

Fagpersonweb

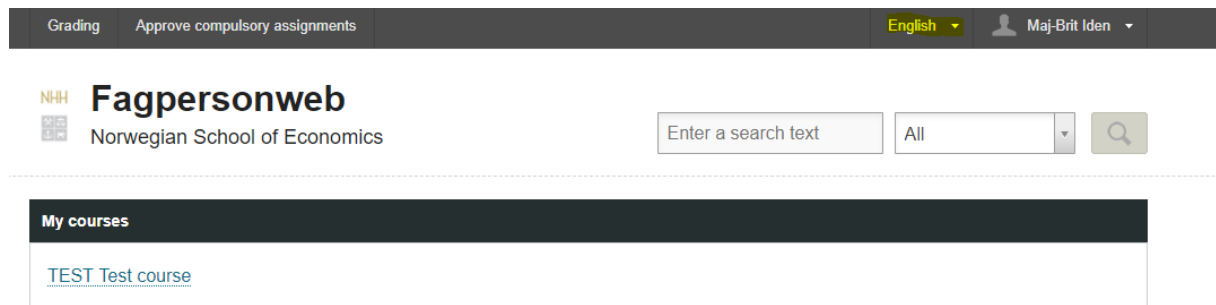
<https://fsweb.no/fagpersonweb/login.jsf?inst=fsnhh>

Login: Regular Feide username and password

Fagpersonweb is available both in English and Norwegian (top right corner)

Fagpersonweb has the following features:

- Pictures and contact information to students registered to your course
- Result statistics
- Register and submit course-approval
-



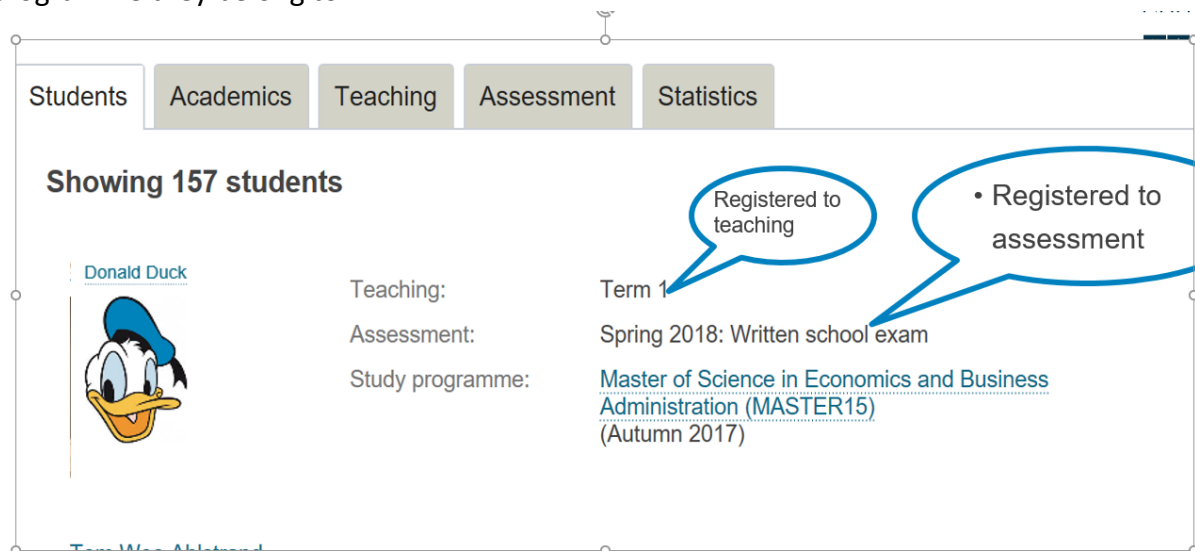
You can edit your profile in the top right corner. In order to send e-mail to students you have to register your e-mail address in your profile.

