



Manual:

Osiris result registration



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1 How to register and sign test-results

In the next few paragraphs a step-by-step description is given on how to register marks on a test, and how to sign these marks digitally. In order to sign marks, a mobile number needs to be registered in E-service, so let's start there.

1.1 Registering phone number in E-service (identification)

In order to receive the SMS-code, necessary for the identification during the electronic signing process, the application requires registration of a mobile number in E-service. This application can be found at

<https://e-service.tudelft.nl/>. Login with your NetId.

Set the mobile number used for this purpose, according to the following format:
[Countrycode (+31)][space][Mobilecode (6)][space][Number]

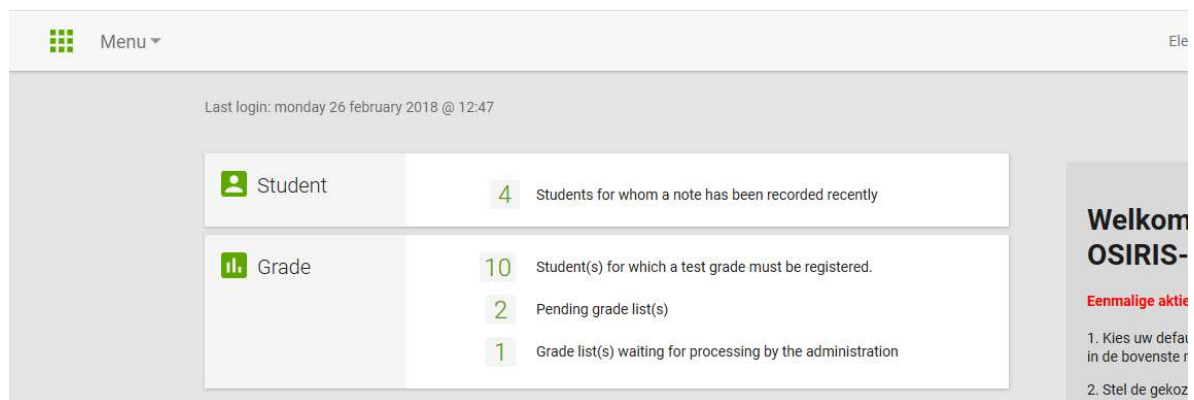
Mobielnummer: ?

For security reasons the mobile number has extra requirements:

- It has to be unique.
- Previous used numbers cannot be reused.

1.2 Entering marks

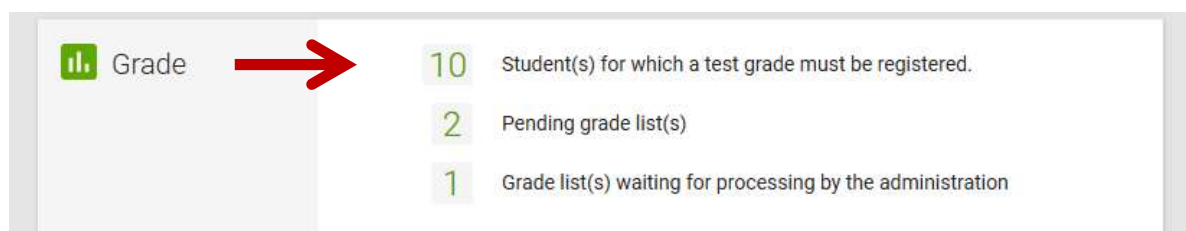
Go to <https://osidoc.tudelft.nl> and login with your NetId.



The screenshot shows the OSIRIS Lecturer dashboard. At the top, there is a 'Menu' dropdown and a user profile icon. Below the menu, it says 'Last login: monday 26 february 2018 @ 12:47'. The main content area is divided into two sections: 'Student' and 'Grade'. The 'Student' section shows 4 items: 'Students for whom a note has been recorded recently'. The 'Grade' section shows 10 items: 'Student(s) for which a test grade must be registered.', 2 items: 'Pending grade list(s)', and 1 item: 'Grade list(s) waiting for processing by the administration'. On the right side, there is a 'Welkom OSIRIS-' banner and a 'Eenmalige actie' section with two steps: '1. Kies uw defat in de bovenste r' and '2. Stel de gekoz'.

