

# Lecturer's Workplace ÖIS2

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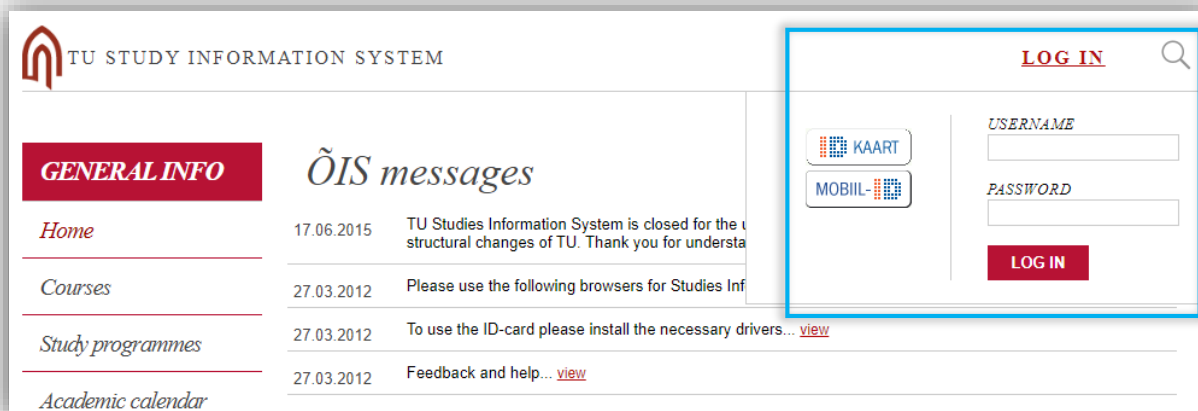
## GENERAL

### LOG IN

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

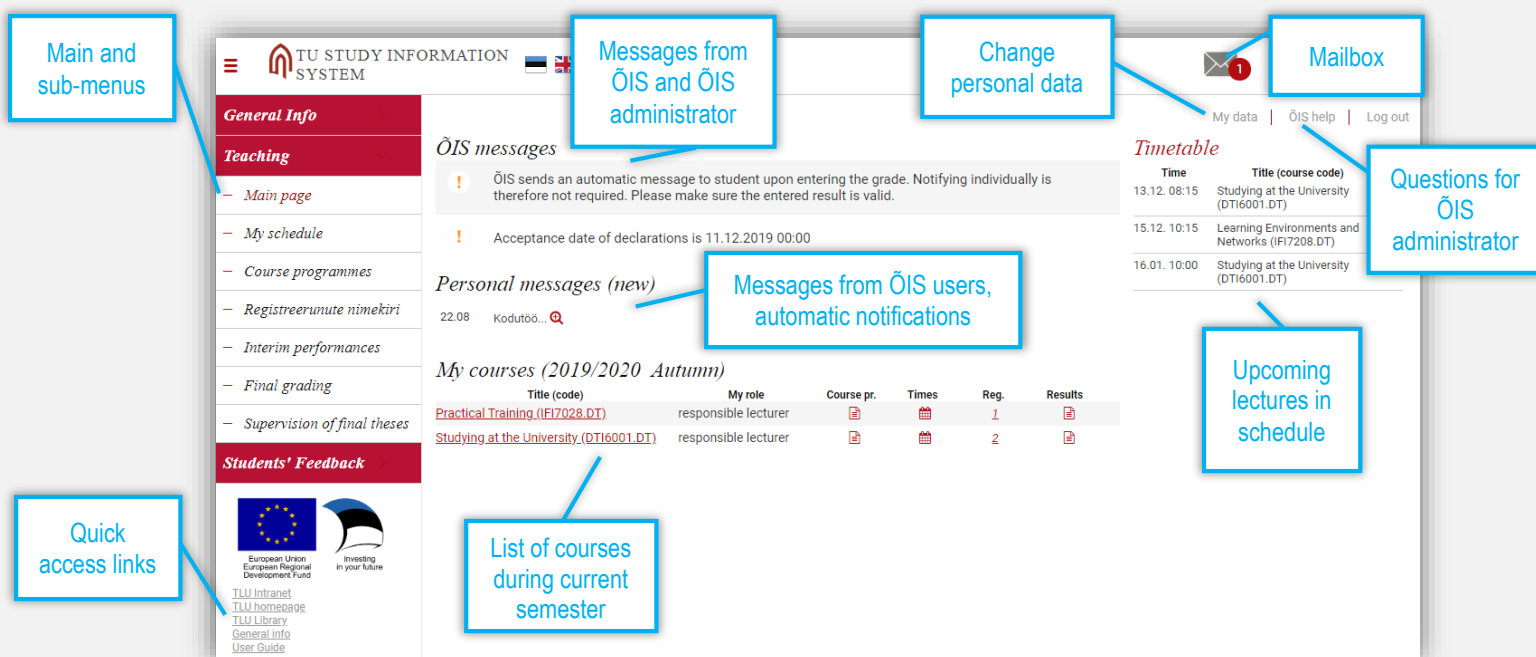
Click on button „Log in“.

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.



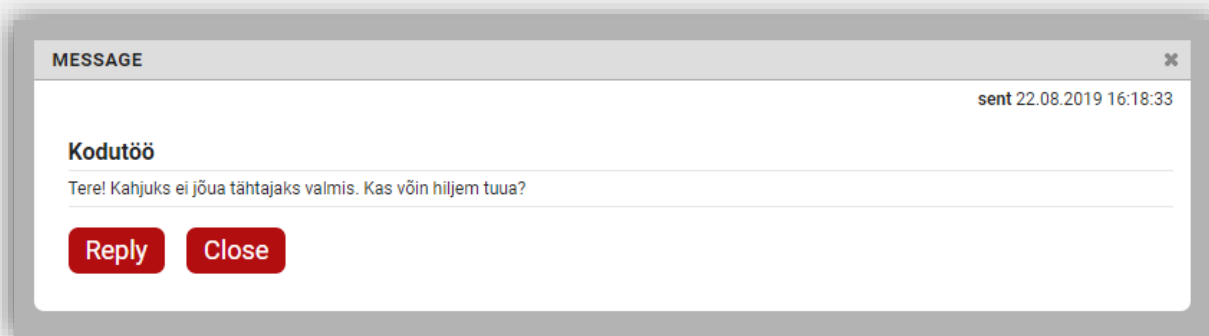
## MAILBOX

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.



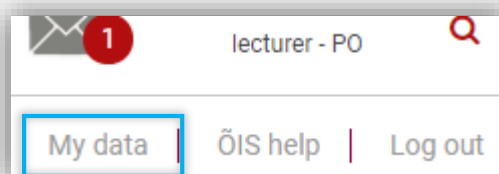
Click on the title of the message to read it.



## 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.

First name <input type="text"/>	Family name <input type="text"/>	Gender M	Date of birth 01.01.1900	
ID code <input type="text"/>	Phone 51234567	Lecturer's academic unit DT - School of Digital Technologies		
E-mail johndoe@gmail.com				
<input type="checkbox"/> I wish to receive notifications about ŌIS messages to my e-mail				
Comments -				
<a href="#">Change personal data</a>				

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.

omments


AMENDMENT OF DATA

Phone

E-mail

By adding a picture I am willing to display it to other ŌIS users.

[Add/change picture](#)



Save changes.

## ŌIS HELP

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

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

lecturer - PO

My data | [ŌIS help](#) | Log out

ŌIS 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*

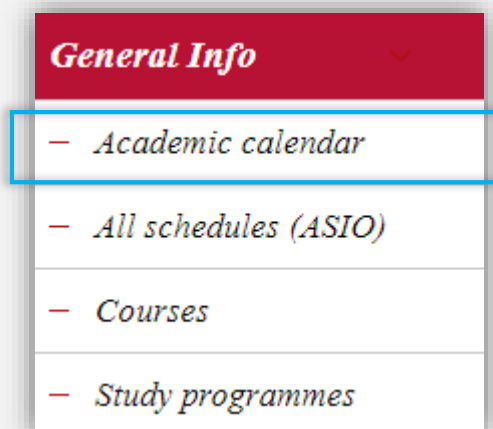
QUESTION: What's the meaning of life?

