Faculty of Business, Economics and Informatics

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OLAT	Final Theses in OLAT for Participants	
Stephan Gmür	Version 1.0	02.10.2018

Manual for Final Theses in OLAT

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1 General Information Concerning the Final Theses Process in OLAT

– The supervisor and the student discuss the possibility of writing a final thesis and reach an agreement prior to the OLAT process.
– The supervisor invites the student to the OLAT course
– The student receives an email with the invitation to the course and has **1 day time** (once activating the link and entering the course) to download the topic of the final thesis
– The student downloads the topic of the final thesis in the OLAT course (select) and starts writing the thesis.
– The student uploads the final thesis digitally and within the deadline in OLAT (submit)
– The supervisor marks the final thesis in OLAT
– The student receives an email with the information that the final thesis has been graded
– The student sees the grade of the final thesis in OLAT
– The Dean's Office books the final thesis and feeds the grade into SAP
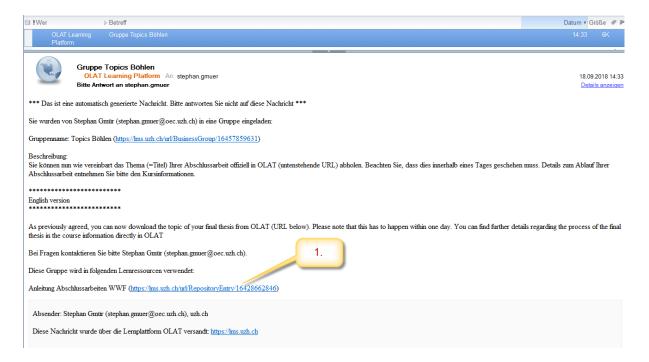– The student sees the grade and the title of the final thesis on the summary of credits

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2 Manual Participant

Your supervisor invites you to the respective OLAT course and you receive an email with the following content:

2.1 Registration and Access to OLAT

1 Click on the link (1.) and register with your UZH shortname and password in OLAT (2.).

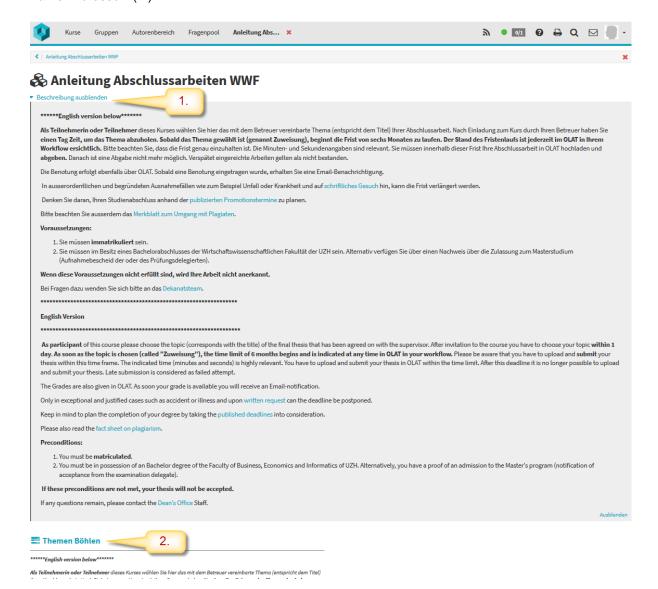**Faculty of Business, Economics and Informatics**

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2 You will enter the main page of the respective Professor. If the description of the course is hidden choose „show description" (1.) an read the text carefully. Then scroll down and choose "Topics *name Professor*" (2.).

