

# Course Template Instructions: OpenBook – Upload-Exam without Video Proctoring

In a paper-based "**OpenBook**" exam, students are asked exam questions which they solve independently, handwritten on paper, in the allotted time. The questions are usually designed for application or transfer knowledge, and students can use aids. There is no proctoring for OpenBook exams. The students scan/photograph their solution at the end of the processing time and upload it to the exam course on the learning platform ("ILIAS-Lehre"). The correction of the examination is done by the teacher printed out on paper.

These instructions for the course template "OpenBook – Upload-Exam without Video Proctoring" (OpenBook – Upload-Prüfung ohne Videoaufsicht) take up a few of the most important ILIAS functions and ILIAS objects that are used in the corresponding template. This guide does not claim to be complete. It is only intended to point out the important steps and functions that should be configured correctly.

You can find the matching course template in the online support area for Lecturers in the category "[Kursvorlagen](#)" (accessible only with login in ILIAS). Please copy this template into the area specifically set up for online examinations "[Online-Prüfungen <Semester>](#)" in the ILIAS repository. This makes the necessary deletion and storage obligations of examination documents easier if they are filed separately from the rest of the courses.

**Note:** The self-declarations may only be uploaded by the participants after the test has been completed. They can also be signed electronically if the students do not have access to a printer. Handwritten, readable writing and signing of the declaration of self-sufficiency is also possible.

## Table of Contents

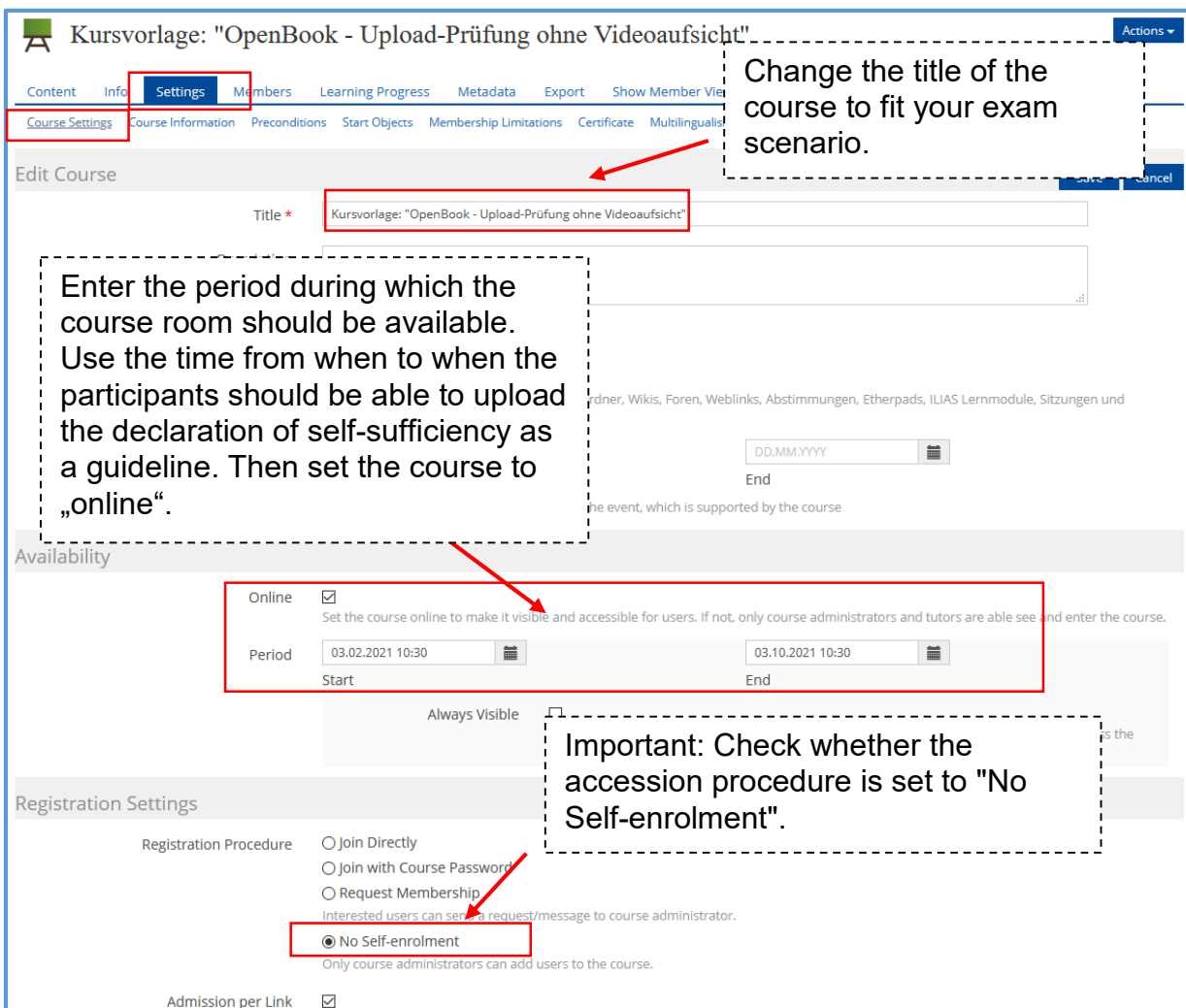
1. Course Template Settings & Add Members .....	2
1.1. Course settings .....	2
1.2 Add members using the matriculation list .....	3
1.3. Add & customize information on the course interface .....	4
2. Submission tasks – Declaration of Originality / Mock Exam / Configure Exam .....	5
Info & Contact details .....	6

