Universität
Konstanz

09/2021

Handout for lecturers and teaching assistants

Team Campusmanagement - ZEuS

Explanations and step-by-step tutorials

<u>Contents</u>

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"
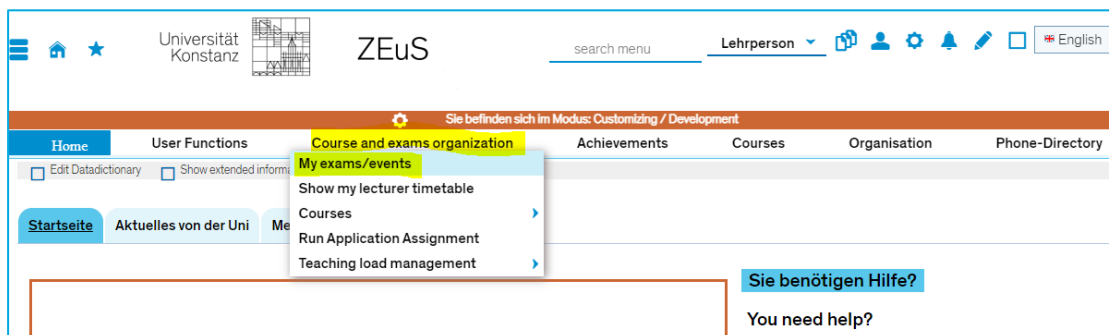
Access to „Grading" (only for roles with grading rights)
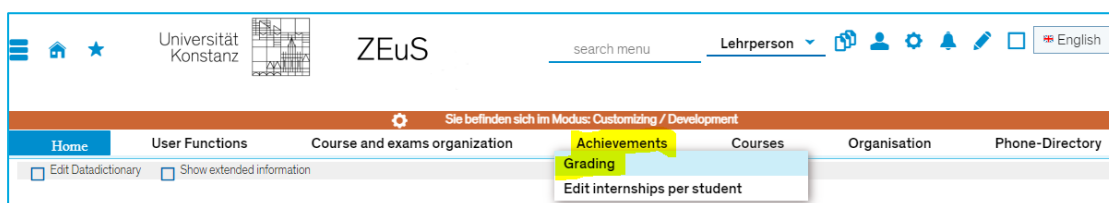
Using the icons, you get to …

✏️	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
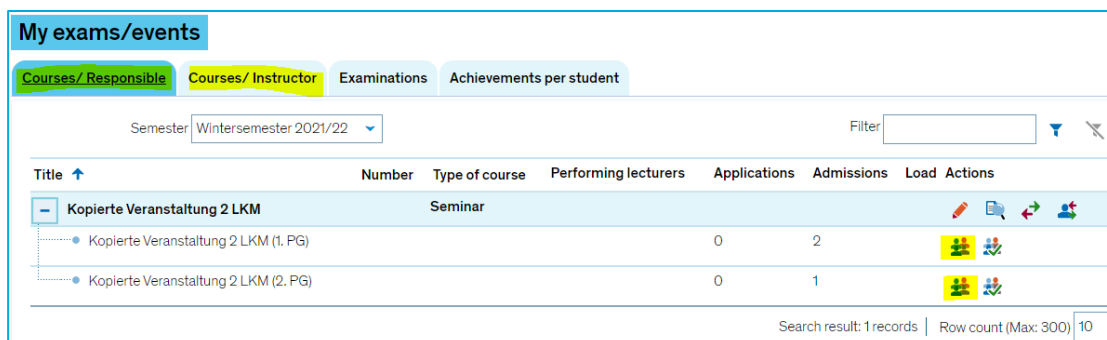
2. Attendee management
2.1.   Contacting attendees of an event/exam

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.

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.

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.

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.

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".

