Click on the badge 'Grade' in the dashboard.

Werkinstructies

Find the course [cursus] for which you want to change grades.



Radoud Universiteit Nijmegen Resultaat

TOETSEN CURSUSSEN STUDENTEN WACHT OP AFHANDELING AFGEHANDELDE RESULTATEN

ZOEKEN

Sorteer op: Cursus

Status: Totaal voor alle docenten

Basisselectie Letteren (facultair)

RESULTATEN

* Toon alleen toetsen waarvoor een resultaat ingevoerd kan worden?

Nee

CURSUS

Cursuscode

LET%

* Collegejaar

2019

* Toon alleen cursussen van de huidige faculteit?

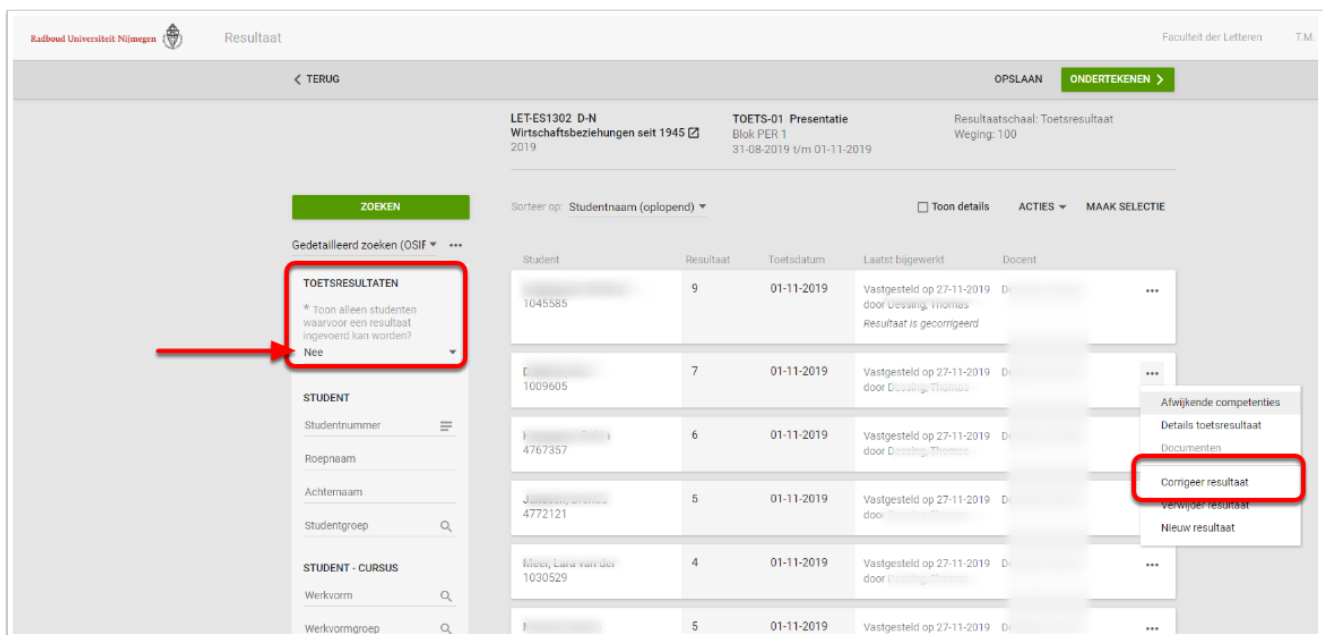
Ja

Cursus	Toetsmoment	Status
LET-ES1304 Aktuelle politische Probleme u. Diskurse 2019	TOETS-02 Presentatie Blok PER 4, Gelegenheid 1 13-04-2020 t/m 28-08-2020	Geen resultaat 0 Wacht op afhandeling 0 Afgehandeld 0
	TOETS-02 Presentatie Blok PER 4, Gelegenheid 2 13-04-2020 t/m 28-08-2020	Geen resultaat 0 Wacht op afhandeling 0 Afgehandeld 0
	TOETS-01 Recensie Blok PER 4, Gelegenheid 2 13-04-2020 t/m 28-08-2020	Geen resultaat 0 Wacht op afhandeling 0 Afgehandeld 0
	TOETS-01 Recensie Blok PER 4, Gelegenheid 1 13-04-2020 t/m 28-08-2020	Geen resultaat 0 Wacht op afhandeling 0 Afgehandeld 0
LET-ES1302 D-N Wirtschaftsbeziehungen seit 1945 2019	TOETS-01 Presentatie Blok PER 1 31-08-2019 t/m 01-11-2019	Geen resultaat 0 Wacht op afhandeling 0 Afgehandeld 9
