

Verbis Dean (Front) Office for Lecturers

With the launch of the new university management system VDO, several changes have been introduced to the way existing services work. Some of the older platforms have already been replaced, while others will continue to operate for a transitional period.

Service	For whom?	Purpose
my.wsiz.edu.pl	staff and students	main authentication hub; starting point for all university online services
dydaktyka.wsiz.edu.pl	lecturers	VDFO system offering, among others, functionalities previously available in the Virtual University used by teaching staff
wu.wsiz.edu.pl	students	Virtual University adapted for mobile devices
portal.wsiz.edu.pl	staff	access to employment-related data not yet integrated into my.wsiz; ePraktyki module for programme and university coordinators; module for didactic, IT and administrative tickets; access to selected supplementary modules supporting previously used systems
	students	ePraktyki until the full transition to the Verbis solution
euslugi.wsiz.edu.pl	staff	access to processes related to thesis reviewing until the transition to the Verbis solution

MY.WSIZ.EDU.PL

The central point of access to all services is the portal **my.wsiz.edu.pl**, which functions as the main authentication system. Logging in requires the use of your university e-mail address and a password, which by default is your PESEL number. In special cases, a different password may be assigned. E-mail addresses are created according to the following rule: the first letter of your first name, your surname (selected part), and the university domain, for example:

Jane Doe → jdoe@wsiz.edu.pl

After logging in, you will automatically have access to all university services such as Didactics, e-mail, Moodle, Webex, the Library or Plagiat.pl, without the need to log in again. The portal also displays your current timetable and university announcements.

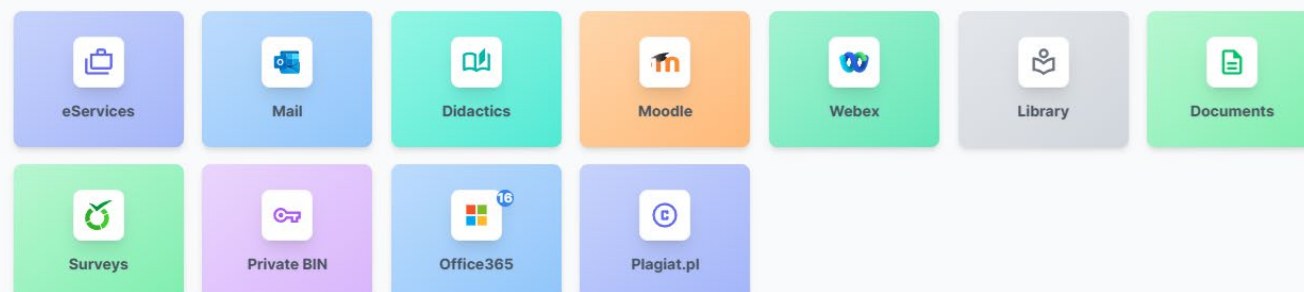
During the transition period, some applications may still require entering your login and password once more.



Welcome back, Jane Doe 🙋

Let's manage the university together!

University systems



My student groups ?



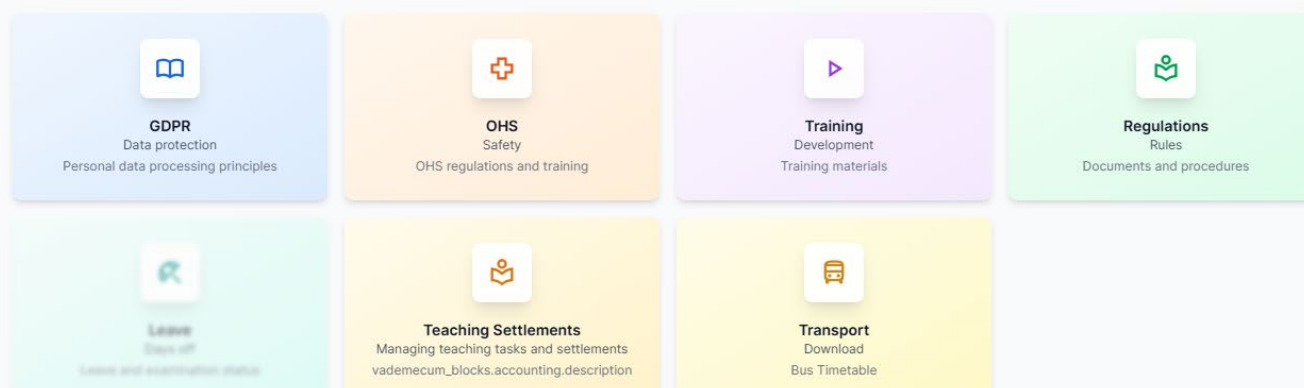
News

An error occurred while downloading news

Calendar



Information



Direct login to VDFO

Direct access to VDO for lecturers is available at dydaktyka.wsiz.edu.pl

You can log in using your university account authenticated through my.wsiz.edu.pl, or directly with your e-mail address and password. If your browser does not store university account data, the first screen displayed will be the Microsoft login page. There you must enter your university e-mail address and password, and complete the second verification step – usually with the Authenticator app previously configured on your smartphone.

