Start@FIT training course
IS training course

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BRNO FACULTY
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Contents

- Basic information about study
  - Sources of information
  - Email(s)
  - Notable regulations
  - Credit system and study plan
  - Faculty computer network
  - Mandatory Operating Regulations of FIT Computer Centre training course
    - Operating Regulations
    - Environment
  - Introduction of SU FIT
- **Information systems training course**
  - FIT IS – course registration, seminars, applications, . . .
    - **TONIGHT AT 8PM** (not for students in English)
  - BUT IS – BUT IS sections, language tests, courses, . . .
  - **How to create schedule and register for labs**

- IS FIT
  - always use as a primary IS, use BUT IS only when you don't find what you're looking for.
  - Registration of courses, labs, projects, . . .
  - Study results, questionnaires, requests, . . .
- IS BUT
  - photos, ID cards, etc.,
  - Language placement test,
  - scholarship account and scholarships,
  - BUT PIN,
  - e-learning (course IVG),
  - Free elective courses and courses from other BUT faculties (for example FFA),
  - Halls of residence, dining services, sports (CESA), . . .

- Password to the FIT IS can be obtained using BUT IT password on the home page
  `https://wis.fit.vutbr.cz/FIT/`
- Remember your password! It's a problem if you forget it.
- Windows password does not change automatically (click is needed – more later).

- Home page
  - News
  - Index page
- Study
  - List of studies (can be switched)
  - Current study overview
    - List of courses and information about the fulfillment of graduation conditions
    - Information about fulfillment of graduation conditions is just approximate (assumes regular study progress)!
  - Electronic enrollment for next year
    - don't forget during the summer holiday
  - Registered theses
    - You choose topic in November of 3rd semester

- Study
  - Decisions, procedures and applications
    - Equivalent of a paper application at study department
    - Faster than a paper application
    - Contains guidelines and examples for each type of application, you won't find these at study department
    - **E.g. application to change English level**
  - Notification of withdrawal from studies
    - Form suitable for printing that hopefully none of you will need
    - Cannot be solved electronically (necessary to sign in person)

- Enrollment
  - Registration
    - Choose courses and save changes
    - Check the rules listed in notice (changes won't be saved if the rules are violated)
    - If any issues occur, please contact iveigend@fit.vut.cz or dytrych@fit.vutbr.cz (include a screenshot if you can)
    - Free elective courses are also counted into the credit ceilings, even though the form does not reflect this (it is only reflected during changes)
  - Registering bachelor's thesis topic (2nd – 3rd year)
  - Project practice registration (assuming you fulfill the conditions of summer semester of 1st year)

- Assignments (currently enrolled courses)
  - Choosing of timetable of exercises is here
  - List of assignments and tasks is displayed upon clicking the course name
  - Registration is displayed upon clicking the description of task or course seminar
    - **Automation of this process is forbidden!**
    - **Don't be late! If a capacity is full, it usually isn't increased.**
  - Use the same procedure to submit project files
    - **Submitting project solutions late is not possible in 99% of cases!**

- Team assignments
  1. The leader will establish a team.
  2. Leaders can register their colleagues and / or they can register themselves (leaders can also exclude non-invited members).
  3. The leader will register the whole team to the assignment.

- For the team assignments the lecturer can set up:
  - different times for team leader to create a team and for the team members to register (commonly it's 10 minutes),
  - after which time the leader can not exclude non-invited members – in order to guarantee the padding of teams,
  - team names generation – for unity and order,
  - whether the leader can hand over the leadership – to allow him to leave the team,
  - the minimal number of team members to allow registration to the assignment - to deny individuals to block places for teams,
    - If a team is registered for an assignment, the team leader can not unregister members under this limit (but students can leave the team).
  - maximum number of team members,
  - maximum number of teams - the number of places for teams in terms (in exercises) can be also limited and it is possible that there will be no places for some small teams,
  - after which time the team can unregister the assignment - to ensure team members are guaranteed to stay on schedule,
  - whether it will be visible which team is registered for which term.

- Team assignments tonight - exercises in IDM, ILG, IUS, IEL and IZP (for Bachelor)
    - Teams can be created starting at **7 PM**
    - only team leader can register team members in the first 10 minutes
    - maximally 60 min. for the leader to exclude non-invited students from the teams,
    - at least 3 students for registration to the term of exercises,
    - maximally 90 min. to unregister the assignment/term,
    - you can change the exercise by leaving the team and registering in to another one which has the required term of exercises.
    - **Try to create the same teams in all courses!**
    - **It is strongly recommended to start with the establishment with teams for IDM** and then only create teams with the same composition in other courses.

- Courses
  - Assignments and important dates (in enrolled courses) – staying updated is advised
  - Schedules
  - Forums
  - Course documents repository
  - Statistic results of students´ course evaluation
    - please do give us feedback!

