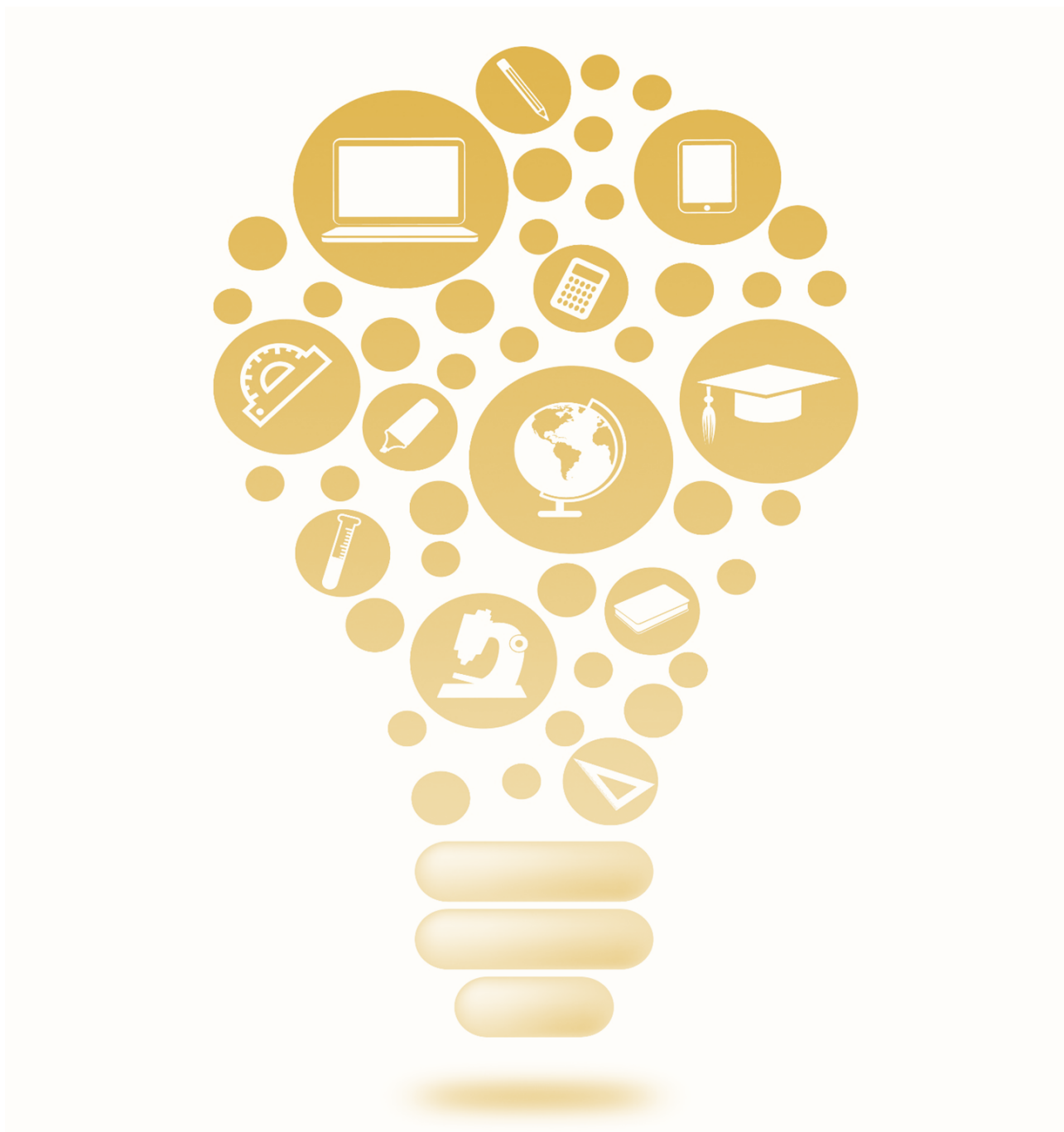


Guide for Complesis Corrector 2 and 3 (Workflow for submission of the master's thesis)



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1. Introduction

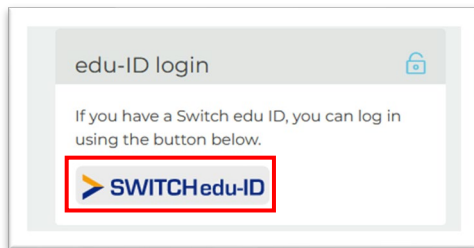
Complexis enables efficient and paperless processing of master theses. The process starts with the submission of the assignment by the student, i.e., at the latest two weeks before the beginning of the semester in which the master's thesis is submitted.

