USOSweb – General manual

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1. Login to USOSweb

USOSweb at AGH UST is available at web.usos.agh.edu.pl. To log in to the system click on the ***Log in*** button in the upper right corner of the page (Fig. 1).

Detailed information on logging in and resetting or setting a new password can be found in the ***USOSweb – Login and password change***,
on the website: https://www.usos.agh.edu.pl/usos-dla-studenta/ (USOS for student)
and
on the website: https://www.cok.agh.edu.pl/index.php?id=2912 (USOS for academic teachers)

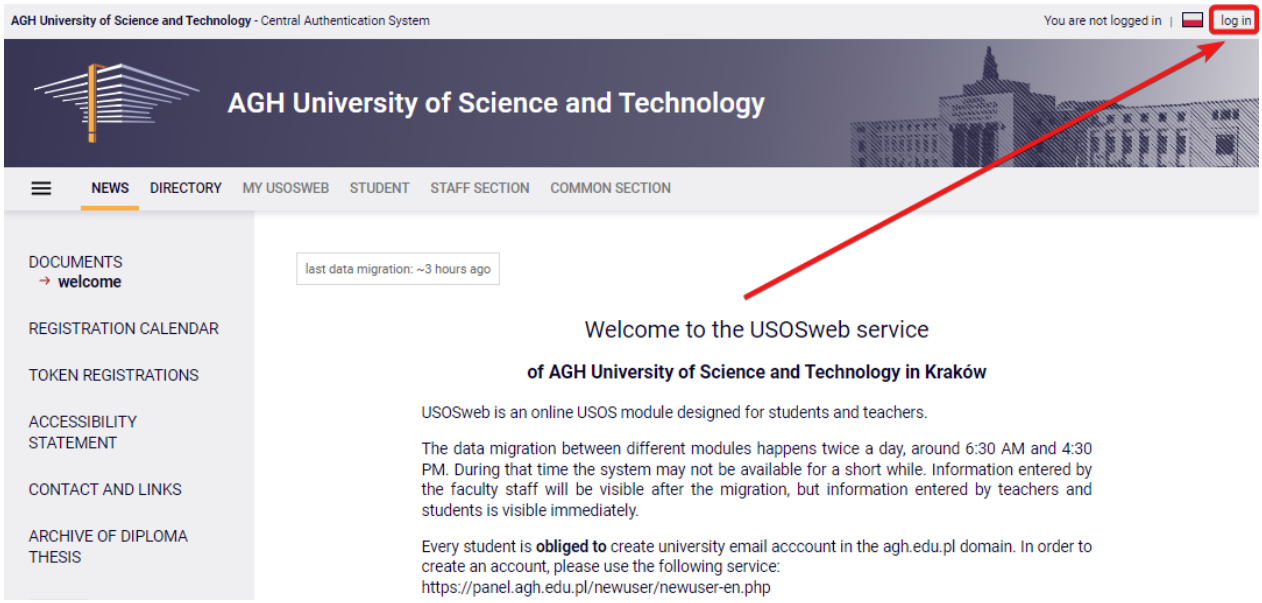

Figure 1. The location of the "log in" button in USOSweb.

You will redirect you to the login page. In the lower right corner you can change the language version of the page (Fig. 2).

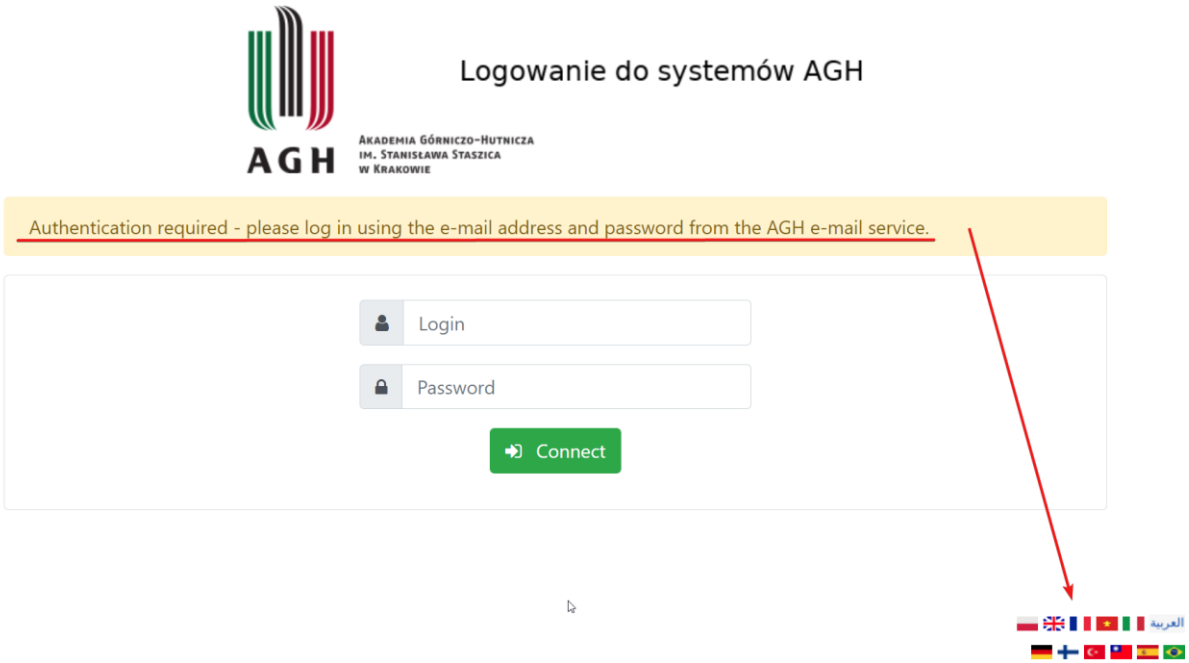

Figure 2. Login panel of the system to USOSweb.

In USOSweb, ***News*** and ***Directory*** tabs are available without the need to log in. After login, we gain access to the ***My USOSweb*** and ***Common Section*** tabs. Students also have access to the ***Student's section*** tab, and academic teachers – to the ***Staff section*** tab (Fig. 3).

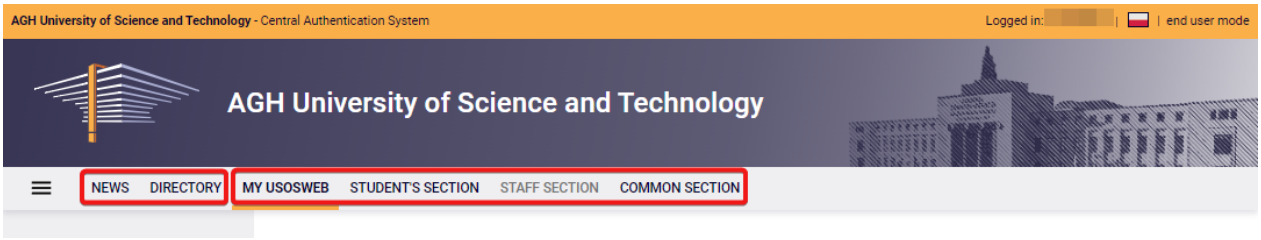

Figure 3. Successful USOSweb login page.

2. News

The ***News*** tab contains the latest information about the USOSweb system (Fig. 4). In addition, at the bottom of the page there is a table with important contact details.

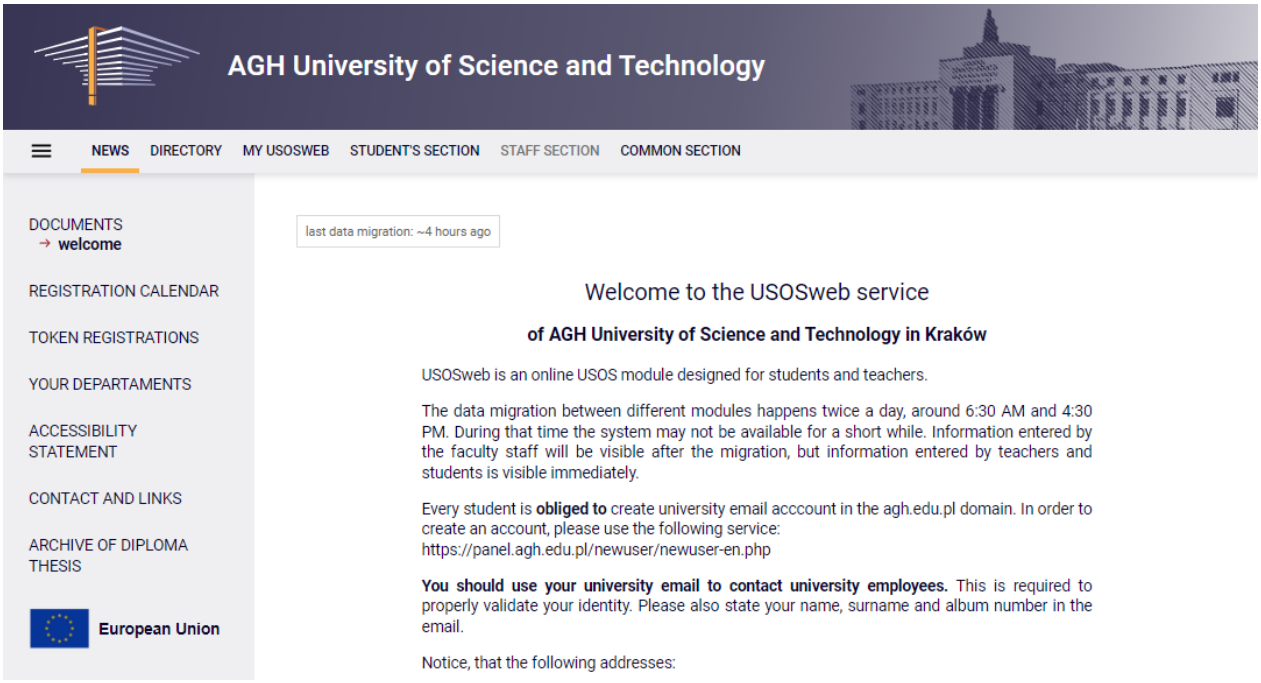

Figure 4. News – home page.

Navigation panel on the left side includes, among others:

- Registration calendar
- Contact and links
- Archive of Diploma Thesis

2.1. Registration calendar

Here you can check what registrations are available and what is their status. However, at the beginning it is necessary to specify the unit which registrations you want to view (Fig. 5).

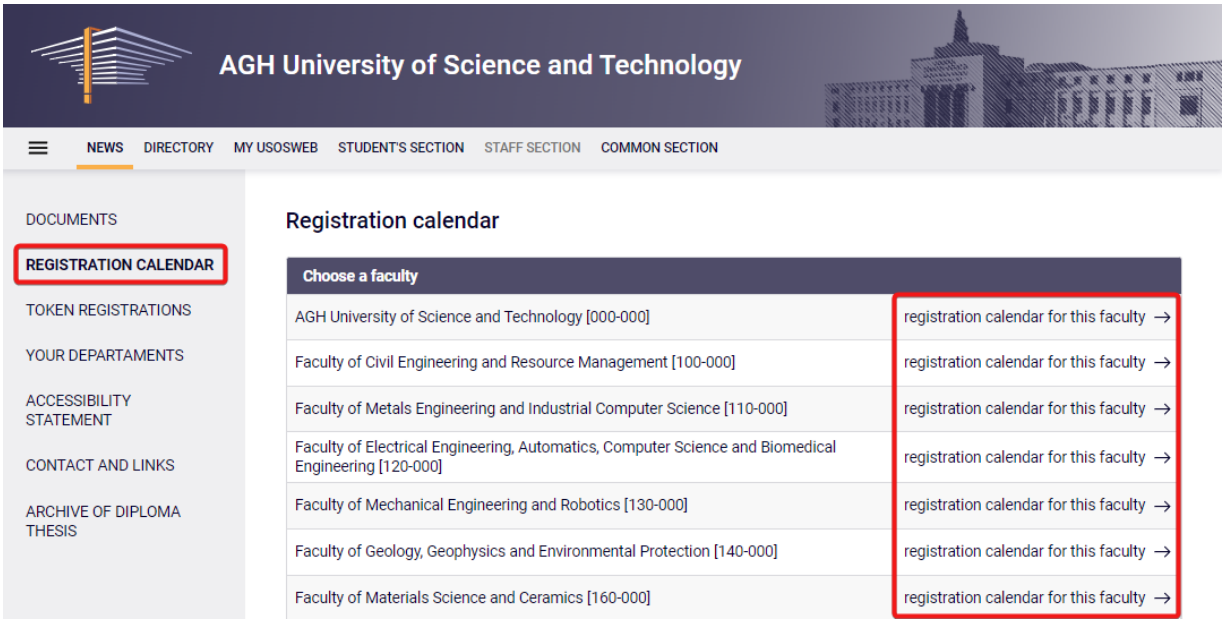

Figure 5. News – Registration calendar.

After selecting the registration calendar for a given unit, you will be redirected to the subpage presenting the registrations (Fig. 6). Here you can view what items are associated with each registration, and after clicking the ***description*** button, you will receive additional information about what the registration is about.

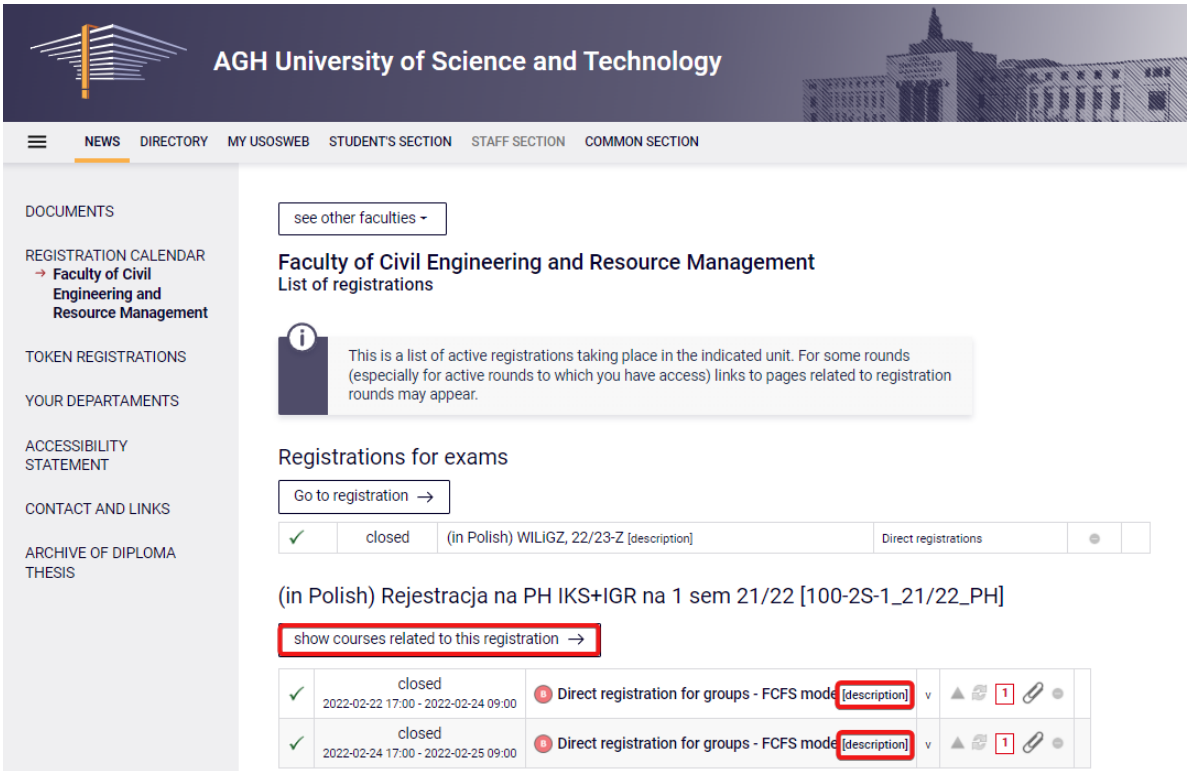

Figure 6. News – Registration calendar for the unit.

2.2. Contact and links

In the ***Contact and links*** tab you will find contact details for technical support and links to useful web-sites. (Fig. 7).

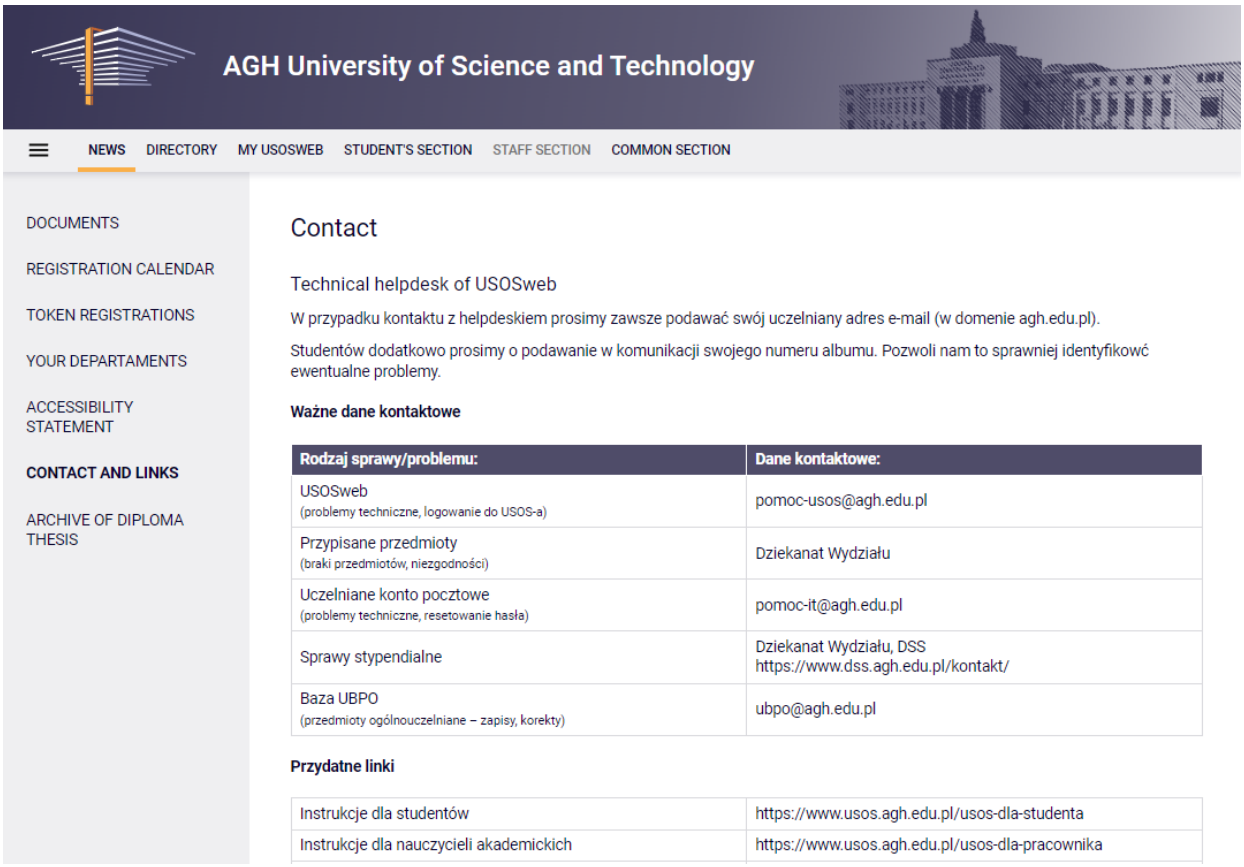

Figure 7. News – Contact and links.

2.3. Archive of Diploma Thesis

Clicking on the ***Archive of Diploma Theses*** link will redirect you to the APD (Fig. 8).

