



# **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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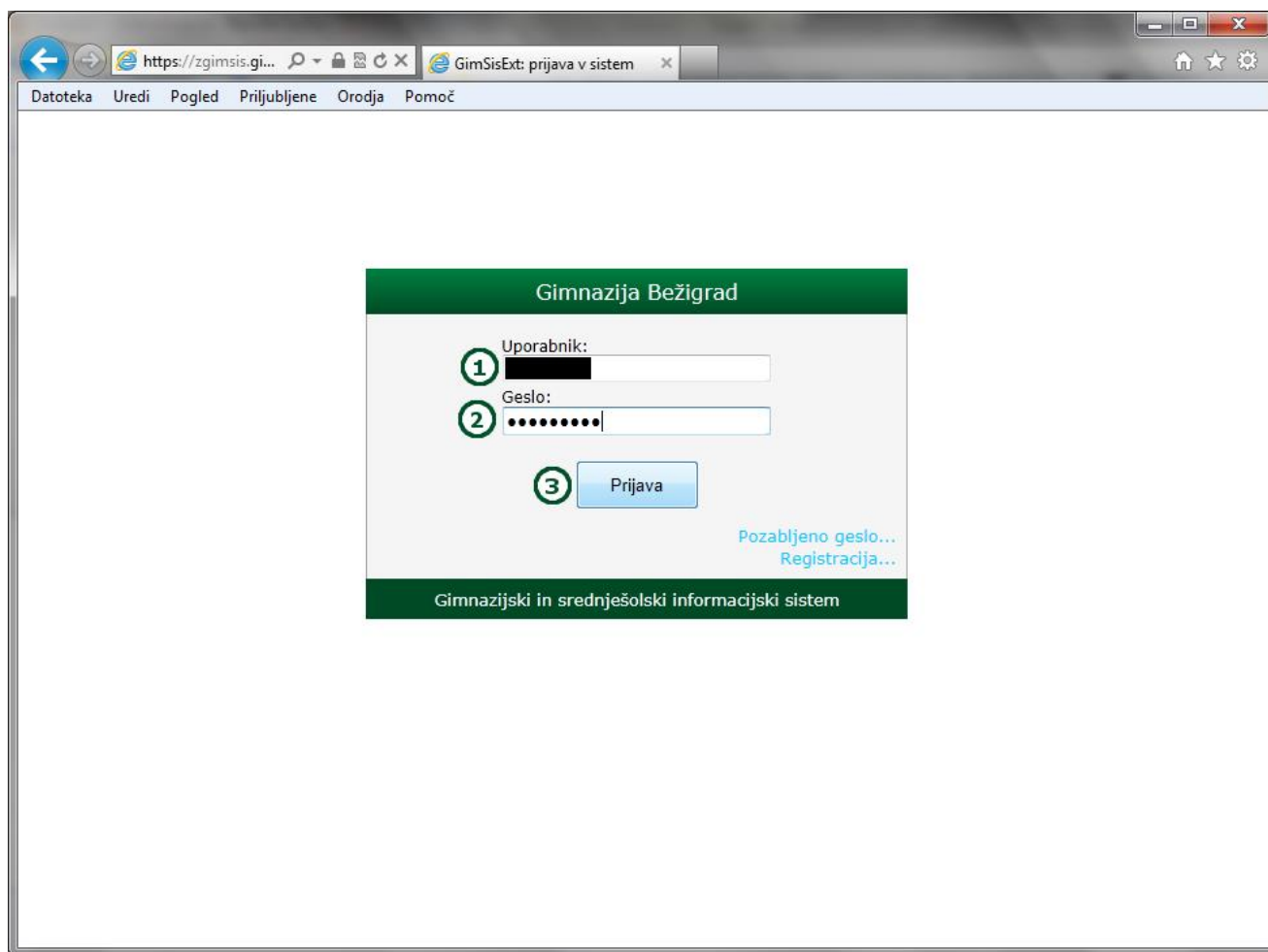
## LOG IN

To access GimSIS<sup>1</sup> go to <https://zgimsis.gimb.org/>. When you open this page in your favourite internet browser, you will have to log in. You log in by using a username and password.

If you are experiencing any difficulties or have any questions related to GimSIS, please contact [pomoc.gimsis@gimb.org](mailto:pomoc.gimsis@gimb.org).

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<sup>1</sup> 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.

# 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 dropdown (4) and a user profile area (5). A green menu bar contains links: Prva stran, Urnik, Ocenjevanja, Ocene, Odsotnost, Učitelji, Sporočila, and Naročila (3). The main content area is divided into two sections: 'Obvestila' (1) with a '0 novih sporočil' status and a 'Danes ni obvestil.' message, and 'Šolski koledar' (2) showing a calendar for November 2012. The calendar displays dates from 1 to 30, with events like 'Dan spomina na mrtve' and 'Jesenske počitnice' highlighted. The footer shows the date 'sreda, 21.11.2012, 12:36:13' and a copyright notice 'Copyright © 2009-2012 M. & B.'.

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 active, displaying '0 novih sporočil' (0 new messages). A calendar for November 2012 is shown on the right, with dates 1 through 30. The calendar includes events like 'Dan spomina na mrtve' (Day of Remembrance of the Dead) on the 1st and 2nd, and '3. letnik' (3rd year) on the 14th. The interface also features a search bar, a user selection dropdown, and a footer with the URL 'https://zgimsis.gimb.org/gse/Page\_Gim/Uporabnik/Sporocila.aspx' and copyright information 'Copyright © 2009-2012 M. & B.'.

