Athena

Manual for Course Instructors

Last Updated: April 2024

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1. Introduction

Welcome to Athena!

<u>Athena</u> is the student portal at ISTA. You will use Athena to manage the courses that you offer in the Graduate School as course instructor 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, go to <u>https://athena.ista.ac.at</u> and enter your ISTA Intranet user name and password. If you are logged in on campus or connected to ISTA-VPN, no password is required. Click ^{ISTA user login} to log in. If you do not remember your Intranet password, visit your <u>ICP</u> profile and go to the *Password management* menu.



2.2. Start page

Once you are logged in, you will land on the **Dashboard**. The Dashboard gives you quick access to the menus you'll the most often use in your *course instructor* role (*Course Catalogue*, *Course Proposal*, *My Courses*, *Course Evaluations*). It also gives you quick access to this manual (*Athena Manual for Course Instructors*).

🔇 Athena Menu 👤			
Dashboard			
E Feedback			
🖌 Messages 🗿		ISTA Athena	
Calendar	_		
Q Courses	۲	Dashboard	
O Course Proposals	۲	Dashboard	
		Course Catalogue	
		Course Proposal	Athena Manual for Course Instructors
		My Courses	
		Course Evaluations	

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 the Dashboard. Please note that if you click the logo without saving the changes you've made in the page, the changes will be lost.

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Q Course Proposals	Dashboard	
	Course Catalogue	
	Course Proposal	Athena Manual for Course Instructors
	My Courses	
	Course Evaluations	

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 👤				
Dashboard		_		
Feedback				
		ISTA Athena		
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Q Courses	٢			
O Course Proposals	٢	Dashboard		
			Course Catalogue	
			Course Proposal	Athena Manual for Course Instructors
			My Courses	
			Course Evaluations	

Athena Menu

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Dashboard		
Feedback	ISTA Athena	
Messages 🗿	ISIN Athena	
Calendar		
Q Courses	Dashboard	
O Course Proposals	Dashboard	
	Course Catalogue	
	Course Catalogue	
	Course Proposal	
	Course Proposal	Athena Manual for Course Instructors
	My Courses	
	my courses	
	Course Evaluations	
	Course Evaluations	

Dashboard: gives you quick access to the menus you'll use the most often as course instructor and to this manual (see $\S2.2$)

Feedback: provide feedback about Athena/ share ideas to improve the platform/ report bugs (see \$3) *Messages:* receive notifications about your courses (see \$4) Calendar: view course schedules (see §5)

Courses: search the course catalogue, manage your courses, manage waiting lists, grade participants (see §6)

Course Proposals: propose courses for the next academic year (see §7)

Note: The listed menu elements are specific to the *course instructor* role. If you have multiple roles in Athena, you might see additional elements in the menu of your account.

My Account

View profile	
Log out	
	View
	Real name:
	Title before name:
	First Name:
	Last Name:
	Date of Birth:
	Gender:
	Nationality:
	Status:
	Street:
	Zip:
	City:
	Country:
	Phone Number:
	Contract Start Date:

View Profile: You'll find your Athena profile data here. Should there be any changes in your data, please contact the Graduate School Office at <u>gradschool@ista.ac.at</u>. *Log out*: This is where you log out from Athena.

3. Feedback

In the **Feedback** menu, you'll find a **Contact Form**. Submit this form to report a bug, provide feedback about Athena or share your ideas to improve the platform.

 \rightarrow Check the relevant checkboxes in the *Type of Request* section.

eedback	
	Please use this form to contact us in case of any issues/problems with Athena or to share your ideas/suggestions to improve the platform.
Messages	
Calendar	Type of Request * Please choose the appropriate type of request.
Courses 🛇	☐ Affiliation
Transcript	Annual Research Presentations Calendar
	Course Catalogue
Graduate School Portfolio	Course Evaluations
Rotations 📀	
Affiliation	Grades
Qualifying Exam	Graduate School Portfolio
Qualifying Exam	Heaven Points
Progress Reviews	Lab Immersions
	Messages
	MS en route
	My Courses (courses that I take)
	My Courses (courses that I teach)
	PhD Contract Extensions
	PhD Thesis Defense
	Progress Reviews
	Progress Tracker
	Qualifying Exam
	Requests
	Rotations
	□ Transcript
	Waiting Lists
	Other
	Ideas to improve Athena

Details *
Please describe the details of the problem you have encountered and/or your suggestions to improve Athena.

 \rightarrow Attach screengrabs (mandatory, if you report a bug) in the *Attachments* box.

Attachments
Please upload any files relevant to your request. If this to report an issue, please send us a screengrab of the bug. Click Choose File and then the Upload button on the right to upload files.
Choose File No file chosen
✓ Submit

→ Click Submit to submit your feedback. The GSO will review your feedback and come back to you.

4. Messages

All notifications that you receive from Athena will appear in the **Messages** menu. You will receive these messages as e-mails in your ISTA Outlook account as well.

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: \bowtie Messages

🔇 Athena Menu 🔄	Username					
Messat s8 Calendar						
© Courses	٢	ISTA Athe	na			
Rotations	0					
		Messages				
	Displaying 1 - 4 of 4					
Search		Search	Status			
			- Any - 💙 Apply Reset			
		Subject	- Any - Apply Reset	Time	View	Operation
			- Any - Read	Time 06.09.2022 - 10:23	View	Operation Mark as Read
		1 A_0TH-2000-F22 -	- Any - Read Unread			
		1 A_0TH-2000-F22 -	Any- Rado Unread Waltist registration approved - Waltist registration approved	08.09.2022 - 10:23	View	Mark as Read

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

Athena Menu	L My Account			
Messages 126				
Calendar				
Heaven Points		ISTA Athena		
Q Courses	\odot			
		Sample message 0	2.09.2022 - 11:57	View Mark as Unread
		Viewing a message		0
		Subject: Sample message		
		Message text		

5. Calendar

Your course(s) will automatically appear in the Calendar menu. You have the option to

- Switch views (day view, week view, month view, year view);
- Export your calendar to PDF or PNG;
- Access your calendar from other applications (copy the iCalendar feed to any calendar product that supports iCal format; e.g. Outlook, Google).

🔇 Athena Menu 👖 Userna	amo						
Messages 0							
Galendar	ISTA Athen	а					
Q Courses							
Rotations	2						
	Schedule						
	Show bookable courses						
	Day Week Month Yea	r		September 2022			Today 🖌 🕨
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	29	30	31	01	02	03	04
	05	06	07	06	09	10	11
		13	14	15	16	17	18
	19	20	21	22	23	24	25
		27	28	29	30	01	02
			13:00 Introduction to Biology		13:00 Introduction to Biology		
	Export to PDF Export to PNG						
	🗮 iCalendar Feed						
	Please use the following address to acc			alendar product that supports the ical fo	rmat.		
	https://athena.ista.ac.at/oc_event/sche	duler/ical/1326/d4d55bb70fa148bfdf4	525e8b46018b8				
	Click to copy iCalendar Feed						

6. Courses

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

- *Course Catalogue* (see <u>§6.1</u>)
- *My Courses* (see <u>§6.2</u>)
- *Waiting Lists* (see <u>§6.3</u>)
- *Course Evaluation Reports* (see <u>§6.4</u>)

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Dashboard		_		
E Feedback				
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Calendar				
Q Courses	0	.		
Q Course Catalogue		Dashboard		
My Courses				
🕺 Waiting Lists		Course	Catalogue	
Course Evaluation Reports		0	Deserved	
Course Proposals	0	Cours	e Proposal	Athena Manual for Course Instructors
		My	Courses	
		Course	Evaluations	

6.1 Course Catalogue

6.1.1 Basics

In the Course Catalogue, you will find all the 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 category*, and *Course level*.
- You can filter the course catalogue by entering all or part of the *Course title, Course codes*, or *Tracks*.
- Column titles written in green are sortable.