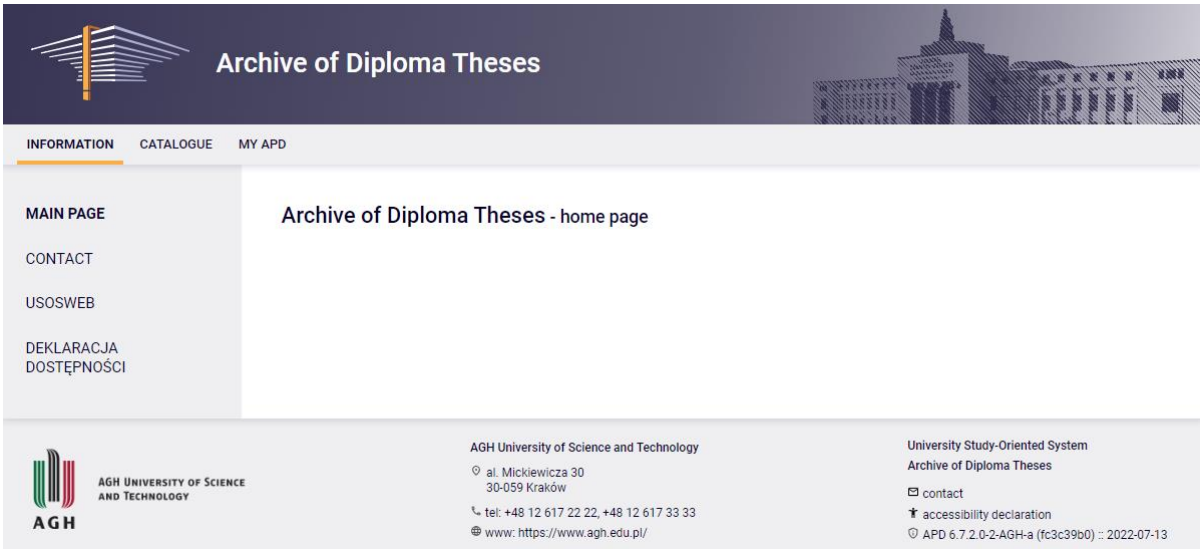

Figure 8. Archive of Diploma Theses

Detailed information on the functioning of the APD can be found in separate instructions:

- for a student, on the website https://www.usos.agh.edu.pl/usos-dla-studenta/:
  - **APD – Searching and signing for the diploma thesis topics**
  - **Graduation process**
- for academic teachers, on the website https://www.cok.agh.edu.pl/index.php?id=2912:
  - **Dodawanie tematów prac dyplomowych** (English version soon)
  - **Graduation process in the USOS system – User manual for a supervisor and a reviewer**
  - **Instrukcja – Protokół egzaminu dyplomowego** (English version soon)

3. Directory

The tab allows you to browse or search for information about students and staff, faculties, courses, studies and dormitories (Fig. 9).

The main page of the directory allows quick search for the above-mentioned items in USOS. Selecting the appropriate option in the navigation panel on the left side, will redirect you to the directory related only to a given issue.

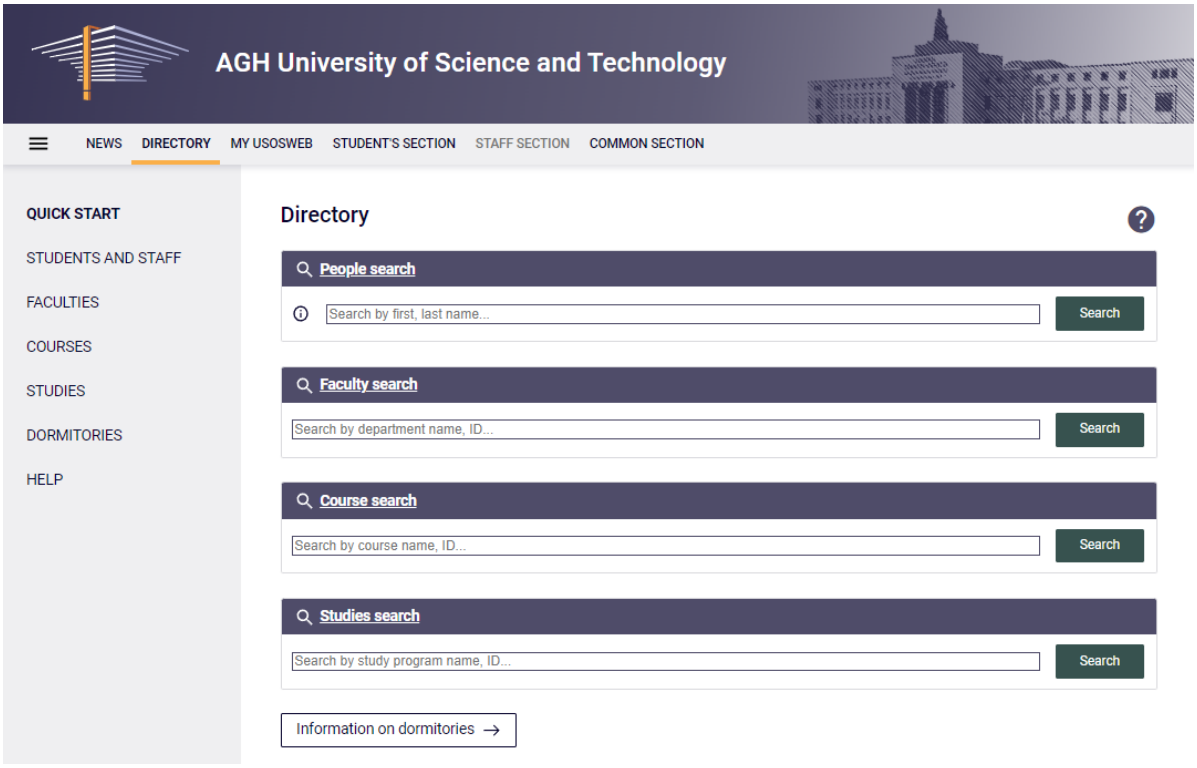

Figure 9. Directory – home page.

3.1. Students and staff

The search engine allows you to find a specific student or employee and search for employees working in a specific department/unit (Fig. 10).

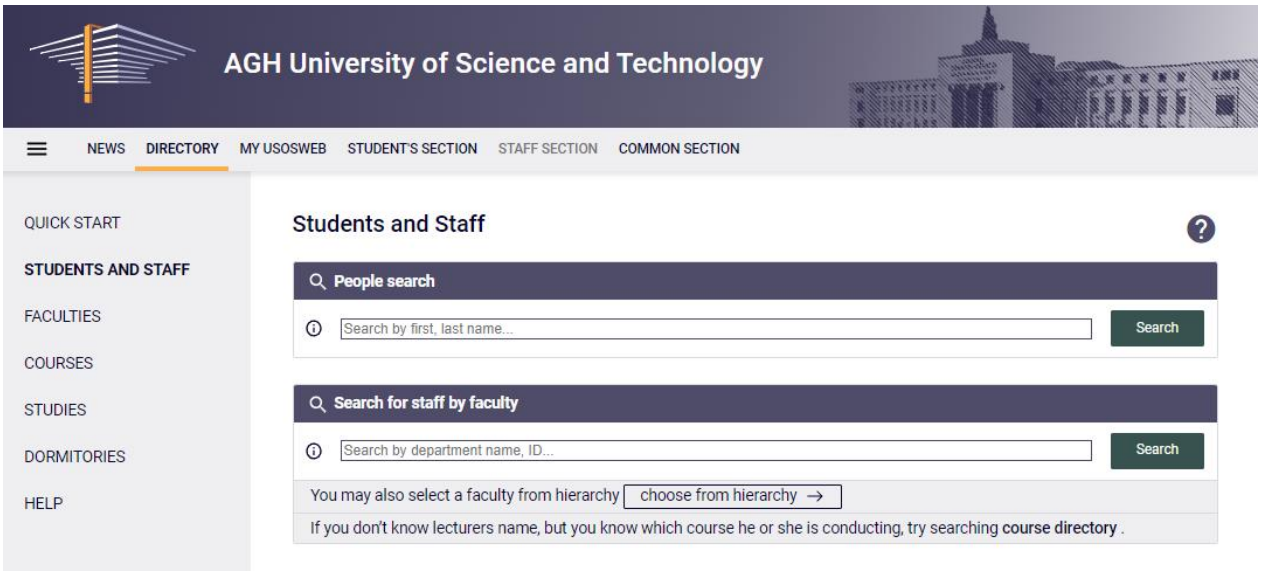

Figure 10. Directory – Students and staff.

3.2. Faculties

Faculties can be searched by entering the searched phrase in the search window or by using the ***Department tree***, where there is a list of all faculties at AGH (Fig. 11).

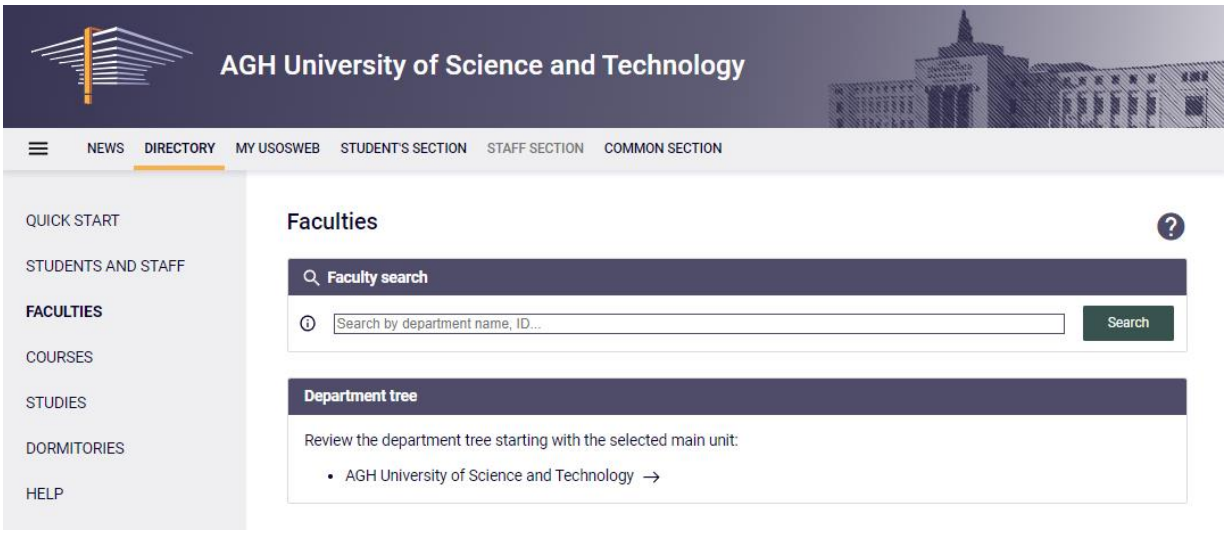

Figure 11. Directory – Faculties.

3.3. Courses

On the website there is a search engine and a catalog of all courses carried out at the university in the current didactic cycle (Fig. 12).

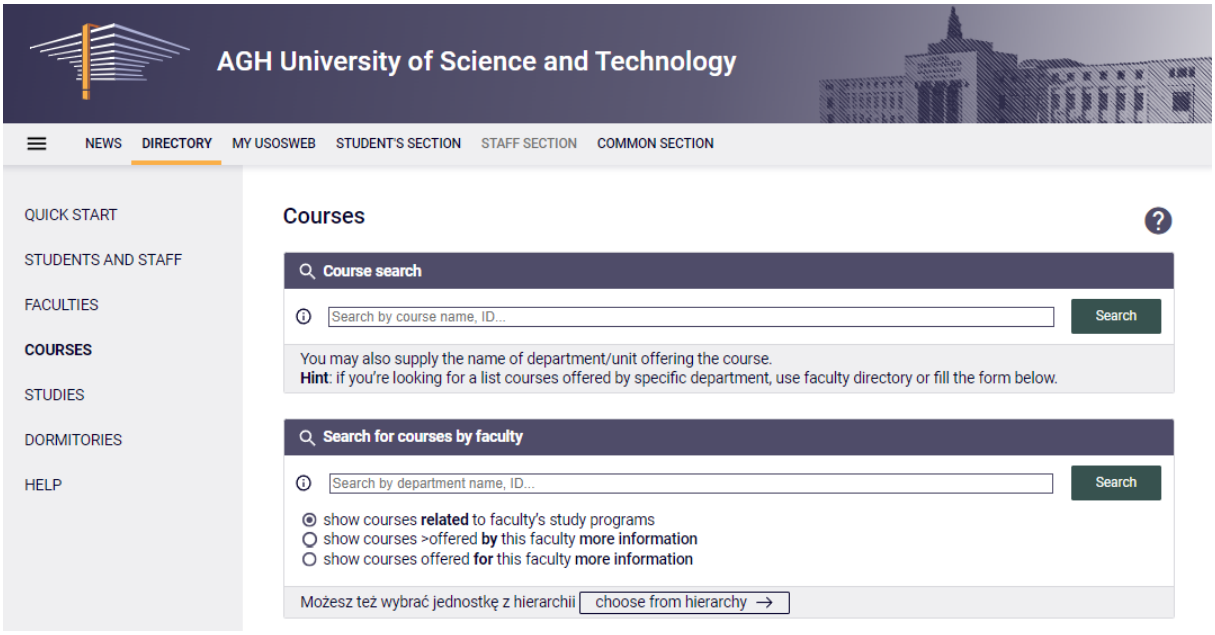

Figure 12. Directory – Courses.

3.4. Studies

The website contains a search engine and a catalogue of fields and programs of studies carried out at the university (Fig. 13).

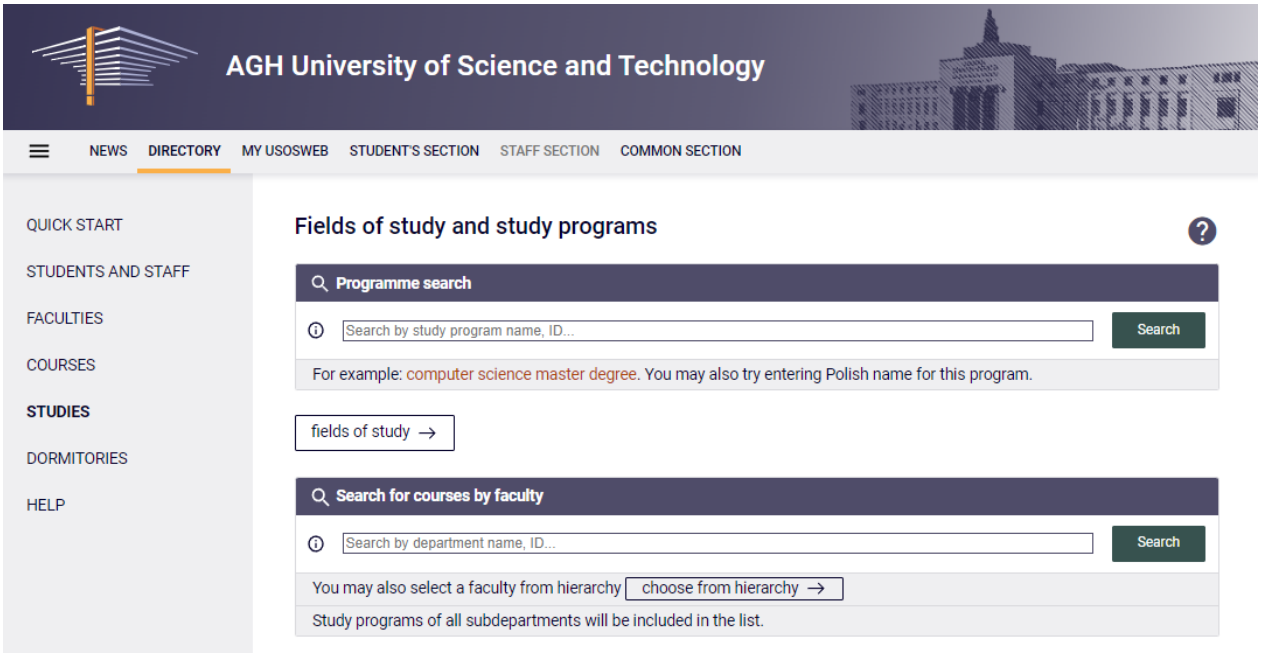

Figure 13. Directory – Fields of study and study programs.

3.5. Dormitories

The ***Dormitories*** button takes you to the ***Student houses*** subpage on the AGH UST Student Campus website (Fig. 14).

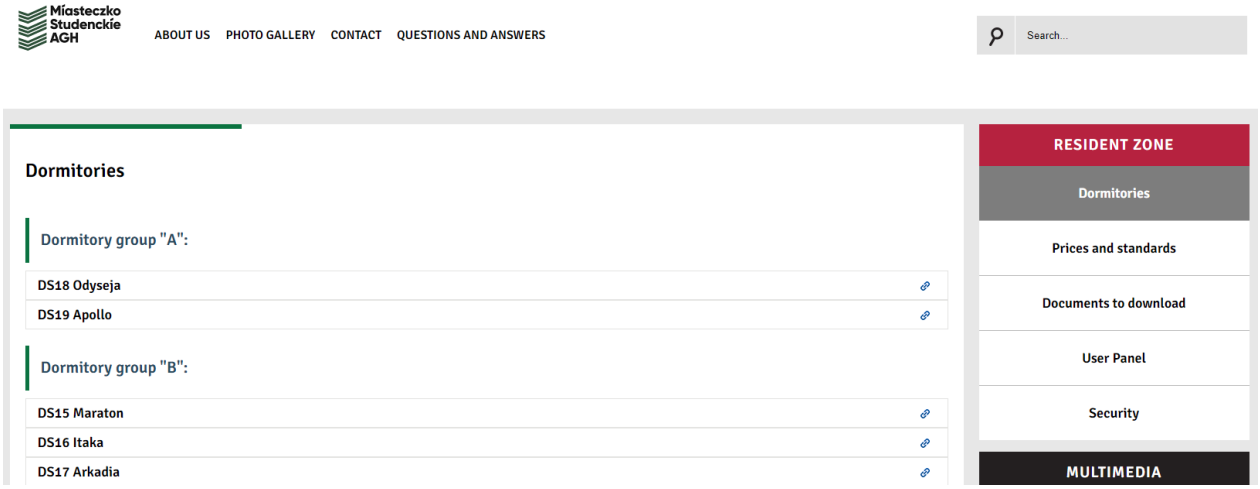

Figure 14. Subpage Dormitories on the AGH UST Student Campus website.

3.6. Help

It contains information on the functioning of each of the search engines and directories in the ***Directory*** section and instructions on how to create search phrases (Fig. 15). Help is available in Polish only.

