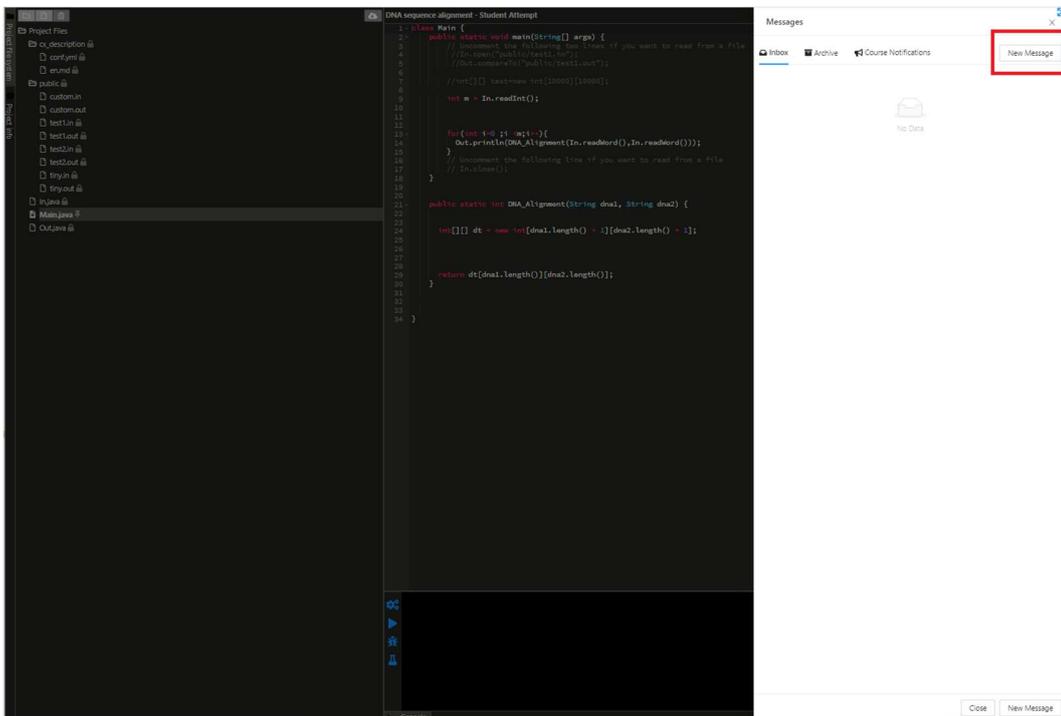
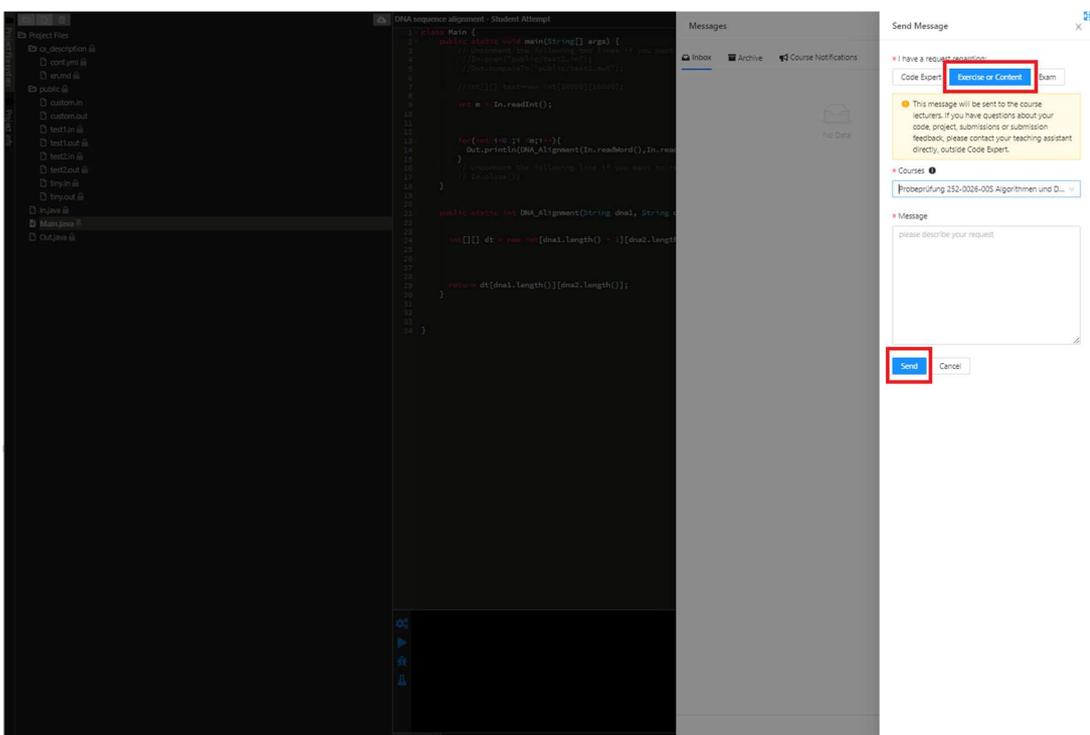


