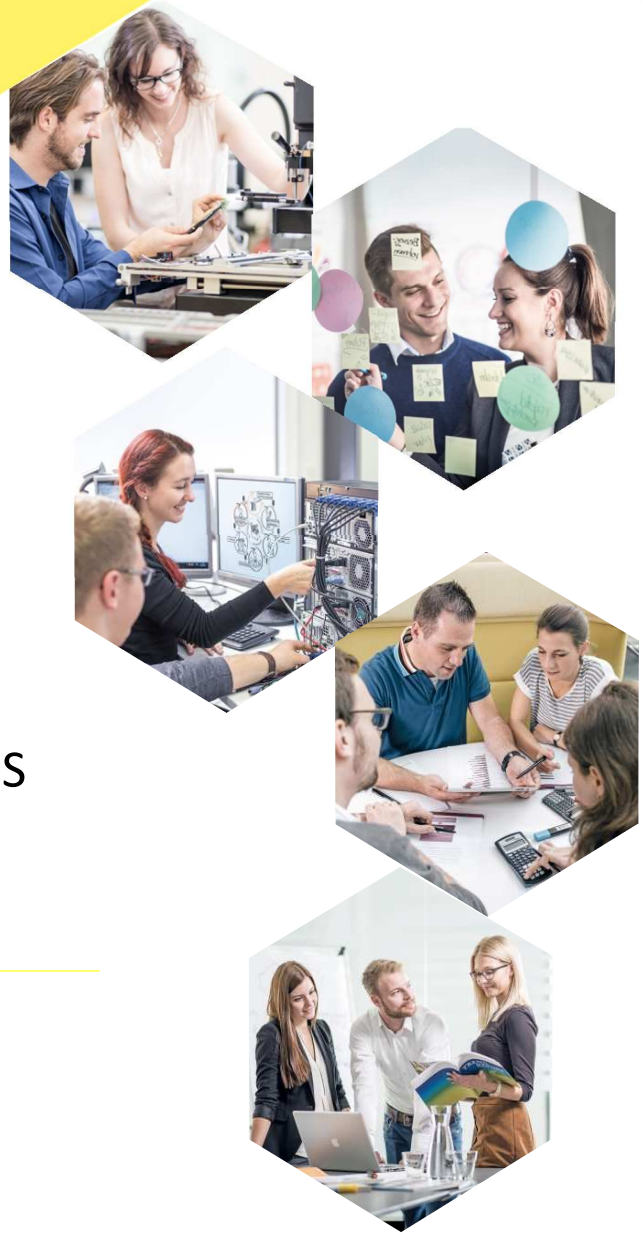
CAMPUS 02 GRAZ
FACHHOCHSCHULE DER WIRTSCHAFT

FHELISA

MYELISA – MANUAL FOR STUDENTS

VERSION 1.6



WE FORM TOMORROW'S BUSINESS WORLD.

Author: Harald Kaiss

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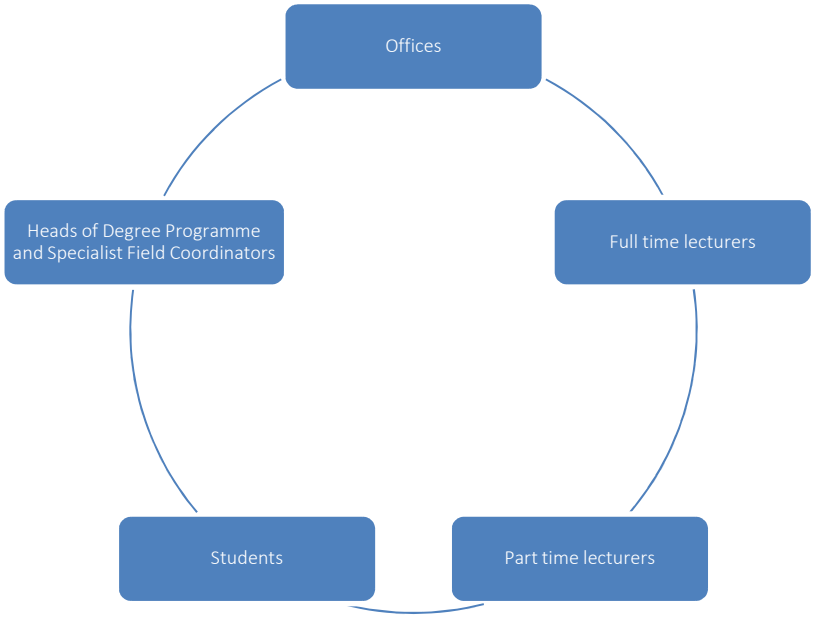
2 FHELISA

FHelisa, the electronic information system for students and others, is CAMPUS 02's administration software to store, administer and manage all aspects of student and lecturer information. Students and all lecturers can log into the system via their personalised access "**MyElisa**".