# 1. Course Template Settings & Add Members

If you have copied the course template "OpenBook – Upload without Video Proctoring" (OpenBook – Upload-Prüfung ohne Videoaufsicht), the course is initially set to "offline". It is only visible to you as the administrator of the course. As soon as you add further course administrators or course tutors to the course, they will also have the right to view the course and make changes.

## 1.1. Course settings

As a next step, we recommend that you define the event period and control the entry procedure - this should be set to "No independent entry":



The screenshot shows the 'Edit Course' page for 'Kursvorlage: "OpenBook - Upload-Prüfung ohne Videoaufsicht"'. The 'Settings' tab is active, and the 'Course Settings' sub-tab is selected. Annotations include:

- A red box around the 'Settings' tab and 'Course Settings' sub-tab.
- A red box around the 'Title' field containing 'Kursvorlage: "OpenBook - Upload-Prüfung ohne Videoaufsicht"'. A callout box says: "Change the title of the course to fit your exam scenario." with an arrow pointing to the title field.
- A red box around the 'Period' section, which includes 'Online' (checked), 'Start' (03.02.2021 10:30), and 'End' (03.10.2021 10:30). A callout box says: "Enter the period during which the course room should be available. Use the time from when to when the participants should be able to upload the declaration of self-sufficiency as a guideline. Then set the course to „online“." with an arrow pointing to the 'Online' checkbox.
- A red box around the 'Registration Procedure' section, where 'No Self-enrolment' is selected. A callout box says: "Important: Check whether the accession procedure is set to "No Self-enrolment"." with an arrow pointing to the 'No Self-enrolment' radio button.

## 1.2 Add members using the matriculation list

To prevent students from joining the course independently, the joining procedure has been set to "No Self-enrolment" (kein selbständiger Beitritt). We would like to suggest the following procedure for students to join your course:

### A. List from HISinOne

Via Campus Management, you or your staff can have a list created of all students who have registered for the online examination via HISinOne. Please make sure that the details on the list include the matriculation numbers.

### B.1. ILIAS Course & ILIAS Groups - Adding members using the matriculation list

After you have checked that you have the appropriate number of ILIAS groups in your course and that all information in the groups (for example: "Title" of the group) is correct, you can add the students to the course.

Kursvorlage: "OpenBook - Upload-Prüfung ohne Videoaufsicht" Actions ▾

Content Info **Members** Learning Progress Metadata Export Show Member View >

[Edit Participants](#) [Memberships in Groups](#) [Course Members Gallery](#) [Subscription with matriculation list](#)

User  Course Member ▾

---

Kursvorlage: "OpenBook - U...t"

[← Back](#)

Click on "Subscription with matriculation list („Mitglied(er) per Matrikelnummernliste hinzufügen")" to access this view.

Insert a list of matriculations, which you'd like to assign as a member. Existing users can be assigned.

