



GIMSIS

FOR STUDENTS AND PARENTS

INSTRUCTIONS FOR USE

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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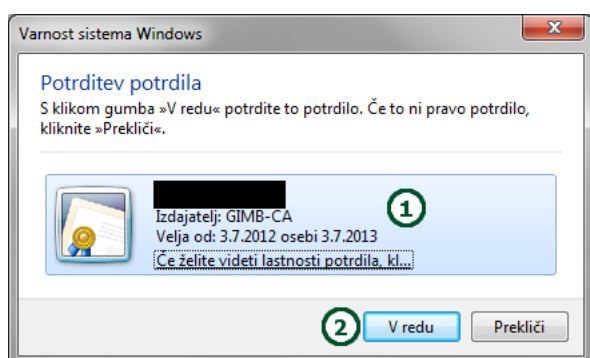
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LOG IN

To access GimSIS¹ 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.

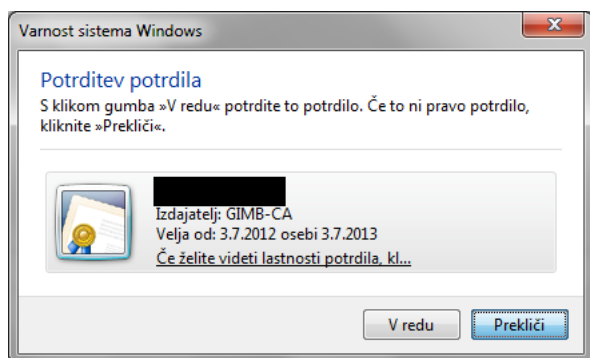
Log in with a certificate



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

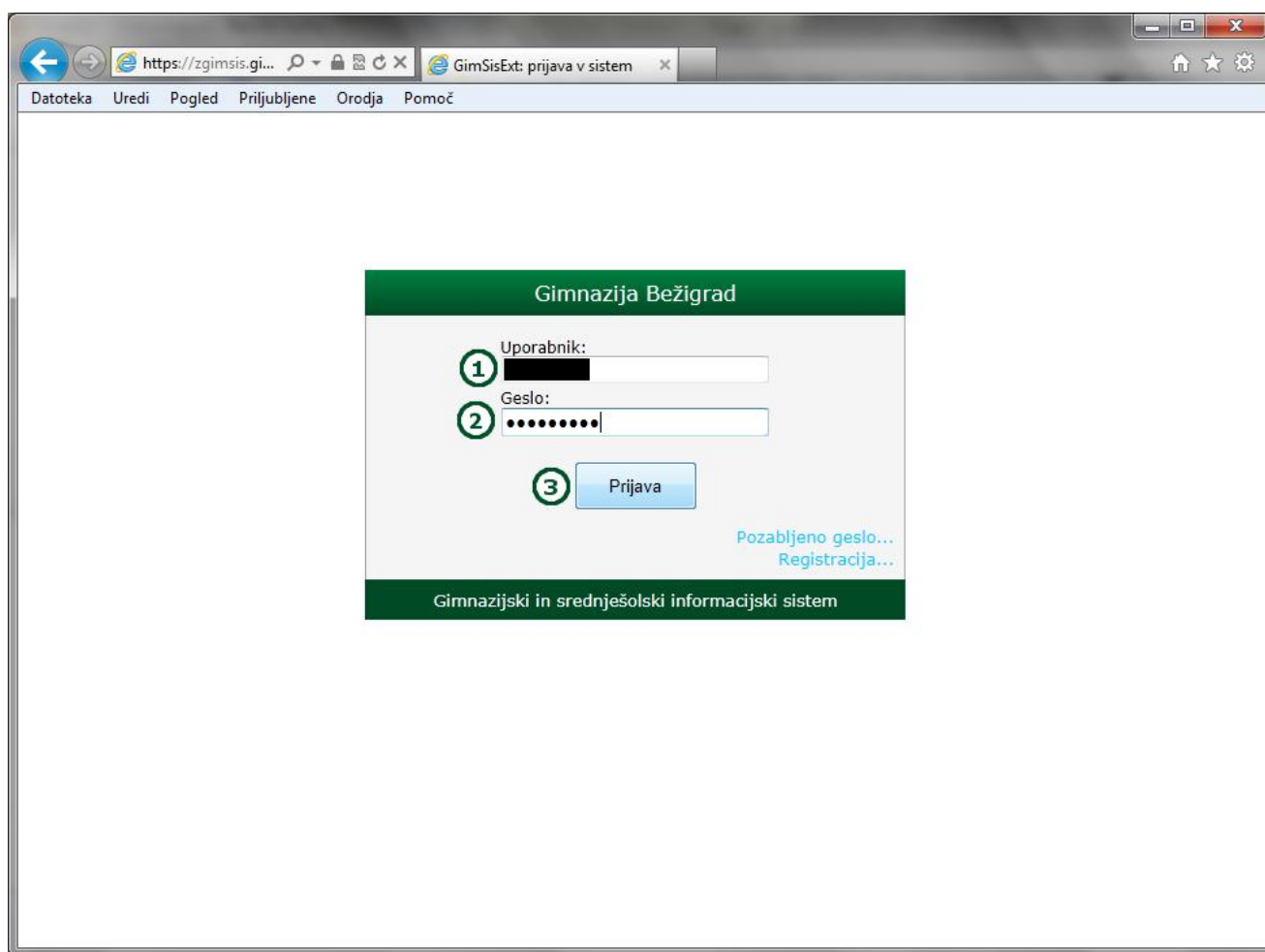
1. Choose the certificate with which you want to register.
2. Click the »V redu« button.

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



The screenshot shows a web browser window with the address bar displaying 'https://zgimsis.gi...' and the title 'GimSisExt: prijava v sistem'. The browser's menu bar includes 'Datoteka', 'Uredi', 'Pogled', 'Prijubljene', 'Orodja', and 'Pomoč'. The main content area displays a login form for 'Gimnazija Bežigrad'. The form has a green header and footer. The header contains the text 'Gimnazija Bežigrad'. The footer contains the text 'Gimnazijski in srednješolski informacijski sistem'. The login form itself has three numbered steps: 1. 'Uporabnik:' (Username) with a text input field; 2. 'Geslo:' (Password) with a password input field; and 3. 'Prijava' (Login) button. There are also links for 'Pozabljeno geslo...' (Forgot password) and 'Registracija...' (Registration).

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.

HOME PAGE

The screenshot shows the GimSIS homepage for Gimnazija Bežigrad. The browser address bar shows <https://zgimsis.gi...>. The page has a green header with the school logo and name. Below the header, there is a user selection area with a dropdown menu labeled 'Izbrana oseba:' and a button labeled 'Domača stran'. A menu bar contains links: 'Prva stran', 'Urniki', 'Ocenjevanja', 'Ocene', 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The main content area is divided into two sections: 'Obvestila' (Notices) and 'Šolski koledar' (School calendar). The 'Obvestila' section shows '0 novih sporočil' and a button 'Osveži'. The 'Šolski koledar' section shows a calendar for November 2012. The calendar has columns for days of the week (Pon, Tor, Sre, Čet, Pet, Sob, Ned) and rows for weeks (45. teden, 46. teden, 47. teden, 48. teden, 49. teden). The calendar shows various events, including 'Dan spomina na mrtve', 'Jesenske počitnice', '3. letnik', 'Dijaki 3. I...', and 'Učiteljski zbor - sestan...'. Numbered callouts 1 through 5 highlight specific features: 1 points to the 'Obvestila' section, 2 points to the 'Šolski koledar' section, 3 points to the 'Naročila' link in the menu bar, 4 points to the 'Izbrana oseba:' dropdown menu, and 5 points to the user name and login button in the top right corner.

