Click-by-click guide

Web portal for teachers

Issued by: Sachgebiet Studienkoordination
Last updated: January 2017
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1. Logging into the web portal

Log in using your AD login details on the website https://almaweb.unileipzig.de. (This is the login you use for your uni email, wireless or VPN.)
2. Web portal overview

The home page gives you an overview of today’s events and any new messages.

Welcome, Ms. Prof. Dr. Campus!

Activities for: 12.09.2016

Today’s Events:

There are no appointments scheduled!

Incoming messages:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Sender</th>
<th>Subject</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.09.2016</td>
<td>13:32</td>
<td>Prof. Dr. Carla Campus</td>
<td>(05-020-0009.SE01/) Neuigkeiten</td>
<td>Delete</td>
</tr>
</tbody>
</table>
3. Vorlesungsverzeichnis

In the “Course catalogue” section you can view the catalogue of courses. Use the search function to look for courses in the respective semester.
4. Teaching

The „Teachings“ section gives you access to a range of services. The following pages explain these in more detail.
4.1 Timetable

The timetable displays the classes you are registered to teach. We recommend selecting the “Week” or “Month” view.
4.2 „Modules“ overview

In the “Modules” area you can view the modules for which you are responsible in a given semester. Click on a module for more details about that module.
4.2.1 Module details (1)

05-029-0005  Ability in Relation to Development, Personality and Environment

Module details

Current registrations: 2  Confirmed: 2

Module Owner: Prof. Dr. Carla Campus

Displayed in timetable as:
Duration: 1
Number of electives: 0
Credits: 10,0
Start Semester: summer semester 2016
Additional title information. German:
Aims:
Content:
Participation requirements:
Bibliographical reference:
Achievements required pre-examination:
POS allocation:
Cycle:
4.2.2 Module details (2)

The “Courses” section below on the same page displays the classes belonging to a particular module. Click on these to go to the individual classes.

<table>
<thead>
<tr>
<th>Registration periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase</td>
</tr>
<tr>
<td>Einschreibung</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
</tr>
<tr>
<td>05-020-0003.SE01</td>
</tr>
<tr>
<td>05-020-0005.SE01</td>
</tr>
<tr>
<td>05-020-0005.SE02</td>
</tr>
<tr>
<td>05-020-0005.SE02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course/Final module requirements</td>
</tr>
<tr>
<td>Final module requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final module exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
</tr>
<tr>
<td>Projektarbeit</td>
</tr>
</tbody>
</table>

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4.3 “Classes” overview

The “My classes” menu item shows you all of the classes in a given semester for which you are registered as the teacher.

Courses of Prof. Dr. Carla Campus

Semester selection

Choose a semester

Semester: Summer semester 2016

Refresh

Events

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Name</th>
<th>Time period</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sonstige Lehrveranstaltung</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.4 Class details

Functions available here include viewing the dates of a class or the list of participants, uploading material and sending a message to participants.

Course offering details

Registration completed. Current registrations: 15 Confirmed: 15

Instructors: Prof. Dr. Carla Campus
Event type: seminar
Org-unit: 03-Education Studies
Displayed in timetable as:
Subject:
Crediting for:
Hours per week: 2
Language of instruction: German
Min. | Max. participants: - | -
Release text:
01.04.16

Material for the complete course

There is no material.

Appointments

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Room</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Th. 7. Apr. 2016</td>
<td>09:45</td>
<td>10:45</td>
<td>DR 016</td>
</tr>
<tr>
<td>2</td>
<td>Th. 14. Apr. 2016</td>
<td>09:45</td>
<td>10:45</td>
<td>DR 016</td>
</tr>
</tbody>
</table>
4.4.1 Information about features in the class details section

Participants: Shows list of participants (with print option)
Grade input: Enter examination scores
Messages: Send system messages to participants/teachers of your class
Material: Overview of material already available
Add material: Upload material to class
Class session overview: See no. of sessions; link to each session
4.4.2 Add material

In each class you can select whether you wish to add material to the entire class or for an individual session.

---

**Material for the complete course**

There is no material.

