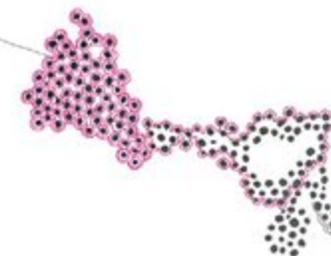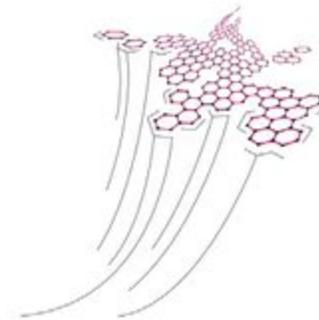# EDUCATIONAL APPLICATIONS AT UT
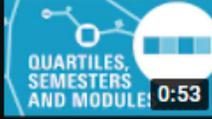
AS USED FOR BACHELOR OF SCIENCE STUDENTS

EDUCATIONAL SYSTEMS

WHAT THEY ARE USED FOR

- Course enrolment
- Course information and materials
- Personal timetables
- Booking a study or meeting room
- Educational announcements
- Registering results
- Education!
    - Contact with your instructors
   - Handing in your assignments

YouTube Playlist: utwente.nl/yteducationalsystems

EDUCATIONAL SYSTEMS

WHICH SYSTEMS ARE IN USE AT UT?

- utwente.nl/students: website for easy access to educational systems, news/events and Student Services Contact Centre
- utwente.nl/lisa/newstudents: answers to common technical support questions
- Campus app & Mazemap app
  - Navigation
  - To do list for new students
- Timetabling systems
  - Personal timetable (MyTimetable)
  - Booking study rooms (Resource Booker)
- Osiris
  - Enrolment
  - Study progress
- Canvas
  - Educational materials
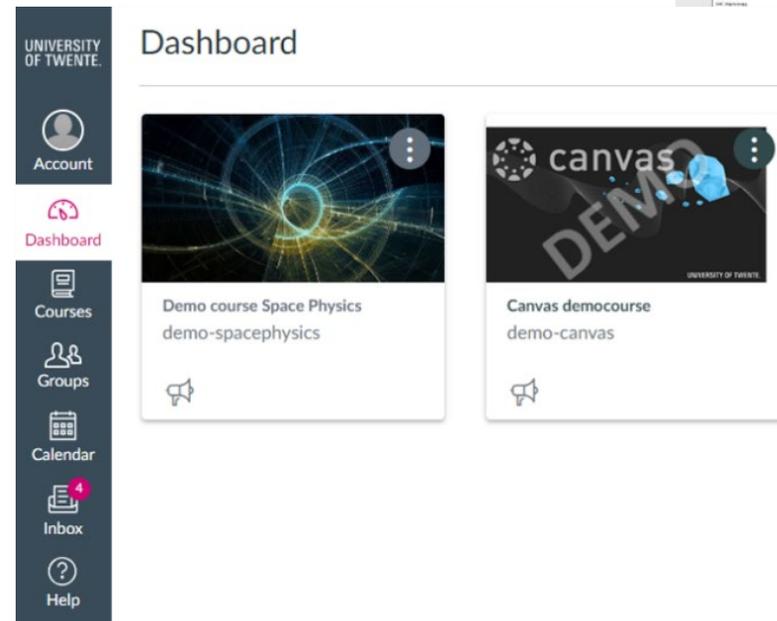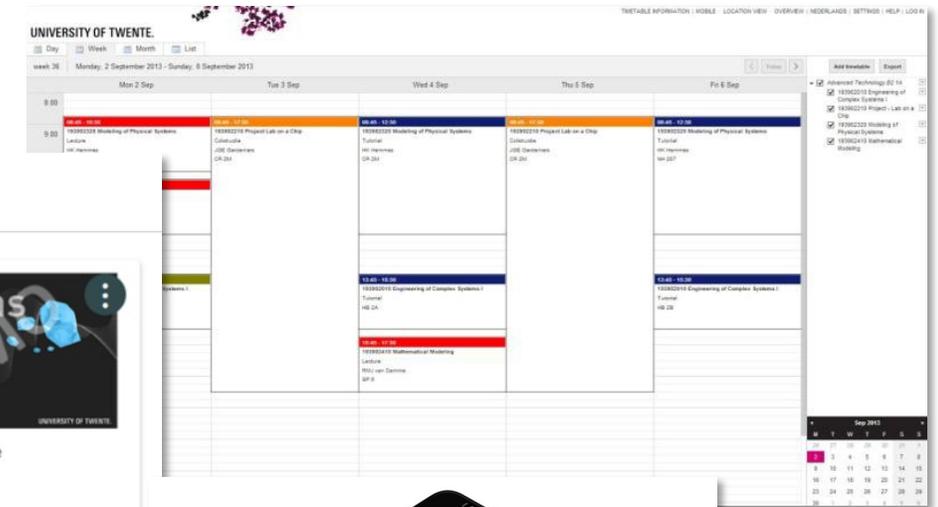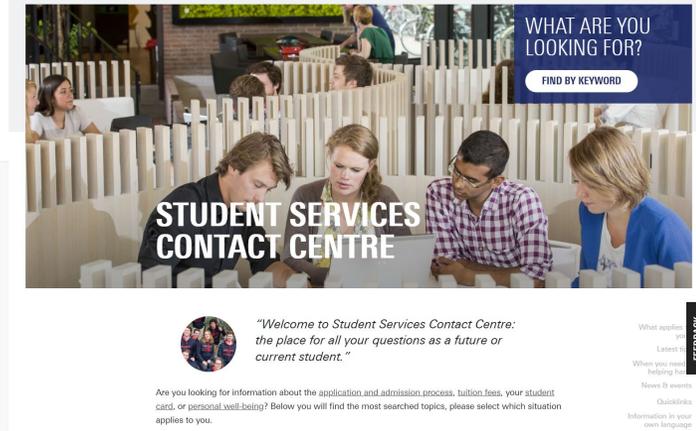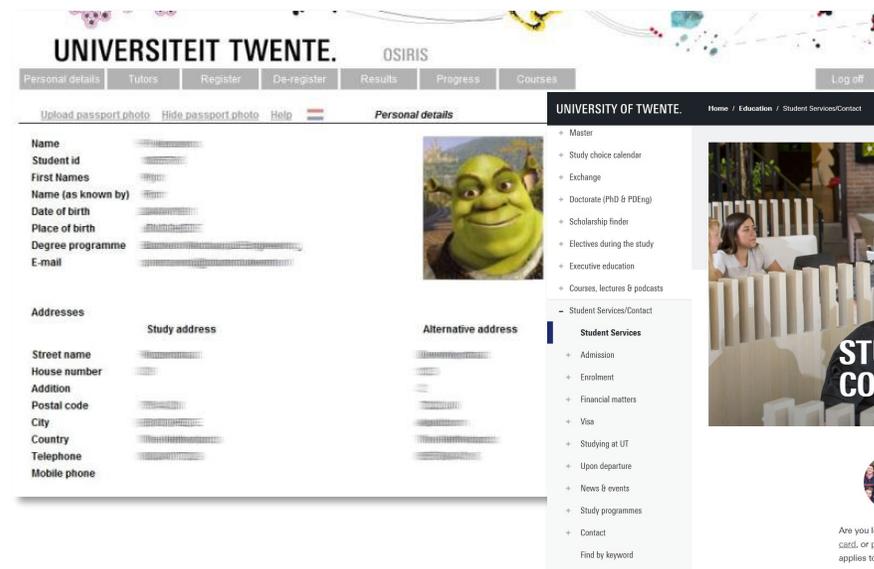
UTWENTE.NL/STUDENTS

EASY ACCESS TO EDUCATIONAL SYSTEMS AND NEWS/EVENTS

- Educational announcements
- News and events for students
- Quicklinks to all educational systems and services
- List of study programme websites for all BSc and MSc programmes

Tip: bookmark utwente.nl/students in your browser

UNIVERSITY OF TWENTE.