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', 'Urniki', '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 month of November, and a tooltip is visible for the 15th of November, indicating a school event.

	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 for Gimnazija Bežigrad. The browser address bar shows the URL <https://zgimsis.gi...>. The application header includes the school logo, the name "Gimnazija Bežigrad", a dropdown menu for "Izbrana oseba:", and navigation links for "Domača stran", "Intranet", and "E-učilnica". A green navigation bar contains links: "Prva stran", "Urniki", "Ocenjevanja", "Ocene", "Odsotnost", "Učitelji", "Sporočila", and "Naročila".

On the left, there is a section for "Obvestila" (Notifications) with "0 novih sporočil" and a "Vsa obvestila" link. Below it, a message states "Danes ni obvestil." (There are no notifications today).

The main area features a "Šolski koledar" (School calendar) for November 2012. The calendar grid shows dates from 1 to 18. Key events include:
 

- November 1: Dan spomina na mrtve (Day of Remembrance of the Dead)
- November 2: Jesenske počitnice (Autumn holidays)
- November 8: 3.B, 3.C, 3.G, 3.Š razred imajo na sporedu obisk Državnega zbora v okviru Obveznih izbirnih vsebin. (Classes 3.B, 3.C, 3.G, and 3.Š have a scheduled visit to the National Assembly as part of compulsory elective subjects.)
- November 9: Jesenske počitnice (Autumn holidays)
- November 10: 3.B in 3.G ob 14.00 (oba razreda istočasno) (Classes 3.B and 3.G at 14.00, both classes simultaneously)
- November 11: 3.Š in 3.C ob 15.00 (oba razreda skupaj) (Class 3.Š and 3.C at 15.00, both classes together)

A popup window titled "KOLEDARSKI DOGODEK" (Calendar Event) is displayed over the calendar. It contains the following information:
 

- Začetek:** 08.11.2012 šolska ura: 1P (Start: 08.11.2012 school hour: 1P)
- Konec:** 08.11.2012 šolska ura: 2P (End: 08.11.2012 school hour: 2P)
- 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)**

 The popup also includes a red "Zapri" (Close) button and a timestamp "sreda, 21.11.2012, 12:39:14".

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 displays the GimSIS web application for Gimnazija Bežigrad. At the top, there is a navigation bar with links: 'Datoteka', 'Uredi', 'Pogled', 'Priključene', 'Orodja', and 'Pomoč'. Below this, the school's logo and name 'Gimnazija Bežigrad' are visible. 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, there is a section for 'Obvestila' (Notifications) with a link to 'Vsa obvestila' and a message 'Danes ni obvestil.'. To the right of this is a 'Šolski koledar' (School Calendar) for December 2012. The calendar shows dates with various events: 49. teden (B, B4), 50. teden (A, A1) with 'DSD - pisni izpit', 51. teden (B, B2) with 'Talent show', 52. teden (A, A3) with 'Ocenjevalna konferenca - ...', 53. teden with 'Pouka prosto', 'Božič', 'Dan samostojnosti', and 'Novoletne počitnice', and 54. teden (B, B4) with 'Novoletne počitnice'. The calendar also shows the days of the week: Pon, Tor, Sre, Čet, Pet, Sob, Ned.

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 displays the GimSIS web application for Gimnazija Bežigrad. The top navigation bar includes links: Datoteka, Uredi, Pogled, Priključene, Orodja, Pomoč. The main header shows the school logo and name, a user selection dropdown, and buttons for 'Uredi profil' and 'Odjava'. 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, showing '0 novih sporočil', and 'Šolski koledar' (School Calendar) on the right. The calendar is for December 2012 and shows various events: 49. teden B, B4; 50. teden A, A1 (DSD - pisni izpit); 51. teden B, B2 (Talent show); 52. teden A, A3 (Ocenjevalna konferenca - ...); 53. teden - (Pouka prosto, Božič, Dan samostojnosti, Novoletne počitnice); 54. teden B, B4. The footer contains a JavaScript error message and a copyright notice: Copyright © 2009-2012 M. & B.

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.

https://zgimsis.gi... Moj profil

Datoteka Uredi Pogled Priključene Orodja Pomoč

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]
Telefon	[redacted]

Spremeni podatke 5 Spremeni geslo 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

#### Moj certifikat

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

Ponovno pošlji geslo za prevzem certifikata 4

Naroči nov certifikat 3

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.

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:

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 a tab titled 'Moj profil'. The page header includes navigation links: 'Datoteka', 'Uredi', 'Pogled', 'Priljubljene', 'Orodja', and 'Pomoč'. The main header features the 'Gimnazija Bežigrad' logo and a search bar. Below the header is a green navigation bar with links: 'Prva stran', 'Urniki', 'Ocenjevanja', 'Ocene', 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The main content area is titled 'MOJ PROFIL'. On the left, there is a section 'Moji podatki' with a table of user information. In the center, a modal window titled 'PRIJAVA NOVEGA OTROKA' is open. It contains three input fields: 'Ime' (Janez), 'Priimek' (Novak), and 'Pristopna koda' (A123-B456-C789-DEF0). Each field is numbered 1, 2, and 3 respectively. To the right of the input fields is a green box with the text 'Navodila' and 'Vnesite pristopno kodo otroka (učenca) s pristopnega lista.' At the bottom of the modal window are two buttons: 'Shrani' (Save) and 'Prekliči' (Cancel). The background page shows a table with user data and a status section on the right with 'prijavljen' (logged in) status.