Subscription with matriculation list

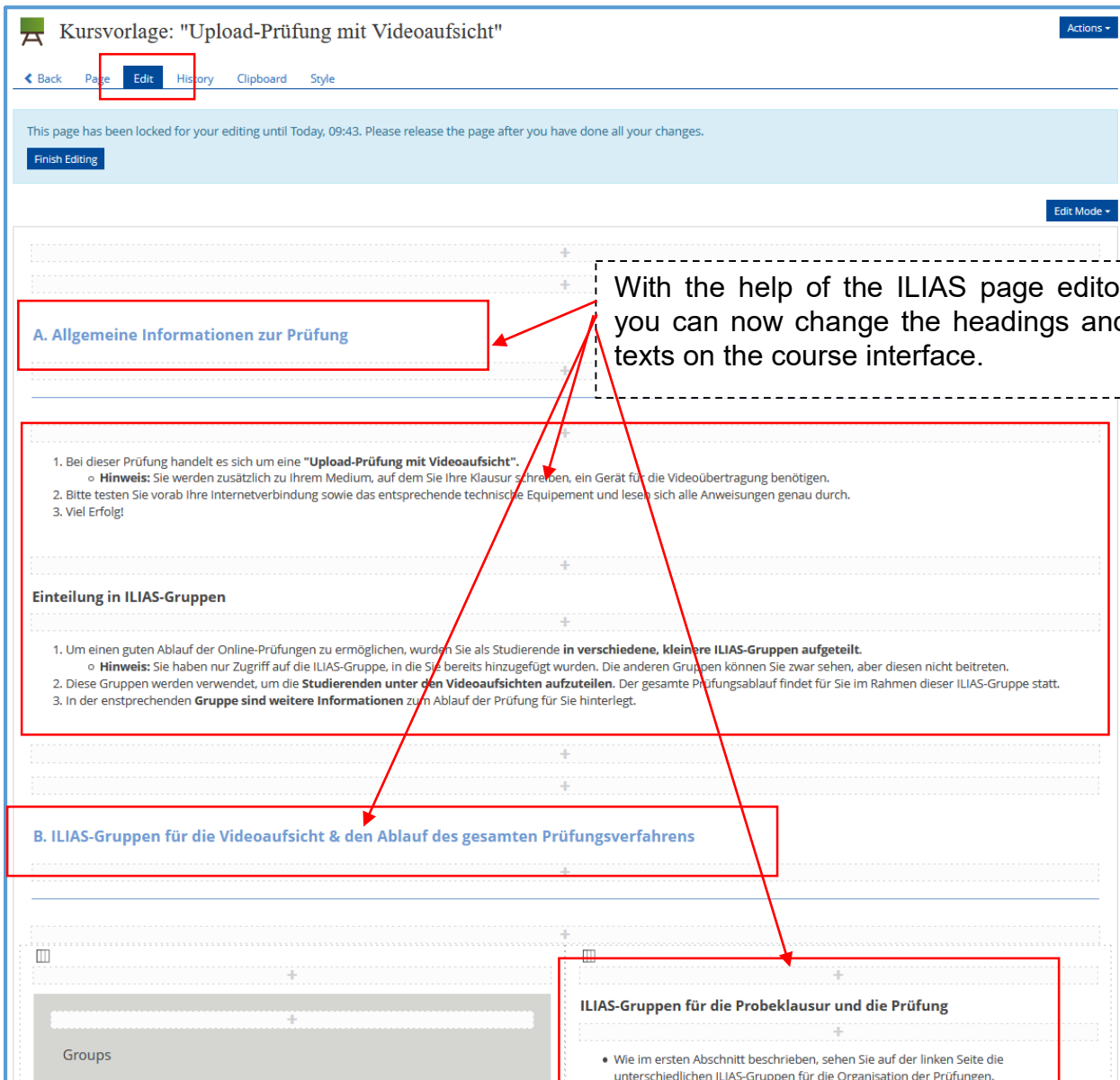
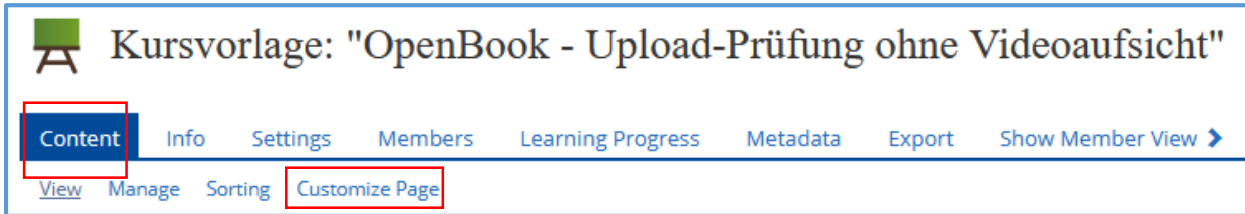
Matriculations

