

Interim Assessment User Guide

Lecturers can find their assigned registers by logging into their environment in the Academic Information System https://web.liemis.lt/vkis/stp_printing. Log in with VIKO-provided login credentials. The same login credentials are used for logging into other systems: Moodle, Email, Office365, etc.

In the main window, you will find the menu section "Brief Description of Evaluation of the Subject / Module (Registers)" (Figure 1):

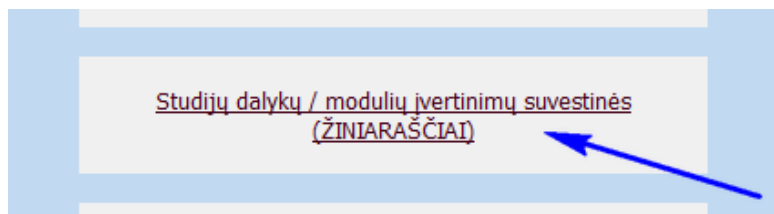


Figure 1

I. Filling in Interim assessment registers

When you enter the assessment register environment, you will see the registers for the current semester assigned to you. If you give courses on several subjects or teach the same subject to students of different study form, you will see different registers in the list. Select the required faculty, subject and register form from the list (Figure 2)..

- This list contains active links to subject registers - accessed by clicking on the subject name.
- Also active links directly to subject interim or final evaluation registers - accessed by clicking on abbreviations of interim or final grade registers.

Semestras: 2016/2017m.m. Pavasario		Dalykų / modulių sąrašas		Atsiskaitymo savaitė																	Galut.		
Fakul.	Dalykas/m F.	Pavadinimas	K. Stf. Stud. sk.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17-20	ivert.		
			L Nuo 1							KN											EG	GI	
			L Išt 43																			EG	GI

Figure 2

Once you have selected the subject assessment register, you will be directed on to its completion environment. Here a list of all students for whom a particular subject is included in their study plans will be displayed for you (Figure 3).

After you enter the grades of the interim assessments, the system will automatically calculate the proposed total score for the subject.

Atsiskaitymų suvestinė

1 lapas ▾ Atrinkti

Eil. Nr.	Grupė	Pavardė, vardas	Užduotis	Savaitė				Siūlomas įvert.	Galutinis įvert.		
				1-8	9	10	11-16		17-20	Įsk.	Paž.
1											
2											
3											
4											
5											
6											
7											
8											

Figure 3

If the same subject is taught to different groups but you do not teach to all of them, you can select an academic group filter (Fig. 4, 1), where you select the required group code and select only the students in that group.

The heading of the register includes all interim assessments indicated in the description of the subject (Fig. 4, 2). In this window you will see their abbreviations with an active link. At the beginning of the session (unless otherwise provided by your faculty), the administrators of the Study Department will create the final assessment spreadsheets, footnotes to which you will also see in this table (3).

Atsiskaitymų suvestinė

1 lapas ▾ Atrinkti

Eil. Nr.	Grupė	Pavardė, vardas	Užduotis	Savaitė				Siūlomas įvert.	Galutinis įvert.		
				1-8	9	10	11-16		17-20	Įsk.	Paž.
1											
2											

Figure 4

There are 2 ways to enter grades:

1. Introduce an assessment of a specific interim report(testing) for all students in the group.
2. Enter grades for a specific student.

You can choose which method is best for you in this situation.

You can always go back to the register summary by clicking on the active link at the top of the register:



1. Choose a specific interim assessment and enter the grades for all students in the list (Figure 5).



Figure 5

- If you teach to only one group, then filter the list (Fig. 6, 1).
- Before entering the grades in the register heading, enter the date of the mintersim assessment (Fig. 6, 2). When specifying a grade for a student, the system will automatically copy the date indicated in the heading next to the student being edited at that time.
- Enter interim assessment grades for all students in the group (Figure 6, 3).
- After filling in the register or part of it, save the entered results (Fig. 6, 4).

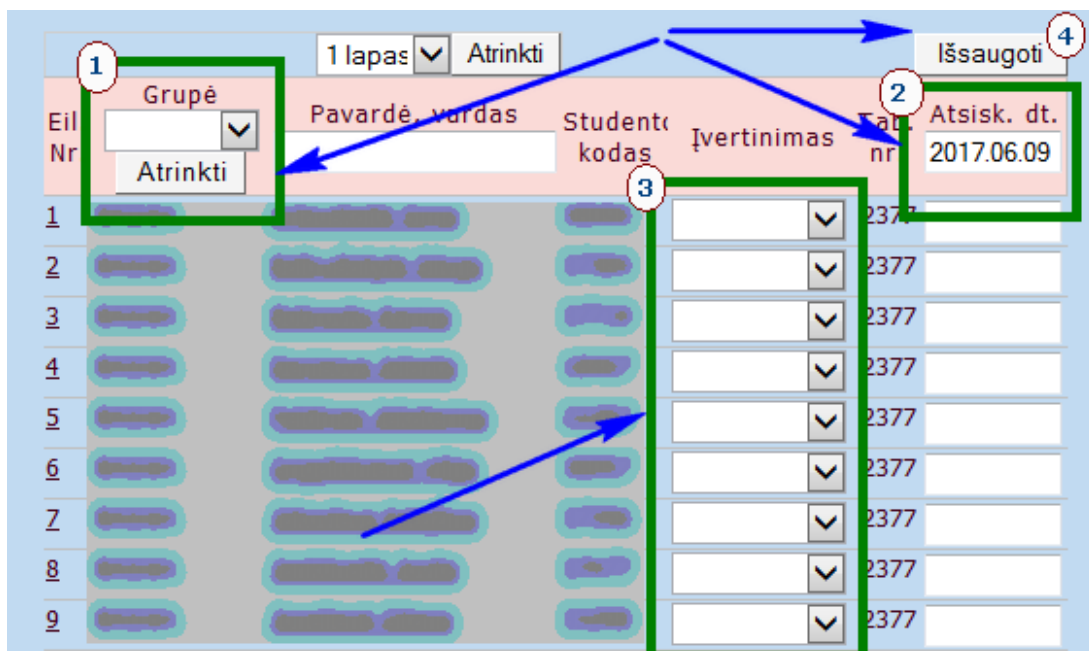


Figure 6

2. The other way is to enter student-specific grades - in order to select this method you need to activate the student's last name (Figure 7).

