



INSIS PRESENTATION

How to use Integrated Student Information System?

Author of the presentation: Admissions & Marketing Office – Karolina Novotna

PLAN

- Front Page – log in
- Password
- Personal data
- Persons at VSE
- Mail box
- Student's portal – main functions
- Documents
- Questions?

INSIS.VSE.CZ



About the University




[Introduction](#), [Mission](#), [Vision](#),
[Organizational Structure](#), [History](#),
[Ethics Committee](#), [Partner Universities](#), [Corporate Partners](#),
[Long-Term Strategic Plan](#), [Annual Report](#), [VŠE Bulletin](#)

Studying at VŠE

[Structure of Studies](#), [Information about the programmes](#),
[Recognition of the Previous Foreign University Degree](#),
[Scholarship regulations](#), [Study and Examination Rules](#), [Code of Ethics](#), [InSIS](#), [Video](#), [Campus Map](#), [SDPlan](#)

Faculties

[Faculty of Finance and Accounting](#), [Faculty of International Relations](#), [Faculty of Business Administration](#), [Faculty of Informatics and Statistics](#),
[Faculty of Economics](#), [Faculty of Management](#)

[Contact us](#)    | [ČESKY](#)

CURRENT EVENTS AT VŠE
18. 9. 2017 - [Beginning of the academic year](#)


28. 9. 2017 - [VŠEFEST](#)
[More... »](#)

DEADLINES
11. 9. 2017 - 17. 9. 2017 -
[Orientation Week](#)
[More... »](#)

SEARCH

[Advanced search](#) [Search](#)
[Quick Links](#) ▼

UNIVERSITY OF ECONOMICS,
PRAGUE



FFA


FIR

FBA

FIS

FE

FM



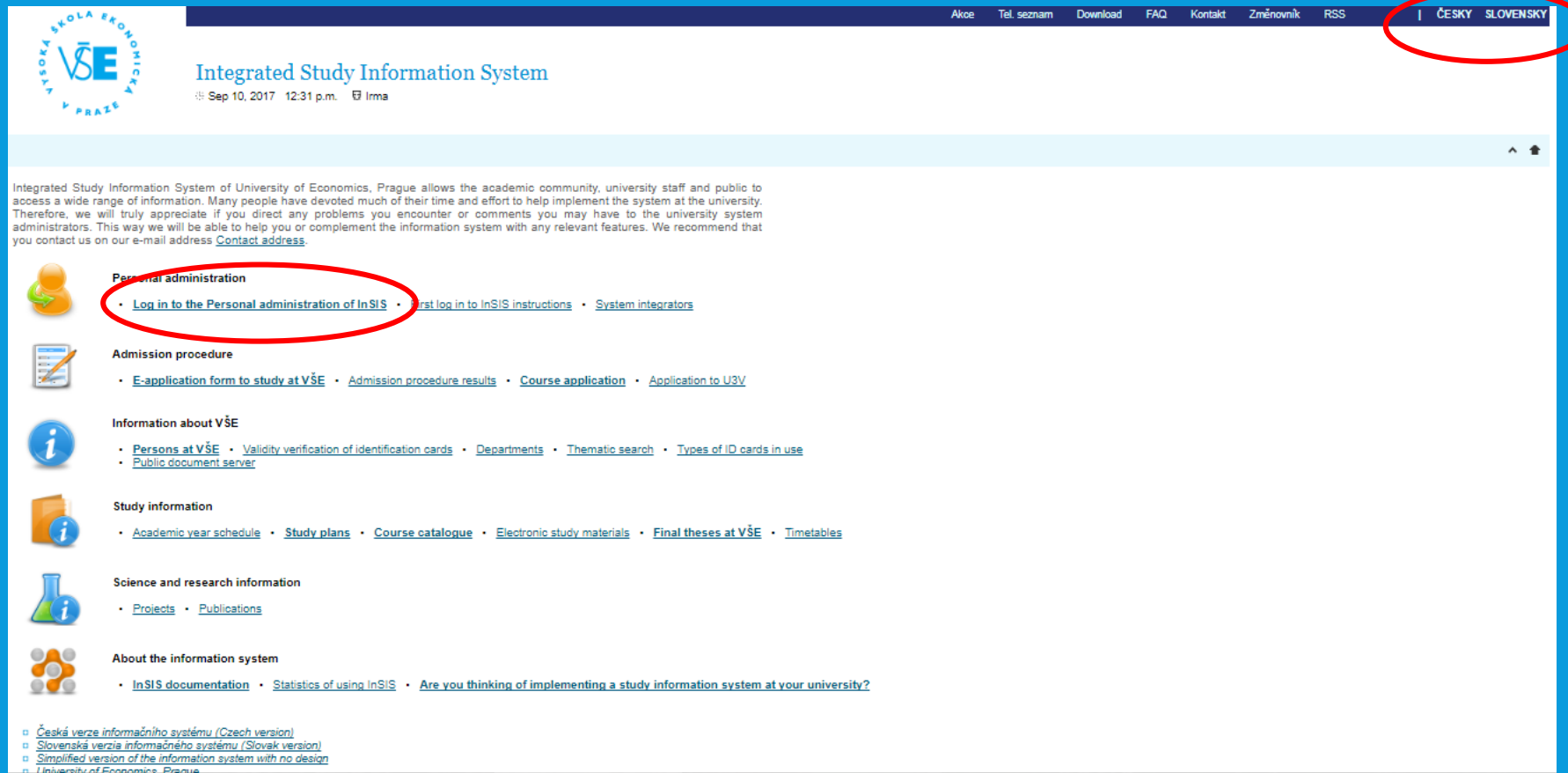
In September more than 800 foreign students will come to study at VSE, the Orientation Week will welcome them
3. 9. 2017 - On Monday, September 11th, 2017, more than 800 students of Degree Programmes and students of Exchange Programme will arrive at the University of Economics, Prague (VSE). As a welcome, the Orientation Week is organized one week prior to the start of semester by the International Office Staff.
[Read more](#)

