

# TEACHER'S WEB

**User documentation**

**Version 4.6.**

**2016, Budapest**



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# 1. General functions

## 1.1. Login, internal interface, interface facilities

### 1.1.1. Login

On entering the Neptun web interface a login screen appears, on which we can login by selecting the identifier and password (and the language) received from the institution. By changing the language the Hungarian texts on the interface, necessary for login, would also change to the actual language.

At the bottom half of the interface you can find the **latest news**, **downloadable documents** and **useful links** uploaded by the institution arbitrarily (in different languages only news, descriptions and descriptions of the current language will appear). Consequently, the institution may inform you with current, general information in such a way that you do not need to enter the interface. The login window appearance may vary by institution.

On the interface the added description also appears at the Latest News. The description can be displayed at the Downloadable documents and at Useful links in tooltips by positioning the mouse over the given document or link.



*Login screen*

For your guidance, you can read on the right side of the login screen that what browsers can be used to run the program (**supported browsers**). Your institution may decide, if you try to use the interface with not the appropriate browser, that you are allowed to continue or not. In this case, the institution may decide not to allow the login, so you should always use the right browser for using the Neptun. Otherwise - depending on the institutional setting - a notification message may inform you that you want to use the program with a not supported browser.



If you try to login the Neptun on a not supported web browser, the program will not let you enter, but a warning message will appear which informs you that you are using an unsupported browser. In such a case, the links for downloading the current versions of the supported browsers will be also displayed, by clicking on which the supported version can be downloaded easily, quickly and for free. If you wish to disregard the warning, you will also have the opportunity to move on and log in to the web interface. For the safe use of the Neptun, however, you should always use the **web browser supported** by the software.

Once you click the **Login** button, the button becomes inactive, indicating that the entry is already in progress. If the login fails, the button becomes active again and it is possible to start the re-entry.

### **Automatic login**

In pursuance of institutional decision, automatic login may be used on the web interfaces. On the web login interfaces (above the flags at the language section) the current server name and a number value appear, which shows the number of users who can still login on the current server according to the set number limitations. If the server is overloaded, then if the student or the teacher would exceed the number limitation at login, depending on the institutional setting, an automatic logon window may be displayed, which attempts to logon the user in every 10 seconds automatically. In case of no other operations, this lasts for 5 minutes, after which the system automatically stops the login process.

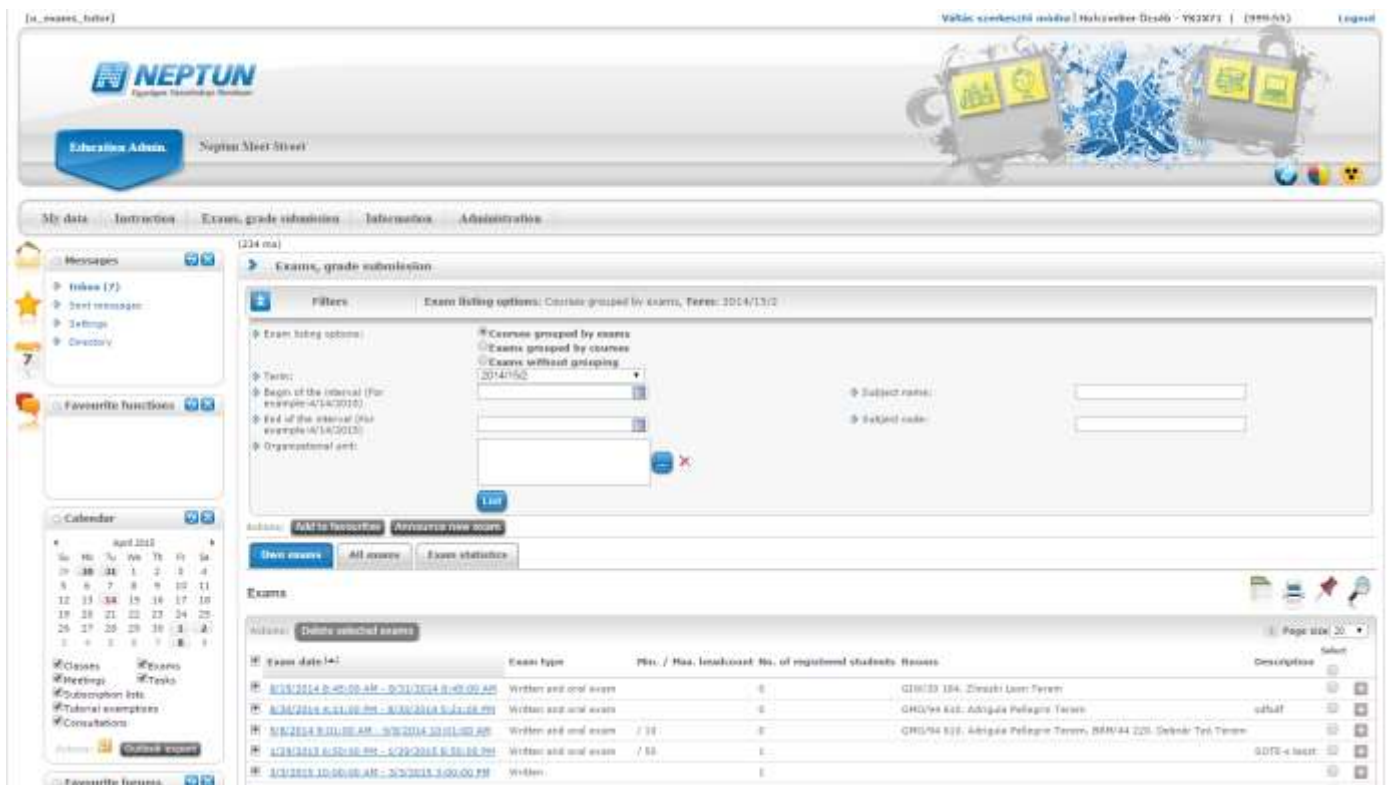
The system counts the experiments, it shows their number and then a text appears that shows whether the experiment was successful or not. If the attempt is successful, this text is displayed in green, and then the system logs the user on. The former "server overload" message disappears with this new logon window.

With the help of the automatic login, the program makes it easier for users to login also in periods of increased loading.

To ensure safe use of the program, storing the login name and password does not work for the supported browsers (so unauthorized access with saved password can be prevented).

### **1.1.2. Display, structure of the interface**

The web interface can be both horizontally and vertically divided into several parts, on the left side and at the top of the screen you can find the menu bar, while on the middle of the interface the content corresponding to the menus.



*The interface*

## The header

Over the header, on the top right corner the name and the Neptun code of the signed lecturer and also the "Logout" button (to exit safely from the program) are displayed.

Between the Neptun code and the logout, a countdown **time display** shows that when will the program log the user out automatically, if there is no operation. The time interval, which is available in case of idle use of the program, is called **session** and it will be mentioned later on.

This automatic logout has safety significance, that if by chance you do not exit the program properly, the program automatically logs you out after the set time. Naturally, the counter is reset to default values on every single interface operation, so if you are actively using the program, this means no time limit at all. Before the automatic logout the program warns you about the logout, thus you may avoid the unwanted automation.

If such user enters the teacher's web interface who is a department administrator as well, the **Role switch** option appears in the upper left corner over the header. With the help of the Role change, it is possible to switch between the roles of administrator and lecturer. The interface changes itself accordingly; other menu items are available as an administrator and other menu items as a teacher.

After entering, you can change the user language with the help of the globe icon in the header. The selection of languages is possible by clicking on the globe icon and marking the flags similarly to the language selection on the login screen.



In case of inner language change, the interface is displayed in the selected language, and in order to update the proper translations, the program will go to the default login screen from every interface. That is, you must return to the interface previously used before language change. If changing the language with the internal language change and logging out in the new language properly, the language profile of the user changes in the same way as if the change had been made on the login screen. Thus in such a case, system messages after logging out will be generated in the selected new language in the system, until the user switches to another language and accordingly logs out from the system.



You can see the graphics of the Neptun in the header, which depends on the set theme. You can select the skin by clicking on the color circle on the right side of the header. Dragging the mouse over the icon a pop-up information panel (tooltip) informs you about it. By dragging the mouse over the different colors the thumbnail of the current **skin** is displayed, thus the selection is simpler. The skin determines the display of the header and the entire interface by a specific color scheme.



Next to the skin selector icon, another yellow circle icon allows to display a contrasting skin **for users with impaired vision**.

You can decide in the header whether you would like to use the **Educational system**, or the **Neptun Meet Street** (, abbreviated NMS) management interface.

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**ATTENTION!** The Neptun Meet Street (NMS) tab is always displayed even if the institution doesn't use this module. In such case, by clicking on it the program informs you that this module cannot be used in your institution. By the way, the NMS serves for sharing documents, creating virtual spaces as a new channel of communication, irrespectively of the study matters as well.

The **header can be hidden**, if you drag the mouse over the empty area between the header and top menu bar and you click on the now appearing small arrow (or anywhere on the interface at this height). In this case, a message appears to inform you about this possibility. By closing the header, the selection choice between the Education System and the NMS is transferred to the top of the page. The closed header can be reopened the same way as it was closed; this time the little arrow points down.

### The left menu bar

You can see five icons in the left menu bar: an **A letter** (as topicalities – topical information), a **star**, an **envelope**, a **calendar** and a **speech bubble** icon. By clicking on the icons we can access the **general information**, the operational possibilities pertaining to **messages**, the **calendar**, the **favourite forums** and the **favourite functions** menu item (we can collect here the frequently used menu items - or even submenu items as well). A calendar displays the lessons, exams and meetings in accordance with the class schedule. If you click on the icon again, then these options can be made to disappear from the interface, and thus the extent of the center operation interface can be enlarged if you want to work there.





The left menu bar can be hidden at once, if you click on the small arrow appearing on the area between the left menu bar and main interface (middle operator interface). The option only appears if you drag the mouse over the separator area. If the interface is zoomed in, then the little arrow on the left side of the interface becomes visible, and by clicking on it you can again shrink the middle main interface at any time.

The background color of the fields in the left menu bar can be changed individually if you click on the little **color picker icon** at the fore-part of the header of the field.

It is possible to define or modify the order of the left elements (Topicalities, Messages, Favorite features, Calendar, Favorite forums using NMS) by arbitrarily transfer. By dragging the mouse next to the label found in the header of the item, a dual arrow appears. Then by pushing down the left mouse button and keeping it down the item can be dragged and dropped over another item to replace it arbitrary.

In the **Calendar** field, the current day is tagged and days which contain events (lesson, exam, task, meeting, and consultation, tutorial exemption and subscription lists type of records) will be marked specifically. By clicking on any day in the calendar, the class schedule is opened with displaying the corresponding week. There are 7 checkboxes below the calendar, out of which less can be used if the institution does not use the NMS module. (Lessons, Exams, Tasks, Consultations, Tutorial exemption). By marking them, you can select which calendar entry you would like to mark in the above calendar.

By clicking on the **Outlook export link** (in front of which there is the Outlook icon displayed) found at the bottom of Calendar field, your calendar (your class schedule) can be exported to the mentioned e-mail program, making it easier to manage or share it. The Outlook export button can also be found on the class schedule interface.

After pressing the Outlook export button, the program navigates to a new interface, "Own data/ Settings" menu, "Outlook export" tab, so further review of export can be found at the certain menu item in the documentation.

### The top menu bar

The top menu bar serves for fulfilling our institutional duties (such as educational matters) and tasks related to our personal data.

On the first entry the password has to be changed in a pop-up window, it serves the user's interest. Only after this you are able to use the interface. The login interface can be set by the institution, on each entry the program will automatically enter to this interface.

On further entries there may also appear a warning pop-up window (for example, if you have a questionnaire to fill in). If you would like to settle the tasks included in the notice by clicking on the appropriate text on these windows, then the program will navigate you to the relevant interface.

By clicking on the menu items, and setting the various internal filters a list is displayed which contains the data corresponding to the settings. You can display or hide the filter settings apply to the list by means of the arrows found on the left side of the "**Filters**" labeled header. It operates uniformly on all interfaces. In case of the up arrows, the filters are just open, if arrows are pointing down, then the filter interface is closed, which can be displayed by clicking on the arrow.

The "**List**" button is positioned in accordance with the position of the current filter. If the filter is not open, then it is situated in the header of the filter.

Filter Exam listing options: Courses grouped by exams, Semester: 2009/10/1

*The header of the filter without the "List" button*

The different orders (e.g. on the "Exams, grade submission" interface the "Announce new exam" operation) belonging to the middle, big operational interface (to the information listed), appear among the links below the filters.

*Operational buttons of the middle interface appear below the filters as links (e.g. "Announce new exam" button)*

A simple example to display content is the "Inbox" interface, where the list of messages appears. The list appears in a separate table, at the top of which you can set in the "Page size" field that data of how many lines should the system display on a page. If the list only fits on more pages, then the numbers at the top of the list indicate the pages; you actually see the faint numbered page.

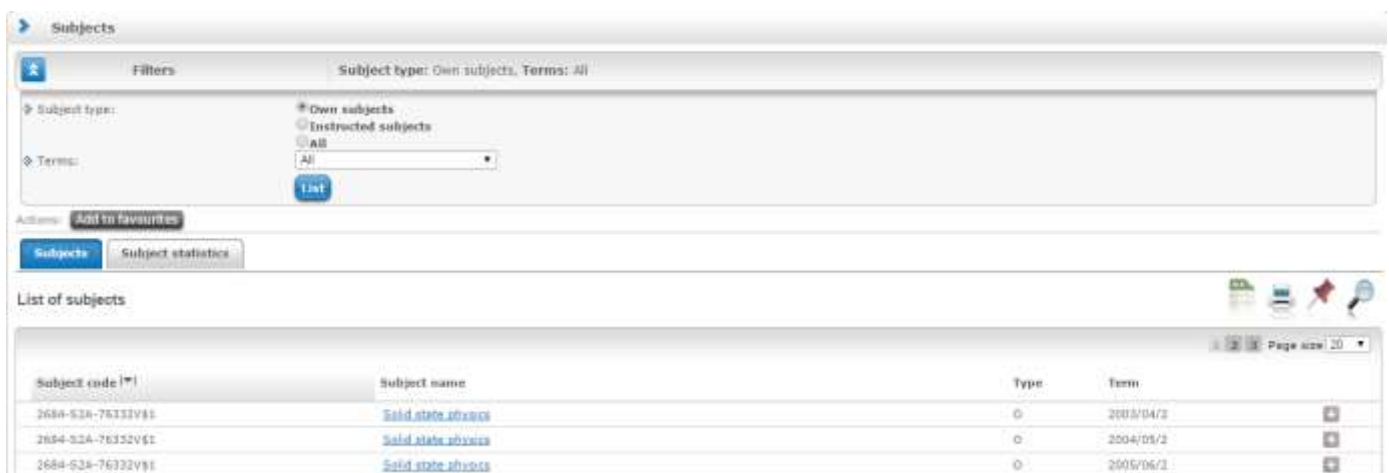
By clicking on any field in the title bar of the list, you can line up the whole content of the list according to the selected field. You can see that items are just **lined up** by which field from that next to the given field a small arrow appears, which shows the direction of the order. All sort settings are saved in the user's profile. In case of those columns which cannot be sorted by their data content, the column label appear in grey and by dragging the mouse over the column label, a tooltip shows the following text: „Cannot be ordered!“.

A new sorting option has been developed by which data can be sorted according to more columns. Thus, according to several columns, that is after sorting on the basis of data of one column and holding down the CTRL key, multiple ordering is available by clicking on one or more other columns header. This allows you

on the Teacher's web interface for example to sort the courses within the single subjects after sorting the subjects.

On sorting, in the header the sorting arrows appear next to the text on the right, and where it is needed in the header of the column, the font size of the header's naming is reduced in order to the number of selections be fit into the column. ATTENTION! It is not practical to disable the "Shockwave Flash" add in the browser which is enabled by default because in consequence of that anomalies may occur in this function on the interface!

The line end "Options" icon (+) or a different colored text usually serve for the management of the lines included in list, but on those interfaces, where the "Options" icon can be seen, clicking on any data of the line a small speech bubble icon (🗨) appears, on which clicking once again operational opportunities, information related to the data can be obtained.



Subject code (*)	Subject name	Type	Term
2684-524-76332V81	Solid state physics	O	2003/04/2
2684-524-76332V61	Solid state physics	O	2004/05/2
2684-524-76332V91	Solid state physics	O	2005/06/2

*By clicking on any data of the line a small icon appears, by clicking on which the shortcut menu can be reached*

## Fields that are required

On certain interfaces or pop-up windows data fields to be filled are also included. Some of the data fields can be filled freely and some are mandatory to fill in. The display of such required fields is different from the conventional data fields; these have a pale background color and a red dotted frame.

If you ignore filling a required field, when saving the operation the program informs you with a pop-up warning message of the need to fill the fields. This warning message appears next to the empty required field. Such required fields can be found in the message writing window where the "Message subject" and "Neptun codes" fields are required to send the message. But among others, we can find such fields at recording contact information or at tasks added for courses.

## More functions button



It was placed on such interfaces where the large number of function keys made it necessary for creating a user-friendly appearance. By clicking on the button the user can select the desired option in a drop-down list.

### **Hierarchical lines, pop-up windows on the interface**

When the lines can be seen in the list contain information at several levels (hierarchical), then by clicking on the + sign found at the forefront of the line, the second level or further levels belonging to the line unfolds. By clicking in the header's + sign, the second level or further levels of all elements of the table is displayed as well.

If there is such a lot of data (line) shown on an interface that paging is possible, then operational buttons being found on the interface are doubled in order to have easier handling; buttons can also be used at the top and bottom of the list. This primarily facilitates the work when displaying a large list, since then for further operation with the selected line at the bottom of the table, there is no need to scroll back to the button bar at the top of the table, but you can use the bar below the table.

On the website the retrieved information (for example, subject data) often appears in a pop-up window. The size of the pop-up window can be changed, increased or decreased by clicking on the arrow being composed of dots in the lower right corner of the window. By clicking in the header of the pop-up window while holding down the button, it is also possible to move the window. By clicking on the little question mark found at the top right corner of the window, you can also display the screen sensitive help of the pop-up window (modal popup).

### **Save to profile**

Applied filters and column sorting performed on web interfaces are automatically saved in the user's profile. So if you want to work again later on the interface, then the program memorize your previously applied settings and you do not need to filter or sort again. On certain interfaces, the saving to profile is more complex because the program can memorize more than one setting as well. Such as the "Exams, grade submission" interface, where the program is able to store various filters and sortings according to the different exam display.

**ATTENTION! For the correct operation of the web interfaces enable javascript. This can be verified at the web browser's security settings, at the setup of "Scripting / Active scripting". In Windows Internet Explorer at the following location: "Tools, Internet Options, Security, Custom Level, Scripting - Active scripting"; at the end of the path you have to set the "Enable" check box for proper the operation.**

### **Save current lecturer term / term to profile**

Institutions do have the possibility to define a current term for the lecturers in the educational system. If this is set, then the term (actual) will not be saved to profile, but the mentioned one which has been set will always be the default on every term.

## The Footer

The web information documentation can be found in the footer: "**Help file**", the "**Help**" (screen sensitive help), the "**Sitemap**" and "**Error/Request-registration form**" as well. If there is no uploaded help for the screen sensitive help, then a tooltip provides information about it.

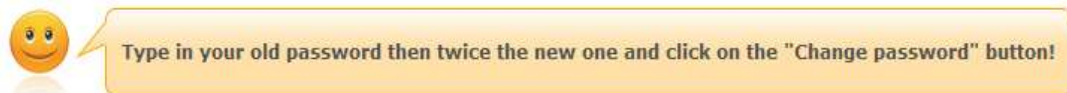
## The session

For safety reasons, as usual on web-based applications, after a specified time (this time is set by the institution) the session also expires in the Neptun. This is important if a user may exit incorrectly, then no one else has access to his/her data.

Few minutes (this is determined by the institution) before the session expires, the program warns about it and offers the choice, whether to continue the current operation or close the program. Accordingly, you are able to finish a long pending operation as well (e.g. writing and send a message).

## The information panel

The information panel serves for displaying definitely important information on certain interfaces. The information panel is situated in a conspicuous yellow text bubble in a prominent place next to a "smile face" on every interface, where it is needed.



*The information panel on the password change interface*

## Use of icons (print, search, pin, Excel export)



*Icons on the web surfaces*

By clicking the **search** (magnifying glass) icon a search interface appears on the top of the list. Here you can select from the combo box that which data of the line you want to search, then enter the search text and click on the "Search" button. The search runs by pressing the enter as well. Then in the list, only lines corresponding to the given conditions remain. Searching works for part-word as well, and it is not sensitive to small and block letters.

You may use the fragment word search in searching, thus, you can search for a text, of which you only know the beginning, or just the end (or just a small part of it). However, in such a case mind that the program will list all those hits in which anywhere (not necessarily at the beginning or at the end) this fragment is included.



If you want to see the full list again, click on the "Search" button in a way that the "Search text" field is left blank.

The **push-pin** (map-pin) serves for "pinning" the current list, which should be used when a lot of data found in the given list. In such a case the internal scroll bar helps to manage the interface.

By clicking the **printer** icon you can print the current page. Then a print preview will appear in a new window.

On any interface where it is possible to print the listed data and the items appear on multiple pages, you can **print all the data**. By clicking on the printer icon, a warning message is displayed: "Do you want to print the current page only?" If you give the "No, all of them" answer, then all the lines of the list will be displayed on the print preview regardless of whatever page size is set and on which number of page you are. If all the data is listed on an interface and there is no paging option either, you will not see the pop-up window, since in such a case it would be pointless.

The **Excel** (xls) icon serves for export the content of the list to Excel, so you can also edit the data in Excel. On grade submission interfaces this icon can be used for import grades from an exported Excel table.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "No, all of them", then all the data are displayed in the exported Excel.

### The date picker pop-up interface

On every interface where it is possible to set the date, the date picker pop-up window can be used. By using it, beyond the year, month and day, the hour and minute data can also be selected. The hour/minute can be determined by using a value fillable field.

The month and year can be changed with the arrows pointing to right and left in the header.

By the "Now" button the current date/time will be set. The date picker interface can be closed after selecting the time with the "Done" button.

By using it, it is also possible not only to select the date but to fill the date with the keyboard. In case of using the keyboard, mind that non-existent date cannot be entered.

In case of logged the system in other language than Hungarian, the interface follows on the date characteristics of the given language.

### Delete confirmation - feedback

On interfaces where it is possible to delete data, before the deletion, the program sends a confirmation feedback message in which it asks whether the user is certain to delete the selected rows or values or not. Consequently, accidental deletions can be avoided.

### Using the text editor



On those interfaces (such as message editing, syllabus, subject description etc.), where the program enables word processing, an HTML editor with generally known features is available for the user.

It is possible to copy an already edited text (e.g. from Word) with keeping the formatting, or with the removal of them. Or you can remove all the formatting posteriorly at once. In addition, there are options of defining the block style, format, font size and font color, font type, you can switch to full screen, undo the last operation and you can also use the upper and lower index display. By the help of the component used by the Neptun you can easily copy already formatted text files.

## 2. Special functions

### 2.1. Favourite functions

One important point of the left menu bar is the "**Favourite functions**" where you can create your own menu bar in accordance with your own demand. Consequently, you can collect either those frequently used menu items or also submenu items that are highly significant for you in the program.

This makes it possible that you do not need to search among the many menu items. After exiting, the menu of the favourites is saved in the user web profile, it is not lost.

**The icon of the "Favourite functions" box is the yellow star found on the left side of the interface.** By clicking on this icon the favourites box can be displayed and hide.

If you display a certain interface with the upper menu bar, then an "**Add to favourites**" link appears on every interface, on which clicking you can add this menu item to the favourites, which is then added to the favourites box of the left menu bar. After this, this label will not appear on the given interface again.

A little x icon appears in the favourites window next to menu item's name, with which you can remove the added menu item from the favourites.

You are able to close the Favourite functions box by means of the x found at the top right corner of the box, which then disappears from the left menu bar. The hide or display of the favourite functions box is also possible by clicking on the yellow star icon on the left side.

### 2.2. Messages/Inbox



One of the boxes of the left menu bar is the "Messages" field, which you can display or hide by clicking on the **yellow envelope icon** in the left menu. The message box can be hidden by its own close button, which is a small x on the upper right corner of it.

You can find four menu items in the messages box:

- **Inbox**
- **Sent messages**
- **Settings**
- **Directory**

On this page you can view received messages by clicking on the "Inbox" link, and here you can also write a new message. In the Neptun you can receive messages from the university academic affairs co-workers, from other teachers, and from those students for whom you have enabled this on the "Settings" interface belonging to messages. In addition, the Neptun itself automatically sends also messages about those incidents occurring in the system, of which you have requested such notifications. This can be done also on the "Settings" interface belonging to messages. The list of messages can be printed by clicking on the printer icon, and then clicking on the "Print" button at the displayed print preview.





Those of your messages that you have not read yet, appear in bold type. In the lines of such messages a **closed envelope icon** is displayed in front of the subject field, while at the already read messages there is an **open envelope icon** at the same place.

In case of an **information message of writing out a meeting**, a small **icon depicting a group** is displayed in front of the sender name, making it easier to distinguish such messages.

**ATTENTION!** In case of messages, it is useful to display the list in descending order of date of arrival, but by clicking in the title bar of any column (Sender or even Subject) you can line up the contents of the whole list according the selected field.

Messages can be listed according to 3 types on the "Inbox" menu item:

- **Custom messages,**
- **Automatic messages,**
- **All messages.**

By selecting the "Custom Messages" check box, on listing, system generated messages appear on the screen independently of whether it came from lecturer, student or administrator through the program.

In case of true value of the "Automatic messages" selection box, only those messages are displayed on the interface, which are automatic messages. I.e. messages which were generated by the system when an event had taken place.

If the "All messages" checkbox is selected, according to the previous operation, all messages will appear on the interface. By default, messages are displayed by the "All messages" check box. The status of checkboxes is stored into the user profile.

### 2.2.1. Reading and writing responses

To read the message, click on the **link of the "Subject" column**. You can view the text of the message in a pop-up window. To read the message, click. You can view the text of the message in a pop-up window. There are 5 recipients in the "**Recipients**" field; if there are more, you can view them by clicking on the "**Further recipients**" link.

Display restrictions of recipients can occur either because of institutional setting or on the level of single messages. If secret recipients have been identified when sending the message, then only your name will be displayed among the recipients.

The "**Reply**" button is the potential for an immediate reply. This option cannot be used in case of system notification. The same rules apply to response as for write a message detailed in chapter 3.

With the appearing "**Print Message**" button in the message window you have the option to print the specific message.

You can choose from a number of print templates, if it is allowed by the institution. (On the web interface of the Neptun you can select from blanks uploaded by the institution on many interfaces, thus you are able to use the appropriate format in accordance with the institution's expectations.) If there are several templates to choose from, then a template-selector window will appear, if only one template is uploaded to the system, then the program automatically starts to print that pdf.



With the help of the "Previous" and "Next" buttons above the text box, you can skip to the next or previous message.

By clicking on the "**Add user to the directory**" button the message sender can be added to the directory. You can add this person to the appropriate, existing group in the appearing pop-up window. In this popup window, you can also create a new group with the green button (with white cross in it) situated next to the group drop-down menu.

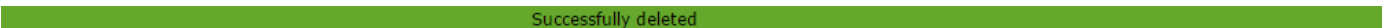
From now on, this user will be included in the directory by name.

### 2.2.2. Delete messages

If you want to delete from your messages, then tick the check box(es) found in the line of the selected message(s), then click on the "Delete" button.

If you want to delete all of the messages on the given page, then click on the top check box in the "Delete" column, and then the "Delete" button.

On web interfaces, when you delete a message a feedback message of success of the deletion appears on the top of the lines of messages **in a green information bar** which can be seen timed for 5 seconds and then disappears from the interface. If the institution uses NMS module, in case of accepting/rejecting the system message of a written meeting, the feedback of the successful operation also appears in the same way.



Successfully deleted

*Display of message deletion*

### 2.2.3. Write a message


You can send messages to any Neptun user (administrators, teachers, students), but they - except for the students - will receive them just in case if they have allowed for you to send messages at their own settings. Otherwise, you will receive an error message when you try to send your message.

Compose new message ↗ ✕














◆ Recipient(s):  ⋮







◆ Secret recipient(s):  ⋮

◆ Subject:

◆ Valid until:  

**Message text**

    **B** **I** **S** **U**  $x_2$   $x^2$   $I_x$          

  **Stílus** **Formátum** **Betűtípus** **Mé...**    

*Message sending window*

To write a new message, click on the "**New Message**" button. In the resulting window, type in the Neptun code of the recipient or the recipients, fill in the subject of the message and type your message! These fields are absolutely necessary to send the message. Messages can only be sent by Neptun code! In case of more addressees the codes must be separated by commas!

### Secret recipients

Depending on the institutional setting, it is possible to encrypt the recipients. Accordingly, two recipient boxes may appear in the message sending window:

- **Recipient(s)**
- **Secret recipient(s)**

The Neptun codes of the visible recipients can be specified in the "**Recipient(s)**" field, while the encrypted ones in the "**Secret recipient(s)**" field.



It is possible that the institution allows determining only public, only secret, or public and secret recipients (at the same time).

When receiving a message, only visible, unencrypted recipients appear in the message for the recipients of the single messages. The receiver of the message cannot see the secret recipients.

When composing a new message, form check runs down for the content of the "Recipient(s)" and the "Secret recipient(s)" fields. If the fields do not contain - separated by commas - Neptun codes, the system does not send the message and lists the formal incorrect recipients in a feedback window.

In case of **group messaging**, where you can choose from the "All students" and the "Select custom students" options, a "Secret" check box appears. If this is ticked, then the selected recipients get into the "Secret recipient(s)" field, but if the check box is in false position, then into the "Recipient(s)" field.

You are able to give into the "**Valid until**" field that how long the Neptun should store the given message in the recipient's inbox. This field is not mandatory to fill. The easiest way you can choose the desired date is that you click on the small calendar icon, and then click on the selected date on the appearing calendar interface.

You should tick off the "**CC to email**" check box, if you want the system to surely try to forward the given message by email to the students, regardless of what they have set as a general rule.

To edit the message a HTML editor is available, by the help of which you are able to edit the text as you wish.

When you are finished writing the message, then click on the "Send" button found at the bottom of window.

By closing the popup window, you can return to the previous interface without sending the message.

### **Attach a file to message**

It is able to attach a file to the message. Attachment of a file can be carried out in two ways. You can upload previously uploaded documents from the document library with the "**Existing document reference**" button or an entirely new document with the "**New document reference**" button. The uploaded message is displayed in the Description field as a link. An attach (paper-clip) icon can be seen next to the received message at the addressee of a message to indicate that attachment is included. To view the attachment, open the message and click on the link there. After you click on the link a window appears with the data of the received document in which if you click on the File download link the attached document can be viewed.

**WARNING!** The option of document attachment to message is available only if the institution uses the Neptun Meet Street module. In case the 'CC to email' checkbox is used, the attached document will be sent by e-mail in accordance with the institutional regulations. In case of some settings it is possible that if the size of the e-mail attachment exceeds the limits set by the institution, the email is sent, but the attachment is not. For information about settings, please ask the Neptun system administrator!

The institution may control that messages not to be sent by the lecturers for students who have no longer legal relationships. In this case, the program notifies of the unsuccessful sendings in a feedback message.

## 2.3. Sent Messages

You can see the list of the sent messages on this interface.

In the list of sent messages the most useful information is displayed, such as the 'Recipients', the 'Subject', the 'Send date', and besides them you can even see in the 'Group' column that to what group (students of a subject or a course etc.) you have sent message collectively.

You can print the list of messages by clicking on the printer icon located at the top of the list.

### 2.3.1. Reading sent messages

To display the content of the message, click on the **link of the Subject column** of the given message.

With the here appearing "**Print Message**" button you have the option to print the specific message. You can choose from a number of print templates, if it is allowed by the institution. (On the web interface of the Neptun you can select from blanks uploaded by the institution on many interfaces, thus you are able to use the appropriate format in accordance with the institution's expectations.) If there are several templates to choose from, then a template-selector window will appear, if only one template is uploaded to the system, then the program automatically starts to print that pdf.

### 2.3.2. Deleting sent messages

If you want to delete from your sent messages, then tick the check box(es) found in the line of the selected message(s), then click on the "Delete" button.

If you want to delete all of the messages on the given page, then click on the top check box in the "Delete" column, and then the "Delete" button.

**ATTENTION!** In case of messages, it is useful to display the list in descending order of send date, but by clicking in the title bar of any column (Neptun code, Recipient, Subject, Send date) you can line up the contents of the whole list according the selected field.

## 2.4. Messages/Settings

Moving through tabs located on the interface you can perform the settings connected with sending and receiving messages. You can choose which students are allowed or not allowed to send message to you, or you can choose what type of messages you would like to receive.

### 2.4.1. Allowance of incoming messages

Here is possible to enable or disable students to send message.

Choosing the "Prohibit" option at the "**Permit message sending for all students**" selection key is generally prohibits all students to send a message to you. The "Permit" option will allow all students to send message.



If you do not want the above prohibition or authorization to be applied for some student, then the given user(s) must be added to the "**Exceptions**" list located at the bottom of the interface. Whichever version is used (global prohibition or authorization), click on the "**New exception**" button and enter in the student's Neptun code, for who - depending on the above rule - you may authorize or just not to send message, and select the suitable check. Fix the rule with the "Save" button. After that the saved rule appears on the interface, and further on it can be modified or deleted as well ("Delete" check, and then the "Delete selected exceptions" button) by clicking on the corresponding button.

## 2.4.2. Automatic notifications

Here you can define which message types you want to be notified of via **email as well**. By selecting the Email check box next to the desired message types and click on the "**Save**" button. Thereafter Neptun messages from the selected message type will be forwarded to your default e-mail address automatically.

You can ask message notifications basically of two types:

- **Messages sent by students**
- **Messages sent by either lecturer or administrator**

In addition to these messages lecturers may also receive notifications of the following message types, depending on what duties they have.

Other types of messages:

- Messages concerning classroom reservations
- Messages concerning FIR processing
- UniPoll questionnaires
- Messages concerning the virtual space
- Messages concerning requests
- Messages defined by the institution (the school may define it optionally)
- Messages concerning user administration

### **End of day / concatenated messages and e-mail (digest)**

In order to ease the comprehension of the increased system message turnover in certain periods, it can be set that the same type of system messages be sent concatenated once a day.

The institution may determine the time of delivery as it wishes.

To receive concatenated, end of day message from certain types of messages, you have to tick the "**Digest message**" and the "**Digest email**" columns check boxes.

ATTENTION! If the user requests an end of the day notice from a given message type, the program sends end-of-day notification only, immediately not.

## 2.5. Messages/Directory

On the directory interface you are able to arrange recipients into optional groups and to send a group message to the group members. Accordingly, the interface gives an opportunity not only to send a group message to the existing groups of subject, course or examination and select recipient, but to create an often used, personalized list of recipients in accordance with other, freely formed groups.

There is a **group filtering option** on the directory interface where you can choose from your own previously defined groups.

You can select the group of which you want to list the recipients from the group drop-down menu. You have the option to be list "All groups". To list, press the **"List"** button!

Members listed on the basis of the group appear by name and you can see in a table to which group they belong and also the comments that you have added to the person when you add him/her. You can modify the group of the person, the related comment and you can send a message to the person with the line-end Options icon. By clicking on the **"Send group message"** button you can also send a message to all persons of the list at the same time (the possibility of group message sending depends on the institutional setting).

By clicking on the **"Add new"** button, you can add a new directory member by Neptun code on this interface. In case of **group messaging**, where you can choose from the "All students" and the "Select custom students" options, a "Secret" check box appears. If this is ticked, then the selected recipients get into the "Secret recipient(s)" field, but if the check box is in false position, and then into the "Recipient(s)" field.

If you click on the **"Edit"** button next to the "Group" drop-down menu at the filter, a new interface appears, where you can administer your directory groups.

On the **"Directory groups"** interface, you can see your already created groups listed, and you can also create a new group with the **"New group"** button. By clicking on the "New Group" button, you only have to enter the name of the group in a pop-up window, and then finalize it with saving. So after that click the newly created group will appear in the list.

The names of the groups listed can be edited by selecting the line-end "Options/Modify" link. A certain group can be deleted by marking the check box and then clicking on the "Delete" button.

