University information systems

Academic year 2020/2021

SILESIAN
UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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September 2020

Information systems at SU SBA

- **CRO (central register of persons), Novell**

- **Horde (email)**

- **IS SU (study agenda)**

- **ISKaM (dormitories and catering)**

- **Elearning (Moodle)**

- **Tritius (library)**

- **Websites, Intranet**

In case of any technical issues, please contact helpdesk@opf.slu.cz and/or international@opf.slu.cz from your faculty email address.

CRO single login system

Enables comfortable access to ICT services thanks to single login details – users use their electronic identity in **CRO** (Central Register of Persons) so they don't need to memorize a large number of login details: **moje.slu.cz**

Please note this site is currently operated only in Czech language. See the following slides on how to register, change your password if needed and set up Eduroam wifi.

At **moje.slu.cz**:

- **You can create your university account.**
- **You can recover your forgotten password.**
- **Set up Eduroam wifi login details (in *Settings* menu).**
- **Change your passwords.**

You only have one CRO identity during your studies.

Remember your CRO login details well and don't share them with anyone!

CRO set up – go to https://moje.slu.cz/

Moje SU

Moje SU je portál pro zaměstnance a studenty Slezské univerzity v Opavě.

Přihlášení

Mám CRO účet a chci se přihlásit do Moje SU

Uživatelské jméno

Zapomněli jste uživatelské jméno? Pomoc zde.

Heslo

Zapomněli jste heslo nebo máte zablokován CRO účet? Pomoc zde.

Nemám CRO identitu. Registrace zde

Přihlásit

> If you don't have a CRO identity yet, please click on „**zde**".

Krok 1/4: Výběr typu

CRO účet je elektronickou identitou uživatele SU a umožňuje mu používat systémy a služby informačních a kor

Registrace

Nemám CRO účet a chci jej získat – registrovat se do portálu CRO

Jsem student a nemám CRO identitu

Jsem zaměstnanec a nemám CRO identitu

> I am a student and I don't have a CRO identity.

CRO set up – go to https://moje.slu.cz/

CRO set up – go to https://moje.slu.cz/

Ověřovací údaje

Před nastavením hesla zde zadejte mobilní telefonní číslo

Please **enter the 6-digit code** that was sent to your personal email address or a Czech phone number. **The validity of the code is just 5 minutes!**

Úspě... ...ání ověřovacího kódu!
Úspě... ...am odeslali ověřovací kód pro ověření
Vaší i...

Zadejte ... m šestimístný ověřovací kód, který Vám přišel na zada... kontakt - soukromou e-mailovou adresu nebo mobilní ...lefonní číslo. Platnost kódu je 5 minut.

Použít registrační kód

Odeslat kód a ověřit osobu

Create your CRO password.
The password has to have at least 8 characters including lower case and upper case letters and a digit.
No special characters are allowed.

Heslo

Heslo musí obsahovat alespoň osm znaků, ... písmeno a číslici. Heslo nesmí obsahovat meze... ...tní znaky.

Vytvořte heslo

••••••••••

Repeat the password once again.

Podvrďte heslo

••••••••••

Odeslat a nastavit heslo

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CRO account – password and verification contact change

You can change your CRO password at: https://moje.slu.cz/

Enter your current CRO password.

Create your new CRO password. **The password has to have at least 8 characters including lower case and upper case letters and a digit.** No special characters are allowed.

Go to *Settings („Nastavení")* in the left menu.

Repeat the password once again.

You can change your verification Czech phone number or personal email address here.

Eduroam WiFi set up

Eduroam WiFi is available at all university premises including the dormitory and campus for free. Eduroam is widely used at most of the higher education institutions and other public institutions. For more information on coverage, visit: https://www.eduroam.org/

Login at https://moje.slu.cz/ with your created CRO identity (username and password).

Go to *Settings ("Nastavení")* in the left menu.

Enter your CRO password

Create your eduroam password. Password needs to have at least 6 characters, including upper and lower case letters, digits and cant be the same as CRO password.

Re-enter your eduroam password

Eduroam WiFi set up

To connect into Eduroam WiFi, use your CROusername@slu.cz and your Eduroam password.

E.g.: **abc0001@slu.cz**

To set up Eduroam on your device, we recommend to download **Eduroam CAT (Configuration Assistant Tool)**.

More information is available at: **https://uit.opf.slu.cz/sluzby/wifi/visitors_information**

In case of specific problems with connection, you can email helpdesk@opf.slu.cz or visit the IT staff in person at A428, main faculty building.

Eduroam WiFi – password change

You can change your Eduroam password at: https://moje.slu.cz/

Please note this website is currently only operated in Czech language. For a set-up, please follow the guide below:

Bezdrátová síť eduroam

Informace

Přístup k bezdrátové síti eduroam máte aktivní.

Uživatelské jméno

@slu.cz

Změna hesla pro Eduroam

Zadejte heslo pro CRO

Heslo pro CRO

Je potřeba, aby nové heslo mělo alespoň 6 zna obsahovalo malé a velké písmena,také číslice jako do CRO.

Zadejte nové heslo

Nové heslo pro Eduroam

Zadejte nové heslo znova

Nové heslo pro Eduroam znova

Změnit heslo

In the eduroam section, fill out your CRO password and new eduroam password below.

Password needs to have at least 6 characters, including upper and lower case letters, digits and cant be the same as CRO password.

Re-enter your new eduroam password

After login (with your CRO identity), go to „**Nastavení**" = settings in the left menu.

