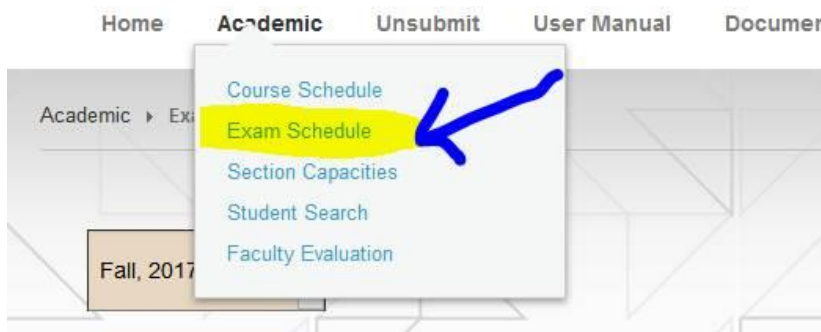
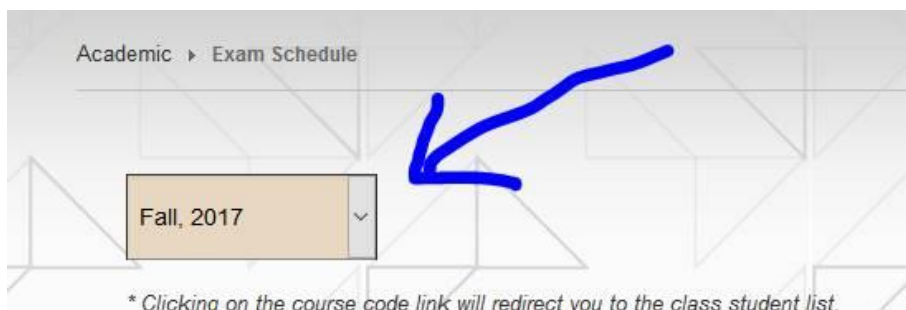


Second Exam Instructions

- Navigate to the Exam Schedule page from ACADEMIC->EXAM SCHEDULE



- Select the desired semester (September exam is 5Sept Exam). Please remember to check also summer semester in case that a new course section was created just for the exam.



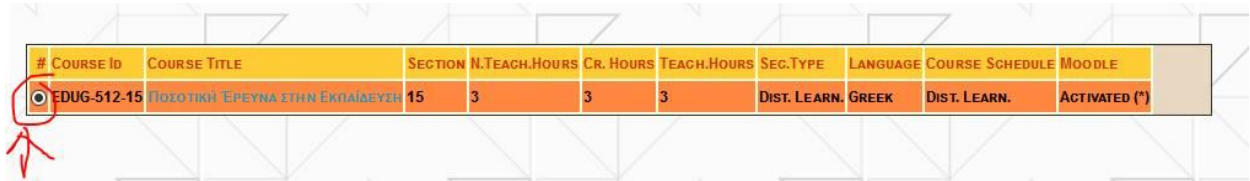
- Click on Enter Second Exam Grades link that is located next to the course code of the course you want to enter the grades for.

A screenshot of the 'VIEW EXAM SCHEDULE INFORMATION.' table. The table has columns: DATE, CODE, SECTION, TITLE, STU#, FROM - TO, CLASSROOM, INVIGILATOR, and COMMENTS. The first row is highlighted in yellow and has a blue arrow pointing to the 'ENTER SECOND EXAM GRADES' link in the CODE column. The second row is also highlighted in yellow. The third row is highlighted in light blue. The fourth row is highlighted in light blue.

DATE	CODE	SECTION	TITLE	STU#	FROM - TO	CLASSROOM	INVIGILATOR	COMMENTS
13/01/2018	EDUG-529	01	ΝΟΗΤΙΚΗ ΥΣΤΕΡΗΣΗ - ΔΙΑΤΑΡΑΧΗ ΑΥΤΙΣΤΙΚΟΥ ΦΑΣΜΑΤΟΣ 2		15:00 - 18:00	DL1		SECOND EXAM
13/01/2018	EDUG-529	01	ΝΟΗΤΙΚΗ ΥΣΤΕΡΗΣΗ - ΔΙΑΤΑΡΑΧΗ ΑΥΤΙΣΤΙΚΟΥ ΦΑΣΜΑΤΟΣ	N/A	15:00 - 18:00	DL1		
14/01/2018	EDUC-624DL	01	ΔΥΣΛΕΞΙΑ: ΈΡΕΥΝΕΣ ΚΑΙ ΝΕΟΤΕΡΕΣ ΤΑΣΕΙΣ	N/A	15:00 - 18:00	DL1		