After logging in successfully, you will automatically see a dashboard. This is the central place of OSIRIS Lecturer. The dashboard is created to give a simple overview. This way you can easily see how many students are waiting for test results or the amount of grade lists that still need to be signed.

To start entering marks for the waiting students, press the number (in this case 10). This will take you to a new screen.



This image is a close-up of the 'Grade' section from the dashboard. A red arrow points to the number '10' in the first row, which is 'Student(s) for which a test grade must be registered.' The other rows are '2 Pending grade list(s)' and '1 Grade list(s) waiting for processing by the administration'.

This new screen shows the different tests (ordered by course) for which you can register results. Per test you can see the current status. **No grades** stands for the amount of enrolled students that still have to receive their grade. **Pending** is the amount of grades added that still need to be signed. **Completed** stand for the amount of grades that are signed. Grades only become visible to students once completed.

If a course has multiple lecturers, the status might be incorrect. Make sure to check the **<Status: Total for all lecturers>** box. (*see below*)

The screenshot displays the 'TESTS' section of the Osiris system. It features a search bar, a 'Sort on: Test Date (descending)' dropdown, and a checkbox for 'Status: Total for all lecturers'. A table lists test entries with columns for Course, Test moment, and Status. The status counts are as follows:

Status	Count
No grades	10
Pending	0
Completed	0

Additional elements include a 'Report missing course' link and a 'Total number of rows 1' indicator.

In order to enter new results or sign grades, click on the desired test (*see above*) (A course might have multiple **starting blocks**, more about this in 3.2 of the FAQ). This will take you to the next screen. This is the screen used to register marks for students. Enrolled students that do not have a completed grade yet are automatically shown on this screen. Take the following steps to register a grade for these students:

- Enter the **Grade*** and the **Test date** at the desired student (*see below*)
- * There is a type field next to the loop icon where you can manually type the grade. The loop icon only shows other options like O (insufficient) or V (sufficient).
- When entering grades for multiple students, the date will be filled out automatically.
- If all grades are entered, click on **<Save>** to save your progress (*see below*).

The results are now **Pending** and are waiting to be signed. During this period, the results are concept results. This means that they can easily be changed by the teacher and that they cannot be seen by students.

EWI-DH-ELLEN EWI testcourse & more 2017, Starting block 1 TOETS-02 Exam 2nd part Block 1 10-11-2017 Weight: 1 Category: Bachelor course

SEARCH Sort on: Student name (ascending) Show details ACTIONS MAKE SELECTION

Student	Grade	Test date	Last updated	Lecturer
Teststudent IMCO, Joepie 4129741	8	10-11-2017	Entered on 26-02-2018 by Visser, Remco	Visser, Remco
Teststudent-A, Alfa 4789156			Entered on 26-02-2018 by Visser, Remco	
Teststudent-B, Bravo 4789164				
Teststudent-C, Charlie 4789172				

- Click on **<Sign>** to sign the grades directly. You will see two possibilities to sign:



- 1) Sign Electronically = Our option of choice: for signing directly with an SMS Code.
- 2) Sign Manually = Our back-up option: a PDF is generated, which has to be signed and handed in at the O&S Administration.

It is also possible to sign the results later on. This will be discussed in a paragraph 2.5.

1.3 Sign Electronically

After clicking on **<Sign electronically>** a login screen will open where you will have to sign in with your Net-ID. After logging in, a new screen will open and an **SMS** will be send to your mobile phone.

TU Delft

Please log in to access login-protected services.