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 screenshot shows the GimSIS web application for Gimnazija Bežigrad. The interface includes a navigation bar with links such as 'Prva stran', 'Urniki', 'Ocenjevanja', 'Ocene', 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The 'Obvestila' (Notices) section is highlighted, showing '0 novih sporočil' (0 new messages). A calendar for November 2012 is displayed on the right, with dates 1 through 30. The calendar includes events like 'Dan spomina na mrtve' and 'Jesenske počitnice'. The interface also shows a search bar for 'Izbrana oseba' and a 'Domača stran' button.

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

The screenshot shows the GimSIS web application interface. The top navigation bar includes links for 'Datoteka', 'Uredi', 'Pogled', 'Priključene', 'Orodja', and 'Pomoč'. The main header displays the school name 'Gimnazija Bežigrad' and a search bar for 'Izbrana oseba'. Below the header, there is a green navigation bar with links: 'Prva stran', 'Urnik', 'Ocenjevanja', 'Ocene', 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The 'Šolski koledar' section is active, showing a calendar for November 2012. The calendar grid displays days of the week (Pon, Tor, Sre, Čet, Pet, Sob, Ned) and dates. A dropdown menu is open for the 8th of the month, showing events for 3.B, 3.C, 3.G, and 3.Š. A tooltip provides details about a school event on the 15th.

	Pon	Tor	Sre	Čet	Pet	Sob	Ned
45. teden -				1 Dan spomina na mrtve Jesenske počitnice	2 Jesenske počitnice	3	4
46. teden A, A1	5	6 3.A in 3.F razred imata...	7 3.D in 3.E razred imata...	8 3.B, 3.C, 3.G, 3.Š razr...	9	10	11
47. teden B, B2	12	13	14 3. letnik Dijaki 3. l... Učiteljski zbor - sestan...	15 Dogodek: 3.B, 3.C, 3.G, 3.Š razred imajo na sporedu obisk Državnega zbora v okviru Obveznih izbirnih vsebin. 3.B in 3.G ob 14.00 (oba razreda istočasno) 3.Š in 3.C ob 15.00 (oba razreda skupaj)			
48. teden A, A3	19	20	21	22	23	24	25
49. teden B, B4	26	27	28	29	30		

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.

The screenshot displays the GimSIS web application interface. At the top, there is a browser window with the URL <https://zgimsis.gi...> and the page title "GimSISExt". Below the browser window, the application header includes the logo of Gimnazija Bežigrad and a search bar labeled "Izbrana oseba:". The main navigation bar contains links: "Prva stran", "Urniki", "Ocenjevanja", "Ocene", "Odsotnost", "Učitelji", "Sporočila", and "Naročila".

The main content area is divided into two sections. On the left, there is a section for "Obvestila" (Notifications) with a button "Osveži" and a checkbox "Vsa obvestila". Below this, it says "Danes ni obvestil." (There are no notifications today). On the right, there is a section for "Šolski koledar" (School Calendar) with a button "Osveži" and a dropdown menu showing "november 2012".

The calendar grid shows the days of the week (Pon, Tor, Sre, Čet, Pet, Sob, Ned) and the dates. A popup window titled "KOLEDARSKI DOGODEK" (Calendar Event) is displayed over the calendar. The popup contains the following information:

- Začetek:** 08.11.2012 šolska ura: 1P
- Konec:** 08.11.2012 šolska ura: 2P
- Objavljeno:** 11.10.2012 07:48
- Zadnja sprememba:** 11.10.2012 07:50
- Event Details:** 3.B, 3.C, 3.G, 3.Š razred imajo na sporedu obisk Državnega zbora v okviru Obveznih izbirnih vsebin.
- Additional Information:** 3.B in 3.G ob 14.00 (oba razreda istočasno), 3.Š in 3.C ob 15.00 (oba razreda skupaj)
- Action:** A red button labeled "Zapri" (Close) is at the bottom right of the popup.

The status bar at the bottom of the application shows the date and time: "sreda, 21.11.2012, 12:39:14" and the copyright notice: "Copyright © 2009-2012 M. & B."

If you click on a particular event in the calendar, a window with detailed information about that event will pop up.

Selecting the student

The screenshot shows the GimSIS web application for Gimnazija Bežigrad. The browser address bar shows the URL <https://zgimsis.gi...>. The page has a navigation bar with links: Datoteka, Uredi, Pogled, Priključene, Orodja, Pomoč. Below this is the school logo and name 'Gimnazija Bežigrad'. A dropdown menu for 'Izbrana oseba' is open, showing a list of names. To the right of the dropdown are buttons for 'Domača stran', 'Intranet', and 'E-učilnica'. Below the navigation bar is a green header with links: Prva stran, Urniki, Ocenjevanje, Učitelji, Sporočila, Naročila. The main content area is divided into two sections: 'Obvestila' (Notifications) on the left and 'Šolski koledar' (School Calendar) on the right. The 'Obvestila' section shows '0 novih sporočil' and a button 'Osveži'. The 'Šolski koledar' section shows a calendar for December 2012 with various events marked on specific dates.

	Pon	Tor	Sre	Čet	Pet	Sob	Ned
49. teden B, B4						1	2
50. teden A, A1	3	4 DSD - pisni izpit	5	6	7	8	9
51. teden B, B2	10	11	12 Talent show	13	14	15	16
52. teden A, A3	17	18 Ocenjevalna konferenca - ...	19	20	21 Plesna predstava in pros...	22	23
53. teden -	24 Pouka prosto	25 Božič	26 Dan samostojnosti	27 Novoletne počitnice	28 Novoletne počitnice	29	30
54. teden B, B4	31						

sreda, 21.11.2012, 12:40:41

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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

The screenshot shows the GimSIS web application for Gimnazija Bežigrad. The interface includes a navigation bar with links: Datoteka, Uredi, Pogled, Priključene, Orodja, Pomoč. The main header displays the school name and a user profile section with a dropdown for 'Izbrana oseba', a 'Uredi profil' button, and a red 'Odjava' button. Below the header is a green navigation bar with links: Prva stran, Urnik, Ocenjevanja, Ocene, Odsotnost, Učitelji, Sporočila, Naročila. The main content area is divided into two sections: 'Obvestila' (Notifications) on the left and 'Šolski koledar' (School Calendar) on the right. The 'Obvestila' section shows '0 novih sporočil' and a list of notifications. The 'Šolski koledar' section shows a calendar for December 2012 with various school events marked on specific dates.

