

New planning tool for the Schools of Arts

We are switching to a new planning tool instead of My Arts:



The planning tool is used by both the Conservatoire and the Academy.
Events from both Schools of Arts can be found in the calendar.
Conservatoire classrooms all begin with **C_**. Those of the **Academy** with **A_**.

The objective is to have a better and integrated overview of all activities taking place and to arrive at individual schedules for students and staff.

In this **first phase** in **semester 2 of 2023**, the aim is to test and optimize the functionalities. At this time, individual classes are not yet in the personal schedules and individual schedules may still contain duplicate classes because subgroups are not yet defined everywhere. However, you can easily look up a teacher or course or activities in a classroom. Next year we will continue to work to make it all even clearer.

We ask for everyone's cooperation. Your feedback is more than welcome to further optimize the system. If you notice any errors or have any questions, please let reception, planning or production know.

General questions about use of classrooms: onthaal.kca@ap.be
Questions related to production: ilse.muysers@ap.be
Questions related to drama and dance: sumalin.gijsbrechts@ap.be
Questions related to music and EMA: planning.kca@ap.be

Startup

Login using the QR code below with AP account (p or s number and your password)
+ authentication on cell phone



Or through the web address: <https://ap-arts.asimut.net>

The application is also among the apps at <https://student.ap.be>.

You can also create an "app" of the website on your smartphone. By:

1. Open the website
2. Select the sharing icon at the bottom of the screen (middle icon)
3. Select the 'Put on home screen' option
4. Give your icon a short name
5. Click on 'Add'

Home page and possible views

Single view per day

You will see your personal schedule with a combination of group classes, productions and performances.

Expanded overview per day

You can also click through on names in an event or on the classroom in this overview and go to that agenda.

Weekly overview in calendar format

Search function

You can search by teacher, student, classroom or event name.

The screenshot shows the top navigation bar with logos for Koninklijke Academie voor Schone Kunsten Antwerpen, Koninklijk Conservatorium Antwerpen, and AP Hogeschool Antwerpen. Below the navigation bar is a search interface. On the left, there is a sidebar with options: My agenda, Search (highlighted), Event sign-up, and Locations. The main search area has a search bar containing 'muziek'. Below the search bar, a list of search results is displayed, including 'Events with muziek in title or description', 'Events in C_Muziekstudio', 'Events in C_315 Kleinkunst muzieklokaal', 'Events in C_057 Productielokaal muziek', and several 'Agenda for' entries for different people. To the right of the search results, there is a section titled 'Search for agendas and events' with four instructions: 1. Enter the name of a location to find a list of events and bookings in that location. 2. Enter the name of a location group to find an overview of events and bookings in that location group. 3. Enter the name of a category to find a list of all events in that category. 4. Enter the name of a person to find an agenda of all events where that person participates. 5. If you are searching for a specific event, enter one or more words that might appear in the name or description of the event.

Attention!

If you search by event name, the selection defaults to events in which you yourself participate.

The screenshot shows the search interface with the search bar containing 'muziek'. Below the search bar, there is a dropdown menu with the option 'Search in events I participate in' highlighted with a red circle. Below the dropdown menu, there is a message: 'No further past events found', 'No results for February 2023', and 'No future events found'.

To search in all events, click 'search in all events'.

The screenshot shows the search interface with the search bar containing 'muziek'. Below the search bar, there is a dropdown menu with the option 'Search in all events' highlighted with a red circle. Below the dropdown menu, there is a message: 'Monday 27 February 2023', '08:00 - 12:00', 'Trombone / Kamermuziek - Chambermusic in C_056 (Orgelklas)', and 'Participant: Jan Smets (p037568)'.

Absences

If an event is cancelled due to the absence of a teacher, the event will appear crossed out in your personal calendar. Of course, this is only for those activities to which you yourself have been added as a participant. For the time being, this does not apply to individual lessons.

The screenshot shows the 'My agenda' interface. On the left is a navigation menu with 'My agenda' selected. The main content area shows a calendar for March 2023. A blue bar at the top indicates 'Participants: 4'. Below, the date 'Thursday 16 March 2023' is shown. A cancelled event is listed for 15:30 - 17:00, titled 'Yoga' in C_101, with participant 'Nadia Franck (p013680)'. The event title and location are crossed out. To the right, there is an 'Agenda view' section with a calendar grid for March 2023, showing the current date 'TODAY' and navigation arrows.

Info channel

The information on absences or other general information that appears on the screens at reception, in the Club and on the third floor in Beel Hoog is also visible in Asimut via the "Infochannel" link in the left navigation.

The screenshot shows the 'Infochannel' interface. The left navigation menu has 'Infochannel' selected. The main content area shows information for 'Wednesday 15 March 2023' and 'Thursday 16 March 2023'. For both days, the time slot is 07:00 - 22:00. The information is titled 'Algemene info / General information' in C_Info, with the note 'AFW: Nico Couck afwezig tot 16/03'. To the right, there is an 'Agenda view' section with a calendar grid for March 2023, showing the current date 'TODAY' and navigation arrows.

