

# Wise Ed - office guide

For the student office

October 2026

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## 1 What's new (October 2026)

What came to Wise Ed in October 2026, where it is in the menu, and the chapter that shows how to use it.

| What is new                                                                                                | Where                                                    | Chapter |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------|
| Admissions counsellors: <b>My prospects</b> , the <b>Unassigned</b> queue, giving people out with a reason | <b>Relationships and alumni → People</b>                 | 21      |
| Automatic assignment of new enquiries, and a morning list of follow-ups                                    | <b>Settings → Admissions: counsellors and assignment</b> | 21      |
| A visitor at the desk in one small form                                                                    | <b>Walk-in</b>                                           | 21      |
| Campaigns, each with a link of its own                                                                     | <b>Campaigns</b>                                         | 21      |
| The web enquiry form - a link, or built into the school's website                                          | <b>Enquiry form</b>                                      | 21      |
| <b>Overview for management, Enquiries, Exam processing, Workload</b>                                       | <b>Insights</b>                                          | 22      |
| Emergency contacts, documents and eligibility on the student file                                          | <b>Student file, Documents</b>                           | 6       |
| Transfer, withdrawal, completion, pause and return in one step                                             | <b>Study changes</b>                                     | 6       |
| Intakes and cohorts; charging any price to a group                                                         | <b>Price list, Charging a year</b>                       | 12      |
| <b>Who owes what and The year in figures</b>                                                               | <b>Balances</b>                                          | 12      |
| Fee waivers, approved by a second person                                                                   | <b>Fee waivers</b>                                       | 13      |
| The ready role <b>Admissions counsellor</b> and the counsellor tick                                        | <b>Roles</b>                                             | 29      |
| Lecturers' lists of their students and roll call: two switches                                             | <b>Self-service settings</b>                             | 19      |

Students and lecturers have their own short guides on the school's web pages; the office guide is for the student office.

## 2 About this guide

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Wise Ed is the student information system of Wise Technologies. It keeps the school's study programmes and curriculum, its students and their files, admission and enrolment, exams, grades and the progress towards a degree, course materials, invoices, payments and financial aid, the student portal and what guardians, payers and sponsors may see, requests and decisions, theses and diplomas, the lecturers' monthly work and their absences, messages and announcements, the school's relationships with its alumni and partners, and the key numbers of the year. It works beside Wise Timetable: the timetable brings the programmes, subjects, lecturers and students, and Wise Ed adds everything the timetable does not know.

This guide is for the student office. It follows the work, not the menu: each chapter says what a part of Wise Ed is for, where it is in the menu, and then how to do the everyday tasks in it, step by step. Chapters 3 to 25 are the everyday work. Chapters 26 to 33 are for the person who sets Wise Ed up for the school - the country and languages, campuses, which modules are switched on, roles, code lists, importing data, integrations and the public API.

### YOUR SCHOOL DECIDES

Each school switches on the parts it uses (chapter 28), and each office user sees the screens their role opens (chapter 29). A chapter about a part your school has not switched on describes screens you will not find. A school with several campuses sees the campus in lists and forms (chapter 27). The school's country decides the national ID number, the payment slip, the currency, national reporting and the grade scale it starts with.

### ABOUT THE PICTURES

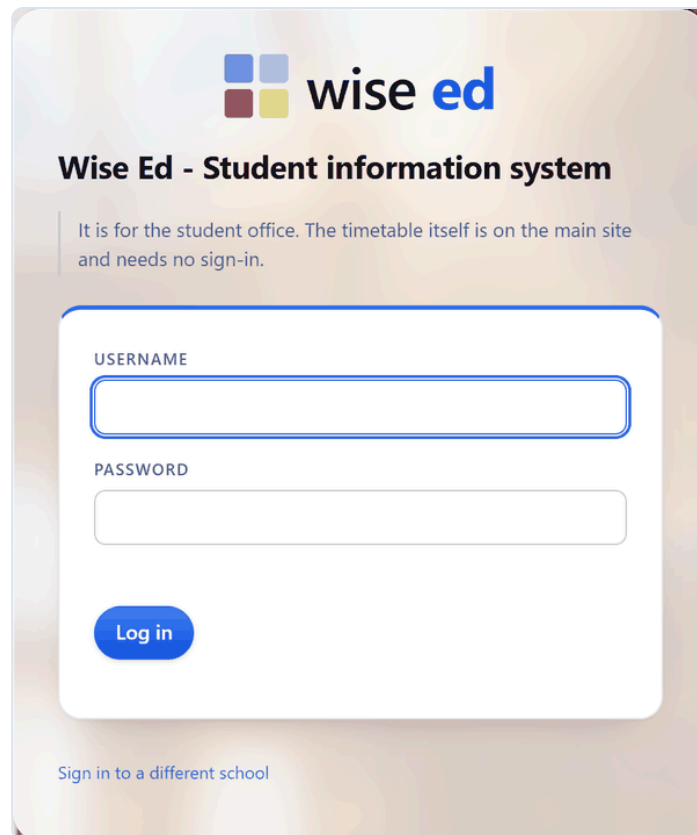
The pictures are of a test school filled with invented students, lecturers, guardians and companies; any resemblance to a real person is chance. The test school is in Slovenia, so the pictures show Slovenia's national items - the EMŠO number, the UPN QR payment slip, reporting to eVŠ. A school in another country sees its own in their place. Your screens may also look a little different: a part your school does not use, or a right your role does not have, leaves a button out.

## 3 Getting started

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### 3.1 Signing in

Open the address of your school's Wise Ed - [wise-tt.com/sis/](https://wise-tt.com/sis/) followed by the school's code - and sign in with the user name and password you use for the timetable's administration. If your school signs in with Microsoft, the sign-in page also offers the Microsoft button: use your school Microsoft account and no separate password is needed. The office is open to people whose lecturer record in Wise Timetable carries the **Administrator** tick and to people the school has given a role (chapter 29); anybody else is turned away at the door.



The image shows a login interface for the 'wise ed' system. At the top, the 'wise ed' logo is displayed, consisting of four colored squares (blue, light blue, red, yellow) followed by the text 'wise ed'. Below the logo, the title 'Wise Ed - Student information system' is shown. A note states: 'It is for the student office. The timetable itself is on the main site and needs no sign-in.' The login form contains two input fields: 'USERNAME' and 'PASSWORD'. Below these fields is a blue 'Log in' button. At the bottom of the form, there is a link that says 'Sign in to a different school'.

The door of the office. The timetable itself is on the school's main site and needs no sign-in.

### 3.2 The overview: what is waiting for you

After signing in you land on the **Overview**. At the top is **Waiting for you**: everything that needs the student office, oldest first - a thesis waiting for its committee, an exam record not signed off, an invoice long overdue, a request past its target, a change of address to approve, a lecturer's absence to cover. Each row says what waits, in which part of Wise Ed, about whom, and for how long; a row waiting longer than usual is marked **late**. **Open** takes you to the one screen that resolves it. The buttons above the list show one part at a time, with the number of rows in each. An empty list means the work is done.

The screenshot shows the 'Waiting for you' section of the Wise Ed system. It features a sidebar menu on the left with categories like Curriculum and Records, Student File, Accommodations, Exams and Grades, and Degree Audit. The main content area displays a list of tasks that need attention, each with a status icon (e.g., 'To check', 'Overdue', 'Waiting'), a description of the task, and an 'Open' button. The tasks are sorted by priority, with overdue items appearing first. The top bar includes navigation links and a search function.

The overview: the menu on the left, the top bar, and **Waiting for you**.

Under the queue, the tiles count the study programmes, subjects, places in the curriculum, students and students enrolled this year; each opens its list. **Key numbers of this academic year** show at a glance how many are enrolled, how many are new, the exam pass rate, the **Students at risk** and the money overdue; each opens its report in **Insights** (chapter 22). **Recent changes** shows the last changes - when, who, what and to what.

### 3.3 The menu on the left

The menu lists every screen, grouped by part: **Curriculum and records**, **Student file**, **Exams and grades**, **Admission and enrolment**, **Finance** and the others. The screen you are on is marked, and the menu keeps its place as you move between screens. It shows only the parts your school has switched on and the screens your role opens; the arrow at its top folds it away when you need the width.

**Find in the menu**, the field above the menu, finds a screen by its name or by a word of the work it does - type "invoice" or "exam" and the menu shows only what matches, the best first. Places inside a screen, such as a tab of a report, are offered too, in small print under the screen they belong to. Enter opens the first match and Esc gives the whole menu back. From any screen, Ctrl+K or / puts the cursor in the field (**Find a screen in the menu - also Ctrl+K or /**).

### 3.4 The top bar

- Left: the school's code, the name of the product and the current academic year.
- **Wise Timetable** - the way out to the timetable: **Public timetable** and its **Administration**, for the same school and in the same language. They open in a new tab, so the screen you were on stays where it was. Wise Ed's own settings are in the menu on the left, never behind this button.
- The round arrow reloads the screen; the language button changes the language of the screens - every message, question and refusal then comes in that language too (the language of documents is set apart, see chapter 26); **Appearance** chooses the accent colour and light or dark, for you on this browser only.

- The question mark opens this guide in a new tab - the edition for the student office, in your language where there is one (the Slovenian and the Croatian edition; Serbian and Bosnian screens open the Croatian one, every other language the English one).
- Your name, last: it signs you out.

The screenshot shows the top bar of the Wise Ed interface. It includes a 'Wise Timetable' button, a question mark icon, a refresh icon, a language selector set to 'EN', and a 'SIS Check' button. Below the top bar, a dropdown menu for 'WISE TIMETABLE' is open, showing options for 'Public timetable' and 'Administration'. Below this, a table displays student information. The table has columns for 'TS IN TOTAL', 'PROFESSIONAL TITLE', 'STUDENTS THIS YEAR', and 'STATUS'. Two rows are visible:

| TS IN TOTAL | PROFESSIONAL TITLE                      | STUDENTS THIS YEAR | STATUS          |
|-------------|-----------------------------------------|--------------------|-----------------|
| 180         | diplomirani inženir elektrotehnike (UN) | 63                 | 547 Active Edit |
| 120         | magister inženir elektrotehnike         | 105                | 293 Active Edit |

The top bar: the school, the **Wise Timetable** button, the language, **Appearance**, the guide and your name.

### 3.5 Lists

- **Every long list has a search and pages.** The page size (**Per page**: 10, 25, 50, 75, 100 or **All**) is remembered for you, list by list.
- **A choice of one is not a choice.** A search that finds exactly one student opens that student at once.
- **Every list can be taken away as a file.** **Export** under the list gives **Excel** or **CSV**: everything the list shows under its search and filters, all pages, not only the one on screen. Tick **one value per row, repeated** when the file is for another program: every row then carries every value. The buttons are there only when your role has the right to export lists.

The screenshot shows the footer of a list. It includes navigation buttons for 'Previous' and 'Next', a page indicator 'Page 1 of 11', a 'Per page' dropdown set to '10', and an 'Export' button with options for 'Excel' and 'CSV'. There is also a checkbox for 'one value per row, repeated'.

The foot of a list: the pages, **Per page**, and **Export** as **Excel** or **CSV**.

### 3.6 Forms and questions

- **Forms are in sections**, each with a line saying what it is for. On a long form the row with Save stays at the bottom of the window, and it says **Unsaved changes** as soon as something differs from what was saved.
- **Leaving with unsaved changes asks first (Leave without saving?)** and names the parts that would be lost.
- **The screen asks, it does not refuse.** When something looks wrong - a national ID number that does not add up, a second student with the same name, an enrolment at a campus where the programme is not taught - the screen says what it found under **Before this is saved** and offers **Save anyway**. Only what cannot be stored at all is refused, and the screen says why, beside the field concerned.
- **Everything is written down.** Each record, invoice, request or setting has its own history: who changed what, when, and from what to what. Nothing recorded is deleted: an issued document is corrected by a new one, an annulled one stays in the register, and a sensitive entry records only that somebody looked, never what they read.

### 3.7 Statuses

Every part of Wise Ed uses the same status words and colours: **Draft**, **Submitted**, **In review**, **Waiting**, **Approved**, **Rejected**, **Open**, **Closed**, **Paid**, **Overdue** and a few more. Rest the mouse on a status to read what it means in that

place.

## 4 Study programmes, subjects and the curriculum

The first part of the menu, **Curriculum and records**, holds what everything else stands on: the school's **Study programmes**, its **Subjects**, the **Curriculum** of each programme year by year, and the **Students** (chapter 5).

### 4.1 Where they come from

Programmes, subjects, the curriculum the timetable knows and this year's students come from Wise Timetable. **Take over from the timetable** on the overview adds what the timetable has and Wise Ed does not; it never overwrites what the office has entered. A programme's code and name stay the timetable's and are changed there; Wise Ed adds what the timetable does not know.

| CODE | PROGRAMME        | CYCLE     | YEARS | ECTS IN TOTAL | PROFESSIONAL TITLE AWARDED              | SUBJECTS | STUDENTS THIS YEAR | STATUS |      |
|------|------------------|-----------|-------|---------------|-----------------------------------------|----------|--------------------|--------|------|
| 17   | UN-EL-1.stopnja  | 1st cycle | 3     | 180           | diplomirani inženir elektrotehnike (UN) | 63       | 547                | Active | Edit |
| 27   | MAG-EL-2.stopnja | 2nd cycle | 2     | 120           | magister inženir elektrotehnike         | 105      | 293                | Active | Edit |
| 47   | VS-EL-1.stopnja  | 1st cycle | 3     | 180           | diplomirani inženir elektrotehnike (VS) | 100      | 471                | Active | Edit |
| 37   | UN-MM-1.stopnja  | 1st cycle | 3     | 180           | diplomirani inženir multimedije (UN)    | 18       | 144                | Active | Edit |
| 67   | MAG-MM-2.stopnja | 2nd cycle | 2     | 120           | magister inženir multimedije            | 12       | 16                 | Active | Edit |
| 97   | Erasmus Courses  | —         | 1     | 60            |                                         | 28       | 20                 | Active | Edit |

Export: [Excel](#) [CSV](#)

☐ one value per row, repeated

**Study programmes:** cycle, years, credits, the title awarded, and how many subjects and students each has.

### 4.2 A programme's page

**Edit** on a programme opens its page, in sections: the **Cycle**, the **Kind** of programme, the years and credits; **Delivery** - the **Mode of study** and the **Language of teaching**; **Title awarded**, as printed on the diploma; **Accreditation**; **National classification**, the codes national reporting and the diploma supplement use; and **Note and status**. An **Inactive** programme stays in the records and in the history but is no longer offered for new work. At a school with several campuses, **Where it is delivered** ticks the campuses the programme is taught at; nothing ticked means any campus, and an enrolment at another campus is asked about first, never refused.

**Curriculum**

**Study programme**  
Its level, its kind, how many years it lasts and how many credits it carries.

Programme  
**17 UN-EL-1.stopnja**  
The code and the name come from the timetable and are changed there.

Cycle  
1st cycle

Kind  
academic (university)

Years  
3

ECTS in total  
180

Branches: Year 1 Brez smeri · Year 2 Brez smeri · Year 3 Avtomatika · Year 3 Elektronika · Year 3 Energetika in mehatronika · Year 3 Informacijsko komunikacijske tehnologije · Year 3 IZB-Num. metode · Year 3 IZB-Modul A · Year 3 IZB-Modul B · Year 3 IZB-Modul C · Year 3 IZB-Modul D · Year 3 IZB-Modul E

**Delivery**  
How and in which language it is taught.

Mode of study  
—

Language of teaching  
—

**Title awarded**  
What a graduate is called, as printed on the diploma.

Professional title awarded  
diplomirani inženir elektrotehnike (UN)

Abbreviation  
dipl. inž. el. (UN)

**Accreditation**  
The period for which the programme is accredited.

Accredited on  
dd/mm/yyyy

Accredited until  
dd/mm/yyyy

**National classification**  
The codes national reporting and the diploma supplement use.

KLASIUS-SRV  
16203

KLASIUS-P-16

**Note and status**

**Save** **Cancel**

Note

☐ Inactive

A programme's page: what the timetable brings, and what Wise Ed adds.

## 4.3 Subjects

**Subjects** lists every subject with its code, credits and **Course holder**. A subject's page holds its name, the **Translated name** for documents in English, the credits, the kind of **Assessment**, the holder, the hours of each kind of work for the whole subject, how it is delivered and a note; **Exams by subject** takes you to its exams. **New subject** adds a subject the timetable does not have.

### WHO DECIDES HOW A SUBJECT IS ASSESSED

The subject's holder sets the assessment scheme - the parts, their points and weights, what is needed to pass - on their own lecturer pages, and only the holder may. The office sees the scheme and the grades it proposes on the exam records (chapter 9).

## 4.4 Adding a subject to a year of the curriculum

1. Open **Curriculum** and choose the programme.
2. Under the year, type part of the subject's name or code in the search box and pick it from the list that opens.
3. Choose whether it is **compulsory** or **elective**, and the **Semester**, then press **Add a subject**.

Each row of the curriculum has its own Save, so one row can be changed without the others. A subject that is in no curriculum at all appears in the work queue, so that nothing is taught outside a programme by mistake. What a student must complete to graduate - the credits, the elective blocks, the thesis - is set apart, in **Degree requirements** (chapter 10).

Study programme
17 UN-EL-1.stopnja
Study programmes >

Year 1
60 ECTS
compulsory 60

| CODE    | SUBJECT                        | KIND       | SEMESTER | ECTS | COURSE HOLDER    |      |        |
|---------|--------------------------------|------------|----------|------|------------------|------|--------|
| 64101   | Matematika I                   | compulsory | winter   | 6    | Mateja Brezovar  | Save | Remove |
| 64147   | Mehanika in termodinamika      | compulsory | winter   | 6    | Gregor Lampič    | Save | Remove |
| 64103   | Osnove elektrotehnike I        | compulsory | winter   | 6    | Irena Vovk Stare | Save | Remove |
| 64104   | Osnove programiranja           | compulsory | winter   | 6    | Tomaž Zalokar    | Save | Remove |
| 64177   | Matematični repetitorij I      | compulsory | winter   | 6    | Simona Gorjanc   | Save | Remove |
| 64105   | Matematika II                  | compulsory | summer   | 6    | Mateja Brezovar  | Save | Remove |
| 64108   | Programiranje mikrokontrolerov | compulsory | summer   | 6    | Tomaž Zalokar    | Save | Remove |
| 64148   | Atomika in optika              | compulsory | summer   | 6    | Gregor Lampič    | Save | Remove |
| 64107   | Osnove elektrotehnike II       | compulsory | summer   | 6    | Irena Vovk Stare | Save | Remove |
| 64177_2 | Matematični repetitorij II     | compulsory | summer   | 6    |                  | Save | Remove |

Subject
Kind
Semester
Add a subject

**Curriculum:** the subjects of each year, each row with its own Save.

## 5 Students

### 5.1 Finding a student

Open **Students** and type part of the name or the **Enrolment number**. A search that finds one student opens the record at once; otherwise narrow the list by programme, year, status and - at a school with several campuses - **Campus (not placed yet** shows the students nobody has placed yet). If nothing matches, **Show all students** brings the whole list back.

New student

64257

Study programme: All

Year: All

Status: All

Campus: All

Search

| ENROLMENT NUMBER | LAST NAME | FIRST NAME | PROGRAMME       | YEAR OF STUDY       | CAMPUS | STATUS |
|------------------|-----------|------------|-----------------|---------------------|--------|--------|
| 64257079         | Barišić   | Mia        | UN-MM-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257067         | Begić     | Faruk      | VS-EL-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257072         | Begić     | Hana       | UN-MM-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257055         | Bizjak    | Nejc       | VS-EL-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257028         | Breznik   | Vid        | UN-EL-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257071         | Delić     | Selma      | UN-MM-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257051         | Dolenc    | Domen      | VS-EL-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257046         | Dolenc    | Klara      | VS-EL-1.stopnja | Year 1 · Brez smeri | NG     | Active |
| 64257011         | Ferreira  | Inês       | UN-EL-1.stopnja | Year 1 · Brez smeri | LJ     | Active |
| 64257087         | García    | Hugo       | Erasmus Courses | Year 1              | LJ     | Active |

«

Previous

Page 1 of 11

1–10

Per page

10

Next

»

Export:

Excel

CSV

☐
one value per row, repeated

**Students:** the search and the filters.

## 5.2 The student's record

The head of the record says who the student is: programme, year, branch, mode of study, campus and status, and next to them the few facts that matter at a glance - credits earned, this year's enrolment, money owed, what national reporting still misses, the guardians, a graduation. Each opens the screen it comes from. Below them are the doors to the rest of the student's business: **Student progress**, **Degree audit** (chapter 10), **Student accounts** (chapter 12) and the accommodations (chapter 7) - **Add an accommodation** when the student has none yet.

Two tabs follow. **History** is everything that has happened to the student, newest first: enrolments, exams, requests, invoices, documents, messages, guardians and changes, each with **Open** to where it lives; the buttons above show one part at a time. **Data and enrolments** holds the personal data and the enrolments.

**Jamnik Anže** 64207004  
UN-EL-1.stopnja · Year 3 (last enrolled in 2022/2023)

Graduated
180 / 180 ECTS
Guardians: 1
Graduated 4. 7. 2024
Alumnus 2024

[Student progress >](#)
[Degree audit >](#)
[Student accounts >](#)
[Add an accommodation >](#)

[History](#)
[Data and enrolments](#)

Everything that has happened to this student, newest first: enrolments, exams, requests, invoices, documents and changes.

[Everything 85](#)
[Curriculum and records 5](#)
[Third-party access 1](#)
[Completion of study 6](#)
[Exams and grades 72](#)
[Relationships and alumni 1](#)

Type to filter  [Search](#) 85

Academic year 2026/2027

- Recorded: guardian**  
 guardian Vesna Jamnik: linked to Anže Jamnik (guardian; paused; rights timetable,grades,attendance,exams,finance,messages)  
 19. 10. 2026, 06:37 · Wise Ed testbed seed · Curriculum and records
- Guardian**  
 guardian Vesna Jamnik: linked to Anže Jamnik (guardian; paused; rights timetable,grades,attendance,exams,finance,messages)  
 19. 10. 2026, 06:37 · Wise Ed testbed seed · Third-party access · [Open](#)
- Thesis topic approved, valid until 4. 3. 2025 Zaznavanje padcev starejših oseb s pospeškom** Approved  
 KŠZ 11/2023  
 15. 10. 2026, 13:17 · Completion of study · [Open](#)
- Thesis topic handed in Zaznavanje padcev starejših oseb s pospeškom** Submitted  
 Kumelj Andrej  
 15. 10. 2026, 13:17 · Completion of study · [Open](#)
- On the exam record - attempt 1 64145 Signali in sistemi**  
 8. 2. 2023 13:00  
 15. 10. 2026, 13:15 · Exams and grades · [Open](#)

A student's record: the facts at a glance, the doors to the rest, then the history.

### 5.3 Adding a new student

Students usually arrive from the timetable or through admission (chapter 8). **New student** is for anyone else - a student who transfers in, a visiting student. The form has four sections: **Personal data**, as written in the student's own documents; **Contact**; **Status**; and the **Permanent address** and **Temporary address**.

1. Open **Students** and press **New student**.
2. Fill in the **Enrolment number** - the timetable, attendance and the electives recognise the student by it - and the personal data. Countries are typed by name and chosen from the list.
3. The national ID number is checked against the school's country (in Slovenia the EMŠO: its check digit, and the date of birth and sex it contains are compared with the form). The history records only that it changed, never the number itself.
4. Press **Save**. If the screen asks - the number does not add up, another student has it, a student of the same name exists - read the reasons and choose **Save anyway** or correct the field.

