USOSweb Enrolling

Multi-stage Enrollment:

Stage I – Enrolling for Subjects
Stage II – Enrolling in Groups
Stage III – The “Stock Exchange”

A “Step-by-Step” Guide for Students

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WHAT YOU SHOULD KNOW FROM THE START

Enrollment is one of the services offered by the USOSweb on-line service. Enrollment for the major subjects is organized by the teaching unit where you study. The service is available through the USOSweb on the faculty or main server administered by the Section for IT Applications. Below in table 1 is a list of all USOSweb installations:

<table>
<thead>
<tr>
<th>USOSweb installation</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus USOSweb</td>
<td><a href="https://usosweb.dak.uw.edu.pl">https://usosweb.dak.uw.edu.pl</a></td>
</tr>
<tr>
<td>Faculty of Mathematics, Informatics and Mechanics USOSweb</td>
<td><a href="https://usosweb.mimuw.edu.pl">https://usosweb.mimuw.edu.pl</a></td>
</tr>
<tr>
<td>Faculty of Physics USOSweb</td>
<td><a href="https://usosweb.fuw.edu.pl">https://usosweb.fuw.edu.pl</a></td>
</tr>
<tr>
<td>Faculty of Chemistry USOSweb</td>
<td><a href="https://usosweb.chem.uw.edu.pl">https://usosweb.chem.uw.edu.pl</a></td>
</tr>
<tr>
<td>Faculty of Law and Administration USOSweb</td>
<td><a href="https://usosweb.wpia.uw.edu.pl">https://usosweb.wpia.uw.edu.pl</a></td>
</tr>
<tr>
<td>Faculty of Economic Sciences USOSweb</td>
<td><a href="https://usosweb.wne.uw.edu.pl">https://usosweb.wne.uw.edu.pl</a></td>
</tr>
</tbody>
</table>

Before you start the enrollment procedure, carefully read the rules for registration in force as provided by your teaching unit. After choosing the unit running this enrollment, look for the regulations on its website, on the home page of the faculty USOSweb, or in the aktualności bookmark on the left side in the menu of the main USOSweb page (Figure 1).

Figure 1: Where you can find information about rules for enrollment
On-line enrollment for subjects involves choosing all the classes you want to attend among all those on offer. This may be organized in three ways:

1. **Direct enrollment in groups**, with a limited number of places, which operates on a “first come, first served” basis.
2. **Multi-stage enrollment**, during which the order of applications does not matter.
3. **Indirect enrollment**: i.e., first enrolling for subjects and then direct enrollment in groups.

In this booklet you will find a description of multi-stage enrollment. The direct enrollment in groups procedure is described in a separate booklet. The number of stages depends on the given unit’s decision. It may be run in three, two (I and II) or one stage:

Stage I – enrolling for subjects  
Stage II – enrolling in groups  
Stage III – the “stock exchange”

This enrollment model involves both USOS system parts, i.e., USOSadmin (direct access only for authorized UW admin employees) and USOSweb (access for authorized students and for teachers and lecturers, but without the right to register). Thus, only students and admin employees of the given unit have influence on enrollment procedure. Exchanging data between both parts of the USOS system is ensured by the data migration mechanism. The possible intervention of admin employees of the given unit into the enrollment procedure will be described further in this booklet.

Information concerning how enrollment is organized, the number of stages and its terms (previously known as rules for registration), is to be provided sufficiently early to enable students to gain familiarity before starting the enrollment process.

During the registration procedure you can change the subjects or classes you have chosen many times. The system will examine only the final status of your declarations once you have closed the enrollment process.

The USOSweb system neither enrolls you automatically for the obligatory subjects in your program of studies (this may be done by Dean’s Office employees), nor does it check if your requests make sense. **Knowing your program’s requirements and the appropriate choices of subjects is your our duty!**
STAGE I – ENROLLING FOR SUBJECTS

At this stage in the system you only declare which subjects you are interested in. Choosing a subject means that you submit your intention to:

- gain credit for the subject in a particular semester or academic year,
- participate in all classes the subject consists of.

