

COMENIUS UNIVERSITY BRATISLAVA

ACADEMIC INFORMATION SYSTEM

AID FOR STUDENTS: SIGNING IN FOR EXAMINATION DATE – AIS - Student view

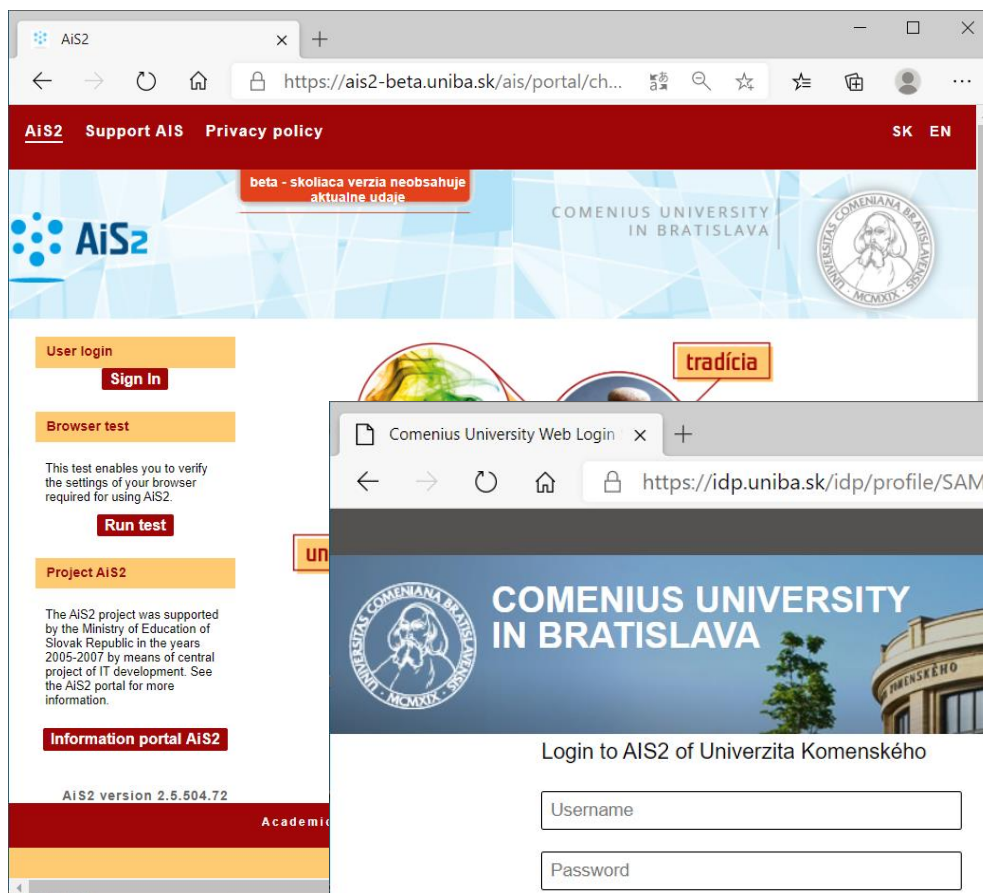
1) Open your internet explorer and write the following in the address line:

<http://moja.uniba.sk>

then click at the hypertext **AIS** reference.

Sign in to the **AIS** system using **your username and password** (you will find these in the letter which was sent to you 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/en/about/faculties-and-units/cit/citps/security/faculty-password-administrators/>), or call on **CePIT hotline** tel. 02 / 9010 4444.*



2) After you have logged in **the AIS – Student view** will open.

Click at your current *Study program* and choose the instruction *Examination dates*.


The screenshot displays the AIS2 student portal interface. The browser address bar shows the URL `ais2-beta.uniba.sk/ais/portal2/app/`. The page header includes the AIS2 logo and language options (SK | EN). The user profile on the left shows the name **Bc. Name Surname**, IDO: 1005759, and last login on 2.12.2020. The navigation menu on the left lists various services such as Personal data, Documents, and My schedule. The main content area features a 'New messages' notification with 86 unread messages and a 'My schedule' section. Under 'My enrollment, my registration forms', the '2020/2021 - moFI - Philosophy, year 2' section is expanded, showing a list of actions. The 'Examination dates' link is circled in red.