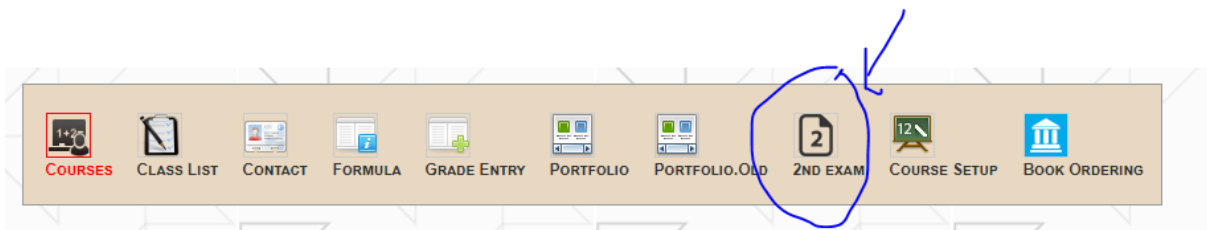
If you are not able to find the exam try the alternative way

- Academic -> Course Schedule -> Semester.
- From the course list select the course from the left side dot

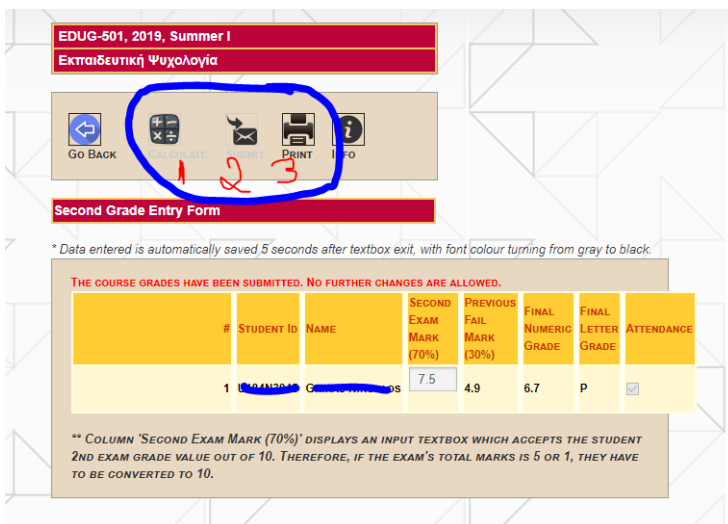


#	COURSE ID	COURSE TITLE	SECTION	N.TEACH.HOURS	CR. HOURS	TEACH.HOURS	SEG.TYPE	LANGUAGE	COURSE SCHEDULE	MOODLE
1	EDUG-512-15	Ποσοτική Έρευνα στην Εκπαίδευση	15	3	3	3	DIST. LEARN.	GREEK	DIST. LEARN.	ACTIVATED (*)

- And click on the second exam icon from the menu above.



- Enter your grades and do not forget to:



EDUG-501, 2019, Summer I
Εκπαιδευτική Ψυχολογία

GO BACK CALCULATE SUBMIT PRINT INFO

1 2 3

Second Grade Entry Form

* Data entered is automatically saved 5 seconds after textbox exit, with font colour turning from gray to black.

THE COURSE GRADES HAVE BEEN SUBMITTED. NO FURTHER CHANGES ARE ALLOWED.

#	STUDENT ID	NAME	SECOND EXAM MARK (70%)	PREVIOUS FAIL MARK (30%)	FINAL NUMERIC GRADE	FINAL LETTER GRADE	ATTENDANCE
1	1000000000	Georgios	7.5	4.9	6.7	P	<input checked="" type="checkbox"/>

** COLUMN 'SECOND EXAM MARK (70%)' DISPLAYS AN INPUT TEXTBOX WHICH ACCEPTS THE STUDENT 2ND EXAM GRADE VALUE OUT OF 10. THEREFORE, IF THE EXAM'S TOTAL MARKS IS 5 OR 1, THEY HAVE TO BE CONVERTED TO 10.

- 1) **Calculate** the grades. Each time you change a grade you need to **calculate!**
- 2) If you agree with the resulting grade **submit** them
- 3) Print the document, sign it and send it to the appropriate contact person.