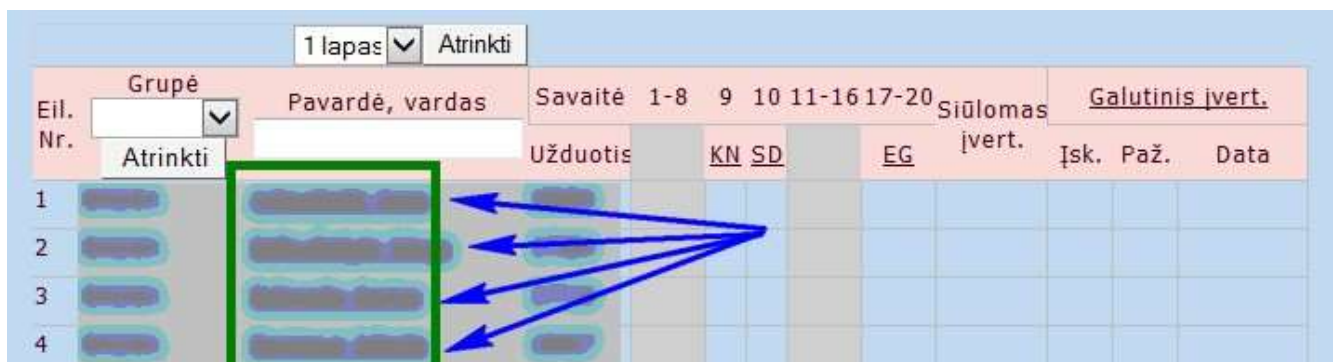


Figure 7

If you choose this method, you will see all the details of a particular student in the window that opens. All interim assessments will be listed here (Figure 8):

- You must indicate the evaluation of the interim assessment (1) and its date (2) in this entry form.
- If the final minterim assessment spreadsheet has already been created, you will see an additional information input unit - here you need to enter the evaluation attribute for the subject (3), the final grade for the subject (4) and the date of the final evaluation (5)
- After entering the required information, the data must be saved (6).

Figure 8

II. Completion of the Final Evaluation in the Spreadsheet

Once you have completed all the interim assessments and you are ready to record the final grade for your subject, you must enter the final evaluation register (sheet) (Figure 9).

Figure 9

Procedure for completing the final evaluation registers (sheets) is the same as for the interim evaluation registers (sheets). However, there are a few additional information fields that must be completed.

- In the column " Report(testing) date. " (Fig. 10, 1), just as in interim registers, the date for the final evaluation report(testing) must be entered. If you specify the date in the heading of this column before entering the results, when while filling in the register, the system will automatically copy it while entering each student's information.
- To select only students from a certain academic group (if there are more than one in the list), select its code and choose the students (Fig. 10, 2)
- An additional column in the final evaluation register (sheet) "Credit Offered" (Figure 10, 3). This column indicates the attribute of the student's credit - whether the subject has been passed or not. If all interim grades received by the student are entered, by clicking on the word "suggested" in the column heading, the system will calculate the final grade and fill in this column. Information can be adjusted if needed.
- Another additional column, "Suggested Estimates", is for informational purposes (Fig. 10, 4). Here the system calculates the preliminary final estimate from the results entered in the Interim Registers (Sheets). The final grade given here is calculated according to the formula in the subject description.
- In the column "Evaluation" (Figure 10, 5), you must enter the final grade the student has earned.
- Another additional information column "End of session" (Fig. 10, 6). If you find that the end of the session is missing or incorrect in this column, contact the Faculty Study Department.
- After having filled in the register (sheet) it is necessary to save information (Fig. 10, Fig. 7).

Eil. Nr.	Grupė	Pavardė, vardas	Stud. kodas	Įskaita siūloma	Tab. nr.	Siūlomas įvert.	Įvertinimas	Tab. nr.	Atsisk. dt. 2017.06.09	Sesijos pab.
1					2377			2377		2017.06.30
2					2377			2377		2017.06.30
3					2377			2377		2017.06.30
4					2377			2377		2017.06.30
5					2377			2377		2017.06.30
6					2377			2377		2017.06.30
7					2377			2377		2017.06.30
8					2377			2377		2017.06.30

Figure 10

III. Printing the Interim Assessment Spreadsheet

At the bottom of the list of registers (both interim and final) there are a few additional menu items (Figure 11):

- At the bottom of the register, there is another item called “The Impact of Tasks on Grade” - this section shows all interim grades and their weight in the final grade.
- The “Grades can be entered” section shows which professors are assigned to a specific register (sheet) and can enter grades in it.
- “Print / Download ” link to download a spreadsheet version of Word. It can be checked and submitted to the Study Department upon signature (if required).

28									
29		7							1,05
30									1,05

Užduočių įtaka pažymiui įvertinimus gali vesti Spausdinimui/atsisiuntimui(MS Word)

Figure 11