	TOETS-01 Presentatie Blok PER 2 04-11-2019 t/m 31-01-2020	Geen resultaat 0 Wacht op afhandeling 0

Click on the badge of the test of which you want to change one or more grades.

Select the grade you want to change.

Werkinstructies



The screenshot shows the 'Resultaat' page for the course 'LET-ES1302 D-N' and 'TOETS-01 Presentatie'. The 'TOETSRESULTATEN' filter is set to 'Nee'. The table below shows the results for several students.

Student	Resultaat	Toetsdatum	Laatst bijgewerkt	Docent
1045585	9	01-11-2019	Vastgesteld op 27-11-2019 door Diederik Thijssen Resultaat is gecorrigeerd	
1009605	7	01-11-2019	Vastgesteld op 27-11-2019 door Diederik Thijssen	
4767357	6	01-11-2019	Vastgesteld op 27-11-2019 door Diederik Thijssen	
4772121	5	01-11-2019	Vastgesteld op 27-11-2019 door Diederik Thijssen	
1030529	4	01-11-2019	Vastgesteld op 27-11-2019 door Diederik Thijssen	
1030529	5	01-11-2019	Vastgesteld op 27-11-2019 door Diederik Thijssen	

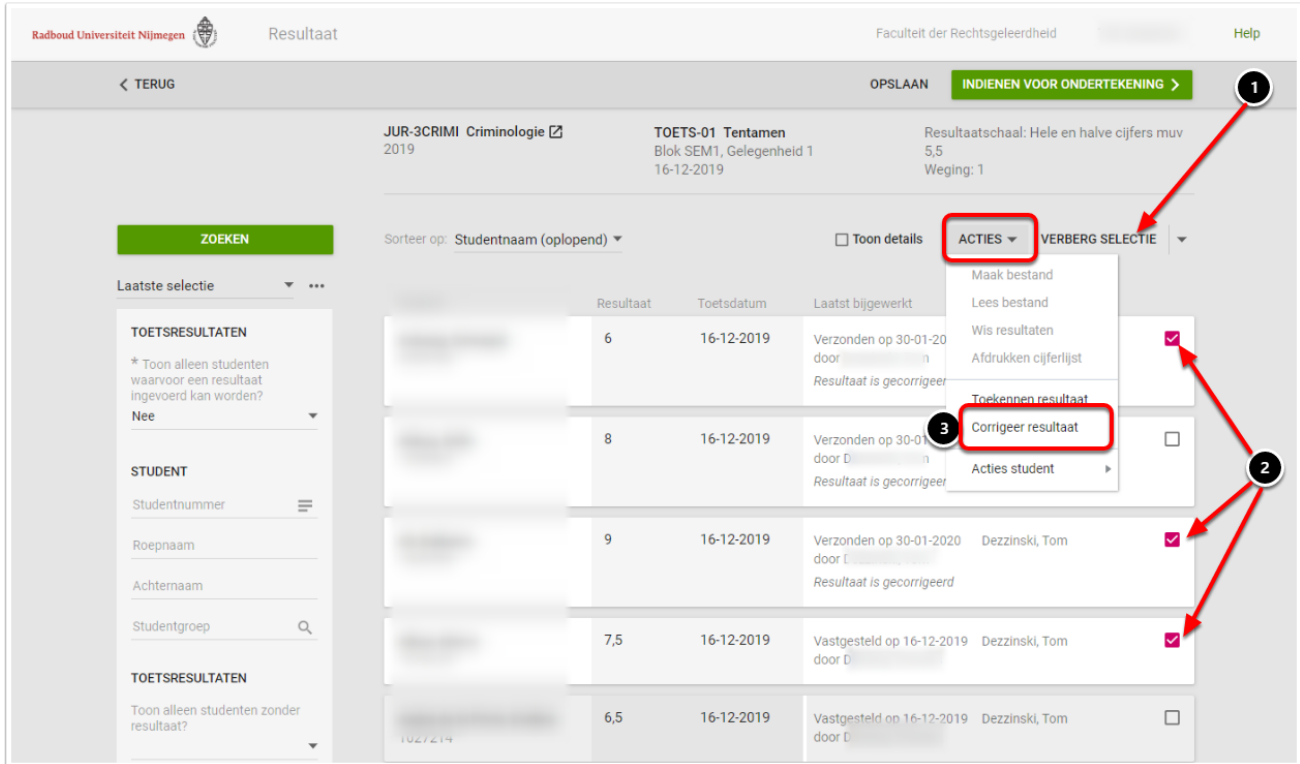
If there are no students with grades on the screen, click the SEARCH button if necessary. Once the grades have appeared, click on the button behind the grade and select the option 'Correct result'[Corrigeer resultaat].