Declarations are called requests for enrollment, because they do not automatically give the right to take classes for credit. Thanks to the USOSadmin your requests are examined by the unit according to fixed criteria, e.g., ratings of grades for particular subjects (ratings are displayed in the USOSweb after clicking the bookmark RANKINGI (which means “ranks”) in the side menu MOJE STUDIA (which means “My studies”) on the page DLA STUDENTÓW (which means “for students”). The unit can determine various criteria for different subjects. Usually the decision lies within the competence of the deputy dean, vice-director, or head of the unit who is responsible for students affairs.

Requests can be accepted or denied. Accepting the registration request means enrolling you for the subject, denying – that you are not enrolling.

During the second stage of the enrolling process (choosing classes for subjects) only applicants with accepted requests participate.

STEP 1: ENTERING THE USOSWEB PAGE

After opening your browser, type in the faculty address or address of the main USOSweb page (table 1).

The USOSweb page has its own individual certificate (issued by the Network Department of the Centre for Mathematical and Computational Modelling), which may not be recognized by your particular browser. In such event an announcement appears explaining that there is a problem with the safety certificate for this window. Nonetheless, go ahead and allow this website to be opened.

The USOSweb home page’s look depends on the chosen installation. In the case of the Main Campus USOSweb its appearance is shown in Figure 2.

Note the term of the last data migration, because data entered into USOS by the Dean’s Office can be seen in the USOSweb only after data migration.
Step 2: Signing Into the USOSweb Service

**IMPORTANT:** Newly admitted students use their **IRK** password to sign in. Signing in is possible only after the student’s registry into the USOS system (i.e., after entering his or her personal data into the Central Token Registration System), which can be done from July until September. People who did not go through the IRK system may ask for a password in the Dean’s Office of their faculty.

In order to sign in, click the button **załoguj się** (Figure 2) (upper right corner of the screen). When you click the indicated button, the Central Authentication Service window appears (Figure 3).
Enter your ID number (or artificial ID in the case of foreigners) in the indicated fields along with your IRK password and then click “Enter” or the Zaloguj button.

If you have forgotten your password, or it does not work for some reason, report this to your Dean’s Office. There you will get a new password, generated by the USOS system. This will be a line of random digits and letters that is difficult to remember. Therefore, after first signing into the service you can replace it with a more user-friendly one. In order to do that, click the zmień hasło (which means “change password”) button in the upper right corner of the screen (Figure 4).

**STEP 3: GOING TO ENROLLMENT MODULE**

After signing in, you will find yourself in the Mój USOSWeb section, but you should choose the option Dla studentów in the upper menu (Figure 5).
STAGE I – ENROLLING FOR SUBJECTS

Figure 5: A website displayed after choosing the menu option “DLA STUDENTÓW”

Next click “Rejestracja” (which means “Registration”) in the middle part of the screen or (“for subjects”) in the menu at the left side. Both choices lead you to the page “Rejestracja na przedmioty” (which means “Enrollment for subjects”) as shown in Figure 7. If you decide on the first option you will pass through an in-between screen (Figure 6), where you click the link Rejestruj na przedmioty.

Figure 6: The “Rejestracja” website

On the website “Rejestracja na przedmioty” choose the way you want to go through the subjects you wish to enroll for. You can look through them in groups or all together regardless of their adherence in groups. In the first case you choose groups marked with ➔. These are the groups with subjects you are entitled to enroll for. In the second – click Zobacz wszystkie przedmioty, na które możesz się rejestrować (bez podziału na grupy).
Groups of subjects displayed on the website “Rejestracja na przedmioty”

On the website “Rejestracja na przedmioty” you will see groups of subjects defined by the teaching units you are connected with and groups of subjects defined by the University of Warsaw.

If you study only one major, you will see only groups of subjects determined by the teaching unit where you study.

If you study interdisciplinary courses run by more than one teaching units, or if you study two or more programs simultaneously in different teaching units, you should see on the page showing groups of subjects from all your teaching units.

