



How to Use InSIS Guidebook

WWW.VSE.CZ

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/>
- Public Information Portal
 - Course Catalogue (syllabi of all courses)
 - Persons at VŠE
- After signing in
 - Login and password needed
 - Forgotten password in our office or via 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 VŠE contact information

My Studies

- **Student's Portal**
 - Important during the whole semester
 - **Grades, Schoolmates, Timetable, My lectures sheet (sign up for news) etc.**
- **Personal Timetable**
 - Intensive courses
 - Time clash!
- **Course Evaluation**
 - To be filled at the end of the semester
 - Feedback for the university

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!
 - Personal Timetable

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 University Library
 - Outstanding debts = 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?