The UNIC Virtual Campus Handbook

Contents

About UNIC Virtual Campus

UNIC Virtual Campus is an information system intended for the exchange of data and the implementation of specific business processes within the European University of Post-Industrial Cities - UNIC. University of Zagreb is one of ten partner universities in this alliance. University Computing Centre (Srce) is a part of the University of Zagreb and oversees building the UNIC virtual campus.

The production version of the system is available via https://unic.srce.hr/

A test version of the system is available via https://webtest.unic.srce.hr/unicvc/

Public

The UNIC public portal gives an overview of all courses and joint programmes that are available through UNIC universities' study programmes.
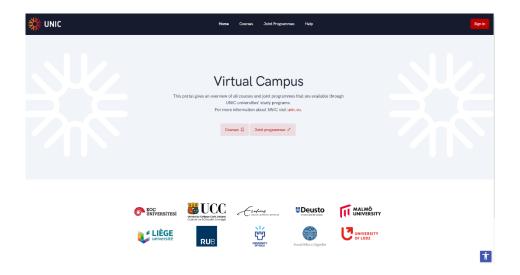

Figure 1. UNIC public portal

Currently, there are two available options through public portal:

- Courses
- Joint Programmes

Courses (public)

The Courses option allows user to see several available information:

- courses name/name of the course,
- courses description/description of the course,
- value of ECTS points,
- name of the higher education institution where the course is taught,
- name of the superior university, and the
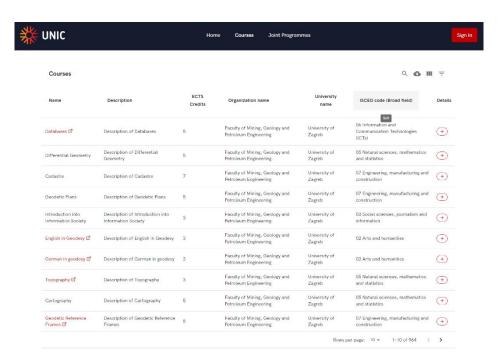- information on the ISECD code.

Figure 2. List of the courses

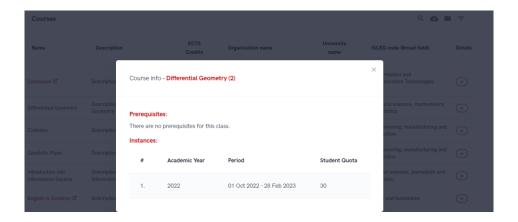For more information about course, please select the plus sign.

Figure 3. Course details (Instances)

Registration

To gain access to UNIC platform, future users must complete the registration process. Registration is mandatory to gain access to UNIC platform. First-time sign-in is registration to the system.

There are 2 different ways to sign in; using AAI@EduHr or eduGAIN.

Sign in using AAI@EduHR

AAI@EduHrElectronic identity in the AAI@EduHr system can be obtained by members of the academic and research community in the Republic of Croatia exclusively at the competent home institution. For more information about AAI@EduHr you can visit the following address: https://www.aaiedu.hr/
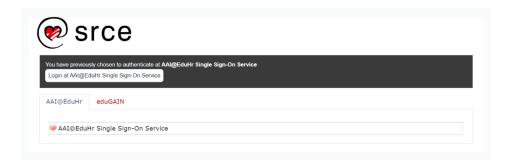
- Registration process

Figure 4. AAI@EduHr sign in screen

After selecting the above option, a new window opens in which you enter your AAI@EduHr username and password.

Figure 5. AAI@EduHr login screen

Sign in using eduGAIN

eduGAIN provides an efficient, flexible way for participating federations, and their affiliated users and services, to interconnect so that participating institutions and services can collaborate without the need to establish individual bilateral connections.

More information about eduGAIN are available on: https://edugain.org/about-edugain/what-is-edugain/

Figure 6. eduGAIN sign in screen

Registration process

The process of registration is the same for the administrator and for the students.

After signing in, person must fill form with basic information shown in the Figure 4.

Figure 7. Registration process - basic information

Setting the role is one of the most important things to do right in the process.

During the registration process, eduGAIN checks if ESI code is available and only if it is the person can choose the appropriate role (student).

Figure 8. Selecting the role for administrators

Figure 9. Explanation of the roles

If everything was filled in correctly, the screen should look like image 7. After that organizational unit administrator will confirm person's registration and conclude the process.

