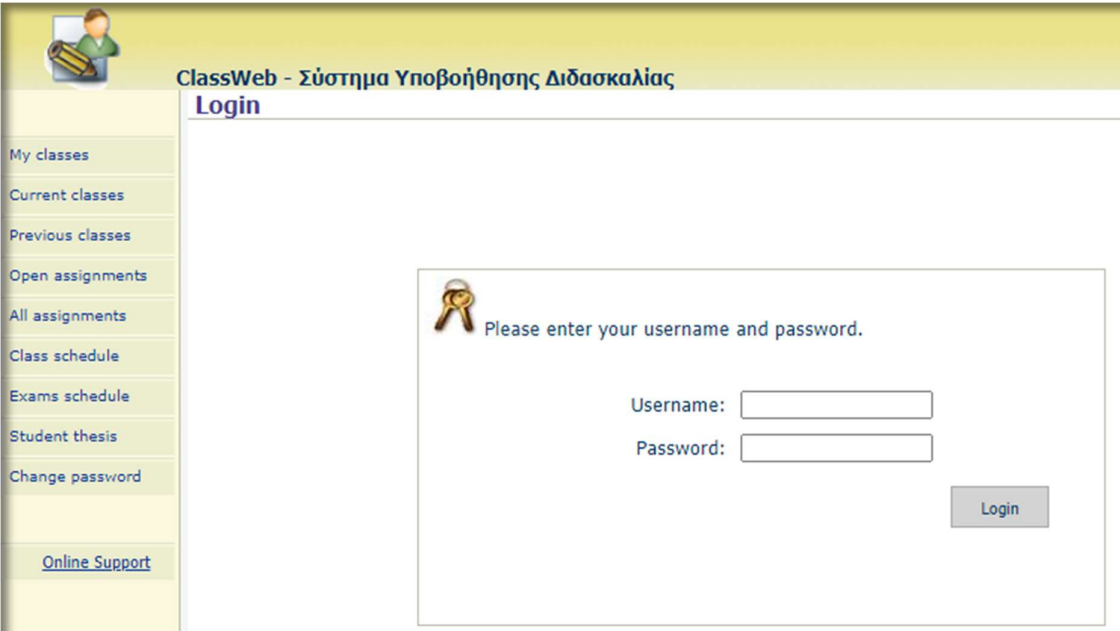



## Grade submission process


1. Before accessing Classweb, connect to the University's VPN. (Instructions on how to activate your VPN connection and connect, you can find here: <https://www.ihu.gr/ucips/go/vpn-manuals>) Please note, that your VPN account username is the same as your e-learning username, but it is a separate account with a different password. To set up or reset your VPN account password, click here: [https://support.ihu.edu.gr/reset\\_password](https://support.ihu.edu.gr/reset_password)
2. After connecting to the VPN, you can access Classweb, by clicking here: <http://intraweb.ihu.edu.local/classweb> (or alternatively <http://192.168.1.15/classweb>)
3. You will be prompted for a username and password. Use your VPN username and password again.



 ClassWeb - Σύστημα Υποβοήθησης Διδασκαλίας

**Login**

My classes  
Current classes  
Previous classes  
Open assignments  
All assignments  
Class schedule  
Exams schedule  
Student thesis  
Change password  
[Online Support](#)

 Please enter your username and password.

Username:

Password:

Login

Click on the course name of your choice. Please note, that if a Course is taught in two or more MSc programmes, it will show up as many times as the number of the MSc programmes related to it with the respective list of student in each occurrence

ClassWeb - Σύστημα Υποβοήθησης Διδασκαλίας

My Classes - Classes of current year

Group by: year Total: 6

Status	Code	Class	Year	Period
	DSC05	Advanced Database Systems	2020	XEIM
	DSC03	Statistical Methods For Data Science	2020	EAP
	CC02	Computer Networks	2020	XEIM
	154	3D Computer Aided Design-SOLIDWORKS	2020	XEIM
	149	3D Computer Aided Design-RHINO	2020	XEIM

New | Open | Closed

Click on the exam period.

ClassWeb - Σύστημα Υποβοήθησης Διδασκαλίας

My Classes - Advanced Database Systems - 2020 XEIM

Class Info | Students | Lectures | Announcements | Publications

**Class properties**

Title: Advanced Database Systems  
 Class code: DSC05-201  
 Department: MSc in Data Science  
 Academic year: 2020, XEIM period  
 Status: Νέο  
 Instructors:   
 Number of students: 8 registered, 0 succeeded  
 Teaching hours: 30  
 Grade scale: 0-10 (με 1 δεκαδικό)

**Exam period**

1. ΣΕΡΒΟΥΑΡΙΟΣ Available

**Student search**

Enter part of student code or student fullname:

**Absences**

Enter the maximum allowed number for class absences. Enter the value zero (0), if you don't want to check the number of absences.