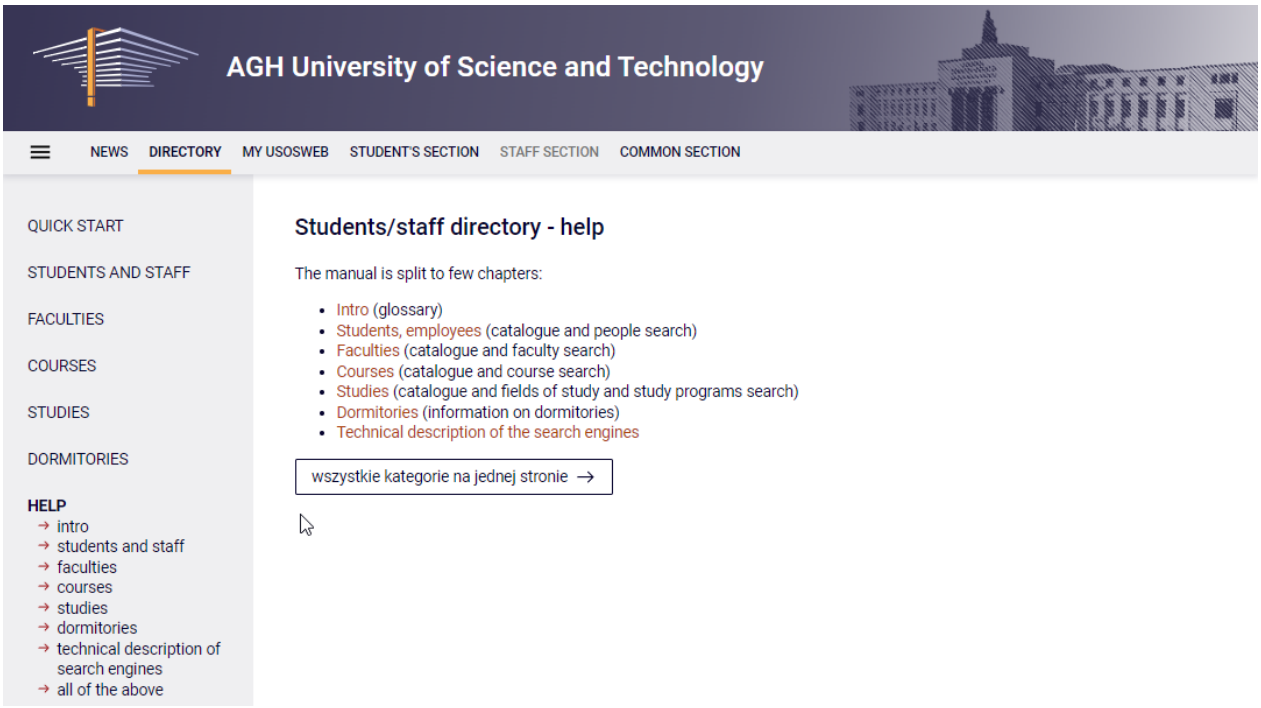

Figure 15. Directory help.

4. My USOSweb

The main page of the tab presents the most useful information for **logged-in users** (Fig. 16). For students, this will be, for example, information about the subjects which the student is enrolled. In the case of academic teachers – e.g. information about upcoming classes. After selecting the appropriate option in the navigation on the left, we go to the various modules of the system.

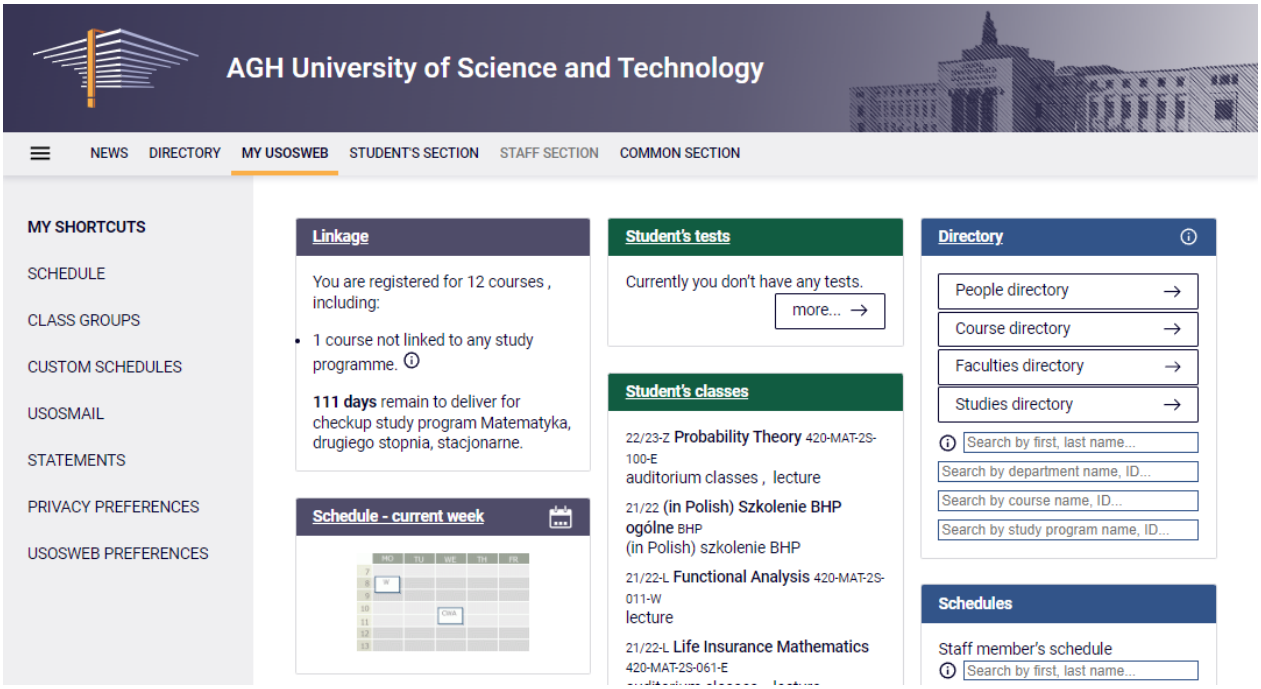

Figure 16. My USOSweb – homepage.

4.1. Schedule

By default, the system displays the schedule for the week (Fig. 17). You can change the view from weekly to semester. The ***earlier/later*** buttons allow you to move to an earlier or next week or semester.

The schedule can be enlarged or printed. Changing ***show HTML version / show image version*** setting changes the way the plan generates. If you select ***Show advanced settings***, you can further modify how the plan is displayed.

Clicking on the tile with the item that is on the plan will take you to a page where you can find information about the class group.

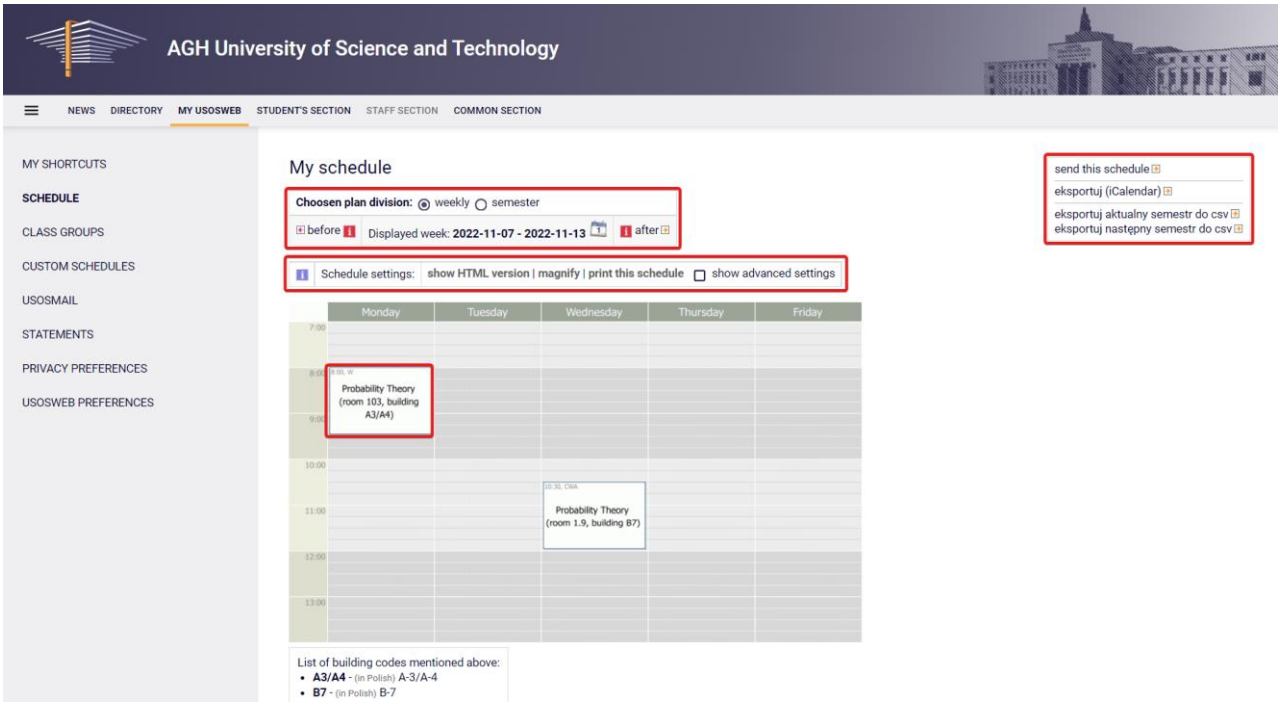

Figure 17. My USOSweb – Schedule.

REMARK! In some faculties, the **schedule is not entered into the USOS**. In such a situation, information about the schedule can be found on the website of a given faculty.

4.2. Class groups

Preview of classes in which the student participates or classes which are coordinated by an academic teacher (Fig. 18).

The ***select academic year*** tile allows you to view subjects from that academic year. By default, the system displays items from the current year.

Clicking on the name of the course takes you to a page with general information about a given group, while clicking on the name of the group – to the page with information about a given class group. In the case of academic teachers, there is also a button ***all students enrolled in a subject***, which allows you to view all the students participating in a given class.

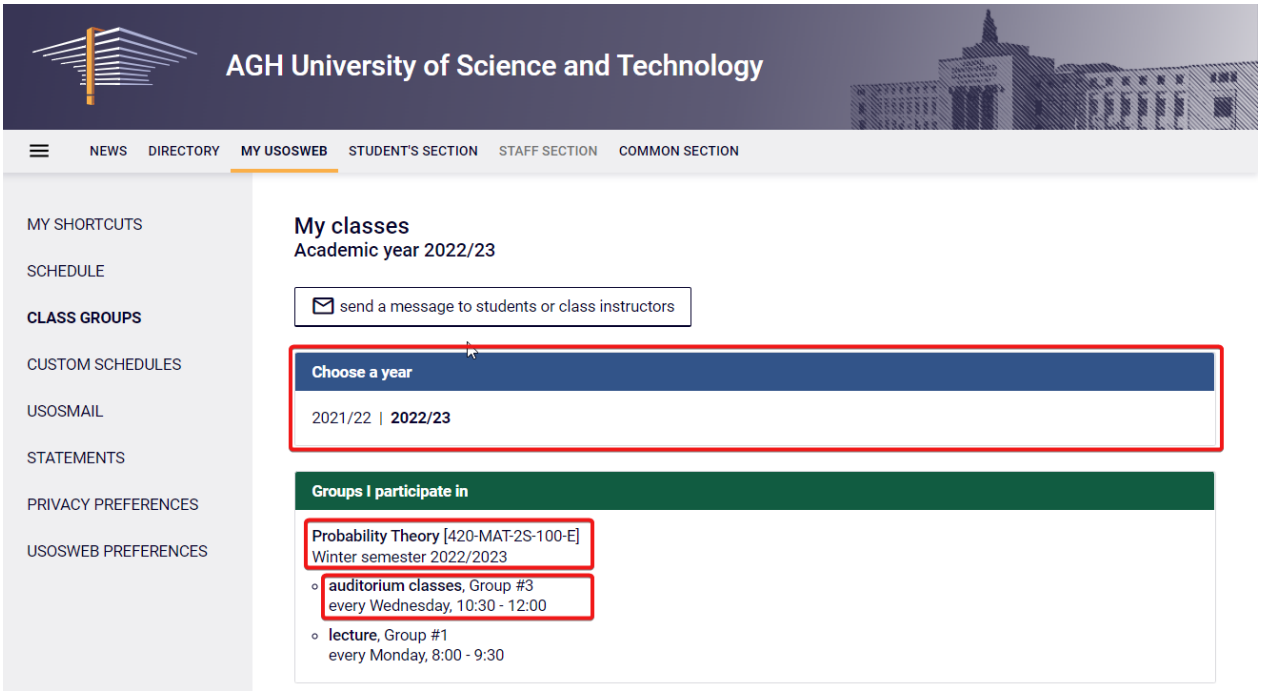

Figure 18. My USOSweb – Class group (academic teacher view).

4.3. Custom schedules

The panel gives you the opportunity to add your own events to the calendar (Fig. 19).
REMARK! Before using the module, you should read its instructions and examples of use.

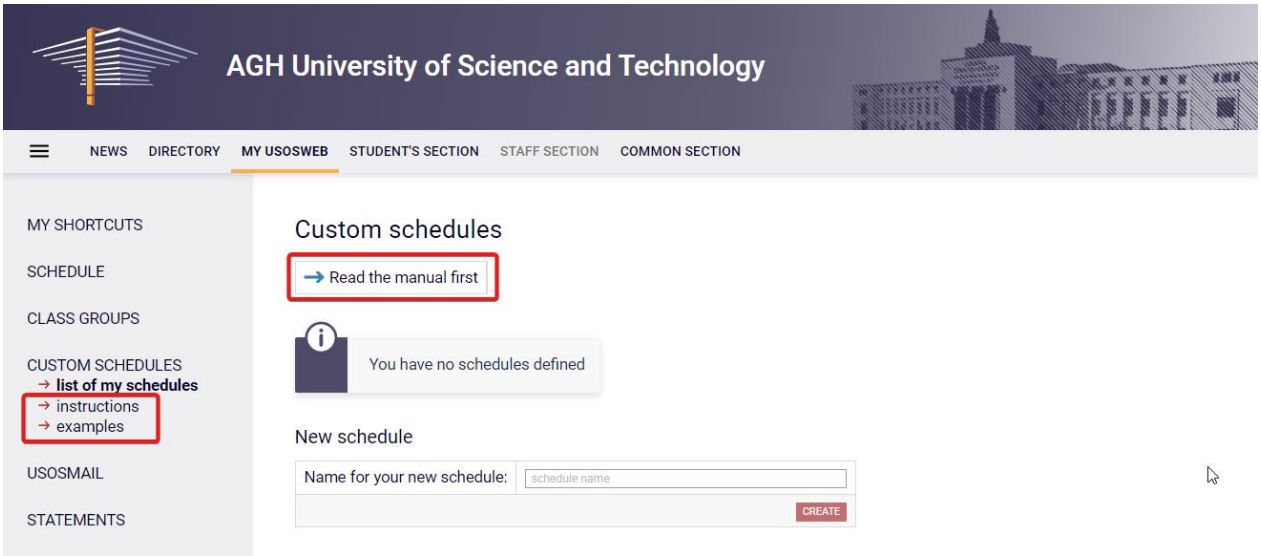

Figure 19. My USOSweb – Custom schedules.

4.4. USOSmail

The panel allows you to send messages to other USOSweb users (Fig. 20).

For more details how to use USOSmail, see ***Wysyłanie wiadomości e-mail*** (English version soon) on the website https://www.cok.agh.edu.pl/index.php?id=2912.

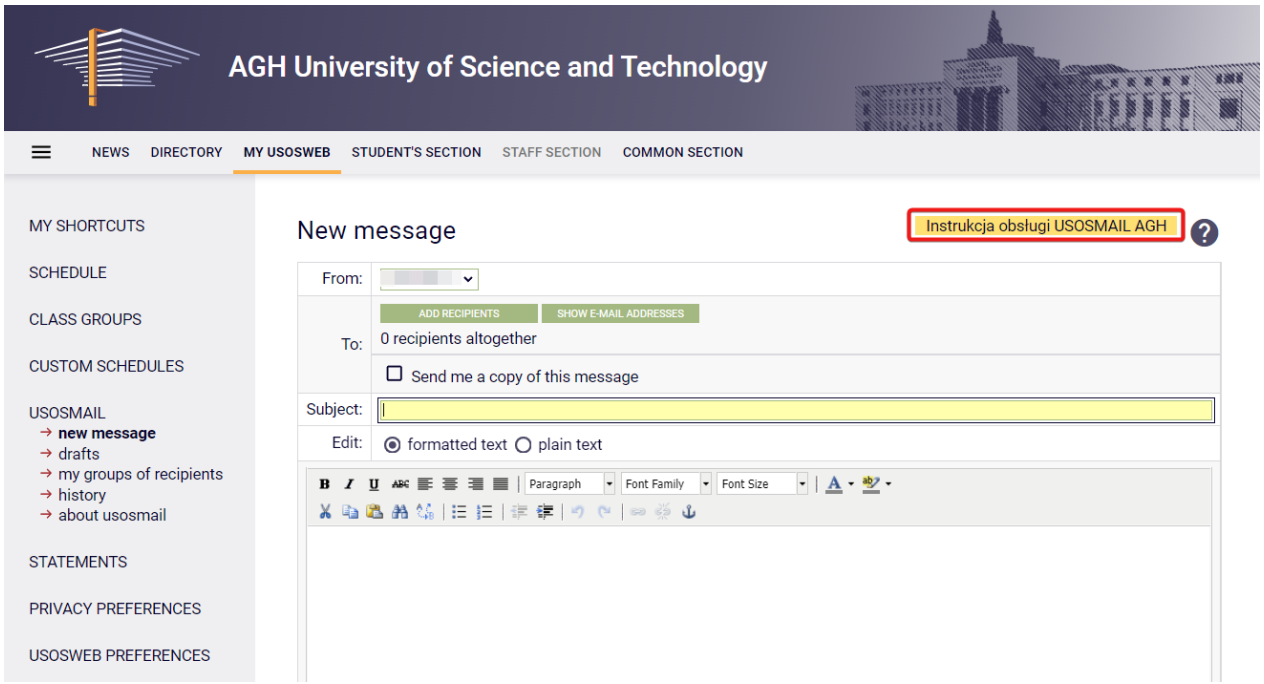

Figure 20. My USOSweb – USOSmail.

4.5. Statements

The statements module is not yet used at AGH UST.

4.6. Privacy preferences

Allows you to change the visibility of information such as your name or photo (Fig. 21). By default, all settings are set to "Nobody [has access to data]".

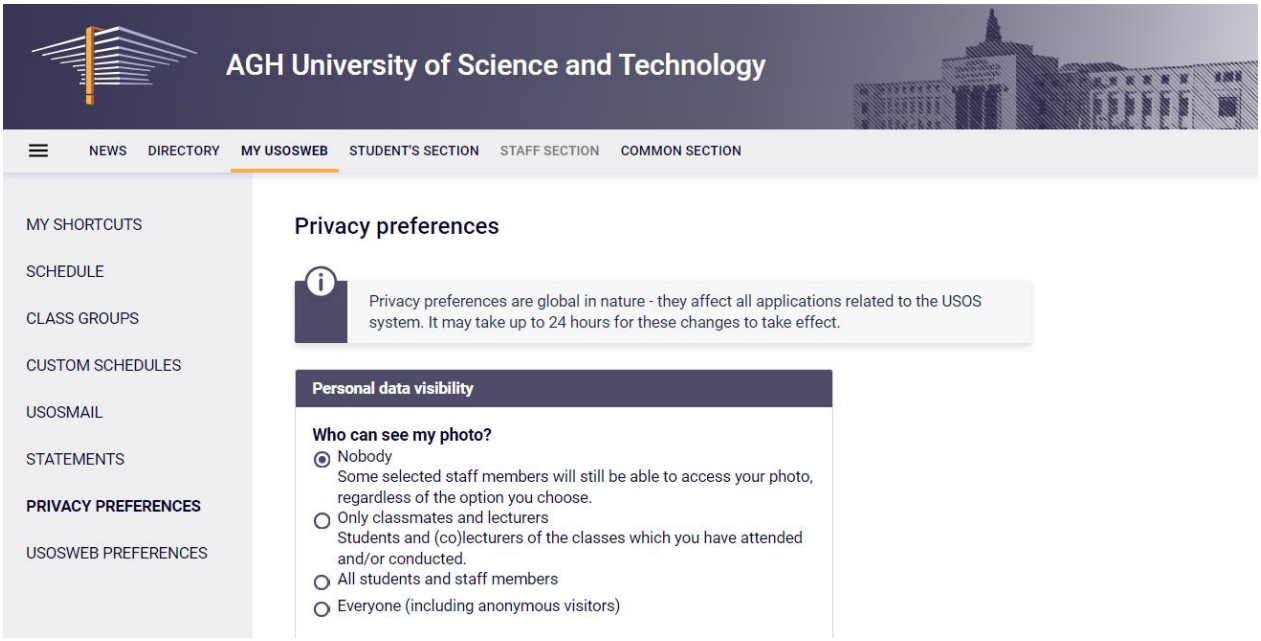

Figure 21. My USOSweb – Privacy Preferences.

