# TABLE OF CONTENTS

1. Introduction .......................................................................................................................... 3
   1.1 Which browser to use? ....................................................................................................... 3
   1.2 Go to OSIRIS TEACHER .................................................................................................. 3
   1.3 Which roles exist? ........................................................................................................... 3
   1.4 Ba (TOM) and Ma (and old Ba) terms vs. OSIRIS terms ............................................. 3
   1.5 Working in OSIRIS ......................................................................................................... 4

2. OSIRIS Teacher result processing – Start ............................................................................. 5

3. OSIRIS Teacher result processing – Select key ..................................................................... 7

4. OSIRIS Teacher result processing – Entering results ............................................................ 8

5. OSIRIS Teacher result processing – Excel import ............................................................... 12

6. OSIRIS Teacher result processing – Signing results ........................................................... 14

7. OSIRIS Teacher result processing – Support special student groups ............................... 16
   7.1 The ‘default’ student ....................................................................................................... 16
   7.2 How to recognize a ‘special’ student? ............................................................................ 17

8. OSIRIS Teacher result processing – Replacing of a colleague ........................................... 19
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.

<table>
<thead>
<tr>
<th>Subject:</th>
<th>ROLE: TUTOR</th>
<th>ROLE: Lecturer</th>
<th>ROLE: Examinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile: extended (Examinator)</td>
<td>Can see the results. Can NOT register results</td>
<td>Can register results. Can fix results.</td>
<td>Can register results</td>
</tr>
</tbody>
</table>

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 have to be registred as a rounded mark.

<table>
<thead>
<tr>
<th>In OSIRIS</th>
<th>Ma (and Ba old)</th>
<th>Ba (TOM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>Exams</td>
<td>Module part</td>
</tr>
<tr>
<td>Course</td>
<td>Course</td>
<td>Module</td>
</tr>
</tbody>
</table>
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 Examinator.

<table>
<thead>
<tr>
<th>Course module</th>
<th>Brief name</th>
<th>My role</th>
</tr>
</thead>
<tbody>
<tr>
<td>201200007</td>
<td>Electric Circuits</td>
<td>Lecturer</td>
</tr>
<tr>
<td>201200014</td>
<td>HOU</td>
<td>Lecturer</td>
</tr>
<tr>
<td>201400016</td>
<td>Human-Product Relations</td>
<td>Lecturer</td>
</tr>
<tr>
<td>20160052</td>
<td>Language, Text and Visuals</td>
<td>Lecturer</td>
</tr>
<tr>
<td>20120108</td>
<td>Operational Excellence in healthcare</td>
<td>Examinator</td>
</tr>
</tbody>
</table>

The Lecturer role is able to register the results (status concept) of the students who are enrolled in the course. The Examinator role is able to fix the results (status definite, and visible for students). If the Examinator 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 Examinator 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 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.
10. Please fill in the course number and the academic year of the report.

   a. 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.

   b. After this please press the button execute. Depending on the selected output format a list of participants will be generated.
3. OSIRIS Teacher result processing – Select key

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 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 Examinator role are able to do this.
   a. If all results are registered and ready to be signed electronically by the Examinator, the Examinator 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 is means that this specific result is a correction.
   c. If the results are confirmed by the Examinator a correction must be processed through the Exam office.
And

8. After saving the results press next, now you will go to the confirming results page.
   In case your role is a
   a. Lecturer: please press prepare for signing. The Examinator now has to check and confirm the results.
   b. Examinator: please press Sign electronically and the results will be confirmed.
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:
   a. NVD: not accomplished
   b. V: accomplished
And:

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OSIRIS TEACHER

Manual teachers (UK)
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:

![Excel screenshot](image1.png)

And:

![Excel file import warning](image2.png)

And:

![OSIRIS test results](image3.png)
6. OSIRIS Teacher result processing – Signing results

After the lecturer and/or Examinator have saved the results they will get the status concept. The Examinator 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 Examinator!**

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 Examinator.

2. It is also possible that an Examinator 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.
And:

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OSIRIS

Help Sign

Enter your password to sign the result lists:

Password: 

Sign Cancel

And:

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OK Print Confirmation of signing

Outcome of signing results on: 13/09/2019 16:52:54


Opportunity: 1 Results / Corrections: 1/1 Send date: 13/09/2019 State: OK

And:

OSIRIS TEACHER
Manual teachers (UK)
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.
And:

**Student groups are not used by the UT in relation to result processing!**
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 Examinator is always added as a replacer for all teachers involved in the course and/or module for which the Examinator is responsible. In this way the process will not be interrupted.

And:

<table>
<thead>
<tr>
<th>Course module</th>
<th>Academic year</th>
<th>Block</th>
<th>Text</th>
<th>Opportunity</th>
<th>Results / Corrections</th>
<th>Send date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014090303</td>
<td>2014</td>
<td>1A</td>
<td>Fulltime</td>
<td>Fluid Mechanics 1 (TOETS-1)</td>
<td>1</td>
<td>21/07/2015</td>
</tr>
</tbody>
</table>

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.