Athena

Manual for Course Instructors

Last Updated: April 2024

Contents

1. Introduction

Welcome to Athena!

Athena 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 https://athena.ista.ac.at 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 ICP 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).*
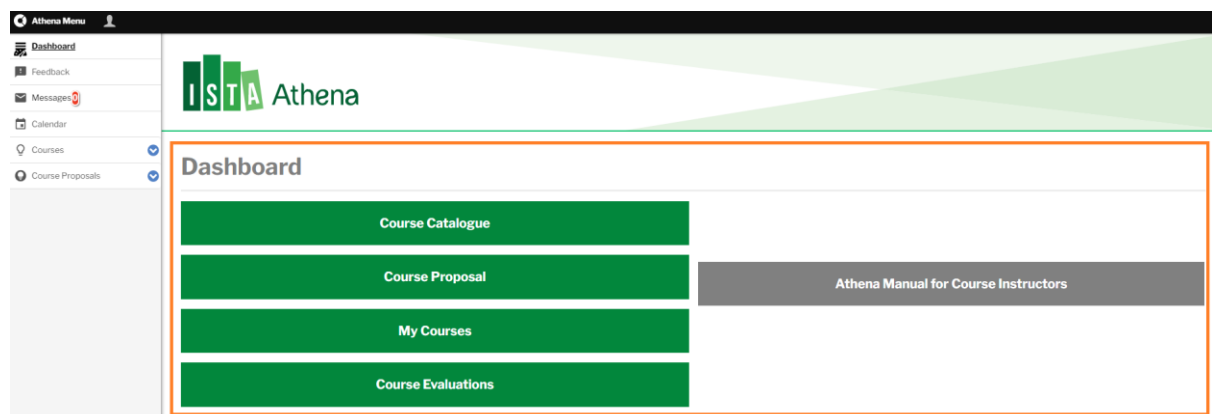
Athena Logo

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.
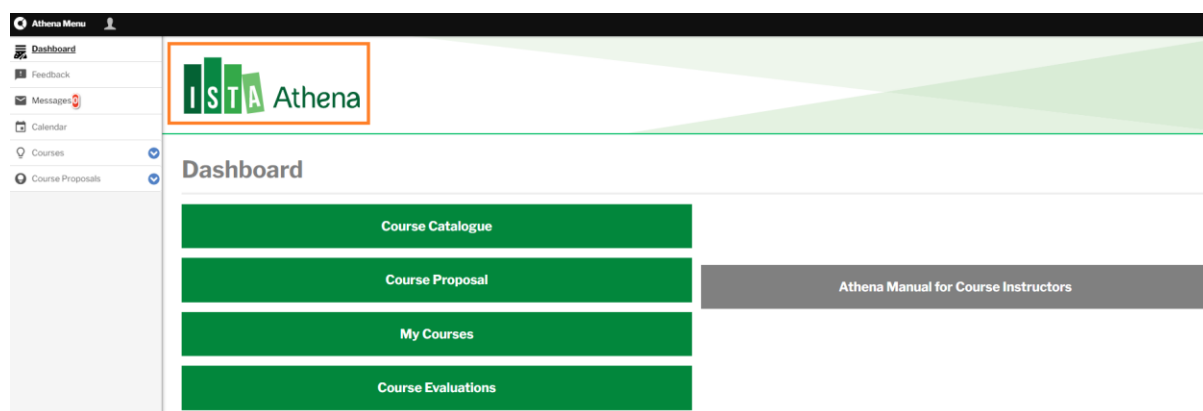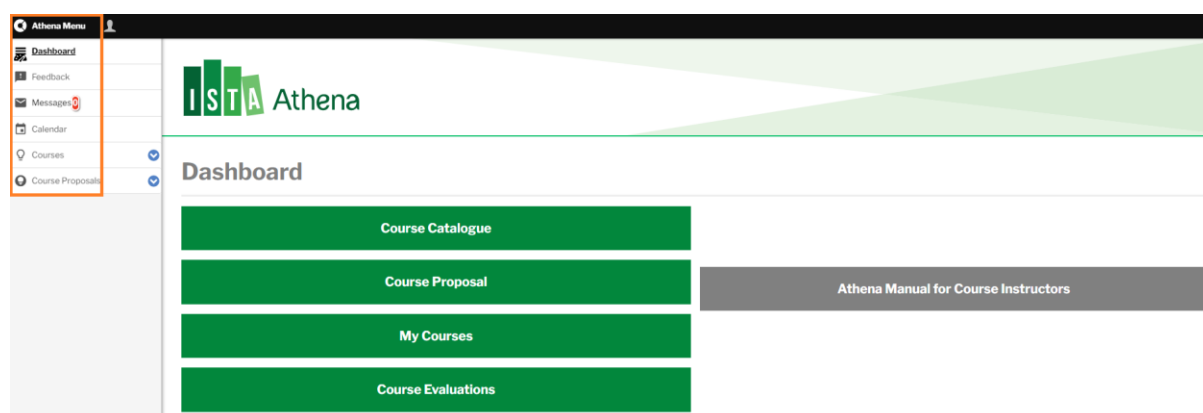