Figure 10. Successful registration

Courses

The following option is intended for administrators to add a course, and to view or change information about courses.

Admin can add new courses or update existing ones using UNIC VC Or using REST API resources.

Figure 11. Adding a curse via REST API resource

Course management

The other solution for adding a curse is via UNIC platform.

Course management option offers several actions regarding a course.

Through this option, administrator can add a new course, edit course, view, or add a new course instance.

Figure 12. Course management option

Adding a new course

After selecting the Add course option, a new screen appears where the administrator enters information about the new course.

Some of the fields are required, such as: Course name, Course description, ECTS credits, Local course ID, information is the course is active or not and ISCED code.

Figure 13. Adding a new course

ISCED is the reference international classification for organizing education programmes and related qualifications by levels and fields. ISCED 2011 (levels of education) has been implemented in all EU data collections since 2014.

Administrator can type the programme's code or a name.

Figure 14. List of ISCED codes

Once all obligatory information has been provided, administrator can save the course.

Editing course

This option allows administrator to edit information about the course, no matter if the course is active or inactive. Editing is possible until the start date of the course.

Figure 15. Editing the course data

Course instances

Course instance is related to every course lecture in a certain period/academic year.

One course can have more the one instance in the same period or in the same academic year.

Active instances

This option shows every active instance of certain course. An instance is active if it is still not passing the start date or an end date.

The main difference is that once the start date has passed, course instances can no longer be modified, but if the course hasn't started yet, an administrator can change the course instance information and add or remove instructors.

The following information are visible:

- instance number - every instance has its own number/code.
- academic year - when the instance will be held.
- start and end date.
- student's quota – how many students can enrol.
- actions - there are two possibilities:
  - no action available - if start date has passed.
  - editing information about course instance and adding/removing teachers
- teacher - who will be the lecturer for specific instance.

Figure 16. Active instances

Instances history

This option shows history for course instances.

When the course has ended, it becomes visible in this tab.

The following information are visible:

- instance number - every instance has its own number/code.
- academic year - when the instance was the held.
- start and end date.
- student's quota – how many students can enrol.
- actions - there aren't any action available.
- teacher - who will be the lecturer for specific instance.

Figure 17. Instances history

New instance

To add a new instance, the administrator must select the New instance button and enter information about the code, the academic year, the start and end date, and the number of students who can enrol in the course.

Figure 18. Adding a new instance

Mobility

Figure 19.UNIC Status explanation

Revocation the UNIC Student Status

If a home UNI uses API, the status of the UNIC student can be revoked via API. Otherwise, the UNIC student status is revoked by the home UNI Admin via Admin portal.
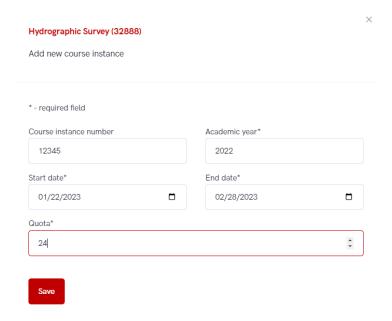

Figure 20. Options available in courses related menu.

There are five different options in this menu:

- Course management - option intended for adding, viewing, and editing existing courses.
- Incoming pending enrolment - with two sub-options: pending enrolments and approved enrolments
- Incoming active - list of incoming active students
- Incoming finished - the list of incoming students who have completed the activity.
- Incoming history - the list of students who had dropped off from the course or had been denied enrolment.

Figure 21. UNIC Status Flowchart

Incoming pending enrolment

This option allows administrator to accept student's pending enrolments.

Figure 22. Active request in the "incoming pending enrolment" option

The administrator can see all courses for incoming students who did not yet start (in statuses 2 to 6).

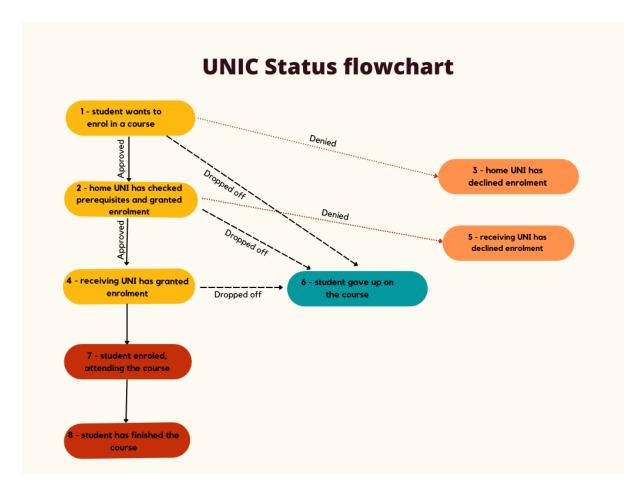In case there are new, active incoming pending enrolment, the number of active requests next to the mentioned option.