### Add persons to the directory

To add a new member to the directory is possible not only with the **"Add new"** button on the interface, but on several other places.

Adding persons to the directory in an opened message on the "Inbox" interface is possible with the **"Add user to the directory"** button as it has been described at the messages.

**Further possible options for adding persons to the directory** are the list of students appearing in the windows of the Subject, Course and Exam (where there is an "Options" menu accordingly) or it is also possible at the virtual members of the Neptun Meet Street.

On the web interface of students, users can also be added to the directory in the "Information/ Search for students" menu item.

At these lists the "**Add user to the directory**" link is displayed when you click on the "Options" icon seen in the line of the given person, on which clicking you are able to assign the person to the appropriate group in a pop-up window. In this popup window, you can create a new group as well with the green button (with white cross in it) next to the group drop-down menu.

Moreover, in the student list of the Subject, Course and Exam, individual and group messaging functions have been created.

## 2.6. Topicalities



On the left sided "Topicalities" menu, you can read important information about the use of the Neptun, or other significant information. To visualize or hide the topicalities box, click on the left I letter icon. The box can also be hidden by its own x closing button from the menu bar. By clicking on the update button of the small window you can update the content of the box.

## 2.7. Calendar



The calendar box can be displayed or removed from the left menu bar with the little calendar icon on the left. The box can also be hidden by its own x closing button and the content of it can be updated by clicking on the update button.

Class, exam, task, meeting, consultation, tutorial exemption and subscription list type of entries are displayed in the calendar.

It is situated in the left menu, so you can always look at it, it is always at hand. It is possible to display the days and its associated occasions per month. You can change month by clicking on the arrow located on the two brink of the header. It is possible to display different variations of the lesson, exam, task, meeting, consultation, tutorial exemption and subscription list type elements even with selecting only one type. You can choose by the help of the check box beside the appropriate text. The current day is highlighted in red.

By dragging the mouse over the event, a tooltip shows the details of it. The same data are displayed which are also shown at the class schedule. The holidays are also displayed.

If you click on one day in the calendar, then the program navigates you to the Studies / Class schedule interface, where you can see your schedule more precisely, and you can display details of subject and course data.

**ATTENTION!** Some certain displayable elements of the calendar will only be displayed if the institution uses the NMS community space.

## 2.8. Favourite forums





If the institution uses the Neptun Meet Street community space module, the favourite forums icon and the associated field appear among the special functions on the left.

In this field favourite forums can be displayed chosen in the Neptun Meet Street arbitrarily.



## 3. Own data

### 3.1. Personal data

#### 3.1.1. Personal data

You can see your own basic personal data on the top of the interface, and you have the opportunity to modify them by clicking on the "**Data modification**" button (e.g., name, nationality, date of birth etc.).

On the interface you can see your employee data (e.g., tutorial identifier, academic degree, IT qualification etc.), legal relationship data, languages recorded in the system in which you educate, and those organization units that you are added as lecturer. Your institution may record extra data as well which may be displayed here.

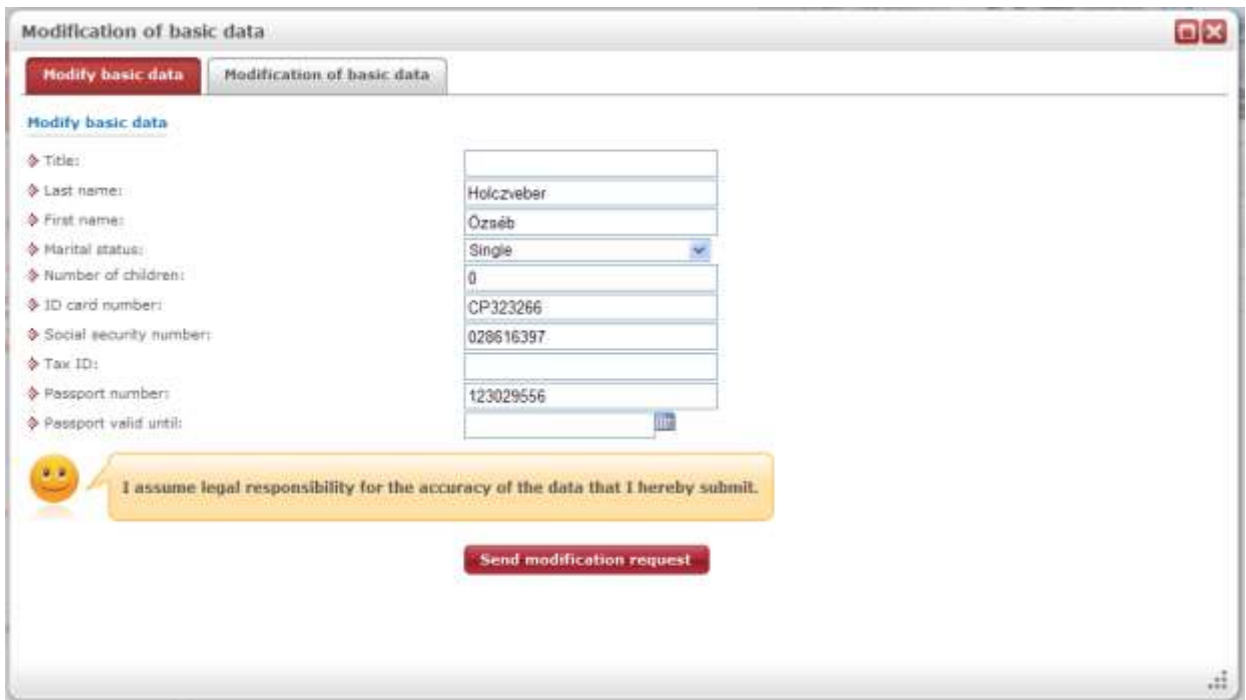
If you have a dual citizenship and the institution even records it, then a "**Citizenship2**" line appears on the interface below the Citizenship, in which the secondary citizenship can be viewed. If the institution does not record your secondary nationality, the Citizenship2 field does not either appear on the web.

Your **employee data** form a separate block on the interface. Data of the "Academic degrees", "Public employee elsewhere", "Contract lecturer elsewhere", "External employee", "Pensioner" and "IT qualification" fields are displayed. The ability to change the contents of these fields can be controlled with data modification permission by the institution. IT qualification is required to be reported to the Higher Education Information System (FIR). This can be read in an information panel as well.

A separate table serves for viewing **your academic degrees**, where you have the opportunity to delete or even modify a recorded degree at each lines and a separate button is for adding a new degree.

On modification or adding a new degree, a pop-up window will appear where you can select from degrees defined by the institution, and then you can provide a name for the added item.

On the teacher's web, the "Tax ID" and the "Social security number" recorded to the lecturer can also be viewed under the "Own data/Personal data" menu item. These values are only shown if your institution authorized the modification of them.



*Modify personal data*

### Edit basic data

By clicking on the "**Data modification**" button, the interface appears in a pop-up window on which you can change your (basic) personal data.

Here you can enter here your changed data or information. With the "**Send modification request**" link the system records desired modification request, and provides feedback of it.

It depends on institutional setting that which data can be modified in the window.

Depending on the institution's settings, the sent modification will be accepted automatically or manually by an administrator. In the latter case, you may have to announce your personal data changes and certify them with documents at the institution's administration department of labor. You can follow up your sent modification requests on the "**Personal data/Data modifications**" interface. You can acquire more information about the valid settings of your institution and documents necessary to verify data modification from your colleagues dealing with labor administration.

### 3.1.2. Records

Under the second, "**Records**" tab on the Personal data interface, your official documents are shown that have been uploaded to the system. Here you have the opportunity (if your institution authorizes it) to upload a new record/records and modify or even delete the existing data as well.

The following columns are displayed on the interface: "Record type", "Identifier", "Expiration date" and "Remark".

You can **modify certain records** by clicking on the "Options" at the end of the line. By clicking on the modification, you can see the alterable data in a pop-up window (e.g. record type, identifier, validity etc.).

Data that can be changed may vary by institutions.

## 3.2. Qualification



On this interface you can see your qualifications, language examinations and recorded memberships added into the system which you have acquired previously.

**ATTENTION!** It depends on institutional settings that what data can be changed from the web interface. It is possible that some data are read-only and you cannot modify them. Find your data modification requests aggregated under the "Own data/Data modifications" menu.

### 3.2.1. Qualification/Previous qualification tabs

Here you can see your previously acquired qualifications (high school graduation; college, university degree; PhD etc).

It depends on institutional setting whether you have permission to add new pre-qualification and delete/modify previous qualifications that have been recorded previously or not. **New qualification** can be added by clicking on the same name button. To **delete**, **modify** and get **more information** of a qualification, find the operation links at the foot of the data.

The "**Qualification**" tab appears also, which contains important information belonging to your occupied employment of your previous trainings.

By clicking on the "Details" option extra information of previous qualifications administered by the institution can also be viewed.

### 3.2.2. Language tab

Here you can see your language examinations added into the system which you have acquired previously. It depends on institutional setting whether you have permission to add new language exam or delete/modify language exams that have been recorded previously or not. New language exam can be added by clicking on the "**New language exam**" button. To **delete**, **modify** and get **more information** of a language exam, find the operation links at the foot of the data.

### 3.2.3. Memberships tab

Here you can see your memberships recorded in the system. The same rules apply to the new addition, modification or deletion of the existing ones as described at the other tabs.

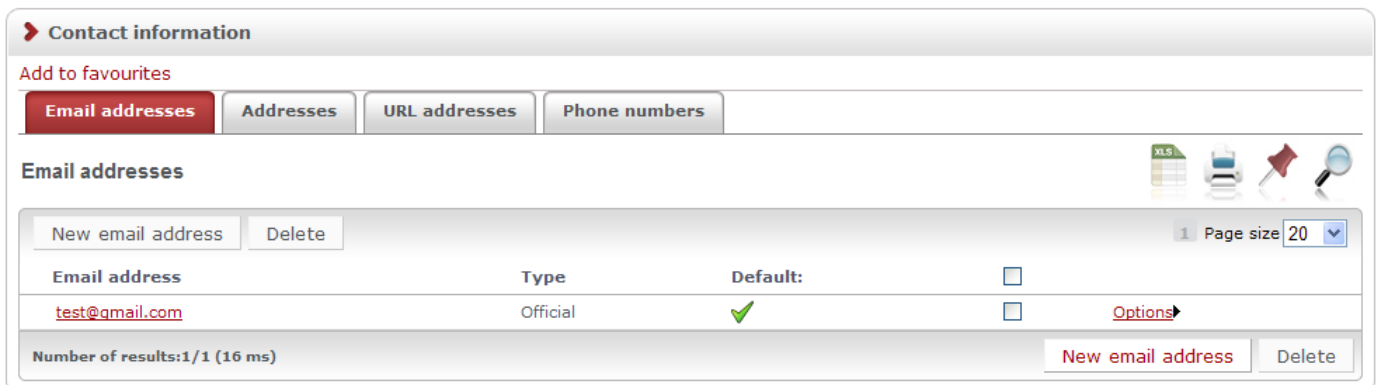
## 3.3. Contact information

On this page you can enter and edit your contact information, including email addresses, phone numbers, postal and website availabilities. These data, because of their personal nature, apart from you can only be seen by administrators possessing the suitable permission.

On the interface you can see your already entered availabilities on the "Email addresses", "Addresses", "URL addresses" and "Phone numbers" tabs, here you can delete and modify them or add new data into the system.

**ATTENTION! Be sure to give your permanent address**, as this is necessary for the institutional data supply! In addition you should also enter your email address, as this is necessary in order to automatically forward Neptun incoming messages. This can be done by the help of the Settings menu found in "Messages" box on the left side of the interface.

**ATTENTION!** Your institution may specify to give permission to modify, delete certain values and probably to add new data, or only allows viewing the recorded values.



The screenshot shows a web interface for managing contact information. At the top, there's a tab labeled 'Contact information' with a sub-tab 'Email addresses' selected. Below the tabs, there are buttons for 'New email address' and 'Delete'. A table lists email addresses with columns for 'Email address', 'Type', 'Default', and 'Options'. One entry is 'test@gmail.com' with 'Official' type and a checked 'Default' box. At the bottom, there are 'New email address' and 'Delete' buttons.

Email address	Type	Default:	
<a href="mailto:test@gmail.com">test@gmail.com</a>	Official	✓	<input type="checkbox"/> <a href="#">Options</a>

*Contact information interface with default e-mail address*

### 3.3.1. Enter new contact information

For adding a new availability use the "New..." labeled buttons found on given tab, and give the new information on the proper interface, then click the "Save" button.

In the case of filling the contact information incompletely (required fields are marked with an asterisk) a warning label indicates that the field is required to fill.

On adding a new address and entering the city, the program will automatically fill the 'County' and 'Postcode' fields.

### 3.3.2. Modify contact information

If you want to change a detail, click the "Edit" link found in the given line and make the desired modifications in the pop-up window, then click the "Save" button.

### 3.3.3. Delete contact information

The system also allows deletion, if you tick the "Delete" check box in the delete data line, and then click the "Delete" button. In case if you want to delete all the already set data together on the given tab, then tick the check box in the column header, which causes that check boxes found in all data lines will be ticked, and click the "Delete" button.

### 3.3.4. Default e-mail address/phone number

Out of the recorded e-mail addresses, every student and employee **must have one and only one default e-mail address**. The default pipe can be used not by type (official and private), but with reference to all addresses, irrespectively of the type. Only one e-mail address of all can be set as default.

On the basis of the operation of the program, if there is not any e-mail address recorded, and a new one is being added, then regardless to setting the type, the "Default" check box will be automatically ticked. If more



email addresses are included in the system, and the pipe is exempted from the Default check box, the program warns that "There is no default e-mail address!". If more e-mail addresses are included, at which the types are filled, and the "Default" check box is ticked at such an address which has been marked as empty up to now, then the program will remove the checkmark from the box of the email address which was previously marked as the default.

If you delete the default address, then the last recorded e-mail address will be automatically the default one. If a new e-mail address is being recorded and its type is not filled in, then the last recorded e-mail address becomes automatically the default e-mail address. Consequently, always the "Official" type e-mail address will be the default, and if you do not specify the type of it, then the last recorded e-mail address will be the default, even if you already have an official type e-mail address marked as the default.

**Phone numbers** can be specified as default as well. Default phone number has significance in case of institutional SMS sending. Here it is always needed to have one default phone number as well.

### 3.3.5. Record address (in one piece or in detail)

On recording an address, it depends on the institutional setting whether you have to add your address in one piece or in detail. Both options are available as well. The city and zip code fields are required. Details refer to other parts of the address, to the public place, house number and staircase etc.

If Hungary is selected in the "Country" field, the program checks the accuracy of the postcode and accordingly, in this case it fills the county and city data automatically. In case of foreign address, the post code check does not work.

Information window also provides information about your choice at the bottom of the pop-up window and the corresponding fields become active.

### 3.3.6. Print data

The lists can be printed, if you first click on the printer icon at the top right side of the list, and then on the "Print" button in the resulting window.

**ATTENTION!** You can find your modifications of accessibilities and data modification requests initiated anywhere on the web interface at the "**Own data/Data modifications**" section.

## 3.4. Settings

On this page you can change your entry password and login name. And here you can both reset your web settings to default values (delete profile) and set you nick name as well.

**ATTENTION!** The login name and password change tabs are only displayed if these features are enabled by the institution.

### 3.4.1. Change login name (optional)



Here you can change your login name (identifier) used for entering the Neptun which is your Neptun code by default. (It depends on the institutional setting whether it can be changed or not.) Enter the chosen login name into the "New login name" field, and then click the button below it. You can enter only capital letters and numbers in the specified login name.

### 3.4.2. Password change (optional)

Here you can change your password used for entering the Neptun. First, enter your former password and then the new one twice, and click on the "Change Password" button. The system provides feedback about the successful password change. It is useful to change your password for a specific number-letter combination that is difficult to guess by others. Block and small letters of the Hungarian alphabet and numbers can also be given in passwords.

On web entry, as well as on changing password, a warning message appears when the Caps Lock is being pressed.

**ATTENTION!** If your institution uses an external system for authentication - that is, you must set your password not within the Neptun - then it is not possible to change your password here, it can be done in the external system.

**ATTENTION!** It is recommended to change your password periodically, because it will prevent unauthorized access to your personal settings and data. For this reason, on the first entry into the system this interface is automatically displayed. **AT THIS MOMENT YOU MUST CHANGE YOUR PASSWORD, DO NOT USE YOUR DATE OF BIRTH IN THE FUTURE!**

### 3.4.3. Profile management

Here you have the possibility to delete your personalized user settings previously saved by the program with the "**Delete profile**" button. Such as for example the different sorting settings, or search settings which are saved by the program. By deleting the profile you obtain the program's default settings.

### 3.4.4. Nickname

This will allow you to set a nickname, which practically corresponds to the "nickname" expression used on English-language web sites and programs.

The essence is that you have the option to attend with this nickname on the various interfaces of Neptun anonymously and thus become searchable (e.g. when announcing a new meeting at the selection of the recipients). The nickname currently serves for facilitating the search for the students and teachers in the Neptun Meet Street, so we ask you to take this into consideration when you add your nickname.

**ATTENTION!** The availability of change depends on institutional setting, and if it is not possible, then the menu item will not be displayed either.

### 3.4.5. Export to Outlook



The entries of your calendar/class schedule can be exported to Microsoft Outlook email client (in Normal view). You can use the "Outlook Export" interface for this. The Outlook export link appears below the Calendar of the left-hand menu bar as well as on the class schedule interface in normal view (furthermore also on the Calendar interface in the NMS similarly to the class schedule).

**ATTENTION! The contracted and the semester view of calendar/class schedule cannot be exported!**

If you click on the Outlook export link anywhere in the program, you will automatically get to this interface.

There are two types of exports available:

1. Automatic update (Outlook and/or web-based calendar, for example Google Calendar)
2. Manual update

### **Automatic update**

If you click on the „**By clicking here you can set in Outlook**” labeled link, all entries of the calendar and class schedule will be loaded in the Microsoft Outlook program.

After this grant, by restarting the Microsoft Outlook and synchronizing folders manually, entries will be updated. No more further exports will be necessary for this.

The webcal protocol name cannot be imported for calendars used on the web (e.g. Google Calendar), it has to be replaced to https. For ease of handling another link can be found with the following beginning: "**Copy this link to Web calendars**". The new link uses https protocol, so after copying and importing it into a web calendar it allows export of the calendar with automatic update. It is important that in case of web calendars, the auto-update is typically slower than the update of calendar exported to the Outlook.

### **Manual update**

In case of a manual update, you can specify a time interval on the Neptun Web interface in which entries should be exported.

The "Date from" field is loaded with the current date and the "Date to" field is loaded with the same day of the following month by default.

Only those types of entries will be exported that are selected to be displayed elements in the left side calendar or the calendar of the NMS or in the class schedule.

With opening, the file can be loaded in the Microsoft Outlook program immediately. Or if you choose saving, an .ics (iCalendar) file will be saved which can be imported into the Microsoft Outlook (or Google Calendar as well).

**ATTENTION! Manually updated .ics file can be loaded into and used in Google Calendar!**

In case of manual update, after the loading the .ics file and the mail program folder synchronization, class schedule entries will not be updated in the Microsoft Outlook.

If the interval that has been specified at the Outlook export does not include any calendar entry, you will receive a **warning message** about this; consequently, unnecessary empty export can be prevented.





## Excel export

Next to the Outlook Export link there is an **Excel export** link that allows you to export the class schedule entries into the Excel. Setting filters of the data to be exported can be done the same way and the same place as the setting option for Outlook export manual update. You can specify a time interval which is the interval of export entries. In the Excel export file those types of events will be included which have been selected before pressing the Excel export button. When you export to Excel and the set time interval does not include any calendar entry you will receive a warning message about it.

## 3.5. Data modifications

You see here your previously sent data modification requests.

In the "Accepted" column you can see whether a request has already been accepted or not. If it has been accepted, a green tick gets into the column. In this case, the date is also displayed in the "Date of judgment" column.

All of your data modification requests are shown on this interface, independently of on which web-based interface you have initiated the data change (e.g. you can find here your address modification requests as well as your language exam demands).

Here you can check that which values of each of your data were modified and when. Moreover you can get more details if you open the single rows.

You can see in the main line of the modification that what type of data has been modified (such as a permanent address), and if you open the hierarchically subordinate line, you will see precisely what you have modified to what (for example in case of address, street, city, country etc.).

## 4. Education

### 4.1. Subjects

You can view your own and instructed subjects on this interface and you have the possibility to view the details of each subject, in certain cases to change them, or to send group message to students of a subject.

The “**Own subjects**” name means that you are the responsible lecturer of the given subject as defined by the institution. In such cases, there are more opportunities in view of the subject as a whole (for example, in such cases you may specify syllabus).

In case of the “**Instructed subjects**”, we can talk about such subjects of which you are the course tutor. In the present case, you can view the subject data (e.g. syllabus), but you can administer only the course of the subject educated by you.

On the interface an information panel also provides information both on the educated and own subjects:

#### 4.1.1. Filters

The subjects can be filtered by two criteria: **Subject type** and **Semester**. Among the subject types, the own subject means those, for which you function as a responsible lecturer, and the instructed subjects mean those where you are a lecturer of some of the courses of the subject. The “**All types**” set contains subjects of the two previous categories in aggregate. Here in the “Type” column an O/I marking will be seen at those subjects of which you are the responsible lecturer and the instructor of one of the subject’s courses.

Those semesters appear in the semesters combo box in which there is an announced course within the given semester belonging to one of your selected type subject.

After changing the filters, the subjects’ list will update in accordance with the certain filter by clicking on the “**List**” button, and the system stores the settings so subsequently returning to the page you will find here the same list.

**Two tabs appear on the interface:**

- **Subjects**
- **Subject statistics**

#### 4.1.2. List of subjects

In this list you can see the list of subjects according to the set filter at the top of the page. In the Type column the “**O**” means the own subject, the “**I**” the instructed subject.

The list can be lined up according the selected column by clicking on any column in the header of the table; the direction of the order is shown by the arrow next to the selected column name. After setting the sort, the setting is automatically saved, so when next time you enter the interface, these latest settings will be displayed.

In the lines you can see the basic information of the subject by columns, such as “Subject code”, “Subject name”, “Type”, “Term”.

### 4.1.3. Options in the line of the subject

By clicking on the subject name in the line of a subject or on the "**Options**" icon at the end of the subject line, the context menu appears connected with the subject that allows accessing a variety of relevant functions. Except for the "Download syllabus" and the "Send group message" menu items of the drop-down menu in all the cases, the subject data is displayed in a pop-up window, where the data are divided into tabs, these tabs can be reached directly by clicking on the shortcut menu items.

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small speech bubble icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

### 4.1.4. Download syllabus

On the "Education/Subject" interface, you may have different options regarding the syllabus depending on whether you are a responsible lecturer (so in case of own subjects) or you are only the lecturer one of a term course of the subject (so in case of an instructed subject).

According to the widespread institutional setting, in case of an own subject, you have the option to specify the syllabus that can be done on the "Subject data" interface.

The program provides an opportunity to edit and save the syllabus in case of instructed subjects (the setting belonging to the administrative organizational unit of the given subject is valid), which is therefore depends on institutional setting.

However, **either in case of an own, or an instructed subject**, the syllabus can be downloaded on the "Education/Subjects" interface with the "Options/Download syllabus" menu situated at the end of the subject's line. This menu item is active exclusively if there is an uploaded and accepted syllabus.

### 4.1.5. Add syllabus to the subject

In the "**Subject data**" pop-up window you can add syllabus to the given subject under the "**Basic data**" tab with the help of "**Syllabus**" button (which only appears it is your own subject).

Subject data can be viewed on the syllabus interface: Language of the syllabus (selectable), Subject name, Subject code, Responsible organization name, Responsible organization code, and Responsible lecturer name. These data cannot be edited on this interface, but only on the Subject menu in the client program.

Fields that are connected to syllabus and can be edited by the responsible lecturer:

- Goal of the education
- Subject content
- Examination and evaluation system
- Compulsory reading

By selecting the language of the syllabus, data can be filled in the desired language. After saving, the syllabus will not be generated yet, only when it will be accepted. Until acceptance, the syllabus can be edited by the responsible lecturer. Data changes occurred in subject data will be updated in the syllabus until the syllabus is only saved, but not accepted.



You will receive a notification message of data changes in which the language of the relevant topics is displayed as well as the number of changes next to the code. If such data changes that is the same in all languages (e.g. subject code), then this change will be displayed in the change indicator notification only at the syllabus in Hungarian language. A detailed view belongs to the message in which you can display the details of changes, namely precisely what data has been changed to what. If any basic data of the subject has change and you would like to validate this change in the syllabus, then you need to save the syllabus again.

If you do not use the lower "Save" button after filling the syllabus in a given language then on language switching of the syllabus, a question is displayed concerning whether you would like to save the syllabus data in the given language: "Save changes?". If "Yes" is clicked, then already filled fields are saved, and then it is possible to change the language. In case of a "No" answer, the language switch of the syllabus takes place, but data filled in the previously selected language will not be saved.

If the subject name is missing in a given language, then the syllabus of that language will not be saved. You will be informed about this in a feedback message.

For which languages syllabus has been filled and to which languages syllabus template belongs to, for those the system generates the syllabus in PDF format on acceptance.

The syllabus template must be added in the client program!

After acceptance, the generated syllabus can be opened on the teacher's web from this syllabus interface or on the subject menu with the Options/Download syllabus link in the line of the subject.

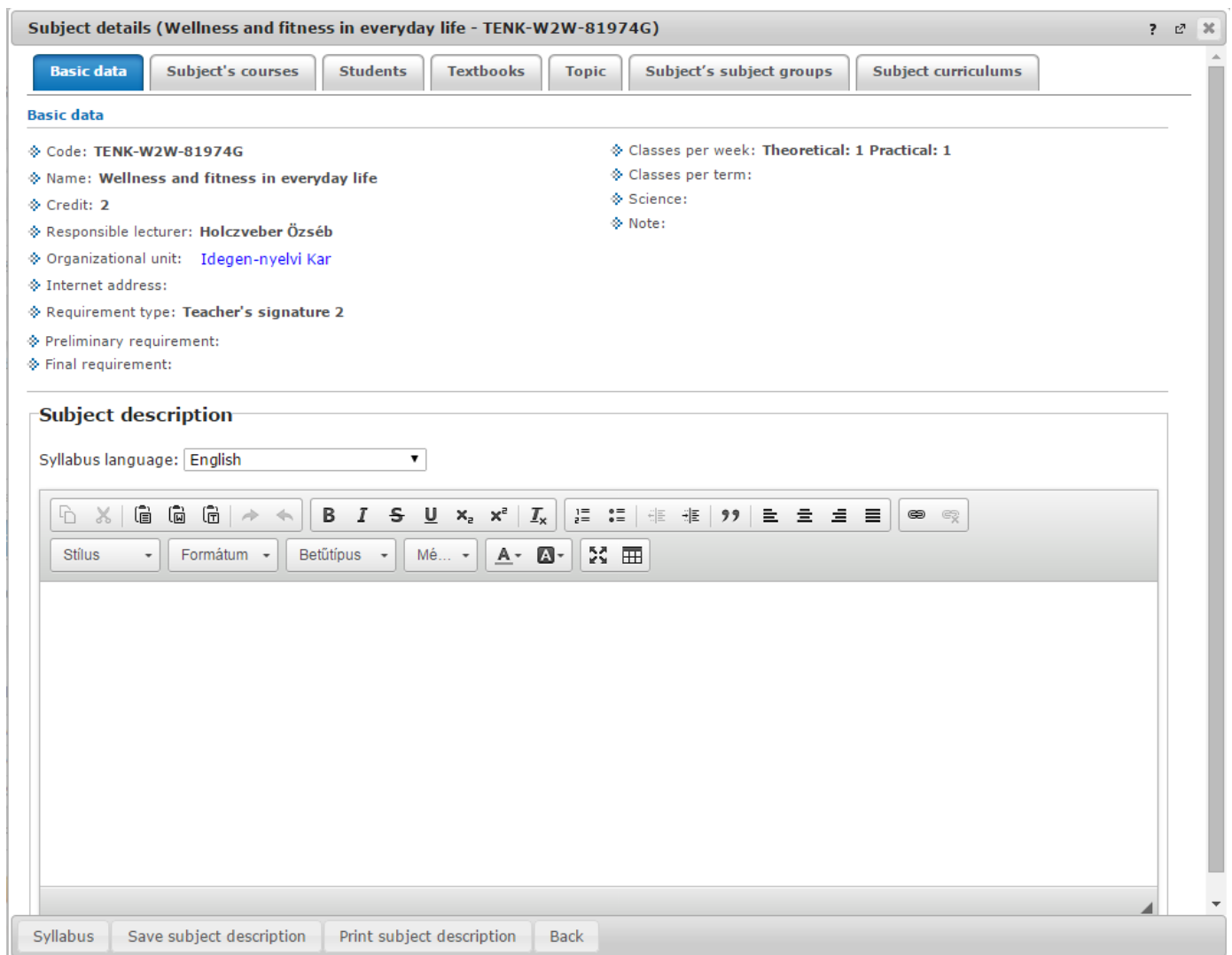
If the syllabus is accepted, then by dragging the mouse over the "Accept" button, a tooltip will appear, including the text: "The syllabus cannot be modified after acceptance!".

**ATTENTION!** Keep in mind that some web browsers display too complex, large-scale syllabus too slowly!

According to institutional settings, it is possible that the acceptance of the syllabus happens automatically, or the syllabus can be edited even after the acceptance if necessary. In this case, the date of acceptance will be added to the syllabus but the syllabus is still editable. At this point the "Accept" button disappears from the interface.

#### **4.1.6. Subject data window**

In this pop-up window data connected with the subject are available, divided into tabs. There is a semester-selection drop-down menu at the top of the window, which controls that which subjects data dependent upon semester (e.g. students) should be visualized. If you select another semester, then the data appearing on the tabs will be automatically updated in accordance with the selection. By default, that one semester is selected from the list, to which you have already filtered the list of subjects. In case of data independent of semester (e.g. basic data, subject groups) it is irrelevant which semester is selected.



*Subject data window*

**In the subject's data window, the tabs and their associated functions are as follows:**

### **Basic data (semester-independent)**

Here are the basic details of the chosen subject. In the case of an own subject – so when the lecturer is the responsible lecturer of the certain subject - it is possible to edit the subject description, which can be done in the "Description" field available for this, then by clicking on the "**Save subject description**" button you can save the changes, of which the system provides feedback. In the subject description field, HTML editor helps the text editing.

Under this tab you can view the classes per week and per term as well as the responsible lecturer.

Beyond subject description, under the basic data, syllabus can also be added to the given subject with the help of "**Syllabus**" button (which only appears if it is your own subject).

The name of the organization unit works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

### **Courses of the subject (semester-dependent)**



Here a list of the subject courses is displayed. By clicking on a course code or on the link situated at the end of the line, the context menu appears connected with the course, which allows you to access functions belonging to the selected course (by clicking on any data of the line a small icon appears, with which the functions are also available). The descriptions and details of them you can find in the section of the documentation pertaining to courses.

Those courses will appear in bold in the list where you are included as a lecturer, and in such a case a green tick is displayed in the "Course of the lecturer" column of the list.

### **Students (semester-dependent)**

On this tab you can see the students registered for any course of the subject in given semester. At the top of the window you can select the term in the filter field, thus students of the selected semester will appear. By default, the semester which has been set on the "**Subject**" interface will be listed here.

Beyond the training data of the students, a green check mark can be seen in the „Recognized” column at those students who have fulfilled the subject with recognition.

By clicking on the "Options" icon at the end of the line of a student you can write a message to the student by the help of the appearing "Send message" menu item. After selecting the menu item the interface necessary for this will appear in a new popup window; this is described in the messages section of the documentation, or you can find it in the screen sensitive help belonging to messages.

By clicking on the "**Send group message**" button belonging to the list, you can send message to all the students of the subject or to the selected ones within the Neptun.

#### **- Send group message window**

In this window you can see all the students of the selected subject by name and Neptun code, and the boxes found in the selection column can help to indicate which of these students you want to send the message. If you have selected the recipients, then you can write your message to send by clicking on the "Further to message sending" button at the top of list.

In case of group messaging, where you can choose from the "All students" and the "Select custom students" options, a "Secret" check box appears. If this is ticked, then the selected recipients get into the "Secret recipient(s)" field, but if the check box is in false position, then into the "Recipient(s)" field.

#### **- Writing the message**

In this window you can write and send messages within the Neptun. You can see the Neptun codes of the recipients in the Neptun code(s) field. If you have reached this interface by choosing the Send group message feature, or you have selected the message sending option in the list of students, then the system automatically fills in this field, but you can also manually write more recipients, or you can delete from them.

You are able to enter into the validity end field that how long the Neptun should store the given message in the recipient's inbox. This field is not mandatory to fill. The easiest way you can choose the desired date is that you click on the small calendar icon, and then click on the selected date on the appearing calendar interface.

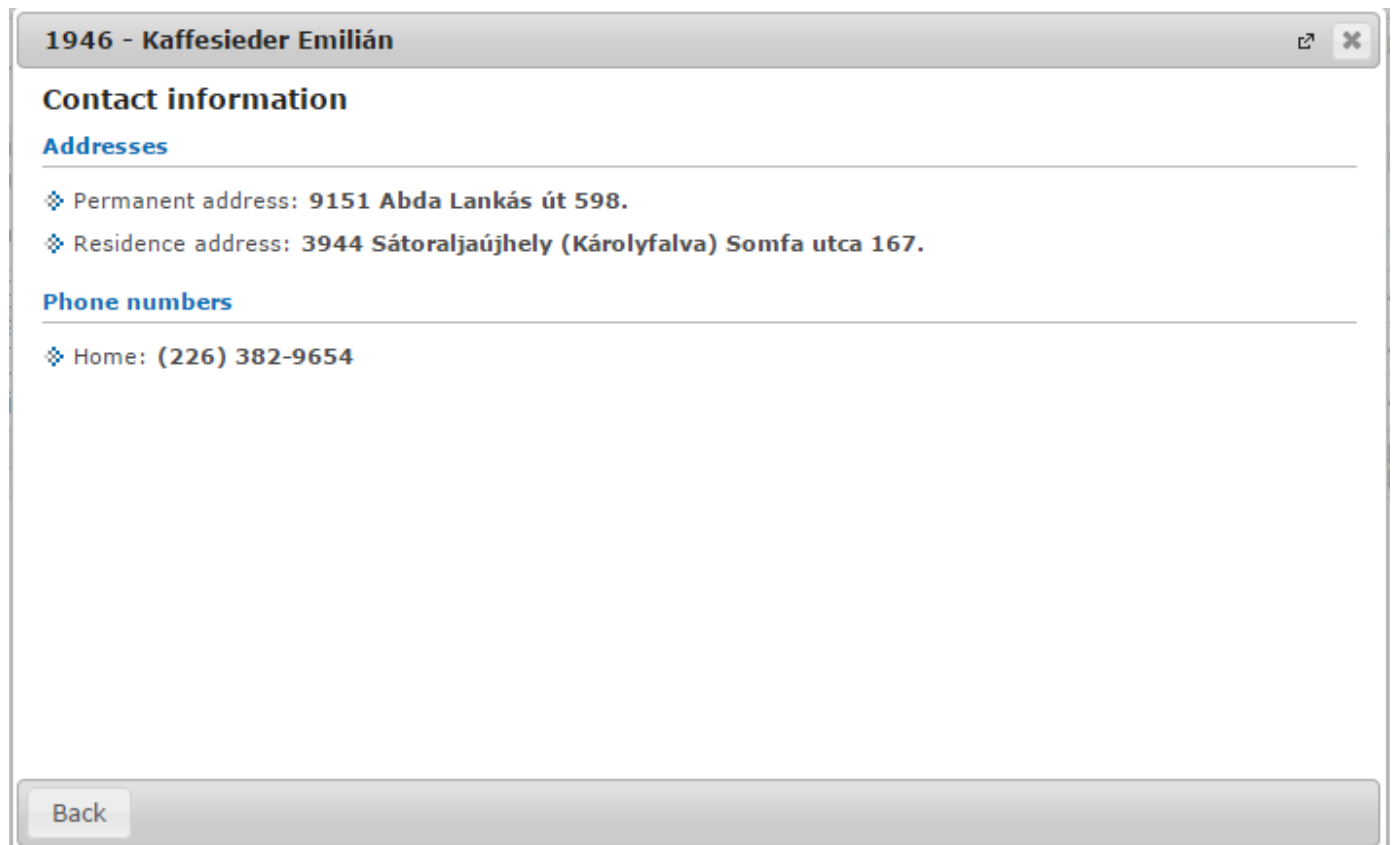
You should tick off the "CC to email" check box, if you want the system to surely try to forward the given message by email to the students, regardless of what they have set as a general rule.

