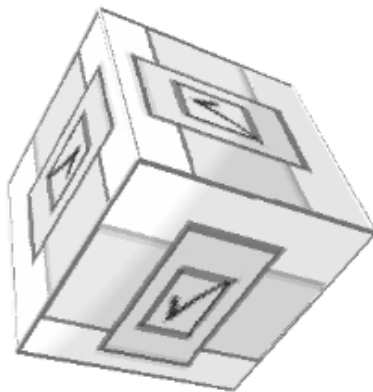# FH COMPLETE
DAS SOFTWARE-PAKET FÜR FACHHOCHSCHULEN

Handbook Grading Tool

UAS Technikum Wien
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Inhaltsverzeichnis

0.1 Quickstart

0.1.1 Entering the Final Grade

The grading tool on the CIS of the Technikum Wien serves as the central tool and interface between the lecturer and the administrative assistant for the grade management.

Please use the tool to enter the final grades:

1. Select a course under `https://cis.technikum-wien.at`-> my CIS-> My LV. Click on the "Final Grade" symbol on the overview page, (see Fig. 0.14, page 16)

2. Now click on "Final Grade" in the upper left corner of the page section.

3. Now enter the grades and accept them with the '->' - button. (1)

4. Once you have entered all the grades you want to enter at this time (you can return to enter more grades at any time!) you can approve them for the administrative assistant with the "Approve" button (in the table header). (2)
   NOTICE: For reasons of increased security, it is necessary to enter your password when approving grades.[1]

5. Finished!

Abbildung 0.1: Course Grade

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[1]This refers to your TW password which is used to log into the CIS webpage or the TW computers

0.2 Exercises

0.2.1 Structure

In general, activities are created as follows: *Activities* can be graded directly (e.g. tests). Alternatively, *activities* can also contain unlimited *assigments* or *checklists*. (However, it is not possible to mix these). A *checklist* may then contain any number of items. (see the slides in Annex page 17ff)

0.2.2 Creating and Managing Activities

Abbildung 0.2: Activity Management - Overview

Click on the "Activities" tab (see Fig. 0.2 (1)) - this is also the standard start page. You can see which level you are currently on within the activity in the subnavigation (2).

The overview page displays all the activities that have been created. Clicking the small square in front of the activity name (3) will display all the checklists or assignments in the activity.

Creating a new activity (4): Each activity must be given a name and a point value (for information on how the grades are calculated, see chapter Grading). If you check the "Positive" box, the calculated final grade can only be positive if this activity is completed successfully.

Deleting activities (5): Mark one or more entries to delete them. NOTICE: All the associated data will also be deleted! (sub checklists, assignments, grades already given for the activity, student checklists

Copying activities (6): It is possible to copy an entire activity including all the sub assignments/checklists, as well as all student upload files in other groups of the same course. Exercises that have been copied once will be synchronized when they are copied again later; i.e. you can adapt an activity in one group and then apply them to the respective activity in another group.[2]

Clicking on an activity name will open the editing view for the activity. You can edit the activity here, as well as create sub assignments or checklists. It is possible to create either type as long as no other sub elements exist. The first type that you create determines which type can subsequently be used within this activity.

However, once a grade has been given for an activity it will no longer be possible to create any further sub elements. (see chapter 0.3, page 7)

Assignments

Abbildung 0.3: Creating Assignments

You are in the editing view for an activity (see Fig. 0.3).

To create an assignment you must define the subject, the time by which your student should upload the assignment file, the point value for the assignment within the activity and if it must be completed successfully. In addition, you can also upload an assignment file.[3]

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[2]In future we intend to make it possible to also copy activities from other courses and semesters.

[3]The file name is automatically generated and assigned to the respective assignment

Existing assignments can be edited by clicking on the assignment name. (see Fig. 0.4). You can change your assignment file here by overwriting it with another assignment or you can delete it by clicking on the [del] link.

Abbildung 0.4: Editing Assignments

Checklists

You are in the editing view for an activity (see Fig. 0.5).

To create a checklist you must define the subject, number and point values for the items, the time available for the students to place checkmarks by all the items, as well as whether the statistics for the checkmark distribution should be visible for the students.

If you check the "Student Uploads" box, students will be able to upload a file for the checklists. This works the same as an assignment, except that you do not grade these files separately.

In addition, here you can define the maximum number of students who can select a particular item or the maximum number of items that can be selected per student.