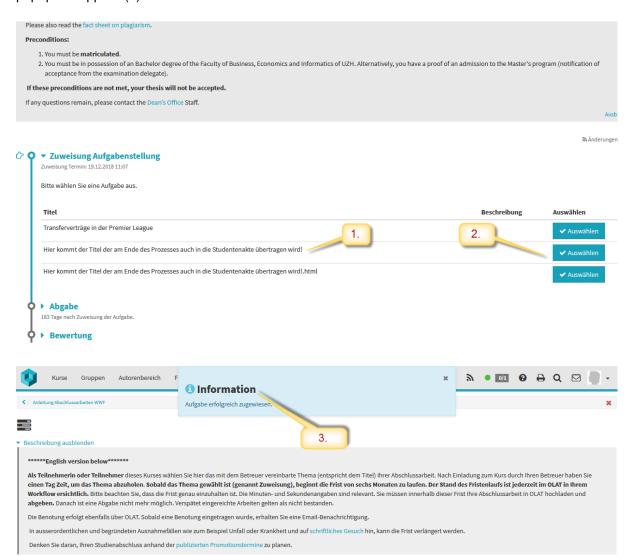**Faculty of Business, Economics and Informatics**

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2.2   Selecting the topic of your final thesis

1   Scroll to the end of the page. You will see a list with your (or possibly several topics) topic (1) and your name (Description). Be sure to select your topic (2). If you are not sure which to choose, please contact your supervisor before selecting. Once you have selected your topic an information popup will appear (3).

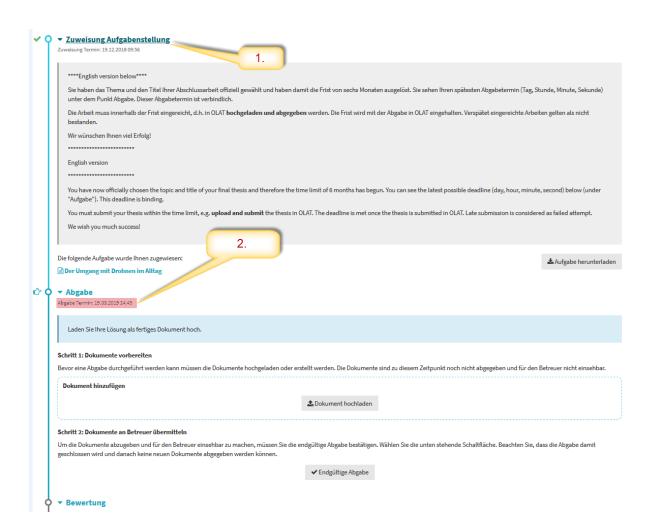**Faculty of Business, Economics and Informatics**

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2   You will also receive an automatically generated OLAT Email that the selection of the topic was successful.

2.3   Workflow overview of your final thesis

1   Open „Task assignment" (1) to unfold your workflow (if not already open) and read the text carefully. Please refer under "Submit" to the deadline of your thesis (2). And please also be aware that hours and minutes are also relevant for your deadline.
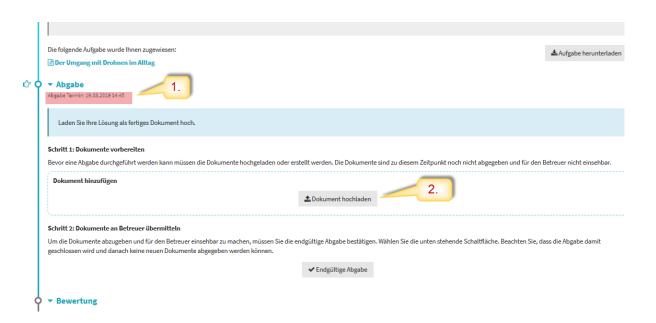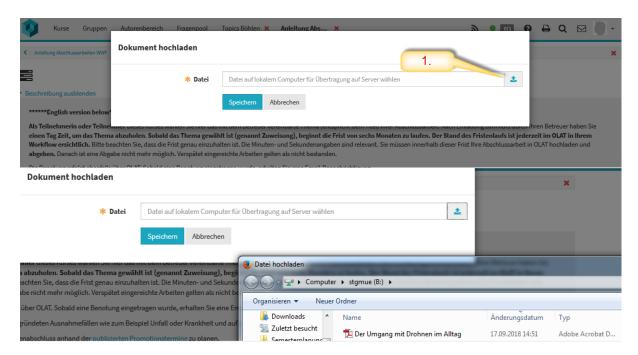
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2.4 Submitting the final thesis

