

Scheduling and booking tool Asimut



The scheduling and booking 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_**.

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.

Koninklijke Academie voor Schone Kunsten Antwerpen | Koninklijk Conservatorium Antwerpen | AP HOGESCHOOL ANTWERPEN

Agenda for

Rolling quota 6:00
Quota for Monday 27/2 2:00

Monday 27 February 2023

- 10:00 - 13:00 Opera La Périchole - muzikale repeti...
- 14:00 - 17:00 Opera La Périchole - muzikale repeti...
- 17:00 - 18:30 Culturele stromingen / Artist in hum...
- 18:30 - 20:00 Culturele stromingen / Artist in hum...

Tuesday 28 February 2023

- 09:00 - 10:00 LB B2 Zang in C_101 (Bewegingslokaal)
- 10:00 - 13:00 Opera La Périchole - muzikale repeti...
- 11:00 - 12:00 Remediëring Gehoorvorming 2/ Eart...
- 14:00 - 15:30 Gehoorvorming 2 / Eartraining 2 - Gr...

Agenda view: [icon]

FEB 2023 TODAY < >

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

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.

Koninklijke Academie voor Schone Kunsten Antwerpen | Koninklijk Conservatorium Antwerpen | AP HOGESCHOOL ANTWERPEN

Agenda for

Rolling quota 6:00
Quota for Monday 27/2 2:00

Monday 27 February 2023

- 10:00 - 13:00
Opera La Périchole - muzikale repetitie met piano
in C_057 (Productielokaal muziek)
Teacher: Sabrina Avantario (p081842)
Students: 25
- 14:00 - 17:00
Opera La Périchole - muzikale repetitie met piano
in C_057 (Productielokaal muziek)
Teacher: Sabrina Avantario (p081842)
Students: 25
- 17:00 - 18:30
Culturele stromingen / Artist in humanities - NL
in C_058 (Theorielokaal met piano)
Teacher: Dimitri Goossens (p092284)

Agenda view: [icon]

FEB 2023 TODAY < >

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Weekly overview in calendar format

Koninklijke Academie voor Schone Kunsten Antwerpen | Koninklijk Conservatorium Antwerpen | AP HOGESCHOOL ANTWERPEN

Agenda for

Rolling quota 6:00
Quota for Monday 27/2 2:00

27 Feb 2023 - 5 Mar 2023

	Mon 27/2	Tue 28/2	Wed 1/3	Thu 2/3	Fri 3/3	Sat 4/3	Sun 5/3
09:00		LB B2 Zang	Conditie 2				
10:00	Opera La Périchole - muzikale repetitie met piano	Opera La Périchole - muzikale repetitie met piano	Remediëring Gehoorvorming 2 / Eartraining 2 - Gr...	Opera La Périchole - cast A regie	Opera La Périchole - cast A regie	Opera La Périchole - cast A regie	
11:00					AMIL 2 B, Eerste / 2e act		
12:00							
13:00							
14:00	Opera La Périchole - muzikale repetitie met piano	Gehoorvorming 2 / Eartraining 2 - Gr...	Opera La Périchole - muzikale repetitie met piano	Opera La Périchole - cast B regie	Opera La Périchole - cast A regie	Opera La Périchole - cast B regie	
15:00							
16:00		AMIL 2 B, Eerste / 2e act					
17:00	Culturele stromingen / Artist in humanities - NL		Geschiedenis van de vocale muziek				
18:00	Culturele stromingen / Artist in humanities - ENG						
19:00			Opera La Périchole - optie regie			Opera La Périchole - optie regie	
20:00							
21:00							
22:00							
23:00							

View options

Agenda view: [icon]

FEB 2023 TODAY < >

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

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, there is a list of search results:

- Events with muziek in title or description
- Events in C_Muziekstudio
- Events in C_315 Kleinkunst muzieklokaal
- Events in C_057 Productielokaal muziek
- Agenda for MukhammadAziz Akbarov (s08...
- Agenda for MukhammadAzim Akbarov (s0...
- Agenda for Monika Ziegler (asimut-monika)

On the right side of the search interface, there is a section titled 'Search for agendas and events' with the following instructions:

- Enter the name of a location to find a list of events and bookings in that location.
- Enter the name of a location group to find an overview of events and bookings in that location group.
- Enter the name of a category to find a list of all events in that category.
- Enter the name of a person to find an agenda of all events where that person participates.
- 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 following options:

- Search in events I participate in
- Search in all events
- Search in events I can sign up to
- Search in events where I participate or can sign up

The search results are empty, showing the following messages:

- No further past events found
- No results for February 2023
- 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 following options:

- Search in all events
- Search in events I participate in
- Search in events I can sign up to
- Search in events where I participate or can sign up

The search results are displayed for Monday 27 February 2023:

- 08:00 - 12:00
- Trombone / Kamermuziek - Chambermusic**
- in C_056 (Orgelklas)
- 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.