The same form, on the tab **Data and enrolments** of an existing record, corrects a student's data. Students may also change some of their own data in the student portal; what they ask for waits for you under **Data changes** (chapter 14).

### 5.4 Enrolling a student in a year

1. Open the record, tab **Data and enrolments**, and press **New enrolment** under **Enrolments**.
2. Choose the academic year, the programme, the **Year of study**, the **Branch**, the **Mode**, the campus where there are several, and the **Kind of enrolment** (first enrolment, next year, repeating, additional year, transfer - the school's own list, see chapter 30).

### 3. Press **Save the enrolment**.

An enrolment that should not stand is cancelled, not deleted: it stays in the record with the status **cancelled**. Whole years are enrolled faster from **Next year** and the online enrolment forms (chapter 8). Every student Wise Ed holds is also carried into the timetable, so that lecturers, attendance and the student's own timetable know them (chapter 23).

#### THE CHECKS ON THE OVERVIEW

The work queue counts what is missing in the records: **active students without a valid national ID number, students who share a national ID number with another, active students not enrolled this year, active subjects in no curriculum**. Each row opens the list of exactly those students or subjects, with a line saying what to do.

## 6 The student file

**Student file** keeps what the school knows about a student beyond the studies: special statuses and the rights they give, support and health entries, and disciplinary cases. It also watches attendance. Each part opens only for the people whose role has its right - support and health and disciplinary cases have separate rights - and every look at those two is written in the history with the name and the time, never with what was read.

### 6.1 Giving a special status

Athlete, artist, student parent, student with special needs - a special status gives rights the exam and attendance rules read from its first day, for example extra exam dates or an exemption from attendance. Which rights each status gives is set in **File settings**.

1. Open **Student file** → **Statuses and file** and find the student (or **Open the student record** brings you back to the record).
2. Under **Special statuses** choose the status, the first day and, if it is known, the last; leave the end empty for "until further notice".
3. Add a note if you like (the decision it rests on, for example) and press **Give the status**.

Jamnik Anže 64207004
Graduated
Open the student record

### Special statuses

Athlete, artist, student parent ... with the dates it holds. The rights of each status are set on the file settings.

No special status.

STATUS
Athlete status

FROM
dd/mm/yyyy

dd/mm/yyyy

Leave the end empty for "until further notice".

NOTE

Give the status

### Support and health

every view is recorded

Your roles do not open the support and health entries. The people who administer Wise Ed can give the right on the Roles screen.

### Disciplinary cases

every view is recorded

Your roles do not open the disciplinary cases. The people who administer Wise Ed can give the right on the Roles screen.

**Statuses and file:** special statuses, support and health, and disciplinary cases - each behind its own right; **every view is recorded.**

## 6.2 Support and health

**Support and health** keeps only what the office needs to know - an allergy, a chronic condition, special needs, a first-aid note. The student sees their own entries in the portal. When a student needs something done differently at exams, record the adjustment as an accommodation (chapter 7): an accommodation travels to the exam record and the examiner, the health entry and its reason never do.

## 6.3 Disciplinary cases

**New case** records the date, the kind, the measure (from a warning to an expulsion), the description, the decision, the status and an appeal with its outcome; **Save the case** keeps it. A measure never touches the student's discounts or scholarships. A suspension or an expulsion in force stops an exam registration for checking - the office may still register the student, with a reason. After the school's period (5 years unless the settings say otherwise, counted from the case date) a case is sealed - it stays without its description - or erased, as the school has chosen.

## 6.4 Attendance alerts

Every night Wise Ed compares each student's attendance with the school's attendance rules. **Attendance alerts** lists the students below a rule, in two levels: a warning, and below the requirement. Excused absences do not count, and students with an exempting status are left out. The student is told once per level and subject, and so are the subject's lecturers, if the settings say so. Mark an alert as **Dealt with** once you have spoken to the student; **Recovered** lists those whose attendance is back above the rule. **Evaluate now** runs the same evaluation at once.

## 6.5 Emergency contacts

1. Open the student in **Student file**.

2. Under **Emergency contacts** press **Add an emergency contact**. Type the name, the relation, the phone (a second one if there is one), the e-mail and the order to call - 1 is called first. **Save the contact**.
3. If Wise Ed asks - for example because the number is the student's own - check it, then save anyway. **Change** beside a contact changes it.

Students keep their own emergency contacts in My studies unless the school switches that off in **File settings**; a contact the student entered is marked **entered by the student**. The history records that a contact changed, never the person's name or number.

## 6.6 Documents and eligibility

1. Under **Documents and eligibility** press **Add a document**. Choose the kind, type the title and the dates (**Issued on**, **Valid until** - empty when it never expires), and attach a scan (PDF, PNG or JPEG) - or leave the file empty when you have seen the original at the desk. **Save the document**.
2. **Checked** marks a document that holds, with your name and the date. For one that does not, write **Why it does not hold** and press **Reject**.
3. The line **What the school asks for** shows, for every kind of document the school requires, whether it is **in order**, **not checked yet**, **expired**, **rejected** or **missing**.

Every opening of a document file is written to the history. A document that expires within the school's warning days (30 unless changed) is marked **expires soon** and comes to the work queue on the overview.

**Emergency contacts**  
 Who the school calls when something happens to the student, in the order to call them. The student can change them in the portal too.

| # | NAME           | RELATION TO THE STUDENT | PHONE                              | E-MAIL                     | NOTE          |
|---|----------------|-------------------------|------------------------------------|----------------------------|---------------|
| 1 | Marjana Pavlič | Parent                  | +386 41 555 201<br>+386 1 555 2010 | marjana.pavlic@example.org | Change Remove |
| 2 | Tilen Pavlič   | Brother or sister       | +386 31 555 377                    |                            | Change Remove |

Add an emergency contact

**Documents and eligibility** every view is recorded  
 Certificates, identity papers, permits - a scan of up to 10 MB, or only the dates when the original was seen at the desk.

| KIND                                 | TITLE         | ISSUED ON   | VALID UNTIL                 | CHECK                                         | FILE                                                                                   |
|--------------------------------------|---------------|-------------|-----------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------|
| Language certificate                 | English B2    | 2 Jun 2025  |                             | received                                      | <div>Checked</div> <div>Why it does not hold</div> <div>Reject</div> <div>Remove</div> |
| Identity document                    | Identity card | 12 Nov 2016 | 12 Nov 2026<br>expires soon | received                                      | <div>Checked</div> <div>Why it does not hold</div> <div>Reject</div> <div>Remove</div> |
| Secondary school leaving certificate | Matura 2023   | 10 Jul 2023 |                             | checked<br>Mateja Brezovar - 2026-10-26 04:34 | <div>Check again</div> <div>Remove</div>                                               |

Add a document

The student file: **Emergency contacts**, and **Documents and eligibility**.

## 6.7 Every student's documents

**Documents** lists every student's documents. The chips **To check**, **Expire soon**, **Expired**, **Rejected** and **All** are the queues; **Checked** and **Reject** work right in the list. The student's name opens the file, the file name opens the

scan in a new tab (the opening is logged), and the export under the list takes it as shown.

Every student's documents in one list: what waits to be checked, and what expires in the next 30 days.

Kind

2

| ENROLMENT NO. | STUDENT          | KIND                 | TITLE         | VALID UNTIL                              | CHECK                 | FILE                                                                                                                                            |
|---------------|------------------|----------------------|---------------|------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 64237030      | Pavlič<br>Lenart | Identity document    | Identity card | 12 Nov 2026<br><span>expires soon</span> | <span>received</span> | no file                                                                                                                                         |
|               |                  |                      |               |                                          |                       | <input checked="" type="button" value="Checked"/><br><input type="text" value="Why it does not hold"/><br><input type="button" value="Reject"/> |
| 64237030      | Pavlič<br>Lenart | Language certificate | English B2    |                                          | <span>received</span> | no file                                                                                                                                         |
|               |                  |                      |               |                                          |                       | <input checked="" type="button" value="Checked"/><br><input type="text" value="Why it does not hold"/><br><input type="button" value="Reject"/> |

Export:   ☐ one value per row, repeated

**Documents:** what waits to be checked and what expires soon.

## 6.8 A transfer, withdrawal, completion, pause or return

1. **Study changes:** find the student by name or student number and open them - or press **Transfer, withdrawal, completion...** on the student's file.
2. Under **What happens** choose **Transfer, Withdrawal, Completion, Pause** or **Return**; then the date (empty means today), the reason and the decision number.
3. For a transfer, choose the new programme, year of study, branch and mode under **Only for a transfer**.
4. Leave the box that also cancels the open charges not yet invoiced ticked, unless the student still owes them. Invoiced charges stay: a credit note or a fee waiver handles those (chapter 13).
5. **Record the change**, answer any question, and check **Study history** below.

The status follows in the same step: a completion makes the student graduated, a pause paused, a return active again; a transfer ends the old enrolment and makes the new one. A withdrawal keeps the year's enrolment as it was - the student was enrolled that year. Each change stays in the study history with its reason and decision number, and on the student's timeline.

Pavlič Lenart 64237030 Active
[To the student's file](#) - [Open the student record](#)
2025/2026: **VS-EL-1.stopnja**, year 3, Energetska tehnika in avtomatizacija postrojev, part-time

**What happens**

☒ Transfer
☐ Withdrawal
☐ Completion
☐ Pause
☐ Return (unusual for the present status)

FROM 
Empty means today.

REASON

DECISION

request no.

NOTE

ONLY FOR A TRANSFER  
TO THE STUDY PROGRAMME

YEAR OF STUDY

BRANCH

MODE

Record the change

**Study history**
No transfer, withdrawal, completion or pause yet.

**Study changes:** what happens, from when, why - and, for a transfer, where to.

## 6.9 Exporting the file and the settings

**Export of the file** gives the special statuses, the support and health entries or the disciplinary cases as a file for the office's own records. Every export is recorded with your name and the number of rows, and health and cases each need their own right as well as the export right.

**File settings** holds the statuses and the rights they give, the kinds of support entry, case and measure, and the **Attendance rules**: one general rule for every subject (the share of lessons required, the level that warns, after how many lessons the rule starts), and rules of their own for the subjects that need them. The switches say whether attendance is evaluated every night, whether the student and the lecturers are told, whether the work queue shows waiting alerts, and whether attendance is a condition for exam registration (verified, not refused: the office may register the student anyway, with a reason). The same screen holds how long disciplinary cases are kept and the rules for payouts (chapter 13).

Since October 2026 **File settings** also hold the groups **Emergency contacts**, **Documents**, **Study changes** and **Fee waivers**, and the code lists **Kinds of document** (a kind marked required is one every student must have), the relations, the reasons for a change and for a waiver, and **Intakes**.

### PERSONAL DATA OF A SPECIAL KIND

Health entries and disciplinary cases are personal data of a special kind. Give their rights only to the people who need them, write only what the office must know, and never copy them into notes, messages or requests.

## 7 Accommodations

**Accommodations** records what the school does for a student who needs it - extra exam time, a separate exam room, an oral exam instead of a written one, an assistant or interpreter, step-free access, extended deadlines, an adjusted attendance requirement, priority in choosing electives. It records **what the school does, never why**: the reason and the documents stay with the request and, where the school keeps them, in the student file (chapter 6). The adjustment travels to the exam record, the examiner and the lecturer's lists; the reason never does.

### SWITCHED ON BY THE SCHOOL

Accommodations are off until the school switches them on (chapter 28). Lecturers and examiners see only the accommodations of their own subject or exam date, and only in these words; guardians, payers and sponsors never see them.

### 7.1 The list

**Accommodations** → **All accommodations** shows every accommodation by state: **in force** (including those not yet begun), **Ending soon** (in force and ending within 30 days - time to renew), **ended**, and **All**. **Approved requests without an accommodation** lists the requests the office has approved but that have no accommodation yet; each line opens the student with that request chosen.

What the school does for a student - extra time, a separate room, an oral exam. Never why: the reason and the documents stay with the request and in the student file.  
the adjustment, never the diagnosis

**In force** 0 **Ending soon** 0 **Ended** 0 **All** 0 **Approved requests without an accommodation** ›

Type to filter  **Search** 0

No student has an accommodation yet.

A first accommodation is added from its approved request - or, without a request, on the student's page with "Add an accommodation". [Approved requests without an accommodation](#) ›

**All accommodations**: the states, the search, and the way to the approved requests.

### 7.2 Adding an accommodation

1. Usually a student asks for it with a request (chapter 16). Once the request is approved, open **Approved requests without an accommodation** and the student's line. Without a request - a decision made on paper, for example - open the student's record and press **Add an accommodation**.
2. Choose the **Accommodation** and give its **Value**: for extra time the share in per cent, for extended deadlines the days, for the form of the exam a few words.
3. Give the dates. Leave the end empty for "until it is ended"; a reminder to renew comes before the last day.
4. **Granted on the request** links it to the approved request, with its **Decision number**. Without a request, **Why by hand** must say why - it goes to the log, never to lecturers or the student.
5. Press **Save**.

**Jamnik Anže** 64207004 Graduated

[Student record](#) · [Student file](#)

What the school does for a student - extra time, a separate room, an oral exam. Never why: the reason and the documents stay with the request and in the student file.  
 the adjustment, never the diagnosis

**Accommodations**  
 This student has no accommodation.

**Add an accommodation**

ACCOMMODATION

VALUE

VALID FROM

GRANTED ON THE REQUEST

DECISION NUMBER

WHY BY HAND

NOTE FOR THE OFFICE

**Save**

Assistant or interpreter: a few words · Adjusted attendance requirement: per cent · Extended deadlines: days · Form of the exam: a few words · Extra exam time: per cent

Empty: until it is ended. A reminder to renew comes 30 days before the last day.

The student has no approved request for an accommodation - this one is added by hand, with a reason.

Optional when the request has one.

Needed when there is no request - without it, even "Save anyway" is refused. It goes to the log, never to lecturers or the student.

A student's accommodations: **Add an accommodation**, the kinds, the value and the dates.

An accommodation is changed or ended with a reason (**End**); its history stays. The student sees their adjustments in the portal under "My adjustments", with the decision as a PDF, and can ask for a renewal there.

### 7.3 At the exam

Each exam record has a block **Accommodations for this date**: the students of that date with their extra time, separate room or step-free needs. It also shows the rooms free for the longer time, and **Book a room** opens the timetable's booking form with the room already chosen. The examiner's list and the printed list carry one column for the adjustments; the examiner's e-mail carries only a mark. Every time an examiner opens them is logged.

### 7.4 Kinds, settings and documents

- **Kinds of accommodation**: the kinds the school offers - those Wise Ed brings and the school's own - each with what it does at exams, in attendance and in deadlines.
- **Accommodation settings**: **Remind this many days before the last day** (a row in the work queue and a notice to the student), **Keep ended accommodations for (years)** (3 years by default; after that the night job erases an ended accommodation and the log of who opened its documents), **The request type for accommodations** (which request type students use to ask), and **Record the type of impairment** - off by default, and when on, readable only with the documents right.
- **Supporting documents**: the request's documents open only for a role with this right; every opening, and every refused attempt, is recorded.

## 8 Admission and enrolment

**Admission and enrolment** covers a student's way in: the calls for enrolment with their places, the applications and their ranking, the enrolment forms students fill in online, enrolling whole years into the next year, and the

certificates of enrolment.

## 8.1 Calls for enrolment

**Calls for enrolment** lists the calls with their places and how many applications are in each status. A call (**New call**) holds four things, each saved on its own: **Programmes and places** (each programme, year and mode the call offers, the two quotas ranked apart and a threshold score), the **Rounds** with their dates, the **Selection criteria** and their weights, and the **Documents** a candidate must hand in. **Settings** hold what all calls share: numbering, the letters, the enrolment form and the charges.

| ACADEMIC YEAR          | NAME OF THE CALL                                                      | STATUS | PLACES              | APPLICATIONS | SUBMITTED | IN REVIEW | DOCUMENTS MISSING | ACCEPTED |
|------------------------|-----------------------------------------------------------------------|--------|---------------------|--------------|-----------|-----------|-------------------|----------|
| 2026/2027<br>next year | Razpis za vpis v 1. letnik magistrskih študijskih programov 2026/2027 | Open   | 35 in 3 programmes  | 55           | 6         | 7         | 2                 | 7        |
| 2026/2027<br>next year | Razpis za vpis v 1. letnik prve stopnje 2026/2027                     | Open   | 123 in 4 programmes | 200          | 26        | 7         | 8                 | 19       |

Export: Excel CSV

**Calls for enrolment:** the places and the applications by status.

## 8.2 Working through the applications

1. Open **Applications** and choose the call. Applications come in by **Import applications** (from the national application system, where the school's country has one - in Slovenia eVŠ) or one by one with **New application**.
2. The tabs show the applications by status. Open one to check the candidate, the choices, the points per criterion and the documents received.
3. To move many at once, tick them and choose **Take into review**, **Ask for documents**, **Accept** or **Do not accept**, then **Set**. Ticks are remembered across pages.
4. **Decision letters (PDF)** makes the decision letters for the ticked candidates, in the language you choose; **Enrol** enrolls the accepted.

2026/2027 · Razpis za vpis v 1. letnik magistrskih študijskih programov 2026/2027
New application
Import from eVŠ

Name, eVŠ number, EMŠO, e-mail
Study programme: All
Documents: All
Search

All 55
Submitted 6
In review 7
Documents missing 2
Accepted 7
Not accepted 18
Enrolled 15
Withdrawn 0

Ticked: Take into review
Note for the history (optional)
Set
Letters in: Slovenian
Decision letters (PDF)
Enrol

| <input type="checkbox"/> | LAST NAME | FIRST NAME | EVŠ NO. | CHOICES    | DOCUMENTS                                                                                    | STATUS    | SINCE                    |
|--------------------------|-----------|------------|---------|------------|----------------------------------------------------------------------------------------------|-----------|--------------------------|
| <input type="checkbox"/> | Alić      | Armin      | non-EU  | P202600150 | 1. MAG-EL-2.stopnja 80,8<br>2. MAG-MM-2.stopnja 80,8                                         | complete  | Not accepted 4 days      |
| <input type="checkbox"/> | Alić      | Mirza      | non-EU  | P202600152 | 1. MAG-MM-2.stopnja 92,4<br>2. MAG-EL-2.stopnja 92,4                                         | complete  | Enrolled 4 days          |
| <input type="checkbox"/> | Bianchi   | Lorenzo    |         | P202600162 | 1. MAG-MM-2.stopnja 70<br>2. MAG-EL-2.stopnja (part-time) 70                                 | 1 missing | Documents missing 4 days |
| <input type="checkbox"/> | Bizjak    | Nik        |         |            | 1. MAG-MM-2.stopnja 80,8                                                                     | complete  | Enrolled 4 days          |
| <input type="checkbox"/> | Bošnjak   | Nika       |         | P202600172 | 1. MAG-MM-2.stopnja 78,4<br>2. MAG-EL-2.stopnja (part-time) 78,4                             | complete  | Accepted 4 days          |
| <input type="checkbox"/> | Delić     | Amar       | non-EU  |            | 1. MAG-MM-2.stopnja 90,4<br>2. MAG-EL-2.stopnja 90,4                                         | complete  | Submitted 4 days         |
| <input type="checkbox"/> | Delić     | Tarik      | non-EU  | P202600160 | 1. MAG-EL-2.stopnja 81,6                                                                     | complete  | Enrolled 4 days          |
| <input type="checkbox"/> | Dolenc    | Brina      |         | P202600190 | 1. MAG-EL-2.stopnja 89,6<br>2. MAG-EL-2.stopnja (part-time) 89,6                             | complete  | Submitted 4 days         |
| <input type="checkbox"/> | Dolenc    | Jure       |         | P202600163 | 1. MAG-EL-2.stopnja 73,6<br>2. MAG-MM-2.stopnja 73,6<br>3. MAG-EL-2.stopnja (part-time) 73,6 | complete  | Not accepted 4 days      |
| <input type="checkbox"/> | Halilović | Lejla      | non-EU  | P202600189 | 1. MAG-EL-2.stopnja (part-time) 80<br>2. MAG-MM-2.stopnja 80                                 | complete  | Submitted 4 days         |

Applications of one call, by status.

**Ranking** ranks the candidates of one programme, year and mode by score, each quota apart, and draws the line of the places. **Accept the first N** with **Show who** shows exactly who would be accepted - of the whole ranking, not only the page - before anything is changed.

### 8.3 Checking an enrolment form and enrolling the student

Students fill in their enrolment form in the student portal and confirm it with a code sent to them. **Enrolment forms** shows the forms by status; **Open an enrolment form** opens a form for a student the office chooses.

1. Open the form. The head says what it is for; **Conditions** says whether the student meets the conditions for that year.
2. Under the student's changes, each changed field shows the record's value beside the form's. A ticked change is written into the record when you approve; untick one to keep the record's value.
3. Decide: **Take into review**, **Ask the student** (the student reads your question on the form and hands it in again), **Approve and enrol**, **Reject** or **Cancel the form**.

**For**  
 UN-EL-1.stopnja · Year 2 · Brez smeri · full-time  
 next year · 2026/2027  
 Sever Klemen · 64257002 · handed in 15. 10. 2026, 13:16 · confirmed by code  
 ▶ Change what the form is for

**Conditions**  
 Meets 60 of 60 ECTS

**What the student changed (1)**  
 Each change is written into the record when you approve - untick one to keep the record's value.

| APPLY                               | FIELD            | ON THE RECORD | ON THE FORM                      | ASK                      |
|-------------------------------------|------------------|---------------|----------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | E-mail (private) | —             | klemen.sever.zasebno@example.org | <input type="checkbox"/> |

▶ Unchanged fields (15)

**Other answers**  
 Employed no

**Electives**  
 No elective round for this programme and year.

**The decision**  
 Question, or the reason  
 e.g. Please attach the certificate of recognised exams.  
 "Ask the student" sends this to the student on the form; "Reject" keeps it as the reason, which the student reads too.

Take into review Ask the student **Approve and enrol** Reject Cancel the form PDF

**Status history**

|                     |                 |             |                                |
|---------------------|-----------------|-------------|--------------------------------|
| 15. 10. 2026, 13:16 | Handed in       | student     | Confirmed with a one-time code |
| 15. 10. 2026, 13:16 | Being filled in | Nina Strnad | Opened by the student office   |

**History**

|                     |             |                        |                                                                              |
|---------------------|-------------|------------------------|------------------------------------------------------------------------------|
| 15. 10. 2026, 13:16 | Nina Strnad | opened for the student | 2026/2027: UN-EL-1.stopnja, year 2, next year - Opened by the student office |
|---------------------|-------------|------------------------|------------------------------------------------------------------------------|

An enrolment form: what it is for, the conditions, and what the student changed.

## 8.4 Enrolling a whole year into the next one

1. Open **Next year**, choose the programme and the years, and search.
2. Each student shows the credits from the exam records against the rule for leaving the year, and a proposal: the next year, repeating, or an additional year. The rule is the same one the degree audit uses (chapter 10). **As proposed** ticks the students as proposed.
3. Press **Enrol the ticked** - or **Open them the online form**, so that the students fill in their own enrolment forms.

## 8.5 Certificates of enrolment

In **Certificates**, find the student, choose the purpose and the language and press **Issue a certificate of enrolment**. The certificate is made at once as a PDF with a number, a verification code and a QR code. Anybody holding it can check it on **Check a certificate**, which shows only what the paper itself says and whether it still stands. A certificate issued by mistake is revoked with a reason (**Revoke**); it stays in the list.