The last setting concerns the permission to display the student's name in the Archive of Diploma Theses (Fig. 22). Of course, ticking this option is not mandatory, but we encourage graduates to give such consent.

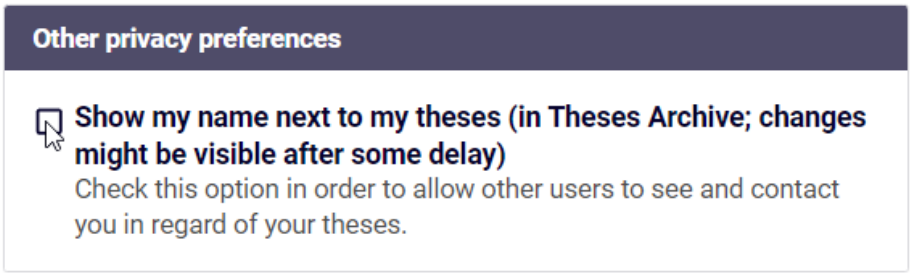

Figure 22. My USOSweb – permission to display the name in the APD.

4.7. USOSweb preferences

Allows you to change the display of some USOSweb elements (Fig. 23).

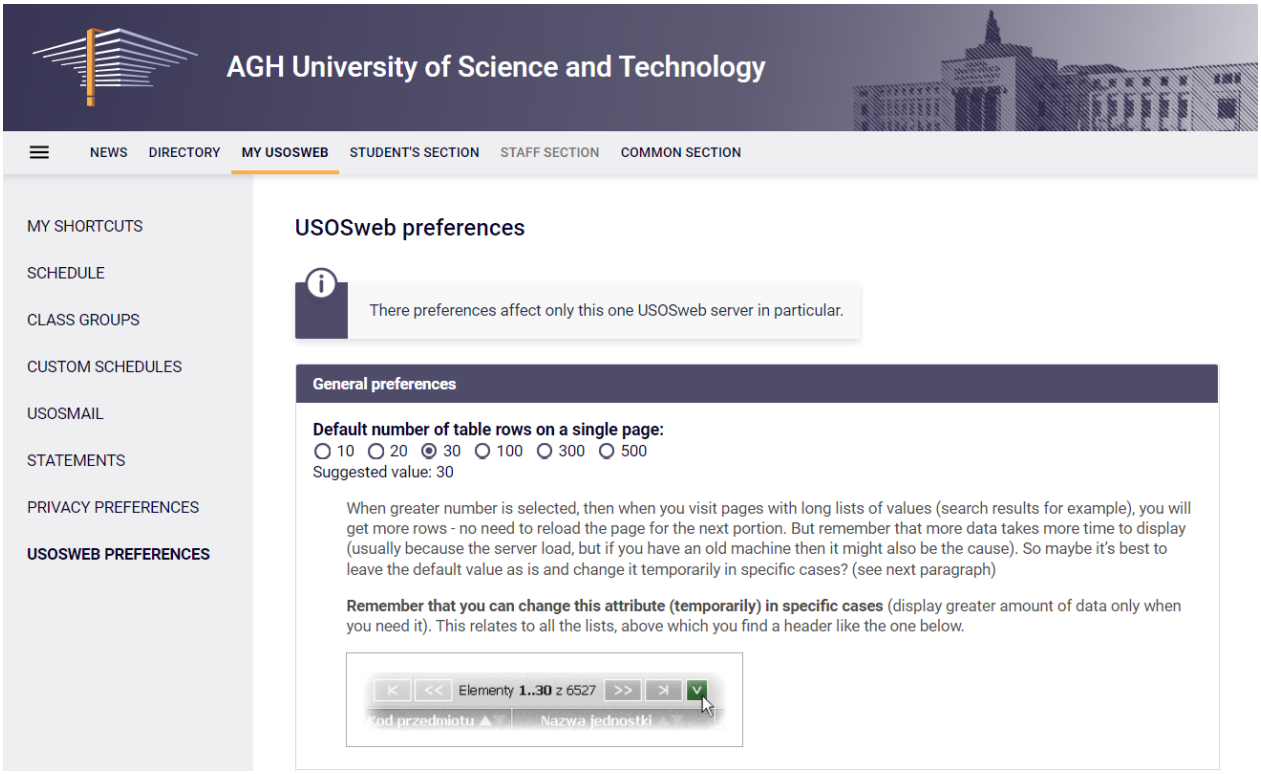

Figure 23. My USOSweb – USOSweb Preferences.

5. Student's section

The ***Student' section*** tab (Fig. 24) contains, among others, information on registration for subjects, scholarships, access to grades and student payments. Links to modules can be found in the left navigation panel or click the appropriate tile.

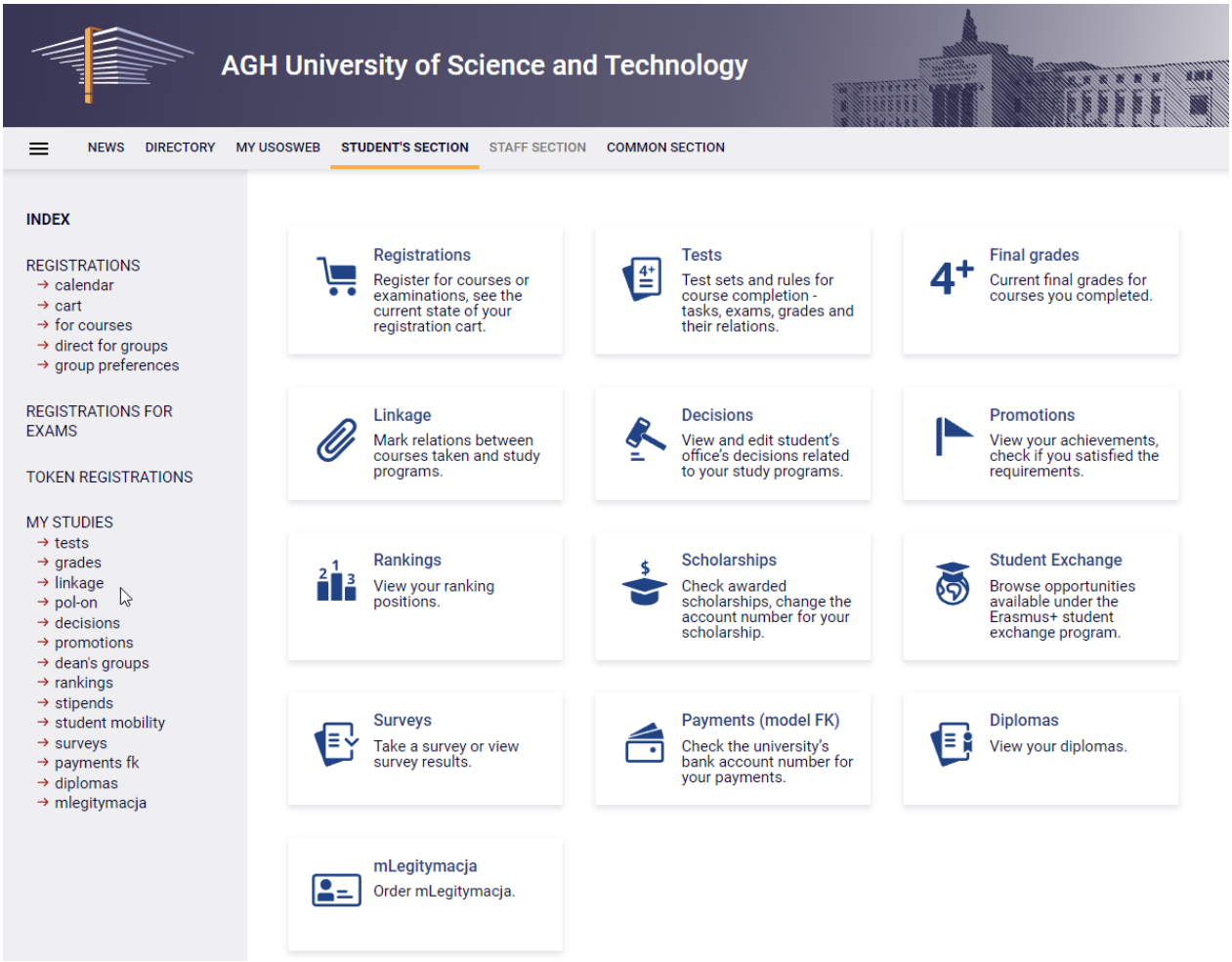

Figure 24. Student's section – home page.

5.1. Registrations

The website allows you to register for subjects and preview ongoing or upcoming registrations in which a given student can take part (Fig. 25).

Detailed information on registration under UBPO can be found in the instructions ***Instrukcja rejestracji na przedmioty HES z UBPO za pośrednictwem USOSweb*** (English version soon).

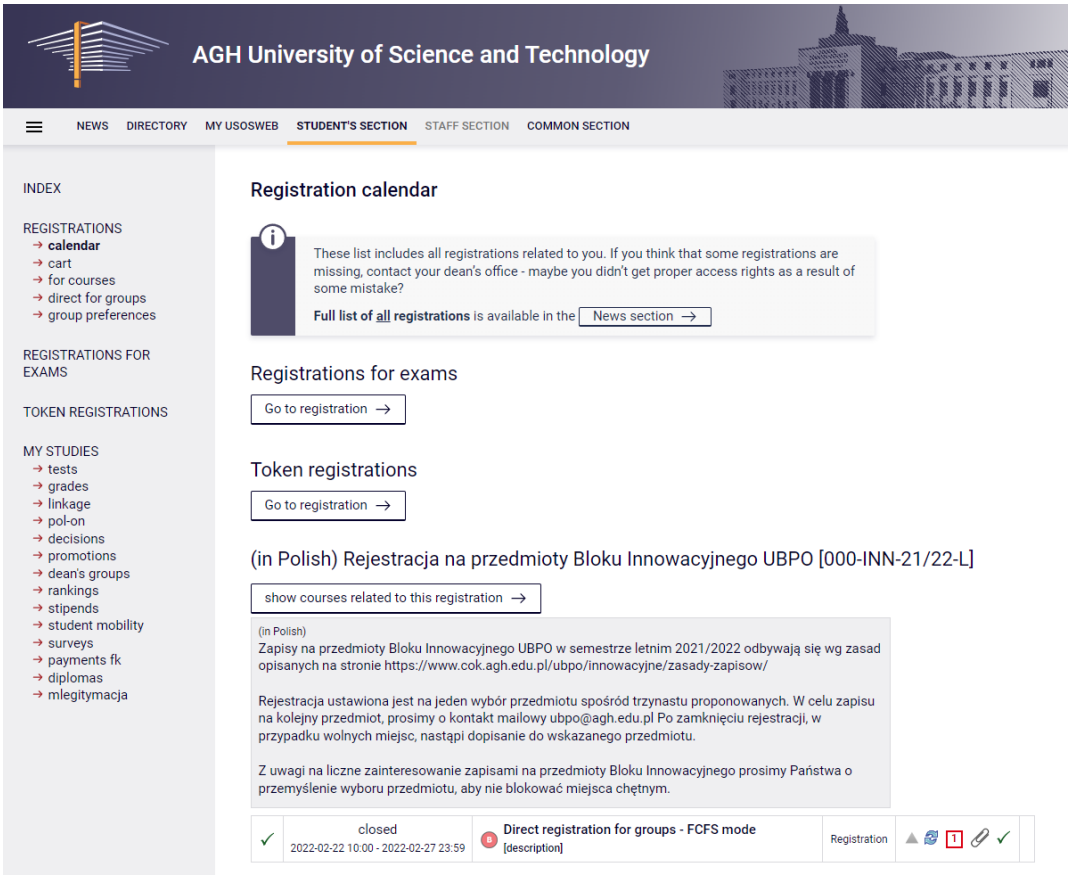

Figure 25. Student's section – Registrations – calendar.

5.2. Tests

It makes it possible to preview partial grades in subjects, if the academic teacher keeps records of such grades in this module (Fig. 26).

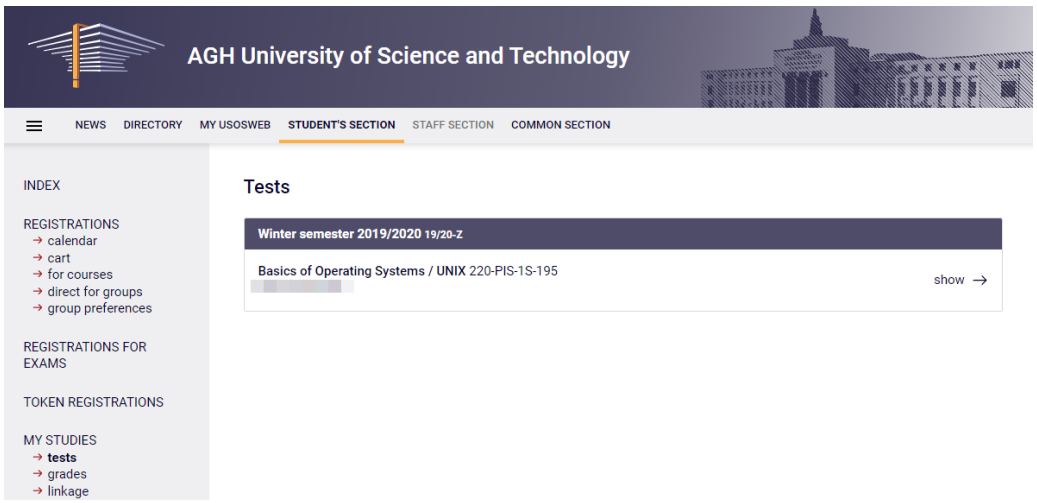

Figure 26. Student's section – tests.

REMARK! Academic teachers are not obliged to complete grades in this panel, so grades from tests in many subjects may not be presented here.

5.3. Final grades

The panel allows you to preview the grades (Fig. 27).

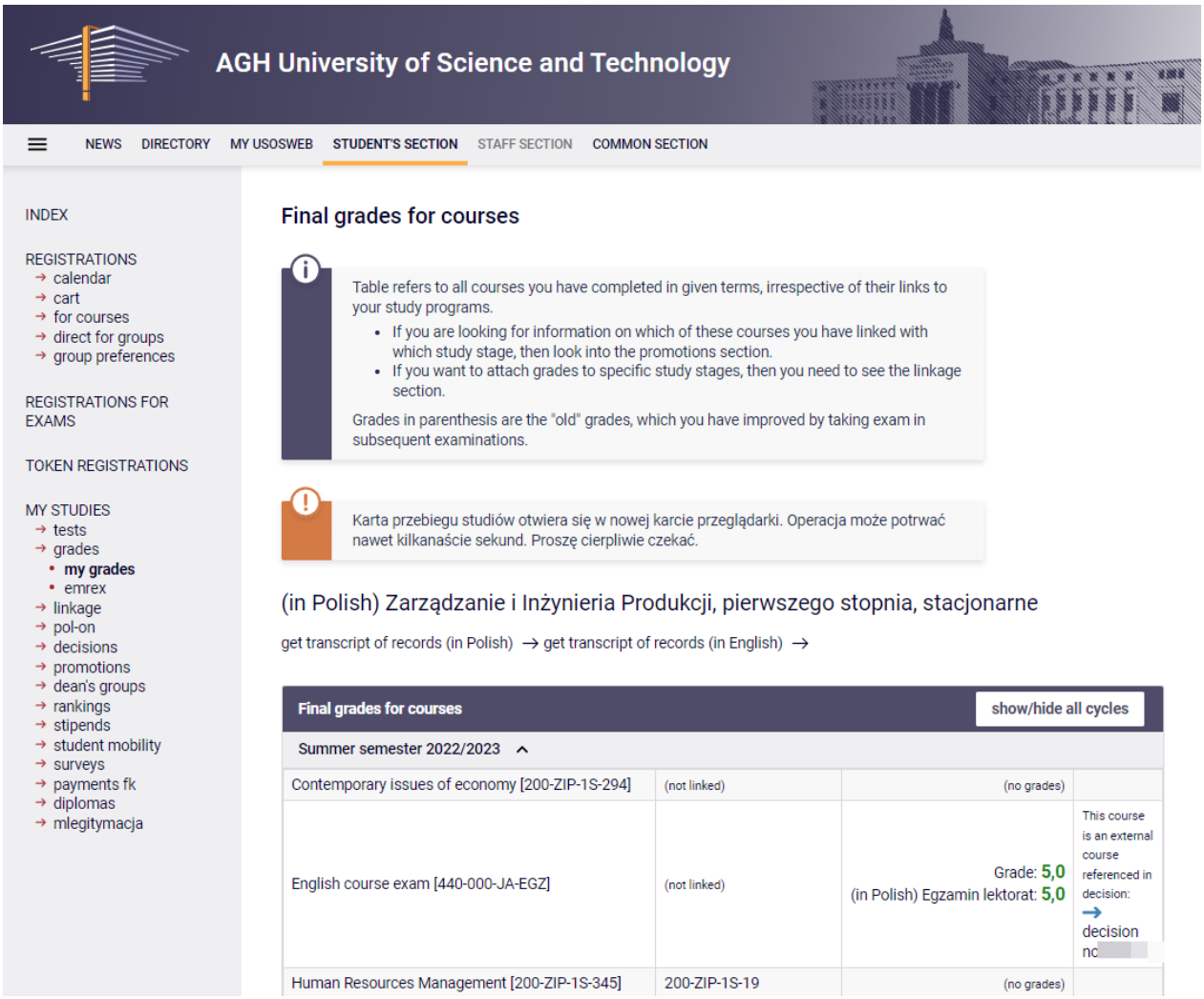

Figure 27. Student's section – grades.

5.4. Linkage

The panel allows you to view the subjects that are assigned to a given student (Fig. 28).

REMARK! In case of incorrect subjects, please contact the dean's office of the faculty, not the USOS help department!

