

## ACADEX FEATURE SPOTLIGHT

### Consultation & Lab Scheduling

#### Student Choice, Flexible Sessions & Attendance Tracking

Empowering lecturers and students with seamless scheduling, slot selection, and attendance management.

#### ✓ BENEFITS

- Simplifies consultation booking
- Streamlines lab/practical scheduling
- Empowers students with slot choice
- Tracks attendance efficiently
- **Reduces admin workload**
- **Promotes ownership & accountability**

#### 🚀 TRY IT

- Use **Calendar Events** to create consultation slots
- Add **Groups/Sections** for lab sessions
- Enable **Self-Enrollment Groups** so students pick their preferred time
- Activate the **Attendance Tool** linked to sessions
- Use **Release Conditions** to tie attendance to content access
- Encourage recurring check-ins for labs or consultations

#### 📄 LEARN MORE

[Acadex Terminology Guide](#)

[SOP – Creating Groups](#)

[SOP – Attendance Tool](#)

[SOP – Calendar Tool](#)

[SOP – Release Conditions Feature](#)

[Sign Up Tool Alternative – A Guide](#)

#### 🕒 Consultation Creation

Create flexible consultation slots via Calendar

#### 🗨️ Lab/Practical Scheduling

Schedule labs/ practicals using Groups or Sections

#### 📅 Student Slot Choice

Allow students to self-enrol in slots that fit their schedule

#### 👥 Attendance Tracking

Monitor participation with the Attendance Tool and Release Conditions

**KEY TAKEAWAY:** Empowering student choice, structured learning, and attendance accountability.