Documentation Assistant

Submissions

Filter

Use this option to display only pending or corrected reports, only reports for one experiment (if you have more than one experiment), change the sorting, and to display or hide the details for each experiment.

Experiments

If you need to correct a report it appears in this list. Click on the "Download" button to download the submitted report.

If you have corrected the report click on "Accept", "Revise" or "Refuse" to accept/revise/refuse the report.

If a student has submitted a wrong report or if you have accidentally refused (or accepted) a report, you can delete the last submission by clicking on "Remove".

For an explanation of the icons see "Caption" at the bottom of this page.

You see only submissions for experiments for which the administrator has declared you assistant. There can only be one assistant per experiment and only this person can accept or refuse reports!

Upload

You can upload the corrected/commented report, otherwise you can write the corrections in the comment field.

Upload File

Choose the file you want to upload and click on "Upload". You can upload multiple files by repeating this step. **Be sure to always click on "Upload" before clicking on "Accept"/"Revise"/"Refuse", otherwise the file will not be submitted! You see all files which will be submitted under "Uploaded Files".**

Uploaded Files

List of files which will be submitted. If you have submitted a wrong file click on "Remove" to reset the form and restart uploading files.

Comment

If you want you can write a comment for the student.

If you have uploaded all files you want to submit, click on "Accept"/"Revise"/"Refuse".

Status

List of all students showing the status for each experiment. For an explanation of the icons see "Caption" at the bottom of this page.

To view details for a student click on the name of the student.

Feedback

Use this form to send an email to students, other assistants or administrators. Select a person or a group (e.g. "All Students") and fill in the subject and message.