Dashboard											
E Feedback											
Messages 🗿			thena								
Calendar											
Heaven Points											
Q Courses	0	Course Ca	talogue								
Course Proposals	0										
Students	0	Courses Rotation									
Rotations & Lab Immersions	o	This section lists all course Courses with course code	"C_" are courses to take	for credit.	er and click Apply	to see results.					
Affiliation	0	Courses with course code Courses with course code			g Assistants.						
Qualifying Exams	0	Course code	Course	title		Course instructor		Semester	Track(s)		Course category
 Progress Reviews 	0					Choose some options		Choose so	me optid		- Any - *
PhD Contract Extensions	0	Course level	Course type	•	Apply Reset						
Review Requests	۲				0.000		Course				
MS en-route	O	Course code Course t	itle	Semester	Track(s)		category	Course level	Course type	Description	
		C_OTH- A (Very) I 1000_F22	Basic Introduction to R	2022/23 - Fall	Science, Data S	istry & Materials, Computer Science & Scientific Computing, Neuroscience, Physics	Service	Introductory	Taught course		will be a very basic introduction to to no programming experience (in
		A_OTH- A (Very) 1 1000_F22	Basic Introduction to R	2022/23 - Fall	Science, Data S	istry & Materials, Computer Science & Scientific Computing, Neuroscience, Physics	Service	Introductory	Taught course		will be a very basic introduction to to no programming experience (in

Course code

Course codes consists of four elements;

Example:

$$\begin{array}{c} C_{PHY} -4000 - S23 \\ 1 & 2 & 3 & 4 \end{array}$$

- 1) C=Credit, A=Audit, TA=Teaching Assistantship
- 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 category

The course category determines which curricular requirement for PhD students a course satisfies. Course category designations are reviewed by the Graduate School, and you will be notified in case of any changes.

- *Core curriculum* courses that are required for all PhD students students. This includes the core project, track core courses, and Essential Skills courses.
- *Elective courses* academic courses that count towards the elective requirement for PhD students. This includes the majority of academic, track-specific courses (e.g. "Introduction to Evolutionary Biology" or "Selected Topics in Mathematical Physics"). Most mentored self-study courses also fall into this category.
- Service courses courses designed to provide specific technical training that students may need as a pre-requisite for their doctoral research or for other courses. Examples include courses on programming languages, laboratory techniques, or mathematics refreshers. Service courses carry ECTS credits designating their total workload and can count towards MS requirements, but they DO NOT satisfy any PhD coursework requirements

Course level

The courses of the Graduate School have four possible levels:

- 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 category (*Course category*: 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 (credit course, audit course, TA course)
- academic year (*Academic year*)

6.1.2 Course Registration: Credit, Audit and TA courses

Each course is listed with the following three course instances in the course catalogue: as a credit course, as an audit course, and a Teaching Assistantship (TA) course.

The three instances are differentiated by the course code:

- The course code of credit courses starts with "C_";
- The course code of audit courses starts with "A_";
- The course code of TA courses start with "TA_".

Students who take a course for credit need to register for the credit course instance. Unless the course instructor requests differently, students have the option to register for credit course instances until the maximum capacity of the course is reached.

Students who audit a course need to register for the audit course instance. By default, students sign up for the waiting list of an audit course instance. They cannot register for the audit course instance directly. It is the course instructor's task to clear the waiting list, and approve or reject the registration of audit students in Athena.

Teaching Assistants of a course need to register for the TA course instance. The intention to TA a course needs to be aligned with the course instructor prior to registration. By default, students sign up for the waiting list of a TA course instance. They cannot register for the TA course instance directly. It is the course instructor's task to clear the waiting list, and approve or reject the registration of TAs in Athena.

6.2 Course Materials: Moodle

Course materials are published in Moodle (<u>https://courses.ist.ac.at/</u>).

The following data are synced from Athena to Moodle:

- Course title & code
- Course description
- Course schedule
- Course participants (credit & audit participants, and TAs)

Updates made by course instructors to any of the above data in Moodle will be overwritten by regular synchronization of data from Athena. If you'd like to change anything in this data, please contact the Graduate School Office (gradschool@ist.ac.at) so that they can update the course in Athena for you.

Course materials are not synced from Athena to Moodle. The upload and the maintenance of course materials in Moodle are the responsibility of the course instructor/TA.

6.3 My courses

The **My Courses** menu lists all the courses that you teach in the Graduate School. This menu has the same structure and the same functionalities as the *Course catalogue*.

This is the menu where you can see the list of participants in your courses (*Participant list*), and where you can enter grades (*Grades*).

Dashboard										
Feedback										
🗠 Messages 🗓	ST	Athena								
Calendar		-			-					
Q Courses	0									
Course Catalogue	My Co	ourses								
My Courses	To see all the c	ourses you have taught, leave	all fields blank and	click Apply b	elow. Alternati	vely, use the filter	rs to search for a subsection of your courses			
Waiting Lists	Course code	c	Course title		Se	mester	Track(s)	Course tag	Course level	
Course Evaluation Reports						- Any - *		- Any - *	- Any -	*
Course Proposals	Apply F	Reset								
	Course code	Course title	Semester	Track(s)	Course tag	Course	Description		Participant List	Grade
	C_OTH-401- S23	Applied Psychoeducation for Researchers	2022/23 - Spring		Core curriculum	Introductory	The aim of this course is to equip you with early-career researcher. This course will pro-		san view	view
	A_OTH-401- \$23	Applied Psychoeducation fo Researchers	or 2022/23 - Spring		Core	Introductory	The aim of this course is to equip you with early-career researcher. This course will pro-		s an view	view

6.3.1 Participant list

To see the list of participants in your course, find the course in the list, and click *view* in the *Participant list* column.

Dashboard Feedback Messages Calendar	IST	A Athena								
Courses Course Catalogue	My Co	ourses								
My Courses	To see all the co	ourses you have taught, leave all	fields blank and c	lick Apply b	elow. Alternativ	ely, use the filter	s to search for a subsection of your courses			
Maiting Lists	Course code	Cou	irse title		Ser	nester	Track(s)	Course tag	Course level	
Course Evaluation Reports						- Any - *		- Any - *	- Any -	*
Course Proposals	Apply R	Reset								
	Course code	Course title	Semester	Track(s)	Course tag	Course level	Description		Participant List	Grades
	C_OTH-401- S23	Applied Psychoeducation for Researchers	2022/23 - Spring		Core curriculum		The aim of this course is to equip you with early-career researcher. This course will pro-		as an view	view
	A_0TH-401- S23	Applied Psychoeducation for Researchers	2022/23 - Spring		Core curriculum		The aim of this course is to equip you with early-career researcher. This course will pr		is an view	view

You'll be directed to a course page where, in the *Participant List* tab, you'll see the following information about course participants:

- Name (*Name*)
- E-mail address (E-mail)
- The time the participant registered for the course (*Booking Time*)
- Whether the participant is on the waiting list or has successfully registered for the course (*Waiting List*). If the participant is on the waiting list, you'll see *On Waiting List* in the *Waiting List* column. If the participant has successfully registered for the course, you will not see *On Waiting List* in the *Waiting List* column.