**Appointments**

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Room</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Th, 7 Apr, 2016</td>
<td>09:45</td>
<td>10:45</td>
<td>DR 016</td>
</tr>
<tr>
<td>2</td>
<td>Th, 14 Apr, 2016</td>
<td>09:45</td>
<td>10:45</td>
<td>DR 016</td>
</tr>
</tbody>
</table>
4.4.2 Add material

Next, select an appropriate category, add a description/remarks and upload the file.

If the material is available on the Internet, you can alternatively enter the corresponding link here.
4.4.3 Send messages to participants

You can send a message to the people participating in your class. To do so, select the class in question.
4.5 Substitutes

If you are registered as a substitute for another teacher, you can view classes and exams via the button “Substitutes”.

Depending on your permission settings, you may be able to edit the classes/exams. The editing functions are the same as those for your own classes.

Please note that the substitute function will remain until it is reset via “Back to editing your own courses/exams”.
### 4.6 Exams

In the “Exams” section you can view your exams and enter grades.

<table>
<thead>
<tr>
<th>Course/module</th>
<th>Exam</th>
<th>Date</th>
<th>Released</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-020-0005</td>
<td>Begabung im Kontext von Entwicklung, Persönlichkeit und Lebenswelt</td>
<td>Time tbd</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>Praktikumsbericht</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Projektarbeit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-020-0006</td>
<td>Beratung und Diagnostik von Begabten und Hochbegabten</td>
<td>Time tbd</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>Praktikumsbericht</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Projektarbeit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-020-0009</td>
<td>Ansätze, Maßnahmen und Programme der Begabungsförderung (Schwerpunkt: Hoch- und Sonderbegabungen)</td>
<td>Time tbd</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>Projektarbeit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.6.1 Distinction between entering and releasing grades

In AlmaWeb a distinction is made between *entering* grades and *releasing* grades.

**Entered** grades are saved in the system and can be edited in the web portal by the teacher. They are only visible to the teachers and staff of the study office. Students cannot yet see grades which have been entered.

**Releasing** grades, however, automatically means publishing the grades. By releasing them, the grades entered also become visible to students. The grades entered here can no longer be changed in the web portal by the teacher. Only staff of the study office/examination office can make any changes.
4.6.2 Recording grades as a teacher/substitute in AlmaWeb

1. Enter grades
   - Enter the grades.
   - Select “Absent” for absent students.
   - If the student failed to fulfil the exam prerequisites, do not enter a grade.
   - Save what you have entered.

2. Release grades
   - Grades can be released individually or completely. Select the appropriate fields.

3. Print results
   - These steps can vary depending on your faculty. If necessary, please contact your study office for assistance.
   - Print out the list of grades.
   - For students who did not fulfil the exam prerequisite, enter “NZ” (for “nicht zugelassen”, or “not permitted”) by hand.
   - Sign the list.
   - Send the signed list to the examination office/study office.
4.6.3 Entering grades

There are three different methods of entering grades, described below.

(1) Entering grades directly in the web portal
(2) Entering grades via the filter
(3) Entering grades via export and import of lists

If the respective module regulations provide for partial grades, these are displayed in the web portal. Grades or partial grades can be entered at module or class level.
4.6.3.1 Entering grades directly in the web portal

This is where you can enter the grades of individual students. Check the box in the “Absent” column if students failed to sit the exam. You can save what you have entered and continue at a later date. Saved entries can be changed later.
Examination details for individual or group exams

Group exams are examinations where every student has the same exam date, for example written tests. By contrast, for individual exams every student has a different exam date, for example for oral tests.

In the case of group exams, the examination office has usually been notified of the exam date, which is fixed for all students. As regards individual exams, a routine is required which determines who enters the date and time. Teachers can be assigned the right to do this; the examination details will then also display the field “Date”, which needs to be filled in.