The subject and the text of the message must be filled in each case.

When you are finished writing the message, then click on the "Send" button found at the bottom of window. If you do not want to send the message, then you can interrupt the process by clicking on the "Back" button located at the bottom of the page.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default a-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.



1946 - Kaffesieder Emilián

**Contact information**

**Addresses**

- ❖ Permanent address: 9151 Abda Lankás út 598.
- ❖ Residence address: 3944 Sátoraljaújhely (Károlyfalva) Somfa utca 167.

**Phone numbers**

- ❖ Home: (226) 382-9654

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*Contact information window*

### **Textbooks (semester-independent)**

Here you can view the official textbooks belonging to the subject. Currently these can only be edited from the client program of Neptun. Here you can just view the details of the certain notes if the "Data" label is clicked under the "Options" icon.

### **Topic (semester-dependent)**

Here you can see the topics of the subject. You can also assign topics to your own subject (or even more), and you can also add textbooks belonging to the topics. Here you are able to choose only from those



textbooks, which are uploaded into the client program by the institution. To edit a topic, click on the “Select” link at the end of the line of the listed topic, and to add a new topic on the “Add new” button. You are now able to edit the certain topics and assign textbooks to it in the appearing pop-up window. In the topic field, a HTML editor helps the text editing.

In case of adding a new topic the length of the available text of the "Topic" field is maximum 300 characters.

**ATTENTION!** Topic can only be assigned to your own subject!

#### **Subject groups of the subject (semester-dependent)**

On this interface you can see those subject groups, in which the given subject is included in the selected semester. By clicking on + sign next to the name of the subject groups on the left side, you can display all of the subjects of the group by subject code and name.

#### **Curriculums of the subject (semester-independent)**

Here appears a list of those curriculums, in which the given subject is included. If you point your mouse to the end of a line of the table, then in a small window will appear that the given subject is included of which subject taking types, requirement types, credits, hours and recommended semester in the given curriculum.

### **4.1.7. Course data (it is available from the Courses of the subject tab)**

In this window, the selected course details are displayed, divided into tabs. Starting from the subjects, above all you can acquire information about courses, and it is less used for administration (at least in the case of your own and only instructed courses and single tabs of the window also appear accordingly), therefore we suggest you that you should use the Education\Courses menu item for this purpose instead. Starting from the subjects the appearing tabs and their associated functions are as follows:

#### **Basic data**

Here are the basic details of the chosen course, among others the course code, subject name, semester, type, lecturer, site and division of the course.

The values of the maximum and minimum **member** display the set number limits belonging to the course as well as the “**Max. number of waiting-list**” value which indicates whether there is a waiting list number on the course or not.

According to institutional setting, the course lecturers may have the possibility to **increase the number of the course**. If the function is enabled, the "Maximum member" field can be changed to a value higher than the specified in the Course data window. In this case, the interface displays a plus "Save" button by the help of which you can save the changes of the maximum number.

**It is important to know that one course may belong to more subjects as well**, but each course has a default subject in the system. Below this tab, data of the **default subject** is displayed. The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

In the table of **Subjects belonging to the course**, every subject is listed to which the course has been assigned (archived subjects also appear).





You can view the class schedule information belonging to the course with the "**More class schedule information**" button.

### Course students

Here you can see the students of the course in a table, at the end of which clicking on the "Options" icon, by the help of the appearing "**Send message**" menu item you can write a message to the given student.

By clicking on the "**Send group message**" button, you can send message to all the students of the course. In case of **group messaging**, where you can choose from the "All students" and the "Select custom students" options, a "Secret" check box appears. If this is ticked, then the selected recipients get into the "Secret recipient(s)" field, but if the check box is in false position, then into the "Recipient(s)" field.

You can find the detailed description of message sending in section of the documentation concerning messages.

It can be selected in a column of the table that the student may register for the exam or not. The "**Save exam registration authorization**" button serves for saving the status of the exam registration approval.

In the "**Waiting-list**" column, you can see a green tick at those students who have got into the course on waiting list. Once the student is actually added to the course (by number increase or avoiding other students), the green tick is automatically removed from the interface.

With the "**Print the list of students**" button it is possible to display and print the list in PDF format. In header of the course student list template, the **default subject code and name** are displayed. In addition, subject information is displayed in two columns in the table: "Registered subject code", and "Registered subject name". They show the data of the actually added subject (from which subject the course registration has taken place) since a subject can belong to more courses.

On printing you can choose from print templates in a pop-up window, if more templates have been uploaded into the system by institution. Uploading the current templates is institutional competence.

In the list of students, the "Registered subject code" and a "Registered subject name" columns show the actual subject data, from which the student has taken the course. This is necessary because the course may not only belong to the default subject, so course registration may not only happen from the default subject. However, the default subject code and subject name are still included in the header of the table.

The "No. of times registered for" column shows for the lecturer that how many times the student has added the course. You can view previous entries in turn at course grade submission by clicking on the plus sign next to the name of the student.

A green check mark in the "**Last term**" column indicates for the lecturer if it is the last term of the student of the course. To display these ticks correctly, the full administration of such information in the client program is essential for the institution.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default a-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.



## Class register

By clicking on this tab, you can register and administer held classes, record the attendance statistics related to the held classes by individuals or by group, print held classes or print aggregate attendance statistics on the appearing interface.

This function is available from several interfaces on the teacher's web, in addition to the "Administration/Class register" menu item, on the "Subjects", "Courses" as well as on the "Class schedule" menus under the "Education" interface. The functionality of the class register available from the different interfaces differs according to the initial screen.

Class register can be recorded to the selected class schedule occasion on the "Class schedule" menu item, while on the "Courses" menu it can be recorded to the given course.

If no registered class belongs to the course yet, there the field for registering held class appears forthwith. In case there is already a registered class for the course, then on the interface (in the list of "My held classes") already recorded **class register items** will be displayed. In the latter case, you have the possibility to record a new held class by clicking on the "**Add new**" button situated on the interface.

By clicking on the "Add new" button, the appearing "Class register" dialog box's functionality is the same on all interfaces mentioned above. Student attendance registration is possible only to a registered class. You can record **Student attendance**, **attach documents** to the selected class register and **view already uploaded documents** by selecting them from the "Options" menu at the end of the line.

You have the option to print out your held classes of a certain interval of time with the "**Print held classes list**" button.

By clicking on the "**Aggregate attendance statistics**" button you can see the student attendance statistics concerning all the held classes by students or by class occasions.

### **Register held class**

The process of registering held class is the same of registering held class in the "Administration/Class register" menu.

It is possible to register a new held class by clicking on the "**Add new**" button on the Class register interface. In the appearing "Class register" window, data to be added vary dynamically according to the nature of held class given on the interface. The case of the held class is determined by the held class type and the lecturer attendance.

Information can be found on the interface: term, held class type, lecturer attendance type, class start, class end, generated identifier, lecturer, comment, class subject. Depending on the type of held class (scheduled, course, consultation) student attendance can also be recorded to the occasion.

On recording a held class, you first have to select the **term** on the "Basic data" interface of the "Class register" dialog window and then choose the held class case according to the held class type and the lecturer attendance



type from the "**Class register type**" drop-down list. By clicking on the "Record" button, data of the held class correspondent to the selected held class case can be recorded on the interface.

The range of fillable and compulsory fields change according to held class cases and institutional settings related to the class register on the interface.

If held class of a non-scheduled course is being recorded on the interface, then after selecting the type, the "**Course classes**" block appears where you can arbitrarily choose one of your instructed courses and a specific date has to be determined to record the non-scheduled event.

According to institutional setting, if ringing schedule must be selected, then on recording a held class except for class schedule held class type, the "**Ringling schedule**" interface appears on each interface (only at non-scheduled item). On the interface an organization unit and/or site must be selected from drop-down list. Click the "**Show ringling schedule**" button to display the corresponding ringling schedule. You can choose from ringling schedules corresponding to the selected organization/site.

You have to give the start and end date of the held class by marking the classes in the selected ringling schedule. After selecting the date, click the "**Register held classes**" button to save.

If held class of a scheduled course is being recorded from the interface, then the "Scheduled classes" block appears where you can select whether to display scheduled occasions of each or only of the course's class schedule.

If you select the "**All class schedules**", all class schedule occasions of all courses will be listed, and in case of "**Course class schedule**" you first have to select the course and then only the class schedule information of the selected course will be displayed.

Occasion selected from the "Scheduled classes" list can be straight recorded as held class.

### **Recording student attendance**

**ATTENTION!** Student attendance can only be recorded to an already recorded class register!

You can select the course-class occasion to administer from the "**My held classes**" list. At the end of the line of the class occasion options, you can find the "**Student attendance**" feature and by clicking on this, you can compile statistics.

On the appearing interface, you can administer the type of student attendance belonging to the given course occasion by student or by group with the help of the radio buttons located on the interface.

If you select the "**Grouped entry registration**" radio button, you must enter the attendance type from the central drop-down list and choose the students with the help of the check boxes next to the student lines.



If the "**Register entry by user**" radio button is selected, you can select a new value or modify the existing one from the drop-down list and record a comment at each student separately.

In the "Options" of each line of certain students, the "Attendance statistics of the student" can be viewed per student or according to class occasions. In case of display by student, aggregate values of entry types belonging to the student (for example how many times he/she has been late) are shown. In case of display by class occasions, student attendance is displayed according to the particular class occasions. Beyond recording entries, it is possible to add free text comment as well.

**ATTENTION!** This interface is only for administer attendance of the actual course occasion, but to register class attendance in detail, navigate to the "Administration/Class register" interface.

### Tasks

Here you can see that what tasks are added to the given course. You can add new task, can copy over a task from another course, or you can add the tasks here to other courses, and you can also enter the result of the tasks.

### **Task, subtask, make-up**

Task management has 3 levels: **Task**, **Subtask**, and **Make-up**. The task exists only in itself; the subtasks must belong to a task, while a make-up must belong to a task or a subtask. Either a make-up or a subtask can pertain to a task.

You can add subtask and make-up to the task with the line-end options "**Add subtask**" and "**Add make-up**" labels. If subtask already belongs to the task, you can add the make-up only to the subtask. In such cases, the "**Add make-up**" link is inactive below the options of tasks.

In accordance with the foregoing, the display is made with second level hierarchical lines, in which the task is included in the top main line and the subtask in the subordinate line. Subtask may be announced to the current task, and the subtask which belongs to it would appear in the hierarchy below it, displayed with "Subtask" type. Make-up may also be written out to the task, if no subtask belongs to it. The make-up is always displayed within the previously mentioned first two lines (but only in one at a time), in one cell, as a separate link. You can define any number of make-up possibilities, in such a case the make-ups will appear within the line under each other.

**Result can be entered** at all the 3 levels. The value set of results may differ (e.g. grade and score or percent). When recording results of tasks, **xls import** can also be used to add grades. If you use this option, then similarly to interfaces of grade submission, by the help of the Excel export the list of students can be saved and after filling and saving it with the result of students, you can import the results.

The task can be copied to another subject or course of the same semester or to other semester as it currently is; the copying is applied to the subtasks and make-ups, too.

To every level of the task management the date, start and end date must be specified (hour and minutes are required as well). The end date functions as deadline, so this is the required field.

**ATTENTION!** Make-up can only be added to task if no subtask belongs to it, consequently, to those tasks which include subtask, you cannot add a make-up, only on subtask level!



### Add new task

To add new task, click on the "**Add new**" button at the bottom of the window. Then you can specify the data of the task in a pop-up window. The optional types of the type field (e.g. essay, classroom test etc.), and the related selectable modes of assessment (e.g., grade or score) depend on the institutional settings. At the serial number of the task, enter a serial number that does not belong to any mid-term tasks already assigned to the course either.

At the make-up type you can specify that if a student receives more than one evaluation of that task, then how you would like them to be counted in the student's final result of the given task.

### Edit task, subtask

To edit the properties of a task, click on the "Options" icon in the line of the given mid-term task, and select the "Edit" option from the appearing popup menu.

At the top of the appearing window you can navigate between tasks with the "Previous" and "Next" buttons within the editor window (the buttons are only active if there is previous and next value). This facilitates the rapid and efficient administration. The current task name can be read at the top of the window in the middle.

### Four tabs appear in the window:

- **Basic data:** here we can see the basic data of the task or subtask (e.g., task name, type, evaluation, etc.)
- **Results:** here it is possible to record and view the individual student results by students or by group.
- **Make-ups:** here we can administer the make-ups.
- **Uploaded documents:** here it is possible to upload documents for the task.

### Enter, edit the result of the task, subtask

To edit the results of a task, click on the "Options" icon in the line of given task, and select the "**Results**" option from the appearing popup menu. You can also get to this interface by clicking on the "Results" tab on the pop-up window when opening the task.

Here the course students will appear by name and Neptun code, and next to it as many columns as many results may be entered for the given task (max. number of make-ups + 1 given at task's data). To enter or edit the results click on the item of the list which you wish to edit, then the selectable list of results will be displayed. For the simple selection of the results you can use the initials or numbers of the certain results, for the navigation within the list the arrows and ENTER or the TAB keys can be used, as when entering course or exam grades.

When recording results of tasks, **xls import** can also be used to add grades. If you use this option, then similarly to interfaces of grade submission, by the help of the Excel export the list of students can be saved and after filling and saving it with the result of students, you can import the results.

You can print out the results of each task with the "Print results of the student" button.

### Add existing task to the currently open course

If you want to copy an existing task to this course, click on the "**Add existing task**" button situated at the bottom of the tasks' list. Then another window will appear with the mid-term tasks assigned to other courses, of which you can mark those that you want to add to the course by the help of the check boxes in the select



column. Then by clicking on the "**Add**" button at the bottom of the window, the selected tasks will be included in the given course, and appear in the list of tasks.

### **Add tasks to other courses**

If you want to transfer one or more task(s) to other courses as well, you must first select those tasks by the help of the check boxes in the Select column, and then click on the "**Add task to other course**" button. The courses are then displayed in a new window, where you can choose from them.

The courses are filterable by subject type, course type and by semester. At the subject type you are able to choose from displaying only your own, or taught, or all typed subjects. You can filter to various types of courses at the course type (e.g. lectures, practice, exam, etc.).

To assign the task(s) to the selected courses, mark those courses to which you want to add the given task(s) by the help of the check boxes in the "Select" column, and then click on the "**Copy**" button at the bottom of the window. The system provides feedback of the completion of the task copying.

If you are copying task to another semester, the program will automatically modify the dates. The program recalculates both the end and the start date - if they are filled in – in such a way that it sees how many days are between the semester's start date of the initial task course and the initial task start/end date, and then it adds this difference at copying to the semester start date included in the course of the target task.

### **Delete task**

To delete one or more task, first mark those tasks in the "Select" column that you want to delete, and then click on the "Delete" button at the bottom of the window.

### **Totalized student results**

With this button you can print out the results of all tasks belonging to the course students. On printing you can choose from print templates in a pop-up window, if more templates have been uploaded into the system by institution.

### **Paid items**

Here you can see what payments were made by the students related to the course. By the help of the selection list at the top of the window, you can display the make-up exam fees (repeat exam) and charges of different services (here not just the service charges of the course are shown) individually or together.

### **Exams**

On this tab you can view the list of exam occasions related to the selected course. For more information, we suggest that you should use either the Exams, grade submission, or the Education\Courses menu item. (By clicking on the "Options/Details" link you can also reach more information from here).

**ATTENTION!** The exported Excel file can only be imported back on grade submission interfaces, and you can only upload data of certain columns on those interfaces, too. To import Excel back, only xlsx file type is possible to be used.

**ATTENTION!** At the printing options, you can choose from a number of print templates, if it is allowed by the institution. (On the web interface of the Neptun you can select from blanks uploaded by the institution on many interfaces, thus you are able to use the appropriate format in accordance with the institution's

expectations.) If there are several templates to choose from, then a template-selector window will appear, if only one template is uploaded to the system, then the program automatically starts to print that pdf.

### 4.1.8. Subject statistics

The "**Subject statistics**" interface was created in order to give a better overview of the administration of subjects.

The information concerning the fulfillment, signature and grade submission of the subject, are displayed on the interface. Single values appear in **number / max number form** (for example, how many students have completed the subject out of all the students of the subject).

The upper filter option applies to the interface, so you can search by subject type and term. Beyond the usual "Subject code", "Subject name", "Type" and "Term" columns at Subjects, three statistical columns appear on the interface concerning the following information:

- - **Fulfillment**
- - **Signature given**
- - **Grade submitted**

A **green check mark** will appear at those number values where in accordance with the number data, the fulfillment, the number of entered signatures and the recording of results is 100%. Thus, on this interface you can easily make inquiries about that in which cases the administration has been completed without exception (e.g., grade has been entered for all students of the subject) or equally you can get a spectacular view if you have administrative incompleteness at any of your subjects.

A **separate green tick indicates** at the end of the subject's line if all values are 100%.

At such subjects of which instructed course "Signature" type entry ab ovo cannot be entered, dragging the mouse over the value on the statistics interface, the user is informed in a tooltip that this information is not interpreted. In such cases, the following message appears: "**It is not relevant information, because signature cannot be entered!**".

## 4.2. Courses

On this interface, you can see those courses to which you are added as a lecturer and all the associated administration can be carried out starting from here.

Subject code	Subject name	Subject credit	Course type	O/T	Course code	Site Description	Headcount/Waiting list/Limit	Class schedule info.	Lecturers	Term
9362-K2K-59957V	Combinatorial stamata	2	Theoretical	O	9362		2/0/5	Mo:08:00-12:00(60K/91 204. Grama Donjen Tarem); Tu:08:00-13:00; We:08:00-12:00; Th:08:00-13:00; 5...	Belyovszki Jakabina, Elmán Som, Evert Apácoka, Nyerges Gábor, Oberth Szintia, Targyan Alekt, Untach Jerni, Vidler Lucien, Zemoveany Ercina, Holcveber Özséb	2014/15/2
NMS-G121	Grafika	5	Practical	O/T	01		1/0/2		Holcveber Özséb, Zedimister Alina, Ozv. Csöwen Hegyer, Dr. Decsi Axel	2014/15/2
NMS-G121	Grafika	5	Practical	O	02		0/0/10		Gotdán Eufemia, Potancz Jerna	2014/15/2
NMS-G121	Grafika	5	Practical	O	02		0/0/10		Dr. Decsi Axel	2014/15/2

### Courses

#### 4.2.1. Filters

The courses can be filtered by three criteria. The first criterion is the subject type related to the course which can be either an **Own** (you are the responsible lecturer) or an **Instructed** (you are the lecturer of any of the courses), or **All** together (you are the responsible lecturer and/or the lecturer of any of the courses as well). The system always shows all options from the above listed but; it is possible that one of the just listed option does not include lines.

On the interface, an information panel assists the interpretation of the concepts of own and instructed:

The following filtering criterion is the **course type**. Here, like in the previous filter, there is also a drop-down menu to select which types of courses you want to display in the table (e.g.: Lectures, Practice, Exam course etc), but by selecting the "Every" option, you will be able to display all types of courses simultaneously.

The third filtering aspect is the **term**, with the help of which you can narrow the table to the announced courses in each semester. The "All" option is also available here, and you can keep track in the first column of the table that the given course was announced in which semester.

After the filtering is set, you can display the values by clicking on the **"List"** button.

#### Send message to students of more courses

You can send group message to students of more than one course if you select more courses with the help of the check boxes on the "Education/Courses" interface and then click on the **"Send group message"** button at the top of the list. In this case, the program aggregates the students of the various, selected courses and sends the message to them.

#### 4.2.2. List of courses





In this list you can see the list of courses according to the set filter at the top of the page. In the '**O/I**' column, the "**O**" means the own subject, the "**I**" the instructed subject.

In the "Site" column, the site that has been set for the course is displayed.

**A course may belong to more subjects as well.** However, a course will appear in the list only once, even if it belongs to more subjects. **On this menu item, only details of the default subject are displayed by the program** next to the course code in the columns containing subject information.

Other subjects belonging to the course can be viewed in the "**Subjects belonging to the course**" named table on the Basic data tab of the Course data menu item.

Courses of archived subjects also appear on this interface.

In the "**Course type**" column after the course type and the / sign, the possible set course type identifier of the course is displayed. In the "Number" column data are displayed in Headcount/Waiting list/Limit structure, on which by positioning the mouse over, this information appears in a pop-up info window as well. Red number information alerts the user if less students have been registered for the course than the set minimum number and by dragging your mouse here, a pop-up window appears also informing you that the not the proper number of students have joined the course.

The list can be lined up according the selected column by clicking on any column in the header of the table; the direction of the order is shown by the arrow next to the selected column name. After setting the sort, the setting is automatically saved, so when next time you enter the interface, these latest settings will be displayed.

By clicking on the course name or on the "Options" icon at the end of the course line, the context menu appears connected with the course that allows accessing a variety of relevant functions. In most of the cases, by clicking on one element of the menu, the course data is displayed in a pop-up window where the data are divided into tabs, these tabs can be reached directly by clicking on the shortcut menu items. Exceptions are the **Grade submission** and the **Send group message**, which appear in a separate interface. Therefore you can find their description in the relevant section of the documentation, or in the screen sensitive help related to the grade submission or Send group message interfaces.

The "Grade submission" option is not available if you select the "**Own**" filter criteria at the subject type. In case of such filter condition and the selection of the "Option/Grade submission" at the line of your own subject, then the following warning message appears: "This feature is only available for instructed courses! To use this function, the "Educated" subject type must be selected at the Subject type filtering condition."

A "**Term**" column can also be seen on the interface which serves for displaying the term of the course. In case you select the "All" option at the filter condition, then this column indicates that the particular course belongs to which term.

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached. The exported Excel file editing/filling is only allowed on those interface (grade submission), where it is then possible to import it back.



It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "No, all of them", then all the data are displayed in the exported Excel.

The screenshot shows the 'Course details' window with several tabs: 'Basic data', 'Course students', 'Class register', 'Tasks', 'Paid in Items', and 'Exams'. The 'Basic data' tab is active, displaying the following information:

- Code: 02
- Subject name: Electric Machines and Equipments
- Exam type: Written and oral exam, Written, Oral exam
- Minimum headcount: 0
- Maximum headcount: 999
- Max. number of waiting-list: 0
- Language: Hungarian
- Term: 2003/04/1
- Course type: Theoretical
- Description:
- Notes: egy napon a VI2112e-vel (ha lehet hétfőn legyen);
- Course price:
- Class schedule information:
- Lecturers: Holczveber Özséb, Globocsnik Annaliza(100%)
- Course mode:
- Site:
- Internet address:
- Preliminary requirement:

Below the basic data, there is a section for 'Subjects belonging to the course' with a table:

Subject code	Subject name	Type of subject requirement	Organizational unit
IKQF-V3V-40583V	Electric Machines and Equipments	Exam	<a href="#">IK-F-MFT - Gungler Biotechnológiai és Radiokémiai Tanszék</a>

At the bottom of the window, there are buttons for 'Save', 'More class schedule information', and 'Back'.

Course details window

**ATTENTION!** One course may belong to more subjects as well and you can see the data of the default subject in the list of courses.

### 4.2.3. Course numbers, tutorial number increase

The number limit set for courses is the value of the limit (third data) in the "Number" column on the main interface. The number of registered students is indicated by the first data, the number of students who have been placed on the waiting list is the second value according to the column's header that is the waiting-list.

If a minimum number of courses has been set and the number of registered students is less than the minimum number, then on the Education/Courses menu item, data is displayed in red in the "Number" column. The set minimum number can be viewed in parentheses next to the displayed number details in the Number column. If the number of candidates is fewer than the minimum number, then by dragging your mouse over the Number column, a tooltip (popup information panel) displays information about why the number data is highlighted in red: "The minimum number of this course has been set, and the number of candidates has not reached the preset value." When the number reaches the preset minimum value, then the course is displayed in blue. The red color marking is available at the own, the instructed and the own and instructed subject types as well.

According to institutional setting, the course lecturers may have the possibility to **increase the number of the course**. If the function is enabled, the "Maximum number" field can be changed to a value higher than the specified in the Course data window. In this case, the interface displays a plus "Save" button by the help of which you can save the changes of the maximum number.

If you try to save a value which is not bigger than the actual one, the program sends a warning message and the save will not happen. In this case, the warning message indicates that you can specify only a higher value than the current headcount.

Text: "The maximum headcount must is greater than [Maximum headcount till now]!"

#### 4.2.4. Course data

In this window the data of the selected course are displayed, divided into tabs. The resulting tabs and their associated functions are as follows:

##### Basic data

Here are the basic details of the chosen course: among others the course code, subject name, term of the course, type, lecturers, site, division etc.

The values of the **maximum and minimum member** display the set number limits belonging to the course as well as the "**Max. number of waiting-list**" value which indicates whether there is a waiting list number on the course or not.

According to institutional setting, the course lecturers may have the possibility to **increase the number of the course**. If the function is enabled, the "Maximum member" field can be changed to a value higher than the specified in the Course data window. In this case, the interface displays a plus "Save" button by the help of which you can save the changes of the maximum number.

At the course lecturers the percentage set by the institution is displayed.

**It is important to know that one course may belong to more subjects as well**, but each course has a default subject in the system. Below this tab, data of the **default subject** is displayed.

In the table of **Subjects belonging to the course**, every subject is listed to which the course has been assigned (archived subjects also appear).

The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

You can view the class schedule information belonging to the course by clicking on the "**More class schedule information**" button.

##### Course students



Here you can see the students of the course in a table, of which clicking on the "Options" icon at the end of the line, you can write a message to the given student by the help of the appearing "Send message" menu item. After selecting the menu item the interface necessary for this will appear in a new popup window; this is described in the messages section of the documentation, or you can find it in the screen sensitive help belonging to messages.

By clicking on the "**Send group message**" button belonging to the list, you can send message to all the students of the course at once. This is described in the messages section of the documentation, or you can find it in the screen sensitive help belonging to messages. It can be selected in a separate column of the table that the student may register for the exam or not. The "**Save exam registration authorization**" button serves for saving the status of the exam registration approval, while for displaying the check box of the "**Exam registration authorized**" column. The display of the "Exam registration authorized" column can be configured with permission. Thus, the institutions where it is not desirable to use, the display of the column may be disabled.

With the "**Print the list of students**" button it is possible to display and print the list in PDF format. In header of the course student list template, the **default subject code and name** are displayed. In addition, subject information is displayed in two columns in the table: "Registered subject code", and "Registered subject name". They show the data of the actually added subject (from which subject the course registration has taken place) since a subject can belong to more courses. On printing you can choose from print templates in a pop-up window, if more templates have been uploaded into the system by institution. Uploading the current templates is institutional competence.

In the "**Waiting-list**" column, you can see a green tick at those students who have got into the course on waiting list. Once the student is actually added to the course (by number increase or avoiding other students), the green tick is automatically removed from the interface.

In the list of students, the "Registered subject code" and a "Registered subject name" columns show the actual subject data, from which the student has taken the course. This is necessary because the course may not only belong to the default subject, so course registration may not only happen from the default subject. However, the default subject code and subject name are still included in the header of the table.

In the "**No. of times registered for**" column the lecturer can see how many times the student has added the subject. You can view the previous entries at the course grade submission next to the student's name by clicking on the plus sign.

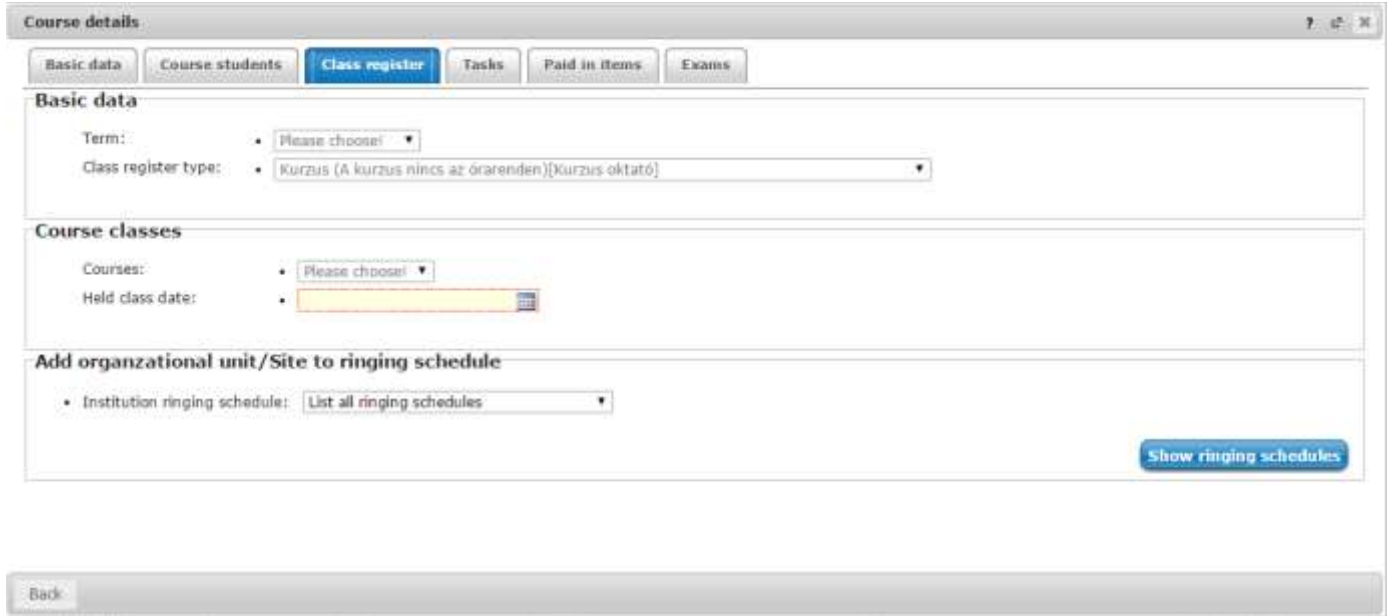
A green check mark in the "**Last term**" column indicates for the lecturer if it is the last term of the student of the course. To display these ticks correctly, the full administration of such information in the client program is essential for the institution. In the "**Registered for course**" column, you can see that the date on which the student registered for the course.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default a-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.

## Class register

By clicking on this tab, you can register and administer held classes, record the attendance statistics related to the held classes by individuals or by group, print held classes or print aggregate attendance statistics on the appearing interface.



### *Class register interface*

This function is available from several interfaces on the teacher's web, in addition to the "Administration/Class register" menu item, on the "Subjects", "Courses" as well as on the "Class schedule" menus under the "Education" interface. The functionality of the class register available from the different interfaces differs according to the initial screen.

Class register can be recorded to the selected class schedule occasion on the "Class schedule" menu item, while on the "Courses" menu it can be recorded to the given course.

In case there is already a registered class for the course, then on the interface (in the list of "My held classes") already recorded **class register items** will be displayed.

You have the possibility to record a new held class by clicking on the "**Add new**" button situated on the interface.

By clicking on the "Add new" button, the appearing "Class register" dialog box's functionality is the same on all interfaces mentioned above. Student attendance registration is possible only to a registered class. You can record Student attendance, attach documents to the selected class register and view already uploaded documents by selecting them from the "Options" menu at the end of the line.

You have the option to print out your held classes of a certain interval of time with the "**Print held classes list**" button.



By clicking on the "**Aggregate attendance statistics**" button you can see the student attendance statistics concerning all the held classes by students or by class occasions.

### Register held class

The process of registering held class is the same of registering held class in the "Administration/Class register" menu.

It is possible to register a new held class by clicking on the "**Add new**" button on the Class register interface. In the appearing "Class register" window, data to be added vary dynamically according to the nature of held class given on the interface. The case of the held class is determined by the held class type and the lecturer attendance.

Information can be found on the interface: term, held class type, lecturer attendance type, class start, class end, generated identifier, lecturer, comment, class subject. Depending on the type of held class (scheduled, course, consultation) student attendance can also be recorded to the occasion.

According to institutional setting, if ringing schedule must be selected, then on recording a held class except for class schedule held class type, the "**Ringling schedule**" interface appears on each interface (only at non-scheduled item). On the interface an organization unit and/or site must be selected from drop-down list. Click the "**Show ringling schedule**" button to display the corresponding ringling schedule. You can choose from ringling schedules corresponding to the selected organization/site.

You have to give the start and end date of the held class by marking the classes in the selected ringling schedule. After selecting the date, click the "**Register held classes**" button to save.

On recording a held class, you first have to select the **term** on the "Basic data" interface of the "Class register" dialog window and then choose the held class case according to the held class type and the lecturer attendance type from the "**Class register type**" drop-down list. By clicking on the "Record" button, data of the held class correspondent to the selected held class case can be recorded on the interface.

The range of fillable and compulsory fields change according to held class cases and institutional settings related to the class register on the interface.

### Recording student attendance

ATTENTION! Student attendance can only be recorded to an already recorded class register!

You can select the course-class occasion to administer from the "**My held classes**" list. At the end of the line of the class occasion options, you can find the "**Student attendance**" feature and by clicking on this, you can compile statistics.

On the appearing interface, you can administer the type of student attendance belonging to the given course occasion by student or by group with the help of the radio buttons located on the interface.

If you select the "**Grouped entry registration**" radio button, you must enter the attendance type from the central drop-down list and choose the students with the help of the check boxes next to the student lines.



If the "**Register entry by user**" radio button is selected, you can select a new value or modify the existing one from the drop-down list and record a comment at each student separately.

In the "Options" of each line of certain students, the "Attendance statistics of the student" can be viewed per student or according to class occasions. In case of display by student, aggregate values of entry types belonging to the student (for example how many times he/she has been late) are shown. In case of display by class occasions, student attendance is displayed according to the particular class occasions.

**ATTENTION!** This interface is only for administer attendance of the actual course occasion, but to register class attendance in detail, navigate to the "Administration/Class register" interface.

### Tasks

Here you can see that what tasks are added to the given course. You can add new task, can copy over a task from another course, or you can add the tasks here to other courses, and you can also enter the result of the tasks.

**For more information, check the “Course task management” section of the documentation.**

### Paid items

Here you can see what payments were made by the students related to the course. By the help of the selection list at the top of the window, you can display the make-up exam fees (repeat exam) and charges of different services (here not just the service charges of the course are shown) individually or together.

### Exams

Here you can see the list of exam occasions related to the given course. By clicking on the "Options/Details" link found at the end of the line of an exam occasion, the data of the selected exam will be displayed in a popup window, divided into tabs.

### **Basic data tab**

Here you can see the basic information of the selected exam.

### **Courses, registered students tab**

Here you can view, in a two-level table, the students registered for the exam classified by courses. On the first level of the table the courses can be found, and by clicking on the + sign on the left side in the line of a course, the list of students registered from the given course will be shown.

By clicking the + symbol in the header, all elements of the second level of the table are displayed.

In the list of students, there is a pipe in the Waiting-list column, if the given student is on waiting list on the given exam, and the "Passed final requirement check" column works similarly as well. Here can also be seen the date of signature if the student has obtained a signature from the given course.



By clicking on the "**Check final requirements**" button at the bottom of the page, the system checks whether the registered students comply with the final requirements necessary for exam registration, and at which student this is true, it will tick in the Passed final requirement check column at the student.

By pressing the "**Remove requirement violators**" button, the program completes a final exam requirement check, then disregarding the exam registration deadline it drops all the exam student from the exam who do not meet the final requirement of the exam and who have not been registered for the exam by an administrator. At the end of the operation, the program informs the user in a feedback message of an itemized list of students who have been dropped successfully or unsuccessfully.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default a-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.

### **Examiners tab**

Here the list of examiners belonging to the given exam is displayed. If you would like to delete, or add examiner to the examination, you can do it by changing the exam, which is described at the "**Exams, grade submission**" menu item.

### **Special schedule tab**

If more than one classrooms or examiners belong to the exam, or you would like to arrange the students also within the exam duration in time (e.g. at an oral exam into given time intervals), then this arrangement can be completed here. By the help of the Select column, select those from the student list, for who you would like to apply common settings and then click on the "**Arrange**" button at the bottom of the window.