 Dashboard Feedback Messages 0 Calendar 		I S		thena			
Courses Course Catalogue	۵	Арр	lied Pa	sychoedu	cation for Researchers		
My Courses		View	Resources	Participant List	Grades		
 Waiting Lists Course Evaluation Reports 						🔤 E-mail course participants 😭 Enter g	ades CSV Export participant lis
O Course Proposals	0	Partici	pant List				
Course Proposais							
Course - roposais	-	Nr.	UID	Name 14	Email	Booking Time 14	Waiting List
Course -roposais		Nr.	UID	Name 14	Email	Booking Time 14 15.02.2023 13:11	Waiting List
Course Proposais		Nr. 1 2	UID	Name.1	Email		Waiting List - -
Course Proposais		1	UID	Name. 14	Email	15.02.2023 13:11	Waiting List - - -

In the Participant list tab, you can do the following:

- Export the participant list of the course as CSV.

Dashboard Image: State Stat		I S	TAA	thena			
Courses Course Catalogue	0	Арр	lied Ps	sychoedu	cation for Researchers		
My Courses		View	Resources	Participant List	Grades		
Course Evaluation Reports		_				🖂 E-mail course participants 👷 Enter g	rades Export participant list
O Course Proposals	۲	Partici	pant List				-
		Nr.	UID	Name 1	Email	Booking Time '	Waiting List
		1				15.02.2023 13:11	
		2				10.02.2023 12:38	-
		3				03.02.2023 10:06	
		4			0	10.02.2023 12:38	

- E-mail the course participants.

 Dashboard Feedback Messages 0 Calendar 		I S	T A A	Athena			
Courses Course Catalogue My Courses	0	App _{View}	Resources	-	ation for Research	ers	
 Waiting Lists Course Evaluation Reports Course Proposals 	0	Partici	pant List			Ermail course participants genter	r grades Export participant list
Course Proposais		Nr.	UID	Name 14	Email	Booking Time '	Waiting List
		1				15.02.2023 13:11	-
		2				10.02.2023 12:38	
						03.02.2023 10:06	
		3				03.02.2023 10.08	

– Enter grades.

Dashboard Feedback Messages Calendar		I S	TAA	Athena			
Courses Course Catalogue My Courses	٢			-	ation for Research	ers	
My Courses Waiting Lists Course Evaluation Reports		View	Resources	Participant List Gi	rades	誕E-mail course participants 🙀 Enter	grades Export participant list
O Course Proposals	٢	Particip Nr.	UID	Name '	Email	Booking Time 14	
		1				15.02.2023 13:11	-
		2				10.02.2023 12:38	
		3				03.02.2023 10:06	-
		4				10.02.2023 12:38	

7.3.2 Grades

You have two ways to enter course participants' grades: in the **My Courses** menu/**Participant List** tab/ * Entergrades or in the **My Courses** menu/**Grades** tab (see below).

Dashboard Image: Search and Sear	ISTA Ath	lena			
Q Courses Q Course Catalogue My Courses My Waiting Lists		choeducation for Re	searchers		
Course Proposals Course Proposals	Target Core Components Coursework (Tra Nr. UID	nsfer Credit with P/F) Name	Grade *		
	1 2		- None -	~	

Either way, you'll get to the following page:

Applied Psychoeducation for Researchers

et		
Components Coursework (Tr	ansfer Credit with P/F)	
UID	Name	Grade *
		- None - V
ve 🗸 Submit		Fail Pass
after submission. Save : Choose the releva		ling checkbox, and click Submit. Submitted entries are immediately visible to course participants. Grades cannot be ch will be saved, but they will not be visible to course participants. Entries can be changed until submission.

Here, you'll need to do the following:

- 1. Select the grade of the course participant in the dropdown of the *Grades* column;
- 2. Tick the corresponding checkbox;
- 3. Click Submit

Successfully submitted grades will appear with a green checkmark. Please note that submitted grades can be changed by GSO admin only.

6.3 Manage Waiting Lists

It is the course instructor's responsibility to manage participants on the waiting list. By default, students sign up for the waiting list of *audit courses instances* and *teaching assistantship* (*TA*) *course instances*.

Course instructors have two alternatives to manage waiting lists: use the *Waiting Lists* menu or use the *My Courses* menu/*Participant List* tab.

Waiting Lists menu

The steps are the following:

- 1. Go to the *Waiting Lists* menu.
- 2. In the Select a course dropdown, choose the course you'd like to manage the waiting list of.

Dashboard Feedback Messages Calendar	ISTA Athena
Q Courses Q Course Catalogue	Manage Waiting Lists
My Courses	select a course 🗸
Course Proposals	selecta course Applied Psychoeducation for Researchers - 02.03.2023 (0)

3. Click Search.

Dashboard Feedback		
Messages 0	ISTA Athena	
Calendar		
Q Courses		
Q Course Catalogue	Manage Waiting Lists	
My Courses		
Maiting Lists		
Course Evaluation Reports	Applied Psychoeducation for Researchers - 02.03.2023 (0)	~
Course Proposals	Search	

- 4. The students on the waiting list of the course will appear.
- 5. Approve or reject the waitlist registration of students in the dropdown of the *Accept/Deny* column.
- 6. Click Submit

If the *Notify student by email checkbox* is ticked, the users will receive an automatic notification about your approval/rejection. To see the text of the notification that students will receive, click *View* in the *Email Templates* column.

Dashboard Feedback Messages Calendar		IS	Athena				
Q Courses	٥		ity (seats booked/seats available) : 4/				
Q Course Catalogue		Nr. Na	me	Booking Time R	eason	Accept/Deny	Email Templates
My Courses		1	teststudent	22.07.2022 - 10:39	Everyone can book with role student	- None - 🗸	-
Maiting Lists		2	teststudent	26.07.2022 - 09:46	Everyone can book with role student	- None - Accept Deny	-
Course Evaluation Reports		3	teststudent	22.07.2022 - 14:11	Everyone can book with role student	Accepted	View
O Course Proposals	0	🖬 notify stude	ents by email				

My Courses menu

The steps are the following:

- 1. Go to the *My Courses* menu.
- 2. Go to the course you'd like to manage the waiting list of.
- 3. Click *view* in the *Participant List* column.
- 4. You'll be directed to a course page where, in the *Participant List* tab, you'll see the list of students registered for the course.
- 5. You'll see the list of students registered on the waiting list of the course in the *Waiting List* column. If the participant is on the waiting list, you'll see *On Waiting List* in the *Waiting List* column.
- 6. Click On Waiting List in the Waiting List column.

Dashboard Feedback											
Messages		I S	AT	Athena							
Calendar											
Q Courses	0										
Course Catalogue		Арр	lied	Psychoe	educat	tion for R	esearche	ers			
My Courses											
		View	Posou	Renticipan	Liet Grod	loc					
Waiting Lists		View	Resou	rces Participan	List Grad	les					
		View	Resou	rces Participan	List Grad	les			🖂 E-mail course partic	ipants 🤶 Enter j	grades CSV Export participant
 Waiting Lists Course Evaluation Reports Course Proposals 	0		Resou pant List		List Grad	les			i E-mail course partic	ripants 🁷 Enter ;	grades 59 Export participant
Course Evaluation Reports	0				List Grad	Jes Email			₩ E-mail course partic		grades Gyy Export participant Waiting List
Course Evaluation Reports	0	Partic	pant List		List Grad		Iress	_	Booking Time		
Course Evaluation Reports	0	Partic	ipant List UID	Name. 1	List Grad	Email			Booking Time 22.0	N	Waiting List
Course Evaluation Reports	0	Partici Nr.	lpant List UID 59	Name.1 teststudent	List Grad	Email E-mail add	iress		Booking Time. 22.0 22.0	s 7.2022 14:11	Waiting List Accepted

- 7. You'll be directed to the *Waiting Lists* menu, and you'll see the full list of students on the waitlist of the course.
- 8. Approve or reject the waitlist registration of students in the dropdown of the *Accept/Deny* column.
- 9. Click Submit

If the *Notify student by email checkbox* is ticked, the users will receive an automatic notification about your approval/rejection. To see the text of the notification that students will receive, click *View* in the *Email Templates* column.