There are two tabs in the incoming pending enrolment option:

- the Pending tab with a list of students awaiting action by the administrator and
- the Other Status tab, which shows students who have applied for a course or joint programme but have been rejected or have withdrawn from the course.

Figure 23. List of students with pending enrolments

In both tabs administrator can view following information:

- local course ID
- name of the course
- academic year
- start and end date.
- ECTS credits, and
- students.

For administrator to accept or denies student's incoming enrolment, the pending tab must be selected, then the plus sign (option Inspect) as shown on the Figure 10.

Figure 24. Approving or denying student's incoming enrolment

A new screen appears with the following information:

- the course the student wants to enrol in,
- the home university,
- student's name and surname,
- ESI
- email
- method of attendance,
- and status (2-home uni approved).

After reviewing the information, the administrator takes an action: approve or deny the student's application.

In the **Other statuses tab,** the administrator can see information about courses, but for those students who have been rejected or dropped out of the course (before the course starts). For administrator to view information about students, the plus sign must be selected (option Inspect).

A new screen appears with the following information:

- name of the course
- the home university,
- student's first and last name
- ESI
- email
- method of attendance,
- and status (5-receiving UNI has declined enrolment).

Figure 25. Incoming enrolment- Other statuses tab - Information about students

Incoming active

Incoming active students option allows administrator to view information about incoming students whose course had started, and to register grade.

The administrator can see all courses for incoming students who had started (course is in status 7, course date has started).

Figure 26.Information about incoming active courses/students

The administrator can view following information:

- local course ID
- name of the course
- academic year
- start and end date.
- ECTS credits, and
- students.

To register the grade, administrator must select the course and option Register grade (plus sign) as shown in Figure 22.

A new screen appears with the following information:

- name of the course
- the home university,
- student's first and last name
- ESI
- email
- date of enrolment
- method of attendance,
- grade
- grade date
- action - Register grade.

Figure 27. Grading the incoming student

Once the data is complete, administrator can take the register grade action and complete the process.

Incoming finished

Incoming finished option gives an overview of a students who had finished course and got the grade.

The administrator can see all courses for incoming students who had finished (course is in status 8, course date has ended, and the grade has been obtained).

To view the information, the administrator must set a time interval.
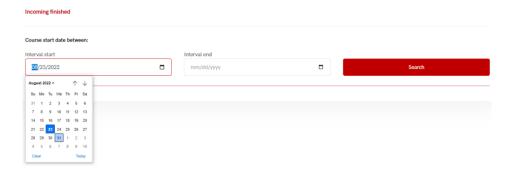

Figure 28. Setting the desired time range

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

To view details, administrator must choose the inspect option (plus sign).

Figure 29. Choosing the inspect option to view details.

A new screen appears with the following information:

- the course the student was enrol in,
- the home university,
- student's first and last name
- ESI
- e-mail
- date of enrolment
- method of attendance,
- grade
- grade date
- action: Edit grade.

Figure 30. Details about incoming finished students

To change the grade or to change a grade date, administrator must choose edit grade option, enter a new grade, and confirm the action.

Grading can be done from the start date of the course.

Figure 31. Changing the grade or a grade date

Incoming history

Incoming history option gives an overview of a students who had applied for the course but have been denied or have given up the course, and that course had started more than 30 days ago.

The administrator can see all courses who had started more than 30 days ago, and are in statuses 2 to 6.

To view the information, the administrator must set a time interval.

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

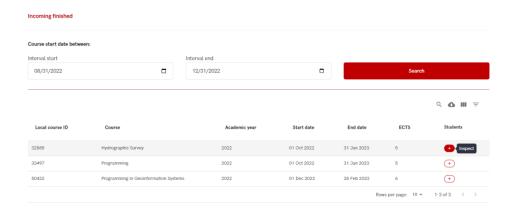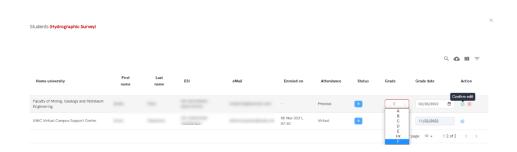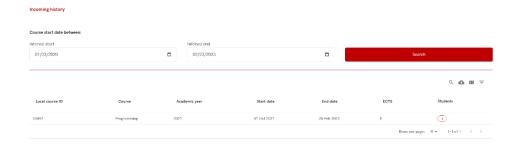To view details, administrator must choose the inspect option (plus sign).