ICT CUSTOMER SUPPORT

SERVICES FOR STUDENTS

- [Checklist ICT-services for new students](): this checklist includes everything necessary for your ICT facilities at the University of Twente (e.g. account setup, resetting your password, VPN setup, accessing printers, etc.).

- [Eduroam (education roaming)]() enables students, researchers and other members of staff to use their education or research institute's wireless (wifi) network in a safe manner. In addition, using your own login codes, eduroam enables you to use other education or research institutes' eduroam networks in the Netherlands and abroad without any problems.

ICT CUSTOMER SUPPORT

NOTEBOOK OPTIONS

A notebook is almost indispensable for every student at the University of Twente. You will need your notebook for communication with others, collecting information, making calculations and drawings, performing simulations and even taking exams. There are different options for purchasing a notebook:

• <u>Notebook Service Centre (NSC)</u>: The University of Twente offers you the possibility to purchase a notebook via the Notebook Service Centre at a very attractive price and high quality. The NSC also offers excellent service. In case of problems, we supply an identical spare notebook within the hour. Check the link for more information and prices.

• <u>Requirements for other notebooks:</u> if you prefer to use a notebook that you don't purchase through the NSC, please make sure it meets the minimum requirements listed on our website. The software that you will need for your study will function guaranteed on an NSC notebook. We cannot guarantee this for notebooks that have been purchased elsewhere.

You can find information about all the above options at utwente.nl/nsc.

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CAMPUS APP

FIND YOUR WAY AROUND THE UNIVERSITY OF TWENTE CAMPUS

- Personal timetable & event schedules
- Navigation on campus (outside from building to building)
- Discover the campus: an overview of the Points of Interest around the campus
- Overview of events taking place on campus.
- To-do list for new students, that will help to jump-start your college life
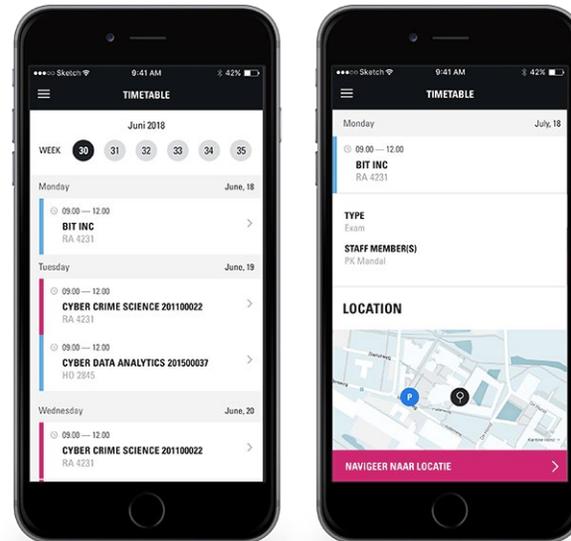
Or visit utwente.nl/campusapp

UNIVERSITY
OF TWENTE.

MAZEMAP APP

INDOOR NAVIGATION FOR UT BUILDINGS

FIND YOUR WAY @UT

Find your way around the campus of the University of Twente with MazeMap. Getting to the right location is often a challenge, in particular for new students and guests. Large buildings with a complex structure can make it difficult to find the easiest way to your lecture hall.

The MazeMap indoor map guides you to almost any place on campus: lecture rooms, meeting rooms and service desks, as well as toilets and bus stops.

DOWNLOAD THE MAZEMAP APP
Google Play store for Android: Mazemap
App store for Apple: Mazemap

UNIVERSITY
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MYTIMETABLE

PERSONAL TIMETABLE

- Create a personal timetable
- Timetable can be exported (PDF, CSV, iCal)
- Subscription is also possible!
- Via utwente.nl/timetable
  - Log in with your student account
  - Mobile webpage available as well

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MYTIMETABLE

ADDING A TIMETABLE

- Add modules or module components
- Make sure to select the right academic year

- Search for a module by its name or filter by study programme/block
- Display only the schedule for your own study group (or select them all)
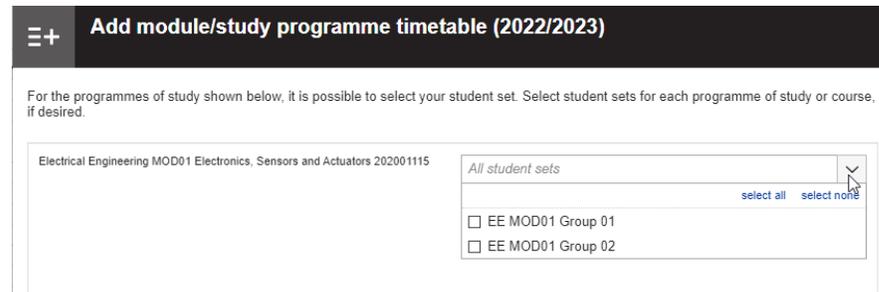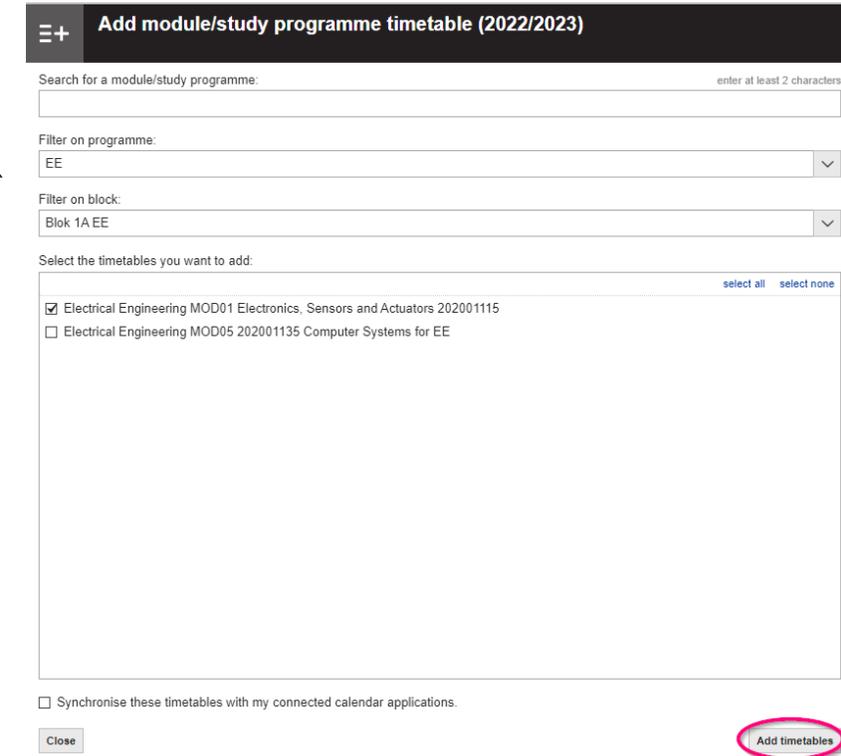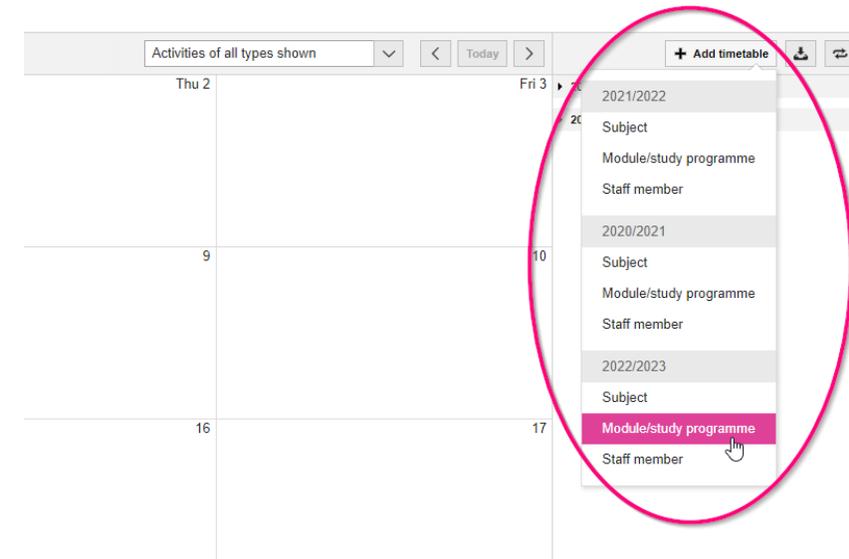
MYTIMETABLE