ANSWER: 42

## GENERAL INFO

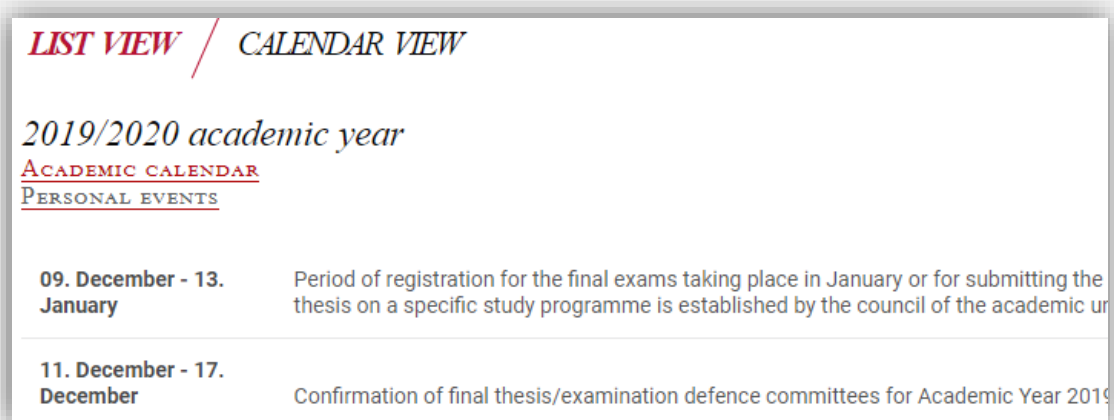
### ACADEMIC AND PERSONAL EVENTS CALENDAR

Go to menu: General Info > Academic calendar



Events page opens.

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



*LIST VIEW / CALENDAR VIEW*

● Current day    ● Personal events    ● Academic calendar

« DECEMBER 2019 »						
Mon.	Tu.	Wed.	Th.	Fri.	Sat.	Sun.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**PERSONAL EVENTS**

**UNIVERSITY EVENTS**

09.12 Period of registration for the final exams taking place in January or for submitting the final thesis. The deadline for submitting the final thesis on a specific study programme is established by the council of the academic unit. (beginning)

11.12 Confirmation of final thesis/examination defence committees for Academic Year 2019/2020. (beginning)

15.12 End of the second contact study

## ALL SCHEDULES

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

**General Info** ▼

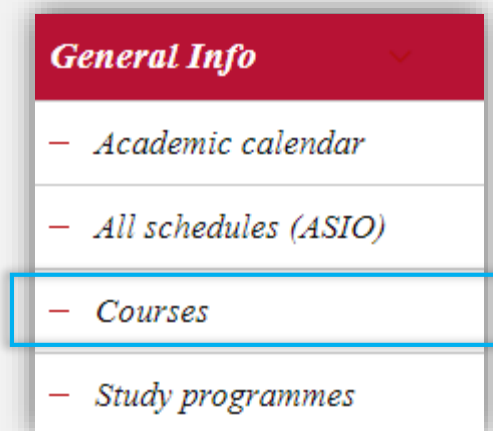
- Academic calendar
- **All schedules (ASIO)**
- Courses
- Study programmes

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.

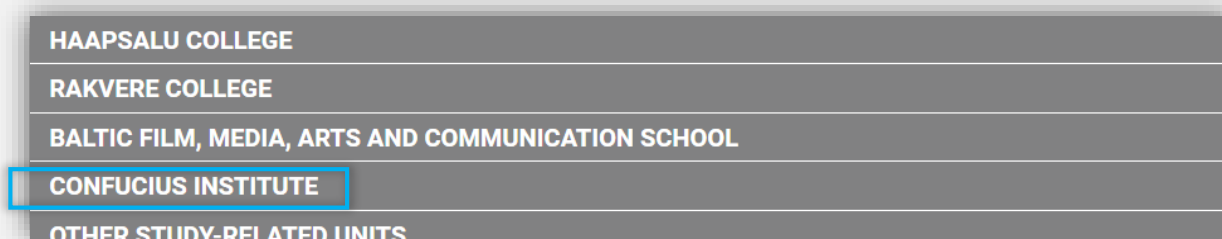
## COURSES

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.

CONFUCIUS INSTITUTE			
- Confucius Institute			
	Course title ▲ ▼	Course code ▲ ▼	Amount of credits (ECTS) ▲ ▼
<input type="checkbox"/>	Upper Beginners Chinese 2	CIC6014.CI	15
<input type="checkbox"/>	Intermediate Chinese	CIC6015.CI	15
<input type="checkbox"/>	Intermediate Chinese 2	CIC6016.CI	15
<input type="checkbox"/>	Chinese Calligraphy in Theory and Practice	CIC6019.CI	3
<input type="checkbox"/>	Chinese Ink Painting	CIC6027.CI	4

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



- Intermediate Chinese 2	
<b>Teaching semester:</b>	spring
<b>Last teaching semester:</b>	2013/2014 Spring
<b>Assessment form:</b>	Examination
<b>Brief description of course:</b>	The course covers some knowledge of language learning strategies acquired preliminary cross-cultural awareness.
<a href="#">View more..</a>	

The entire course sheet is displayed.

Intermediate Chinese 2	
<b>Course code</b>	CIC6016.CI
<b>old course code</b>	CIC6016
<b>Course title in Estonian</b>	Hiina keel B2
<b>Course title in English</b>	Intermediate Chinese 2
<b>ECTS credits</b>	15.0
<b>approximate amount of contact lessons</b>	140
<b>Teaching semester</b>	spring
<b>Assessment form</b>	Examination
<b>lecturer of 2019/2020 Autumn</b>	lecturer not assigned

## STUDY PROGRAMMES

Go to menu: General info > Study programmes.

<i>General Info</i>
- <i>Academic calendar</i>
- <i>All schedules (ASIO)</i>
- <i>Courses</i>
- <i>Study programmes</i>

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.

The screenshot shows a selection interface with four tabs at the top: *APPLIED HIGHER EDUCATION*, **BACHELOR** (highlighted with a red and blue border), *MASTER*, and *PHD*. Below the tabs are three stacked grey boxes representing academic units: **BALTIC FILM, MEDIA, ARTS AND COMMUNICATION SCHOOL**, **RAKVERE COLLEGE**, and **SCHOOL OF DIGITAL TECHNOLOGIES** (highlighted with a blue border).

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

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

SCHOOL OF DIGITAL TECHNOLOGIES			
	study programme title ▲ ▼	study programme code ▲ ▼	Study programme version code ▲ ▼
+	Computer Science	IFI2B.HK	IFI2B/10.DT
+	Computer Science	IFIFB.DT	IFIFB/10.DT
+	Computer Science	IFIFB.DT	IFIFB/11.DT
+	Computer Science	IFIFB.DT	IFIFB/12.DT
+	Computer Science	IFIFB.DT	IFIFB/13.DT

Overview of the selected study programme is displayed.