Access code:

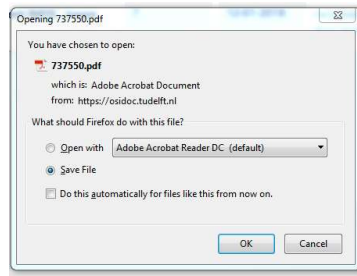
Send new SMS Confirm

The message will contain an access code. Enter the access code in the new screen and click on **<Confirm>**. The grades are now signed, the status is now **Completed** and the results can be seen by students.

1.4 Sign Manually

Signing manually is a back-up option. Please do not use if signing electronically is available. This option requires multiple extra steps that can result in serious delay.

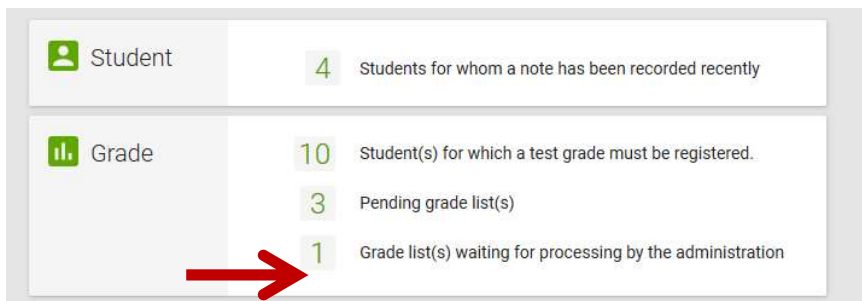
After clicking on the button **<Sign manually>** a pop-up will appear in order to generate a PDF:



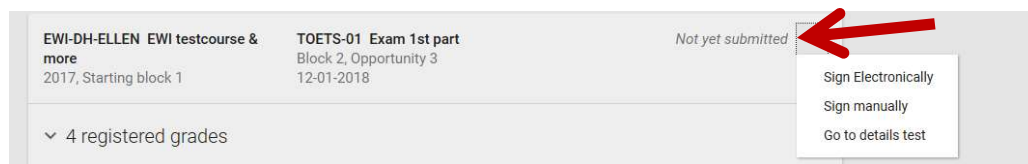
The pdf can be send to send an e-mail to the Administration office of your corresponding faculty: SPA-...@tudelft.nl. The correct address can be found at <https://www.tudelft.nl/studenten/administratie/study-programme-administration>.

1.5 Sign results later.

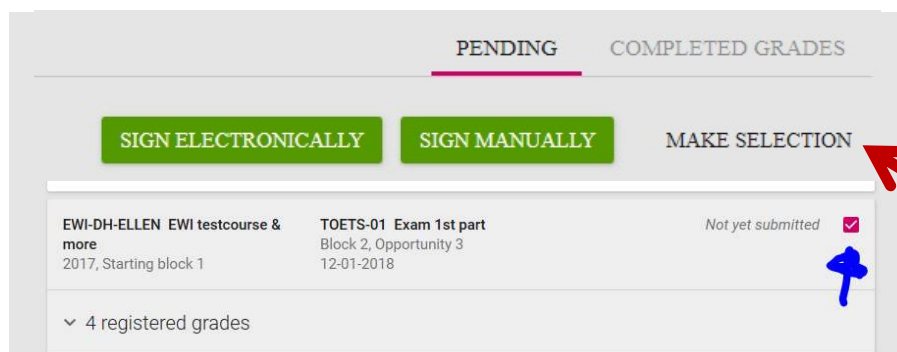
Saved results (**Pending**) can always be signed later. On the dashboard you can find the number of grade lists that still have to be signed. In this case it is 3 (*see below*). By clicking this number, a new screen will open.



This screen will only show the pending grade lists. On the right side of each test you will see a **< . . . >** button (*see below*). This button will give you the option to either sign the test Electronically or Manually, or go to the detailed test screen.



There is also the option to sign multiple pending grade lists at the same time (*see below*). Click on **<Make Selection>**, and check the boxes of the grade lists you want to sign. Then click either **<Sign Electronically>** or **<Sign Manually>**.



