

09/2021

Handout for
lecturers and
teaching
assistants

Team Campusmanagement - ZEuS

Explanations and step-by-step tutorials

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Introduction

As part of a new conception of the lecturing and teaching assisting roles in ZEuS, new functions are available to you as of now that this handout will explain.

In addition, this handout describes several other important functions of your role with tutorials, among it contacting students via ZEuS, planning lectures and entering grades.

It is possible that not all functions delineated in this handout are available to your role. Which function is accessible for which role is mentioned at the start of each paragraph or section.

Changes to the labels of roles

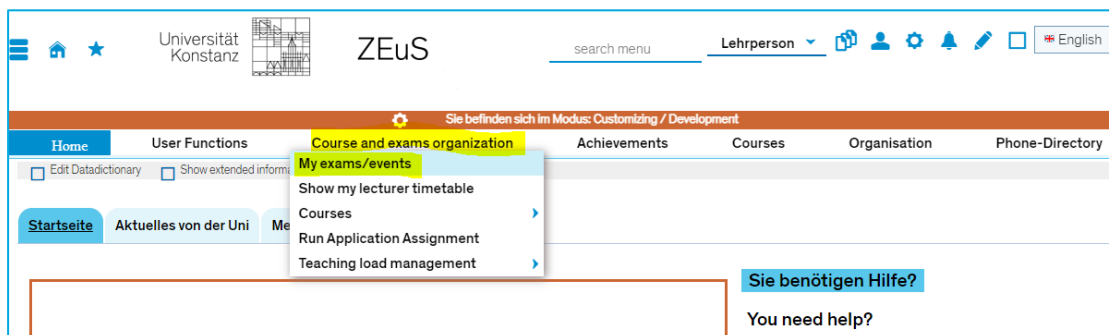
The labels of the roles have changed/gotten an English label as stated below:

Before	Now
Lehrperson extern	Lecturer (read only)
Lehrperson online	Lecturer
Lehrperson online +	Lecturer +
Lehrperson erweitert	Lecturer advanced
Lehrperson Sport	Lecturer Sport
Sekretariat online	Teaching assistance
Sekretariat erweitert	Teaching assistance advanced

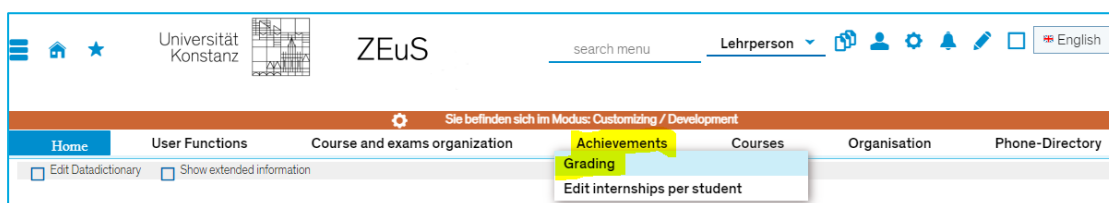
Step-by-step tutorials

1. Basics

Access to „My exams/events“



Access to „Grading“ (only for roles with grading rights)



Using the icons, you get to ...



event editing



the detailed view of the exam/
lecture (student view)



the list of attendees



the attendance list



place allocation



the function „switch admissions“



view grades




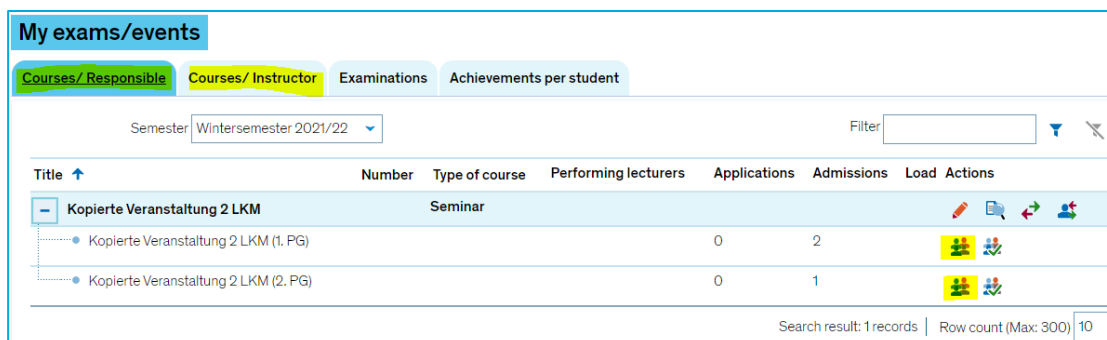
enter grades

2. Attendee management

2.1. Contacting attendees of an event/exam

Role: All lecturer and teaching assistance roles

To contact registered attendees of an event or exam, please navigate to “My exams/events” and possibly change the tab. Behind the desired event/exam you can open the attendee list by clicking the -symbol.



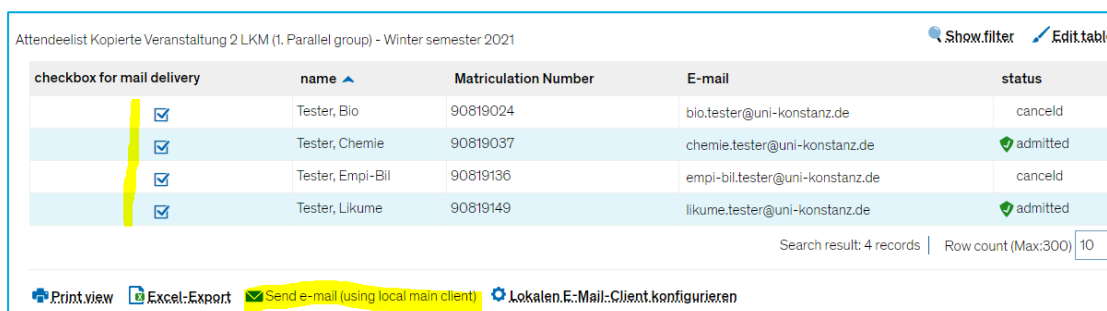
My exams/events

Semester: Wintersemester 2021/22

Title	Number	Type of course	Performing lecturers	Applications	Admissions	Load	Actions
Kopierte Veranstaltung 2 LKM (Seminar)							
Kopierte Veranstaltung 2 LKM (1. PG)				0	2		
Kopierte Veranstaltung 2 LKM (2. PG)				0	1		

Search result: 1 records | Row count (Max: 300) 10

In the opened list, you can now select or de-select students and contact them by mail using the appropriate button. ZEuS will load the mail addresses into your local mail client.



Attendee list Kopierte Veranstaltung 2 LKM (1. Parallel group) - Winter semester 2021

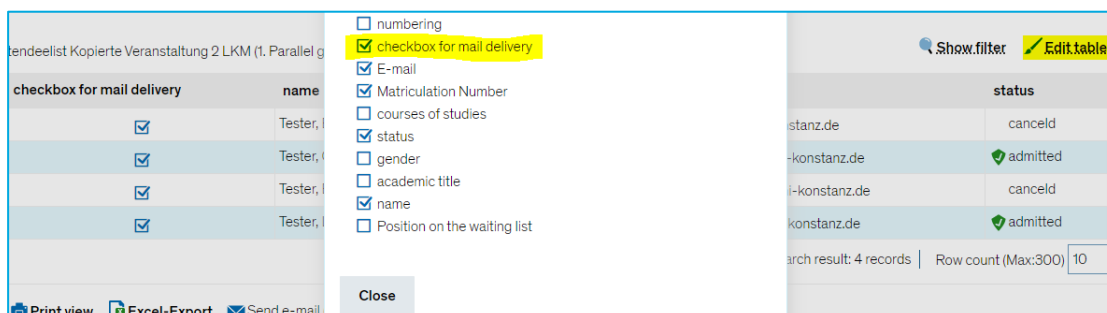
checkbox for mail delivery	name	Matriculation Number	E-mail	status
<input checked="" type="checkbox"/>	Tester, Bio	90819024	bio.test@uni-konstanz.de	cancelld
<input checked="" type="checkbox"/>	Tester, Chemie	90819037	chemie.test@uni-konstanz.de	admitted
<input checked="" type="checkbox"/>	Tester, Empi-Bil	90819136	empi-bil.test@uni-konstanz.de	cancelld
<input checked="" type="checkbox"/>	Tester, Likume	90819149	likume.test@uni-konstanz.de	admitted

Search result: 4 records | Row count (Max:300) 10

[Print view](#) [Excel: Export](#) [Send e-mail \(using local main client\)](#) [Lokalen E-Mail-Client konfigurieren](#)

In case the button to “Send e-mail” is not shown to you, you have to edit the table accordingly so that the “checkbox for mail delivery” is displayed.

To do so, you click “edit table” and put a tick in front of “checkbox for mail delivery”. This setting is saved for next time.



