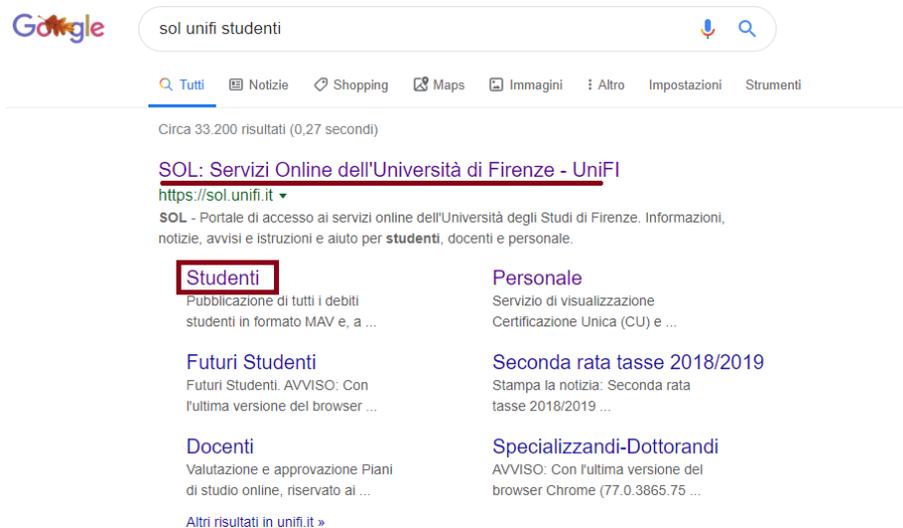


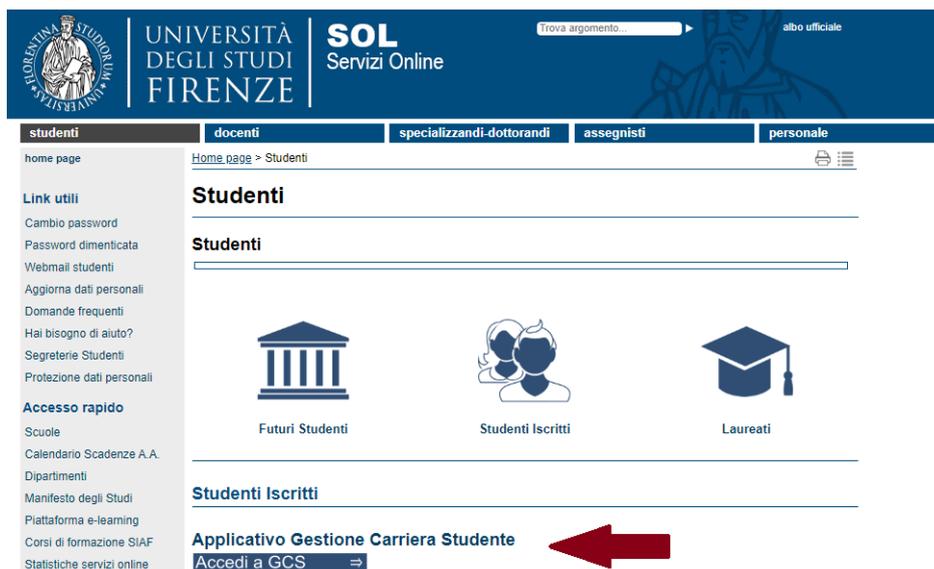
# WHAT IS SoL AND HOW TO USE IT?

SoL (Servizi Online dell'Università degli Studi di Firenze) is a basic tool you will be using during your stay in Florence. SoL is your primary source of information to know about the exam calendar, register for an exam, and record your grades. This guide explains how to use it.

1. First, google **SOL UNIFI STUDENTI** and click on **"Studenti"**



2. A new page will open. Then, click on **"Accedi A GCS"**



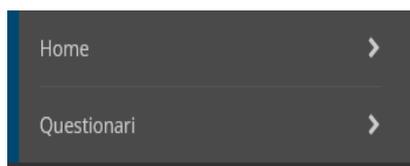
- In order to access the online service, insert your credentials. Your unique **matriculation number** is the USER ID/Numero Utente, and then the password you are given with. You will be asked to choose a new password after the first access.

- This is how the SoL webpage looks like.

On the right side, you may find inbox messages from Professors or communications from the Didactic Secretariat. Check it on a regular basis.

On the left side, you will be notified of upcoming examinations. If you click on it, you will be re-directed to a specific web page.

- Use the MENU bar to search for exams date and register for them. Click on <<**HOME**>> and then <<**Appelli**>> to get information on the calendar of forthcoming examinations. The exams dates are published a few weeks before the end of the course.



**NB!** In order to register for an exam students must have filled in their study plan. Therefore, do double-check your Learning Agreement.

Exam registration lists open 2 weeks before and closes 3 days before the exam date. **If you do not register, you will not be able to take the examination** and you will need to wait for the next date.

» Appelli » Elenco Appelli

## Prenotazione Appelli

Prenotazione Appelli

La pagina mostra gli appelli prenotabili alla data odierna, per le sole attività didattiche già presenti nel proprio libretto .