SLEZSKÁ UNIVERZITA V OPAVĚ

Navigace

Moje SU

Souhrn

Nastavení

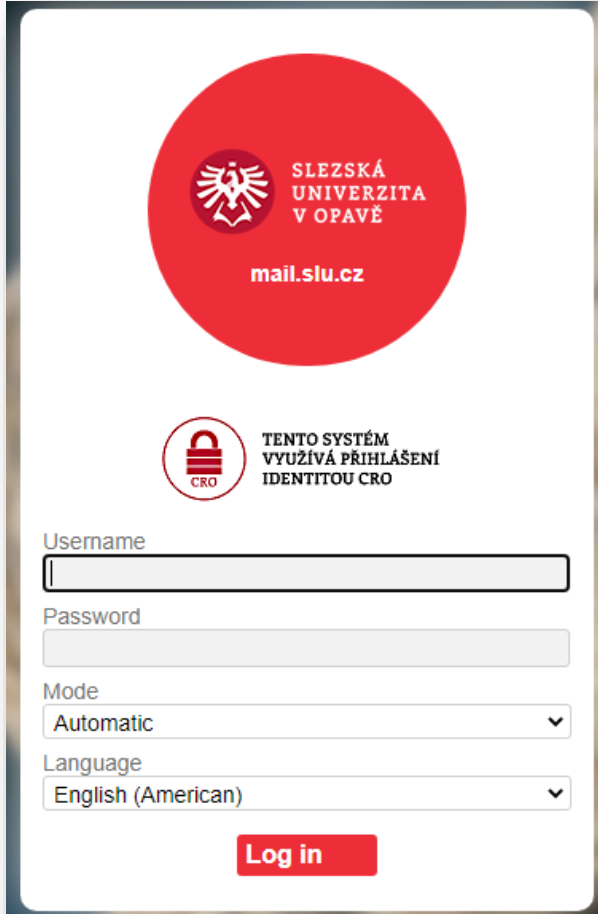SILESIAN UNIVERSITY SCHOOL OF BUSINESS ADMINISTRATION IN KARVINA

Horde – faculty email

- **Communication with teachers, academics and other faculty members is only possible via official faculty email address!**

- **Access: https://horde.opf.slu.cz or https://mail.slu.cz/**

  Please use your CRO username and password to login

- **Guides on how to:**
  - **Set up forwarding to your personal email address** https://uit.opf.slu.cz/horde/preposilanien
  - **Set up external e-mail clients** https://uit.opf.slu.cz/horde/externien

After login into https://www.slu.cz/opf/en/, you can see the menu „*Students*" and access „*E-mail*" also in the „*Information systems*" section.

Horde – faculty email

Principles of email communication:

- **Fill out a subject** – name of the topic or problem to which the email relates

- Don't forget to **address the person formally** inside the email body.

- **„Add Cc"** in case you want to send a copy to one's address; **„Add Bcc"** for a blind carbon copy.

- **Be brief and specific –** send a maximum of around 25 lines, include the most important part in the first paragraph.

- **If necessary, „Add Attachment"–** always mention in the text that you are attaching a file.

- **Formal closing (Best Regards etc.) + signature** – for setting up an automatic signature, please see the following slide.

- **Reply** – if your previous issue has not been resolved, it's a good idea to write an email in the reply, not a new message.

Horde – faculty email

Setting up an automatic signature

After login, go to „*Settings*" > „*Preferences*" > „*Mail*" > „*Personal information*" and set up „*Your signature*"

Don't forget to update your signature as you advance to the next year!
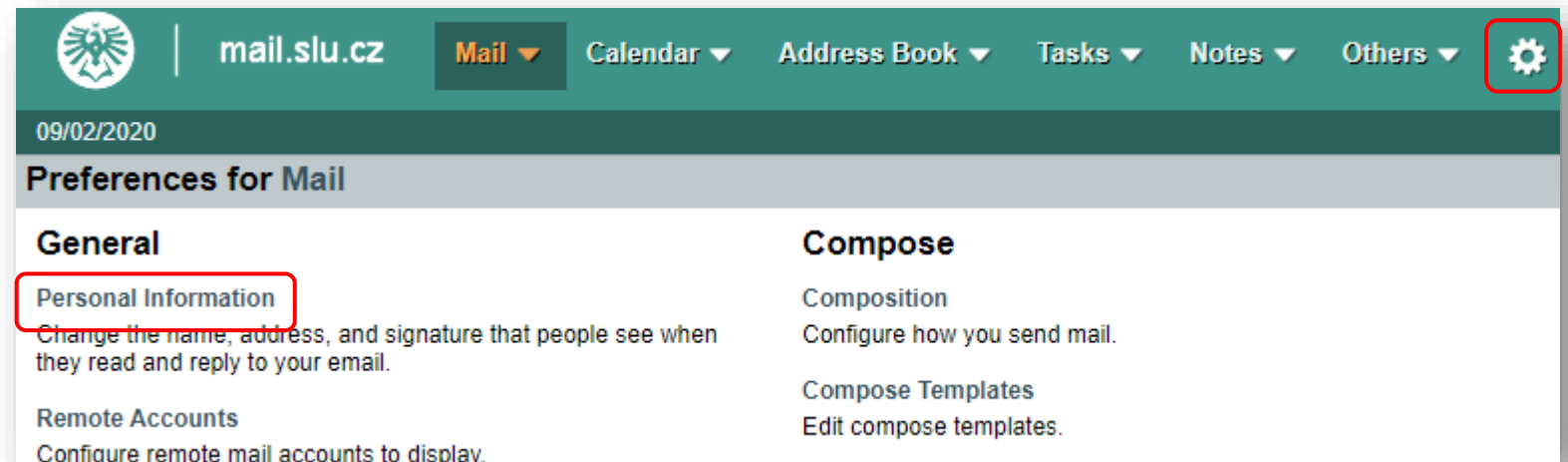
Example:

učo: 6584 – John Brown

1st year, Master's degree, full-time

Programme: Economics and Management

Field of study: Business Economics and Management

IS SU - study agenda

Access to IS SU: https://is.slu.cz

Includes information on the course of study in the following areas:

- **Enrollment and registration of courses, schedules**

- **Study checks – according to the study plan template**

- **Homework vaults – for submitting seminar papers**

- **Registration for examination dates**

- **End of studies – submission of Master thesis, registration for state final exams**

- **Courses, teachers, classrooms**

- **Scholarships, tuition fee payments**

- **Document office – student applications, requests**

IS SU Login

CRO-ID user name

required

CRO password

•••••••••••

Log in

STUDENT
My Grades
Registration and
Enrolment
E-learning

CALENDAR
My timetable

FILES
Documents
File Depository

COURSES
Find a course
Syllabi

SCHOLARSHIPS
My scholarships
Account number

PEOPLE
Personnel Groups
Personal Section
Contacts
Departments -
Overview

IS SU Login

CRO-ID user name

required

CRO password

••••••••••

Log in

Login to is.slu.cz with your **CRO username and password**. If you have more than one study, you still have only one account. After logging in, you can switch between your studies (upper right corner).

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IS SU - study agenda

- Always make sure that you have the **correct faculty and semester selected (in the upper right corner)**, e.g. when registering for courses or looking at timetables.

- **Help section** is available in the footer of the page. For some tasks, there is a help icon 🌐 which you can expand to get more information.

School of Business Administration in Karvina ▼

Winter 2020 ▼

📞 **Do you need help?**
is@slu.cz

🕐 **2/9/2020 | 20:38**
Current date and time

❓ Help

⚙ Settings   ☂ Privacy

UČO is your university personal number

- **Use the search field** if looking for anything (hand glass icon)

iS   search the IS   🔍

✈ | ★ | CS   B   , učo 43328 ⏻

Log out

☐ log out from other computers too
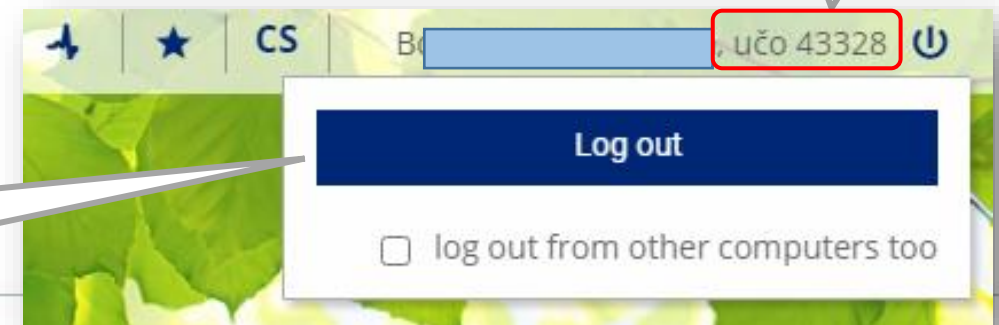
It is **necessary to log out** when you finish working in IS SU. Shutting the computer down does not log you out!

IS SU - study agenda

Check your personal data:

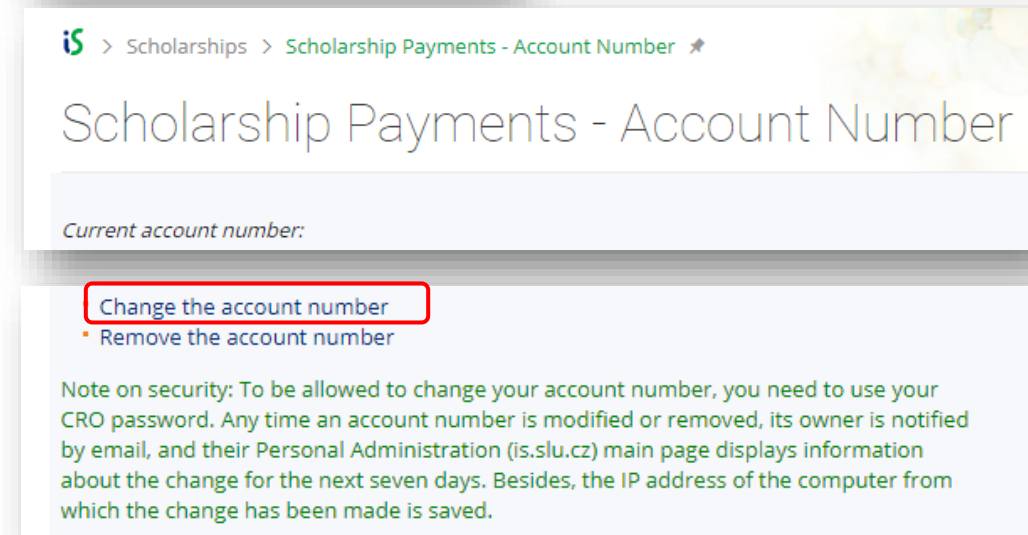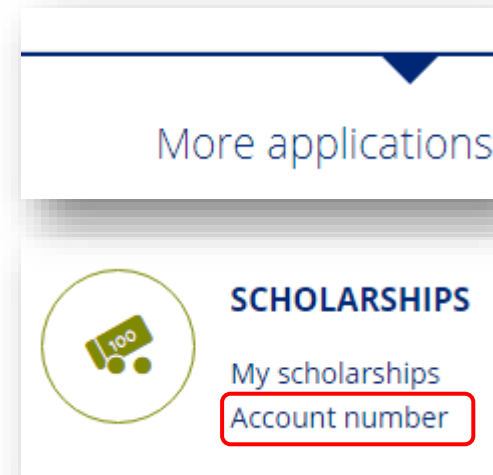- Go to **PEOPLE/Personal Section**. In case you can not see PEOPLE application, click on „*More applications*".