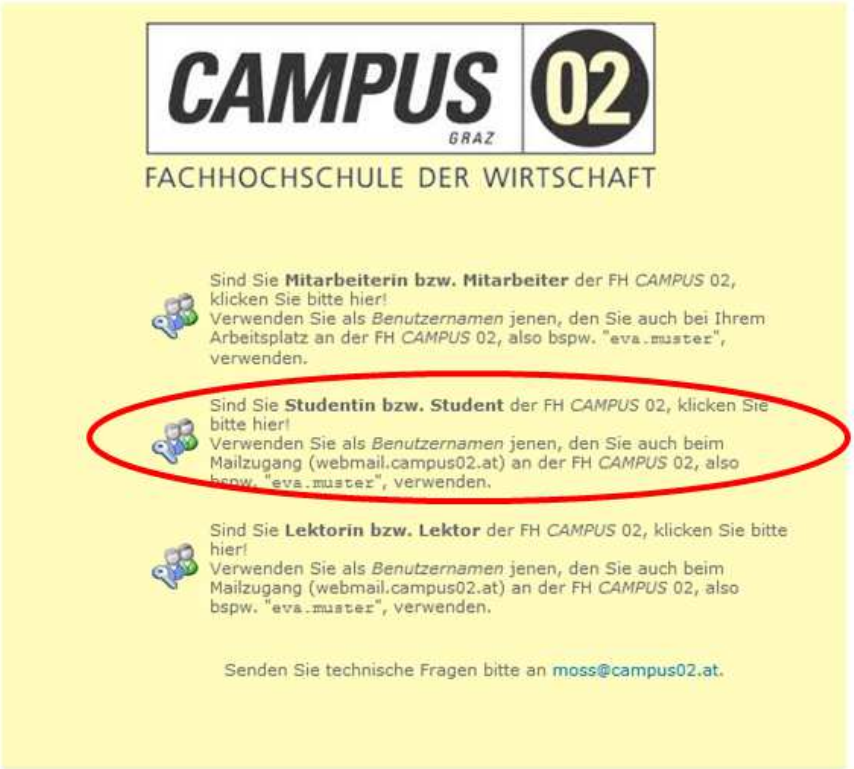
FHelisa is based on a Microsoft Sharepoint server and is designed to be operated by a web browser. It is recommended to use Internet Explorer, but any browser can be used instead (with limitations). With browsers such as Internet Explorer version 8.0 and up, Firefox version 14 and up (Windows, OS X), Chrome (Windows, OS X, iOS) and Safari (OS X, iOS) you can make full use of the system. Find more details on the login page.

If you have any questions, please do not hesitate to contact our project team via servicedesk@campus02.at!

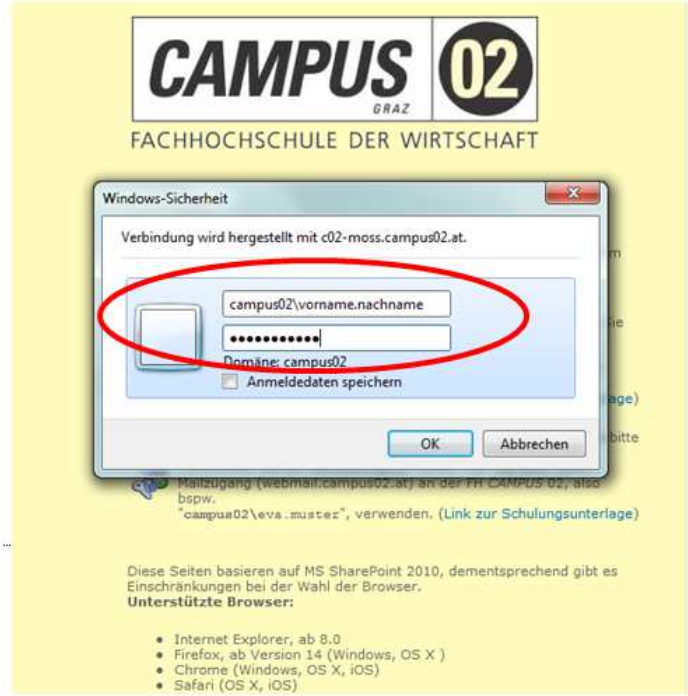
Please note: The following screenshots have been updated and for now, are only available in German.

3 LOGGING IN

Enter myelisa.campus02.at into the browser search bar and press enter to load the login window. Please click on "**Sind Sie Studentin bzw. Student…**" to log in as a student.



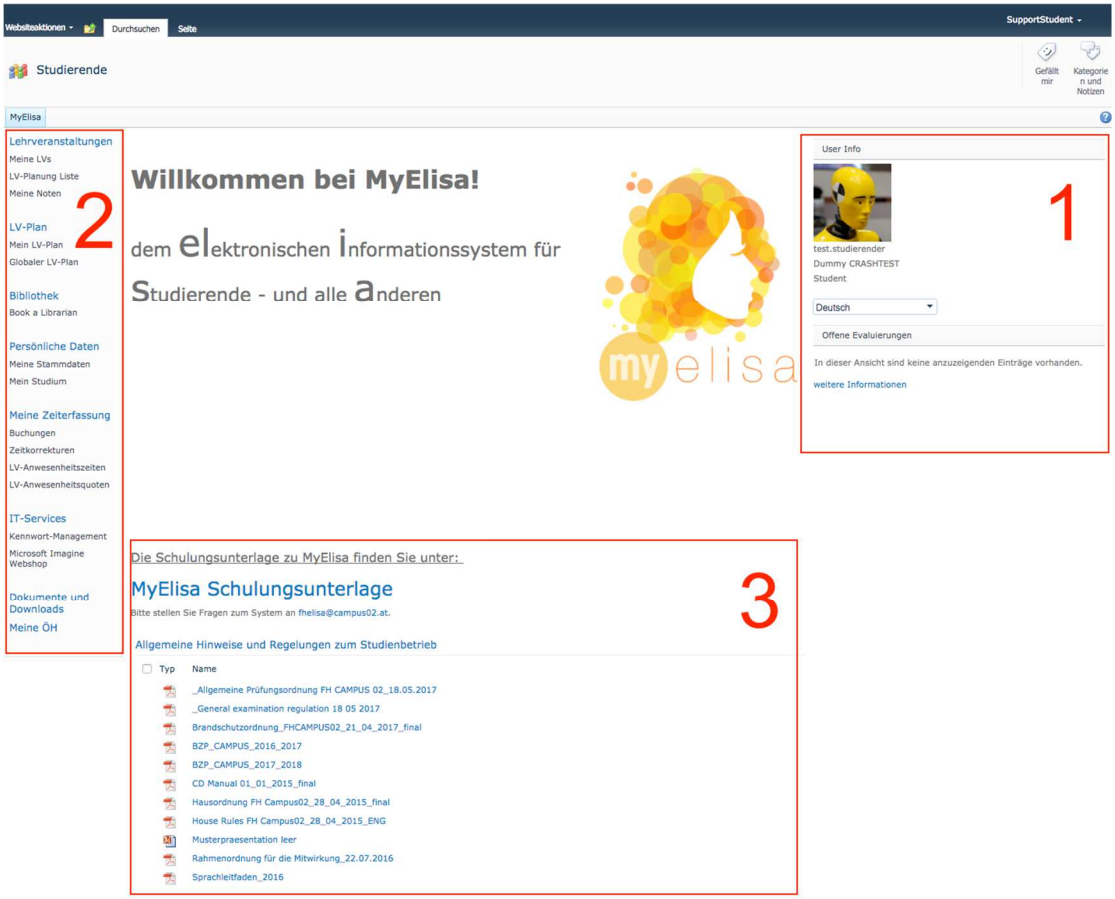
Log in using the domain "campus02", your user name (firstname.surname) and password.



