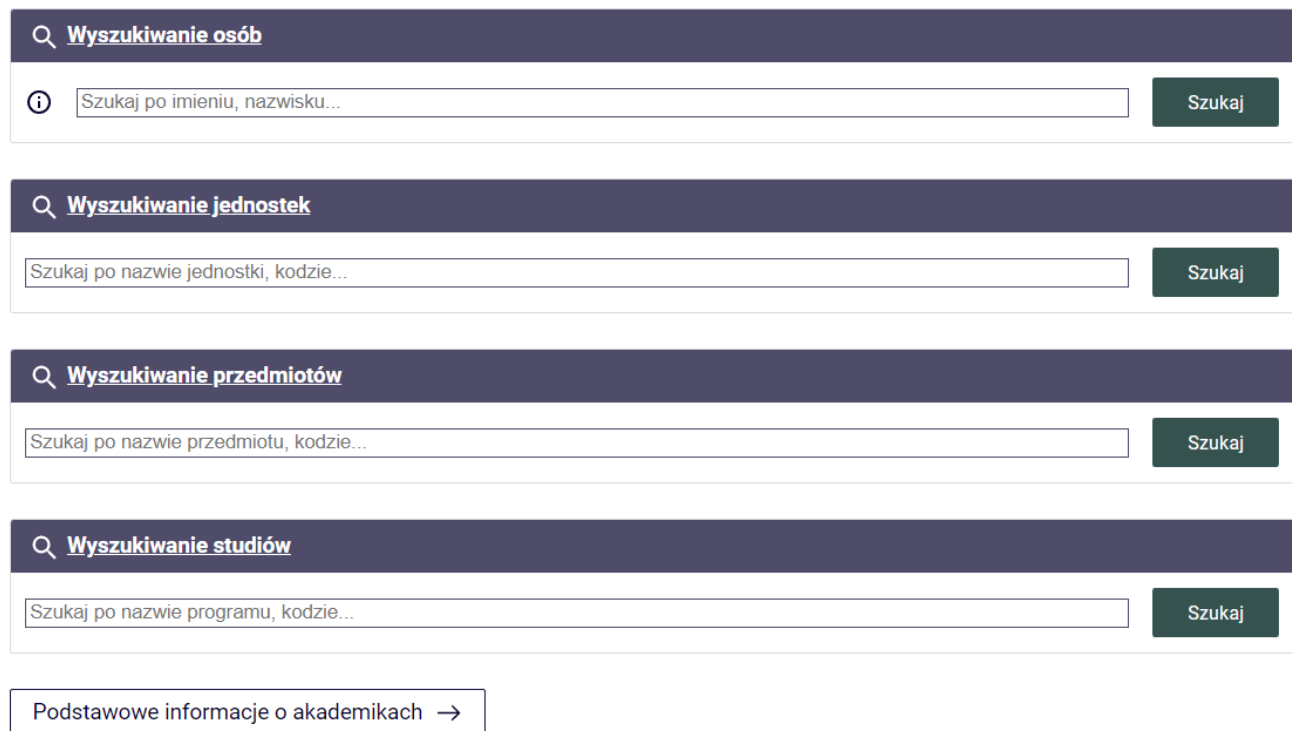# USOS - students

USOSWeb, which is part of the USOS System, is a browser-based application for the teaching staff members, course instructors and students. If you access the system without logging in, as a guest, two options are available in the top menu: **News** and **Directory**.

AKTUALNOŚCI	KATALOG	MÓJ USOSWEB	DLA STUDENTÓW	DLA PRACOWNIKÓW	DLA WSZYSTKICH
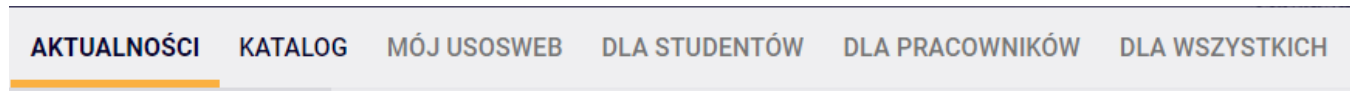
News – this section contains announcements, communications, documents and other information of importance to the student and the tutor.

