

Laboratory Courses Application “Fachpraktikumsapplikation”

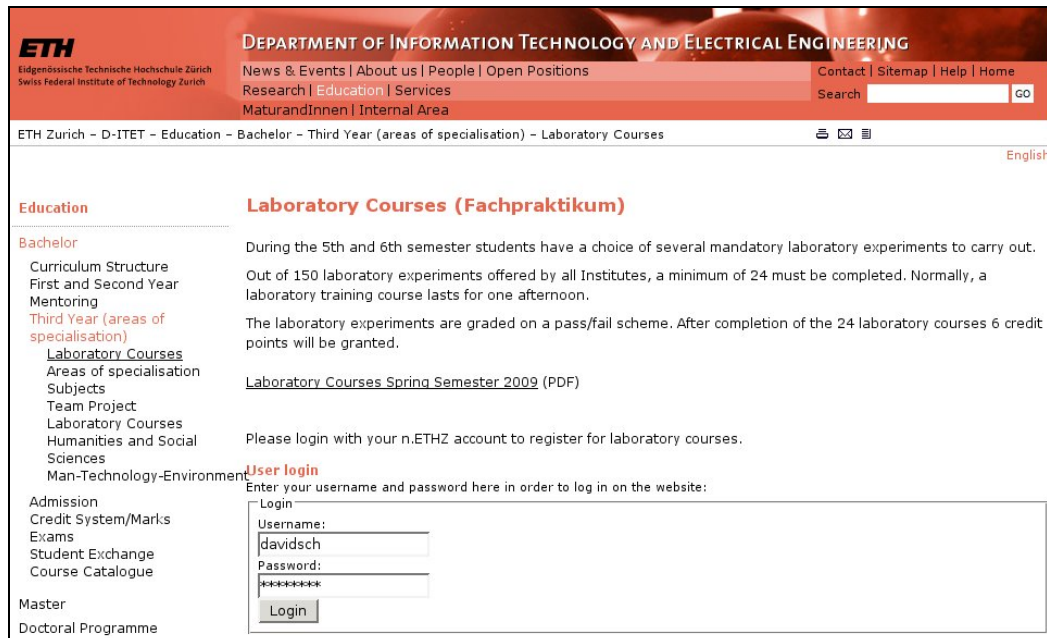
Questions and answers for Experiment Assistants (“Versuchsbetreuer”)

Q: Does the information in this document concern me?

A: If you are among the people that are teaching/ helping students in a classroom where a laboratory course experiment takes place, the answer is yes.

Q: How can I see which students registered to the experiment which I will guide next week or for the current week?

A: Log in to the Student’s Frontend on <http://ee.ethz.ch.ch/>, under “Education”/ “Bachelor”/ “Third Year (areas of specialization)” / “Laboratory Courses”



The screenshot shows the website for the Department of Information Technology and Electrical Engineering at ETH Zurich. The page is titled "Laboratory Courses (Fachpraktikum)" and is part of the "Education" section. The navigation menu includes "News & Events", "About us", "People", "Open Positions", "Research", "Education", "Services", "MaturandInnen", and "Internal Area". The search bar contains the text "Search" and a "GO" button. The page content is divided into two columns. The left column contains a sidebar with links for "Bachelor", "Third Year (areas of specialisation)", "Laboratory Courses", "Areas of specialisation", "Subjects", "Team Project", "Laboratory Courses", "Humanities and Social Sciences", "Man-Technology-Environment", "Admission", "Credit System/Marks", "Exams", "Student Exchange", "Course Catalogue", "Master", and "Doctoral Programme". The right column contains the main content, which includes a description of the laboratory courses, a link to "Laboratory Courses Spring Semester 2009 (PDF)", and a "User login" form. The login form has fields for "Username:" (containing "davidsch") and "Password:" (containing "*****"), and a "Login" button.