This displays another pop-up window, on which you can select from a pull-down menu those classrooms and examiners assigned to the exam that you would like assign to the selected students, and in the date field you can give a start date within the exam duration that is completely different from start date of the whole exam. For giving the date, use the small calendar icon next to the field, on which clicking you can choose the appropriate date in a small appearing window. Then the "Save" button can save the settings. For students possessing special schedule, the exam will be displayed with the modified data on the Neptun Student's Web.

The modification of a special schedule of a student can be done the same as you entered the original data relevant to the special schedule.

## **4.2.5. Course task management**

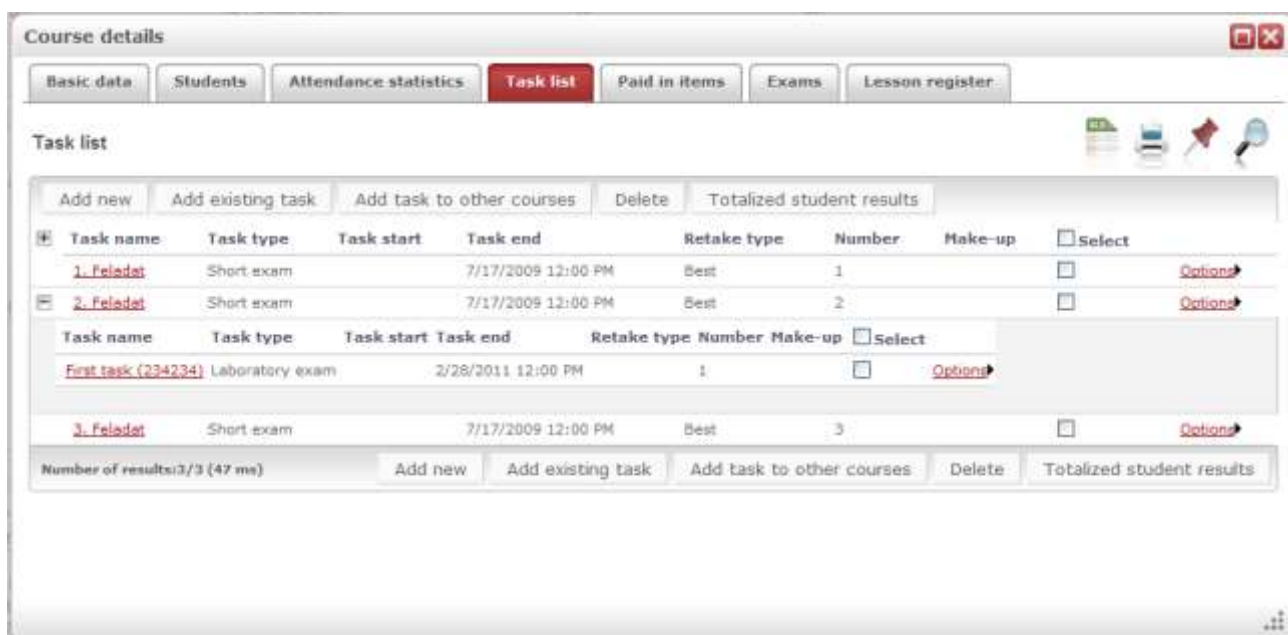
### **Task, subtask, make-up**

Task management has 3 levels: **Task**, **Subtask**, and **Make-up**. The task exists only in itself; the subtasks must belong to a task, while a make-up must belong to a task or a subtask. Either a make-up or a subtask can pertain to a task.



You can add subtask and make-up to the task with the line-end options "**Add subtask**" and "**Add make-up**" labels. If subtask already belongs to the task, you can add the make-up only to the subtask. In such cases, the "**Add make-up**" link is inactive below the options of tasks.

In accordance with the foregoing, the display is made with 2 level **hierarchical lines**, in which the task is included in the top main line and the subtask in the subordinate line. Subtask may be announced to the current task, and the subtask which belongs to it would appear in the hierarchy below it, displayed with "Subtask" type. Make-up may also be written out to the task, if no subtask belongs to it. The make-up is always displayed within the previously mentioned first two lines (but only in one at a time), in one cell, as a separate link. You can define any number of make-up possibilities, in such a case the make-ups will appear within the line under each other.



Task name	Task type	Task start	Task end	Retake type	Number	Make-up	Select
1. Feladat	Short exam	7/17/2009 12:00 PM		Best	1		<input type="checkbox"/>
2. Feladat	Short exam	7/17/2009 12:00 PM		Best	2		<input type="checkbox"/>
3. Feladat	Short exam	7/17/2009 12:00 PM		Best	3		<input type="checkbox"/>
First task (234234)	Laboratory exam	2/28/2011 12:00 PM			1		<input type="checkbox"/>

*Hierarchical display of tasks and subtasks*

**Result can be entered** at all the 3 levels. The value set of results may differ (e.g. grade and score or percent). The task can be copied to another subject or course of the same semester or to other semester as it currently is; the copying is applied to the subtasks and make-ups, too.

To every level of the task management the date, start and end date must be specified (hour and minutes are required as well). The end date functions as deadline, so this is the required field.

When recording results of tasks, xls import can also be used to add grades. If you use this option, then similarly to interfaces of grade submission, by the help of the Excel export the list of students can be saved and after filling and saving it with the result of students, you can import the results.

In the exported Excel, the **sorting is disabled**. If you want to list, the order should always be configured before export on the interface by clicking on the appropriate column's header.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

#### Excel import – copy grades from external file



Values can be copied into the "Entry" column of the exported Excel file from an external source (e.g. Excel or Word). Numbers must be included in a row as a column in the file to be copied. The order will be the order of copying, therefore you must make sure that the same order is included in the external file as on the interface (e.g. Students exam ID in alphabetical order). Thus, it is possible to transcribe grades recorded in an external list as a whole to the Neptun by the lecturer.

If you copy a value that is not included in the Neptun entry set, then the program manages it as a faulty data and it is not copied into the interface. Apart from this, the importing of the other values will be successful.

### Importing external file

On the interfaces for grade submission (course, tasks, exam grade submission), beyond reading the settled formed import file, a simpler xlsx import is possible as well, when only the student Neptun codes and their corresponding grades are need to be recorded in the Excel file.

**Accordingly, the import file can be an externally created (not the one exported from the program) list as well.** The first column must contain the Neptun codes, while the second column the grades in text format (there is no capital and small letter sensitivity).

Value that cannot be submitted on the interface cannot be imported as well as for a student who is not on the interface the import is not possible. In this case, the error message indicates the faulty value and the import of these values fails (apart from this, the other values will be imported).

The order of students is not required to be the same as the order on the interface.

### Naming of the exported file

In case of the xlsx grade import applied on the Teacher's web, the names of the exported files must be specific and uniform according to interfaces.

The structure of the task import file name: gradeimport\_[task name].xlsx.

The aim of the uniform naming is an easier and more efficient import possibility.

**ATTENTION!** Make-up can only be added to task if no subtask belongs to it, consequently, to those tasks which include subtask, you cannot add a make-up, only on subtask level!

### Add new task

To add new task, click on the "**Add new**" button at the bottom of the window. Then you can specify the data of the task in a pop-up window. The optional types of the type field (e.g. essay, classroom test etc.), and the related selectable modes of assessment (e.g., grade or score) depend on the institutional settings. At the serial number of the task, enter a serial number that does not belong to any tasks already assigned to the course either.

At the make-up type you can specify that if a student receives more than one evaluation of that task, then how you would like them to be counted in the student's final result of the given task.

### Edit task, subtask

To edit the properties of a task, click on the "Options" link in the line of the given mid-term task, and select the "Edit" option from the appearing popup menu.



At the top of the appearing window you can navigate between tasks with the "Previous" and "Next" buttons within the editor window (the buttons are only active if there is previous and next value). This facilitates the rapid and efficient administration. The current task name can be read at the top of the window in the middle.

Four tabs appear in the window:

- **Basic data:** here we can see the basic data of the task or subtask (e.g., task name, type, evaluation, etc.)
- **Results:** here it is possible to record and view the individual student results by students or by group.
- **Make-ups:** here we can administer the make-ups.
- **Uploaded documents:** here it is possible to upload documents for the task.

### Submit, edit the result of the task, subtask

To edit the results of a task, click on the "Options" icon in the line of given task, and select the "**Results**" option from the appearing popup menu. You can also get to this interface by clicking on the "Results" tab on the pop-up window when opening the task.

Here the course students will appear by name and Neptun code, and next to it as many columns as many results may be entered for the given task (max. number of make-ups + 1 given at task's data).

To submit or edit the results click on the item of the list which you wish to edit, then the selectable list of results will be displayed. For the simple selection of the results you can use the initials or numbers of the certain results, for the navigation within the list the arrows and ENTER or the TAB keys can be used, as when entering course or exam grades.

Next to the recordable result fields, a freely fillable **supplementary text field** appears. Thus textual supplement can be added to each grade.

**During grade submission, the display of the enterable results depends on institutional setting.** It is possible that on selecting the entry value, the text included in the entry value is displayed, sometimes in addition to the textual value, the (numeral) value assigned to the entry is displayed in parentheses as well.

When submitting results of tasks, xls import can also be used to add grades. If you use this option, then similarly to interfaces of grade submission, by the help of the Excel export the list of students can be saved and after filling and saving it with the result of students, you can import the results.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

You can print out the results of each task with the "Print results of the student" button.

### Add existing task to the currently open course

If you want to copy an existing task to this course, click on the "**Add existing task**" button situated at the bottom of the tasks' list. Then another window will appear with the mid-term tasks assigned to other courses, of which you can mark those that you want to add to the course by the help of the check boxes in the select column. Then by clicking on the "**Add**" button at the bottom of the window, the selected tasks will be included in the given course, and appear in the list of tasks.



### **Add tasks to other courses**

If you want to transfer one or more task(s) to other courses as well, you must first select those tasks by the help of the check boxes in the Select column, and then click on the "**Add task to other course**" button. The courses are then displayed in a new window, where you can choose from them.

The courses are filterable by subject type, course type and by semester. At the subject type you are able to choose from displaying only your own, or taught, or all typed subjects. You can filter to various types of courses at the course type (e.g. lectures, practice, exam, etc.).

To assign the task(s) to the selected courses, mark those courses to which you want to add the given task(s) by the help of the check boxes in the "Select" column, and then click on the "**Copy**" button at the bottom of the window. The system provides feedback of the completion of the task copying.

If you are copying task to another semester, the program will automatically modify the dates. The program recalculates both the end and the start date - if they are filled in – in such a way that it sees how many days are between the semester's start date of the initial task course and the initial task start/end date, and then it adds this difference at copying to the semester start date included in the course of the target task.

### **Delete task**

To delete one or more task, first mark those tasks in the "Select" column that you want to delete, and then click on the "Delete" button at the bottom of the window.

### **Totalized student results**

With this button you can print out the results of all tasks belonging to the course students. On printing you can choose from print templates in a pop-up window, if more templates have been uploaded into the system by institution.

## **4.2.6. Electronic exam-specific interface functions**

### **Managing exam taskline from Neptun**

Goal: Managing and assigning exam tasklines, practice tasklines to an exam belonging to electronic exam type course from Neptun.

#### **If the instructor has UniPoll Exam Editor permission:**

Here, on the "Exam tasklines" menu you have the option to create a new exam survey, add an existing one or copy one from a list to another.

New exam survey can be created by clicking on the Add new button.

By clicking the "Add existing" button the list of your own exam surveys appears and by selecting from the list and clicking the "Add" button the taskline can be assigned to the exam, task.

By clicking on the already assigned taskline's Options (+ icon) button at the end of the line, the "Delete" and "Exam taskline" or "Move to the list of practicing exercises" operation are available.

If you are the administrator of the exam survey, you can open your taskline by clicking on the task title (the title will appear as a blue link, otherwise it is gray).

#### **If the instructor does not have UniPoll Exam Editor permission:**

You can view on the "Exam tasklines" menu the title of the exam, practice taskline belonging to the exam or task of the course.

### Recording password for task

E-exam password can be recorded when you create a new task or when editing an existing one. The already entered password can be viewed by ticking the show password check box.

## 4.2.7. Course statistics

The "**Course statistics**" interface was created in order to give a better overview of the administration of courses.

The information concerning the fulfillment, signature and grade submission of the course, are displayed on the interface. Single values appear in **number / max number form** (for example, how many students have completed the given course out of all the students of the course).

The upper filter option applies to the interface, so you can search by subject type, course type and term. Beyond the usual "Subject code", "Subject name", "Course type" and "Course code", "O/I" (own or instructed course) and "Term" columns at Courses, three statistical columns appear on the interface concerning the following information:

- **Administration is finished**
- **Signature arranged**
- **Grade submitted**

A blue information icon is displayed with additional values as well (dragging your mouse over it)

- **Fulfillment number**
- **Signature given**

A **green check mark** will appear at those number values where in accordance with the number data, the number of submitted signature type remarks and the recording of results is 100%. Thus, on this interface you can easily make inquiries about that in which cases the administration has been completed without exception (signature and/or grade has been entered for all students of the course) or equally you can get a spectacular view if you have administrative incompleteness at any of your courses.

A **separate green tick indicates** in the „**Administration is finished**“ column at the end of the course's line if submitting of the signatures and grades are 100%.

At such courses for which "Signature" type entry ab ovo cannot be entered, dragging the mouse over the value on the statistics interface, the user is informed in a tooltip that this information is not interpreted. In such cases, the following message appears: "**It is not relevant information, because signature cannot be entered!**".

If the signature is not a relevant information, then signatures are not needed for the green tick in the "Administration is finished" column (e.g. at practical grade), in such cases the green tick can get into the column without them and the content of the "Signature arranged" column shows the "-" mark instead of the "0/number".

In case of courses completed with signature, the program will ignore the "Grade submitted" column, since the grade is not required to display the green tick in the "Administration is finished" column. In this case, dragging the mouse over the value of the column a tooltip appears as at signature that **"Information not relevant, because grade cannot be entered to this course!"**.

If a student has a "Signature refused" entry then grade cannot be submitted and in such a case the program ignores the grade column as well (exclusively in the case of the given student), so the **number of students with "Signature refused" entry contributes to the fulfillment of the "Administration is finished" column.**

At "Exam course" type courses the program does not pay attention to the values of the signature column as the student can only register for an exam course if he/she already has a signature. In such cases, the fulfillment of the "Signature arranged" column is automatically 100%.

In the "Grade submitted" column, in the max. number display the number of students appears who possess signature ("Signed" signature-type entry). Naturally, in case if signature entry type belongs to the requirement type of the course. Those students will also be deducted from the maximum headcount, whose signature is included with a "Refused" value (since grade cannot be submitted for them either).

The detailed course statistics inherits the specific operation of the above-mentioned statistics, so according to the above the values change there as well.

By clicking on the "Options" icon in the line of each course, "Grade submission" as well as "Detailed course statistics" are available on the interface.

#### 4.2.8. Detailed course statistics

On the "Course statistics" interface, the "Detailed course statistics" option can be reached in the form of a pop-up window by clicking on the code in the course code column or on the Options icon at the end of the line.

Course students appear in the pop-up window and the fulfillment is displayed at each student in a separate column.

By applying the **"Compliers only"** pipe, those students can be filtered out who already have a completeness determinant grade, and by searching for the **"Not compliers only"** those who do not have such a grade.

Group message sending is available on the interface, according to the filtering as well, so **the lecturer has the opportunity to send a group message to the compliers or non-compliers.**

At the same time it is possible in the pop-up window to print the list of students and to authorize or prohibit exam registration. By clicking on the name of the single students, the contact information of students can be viewed and by clicking on the options at the end of the line message can be send to individual students.

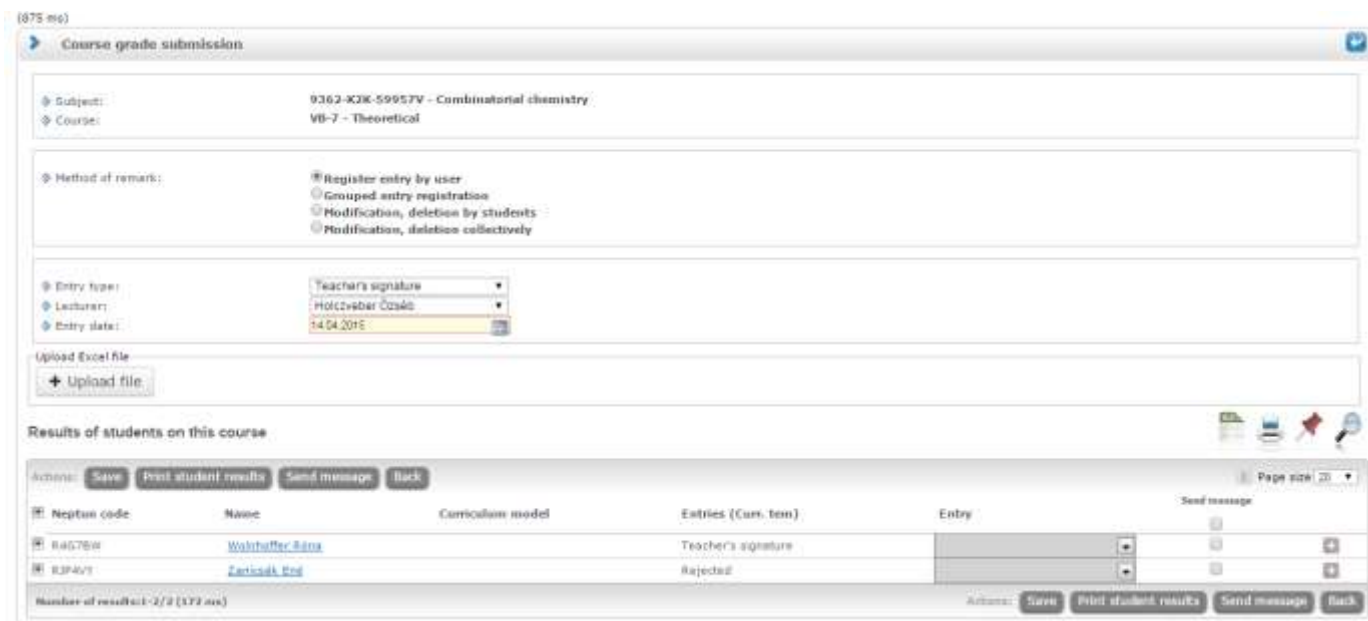
*Detailed course statistics*

### 4.2.9. Grade submission (Course grade submission)

**This interface serves for submitting or editing mid-term grades or signatures.**

Course grade submission is possible for instructed courses by default, but it might be available for responsible lecturers by institutional setting. In this case, grade submission is possible for own courses and the entry enterer person will be the responsible lecturer. If the institution prohibits grade submission for responsible lecturers, then on trying to submit a grade for an own course, the program informs the user in a pop-up window that grade submission is possible solely in case of instructed subjects.

The course grade submission can be used in four ways, you can choose from them at the "Method of remark" section by clicking on the viewable options. Depending on your choice, the options found on the interface and the list of course students can also be used in different ways, so the description is categorized according to the these options.



Neptun code	Name	Curriculum model	Entries (Curr. term)	Entry
8AG76W	<a href="#">Walshuffer Béna</a>		Teacher's signature	
83PAV1	<a href="#">Zaritskii Petr</a>		Rejected	

*Course – grade submission interface, Register entry by students*

#### **Register entry by user**

Selecting this option, the entry type, the lecturer, on behalf of who you want to record the remark, and the "Entry date" can be selected from a drop-down list at the "Details of remark" section.

**It is important to note that exam grade submission from course is not allowed by every institution. If it is permitted, then the exam grade recorded from course is considered to be exam-grade submission in the Neptun System, if the remark date is equal with the date of the exam.** In case of certain institutional settings, a yellow information box draws the user's attention to this!

At the lecturer you can choose from the lecturers of the course, but the system naturally records in this case also that who has actually edited the certain remarks. The remark date is the current date by default, which



can be changed if you click on the small calendar icon located next to the field, and then select or enter the desired date in the appearing small window.

Then the individual students can be seen in one-one line in the list of course students. The result/results of students obtained in the current term are displayed in the "**Remarks (Curr.term)**" column. By clicking on the + sign located on the left side, the student's remarks according to this subject, which have previously been recorded, are displayed on the next level of the table.

The "**Registrar**" appears in the hierarchical line. If not the course lecturer has recorded the grade, then a **blue information icon** appears next to the name of the person who has entered the grade in the "**Registrar**" column, by dragging the mouse over which, the **name of the actual enterer** becomes visible.

To add remarks, click in the line of the student in the "**Remark**" column, and then you can select the remark to be added in the appearing small table. You can accelerate the adding if you click in the Remark column in a line and press the first letter of the certain remark on the keyboard, then it will be selected from the list immediately, but in case of more remarks starting with the same letter, you can select among them by pressing the initial more times.

In case of entering five-division scale (e.g. exam grade, mid-term grade) in addition to the initials, the **numeric keys can also be used** for reaching the certain results rapidly. Then, if you press the Tab or the Enter key, the selected remark is added to the list, and the remark field of the following student will be active, thus you can select the appropriate remark for all students quickly by entering the initials and then pressing the Tab or the Enter key.

Another way of rapid result adding is that **arrow keys on your keyboard can also be used to navigate** between the fields of the Remark column, and then you can edit the remark by pressing Enter at the selected student (the arrow keys can also be used to select the desired remark from the list), and pressing Enter again the selected remark will be added to the student, and the remark field of the following student will be active.

### Recording offered grades

If you want to record the given remark as an offered remark, then place a check mark in the check box(es) found in the "**Offered**" column of the table. Only grades that define fulfillment can get offered character (e.g. in case of a subject with exam requirement, the signature cannot be offered!)

Offered grade submission period can be determined by the institution which may limit the entry of the offered grades. Moreover, it also depends on the institutional setting, whether the offered grade which has been accepted or rejected by the student can be deleted from the web interface or not.

Depending on the institutional setting it is possible that on recording an offered grade it is not necessary to submit signature before the grade, because the program performs this when submitting the offered grade. Accordingly, depending on the institutional setting there can be fundamentally the following three ways of submitting offered grades:

- 1: No signature is submitted, thus offered grade submission is not successful.
- 2: The signature is being automatically entered when recording the offered grade (the date of the signature entry will be automatically one day earlier than the date of the selected entry).
- 3: The signature can be entered later in a pop-up window where the date of signature can also be specified.



If solely signature can be submitted for a course the "Offered" column does not even appear!

### **Continue grade submission, other information**

When you have finished selecting the remarks, and have set that at which students it should be included as offered remark, click on the "Save" button at the bottom of the page. If you would rather return to the Courses interface instead of saving the remarks, then click on the "Back" button.

**During grade submission, the display of the enterable results depends on institutional setting.** It is possible that on selecting the entry value, the text included in the entry value is displayed, sometimes in addition to the textual value, the (numeral) value assigned to the entry is displayed in parentheses as well.

With the "**Print student results**" button, you can export on a form and then print the results of the students by the help of an arbitrarily compiled template.

For example, here you can select either such template, which contains only those students who already have entry, or a template, on which all students appear, regardless of whether they have any entry or not.

### **ATTENTION!**

**If you do not click on the "Save" button after selecting the remarks, then they will not be saved in the system!**

You can enter an offered grade if the institution has configured it in this way! If the offered grade entry it is not possible, it will be written out at the top of the page, and then the offered remark cannot be selected.

It may occur that you can only record an offered mark at the course grade submission, if an offered grade submission period is set on the student's training. If there are students on one course of several trainings, then the program examines by training and the offered grade will be entered according to this.

It depends on the institutional setting whether more entries within the same day, with the same type can be recorded to one single gradebook row or not.

### **Grouped entry registration**

Selecting this option, the entry type, the value of the desired remark, the lecturer, on behalf of who you want to record the remark, and the Remark date can be selected from a drop-down list at the "Details of remark" section and it can be marked if you would like to record the remark as an offered remark.

The entry type is displayed according to the institutional settings, and the selectable values at the remarks according to the selected entry type.

If you want to record the remark as **offered remark**, then click in the check box.

Depending on the institutional setting it is possible that on recording an offered grade it is not necessary to submit signature before the grade, because the program performs this when submitting the offered grade.

Accordingly, depending on the institutional setting there can be fundamentally the following three ways of submitting offered grades:



- 1: No signature is submitted, thus offered grade submission is not successful.
- 2: The signature is being automatically entered when recording the offered grade (the date of the signature entry will be automatically one day earlier than the date of the selected entry).
- 3: The signature can be entered later in a pop-up window where the date of signature can also be specified.

At the lecturer you can choose from the lecturers of the course, but the system naturally records in this case also that who has actually edited the certain remarks. The remark date is the current date by default, which can be changed if you click on the small calendar icon located next to the field, and then select the desired date in the appearing small window.

It depends on the institutional setting whether more entries within the same day, with the same type can be recorded to one single gradebook row or not.

If grade submission is unsuccessful for certain students on grouped entry registration, then the program performs grading operations for the rest of students and displays the failed ones in a feedback message.

### **Student's previous entries of the subject**

Then the individual students can be seen in one-one line in the list of course students, and by clicking on the + sign located on the left side, the student's remarks according to this subject, which have previously been recorded, are displayed on the next level of the table.

**ATTENTION!** In some cases, it may seem that a previously submitted grade has been duplicated. It happens if the entered grade has been recognized on the other training of the student. A "Training" and a "Recognized" column serves for displaying this on the second level of the hierarchical line. It can be seen at the training that the grade has been recorded on the other training of the student, while the "Recognized" column makes it clear that this value has been created because of recognition and that is why it can be seen on the interface once more.

To add remarks, click in the line of the student, in the check box situated in the Remark column. By selecting the "Grouped entry registration" remark, **the number of selected students is displayed next to the column header in braces**, so you can check how many students have been selected (in the header of the "Remark" column).

When you have finished selecting the students, click on the "Save" button at the bottom of the page. If you would rather return to the Courses interface instead of saving the remarks, then click on the "Back" button.

### **ATTENTION!**

**If you do not click on the "Save" button after selecting the students, then they will not be saved in the system!**

### **Modification, deletion by students**

Selecting this option, one remark of students can be seen in one-one line in the list of course students, thus it is possible that a student is included several times in the list, if more remarks have been recorded for him/her from the given subject and from the given entry type.

### **Modification of remarks by students**



Like grade submission by students, you can change the remark of each student individually, even in cases when remarks are different. Only the entry type has to be determined. In such a case, the current value appears in the "Remark" field, which you can rewrite just here, and then you can finalize the overwritten values with the "Save" button. There is no group messaging option here. You can send message to individual students under the "Options" icon at the end of the line.

### **Deletion of remarks by students**

To delete remarks, select the "Delete" value in the "Remark" field at the appropriate student, thus his/her previous remark will be deleted by saving.

### **ATTENTION!**

In case of intending to delete an offered grade, it is important that it depends on institutional setting, whether the offered grade which has been accepted or rejected by the student can be deleted from the web interface or not. Even if the cancellation is possible, a warning message is received that alerts the user that an offered grade is about to be deleted of which the student has already disposed.

### **Modification, deletion collectively**

Selecting this option, one remark of students can be seen in one-one line in the list of course students, thus it is possible that a student is included several times in the list, if more remarks have been recorded for him/her from the given subject and from the given entry type.

### **Modification of remarks collectively**

To modify remarks, select the type of remark you want to change at the details of remark, thus those remarks are displayed in the list, which corresponds to the selected type. After that by the help of the other options at the Details of remark section, you can determine the modified entry type, that whether it is an offered remark, the remark recording lecturer, and the remark date. Subsequently place a checkmark in the select column in the line of the remark you want to change, and then click on the "Modify selected" button at the bottom of the page.

### **Deletion of remarks collectively**

To delete remarks, select the type of remark you want to delete at the details of remark, thus those remarks are displayed in the list, which corresponds to the selected type. After that place a checkmark in the selection column in the line of the remark you want to delete, and then click on the "Delete selected" button at the bottom of the page.

### **ATTENTION!**

If you do not click on the "Modify selected" or "Delete selected" button after selecting the remarks to be modified or deleted, then the changes will not be saved in the system!

### **ATTENTION!**

At grade submission a two-level list is displayed, the previous remarks of the students can be displayed in the second subordinate line by clicking on the + sign at the beginning of line. To display all the subordinate lines collectively, click on the group + signal in the fore-part of the header of the list. Thus, all students' earlier remarks become visible.

#### 4.2.10. Course signature / Grade submission permission

In case of possible grade submission prohibition, it might be set by the institution that you cannot enter signature and / or other grade for the given course from either the direction of the course or the exam. In this case, the drop-down grade-selector option does not appear in the "Result to be registered" column at course students of the given the course on the "Course grade submission" and "Exam grade submission" interfaces. In case grade submission from the course, the display depends on the selected entry type as well.

In such cases an information panel also informs you about the limitation of grade submission on the interface.

#### 4.2.11. Course grade submission Excel import

On the course grade submission interface you can import the grades from an Excel list. For this, first click on the xls icon situated at the top of the list, by which the content of the list is displayed in an Excel file. The grade submission fields which can also be used on this interface are also active in the Excel, thus here you can enter the results. It is possible that the data of other columns can also be modified, but they will not appear when you import it back. Only the modifications of the "Remark" and "Offered" columns can be imported back.

After the modifications in the Excel, the file has to be saved, and then it can be imported back by the help of the "Upload file" button found below the filter fields.

It is possible to **export all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

In the exported Excel, the **sorting is disabled**. If you want to list, the order should always be configured before export on the interface by clicking on the appropriate column's header. The column order of the exported file matches the interface order, it is one hundred percent the same.

##### Excel import – copy grades from external file

Values can be copied into the "Entry" column of the exported Excel file from an external source (e.g. Excel or Word). Numbers must be included in a row as a column in the file to be copied. The order will be the order of copying, therefore you must make sure that the same order is included in the external file as on the interface (e.g. Students exam ID in alphabetical order). Thus, it is possible to transcribe grades recorded in an external list as a whole to the Neptun by the lecturer.

If you copy a value that is not included in the Neptun entry set, then the program manages it as a faulty data and it is not copied into the interface. Apart from this, the importing of the other values will be successful.

After the successful import, the imported remarks will be saved by clicking on the "Save" button.

**ATTENTION!** Only xlsx file format can be imported back!

##### Importing external file

On the interfaces for grade submission (course, tasks, exam grade submission), beyond reading the settled formed import file, a simpler xlsx import is possible as well, when only the student Neptun codes and their corresponding grades are need to be recorded in the Excel file.

**Accordingly, the import file can be an externally created (not the one exported from the program) list as well.** The first column must contain the Neptun codes, while the second column the grades in text format (there is no capital and small letter sensitivity). The value of the entry can be recorded in any forms used by the institution. For example for an excellent grade: 5, Excellent, Excellent (5) can also be entered.

Value that cannot be submitted on the interface cannot be imported as well as for a student who is not on the interface the import is not possible. In this case, the error message indicates the faulty value and the import of these values fails (apart from this, the other values will be imported).

The order of students is not required to be the same as the order on the interface.

During the import, the program examines the validity and correctness of the import file. The feedback messages created during the failed import in accordance with the correct matching and validity can be formed as the following templates:

1. The text (Y) included in the first column of the X. row is not a valid Neptun code!
2. Even the Neptun code (Y) included in the first column of the X. row is a valid, but grade cannot be submitted for the student on this interface!
3. The text (Y) included in the second column of the X. row cannot be interpreted as a grade!
4. The following students are missing from the file to be imported: XY.

### **Naming of the exported file**

In case of the xlsx grade import applied on the Teacher's web, the names of the exported files must be specific and uniform according to interfaces.

In case of course xlsx export, the exported file name includes the "gradeimport" term and then the subject and course code and finally the term. Thus, the structure of the course import file name is the following:  
gradeimport\_[subject code]\_[course code]\_[term].xlsx

The aim of the uniform naming is an easier and more efficient import possibility.

## **4.2.12. Course grade submission – Automatic result calculation**

If the institution uses this function and scoring algorithms have been uploaded by administrators for the relevant subject, grades for the students of a specific course or exam can be determined by these pre-defined formulas on the teacher's web interface.

If there is a pre-defined rule for the given entry type of the specific subject, then a new button, new columns and new features appear on the interface. The new "Calculation of results" button is placed on the interface. By pressing it, the program runs the set algorithms for the selected students and the result calculation takes place.

To show the calculated results, two additional columns are displayed in the list:

- Score
- Partial scores



The calculated results are displayed on the web (the partial scores within the same line one under the other with the given name), but their calculated value will not be saved into the database.

At the exam grade submission one more freely writeable column has been created in the list as "Exam result" which can be freely filled in by the instructor and when saving it, this will however be stored in the database. The result entered here may alter the final grade entry of the student.

The calculated results can be exported with Excel export from the interface.

The calculated results appear at the subject belonging to the student's specific gradebook row according to the rule defined for the semester of the given gradebook row. That is, if a course can be picked up from two subjects as well, then the calculation rule belonging to the subject of the gradebook row is the authoritative one.

By clicking on the "Calculation of results" button, the value of the "Result to be registered" column will be filled in accordance with the partial scores, scores (and possibly exam result) columns. However, at this point save has not been done yet.

After this the instructor can freely change the entered grade, and in the end decides himself of the grade submission with the "Save" button.

### 4.2.13. Send group message

In case of **group messaging**, where you can choose from the "All students" and the "Select custom students" options, a "Secret" check box appears. If this is ticked, then the selected recipients get into the "Secret recipient(s)" field, but if the check box is in false position, then into the "Recipient(s)" field.

#### Message for students of more courses

You can send a message to students of more courses at the same time if you tick more courses with the help of the check boxes on the "Education/Courses" interface and then click on the "Send group message" button appearing at the top of the list. In this case, the program adds up the students of the various selected courses and the message will be sent for all of them.

#### Writing the message

In this window you can write and send messages within the Neptun. You can see the Neptun codes of the recipients in the Neptun code(s) field. If you have reached this interface by choosing the Send group message feature, or you have selected the message sending option in the list of students, then the system automatically fills in this field, but you can also manually write more recipients, or you can delete from them.

You are able to enter into the validity end field that how long the Neptun should store the given message in the recipient's inbox. This field is not mandatory to fill. The easiest way you can choose the desired date is that you click on the small calendar icon next to the field, and then click on the selected date on the appearing calendar interface.

You should tick off the "**CC to email**" check box, if you want the system to surely try to forward the given message by email to the students, regardless of what they have set as a general rule.

The subject and the text of the message must be completed in each case.



When you are finished writing the message, then click on the "Send" button found at the bottom of window. If you do not want to send the message, then you can interrupt the process by clicking on the "Back" button located at the bottom of the page.

#### 4.2.14. E-Learning materials

By selecting the '**E-Learning materials**' menu item of the '**Options**' context menu in the line of the course, the materials assigned to the course appear. Their results can be displayed by selecting the '**Statistics**' menu.

##### Statistics

At the top of the statistical page, the information, which is provided at uploading, can be seen. The material's title, the uploader's name, the type of material, the upload date, the specified version number, the validity date and the language version are also displayed.

On the middle of the page you can see the aggregated data in relation to the filling of the material. You can pick up information about the average learning time, the number of students who have launched the material, you will see the fastest filling time, the number of starts, the slowest filling time and the number of the successful fillings.

Below such test related appear as the necessary result for successfulness, the best result, average result, the worst result. Here and lower down on the page, you will find information if test also belonged to the e-material.

The '**Students**' tab shows a list of those students who have completed the material, and the information associated with the material filling. We can see the time spent on study, the number of launches, the last launch date, the result in percentage, the status of the material (successful, unsuccessful, pending) and the language version chosen by the student.

By clicking on the 'Test questions' menu item at the end of lines of students , you can see the student's responses to certain questions in detail, as well as the time spent on the question, furthermore the question serial number, identifier and the type of question also appear. You can view the same list by clicking on the name of the student.

On the '**Test questions**' tab the aggregate results of students who have filled the material are displayed if you click on the + sign next to the appropriate language version. If the + sign next to the word language is selected, you can expand the questions of all language versions.

In the aggregate results table, the question serial number, identifier, question type, the average time spent, the number of the well and wrong respondents and also the percentage of those who have responded to the question well are shown.

**ATTENTION!** This menu item will only be displayed if the institution uses this module.

Here you can also assign new materials for the certain course. By clicking on the '**E-material management**' button from the appearing list - in which materials uploaded by the lecturer can be seen – and tick the check

boxes next to the material you can select the desired material to assign to the course. You can validate your selection with the **'Save'** button.

**ATTENTION!** The exported Excel file can only be imported back on grade submission interfaces, and you can only upload data of certain columns on those interfaces, too.