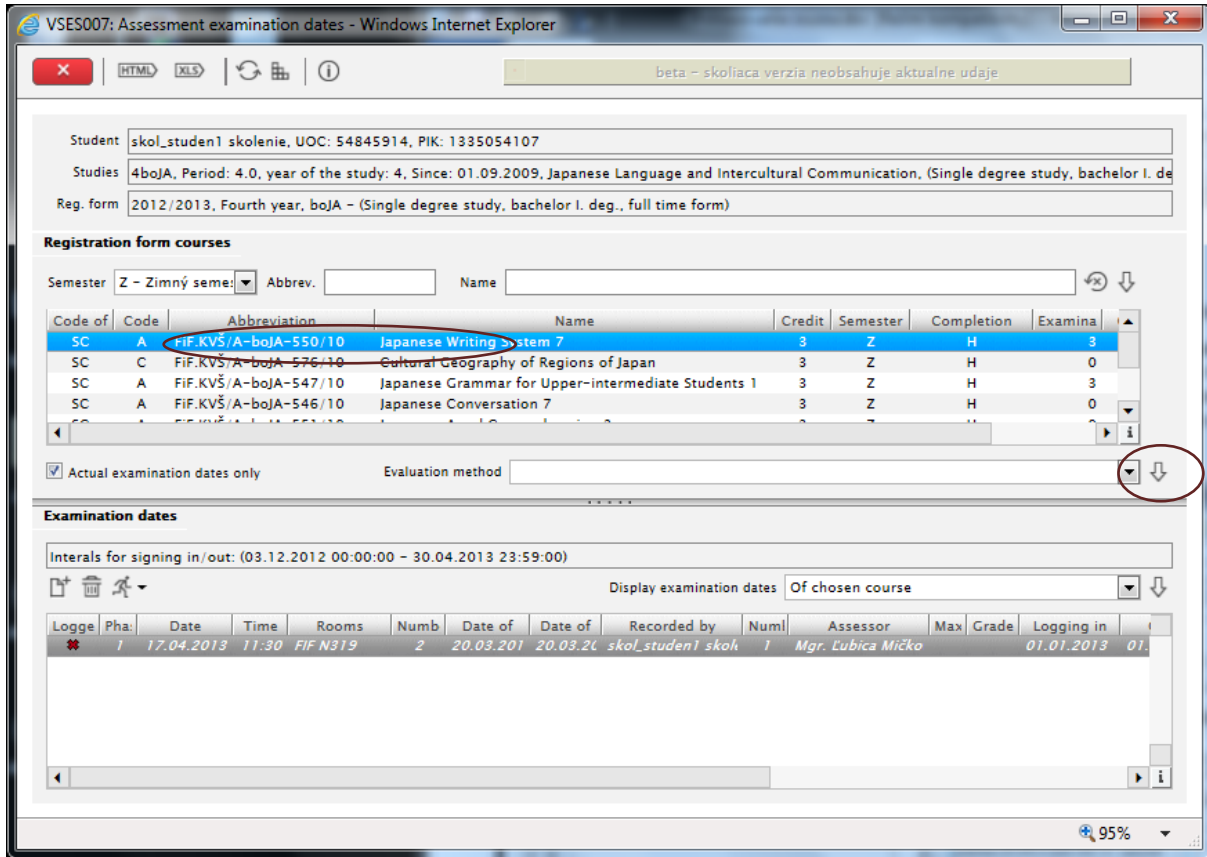
Navigation Menu:

- Personal data
- Person in AIS2
- User management
- Documents
- Messenger
- Studies overview
- Study programmes
- Courses database
- Schedule
- Date intervals
- Electronic noticeboard
- Requests for accommodation
- Accommodation overview
- List of candidate's applications
- Return slips
- Register for examination
- Person search
- Graduates

Main Content Area:

- News**
- New messages** (86)
- 2DPŠ-FI - filozofia a etická výchova (2020/2021)**
 - Study properties
 - Study control
 - School fees and charges
 - Scholarships
- 2moFI - Philosophy (2020/2021)**
 - Study properties
 - Study control
 - School fees and charges
 - Scholarships
- My schedule**
 - Winter semester 2020/2021
 - Summer semester 2020/2021
 - New schedule view
- My enrollment, my registration forms**
 - 2020/2021 - moFI - Philosophy, year 2**
 - Cancel registration form
 - Electronic enrollment
 - Enrollment of courses, credits
 - Continuous assessment
 - Examination dates**
 - Assessments, averages
 - Register for examination date
 - Schedule registration
 - Print documents

- 3) 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 web application interface. At the top, the browser title is "VSES007: Assessment examination dates - Windows Internet Explorer". The address bar shows "beta - skoliaca verzia neobsahuje aktualne udaje".

Student information is displayed in a form:

- Student: skol_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
- Reg. form: 2012/2013, Fourth year, boJA - (Single degree study, bachelor I. deg., full time form)

The "Registration form courses" section includes a dropdown for Semester (Z - Zimný seme) and a search field. Below is a table of courses:




| Code of | Code | Abbreviation | Name | Credit | Semester | Completion | Examina |
|---------|------|-----------------------|--|--------|----------|------------|---------|
| SC | A | FIF.KVŠ/A-boJA-550/10 | Japanese Writing system 7 | 3 | Z | H | 3 |
| SC | C | FIF.KVŠ/A-boJA-576/10 | Cultural Geography of Regions of Japan | 3 | Z | H | 0 |
| SC | A | FIF.KVŠ/A-boJA-547/10 | Japanese Grammar for Upper-intermediate Students 1 | 3 | Z | H | 3 |
| SC | A | FIF.KVŠ/A-boJA-546/10 | Japanese Conversation 7 | 3 | Z | H | 0 |

