Click-by-click guide for teachers

AlmaWeb-Portal

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Login and Overview

Log in to https://almaweb.uni-leipzig.de with your AD login. (This corresponds to the login you use for your university email, the W-LAN or VPN).
The start page gives you an overview of your events today as well as system messages received. You can navigate via the menu bar at the top.

Explanation of the menu items for teachers:

**Course Catalogue:** Overview of the courses offered at Leipzig University; if the study office of your faculty uses this functionality, you can view and partially edit the modules and courses assigned to you here. Via "Search", you can search for courses in the selected semester. This option is also available without registration.

**Teaching:** Access various functions for your courses and examinations. Please note that you will only be shown the courses and examinations for which you are registered as a teacher and/or examiner. The study office of your faculty is responsible for this assignment.

**Messages:** Overview of your received and sent messages; you can filter them by outbox and inbox or display only the unread messages.

**Account:** You can view and partly edit your personal data. If changes need to be made to your personal data that you cannot implement yourself, please contact the Sachgebiet Studienkoordination ([studienkoordination@uni-leipzig.de](mailto:studienkoordination@uni-leipzig.de)).

To make sure you don't miss a message, you should have your AlmaWeb messages forwarded to your university email address. To do this, first click on "Change contact information" in the left-hand column and then on "Change". Tick the function "Forward messages to uni-mail-account?" and save the change.

**Help:** Contact as well as guidelines for students and teachers. If you have any questions about working with the AlmaWeb-Portal and the processes in your faculty, please contact the study office of your faculty or the Sachgebiet Studienkoordination.
Manage Modules and Classes

The Timetable shows you the events for which you are registered as a teacher. It is advisable to select the view "Week" or "Month". If you click on the specific event, you can view the details of the respective date and, for example, add material only for this date. You can also store material for an entire class (see point 2.3).

Under the menu items Modules and Classes, the modules for which you have been entered as a teacher by the study office in the semester planning are displayed for each semester.

If you click on a module or a class, the corresponding details are displayed.
View Module Details

The settings and descriptions stored here are taken directly from the modelling in AlmaWeb and generally correspond to the official study documents. No editing options are available here.

If an examination is stored for the module and you are entered as the examiner in AlmaWeb, you can access it from here via the "Grade Input" button.

In the lower section, all courses belonging to the module are displayed in the "Classes" area. If you click on them, you will get to the respective class. In this overview, all classes belonging to the module are displayed, regardless of whether you are registered as a teacher. However, you only have editing rights for the classes assigned to you.
View and Edit Class Details

After selecting a class, you can, among other things, view the dates and the list of participants of your class, upload material or send a message to the participants.

Explanation of the buttons in the class details:

Participants: Display the list of participants (with the option "Extended list"). To export it, it is recommended to select the list of participants, copy it and paste it into a spreadsheet programme. The print option offered by the system only provides a pdf document.

Grade Input: Entering the assessments for an examination performance (if an examination is stored at the event) (see point 3.1).

Messages: Sending system messages to the participants/teachers of your class (see point 2.4).

Material: Overview of the material already provided.

Add Material: Upload material for the entire class (see point 2.3).

Change and release: In this way, stored class details (official course description, organisational issues, readings) can be published in the course catalogue and made accessible to students. This function is only available if the study office, which is responsible for semester planning, has not yet centrally released the class.

Course descriptions (is only available if it has not already been released by the semester planning department in the study office): You have the possibility to store the official course description and organisational issues as well as readings for your courses, which will be displayed in the course catalogue for the students after approval (see above). Changes to the course descriptions after approval can be made via the study office.

In the lower section you will find an overview of the class dates and the possibility to go directly to an individual class date, e.g. to upload material there.
Upload Material / Request Moodle Course

AlmaWeb offers the possibility to upload material for the entire class as well as for individual class dates. For the first case, select the item "Add material" at the class. To add material to an individual class, first select the corresponding class in the class details or via the timetable.

Select the category of the material in the drop-down list and add a description (title) and optionally a note in the remark field. You can select the material via the "File upload" button, the limit is a size of 50 MB.

After a successful upload, the window must be saved.

At this point, you also have the option of requesting a Moodle course. To do this, select "Moodle" as the category. In a nightly routine, the AlmaWeb-Moodle interface creates the Moodle course and writes its link back to AlmaWeb. A detailed guide on how to use the AlmaWeb-Moodle interface can be found in the help section of the AlmaWeb-Portal (https://almaweb.uni-leipzig.de) under "Guides".

For links to already existing Moodle courses, the material type "Moodle (ohne Schnittstelle)" can be used. To do this, add the link to the Moodle course in the "URL" field. The enrollment key can be stored in the "Remarks" field.

The information stored with the material types "Moodle" and "Moodle (without interface)" (the fields "Remarks" and "URL") about the Moodle course will be additionally imported into the module registration system TOOL (if TOOL is used by your faculty for module registration) and displayed to the students registered for the class. The Moodle information is transferred/updated every night from AlmaWeb to TOOL. Exception to this: If the "Moodle" or "Moodle (ohne Schnittstelle)" type material is deleted in AlmaWeb, the Moodle information remains in TOOL. So if the processes in your faculty stipulate that students are not yet registered in AlmaWeb at the beginning of the semester, but remain in TOOL for the time being, you can still use this functionality. If you have any questions about the processes, please contact the study office of your faculty.
Sending Messages to Participants

You can send a system message to the participants of your class; this will also be automatically forwarded to the student mail account. To do this, first select the relevant class.