2 Other options

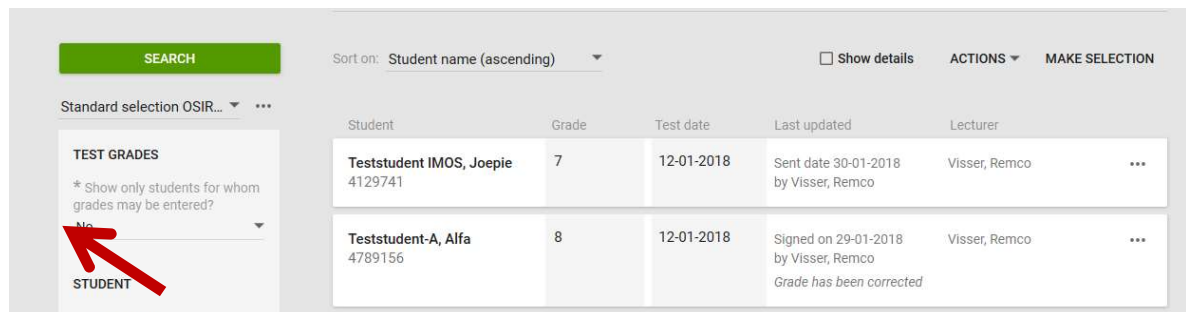
2.1 Correcting a grade

It is still possible to correct final grades (**Completed**). This can be done within a period of 35 days after signing the grade. To correct a final grade, take the following steps:

- Go to the test's screen by clicking on the desired test*. Now you should see the screen where you could enter the grades and test dates of the students.

* if you cannot find the desired test, you might need to change the filters on the left side of the screen and press the **<search>** button.

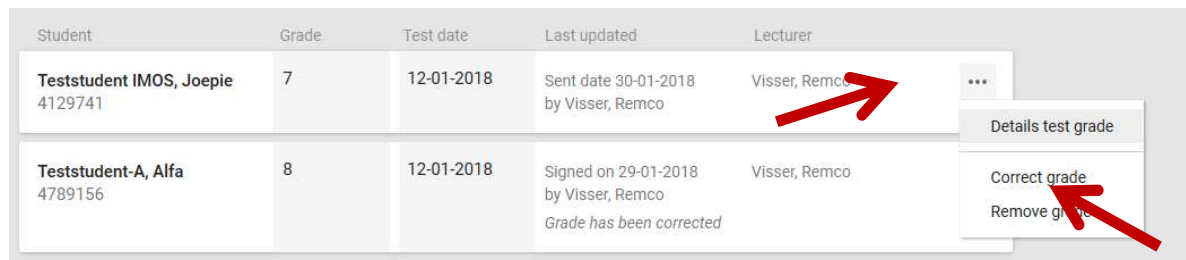
- **Completed** grades are not automatically shown on this screen. In order to see these results, change the 'show only students for whom grades may be entered?' to a **no**. (see below)



The screenshot shows the Osiris interface with a table of student grades. The table has columns for Student, Grade, Test date, Last updated, and Lecturer. Two rows are visible: one for 'Teststudent IMOS, Joepie' with grade 7, and one for 'Teststudent-A, Alfa' with grade 8. A red arrow points to the 'No' option in the 'Show only students for whom grades may be entered?' filter on the left side of the screen.

Student	Grade	Test date	Last updated	Lecturer
Teststudent IMOS, Joepie 4129741	7	12-01-2018	Sent date 30-01-2018 by Visser, Remco	Visser, Remco
Teststudent-A, Alfa 4789156	8	12-01-2018	Signed on 29-01-2018 by Visser, Remco Grade has been corrected	Visser, Remco

- Click on the three dots **< . . . >**, next to the result and click on **<Correct grade>**. (see below)



The screenshot shows the same table as above, but with a dropdown menu open next to the first row. The menu has three options: 'Details test grade', 'Correct grade', and 'Remove grade'. A red arrow points to the three dots menu, and another red arrow points to the 'Correct grade' option.