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.

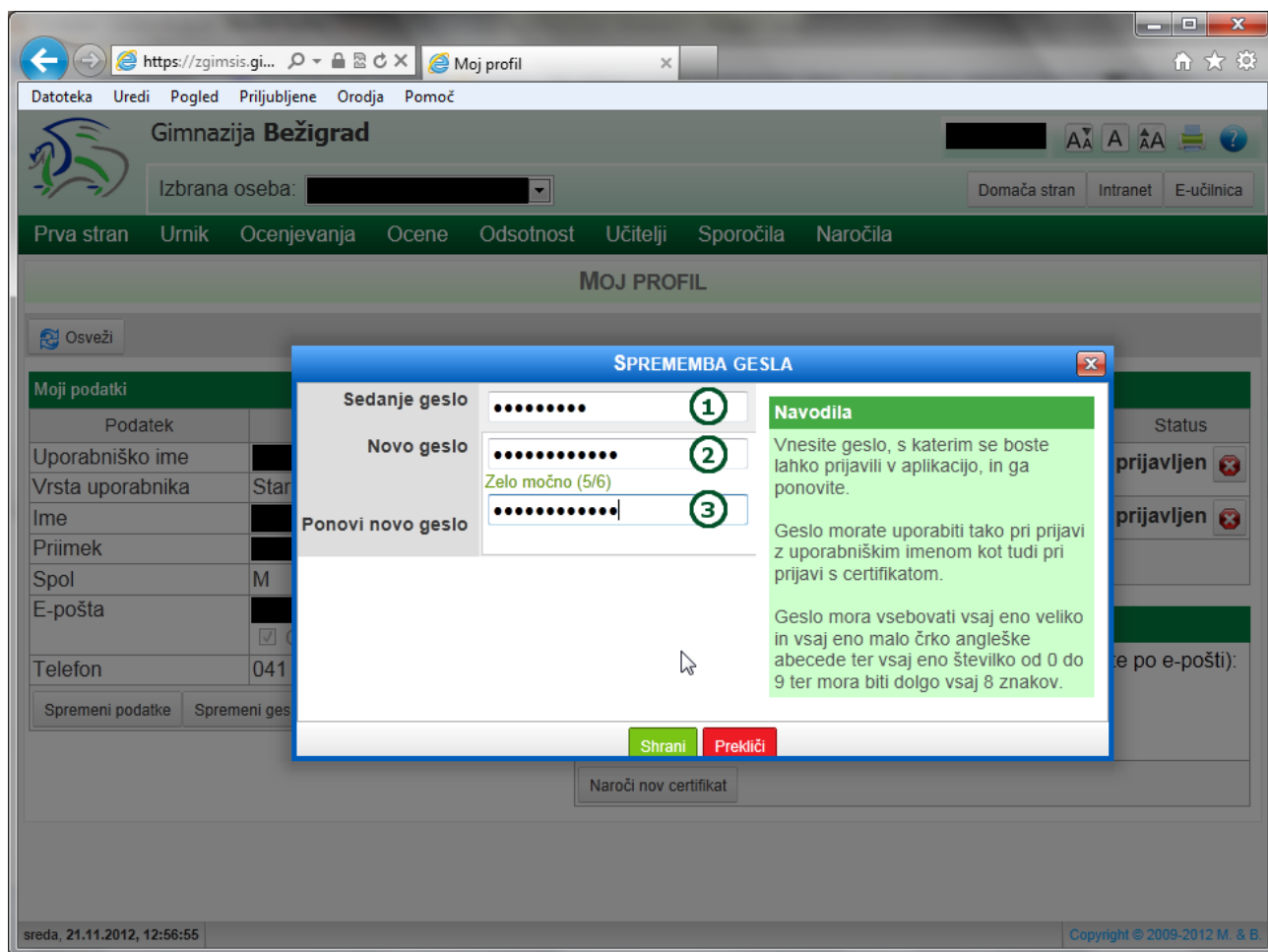
## Editing personal data

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

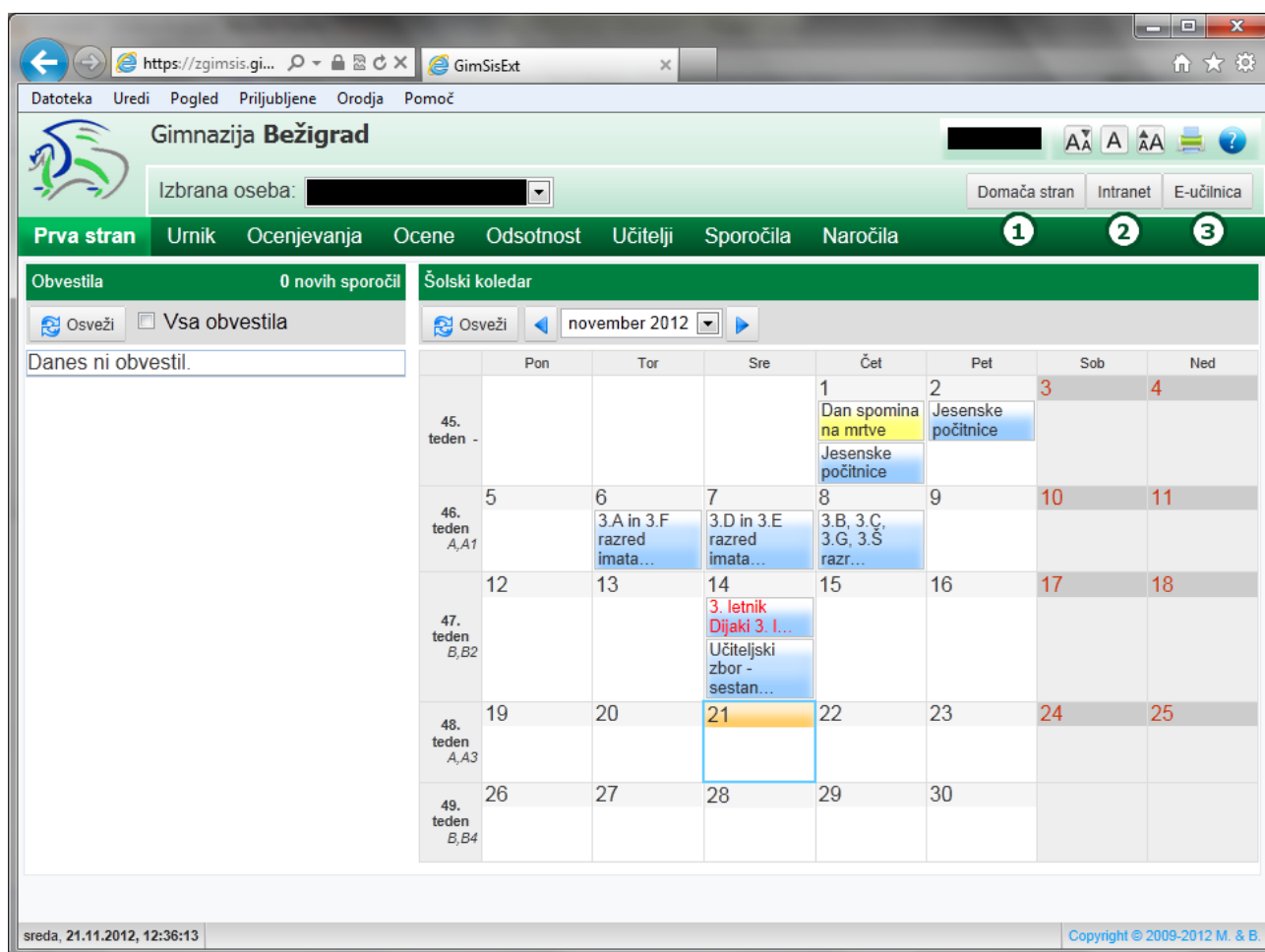


Fill in the relevant fields in the »Sprememba gesla« window and click on the »Shrani« button.

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 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

Gimnazija Bežigrad

Izbrana oseba: [dropdown]

Domača stran Intranet E-učilnica