INTERNATIONAL PROGRAMMES
[International Programmes - video](#)
[Admission to Degree Programmes](#)
[Exchange Students](#)
FREE MOVERS
[CESP International Programme](#)
[Czech language for foreigners](#)
BACHELOR'S PROGRAMMES IN ENGLISH

FRONT PAGE – LOG IN

Log in to the Personal administration of InSIS

Username and Password (given by a coordinator) – be careful for structure of password (numbers, small or capital letters)



The screenshot shows the front page of the Integrated Study Information System (InSIS) of the University of Economics, Prague (VŠE). The header includes the VŠE logo, the system name, and a date/time stamp. A navigation bar at the top right contains links for 'Akce', 'Tel. seznam', 'Download', 'FAQ', 'Kontakt', 'Změnovník', 'RSS', and a language selector with 'ČESKY' and 'SLOVENSKY' options. The 'ČESKY' option is circled in red. The main content area is divided into several sections, each with an icon and a list of links. The 'Personal administration' section is highlighted with a red circle, and its link is also circled in red. Other sections include 'Admission procedure', 'Information about VŠE', 'Study information', 'Science and research information', and 'About the information system'. The footer contains links for the Czech, Slovak, and simplified versions of the system, and the University of Economics, Prague.

Integrated Study Information System
Sep 10, 2017 12:31 p.m. Irma

Integrated Study Information System of University of Economics, Prague allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address [Contact address](#).

Personal administration

- [Log in to the Personal administration of InSIS](#) • [First log in to InSIS instructions](#) • [System integrators](#)

Admission procedure

- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Course application](#) • [Application to U3V](#)

Information about VŠE

- [Persons at VŠE](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Types of ID cards in use](#) • [Public document server](#)

Study information

- [Academic year schedule](#) • [Study plans](#) • [Course catalogue](#) • [Electronic study materials](#) • [Final theses at VŠE](#) • [Timetables](#)

Science and research information

- [Projects](#) • [Publications](#)

About the information system

- [InSIS documentation](#) • [Statistics of using InSIS](#) • [Are you thinking of implementing a study information system at your university?](#)

Česká verze informačního systému (Czech version)
Slovenská verzia informačného systému (Slovak version)
Simplified version of the information system with no design
University of Economics, Prague

PERSONAL ADMINISTRATION

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

[Search](#) [Open all](#)



Public information portal

- Persons at VŠE
- Course catalogue
- Departments
- Study plans
- Thematic search



My studies

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



eLearning

- Tests and examinations
- Electronic study materials



Study system

- International Office
- Study Department
- Study register
- Admission procedure
- Print identical copies



Science and research

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



Personal management

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



eAgenda

- Room reservation
- eSurveys
- Comment on a study application
- Projects of Internal Development Competition



Technology and its administration

- University e-mail delivery
- Access control system
- Accounts administration section
- Types of ID cards in use



Information system administration

- Authorizations administration
- Staff administration
- Set passwords for users
- Administration of mobile applications authorizations



InSIS documentation

- InSIS 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
- Configure transfer of events to Office 365
- Select design
- Portlets in InSIS
- Make your own design



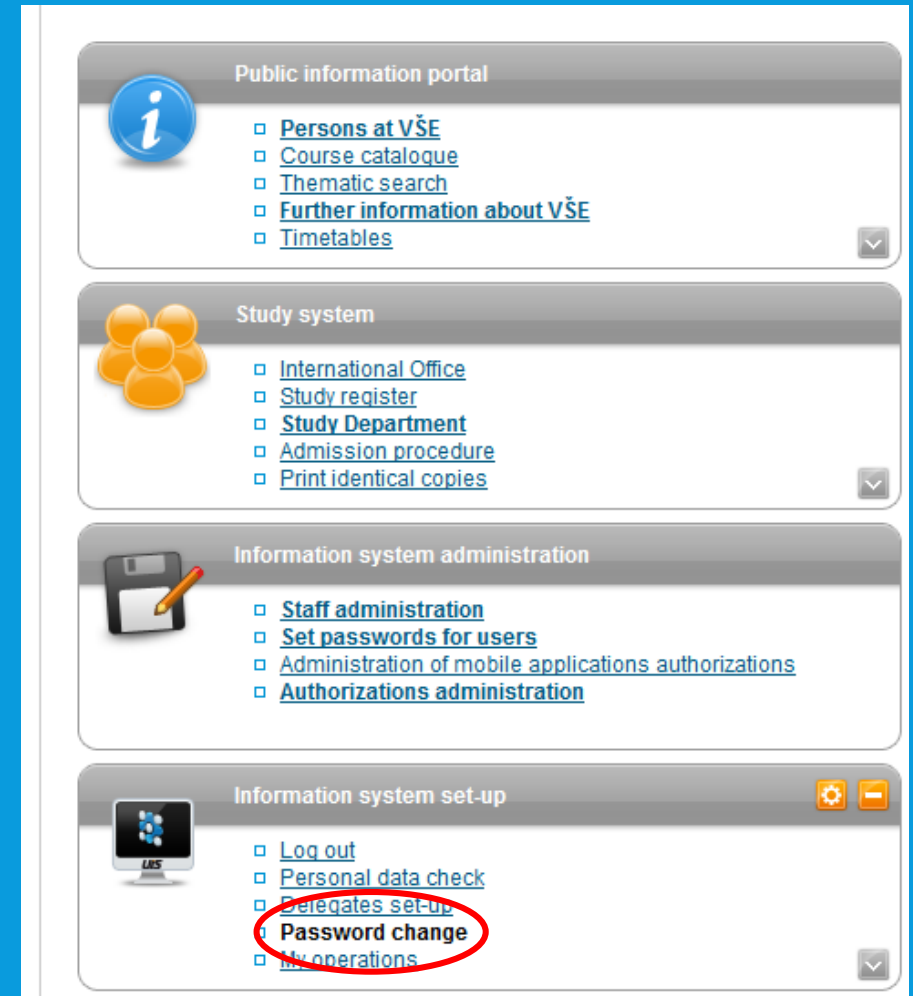
Information system set-up

- Personal data check
- Log out
- Password change
- My operations
- Change identity

