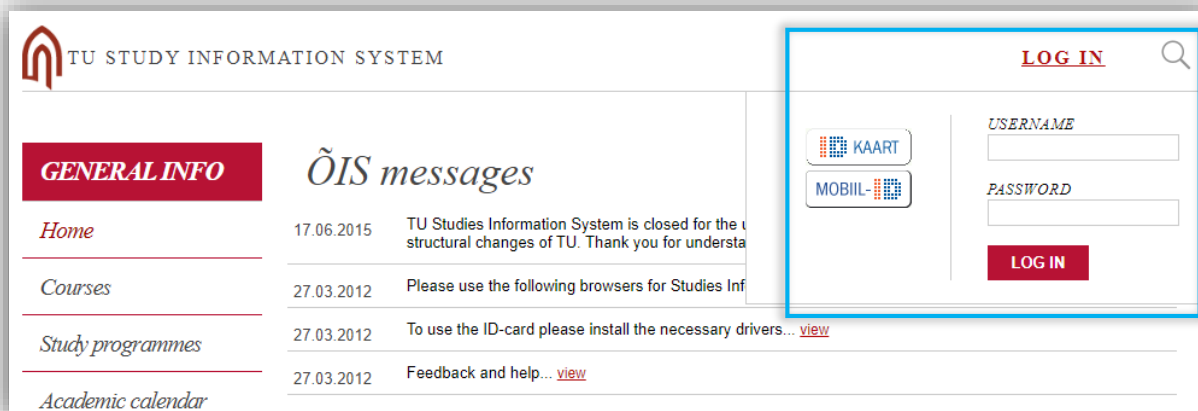# Lecturer's Workplace ÕIS2

CONTENTS

GENERAL

LOG IN

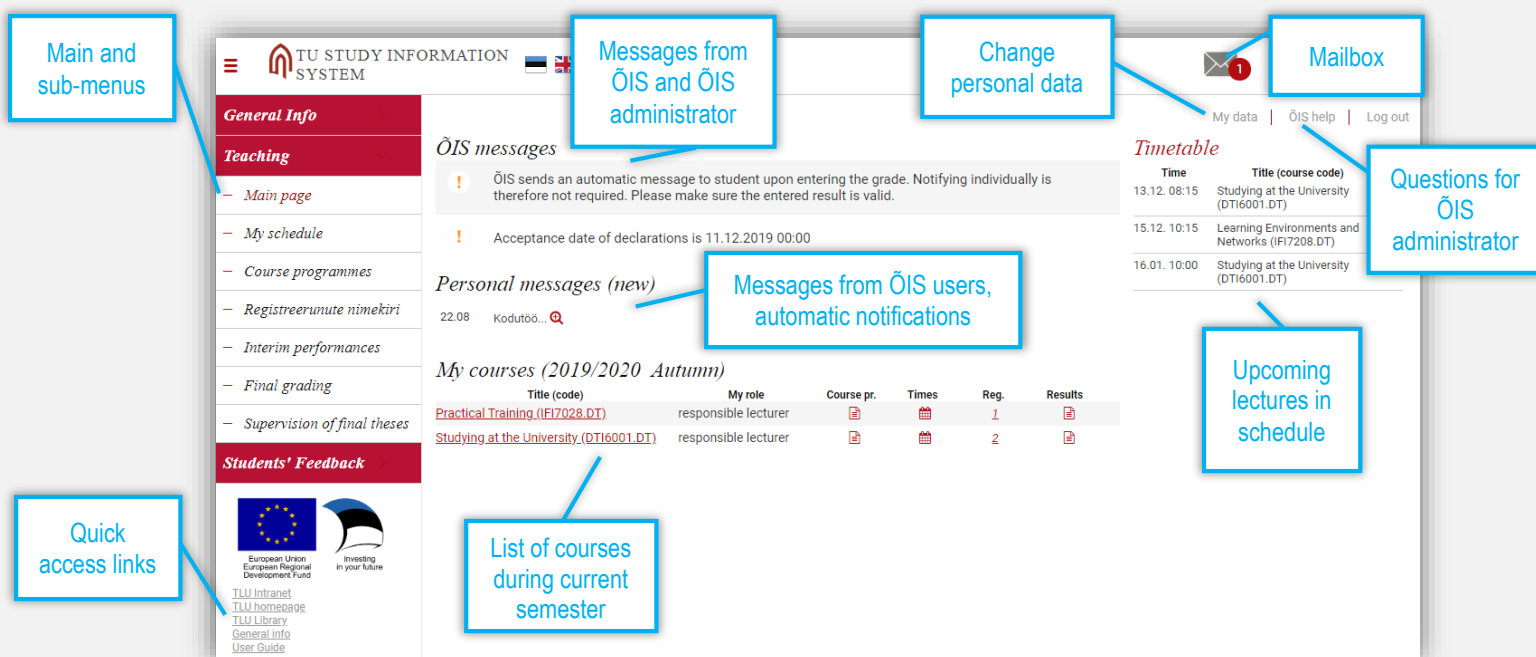Click on „Log in" link at top right corner of the page, enter your username and password.

Click on button „Log in".

You can log in by TU user account, ID-card or Mobile-ID.

MAIN PAGE

Main page consists of overviews of most relevant information. There's only most recent info, the rest can be found under designated menus.
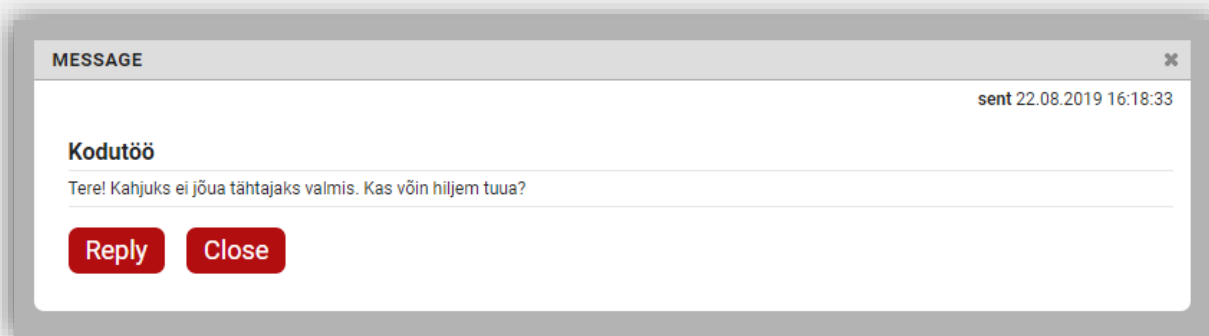
MAILBOX

Click on ✉ button to enter mailbox. The messages are divided into 4 folders: 1. New messages, 2. Read messages, 3. Sent messages, 4. Deleted messages. New messages folder is opened by default.

