

# Athena

## Basics & Course Management

Last Updated: September 2022

## Contents

1.	Introduction.....	1
2.	Start page and Menus.....	1
2.1.	Login.....	1
2.2.	Start page .....	2
3.	Messages.....	3
4.	Calendar.....	4
5.	Courses.....	4
5.1.	Course Catalogue.....	5
5.1.1.	General information on <i>Courses</i> tab.....	5
5.1.2.	Course Registration.....	7
5.1.3.	Course Withdrawal .....	9
5.1.4.	Course Materials .....	9
5.2.	My courses.....	10
5.3.	Grades .....	11
5.4.	Course Evaluation.....	11

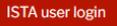
## 1. Introduction

Welcome to Athena, the student information system at ISTA.

For any questions not addressed in this manual, please email [gradschool@ist.ac.at](mailto:gradschool@ist.ac.at).

## 2. Start page and Menus

### 2.1. Login

To access Athena, you enter your ISTA Intranet user name and password at <https://athena.ista.ac.at>. If you are logged in on campus or connected to ISTA-VPN, no password is required. Click  to login. If you do not remember your Intranet password, visit your [ICP](#) profile and go to the *Password management* menu.



## 2.2. Start page

Once you are logged in, you will land on this page.



### Athena Logo

The ISTA Athena logo will appear in the upper left corner of all pages. This functions as a ‘home button’, which will direct you back to this start page.

### Menu Bar

There are two menus in the menu bar: *Athena Menu* and *My Account (displayed as your name)*. Click each menu button to expand them.

#### *Athena Menu*

*Messages*: receive notifications on your courses ([see §3](#))

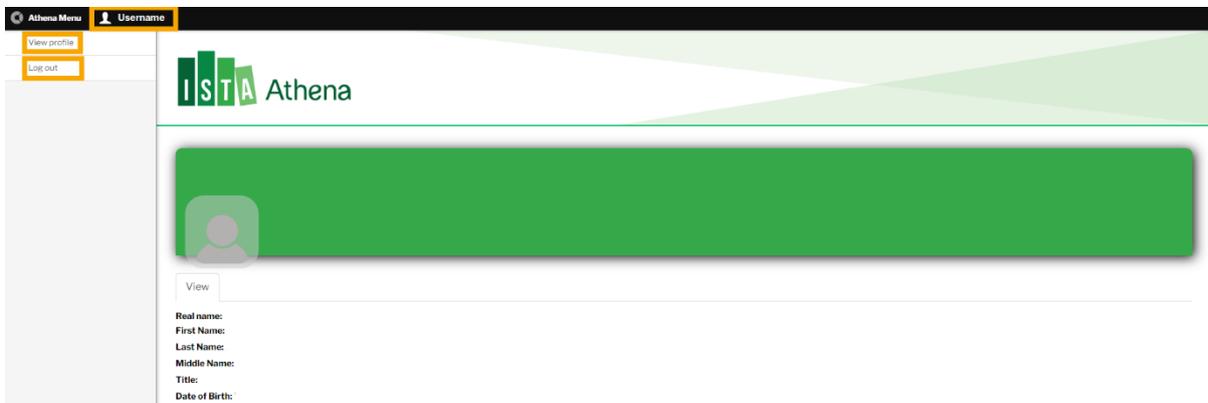
*Calendar*: view course schedules ([see §4](#))

*Courses*: view, register, withdraw, evaluate courses ([see §5](#))

#### *My Account (displayed as Student Name)*

*View Profile*: You’ll find your Athena profile data here.

*Log out*: This is where you log out from Athena.