In this field you can now enter all matriculation numbers of the students who are to be added to the course.  
**Note:** Please follow the instructions for entering the numbers.

Seperated List of Matriculations (Comma, Semicolon, ...)

### 1.3. Add & customize information on the course interface

The course interface currently contains headings and small information texts that you can adopt in this form or adapt to your needs. To make changes, you must activate the function "Customize Page (Seite gestalten)":

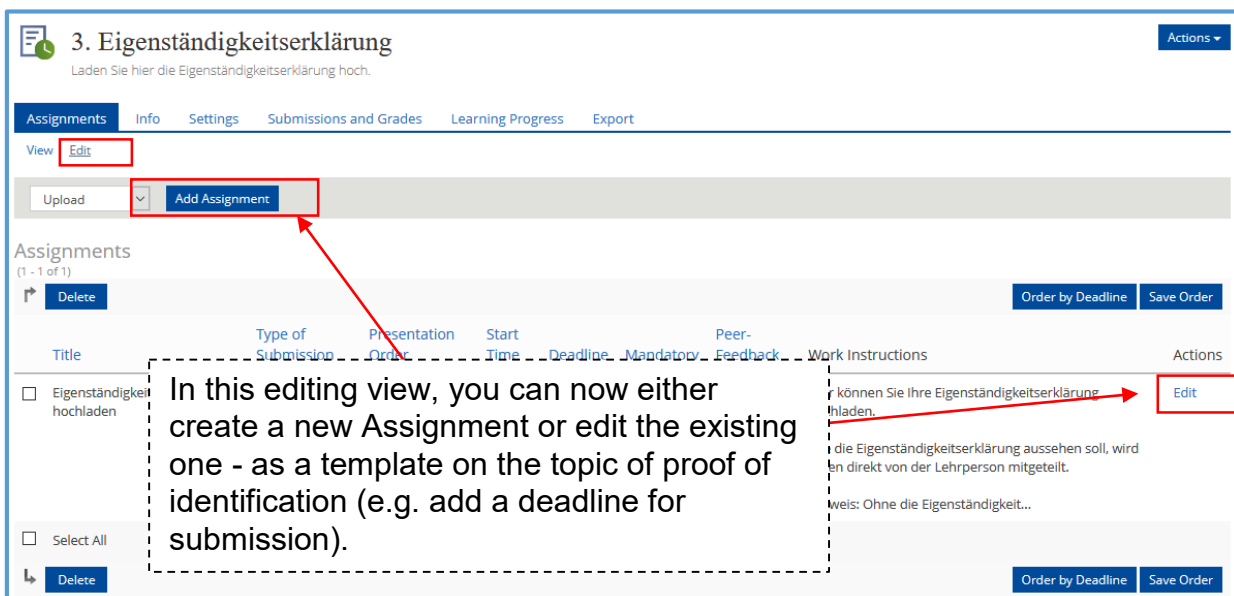
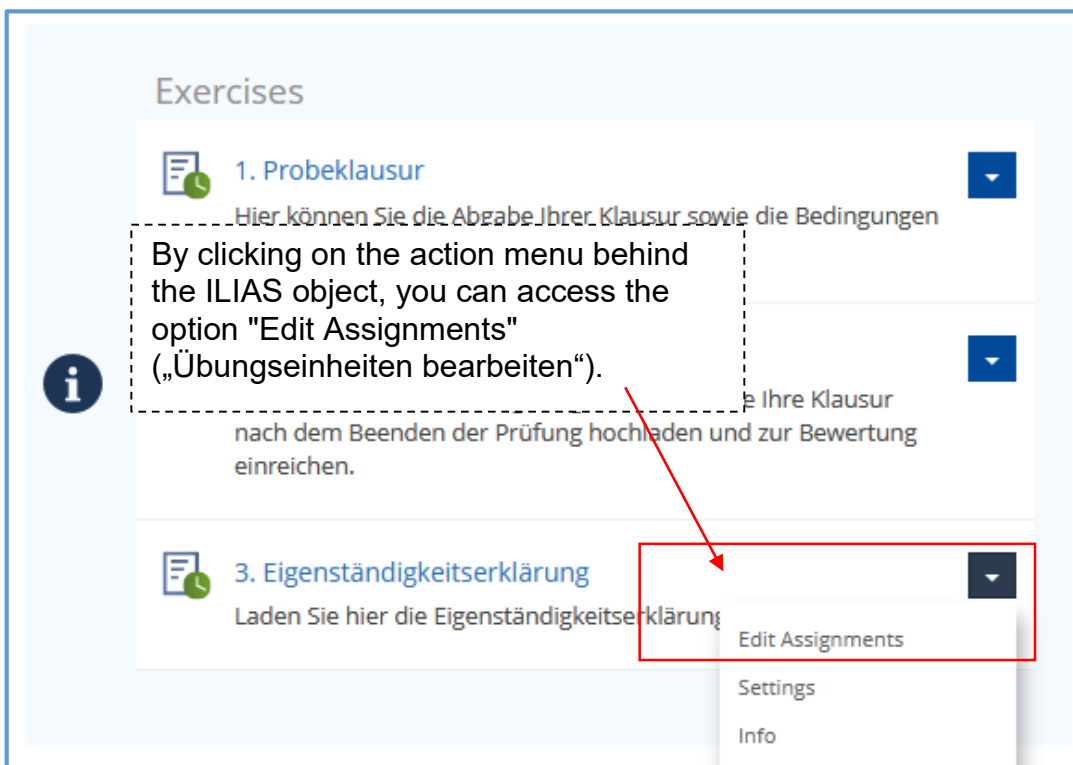


