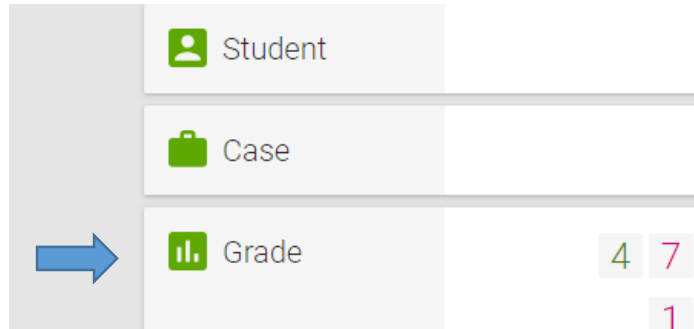


## Osiris Teacher: Manual for Entering IST assessment forms

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

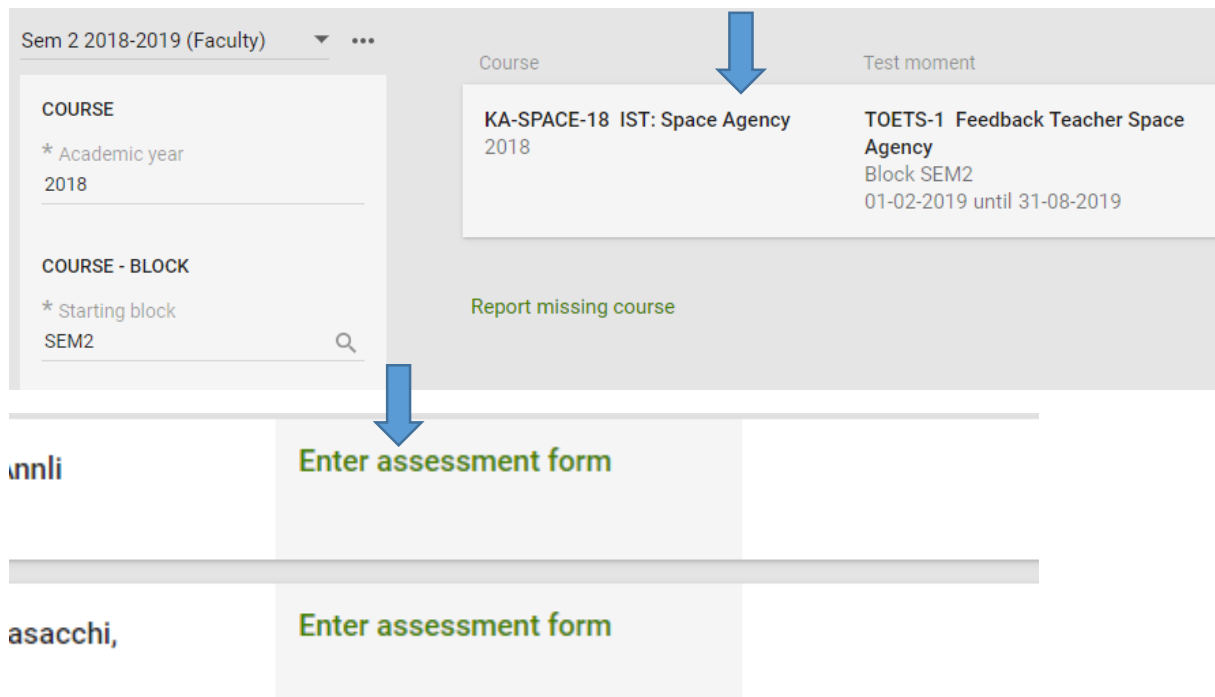
Log on to Osiris Teacher using your KABK-account and password. Forgotten your password? Use the link below to reset it. <https://selfservice.kabk.nl/showLogin.cc>

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.

2. Osiris automatically shows the courses you are linked to. Click the course you would like to grade! It will bring you to a list of students who follow the course. Click **"Enter assessment form"**. En start filling in the assessment form



3. in order to be able to sign it, you first have to click : **“Save as draft grade”**.



SAVE AS DRAFT GRADE

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

4. When you have graded you students and are ready to sign, click **“Sign”** than Sigh Electronically’. 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](mailto:fb-osiris@kabk.nl) or drop by our office in BB.111.