Menu Bar

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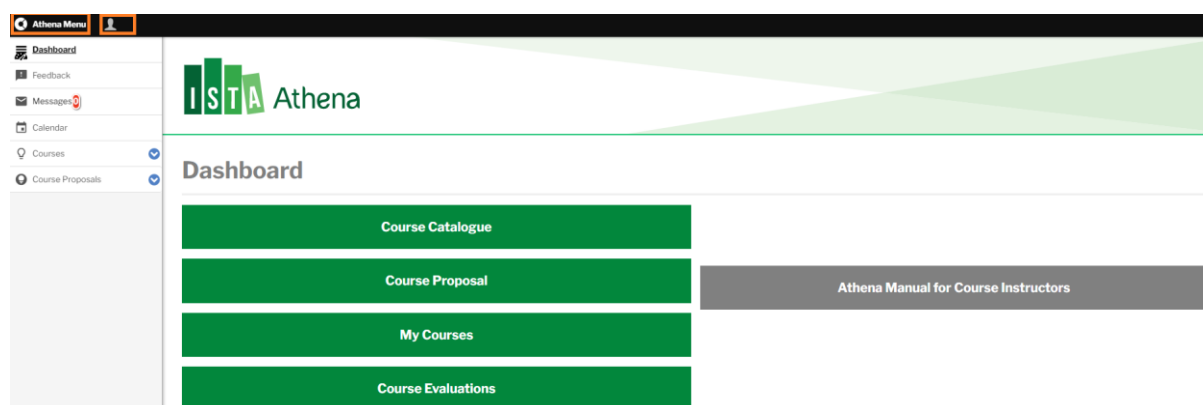
Athena Menu

Dashboard: gives you quick access to the menus you'll use the most often as course instructor and to this manual (see §2.2)
Feedback: provide feedback about Athena/ share ideas to improve the platform/ report bugs (see §3)
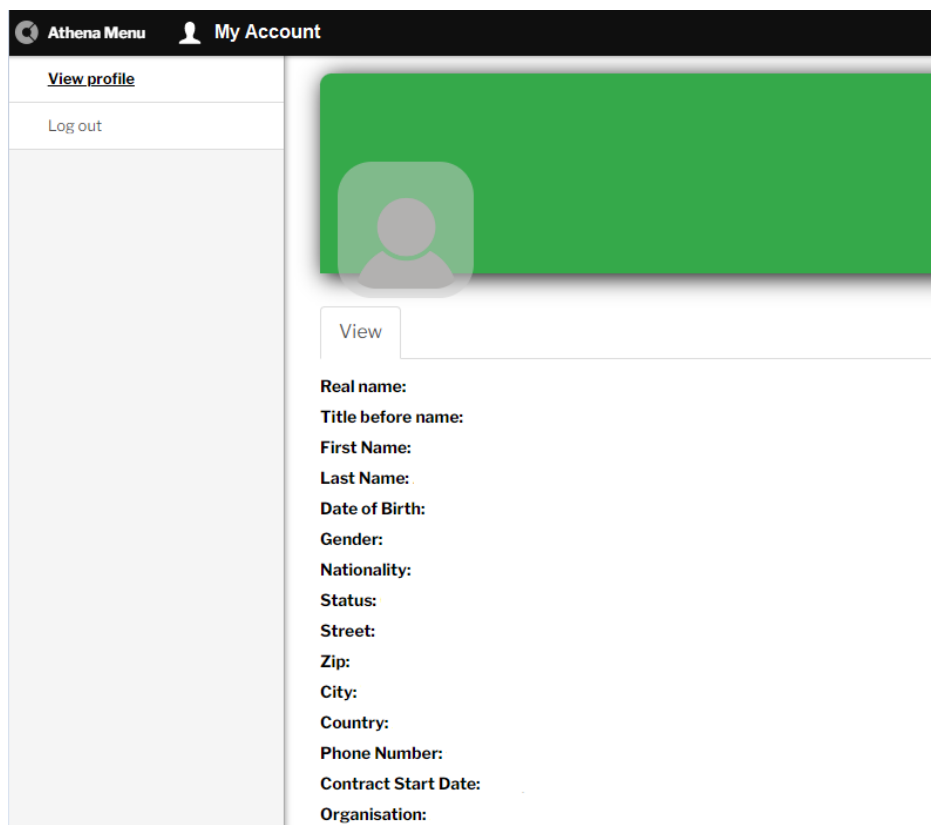*Messages*: receive notifications about your courses (see §4)