- [Simplified version of the personal administration with no design](#)
- [Back to Main page of the information system](#)
- [University of Economics, Prague](#)

CHANGE OF PASSWORD

- Information system set-up – there are some conditions for creating a new password (written in the instructions)



CHECK THE PERSONAL DATA

- Information system set-up
- If any of the data change during your stay here, immediately inform your coordinator and she/he will change it

The screenshot displays a web portal interface with four main sections, each with a header bar and a list of links:

- Public information portal** (icon: blue circle with 'i')
 - [Persons at VŠE](#)
 - [Course catalogue](#)
 - [Thematic search](#)
 - [Further information about VŠE](#)
 - [Timetables](#)
- Study system** (icon: four orange circles)
 - [International Office](#)
 - [Study register](#)
 - [Study Department](#)
 - [Admission procedure](#)
 - [Print identical copies](#)
- Information system administration** (icon: floppy disk with pencil)
 - [Staff administration](#)
 - [Set passwords for users](#)
 - [Administration of mobile applications authorizations](#)
 - [Authorizations administration](#)
- Information system set-up** (icon: computer monitor)
 - [Log out](#)
 - [Personal data check](#) (circled in red)
 - [Delegates set-up](#)
 - [Password change](#)
 - [My operations](#)

PERSONS AT VŠE

Persons at VŠE

This page displays all publicly accessible information about the desired person. Some information about the person's occupation and offices may be hidden.



Karolina Novotná

Identification number: 120754

University e-mail: [karolina.novotna\[at\]vse.cz](mailto:karolina.novotna[at]vse.cz)

Interim administrative staff - [International Office \(REK\)](#)

B 62 10 International Economic Relations B-ME

FMV B-ME-MO pres [term 5, E]

Bachelor type of study, full-time form

International Trade, 5th semester of study

The information system receives all information about the employees' job descriptions from HR and IFIS system. In case of discrepancies, please contact the Personnel Department. The Office phone number and Office number items are set by the OSSA at your department or the system integrator.

User forwards the university mail to a different address (distribution server office365).

Personal number:	29949
Office phone number:	+420 224 098 529
Office address:	OZS REK
Office number:	RB 527
E-mail:	admissions[at]vse.cz , karolina.novotna[at]vse.cz
Web page address:	https://admissions.vse.cz/
Sharepoint profile:	novk08
Skype for Business:	novk08

Phone number,
office, email,
office hours

**Public information portal**

- [Persons at VŠE](#)
- [Course catalogue](#)
- [Thematic search](#)
- [Further information about VŠE](#)
- [Timetables](#)

**Study system**

- [International Office](#)
- [Study register](#)
- [Study Department](#)
- [Admission procedure](#)
- [Print identical copies](#)

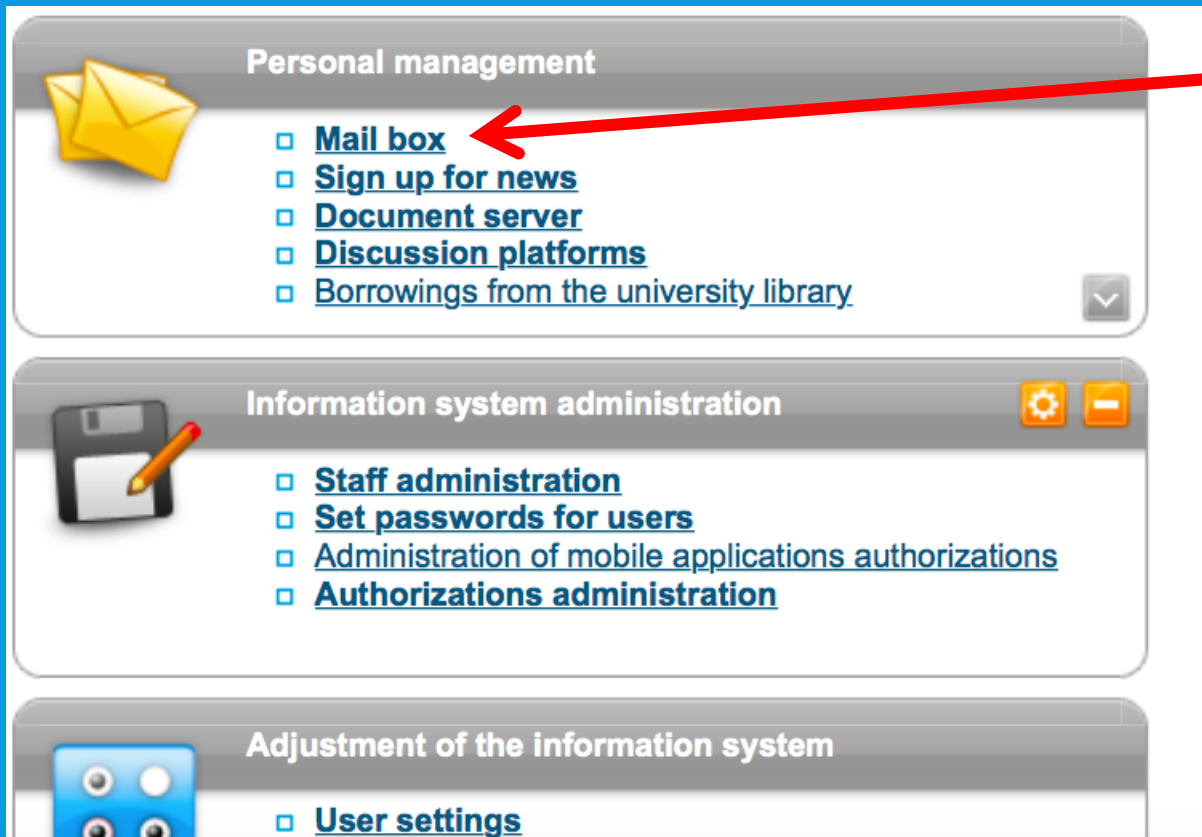
**Information system administration**

- [Staff administration](#)
- [Set passwords for users](#)
- [Administration of mobile applications authorizations](#)
- [Authorizations administration](#)