Click on "Messages" in the event details and then on "New message".

**Send to all participants**: Sending the message to all registered participants of the class.

**Send to all instructors**: Sending the message to all deposited teachers of the class.

**Add/Delete participants**: An additional window opens with the option to select individual participants of the class or to remove them from the selection. A search option is also available. Click on the desired option and then close the window. The selection is automatically transferred to the "To:" field.
Manage Exams

Under the menu item **Exams**, you can see the exams for which you have been registered as an examiner by the [study office](#). These can be module exams or class-related exams.

The examination management of your study office usually organises the examination administration in such a way that the examination list of a term contains both examination participants of the first attempt and repeaters. You can display the module reference incl. start semester and the assigned examination rounds (repeats) via the "Extended list" button.

Under the menu item "Single exams" you will generally see all exams for which you have been defined by the Office of Student Affairs as individual examiners for individual students. All functions, such as posting and publishing grades, are configured here in the same way as under the menu item "Exams".

You can access exams from previous semesters via the drop-down field under "Semester". Furthermore, under the menu item **Search Participants** you have the option of searching for participants in your examinations by their enrolment number or name. If the examination result has not yet been released (published), you will be shown all examinations for which the participant you are looking for is registered and for which you are entered as the examiner.
Entering Grades

Once you have selected an exam, you will be taken to the assessment entry screen.

In the upper part, the details of the examination as well as the module or class reference are displayed, in the lower part, the examination participants are listed alphabetically sorted by last name. On the left side of the screen there is an input mask for importing grades.
Explanation of the functions in the grade input:

**Grade statistics:** Statistical overview of the grades already entered and saved for the respective exam

**Print participant list:** Print option for the examination list, if necessary for signing and handing in at the study office after the grades have been entered in full (depending on the process of the respective faculty).

**Export/Import:** Download a txt file of the examination candidates for further processing in tabular form and subsequent import with the entered grades (this comparatively time-consuming procedure is not recommended).

**Release:** Grades entered are displayed to students in the AlmaWeb-Portal [see point 3.2]

**Save:** Please save your entries regularly, as there will be an automatic logout from the AlmaWeb-Portal after a 30-minute processing pause, which may result in the loss of data already entered.

**Details:** Depending on the type of examination, this button can be used to enter additional information on the respective candidate or to make documents available to the candidate as long as the assessment has not yet been released (published).

- For individual examinations with individual examination dates (e.g. oral examination), the examination date can be entered.
- For group examinations (e.g. written examinations), the examination date is usually entered by the examination management and is already stored at the time of grade entry.

The extent to which this additional information should be entered by the examiner during grade entry must be agreed with the examination management of the relevant study office.

In the **Grade** field, you can enter the grades of the individual students. If a student is **absent**, please make sure to tick the box "Absent", otherwise no legally compliant examination administration is possible. The reason for a student's absence (e.g. sickness certificate) is recorded exclusively via the examination management of the study office.

Assessments that do not comply with the valid form are displayed in red when you try to save them.

You can save your entry at any time and continue it at a later date. Saved entries can also be changed later, as long as they have not yet been released.
If the grades are already available to you digitally in a tabular list of participants with matriculation numbers, a larger input field is available on the left-hand side of the screen for easier booking. Copy your list of participants including matriculation numbers and grades (with decimal places) into the input field. Other columns can be copied as well and will not be taken into account during the transfer to the AlmaWeb-Portal. Click on "Filter/Add", the grades for the listed participants will then be entered in the list.

With the help of this mask, you can also filter large lists of participants so that only the participants for whom you want to enter grades are displayed. To do this, copy the column of the required matriculation numbers from your list of participants into the input field. Only these participants will then be displayed in the dialogue for entering grades and you can enter the grades in the AlmaWeb-Portal as usual.
**Release Grades**

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

**Entered** (and saved) grades are stored in the system and can still be edited later by the teacher in the AlmaWeb-Portal. These are only visible to the teachers and the examination management of the study offices. Students cannot yet see the grades they have entered.

**Released** grades, on the other hand, automatically mean an announcement of the grades. With the release, the entered performances also become visible to the students. The grades entered here can no longer be changed by the teacher in the AlmaWeb-Portal. Only the examination management of the Office of Student Affairs can make changes or cancel the release.

To publish the assessments, i.e. make them visible to students, click on the "Release" field. All or only individual assessments can be released. To do so, click on the corresponding field or mark the respective checkboxes in the column "Release".

The default tick in the field "Send message" triggers a system message to the students concerned, who are thus informed about the grade release. If this is not desired, the tick can be removed.

Finally, click on the button "Release marked entries".
**Substitutions**

If you are registered as a substitute for a teacher, you can view the classes and examinations via the link *Substitutes*. Depending on the authorisation you have set, you can edit the classes or exams. The editing functions are identical to those of your own classes/exams (see above).

Please note that the substitute function for classes and examinations remains until it is reset via "Back to editing own classes/examinations".

The *study office* of your faculty will inform you about the guidelines for setting up a deputy for editing classes/exams and the associated rights.