

InSIS Guide

Useful InSIS features

Integrated Study Information System

Feb 17, 2021 1:49 p.m.

Logged in: Office365 4 documents 0 tasks

Searching Person's name: Course title: Study register: Staff administration:

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.



Change of distribution server



Are you looking for a mobile app for college?



Reservation



Education on the Go with the My College application! Download, track, study...



Public information portal

- Persons at VSE
- Course catalogue
- Departments
- Study plans
- Thematic search



My College

- Student's portal
- Course Attainment Evaluation
- Study application form
- Course evaluation by students
- Student enrollment statistics

Course Evaluation

(To be filled at the end of the semester Feedback for VSE)

Study system

- Study Department
- International Office
- Study register
- Admission procedure
- Print identical copies



Science and research

- Biographical information
- Writing CVs
- Matching of publications



Personal management

- Document server
- Mail box
- Sign up for news
- Document storage
- Discussion platforms



eAgenda

- Contact centre
- eSurveys



Technology and its administration

- University e-mail delivery
- Types of ID cards in use
- Access control system
- Accounts administration section
- Identity cards administration



Information system administration

- Staff administration
- Authorizations administration



InSIS documentation

- InSIS documentation
- System integrators
- Licence information
- Statistics of using InSIS
- My operations



Game room

- List of games and statistics
- IQ Solitaire
- Stone Eater
- Caterpillar



Adjustment of the information system

- User settings
- Portlets in InSIS
- Configure transfer of events to Office 365
- Change photo
- Administration of My favourites menu



Information system set-up

- Change identity
- My operations
- Password change
- Log out
- Setting of authentication using one-time passwords (OTP)



Protection of personal data

- Personal data check
- Approvals by user
- Personal data check statistics



My Study mobile application

- About app
- Administration of paired devices
- Google Play
- App Store
- User support

Integrated Study Information System

Feb 17, 2021 2:03 p.m.

Logged in: Office365 4 documents 0 tasks



Searching Person's name: -> Course title: -> Study register: -> Staff administration: ->

Student's portal



Study - study period - SS 2020/2021

[My College](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#)
[My favourite courses](#)

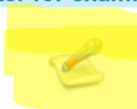
Registration for Exams !

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

Choose Faculty Study Progress of study Register for examinations Registration/Enrollment Extra-sem. courses Final thesis



enrolled



Support of the selected study

Application on support of the selected study.



[Personal timetable](#)



[Academic calendar \(weeks overview\)](#)



[Academic year schedule](#)



[Contact departments](#)



[Contact centre](#)



[My excuse notes](#)



[Print documents](#)



[Document storage](#)



[Course evaluation by students](#)

Extra-sem. Courses
(Registration from the beginning of the semester)

Logged in: Office365 4 documents 0 tasks

Searching Person's name: Course title: Study register: Staff administration:

Student's portal

Study – study period – SS 2020/2021

My College E-study record My schoolmates Study details Map of my study
Course e-plans List of topics Coursework submissions Plan progress check My lectures sheet

The table shows the studies commenced or completed at this university and the application icons relevant to the study period you are working with at the moment can be found in the page subheader. If you have more than one of the grey bullet in the first column Choose to switch between them in the portal applications. When entering the working with the active study (green bullet).

Choose Faculty Study Progress of study Register for examinations Registration/Enrollment Extra-sem. courses Final thesis

Registration for Exams !

Which exam sittings I can register for.

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display: Study period

Ord.	State	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Actions	Register
1.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	15/12/2021 09:00 (Wed)	NB 223 (Z)	examination (written and oral)	J. Jedlinský	5/5	Ⓡ	12/12/2021 23:59 12/12/2021 23:59	🔍 🗑️ 🐕 🗑️	🗑️
2.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	05/01/2022 10:00 (Wed)	NB 223 (Z)	examination (written and oral)	J. Jedlinský	3/5	Ⓡ	02/01/2022 23:59 12/12/2021 23:59	🔍 🗑️	🗑️
3.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	12/01/2022 10:00 (Wed)	NB 223 (Z)	examination (written and oral)	J. Jedlinský		Ⓡ			🗑️
4.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	13/01/2022 10:00 (Thu)	NB 223 (Z)	examination (written and oral)	J. Jedlinský		Ⓡ			🗑️
5.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	19/01/2022 10:00 (Wed)	NB 223 (Z)	examination (written and oral)	J. Jedlinský		Ⓡ			🗑️
6.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	20/01/2022 10:00 (Thu)	NB 223 (Z)	examination (written and oral)	J. Jedlinský		Ⓡ			🗑️

This exam date is full !

