

## Manual for uploading IST forms in OSIRIS Docent

It is possible to upload an approved IST form for a student who is doing a self-initiated project. By making a “note” in the students’ file in Osiris Docent, you create a space in which you can upload the form. You can also share this note containing the form with the department coordinator and the student.

Here’s how it works:

1. Find the student
2. Create a Note
3. Save and share the Note.

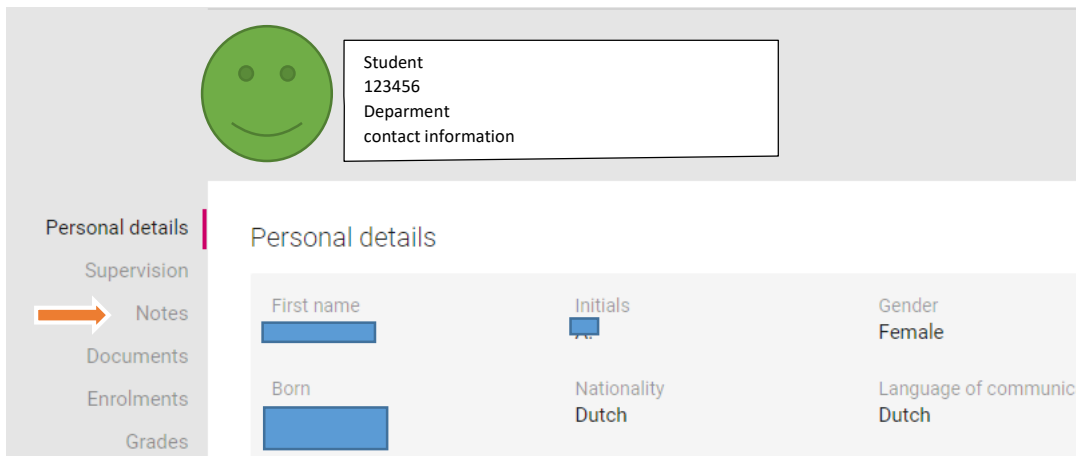
### Find the student

- Log on to Osiris Docent
- Click “Student”. Osiris will show you all the students you are coaching.
- Select a student who has filed an IST-plan with you.

### Create a Note

There are 2 ways of creating a note.

You can go to the information of your student and click Notes:



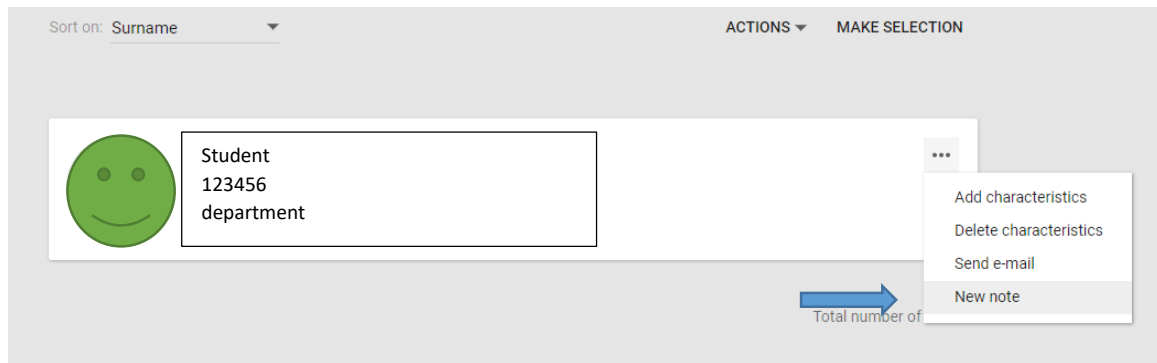
Student  
123456  
Department  
contact information

Personal details  
Supervision  
Notes  
Documents  
Enrolments  
Grades

Personal details

|                      |                      |                           |
|----------------------|----------------------|---------------------------|
| First name           | Initials             | Gender                    |
| <input type="text"/> | <input type="text"/> | Female                    |
| Born                 | Nationality          | Language of communication |
| <input type="text"/> | Dutch                | Dutch                     |

Or, in the list of students, click on the options menu and select New Note:



## Contents of the Note

When you are writing a note, a number of things are mandatory:

- Degree
- Deadline: It's possible to set a deadline for the student to complete the assignment.
- Contents: what has been agreed to be the assignment.
- Decision: make sure to write here that you agree to the contents above, and the student is given permission to start his/her project.
- Attachment: Upload your IST Form here!

## Saving and Sharing the Note

- Choose the "type of Note". In the list you will find the note-format for the department in question. Example: IA IST TRAJECT. By doing this, the note will become visible to the people who should see it.
- Then choose which information you want to share with the student (contents/decision).

**Save.**