Prva stran **Urnik** Ocenjevanja Ocene Odsotnost Učitelji Sporočila Naročila

< 21.11.2012 > ④

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) ②		
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) ③		
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) ①		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							

sreda, 21.11.2012, 12:58:36 Copyright © 2009-2012 M. & B.

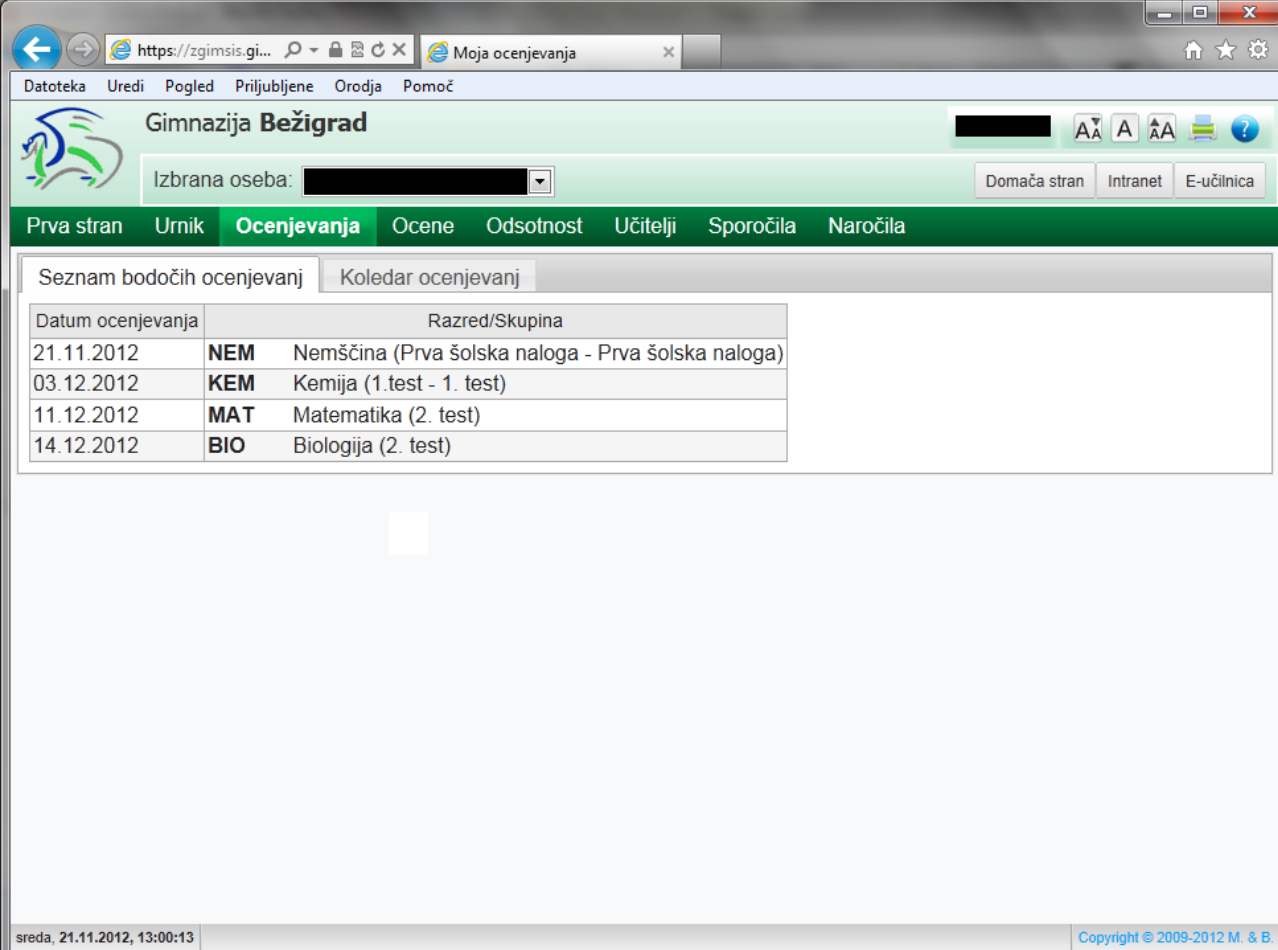
The »Urnik« subpage displays the timetable for the current week (for the selected student):

