

COMENIUS UNIVERSITY BRATISLAVA

ACADEMIC INFORMATION SYSTEM

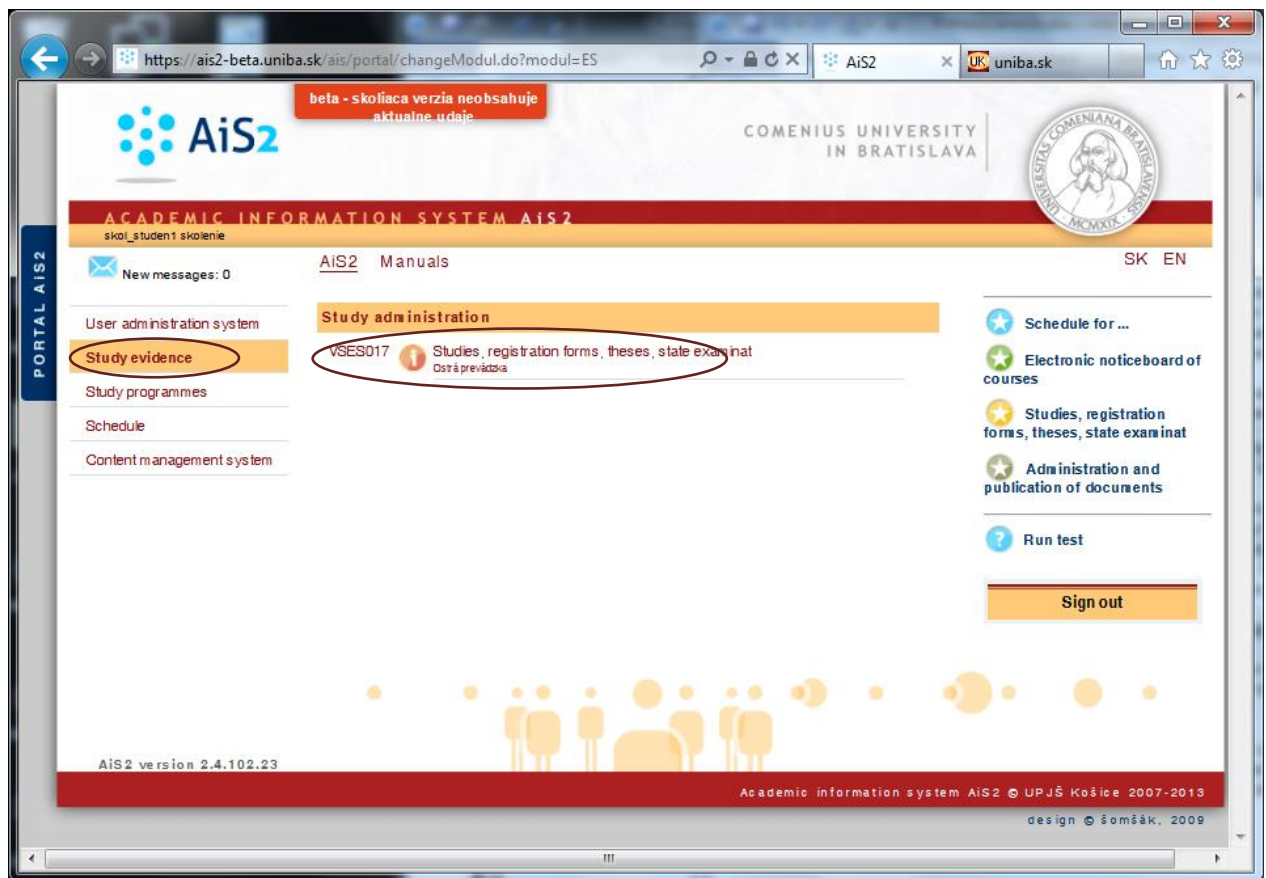
AID FOR STUDENTS: SIGNING IN FOR EXAMINATION DATE

1) Activate your internet browser and write in the address line: <http://moja.uniba.sk>, then click at the hypertext link **AIS**. You must register in the AIS system under **your** username and password (you will find these in the letter which you received during the summer months).

Note: In case you do not have a user name and password, contact the administrator of passwords at your faculty (<https://uniba.sk/o-univerzite/fakulty-a-dalsie-sucasti/cit/citps/bezpecnost/fakultni-spravcovia-hesiel/>).