PERSONALISE

Turn on or off modules or subjects

Use the checkboxes to show or hide parts of the schedule

MYTIMETABLE

PERSONALISE

Turn on or off activity types:
- Click "Activities of all types shown"
- Uncheck unwanted activity types
- Or "Select none"; then check only specific activity types
- **This way, you can e.g. filter for only exams**

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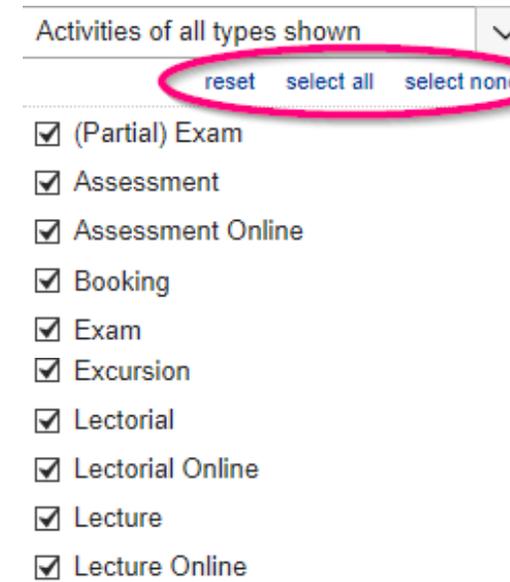
MYTIMETABLE

SUBSCRIBING AND EXPORTING

- Subscription in
  - Microsoft Outlook
  - Google Calendar
  - Apple Calendar
  - Other programme (using iCal link)
  - UT Campus app
- Export as
 - PDF
  - CSV
  - Excel

MYTIMETABLE

FUNCTIONALITY

- Mobile version available
- Calendar can be tweaked to your own demands
  - *Filter by subjects*
  - *Filter by activity types*
- When subscribed to a timetable, changes are made **automatically** within 15 minutes
- Questions?
  - *Check the built-in HELP functionality*
  - *Contact SNT (www.snt.utwente.nl)*

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ROOM BOOKING SYSTEM

LOGIN

- Meant for booking of rooms for e.g. group work
- Via rb.utwente.nl
- Log in with your student account
- Click 'Book A Project Room'

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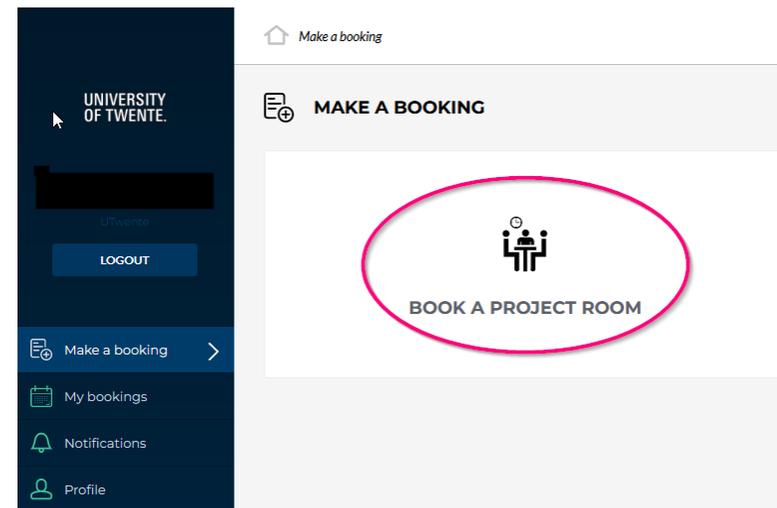
ROOK BOOKING SYSTEM

REFINE YOUR SEARCH

- On the right, refine your search
- Choose a date and timeslot

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ROOM BOOKING SYSTEM

CHOOSE A ROOM

- On the left of the screen, the available rooms will be displayed
- Choose your preferred room
- Please note: There are some rules concerning maximum time for a booking, number of bookings per week, how many days in advance bookings are allowed

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ROOM BOOKING SYSTEM

CONFIRM

- Type a Booking title
- Click BOOK and the booking has been made

ROOM BOOKING SYSTEM

EDIT & CANCEL

- You can edit the booking by clicking the Edit button
- Click Cancel to cancel the booking

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ROOM BOOKING SYSTEM

MY BOOKINGS

- In 'My Bookings', all your current bookings can be viewed
- Click a booking to edit or cancel the booking

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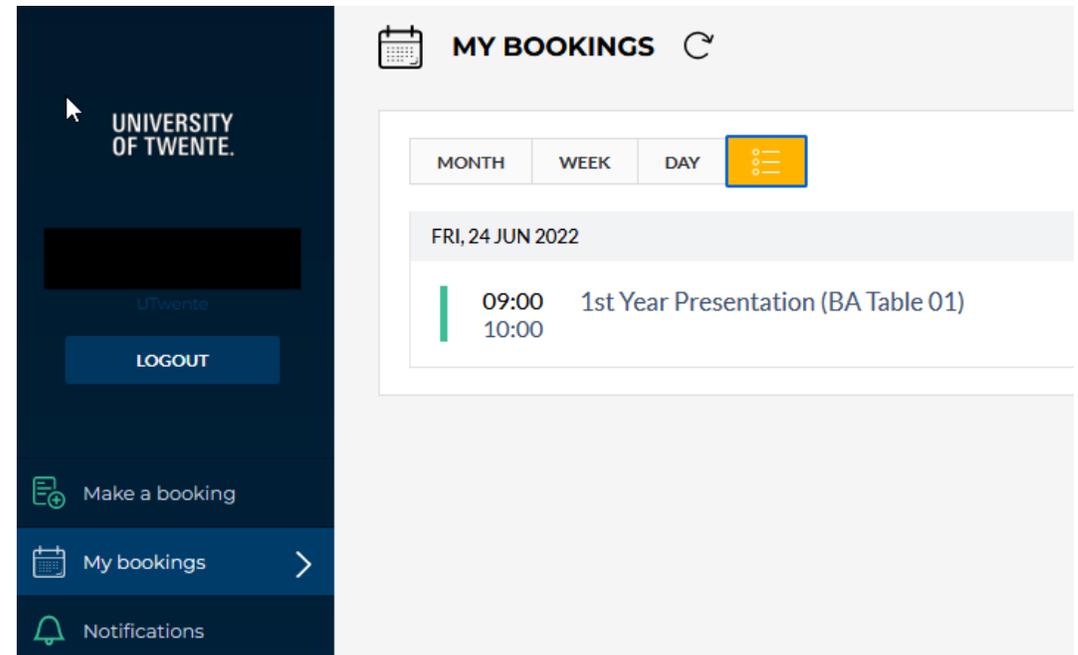
OSIRIS

SUMMARY

- Is used for
    - Study counselling
    - Registering and deregistering for modules
    - Checking recent study results
    - An overview of the study progress
    - Checking information about the content of courses

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OSIRIS

LOGGING IN

- Via osiris.utwente.nl/student
- Log in with your student account

Latest news   Help   OSIRIS

Welcome to OSIRIS

This is the Internet portal to the OSIRIS study information system. Here you can register for course offerings and tests and review your results.