## 4.3. E-learning materials

You can upload and view e-learning materials in the E-learning materials menu item. You can specify new version and language version, as well as it is possible to modify and delete materials. Your materials can be assigned to courses and virtual spaces. The Neptun produces detailed statistics of the played contents, which is also available in this menu.

### 4.3.1. E-material tab

On the E-materials tab, you can see the materials uploaded by the lecturer in a hierarchical list. The table is two-leveled, one after the other **E-material** and **E-material version**. At the end of lines a local menu can be found, which offers options according to the given line. It is also possible to display already archived materials by ticking the **'Displaying archive items'** check box, and then clicking on the 'List' button.

Within the top menu belonging to the E-materials, it is possible to add new version to the given e-material, and to modify, or delete the material. When adding a new version, the data belonging to the new version as well as the zip file of the language version should be given in a pop-up window.

**Material Editor:** If you have active license, click the button to enter the material editor. You can claim access with this e-mail address:

[tananyagszerkeszto@sdainformatika.hu](mailto:tananyagszerkeszto@sdainformatika.hu)

In case of deletion the system verifies whether the material in question has already been started by someone. If so, then it cannot be deleted, but archived. After archiving the material, it will be no longer visible for students, but the results remain queried. In case of deletion all the connections of the material will be deleted. On the level of e-material version a more complex **'Options'** menu appears compared to the previous, where the given material version can be assigned to course and virtual space, and we can view the results of students of courses. In this menu, by selecting the **'Language versions'** option, we can upload a new language version. If you select the **'Courses'** menu item, a popup window appears with courses of the lecturer. The courses can be listed by semester with the pull-down menu at the top of the window. Here the previously selected e-learning material version can be assigned to the courses by the help of check box and the **'Save'** button found at the end of courses' line. The existing connections are marked by the system.

By clicking on the **'My own virtual spaces'**, the lecturer can assign the selected material version – similarly to the assignment to courses - to those virtual spaces, where he/she is an administrator. This function is naturally works only if the institution uses the NMS community space.





If the '**Courses**' and the '**My own virtual spaces**' menu items are inactive, it is because the material has been uploaded as a general material, I mean it has assigned to all students and/or lecturers, consequently the same material version can no longer be assigned to course/virtual space.

By the help of the '**Statistics**' page you can list the details of filling and result belonging to the given e-material version. This is described in the 4<sup>th</sup> chapter of this documentation.

### 4.3.2. Upload new e-learning material

By clicking on the '**Uploading new material**' button found at the bottom of the page, you can upload new e-material.

In the "E-learning materials" view of the Neptun Meet Street module's virtual spaces, when uploading a new material, the file format of the file to be uploaded is being checked. On the interface zip files containing SCORM-compatible materials can be uploaded exclusively, in addition other file upload is not allowed. Detailed feedback messages provide information if the uploaded file does not meet the conditions (its extension is not a .zip, it does not contain material).

You can specify here the e-material-related information. In the '**E-material name**' field, you can specify in what name the material should be included in the list of materials.

The '**E-material type**' allows a classification opportunity; it gives a kind of extra information of the use of the material for the student.

You can also set the visibility of the material. '**Public**' materials can be assigned to own courses by any of the lecturers. The '**Visible**' materials can only be managed by its uploader; other lecturers can only see them in the list. The '**Protected**' materials can only be seen and managed by the uploader.

In the '**Validity**' field you can specify the date till which the material is accessible to students. This validity is modifiable later.

The '**Number of fillings**' concerns the authorized number of times to launch the material.

The '**General material**' check box should be ticked, if you intend the material for all students, or for all of the lecturers. After ticking the check box, two new check boxes, the 'Material for lecturers' and the 'Material for students' appear, where you can select that you intend the material for every student or for every lecturer. In case of marking both, the material will be available for all of the students and lecturers.

In the '**E-material version**' group you can enter additional information for the given material version.

In the '**New language version**' group, you can select the language of the uploaded material.

By clicking on the '**Browse**' button you can specify the location of the material file. The material you want to upload must be included in a zip file and it cannot contain spaces and accented letters. The SCORM material must be in the zip file directly within the root directory, otherwise the system will not accept it. However, the material editor usually accomplishes this automatically on publishing.



By clicking on the '**Upload**' button, the e-learning material is uploaded into the LMS system. You receive a feedback about the successful upload next to the 'Upload' button.

The "**Settings**" button appears in the feedback window, by clicking on which, you can set in a new window whether you want the system to assign a separate navigation bar and a table of contents to the uploaded material, which would promote to navigate among the pages of the material, or not. (It is recommended if the material does not dispose over an own one.)

Click on the checkbox next to the '**Show material structure**' label, if you used such material editor software for preparing the uploaded material, which does not have its own table of contents, material structure visualization element.

Click the checkbox next to the '**Show navigation bar**' label, if you used such material editor software for preparing the uploaded material, which does not have its own navigation panel.

By the help of the '**Save**' button, changes will be saved about which you will receive a feedback message.

If you want the '**Settings**' panel to be set later, then you can do it on the E-learning materials menu/ language version-level options/ language versions/ options/ settings menu.

**ATTENTION!** If the uploaded material does not have an own player framework and you do not select this option, you will not be able to scroll between the pages of the material. If you are not sure whether the uploaded material possesses the foregoing, you can still modify the settings after the test playback.

### 4.3.3. Public materials tab

These are such materials which have been uploaded with public or visible mark by the lecturers of the institution.

Here you can see who has created the material in the 'Creator Name' column at the end of the appearing lines of e-materials. You can see the status of the material in the 'Visibility' column (public or visible). If the check box in the 'General material' is ticked then the material has been uploaded as general curriculum material.

The management of the here listed materials and material versions is nearly the same of the materials found in 'E-material' tab, with the difference that the materials and versions available here cannot be modified. If the material has been marked as public, then it can be assigned to course and virtual space in the way that it was described in the preceding paragraph. If the material has been uploaded as visible, then this is not possible. In both cases, selecting the 'Students' menu item from the 'Options' menu, you can view the list of those students who have filled the material.

### 4.3.4. Statistics

To view the statistics of a given e-learning material version select the material from the material-list on the '**E-materials**' tab. By clicking on the + sign at the beginning of the line, you can reach the 'Options' context

menu belonging to the material version on the second level. The results appear by selecting the '**Statistics**' submenu from the 'Options' context menu.

At the top of statistics page the information provided at uploading can be seen. The material name, uploader name, material type, date of uploading, the given version number, validity date and the language version appear.

In the middle of the page you can see the aggregate data in relation to material filling. You can gain information from the average learning time, the number of students who have launched the material, you can see the fastest filling time, the number of startups, the slowest filling time and the number of successful fillings.

Below, data in reference to the test appear namely such as necessary result for successfulness, the best result, average result, the worst result. Here and further down the page you will find information if test also belonged to the e-material.

The '**Students**' tab shows a list of those students who have filled the material and of the associated, material filling information. You can see the time spent learning, the number of startups, the last launching date, the result as a percentage, the status of the material (successful, unsuccessful, pending), the language of the version chosen by the student.

By clicking on the 'Test questions' menu item found at the end of the line of students, you can see in detail the student's response to certain questions, and the time spent on the question, additionally the serial, identifier number and the type of the question also appear. You can see the same list by clicking on the student's name.

By clicking on the + sign next to the appropriate language version on the '**Test questions**' tab, the aggregate result of the students filling the material is displayed. You can unfold the questions of all language versions by selecting the + sign next to the word language.

The serial, identifier number and the type of the question, the average time spent, the number of the good and bad responders to the given question, and also the percentage of the correct responders are shown in the aggregate results table.

**ATTENTION!** The menu will only be displayed if the institution uses this module.

## 4.4. Degree thesis

On this interface degree thesis of those students are displayed for which you have been determined as a reviewer (such as internal or external opponent, president or supervisor etc.).



The degree thesis can be archived in the Neptun system. Archived thesis are not displayed by default on the teacher's web, but they can also be displayed by the help of a filter. This can be done with the "**Archived as well**" check box. Accordingly archived thesis can also be listed.

With the "**Approved degree theses only**" you can filter the accepted thesis.

The student's Neptun code, name, training, the title and topic of the degree thesis as well as the date of defence, registration and acceptance are displayed in the lines. The "**Status**" column indicates whether the thesis has been accepted or not. The status will be "Supported by lecturer" or "Not supported by lecturer" if the instructor supports or does not support the thesis on the "Education/Thesis topics" interface. This information is also displayed for the student on the student interface, so you can see before acceptance that whether the instructor has supported it or not.

A red x gets into the "**Withdrawn**" column at those thesis in which the date of withdrawal has been deleted on the "Degree thesis (63360)" interface in the client program. There will be a green tick in the "**Uploaded**" column if file has been uploaded to the thesis.

You can ask for further information on the current degree thesis by clicking on the student's Neptun code, or on the "Options/ Details" link at the end of the line.

You can see in the degree thesis pop-up window, inter alia, the title of the degree thesis, the topic, the date of announcement, withdrawal, or the acceptance or for example the date and the result of the defence.

In the line of the degree thesis, the "URL" column is displayed on the "Degree theses - details" pop-up window in order to any external reference. By clicking on the link, the browser opens the content in a new window.

You can see in the list at the bottom of the interface that you have been designated as what type of referee of the thesis, and here you can see what the result of referee's report is, furthermore here you have the possibility to write an evaluation for the degree thesis.

The "Class percent" column shows the percentage of teaching hours information as well.

When editing the textual evaluation, it is possible to select the recommended grade by the help of a drop-down list above the editor field. The items of the drop-down list are identical with the values of the degree thesis result code item specified in the client.

By choosing the "**Send group message**" button, you can send message to all the students, but you can send message to a certain student if you click on the "Options" link at the individual students as well. The message sending feature is identical with the functioning of message sending pop-up windows appearing on other interfaces.

### **View other reviews of the thesis**

Depending on institutional setting, you can view grades or uploaded reviews of other reviewers as well. Depending on the setting, it is possible that you neither see the result of the review uploaded by the other lecturer nor the uploaded review, or you can only see the result of the review uploaded by the other lecturer, or you can see both the results of the review uploaded by the other lecturer and uploaded review as well. It can also be set that you can view the review uploaded by the other lecturer but the result not.



On the "Education/Degree theses" menu, you can see other reviews and grades by clicking on the "**View other review**" drop-down menu of the "Options" icon situated at the end of the lines of the thesis list. If this is clicked, then you can view the grades and reviews given by all other reviewers assigned to the degree thesis in a pop-up window (depending on the afore-mentioned institutional setting). Next to the names of the reviewers, in the "Reviewer type" column it also appears that in what capacity they have been participated in the review (e.g. internal opponent, external consultant etc). Reviews uploaded by other lecturers can be downloaded the same way as your own reviews.

As an institutional demand, the request of opportunity has arisen that let the instructor see and edit the description of each student's theses in order to have a more effective consultation with the students.

Therefore the description field shown at the degree thesis topics can also be viewed in the pop-up of the degree thesis details window on the "Education/Degree theses" menu and depending on the institutional settings it can be saved and edited by the instructor. If it is editable, the "Save" button appears at the bottom of the window.

The details of the thesis can be printed by the student as well on the student's web interface under the "Education/Student degree theses" menu, in which form this "Description" can also be displayed for the student so the student can go to the thesis consultation with printed this out.

*Details of the student's thesis where the description field can be edited*

## 4.5. Class schedule

You can view your constructed class schedule on the Class schedule interface by selecting the "Class schedule" tab (the program shows this by default, while the Institution class schedule tab only appears if you the institution set up the interface in that way). On the basis of several kinds of settings you can view the schedule of your lessons or exams, or you can print your class schedule in accordance with the selected the display settings.

You can select at the "**Items to show**" that you would like to view your lessons, examinations, tasks, meetings, consultations, subscription lists or maybe your tutorial exemptions. Here you can select your tutorial exemptions as well, which can be administered on the "Administration/Exemption" menu in detail in.

The display of the exemption is only possible in your own class schedule!

**ATTENTION! Task, meeting or subscription list types of events are only available if the institution uses the Neptun Meet Street module.**

You can **display the class schedule in 3 types of view** which are as follows:

- **Normal**
- **Contracted**
- **Term**



In **Normal view**, you can display the class schedule elements of a specific time interval. You can reach the selected day, week or month at the date setting option displayed at the upper part of the table. The currently set period of time is always shown in the header of the class schedule chart.

By selecting the **contracted display mode**, items are listed similar to the "Normal" view interface, in an aggregate division. This means that the program displays all class schedule elements of the term in a cross-section of a week. At this type of view, the term to be displayed must be selected at the "Semester" option. **The contracted division can only be used for courses**, thus only the "lessons" item is active at the display elements, and others are disabled.

In case of the **term display mode**, you must select the desired semester to display at the "Semester" option. In this view you can choose from all the items to be displayed (e.g., lessons, exams, tasks etc.). The Semester view displays **your daily programs pertaining to the whole semester time interval in a list-like layout** similarly to the display manner of the Diary view within the "Normal" view.

Under the single days, various programs appear in colors according to the class schedule events. In the lines of each event the time interval, type (e.g. task, or lesson, exam etc.) and possible repetition information of the event (e.g. Every week) appear. In this display form, days that do not include entries are not displayed. You can choose from two options in the contracted and the semester view: **Own class schedule, Institutional class schedule**.

Within the Normal view, you can decide whether to display a "**Daily view**", "**Weekly view**", "**Monthly view**" or a "**Diary view**" of the class schedule. These settings can be reached by clicking on the same named links found in the header of the class schedule's chart. The selected view is displayed in frame with other colored background.

The **daily** view shows the events of one day. In the weekly division courses and exams of a week, which start date has been selected, can be displayed. And naturally the period of one month can be viewed with the help of the monthly view.

The **Diary view** similarly to list printing shows your daily programs in a list-like layout. Under the single days, various programs appear in colors according to the class schedule events. In the lines of each event the time interval, type (e.g. task, or lesson, exam etc.) and possible repetition information (e.g. Every week) of the event appear. In this display form, days that do not include entries are not displayed.

You can reach the selected day, week or month at the date setting option displayed at the upper part of the table, too. The currently set period of time is always shown in the header of the class schedule chart.

By clicking on the "**Back to today**" link, you can easily set the date to the present day. You are able to update the content of the currently displayed view with the "**View update**" link. And by using the arrow keys pointing left and right you can take steps according to the currently set unit of time (if the daily view is set then one day forward or back).

You can switch between the **dynamic view** and the **all-day view**. By choosing the all-day view, the schedule of the selected class schedule starts from 0:00 to 24:00 hour. But if the dynamic view is selected, the schedule of the class schedule starts from 8:00 to 16:00 hour which is dynamically changing in either direction, depending on the start and end date of the class schedule items. The button for switching between views is



situated in the header of the class schedule. If you use the interface in all day view, the label of the button is "Dynamic View" but in dynamic view the button's name changes to "All day view".

In case of the normal - dynamic and the contracted display, if the week includes an event which extends beyond the daily 17-hour limit, then the upper time limit of the schedule will be extended to the end date of the event. Thus, every single event will be fully displayed which starting time falls on the time bar corresponding to the view.

To print the class schedule click the "**Print**" link in the header of the class schedule (according to the selected display).

With the help of the "**Print list**" link, you can print out your class schedule not in a table, but in a list form, so you can see the dates, types of occasions and the specific name of the event (e.g. a lesson with marking the codes of the subject and course and the subject name).

On the web "Class schedule" interface individual settings are saved in the user's profile. Accordingly, the software saves that which was the last view that the user selected, the items that were displayed (e.g. classes, exams etc.) and also that data of which semester was listed (in case of contracted and term view). Within the "Normal " view other setting options are saved as further views, for example the weekly, monthly, and the selected date - interval. Thus when the user selects the "Class schedule" interface again it is not needed to select each setting modes again, since the program will remember the last settings.

## Outlook export

The entries of your calendar/class schedule can be exported to Microsoft Outlook email client (in Normal view). You can use the "Outlook Export" interface for this. The Outlook export link appears below the Calendar of the left-hand menu bar as well as on the class schedule interface in normal view (furthermore also on the Calendar interface in the NMS similarly to the class schedule).

**ATTENTION! The contracted and the semester view of calendar/class schedule cannot be exported!**

If you click on the Outlook export link anywhere in the program, you will automatically get to this interface.

There are two types of exports available:

1. Automatic update
2. Manual update

### Automatic update

If you click on the „**Add calendar to Outlook**” labeled link, all entries of the calendar and class schedule will be loaded in the Microsoft Outlook program.

After this grant, by restarting the Microsoft Outlook and synchronizing folders manually, entries will be updated. No more further exports will be necessary for this.

### Manual update

In case of a manual update, you can specify a time interval on the Neptun Web interface in which entries should be exported.



The "Date from" field is loaded with the current date and the "Date to" field is loaded with the same day of the following month by default.

Only those types of entries will be exported that are selected to be displayed elements in the left side calendar or the calendar of the NMS or in the class schedule.

With opening, the file can be loaded in the Microsoft Outlook program immediately. Or if you choose saving, an .ics (iCalendar) file will be saved which can be imported into the Microsoft Outlook (or Google Calendar as well).

### **ATTENTION! Manually updated .ics file can be loaded into and used in Google Calendar!**

In case of manual update, after the loading the .ics file and the mail program folder synchronization, class schedule entries will not be updated in the Microsoft Outlook.

If the interval that has been specified at the Outlook export does not include any calendar entry, you will receive a **warning message** about this, consequently, unnecessary empty export can be prevented.

### **Excel export**

Next to the Outlook Export link there is an **Excel export** link that allows you to export the class schedule entries into the Excel. Setting filters of the data to be exported can be done the same way and the same place as the setting option for Outlook export manual update. You can specify a time interval which is the interval of export entries. In the Excel export file those types of events will be included which have been selected before pressing the Excel export button. When you export to Excel and the set time interval does not include any calendar entry you will receive a warning message about it.

### **Further features of class schedule interface**

You have the option to display all day long activities or activities which last several days at the separated band below the days in daily and weekly views.

By choosing the „**Contracted/semester view**” tab you can see your class schedule in a **contracted** or a **whole semester** view. In case of these views, you have to select the semester which is desired to be displayed at the **Semester** option. In the entire semester division, all the courses and the exams of the selected semester will appear. The contracted view can only be used for courses, when the program shows the courses appearing on different weeks simultaneously in the cross section of a week.

In case of the Contracted/Semester view there is the **Week type** option. The week type can be: Every week, Even week, and Odd week. The Week type can be also set both in the contracted and in the semester class schedule types.

In case of choosing the Every week option, all such items appear which are included in any week of the selected semester (here not only entry that is educated on each week appears, but those that are included in any given week, even items that are included in only one week or e.g. items which are included in only even weeks). By selecting Even weeks, all such items are displayed which are included in any even week in the semester (i.e., class schedule items educated on every week are also shown here since they are taught on even weeks as well). By choosing the Odd week option all such items appear that are included in any odd week in





the semester (thus class schedule items educated on every week are also shown here, because they are taught on odd weeks as well).

**The contracted and semester view cannot be exported to Outlook.**

If you select the “**Meetings/Personal entries**” view, meetings and individual entries are displayed on the calendar interface. By clicking on any date on the class schedule interface a possibility appears: “**Add new meeting**”. By clicking on this, you can arrange a new appointment on a certain date, which time interval can be specified at the start and end dates of the pop-up window.

You can determine the subject of the meeting in the “Subject” field, it’s location in the “Location” field, and you have the opportunity to give details about the meeting in the “Description” field.

The recipients become visible only when the “**Save**” situated button at the bottom of the page is pressed, then you see the “Recipients” tab, where you have the opportunity to assign participants/ recipients to the meeting.

By clicking on the “**Add recipients**” button, you can choose students or teachers in the appearing pop-up window, with setting different filters (e.g. name, programme, specialization, organization unit, etc),.

**ATTENTION! The possibility of writing out and viewing a meeting appears only in institutions, which use the NMS named public space module.**

### Colors in the class schedule

In normal view, certain entry types are displayed in different colors:

- **Lessons (from the class schedule): blue**
- **Exams (from the class schedule): red**
- **Meetings / personal entries: orange**
- **Tasks: bright green**
- **Subscription lists: brown**
- **Tutorial exemptions: grey**
- **Consultations: purple**

Uniform light yellow coloring has been introduced to indicate the current day.

The holidays are displayed in gray. If the current day falls on a holiday, then this information is added to the header with gray-green coloring along with the description of holidays.

### Class schedule items

**By clicking on the items in the class schedule**, a window appears according to the type of the item is (e.g. in case of exam, the exam data window). By clicking on a lesson, the subject data window appears. However, in certain cases pop-up windows cannot be displayed (e.g. in case of a consultation).

**By dragging your mouse over a class schedule item a pop-up information window (tooltip) provides information** about the data of the given item without the need to click on it. Thus, you may acquire



significant data about an event if you do not want to click on it, but the interface does not show enough information.

For example, in case of an exam, the exam time interval, the subject of the exam, exam type (e.g. oral) and the location of the exam are shown.

**At lessons, a course group comment field** also appears.

Class schedule items are displayed on the basis of the time setting of the server, so differently set time zones on user level do not affect the appearance time of class schedule items.

In class schedule entries, always the information relating to the **default subject** of the course is displayed. You can get information about other subjects belonging to the course by clicking on the class schedule entry, in the **Related subjects** table found on the Course basic data interface.

The **task appears in the class schedule by course** with the data of the default subject (if the course belongs to more subjects, it will be displayed only once as well). Sub-tasks as well as make-ups appear in your class schedule in the same color as the task, the differentiation is possible on the basis of the task type.

**ATTENTION!** A subject may belong to more subjects as well. Always information pertaining to the default subject is displayed in the class schedule entry.

### 4.5.1. Institution class schedule

The "Institution class schedule" tab can be found next to the "Class schedule" tab under the "Education/Class schedule" menu item. Those institutional timetables appear on this interface which are allowed to be viewed by your school.

The list of timetables that were allowed by the institution appear in the "Selected class schedule" field drop-down list. The list contains the code and name of the class schedule and if there are specialization or programme assigned to the timetable then code, name and type of the module appear also on the interface.

Upon selection, the timetable appears similar to the "Normal" schedule interface and you can choose whether you want to see it in termly, weekly, daily or in diary view.

The last selected schedule is saved in the user's profile and re-entering the tab that will be reloaded. It is not saved whether you were on tab of your own or on the institution class schedule tab.

When stepping on the interface your own schedule will always be opened by default. From the interface of the new tab it is possible to print and export the selected schedule. A special permissions has been created on this tab. In case the institution does not want to use this option, then it may disable to view the tab. In this case you will not be able to see it either.

By clicking on the items appearing on the institution class schedule, then similar to your own class schedule, detailed information (e.g. class data - Course data, etc.) of the given item appears.

## 4.5.2. Course data

In this window the data of the selected course are displayed, divided into tabs. The resulting tabs and their associated functions are as follows:

- **Basic data**

Here are the basic details of the chosen course: including the course code, subject name, semester course, type, lecturer, site, division, etc.

The values of the **maximum and minimum member** display the set number limits belonging to the course as well as the “**Max. number of waiting-list**” value which indicates whether there is a waiting list number on the course or not.

According to institutional setting, the course lecturers may have the possibility to **increase the number of the course**. If the function is enabled, the "Maximum member" field can be changed to a value higher than the specified in the Course data window. In this case, the interface displays a plus "Save" button by the help of which you can save the changes of the maximum number.

At the course lecturers the percentage set by the institution is displayed.

**It is important to know that one course may belong to more subjects as well**, but each course has a default subject in the system. Below this tab, data of the **default subject** is displayed.

In the table of **Subjects belonging to the course**, every subject is listed to which the course has been assigned (archived subjects also appear).

The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

You can view the class schedule information belonging to the course by clicking on the "**More class schedule information**" button.

- **Course students**

Here you can see the students of the course in a table, of which clicking on the "Options" icon at the end of the line, you can write a message to the given student by the help of the appearing "Send message" menu item. After selecting the menu item the interface necessary for this will appear in a new popup window; this is described in the messages section of the documentation, or you can find it in the screen sensitive help belonging to messages.

By clicking on the "**Send group message**" button you can send message to all the students of the course at once. This is described in the messages section of the documentation, or you can find it in the screen sensitive help belonging to messages.

It can be selected in a separate column of the table that the student may register for the exam or not. The display of the “Exam registration authorized” column can be configured with permission. Thus, the institutions where it is not desirable to use, the display of the column may be disabled.



The "**Save exam registration authorization**" button serves for saving the status of the exam registration approval.

With the "**Print the list of students**" button it is possible to display and print the list in PDF format. In the "**Waiting-list**" column, you can see a green tick at those students who have got into the course on waiting list. Once the student is actually added to the course (by number increase or avoiding other students), the green tick is automatically removed from the interface. A green check mark in the "**Last term**" column indicates for the lecturer if it is the last term of the student of the course. To display these ticks correctly, the full administration of such information in the client program is essential for the institution.

In header of the course student list template, the **default subject code and name** are displayed. In addition, subject information is displayed in two columns in the table: "Registered subject code", and "Registered subject name". They show the data of the actually added subject (from which subject the course registration has taken place) since a subject can belong to more courses.

On printing you can choose from print templates in a pop-up window, if more templates have been uploaded into the system by institution. Uploading the current templates is institutional competence.

In the list of students, the "Registered subject code" and a "Registered subject name" columns show the actual subject data, from which the student has taken the course. This is necessary because the course may not only belong to the default subject, so course registration may not only happen from the default subject. However, the default subject code and subject name are still included in the header of the table. In the "No. of times registered for" column the lecturer can see how many times the student took up the subject. You can view the previous entries at the course grade submission next to the student's name by clicking on the plus sign. In the "Registered for course" column, you can see that the date on which the student registered for the course.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default a-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.

- **Class register**

This tab is available only in your own class schedule.

By clicking on this tab, you can register and administer held classes, record the attendance statistics related to the held classes by individuals or by group, print held classes or print aggregate attendance statistics on the appearing interface.

On the "Class schedule" interface, depending on the class schedule display, class register can be recorded to the selected class schedule occasion (in normal and term view) or to all of the class schedule occasions of the course (in contracted view).

If no registered class belongs to the course yet, there the field for registering held class appears forthwith.



In case there is already a registered class for the course, then on the interface (in the list of "My held classes") already recorded **class register items** will be displayed. In the latter case, you have the possibility to record a new held class by clicking on the "**Add new**" button situated on the interface.

By clicking on the "Add new" button, the appearing "Class register" dialog box's functionality is the same on all interfaces mentioned above. Student attendance registration is possible only to a registered class. You can record **Student attendance**, **attach documents** to the selected class register and **view already uploaded documents** by selecting them from the "Options" menu at the end of the line. You have the option to print out your held classes of a certain interval of time with the "**Print held classes list**" button.

By clicking on the "**Aggregate attendance statistics**" button you can see the student attendance statistics concerning all the held classes by students or by class occasions.

### **Register held class**

The process of registering held class is the same of registering held class in the "Administration/Class register" menu.

It is possible to register a new held class by clicking on the "**Add new**" button on the Class register interface. In the appearing "Class register" window, data to be added vary dynamically according to the nature of held class given on the interface. The case of the held class is determined by the held class type and the lecturer attendance.

Information can be found on the interface: term, held class type, lecturer attendance type, class start, class end, generated identifier, lecturer, comment, class subject. Depending on the type of held class (scheduled, course, consultation) student attendance can also be recorded to the occasion.

If a class scheduled held class is being recorded from the interface, then the term, held class type and the course cannot be selected, since it is only possible to record the class occasions of the given course. The held class type will be automatically scheduled when opening it from the class schedule.

Occasion selected from the "Scheduled classes" list can be straight recorded as held class.

After recording the held class, the recorded occasion appears immediately on the interface and the student attendance can be administrated straight away.

### **Recording student attendance**

**ATTENTION!** Student attendance can only be recorded to an already recorded class register!

You can select the course-class occasion to administer from the "**My held classes**" list. At the end of the line of the class occasion options, you can find the "**Student attendance**" feature and by clicking on this, you can compile statistics.

On the appearing interface, you can administer the type of student attendance belonging to the given course occasion by student or by group with the help of the radio buttons located on the interface.



If you select the "**Grouped entry registration**" radio button, you must enter the attendance type from the central drop-down list and choose the students with the help of the check boxes next to the student lines.

If the "**Register entry by user**" radio button is selected, you can select a new value or modify the existing one from the drop-down list and record a comment at each student separately.

In the "Options" of each line of certain students, the "**Attendance statistics of the student**" can be viewed per student or according to class occasions. In case of display by student, aggregate values of entry types belonging to the student (for example how many times he/she has been late) are shown. In case of display by class occasions, student attendance is displayed according to the particular class occasions.

Beyond recording entries, it is possible to add free text comment as well.

**ATTENTION!** This interface is only for administer attendance of the actual course occasion, but to register class attendance in detail, navigate to the "Administration/Class register" interface.

- **Tasks**

Here you can see that what tasks are added to the given course. You can add new task, can copy over a task from another course, or you can add the tasks here to other courses, and you can also enter the result of the tasks.

#### **Task, subtask, make-up**

Task management has 3 levels: **Task**, **Subtask**, and **Make-up**. The task exists only in itself; the subtasks must belong to a task, while a make-up must belong to a task or a subtask. Either a make-up or a subtask can pertain to a task.

You can add subtask and make-up to the task with the line-end options "**Add subtask**" and "**Add make-up**" labels. If subtask already belongs to the task, you can add the make-up only to the subtask. In such cases, the "**Add make-up**" link is inactive below the options of tasks.

In accordance with the foregoing, the display is made with 2 level **hierarchical lines**, in which the task is included in the top main line and the subtask in the subordinate line. Subtask may be announced to the current task, and the subtask which belongs to it would appear in the hierarchy below it, displayed with "Subtask" type. Make-up may also be written out to the task, if no subtask belongs to it. The make-up is always displayed within the previously mentioned first two lines (but only in one at a time), in one cell, as a separate link. You can define any number of make-up possibilities, in such a case the make-ups will appear within the line under each other.

**Result can be entered** at all the 3 levels. The value set of results may differ (e.g. grade and score or percent).

When recording results of tasks, xls import can also be used to add grades. If you use this option, then similarly to interfaces of grade submission, by the help of the Excel export the list of students can be saved and after filling and saving it with the result of students, you can import the results.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed:



"Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

The task can be copied to another subject or course of the same semester or to other semester as it currently is; the copying is applied to the subtasks and make-ups, too.

To every level of the task management the date, start and end date must be specified (hour and minutes are required as well). The end date functions as deadline, so this is the required field.

**ATTENTION!** Make-up can only be added to task if no subtask belongs to it, consequently, to those tasks which include subtask, you cannot add a make-up, only on subtask level!

### **Add new task**

To add new task, click on the "**Add new**" button at the bottom of the window. Then you can specify the data of the task in a pop-up window. The optional types of the type field (e.g. essay, classroom test etc.), and the related selectable modes of assessment (e.g., grade or score) depend on the institutional settings. At the serial number of the task, enter a serial number that does not belong to any tasks already assigned to the course either.

At the make-up type you can specify that if a student receives more than one evaluation of that task, then how you would like them to be counted in the student's final result of the given task.

### **Edit task, subtask**

To edit the properties of a task, click on the "Options" icon in the line of the given mid-term task, and select the "Edit" option from the appearing popup menu.

At the top of the appearing window you can navigate between tasks with the "Previous" and "Next" buttons within the editor window (the buttons are only active if there is previous and next value). This facilitates the rapid and efficient administration. The current task name can be read at the top of the window in the middle.

Four tabs appear in the window:

- **Basic data:** here we can see the basic data of the task or subtask (e.g., task name, type, evaluation, etc.)
- **Results:** here it is possible to record and view the individual student results by students or by group.
- **Make-ups:** here we can administer the make-ups.
- **Uploaded documents:** here it is possible to upload documents for the task.

### **Enter, edit the result of the task, subtask**

To edit the results of a task, click on the "Options" icon in the line of given task, and select the "**Results**" option from the appearing popup menu. You can also get to this interface by clicking on the "Results" tab on the pop-up window when opening the task.

Here the course students will appear by name and Neptun code, and next to it as many columns as many results may be entered for the given task (max. number of make-ups + 1 given at task's data). To enter or edit the results click on the item of the list which you wish to edit, then the selectable list of results will be displayed. For the simple selection of the results you can use the initials or numbers of the certain



results, for the navigation within the list the arrows and ENTER or the TAB keys can be used, as when entering course or exam grades.

When recording results of tasks, **xls import** can also be used to add grades. If you use this option, then similarly to interfaces of grade submission, by the help of the Excel export the list of students can be saved and after filling and saving it with the result of students, you can import the results.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

You can print out the results of each task with the "Print results of the student" button.

### **Add existing task to the currently open course**

If you want to copy an existing task to this course, click on the "**Add existing task**" button situated at the bottom of the tasks' list. Then another window will appear with the mid-term tasks assigned to other courses, of which you can mark those that you want to add to the course by the help of the check boxes in the select column. Then by clicking on the "**Add**" button at the bottom of the window, the selected tasks will be included in the given course, and appear in the list of tasks.

### **Add tasks to other courses**

If you want to transfer one or more task(s) to other courses as well, you must first select those tasks by the help of the check boxes in the Select column, and then click on the "**Add task to other course**" button. The courses are then displayed in a new window, where you can choose from them.

The courses are filterable by subject type, course type and by semester. At the subject type you are able to choose from displaying only your own, or taught, or all typed subjects. You can filter to various types of courses at the course type (e.g. lectures, practice, exam, etc.).

To assign the task(s) to the selected courses, mark those courses to which you want to add the given task(s) by the help of the check boxes in the "Select" column, and then click on the "**Copy**" button at the bottom of the window. The system provides feedback of the completion of the task copying.

If you are copying task to another semester, the program will automatically modify the dates. The program recalculates both the end and the start date - if they are filled in – in such a way that it sees how many days are between the semester's start date of the initial task course and the initial task start/end date, and then it adds this difference at copying to the semester start date included in the course of the target task.

### **Delete task**

To delete one or more task, first mark those tasks in the "Select" column that you want to delete, and then click on the "Delete" button at the bottom of the window.

### **Totalized student results**

With this button you can print out the results of all tasks belonging to the course students. On printing you can choose from print templates in a pop-up window, if more templates have been uploaded into the system by institution.

- **Paid items**





Here you can see what payments were made by the students related to the course. By the help of the selection list at the top of the window, you can display the make-up exam fees (repeat exam) and charges of different services (here not just the service charges of the course are shown) individually or together.

- **Exams**

Here you can see the list of exam occasions related to the given course. By clicking on the "**Options/Details**" link found at the end of the line of an exam occasion, the data of the selected exam will be displayed in a popup window, divided into tabs.

### **Basic data tab**

Here you can see the basic information of the selected exam.

### **Courses, registered students tab**

Here you can view, in a two-level table, the students registered for the exam classified by courses. On the first level of the table the courses can be found, and by clicking on the + sign on the left side in the line of a course, the list of students registered from the given course will be shown.

By clicking the + symbol in the header, all elements of the second level of the table are displayed.

In the list of students, there is a pipe in the Waiting-list column, if the given student is on waiting list on the given exam, and the "Passed final requirement check" column works similarly as well. Here can also be seen the date of signature if the student has already obtained a signature from the given course.

By clicking on the "**Check final requirements**" button at the bottom of the page, the system checks whether the registered students comply with the final requirements necessary for exam registration, and at which student this is true, it will tick in the Passed final requirement check column at the student.

By pressing the "**Remove requirement violators**" button, the program completes a final exam requirement check, then disregarding the exam registration deadline it drops all the exam student from the exam who do not meet the final requirement of the exam and who have not been registered for the exam by an administrator. At the end of the operation, the program informs the user in a feedback message of an itemized list of students who have been dropped successfully or unsuccessfully.

By clicking on the "**Send group message**" button, you can send message to all the students registered for the exam at once.

You also have the possibility to print out the exam sheet on this interface with the "**Print exam sheet**" button. If you would like to print the exam sheet that you did not run a final requirement check, then warning dialog informing you about it. This is important because the results of the requirement check will be shown on the exam sheet.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default a-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.

### **Examiners tab**



Here the list of examiners belonging to the given exam is displayed. If you would like to delete, or add examiner to the examination, you can do it by changing the exam, which is described in the exams, grade submission section of the documentation.

### Special schedule tab

If more than one classrooms or examiners belong to the exam, or you would like to arrange the students also within the exam duration in time (e.g. at an oral exam into given time intervals), then this arrangement can be completed here. By the help of the Select column, select those from the student list, for who you would like to apply common settings and then click on the "**Arrange**" button at the bottom of the window.