Attendee list Kopierte Veranstaltung 2 LKM (1. Parallel group) - Winter semester 2021

checkbox for mail delivery	name	status
<input checked="" type="checkbox"/>	Tester, Bio	cancelld
<input checked="" type="checkbox"/>	Tester, Chemie	admitted
<input checked="" type="checkbox"/>	Tester, Empi-Bil	cancelld
<input checked="" type="checkbox"/>	Tester, Likume	admitted

Search result: 4 records | Row count (Max:300) 10

[Print view](#) [Excel: Export](#) [Send e-mail](#)

numbering
 checkbox for mail delivery
 E-mail
 Matriculation Number
 courses of studies
 status
 gender
 academic title
 name
 Position on the waiting list

Close

Please note that the entire attendee management (items 2.2 – 2.6) is only possible if the event carries a valid editing period. If this is not the case, please contact the event planner or teaching assistance of your faculty.

2.2. NEW Entering attendees manually

Role: All lecturer and teaching assistance roles *except Lecturer (read only)*

To enter attendees manually, please navigate to “My exams/events” and possibly change the tab. Behind the desired event you open the place allocation using the ↔-symbol.

The screenshot shows the 'My exams/events' interface. At the top, there are tabs for 'Courses/ Responsible', 'Courses/ Instructor', 'Examinations', and 'Achievements per student'. Below the tabs, there is a dropdown menu for 'Semester' set to 'Wintersemester 2021/22' and a 'Filter' button. The main content is a table with the following columns: Title, Number, Type of course, Performing lecturers, Applications, Admissions, Load, and Actions. The table contains two rows of data:

Title	Number	Type of course	Performing lecturers	Applications	Admissions	Load	Actions
Kopierte Veranstaltung 2 LKM		Seminar					[Edit] [Print] [Refresh] [Add]
• Kopierte Veranstaltung 2 LKM (1. PG)				0	2		[Add] [Remove]
• Kopierte Veranstaltung 2 LKM (2. PG)				0	1		[Add] [Remove]

At the bottom right of the table, it says 'Search result: 1 records | Row count (Max: 300) 10'.

In the section “Edit participant data” under “New enrolment” you now enter the matriculation number or E-mail address of the attendee you want to enrol and select the group you want to enrol them in. Afterwards, you click “Add as course participant”.

The screenshot shows the 'place allocation' interface. At the top, there are buttons for 'Back', 'Lock results', and 'Hide course of study'. Below these buttons, the course name is displayed: 'Course: Seminar Kopierte Veranstaltung 2 LKM (Winter semester 2021)'. There are also buttons for 'Switch admissions', 'Mass edit', 'Transfer course to application assignment', and 'Edit course'. Below this, there is a dropdown menu for 'Semester' set to 'Winter semester 2021'. The main content is the 'Edit participant data' section, which includes a 'New enrollment' form with the following fields:


- Matriculation Number/E-mail Address*: max.mustermann@
- Process type: Bel.verf._Windhund_ZU_WL_ohneWorkstat
- Group: 2. Parallelgruppe

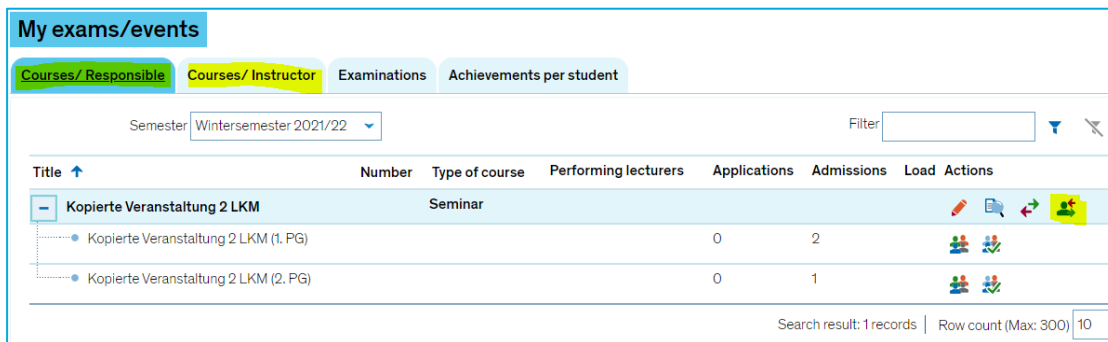
At the bottom left of the form, there is a button labeled 'Add as course participant'.









Please note that you can only enter a person manually using their e-mail address if a person dataset in ZEuS is connected to this address. If this is not the case, you will receive an error message saying “No participant could be determined for the entered id”.

2.3. NEW Switching admissions

Role: All lecturer and teaching assistance roles except Lecturer (read only)

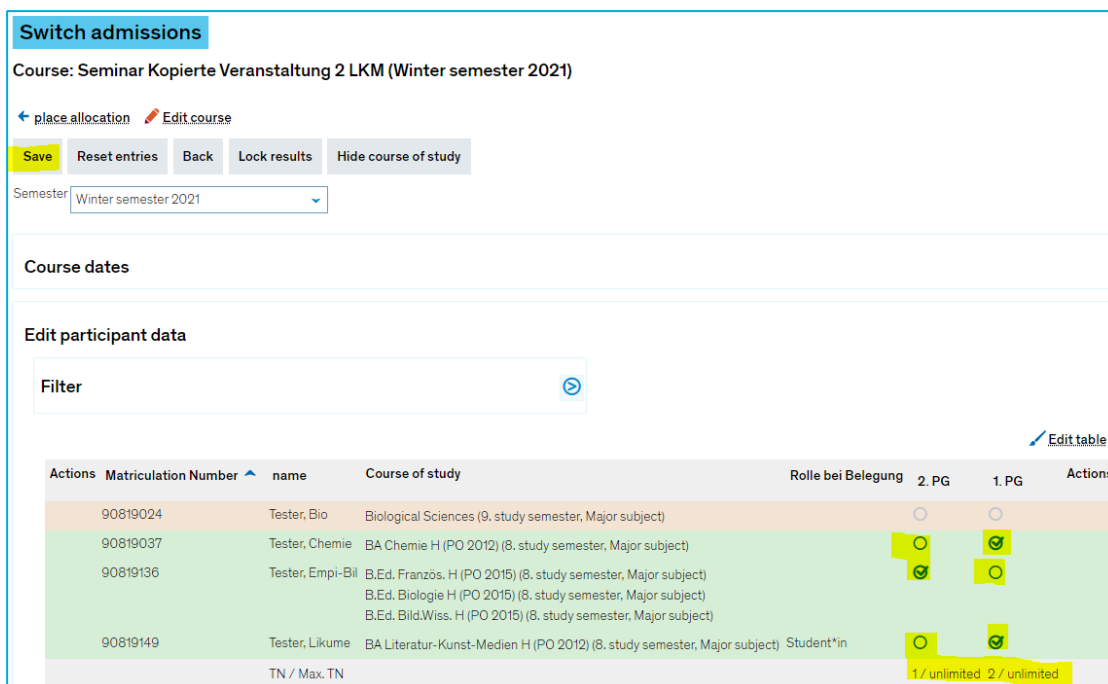
To switch participants from one group to the other within an event, please navigate to “My exams/events” and possibly change the tab. Behind the desired event you click the -symbol.




Title	Number	Type of course	Performing lecturers	Applications	Admissions	Load	Actions
Kopierte Veranstaltung 2 LKM Seminar							
• Kopierte Veranstaltung 2 LKM (1. PG)				0	2		   
• Kopierte Veranstaltung 2 LKM (2. PG)				0	1		   

In the table, you can now switch admissions by ticking the box for one of the groups for each student. Please make sure to take the maximum number of participants for each group into account (see number at the end of the table) in order to not overbook any rooms.

When you are done, please **do not forget to save**.