Dashboard Feedback Messages Calendar		IS	T A Athena				
Q Courses	۵		ity (seats booked/seats available) : 4				
λ Course Catalogue		Nr. Na	me	Booking Time R	leason	Accept/Deny	Email Templates
My Courses		1	teststudent	22.07.2022 - 10:39	Everyone can book with role student	- None -	
Waiting Lists		2	teststudent	26.07.2022 - 09:46	Everyone can book with role student	- None - Accept Deny	-
Course Evaluation Reports		3	teststudent	22.07.2022 - 14:11	Everyone can book with role student	Accepted	View
	0	🖬 notify stud	ents by email				

6.4 Course Evaluation Reports

In the **Course Evaluation Reports** menu, you'll find the list of courses that you teach along with the course evaluation data. Click Apply to generate the list of your courses.

Dashboard Dashboard Feedback Messages Calendar	ISTA At	hena		
Heaven Points Q Courses	, Course Eva	luation Reports		
Q Course Catalogue	This page lists all your course	s. Select any filter and click Apply to see t	he evaluation results.	
My Courses	Course code	Course title	Semester Track(s)	Course tag Course level
a Waiting Lists			- Any - *	• Any • • • • Any • •
Course Evaluation Reports	Apply Reset			

You have the option to filter the list by *Course code*, *Course title*, *Semester*, *Track*, *Course category* or *Course level*.

Dashboard Feedback Messages Calendar		ISTA Ath	ena										
Heaven Points	0	Course Eval	uation R	eports									
Q, Course Catalogue		This page lists all your courses.	Select any filter and c	lick Apply to see th	e evaluatio	n results.							
My Courses		Course code	Course t	itle		Semester	Track(s)		Course ca		Course level		_
a Waiting Lists						- Any -	*		- Any -	Ψ	- Any -	 Apply 	Reset
Course Evaluation		Course title	Course code	Semester	Track(s)	Course category	Course level	Submitted Evaluations	Total Participants	Mean Score	Evaluation Start Date	Evaluation End Date	Evaluation Reports
Reports Course Proposals	0			2022/23 - Spring	Biology	Core curriculum	Advanced/foundational				31.05.2023 - 14:30	01.07.2023 - 14:30	View report
2 Students	0												
C: Rotations & Lab Immersions	•												
Affiliation	•												

The overview table gives you information about the course (*Course title*, *Course code*, *Semester*, *Track(s)*, *Course category*, *Course level* columns), the number of submitted evaluations (*Submitted Evaluations* column), the total number of course participants (*Total Participants* column), the *mean score of the course (*Mean Score* column), the *evaluation window (*Evaluation Start Date* and *Evaluation End Date* columns).

*The mean score of the course is the average evaluation result. On a spectrum of 1 to 5, 1 is the best score.

*The evaluation window opens 2 weeks before course end and closes 2 weeks after course end, giving course participants a month to submit their evaluations in Athena.

View report

To open the full report with more details of the evaluation data, click

Dashboard Eccedback Messages Calendar		I S T A At	hena										
Heaven Points				-									
Q Courses	0	Course Eva	aluation	керо	ts								
Q Course Catalogue		This page lists all your cours	es. Select any filter ar	nd click Apply to	see the ev	aluation res	ults.						
My Courses		Course code	Cours	se title			Semester	Frack(s)		Cou	rse tag	Course level	
🕺 Waiting Lists							- Any - *				Any - *	- Any -	¥
Course Evaluation Reports		Apply Reset											
O Course Proposals	0	Course title	Course code	Semester	Track(s)	Course tag	Course level	Submitted Evaluations	Total Participants❤	Mean Score	Evaluation Start Date	Evaluation End Date	Evaluation Reports
My Students				2022/23 - Fall		Elective	Introductory	4	11	1,00	06.02.2023 - 10:00	27.02.2023 - 10:00	View report
Students (Track) C Rotations	0			2022/23 - Spring		Elective	Advanced/foundational	0	10	•	05.04.2023 - 16:00	03.05.2023 - 16:00	View report

You'll be directed to the Report tab.

Cours	se Informatio	on									
Title of co	urse	Course Code	Evaluation period	Start date of course	End date of course	Term	Track	Course tags	Course level	ECTS	Course instructor
	•										
	ean Mean: All o	ourses across ye	ears Mean	All courses this year	Mean: All track courses a	across years		,	Mean: All track course	s this year	
	ean Mean: All d			All courses this year		across years			Mean: All track course	s this year	
Mean Course me	ean Mean: All of Comments and suggest Comments and suggest	ons regarding co	urse conten (x) Comments and	suggestions regarding course workload	and requirements ×]			Mean: All track course	s this year	
Course me	Comments and suggest Comments and suggest Comments and suggest	ons regarding co ons regarding tin ons regarding tea	urse conten(x) Comments and ne management and efficiency x aching assistant(s) availability an	suggestions regarding course workload	and requirements x) on and commun				s this year	
	Comments and suggest Comments and suggest Comments and suggest Comments and suggest	ons regarding co ons regarding tin ons regarding tea ons regarding ov	urse conten(x)) Comments and ne management and efficiency x aching assistant(s)' availability an erall experience x) Please rate	suggestions regarding course workload Comments and suggestions regarding d contribution x Comments and sugge your overall experience of the course: x	and requirements x instructor(s)' availability x estions regarding organizati The course content was r) on and commun elevant and prov	ided the exp	pected learn	ning outcomes. ×	s this year	
Course me	ean Mean: All of Comments and suggest Comments and suggest Comments and suggest Comments and suggest The course was well org	ons regarding co ons regarding tin ons regarding tea ons regarding ov anized and requir	urse conten(x) Comments and ne management and efficiency x aching assistant(s) availability an erall experience x Please rate ements were clearly communica	suggestions regarding course workload	and requirements x is instructor(s)' availability x stions regarding organizati The course content was r ements (incl. homework ass) on and commun elevant and prov	ided the exp	pected learn	ning outcomes. ×	s this year	

Here you'll see three sections:

Click

- *Course Information* gives you basic information about the course (Course title, Course code, Evaluation period, Start and end date of the course, Term, Track, Course category, Course level, ECTS, the Course instructor(s)
- Mean Score tells you the mean score of the course (Course mean column), the mean score of all Graduate School courses (Mean: All courses across years column), the mean score of the Graduate School courses in the current academic year (Mean: All courses this year column), the mean score of all Graduate School courses of the track (Mean: All track courses across years column) and the mean score of the Graduate School courses of the track in the current academic year (Mean: All track courses this year column). This section is mean to help you compare the evaluation results of your course with other data.
- The *Question* box lists all the statements of the course evaluation template that the course participants are asked to rate (on a 1 to 5 scale, "1" being the best). You have the option to leave all statements or disregard the ones you are less interested in (click the "x" icon to remove a statement).

✓ Submit and detailed evaluation results will appear:

16

Please rate your over	all experience of the cour	se:									
Name	Excellent	Very good	Good	Fair	Poor	Total	Not submit	ed yet	Submitt	ed To	otal participants
IST Evaluation	0	0	0	0	0	0	10		0	10)
%											
	vas relevant and provided	the expected lea	arning outcomes								
Name	Strongly agree	Agree	Neutral	Disagree	Strongly	disagree	Total	Not submitted y	et	Submitted	Total part
IST Evaluation	0	0	0	0	0		0	10		0	10

At the bottom of the page, you have the option to download the course evaluation report as a CSV file or print it.