The following user's guide explains all the important steps that correctors 2 and 3 of a master thesis need to perform in Complexis. As the main proofreader (corrector 1) has additional responsibilities, we have prepared a more detailed document for corrector 1. A process overview can be found at the end of this document.

If you still have problems or cannot find the information you need, you can always contact us under msc-ls@zhaw.ch.

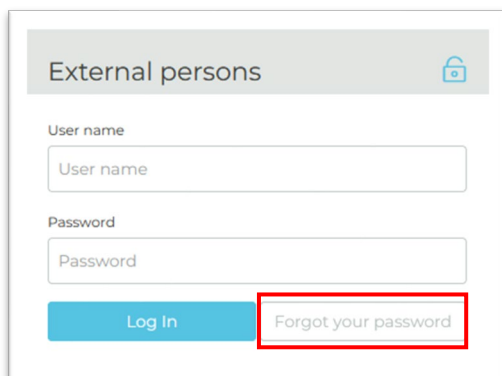
2. Login (with ZHAW-account)

Here is the link to the tool: <https://complexis.zhaw.ch/home>. ZHAW employees use the Switch edu-ID to log in:

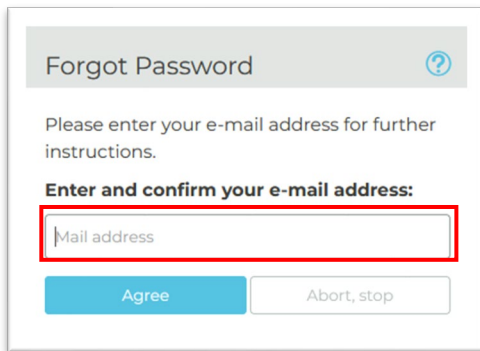


3. Login (for externals)

If you want to log in for the first time, click on "forgot your password":

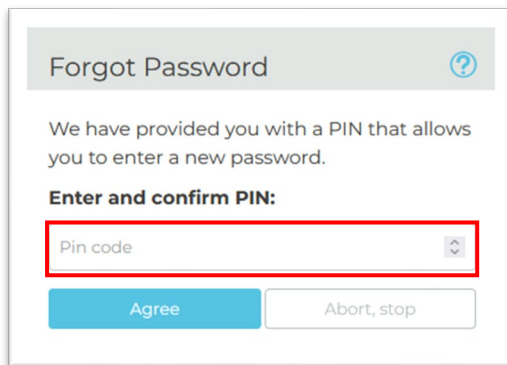


Then enter the email address you use to communicate with the ZHAW:



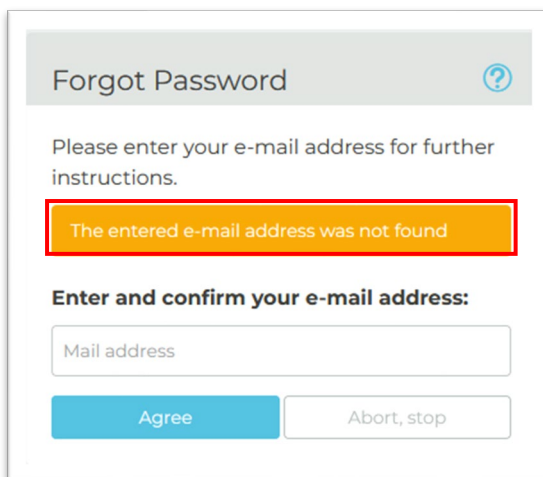
The screenshot shows a 'Forgot Password' dialog box. At the top, it says 'Forgot Password' with a help icon. Below that, it asks the user to enter their email address for further instructions. The main instruction is 'Enter and confirm your e-mail address:'. There is a text input field labeled 'Mail address' which is highlighted with a red border. At the bottom, there are two buttons: 'Agree' (in blue) and 'Abort, stop' (in white).