**Information system set-up**

- [Log out](#)
- [Personal data check](#)
- [Delegates set-up](#)
- [Password change](#)
- [My operations](#)

MAIL BOX

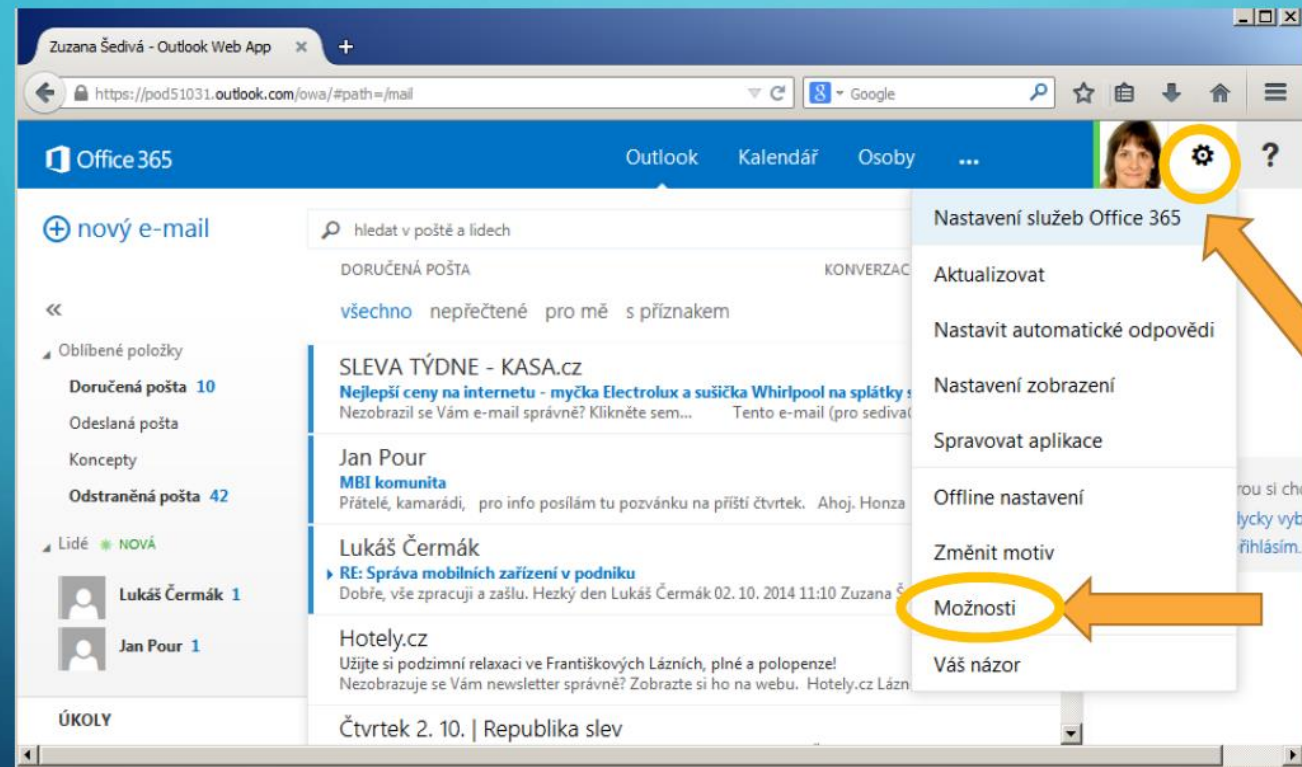


Check it regularly or forward it to your personal mail box

OFFICE 365 - SET LANGUAGE (1)

- Set the language after log in to your mail box

SETTING LANGUAGE IN OFFICE 365



Step 1

Step 2

SET LANGUAGE (2)

Office 365 Outlook

Možnosti

1 →

2 →

3 →

4 →

Zástupci

- Obecné
- Můj účet
- Změnit motiv
- Klávesové zkratky
- Spravovat doplňky
- Mobilní zařízení
- Offline nastavení
- Light verze
- Časové pásmo
- Zasílání textových zpráv

Pošta

- Automatické zpracování
- Automatické odpovědi
- Nepotřebné
- Pravidla doručené pošty
- Hlášení spamu
- Označit jako přečtenou
- Možnosti zprávy
- Potvrzení o přečtení
- Nastavení odpovědi
- Zásady uchovávání info

Uložit **Zahodit**

Nastavení oblasti a časového pásma

Zvolte jazyk, formát data a času, který chcete používat, a časové pásmo. Zvolený jazyk určí, jaký formát data a času se pro tento jazyk použije.

