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.

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.

Forgotten password?

a) Go to https://usosweb.uw.edu.pl and click on log in at the top right of the page
b) You will be taken to the login page. In the ID field, enter your PESEL or generic ID received from the office
c) Hit the "FORGOTTEN PASSWORD" link
d) Then, enter your email address which matches the address assigned to your USOS account
e) The system will send a message with a link to reset the forgotten psssword to the given email address. After clicking on the link a page will open where the new password must be entered
f) 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.

Exam reports

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

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

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:

- **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