Achievement Review Services

The **"Lehre"/"Leistungsüberprüfung"** area comprises the following menu items:

"Anmelde-/Beleglisten"
These lists contain the names of your course participants and their corresponding achievement reviews. There is also a list available to register students for optional additional work (written papers etc.)

"Bewerten (TeLL)"
Three-step course assessment
(cf. separate brief instructions)

"Dokumente"
Brief instructions, handbooks, forms

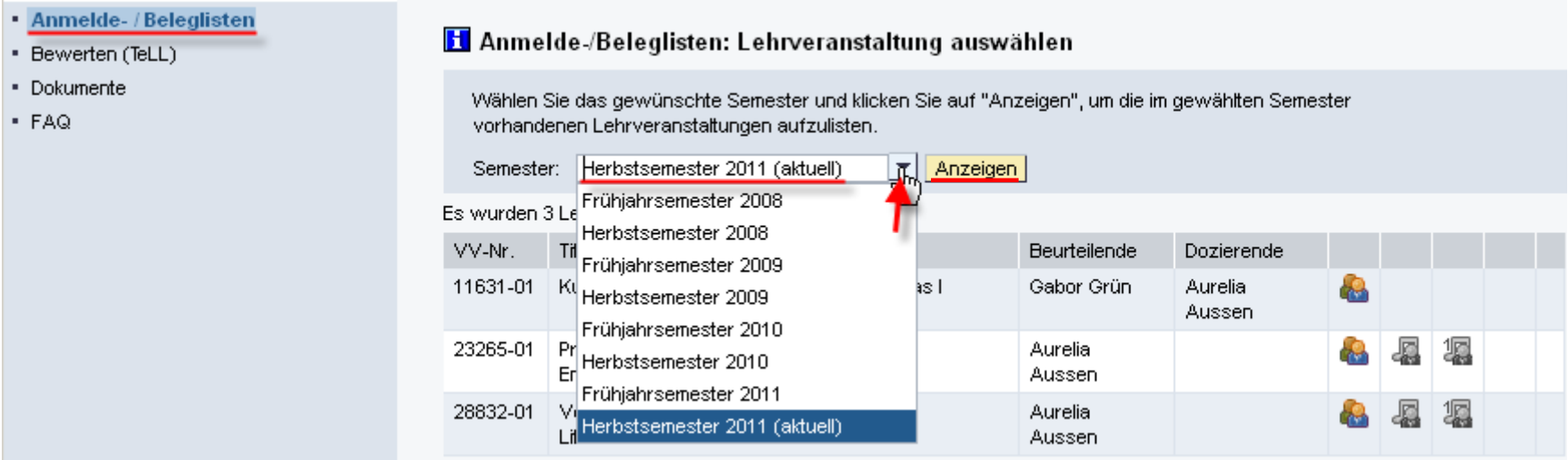
FAQ
Frequently asked questions and the corresponding answers

„Anmelde- /Beleglisten“ - Selection

Select „Anmelde- /Beleglisten” from the menu. The current semester is displayed by default. Select an earlier semester if required.

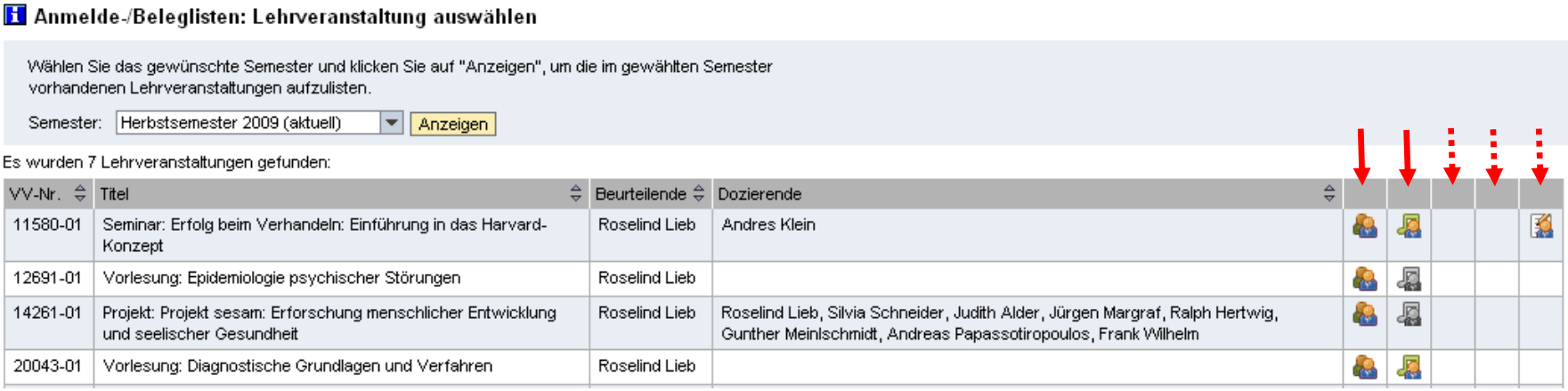
Here all course registration lists containing your name as a lecturer will be displayed. If you were entered as the lecturer *responsible* for a course (i.e., as the so-called assessor) earlier on, TeLL will also display the corresponding examination registration list.