(you can only register it if another student cancels his/her registration)

Monitor exam date!

(switch it on by clicking on the watchdog)

Student's portal

Study – OZS Z-EXC-LLPB pres [term 1, E], study period – WS 2021/2022 - OZS

My College E-study record My schoolmates Study details Map of my study
Course e-plans List of topics Coursework submissions My lectures sheet My favourite courses

Register for examinations

Here you can check that you successfully switched on/off the "Monitor exam date" function.

"Monitor exam date" function as of 15/12/2021, 09:00 (Wed) in Cryptocurrencies and other alternative monetary solutions in worldwide practice was switched on. As soon as a place is vacant, you will be informed by e-mail.

Which exam sittings I can register for.

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display: Study period

Ord.	State	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Actions	Register
1.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	15/12/2021 09:00 (Wed)	NB 223 (Z)	examination (written and oral)	J. Jedlinský	5/5	Ⓡ	12/12/2021 23:59 12/12/2021 23:59	🔍 🗑️ 🐕 🗑️	🗑️
2.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	05/01/2022 10:00 (Wed)	NB 223 (Z)	examination (written and oral)	J. Jedlinský	3/5	Ⓡ	02/01/2022 23:59 12/12/2021 23:59	🔍 🗑️	🗑️
3.	●	2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	12/01/2022 10:00 (Wed)	NB 223 (Z)	examination (written and oral)	J. Jedlinský	3/5	Ⓡ	05/01/2022 23:59 12/12/2021 23:59	🔍 🗑️	🗑️

Monitor exam date!

(switch it off by clicking on the crossed watchdog)

Integrated Study Information System

Feb 17, 2021 2:03 p.m.

Logged in:

Office365 4 documents 0 tasks



Course e-plan (if applicable)



Course title:

My Schoolmates

(Contact information to all classmates)

Staff administration:



Student's portal

E-study records (final grades)

Study –

study period – SS 2020/2021

[My College](#)

[Course e-plans](#)

[My favourite courses](#)

[E-study record](#)

[List of topics](#)

[My schoolmates](#)

[Coursework submissions](#)

[Study details](#)

[Plan progress check](#)

[Map of my study](#)

[My lectures sheet](#)

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column. Choose to switch when entering the Student's portal you are working with the active study (green bullet).

Choose Faculty Study

List of Topics
(Registration of topics for seminar papers)

examinations Registration/Enrollment Extra-sem. courses Final thesis



enrolled



Support of the selected study

Application on support of the selected study.



[Personal timetable](#)



[Academic calendar \(weeks overview\)](#)



[Academic year schedule](#)



[Contact departments](#)



[Contact centre](#)



[My excuse notes](#)



[Print documents](#)



[Document storage](#)



[Course evaluation by students](#)

Student's portal

Study study period Select

[My College](#)
[Course e-plans](#)
[My favourite courses](#)

[E-study record](#)
[List of topics](#)

[My schoolmates](#)
[Coursework submissions](#)

[Study details](#)
[Plan progress check](#)

[Map of my study](#)
[My lectures sheet](#)

This application helps you to display a list of fellow students who attended the same course during your whole study. The table shows a list of courses you attended in the selected study period. Click on icons in the individual rows to view the list of students who attended the course according to the selected criteria. You can send multiple message to students in your seminar.

Display: ☒ Seminar

Code	Course	Students		
		all	from teacher	from seminar

Contact information to all classmates

[My College](#)
[Course e-plans](#)
[My favourite courses](#)

[E-study record](#)
[List of topics](#)

[My schoolmates](#)
[Coursework submissions](#)

[Study details](#)
[Plan progress check](#)

[Map of my study](#)
[My lectures sheet](#)

[Course topics](#) [Final theses topics](#)

Package of topics is a group of related topics. Individual topics are placed in the particular package of topics. Use this application to sign up for the given topics of courses you attend, to display the packages filed for individual courses and to view the details of the topics.

In all tables stated below the column Register until represents the deadline up to which it is possible to register for a topic. As soon as the date is over, the package is closed. Information in the column Registered shows the number of students registered/number of topics offered.

Where have I enrolled in?

This table shows you the packages of topics where you have signed up for a topic. See the selected topic in column Topic. Click on the icon in the Details column to see a list of topics placed in the package.

