Dear Student,
this document describes the classroom seat booking process.

All access guidelines are described on (Italian website)

https://www.unifi.it/insiemeinsicurezza

In summary, we remind you that:

1. You must add to your profile on Kairos only the subjects you wish to take in person; the chosen subjects must be relevant to a single degree program;

2. In addition to the subjects pertaining to your study program, you can add to your profile ten further subjects by freely choosing them from the entire offer of the University;

3. If you change your Degree Program don't forget to eliminate your old profile and create a new one based on the new Program

4. if you are connecting to the system now, you can book classroom seating for classes scheduled in the next 10 days.

5. the rotation system is now active in the Schools that have implemented it, allowing all interested students to book part of the subjects scheduled for in-person delivery for a maximum of two weeks in advance.

In order to optimize the functioning of the system, we invite you to configure your profile on Kairos by registering only the subjects that you really think you want to take in-person, eliminating all the others.

Moreover, if you are interested in attending a class for which you have run out of allocated hours, you can book it with the Last Minute function. It is active from 48 hours before the scheduled class until starting time. This way the booking system’s limits will not be applied and all interest students can book until there are seats available.

This manual will be updated to reflect changes in the way the classroom seats are booked, so you should check periodically https://www.unifi.it/insiemeinsicurezza (in Italian) for updates.

Update: 05/04/2022 - v. 5
Summary

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Overview

Below is a diagram showing the sequential flow of the steps you need to take. In order to access the different steps we remind you that you will have to “Login” with your Unifi credentials, i.e your student number (matricola) and password issued at the time of your online enrolment.

Step 1: Configure your profile

You will need to define your profile, selecting the subjects of your degree program which you would like to take in person, plus any ten additional courses of your choice. This is only necessary when you log in for the first time.

Step 2: Classroom seat reservation

You will be able to book your classroom seat for the lectures on the subjects you have entered into your profile.

Step 3: Sign in

From April 1, 2022 the QR Access system (available on https://qraccess.unifi.it ) is suspended. To enter the University building only a reservation is required. In case of checks, show to the staff in charge the e-mail you receive at the end of the reservation.
Access to the system

Start by logging in to

https://kairos.unifi.it/agendaweb

The Web Agenda Homepage for students and teaching staff is structured on the basis of so-called “tiles”, i.e. macro levels that allow you to access the different functions of the Agenda itself.

The booking of the seat in the classroom is allowed through the tile called “Prenota il tuo posto a lezione” (Book your seat for the lecture)."

The sub-levels available for this tab are as follows:

- Nuova prenotazione (New booking): This level will give you direct access to the tab from which you can make new reservations for a classroom seat;
- Le mie prenotazioni (My Reservations): This level will give you direct access to the summary of your reservations;
- Gestisci il tuo profilo (Manage your profile): This level will give you direct access to your profile management tab.

By clicking on the tile “Prenota il tuo posto a lezione” (Book your seat in the classroom), you will be redirected to the login page, where you will have to enter your University credentials (student number and password).
Accedi

Per poter effettuare l’accesso al sistema di prenotazione del posto a lezione devi usare la tua matricola numerica (ad esempio: 1234567) che ti è stata comunicata all’atto dell’immatricolazione online, e la tua password.

Accetto l’informativa sulla privacy (leggi)

Ho letto le norme sull’accesso ai locali (leggi)

Login

Domande frequenti:
- Non ricordo la password, come la recuperò?
  → https://studenti.unifi.it/Anagrafica/PasswordDimenticata.do?EnableRwd=1
- Dove trovo le linee guida per l’accesso?
  → https://www.unifi.it/insiemeinsicurezza
- Ho fatto l’accesso ma non trovo il mio corso di studi o un insegnamento, a chi mi posso rivolgere?
  → È necessario contattare la propria Scuola consultando https://www.unifi.it/vp-9333-scuole.html
In the following window, you must enter your student number (in the “username” field) and your password and click “Accesso” (Login).