You will then receive a PIN by e-mail, which you can enter and then define your personal and confidential password:



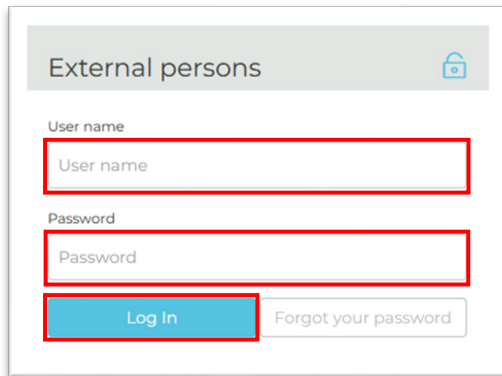
The screenshot shows the same 'Forgot Password' dialog box. The text now says 'We have provided you with a PIN that allows you to enter a new password.' The main instruction is 'Enter and confirm PIN:'. There is a text input field labeled 'Pin code' which is highlighted with a red border. At the bottom, there are two buttons: 'Agree' (in blue) and 'Abort, stop' (in white).

If you receive the error message below, please contact msc-ls@zhaw.ch:



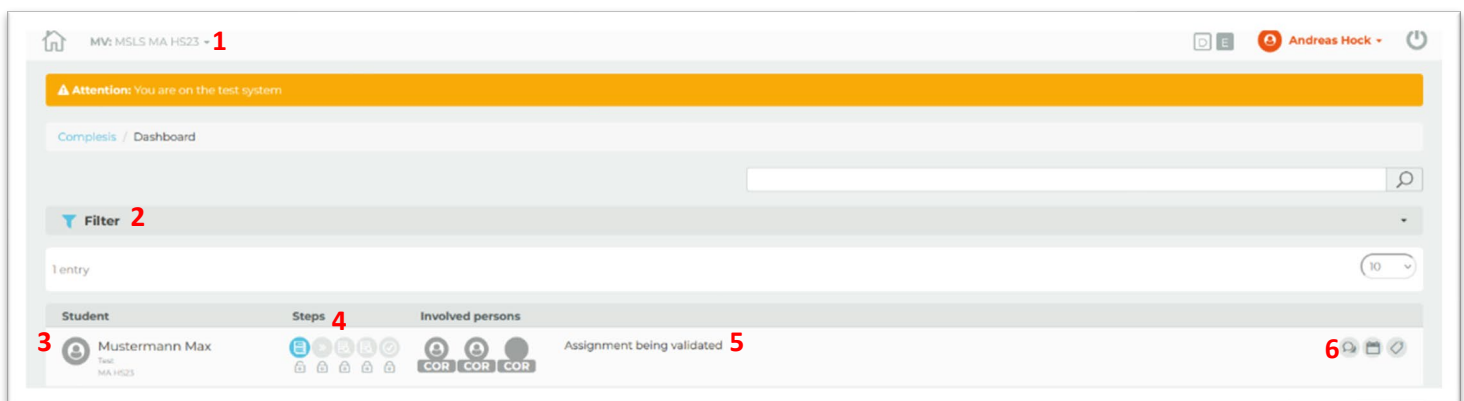
The screenshot shows the 'Forgot Password' dialog box with an error message. The text says 'Please enter your e-mail address for further instructions.' Below that, there is a yellow error box with the text 'The entered e-mail address was not found' highlighted by a red border. The main instruction is 'Enter and confirm your e-mail address:'. There is a text input field labeled 'Mail address'. At the bottom, there are two buttons: 'Agree' (in blue) and 'Abort, stop' (in white).

After you have set a personal password, you can log-in directly with your e-mail address and password in the future:



The image shows a login form titled "External persons" with a lock icon. It contains three input fields: "User name", "Password", and "Log In". The "Log In" button is highlighted with a red box. There is also a link for "Forgot your password".