In order to log on to OSIRIS, you will need a user name and password.

Click on 'Latest News' for more information on recent OSIRIS developments.

OSIRIS works well with Mozilla Firefox 3.x and Internet Explorer 6.x or higher.
OSIRIS uses **only** secure items. With other browsers always select 'Yes' when prompted 'This page contains both secure and non-secure items. Download non-secure items?'.
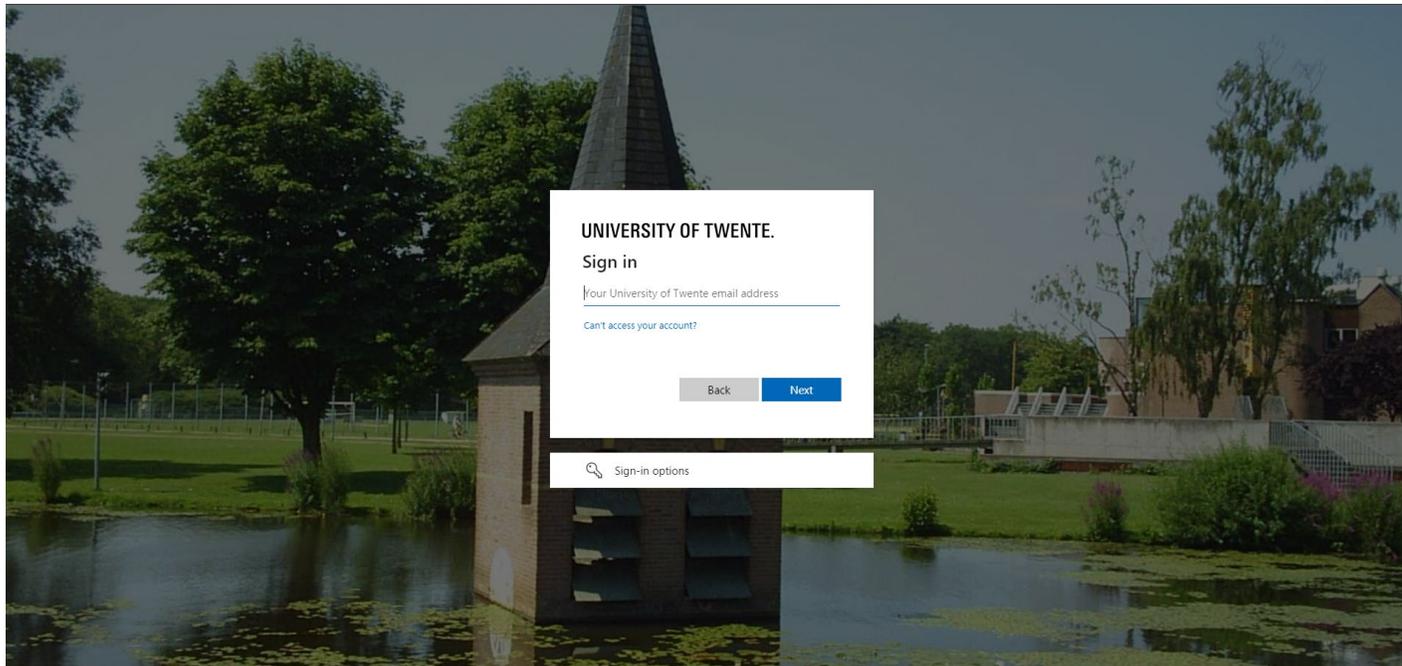
Announcement for users of the line of Braille:
Users of the line of Braille can use OSIRIS. However, it could be possible that OSIRIS contains certain graphical elements that cannot be translated. We aim to solve these problems. We kindly request users to report issues to Student Services.

Log in

ws   Help

UNIVERSITY OF TWENTE.

Sign in

Your University of Twente email address

Can't access your account?

Back   Next

Sign-in options

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OSIRIS

PERSONAL DETAILS

- Your personal details as they are known to the UT
- Something wrong? Contact Student Services
- You can change your photo yourself

UNIVERSITY OF TWENTE.

OSIRIS

TUTORS

- Your tutor can keep notes of conversations and appointments here

OSIRIS

TUTORS

- Information about your tutors can be found here:

OSIRIS

TUTORS

- You can keep track of your extracurricular activities (such as a job/your own company, committees, a board membership, volunteer aid or top-class sport/culture), to keep your tutor informed

OSIRIS

REGISTER

Register for the courses of an exam component:
1. Log in on 'Osiris Student' (use your UT log in): osiris.utwente.nl/student/
2. Go to 'Register'
3. Click 'Exam component'
4. Select your study programme
5. Click the module (exam component), you want to enroll for
6. Click 'Next'
7. Click 'Register'

You are now registered for all the study units (including instructional modes and the first attempt of tests) which are part of that module.

OSIRIS

REGISTER

Register for the courses of an exam component:
1. Log in on 'Osiris Student' (use your UT log in): osiris.utwente.nl/student/
2. Go to 'Register'
3. Click 'Exam component'
4. Select your study programme
5. Click the module (exam component), you want to enroll for
6. Click 'Next'
7. Click 'Register'

You are now registered for all the study units (including instructional modes and the first attempt of tests) which are part of that module.

OSIRIS

REGISTER

- Registration for courses can be done up to one day before the start of the quartile
- Deregistration for a course or test can be done up to one day before the start of the quartile, and after that only after consultation with your study programme (e.g. the study adviser)
- Information about (de)registering: https://www.utwente.nl/register

OSIRIS

DEREGISTER

- You can use the possibility to deregister until the last day before the start of the quartile;

- You can only deregister for a test, after consultation with your study programme (e.g. the study adviser);

- Deregistration for a course in OSIRIS automatically leads to unenrollment for the accompanying Canvas course.

OSIRIS

RESULTS

OSIRIS

PROGRESS

- You can create a study progress review and a file overview here:
    - Study progress review: a list of all <u>courses</u> you have passed or failed
    - File overview: a list of your <u>grades</u>

OSIRIS

STUDY PROGRESS REVIEW

- Printing options for test results and courses still to be taken

OSIRIS

STUDY PROGRESS REVIEW: SHOW TEST RESULTS/COURSES

OSIRIS

FILE OVERVIEW

- Choice in detail, type of results, exam stage

OSIRIS

FILE OVERVIEW

OSIRIS

BINDING RECOMMENDATION

- Norm: 45 EC = 3 modules
- Introductory meeting, temporary recommendation, final recommendation
- Personal circumstances should be stated as soon as possible
- For detailed information: utwente.nl/recommendation

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OSIRIS

BINDING RECOMMENDATION

- Recommendation letters are sent per mail to your student e-mail address
- The recommendations are also available in OSIRIS:

CANVAS

OVERVIEW

- Canvas is our **Learning Management System** at the University of Twente. You use Canvas to:
  - Access module content (for example lecture slides)
  - See announcements and messages from teachers
  - Sign up for groups
  - Collaborate with your group
  - View and submit assignments
  - Take online (practice) quizzes
  - Check feedback and (partial) grades
- Login to Canvas: canvas.utwente.nl, enter your UT email and password

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CANVAS

ACCESS TO COURSES

- The first thing you see when you log in, is the **Dashboard** with (some of) your courses.

- Click a course card to enter the course.