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: You'll find your Athena profile data here. Should there be any changes in your data, please contact the Graduate School Office at gradschool@ista.ac.at.
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.

→ Check the relevant checkboxes in the *Type of Request* section.

Contact Form

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.

Type of Request *

Please choose the appropriate type of request.

- ☐ Affiliation
- ☐ Annual Research Presentations
- ☐ Calendar
- ☐ Course Catalogue
- ☐ Course Evaluations
- ☐ Course Proposals
- ☐ Curriculum Plan
- ☐ Grades
- ☐ Graduate School Portfolio
- ☐ Heaven Points
- ☐ 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

Sidebar navigation:
- Dashboard
- Feedback
- Messages
- Calendar
- Courses
- Transcript
- Graduate School Portfolio
- Rotations
- Affiliation
- Qualifying Exam
- Progress Reviews

→ Share details in the *Details* box.

Details *

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

→ 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.

ⓘ More information

| Choose File | No file chosen | ⊕ Upload |

✔ Submit

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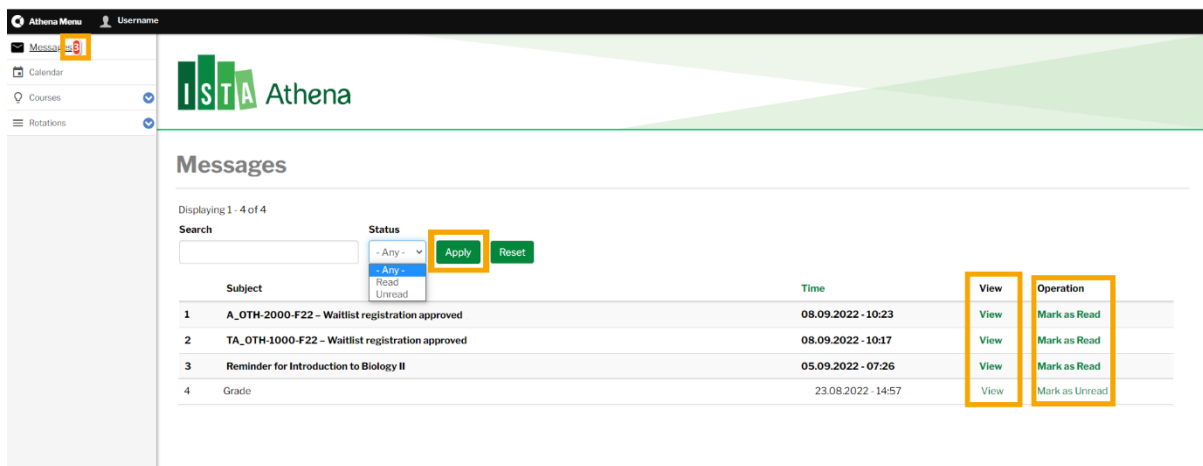
4. Messages

