

Athena

Basics & Course Management

Last Updated: September 2022

Contents

1.	Introduction.....	1
2.	Start page and Menus.....	1
2.1.	Login.....	1
2.2.	Start page	2
3.	Messages	3
4.	Calendar.....	4
5.	Courses.....	4
5.1.	Course Catalogue	5
5.1.1.	General information on <i>Courses</i> tab	5
5.1.2.	Course Registration.....	7
5.1.3.	Course Withdrawal	9
5.1.4.	Course Materials	9
5.2.	My courses	10
5.3.	Grades	11
5.4.	Course Evaluation	11

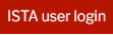
1. Introduction

Welcome to Athena, the student information system at ISTA.

For any questions not addressed in this manual, please email gradschool@ist.ac.at.

2. Start page and Menus

2.1. Login

To access Athena, you enter your ISTA Intranet user name and password at <https://athena.ista.ac.at>. If you are logged in on campus or connected to ISTA-VPN, no password is required. Click  to login. If you do not remember your Intranet password, visit your [ICP](#) profile and go to the *Password management* menu.



2.2. Start page

Once you are logged in, you will land on this page.



Athena Logo

The ISTA Athena logo will appear in the upper left corner of all pages. This functions as a ‘home button’, which will direct you back to this start page.

Menu Bar

There are two menus in the menu bar: *Athena Menu* and *My Account (displayed as your name)*. Click each menu button to expand them.

Athena Menu

Messages: receive notifications on your courses ([see §3](#))

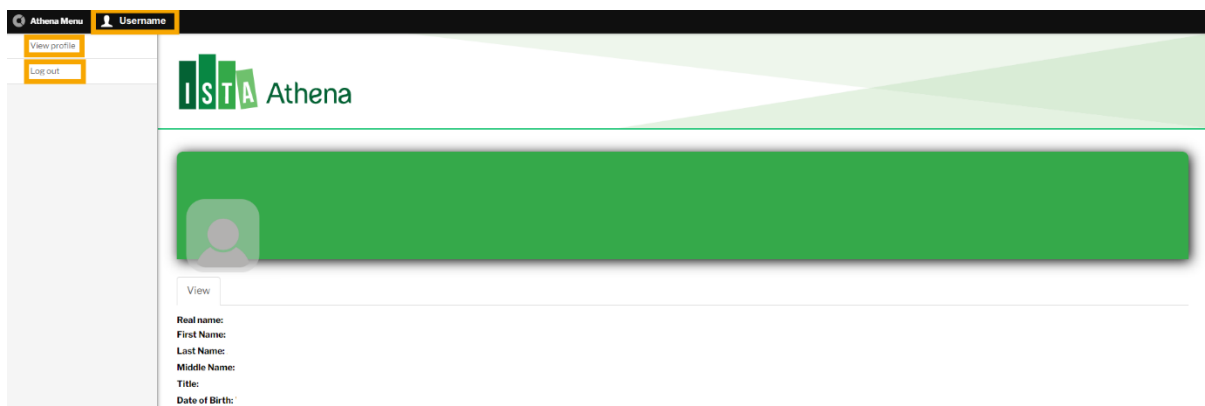
Calendar: view course schedules ([see §4](#))

Courses: view, register, withdraw, evaluate courses ([see §5](#))

My Account (displayed as Student Name)

View Profile: You’ll find your Athena profile data here.

Log out: This is where you log out from Athena.