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

- Computer Science		IFIFB.DT
<b>Language of instruction:</b>	Estonian	
<b>ECTS credits:</b>	180	
<b>Nominal study period (in semesters):</b>	6 semesters	
<b>Study programme aims and objectives:</b>	<p>To create the prerequisite for learning basic concepts, theoretical bases, most important trends of informatics;</p> <p>Support the formation of competence in software development, to work in software development, ICT management and support services;</p> <p>Develop students' analytical skills, ability to apply knowledge and skills in solving practical tasks, literature and databases, and teamwork skills;</p> <p>Establish conditions for the application of ICT in various areas, as well as understanding risks of the ICT;</p> <p>Create the conditions for lifelong learning and continuation of education on information technology so than in other universities.</p>	
<a href="#">View more..</a>		

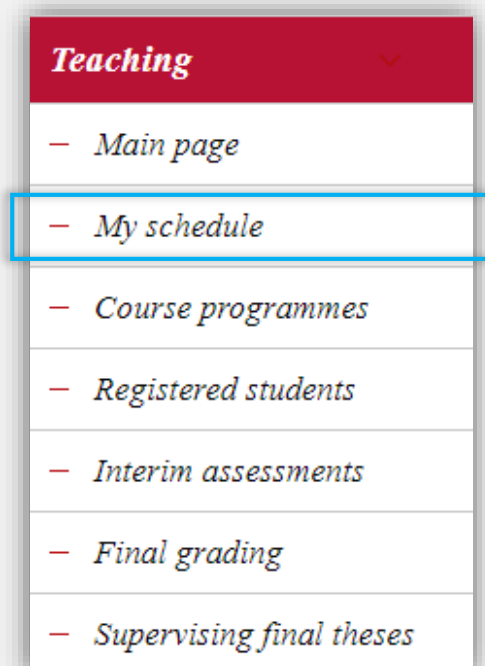
The entire study programme is displayed.

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

Mo.	Tu.	We.	Th.	Fr.	Sa.	Su.
08:15-11:45 DTI6001.DT   Hans Põldoja   A-543 13.12 <a href="#">Studying at the University</a> IFIFB; IFIFB-1; INITB-1; MLMB-1;						

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

123	
Mo.	Tu.
08:15-11:45 DTI6001.DT   Hans P <a href="#">Studying at the University</a> IFIFB; IFIFB-1; INITB-1	

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.

<a href="#">show all</a>
time lesson
Friday, 13.12.2019

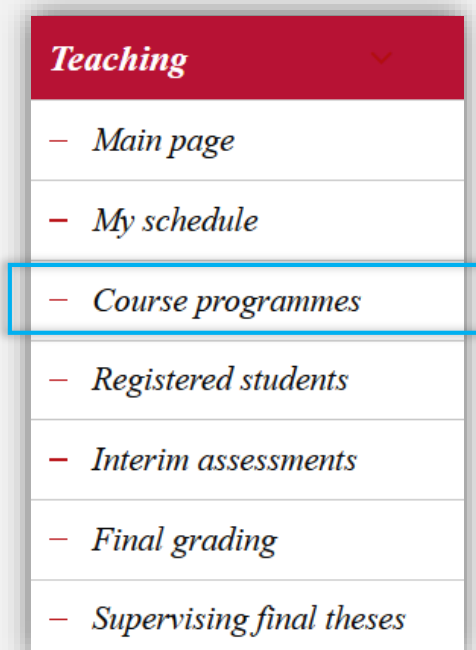
Click on "Export iCalendar file" if you wish to create file for importing your schedule to another calendar application you use.

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

<a href="#">EXPORT ICALENDAR FILE</a> <a href="#">OPEN WEB LINK</a>		
Fr.	Sa.	Su.

## 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.

The screenshot shows the 'Course programmes' page. It is divided into three main sections: '2019/2020 Autumn', '2019/2020 Spring', and 'Search for course programmes'. The '2019/2020 Autumn' section contains a table with two columns: 'Course' and 'Responsible lecturer'. The table lists two courses: 'Learning Environments and Networks (IFI7208.DT)' and 'Studying at the University (DTI6001.DT)', both with a red checkmark icon in the 'Course' column. The '2019/2020 Spring' section shows a message: 'No courses opened for this semester yet, cannot create course programme until then.' The 'Search for course programmes' section has a search criteria bar with a dropdown for '2019/2020 Autumn', a 'Semester' dropdown, and a 'search' button. Callouts point to various elements: 'Current semester' points to the '2019/2020 Autumn' header; 'List of courses available that semester' points to the table in the autumn section; 'Responsible lecturer of the course' points to the 'Responsible lecturer' column; 'Add or change buttons' points to the red checkmark icon in the 'Course' column; and 'Search for course programmes' points to the search criteria bar.

Course	Responsible lecturer
✓ Learning Environments and Networks (IFI7208.DT)	Henrietta Pastorfield
✓ Studying at the University (DTI6001.DT)	Henrietta Pastorfield


2019/2020 Spring


No courses opened for this semester yet, cannot create course programme until then.

Search for course programmes

Search criterias

2019/2020 Autumn Semester + - search

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**

<b>Course code</b>	DTI6001.DT
<b>Course title</b>	Studying at the University

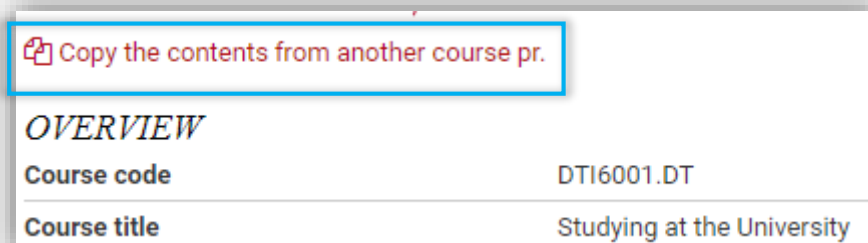
In case the language of instruction for the division is English, then the form is displayed already in English, despite viewing it in Estonian interface. This is meant to draw attention to the fact that the form needs to be filled in English for the students.

<b>OVERVIEW</b>			
<b>Course code</b>	DTI6001.DT		
<b>Course title</b>	Studying at the University		
<b>Language of instruction / Division of registrations / Number of places</b>	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.”

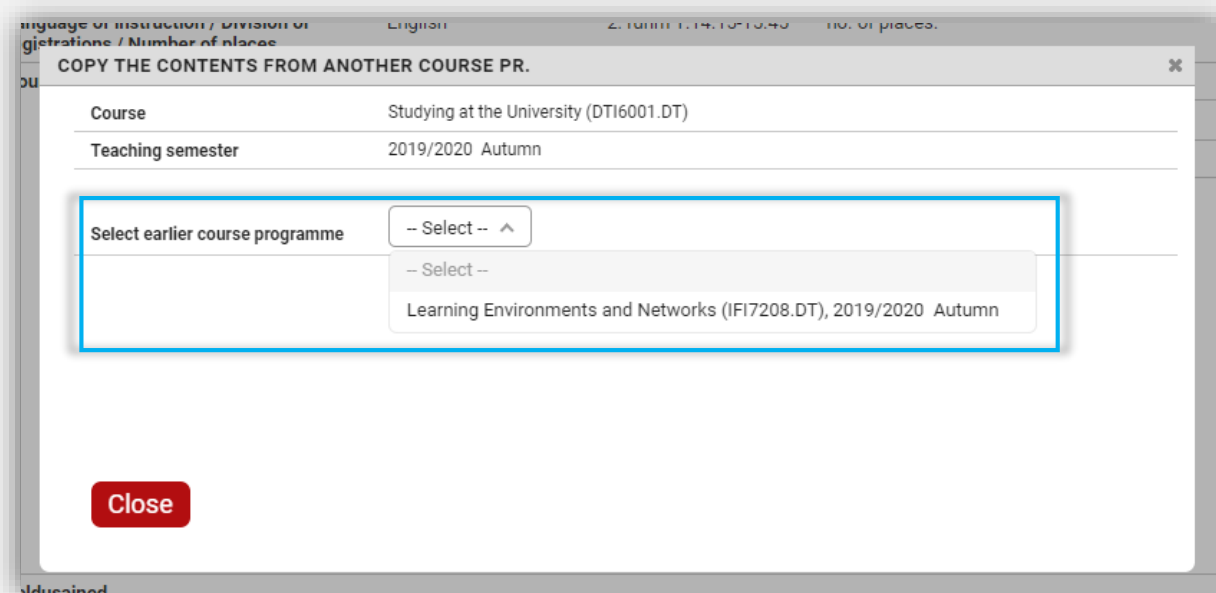


A screenshot of a web interface showing a course overview. At the top, there is a red link with a document icon that says "Copy the contents from another course pr.". Below this, the word "OVERVIEW" is displayed in a large, italicized font. Underneath, there is a table with two rows: "Course code" with the value "DTI6001.DT" and "Course title" with the value "Studying at the University".

