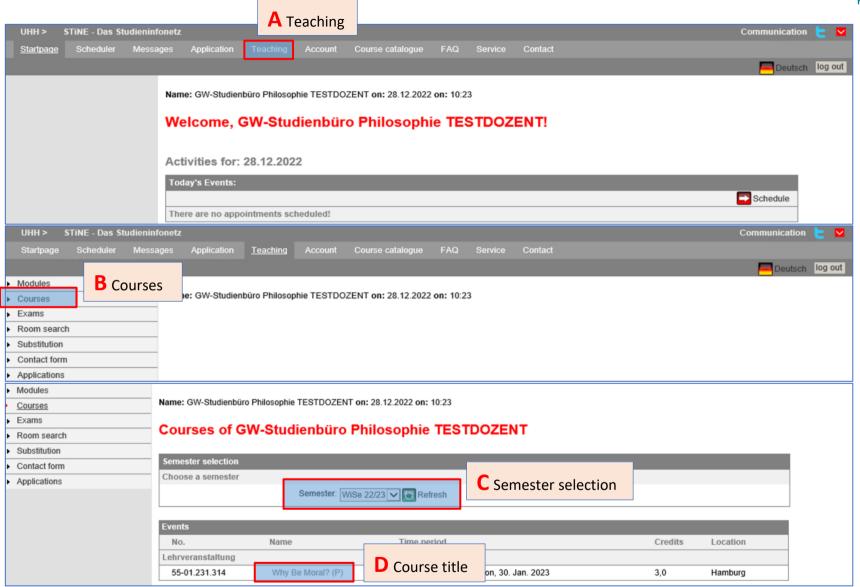
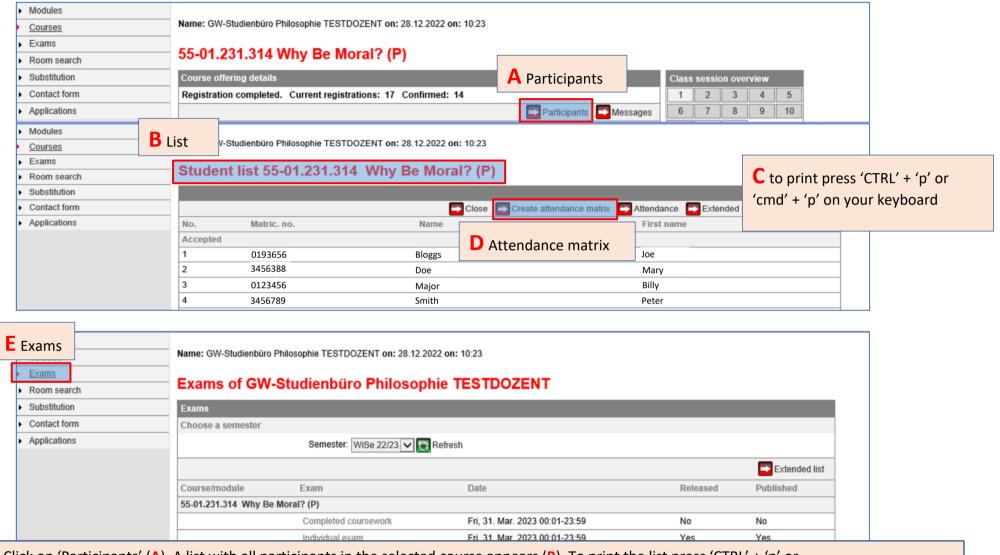


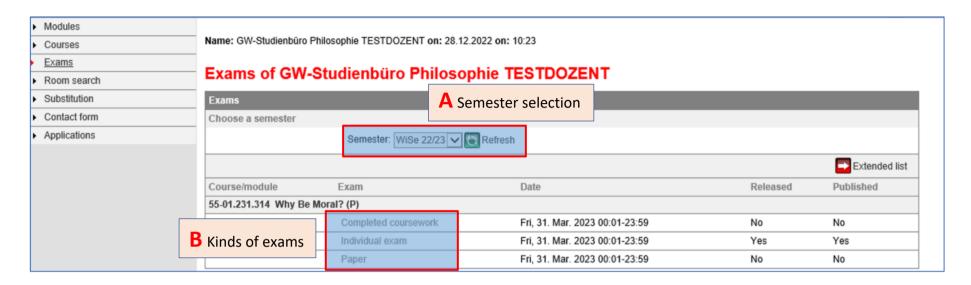
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Click on 'Teaching' (A). After that, click on 'Courses' (B). Select the relevant semester, e.g. WiSe 22/23 (C) and click on the course title (D).