Should a course not be listed, please complete an enquiry form in our “Support” area and submit it to our office (cf. page 9).



Sample view of courses taught by a particular lecturer in a given semester

Each of the five rear columns denotes a list (see next page for details).



Anmelde-/Beleglisten: Lehrveranstaltung auswählen

Wählen Sie das gewünschte Semester und klicken Sie auf "Anzeigen", um die im gewählten Semester vorhandenen Lehrveranstaltungen aufzulisten.

Semester: Herbstsemester 2009 (aktuell) Anzeigen

Es wurden 7 Lehrveranstaltungen gefunden:

VV-Nr.	Titel	Beurteilende	Dozierende					
11580-01	Seminar: Erfolg beim Verhandeln: Einführung in das Harvard-Konzept	Roselind Lieb	Andres Klein					
12691-01	Vorlesung: Epidemiologie psychischer Störungen	Roselind Lieb						
14261-01	Projekt: Projekt sesam: Erforschung menschlicher Entwicklung und seelischer Gesundheit	Roselind Lieb	Roselind Lieb, Silvia Schneider, Judith Alder, Jürgen Margraf, Ralph Hertwig, Gunther Meinlschmidt, Andreas Papassotiropoulos, Frank Wilhelm					
20043-01	Vorlesung: Diagnostische Grundlagen und Verfahren	Roselind Lieb						

A symbol appears ...
… in colour if you are authorised to view data.
… in grey if you are authorised to view data but none are available (yet).

No symbol will appear if you have no authorisation or if no corresponding list for the object displayed exists.

“Belegliste” contains the names of all students registered for a given course. Names displayed with an ! are not allowed to earn credit points.
This list becomes active at the beginning of the registration period (on 1 Feb and 1 August of each calendar year, respectively).

“Anmeldungen zur Leistungsüberprüfung” contains the names of all students registered for a given course and eligible for credit points.
This list becomes active at the beginning of the assessment period (about a month before the end of the lecture period).

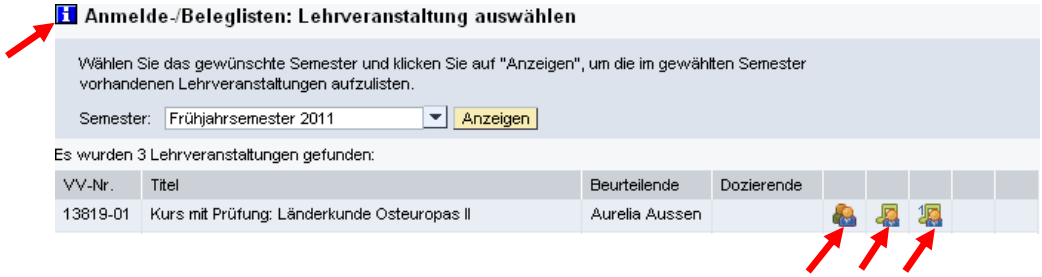
“Anmeldungen zur 1. Wiederholung” contains the names of all students registered for the first repeat examination.
This list will only become active if students have received an insufficient grade at their first attempt and if a repeat examination is offered in accordance with the corresponding study regulations.

“Anmeldungen zur 2. Wiederholung” contains the names of all students registered for the second repeat examination if applicable.

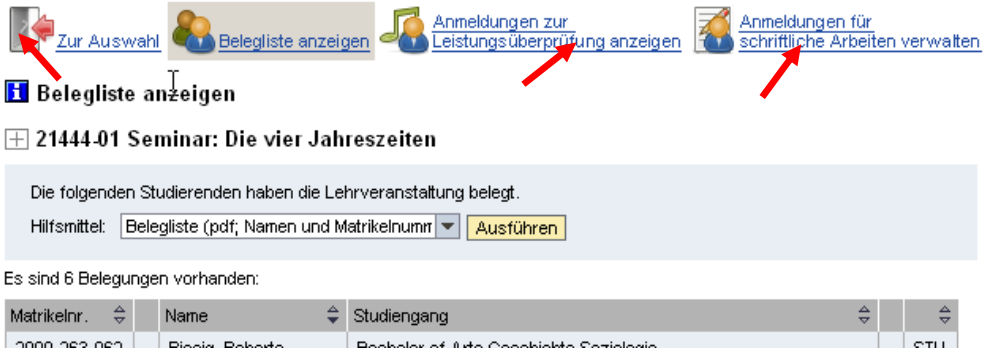
“Anmeldungen für schriftliche Arbeiten”
This list allows you to register students for an optional written paper or graded seminar contribution where envisaged.
It becomes active at the beginning of the assessment period (about a month before the end of the lecture period).