4. Dashboard

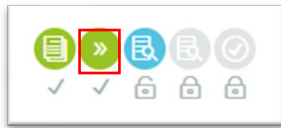


The screenshot shows a dashboard for "MV: MSLS MA H523 - 1" with a user profile for "Andreas Hock". A yellow warning bar at the top states "Attention: You are on the test system". Below this, there is a search bar and a "Filter 2" section. The main content area is divided into three columns: "Student" (labeled 3), "Steps 4", and "Involved persons". The "Student" column shows a student named "Mustermann Max" with a red status indicator. The "Steps" column shows four icons representing workflow steps: one green (completed), one blue (current state), and two red (deadline missed). The "Involved persons" column shows three "COR" icons. A status bar at the bottom indicates "Assignment being validated 5" and a notification icon labeled 6.

1. If you are also responsible for projects at other institutes, you need to make sure that you select the correct role here.
2. The filter can be used to hide or show master theses with different criteria.
3. Here you can see the list of all students for whom you have been assigned as a corrector and who will complete the master's thesis in this semester. Once the process is completed, the student disappears from the dashboard.
4. The icons show the steps of the workflow:
Green= completed
Blue= current state
Red= deadline missed
5. The current status of the workflow is described here
6. Here you have a quick access to the history of the work and the relevant deadlines. Automatic reminders are sent by e-mail from Complusis before a deadline expires.


5. Submission of work (masters' thesis)

To check the submitted master thesis, click on the green icon (submission of work):




Now a pop-up window appears, with all the data that the student has entered:


Submission documents

 Test Master Arbeit .pdf **1**
17.05.2023 11:54:55

URL

 Alternative to the poster **2**

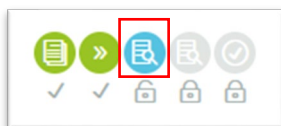
Attachments

 Test Master Arbeit Anhang.pdf **3**
17.05.2023 11:54:59

1. This is the submitted master thesis of the student. Make sure that all required documents are in the appendix (assignment and declaration of consent).
2. If an alternative to the poster was agreed in the assignment (e.g., LinkedIn post), the corresponding link can be inserted here
3. Here you can find further (optional) documents related to the thesis. This also includes the poster.

6. Grading

To start the grading process, click on the blue icon (Grading):

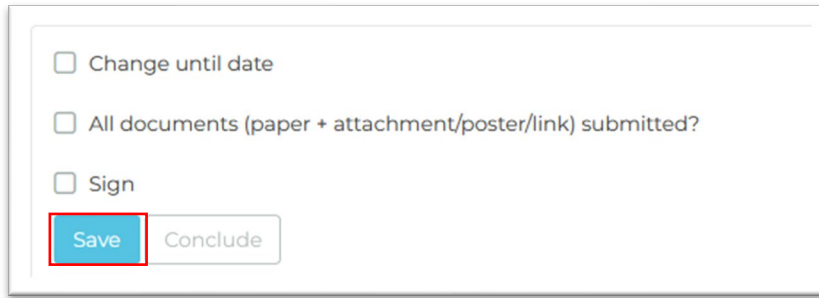


Now a pop-up window appears where you can enter your grade and comments.

Please note: The field "oral exam" is a mandatory field. Please write at least "pass" or "fail". All other fields are optional.

Note: The evaluation will normally not be shared with the student unless an inspection is requested.

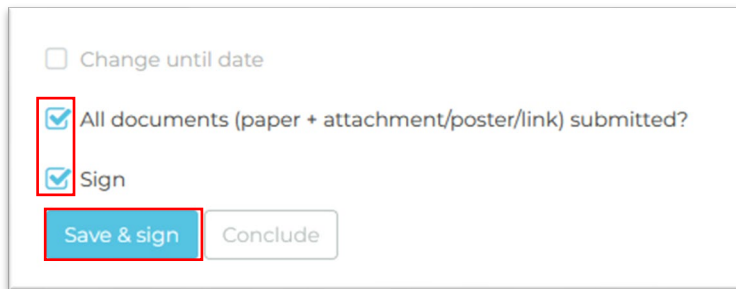
If you want to save your inputs temporarily, you can click on "save" at the bottom (do not select the other fields).