If there is a group with subjects you want to enroll for, but marked with an arrow, it means that the recruitment process for the subjects in this group is currently not open or you did not receive the right to enroll for them. In the latter case report this to the Dean’s Office of the relevant teaching unit.

Example: In Figure 7 you can see groups of subjects defined by two teaching units, because the student is studying simultaneously psychology and geography. Only in two groups defined by the Faculty of Psychology are there subjects he or she can enroll for at the moment: Zajęcia fakultatywne: psychologia kliniczna (which means “elective classes: clinical psychology”) and Zajęcia fakultatywne: psychologia poznawcza (which means “elective classes: cognitive psychology”).
Filtration of subjects

Before you enter the group you may click the button “FILTRUJ”, which is beside the name of group. Next you will see only those subjects of the group that you can enroll for (Figure 9). In other cases you will see all the subjects of the group (Figure 8).

You will recognize subjects you can register for when you see the cart with a green arrow in the same line as the name of the subject. In Figure 8 two subjects of the group are displayed: Zajęcia fakultatywne: psychologia kliniczna, that the student in the example can enroll for.

![Figure 8: View of all subjects of the group](image)

After entering the group you can also filter the subjects by ticking the box “pokaż tylko te przedmioty, na które mogę się rejestrować”, which is in the upper right corner of the screen (Figure 8) and by clicking the button ZASTOSUJ (Figure 9).

**WARNING:** the didactic period is the period concluded with examinations (i.e., academic year, summer semester, winter semester and trimester) including classes and end-of-term examinations – including correction exams. The indication 2007 means academic year 2007/2008, 2007Z I 2007L stand respectively for winter (“zima”) semester and summer (“lato”) semester of the academic year.
STAGE I – ENROLLING FOR SUBJECTS

Figure 9: Only those subjects of the group can you enroll for

If you cannot find the subject in the group

Such a situation might happen in two cases:
1. the subject was not placed in the group by the teaching unit,
2. you did not obtain the right to enroll for this subject.

In the first case click the button (Figure 7 – “return to the main registration for subjects page”) and choose the second way to view subjects – with no division into groups. Here click on to see all the subjects you can register for. The subject should appear with others you are entitled to enroll for and you should find it.

If you are unable to find it, this means another situation has happened. You can clarify all doubts in this matter at the unit responsible for enrollment procedure.

STEP 4: REQUEST FOR ENROLLING FOR A SUBJECT

We remind you once again that at this stage of registration you do not choose classes, but you declare only your willingness to participate in chosen subject classes and to take this subject for credit. But after visiting its website you can get information about the form of classes (e.g., lectures and exercises) and take a look at this subject schedule.
Addressing a request

Just like in the case of other registrations of this kind, addressing a request for enrolling for a subject consists in putting it into your cart. Precisely: click the icon of the cart with the green arrow. This then changes the direction of the arrow and its color from green to red. **But putting a subject in the cart does not at all mean you are already enrolled for it. You have only addressed your request, which can be accepted or denied by the unit running the enrollment procedure.** It might happen that the subject will be withdrawn from offer, for instance if it turns out that interest in this subject is too small to conduct the classes. Each unit’s authorities decide on such issues.

In table 2 are all existing icons next to the names of the subjects at this stage of enrollment:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>you have the right to enroll for this subject, you can address your request for enrolling</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>you can withdraw your request for enrolling for this subject</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>no access; at the moment the USOSweb does not make any actions connected with enrollment for this subject accessible</td>
</tr>
<tr>
<td><img src="image4.png" alt="Image" /></td>
<td>The subject is not open in the particular didactic period</td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td>you addressed your request for enrollment, you cannot withdraw your request nor register out of this subject</td>
</tr>
</tbody>
</table>

Why it is worth seeing detailed information concerning the enrollment process

On the page “**Szczegółowe informacje o rejestracji**” (which means “Detailed information about enrollment”) click the mark `i` next to the icon for the subject – Figure 9. There you will find a lot of important information divided into sections given below:

- information concerning a given subject,
- current status of your rights and possibilities concerning the subject,
- students interested in the subject requests statistics.