	Pon	Tor	Sre	Čet	Pet	Sob	Ned
49. teden B, B4						1	2
50. teden A, A1	3	4 DSD - pisni izpit	5	6	7	8	9
51. teden B, B2	10	11	12 Talent show	13	14	15	16
52. teden A, A3	17	18 Ocenjevalna konferenca - ...	19	20	21 Plesna predstava in pros...	22	23
53. teden -	24 Pouka prosto	25 Božič	26 Dan samostojnosti	27 Novoletne počitnice	28 Novoletne počitnice	29	30
54. teden B, B4	31						

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.

Gimnazija Bežigrad

Izbrana oseba: [dropdown]

Domača stran Intranet E-učilnica

Prva stran Urnik Ocenjevanja Ocene Odsotnost Učitelji Sporočila Naročila

MOJ PROFIL

Osveži

Moji podatki

Podatek	Vrednost
Uporabniško ime	[redacted]
Vrsta uporabnika	Starš/skrbnik
Ime	[redacted] ⑦
Priimek	[redacted]
Spol	M
E-pošta	[redacted] ☒ Obvestila po e-pošti
Telefon	

Spremeni podatke Spremeni geslo

⑤ ⑥

Moji prijavljeni otroci (učenci)

Ime in priimek	Razred	Spol	E-pošta	Status
[redacted] ①	1.Š	Ž	[redacted]	prijavljen ✖
[redacted]	1.Š	M	[redacted]	prijavljen ✖

Prijavi novega otroka ②

③

Moj certifikat

Koda (uporabniško ime) za prevzem certifikata (geslo dobite po e-pošti):

Ponovno pošlji geslo za prevzem certifikata ④

Naroči nov certifikat

sreda, 21.11.2012, 12:48:19 Copyright © 2009-2012 M. & B.

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

The screenshot shows a web browser window with the URL <https://zgimsis.gi...> and the page title 'Moj profil'. The page is for 'Gimnazija Bežigrad'. A modal window titled 'PRIJAVA NOVEGA OTROKA' is open, containing three numbered steps: 1. 'Ime' (Name) with the value 'Janez', 2. 'Priimek' (Surname) with the value 'Novak', and 3. 'Pristopna koda' (Access code) with the value 'A123-B456-C789-DEF0'. A green box on the right side of the modal window contains the instruction: 'Vnesite pristopno kodo otroka (učenca) s pristopnega lista.' (Enter the access code of the child (student) from the access list). At the bottom of the modal window are two buttons: 'Shrani' (Save) and 'Prekliči' (Cancel). The background page shows the 'MOJ PROFIL' section with a sidebar for user data and a main area for profile management.

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 GimSIS and confirming you as their parent in their user profile.

Editing personal data

The screenshot shows the 'MOJ PROFIL' (My Profile) page in the GimSIS application. A modal window titled 'MOJI OSEBNI PODATKI' (My Personal Data) is open, allowing the user to edit their information. The modal contains five numbered fields: 1. Ime (Name), 2. Priimek (Surname), 3. Spol (Sex), 4. E-pošta (Email), and 5. Telefon (Phone). The 'Napake' (Errors) section on the right indicates that the phone number format is incorrect and provides examples of valid formats. The background shows the user's profile information and navigation menu.

MOJI OSEBNI PODATKI	
Ime	Jože
Priimek	Novak
Spol	moški
E-pošta	joze.novak@eposta.si
Obvestila po e-pošti	☒
Telefon	(041) 987 654

Napake

Telefonska številka ima napačno obliko.

Primeri pravih oblik:

- 012345678
- 01 234 5678
- 01-234-5678
- 041 123 456
- +386 41 123 456
- +386 41-123-456

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

The screenshot displays the 'SPREMEMBA GESLA' (Change Password) window in the GimSIS application. The window contains three input fields for password entry, numbered 1, 2, and 3. Field 1 is for the current password, field 2 is for the new password, and field 3 is for confirming the new password. The new password field includes a strength indicator 'Zelo močno (5/6)'. To the right of the input fields is a 'Navodila' (Instructions) section providing guidelines for password creation. The background shows the 'MOJ PROFIL' (My Profile) page of Gimnazija Bežigrad, with various navigation links and user information.

SPREMEMBA GESLA

Sedanje geslo: ①

Novo geslo: ②
Zelo močno (5/6)

Ponovi novo geslo: ③

Navodila

Vnesite geslo, s katerim se boste lahko prijavi v aplikacijo, in ga ponovite.

Geslo morate uporabiti tako pri prijavi z uporabniškim imenom kot tudi pri prijavi s certifikatom.

Geslo mora vsebovati vsaj eno veliko in vsaj eno malo črko angleške abecede ter vsaj eno številko od 0 do 9 ter mora biti dolgo vsaj 8 znakov.

Shrani Prekliči

Naroči nov certifikat

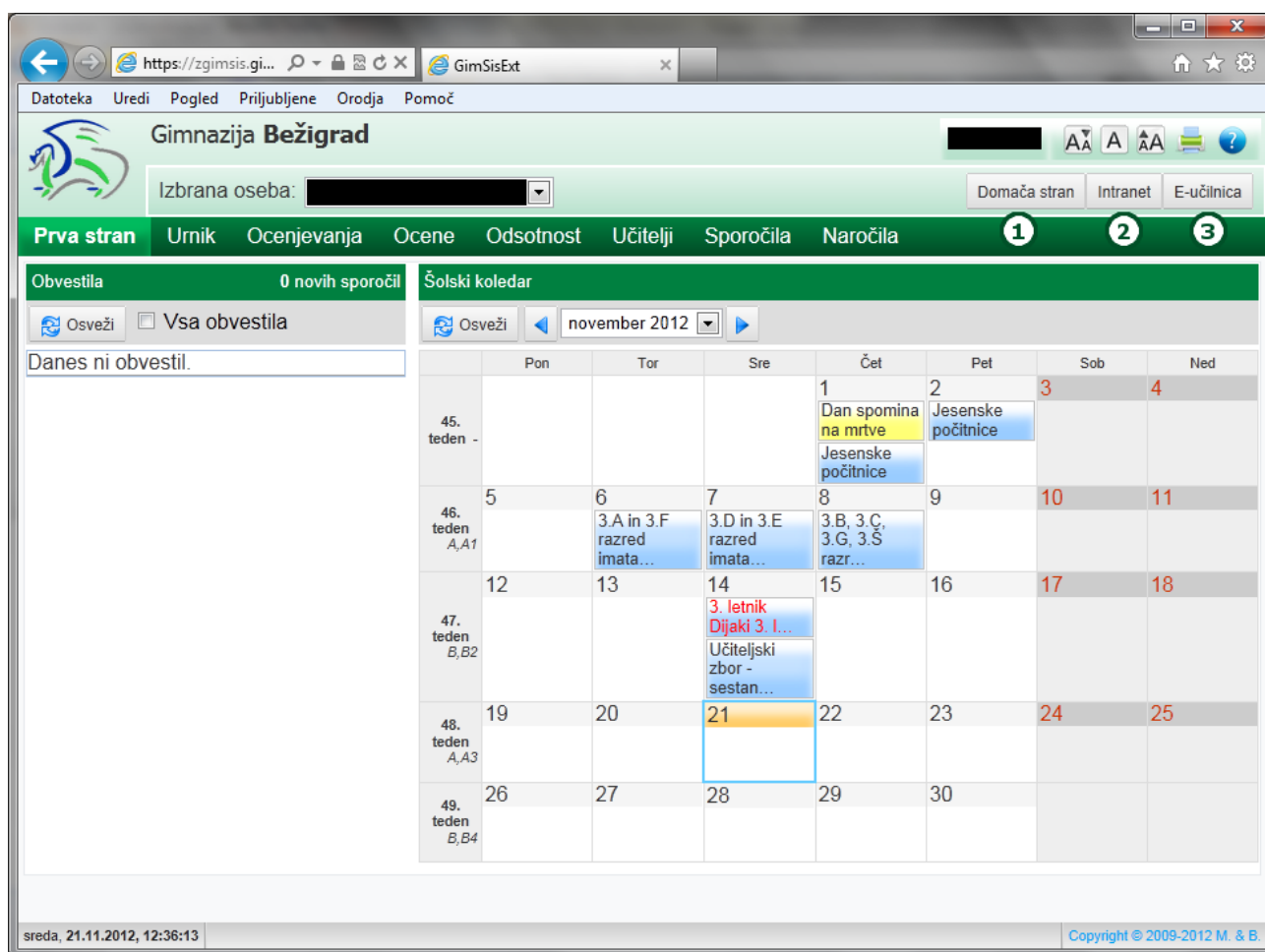
sreda, 21.11.2012, 12:56:55 Copyright © 2009-2012 M. & B.