<a href="#">Copy the contents from another course pr.</a>	
<i>OVERVIEW</i>	
Course code	DTI6001.DT
Course title	Studying at the University

A course programme copying window opens.

Select a course programme from drop down menu.



A screenshot of a modal window titled "COPY THE CONTENTS FROM ANOTHER COURSE PR.". The window contains a form with the following fields: "Course" with the value "Studying at the University (DTI6001.DT)" and "Teaching semester" with the value "2019/2020 Autumn". Below these is a dropdown menu labeled "Select earlier course programme" with a "-- Select -- ^" button. The dropdown is open, showing two options: "-- Select --" and "Learning Environments and Networks (IFI7208.DT), 2019/2020 Autumn". At the bottom left of the window is a red "Close" button.

COPY THE CONTENTS FROM ANOTHER COURSE PR.	
Course	Studying at the University (DTI6001.DT)
Teaching semester	2019/2020 Autumn
Select earlier course programme	-- Select -- ^
	-- Select --
	Learning Environments and Networks (IFI7208.DT), 2019/2020 Autumn
Close	

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

Tick the ones you wish to copy.

**COPY THE CONTENTS FROM ANOTHER COURSE PR.**

Select earlier course programme: Learning Environments and Networks (IFI7208.DT), 2019/2020 Autu... ▼

Select division of registrations: IFHTM-1, IFIOM-1, INITM-2 ▼

Select fields for copying:

- ☐ Contact lessons (hours)
- ☐ Schedule and activities
- ☐ Interim assessment (incl. requirements for accepting to grading and possibilities of substituting debts)
- ☐ Final grading (incl. requirements for accepting to final grading and acceptable substitutions)
- ☐ Other explanations
- ☐ Study materials (incl. obligatory and recommended)
- ☐ Study material files
- ☐ Other study materials

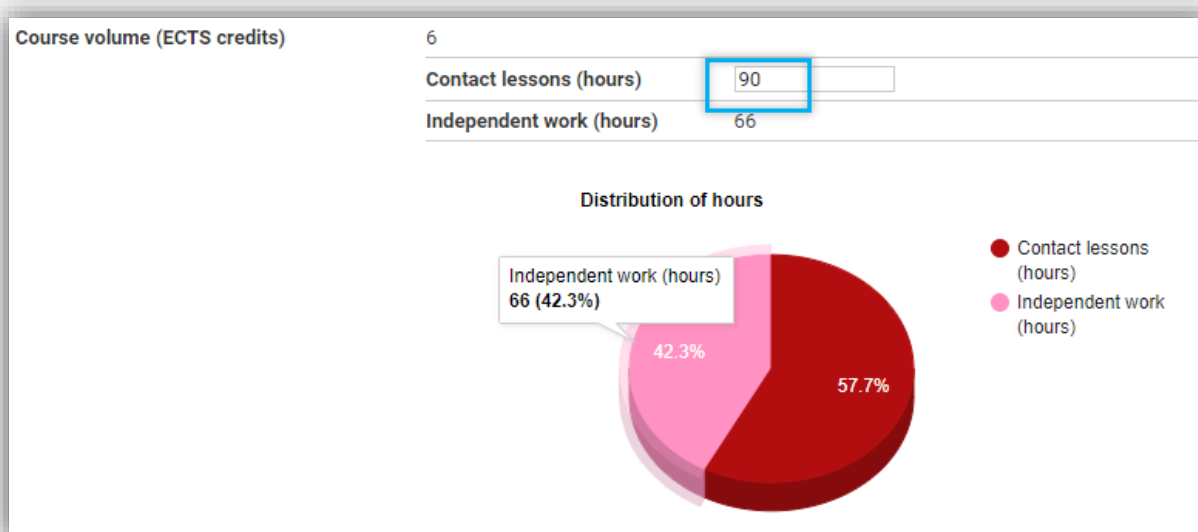
**Copy selected elements** **Close**

Click on button “Copy selected elements”.

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

## - OVERVIEW

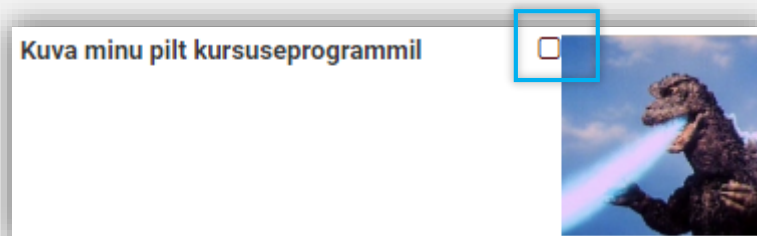
Enter the number of contact lessons based on ECTS of the course in astronomical hours.






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)



Kuva minu pilt kursuseprogrammil

☐



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.

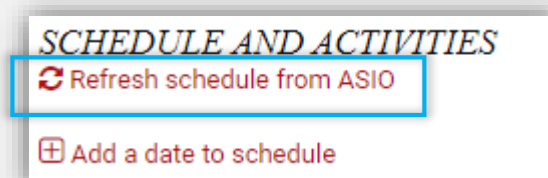
Tick the corresponding boxes.

Co-lecturer	Display picture in programme	Right to administer
Sadie Finch	<input type="checkbox"/>	<input type="checkbox"/>
		


## - 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.



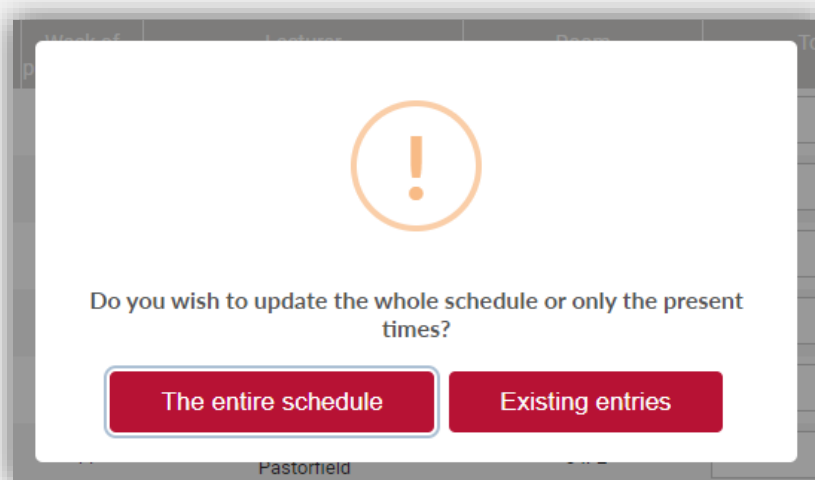
**SCHEDULE AND ACTIVITIES**

 Refresh schedule from ASIO

 Add a date to schedule


Confirmation message is displayed.

If the schedule has already been downloaded from ASIO before, then ÖIS 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:

 Add a date to schedule

Fill 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 Transfiguration
13.09.2019 08:15	37	Henrietta Pastorfield, Mati Möttus	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.

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## - ASSESSMENT

Enter the requirements of interim and final assessments.


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

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## - 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.

