FH\textsc{elisa}

My\textsc{elisa} \textendash \textsc{manual for lecturers}

\textsc{version 1.6}

\textsc{we form tomorrow’s business world.}
1 Table of contents

2 FHelisa

3 Logging in

4 Homepage

4.1 User info

4.1.1 Navigation list

4.1.1.1 Menu option “Meine LVs”

4.1.1.2 Menu option “LV-Planung Liste”

4.1.1.3 Menu option “Mein LV-Plan”

4.1.1.4 Menu option “Globaler LV-Plan”

4.1.1.5 Menu option “LV-Evaluierungen”

4.1.1.6 Menu option “Mein LV-Plan”

4.1.1.7 Menu option “Meine Tätigkeitsübersicht”

4.1.1.8 Menu option “Meine Stammdaten”

4.1.1.9 Menu option “Meine Lehraufträge”

4.1.1.10 Menu option “Meine Honorarnoten”

4.1.1.11 Menu option “Meine Tätigkeitsübersicht”

5 General information

6 Logging off

7 Appendix: FAQs – teaching contracts and invoices in FHelisa
FHelisa, the electronic information system for students and others, is CAMPUS 02’s administration software to store, administer and manage all aspects of student and lecturer information. Students and all lecturers can log into the system via their personalised access “MyElisa”.

FHelisa is based on a Microsoft Sharepoint server and is designed to be operated by a web browser. It is recommended to use Internet Explorer, but any browser can be used instead (with limitations). With browsers such as Internet Explorer version 8.0 and up, Firefox version 14 and up (Windows, OS X), Chrome (Windows, OS X, iOS) and Safari (OS X, iOS) you can make full use of the system. Find more details on the login page.

If you have any questions, please do not hesitate to contact our project team via servicedesk@campus02.at!

Please note: The following screenshots are only available in German.
3 LOGGING IN

Enter myelisa.campus02.at into the browser search bar and press enter to load the login window. Please click on “Sind Sie Lektorin bzw. Lektor...” to log in as a lecturer.

Log in using the domain “campus02”, your user name (firstname.surname) and password. Type in “campus02\USERNAME”. Remember to add “\” between the domain and the username.
4 **HOMEPAGE**

After successfully logging in, the homepage is loaded. It is composed of three sections:

- Information about the logged in person (top right)
- Navigation list with all study-relevant functions (top left)
- General information and CAMPUS 02 news (bottom)
4.1 User info

The user’s login data and role can be viewed in the User Info.

4.1.1 Navigation list

Here you can find all menu options relevant to teaching. Click on the headings to open them.

4.1.1.1 Menu option “Meine LVs”

After selecting the semester, you can see your course units. Click on a course unit to open the drop down menu of the particular course unit.

✓ Click on “LV-Termine anzeigen” to see all course unit dates.

✓ Some teaching sessions may be organised as e-learning sessions (EL), exams (P) or resits (WH). “EL” can also serve as a placeholder and does not necessarily mean that an e-learning session is taking place on the given date.
The lecture halls/rooms shown when clicking on this option are rooms booked at the time of loading the page. The booked rooms can however change up until a few days before class. It is therefore recommended that you export course unit times as described further below. This way, the dates and times are updated every 15 minutes.

Please note the following room/lecture hall prefixes:

- **CZ** – located in the **Zusertal** building at CAMPUS 02 Körbnergasse 126
- **CR** – located in the **Rosenhof** building at CAMPUS 02 Körbnergasse 126
- **C** – located in the **CAMPUS part of the WIFI building** in Körbnergasse 111-113
- **SG** – located in the **Fachschule für wirtschaftliche Berufe der Caritas** in Grabenstraße 41
- **Without a prefix** – located in **WIFI**

If a course unit is also connected to Moodle, the field option “**Moodle**” will appear in the drop down menu. Click on the option to be forwarded to the Moodle course unit.

Click on “**LV-Planung anzeigen**” to see your course unit plan. By clicking on “**LV-Planung bearbeiten**” you can edit the plan. Course unit planning must be done before the beginning of each semester. The plan is released and made visible to students through the Heads of Degree Programme or Specialist Field Coordinator.

Click on “**E-Mail an Teilnehmer**” to contact all participants of a course unit via email.

Click on “**Teilnehmer/Unterschriftenliste erstellen**” to generate a list of participants and list for their signatures.

In order to grade students and view your grading progress indicated by a set of lights, click on “**Notenverwaltung**” to open the partial performance assistant (**Teilleistungsassistent Wizard**). To grade students you must specify the number of exam attempts. Once you have done, so you can insert partial performances.
Please note: When the Heads of Degree Programme have unlocked partial performance editing rights, you must define ALL three attempts before grading the first time. If you do not have editing rights, partial performances are automatically defined by the system.