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 a 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>).
2. »Intranet« – a click on this button will open the Gimnazija Bežigrad intranet site (<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>).

TIMETABLE

The screenshot displays the 'Moj urnik' (My Timetable) subpage of the Gimnazija Bežigrad website. The page shows a weekly timetable for a selected student. The current day, Wednesday, 21.11.2012, and the current period, 6 (12:35-13:20), are highlighted in orange. Other periods with content are highlighted in green, while empty periods are grey. Navigation arrows at the top of the timetable allow switching between weeks. The interface includes a menu bar with options like 'Prva stran', 'Urnik', 'Ocenjevanja', etc., and a footer with the date and time.

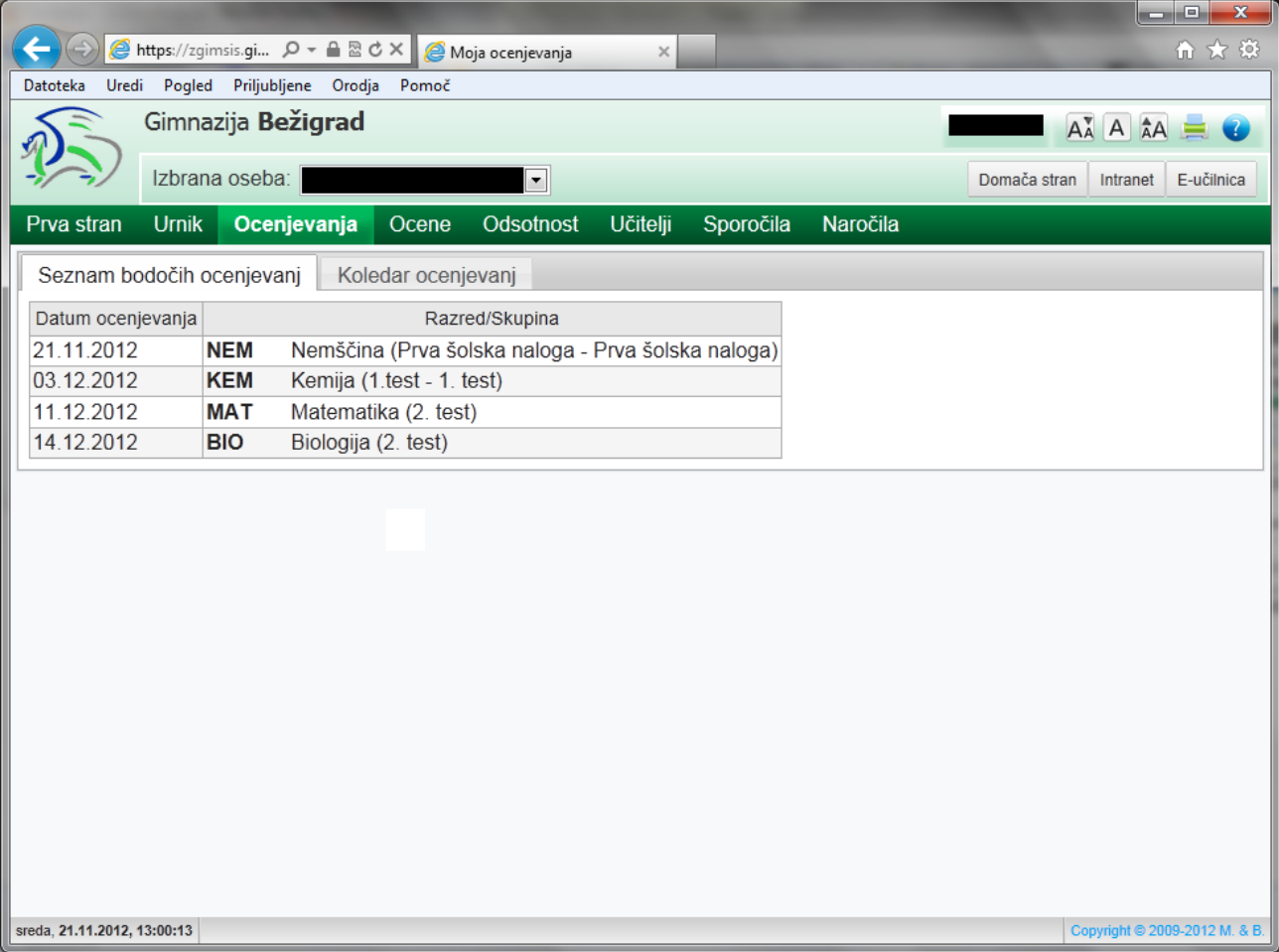
Ura	pon, 19. 11.	tor, 20. 11.	sre, 21. 11.	čet, 22. 11.	pet, 23. 11.	sob, 24. 11.	ned, 25. 11.
0 07.10 - 07.55							
1 08.00 - 08.45	ŠVZ (1.Š_ŠVZ)	NEM (1.Š)	NEM (1.Š)	ŠVZ (1.Š_ŠVZ)	FIZ (1.Š)		
2 08.50 - 09.35	ŠVZ (1.Š_ŠVZ)	ANG (1.Š)	FIZp (1.Š)	ŠVZ (1.Š_ŠVZ)	ANG (1.Š)		
3 09.40 - 10.25	GEO (1.Š)	SLO (1.Š)	MAT (1.Š)	MAT (1.Š)	BIO (1.Š)		
4 10.55 - 11.40	BIOv (1.Šs2)	INFv (1.Šs2)	GEO (1.Š)	INFv (1.Šs2)	SLO (1.Š)		
5 11.45 - 12.30	KEM (1.Š)	BIOp (1.Š)	ANG (1.Š)	SLO (1.Š)	MAT (1.Š)		
6 12.35 - 13.20	ZGO (1.Š)	MAT (1.Š)	SLO (1.Š)	NEM (1.Š)	ŠVZ (1.Š_ŠVZ)		
7 13.25 - 14.10		ZGO (1.Š)	RU (1.Š)		ŠVZ (1.Š_ŠVZ)		
1P 14.15 - 15.00							
2P 15.05 - 15.50							
3P 15.55 - 16.40							
4P 16.45 - 17.30							
5P 17.35 - 18.20							
6P 18.25 - 19.10							