Course: Seminar Kopierte Veranstaltung 2 LKM (Winter semester 2021)


place allocation  Edit course

Save Reset entries Back Lock results Hide course of study

Semester: Winter semester 2021

Course dates


Edit participant data

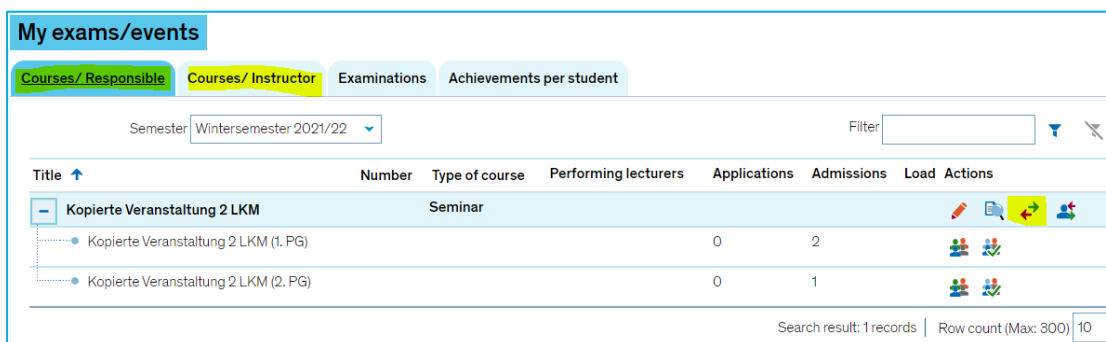
Filter 

Actions	Matriculation Number	name	Course of study	Rolle bei Belegung	2. PG	1. PG	Actions
	90819024	Tester, Bio	Biological Sciences (9. study semester, Major subject)		<input type="checkbox"/>	<input type="checkbox"/>	
	90819037	Tester, Chemie	BA Chemie H (PO 2012) (8. study semester, Major subject)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	90819136	Tester, Empi-Bil	B.Ed. Französ. H (PO 2015) (8. study semester, Major subject) B.Ed. Biologie H (PO 2015) (8. study semester, Major subject) B.Ed. Bild.Wiss. H (PO 2015) (8. study semester, Major subject)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	90819149	Tester, Likume	BA Literatur-Kunst-Medien H (PO 2012) (8. study semester, Major subject)	Student*in	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	TN / Max. TN				1 / unlimited	2 / unlimited	

2.4. NEW De-registering participants/deleting enrolments

Role: All lecturer and teaching assistance roles *except Lecturer (read only)*











To de-register participants or delete enrolments, navigate again to “My exams/event” and possibly change the tab. Behind the desired event you open the place allocation using the -symbol.




My exams/events

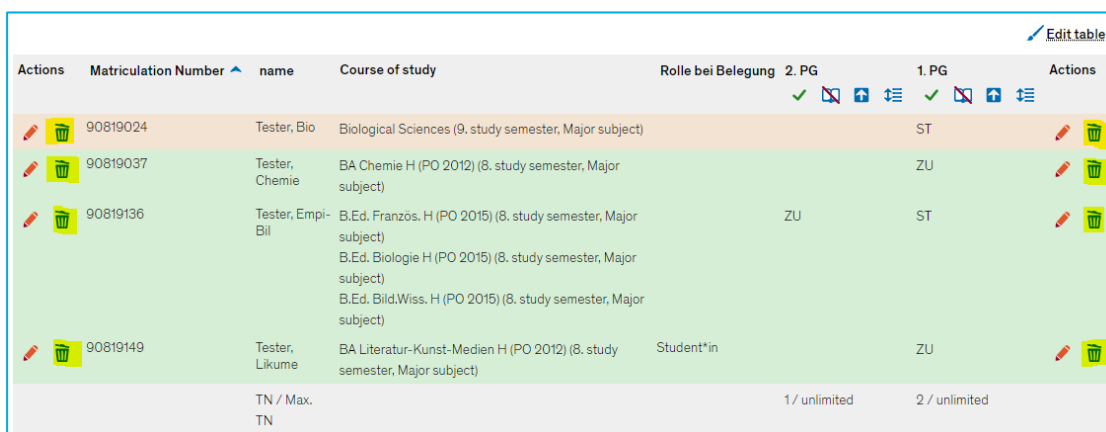
Semester: Wintersemester 2021/22

















Filter:

Title	Number	Type of course	Performing lecturers	Applications	Admissions	Load	Actions
- Kopierte Veranstaltung 2 LKM		Seminar					   
• Kopierte Veranstaltung 2 LKM (1. PG)				0	2		  
• Kopierte Veranstaltung 2 LKM (2. PG)				0	1		  

Search result: 1 records | Row count (Max: 300) 10

In the table you can now delete enrolments using the -symbol behind the corresponding student.



Actions	Matriculation Number	name	Course of study	Rolle bei Belegung	2. PG	1. PG	Actions
 	90819024	Tester, Bio	Biological Sciences (9. study semester, Major subject)		<input checked="" type="checkbox"/>	ST	 
 	90819037	Tester, Chemie	BA Chemie H (PO 2012) (8. study semester, Major subject)			ZU	 
 	90819136	Tester, Empi-Bil	B.Ed. Franzos. H (PO 2015) (8. study semester, Major subject) B.Ed. Biologie H (PO 2015) (8. study semester, Major subject) B.Ed. Bild.Wiss. H (PO 2015) (8. study semester, Major subject)		ZU	ST	 
 	90819149	Tester, Likume	BA Literatur-Kunst-Medien H (PO 2012) (8. study semester, Major subject)	Student*in		ZU	 
	TN / Max. TN				1 / unlimited	2 / unlimited	

2.5. NEW Changing the status of enrolments (admitting, canceling)

Role: All lecturer and teaching assistance roles *except Lecturer (read only)*

To change the status of enrolments, please navigate to “My exams/events” and possibly change the tab. Behind the desired event you open the place allocation using the ↔-symbol.

The screenshot shows the 'My exams/events' page with the 'Courses/ Instructor' tab selected. A table lists events, including 'Kopierte Veranstaltung 2 LKM' (Seminar). The table has columns for Title, Number, Type of course, Performing lecturers, Applications, Admissions, and Load. A dropdown menu is open for the 'Kopierte Veranstaltung 2 LKM' event, showing options for 1. PG and 2. PG. The search result is 1 records and the row count is (Max: 300) 10.

After clicking the ✎-symbol behind an enrolment, an overlay opens in which you can change its status and, for example, admit students from the waiting list or cancel enrolments.

The screenshot shows the 'Tester, Empi-Bil (90819136)' edit overlay. It contains a table with columns: Group, Title, TN, Status, Priority registration, Release, and New status. The table has two rows. The first row has Group 2, Title 'Kopierte Veranstaltung 2 LKM', TN 1/, Status ZU, Priority registration -, Release released, and New status zug. The second row has Group 1, Title 'Kopierte Veranstaltung 2 LKM', TN 2/, Status ST, Priority registration -, Release released, and New status zug. A dropdown menu is open for the 'New status' column, showing options: AN, zugelassen, ST, and Warteliste. There are 'Save' and 'Cancel' buttons at the bottom left of the overlay. The search result is 2 records and the row count is (Max: 300) 2.

AN = Angemeldet (Registered)


ZU = Zugelassen (Admitted)

ST = Storniert (Cancelled)

WL = Warteliste (Waiting List)

2.6. NEW Running an application assignment

Role: All lecturer and teaching assistance roles *except Lecturer (read only)*

To run a deposited application assignment, please open the place allocation of the desired event using the -symbol.

My exams/events

Courses/ Responsible Courses/ Instructor Examinations Achievements per student

Semester: Wintersemester 2021/22 Filter

Title ↑	Number	Type of course	Performing lecturers	Applications	Admissions	Load	Actions
<input checked="" type="checkbox"/> Kopierte Veranstaltung 2 LKM		Seminar					
• Kopierte Veranstaltung 2 LKM (1. PG)				0	2		
• Kopierte Veranstaltung 2 LKM (2. PG)				0	1		

On the next page, click “Transfer course to application assignment”.

place allocation

Back Lock results Hide course of study

Course: Seminar Kopierte Veranstaltung 2 LKM (Winter semester 2021)

Switch admissions Mass edit Transfer course to application assignment Edit course

You can now choose whether you want to run the application assignment. To withdraw an automatically generated application assignment, please choose “Rücknahme der Verteilung” (Withdrawal of allocation, see paragraph 2.6.2).

2.6.1. Executing the application assignment

Tick the box in front of the chosen event in the table, choose whether a Losnummer (lot number) shall be determined and whether attendees shall be admitted to occupied parallel groups with and without group priorities. Then click “Start”.

Start Release all results Lock all results

Verteilungsverfahren _LOS_ Term.konfl. - BelegbearbVerteilfrist_Einfach_angemeldet_LOS

The general registration period lasts from 1.9.2021 / 00:00 to 30.3.2022 / 23:59 (Winter semester 2021)

Losnummer - Ermittlung einer Losnummer pro Veranstaltung/Prüfungselement, Teilnehmer und Semester

Verteilung - Teilnehmer zu belegten Parallelgruppen mit und ohne Gruppenprioritäten zulassen

Selected elements Edit table

Selection	Number	Title	Actions
<input type="checkbox"/>		Kopierte Veranstaltung 2 LKM	

Remove all selected elements Remove Select all Clear selected items Search result: 1 record | Row count (Max:300) 50

After the application assignment is done, ZEuS displays a message on how many datasets have been processed successfully and whether any errors occurred. By clicking “Back” you return to the previous page.

Verteilungsverfahren_LOS_Term.konfl. - BelegbearbVerteilfrist_Einfach_angemeldet_LOS

✔ Allocation completed

Losnummer - finished, 0 Fehler

Ermittlung einer Losnummer pro Veranstaltung/Prüfungselement, Teilnehmer und Semester

0%

0 von 0 Datensätzen bearbeitet


Verteilung - finished, 0 Fehler



Teilnehmer zu belegten Parallelgruppen mit und ohne Gruppenprioritäten zulassen

0%

0 von 0 Datensätzen bearbeitet

Back

The allocation has to be neither unlocked, nor locked. By clicking the -symbol you get back to the place allocation of the event.

