

USOSweb – How to fill in an examination report

USOSweb <https://usosweb.uw.edu.pl> is the University Study-Oriented System.

The student is able to view their learning history and the grades they have achieved at different stages, while the teacher is able to obtain records of credits, examinations and insert grades. Other USOSweb functionalities exist as well, but are not mentioned in this guide.

In order to log in to USOSweb, you will need to have your Central Authentication System (CAS) credentials ready. If you did not receive your credentials, please contact the office.

Brief instructions on filling in examination reports

1. Log in to USOSweb UW at <https://usosweb.uw.edu.pl/> using your CAS credentials.
2. Go to the STAFF SECTION > EXAM REPORTS tab. If an examination report is missing, contact the Office at the Faculty.
3. Select the appropriate examination report from the list (e.g. Experimental Psychology) and click on the "view/edit" button.
4. Select the view of your class group, e.g. Exercise - Group 2.
5. Enter your grades in the column for the term. Please note that some larger groups might be spaced to two pages or more. Before filling in the next page, please save your progress.
6. Save your grades by clicking on the "SAVE" button.

In case of experiencing problems with the examination reports, please contact USOSweb@psych.uw.edu.pl

Extended Instructions

Log in to USOSweb UW at <https://usosweb.uw.edu.pl/> using your CAS credentials.

main page - Documents - Uniwe x +

usosweb.uw.edu.pl/kontroler.php?action=news/default

University of Warsaw - Central Authentication System

USOSweb

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION GRADUATES SECTION

DOCUMENTS

- main page
- help and contact

REGISTRATION CALENDAR

CONTACT

European Union

last data migration: ~8 hours ago

last modification of this document: 94 days ago

Welcome to the USOSweb system

The Central Server is administered by the Department for Computer Applications (DAK)

NOTICE! (17.09.2021 r.) GDPR clause in electronic form.

Dear Sir/Madam

we inform that at the turn of September and October personal data processing clause will be visible after logging into the USOSweb system. The clause cannot be rejected. Lack of acceptance of the clause blocks access to the USOSweb system.

Office of Academic and Student Affairs

IMPORTANT CHANGE IN USOS!!! (13.09.2018)

From September 19th, 2018 ALL individual student bank account numbers, that are used to pay liabilities to UW, will change and the current account numbers will be made invalid. New bank account numbers will be visible in the USOS system from September 19th, 2018 after 6 pm (18:00). From 19th of September, 2018 transfers of payment (tuition) to current (old) bank account numbers will be returned to the sender. Please make appropriate changes in case of transfer of payment from your bank account.

You will be redirected to the Central Authentication Service page, where you will enter your username and the password you use to log in to USOSweb. The username is PESEL number or an identifier generated by the University for people who do not have a PESEL number.

Login - University of Warsaw x +

logowanie.uw.edu.pl/cas/login?service=https%3A%2F%2Fusosweb.uw.edu.pl%2Fkontroler.php%3F_action%3Dlogowaniecas%2FFin...

Uniwersytet Warszawski

Centralny Serwer Uwierzytelniania

Enter your Username and Password to continue.

Username: 00123456789

Password:

Hide my identifier

LOGIN

forgotten password | new account | list of services | about this page | polska wersja

REGIONAL PROGRAMME NATIONAL COHESION STRATEGY

Mazovia. heart of Poland

EUROPEAN UNION EUROPEAN REGIONAL DEVELOPMENT FUND

Projekt „Platforma usług elektronicznych Uniwersytetu Warszawskiego dla społeczności regionu” realizowany w ramach Regionalnego Programu Operacyjnego Województwa Mazowieckiego, współfinansowany przez Unię Europejską ze środków Europejskiego Funduszu Rozwoju Regionalnego

Forgotten password?

- Go to <https://usosweb.uw.edu.pl> and click on log in at the top right of the page
- You will be taken to the login page. In the ID field, enter your PESEL or generic ID received from the office
- Hit the "FORGOTTEN PASSWORD" link
- Then, enter your email address which matches the address assigned to your USOS account
- The system will send a message with a link to reset the forgotten password to the given email address. After clicking on the link a page will open where the new password must be entered
- If the email does not appear in your mailbox, please check your spam folder

After successfully logging in, you will find yourself on the following landing page. Please select the "Staff Section" tab.