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



The screenshot shows a web browser window with the URL <https://zgimsis.gi...> and the page title 'Moja ocenjevanja'. The page is for 'Gimnazija Bežigrad' and features a navigation menu with options like 'Prva stran', 'Urniki', 'Ocenjevanja', 'Ocene', 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The 'Ocenjevanja' tab is active, and the 'Seznam bodočih ocenjevanj' sub-tab is selected. Below the tabs, there is a table listing upcoming assessments.

Datum ocenjevanja	Razred/Skupina
21.11.2012	NEM Nemščina (Prva šolska naloga - Prva šolska naloga)
03.12.2012	KEM Kemija (1.test - 1. test)
11.12.2012	MAT Matematika (2. test)
14.12.2012	BIO Biologija (2. test)

The footer of the page shows the date and time: 'sreda, 21.11.2012, 13:00:13' and the copyright notice: 'Copyright © 2009-2012 M. & B.'.

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

Calendar of assessment

The screenshot shows the 'Koledar ocenjevanj' (Assessment Calendar) for November 2012. The calendar is organized by week (teden) and day of the week (Pon, Tor, Sre, Čet, Pet, Sob, Ned). Assessments are listed in the cells corresponding to the dates. The assessments are color-coded: blue for tests, yellow for assignments, and red for exams. The calendar also shows the current date and time at the bottom: 'sreda, 21.11.2012, 13:00:38'.

	Pon	Tor	Sre	Čet	Pet	Sob	Ned
45. teden				1 Dan spomina na mrtve	2	3	4
46. teden	5 MAT Matematika (1. test)	6	7	8	9 ANG Angleščina (1. slovnčni test)	10	11
47. teden	12 GEO Geografija (TEST tektonika, relief)	13	14	15	16 SLO Slovenščina (Literarni spis - Literarni spis)	17	18
48. teden	19 ZGO Zgodovina (Človekovi začetki, prve države - Čl. začetki, prve države)	20	21 NEM Nemščina (Prva šolska naloga - Prva šolska naloga)	22	23	24	25
49.	26	27	28	29	30		

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.

GRADES

Grades

The screenshot shows the 'Ocene' (Grades) page of the Gimnazija Bežigrad website. The page has a green header with the school's name and a navigation bar with tabs: 'Prva stran', 'Urniki', 'Ocenjevanja', 'Ocene', 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The 'Ocene' tab is selected. Below the navigation bar, there is a dropdown for 'Šolsko leto' (School year) set to '2012/2013'. The main content area shows a table of grades for various subjects across different terms. The table has columns for 'Predmet' (Subject), 'Gimn., 1. ocenjevalno obdobje', 'Gimn., 2. ocenjevalno obdobje', 'Gimn., Spomladanski izpitni rok', and 'Gimn., Jesenski izpitni rok'. The subjects listed are Slovenščina, Matematika, Angleščina, Nemščina, Zgodovina, Športna vzgoja, Geografija, Biologija, Kemija, Fizika, and Informatika. The grades are displayed in the table cells. A tooltip is visible over the grade '5' for 'Matematika' in the 'Gimn., 1. ocenjevalno obdobje' column, showing details like 'Ocena: 16.10.2012', 'Učitelj: Marijana Klemenčič Glavica', and 'Ocenjevanje: Besedilna vrsta'. Numbered callouts 1 through 4 highlight specific features: 1 points to the 'Jesenski izpitni rok' header, 2 points to the tooltip, 3 points to a bold grade '5', and 4 points to a normal grade '5'.

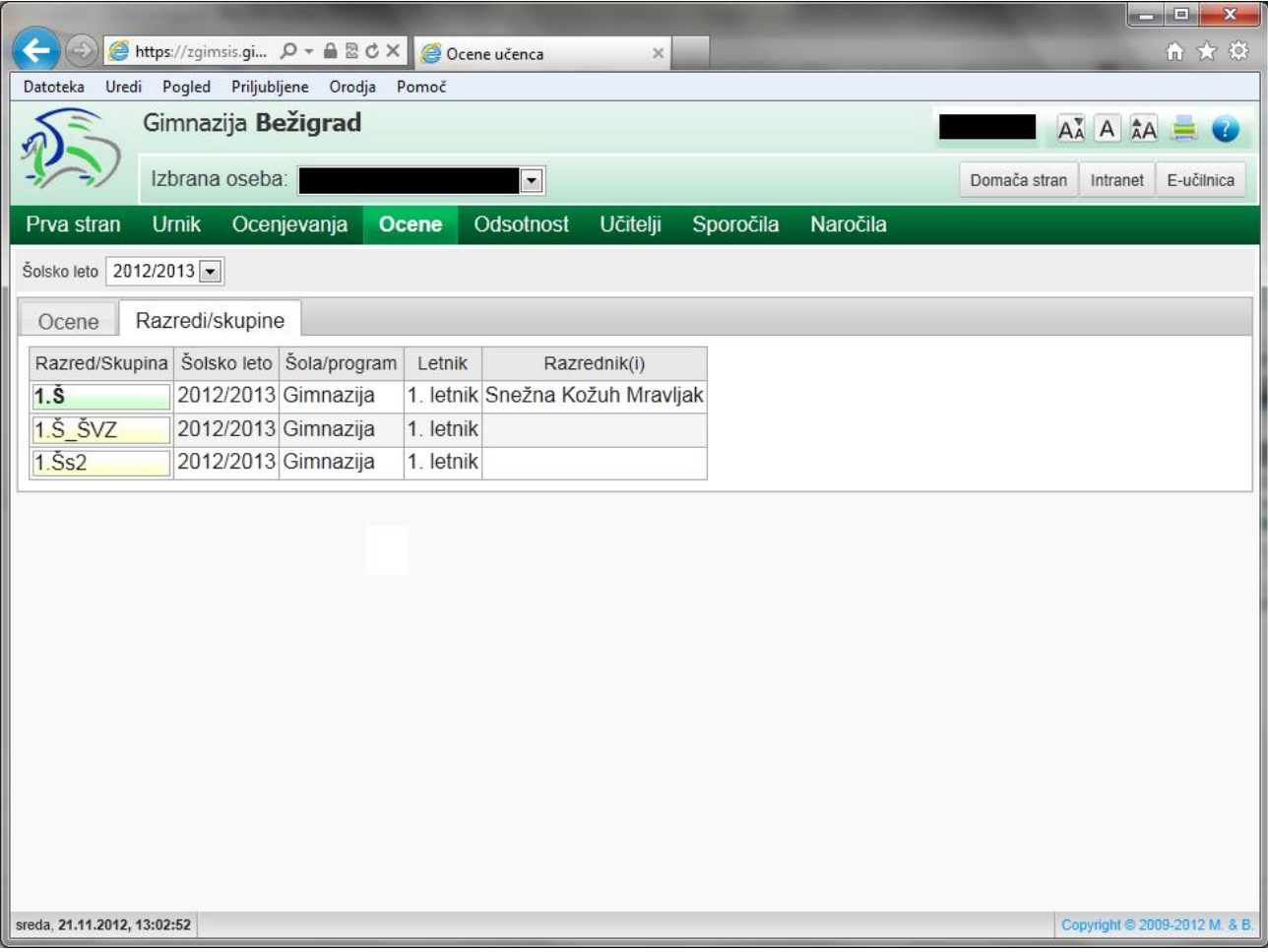
Predmet	Gimn., 1. ocenjevalno obdobje	Gimn., 2. ocenjevalno obdobje	Gimn., Spomladanski izpitni rok	Gimn., Jesenski izpitni rok
Slovenščina	3			
Matematika	5			
Angleščina				
Nemščina	5			
Zgodovina				
Športna vzgoja	5			
Geografija	5			
Biologija	5			
Kemija				
Fizika				
Informatika				

