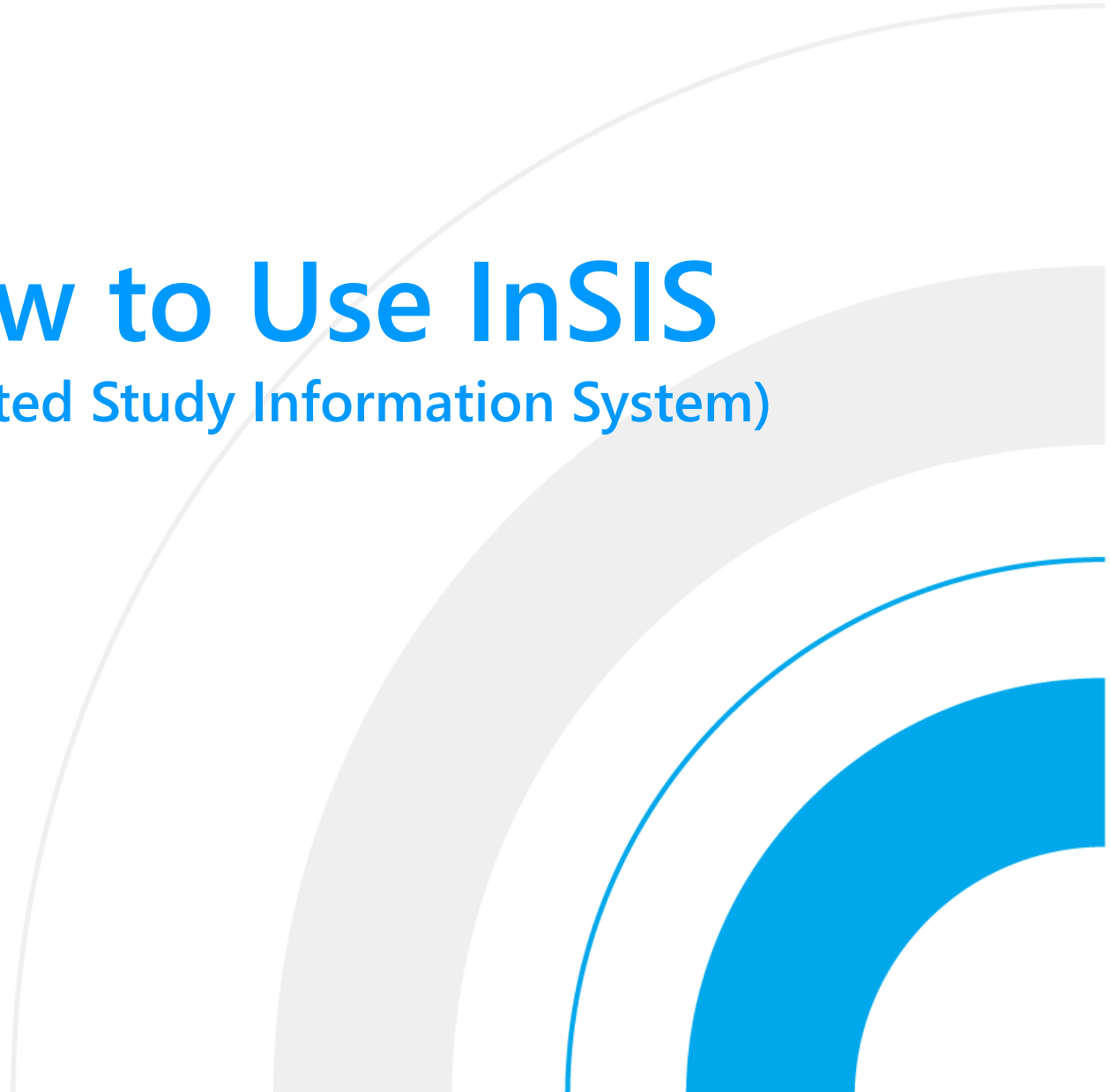# How to Use InSIS

(Integrated Study Information System)

WWW.VSE.CZ

Agenda

- **General Information**
- **Administration of InSIS**
- **Public Information Portal**
- **My College**
- **Student's Portal**
- **Personal Management**
- **Adjustment of the Information System**
- **Information System Set-up**
- **Q&A**

General Information

- https://insis.vse.cz/

- To sign in:
  - Username and password needed
  - Forgotten password in our office or via ci.vse.cz

Administration of InSIS

- **Dashboard**
  - Most information not related to Exchange students

- **Mail box**
  - Sending messages to your classmates, lecturers, etc.
  - Forwarding to your personal email if needed

- **Documents**
  - Lectures in pdf, ppt, materials for study, etc.

Public Information Portal

- **Course Catalogue**
  - Syllabi of all courses
  - Available for printing

- **Persons at VSE**
  - Anyone working / studying at VSE contact information

My College

- **Student's Portal**
  - **Important during the whole semester**
- **Personal Timetable**
  - Intensive courses
  - Time clash!
- **Course Evaluation**
  - To be filled at the end of the semester
  - Feedback for VSE

Student's Portal (1)

- **My College**
  - Registration / Enrollment:
    - Regular and intensive courses, pre-registration
    - Changes in registration
  - Extra-sem. Courses:
    - Registration from the beginning of semester
  - Registration for Exams!

Student's Portal (2)

- E-Study Record
- **My Schoolmates**
  - Contact information to all classmates
- Course e-plan (if applicable)
- List of Topics
  - For registration of topics for seminar papers

Student's Portal (3)

- **Coursework submission**
  - Submitting papers, essays and homeworks
  - After submitting, do not forget to confirm this!
  - Deadlines

- **My Lecture Sheet**
  - Points for each activity
  - Checking progress of studies

Personal Management

- Sign up for News
  - Development and Counselling Centre
- Mail Box
- **Document Server**
- Borrowings from the VSE Library
  - Outstanding debts with VSE = no Transcript

Adjustment of the Information System

- **User Settings**
  - Portlets in InSIS
  - Administration of My favourites menu

Information System Set-up

- Personal Data Check
  - Check your personal data, and confirm if correct
- Password Change
- Log out

Transcript of Records

**Delivered both to you &
both to your home university**

VSE grading scale

Grade		%
1	Excellent	100-90
2	Very good	89-75
3	Good	74-60
4+	Fail, retake option	59-50
4	Fail	0-59

Different to ECTS Grading Scale

Q&A?