Click on „Send a message", if you would like to send messages to other ÕIS users.
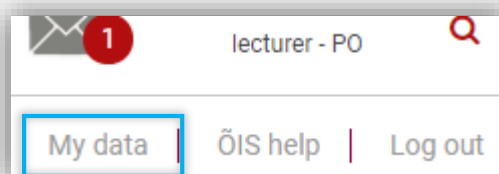

Click on the title of the message to read it.

MY DATA

On personal data page you can change your contact information, add a picture of yourself, and mark if you would like to receive notifications about new messages from ÕIS users and automatic notifications to e-mail.

Click on "My data" link at top right corner to enter your personal information page.

Personal data page is displayed.

Tick the box if you would like to receive notifications about ÕIS messages to your e-mail.

Click on "Changed personal data" to change your contact information and add a picture.

Changing personal data form opens.

Enter your phone number, e-mail address (if it's TU e-mail, then it has to be in format firstname.surname@tlu.ee), and picture.

Save changes.

ÕIS HELP

ÕIS help is meant for requesting help from ÕIS user support or for making suggestions about ideas how to improve ÕIS.

Click on "ÕIS help" link at top right corner.

ÕIS help page opens.

The page consists of two sections: 1. Questions/Suggestions, 2. Frequently asked questions. Questions/Suggestions is displayed by default.

QUESTIONS / SUGGESTIONS / *FAQ*

Add new question

12 DECEMBER 14:52
uus

User guides

Where are user guides in here?

Add...
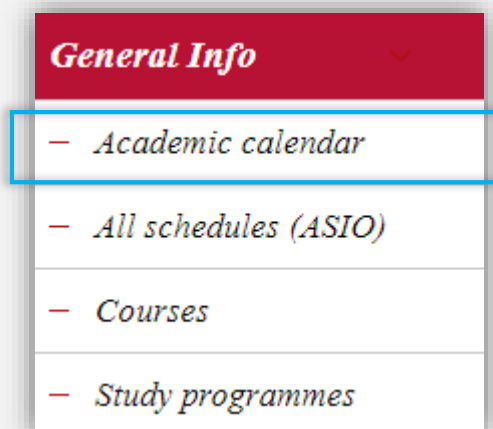
Attach file(s)

QUESTIONS / SUGGESTIONS / *FAQ*

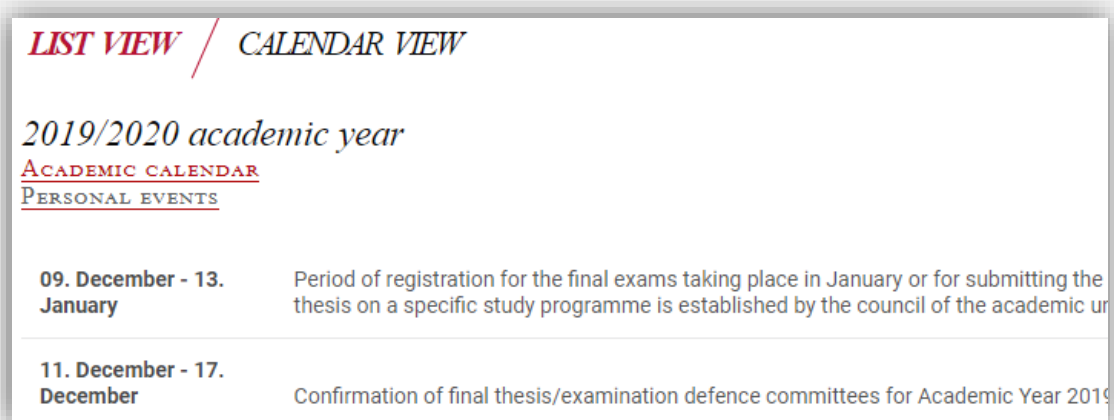QUESTION: What's the meaning of life?
ANSWER: 42

GENERAL INFO

ACADEMIC AND PERSONAL EVENTS CALENDAR

Go to menu: General Info > Academic calendar

Events page opens.

The page consists of two sections: 1. List of dates, 2. Calendar view.

ALL SCHEDULES

Go to menu: General info > All schedules (ASIO)

You are directed to ASIO – the schedules environment for all TU events and academic activities.

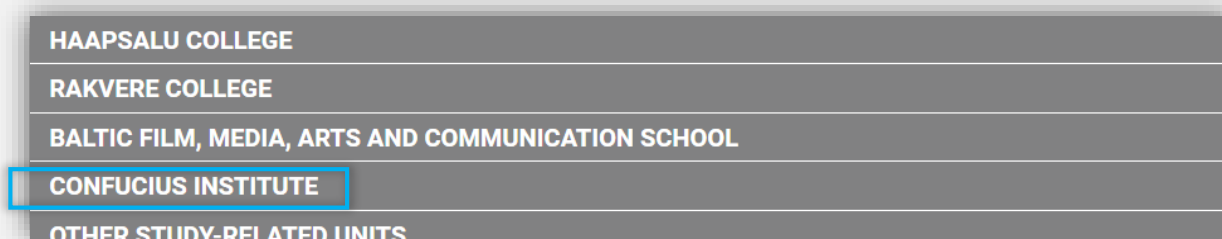Check ASIO user guides to learn how to navigate in there.

COURSES

Go to menu: General info > Courses
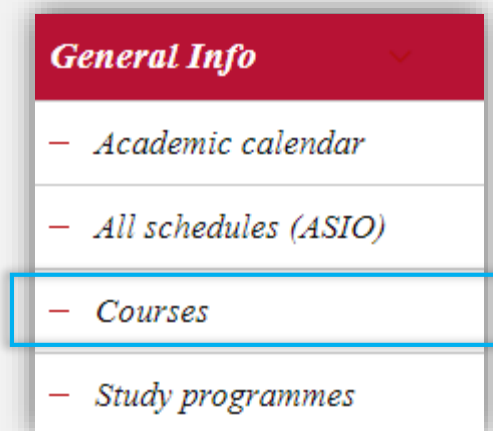
List of academic units is displayed.

Select the academic unit, whose courses you would like to browse.

List of courses taught under selected academic unit is displayed.

Click on + button to see information on course sheet.

Click on "view more" to see the entire course sheet.

The entire course sheet is displayed.

STUDY PROGRAMMES

Go to menu: General info > Study programmes.

