

Entering grades in WebOodi: Teacher's Guide

1. Verifying registration statuses

Grades can be entered in WebOodi for courses that have been fully completed by the student. After entering the grades, the teacher can transfer the grades to the Student Services for final registration, where any issues concerning, for example, a valid study right are checked.

Log in to WebOodi and pick "staff" as your role from the drop-down menu.

Begin by checking, that all the registration statuses have been verified. The statuses can be viewed and changed in the course participant list. Go to My Instruction -> Functions -> View Course Data

The screenshot shows the WebOodi interface. At the top, there is a navigation bar with 'WEBOODI-TEST' and language options (FI, SV, EN). A user profile dropdown is set to 'Aku ... Staff'. Below the navigation bar, there are tabs for 'FRONT PAGE', 'MY INSTRUCTION' (highlighted in red), and 'TOOLS'. The main content area is titled 'My instruction and examinations' and contains a table of courses. The table has columns for Code, Name, Type, Scope, Status, Time, Part., and Functions. The 'Functions' column contains a dropdown menu with 'Functions' selected (highlighted in red). Below the table, there are buttons for 'Send email', 'Feedback form maintenance', and 'View course data' (highlighted in red).

Code	Name (link to student view)	Type	Scope	Status	Time	Part.	Functions
TESTITESTI	Exam-testi	Course	5 cr / 0 cu	Valid	02.01.18 -31.03.18	Andonov	Functions
403096b	FTE210b On the philosophy of the sixteenth century	Lecture Course	3 cr / 0 cu	Valid	17.09.15 -10.12.15	20	Functions
403929	Fte230c Logic from Aristotle to Frege	Lecture Course	3 cr / 1.5 cu	Valid	14.01.13 -27.02.13	18	Functions
403099a	Fte250a Metaphysics: basic part	Lecture Course	3 cr / 0 cu	Valid	22.01.10 -07.05.10	10	Functions
403101a	Fte260a Philosophy of Language: basic part	Lecture Course	3 cr / 1.5 cu	Valid	20.01.12 -04.05.12	17	Functions
403101a	Fte260a Philosophy of Language: basic part (Aho)	Lecture Course	3 cr / 0 cu	Valid	14.01.14 -08.05.14	24	Functions
405366	FTE340_if On causality	Lecture Course	3 cr / 1.5 cu	Valid	12.01.15 -26.02.15	10	Functions
403096a	History of Philosophy: Ancient and Medieval (FTE210a)	Lecture Course	3 cr / 1.5 cu	Valid	18.01.11 -03.05.11	62	Functions
403096a	History of Philosophy: Ancient (FTE210a)	Lecture Course	3 cr / 0 cu	Valid	14.03.16 -28.04.16	39	Functions
OIK-3484	Human Rights in Russia	Lecture Course	5 cr / 0 cu	Valid	15.11.17 -20.12.17	0	Functions
403099a	Metaphysics: basic part (FTE223a)	Lecture Course	3 cr / 0 cu	Valid	15.01.09 -23.04.09	22	Functions
406773	Philosophy of Language (FTE260)	Lecture Course	3 cr / 0 cu	Valid	18.01.17 -03.05.17	18	Functions
TESTIJAKSO	Test Study	Course	5 cr / 0 cu	Valid	02.01.18 -31.05.18	11	Functions
TESTIJAKSO	Test Study	Course	5 cr / 0 cu	Valid	05.10.17 -31.01.18	10	Functions
	Test Study	Exercise Group		Valid	05.10.17 -31.01.18	6	Functions
TESTIJAKSO	Test Study	Course	5 cr / 0 cu	Valid	05.10.17 -31.01.18	10	Functions
TESTIJAKSO	Test Study	Course	5 cr / 0 cu	Valid	05.10.17 -31.01.18	10	Functions
	Test Study	Exercise Group		Valid	05.10.17 -31.01.18		Functions

In this example, registration statuses are verified via the exercise group, which is a hierarchical sub-unit to the actual course. Registrations can, however, be also verified by going to the participant list of the course that's upper in the hierarchy, which always contains the registration information of all the participants from each exercise group. Please note, however, that entering grades can only be done on the highest course level!

