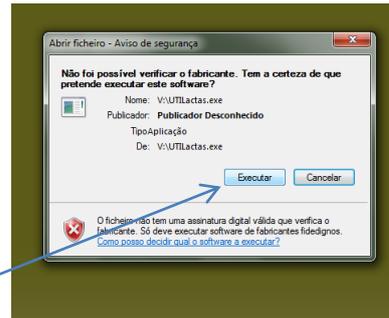
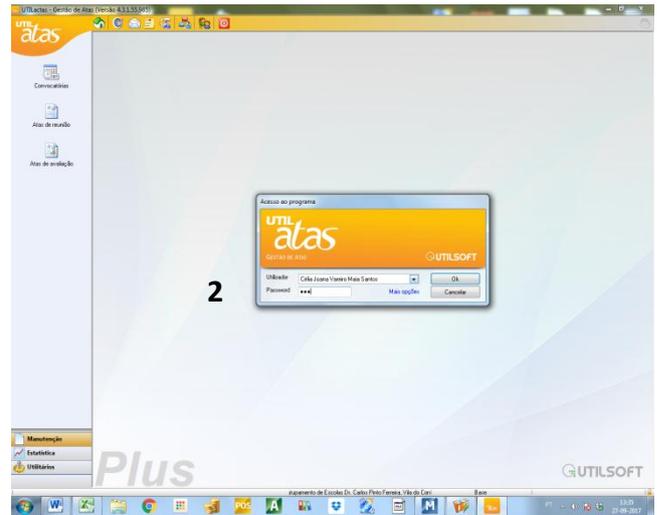
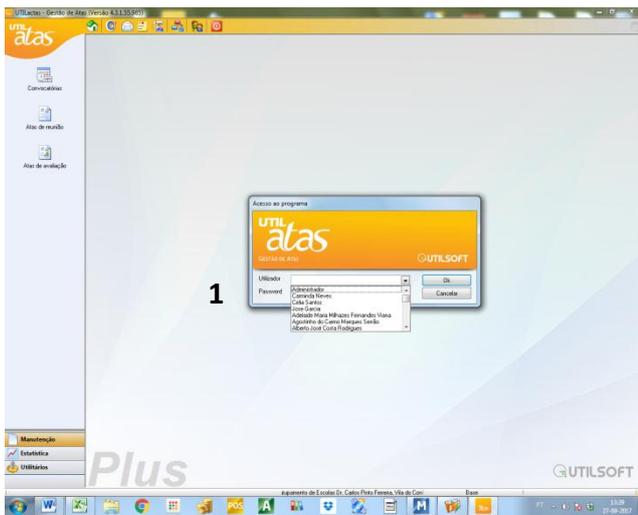


Seleccionar o icone “Utilatas”

