



- Filter to show my slots only
- Filter to show free slots only
- Filter to show past time slots - either marked grey or hidden

Purpose and approach ⌚ 10 Min

- Manage the overview of time slots and registered participants.
- Edit, grade and print time slots.

1 View "Appointments" to manage slots

Add new slots

Slot overview

My slots Free slots Hidden slots Past time slots Booked slots

Search

<input type="checkbox"/>	Action	Date & time	Location	Participants	Teacher	Status
<input type="checkbox"/>		Mon 27.08.2018 08:00 - Mon 27.08.2018 08:15 (15 mins)	Lecture Room 42	Max Muster (09917777) 1/1 place taken	Max Multimedia	
<input type="checkbox"/>		Mon 27.08.2018 08:15 - Mon 27.08.2018 08:30 (15 mins)	Lecture Room 42	No participants 0/1 place taken	Max Multimedia	
<input type="checkbox"/>		Mon 27.08.2018 13:00 - Mon 27.08.2018 13:15 (15 mins)	Lecture Room 42	No participants 0/1 place taken	Max Multimedia	

Selected **1b** edit **1c**

delete print grade

1a

Grade slots: For organizers with grading you can select the checkbox of one or more time slots and select from the pull-down list "Grade" selected slots.

Export/Print: Mark the checkboxes of the slots you want to print and select "Print" selected slots. Choose between different formats (pdf, excel, ods, csv).

3 Export/Print

Print slots

Export settings

Format: PDF

PDF settings

Entries shown per page: 20 optimal

Textsize: medium

Page orientation: portrait

Print header/footer

Download file | Return to slot overview

Data Preview

Date & time	Location	Teacher	Participant	Att.	Grade	Feedback
Mon 1.02.2021 08:00 - 08:15	Lecture Room 42	Max Multimedia	Max Muster [MM]	Yes	90.00	Good effort! Improvements ...

TIP: Hidden columns will not be printed/exported. Therefore individual lists are possible!

2 Edit attendance and grade

Evaluate selected time slots

Selected time slots

Mon 1.02.2021, 08:00 - 08:15

Max Muster

Attended

2a 90 / 100 Feedback: Good effort! Improvements ...

Allow reappointment

2b Evaluate Cancel

**Short description of the procedure:**

1. To get an overview over your time slots choose the tab "Appointments". Here you manage your slots e.g., add new slots, edit, delete or print selected slots as well as grade slots. To edit a slot, there are three steps to follow. First, choose one or more time slots by marking the checkboxes [1a]. Second, select from the pull-down list "edit" [1b] and third click on "Start" [1c] to start the editing process.
2. In case of grading, you have additional options. You can mark the checkbox "Attended" [2a], choose a grade and type in a feedback for the participant. At the end do not forget to click on "Evaluate" [2b].
3. If you selected the "print" option in the previous menu, you will be taken to the print preview. In the export settings you can choose among the following formats: PDF, XLSX, XLS, ODS, CSV (tab), CSV (;).

Hidden columns will not be exported.