OSIRIS Teacher - Advisor

Radboud Universiteit
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General
The OSIRIS modules are located at the following addresses.

- OSIRIS Student [https://osiris.ru.nl](https://osiris.ru.nl) (from 21-10-2019 21:00)
- OSIRIS Application [https://osiris.ru.nl/application](https://osiris.ru.nl/application) (from 21 october 20:00 uur)
- OSIRIS Basis (Basic) [https://osiris.ru.nl/basis](https://osiris.ru.nl/basis) (from 7 october 20:00 uur)
- OSIRIS Cursusinvoer (Input coursedata) [https://osiris.ru.nl/cursusinvoer](https://osiris.ru.nl/cursusinvoer) (from 21 october 21:00 uur)
- OSIRIS Docent / begeleider (Teacher) [https://osiris.ru.nl/docent](https://osiris.ru.nl/docent) (from 21-10-2019 21:00)
- OSIRIS Studielink (OSIRIS Studylink) [https://osiris.ru.nl/genericadapter](https://osiris.ru.nl/genericadapter) (from 7 october 20:00 uur)

💡 Indien je in de browser hiervan bookmarks hebt gemaakt, is het handig om deze hierop aan te passen.
What is OSIRIS Teacher?

OSIRIS Docent - Begeleider is the online module for teaching staff and student advisors. Teachers can enter grades for the tests of their courses. Study advisors can get information on the students they counsel. If you have specific questions on how to work this module, please refer to the OSIRIS key-user administration of your faculty. Click here to find names and mailaddresses.
How do I log in and log out?

OSIRIS Docent - Begeleider is uiteraard beveiligd met een username en password. In deze instructie staat beschreven waar je OSIRIS Docent - Begeleider kunt vinden en hoe je kunt inloggen en uitleggen.

Go to https://osiris.ru.nl/docent

You are entering the surf-conext authentication screen. Choose one of the options:

1. "Radboud University" when you have a U- or E-number to log in with
2. "Radboudumc" when you have a Z-number to log in with

Once you have made your choice, the next time you will return, the choice you made is saved, so you only have to enter the highlighted option.
To start OSIRIS Teacher go to https://osiris.ru.nl/docent You will get to the screen above. If needed, change the language settings from NL (Dutch) to EN (English).

To log in use the username and password provided to you by the radboud University. They are the same as the ones you use to log in to the network with your computer. Your username will start with a U-, E- or a Z-. The password you set yourself when you activated your account. After filling in the username and password, click the "Login" button.
First time log in

When you log-in for the first time, you will receive the message above. Currently it is only available in Dutch. Please click on the button with the text "Ja, ga door naar Osiris prd | RU". Once you have completed the first time login, you the next time you will not receive this message again.
The main screen

Depending on what authorisation you have you will see the screen elements above.

1. The menu buttons provide you with an easy way to access the different menu parts. These buttons / menu dropdowns are always available, and can be handy when you have to switch from one function to another.

2. The faculty drop down. Only if you are working for more than one faculty, you need to choose here for which faculty you are performing your tasks. Note that the elements in the screen might change when you change faculties because you might have different authorisations.

3. This is the name of the user you are currently logged in with.

4. The help button. There is a set of instructions on how to work with OSIRIS Teacher,0 you can find a link to these online instructions here.

5. The language change button. Languages supported are Dutch and English.

6. The student badge. Click on the badge to enter the section in which you can search for information on students. depending on your authorisation, you have access to this badge.

7. This number indicates the students you have made notes on, recently. By clicking the number you will be transferred to the specific notes on the students. This can be handy when searching for students you saw recently in a counseling session. Teachers will not have normally this option.
8. The grade badge. When you click on this badge you will be transferred to the screen where you can enter grades for students that are enrolled in the tests of the courses, of which you are teacher.

9. This number indicates the number of grades that still have to be entered.

10. This number indicates the grade lists waiting for processing by the faculty administration. After you have signed a gradelist in OSIRIS, you have to send a printed hard copy of it, and send it to the faculty administration, so the final processing can be done, and the grades are available for the students that took the test in OSIRIS Student. In the example above one grade list is waiting and is not due, 2 other grade lists are waiting for processing and are due (the red number indicates the processing of the gradelists by the faculty administration is due).

11. The messages badge. If there are new messages for you this badge will indicate that.

Log out

You can log out by selecting the Logout option from the drop down list under your username.
Now you will return to the surf-conext login screen.
How do I log in and log out?

OSIRIS Docent - Begeleider is uiteraard beveiligd met een username en password. In deze instructie staat beschreven waar je OSIRIS Docent - Begeleider kunt vinden en hoe je kunt inloggen en uitloggen.

Go to https://osiris.ru.nl/docent

To start OSIRIS Teacher go to https://osiris.ru.nl/docent. You will get to the screen above.