## 9 Exams and grades

An exam record holds one exam of a subject - as a rule an exam date of the timetable -: the students on it, their results, its assessors and its sign-off (**New record** makes one by hand). **Exam records** lists them with filters for programme, year, academic year, exam period, kind, campus and status - **Open**, **Results entered**, **not signed off**, **Sign-off overdue**, **Signed off**. **Exams by subject** shows each subject's records and coursework together, and **Student progress** a student's credits, averages and every subject year by year.

| Campus <span>All campuses</span> <span>▼</span>                                                                                                                                                                  |                                        |                               |                                    |          |         |        |                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------|------------------------------------|----------|---------|--------|-------------------------------|
| <div> <div>New record</div> <div>Subject, assessor, period</div> <div>Study programme: All <span>▼</span></div> <div>Year of study: All <span>▼</span></div> <div>Academic year: All <span>▼</span></div> </div> |                                        |                               |                                    |          |         |        |                               |
| <div> <div>Exam period: All <span>▼</span></div> <div>Kind: All <span>▼</span></div> <div>Open <span>▼</span></div> <div>Search</div> </div>                                                                     |                                        |                               |                                    |          |         |        |                               |
| DATE                                                                                                                                                                                                             | SUBJECT                                | ASSESSORS                     | EXAM PERIOD                        | STUDENTS | RESULTS | PASSED | STATUS                        |
| 23. 11. 2026 09:00                                                                                                                                                                                               | 64117 Električni stroji                | Gorjanc Simona, Ferlinc Janez |                                    | 1        | 0       | 0      | <span>Open</span>             |
| 16. 11. 2026 09:00                                                                                                                                                                                               | 64148 Atomika in optika                | Ravnikar Boštjan              |                                    | 1        | 0       | 0      | <span>Open</span>             |
| 10. 11. 2026 09:00                                                                                                                                                                                               | 64108 Programiranje mikrokrmilnikov    | Šinkovec Petra                |                                    | 1        | 0       | 0      | <span>Open</span>             |
| 4. 11. 2026 09:00                                                                                                                                                                                                | 64105 Matematika II                    | Kumelj Andrej                 |                                    | 1        | 0       | 0      | <span>Open</span>             |
| 29. 10. 2026 09:00                                                                                                                                                                                               | 64147 Mehanika in termodinamika        | Vovk Stare Irena              |                                    | 1        | 0       | 0      | <span>Open</span>             |
| 17. 9. 2026 09:00                                                                                                                                                                                                | 64119 Avtomatsko vodenje sistemov      | Šinkovec Petra                | Jesensko izpitno obdobje 2025/2026 | 1        | 1       | 1      | <span>Sign-off overdue</span> |
| 14. 9. 2026 09:00                                                                                                                                                                                                | 64154M Govorne in slikovne tehnologije | Gorjanc Simona, Ferlinc Janez | Jesensko izpitno obdobje 2025/2026 | 1        | 0       | 0      | <span>Sign-off overdue</span> |

Exam records and their filters.

## 9.1 Recording grades

1. Open the record from the list, from **Exams by subject** or from the work queue. Its head says when the exam is, by when it must be signed off, the **Assessors**, the grade scale and the credits.
2. Under **Students and results**, choose each student's result from the school's grade scale, or **Did not attend**. Tab moves from row to row.
3. Press **Save results**. Save as often as you like; a result that changes a saved one keeps the **Reason for corrections** with it.
4. A student who sat the exam without registering is added under **Students on the record**: one match is added at once, several are offered to choose from.

An exam record: the head, **Accommodations for this date**, **Statistics**, and the results in one grid with one Save.

**Change the record's details** corrects the date, the time, the kind (exam or colloquium), the exam date of the timetable the record belongs to, and the assessors - any assessor may enter the grades. At a school with several campuses, a clerk whose role is limited to one campus who creates a record held at another is asked first and goes on with a reason that is logged. Under **Accommodations for this date** are the students of the date who have an accommodation (chapter 7).

## 9.2 Signing off a record

**Sign off the record** is done once, deliberately, by the date the school's rule gives (**Sign off by**). A signed-off record takes no more results; changing it needs **Reopen** with a reason, and every correction keeps its reason. A record still open after the rule's days goes into the work queue.

### LECTURERS ENTER GRADES THEMSELVES

Assessors see their own records on the web (**My exams and grades**) and enter the grades there within the days the school allows, then hand the record to the office, which signs it off - unless the school's rules let them sign off themselves. The subject's holder can also set an assessment scheme there - the parts of the grade with their points, weights and minimums - and Wise Ed then proposes each student's grade with its reasons; the grade is confirmed on the record as always. The lecturers' guide describes their side.

## 9.3 The school's exam rules

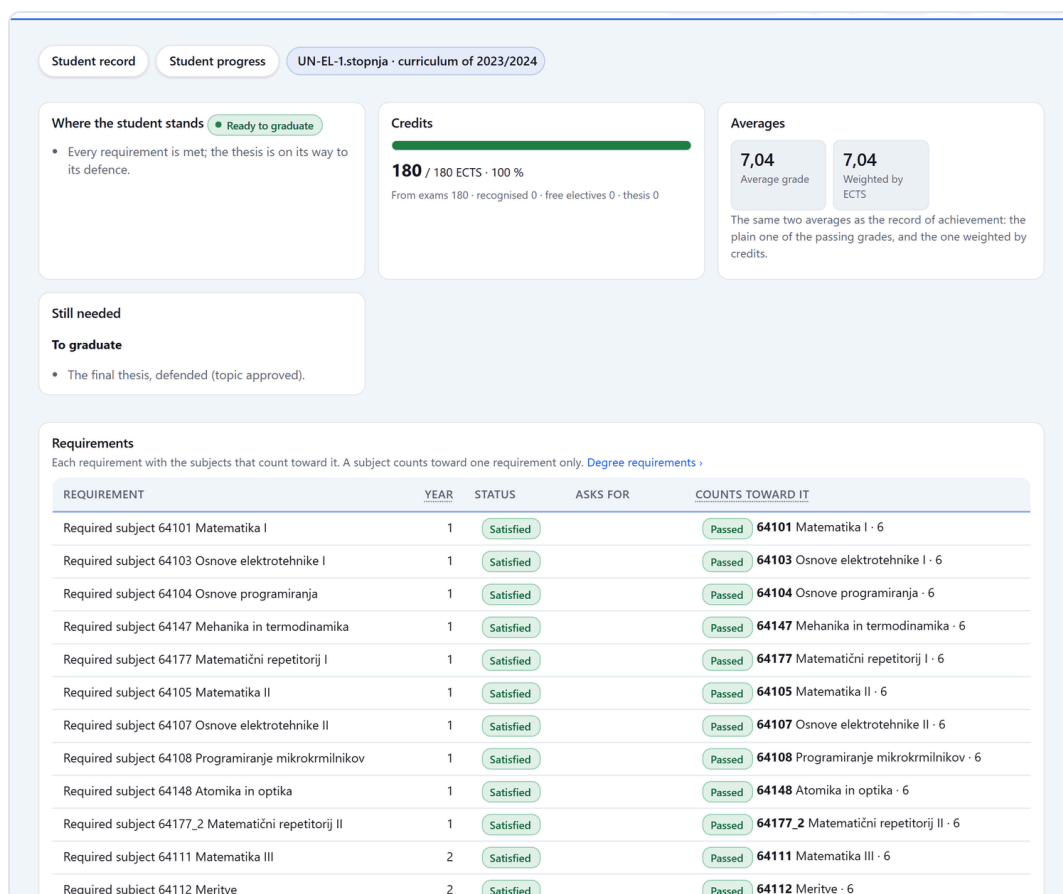
**Exam rules** states the rules in plain words, each starting at its default until the school changes it: until when students register and withdraw, how many attempts they have and how long they wait after a fail, from which attempt an attempt is paid, whether coursework is a condition, and within how many days a record is signed off. A rule never hides anything: where one stands in the way, the screen names it, and the office can set it aside with a reason. The grade scale itself is a code list (chapter 30).

## 10 Degree audit

**Degree audit** sets a student's passed, registered and recognised subjects against what the degree asks for - the credits, the required subjects, the elective groups, the thesis - and says what is still needed for the next year and to graduate. It reads the same exam records as everything else; nothing has to be entered twice.

### 10.1 One student

Open **Degree audit** from the menu (**Whose degree audit?**: type a name or an enrolment number) or from the student's record. The screen says **Where the student stands** - **On track**, **At risk** or **Ready to graduate** - with the reason in one line, then the credits counted, the two averages (plain, and weighted by credits), **Still needed** for the next year and for graduation, and each requirement with the subjects that count towards it. A subject counts towards one requirement only. The student follows the curriculum of the year of their first enrolment in the programme: a later reform does not change their rules.



A student's degree audit: where the student stands, the credits and the averages, and what is still needed.

- **Recognised subjects** - a recognition request decided in favour (chapter 16) is written into the record here with its decision number, so the audit counts it.
- **What if...** - the same audit against another programme or branch: which passed subjects would count there. Nothing is saved; it is for advising a student who thinks of changing.
- **Progress report** - a PDF of the audit in the school's document language, registered with a code. Anybody holding the paper can check it on **Check a progress report**, which says whether it is genuine.

### 10.2 A whole cohort

**Programme cohort** shows everybody in a programme's year at once: who is **On track**, **At risk**, **Ready to graduate** or already graduated, with the credits, the next year, the average and why. It is the list to start the year with -

who to talk to, who can apply for graduation - and it can be taken away as a spreadsheet.

17 UN-EL-1.stopnja Year: All Academic year 2025 Type to filter Search XLSX CSV

All · 547 Ready to graduate · 21 On track · 520 At risk · 6 Graduated · 0

| ENROLMENT NUMBER | STUDENT | YEAR OF STUDY | WHERE THE STUDENT STANDS | CREDITS | NEXT YEAR | AVERAGE GRADE | WHY |
|------------------|---------|---------------|--------------------------|---------|-----------|---------------|-----|
|------------------|---------|---------------|--------------------------|---------|-----------|---------------|-----|

« Previous Page 1 of 22 1-25 Per page 25 Next » Export: Excel CSV

☐ one value per row, repeated

**Programme cohort:** the students of a year by where they stand.

### 10.3 What the degree asks for

**Degree requirements** sets, per programme, the credits for the degree and for a year, how many recognised credits and free electives count at most, the credits of the thesis and whether a thesis is required, and, from year to year, the credits needed and the subjects that must be passed first. An empty field is the default, named under it - a school that never opens this screen still gets a correct audit. The credits for the next year are the same ones **Next year** uses: one rule for both.

## 11 Course materials

Lecturers put up materials for the students of their subjects on the web - sections by week or by topic, files and links. **Course materials** is the student office's view of all of it: every subject of the year with how many sections and files it has, the drafts, what is hidden, the space used, the downloads and the last change. **Open** on a subject shows what its students see now, and the office can take something off the students' page, with a reason the lecturer reads.

### 11.1 The rules

- **Largest file (MB)** (1 to 24 MB) and **Space for one subject in a year (MB)**: past the space the lecturer is asked whether to go on, and a yes is logged. Lecturers can upload PDF, pictures and Office files; Office files with macros are refused.
- **A subject's lecturers may change its materials** - where the holder has not decided; the holder can always keep the materials to themselves.
- **A student of a subject is one: enrolled in a programme and year whose curriculum has the subject, who chose it as an elective, in a timetable group the subject is taught to, or registered for one of its exams** - at least one. These are the students who see a subject's materials and are told when a section is published.
- **The notice to the students**: a subject with fewer students than the number set (200 by default) is told the moment the lecturer publishes; a bigger one with the next background run, within minutes. The notice itself is a kind in Messages, off until the school switches it on (chapter 20).

### Files

LARGEST FILE (MB)

From 1 to 24 MB. A larger file is refused - the lecturer can save a smaller PDF, or add a link instead.

SPACE FOR ONE SUBJECT IN A YEAR (MB)

From 1 to 5000 MB. Past it the lecturer is asked whether to go on, and a yes is logged.

Files the lecturers can upload: PDF, JPG, PNG, DOCX, PPTX, XLSX. Office files with macros are refused.

### Who changes and who reads

☒ A subject's lecturers may change its materials

Where the holder has not decided. The holder can always keep them to themselves on the web.

A STUDENT OF A SUBJECT IS ONE

☒ enrolled in a programme and year whose curriculum has the subject

☒ who chose it as an elective

☒ in a timetable group the subject is taught to

☒ registered for one of its exams

Who sees a subject's materials and is told when a section is published. At least one.

### The notice to the students

FROM HOW MANY STUDENTS THE BACKGROUND RUN TELLS THEM

A subject with fewer students is told the moment the lecturer publishes. From this number on, the lecturer's save does not wait: the notices go out with the next background run, within minutes. 200 by default.

Telling the students when a section is published is the notice "Course materials published" in Messages - off until the school switches it on. [Notification settings](#)

Save the rules

### Changes of the rules

Nothing has been done with these materials yet.

**Materials settings:** files, who changes and who reads, and the notice to the students.

## 12 Finance

Money moves through Wise Ed in one direction: the **Price list** says what costs what; a charge puts an amount on a student (or on a company that pays for one); an invoice is issued from charges; payments settle invoices; what is not paid on time is **Overdue**, and reminders follow. Each invoice carries the payment slip of the school's country (in Slovenia the UPN QR code) and the reference that matches its payment back to it. A school has one series of invoice numbers, one issuer and one bank account, whatever its campuses; at a school with several campuses the finance lists can be filtered by campus.

### 12.1 Charging a year and issuing its invoices

1. Make sure the year's **Price list** has a price for each item: programme, year, mode and kind of enrolment decide which price a student gets.
2. Open **Charging a year**, tab **Charge a year**, choose the year and the students, and press **Preview**. The table below is exactly what will happen; students without a price are named and left out.
3. Press the button that creates the charges. Pressing it again later charges only students not charged yet.
4. **Issue what is due** issues the invoices for the instalments that have come due.

A single charge - a certificate, a paid exam attempt, a new student card - is added on the student's account under **Add a charge**. Requests, exams and admission can raise their own fees through the same price list. A discount or a scholarship is a rule of its own (chapter 13): it reduces a charge the moment the charge is raised.

Campus: All campuses

All 1660
 Unpaid 1582
 Partly paid 2
 Overdue 11
 Paid 62
 Cancelled 1
 Credit note 2

Number, buyer, student or reference
 Year: All
 Who pays: All
 Search

| NUMBER        | ISSUED      | BUYER            | DUE         | TOTAL      | OPEN      | STATUS         |
|---------------|-------------|------------------|-------------|------------|-----------|----------------|
| 2026-01616    | 15 Oct 2026 | Sara Zorko       | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01608    | 15 Oct 2026 | Matic Žagar      | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01607    | 15 Oct 2026 | Katja Žagar      | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01601    | 15 Oct 2026 | Katja Uršič      | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01597    | 15 Oct 2026 | Ognjen Todorović | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01590    | 15 Oct 2026 | Tina Skok        | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01589    | 15 Oct 2026 | Andraž Sever     | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01587    | 15 Oct 2026 | Anže Rupnik      | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01585    | 15 Oct 2026 | Lenart Pavlič    | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| 2026-01571    | 15 Oct 2026 | Matevž Medved    | 30 Oct 2026 | 25.00      | 25.00     | Unpaid         |
| Total of 1660 |             |                  |             | 123,223.00 | 71,804.00 | paid 51,419.00 |

« Previous Page 1 of 34 1–50 Per page 50 Next »
 Export: Excel CSV

**Invoices:** the list by status, with the campus filter.

## 12.2 Bringing in the bank statement

Download the statement from e-banking as camt.053 (XML) and import it under **Payments, Statement file (camt.053, XML), Import and match**. Each incoming payment is matched by its reference, then by an invoice number in its text, then by amount and name; a transaction already imported is recognised and not added twice. A payment by cash or card is entered with **Record a payment**.

## 12.3 Matching a payment that did not match

1. Under **Payments**, open the tab **Not matched** and the payment.
2. Under **Which invoice is it for?** the screen offers invoices of a similar name or amount; press **This one** beside the right one, or search for it.
3. **It is a student's money** settles a student's open invoices oldest first and keeps the rest as their credit; **Not a student payment** sets aside money that is not the school's business here, with a reason.

5.00 EUR
Not matched

12 Oct 2026 · Bank statement

From whom

PayerZ. HORVAT  
IBANSI56000000546839461  
Reference—  
Purposepotrdilo

Where it went

Not on any invoice yet.  
  
5.00 still to match.

Which invoice is it for?

To a similar name

|            |               |             |       |        |          |
|------------|---------------|-------------|-------|--------|----------|
| 2026-00064 | Andraž Horvat | 30 Oct 2026 | 25.00 | Unpaid | This one |
| 2026-00119 | Zala Horvat   | 30 Oct 2026 | 25.00 | Unpaid | This one |

Number, buyer, student
Search

It is a student's money

It settles the student's open invoices, oldest first; the rest is their credit for the next invoice.

Name, surname or enro
Search

Not a student payment

Reason

e.g. a refund from a supplier

Not a student payment

A payment that did not match by itself, with the invoices it may belong to.

## 12.4 Chasing an overdue invoice

1. Open **Overdue**. The bands show how late the invoices are; the ticked ones are those 8 or more days late and not reminded yet.
2. Change the ticks if you like, then press **Reminder letters for the ticked (PDF)**. Each letter asks for payment within 8 days and carries its own payment slip.
3. One invoice is reminded from the invoice itself: **Reminder letter (PDF)**. Every reminder is written on the invoice.

Invoice 2025-00011
Overdue

PDF
e-invoice (e-SLOG)

Buyer

**Lenart Pavlič**  
Cesta svobode 113  
4270 Jesenice  
[The student's account](#)

Dates and reference

Issued 31 Oct 2025  
Date of supply 31 Oct 2025  
Due 15 Nov 2025 · 338 days late  
Reference SI12 20250000113  
Issued by Tanja Lešnik

UPN QR



For 720.00 EUR, the open amount.

Lines

| #     | WHAT FOR                                                   | NET    | VAT % | VAT  | AMOUNT            |
|-------|------------------------------------------------------------|--------|-------|------|-------------------|
| 1     | Šolnina - izredni študij (VS-EL-1.stopnja) 2025/2026 (1/3) | 840.00 | 0 %   | 0.00 | 840.00            |
| Total |                                                            | 840.00 |       | 0.00 | <b>840.00 EUR</b> |
| Paid  |                                                            |        |       |      | 120.00            |
| Open  |                                                            |        |       |      | <b>720.00 EUR</b> |

Payments on this invoice

[5 Sep 2026](#)
NEPOZNANI VPLACNIK
by hand
120.00

Reminders

1. reminder on 15 Oct 2026 by Tanja Lešnik, open 720.00  
2. reminder on 18 Oct 2026 by Wise Administrator, open 720.00

[Reminder letter \(PDF\)](#)

An overdue invoice: buyer, dates and reference, the payment slip, payments, reminders.

## 12.5 Correcting an invoice

An issued invoice is never changed or deleted. **Issue a credit note** on the invoice corrects it: the whole amount cancels the invoice, a part reduces it, and the credit note gets its own number at once. Tick **Put the charges back, to invoice them again correctly (unticked: they are cancelled)** to put the charges back and invoice them again correctly.

## 12.6 A student's account

**Student accounts** opens one student's money: what they owe and how much of it is overdue, their credit, every charge, invoice and payment. It is also reached from the student's record.

Lenart Pavlič

64237030

Owes 745.00 EUR

Overdue 720.00 EUR

VS-EL-1.stopnja · Year 3 · part-time · Student record

745.00

Owes

720.00

of it overdue

0.00

Credit

0.00

charged, not invoiced

Charges amounts in EUR

| WHAT FOR                                                                                           | DUE         | AMOUNT | STATUS  | INVOICE    |
|----------------------------------------------------------------------------------------------------|-------------|--------|---------|------------|
| Šolnina - izredni študij (VS-EL-1.stopnja) 2025/2026 (1/3)<br>Finance · VS-EL-1.stopnja, 3. letnik | 15 Nov 2025 | 840.00 | Overdue | 2025-00011 |
| Šolnina - izredni študij (VS-EL-1.stopnja) 2025/2026 (2/3)<br>Finance · VS-EL-1.stopnja, 3. letnik | 15 Jan 2026 | 630.00 | Paid    | 2025-00036 |
| Šolnina - izredni študij (VS-EL-1.stopnja) 2025/2026 (3/3)<br>Finance · VS-EL-1.stopnja, 3. letnik | 15 Mar 2026 | 630.00 | Paid    | 2026-00012 |
| Vpisnina 2025/2026<br>Finance · VS-EL-1.stopnja, 3. letnik                                         | 30 Oct 2026 | 25.00  | Unpaid  | 2026-01585 |

Invoices

| NUMBER     | ISSUED      | DUE         | BUYER         | TOTAL  | OPEN  | STATUS |                     |
|------------|-------------|-------------|---------------|--------|-------|--------|---------------------|
| 2026-01585 | 15 Oct 2026 | 30 Oct 2026 | Lenart Pavlič | 25.00  | 25.00 | Unpaid | <a href="#">PDF</a> |
| 2026-00012 | 28 Feb 2026 | 15 Mar 2026 | Lenart Pavlič | 630.00 | 0.00  | Paid   | <a href="#">PDF</a> |

A student's account.

## 12.7 A company that pays for its students

A payer - an employer, a ministry - is kept in **Finance settings** under **Companies and sponsors that pay**, and a student's account names the payer. **Invoice this payer** on the payer's page turns every open charge not yet invoiced, of every student whose account names this payer, in the period, into ONE invoice to the payer, a line per charge with the student's name. The first press counts the charges and asks; the second issues what was counted. A reduction that would reveal a student's status (aid, a waiver) reads as a plain reduction on the payer's invoice. Only someone who may issue invoices sees this.

## 12.8 Intakes and cohorts

A school that enrolls more than once a year adds its intakes to the code list **Intakes (File settings)**. From the second intake on, the student's enrolment row has an **Intake** to choose, and **Price list** gets an **Intake** column: a price for one intake comes before a general one. A student's **Cohort** is the academic year they first enrolled in the programme; Wise Ed works it out by itself.

## 12.9 Charging any price to a group

1. **Charging a year**, tab **Charge a year**: choose the year, the programme, the year of study and the mode.
2. Choose what to charge: the enrolment fee and tuition together, or any other active price of the list (services and request fees aside).
3. If needed, narrow it to one **Cohort** - or, at a school with several intakes, one **Intake**.
4. **Preview**, read the table, then create the charges as before.

Campus All campuses

**Charge a year** Issue what is due

Academic year 2025 Study programme: All Year: All Mode: All Enrolment fee and tuition  Cohort: All

The year's default plan  Type to filter Preview

1491  
enrolled students

0  
to charge, in 0 instalments

0.00  
EUR

1531  
Already charged

1451  
No price

Some students have no price in this year's price list; they are not charged until it has one. [Price list](#)

| STUDENT                     | PROGRAMME                            | ITEM     | AMOUNT | INSTALLMENTS | WHO PAYS    | WHAT HAPPENS    |
|-----------------------------|--------------------------------------|----------|--------|--------------|-------------|-----------------|
| <a href="#">García Hugo</a> | Erasmus Courses · Year 1 · full-time | Vpispina | 25.00  |              | The student | Already charged |

**Charging a year:** any price, narrowed to a cohort; the preview says what will happen.

## 12.10 Who owes what

1. **Finance** → **Balances**, tab **Who owes what**.
2. Choose **Owe money**, **Overdue**, **Not invoiced yet**, **In credit** or **All**, and filter by programme, year of study, mode, cohort or intake.
3. The totals and **Per programme and cohort** follow the filters. Click a row for that group's students, a name for the student's account.
4. The export under the list takes it as shown.