Exams

The exam schedule is not final until the "Exams" section appears in the left navigation. This is at the latest three weeks before the start of the exams. If you look further in time in the calendar, you may already see exams.

Please note that this schedule is not final yet! The schedule is only final if the "Exams" section appears in the left navigation. There you will see the complete exam planning per programme depending on the programme you are enrolled for.

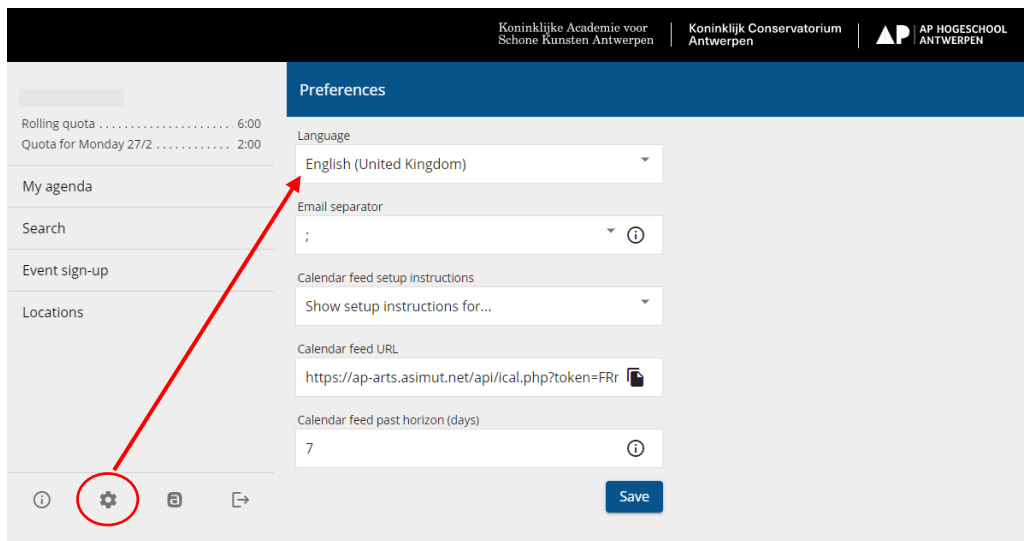
Trajectories

In the left navigation, you can see the schedule of standard trajectories for the group courses of the programme you are enrolled in via the 'trajectories' section. This is especially important at the start of the academic year when the programmes have not yet been finalised.

The screenshot shows the 'Trajectories' interface. The left navigation menu has 'Trajectories' selected, and 'Ba 1 Dans - Dance' is highlighted. The main content area shows the schedule for 'Thursday 9 February 2023'. There are two time slots: 09:00 - 10:30 for 'Dance training 1 - Contemporary Dance' in C_501 (Dans), taught by Isael Cruz Mata, with 14 students; and 11:00 - 13:00 for 'Complementary training 1 - Resilient artist' in C_Vergaderzaal Conservatorium, taught by Tessa Weyns, with 14 students.

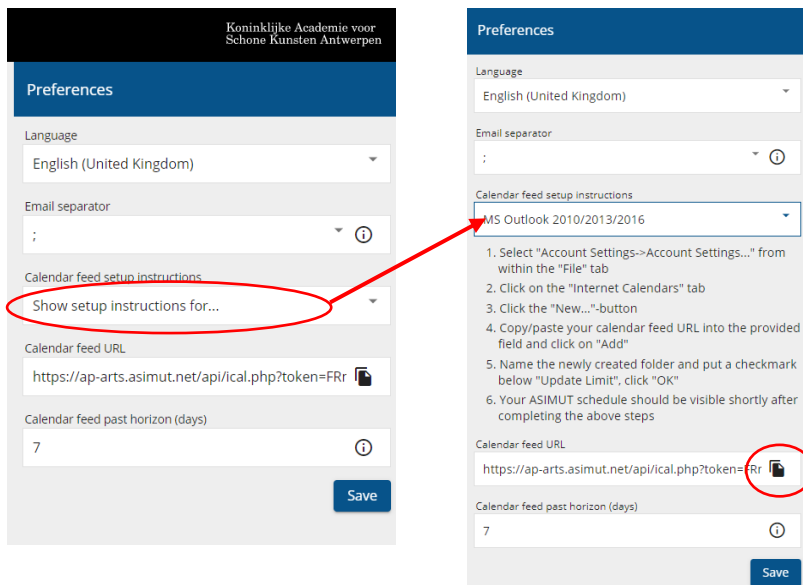
Setting for personal use

Choose the language for the interface



You can also add your personal Asimut agenda in your own agenda.

Read the instructions for several mail programmes and copy paste the URL for the 'Calendar feed' in your mail programme as described.



Booking rooms (for Music only)

Booking rules for Music students

Each **music student** may reserve a room **four days** in advance both for individual study and for multiple students as part of chamber music, song class, group music or ensemble.