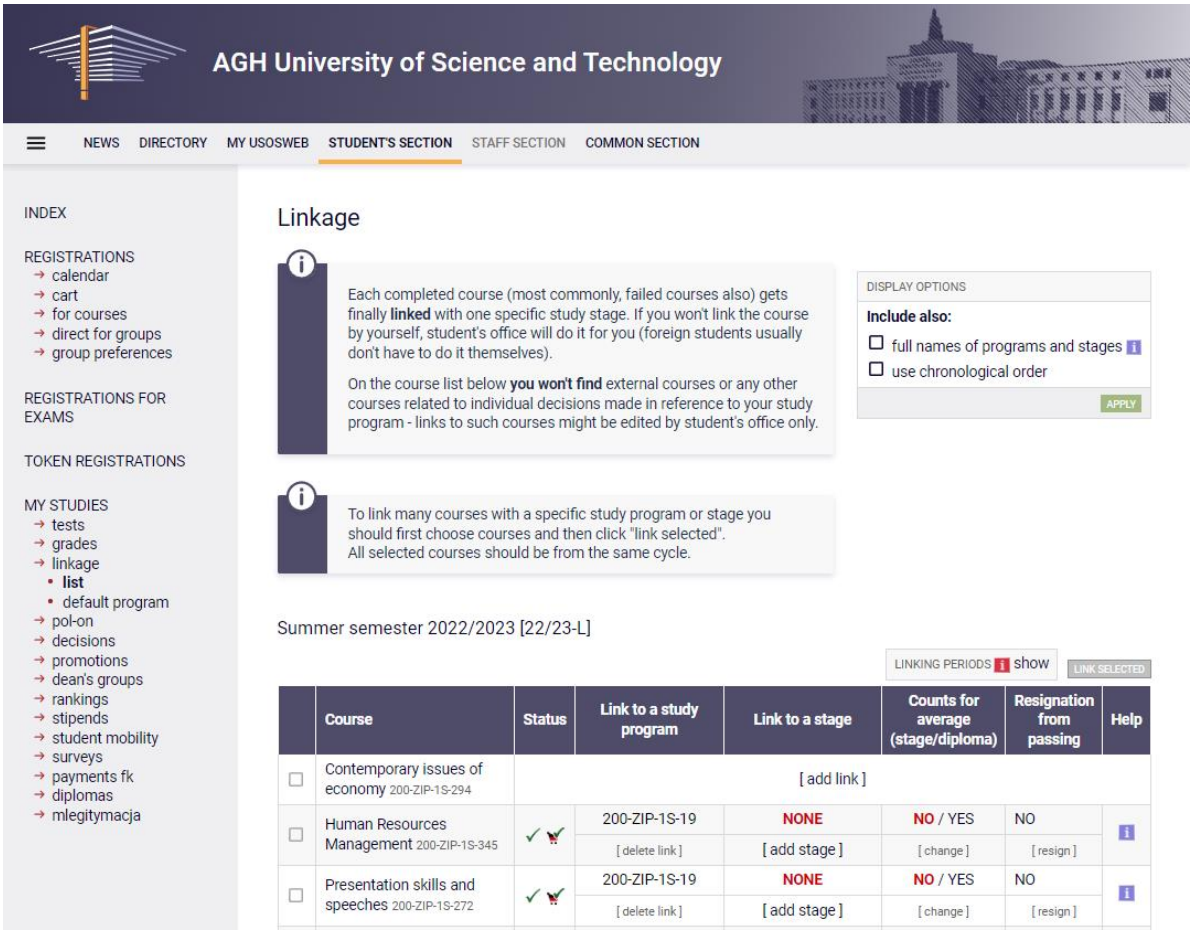

Figure 28. Student's section – linkage.

5.5. POL-on

The panel allows you to see what data about the student's ECTS credits are transferred to POL-on (Fig. 29).

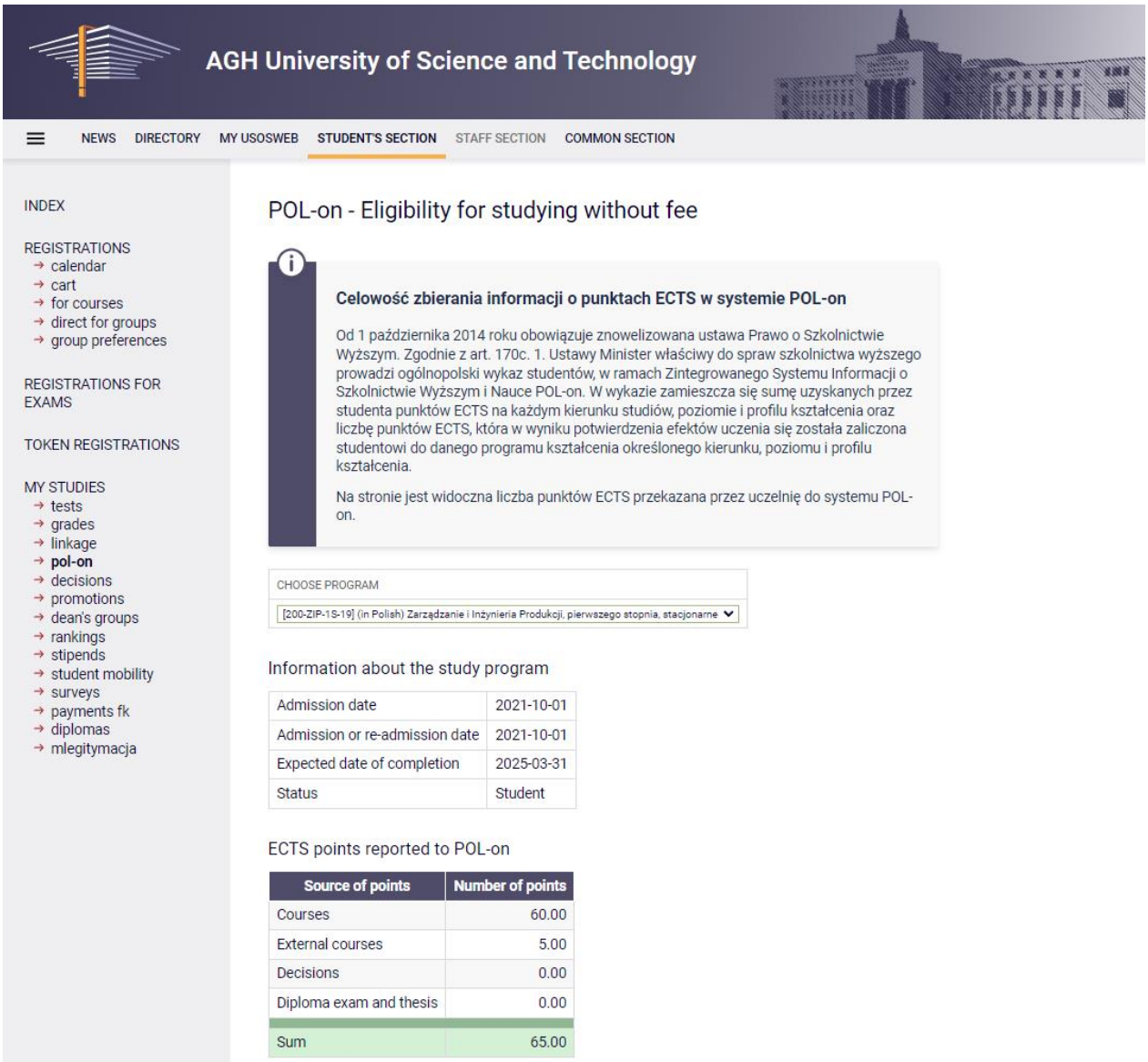

Figure 29. Student's section – POL-on.

5.6. Decisions

The panel makes it possible to see the decision of the dean's office regarding individual changes in the student's study program (Fig. 30).

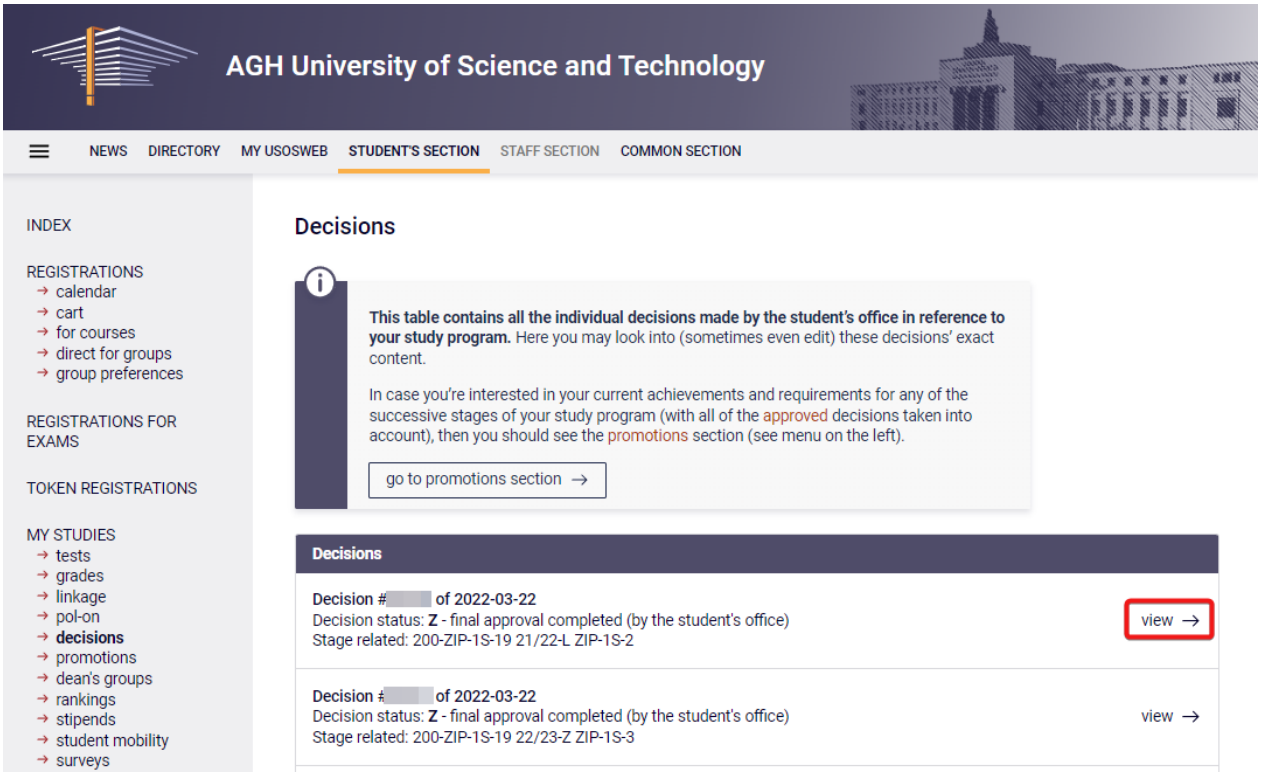

Figure 30. Student's section – decisions.

5.7. Promotions

The panel allows you to view the status of passing individual stages of studies (Fig. 31). Clicking the ***details*** button takes students to a page showing the status of their passing of individual subjects on a given program.

If the student is in the process of passing the stage of study, has received all final grades in the subjects implemented at this stage and verified that all of them are correct, then he can click the report ***the program for settlement*** button. The dean's office may take this into account when the student is settled earlier, if it results from the settlement procedures at the faculty.

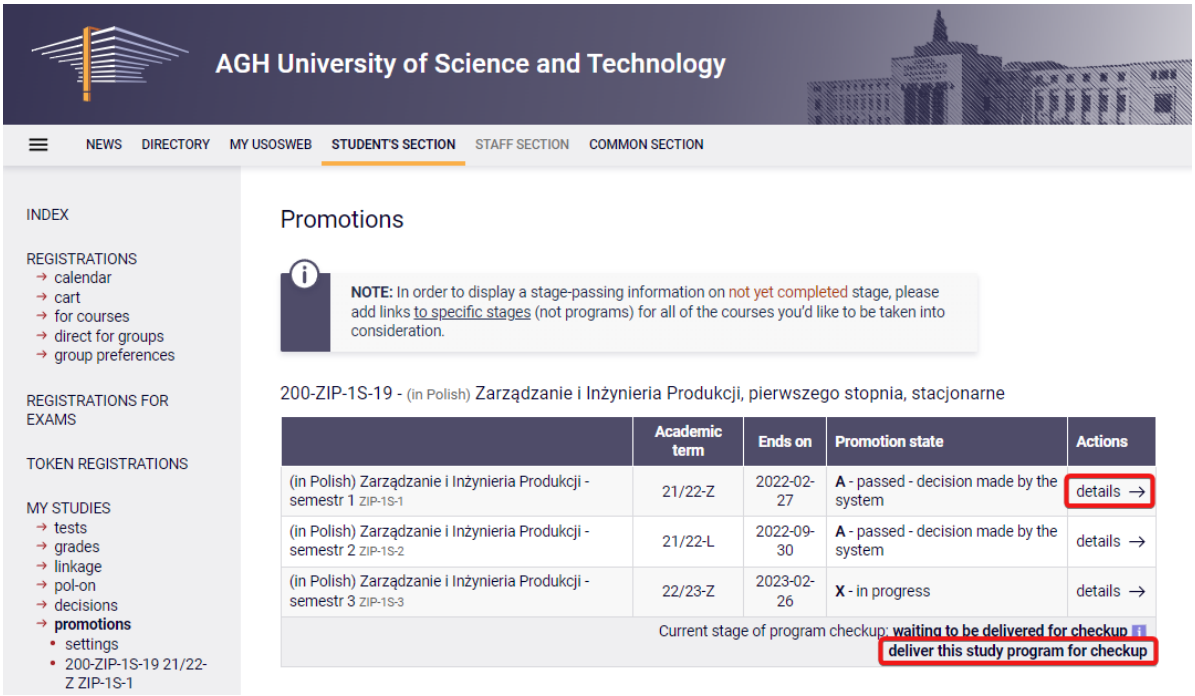

Figure 31. Student's section – promotions.

5.8. Dean's groups

The panel allows you to see to which dean's groups the student is assigned (Fig. 32).

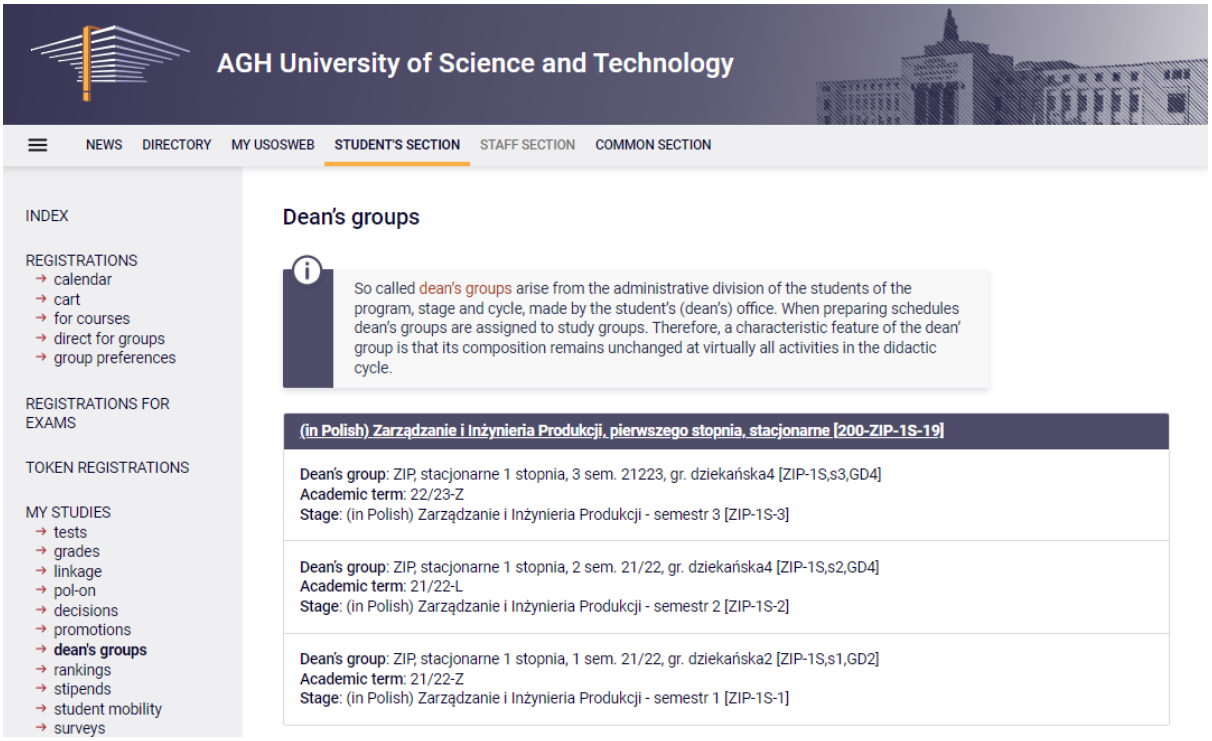

Figure 32. Student's section – dean's groups.

5.9. Rankings

The panel makes it possible to see where in the ranking of the best students applying, for example, for the rector's scholarship, the student is located (Fig. 32).

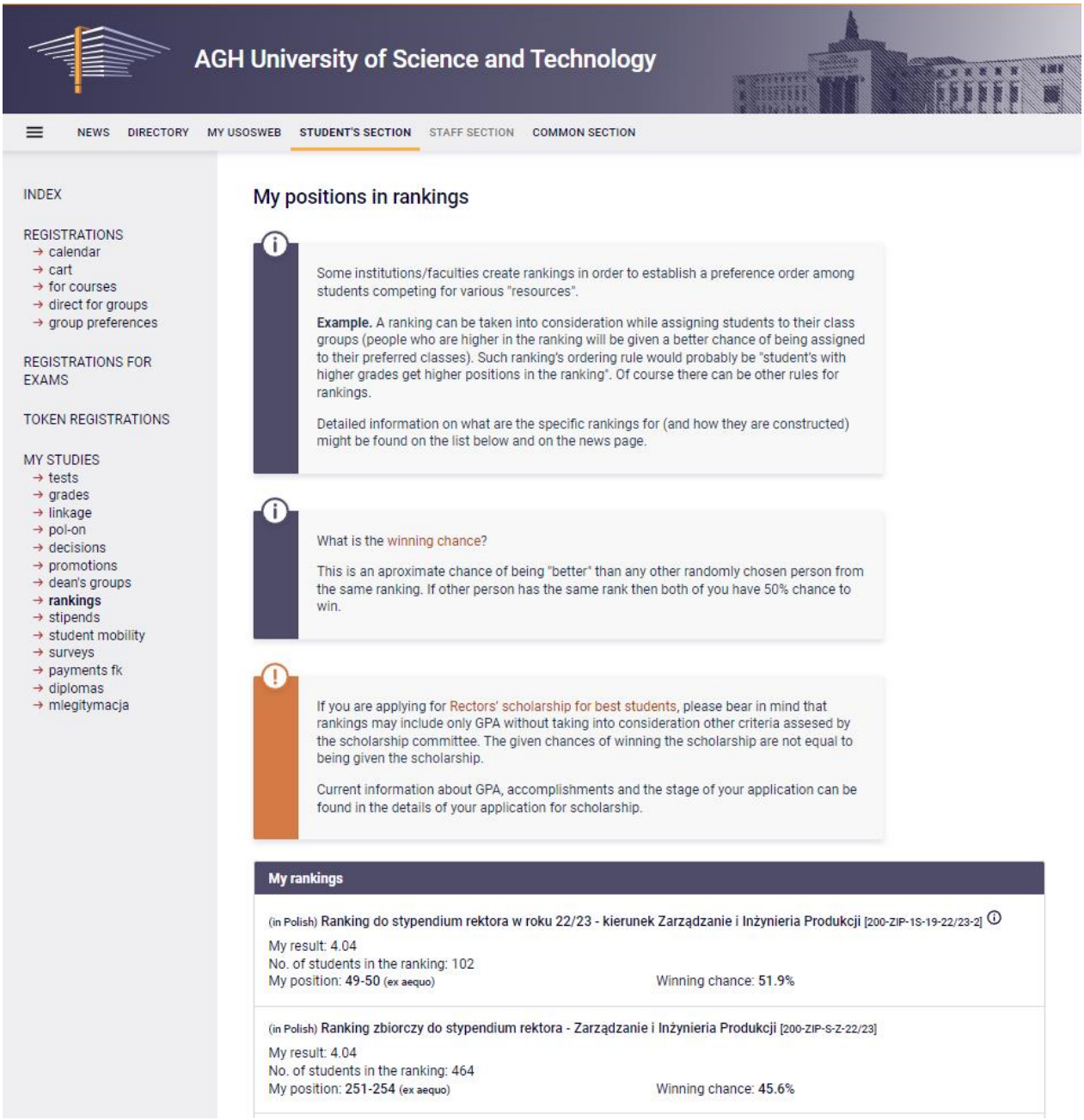

Figure 33. Student's section – rankings.

5.10. Stipends

The panel allows you to preview scholarships awarded to a student (Fig. 34) and change the student's bank account number.