Appelli disponibili per insegnamenti del proprio libretto

	Attività didattica	Appello	Iscrizione	Descrizione	Sessioni
	ISTITUZIONI DI MATEMATICHE	20/03/2018	02/03/2018 18/03/2018	ISTITUZIONI DI MATEMATICHE - test prenot	2016/2017 2017/2018

6. To register click on the **blue button** (<<Prenotati all'appello>>), as shown below.

Appelli > Prenotazione appello

### Prenotazione appelli - Dettaglio appello selezionato

Prenotazione appelli - Dettaglio appello selezionato

**Riepilogo dati**

Attività Didattica:	B026296 - ISTITUZIONI DI MATEMATICHE (offerta nel corso SCIENZE DELL'ARCHITETTURA [B008])
Appello:	ISTITUZIONI DI MATEMATICHE - test prenot del 20/03/2018
Sessioni	Sessione Straordinaria
Tipo esame	Orale
Verbalizzazione	Appello con Firma Digitale
Docenti	
Note appello	AULA XY - PLESSO Z

Note per il docente

Calendario delle prove

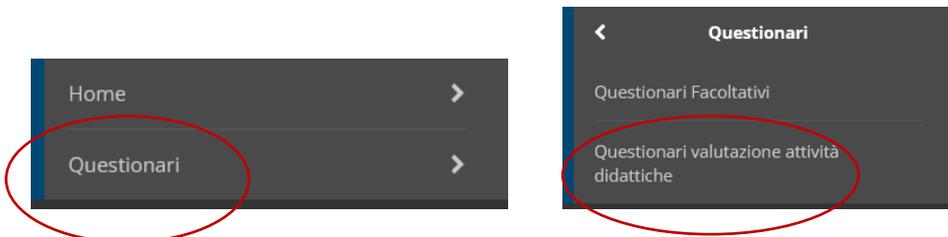
Data - Ora	Edificio e Aula	# Iscr	Docenti
20/03/2018 10:00		0	

Prenotati all'appello >>

**Time** and **place** of the examination can be found in the box above the blue button.

You will be asked to fill out a brief questionnaire to give us a feedback on the course (in terms of quality of teaching, classrooms, materials, etc.).

Generally, questionnaire are filled at the end of the course and the procedure shall be done before the exam reservation. You may complete the questionnaire in advance. Use the MENU bar on the right side and select "QUESTIONARI" then "QUESTIONARI VALUTAZIONE ATTIVITA' DIDATTICHE"



Anno di corso	Attività Didattiche	Peso in crediti	Stato	AA freq.	isc.	q.val.
1	B01992 - ECONOMIA E GESTIONE DELLE IMPRESE	9	🟡			🟢
1	B01726 - MICROECONOMIA	9	🟡			🔴
1	B01992 - STATISTICA	9	🟡			🔴

When the questionnaire is available to be completed, it will be presented as a green questionnaire as indicated by the green arrow. In case the questionnaire is red as represented by the red arrow, you should attend until the symbol becomes green.

Once you do this, a new window will open and "**PRENOTAZIONE EFFETTUATA**" will pop up.

You are now registered for the exam!

» Appelli » Stato Prenotazione Appello

## Prenotazione appelli - Esito prenotazione

Prenotazione appelli - Esito prenotazione

**Riepilogo dati**

Attività Didattica	B026296 - ISTITUZIONI DI MATEMATICHE (offerta nel corso SCIENZE DELL'ARCHITETTURA [B008])
Appello	ISTITUZIONI DI MATEMATICHE del 20/03/2018
Sessioni	Sessione Anticipata
Tipo esame	Orale
Docenti	
Note appello	AULA XY - PLESSO Z

**PRENOTAZIONE EFFETTUATA**

Data - Ora	Edificio e Aula	Docenti
20/03/2018 - 10:00	-	

Stampa promemoria    Ritorna alla lista appelli

**NB!** On the day of the examination, remember to **bring your ID with you and an identity Card/Passport!** If you cannot prove your identity, you will not take the examination.

Should you have any problem, contact the Professor or our Office and explain your situation as soon as possible.

Examinations take place at the end of each term, as soon as classes finish. The winter term goes from **January** to **February**, the summer term from **June** to **July**. Depending on the choices of each professor, you may have the chance to take the examination also in December and September. Pay attention to deadlines.

### What happens next?

7. “PUBBLICAZIONE VOTO APPELLO”. Once the exam is graded, you will receive a notification at the email address you gave at the Erasmus Desk.

**NB!** When receiving an exam result, you may accept or refuse it if you are not satisfied with it and plan on retaking the exam at later session.

8. To accept/refuse it, get back to SOL and click on <<Esami>> in the MENU bar. Then, click on <<Bacheca esiti>> to open a box with all the information about the exam (date, hour, professor, grade).

» Bacheca esiti

## Bacheca esiti

La pagina mostra gli appelli già sostenuti per i quali è stato assegnato un esito da parte del docente. Per accedere alla funzione di verbalizzazione on-line cliccare l'icona mostrata a fianco di ogni esito.

ISTITUZIONI DI MATEMATICHE - [B026296] - b				
Data esame	Ora	Docenti	Data chiusura esame	Voto o giudizio
16/03/2018	10:00		23/03/2018	27 

**Nota del docente:** accettate subito!

9. Once you click on the paper icon, another page will open. If you want to accept the grade, click on “**Accetto esito**”. The exam will be recorded in your transcript. If you want to refuse the grade, then click on “**Rifiuto esito**”. Choose wisely: you cannot change your mind after you accept/refuse the result.

However, accepting the exam result does not automatically entail its recording: professors are in charge of completing the recording procedure. That’s the last step.

» » Bacheca Esiti » Gestione esiti

## Gestione esito esame

**Dettaglio Appello**

Attività didattica: ISTITUZIONI DI MATEMATICHE [B026296]  
Descrizione appello: b  
Data e ora esame: 16/03/2018 - 10:00  
Docenti:  
Nota del docente: accettate subito!

**Esito esame**

**Voto/Giudizio: 27**

Attenzione: una volta effettuata la scelta non sarà più possibile effettuare nessuna modifica

● Accetto esito  
● Rifiuto esito

Esci

Please be aware that **exams need to be recorded**; otherwise you may incur delays with the return of records to your University and be unable to formally complete the Erasmus period.