My agenda

Search

Event sign-up

Locations

Infochannel

Participants: 4

Thursday 16 March 2023

15:30 - 17:00

~~Yoga~~

in C_101

Participant: Nadia Franck (p013680)

Friday 17 March 2023

15:00 - 18:00

Agenda view: [Menu] [Calendar] [List]

MAR 2023 TODAY < >

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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.

Nadia Franck

My agenda

Search

Event sign-up

Locations

Infochannel

Trajectories

Infochannel

Wednesday 15 March 2023

07:00 - 22:00

~~Algemene info / General information~~

in C_Info

AFW: Nico Couck afwezig tot 16/03

Thursday 16 March 2023

07:00 - 22:00

~~Algemene info / General information~~

in C_Info

AFW: Nico Couck afwezig tot 16/03

Agenda view: [Menu] [Calendar] [List]

MAR 2023 TODAY < >

M	T	W	T	F	S	S
			1	2	3	4
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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.

< Trajectories

Ba 1 Dans - Dance

Ba 2 Dans - Dance

Ba 3 Dans - Dance

Ba 1 Dans - Dance

Thursday 9 February 2023

09:00 - 10:30

~~Dance training 1 - Contemporary Dance~~

in C_501 (Dans)

Teacher: Isael Cruz Mata

Students: 14

11:00 - 13:00

~~Complementary training 1 - Resilient artist~~

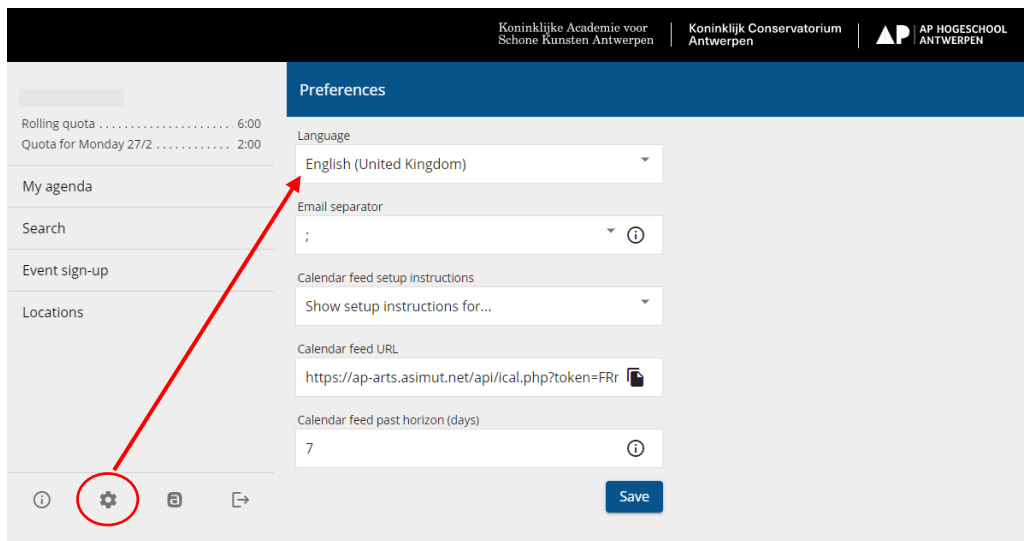
in C_Vergaderzaal Conservatorium

Teacher: Tessa Weyns

Students: 14

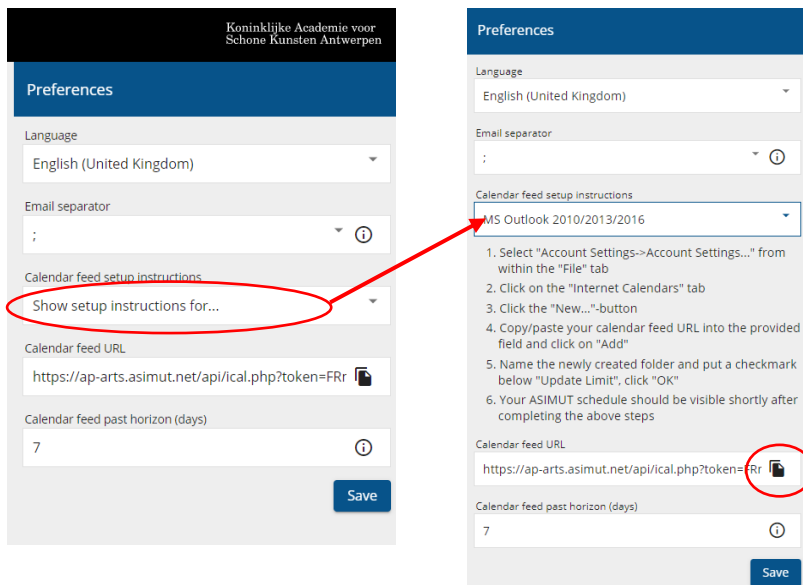
Setting for personal use

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' with a right arrow circled in red. The calendar shows various rooms and their occupancy for different time slots.