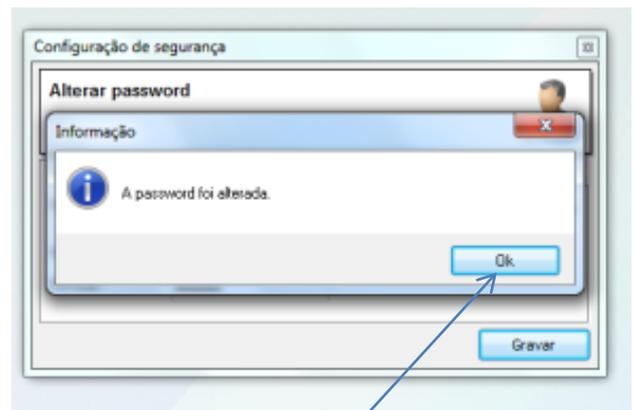


Executar



1. O Docente deve seleccionar o seu nome na opção “Utilizador”

2. Para os “novos” Docentes a password “inicial” é: 123

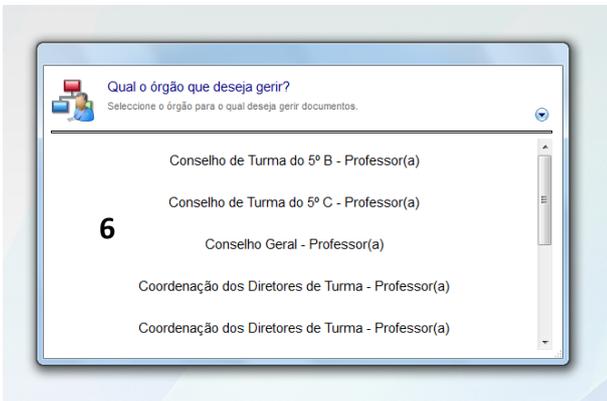


OK

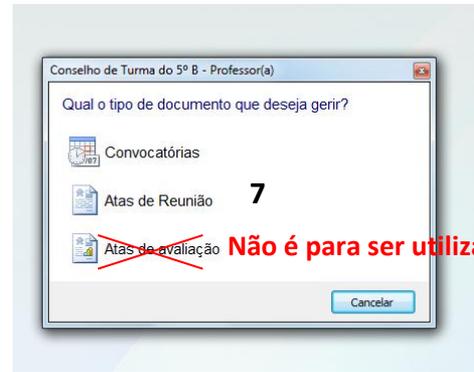
3. Password actual: 123

4. O Docente deve inserir uma nova password

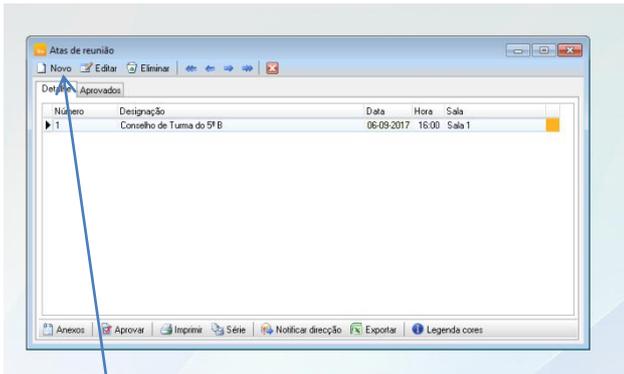
5. O Docente deve introduzir novamente a nova password



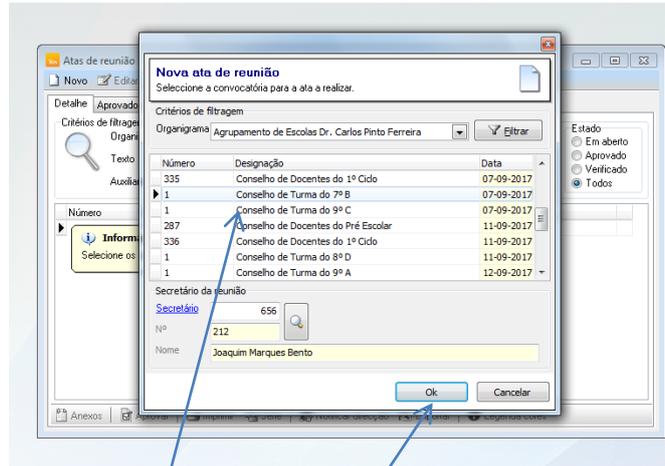
6. O docente deve seleccionar o conselho de turma no qual pretende introduzir a ata.



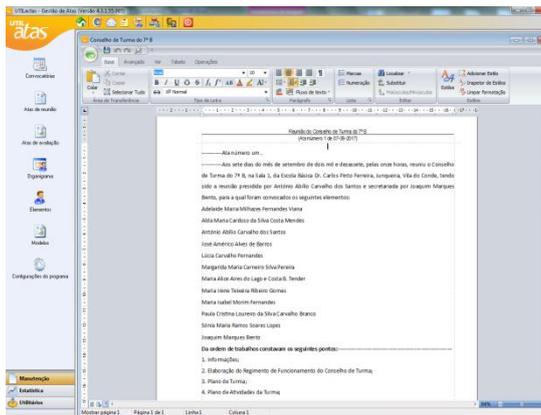
7. Seleccionar a opção "Atas de reunião"



8. Seleccionar a opção "Novo"



Seleccionar o conselho de turma e OK



Modelo de ata pré configurado