Subjects you can enroll for may be parts of different registrations. In information about enrollment procedure (Figure 10) you will see which unit is responsible for it. You will recognize the unit because of the registration code. The first four digits of the code correspond with the first four digits of the unit’s code. You will also see in what kind of enrollment a given subject is being offered (type D – multi-stage, type B – direct to groups, type Z – token registration) and what is its status in the procedure.
Stage I - Enrolling for Subjects

Figure 10: Information about enrollment for chosen subject

The teaching unit can reduce the number of subjects students are entitled to enroll for during particular enrollment procedure. Enrollment with the number of subjects limited to four is shown in Figure 10.

If you take part in an enrollment procedure with a limited number of subjects, you will notice the announcement about permissible number of choices right after each request (Figure 11).

Any time you try to place a subject into the cart that exceeds the limit, you will see displayed: “Niestety osiągnąłeś już limit wybranych przedmiotów tej rejestracji” (which means “Unfortunately you have already reached the limit of chosen subjects for registration”) and the subject will not go into the cart.

In enrollment procedures with a limited number of subjects you may prioritize chosen subjects. This will keep the unit informed on which subject you most wish to take.

In order to do that, choose the cart (description in part “Looking into the cart”), then click the button “zmień kolejność” (Figure 13 – “change order”) that leads you to the screen Zmiana priorytetów (“change of priority”) shown in Figure 12.
STAGE I – ENROLLING FOR SUBJECTS

Figure 12: Changing priorities during enrollment process with limited number of choices

Information enclosed in details about enrollment is very useful, especially for those students who study at more than one University of Warsaw unit. They participate in several registrations, ones that may be organized in different ways.

What needs to be done if you want to change your choices

Throughout this stage of enrollment you can change your choices many times. Remember that in type D enrollment it does not matter if you address your request in the beginning or in the end of this stage of registration. Your declarations will be examined by the unit just after closing the stage. But you can check whether there is large interest in the subject you have chosen while observing the details of request statistics about enrollment or information about the number of eager people and number of students planned for a class. You can find the last one in your cart or in details about enrollment – in the same line as the didactic period of the subject.

If you want to discard a subject from your cart, click the icon of the cart with the red arrow. After withdrawal of your request the arrow becomes green again and it changes its direction. Entering into the details about enrollment in section Aktualny stan oraz możliwe akcje (which means “Current status and possible actions”), in the line Stan twojej rejestracji (which means “Status of your enrollment”) you will see the note: Wycofałeś złożoną prośbę (which means “You withdrew your request”).

Looking into your cart

Your subjects may be scattered on many pages, which is inconvenient. But you can check your cart status any time to see only the subjects that were chosen by you during the enrollment procedure or the ones the Dean’s Office assigned to you to outside on-line enrollment. In order to do this, click on the white cart available on each page of the service, as it is placed in the main menu on the right side, on the blue background (Figure 12).
You have to be aware that in this cart are the subjects of all enrollments you have access to. And enrollments can have different stages and different types, as shown in Figure 13.

Table 3 contains signs which help you to know your current enrollment status (line Aktualny tryb rejestracji on the page “Szczegółowe informacje o rejestracji”).
Enrollment rounds

In the model multi-stage enrollment (type D) examining students’ requests by the USOSadmin starts after the first stage is closed. The system allows the unit to close enrollment for a short period of time in this stage in order to correct such things as:

- changing status of the subject in registration,
- request examination.

The periods of time between the breaks in this stage will be called enrollment rounds. After a unit’s intervention in the course of such a stage you can find some new information in another round.

If the unit has changed the status of some subjects, in place of the previous (which means “enrolling and registering out”) you can find:

- (which means “enrolling only”)
- (which means “registering out only”)
- (which means “closed for enrollment”)

If the unit examined addressed requests, you will see one of the pieces of information given below next to the name of the chosen subject:

- (“You are enrolled, request accepted”) and , which means that you can still withdraw from the subject
- (“You are enrolled, request accepted”) and , which means you can not withdraw from the subject
- (“Your request is denied”) and , which means you can address your request for enrolling for this subject once again
- (“Your request is denied”) and (no access), which means you cannot address your request for enrolling for this subject again, i.e. you are not accepted for the second stage of enrolling for this subject.
Stage II – Enrolling in Groups

After closing the first stage of the enrollment procedure and examining students' requests, the results are announced and then the second stage is opened. Only students with accepted requests can take part in it.