! Attention: make sure that the filter 'TEST GRADES [TOETSRESULTATEN]' (*Show only students for whom grades may be entered?) is set to 'No', otherwise the already entered and definitive grades will not be shown! (see image above).

i If you want to correct the grade for multiple students at the same time, proceed as follows.

Werkinstructies

Select the students whose grades need to be changed.



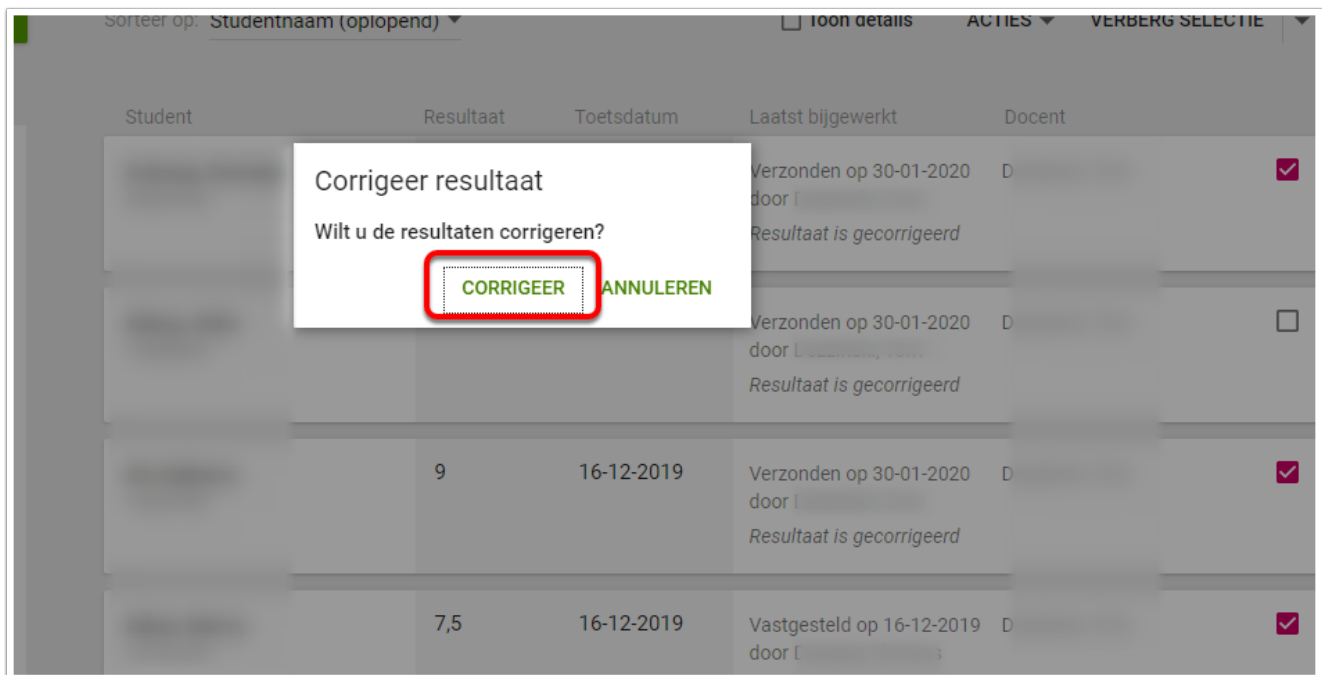
The screenshot shows the 'Resultaat' page for 'JUR-3CRIMI Criminologie 2019'. The table lists students with their results. The 'ACTIES' dropdown menu is open, and the 'Corrigeer resultaat' option is highlighted. Red arrows and numbers 1, 2, and 3 indicate the steps to follow.