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)*
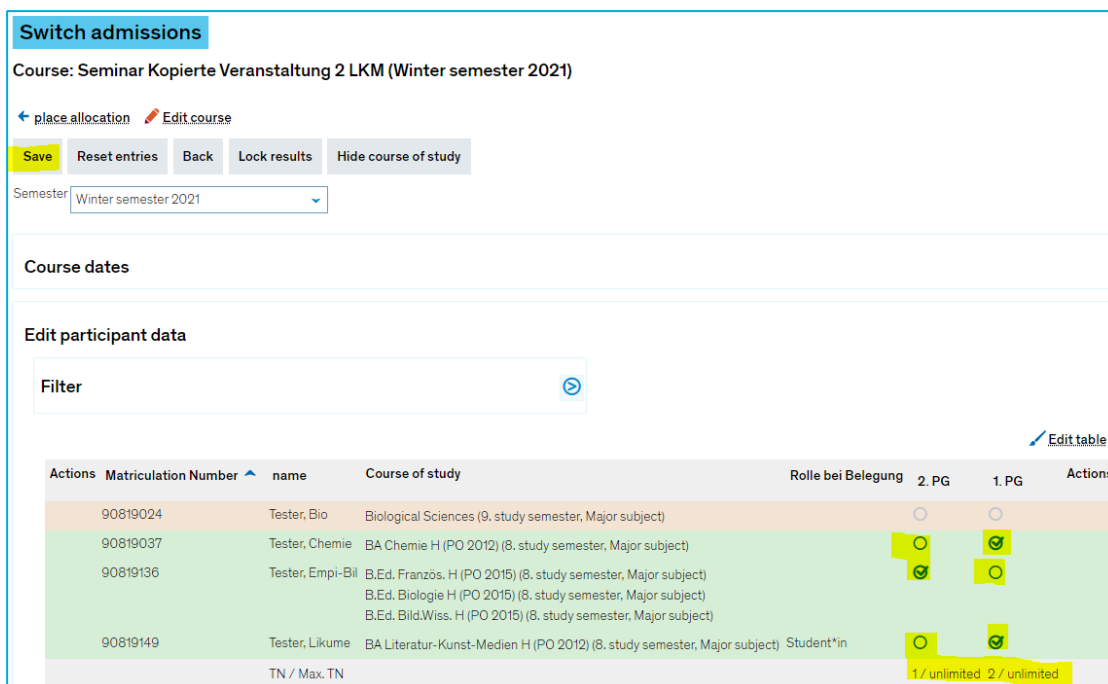
To switch participants from one group to the other within an event, please navigate to "My exams/events" and possibly change the tab. Behind the desired event you click the ![symbol]-symbol.

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
– 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 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**.

Switch admissions

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

✏ Edit table

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)		○	○	
	90819037	Tester, Chemie	BA Chemie H (PO 2012) (8. study semester, Major subject)		○	☑	
	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)		☑	○	
	90819149	Tester, Likume	BA Literatur-Kunst-Medien H (PO 2012) (8. study semester, Major subject)	Student*in	○	☑	
		TN / Max. TN			1 / unlimited	2 / unlimited	

2.4. <u>NEW De-registering participants/deleting enrolments</u>

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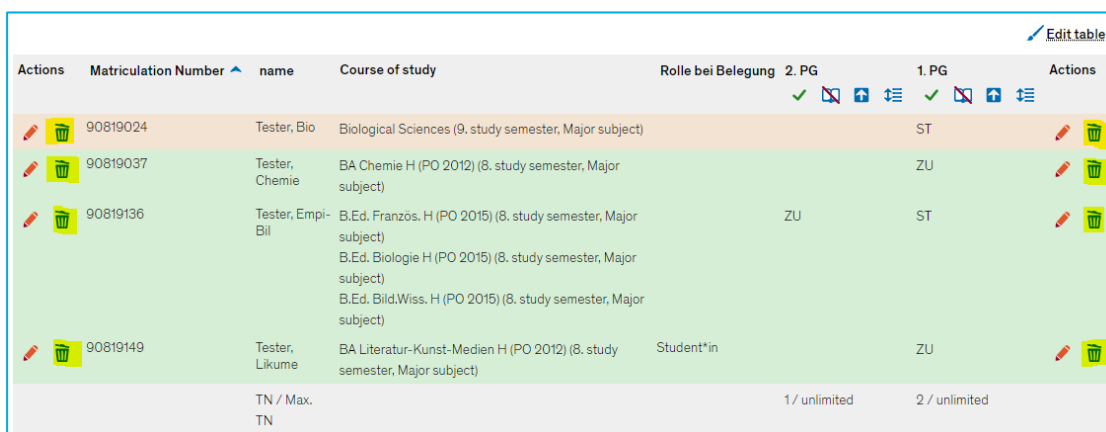
In the table you can now delete enrolments using the 🗑 –symbol behind the corresponding student.