- Personal information, addresses, id cards
  - Check validity periodically (You need to confirm the information once a year using a checkbox)
  - If something is not right, submit application "notification - Update of personal information in FIT IS – Study – Administrative Procedures
- Accounts
  - Change FIT password
    - For added security, you must choose your password from the list of generated passwords
    - The change is applied to all servers within an hour
  - Microsoft Active Directory password
    - Sets FIT IS password as your Windows login password
  - BUT login password
    - Used to access BUT IS
  - FIT Radius server account
    - Used for wired and WiFi connection to network

- Other
  - Event registration
  - Available computers in computer center
  - Forms for printing
    - Most of them were replaced with applications in FIT IS

- Course registration – ongoing
- Seminar group registration for Bachelor's degree – tonight:
  - ISC 19:50
  - ISM 20:00
  - IFS 20:10
  - IDM 20:20
  - ILG 20:30
  - IZP 20:40
  - IUS 20:50
  - IEL 21:00
  - (Computer center is open until 09:45 PM)
- Sources of information, project solution submitting, . . .
- Application to change English level (for Bachelor's degree)

- `https://www.vut.cz/`
- Several sections:
  - Intraportal – for everyone
  - Studis – for students
  - Teacher – for teachers
    - Apollo – desktop app (for employees)
  - Elearning (`https://moodle.vut.cz/`)
  - Wiki – instructions (for BUT students – FIT has it's own wiki)

- BUT messages
  - The worst thing you can send a FIT teacher – receives an email, but has to reply in intraportal that they usually do not access
  - Do not use unless explicitly requested
- BUT mail – preferred address and application
  - Redirecting everything to one place is advised (from center to FIT). You can redirect from FIT to email client, but configuration is more advanced and support is basically unavailable.
- BUT drive, Cloud apps – for those interested
- Cards
  - Keep your photo updated
  - If you don't have a good reason, please let us see the photo
  - Don't forget to order revalidation ISIC sticker, otherwise it becomes a regular BUT student card
- BUT software – not everything is available
- Accomodation IS (including food) – link to IsKAM
- BUTpin – WiFi access (is displayed immediately – do not share with others!)
- My contacts – keep it updated

- Introductory information and personal information – are they updated?
- Studies – Overview and choice of studies
- Schedules
  - Don't look for FIT schedules – usually aren't visible and if they are, then are incomplete
  - Used for other faculties, but don't expect to find everything
- Individual schedule
  - Unusable for FIT students
  - You will see something similar as of 2nd year in FIT IS
- Electronical record book
  - Terms registration, evaluation details and other information for courses from different faculties (e.g. IDM) – only the final results are exported to FIT IS
  - Course name and abbreviation can differ in FIT IS from that in Studis (FIT course can be taught within a different course from different faculty)
  - Don't look for information regarding FIT courses here

- Free courses
  - Courses from different faculties that are not in study plan
  - These courses count as elective (including consequences upon failure)
  - Make sure there are no collisions in your schedule
- Classes registration
  - Use this only in exceptional cases of courses from different faculties
  - Most students don't have any entries here
- Course news, registration of terms and registration of specifications
  - Only for courses from different faculties

- English language placement test for Bachelor's degree programme
  - **Very important – please do take it seriously!**
  - Determines, which courses of compulsory-elective English group you have to complete.
  - Test can be generated 3x, **but submitted only once** – if you have to go to bathroom, do not submit the test.
  - The result of this test is binding – you need to file an official application to change English level.
- Scholarship and charges
  - Scholarship and Euro accounts
    - You need to set them up, otherwise you cannot receive any scholarship
    - Changes need to be confirmed in person at study department
  - Scholarship applications
  - Fees

Links

- Sports `https://www.vutbr.cz/studis/student.phtml?sn=sport`
- Councelling and courses `https://www.vutbr.cz/studis/student.phtml?sn=poradenstvi`

BUT IS – Summary

- English placement test
- Courses from different faculties
- Scholarship account
- ISIC revalidation

If you encounter an issue with IS:

- For login issues, see `https://www.fit.vut.cz/units/cvt/net/problem.php.en` – contact Ing. Michal in case of FIT IS issues `https://www.fit.vut.cz/person/michal/.en`
- Attempt to reload the page at least twice, restart browser and try again (browser cache, network is down etc.).
- Read the instructions, FAQ etc.
- In case of an obvious system error (e.g. „PHP Error"):
  - for FIT IS contact lampa@fit.vut.cz
  - for BUT IS contact gadorek@fit.vut.cz (communication with CVIS)
- If you can't say that it's a system error for sure, consult a study advisor who can report your issue.

Report needs to contain the following information:

- Date and time of occurrence
- Where did you access system from (FIT, another faculty, dormitory, home or abroad) and what type of connection did you use (cable in lab, WiFi, phone, ADSL, . . .) – access can be limited
- Operating system and web browser used
- Screenshot
- A step by step instructions to recreate the issue

Faculty computer network

- WiFi
  - VUTBRNO
    - available in most BUT buildings
    - BUTlogin and BUTpin from intraportal
    - not secured (use HTTPS only)
  - eduroam
    - FIT authentication (login format xlogin00@fit.vutbr.cz and Radius server)
    - BUT authentication (login format vutlogin@vutbr.cz and BUTpin)
- Wired network
  - Authentication using Radius server
- Instructions provided by CVT, you can also contact Ing. Bohumil Michal or Ing. Tomáš Kašpárek