4 Homepage

After successfully logging in, the homepage is loaded. It is composed of three sections:

- Information about the logged in person, language options and due evaluations (top right)
- Navigation list with all study-relevant functions (top left)
- General information and CAMPUS 02 news (bottom)



4.1 User info

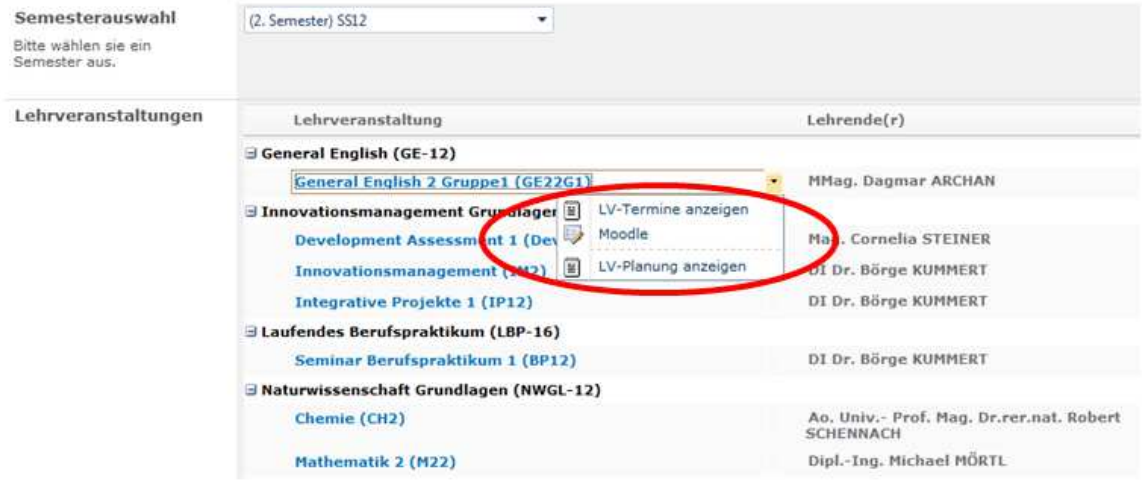
The user's login data and role can be viewed in the User Info. Users who have two roles (e.g. graduate AND active student) can switch between their functions. In the User Info you can select language options for MyElisa and view information regarding due evaluations. Click on "More information" to see details such as the current participation rate of due evaluations.

4.2 Navigation list

Here you can find all menu options relevant to your studies. Click on the headings to open them.

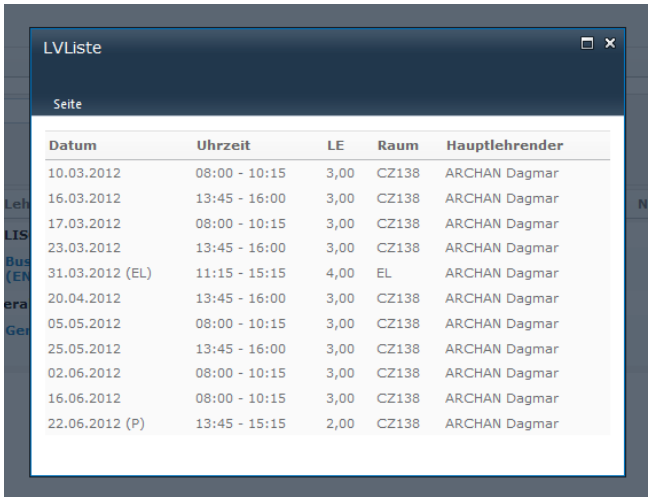
4.2.1 Menu option “My Courses“

After selecting the semester, you can see which course units you are attending.



By clicking on the course units, a drop down menu with “Show scheduled dates”, “Moodle” and “Show course information” will appear.

Click on “**Show scheduled dates**” to see dates and times as well as lecture hall/room allocations of the course unit. Some classes may be organised as e-learning sessions (**EL**), exams (**P**) or resits (**WH**). “**EL**” can also serve as a placeholder and does not necessarily mean that an e-learning session is taking place on the given date.



Datum	Uhrzeit	LE	Raum	Hauptlehrender
10.03.2012	08:00 - 10:15	3,00	CZ138	ARCHAN Dagmar
16.03.2012	13:45 - 16:00	3,00	CZ138	ARCHAN Dagmar
17.03.2012	08:00 - 10:15	3,00	CZ138	ARCHAN Dagmar
23.03.2012	13:45 - 16:00	3,00	CZ138	ARCHAN Dagmar
31.03.2012 (EL)	11:15 - 15:15	4,00	EL	ARCHAN Dagmar
20.04.2012	13:45 - 16:00	3,00	CZ138	ARCHAN Dagmar
05.05.2012	08:00 - 10:15	3,00	CZ138	ARCHAN Dagmar
25.05.2012	13:45 - 16:00	3,00	CZ138	ARCHAN Dagmar
02.06.2012	08:00 - 10:15	3,00	CZ138	ARCHAN Dagmar
16.06.2012	08:00 - 10:15	3,00	CZ138	ARCHAN Dagmar
22.06.2012 (P)	13:45 - 15:15	2,00	CZ138	ARCHAN Dagmar

