



OSIRIS Teacher result registration

Flyer for teachers

Are you not authorised for OSIRIS Teacher? Please contact the director or coordinator of your education? He/she has contact with the project leader about authorization of the teachers and examiners.

To use OSIRIS Teacher the best browsers to use are Firefox or Chrome.

For OSIRIS Teacher the following roles are designed for use of result registration:

ROLE: TUTOR	ROLE: TEACHER	ROLE: EXAMINER
Can't register results. Can see the results.	Can register results. Is not allowed to sign the results (electronically).	Can register results. Is allowed to sign the results (electronically).

Access to OSIRIS Teacher result registration

Via the [webapps](#) – employee you can choose the application OSIRIS Teacher/Tutor.

Result registration

1. In OSIRIS choose the 'Results'. Afterwards you select:
 - a. College year;
 - b. In name of whom do you want to register results;
 - c. Choose the course (or module) for which you want to register results.
2. After selecting the course you're asked to choose the test for which you want to register the results.
3. On the next screen you can register the results. You can do the manually or by importing an Excel list (saved as tab delimited .txt).
4. After registration of the results you have to save them.
5. Insight in history and changes of the results is available via the 'i' behind each result.
6. Besides the numeric results (max. 1 decimal) the following two results are possible to register:
 - a. NVD: not accomplished
 - b. V: accomplished
7. All results saved? Klick on 'next' and confirm the results by:
 - a. Tests dated before September 1, 2015: click on the link 'sign manually'. This action produces an PDF which the examiner of the course has to sign and turn in at your BOZ.
 - b. Tests dated after September 1, 2015: click on the link 'Prepare for signing'. This action sends the results to the examiner to 'sign electronically'.
8. After finishing registration, close OSIRIS Teacher.
9. And e-mail your examiner a status update. He or she will finalise the registration process, by signing electronically for approval, after which the results have the status 'definite' and will be visible for the students.

For more information, screencasts and an elaborate manual can be found at the website for [OSIRIS TEACHER](#).