3. Click the button “New message”.

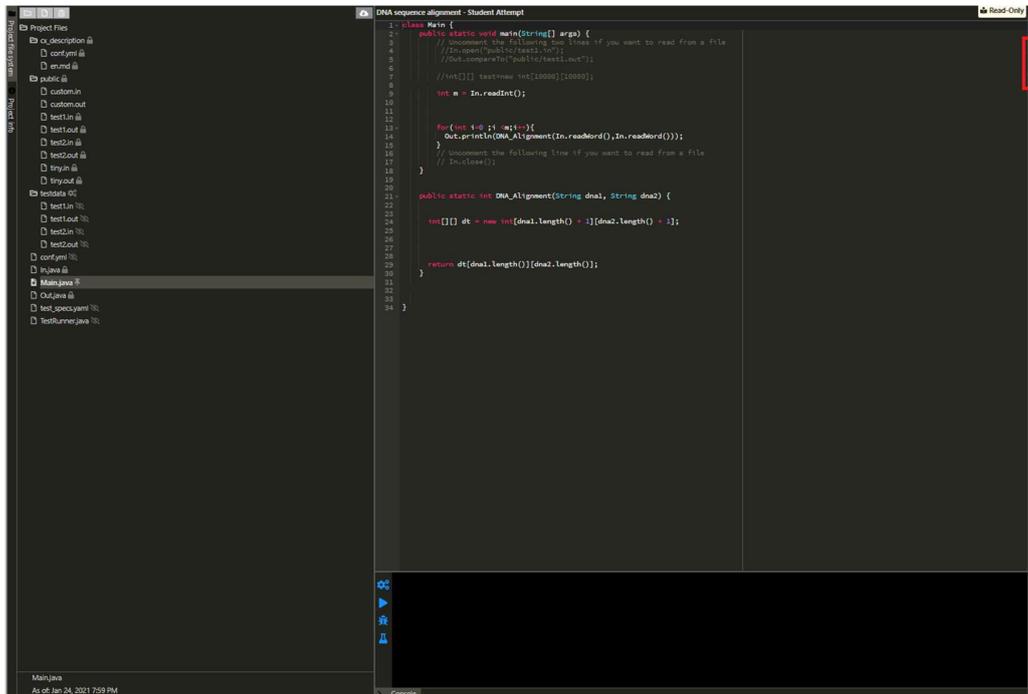


4. Click the option “Exercise or Content”, write your message in the textbox, and click the button “Send”.