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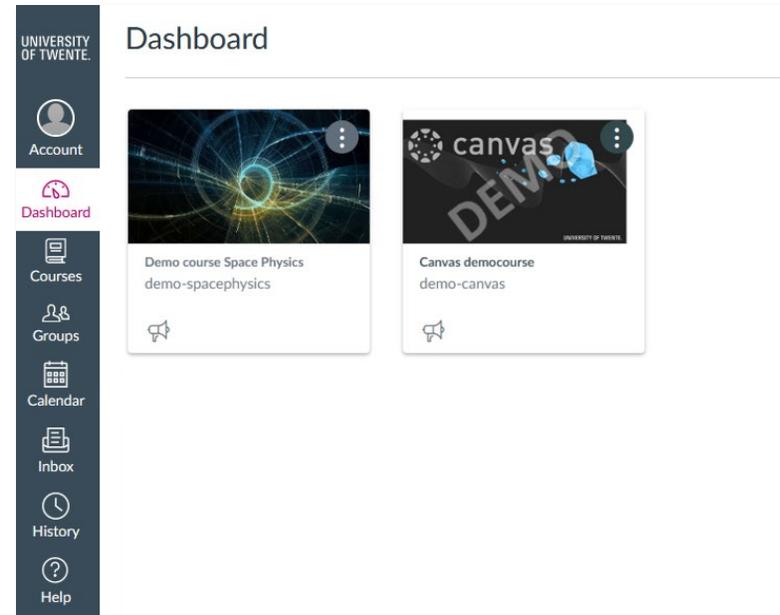
CANVAS

ACCESS TO COURSES

- You can also click **Courses** to view **All courses**. This list can contain courses that are not displayed on the Dashboard (for example Future enrollments).

- To favorite a course, click the star next to a course. Course favorites will display in the Dashboard.
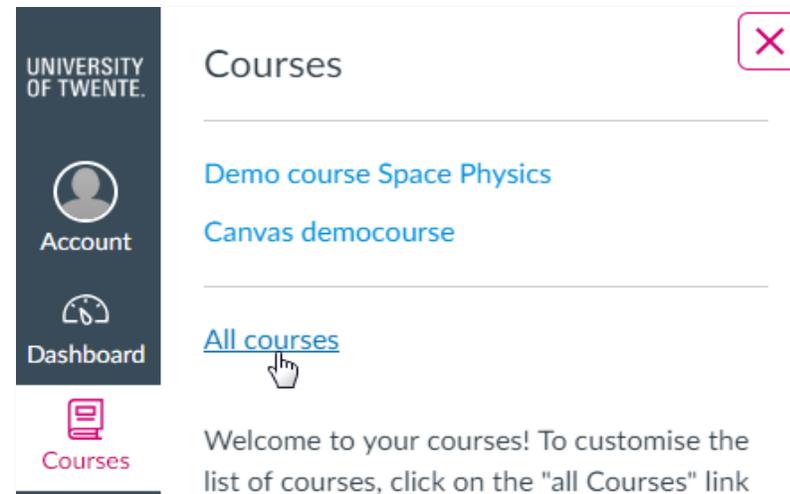
CANVAS

ACCESS TO COURSES FROM YOUR STUDY PROGRAM

- For modules from your study programme, you first have to register for the module in OSIRIS.
- After that, you will automatically be enrolled in the corresponding course in Canvas.
- From two weeks before the start of the quartile, the course will be accessible from the Dashboard. Before that, the course will be listed under 'Future enrolments' in Courses and is not accessible yet.
- Registration (in OSIRIS) can be done up until the last day before the start of a quartile

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CANVAS

NAVIGATE YOUR COURSE

- Once you are in a course, click **Announcements** in the Course Navigation to keep yourself updated on your course.

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CANVAS

NAVIGATE YOUR COURSE

- View information about the course (set up) in **Syllabus** and **OSIRIS course information**

- Syllabus also contains an overview of all assignments and events from the course calendar
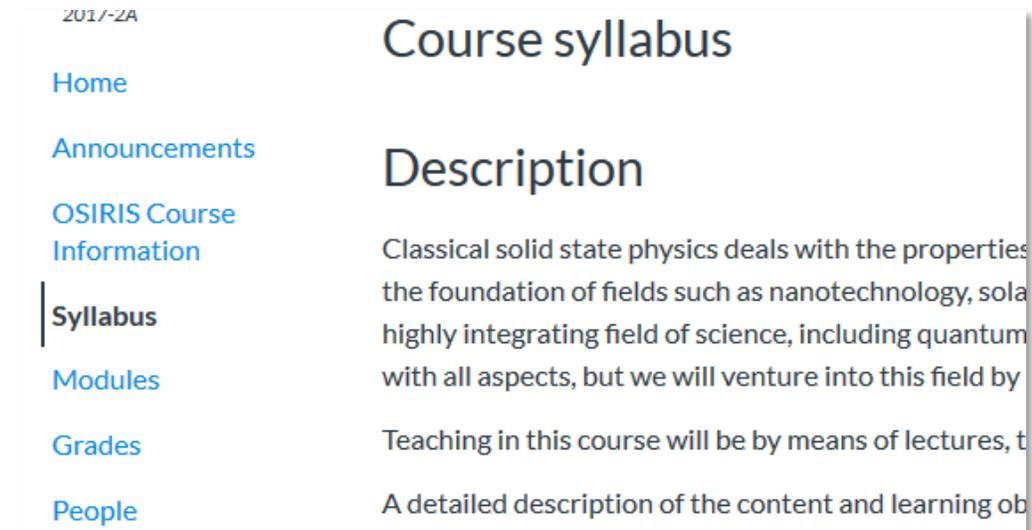
2017-2A

Home

Announcements

OSIRIS Course
Information

Syllabus

Modules

Grades

People

Course syllabus

Description

Classical solid state physics deals with the properties
the foundation of fields such as nanotechnology, sola
highly integrating field of science, including quantum
with all aspects, but we will venture into this field by

Teaching in this course will be by means of lectures, t

A detailed description of the content and learning ob

CANVAS

NAVIGATE YOUR COURSE

- Click **Modules** to see an overview of the entire course/module. Here, you can access all the course materials and assignments.
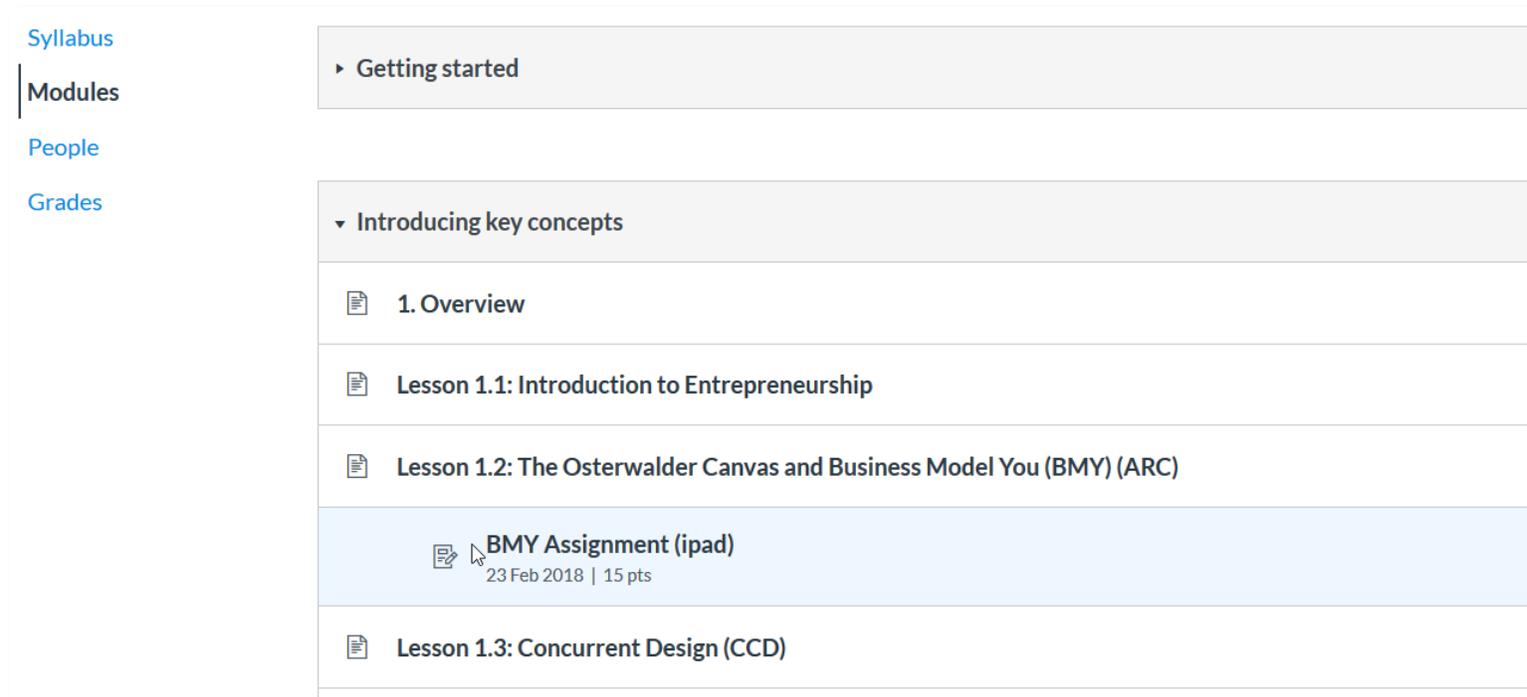
CANVAS