Class absence limit:  Update

Click on Edit to start editing the grades.

ClassWeb - Σύστημα Υποβοήθησης Διδασκαλίας

My Classes - Advanced Database Systems (Examinations)

Gradebook | Statistics | My classes

**ΕΒΕΛΑΤΗΧΗ ΠΕΡΙΟΔΟΣ 2020-2021**

MSc in Data Science  
 Classes: Advanced Database Systems (DSC05-201)  
 Checksum: 038F11E35FEE30CA72C8D991EF0926  
 The gradebook is available for editing. Press 'Edit' to start entering the grades.

Students grades: All

Submit | Print | Download from file

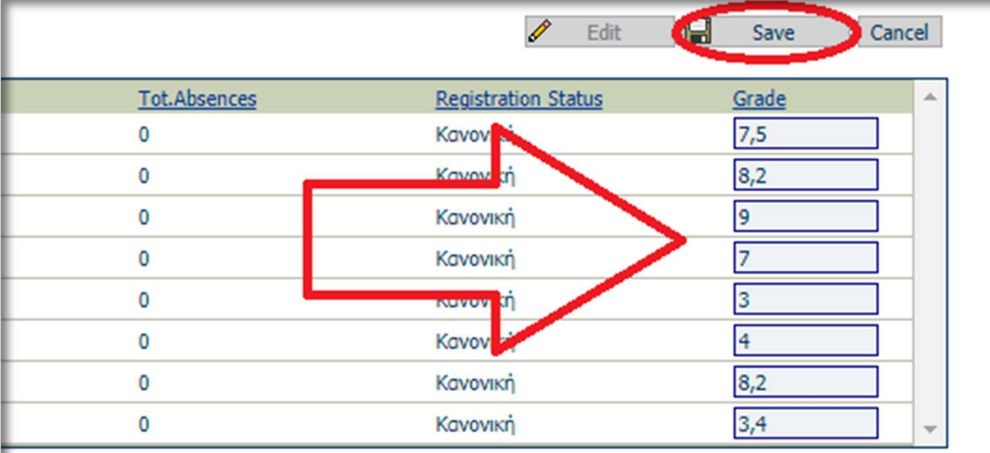
Student selection: All

Edit Save Cancel

St.Code	Fullname	Fathname	Exam Period	Exa.Sem	Condition	Tot.Absences	Registration Status	Grade
			2020-21 X	1	Ενταξ.	0	Κανονική	
			2020-21 X	1	Ενταξ.	0	Κανονική	
			2020-21 X	1	Ενταξ.	0	Κανονική	
			2020-21 X	1	Ενταξ.	0	Κανονική	
			2020-21 X	1	Ενταξ.	0	Κανονική	
			2020-21 X	1	Ενταξ.	0	Κανονική	
			2020-21 X	1	Ενταξ.	0	Κανονική	
			2020-21 X	1	Ενταξ.	0	Κανονική	

(\*) The checksum is re-calculated each time at least one grade changes. After you save the grades, mark this checkbox, so that the next time you visit this page you can check if any changes have been made to the gradebook.  
 (\*) These grades are in suspense and are not visible to students. In order to finalize them, you should submit them to the departments' Secretariat (Submit button)

Use the comma symbol for decimal values. Please save the gradebook regularly by using the Save button.





The screenshot shows a gradebook interface with a table containing student data. At the top, there are three buttons: 'Edit' (with a pencil icon), 'Save' (with a floppy disk icon), and 'Cancel'. The 'Save' button is circled in red. A large red arrow points from the 'Save' button to the 'Grade' column of the table. The table has three columns: 'Tot.Absences', 'Registration Status', and 'Grade'. The 'Grade' column contains numerical values with commas as decimal separators.

Tot.Absences	Registration Status	Grade
0	Kανονική	7,5
0	Kανονική	8,2
0	Kανονική	9
0	Kανονική	7
0	Kανονική	3
0	Kανονική	4
0	Kανονική	8,2
0	Kανονική	3,4



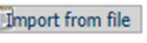
After saving for the first time, the submit button will be activated, allowing you to complete your submission. Note that you will not be able to make any further changes after using the submit button. The exam period will appear as "Completed".