→ Start  Release all results  Lock all results



Verteilungsverfahren_LOS_Term.konfl. - BelegbearbVerteilfrist_Einfach_angemeldet_LOS




The general registration period lasts from 19.2.2021 / 00:00 to 30.3.2022 / 23:59 (Winter semester 2021)

- Losnummer - Ermittlung einer Losnummer pro Veranstaltung/Prüfungselement, Teilnehmer und Semester
- Verteilung - Teilnehmer zu belegten Parallelgruppen mit und ohne Gruppenprioritäten zulassen

Selected elements

[Edit table](#)

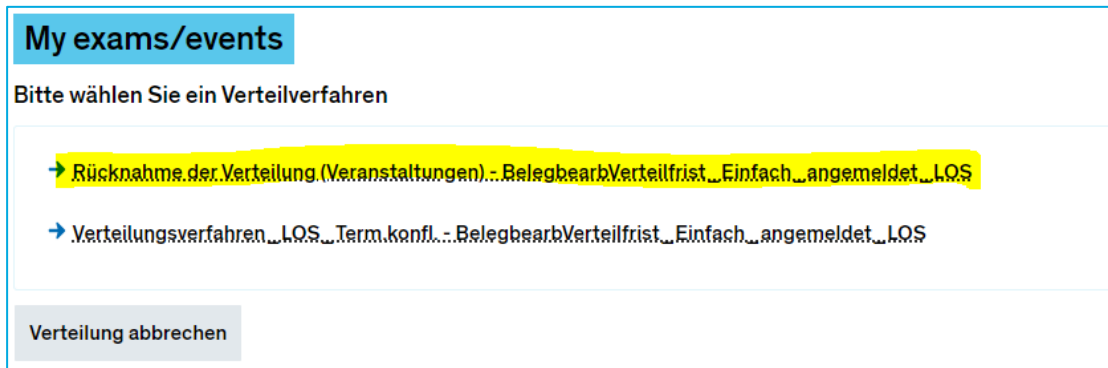
Selection	Number	Title	Actions
<input type="checkbox"/>		Kopierte Veranstaltung 2 LKM	 

Remove all selected elements  Remove  Select all  Clear selected items

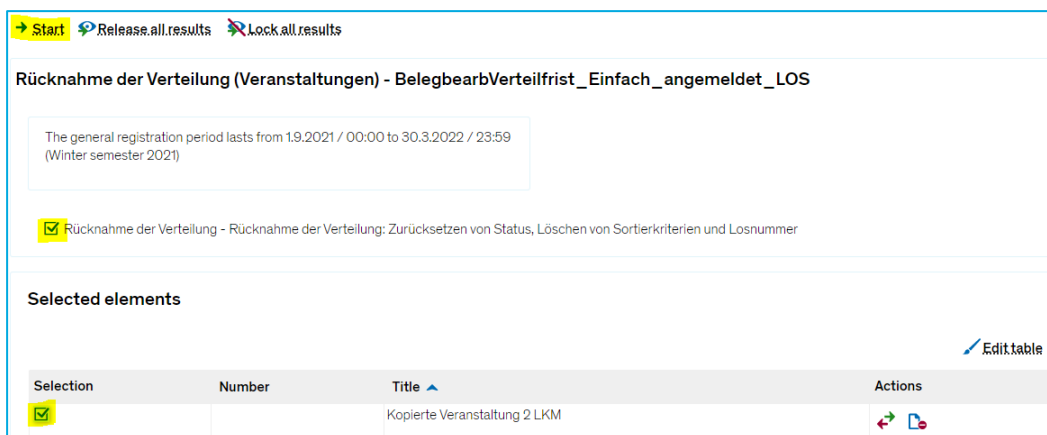
Search result: 1 record | Row count (Max:300)

2.6.2. Withdrawing an allocation

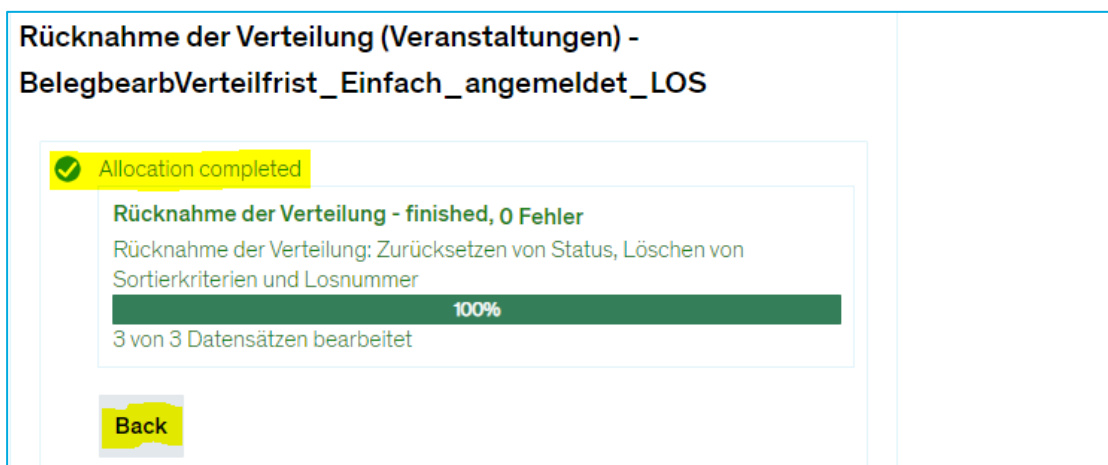
To withdraw an allocation, you again open the place allocation of the event (see above) and click “Transfer course to application assignment”. This time, you choose “Rücknahme der Verteilung” (withdrawal of allocation).



Again, tick the event in the table as well as putting a tick in front of “Rücknahme der Verteilung” and click “Start”.




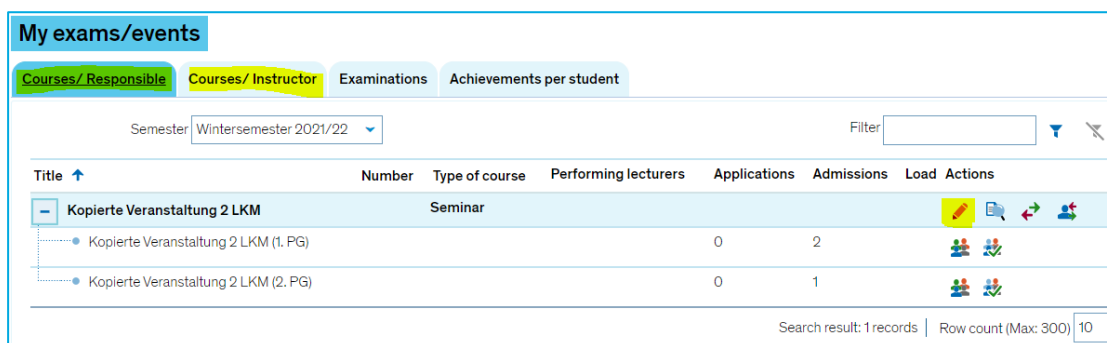
After the successful withdrawal of allocations, a message is displayed specifying how many datasets have been successfully withdrawn and whether any errors occurred. By clicking “Back”, you return to the previous page.



3. Course editing

Role: All lecturer and teaching assistance roles *except Lecturer (read only)*


The easiest way to get to course editing is via “My exams/events” by clicking the -symbol behind the desired event.

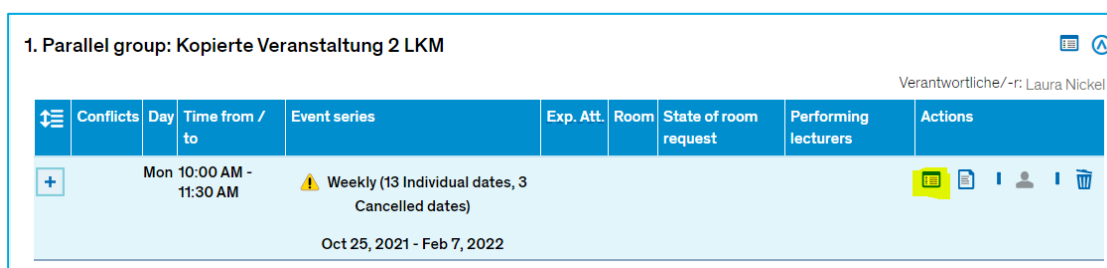


The screenshot shows the 'My exams/events' page with tabs for 'Courses/ Responsible', 'Courses/ Instructor', 'Examinations', and 'Achievements per student'. The 'Courses/ Instructor' tab is active. A dropdown menu shows 'Semester: Wintersemester 2021/22'. Below is a table with columns: Title, Number, Type of course, Performing lecturers, Applications, Admissions, Load, and Actions. The table contains one main entry: 'Kopierte Veranstaltung 2 LKM' (Seminar) with 0 applications and 2 admissions. It has two sub-entries: 'Kopierte Veranstaltung 2 LKM (1. PG)' and 'Kopierte Veranstaltung 2 LKM (2. PG)'. The 'Actions' column for the main entry includes a pencil icon for editing.