The image shows two overlapping browser windows. The top window displays the AIS2 portal at <https://ais2-beta.uniba.sk/ais/portal/changeLocale.do?locale=EN>. It features the AIS2 logo, a navigation menu with 'Prihlásenie' (Sign In) and 'Sign In' buttons, and a 'Project AIS2' section. The bottom window shows the IIKS login page at <https://login.uniba.sk/?cosign-filter-ais2-beta.uniba.sk&https://ais2-beta.uniba.sk>. The page is titled 'Univerzita Komenského v Bratislave' and 'IIKS - Prihlásenie' / 'IIKS - Login'. It contains instructions in both Slovak and English, a list of security guidelines, and login fields for 'Login UK' and 'Heslo' (password) with 'Prihlásiť' and 'Login' buttons. A red circle highlights the 'Login' button in the English section.

2) After you have logged in the AIS system window will open. The menu in the left part of the window contains the list of applications in which click at **Study evidence** and afterwards pick from the options in the main part of the window the application **VSES017 – Studies, registration forms, theses, state examination**.



3) The **VSES017** application will now open. The *lower part of the window* displays the list of enrollment sheets for all the academic years of your being registered as a **student**. In order to register for assessment in a subject (examination) click at the respective enrollment sheet (for the academic year in question) and then click at the small arrow next to the icon representing a runner (the same can be achieved by clicking the right mouse button at the enrollment sheet). From the local menu displayed choose the instruction **Examination dates**.

The screenshot shows the VSES017 application interface. At the top, the browser title is "VSES017: Administration of student's studies - Windows Internet Explorer". The address bar shows "beta - skoliaca verzia neobsahuje aktualne udaje". The student information is "sko1_studen1 skolenie, UOC: 54845914, PIK: 1335054107".

The "List of studies" section contains a table with the following data:

Year	Study	Group	Study programme	Additional	Beginning of	End of studies	Length	Lenght of	Diplo
4	boJA		Japanese Language and Ir	(Single degree stuc	01.09.2009		8	4,0	


The "List of registration forms" section contains a table with the following data:

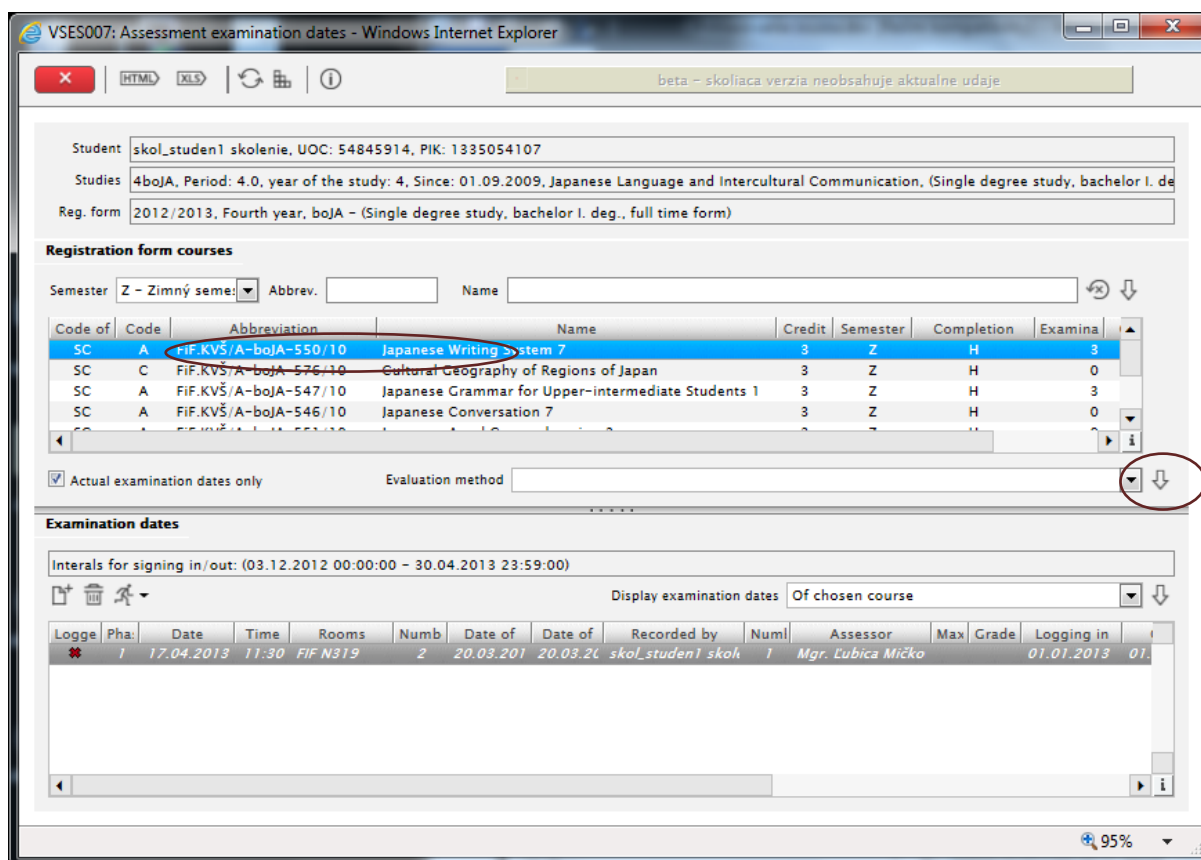
Academic	Year	Study	Study programme	Chart	Cond	Length
2009/2010	1	boJA	Japanese Language ar	A	N	8
2010/2011	2	boJA	Japanese Language ar	A	N	8
2011/2012	3	boJA	Japanese Language ar	A	N	8
2012/2013	4	boJA	Japanese language a	A	N	8