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

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.

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.

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.

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

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 assigment

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".

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.

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

2.6.2. <u>Withdrawing an allocation</u>

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).
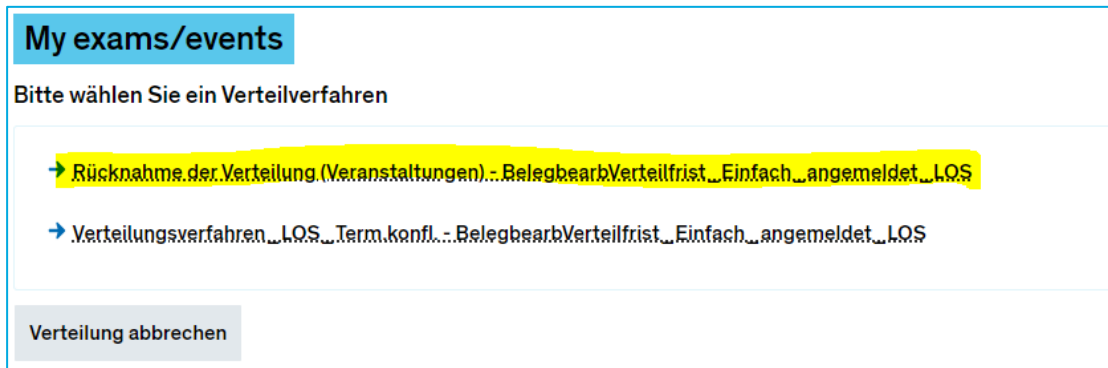
Again, tick the event in the table as well as putting a tick in front of "Rücknahme der Vertei-lung" and click "Start".
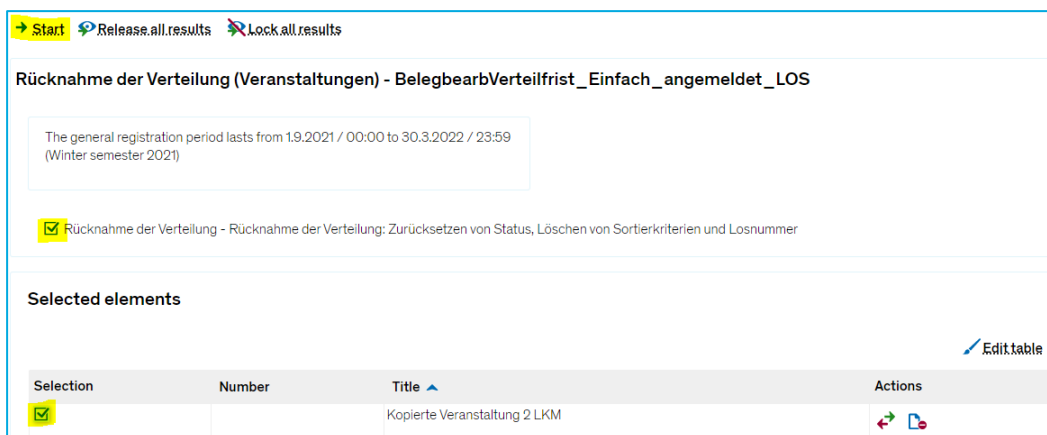
After the successful withdrawal of allocations, a message is displayed specifying how many datasets have been successfully withdrawn and whether any errors occurred. By clicking "Back", you return to the previous page.
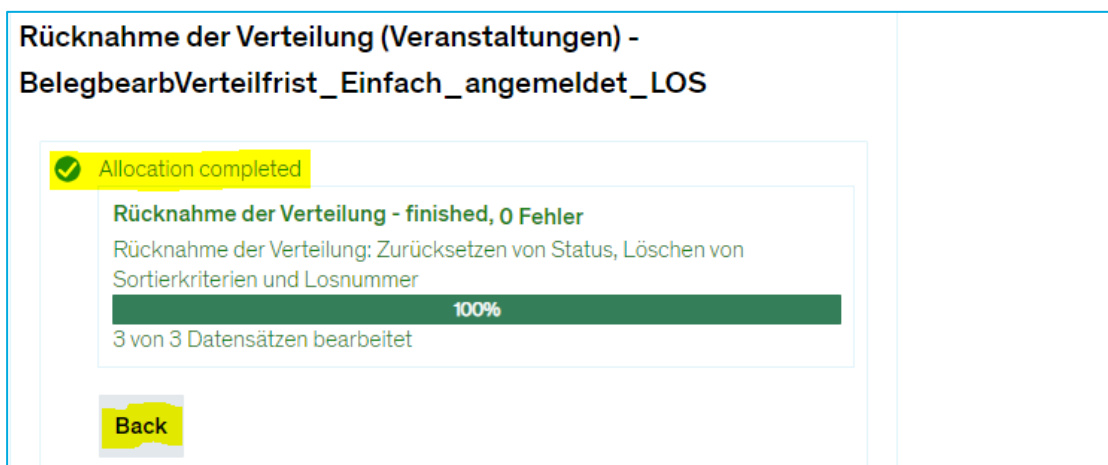
3. Course editing