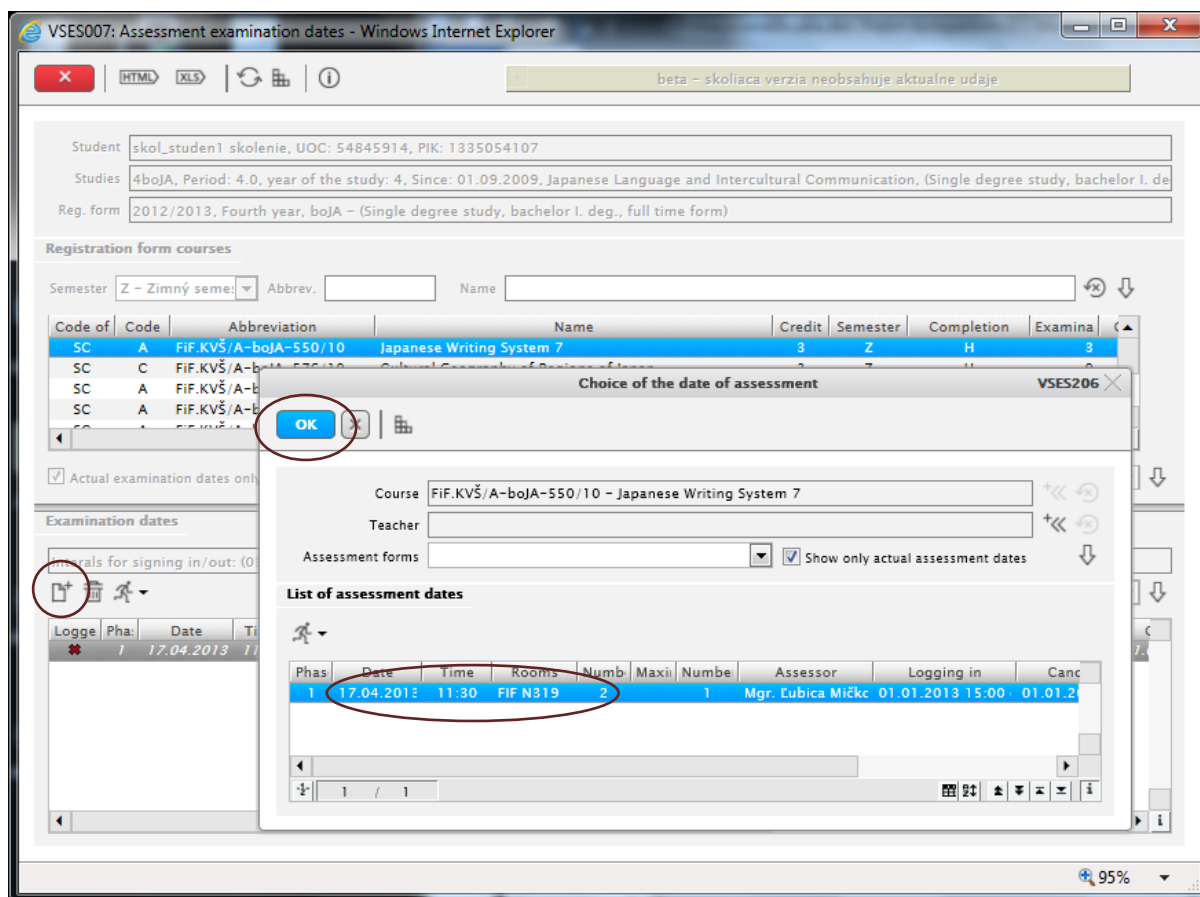
Below the table, there is a checkbox for "Actual examination dates only" and an "Evaluation method" dropdown menu. A red circle highlights the downward arrow icon next to the "Evaluation method" dropdown.

The "Examination dates" section shows the "Intervals for signing in/out: (03.12.2012 00:00:00 - 30.04.2013 23:59:00)". Below this is a table with columns: Logge, Pha, Date, Time, Rooms, Numb, Date of, Date of, Recorded by, Numl, Assessor, Max, Grade, Logging in.

| Logge | Pha | Date | Time | Rooms | Numb | Date of | Date of | Recorded by | Numl | Assessor | Max | Grade | Logging in |
|-------|-----|------------|-------|----------|------|-----------|-----------|-------------------|------|-------------------|-----|-------|----------------|
| * | 1 | 17.04.2013 | 11:30 | FIF N319 | 2 | 20.03.201 | 20.03.201 | skol_studen1 skol | 1 | Mgr. Lubica Mičko | | | 01.01.2013 01. |


The bottom right corner of the browser shows a zoom level of 95%.

- 4) 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).*

- 5) If you wish to finish work in the application, close it using the menu item “*Sign out*” in the right upper corner of the window. If you have also finished work within the AIS system, you must ALWAYS leave by logging out;.

For more information you can visit the <http://moja.uniba.sk> part AIS pages.
Elaborated by the Center of Information Technologies, Comenius University (tel. +421 2 9010 4444)