Student	Grade	Test date	Last updated	Lecturer
Teststudent IMOS, Joepie 4129741	7	12-01-2018	Sent date 30-01-2018 by Visser, Remco	Visser, Remco
Teststudent-A, Alfa 4789156	8	12-01-2018	Signed on 29-01-2018 by Visser, Remco Grade has been corrected	Visser, Remco

The status of the result will change from **Complete** to **Pending** and you will be able to change it.

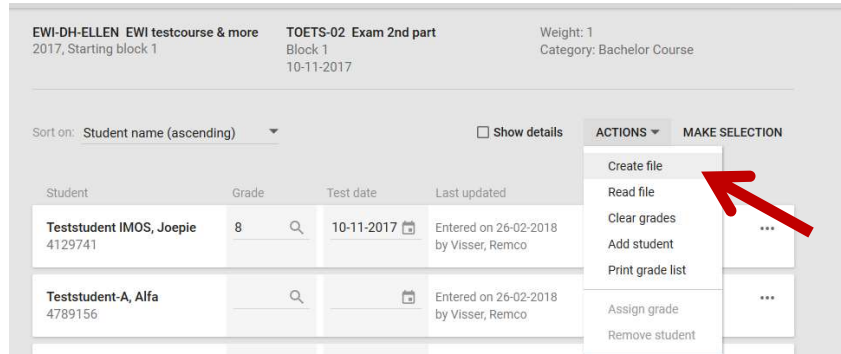
Important: You will have to **<sign>** the grade again after making changes to it!

Correcting a grade after the 35 day period is not possible for teachers. After 35 days a result can only be changed at the O&S administration. Please send an e-mail to the Administration office of your corresponding faculty: SPA-...@tudelft.nl.

2.2 Read results: Excel file

In OSIRIS lecturer an Excel file with results can be uploaded. This makes it easier for teachers to upload results in bulk or make changes to multiple students. To upload an excel file, take the following steps:

- After selecting your test, click on **<actions>** and **'Create file'**. This will create an Excel file.



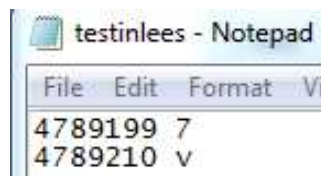
- **Open the created file.** In the top of the file, you will see information about the test. This information is filled in automatically. Do not change this information. The important section can be found underneath the test information.
- Check the list of students or **add** students to the list. (When you are adding students in the Excel file, you do not have to add the student's name. Osiris will automatically find the name while reading the file)
- Register the **test date** and the **grade** of the students. (Make sure all the students in the list have a test date and grade. Students that did not attend can be deleted from the file). The other columns like Subject and Topic should be left empty.

	A	B	C	D	
1	Course	EWI-DH-ELLEN			Time
2	Name	EWI testcourse & more			
3	Academic year	2017			
4	Test	TOETS-02	Exam 2nd part		
5	Block	1		Grading scale	
6	Opportunity	1			
7					
8	Student number	Name	Test date	Grade	
9	4129741	Teststudent IMOS, Joepie	10-11-2017	8	
10	4789156	Teststudent-A, Alfa			
11	4789164	Teststudent-B, Bravo			
12	4789172	Teststudent-C, Charlie			
13	4789180	Teststudent-D, Delta			
14	4789199	Teststudent-E, Echo			

- **Save** the file on you hard-drive.
- Go back to the selected test, click on **<actions>** again, and click on **'read file'**
- Select the saved file and click on **<read file>**