- In Personal Section/Personal Data, go to „*Check and change your personal data*"

- In „*Check and Apply for Changes in Personal Information/Records*" section, proceed according to the context help section (green parts).

- After updating all information, click on „*Submit the application for changes*".

IS SU - study agenda
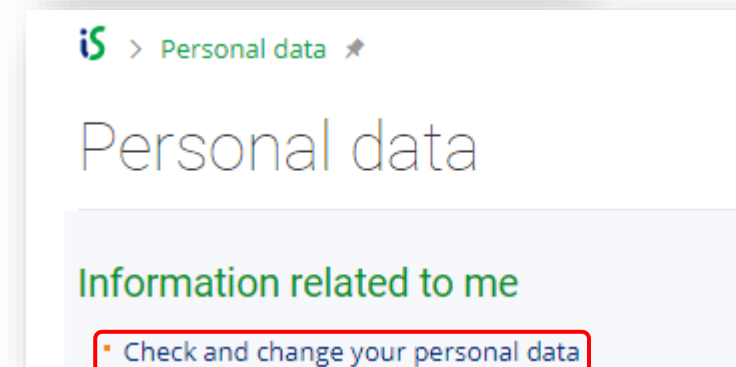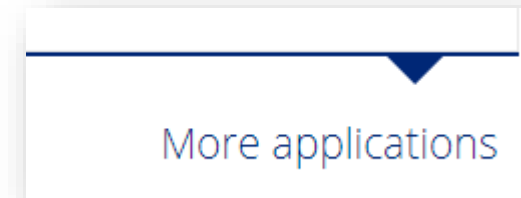
For MASTER DEGREE students only

Add your Czech bank account number:

- In **SCHOLARSHIPS** application, you can add your account number, once you open one in the Czech Rebublic, after your arrival.

- In case you can not see the application, click on „*More applications*".

- Please note that scholarships can only be paid on Czech bank accounts.

IS SU - study agenda

In **STUDENT** application, follow the **blue bar** referring to course of your study.

Information about enrolled course

STUDENT

My Grades
Registration and Enrolment
E-learning

STUDENT/MY COURSES:

For enrolled courses, you can access:

- **Study materials**

- **Interactive syllabus**

- **Discussion forum**

- **Seminar groups (overview)**

- **Exams (registration for examination dates)**

- **Catalogue (accreditation document)**

- **Notebooks (test or exam scores)**

IS SU - study agenda

Registration for courses and enrolment:

Go to **STUDENT/Registration and Enrolment**
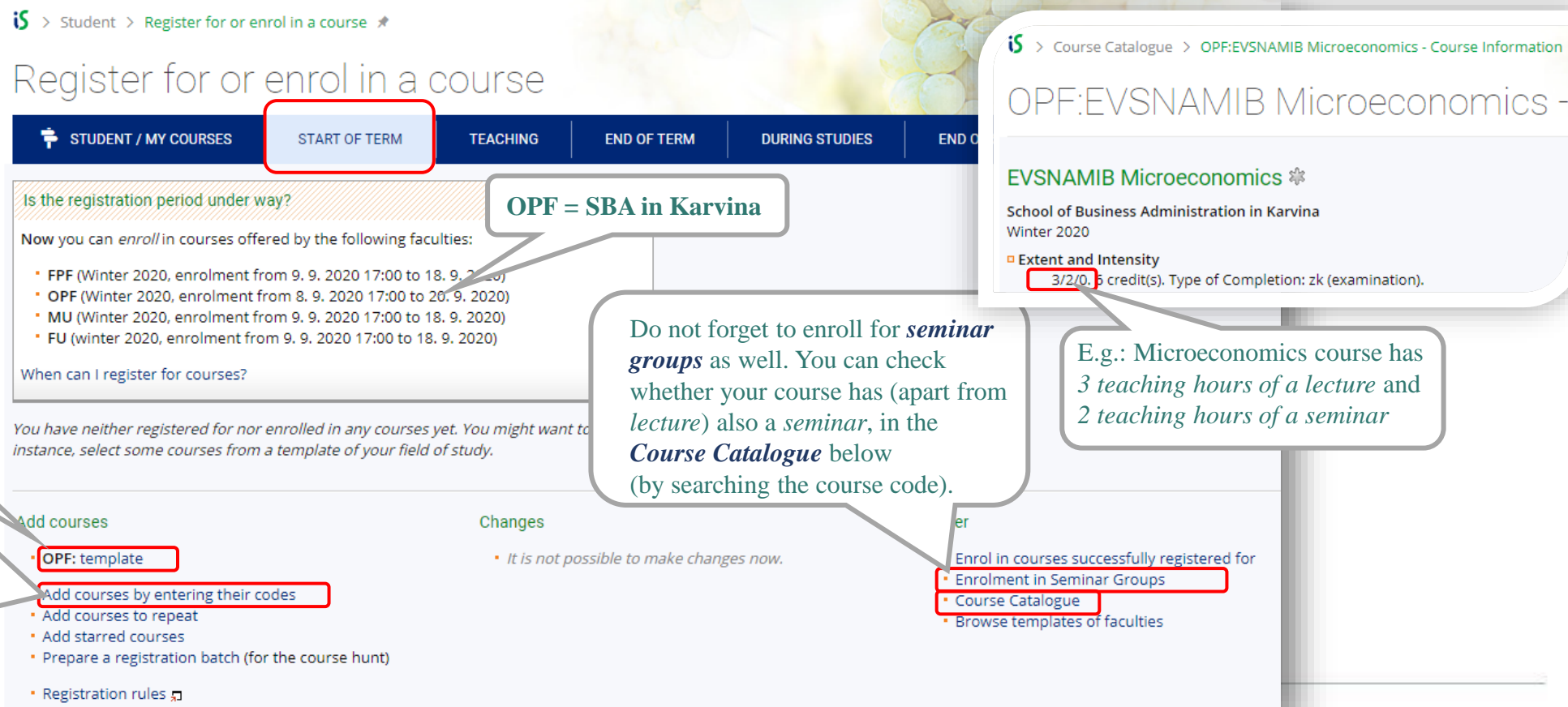
STUDENT