A page opens, that consists of sections divided by study level. Each level contains a list of academic units.

Select the study level and then the academic unit, whose study programmes you wish to browse.

A list of study programmes of selected academic unit is displayed.

Click on + button to see details about the selected study programme.

Overview of the selected study programme is displayed.

Click on "View more" to see the entire study programme form.

The entire study programme is displayed.

Computer Science	
Study programme code	IFIFB.DT
Head of study programme	Inga Petuhhov
MER study programme code	1605
Study programme version code	IFIFB/19.DT
School / college	DT - School of Digital Technologies
Study programme title in Est.	Informaatika
study programme title in Engl.	Computer Science
Language of instruction	Estonian
Study level	Bachelor's studies

TEACHING

MY SCHEDULE

Go to menu: Teaching > My schedule.
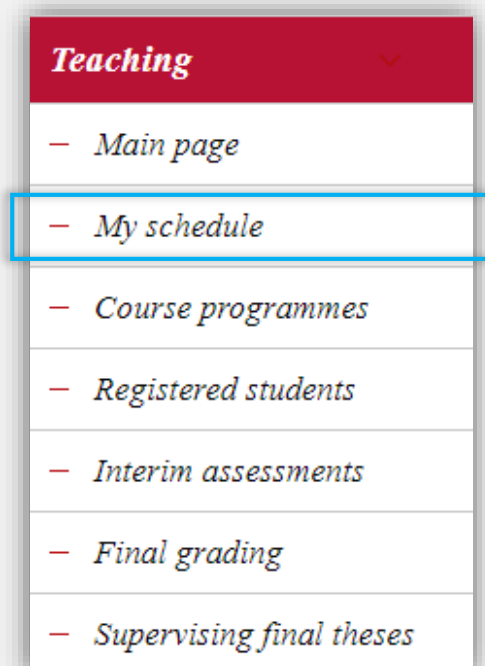
Schedule opens at today's view of the current week by default.

Click on another day to see the schedule for that day.

Switch the view from week to semester at top left corner of the schedule.

In view by semester the upcoming lectures are displayed by default.

Click on "Show all" link to see all the previous lectures of this semester as well.

Click on "Export iCalendar file" if you wish to create file for importing your schedule to another calendar application you use.

Click on "Open web link" if you wish to get your schedule with a web link.

MY COURSE PROGRAMMES

Go to menu: Teaching > Course programmes.
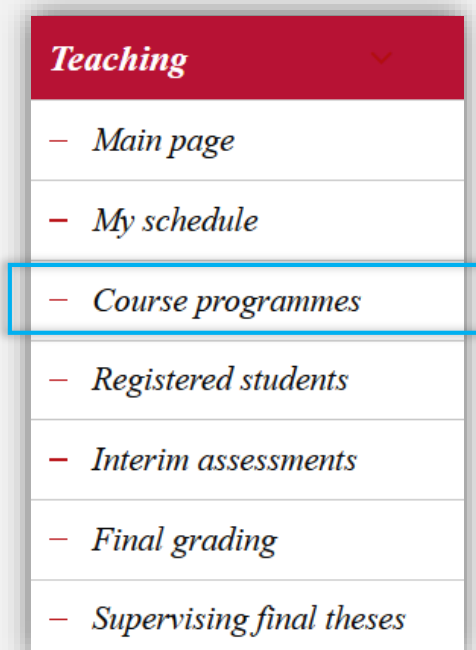
Course programmes overview is displayed.

The page consists of three parts: 1. Current semester, 2. Next semester, 3. Search for finding other period programmes as well.

Click on ⊞ button to add new programme.

Click on ✏ button to view or change the programme.

- FILLING OUT THE FORM

The new programme has to be created each semester the course is being taught again.

Some of the information has already been filled on the form – this is the relevant information about the course from course form to assist with filling out the rest of the programme.

Click on link "Old version of the programme" to see, what was entered on old form, and to help with filling out the new form.

📄 Kursuseprogrammi vana versioon

If the registered students are divided into separately instructed groups, then a course programme has to be filled out for each of those groups.

Select the division of registrations from the top of the form.

1. RÜHM T:12.15-13.45 / 2. RÜHM T:14.15-15.45

📑 Copy the contents from another course pr.

OVERVIEW

Course code	DTI6001.DT
Course title	Studying at the University
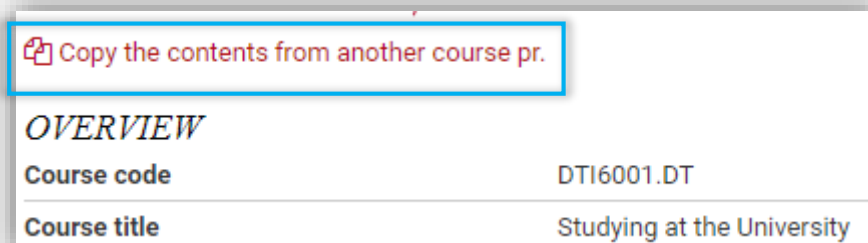
In case the language of instruction for the division is English, then the form is displayed already in English, despite viewing it in Estonian interface. This is meant to draw attention to the fact that the form needs to be filled in English for the students.

OVERVIEW

Course code	DTI6001.DT		
Course title	Studying at the University		
Language of instruction / Division of registrations / Number of places	English	2. rühm T:14.15-15.45	no. of places

The course programme consists of the following topics: 1. Overview, 2. Schedule and activities, 3. Assessment, 4. Study Materials.

Fill out the form.

To copy the contents from another programme, click on link "Copy the contents from another course pr."

A course programme copying window opens.

Select a course programme from drop down menu.

A list of programme fields that can be copied is displayed.

Tick the ones you wish to copy.

Click on button "Copy selected elements".

Confirmation message is displayed and elements are copied to the programme.