A right-click menu is open over the 2012/2013 row. The menu items are:




- Add registration form
- Delete registration form
- Electronic registration
- Enrollment of the courses, credits
- Continuous assessment
- Examination dates** (highlighted in blue)
- Assessments, averages
- Classifying into / signing out of the schedule
- Check of prerequisites of the courses
- Recommended study plan

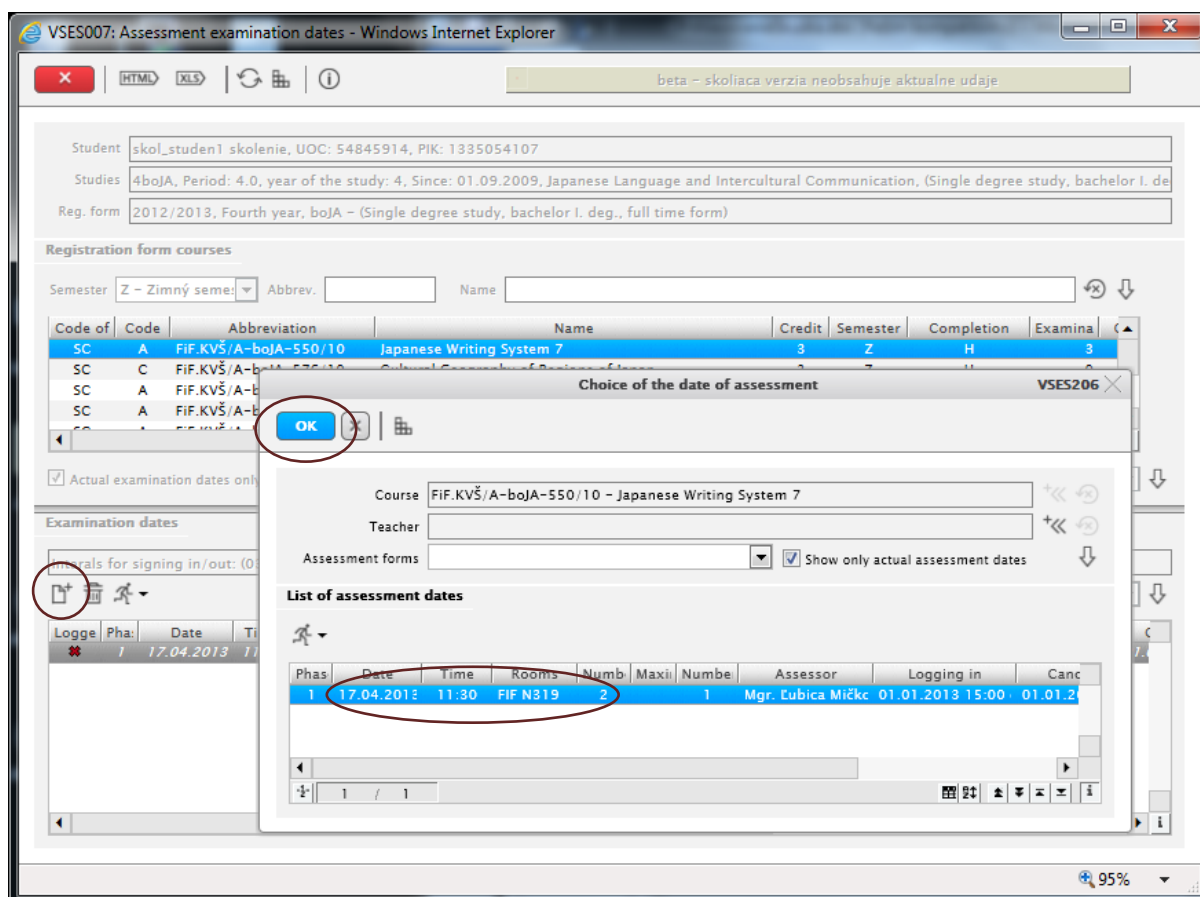
A yellow callout box contains the text: "click right button at the enrollment sheet and choose **Examination dates**".