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*).
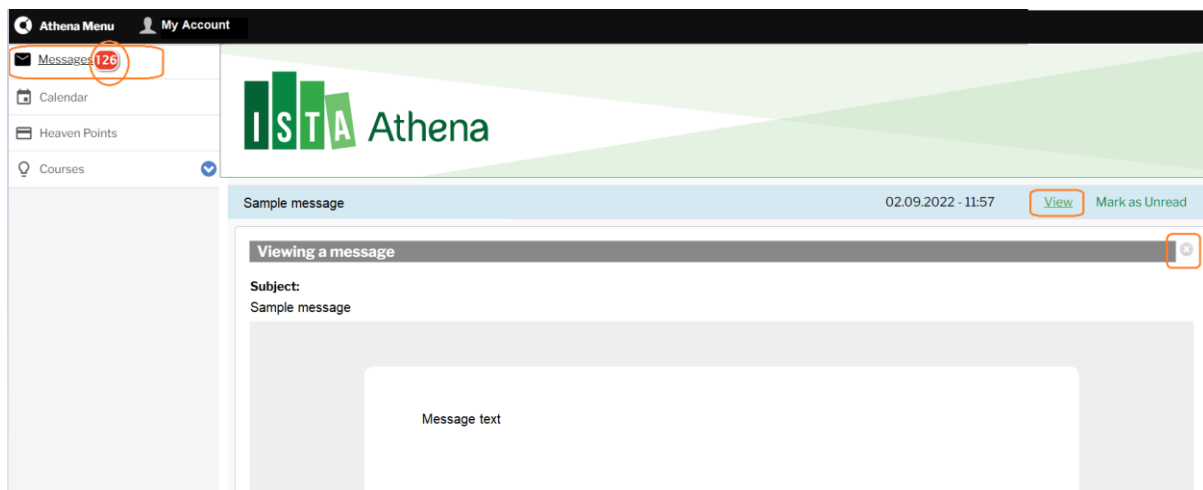
The number of your unread messages is displayed in a red circle: ✉ Messages **0** .

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

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).
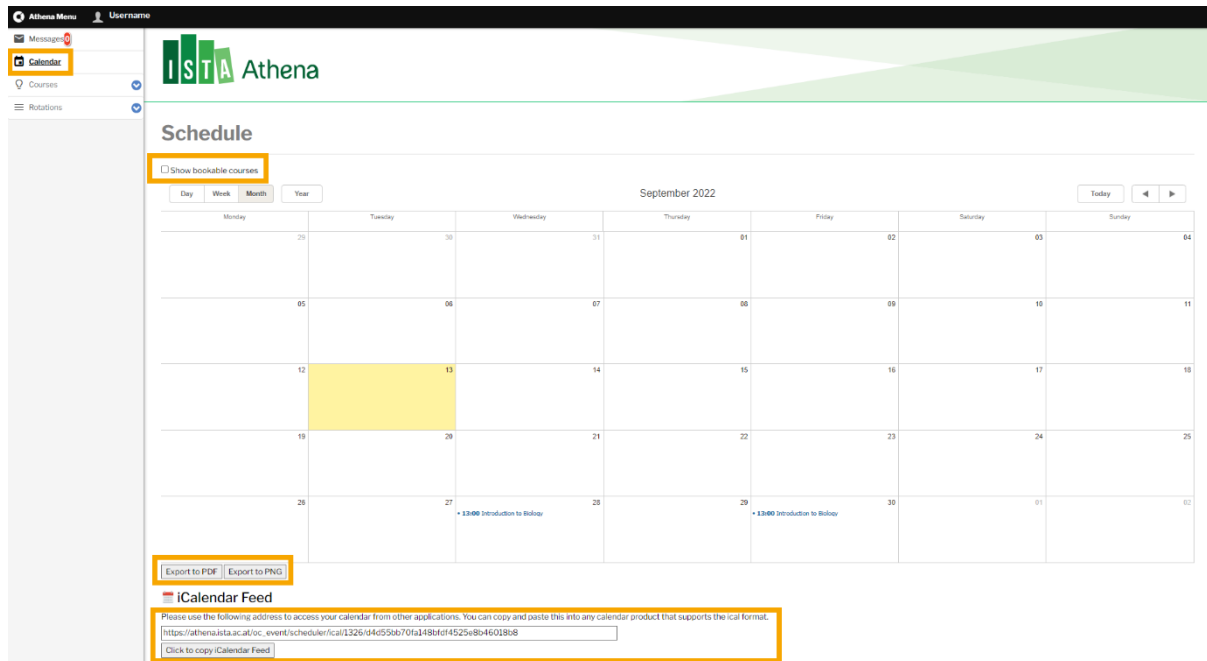
6. Courses

