# HOW TO FIND INFORMATION ON COURSES AND TIMETABLES?

This **tutorial** helps you finding **information** about your courses. Should you have any doubt, you can reach out the International Relations Office in Novoli Campus – building D1, 3rd floor – during the office hours or via email at relint@scpol.unifi.it .

1. FINDING COURSE INFORMATION

Bookmark the website of the *Scuola di Scienze Politiche "Cesare Alfieri"*. You will find all information about courses there.
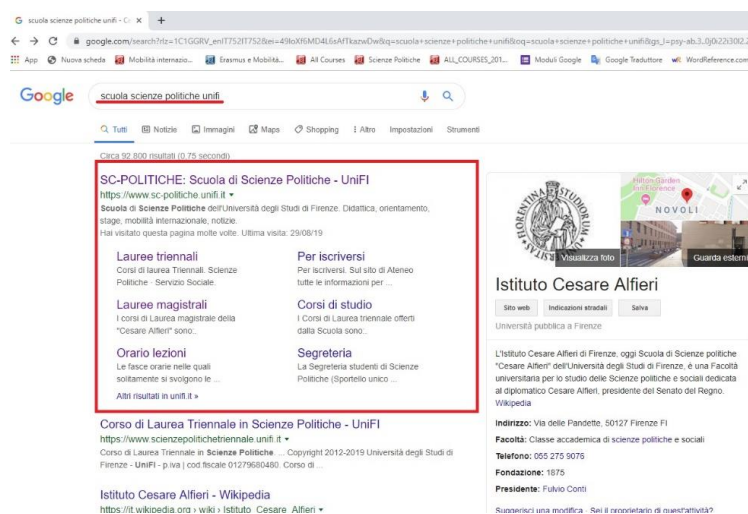

