

*Online class registry*

# User manual

Website

<http://amadeus.ext.conservatorio.ch:8089/app/#/login>

Access credentials

**Account CSI**

Contact person

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## Main page

Once logged in, you'll be directed to the list of all class registers associated to your account: one register per course and per semester. Registers are codified by color:

- Red: not active
- Yellow: active, but not yet submitted
- Blue: submitted

Should you have many courses (and thus many registers), it is possible to filter the registers by using the filter boxes. Furthermore, in order to access the register, the "Apri dettaglio" button must be clicked.

Rapporti  Cognome  Nome  3

Classe	Periodo	Scuola	Numero Studenti	Tipo Lezione	Durata	Cadenza	Stato	Azioni
Titolo del corso e della classe	1° Trimestre	PREPROF	7	Collettiva	0'	Altro	Consegnato	<a href="#">Apri Dettaglio</a>
Titolo del corso e della classe	1° Semestre	SCUOLA UNIVERSITARIA	13	Collettiva	0'	Altro	Attivo	<a href="#">Apri Dettaglio</a>
Titolo del corso e della classe	2° Semestre	SCUOLA UNIVERSITARIA	13	Collettiva	0'	Altro	Non Compilato	<a href="#">Apri Dettaglio</a>

Open the register

## Types of registers

At the time of writing, there are two different kinds of registers:

1. Group lesson register: in which lesson duration is pre-established and therefore only student presence/absence can be set;
2. Individual lesson register: in which it is also possible to set the lesson duration.

## Register page

When opening a register for the first time, you'll be presented with all course details and a the list of participating students (with their respective contact details). The register is not immediately fillable. On the register page it is possible to execute these actions:

1. Go back to the list of registers
2. See student's contact details
3. Add today's date
4. Add a date from the calendar
5. Submit the register (at the end of the semester)

**Registro Elettronico** *Non Compilato*

2° Semestre '20/'21 - SCUOLA UNIVERSITARIA [15 Febbraio - 31 Agosto]

Lezione: Titolo del corso  
Docente: Cognome e nome

P = studente presente  
A = studente assente  
G = studente giustificato

Tipo Lezione: **Collettiva**  
 Frequenza Lezione: Altro  
 Durata Lezione: 0'

Statistiche

#	Studiante	Presenze
1	Cognome e nome	0/0
2	Cognome e nome	0/0
3	Cognome e nome	0/0
4	Cognome e nome	0/0
5	Cognome e nome	0/0
6	Cognome e nome	0/0
13	Vannini Laura	0/0

Aggiungi data odierna  
 Mostra calendario  
 Consegna rapporto

## Setting up the register

In order to activate the register, it first needs to be set up by following one of these steps:

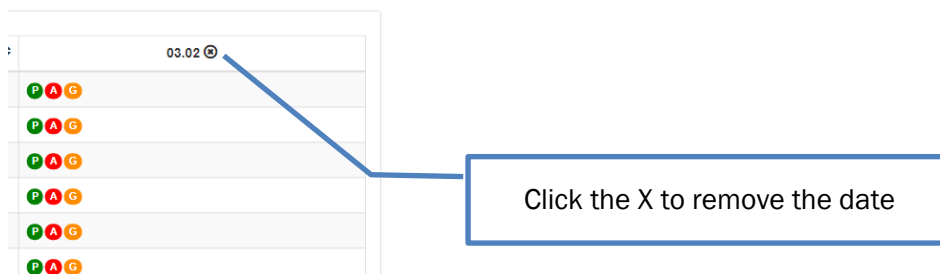
1. Click on “Aggiungi data odierna” in order to add today's date to the register
2. Click on “Mostra calendario” in order to select multiple dates from a calendar. In this case it is only necessary to click on a date in order to add it to the register

[Aggiungi data odierna](#)
[Nascondi calendario](#)
[Consegna rapporto](#)

Febbraio 2021	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Marzo 2021	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Aprile 2021	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Maggio 2021	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Giugno 2021	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Luglio 2021	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Agosto 2021	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

In order to render the calendar more usable, week end days are highlighted in green.

Should you need to remove a date from the register, click on the “X” button at the top of the date column. This action is possible only when no student has been marked as present (or absent).



## Filling in the register

Only when the register has been fully set up (or when at least one date has been added), it is possible to register students' attendance.

### Group lessons

For group lessons, attendance is marked by pressing one of these buttons **P** **A** **G** representing “present”, “absent”, and “justified absence” respectively.

### Individual lessons

For individual lessons, the **PAG** buttons will only become active after the **+** button has been clicked for the specific student who's attendance needs to be registered in the desired date. When the student is afterwards marked as present, it is also possible to apply variations to the lessons duration by clicking the "+" and/or "-" buttons **P - 30' +** (15 min. per click).

For example, if the student has received two lessons on the same date, the standard lessons duration of 90 minutes should be increased to 180 minutes.

## Viewing attendance statistics

Different kinds of calculations related to student attendance and lesson duration are automatically shown by the system. This information can be hidden by clicking the "statistiche" button at the top right of the register. Specifically:







1. "Presenze": number of times in which the student has been present
2. "Ore residue": remaining teaching hours
3. "Ore presenza": number of hours in which the student has been present
4. "Ore previste": the amount of teaching hours the student has the right to receive per period.

Presenze	Ore residue	Ore presenza	Ore previste	07.09	14.09	21.09	25.09
1/4	8h	0h 30'	8h 30'	<b>P</b> - 30' +			
1/4	8h	0h 30'	8h 30'	<b>P</b> - 30' +			
1/4	8h	0h 30'	8h 30'	<b>P</b> - 30' +			
0/4	8h 30'	0h	8h 30'	<b>A</b> 30'			
0/4	8h 30'	0h	8h 30'	<b>A</b> 30'			
				<b>P:3 A:2 G:0</b>	<b>P:0 A:0 G:0</b>	<b>P:0 A:0 G:0</b>	<b>P:0 A:0 G:0</b>

## Confirming ECTS acquisition (only for seminars)

At the end of the Seminar, it is necessary to confirm students' acquisition of ECTS credits. Only this way students will see in their transcript whether the seminar has been completed or not, and only this way it will be possible to submit the register. It is the teacher's responsibility to duly compile the ECTS credit column.

In order to confirm the acquisition of ECTS credits, just click the "SI" or "NO" button in the respective column, per each student:

#	Studente		Presenze	Crediti
1	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO
2	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO
3	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO
4	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO
5	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO
6	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO
7	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO
8	Nome e cognome		0/0	<input checked="" type="radio"/> SI <input type="radio"/> NO

Confirm ECTS credit acquisition

## Submitting the register

All actions in the register may be undone until the register is submitted. To submit the register, click the “Consegna rapporto” button. This action will save all information in the student’s register and will block further compilation of the register. Should you click this button by mistake, or should you find that your submission was incomplete, please contact the Secretary Office.