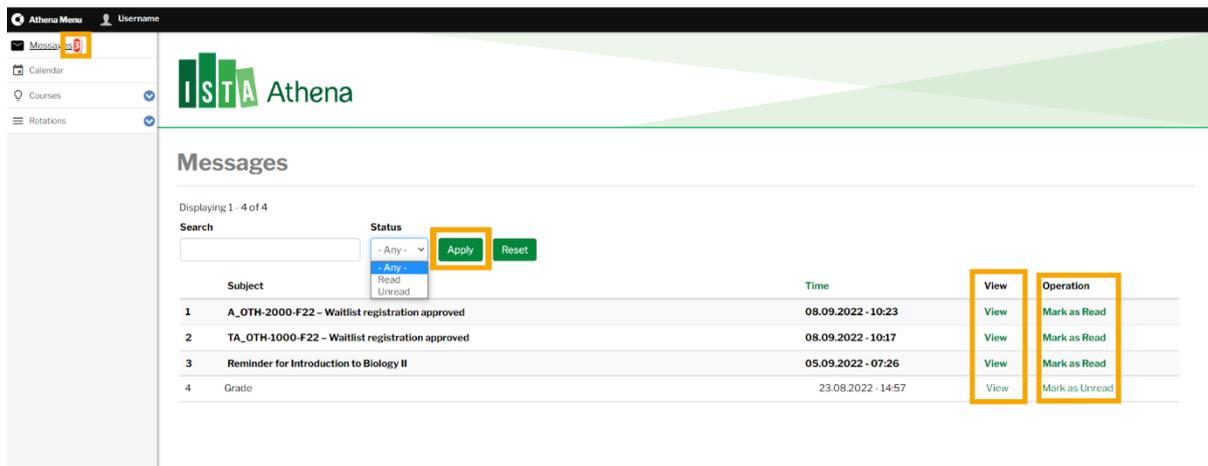
### 3. Messages

All notifications that you will receive from Athena will appear in *Messages*.

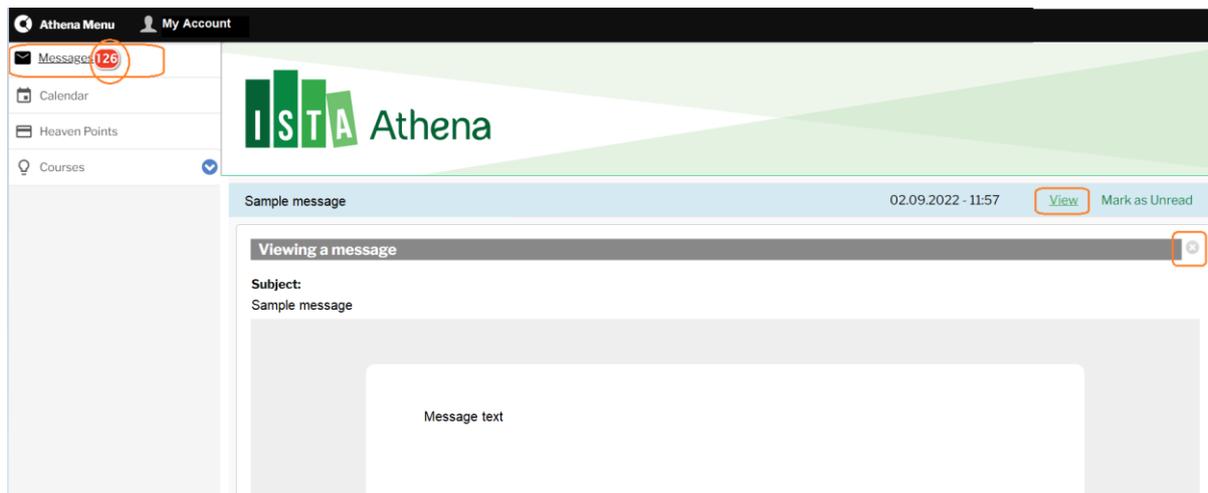
In Athena, you have the option to

- Filter the messages by entering all or part of the subject or by selecting the status (read/unread) of the message. Click **Apply** to filter.
- Clear your search & filter settings by clicking **Reset**.
- Mark your messages as read/unread by clicking the *Operation* column (*Mark as Read/Unread*).

The number of your unread messages is displayed in a red circle in the *Messages* menu.



