

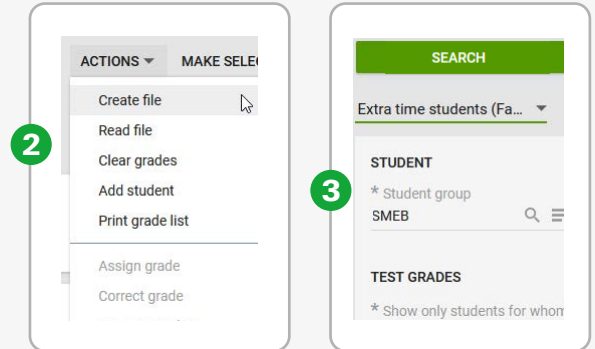
USING OSIRIS LECTURER



1

AT THE START OF THE COURSE – WHICH STUDENTS WILL ATTEND?

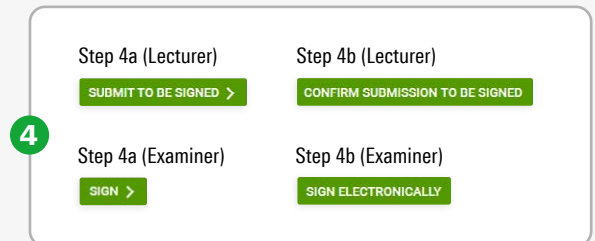
- 1 Log in to <http://osiris.utwente.nl/docent>, go to **Grade** and select your course.
- 2 Download the participant list via **Actions > Create file**.
- 3 To see extra time students, use drop-down menu on the left side of the screen. Select **Extra time students (Faculty)** and click **Search**.



2

AFTER THE EXAM - GRADE REGISTRATION

- 1 Log in to Osiris Lecturer, go to **Grade** and select your course.
- 2 Use your preferred registration method (Osiris-file via **Actions > Create File**, Canvas-file, Remindo-file, or Manually).
- 3 To upload a file use: **Actions > Read file** to import the grades.
- 4 - **Lecturer: Submit to be signed and Confirm submission to be signed.**
- **Examiner: Sign and Sign Electronically.**
Note: the grades are only visible for students once the grades have been signed electronically by the Examiner.



3

AFTER THE EXAM – FINALISING REGISTERED GRADES BY LECTURER AS EXAMINER

Examiners can finalise the grades registered by other lecturers of the course.

- 1 Log in to Osiris Lecturer, go to **Grade**.
- 2 Click on Pending in the top right corner.
- 3 **Make Selection > Sign Electronically** and enter your password to confirm.
Note: The grades are only visible for students once the grades have been signed electronically by the Examiner.