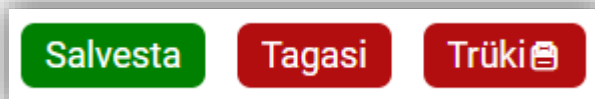
Enter the link to e-learning environment course, if the course has one.

<b>STUDY MATERIALS</b>	
<b>Course's e-learning environment *</b>	<a href="https://moodle.hitsa.ee/course/view.php?id=18555">https://moodle.hitsa.ee/course/view.php?id=18555</a>
<b>Study materials (incl. obligatory and recommended)</b>	
<b>Upload study material files</b>	<div style="border: 2px dashed #ff00ff; padding: 10px; text-align: center;">  <b>Drag files here or choose from catalogue</b> </div>
<b>Other study materials</b>	

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

Click on "Back" to leave the form.

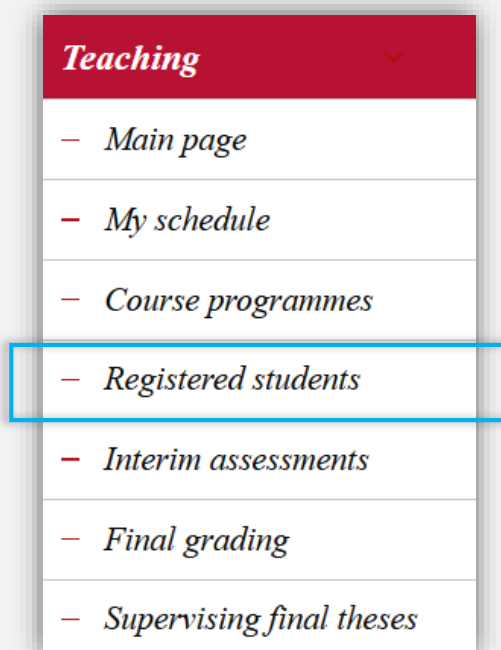
Click on "Print" to create a pdf-document from course programme form.



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

Search for  
registrations  
of other  
semesters

**REGISTERED TO COURSE / AUDIENCE GROUPS**

! The deadline of accepting registrations for courses is 16.09.2019 23:59

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

2019/2020 Autumn

no.	Course	Responsible lecturer	Total/Accepted/Declined
1.	DTI6001.DT - Studying at the University	Henrietta Pastorfield	<a href="#">117/117/0</a>
2.	IFI7208.DT - Learning Environments and Networks	Henrietta Pastorfield	<a href="#">35/35/0</a>

Search for lists of registered students

Search criterias

2019/2020 Autumn Semester + - search

List of courses on current semester

Link to the list of students

## - REGISTERED TO COURSE

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

2019/2020 Autumn

no.	Course	Responsible lecturer	Total/Accepted/Declined
1.	DTI6001.DT - Studying at the University	Henrietta Pastorfield	<a href="#">118/117/1</a>
2.	IFI7208.DT - Learning Environments and Networks	Henrietta Pastorfield	<a href="#">35/35/0</a>

A registrations form opens.

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

**DTI6001.DT - STUDYING AT THE UNIVERSITY**

Language of instruction and Division of registrations	English; 2. rühm T:14.15-15.45 [info at course form] Estonian; 1. rühm T:12.15-13.45 [info at course form]
Additional info	- Eelistatud on nende erialade üliõpilased, kellel aine on tunniplaanis - Rühma ületäitumisel on eelis
Number of places	111
Limit of pending students	30

*Accepted and other valid registrations*

No.	Yes/No	Student's name	Student's code	Form of studies	Language of instruction	Reg. time	Vers. code	Prerequisites	Division of registrations	Reason for declining
1.	<input checked="" type="checkbox"/>			regular studies	Estonian	26.08.2019 09:19	IFIB/19.DT		*waiting list: 1. rühm T:12.15-13.45, Estonian	-- Select --
2.	<input checked="" type="checkbox"/>			regular studies	Estonian	26.08.2019 09:45	MLMB/19.DT		1. rühm T:12.15-13.45, places:111, Estonian	-- Select --

*Declined and other invalid registrations*

No.	Yes/No	Student's name	Student's code	Form of studies	Language of instruction	Reg. time	Vers. code	Prerequisites	Division of registrations	Reason for declining
1.	<input checked="" type="checkbox"/>	<u>Merli Laurson</u>	172835YMV.YM			17.12.2019 12:40			2. rühm T:14.15-15.45, places:999, English	course available only in chargeable study programme

By default, all students are accepted to the course, including pending list.

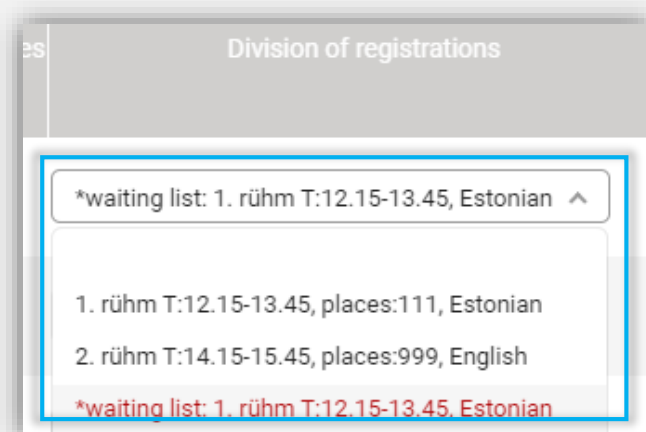
Tick the box Yes/No to accept or decline student's registration.

No.	Yes/No	Student's name	Student's code
1.	<input checked="" type="checkbox"/>	<u>Merli Laurson</u>	172835YMV.YM

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

Reason for declining
prerequisite courses not passed

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



Division of registrations

\*waiting list: 1. rühm T:12.15-13.45, Estonian ^

1. rühm T:12.15-13.45, places:111, Estonian

2. rühm T:14.15-15.45, places:999, English

\*waiting list: 1. rühm T:12.15-13.45, Estonian

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



List of participants to Excel

Click on "Save" to save changes.

Click on "Close" to leave the form.



Save Close

---

#### - 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.

**COURSES / AUDIENCE GROUPS**

Search criterias

2019/2020 Autumn ▼ Semester ▼ + - search

no.	Semester ▲▼	Title ▲▼	Abbreviated title ▲▼	Course title ▲▼	Limit of places ▲▼	Joined ▲▼	End date of group ▲▼
1.	2019/2020 Autumn	Rühm A	A	Studying at the University (DTI6001.DT)	50	0	
2.	2019/2020 Autumn	Rühm B	B	Studying at the University (DTI6001.DT)	50	0	

[Add new audience group](#)

Click on “Add new audience group” to add new audience group.

[Lisa uus kuulajaskonnarühm](#)

A form to add new audience group opens.

Fill out the form.

**Title \***

**Abbreviated title**

**Course \***

**Limit of places \***

**Registering by students restricted**

**Date of creating** 17.12.2019

**End date of group** -

**Additional info for students**

**Save** **Back**

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.

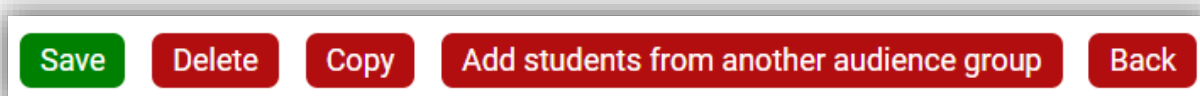
Make changes on the form, if necessary.

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

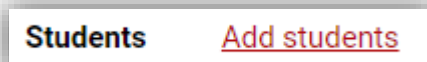
Click on “Add students from another audience group” to move students from another audience group to this one.

Click on “Save” to save changes.

Click on “Back” to leave the form.