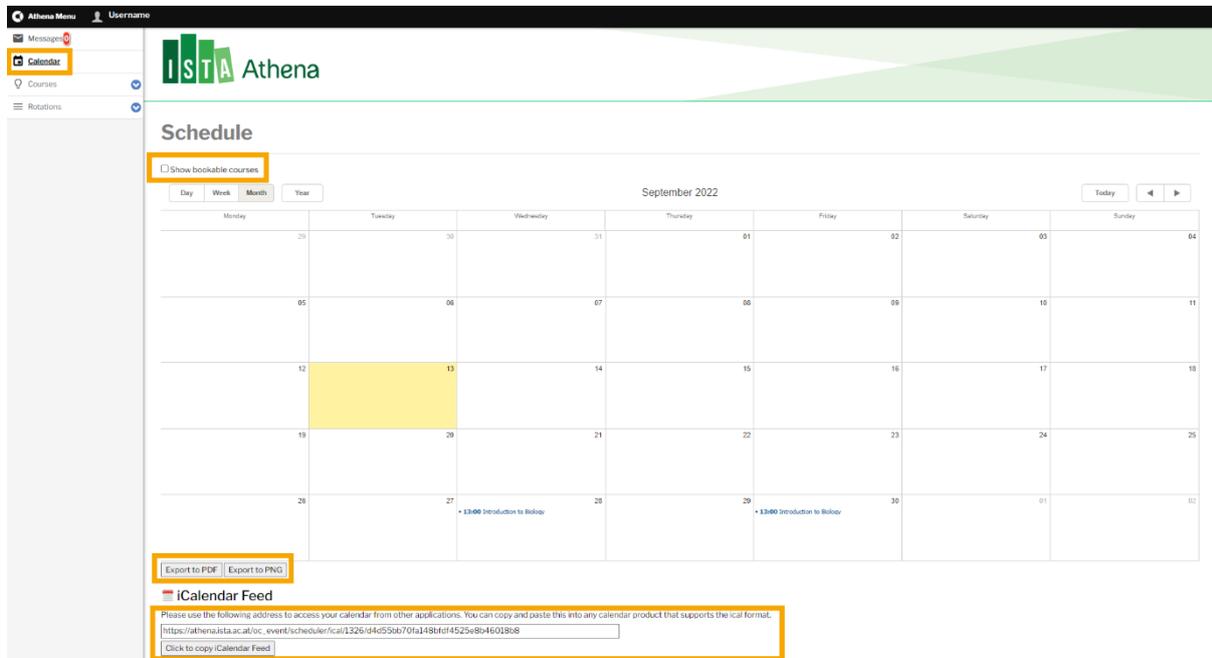
To view a message, click *View* in the *View* column. To close a message, click  in the upper right corner of the message.



## 4. Calendar

Your registered course(s) will automatically appear in the *Calendar*. You can export it to PDF or PNG by clicking the respective button.

You can access your calendar from other applications. Copy and paste the displayed address into any calendar product that supports the iCalendar format, e.g. Outlook, Google.



The screenshot shows the ISTA Athena user interface. On the left, a navigation menu includes 'Messages', 'Calendar', 'Courses', and 'Rotations'. The 'Calendar' menu item is highlighted. The main area is titled 'Schedule' and shows a calendar for September 2022. A course titled '13:00 Introduction to Biology' is listed for the 27th and 29th. Below the calendar, there are buttons for 'Export to PDF' and 'Export to PNG', and an 'iCalendar Feed' section with a URL and a 'Click to copy iCalendar Feed' button.

## 5. Courses

You will be managing your courses offered in ISTA Graduate School in the *Courses* menu. Click  to open the menu and choose respective submenu items. *Courses* menu consists of four submenus.

- Course Catalogue (see [§5.1](#))
- My Courses (see [§5.2](#))
- Grades (see [§5.3](#))
- Course Evaluations (see [§5.4](#))



The screenshot shows the ISTA Athena user interface. The 'Courses' menu is open, displaying submenus: 'Course Catalogue', 'My Courses', 'Grades', and 'Course Evaluation'. The background of the page shows a scenic view of the ISTA campus.

## 5.1. Course Catalogue

In *Course Catalogue*, you will see all the courses in the Graduate School.

### 5.1.1. General information on *Courses* tab

Click *Courses* tab to see the list of all courses of the Graduate School.

- Select any filter and click **Apply** to see results. Clear your search & filter settings by clicking **Reset**.
- You can filter the courses by selecting *Semester*, *Course tag*, and *Course level*.
- You can filter the course catalogue by entering all or part of the *Course title*, *Course codes*, or *Tracks*.
- If you click the green column title, the list will be sorted.