Navigation

Click one of the bold-colour icons to display a course registration or an examination registration list.



You may switch from any particular registration list to any other available list, or also return to the selection.

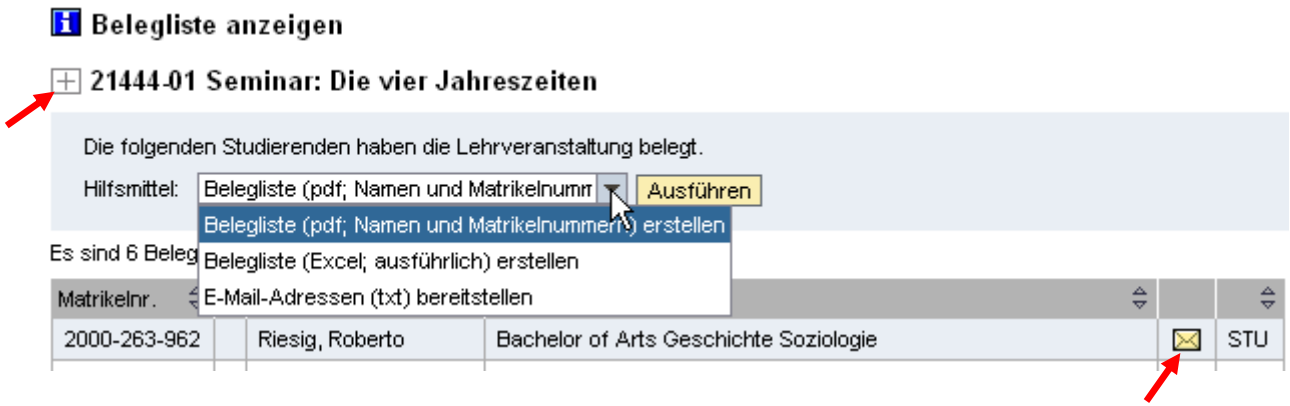


Please note:
Click ℹ to display detailed information on the respective list or activity.

Display Registration List

Tools

- Create registration list (PDF or Excel)
- Provide e-mail addresses (separated by commas and semi-colons)



Please note

Click [+] to display detailed course information.

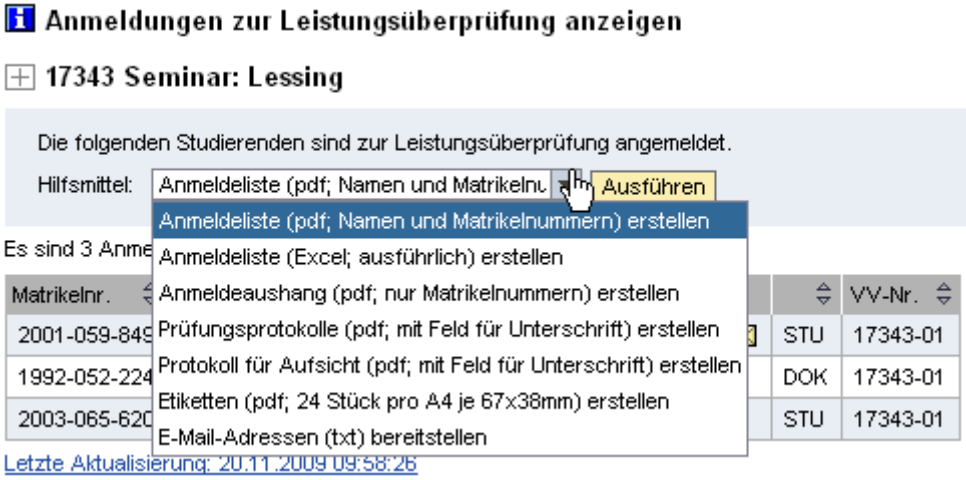
Click [✉] to send an e-mail message to all listed students, provided a local e-mail client is installed.

To open PDF or Excel files, please note that you must have Acrobat Reader or Excel installed on your computer.