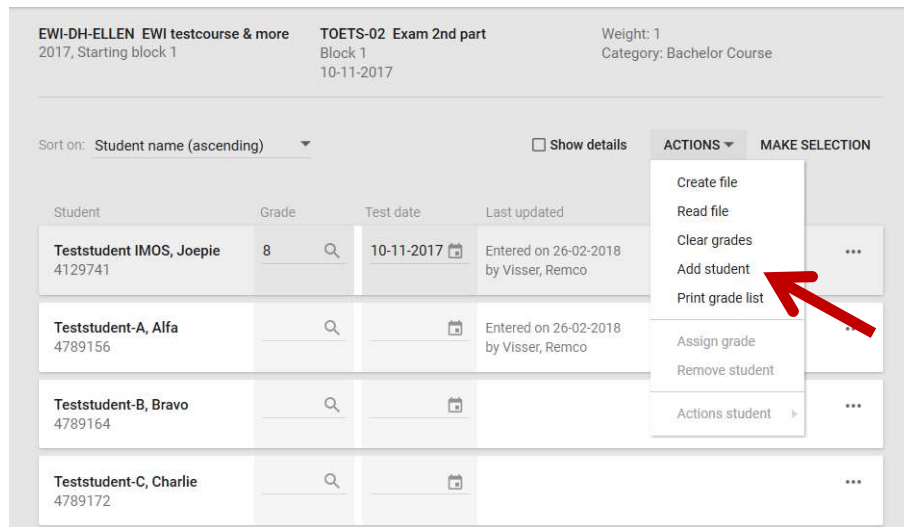
2.3 Read results: Text file

With the same action, **<read file>**, a text file can be read into OSIRIS. The text-file has to contain two columns, divided by a **<tab>** (Student number **<tab>** grade). Should look like this.



2.4 Adding a student

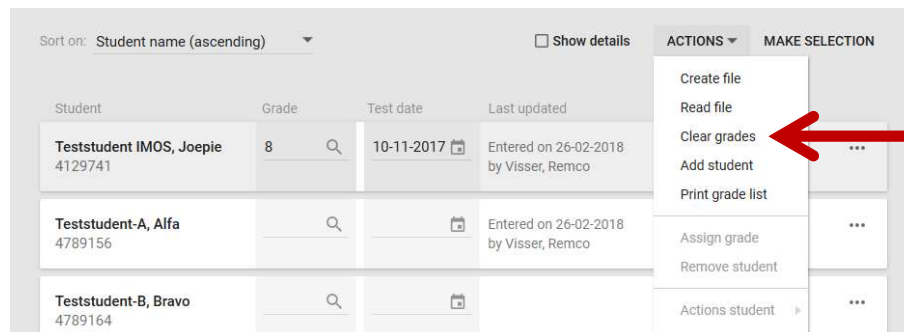
There is also the option to **add** students one by one in Osiris. This can be done by clicking on **<actions>** and choosing **'Add student'**.



The screenshot shows the Osiris interface for a course. At the top, it displays course information: 'EWI-DH-ELLEN EWI testcourse & more 2017, Starting block 1', 'TOETS-02 Exam 2nd part Block 1 10-11-2017', and 'Weight: 1 Category: Bachelor Course'. Below this, there is a table with columns for Student, Grade, Test date, and Last updated. The first row shows 'Teststudent IMOS, Joepie 4129741' with a grade of '8' and a test date of '10-11-2017'. An 'ACTIONS' dropdown menu is open, showing options like 'Create file', 'Read file', 'Clear grades', 'Add student', 'Print grade list', 'Assign grade', 'Remove student', and 'Actions student'. A red arrow points to the 'Add student' option.