A screenshot of a form interface. It contains three unchecked checkboxes: "Change until date", "All documents (paper + attachment/poster/link) submitted?", and "Sign". At the bottom, there are two buttons: "Save" (highlighted with a red border) and "Conclude".

When you are done with your grading and all documents have been submitted by the student, you can select the fields below and click on "save & sign". Make sure that all required documents are in the appendix (assignment and declaration of consent).

Please note: We strongly recommend that all correctors align their grades, as all grades must be within a range of 0.5.



A screenshot of a form interface, similar to the one above but with the checkboxes selected. The checkboxes "All documents (paper + attachment/poster/link) submitted?" and "Sign" are now checked. The "Save & sign" button (highlighted with a red border) is now visible, along with the "Conclude" button.

The standard process is now finished for you.

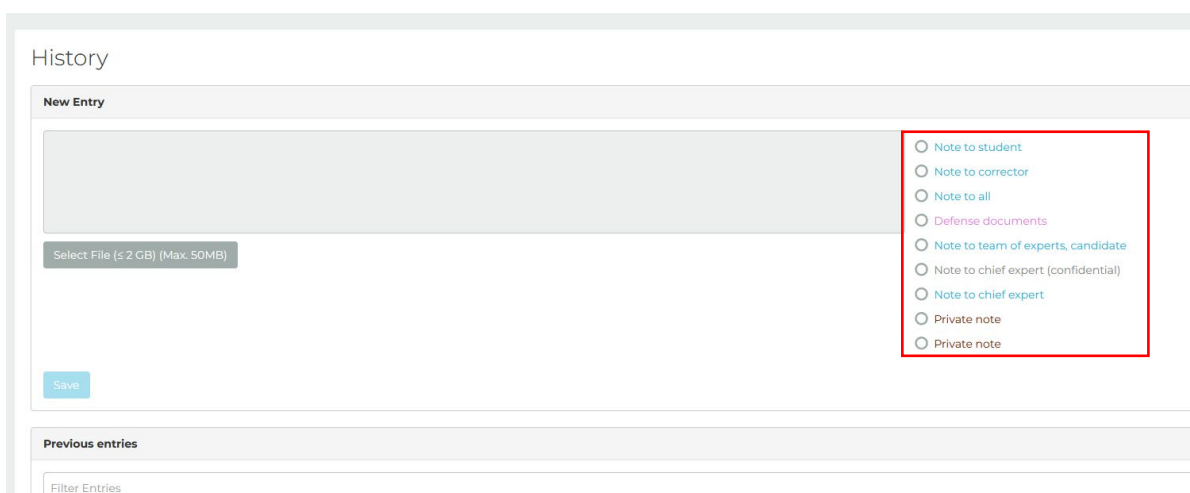
7. Various

7.1. Grade

The student does not have visibility to assessments or grades on Complexis. As soon as the grading process is completed in Complexis, the final grade is published by the administration office via myZHAW.

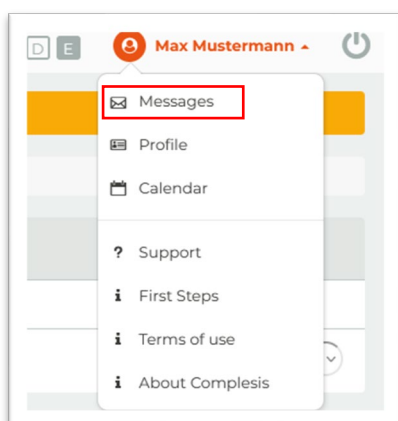
7.2. History

Messages can be sent to different people in the history. Of course, it is still possible to communicate with the student and the administration office by e-mail.