Comments and suggestions regarding organization and communicat	ion	
Name	Response	View
No response		
Comments and suggestions regarding overall experience		
Name	Response	View
Name No response	Response	View

7. Course Proposals

Propose a course for the next academic year

All your course proposals are available in the **Course Proposals** menu/ **Internal Course Proposals** submenu. You have the option **to propose a new course** or to **propose an existing course**.

Propose a new course

1. To propose a new course (i.e. a course that you have not taught before), click the Propose new course button

🗘 Athena Menu 👤	Test1 Facul	ty1								
Messages 211		_								
Calendar										
ば ⊒ Progress Tracker		ISTA Ath	ena							
Heaven Points										
Q Courses	0		_							
O Course Proposals	0	Internal Cou	rse Proposals							
• Internal Course Proposals		Propose new course								
External Course Proposals		This page lists all your course pro	posals. in the next academic year, please click the P	ronoso now course buttle	an about					
Review Course Proposals (Track Rep)		If you wish to offer an existing co updates to the content before su	surse in the next academic year, please look t	for the approved course		v, and click Clone . The pre-filled f	orm will appear in editable form	at. Please make	e any nece	ssary
My Students		Course Academic year	Course title	Course tags	Course type	Course level	Status	_		
Students (Track)		- A *		- Any - *	- Any - 👻	- Any - *	Complete ×	Apply	Reset	i i
Curriculum Plans		Course Academic year	Course title	Course tags	Course type	Course level	Primary track	Status		
C Rotations & Lab	0	new	Test Course for course category	Core curriculum	Mentored self-study	Advanced/foundational	Biology	Complete	view	Clone
A 2011-41		new	Relation check	Elective	Taught course	Advanced/foundational	Chemistry & Materials	Complete	view	Clone

2. The empty course proposal form will open. Select *new* in the first field titled This course is * and fill out the rest of the form.

I STA Athena		
This course is C-None -	*	
New Gr. is thus not been tauged at ISTA befores Not require 1.11 tables that lauged at ISTA befores		
Course title *		
		,
Please provide the full tible of the course.		li
Course instructor(s)* Choose some options Presse provide the name(s) of the course instructor(s) as they should appear in the course catalogue.		
Main contact*	*	
If there are several course instructors, please indicate who will be the main contact for organizational matters.		
Course type * - None -	Ŧ	
Please note that Heaven Points are not awarded for Mentored self-study courses.		
Course category* None -	*	
Please choose the course category most appropriate for your course. The course category determines which curricular requirement for PhD students a course satisfies. Course category designations are reviewed by the Graduate School, and you will be Explanation:	notified in case of any cl	langes.
Core carriculan – Courses that are required for all Ph0 students. This includes the core project, track core courses, and Essential Statio courses. Eacher courses – Academic courses that court towards the telector enguinement for Ph0 students. This includes the majority of academic, track specific courses (sg. "Introduction to Evolutionary Biology" or "Selected Topics in Mathematical Physics). Most mentored self-stu	idy courses also fall into this category.
Service ocurses – Courses designed to provide specific technical training that students may need as a pre-requisite for their doctoral research or for other courses. Examples include courses on programming languages, laboratory techniques, or maths workload and and court towards MS requirements, but they 0 NOT statisty and PICO coursevestor requirements.	matics refreshers. Servic	e courses carry ECTS credits designating their total
Course level * -None -	Ŧ	
Please select the level that best describes the course. Explanation:		
Introductory – Courses that do not require any sophisticated background and can be taken by anyone inside or outside the field. Advanced/foundational – These would typically be 1st year MS courses within a particular field at European universities, or introductory graduate-level courses in the US.		
Advanced specialized — These would be considered advanced MS courses within a particular field at Europona universities or advanced graduate-level in the US. Practical — Humber on practical or biotechnology balance graduate courses and the advanced graduate-level in the US.		
Processor - Processor processor of another of the sense o		
No Track Association		
Please check this if the course is not associated with any track (e.g. Service course).		
Primary track . Nono.	*	
Please specify the primary track the course is relevant for.		
Secondary Track(s) Choose some options		
Please name any additional Tackky the course is relevant for. Hold CH (down to select more than one ception.		
Academic Year * . Nono -		
Academic Fear - NGD0 -	*	
Duration + - None -	*	
Term* . None -	*	
Please specify the (half) semester in which you'd like the course to take place. For dates, please refer to the academic calendar available on the Graduate School website.		
ECTS *		
Please provide the proposed ECTS value of the course. By default, half semester courses are worth 3 ECTS & full semester courses are worth 6 ECTS.		
Minimum number of participants		
Prease specify the minimum number of participants (if applicable), Courses at ISTA tend to be small, but if there is a threshold below which you would not offer the course, please add it here. Note that in order to receive heaven points (for faculty), at least	students need to compl	te the course for credit.
Please specify the minimum number of participants (if applicable). Courses at ISTA tend to be small, but if there is a threshold below which you would not offer the course, please add it here. Note that in order to receive heaven points (for faculty), at least Maximum number of participants	students need to compl	ite the course for credit.
Maximum number of participants	students need to compl	te the course for credit.
Maximum number of participants Please specify the maximum number of participants (# applicable).	students need to compl	te the course for credit.
Maximum number of participants Presse specify the maximum number of participants (if applicable). Classroom requirements *	students need to compl	te the course for credit.
Maximum number of participants Please specify the maximum number of participants (# applicable).	students need to compl	te the course for credit.
Maximum number of participants Passe specify the maximum number of participants of applicables. Blackboard Blackboard Phipchart	students need to compl	de the course for credit.
Maximum number of participants Please spotted the maximum number of participants (If applicable). Classroom requirements * Blackboard Blackboard Flipchart Projector	students need to comple	de the course for credit.
Maximum number of participants Passe specify the maximum number of participants (# applicable). Classroom requirements * Blackboard Blackboard Pitplant Projector Vintow	students need to comple	ele the course for credit.
Maximum number of participants Please sport flapplicable). Classroom requirements * Blackboard Blackboard Flipchart Projector State Classroom C	students need to comple	de the course for credit.
Maximum number of participants Preser specify the maximum number of participants (# applicable). Blackboard Blackboard Priptoart Priptoart Outpactor Capacity for 5-10 Capacity for 15-20	students need to compl	de the course for credit.
Maximum number of participants Press geochy the maximum number of participants (# applicable). Elassroom requirements * Biackboard Pitpichard Pitpichard Pitpichard Capacity for 5-10 Capacity for 10-15 Capacity for 20-30	students need to comple	de the course for credit.
Maximum number of participants Presser specify the maximum number of participants (# applicable). Blackboard Blackboard Plapchart Projector Window Capacity for 5-10 Capacity for 15-20 Capacity for 15-20	students need to compl	de the course for credit.
Maximum number of participants Presse specify the maximum number of participants (# applicable). Classroom requirements * Biackboard Whiteboard Pipictor Pipictor Quaptify for 5-10 Capacity for 10-15 Capacity for 10-5 Capacity for 30+	students need to compl	de the course for credit.
Maximum number of participants Preser specify the maximum number of participants (# applicable). Passer specify the maximum number of participants (# applicable). Casserom requirements * Blackboard Pingebard Pingebard Pingebard Capacity for 5.0 Capacity f	students need to compl	de the course for credit.
Maximum number of participants Preser specify the maximum number of participants (# applicable). Passer specify the maximum number of participants (# applicable). Casserom requirements * Blackboard Pingebard Pingebard Pingebard Capacity for 5.0 Capacity f	students need to compl	de the course for credit.
Maximum number of participants Praser specify the maximum number of participants (# asplicable). Biackboard Biackboard Biackboard Biackboard Biackboard Biackboard Capacity for 5-10 Capacity for 5-20 Capacity	students need to compa	de the course for credit.
Maximum number of participants Passes specify the maximum number of participants of participants. Classroom requirements * Biachboard Priptotart Projector Window Capacity for 5-10 Multiple rooms NA	students need to compa	de the course for credit.
Maximum number of participants Pisses report the maximum number of participants (if applicable). Casarcom requirements * Blackboard Pinethoard Print Capacity for 5-10 Multiple rooms N/A	students need to compl	de the course for credit.
Maximum number of participants Preser specify the maximum number of participants (# applicable). Cassroom regularements * Bill Belaboard Pring bart Pring bart Pring bart Capacity for 5-10 Capacity for 15-20 Capacity for 15-20 Capacity for 20-30 Capacity for 30- Multiple rooms Number Number Station Station 10	students need to compa	de the course for credit.
Maximum number of participants Pisses requirements * Gasecom requirements * Pisses requirements * Cisses requirements * Mattrian * Cisses requirements * Cist * Cisses requirem	students need to compa	de the course for credit.
Maximum number of participants Preser sector the maximum number of participants (# applicable). Cassroom requirements* Biskboard Prisebaard Prisebaard Capacity for 5-10 Capacity for 10-15 Capacity for 30- Capacity for 30- Multiple rooms Nat Preferent schedule* Orwinded 10:35-10:00 Capacity for 30- Capacity for 30- <td< td=""><td>students need to compa</td><td>de the course for credit.</td></td<>	students need to compa	de the course for credit.
Maximum number of participants Pisses requirements * Gasecom requirements * Pisses requirements * Cisses requirements * Mattrian * Cisses requirements * Cist * Cisses requirem	students need to compl	de the course for credit.
Presence Or Annual member of participants Presence Presence Presence Or Annual member of participants Presence Presence Presence Presence Presence Presence Presence Presence Presence Presence Presence		de the course for credit.
Server or exactly the maximum number of participants Preserved y the maximum number of participants Bilackboard Bilackboard Pilophart Capacity for 5.0 Multiple rooms NA Performation Self-5.00 Catacity for 5.00 Catacity at the suttle teacting days and times. Statent Afters will by the accommodate your whene, full reserves the right to suggest a different scheduk. Performance Catacity at the sutthe teacting days and tindes will by the accommodate yo	students need to compa	de the course for credit.
Assume number of participants Preserved: the maximum number of participants of graphicables. Standard of graphicables of the maximum number of participants of graphicables. Standard of graphicables of graphicables. Of graphic for 10 Of graphic for 10.5 Of graphic for 20.0 Of graphic for 20.0 <td></td> <td>de the course for credit.</td>		de the course for credit.
Service of use nankement of participants Preservice of use nankement of participants of participants Service of use nankements of use nankements Service of use nan		
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Advance Advance <td< td=""><td></td><td></td></td<>		
Advance		
Advance Advance	•	
Advance	•	