- OVERVIEW
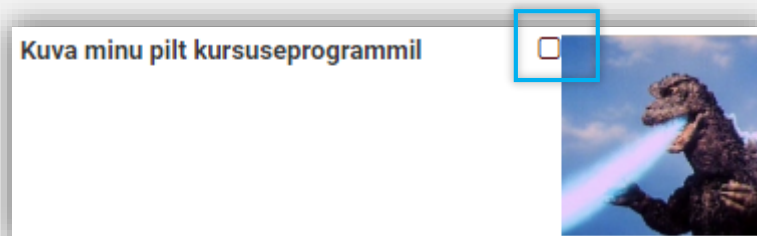
Enter the number of contact lessons based on ECTS of the course in astronomical hours.
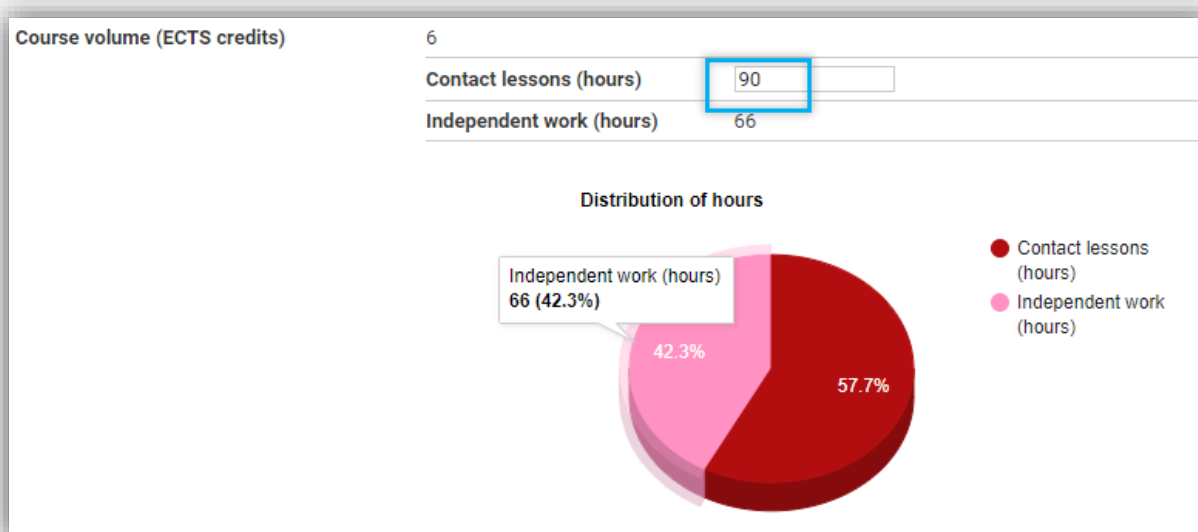
The system calculates the independent study hours automatically based on the volume of the course and contact hours.

Tick the box "Display my picture in course programme" to show your picture to students. (Presumes that picture has already been entered on My Data page)

If the course is taught alongside with co-lecturers, then choose if you want to

1) display their pictures in programme

2) give them the rights to administrate the course as well.
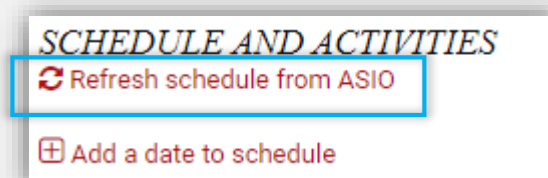
Tick the corresponding boxes.

- SCHEDULE AND ACTIVITIES

Describe the topics and activities of lectures here. Dates can be entered manually or downloaded from ASIO scheduling environment.

Click on "Refresh times from ASIO" to download the schedule from ASIO.

Confirmation message is displayed.

If the schedule has already been downloaded from ASIO before, then ÕIS asks, if you would like to update the entire schedule or only update the entries that are currently displayed in Schedule and Activities.
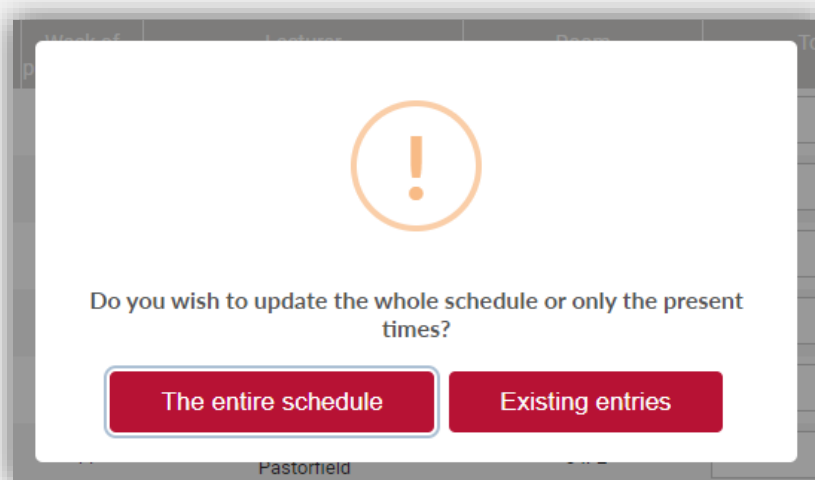
List of lecture times is added to the course plan.

You can also add dates manually:

Fille the added dates form.

Date	Week	Lecturer	Room	Topic of the lecture/seminar, deadline, etc.	
17.12.2019 📅 12:15	51	Henrietta Pastorfield			🗑

Fill in the text box about lecture topics, activities, and important dates, where necessary.

Date	Week	Lecturer	Room	Topic of the lecture/seminar, deadline, etc.	
06.09.2019 08:15	36	Peeter Normak, Pille Eslon, Henrietta Pastorfield	A-543	Lecture 1: Introduction, History of Trasfiguration	🗑
13.09.2019 08:15	37	Henrietta Pastorfield, Mati Mõttus	A-543	Deadline for 1st homework	🗑
27.09.2019 08:15	39	Henrietta Pastorfield	A-543		🗑

Remove incorrect or unnecessary dates by clicking on 🗑 button.

NB! The times originate from ASIO scheduling environment – incorrect lecture times suggest a mistake has been made in academic unit, and the unit should be informed about this. Since the schedule is important for students as well, it is vital to have it corrected.

- ASSESSMENT

Enter the requirements of interim and final assessments.

ASSESSMENT

Form of assessment	non-distinctive (pass/fail/absent MI)
Interim assessment (incl. requirements for accepting to grading and possibilities of substituting debts)	3 individual essays submitted by deadline, 5% of the final grade each. Has to attend at least half of the seminars.
Final grading (incl. requirements for accepting to final grading and acceptable substitutions)	Oral examination. If more than 1 essay is unsubmitted by the time of exam, the student won't be allowed to take the exam.
Other explanations	

- STUDY MATERIALS

Enter the list of literature, links to web sites, add files (1 MB size limit) etc. that students should work through during the course.

Enter the link to e-learning environment course, if the course has one.

STUDY MATERIALS

Course's e-learning environment *	https://moodle.hitsa.ee/course/view.php?id=18555
Study materials (incl. obligatory and recommended)	
Upload study material files	⤓Drag files here or choose from catalogue
Other study materials	

Click on "Save" so save changes to the form.

