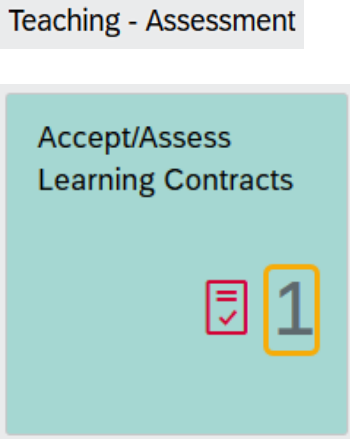
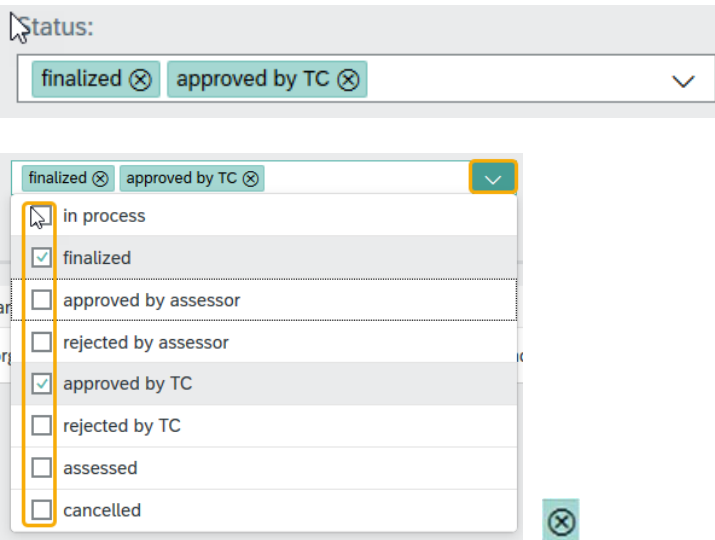






# «Accept/assess learning contracts»

<b>1. Access service</b>	
	<p>Go to “Teaching – Assessment” and select the service for accepting and assessing learning contracts.</p> <p>You will immediately see how many learning contracts need to be accepted and/or assessed.</p>
<b>2. View, search, filter, and export</b>	
	<p>By default, you will be shown all the learning contracts you need to process (status “finalized” and “approved by TC”).</p> <p>Use the filter to display contracts with a particular status. You can deselect individual filters by unchecking the box or clicking on the cross icon.</p>
	<p>You can filter by end date if you wish. Either type in the date or enter it using the calendar function.</p> <p>Only those learning contracts with a due date as specified or</p>

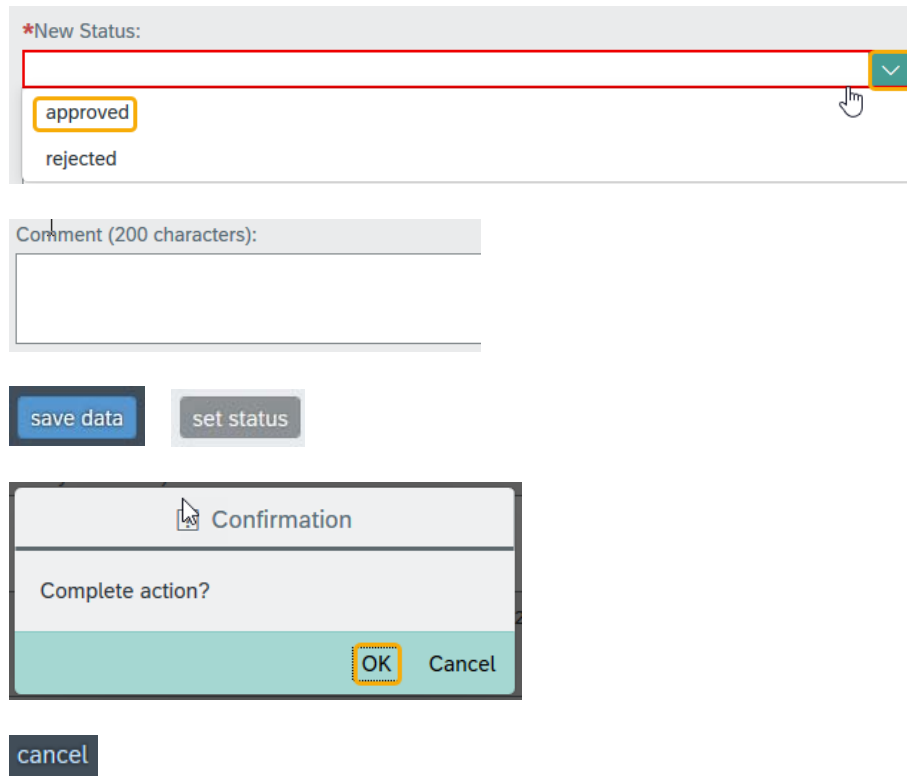
	later will be displayed.
    <p>Clear</p>  <p>Restore</p>  	<p>Search for keywords from the following categories: learning contract number, title, matriculation number, name, degree program or degree subjects/ major.</p> <p>Delete the search term if required.</p> <p>Reset to default filter settings.</p> <p>Delete all filters and display all study contracts.</p> <p>Click on the export icon in the upper right corner to get an Excel download of the currently selected learning contracts. The file contains all important information.</p>

