

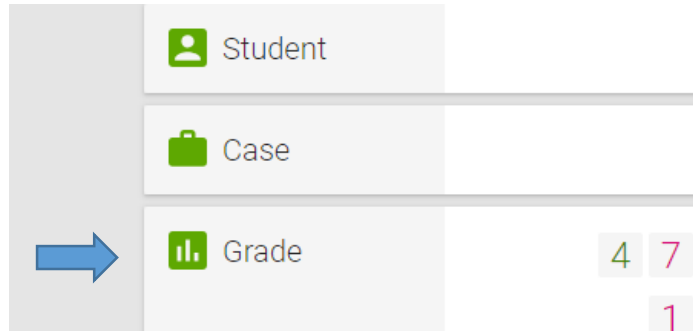
Osiris Teacher: Manual for Entering assessment per Class

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?

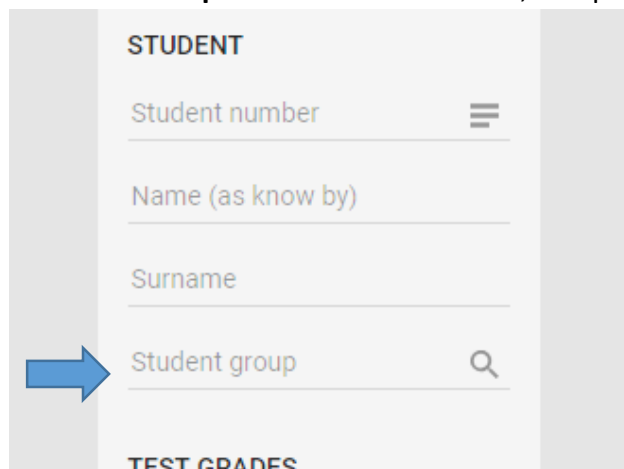
Use the link below to reset it. <https://selfservice.kabk.nl/showLogin.cc>

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. Click the course you would like to grade! It will bring you to a list of students who follow the course. If you want to select only your students/class, fill in the class code under **“Student Group”** in the left hand menu, and press **“enter”** or **“Search”**.

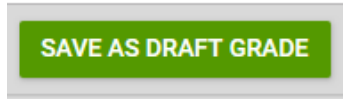


The class code can be obtained from the coordinator.

3. Click **“Enter assessment form”**.

Grade	Test date	Last updated
Enter assessment form		

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 your 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!

F1/Help/Support

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