Studentnummer	Roepnaam	Achternaam	Studentgroep	Resultaat	Toetsdatum	Laatst bijgewerkt	Acties
				6	16-12-2019	Verzonden op 30-01-2020 door D. Dezzinski, Tom	☒
				8	16-12-2019	Verzonden op 30-01-2020 door D. Dezzinski, Tom	☐
				9	16-12-2019	Verzonden op 30-01-2020 door D. Dezzinski, Tom	☒
				7,5	16-12-2019	Vastgesteld op 16-12-2019 door D. Dezzinski, Tom	☒
				6,5	16-12-2019	Vastgesteld op 16-12-2019 door D. Dezzinski, Tom	☐

Proceed as follows

1. Click on the 'SELECTION [SELECTIE]' button.
2. Select the results you want to change.
3. Click on the 'ACTIONS [ACTIES]' button and select 'Correct grade [Corrigeer resultaat]'.

Werkinstructies

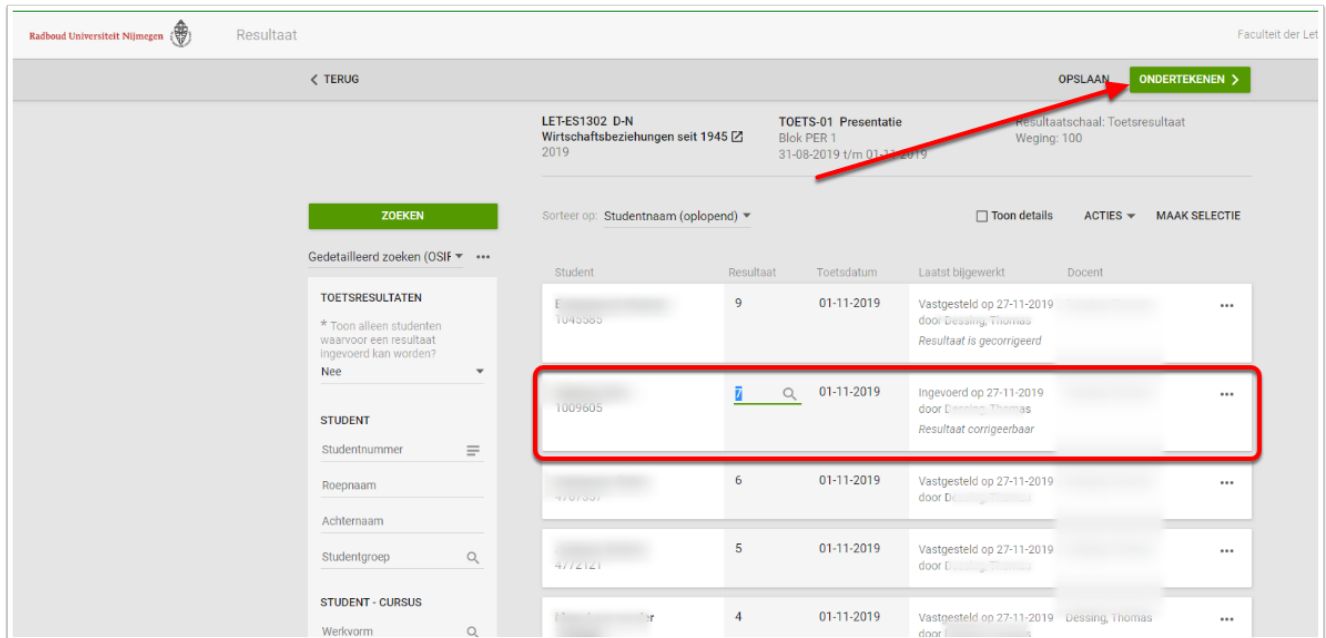


Indicate if you want to continue correcting [corrigeer] the already definitive grades. At the bottom of the screen you will now see the message "the action 'Correct grade' has been successfully performed for x row(s)".



Werkinstructies

Correct the grades



Resultaat

Faculteit der Let

TERUG OPSLAAN ONDERTEKENEN

LET-ES1302 D-N
Wirtschaftsbeziehungen seit 1945 2019

TOETS-01 Presentatie
Blok PER 1
31-08-2019 t/m 01-11-2019

Resultaatschaal: Toetsresultaat
Weging: 100

ZOEKEN

Sorteer op: Studentnaam (oplopend)

Gedetailleerd zoeken (OSIRIS)

TOETSRESULTATEN

* Toon alleen studenten waarvoor een resultaat ingevoerd kan worden?

Nee

STUDENT

Studentnummer

Roepnaam

Achternaam

Studentgroep

STUDENT - CURSUS

Werkvorm

Student	Resultaat	Toetsdatum	Laatst bijgewerkt	Docent
1045555	9	01-11-2019	Vastgesteld op 27-11-2019 door Dessing, Thomas Resultaat is gecorrigeerd	...