Figure 32. Incoming history option

A new screen appears with the following information:

- the name of the course
- the home university,
- student's first and last name
- ESI
- e-mail
- method of attendance, and
- status (statuses 2 to 6).

Figure 33. Information about course history for incoming finished student

Students

The following option is intended for administrators when they must change or view information about students.

Invalidating the UNIC Student Status

If a home UNI uses API, the status of the UNIC student can be revoked via API. Otherwise, the UNIC student status is revoked by the home UNI Admin via Admin portal.

Figure 34. Available options in students related menu

There are five different options in this menu:

- Cards - option intended for activating and deactivating student cards.
- Outgoing pending enrolment - with two sub-options: pending enrolments and approved enrolments
- Outgoing active - list of outgoing active students
- Outgoing finished - the list of outgoing students who have completed the activity.
- Outgoing history - the list of students who had dropped off from the course or had been denied enrolment.

Cards

This option allows administrator to activate or deactivate student UNIC card.

Figure 35. Activating or deactivating student cards

Outgoing pending enrolment

This option allows administrator to accept student's pending enrolments.

Figure 36. Active request in the "outgoing pending registration" option
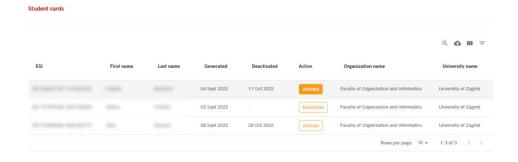
In case there are new, active outgoing pending enrolments, the number of active requests next to the mentioned option.

The administrator can see all outgoing students whose course has not yet started (in statuses 1 to 6).

There are two tabs in the outbound pending enrolment option:

- the Pending tab with a list of students awaiting action by the administrator and
- the Other Status tab, which shows students who have applied for a course or joint programme but have been rejected or have withdrawn from the course.

Figure 37. List of students with pending enrolments

For administrator to accept or denies student's pending enrolment, the pending tab must be selected, then the plus sign (option Inspect) as shown on the Figure 4.

A new screen appears with the following information:

- student's name and surname,
- the receiving university,
- the course the student wants to enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- method of attendance,
- and status (1-enroled).

After reviewing the information, administrator takes a action: approve or denies student's application.

Figure 38. Approving or denying student's outgoing enrolment

In the Other statuses tab, the administrator can check the information for students who have been rejected or have dropped out of the course (before the course has started).

Figure 39. The other statuses tab

Outgoing active students

Outgoing active students option allows administrator to view information about all those outgoing students whose course had started.

The administrator can see all outgoing students who have started the course (course is in status 7, course date has started).
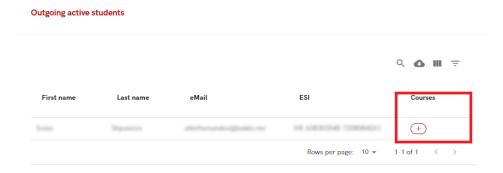
Outgoing active students

First name	Last name	eMail	ESI	Courses
				⊕

Rows per page: 10 ▾ 1–1 of 1 ‹ ›

Figure 40. Choosing the inspect option in order to view details

After selecting option Inspect (plus sign), a new screen appears with the following information:

- student's first and last name
- the receiving university,
- the course the student was enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- date of enrolment
- method of attendance,
- and status (7 - student enroled, attending the course)

Active courses

Receiving university	Course	Academic year	ECTS	Start date	End date	Enroled on	Attendance	Status
Faculty of Mining, Geology and Petroleum Engineering	Computer Geometry	2022	5	01 Dec 2022	28 Feb 2023	22 Nov 2022, 10:59	Physical	7

Rows per page: 10 ▾ 1–1 of 1 ‹ ›

Figure 41. Information about active courses for outgoing students

Outgoing finished

Outgoing finished option gives an overview of a students who had finished course and got the grade.

The administrator can see all outgoing students who have finished the course (course is in status 8, course date has ended, and the grade has been obtained).