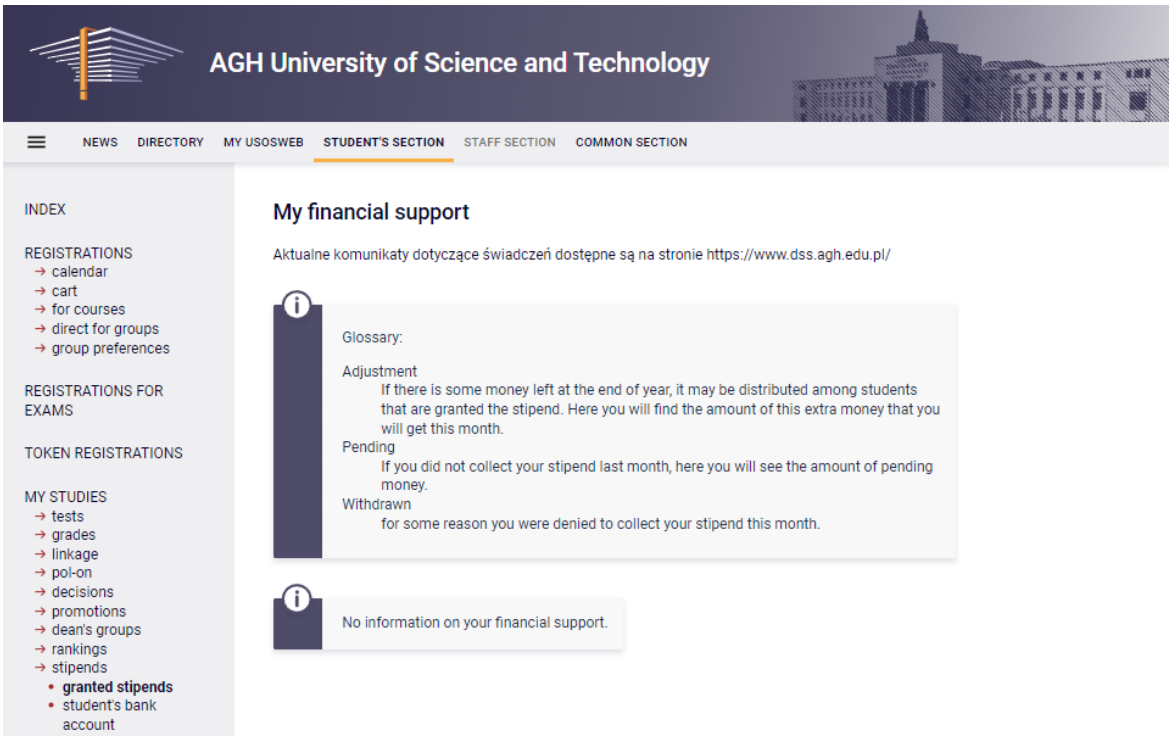

Figure 34. Student's section – Stipends.

5.11. Surveys

The panel allows you to complete questionnaires on the activities in which the student participated in a given semester (Fig. 35). This section is only in Polish.

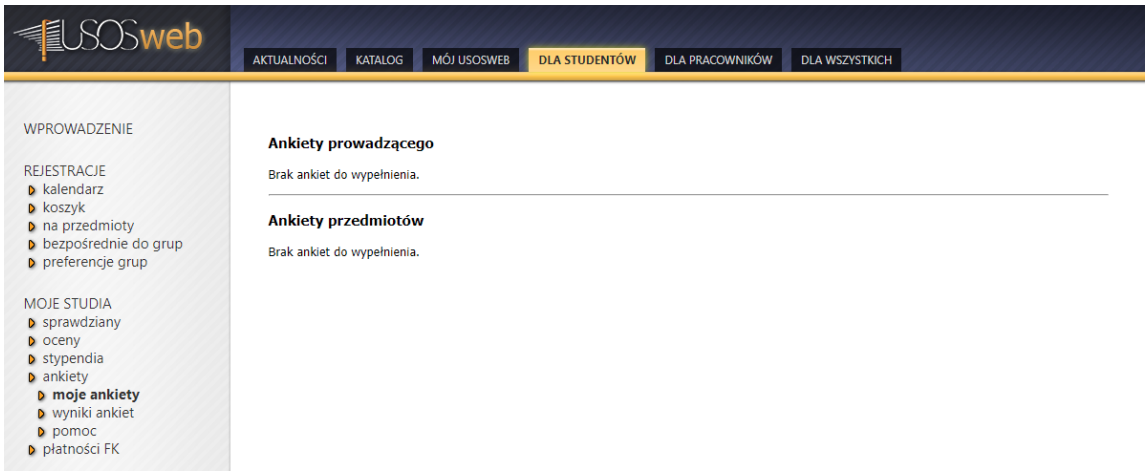

Figure 35. Student's section – Surveys.

5.12. Diplomas

Panel designed for graduating students (Fig. 36).

Detailed information on how to use the panel can be found in ***Graduation process*** manual on the website https://www.usos.agh.edu.pl/usos-dla-studenta/. (Chapter 6. . USOSweb – completing remaining data required for the graduation process).

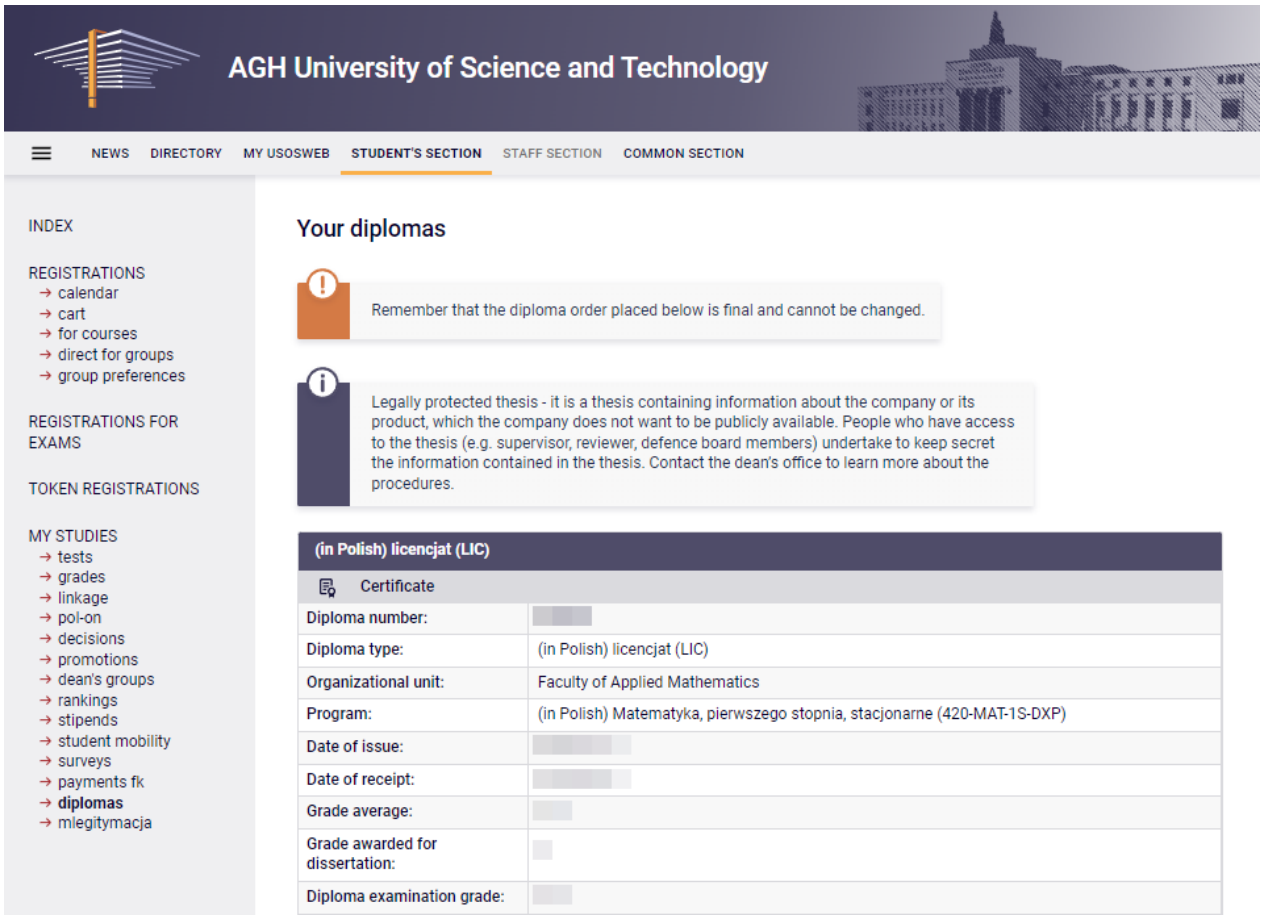

Figure 36. Student's section – Diplomas.

5.13. mLegitymacja

The panel allows you to make or invalidate the mLegitymacja (Fig. 37). Details are described in a separate instruction.

REMARK! mLegitymacja can only be obtained by students of first and second degree studies. However, it cannot be obtained by doctoral students. It cannot be obtained by people without polish citizenship.

Detailed information on setting up mLegitymacja can be found in the **USOSweb – mLegitymacja** manual on the website: https://www.usos.agh.edu.pl/usos-dla-studenta/.

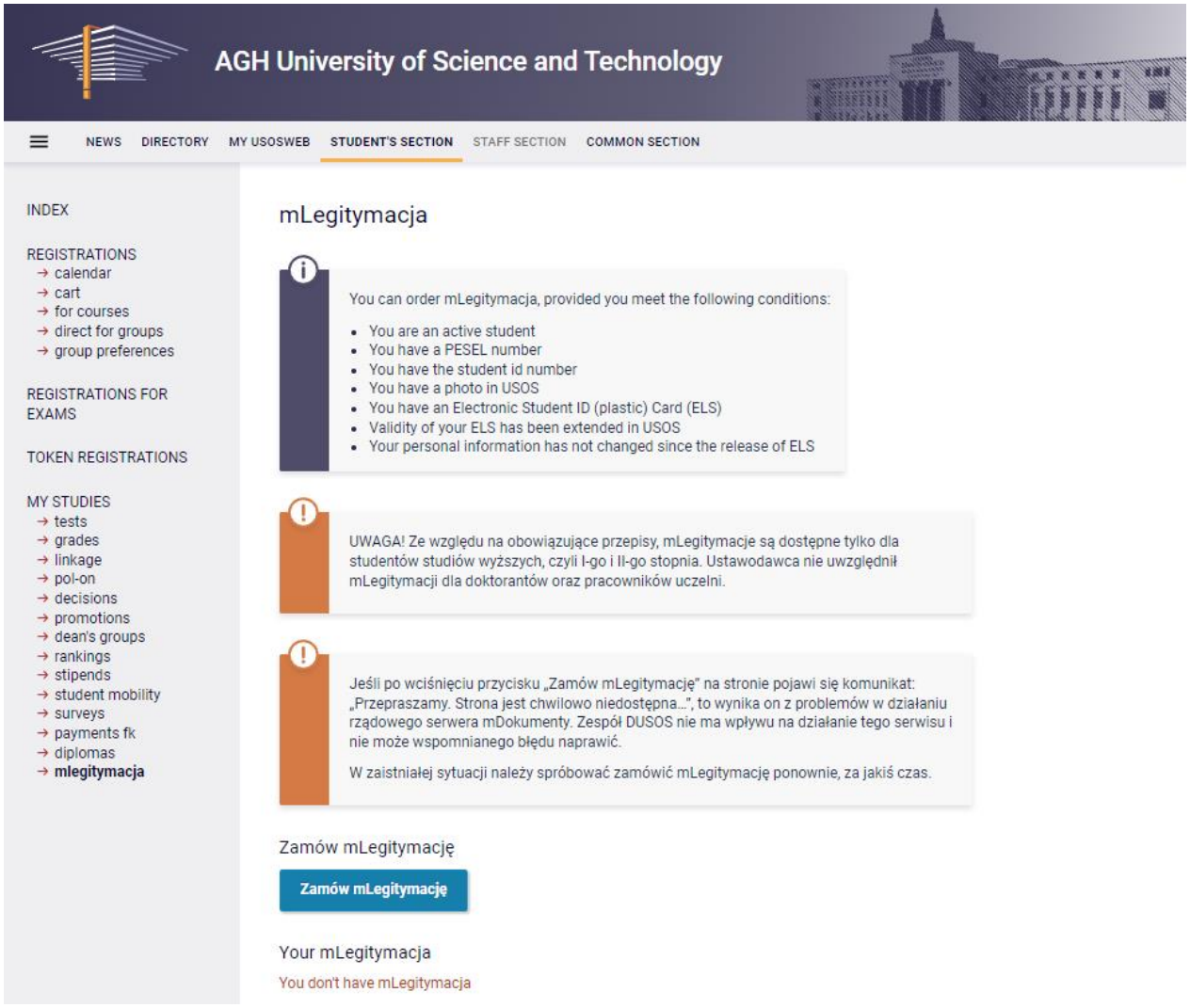

Figure 37. Student's section – mLegitymacja.

6. Staff section

The ***Staff section*** tab (Fig. 38) is available only to academic teachers.

REMARK! If an academic teacher does not have access to this tab, he/she should ask the dean's office of his/her faculty to send the appropriate application to the DUSOS department.

REMARK! The panels: ***Editing courses***, ***Exam registration*** and ***Postulates*** are currently not supported by USOSweb at AGH UST.

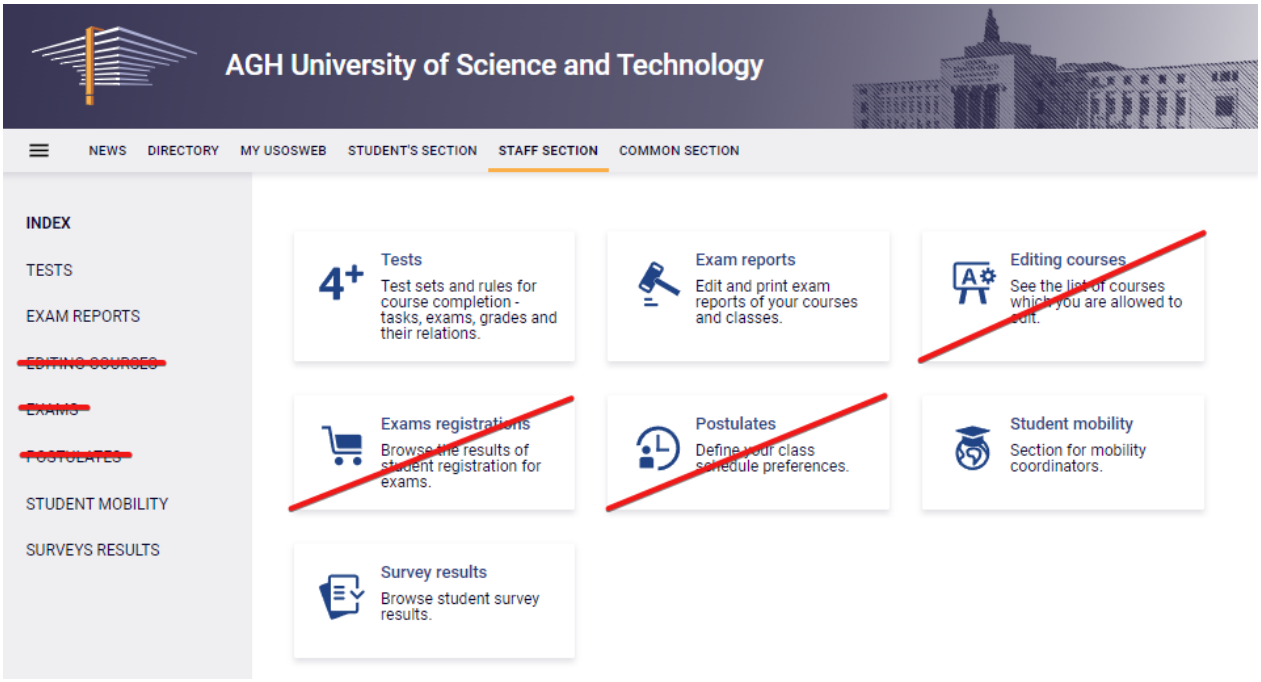

Figure 38. Staff section – home page.

6.1. Tests

The panel allows you to define the rules of passing and issue partial grades for individual subjects (Fig. 39).

Detailed information on the operation of tests is described in the ***Tests*** manual on the website https://www.cok.agh.edu.pl/index.php?id=2912.

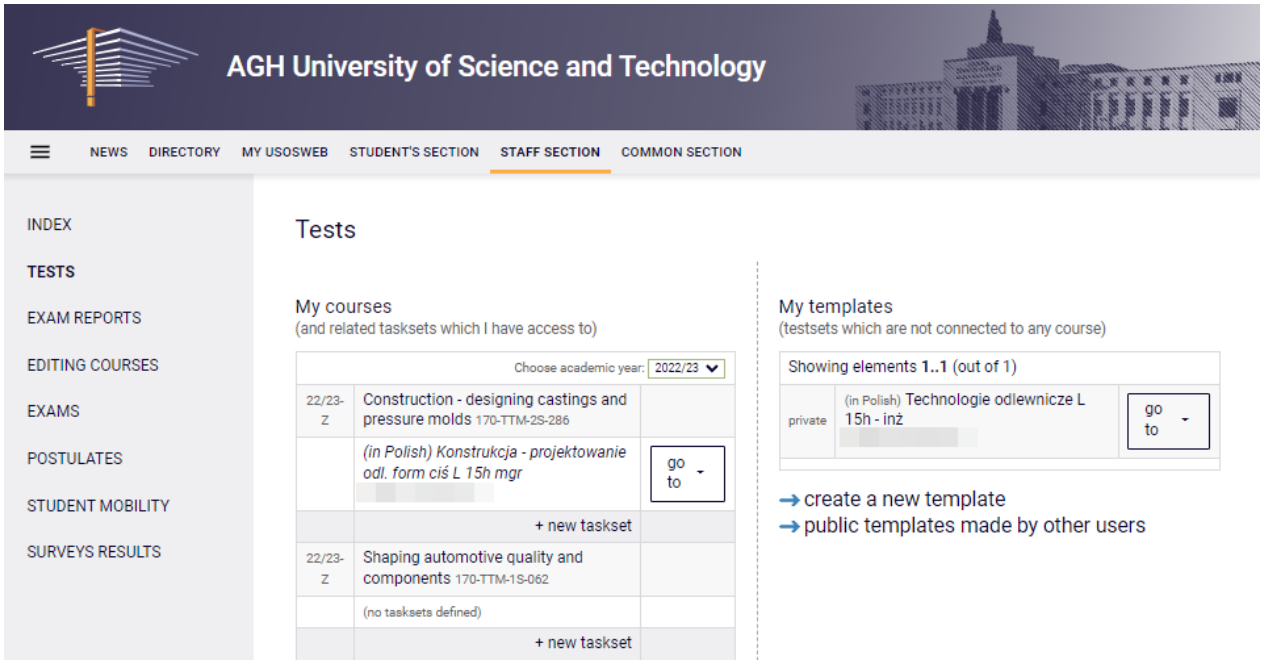

Figure 39. Staff section – tests.

6.2. Exam reports

The panel allows you to complete the protocols from the final assessments (Fig. 40).

For details on protocol support, see the separate ***Protokoły*** (English version soon) manual. You may also find the manuals ***Eksport listy studentów oraz import ocen*** (English version soon) useful. Both manuals can be found on the website: https://www.cok.agh.edu.pl/index.php?id=2912.