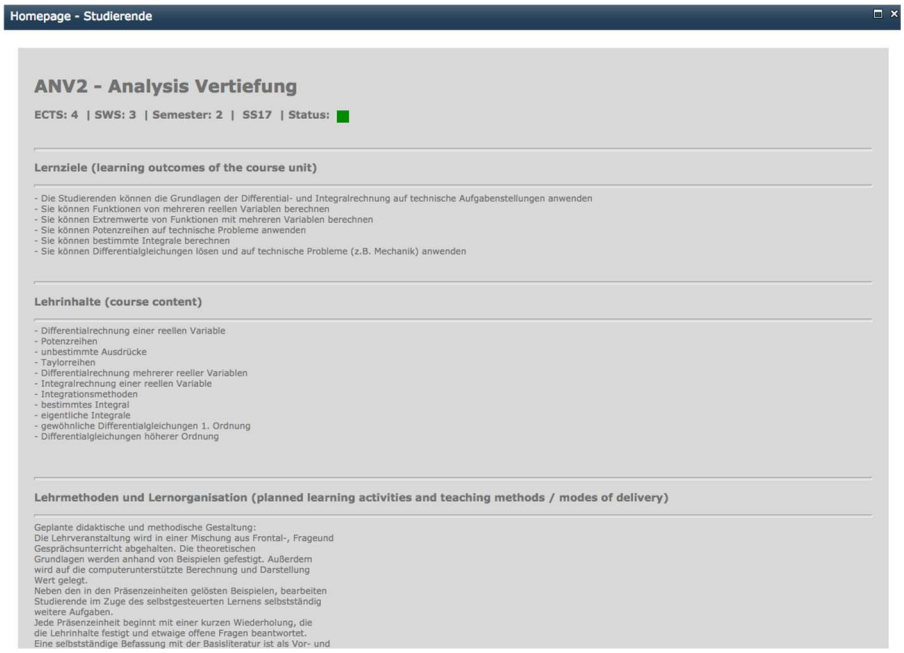
The lecture halls/rooms shown when clicking on this option are rooms booked at the time of loading the page. The booked rooms can however change up until a few days before class. It is therefore recommended to export course unit times as described below. This way, the dates and times are updated every 15 minutes.

Please not the following room/lecture hall **prefixes**:

- **CZ** – located in the **Zusertal** building at CAMPUS 02 Körblergasse 126
- **CR** – located in the **Rosenhof** building at CAMPUS 02 Körblergasse 126
- **C** – located in the **CAMPUS part of the WIFI building** in Körblergasse 111-113
- **SG** – located in the ***Fachschule für wirtschaftliche Berufe der Caritas*** in Grabenstraße 41
- **Without a prefix** – located in **WIFI**

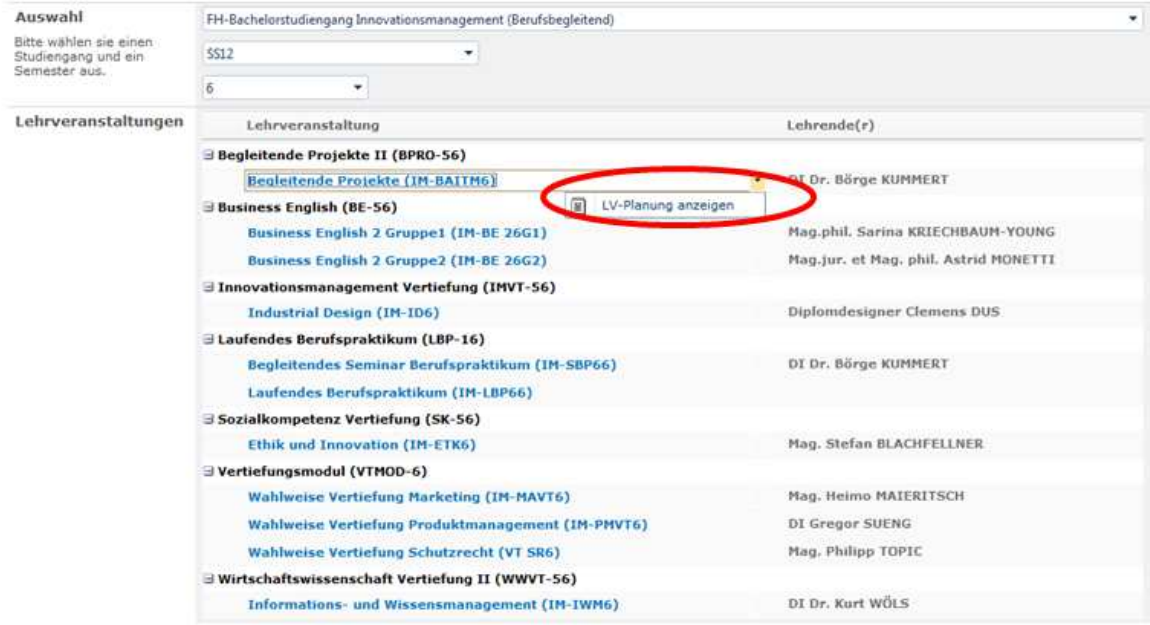
If a course unit is also connected to Moodle, the field option "**Moodle**" will appear in the drop down menu. Click on the option to be forwarded to the Moodle course unit.

Click on "**Show course information**" to find information about the course unit, such as details on the content, recommended reading and type of examination.



4.2.2 Menu option “Syllabus“

After selecting the degree programme, semester and number of semesters, you can view the course unit plans and course units of other degree programmes.

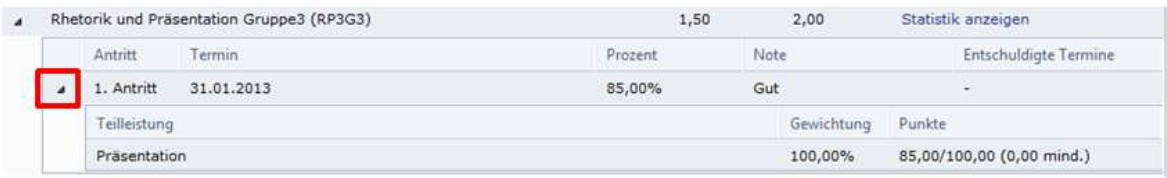


4.2.3 Menu option “My grades“

In “**My grades**”, you can see the grades, sorted by semesters, you received in each course unit.

