

Kursor for teachers at Arbis

Registering attendance

Log on to Kursor (on the address <https://www.kursor.fi/Kursormangement>) and click on the current lesson in the calendar to the right:

The screenshot shows the Kursor software interface. At the top, there is a green header with "KURSOR" and "Helsingfors arbis". Below the header, there is a navigation bar with "Grynos Kursor-software", "Messages", "Courses", "Calendars", "My settings", "Help", and "Log out >>". On the left, there is a "Messages" section with "Received", "Sent", and "New message" options. The main area shows "No messages". On the right, there is a calendar for September 2014. The date 3 is highlighted in orange. Below the calendar, there is a detailed view for Wednesday, 9/3/14, showing a lesson from 1:30 PM to 2:30 PM titled "A140928.Närvaro - test". A red arrow points to this lesson.

You can register the participants present by clicking the checkboxes:

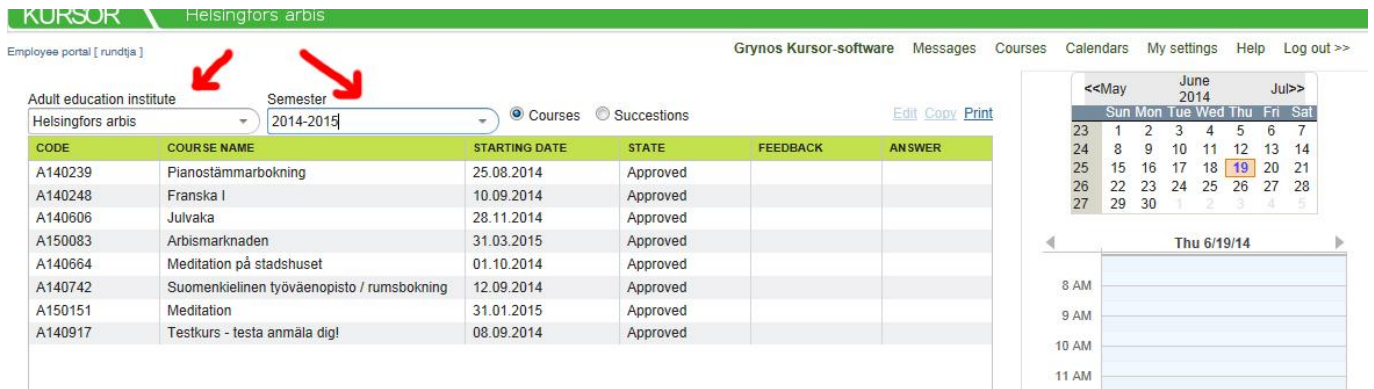
The screenshot shows the "Edit coursecalendar: A140928 Närvaro - test" window. It contains a table with the following columns: Student, Diary, LAST NAME, CALLING NAME, BIRTHDATE, PRES., APPR., and STATE. The table lists seven participants with their names and calling names. The "PRES." column contains checkboxes, and the "STATE" column contains the word "Approved". A red arrow points to the checkbox for the participant "Thors Moa". At the bottom right, there are three buttons: "Delete", "Save", and "Cancel". A red arrow points to the "Save" button.

Student	Diary	LAST NAME	CALLING NAME	BIRTHDATE	PRES.	APPR.	STATE
Gayer	Gunborg				<input checked="" type="checkbox"/>		Approved
Grundström	Enni				<input checked="" type="checkbox"/>		Approved
Larsdotter	Ylva				<input type="checkbox"/>		Approved
Lindh	Maria				<input checked="" type="checkbox"/>		Approved
Långstedt-Junga	Anna				<input checked="" type="checkbox"/>		Approved
Sandqvist	Ann				<input checked="" type="checkbox"/>		Approved
Thors	Moa				<input type="checkbox"/>		Approved

Then click save to save the changes and close the window.