The screenshot shows the USOSweb interface with the "STAFF SECTION" tab highlighted in red in the top navigation bar. The page layout includes a left sidebar with "MY SHORTCUTS" such as SCHEDULE, CLASS GROUPS, and USOSMAIL. The main content area is divided into several sections: "SCHEDULE - CURRENT WEEK" and "SCHEDULE - NEXT WEEK" (both showing weekly grids); "QUICK GRADE" with a search field for "student's name or number"; "TEACHER'S TESTS" and "TEACHER'S CLASSES" (listing "2022 Annual Empirical Seminar 2500-SRE Seminar (276), Seminar (277)"); "DIRECTORY" with search options for "people directory", "courses directory", "faculties directory", and "studies directory"; "SCHEDULES" for "Staff member's schedule" with fields for name, course title, and department; "PRIVACY PREFERENCES" for "Who can see my photo?" and "Who can see my email address?"; and "USOSWEB PREFERENCES" for "E-mail confirmation of the application" and "Favourite department".

Exam reports

To access exam reports (called often: protocols), select the STAFF SECTION menu and then EXAM REPORTS

The screenshot shows the USOSweb homepage. The top navigation bar includes: NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, **STAFF SECTION** (highlighted), COMMON SECTION, and GRADUATES SECTION. The left sidebar contains a list of menu items: INTRODUCTION, TESTS, **EXAM REPORTS** (highlighted), EDITING COURSES, EXAMS REGISTRATION, POSTULATES, OPINIONS ON APPLICATIONS, STUDENT MOBILITY, and SURVEYS RESULTS. The main content area features several icons and text boxes for different functions: Tests, Exam reports (highlighted), Editing courses, Exams registrations, Postulates, Opinions on applications, Student mobility, and Surveys results.

A list of protocols to which the employee has access to:

The screenshot shows the 'Examination reports' page. At the top right, there is a 'QUICK GRADES' section with a search box for 'student's name or number' and a 'CONTINUE' button. Below this is a 'Choose a year:' dropdown menu with options from 2009/10 to 2022/23. The main content is a table of examination reports. The table has columns for Period, Course and examination type (Code and Name), Sessions (1 and 2), and Options. The 'view/edit' link in the Options column for the first row is highlighted.

Period	Course and examination type		Sessions		Options
	Code	Name	1	2	
2021	2500-SRE Annual Empirical Seminar - Seminar CLASS exam report, Grading		"I termin" P - active Deadline: 2022-07-25 23:59		view/edit
2021L	2500-EN-PS-OB2L-1 Developmental Psychology II GENERAL exam report, Examination		"I termin" P - active Deadline: 2022-07-24 23:59		view/edit
2021L	2500-PL-PS-OB2L-1 Developmental Psychology II - Class CLASS exam report, Grading		"I termin" P - active Deadline: 2022-07-25 23:59		view/edit

In the list of available protocols, you should see the courses you teach broken down by:

- teaching cycle - 2021Z (winter semester 2020/21)

- course code and name along with the type of classes (lecture, exercises, laboratory, etc.)

Quick Grades: You can also choose a specific person you want to grade separately for some reason (i.e. somebody submitted their work late :)

Examination Report - filter view:

The screenshot shows the USOSweb interface for viewing examination reports. The top navigation bar includes links for NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, STAFF SECTION (highlighted), COMMON SECTION, and GRADUATES SECTION. A sidebar on the left lists various navigation options, with 'view/filter selection' highlighted under 'EXAM REPORTS'. The main content area is titled 'Report view modes' for 'Developmental Psychology II 2500-EN-PS-OB2L-1 Summer semester 2021/22'. It prompts the user to 'Choose one of the views/filters below' and displays a table of options:

View/Filter	Description	Action
full report 1	all students of the course/class	→ apply
Seminar - group #1	only students of one chosen class group	→ apply
Seminar - group #2	only students of one chosen class group	→ apply
Lecture - group #1	only students of one chosen class group	→ apply

Below the table, it states 'there are 4 of 6 view/filters displayed above → show all' with a note that 'Defaults for this option can be set up in Preferences'. The '→ apply' button for the 'full report 1' option is circled in red in the original image.

- **full report** - full list of students (usually useful for the coordinator),

- **class groups** - lists of students in specific class groups (convenient for instructors).

Entering grades

Note that an instructor can only enter students' grades in the system if the examination report has a status of "in progress" (P) or "active" (A).

To insert a grade, select it from the drop-down list next to the selected student's name. Corrections can be made in the same way.

If a mistake was made when completing the examination report, it must be corrected before the report expires.

To save any changes you have made, click "SAVE". To undo changes that have not yet been saved, press "REVOKE CHANGES".

NOTE! Please note the deadlines for returning individual protocols.

AFTER THE DEADLINE

IT WILL NOT BE POSSIBLE TO COMPLETE THE GRADING