Campus All campuses

**Who owes what** **The year in figures**

Each student's balance over all the years. Choose a programme and cohort to see one group; the export takes the list as shown.

Academic year 2025/2026 Programme every programme Year of study  Mode every mode Cohort every cohort Show

**Owe money** **Overdue** **Not invoiced yet** **In credit** **All**

Students **1482** Owing **1482** Owed **62,376.00 EUR** **Overdue 4,560.00 EUR** Not invoiced yet **0.00 EUR** In credit **0.00 EUR**

Sponsors owe **0.00 EUR**

**Per programme and cohort**

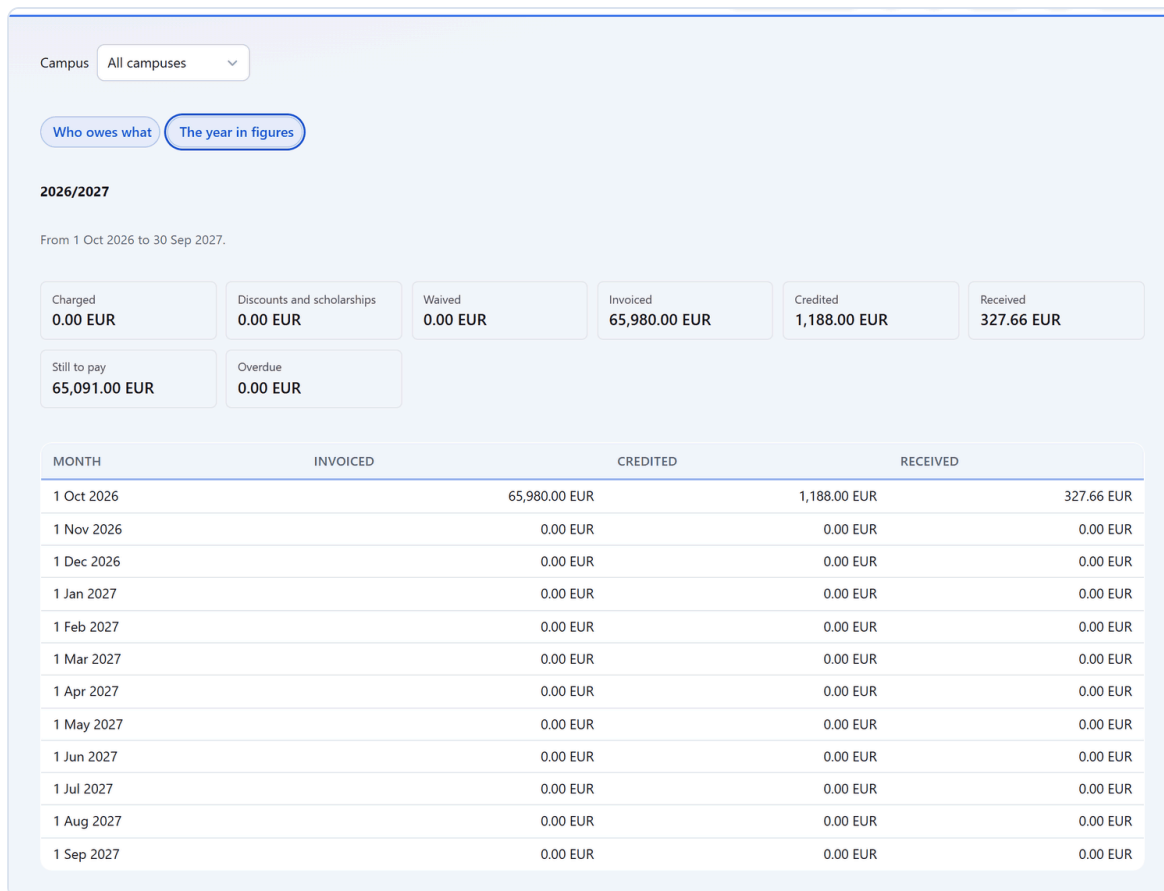
| PROGRAMME        | COHORT    | STUDENTS | OWING | OWED          | OVERDUE    | NOT INVOICED YET |
|------------------|-----------|----------|-------|---------------|------------|------------------|
| Erasmus Courses  | 2025/2026 | 20       | 20    | 500.00 EUR    | 0.00 EUR   | 0.00 EUR         |
| MAG-EL-2.stopnja | 2025/2026 | 278      | 278   | 6,950.00 EUR  | 0.00 EUR   | 0.00 EUR         |
| MAG-EL-2.stopnja | 2024/2025 | 11       | 11    | 275.00 EUR    | 0.00 EUR   | 0.00 EUR         |
| MAG-EL-2.stopnja | 2023/2024 | 2        | 2     | 50.00 EUR     | 0.00 EUR   | 0.00 EUR         |
| MAG-MM-2.stopnja | 2025/2026 | 6        | 6     | 150.00 EUR    | 0.00 EUR   | 0.00 EUR         |
| MAG-MM-2.stopnja | 2024/2025 | 8        | 8     | 4,350.00 EUR  | 0.00 EUR   | 0.00 EUR         |
| MAG-MM-2.stopnja | 2023/2024 | 1        | 1     | 25.00 EUR     | 0.00 EUR   | 0.00 EUR         |
| UN-EL-1.stopnja  | 2025/2026 | 495      | 495   | 12,375.00 EUR | 0.00 EUR   | 0.00 EUR         |
| UN-EL-1.stopnja  | 2024/2025 | 26       | 26    | 3,150.00 EUR  | 0.00 EUR   | 0.00 EUR         |
| UN-EL-1.stopnja  | 2023/2024 | 22       | 22    | 550.00 EUR    | 0.00 EUR   | 0.00 EUR         |
| UN-EL-1.stopnja  | 2022/2023 | 3        | 3     | 75.00 EUR     | 0.00 EUR   | 0.00 EUR         |
| UN-MM-1.stopnja  | 2025/2026 | 119      | 119   | 2,975.00 EUR  | 0.00 EUR   | 0.00 EUR         |
| UN-MM-1.stopnja  | 2024/2025 | 11       | 11    | 1,525.00 EUR  | 0.00 EUR   | 0.00 EUR         |
| UN-MM-1.stopnja  | 2023/2024 | 11       | 11    | 1,525.00 EUR  | 0.00 EUR   | 0.00 EUR         |
| UN-MM-1.stopnja  | 2022/2023 | 3        | 3     | 1,325.00 EUR  | 0.00 EUR   | 0.00 EUR         |
| VS-EL-1.stopnja  | 2025/2026 | 430      | 430   | 15,556.00 EUR | 630.00 EUR | 0.00 EUR         |

**Who owes what:** the totals, **Per programme and cohort**, and every student's balance.

## 12.11 The year in figures

The year in figures gives one academic year's money in eight figures, and the months below them:

| Figure                            | What it counts                                          |
|-----------------------------------|---------------------------------------------------------|
| <b>Charged</b>                    | Every charge of the year, before discounts and waivers. |
| <b>Discounts and scholarships</b> | What financial aid took off the charges.                |
| <b>Waived</b>                     | Fee waivers carried out in the year.                    |
| <b>Invoiced</b>                   | Invoices issued in the year.                            |
| <b>Credited</b>                   | Credit notes issued in the year.                        |
| <b>Received</b>                   | Payments booked in the year.                            |
| <b>Still to pay</b>               | What the year's invoices still have open today.         |
| <b>Overdue</b>                    | The part of it whose due date has passed.               |



The year in figures: the eight figures and the months.

## 12.12 For the accountant

**Export for accounting** gives the period's invoices, invoice lines and payments as Excel or CSV, each column explained on the screen. **Files for accounting (ERP)** gives files shaped for the school's accounting program - invoices, invoice lines, payments and open balances, amounts as plain numbers, with the school's accounts and cost centres filled in; the accountant sets the accounts once on the same screen. Refunds and aid payouts are in neither: they have their own lines on **Payouts** (chapter 13).

**Finance settings** hold **The school as issuer**, **Numbering and reference**, **VAT**, **Payment and the document**, the **Ways of paying besides the bank statement** and the **Companies and sponsors that pay**. The currency and the e-invoice format come with the school's country and are set by Wise Technologies (chapter 26).

## 13 Financial aid and payouts

**Financial aid** has two screens: the rules that reduce what students pay, and the money the school pays out to them.

### 13.1 Discounts and scholarships

**Discounts and scholarships** are rules: a discount or a scholarship on certain items, for a special status, a programme or a named student, between two dates. A rule reduces a charge the moment the charge is raised, as its own line on the invoice. It applies to the charges raised after it is saved; older open charges only when you apply it to them. A disciplinary measure never changes a discount or a scholarship.

## 13.2 Paying money out to a student

**Payouts** handles the money that leaves the school: a refund of a student's credit, or aid paid from the school's aid funds. A payout is asked for, approved by somebody else, put into a transfer file for the bank, and marked as paid when the bank confirms.

1. **Students with a credit** lists the students whose payments were not used by any invoice - the money a refund can pay back.
2. Under **Ask for a payout** choose the kind (a refund cannot be more than the credit; leave the amount empty to pay back the whole credit), the student, the IBAN, the amount and the purpose - the words on the student's bank statement - and press **Ask**.
3. Somebody else approves it - the person who asked may approve their own payout only with a reason (the rule is in **File settings**, chapter 6).
4. Approved payouts go into the next transfer file (SEPA), which you take to the bank; mark them paid when the bank confirms. A cancelled refund gives the credit back.

Money paid out to students: a refund of a credit, or aid. Asked, approved by somebody else, put into a SEPA transfer file, marked as paid.

The SEPA transfer file and the accounting lines of refunds and aid are taken from this screen only - they are never part of "Export for accounting" or of "Files for accounting (ERP)".

**Filters:** All (0), waiting for approval (0), approved (0), in a transfer file (0), paid (0), cancelled (0), Students with a credit (0)

**Students with a credit**

| Student               | Amount     | Action |
|-----------------------|------------|--------|
| Jamnik Urška 64247030 | 323.00 EUR | Refund |

Type to filter  Search **0**

No payout.

**Accounting lines of the payouts**

One line per payout: date, kind, state, student, amount, account, IBAN, the transfer's reference and its SEPA file. A file of its own - the general accounting export never carries payouts.

From  to  **Excel** **CSV**

**Ask for a payout**

KIND: refund (dropdown)

STUDENT (NO.):

IBAN:

AMOUNT:

BIC:

PURPOSE:  EUR

Empty for a refund: the whole credit.

**Ask**

The words on the student's bank statement.

**Payouts:** the states, **Students with a credit**, and **Ask for a payout**.

**Accounting lines of the payouts** gives the accountant one line per payout for the period. The transfer file and these lines are taken from this screen only - never from the general accounting export.

## 13.3 Fee waivers

A fee waiver lets a student off a charge or an invoice, fully or in part, with a reason. It never pays money back - that is a payout. By default a second person approves every waiver; the school may let amounts up to a set limit go through at once (**File settings**, **Fee waivers**). **Fee waivers** sits in **Financial aid** and is there only where that module is switched on.

1. **Fee waivers** → **Waive a fee**, and find the student.

2. Under **What to waive** choose the charge or the invoice, type the **Amount** (empty waives all that is still to pay there), choose the reason and write a note for the person who approves. **Ask for the waiver**.
3. A second person opens **Waiting** and presses **Approve** or **Refuse** (with a note); the one who asked may press **Withdraw**. Approving one's own waiver is asked about and needs a written reason.
4. On a charge not yet invoiced the waiver reduces or cancels the charge. On an issued invoice it makes a draft credit note, which the accounts release under **Credit notes** as usual.

A fee waiver lets a student off a charge or an invoice, fully or in part. It never pays money back. Every waiver needs a second person to approve it.

**Waive a fee**

**Pavlič Lenart** 64237030 [To the student's account](#)

WHAT TO WAIVE

AMOUNT

REASON

NOTE

**Ask for the waiver**

**Waiting** 0 **Carried out** 0 **Refused** 0 **Withdrawn** 0 **All** 0 Waived in 2026/2027: 0.00 EUR

Type to filter  **Search** 0

No waiver waits for approval.

☒ Invoice 2025-00011 15 Nov 2025 **720.00 EUR**

☐ Invoice 2026-01585 30 Oct 2026 **25.00 EUR**

all of it

Empty waives everything still to pay there.

For the person who approves: what was decided and by whom.

**Waive a fee:** what to waive, how much and why; below, the waivers by state.

## 14 The student portal

Students have their own pages on the school's web and in the mobile app: their timetable and exams, grades and progress, requests and decisions, enrolment forms, invoices, the thesis, messages, their adjustments, and "Who sees my data", where an adult student decides what a payer or a sponsor may see (chapter 15). The student guide describes their side. The office has two screens for it.

### 14.1 Approving a change of address

1. Open **Data changes** - waiting changes come oldest first - or the row in the work queue.
2. Read what the student asked for and their note. Correct a typo in the boxes if you need to: the record gets what is in them, and the history says the office corrected it.
3. Press **Approve and write into the record**, or **Reject** with a **Note to the student** saying what to bring or correct.

[Back to the list](#)

**Permanent address · Pia Kastelic** 64237045

[Submitted](#) Asked 15. 10. 2026 13:17 · 4 days · [Open the student's record](#)

2025/26 · UN-MM-1.stopnja, 3.

|           | WHEN ASKED            | IN THE RECORD NOW     | ASKED FOR                                     |
|-----------|-----------------------|-----------------------|-----------------------------------------------|
| STREET    | Kolodvorska ulica 115 | Kolodvorska ulica 115 | <input type="text" value="Cesta svobode 24"/> |
| POST CODE | 4270                  | 4270                  | <input type="text" value="1000"/>             |
| TOWN      | Jesenice              | Jesenice              | <input type="text" value="Ljubljana"/>        |
| COUNTRY   | SI                    | SI                    | <input type="text" value="SI"/>               |

Correct a typo here before approving: the record gets what is in these boxes, and the history says it was corrected by the office.

**The student's note:** Preselil sem se.

At this school, students: ask, and the student office approves. · [Change in the portal settings](#)

NOTE TO THE STUDENT

The student reads it in the portal. When you reject, say what to bring or to correct.

[Approve and write into the record](#)

[Reject](#)

[The student's other changes](#)

[The record's history](#)

A change a student asked for, ready to approve.

## 14.2 What students may change

**Portal settings** decide, field by field - the addresses, the telephone, the private e-mail, the name - whether students **change it themselves, ask, and the student office approves, or cannot change it - only the student office does**; for the last, one sentence (**Where to go, for office-only fields**) tells the student where to go and what to bring. **Limits and reminders** hold how many changes a student may make in a day, after how many days a waiting change is late in the work queue, how long students see answered changes, how far "what's next" on their home looks ahead, and how many days before a thesis topic runs out the student is warned.

## 15 Guardians, payers and sponsors

**Third-party access** lets people outside the school see part of a student's studies: a **guardian** (a parent of a student under age), a **payer** (who pays the invoices) or a **sponsor** (who supports the student). Each link to a student has its own scopes - timetable, grades, attendance and excuses, exams, invoices, messages and announcements, parent-teacher meetings - each granted separately. Every look by a third party is recorded, and the record is kept 3 years by default. They sign in to the parent portal at the school's web address with /a/parent, with their e-mail and a code.

### THE STUDENT DECIDES

A guardian's link to a student under the school's age of majority (18 unless the school says otherwise) works at once. For a student of age a link works only with the student's own consent, given on their portal under "Who sees my data" - or with a written reason the office records. Payers and sponsors see only what the student shares. The parent portal is closed until the school opens it.

### 15.1 Inviting a guardian, payer or sponsor

1. Open **Third-party access** → **Guardians, payers, sponsors** and the fold **Invite a guardian, payer or sponsor**.
2. Type the student's number, the person's or the company's name and the e-mail address they will sign in with.  
One e-mail address is one account: somebody who already has an account gets one more student, not a second account.
3. Choose the kind - **Guardian, Payer or sponsor**; for a payer, **Pays as (Finance)** links them to the payer kept in Finance.
4. Press **Link and invite**; tick **Send the invitation now** to send the e-mail at once. If the screen asks - an adult student without consent, an unknown age, a payer of other students - read why and choose **Save anyway** or stop.

Parents and guardians of students, the children each one sees on the parent portal, and what they see.

portal closed The parent portal is closed - open it in the settings.

Active Invited Never signed in Inactive All

Every kind Guardians Payers Sponsors

Invite a guardian, payer or sponsor

New guardian Type to filter Search 3

| NAME         | E-MAIL AND PHONE                         | CHILDREN                                                             | LAST SIGN-IN |
|--------------|------------------------------------------|----------------------------------------------------------------------|--------------|
| Vesna Jamnik | seed-gu-3@example.org<br>+386 40 000 003 | Anže Jamnik guardian paused                                          | never        |
| Boris Krajnc | seed-gu-2@example.org<br>+386 40 000 002 | Tim Krajnc father waits for consent<br>Katarina Živković father sees | never        |
| Mojca Majcen | seed-gu-1@example.org<br>+386 40 000 001 | Anže Majcen mother waits for consent                                 | never        |

Export: Excel CSV

☐ one value per row, repeated

**Guardians, payers, sponsors:** the links by state and kind, and **Invite a guardian, payer or sponsor**.

A person's page holds their details and, under **Children**, each link: the **Relation**, the kind, the status (active, paused, ended), **Sees on the portal** and what the person really sees now, and what an adult student shares. **Add a child** links one more student to the same person.

### 15.2 Absence excuses and parent-teacher meetings

- **Absence excuses:** absences a guardian reported or excused on the parent portal. Approving marks the absences excused in attendance; revoking puts them back.
- **Parent-teacher meetings:** teachers publish their office hours on their own lecturer pages - for parents, for adult students or for both; parents book a time on the parent portal, adult students on the student portal. Here the office sees every booking (**Coming, Free times, Past**, cancelled) and can step in.

### 15.3 The settings

**Third-party access settings** opens the parent portal (**The parent portal is open**), sets the **Age of majority** (empty: the country's, 18) and how a student without a birth date counts - of age is the safe answer, the student decides

-, how far back excuses and ahead reports may go, the largest attachment, how long an invitation code is valid, whether **Parents may write to the school**, and **Keep the record of views (days)**. Two lists of scopes matter most: what a new guardian link starts with, and what a guardian of a student under age sees. In the second, only booking parent-teacher meetings is ticked to begin with - on purpose: parental care ends at 18, and no law gives a parent a 16- or 17-year-old's higher-education data, so tick only what the school has a reason to show. The tab **Class teachers** names the class teachers. **Data protection impact assessment - a template** is a data protection impact assessment template the school can fill in.

**Third-party access settings:** the portal, the age of majority, and what a guardian of a student under age sees.

## 16 Requests and decisions

Students hand in requests - to enrol without all obligations met, to have an exam recognised, to pause a year, to get an accommodation - in the student portal, with their documents attached (up to 24 MB a file). **Requests** shows them by status, with how long each has waited against the days the school allows; one past its target goes into the work queue. A request that came on paper is entered with **New request**.

Submitted - 9

In review - 23

Waiting for the student - 11

Past the target - 10

Approved 31

Rejected 11

Closed 9

Cancelled 10

New request

Student, request or decision

Status: open (all three)

Request: all

Programme: all

Waiting: any time

Search

| HANDED IN   | STUDENT                                                 | REQUEST                                                                | STATUS                  | WAITED        | DECISION |
|-------------|---------------------------------------------------------|------------------------------------------------------------------------|-------------------------|---------------|----------|
| 4 Sep 2026  | Jan Knez<br>64247017 · UN-EL-1.stopnja, year 2          | Priznavanje formalno pridobljenih znanj (priznavanje izpitov)<br>paper | In review               | 45 of 30 days |          |
| 6 Sep 2026  | Matic Žagar<br>64237031 · VS-EL-1.stopnja, year 3       | Sprememba načina študija (redni/izredni) paper                         | In review               | 43 of 15 days |          |
| 18 Sep 2026 | Martin Kovač<br>64257078 · UN-MM-1.stopnja, year 1      | Podaljšanje absolventskega staža paper                                 | In review               | 31 of 15 days |          |
| 22 Sep 2026 | Zala Vidmar<br>64257041 · MAG-EL-2.stopnja, year 1      | Sprememba izbirnega predmeta paper                                     | Waiting for the student | 27 of 8 days  |          |
| 24 Sep 2026 | Marie Müller<br>64237046 · UN-MM-1.stopnja, year 3      | Vzporedni študij paper                                                 | In review               | 25 of 15 days |          |
| 26 Sep 2026 | Michał Wiśniewski<br>64257105 · Erasmus Courses, year 1 | Podaljšanje teme zaključnega dela – 2. stopnja paper                   | In review               | 23 of 15 days |          |
| 2 Oct 2026  | Alja Jerman<br>64257014 · UN-EL-1.stopnja, year 1       | Podaljšanje teme zaključnega dela – 1. stopnja paper                   | In review               | 17 of 15 days |          |

Requests by status and age.

## 16.1 Handling a request and issuing a decision

1. Open the request: the student, what they ask for, the attachments (a required one that is missing is marked) and the history.
2. If something is missing, choose a quick reply or write your own and press **Send to the student**. The student reads exactly that, adds the files and hands the request back; it returns to your queue by itself.
3. Under the decision, press **Prepare an approval** or **Prepare a rejection**. The text comes filled in from the request type's template, in the school's document language; change anything. A part still in [square brackets] is a reminder of something to fill in.
4. **Preview** shows the paper; **Issue the decision** gives it its number and verification code, and the student finds it in the portal at once.

Jan Knez • Active

Enrolment number

64247017

E-mail

jan.knez@example.org

Programme

UN-EL-1.stopnja

Year

year 2 2025/2026

Priznavanje formalno pridobljenih znanj (priznavanje izpitov) paper

Handed in 4 Sep 2026 · Decides: Komisija za študijske zadeve · 45 of 30 days

What you ask for \*

Prosim za odobritev: priznavanje formalno pridobljenih znanj (priznavanje izpitov).

Subject \*

64101 Matematika I

Reason \*

Ob študiju sem zaposlen za polni delovni čas in obveznosti usklajujem z delom.

Justification

Prilagam dokazila. Do sedaj sem opravil večino obveznosti letnika s povprečno oceno 7,9.

Correct the request

Attachments

Certificate of the passed exam \* missing

Syllabus of the subject \* missing

For

Certificate of the passed exam

File

Choose file

No file chosen

Attach

PDF, JPG, PNG or Word (.docx); at most 24 MB a file and 60 MB for the whole request (1 kB attached so far).

History

15 Oct 2026 13:17

Nina Strnad

Written

In review

Received on paper on 4. 9. 2026

What next

Ask the student

Prosimo, priložite: Potrdilo o opravljenem izpitu.

Prosimo, priložite: Učni načrt predmeta.

Prosimo, priložite manjkajoče dokazilo.

Prosimo, dopolnite utemeljitev prošnje.

Prosimo, pojasnite, za kateri predmet gre.

What should the student add or do?

Send to the student

The student reads exactly this, can add files and hands the request back; it then comes back into your queue by itself.

Close or cancel

Decision

The text comes filled in from the request type's template; you can change it before it is issued.

Prepare an approval

Prepare a rejection

A request in review: what the student wrote, the attachments, and what to do next.

**Close without a decision** is for a duplicate or a matter settled otherwise. A decision issued in error is annulled when the request is reopened: its number stays used, the next decision gets a new one, and the reason is logged. What a decision sets in motion is done where it belongs: an approved recognition is written on the degree audit (chapter 10), an approved accommodation request is turned into an accommodation (chapter 7).

