


Courses

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).

The following option is intended for administrators in order to view or change information about courses.



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.

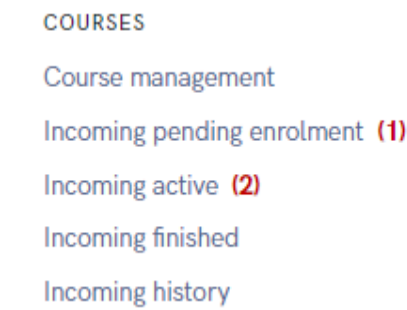


Figure 1. Available options in courses related menu

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.

Titles on the page:

- [Course management](#)
 - [Adding a new course](#)
 - [Edit course](#)
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- [Incoming pending enrolment](#)
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Course management

Course management option offers a number of action regarding a course.

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

Courses

Add course

Local course ID	Name	Description	ECTS Credits	Prerequisites	Active	Actions	Course instances
32810	Geoinformation Quality 	Description of Geoinformation Quality	5	There are no prerequisites for this class.	Active		
32878	Engineering Geodetic Bases	Description of Engineering Geodetic Bases	5	Excellent command of academic English; regular attendance and participation; reading seminar texts (four registered readings), one in-sessional (10') presentation, and a final draft of assessed essay.	Active		
14	Information Systems Management	za rolu 3	2	There are no prerequisites for this class.	Active		

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Figure 2. 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.

Add new course ×

* - required field

Course name*

Course description

Course prerequisites

Course URI

ECTS credits

Local course ID

Lecture hours

Exercise hours

Active*

ISCED code

Save

Figure 3. 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 programm's code or a name.

ISCED code

Choose

[00] Generic programmes and qualifications

[001] Basic programmes and qualifications

[0011] Basic programmes and qualifications


[002] Literacy and numeracy

Figure 4. List of ISCED codes

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

Edit 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.

Edit course - **Databases (32798)**×

* - required field

Course name*

Databases

Course description

Description of Databases

Course prerequisites

There are no prerequisites for this class.

Course URI

http://www.geof.unizg.hr/course/info.php?id=84

ECTS credits	Local course ID
5	32798
Lecture hours	Exercise hours
35	10

Active*

Active | ▾

ISCED code

[06] Information and Communication Technologies (ICTs) x | ▾

Save

Figure 5. 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 of time or in a same academic year.

Active instances

This option shows every active instance of certain course. A instance is active if it is still not pass 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 have it's own number/code
- academic year - when the instance will be held
- start and end date
- students 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.

Active instances		Instances history				
Instance number	Academic year	Start date	End date	Quota	Actions	Teachers
3571	2022	01 Oct 2022	31 Jan 2023	30	No action available.	
3573	2022	10 Mar 2023	10 Jun 2023	15	✎ +	

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Figure 6. 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 have it's own number/code
- academic year - when the instance was the held
- start and end date
- students quota – how many students can enrol
- actions - there aren't any action available
- teacher - who will be the lecturer for specific instance.

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Information Systems Management (14)

Course instances

New instance

Active instancesInstances history

Instance number	Academic year	Start date	End date	Quota	Actions	Teachers
5	2021	10 Jan 2021	03 Jan 2022	15	No action available.	<div>+</div>

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Figure 7. 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 enroll in the course.

Also, using the New Instance option, the administrator can add a teacher to each instance of the course.

Databases (32798)

Add new course instance

* - required field

Course instance number

54321

Academic year*

2023/2024

Start date*

11/20/2023

End date*

12/21/2023

Quota

20

Teachers (use ; as a separator)

prof.dr.sc. John Smith; prof. dr.sc Petar Petrovic

Save

Figure 8. Adding a new instance

Incoming pending enrolment

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

COURSES

Course management

Incoming pending enrolment (1)

Figure 9. Active request in the "incoming pending enrolment" option



The administrator can see all courses for incoming students who did not yet started (in statuses 2 to 6). For more information about status, please visit site: [Status explanation](#)

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 program, but have been rejected or have withdrawn from the course.