From the **Menu** in the homepage of the website, click on <<**didattica**>> under the header <<**scuola**>>.
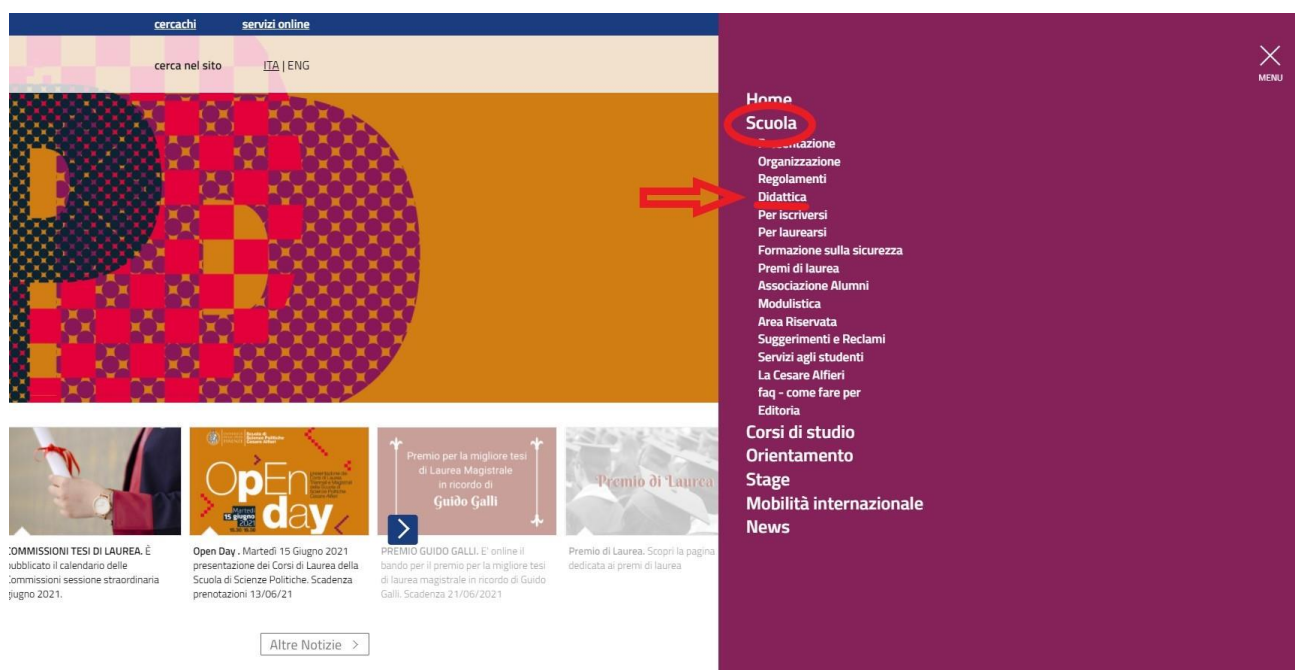
From there you can browse the teaching programs offered by the Faculty. Remember to select your **matriculation year** as you may find different information (e.g. requirements, course material, etc.) depending on when you have enrolled.
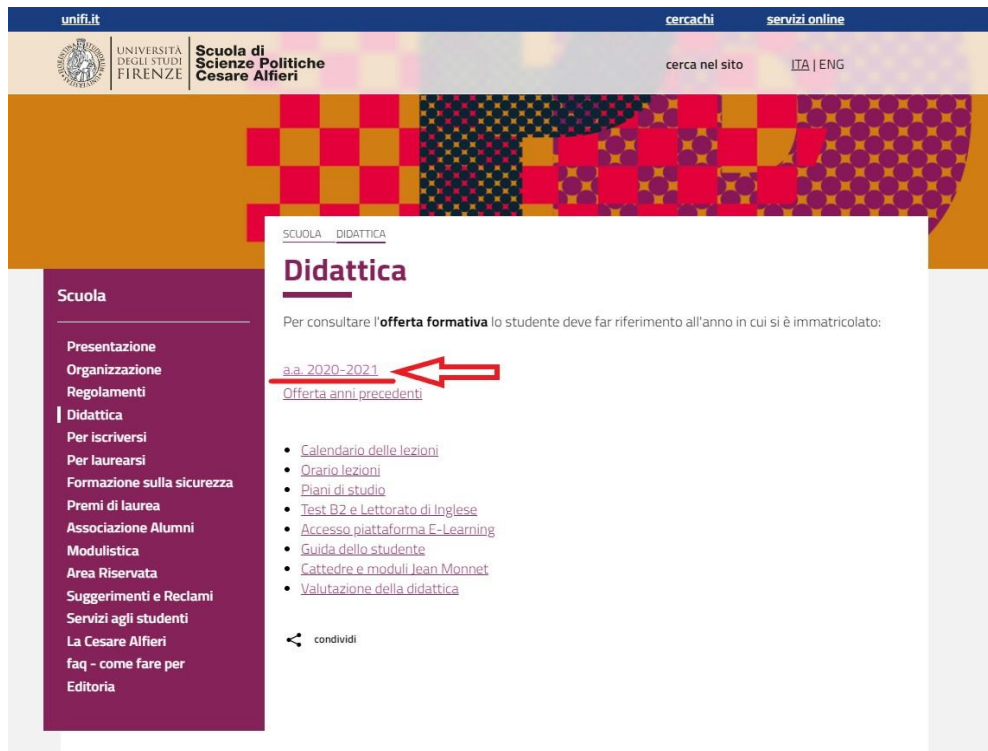