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

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

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.
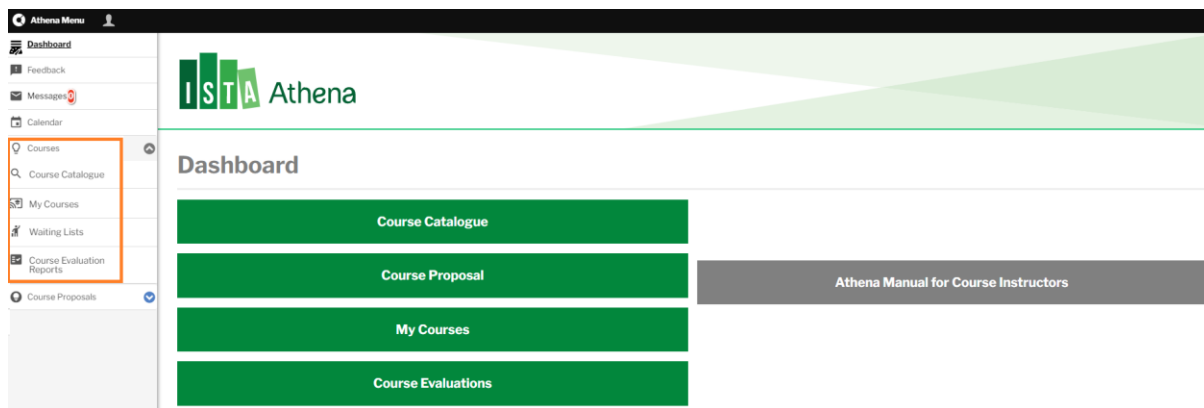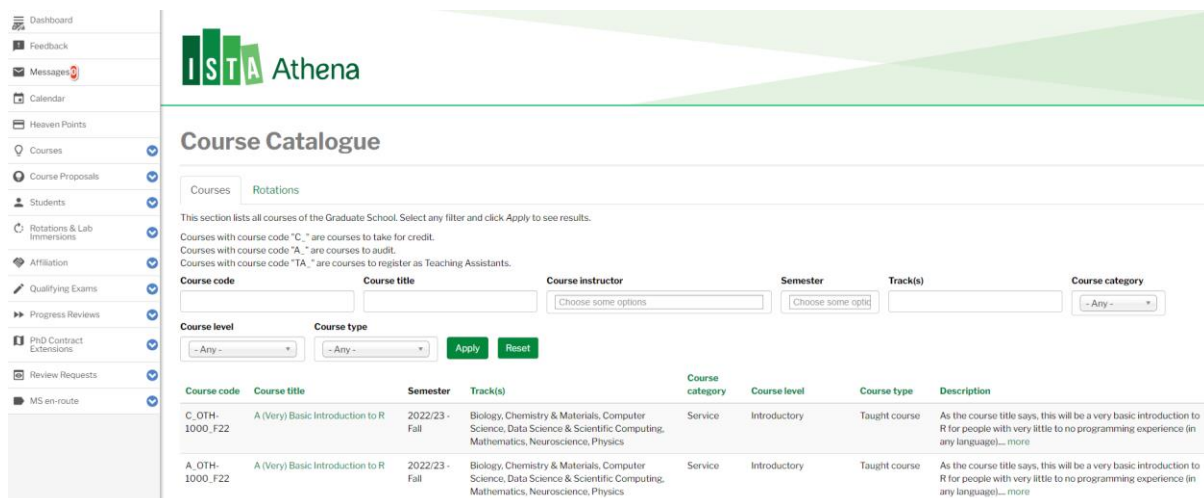

Course code

Course codes consists of four elements;

Example: C_PHY-4000-S23
                 └─┘ └─┘ └──┘ └─┘
                  1   2   3   4

1) 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 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 (https://courses.ist.ac.at/).

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*).

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.

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.

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

- Export the participant list of the course as CSV.

- E-mail the course participants.

- Enter grades.

7.3.2 Grades

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

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

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.
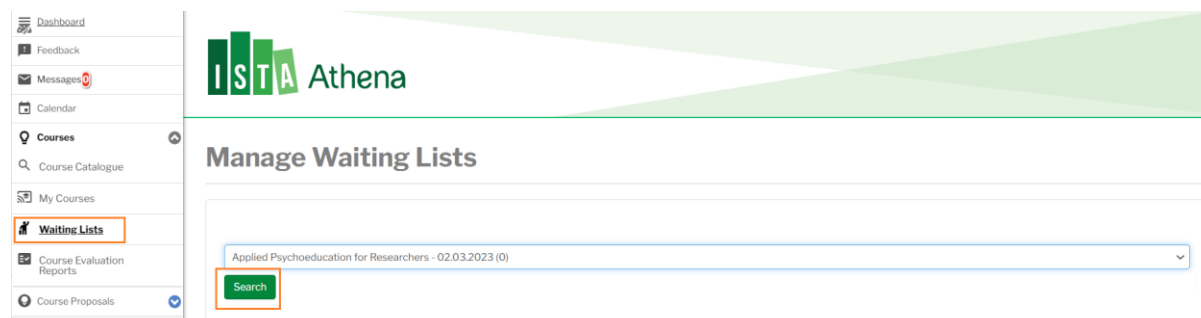
Waiting Lists menu