To log in use the username and password provided to you by the radboud University. They are the same as the onces you use to log in to the network with your computer. Your username will start with a U-, E- or a Z-. The password you set yourself when you activated your account. After filling in the username and password, click the "INLOGGEN" button.
The main screen

Depending on what authorisation you have you will see the screen elements above.

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Log out

You can log out by selecting the Logout option from the drop down list under your username.
Now you will return to the login screen.
Grades
How do I register grades?

Teachers can register grades in OSIRIS. In this instruction is shown which actions have to be executed.

Starting screen

When entering the starting screen you will see several menu items.

1. The menu buttons, you can switch menu with
2. the faculty switch. If you are teacher of different faculties, you might have to switch faculties in order to find the right courses to add grades for
3. the menu for personal settings
4. the language switch
5. This number indicates the number of students that have to be given a grade
6. This number indicates the number of pending grade lists. A grade list is a list of given grades that has to be signed in order to send it to the administration.
7. The number indicates the number of grade-lists that are waiting for processing by the administration
8. This badge can contain messages from the administration

To select a course to give grades, click on the "Grades-badge" in the screen
Selecting a course to give grades

After clicking the Grades badge, you enter the screen above. Here all the courses you are allowed to enter grades for, are listed.

1. In this section you can add search criteria, to search the courses and tests you want to give grades to.
2. This is a 'processing bar" that indicates the process of given grades. Light grey indicates the number of grades that are yet to be given, Dark grey indicates the number of grades already given, but not yet signed and sent to the administration, thus "pending", and green indicates that the grades are given and sent to the administration for further processing: "completed".
3. Here are the numbers of students in the different statuses: No grades, Pending and Completed
4. This is the badge you can click on to enter the candidates for the test, that have registered.
Entereing the grades of the candidates for the test

You can enter the grades as follows:

1. Enter the grade. You can do so, by using the numeric part of the keyboard, the alphanumeric part, or by using the magnifying glass icon. By using the "enter" button on the keyboard, you will jump to the next line (candidate). The date of the test will be entered automatically, unless the date wasn't published yet, in that case you will have to enter it by yourself. But only on the first line, because when hitting the enter button of the keyboard, the date of the first line will be copied to all the next lines, so you only have to enter it once. You can deviate from the default test date as long as it is, today or a date previous of today, and the date is between the start- and enddates of the block in which the test is held. Thus it is not possible to enter a date in the future!

2. Click after entering the grades the "SAVE" button, if you do not want to sign the gradelist yet.

3. When finished entering the grades, you can also click the "SIGN" button right away without clicking the SAVE-button.
The set of grades of all candidates does not have to be complete. It is possible to sign a partial grade list. You do not have to wait with signing before every single candidate has a grade. Students that did not appear on the test, can be given the grade "ND" ("No show").

Signing the grades

The grades can be signed by clicking the "SIGN MANUALLY" button. When the grades are signed, the faculty administration has to process the grades before students will be able to see the grades in OSIRIS Student. The administration
1. After clicking the "SIGN" button, in the screen will appear a notification stating that "The gradelist has been created successfully for x-rows". This means that the gradelist is now electronically sent to the faculty administration.

2. Now click on the .pdf file in the browser to open the grade list. To confirm the grades, you have to print a paper version of the gradelist and sign it, and send it in hardcopy to the faculty administration. If you do not send the hard copy to the faculty administration, the grades you just entered will not be processed, and students will not be notified their obtained grades.
How to sign the submitted grades electronically?

The in OSIRIS submitted grades now can be signed electronically. The grades then will be automatically processed and visible for the student in OSIRIS Student. For this electronic signature the user needs a smartphone with the corresponding app. The teacher also needs to be registered as the user of the app to make sure the teacher is the actual submitter of the grades. You can compare this with online banking.

These work instructions will show how to sign the grades electronically.

To sign the submitted grades electronically you proceed as follows:

1. After submitting the grades click the button “SIGN”.

You can now click the button "SIGN ELECTRONICALLY"

You will be redirected to the SURF page to set up the two factor authentication.
The screen above will appear in Dutch, but meanwhile on your smartphone a message is prompted.

On your smartphone you do as follows:
1. Here you can see the push notification of the “Tiqr” app.
2. Select the notification by clicking it.
3. At the “Tiqr” screen you click the button “OK”.
4. Enter the four-digit code you chose by setting up the app. Click the button “OK”.

The screen of your tablet or PC will automatically go back to OSIRIS and it will show that the status of the just processed grades changed to “completed”. **This means that the grades are also visible to students on OSIRIS student. They also get a push notification at the student app about their just processed grades.**

If you didn't get a push notification at your smartphone, do as follows:

You'll still see the image below. Click the link “Genereer de QR-code”. Now the QR-code appears. Scan this code with your phone by selecting “scannen” at the “Tiqr” app. Just like step 4 you have to enter your four-digit code and click “OK” to process the grades (see step 4).