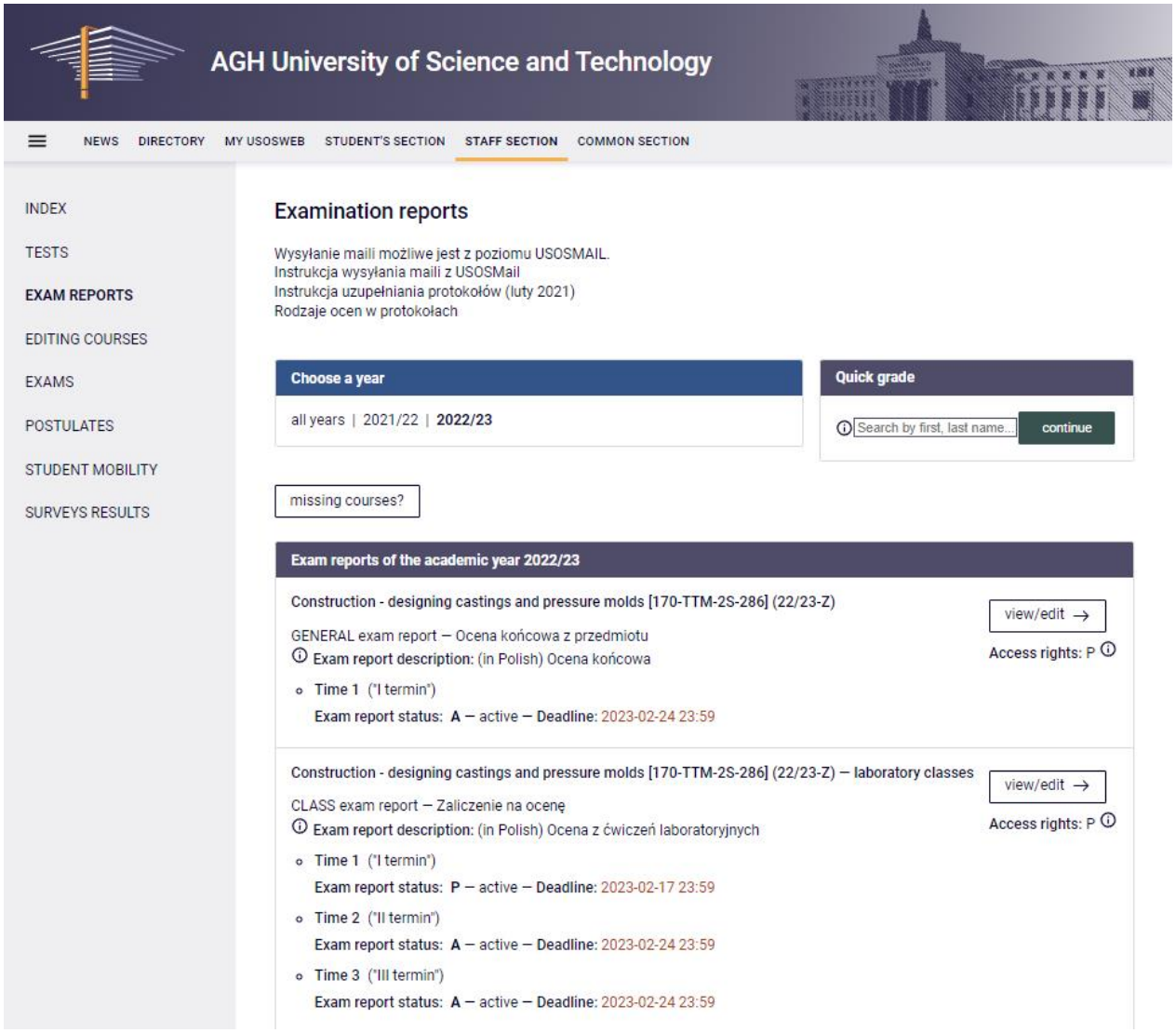

Figure 40. Staff section – Exam reports.

6.3. Survey results

The panel allows you to view the results of surveys for the academic years 19/20 and 20/21. Since the academic term 21/22 surveys are carried out in another module, which can be accessed after clicking on ***Go to new AGH UST surveys*** (Przejdź do nowych ankiet AGH)(Fig. 41).

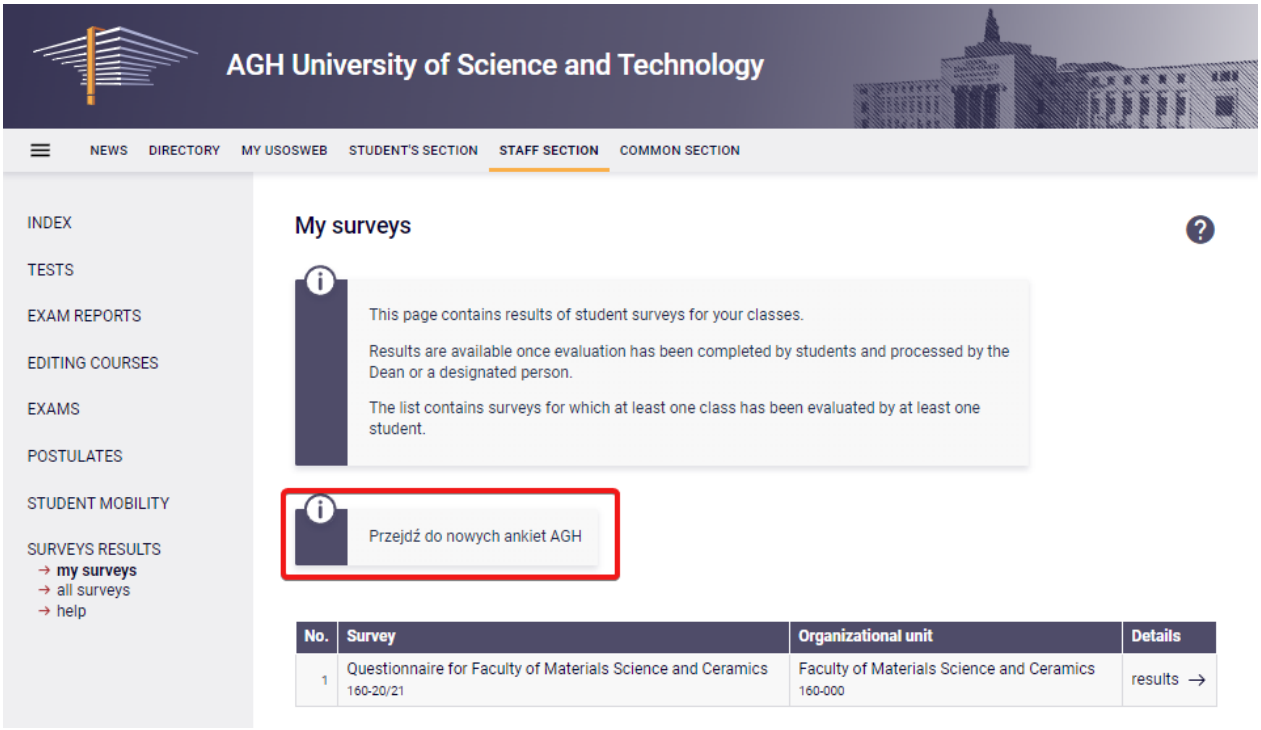

Figure 41. Staff section – Survey results.

7. Common section

In the Common section panel (Fig. 42), you can, among others, change certain personal data and bank account information.

REMARK! ***Applications coordinating*** does not apply to students or academic teachers.

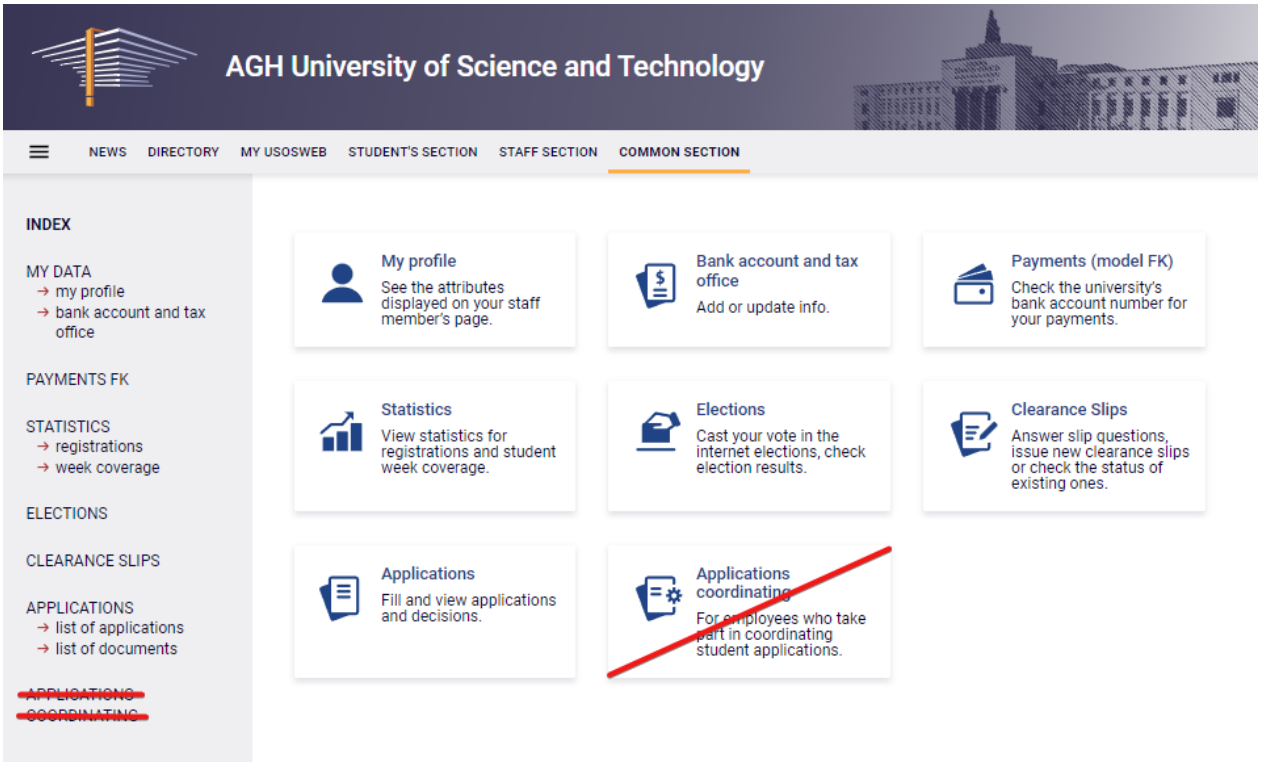

Figure 42. Common section – home page.

7.1. My data – my profile

The panel allows you to enter additional (optional!) data into USOSweb. For academic teachers option to provide consultation hours for students may be useful (Fig. 43). Confirm the changes with the ***Save*** button.

REMARK! For students, the email address starting with a string of numbers **is correct**! These digits are the student's album number, and messages sent to the address provided in USOSweb – will go to the second e-mail address chosen by the student.

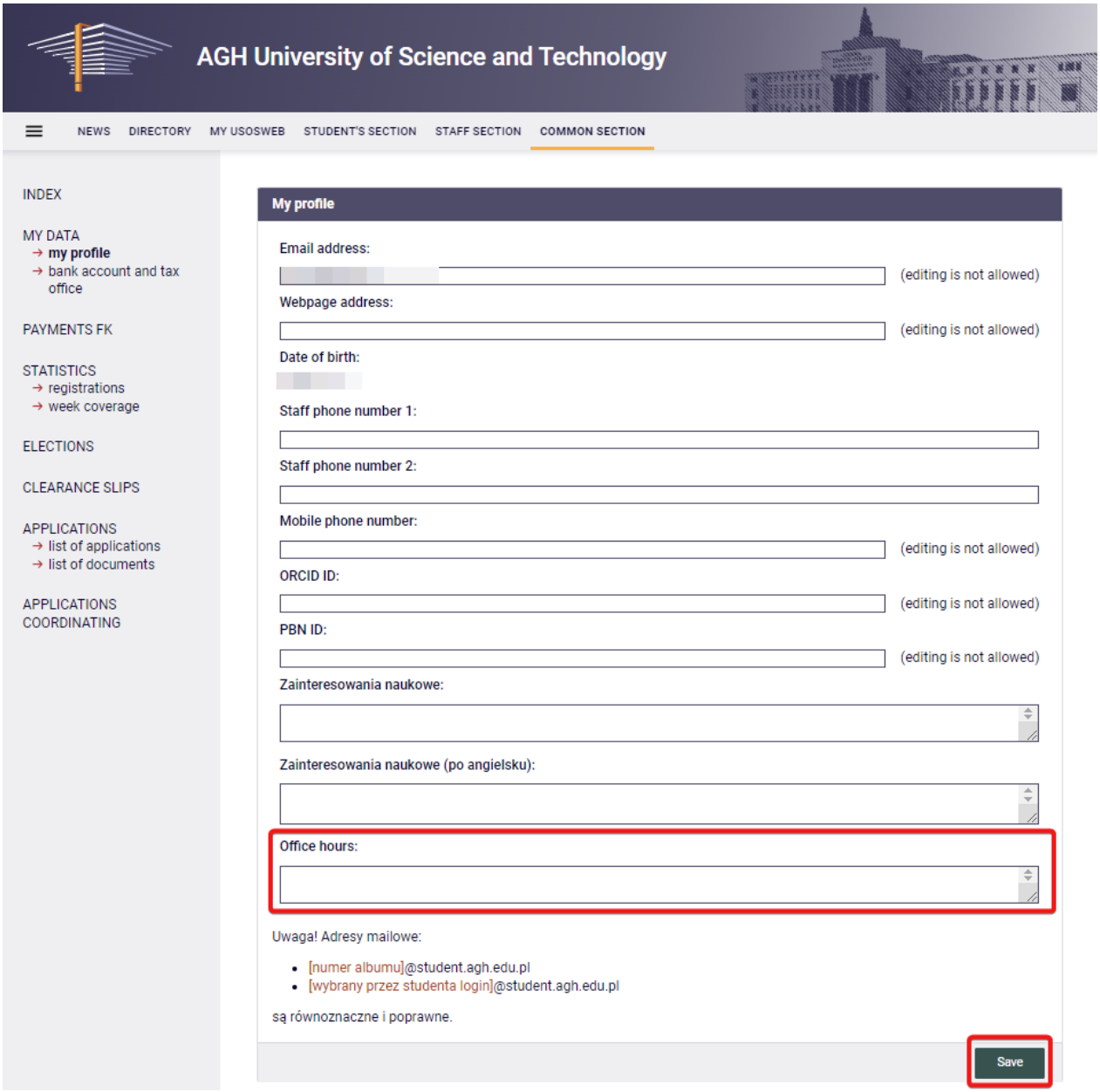

Figure 43. Common section – My data – my profile.

7.2. My details – bank account and tax office

A place where students who receive a scholarship must provide the bank account number to which they wish to receive money (Figure 44). On the subpage, you can also indicate the tax office with which you settle.

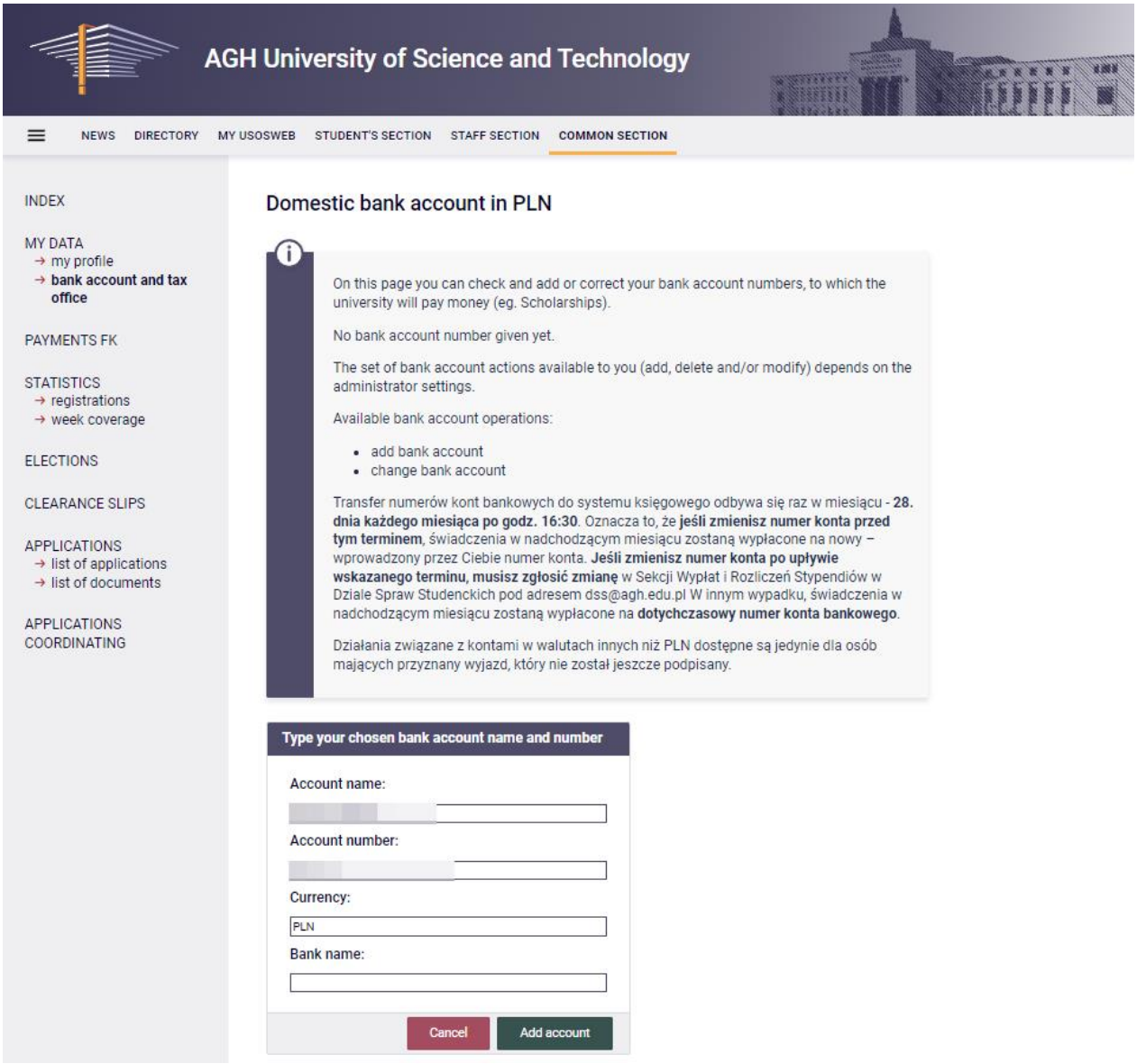

Figure 44. Common section – My details – bank account and tax office.

7.3. Payments FK

At this point, the student can view the status of his charges towards the university (Fig. 45).

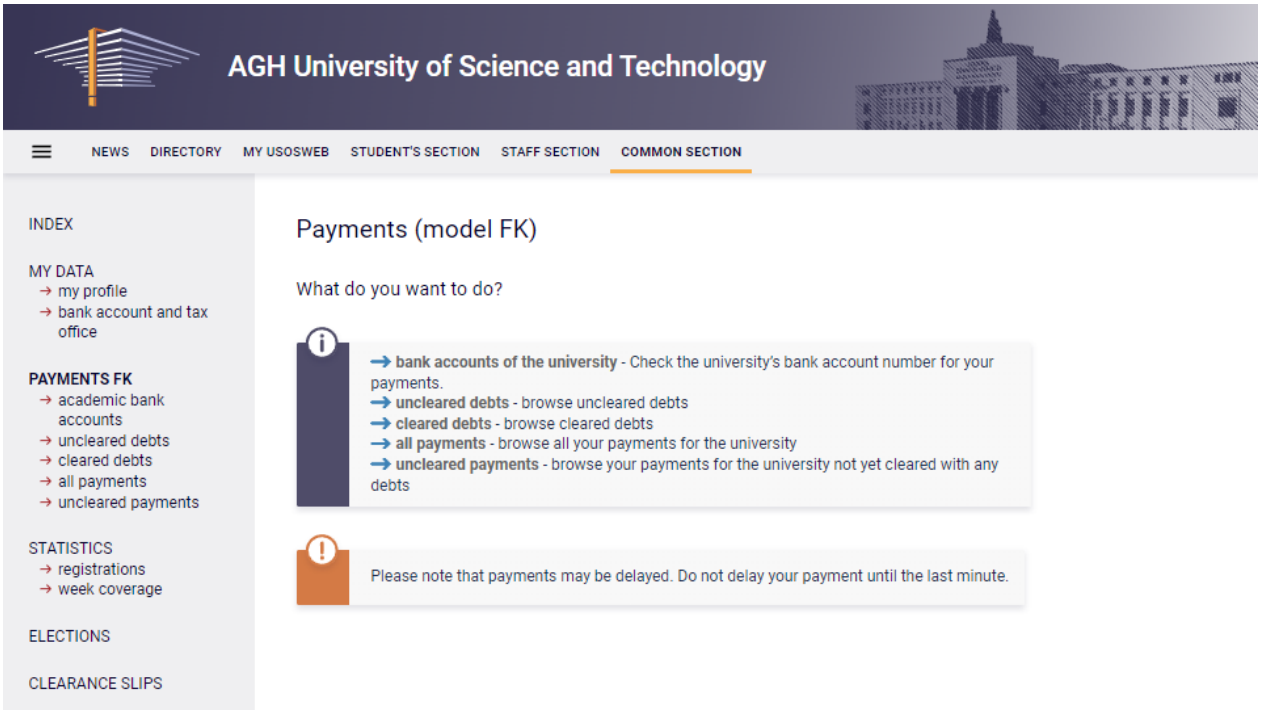

Figure 45. Common section – Payments FK.