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



The screenshot shows the web interface of Gimnazija Bežigrad. The browser address bar displays <https://zgimsis.gi...> and the page title is 'Ocene učenca'. The navigation menu includes 'Prva stran', 'Urniki', 'Ocenjevanja', 'Ocene' (selected), 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The 'Šolsko leto' (School year) is set to 2012/2013. The 'Razredi/skupine' tab is active, showing a table of classes.

Razred/Skupina	Šolsko leto	Šola/program	Letnik	Razrednik(i)
1.Š	2012/2013	Gimnazija	1. letnik	Snežna Kožuh Mravljak
1.Š_SVZ	2012/2013	Gimnazija	1. letnik	
1.Šs2	2012/2013	Gimnazija	1. letnik	

The footer of the page shows the date and time: 'sreda, 21.11.2012, 13:02:52' and the copyright notice: 'Copyright © 2009-2012 M. & B.'.

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 screenshot shows the 'Odsotnost' (Absences) page of the Gimnazija Bežigrad web application. The page includes a navigation bar with tabs: Prva stran, Urnik, Ocenjevanja, Ocene, Odsotnost, Učitelji, Sporočila, and Naročila. The 'Odsotnost' tab is active. Below the navigation bar, there are filters for the school year (2012/2013), a date range (from 01.09.2012 to 25.11.2012), and checkboxes for 'ni obdelano', 'opravičeno', 'neopravičen', and 'ne šteje'. A calendar pop-up for November 2012 is displayed, showing the selected date range. The main table shows absences by subject, with columns for 'Predmet', 'Ni obdelano', 'Opravičeno', 'Neopravičeno', 'Ne šteje', and 'S'. The table lists subjects such as Angleščina, Biologija, Fizika, Informatika, Kemija, Matematika, Nemščina, Razredna ura, and Slovenščina. The 'Opravičeno' column is highlighted with a green circle and the number 4.

Predmet	Ni obdelano	Opravičeno	Neopravičeno	Ne šteje	S
Angleščina				9	
Biologija				5	
Biologija-pouk, cikli				1	
Biologija-vaje				1	
Fizika				5	
Fizika-pouk, cikli				2	
Geografija				5	
Informatika				1	
Informatika - vaje				4	
Kemija				2	
Kemija-pouk, cikli				1	
Kemija-vaje				1	
Matematika				14	
Nemščina				5	
Razredna ura				2	
Slovenščina				12	

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 from 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

Gimnazija Bežigrad

Izbrana oseba: [dropdown menu]

Domača stran Intranet E-učilnica

Prva stran Urnik Ocenjevanja Ocene Odsotnost Učitelji Sporočila Naročila

Šolsko leto: 2012/2013 Vse leto Zadnja dva tedna Od: 01.09.2012 Do: 25.11.2012 Prikaži izostanke

☒ ni obdelano ☒ opravičeno ☒ neopravičeno ☒ ne šteje **1**

Po predmetih Po dnevih Po urah

Datum	Število	Izostanki
13.09.2012	3	Športna vzgoja (1), Športna vzgoja (2), Matematika (3)
14.09.2012	7	Fizika (1), Angleščina (2), Biologija (3), Slovenščina (4), Matematika (5), Športna vzgoja (6), Športna vzgoja (7)
15.09.2012	6	Športni dan (1), Športni dan (2), Športni dan (3), Športni dan (4), Športni dan (5), Športni dan (6)
20.09.2012	2	Športna vzgoja (1), Športna vzgoja (2)
21.09.2012	2	Športna vzgoja (6), Športna vzgoja (7)
28.09.2012	7	Fizika (1), Angleščina (2), Biologija (3), Slovenščina (4), Matematika (5), Športna vzgoja (6), Športna vzgoja (7)
05.10.2012	2	Športna vzgoja (6), Športna vzgoja (7) 2
08.10.2012	2	Športna vzgoja (1), Športna vzgoja (2)
09.10.2012	3	Angleščina (2), Slovenščina (3), Informatika - vaje (4)
10.10.2012	3	Fizika-pouk, cikli (2), Matematika (3), Geografija (4)
12.10.2012	5	Angleščina (2), Biologija (3), Slovenščina (4), Športna vzgoja (6), Športna vzgoja (7)
19.10.2012	2	Športna vzgoja (6), Športna vzgoja (7)
06.11.2012	6	Angleščina (2), Slovenščina (3), Informatika - vaje (4), Biologija-pouk, cikli (5), Matematika (6), Zgodovina (7)
07.11.2012	7	Nemščina (1), Matematika (2), Matematika (3), Geografija (4), Angleščina (5), Slovenščina (6), Razredna ura (7)

četrtek, 22.11.2012, 11:34:44 Copyright © 2009-2012 M. & B.

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

Gimnazija Bežigrad

Izbrana oseba: [dropdown]

Domača stran Intranet E-učilnica

Prva stran Urniki Ocenjevanja Ocene Odsotnost Učitelji Sporočila Naročila

Šolsko leto: 2012/2013 Vse leto Zadnja dva tedna Od: 01.09.2012 Do: 25.11.2012 Prikaži izostanke

☒ ni obdelano ☒ opravičeno ☒ neopravičeno ☒ ne šteje

Po predmetih Po dnevih Po urah

Datum	Ura	Predmet	Napovedano	Status	Opomba
13.09.2012	1	Športna vzgoja		ne šteje	
	2	Športna vzgoja		ne šteje	
	3	Matematika		ne šteje	
14.09.2012	1	Fizika	•	ne šteje	
	2	Angleščina	•	ne šteje	
	3	Biologija	•	ne šteje	
	4	Slovenščina	•	ne šteje	
	5	Matematika	•	ne šteje	
	6	Športna vzgoja	•	ne šteje	
	7	Športna vzgoja	•	ne šteje	
15.09.2012	1	Športni dan	•	ne šteje	
	2	Športni dan	•	ne šteje	
	3	Športni dan	•	ne šteje	
	4	Športni dan	•	ne šteje	
	5	Športni dan	•	ne šteje	

četrtek, 22.11.2012, 11:35:35 Copyright © 2009-2012 M. & B.

