Manual
Attendance and Grade recording in Student Lifecycle Management (SLcM)

Team CMA
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1 Introduction and general Information

The subsequent advice is organized by the sequence of pages you will encounter registering participation and grades.

Some general advice:

- The web interface supports Microsoft Internet Explorer and Mozilla Firefox (and derivatives). Apple Safari is currently not supported, but works reasonably well.
- On Macs, Firefox (Version 3.6 or higher) must be used in order to get access to all functions.
- In Microsoft Internet Explorer, the default scale should be 100% (Menu > Page > Zoom); different scalings may cause problems.
- Browser navigation using the page forward/page backward buttons is not available in the web interface.
- All functionalities are accessible using the left mouse button.
- The interface is currently not optimized for keyboard usage and does not support the use of the TAB key to move the cursor to the next field.

1.1 Overview

Login via Zedat Single Sign-On

After logging on with your user name and password you will reach the welcome page, containing tips for the Campus Management System as well as links to further information and support for problems that may occur.

Via the menu on the welcome page you will reach the performance recording interface by selecting "Teilnahmen/Noten."
Navigating to another page requires either clicking on a symbol in the data space or a button below it.

**Overview Page**

This page displays all of a lecturer’s exams and courses for for a certain semester. The current semester is preselected by default. Previous semesters may be selected by using the *Semesterauswahl* (choice of semester) list. Choosing a new semester refreshes the data space on the overview page. The overview page features both status indicators for your classes and exams as well as access to most of the functions addressed in this manual.
The example shows 4 module exams, all of which have been conclusively graded already. The column *Stand* informs you about the number of registrations (x/6) and the number of conclusively recorded grades (6/x).

When all the grades have been recorded, or a class has no mandatory participation requirement, the 📝 appears in the column *Beurteilen*, indicating that the data for those classes cannot be edited any more. In all other cases, ℹ️ indicates that participation and grade recording is possible and/or necessary.

### 1.1 Using Online Help

The Text area displays information about the current user, a brief description of the current page, as well as a brief description of the data space. Moreover, on the right hand side, the bullet points recount the steps necessary to record grades and/or participation.

Moreover, upon accessing the Grade Recording Interface, important news or information can be shown. Clicking 🎉 either opens or collapses the feature.
Current Information

Each page contains compact advice in the section, providing help and explanations about the currently displayed webpage. Moreover, you can show brief tooltips and icon explanations by hovering the cursor over the symbols.

Additional icon explanations can be accessed by clicking .

1.2 Notifications

System notifications appear in a popup. There are three different kinds: information-, error-, and confirmation notifications.

1.3 Modify Data Area Display of Information

You can modify the display of information in the data area to suit your needs. Both the displayed amount of rows and the display and sorting of columns are modifiable.
Filtering also enables the reduction of the data space in accordance with your chosen parameters. By default, the data space displays 20 entries per page. Tables with more than 20 rows require you to scroll to see all the students. However, this setting can be changed to display all the rows by default. Click 📅 in the table header.

**Tab Darstellung (Display options) in table modification dialogue**

In the table modification dialogue, select the tab *Darstellung* to alter the display of rows and columns. Entering -1 in the field *Angezeigte Zeilen* displays all rows all the time.

After clicking OK, the changes will be applied.

The tables are sorted alphabetically by default, ascending by student name. Clicking on column headers sorts the table for that column. You can sort both in ascending and descending order.

Additionally, tables contain a simple filter function in the data space. Clicking the filter icon in the right upper corner opens the filter row.

Here, you can enter values for any cell. For instance, if you want to filter by exam type and only want to display written exams (*Klausur*), enter *KL* in the exam type column. This way, you can dramatically reduce and simplify very long tables. Another click on the filter icon closes the row and resets the display.
2 Participation Recording

You access the grade recording interface for classes with mandatory attendance requirements by clicking 🖌️ in the Beurteilen column on the overview page.

The subsequent page lists all students enrolled in this class. You can record both active and regular participation from this page either for individual students or all at once.

