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UH iti Univ Der Forschung	versität Hamburg der lehre I der Bildung			
	Login			
	Benutzerkennung bap3007 Passwort 	<ul> <li>♥~</li> <li>D Password</li> <li>E Login</li> </ul>	nnung)	
	Login	ed to the login. Fill out your User the button 'Login' (E).	ID ( <b>C</b> ) and the corresponding p	assword ( <b>D</b> ). Confirm

	A Teaching										
UHH > STINE - Das Studienin	nfonetz	Communication 눝 🔽									
Startpage Scheduler Mess	sages Application Teaching Account Course catalogue FAQ Service Contact										
		Deutsch log out									
	Name: GW-Studienbüro Philosophie TESTDOZENT on: 28.12.2022 on: 10:23										
Welcome, GW-Studienbüro Philosophie TESTDOZENT!											
	Activities for: 28.12.2022										
	Today's Events:										
		Schedule									
	There are no appointments scheduled!										
UHH > STINE - Das Studienin	nfonetz	Communication 눝 🔽									
Startpage Scheduler Mess	sages Application Teaching Account Course catalogue FAQ Service Contact										
-		Deutsch log out									
Modules B Course	es										
Courses	ie: GW-Studienbüro Philosophie TESTDOZENT on: 28.12.2022 on: 10:23										
Exams											
Room search											
Substitution											
Contact form     Applications											
Modules											
Courses	Name: GW-Studienbüro Philosophie TESTDOZENT on: 28.12.2022 on: 10:23										
Exams											
Room search	Courses of GW-Studienbüro Philosophie TESTDOZENT										
Substitution											
Contact form	Semester selection										
<ul> <li>Applications</li> </ul>	Choose a semester C Semester selection										
	Semester: WiSe 22/23 V Refresh										
	Events										
	No. Name Time period Credits Locati	ion									
	Lehrveranstaltung         D Course title         on, 30. Jan. 2023         3,0         Hambu	urg									

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).

<ul> <li>Modules</li> </ul>						
Courses	Name: GW-Studienbüro Philosophie TEST	OZENT on: 28.12.2022 on: 10:23				
<ul> <li>Exams</li> </ul>	55 04 004 044 Whee De M					
<ul> <li>Room search</li> </ul>	55-01.231.314 Why Be M	oral? (P)				
<ul> <li>Substitution</li> </ul>	Course offering details		A Participants	Class session over	erview	
<ul> <li>Contact form</li> </ul>	Registration completed. Current registr		· · · · · · · · · · · · · · · · · · ·	1 2 3	4 5	
<ul> <li>Applications</li> </ul>			Participants Messages	6 7 8	9 10	
Modules     Courses	_ist V-Studienbüro Philosophie TEST	DOZENT on: 28.12.2022 on: 10:23			<b></b>	
▶ Exams	Other light EE 04 024 24	4 Miles De Marel 2 (D)				
<ul> <li>Room search</li> </ul>	Student list 55-01.231.31	4 Why Be Moral? (P)			C to print press	'CTRL' + 'p' or
<ul> <li>Substitution</li> </ul>					'cmd' + 'p' on yo	-
<ul> <li>Contact form</li> </ul>		Close	Create attendance matrix	ndance 💽 Extended		ul Reyboalu
<ul> <li>Applications</li> </ul>	No. Matric. no.	Name	Fi	rst name		
	Accepted	D Att	tendance matrix			
	1 0193656	Bloggs	Joe	9		
	2 3456388	Doe	M	ary		
	3 0123456	Major	Bil	ly		
	4 3456789	Smith	Pe	ter		

E Exams	Name: GW-Studienbüro	Philosophie TESTDOZENT on: 28.12.	2022 on: 10:23				
Exams     Room search	Exams of GW-	Studienbüro Philosoj	ohie TESTDOZENT				
<ul> <li>Substitution</li> </ul>	Exams						
<ul> <li>Contact form</li> </ul>	Choose a semester						
<ul> <li>Applications</li> </ul>		Semester: WiSe 22/23 🗸	Refresh				
					Extended list		
	Course/module	Exam	Date	Released	Published		
	55-01.231.314 Why Be Moral? (P)						
		Completed coursework	Fri, 31. Mar. 2023 00:01-23:59	No	No		
		Individual exam	Fri. 31. Mar. 2023 00:01-23:59	Yes	Yes		

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).