Now in your cart, next to the subject, you will find the icon and in the details on enrollment information the following:

- **aktualny tryb rejestracji** ("current course of enrollment") – Zbieranie preferencji uczestnictwa w grupach zajęciowych (which means "Collecting information concerning your groups preferences")
- **stan Twojej rejestracji** ("status of your enrollment") – Jesteś zarejestrowany (prośba zaakceptowana) (which means "You are enrolled, request accepted")
- **Twój dostęp do rejestracji** ("your access to enrolment") – Nie możesz rejestrować ani wyrejestrować się z tego przedmiotu (which means "You cannot enroll or register out from this subject")
- **status przedmiotu** ("status of the subject") – składanie preferencji wyboru grup (which means "Declaring your group preferences")

Accepting your subject enrollment request means that you have obtained the right to take it for credit. However, you are not yet enrolled in any group of this subject.

This stage of enrollment procedure enables you to choose groups and address requests for enrolling in particular groups by entering your preferences into the system.

Considering the requests and assignment to groups starts only after this stage is closed. It goes automatically when the system administrator starts the program that assigns to the groups.

Second stage of enrollment for the subjects with only one group, e.g., lectures, is not necessary. But students still have to enroll in the group, although usually the Dean’s Office is responsible for doing so.

Step 1 – Entering the Website “Rejestracja do Grup”

There are a few ways to reach the pages enabling enrollment in the groups of subjects:

- click **Wybierz swoje grupy** (which means “Choose your groups”) on Rejestracja page (Figure 6),
- in the cart click the icon that is next to the subject,
- click the button in details about enrollment,
- click left menu button (Figure 5),

Each of them leads you to the old enrollment module in the groups (page update is planned), where you can leave your preferences by clicking the left menu button.
Step 2: Submitting Preferences

There are a couple of ways for transferring your preferences to the system and it depends on you which one you pick. The best thing is to use them all together. Submitting preferences is not necessary to be assigned to the group. But it increases the probability of getting into the right groups.

Group sets

The first method consists of creating sets of groups of all subject classes you are already enrolled for. The sets correspond with different versions of your schedule. Enlisting the sets you can indicate which one is the best for you.

There is a page used for creating the sets shown in Figure 14. A single line corresponds with single class.

Figure 14: Page used for creating a new set of groups

In order to enter this page click zestawy grup (which means “sets of groups”) in the side menu, and then click the button utworzenie nowego zestawu (which means “creating a new set”).

Creating the set consists of choosing an appropriate position on the list for each subject and confirming it with the button Utwórz zestaw (which means “Create a set”). “Brak wyboru” (which means “no choice”) appears if just one group for particular classes was created (so no preferences needed).

You can see created groups sets list when you click the button lista zestawów (“list of sets”) in the left menu. You should remember that on this page are displayed only those classes that correspond with more than just one group.

Figure 15: List of sets page before changes
In Figure 15 is shown a page with a list of sets. A newly created set appears at the end. Once it is created it gets another number. Numeration facilitates differentiating particular sets without the necessity of remembering their whole compositions.

You can change the positions of sets or remove them with the buttons on the right side. Placing the set on top of the list means that it is a more preferable choice. In our example it is set no. 2.

Table 4 contains descriptions of particular buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>upwards arrow</td>
<td>moves set one position upwards</td>
</tr>
<tr>
<td>downwards arrow</td>
<td>moves set one position downwards</td>
</tr>
<tr>
<td>small cross</td>
<td>deletes set</td>
</tr>
</tbody>
</table>

**Term preferences**

The second method of transferring your preferences to the system involves determining how convenient for you are the terms of group meetings.