Then, choose your laboratory and your experiment. A screen similar to the one displayed below is shown:

Education **Laboratory Courses (Fachpraktikum)**

Bachelor

Curriculum Structure
First and Second Year
Third Year (areas of specialisation)

Laboratory Courses
Areas of specialisation
Subjects
Team Project
Humanities and Social Sciences
Man-Technology-Environment

Admission
Credit System
Language of Instruction
Performance Assessment
Mobility
Course Catalogue

Master
Doctoral Programme
Didactical pass
Students' Organizations
Regulation
Military Service
Contact
Financial Matters
Living in Zürich
Sport

Details for: IFH-KT 31 **Amplitudenmodulation**

Room: ETZ D 96
Contact: [Marcel Berner](#)
Group size: 2

Short description:
An einem aufgebauten AM-System werden Modulationsgrad- und Klirrfaktormessungen durchgeführt sowie HF-Spektren ausgemessen. Weiter werden die Eigenschaften von Enveloppendetektion und Produktmodulation untersucht und verglichen.
[Course material](#)
Notes:
The lab on Tuesday 14. June is cancelled.

Laboratories MyExperiments Logout

Register for experiments next week:

	Mon 14-16 (2009-09-21)	Wed 14-16 (2009-09-23)
	Markus Moser	Anna Martolicz
		Remo Ruegger
	<input type="button" value="Register"/>	

Experiments this week (no more registrations):

	Mon 14-16 (2009-09-14)	Wed 14-16 (2009-09-16)
	Sebastian Klohse	Sascha Höhener
	Brigitte Renggli	Martina Schleiss

You will see the experiments planned for next week (above) and the ones currently taking place. Students can register to courses taking place the next week between **Monday 0:00h and Thursday 18:00h** (*registration window*). They cannot modify (unregister) their registration after the registration window has closed, so the participants list displayed in the above part of the screen is frozen each Thursday at 18:00h, and the list will *move down* to “Experiments this week” beginning with Monday of the next week at 0:00h. As soon as the frozen list has moved down on Monday, course assistants can print the *attestation sheet*, using the browsers print function (use Mozilla Firefox to print the above page).

Q: How and when do I print the attestation sheet for all participants of the current week?

A: Print your participant list on a Monday morning of the week in which the experiment takes place or do it right before your course starts. Use Mozilla Firefox to print it. Choose your experiment in the laboratory courses application, then print the whole window using “File”/ “Print”:

ETH - D-ITET – Our Range – Education – Bachelor – Third Year (areas of sp)

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Laboratory Courses (Fachpraktikum)
 Details for: IFH-KT 31 Amplitudenmodulation

Mon 14-16 (2009-09-14)				Wed 14-16 (2009-09-16)			
	P	NP	NA		P	NP	NA
Sebastian Klohse				Sascha Höhener		<input checked="" type="checkbox"/>	
Brigitte Renggli				Martina Schreiss			

Info: P=passed, NP=not passed, NA=not available / present

Set an [x] in the P(assed) field on a printed version of this sheet for each student that passed the course.

The student did (N)ot (P)ass

The student was not present or other absence reason

As you recognize in the print preview example, only the list at the bottom of the screen (“Experiments this week”) will appear on your printout. And in each student table, there will be additional columns [**P**assed, **NP** (Not Passed) and **NA** (Not Available)], where you can set an [x] using a ballpoint to set the student’s attestation. This paper sheet must be handed over to the laboratory courses responsible of your associated laboratory *as soon as possible* (at least once a week, Friday afternoon will be the latest date to hand over the sheet to the laboratory courses manager. The manager will collect all attestation sheets and will record the data in the laboratory courses application (he/ she will enter electronic attestations in the application). Experiment assistants cannot enter the attestations in the application directly (this was a conceptual decision).

Q: Do students still obtain an attestation after they visited an experiment?

A: Yes, Students themselves will receive an individual attestation form too after each experiment has passed. This allows students to prove their presence and efforts, if they should once complain about a missing electronic attestation in the laboratory courses application.

Q: Does the studies secretary still provide paper registration sheets where students could register for a laboratory course instead of using this application?

A: No, registrations to experiments on paper sheets in front of the studies secretary’s office are not possible anymore. Your students have to use the electronic way.

Q: How and until when can I cancel a whole experiment date (all seats) or one of several seats (Plätze)?

A: You can't do this yourself. Ask the laboratory courses responsible of your laboratory to commit the changes. Note that an experiment date cannot be deleted when there are already student registrations connected to that date.