### 3. Open learning contract/navigation

<table border="1"> <thead> <tr> <th>No.</th> <th>Title</th> <th>Matriculation no.</th> <th>Name</th> <th>Degree program</th> <th>Degree subjects/Major</th> <th>Status</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>20043</td> <td>test englische Übersetzung</td> <td>16-453-425</td> <td>Jörg, Klaus-Günter</td> <td>Bachelor Studies - Faculty of Humanities and Social Sciences</td> <td>Philosophy, Business and Economics</td> <td>finalized</td> <td>08.06.2020</td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px;"> <p>16-453-425</p> <p>Name: Jörg, Klaus-Günter</p> <p>Degree program: Bachelor Studies - Faculty of Humanities and Social Sciences</p> <p>Degree subjects/Major: Philosophy, Business and Economics</p> </div> <p>approved by assessor                      28.05.2020                      &gt;</p> <p>No.: 20027</p> <p>Title: Test vor Einführung</p> <p>Matriculation no.: 16-453-425</p>	No.	Title	Matriculation no.	Name	Degree program	Degree subjects/Major	Status	Due Date	20043	test englische Übersetzung	16-453-425	Jörg, Klaus-Günter	Bachelor Studies - Faculty of Humanities and Social Sciences	Philosophy, Business and Economics	finalized	08.06.2020	<p>To open a specific learning contract, click on the relevant line. The details will then be displayed.</p> <p>If you have selected several learning contracts, they will be shown in the column on the left. Here you can switch to another entry of your choice and select new filter/search settings.</p>
No.	Title	Matriculation no.	Name	Degree program	Degree subjects/Major	Status	Due Date										
20043	test englische Übersetzung	16-453-425	Jörg, Klaus-Günter	Bachelor Studies - Faculty of Humanities and Social Sciences	Philosophy, Business and Economics	finalized	08.06.2020										

#### 4. Accept learning contract

Learning contracts with the status “finalized” can be approved. Check all the information before approving!



\*New Status:

approved

rejected

Comment (200 characters):

save data set status

Confirmation

Complete action?

OK Cancel

cancel

If the information is correct, change the status at the bottom of the page. Open the dropdown box with the arrow and select “approved”.

If necessary, write a message to the teaching committee in the “Comment” box. Save, then click on “set status” at the top of the page and confirm with “OK”.

Exit the view by clicking on “cancel”.

The teaching committee will then be informed automatically that the learning contract has been accepted and given the status “approved by assessor”. The contract can now be approved by the teaching committee.

If the teaching committee approves the learning contract, you and the student will be informed by email. You can now perform the assessment (see 7. and 8.).

If the teaching committee makes changes, the student receives an automated email with an explanation that has been entered manually. The learning contract then returns to status “in process” and can be finalized again by the student.

If the teaching committee rejects the learning contract, the student receives an automated email with an explanation that has been entered manually. The learning contract then has the status “rejected by TC”. The student can either cancel it, or edit it and finalize it again.

#### 5. Change learning contract (and return to student)

Check all the information! If necessary, you can change the categories displayed in white (learning format, title, title (English translation), contents, start/due date, number of CPs to be earned, credited module, assessment format, assessment and review/repetition).

If you only change the title, you can then accept the learning contract. If any other changes are made, the learning contract must be returned to the student.

Comment (200 characters):

Confirmation

---

Complete action?

Make the necessary changes. Do not create a new status!

Enter a note in the “comment” field explaining the changes and why they were made.

Then save. The “back to student” button will now appear at the top of the page. Click it and confirm with “OK”.