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 screenshot shows the 'Učitelji' subpage of the Gimnazija Bežigrad web application. The page has a green header with the school's logo and name. Below the header is a navigation bar with links: Prva stran, Urnik, Ocenjevanja, Ocene, Odsotnost, **Učitelji**, Sporočila, and Naročila. The main content area contains a table with the following data:

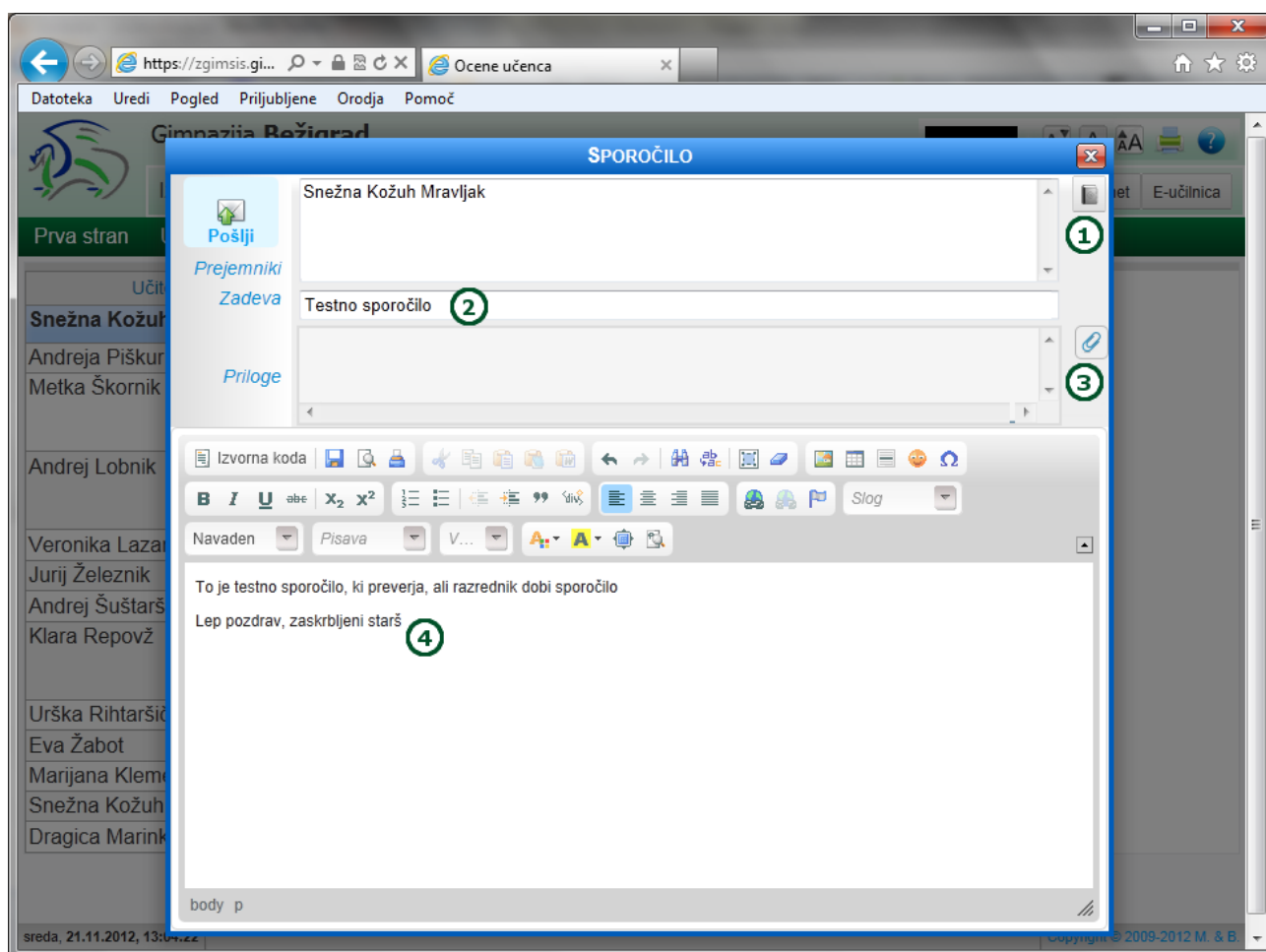
Učitelj	Predmeti	IdSort	Pošlji sporočilo
Snežna Kožuh Mravljak	Razrednik	0	
Andreja Piškur Vodopivec	ANG (Angleščina)	1	
Metka Škornik	BIO (Biologija) BIOp (Biologija-pouk, cikli) BIOv (Biologija-vaje)	1	
Andrej Lobnik	FIZ (Fizika) FIZp (Fizika-pouk, cikli) FIZv (Fizika-vaje)	1	
Veronika Lazarini Filo	GEO (Geografija)	1	
Jurij Železnik	INF (Informatika)	1	
Andrej Šuštaršič	INFv (Informatika - vaje)	1	
Klara Repovž	KEM (Kemija) KEMp (Kemija-pouk, cikli) KEMv (Kemija-vaje)	1	
Urška Rihtaršič	MAT (Matematika)	1	
Eva Žabot	NEM (Nemščina)	1	
Marijana Klemenčič Glavica	SLO (Slovenščina)	1	
Snežna Kožuh Mravljak	ŠVZ (Športna vzgoja)	1	
Dragica Marinko	ZGO (Zgodovina)	1	

At the bottom of the page, there is a JavaScript console snippet: `javascript: newMessage('','k','t','KožSn');` and a copyright notice: Copyright © 2009-2012 M. & B.

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 »Pošlji sporočilo« icon.

