

Enroll for an examination term using the web interface KOS

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1. Log into KOS

Start your web browser and open address <https://www.kos.cvut.cz>.

Sign in using your username and (all-school) password. If you are unable to sign up, follow the instructions under the login button.

The image shows two screenshots from the KOS system. The left screenshot is the 'Access into the system' page, featuring a login form with fields for 'Username' and 'Password', and a 'Login' button. A red circle highlights the 'USERMAP' link in the text below the form. The right screenshot is the 'CTU PASSWORD' page, which provides detailed instructions on password requirements, including minimum length, character sets, and expiration policies. A red arrow points from the 'USERMAP' link in the first screenshot to the 'CTU PASSWORD' page in the second.

2. Enroll / change enrollment for an examination on a particular term (date and time).

In the menu, choose **Assessments and exams** – Assessments and exams dates’.

The image shows a screenshot of the 'Assessment and exam dates' page in the KOS system. The page displays a navigation menu with 'Assessments and exams' selected. Below the menu, there are sections for 'Assessment and exam dates', 'Inspection of study plan', 'Study results', and 'Copy of marks'. A dropdown menu for 'Course' is open, showing 'B171 - BIE-CAO Digital and Analog Circuits' selected. A red circle highlights the 'Substitutes are allowed' text. Below the course selection, there are two tables: one for 'Assessments' and one for 'Assessments' (repeated). The 'Assessments' table has columns for Reg, Date, Time, Place, Code, Name, Capi/Occup, Supp.1, Supp.2, Examiner, Note, Deadline (total), Deadline for withdrawal, Assess. req, Regular t, Ret. t, Event, Author, and iCal. The 'Assessments' table has columns for Reg, Date, Time, Place, Code, Name, Capi/Occup, Supp.1, Supp.2, Examiner, Note, Deadline (total), Deadline for withdrawal, Event, Author, and iCal.

Reg	Date	Time	Place	Code	Name	Capi/Occup	Supp.1	Supp.2	Examiner	Note	Deadline (total)	Deadline for withdrawal	Assess. req	Regular t	Ret. t	Event	Author	iCal
	21.12.2017	16:00		BIE-CAO	Digital and Analog Circuits	0/0	A	0	Hyniová Kateřina		19.12.2017	19.12.2017		A	N	Enroll as substitute	3b	
	24.12.2017	10:00		BIE-CAO	Digital and Analog Circuits	2/0		0	Hyniová Kateřina		22.12.2017	22.12.2017		A	N	Enroll	3a	
Yes	27.12.2017	14:00		BIE-CAO	Digital and Analog Circuits	4/0	A	0	Hyniová Kateřina		25.12.2017	25.12.2017		A	N	Withdraw	3c	

Reg.	Date	Time	Place	Code	Name	Capi/Occup	Supp.1	Supp.2	Examiner	Note	Deadline (total)	Deadline for withdrawal	Event	Author.	iCal	
	20.12.2017	8:00		BIE-CAO	Digital and Analog Circuits	2/0		A	0	Hyniová Kateřina		18.12.2017	18.12.2017	Enroll		

- In the field 'Semester', verify that you selected a semester in which you want to take the examination.
- Select the course from the local menu (1).
- Click the 'Select terms' button (2). A list of the examination dates of the selected course appears.
- If you move the cursor on the headline of the column, you can see the explanation text in a bubble (0).

- For the still-available dates of examinations, the 'Enroll' button is available on the right (3a).
- For already fully booked examination terms that however allow for a waiting list, the button **Enroll as substitute** is available. (3b)
- For the term you are currently registered for, you can see the **Withdraw** button on the right (3c).
- For terms that are not intended for you, no button will be active (or you will not see any buttons).

You can enroll for the terms, where the **Enroll** button on the right is available. If you are enrolled and you click **Enroll** to another term (later), you will be irrevocably unsubscribed from the originally selected term. If the change of the enrollment for an examination fails, you will remain enrolled for the original term.

2. Withdraw from an examination

Use the **Withdraw** button only if you do not want to be enrolled for any examination term. If you just want to enroll to another examination term, follow the instructions in the previous paragraph. If you first withdraw and subsequently tried to enroll for another examination term, you might not be able to get to the required new term, as somebody else might have enroll to 'your' place in the meantime. Hence, you might not be able to return.

3. Substitute queue

There might be a substitute queue for a particular examination term; its meaning is obvious. If you have already enrolled for an examination term, you can only sign up for a substitute queue (waiting list) to an examination term that precedes the term you are enrolled for. Once (if) you get to be enrolled for the examination term from the waiting list (cf. you were promoted to the 'proper' enrollment), your enrollment for the later examination term will automatically be cancelled.

When you click the **Enroll as substitute** button, an additional pop-up window appears.

Substitute

Student: [redacted] Year: 1 Group: 0
Course: B171 - BIE-CAO Digital and Analog Circuits

Enroll as a substitute for this term	
Reg.	
Date	21.12.2017
Time	16:00
Place	
Code	BIE-CAO
Name	Digital and Analog Circuits
Free	0
Substitution	A
Substitutes	0
Examiner	Hyniová Katelina
Note	
Deadline	19.12.2017
Number of Days	2
Assess. req.	

Number of days to term beginning you want to at the very latest be substitute

Enroll Cancel

Should there appear a space on the examination date (a student cancelled her/his registration, the examiner increased the capacity of the date), the first student in the queue automatically becomes 'properly' enrolled. Hence, pay attention to the settings, i.e. in how many days you are still willing to move from the queue to the enrolled students for the examination. In the picture, for example, two (days) is selected, thus, two days before the actual term of the examination you will be irrevocably removed from the waiting list. Often, students complain that they were removed from the substitute queue - the number of days, then, is the reason.