2023

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UNITRON TEACHERS WEB PORTAL

USER MANUAL FOR TEACHERS

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TEACHER LOGIN

To log in to the Teachers' Portal, fill in the <u>Username</u> and <u>Password</u> fields and press either Enter or the "LOGIN" button».

GENERAL FEATURES OF THE TEACHERS' PORTAL

Once you log in to the Teachers portal, you can view the following information through the left side options menu:

- Profile
- Teacher's Details
- Courses
- Exams
- My Exams
- Exam Calendar
- Assignments
- Under Supervision
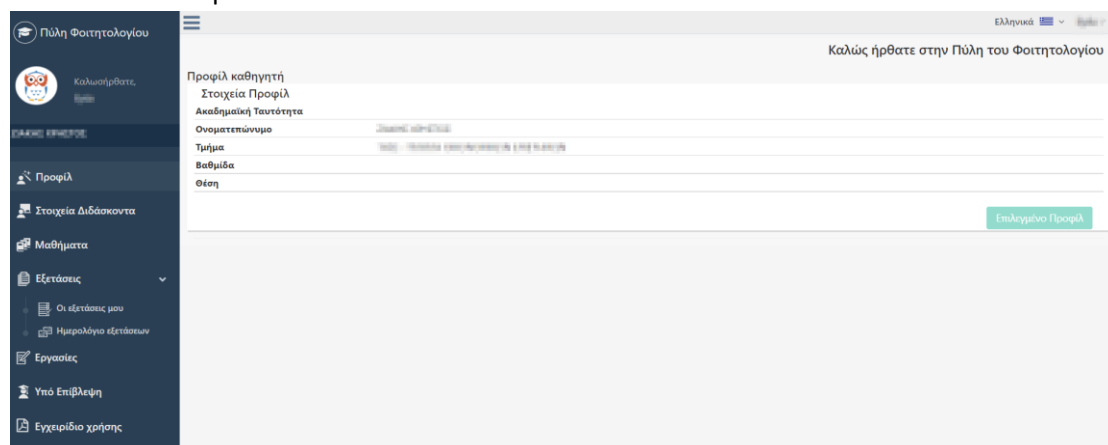
PROFILE

Your profile showcases your attributes in the Educational Institution you belong to. The more attributes you possess, the more times your respective data appear.

For example, if you are a professor in the Department of Mathematics and at the same time an associate professor in the Department of Physics, then you will see two categories of your data. One category is about your data as a professor and the other as an associate professor. For each category, you can view initial information on:

- Your username,
- Your Full Name,
- Department you belong to,
- Rank and position you hold in the Department concerned.

To operate / learn on any of your attributes, select the desired profile on the right side of the screen with the {Select Profile} button.   .

TEACHER DETAILS

Once you have selected your profile, you can get access to various details such as:

- Teacher's data
- Personal data

Teacher's data

View your general information in the concerned Department such as:

- Department that your attribute belongs to,
- Category, Classification and Type of your position,
- Your office,
- Other information of your office (telephone numbers, operating hours, etc.),
- Possible comments.

For any incorrect information, please contact the Department Registrar's Office to correct them. For security reasons you cannot modify them yourself.

Personal data

View your personal information as it was given by you when you were registered in this Department.

These data relate to:

- Personal data,
- Birth data,
- Identification data,
- Address details.

If any of these data has changed or is not correctly registered, then contact the Department Registrar's Office to correct them. For security reasons you cannot modify them yourself.

COURSES

Through this option, you can view the courses, per academic year, that your name has been registered to as a course instructor.

By pressing the button you can view details in the form of sub-tabs, such as:

General information

View course information as defined in the Syllabus of the Department.

Syllabus Course

View the place of the course into the Syllabus offered by the Department (e.g. Compulsory in the first semester)

By pressing the button you can see additional course information similar to the "General Information" sub-tab.

Teaching

In the Teaching tab, at the top display of "My teaching", there is a link to the Class Division of the course. For example, if the course is offered during the winter period, then a winter period Class Division has been created by the Registrar's Office and the connection with the respective teacher and all the necessary rights have been made.

At the bottom display of "Other teachers", in case there is more than one teacher for the course, you will view there all pertinent information:

Declarations

Each course offered in the Syllabus has a predetermined general class. This class is mostly the only option in the corresponding field where, when selected, all the students who have registered into the course are shown. You select the desired class from the "Class Division Selection", otherwise it is already displayed as selected (in case there is only one class) and the students who belong to this class are displayed with the following data:

- Student's Personal data (Registration Number, Name, Email, Username),
- Declaration for the selected course,
- Possible absences (once registered into the system by the Registrar),
- Possible exemption of the student for the specific course.

Also, if you wish to search for one of the information provided, e.g. Student Registration Number, you can fill in your criterion or a combination of criteria in the first line that appears between the titles of the columns and the names of the students.

Finally, it is possible to select columns by clicking on the {Select Columns} button.

