IMPORTANT
Screenshots in this »Instructions for use« manual are for the Slovenian version of Microsoft Windows and other software, so the labels on buttons and other elements are all in the Slovenian language. The labels on buttons and other elements in your version of Microsoft Windows and other software will most likely be different so use the screenshots in this »Instructions for use« as guides.
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LOG IN

To access GimSIS go to https://zgimsis.gimb.org/gse/. When you open this page in your favourite internet browser, you will have to log in. You can log in with a certificate or by using a username and password. At this point, it does not matter which way you will log in, but in the future logging in with a certificate will enable you to access some additional functions within GimSIS. Logging in without a certificate will not make it possible.

If you are experiencing any difficulties or have any questions related to GimSIS, please contact pomoc.gimsis@gimb.org.

Log in with a certificate

When you enter https://zgimsis.gimb.org/gse/ into your browser the above screen will pop up.

1. Choose the certificate with which you want to register.
2. Click the »V redu« button.

Log in without a certificate

When you enter https://zgimsis.gimb.org/gse/ into your browser the above screen will pop up. Click the »Prekliči« button and the GimSIS log in screen will pop up.

1 GimSIS – Gimnazija and secondary school information system
Enter the following:

1. Your username (for students: »name.surname«, and for parents »s.child's name.surname«)
2. Your password
3. Click on the »Prijava« button.
After a successful login, you will access the GimSIS homepage (see above). It is divided into several sections:

1. Notices (»Obvestila«) – this section is for the notices from the school’s management addressed to the students and/or parents.
2. School calendar (»Šolski koledar«) – shows the events of the current month and enables you to see events in the previous/following months.
3. The menu bar – enables you to switch quickly between different pages of the GimSIS system. The menu bar is, except for the »Naročila« line, identical for students and parents. The »Naročila« link appears only when a parent logs in.
4. The drop-down list »Izbrana oseba«, enables the parent with more than one child at Gimnazija Bežigrad to choose the child whose information they wish to see. The student will only see their own name in this list.
5. Name and surname of the user (student or parent) that serves to access the user profile and to log off.
Notices

The »Obvestila« section (notices) is where the school management puts notices for the students and/or parents.

1. This is where the current notices show up.
2. If you click on »Vsa obvestila«, all notices will show up.
3. By clicking on »0 novih sporočil« (where 0 is replaced by the number of new notices), you can see the new notices.

If you have been logged in for a longer time and have been on the same page, to check if there are any new notices, click on the »Osveži« (refresh) button.
The school calendar

In the »Šolski koledar« section particular events of the current month are shown:

1. The calendar shows all the school events for the current or selected month.
2. The drop-down list in which you can select a particular month of the current school year.
3. The arrow buttons allow you to select the previous or following month.
If you click on a particular event in the calendar, a window with detailed information about that event will pop up.
Selecting the student

Parents with more than one child at Gimnazija Bežigrad can select a child from the drop-down list »Izbrana oseba« (up – on the left).

Parents with only one child at Gimnazija Bežigrad do not have this possibility since only one name will appear in the drop-down list (their child’s name).

Students cannot select another person as only their name will appear in the drop-down list. Even in cases when their siblings attend Gimnazija Bežigrad, students cannot select their sibling’s name.
Editing your profile and log-off

By clicking on the username (upper right hand corner) the user can access the »Uredi profil« button (Edit profile). A click on this button will open the page with the user’s profile.

To log-off from GimSIS, click on the »Odjava« (log-off) button.
With a click on the »Uredi profil« button, you will access your user profile. On this page, the parents can register or un-register a child. All users (parents and students) can manage their data and certificate.

The parents can:
1. See the list of their registered children (who are enrolled in Gimnazija Bežigrad).
2. Register another child by clicking on the »Prijavi novega otroka« button.
3. Un-register a child by clicking on the suitable button.

The user (parent or student) can:
4. Manage their certificate (order a new one or request a new password for the existing certificate).
5. Change their data by clicking on the »Spremeni podatke« button.
6. Change their password by clicking on the »Spremeni geslo« button.
7. View their data.
Registering another child

Fill in the relevant fields in the »Prijava novega otroka« (registering another child) window and click on the »Shrani« (Save) button.