Further input options at this point include the topic and a reminder for a presentation or files with preparatory texts for exams.
Examination details for individual or group exams

Example of an individual exam:

<table>
<thead>
<tr>
<th>Exam details</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-GSD-SPO01.ÜBO3 Geräteturnen, WiSe 2015/16</td>
</tr>
</tbody>
</table>

**Exam details**

- **Exams:** Fachpraktische Prüfung (20 Minuten)
- **Matriculation number:** 9000
- **Student:** Student09 TEST

**Appointment**

- **Date:**
- **From (time):** 10:00
- **To (time):** 11:00

**Room (external)**

**Subjects:**

**Begin of period:**

**Due:**

**Reminder:** Days before

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Releasing grades

You can publish the grades, making them visible to the student, by “releasing” them. You can release all or selected grades. Simply click on the corresponding field and highlight the corresponding entries.

<table>
<thead>
<tr>
<th>No.</th>
<th>Matric. no.</th>
<th>Name</th>
<th>Grade</th>
<th>Absent</th>
<th>Reason</th>
<th>Released</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9000</td>
<td>Student00 TEST</td>
<td>1,0</td>
<td></td>
<td></td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>2</td>
<td>14000</td>
<td>Student14 TEST</td>
<td>1,0</td>
<td></td>
<td></td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>3</td>
<td>15000</td>
<td>Student15 Sr TEST</td>
<td>1,0</td>
<td></td>
<td></td>
<td></td>
<td>Details</td>
</tr>
</tbody>
</table>
Releasing grades

A confirmation text will appear once the grades have been successfully released. The released grades will also be displayed.

Release grades

07-101-1104 Statistics and Probability Theory, WiSe 2015/16
Klausur Tue, 9. Feb. 2016 10:00-11:00

Note: Grades have been successfully released.

Grade release

<table>
<thead>
<tr>
<th>No.</th>
<th>Matric. no.</th>
<th>Name</th>
<th>Grade</th>
<th>Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9000</td>
<td>Student09 TEST</td>
<td>1,0</td>
<td>x</td>
</tr>
<tr>
<td>2</td>
<td>14000</td>
<td>Student14 TEST</td>
<td>1,0</td>
<td>x</td>
</tr>
<tr>
<td>3</td>
<td>15000</td>
<td>Student15 Sir TEST</td>
<td>1,0</td>
<td>x</td>
</tr>
</tbody>
</table>
Print results

You can print out the released results.

### Participants

<table>
<thead>
<tr>
<th>No.</th>
<th>Matric. no.</th>
<th>Name</th>
<th>Grade</th>
<th>Absent</th>
<th>Reason</th>
<th>Released</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9000</td>
<td>Student09 TEST</td>
<td>1,0</td>
<td>No</td>
<td></td>
<td>Th, 10. Mar. 2016, 13:18</td>
<td>Details</td>
</tr>
<tr>
<td>2</td>
<td>14000</td>
<td>Student14 TEST</td>
<td>1,0</td>
<td>No</td>
<td></td>
<td>Th, 10. Mar. 2016, 13:18</td>
<td>Details</td>
</tr>
<tr>
<td>3</td>
<td>15000</td>
<td>Student15 Sir TEST</td>
<td>1,0</td>
<td>No</td>
<td></td>
<td>Th, 10. Mar. 2016, 13:18</td>
<td>Details</td>
</tr>
</tbody>
</table>
Print results

You will be shown a print view of the list of grades. The printed list must be signed and submitted to the relevant study office/examination office.

07-101-1104 Statistics and Probability Theory

Klausur Tue, 9. Feb. 2016 10:00-11:00

Note:
This list contains only released or published grades

Context

Module 07-101-1104 Statistics and Probability Theory

- Module offering from wintersemester 2013/14: Klausur

Module 07-101-1104 Statistics and Probability Theory

- Module offering from winter semester 2014/15: Klausur

<table>
<thead>
<tr>
<th>Matric. no.</th>
<th>Student</th>
<th>Grade</th>
<th>missing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000</td>
<td>Student09 TEST</td>
<td>1,0</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>14000</td>
<td>Student14 TEST</td>
<td>1,0</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>15000</td>
<td>Student15 Sir TEST</td>
<td>1,0</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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4.6.3.2 Entering grades via a filter

You will find an input box on the left side of the grade entry screen. To use this, you must have a tabular list of participants with their enrolment numbers.

There are two options.

**Filter**: Here you can filter the list of participants so that it only shows those participants whose grades you wish to enter.