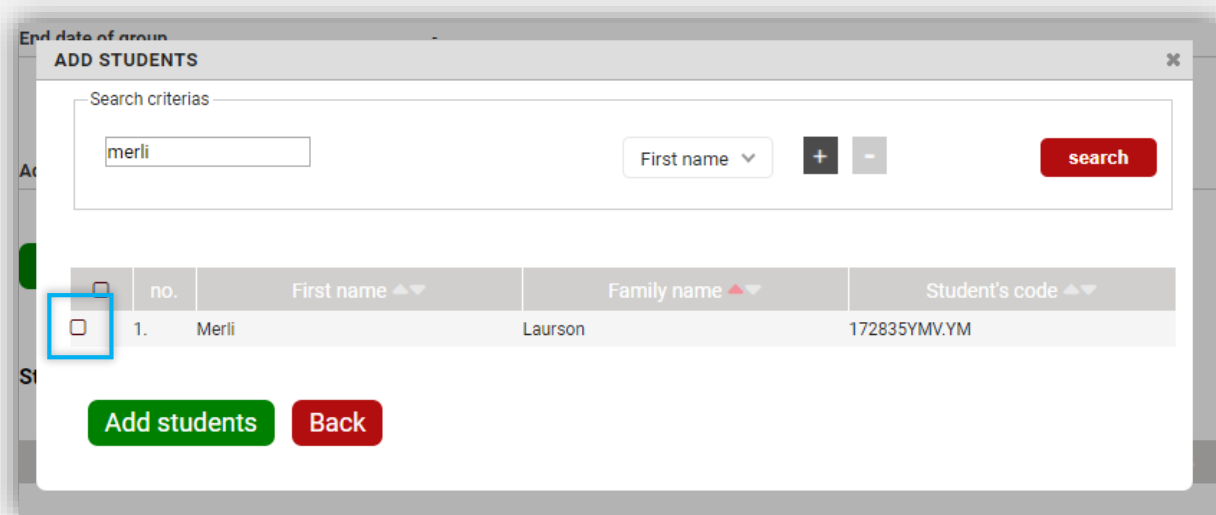


Click on “Add students” link to add students to audience group.



A form for searching and adding students opens.

Tick the boxes to select the students.



no.	First name	Family name	Student's code
1.	Merli	Laurson	172835YMYM

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.	<a href="#">Merli Laurson</a>	172835YMV.YM	<b>×</b>

Click on “Add supervisors” to add supervisors to the audience group.

**Supervisors**    [Add supervisors](#)

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

<input type="checkbox"/>	no.	First name ▲▼	Family name ▲▼	Estonian ID ▲▼	Foreigner's ID ▲▼
<input type="checkbox"/>	1.	Sadie	Finch		sadie

**Add supervisors**

**Back**

Click on “Add supervisors” button.

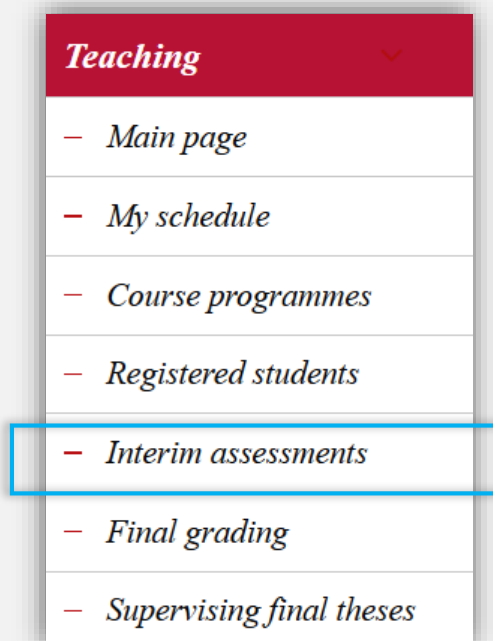
Confirmation message is displayed.

Click on **×** button to remove the supervisor from the audience group.

No.	Name of supervisor ▼▲	
1.	Sadie Finch (sadie)	<b>×</b>

## 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".

Search criterias						
2019/2020 Autumn ▾		Semester ▾	+ -	search		
no.	Semester ▲▾	Course code ▲▾	Course title ▲▾	Form of assessment ▲▾	No. of interim assessments ▲▾	
1.	2019/2020 Autumn	IFI7208.DT	Learning Environments and Networks	assessment	0	<a href="#">interim assessments</a>
2.	2019/2020 Autumn	DTI6001.DT	Studying at the University	assessment	0	<a href="#">interim assessments</a>

Selected courses interim assessment overview opens.

Click on link “Add new interim assessment”.

course	Studying at the University (DTI6001.DT)
lecturer	Henrietta Pastorfield
semester	2019/2020 Autumn
<a href="#">Add new interim assessment</a> <a href="#">Copy from another course's interim assessments</a>	

Interim assessment creating form opens.

Fill out the form.

NO.	Student	Student's Code	Final result
<div> <div>×</div> <div> <h3>ADDING NEW INTERIM PERFORMANCE</h3> </div> </div>			

semester

2019/2020 Autumn

course

Studying at the University (DTI6001.DT)

type of assessment \*

Test ▾

interim assessment title

code

minimum result \*

maximum result \*

result's % of the final result

registering mandatory \*

☒


additional info

Interim performance times

Date of performance	Number of places	audience group	Reg. tähtaeg	
				<div>+</div>





Save

Close

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.

Date of performance	Number of places	audience group	Reg. tähtaeg	
<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/> 	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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.

No.	Student	Student's code	 Essay on morale and ethics Test min: 51, max: 100 percentage : 10	Final result	Assessment forms
1.	<input type="text"/>	191037MLMB.DT	17.12		
2.	<input type="text"/>	1809711FIFB.DT	<input type="text"/>		
3.	<input type="text"/>	1905061FIFB.DT	<input type="text"/>		

Click on  if you wish to make changes to the interim performance time.

Click on "Save" to save changes.

Click on "Back" to leave the form.

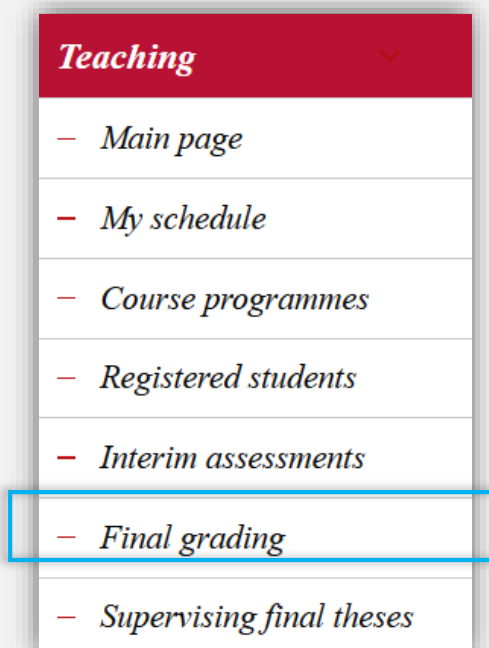
Click on "Print" to print the interim results.

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

<b>Save</b>	<b>Back</b>	<b>Print</b> 	<b>Export as CSV file</b>
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## FINAL GRADING

Go to menu: Teaching > Final grading.



Final grading page opens.