By clicking on the year of matriculation, a breakdown of all courses available will appear – divided between 1st Level Bachelor Degree Courses (<<**Laurea Triennale**>>) and 2nd Level Master Degree Courses (<<**Laurea Magistrale**>>). To take one example, let's choose the curriculum "D76 – Comunicazione e Media".
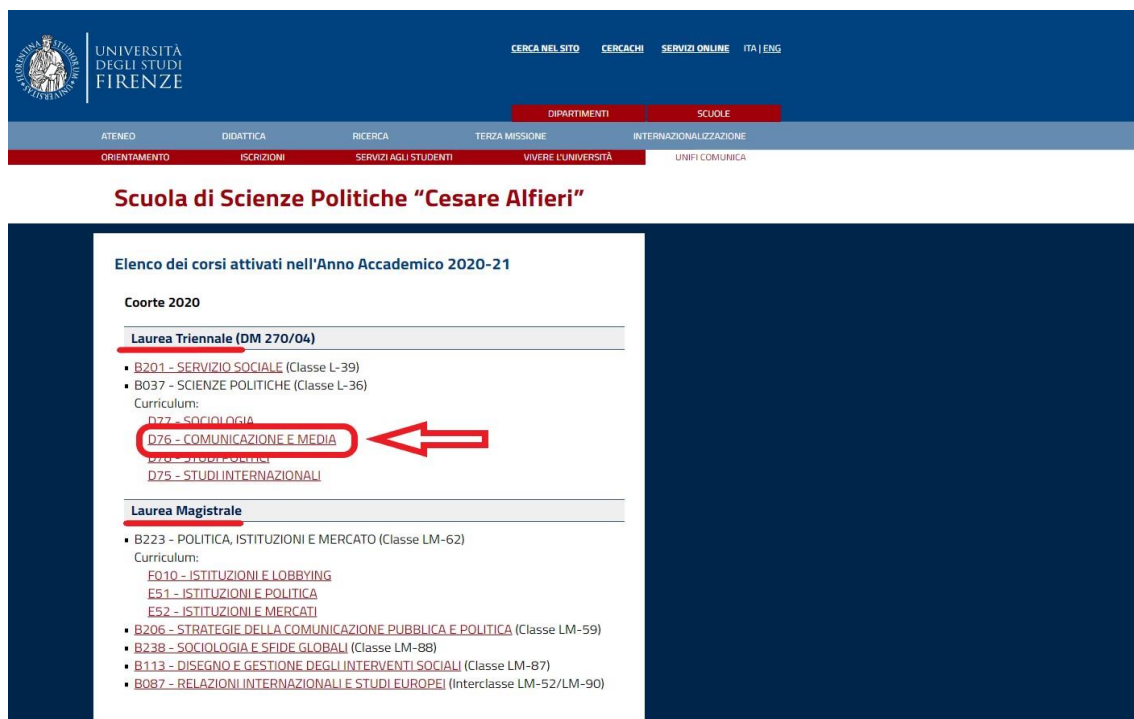
Each curriculum redirects to the course catalogue. Let's assume that you want to know more about the course in "**Economia politica**" (Political Economy). Click on the course.