Display Achievement Review Registrations

Tools

- Create registration list (PDF or Excel)
- Create registration announcement, examination minutes, supervising examiner's or invigilator's minutes, or labels
- Provide e-mail addresses (separated by commas and semi-colons)



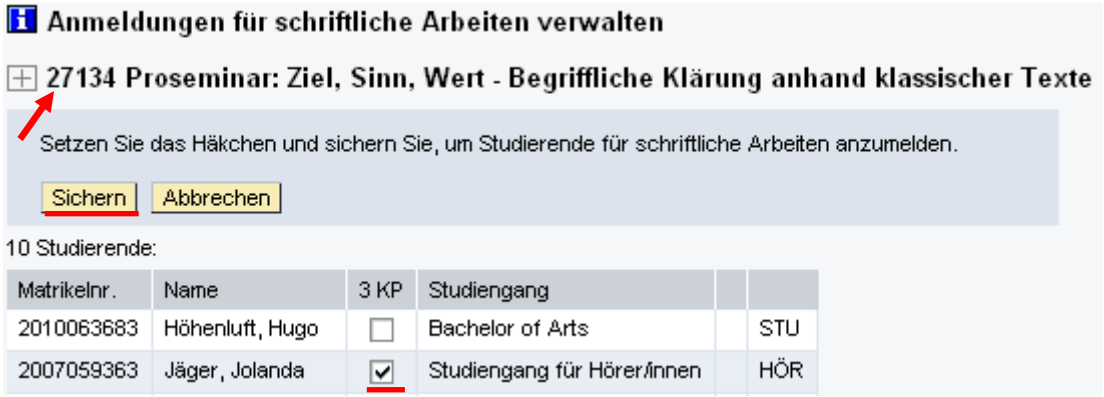
Please note

Where the applicable study regulations envisage one or two repeat examinations, students registered for the resit will appear on lists entitled "Anmeldungen zur 1. Wiederholung" or "Anmeldungen zur 2. Wiederholung", respectively.

Administering Registrations for Written Papers

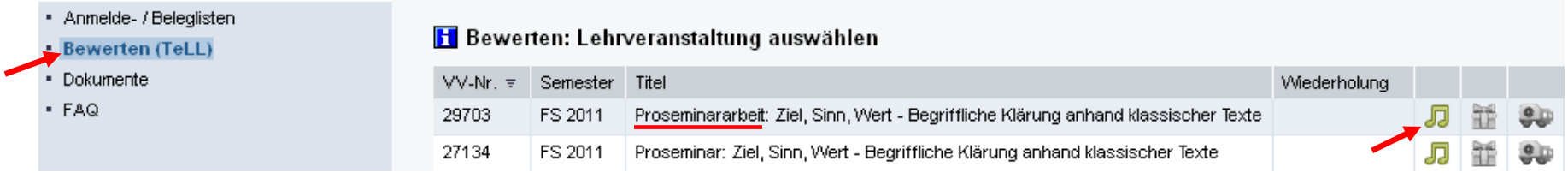
Some faculties offer optional additional coursework:
- Faculty of Humanities: written (pro)seminar paper
- Faculty of Psychology: graded contribution to theory seminars
- Faculty of Theology: written (pro)seminar paper

Use the ☑ to first register students for optional additional work. Remove the tick to deregister students provided they have not yet been assessed.



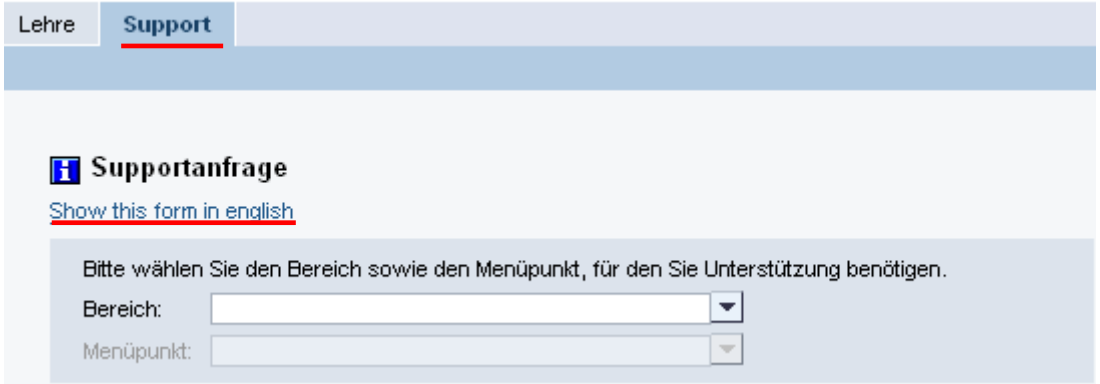
Important: The system will display the course to which the additional work refers.