This displays another pop-up window, on which you can select from a pull-down menu those classrooms and examiners assigned to the exam that you would like assign to the selected students, and in the date field you can give a start date within the exam duration that is completely different from start date of the whole exam. For giving the date, use the small calendar icon next to the field, on which clicking you can choose the appropriate date in a small appearing window. Then the "Save" button can save the settings. For students possessing special schedule, the exam will be displayed with the modified data on the Neptun Student's Web.

The modification of a special schedule of a student can be done the same as you entered the original data relevant to the special schedule.

## 4.6. Consultations

You can see those occasions under the "Consultations" menu which do not belong to the specific academic obligations of students in general therefore they cannot be added as subjects, but grades can be given for them, which may have relevance on the basis of the institution's individual expectations, regarding the students' studies as well.

In the filter box it is possible to choose consultations according to terms. By default the last term is selected on which you have consultation, but you can choose between terms as you please, or by choosing the "All terms" option you can display all of the consultations (in this case consultations which are not related to term appears as well).

Consultations may have **class schedule date, location (room), lecturer and results**.

On this interface, those consultations appear in the list which you have written out or to which you have been assigned as a lecturer and to these occasions you can **record grades** for the students participating in the consultation.

Subject information can also be seen in the list, if the consultation belongs to a subject. The term of the field is found in the term field. The number of registered students can be seen in a separate column.

If you have written out the consultation, the "Own" column is ticked.

The events are displayed in a hierarchical list.

**Registration period** belongs to consultations; the beginning and the end of period appear in the main line of the consultation. Here you can see the name of the consultation, the subject name (if the consultation relates to any subject) and the term (if it has been announced to term).



**Specific consultation times** may belong to the consultation periods which you can see if you click on the plus sign at the fore-part of the line of the period.

By clicking on the plus sign the sub-dates of the period are displayed where you can see the start and end dates, the lecturer who has been assigned to the occasion as well as the room where the consultation takes place.

You can find an "Options" icon at the end of the main line of the period, below which by clicking on the "**Details**" link, you can display the window of the consultation where further operations are available. This pop-up window of the consultation contains 3 tabs:

- **Basic data**
- **Consultation dates**
- **Registered students**

On the "**Basic data**" tab you can view such basic details of the consultation as the name of the consultation or the consultation period. If the consultation period is your own, then you can modify the fields, and specify the conditions of the registration.

On the "**Consultation dates**" tab, check the actual consultation dates of the period and the room where the consultation will take place. By clicking on the "**Options/View data of classrooms**" link at the end of the line, you can see details of the reserved room (for example, site, seating capacity, basic area, and room type). If you own the consultation period, the following buttons are displayed on the interface as well:

- Add new date
- Add lecturers to all dates
- Classroom reservation for consultation

These buttons are active when adding a new consultation time therefore they will be described there.

On the "**Registered students**" tab, you can see the list of students who have registered for the consultation as well as you can enter **the grades of the consultation**.

You are able to record grades as usual on the grade submission interfaces. You may choose from **individual or group grade submission**. This can be selected with the radio buttons at the top of this window. If you record grades by person, you must select the appropriate result in the "Result" column at the end of the line of each student. At group recording you have to select the result from the "**Result to be registered**" drop-down menu and then mark with the check boxes those students for whom you want to enter the result. At both recording mode, to finalize the grade recording you have to click on the "**Save results**" button.

Among information, the student's name, Neptun code, training data and his/her date of registration are displayed, but by clicking on the "Options" icon at the end of the line of each student, you can view the student's **contact information**, or you can even send a message to him/her.

With the "**Print consultation**" button it is possible to print the results of the consultation. Data of the consultation, rooms, lecturers, data and results of the registered students can be displayed on the form.

By clicking on the "**Send group message**" button, you can send message to all the students of the consultation. This feature is described in Messages titled clause of this documentation.

The consultation **appears both in the calendar and in the class schedule in violet.**

### 4.6.1. Announce, modify a consultation

You have the possibility to announce a new consultation. To do so, click the "**Add a new consultation**" button on the "Consultations" menu.

When pressing the button, the pop-up window of the consultation appear with the "Basic data" tab and other tabs are not viewable yet.

The yellow fields are required at the basic data! You need to specify the start and the end of the consultation period as well as the code, name and description of the consultation.

You can set the conditions for students to register with the "**Add registration condition**" button.

Once the fields have been filled out, click the "**Save**" button, then the "Consultation dates" and "Registered students" tabs will appear in the pop-up window.

#### Appointing new consultation dates and rooms

Under the "Consultation dates" tab, the "**Add new dates**" button appears at the announced consultations. With this button you can announce a concrete consultation for the existing period. In the pop-up window, the period is a mandatory field which is the time interval of the consultation.

With the "**Add lecturers to all dates**" button, external or internal lecturers can be assigned to all dates simultaneously. If the institutional lecturer is selected, you can choose from a list of existing lecturers in a pop-up window, but if adding an external lecturer, you have to enter the teacher's name!

Also in the "Consultation dates" tab, the "**Classroom reservation for consultation**" button appears at the announced consultations. With this button you can select a room for the existing consultations. In the room selection pop-up window, you can filter rooms among others by capacity, site, building and device, but many additional filtering options are available. After setting the filtering conditions, the necessary rooms can be listed from the database by clicking on the "**Search**" button. Hits will be shown in a new field at the bottom of the pop-up window. You can choose from the listed rooms by the help of checkboxes and to confirm it, press the "**Add selected rooms**" button. With this, the selected room gets into the details of the consultation.

**You can change only the consultations that you have announced.** In this case, the basic details, registration conditions, the specific dates and the reserved rooms of the consultation can also be modified.

#### Delete the existing consultation

Consultation can be deleted if:

- No student has registered yet
- You're the lecturer who created the consultation

If there are room reservations for the consultation, please pay particular attention to delete them from all occasions as well.

## 4.7. Degree thesis topics

On this menu item you can see those degree thesis topics and titles in two-level, hierarchical lines to which you have been assigned as a lecturer.

The topics of the degree thesis are included in the main row of the hierarchical appearance while the degree thesis titles belonging to the topic appear in the subordinate row.

Data are displayed under two tabs on the interface:

- All degree thesis topics
- Degree thesis topics assigned to period

### All degree thesis topics

Here you can see all the degree thesis topics without degree thesis registration period to which you have been assigned. The "**Lecturer type**" column shows that in what capacity you participate in the assessment of the thesis. For example internal tutor, external tutor, chairman etc.

In the "Type" box, you can see that whether it is a topic or a title. The first line of the hierarchy is always the topic, some of which single thesis titles may belong to.

In the "Name" field you can see the name of the degree thesis (topic or title), and in the "Description" column the possible added description belonging to it.

The "Validity" is the time interval of the degree thesis validity.

You have the possibility to modify or delete the degree thesis line under the "Options" icon at the end of the line if it is allowed by the institution.

By clicking on the "Options/Modify", in a pop-up window you can edit the denomination and the description in different languages.

### Degree thesis topics assigned to period

On this interface, you can see degree thesis topics/titles that have already been assigned to period.

Compared to the "All degree thesis topics" interface, here the **period name**, the **judgment period** and the **number of candidates** are also shown at both levels of the hierarchy.

If you click on the "Options/Details" link at the end of the line, in the appearing pop-up window you can accept or reject student registrations in the list of students.

## 5. Exams, grade submission

### 5.1. Exams, grade submission

On this interface you can view and edit the exam occasions belonging to your courses and all the exams of the institution, and you are able to enter the exam grades as well. Here you have the possibility of further operations on the administration of exams (e.g. exam sheet printing, copying the exam etc.).

#### 5.1.1. Displaying exams

**To display the exams you can select from three options** and the exams appear according to your choice in the table at the bottom of the page.

Selecting the "**Courses grouped by exams**" option, the exam occasions appear in the table, and by clicking on the + sign situated on the left side, the list of courses belonging to the certain exam occasion opens. This setting is shown in the previous picture. In this case, the **exam date** link appears in the first line out of the hierarchical lines, and you can reach the details of the exam by clicking on this link (this can be done even from the direction of the "Options"). In the first line, you can get information of the exam type as well, but by clicking on the plus sign at the fore-part of the line, the courses of the exam are displayed at the second level of the hierarchical line. The total number of the exam appears in the main line, while the course number of the exam (number of students who have registered from the course) is displayed in the subordinate lines. You will have access to course data window with the "Options" icon at the end of the courses' lines.

If the "**Exams grouped by courses**" option is selected, then the table of the courses is displayed, and by clicking on the + sign situated on the left side, the list of exam occasions belonging to the certain course opens. In this case, the main line of the hierarchy displays the **subject name in a link form**, but by clicking on it naturally not the subject, but the course data window appears (since exams are not announced to subjects, but to courses). In this mode of appearance, exam numbers pertaining to single courses are displayed in the "**Course exam headcount**" column of the subordinate line.

In this case sorting is also possible for dates of exams in the hierarchy.



The screenshot shows the 'Exams, grade submission' interface. At the top, there are filter options: 'Exam listing options: Courses grouped by exams, Term: 2014/15/2'. Below this, there are radio buttons for 'Courses grouped by exams', 'Exams grouped by courses' (which is selected), and 'Exams without grouping'. There are also input fields for 'Term', 'Begin of the interval', 'End of the interval', and 'Organizational unit'. A 'List' button is visible. Below the filters, there are buttons for 'Add to favourites' and 'Announce new exam'. A tabbed interface shows 'Own exams', 'All exams', and 'Exam statistics'. The main area displays a table of exams with columns for 'Subject code', 'Subject', 'Course code', and 'Course type'. The table contains three rows of exam data.

Subject code	Subject	Course code	Course type
9362-424-53957V	<a href="#">Combinatorial chemistry</a>	V6-7	Theoretical
9445-0121	<a href="#">Gasoline</a>	01	Practical
9446-01e-30152g	<a href="#">The origin of Hungarian vocabulary</a>	E1	Theoretical

Number of results: 1-3/3 (47 out)

*View of exams grouped by courses*

By selecting the "**Exams without grouping**" option, in the table **the exam occasion with the related subject** is displayed in one line, and in such a case there is no second level. As one exam occasion can be announced to more courses/subjects, so it is important to know that here the **default subject of the exam** is shown (the subject from which the exam has been announced).

The **exam date is linked** and by clicking on it, the exam data window appears.

This display mode gives a clear and well-arranged picture of the lecturer's exams.

### **ATTENTION!**

The + sign situated at the beginning of the line is suitable for displaying the second-level of it (course or exam), but with the + symbol at the beginning of the header, all subordinate lines can be displayed simultaneously.

The exams can be filtered by several criteria on the interface. By selecting from the **semester** combo box, exams belonging to the given semester will be displayed within the list of exams.

In addition, the composite filter fields also appear. After selecting the semester and the additional filter conditions, you have to click on the "**Listing**" button to narrow the list of exams. There is a logical correspondence between the here provided filters, that is, those exams will be shown that meet all the conditions. If you would like to return to the whole list again, then delete the filter conditions, and click on "**Listing**" button.

By the help of the '**Start of the interval**', '**End of the interval**' fields, you can list the exams being within the selected time interval. To select the dates, click on the small calendar icon found on the right side of the fields, and then you can select the desired date in the resulting window.



By the help of the '**Subject code**', '**Subject name**' fields, you can filter to exams belonging to subjects that meet the here specified conditions. The box, type the subject or object code is a part. Searching works for part-word as well, and it is not sensitive to small and block letters.

Moreover, the exams can be filtered by the organization unit that is responsible for the subject and by examiner person as well. To search on the basis of the organization unit or the examiner, click on the ... button next to the fields, and then in the displayed pop-up window tick the check boxes in the line of the selected organizational units(s) and lecturer(s) in the select column, and finally click on the "OK" button at the bottom of the page. You can select more lines simultaneously. To delete these conditions use the "X" button at the certain field.

**ATTENTION! Filtering by the examiner is possible only on the "All exams" tab; it can be interpreted just in this case!**

### 5.1.2. Own exams, exam statistics, institutional exams

You can find tree tabs at the list of exams, your **own exams** (where you are included as an examiner), the **exam statistics** and the "All exams" tabs.

In case of the "All exams", you are only able to view the details of the exams displayed in the table, you do not have permission to edit or administer. The display of the "All exam" tab depends on the institutional setting.

Below three tabs, the list can be lined up according the selected column by clicking on any column in the header of the table; the direction of the order is shown by the arrow next to the selected column name. After setting the sort, the setting is automatically saved, so when next time you enter the interface, these latest settings will be displayed.

It is possible to export **all the exams to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

#### The own exams tab

In the line of an exam the initial exam date, type, number information, classroom information and description appear. This is displayed in the main line at the "**Courses grouped by exams**" option and at the "**Exams grouped by courses**" display mode, you can display it in the secondary line by clicking on the + sign at the fore-part of the line. The number details of the "**No. of registered students**" column appear by courses at the exam.





If you click on the start date of the exam in the line of an exam or on the "Options" icon at the end of the line, the context menu appears connected with the given exam that allows accessing a variety of relevant menu items.

ATTENTION! According to institutional setting it is possible that some teachers cannot see some courses' exams, at this time these exams do not appear in the list!

### Own exams - options

If you click on the subject name in the line of a course or on the "Options" icon, then the menu items in relation with courses appear which description can be found in a later section of this documentation.

By clicking the "Details", the "Exam data" window appears. Then, if you press the "Print exam sheet" and the "Print exam voucher" items, you can print a exam sheet and/or an exam voucher in pdf format on the basis of the print template uploaded by the institution.

The "Grade submission" menu serves for recording exam grades, which will be specified later. The "Modify" enables exam modification and with the "Copying the exam" item, you can copy an exam to one or occasions. Within the drop-down menu of the examination you can also delete some examinations, or send a group message to all the students of the exam.

In case of electronic exams (Unipoll), at the line-end operations the "**Edit task list**" option is also displayed. By clicking this link the user will go to the Unipoll interface.

### Exam statistics tab

The "**Exam statistics**" interface has been created in order to comprehend the administration of the exams.

The interface displays information pertaining to the exams fulfillment as well as signature and grade recording. Single values appear in **number / max number form** (for example, how many students have completed the subject out of all the students of the exam).

#### *Exam statistics*

The upper filter option applies to the interface, so you have the option to display exams in various modes, and to set interval, subject name, subject code and organization unit filters.

Beyond the usual "Start of the exam", "Exam type", and "No. of registered students" columns at the "**Own exams**", five statistical columns appear on this interface concerning the following information:

- **Fulfillment number**
- **Failed to appear**
- **Cannot be assessed**
- **- Grade submitted**
- **Administration is finished**

A **green check mark** will appear at those number values where in accordance with the number data, the fulfillment and the recording of results is 100%. Thus, on this interface you can easily make inquiries about in which cases the administration has been completed without exception (e.g., grade has been entered for all students of the exam) or equally you can get a spectacular view if you have administrative incompleteness at any of your exams.

Thus, you can see how many more students need to be managed in comparison with the total exam headcount. "**Failed to appear**" and "**Cannot be assessed**" columns: here the program marks those to whom it has been given by the lecturer. Finished administration is considered to be the one of whom it is checked (as for him/her the grade cannot be submitted). Such students are deducted from the max number of the "Grade submitted" columns and they contribute to fulfillment of the "Administration is finished" column as well.

A separate green tick indicates in the "Administration is finished" column at the end of the subject's line if all values are 100%.

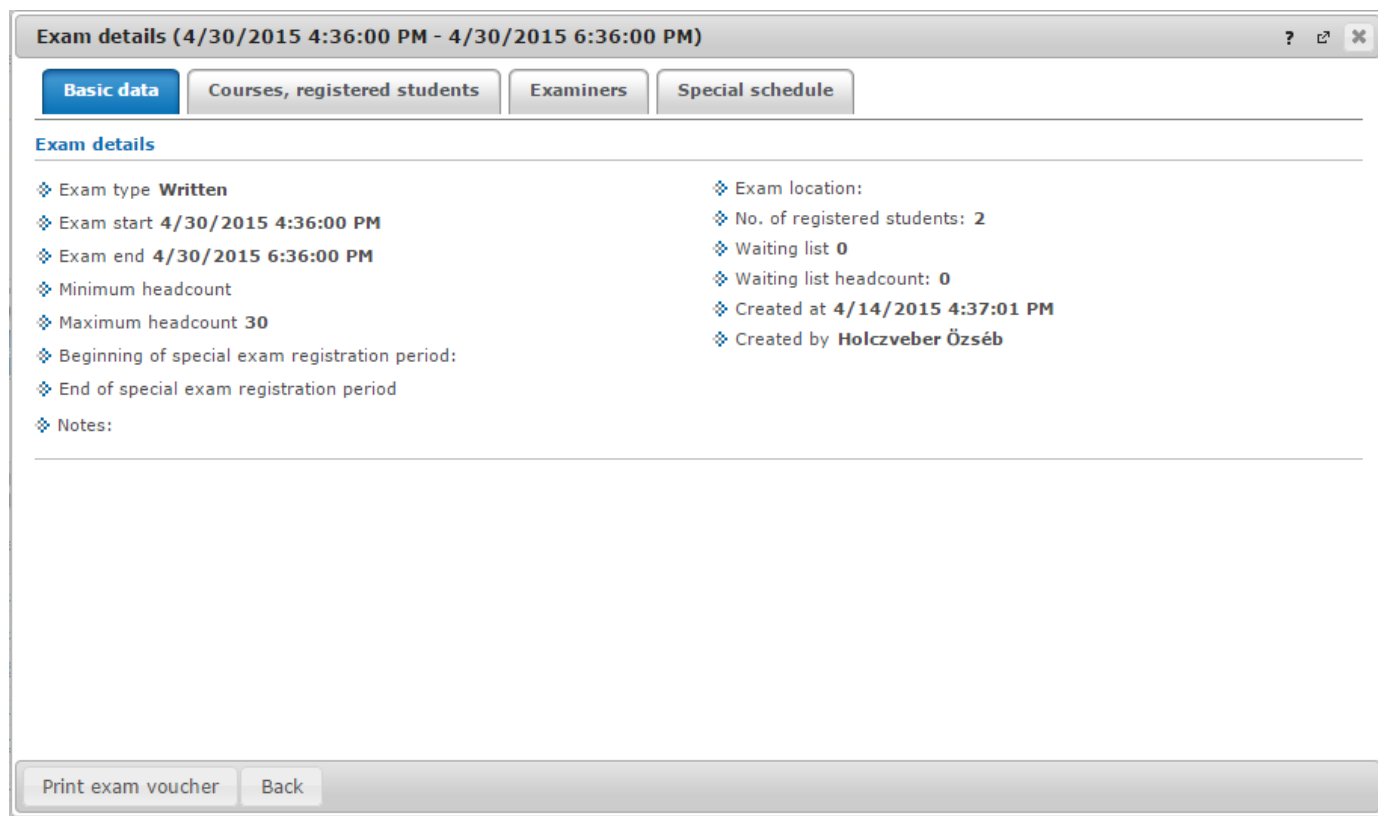
On the "Exam statistics" tab the "Grade submission" menu item is also available in the "Options" icon at the end of the line so marks can be quickly and effectively recorded from this direction as well.

This interface is functionally the same as the "Grade submission" interface available on the "My exams" tab of the "Exams, grade submission" menu.

## 5.2. Menu items belonging to an exam

### 5.2.1. Details: Exam window

By clicking on the link of an exam date or on the "Details" of the context menu in the end of its line, exam data are displayed in a pop-up window, divided into tabs.



Exam details (4/30/2015 4:36:00 PM - 4/30/2015 6:36:00 PM)

Basic data | Courses, registered students | Examiners | Special schedule

Exam details

- Exam type: **Written**
- Exam start: **4/30/2015 4:36:00 PM**
- Exam end: **4/30/2015 6:36:00 PM**
- Minimum headcount
- Maximum headcount: **30**
- Beginning of special exam registration period:
- End of special exam registration period:
- Notes:

- Exam location:
- No. of registered students: **2**
- Waiting list: **0**
- Waiting list headcount: **0**
- Created at: **4/14/2015 4:37:01 PM**
- Created by: **Holcveber Özséb**

Print exam voucher | Back



*Exam pop-up window with registered students*

The following tabs appear in the pop-up window of the exam:

- **Basic data tab**

Here you can see the basic information of the selected exam. Inter alia, number information pertaining to the exam, any individual exam registration period, exam announcer as well as the date of exam announcement etc. are displayed.

- **Courses, registered students tab**

Here you can view, in a two-level table, the students registered for the exam classified by courses. On the first level of the table the courses can be found, and by clicking on the + sign on the left side in the line of a course, the list of students registered from the given course will be shown. (By clicking the + symbol in the header, all elements of the second level of the table can be displayed.)

In the list of students, there is a pipe in the "On waiting list" column, if the given student is on waiting list on the given exam, and the "Passed final requirement check" column works similarly as well. Here can also be seen the date of signature if the student has already obtained a signature from the given course.

By clicking on the "**Check final requirements**" button at the bottom of the page, the system checks whether the registered students comply with the final requirements necessary for exam registration, and at which student this is true, it will tick in the Passed final requirement check column at the student.

By pressing the "**Remove requirement violators**" button, the program completes a final exam requirement check, then disregarding the exam registration deadline it drops all the exam student from the exam who do not meet the final requirement of the exam and who have not been registered for the exam by an administrator. At the end of the operation, the program informs the user in a feedback message of an itemized list of students who have been dropped successfully or unsuccessfully.

By clicking on the "**Send group message**" button, you can send message to all the students registered for the exam at once. For more information on this, check the message sending section of the documentation.

You also have the possibility to print out the exam sheet on this interface with the "**Print exam sheet**" button. The exam sheet is on the basis of template set and uploaded by the institution therefore their view and content may vary. The basic information of the examination sheet such as the subject name, subject code, course code, exam date and location, names of students, the signature and the recorded exam results. However, beyond these values several other can be set on the exam sheet by the institution.



If you would like to print the exam sheet that you did not run a final requirement check, then warning dialog informing you about it. This is important because the results of the requirement check will be shown on the exam sheet.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default e-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.

### **Course related exam registration permission:**

With special permissions the instructor may have the possibility to register students for or deregister from exams of some courses. In this case, the buttons for this are also displayed. It depends on the permission whether you can register students for/deregister from an exam only during the exam registration period or beyond it, and whether considering the registration conditions or leaving them out.

- **Examiners tab**

Here the list of examiners belonging to the given exam is displayed. If you would like to delete, or add examiner to the examination, you can do it by changing the exam, which is described in the Exams, grade submission section of the documentation.

- **Previous exams**

The history of the registered exams is shown in this interface.

- **Special schedule tab**

If more than one classrooms or examiners belong to the exam, or you would like to arrange the students also within the exam duration in time (e.g. at an oral exam into given time intervals), then this arrangement can be completed here. By the help of the Select column, select those from the student list, for who you would like to apply common settings and then click on the "**Arrange**" button at the bottom of the window.

This displays another pop-up window, on which you can select from a pull-down menu those classrooms and examiners assigned to the exam that you would like assign to the selected students, and in the date field you can give a start date within the exam duration that is completely different from start date of the whole exam. For giving the date, use the small calendar icon next to the field, on which clicking you can choose the appropriate date in a small appearing window. Then the "Save" button can save the settings. For students possessing special schedule, the exam will be displayed with the modified data on the Neptun Student's Web.

The modification of a special schedule of a student can be done the same as you entered the original data relevant to the special schedule.

- **Exam tasklines (at institutions using electronic exams)**

Goal: Managing and assigning exam tasklines, practice tasklines to an exam belonging to electronic exam type course directly from Neptun.

**If you have UniPoll Exam Editor permission:**

Here, on the "Exam tasklines" menu you have the option to create a new exam survey, add an existing one or copy one from a list to another.

New exam survey can be created by clicking on the "Add new" button.

By clicking the "Add existing" button the list of your own exam surveys appears and by selecting from the list and clicking the "Add" button the taskline can be assigned to the exam, task.

By clicking on the already assigned taskline's Options (+ icon) button at the end of the line, the "Delete" and "Exam taskline" or "Move to the list of practicing exercises" operation are available.

If you are the administrator of the exam survey, you can open your taskline by clicking on the task title (the title will appear as a blue link, otherwise it is gray).

**If the instructor does not have UniPoll Exam Editor permission:**

You can view on the "Exam tasklines" menu the title of the exam, practice taskline belonging to the exam or task of the course.

## 5.2.2. Printing exam sheet

This option appears on the "Exams, grade submission" interface by clicking on the "Options" icon in the hierarchical lines of the course or in the line of the exam, depending on the exam views, with two names: **print exam sheet** or **print course grade sheet**.

By clicking on the menu the exam sheet appears which afterwards you can print via your browser. This is available by clicking on the "File"/ "Print" menu item in case of all supported browsers. To return to the Neptun, use your browser's back button. **More types of exam sheet printing is available**, you can print it according to all courses or only to the actual course, with results by group, blank exam sheet by group, and blank exam sheet by students. (It is showed if a student can register for an exam from more subject and it is possible to display a special schedule on the form as well). On printing you can select from the print templates in a pop-up window in case of all three types of exam sheet, if more templates have been uploaded into the system by institution.

### **Exam sheet for all students of the exam, or for only students of a certain course of the exam**

Due to the screening display mode of the exams, there are two print modes, depending on whether the user want to see all students of the exam or only students of a particular course on the exam sheet.

If the "**Courses grouped by exams**" view is selected, on printing exam sheet, from the lines of courses under the single dates in the displayed list, namely from the lower hierarchical line, only the students who have registered for the exam of the selected course appear, not all students registered for the exam (from any course of the exam). Accordingly, the available menu item name in the "Options" context menu of the



course's line is called "**Print course grade sheet**". At this view as well, in the "**Print exam sheet**" menu item of the main line of the exam, the program places students of all courses registered for the exam on the exam sheet printed from here.

In case of the "**Exams grouped by courses**" view, both options are included in the "Options" context menu available at the second level hierarchical (exam date related) line, so exam sheet as well as course grade sheet can be printed. By choosing the latter option, those course students appear on the grade sheet from which course the exam has been opened. If the "Print exam sheet" function is selected from here, the exam sheet will contain all students registered for the exam of each and every course belonging to the exam. (The two types of printing option of this view can be seen in the previous picture as well.)

### **Printing exam sheet with results**

In this case, the students registered for the exam are arranged by course per page. The students' results are also put on the blank. Since it is not clear whether a student has registered from the direction of which subject, therefore the subject code from which he/she has joined the course (which is the course of the exam).

### **5.2.3. Print exam voucher**

By choosing this option, data of one student per page will be displayed on such a voucher where the results will not be printed. In this type of exam sheet, it is possible to group students by course. And with the appropriate template, it is possible to print a blank voucher by groups.

#### **Exam voucher for all students of the exam, or for only students of a certain course of the exam**

If the "**Courses grouped by exams**" view is selected, single exam occasions (under which the courses of the exam) are shown in the exam list. When printing exam voucher from here, from the "Options" menu of the line of the given exam occasion students of all courses registered for the exam will be displayed on the blank. By clicking on the + sign in the line of the exam on the left, the course list belonging to the exam opens, where the "Options" menu in the line of courses also contains a "Print exam voucher" option. This allows to print exam voucher according to course, on which exam registrations made from the selected course appear. **ATTENTION! Some browsers block the downloading of templates, so they should be enabled again. Due to peculiarities of the browser, in such a case the entire interface is updated, thus it is possible that after enabling the download a previous interface is back and that leaving the interface we have to re-enable the download. The download may also be much easier at other browsers.**

### **5.2.4. Grade submission (exam grade submission)**

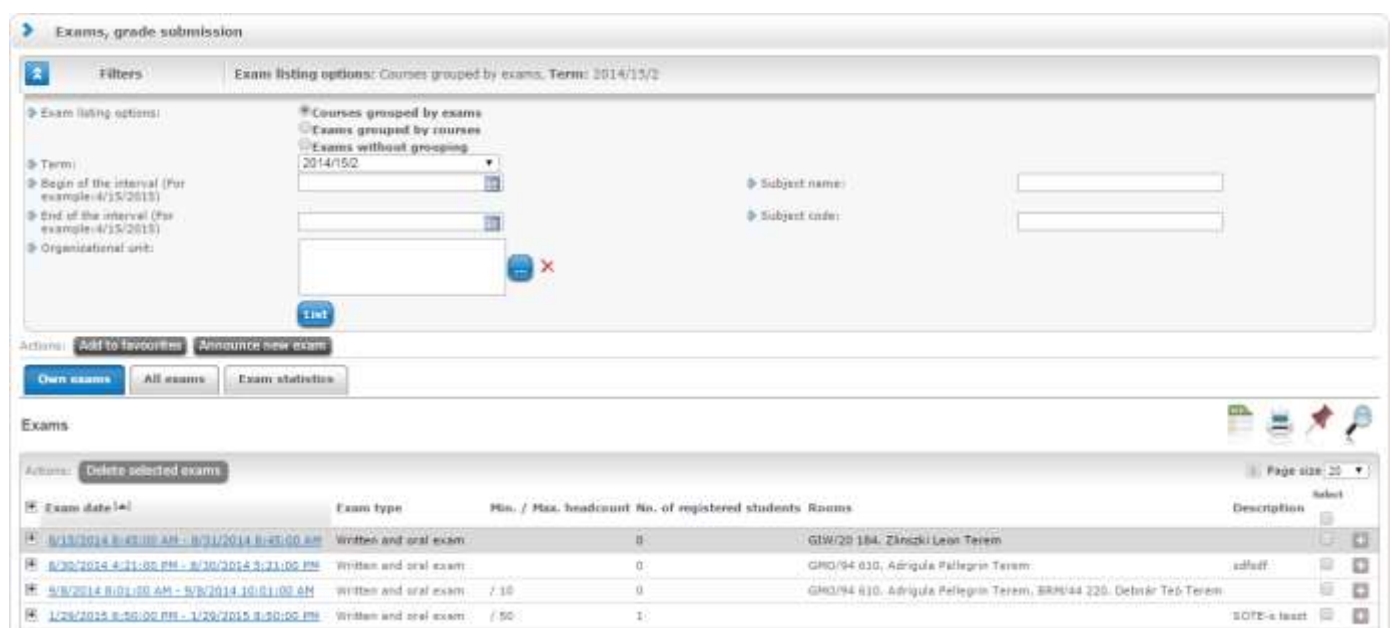
Selecting this menu item, the interface appears that is for recording results belonging to exams. Here, at the '**Entry type**' field you can select what remark you would like to record.

In the "Filters" field it is possible to **filter for course code**, so if you only want to list students of a certain course it can be done here. In case of course search, the program displays the subject name as well, which may help in the filtering. With the help of the course search, the list of students who have registered for the

exam from the given course is displayed on the interface. If grade submission is initiated from the "Exams grouped by courses" view, the "Course Code" field contains the course from which you have clicked on the exam occasion by default (The default course setting is due to the fact that it is likely that you would like to enter exam grades for the course students from this view).

For individual schedule (!), You can also filter the list of students assigned on the basis of the examination rooms and / or examiners. These two options can be of importance if the test data window tab positions distributed to individual rooms to students and / or examiners under. In case of **special schedule (!)**, you have the possibility to filter the list of students by clicking on the arrows next to the "Filters" on the right on the basis of classrooms and/or examiners assigned to the exam. This two options may have significance if on the special schedule tab of the exam data window you have arranged the students by classrooms and/or examiners.

For special schedule you have to mark the "**Individual filters**" check box!



Exam date	Exam type	Min. / Max. headcount	No. of registered students	Rooms	Description
8/13/2014 8:45:00 AM - 8/13/2014 8:45:00 AM	Written and oral exam	0	0	G1W/20 184. Záhucki Leon Terem	
8/30/2014 4:31:00 PM - 8/30/2014 4:31:00 PM	Written and oral exam	0	0	GM0/94 030. Adrigula Pellegrin Terem	sdhuff
9/8/2014 8:01:00 AM - 9/8/2014 10:01:00 AM	Written and oral exam	7-10	0	GM0/94 030. Adrigula Pellegrin Terem, BRM/44 220. Delnár Tóib Terem	
1/28/2015 8:46:00 PM - 1/28/2015 8:46:00 PM	Written and oral exam	/ 50	1		SOFE-a laast

*Grade submission interface*

At the method of remark section, you have the possibility to choose whether you would like to enter remarks by students or by group. These are described in the following two sub points.

In both cases, the "**Failed to appear**" (F.T.A.) column and the "**Counts in**" column will appear in the list of students. At the former you can indicate if the student did not participate in the exam, while the latter means that whether the exam occasion is included into the available examinations for the student, namely in case of an unsuccessful exam, if this is true, then the number of available exam occasions for the student will lessen one from the given subjects.

**It is important that if a student had been placed on waiting list of an exam and finally he/she could not get into the exam, then his exam registration is not counted in the number of exams.**

Among the columns the "**Cannot be assessed**" check box also appears if the institution uses it. The check box can be marked by students and by groups. After using the check box, henceforth grade cannot be entered



for the student. The mark can be removed from the check box; with the deletion of it the grade can be recorded.

You can select those students with the check boxes of the "**Message**" column to whom you would like to send a message from the interface. After the selection, click the "**Send message**" button to send the message!

In the "Date of signature" field, you can see the date of signature obtained from the subject previously. Where there is no date, there is no signature yet at the student. However, if the "Refused" value has been recorded, then this would appear in the field.

### **Register entry by user**

Selecting this option you can enter the results by clicking on the '**Result to be registered**' column in such a way that you can select the result to enter in the appearing small table. You can accelerate the result recording, if you clicked on the 'Result to be registered' column, then when you start typing the certain remark, it will be selected from a list immediately. Afterwards, if you press the Tab or Enter key, then the selected remark is added to the list, and then the result field of the next student will be active, thus typing the initials, and then pressing the Tab or Enter key you can quickly select the suitable results for all students.

Another way of rapid result adding is that arrow keys on your keyboard can also be used to navigate between the fields of the Result to be registered column, and then you can edit the remark by pressing Enter at the selected student (the arrow keys can also be used to select the desired remark from the list), and pressing Enter again the selected remark will be added to the student, and the result field of the following student will be active.

**During grade submission, the display of the enterable results depends on institutional setting.** It is possible that on selecting the entry value, the text included in the entry value is displayed, sometimes in addition to the textual value, the (numeral) value assigned to the entry is displayed in parentheses as well.

When you have finished selecting the results, click on the "**Save**" button at the bottom of the page. If you would rather return to the Exams interface instead of saving the results, then click on the "Back" button.

### **ATTENTION!**

If you do not click on the "Save" button after selecting the results, then they will not be saved in the system! The remark values are displayed in such order on the interface, as it has been set by the institution.

### **Grouped entry registration**

Selecting this option, the Result to be registered field appears below the method of remark section; here you can select what result you would like to record. Then tick into the line of those students in the Entering result column in the list of the Registered students for whom you would like to enter the selected result.

By selecting the "Grouped entry registration" remark, **the number of selected students is displayed next to the column header in braces**, so you can check how many students have been selected (in the header of the "Register result" column).

When you have finished selecting the students, click on the "Save" button at the bottom of the page. If you would rather return to the Exams interface instead of saving the results, then click on the "Back" button.



**ATTENTION!**

If you do not click on the "Save" button after selecting the students, then the results will not be saved in the system!

**Excel export-import (Importing grades)**

By clicking on the xls icon located on the interface, it is possible to display the data of the table in an Excel table.

Beyond the "Result to be registered", the "Failed to appear", the "Counts in" and the "Cannot be assessed" check boxes are possible to be changed (and later to be saved) in the exported xls; other data in the table cannot be changed, the table is not editable (possibly you are able to rewrite also data of other columns, but this ultimately will not be saved). The entering of the grades is identical with the operation of the web interface; by clicking on the field, the enterable options are displayed in a drop-down window. There is no way to use numeric keys or the tab key to continue, in case of an export file use the Enter key to continue.

You can save the exported Excel table uploaded with grades, and then you can reload it onto the web interface in the "**Upload Excel file**" field situated at the top of the list on grade submission interface. For this, press the "**Upload file**" button and you can add the Excel list to the interface. After this, the new grades will appear, but they must be saved!

In the exported Excel, **the sorting is disabled**. If you want to list, the order should always be configured before export on the interface by clicking on the appropriate column's header. The column order of the exported file matches the interface order, it is one hundred percent the same.