Role: All lecturer and teaching assistance roles *except Lecturer (read only)*
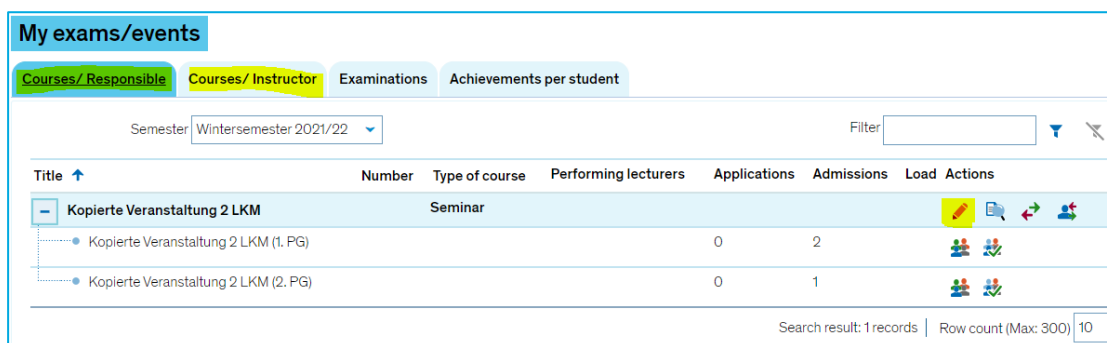
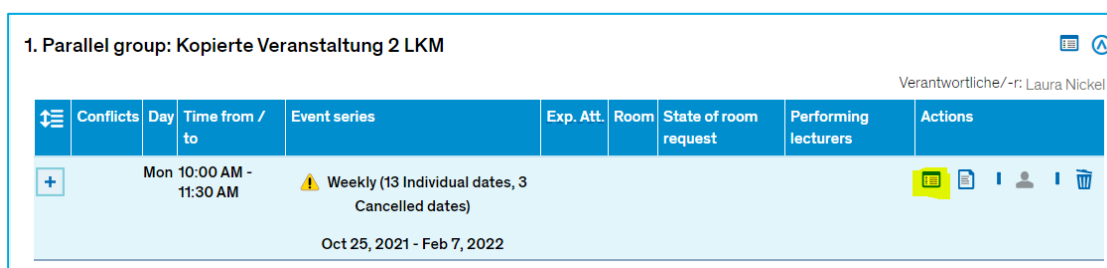The easiest way to get to course editing is via "My exams/events" by clicking the ✏ -symbol behind the desired event.

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.

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.