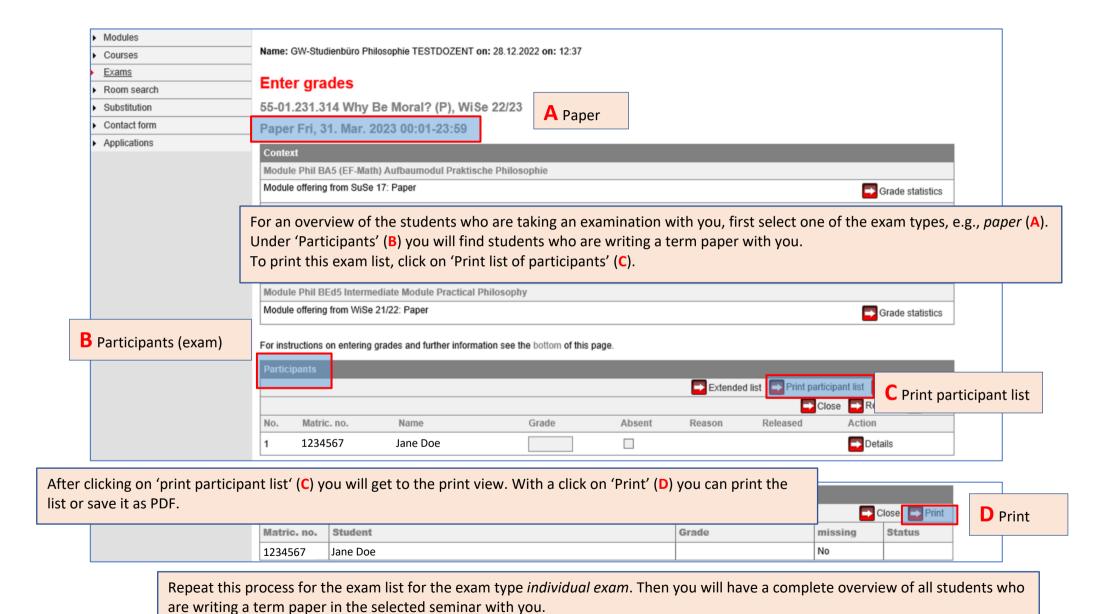
Click on 'Participants' (A). A list with all participants in the selected course appears (B). To print the list press 'CTRL' + 'p' or 'cmd' + 'p' on your keyboard (C). Alternatively, you can create an attendance matrix (D) in which you can record students' weekly attendance. If you want a list of all the students writing an exam or a term paper in the selected course, please click on 'exams' (E).



First, select the relevant semester, e.g., WiSe 22/23 (A). For each of your courses from the selected semester, the exam types created for that course are displayed (B):

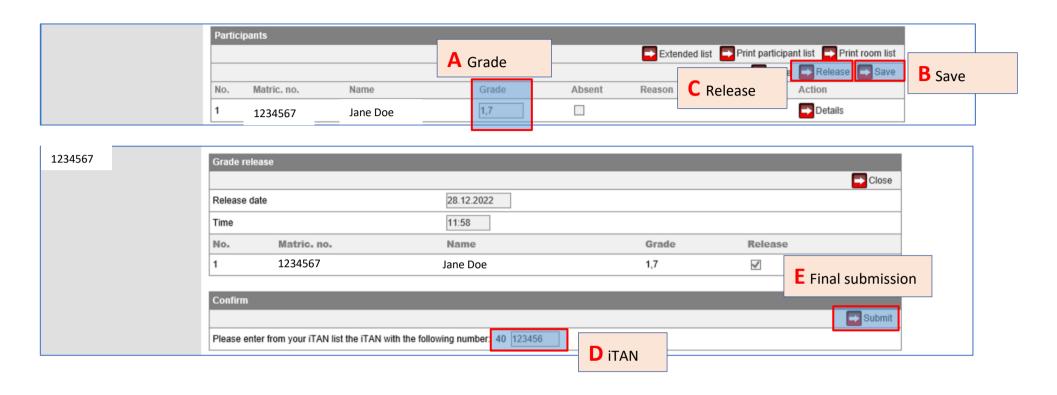
- For lectures usually only completed coursework
- For introductory lectures + tutorials usually only block exam (written exam)
- For seminars ('Proseminare'/'Hauptseminare') as well as research colloquia usually individual exam, paper and completed coursework.
  - o Under *completed coursework* you will find students who attend your course in the elective area or as part of the Studium Generale. No grades are entered here, only 'passed' or 'not passed'.
  - Under block exam or individual exam and under paper you will find all the students who have registered for a final module exam in your course.

Attention: The exam lists *individual exam* and *paper* differ from each other. Different students are listed there, but they all write a term paper with you. The use of two terms has technical reasons for the administrative staff. So please pay attention to both examination lists for a complete overview of the students who write a term paper as module final examination with you!



2. Attendance and Exam Lists: Registration of Performances

Exam List



Using the method just described (pages 4-6), you can enter the evaluations for the students' exam performances. Enter the grade under 'Grade' (A). Then save the entry (B). Do not forget to release the grade entry afterwards. To do this, click on 'Release' (C). Please note that you have to confirm the release. To do this, enter the required iTAN number from your iTAN block (D) and submit the release (E). The grade will only be visible to the student once the release has been submitted.

Note that you will not be able to make any changes afterwards. If you have made a mistake during the entry process, contact the student's office (philosophie@uni-hamburg.de).

Attention: Remember to enter the students' performances for all exam types shown on page 5!

The following applies to all students: regardless of whether they are listed on the exam list as *block exam, individual exam, paper* or *completed coursework,* they must complete the course work announced at the beginning of the semester. There are students who do not appear on any of the four exam lists. This is the case if they chose the course as a companion course within a module. In that case, they only need active status to receive credit points for that course.

If students do not complete the coursework, regardless of which of the lists they are on, you as the teacher must set the students' status to *inactive*. This will remove the students from all exams tied to the course.

To do this, first go back to 'Courses' (A). There, select the relevant semester (B) and click on the course in question (C). Go to the attendance list by clicking on 'Participants' (D).