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

**EXAMS / PASS-FAIL ASSESSMENTS** / **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.

EXAMS / PASS-FAIL ASSESSMENTS / RESULTS

2019/2020 Autumn

no.	Course	Form of assessment	1st/2nd attempt	Date	Room		Reg./Limit	
1.	Learning Environments and Networks (IFI7208.DT)	assessment	1st attempt	15.12.2019 10:15	A-402		31 / -	
2.	Learning Environments and Networks (IFI7208.DT)	assessment	2nd attempt	20.01.2020 12:00	elektrooniliselt		0 / -	
3.	Studying at the University (DTI6001.DT)	assessment	1st attempt	13.12.2019 08:15	A-543		86 / -	
4.	Studying at the University (DTI6001.DT)	assessment	2nd attempt	16.01.2020 10:00	A-402		0 / -	

[Add new assessment time](#)

Search for assessment times

Search criterias

2019/2020 Autumn

Semester

+

-

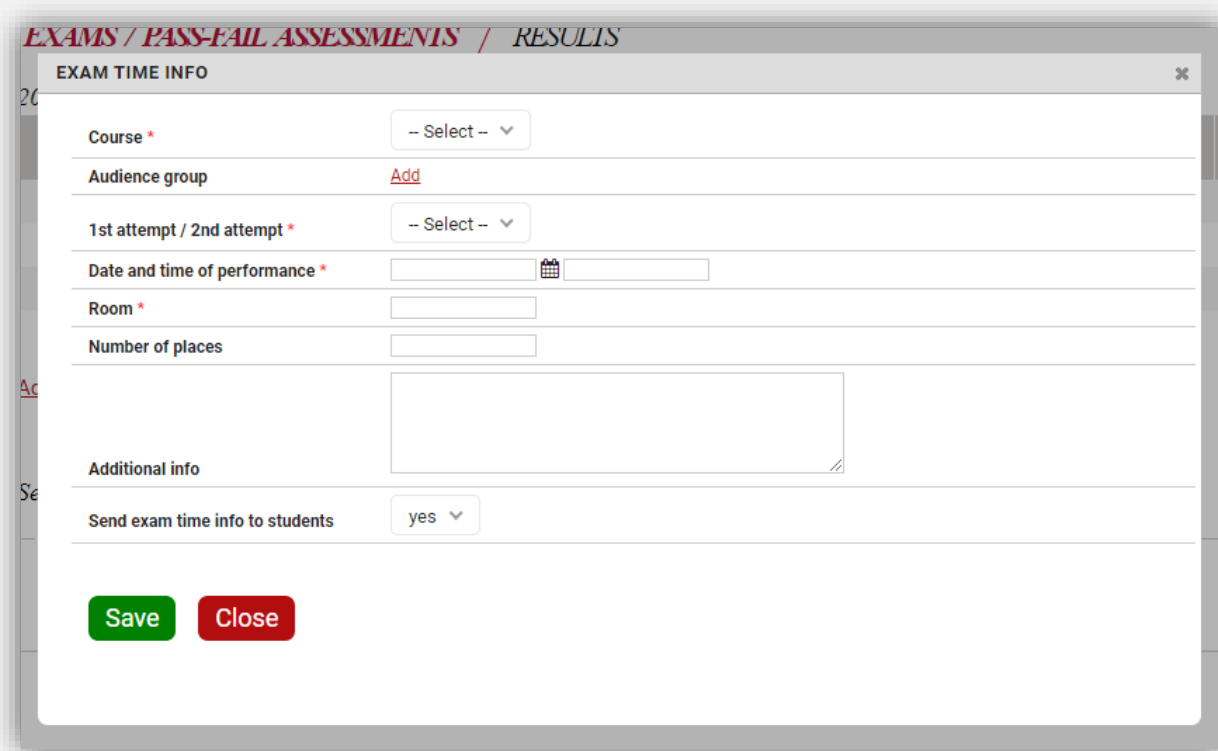
search

Click on “Add new assessment time” link to add new assessment time.

[Add new assessment time](#)

A form for entering new assessment time opens.

Fill out the form.



**EXAM TIME INFO**

Course \* -- Select --

Audience group [Add](#)

1st attempt / 2nd attempt \* -- Select --

Date and time of performance \*

Room \*

Number of places

Additional info

Send exam time info to students yes


**Save** **Close**

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.

	Reg./Limit	
	<a href="#">31 / -</a>	



List of registered students is displayed.

REGISTERED STUDENTS

Course	Studying at the University (DTI6001.DT) (Henrietta Pastorfield)
Time of exam	18.12.2019 14:15 pöhi
Total number of places	-
Registered students on this assessment	1
Total number registered	87
Deadline for registering	17.12.2019 14:15

[Send message to registered students](#)

Don't show already registered students ☐

no. of selected students 1

Search criterias  


Student's code ▼

<input type="checkbox"/>	no.	Student's code ▲▼	Student's name ▲▼	Additional info ▲▼
<input checked="" type="checkbox"/>	1.	191037MLMB.DT	<input type="text"/>	
<input type="checkbox"/>	2.	180971IFIFB.DT	<input type="text"/>	
<input type="checkbox"/>	3.	190506IFIFB.DT	<input type="text"/>	

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

Don't show already registered students

☐

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

<input type="checkbox"/>	no.	Student's code ▲▼
<input type="checkbox"/>	1.	191037MLMB.DT

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 ÖIS 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	
	<u>31 / -</u>	

---

#### - 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.

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

2019/2020 Autumn

no.	Course	Responsible lecturer	Form of assessment	
1.	Õpikeskkonnad ja -võrgustikud (IFI7208.DT)	Henrietta Pastorfield	assessment	
2.	Õppimine kõrgkoolis (DTI6001.DT)	Henrietta Pastorfield	assessment	

Search for assessment forms

Search criterias


2019/2020 Autumn ▾

Semester ▾

+

-








search

Click on  button to enter final results.

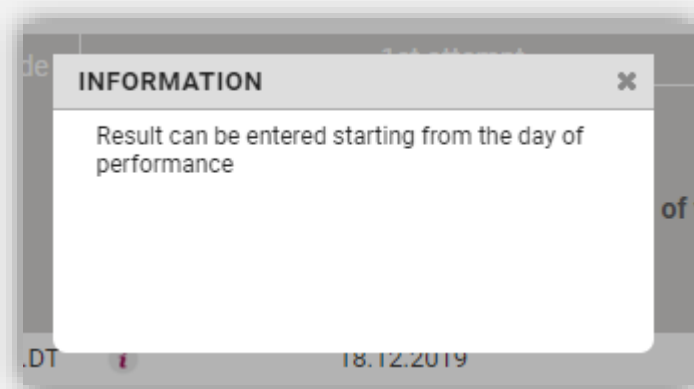
Assessment form opens.

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.

course	Studying at the University (DTI6001.DT)										
lecturer	Henrietta Pastorfield										
no. of assessment form	-										
time of assessment	-- Select -- ▾										
<input type="checkbox"/> Show interim assessment info         Default date <input type="text"/>  <a href="#">Apply</a>											
No.	Student's name	Student's code	1st attempt				2nd attempt				
			NB!	Result	Date	Clarification of the result	NB!	Result	Date	Clarification of the result	
		191037MLMB.DT 			18.12.2019						
		180971IFIFB.DT 			13.12.2019						

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

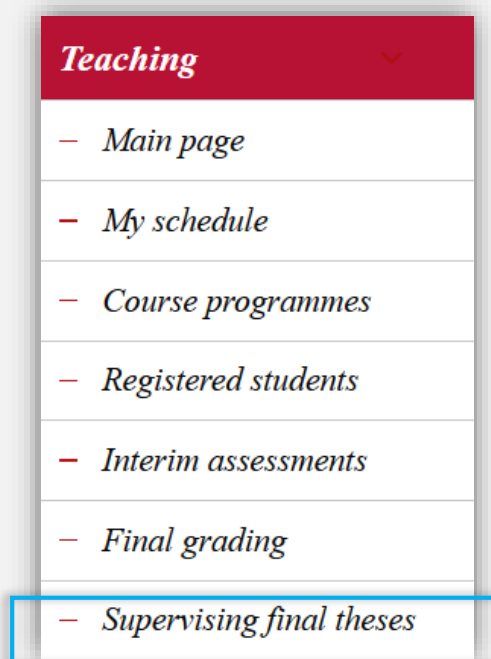


Click on "Save" to save changes.