The screenshot shows the top part of the Athena Course Catalogue interface. The left sidebar contains navigation options: Messages, Calendar, Courses (highlighted), and Rotations. The main header features the ISTA Athena logo. Below the logo, the 'Course Catalogue' title is displayed. A sub-header indicates that the section lists all courses of the Graduate School. The filter section includes input fields for 'Course code', 'Course title', 'Track(s)', 'Course tag', and 'Course level', along with a 'Semester' dropdown menu. 'Apply' and 'Reset' buttons are visible to the right of the filters.

This screenshot shows the full list of courses in the Athena Course Catalogue. The interface is identical to the previous one, but now displays a table of course information. The table has columns for Course code, Course title, Semester, Track(s), Course tag, Course level, and Description. The first row is highlighted in orange.

Course code	Course title	Semester	Track(s)	Course tag	Course level	Description
C_OTH-1000-F22	A (very) basic introduction to R	2022/23 - Fall		Service	Introductory	As the course title says, this will be a very basic introduction to R for people with very little to no programming experience in any language... more
C_BIO-4000-F22	Advanced Nuclear Magnetic Resonance Spectroscopy: Spin Relaxation	2022/23 - Fall	Biology	Elective	Advanced/specialized	This course will be split in two half-semester courses. Part 1: Solid-state NMR Part 2: Relaxation theory in NMR This course builds upon the... more
C_PHY-3000-F22	An Introduction to Catalysis	2022/23 - Fall	Physics	Elective	Advanced/foundational	Catalysis contributes to roughly one third of the global economy. Beyond this, catalysis has a central role in all of our lives, from various sectors... more
C_MAT-4000-F22	An Introduction to Stochastic Equations: Analysis and Numerics	2022/23 - Fall	Mathematics	Elective	Advanced/specialized	This course is aimed at giving a general overview of some basic results concerning the analysis and numerics for stochastic (partial) differential... more
C_CS-522-F22	Applied Algorithms and Data Structures	2022/23 - Fall	Computer Science	Elective	Advanced/specialized	This course aims to teach the concepts of efficient algorithms through a practical, hands-on format. Each week treats a particular class of problems... more
C_OTH-1001-F22	Basics in Didactics – Teaching and Learning in Higher Education	2022/23 - Fall		Core curriculum	Introductory	By the end of this 16 hour workshop students will be able to - analyse the conditions for successful learning and teaching - apply basic concepts... more
C_PHY-516-F22	Collective Phenomena in Condensed Matter Physics	2022/23 - Fall	Physics	Elective	Advanced/foundational	The goal of this course is to introduce the students to the basic concepts in Condensed Matter Physics and to help them to learn to read and... more
C_MD-403-F22	Core Project	2022/23 - Fall		Core curriculum	Introductory	The primary outcome of this course is that students from widely different fields should be able to communicate with each other, and understand what... more
C_OTH-304-F22	Course for Working with Laboratory Animals (Rodents, Fish, Frogs)	2022/23 - Fall		Service	Practical	1st part: Participants shall gain theoretical background on Biology (behavior, husbandry, genetics, health aspects) of Zebrafish, frog and/or rat... more
C_OTH-309-F22	Entrepreneurship Lab	2022/23 - Fall		Core curriculum	Introductory	ISTA's Entrepreneurship Lab (e-Lab) aims to provide the foundations for entrepreneurial activities among ISTA's scientific and administrative staff... more
C_OTH-2000-F22	Essential Skills for Scientists	2022/23 - Fall		Core curriculum	Practical	The Core Components workshop series provides a forum for discussion among Phase I students and supports them in the development of key research and... more
C_BIO-1000-F22	Foundations of Probability and Statistics for Life	2022/23 - Fall	Biology	Elective	Introductory	The course gives an introduction to probability and statistics aimed at PhD students in the life sciences. The goal is to...