Directory – it offers access to search engines that allow you to browse the courses on offer run at WUST faculties, check the dates of classes, find out the staff office hours and view data on the university's buildings and dormitories.

Figure 1 Search options available in the Directory

All the system's options for searching particular data concerning studies are available once you have logged into the system. To this end, select the **Login** option in the top right corner and then enter your credentials at the WUST Central Login Point.

Once logged into the system, further options are available in the top menu:

My USOSWeb – on the main screen, both course instructors and students will find a number of modules through which we can access the following information, among others:

- **Schedule** - contains information about scheduled activities in the form of a weekly or semester view.

Figure 2. Schedule in My USOSWEB

Figure 3 Weekly Schedule

To switch to the semester view, select the appropriate option in the Schedule header. If you want to further personalise the way your Schedule is displayed, you can use the **Show advanced settings** option.

In addition, the Schedule can be exported from this level to external calendars, e.g. Google or Outlook. To do this, use the **Export** option.

- **Student's tests** - if any of the course instructors use the tests module, they are located in this menu. This module is used to test your knowledge through control papers, tests or assignments.

Figure 4 Tests in My USOSWEB

- **Student's classes** - here you will find all the information about the ongoing activities - both current and those completed in previous semesters. You can find here:

  - o dates of classes

  - o name of the course instructor

  - o information about the group

  - o course schedule

  - o form of course credit

  - o possibility of sending a message to the course instructor

  - o and others

Figure 5 Student's classes in My USOSWEB

- **Schedules** - provides search engines to find the schedule for an academic teacher, course or group of courses.

Figure 6 Schedules in My USOSWEB

- **Directory** – this module offers a quicker access to data that can be searched through the **Directory** option in the top menu. It allows you to search system data about buildings, studies, teaching offers or staff members.

Figure 7 Access to the Directory in My USOSWEB

- **Privacy preferences** – the possibility to change privacy settings e.g. concerning your personal data (GPDR). Using this module, you can define who can see your photo, email address or protect your account against spam.

Figure 8 Privacy settings

- **USOSWeb Preferences** – allows you to access the module where you can set your preferences for working in the USOSWeb system. Here you will set default element ordering, schedule display options or preferences for receiving selected messages.
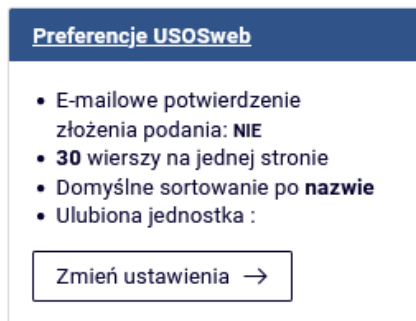

Figure 9 Privacy settings in witching to the USOSWEB preferences setting

- **User information** - displays basic information about the user and enables access to the user profile tab.
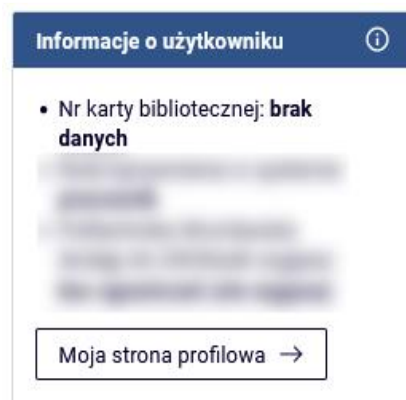

Figure 10 Switching to the user information window

In addition, the above modules are also available via the left-side menu in **My USOSWEB** tab.
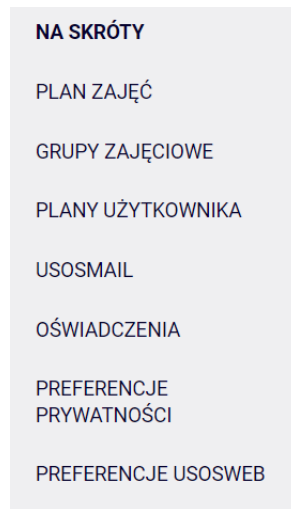

Figure 11 Left-side menu

This menu additionally includes

- **Class groups** - this menu allows you to directly view all class groups in all teaching cycles.