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 website is for 'Gimnazija Bežigrad'. The navigation menu includes 'Prva stran', 'Urniki', 'Ocenjevanja', 'Ocene', 'Odsotnost', 'Učitelji', 'Sporočila', and 'Naročila'. The 'Ocenjevanja' subpage is active, showing two tabs: 'Seznam bodočih ocenjevanj' (selected) and 'Koledar ocenjevanj'. The table below lists the prospective assessments.

Datum ocenjevanja	Razred/Skupina
21.11.2012	<b>NEM</b> Nemščina (Prva šolska naloga - Prva šolska naloga)
03.12.2012	<b>KEM</b> Kemija (1.test - 1. test)
11.12.2012	<b>MAT</b> Matematika (2. test)
14.12.2012	<b>BIO</b> 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 displays the 'Koledar ocenjevanj' (Assessment Calendar) for November 2012. The calendar is organized by weeks (teden) and days of the week (Pon, Tor, Sre, Čet, Pet, Sob, Ned). Assessments are listed for specific dates, including 'Dan spomina na mrtve' (1st), 'MAT Matematika (1. test)' (5th), 'ANG Angleščina (1. slovnični test)' (9th), 'GEO Geografija (TEST tektonika, relief)' (12th), 'SLO Slovenščina (Literarni spis - Literarni spis)' (16th), 'ZGO Zgodovina (Človekovi začetki, prve države - Čl. začetki, prve države)' (19th), and 'NEM Nemščina (Prva šolska naloga - Prva šolska naloga)' (21st). The interface includes navigation buttons for previous and next months, and a dropdown menu to select a different month.

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

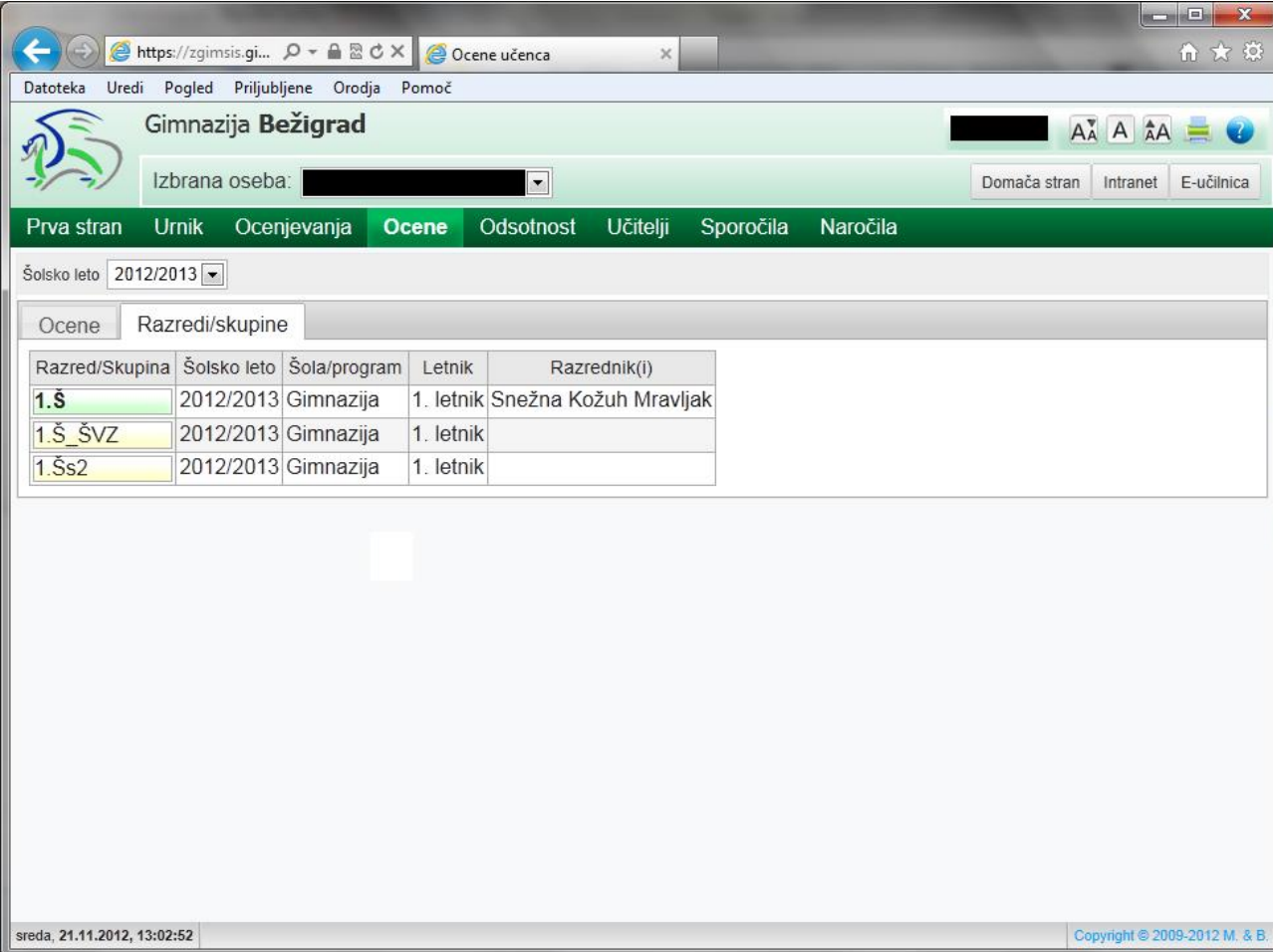
Predmet	Gimn., 1. ocenjevalno obdobje	Gimn., 2. ocenjevalno obdobje	Gimn., Spomladanski izpitni rok	Gimn., Jesenski izpitni rok
Slovenščina	<b>3</b>			
Matematika	5			
Angleščina				
Nemščina	5			
Zgodovina				
Športna vzgoja	<b>5</b>			
Geografija	5			
Biologija	5			
Kemija				
Fizika				
Informatika				