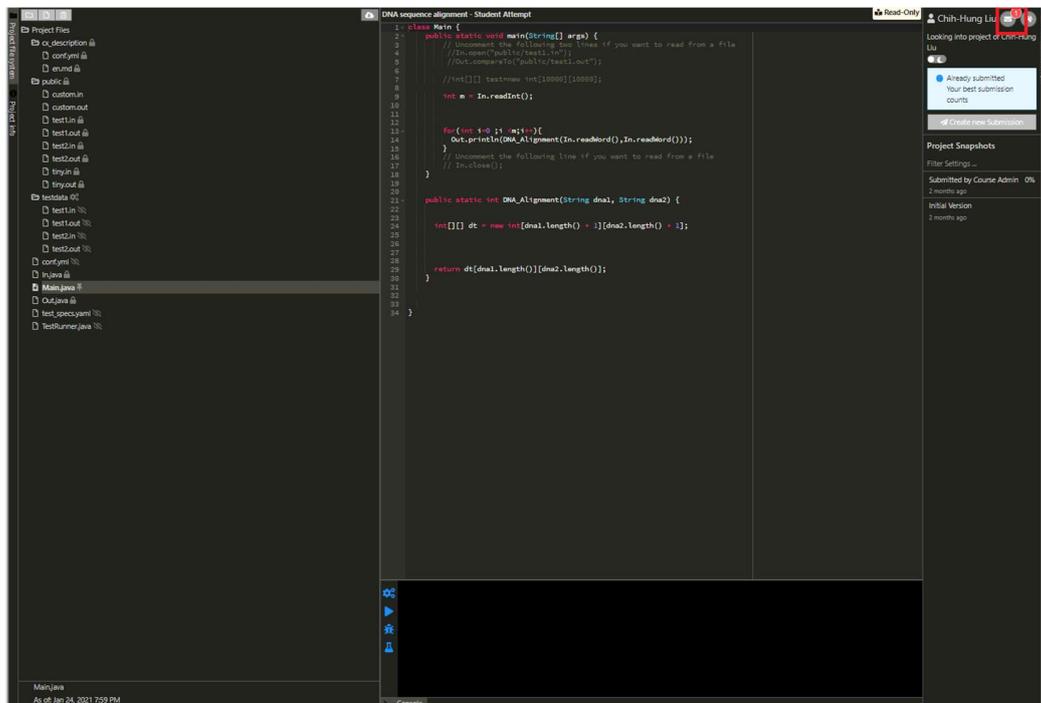


B. How to notice announcements / answers ?

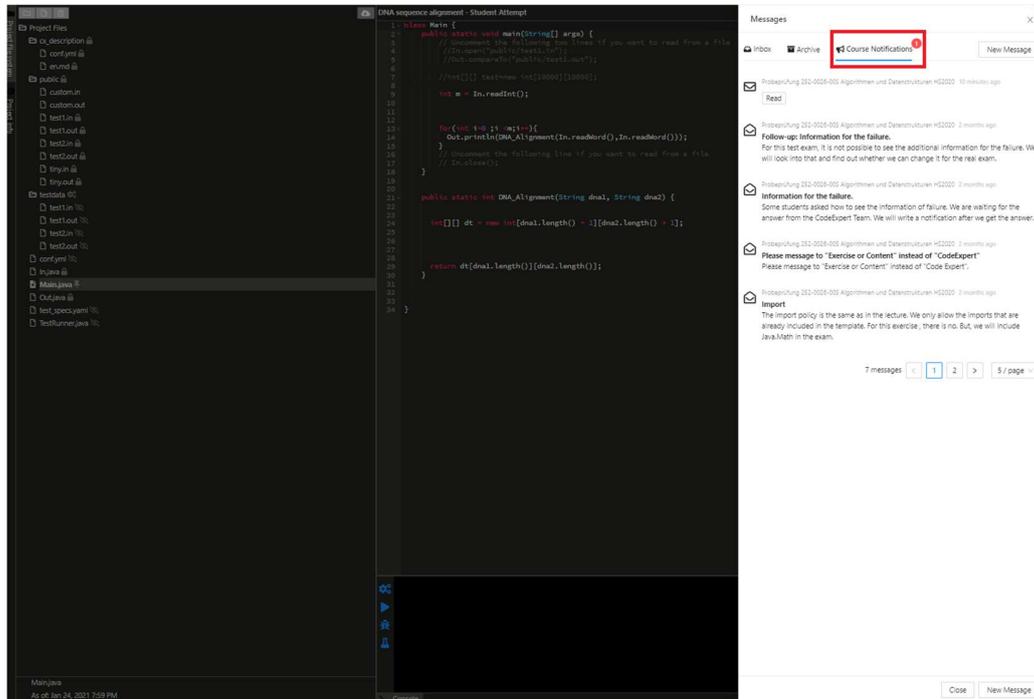
1. Click the tab "History" in the right-hand bar.



