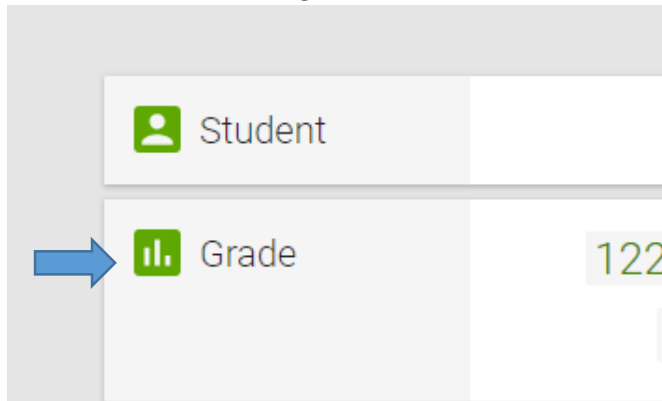


Osiris Teacher: Manual for Entering assessment forms per student

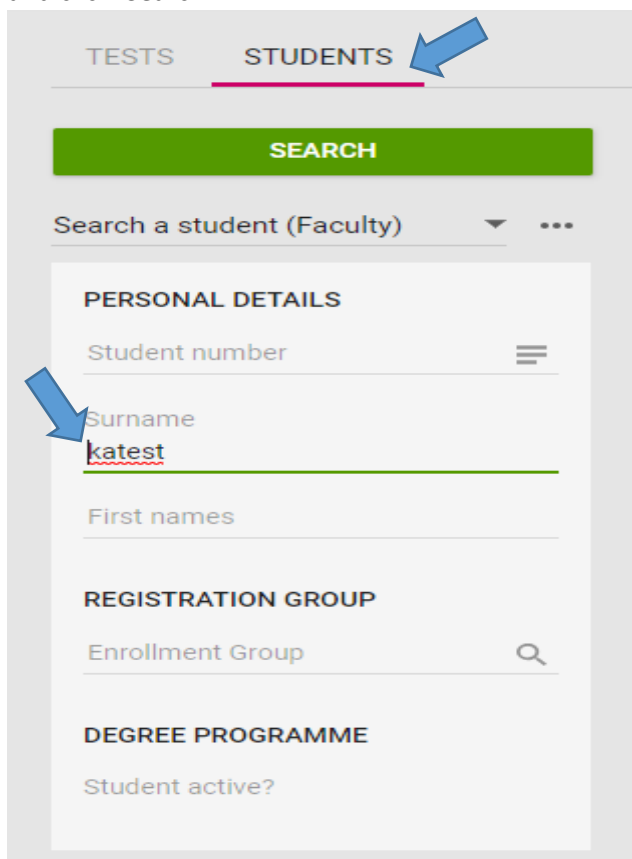
Fill out your students' evaluation forms in a few simple steps!

Log on to Osiris Teacher using your KABK-account and password. Forgotten your password? Use the link below to reset it. <https://selfservice.kabk.nl/showLogin.cc>

1. You will see the following:



Click "Grade". The next screen will show you a list of the courses you are linked to as a teacher. To enter the assessment per student, click on students. Fill in the student number or surname and click 'Search'



2. Osiris shows lists of assessments to be entered for the student. Click the form you would like to grade!

Entered on 13-03-2018
by Ahssah, Mohammed

enerale	TOETS-1 SG semester 1 Block JAAR 04-09-2018 until 31-08-2019	Enter assessment form
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3. Click **“Enter assessment form”**. Below you will see an example of a form.

Feedback

Attachments

Bestand kiezen Geen bestand gekozen

Grade

(Pass/Fail)

4. After filling out the form, in order to be able to sign it, you first have to click : **“Save as draft grade”**.

A rectangular button with a green background and white text that reads "SAVE AS DRAFT GRADE". The button is centered within a light gray rectangular frame.

You can grade all your students before you sign them all in one go, by repeating the last two steps.

5. When you have graded you students and are ready to sign, click “**Sign**”. Osiris requires another log in to confirm signing, after which the grade will be visible to the students!

Need help? Please contact the OSIRIS Functional Manager via fb-osiris@kabk.nl or drop by our office in BB.111.