7.4. Registration statistics

The website allows you to view the registration of items (Fig. 46). After clicking the ***choose*** button, information about the number of occupied places in a given registration is displayed. (Fig. 47).

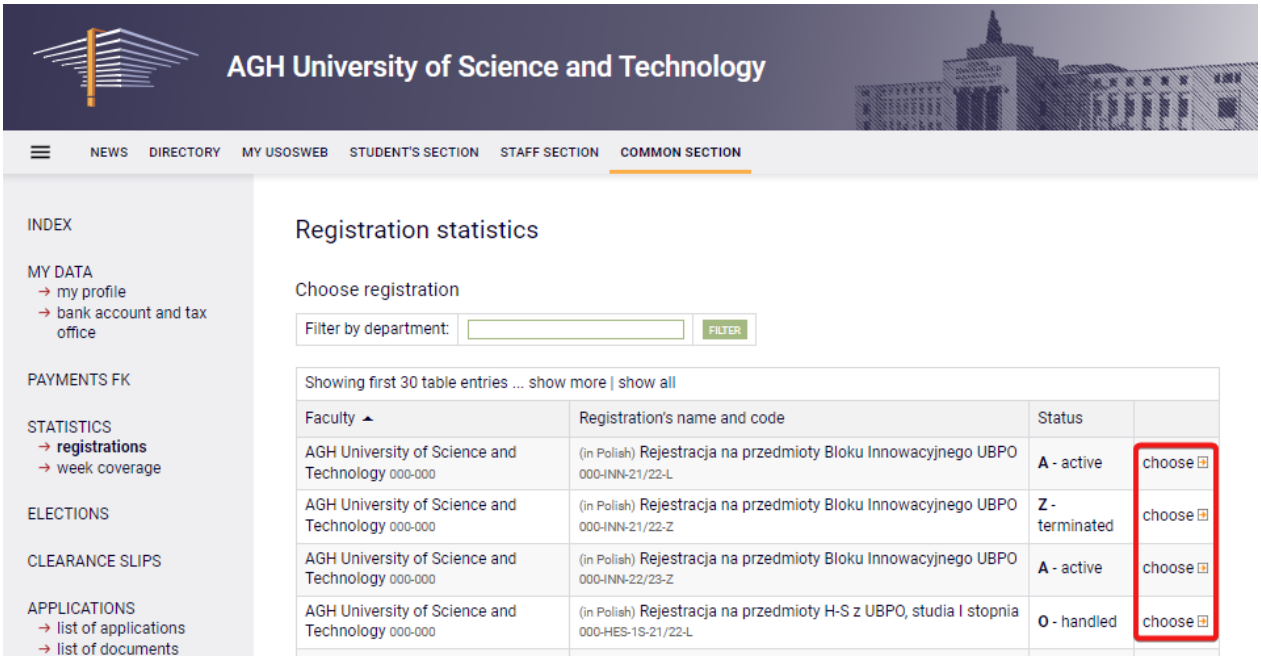

Figure 46. Common section – Registration statistics.

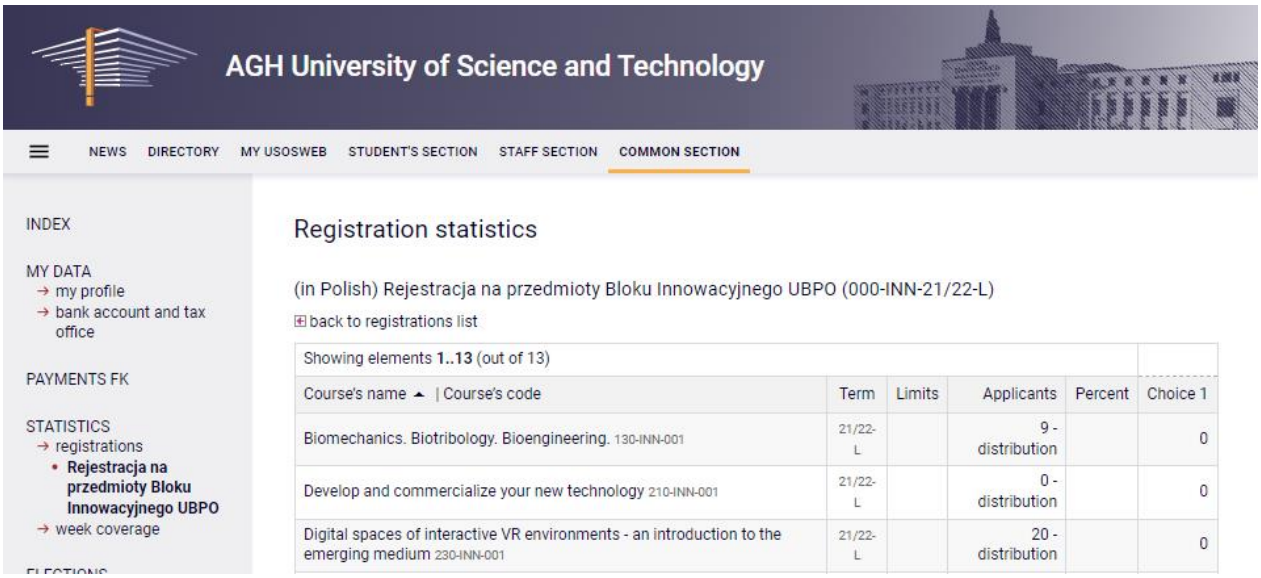

Figure 47. Common section – Registration statistics – preview of the item.

7.5. Student week coverage statistics

Subpage intended for academic teachers. It allows you to view coverage and the schedule of classes for students from a selected class group, which can be useful, for example, when planning consultation hours or the date of the tests.

To view the coverage plan, choose the selected class and click ***view*** (Fig. 48).

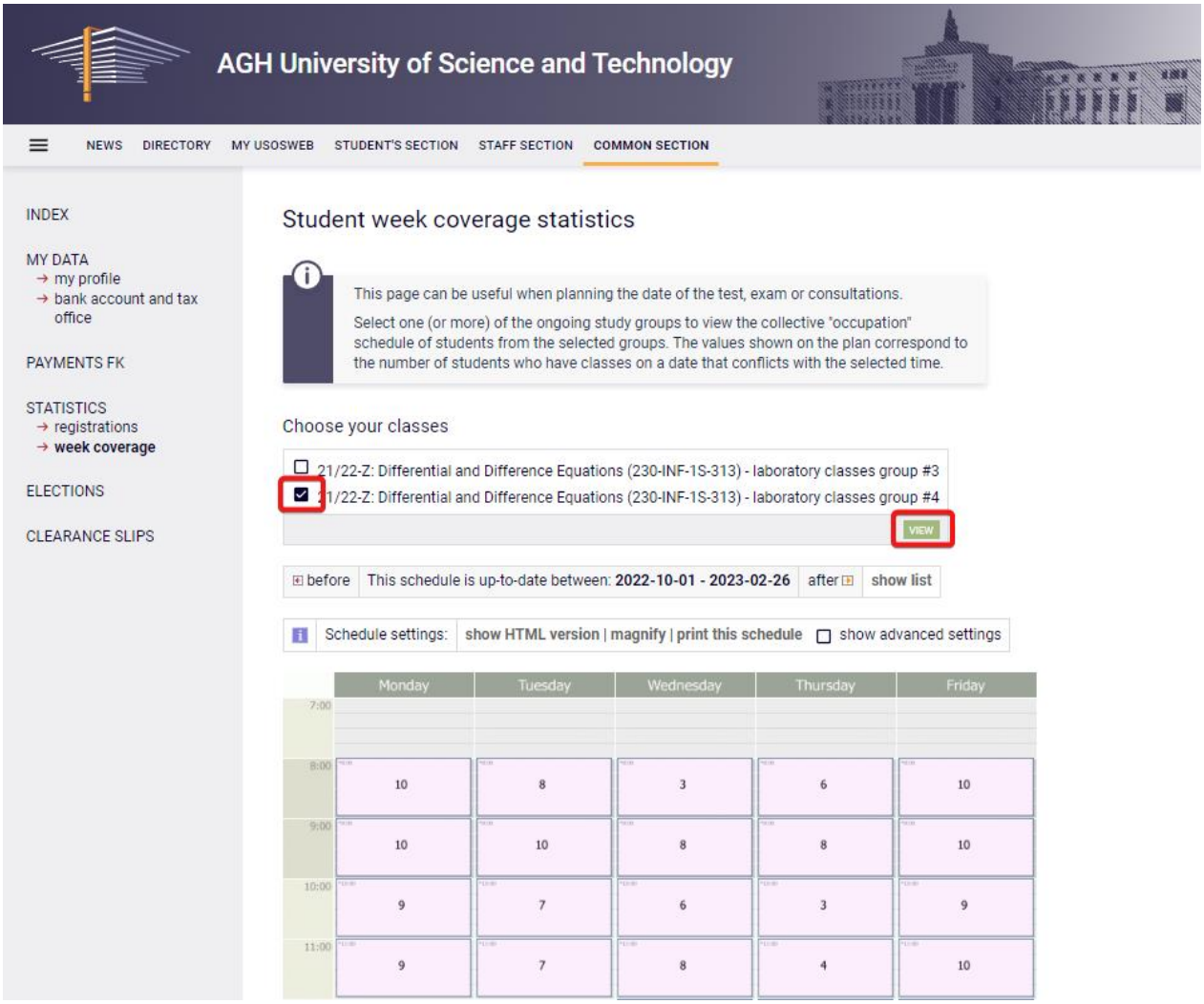

Figure 48. Common section – Student week coverage statistics.

7.6. Applications

The subpage allows you to fill in and check applications for scholarships and administrative letters that the student has submitted or can submit (Fig. 49).

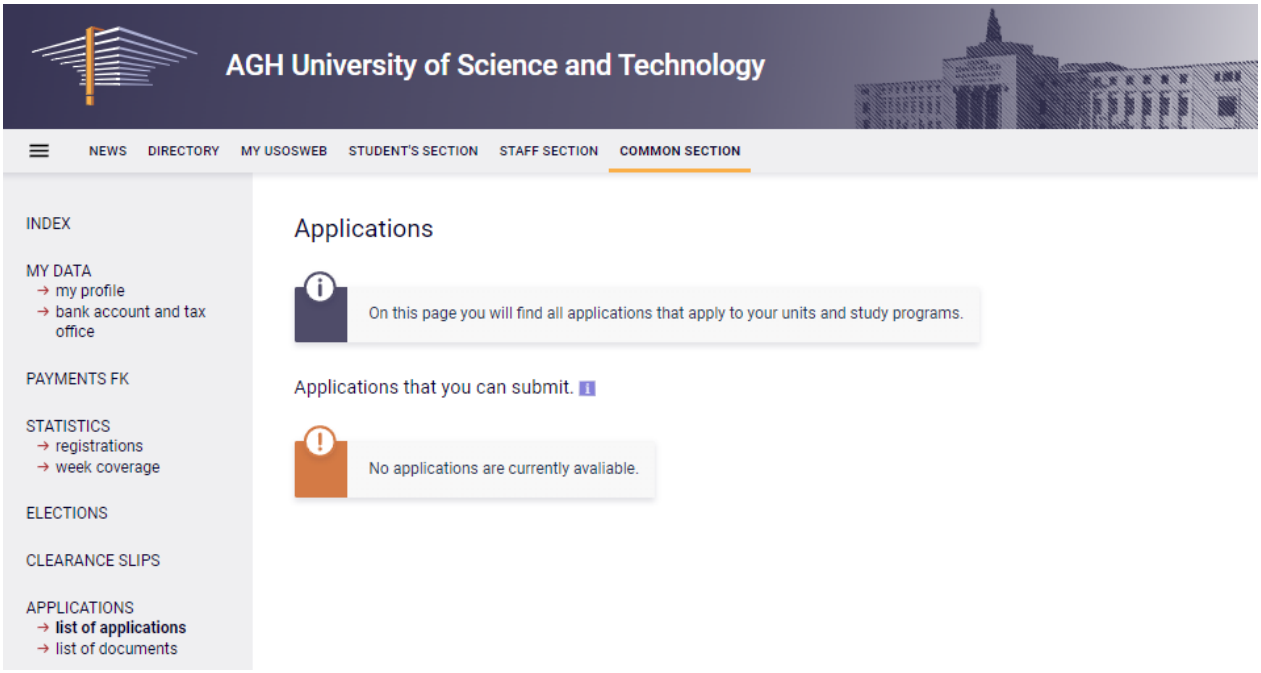

Figure 49. Common section – List of applications.

7.7. Elections

The panel allows you to participate in elections held on the USOSweb platform (e.g. to the student government) (Fig. 50).

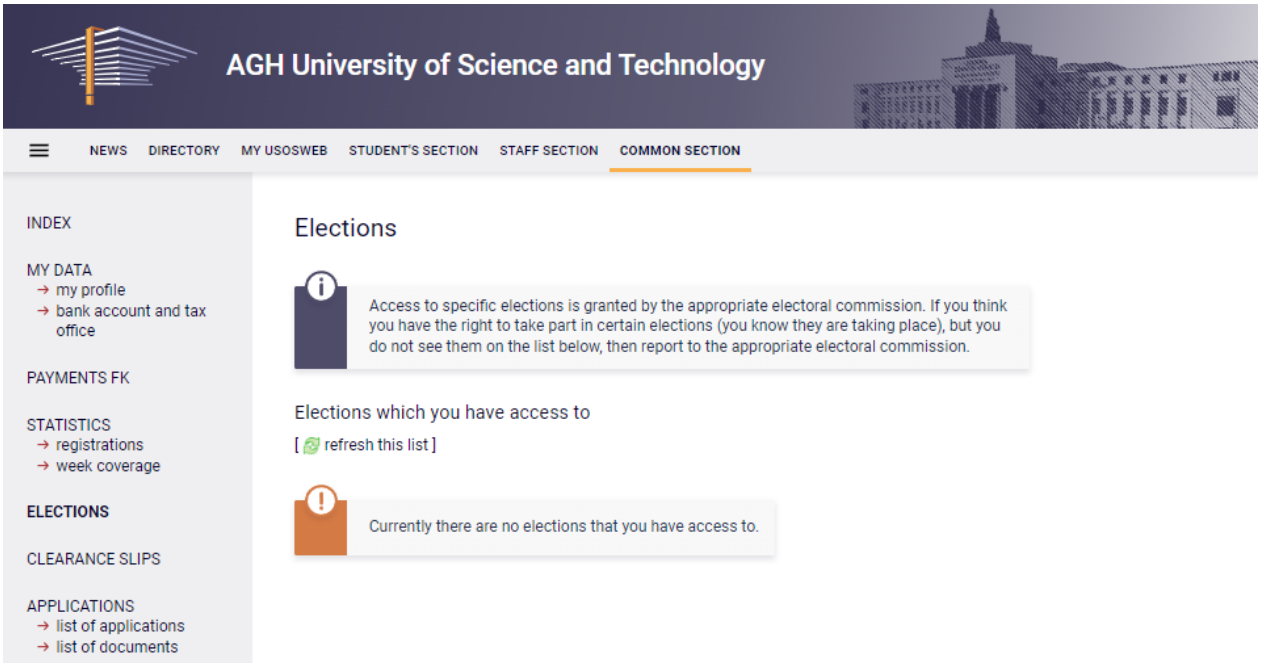

Figure 50. Common section – Elections.

7.8. Clearance slips

Panel designed for graduating students. It makes it possible to view whether the student has settled accounts with the Main Library and other AGH UST units (the set of units may differ for different faculties) (Fig. 51).

Detailed information about clearance slips can be found in the **Graduation process** on the web-site: https://www.usos.agh.edu.pl/usos-dla-studenta/ (Chapter 7. Online clearance slips).

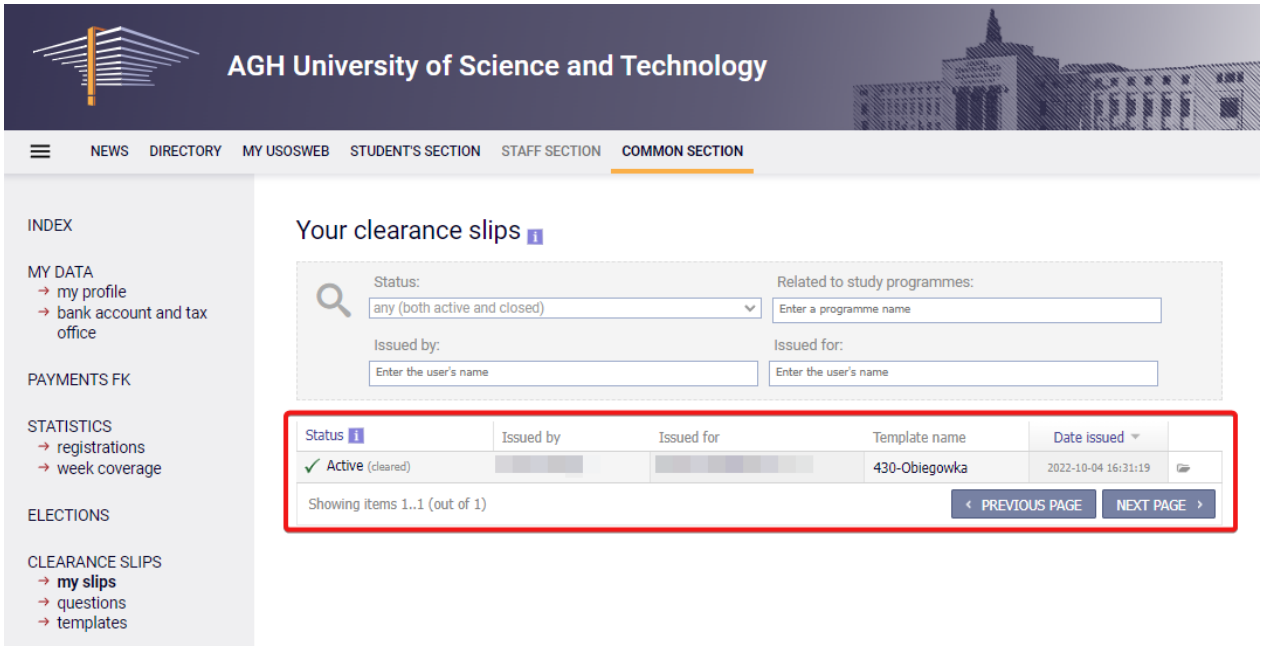

Figure 51. Common section – clearance slips.

If you have any technical questions, please contact us at: pomoc-usos@agh.edu.pl