My Grades
Registration and Enrolment
E-learning

SILESIAN UNIVERSITY
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iS > Student > Register for or enrol in a course

Register for or enrol in a course

| STUDENT / MY COURSES | START OF TERM | TEACHING | END OF TERM | DURING STUDIES | END O... |

Is the registration period under way?

Now you can *enrol* in courses offered by the following faculties:

- FPF (Winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)
- OPF (Winter 2020, enrolment from 8. 9. 2020 17:00 to 20. 9. 2020)
- MU (Winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)
- FU (winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)

When can I register for courses?

You have neither registered for nor enrolled in any courses yet. You might want to instance, select some courses from a template of your field of study.

OPF = SBA in Karvina

Add courses

- OPF: template
- Add courses by entering their codes
- Add courses to repeat
- Add starred courses
- Prepare a registration batch (for the course hunt)

- Registration rules

Changes

- It is not possible to make changes now.

- Enrol in courses successfully registered for
- Enrolment in Seminar Groups
- Course Catalogue
- Browse templates of faculties

iS > Course Catalogue > OPF:EVSNAMIB Microeconomics - Course Information

OPF:EVSNAMIB Microeconomics -

EVSNAMIB Microeconomics ❄

School of Business Administration in Karvina
Winter 2020

Extent and Intensity
3/2/0. 6 credit(s). Type of Completion: zk (examination).

MASTER DEGREE students:
The best way how to register for courses is to register through **OPF: template**

EXCHANGE (e.g. Erasmus) + VISITING students:
The best way how to register for courses is to register by „adding courses by entering their codes"
List of courses:
https://www.slu.cz/opf/en/listofcourses

Do not forget to enroll for *seminar groups* as well. You can check whether your course has (apart from *lecture*) also a *seminar*, in the *Course Catalogue* below (by searching the course code).

E.g.: Microeconomics course has *3 teaching hours of a lecture* and *2 teaching hours of a seminar*

IS SU - study agenda

IS SU - study agenda

MASTER DEGREE students only: in OPF template you can see which courses are:

- **Required (P)** = compulsory

- **Selective (PV)** = compulsory elective

- **Elective (V)** = facultative

Required and *Selective* **courses are mandatory to register for.**

Already passed courses are marked **[condition met]**

To register for a course, click on *„try to register"*

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full time from academic year 2019/2020 - PMMOA - N/P - 16

Template used to monitor progress of studies:
Number of courses/pre-requisites necessary to complete/meet all the courses/pre-requisites

1. semestr

☐	OPF:**CVAPICLA** 🔗 Introduction to the Czech Language and Culture ❋ **[condition met]** capacity: 60, enrolled: 0/60, only registered: 0/60 *K. Heinz, M. Chylková, P. Kajzar try to register* 🔗	0/60	[elective]
☐	OPF:**EVSNAMIB** 🔗 Microeconomics ❋ **[condition met]** capacity: 25, enrolled: 2/25, only registered: 0/25 *I. Majerová try to register* 🔗	2/25	[required]
☐	OPF:**INMNASTZ** 🔗 Statistical Data Processing ❋ **[condition met]** capacity: 40, enrolled: 2/40, only registered: 0/40 *D. Bartl try to register* 🔗	2/40	[required]
☐	OPF:**PEMNAMEK** 🔗 Managerial Economics ❋ [condition met] capacity: 15, enrolled: 2/15, only registered: 0/15 *Ž. Rylková, R. Šperka try to register* 🔗	2/15	[required]
☐	OPF:**PEMNAOOR** 🔗 Trade Organizations ❋ **[condition met]** capacity: 25, enrolled: 2/25, only registered: 0/25 *M. Klepek, M. Stoklasa try to register* 🔗	2/25	[selective]
☐	OPF:**OPFNASDP** 🔗 Master Thesis Seminar ❋ *M. Tvrdoň, I. Palečková, M. Stoklasa, R. Šperka try to register* 🔗	3/-	[required]
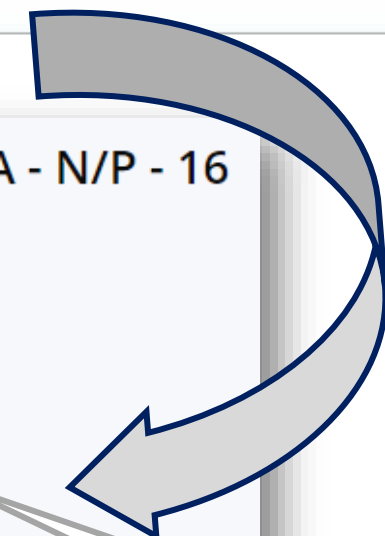
During your 2-year studies, you need to complete **at least 13 ECTS** credits from *„elective" courses*.