It is possible to **export all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

**Excel import – copy grades from external file**

Values can be copied into the "Entry" column of the exported Excel file from an external source (e.g. Excel or Word). Numbers must be included in a row as a column in the file to be copied. The order will be the order of copying, therefore you must make sure that the same order is included in the external file as on the interface (e.g. Students exam ID in alphabetical order). Thus, it is possible to transcribe grades recorded in an external list as a whole to the Neptun by the lecturer.

If you copy a value that is not included in the Neptun entry set, then the program manages it as a faulty data and it is not copied into the interface. Apart from this, the importing of the other values will be successful.

**Importing external file**

On the interfaces for grade submission (course, tasks, exam grade submission), beyond reading the settled formed import file, a simpler xlsx import is possible as well, when only the student Neptun codes and their corresponding grades are need to be recorded in the Excel file.

**Accordingly, the import file can be an externally created (not the one exported from the program) list as well.** The first column must contain the Neptun codes, while the second column the grades in text format (there is no capital and small letter sensitivity). The value of the entry can be recorded in any forms used by

the institution. For example for an excellent grade: 5, Excellent, Excellent (5) can also be entered. These values must be listed in a row, as a column. Thus, it is possible to transcribe grades recorded in an external list as a whole to the Neptun by the lecturer.

Value that cannot be submitted on the interface cannot be imported as well as for a student who is not on the interface the import is not possible. In this case, the error message indicates the faulty value and the import of these values fails (apart from this, the other values will be imported).

The order of students is not required to be the same as the order on the interface.

### **Naming of the exported file**

In case of the xlsx grade import applied on the Teacher's web, the names of the exported files must be specific and uniform according to interfaces.

The structure of the exam import file:

- If the subject and course are unambiguous then: [exam subject]\_[course]\_[exam start].xlsx,
- If they are not unambiguous (that is one exam may belong to more courses) then: [exam start]\_[exam type].xlsx.

The aim of the uniform naming is an easier and more efficient import possibility.

### **ATTENTION!**

The data imported back can only be finally entered into the system, if after the operation you press the "Save" button at the bottom of the list!

The Excel icon will only be displayed on the interface if it contains information, in case of a blank interface it will not be displayed. **Only Excel file in xlsx file format can be imported!**

### **Assigning missing signature**

If a student has not got signature from the subject and so you try to record another type of result, then the interface serving for granting missing signature is displayed in a pop-up window. Here, by the help of the above field, you can select on what date you would like to record the signature – it must be earlier than the exam date – and you can select those students in the list of students for whom you would like to enter the signature in the "Denying signature" column. At those students who do not obtain the signature, the result will not get into the exam.

### **Modification, deletion of the result**

You can see the student received result of a given exam in the "**Entered result**" column. If you would like to delete the entered result, then you can use the "**Delete**" option in the "Result to be registered" drop-down menu. This appears next to both types of remark methods (collectively, by students). You can modify the remark the same as you enter the remark.

### **List of the registered students**

Students appear in the list with exam identifiers, which is the name and the Neptun code behind it in brackets at most institutions. However, this is necessary because in case of anonymous testing it is possible that an individual exam identifier can be seen at the student by the lecturer, and he/she may not know exactly for whom the result is being recorded.

If you would like to display students of a particular course (subject) on the exam grade submission interface, you can select these students from the "Course code" drop-down menu of the filter box.

### **Popup result board window**



You can open the previous results of the given student from the certain subject in a pop-up window, if you click on the exam identifier or on the "**Options/Results of the student**" link at the end of the line. In this window, you can view the results being in the "**Result**" column with extended information. The other tab of the pop-up window is the "**Contact information**". By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear. The default a-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.

If the "**Valid only**" filtering condition is checked, then only the valid requests are displayed. Otherwise, invalid registrations are also displayed in grey.

### **Additional features of the grade submission main interface**

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

The list can be lined up according the selected column by clicking on any column in the header of the table; the direction of the order is shown by the arrow next to the selected column name. After setting the sort, the setting is automatically saved, so when next time you enter the interface, these latest settings will be displayed.

### **'Failed to appear' column**

By the help of the **F.T.A.** column, you can set which students did not participate in the exam using a check box. The grades can be finalized with saving.

### **Print exam sheet button**

After entering grades you can print an exam sheet with the button directly from this interface.

### **Send message**

You can also send a message to the students of the list, if you select them by the help of the check boxes situated in the 'Send message' column, and then click on the "Send message" button at the bottom of the page. If you would like to send a message to all students of the exam, click in the check box in the header of the column.

## **5.2.5. Course exam related exam grade submission permission**

In case of possible grade submission prohibition, it might be set by the institution that you cannot submit any grade different from signature for the given course from either the direction of the course or the exam. In this case, the drop-down grade-selector option does not appear in the "Result to be registered" column at course students of the given course on the "Course grade submission" and "Exam grade submission" interfaces.

In case other entry types can be submitted at the exam, the interface will appear according to the permission of the selected entry type (So for example if signature can be submitted from here but it is disabled at the



given course then the above mentioned grade submission field will be hidden by selecting the signature type entry).

In such cases an information panel also informs you about the limitation of grade submission on the interface.

Accordingly, in case of exams to which more courses belong, it may happen that you can submit a grade for a student of one course while you cannot for another one.

## 5.2.6. Automatic calculation of exam result

If the institution uses this function and scoring algorithms have been uploaded by administrators for the relevant subject, grades for the students of a specific course or exam can be determined by these pre-defined formulas on the teacher's web interface.

If there is a pre-defined rule for the given entry type of the specific subject, then a new button, new columns and new features appear on the interface. The new "Calculation of results" button is placed on the interface. By pressing it, the program runs the set algorithms for the selected students and the result calculation takes place.

To show the calculated results, two additional columns are displayed in the list:

- Score
- Partial scores

The calculated results are displayed on the web (the partial scores within the same line one under the other with the given name), but their calculated value will not be saved into the database.

At the exam grade submission one more freely writeable column has been created in the list as "Exam result" which can be freely filled in by the instructor and when saving it, this will however be stored in the database. The result entered here may alter the final grade entry of the student.

The calculated results can be exported with Excel export from the interface.

The calculated results appear at the subject belonging to the student's specific gradebook row according to the rule defined for the semester of the given gradebook row. That is, if a course can be picked up from two subjects as well, then the calculation rule belonging to the subject of the gradebook row is the authoritative one.

By clicking on the "Calculation of results" button, the value of the "Result to be registered" column will be filled in accordance with the partial scores, scores (and possibly exam result) columns. However, at this point save has not been done yet.

After this the instructor can freely change the entered grade, and in the end he decides himself of the grade submission with the "Save" button.

## 5.2.7. Modify the exam

By selecting this option, you can modify the data of the given exam. Then you get to the same interface, as when you click on the "Announce new exam" button found at the bottom of the list of examinations, with the difference that, if students have already registered for the given exam occasion, you can only modify some of the data belonging to the exam.

Depending on institutional setting you have the following modification opportunities if students have already registered for the exam:

- 1: Exam data can be modified even if students have already registered for it.
- 2: Exam data cannot be modified.



3. Only headcount information can be modified. The headcount information can be changed solely to a higher value than the prevailing number. The ability to vary the waiting list headcount depends on the permission set by the institutions which also may be different at institutional level.

If an exam date is modified, the program informs the user in a warning message that the "If you change the exam date, the classroom reservation will be deleted! Are you sure you want to continue?" If the user replies with a "Yes", the exam date is changed and the classroom reservation is being deleted. In case of a no response, no modification takes place.

To gather more detailed information about editing the exam data, use the online help of the displayed interface or the "Announce new exam" section of this documentation.

**WARNING! It is possible that the institutional settings do not allow to modify exams that have already been announced.**

### 5.2.8. Copy the exam

This menu allows you to **copy over** an already announced exam with all its data **to one or more new dates**. Consequently, you do not need to announce a new exam with the same parameters, but you only need to click on copy.

In the pop-up window, you have to give the Period data pertaining to the exam copying. If we talking about cyclic recurrent occasions, then after determining the period, here you can select that on which days and in what week division should the exam be repeated.


In case the copy takes place to more than one time points, to more same days, the time interval, which contains the exam dates, has to be specified first in the "Period" field. Then you must set the start and end date (hour/minute) of the new exam(s) in the "**New Date**" field. Then, you can choose from further filtering options.

You can define that the exam will be on which day of the week, whether every week, even weeks or odd weeks. E.g. every Monday: first enter the time interval in which you would like to announce the exams (e.g. 11/11/2012-27/11/2012), select the day (e.g. Monday) and mark the weeks (e.g. every week) and then the use of the "**Add new dates**" button is necessary (more than one day may be given, for example. Tuesday, Thursday). If want to copy the exam to only one single date, the same date has to be given in both the start and the end of the period fields (e.g. 28/11/2012-28/11/2012). Then by pressing the Add the new date button, only one single date will be included in the list of copied dates.

Accordingly, after defining the dates and pressing the "Add new dates" button, dates which have been created with the copying will be displayed in the table on the interface where the "Exam start" and "Exam end" dates pertaining to the new dates can also be seen. It is possible to delete a specific date by marking the "Select" check box in the line of the date to be removed and then clicking on the "Delete selected" button. To finalize the copying, click the "Save dates" button.

When copying an exam, the exam type, the set number, examiner, and the assigned course and room demand will be copied as well. After finalizing the copying, the new exams occasions will get into the "Exams, grade submission" interface where if necessary they can be modified with the "Options/Modify" option.

**Copy exam**

 You can copy an already announced exam together with all of its data over another date/dates. In case of copying to a certain time, you must give the same date in the fields of the start and end date of the period.

❖ Period: 16.06.2015 - 16.06.2015

❖ New date: 09:00 - 11:00

❖ Days:  Monday  Friday  
 Tuesday  Saturday  
 Wednesday  Sunday  
 Thursday

❖ Weekly distribution:  Every week  Odd week  
 Even week

**Add new dates** **Save dates** **Cancel**

Actions: **Delete selected**

Exam start	Exam end	Select
No result		<input type="checkbox"/>

Number of results: 1-0/0 (0 ms) Actions: **Delete selected**

**Back**

*Exam copy panel*

The system provides feedback about the completion of successful copying. After the operation, to save, finalize the changes click on the **"Save dates"** button!

### 5.2.9. Delete exam

Selecting this menu item, you have the possibility to delete the given exam occasion from the system, if students have not yet registered for this occasion.

**ATTENTION!** It is possible that institutional settings do not allow the deletion of exams.

#### **What happens if the number of students who have registered for the exam is less than the set minimum number limit?**

In such cases, there is no automatism in the Neptun. The exam will not be deleted, and system message will not be generated for registered students. In this case, the lecturer or a competent person of the institution may decide whether to hold the exam or not.

If you decide not to hold the exam in consequence of such a low number, then you may delete or modify the date. The student receives an automatic system message in both cases.

### 5.3. Announce new exam

To announce a new exam, click on the "**Announce new exam**" button at the bottom of the interface. You can edit the all the data of the exam on the then appearing interface, and here you can make a copy of the examination. The same interface appears when modifying an exam, but if students have already registered for that, it is no longer possible to edit all the details of the exam. That, in the latter case, which data can be edited depends on institutional settings.

**ATTENTION!** It is possible that institutional settings do not allow the announcement of a new exam.

If exam announcement is possible, only future exams can be announced from the web interface!  
The institution may also specify that exam should only be announced on the relevant (currently ongoing) term.

#### The exam announcement interface

On this interface you can announce a new exam occasion, and here you can make a copy of the examination. The same interface appears when modifying an exam, but if students have already registered for that, it is no longer possible to edit all the details of the exam. That, in the latter case, which data can be edited depends on institutional settings.

#### Enter basic data

The basic data of the exam can be given at the top section of surface. First, select the exam types from the given options. You can select the start and end date of the exam by clicking on the small icon next to the field in the appearing window.

From the teacher's web interface future dated exams can only be announced. Accordingly, in the date selector floating window the days earlier than the actual one appear paled, they are inactive. When setting the actual day-hour-minute option merely future time can be determined.

However, if you want to save an exam of a past point of time (e.g. when modifying the date of a previous exam, or typing the date manually in the field), a warning message appears which informs you that it is not possible.

It is possible that exam announcement is allowed only to the relevant (ongoing) term. In this case, the days out of the start and end days of the given semester appear inactive in the calendar, they cannot be selected. Although, other date can be entered manually, but this cannot be saved either. This time a warning message informs you that you cannot announce exam out of the given time interval: "Given date is outside the relevant term, you cannot announce an exam on this date!".

The restriction concerning the future date is valid when changing past time exams as well. Past date cannot be modified to another past date.

**ATTENTION!** If less than 5 minutes is set between the start and end date of the exam, a warning message appears: "There must be at least 5 minutes difference between the start and end time of the exam so that the room reservation can be visible on the schedule."

If you would like to set a registration period independently from institutional settings, then fill in the start and end of your own exam registration period as well.\* You can set whether the students can see the name(s)





of the examiner(s) on the Student's web by the help of the "The examiner is visible for students" check box. You can enter greater extent exam-related information into the description field.

\* **ATTENTION!** The possibility of announcing an individual exam period depends on the institutional settings.

**ATTENTION!** If you want to announce an exam to such a date where you or another lecturer of the **course** has already written an exam from the same course, a warning message pops up that informs you that an exam has already been announced by XY from this course. The date of the exam to be announced does not necessarily have to correspond to the date of the already announced exam; it is enough if they fall into the same time interval. When editing an exam, warning message will not show up!

When determining the headcount data, the possibility of modifying the waiting list headcount depends on institutional setting.

### **Management of courses belonging to the exam time**

#### **Add courses**

Courses can be selected for the given exam time by clicking on the "Add course to the exam" button. By clicking on the button, the optional courses appear in a pop-up window. You can select which semester's courses you would like to list by the help of the semester drop-down list at the top of page.

Those courses can be seen on the "Own/Instructed courses" tab that you are assigned as a lecturer or courses of which subject you are a responsible lecturer. The "Type" column indicates whether it is an own or an instructed course. You can filter to the subject type (Own, Instructed, All) in the drop-down menu that appears in the filter. The "Course headcount" column is visible only in case of your own and/or instructed courses. On the basis of this, you can see that how many students are on the single courses. The sorting function does not work for the headcounts of the column.

On the "All courses" tab, all courses of the institution appear. Here you have the option to filter the course list by the code and name of the subject, by organization unit belonging to the subject, by course type, and by the exam type of the course. You can specify the term as well.

On the "Own/Instructed courses", depending on the institutional settings, either all your educated (or own) courses appear (that has not been assigned to the given exam yet), or only those which exam type is the same as the exam type set at the basic data of the exam.

#### **ATTENTION!**

The exam type of the course is selectable only if the institutional settings allow keeping more types of exam within one occasion as well; otherwise, this field is not active.

To select an organization unit, click on the "..." button located next to the field, afterwards a new window appears with the list of organizational units, of which you can select the required ones by the help of the check boxes found in the "Select" column. Then by clicking on the "OK" button, you will return to the course selection window. If you would like to eliminate the filter by organizational unit, click on the "Delete selected" button located next to the field. The filtering relative to the organizational unit generates those



courses which relevant subject belongs to the selected organizational unit or to one of the subordinate departments within the organizational hierarchy.

If you have set the appropriate filters, click on the "Filter" button, then only the courses in accordance with the selected conditions will be displayed in the list of courses.

To add the courses, click on the check box found in the "Select" column in the line of the given courses, and then by the effect of the "Add selected courses" button found at the bottom of the window the association is done, and the courses appear on the editor interface of the exam occasion in the Courses list.

### **Enter, modify course data**

In the list of courses you can specify the **maximum number of applicants by courses**, and if the institutional settings allow, then by the help of the drop-down menu situated in the list, you can set the exam type of the course, thus enabling to keep different types of exams at one exam time. If students have already registered for the exam, then in the future, depending on the institutional settings, the maximum number of students to register from the course cannot be changed, or only a larger value than the former one can be given.

The number of students who have already registered can be read in the "**Number**" column, so when modifying an announced exam, you can always set the number according to the actual number.

### **Enter pre- and final requirements**

On the exam announcement interface, by clicking on the certain course the window for editing pre- and final requirements can be called from the appearing menu. Depending on the institutional settings, if students have already registered for the exam time, the requirements cannot be edited.

It depends on institutional setting whether these requirements can be specified by the lecturer or not.

In this window, the various meta-conditions of enterable requirements can be selected per type from a drop-down list, then by clicking on the "Add" button next to the certain field they are added to the requirement, which textually editable form is included in the text box found on the left side of the window.

You can monitor the syntactical correctness of the specified requirement by clicking on the '**Check**' button; the result is displayed next to the button. If you click on the "Save" button at the bottom of the window, the condition will be added to the given course of the given exam.

### **Specify requirements with code item**

The preliminary and a final exam conditions concerning the course can also be specified in the drop-down menus of the "Preliminary exam condition" and "Final exam condition" columns in the line of the course by selecting the text displayed here. (It depends on institutional setting whether the "Final exam condition" column appears on the interface or not).

If the institution has specified specific meta conditions for the text selectable here (hereinafter code items) in the client request, then you do not need to edit it, but here you can choose the code item which you want to set as a condition. In this case, that meta condition which has been assigned to the code item in the client program will get into the course.

By the help of this function the institution may make it easy for all lecturers to determine exam conditions.

### **Delete course**



If you want to remove a course from a certain exam occasion, click on the "Options" icon located at the end of the line, and then select the "Delete course" option from the appearing menu. If students have already registered for the exam from the given course, then the course cannot be deleted. Depending on the institutional settings, it may happen that if students have registered for the given exam occasion from other courses, the course cannot be deleted from the exam time either.

To delete more than one course together, select the courses you would like to delete in the Select column by the help of the check boxes and click the "Delete selected" button at the bottom of the list. Similarly to delete one course, this option is not available either if students have already registered for the exam, depending on the institutional settings.

### **Manage examiners**

The examiners can be seen in the list below the courses. By default, the announcer of the exam is added to the examiners, but beside this you also have the possibility to add even more examiners, to delete from examiners' list, or to adjust what status the individual examiners possess. The status of the examiners can be set by the help of the drop-down list situated in the Type column of the list.

The list of examiners assigned to the exam can be exported to Excel with the xls icon located at the upper right corner of the field.

### **Add examiners**

To add new examiners, click on the "Add examiner to exam" button found at the bottom of the list. Then a pop-up window will appear with the institution's lecturers. By the help of the filters located at the top of the page, you can narrow the list of lecturers by Neptun code, name and/or organizational unit.

To select an organization unit, click on the "..." button located next to the field, afterwards a new window appears with the list of organizational units, of which you can select the required ones by the help of the check boxes found in the "Select" column. Then by clicking on the "OK" button, you will return to the course selection window. If you would like to eliminate the filter by organizational unit, click on the "Delete selected" button located next to the field. The filtering relative to the organizational unit generates those courses which relevant subject belongs to the selected organizational unit or to one of the subordinate departments within the organizational hierarchy.

By means of the "Only the tutors assigned to the courses" check box you can narrow down the list of lecturers beside the other conditions to those who are included as lecturers at one of the courses assigned to the exam. If you have set the appropriate filters, click on the "Filter" button, then only the examiners in accordance with the selected conditions will be displayed in the list of examiners.

Select the examiners to be assigned to the exam from the list by the help of the check box found in the "Select" column, and then click on the "Add selected examiners" button found at the bottom of the window. If you would like to return to the exam data without modification, then click on the "Cancel" button.

### **Delete examiners**

If you would like to remove an examiner from a certain exam occasion, click on the "Options" icon located at the end of the line, and then select the "Delete examiner" option from the appearing menu.

To delete more than one examiner together, select the examiners you would like to delete in the Select column by the help of the check boxes and click the "Delete selected" button at the bottom of the list.

### **Classroom management**



The classrooms assigned to the exam occasion can be found in the list at the bottom of the interface.

### Add classrooms

To add classrooms, click on the "**Add classroom to exam**" button found at the bottom of the table. Then a complex filter appears in a pop-up window with several numbers of parameters option.

By the help of the filtes, you can filter the list, inter alia for example by **site, room name, the minimum and maximum capacity of it** and by the **building**. You have the possibility to search also for word fragment in the "**Room**" field.

The filter conditions may vary depending on the institutional setting. If the institution defines more detailed filter criteria, such parameters can be displayed as Outer space, Staircase, Passage, Guest room etc. Institutions can determine own additional parameters as well. You can select from drop-down list next to the appearing filtering options. For example, to filter by building, click the drop-down list next to the field to display a list of the institution's buildings, from which you can select the desired organization units.

By clicking on the "Add" button next to the "**Equipment**", you can specify the device types wish to be used and demanded number of pieces as filtering condition (such as projector, 1 pc).

If you have set the appropriate filters, click on the "Filter" button, then the list of classrooms appears in accordance with the selected conditions.

To assign the classrooms to the exam, select those classrooms in the "Select" column that you would like to assign to the exam occasion, and then click on the "**Add selected rooms**" button. Depending on the settings of the institution, after saving exam data, the system either reserves the selected classrooms immediately or stores the classroom demand into the system, which must be accepted later by an administrator. The status of the classrooms can be seen in the list "Type of room reservation" column.

### Change time interval of room search

There is a time interval setting option at the top of the room assignment window. This is because if the room is available only in another time interval than the original exam, then it is possible to change the date and select the room (accordingly, there is no need to go back to the exam announcement interface).

With the changed time interval, the date of the exam will also change, and when saving the room the previously reserved rooms will be deleted. The program provides information about this.

**ATTENTION!** When announcing a new or modifying an existing exam and classroom has been assigned to the exam, the date change is no longer possible. In this case, an exclamation mark appears at the date and by dragging the mouse over it, an information panel is displayed which inform you that classroom has already been assigned to the exam, therefore its date cannot be changed any more.

**ATTENTION!** Exams can be announced on the Information/Classroom search interface as well.

### Delete classrooms

If you would like to remove a classroom from a certain exam occasion, click on the "Options" icon located at the end of the line, and then select the "Delete classroom" option from the appearing menu.

To delete more than one classroom together, select the classrooms you would like to delete in the Select column by the help of the check boxes and click the "Delete selected" button at the bottom of the list.



### Save the exam

To save the settings that were detailed in the previous menu items, and the exam occasion click on the "Save" button at the bottom of the page. At this time, the necessary checks run down and if all the information is correct, the exam data will be saved, and afterwards the list of exams is displayed. From this time on, the exam can be seen on students' interfaces. If the program finds any problems, it provides feedback.

By clicking on the "Back" button, you can return to the list of exams without saving the changes.

**ATTENTION!** If you make any changes in the data of an exam, then be sure to click on the "Save" button finally, otherwise the changes will be lost.

### Course data

In this window the data of the selected course are displayed, divided into tabs. Starting from the exams, primarily information can be acquired about the courses; it is less used for administration, so we suggest that you should use instead the '**Education/Courses**' menu item for this purpose. Starting from the exams, the resulting tabs and their associated functions are as follows:

- **Basic data**

Here are the basic details of the chosen course.

The values of the **maximum and minimum member** display the set number limits belonging to the course as well as the "**Max. number of waiting-list**" value which indicates whether there is a waiting list number on the course or not.

According to institutional setting, the course lecturers may have the possibility to **increase the number of the course**. If the function is enabled, the "Maximum member" field can be changed to a value higher than the specified in the Course data window. In this case, the interface displays a plus "Save" button by the help of which you can save the changes of the maximum number.

At the course lecturers the percentage set by the institution is displayed.

**It is important to know that one course may belong to more subjects as well**, but each course has a default subject in the system. Below this tab, data of the **default subject** is displayed. The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

In the table of **Subjects belonging to the course**, every subject is listed to which the course has been assigned (archived subjects also appear).

- **Course students**

Here you can see the students of the course in a table, on the line of which clicking, you can write a message to the given student by the help of the appearing "Send message" menu item. After selecting the menu item the interface necessary for this will appear in a new pop-up window.



By clicking on the "**Send group message**" button situated below the list, you can send message to all the students of the course at once.

It can be selected in a separate column of the table that the student may register for the exam or not. The "**Save exam registration authorization**" button serves for saving the status of the exam registration approval.

In the "**Waiting-list**" column, you can see a green tick at those students who have got into the course on waiting list. Once the student is actually added to the course (by number increase or avoiding other students), the green tick is automatically removed from the interface. A green check mark in the "**Last term**" column indicates for the lecturer if it is the last term of the student of the course. To display these ticks correctly, the full administration of such information in the client program is essential for the institution.

The "**Contact information**" feature is found in the "Options" menu in the line of the student. By clicking on this, **the contact information of the student can be seen** on the appearing interface. Here the address of the student (each valid address by type), the e-mail address of the student (all specified valid e-mail address by type with type indication) and the student's phone number (all specified valid phone number by type with type indication) appear.

The default e-mail address and telephone number are displayed underlined and by dragging your mouse over the default data the "**Default**" text appears.

- **Class register**

On the appearing interface, you can administer the type of student attendance belonging to the given course occasion by student or by group with the help of the radio buttons located on the interface.

You can select the course class occasion to be administered in the "**Course lecture date**" column

If you select the "**Grouped entry registration**" radio button, you must enter the attendance type from the central drop-down list and choose the students with the help of the check boxes next to the student lines.

If the "**Register entry by user**" radio button is selected, you can select a new value or modify the existing one from the drop-down list and record a comment at each student separately.

In the "Options" of each line of certain students, the "**Attendance statistics of the student**" can be viewed per student or according to class occasions. In case of display by student, aggregate values of entry types belonging to the student (for example how many times he/she has been late) are shown. In case of display by class occasions, student attendance is displayed according to the particular class occasions.

Beyond recording entries, it is possible to add free text comment as well.

**ATTENTION!** This interface is only for administer attendance of the actual course occasion, but to register class attendance in detail, navigate to the "Administration/Class register" interface.

- **Tasks**



Here you can see that what tasks are added to the given course. You can add new task, can copy over a task from another course, or you can add the tasks here to other courses, and you can also enter the result of the tasks.

### **Task, subtask, make-up**

Task management has 3 levels: **Task**, **Subtask**, and **Make-up**. The task exists only in itself; the subtasks must belong to a task, while a make-up must belong to a task or a subtask. Either a make-up or a subtask can pertain to a task.

You can add subtask and make-up to the task with the line-end options "**Add subtask**" and "**Add make-up**" labels. If subtask already belongs to the task, you can add the make-up only to the subtask. In such cases, the "**Add make-up**" link is inactive below the options of tasks.

In accordance with the foregoing, the display is made with 2 level **hierarchical lines**, in which the task is included in the top main line and the subtask in the subordinate line. Subtask may be announced to the current task, and the subtask which belongs to it would appear in the hierarchy below it, displayed with "Subtask" type. Make-up may also be written out to the task, if no subtask belongs to it. The make-up is always displayed within the previously mentioned first two lines (but only in one at a time), in one cell, as a separate link. You can define any number of make-up possibilities, in such a case the make-ups will appear within the line under each other.

**Result can be entered** at all the 3 levels. The value set of results may differ (e.g. grade and score or percent).

The task can be copied to another subject or course of the same semester or to other semester as it currently is; the copying is applied to the subtasks and make-ups, too.

To every level of the task management the date, start and end date must be specified (hour and minutes are required as well). The end date functions as deadline, so this is the required field.

**ATTENTION!** Make-up can only be added to task if no subtask belongs to it, consequently, to those tasks which include subtask, you cannot add a make-up, only on subtask level!

### **Add new task**

To add new task, click on the "**Add new**" button at the bottom of the window. Then you can specify the data of the task in a pop-up window. The optional types of the type field (e.g. essay, classroom test etc.), and the related selectable modes of assessment (e.g., grade or score) depend on the institutional settings. At the serial number of the task, enter a serial number that does not belong to any tasks already assigned to the course either.

At the make-up type you can specify that if a student receives more than one evaluation of that task, then how you would like them to be counted in the student's final result of the given task.

### **Edit task, subtask**

To edit the properties of a task, click on the "Options" icon in the line of the given mid-term task, and select the "Edit" option from the appearing popup menu.



At the top of the appearing window you can navigate between tasks with the "Previous" and "Next" buttons within the editor window (the buttons are only active if there is previous and next value). This facilitates the rapid and efficient administration. The current task name can be read at the top of the window in the middle.

Four tabs appear in the window:

- **Basic data:** here we can see the basic data of the task or subtask (e.g., task name, type, evaluation, etc.)
- **Results:** here it is possible to record and view the individual student results by students or by group.
- **Make-ups:** here we can administer the make-ups.
- **Uploaded documents:** here it is possible to upload documents for the task.

**Enter, edit the result of the task, subtask**

To edit the results of a task, click on the "Options" icon in the line of given task, and select the "Results" option from the appearing popup menu. You can also get to this interface by clicking on the "Results" tab on the pop-up window when opening the task.

Here the course students will appear by name and Neptun code, and next to it as many columns as many results may be entered for the given task (max. number of make-ups + 1 given at task's data).

To enter or edit the results click on the item of the list which you wish to edit, then the selectable list of results will be displayed. For the simple selection of the results you can use the initials or numbers of the certain results, for the navigation within the list the arrows and ENTER or the TAB keys can be used, as when entering course or exam grades.

You can print out the results of each task with the "Print results of the student" button.

**Add existing task to the currently open course**

If you want to copy an existing task to this course, click on the "Add existing task" button situated at the bottom of the tasks' list. Then another window will appear with the mid-term tasks assigned to other courses, of which you can mark those that you want to add to the course by the help of the check boxes in the select column. Then by clicking on the "Add" button at the bottom of the window, the selected tasks will be included in the given course, and appear in the list of tasks.

**Add tasks to other courses**

If you want to transfer one or more task(s) to other courses as well, you must first select those tasks by the help of the check boxes in the Select column, and then click on the "Add task to other course" button. The courses are then displayed in a new window, where you can choose from them.

The courses are filterable by subject type, course type and by semester. At the subject type you are able to choose from displaying only your own, or taught, or all typed subjects. You can filter to various types of courses at the course type (e.g. lectures, practice, exam, etc.).

To assign the task(s) to the selected courses, mark those courses to which you want to add the given task(s) by the help of the check boxes in the "Select" column, and then click on the "Copy" button at the bottom of the window. The system provides feedback of the completion of the task copying.

If you are copying task to another semester, the program will automatically modify the dates. The program recalculates both the end and the start date - if they are filled in – in such a way that it sees how many days are between the semester's start date of the initial task course and the initial task





start/end date, and then it adds this difference at copying to the semester start date included in the course of the target task.

### Delete task

To delete one or more task, first mark those tasks in the "Select" column that you want to delete, and then click on the "Delete" button at the bottom of the window.

### Totalized student results

With this button you can print out the results of all tasks belonging to the course students. On printing you can choose from print templates in a pop-up window, if more templates have been uploaded into the system by institution.

- **Paid items**

Here you can see what payments were made by the students related to the course. By the help of the selection list at the top of the window, you can display the make-up exam fees (repeat exam) and charges of different services individually or together.

- **Exams**

On this tab, you can see the list of exam occasions related to the selected course. If you click on the line of an exam, and there by selecting the appearing "More" option, the data of the selected exam will be displayed in a popup window, which operation is identical with the details set out in the exam section of the documentation.

### **ATTENTION! The search field can be used only with the "Exams without grouping" setting!**

The exported Excel file editing/filling is only allowed on those interface (grade submission), where it is then possible to import it back.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

### **5.3.1. Add password for electronic exam**

It can be set that the UniPoll survey management system asks for a password when opening the electronic exam and the correct password is need to be entered in order to start the exam. So exam password may be required to set. This can be achieved with this function.

E-exam password can be recorded on the new exam announcement and the exam modification pages. E-exam password may be recorded for the exam or by courses (if the exam occasion includes multiple courses).

#### **Recording E-exam password for exam:**

Apply e-exam password to every course: the specific password can be given in this field. In such a case this password is required to be given by the examinee in case of every course belonging to the exam.



*Setting password for exam or course exam*

**Recording E-exam password for exam by courses:**

The password can be specified in the E-exam password column of the actual course in the Course section. In this case this password is required to be given by the examinee of the particular course.

By clicking the "Show password" button the specified password becomes visible.

## **5.4. Handling score limits (e-exam)**

The "Exams, grade submission/ Handling score limits" menu item is displayed at institutions using the electronic examination system. In this interface, you can create and edit assessment scales usable for e-exam grade submission.

By clicking on the List button in the lower list containing hierarchical lines requirement type specific scales appear which already have been created by the instructor. The parent row of the list contains the name of the score limit, below that one-one row with the minimum and maximum percentages by entry values as well as the result of the failed exam.

### **Add new score limit**

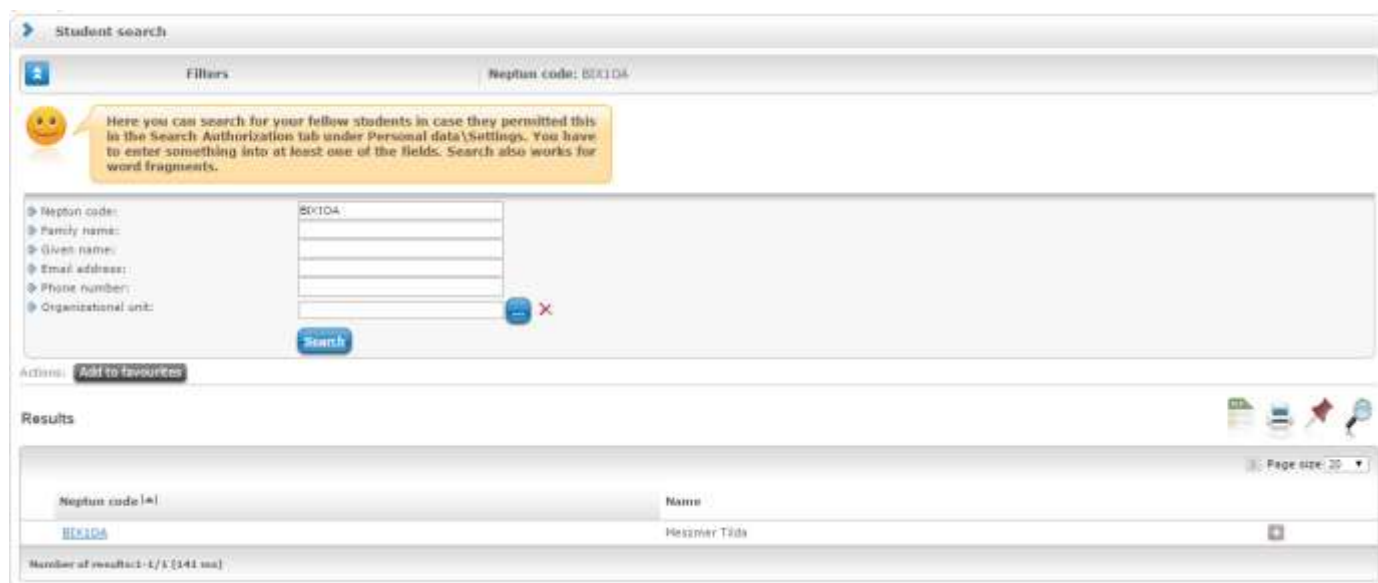
After selecting the requirement by clicking on the "Add new score limit" button on the "Add new score limit" page you can specify the score limit title (which must be unique), the percentage limits belonging to the certain entries (1-100%) and the result of the failed exam.

## 6. Information

### 6.1. Student search

In this screen you can find students in the system by their respective Neptun code, name, email address, phone number or organization unit.

Fill in at least one of the fields (Neptun code, Last Name, First Name, Email, Phone, Organization unit) situated on the screen, and click "Search". Search works for word fragments as well; In such cases the system displays all people whose attribute contains the entered text fragment.



Student search interface

*Student search interface*

You can send a message to the given student by clicking on the Neptun code or on the "Options/Message" link at the end of the line in the list of hits. Then the system automatically loads the Neptun code of the recipient in the pop-up window. After this, the operation of message sending works the same as on other sections of the web interface. If the "Options/Add user to the directory" link is clicked, the selected user can be assigned to one of your directory group.

Depending on institutional settings the student's contact information may also be displayed here.

### 6.2. Organization units

On this interface **organization units are displayed in the appropriate structure according to the hierarchy of the institution**. To display subordinate departments of an organization unit, click on the + sign located next to the name of the superior organization unit.

To view the details of an organization unit, click on the **name of the organization unit**. After that the details of the selected department will appear in a pop-up window, divided into tabs, namely such as:

- Basic data
- Addresses
- Phone numbers
- URL addresses



- Employees
- Subjects
- Trainings
- Curriculums

A “**Valid only**” check box can be found among the addresses of the organization unit, by the help of which you can search for current addresses.