2. Check if there is a number on the message icon (✉), and if yes, click the icon.



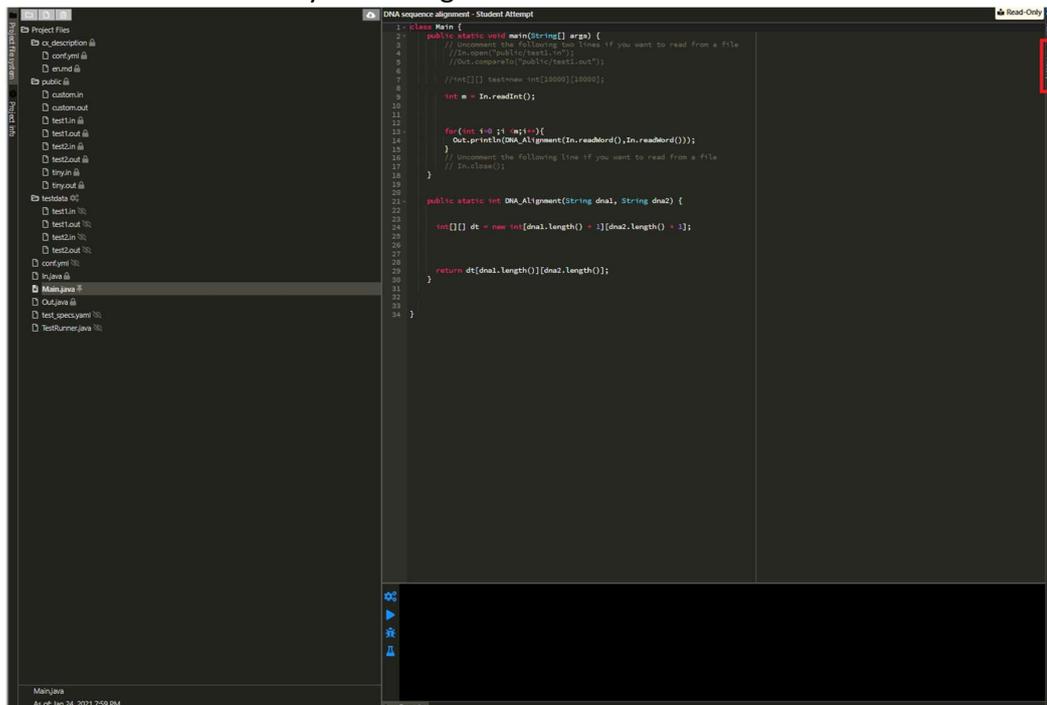
3. Click the tab “Course Notification” / “Inbox”.



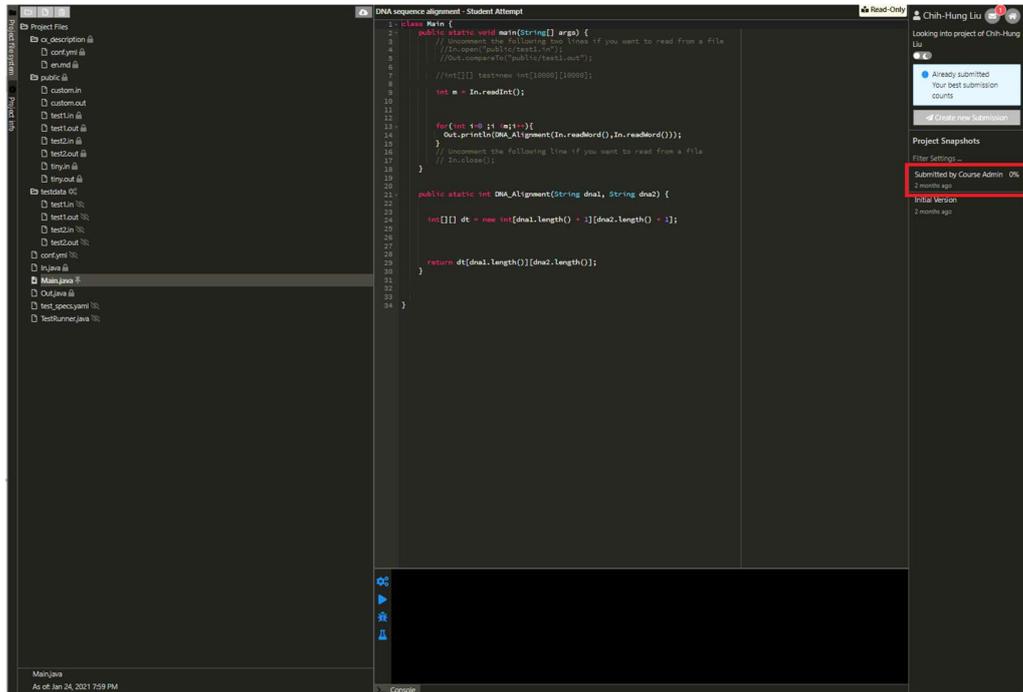
4. We recommend you to always expand the right-hand bar.