Each student has a sliding quota of **6 hours**. The sliding quota varies dynamically as room reservations are made and then used. When a classroom is reserved, the quota decreases with the duration of that reservation. The moment the time period of the reservation is completed, the quota is replenished.

The minimum reservation time is 30 minutes, the maximum length is 120 minutes, the minimum interval between two reservations in the same room is 60 minutes.

"Last Minute" bookings

"Last Minute" bookings are designed to encourage the use of classrooms that are currently free. You can make as many "last minute" bookings as space is available at that time, without having to use your quota. This free booking period is set at **180 minutes** in advance.

Each booking must be confirmed from 60 minutes before the start of the booking to 15 minutes after the start of the booking. If a booking is not confirmed, it will be automatically cancelled. **If your plans change, please consider others and cancel your booking.**

Specific instrument groups and rules:

- Only Percussion and Marimba students can book in the Percussion classrooms.
- only Piano students can book in the Piano Rooms.
- only Harpsichord students can book in the Harpsichord classrooms.
- only organ students can book in the Organ Rooms.
- only Jazz students can book in the Jazz classrooms.
- only certain teachers and reception can book in the Theory Rooms.

The opening hours listed in the ASIMUT interface are the hours that students and teachers can book a room themselves. Booking a classroom for weekends and vacations is done through the front desk or production as before.

Manual for booking

You can book a classroom by clicking on "Locations" and selecting the group of classrooms in which you want to book.

Not everyone can book in every type of classroom. See above.

The screenshot shows the 'Locations' menu on the left with 'Locations' circled in red. The main view is a calendar for 'C_ General study rooms'. A red circle highlights the right arrow in the top navigation bar. The calendar shows various rooms and their occupancy by name and time slot.

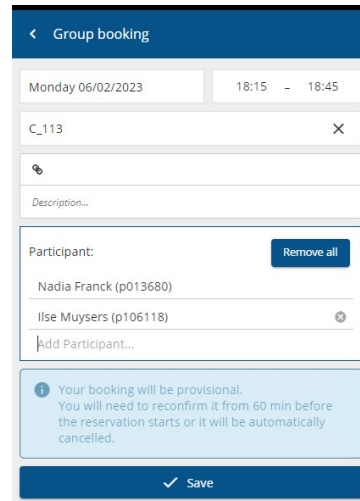
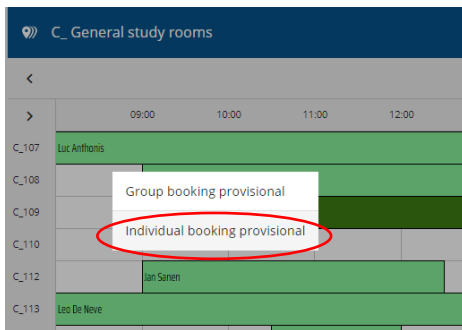
You can see more information about a classroom by clicking the arrow.

The screenshot shows the 'Locations' menu on the left with 'C_ Percussion study rooms' selected. The main view is a calendar for 'C_ Percussion study rooms'. A red circle highlights the left arrow in the top navigation bar. The calendar shows various rooms and their occupancy by name and time slot.

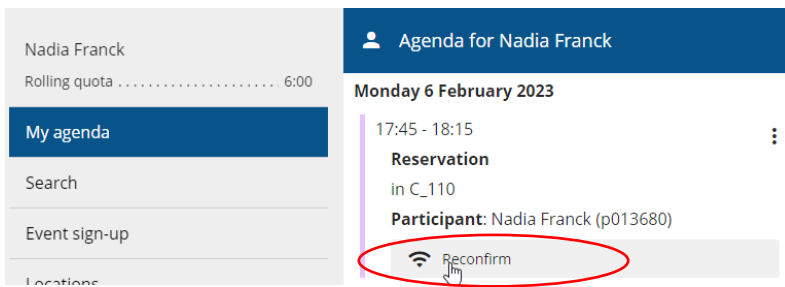
If you want to reserve a room for individual self-study, click on a free space in a room and choose "**Individual booking provisional**". Enter the appropriate length of time and click "Save".

The screenshot shows the 'Reservation' form on the right and a calendar view for 'C_ General study rooms' on the left. The reservation form includes fields for date, time, room, and participant. A blue information box at the bottom of the form states: "Your booking will be provisional. You will need to reconfirm it from 60 min before the reservation starts or it will be automatically cancelled." The 'Save' button is at the bottom. The calendar on the left shows a red circle around the 'Individual booking provisional' option in the booking menu.

Each music student can also reserve a room for multiple students together by selecting "**Group booking provisional.**" It is important to add all members of your chamber music group, song class or ensemble. You can add participants by clicking on your name. We encourage students to alternate booking a room through the available quota of each member of the group.



Each booking must be confirmed from 60 minutes before the start of the booking to 15 minutes after the start of the booking.... This can only be done if you are effectively on campus and log in via **AP wifi** or **De Singel Guest**.



If your plans change, consider others and **change or cancel your booking.**