1. Write your child’s name in the »Ime« (name) field.
2. Write your child’s surname in the »Priimek« (surname) field.
3. Write your access code in the »Pristopna koda« field (note that if you have more than one child at Gimnazija Bežigrad, each has a unique access code).

Relevant instructions, including tips on how to correct the mistakes, will appear on the right-hand side each time you click in one of the fields.

**NOTE: For parents who are registering more than one child.**

When registering a second and every other child (in your user profile), after a completed registration the »v postopku« (pending) status will appear. It is part of the security steps and means that your second and every other child has to confirm that you are their parent.

The child can do this by logging-in into GlmSIS and confirming you as their parent in their user profile.
Editing personal data

Fill in the relevant fields in the »Moji osebni podatki« window and click on the »Shrani« window.

1. Write your name in the »Ime« field.
2. Write your surname in the »Priimek« field.
3. Choose your sex from the »Spol« drop-down list.
4. Write your e-mail address in the »E-pošta« field and tick the relevant option, if you wish to receive notices by e-mail.
5. Write your phone number in the »Telefon« field. This field is optional.

Relevant instructions, including tips on how to correct the mistakes, will appear on the right-hand side each time you click in one of the fields.
How to change your password

Fill in the relevant fields in the »Sprememba gesla« window and click on the »Shrani« button.

1. Write your current password in the »Sedanje geslo« field.
2. Write your new password in the »Novo geslo« field.
3. Write your new password in the »Ponovi novo geslo« (confirm new password) field.

Relevant instructions, including tips on how to correct the mistakes, will appear on the right-hand side each time you click in one of the fields.
Links

There are three buttons on the right-hand side, above the menu bar. By clicking on one of them, you will open one of the below sites in a new window of your browser:

1. »Domača stran« (home page) – a click on this button will open the Gimnazija Bežigrad home page ([http://www.gimb.org](http://www.gimb.org)).
2. »Intranet« – a click on this button will open the Gimnazija Bežigrad intranet site ([https://intranet.gimb.org](https://intranet.gimb.org)), which includes various information for students, parents and employees.
3. »E-učilnica« – a click on this button will open the Gimnazija Bežigrad e-classrooms site ([http://moodle2.gimb.org](http://moodle2.gimb.org)).
The »Urnik« subpage displays the timetable for the current week (for the selected student):

1. Current day and period are marked orange.
2. All the periods for which the content has been entered are marked green (including those that may not have been taught yet).
3. All the periods for which the content has not been entered are marked grey (including those that may have been taught already).
4. By clicking on the relevant arrow, you may select the timetable for the week before or the following week.
**ASSESSMENT**

A list of prospective assessments

![Assessment screenshot](Image)

Prospective assessments can be viewed on the »Ocenjevanja« subpage, under the »Seznam bodočih ocenjevanj« (list of prospective assessments) tab.
Calendar of assessment

All assessments for the current month as well as all previous and prospective assessments can be viewed on the »Ocenjevanja« (assessments) page, under the »Koledar ocenjevanj« tab:

1. All assessments for the current or selected month are displayed in the calendar.
2. You can select a particular month from the drop-down list.
3. The arrow buttons allow the user to select the previous or following month.
On the »Ocene« subpage you can view the student’s grades by clicking on the »Ocene« tab:

1. All grades for all terms are displayed.
2. By placing the mouse on a particular grade, you will be able to view more information regarding that grade.
3. The grades displayed in bold print are final (this is relevant for the Gimnazija programme).
4. In the Gimnazija programme, students can in some circumstances retake a test and that is why the first grade is displayed in normal print (and not in bold).

