Entering seminary work in the SIS - guidance for students

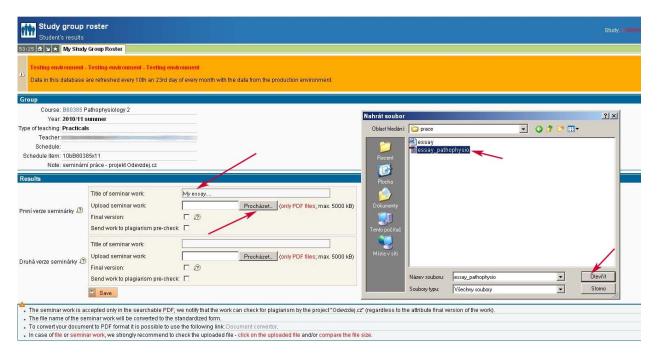
1. Log in the SIS and click on the module "Grupíček".

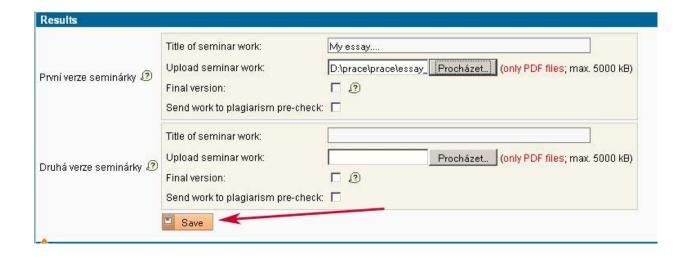


2. Click on the icon in the left side of the line with the study subject to which you hand in the paper.

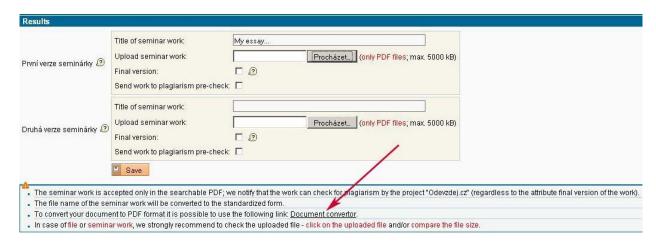


3. fill in the name of your essay and choose PDF file you want to upload. If your file is not in the required format, see step 4.

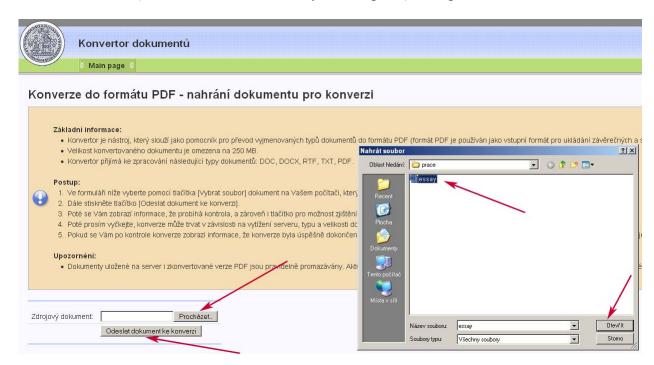




4. It is recommended to use university software PDF convector, but any other software can be used as well (e.g. free CutePDF Writer or Microsoft Word 2007).

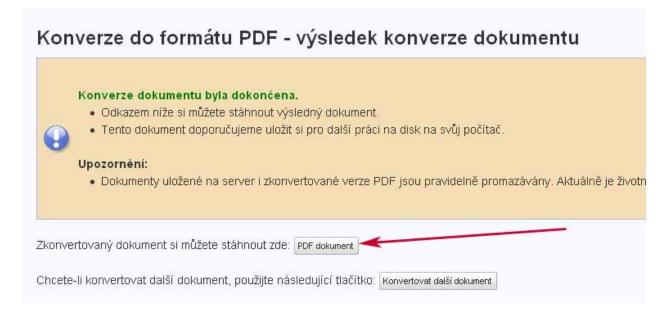


5. Choose the file (located on the harddisk of your computer) and upload it for the conversion.

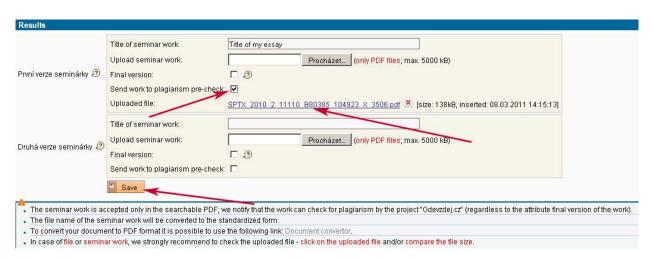


6. download the converted file, save to your hard drive and insert following step 3.





7. Uploaded file can be checked by downloading it again and checking its size. You can have your work checked by the system for plagiarism detection. Before sending it for a control the tickbox has to be checked.



8. You will be notified about check results by an e-mail. Check results are available via the link "result of the plagiarism control."