Modules     Courses	Name: GW-Studienbüro Phi	losophie TESTDOZENT on:	28.12.2022 on: 10:23							
Exams	Exams of GW-S	Exams of GW-Studienbüro Philosophie TESTDOZENT								
<ul> <li>Room search</li> </ul>										
<ul> <li>Substitution</li> </ul>	Exams	4	Semester selection							
<ul> <li>Contact form</li> </ul>	Choose a semester									
<ul> <li>Applications</li> </ul>		Semester: WiSe 22/23 V Refresh								
					Extended list					
	Course/module	Exam	Date	Released	Published					
	55-01.231.314 Why Be Mo	oral? (P)	_							
		Completed coursework	Fri, 31. Mar. 2023 00:01-23:59	No	No					
	B Kinds of exams	Individual exam	Fri, 31. Mar. 2023 00:01-23:59	Yes	Yes					
		Paper	Fri, 31. Mar. 2023 00:01-23:59	No	No					

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*.
  - 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!

			anhúna Dhilean		F 00 40 00	22 42.27								
<ul> <li>Courses</li> </ul>	Nä	ame: Gw-Studi	enduro Philoso	ophie TESTDOZENT	on: 28.12.20	22 on: 12:37								
Exams	E	Inter grad	des											
<ul> <li>Room search</li> </ul>		-		Maralo (D) M	:0- 00/02	_								
Substitution				Moral? (P), W	15e 22/23	A Pap	er							
Contact form	P	aper Fri, 31	I. Mar. 202	3 00:01-23:59										
<ul> <li>Applications</li> </ul>	c	Context												
	N	Module Phil BA	5 (EF-Math) A	ufbaumodul Prakti	ische Philoso	phie								
	N	Module offering	from SuSe 17:	Paper							<b>-</b>	Grade statistics	;	
		Modulo Dhil RE	dE Intormodia	te Module Practica	Dhilosophy									
Participan	ts (exam)	Module offering	from WiSe 21/				s page.	E	tended list		articipant list	Grade statistics		ant li
Participan	ts (exam)	Module offering or instructions o Participants	from WiSe 21/2 n entering grad	22: Paper des and further infor	mation see the	e bottom <b>of th</b> is				-	articipant list Close 📑 Re	<b>C</b> Print p		ant li
Participan	ts (exam)	Module offering or instructions o Participants No. Matric	from WiSe 21/2 n entering grad	22: Paper des and further inforn Name	mation see the		Absen				articipant list Close - Re Action	C Print p		ant li
Participan	ts (exam)	Module offering or instructions o Participants	from WiSe 21/2 n entering grad	22: Paper des and further infor	mation see the	e bottom <b>of th</b> is				-	articipant list Close 📑 Re	C Print p		ant li
	ts (exam)	Module offering or instructions o Participants No. Matric 1 12345 list' (C) yc	from WiSe 21/2 n entering grad . no. 	22: Paper des and further infor Name Jane Doe	mation see the	e bottom of this Grade	Absen	Reaso (D) you ca	n I	Released	articipant list Close 🌄 Re Action	C Print p etails	particip	ant li
icking on '۱	ts (exam)	Module offering or instructions o Participants No. Matric 1 12345	from WiSe 21/2 n entering grad	22: Paper des and further infor Name Jane Doe	mation see the	e bottom of this Grade	Absen	Reaso	n I	Released	articipant list Close 🌄 Re Action	C Print p etails	particip	

Participants									
		<b>A</b>	Grade		Extended list Print partici		pant list 🗭 Print room list	<b>B</b> Save	
No.	Matric. no.	Name		Grade	Absent	Reason	C Release	Action	Jave
1	1234567	Jane Doe		1,7				Details	

1234567	Grade relea	ISE				
						Close
	Release dat	e	28.12.2022			
	Time		11:58			
	No.	Matric. no.	Name	Grade	Releas	e
	1	1234567	Jane Doe	1,7	$\checkmark$	<b>F</b>
						E Final submission
	Confirm					
						Submit
	Please enter	r from your iTAN list the iTAN	with the following number: 40 123456			
				D iTAN		

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).

