

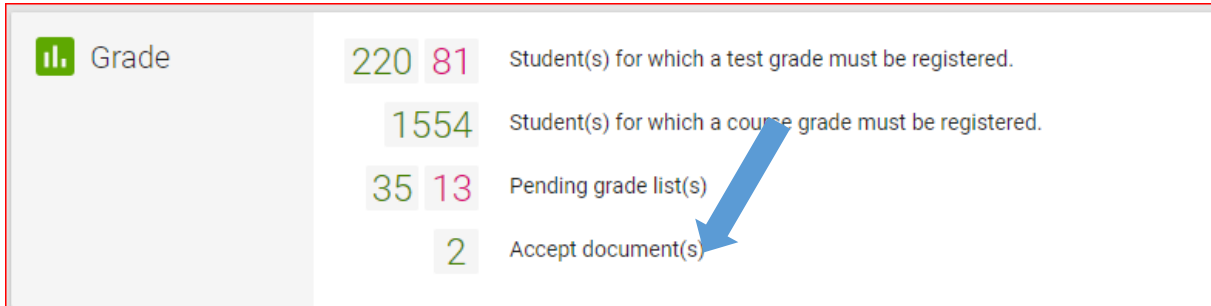
## How to Assess motivation letters

To assess uploaded motivation letters for your IST courses, you have to follow the next steps.

1. Log in at Osiris 'Docent'

[https://osiris.hdk.nl/osiris\\_docent/faces/Start](https://osiris.hdk.nl/osiris_docent/faces/Start)

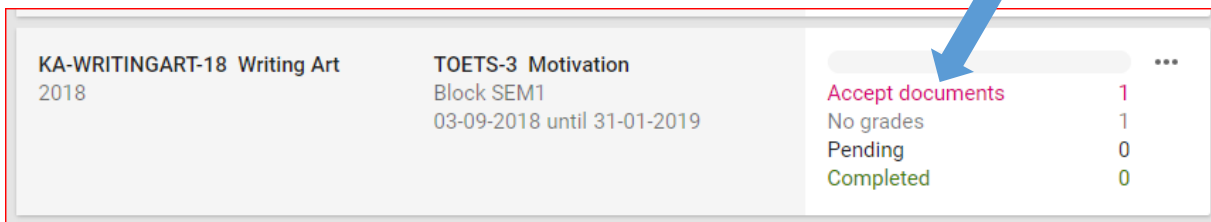
2. Click on 'Accept document'



Grade

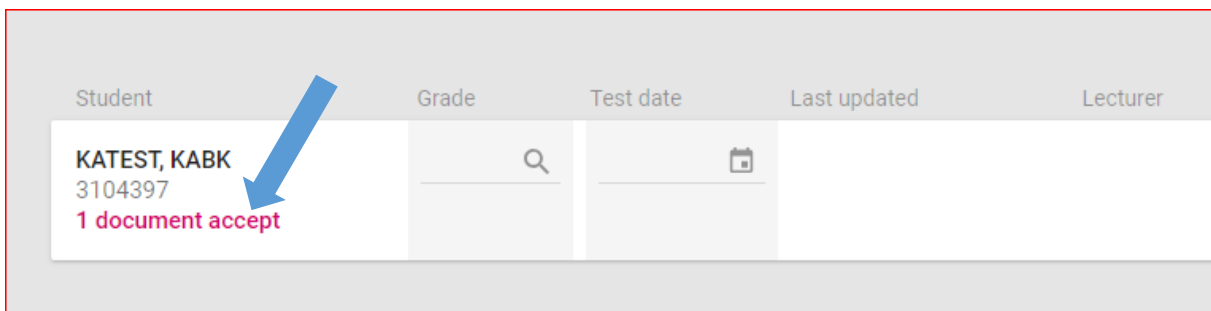
220	81	Student(s) for which a test grade must be registered.
1554		Student(s) for which a course grade must be registered.
35	13	Pending grade list(s)
2		Accept document(s)

3. Osiris shows a list of courses to which you are connected as a teacher. Select the course and click on 'Accept document'



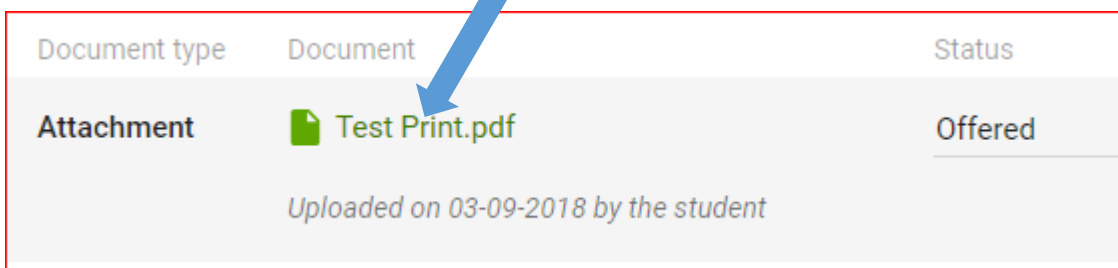
KA-WRITINGART-18 Writing Art 2018	TOETS-3 Motivation Block SEM1 03-09-2018 until 31-01-2019	Accept documents 1 No grades 1 Pending 0 Completed 0
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4. Osiris shows a list of students who registered for the course. Click on 'document accept' to see the attachment



Student	Grade	Test date	Last updated	Lecturer
KATEST, KABK 3104397 <b>1 document accept</b>				



5. Click on the name of the document to download the file



Document type	Document	Status
Attachment	Test Print.pdf	Offered



*Uploaded on 03-09-2018 by the student*

- To assess the motivation, click on 'Accept' or 'Declined' and then click on 'Save' at the bottom of the page.

Document type	Document	Status
<b>Attachment</b>	 <b>Test Print.pdf</b>	Accepted 
<i>Uploaded on 03-09-2018 by the student</i>		

SAVE CANCEL

The status is also visible for the students in Osiris student.

Course module	Name	Academic year	Description	Opportunity	Block	Filename	Explanation	Status of acceptance
KA-WRITINGART-18	Writing Art	2018	Sample of written work	1	SEM1	<a href="#">GD Inschrijvingen na de sluiting.pdf</a>		Accepted 
KA-WRITINGART-18	Writing Art	2018	Motivation	1	SEM1	<a href="#">Test Print.pdf</a>		Accepted 
KA-WRITINGART-18	Writing Art	2018	Motivation	1	SEM1			
KA-WRITINGART-18	Writing Art	2018	Sample of written work	1	SEM1			

Only PDF documents will be accepted.

### Questions?

If you have any questions, please contact the OSIRIS Functional Manager via [fb-osiris@kabk.nl](mailto:fb-osiris@kabk.nl)