## 16.2 Request types

**Request types** say what students can ask for. A new school starts with the usual requests of its country, and the list is entirely the school's to change. Each type has its group, its name and a note in each document language, the fields the student fills in, the documents they attach, a fee (none, when handed in, or when approved), who decides and in how many days, and the templates of its approval and rejection.

## 17 Theses and diplomas

**Completion of study** follows a final thesis from its topic to the diploma. **Theses** lists the theses with their mentor and the step each has reached; the tabs count each step, and **Expiring** shows topics about to run out. **Mentors and topics** is what students see on the public list: the mentors, their areas and the topics they offer.

| <div> <div>New thesis</div> <div>Student, number or title</div> <div>Programme: All</div> <div>Cycle: All</div> <div>Mentor: All</div> <div>In progress</div> <div>Search</div> </div> |                                                                                        |                                             |                                                                                          |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------|-------------|
| <div> <div>Topic 21</div> <div>Approved 20</div> <div>Handed in 24</div> <div>At the committee 12</div> <div>Defended 0</div> <div>Expiring</div> </div>                               |                                                                                        |                                             |                                                                                          |             |
| STUDENT                                                                                                                                                                                | TITLE                                                                                  | MENTOR                                      | STEPS                                                                                    | VALID UNTIL |
| Turk Klara<br>64237054 · MAG-MM-2.stopnja                                                                                                                                              | Igrifikacija učenja programiranja v osnovni šoli (MAG-MM-2.stopnja)<br>2nd cycle       | Šinkovec Petra                              | <div><div></div><div></div><div></div><div></div><div></div></div> Draft                 |             |
| Kovač Aleks<br>64247075 · MAG-MM-2.stopnja                                                                                                                                             | Samodejno podnaslavljanje videoposnetkov v slovenščini (MAG-MM-2.stopnja)<br>2nd cycle | Lampiž Gregor                               | <div><div></div><div></div><div></div><div></div><div></div></div> Approved              | 23. 1. 2028 |
| Hribar Maja<br>64247074 · MAG-MM-2.stopnja                                                                                                                                             | Prostorski zvok v navidezni resničnosti<br>2nd cycle                                   | Hafner Darja<br>co-mentor: Kenda Uroš       | <div><div></div><div></div><div></div><div></div><div></div></div> Handed in             | 24. 1. 2028 |
| López Pablo<br>64247073 · MAG-MM-2.stopnja                                                                                                                                             | Interaktivna vizualizacija podatkov o kakovosti zraka<br>2nd cycle                     | Zalokar Tomaž                               | <div><div></div><div></div><div></div><div></div><div></div></div> Ready for the defence | 25. 1. 2028 |
| Halilović Edin<br>64247070 · MAG-MM-2.stopnja                                                                                                                                          | Zaznavanje čustev iz obrazne mimike v realnem času (MAG-MM-2.stopnja)<br>2nd cycle     | Brezovar Mateja<br>co-mentor: Zalokar Tomaž | <div><div></div><div></div><div></div><div></div><div></div></div> Approved              | 28. 7. 2028 |
| Petek Lovro<br>64247069 · MAG-MM-2.stopnja                                                                                                                                             | Volumetrični video za kulturno dediščino (MAG-MM-2.stopnja)<br>2nd cycle               | Ravnikar Boštjan                            | <div><div></div><div></div><div></div><div></div><div></div></div> Approved              | 29. 1. 2028 |
| Kralj Ema<br>64227018 · UN-MM-1.stopnja                                                                                                                                                | Dostopnost spletnih strani za slabovidne uporabnike<br>1st cycle                       | Šinkovec Petra                              | <div><div></div><div></div><div></div><div></div><div></div></div> Schedule again        | 15. 2. 2028 |
| Koren Luka<br>64227017 · UN-MM-1.stopnja                                                                                                                                               | Igrifikacija učenja programiranja v osnovni šoli<br>1st cycle                          | Lampiž Gregor                               | <div><div></div><div></div><div></div><div></div><div></div></div> Defence scheduled     | 16. 2. 2028 |
| Kvasicki Aleksander                                                                                                                                                                    | Samodejno podnaslavljanje videoposnetkov v slovenščini                                 | Hafner Darja                                |                                                                                          |             |

**Theses:** each thesis with its mentor, its step and how long its topic is valid.

## 17.1 The seven steps of a thesis

A thesis page has a section for each step, in order, each with its own Save: **Topic and proposal**; **Approval and validity** (the decision and how long the topic is valid, with extensions); **The thesis handed in** (the files the committee reads); **Defence committee**; **Defence** (the date and the result); **Graduation**; and **Diploma and supplement**. The work queue shows what waits at each step - a thesis handed in whose committee is not yet named, a defence without a result. Before the graduation, the degree audit (chapter 10) says whether anything else is still missing.

## 17.2 Issuing a diploma and its supplement

1. Record the date of graduation in section **Graduation** of the thesis page; the diploma can be issued only after that.
2. In section **Diploma and supplement**, check the **Date of issue** and the **Place of issue** and press the button that issues the diploma and the supplement. Both get the next number - taken only now, so the numbers have no gaps - and their verification codes. If something is missing, the screen says so first; you can issue anyway or put it right.
3. **Print on diploma paper** prints the diploma on the school's own paper; **Archive copy** keeps a copy for the archive; **Supplement PDF** is the supplement. Every print is counted.

**Hribar Zala** 64217008 Graduated Master's thesis - MAG-EL-2.stopnja - 2nd cycle

|                                                         |                                                           |                                                                       |                                                          |                                                        |                                                                          |
|---------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------|
| ✓ <b>Topic</b><br>15. 10. 2026<br><span>Approved</span> | ✓ <b>Approval</b><br>20. 3. 2023<br><span>Approved</span> | ✓ <b>Hand-in</b><br>10. 6. 2024<br><span>Ready for the defence</span> | ✓ <b>Committee</b><br>15. 10. 2026<br><span>Named</span> | ✓ <b>Defence</b><br>15. 7. 2024<br><span>Passed</span> | ✓ <b>Graduation</b><br>20. 7. 2024<br><span>Graduated 20. 7. 2024</span> |
|---------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------|

1 **Topic and proposal** Approved

Entered by the student office - handed in 15. 10. 2026 13:17 - decided 15. 10. 2026 13:17 (Nina Strnad)

Working title  
Ocena stanja baterij v hranilnikih energije (MAG-EL-2.stopnja)

Working title in English  
State-of-health estimation of energy storage batteries

Language of the thesis  
Slovenian

Programme  
MAG-EL-2.stopnja - 2021/2022

Mentor  
Lampič Gregor

Co-mentor  
— nobody —

Co-mentor from another institution

Name and institution, when the co-mentor is not one of the school's lecturers.

Offered topic  
Own topic (none of the offered ones)

When the student takes a topic a mentor offered, its places are counted on the public list.

Background and the problem  
Izhodišča: Ocena stanja baterij v hranilnikih energije.

What the thesis is about and why it matters - a few paragraphs.

Goals  
Cilj naloge je zasnovati, izdelati in ovrednotiti rešitev.

What the thesis sets out to achieve.

Methods  
Pregled literature, modeliranje, meritve na prototipu, statistična analiza.

How the work will be done: the methods, the data, the tools.

Key literature  
Strokovna literatura s področja (5-10 virov).

The main sources, one per line.

A thesis page: a section for each step, each with its own Save.

A lost diploma gets a duplicate, an error a correction - both from the same section, with a required reason; the old document's code then answers "replaced". A document can be annulled with a reason; it stays in the register and its code answers "annulled". Nothing is ever deleted. **Diplomas** is the register of every document issued, and **Check a diploma** checks a code.

**Thesis rules** hold the rules of the topic, the thesis and the defence, what the work queue watches, the public list, where each line stands on the diploma paper (**Test sheet** prints a test on plain paper), and the supplement's texts - the school's and each programme's, in the document languages.

## 18 Lecturers' monthly work

**Work reports** show, month by month, every lecturer who taught according to the timetable and everybody with a report. **Prepare** takes a lecturer's lessons over from the timetable into a report; the lecturer (on the web) or the office confirms them and adds the rest - travel, consultations, exams, mentoring. The report then goes from **Draft** through **Submitted** and approved to paid. Lessons hidden from the public timetable still count: hiding a lesson from the web does not cancel it.

### 18.1 Approving a lecturer's report

1. Open **Work reports**, choose the month and the tab of submitted reports, and open the report.
2. **Compare with the timetable** shows where the report differs from the timetable. The **Calculation** below adds up each kind of work at its rate.
3. Press **Approve**, or **Return for correction** with a reason the lecturer reads. **PDF to sign** prints the report for a signature.

Every lecturer who taught this month according to the timetable, and everybody with a report. Prepare takes the lessons over from the timetable; the lecturer or the office confirms them and adds the rest - travel, consultations, exams.

Everybody 157

Not prepared 141

Draft 6

Submitted 6

Approved 2

Paid 2

Every category

Lecturer's name

Search

Prepare all from the timetable (141)

Payroll (Excel)

Payroll (CSV)

Pay rules

| LECTURER                     | STATUS       | LECTURES | EXERCISES | OTHER TEACHING | OTHER WORK | KM | AMOUNT (EUR) | TIMETABLE   |         |
|------------------------------|--------------|----------|-----------|----------------|------------|----|--------------|-------------|---------|
| Mateja Brezovar<br>Employed  | Not prepared | —        | —         | —              | —          | —  | —            | 12 × · 32 h | Prepare |
| Gregor Lampič<br>Employed    | Not prepared | —        | —         | —              | —          | —  | —            | 16 × · 36 h | Prepare |
| Irena Vovk Stare<br>Employed | Not prepared | —        | —         | —              | —          | —  | —            | 28 × · 40 h | Prepare |
| Tomaž Zalokar<br>Employed    | Not prepared | —        | —         | —              | —          | —  | —            | 20 × · 48 h | Prepare |
| Simona Gorjanc<br>Employed   | Not prepared | —        | —         | —              | —          | —  | —            | 44 × · 96 h | Prepare |
| Andrej Kumelj<br>Employed    | Not prepared | —        | —         | —              | —          | —  | —            | 28 × · 60 h | Prepare |
| Petra Šinkovec<br>Employed   | Not prepared | —        | —         | —              | —          | —  | —            | 20 × · 56 h | Prepare |
| Boštjan Ravnikar<br>Employed | Not prepared | —        | —         | —              | —          | —  | —            | 12 × · 28 h | Prepare |

The month's work reports by status.

**Payroll (Excel)** and the CSV give payroll the month's amounts. **Pay rules** say how hours are counted, the deadlines and reminders, the rates, the kinds of work and the lecturer categories.

## 19 Lecturer self-service

Lecturers have their own pages on the school's web: they report an absence, mark the times they cannot or would rather not teach, and keep their office hours, room and phone up to date. **Lecturer self-service** is where the student office receives all of it. The lecturers' guide describes their side.

### 19.1 Covering an absent lecturer's lessons

1. Open **Lecturer self-service** → **Absences** (or the row in the work queue). Each absence shows the lecturer, the days, the reason and how many lessons are still to arrange.
2. Open the absence. For each lesson decide: **Cover** - the screen offers the colleagues free at that time, ranked, and the one the lecturer proposed, if any; **Cancel the lesson** - the lesson stays on the timetable marked with the school's word for it; or **Leave as it is**.
3. Each decision tells the people it concerns through Messages - the absent lecturer always, the substitute when a lesson is covered, the lesson's students when it is covered or cancelled - and the screen says in one sentence who was told. A lesson already past tells nobody.
4. Every decision can be undone (**Undo**); the undo tells the same people again. When every lesson is decided, the absence is **Arranged**.

Absences the lecturers reported on their own page. Open one to decide, lesson by lesson, who covers it, whether it is cancelled, or whether it stays as it is.

| LECTURER                                                        | DAYS | REASON | LESSONS | REPORTED | STATUS |
|-----------------------------------------------------------------|------|--------|---------|----------|--------|
| No absence is waiting. Every reported lesson has been arranged. |      |        |         |          |        |

**Absences:** what waits, what is arranged, what was withdrawn.

## 19.2 Availability for the planner

Before the timetable for the next term is made, the school opens an **Availability window** - its dates are set in **Self-service settings**. Lecturers then mark the times they cannot teach and those they would rather not. **Availability** shows who has handed in and who has not; **Mark as seen** once you or the planner have read a hand-in. A lecturer who changes it after handing it in makes it new again.

## 19.3 Contact changes

A lecturer who asks for a new e-mail or phone on their profile page waits in **Contact changes**. Approving writes the new e-mail or phone into the lecturer's record where Wise Ed can; where it cannot, the screen says so and the change must also be made on the timetable's lecturer screen (it opens in a new tab). A rejection carries a reason the lecturer reads.

## 19.4 Lecturers and their students

On their own pages lecturers see the students of the subjects they hold, teach in the timetable or examine: name, enrolment number, programme, year, groups and school e-mail, with two marks only - repeating the year, and special status - never health or support details. They can download the list, write to a student, and take attendance by hand without the QR code. A roll call writes the same attendance list the QR code does, so the reports and the attendance alerts count it alike. The lecturer guide shows it step by step; the office decides the two switches below.

## 19.5 The settings

- The **Availability window: Opens on, Closes on**, its name, and the days of the grid (Monday to Friday or to Saturday). A new first day starts a new window; the earlier hand-ins are kept with the earlier window.
- Absences: the **Reasons** a lecturer can choose, how many days back an absence may be reported without a question, whether **Lecturers may propose a colleague to cover**, and whether to **Tell the absent lecturer, the substitute and the students through Messages** - off, a decision is only recorded and you tell them yourself.
- **Lecturers may ask for a new e-mail or phone**: on, requests come to **Contact changes**; off, the lecturer's profile shows them read-only and says whom to ask.
- **Students and attendance: Lecturers may download the list of a subject's students (CSV, Excel)** - every download is in the log (who, which subject, how many students); **Lecturers may take attendance by hand, without the QR code** - only where the attendance add-on is on; off, lecturers take attendance with the QR code on the projector. Both are on until the school switches them off.

The rules of the lecturers' own pages: when they mark their availability, how they report an absence, and whether they may ask for a new e-mail or phone.

### Availability window

The days in which lecturers mark the times they cannot or would rather not teach, for the planner.

Opens on  Closes on  Name of the window

The first day lecturers can mark their times. Empty: no window. The last day. After it the lecturer's page shows the window as closed; a hand-in after it is asked about first. What the lecturer sees as the window's name.

Days

Which days the lecturer's grid shows. A new first day starts a new window; what lecturers handed in for the earlier one is kept, but belongs to the earlier window.

### Absences

What a lecturer can say when reporting an absence.

Reasons

Codes separated by commas, in the order the lecturer sees them, illness, conference, fieldwork, personal and other are worded in every language; a code of your own is shown as you type it.

The lecturer sees: ☐ Illness ☐ Conference ☐ Fieldwork ☐ Personal reasons ☐ Other

Reporting back without a question (days)

An absence that starts earlier than this many days ago is asked about first; the lecturer can still send it.

☒ Lecturers may propose a colleague to cover. The proposed colleague is shown with the absence and is one press away when free.

☒ Tell the absent lecturer, the substitute and the students through Messages. On: each decision tells the people it concerns through Messages - the absent lecturer always, the substitute when a lesson is covered, the lesson's students when it is covered or cancelled (and again when that is undone). Push and e-mail follow the school's rules in Messages. Off: the decision is only recorded - tell them yourself. A lesson already past never sends a notice.

### Contact data

The lecturer's e-mail and phone belong to the timetable's lecturer record.

☒ Lecturers may ask for a new e-mail or phone. On: the request comes to Contact changes to be approved. Off: the lecturer's profile shows them read-only and says whom to ask. Office hours and room are always the lecturer's own.

[Save](#)

**Self-service settings:** the availability window, absences and contact data.

### Students and attendance

What lecturers may do with the students of their subjects on their own pages.

☒ Lecturers may download the list of a subject's students (CSV, Excel). Every download is recorded in the log: who, which subject, how many students. Off: lecturers see the list but cannot download it.

☒ Lecturers may take attendance by hand, without the QR code.

[Save](#)

**Students and attendance:** the lecturers' downloads and roll call.

## 20 Messages and announcements

Students write to the school's **Departments** - the student office, the international office, accounts - from the student portal and the app. Any member of a department answers. **Inbox** shows the conversations of your departments by status (waiting for us, answered, closed) and who has taken each.

### 20.1 Answering a student

1. Open the conversation. **I will answer it** tells the others it is yours; **Give** hands it to a colleague, **Move to** another department.
2. Write the answer - or choose a **Quick reply** - and attach files if needed.
3. **Send and close** answers and closes; a new message from the student opens the conversation again.

| <div> <div>Everything I see</div> <div>Student office 6 waiting</div> <div>Direct</div> </div>                                                               |                              |                                 |                                               |         |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------|-----------------------------------------------|---------|---------------------|
| <div> <div>New conversation</div> <div>Student, number or subject</div> <div>Show: still open</div> <div>Taken by: anybody</div> <div>Search 10</div> </div> |                              |                                 |                                               |         |                     |
| STATUS                                                                                                                                                       | STUDENT                      | SUBJECT                         | WITH                                          | WAITING | LAST                |
| Waiting for us                                                                                                                                               | Tim Kotnik<br>64257037       | Izpisni list                    | Referat za študentske zadeve                  | 4 d     | 15 Oct 2026 13:17 → |
| Waiting for us                                                                                                                                               | Sara Kotnik<br>64237004      | Izpisni list                    | Referat za študentske zadeve                  | 4 d     | 15 Oct 2026 13:17 → |
| Waiting for us                                                                                                                                               | Lovro Vrhovnik<br>64257027   | Izpisni list                    | Referat za študentske zadeve                  | 4 d     | 15 Oct 2026 13:17 → |
| Waiting for us                                                                                                                                               | Tamara Jovanović<br>64257104 | Rok za oddajo vpisnega lista 1  | Referat za študentske zadeve                  | 4 d     | 15 Oct 2026 13:17 → |
| Waiting for us                                                                                                                                               | Lenart Pavlič<br>64237030    | Napaka v priimku 1              | Referat za študentske zadeve                  | 4 d     | 15 Oct 2026 13:17 → |
| Waiting for us                                                                                                                                               | Rok Skok<br>64237010         | Potrdilo o vpisu v angleščini 1 | Referat za študentske zadeve                  | 4 d     | 15 Oct 2026 13:17 → |
| Answered                                                                                                                                                     | Lovro Knez<br>64257083       | Rok za oddajo vpisnega lista 1  | Referat za študentske zadeve<br>› Nina Strnad |         | 15 Oct 2026 13:17 → |
| Answered                                                                                                                                                     | Petra Koren<br>64257058      | Napaka v priimku 1              | Referat za študentske zadeve<br>› Nina Strnad |         | 15 Oct 2026 13:17 → |
| Answered                                                                                                                                                     | Mirza Hasanović<br>64257043  | Napaka v priimku 1              | Referat za študentske zadeve<br>› Nina Strnad |         | 15 Oct 2026 13:17 → |
| Answered                                                                                                                                                     | Matevž Turk<br>64247007      | Potrdilo o vpisu v angleščini 1 | Referat za študentske zadeve<br>› Nina Strnad |         | 15 Oct 2026 13:17 → |

**Inbox:** the conversations of your departments.

## 20.2 Sending an announcement

1. **Announcements, New announcement.**
2. Choose to whom: a programme, a year, a group, a subject, a segment of **Relationships and alumni**, everyone with something open, or everybody.
3. Write the title and the text; choose the channels (inbox, push, e-mail) and where replies go.
4. **Who will get it?** counts the recipients and names who cannot be reached and why; then **Send the announcement.**

**1. To whom**

☐ A programme
 ☐ A year of a programme
 ☒ A group
 ☐ A subject
 ☐ A CRM segment
 ☐ Everyone with something open
 ☐ Everybody

Group

Type to filter

With its subgroups.

**2. What**

Title

Text

Plain text; an empty line starts a new paragraph.

**3. How**

☐ An essential study notice

Only for what a student must know to study - a changed exam date, a deadline. It ignores preferences and the CRM's consents; you will be asked first.

☐ Inbox
 ☒ Push
 ☒ E-mail

**4. Replies**

☒ No replies
 ☐ Replies to me

Replies go to

Referat za študentske zadeve

A new announcement: to whom, what, how, and where replies go.

An essential study notice - a changed exam date, a deadline - reaches everybody whatever their preferences, and the screen asks first. People outside the student records (prospects, company contacts) are reached by e-mail only, and only with their consent.

### 20.3 Automatic notices

Wise Ed tells students and staff on its own when something happens to them: an invoice falls due or is overdue, a request is decided, a thesis topic is about to expire, an exam registration closes, course materials are published, a lesson of theirs is covered or cancelled, an accommodation ends soon, a meeting they booked comes up - and, for staff, a student wrote, a conversation was given to them, a lesson of their absence was decided. **Alerts** has one row per kind: **Who is told what** - whether the inbox alone, or push and e-mail too; **at once** or in a **morning digest**; and **Quiet hours**. Each user can turn their own channels off on top.

**The alert job:** last run 19 Oct 2026 16:35, 0 students looked at, 0 new things told. · 0 sent, 0 waiting, 0 failed

**Who is told what**

One row per kind of notice. The inbox always has it; push and e-mail by the ticks; each user can turn their own channels off on top.

| WHAT HAPPENED                       | TOLD                                | PUSH                                | E-MAIL                              | WHEN      | QUIET HOURS     |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------|-----------------|
| TO STUDENTS                         |                                     |                                     |                                     |           |                 |
| A message in a conversation         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| An announcement                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| An invoice falls due                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| An invoice is overdue               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| An enrolment form to fill in or fix | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| A request waits for the student     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| A request is decided                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| A thesis topic expires soon         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| The thesis waits for the student    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| A defence date                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | at once ▾ | --:-- ⌚ --:-- ⌚ |
| An exam registration closes         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | at once ▾ | --:-- ⌚ --:-- ⌚ |

[Save](#)

**Alerts:** one row per kind of notice - who is told, by push and e-mail, when.

## 20.4 Text messages (SMS)

**Text messages (SMS)** (in the menu under **Insights**) adds a fourth channel beside the inbox, e-mail and the app. It is off until the school switches it on (**Send text messages**) and sets up a provider - a generic HTTP gateway, Twilio or Infobip - and a monthly limit. Only the kinds ticked under **Which notices may be texted** are texted (essential notices by default), never to a student who said no, never in quiet hours and never past the monthly limit. **Send a test text** checks the setup; **Delivery log** shows every text and what became of it.

## 21 Relationships and alumni

**Relationships and alumni** keeps the people the school is in touch with beyond its students: prospective students, alumni and the contacts at companies - with their consents, their history with the school and the next step.

- **People:** everybody, by relationship - prospects, students, alumni, contacts - with filters for tags, stage, consent, employer and more.
- **Follow-ups:** what somebody in the office promised to do, and when.
- **Companies:** employers, practice places, partners, with their people and alumni.
- **Segments:** saved filters the school writes to, counted under consent; **Send a message** opens the composer for them.
- **Events and news:** posts that appear on the alumni portal, where alumni sign up.
- **Campaigns:** fairs, open days, adverts - each with a link code of its own, and what it brought.
- **Enquiry form:** the school's web form for enquiries; every enquiry arrives as a person.

## 21.1 Recording a call and a consent

Open the person. Under **Log a call or a note**, write what was said, when and in which direction, and - if something is to follow - whose follow-up it is; then **Log it**. Under **Consents**, **Record a consent** records a decision as the person made it, with its date and how it reached the school. Consents are never rewritten: a withdrawal is a new line.