### Course code

Course codes consists of four elements;

Example:      C\_PHY-4000-S23  
                  └─┬─┬─┬─┘  
                  1  2  3  4

- 1) Course category: C=Credit, A=Audit, TA=Teaching Assistantship
- 2) Prefix (primary track association): BIO (biology), CS (computer science), DSSC (data science and scientific computing), MAT (mathematics), NEU (neuroscience), PHY (physics), CHMT (chemistry and materials), MD (multi-disciplinary), OTH (general), EXT (external courses)
- 3) 4-digit number:
  - The first digit identifies the level of the course: 1 = Introductory, 2 = Practical, 3 = Advanced/foundational, 4 = Advanced/specialized
  - The last 3 digits are assigned to courses in the order they are added to the course catalogue.
- 4) Semester Year: e.g. Spring 2022/2023 => S23

### Course tag

Course tag identifies which curricular requirement the course satisfies.

- *Core curriculum*: e.g. *Core Project, Track Core Course, Essential Skills for Scientists*
- *Elective*: Courses that satisfies Elective requirement
- *Service*: Courses that carry ECTS credits, but do not satisfy any coursework requirements

### Course level

There are four *Course levels* set for courses offered in ISTA.

- *Advanced/specialized*: typically 1st year MS courses at European universities
- *Advanced/foundational*: advanced MS courses at European universities or graduate-level courses in the US
- *Introductory*: courses that do not require any sophisticated background and can be taken by anyone outside the field
- *Practical*: hands-on practical or laboratory training, workshops, skill acquisition, and similar educational formats

### Course details page

If you click the course title, you'll be directed to the course details page. In the course details page, you'll find information about

- the schedule of the course (*Title and Time*)
- the location of the course (*Room*)
- course description (*Description*)
- the maximum number of course participants (*Capacity*)
- the code of the course (*Course Code*)
- course instructor(s) (*Course Instructor(s)*)
- the type of the course (*Course type*: taught course or mentored self-study)
- course tags (*Course tags*: core curriculum, elective, service)
- the level of the course (*Course level*: Advanced/specialized, Advanced/foundational, Introductory, Practical)
- the track the course is relevant for (*Primary track*)
- the format of the course (*Course format*: on campus, hybrid, or online)
- the duration of the course (*Duration*: half semester/full semester/blocked course)

- the ECTS value of the course (*ECTS value*)
- the term in which the course is taught (*Semester* – Fall 1/Fall 2/ Fall (1&2)/Spring 1/Spring 2/Spring (1&2))
- the minimum number of course participants (*Minimum number of course participants*)
- the target audience (*Target audience*)
- the prerequisites (*Prerequisites*)
- Teaching format (*Teaching format*)
- grading scheme (*Grading scheme*, e.g. pass/fail or 1-5)
- course instance (*Course category*: credit course, audit course, TA course)
- academic year (*Academic year*)

### 5.1.2.Course Registration

#### Credit course

To register on a credit course;

- 1) Search courses by filtering the courses in *Course* tab.  
e.g. Course code: “C\_”, Semester: “2022/23-Fall”. Click Apply to filter the list.
- 2) Click the course title you would like to register.
- 3) Course detail page (see [§5.1.1](#)) will open. Then check the information and click Book Course
- 4) Course registration is completed. You can see the list of booked courses in *My Courses* (see [§5.2](#))

Notes: In case the course reached its maximum capacity, you will only be able to book on *waiting list*. Course instructor has to approve to allow your participation. Once your request is approved, you will receive a notification in your ISTA email and Athena *messages* menu ([§3](#)). Maximum capacity of the course is found in course details page.

The screenshot displays the Athena Course Catalogue interface. At the top, there is a navigation menu with 'Messages', 'Calendar', 'Courses', and 'Rotations'. The main header features the ISTA Athena logo. Below the header, the 'Course Catalogue' section is visible, with tabs for 'Courses' and 'Rotations'. A search bar contains the text 'C.' and a dropdown menu is set to '2022/23 - Fall'. The 'Apply' button is highlighted with an orange box. Below the search bar, a table lists courses with columns for Course code, Course title, Semester, Track(s), Course tag, Course level, and Description. The first row in the table is highlighted with an orange box.