**ATTENTION!** The data **cannot be modified** through the web; this can only be done in the client program used by the administrators for persons possessing the suitable permission.

### 6.2.1. Institutional curriculums

You can view the institutional curriculums under the "Curriculums" tab according to different filtering criteria.

On this interface, you can filter curriculums belonging to the given organizational unit by programme, specialization and by subject code. Without filtering, curriculums of all organizational units will be listed by default.

The list is two-leveled and has hierarchical structure. Curriculum is displayed on the first level, while subjects of the curriculum on the second level. The line of the curriculum contains the following columns: "Curriculum", "Curriculum code", "Valid from", "Valid until", "Programme/specialization name, code". In the hierarchy's subordinated line, so that in the line of the subjects the following columns appear: "Subject name", "Subject code", "Credit", "Subject registration type", "Type of subject requirement".

**ATTENTION!** There is no possibility of further operation for the user with the listed content, the interface is only for viewing the data.

### 6.3. Student opinion

You can see all of your instructed courses on this interface, and at those to which closed student opinion belongs there you can view the aggregate results of an opinion (you can search for subject, subject code, course and course code as well as term with the magnifying glass icon).

A term filter is situated on the interface, by which it is possible to display the reports appearing on the interface by term.

On the interface, reports determined at own questionnaire in the **Unipoll** survey editor are displayed similarly to the Unipoll interface. Reports are displayed according to the subject-course thematically.

You can see in the line of the specific report that with which subject, course it is linked (“Subject”, “Course code” columns), the term of the course, to which the questionnaire belongs to (“Cycle”), and the number of students on the course. If you select one report with the “**View report**” link, the current report of the Unipoll survey manager will appear in a pop-up window. With the help of the "Print preview" button the opened

reports will be displayed in a new window in full screen so the viewed reports can be printed out easily from the new page.

By clicking on the "Options/Publish report" menu item, you can publish the report (public in a pop-up window).

**ATTENTION!** The menu does not appear in all institutions, but where the survey editor module is used.

**In case of ordinary (not Unipoll) questionnaires the operation is as follows:**

All your instructed courses appear on the interface and to which student opinion belong to you can see the overall result of the opinion (with the magnifying glass icon you can search for subjects and courses as well). You can do this in the case of courses where the last column contains the “**Viewing of the opinion**” text under "Options". By clicking on this, questions that are included in the survey will appear and you can see how many people responded to each question, what minimum and maximum values were given and what the average of the responses to the question was.

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

## 6.4. Classroom search

### Search for free classrooms

On this interface you have the possibility to list the free classrooms of the institution by entering certain conditions.

By the help of the filtering, you can filter the list, inter alia for example by site, room name, the minimum and maximum capacity of it and by the building. You have the possibility to search also for word fragment in the "**Room**" field.

The filter conditions may vary depending on the institutional setting. If the institution defines more detailed filter criteria, such parameters can be displayed as Outer space, Staircase, Passage, Guest room etc. Institutions can determine own additional parameters as well. You can select from drop-down list next to the appearing filtering options. For example, to filter by building, click the drop-down list next to the field to display a list of the institution's buildings, from which you can select the desired organization units.

By clicking on the "Add" button next to the "**Equipment**", you can specify the device types wish to be used and demanded number of pieces as filtering condition (such as projector, 1 pc).

If you have set the appropriate filters, click on the "Filter" button, then the list of classrooms appears in accordance with the selected conditions.

**ATTENTION! The time interval must be given on the interface; you can set additional conditions only after this!**

You can list the result by clicking on the "**Search**" button. The **classroom name**, the **building** in which it is located, the **capacity** and **classroom type** (e.g. the Department or Educational etc) are displayed in the list.

### Announce new exam from the interface



It is possible to announce a new exam at the listed rooms with the "**Announce new exam**" button. At this moment, the program navigates the user to the interface described in the "Exams, grade submission" interface.

If you choose a room from the list of the room search interface and click this button, then the room will be included in the rooms of the exam being announced automatically.

After pressing the button, a new time interval can also be chosen in a pop-up window. When selecting the room preliminary, in the new exam interval picker you can only choose a date according to this: the new interval can only be a period within the interval given at room search (when the room will definitely be reservable). Days can only be selected in the date picker accordingly.

After completing the exam announcement initiated from this direction, the program navigates to the "Exams, grade submission" interface.

## 6.5. Tutorial e-learning materials

Here you can see and play the list of "general" materials made available to all lecturers. To launch a material click on the '**Language version election**' link, and in the appearing pop-up window select the language in which you want to complete the material. After this the '**Launch**' option appears in the line of the selected material, on which clicking you can launch the material.

**ATTENTION!** The menu will only be displayed if the institution uses this module (e-learning).

### 6.5.1. Using the integrated material editor

You can start the material editor software integrated into the Neptun by clicking on the 'Material editor' button situated at the top of and at the bottom of the e-learning materials list. After booting, the system identifies whether you, your institution or your department possesses appropriate licenses to use the system by your Neptun code. If you are authorized to use the application, the system enters the Nexius system in a separate window, the use of which you can receive information after login from the documentation that has been placed there.

If you cannot enter the system you will see a feedback message on the screen about the reasons.

If you do not have any active license, neither your institution nor your department, then you are not authorized to use the application.

If the institution or the department has purchased license, the number of it determines how many people are permitted to use the system simultaneously. If the editor is used by the same number of users as the number of the purchased licenses at one time, the system displays a message in which you will see the 'no free license available' content.

### 6.5.2. SCORM save settings



The **Neptun Unified Education System** integrated material player is capable of playing materials **made by an independent, third-party** and contents produced by test-editing software, if they comply with the SCORM standard. **Independently of saving setting, the integrated material player plays all tests and materials which have been saved by the SCORM standard.** You may get information about the saving settings of the independent study material, and test-editing software and about their change from its editor's help. The backup set will **not** affect the playback of the test and the material.

For example, if you are using the Articulate material editor we recommend the SCORM 2004 standard backup. Although other versions of backup are also supported, it is worth to use the **SCORM 1.2 Passed Incomplete**, and the **SCORM 2004 Completed/Failed** save settings for the accuracy of the statistics.

For example, in case of the Articulate test-editor application; if publishing the test the following saving settings can be selected and they affect the output of statistics in the system as described below:

### **Summed statistics:**

The SCORM 1.2 save setting only influences the "Successful fill-in number" and the "Average result" statistics and **not** the playback of the test and the material, and then the two values will always be 0. We recommend the SCORM 2004 standard backup. Although other versions of backup are also supported, it is worth to use the **SCORM 1.2 Passed Incomplete**, and the **SCORM 2004 Completed/Failed** save settings for the accuracy of the statistics.

#### *SCORM 1.2 Completed/Failed*

Tests that have been saved with the SCORM 1.2 C/F settings record the answers till the first successful filling; the following results will not be recorded in the system. E.g.: after 50% completion of filling, the results of a 100% filling are yet recorded, but after a 100% completion of filling a 50% filling will not be recorded. Tests that have been saved with the SCORM 1.2 C/F do not record the successfulness of the test, but record only whether the user has gone through on the given test or not. E.g.: He has "failed" the test in case of a 100% completion as in a 50% filling case. The text of the question is not saved.

#### *SCORM 1.2 Completed/Incomplete*

In case of tests unsuccessfully filled and materials remained unfinished saved with the SCORM 1.2 C/I settings, answers are continually saved. E.g. after 50% completion of filling, the results of a 100% filling are yet recorded, but after a 100% completion of filling a 50% filling will not be recorded. Tests that have been saved with the SCORM 1.2 C/F do not record the successfulness of the test, but record only whether the user has gone through on the given test or not. E.g.: He has "failed" the test in case of a 100% completion as in a 50% filling case. The text of the question is not saved.

#### *SCORM 1.2 Passed/Failed*

Tests that have been saved with the SCORM 1.2 P/F settings record the answers till the first successful filling; the following results will not be recorded in the system. . E.g. after 50% completion of filling, the results of a 100% filling are yet recorded, but after a 100% completion of filling a 50% filling will not be recorded. In case of an unsuccessful filling, the status of the test will be completed. E.g.: if the user fills the



test by 50%, then it indicates the filling as completed but failed. At incomplete materials the successful and unsuccessful statuses do not load. The text of the question is not saved.

#### *SCORM 1.2 Passed/Incomplete*

Tests that have been saved with the SCORM 1.2 P/I settings record the answers till the first successful filling; the following results will not be recorded in the system. E.g. after an 50% completion of filling, the results of a 100% filling are yet recorded, but after a 100% completion of filling a 50% filling will not be recorded. In case of an unsuccessfully completed test, it indicates the test incomplete and it does not provide information about successfulness. E.g. At 50% filling it indicates the test as incomplete, and at 100% filling as complete and successful. The text of the question is not saved.

#### *SCORM 2004 Completed/Failed*

Tests that have been saved with the SCORM 2004 C/F settings after the filling that follows the first successful filling delete the previous results and take the fillings only **after** the last successful filling into consideration. E.g.: First, we fill the test to 50%; this is stored by the system. Then we fill the test to 100%, this is also recorded by the system, in such a way both the 50% and 100% results are recorded. After filling the test once more to 75% the system deletes the previous results and only the 75% result of the test will be recorded. If we successfully complete the test it will get the **satisfied** and **completed** status. In case of an unsuccessful test, it will get a **failed** and **completed** status. The text of the question is saved.

#### *SCORM 2004 Completed/Incomplete*

Tests that have been saved with the SCORM 2004 C/F settings after the filling that follows the first successful filling delete the previous results and take the fillings only **after** the last successful filling into consideration. E.g.: First, we fill the test to 50%; this is stored by the system. Then we fill the test to 100%, this is also recorded by the system, in such a way both the 50% and 100% results are recorded. After filling the test once more to 75% the system deletes the previous results and only the 75% result of the test will be recorded. If we successfully complete the test it will get the **satisfied** and **completed** status. In case of an unsuccessful test, it will get a **failed** and **incomplete** status. The text of the question is saved.

#### *SCORM 2004 Passed/Failed*

Tests that have been saved with the SCORM 2004 P/F settings after the filling that follows the first successful filling **do not** delete the previous results, they save all of them. E.g.: First, we fill the test to 50%; this is stored by the system. Then we fill the test to 100%, this is also recorded by the system, in such a way both the 50% and 100% results are recorded. After filling the test once more to 75% the system stores the previous results and also the 75% test result. If we successfully complete the test it will get the **satisfied** and **completed** status. In case of an unsuccessful test, it will get a **failed** and **complete** status. The text of the question is saved.

#### *SCORM 2004 Passed/Incomplete*

Tests that have been saved with the SCORM 2004 C/F settings after the filling that follows the first successful filling delete the previous results and take the fillings only **after** the last successful filling into consideration. E.g.: First, we fill the test to 50%; this is stored by the system. Then we fill the test to 100%, this is also recorded by the system, in such a way both the 50% and 100% results are recorded. After filling the test once more to 75% the system deletes the previous results and only the 75% result of the test will be



recorded. If we successfully complete the test it will get the **satisfied** and **completed** status. In case of an unsuccessful test, it will get an **incomplete** status. The text of the question is saved.

## 6.6. Inquiries/Information

The interface allows the retrieval of specific information for stated person-groups.

If a user is included in the person-group defined arbitrarily by the institution, and the institutional administrator has assigned inquiries to the person-group related to the user, the assigned inquiries appear on this interface.

Inquiries assigned to the person-group are displayed in the filters drop-down list on the teacher's web interface.

The result of queries appears on the web interfaces in the "Result of the enquiry" table after selecting the inquiry from the filters drop-down list and clicking on the "List" button.

If the inquiry that is assigned to a person-group, displayed on web interfaces is predefined parameters (such as, the Neptun code of a logged student, training code), then after pressing the "List" button, they are substituted for the data of the user. Thus it is also possible to create user-specific queries, **allowing the user to view information about himself / herself**. Accordingly, listing of relevant information of individual lecturers determined by the institution is available on the interface.

The institution sets some enquiries in a way that the user may define a **plus parameter** in them (for example a training code). In this case, the parameter names and their corresponding fields to fill appear in the filter block additionally.

In some cases you can choose from a value set predetermined by the institution (from the so-called code items) to fill in the parameter. In case of referring to a code item field, the value of the parameter can be selected from a drop-down box that contains the visible values of the referred code item.

The Excel (xls) icon serves for exporting the content of the list to Excel so that you can edit the data in Excel as well.

It is possible to export all the data to Excel. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "No, all of them", then all the data are displayed in the exported Excel.

Query results can be printed by clicking on the printer icon. In this case, a new window will appear with the print preview.

On the interface you can search for data of the column header belonging to the appearing list. By clicking on the Search (magnifier) icon a search interface appears at the top of the list. Here, you can select from the drop-down menu that for which data of the list you want to search, then enter search text and click the "Search" button. (The search works for word fragments as well, and it is not sensitive to the small and capital letters.)



## 6.7. General forms

You can find those forms below this menu item which are not functionally linked to other interfaces and can be printed out independently from them. Thus general certificates appear here.

Forms will only appear on this interface if the institution created downloadable templates for this interface. The forms may have different types.

By selecting any of the forms of the list on the web in the menu concerned, the form will be completed (in pdf format) and it can be downloaded.

The general teaching certificate is identical with the data content of the certificate appearing when the "Print" button is clicked on the "Employees" interface of the client program.

## 6.8. Subject/Course list

On this menu item, you can view all the subjects of the institution and the related courses.

Every single line contains a course, so a subject belongs to as many lines as many course it has. The selected term also determines the number of courses of a subject.

Accordingly, the subjects and related courses appear in the list and in the columns the following information is displayed: Subject code, Subject name, Course code, Credit, Term, Requirement.

If you select the "All" value in the "Term" filter then you can see that the given course belongs to which term in the same named column. In case if no course belongs to a subject on one of its announced term, the "Term" column remains blank. The "Options" icon located at the end of the line, by clicking on which you can open the "Subject data" or the "Course data" pop-up window.

The name of the subject also acts as a link. By clicking this link the "Subject data" window appears, from where you can naturally move on to the courses of the subject.

The opened subject and course windows works the same as on other interfaces except that they do not contain the list of students (the pop-up window does not contain the "Students" tab) and the administrative organizational unit is displayed in the windows of subjects and courses. The "Administrative organizational unit" can be found in "Subject data" pop-up window on the "Basic data" tab below the organizational units. While in the "Course data" window, it is situated on the "Basic data" interface, in the "Subjects belonging to the course" panel in a plus column next to the "Organizational unit" column.

It is only possible to view the subject/course data on this interface, no other operations can be carried out with the subject, courses, so for example grades cannot be submitted (task grade can only be recorded if the subject is an own subject or the course is an instructed course).



There are also filtering options on this interface. You can filter by the following values: Term, Subject name, Subject code, Course lecturer, and Course code.

As autocomplete filtering facility, there are additional options: Curriculums, Subject group, Language, Organizational unit, Administrative organizational unit.

The so-called autocomplete fields are not freely fillable, but by the typed string they automatically complete the list of results, from which you can choose.

At these fields an information icon calls your attention to the automatic completion. Dragging the mouse over the icon, the user gets the following message: "Please start typing in the field and select from the choices offered." Naturally, the icons (search, print, export xlsx, pin) usual on the web, work for the elements of the list.

## 7. Administration

### 7.1. Requests

On the interface you can fill in the request templates uploaded by the institution if your institution allows the teachers to make requests.

Here you are allowed to put in requests electronically to your institution. The requests can vary according to the case types. The institution edits and uploads their templates to the system. They are displayed for you only in this case.

**Available request forms tab:** here you have the option to fill in requests uploaded by the institution. This can be done by clicking on the name of the request or on the line-end "Options/Select" link. By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached. The request's end of validity is displayed in the "Validity end" column. The request appears as part of the interface and after its filling it will be forwarded with the "Save" button. The suspension of filling the Request is also possible. You can continue or re-start the filling later with the dedicated button.

A red X appears in the "**Request filled**" column, if you have suspended the filling of the request. The abandoned request may be continued or restarted.

After saving, in certain cases (if the institution requests supplement for the request) you can upload supplement in the '**Upload request attachment**' window. (If there is a deadline of the supplement handing in, this also appears in the window.) In this window you can upload a file from a library with the "Browse" button and you can also record a description to it in the "Description" field. The upload takes place with the "**Upload new attachment to request**" button.

Uploading the supplement is also possible from the files which have been uploaded previously under the "**Documents**" menu item. The window can be opened with the "**Add existing document**" button at the bottom of the page, from which the demanded document can be selected.

Either a new or a previously uploaded file is attached to the request it will be displayed in the list of "**Uploaded request attachments**" where you can download it with the help of the "Download file" button. Furthermore, you can delete it with the "Delete attachment" button.

When handing in a request and uploading a supplement, the file name will be uploaded as well. If you would like to upload a file with the same specified name that has already been uploaded to the request to be handed in, the program sends a confirmation message: "There is already an uploaded document with this name. Do you want to upload it again? Yes/No". In case of a yes answer, the file will be uploaded again with the same name.

**Submitted requests tab:** here you can see your requests that were filled and handed in till now. The dates of their handing in are also displayed. In the "**Status**" and "**Reason for the decision**" fields you can see the results and reasons of their judgment.

## 7.2. Questionnaires

On this interface it is possible to fill in questionnaires prepared by the institution and if the institution allows, you can also create new questionnaires.

To fill in a questionnaire click anywhere in the list on "Filling" button in the line of the given questionnaire, then answer the questions on the appearing interface!

Finally, you can forward your opinion with the "Send" button to the institution.

After the operation, the certain questionnaire will not disappear from the current list of questionnaires if the questionnaire can be filled more than once!

The questionnaire may consist of several pages. In order to answer all your questions, click on the "Next" button at the bottom of the page! In the "Filling status" field at the bottom of the page, you can follow up that where you are in the filling process.

A brief statement, a so called automatic report is made on the questionnaire, which provides an overview concerning the numerosity of the response gathering. This can be seen below the "Questionnaire reports" tab.

You can see the details of the report belonging to the individual questionnaires if you click on the "Options/View" link of the questionnaire's line.

To interpret answers thoroughly, the survey editor can export the results in Excel table format, thus further statements can be made on this basis.

## 7.3. Request estimation

On this interface, those requests are displayed to which **you have been assigned as an opinant or a reviewer by the administrators of the institution**. These requests recorded in different forms and topics set by the institution can be filled in and handed in by students (in special cases lecturers) on the student's web interface. After that the estimation is possible.

On the **Requests to assess** tab those requests can be found that are still waiting for to be estimated. The already estimated and judged requests can be found on the **Considered requests** tab.

In the line of the request, you can view the request ID and name, opinion deadline, the current status of the request and the personal data of the person who has handed in the request (name, Neptun code, and training). The request status will be "**Under administration**" until the decider assigned to the request has not made the final decision on the request.

If it is specified in the institution, the opinant cannot record any comment for the request after the deadline of the request. In this case the request no longer appears for the opinion maker. It can also be controlled on institutional level that if the opinant has not fixed opinions and in the meantime the decider has recorded decision, then after the record of the reasons for the decision the opinant will not be able to record an opinion.



In the "Date of assignment" column, you can see that on what date you have been assigned to the request as an opinant or a decider (reviewer). The "**Type**" column indicates whether you are an opinant or a reviewer of the request. If score belongs to the request appearing in the interface, then it is displayed in the "**Score**" column.

A + sign is displayed in the "**Status**" column if the request is waiting for an opinion, a – mark if it already has been estimated (by others or by you, but it is still waiting for estimation by someone else) and a ? appears if one opinant has already begun the estimation.

A green check mark gets into the "**Own started estimation**" column if you have started the estimation of the request on the level of the individual fields, but concerning not the whole request.

By clicking on the "Options" icon at the end of the line or anywhere in the line (by the help of the appearing small icon), you can access the context menu in which you can choose from the following options:

- Opinion/Decision
- Supplements
- Pdf download
- Download supplements as pdf
- Download supplements as zip file

**Opinion/Decision:** A pop-up window appears in which you can find two tabs:

- Decision/General opinion (it depends on whether you are an opinant or a reviewer)
- Estimating data

On the "**General opinion**" tab you can give your opinion on the request in the yellow field of the "Opinion". The entered text can be saved and finalized with the "Save opinion" button.

Already recorded opinions are displayed in the yellow field of the "**Recorded opinions**". This field cannot be edited. Previous opinions related to the request appear only as information.

If you are a decider, then the name of this tab is: "Decision". You can see the recorded opinions under the "Decision" tab and you can type your decision in the "Opinion" field as well. In this case, the "Decision" button appears at the bottom of the window.

However, you can (depending on the request) return the request for the student for repair in order to make it possible for the applicant to correct the criticized fields and submit the request again. The request can be returned with the "**Send back for repair**" button. The applicant (student) receives an automatic system message about how the request has been estimated (rejected or accepted), and also about if the request was sent back for repair to him/her.



Under the "**Estimating data**" tab, you can estimate the request by fields. The fields of the request and their answers are displayed in separate columns.

A filter called "Last modified fields" is found in the "Giving opinion" window. If the filter is selected only those request response fields will be displayed that the student modified during the correction.

During the estimation of the fields, you can choose from two fields, the "**Public opinion**" and "**Non-public opinion**" (it depends on the institutional setting whether you can see both fields or not).

If you write into the "Public Opinion" field then the opinion is public, but if into the "Non-public opinion" field then it is not. If you enter both, then the opinion written in the public field will be displayed for the applicant, but the content of the other field will not.

In the "**Status**" field you can select pre-defined value set determined by the institution. With this it is possible to offer a secondary, second level opinion after the first opinion.

Depending on institutional setting, at some request an "**Answer2**" column appears on the "Estimating data" pop-up window in which responses written in the request can be overwritten. The significance of the "Answer2" field is that for example in case of dormitory request the score calculations will be done not on the basis of the value of the "Answer" column, but on the "Answer2" if it contains value.

In the window the "Previous" and "Next" buttons allow to estimate response fields continuously. With the help of the "Document" button documents belonging to the field can be viewed directly. All previous opinions and the obtained scores concerning the answer field have been placed on the interface.

After estimating, judging the request, you can finalize the recorded opinion/judgment with the "**Save**" button at the bottom of the pop-up window.

- **Supplements:** here you can view the list of supplements attached to the request
- **Pdf download:** you can download the request in .pdf format.
- **Download supplements as pdf:** immediate download of supplement in PDF format
- **Download supplements as zip file:** immediate download of supplement in ZIP format

The "Detailed information" option can be found by clicking on the + sign at the end of the line on the "Request estimation" menu's "**Considered requests**" tab. After selecting it, data of the estimated requests is displayed in the appearing window on several tabs. The tabs are: "Data" (data of the request), "Supplements", "Scores by field," and depending on whether the user is an opinant or a decider, the opinion or decision tab is visible.

You can view the PDF image of the request with the "Open request PDF" button situated at the bottom of the interface.

**ATTENTION!** The menu is displayed only if the institution uses the Request management module.

## 7.4. PPP Operation



This interface serves for the administration of buildings, dormitories used in PPP system by the institution, especially for write, indicate comments or error reports.

**ATTENTION!** The menu is displayed only if the institution uses the PPP operation module.

## 7.5. Publications

You are able to upload your own publications on the Publications interface of the Teacher's web.

You can give the **title, name, year, issue date, place of issue of the publication** and you can also set the **URL address** for the file.

The content of the publication can be uploaded by the '**Browse**' button to the web. The name of the uploaded file can be seen later in the '**File name**' field.

The maximum size of the uploadable file/s is 10MB.

**ATTENTION! This menu item is not used by all institutions, thus it may not appear for you.**

## 7.6. Exemption

On this interface, the lecturer can ask for exemption for certain dates.

Your already requested exemptions are displayed in the list, where the "Status" column indicates their current status, which can be "Processing", "Accepted" or "Refused".

You can select from the upper "Term" drop-down list that exemptions of which term you want to see.

You can add a new exemption request by the help of the "**Record new exemption**" link. If you click on this, you can specify the information required for the exemption in a pop-up window.

When applying, you must enter the start and end of the period, but you can set even more details.

You can set the **time interval**, and specify within the period that for **which days of the week** you would like to ask for the exemption. Additionally, you can set at the **weekly division** configuring option whether you request the exemption for either even or odd week within the period. Here a further possibility is that you are able to select with the radio buttons whether there should be **recurrence** or not.

With such a detailed definition it is possible to add an overall, collective exemption demand within a longer time interval.

For example, in the "**Description**" field you can type the reason for the exemption (e.g. holidays).

With the "**Add**" button you can finalize your claim, which at this time gets into the lower list of the pop-up window. For the final save, press the "**Save**" button!

You can add more lines as well and all the exemption demands concerning the particular person appear on the interface (regardless of whether the exemption was requested by the teacher or the administrator).

In the list of the main interface you have the option to withdraw your already saved exemptions by clicking on the "**Cancel**" button.



**ATTENTION!** Those tutorial exemption demands which have been added collectively can be judged only collectively. Therefore if you want more dates to be judged separately, then you should record them separately!

## 7.7. Other activities

The menu provides the possibility to administer the various academic activities. On the interface you can see the list of your other activities that already have been uploaded with status indication (e.g. being processed). The code, title, and type (e.g. conference) of the other activity appear in the list as well as its location, date and status.

You can get access to the detailed information of the activity with the “**Details**” by clicking on the “**Options**” icon at the end of the line. With the “**Modify**”, you can change the data of your already recorded activity.

You can add new activity with the “**New other activity**” button. After that, it is possible to record the data in the pop-up window:

- Other activity code
- Event type
- Nature of the event
- Event organizer (free text field)
- Event location
- Start date - End date (day, hour, minute)
- Hours
- Participation capacity
- Lecture title
- Lecture language
- Comment
- URL
- Evaluation
- Term: here you can select from each term

Naturally, these same values are displayed at the detailed information or on modification.

You can even upload files to other activities. The acceptance of the activity happens in the client program. The lecturer can view the result of the decision on the Administration/Other activities menu item.

## 7.8. Erasmus

On the “**Administration/ Erasmus**” menu item, you find those application periods to which you have been assigned as the coordinator of the contract.

In the main line the start and the end of the application period and also the technical term for which the application period has been announced are displayed.

The contract coordinator has the possibility to view the assigned contracts and applications belonging to the contract below the “Options” icon.

By choosing the "**Contracts**" submenu, you can view all details of the contract that what contracts have been assigned to the relevant period, id est. which department with what foreign organization and with what description of contract has been made. The contract number, the host and sending institution, the category of scholarship and language assigned to the contract are also displayed.

**The list of students applied for the contract** can be viewed under the “Options” icon either from the direction of the application period or from the contracts. The coordinator can view the student's name, his/her training from which he/she has applied for the contract, the contract number, the type and date of application.

The coordinator can see the **application form**, the **data** and the **language exams** of the student by choosing the “More” option under the line-end “Option” icon.

The application form handed in by the student can be found under the "**Contract**" tab, the type of which can be either lecture or lecture and practice.

The **application form** contains the status of the application form, the value of which may be empty, handed in, accepted, rejected and being on the reserved list.

The order, which the student may change by submitting the applications, is also included. The name of the "**Organization unit**" to which the contract has been assigned and the description that includes the documents that the student must hand in for obtaining the application are included as well.

The requested document types are listed in the "**Expected documents**" block.

The planned start and the planned length of months of the “Lecture” is displayed in the “**Lecture**” block on the application form.

If a student has applied for both lecture and practice, you can view on the application form that in which country and city the student wants to spend the practice.

More information: name, website, name, telephone number and e-mail address of the contact, the planned beginning of lecture and its length of months.

The application form includes further information filled by the institution: contract number, description of the contract, the contract coordinator, the foreign partner organization, and data pertaining to the foreign partner organization in the description field, the scholarship category, the beginning of the lecture, the length of the lecture in months and the number of supported month of lecture.

#### **The coordinator has the option to view and print documents necessary for the application:**

- Registration documentation
- Practice contract
- Practice certificate of completion
- Educational certificate of completion
- Certificate of the duration
- Grant contract

- Learning contract

## 7.9. Student loan data agreement

The interface established for data agreement can be found under the "Administration" menu as "Student loan" on the Teacher's web. This menu is only displayed for users who are members of the person group defined by the institution.

You can interrogate the **status of the student requests** being in process by searching for a given student and you are able to perform **data agreement** according to the selected request.

Searching for a particular student can be carried out at the top of the interface, currently on the basis of name, (part of the name) and Neptun code. It is also possible to search by Neptun code fragments.

By pressing the Student search button (and it works by pressing the Enter key), the results can be viewed in the upper list. The top list display the hits (results) on the basis of the education system, therefore it may occur that a student included in the list has no valid request.

Further work can be performed with the search result. Partly, in the top list you have the option to display the Student Loan contracts status of a particular student. To do so, click the plus sign and choose the Student loan status link.

The result is displayed in the bottom list.

If there is no reconcilable (under processing) contract of the students, then it is also displayed by the program. By closing the message window you can return to the Neptun interface.

If you would like to collate, click the blue data harmonization link appearing in the line of the upper list. If the student has a request to process, then **the program navigates you to the interface of the SLC (Student Loan Center)** where the check can be performed on the student. At the end of the check process, after saving, the process ends, the status will be accepted, and henceforth it would be only interrogated from the statistical interface of the client.

## 7.10. Class register

It is possible to administer class register on this interface.

On the "My held classes" interface of the menu, the class register of the different held class type related held class occasions recorded to the lecturer are displayed.

On the interface it is possible to modify the previously recorded lecturer attendance, to add new class register occasion, to record new attendance of students, attach documents to already added class register occasion or delete previously attached document.

If standing on the line of a class register, available interfaces of the "Options" menu on the right are: "Student attendance", "Upload document" and "Uploaded documents".

Class-held lecturers (lecturer attendance) appear hierarchically below the class register line.

### Lecturer attendance

More lecturer attendance may belong to one class register occasion. If you select the "Edit" option available from the "Options" menu belonging to the lecturer attendance, information of the selected lecturer attendance appear in the upcoming window and here you can change that the given scheduled class in what duration was actually delivered and you can add the subject of the class.

The acceptor will accept this lecturer attendance. If the lecturer attendance has already been accepted, the edit opportunity is disabled. The lecturer attendance is no longer editable.

### Student attendance

On the "Student attendance" interface it is possible to configure the student attendance type by students or by group with the help of the radio buttons found on the interface.

If you select the "**Grouped entry registration**" radio button, you must enter the attendance type from the central drop-down list and choose the students with the help of the check boxes next to the student lines.

If the "**Register entry by user**" radio button is selected, you can select a new value or modify the existing one from the drop-down list and record a comment.

### Print held classes list

By clicking on the button the term and period must be given in the pop-up dialog box. After submitting the term and the period and clicking on the "Print" button, the "classregister.pdf" file is prepared which contains the "Held classes of the lecturer-List of classes", held classes recorded for the lecturer in the given term and period for certificate. It can be signed by the head of the organizational unit.

### Register new class occasion

It is possible to register a new held class by clicking on the "**Add new**" button on the Class register interface. In the appearing "Class register" window, data to be added vary dynamically according to the nature of held class given on the interface. The case of the held class is determined by the held class type and the lecturer attendance.

Information can be found on the interface: term, held class type, lecturer attendance type, class start, class end, generated identifier, lecturer, comment, class subject. Depending on the type of held class (scheduled, course, consultation) student attendance can also be recorded to the occasion.



According to institutional setting, if ringing schedule must be selected, then on recording a held class except for scheduled held class type, the "**Ringing schedule**" interface appears on each interface (only at non-scheduled item). On the interface an organization unit and/or site must be selected from drop-down list. Click the "**Show ringing schedule**" button to display the corresponding ringing schedule. You can choose from ringing schedules corresponding to the selected organization/site.

You have to give the start and end date of the held class by marking the classes in the selected ringing schedule. After selecting the date, click the "**Register held classes**" button to save.

On recording a held class, you first have to select the term on the "Basic data" interface of the "Class register" dialog window and then choose the held class case according to the held class type and the lecturer attendance type from the "**Class register type**" drop-down list. By clicking on the "Record" button, data of the held class correspondent to the selected held class case can be recorded on the interface. The range of fillable and compulsory fields change according to held class cases and institutional settings related to the class register on the interface.

### **Scheduled held class**

If the lecturer selects the "Scheduled (course)[course lecturer]" from the Held class type drop-down list on the "Basic data" interface, by clicking on the "Record" button, the "Scheduled classes" interface is displayed below the "Basic data" area. The "All class schedules" and "Course class schedule" radio buttons located on the interface.

If the "Course class schedule" radio button is selected, a course must be selected from the instructed, scheduled courses of the given term into the "Courses" field. The "Subject name/Subject code" search box facilitates the selection of the course, which helps to narrow the list to the courses of the subject. After selecting the course, the "Show class schedule occasions" button has to be clicked.

Scheduled dates of the selected course in the given term are displayed in the upcoming list.

If the "All class schedules" radio button is selected, by clicking on the "Show class schedule occasions" button, all scheduled dates of the term related to the lecturer are listed. One or even more dates can be selected from the listed scheduled dates by marking the check boxes next to them. To save the held class to the marked occasions, click on the "Register held class" button. The registered scheduled held class occasions are saved by rows, even in cases if more occasions have been selected.

1 scheduled occasion is 1 class register head record. Data of this head record cannot be modified. In case the lecturer wants to record a different held class date than the date in the class schedule, he/she can do it at the related item. Data of the head record are copied into the items belonging to the head record and it can be changed to the value that in what duration actually the scheduled class was held. The acceptor will accept this lecturer attendance.

### **Scheduled, substituted held class**



To record a substituted held class occasion of a scheduled course and if you are not assigned to the course but the course is scheduled, then you must choose the "Scheduled (course)[Supply teacher (Substitution: lecturer is not assigned to the course)]" value at class record type.

The method of registering the held class is the same as described above.

**ATTENTION!** The recordable scheduled occasions are displayed according to the institutional settings regulating the related substitution.

### Course held class (non-scheduled)

If the course is not included in the class schedule but you are assigned to the course, then the type of class register is: "Course (The course is non-scheduled)[Course lecturer]". At this time, on the appearing "Course classes" interface you can choose from your instructed courses according to the selected term from the drop-down list next to the Courses label. To record the held class occasion related the selected course, the date and time of the held class must be given on the interface.

### Course held class – substituted (non-scheduled)

In case of substitution, if the course is not included in the class schedule and you are not assigned to the course, the class register type to be selected: "Course (The course is non-scheduled)[Supply teacher (Substitution: lecturer is not assigned to the course)]." You can select the course on the appearing "Course classes" interface according to the related institutional setting. If according to the setting you can select courses from only those which organizational unit corresponds with yours, then the method of recording is the same as described at course lecturer. But if you can substitute everywhere, the "Faculty/organization" field is also found on the "Course classes" interface.

You can select the organization of the substituted subject from the drop-down list and then the substituted course can be selected from the courses of the selected organization. After entering the Held class date for the selected course, you can save the held class by clicking on the "Register held class" button.

### Consultation held class

After selecting the consultation related held class case, both the "**Held class topic**" and the "**Consultations**" interfaces appear under the "Basic data" interface.

You can record information related to the held class in the "Held class topic" text field, the field is optional. Fields found on the "Consultations" interface: "Consultations", "Consultation dates" and "Held class date". In the "Consultations" field you can choose from such consultations found in the system to which you are assigned.

In the "Consultation dates" box you have to select from the list of dates belonging to the selected consultation. In the "Held class date" field you select the date of the held class and then the program records the dates. The selected consultation time gets into the class register table, but in the lecturer attendance the recorded date is saved.

### Held class to other activities



After selecting the held class belonging to Other activity case, both the "Held class topic" and the "Other activities" interfaces appear under the "Basic data" interface. You can record information related to the held class in the "Held class topic" text field.

Fields found in the "Other activities" interface: "Other activities" and the "Held class date". In the "Other activities" field you can choose from such other activities found in the system to which you are assigned.

If the lecturer selects an institutional held class category from the "Class register type" drop-down list on the "Basic data" interface, then the interface displays the "Lecturer attendance type" field, in which the lecturer attendance type must be selected.

After selecting the held class belonging to predefined activity, the "Held class topic" and the "Predefined activity" interfaces appear under the "Basic data" interface. You can record information related to the held class in the "Held class topic" text field. The "Held class date" field can be found on the "Predefined activity" interface.