

Quick start OSIRIS Teacher Grade registration

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

	Teacher	Examiner
Can register grades.	Yes	Yes
Is not allowed to sign the grades (electronically).		
Can register grades.	Optional	Yes
Is allowed to sign the grades (electronically).		

Access OSIRIS Teacher Grade registration

- link: https://osiris.utwente.nl/osiris_docent/StartPagina.do
- via the employee portal: **My apps > Education and research > OSIRIS Docent/begeleider**
- via the **search** option on our general website www.utwente.nl

OSIRIS Teacher performs the best with the browsers: Google Chrome or Mozilla Firefox.

Register grades (by teacher and/or examiner)

1. Click on the Grade button in the OSIRIS Teacher home page.
2. Select the exam opportunity for which you want to register grades. If you want, you can use the search possibilities.
3. After selecting the exam, the student names and –numbers of the students registered for the exam are presented. Here you can register the grades. There are 2 options:
 - a. Manual: register (or change) grade in the column 'Grade' (1)
 - b. Create/read file: via actions 'Create file' (2) > Excel file is opened > register grades > Save file > via Actions 'Read file' (3) > enter exam date and select the file you saved > click on 'Read file'.

Besides the numeric grades (max. 1 decimal), the following two results are possible to register:

- a. NVD: not accomplished
- b. V: accomplished

4. Click on 'Save' and close OSIRIS Teacher when you are finished.

Electronically sign grades (by examiner and optional by teachers)

On the home screen of OSIRIS Teacher, you will find an overview off tests waiting for your approval.
Teacher: [x] test pending.

1. Click on the grade list waiting for your approval.

The screenshot shows the OSIRIS Teacher interface. At the top, there is a header with the OSIRIS logo, a 'Resultaat' dropdown, and user information: 'Behavioural, Management and Social sciences' and 'C. Burgman'. Below the header, there are navigation tabs: 'TOETSEN', 'CURSUSSEN', and 'STUDENTEN'. A 'WACHT OP AFHANDELING' status is displayed. There are three buttons: 'ELEKTRONISCH ONDERTEKENEN' (with a red circle 4), 'HANDMATIG ONDERTEKENEN', and 'MAAK SELECTIE'. Below these buttons is a table with columns: 'Cursus', 'Toetsmoment/Periode', and 'Laatste wijziging'. The table contains one row: '201700105 Public Management 2017', 'TOETS-2 Research Methods and Techniques', and 'Nog niet verzonden ...' (with a red circle 3). Below the table, there is a dropdown menu with a red circle 2 and the text '88 ingevoerde resultaten'. At the bottom right, it says 'Totaal aantal rijen: 1'.

2. Click on ▼ 'xx registered grade' to check if the grades are correct.
3. Want to change the grades? That's possible via *** 'Go to details test'
4. Are the grades correct? Click on the button 'Sign electronically', confirm by entering your password and click on 'Sign'.

For more information and an elaborate manual go to the website for [OSIRIS TEACHER](#).