NAVIGATE YOUR COURSE

- Canvas modules can be filled with different types of content. Each module item also includes an icon with its type:
- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view
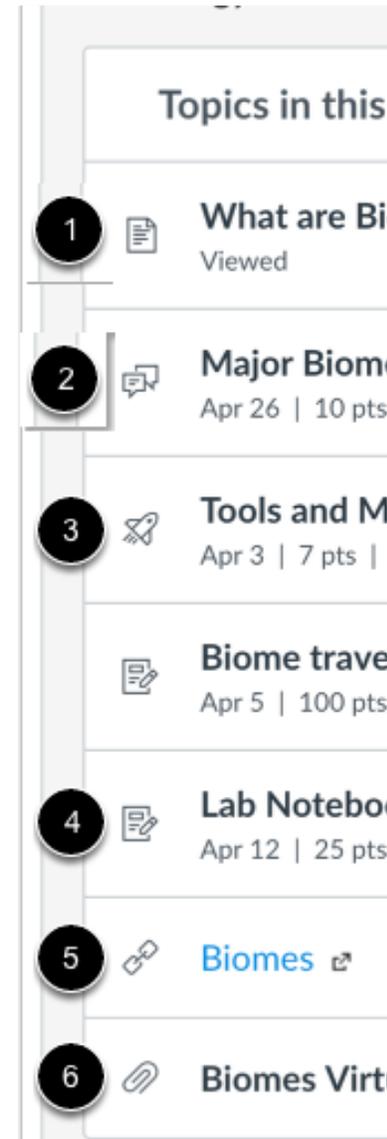
CANVAS

NAVIGATE YOUR COURSE

- Use **Grades** to view the status of your submissions and your scores and feedback.

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CANVAS

ACCESS TO YOUR GROUPS

- If you are enrolled in a group, you can access your group page via **Groups**
- If you click **All groups**, you will see the groups arranged by course
- The group page is also accessible from the **Home** page in a course, or from the **People** page in a course.
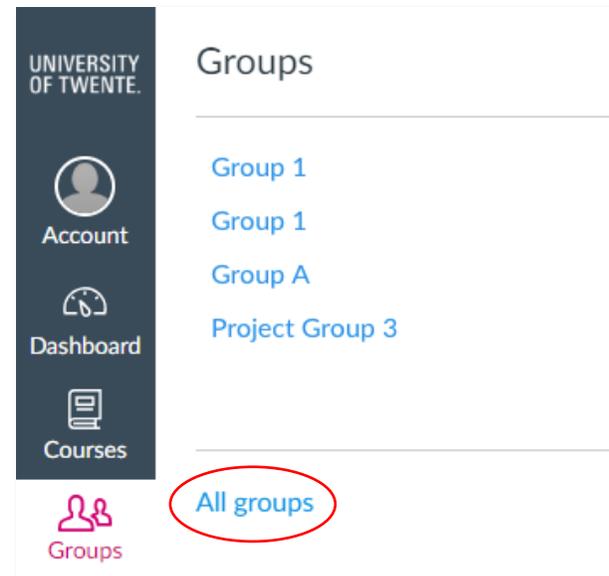
CANVAS

COLLABORATE IN GROUPS

- You can use the **group page** to collaborate on group projects:
- Share ideas in group Discussions
- Work together on documents: Files or Collaborations (integration with Google Drive and Office365)

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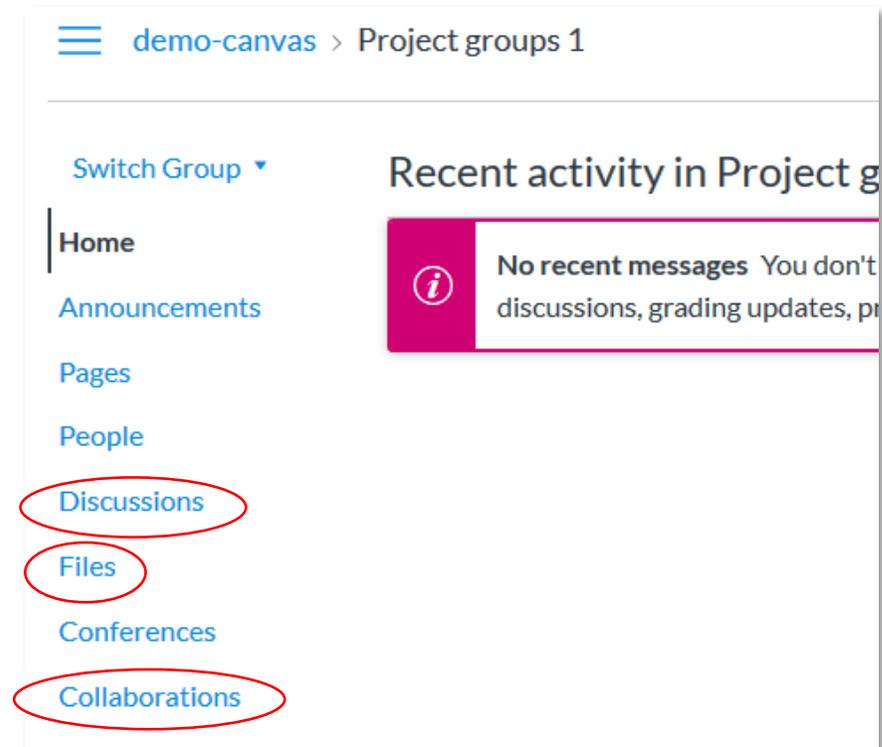
CANVAS

TEACHER ACCESS TO GROUPS

- Be aware that teachers and TA's in the course also have access to the group pages.

- We advise **not** to use the Announcements in a group page, because Teachers and TA's also will receive a notification about announcements in a group pages. Instead, you can use the Canvas Inbox to send messages to your group members.

CANVAS

SIGN UP FOR A GROUP

- It's possible that the teacher asks you to **self sign up** for a group
- To do so: go to People in the course, click the Groups tab and click Join for the group you want to sign up for.

CANVAS

CALENDAR

- Check the **Calendar** to stay ahead of due dates and events for all your courses.

- Each course calendar is identified by a separate color that populates the calendar view.

CANVAS

CALENDAR

- To hide a calendar, click the box next to the name of the calendar

- Assignments are crossed out in the calendar once the assignment has been submitted.