**Individual Participation Recording Using Radiobuttons**

<table>
<thead>
<tr>
<th>Explanation</th>
<th>aT Ja</th>
<th>aT Nein</th>
<th>aT Später</th>
<th>rT Ja</th>
<th>rT Nein</th>
<th>rT Später</th>
</tr>
</thead>
<tbody>
<tr>
<td>active participation</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
</tr>
<tr>
<td>No active participation</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
</tr>
<tr>
<td>Record active participation later</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
</tr>
<tr>
<td>Regular attendance</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
</tr>
<tr>
<td>No regular attendance</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
</tr>
<tr>
<td>Record regular attendance later</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
<td>🎈</td>
</tr>
</tbody>
</table>

**Global Participation Recording for all Selected Students Using the Dropdown Menu**

![Dropdown Menu Screenshot]
2.1 Individual Recording

If you want to record participation for each student individually, use the radiobuttons in the table.

**Individual Participation Recording Using Radiobuttons**

<table>
<thead>
<tr>
<th>Pos</th>
<th>Status</th>
<th>Lat.Nr</th>
<th>Name Student/Ln</th>
<th>Mrr</th>
<th>Bezeichnung</th>
<th>LV-Form</th>
<th>eT-Ja</th>
<th>eT-Nnt</th>
<th>eT-Tp</th>
<th>rT-Ja</th>
<th>rT-Nnt</th>
<th>rT-Tp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Western Policy Theory</td>
<td>Verfeitungseminar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Western Policy Theory</td>
<td>Verfeitungseminar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Western Policy Theory</td>
<td>Verfeitungseminar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You need to follow three steps to successfully record participation:

1) Use the radiobuttons to record both participation (aT) and attendance (rT).
2) Save [[Sichern]] your changes. The student(s) cannot see them yet.
3) Conclusively saves and publishes your changes. You will get a confirmation of your changes on the next page.

2.2 Mass Recording

If you want to record participation and attendance for all students enrolled in a class, you can use the mass recording function. First, select all students via [[Alle markieren]]. You can also deselect individual students after all students have been selected.

**Setting Recording Type, Recording Value, and Confirming**

For security reasons, you will be logged out after 30 minutes of inactivity. Please make sure to save all your changes before too much time passes.

Using [[Alle markieren]] selects all columns, even the ones that are not being displayed. However, a popup will inform you about the number of selected rows.

Selected rows now feature a green hue. On the top of the table, select the desired recording type (participation, attendance, or both), set the value (yes, no, later) and confirm by using [[Teilnahme setzen]]. Selecting [[Später]] in the Dropdown can also be used to reverse data entries as long as they have not been conclusively saved yet.
Example: Set Active Participation and Regular Attendance

1) Click **Alle markieren**. A PopUp appears, informing you about the number of selected rows.

2) Select **Aktive und regelmässige Teilnahme** and **Ja** in the next dropdown menu. Confirm with **Teilnahme setzen**. The cells’ color changes from green to orange.

3) Save **Sichern** and confirm **Freigeben** data entries.

You can also record participation and attendance separately.

### 2.3 Confirmation

The new page *Freigabe (confirmation)* lists the saved changes one last time.

If you do not want to confirm an individual student’s participation and/or attendance after all, you need to remove the check in the respective line. **Übersicht** leads back to the overview page.

**Teilnahmefassung** leads back to the previous page (in order to make potential corrections, whereas **Endgültig freigeben** definitively confirms the data of all selected columns and renders them visible for students.

Once you confirmed your entries, a page confirming the approval appears.

**Changes successfully confirmed**

You can also see the refreshed status on the overview page. In this example, all 28 enrolled students have had their participation and attendance recorded and confirmed: **28 / 28**.

After conclusively saving, only the examination office can make changes to the data.
3 Assign to Exam

The page Prüfungszuordnung (Assign to Exam) contains all functions to assign students to respective exams. This assignment is required for the grading of exams. It is accessible by two ways. From the overview page, you can access it by clicking 📊.

Alternatively, you can also access it through a specific class, for instance when you are recording participation and attendance. Just click Prüfungszuordnung on the bottom of the page. This way is particularly useful, when a class is offered as part of several modules and grades need to be recorded for several different exams. To get a better picture, it can be helpful to sort by Prüf.-Nr (exam number) on the exam assignment page, so that all students for a specific exam are shown together.