Figure 12 Information on class groups

- **USOSMail** – the module facilitates communication. Via the USOSmail module, any user can send a message to:

- members (and course instructors) of the class groups in which the user participates,
- any person found in the directory of users,
- any e-mail addresses,
- predefined groups of recipients.

Figure 13 USOSMail

- **Statements** - a list of statements assigned to a student for acceptance or already accepted.
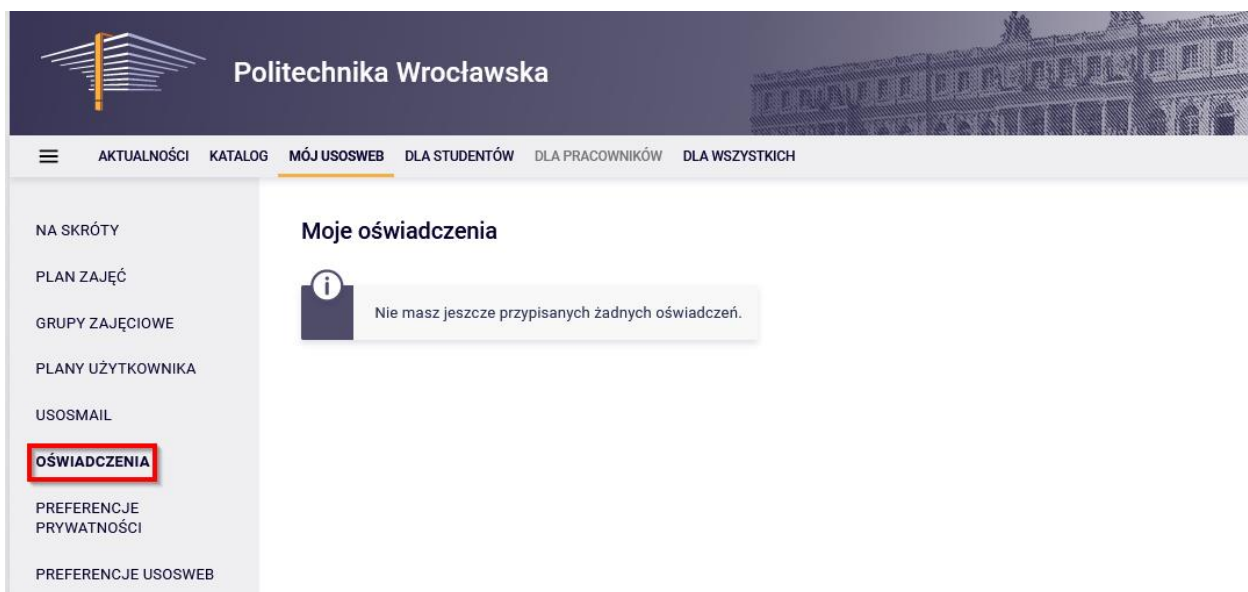

Figure 14 Statements

The next tab in the main menu is **Student's Section**. It only contains a number of options for the student (we only describe the modules used at WUST):

- **Tests** – it offers access to the Student's tests module.

- **Grades** – all the courses completed and credited in particular teaching cycles.

- **Pol-on** – information for the student on ECTS credits reported in the POLON system.

- **Decisions** – courses previously taken with information on the course instructor, cycle, grade.
- **Promotions** – information on the status at a particular study stage in a particular teaching cycle.
- **Dean's groups** – information on membership of particular dean's groups. Dean's groups are created as a result of the administrative division of students of a particular programme, stage and cycle by the Dean's Office.
- **Applications** – the possibility to submit an electronic application, if any is assigned to a student.
- **Rankings** – student rankings are generated, e.g., for the purpose of awarding scholarships.
- **Scholarships** – information on awarded scholarships.
- **Payments FK – information on student's payments:**
  - **university bank accounts** – the university's bank account numbers for due payments
  - **uncleared debts** – list of unpaid payments
  - **cleared debts** – list of paid and cleared payments
  - **all payments** – list of all payments made for the university
  - **uncleared payments** - a list of payments for the university not yet cleared with any debts

Figure 15 Payment module

- **Diplomas** – information on diplomas obtained.