Click on the icon next to the number of students

Course data editing Back

Select all
 Basic data Timetables and rooms Teachers Units Learning material

TESTIAKSO Test Study (121260276) **Students** Functions Suoritusten kirjaus sallittu
 Exercise Group , Test Study, 5 cr / 0 cu, 05.10.2017 - 31.01.2018 5/-

Registrations are usually verified automatically at the end of the registration period. If this is not the case, change the registrations from actual registration to verified, and remember to click the save button.

Students on the course or examination

You may list students in alphabetical order or in the order of registration, student number or registration status. This order will also be the heading.

Type of study	Name	Date and place
Exercise Group	Test Study	-

Print the list of participants: [\[PDF\]/ \[with additional data\]](#) [\[txt\]/ \[with additional data\]](#) [\[Excel\]/ \[with additional data\]](#)
 Add student:: Number of registered students 5 / - (rejected registrations 0)

<input type="checkbox"/>	Reg. order	Student number	Name	Registration status
<input type="checkbox"/>	1	012033515	Ankka Leenu	Verified
<input type="checkbox"/>	2	011161190	Ankka Liinu	Verified
<input type="checkbox"/>	3	010413616	Ankka Lupu	Actual registration
<input type="checkbox"/>	4	013930934	Ankka Mummo	Actual registration
<input type="checkbox"/>	5	010219250	Ankka Roope	Actual registration

Move or copy the selected students to the course or examination:

Back

Tick the boxes next to those students whose registrations you want to verify. You can also tick all of them at once. After this, use the **confirm the selected registrations button**.

You can add students to the course by pressing the add student button +

Type of study	Name	Date and place
Exercise Group	Test Study	-

Print the list of participants: [\[PDF\]/ \[with additional data\]](#) [\[txt\]/ \[with additional data\]](#) [\[Excel\]/ \[with additional da\]](#)
 Add student:: Number of registered students 5 / - (rejected registrations 0)

<input type="checkbox"/>	Reg. order	Student number	Name	Registration status
<input type="checkbox"/>	1	012033515	Ankka Leenu	Verified
<input type="checkbox"/>	2	011161190	Ankka Liinu	Verified
<input type="checkbox"/>	3	010413616	Ankka Lupu	Verified
<input type="checkbox"/>	4	013930934	Ankka Mummo	Verified
<input type="checkbox"/>	5	010219250	Ankka Roope	Verified

Remember to verify registrations of any newly added students as well.

2. Entering grades

After verifying the registrations, go back to the My Instruction page, and choose Enter grades. NB! If you're teaching a lecture course with no sub-groups, the link to entering grades can also be found in the course participant list.

Type of study	Name	Date and place	Teachers
Course	Test Study	-	Aku Anka

Print the list of participants: [\[PDF\]](#) / [\[with additional data\]](#) [\[txt\]](#) / [\[with additional data\]](#) [\[Excel\]](#) / [\[with additional data\]](#) [\[XML\]](#)

Add student: Number of registered students 10 / - (rejected registrations 0)

<input type="checkbox"/>	Reg. order	Student number	Name	Registration status	Result for registration date check-up	!
<input checked="" type="checkbox"/>	-	012033515	Ankka Leenu	Verified		
<input checked="" type="checkbox"/>	-	011161190	Ankka Liinu	Verified		
<input checked="" type="checkbox"/>	-	010413616	Ankka Lupu	Verified		
<input checked="" type="checkbox"/>	-	013930934	Ankka Mummo	Verified		
<input checked="" type="checkbox"/>	-	010219250	Ankka Roope	Verified		
<input checked="" type="checkbox"/>	-	011194756	Ankka Tiinu	Verified		
<input checked="" type="checkbox"/>	-	012602713	Ankka Tupu	Verified		
<input checked="" type="checkbox"/>	-	010098549	Jukola Aapo	Verified		
<input checked="" type="checkbox"/>	-	010095623	Jukola Juhani	Verified		
<input checked="" type="checkbox"/>	-	013814542	Tööttö Testi	Verified		

With courses that have sub-groups (exercise groups for example), grades can only be entered through the course that's at the top-level in the hierarchy.