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 'Ocene' subpage has two tabs: 'Ocene' and 'Razredi/skupine' (selected). The table below shows the class groups:

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

The footer of the application 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 for Gimnazija Bežigrad. 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 'Šolsko leto' (2012/2013), 'Vse leto', 'Zadnja dva tedna', and date ranges 'Od: 01.09.2012' to 'Do: 25.11.2012'. There are also checkboxes for 'ni obdelano', 'opravičeno', 'neopravičeno', and 'ne šteje'. The 'Po predmetih' tab is selected, displaying a table of absences by subject. The table has columns: Predmet, Ni obdelano, Opravičeno, Neopravičeno, Ne šteje, and S. The subjects listed are Angleščina, Biologija, Biologija-pouk, cikli, Biologija-vaje, Fizika, Fizika-pouk, cikli, Geografija, Informatika, Informatika - vaje, Kemija, Kemija-pouk, cikli, Kemija-vaje, Matematika, Nemščina, Razredna ura, and Slovenščina. A calendar pop-up for November 2012 is shown, with the date 25.11.2012 selected. The table shows absence counts for each subject, with some cells highlighted by numbered circles (1, 2, 3, 4) corresponding to the numbered list items in the text below.

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]

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 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	Ura	Predmet	Napovedano	Status	Opomba
13.09.2012	1	Športna vzgoja		ne šteje	
	2	Športna vzgoja	③	ne šteje	
	3	Matematika		ne šteje	
14.09.2012	1	Fizika	•	ne šteje	
	2	Angleščina	•	ne šteje	
	3	Biologija	•	ne šteje	②
	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
<b>Snežna Kožuh Mravljak</b>	<b>Razrednik</b>	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	