During the **first week of the semester**, you can make changes to your timetable yourself or you can send an email to **is@opf.slu.cz.**

In your email, always include your **UČO** number and **course code** with **seminar group number**.

E.g.: **EVSNAMIB/01**

You can only request a change in your seminar group number in case your classes colide!

IS SU - study agenda

You can access your timetable at **CALENDAR/ My timetable.**

During the semester, there might be slight changes in the timetable. In case of changes, you will be informed by email.

IS SU - study agenda

For MASTER DEGREE students only:

To check your studies according to the OPF template (study plan), go to:
STUDENT/DURING STUDIES/ Check my studies

Study plan template

IS SU - study agenda

For MASTER DEGREE students only:

To access a study plan template, you can also go to **STUDIES/ Registration and Enrolment/ Browse templates**

STUDIES

Programmes and fields
Timetable
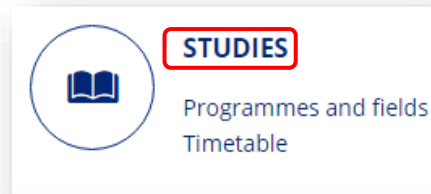
iS > Studies: information related to studies > Studies – Information Related to Studies

Studies – Information Related to Studies

Terms and Courses | Registration and Enrolment | Topic Lists | Final State Examination | Course O
studies - surveys and statistics | Search for traces of plagiarism | Information

Terms and Courses

- Browse faculty calendars
- Print Term Calendar
- System workload forecast (use for planning registration)

- Course Catalogue

Registration and Enrolment

- Help for students
- Course Registration and Enrolment
- Registration and enrolment statistics

- Browse templates (browse courses before registration)

Templates

Obchodně podnikatelská fakulta v Karviné

Template used to monitor progress of studies:
Number of courses/pre-requisites necessary to complete/meet all the courses/pre-requisites

- number of levels below: 51032, number of courses in the levels below: 103608, number of instructions: 136
- try to show in the print version (output format is experimental)

- **Kontrolní šablony** all 4
- Akreditační šablony
- Šablony archivní
- Testovací šablony both

We recommend to display the template in the print version.

- Teaching in English

- Business Economics and Management, special. Marketing and Trade MA 2016

- full time from academic year 2019/2020 - PMMOA - N/P - 16 into all 5 [beginning of monitoring template]

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IS SU - study agenda

For MASTER DEGREE students only:

The date of enrolment and registration for courses of the summer semester will be announced later in January according to the calendar. You can see the important dates in **Course Catalogue/ Browse faculty calendars** or on our website: https://www.slu.cz/opf/en/quickfactsanddeadlines - Academic calendar

COURSES
Find a course
Syllabi

Course Catalogue

Terms | Browse | Edit - Change | Check | Seminar Groups

Terms

• Browse faculty calendars

iS > Course Catalogue > Term Calendars by Faculties

Term Calendars by Faculties

☑ **Limit to the term:** ☑ Summer 2021 ☐ Winter 2020 ☐ Summer 2020 ☐ Winter 2019 ☐ Summer 2019 ☐ Winter 2018 more ⌄ | ⟳ update term
☐ **Limit to faculty:** ☐ FPF ☐ FVP ☐ OPF ☐ MU ☐ FU

Summer 2021

OPF = SBA in Karvina

Faculty		FPF	FVP	OPF	MU	FU
Name of term		Summer 2021	Summer 2021	Summer 2021	Summer 2021	Summer 2021
Is this a regular term?		yes	yes	yes	yes	yes
Course enrolment period	from	15. 2. 2021 17:00	1. 2. 2021 17:00		15. 2. 2021 17:00	14. 2. 2021 17:00
	to	19. 2. 2021	14. 2. 2021		19. 2. 2021	19. 2. 2021
Timetable release date		1. 2. 2021			1. 2. 2021	1. 2. 2021
Enrolment in seminar groups	from	15. 2. 2021 17:00	1. 2. 2021 17:00		15. 2. 2021 17:00	14. 2. 2021 17:00
	to	19. 2. 2021	14. 2. 2021		19. 2. 2021	19. 2. 2021
Teaching	from	22. 2. 2021	22. 2. 2021	22. 2. 2021	22. 2. 2021	22. 2. 2021
	to	23. 5. 2021	23. 5. 2021	23. 5. 2021	23. 5. 2021	21. 5. 2021
Examination period	from	24. 5. 2021	24. 5. 2021	24. 5. 2021	24. 5. 2021	24. 5. 2021
	to	30. 6. 2021	30. 6. 2021	30. 6. 2021	30. 6. 2021	30. 6. 2021
Extended examination period	from	9. 8. 2021	9. 8. 2021	9. 8. 2021	9. 8. 2021	9. 8. 2021
	to	31. 8. 2021	31. 8. 2021	31. 8. 2021	31. 8. 2021	31. 8. 2021

Registration for :

• Courses (lectures) starts at 5PM

• Seminar groups starts at 6PM

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Changes to your timetable or Learning Agreement

MASTER DEGREE students:

During the **first week of the semester**, you can make changes to your timetable yourself or you can send an email to **is@opf.slu.cz or contact the International Relations Office in case of any issues.**

In your email, always include your **UČO** number and **course code** with **seminar group number**.