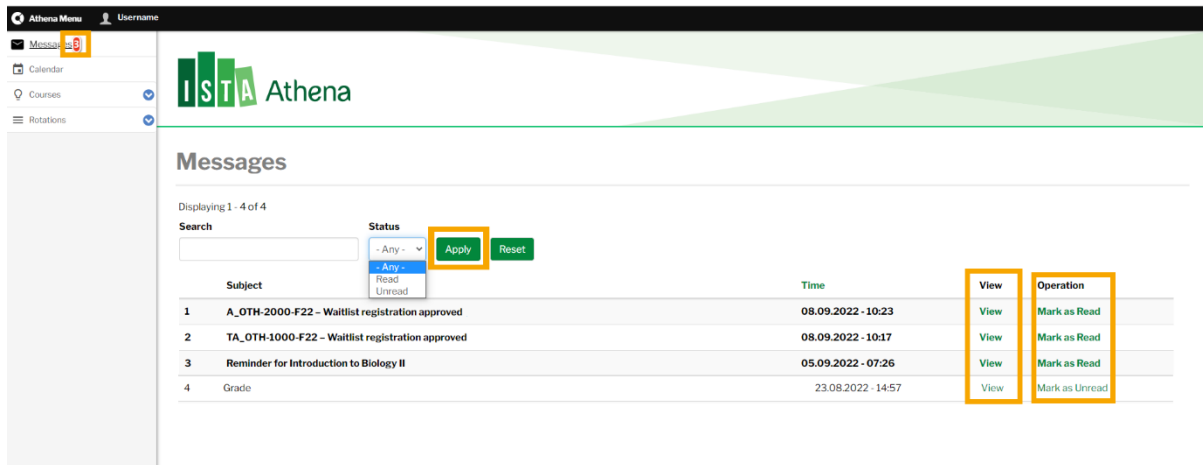
3. Messages

All notifications that you will receive from Athena will appear in *Messages*.

In Athena, you have the option to


- Filter the messages by entering all or part of the subject or by selecting the status (read/unread) of the message. Click **Apply** to filter.
- Clear your search & filter settings by clicking **Reset**.
- Mark your messages as read/unread by clicking the *Operation* column (*Mark as Read/Unread*).

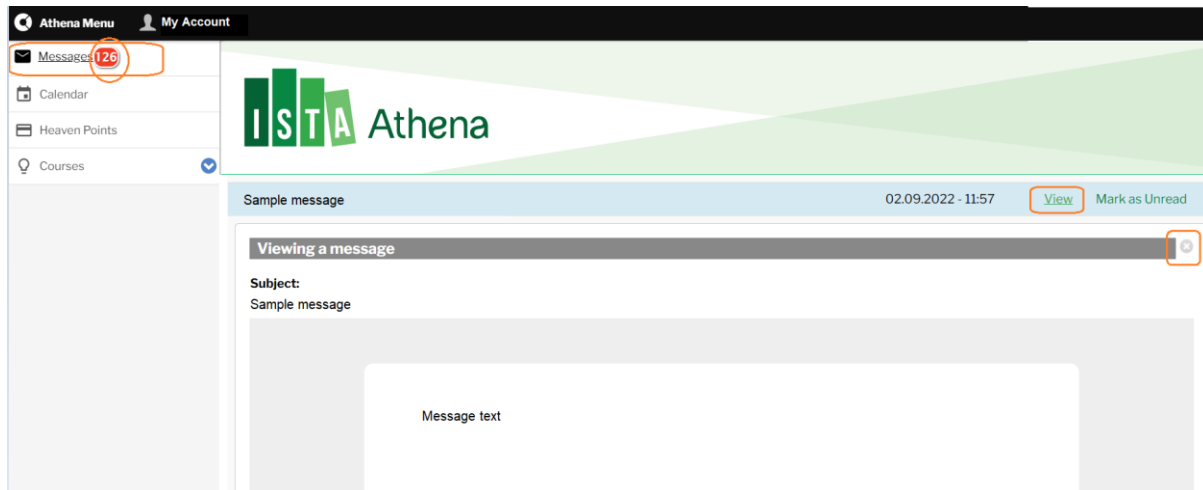
The number of your unread messages is displayed in a red circle in the *Messages* menu.



The screenshot shows the Athena Messages interface. On the left is a sidebar with 'Messages' (1), 'Calendar', 'Courses', and 'Rotations'. The main area is titled 'Messages' and shows 'Displaying 1 - 4 of 4'. There is a search bar and a status filter dropdown set to 'Any'. Below the filters is a table with columns: Subject, Time, View, and Operation. The table contains four rows of messages. The 'View' and 'Operation' columns have buttons: 'View' and 'Mark as Read' for the first three rows, and 'View' and 'Mark as Unread' for the last row.

Subject	Time	View	Operation
1 A_OTH-2000-F22 - Waitlist registration approved	08.09.2022 - 10:23	View	Mark as Read
2 TA_OTH-1000-F22 - Waitlist registration approved	08.09.2022 - 10:17	View	Mark as Read
3 Reminder for Introduction to Biology II	05.09.2022 - 07:26	View	Mark as Read
4 Grade	23.08.2022 - 14:57	View	Mark as Unread

To view a message, click *View* in the *View* column. To close a message, click  in the upper right corner of the message.