3.1. Editing an appointment series

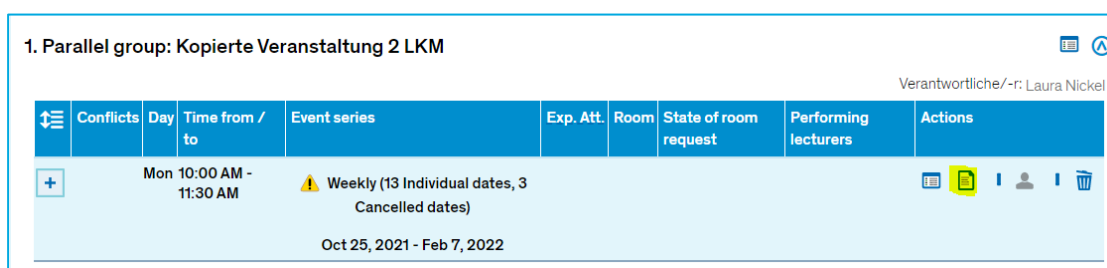
Within course editing, change to the tab “Dates & Rooms”.

By clicking the -symbol behind an appointment series you open the basic data editing of the chosen series. Here, you can edit the periods, rhythms and dates of **all appointments** in the series.




The screenshot shows the 'Dates & Rooms' editing interface for the '1. Parallel group: Kopierte Veranstaltung 2 LKM'. The responsible person is 'Laura Nickel'. The interface has a table with columns: Conflicts, Day, Time from / to, Event series, Exp. Att., Room, State of room request, Performing lecturers, and Actions. The 'Event series' column shows 'Weekly (13 Individual dates, 3 Cancelled dates)' from 'Oct 25, 2021 - Feb 7, 2022'. The 'Time from / to' column shows 'Mon 10:00 AM - 11:30 AM'. The 'Actions' column includes a calendar icon for editing the series.

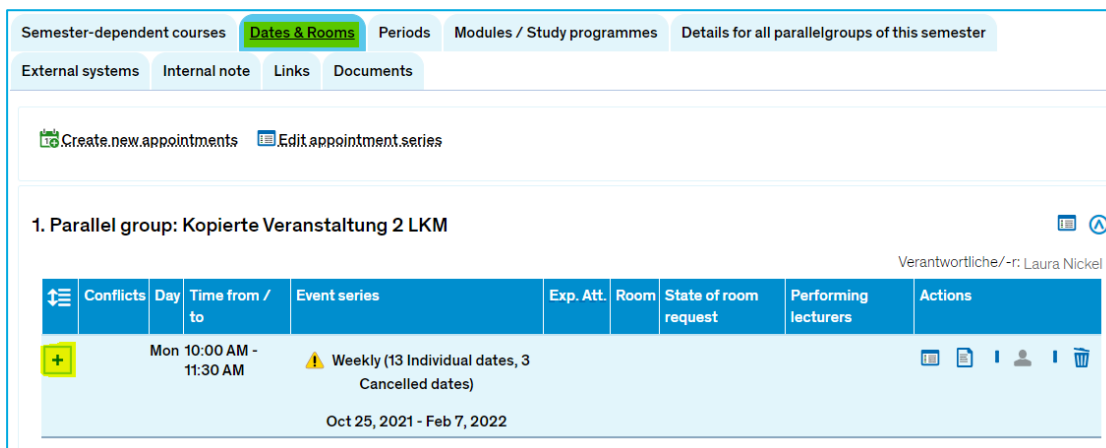
By clicking the -symbol, you can record a comment for the appointment series which will be shown to students in their planner of studies as well as the registration process.



This screenshot is identical to the previous one, but the document icon in the 'Actions' column is highlighted in yellow, indicating it is the focus of the text.



3.2. Editing single appointments



In case an appointment series is planned consisting of several single appointments, you can view the individual appointments by clicking the -symbol.










Semester-dependent courses **Dates & Rooms** Periods Modules / Study programmes Details for all parallelgroups of this semester


External systems Internal note Links Documents

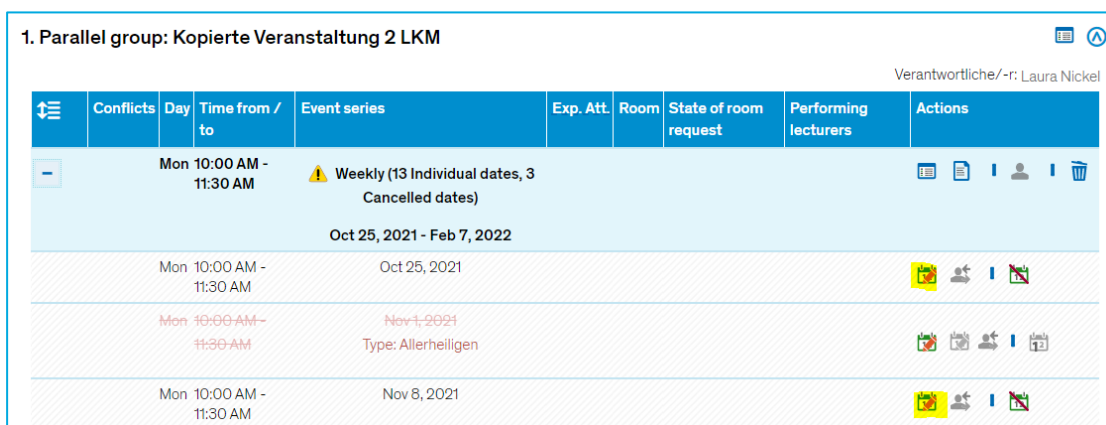
 Create new appointments  Edit appointment series



1. Parallel group: Kopierte Veranstaltung 2 LKM  

Verantwortliche/-r: Laura Nickel




















	Conflicts	Day	Time from / to	Event series	Exp. Att.	Room	State of room request	Performing lecturers	Actions
		Mon	10:00 AM - 11:30 AM	 Weekly (13 Individual dates, 3 Cancelled dates) Oct 25, 2021 - Feb 7, 2022					   



By clicking the -symbol, you can edit the details of an individual appointment. Here, you can change the dates and/or times of the appointment as well as record a comment for this appointment only.



1. Parallel group: Kopierte Veranstaltung 2 LKM  

Verantwortliche/-r: Laura Nickel

	Conflicts	Day	Time from / to	Event series	Exp. Att.	Room	State of room request	Performing lecturers	Actions
		Mon	10:00 AM - 11:30 AM	 Weekly (13 Individual dates, 3 Cancelled dates) Oct 25, 2021 - Feb 7, 2022					   
		Mon	10:00 AM - 11:30 AM	Oct 25, 2021					   
		Mon	10:00 AM - 11:30 AM	Nov 1, 2021 Type: Allerheiligen					   
		Mon	10:00 AM - 11:30 AM	Nov 8, 2021					   

When choosing a time for the appointment, you can either choose from the set time slots of the Uni KN or enter an individual time (switch the input field by clicking either  or .

Edit single event details ✕

Kopierte Veranstaltung 2 LKM | Seminar

i Please consider that changes of the appointment will result in individual room planning.

* From - To Remark

Mo 10:00 - 11:30 Uhr ➔

* Date 12

10/25/2021 📅

Save
Cancel

Please note that date and time of an appointment can only be changed if no room has been requested or approved yet. Otherwise, the input fields are greyed out and cannot be edited.

If you do need to change an appointment still, please refer to the event planner of your faculty so that they remove the room or withdraw the room request for you.

3.3. Cancelling single appointments

To cancel a single appointment within an appointment series, please click the -symbol, enter a reason for cancelling and save. The cancelled appointment as well as the reason for cancelling is displayed to students accordingly.

☰	Conflicts	Day	Time from / to	Event series	Exp. Att.	Room	State of room request	Performing lecturers	Actions
-			Mon 10:00 AM - 11:30 AM	⚠ Weekly (13 Individual dates, 3 Cancelled dates)					📅 📄 👤 🗑️
			Oct 25, 2021 - Feb 7, 2022						
			Mon 10:00 AM - 11:30 AM	Oct 25, 2021					📅 👤 🗑️

3.4. Reorganising an appointment series

In case an appointment series is reorganised entirely, please first delete the existing appointment series and then create new appointments.

To do so, please click the -symbol behind the series you want to delete and confirm with "Yes".

Create new appointments

? Do you really want to delete this appointment series?