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.
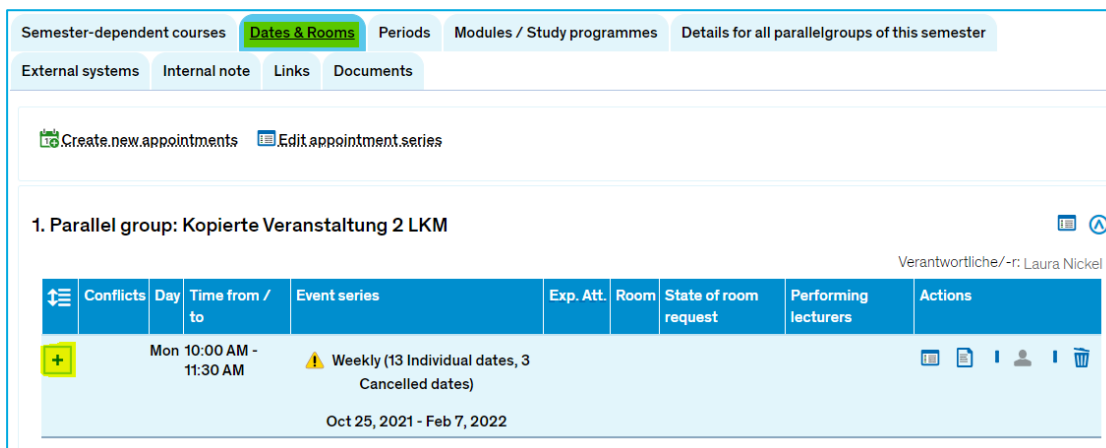
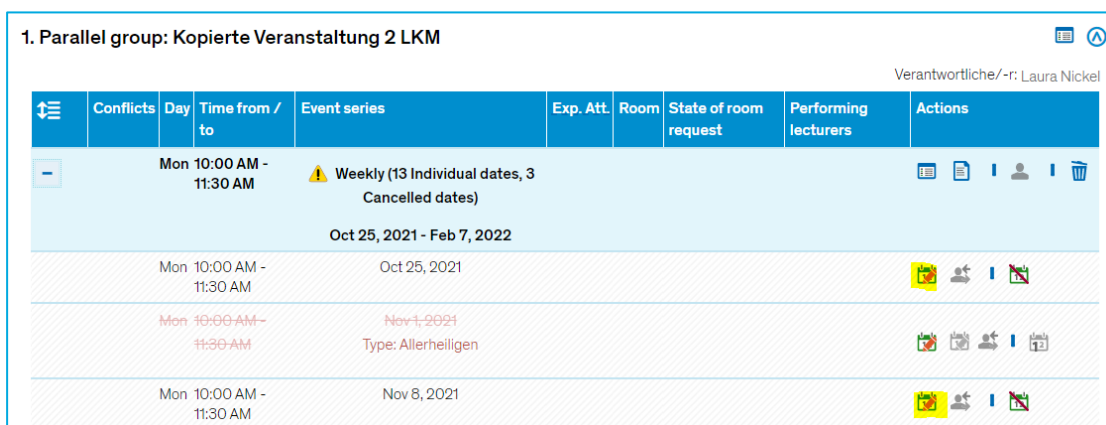| Semester-dependent courses | Dates & Rooms | Periods | Modules / Study programmes | Details for all parallelgroups of this semester |
| External systems | Internal note | Links | Documents | |

📅 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 🕐).

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.

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".