To exit the view, click on “cancel”.

The learning contract will then be displayed to the student again and an automated email will be sent with your comments. The learning contract has the status “in process” and can be finalized by the student again.

## 6. Reject learning contract

Check all the information! If you are unable to approve the learning contract, even with adjustments, then alter the status at the bottom of the page.

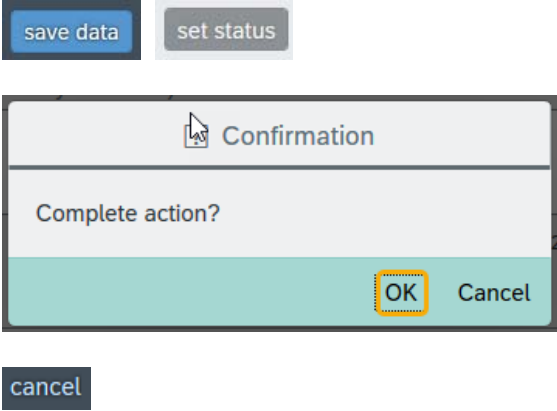
\*New Status:

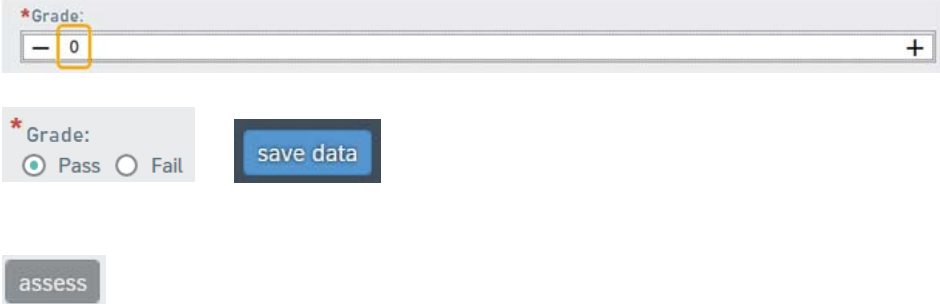
approved

Comment (200 characters):

Open the dropdown box using the arrow and select “rejected”.

You must enter an explanation in the “Comment” field.

	<p>Save and click on “set status” at the top of the page. Confirm with “OK”.</p> <p>Exit the view by clicking on “cancel”.</p>
<p>An automated message will then be sent to the student and the status of the learning contract will be set to “rejected by assessor”. The contract can now no longer be edited!</p>	
<p><b>External assessors:</b> If you have no access to Online Services you will need to approve the learning contract using the printed contract provided by the student. Return the signed form to the student so that it can be uploaded to Online Services.</p>	

<b>7. Assess learning contract (as internal assessor)</b>	
	<p>Enter a grade or select “pass/fail” and save.</p> <p>You can use the “- +” controller to enter grades if you wish.</p> <p>Once you have decided which grade to assign, click on “assess” at the top of the page.</p>
<p>An automated notification will then be sent to the student and the assessed academic achievement will appear in their credit points account immediately. An assessment checklist will no longer be printed or sent to the relevant Office of the Dean of Studies.</p> <p>The learning contract now has the status “assessed” and the process is complete. From this point, amendments can only be made by the Office of the Dean of Studies or the support team.</p>	

## 8. Assess learning contract (as external assessor)

External assessors cannot assess learning contracts in Online Services.  
Please enter your assessment on the printed learning contract, sign it and submit it to the Office of the Dean of Studies at the faculty responsible for the student's degree program. They will enter your assessment in Online Services.

### Assessment

The assessor is responsible for submitting the assessed and signed copy of the learning contract to the responsible Office of the Dean of Studies.

Assessment  Pass  Fail

Assessor's signature

Place and date

## Send support request



 Start Support App

The support application will be started in a new window.

Area:

Teaching - Assessment

Menu Item:

Accept/Assess Learning Contracts

No File selected...

Do you have questions or technical problems? Save all entries. Click on the speech bubble and confirm the message.

Select the area and menu option for which you have a question. Fill out as many fields as possible. A description of the problem must be provided (= mandatory field).

You can send an attachment (PDF or JPG) to illustrate your request. Browse your computer and double-click to upload your chosen file.

Send the support request. A delivery

Your support request has been submitted and is being processed.

confirmation will appear for a few minutes.

On weekdays, the Student Administration Services support team usually responds to requests within 24 hours.