Jazyk

English (United Kingdom)

☐ Přejmenovat výchozí složky tak, aby jejich názvy odpovídaly zadanému jazyku

Formát data: (třeba 1. září 2013 se zobrazí následujícím způsobem)

01.09.2013

Formát času

1:01 - 23:59

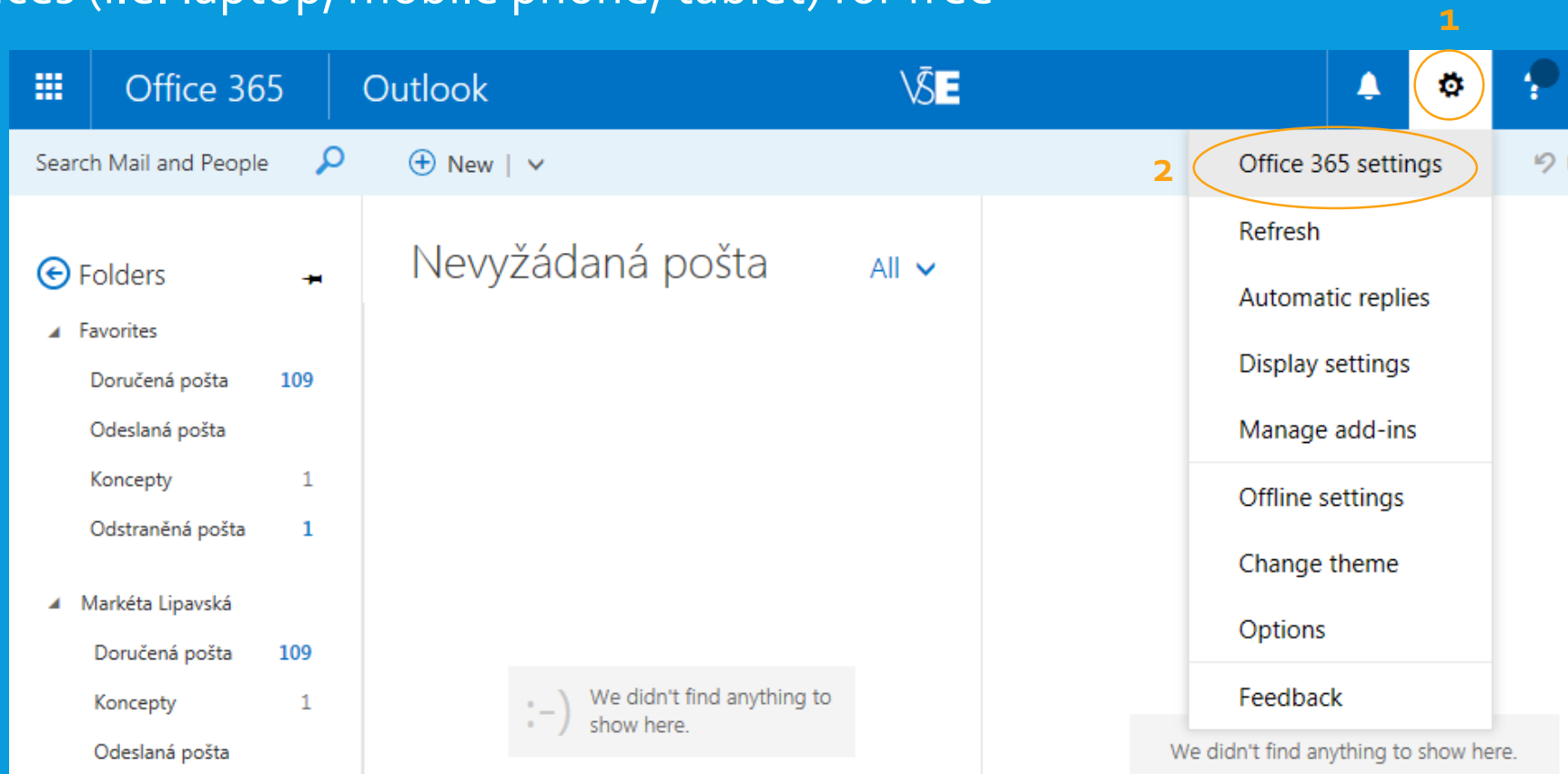
Aktuální časové pásmo

(UTC+01:00) Praha, Bratislava, Budapešť, Bělehrad, Lublaň

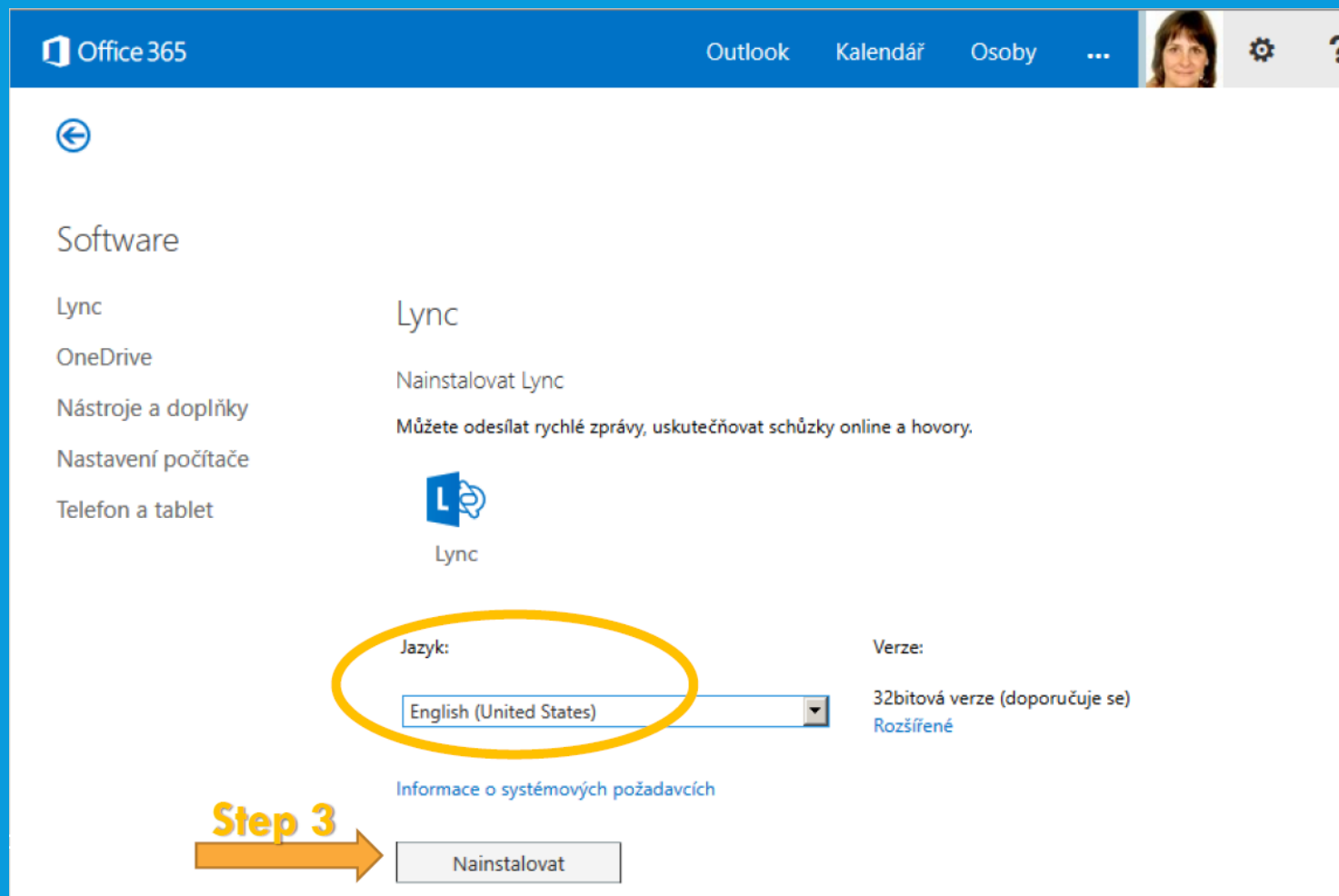
Kromě změny aktuálního časového pásma můžete taky přejít do nastavení [Kalendář](#)