Afterwards, click on "Create new appointments".
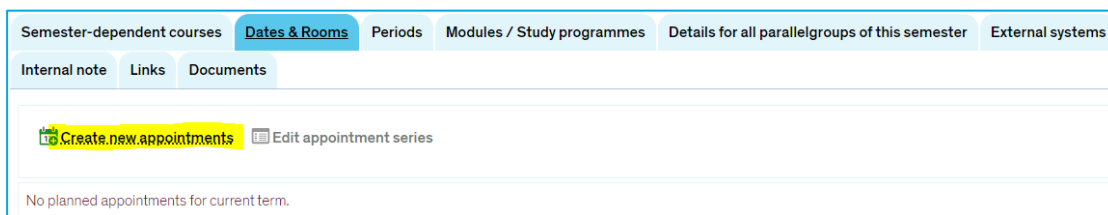
In the overlay, you first choose the parallel group for which you want to plan the appointments. Next, you choose a rhythm, weekday, time and the dates of the first and last appointments (in case of an appointment series) or the date of the single appointment and end by saving.
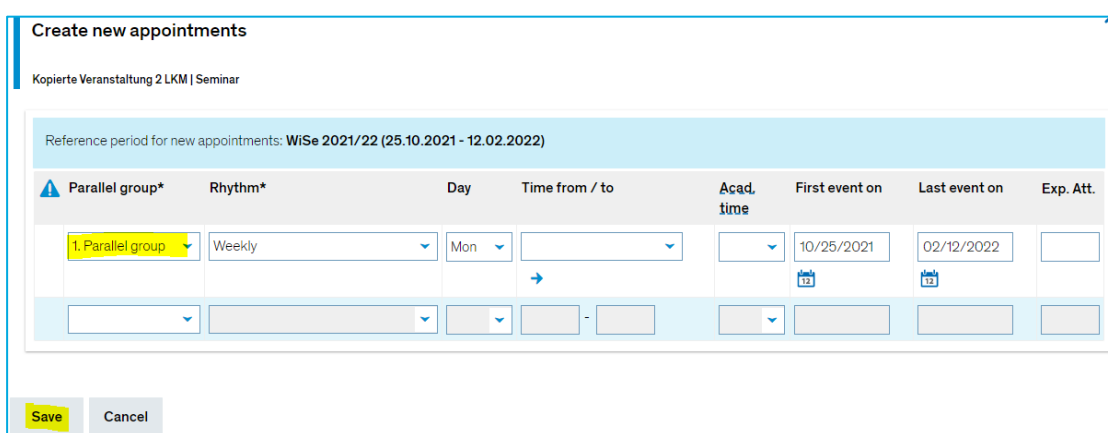
The appointments are then generated accordingly. Statutory holidays are automatically labelled as cancelled appointments.

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".
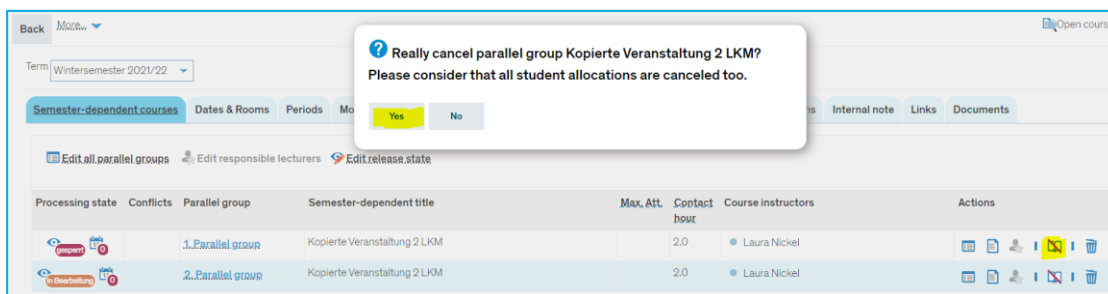
3.6.   Editing the semester-dependent course title

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".