Room	09:00	10:00	11:00	12:00	13:00
C_107		Alexei Mochkov			
C_108					
C_109		Harmonisa	Harmonisa	Harmonisa	Harmonisa
C_110		Olisi Leka			
C_112		Jan Sanen			
C_113		Zvezdana Susljic			
C_114			Sax / gitaar HV	Gitaar HV	Gitaar HV
C_118			Barbara Wiernik	Barbara Wiernik	
C_119			Valerie Vervoort		
C_121					
C_122					Stephanie Proot
C_123					

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' with a left arrow circled in red. The calendar shows various rooms and their occupancy for different time slots.

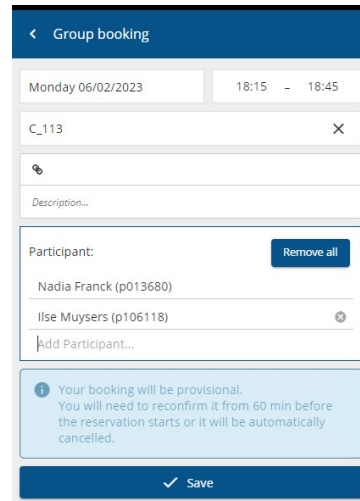
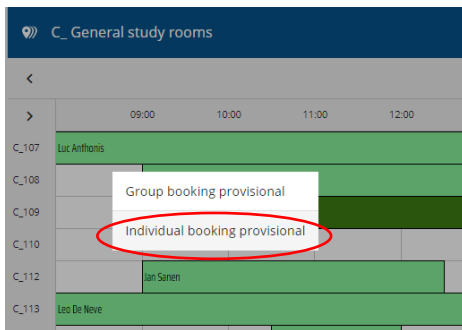
Room	09:00	10:00	11:00	12:00	13:00
C_322 (Percussie)					
C_323 (Percussie)					
C_324 (Percussie)					
C_325 (Marimba)					
C_326 (Pauken)					Koen Wilmaers
C_343 (Percussie)					

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".

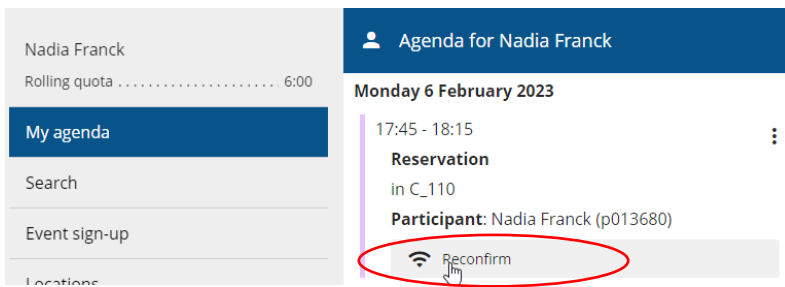
The screenshot shows the 'C_ General study rooms' calendar on the left with 'Individual booking provisional' circled in red. The main view is the 'Reservation' form with the following details:

- Monday 06/02/2023
- 18:00 - 18:30
- C_112
- Description...
- Participant: Nadia Franck (p013680)
- Your booking will be provisional. You will need to reconfirm it from 60 min before the reservation starts or it will be automatically cancelled.
- Save

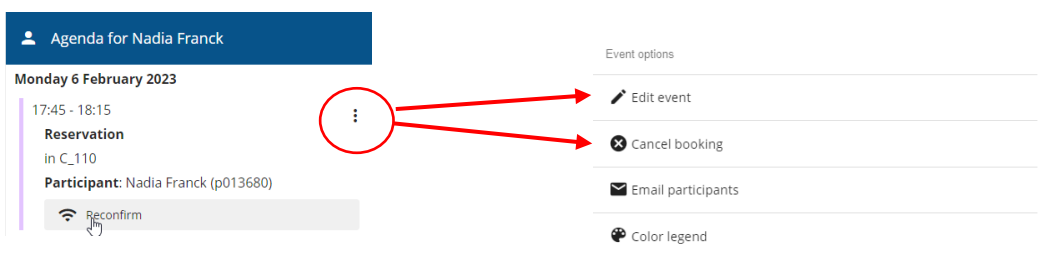
Each music student can also reserve a room for multiple students together by selecting "**Group booking provisional.**" It is important to add all members of your chamber music group, song class or ensemble. You can add participants by clicking on your name. We encourage students to alternate booking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



If your booking has already started, you can end it early by clicking on **end booking**. Do this every time you leave early. This will free up the space for others and add the time back to your quota.