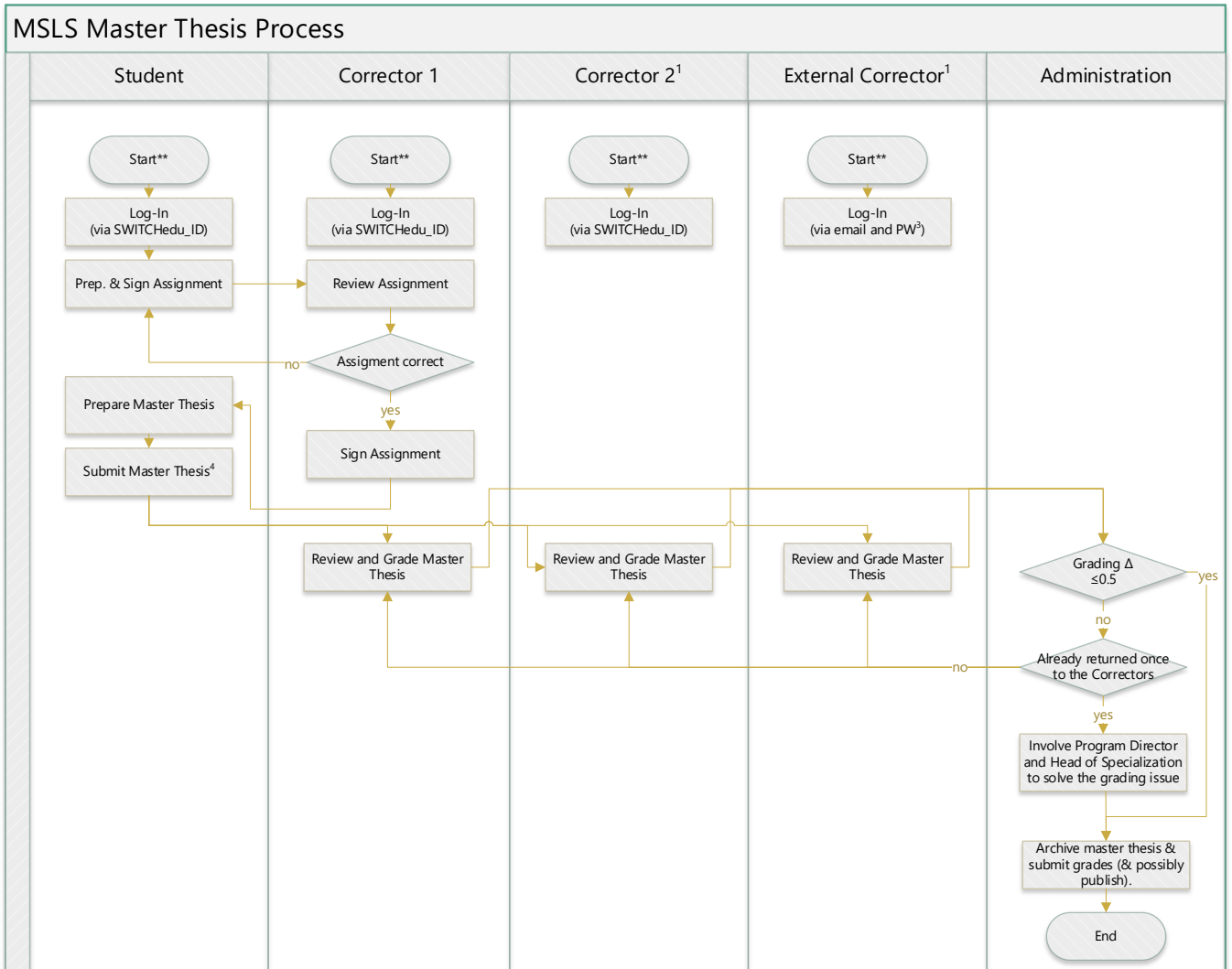


7.3. Notifications

When a step is done in Complexis (e.g., confirmation of the task or reminders) you will receive an e-mail. In addition, you will find all notifications in Complexis under "Messages":



8. Process Overview



¹at least two correctors are mandatory, one corrector can be external, ²start will be triggered by regular email from the administration office, ³for PW please contact msc-ls@zhaw.ch, ⁴requests for a delayed submission can be entered via Complies (see Chapter 7), although this sub-process is not shown here for the sake of clarity