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.
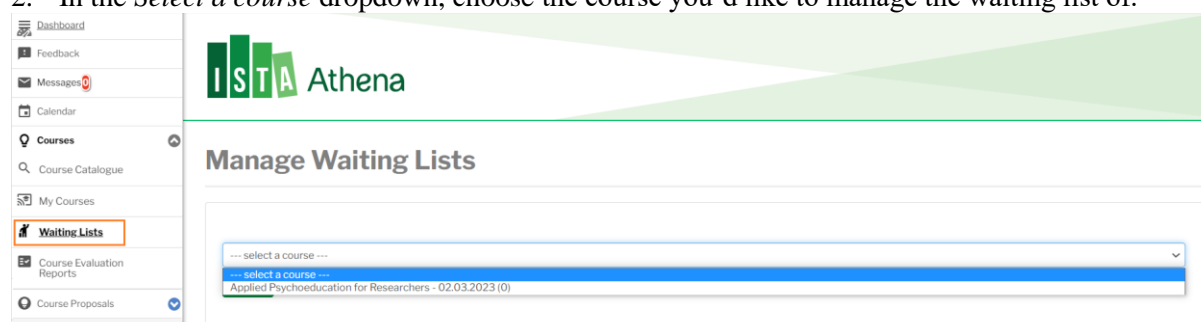
3. Click *Search*.

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.

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.

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.

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.

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

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.

To open the full report with more details of the evaluation data, click [View report].

You'll be directed to the *Report* tab.

Here you'll see three sections:

- *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).

Click [✔ Submit] and detailed evaluation results will appear:

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

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.

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.

ISTA Athena

This course is * - None -

New (i.e. it has not been taught at ISTA before)
Not new (i.e. it has been taught at ISTA before)

Course title *

Please provide the full title 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 * - None -

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 notified in case of any changes.
Explanation:
Core curriculum — Courses that are required for all PhD 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 * - None -

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 European universities or advanced graduate-level in the US.
Practical — Hands-on practical or laboratory training, workshops, skill acquisition, and similar educational formats.

No track association for the course
☐ No Track Association
Please check this if the course is not associated with any track (e.g. Service courses).

Primary track * - None -

Please specify the primary track the course is relevant for.

Secondary Track(s) Choose some options

Please name any additional track(s) the course is relevant for.
Hold Ctrl down to select more than one option.

Academic Year * - None -

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

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 4 students need to complete the course for credit.

Maximum number of participants

Please specify the maximum number of participants (if applicable).

Classroom requirements *
☐ Blackboard
☐ Whiteboard
☐ Flipchart
☐ Projector
☐ Window
☐ Capacity for 5-10
☐ Capacity for 10-15
☐ Capacity for 15-20
☐ Capacity for 20-30
☐ Capacity for 30+
☐ Multiple rooms
☐ N/A

Preferred schedule *
☐ Mon/Wed
☐ Tue/Thu
☐ 8:45-10:00
☐ 10:15-11:30
☐ 13:15-14:30
☐ 14:45-16:00
☐ Other
☐ No preference
Please indicate all the suitable teaching days and times. Student Affairs will try to accommodate your wishes, but reserves the right to suggest a different schedule.

Recitations * - Select a value -

At ISTA the term recitation is used for seminars - they can be scheduled once a week, for 50-minutes, usually right after one of the lectures. Recitations should be used to address questions about the assignment and/or the lecture material.

Teaching Assistant(s) *
- None -

Please indicate whether you will have TA(s) for the course and how they will be assigned, if applicable. If you want to advertise your course as a TAship opportunity to all PhD students, the GSO will inform students via email and on the PhD website.

Course format * - None -

Please let us know what format you plan to offer the course in. If you are unsure, please select "on campus" so that a classroom will be reserved for you in case it is needed.
Explanation:
Online — I do not need a classroom on campus.
On campus — I do not need a classroom on campus.
Hybrid — I plan both online and on campus classes -- I do need a classroom on campus.

Course description & course goals *

Please provide the description and the goals of the course, as it should appear in the course catalogue.

If this is a Teaching Assistantship, please include the following information:
o Short course description and goals, incl. - Description of instruction activities (incl. approximate workload in hours)
o Description of development activities (incl. approximate workload in hours)
o Description of feedback and assessment activities (incl. approximate workload in hours.)