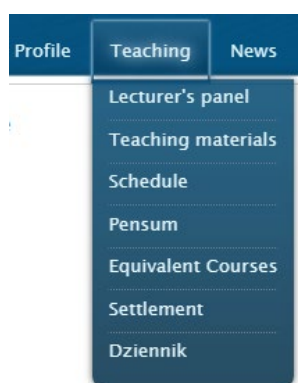
After logging in

Once logged in, the homepage opens with the **News** tab, where important information is published by authorized staff. Additional tabs provide further details.

The **Profile** tab contains basic personal information about the account holder.

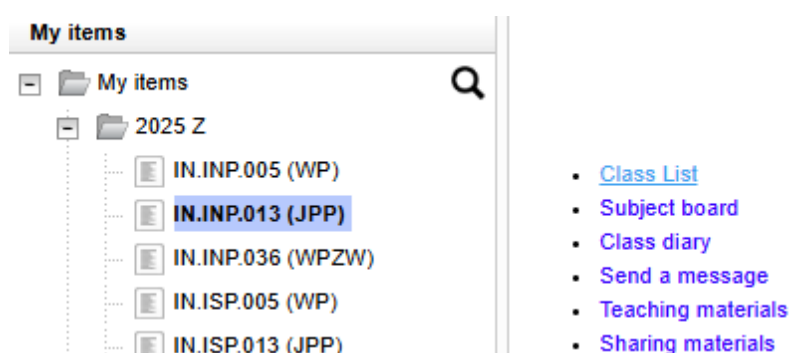
The most important section for lecturers is the **Teaching** tab, which allows you to view your timetable, lists of courses taught in individual semesters, records of hours completed within your teaching load, and course syllabi.

Teaching – Selected Elements of the Menu



Lecturer's Panel

Class List (Lista zajęciowa) – all students registered for the subject



The class list contains information about every student enrolled in a given course. It includes details such as the student's album number, semester, and stage of study (level, mode, and language), as well as their assignment to a dean's group and, more importantly, to a class group. The list can be sorted according to the values of any available column. The table can also be exported to a spreadsheet file (CSV) or a PDF document by selecting one of the available options located above the table on the right side.

Export to [PDF](#) [ODT](#) [Excel](#) , CSV: [MS Office](#) | [Libre Office](#)
calculate ranking (time-consuming operation)

Class Journal – Attendance Record

My items

My items

2025 Z

IN.INP.005 (WP)

IN.INP.013 (JPP)

IN.INP.036 (WPZW)

IN.ISP.005 (WP)

IN.ISP.013 (JPP)

- [Class List](#)
- [Subject board](#)
- [Class diary](#)
- [Send a message](#)
- [Teaching materials](#)
- [Sharing materials](#)

To view or download the attendance summary for the entire group, click the black-and-white pages icon  visible in the Journal column for the given group.

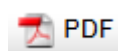
Class journal

Subject: **Introduction to Programming**
 Course number: **IN.ISP.005** Version: **A**
 Course language: **polish**
 Study semester: **2025 Z**
 Responsible for the course: **dr Marek Jaszuk**
 My roles: **Meeting leader**
 Capacity: **999**

Laboratory

Group	Students	Terms		Journal
L4	18 / 20	Tue 13:35-15:15 (8) other (2)		
L5	23 / 20	Tue 10:45-13:20 (6) other (1)		

The opened **class journal** provides, among other things, an attendance list in the form of a matrix showing students and the dates of their meetings. This list can be printed using the *PDF button*



in the top-right corner of the screen. To return to the list of all groups for that course, select *Back to the group list* [Back to the group list](#) on the left side of the page.

For lecturers checking attendance without using the system in real time, it is recommended to print the described attendance list and mark attendance manually on paper.

Attendance can only be entered retroactively — adding attendance for future dates is disabled.