In the partial performance assistant, you can:

- Name and weight each partial performance. Please note that weighting must sum up to 100 %. If not, you will not be able to continue.
- Add any number of partial performances by clicking on “Zusätzliche Teilleistung”.
- Delete a partial performance by clicking on “Entfernen”.

These steps must be repeated for all three attempts. Each attempt can have different types and weightings of partial performances. PLEASE NOTE: The partial performances defined must match the content of your course unit plan!

- Click on “Weiter” to get to the second attempt.
- Once you have completed the last attempt, you will see an overview of the partial performances defined per attempt of the particular course unit.
✓ By clicking on “Speichern & Abschließen”, the performance settings are applied to all students attending the course unit. **PLEASE NOTE:** This step cannot be repeated!

✓ Once the performance settings and attempts have been saved, you can insert exam results for each partial performance.

✓ Then add performance assessments, so that the partial performance results can be recorded.
Click on “Leistungsfeststellung hinzufügen” to open the input window.

Name the type of partial performance in “Bezeichnung”

In the drop down menu below, you can see all exam and resit dates booked by the Offices. Select an exam date. If the required teaching session is not in the list, click on “anderer Termin” in the drop down menu to add a date.

A field for notes is also included in the input window. Notes are only visible to you and the Offices.

Insert the maximum and minimum score that students can achieve into “Max. Punkte” and “Min. Punkte” respectively.

The minimum score for partial performances may not exceed 50 % of the total score. If a score is below the minimum requirements, the final grade is automatically set to “Teilleistung negativ” (negative partial performance) and a new attempt is generated.

If you leave “Min. Punkte” blank, there is no minimum score needed for students to pass the exam. In this case, all partial results are summed up in one grade and independently from the fact that some parts may be negative.

The overview shows all students sorted by attempts.

After entering and saving the score for one or more partial performances, the exam with all its partial performances is listed in the menu.

By clicking on the name of the exam you open the submenu:
The submenu is comprised of the following functions:

- “**Leistungsfeststellung anzeigen**” – view previously inserted data;
- “**Leistungsfeststellung bearbeiten**” – edit the score, if they have not yet been released;
- “**Leistungsfeststellung freigeben**” – Release the results of the exam. Once you have done so, you can longer edit and the respective Office receives a message. When both sets of lights are green (both Office and lecturer have released the results), the results are published and made visible to all students. A PDF containing an overview of the released results is then created and sent to the Office and lecturer via email.

- ✓ Once all partial performances of a student have been entered and released, the final grade is saved and visible.
- ✓ When the Offices release the data, students are notified via email that the results are online.
- ✓ By clicking on “**Leistungsfeststellung freigeben**”, you get an overview of the results that you would like to release:

![Image of the submenu with released results]

**Fields filled in yellow** are results to be released. **Fields filled in green** are results that have already been released.
Once all results and grades have been released, you can click on “Notenstatistik anzeigen” to see grade statistics.

Grade statistics are represented as diagrams of the final grades, including negative attempts.

- Click on "Prüfungshistorie" to get an overview of your grading in a particular course unit.

- "Evaluierungsergebnisse anzeigen" will appear as a new drop down menu option in a course unit, once your grading has been confirmed by the Offices and the course unit has been evaluated. Click on the menu option to see evaluation details.
4.1.1.2 Menu option “LV-Planung Liste”

Click on this menu option to view all course unit plans of all degree programmes. Select the degree programme, semester and semester number to narrow your search.
4.1.1.3 Menu option “Mein LV-Plan”

The “LV-Plan” is your personal calendar that keeps track of CAMPUS 02-specific dates and events. Switch between a daily, weekly and monthly view by clicking on Tagesplan/Wochenplan/Monatsplan.

On the right side of the window, you can click on the link shown below to add your course units to another calendar.

**PLEASE NOTE:** Bear in mind that your smartphone updates in intervals!

4.1.1.4 Menu option “Globaler LV-Plan”

Click on “Global Schedule” to view all course unit times and booked rooms/lecture halls of all degree programmes by selecting the degree programme, semester and semester number.
4.1.1.5 Menu option “LV-Evaluierungen”

Here you can find all information regarding course unit evaluations. Click on the drop down menus to select a period of time.

To view details on a particular evaluation, right-click on the entry.

PLEASE NOTE: Remember to deactivate the pop-up blocker to be able to see the full report!
4.1.1.6 Menu option “Meine Stammdaten”

Click on „Meine Stammdaten“ to view all personal data, contact and bank details as well as your professional activity. On the right side of the window, there are tasks (Aufgaben) for you to fulfil to keep your data updated. At the beginning of each semester, the system will ask you to update or confirm your data. If your data changes during the semester, please manually update your data in MyElisa.

4.1.1.7 Menu option “Kennwort-Management”

Click on “Kennwort-Management” to change your password or reset your old one. To do so, please follow the steps in the form.
4.1.1.8 Menu option “Meine Lehraufträge”

Since the transition to a new administration software, the way teaching contracts (Lehrauftrag) are distributed has changed. Now, you receive an email containing a link at the beginning of each semester.