1 Please upload your thesis as PDF Document (2.) **before the deadline has past** (1). Additional documents should only be uploaded if agreed upon with the supervisor.
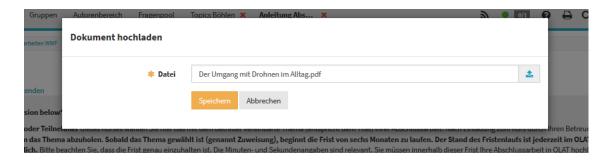
2 Choose the file you want to upload from your computer (1.) and press "save".

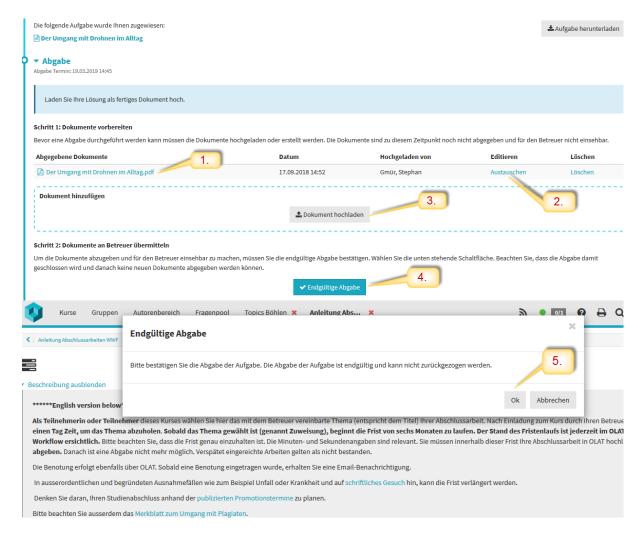**Faculty of Business, Economics and Informatics**

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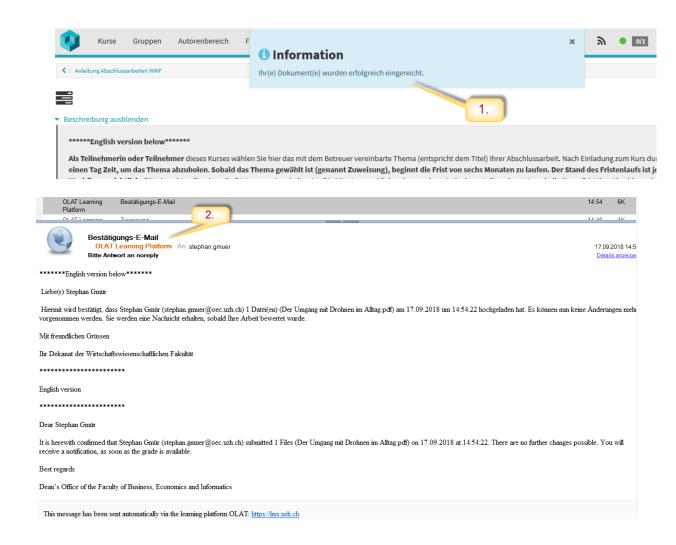Rämistrasse 71
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3   Now, the file you want to submit can be seen in your workflow (1.). If it is the wrong file you can replace it (2.). You also have the possibility to upload more documents (3.) if agreed upon with your supervisor. If you have uploaded the final version of your thesis please confirm with the button "Final task submission" (4.). A further popup appears where you confirm the submission of your thesis one last time (5.). From then on it is no longer possible to make any changes.

4   You have now successfully submitted your thesis and receive the following information (1.). In addition you will receive an official confirmation by email (2.).

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2.5 View the grade of your final thesis in OLAT

1   When your supervisor has corrected and marked your thesis you will receive an email (1.) and will be able to see your grade in your workflow (2.). The field "Your score" (2.) corresponds with your final grade.