You must confirm that you wish to transmit your details to the classroom seat reservation service by clicking 'Accetto' (I agree)
Informazioni da fornire al servizio

<table>
<thead>
<tr>
<th>E-mail</th>
<th><a href="mailto:xxxxx@stud.unifi.it">xxxxx@stud.unifi.it</a></th>
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</thead>
<tbody>
<tr>
<td>Nome</td>
<td>NOME</td>
</tr>
<tr>
<td>Cognome</td>
<td>COGNOME</td>
</tr>
<tr>
<td>UserID</td>
<td>MATRICOLA</td>
</tr>
<tr>
<td>Codice Fiscale</td>
<td>CODICE FISCALE</td>
</tr>
</tbody>
</table>

Se procedi le informazioni sopra riportate saranno trasmesse al servizio. Acconsenti a rilasciare queste informazioni al servizio ogni volta che accedi?

Seleziona la durata del consenso al rilascio informazioni:

- Chiedimi di nuovo al prossimo accesso
  - Acconsento solo per questa volta all’invio delle mie informazioni.
- Chiedimi di nuovo se le informazioni da fornire a questo servizio cambiano
  - Per il futuro acconsento ad inviare automaticamente le stesse informazioni al servizio.
- Non chiedermi di nuovo
  - Acconsento a rilasciare tutte le mie informazioni a qualunque servizio.

Questa impostazione può essere revocata in qualsiasi momento tramite la casella da spuntare sulla pagina di accesso.

[Sezione con funzionalità di rifiuto o accettazione]
Profile configuration

The profile configuration is a mandatory step in order to be able to access the other steps of the procedure for the first time.

You will be allowed to select the subjects for a single degree program, plus ten of your choice from all the ones offered by the University; if any subject that you might wish to take is not contained within your profile it means that you cannot reserve a seat for it, but it can only be taken in “distance” mode. See page https://www.unifi.it/insiemeinsicurezza

In this section you will fill in the available drop-down menus indicating:

- Struttura Didattica (School): Select the School of Interest from the appropriate drop-down menu;
- Tipo di laurea (Degree type): Select the desired degree type from the appropriate drop-down menu (example: Master, Bachelor, etc.);
- Corso di studio (Degree program): Select the degree you are enrolled in;
- Periodo didattico (Semester): Select the from the drop-down menu which semester your chosen subject will be offered.

Next, by clicking on the “Search” button, the system will allow you to access the list of the subjects, divided by year, of the selected degree program.
Through the selection box on the left, you will have the option to select the subjects that you would like to take in person; at this stage, pay attention to the notes in red that may appear under the name of the subjects because they could be very useful to you when booking the seat in the classroom for that subject.

In order to optimize the operation of the system, we invite you to configure your profile by selecting only the subjects you really think you want to take in person and deselecting all the others.

We remind you that in the list of subjects in which you can enrol there may also appear some subjects that do not involve online booking (for example subjects that only involve distance learning); in these cases, the lectures of these subjects will not appear in the New Booking phase.
If the "e-mail" field is not already correctly, the system will require you to enter it as you will need it in order to receive all emails regarding reservations of seats in the classroom.

By clicking on the “Save” button your profile will be saved and the system will suggest a summary with the list containing only the subjects for which you have expressed an interest, divided between curricular (relative to the course of study chosen) and extracurricular subjects.
Dati del profilo

Studente: NOME COGNOME
Matricola: 0123456
e-mail: xxxxxxxxxxxx@stud.unifi.it

Insegnamenti del tuo profilo

+ Insegnamenti curriculari

Corso di laurea: STATISTICA (Laurea)
Periodo didattico: Primo semestre

<table>
<thead>
<tr>
<th>Insegnamento</th>
<th>Docente</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALGEBRA LINEARE</td>
<td>DOCENTE 1</td>
</tr>
<tr>
<td>GESTIONE INFORMATICA DEI DATI</td>
<td>DOCENTE 2</td>
</tr>
<tr>
<td>STATISTICA I</td>
<td>DOCENTE 3</td>
</tr>
</tbody>
</table>

Modifica

+ Insegnamenti extracurriculari

Aggiungi

Puoi aggiungere al massimo 10 insegnamenti extracurriculari.