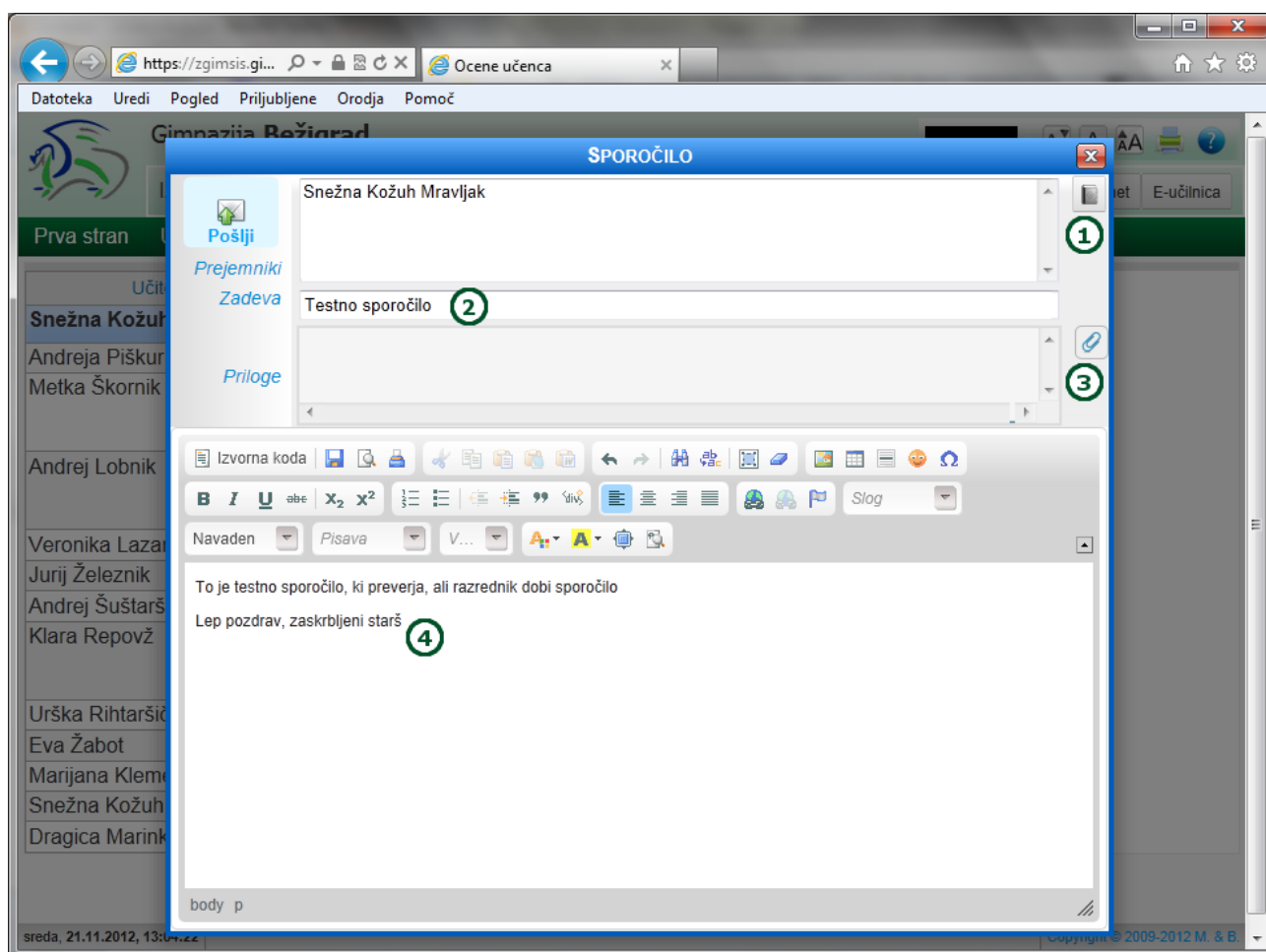
At the bottom of the page, there is a JavaScript snippet: `javascript: newMessage('','k','t','KožSn');` and a copyright notice: Copyright © 2009-2012 M. & B.

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.