- **Don't forget to stop Torrents etc.**
  - what you are downloading is always shared to others by you
  - your FIT account (including all services) can be locked fast and can prevent you even from registering seminar groups and other activites
  - unlocking an account is lengthy and unpleasant (CVT training course – Ing. Michal)
  - violation is filed for possible prosecution
  - repeated violation of the code will result in a disciplinary proceedings

Computers in Computer Centre

- There is a choice is Windows or Linux OS – it is selected when starting a PC.
- An advanced user may log in on multiple PCs at the same time (if he or she does not block others and does not allow someone else to work under his / her account), but in most cases you will break the own roaming profile and then you will not be able to log in at all.
- It is strictly forbidden to disconnect the keyboards, monitors, or other cables from the PC (there are a lot of students and the connectors would soon give up the service). Your own PCs can be connected only in rooms M103 and M104.

- On some CVT servers (eg. eva or merlin) you can work remotely, but:
  - before logging off, make sure that you do not have running processes on the server to make resources available for other students,
  - with the exception of working under expert supervision, do not download a large amount of data from the web – when some server will be overloaded, your account will be blocked immediately,
  - no faculty machine may be used for the commercial purposes (they are for study, science and approved research only).

How to create your time table

1. Select elective courses.
2. Find 4 friends to form a team with (ideally with the same set of courses).
3. Select a lecture group.
4. Create your ideal time table.
5. Prepare for the possibility that it might not work out – choose alternatives.
6. Choose a appropriate (and quick) leader and create teams in the IS.
7. Try to enroll.
8. Find appropriate solutions to problems.

- Elective courses might have schedule collisions with some activities in mandatory courses (lectures for one lecture group, some exercises or labs, . . .).
- Elective courses might have just one lecture or exercise time.
- It might not be possible to create a time table with all elective courses in one lecture group.
- The team is registered by a leader – he/she should know, what to evade!

1. Choose a group based on the first letter of your surname:
   - BIA with surnames beginning with A – M,
   - BIB with surnames beginning with N – Ž.

2. Check if some lecture does not have a schedule collision with your elective courses. If it doesn't, you've just picked your lecture group.

3. If there is a collision, check the number of collisions for the second lecture group. If the number of collisions is smaller, choose the second one.

- Start filling your time table by:
  1. Elective courses with just one available time slot.
  2. Elective courses with more than one available time slot.
  3. Lectures from the lecture group that do not have collisions.
  4. Pick the lectures that had collisions from the second lecture group.
  5. Exercises and labs

- You can have more variants (2 or 3) of the entire time table – probably not possible.
- You can have alternatives for every course („if we don't get IDM on Monday at 6 PM, we can try Thursday at 6 PM or Friday at 7 AM").
  - Attractive slots are full within 10 seconds!
  - The alternative without collisions is necessary.

- The team leader should have good internet connection, large enough screen and quick hands . . .
  - but mostly the trust of others – the leader is going to make the decision.
  - **Do not be angry with the leader, if the resulting schedule is not perfect – the competition is huge.**
- Teams have to be created before registrations 7 PM – 7:45 PM.
- You have to click exactly at the specified time, if you don't succeed, quickly click on the alternative . . .

- **You don't have a team and registrations are already in progress?**
- You can join any other team, that has room.
- After registrations for tasks begins, you can pick a team that has a time slot you want.
- **BUT** if you join a team that you do not know, you can be kicked out or the team can change the selected time slot (**you cannot be removed after 90 minutes**).

- What if we did not find any time slot without collisions?
- Teachers cannot influence registrations – it would be hellish (if one request is approved, then every has to be and there is 750 students in the first year)!
- **You have to manage yourselves.**
  - Try to create a usable time table only using free time slots.
  - You can split your team and find a spot in the incomplete teams with better time slots.
  - Watch for changes.
- Time slot exchanges
  - **Myth** „Teacher, study advisor, referent, . . . can exchange us."
    - Hard work – no one wants to solve tens of exchanges.
    - 2 students in the early morning or night time can exchange within 3 seconds, teacher has to deregister the student from the first slot, find the student in the second slot, register. That might take a minute when almost everyone is online and can take the slot!
  - With 750 students, the probability of failure is high.

Example

- `https://www.fit.vut.cz/study/schedule/216/.en`

- `https://www.fit.vut.cz/study/schedule/217/.en`

- When using the following links, please bear in mind that the content might not be accurate (not all plannet windows might be opened, etc.)!!! Links are in Czech only.
  - `https://www.fit.vut.cz/study/advisor/20192020/priprava_ZS/`
  - `https://www.fit.vut.cz/study/advisor/20192020/priprava_ZS/planovani/`

- `https://wis.fit.vutbr.cz/FIT/st/studyps-l.php.en`
  - **It is not connected to the registrations** – just a tool to create a time table.
  - You should not have this link, but studetn's share it on Facebook, Discord a Fituška, so we can mention it here.
  - Module is quite old and not suitable for 1st year students – the IS shows the link in 2nd and 3rd year.

Thank you for your attention!