The red and green lights indicate whether you have completed (green) a course unit or not (red).

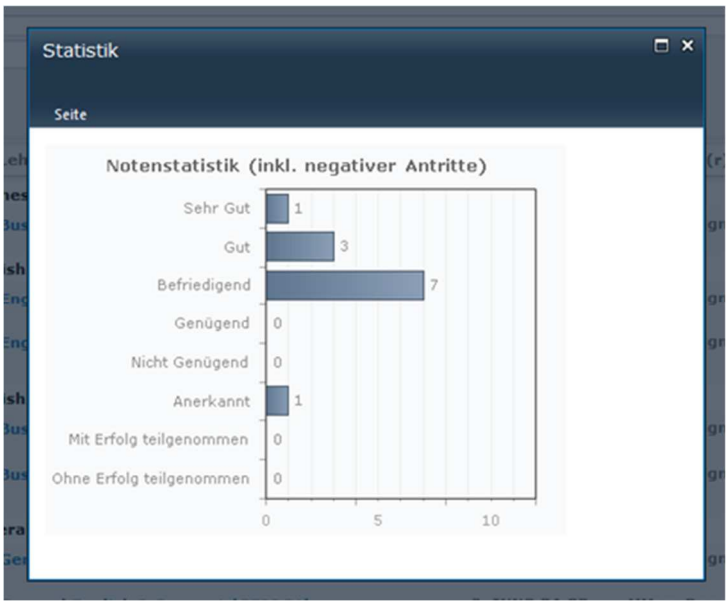
Click on the triangle to the left of the status light to open another row, which shows your overall performance in this course unit.



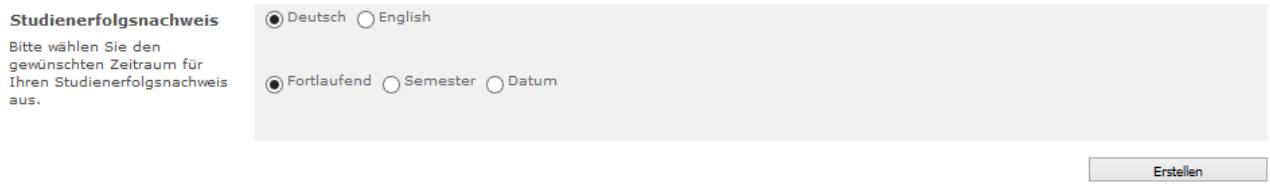
Click on the triangle in the opened row to see partial performances.

Click on “**Open all**” in the row above the grades list to expand all submenus. By expanding the rows, you can also see information about accreditation and excused dates.

- ✓ If new information is entered into “**My Grades**” you will be sent an email.
- ✓ By clicking on “**Show statistics**” you can open the assessment statistics (see below).



In “My Grades” you can also print your transcript of records. You can choose to print the transcript of your entire studies, of a certain semester or date.



The transcript of records substitutes proofs of performance provided by the offices/each semester. The printed version does not require a signature or stamp. The electronic version is signed digitally.

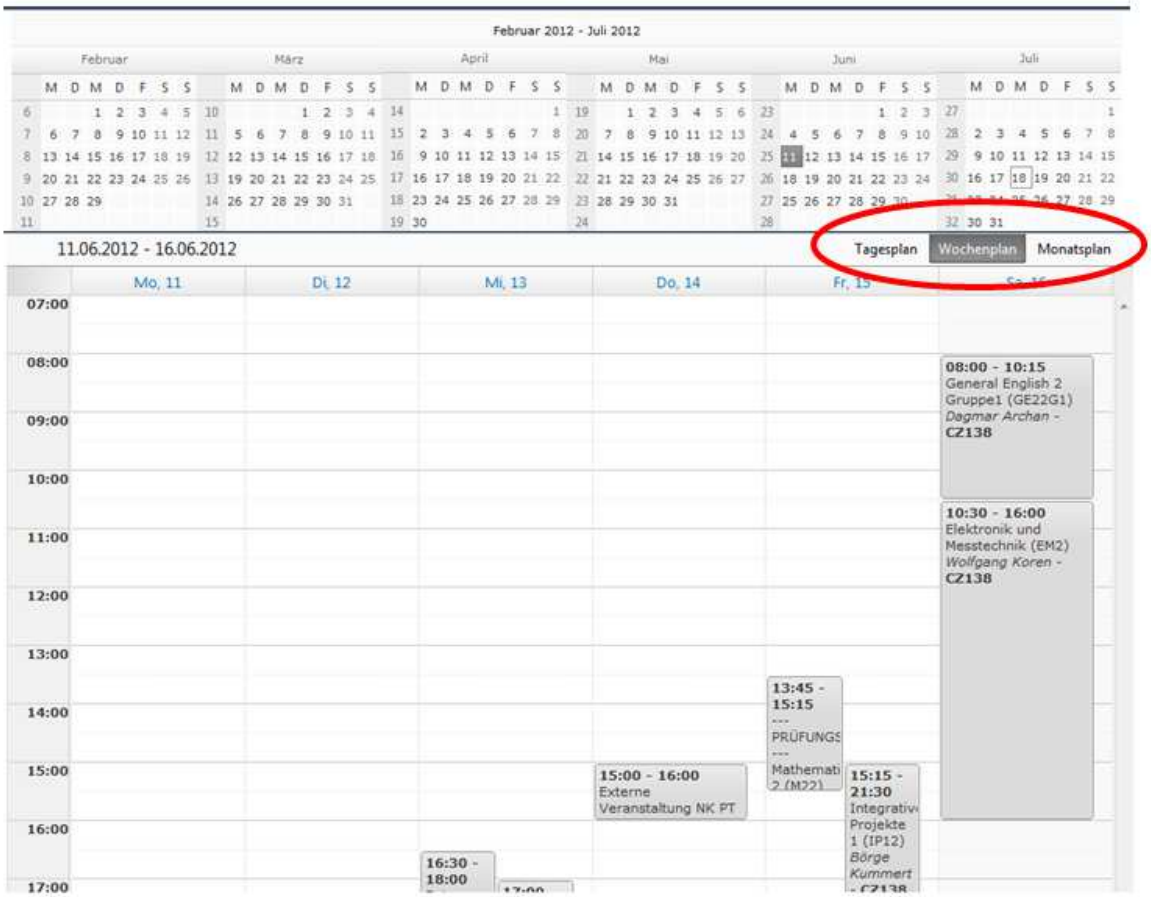
PLEASE NOTE: You may have to deactivate the pop-up blocker to issue the transcript of records!