C. How to see the percentage of a submission?

1. Click the tab “History” in the right-hand bar.

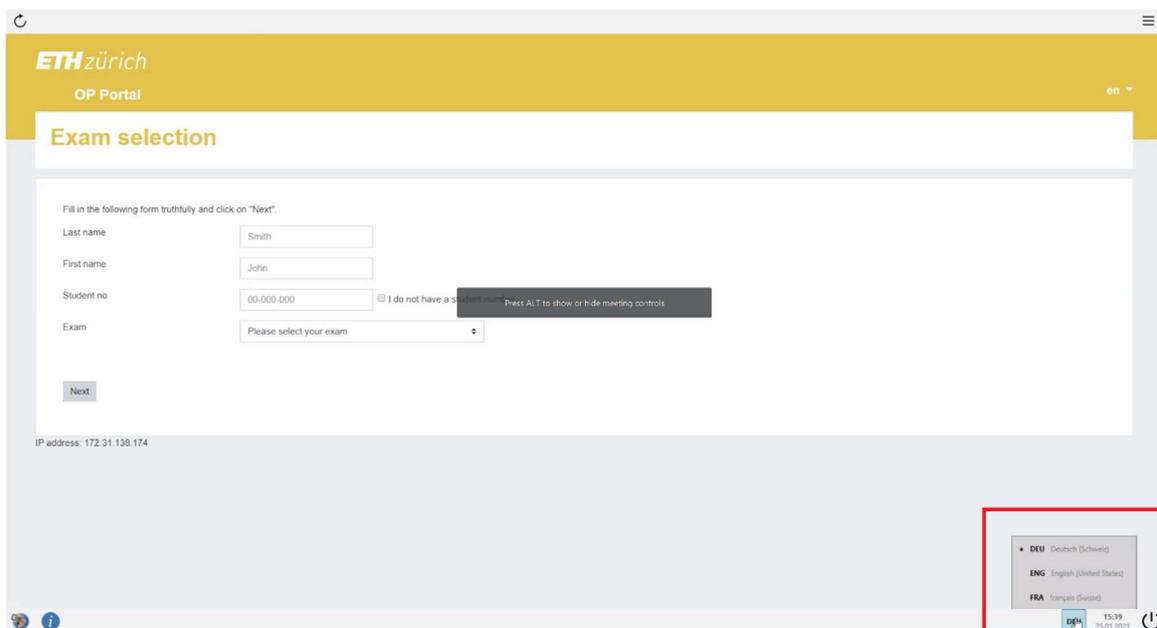


2. See the extended right-hand bar.



D. How to switch the keyboard layout?

- In the computer rooms the keyboards have a Swiss layout.
- If you have requested a US keyboard in the weeks before the exam, the keyboard setting may still be Swiss. You can change the layout to US by clicking on the button displaying "DEU" in the bottom right screen menu to select "ENG".



- Swiss Layout:

°	+	"	*	ç	%	&	/	()	=	?	^	~	←		
\$	1	2	@ 3	# 4	5	6	- 7	8	ç 9	0	'	^	~	Backspace		
Tab	←	Q	W	E	R	T	Z	U	I	O	P	è	ü	!	Enter	
↔	↔			€								ü	è	[]	↩
Caps Lock	↑	A	S	D	F	G	H	J	K	L	é	ö	à	ä	£	
↕	↕										ö	é	ä	à	{	}
Shift	>	Y	X	C	V	B	N	M	;	:	-					Shift
↕	<	\							,	.	-					↕
Ctrl	Win Key	Alt								Alt Gr	Win Key	Menu	Ctrl			

- US layout:

~	!	1	@	#	\$	£	%	^	&	*	()	-	+	÷	←											
~	1	i	2	2	3	3	4	⌘	5	€	6	¼	7	½	8	¾	9	'	0	'	-	¥	=	×	Backspace		
Tab	←	Q	Ä	W	Ä	E	É	R	T	P	Y	Ü	U	Ú	I	Í	O	Ó	P	Ö	{	}			;	:	↩
↔	↔							®																			↩
Caps Lock	↑	A	Á	S	Š	D	Đ	F	G	H	J	K	L	Ø	:	°	"	"								Enter	
↕	↕			B											;	¶	'	'								↩	
Shift	>	Z	Æ	X	C	ç	V	B	N	Ñ	M	<	ç	>	?											Shift	
↕	↕					©						μ	,	.	/	¿										↕	
Ctrl	Win Key	Alt								Alt Gr	Win Key	Menu	Ctrl														