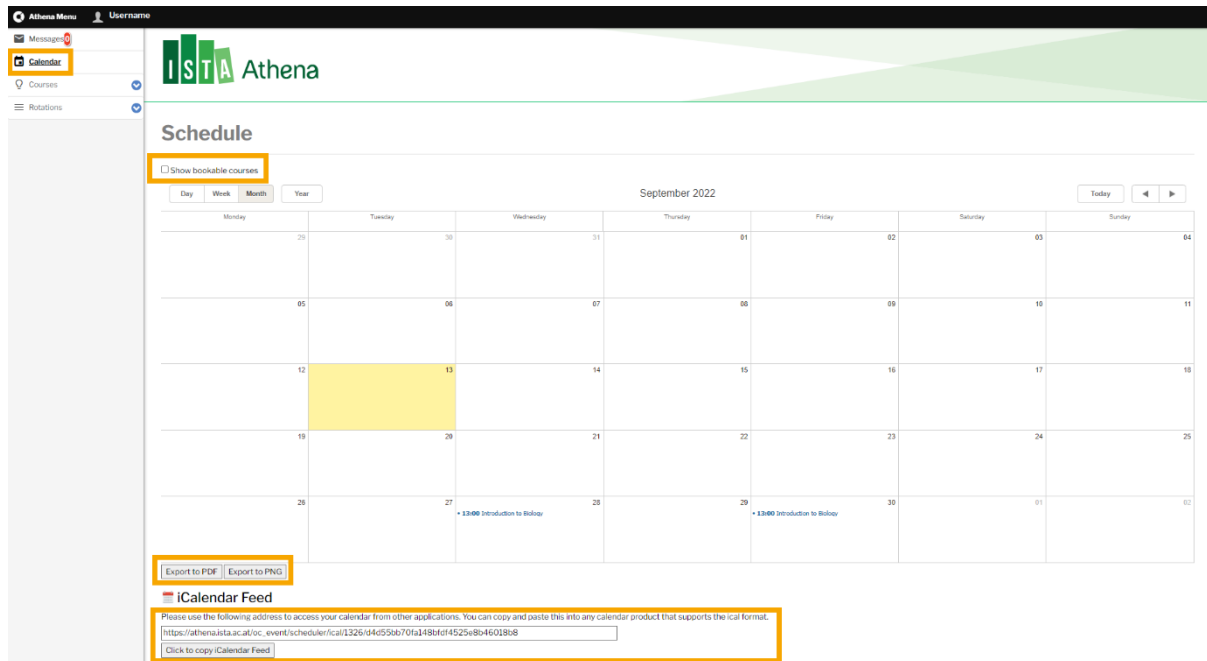


The screenshot shows the Athena Messages interface with a single message being viewed. The sidebar shows 'Messages' (126), 'Calendar', 'Heaven Points', and 'Courses'. The main area is titled 'Sample message' and shows the date '02.09.2022 - 11:57'. There are buttons for 'View' and 'Mark as Unread'. Below the message header is a section titled 'Viewing a message' with a close icon in the top right corner. The message content is displayed in a large box labeled 'Message text'.

4. Calendar

Your registered course(s) will automatically appear in the *Calendar*. You can export it to PDF or PNG by clicking the respective button.

You can access your calendar from other applications. Copy and paste the displayed address into any calendar product that supports the iCalendar format, e.g. Outlook, Google.



5. Courses

You will be managing your courses offered in ISTA Graduate School in the *Courses* menu. Click  to open the menu and choose respective submenu items. *Courses* menu consists of four submenus.

- Course Catalogue (see [§5.1](#))
- My Courses (see [§5.2](#))
- Grades (see [§5.3](#))
- Course Evaluations (see [§5.4](#))



5.1. Course Catalogue

In *Course Catalogue*, you will see all the courses in the Graduate School.

5.1.1. General information on *Courses* tab

Click *Courses* tab to see the list of all courses of the Graduate School.

- Select any filter and click **Apply** to see results. Clear your search & filter settings by clicking **Reset**.
- You can filter the courses by selecting *Semester*, *Course tag*, and *Course level*.
- You can filter the course catalogue by entering all or part of the *Course title*, *Course codes*, or *Tracks*.
- If you click the green column title, the list will be sorted.