4.2.4 Menu option “Room request“

Here you can view already booked rooms and lecture halls. Select “**Neues Element hinzufügen**” to book a room/lecture hall in the Zusertal building (CZ). Please note that rooms/lecture halls can only be booked during opening times. Short notice booking in Zusertal is also possible by telephone +43 316/6002-177. Friday afternoon and Saturday are not available for booking requests.

4.2.5 Menu option “My Schedule“

Your schedule is your personal calendar that keeps track of CAMPUS 02-specific dates and events. Switch between a daily, weekly and monthly view by clicking on *Tagesplan/Wochenplan/Monatsplan*.

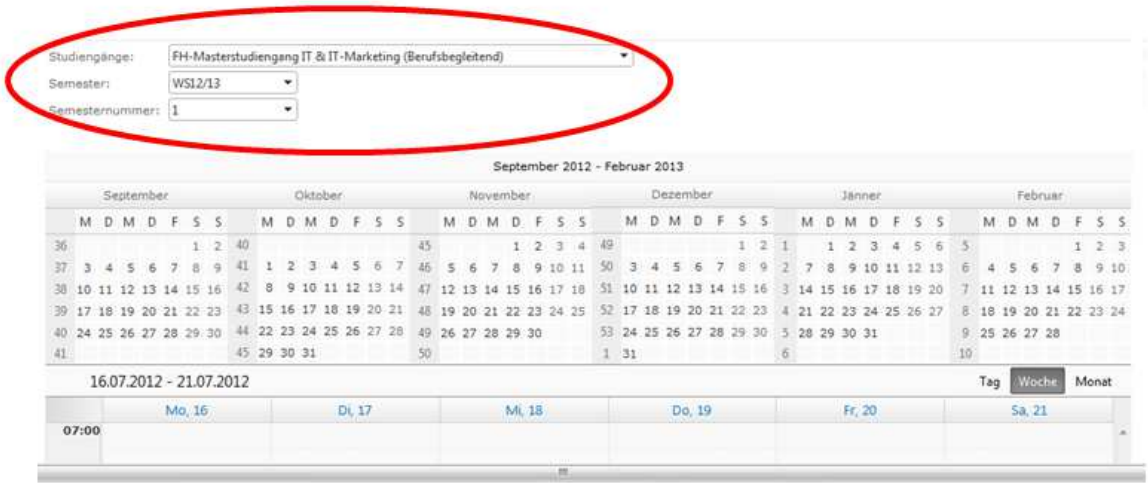


On the right side of the window you can click on the link as shown below to add your course units to another calendar.

PLEASE NOTE: Bear in mind that your smartphone updates in intervals!

4.2.6 Menu option "Global Schedule"

Click on "Global Schedule" to view all course unit times and booked rooms/lecture halls of all degree programmes by selecting the degree programme, semester and number of semesters.



4.2.7 Menu option "Catalogue"

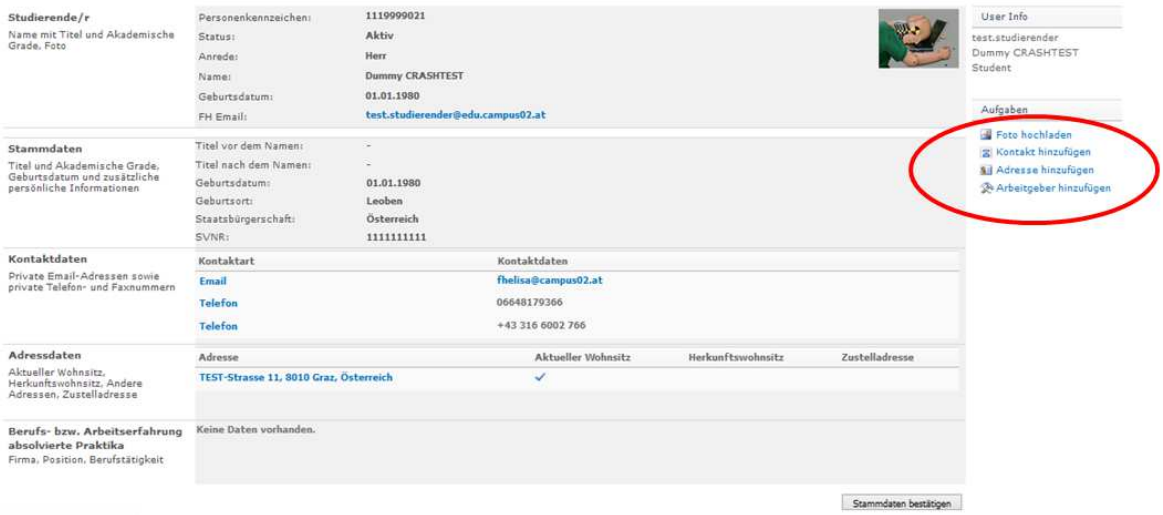
Click on "Catalogue" to be forwarded to CAMPUS 02's library website: www.campus02.at/bibliothek (also in English)

4.2.8 Menu option “Book a Librarian“

If you need help with searching for media, you can book a librarian. Click on “**Neuen Eintrag**” to open the booking form and add a new entry. Please note that booking an introduction to media search is only possible during specified times and at least three workdays ahead. Your booking is valid after you receive an email of confirmation.