2.5 Clearing grades

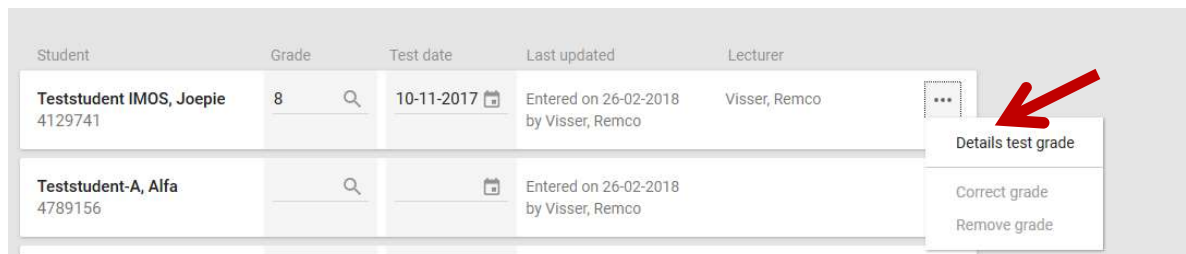
When results are still **Pending** and not yet signed, they can be cleared. You can do this manually, one by one, or all at once with the **'clear grades'** action.



The screenshot shows the Osiris interface for a course, similar to the previous one. The table lists students and their grades. The 'ACTIONS' dropdown menu is open, and a red arrow points to the 'Clear grades' option.

2.6 Details test grade

With the three dots [. . .] next to the test grade you can see the details of the result.



The screenshot shows the Osiris interface for a course. The table lists students and their grades. A red arrow points to the three dots next to the grade '8' for 'Teststudent IMOS, Joepie'. A dropdown menu is open, showing options like 'Details test grade', 'Correct grade', and 'Remove grade'.

This will open a window that shows the (history of the) final grade, the history of the test result and the results of the other tests belonging to the same course.

3 FAQ

3.1 I cannot find the course or test in which I should submit the grades. What should I do?

By default, OSIRIS Lecturer shows only tests for which a grade can be registered. It is possible that you have to register a grade for a test without open enrollments or a test where all the current grades are already signed. A good example for instance is **the Bachelor thesis**.

These courses and test can be found by changing the 'Show only test for which a grade can be registered' filter to **No** on the left side of the screen. After doing this, click on the **<search>** button (see below)

The screenshot shows the OSIRIS Lecturer interface. On the left, there is a search filter panel with a dropdown menu for 'Show only test for which a grade can be registered?' set to 'No'. A red arrow points to this dropdown. The main area displays a table of courses and tests. The table has columns for Course, Test moment, and Status. The first row shows 'EWI-DH-ELLEN EWI testcourse & more' with 'TOETS-01 Exam 1st part' and a status bar showing 0 No grades, 4 Pending, and 12 Completed. The second row shows 'EWI-DH-ELLEN EWI testcourse & more' with 'TOETS-02 Exam 2nd part' and a status bar showing 10 No grades, 1 Pending, and 0 Completed. At the bottom right, it says 'Total number of rows 2'.

Course	Test moment	Status
EWI-DH-ELLEN EWI testcourse & more 2017, Starting block 1	TOETS-01 Exam 1st part Block 2, Opportunity 3 12-01-2018	<div style="width: 100%;"><div style="width: 100%;"></div></div> No grades: 0 Pending: 4 Completed: 12
EWI-DH-ELLEN EWI testcourse & more 2017, Starting block 1	TOETS-02 Exam 2nd part Block 1 10-11-2017	<div style="width: 100%;"><div style="width: 100%;"></div></div> No grades: 10 Pending: 1 Completed: 0

Osiris lecturer should now show all the courses and tests. If you are still unable to find the course or test in your dashboard, you are probably not listed as a teacher for the specific course. In this case, the best next step is to mail the course coordinator.

3.2 What is the difference between the regular starting block and starting block JAAR?

Most courses have a regular starting block and a starting block JAAR in the screen where you do the test selection. Most results should be registered in the regular starting block. This is the block in which the course takes place (1,2,3 or 4). Results that fall outside of this block due to cases like delayed or extra resits can be uploaded in the JAAR block. This block is open for registering grades throughout the whole year.

If your particular course does not have a JAAR block, but needs one. You can send a mail to the Administration office of your corresponding faculty: SPA-...@tudelft.nl. The correct address can be found at <https://www.tudelft.nl/studenten/administratie/study-programme-administration>.