Class journal

Subject: **Introduction to Programming**
 Course number: **IN.ISP.005** Version: **A**
 Course language: **polish**
 Study semester: **2025 Z**
 Responsible for the course: **dr Marek Jaszuk**
 My roles: **Meeting leader**
 Capacity: **999**
[Back to the group list](#)

Laboratory

Group	Students	Terms	
L4	19 / 20	Tue 13:35-15:15 (8) other (2)	

Attendance list

PDF

Lp.	Name	Last name	No albums	Attendance [%]	Absences	1:35 PM, 10/14/2025 - 3:15 PM	12:40 PM, 10/21/2025 - 2:20 PM	1:35 PM, 10/28/2025 - 3:15 PM	1:35 PM, 11/04/2025 - 3:15 PM	1:35 PM, 11/18/2025 - 3:15 PM	12:40 PM, 11/25/2025 - 2:20 PM	1:35 PM, 12/02/2025 - 3:15 PM	1:35 PM, 01/13/2026 - 3:15 PM	1:35 PM, 01/20/2026 - 3:15 PM	1:35 PM, 01/27/2026 - 3:15 PM
1.	Oleksandr	H...													

By clicking the magnifying glass icon in the row of a selected group, you can expand all scheduled classes with their corresponding dates and times. To open the attendance marking tool directly, select the light-blue page icon next to the chosen class date. This will take you to the **lecturer's journal**.

The journal is accessible directly from the Teaching menu.

Profile	Teaching	News
	Lecturer's panel Teaching materials Schedule Syllabus Equivalent Courses Settlement Journal	

Subject: **Introduction to Programming**
 Course number: **IN.ISP.005** Version: **A**
 Course language: **polish**
 Study semester: **2025 Z**
 Responsible for the course: **dr Marek Jaszuk**
 My roles: **Meeting leader**
 Capacity: **999**

Laboratory

Group	Students	Terms		Journal
L4	19 / 20	Tue 13:35-15:15 (8) other (2)	🔍	📄
Classes take place: 10/14/2025 1:35 PM-3:15 PM  10/21/2025 12:40 PM-2:20 PM  10/28/2025 1:35 PM-3:15 PM  11/04/2025 1:35 PM-3:15 PM  11/18/2025 1:35 PM-3:15 PM  11/25/2025 12:40 PM-2:20 PM  12/02/2025 1:35 PM-3:15 PM  01/13/2026 1:35 PM-3:15 PM  01/20/2026 1:35 PM-3:15 PM  01/27/2026 1:35 PM-3:15 PM 				
L5	22 / 20	Tue 10:45-13:20 (6) other (1)	🔍	📄

This Journal which prioritizes the schedule of planned classes includes only the groups assigned to the logged-in lecturer. The top tile indicates which group the current action refers to. The groups are sorted chronologically according to the timetable, and navigation between them is done using the blue arrow (triangle) icons .

Below the group name, several permanent options are available:

- **Search for meetings** – displays a list of all scheduled classes for the course
- **Upcoming meetings** – shows all classes of the logged-in lecturer planned for the coming week
- **Meetings with the group** – displays only the classes scheduled with the selected group
- **Go to group journal** – redirects the user to the class journal of the selected group

Introduction to programming

IN.INP.005

L8

11:45 – 13:25

11/10/2025

CTIR KM203



[Search for meetings](#)
[Upcoming meetings](#)
[Meetings with the L8 group](#)
[Go to group journal](#)

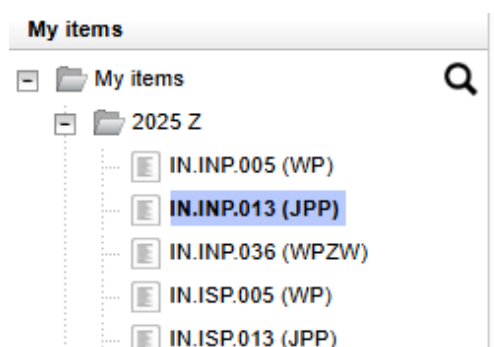
Attendance list

No.	Name	Last name	Album number	Presence	Comments
				Yes ☐ NO ☐	
1.	Thomas	A		☐ ☐	
2.	Sebastian	W		☐ ☐	
3.	Simon	B		☐ ☐	

The lower part of the page reveals additional features. The first action in the journal is entering attendance information. To mark attendance, simply click **Yes** or **No** next to each student's name. If needed, you can also add a **comment**, for example to note a medical leave or a late arrival. In the

top row of the table, there are also bulk actions that allow you to mark all students at once with the chosen value (Yes / No).