**Filter and grade entry**: If your tabular list of participants already contains grades, you can also import these via the input box and transfer them into the web portal.
4.6.3.2 Entering grades via a filter

**Filter:** Copy the enrolment numbers from your list of participants into the box.

Click on “Filter/Add”. Now the grade entry screen will only show you the selected participants, and you can enter the grades in the web portal as usual.
4.6.3.2 Entering grades via a filter

Filter and grade entry: Copy your tabular list of participants, including enrolment numbers and grades, into the box. You may copy other columns from the list, such as students’ names, and these will be ignored when transferred into the web portal.

Click on “Filter/Add”. The grades of the participants listed will now be entered.
### 4.6.3.3 Entering grades via export and import of lists

This function is used to produce a list of participants, e.g. filtered by name or enrolment number, to which grades can be added outside of AlmaWeb. Once grades have been entered, the list is then imported back into AlmaWeb.

For the export/import a text file (.txt) is produced/read. Save it in this format locally on your computer and open the file with a spreadsheet program (e.g. Microsoft Excel).
Opening the text file with Microsoft Excel

When opening the text file with Microsoft Excel, the “Convert Text to Columns Wizard” will open automatically. Check the default settings. They need to be as follows:
Opening the text file with Microsoft Excel

When opening the text file with Microsoft Excel, the “Convert Text to Columns Wizard” will open automatically. Check the default settings. They need to be as follows:

Then click on “Finish”.
Entering grades with Microsoft Excel

You can now enter the grades in the corresponding column.

Save the file again in .txt format. Then import it into the web portal.
4.6.3.3 Entering grades via export and import of lists

Here you will have to “Apply” the list again and then, if necessary, release the grades.

**Grades Import**

Klausur Tue, 9. Feb. 2016 10:00-11:00

<table>
<thead>
<tr>
<th>Line</th>
<th>No.</th>
<th>Matric. no.</th>
<th>First name</th>
<th>Middle name</th>
<th>Name</th>
<th>Imported</th>
<th>Adjusted</th>
<th>Current</th>
<th>Accept</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>07-101-1104</td>
<td>Statistics and Probability Theory</td>
<td>Klausur</td>
<td></td>
<td>Tue, 9. Feb. 2016 10:00 11:00</td>
<td>Grades</td>
<td>--</td>
<td>--</td>
<td>Person not found</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>Exam number</td>
<td>Matriculation no.</td>
<td>First name</td>
<td>Middle name</td>
<td>Name</td>
<td>Grades</td>
<td>--</td>
<td>--</td>
<td>Person not found</td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>9000</td>
<td>Student09</td>
<td>TEST</td>
<td>1,0</td>
<td>1,0</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>14000</td>
<td>Student14</td>
<td>TEST</td>
<td>1,0</td>
<td>1,0</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0005</td>
<td>15000</td>
<td>Student15</td>
<td>TEST</td>
<td>Absent</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Messages

After you log in, you will see your new messages on the home page.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Sender</th>
<th>Subject</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.09.2016</td>
<td>13:32</td>
<td>Prof. Dr. Carla Campus</td>
<td>(03-020-000-358): Navigation</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Welcome, Ms. Prof. Dr. Campus!


Today’s Events:

There are no appointments scheduled!

Incoming messages:
5. Messages

You can find an overview of messages you have received and sent under “Messages”. There you can view messages in your outbox and inbox or only have unread messages shown.
6. Account

Under “Account” you can view and change some of your personal data. If you need to make further changes to your personal data, please contact the Studienkoordination team (studienkoordination@uni-leipzig.de).

24.01.2017 studienkoordination@uni-leipzig.de
6.1 Forwarding to your uni email address

To make sure, you do not miss any messages you should have your AlmaWeb messages forwarded to your uni email address.

To do this, first click on “Change contact information” in the left column and then select “Change”.

Check the box next to “Forward messages to uni mail account?” and save the change.
7. Help

Here you can find the university-wide web portal guide for teachers as well as the contact details of your study office and the Sachgebiet Studienkoordination. Should you have questions about working in the web portal, please contact your faculty’s study office. Please submit any technical questions to the service desk (servicedesk@uni-leipzig.de).