Target audience *

Please indicate the target audience.

Prerequisites

Please indicate any prerequisites. This helps students identify courses that suit their knowledge and experience.

Teaching format

Please indicate the teaching format(s) (e.g. lectures, student presentations, project work, mentored study).

Assessment form(s)

Please specify how the final grade will be determined (e.g. regular assignments, presentations, final exam, participation).

Grading scheme *   - None -

Please indicate which grading scheme you would like to use.

Attachment(s)

Please upload any documents (e.g. the syllabus) relevant to the course.
To upload a document, click Choose file and then the Upload button on the right.
Add a new file

Choose File No file chosen   ⊕ Upload

❶ More information

Additional remarks for the Graduate School Office

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.

✔ Save & Submit   Save   🗑 Delete

3. You have the following options with the form:

→ 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.

→ 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.

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→ Click 🗑 Delete 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.

→ 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

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

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://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

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 ✔ Save & Submit . This will re-start the review of the proposal (GSO => Track Rep => Deputy Dean).

ISTA Athena

Cloned course_Test

View   Edit

Internal Course Proposal   −

This course is :
not new
Course title:
Cloned course_Test
Course instructor(s):
testfaculty eszter
Course type:
Taught course

Calendar
Progress Tracker
Heaven Points
Courses
Course Proposals
My Students
Students (Track)
Curriculum Plans
Rotations & Lab Immersions
Affiliation
Qualifying Exams
Progress Reviews
Annual Research Presentations
PhD Contract Extensions

Grading scheme *

Numeric grades (1-5)	▼

Please indicate which grading scheme you would like to use.

Additional remarks for the Graduate School Office

amended
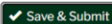
If applicable, please add any additional comments about the proposed course here. Comments are visible to the GSO, the Track Rep(s), and the Deputy Dean/Dean.

Comments by GSO admin:
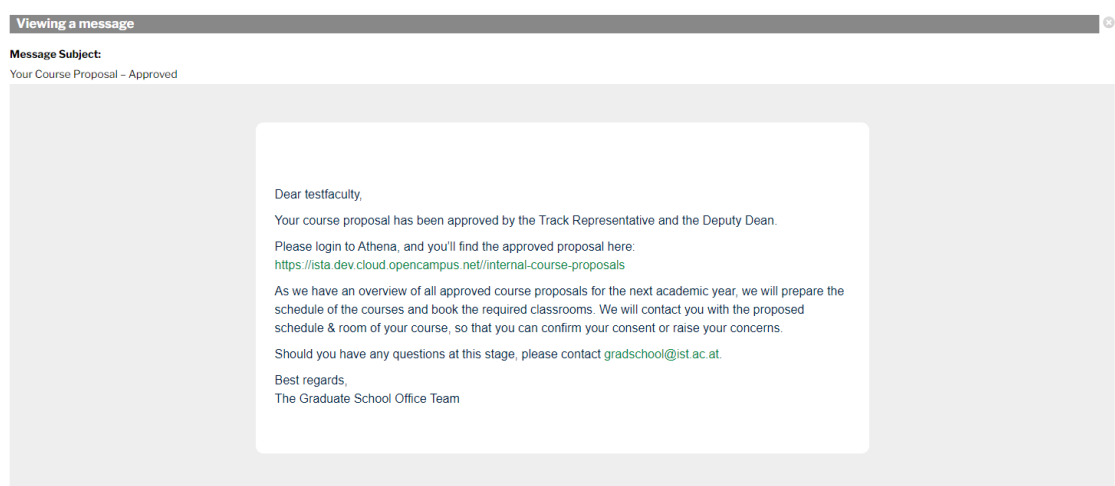Test comments by GSO
Comments by Track Rep:
Comments by Track Rep Test
Comments by Deputy Dean:
Test comments by DD

Linked Course Proposal:
Testfaculty Hania course

✔ Save & Submit   Save   🗑 Delete   ✖ Cancel

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

Viewing a message

Message Subject:
Your Course Proposal – Approved

Dear testfaculty,

Your course proposal has been approved by the Track Representative and the Deputy Dean.

Please login to Athena, and you'll find the approved proposal here:
https://ista.dev.cloud.opencampus.net//internal-course-proposals

As we have an overview of all approved course proposals for the next academic year, we will prepare the schedule of the courses and book the required classrooms. We will contact you with the proposed schedule & room of your course, so that you can confirm your consent or raise your concerns.