4.2.9 Menu option “My data sheet“

In „My data sheet“ you can view personal data, contacts and addresses and details regarding professional activity and internships. On the right side of the window you can find a list of tasks to keep your data updated. At the beginning of each semester, you will be notified by the system to update and confirm your data. If any data changes during the semester, please apply these changes to your personal data.



4.2.10 Menu option “My Confirmations“

In “My Confirmations“ you can view tuition fee payments. Once you have payed the tuition fee and it has been credited to your account (please always use the customer data given in the payment request sent via email), you can print the current confirmation of registration and the application form for the student public transport pass. These documents substitute confirmations of registration issued by degree programme offices and student pass applications issued by the CAMPUS 02 Office.

Semester	SemNr	Studienplan	Datum	Studiengang	Studienbeitrag		
WS11/12	1	1/2010	01.09.2011	INNO BA BB	Bezahlt am 31.08.2011	Studienbestätigung	Verkehrsverbund-Formular
SS12	2	1/2010	24.01.2012	INNO BA BB	Bezahlt am 16.02.2012	Studienbestätigung	Verkehrsverbund-Formular
WS12/13	3	1/2010	07.08.2012	INNO BA BB	Bezahlt am 23.08.2012	Studienbestätigung	Verkehrsverbund-Formular
SS13	4	2/2012	30.01.2013	INNO BA BB	Bezahlt am 12.02.2013	Studienbestätigung	Verkehrsverbund-Formular

PLEASE NOTE: **You may have to deactivate the pop-up blocker to issue the confirmation of registration!**

4.2.11 Menu option “Buchungen“

Click on “Buchungen“ to get an overview of registered and unregistered attendance times. If an **exit time** (***Gehen***) has not been logged in yet, automatic registering has not yet occurred. Registering can take up to 24 hours.

verbuchte Anwesenheits-Zeiten

Kommen	Gehen
06.09.2011 06:00	06.09.2011 15:00
14.09.2011 06:00	14.09.2011 11:00
12.10.2011 08:25	12.10.2011 18:25
31.12.2011 23:00	31.12.2011 23:00
31.12.2011 23:00	31.12.2011 23:00
01.01.2012 00:00	01.01.2012 00:00
01.02.2012 23:00	02.02.2012 15:00
05.05.2012 00:00	05.05.2012 00:00
05.05.2012 00:00	05.05.2012 00:00
05.05.2012 07:00	05.05.2012 15:00
05.05.2012 08:00	05.05.2012 08:30
04.07.2012 08:30	04.07.2012 16:30
05.07.2012 06:00	05.07.2012 14:00
07.07.2012 09:00	07.07.2012 20:00
23.07.2012 06:00	23.07.2012 15:00
11.08.2012 16:17	12.08.2012 18:00
11.08.2012 16:22	11.08.2012 20:00
11.08.2012 17:54	11.08.2012 08:00
13.08.2012 00:49	13.08.2012 08:00
29.08.2012 10:20	29.08.2012 17:00

unverbuchte Anwesenheits-Zeiten

Kommen	Gehen	Erledigt
11.08.2012 15:17		False
29.08.2012 18:58		False

4.2.12 Menu option “Zeitkorrekturen“

If you have logged in, but the system did not register your entry and exit times (forgot card, reader error, etc.), you can apply for time registering.

All applications are listed as shown below:

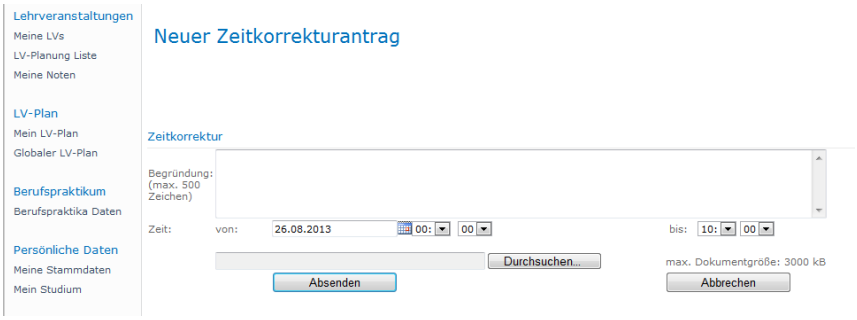
Buchungsanträge

Begründung	Zeit Von	Zeit Bis	Erstelldatum	Ablehngrund	Status
Nur so	06.06.2012 14:00	06.06.2012 18:00	10.08.2012 15:42	So nicht	abgelehnt
Karte vergessen	05.05.2012 07:00	05.05.2012 15:00	15.08.2012 12:57		bewilligt
Neuer Antrag	06.06.2012 06:00	06.06.2012 14:00	26.08.2012 16:30		beantragt
Test99	05.05.2012 08:00	05.05.2012 08:30	29.08.2012 11:47		bewilligt
Test 101	07.07.2012 09:00	07.07.2012 20:00	29.08.2012 12:04		bewilligt
dgfsdgds	04.05.2012 22:00	04.05.2012 23:00	29.08.2012 12:07		beantragt

Neuer Antrag

- ✓ Click on “**Neuer Antrag**“ to submit a new application. The respective Heads of Degree Programme and office staff process applications within 7 days. It is possible to upload a document, if required.

If the application is accepted, the times are registered in the system. If the application is rejected, a reason will be stated.



4.2.13 Menu option “LV-Anwesenheitszeiten“

Attendance regulations determine attendance requirements in course units. In “LV-Anwesenheitszeiten” you can see if you have attended all classes.