## 2. Submission tasks – Declaration of Originality / Mock Exam / Configure Exam

In the course template you will find three different ILIAS submission tasks. The submission task serves as an area for students where you can upload your results. For example, the proof of identification or then later the written exam. To avoid confusion about where to upload which document, there is a separate submission task for each step.

### Submission task

The third submission task is for uploading the Declaration of Originality. The functionality of the submission task is explained here as an example.



**Note:** Everyone in your course with administration rights can see the students' submitted files. The students can only see their own submission, but not those of their fellow students. The submission is bound to the respective user who submits the file.

3. Eigenständigkeitserklärung  
Laden Sie hier die Eigenständigkeitserklärung hoch.

Assignments Info Settings Submissions and Grades Learning Progress Export

View Edit

● Eigenständigkeitserklärung hochladen (Mandatory)

Work Instructions

Hier können Sie Ihre Eigenständigkeitserklärung hochladen.

- Wie die Eigenständigkeitserklärung hochgeladen wird

**Hinweis:** Ohne die Eigenständigkeitserklärung ist keine Abgabe möglich.

Schedule

Remaining Working Time: No deadline specified.

Your Submission

Submitted Files: You have not submitted any files.

Hand In

If you switch to the "Show" view, you can see how the students see the exercise unit.

**Tip:** You are not yet very familiar with the ILIAS object "Exercise / Submission"? Then we recommend the following support offer:

**Digital Teaching Toolbox – Article Exercise / Submission:** [https://ilias.uni-freiburg.de/goto.php?target=wiki\\_wpage\\_19583\\_1631765&client\\_id=unifreiburg](https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_19583_1631765&client_id=unifreiburg)

## Info & Contact details

### Licence notice



The "Instructions for the Course Template: Upload-exam – OpenBook without video proctoring" was created by the E-Learning Department (Rechenzentrum, Abteilung E-Learning), University of Freiburg and is licensed under a [Creative Commons Namensnennung 4.0 International Lizenz](https://creativecommons.org/licenses/by/4.0/).

For technical questions please refer to: [e-pruefungen@rz.uni-freiburg.de](mailto:e-pruefungen@rz.uni-freiburg.de)

### Impressum

Universität Freiburg, Fahrenbergplatz, 79098 Freiburg