

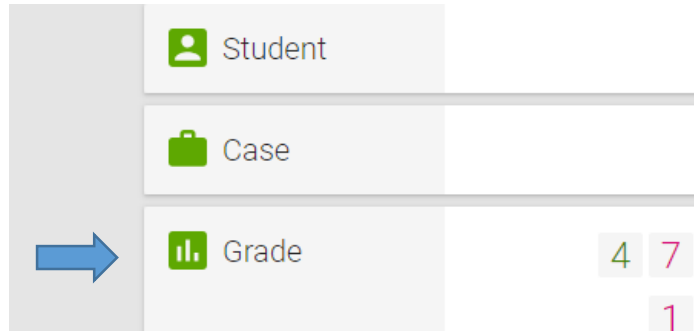
Osiris Teacher: Manual for Entering assessment forms

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?

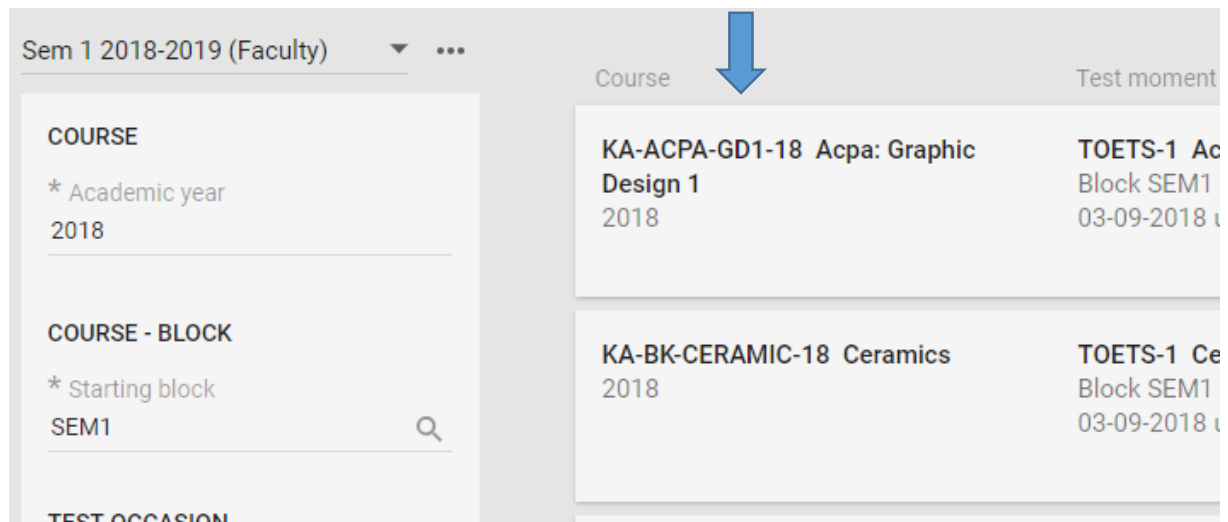
Use the link below to reset it. <https://selfservice.kabk.nl/showLogin.cc>

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

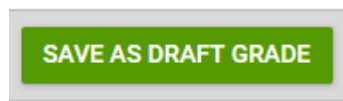


3. Click **“Enter assessment form”**. Below you will see an example of a form.

The screenshot shows a web interface for entering assessment forms. At the top, there are buttons for 'PRINT', 'SAVE AS DRAFT', 'SAVE AS DRAFT GRADE', and 'CANCEL'. Below this, the form is divided into sections:

- Header:** 'Time Space Audience 1', '2018 Block SEM1' (03-09-2018 until 31-01-2019), and 'Grade: Weight: 0'.
- Interim Assessment november:** A text input field with a red error message: 'Not all fields are filled in yet.'
- COMPETENCE:** A table with columns for 'Pass', 'Doubtful', and 'Fail'. The 'attendance' row has three radio buttons under these columns, with a red error message: 'Not all fields are filled in yet.'
- Grade:** A section with three input fields: 'Competencies' (with a search icon), 'Test date' (with a calendar icon), and 'Explanation'.

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



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