Pending

Other statuses

Figure 10. 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.

Approve/deny enrolment (Programming in Geoinformation Systems)

Home university	First name	Last name	ESI	eMail	Attendance	Status	Actions
Faculty of Economics and Business				alvinneo.com	Virtual		<div>Approve</div>

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Figure 11. Approving or denying student's incoming enrolment

A new screen appears with the following information:

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

After reviewing the information, administrator takes a action: approve or denies 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).

Other statuses (Programming in Geoinformation Systems) ✕


Home university	First name	Last name	ESI	eMail	Attendance	Status
Faculty of Economics and Business				alvinneo.com	Virtual	5

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Figure 12. 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). For more information about status, please visit site: [Status explanation](#)

Incoming active

Local course ID	Course	Academic year	Start date	End date	ECTS	Students
32888	Hydrographic Survey	2022	01 Oct 2022	31 Jan 2023	5	<div><div>+</div>Register grade</div>
33497	Programming	2022	01 Oct 2022	31 Jan 2023	5	<div><div>+</div></div>

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Figure 13. 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 13.

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.

Register grade (Hydrographic Survey)

Home university	First name	Last name	ESI	eMail	Enroled on	Attendance	Status	Grade	Grade date	Action
UNIC Virtual Campus Support Centre					05 Nov 2021, 07:30	Virtual		Choose	mm/dd/yyyy	Register grade

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Figure 14. 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). For more information about status, please visit site: [Status explanation](#)

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

Incoming finished

Course start date between:

Interval start: 08/23/2022

Interval end: mm/dd/yyyy

Search

August 2022

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Clear Today

Figure 15. 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.

In order to view details, administrator must choose the inspect option (plus sign).

Incoming finished

Course start date between:

Interval start

08/31/2022



Interval end

12/31/2022



Search



Local course ID	Course	Academic year	Start date	End date	ECTS	Students
32888	Hydrographic Survey	2022	01 Oct 2022	31 Jan 2023	5	+ Inspect
33497	Programming	2022	01 Oct 2022	31 Jan 2023	5	+
50422	Programming in Geoinformation Systems	2022	01 Dec 2022	28 Feb 2023	6	+

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Figure 16. Choosing the inspect option in order 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

Students (Hydrographic Survey)



Home university	First name	Last name	ESI	eMail	Enrolled on	Attendance	Status	Grade	Grade date	Action
Faculty of Mining, Geology and Petroleum Engineering					-	Physical	+	F	02/28/2022	Edit grade
UNIC Virtual Campus Support Centre					05 Nov 2021, 07:30	Virtual	+	B	11/22/2022	+

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Figure 17. Details about incoming finished students

In order 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.


Home university	First name	Last name	ESI	eMail	Enroled on	Attendance	Status	Grade	Grade date	Action
Faculty of Mining, Geology and Petroleum Engineering					-	Physical	F	F	02/28/2022	Confirm edit
UNIC Virtual Campus Support Centre					05 Nov 2021, 07:30	Virtual	F		11/22/2022	

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Figure 18. 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 gave 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. For more information about status, please visit site: [Status explanation](#)

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.

In order to view details, administrator must choose the inspect option (plus sign).

Incoming history

Course start date between:

Interval start

01/23/2020

Interval end

02/23/2023

Search

Local course ID	Course	Academic year	Start date	End date	ECTS	Students
33497	Programming	2021	01 Oct 2021	28 Feb 2022	5	<div>+</div>

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Figure 19. 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).

Home university	First name	Last name	ESI	eMail	Attendance	Status
Faculty of Textile Technology	Corinne	Daegels	corinne.daegels@kthgk.be	corinne.daegels@kthgk.be	Physical	4

Figure 20. Information about course history for incoming finished student