**Neža Breznik** Alumnus 2025 alumni 2025

E-mail: [neza.breznik@example.org](mailto:neza.breznik@example.org) The school address - it may be closed after graduation. Phone: 041 471 368 Headline: Inženir pri Srednja tehniška šola (partnerska) Looked after by: —

[Send a message](#) [Edit details](#) [Tags](#) [Student record](#)

**Log a call or a note**

Call  Follow-up:  [Log it](#)

► Text, date, direction, whose follow-up

**Meeting** We contacted them 22 Sep 2026 13:54 Nina Strnad Late since 4 Oct 2026

Dogovor za predavanje gosta  
Dogovorjeno, da se oglasi po izpitnem obdobju.

What came of it (optional): [Done](#)  [Move](#) [Remove](#)

Export: [Excel](#) [CSV](#)

☐ one value per row, repeated

**Open follow-ups** 1

Late since 4 Oct 2026 Dogovor za predavanje gosta Nina Strnad

**Consents**

[E-mail](#) given 23 Sep 2025

[Phone](#) not given

[Newsletter](#) given 23 Sep 2025

[Events](#) not given

[Alumni directory](#) given 15 Oct 2026

[Record a consent](#)

[History \(3\)](#)

**After graduation**

[23 Sep 2025](#) MAG-EL-2.stopnja

[Graduation and willingness](#)

**Work**

[Now](#) Srednja tehniška šola (partnerska) · Projektant

2025-12 – now [Remove](#)

[Add a link](#)

A person in **Relationships and alumni**: details, the log of contacts, and the consents.

Alumni keep their own details on the alumni portal. Depending on the school's rules a change is written at once or waits under **Updates to approve** for the office to approve.

## 21.2 Admissions counsellors

An admissions counsellor looks after prospective students from their first enquiry to enrolment. A counsellor is anybody who holds the ready role **Admissions counsellor**, or another role with the counsellor tick (chapter 29). Once the school has counsellors, **Looked after by** on a person offers only them; with a single counsellor, their name is filled in by itself. A school without counsellors works as before: the clerk who records a person looks after them.

## 21.3 How a counsellor works

1. **People** opens on **My prospects**: the people you look after. **Everyone** shows all of them, **Unassigned** those nobody looks after yet.
2. The red chip **Late follow-ups** opens the follow-ups whose day has passed - start there.
3. A walk-in you type yourself is yours at once.
4. To hand one person to a colleague, change **Looked after by** on the person's page; for several at once, see the next section.

5. If the school has switched the morning list on, each morning brings one notice with your follow-ups due today or late - in the inbox, and by e-mail or push as the school's rules allow.

## 21.4 Giving out the people nobody looks after

1. **People** → **Unassigned**.
2. Tick the people at the left of their rows.
3. In the bar under the list choose the counsellor (**Give the ticked people to**), write **Why (kept in the log)** and press **Give them**. The reason stays in the log. Choosing nobody puts them back into the queue.

## 21.5 Automatic assignment and the morning list

For the people on the configAdmin list: **Settings of Relationships and alumni**, the box **Admissions: counsellors and assignment**.

1. **Who gets a new enquiry nobody looks after: Nobody - the office assigns them, The next counsellor in turn, or The next counsellor in turn for its programme of interest.** Enquiries from the form, the walk-in box and other systems then get a counsellor within a minute; with the rule off they wait under **Unassigned**.
2. In turn per programme: tick for each counsellor the programmes they cover. A programme nobody covers goes round everybody.
3. **Tell a counsellor when somebody is given to them** - on unless you untick it.
4. **Each morning, every owner gets one list of their follow-ups due today or earlier** and **At (hour)**: the morning list, off until you switch it on, and never sent from a demonstration base. **Show what it would say now** shows what it would say today, without sending anything. Then save.

Admissions: counsellors and assignment

**Admissions counsellors**

Nobody is an admissions counsellor yet: give people the ready role "Admissions counsellor" (or a role with the counsellor flag) on the Roles screen. Until then the CRM works as before. [Open Roles](#)

Who gets a new enquiry nobody looks after

Nobody - the office assigns them

Enquiries from the form, the walk-in box and the API get an owner within a minute. Off: they wait in the Unassigned queue for the office.

☒ Tell a counsellor when somebody is given to them

☐ Each morning, every owner gets one list of their follow-ups due today or earlier

At (hour)

7

0 to 23, the school's time; sent at the first check after it

Through the messages module: in the inbox, and by e-mail and push as the school's rules and each reader's own settings allow. Never from a demonstration base.

SaveShow what it would say now

**Admissions: counsellors and assignment:** who gets a new enquiry, the notice to the counsellor, and the morning list.

### CANNOT BE TOLD

An owner the preview marks **cannot be told** is a typed name with no lecturer record behind it, so no notice can reach them. Give their people and follow-ups to a counsellor.

## 21.6 Somebody at the desk: a walk-in

1. Press **Walk-in** at the top of any screen of **Relationships and alumni**.

2. Type the name, an e-mail or a phone (one is enough), the **Programme of interest** and **What they asked**. **Call them back on** adds a follow-up when you promised to call back.
3. Tick the consent only if they agreed to be contacted; it is recorded as given verbally today.
4. **Save the visit**. The source is a walk-in visit, the stage an enquiry; a counsellor who types it looks after the person, otherwise the school's rule decides.
5. When the e-mail or the phone is already known, Wise Ed asks **Is this somebody we already know? Add this visit to ...** puts the visit on that person's timeline; **A new person anyway** makes a new person (a parent's phone may be shared).

**Walk-in:** one small form for a visitor at the desk.

## 21.7 Campaigns

A campaign is a fair, an open day, an advert or a social post with a link code of its own, so the school sees what each one brought.

1. **Campaigns** → **New campaign**.
2. Type the name; the code is made from it when you leave **Code** empty. Choose the source, **Starts on** and **Ends on** and - for the cost per enquiry - **Cost (optional)**. **Create**.
3. In the list, **Copy** beside **?c=...** copies the code. Put it at the end of the enquiry form's address - on a poster's QR code, in an advert's link: everybody who enquires through it is filed under the campaign.
4. **People** counts the people it brought and how many applied, and opens them in the list; **Cost per enquiry** divides the cost by them.
5. A campaign is never deleted. To end it early, untick **Active - its links file enquiries under it**; its people keep it.

Walk-in

All Running Ended

New campaign Search: name, code, note 1

| NAME                                      | FROM - TO                | LINK CODE           | PEOPLE          | COST PER ENQUIRY |
|-------------------------------------------|--------------------------|---------------------|-----------------|------------------|
| <b>Informativa 2027</b><br>Education fair | 1 Oct 2026 – 28 Feb 2027 | ?c=informativa-2027 | 0<br>applied: 0 | —                |

Export: Excel CSV ☐ one value per row, repeated

**Campaigns:** each campaign with its link code, the people it brought and the cost per enquiry.

## 21.8 The web enquiry form

Prospective students ask their question on a form - on the school's own page, or inside the school's website - and every enquiry arrives in **Relationships and alumni** as a person. The form is set up under **Relationships and alumni** → **Enquiry form**; with roles on, give that screen to whoever manages the form (chapter 29).

1. **What the form asks:** for each field **Required**, **Optional** or **Not asked**. First name, last name and e-mail are always asked - the e-mail is how a second enquiry finds the same person.
2. **Your texts:** the text above the form, the consent sentence and the thank-you, in the languages you want; a language left empty shows the product's own sentence.
3. **Link to your privacy notice**, and **Further consents offered as ticks** (newsletter, events, phone).
4. If you like: **Enquirers confirm their e-mail address (double opt-in)**; **Tell this department of every new enquiry**; the numbers under **Protection against robots**.
5. **Websites that may show the form:** one per line, like <https://www.school.edu> or [\\*.school.edu](https://*.school.edu). Left empty, any website may show the form - the screen says so.
6. Tick **Take enquiries through the form** and press **Save**. Without a link to the privacy notice the screen asks first; you may save anyway.
7. **Preview** → **Open the preview in a new tab**: the form as enquirers see it, also while it is switched off. A preview cannot be sent.

☐ **Take enquiries through the form**  
Off: the form says plainly that the school is not taking enquiries through it. The preview works either way.

**What the form asks**  
First name, last name and e-mail are always asked: the e-mail is how a second enquiry from the same person finds them.

|                                                                                                               |          |
|---------------------------------------------------------------------------------------------------------------|----------|
| PHONE                                                                                                         | Optional |
| COUNTRY                                                                                                       | Optional |
| PROGRAMME OF INTEREST<br>THE ACTIVE PROGRAMMES OF WISE ED. WITH ONLY ONE, THE FORM SAYS IT INSTEAD OF ASKING. | Optional |
| INTAKE YEAR<br>THE NEXT THREE ACADEMIC YEARS.                                                                 | Optional |
| HOW DID YOU HEAR OF US<br>THE SOURCES OF THE RELATIONSHIPS SETTINGS.                                          | Optional |

Save

**Take enquiries through the form**, and **What the form asks**.

## 21.9 The form on posters and on the school's website

1. **The link to the form** → **Copy**: for mails, leaflets and social posts. Under **Links with a campaign** each running campaign has its own link (.../enquiry?c=CODE).
2. **Embed code for your website** → **Copy**, then paste it into the page of the school's website where the form should stand; it sets its own height. data-campaign="CODE" files all its enquiries under a campaign, data-lang="en" fixes the language.
3. **If your website does not allow scripts**: the plain frame, for websites that allow no scripts; its height is fixed.
4. **Last 7 days** at the top says what arrived: **new people, added to people already in Relationships, waiting for the e-mail confirmation, turned away (too quick, robot field, limit, incomplete)**.

Web enquiry form Switched off

**Last 7 days:** 0 new people · 0 added to people already in Relationships · 0 waiting for the e-mail confirmation · 0 turned away (too quick, robot field, limit, incomplete)

**The link to the form**  
For mails, leaflets and social posts. It opens in the school's look, in the reader's language.

Copy

▶ Links with a campaign (1)

**Embed code for your website**  
Paste it where the form should appear. It sets its own height. data-campaign="CODE" files the enquiries under a campaign; without it the page's own ?c= or ?utm\_campaign= is used. data-lang chooses the language.

Copy

▶ If your website does not allow scripts  
The list is empty, so ANY website may show your form. List your own websites to allow only them.

**Preview**  
Open the preview in a new tab  
▶ Preview

The link to the form, the embed code and the plain frame, each with its Copy button.

## 21.10 What happens to an enquiry

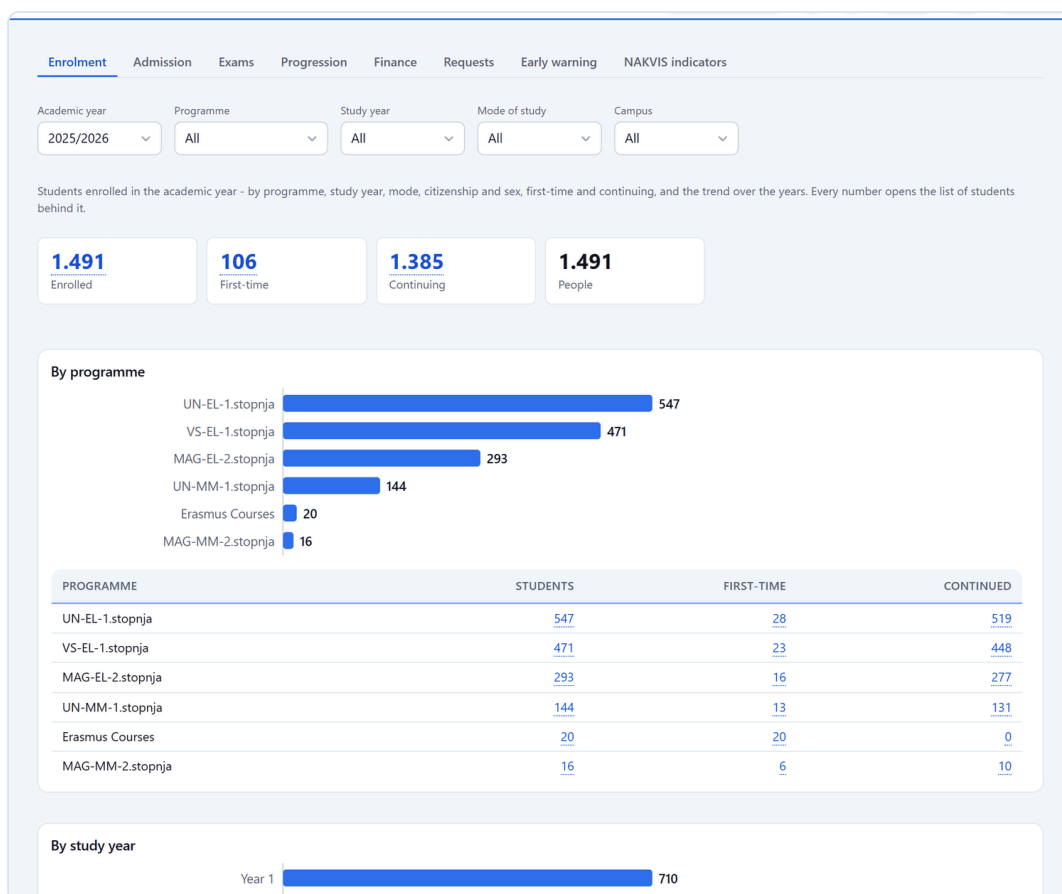
- It becomes a person at the stage enquiry, with the source **Enquiry form** (or the campaign's source), the campaign, the programme of interest, and the consents ticked on the form.
- Its timeline holds one note with the question and every answer.
- The school's rule gives it a counsellor within a minute, or it waits under **Unassigned**; the department chosen under **Tell this department of every new enquiry** gets a notice.
- A second enquiry from the same e-mail is a new note on the same person: only empty fields are filled in, nothing the office wrote is overwritten, and the stage stays as it was.
- Robots and slips are answered plainly on the form - too quick, sent twice, too many in an hour, a field missing - and nothing typed is lost.
- When the prospect applies, the application page shows **From the CRM: looked after by ...**, the campaign and the source; they are changed in **Relationships and alumni**.

## 22 Insights

**Insights** answers the questions the management asks the student office, without a spreadsheet: how many are enrolled and how many are new, how admission went, how exams are passed, how a cohort moves from year to year, what money is open, how requests are handled, and which students need help. Each report is a tab:

**Enrolment, Admission, Exams, Progression, Finance, Requests, Early warning**, and the quality indicators the national accreditation agency asks for (in Slovenia NAKVIS).

- Above the report, choose the academic year, the programme, the study year, the mode of study and - where there are several - the campus.
- **Every number opens the list of students behind it**, so a figure in a report is never the end of the question: who are the 6 at risk in year 2?
- **Early warning** gathers the students who are falling behind - too few credits, failed attempts, poor attendance, money owed - so the office can reach them in time; credits count from the second semester on.

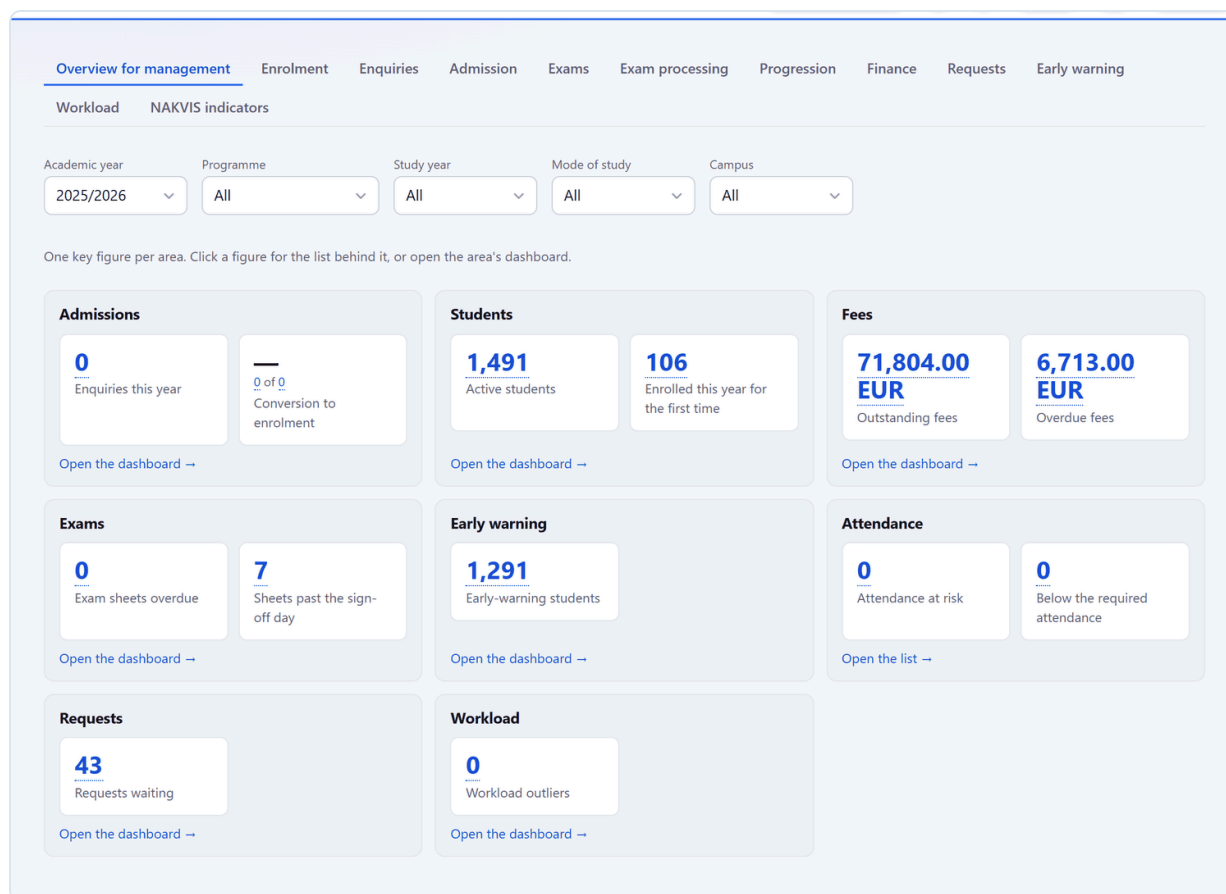


**Insights:** the report's tabs and filters, the key numbers, and the tables behind them.

Since October 2026 **Insights** opens on **Overview for management**, and three tabs are new: **Enquiries**, **Exam processing** and **Workload**. Every new figure has a tooltip that says exactly what it counts, with the school's own numbers in it.

## 22.1 The overview for management

One card per area, each with its key figures. A figure opens the list behind it; **Open the dashboard** opens the area's full report. The filter row above (academic year, programme, study year, mode, campus) applies to every card. An area your roles do not open is not drawn, and the page says how many are left out - ask the configAdmin when you need one (chapter 29).



**Overview for management:** one card per area, every figure a link to the list behind it.

| Card                 | What its figures count                                                                                                         |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Admissions</b>    | Prospective students whose first contact fell in the academic year, and how many of them enrolled.                             |
| <b>Students</b>      | Students enrolled in the year, and those enrolled for the first time.                                                          |
| <b>Fees</b>          | What the issued invoices still owe, and the part past its due date.                                                            |
| <b>Exams</b>         | Record sheets not signed off when the assessors' window has closed, and sheets past the school's sign-off day.                 |
| <b>Early warning</b> | Students with at least one early-warning reason: few credits, failed exams, overdue debt.                                      |
| <b>Attendance</b>    | Students with an open attendance alert, and of them those below the required attendance in a subject.                          |
| <b>Requests</b>      | Requests waiting for the student office.                                                                                       |
| <b>Workload</b>      | Lecturers whose reported teaching in the last month that has ended differs from the timetable by more than the school's share. |

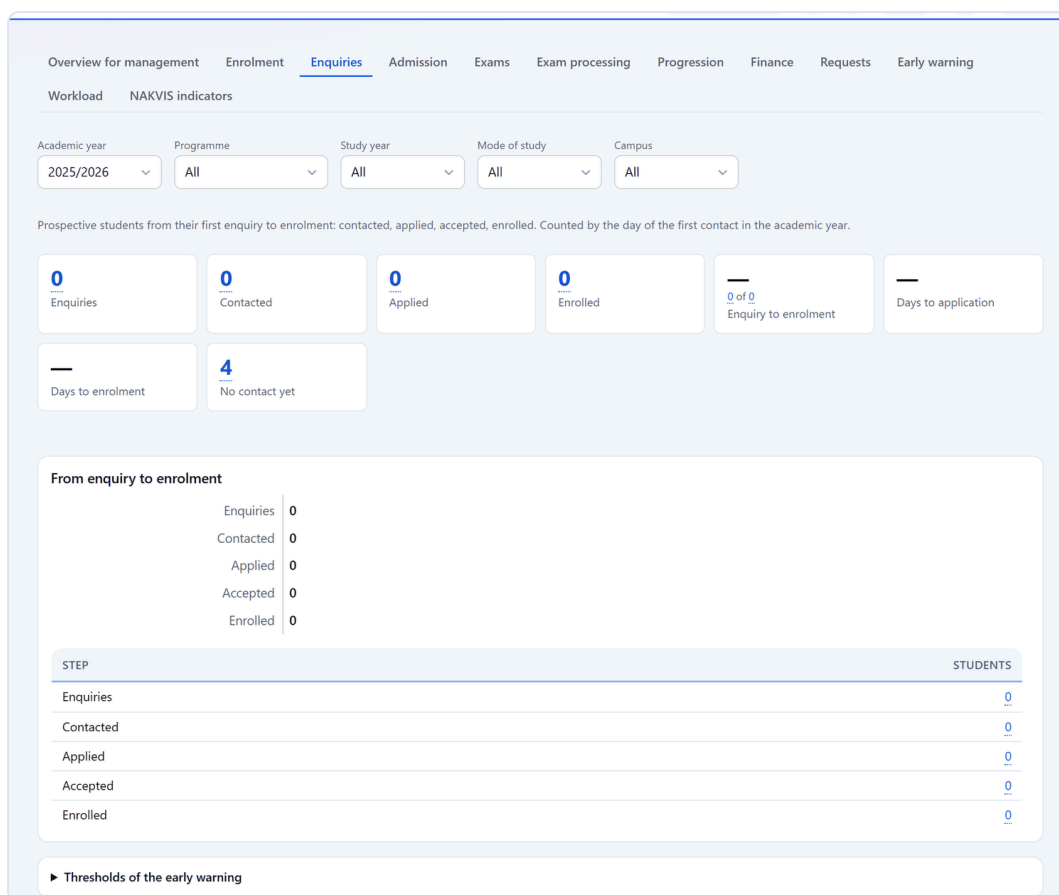
## 22.2 Enquiries: from the first contact to enrolment

The way of prospective students from their first enquiry to enrolment, counted by the day of the first contact in the academic year. The tables below cut it **By source**, **By campaign** (with the campaign's cost and the cost per enrolled student), **By counsellor**, by programme of interest and by month; every row opens the people in **Relationships and alumni**.

| Figure           | What it counts                                                                                                                        |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enquiries</b> | Prospective students whose first contact fell in the year (web form, fair, phone ...); students and company contacts are not counted. |

| Figure                                        | What it counts                                                                                                                                            |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contacted</b>                              | Of them, those the office has reached: a call, a meeting or a message sent, or a stage past enquiry. An internal note is not a contact.                   |
| <b>Applied</b>                                | Of them, those with an admission application (or the stage applied).                                                                                      |
| <b>Enrolled</b>                               | Of them, those enrolled - through their application, or with an enrolment made after the first contact.                                                   |
| <b>Days to application, Days to enrolment</b> | Average days from the first contact to the application, and to the enrolment.                                                                             |
| <b>No contact yet</b>                         | Open enquiries (not applied, not lost) nobody has contacted for more than the days set under the report (3 unless the school changed it) - from any year. |

1. Counsellors: work through **No contact yet** first - each name opens the person.
2. **By counsellor** shows each counsellor's own funnel; a number opens the people.
3. The days are set at the bottom (**No contact after (days), Save the thresholds**); that needs the right to change Insights.