Send a Message – to the selected group



- [Class List](#)
- [Subject board](#)
- [Class diary](#)
- [Send a message](#)
- [Teaching materials](#)
- [Sharing materials](#)

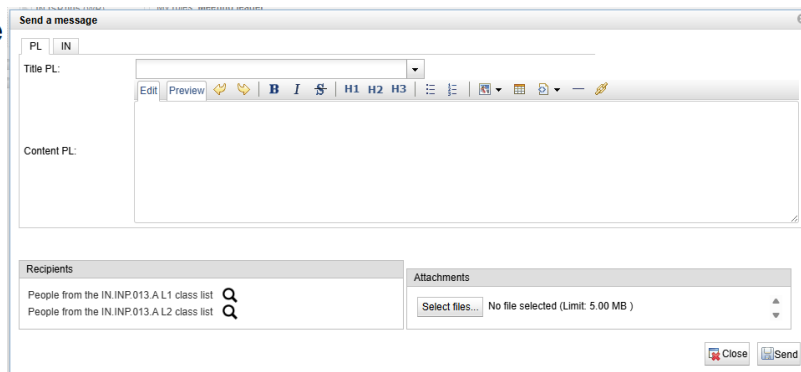
This function allows a lecturer to select specific groups of students who should receive a message in the Virtual University (WU) system. To write the content of the message, simply choose the option **Send a Message**, then enter the title and the content in each of the displayed languages.

Send a message

Subject: Programming languages and paradigms
 Course number: IN.INP.013 Version: A
 Course language: polish
 Study semester: 2025 Z
 Responsible for the course: dr inż. Barbara Fryc
 My roles: Meeting leader
 Capacity: 999

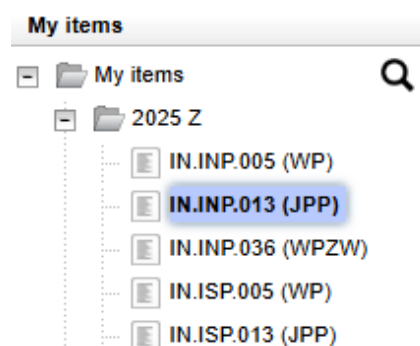
[Send a message](#)

IN		L	
		L1	☒
		L2	☒
		L3	☐
		L4	☐
		L5	☐
W1	☐		



From this view it is also possible to check the list of students in each group (magnifying glass icon) and to attach files of up to 5 MB.

Teaching Materials – course syllabi



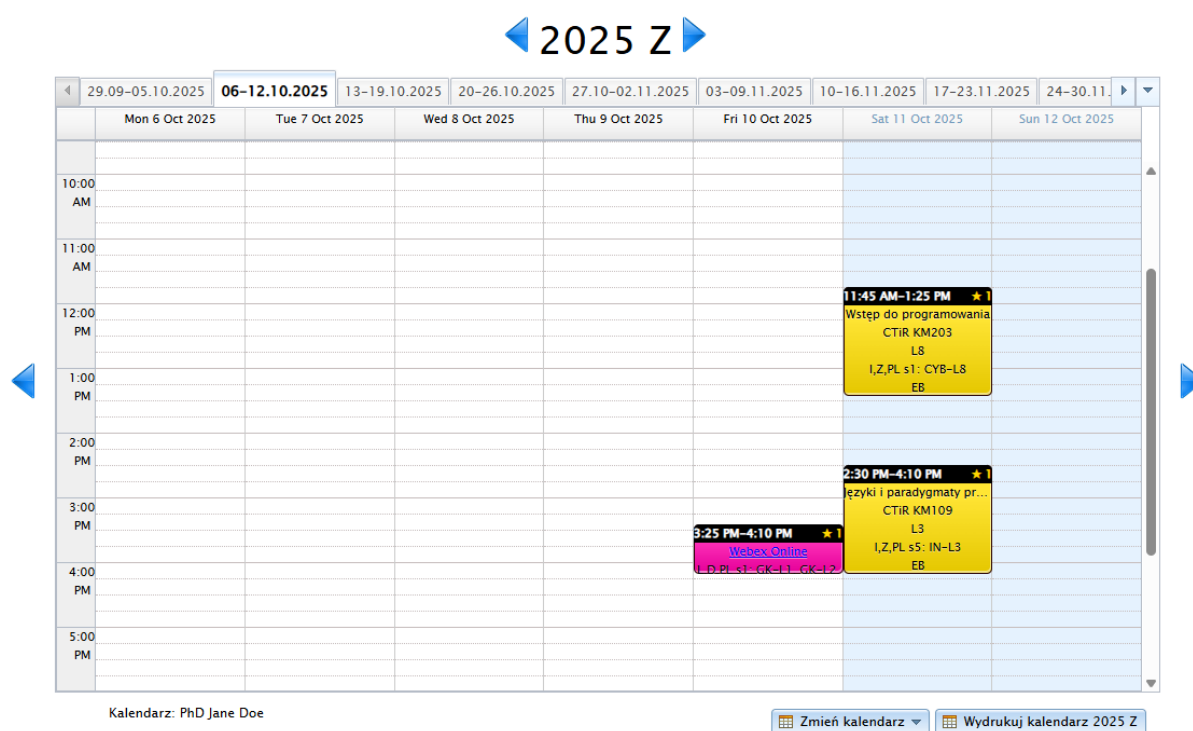
- [Class List](#)
- [Subject board](#)
- [Class diary](#)
- [Send a message](#)
- [Teaching materials](#)
- [Sharing materials](#)