<table>
<thead>
<tr>
<th>Column Title</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>◇ not assigned</td>
</tr>
<tr>
<td></td>
<td>▲ assigned, incomplete</td>
</tr>
<tr>
<td></td>
<td>✔ complete.</td>
</tr>
<tr>
<td>Letzte Modulbuchung</td>
<td>Date student last booked a module</td>
</tr>
<tr>
<td>Prüf.-Nr.</td>
<td>Assigned exam ID</td>
</tr>
</tbody>
</table>

Students that do not appear in the table on the Assign to Exam page have possibly been assigned to a colleague. Or they are not displayed because they have already completed the module, have not booked it, or are no longer enrolled in a degree program.

This interface displays different columns than the Attendance Recording pages.

Whether an exam is binding or not is shown for each individual student. Regulations may vary from student to student.
The displayed columns differ from the participation and attendance recording interface and there are different ways to filter the table:

- Display by class enrolled in using the dropdown menu
- Display only students with module bookings this semester
- Display/hide students assigned to other instructors
- Display only students that have just been added (see Ch. 3.3)

These are the filter options available to you.

**Filtering in the Exam Assignment Interface**

<table>
<thead>
<tr>
<th>Filter Lehrveranstaltung</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>nur Studierende mit Modulbuchungen im aktuellen Semester anzeigen</td>
<td></td>
</tr>
<tr>
<td>Bei anderen Dozenten Zugeordnete ausblenden</td>
<td></td>
</tr>
</tbody>
</table>

### 3.1 Assignment Procedure

The assignment is somewhat analogous to the participation and attendance recording.

1a) **Individual Assignment:**
Select rows (students) by marking the checkbox □ in the second column. *Or*

1b) **Mass Assignment:**
Clicking [Alle markieren] to select all rows (students)
2) Selecting the exam type from the dropdown menu above the table and confirm the selection by clicking

Selection of Exam Type

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Assigned Exam Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
</tr>
<tr>
<td>Portfolioprüfung</td>
<td>Hausarbeit</td>
</tr>
<tr>
<td>schriftlich und mündlich</td>
<td>Hausarbeit</td>
</tr>
<tr>
<td>Kursur</td>
<td>nicht zugeordnet</td>
</tr>
<tr>
<td></td>
<td>Alle Markierten an-abmelden für Prüfungsf &quot;form&quot;</td>
</tr>
</tbody>
</table>

3) Save result with [Sichern]

Grade recording is now possible. The students now have the status assigned △

Result: Individual Assignment

<table>
<thead>
<tr>
<th>Pos</th>
<th>Status</th>
<th>Matrikel-Nr.</th>
<th>Name Student(s)</th>
<th>LV-Nr.</th>
<th>Prüf-Nr.</th>
<th>Bezeichnung</th>
<th>Prüfungsf &quot;orm&quot;</th>
<th>Versuch</th>
<th>LP</th>
<th>PrüfDatum</th>
<th>Vermex</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>3528B1.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>☑</td>
<td>12514</td>
<td>Hausarbeit</td>
<td></td>
<td>0244A4.1.3</td>
<td>Hausarbeit</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
<td>20.05.2016</td>
<td></td>
</tr>
</tbody>
</table>

When a class is part of several modules, there is a good chance that several exam types might be required. If students are mistakenly assigned the wrong exam type in a mass assignment, the interface will highlight those wrong assignments in red and alert you with a popup.

Error in Exam Type Assignment

Whereas the orange cells indicate that the exam type has been assigned, the red ones inform you that the students cannot be assigned to the chosen exam type.
Error in Exam Type Assignment II

<table>
<thead>
<tr>
<th>Error</th>
<th>F</th>
<th>32514</th>
<th>Sommer 2016</th>
<th>224eA4:1.3</th>
<th>Politik A - Theorien/Methoden PolWes</th>
<th>Hausarbeit</th>
<th>1 / 4</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>K</td>
<td>32514</td>
<td>Winter 2015/16</td>
<td>224eA4:1.3</td>
<td>Politik A - Theorien and Methods</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>32514</td>
<td>Winter 2015/16</td>
<td>224eA4:1.3</td>
<td>Politik A - Theorien and Methods</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>32514</td>
<td>Winter 2016/17</td>
<td>224eA4:1.3</td>
<td>Politik A - Theorien and Methods</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>32514</td>
<td>Sommer 2516</td>
<td>224eA4:1.3</td>
<td>Pol. Theorien und Ideengeschichte</td>
<td>Hausarbeit</td>
<td>1 / 4</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Schriftlich und mündlich</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After saving the correct assignments, you can reassign the erroneously assigned students to the correct exam type.