Course code	Course title	Semester	Track(s)	Course tag	Course level	Description
C. DSSC-1000-F22	Introduction to Biology	2022/23 - Fall	Data Science & Scientific Computing	Elective	Introductory	This session will give a historical overview of biology, explaining the development of both molecular and evolutionary biology. The aim is to... more
C. PHY-3000-F22	An Introduction to Catalysis	2022/23 - Fall	Physics	Elective	Advanced/foundational	Catalysis contributes to roughly one third of the global economy. Beyond this, catalysis has a central role in all of our lives, from various sectors... more
C. MAT-4000-F22	An Introduction to Stochastic Equations: Analysis and Numerics	2022/23 - Fall	Mathematics	Elective	Advanced/specialized	This course is aimed at giving a general overview of some basic results concerning the analysis and numerics for stochastic (partial) differential... more
C. BIO-1001-F22	Introduction into Evolutionary Biology	2022/23 - Fall	Biology	Elective	Introductory	We will cover aspects of evolutionary biology, with a focus on evolutionary ecology and genomics. Each week, there will be an introductory lecture... more
C. MAT-4002-F22	Introduction to Algebraic Geometry 1	2022/23 - Fall	Mathematics	Elective	Advanced/specialized	We will provide introduction to algebraic geometry both from a differential geometric /complex analytic and algebraic/scheme-theoretical perspective... more

Athena Menu Username

View profile  
Log out

**ISTA** Athena

## Introduction to Biology

**Book Course**

Title	Time	Room	Instructor
Introduction to Biology	28.09.2022 13:00 - 14:00 (Wed)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	30.09.2022 13:00 - 16:00 (Fri)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	03.10.2022 14:00 - 17:00 (Mon)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	05.10.2022 13:30 - 15:30 (Wed)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas

**Description:**  
This session will give a historical overview of biology, explaining the development of both molecular and evolutionary biology. The aim is to summarise the key principles, to introduce basic terminology, and to explain the major questions in current research. No previous knowledge of biology will be assumed. Further reading: Judson, H.F. (1996) *The Eighth Day of Creation* Cold Spring Harbour Press. A detailed history of the origins of molecular biology, based on interviews with the key scientists. Long, but very well written, and accessible to non-biologists. Barton et al. (2007) *Evolution* Chs. 1, 2 Cold Spring Harbour Press. This gives a brief summary of evolutionary and molecular biology, and its development in the mid-20th century.

**Capacity:**  
0/100

**Course Code:**  
C, DSSC-1000-F22

**Course instructor(s):**  
Nicholas Barton

**Course type:**  
Taught course

**Course tags:**

### Audit / Teaching Assistantship (TA)

To register on a course as an Audit or TA, course instructor must approve your registration through Athena.

- 1) Search courses by filtering the courses in *Course tab*.  
e.g. Course code: "A\_ ", Semester: "2022/23-Fall". Click **Apply** to filter the list.
- 2) Click the course title you want to register.
- 3) You will be directed to course details page. Click **Book Waiting List**.
- 4) You will be placed on waiting list and the request will be sent to the course instructor.
- 5) Once your request is approved, you will receive a notification in your ISTA email and Athena *messages* menu (§3).
- 5) You can check the status of your request by accessing the course detail page either through *Course Catalogue* or *My Courses* (see §5.2).

The intention to TA a course needs to be aligned with the course instructor prior to registration.

Athena Menu Username

Message 0  
Calendar  
Courses  
Reservations

**ISTA** Athena

## Introduction to Biology

You can book this course, but will be placed on the waiting list.

**Book Waiting List**

Title	Time	Room	Instructor
Introduction to Biology	28.09.2022 13:00 - 14:00 (Wed)		Barton, Nicholas
Introduction to Biology	30.09.2022 13:00 - 16:00 (Fri)		Barton, Nicholas
Introduction to Biology	03.10.2022 14:00 - 17:00 (Mon)		Barton, Nicholas
Introduction to Biology	05.10.2022 13:30 - 15:30 (Wed)		Barton, Nicholas

**Description:**  
This session will give a historical overview of biology, explaining the development of both molecular and evolutionary biology. The aim is to summarise the key principles, to introduce basic terminology, and to explain the major questions in current research. No previous knowledge of biology will be assumed. Further reading: Judson, H.F. (1996) *The Eighth Day of Creation* Cold Spring Harbour Press. A detailed history of the origins of molecular biology, based on interviews with the key scientists. Long, but very well written, and accessible to non-biologists. Barton et al. (2007) *Evolution* Chs. 1, 2 Cold Spring Harbour Press. This gives a brief summary of evolutionary and molecular biology, and its development in the mid-20th century.

