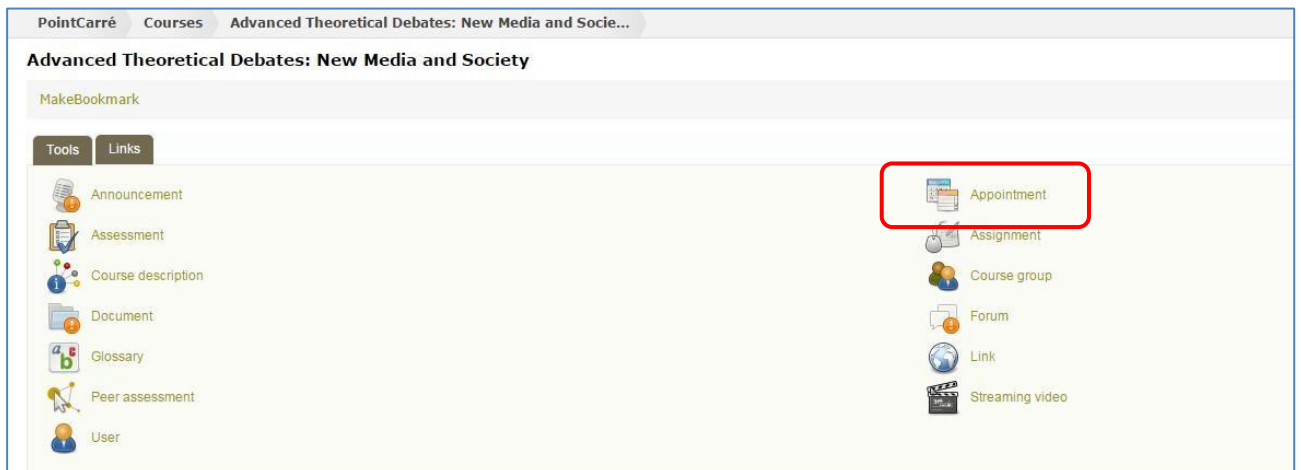


# HOW TO REGISTER FOR AN ORAL EXAM VIA POINTCARRÉ

## Step 1.

Log in to pointcarré and go to the course page.  
Click on 'appointment'




## Step 2.


Click on the appropriate appointment list



### Step 3.

You will now see an overview of all examination moments. Be careful because this overview can be more than 1 page. (see **A** )

Click  in actions column to register for the wanted date (and time). (see **B** )

You can only register for the dates and time that are indicated with this sign 

Registration is only possible during the registration period (see **C** )

PointCarré Courses Advanced Theoretical Debates: New Media and Socie... Appointment Browse appointment lists View appointment list ViewerComponent

ViewerComponent

MakeBookmark








Exams January 2015


Appointment-list settings

- maximum nr of appointments per slot = 6
- maximum nr of appointments per user = 1
- Users can remove their own appointments
- Users can view the names of other people with appointments
- Slot-availability logic = without gaps, starting from first slot daily
- Subscription period = December 05, 2014 at 09:00 AM until January 04, 2015 at 11:55 PM


**C**

1 - 10 / 20 **A** 1 / 2

START DATE	START TIME	END DATE	AVAILABLE	APPOINTMENTS IN THIS SLOT	APPOINTMENTS	ACTIONS
Jan 12, 2015	09:00 AM	11:00 AM		6/6		
Jan 12, 2015	11:00 AM	01:00 PM		6/6		
Jan 12, 2015	02:00 PM	04:00 PM		6/6		
Jan 12, 2015	04:00 PM	06:00 PM		4/6		
Jan 19, 2015	09:00 AM	11:00 AM		6/6		
Jan 19, 2015	11:00 AM	01:00 PM		6/6		


 : registration is possible

 : timeslot is full - registration is no longer possible

 : registration is not possible

## Step 4.

A pop-up will appear to ask for your confirmation. Click 'OK' to confirm your registration. Click 'Cancel' to register for another date and/or time.

When your registration was successful your name will appear in the list together with this symbol 

PointCarré Courses **Advanced Theoretical Debates: New Media and Socie...** Appointment Browse appointment lists View appointment list ViewerComponent

**ViewerComponent**














MakeBookmark

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START DATE	START TIME	END DATE ↓	AVAILABLE	APPOINTMENTS IN THIS SLOT	APPOINTMENTS	ACTIONS
Jan 21, 2015	02:00 PM	04:00 PM		6/6		
Jan 21, 2015	04:00 PM	06:00 PM	 	2/6	Peter LIBERT	 
Jan 26, 2015	09:00 AM	11:00 AM		3/6		
Jan 26, 2015	11:00 AM	01:00 PM		0/6		
Jan 26, 2015	02:00 PM	04:00 PM		0/6		
Jan 26, 2015	04:00 PM	06:00 PM		0/6		
Jan 27, 2015	09:00 AM	11:00 AM		6/6		
Jan 27, 2015	11:00 AM	01:00 PM		4/6		
Jan 27, 2015	02:00 PM	04:00 PM		0/6	-	
Jan 27, 2015	04:00 PM	06:00 PM		0/6	-	

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