Course descriptio	n & course goals *
Please provide the de	scription and the goals of the course, as it should appear in the course catalogue.
o Short course descrip o Description of devel	sici hardhag bases include the following information: for and galake, incl. calcula the following information: general activities (incl. approximate worklaad in hours) dand and assessment activities (incl. approximate worklaad in hours)
Target audience *	
Please indicate the ta	
Prerequisites	
Please indicate any pr	erequisities. This helps students identify courses that suit their knowledge and experience.
Teaching format	
Please indicate the te	aching formatily (ing, licclures, student presentations, project work, mentored study),
Assessment form(a)
Please specify how the	n final grade will be determined jug regular assignments, presentations, final exam, participation),
Grading scheme *	-None -
Please indicate which	grafing scheme you would like to use
Attachment(s)	
Please upload any d	locuments (e.g. the syllabus) relevant to the course. nrt, claic Choose file and then the Lipitoid button on the right.
Add a new file	In, Link Guider the and a new one special data on at new tight.
Choose File	© Upload
More information	
Additional remarks	s for the Graduate School Office
If applicable, please ad	M any additional comments about the proposed course here. Comments are visible to the OSO the Track Repúi, and the Deputy Deav/Dean.

Save & Submit Save 🔒 Delete

- 3. You have the following options with the form:
 - $\rightarrow \text{Click} \quad \checkmark \text{Save & Submit} \text{ to submit the course proposal form. You will not be able to make changes to your entries. The status of the proposal will change to$ *with GSO*as it will be sent to the GSO for review. Click view to see the submitted form.

🔇 Athena Menu 👤 Test1 Fac	aity1
Messages 211)	
Calendar	
ば⊒ Progress Tracker	ISTA Athena
Heaven Points	
Q Courses 📀	
O Course Proposals	Internal Course Proposals
Internal Course Proposals	Propose new course
External Course Proposals	This page lists all your course proposals. If you wish to offer a new course in the next academic year, please click the Propose new course button above.
Review Course Proposals (Track Rep)	If you wish to offer an existing course in the next academic year, please look for the approved course proposal form in the list below, and click Clone . The pre-filled form will appear in editable format. Please make any necessar updates to the content before submitting the form. Submitted course proposals are reviewed by the Track Representatives and the Deputy Dean/Dean.
My Students	Course Academic year Course title Course tags Course type Course level Status
Students (Track)	-Any- -Any- -Any- Choose from the list. Apply Reset
Curriculum Plans	Course Academic year Course title Course tags Course type Course level Primary track Status
C Rotations & Lab	new AY 2023/24 New course Core curriculum Taught course Advanced/foundational with GSO view

→ Click Save to save your entries and continue working on the form. The status of the proposal will stay *with Course Instructor*. Click edit to re-open the form and continue working on it until submission.

0	Athena Menu	👤 Test1 Fa	aculty	1									
\simeq	Messages 212			_									
÷	Calendar												
*=	Progress Tracker			IS	T 🗛 Ath	nena							
8	Heaven Points		L										
Q	Courses	۲											
0	Course Proposals	۵		Inte	rnal Co	Irse Prop	osals						
•	Internal Course Proposals			Propose	new course								
0	External Course Proposals				ists all your course p to offer a new cour s	roposals. e in the next academic ye	ar, please click the P	ropose new course	button above.				
0	Review Course Proposals (Track Rep)			updates to	the content before	course in the next acader submitting the form. e reviewed by the Track R				st below, and click Clone . The p	re-filled form will appea	r in editable format. Plea	ise make any necessary
	My Students			Course	Academic ye	ar Course title		Course tags	Course type	Course level	Status		
	Students (Track)			- A	- Any -	-		- Any -	* - Any -	• Any -	• Choo	se from the list.	Apply Reset
	Curriculum Plans			Course	Academic year	Course title		Course tags	Course type	Course level	Primary track	Status	
Ċ	Rotations & Lab			new	AY 2023/24	New course		Core curriculum	Taught course	Advanced/foundational		with Course Inst	ructor

- → Click to delete the course proposal. This option is not available after you submitted to the proposal. Deleted proposals are removed from your list of course proposals in the **Course Proposals** menu/ **Internal Course Proposals** submenu.
- \rightarrow Click Cancel to exit the course proposal form. In this case, your entries will not be saved.
- 4. After submission, your course proposal is reviewed by the GSO, the Track Representative (if the course is track-specific) and the Deputy Dean (in this order). If any of these parties need you to clarify certain details of the proposal, you'll receive an e-mail notification:

From the GSO

Viewing a message		c)
Message Subject:			
Your Course Proposal – Clarification	n required by GSO		
	Dear testfaculty,		
	Thank you for submitting your proposal for the course New course.		
	We have reviewed the proposal, and would like to follow-up with you before forwarding it to the Track Representative and the Deputy Dean for approval.		
	Please log into Athena, and check the <i>Comments by GSO</i> box of the respective course proposal here: https://ista.dev.cloud.opencampus.net/node/4038 Please update the proposal form considering the comments.		
	Should you have any questions, please contact us at gradschool@ist.ac.at.		
	Thank you for your cooperation.		
	Best regards, The Graduate School Office Team		

From the Track Rep (if the course is track-specific)

Message Subject:

Your Course Proposal - Clarification required by Track Rep

Dear testfaculty,	
The Track Representative has reviewed your proposal for the course New course , but requires clarification in order to approve it.	
Please log into Athena, and check the Comments by Track Rep field of the respective course proposal here: https://lsta.dev.cloud.opencampus.net/node/4039	
Please update the proposal considering the comments.	
If you have any questions, please contact gradschool@ist.ac.at.	
Best regards, The Graduate School Office Team	

From the Deputy Dean

Message Subject:

r Course Proposal – Clarificatio	n required by Deputy Dean	
	Dear testfaculty,	
	This is to inform you that the Deputy Dean has reviewed your proposal for the course New course , but requires clarification in order to approve it.	
	Please log into Athena, and check the Comments by Deputy Dean field of the respective course proposal here: https://ista.dev.cloud.opencampus.net/node/1052	
	Please update the proposal considering the comments.	
	If you have any questions, please contact gradschool@ist.ac.at.	
	Best regards, The Graduate School Office Team	

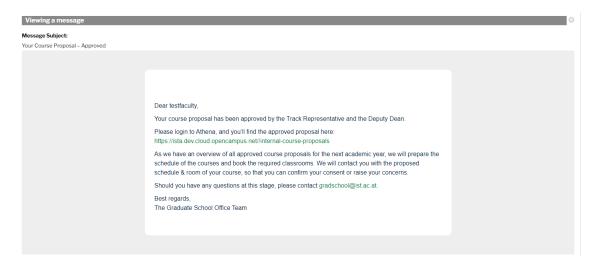
5. The URL in the notifications will take you to your course proposal. Switch to the Edit tab, check the comments in the *Comments by GSO/Comments by Track Rep/Comments by Deputy*

Dean field(s), make the necessary changes to your proposal and then click Submit. This will re-start the review of the proposal (GSO => Track Rep => Deputy Dean).

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Calendar		
ばΞ Progress Tracker		ISTA Athena
Heaven Points		
Q Courses	•	
O Course Proposals	0	Cloned course_Test
My Students		
Students (Track)		View Edit
Curriculum Plans		
C: Rotations & Lab Immersions	0	Internal Course Proposal –
Affiliation	0	This course is :
🖋 Qualifying Exams	۲	not new Course title:
► Progress Reviews	0	Cloned course_Test
Annual Dessenth	_	Course instructor(s):
Annual Research Presentations		testfaculty eszter
Di Di Contract		Course type:
PhD Contract Extensions	•	Taught course

Grading scheme *								
Numeric grades (1-5)	v							
Please indicate which grading scheme you would like to use.								
Additional remarks for the Graduate School Office								
amended								
If applicable, please add any additional comments about the proposed course here. Comm	ents are visible to the GSO, the Track Rep(s), and the Deputy Dean/Dean.							
Comments by GSO admin:								
Test comments by GSO								
Comments by Track Rep:								
Comments by Track Rep Test								
Comments by Deputy Dean:								
Test comments by DD								
Linked Course Proposal:								
Testfaculty Hania course								
Save & Submit Save								

6. As your course proposal is fully approved, you'll receive the following e-mail notification:



The URL in the notification will take you to the **Course Proposals** menu/ **Internal Course Proposals** submenu, where you can check the approved proposal. As a next step, the GSO will get in touch with you to align the schedule of the classes and the room(s) to reserve for the course (if a room is required).

Note: You have the option to monitor the status of your proposal in all steps of the workflow in the Course Proposals menu/Internal Course Proposals tab.

- If the proposal is in status with Course Instructor, it is available for you to edit and submit.
- If the proposal is in status *with GSO*, it is being reviewed by the GSO.
- If the proposal is in status *with Track Rep*, it is being reviewed by the Track Rep.
- If the proposal is in status with Deputy Dean, it is being reviewed by the Deputy Dean.
- If the proposal is in status *Approved*, it has been approved by the Track Rep & the Deputy Dean, and it is ready to be converted into a course by the GSO (i.e. to be listed as a course for the next academic year in the Course Catalogue (see 6.1)).
- If the proposal is in status *Complete*, it has been approved by the Track Rep & the Deputy Dean, and it's been converted into a course (i.e. it's listed as a course for the next academic year in the Course Catalogue_(see 6.1)).

Propose an existing course

1. To propose an existing course for the next academic year, find the relevant course proposal in the **Course Proposals** menu/ **Internal Course Proposals** submenu (you have the option to search the list e.g. by *Course title*, *Course level* or *Academic Year*) and click ^{Clone}.

🔇 Athena Menu 👤 testfaculty e	eszter				
Messages 174					
Calendar	Internal C	ourse Proposal	s		
ズΞ Progress Tracker					
Heaven Points	Propose new course				
Q Courses ♥	This page lists all your cou				
Q Course Proposals	If you wish to offer an exis		lease look for the approved course	proposal form in the list below	, and click Clone . The pre-filled form will
Internal Course Proposals		Please make any necessary updates to Is are reviewed by the Track Represent		orm.	
External Course	Course Academic		Course tags	Course type	Course level
Proposals	- A * AY 20.		- Any - 🔻	- Any - 🔻	- Any - v
Review Course Proposals (Track Rep)	Status	Apply Reset			
My Students	Academic				Primary
Students (Track)	Course year	Course title	Course tags Course type	Course level	track Status
Curriculum Plans	New AY 2022/23	Test for new class room requirements field	Core Mentored self- curriculum study	Advanced/foundational	Biology Complete view Clone

2. A copy of the completed course proposal will open. Select *not new* in the first field titled This course is* and make any necessary edits in the rest of the form to make the proposal reflect your plans for the next academic year (update e.g. the *Course format, Classroom requirements, Academic Year, Term, Preferred schedule* fields). You will find a direct link to the cloned course proposal at the bottom (see *Linked Course Proposal* field).

E Manage C Athena Menu L Eszter Nucz	
ISTA Athena	
This course is * C - None - New (a. R has not been taught at ISTA before	•
Norme (a. It has been tagets at 15 A before) Course title *	
Please provide the full titls of the course.	"
Course instructor(s)* Choose some options	
Please provide the name(s) of the course instructor(s) as they should appear in the course catalogue.	
Main contact* (- None -	×
If there are several course instructors, please indicate who will be the main contact for organizational matters.	
Course type * - Nono -	×
Please note that Heaven Points are not awarded for Mentored self-study courses.	
Linked Course Proposal:	
Cannot Course 1 opcass	
Save & Submit Save Didete X Cancel	

- 3. You have the following options:
- → Click Save & Submit to submit the course proposal form. You will not be able to make changes to your entries. The status of the proposal will change to *with GSO* as it will be sent to the GSO for review. Click view to see the submitted form.