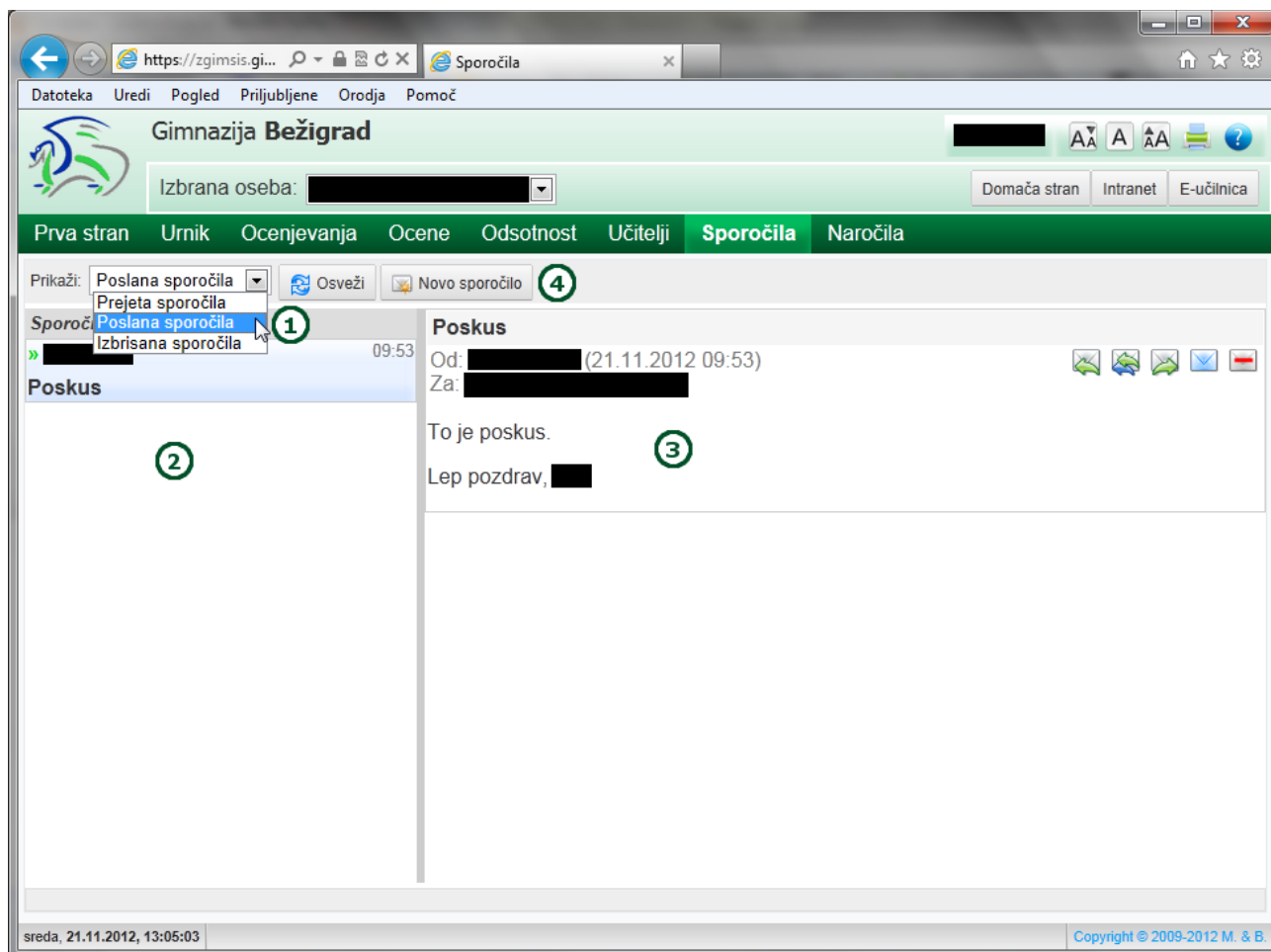


When you click on the »Pošlji sporočilo« (send message) icon (see previous page), a window for writing and sending messages will open:

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

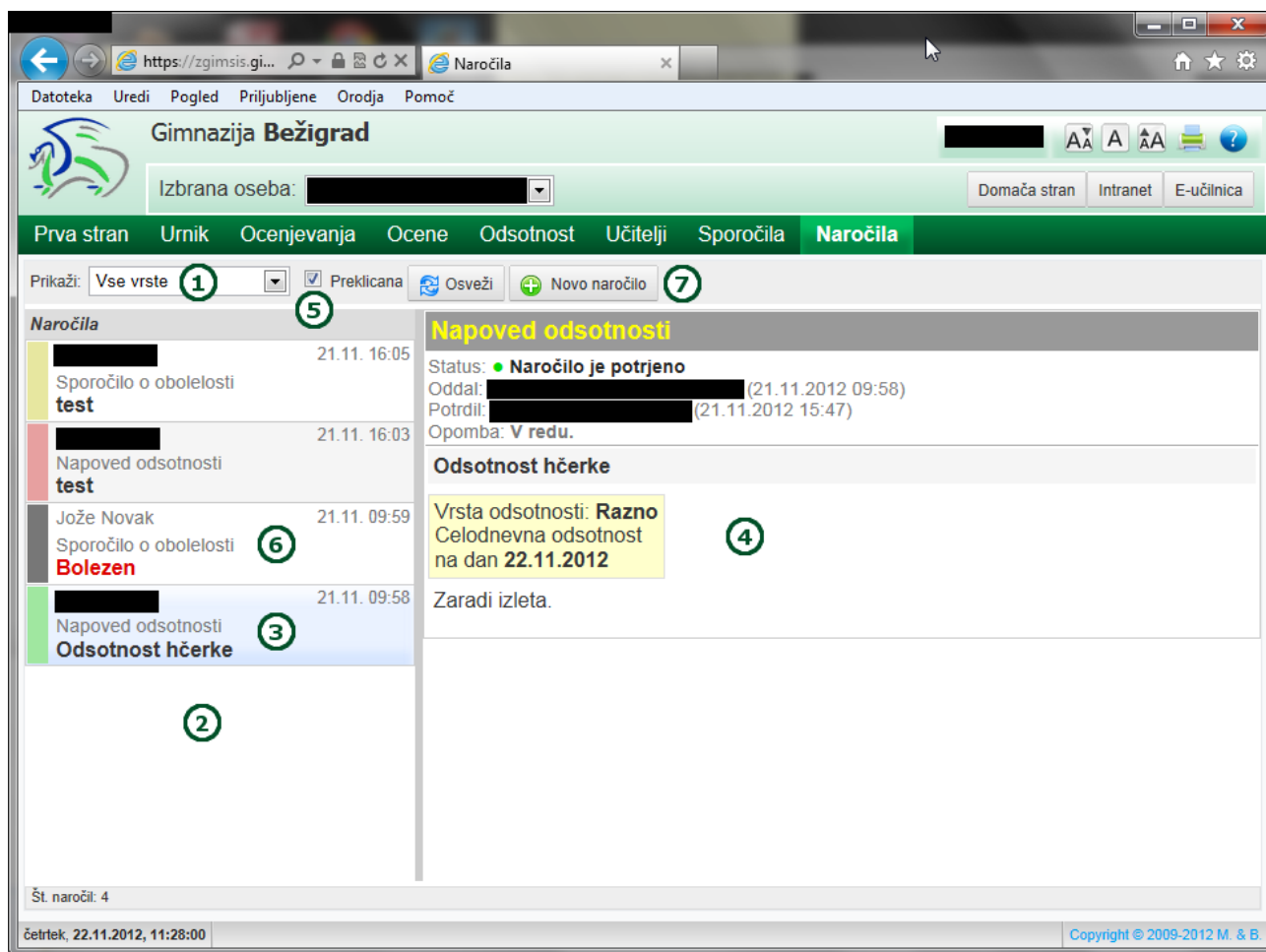


On the »Sporočila« subpage the user can view all the received messages and send new messages to other users.

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:
3. Planned absence – announcement of a planned absence due to other obligations;
4. Illness – announcement of the student's absence due to illness;
5. Tardiness – justifying the student's tardiness due to various reasons (e.g.: traffic jam).
6. The selected request, the content of which can be viewed in the subwindow on the right-hand side.

7. 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):

8.

	The request has been submitted
	The request has been denied
	The request has been approved
	The request has been cancelled by the sender

9. 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.

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

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