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!
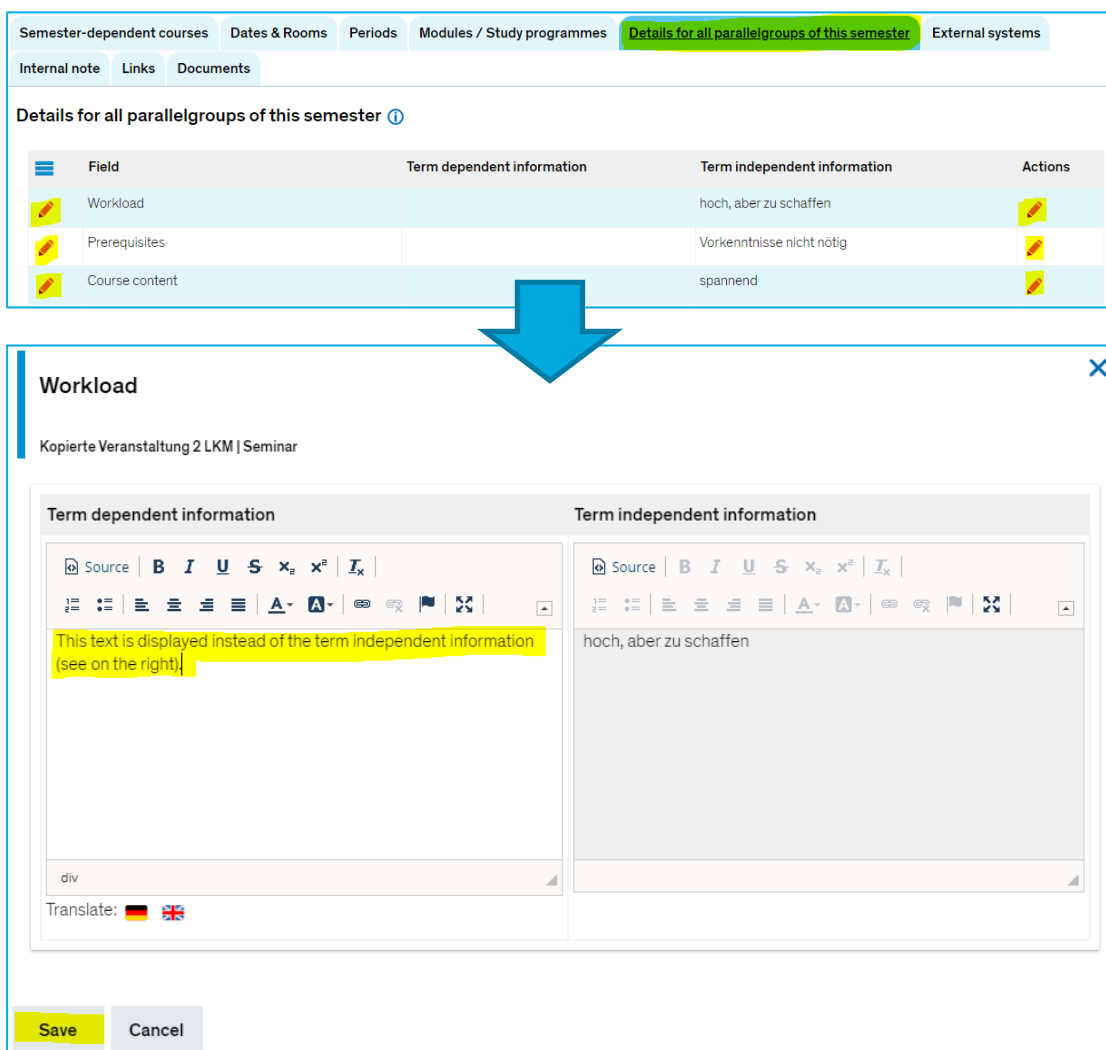
3.7.   Entering semester-dependent texts

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.

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 an-other online tool you are using), please go to the tab "Links" and click "Create new link".

Semester-dependent courses	Dates & Rooms	Periods	Modules / Study programmes	Details for all parallelgroups of this semester	External systems
Internal note	Links	Documents			

📄 Create new link

No links present
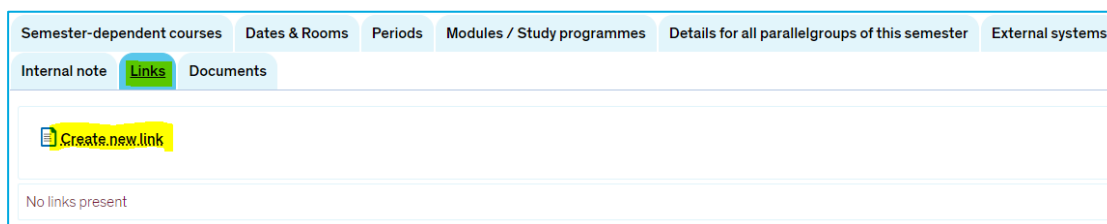
An overlay opens in which you can enter a description for the link as well as an URL.