Now the QR-code appears. Scan this code with your phone by selecting “scannen” at the “Tiqr” app. Just like step 4 you have to enter your four-digit code and click “OK” to process the grades (see step 4).
Log in met tiqr

Scan deze QR code met je tiqr app.

Als je telefoon offline is moet je het eenmalig wachtwoord invullen.

Annuleren Help
How can I update a grade I already signed?

A grade cannot be updated in OSIRIS, once it is signed by the teacher in OSIRIS. When a grade nevertheless has to be updated, the teacher should contact the faculty administration of the course the grade has to be updated for.
How can I create a list of test candidates?

A teacher can create a list of candidates enrolled in the test. Optional grades can be entered in the list, and the list can be uploaded afterwards, so the grades are added to OSIRIS.

Select the test you want to create a candidates list for

Select the course - test you want to create a candidates list of, by clicking the badge.
Select action "Create file"

Click the "ACTIONS" button, and select "Create file" from the drop down menu.
Download the created file of the candidates

In the screen a notification is prompted stating the file is created. Now click on the file (MS Excel format) to download it to your computer.
You can now open the MS Excel file, and optional fill in the grades and the grade dates of the test after each candidate. After saving the file it can be uploaded again. See the next instruction.
How can I upload a file with grades?

In the previous instruction was described how to create a file with candidates for a test. In the current instruction I described how to upload a file in which the grades are added.

Uploading a file with grades is only possible when the file is in the MS Excel '.xlsx' format. Also the layout of the file should be exactly the same as shown in this instruction. If it is not, the upload of the file will lead to errors. To create a file in this format and layout, see the previous instructions. Please note that you do not change the values in the fields in the heading of the layout (Red rectangular), for that may cause errors when the file is uploaded. Also note that cells in the column to which the grades are added ("Grade"), does not contain formulas, but only has values in the cells. When this column contains formulas, uploading will cause errors.
Adding grades to the excel file

The file you can add the grades to, looks like the above. The column "Test date" you can fill in the date of the test (see instruction on how to enter grades for the requirements the dates have to meet). In the column "Grade" you can add the grade for each candidate.

💡 It is not required to fill in a grade for each student, you can also leave the grades for students blank if the did not (yet) show up. You can also give candidates that did not show up the grade "ND" (So show).

💡 If you use an Excel function to aggregate different sections of the test you might end up with a grade consisting of decimals. OSIRIS will accept only a limited number of decimals, depending on the grading scale of the test that is set in the course. Use the Excel function "=ROUND" to round the outcome of the aggregation to the maximum number of decimals allowed for the test.
Saving the file

After you have entered the grades in the file, you can save it on your computer. OSIRIS will create a name for the file which contains some characteristics of the course and test. In the example above: "Grades_LET-CIWM437_Advisory_report19-01-2018_1422.xlsx".

⚠ Please be careful with files containing data of students. Try to minimize the number of files you keep in your computer, and always save files to your personal share of the network. Do not save files to USB sticks in order to decrease the chance of a data security issue. Keep in mind that the safest place for students data is OSIRIS!
Read the file

Now that you have saved the file with the grades on the test, you can upload it.
1. Select the file you just saved by clicking the button "bestand kiezen".
2. Select the file you just saved on your computer
3. Click the button "Open"
4. Optional you can add the testdate (this is not obligatory, the date in the excelsheet will be uploaded)
5. Now click the "READ FILE" button
After the file read process a "Transaction report" will be shown. With the result of the read file action. You will see:

1. The number of rows in the file that was uploaded that has caused errors or warnings.
2. The number of rows that were processed successfully.
3. The total number of rows.
4. The name of the students which the upload caused errors or warnings for.
5. The description of the error or warning for each row.
6. A button to export an Excel file with all the errors and warnings. This may come in handy when you have a large number of errors and warnings, so you can analyse them in Excel.
7. Close button to close the transaction report.
Signing the gradelist

Now click on the "SIGN" button to sign the grades you just uploaded. See previous instructions.
How can I add a student to a list of candidates?

A teacher can add a student that was not registered for a test, to the list of test candidates. However, not every department allows teachers to do so. Students are supposed to register for tests in advance, so that the entry requirements for the test can be checked by OSIRIS.

Select the course

Select the course / test you want to add the student to.
Select the action "Add student"

Select the action link "Add student" from the action menu.

Note that only the department that allows teachers to add students to the list, have this option.
Select the student you want to add to the list

1. Perform a search to look up the student you want to add to the list.
2. Select the checkbox at the right end of the 'badge' with the student name.
3. Click the green "ADD" button.

If you have selected more than one student in the search you have performed, than you can add all students at once, by selecting all the checkboxes, and then press the ADD button.

If a student is on the list be aware of the fact that this might have a reason. Perhaps the student did not meet the entry requirements when he tried to register for the test in the first place. By adding the student afterwards, you might bypass these entry requirements, set in the course. Consider when you decide to add the student, that you are ignoring these entry requirements, for the student.