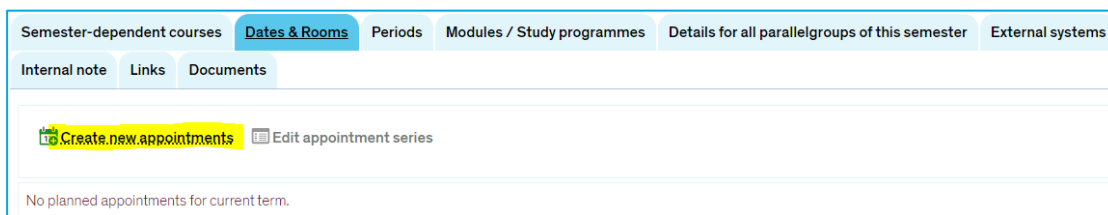
Yes No

1. Parallel group: Kopierte 📅 ⬆️

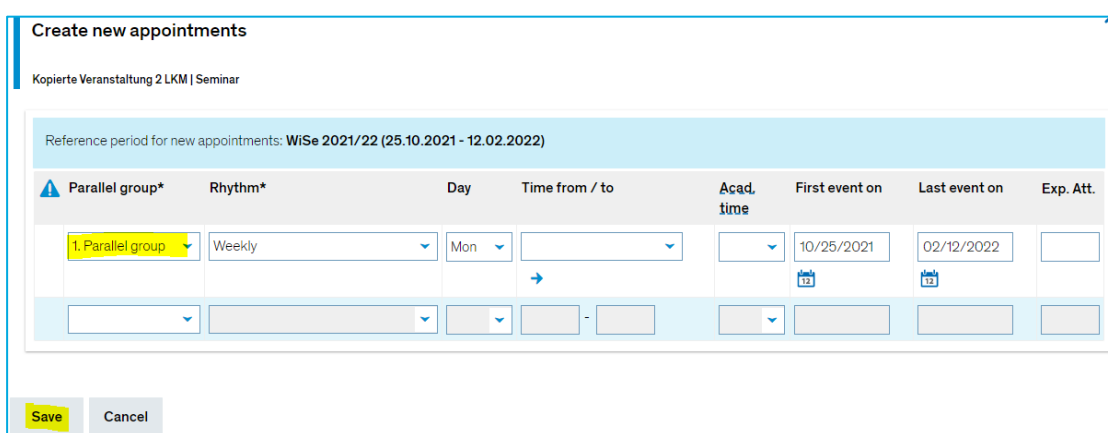
Verantwortliche/-r: Laura Nickel

☰	Conflicts	Day	Time from / to	Event series	Exp. Att.	Room	State of room request	Performing lecturers	Actions
-			Mon 10:00 AM - 11:30 AM	⚠ Weekly (13 Individual dates, 3 Cancelled dates)					📅 📄 👤 🗑️

Afterwards, click on “Create new appointments”.




In the overlay, you first choose the parallel group for which you want to plan the appointments. Next, you choose a rhythm, weekday, time and the dates of the first and last appointments (in case of an appointment series) or the date of the single appointment and end by saving.

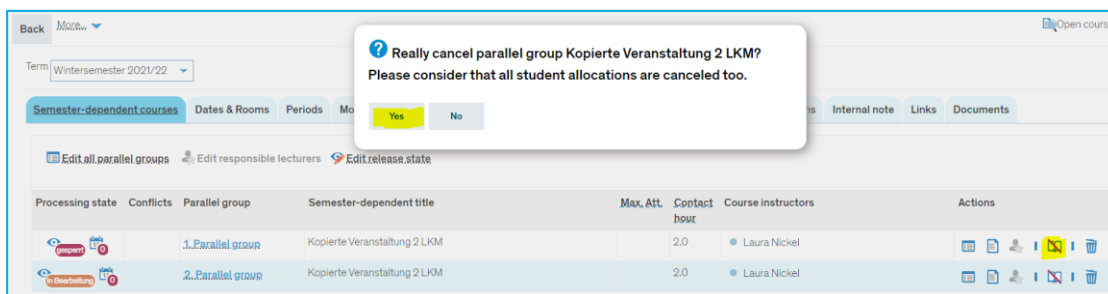


The appointments are then generated accordingly. Statutory holidays are automatically labelled as cancelled appointments.

3.5. cancelling a parallel group

If an event or one of the parallel groups is cancelled for the whole semester, please **do not delete the group**, but cancel it instead. By doing so, students who already registered or earmarked the event are informed about the cancellation.

For this, you change to the tab “Semester-dependent courses”, click on the -symbol behind the parallel group and confirm with “Yes”.
















3.6. Editing the semester-dependent course title


In order to specify the contents of an event semester-dependent, you can change or edit the semester-dependent title of an event.

Please consider that the title of the linked exam may have to be changed manually as well. Please inform the responsible examination office of your faculty in this case.

If the event is linked to ILIAS, the change in title will follow suit automatically the next day.

To actually change or edit the title, please click on the -symbol behind the parallel group you want to change the title for in the tab “Semester-dependent courses”.


Processing state	Conflicts	Parallel group	Semester-dependent title	Max. Att.	Contact hour	Course instructors	Actions
		1. Parallel group	Kopierte Veranstaltung 2 LKM	2.0		Laura Nickel	    
		2. Parallel group	Kopierte Veranstaltung 2 LKM	2.0		Laura Nickel	    

In the overlay, you can now change the title. By clicking the -symbol you can enter an additional English title. If the event only has an English title, you can enter this in the main field and do not have to translate it.


Please do not forget to save your changes!

Grunddaten der 1. Parallelgruppe (Kopierte Veranstaltung 2 LKM) bearbeiten

Kopierte Veranstaltung 2 LKM | Seminar



* Semesterabhängiger Titel

Übersetzen: 

* Parallelgruppe

Maximale Anzahl Teilnehmer/-innen

Minimale Anzahl Teilnehmer/-innen

Semesterwochenstunden


Typ

Lehrsprache


Speichern

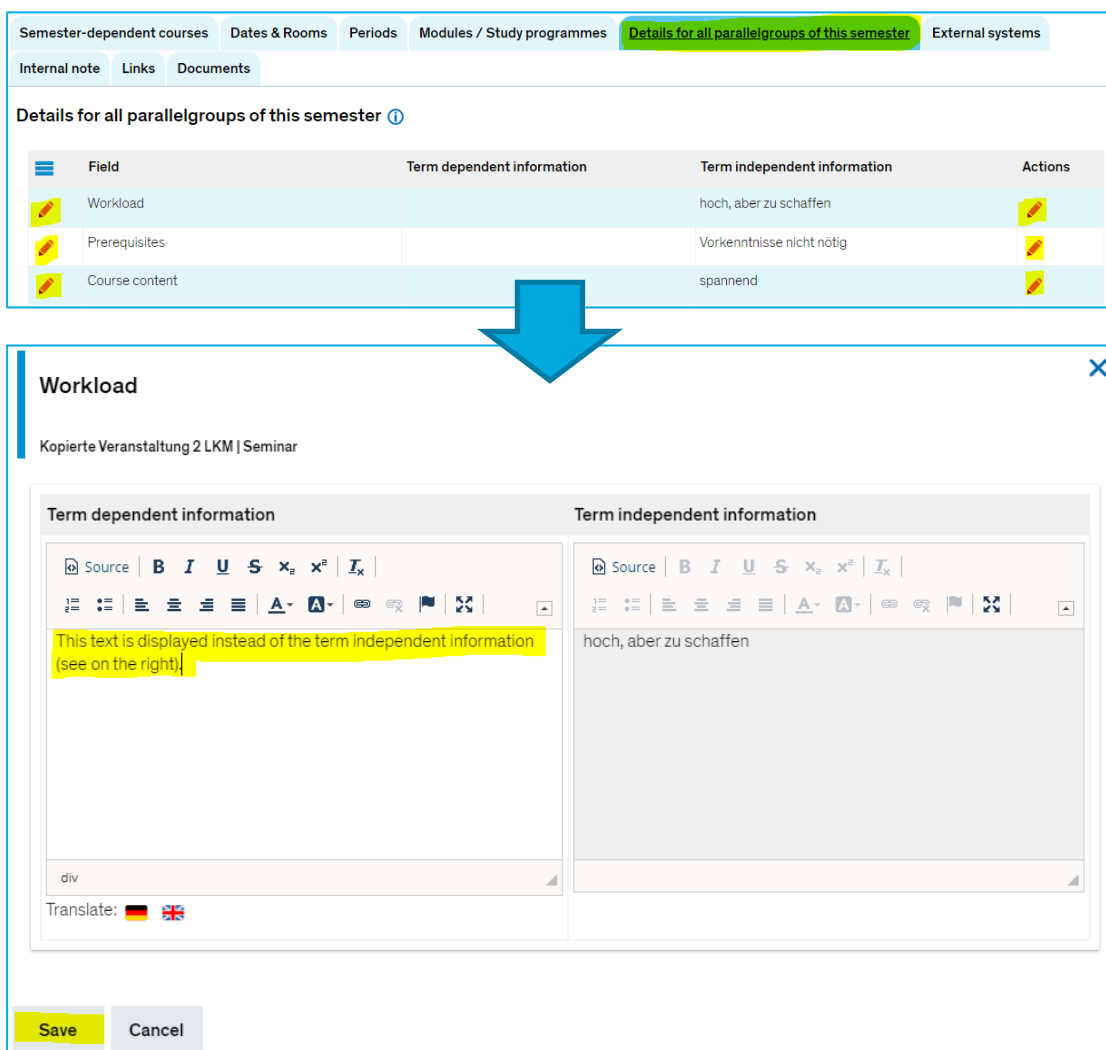
Abbrechen

3.7. Entering semester-dependent texts




To enter semester-dependent texts that are shown to students within the detailed view of the event, please open the tab “Details for all parallelgroups of this semester”. There, you click on the -symbol in front of or behind the text box you want to edit or change.

