



## Introduction

- The following are the main components of the system. The first component is the user interface. The second component is the data base. The third component is the system administrator. The fourth component is the system user. The fifth component is the system administrator. The sixth component is the system user. The seventh component is the system administrator. The eighth component is the system user. The ninth component is the system administrator. The tenth component is the system user.

## Accessing the Event Booking system

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You will be able to search for courses by Department, Programme, Course, Qualification, Level, Year, Status and Mode. The search facility is available to Administrators only.

Department	Programme	Course	Qualification	Level	Year	Status	Mode
SLI	Drama Studies & French	Accuracy in Academic Communication (ELAAC)	BA	UG	0	EXPECTED	DL
ENGLISH	Drama Studies & Gender Studies	Acquiring English (818Q1B)	DIP(PG)	PG(R)	1	INACTIVE	FT
	Drama Studies & German	Advanced French 1A (R1112)	DPHIL	PG(T)	2	INTERMITTING	PT

Figure 3 - Search facility for Administrators

### 3. Creating an Event

To create an event, you will need to define the event, the sessions, the session content and the slots.

Setting up the event

The event is defined by the Department, Programme, Course, Qualification, Level, Year, Status and Mode. The event is then created by clicking on the 'Create Event' button. The event is then displayed in the 'Event List' table. The event is then created by clicking on the 'Create Event' button. The event is then displayed in the 'Event List' table.

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Go to: **Sussex Direct/Teaching/Academic Advisees'**

Click: **'Record Contact'** con n h: o: h: n

Research Students for Jane Monaghan Gallery Help

Student	Programme	Year	Department	Mode	Status	From	To	%
2014-15	Media and Film	Part	Registered, 05-Jul-2010-20-Jan-2014	50		Smith, V	DPH Film Studies	

Record Contact with Gareth Jones Cancel Save Help

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**Note:** You can only record contact with your own students. If you can't see a student on the list, you may need to check your list of students.

#### 4. Checking Student Availability

The screenshot shows the 'Event Setup' interface. At the top, there are fields for 'Event Title' (Inbound) and 'Event for Other Events' (Other for Other Events). Below this, a table lists sessions:

Session	Date	Time	Duration
Session 1	23-Nov-2009	09:00	11:00
Session 2	25-Nov-2009	09:00	11:00

Below the table is a grid for checking student availability. The grid has columns for 'Student' and 'Availability' (with checkmarks). The 'Student' column lists names like 'Man', 'Man', 'Man', 'Man', 'Man', 'Man', 'Man', 'Man', 'Man', 'Man'. The 'Availability' column shows checkmarks for each student across the sessions.

Figure 4 - Event setup availability check

#### 5. Inviting Staff to an Event

The screenshot shows the 'Event Staff' interface. At the top, there are tabs for 'Manage Event', 'Event Bookings & Attendance', and 'Event Staff'. Below this, there is a table with columns for 'Department' and 'Event Staff'. The table is currently empty, and a message 'No records found' is displayed.

On the right side, there is a sidebar with event details:

- Event Title: Spring...
- Event Type: One-to-
- Event Purpose: Academ...

Below the table, there is a section for 'Event Staff' with a search bar and a list of staff members.





## The Student View

### The Student View

- A student can connect to a virtual machine by using the Student View icon in the bottom right corner of the desktop.
- After connecting to a virtual machine, the student can see the virtual machine's name and IP address in the Student View.
- The student can click on the virtual machine's name to see the virtual machine's details, including the operating system, memory, and disk space.
- The student can click on the virtual machine's IP address to see the virtual machine's network configuration, including the IP address, subnet mask, and default gateway.
- The student can click on the virtual machine's name to see the virtual machine's logs, including the system logs and the application logs.
- The student can click on the virtual machine's name to see the virtual machine's performance metrics, including the CPU usage, memory usage, and disk I/O.