Elimina il profilo
Please note:

- **Profile modification**: in this section you can add or remove subjects in your original profile. In case you deselect subjects that involve a seat reservation, all your future reservations for these lectures will be cancelled, making the spots available for other bookings.

- **Deleting the profile**: the deletion of the profile allows you to select a new degree program (in case of incorrect choice the first time) and the relative subjects you want to take in person. After the profile has been deleted, all your seat reservations will be deleted.

Through the section “extracurricular subjects” you have the possibility to add to your profile ten further subjects chosen from the whole offer of the University, through a dialog box similar to that seen previously.
Classroom seat reservation

After the profile has been created, you will have the option to make classroom seat reservations using the New Reservation tab. Here the system allows you to make a new seat reservation for the subjects listed in your profile.

By clicking on the “New Booking” tab, a page will open where you will see a series of cells in which you will find the lectures of the subjects scheduled for in-person tuition as per semester timetable and bookable according to your profile.

Inside the cells, you will not find the lectures that will take place remotely, since there is no need to make bookings for those.

Each cell consists of “Day” - “Location” - “Shift” (which can be morning or afternoon). You'll see a cell for each day, location, and shift.

The information contained within the cell is as follows:
- **Subject Name**: The name of the subject that has a classroom lesson for you to book will be displayed;
- **Time dial icon**: if visible, it means that the booking will take place in Last Minute mode and therefore it will not use up your time allocation for the specific subject. This mode is active starting from 48 hours before the class is scheduled to take place until staring time.
- **Time**: You will see the time when the class will take place in the classroom that you can book;
- **Classroom**: You will see the classroom where the lesson you can book will take place;
- **Notes**: Some lectures may also be accompanied by textual notes entered by the timetable manager (for example, in the case of a lesson in several classrooms, the Note may be useful for indicating in which room the teacher is physically present).
By clicking on the “Verifica e prenota il tuo posto” (Check and book your seat), you can book your seat in the classroom for the specific shift.

Then the confirmation dialog box will indicate whether or not the reservation is entered correctly in the system.
Example of a successful reservation:

**Prenotazione effettuata**

Hai prenotato la lezione:

**ELEMENTI DI BIOSTATISTICA**

Martedì 28 Settembre 2021, 14:00 - 15:20

Aula 208 [C.Didat.Morgagni (2° Piano)]

L’operazione che hai appena effettuato è stata completata e il tuo posto in aula a lezione è stato prenotato

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Or, again, in case of positive outcome with active rotation:

**Prenotazione effettuata**

Hai prenotato la lezione:

**ALGORITMI E STRUTTURE DATI**

Venerdì 22 Ottobre 2021, 14:10 - 16:10

Auditorium A [C.Didat.Morgagni (Piano Terra)]

L'operazione che hai appena effettuato è stata completata e il tuo posto in aula a lezione è stato prenotato

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Numero di prenotazioni effettuate nell'aula per la lezione: 52 su 126

Numero di ore prenotate dal 18 ottobre al 24 ottobre per **ALGORITMI E STRUTTURE DATI**: 2 su 4

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Chiudi
Or, again, in case of positive outcome with active rotation and during 'last minute':

Prenotazione effettuata

Hai prenotato la lezione:
ALGCR/TMI E STRUTTURE DATI
Giovedì 16 Dicembre 2021, 08:40 - 10:40
Aula 002 [C.Didat.Morgagni (Piano Terra)]

L'operazione che hai appena effettuato è stata completata e il tuo posto in aula a lezione è stato prenotato

Numero di prenotazioni effettuate nell'aula per la lezione: 31 su 195
La prenotazione Last Minute non ha effetto sul numero di ore da te prenotate.

