

# GUIDE TO THE CONSULTATION OF THE LESSONS TIMETABLE A.A. 2011/2012

**1<sup>st</sup> SEMESTER  
19 SEPT. 2011 – 17 DEC. 2011**

The type of visualization of the timetable has faced radical changes since the last semesters. For this purpose, we have prepared this step-by-step guide in order to help students in the consultation.

1. click on the link corresponding to the timetable you wish to visualize
2. choose the type of research you wish to make, between: teachers timetable, (“Docenti”) and classes timetable, (“Corsi”). (see Fig. 1; if you choose to visualize the teachers timetable please skip to point 8. Otherwise, keep reading.)
3. open the drop-down menu, choosing the course you wish to visualize.
4. in the second drop-down menu, (the one on the right compared to the first one), choose the type of information you want to obtain between: timetable of a specific course, (“canale”), timetable of the foreign language classes, timetable of elective courses,...
5. right next to the latter menu there is an icon. By clicking on it there is the possibility to visualize all the activities connected to one’s degree course, (e.g.: elective courses, foreign language classes...)
6. once the choice has been made, it is possible to click on the small square corresponding to the lesson week one wishes to visualize.
7. at this point, we are in front of the timetable we chose to visualize, (see fig.2)

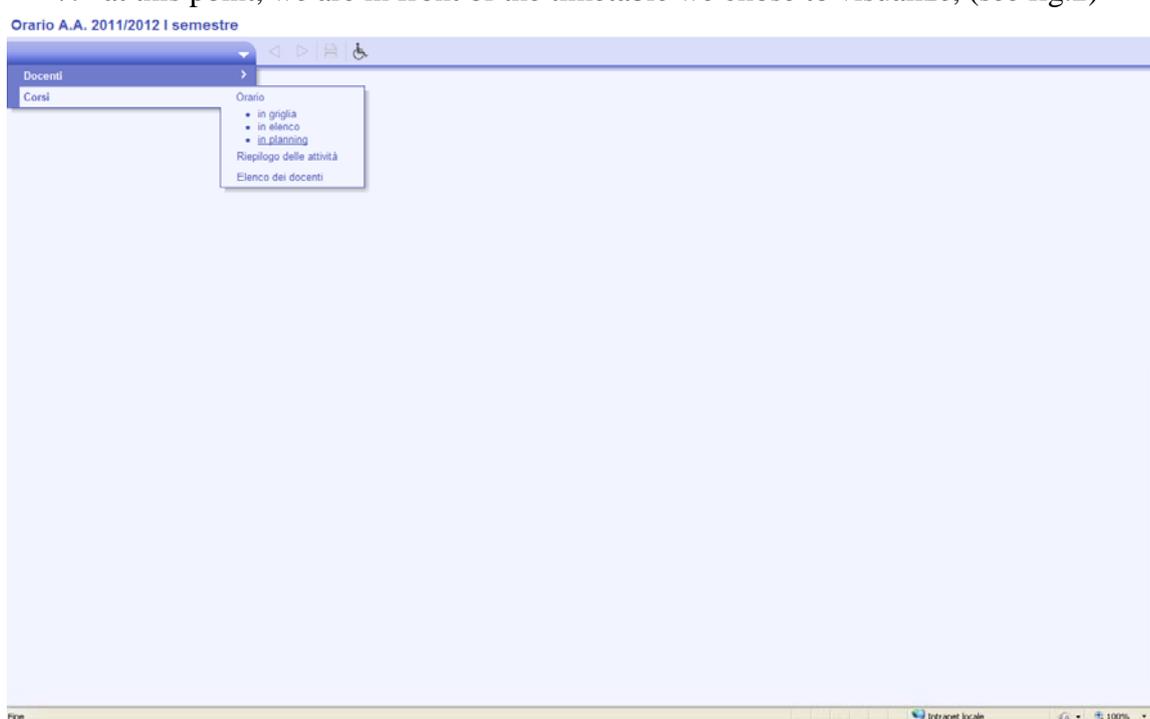


Fig. 1 initial display: choice of the type of research



## HOW TO DISPLAY THE TEACHERS TIMETABLE

Open the drop-down menu and choose which teacher's timetable you wish to see. Once the choice has been made, it is possible to click on the small square corresponding to the lesson week one wishes to visualize (see fig. 5)

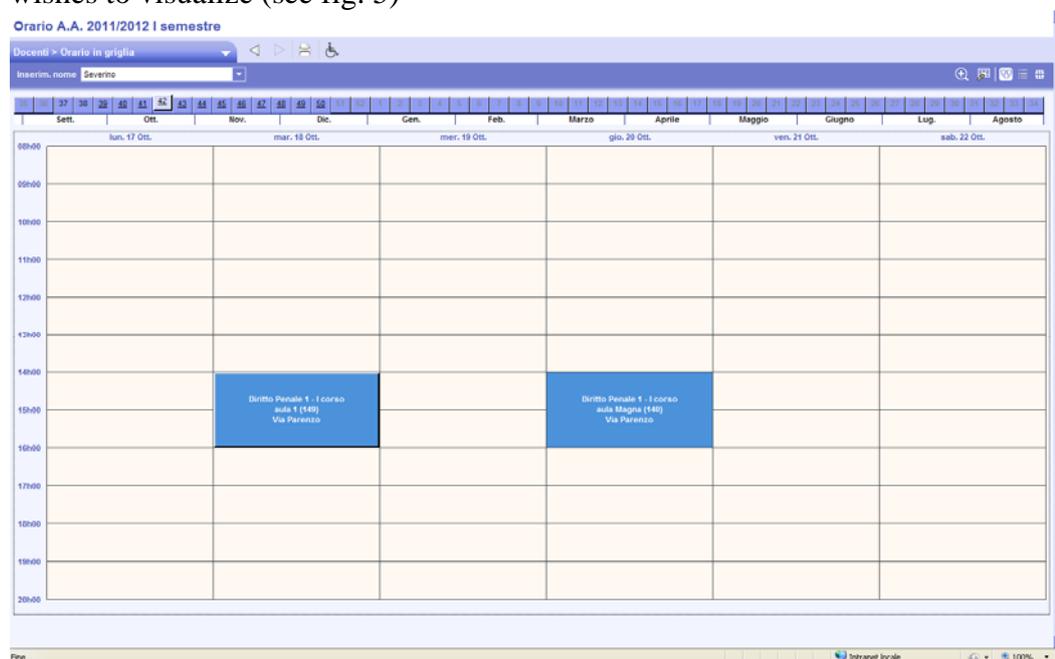


Fig. 5: example of a teacher's timetable

Also, from this screen it is possible to see the lessons in the same way as for the visualization for classes.

\*Every change will be reported in real time on the timetable, (e.g. lesson cancellation, change in a classroom,...), so we advise you check it daily in order to be up-to-date with any significant modification.

\*\*the elective courses timetable is indicated separately, and can be found in the second drop-down menu. However, it is possible to display it also by clicking on the icon next to the menu.

\*\*\*if you wish to know the division of the language courses and their timetables, you need to check the website in the "students" section, ("Studenti") > "Centro Linguistico di Ateneo"> "Liste dei gruppi", (this timetable can be seen even by choosing the corresponding group from the drop-down menu).

\*\*\*\*the timetable might be subject to change.

\*\*\*\*\*if the lessons are cancelled or if there are remedial classes, a notice will be published on the website and also put up on the Department's notice-board. In some cases, they will be provisionally indicated on the timetable; (all changes will be registered in real-time on the timetable).