The students can view a grade immediately after it has been entered while the parents can view them with a 7-day delay. This allows the students to inform the parents about a new grade, before the parents can view it in GimSIS.
Classes/groups

By clicking on the »Razredi/skupine« tab on the »Ocene« subpage, you can see how the class a student attends is divided into groups in different subjects, e.g.: P.E., Information technology, foreign languages, etc.
ABSENCES

By subject

The »Po predmetih« tab on the »Odsotnost« subpage displays the student's absences by subject. It comprises the following possibilities:

1. The entire school year – by clicking on the »Vse leto« button, you will be able to view the student's absences for the entire school year.
2. The last two weeks – by clicking on the »Zadnja dva tedna« button, you will be able to view the student's absences for the last two weeks.
3. You can select a period for which you wish to view the student's absences. After selecting the beginning and end date of a period form the calendar, click on the »Prikaži izostanke« button on the right, to view the absences for the selected period.
4. The table will display the absences (with regard to the selected time period), arranged by subjects. It will also show whether the absences were justified or not, whether they have been processed and whether they do not count among the justified or unjustified absences, due to particular circumstances.
By day

The »Po dnevih« tab on the »Odsotnost« subpage displays the student's absences by day. It comprises the following possibilities:

1. If you tick a particular option, you impact the by-day filter. It will display only those types of absences which you have ticked.
2. The table will display the absences arranged by day/date.
By period

The »Po urah« tab on the »Odsotnost« subpage displays the student's absences by period. It comprises the following possibilities:

1. If you tick a particular option, you impact the by-day filter. It will display only those types of absences which you have ticked.
2. The table will display the absences arranged by day/date by period.
3. The Napovedano« column will show whether the absences have been announced.
TEACHERS

The »Učitelji« subpage displays the list of teachers who teach the class the student is attending.

At this stage, the user (student or parent) can send a message to the homeroom teacher. In the future, messaging other teachers will be possible, too.

The message to the homeroom teacher is sent by clicking on the »Pošli sporočilo« icon.
When you click on the »Pošlji sporočilo« (send message) icon (see previous page), a window for writing and sending messages will open:

1. **Addressee** - the »Imenik« button is disabled since by clicking on the »Pošlji sporočilo« icon, you have already selected the recipient. The recipient is the selected teacher.
2. **Subject** – write the subject of your message into this field.
3. **Attachments** – by clicking on this button, you can add attachments to your message.
4. **Message** – write your message into this field.

Send your message by clicking on the »Pošlji« button (left hand upper corner) in this window.
MESSAGES

On the »Sporočila« subpage the user can view all the received messages and send new messages to other users.

1. In the »Prikaži« drop-down list, you can select the type of message you wish to view in the window on the left.
2. In the »Sporočila« window a list of messages is displayed (e.g.: received, sent or deleted messages).
3. The selected message is displayed in this window. The icons on the right-hand side enable you to perform the usual operations: »Odgovori« (Reply), »Odgovori vsem« (Reply to all), »Posreduj« (Forward), »Novo sporočilo« (New message) and »Izbiši sporočilo« (Delete message).
4. By clicking on the »Novo sporočilo« button, you can create and send a new message. At this stage you can only send a message to the homeroom teacher; in the future the option to send messages to other teacher or users will become available.
REQUESTS

This subpage is available to parents only!

The »Naročila« subpage enables you to send messages regarding the absences, i.e. planned absences. Only parents have access to this subpage:

1. Select the type of request in the »Prikaži« drop-down list.
2. In the »Naročila« window you can view the list of requests. There are three types of requests:
   a. Planned absence – announcement of a planned absence due to other obligations;
   b. Illness – announcement of the student's absence due to illness;
   c. Tardiness – justifying the student's tardiness due to various reasons (e.g.: traffic jam).
3. The selected request, the content of which can be viewed in the subwindow on the right-hand side.
4. In this subwindow a selected request is displayed. Apart from the content of the request, the sender and recipient, the user can view the status of the request, too (the status of the request is colour coded also in the left-hand side subwindow):

5.  
- The request has been submitted
- The request has been denied
- The request has been approved
- The request has been cancelled by the sender

6. If you tick the »Preklicana« option, you will be able to view the requests that you have cancelled in the subwindow on the left-hand side.

7. A cancelled request, where the subject of request is coloured red.

8. By clicking on the »Novo naročilo« button, you can create and send a request.