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.

<input type="checkbox"/> Show inactive students as well							
no.	Student's name ▲▼	Student's code ▲▼	CERCS ▲▼	Supervisor ▲▼	Co-supervisor ▲▼	Topic of final thesis ▲▼	Active ▲▼
1.	<input type="text"/>	180833IFIB.DT		Henrietta Pastorfield		User Experience Design for an Online Store	yes <a href="#">Edit</a>
2.	<input type="text"/>	161392IFHTM.DT		Henrietta Pastorfield			yes <a href="#">Edit</a>
3.	<input type="text"/>	181432IFHTM.DT		Henrietta Pastorfield		Technological Opportunities of Plagiarism Prevention	yes <a href="#">Edit</a>

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

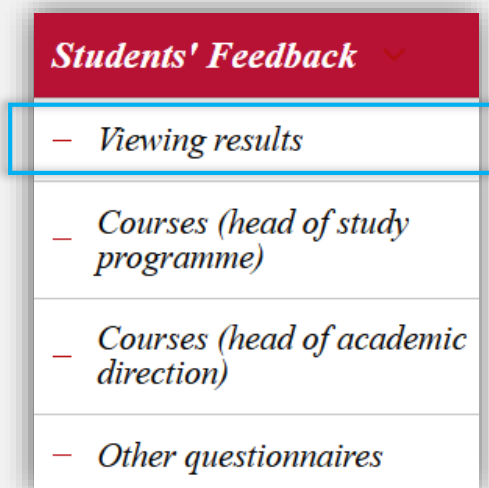
Click on “View” to see full details about the student’s final thesis topic.

Üliõpilane	Imm. kp	E-post	Telefon
<input type="text"/>	21.08.2012	-	<input type="text"/>
Õppekava kood ja nimetus	Juhendaja instituut		Juhendaja nimi
IFHTM.DT - Haridustehnoloogia	DT - Digitehnoloogiaste Instituut		<input type="text"/>
Kaasjuhendaja nimi	2. kaasjuhendaja nimi		
-	-		
Aktiivsus	Finantsallikas	Rahastamine	
ei	tasuline õpe	-	
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			
<a href="#">Tagasi</a>			

## STUDENTS' FEEDBACK

### LECTURER

Go to menu: Students' feedback > Viewing results.



List of courses of the current semester that were included feedback process is displayed.

Search criterias				
2018/2019 Spring ▾		semester ▾	+ -	search
no.	semester ▲▼	Course code ▲▼	Course title ▲▼	
1.	2018/2019 Spring	IFI7065.DT	Master's Thesis Seminar I	<a href="#">View</a>
2.	2018/2019 Spring	IFI7313.DT	Interaction Design Methods	<a href="#">View</a>
3.	2018/2019 Spring	IFI7313.DT	Interaction Design Methods	<a href="#">View</a>
4.	2018/2019 Spring	IFI7065.DT	Master's Thesis Seminar I	<a href="#">View</a>
5.	2018/2019 Spring	IFI7065.DT	Master's Thesis Seminar I	<a href="#">View</a>

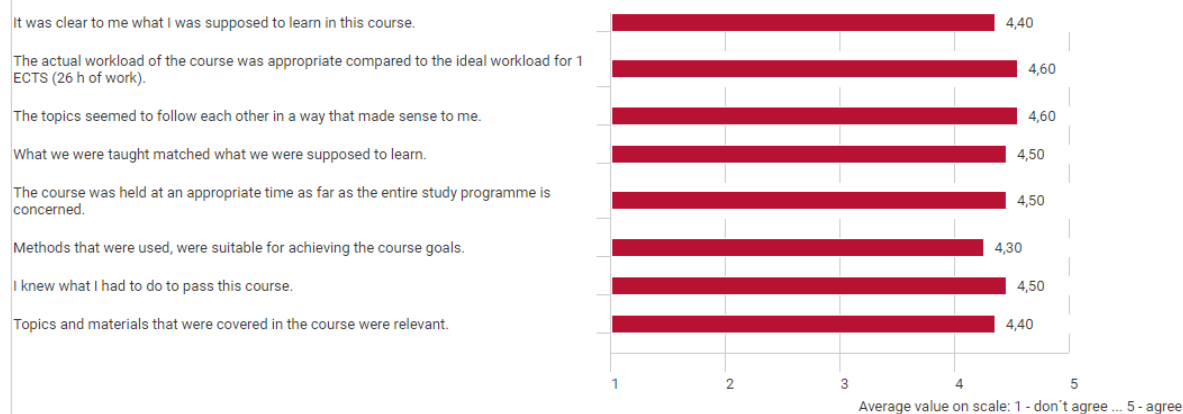
Select another semester and click on "Search" button, if necessary.

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

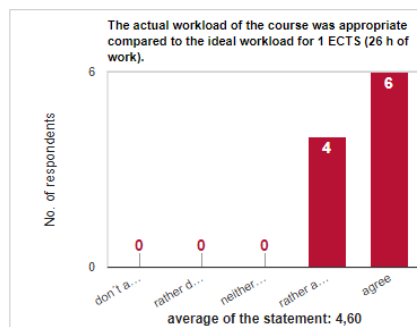
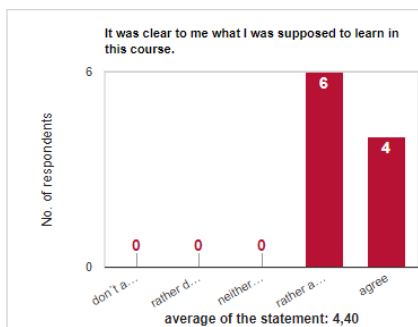
The form consists of following parts: 1. Overview, 2. Summary of responses, 3. Ranges of values.

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

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



#### The range of values provided by the students



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.

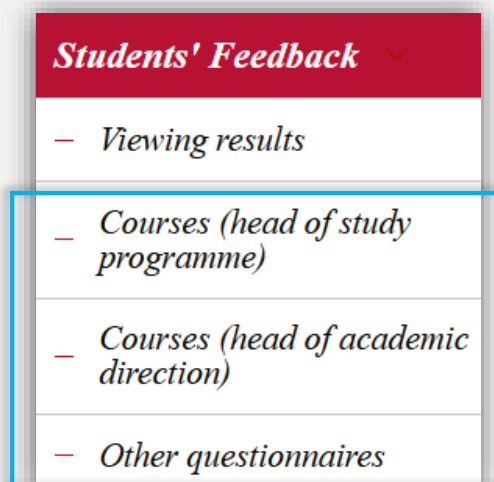
#### Lecturer's response to students' feedback

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

#### 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.

<b>questionnaire's title</b>	Courses feedback
	<input type="checkbox"/> all <input type="checkbox"/> 2016/2017 Autumn <input type="checkbox"/> 2016/2017 Spring <input type="checkbox"/> 2017/2018 Autumn <input type="checkbox"/> 2017/2018 Spring <input checked="" type="checkbox"/> 2018/2019 Autumn <input type="checkbox"/> 2018/2019 Spring
<b>semester *</b>	
<b>main topic</b>	Courses
	<input type="checkbox"/> all <input type="checkbox"/> Course and learning environment <input checked="" type="checkbox"/> Lecturer and learning environment <input type="checkbox"/> Professional training
<b>subtopic *</b>	
<b>specify the search *</b>	courses from my study programmes ▼
<b>my study programmes *</b>	IFIB/00.DT - Computer Science ▼
	<input type="checkbox"/> all <input checked="" type="checkbox"/> HKI5008.HK-Multimedia <input type="checkbox"/> MLG6901.LT-Geography of Estonia
<b>courses *</b>	
<div>Export results to Excel</div> <div>Open report kys_aruanne_aik_17.12.2019_15_06_10.xlsx</div>	

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.