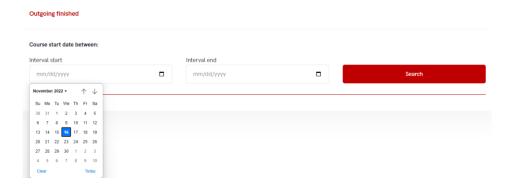To view the information, the administrator must set a time interval.

Figure 42. Setting the desired time range

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

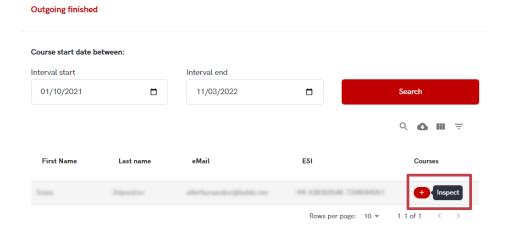To view details, administrator must choose the inspect option (plus sign).

Figure 43. Choosing the inspect option in order to view details

A new screen appears with the following information:

- student's name and surname,
- the receiving university,
- the course the student was enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- date of enrolment
- method of attendance,
- status (8-completed/passed)
- grade
- grade date

Figure 44. Information about course for outgoing finished student

Outgoing history

Outgoing history option gives an overview of a students who had applied for the course but have been denied or have given up the course, and that course had started more than 30 days ago.

The administrator can see all courses who had started more than 30 days ago and are in statuses 1 to 6.

To view the information, the administrator must set a time interval.

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

To view details, administrator must choose the inspect option (plus sign).

Figure 45. Choosing the inspect option in order to view details

A new screen appears with the following information:

- student's first and last name
- the receiving university,
- the course the student was enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- method of attendance, and
- status (statuses 1 to 6).

Figure 46. Information about course history for outgoing finished student

Joint programmes

The following option is intended for administrators for management of joint programmes.

Administrator can edit existing joint programme or ad a new one but only for those joint programmes for which their institution is listed as an administrator.

In addition, administrators can also view information about joint programmes where their institution is listed as a partner.
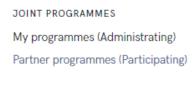
JOINT PROGRAMMES

My programmes (Administrating)

Partner programmes (Participating)

Figure 47. Joint programmes menu

My programmes (Administrating)

This option allows administrators to add new joint programmes, as well as edit information about already existing joint programmes, but only for those joint programmes for which their institution is listed as an administrator.
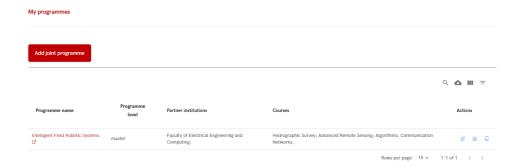

Figure 48. My programme option

Adding a new joint programme

To add a new joint programme administrator must choose Add joint programme button and fill the required fields.

Required fields are programme name, programme level and partners, but URL field is optional.
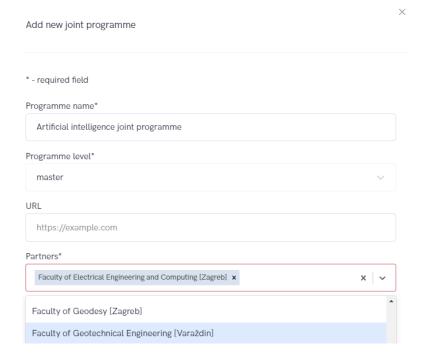
Figure 49. Adding a new joint programme

After the data has been entered, it is necessary to select the Save option, after which the entered data will be saved, and the administrator will be able to continue the process and add new courses to the joint programmes.

Administrator can see all the courses for every partner institution and simply add them to joint programme.
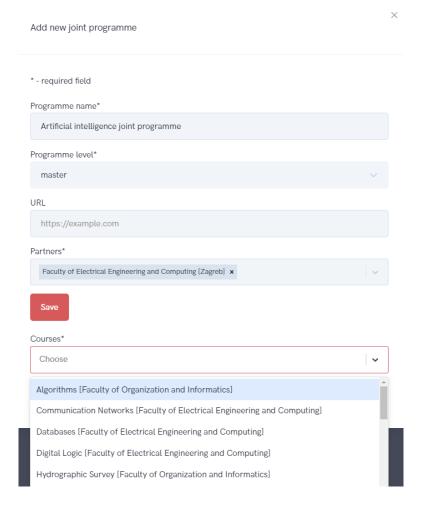
Figure 50. Adding the courses to joint programme

Editing a joint programme

If for some reason it is necessary to make some changes in existing joint programme these changes can me made using the Edit action (Figure 5. shows editing actions that can be made on certain joint programmes).