OFFICE 365 PRO PLUS INSTALLATION (1)

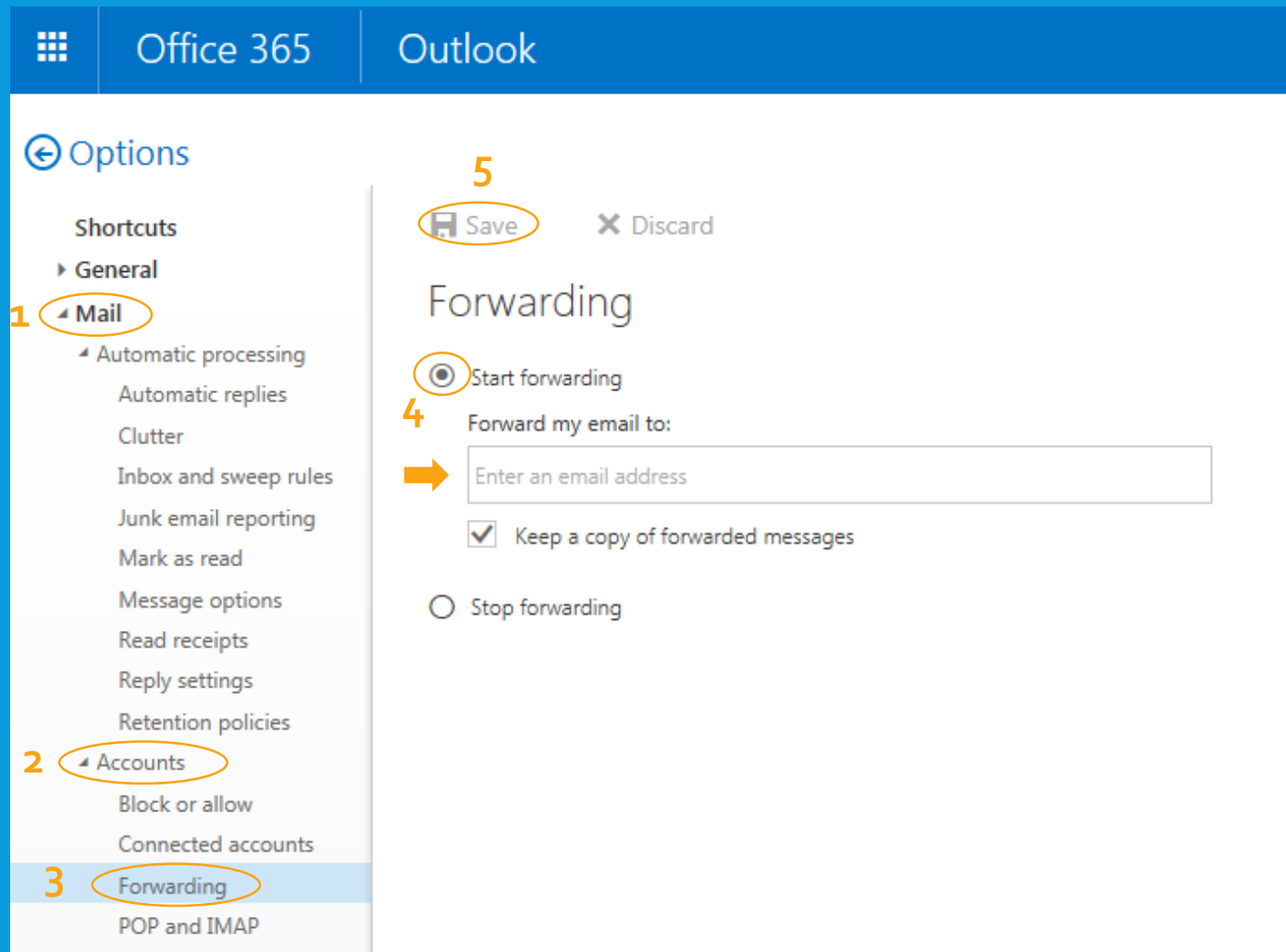
- You can install Microsoft Office Pro Plus (Word, Excel, PowerPoint) up to five devices (i.e. laptop, mobile phone, tablet) for free



OFFICE 365 PRO PLUS INSTALLATION (2)



TO FORWARD YOUR EMAILS...