EXCHANGE (Erasmus) and VISITING students:

You can make changes in your Learning Agreement (LA) and your timetable during the **first 2 weeks of classes** (within 2 weeks after the start of the semester).

To request a change in your LA, please contact your International Coordinators at your home and host institution.

IS SU - study agenda

During your studies, you can access other applications, such as ***Internships and stays, Confirmation of Studies, or Tuition Fees***

In the **END OF TERM** section, you can access other applications, such as ***Grades obtained or Examination dates***

IS SU - study agenda

In **END OF STUDIES**, you can check your grades for all the semesters including your current or overall GPA (Weighted Grade Point Average).

There is also a section for **Final State Examination and Thesis Archive** (applies for final year Master degree students).

Microsoft Teams
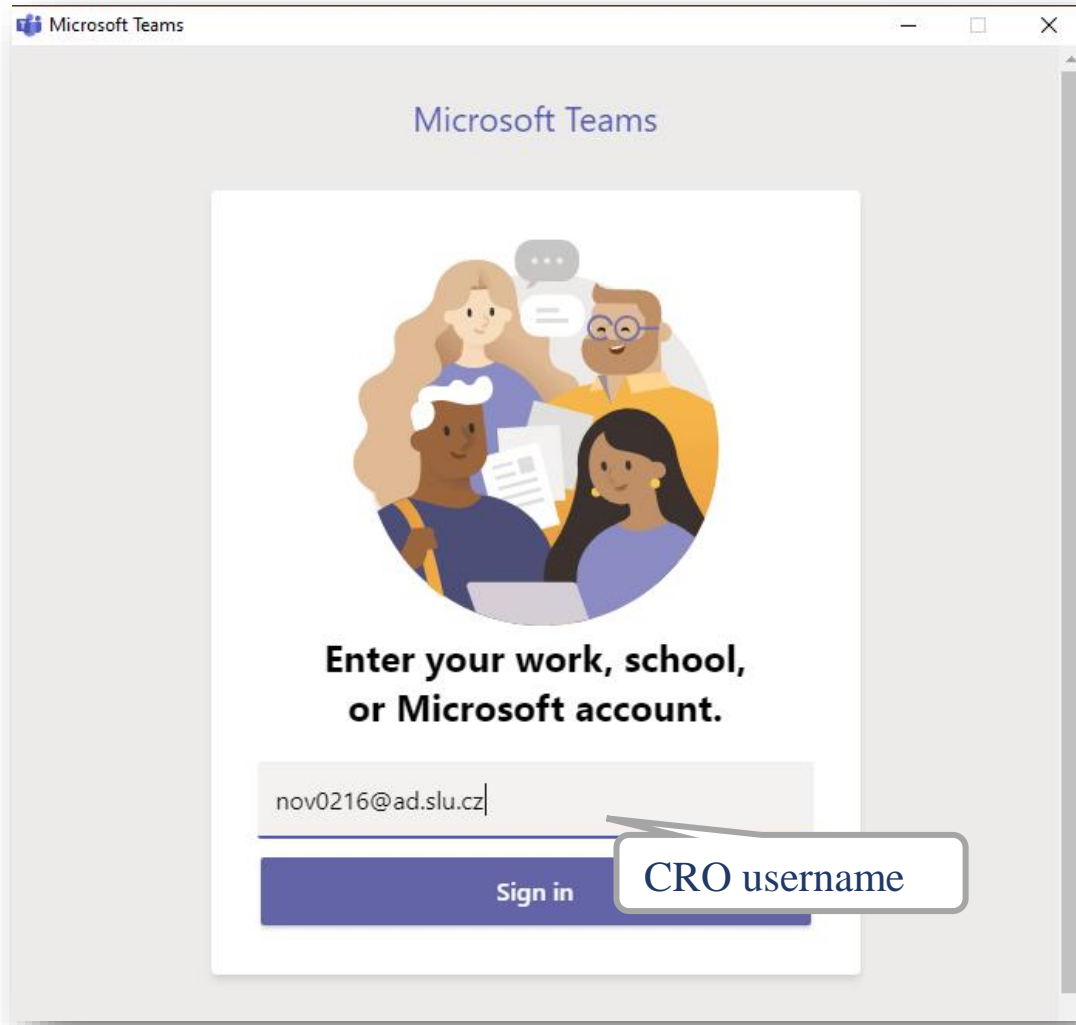
MS Teams application is used during online teaching at SU SBA.

Available for download at:
https://teams.microsoft.com/downloads

Login with your CROusername@ad.slu.cz and CRO password.

For using MS Teams, you need to have a microphone and a camera available/connected to your device.

Microsoft support and video trainings are available here.

E-learning (Moodle)

Apart from IS SU, additional study materials can be found at **elearning.opf.slu.cz**. Some activities (e.g. homework, tests, seminar papers or exams) may also take place on this platform.

Please follow the instructions of your teachers.

Login with your **CRO username and password**.

Login into university PC network

For an authorized access, enter the CRO username and password.

Possibilities:

- In the **library/study room**: (single sign-on system **Novell**).

- From **home** via the Internet (**Vmware Horizon**).

- From a **laptop, a mobile phone in the faculty premises** via the **EDUROAM** wireless network.

- From **dormitories/campus Na Vyhlídce** via the **EDUROAM** wi-fi.

Printing

Credit system – for printing, it is necessary to make a deposit on your printing account either in the library (Na Vyhlídce) or at a cashdesk (A109). You need to take your student card with you.