**Capacity:**  
0/100

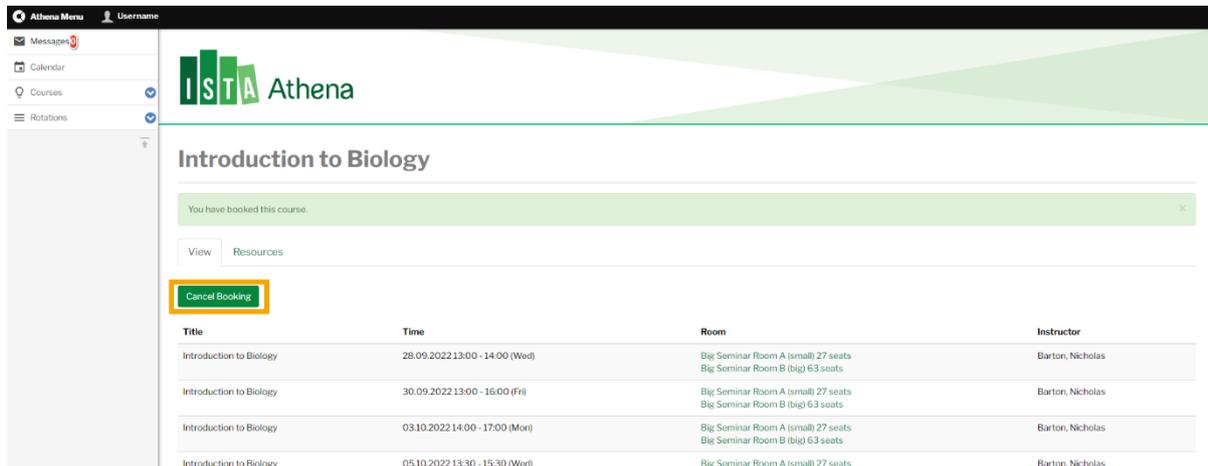
**Course Code:**  
A, DSSC-1000-F22

**Course instructor(s):**  
Nicholas Barton

### 5.1.3. Course Withdrawal

For regular courses (i.e. half and full semester courses), the deadline for dropping a course is by the third week from the official start of the respective (half) semester. For blocked courses, the withdrawal should happen within one day of the course start date.

- 1) Open course detail page either through *Course Catalogue* or *My Courses* (see [§5.2](#)).
- 2) Click  .



Title	Time	Room	Instructor
Introduction to Biology	28.09.2022 13:00 - 14:00 (Wed)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	30.09.2022 13:00 - 16:00 (Fri)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	03.10.2022 14:00 - 17:00 (Mon)	Big Seminar Room A (small) 27 seats Big Seminar Room B (big) 63 seats	Barton, Nicholas
Introduction to Biology	05.10.2022 13:30 - 15:30 (Wed)	Big Seminar Room A (small) 27 seats	Barton, Nicholas