There you go. The dedicated page will provide you with all the information you may need. Browse through the bar on the left to know about:

- **general references** on the course ("Riferimenti")
- **teaching language** ("Lingua insegnamento")
- **course content** ("Contenuto del corso")
- **suggested readings** ("Libri di testo consigliati")
- **learning objectives** ("Obiettivi formativi")
- **pre-requisites** ("Prerequisiti")
- **teaching methods** ("Metodi didattici")
- **further information** ("Altre informazioni")
- **evaluation criteria** ("Modalità di verifica apprendimento")
- **course program** ("Programma del corso")

Look at **course year** ("Anno di corso") and **semester** ("Periodo didattico") to get information on the **timetable**.

If there is more than one instructor associated with the course, as is the case in the example above, it means that the class is divided into **different groups of students** (according to the surname initial). Be mindful that timetable and course program may be different as well.

2. FINDING THE TIMETABLE

In the Academic Year 2020-2021, University of Florence has adopted a new interactive system called "Agenda Web", which can be consulted to identify the timetable as well as the classrooms in which the lesson will be held (in real time).

To get access to the "Agenda Web", first you need to visit the website: https://kairos.unifi.it/agendaweb/

Change language of the page as you want.
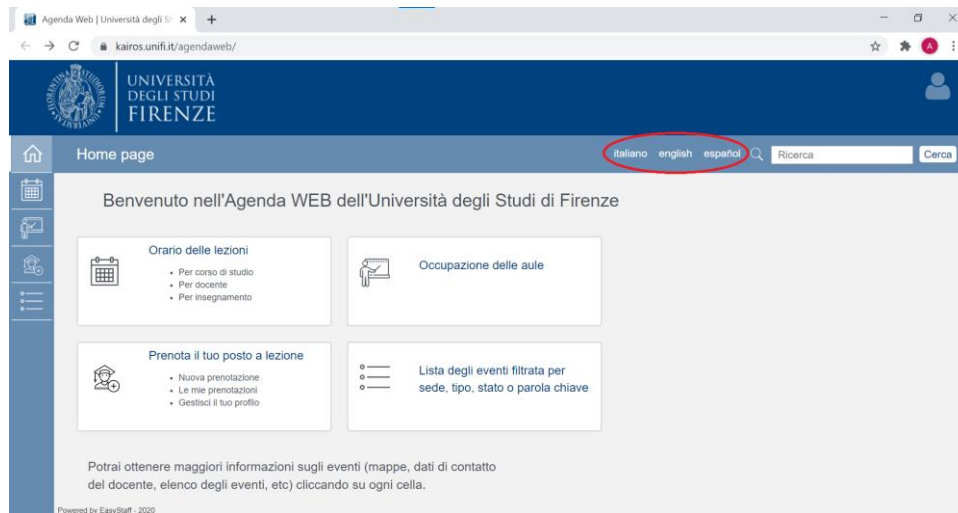
From the initial page, you can find different information about:

1) Timetable of Courses: (both online and offline)

2) Reserve your seat

3) Occupation of Classrooms

4) List of events (filtered by type, status, office or key words)

Before going to any class, you should: first, consult the timetable; then reserve your seat with your account and finally check the places available.

Step 1: Timetable of Courses:

After choosing "Lessons timetable", a new page will pop up. You can search for timetable using different criteria: by degree, by lecturer or by course.
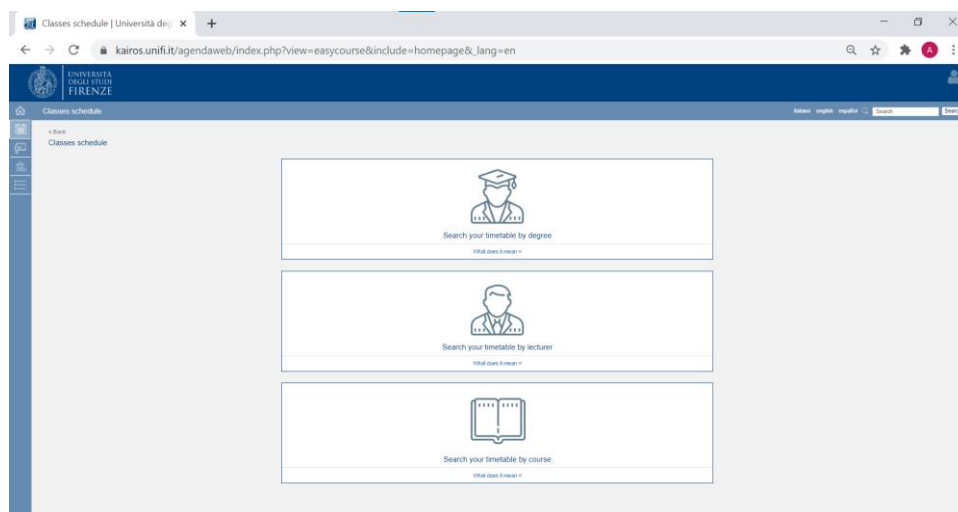
If you choose "By degree", you should fill all the fields.

After that, click "View timetable" and the next page will appear with the list of all courses.

For example, the picture above shows the courses of the first year of Master degree in "International Relations and European Studies". You should pay attention on didactic period, name of course, time and room.

If you choose "By lecturer", you should fill the name of the professor of the course. The page will show only the courses that are taught by that professor.

