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/, under “Education”/ “Bachelor”/ “Third Year (areas of specialization)” / “Laboratory Courses”

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