Furthermore, you can also upload an assignment file. [4]

Existing checklists can be edited by clicking on the checklist name. (see Fig. 0.6). You can add, delete or edit items here by clicking on them. You can change your assignment file here by overwriting it with another assignment or you can delete it by clicking on the [del] link.

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[4]The file name is automatically generated and assigned to the respective checklist

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Abbildung 0.5: Creating Checklists

Grading Key

The points for all the items for all the checklists within A SINGLE activity are calculated as a grade based on the grading key. The grading key is defined on the level of the activity that contains the checklists.

The checklists for this activity will not be included in the automatically calculated grade until a grading key is entered.

You can define the grading key in *percentages* or *points* (see Fig. 0.7).

You can toggle between the two modes by clicking the respective link. The underlined mode is active.

In the *percentage* mode you can use the "Set default values" button to automatically fill out the fields with the default values. Adapt the values if necessary, and do not forget to save.

Abbildung 0.6: Editing Checklists

Abbildung 0.7: Grading Key in Percentages or Points

0.3 Grading

Click on the Grade tab (see Fig. 0.8 (1))

0.3.1 Overview and Grading of the Activities

Abbildung 0.8: Grading Activities

Select an activity, assignment or checklist from the drop-down menu and click "Grade" (see Fig. 0.8 (2)). A new page will open with a list of all the students and a grade box or check boxes for the checklist items, as well as the student upload file (see Fig. 0.9). Make your entries and save the page with the button at the bottom right. Close the page.

Abbildung 0.9: Grade List

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If there is a student upload for an assignment, a further link will be displayed next to the "Grade" link for downloading a ZIP file with all student uploads for this assignment (3).

By clicking on the name of a student, you can assign grades, checklists, participation points and notes for this student in detail. [5]

0.3.2 Student View

You can display the student view for the students in your group by clicking on the "Student View" link (to the right of the name in the list). A new window will open displaying the student view of the selected student. In this window, you assume the identity of the student and can perform all the same functions there as the student.

However, this function is only intended for overview/demonstration purposes. Always use the lecturer admin interface as described in section 0.4.1 to make changes to data (add/delete checklists)!

0.3.3 Management of Teaching Unit Grades

Abbildung 0.10: Grading Teaching Units

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[5]The structure is essentially the same as the old "checklist tool"

A final grade for the teaching unit is calculated based on the grades of the individual activities, assignments and checklists using the point values you defined or the grading key in the case of checklists. This score is rounded and suggested as the final grade for the teaching unit. Verify/correct the suggested grades and accept them by clicking the '->' - button. (see Fig. 0.10 (1))

Additional fields: "neg" (2) in the column next to the calculated grade indicates that at least the required, defined positive grade is negative; "ok"/"x" (3) indicates whether all partial scores are available.

0.4 Final Grade

Select a course under `https://cis.technikum-wien.at`-> My CIS-> My LV. Click the „Final Grade" symbol on the overview page to open the „Final Grade" page.

0.4.1 Entering the Final Grade

Manually Entering the Final Grade

1. Enter the grade (1) and accept it with the '->' - button.
2. After you have entered all the grades, you can then approve them (see chapter 0.4.2 on page 12
).

Abbildung 0.11: Grading a Course

Importing Grades from the Activity Tool (Checklist Tool)

If an activity has been created and graded in the activity tool (checklist tool) the grade will appear in the final grade. If the course contains multiple teaching units, the average of all the grades will be suggested as the final grade.

The grade fields are already filled out. Click the '->'- button to accept the grades.

Importing Grades from Moodle

If a Moodle course has been created and graded, the grade will automatically appear in the final grade. If the course contains multiple Moodle courses, the average of all the grades will be suggested as the final grade. The grade fields are already filled out. Click the '->'- button to accept the grades.

Importing Grades from Excel

You can also import grades from an Excel file. To do so, use the following steps:

1. Download the Excel file with the grade list from CIS -> Courses -> Attendance and Grade Lists -> Grade List.

2. Enter the grades in the Excel file.

3. Select the student number and grade columns in Excel for those students for whom you want to import the grades. (no heading)

Abbildung 0.12: Importing from Excel

4. Copy the marked columns to the clipboard with <CTRL>+<c> or edit> copy.

5. Finally, click on the „Import" button to import the grades.

Existing grades are overwritten without a prompt.

In order for the grade import to function properly, it is necessary to change some security settings for the browser:

1. Firefox / Mozilla

   a) Open a new browser window.

   b) Enter „about:config" in the address bar. (A warning message may appear, which you can skip by single clicking the displayed button)

   c) Search for the entry „signed.applets.codebase_principal_support"

   d) Change the setting to „true" by double clicking it.