- Use the **Calendar feed** to import the Canvas Calendar in your preferred personal Calendar tool, such as Google or Outlook.
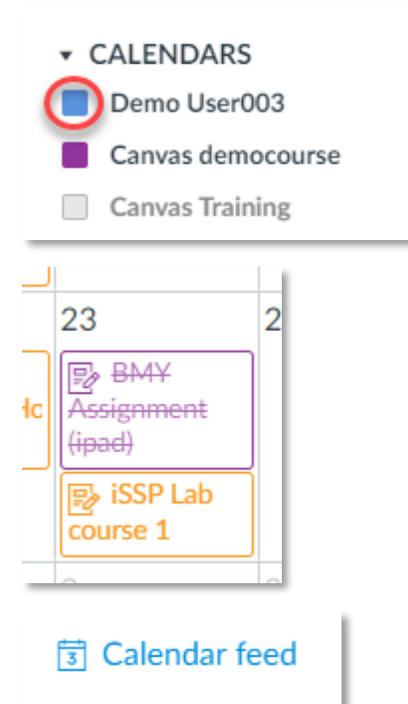
CANVAS

CALENDAR: SIGN UP FOR AN APPOINTMENT

- It may happen that a teacher asks you to sign up for a certain activity in the Calendar
    1. Click the button Find Appointment on the right.
    2. Select the appropriate course.
    3. Click the time slot you want to sign up for.
    4. If necessary, add a comment in the Comments field and click 'Reserve'.
    5. In case you want to cancel your reservation at a later moment: click the reserved time slot and click 'Unreserve'.
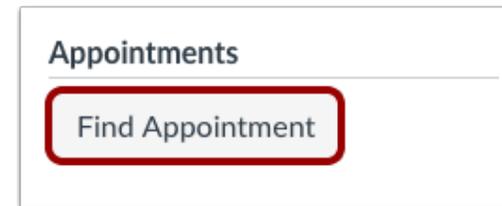
CANVAS

BIGBLUEBUTTON

- Your teacher may use BigBlueButton to offer online lectures or office hours if presence on campus is not possible.
- As soon as a teacher has started a BigBlueButton conference, you can join it. If you don't see the Join button after the communicated start time, you may need to refresh the page

CANVAS

BIGBLUEBUTTON INTERFACE

The **Presentation Window** displays the presentation that has been uploaded by the moderator/presenter, or the external video/screen that has been shared.

To open the **Options menu**, click the options icon.

From the **User Menu**, you can view all the users in the conference. You can also chat with another participant.

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CANVAS

BIGBLUEBUTTON

- Important: check the Technical requirements and advice for using BigBlueButton

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CANVAS

MYTIMETABLE

- Events from the UT application **MyTimetable** can't be listed in the Canvas Calendar
- However, if you have added timetables for your courses in MyTimetable, you can see the next five events from your schedule in Canvas:
  1. Go to Account,
  2. Click Profile,
  3. Click MyTimetable.

Description	Type	Date	Time	Location
ST MOD08 Project Chemische Technologie	Project supervised	25-06	13:45 - 17:30	HT 500A
ST MOD08 Project Chemische Technologie	Presentation	27-06	08:45 - 12:30	HT 500B
ST MOD08 Inleiding Scheidingsmethoden	Exam	28-06	13:45 - 16:45	Therm
ST MOD08 Project Chemische Technologie	Excursion	29-06	08:45 - 17:30	Still unknown
ST MOD08 Project Chemische Technologie	Excursion	02-07	08:45 - 17:30	Still unknown

Go to the timetable application

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CANVAS

RECEIVE AND SEND MESSAGES

- **Inbox/Conversations** allows you to see messages from teachers and classmates
- You can send messages yourself as well (to teachers, members from your group or other students in the course)
- You can filter the Inbox by course or by group
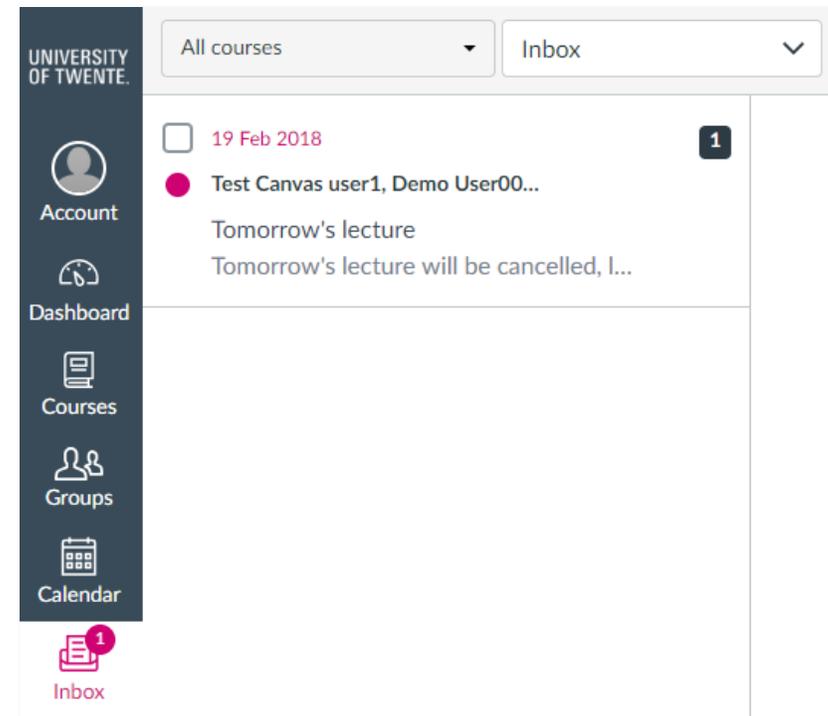
CANVAS

CUSTOMISE YOUR ACCOUNT

- If you want, you can add a picture under Account > Profile
- In Account > Settings you can add other email addresses (handy if you want to receive notifications in your private mailbox)
- In Account > Notifications you can set your preferences on how you want to be notified about course activities.
- Advise: do not switch off notifications for Announcements and Conversation messages, otherwise you will miss important messages from teachers
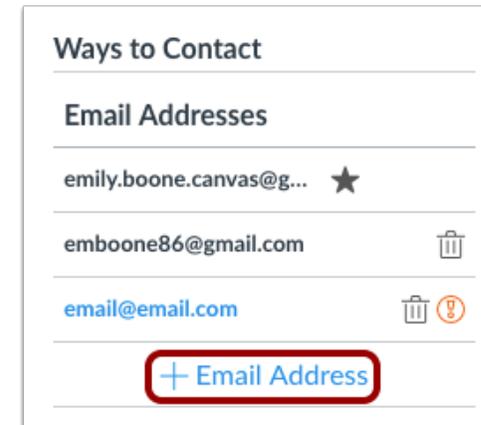
CANVAS

DOWNLOAD ALL COURSE MATERIALS

- It's possible to download all materials from a course to a zip file. First you have to ask the lecturer of your course to enable the ePub exporting option for the course. Once that is done, you can:
  1. Go to Account
  2. Click Settings
  3. Click Download course content
  4. Click Generate ePub next to a course.