	Modules		Name: GW-Studienbüro Philosophie TESTDOZENT on: 28.12.2022 on: 10:23	
A	Courses		Courses of GW-Studienbüro Philosophie TESTDOZENT	
	<ul> <li>Contact form</li> <li>Applications</li> </ul>		Semester selection Choose a semester Semester: WiSe 22/23 V CRefresh B Semester selection	
		C	Title of the course ne Time period Credits Location	
			55-01.231.314         Why Be Moral? (P)         Mon, 17. Oct. 2022 - Mon, 30. Jan. 2023         3,0         Hamburg	

<ul> <li>Modules</li> </ul>								
Courses	Name: GW-Studienbüro Philosophie TESTDOZENT on: 28.12.2022 on: 10:23							
<ul> <li>Exams</li> </ul>	55 04 224 244 Why Be Merel2 (B)							
<ul> <li>Room search</li> </ul>	55-01.231.314 Why Be Moral? (P)							
<ul> <li>Substitution</li> </ul>	Course offering details	D Participants	Cli	ass sess	ion ove	rview		
<ul> <li>Contact form</li> </ul>	Registration completed. Current registrations: 17 Confirmed: 14			1 2	3	4	5	
<ul> <li>Applications</li> </ul>		Participants - Message	s (	6 7	8	9	10	

<ul> <li>Modules</li> </ul>					
Courses	Name: GW-Studienbüro Philosophie	TESTDOZENT on: 28.12.2022 on: 10	:23		
<ul> <li>Exams</li> </ul>	Student list EE 04 22	1244 Why Do Moral2			
<ul> <li>Room search</li> </ul>	Student list 55-01.23	1.314 Why Be Moral?	(P) A Atte	ndance	
<ul> <li>Substitution</li> </ul>					
<ul> <li>Contact form</li> </ul>		E CI	ose 🕞 Create attendance matrix 💽 Atter	ndance 📑 Extended list 📑 New Messag	e
<ul> <li>Applications</li> </ul>	No. Matric. no.	Name	Fi	rst name	
<ul> <li>Modules</li> </ul>					
Courses	Name: GW-Studienbüro Philosophie T	ESTDOZENT on: 28.12.2022 on: 10:2	3		
Exams	Official and list EE 04 004		<b>D</b> )		
<ul> <li>Room search</li> </ul>	Student list 55-01.231	.314 Why Be Moral? (	P)		
<ul> <li>Substitution</li> </ul>					
<ul> <li>Contact form</li> </ul>			Close 🖨	List 🕞 Extended list 📑 New Message	]
<ul> <li>Applications</li> </ul>				Save	<b>C</b> Save
	No. Matric. no.	Name	<b>B</b> Set check marks	Set to inactive	- oure
	Active				1
	1 0123456	Bloggs	Joe		
	2 1234567	Doe	Jane		-
					-
	3 2345678	Major	Mary		
nts you want their stu	edit the activity status of the paudents to set to inactive (B). Save	e the change (C) and ente	r the requested iTAN number		
<ul> <li>Substitution</li> </ul>					
<ul> <li>Contact form</li> </ul>				Close	

Contact form					Close		
<ul> <li>Applications</li> </ul>	The participant	s' registrations for all unreleased exams are being cancelled. E	Do you want to continue the cancellation?				
	No.	Matriculation number	Name	First name			
	1	1234567	Doe	Jane			
						_	
	Confirm					E Submi	it
					Submit	L,	
	Please enter fr	om your iTAN list the iTAN with the following number: 47		D iTAN	789		