Course title	Group of topics	Announced for	Register until	Number of topics	Topic	Put up by	Details
--------------	-----------------	---------------	----------------	------------------	-------	-----------	---------

Where can I enroll in?

This table shows the storage of topics where you have signed up for no topic yet, but still you can do so. Click on the icon in the Details column to see a list of topics placed in the package.

Course title	Group of topics	Announced for	Register until	Number of topics	Topic	Put up by	Details
--------------	-----------------	---------------	----------------	------------------	-------	-----------	---------

Registration of topics for seminar papers

[My College](#)
[Course e-plans](#)
[My favourite courses](#)

[E-study record](#)
[List of topics](#)

[My schoolmates](#)
[Coursework submissions](#)

[Study details](#)
[Plan progress check](#)

[Map of my study](#)
[My lectures sheet](#)

[Current basic overview](#) [Basic overview for the whole study](#) [Statistical information for the whole study](#) [Detailed overview of the whole study](#) [Credit statistics](#) [Study results comparison](#)

Use this application to display various information and overviews of your running course of study.

Next, see the detailed overview of your study results in the selected period. Click on the number to view your past exam sittings.

SS 2020/2021 - FMV:

Code	Course	Compulsory	Lang.	Com.	Attempt	Result	Entered	Entered by	ECTS	Group	Credits	Type
------	--------	------------	-------	------	---------	--------	---------	------------	------	-------	---------	------

Overview including the statistical data on study in the selected study period	
Number of credits for courses you signed up for in the selected study period	
Number of credits obtained in the selected study period	0
Number of credits lost during a given study period	0
Number of courses completed in the selected study period	0
Number of courses not completed in the selected study period	0
Number of courses recognized in the selected study period	0
Number of courses unregistered in the selected study period	0
The average score for the courses completed in the selected study period	0.00
The average score for the courses completed in the selected study period (including the failed courses)	0.00
Average score for the courses completed in academic year (including failed courses)	

final grades

Integrated Study Information System

Feb 17, 2021 2:03 p.m.

Logged in: Office365 4 documents 0 tasks








Searching Person's name: Course title: Study register: Staff administration:

Student's portal

Study study period – SS 2020/2021

- [My College](#)
 - [Course e-plans](#)
 - [My favourite courses](#)
- [E-study record](#)
 - [List of topics](#)
- [My schoolmates](#)
 - [Coursework submissions](#)
- [Study details](#)
 - [Plan progress check](#)
- [Map of my study](#)
 - [My lectures sheet](#)

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the student's portal you are working with the active study (green bullet).




Choose	Faculty	Study	Progress	Registration/Enrollment	Extra-sem. courses	Final thesis
		enrolled				

Coursework submission
(Submitting papers, essays and homeworks)

My Lecture Sheet
(activity points, attendance)

Support of the selected study


Application on support of the selected study.

-  [Personal timetable](#)
-  [Academic calendar \(weeks overview\)](#)
-  [Academic year schedule](#)
-  [Contact departments](#)
-  [Contact centre](#)
-  [My excuse notes](#)
-  [Print documents](#)
-  [Document storage](#)
-  [Course evaluation by students](#)

The application used for submitting papers and projects is a room reserved by a teacher for the students where they can individually or in groups submit their homework, case studies, projects or other assignments. Each coursework submission is limited in time and set up for the individual seminars or centrally for the whole course.

The table shows all submission places that have been set up for the courses you attend in the current period. The "Open till" column defines when the coursework submission is closed. In the next column you can see the name of a set of topics and a list of topics you have signed up for and which have been approved by the teacher. A coursework submission is linked to the whole course. In the "Files" column you can see how many files you have entered to the coursework submission. Click on the icon in column "Instructions" to see the instructions entered by the teacher for the coursework submission.

The following table shows the coursework submission open for inserting files. To insert files to a particular coursework submission use the arrow in the Insert files column.

 **Where I can submit my papers**

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Insert files
No suitable data found.										

The following table contains the coursework submissions where you have submitted your assignments to and received a confirmation, therefore, you cannot enter any more files there. If you have been granted points for submission, see them in column Points. To display the entered files click in column Display files.

 **Coursework submissions with submitted files**

Course title	Name	Type	Announced for	Until	Topic	Open	Points	Details	Number of files	Instructions	Put up by	Display files
--------------	------	------	---------------	-------	-------	------	--------	---------	-----------------	--------------	-----------	---------------

Submitting papers, essays and homeworks
After submitting, do not forget to confirm it !
Be careful about deadlines !