Switch to “Bewerten (TeLL)” to assess the additional work (see separate brief instructions).



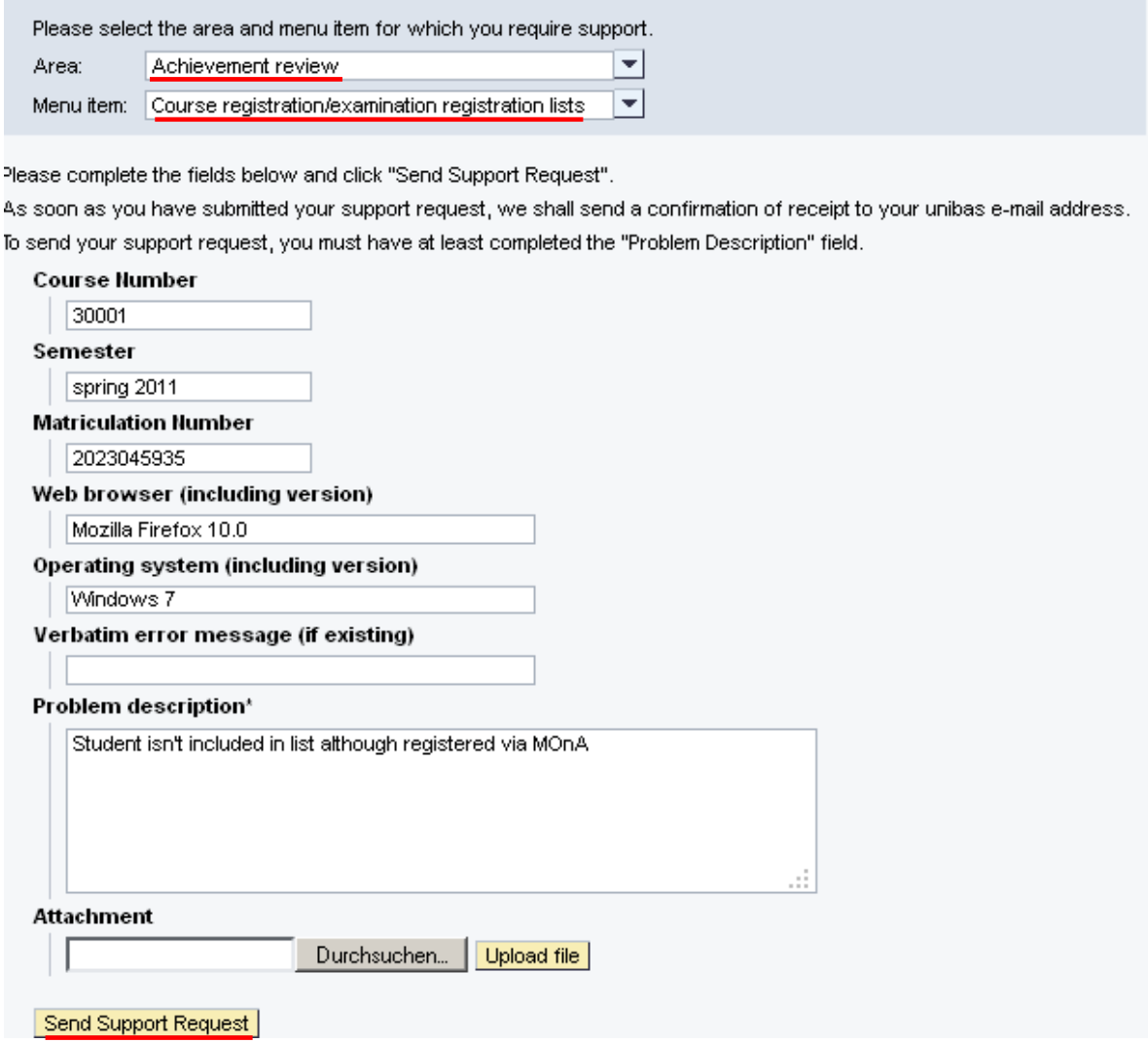
Questions?

If you have any questions please switch to the “Support” area. Click “Show this form in english”.



Choose "Achievement review" and then the menu item "Course registration/ examination registration lists". Fill in the enquiry form and submit to our office.

You will first receive an automatic confirmation of receipt. On weekdays, our support team will as a rule reply to your enquiry within 24 hours.



latest update: 6 Dec 2011