- **Final grades** – final grades obtained in the current teaching cycle and in completed cycles.

Figure 16 View of Student's Section

The same options can be seen on the left-hand side in My Studies tab; additionally, we can find here:

- **Registrations** – list of registrations for courses (see separate instructions for registration procedure).

- **Registrations for exams** – list of registrations for exams for a particular student.

- **Token registrations** – list of token registrations (see separate instructions for this procedure).

The last tab available to the student in the top menu is **Common Section** with options available to all types of users. It contains the following modules:

My profile – it displays basic user data.

Bank account and tax office – here you can add or update details of the student's bank account and tax office affiliation.

Payments (model FK) – information on student's payments.

Clearance slips – information about student obligations made while studying at the university.
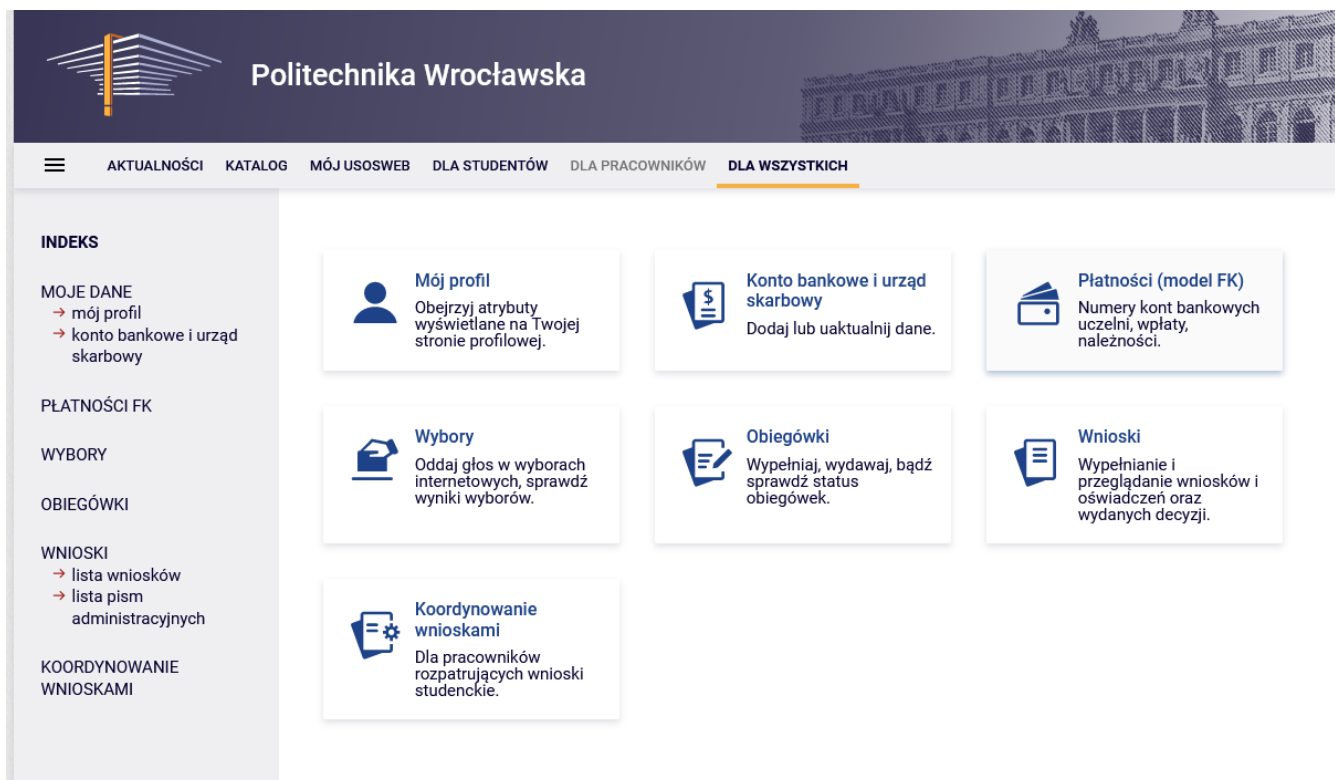
Applications – electronic applications that can be submitted by the student.

Figure 17 View of the Common Section