STUDENT'S PORTAL

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.



- :: [Nová vedlejší specializace 4KS Řízení kvality softwaru](#) (Fakulta informatik... / Studijní informace) ✖
- :: [SHD402 Aktuální otázky české a světové ekonomiky po...](#) (FEPA / Studijní informace / Information for St...) ✖
- :: [5MEP Modern Economic and Political History \(Master&...](#) (FEPA / Studijní informace / Information for St...) ✖
- :: [5HD Novodobé hospodářské dějiny \(vedlejší specializ...](#) (FEPA / Studijní informace / Information for St...) ✖
- :: [5MV Dějiny mezinárodních vztahů \(vedlejší specializ...](#) (FEPA / Studijní informace / Information for St...) ✖

[Search](#) [Open all](#)

Public information portal <ul style="list-style-type: none">Persons at VŠECourse catalogueThematic searchFurther information about VŠETimetables	My studies <ul style="list-style-type: none">Student's portalStudy application formCourse Attainment EvaluationStudent enrollment statisticsCourse evaluation by students	eLearning <ul style="list-style-type: none">Tests and examinationsElectronic study materials	Science and research <ul style="list-style-type: none">Biographical informationWriting CVsMatching of publicationsScheduled conferencesGrant opportunities
Study system <ul style="list-style-type: none">International OfficeStudy registerStudy DepartmentAdmission procedurePrint identical copies	Personal management <ul style="list-style-type: none">Mail boxSign up for newsDocument serverDiscussion platformsBorrowings from the university library	eAgenda <ul style="list-style-type: none">Room reservationElectronic document record managementeSurveysComment on a study applicationProjects of Internal Development Competition	Technology and its administration <ul style="list-style-type: none">University e-mail deliveryAccess control systemAccounts administration sectionTypes of ID cards in use
Information system administration <ul style="list-style-type: none">Staff administrationSet passwords for usersAdministration of mobile applications authorizationsAuthorizations administration	InSIS documentation <ul style="list-style-type: none">System integratorsInSIS documentationLicence informationStatistics of using InSISMy operations	Game room <ul style="list-style-type: none">List of games and statisticsStone EaterCaterpillarIQ Solitaire	Adjustment of the information system <ul style="list-style-type: none">User settingsSelect designPortlets in InSISMake your own designAdministration of My favourites menu
Information system set-up <ul style="list-style-type: none">Log outPersonal data checkDelegates set-upPassword changeMy operations			

- [Simplified version of the personal administration with no design](#)
- [Back to Main page of the information system](#)
- [University of Economics, Prague](#)

In Integrated Study Information System since 1,127,477,675 July 23th, 2007 operations were performed.
Yesterday 4,869 users was/were logged in and 190,096 operations was/were carried out.
In the last five minutes 150 users worked on the server and 1,532 transactions was/were carried out.

All your grades collected together

Possibility to see your schoolmates registered for the same course or attended just the given lecture + possibility to contact them

List of all your courses which are already passed or which should be passed for finishing the programme and receiving the diploma

Most of the lecturers put points from the lectures and seminar papers in here. Possibility of sending email when something changes in the section.

Online handing in of any documents or paper required by the lecturers

Study - FMV B-ME-MO pres [term 5, E], study period - WS 2017/2018 - FMV

[My studies](#) [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](#)

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).

Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
	FMV	B-ME International Economic Relations International Trade [full-time]	enrolled			

Support of the selected study

Application on support of the selected study.

[Personal timetable](#) [Academic calendar \(weeks overview\)](#) [Academic year schedule](#) [Study Department](#) [Print enrollment sheet](#) [Study confirmation form](#) [Study confirmation form \(in English\)](#) [Study progress confirmation form](#) [Study progress confirmation form in English](#) [Print the request form](#) [Submit electronic application to Study Department](#) [My excuse notes](#)

[Course evaluation by students](#)

Personal timetable – see your subjects in daily schedule





COURSE REGISTRATION

When it is close to exam period some dates of exams will be displayed there and you can register for the given date and time. Lecturers normally let you know.

Study - FMV B-ME-MO pres [term 5, E], study period - WS 2017/2018 - FMV

[My studies](#) [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](#)

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).

Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
	FMV	B-ME International Economic Relations International Trade [full-time]	enrolled			

Which programme
are you enrolled in

Which courses are
you registered in

Extra-semesterial courses –
courses taught intensively
several days in a row

Registration and enrollment

No events are in progress now.

Registrations and confirmed registrations results - WS 2016/2017

Code	Course	Group	Category	Course registrations	Enrollment
DIP_D	Diploma Thesis Defence	fSZ	1	-	To be evaluated.
CR3_1	State Exam in Tourism	hSZ1	1	-	To be evaluated.

Future events dates

The table below shows the start date of the closest event.