TESTIJAISO Test Study	Course	5 cr / 0 cu	Valid	05.10.17	<input type="button" value="Send email"/> <input type="button" value="Enter grades"/> <input type="button" value="Feedback form maintenance"/> <input type="button" value="View course data"/> <input type="button" value="Hide course"/>	<input type="button" value="Functions"/>
Test Study	Exercise Group		Valid	05.10.17		<input type="button" value="Functions"/>


The grading screen first lets you pick the students that you want to enter grades to. You can enter grades in smaller batches or all at once.

The add students button allows you to add students to the course at this stage as well. After choosing the students, click on **Enter grades to selected students**

STUDENTS (5)							
<input type="checkbox"/>	Student number	Name	Date	Grade	Credits	Additional information (shows on transcript)	Teachers notes
<input type="checkbox"/>	012033515	Ankka, Leenu					<input type="text"/>
<input type="checkbox"/>	011161190	Ankka, Liinu					<input type="text"/>
<input type="checkbox"/>	010413616	Ankka, Lupu					<input type="text"/>
<input type="checkbox"/>	013930934	Ankka, Mummo					<input type="text"/>
<input type="checkbox"/>	010219250	Ankka, Roope					<input type="text"/>

In the next page, you can first enter information regarding all the students. Fill out the information you want, and by pressing **add** that information is automatically taken to all of the student's selected below.

INFORMATION REGARDING ALL STUDENTS ▼

Date: 

Grade:

Scope:

Language:

Additional information (shows on transcript):





























FI - Finnish SV - Swedish EN - English

Typically the date, scope and language are information that doesn't vary that much, while grades are probably best left to enter individually. Even if you automatically fill out the dates, languages, and scopes in the fields below, you can still manually change these fields individually.

It is advised to frequently use the save function below, so you don't lose any information entered. WebOodi will warn if your session is about to time out (in 30 mins).

The date is always the date of the examination or the last date of the course.

STUDENTS (7) ▼

Student number	Name	Date	Grade	Credits	Additional information (shows on transcript)	Teachers notes	Language	
010095623	Jukola, Juhani	<input type="text" value="5.2.2018"/> 	<input type="text" value="2"/>	<input type="text" value="5"/> 		 	<input type="text" value="English"/>	POISTA (E)
010098549	Jukola, Aapo	<input type="text" value="5.2.2018"/> 	<input type="text" value="3"/>	<input type="text" value="5"/> 		 	<input type="text" value="English"/>	POISTA (E)
010219250	Ankka, Roope	<input type="text" value="5.2.2018"/> 	<input type="text" value="1"/>	<input type="text" value="5"/> 		 	<input type="text" value="English"/>	POISTA (E)
011194756	Ankka, Tiinu	<input type="text" value="5.2.2018"/> 	<input type="text" value="-sele..."/>	<input type="text" value="5"/> 		 	<input type="text" value="English"/>	POISTA (E)
012602713	Ankka, Tupu	<input type="text" value="5.2.2018"/> 	<input type="text" value="-sele..."/>	<input type="text" value="5"/> 		 	<input type="text" value="English"/>	POISTA (E)
013814542	Tööttö, Testi	<input type="text" value="5.2.2018"/> 	<input type="text" value="-sele..."/>	<input type="text" value="5"/> 		 	<input type="text" value="English"/>	POISTA (E)
013930934	Ankka, Mummo	<input type="text" value="5.2.2018"/> 	<input type="text" value="-sele..."/>	<input type="text" value="5"/> 		 	<input type="text" value="English"/>	POISTA (E)

The preview and transfer buttons are operable after all the required fields have been filled. Fields that have not been properly filled will display in red if trying to transfer the grades too early:

011194756	Ankka, Tiinu	▲ <input style="border: 1px solid red;" type="text" value=""/>	▲ <input type="text" value="-sele..."/>	<input type="text" value="5"/> 		 	▲ <input type="text" value="-select-"/>	POISTA (E)
012602713	Ankka, Tupu	▲ <input style="border: 1px solid red;" type="text" value=""/>	▲ <input type="text" value="-sele..."/>	<input type="text" value="5"/> 		 	▲ <input type="text" value="-select-"/>	POISTA (E)
013930934	Ankka, Mummo	▲ <input style="border: 1px solid red;" type="text" value=""/>	▲ <input type="text" value="-sele..."/>	<input type="text" value="5"/> 		 	▲ <input type="text" value="-select-"/>	POISTA (E)

The form has errors

The information filled in the **additional information** field will show on the transcript. Please fill the information to all three language tabs. If no translations are available, insert the English version to all three tabs.

NB! The preview function is only meant for the teacher's eye, don't use this to publish the results of the course, as the file contains identifiable information regarding the students. A PDF file containing the results generates automatically after you've sent the grades to registration, which can be used to publish results.

After finished with all the details, click **Transfer for registering**.

Student number	Name	Date	Grade	Credits	Additional information (shows on transcript)	Teachers notes	Language	
010095623	Jukola, Juhani	5.2.2018	2	5			English	POISTA (E)
010098549	Jukola, Aapo	5.2.2018	3	5			English	POISTA (E)
010219250	Ankka, Roope	5.2.2018	1	5			English	POISTA (E)
011194756	Ankka, Tiinu	5.2.2018	- sele...	5			English	POISTA (E)
012602713	Ankka, Tupu	5.2.2018	- sele...	5			English	POISTA (E)
013814542	Tööttö, Testi	5.2.2018	- sele...	5			English	POISTA (E)
013930934	Ankka, Mummo	5.2.2018	- sele...	5			English	POISTA (E)

← RETURN

SAVE

PREVIEW

TRANSFER FOR REGISTERING

The programme will ask you to confirm the transfer

Are you sure you want to transfer the grades to be registered? Please note that you cannot edit the grades in WebOodi after you have transferred them.

CANCEL

TRANSFER FOR GRADING

After the transfer the results are sent to the Student Services for final registration.

You will then be taken back to the previous screen, where the results you've registered appear in green, and any student without a grade yet can now be registered next.

STUDENTS (11) ▼									
	<input type="checkbox"/>	Student number	Name	Date	Grade	Credits	Additional information (shows on transcript)	Teachers notes	Language
	<input type="checkbox"/>	012113532	Ankka, Aku						
		012033515	Ankka, Leenu						
		011161190	Ankka, Liinu	25.01.2018	5	6			Finnish

If you notice that there's been an error in the grading and you can't change the result yourself anymore, contact the appropriate Student Services (Kruunuhaka, Kumpula, Meilahti, Metsätalo or Siltavuori).

3. Grade report file

At the top of the page you'll find the grade report in PDF format. Each set of students you give grades to will generate a new grade report. **The PDF file is not to be published to the students**, as it contains the names of the students. Results can be published via the Course page, but it is only allowed to use the student's ID number and grade.

You can find the Course pages and all of the courses you're teaching via <http://teacher.helsinki.fi>

COURSE DATA ▼			
ID:	TESTIJAKSO	Type:	Course
Name:	Test Study	Date:	02.01.2018 - 31.05.2018
Name of the course:	Test Study	Teachers:	Responsible teacher: Ankka, Aku
Scope:	5 cr		
Grading:	General scale		
Reports:	Grade report 25.01.2018 15:17		

STUDENTS (11) ▼									
	<input type="checkbox"/>	Student number	Name	Date	Grade	Credits	Additional information (shows on transcript)	Teachers notes	Language
	<input type="checkbox"/>	012113532	Ankka, Aku						
		012033515	Ankka, Leenu						
		011161190	Ankka, Liinu	25.01.2018	5	6			Finnish