↓ Download Course Content

Current courses

Canvas democourse   ↻ Generate ePub
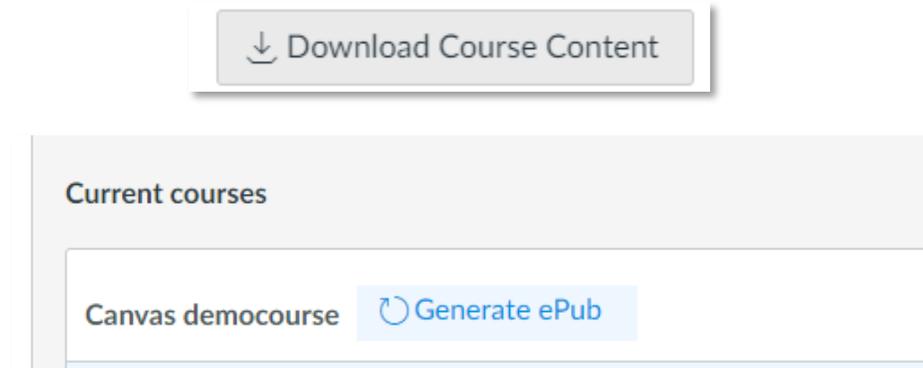
CANVAS

DOWNLOAD ALL COURSE MATERIALS

- When the process is finished, you will see a 'Download ePub' and a 'Download associated files'. The ePub file can only be viewed with an ePub reader and doesn't contain any files. With 'Download associated files' you can download all files to a zip file.

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CANVAS

DOWNLOAD ALL SUBMITTED ASSIGNMENTS

- It's also possible to download all your assignment submissions from all your courses:
  1. Go to Account
  2. Click Settings
  3. Click Download submissions
  4. Click Create export
  5. When the export is finished, you will see a link 'New export'. Click the link to download the zip file
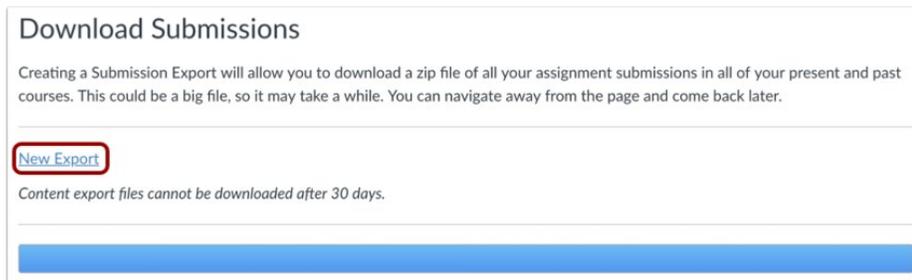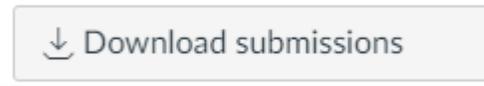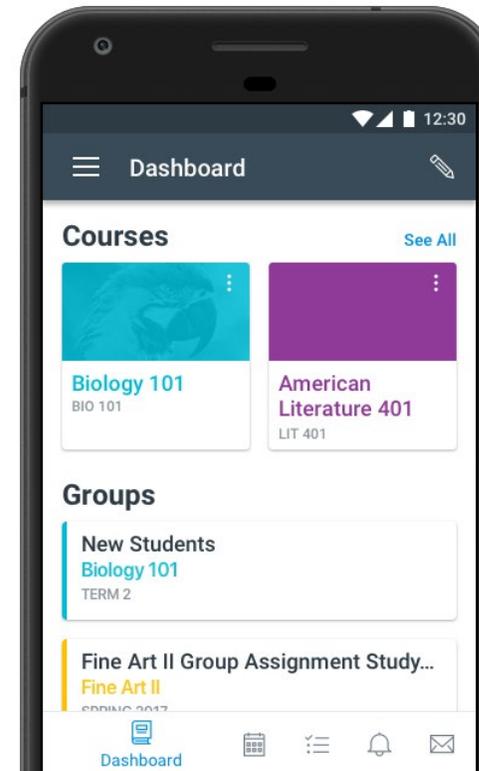
CANVAS

SELF ENROLMENT COURSES

- Canvas also has course pages for things that do not have an OSIRIS course code. For example:
  - Information from your study program
  - Non-regular courses
  - Pages for internships/graduation/study trips

- These courses may be open for self enrolment. You may receive a URL to self enrol, or you may find the course in Courses:
  1. Click All courses
  2. Click Browse more courses
  3. Select the checkbox 'Open enrolment courses only' and use the search field to search for the course.
  4. When you've found the course, click + Join this course.
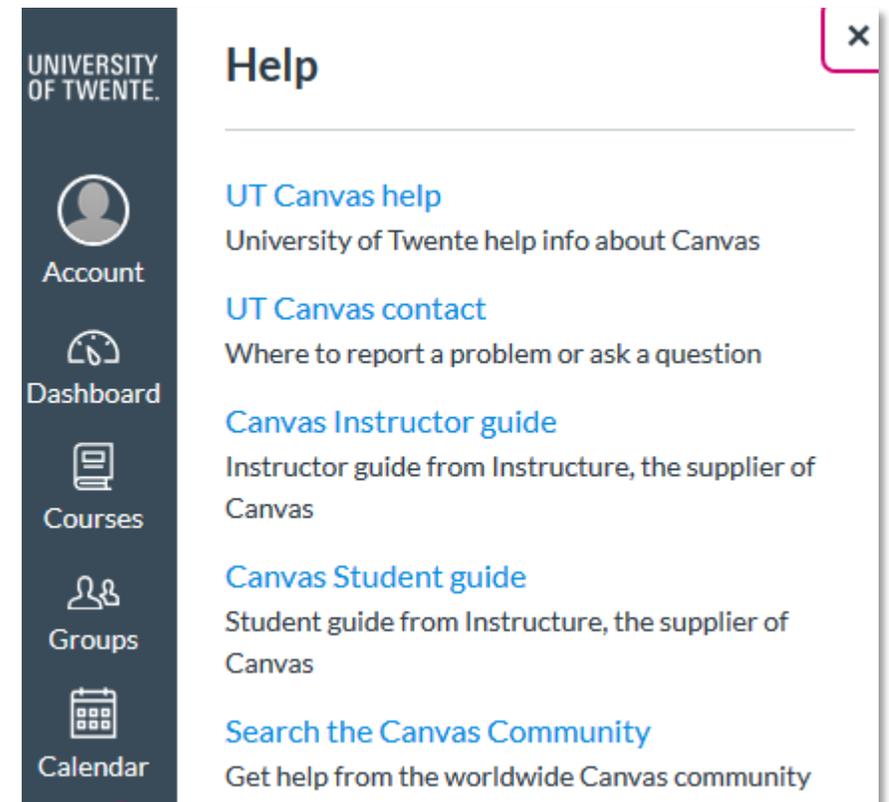
UNIVERSITY
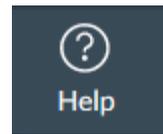OF TWENTE.

CANVAS

MOBILE APP

- Download and run the Canvas **Student app** (for Android and iOS devices).

- Once you installed the app, you can log in in two ways:
  - Click QR code. You can generate a QR code from your Canvas web browser.
  - Click the button Find my school (fill in 'University of Twente'), and log in with your ICT account.

CANVAS

WHERE CAN I GO IF I NEED HELP OR WANT TO LEARN MORE?

- Click the **Help** icon.
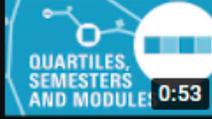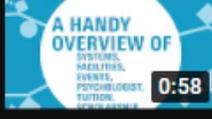

UNIVERSITY OF TWENTE.

SUMMARY

IMPORTANT NOTES

- All important links can be found via utwente.nl/students
- Do not forget to register for courses
- Keep track of the announcements in Canvas (canvas.utwente.nl) and on utwente.nl/students

UNIVERSITY OF TWENTE.

SUMMARY

WHERE TO GO FOR HELP

- For questions about Student Services Contact Centre: email studentservices@utwente.nl
- For questions about MyTimetable: check the built-in HELP
- Manuals for the educational systems can be found at utwente.nl/educationalsystems/, as well as this presentation. And in the Youtube playlist 'educational systems University of Twente' you can find short instruction videos.

- You can contact Student Services for questions about Canvas or OSIRIS:
  - utwente.nl/students
  - The desk in the Boerderij