



# How to Use InSIS

(Integrated Study Information System)

# AGENDA

- General Information
- Administration of InSIS
- Public Information Portal
- My Studies
- 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 [vc.vse.cz](https://vc.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 Studies

- **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 Studies**
  - 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**
  - Design
  - 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

**Q&A?**

