

Submission Tool



CIS

CAMPUS INFORMATIONSSYSTEM

SUBMISSION TOOL FOR LECTURERS

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UAS Technikum Wien

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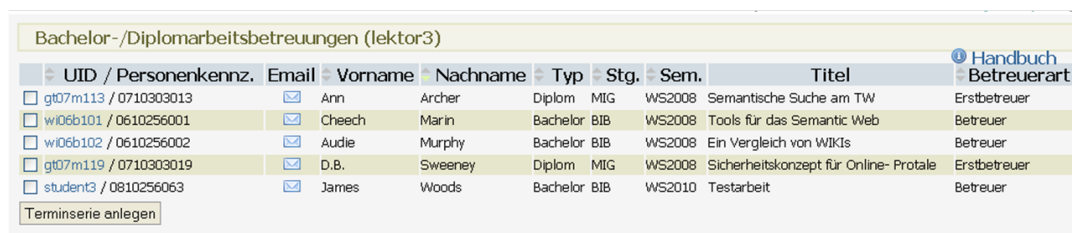
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1 Submission Tool for Lecturers

The lecturer interface can be opened under [cis.technikum-wien.at/My CIS/Bachelor's and Master's Thesis Submission](http://cis.technikum-wien.at/My%20CIS/Bachelor's%20and%20Master's%20Thesis%20Submission).

1.1 Overview List of the Supervised Theses

In the overview list (see Fig. 1.1) you will find all the Bachelor's and Master's theses for which you are the supervisor (summarized under project work as an umbrella term in the FAS, hence the name project work submission), and whose authors are still active.



	UID / Personenkennz.	Email	Vorname	Nachname	Typ	Stg.	Sem.	Titel	Betreuerart
<input type="checkbox"/>	gt07m113 / 0710303013		Ann	Archer	Diplom	MIG	WS2008	Semantische Suche am TW	Erstbetreuer
<input type="checkbox"/>	wi06b101 / 0610256001		Cheech	Marin	Bachelor	BIB	WS2008	Tools für das Semantic Web	Betreuer
<input type="checkbox"/>	wi06b102 / 0610256002		Audie	Murphy	Bachelor	BIB	WS2008	Ein Vergleich von Wikis	Betreuer
<input type="checkbox"/>	gt07m119 / 0710303019		D.B.	Sweeney	Diplom	MIG	WS2008	Sicherheitskonzept für Online- Portale	Erstbetreuer
<input type="checkbox"/>	student3 / 0610256063		James	Woods	Bachelor	BIB	WS2010	Testarbeit	Betreuer

Terminserie anlegen

Figure 1.1: Overview List of the Supervised Theses

1.1.1 Viewing the Deadline Overview

By clicking on the UID of the student in the second column of the overview list (see Fig. 1.2), you can view the deadline details at the bottom portion of the page.

1.1.2 Emailing Students

By clicking the letter icon in the third column, the email client will open and fields for the recipient and sender addresses as well as the subject *Bachelor's Thesis Supervision* or, *Master's Thesis Supervision* will be automatically filled out.

1.1.3 Setting Deadlines for Multiple Students

It is also possible to set a deadline for multiple students at once. To do this, the relevant rows must first be marked by clicking on the checkbox in the first column. Afterwards, clicking on the button *Create New Deadline Series* will open a form in the bottom portion of the browser window. The appointment is then entered here and by clicking *Save* the deadline is saved for all the previously selected students.

1.1.4 Opening the Instructions

On the right side next to the heading *Bachelor's/Master's Thesis Supervision* you will find a blue icon with a white i in the middle. Simply click on this symbol to open the instructions as a pdf file.

1.2 Deadline Overview

Abgabe Lektorenbereich

Student: James Woods

Titel: Testarbeit

benoten Plagiatsprüfung

Studentenansicht

Abgabetermine:

fix	Datum	Abgabebetyp	Kurzbeschreibung der Abgabe	abgegeben am	
	01.12.2010	Zwischenabgabe	Erstentwurf		speichern löschen
	10.12.2010	Zwischenabgabe	Zweitentwurf	13.12.2010	speichern löschen
	16.12.2010	Zwischenabgabe	Drittentwurf	15.12.2010	speichern löschen
	20.12.2010	Zwischenabgabe	Zwischenabgabe		speichern löschen
	30.01.2011	Zwischenabgabe	Zwischenabgabe		speichern löschen
	05.02.2011	Endupload	Endupload	15.12.2010	speichern löschen
	07.02.2011	Endabgabe	Endabgabe		speichern
		Abstract			speichern

Figure 1.2: Overview and Management of Deadlines

1.2.1 Entering and Editing Deadlines

- Entering a Deadline: At the bottom of the list you will find a blank line with only the drop-down menu *Submission Type*. You can use this line to enter new deadlines. Enter a date, select the submission type and enter a short description of the submission. Finally, click on the button *Save* to save the new deadline.
- Changing a Deadline: Deadlines can be changed by entering the new date in the relevant line and then clicking on *Save*.
- Deleting a Deadline: You can delete a deadline by clicking on the *Delete* button. It is no longer possible to delete a deadline if a submission has already been made.



The student is notified by email for all three actions.

- the administrative office can assign fixed deadlines which can be recognized by the red bullet under *fixed*. Once the deadline has passed, the student will no longer be able to upload their submission. If something should still need to be uploaded, the student must ask the administrative assistant to correct the deadline.





You can only edit and delete deadlines that you have created.

1.2.2 Color Code

- White: "Normal" deadline
- Yellow: Deadline within the next 12 days
- Red: Deadline expired
- Green: Submission has been made
- Light Red: Submitted after the deadline

1.2.3 Downloading Submissions and Viewing Additional Data

Clicking on the  symbol will open a dialog box to save or view the submission for that deadline. For the final submission, the student must enter additional data for the publication database. This data should be checked before carrying out the grading by clicking on the  symbol.

1.2.4 Grading

At the top right of the deadline overview you will find the *Grading* button which opens the form for grading Bachelor's and Master's theses. The data already available, such as student data, the title of the thesis and name of the reviewer, are already filled out. All that still has to be entered is the verbal descriptions of the partial grade and the points for the sections. The points awarded will be used to immediately calculate the grade based on the formula listed on the form.

Finally, the form is printed out, signed and submitted to the administrative assistant.

1.2.5 Link to the Plagiarism Check

You will find the link to the website for the plagiarism check next to the button for the grading form. The submitted thesis can be uploaded here.

1.2.6 Student View

Below the link to the plagiarism check, you will see a link for the student view. The submission is displayed here in the student view. You can also upload student theses from here.

1.2.7 Deadline Overview for all Deadlines

Below the list of students, it is possible to create a list of all deadlines for the supervised students. This list shows all future deadlines.

1.2.8 Display Old Theses

You can view the deadlines and theses from past students you have supervised by clicking on the link "Show all supervised theses" which is located below the list of students. In addition to the currently supervised theses, the list will then also display the theses that have already been graded.