Create new link

Kopierte Veranstaltung 2 LKM | Seminar

Description 🇩🇪 Link to the ILIAS course   * URL https://link-to-ilias.de

Translate: 🇬🇧

Save   Cancel

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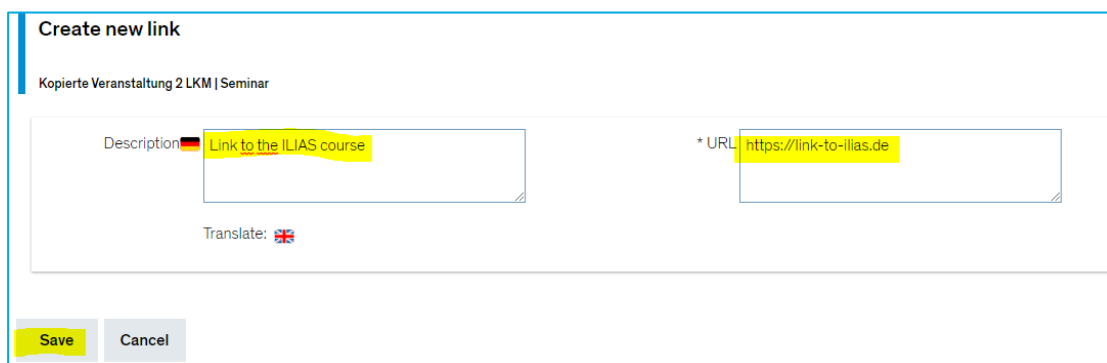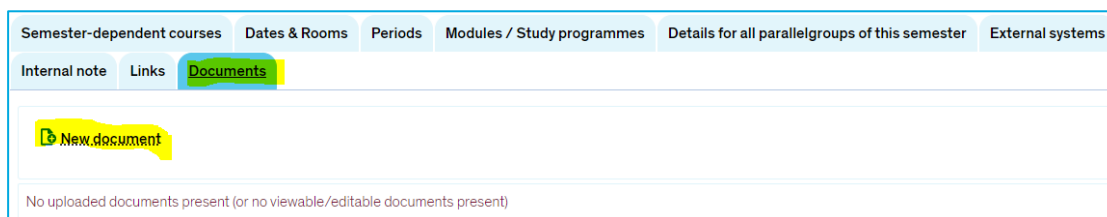
To do so, please open the tab "Documents" and click on "New document".

Semester-dependent courses	Dates & Rooms	Periods	Modules / Study programmes	Details for all parallelgroups of this semester	External systems
Internal note	Links	Documents			

📄 New document

No uploaded documents present (or no viewable/editable documents present)

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 par-ticipants ("Mit Zulassung").

Optionally, you can choose from when to when the document is valid and can be down-loaded.

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

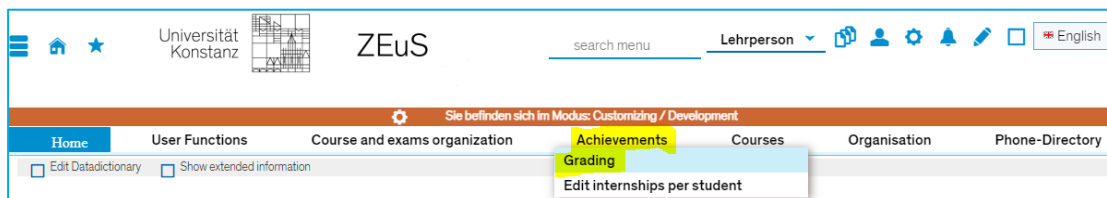|	
* Title	
* category	Dokument ▼
* Visibility	Für jeden sichtbar ▼
Valid from	🗓
Valid to	🗓
* File	Datei auswählen Keine ausgewählt

Save   Cancel

4. <u>Entering grades</u>

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!

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.

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.

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.

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.

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 cancelations 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).