3.2 Delete Assignment

To delete specific students from the assignment, you need to use ☐ in the löschen column. The changes need to be saved using ☑. The deleted assignment is indicated by ☐. You can now reassign them. Übersicht leads back to the overview page.

3.3 Missing Students

If some students are not in the assignment list, they can be added via Vielere Studierende hinzufügen. In most cases, this applies to students who have already graduated. After clicking the button, a popup appears.

**Popup: Add Students to Exam Assignment List**

Enter the student ID into the field Matrikelnr. directly, or use the search engine by clicking ☐ (the icon appears upon hovering over the field with the cursor). You can then also look students up by name.

If you enter the student IDs directly, you can just enter several at once (one per row). If you are looking for names, they need to be selected sequentially.
Search by Name

Select the desired row in the results list and confirm with **OK**.

After adding students to the preliminary list, you will need to check whether they are eligible to be added to the assignment list. **Prüfen** runs a test and informs you about the results. Eligible students feature ✔️ and a check in the column **Übernehmen**. However you can, deselect the checkbox if you do not want to add those students to the assignment list for some reason.

Ineligible students, for instance those that have not booked the respective module to the exam, are marked with ❌. An explanatory text is also displayed.

**Student cannot be Added, no Module Booking**

Clicking **Markierte Übernehmen** moves the eligible and selected students in the list into the exam assignment list. For better readability, only the newly added students will be shown now. If you want to display the entire list again, uncheck the box in the filter settings named **nur neu hinzugefügte Studierende anzeigen**. This filtering will be reset upon a new login anyways, however. The filter will be greyed out, too.

**3.4 Assignment for Alternative Grading Methods**

Since winter semester 2012/2013, students may choose the type of grading in specifically designated modules. Specifically, they can decide if they want the module to be graded with a differentiated grade (e.g. 1.7) or undifferentiated on a pass/fail basis.
If the module contains this option, it needs to be recorded in the exam assignment’s alternative Beurteilungsart (alt.B.) column. By default, differentiated grading is selected.

If the student does decide to be graded on a pass/fail basis, you will need to select alt.B in the appropriate cell. The icon changes to undifferentiated grading. You will only be able to select pass or not passed in the grade recording interface now. Until the final grade is recorded, you can change the selection however.

4 Grade Recording

<table>
<thead>
<tr>
<th>Workflow</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Accessing the grade recording interface from the overview page] Diff. grading</td>
<td>[Entry of grade in column Note (grade)] Optional</td>
</tr>
<tr>
<td>[Selecting respective radio button (NB = failed, BE = passed)] Undiff. grading</td>
<td>[Approve grades &amp; conclusively approve] Save</td>
</tr>
<tr>
<td></td>
<td>[The grades are rendered visible to the students] Save</td>
</tr>
</tbody>
</table>

On the overview page, the column Stand (status of attendance and grade recording) indicates the number of registered students and the status of their grading, for instance, informs you about 28 registered students of which all have been graded definitively. 98/nz indicates 98 registered students. However, neither recording of grades nor of attendance is enabled due to the lack of mandatory attendance requirements for this course.

Just like before, there are several ways to access the grade recording interface:

- If students of only one class are assigned to the exam, it is most convenient to access through the exam
- If students booked the course for several different modules, it is better to access via the participation recording interface

Access by type:
For Courses: access via participation recording interface. For module exams: access through exam or exam-assignment pages.
You can access the grade recording page via the exam by clicking 🖌️ in the appropriate exam’s (type MTP or MP) row in the overview page.

If you want to filter the displayed students by course, use the dropdown menu Filter Lehrveranstaltung.

From the exam assignment site, the page is accessible through the button Notenerfassung.

Visualization: Best Ways to Access Grade Recording Site

From the participation and attendance recording page, the button Notenerfassung also directs you to the grade recording interface for that specific class.

The interface accommodates three kinds of grading schemes: differentiated (1,0/1,3/1,7…5,0), undifferentiated (pass: BE, fail: NB), and alternative (abweichend) that leaves the choice of grading type to the student.