Checksum :

 The gradebook is in editing state! Enter the grades, press "Save" and then press "Submit" to complete the process of sending grades. file.

Student code:  


Students grades:

St.Code Fullname Fathename Inscr.Period

[Course details](#)

**Exam Period**

1. [ΦΕΒΡΟΥΑΡΙΟΣ](#)  Completed

**Student search**

## The import from file option

To use the Import from file option you will need the sample Excel file provided with this manual in the same zip file. You can select data from the gradebook, copy and paste (without formatting) to the corresponding columns.

### Before pasting the data

	A	B	C	D	E	F	G	H	I	J
1	St.Code	Fullname	Fathername	Inscr.Period	Reg.Sem.	Condition	Tot.Absences	Registration Status	Grade	
2									7,5	
3									7,5	
4									7,5	
5										
6										
7										

### After pasting the data

	A	B	C	D	E	F	G	H	I	J
1	St.Code	Fullname	Fathername	Inscr.Period	Reg.Sem.	Condition	Tot.Absences	Registration Status	Grade	
2				2020-21 X	1	Ενεργός	0	Κανονική		
3				2020-21 X	1	Ενεργός	0	Κανονική		
4				2020-21 X	1	Ενεργός	0	Κανονική		
5				2020-21 X	1	Ενεργός	0	Κανονική		
6				2020-21 X	1	Ενεργός	0	Κανονική		
7				2020-21 X	1	Ενεργός	0	Κανονική		
8				2020-21 X	1	Ενεργός	0	Κανονική		
9				2020-21 X	1	Ενεργός	0	Κανονική		

You can work with the Excel sheet to enter your final grades and when you have finished you can use the following steps to upload the data. Copy the data from the Excel file...

	A	B	C	D	E	F	G	H	I	J
1	St.Code	Fullname	Fathername	Inscr.Period	Reg.Sem.	Condition	Tot.Absences	Registration Status	Grade	
2				2020-21 X	1	Ενεργός	0	Κανονική	7,5	
3				2020-21 X	1	Ενεργός	0	Κανονική	8,2	
4				2020-21 X	1	Ενεργός	0	Κανονική	9	
5				2020-21 X	1	Ενεργός	0	Κανονική	7	
6				2020-21 X	1	Ενεργός	0	Κανονική	3	
7				2020-21 X	1	Ενεργός	0	Κανονική	4	
8				2020-21 X	1	Ενεργός	0	Κανονική	8,2	
9				2020-21 X	1	Ενεργός	0	Κανονική	3,4	

...and then paste them to the text file provided.

classweb-sample.txt - Notepad

St.Code	Fullname	Fathername	Inscr.Period	Reg.Sem.	Condition	Tot.Absences	Registration Status	Grade
				2020-21 X	1 Ενεργός	0	Κανονική	7,5
				2020-21 X	1 Ενεργός	0	Κανονική	8,2
			2020-21 X	1 Ενεργός	0	Κανονική	9	
			2020-21 X	1 Ενεργός	0	Κανονική	7	
			2020-21 X	1 Ενεργός	0	Κανονική	3	
			2020-21 X	1 Ενεργός	0	Κανονική	4	
			2020-21 X	1 Ενεργός	0	Κανονική	8,2	
			2020-21 X	1 Ενεργός	0	Κανονική	3,4	

Save the text file, and then upload using the Import from file option.

ments

chedule

chedule

thesis

ct

The gradebook is in editing state! Enter the grade file.

Student code:

Instructions for saving an Excel file (.xlsx) as text file (.txt)

- Open the file that contains the grades.
- Go to File-->Save as, select type Text (tab delimited) (\*.txt)

Browse for the file that contains the grades and then press the Import button

Before importing the file, make sure that the file is an xls file with the following format

classweb-sample.txt

After importing you may follow the regular submission steps presented earlier in this document.

Edit Save Cancel

Reg.Sem.	Condition	Tot.Absences	Registration Status	Grade
1	Ενεργός	0	Κανονική	7,5
1	Ενεργός	0	Κανονική	8,2
1	Ενεργός	0	Κανονική	9
1	Ενεργός	0	Κανονική	7
1	Ενεργός	0	Κανονική	3
1	Ενεργός	0	Κανονική	4
1	Ενεργός	0	Κανονική	8,2
1	Ενεργός	0	Κανονική	3,4