Should you have any questions at this stage, please contact gradschool@ist.ac.at.

Best regards,
The Graduate School Office Team

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)).

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` .

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).

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.

→ 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.

→ Click [🗑 Delete] 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.

→ 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

Message Subject:
Your Course Proposal – Clarification 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 *Comments by GSO* 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

Message Subject:
Your Course Proposal – Clarification 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:
Your Course Proposal – Clarification 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.
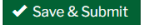
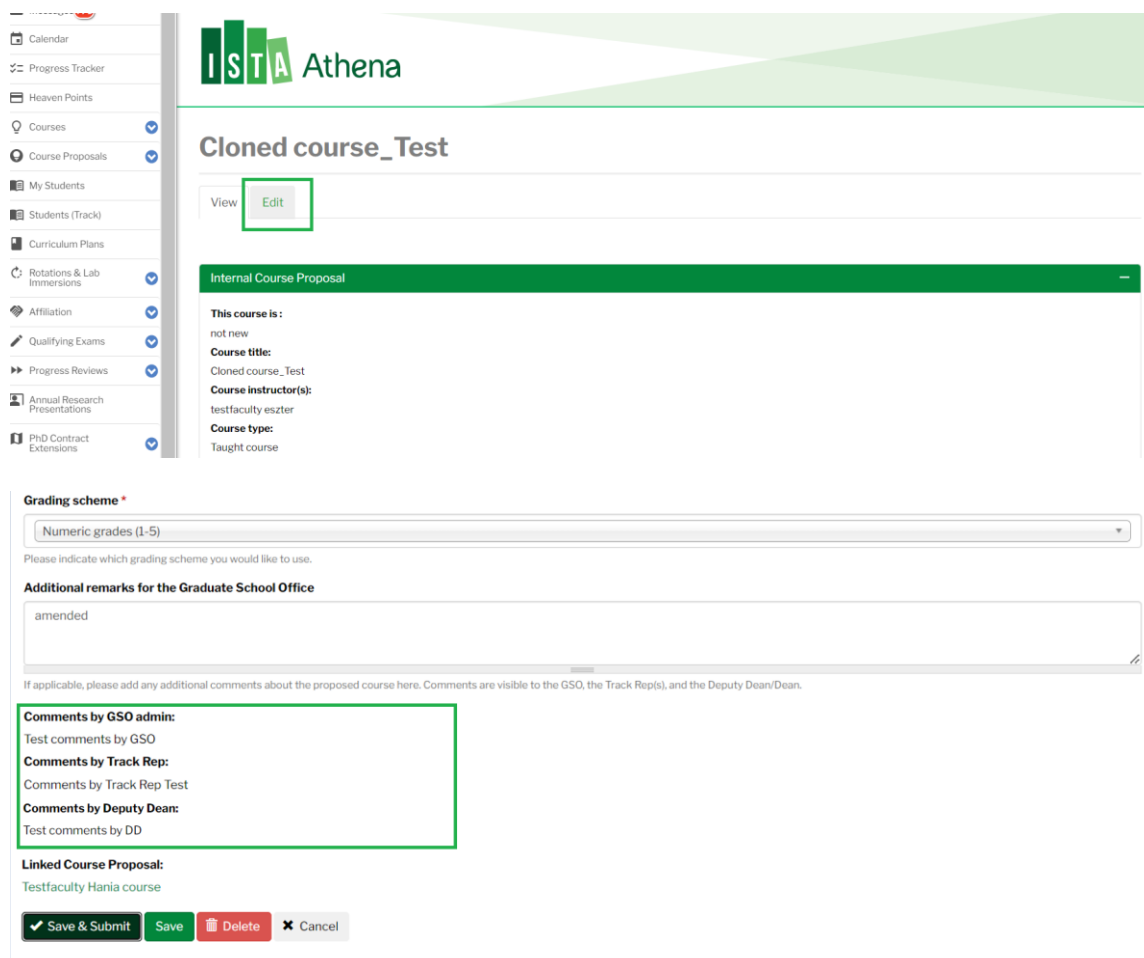Please log into Athena, and check the *Comments by Deputy Dean* field of the respective course proposal here: https://ista.dev.cloud.opencampus.net/node/1052

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 `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 [✔ Save & Submit]. This will re-start the review of the proposal (GSO => Track Rep => Deputy Dean).

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 Athena course catalogue).
- 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 Athena course catalogue).