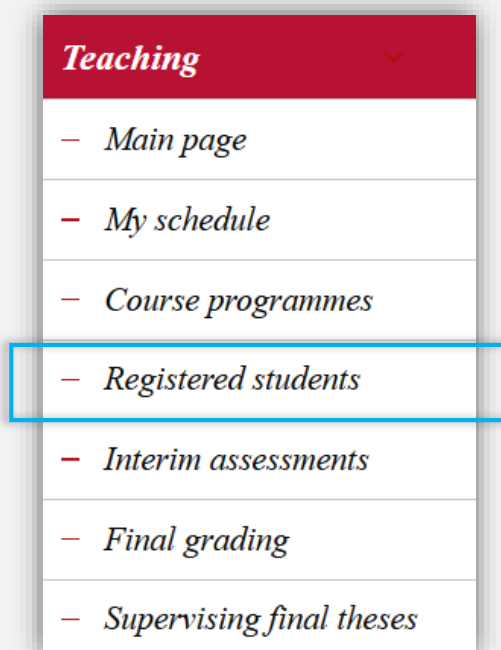Click on "Back" to leave the form.

Click on "Print" to create a pdf-document from course programme form.
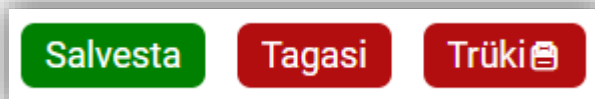
NB! Please be mindful about changing course programme when course has already started. While adding materials is fine, then changing requirements for passing the course is not.

STUDENTS REGISTERED TO MY COURSES

Go to menu: Teaching > Registered students.

The opened page consists of two sections: 1. Registered to course, 2. Audience groups.

Sections: students registered to course and audience groups formed within the course

Information for how long it is possible to accept/decline registrations

Link to the list of students

List of courses on current semester

Search for registrations of other semesters

- REGISTERED TO COURSE

Click on the link of registrations to see the list of students registered to course.

A registrations form opens.

The form consists of following parts: 1. Overview of the course, 2. Accepted students, 3. Declined students.

By default, all students are accepted to the course, including pending list.
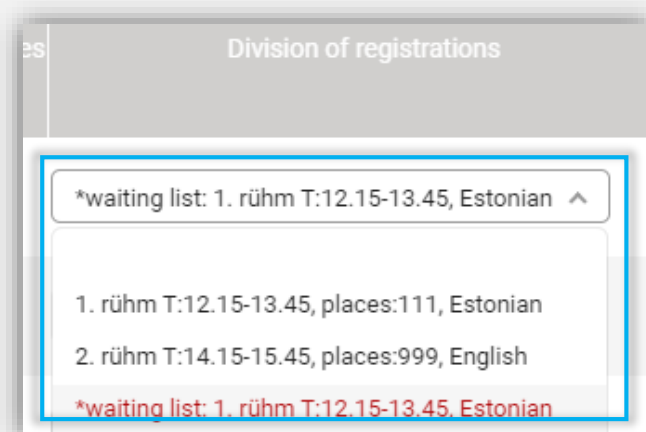
Tick the box Yes/No to accept or decline student's registration.

Ticking "No" requires explanation. Select the reason of declining from drop down menu or write in a text box below.

You can change the division of registration if necessary, e.g agreement with student to switch, accepting students from pending list, etc.

Click on "List of participants to Excel" to save the file to your computer.

Click on "Save" to save changes.

Click on "Close" to leave the form.

- AUDIENCE GROUPS

The purpose of audience groups is for example creating groups for group work within the course.

Click on "Audience groups" section.

The audience groups page consists of following parts: 1. Search for audience groups, 2. Overview of created audience groups, 3. Link to add audience groups.

Click on "Add new audience group" to add new audience group.

A form to add new audience group opens.

Fill out the form.

Click on "Save" to save changes.

Click on "Back" to leave the form.

Click on ✎ button to view previously created audience groups.

A form of selected audience group opens.

Make changes on the form, if necessary.

Click on "Copy" to add a new audience group based on this group.

Click on "Add students from another audience group" to move students from another audience group to this one.

Click on "Save" to save changes.

Click on "Back" to leave the form.
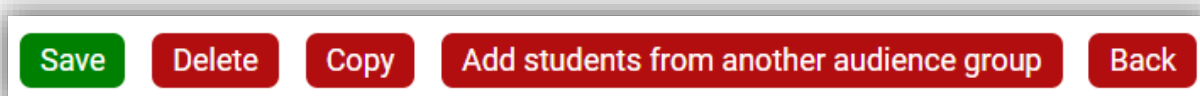
Click on "Add students" link to add students to audience group.
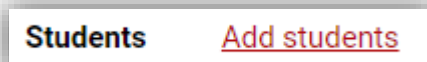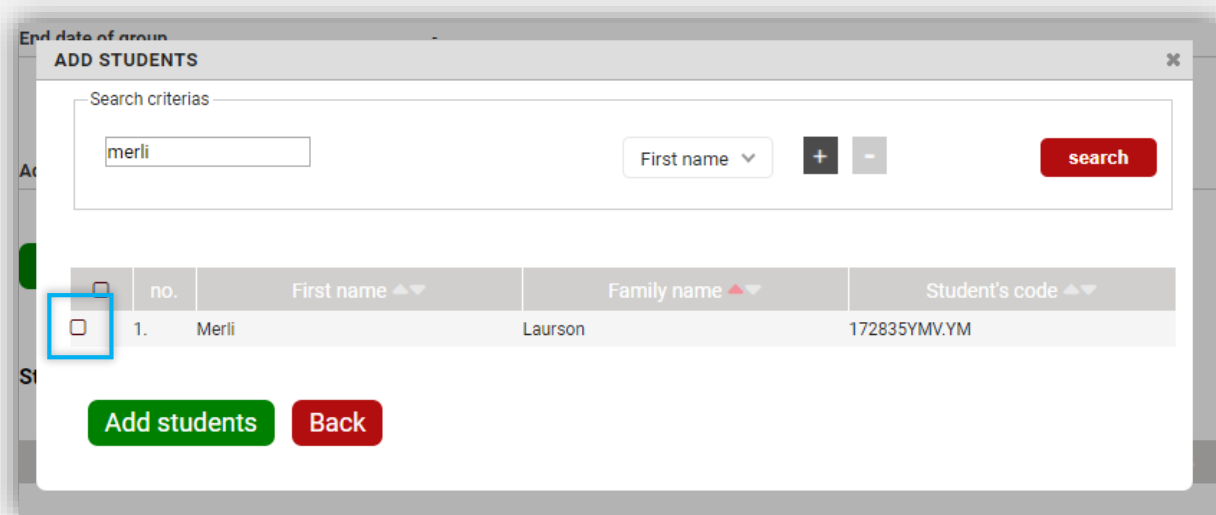

A form for searching and adding students opens.