To change courses, administrator must choose appropriate icon (as show in Figure 47.).

The same applies to changes related to the name of the programme or changes related to partners.

Figure 51. Choosing the Edit action

To change name of the joint programme or programme level, administrator must choose edit programme icon and insert new data.
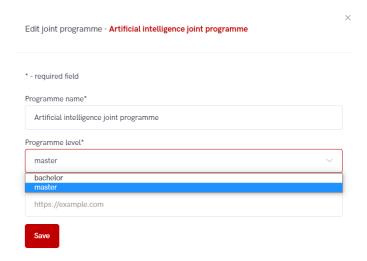

Figure 52. Changing the programme level

To add or change partner organization, administrator must choose Edit partners icon and made desired changes.
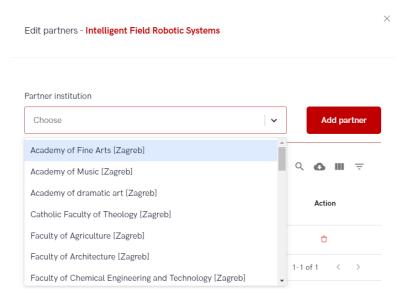

Figure 53. Adding a new partner organization to the joint programme

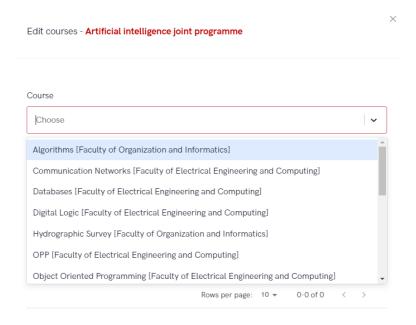To add a new course, administrator must choose Edit course icon.

Figure 54. Adding a new course to the joint programme

Partner programmes (Participating)

This option allows the administrator to view the joint programmes for which their institution is stated as a partner institution.

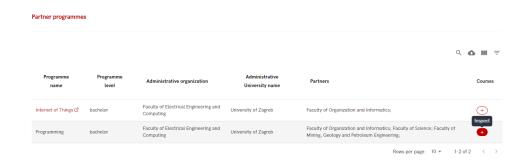The option is only for viewing information about joint programmes and courses.

Figure 55. Inspecting the partner programmes option

To view details about courses for specific joint programme administrator must choose the Inspect icon.

Courses for Joint Programme - **Programming**

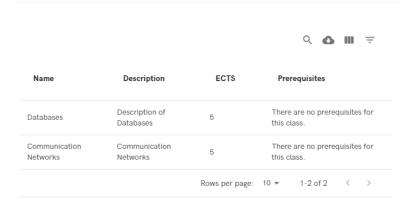| Name	Description	ECTS	Prerequisites
Databases	Description of Databases	5	There are no prerequisites for this class.
Communication Networks	Communication Networks	5	There are no prerequisites for this class.

Rows per page: 10 ▾   1-2 of 2   ‹   ›

Figure 56. Details on courses for a joint programme

FAQ

- Why it is important to have a broker?

  A Broker is a module that synchronizes systems (local SMS and UNIC VC) and knows how to transform the data (e.g. grades). Once you implement this module, you will automate the tasks of adding new courses to UNIC VC, exchanging data about student mobility, etc. Otherwise, you will have to do these tasks manually every time directly in UNIC Virtual Campus.

- What is the difference between UNIC Student Card and European Student Card? Why we need two student cards?

  The UNIC Student card was part of the deliverables for UNIC 1.0 and it is clearly the policy of the EC to see how all alliances will find solutions and solve the issues of the student card and thus the virtual campus. We hope that one day there will be only one European student card and not that every alliance has its own.

- How can I register on VC?

  More about registration can be found in the chapter Registration.

- What is the profile of the admin person?

  This decision is left to each university individually, depending on the internal structure, to choose the profile of the admin person/persons. In any case, the person/s must first have access to their master's university data of the course level, personal data of students, etc.

- Grades in UNIC Virtual Campus

  UNIC VC use an ECTS grading scale (A-F), so everyone has to know how to convert their grades to ECTS grades.

  For example, the grading system in Croatia has numerical grades 1-5 (1-fail, 5-excellent), which means that in UNIC VC the grade will be F = 1 and A = 5 and so on for all others.