✔ Click on the link in the email to view a list of the teaching contracts and three check boxes. The teaching contracts can also be viewed by clicking on “offene Lehraufträge” in “Meine Lehraufträge”.

**PLEASE NOTE:** You can only accept the teaching contract by ticking the check boxes below the list of contracts.

Once you have checked the boxes and then clicked on “Lehrauftrag annehmen” (accept teaching contract), a PDF file of the contract is generated and can be found in “Meine Dokumente”.

Even if you teach more than one course unit and/or supervise theses at CAMPUS 02, you only receive one teaching contract containing all services rendered.

Find more information on the teaching contracts in the appendix.

4.1.1.9 Menu option “Meine Honorarnoten”

Automatically generated invoices are saved in “Meine Honorarnoten” as PDF files. Click on the menu option to view them.

Find more information on invoices in the appendix.
4.1.10 Menu option “Meine Tätigkeitsübersicht”

Click on “Meine Tätigkeitsübersicht” to get a monthly overview of your services. Here, you can check your rendered services and print them out.

The services do not necessarily have to be paid in the month they were rendered.

4.1.11 Menu option “FH-Kollegium”

In “FH-Kollegium”, you can find up-to-date information and public documents issued by the University of Applied Sciences Board (FH-Kollegium).
5 GENERAL INFORMATION

On MyElisa’s homepage, you can find general study-relevant information, degree programme-related documents in “Mappe für nebenberufliche LektorInnen” and keep track of up-to-date, CAMPUS 02-specific news.

6 LOGGING OFF

To log off, click on your name in the top right corner and click on “Abmelden”.

General information
How can I accept a teaching contract?

A link to the teaching contract is sent to you via email and can also be found in MyElisa. Click on the link to open the list of teaching contracts. Below the list there are three check boxes. The teaching contract can only be accepted when at least the second and third check boxes are ticked. When they are ticked, the button “Lehrauftrag annehmen” (accept teaching contract) is unlocked. Click on the button to accept the contract. Please only click once! Once you have done so, the contract is automatically saved in “Meine Lehraufträge”.

Why can’t I accept the teaching contract?

This happens when you have not ticked the second and/or third check box. By ticking the check boxes you confirm that you only perform teaching activities at CAMPUS 02, are employed and are fully insured by a social insurance company.

According to § 7 of the University of Applied Sciences Act (Fachhochschul-Studiengesetz – FHStG), you are only allowed to teach at a university of applied sciences (teaching activities do not just include the act of teaching, but also supervision of projects and assessment of theses). This means that you are not permitted to work on research projects for CAMPUS 02 or perform any other activities at CAMPUS 02 at the same time. In addition, lecturers at our University of Applied Sciences also have to be fully insured by a social insurance company for the duration of the semester they are teaching. Please note that you must inform us of any changes that may occur during the semester.

I am not teaching this semester, but I am supervising theses. Will I receive a teaching contract anyway?

Yes. Supervision and assessment of theses also count towards teaching, which is why these activities are also included in the teaching contract.

Why can’t I see the teaching contract in “Meine Lehraufträge”?

Once you have accepted the teaching contract, a PDF version is created and automatically saved in “Meine Lehraufträge” in MyElisa. This document can be viewed at all times and includes the information found in the section “Offene Lehraufträge”. Click on the link provided in email sent to you for this purpose or in MyElisa.
How are invoices created?

On the first day of each month, you are notified via email that you can view the services you have rendered in the previous month. Click on “Meine Tätigkeitsübersicht” any time to view your services. They should match the dates in your calendar. The email serves to remind you that you should check the services, before the invoice is generated by the system. If a teaching session is missing, please contact the respective degree programme office.

On the 5th day of the month, the invoice is automatically generated and saved in “Meine Honorarnoten”. You do not have to send the invoice back to us or confirm it. If there is an error on the invoice, however, please contact the respective Office.

The processing of invoices (invoicing, payment) itself has not changed and is handled as usual.

Why aren’t there any invoices saved in “Meine Honorarnoten”?

Once an invoice is created for you, you can find it in “Meine Honorarnoten”. Invoices are generated automatically once the teaching contracts have been accepted. You do not have to create an invoice and send it to the degree programme office, because it is automatically generated by the system.

What is the menu option “Meine Tätigkeitsübersicht” for?

Here you can create a report of the services you have rendered at CAMPUS 02. The report provides a clear overview of all dates (teaching sessions, exams and similar) on which you have performed teaching activities. This menu option cannot be used to generate an invoice, which is why it is not shown in “Meine Honorarnoten”.

Where can I select my preferred payment modality (on a monthly or a one-sixth basis)?

Unfortunately, it is not possible that you choose a payment modality. It cannot be changed during the semester either. Payment modalities are based on the duration of your teaching activity and on the dates of the teaching sessions. The payment terms are defined in the teaching contract.