Figure 16 shows a page used for setting term preferences. To each of the displayed terms you can assign one of the following preferences: “Znakomity” (“excellent”), “Bardzo dobry” (“very good”), “Średni” (“medium”), “Kiepski” (“poor”), “Beznadziejny” (“hopeless”).
After submitting preferences click the button [Ustaw preferencje]. This saves preferences in data base. You can change them many times up till closing the stage.

**Group preferences**

In an analogous way you may determine group preferences. In order to enter this page click the position **preferencje grup ćwiczeniowych** in the side menu.

First there is displayed a list of student’s classes. It is given alphabetically by the name of subject. You can see only classes with more than one group.

![Figure 17: Page with list of classes to submit preferences](image)

The page shown in Figure 18 appears after picking out the classes. It contain a list of groups corresponding with classes chosen on the previous page. For each group you can assign one of the following preferences: “Znakomity” (“excellent”), “Bardzo dobry” (“very good”), “Średni” (“medium”), “Kiepski” (“poor”), “Beznadziejny” (“hopeless”).

![Figure 18: Page used for setting group preferences of chosen classes](image)
As previously, after submitting your preferences you should click the button **Ustaw preferencje** (which means “Set preferences”). This saves them in the data base. In order to set preferences for other groups you need to click on **preferencje grup ćwiczeniowych** in the side menu.

**Permissible interventions**

The assigning algorithm tries to avoid intervention in the student’s schedule. Although it may happen that the student prefers the schedule with interventions, but also with preferred groups, because he or she knows that he or she will not have to attend all classes he or she is enrolled for. The transfer of such information to the system increases your chances for a tailored plan.

Figure 19 shows the page used for indicating the classes that can come into collision. It contains all classes corresponding with the subjects the student has enrolled for, also those with one group only. The classes are listed in alphabetical order by name of subject.

In order to allow for intervention, mark the box in the right side of the appropriate line.

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**Remarks Concerning Preferences**

The enrolling in groups module enables students earlier enrolled for subjects to address their requests for enrollment to particular groups by defining their preferences via Internet. When collecting preferences is finished the system automatically assigns students to groups trying to:

- take into account their preferences,
- avoid interventions

Submitting preferences IS NOT OBLIGATORY. If there are none of them the system perceives it as a signal you treat all groups as equivalent (Warning: this does not concern specific term or class preferences, but in general preferences concerning the choice of groups). But this is advised – especially in indicating the sets.
The more sets you prepare, the bigger your chance to get to groups you prefer.

It needs to be emphasized that there is no guarantee the system will avoid interventions while assigning to groups. Indeed, it tries not to, but if all the placed in groups are taken, it assigns students to the group with free places, even when the classes interfere with each other. **The primary goal is placing each student in a group.** Just after closing the enrollment procedure any student unhappy because of this solution can try to change it during the “stock exchange” or intercede with the lecturer or dean. If there are more dissatisfied people in the group, fixing a new term with the lecturer may be another solution.

The reason for such a situation is that of a schedule badly composed by the unit. That is better explained with the example.

One hundred students are enrolled for a subject that is planned for five exercise groups. One group has classes from 8.00 till 10.00 a.m. on Monday and the rest on the same day but between 10.00 a.m. and midday. The same students are enrolled for another subject run in three groups. The classes for these three groups are organized also on Monday, but for two groups between 8.00 and 10.00 a.m. and for one between 10.00 a.m. and midday.

It is plainly visible that it is not possible to place students in the groups of the same number of students. This is an extreme case, but it clearly shows the problem of collisions.

**Algorithm Assigning to Groups**

When an algorithm starts its work, students are enlisted in random order or ranked as indicated by the system administrator.

The algorithm works in two stages for each student. In the first stage it tries to execute sort of set created by the student. It analyzes the list of sets starting from the first (top) position, i.e., the most preferred set. If there are still free places in all groups of set, the student is assigned and the algorithm goes to the next student on the list.

If the algorithm is not able to execute any whole set, it goes through the next stage, during which it analyzes the term and group preferences and puts it in random order. At this stage the algorithm also analyzes interventions permitted by student.
**Stage III – The “Stock Exchange”**

Only after finishing the algorithm’s work can students see their groups in USOSweb (on the pages Mój USOSweb and Moje zajęcia). Now the teaching unit can open a “stock exchange”, during which students may:

- move to groups with free places,
- exchange places in groups with each other.