If term independent information is already recorded for a text box, it will be overwritten with the semester-dependent information for the chosen term.

By clicking the -symbol, you can enter a translation. Similarly to the title, it is not necessary to translate the information in case that all information is English only.



The screenshot shows the ZEuS interface. At the top, there are tabs for 'Semester-dependent courses', 'Dates & Rooms', 'Periods', 'Modules / Study programmes', 'Details for all parallelgroups of this semester' (highlighted in green), and 'External systems'. Below these are 'Internal note', 'Links', and 'Documents' tabs. The main content area is titled 'Details for all parallelgroups of this semester' and contains a table with the following structure:

Field	Term dependent information	Term independent information	Actions
Workload		hoch, aber zu schaffen	
Prerequisites		Vorkenntnisse nicht nötig	
Course content		spannend	

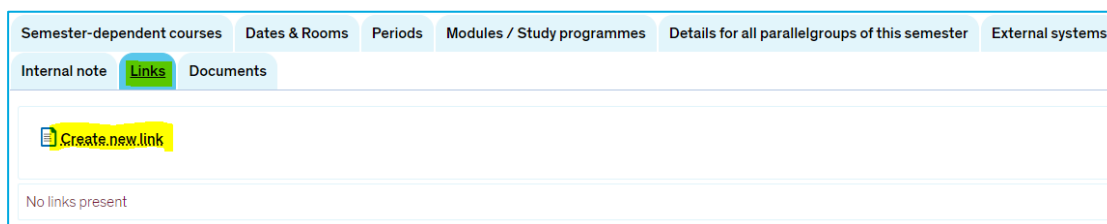
A large blue arrow points from the 'Workload' row to a detailed editor window. The editor window is titled 'Workload' and shows 'Kopierte Veranstaltung 2 LKM | Seminar'. It has two main sections: 'Term dependent information' and 'Term independent information'. The 'Term dependent information' section contains a rich text editor with a yellow highlight over the text: 'This text is displayed instead of the term independent information (see on the right)'. The 'Term independent information' section contains the text 'hoch, aber zu schaffen'. At the bottom of the editor, there is a 'Translate' section with flags for German and English, and 'Save' and 'Cancel' buttons.

Please do not enter any copied text from e.g. MS Word into the editor, as this can result in unwanted HTML-Tags and problems with the display of the information.

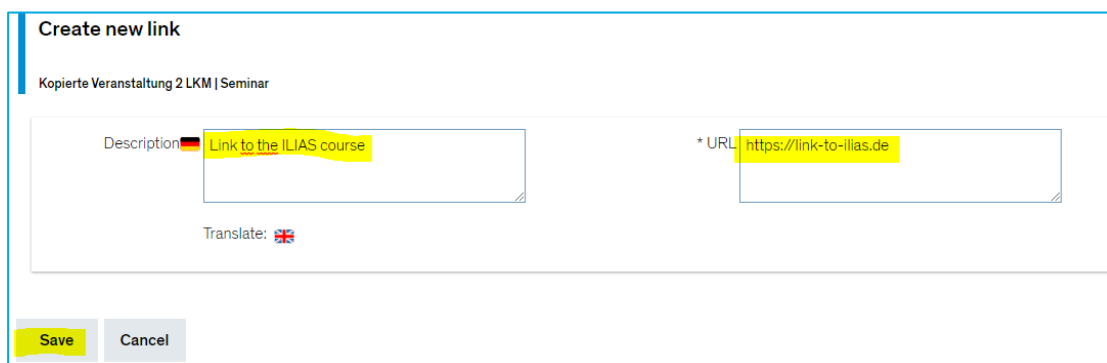
Instead, you first copy your text into a text document (Windows: Right click on your desktop > New > Text document), so that all formatting is removed. You then copy the text from there into the editor in ZEuS and possibly format it there.

3.8. Entering a link to ILIAS and/or other used online tools

To enter a link for the event that is shown in the detailed view (for example to ILIAS or another online tool you are using), please go to the tab “Links” and click “Create new link”.



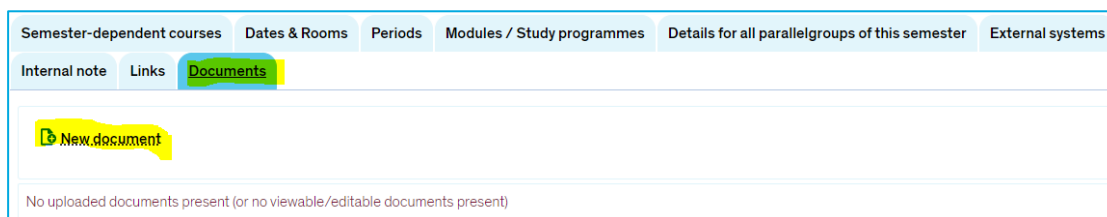
An overlay opens in which you can enter a description for the link as well as an URL.



3.9. Uploading documents

To specify used online tools (not as alternative to ILIAS) or to consign information on data protection it may be necessary to upload documents for an event.

To do so, please open the tab “Documents” and click on “New document”.



In the overlay, you have to put in a title and choose “Dokument” as category. The visibility can be changed according to your requirements, so that the document is either visible to everyone (“Für jeden sichtbar”), only to logged in users (“Mit Login”) or only to admitted participants (“Mit Zulassung”).

Optionally, you can choose from when to when the document is valid and can be downloaded.

Lastly, you click on “Datei auswählen” (Choose file), search for the file on your computer and open it. By clicking “Save”, the document is uploaded.


New document ✕


Kopierte Veranstaltung 2 LKM | Course

* Title

* category

* Visibility

Valid from 

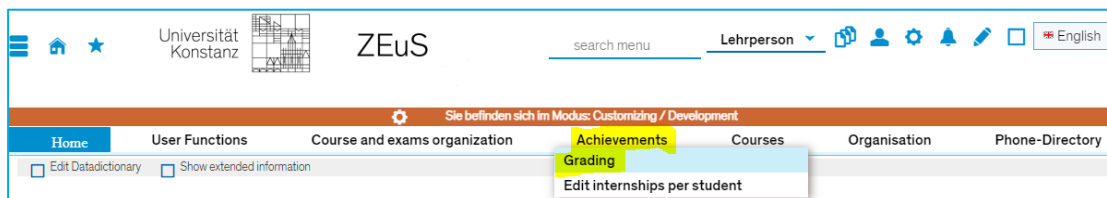
Valid to 

* File Keine ausgewählt

4. Entering grades

Role: Lecturer +, Lecturer advanced, Lecturer Sport

To enter grades for one of your exams, please navigate to Achievements > Grading.



Here, all exams that you are registered as examiner for are shown to you, sorted by semester. Open the desired semester by clicking the -symbol. Next, click on the -symbol behind an exam to add grades.

You can only click the -symbol and enter grades if at least one person is registered for the exam!

Grading - Select Exam/Course

Your Exams/Courses

Earliest year:

Latest year:

Examination	Date/Examiner	Grades Input Status	Registrations	Actions
Summer semester 2021, Appointment 1				
Summer semester 2021, Appointment 2				
Winter semester 2021, Appointment 1				
- Ganz andere Prüfung LKM (examination)	Kopierte Veranstaltung 2 LKM 1. Parallel group Prüfer/Gutachter/*in: Nickel, Laura;		There are no registrations	
KIM-12345 - Kopierte Prüfung 2 LKM (examination)	Kopierte Veranstaltung 2 LKM 1. Parallel group Prüfer/Gutachter/*in: Nickel, Laura;		There are no registrations	
KIM-12345 - Kopierte Prüfung 2 LKM (examination)	Kopierte Veranstaltung 2 LKM 1. Parallel group Prüfer/Gutachter/*in: Nickel, Laura		4	
KIM-12345 - Kopierte Prüfung 2 LKM (examination)	Kopierte Veranstaltung 2 LKM 2. Parallel group Prüfer/Gutachter/*in: Nickel, Laura		There are no registrations	

Grades can be entered either in ZEuS (4.1.) or via Excel (4.2.).

4.1. Adding grades in ZEuS

On the next page, you can enter your grades directly in ZEuS in the column “Valuation”. All grades are visible to students straight after saving.