The screenshot shows the top part of the ISTA Athena Course Catalogue. On the left is a sidebar with navigation links: Messages, Calendar, Courses (highlighted with a blue square), and Rotations. The main header features the ISTA Athena logo. Below the logo, the 'Course Catalogue' title is highlighted with an orange box. Underneath, there are two tabs: 'Courses' (active) and 'Rotations'. A text prompt states: 'This section lists all courses of the Graduate School. Select any filter and click Apply to see results.' Below this, there are input fields for 'Course code', 'Course title', 'Semester' (a dropdown menu showing '- Any -'), 'Track(s)', 'Course tag' (a dropdown menu showing '- Any -'), and 'Course level' (a dropdown menu showing '- Any -'). To the right of these fields are two buttons: 'Apply' (highlighted with an orange box) and 'Reset'.

The screenshot shows the list of courses in the ISTA Athena Course Catalogue. The 'Courses' tab is active. The table below lists various courses with columns for Course code, Course title, Semester, Track(s), Course tag, Course level, and Description. The 'Course code' and 'Course title' columns are highlighted with an orange box.

Course code	Course title	Semester	Track(s)	Course tag	Course level	Description
C. OTH-1000-F22	A (very) basic introduction to R	2022/23 - Fall		Service	Introductory	As the course title says, this will be a very basic introduction to R for people with very little to no programming experience in any languages... more
C. BIO-4000-F22	Advanced Nuclear Magnetic Resonance Spectroscopy: Spin Relaxation	2022/23 - Fall	Biology	Elective	Advanced/specialized	This course will be split in two half-semester courses. Part 1: Solid-state NMR Part 2: Relaxation theory in NMR This course builds upon the... more
C. PHY-3000-F22	An Introduction to Catalysis	2022/23 - Fall	Physics	Elective	Advanced/foundational	Catalysis contributes to roughly one third of the global economy. Beyond this, catalysis has a central role in all of our lives, from various sectors... more
C. MAT-4000-F22	An Introduction to Stochastic Equations: Analysis and Numerics	2022/23 - Fall	Mathematics	Elective	Advanced/specialized	This course is aimed at giving a general overview of some basic results concerning the analysis and numerics for stochastic (partial) differential... more
C. CS-522-F22	Applied Algorithms and Data Structures	2022/23 - Fall	Computer Science	Elective	Advanced/specialized	This course aims to teach the concepts of efficient algorithms through a practical, hands-on format. Each week treats a particular class of problems... more
C. OTH-1001-F22	Basics in Didactics - Teaching and Learning in Higher Education	2022/23 - Fall		Core curriculum	Introductory	By the end of this 16 hour workshop students will be able to - analyse the conditions for successful learning and teaching - apply basic concepts... more
C. PHY-516-F22	Collective Phenomena in Condensed Matter Physics	2022/23 - Fall	Physics	Elective	Advanced/foundational	The goal of this course is to introduce the students to the basic concepts in Condensed Matter Physics and to help them to learn to read and... more
C. MD-403-F22	Core Project	2022/23 - Fall		Core curriculum	Introductory	The primary outcome of this course is that students from widely different fields should be able to communicate with each other, and understand what... more
C. OTH-304-F22	Course for Working with Laboratory Animals (Rodents, Fish, Frogs)	2022/23 - Fall		Service	Practical	1st part: Participants shall gain theoretical background on Biology (behavior, husbandry, genetics, health aspects) of Zebrafish, frog and/or rat... more
C. OTH-309-F22	Entrepreneurship Lab	2022/23 - Fall		Core curriculum	Introductory	ISTA's Entrepreneurship Lab (le-Lab) aims to provide the foundations for entrepreneurial activities among ISTA's scientific and administrative staff... more
C. OTH-2000-F22	Essential Skills for Scientists	2022/23 - Fall		Core curriculum	Practical	The Core Components workshop series provides a forum for discussion among Phase I students and supports them in the development of key research and... more
C. BIO-1000-F22	Foundations of Probability and Statistics for Life Sciences	2022/23 - Fall	Biology	Elective	Introductory	The course gives an introduction to probability and statistics aimed at PhD students in the life sciences. The goal is to provide a solid foundation in the basic concepts of probability and statistics... more