In the **Teaching Materials** section, each lecturer (and students in their own WU accounts) can see the materials assigned to a course and to each of its forms. Only authorized persons may upload such files.

This is also where course syllabi are stored.

Schedule – links, classroom and student group availability

The full schedule of the logged-in lecturer is available from the drop-down menu in the **Teaching** tab. The schedule is first divided into semesters (L – Summer, Z – Winter) and then into weeks of the academic year. Each coloured tile represents a separate teaching unit and contains the assigned class group, meeting place, lecturer, and time. More details can be displayed by hovering the cursor over the star icon in the upper-right corner of the class tile.



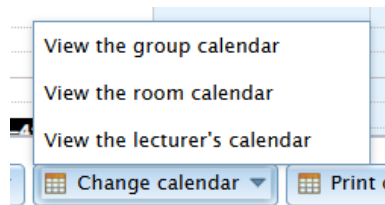
*Particular attention should be paid to meetings marked as **Webex Online**, as these are remote (or hybrid) classes. The meeting link is hidden under this label and will open in a new window when clicked.*

*We recommend using the **Webex desktop application**, as it offers lecturers more management options during the meeting.*

*Teaching permissions can only be granted if you join the meeting while logged in with your staff account. This is especially important when using **Webex** for the first time in a given browser.*

Navigation through the class schedule is possible using the blue arrows (triangles) on the sides, the tabs for subsequent weeks, or the vertical scroll bar. Additional useful buttons can be found in the lower-right corner of the screen.

The first option **Export my calendar** displays a URL address that allows you to subscribe to your class schedule in any calendar application.

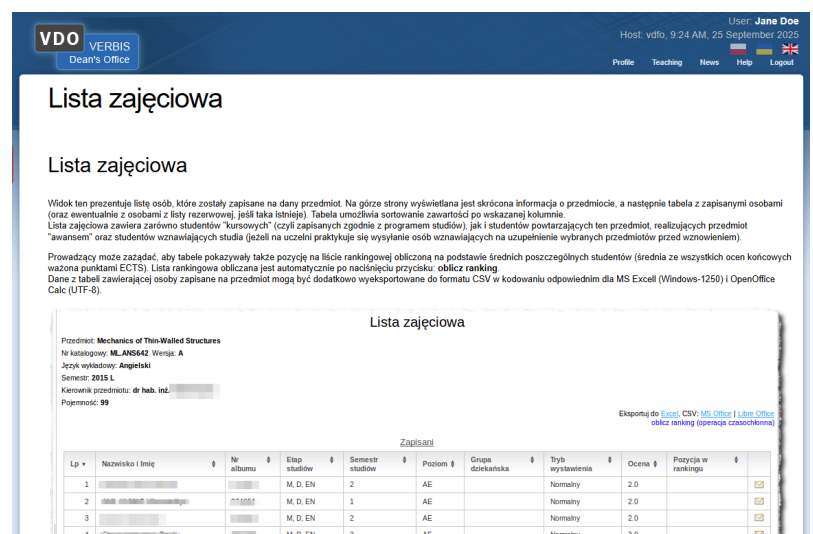
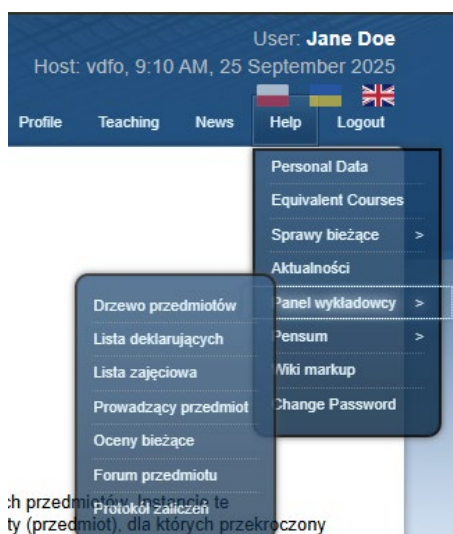