> ⚠ Activating this setting creates a security hole. Therefore, we recommend disabling this setting again after you have finished importing the grades.

2. InternetExplorer

    a) It is not necessary to change any settings when using IE. When you click Ïmportä warning message will appear (in IE7) that you will have to confirm by clicking on „Allow access".

3. Safari, Opera

    a) It is NOT POSSIBLE to import grades using the Safari or Opera web browser. Please use Firefox or Internet Explorer.

0.4.2 Approving Grades

Once you have entered all the grades you want to enter at this time (you can return to enter more grades at any time!) you can approve them for the administrative assistant with the „Approve" button (in the table header). (2)

> ℹ NOTICE!! For reasons of increased security it is necessary to enter your password when approving grades.[a]
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> ───────────────
> [a]This refers to your TW password which is used to log into the CIS webpage or the TW computers.

- Valid Grades: 1-5, 7 (not graded), 8 (participated)
- An information email is sent to you and the administrative assistant for the degree program when the grades are approved. The email includes the student number, first name, last name and grade for the new or edited entries.
- Approved entries are marked with a green circle with a check mark.
- If you change a grade that has already been approved, it will be marked with a grey circle with a check mark (as a notice for you that the administrative assistant has not yet been informed by email. However, they will still see the new grade immediately in their system interface.)
- The administrative assistant can import the approved grade as the transcript grade which will then appear in the next field for your verification.
- If the transcript grade differs from the grade you approved, the former is marked with a red border.

0.4.3 Entering a Resit (2nd Date)

Once you have entered a final grade for a course, a button will appear (after refreshing the page by approving the grades for example) right next to the transcript grade for entering a resit. Once you have entered the resit, a date and grade as well as the Ëdit"button will appear (see Fig.0.13 (1),(2)).

Click on the respective button to create or edit a resit. Enter the date and grade in the window (3) that appears and then accept the entries by clicking on the SSave"button.

Abbildung 0.13: Final Grade for a Course - Resit

- When entering the date, please use the following format: YYYY-MM-DD

- Valid grades are once again 1-5, 7 (not graded), 8 (particiapted) and in addition 9 (not yet entered). If you leave the field for the grade blank, then this is interpreted as 9.

- After entering a new grade, please do not forget to approve it again by clicking on the the Äpprove"button (4).

0.5 Attendance and Overview Table

This section is still under construction. The current tables are essentially the same as those used in the old "checklist tool".

0.6 Statistics

In this section you can view the statistics for the entered checkmarks for the individual checklists just as they are displayed for the students if you have checked the box "Statistics" in a checklist.

0.7 Annex

You will find the grading tool here:

https://cis.technikum-wien.at -> My Cis -> My Course. Click on a course to view its overview page. There you will find the link to the grading tool.
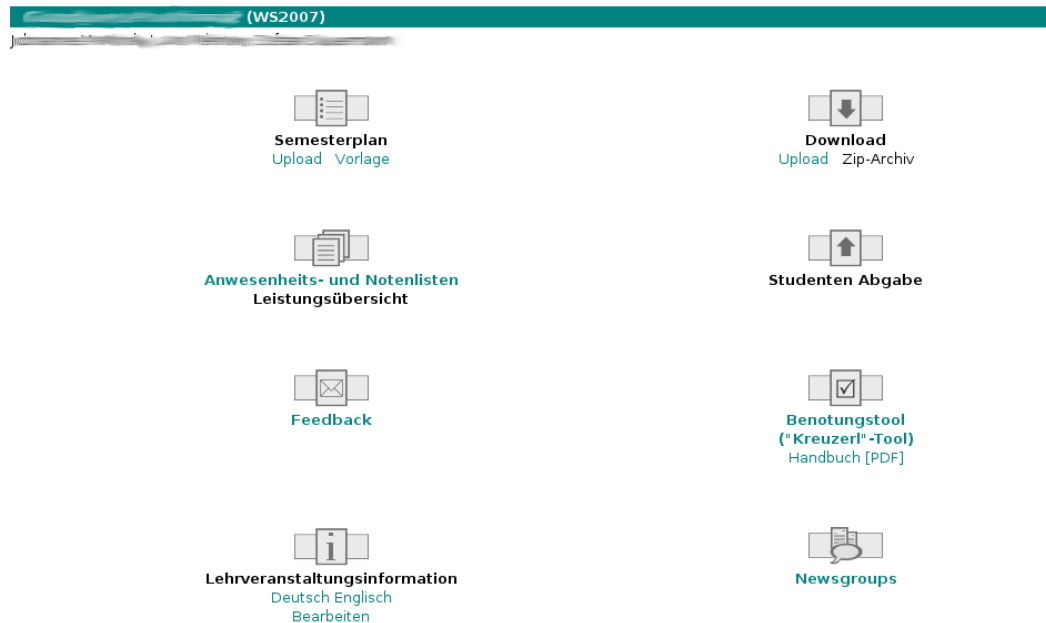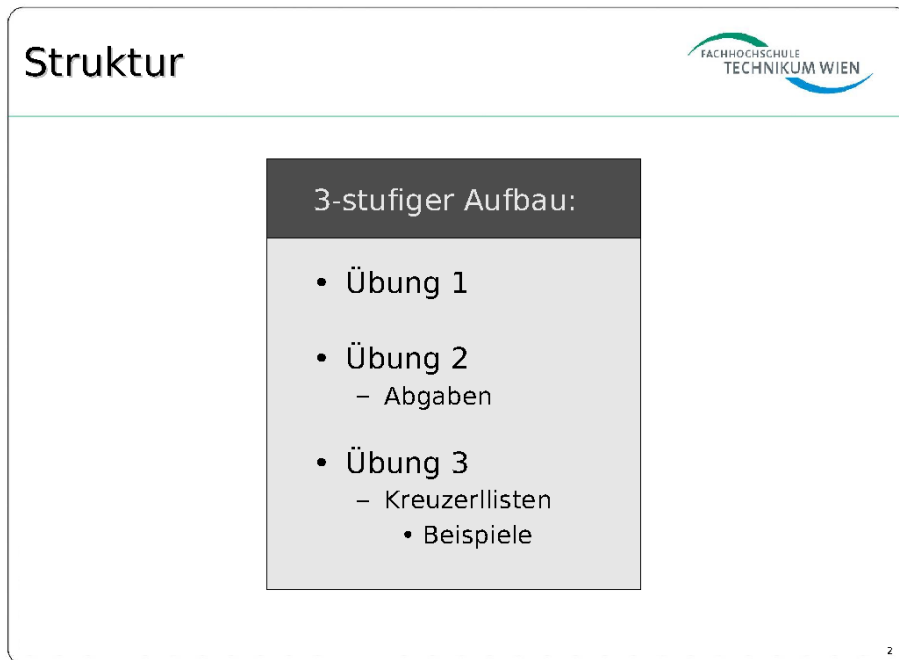

Abbildung 0.14: Course Overview
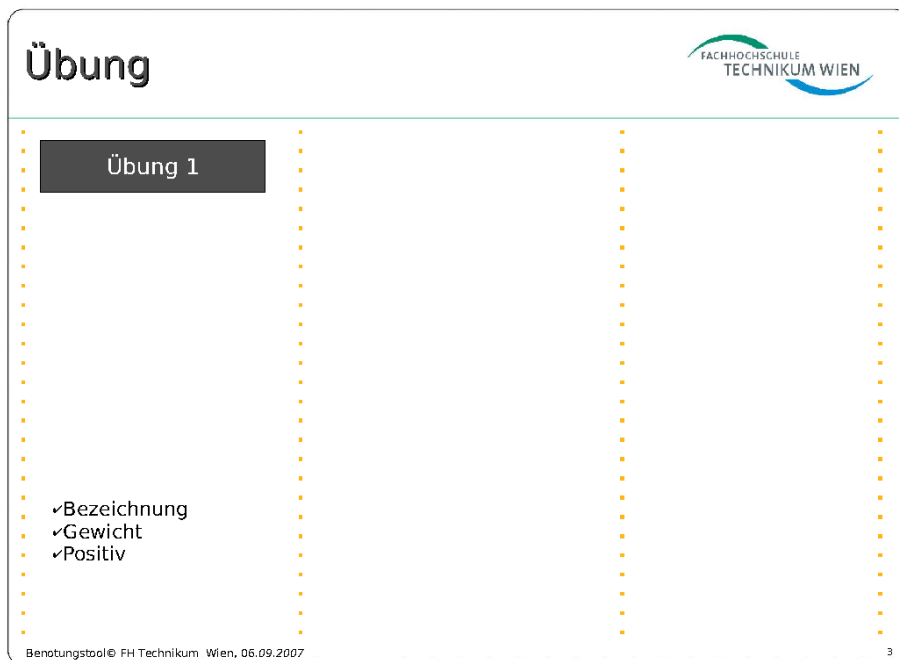
Abbildung 0.15: Presentation: Structure