Zápis - 1. kolo

Department	Study period	Beginning	End
Faculty of International Relations	WS 2016/2017	06. 09. 2016, 00:00	08. 09. 2016, 23:59

Registration of the courses: PROCESS

Academic calendar for registration (at the website of the given programme)

CODE

COURSE name

Course registration – schedule if chosen

Enrollment – if you got the course

Registration of the courses step by step:

<http://ozs.vse.cz/english/wp-content/uploads/2017/08/course-reg-new-FS17.pdf>

Registrations and confirmed registrations results - WS 2015/2016

Code	Course	Group	Category	Course registrations	Enrollment
3PS437	Application methods of social psychological research	sP	1	Thu 16:15-17:45 SB 322 (sem.)	Thu 16:15-17:45 SB 322 (sem.)
22F501	Diploma Thesis Seminar	hP	1	Mon 07:30-09:00 NB 255 (sem.)	Mon 07:30-09:00 NB 255 (sem.)
2CR402	Hotel Management	hP	1	Mon 11:00-12:30 SB 237 (sem.) Mon 09:15-10:45 SB 239 (lect.)	Mon 11:00-12:30 SB 237 (sem.) Mon 09:15-10:45 SB 239 (lect.)
2CR401	International Tourism	hP	1	Thu 11:00-12:30 SB 212 (sem.) Thu 09:15-10:45 SB 112 (lect.)	Thu 11:00-12:30 SB 212 (sem.) Thu 09:15-10:45 SB 112 (lect.)
2PR422	Law in Tourism	hP	1	Tue 09:15-12:30 SB 321 (lect.)	Tue 09:15-12:30 SB 321 (lect.)
3PS435	Managerial psychology	sP	1	Mon 16:15-19:30 SB 412 (lect.)	Mon 16:15-19:30 SB 412 (lect.)
3MI403	Microeconomics	hP	1	Mon 12:45-14:15 RB 207 (sem.) Wed 12:45-14:15 Vencovského aula (lect.)	Mon 12:45-14:15 RB 207 (sem.) Wed 11:00-12:30 Vencovského aula (lect.)
3PS439	Negotiation Skills for Managers	sP	1	Wed 16:15-17:45 SB 126 (sem.)	Not registered

SB = Old Building
 NB = New Building
 RB = Rajska Building
 JM = Jižní Město campus
 + floors

Classroom
 Code of the course
 Name of the course
 Lecturer


Student's personal schedule for

The table shows an HTML preview of the selected schedule. You can get more precise output by selecting PostScript or PDF format on the criteria selection page.


DAY	07:30-08:15	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45
MON					RB 209 4IT415 Enterprise Information Modelling V. Řepa							
TUE					RB 210 6EN472 Ancient and Mediaeval Economy P. Bertoň			SB 208 4SA525 Information and Media P. Toman		SB 309 4IT514 Business Information Systems 2 J. Bašl		
WED	SB 309 4IT435 Business Intelligence D. Slánský											
THU			RB 212 4IT410 Integration in Information Systems L. Gála		P 103 4IT435 Business Intelligence O. Novotný							
FRI					P 103 4IT514 Business Information Systems 2 J. Bašl							

COURSE CATALOGUE


Code
Name
Credits
Language
Level of study
Syllabus
etc...

**Public information portal**


- [Persons at VŠE](#)
- [Course catalogue](#)
- [Thematic search](#)
- [Further information about VŠE](#)
- [Timetables](#)

**Study system**

- [International Office](#)
- [Study register](#)
- [Study Department](#)
- [Admission procedure](#)
- [Print identical copies](#)

**Information system administration**

- [Staff administration](#)
- [Set passwords for users](#)
- [Administration of mobile applications authorizations](#)
- [Authorizations administration](#)

**Information system set-up**

- [Log out](#)
- [Personal data check](#)
- [Delegates set-up](#)
- [Password change](#)
- [My operations](#)

Course syllabus 3MA322 - Customer Management (FPH - WS 2016/2017)

[Czech](#) [English](#)

Course code:	3MA322
Course title in language of instruction:	Řízení vztahů se zákazníky
Course title in Czech:	Řízení vztahů se zákazníky
Course title in English:	Customer Management
Number of ECTS credits allocated:	6 (1 ECTS credit = 26 hours of workload)
Mode of delivery:	face-to-face; 2/2 (hours of lectures per week / hours of seminars per week) as semestral course face-to-face; 2/2 (lectures per period / seminars per period) for distance (combined) programs
Mode of completion:	graded course
Language of instruction:	Czech
Level of course and year of study:	bachelor (first cycle): 3
Semester:	WS 2016/2017
Name of lecturer(s):	Ing. Karel Koliš (examiner, instructor, lecturer) doc. Ing. Ludmila Mládková, Ph.D. (supervisor)
Prerequisites and co-requisites:	not (to be taken after 3MA622 or to be taken after 3MA339)
Recommended optional programme components:	none
Work placement:	none

Aims of the course:

Customer relationship management, information how they influence company's management, identification of customer value index, customer value, practice

Innovation of this course was financed by the European Social Fund and the budget of the City of Prague in the framework of Operational Programme Prague & EU: We invest in your future.

Learning outcomes and competences:

Upon the successful study completion, students will be able to:

- describe the importance of CRM in business perspective,
- identify and practically apply the terminology,
- define the requirements for CRM strategy,
- discuss the relevancy of the equipments and the customer-segmented approach,
- justify the importance of CRM in business,
- measure and distinguish customer value in business customer portfolio,
- plan and create the implementation of CRM in business (from business point of view),
- use and assess achieved knowledge in management of business cycle,
- suggest the basics of the marketing campaign.

DOCUMENTS

HOMEWORK, PRESENTATIONS, MATERIALS

Logged in: Lucie Halamová Office: 65 0 documents 0 tasks

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

! :: [Personal data check](#)

!! [Dodatečné výběrové řízení na semestrální výměnné po... \(OZS\)](#) ✕

Public Information portal

- Persons at VŠE
- Course catalogue
- Thematic search
- Further information about VŠE
- Timetables

Science and research

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

New documents in the Document server

DS [Document tree](#) [All my folders](#) **New documents (0)**
[DS settings](#) [Searching](#)

Use this application to view all new documents. After reading it, the document will not be displayed again.

↶ [Update documents](#)



You have no new documents

- + Celoškolská pracoviště
- Faculty of International Relations
 - Courses
 - + WS 2016/2017
- + History
- + Pedagogické oddělení
- + Rektorát
- + Public document server (1) 🔍

Choose the faculty and semester

QUESTIONS?

Thank you for your attention and the presentation can be found on
admissions.vse.cz