LV Anwesenheits-Zeiten

LV-Kurzbezeichnung	Kurzbezeichnung	Beginn	Ende	Dauer	Präsenzquote	Besucht-Zeit	Status
ATB1_GRP1VO	ATB1_GRP1	20.09.2011 08:30	20.09.2011 10:00	90	75	0	unbesucht
ATB1_GRP1VO	ATB1_GRP1	22.09.2011 08:30	22.09.2011 11:00	150	75	0	unbesucht
BWL1VO	BWL1T2	22.09.2011 12:00	22.09.2011 14:30	150	75	0	unbesucht
BWL1VO	BWL1T2	22.09.2011 12:30	22.09.2011 13:30	60	75	0	unbesucht
BWL1VO	BWL1T2	21.10.2011 11:00	21.10.2011 12:00	60	75	0	unbesucht
GEX11EX	GEX11G1	12.10.2011 08:30	12.10.2011 16:00	450	75	450	besucht
GEX11EX	GEX11G1	20.10.2011 08:30	20.10.2011 21:00	750	75	0	unbesucht
MSD11PS	MSD11G1	06.09.2011 10:00	06.09.2011 11:00	60	75	60	besucht
Wirt1PS	Wirt1T1	14.09.2011 08:30	14.09.2011 12:00	210	75	150	besucht
Wirt1PS	Wirt1T1	22.09.2011 08:30	22.09.2011 12:00	210	75	0	unbesucht
Wirt1PS	Wirt1T1	28.10.2011 09:30	28.10.2011 11:00	90	75	0	unbesucht
Wirt1PS	Wirt1T1	27.09.2011 08:30	27.09.2011 10:00	90	75	0	unbesucht

The column “Präsenzquote” shows daily updated attendance quota (does not refer to the entire duration of the course unit). The rows marked in orange indicate that attendance has fallen below the quota.

4.2.14 Menu option “LV-Anwesenheitsquoten“

In “LV-Anwesenheitsquoten”, you can check if you have met the attendance requirements for an exam.

Verbuchte LV Zeiten

Kurzbezeichnung	Bezeichnung	Soll-Zeit	Ist-Zeit	Präsenzquote	akt.Quote
ATB1_GRP1	Grundlagen Physik	240	0	75	0
BWL1T2	Betriebswirtschaftslehre Teil2	270	0	75	0
GEX11G1	Geographische Exkursion 1 Gruppe1	1200	450	75	37
MSD11G1	Betriebliche Umweltökonomie Gruppe1	60	60	75	100
Wirt1T1	Große Wirtschaftsräume Teil1	600	150	75	25

The column “Präsenzquote” shows daily updated attendance quota (does not refer to the entire duration of the course unit). The rows marked in orange indicate that attendance has fallen below the quota.

4.2.15 Menu option “Password Management “

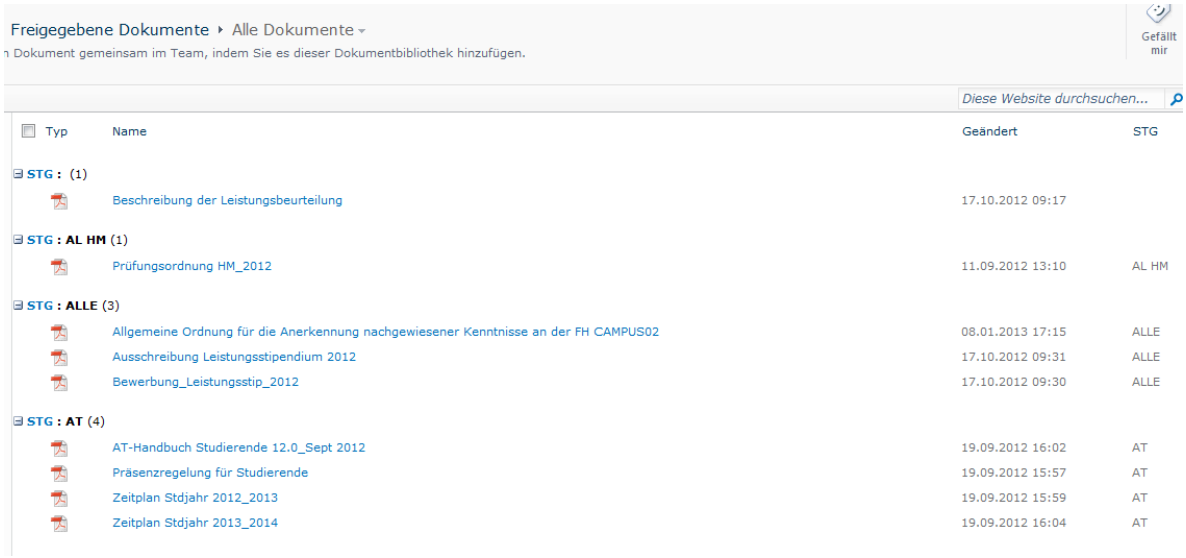
In “Password Management”, you can change your current password or reset your old one. Please use the form provided for this purpose.

4.2.16 Menu option “Microsoft Dreamspark Webshop“

Click on this menu option to be forwarded to the Microsoft Dreamspark Web Shop: www.dreamspark.com

4.2.17 Menu option “Documents and Downloads“

You can find documents uploaded by your degree programme in “Documents and Downloads”. Please note that uploads from other degree programmes are also visible. Uploads are sorted by degree programme.



4.2.18 Menu option “FH-Kollegium“

In “FH-Kollegium”, you can find up-to-date information and public documents issued by the University of Applied Sciences Board (*FH-Kollegium*).

4.2.19 Menu option “My ÖH“

Click on this menu option to be forwarded to the CAMPUS 02 representative body of the Austrian National Union of Students (ÖH FH CAMPUS 02): http://oeh.campus02.at/

4.2.20 General information

The homepage of MyElisa provides general study-relevant information, such as attendance requirements, opening times and examination regulations. In addition, there is a section for CAMPUS 02 news that is continuously updated.

5 LOGGING OFF

To log off, click on your name in the top right corner and click on “**Abmelden**”.