Course information and participants

Choose "Courses" in the menu in the upper right hand corner to see a list of all your courses. Choose Adult education institute and semester to filter the list:



KURSOR Helsingfors arbis

Employee portal [rundtja] Gynos Kursor-software Messages Courses Calendars My settings Help Log out >>

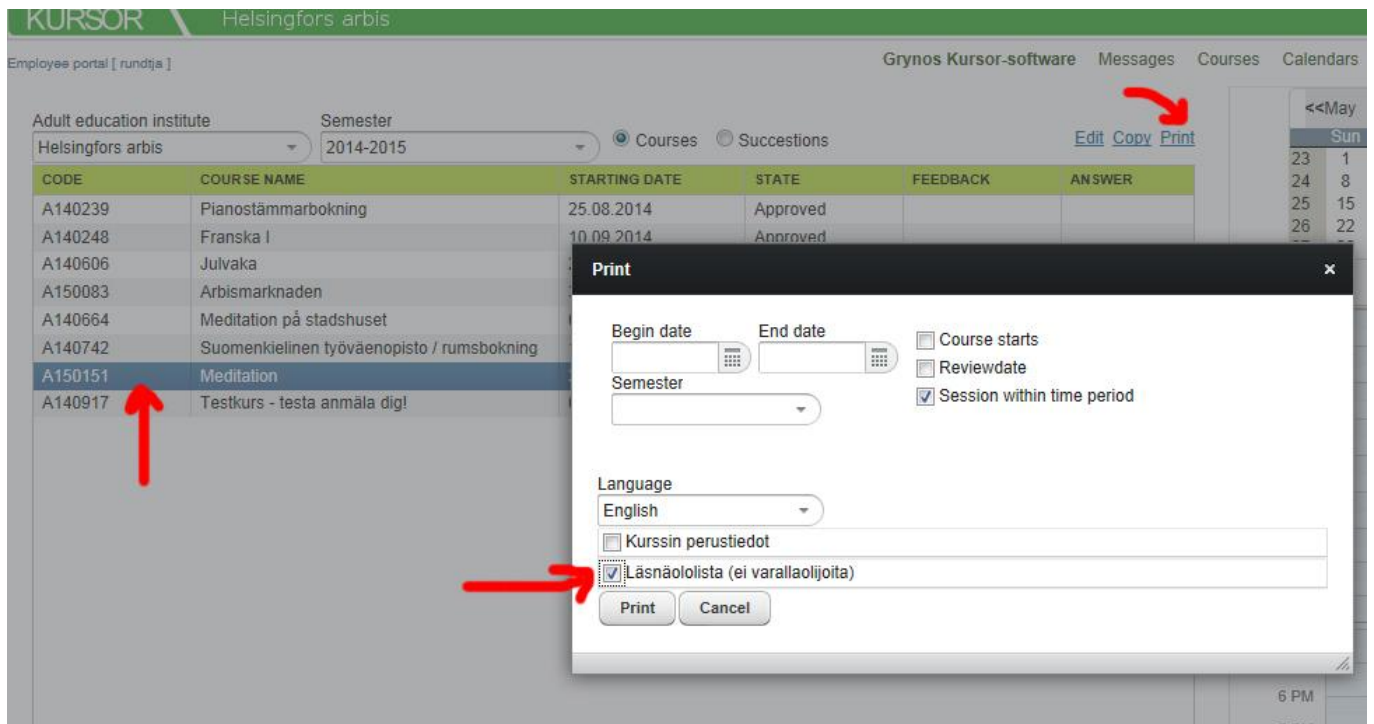
Adult education institute: Helsingfors arbis Semester: 2014-2015