Tick the boxes to select the students.

Click on "Add student" button to add.

Confirmation message is displayed.

Click on ✖ button to remove the student from the audience group.

No.	Student's name ▼▲	Student's code ▼▲	
1.	Merli Laurson	172835YMV.YM	✖

Click on "Add supervisors" to add supervisors to the audience group.

Supevisors   <u>Add supervisors</u>

A form for searching active lecturers opens.

Tick the boxes to select the supervisors.

ADD SUPERVISORS ✖

Search criterias

[ ] First name ∨ [+] [−] **search**

No. of selected people   0

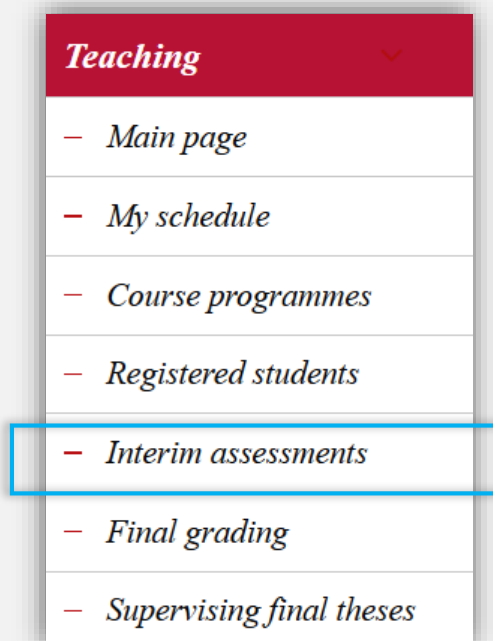| ☐	no.	First name ▲▼	Family name ▲▼	Estonian ID ▲▼	Foreigner's ID ▲▼
☐	1.	Sadie	Finch		sadie

Add supervisors   **Back**

Click on "Add supervisors" button.

Confirmation message is displayed.

Click on ✖ button to remove the supervisor from the audience group.

No.	Name of supervisor ▼▲	
1.	Sadie Finch (sadie)	✖

INTERIM ASSESSMENTS

Go to menu: Teaching > Interim assessments

Interim assessments page opens.

Page consists of following parts: 1. Search for interim assessments, 2. List of courses, that can have interim assessments.

Click on link "Interim assessments".

Selected courses interim assessment overview opens.

Click on link "Add new interim assessment".

Interim assessment creating form opens.

Fill out the form.

Click on button to add interim performance times to interim assessment.

Additional fields for entering interim performance time are displayed.

Fill out the additional fields.

Add as many interim performance times as necessary.

Click on "Save" to save changes.

Confirmation message is displayed.

Click on "Close" to leave the form.

Added interim performance times are displayed on interim assessment form.

Enter interim results for students.

Click on [edit icon] if you wish to make changes to the interim performance time.

Click on "Save" to save changes.

Click on "Back" to leave the form.

Click on "Print" to print the interim results.

Click on "Export CSV format" to export the results as excel file.

FINAL GRADING

Go to menu: Teaching > Final grading.
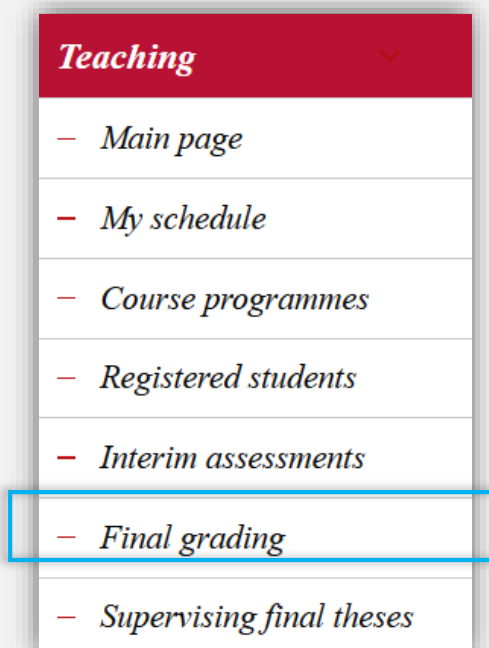
Final grading page opens.

It consists of following parts: 1. Exams / pass-fail assessments, 2. Results

- MANAGING ASSESSMENTS

Exams/pass-fail assessments section consists of following parts: 1. List of assessments this semester, 2. Adding new assessment times link, 3. Search for assessment times.
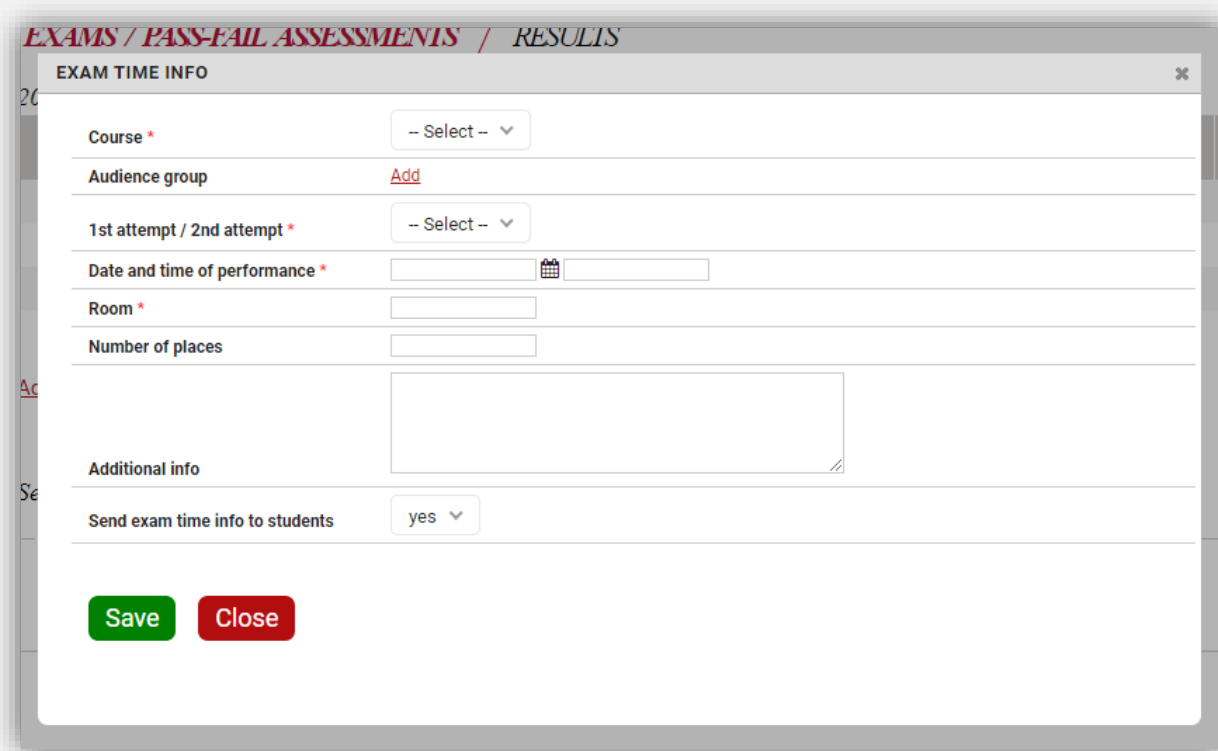
Click on "Add new assessment time" link to add new assessment time.