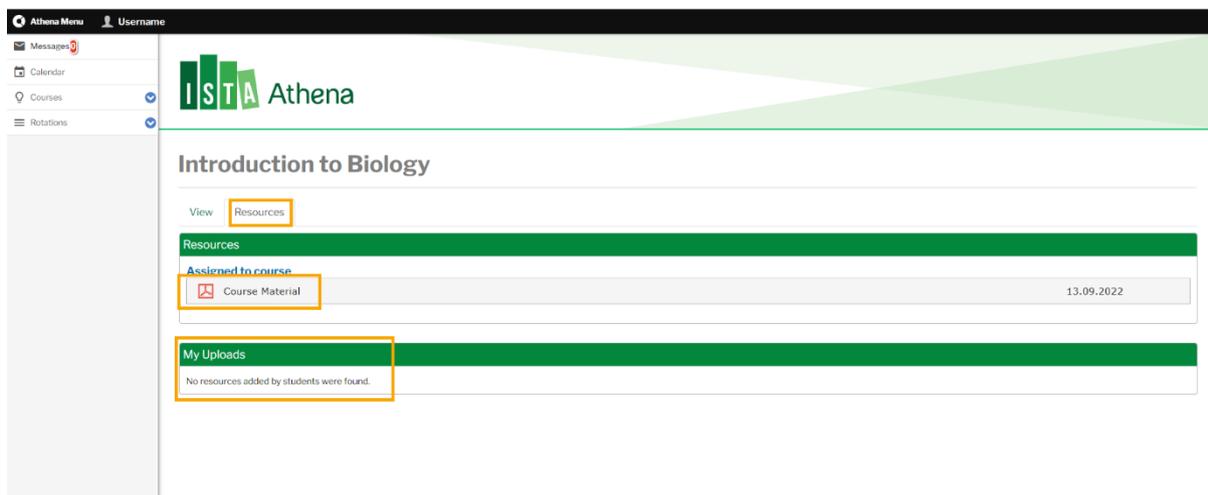
### 5.1.4. Course Materials

During the Fall semester 2022/2023 course materials are available on either Moodle or Athena, depending on the course instructor. For Moodle, please access <https://courses.ist.ac.at/>.

For Athena;

- 1) Open course detail page either through *Course Catalogue* or *My Courses* (see [§5.2](#)).
- 2) Click *Resources* tab.
- 3) If there are any materials uploaded, you will find them in *Resources* field.
- 4) Download the files by clicking the icons.

*My Uploads* field is where you can upload the materials or see materials uploaded by other students. This function is only available when the course instructor enables it.



## 5.2. My courses

In this menu, you can see all the courses you registered.

In order to view the course details, click *view* in the *Description* column. This will bring you to the course detail page where you are able to see the status of your booking and access *Recourse* tab for your course materials if needed (see [§5.2](#)).

Once the course evaluation is available, the *Evaluation period* and *Course evaluation submission* status will appear (see [§5.4](#)).

The screenshot displays the 'My Courses' interface in the ISTA Athena system. The left sidebar contains navigation links, with 'My Courses' highlighted. The main area features a search and filter section above a table of registered courses. The table includes columns for course identification, details, and evaluation status.

Course code	Course title	Semester	Track(s)	Course tag	Course level	Description	Evaluation period	Course evaluation submission
C_DSSC-1000-F22	Introduction to Biology	2022/23 - Fall	Data Science & Scientific Computing	Elective	Introductory	<a href="#">view</a>	N/A	N/A

### 5.3. Grades

All your ISTA course grades are listed in this menu once the course instructor grades them. You can filter them by entering all or part of the *Course title* or by selecting the *semester*. If you click the green column title, the list will be sorted. Click *view* to see the Course details.

Course Name	ECTS	Grade	Semester	
Applications of stochastic processes	6	3	2022/23 - Fall	view
Biology Track Core Course	6	1	2022/23 - Fall	view

### 5.4. Course Evaluation

Two weeks before the end of the course, evaluation form for all the courses you took will be available on this page. Answer the questions and click  in the bottom of the form to submit the form.

**Course Evaluation**

**Instructions:**  
Please share your opinion about the courses by completing the evaluation forms. You'll be asked to rate statements on a scale 1-5, and give us any additional feedback you might have in the Comments and suggestions fields.  
Your anonymous feedback will be provided to the course instructor(s), the teaching assistant(s), and the Graduate School. The feedback will be used for statistical purposes and to improve the courses offered by the GSO. Please note that you will not be able to change your answers after clicking Submit.

**Course :** Evaluation Testing Course 3  
**Evaluation Period :** 03/08/2022 11:40 to 31/12/2022 11:40

The course was well organized and requirements were clearly communicated. \*

(i.e. the course followed a syllabus, had clearly defined learning goals and assignments, clear evaluation criteria)

Comments and suggestions regarding organization and communication

The course content was relevant and provided the expected learning outcomes. \*

Comments and suggestions regarding course content