Number: KIM-12345 | Prüfung: **Kopierte Prüfung 2 LKM** | Term: **Wintersemester 2021** | Part of date: 1 | Number of participants: 4 | Valuation Type: B

Basic data

Date/Examiner: Kopierte Veranstaltung 2 LKM | 1.Parallel group | Prüfer/Gutachter/*In: Nickel, Laura

Attendees & Valuations

Feldsetzung

Registration No.	Name	Study programme	Cancellation	Valuation	Credits	Exam form	Annotation	Status	Actions	Messages
90819024	Tester, Bio		No	0		term paper/written examination/oral presentation		admitted		
90819037	Tester, Chemie		No	0		term paper/written examination/oral presentation		admitted		

The valuation you have entered automatically generates credits/ECTS, a status and – if applicable – an annotation or cancelation after saving. All valid valuations and what each one generates can be viewed by clicking the -symbol.

Number: KIM-12345 | Prüfung: **Kopierte Prüfung 2 LKM** | Term: **Wintersemester 2021** | Part of date: 1 | Number of participants: 4 | Valuation Type: B

Information for valuation type

Valid grade expressions

Valuation Type: B

Long text: +/- 0.3 standard for examinations

Allowed Values: 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0; 5.0

Lower Limit: 1.0

Upper Limit: 5.0

Remarks

Editing the input field grading, grade, status, recession and withdrawal are set as follows:

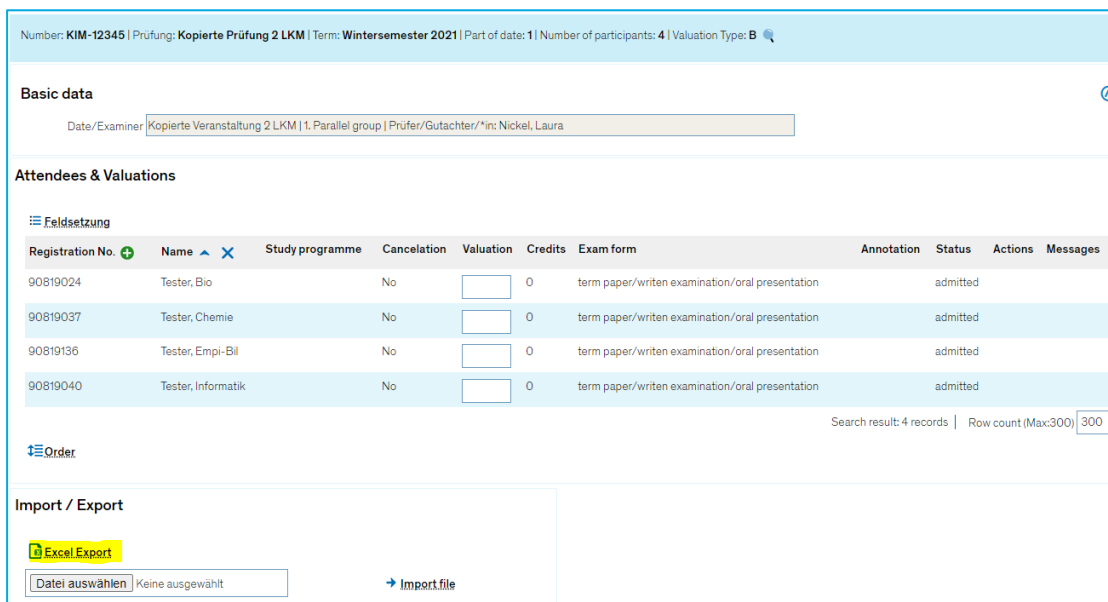
Input	Unique name	Valuation	Status	Cancellation	Annotation
NA	nicht abgegeben	5.0	NB	No	NA
TA	Täuschung	5.0	NB	No	TA
+	Eintrag fuer BE (best.) bei unbenoteten Pruef.		BE	No	ET
NB	Nicht Bestanden, Prüfung ist unbenotet		NB	No	NB
PLA	Plagiat	5.0	NB	No	PLA
NE	nicht erschienen	5.0	NB	No	NE
BE	Bestanden, Prüfung ist unbenotet		BE	No	BE
-	Eintrag fuer NB (nicht best.) bei unbenoteten Prue		NB	No	-
NZ	nicht zugelassen		NZ	Yes	NZ

4.2. Adding grades via Excel

Please note that the number of columns in the Excel should not be changed if you want to upload the Excel again and that only entries in the column “Valuation” are imported.

4.2.1. Exporting grades/registrations

To export registrations or grades from ZEuS, please open the Grading (see above) and click on “Excel Export” down below to export the grades and/or registrations.



Number: KIM-12345 | Prüfung: Kopierte Prüfung 2 LKM | Term: Wintersemester 2021 | Part of date: 1 | Number of participants: 4 | Valuation Type: B

Basic data

Date/Examiner: Kopierte Veranstaltung 2 LKM | 1. Parallel group | Prüfer/Gutachter/*in: Nickel, Laura

Attendees & Valuations

Feldsetzung

Registration No.	Name	Study programme	Cancellation	Valuation	Credits	Exam form	Annotation	Status	Actions	Messages
90819024	Tester, Bio		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		
90819037	Tester, Chemie		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		
90819136	Tester, Empi-Bil		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		
90819040	Tester, Informatik		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		

Search result: 4 records | Row count (Max:300) 300

Order

Import / Export

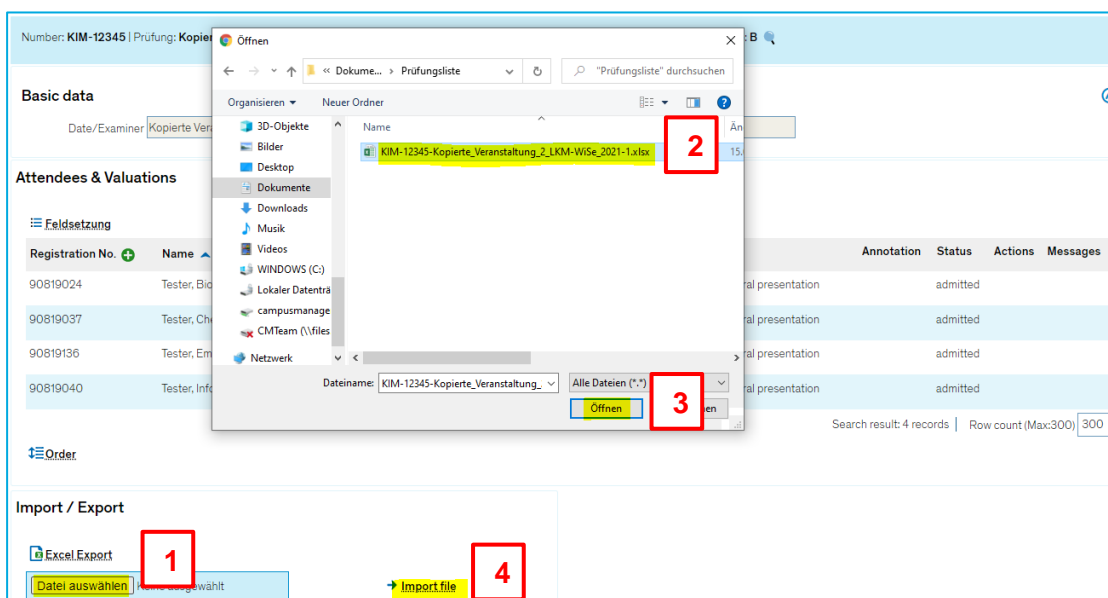
Excel Export

Datei auswählen | Keine ausgewählt

Import file

4.2.2. Importing grades

To import an Excel with grades to ZEuS, open the Grading (see above). Then, click on “Datei auswählen” (Choose file, 1), search for the file on your computer (2) and click “Open” (3). Lastly, click on “Import file” (4) to import the grades.



Number: KIM-12345 | Prüfung: Kopierte Prüfung 2 LKM | Term: Wintersemester 2021 | Part of date: 1 | Number of participants: 4 | Valuation Type: B

Basic data

Date/Examiner: Kopierte Veranstaltung 2 LKM | 1. Parallel group | Prüfer/Gutachter/*in: Nickel, Laura

Attendees & Valuations

Feldsetzung

Registration No.	Name	Study programme	Cancellation	Valuation	Credits	Exam form	Annotation	Status	Actions	Messages
90819024	Tester, Bio		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		
90819037	Tester, Chemie		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		
90819136	Tester, Empi-Bil		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		
90819040	Tester, Informatik		No	<input type="text"/>	0	term paper/written examination/oral presentation		admitted		

Search result: 4 records | Row count (Max:300) 300

Order

Import / Export

Excel Export

Datei auswählen | Keine ausgewählt

Import file

The grades from the Excel are entered in the column “Valuation” in ZEuS and have to be saved. After saving, the credits/ECTS, status, annotations and possibly cancellations are automatically generated. The grades are visible to students immediately after saving.

If you have any questions, please do not hesitate to contact either your faculty (content wise questions) or zeus-support@uni-konstanz.de (technical questions).