A form for entering new assessment time opens.

Fill out the form.

Click on "Save" to save changes.

Confirmation message is displayed.

Click on "Back" to leave the form.

Added assessment time is displayed in the overview.

Click on button to change previously added assessment time.

Click on link in „Reg./Limit" column to check the list of students registered to exam.

List of registered students is displayed.

Tick the box of "Don't show students already registered" if you wish to see see the list of students who haven't yet registered for exam.

Tick the box at student's name to select the student for adding to the assessment.

Untick the same box to remove the student from assessment.

Click on "Save" to add/remove selected students from exam.

Click on "Send a message to registered students" to send an ÕIS message to everyone registered to that assessment.

Send message to registered students

Click on "Print" to print out the list of students registered to assessment.

Click on "List of participants to Excel" to save the list of students registered to exam as Excel file.

Print 📋   List of participants to Excel

Click on ✉ button to send a message to students registered to assessment.

	Reg./Limit	
✏	**31 / -**	✉

- FINAL GRADES

Select the section "Results".

EXAMS / PASS-FAIL ASSESSMENTS / **RESULTS**

A page opens, that consists of following parts: 1. List of current semester's courses, 2. Search for other study results.

Click on 🖉 button to enter final results.

Assessment form opens.

Assessment form consists of two parts: results of 1st attempt and 2nd attempt – according to the Study Regulations, the student is allowed two attempts for passing the course.

Enter the result, the date of performance (already filled if student has registered to exam) and explanation of the grade.

Grading the student is inactive if restrictions based on Study Regulations apply. Click on *i* button to see the explanation. For example:
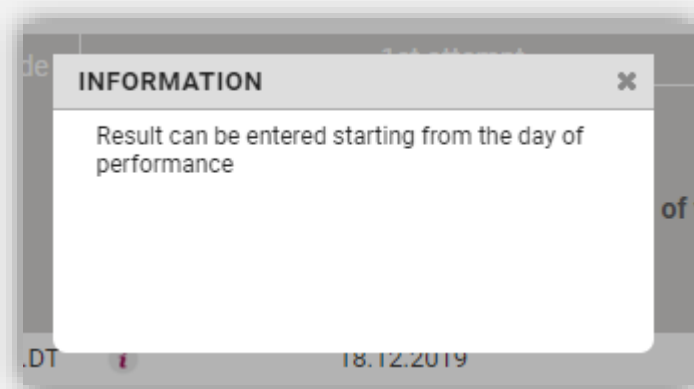
Click on "Save" to save changes.

Click on "1st attempt results correct and confirming form" button after entering results to all students.

SUPERVISING FINAL THESES

Go to menu: Teaching > Supervising final theses.
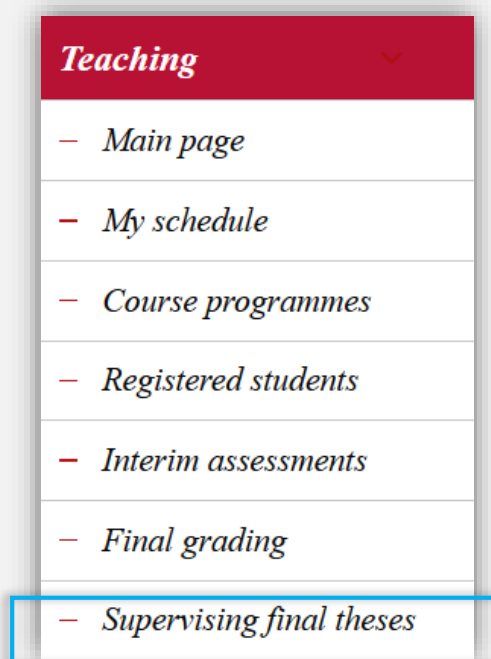
A list of students is displayed that are your supervisees.

	no.	Student's name ▲▼ ▲▼	Student's code ▲▼	CERCS ▲▼	Supervisor ▲▼	Co-supervisor ▲▼	Topic of final thesis ▲▼	Active ▲▼	
☐	Show inactive students as well								
	1.		180833IFIFB.DT		Henrietta Pastorfield		User Experience Design for an Online Store	yes	Edit
	2.		161392IFHTM.DT		Henrietta Pastorfield			yes	Edit
	3.		181432IFHTM.DT		Henrietta Pastorfield		Technological Opportunities of Plagiarism Prevention	yes	Edit

Click on "Show inactive students as well" to see students that no longer study.

Click on "View" to see full details about the student's final thesis topic.

Üliõpilane		Imm. kp 21.08.2012	E-post -		Telefon
Õppekava kood ja nimetus IFHTM.DT - Haridustehnoloogia			Juhendaja instituut DT - Digitehnoloogiate Instituut		Juhendaja nimi
Kaasjuhendaja nimi -			2. kaasjuhendaja nimi -		
Aktiivsus ei			Finantsallikas tasuline õpe		Rahastamine -
Antud kraad tehnikateaduse magister (haridustehnoloogia)					
Lõputöö pealkiri eesti keeles Gümnaasiumi uurimistööde juhendamise keskkonna kontseptuaalne disain					
Lõputöö pealkiri inglise keeles Conceptual Design of an Environment for Supervising Research of Secondary School Students					
Lõputöö pealkiri originaalkeeles					
Lõputöö keel					
Lõputöö staatus registreeritud					
Juhendaja poolt kinnitatud 13.05.2015					

Tagasi

STUDENTS' FEEDBACK

LECTURER

Go to menu: Students' feedback > Viewing results.
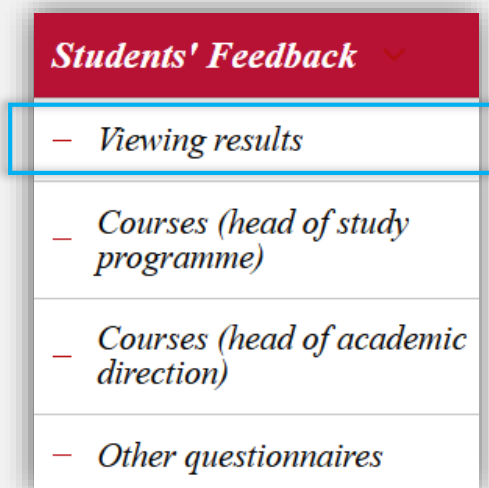
List of courses of the current semester that were included feedback process is displayed.