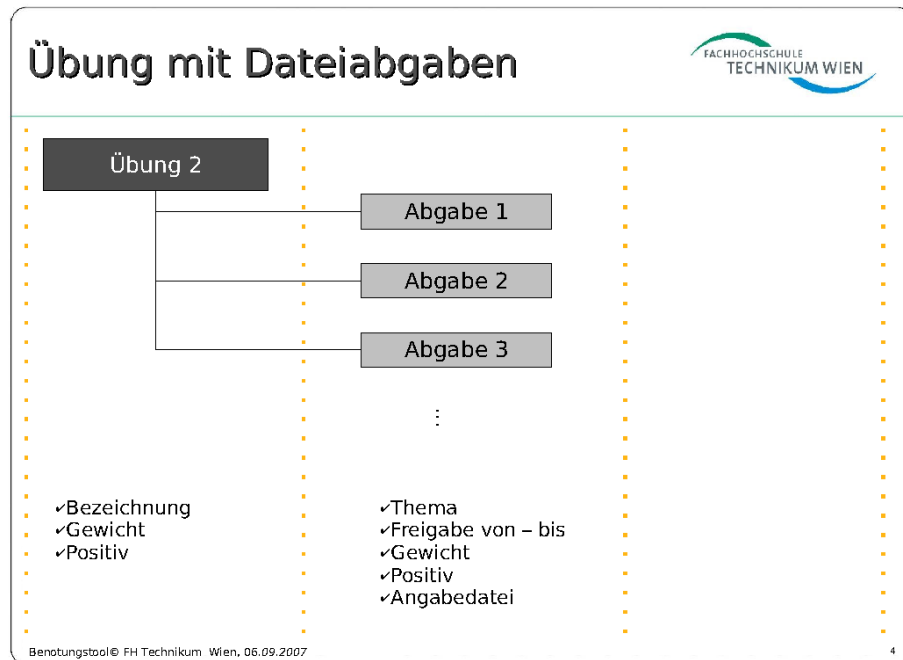**Abbildung 0.16:** Presentation: Activity
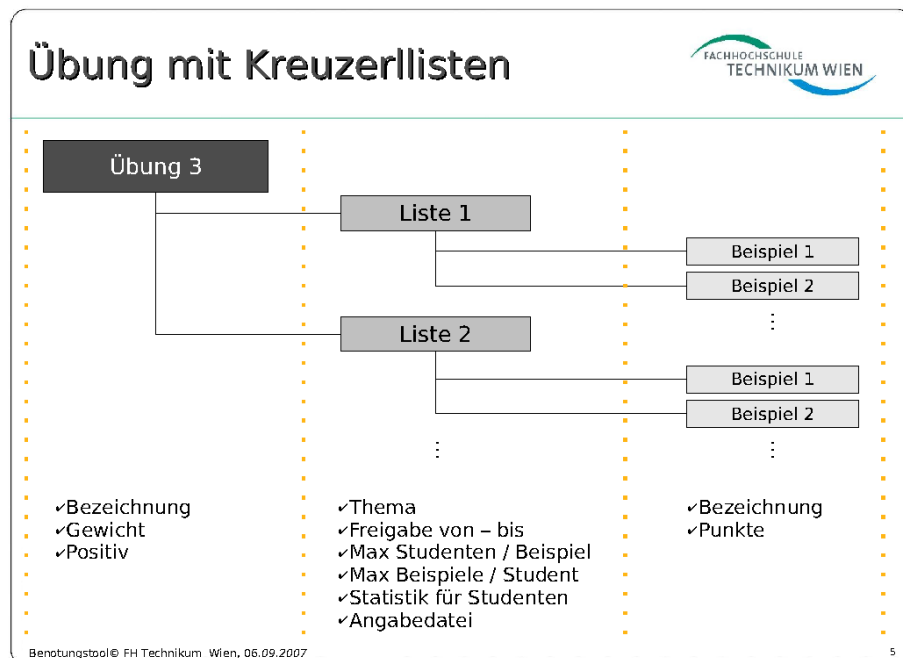
Abbildung 0.17: Presentation: Activity with an Assignment

Abbildung 0.18: Presentation: Activity with Checklists