It is also possible to save the data into an Excel file by tapping the {Export to Excel} button.

Grades

Each course offered in the Syllabus has a predetermined general class. This class is mostly the only option where, when selected in the corresponding field, the last finalized Grades are displayed, for the students who were examined in the course. You select the desired class from the "Class Division Selection", otherwise it is already displayed as selected (in case there is only one class) and the students who belong to this class are displayed with the following data:

- Student's Personal data (Registration Number, Name, Email, Username),
- Examination and Grade of the course,
- Possible exemption of the student for the specific course.

Also, if you wish to search for one of the information provided, e.g. Examination period, you can fill in your criterion or a combination of criteria in the first line that appears between the titles of the columns and the names of the students.

Finally, it is possible to select columns by clicking on the {Select Columns} button.
It is also possible to save the data into an Excel file by tapping the {Export to Excel} button.

Submitted Gradebooks

You can view the Gradebooks you have submitted to the Registrar. You cannot view the saved ones. You may view only the submitted ones. If the Registrar has determined that you may submit multiple Gradebooks per course and exam, this means that you may "Submit" more than once a course Gradebook. Each of these Submissions can be viewed from that sub-tab. On the other hand, if you are unable to submit multiple Gradebooks per course and exam, it means that you have only made one Submission and you will only see this record for the course and exam selected.

By pressing the button [eye icon] you can see the grades that have been submitted to the Gradebook selected.

Assignments – Progress

Once the course of the Academic Year has assignments – progress, here you may see them and by selecting the "Grades" button, you may enter the grades of the Assignment or Progress:

After pressing the "Grades" icon, the relevant Gradebooks of the Assignment - Progress are displayed.

If you have not created a Gradebook, then the system displays a message "no Grades have been created from the Web for this assignment - progress" and you will have to press the button {Add new list of grades} to create a Gradebook.

Immediately after that the following screen will be displayed, where once you press on the "edit symbol – pencil", you may edit the grades of the assignment - progress to the students:

You enter the grades and proceed to "Save Grades" and then "Submit Grades":

It is clarified that there is a counter of saved and unsaved Grades on the right side of the screen to indicate a completed Grade that you have either not had the time or have forgotten to save (Total saved Grades and Total unsaved Grades).

For those teachers who wish to first fill in the Grades in an Excel file, they can click on the icon {Export to Excel} to save it locally on their PC, insert the Grades in this file without interfering with adding or removing columns, etc. and then enter these Grades by tapping the icon {Import from Excel}. After the Grades are entered you should first press the button {Save Gradebook} and then submit it with the {Submit Gradebook} button.

If you have created a Gradebook which is "in progress", you cannot re-create an additional Gradebook until you have "Submitted". If there are submitted Gradebooks and the Registrar has stipulated that you can submit multiple grades per course and examination then you can re-create a new Gradebook, after the submission of the previous one.

Course Content

You can see the documents related to the course content as long as the Registrar has stored them in the individual course information. Allowed file types are: .pdf,.zip,.rar,.xls,.xlsx,.doc,.docx. Each file must be up to 2MB in size. The total size of the files registered in the content of each course should not exceed 10MB.

Absences

You may add absences to students by selecting a class division.

By pressing the {Add absence} button you fill in the details:

EXAMS

My Exams

Add a Grade

1. In order to view Gradebooks that concern you, you must first select the {Academic Year} of teaching in order to display below exams that have already been created by

the Registrar of each Department, for the courses it has been determined that you teach / grade.

2. For examining a course you are interested in, click on the icon {Gradebooks} to view relevant Gradebooks.

3. After pressing the icon, the relevant Gradebooks are displayed.
   - If you have not created Gradebooks under these criteria, then the system displays a message "No Grades were found for this exam" and you will have to press the button {Add new Gradebook} to create a Gradebook.
   - In case there is a developed exam for a course by the Registrar, but, the exam status is "Closed", then the button {Add new Gradebook} will not be available for selection, since it will be displayed dimmed and it will not be possible to create a Gradebook. In such a case, you should contact the Registrar of the Department to change the examination status of the course from "Closed" to "Open" and to set the dates for submitting Gradebooks.
   - If you have created a Gradebook and its status is "In progress" you cannot create an additional gradebook until you have proceeded with "Submit". If there are submitted gradebooks and the Registrar has stipulated that you can submit multiple grades per course and examination, then you can create a new gradebook with the clarification that you will view the grades (if any) you had entered in the most recently submitted gradebook. The mentioned instructions apply, for example, in case you have submitted a gradebook and inadvertently you have to include more students.

IMPORTANT NOTE: In general, it is clarified that in order for this addition to be made and to be able to view the students corresponding to this gradebook, the Registrar of the Department should have created examinations per course and exam period.

4. Press button {Add new Gradebook} to create a gradebook,
5. The specific gradebook is now displayed in the list of Gradebooks under the "In progress" status.
6. Press the button ✏ – further to the right – on the line of the Gradebook, to edit it.