Course code

Course codes consists of four elements;

Example: C_PHY-4000-S23

 1 2 3 4

- 1) Course category: C=Credit, A=Audit, TA=Teaching Assistantship
- 2) Prefix (primary track association): BIO (biology), CS (computer science), DSSC (data science and scientific computing), MAT (mathematics), NEU (neuroscience), PHY (physics), CHMT (chemistry and materials), MD (multi-disciplinary), OTH (general), EXT (external courses)
- 3) 4-digit number:
 - The first digit identifies the level of the course: 1 = Introductory, 2 = Practical, 3 = Advanced/foundational, 4 = Advanced/specialized
 - The last 3 digits are assigned to courses in the order they are added to the course catalogue.
- 4) Semester Year: e.g. Spring 2022/2023 => S23

Course tag

Course tag identifies which curricular requirement the course satisfies.

- *Core curriculum*: e.g. *Core Project, Track Core Course, Essential Skills for Scientists*
- *Elective*: Courses that satisfies Elective requirement
- *Service*: Courses that carry ECTS credits, but do not satisfy any coursework requirements

Course level

There are four *Course levels* set for courses offered in ISTA.

- *Advanced/specialized*: typically 1st year MS courses at European universities
- *Advanced/foundational*: advanced MS courses at European universities or graduate-level courses in the US
- *Introductory*: courses that do not require any sophisticated background and can be taken by anyone outside the field
- *Practical*: hands-on practical or laboratory training, workshops, skill acquisition, and similar educational formats

Course details page

If you click the course title, you'll be directed to the course details page. In the course details page, you'll find information about

- the schedule of the course (*Title and Time*)
- the location of the course (*Room*)
- course description (*Description*)
- the maximum number of course participants (*Capacity*)
- the code of the course (*Course Code*)
- course instructor(s) (*Course Instructor(s)*)
- the type of the course (*Course type*: taught course or mentored self-study)
- course tags (*Course tags*: core curriculum, elective, service)
- the level of the course (*Course level*: Advanced/specialized, Advanced/foundational, Introductory, Practical)
- the track the course is relevant for (*Primary track*)
- the format of the course (*Course format*: on campus, hybrid, or online)
- the duration of the course (*Duration*: half semester/full semester/blocked course)

- the ECTS value of the course (*ECTS value*)
- the term in which the course is taught (*Semester* – Fall 1/Fall 2/ Fall (1&2)/Spring 1/Spring 2/Spring (1&2))
- the minimum number of course participants (*Minimum number of course participants*)
- the target audience (*Target audience*)
- the prerequisites (*Prerequisites*)
- Teaching format (*Teaching format*)
- grading scheme (*Grading scheme*, e.g. pass/fail or 1-5)
- course instance (*Course category*: credit course, audit course, TA course)
- academic year (*Academic year*)

5.1.2.Course Registration

Credit course

To register on a credit course;

- 1) Search courses by filtering the courses in *Course* tab.
e.g. Course code: “C_”, Semester: “2022/23-Fall”. Click [Apply](#) to filter the list.
- 2) Click the course title you would like to register.
- 3) Course detail page (see [§5.1.1](#)) will open. Then check the information and click [Book Course](#)
- 4) Course registration is completed. You can see the list of booked courses in *My Courses* (see [§5.2](#))

Notes: In case the course reached its maximum capacity, you will only be able to book on *waiting list*. Course instructor has to approve to allow your participation. Once your request is approved, you will receive a notification in your ISTA email and Athena *messages* menu ([§3](#)). Maximum capacity of the course is found in course details page.

Course Catalogue

Courses Rotations


This section lists all courses of the Graduate School. Select any filter and click Apply to see results.