Your courses should be available under the heading **My courses**. If not please contact maj-brit.iden@nhh.no

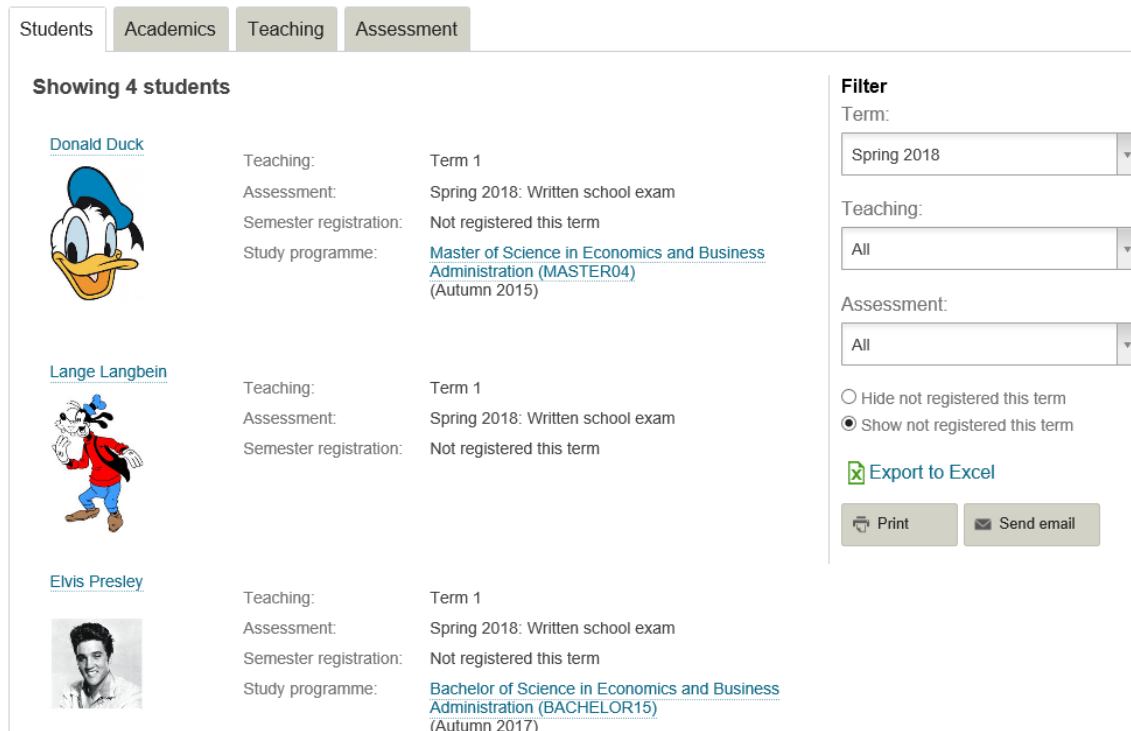
Pictures and contact information

Students are asked to accept that their picture is used for teaching purposes each semester. Some decline and are allowed to do so.

The list shows which students that are registered for teaching and/or assessment, and which programme they belong to.



The filter on the right hand side allows you to choose which students to list (registered for teaching, exam, and semester registration)



You can print out an overview of the class directly, or export to Excel by using the buttons below the filter.

Sending e-mail

The e-mails are sent to the students in the list in Student tab (above), according to the choices made in the filter.

Both private and student e-mail are available – we recommend that you use both when e-mailing the students. The e-mail will be stored in the student's document archive for the specified period. 

Send email to students for the course TEST Test course, Term:Spring 2018, Teaching:All, Assessment:All ×

1 student without email addresses:
Elvis Presley

☒ To institution address
☐ To private address

To:
✕ Donald Duck ✕ Lange Langbein ✕ Pia Sava

✕ Remove all recipients

Subject:

Body:

^

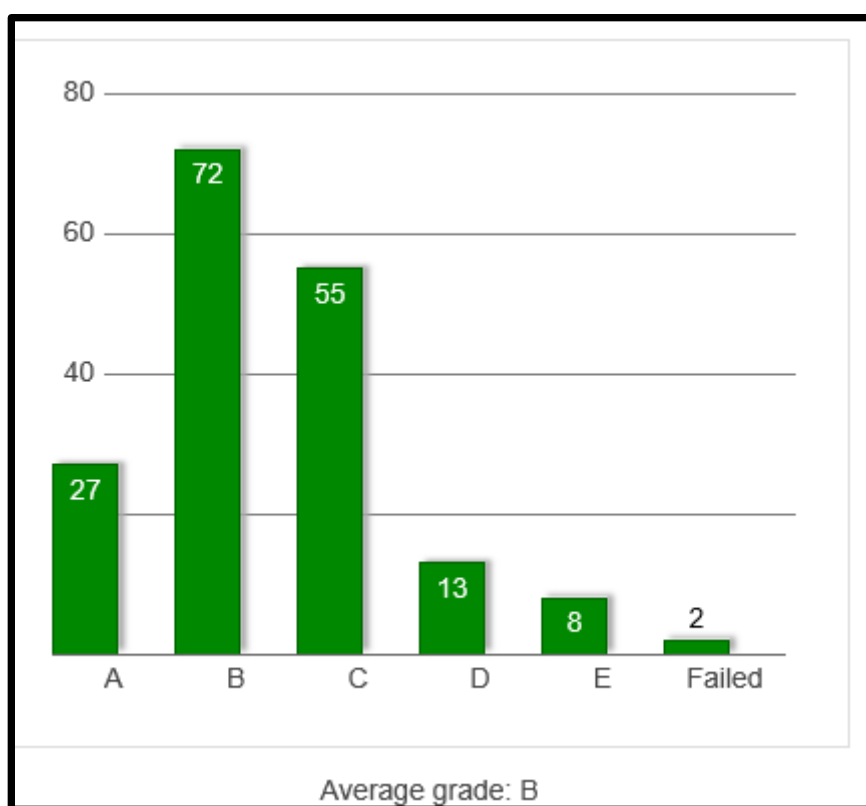
v

The number of months the email to be stored in the student's document archive:
 

[Cancel](#) Send email

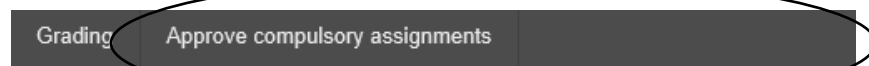
You can access result statistics here:

Students	Academics	Teaching	Assessment	Statistics				
Term	Basis of assessment	Date	Examinees	Present	Failed	Average grade	Statistics	
Spring 2017	Written exam (Ordinær eksamen)	07.06.2017	223	177	2	B		View results
	Innleveringsoppgave 1 (Ordinær eksamen)		171	171	0			View results
Spring 2016	Written exam (Ordinær eksamen)	15.06.2016	196	171	8	C		View results
	Innleveringsoppgave 1 (Ordinær eksamen)		187	187	0			View results



Approve and submit course-approval

Choose Approve compulsory assignment at the top of the page:



Fagpersonweb

Norwegian School of Economics

Compulsory assignments

[TEST Test course](#)

Compulsory assignment: Assignments

Approve compulsory assignment

Please note that course approval is a prerequisite to attend the assessment, and as such need to be **submitted 3 week prior to the assessment (at the latest)**. The deadline for submitting the course approval are identical to the deadline for withdrawal from the exam stated under the Assessment tab.

StudentsAcademicsTeachingAssessment

▼ Written school exam

Assessment Scheme: Written exam
Assessment type: Eksamen

Ordinær eksamen

Registration starts: 21.12.2017 00:00
Registration deadline: 01.02.2018
Withdrawal deadline: 11.04.2018
Exam: 02.05.2018
Language (registered students): Norwegian, Norwegian, English

Filter

Term:
Spring 2018

☐ Hide details
☒ Show details

Use the Recognized/Not approved button to register approval/non-approval for each student, or use the “Mark non-assessed for approval” if you would rather approve all simultaneously (and change a few to non-approved later). You can save a draft, or save the registration and go to the next step (the green button). You can transfer the students individually, in groups or all at once. You may also save a draft.

Approve compulsory assignments

Course: [TEST Test course](#)
Compulsory assignment: Assignments Spring 2018



Registration

Number of students is 4. Approvals have been transferred for 2 students.

[Show grade import](#)

Mark non-assessed for approval

☒ Hide transferred students

Status	Student	Approval
 Approval not registered	Elvis Presley	Not approved Recognized Not approved
 Approval not registered	Pia Sava	Recognized Recognized Not approved

Save draft

Save and next step



Sign and transfer to the exam office by finishing the last step – step 3 in the flow.

Approve compulsory assignments

Course: [TEST Test course](#)
Compulsory assignment: Assignments Spring 2018



Sign and transfer

You are about to transfer approvals for 2 students. You cannot undo this action.

☒ Show only students ready to sign/transfer

Status	Student	Approval
Ready to sign and transfer	Donald Duck	Recognized
Ready to sign and transfer	Lange Langbein	Not approved

Previous step

Sign and transfer

You approve by using the **Sign and transfer button**. The Section for exams receive the list and finalize the approval process.



Receipt

You have successfully transferred approvals for 2 students.

Number of students is 4. Approvals have been transferred for 4 students.

Status	Student	Approval
✓ Transferred, awaiting control	Donald Duck	Recognized
✓ Transferred, awaiting control	Lange Langbein	Not approved
✓ Transferred	Elvis Presley	Recognized
✓ Transferred	Pia Sava	Not approved

In this case, two students (Elvis and Sava) have been transferred previously.