



## Time Edit Evaluation Processing and Grade Processing

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<b>Opdrachtgever:</b>	OSC FSW	<b>Bestandsnaam:</b>	Manual
<b>Deelproject:</b>	Evaluationprocess and Grading process	<b>Versienummer:</b>	1.0
<b>Auteurs:</b>	Functioneel Beheer FSW	<b>Datum:</b>	22-8-2024

Handleiding Time Edit

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## Introduction

To contribute to **reducing teachers' workload**, OSC has designed a digital teachers' platform in collaboration with Time Edit. The platform should improve the provision of information and support the educational logistics processes in the best possible way. It allows the course coordinator to see immediately after the start of the course what is expected of the coordinator for that course, thus making e-mail traffic regarding delivery deadlines unnecessary. In addition, Time Edit should eliminate the double entry of information, by linking to uSis and reusing information entered by the course coordinator last time (e.g. learning objectives or materials used for evaluations). So: **more efficient** collaboration, **less mail traffic** and **more overview**; this way, as a coordinator, you are more in control. This platform is used for 2 educational logistic processes; 1. requesting evaluation data for a course and 2. supplying the grades to be registered for a course.

This manual explains how to use the platform as a Coordinator and/or Teacher of a course. You can also watch the video instructions. If you have any questions, please contact us at [Onderwijservicecentrum@leiden.edu](mailto:Onderwijservicecentrum@leiden.edu).

## Login - Settings

To work through Time Edit, log in to the page below:

<https://ul.ascme.nl/#/dashboard>

Login with your ULCN account. For more information, see Instruction video Login.

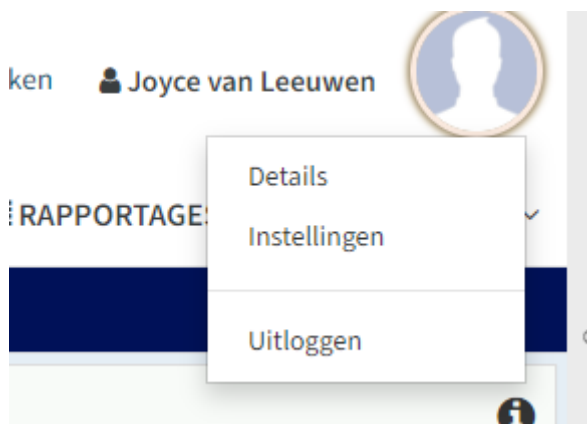
**Instruction video:**

**Login**

[https://video.leidenuniv.nl/media/t/1\\_w1pt7q84](https://video.leidenuniv.nl/media/t/1_w1pt7q84)

Once the dashboard opens, you can save some basic settings.

Click on your picture. Under Settings, you can specify in which language you want to receive and save messages.



## Dashboard

The Dashboard of Time Edit is the main page. In it, you can only see the data of the subject you are attached to as a coordinator/teacher. The dashboard is divided into 3 sections:

- \*Open tasks; E.g. deliver evaluation/deliver grades.
- \*Notifications; notification from FSW if applicable
- \*My roles; type of role associated with the course (coordinator/teacher).

The navigation through Time Edit is self-explanatory, just click on the subject that has an open task. You will then be guided step-by-step through all the process steps and after completing the task, the OSC will request/process the evaluations for you and/or process the grades in uSis. From the dashboard, you will receive notifications by e-mail containing the status of the process.

## Add course coordinator / teacher

In the process, it is possible to add an additional course coordinator and/or teachers so that they are also evaluated. For more information, see the tutorials adding course coordinator/teacher.

Instruction video:

Adding course coordinator

[https://video.leidenuniv.nl/media/t/1\\_d3q1q0dv](https://video.leidenuniv.nl/media/t/1_d3q1q0dv)

Adding teacher

[https://video.leidenuniv.nl/media/t/1\\_nv5slco1](https://video.leidenuniv.nl/media/t/1_nv5slco1)

## Add overview workgroup teachers

In the process, it is possible to add an overview of the workgroup teachers, for more information see Instruction video: add workgroup overview.

Instruction video:

Add workgroup overview

[https://video.leidenuniv.nl/media/t/1\\_y2exbqs3](https://video.leidenuniv.nl/media/t/1_y2exbqs3)

### Add additional questions

To add more course-specific questions to your evaluation, it is possible to add extra questions yourself. The course-specific questions from the previous academic year are automatically included (if known to us). These can be adapted by you.

For more information, see the instruction video Adding extra questions.

**Instruction video:**

**Adding extra questions**

[https://video.leidenuniv.nl/media/t/1\\_icfqibwj](https://video.leidenuniv.nl/media/t/1_icfqibwj)

### Upload grades

After the course is completed, you can upload the marks given in Time Edit. To do this, you can add your own file. For more information, see the instructional video Grade list upload.

**Instruction video:**

**Grade list upload**

[https://video.leidenuniv.nl/media/t/1\\_z1qetjo](https://video.leidenuniv.nl/media/t/1_z1qetjo)