Select another semester and click on "Search" button, if necessary.

Click on "View" to see the detailed report of the feedback.

The form consists of following parts: 1. Overview, 2. Summary of responses, 3. Ranges of values.

semester	2018/2019 Spring
no. of respondents	10
no. of students enrolled in course	14
response rate	71.43%

Average of different statements about topic 'Course and learning environment'

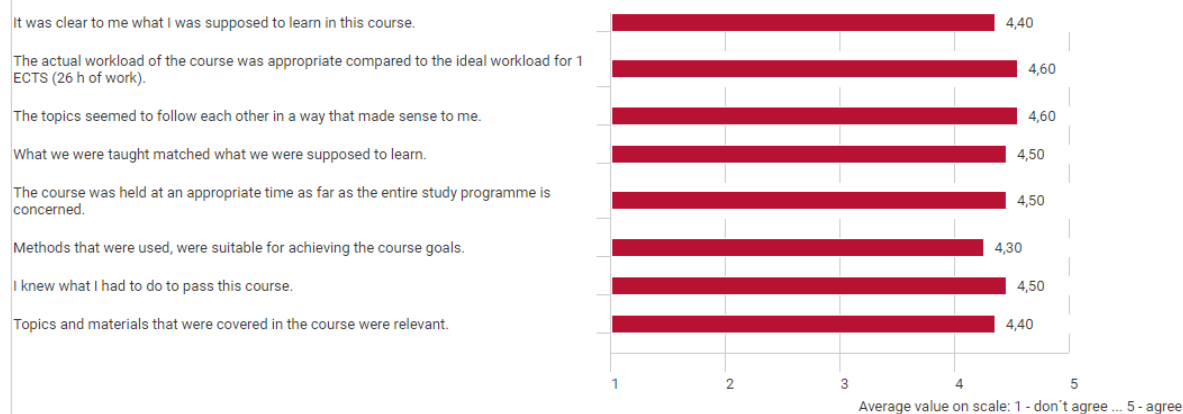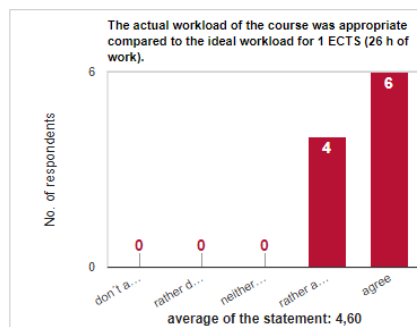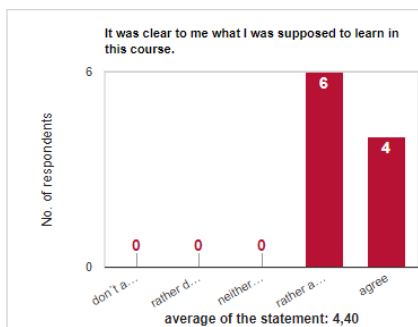| Statement	Average
It was clear to me what I was supposed to learn in this course.	4,40
The actual workload of the course was appropriate compared to the ideal workload for 1 ECTS (26 h of work).	4,60
The topics seemed to follow each other in a way that made sense to me.	4,60
What we were taught matched what we were supposed to learn.	4,50
The course was held at an appropriate time as far as the entire study programme is concerned.	4,50
Methods that were used, were suitable for achieving the course goals.	4,30
I knew what I had to do to pass this course.	4,50
Topics and materials that were covered in the course were relevant.	4,40

Average value on scale: 1 - don´t agree ... 5 - agree

The range of values provided by the students

It was clear to me what I was supposed to learn in this course.

No. of respondents

don´t a... 0 | rather d... 0 | neither... 0 | rather a... 6 | agree 4

average of the statement: 4,40

The actual workload of the course was appropriate compared to the ideal workload for 1 ECTS (26 h of work).

No. of respondents

don´t a... 0 | rather d... 0 | neither... 0 | rather a... 4 | agree 6

average of the statement: 4,60

Siia palume täpsustada, kuidas õppejõud toetas Sinu õppimist ning mida oleksid veel rohkem vajanud (nt tagasiside osas jms)?
Vastused: Kuva vähem...
1. Ei mina tea
2. EI HUVITA
3. Ei tea, mul polnud eriti tuge vaja.

Lecturer is able to respond to students in two weeks starting from the courses feedback closing for students.
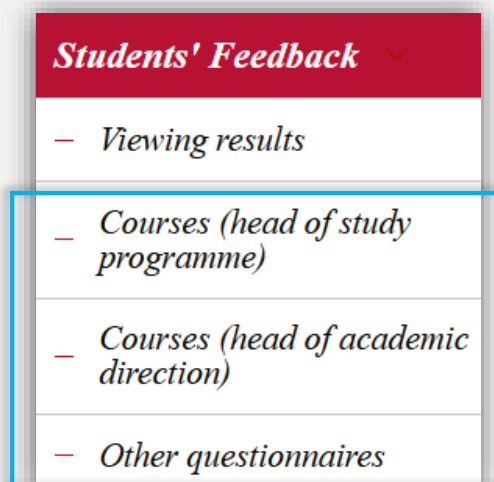
Lecturer's response to students' feedback

Tänan positiivse tagasiside e
suunata olulisemate haridus
sõnastamist. 3) Kindlasti anr

HEAD OF STUDY PROGRAMME / HEAD OF ACADEMIC DIRECTION

For head of study programme and head of academic direction more feedback report options are displayed compared to the lecturer.

Go to menu: Students' feedback > Courses (head of study programme) / Courses (head of academic direction) / Other questionnaires

A search form opens.

Fill out the form.

Click on "Export results to Excel".

Click on "Open report…".

Reports containing more data can take a bit time to compile. In that case the system displays notification about it. Wait few seconds and press the "Open report..." button again.