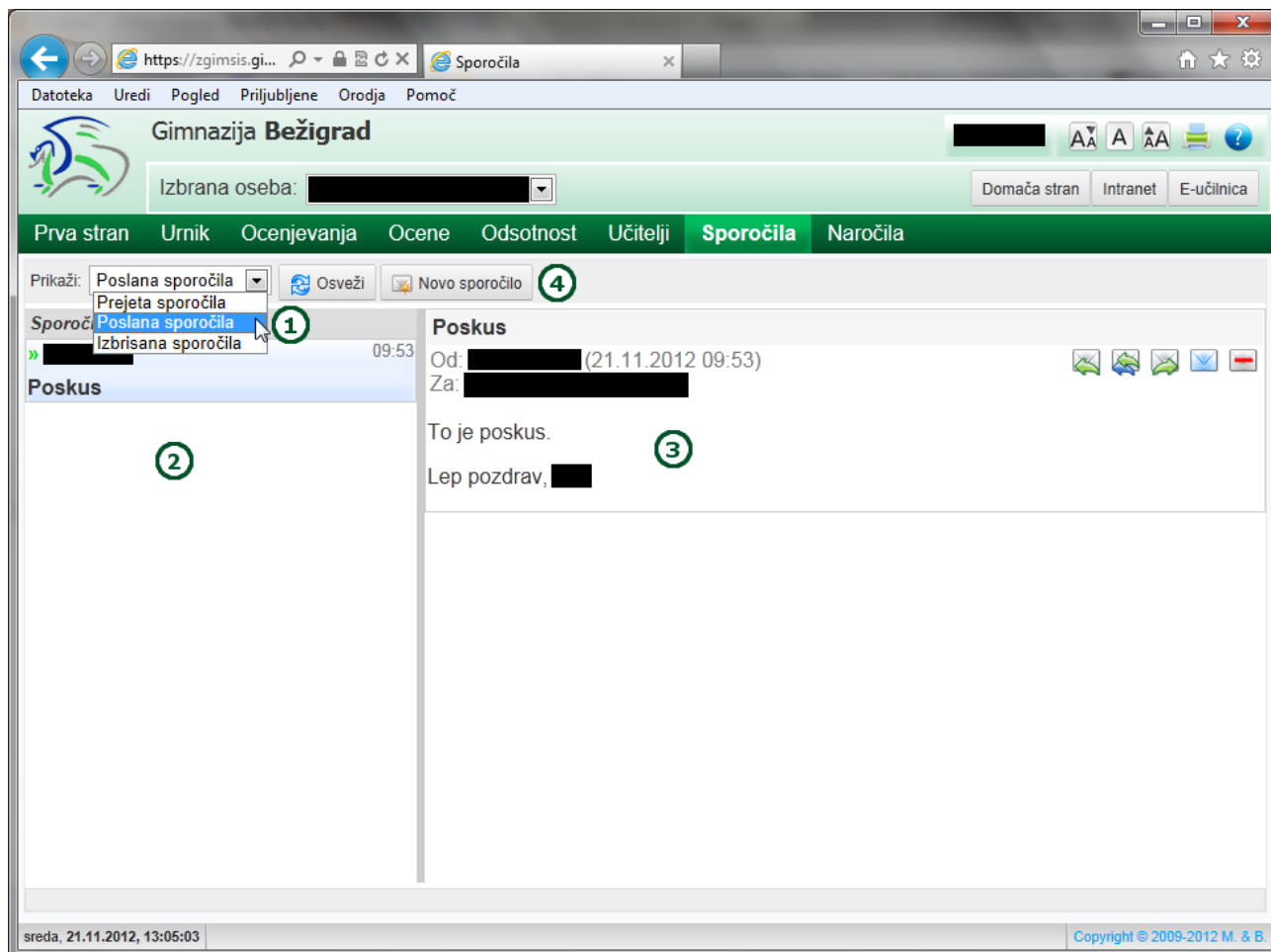


When you click on the »Pošlji sporočilo« (send message) icon (see previous page), a window for writing and sending messages will open:

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

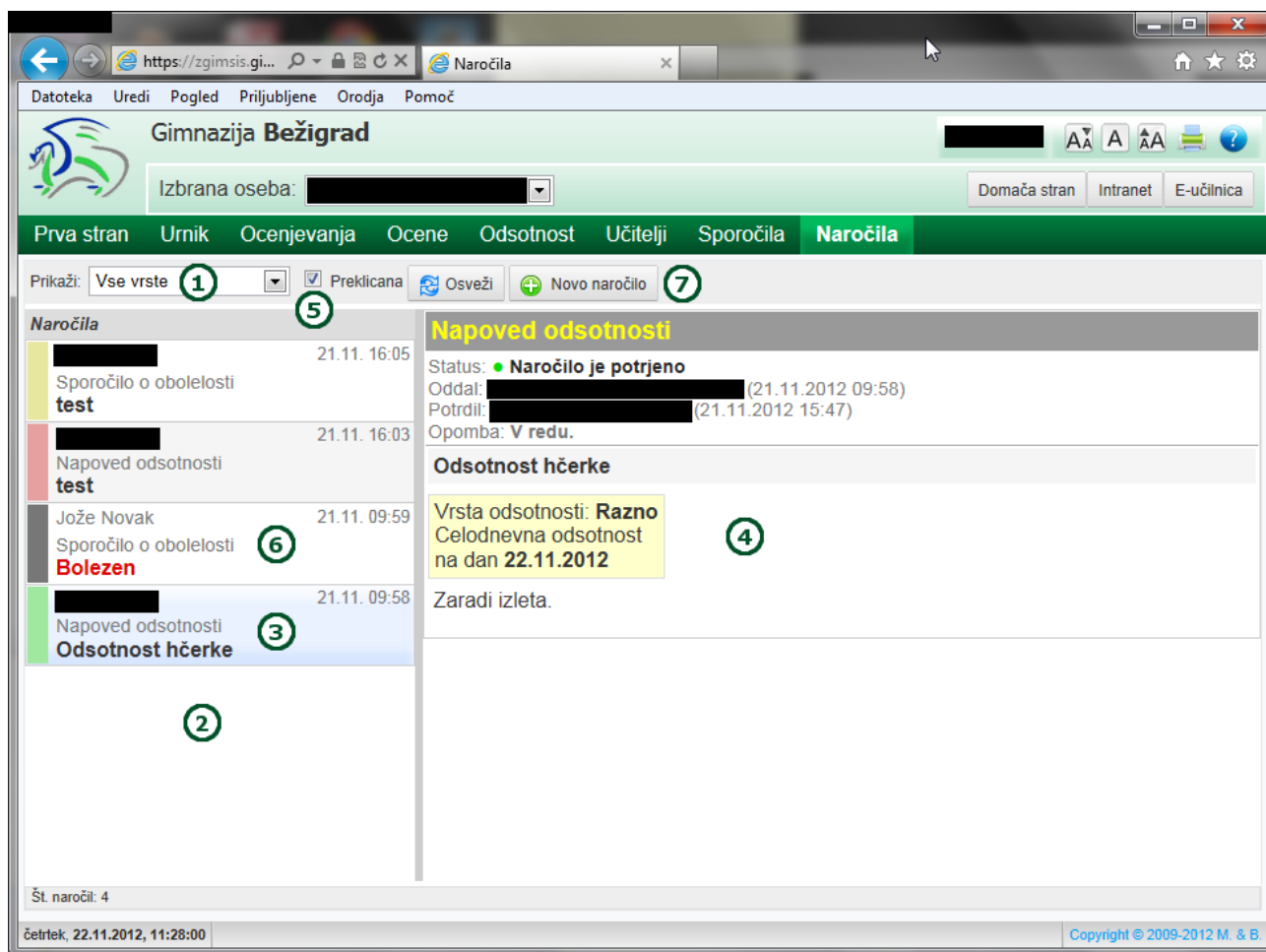


On the »Sporočila« subpage the user can view all the received messages and send new messages to other users.

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 »Izbriši 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.