1009605	9	01-11-2019	Ingevoerd op 27-11-2019 door Dessing, Thomas Resultaat corrigeerbaar	...
1007555	6	01-11-2019	Vastgesteld op 27-11-2019 door Dessing, Thomas	...
1007211	5	01-11-2019	Vastgesteld op 27-11-2019 door Dessing, Thomas	...
1007211	4	01-11-2019	Vastgesteld op 27-11-2019 door Dessing, Thomas	...

Finally, click on the SIGN button to sign the grade(s) you just corrected. After the grades are changed you will see that they have been changed [Resultaat is gecorrigeerd] , when and by whom (see below).

Student	Resultaat	Toetsdatum	Laatst bijgewerkt	Docent
1045555	9	01-11-2019	Vastgesteld op 27-11-2019 door Dessing, Thomas Resultaat is gecorrigeerd	...

Werkinstructies

What do I do when I have lost my phone of forgot my pin-code.

This article explains what to do when you loose your phone or pin-code, that are required for electronically signing grades.

If you have lost your phone, or have a new one, and even if you have lost your pin-code, we have to verify your identity again, as we did the first time. This so called 'vetting-proces', will be carried out by the administration office of your faculty. Please keep in mind that you take your phone as well as an identity document with you, when you apply for vetting.

We apologize for this inconvenience and hope you can appreciate the maximum security standards we are using to ensure the highest levels of assurance.

Faculty specific instructions

Werkinstructies

Faculty specific instructions

Faculty specific instructions are published here:

- [Faculty of Social Sciences](#)
- [Nijmegen School of Management](#)
- [Radboud Health Academy](#)
- [Faculty of Arts](#)