1. Go to the Timetable section



2. Find your talk in the agenda and click on the pen in the right to it

		SUNDAY, 15 OCTOBER		-
14:00 → 17:00	Optional PSI Facility Tour		♥ PSI [<u>Q</u> *
		Monday, 16 October	_	-
09:20 → 10:10	Topic I: Presentations Convener: Klaus Kirch (PSI - ETHZ)		Siemens Auditorium (HIT E 51)	Add minutes
10:10 → 10:40	Company Talks		Siemens Auditorium (HIT E 51)	Material Editor Edit session block
10:40 → 11:10		Coffer Break		Edit session timetable Edit session protection
11:10 → 12:00	Topic II: Presentations		Siemens Auditorium (HIT F 51)	<i>D</i> •

3. Chose "Material Editor" from the dropdown menu

		Sunday, 15 October	
14:00 → 17:00	Optional PSI Facility Tour		♥ PSI 🖉 -
		Monday, 16 October	
09:20 → 10:10	Topic I: Presentations Convener: Klaus Kirch (PSI-ETHZ)		♥ Siemens Auditorium (HIT E 51) Add minutes
10:10 → 10:40	Company Talks		Siemens Auditorium (HIT E 51) Edit session block
10:40 → 11:10		Coffer Break	Edit session timetable Edit session protection
11:10 → 12:00	Topic II: Presentations		Siemens Auditorium (HIT E 51)

4. Click on the "Upload files" button

10:40 → 11:10		Coffer Break		() 30m
N	Tonic II: Presentations lanage materials for 'Topic I'		O olive an Auditation (HTT E E	
12:00 → 12 12:50 → 14	Add materials to the session. You can attach files or links using the buttons on the right		Upload files & Add link	1) 🖉 -
14:30 → 15	There are no materials yet.			1) 🖉 🛀
15:15 → 16			New folder	() 45m
 16:00 → 16:45 17:00 → 19:00 	Core Topic: Teaching II	Sightseeing	Siemens Auditorium (HIT E 51 October 2010)	1) 🖉 -

Upload your presentation by dragging it with the mouse to the marked area, it could be both pdf file – it will open in a window, when you click on it or ppt file – it will be downloaded to the computer when clicked on it

			UNDAY, 13 OCTOBER			
→ 15	Upload files				×	
			Drag file here	 		
→ 1(- or - Choose from your computer			
→ 1(→ 11	Folder	No folder selected		\$ 		

6. Save the upload by clicking "Upload" button in the right bottom corner. Please do not change the setting for protection, leave it unprotected.

+ 15	Upload files		×
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ł		5 MB	
→ 1(2023-poster	
+ 10		Remove file	
• 11		Choose from your computer	
+ 12			
	Folder	No folder selected	
+ 12		Adding materials to folders allow grouping and easier permission management.	
+ 12	Protected		
÷ 15	Access control list	This list is currently empty	
+ 1¢		+ User Group Category Role - Registrants -	
+ 1€		The list of users and groups allowed to access the material	
+ 19 + 21		Public This object is publicly accessible since Topic 1 (Session) is not protected.	
		Upload Cancel	

7. Close the "Manage materials" section by clicking on the cross in the top right corner

→ 12 [.]	00 Tonie II: Presentations	• offerer Auditorium (UTE 51)
→ 12	Manage materials for 'Topic I'	×
→ 12	\checkmark The attachment has been uploaded	0
→ 15	Add materials to the session. You can attach files or links using the buttons on the right.	Upload files & Add link
→ 1€	2023-poster.pptx	20/09/2023, 12:32
→ 1€		New folder

8. You can check the attached material by clicking on it