Κατάσταση	Ημερομηνία Δημιουργίας	Ημερομηνία Υποβολής	Ενέργειες
Σε εξέλιξη	26/02/2019, 18:53	-	✏
Υποβλήθηκε (από καθηγητή)	25/02/2019, 13:23	26/02/2019, 18:17	👁

7. The Gradebook opens and you can start filling it with grades.

8. To cache the Gradebook, press the icon {Save Gradebook}.
9. With the button {Undo Changes}, the grades are returned to those you had filled in when the Gradebook was last saved.
10. It is clarified that there is a counter of saved and unsaved Grades on the right side of the screen, to understand if there is a completed Grade that you either haven't had the time or have forgotten to save {Sum of saved / not saved grades}.

11. For the teachers who wish to fill in the Grades in an Excel file, they can click on the icon {Export to Excel} to save it locally on their PC, insert the Grades in this file without interfering with adding or removing columns, etc. and then enter these Grades by tapping the icon {Import from Excel}. Once the Grades are entered, firstly press the button {Save Gradebook} and then submit it with the {Submit Gradebook} button.

12. It is possible for the Gradebook to be finalized into the student tabs directly by the teacher without the intervention of the registrar. Necessary conditions are **a**) for this to have been decided by the whole Department and **b)** to have been determined in the general configuration of the student registry application by the registrar. In this case, instead of the icon {Submit Gradebook), the icon {Finalize Gradebook} is displayed.

13. for the final submission of the Gradebook click on the icon {Submit Gradebook}. You cannot submit unless you first save Gradebooks.

14. After {Gradebook Submission} the grades pass to the examination of the course. At this stage the grades have not yet appeared on the student tabs. In order for the grades to be transferred to the students' tabs, the Registrar must perform "Transfer to the Tabs" of the grades of the examination through the respective student registry

application. In the event that a central configuration has been set by the Registrar for the submitted grades to be immediately transferred to the student tabs, then the "Transfer to the Tabs" function is done automatically when you submit the Gradebook and the grades appear immediately in the student tabs without the need for intervention by the registrar.

IMPORTANT NOTES FOR SUBMITTING GRADEBOOKS:
- Once the registrar has stipulated that you can send multiple Gradebooks on any of the courses your have been allocated as a teacher, then you may "Submit" Gradebooks as many times as you want (this instruction relates to cases where e.g. you have forgotten to insert a grade for a student).
- Also, your right to "Submit" is valid for as long as the Gradebook is open, i.e. Within the range of submission dates, that you are allowed to edit it. Once the expiry date has passed and you wish to correct/add/delete a Grade, you should contact the Registrar of the Department.

Gradebook Printout
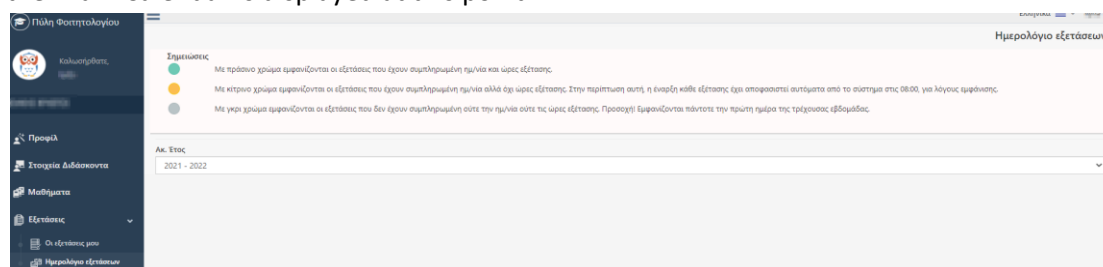
In case you wish to print the Gradebook submitted to the Registrar for your own records, you can press the button {Export to PDF} while you have the pertinent Gradebook on display and save it locally on your computer.

Display course exam details

1. Select the desired Gradebook after selecting the {Academic Year} of teaching in order to display below exams that have already been created by the Registrar of each Department, for the courses it has been determined that you teach / grade.
2. To view the examination details of the interested course, click on the icon {Exam} to view the information:
3. General examination data: Code – Course description, Examination relevant to the record,
4. Classrooms the examination will take place (once they are registered into the system by the Registrar),
5. Choices that students themselves may have made about the way they will take the exam, e.g. tele-examination due to COVID-19 emergency measures.

Exam Calendar

Once the corresponding subsystem exists and has been fed with the exam information, then the Exam Calendar is displayed at this point.

ASSIGNMENTS

Displays assignments that you have been appointed to as a supervisor and/or as a member of the Exam Board.

In addition, you can press the button to view the details of each assignment in terms of key data and scoring by its relevant members.

SUPERVISION

View the students you have under supervision and the Registrar's office has registered them in your tab.

USER LOG OUT

To log out of the Teachers portal you may click on the icon at the bottom left of the blue menu.

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