If you choose "By course", you should fill the exact name of the course and the system will show the timetable of that specific course.
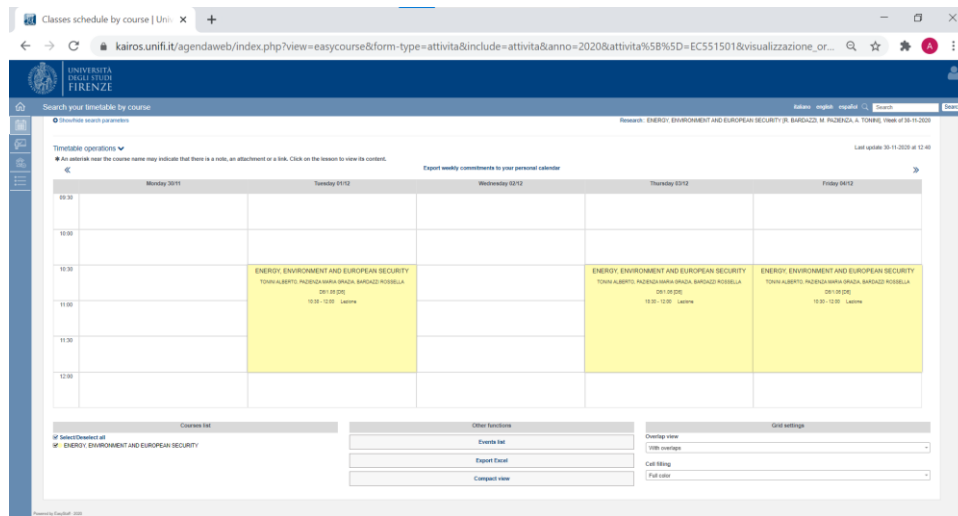
To sum up:

- Searching "by degree" will show you all the courses that you can follow in specific academic year.
- Searching "by lecturer" will show you all the courses taught by specific professor.
- Searching "by course" will show you only timetable of one specific course.

Step 2: Reserve your seat:

Due to the ongoing COVID-19 emergency, if you want to attend any class, you need to reserve your seat first. There are 3 phases that you need to follow. Before getting access to any phase, you should first effectuate "Login", for your identification (insert your UserID and password).

Phase 1: Configuration of Profile:
You need to define your profile selecting course of study of which you want to attend in classes. This operation is only necessary for the first access.

Phase 2: Reserve your seat in class
You can make reservation for your seat in class for the lessons of the teachings that you inserted in your profile

Phase 3: Accede
Obtain QR code on https://qraccess.unifi.it to get access to didactic complexes and to entry into didactic complexes in time and date that you reserved.

<u>Phase 1: Configuration.</u> From initial page, click on "New reservation".
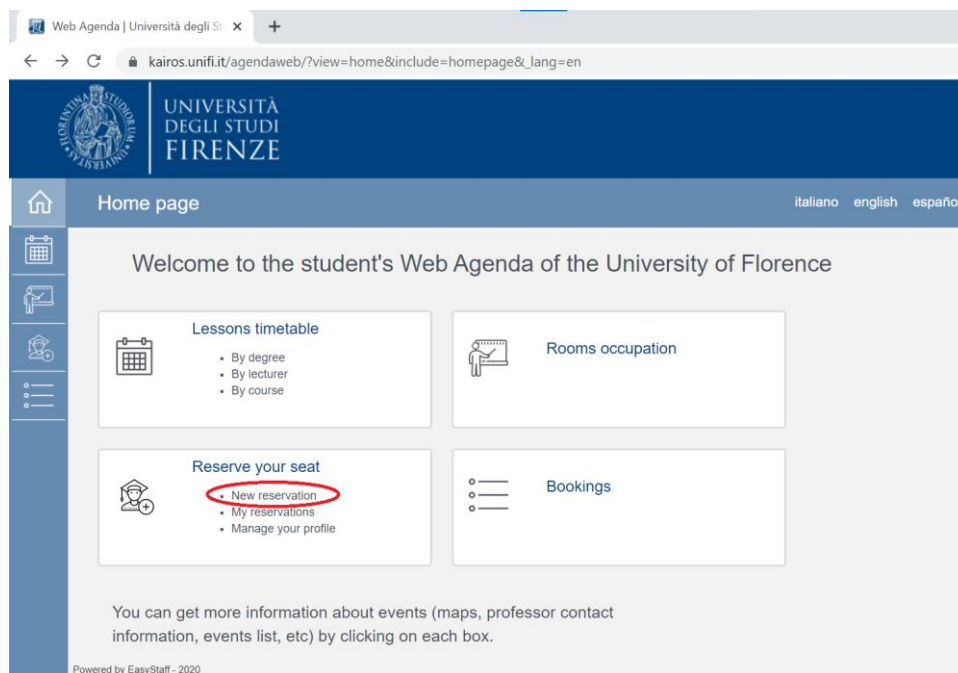
To reserve your seat, you should insert your "matricola" (student's number) in "Nome utente" and then your password.