Change calendar allows you to view schedules of other lecturers, specific student groups, or selected classrooms. The last button makes it possible to download the schedule for a chosen time range as an XLSX or PDF file.

In the future, classes scheduled by the university will also appear in the staff calendars in MS Outlook.

Help

The Help tab contains user guides with screenshots and instructions for using the VDO system. These materials are only in Polish, so please use a translation tool if necessary.



For Example: Right click on the site in Google Chrome

VDO

VERBIS

Dean's Office

Lista zajęciowa

Back

Alt+Left arrow

Forward

Alt+Right Arrow

Reload

Ctrl+R

Save as...

Ctrl+S

Print...

Ctrl+P

Cast...

Search with Google Lens

Open in reading mode

Send to your devices

Create QR code for this page

Translate to English

Widok ten prezentuje listę studentów zarejestrowanych na wybrany przedmiot (oraz ewentualnie listę rezerwową, jeśli istnieje). Tabela umożliwia sortowanie według wybranych kryteriów. Lista zajęciowa obejmuje zarówno studentów "kursu" (tj. tych, którzy zostali przyjęci do programu studiów), studentów powtarzających przedmiot, studentów biorących udział w kursie "zaawansowanym" oraz studentów powracających do studiów po przerwie.

Prowadzący może również wyświetlić listę rankingową na podstawie średniej ocen z przedmiotu (średnia ocen z ważonych punktów). Ranking jest obliczany automatycznie po kliknięciu przycisku "Oblicz ranking".

Dane z tabeli można wyeksportować do formatu CSV (UTF-8).

Przedmiot: Mechanika cienkościennych konstrukcji
Nr katalogowy: ML-ANS642
Język wykładowy: Angielski
Semestr: 2015 I

VDO

VERBIS

Dean's Office

User: Jane Doe

Host: vdfio, 9:24 AM, 25 September 2025

Profile

Teaching

News

Help

Logout

Class List

Class List

This view presents a list of students registered for a given course. Brief course information is displayed at the top of the page, followed by a table listing those registered (and possibly those on a reserve list, if one exists). The table allows sorting by a specific column. The class list includes both "course" students (i.e., those enrolled according to the program of study), students repeating the course, students taking the course "advanced," and students resuming their studies (if the university practices sending resuming students to complete selected courses before resuming).

The instructor may request that the tables also display the ranking position calculated based on individual student averages (the average of all final grades weighted by ECTS points). The ranking list is calculated automatically after clicking the "Calculate Ranking" button.

Data from the table containing students enrolled in the course can also be exported to CSV format in encoding suitable for MS Excel (Windows-1250) and OpenOffice Calc (UTF-8).

Lista zajęciowa

Przedmiot: Mechanics of Thin-Walled Structures
Nr katalogowy: ML-ANS642 Wersja: A
Język wykładowy: Angielski
Semestr: 2015 I
Kierownik przedmiotu: dr hab. inż. [imię]
Pojemność: 99

Eksportuj do: [Excel CSV MS Office](#) | [Excel UTF-8](#) | [Excel UTF-8 \(zawiera ranking\)](#)

Zapisani										
Lp	Nazwisko i Imię	Nr albumu	Stopień studiów	Semestr studiów	Poziom	Grupa dydaktyczna	Tryb wystawienia	Ocena	Pozycja w rankingu	
1	[imię]	[nr]	M, D, EN	2	AE		Normalny	2.0		[ikona]
2	[imię]	[nr]	M, D, EN	1	AE		Normalny	2.0		[ikona]
3	[imię]	[nr]	M, D, EN	2	AE		Normalny	2.0		[ikona]
4	[imię]	[nr]	M, D, EN	2	AE		Normalny	3.0		[ikona]