The table contains an overview of your attendance in the courses you properly signed up for. Use the arrow in the Other column to display the assessment sheets for the course. These sheets enable the teacher to enter and to release various information concerning the student's assessment, e.g. assigned seminar papers, activity in the class score, test score, etc. You can display them only if the teacher keeps file of any assessment sheets for the course.

Click on the icon in column Settings to set sending e-mails from coursework submissions of the relevant course. The "Actions - first icon" column represents the overall assessment of a course in the automatic assessment After you have handed in your course test, you gain access to the link in "Actions - second icon" column.

Attendance sheet
Points for each activity

Course	Timetable item															Settings	Actions		
	When	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	Other				
→																	-	-	
																	-	-	
																	-	-	

[Key](#) (click to show/hide)

Integrated Study Information System

Feb 17, 2021 1:49 p.m.

Logged in: Office365 4 documents 0 tasks

Searching Person's name: Course title: Study register: Staff administration:

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

[:: Change of distribution server](#)[Are you looking for a mobile app for college?](#)[Reservation](#)[Education on the Go with the My.College application! Download, track, study...\)](#)[Search](#) [Open all](#)

Upgrade



Public information portal

- Persons at VSE
- Course catalogue
- Departments
- Study plans
- Thematic search

My College

- Student's portal
- Course Attainment Evaluation
- Study application form
- Course evaluation by students
- Student enrollment statistics

Document server
(Documents from lecturers)**Mail box**
(E-mails from VSE)**Sign up for news**
(Job offers from VSE)**Document Storage**
(Documents from Exchange Office)

Science and research

- Biographical information
- Writing CVs
- Matching of publications

Personal management

- Document server
- Mail box
- Sign up for news
- Document storage
- Discussion platform



Information system administration

- Staff administration
- Authorizations administration



InSIS documentation

- InSIS documentation
- System Integrators
- Licence information
- Statistics of using InSIS
- My operations



Study system

- Study Department
- International Office
- Study register
- Admission procedure
- Print identical copies



Technology and its administration

- University e-mail delivery
- Types of ID cards in use
- Access control system
- Accounts administration section
- Identity cards administration



Information system set-up

- Change identity
- My operations
- Password change
- Log out
- Setting of authentication using one-time passwords (OTP)



Protection of personal data

- Personal data check
- Approvals by user
- Personal data check statistics



My Study mobile application

- About app
- Administration of paired devices
- Google Play
- App Store
- User support

Document server

All unopened documents can be found here.

Document tree

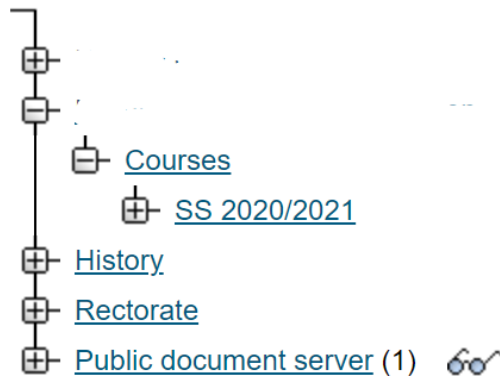
[DS settings](#)

[All my folders](#)

[Searching](#)

[New documents \(4\)](#)

Document server helps you to keep a record of documents and to administer them. The individual folders can contain files. Their number is indicated in brackets at the end of the file name. If the folder contains some new documents, their number is indicated in brackets and is written in bold. File names written in bold indicate a new document in some of the subfolders.



Documents from lecturers in pdf, ppt, study materials, etc.

Expand all

Collapse all

Quota: 40 MiB


Occupied: 0.0 B (0 %)

Free: 40.0 MiB

Key

The rights are in a descending order according to their importance in the Document server.

Super Filing Change Enrollment Read



Personal management

- [Mail box](#)
- [Document server](#)
- [Document storage](#)
- [Sign up for news](#)
- [Discussion platforms](#)

Document Storage

(Documents from Exchange Office)

Document storage

In this application you can work with documents in the document storage. Use the following navigation menu as a basic signpost to individual folders of documents.

[Admission procedure](#)

[LoA and ToR](#)

[Study](#)

Section LoA and ToR
(to access your **Letter of Acceptance / Transcript of Records** once uploaded)

Document storage

In this application you can work with documents in the document storage. Use the following navigation menu as a basic signpost to individual folders of documents.

[Admission procedure](#)

[LoA and ToR](#)

[Study](#)

Section Study
(to access the **Confirmation of Arrival / Confirmation of Study Period** once uploaded)