4.1 Attempt Counter and Exam Dates

Since the new general examination regulations (RSPO) came into effect in winter semester 2015/2016, the exam attempt counting has been revised. All exams from October 1st, 2015 are being counted. The data space displays both the maximum number of possible attempts and the current number.
Exam Attempt Counter

Moreover, it is now necessary to record the exam date as well. It must be within the chosen semester, including a 4-week period pre- and 6-week period post-semester. If you enter and try to save an invalid exam date, an error message appears, the cell will turn red and the status will be indicated as \(\text{Invalid Exam Date}\).

In this case, the semester corresponding to the exam date must be selected on the overview page.

Saving the data is not possible before the correct date has been entered. You can record exam dates individually, for several students, and globally. The respective processes are analogous to previously described procedures. Individual recording works by manually entering the date into the respective cell, for instance \(2016\text{-}03\text{-}20\) for March 20th, 2016. You can also select several students using the checkboxes \(\text{\ }\) and assign them the date you enter into the data field on top of the table.

Using \(\text{Alle markieren}\) automatically selects all students, the mass assignment then works analogously to the multiple-assignment described previously, enter the date and confirm by clicking \(\text{Prüfungsdatum allen Markierten zuweisen}\). As usual, \(\text{Schern}\) saves the data preliminarily, until confirmed.
Exam Date: Multiple or Mass-Recording

In some cases the exam date is pre-recorded, for instance when exam offices have entered it already as part of their exam-coordination activities. However, it remains editable until it is conclusively saved and published. If you delete your entry, the preselected date will reappear.

4.2 Differentiated Grading

For differentiated grading (for instance 2,7), just enter the exam results directly into the respective cell. If the exam type is a term paper (Hausarbeit), you can also record the paper title by clicking in the column Thema. If a title is already entered, you can change it, too. After clicking [Speichern], the paper subject appears next to the respective student’s grade. Save the grade preliminarily by clicking [Speichern]. It is not yet visible to the students as it still needs to be confirmed.

4.3 Undifferentiated Grading

In the case of undifferentiated grading, you will need to record the grade by using the radio buttons. The cell in the Note columns are not active. Offen (ungraded) is preselected for all students upon first access. Clicking BE (passed) or NB (failed) records the grade and automatically fills the cell in the Note column. Save entered data.

4.4 Alternative Grading

Modules enabling students to choose between differentiated or undifferentiated are graded in accordance with the selection made in the exam assignment. Then, the grade is entered either as differentiated (see 4.2) or as undifferentiated (see 4.3).

4.5 Confirmation

Click [Freigeben] after saving your data to open to confirmation page. The page displays all students that you recorded a grade for without confirming it yet.
Confirmation Page

Clicking **Endgültig freigeben** conclusively confirms all recorded grades, rendering them visible to the students. If you wish to leave one or multiple grades unconfirmed, just uncheck the checkbox in the respective row.

Afterwards, the exam’s status is ✔️ grade confirmed.

5 Assume Representation

If you want to grade classes for a colleague, or enable a colleague to grade your classes, you can use this function from the overview page. It is accessible through clicking **Vertretung übernehmen**.

On the subsequent page, use 🔄 to assume a colleagues representation. You will now see all of their classes and exams.

6 Additional Functions

6.1 Mailing

You can send emails to all class- or exam participants directly from the overview page. Just click ✉️ in the Mail column to open the mailing interface.

Mailing-Interface

You can compose the mail right in the interface. All students’ mailing addresses are in the BCC-field. You need to fill the Titel and Mailtext fields.
before you can send the mail via captures closes the
window and brings you back to the previous page.

If mailing addresses of students are unknown, their names and student IDs
are shown. The examination office can help with missing email addresses.

On the participation- and attendance recording, as well as on the grade
recording sites, you also have the opportunity to send mails to individual
students. Just click on in the respective row to open your system’s email
client.

6.2 Participation- and Attendance Lists

You can also generate participant lists directly from the overview page for
your classes. in the column Teilnehmerliste generates a participant- or
grading list. Theses lists are in .pdf format, and you can save or print them
if needed. Grades in parentheses indicate an unconfirmed recorded grade
and binding exam dates are shown as well as special remarks.

Moreover, you can generate attendance lists via in the Anwesenheitsliste
column.

### Excerpt Attendance List

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### Excerpt Excel-List

You can generally export all data presented in the data space to excel
using the Export button.
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