Courses Successions

CODE	COURSE NAME	STARTING DATE	STATE	FEEDBACK	ANSWER
A140239	Pianostämmarbokning	25.08.2014	Approved		
A140248	Franska I	10.09.2014	Approved		
A140606	Julvaka	28.11.2014	Approved		
A150083	Arbismarknaden	31.03.2015	Approved		
A140664	Meditation på stadshuset	01.10.2014	Approved		
A140742	Suomenkielinen työväenopisto / rumsbokning	12.09.2014	Approved		
A150151	Meditation	31.01.2015	Approved		
A140917	Testkurs - testa anmäla dig!	08.09.2014	Approved		

Calendar: <<May June 2014 Jul>> (Sun Mon Tue Wed Thu Fri Sat)

Choose a course by clicking the row and press "Print", then choose "Läsnaololista" and click "Print" to see a list of all participants (the list will open as a pdf):



KURSOR Helsingfors arbis

Employee portal [rundtja] Gynos Kursor-software Messages Courses Calendars

Adult education institute: Helsingfors arbis Semester: 2014-2015

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A150151	Meditation				
A140917	Testkurs - testa anmäla dig!				

Print dialog box:

Begin date: [] End date: []

Course starts: Reviewdate: Session within time period:

Language: English

Kurssin perustiedot

Läsnaololista (ei varallaolijoita)

Print Cancel

If you choose a course and then press "Edit" you will open a window with more detailed information on the course. By pressing the button "Teaching sessions" you can see a list of all the sessions in the course:

The screenshot shows the 'Gynos Kursor-software' interface. At the top, there is a navigation bar with 'Edit', 'Copy', and 'Print' buttons. A red arrow points to the 'Edit' button. Below the navigation bar, the course details for 'Meditation' (A150151) are displayed. A red arrow points to the 'Teaching sessions' button in the left sidebar. The main content area shows a table of teaching sessions for the 2015 Vårtermin, with columns for SEASON, LOCATION, STARTS, ENDS, TIME, and TEACHING. Below the table are sections for TARGETGROUP, TEACHINGLANG, DISCOUNT, and various student-related settings.

This is what the list of sessions looks like:

The screenshot shows the 'A150151 Meditation' teaching sessions list. A red arrow points to the 'Teaching sessions' tab. The interface shows a table with columns for DATE, START TIME, END TIME, HOURS, STATE, NO TEAC, TEACHER 1, COURSE ROOM, COURSE ROOM, LOCATION, DEPARTMENT, and NOTE. The table lists six sessions for the Spring semester, all taught by 'Rundt Jan Dennis Olav' in the 'Centrumområdet - Huvudinstitutet, Dag' room.

DATE	START TIME	END TIME	HOURS	STATE	NO TEAC	TEACHER 1	COURSE ROOM	COURSE ROOM, LOCATION, DEPARTMENT	NOTE
Sat 31.01.2015	12:45	13:45	1,33			Rundt Jan Dennis Olav >>	Calendar >>	Centrumområdet - Huvudinstitutet, Dag	
Sat 14.02.2015	12:45	13:45	1,33			Rundt Jan Dennis Olav >>	Calendar >>	Sportlov -15 (14.2.2015-22.2.2015)	
Sat 14.02.2015	12:45	13:45	1,33			Rundt Jan Dennis Olav >>	Calendar >>	Centrumområdet - Huvudinstitutet, Dag	
Sat 07.03.2015	12:45	13:45	1,33			Rundt Jan Dennis Olav >>	Calendar >>	Centrumområdet - Huvudinstitutet, Dag	
Sat 21.03.2015	12:45	13:45	1,33			Rundt Jan Dennis Olav >>	Calendar >>	Centrumområdet - Huvudinstitutet, Dag	
Thu 02.04.2015								Påsk -15 (2.4.2015-6.4.2015)	
Sat 18.04.2015	12:45	13:45	1,33			Rundt Jan Dennis Olav >>	Calendar >>	Centrumområdet - Huvudinstitutet, Dag	

Please note!

You can update your contact information under "My settings" but **you still need to** let the office at Arbis know them by e-mail or visiting the office, as unfortunately the contact information is not automatically forwarded to the systems used in paying the salary.