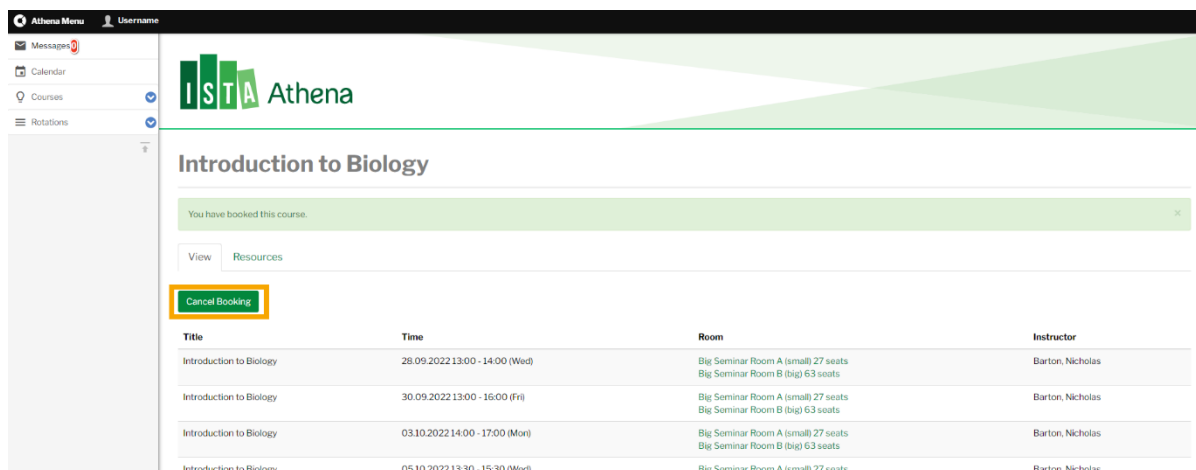
Course code: C_ Course title: Semester: 2022/23 - Fall Track(s): Course tag: - Any - Course level: - Any - [Apply](#) [Reset](#)

Course code	Course title	Semester	Track(s)	Course tag	Course level	Description
C. DSSC-1000-F22	Introduction to Biology	2022/23 - Fall	Data Science & Scientific Computing	Elective	Introductory	This session will give a historical overview of biology, explaining the development of both molecular and evolutionary biology. The aim is to... more
C. PHY-3000-F22	An Introduction to Catalysis	2022/23 - Fall	Physics	Elective	Advanced/foundational	Catalysis contributes to roughly one third of the global economy. Beyond this, catalysis has a central role in all of our lives, from various sectors... more
C. MAT-4000-F22	An Introduction to Stochastic Equations: Analysis and Numerics	2022/23 - Fall	Mathematics	Elective	Advanced/specialized	This course is aimed at giving a general overview of some basic results concerning the analysis and numerics for stochastic (partial) differential... more
C. BIO-1001-F22	Introduction into Evolutionary Biology	2022/23 - Fall	Biology	Elective	Introductory	We will cover aspects of evolutionary biology, with a focus on evolutionary ecology and genomics. Each week, there will be an introductory lecture... more
C. MAT-4002-F22	Introduction to Algebraic Geometry 1	2022/23 - Fall	Mathematics	Elective	Advanced/specialized	We will provide introduction to algebraic geometry both from a differential geometric /complex analytic and algebraic/scheme-theoretical perspective...

5.1.3.Course Withdrawal

For regular courses (i.e. half and full semester courses), the deadline for dropping a course is by the third week from the official start of the respective (half) semester. For blocked courses, the withdrawal should happen within one day of the course start date.

- 1) Open course detail page either through *Course Catalogue* or *My Courses* (see [§5.2](#)).
- 2) Click .



Title	Time	Room	Instructor
Introduction to Biology	28.09.2022 13:00 - 14:00 (Wed)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	30.09.2022 13:00 - 16:00 (Fri)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	03.10.2022 14:00 - 17:00 (Mon)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	05.10.2022 13:30 - 15:30 (Wed)	Big Seminar Room A (small) 27 seats	Barton, Nicholas