The “stock exchange” does not serve on an immediate basis. Only after finishing this stage, and only after the right program is put in operation does the phase start of considering notices and assigning or exchanging places in groups.

The order of notices sent to the “stock exchange” does not matter, just as previously the order of sending requests for enrolling did not matter.

The “stock exchange” does not regulate issues of enrolling or registering out, it allows only to exchange places.

**Step 1 – Putting and Deleting Advertisements**

If you are dissatisfied with your group, you can place in the system an advertisement about exchanging your group to another within the same classes.

In order to do so, click the position Rejestracja do grup and then giełda (which means “stock exchange”) in the side menu. You enter the page with all your groups that can be considered in the “stock exchange” (Figure 20).

![Figure 20: Home page of the “stock exchange” module](image)

Then click the button **Ogłoszenia**, which is next to the group you want to exchange for another.

Assuming that the model student is not satisfied with assignment to the group within the subject Więź emocjonalna – część II (which means “Emotional relationship – part II”) and he or she wants to exchange it for first or third.
STAGE III – THE “STOCK EXCHANGE”

Figure 21: Placing an ad for classes of the third group

Placing an ad on exchanging a place in a group consists of clicking on the cart with its arrow towards inside the cart, placed next to group. Then the arrow changes its direction. Another click withdraws the ad.

**Step 2 – Going Through Advertisement Statistics**

Thanks to the “stock exchange” module statistics, you can get information about the chances for exchanging groups. For each group there is information as follows:

1. **Liczba wolnych miejsc** (which means “Number of free places”). determines how many persons can be in the group according to the rule of “free transfer”, i.e., not by exchanging places with somebody from this group. If this number is 0, point 3 becomes more significant.

2. **Liczba osób, które chcą się dostać do Twojej grupy** (which means “Number of persons who want to Get to your group”) allows you to estimate the interest of your group among other students.

3. **Liczba osób z danej grupy, które chcą się zamienić na Twoją grupę** (which means “Number of persons from a particular group who want to Exchange for your group”) – here are the people you are interested in the most, especially if the number in point 1 is equal to 0.

In order to see the statistics for particular classes on the page Giełda (Figure 20) click on the button **Statystyki** next to these classes or on the page **Ogłoszenia dla zajęć** (Figure 21) click the position **statystyki** from the side menu **Rejestracja do grup**.

Figure 22: Statistics for all exercise groups for subject Więź emocjonalna – część II.
**Supplementary Enrollment and the “Stock Exchange”**

In this model of enrollment procedure it is possible to organize supplementary enrollment for the subjects between the second and third stage. If your teaching unit foresaw such a scenario, i.e., before opening the “stock exchange” it permitted supplementary enrolling for those subjects for which there are still free places, then users of two kinds may participate in the “stock exchange”:

- the first are already assigned to groups and they want to exchange it for another,
- the second enrolled supplementary for the subject and they use the “stock exchange” to express their preferences concerning groups.

In the second case students cannot see the groups they are in on the page for placing the ads (Figures 19 and 20), because they are not assigned to either of them. Putting the ads during the “stock exchange” phase they *de facto* give their preferences concerning the groups.

Submitting the ads in case of the second group of users is not necessary (just as reporting preferences concerning the groups in second stage). Then all groups are considered equally.

First, there are analyzed ads for classes with assigned students (in second stage) and then – ads for classes from supplementary enrollment are executed.

**Final Remarks**

People enrolled by the Dean’s Office do not take part in the “stock exchange”.

After each stage of the enrollment procedure (especially after the first and second stages), the teaching unit should announce the results of registration.

You should avoid using the Internet browser’s option WSTECZ. This option can delete completed changes. Using the enrollment services menu is the alternative solution.

If you cannot see expected changes after putting data to the system (e.g., after creating the next set you cannot see it on the list of sets), click the browser’s option ODŚWIEŻ.