4) Now the application **VSES007** will open. This application enables to register for assessment in the subject. Ticking the subject and confirming the choice at the icon  **Display examination dates for selected course** (located on the right of the center) the assessment dates will be displayed for which the user is already registered.




The screenshot shows the 'VSES007: Assessment examination dates' application in a Windows Internet Explorer browser. The interface includes a header with a status bar indicating 'beta - skoliaca verzia neobsahuje aktualne udaje'. Below the header, there are input fields for student information: 'Student: sko_studen1 skolenie, UOC: 54845914, PIK: 1335054107', 'Studies: 4boJA, Period: 4.0, year of the study: 4, Since: 01.09.2009, Japanese Language and Intercultural Communication, (Single degree study, bachelor I. de', and 'Reg. form: 2012/2013, Fourth year, boJA - (Single degree study, bachelor I. deg., full time form)'. The 'Registration form courses' section features a table with columns for Code of, Code, Abbreviation, Name, Credit, Semester, Completion, and Examina. The first row is highlighted in blue and circled in red, showing 'FIF.KVŠ/A-boJA-550/10 Japanese Writing system 7'. Below the table, there is a checkbox for 'Actual examination dates only' and an 'Evaluation method' dropdown menu, which is also circled in red. The 'Examination dates' section includes a date range for signing in/out (03.12.2012 00:00:00 - 30.04.2013 23:59:00) and a 'Display examination dates' dropdown menu set to 'Of chosen course'. At the bottom, there is a table with columns for Logge, Pha, Date, Time, Rooms, Numb, Date of, Date of, Recorded by, Numl, Assessor, Max, Grade, and Logging in. The first row of this table is highlighted in red and contains the following data: Logge: *, Pha: 1, Date: 17.04.2013, Time: 11:30, Rooms: FIF N319, Numb: 2, Date of: 20.03.201, Date of: 20.03.201, Recorded by: sko_studen1 skol, Numl: 1, Assessor: Mgr. Ľubica Mičko, Max: 1, Grade: 1, Logging in: 01.01.2013, 01.


5) Registration for a new date is possible by using the *Plus*-icon  “**Register for examination date**” icon (on the left). The newly-opened window **Choice of the date of assessment** allows to display all the registered dates of assessment or restrict the list displayed as chosen by the person doing the assessment. Ticking the checkbox “*Actual examination dates only*” you will restrict the choice to the current dates only. Select the teacher. After confirming the choice the filtered dates of assessment will be displayed. The date required must be marked and confirmed by the blue icon  *Confirm* (Enter) in the top left corner. If you decide not to confirm the choice, click the grey icon  *Back* (Esc).



After this the dialogue window will close and the date selected will be displayed in the VSES007 application.

Note: In choosing the date there is a possibility to Display the list of those registered for that date (runner icon).

Note: To cancel the registration for the date of assessment it is necessary to tick the date and click at the icon  “Log out from examination date” (on the left).

6) If you wish to finish work in the application, close it using the first icon  “*Close application*” in the upper menu. If you have also finished work within the AIS system, you must ALWAYS leave by logging out; in the AIS system you must click at “*Sign out*” and afterwards also at the “*Log out*” button in the **IJKS – Logout** window.

For more information you can visit the <http://moja.uniba.sk> part AIS pages.
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