Q Courses	•	Lute		D								
O Course Proposals	0	Inte	Internal Course Proposals									
Internal Course Proposals		Propose	new course									
External Course Proposals			ists all your cour to offer a new co	se proposals. ourse in the next academic year, p	blease click the Propose new cou	se button above.						
Review Course Proposals (Track Rep)		If you wish Please ma	to offer an exist ke any necessary	ing course in the next academic y y updates to the content before su is are reviewed by the Track Repre	year, please look for the approved ubmitting the form.	course proposal form	in the list below, and c	lick Clone . The pre	-filled form will app	ear in editable format.		
My Students		Course	Academic	year Course title	Course tags	Course ty	rpe Co	urse level	Status			
Students (Track)		- A	- Any -	•	- Any -	* Any	•	- Any -	• Choos	se from the list.		
Curriculum Plans									Apply	Reset		
C: Rotations & Lab Immersions	٢		Academic	0	6			Primary				
Affiliation	•	Course	year	Course title	Course tags	Course type	Course level	track	Status			
Qualifying Exams	•	not new	AY 2023/24	Cloned course_Test	Elective	Taught course	Advanced/specializ	ed Physics	with GSO	view		

→ Click ^{Save} to save your entries and continue working on the form. The status of the proposal will stay *with Course Instructor*. Click ^{edit} to re-open the form and continue working on it until submission.

Courses	0	Inte	rnal C	ourse Propos	als					
Course Proposals	0	inte	intar o	ourserropos	uis					
Internal Course Proposals		Propose	new course							
External Course Proposals		If you wish		course in the next academic year, ple						
Review Course Proposals (Track Rep)		Please ma	ke any necessar	ting course in the next academic year y updates to the content before sub als are reviewed by the Track Repres	omitting the form.		sal form in the list below, a	and click Clone . The pre	e-filled form will appe	ar in editable for
My Students		Course	Academic		Course tags	Co	ourse type	Course level	Status	from the list
		Course			Course tags	* Co	- Any - *	Course level		from the list.
Students (Track)						* Co		02		from the list.
Students (Track)	0					Course type	- Any - *	02	Choose	
* Rotations & Lab	0	- A *	Academic		- Any -		- Any - *	Primary track	Choose Apply	

- → Click ^{Tobelete} to delete the course proposal. This option is not available after you submitted the proposal. Deleted proposals are removed from your list of course proposals in the **Course Proposals** menu/ **Internal Course Proposals** submenu.
- \rightarrow Click ***** Cancel to exit the course proposal form. In this case, your entries will not be saved.
- 4. After submission, your course proposal is reviewed by the GSO, the Track Representative and the Deputy Dean (in this order). If any of these parties need you to clarify certain details of the proposal, you'll receive an e-mail notification:

From the GSO

Viewing a message		0
Message Subject:		
Your Course Proposal – Clarificatio	on required by GSO	
	Dear testfaculty,	
	Thank you for submitting your proposal for the course Cloned course_Test.	
	We have reviewed the proposal, and would like to follow-up with you before forwarding it to the Track Representative and the Deputy Dean for approval.	
	Please log into Athena, and check the <i>Comments by GSO</i> box of the respective course proposal here: https://lsta.dev.cloud.opencampus.net/node/4038 Please update the proposal form considering the comments.	
	Should you have any questions, please contact us at gradschool@ist.ac.at.	
	Thank you for your cooperation.	
	Best regards,	
	The Graduate School Office Team	

From the Track Rep Message Subject:

Your Course Proposal – Clarificatio	on required by Track Rep	
	Dear testfaculty,	
	The Track Representative has reviewed your proposal for the course Cloned course_Test , but requires clarification in order to approve it.	
	Please log into Athena, and check the Comments by Track Rep field of the respective course proposal here: https://ista.dev.cloud.opencampus.net/node/4039	
	Please update the proposal considering the comments.	
	If you have any questions, please contact gradschool@ist.ac.at.	
	Best regards, The Graduate School Office Team	

From the Deputy Dean Message Subject:

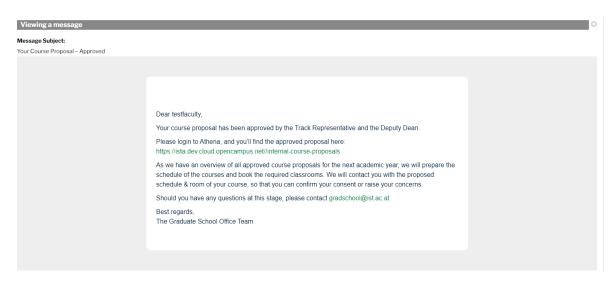
Message Subject:	
Your Course Proposal - Clarificatio	on required by Deputy Dean
	Dear testfaculty,
	This is to inform you that the Deputy Dean has reviewed your proposal for the course Cloned course_Test , but requires clarification in order to approve it.
	Please log into Athena, and check the Comments by Deputy Dean field of the respective course proposal here: https://ista.dev.cloud.opencampus.net/node/1052
	Please update the proposal considering the comments.
	If you have any questions, please contact gradschool@ist.ac.at.
	Best regards,
	The Graduate School Office Team

5. The URL in the notifications will take you to your course proposal. Switch to the dit tab, check the comments in the *Comments by GSO/Comments by Track Rep/Comments by Deputy*

Dean field(s), make the necessary changes to your proposal and then click Save & Submit. This will re-start the review of the proposal (GSO => Track Rep => Deputy Dean).

Calendar	
⋨= Progress Tracker	ISTA Athena
Heaven Points	
🖸 Courses 📀	
♀ Course Proposals	Cloned course_Test
My Students	
Students (Track)	View Edit
Curriculum Plans	
C: Rotations & Lab	Internal Course Proposal
Affiliation	This course is : not new
🖍 Qualifying Exams 🛛 📀	Course title:
▶ Progress Reviews	Cloned course_Test
Annual Research Presentations	Course instructor(s): testfaculty eszter
PhD Contract Extensions	Course type: Taught course
Extensions	Tagin causa
Grading scheme *	
Numeric grades (1-5)	×
	g scheme you would like to use.
	g scheme you would like to use.
	ne Graduate School Office
amended	
If applicable, please add any	additional comments about the proposed course here. Comments are visible to the GSO, the Track Rep(s), and the Deputy Dean/Dean.
Comments by GSO adm	in:
Test comments by GSO	
Comments by Track Rep	x
Comments by Track Rep	
Comments by Deputy De	an:
Test comments by DD	
Linked Course Proposal	1
Testfaculty Hania course	
Save & Submit	Save 🛍 Delete × Cancel
Save & Submit	ave un belete • Galicer

6. As your course proposal is fully approved, you'll receive the following e-mail notification:



The URL in the notification will take you to the Course Proposals menu/ Internal Course Proposals submenu, where you can check the approved proposal. As a next step, the GSO will get in touch with you to align the schedule of the classes and the room(s) to reserve for the course (if a room is required).

Note: You have the option to monitor the status of your proposal in all steps of the workflow in the Course Proposals menu/Internal Course Proposals tab.

- If the proposal is in status with Course Instructor, it is available for you to edit and submit.
- If the proposal is in status *with GSO*, it is being reviewed by the GSO.
- If the proposal is in status with Track Rep, it is being reviewed by the Track Rep.
- If the proposal is in status *with Deputy Dean*, it is being reviewed by the Deputy Dean.
- If the proposal is in status *with Dean*, it is being reviewed by the Dean.
- If the proposal is in status *Approved*, it has been approved by the Track Rep & the Dean, and it is ready to be converted into a course by the GSO (i.e. to be listed as a course for the next academic year in the <u>Athena course catalogue</u>).
- If the proposal is in status *Complete*, it has been approved by the Track Rep & the Dean, and converted into a course (i.e. it's listed as a course for the next academic year in the <u>Athena</u> <u>course catalogue</u>).