Printing is possible from PCs available in the main faculty building and the library, after logging in to Novell network (with CRO identity). Before printing, please check the „**printer settings**" and the **location of the printer** you are printing to - it is listed in the printer's name. There are printers located in the 4th floor (A431) in the main faculty building or in the library.

Black and white printing is 1 CZK/A4 page and **printing in color** is 2.50 CZK/A4 page.

You can use the multifunctional printers for **scanning for free**. Scanned files will be sent to your university email address.

You can use so-called **secure printing -** prints are sent to the selected printer, where you attach your student card to the scanner.

Check your priting account balance, upload the files and see the status of prints here: https://tisk.opf.slu.cz

ISKaM – dormitory and catering

Login to the dormitory and catering information system with your CRO username and password.

Inside the system, you can check your main account balance, which is available on your student card.

A student card can be charged (cash deposited) at the dormitory reception or at a cashdesk (A109, main faculty building). The system does not allow the student to go into a debt/negative balance.

Catering: Students can enjoy 2 discounted meals daily by presenting their student cards at selected restaurants located within a few metres from the faculty building:

- restaurant <u>Fryštátská chalupa</u> (address: Fryštátská 135/28, Karviná)

- restaurant <u>FYTÓN Bistro</u> (address: Fryštátská 151/15, Karviná)

Library

Library is located on the university campus, in the dormitory building Na Vyhlídce.

More information on library services including contacts and electronic information resources is available at:
https://www.slu.cz/opf/en/library

Printing and scanning is possible in the library. A student card has to be charged in the library or at a cashdesk (A109, main faculty building) prior to printing.

Studyrooms are available for the students in the library or in the main faculty building (in between Large and Small Hall).
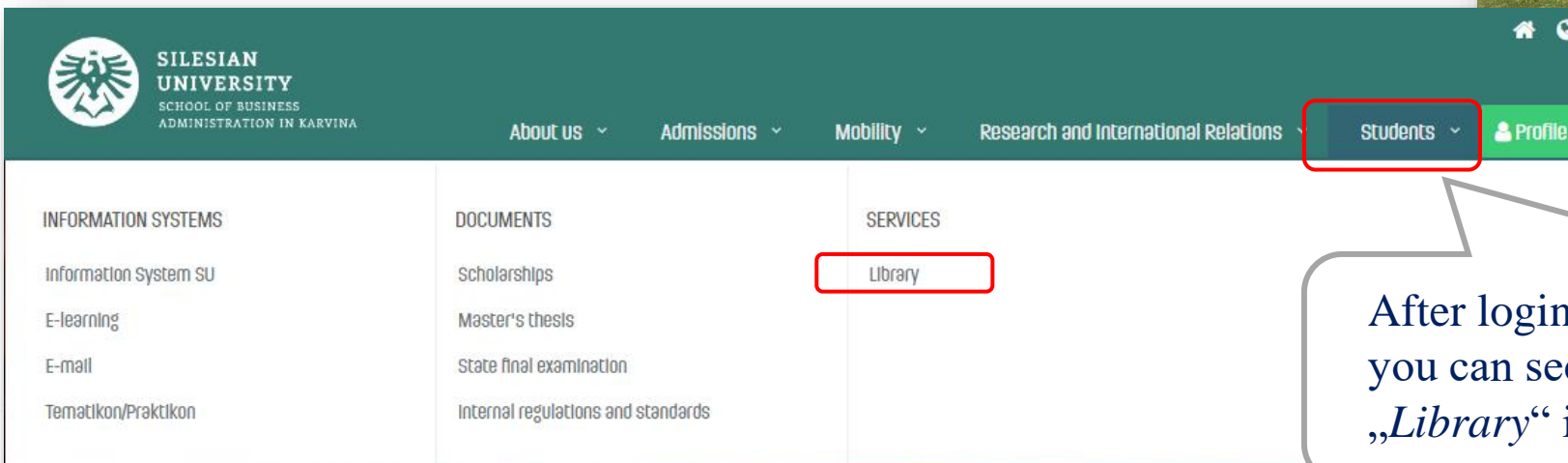
After login into https://www.slu.cz/opf/en/, you can see the menu „*Students*" and access „*Library*" in the „*Services*" section.

Faculty website - https://www.slu.cz/opf/en/

After login to the faculty website, with your **CRO identity**, you can access STUDENTS menu and other categories:

- *INFORMATION SYSTEMS*
- *DOCUMENTS*
- *SERVICES*

Student card

The student ID card entitles you to enter the university buildings. It can be used for discounted catering, printing or scanning.

You can apply for your student card upon your arrival in Karvina and enrollment at https://karty.slu.cz/ *Please note this site is currently run only in Czech language. Guide on how to apply for a card will be provided to the students.*

You can pick up your card at the card center (room **A422**, main faculty building) during office hours. In case of further inquiries, please contact **International Relations Office** or **karty@slu.cz**.

MASTER DEGREE students: can choose from a basic university card (free of charge) or an ISIC card (180 CZK/year). For more information on ISIC cards and related discounts, please see: https://www.isic.cz/en/. ISIC card can be renewed each year by purchasing a re-validation stamp (180 CZK/year).

EXCHANGE and VISITING students: apply for a basic university card (free of charge).

Information systems overview

Silesian University website	**www.slu.cz**
School of Business Administration website	**www.slu.cz/opf/**
SU Information System	**is.slu.cz**
E-mail	**horde.opf.slu.cz**
E-learning (Moodle)	**elearning.opf.slu.cz**
ISKaM (Dormitories and catering)	**iskam.opf.slu.cz**
CRO identity setup, password changes	**moje.slu.cz**

Any questions?

Contact us at international@opf.slu.cz
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