

InSIS Guide

Useful InSIS features



:: [Change of distribution server](#)



:: [A My College update has been released. See what's new!](#) ✖

Student's Portal !

(Important during the whole semester)

Course Evaluation

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

Open all

Public information portal Persons at VŠE Course catalogue Departments Study plans Thematic search	My College Student's portal Course Attainment Evaluation Student course selection Course evaluation by students Study application form	eLearning Tests and examinations Electronic study materials	Study system International Office Study Department Study register Admission procedure Print duplicates
Science and research Biographical information Creation of CVs Matching of publications Scheduled conferences Grant opportunities	Personal management Sign up for news Mail box Document storage Document server Discussion platforms	eAgenda Contact centre Room reservation eSurveys Projects of Internal Development Competition My Elections	Technology and its administration Identity cards administration Access control system Accounts administration section University e-mail delivery Identification cards in use
Information system administration Staff administration List of external staff External objects register Authorizations administration	In SIS documentation In SIS 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 Change photo Portlets in InSIS Administration of My favourites menu Configure transfer of events to Office 365
Information system set-up Setting of authentication using one-time passwords (OTP) Link your account to eID My operations Change identity Delegates set-up	Protection of personal data Personal data check Approvals by user Personal data check statistics	Accreditation CV for accreditation	My College mobile app 2 About app Administration of paired devices Google Play Frequently asked questions App Store

Student's portal



Study – FMV C-MS-2KK pres [term 2, E], study period – SS 2025/2026 - FMV

[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](#)

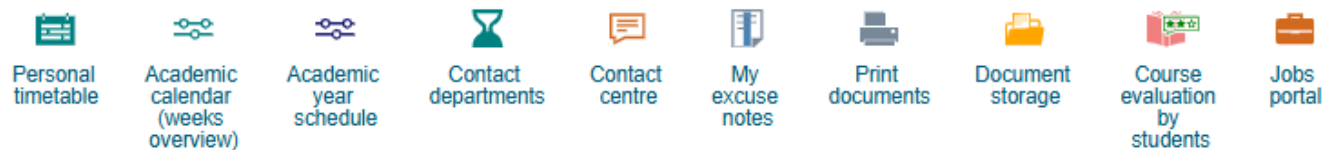
The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first 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).

Registration for Exams !

Choose	Faculty	Study	Progress of study	Restriction	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis
	FMV	International Politics and Diplomacy Commercial Communication full-time	enrolled					

Support of the selected study

Application on support of the selected study.



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

Study financing and scholarships

Application on support of financing and scholarships of the selected study.



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 (Zi)	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 (Zi)	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 (Zi)	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 (Zi)	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 (Zi)	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 (Zi)	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)

[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](#)

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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.

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Monitor exam date!

(switch it off by clicking on the crossed watchdog)

E-study records (final grades)

My Schoolmates
(Contact information to all classmates)

Course e-plan (if applicable)

Student's portal

Study – FMV C-MS-2KK pres [term 2, E] study period – SS 2025/2026 - FMV

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Choose	Faculty	Study	Progress of study	Restriction	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis
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List of Topics
(Registration of topics for seminar papers)

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

 Jobs portal

Study financing and scholarships

Application on support of financing and scholarships of the selected study.

 Study financing

 Accommodation benefit application form

 Paid-out scholarships

 Bank accounts

 Orders

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

Display: ☒ Seminar

Code	Course	Students		
		all	from teacher	from seminar
4MM101	Mathematics for Economists			

[My favourite courses](#)

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 then topics inside those packages and their details.

i You have not enrolled for any courses.

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 selcted 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)												

Contact information to all classmates

Registration of topics for seminar papers

final grades

Student's portal

Study – FMV C-MS-2KK pres [term 2, E], study period – SS 2025/2026 - FMV

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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
- Jobs portal

Study financing and scholarships

Application on support of financing and scholarships of the selected study.

- Study financing
- Accommodation benefit application form
- Paid-out scholarships
- Bank accounts
- Orders

My Lecture Sheet
(activity points, attendance)

Coursework submission
(Submitting papers, essays and homeworks)

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.

Restrict to a course

-- all courses --

Restrict

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	Since	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	Since	Until	Topic	Open	Points	Details	Number of files	Instructions	Put up by	Display files
--------------	------	------	---------------	-------	-------	-------	------	--------	---------	-----------------	--------------	-----------	---------------



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)



:: [Change of distribution server](#)



:: [A My College update has been released. See what's new!](#) ✕

Open all

Public information portal

- Persons at VŠE
- Course catalogue
- Departments
- Study
- Ther

Science and

- Biographical information
- Creation of CVs
- Matching of publications
- Scheduled conferences
- Grant opportunities

Information

- S
- Li
- External objects register
- Authorizations administration

Information system set-up

- Setting of authentication using one-time passwords (OTP)
- Link your account to eID
- My operations
- Change identity
- Delegates set-up

My College

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

Personal management

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

In SIS documentation

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

Protection of personal data

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

eLearning

- Tests and examinations
- Electronic study materials

Competition

- Contact centre
- Room reservation

Games and statistics

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

Accreditation

- CV for accreditation

Study system

- International Office
- Study Department
- Study register
- Admission procedure
- Print duplicates

Technology and its administration

- Identity cards administration
- Access control system
- Accounts administration section
- University e-mail delivery
- Identification cards in use

Adjustment of the information system

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

My College mobile app 2

- About app
- Administration of paired devices
- Google Play
- Frequently asked questions
- App Store

Mail box
(E-mails from VSE)

Document Storage
(Documents from Exchange Office)

Sign up for news
(Job offers from VSE)

Document server
(Documents from lecturers)

Document server

All unopened documents can be found here.

Document tree

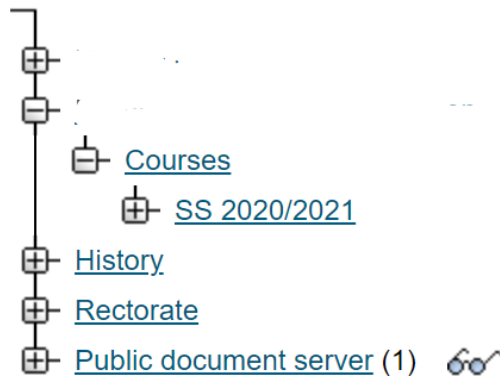
[DS settings](#)

[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

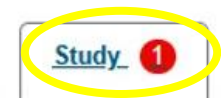
- [Sign up for news](#)
- [Mail box](#)
- [Document storage](#)
- [Document server](#)
- [Discussion platforms](#)

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.



Documents

The table displays available documents. If you are authorized enough, click on icon of the file to start its downloading.

Documents marked as confirmed require you to confirm reception the first time you download them.

Study

-- no restrictions --



Restrict

Display: ☒ [Note](#) ☒ [Size](#) ☒ [Displayed](#) ☒ [Created](#) ☒ [Created by](#) ☒ [Language of the document](#)

Section Study

(to access the **Letter of Acceptance, Confirmation of Arrival, Confirmation of Study Period** and **Transcript of Records** once uploaded)