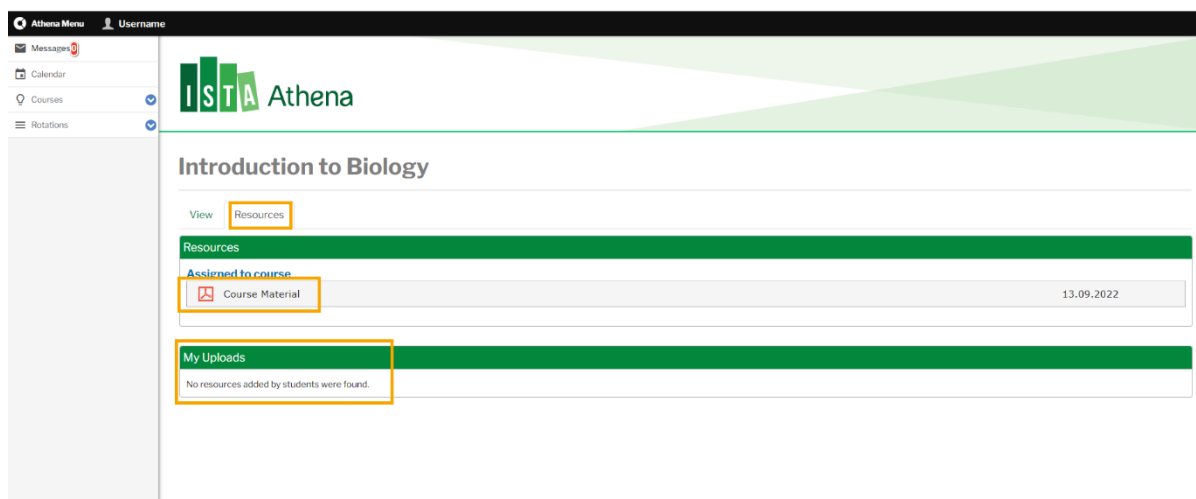
5.1.4.Course Materials

During the Fall semester 2022/2023 course materials are available on either Moodle or Athena, depending on the course instructor. For Moodle, please access <https://courses.ist.ac.at/>.

For Athena;


- 1) Open course detail page either through *Course Catalogue* or *My Courses* (see [§5.2](#)).
- 2) Click *Resources* tab.
- 3) If there are any materials uploaded, you will find them in *Resources* field.
- 4) Download the files by clicking the icons.

My Uploads field is where you can upload the materials or see materials uploaded by other students. This function is only available when the course instructor enables it.



Resources

Assigned to course

 Course Material 13.09.2022

My Uploads

No resources added by students were found.

5.2. My courses

In this menu, you can see all the courses you registered.

In order to view the course details, click *view* in the *Description* column. This will bring you to the course detail page where you are able to see the status of your booking and access *Recourse* tab for your course materials if needed (see [§5.2](#)).

Once the course evaluation is available, the *Evaluation period* and *Course evaluation submission* status will appear (see [§5.4](#)).

My Courses

Courses Rotations

To see all of your courses, leave all fields blank and click Apply below. Alternatively, use the filters to search for a subsection of your courses.

Course code	Course title	Semester	Track(s)	Course tag	Course level			
		- Any -		- Any -	- Any -	Apply	Reset	
Course code	Course title	Semester	Track(s)	Course tag	Course level	Description	Evaluation period	Course evaluation submission
C_DS5C-1000-F22	Introduction to Biology	2022/23 - Fall	Data Science & Scientific Computing	Elective	Introductory	view	N/A	N/A

5.3. Grades

All your ISTA course grades are listed in this menu once the course instructor grades them. You can filter them by entering all or part of the *Course title* or by selecting the *semester*. If you click the green column title, the list will be sorted. Click *view* to see the Course details.

Grades

Course Name: Semester: - Any - Apply

Course Name	ECTS	Grade	Semester	view
Applications of stochastic processes	6	3	2022/23 - Fall	view
Biology Track Core Course	6	1	2022/23 - Fall	view

5.4. Course Evaluation

Two weeks before the end of the course, evaluation form for all the courses you took will be available on this page. Answer the questions and click  in the bottom of the form to submit the form.

Course Evaluation

Instructions:
Please share your opinion about the courses by completing the evaluation forms. You'll be asked to rate statements on a scale 1-5, and give us any additional feedback you might have in the Comments and suggestions fields.
Your anonymous feedback will be provided to the course instructor(s), the teaching assistant(s), and the Graduate School. The feedback will be used for statistical purposes and to improve the courses offered by the GSO.
Please note that you will not be able to change your answers after clicking Submit.

Course : Evaluation Testing Course 3
Evaluation Period : 03/08/2022 11:40 to 31/12/2022 11:40

The course was well organized and requirements were clearly communicated. * ☐ ☐ ☐ ☐ ☐ ☐

(i.e. the course followed a syllabus, had clearly defined learning goals and assignments, clear evaluation criteria)

Comments and suggestions regarding organization and communication

The course content was relevant and provided the expected learning outcomes. * ☐ ☐ ☐ ☐ ☐ ☐

Comments and suggestions regarding course content