Or, if all seats are fully booked:

Prenotazione non consentita

L'operazione che hai appena effettuato non può essere completata

La prenotazione non è consentita: l'aula 'Aula 120' risulta già piena

Chiudi
In case your weekly allocated hours are already all used for the week, due to rotation:

**Prenotazione non consentita**
L’operazione che hai appena effettuato non può essere completata

Hai raggiunto il numero massimo di ore prenotabili per l’insegnamento di Chimica nel periodo dal 04 ottobre al 10 ottobre.
Il numero massimo di ore prenotabili per l’insegnamento nel periodo dal 04 ottobre al 10 ottobre è pari a 4 ore.
Con la prenotazione che hai cercato di effettuare avresti raggiunto 6 ore.

In case you can book in Last Minute mode (in case there are still seats available) starting form 48 hours before the class is scheduled until starting time.

We remind you that you will receive an email (on your institutional email address indicated in your profile) summarizing the booking you just made, with further useful information for access to the building.

If you are connecting to the system now, you can book your classroom seat for lectures scheduled in the next 10 days.

After making your reservations, you can visualize and manage them through the “My Reservations” tab.
By clicking on the “Le mie prenotazioni / My Bookings” tab, you will be taken to the page where you can see the whole list of your bookings.

By clicking on the “Annulla le tue prenotazioni / Cancel your reservation” link, following a confirmation, you will have the opportunity to cancel your previous classroom seat reservation, within the same time limits as the booking procedure.

In the event of any changes (lecture cancellation, time change, date change, classroom change), the relevant bookings will be cancelled and the students already booked will receive an email notification inviting them to check the seat booking times again.
Missing courses or subjects

If you do not find your course or particular subject in the booking process, check the timetable of the lectures on https://kairos.unifi.it/agendaweb; for more information on the timetable and booking of a particular lecture or subject, you must contact your School of affiliation at https://www.unifi.it/vp-10306-schools.html.

Have you have changed your degree program?

In this case you have to eliminate your profile and create a new one as described in the paragraph: Profile configuration.

Access to the locations

From April 1, 2022 the QR Access system (available on https://qraccess.unifi.it) is suspended. To enter the University building only a reservation is required. In case of checks, show to the staff in charge the e-mail you receive at the end of the reservation.

Information about the rotation

The rotation is managed directly by the Kairos platform, guaranteeing each interested student the possibility to book a certain number of in-person lectures.

In summary, the calculation of the number of hours that can be reserved for each subject by each student is based on the following elements:

- The total number of lecture hours scheduled in the semester timetable, as published on https://kairos.unifi.it/agendaweb
- The reduced capacity of the classrooms in which the specific lecture or subject is planned
- The number of students interested in in-person learning, out of the total number of students who have entered that subject in their Kairos profile.
The number of lectures/hours booked and bookable by each student is automatically checked by the system within one or two weeks (depending on the number of hours of the lesson), so the rotation between all the students involved takes place within this time horizon.

The rotation is automatically calibrated according to the needs of each subject; therefore, it will not be applied by the system where it is not necessary, for example for subjects with few interested students and/or planned in classrooms with enough capacity for all enrolled students.

In order to optimize the operation of the system, we invite the students to configure their profile by entering only the subjects they really want to take in person, deselecting all the others.

**Information on “Last minute” mode**

For Schools with rotation mode, it is possible to activate the "Last Minute" mode.

With rotation mode, starting from 48 hours before the beginning of the lesson and until starting time, the rotation restriction will not be applied and therefore all students will be able to book until there are no more seats available, regardless of how many lessons they have already booked during the 7 or 14 days of reference.

In this way it is possible to book until all available places are filled.