Press "Accesso" and the next page will appear with all information that you need to provide to reservation system.

Before passing to other phases, you must define your profile (only in the first access)

What does it mean "la definizione del profilo"? You need to select:

- Struttura didattica: the School that you are enrolled, for instance: Scuola di Scienze Politiche "Cesare Alfieri".
- Tipo di laurea: Type of degree. There are 2 types of degree: 1st Level Bachelor Degree ("Laurea triennale") and 2nd Level Master Degree ("Laurea magistrale")
- Corso di Studio: select course that you want to attend.
- Periodo didattico: Select the reference period (Primo semestre – First semester, Secondo semestre – Second semester).

Click "Cerca" and the system will show you the list of teachings of the selected degree program, divided in years.

You can tick the boxes on the left of the courses that you want to follow. Control carefully your email address and click "Salva", your profile will be saved and the system will offer you a summary with the list of only courses in which you have expressed your interest.

Attention!

- Modifica del profilo: the modification of profile consists of possibilities to select or deselect the teachings of selected course in original profile. Modifying will eliminate all your future reservations from the system (from all teachings, not only the modified one).
- Elimina del profilo: deleting the profile allows you to re-select the degree program you belong to (in case of errors in your choice) and the related courses for which you want to attend face-to-face lessons. Following the deletion of the profile, all your future seat reservations will be deleted.

Following the creation of the profile, you will have the possibility to make a seat reservation in the classroom through the "New reservation" tab. The system will allow you, through this form, to make a new reservation for a seat in the classroom for the courses selected in the "Manage your profile" area.

Phase 2: Reserve your seat in class:

After creating your profile, you will have possibility to effectuate seat reservation. Click on "Nuova prenotazione" scheme, a new page will appear with a series of cells: you can find the lessons of the reservable teachings according to your profile, inherent with the next week classes (lessons that will take place remotely will not be present on the cells, which, of course cannot be booked).

Each cell consists of day, location and shift (morning or afternoon, as per guidelines). You will see a cell per each day, location and shift.

For each in – class lesson that you can book, the information contained in the cell is as follows:

- Name of teaching
- Time
- Room
- Number of seats (both already reserved and still available)
- Notes (they are inserted by the time administrator; for example, in case of a lesson that presented in several classrooms, the note could tell you in which classroom the teacher is physically present).

By clicking on the "Verifica e prenota il tuo posto" link, you will have the opportunity to book your seat in the classroom for the specific shift.

Then the confirmation window will show you the correct insertion of the reservation.

Seat reservations in class are not permitted to classes which present in the same day and time (it will be verified as time overlap).

Following the booking, you will receive a summary email to your institutional email address - indicated in the profile, with further information for accessing the teaching complex.

It is possible to book or cancel seat reservation from Monday to Thursday, with reference to the lessons of **the following week.**

After completing the seat reservations process, you will be able to consult and manage your reservations through the " Le mie prenotazioni " tab.

By clicking on the "Le mie prenotazioni" tab, another page will open where you can view the entire list of reservations effectuated.

By clicking on the "Annulla la tua prenotazione" link, following by a confirmation, you will have the option of cancelling the seat reservation previously made, within the same time limits as the booking procedure (from Monday to Thursday, with reference to the lessons of the following week).

Phase 3: Get access to the didactic complexes

- Obtain QR Code on https://qraccess.unifi.it/ (Login with your account)
- Use this code to enter in didactic complexes in time and location that you have booked.