**Enquiries:** the funnel, conversion and the days it takes, and **No contact yet**.

## 22.3 Exam processing

Every exam of the academic year - each record sheet, and each exam date of the timetable that has no sheet yet - and how far it has got. Choose the **Exam period** and/or the **Lecturer** at the top. The note under the title gives the school's rules: registration closes N days before, a sheet is signed off N days after, assessors enter grades for N days. A grade shows on the student's page as soon as it is entered.

| Figure                       | What it counts                                                           |
|------------------------------|--------------------------------------------------------------------------|
| <b>Graded of registered</b>  | Students with a result entered, of all registered for these exams.       |
| <b>Signed off</b>            | Record sheets signed off.                                                |
| <b>Past the sign-off day</b> | Open sheets more than the school's sign-off days after the exam.         |
| <b>Overdue</b>               | Sheets not signed off after the assessors' window for grades has closed. |

Click a number for the list; each row opens the record sheet (chapter 9). Tables by exam period, by where the exams are and by lecturer follow.

Overview for management
Enrolment
Enquiries
Admission
Exams
Exam processing
Progression
Finance
Requests
Early warning

Workload
NAKVIS indicators

Academic year: 2025/2026
Programme: All
Study year: All
Mode of study: All
Campus: All
Exam period: All
Lecturer: All

Every exam of the academic year: whether registration has closed, the record sheet is open, the grades are in and the sheet is signed off.

Registration closes 3 days before the exam; a sheet is to be signed off 3 days after it; assessors enter grades for 60 days. Grades show on the student's page as soon as they are entered - there is no separate publishing step.

222 Exams

222 Registration closed

222 Record sheet open

99.7 %  
2,162 of 2,169  
Graded of registered

215 Signed off

7 Waiting for grades or sign-off

7 Past the sign-off day

0 Overdue

By exam period

| EXAM PERIOD                        | EXAMS | RECORD SHEET OPEN | REGISTRATION CLOSED | HELD | GRADED OF REGISTERED      | SIGNED OFF | PAST THE SIGN-OFF DAY | OVERDUE |
|------------------------------------|-------|-------------------|---------------------|------|---------------------------|------------|-----------------------|---------|
| Zimsko izpitno obdobje 2025/2026   | 92    | 92                | 92                  | 92   | 100.0 %<br>1,588 of 1,588 | 92         | 0                     | 0       |
| Spomladanski izpitni rok 2025/2026 | 26    | 26                | 26                  | 26   | 100.0 %<br>62 of 62       | 26         | 0                     | 0       |
| Poletno izpitno obdobje 2025/2026  | 74    | 74                | 74                  | 74   | 100.0 %<br>471 of 471     | 74         | 0                     | 0       |
| Jesensko izpitno obdobje 2025/2026 | 30    | 30                | 30                  | 30   | 85.4 %<br>41 of 48        | 23         | 7                     | 0       |

**Exam processing:** where every exam of the year has got to.

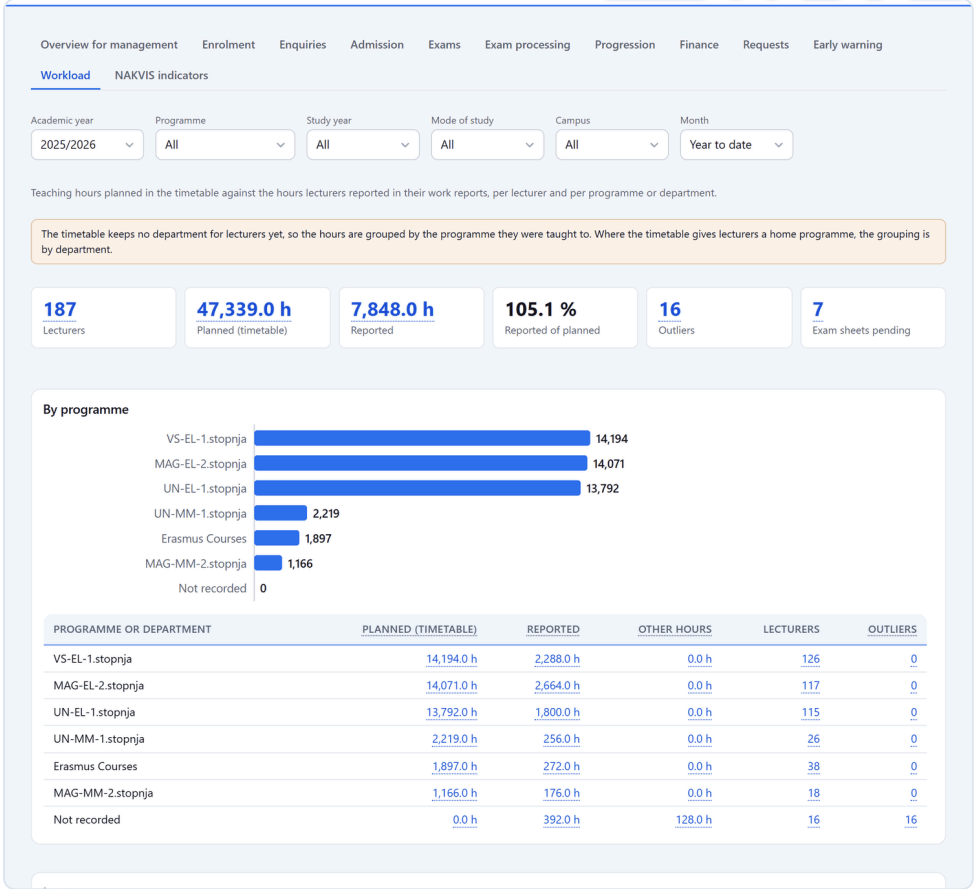
## 22.4 Workload

Teaching hours planned in the timetable against the hours lecturers reported in their work reports (chapter 18), per lecturer and per programme - or per department, where the timetable gives lecturers a home programme. Choose a **Month** or **Year to date**; the outliers come first, and a number opens the lecturers or their pending sheets.

| Figure                     | What it counts                                                                                                                                                                              |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Planned (timetable)</b> | Teaching hours the timetable gives for the period, counted as the pay office counts them: holidays left out, merged sessions once.                                                          |
| <b>Reported</b>            | Teaching hours written in the work reports, whatever the report's state.                                                                                                                    |
| <b>Outliers</b>            | Lecturers whose reported teaching differs from the timetable by more than the school's share (20 % unless changed) in the months they reported, or who reported hours with nothing planned. |

| Figure              | What it counts                                                                    |
|---------------------|-----------------------------------------------------------------------------------|
| Exam sheets pending | Record sheets of these lecturers whose exam is held and which are not signed off. |

Lecturers are compared only for the months they have a report for. The share is set at the bottom (**Workload outlier above (%)**).



**Workload:** planned and reported hours, outliers and pending sheets.

The same key numbers stand on the overview under **Key numbers of this academic year** (chapter 3).

### 23 Students into the timetable

Every student Wise Ed holds must also be in the timetable: students sign in to the student web and the app, mark attendance and choose electives through the timetable's student list. **Timetable sync** writes Wise Ed's students into it - by hand, or every night. **Sync status** says who owns the student list now (the planner's document, or Wise Ed), how many students would be added, changed or deactivated, and how students sign in. Switching the ownership is for the people on the configAdmin list, because it changes what every planning workstation does at its next publish.

Students sign in to the student web and the app with the timetable's student list. The sync writes the SIS's students into it - by hand from here, or every night.

**Who owns the students** ☒ On

On: the students come from the SIS. A desktop publish leaves them, their groups and their subjects alone.

☐ Switch off

Only somebody on the school's configAdmin list can switch this - it changes what every workstation does at its next publish.

1.243  
In the timetable

326  
To add

0  
To change

0  
To deactivate

0  
Cannot sync

0  
Only in the timetable

MODE ☐ Off

LAST RUN ☒ Done 14. 10. 2026 02:15 · nightly 0 added, 0 changed, 0 deactivated, 0 failed [Open](#)

NEXT RUN only when somebody presses Push

[Preview and push](#) [Settings](#) [History](#)

**How students sign in**

- enrolment number and a code by e-mail
- No address pattern
- 326 students can receive a sign-in code
- 1243 have no e-mail address and the school has no address pattern - they cannot receive a code

**Write rights in the timetable**

☒ Yes The API may write students at this school.

**Sync status:** who owns the student list, and what a push would do.

**Preview and push** shows, student by student, what a push would write; nothing is written until you press the button. **Sync history** lists every run, who started it and what it wrote. **Sync settings** hold whether the nightly run is on and when it runs, and how the student list is matched.

## 24 Moodle and other learning platforms

**LMS integration** keeps the school's **Moodle** in step with Wise Ed: a course for every subject of the year, its students and teachers enrolled, the timetable's groups as Moodle groups, and the grades back. Wise Ed does not replace Moodle; it saves the office from keeping two lists of the same people.

### 24.1 Setting it up

1. The Moodle administrator makes a web-service user with a token and allows it the functions Wise Ed needs; the Moodle administrator's guide, linked on the screen, lists them (Moodle 3.2 or later).
2. In **LMS settings**, type the Moodle address and the token, and say who the students and teachers of a subject are, how courses and categories are named, and the Moodle roles. **Keeping in step** is off, by hand, or every night.
3. On **Moodle**, read the preview first: nothing changes in Moodle until you press **Apply**. Wise Ed only ever takes out enrolments it made itself.

**Moodle**  
The Moodle administrator makes a web-service user with a token and allows it the functions Wise Ed needs (the guide lists them). Moodle 3.2 or later. [Moodle administrator's guide](#)

MOODLE ADDRESS

WEB-SERVICE TOKEN

KEEPING IN STEP

HOUR OF THE NIGHT RUN

ACADEMIC YEAR

ONLY THESE PROGRAMMES

COURSE SHORT NAME

COURSE NAME

CATEGORY OF A PROGRAMME

CATEGORY OF A YEAR OF STUDY

UNDER THE MOODLE CATEGORY

STUDENTS OF A SUBJECT ARE  
☒ enrolled in a year that has it as compulsory  
☒ in a timetable group it is taught to ☐ on one of its exam records this year

TEACHERS OF A SUBJECT ARE  
☒ the subject holder ☒ the exam assessors ☐ the lecturers in the timetable

MOODLE ROLE: STUDENT

MOODLE ROLE: TEACHER

MOODLE ROLE: NON-EDITING TEACHER

MAKE MOODLE ACCOUNTS ☐ Yes

[Save](#)

**LMS settings:** the Moodle address and token, how it is kept in step, and who is enrolled.

## 24.2 Grades from Moodle

**Moodle grades** pulls the gradebooks of the year's courses. For each Moodle grade item - an assignment, a quiz - say which part of the subject's assessment it stands for, then carry it into Wise Ed. Pulling never changes a grade in Wise Ed by itself, and a final grade is still confirmed on the exam record (chapter 9).

## 24.3 Wise Ed inside the course

**Inside the LMS (LTI 1.3):** Moodle, Canvas, Brightspace or Blackboard can open Wise Ed inside a course - the timetable, exam dates, grades and progress - so students do not need another sign-in. The settings screen shows the addresses the LMS administrator copies into the LMS's tool registration; the platform is then added below with what the LMS shows.

## 25 National reporting

Where the school's country keeps a national register of students and Wise Ed is connected to it, a part of the menu reports to it. Today that is Slovenia's eVŠ; a school in another country does not see this part. The overview of the reporting part says what is still to be reported for the year - enrolments, graduations and withdrawals, the yearly ECTS report - and, for each student who cannot be reported yet, exactly what is missing. **Make a batch** gathers what is ready into a batch, which is checked, sent and answered there; **eVŠ settings** and **eVŠ code lists** hold the school's codes in the register and the register's own lists. Until the school's certificate for the register's web service is installed, a batch is typed into the register by hand and marked sent in Wise Ed; the checks, the answer and the history work the same.

Before anything can be reported, eVŠ must know:

- the school's institution code in eVŠ
- the place of study
- the study programmes' eVŠ codes

Open the eVŠ settings

Sending through eVŠ's web service needs the school's certificate; until it is installed, a batch is typed into eVŠ by hand and marked sent here. Everything else - the checks, the answer, the history - works the same.

Academic year 2025/2026 · current

ECTS report 2024/2025: due 30 Oct 2025

Still to report for 2025/2026

**Enrolments**

**1491** to report

1491 with problems

Make a batch

**Graduations and withdrawals**

**5** to report

5 with problems

Make a batch

**Yearly ECTS report**

**1491** to report

1491 with problems

Make a batch

**Enrolments of 2025/2026 that cannot be reported (1491)**

Each line says what is missing. The name opens the student's eVŠ page, where it is fixed; a field of the student record (EMŠO, the enrolment date) is fixed in the record.

1491× The school's eVŠ institution code is not set.

1491× eVŠ code of programme UN-EL-1.stopnja not set.

1491× Place of study of programme UN-EL-1.stopnja not set.

1491× Prior education (KLASIUS-SRV) not entered.

1491× Year of the prior education not entered.

1491× Country of the prior education not entered.

1318× EMŠO missing.

1243× Date of enrolment missing.

Type to filter Search 1491

| STUDENT        | ENROLMENT NO. | WHAT STOPS IT                                                                                                                                                                                                                                                                                               |
|----------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adna Salihović | 64247056      | EMŠO missing. · The school's eVŠ institution code is not set. · eVŠ code of programme UN-MM-1.stopnja not set. · Place of study of programme UN-MM-1.stopnja not set. · Prior education (KLASIUS-SRV) not entered. · Year of the prior education not entered. · Country of the prior education not entered. |
| Aida Jerman    | 64247064      | The school's eVŠ institution code is not set. · eVŠ code of programme UN-MM-1.stopnja not set. · Place of study of programme UN-MM-1.stopnja not set. · Prior education (KLASIUS-SRV) not entered. · Year of the prior education not entered. · Country of the prior education not entered.                 |

National reporting (Slovenia's eVŠ): what is still to be reported, and the batches.

## 26 Country, document languages and the full export

**Country and languages** (menu **School**) shows two things: what the school's country brings, and the languages the school issues its documents in. Under it, **Full export of data** gives the school all of its data in one file.

### 26.1 The country is set by Wise Technologies

The country is chosen by Wise Technologies when Wise Ed is switched on for the school, not by the school. It decides the **National ID number** and how it is checked, **National reporting**, the **Payment slip** printed on invoices, the **E-invoice**, the **Currency**, the **Grade scale** a new school starts from and the length of a **Postcode**. Each piece says **ready** or **to come**. Where records already exist - invoices in one currency, grades on one scale - a change is asked about first. To change the country, write to Wise Technologies.

The table below lists the countries Wise Ed knows, each with its document languages, money, national number, grade scale and payment code. Slovenia, Croatia, Serbia and Bosnia and Herzegovina are in use at schools; the others are ready for a first school and marked "review before use" until somebody from that country has checked them.

### 26.2 Document languages are the school's choice

- Main language** - decisions, certificates, letters and invoices are issued in it unless somebody chooses another language; as a rule the language of the school's country.
- Second language** - the language a bilingual document adds; the Diploma Supplement carries it on every line, usually English.
- Further languages** - a single-language document may also be issued in these, for example a decision in English for a foreign student.

Wise Ed brings ready texts in Slovenian, Croatian, Serbian, Bosnian and English. German, Italian, French, Spanish, Portuguese, Romanian, Lithuanian and Swedish may be chosen too: until their texts are reviewed the screen says **texts in English until reviewed** beside them, asks before it saves, and their documents come out with English texts. A Serbian school also chooses the script (**Serbian script**): documents in Latin or in Cyrillic.

What the school's country brings, and the languages of its documents. The country is set by Wise Technologies; the document languages are yours to choose.

**Country**  
Set by Wise Technologies when Wise Ed is switched on; it decides everything listed below.

**Slovenia** (SI) Set by Wise Technologies  
Not set yet - taken from the school's web language

**WHAT THE COUNTRY BRINGS**

|                    |                                                                                            |       |
|--------------------|--------------------------------------------------------------------------------------------|-------|
| NATIONAL ID NUMBER | EMŠO                                                                                       | ready |
| NATIONAL REPORTING | eVS                                                                                        | ready |
| PAYMENT SLIP       | UPN QR                                                                                     | ready |
| E-INVOICE          | e-SLOG 2.0                                                                                 | ready |
| CURRENCY           | EUR<br>Invoices exist (1660) - a change of currency is asked about first.                  |       |
| GRADE SCALE        | 1-10, passed from 6<br>Grades exist (5871) - a change of grade scale is asked about first. | ready |
| POSTCODE           | digits: 4                                                                                  |       |

**Countries Wise Ed knows** (16)

**Document languages**  
Decisions, certificates, letters and invoices are issued in the main language, or in any further language a document offers; the Diploma Supplement adds the second language on every line.

Main language  
Slovenian texts ready

Second language  
English texts ready

The language a document is issued in unless somebody chooses another - the language of the school's country, as a rule.

The language a bilingual document adds - the Diploma Supplement carries it on every line (the European Higher Education Area expects a widely spoken one, usually English).

**Further languages**

☐ Croatian texts ready

☐ Bosnian texts ready

☐ Italian texts in English until reviewed

☐ Spanish texts in English until reviewed

☐ Romanian texts in English until reviewed

☐ Swedish texts in English until reviewed

☐ Serbian texts ready

☐ German texts in English until reviewed

☐ French texts in English until reviewed

☐ Portuguese texts in English until reviewed

☐ Lithuanian texts in English until reviewed

Languages a single-language document may also be issued in - a decision in English for a foreign student, for example.

Save

History

**Country and languages:** the country and what it brings, the countries Wise Ed knows, then the document languages.

## 26.3 All of the school's data in one file

**Full export of data** packs everything the school keeps in Wise Ed into one ZIP file, in open and documented formats, whenever the school wants it and without asking anybody. If the school ever moves to another system, this file is everything it needs.

- One CSV file per table: students, enrolments, grades and exam records, applications, finance, requests, theses and diplomas, messages, the CRM and every other module.
- The timetable's catalogues the records point at (programmes, years, groups, subjects, lecturers, rooms, students and the student modules), and the timetable itself: every lesson and booking of the published weeks as a dated line.
- The attached files as real files, and a description: README.txt, format.html (every table and column explained), schema.json for programs and SHA256SUMS.txt, which proves that no file was changed.
- Not included: passwords, access keys and other credentials. Their columns stay in the files, empty, and withheld.csv lists every one.

**Prepare the full export** starts it; it takes a few minutes and you may leave the screen meanwhile. The file appears under **Exports** and is kept for 7 days; the list shows the exports of the last 90 days, who prepared each and who downloaded it. At a school without roles only the people on the configAdmin list open this screen; with roles, a role that opens it.

Everything the school keeps in Wise Ed, in one ZIP file, in open and documented formats - whenever you want it, without asking anybody. If the school ever moves to another system, this file is everything it needs.

#### What is in the file

One CSV file per table, the attached files as real files, and a description of every column.

- **Wise Ed in full** - students, enrolments, grades and exam records, applications, finance, requests, theses and diplomas, messages, the CRM and every other module: all of it.
  - **The timetable's catalogues** - the programmes, years, groups, subjects, lecturers, rooms and students the Wise Ed records point at, and the timetable's student modules (electives, placements, exam dates, exam registration, attendance).
  - **The timetable** - every lesson and booking of the published weeks as a dated line: date, time, subject, lecturers, rooms, groups.
  - **The files** - attachments of requests, theses, decisions and other documents, as the PDFs and other files they are.
  - **The description** - README.txt, format.html (every table and column explained) and schema.json for programs; SHA256SUMS.txt proves that no file was changed.
- Not included: passwords, access keys and other credentials - they are not data about anybody, and in a file they would let somebody sign in as somebody else.

#### Prepare the export

It takes a few minutes. You can leave this screen meanwhile - the export appears below when it is ready, and the file is kept for 7 days.

[Prepare the full export](#)

#### Exports

The exports of the last 90 days: who prepared them, who downloaded them, and the file while it is kept.

| PREPARED                              | STATE                                                                  | FILE                                          | KEPT                                              |
|---------------------------------------|------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------|
| 19. 10. 2026, 12:06<br>E2E Fullexport | <span>Deleted</span><br>Deleted by E2E Fullexport, 19. 10. 2026, 12:07 | 4,4 MB<br>276 tables, 127 964 rows, 151 files | Downloaded by E2E Fullexport, 19. 10. 2026, 12:07 |
| 19. 10. 2026, 11:13<br>E2E Fullexport | <span>Deleted</span><br>Deleted by E2E Fullexport, 19. 10. 2026, 11:14 | 4,4 MB<br>276 tables, 127 402 rows, 151 files | Downloaded by E2E Fullexport, 19. 10. 2026, 11:14 |

**Full export of data:** what is in the file, and the exports of the last 90 days.

## 27 Campuses

**Campuses** (menu **Campuses**) keeps the places the school teaches in. With two or more, every screen shows where a student studies, an office role can be limited to its campuses (chapter 29), and documents name the campus as their place of issue. Where a student studies is the campus of their enrolment; an enrolment not placed yet counts as the main campus.

### 27.1 Adding a campus

1. Press **New campus**; give it a short code (LJ, NG) and a name.
2. Tick **Main campus (the school's seat)** for the school's seat, and **Offered for new enrolments** for a campus that takes new students.
3. Type the address (printed under the school's name on a certificate or decision of a student studying there), the campus office's telephone, e-mail and hours (what the student sees under "My campus" in the portal) and, for national reporting, the place of delivery.
4. Under **Programmes delivered here**, tick the programmes taught there. None ticked: any programme may be enrolled there; an enrolment at a campus that does not deliver its programme is asked about first.

[← Back to the campuses](#)

### The campus

How the office and the documents name it, and whether new students can be enrolled here.

Code

LJ

Name

Ljubljana

Order

1

☒ Main campus (the school's seat)
 ☒ Offered for new enrolments

### Address

Printed under the school's name on a certificate or a decision of a student studying here.

Street and number

Tržaška cesta 25

Address, second line

Post code

1000

Town

Ljubljana

Country (ISO code)

SI

### The campus office

What a student sees under "My campus" in the student portal.

Telephone

+386 1 476 84 11

Office e-mail

referat.lj@example.org

Office hours

pon, sre 10:00-12:00  
čet 14:00-16:00

### Reporting and timetable

The national code of the place of delivery, and the town and building the timetable knows.

Place of delivery (national code)

The timetable has no towns yet, so there is nothing to link.

### Note and status

A note for the office. An inactive entry stays in the records and in the history, but is no longer

Save

Cancel

A campus: its name and address, the campus office, and the programmes delivered there.

**Place enrolments** sets the campus on many enrolments at once, with a preview first. A campus switched off stays on every record that carries it but is no longer offered; deleting a campus makes its enrolments "not placed yet" and loses nothing else.

## 28 Modules - which parts the school uses

**Switch modules** (menu **Modules**) switches the parts of Wise Ed on and off. Only the people on the configAdmin list open it. Switching a module off hides it for everybody - the office, lecturers and students - and **deletes nothing**: switch it on again and everything is back as it was. Curriculum and records, the core, has no switch.

- **Who notices** says whom a switch touches: the office, lecturers, students, applicants, guardians, alumni.
- **Goes with** names what a module needs (exam registration needs the exam dates), what needs it, and what it does more with. Switching off a module another one needs is asked about first, and the screen names which.
- Each switch asks for a short note on why; the last change, who made it and the note stay beside the module.
- **Its settings** opens the module's own settings.
- **Timetable student modules** (electives, clinical placements, exam dates, exam registration, attendance) have the same switches in the timetable's own settings: it is one setting, so the two never disagree.

Switch on the parts of Wise Ed this school uses. Switching a module off hides it for everybody - the office, lecturers and students - and deletes nothing: switch it on again and everything is back as it was.

| MODULE                                                                                                                           | WHO NOTICES                                                | GOES WITH                                                                                     | LAST CHANGE                                            | SWITCH                                                        |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------|
| <b>ADMISSION AND ENROLMENT</b><br>CALLS, APPLICATIONS, RANKING, ENROLMENT AND CERTIFICATES.<br><a href="#">ITS SETTINGS</a>      | <div>Office</div> <div>Applicants</div>                    | Does more with: Finance                                                                       | On from the start                                      | <div>On</div> <div>Why (optional)</div> <div>Switch off</div> |
| <b>EXAMS AND GRADES</b><br>EXAM RECORDS, GRADES, COURSEWORK AND THE TRANSCRIPT.<br><a href="#">ITS SETTINGS</a>                  | <div>Office</div> <div>Lecturers</div> <div>Students</div> | Needed by: Completion of study<br>Does more with: Exam dates, Exam registration               | On from the start                                      | <div>On</div> <div>Why (optional)</div> <div>Switch off</div> |
| <b>COURSE MATERIALS</b><br><a href="#">ITS SETTINGS</a>                                                                          | <div>Office</div> <div>Lecturers</div> <div>Students</div> | Does more with: Messages, LMS integration                                                     | On from the start                                      | <div>On</div> <div>Why (optional)</div> <div>Switch off</div> |
| <b>REQUESTS AND DECISIONS</b><br>STUDENTS' REQUESTS AND THE OFFICE'S NUMBERED DECISIONS.<br><a href="#">ITS SETTINGS</a>         | <div>Office</div> <div>Students</div>                      |                                                                                               | On from the start                                      | <div>On</div> <div>Why (optional)</div> <div>Switch off</div> |
| <b>COMPLETION OF STUDY</b><br>THE THESIS FROM TOPIC TO GRADUATION, AND THE DIPLOMA.<br><a href="#">ITS SETTINGS</a>              | <div>Office</div> <div>Lecturers</div> <div>Students</div> | Needs: Exams and grades                                                                       | On from the start                                      | <div>On</div> <div>Why (optional)</div> <div>Switch off</div> |
| <b>ACCOMMODATIONS</b><br>WHAT THE SCHOOL DOES FOR A STUDENT AT EXAMS AND IN STUDIES - NEVER WHY.<br><a href="#">ITS SETTINGS</a> | <div>Office</div> <div>Lecturers</div> <div>Students</div> | Does more with: Requests and decisions, Exams and grades, Attendance, Student file, Electives | Switched on by Wise Administrator, 19. 10. 2026, 12:05 | <div>On</div> <div>Why (optional)</div> <div>Switch off</div> |

**Money**

**Switch modules:** each module, whom it touches, what it goes with, its last change and its switch.

## OFF AT THE START

Accommodations (chapter 7) start switched off: a school switches them on when it is ready to record them.

## 29 Roles - who sees which screen

This chapter is for the people on the school's configAdmin list: only they open **Roles** (menu **Access**) and give roles. Everybody else reads it to know why a screen is missing from their menu, or opens for viewing only.

### 29.1 Who is an office user

- An office user is anybody whose lecturer record in the timetable carries the **Administrator** tick. Without it a person cannot open Wise Ed at all, and a role changes nothing until somebody ticks it.
- The configAdmin list is set up by Wise Technologies. Its people always see every screen, whatever the roles say, and they manage the roles; the screen names them at the top.

### 29.2 Roles are off until the first role is saved

A school starts with roles off (**Roles off**): every office user sees every screen, as before. Saving the first role switches roles on (**Roles on**). From then on an office user sees the screens of their roles, and a person with no role sees only the overview, with a sentence saying whom to ask. The screen asks before the first role is saved and names how many office users would be left with the overview only. Deleting the last role switches roles off again, and the screen asks first.

### 29.3 How do I make a role and give it to people

1. Open **Roles** and press **New role**.

2. Give it a **Name** after the work it is for ("Student office - finance") and, in **Note**, who it is for.
3. Under **What the role opens**, choose for every menu item **No**, **View** or **View and change**. **Whole section** sets a whole section at once.
4. Under **Further rights**, tick **Export lists to Excel / CSV** only for a role that may take lists out as files; without it the role reads its lists on the screen only.
5. Press **Save the role**.
6. Under **People in this role**, type a name, e-mail or code in the search, choose the person and press **Add**.

← All roles

### New role

NAME

NOTE

**What the role opens**  
Every menu item of the office, section by section: not at all, to view (nothing on it can be changed), or to view and change.

**CURRICULUM AND RECORDS**

Whole section: ☐ No ☐ View ☐ View and change

Study programmes ☐ No ☐ View ☐ View and change

Subjects ☐ No ☐ View ☐ View and change

Curriculum ☐ No ☐ View ☐ View and change

Students ☐ No ☐ View ☐ View and change

**STUDENT FILE**

Whole section: ☐ No ☐ View ☐ View and change

Statuses and file ☐ No ☐ View ☐ View and change

Support and health ☐ No ☐ View ☐ View and change

Disciplinary cases ☐ No ☐ View ☐ View and change

Attendance alerts ☐ No ☐ View ☐ View and change

Export of the file ☐ No ☐ View ☐ View and change

File settings ☐ No ☐ View ☐ View and change

**ACCOMMODATIONS**

Whole section: ☐ No ☐ View ☐ View and change

All accommodations ☐ No ☐ View ☐ View and change

Kinds of accommodation ☐ No ☐ View ☐ View and change

Accommodation settings ☐ No ☐ View ☐ View and change

**EXAMS AND GRADES**

Whole section: ☐ No ☐ View ☐ View and change

Exam records ☐ No ☐ View ☐ View and change

Exams by subject ☐ No ☐ View ☐ View and change

Student progress ☐ No ☐ View ☐ View and change

**Save the role** **Cancel**

A new role: each menu item not at all, to view, or to view and change.

## 29.4 Sensitive screens are rights of their own

The most private parts of a student's record are separate menu items, so a role gets them only when somebody ticks them: Support and health in the student file, the supporting documents of accommodations, and the invoices in Finance. A role that handles enrolments does not see a student's health notes because it sees the student.

## 29.5 A role for one campus

At a school with two or more campuses (chapter 27), a saved role has **Which campuses' students**: tick the campuses and press **Save the campuses**. The people holding the role then see and change only the students of those campuses - their records, requests and forms. None ticked: every campus. With two roles, a person sees the campuses of both.

The tab **People** lists every office user with their roles and what they **Sees now**. **Roles** beside a person ticks all their roles on one screen. Roles add up: "change" in one role wins over "view" in another.

## 29.6 The admissions counsellor role

Every school has a ready role **Admissions counsellor**, marked **ready-made** and **counsellor**. It opens the people, follow-ups and campaigns of **Relationships and alumni** to view and change, and the admission applications to view - no money, nothing sensitive. While nobody holds it, it does not switch roles on; giving it to the first person at a school without roles asks first, as saving the first role does. Rename it, change its screens or delete it as you wish.

Any other role can be a counsellor role as well: tick **Its holders may own prospects in the CRM** on it. Only holders of such a role are offered under **Looked after by**, and the automatic assignment goes round them (chapter 21).

**Campaigns** and **Enquiry form** are menu items of their own. Give **Enquiry form** only to whoever manages the form and the school's website: it decides what the public form asks and which websites may show it.

A role is a set of menu items, each to view or to view and change. Give roles to the people of the office: whoever holds several sees all of them together. The people on the configAdmin list always see everything, and only they see this screen.

☒ Roles off Every office user sees every screen. Roles switch on with the first role you save.  
Roles are managed by (configAdmin): Wise Administrator, SIS Check

Roles 1 People 16

New role Type to filter Search 1

| ROLE                                                                                                                                                                                | OPENS                                                                 | PEOPLE | CHANGED                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------|-------------------------------|
| <b>Svetovalec za vpis</b> <b>counsellor</b> <b>ready-made</b><br>Made by Wise Ed: may own prospects in the CRM (people, follow-ups, campaigns) and read the admission applications. | <b>Admission and enrolment 1</b><br><b>Relationships and alumni 3</b> | 0      | 26 Oct 2026, 04:05<br>Wise Ed |

Export: **Excel** **CSV** ☐ one value per row, repeated

Changes to roles

Nothing has been changed yet.

**Roles:** the ready role **Admissions counsellor** with its chips and screens.

## 29.7 What the person sees

- A screen open to view: it opens with the note **Your role lets you look at this screen, not change it.**, and every control that would change something is switched off.
- A screen not in any role: it is not in the menu; opened by its address it says **This screen is not open to you** and names whom to ask.
- The work queue on the overview shows only rows of screens the person may open.
- A change of roles is enforced at once; the person's menu catches up within about a minute.

Every change to roles is kept under **Changes to roles**: who changed what, and when.

## 30 Code lists

A code list is a list of values the school's records point at: the kinds of programme, the modes of study, the grades of the scale. Each list is the school's own. It is made from the country's list the first time anything needs it, and the school changes it on the screen **All code lists** (menu **Code lists**).

The lists of codes the school's records use. Each list is the school's own: made from its country's list the first time it is needed, and changed here. A change to a code that records already carry asks first and names how many carry it; a recorded value is never rewritten.

### Grade scale

Exams and grades

Every result an exam record can get: the words it is shown with in the document languages, whether it passes, its ECTS letter, and how averages are made.

Made from 1-10, passed from 6 Codes: 13

Used by 5975 recorded grades

Open

### Kinds of study programme

Curriculum and records · the country's list

What a programme is by law: a professional or an academic first cycle, a master's, an integrated master's, a doctorate ... - the kinds of the school's country, shown on the programme and on the diploma supplement.

5 values, 5 offered Carried by 5 records

professional higher education academic (university)

master's integrated master's ...

Open

### Modes of study

Curriculum and records

How a student studies: full-time, part-time, and any mode of the school's own (distance, self-funded). Each says what it means to the program: prices, admission places and national reporting go by that.

2 values, 2 offered Carried by 2500 records

full-time part-time

Open

### Kinds of enrolment

Curriculum and records

How a student is enrolled into a year: first enrolment, the next year, repeating, an additional year, a transfer - each with what it means to next year's proposals and to national reporting.

5 values, 5 offered Carried by 2021 records

first enrolment next year repeating the year

additional year ...

Open

### Ways of assessing a subject

Curriculum and records

How a subject is assessed: an examination, a colloquium, a project, passed / not passed ... A way that means "passed / not passed" gives the subject's exam records that scale.

5 values, 5 offered Carried by 314 records

examination colloquium project / seminar paper

pass / fail ...

Open

### Request groups

Requests and decisions

The headings students find the request types under, in the order shown.

8 values, 8 offered Carried by 19 records

At enrolment During the academic year

Recognition of prior learning Continuing studies ...

Open

### Kinds of company

Relationships and alumni

What a company is to the school in the CRM: an employer, a practice place, a partner ...

5 values, 5 offered Carried by 18 records

Employer Practice place Partner School

### Levels of study

Relationships and alumni

The level of another study an alumnus records on the alumni portal or the office records for them.

4 values, 4 offered Carried by 13 records

Bachelor Master Doctoral Other

**All code lists:** one card per list, with how many values it has and how many records carry them.

## 30.1 What a value is

| Column                          | What it is                                                                                                                                                                                                   |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Code</b>                     | What the records store. A code cannot be renamed: add a new value and switch the old one off.                                                                                                                |
| Words in each document language | How the value is shown on screens and documents in that language. Left empty, the words of another language are used.                                                                                        |
| <b>Means</b>                    | What the value is to the program's rules - prices, admission places, next year's proposals, national reporting. A school's own value means one of the program's. Only lists the rules read have this column. |
| <b>Offered</b>                  | Offered for new records. A value switched off stays readable on every record that carries it.                                                                                                                |
| <b>Recorded</b>                 | How many records carry the code.                                                                                                                                                                             |
| <b>Order</b>                    | The order the screens offer the values in.                                                                                                                                                                   |

## 30.2 Records are never rewritten

A record keeps the code it was given. Changing a list changes the words a code is shown with, which values new records may get and, where the list has the column, what a value means to the rules from now on. Nothing already recorded is rewritten: a recorded grade, for example, keeps whether it passed on the day it was given.

- **Switching a value off** that records carry: the screen asks first and names how many records carry it and where (for example "1243 enrolments"). The records keep it and still show it; it is no longer offered for new ones.
- **Removing a value:** only a value no record carries is removed. One that records carry is switched off instead, and the screen says so.



| List                                                  | What it controls                                                                                                                                    | Where               |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Modes of study                                        | Full-time, part-time and the school's own modes. Prices, admission places and national reporting go by what each means.                             | Code lists          |
| Kinds of enrolment                                    | First enrolment, the next year, repeating, an additional year, a transfer - and what each means to next year's proposals and to national reporting. | Code lists          |
| Ways of assessing a subject                           | Examination, colloquium, project, passed / not passed ... A way that means "passed / not passed" gives the subject's exam records that scale.       | Code lists          |
| Request groups                                        | The headings students find the request types under, in that order.                                                                                  | Code lists          |
| Kinds of company                                      | What a company is to the school in the CRM: an employer, a practice place, a partner ...                                                            | Code lists          |
| Levels of study                                       | The level of a further study an alumnus records.                                                                                                    | Code lists          |
| Request types - their fields, documents and decisions | What students may ask for, with the fields, documents, fee and decision of each.                                                                    | Request types       |
| Payment methods and VAT rates                         | How payments arrive, and the VAT rates and clauses on invoices.                                                                                     | Finance settings    |
| Kinds of work and lecturer categories                 | The lines of a lecturer's monthly work report and how they are paid.                                                                                | Pay rules           |
| CRM: kinds of contact, stages and sources             | How the CRM records a contact, a stage and where a person came from.                                                                                | Settings            |
| Message departments                                   | Who answers which messages from students.                                                                                                           | Departments         |
| Admission: criteria and documents, per call           | How applicants are ranked and what they must hand in, call by call.                                                                                 | Calls for enrolment |
| Kinds of final thesis per cycle                       | What the final work of each cycle is called.                                                                                                        | Thesis rules        |

### 30.5 National reporting codes

The national register's own code lists - classifications of education, countries, study programmes - come from the register. The school does not change them; it maps its own values to them. They appear on **All code lists** only where the school's country reports to a national register Wise Ed is connected to - today Slovenia's eVŠ.

### 30.6 Why statuses are not code lists

Statuses and the steps of a workflow - submitted, approved, enrolled, paid - are not on any list: the program works by them, and changing one would change the program, not the school's data. Their words are translated into every language of the application.

## 31 Importing from a file

**Import from a file** (menu **Data in and out**) brings data from a spreadsheet or another system into Wise Ed: when the school starts, or whenever a list arrives from outside. Every list in Wise Ed goes the other way through its **Export** bar (chapter 3).

| What the file holds | How a row is recognised, and what happens                                                                                          |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Students            | By enrolment number, national ID or e-mail. New students are added; one already on record is changed or left alone, as you choose. |
| Subjects            | By the subject code; a subject already in the catalogue is changed or left alone.                                                  |

| What the file holds               | How a row is recognised, and what happens                                                                                                                                            |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum</b>                 | Which subject a programme teaches in which year; the programme and the subject must exist already.                                                                                   |
| <b>Enrolments</b>                 | A student in a year of a programme; the student must be on record already, so import the students first.                                                                             |
| <b>Grades from another system</b> | Historic results, each on a closed exam record of its subject and date, marked as imported. A grade is never deleted: undoing the import enters a correcting entry.                  |
| <b>Payments</b>                   | From an ERP or a bank file, matched to invoices like a bank statement: the reference, an invoice number in the purpose, then amount and name. A payment already recorded is skipped. |
| <b>CRM contacts</b>               | People for the CRM, by e-mail; a contact already there is changed or left alone.                                                                                                     |

### 31.1 Five steps

1. Choose what the file holds and pick the file - CSV or Excel, the first row naming the columns, up to 5,000 rows and 5 MB. **Empty template** gives an Excel file with the columns in your language and a sheet explaining each. Then **Read the file**.
2. **The columns**: which field each column is - guessed from its name and remembered for next time.
3. **The rows**: row by row, what would happen and anything wrong with it, in plain words.
4. **Dry run**: the import done with every rule and then taken back - nothing is kept.
5. **Import and report**: every row written and logged; the report can be downloaded and the import undone.

The screenshot shows the 'Import from a file' interface. At the top, there is a progress bar with five steps: 1 The file (selected), 2 The columns, 3 The rows, 4 Dry run, and 5 Import and report. Below the progress bar, the section 'What does the file hold?' contains seven selectable options, each with a radio button, a title, a description, and a link to an 'Empty template':

- Students**: Personal data; recognised by the enrolment number, national ID or e-mail.
- Subjects**: The catalogue; recognised by the subject code.
- Curriculum**: Which subject a programme teaches in which year.
- Enrolments**: A student in a year of a programme; the student by number or national ID.
- Grades from another system**: Historic results from another system; marked as imported and append-only.
- Payments**: From an ERP or a bank file; matched to invoices like a bank statement.
- CRM contacts**: People for the CRM; recognised by e-mail.

Below these options, there is a section for 'The file (CSV or Excel)' with a 'Choose file' button and the text 'No file chosen'. A note states: 'The first row names the columns. Up to 5.000 rows and 5 MB; spaces before and after every value are removed.' At the bottom of this section is a blue 'Read the file' button.

**Import from a file:** the five steps, and what the file can hold.

#### EMPTY CELLS

An empty cell never empties a record: to clear a value, clear it on the record's screen.

## 32 Apps and webhooks

**Apps and webhooks** (menu **Integrations**) connects Wise Ed to other tools: Zapier, and any system that takes a webhook (Make, n8n, Power Automate, the school's own server). They are told when something happens - a new application, an issued invoice - and pass it on, for example into a mailing list or the accounting.

## 32.1 Zapier

1. **Open Zapier** and sign in there (it opens in a new tab).
2. Make a Zap and search for the app "Wise Ed".
3. Sign in with your Wise Ed account and press Allow. The connection is yours and acts with your rights; it is listed under **Connected apps**, where disconnecting stops its Zaps at once.

While the Zapier app is private, Wise Technologies sends the invitation link; paste it under **Zapier invitation link**.

## 32.2 The school's own webhooks

**New webhook** sends the events you tick to an https address of your own: a new application, a changed application status, a new enrolment, a new or decided request, a grade entered, a diploma issued, a new CRM contact, an invoice issued. Every delivery is signed with the webhook's secret, so the receiver can tell it came from Wise Ed. **Deliveries** lists every event sent to Zapier and to the webhooks; open a row to see what was sent.

## 32.3 What may leave Wise Ed

**What may leave Wise Ed** decides which personal data the events carry - to Zapier and to every webhook alike: e-mail and phone, home address, date and place of birth, national ID and tax number (asked first), the answers in requests, the lines of invoices. Off sends less, never nothing: the names, numbers and dates of the record itself always go. **Health, study accommodations and support records never leave Wise Ed.**

Here Wise Ed is connected to other tools: Zapier, and any system that takes a webhook (Make, n8n, Power Automate, your own server). They are told when something happens - a new application, an issued invoice - and pass it on. Keys for the public API are under API keys.

Last 24 hours - sent: 0, failed: 0; waiting now: 0

### Connected apps

Each connection belongs to one person and acts with that person's rights. Disconnecting stops its Zaps at once.

#### How to connect Zapier

1. Open Zapier and sign in there (it opens in a new tab).
2. Make a Zap and search for the app "Wise Ed".
3. Sign in with your Wise Ed account and press Allow.

Open Zapier

While the Zapier app is private, Wise Technologies sends the invitation link; paste it under What may leave Wise Ed.

### Your own webhooks

A webhook sends the events you tick to an https address of your own - Make, n8n, Power Automate, or a server of the school. Every delivery is signed with the webhook's secret.

New webhook

There are no webhooks yet.

### Deliveries

Every event sent to Zapier and to the webhooks, newest first. Open a row to see what was sent; what was sent is kept for a week, the list for a month.

Every state

Every event

Search

Deliveries: 0

Nothing has been sent yet.

**Apps and webhooks:** Zapier, the school's webhooks, the deliveries and what may leave Wise Ed.

## 33 API keys

An API key (menu **Public API, API keys**) lets one of the school's own systems - the ERP, a bank connector, the web form on the school's site, Make or n8n - read and write Wise Ed without a person signing in. The public API is

included in Wise Ed. Until the school makes a key, nothing outside Wise Ed can read or change its data. At a school without roles only the people on the configAdmin list open this screen; with roles, a role that opens it.

### 33.1 Making a key

1. **New key**; name it after the system that will use it - the call log and the records' history say "API: <name>".
2. Tick only what the system needs. Reading and changing are separate: an ERP that books invoices needs to read them, not to change students. Writing grades is for a system the school trusts with grades, such as its LMS: they go into the exam records under the key's name, append-only.
3. Set the limits: the addresses the key may be used from (a leaked key is then useless anywhere else), **Works until** (the end of the contract with the supplier, so a forgotten key stops by itself), **Calls a minute**, and the campuses whose students it sees.
4. Write in the note who to call about the system, then **Make the key** and give the key to the system's supplier.

← Back to the keys

### New key

NAME

What the key may do  
Tick only what the system needs. Reading and changing are separate: an ERP that books invoices needs to read them, not to change students.

| STUDENTS AND ENROLMENTS                                               | CURRICULUM AND GRADES                                                   | INVOICES AND PAYMENTS                                   | RELATIONSHIPS (CRM)                                       |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Read students students:read                  | <input type="checkbox"/> Read study programmes programmes:read          | <input type="checkbox"/> Read invoices invoices:read    | <input type="checkbox"/> Add contacts and leads crm:write |
| <input type="checkbox"/> Make and change students students:write      | <input type="checkbox"/> Read subjects and the curriculum subjects:read | <input type="checkbox"/> Read payments payments:read    |                                                           |
| <input type="checkbox"/> Read enrolments enrolments:read              | <input type="checkbox"/> Read grades and transcripts grades:read        | <input type="checkbox"/> Record payments payments:write |                                                           |
| <input type="checkbox"/> Enrol and change enrolments enrolments:write | <input type="checkbox"/> Write grades grades:write                      |                                                         |                                                           |

Grades are the school's signed record. A system with this box ticked writes them into the exam records under the key's name - give it only to a system the school trusts with grades, such as its LMS.

Limits

ADDRESSES   
One per line: 203.0.113.7, or a range 203.0.113.0/24 (IPv6 too). A leaked key is then useless anywhere else.

WORKS UNTIL   
E.g. the end of the contract with the supplier: a forgotten key then stops by itself.

CALLS A MINUTE

CAMPUSES ☐ Ljubljana ☐ Nova Gorica

**Make the key** Cancel

A new API key: what it may do, and its limits.

**Revoke** stops a key at once - do it when a system is no longer used. Every read of a national ID or a transcript is logged. **Developer page: how a system calls the API** is in English, for the supplier's developer: the endpoints, paging, errors, the ERP section and the OpenAPI file.

A web enquiry form needs no key and no developer: Wise Ed has its own, ready to link or embed (chapter 21). A key is for a form or a lead source that the school's own developer connects; the developer page describes how such a system writes a contact into **Relationships and alumni**.