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# Reports – Educational coordinator

## 9.1.01 - Key Facts

### Goal:

This report can give you an overview of the most important information concerning courses (e.g. all courses of a module).

### Selection: Standard selection course information

Search	Standard selection course information (Faculty)	• O
Course		0
Course	= v Q	20
Academic year	= 2021	0
Additional information		2
MODULE - BEHOORTBUMODULE	= v	3 8
Block		3
Starting block	= v	2 8
Lecturer		4
Lecturer	= v	3 8
? CLEAR	MAINTENANCE - Advanced search	

Number	Description of filters			
1	Optional			
	Search for a specific course by filling in a course			
	code in the filter 'course'.			
	Tip: Use 🗊 to enter or paste multiple course codes			
	The current academic year is filled by default			
2	Optional			
	Search for course within a specific module by			
	filling 'behoortbijmodule', e.g. B-AM-MOD01			
	(module 1 of the bachelor Applied			
	Mathematics)			
3	Optional			
	Search for courses within a specific quartile			
	(block).			
4	Optional			
	Search for courses of a specific lecturer (M-			
	number).			
	0			
	Tip: Use to see a list lecturers (including M-number).			

## 9.1.02 - Overview of courses

### Goal:

This report can give you an overview of all information concerning courses (e.g. all courses of a module).

#### Selection: Standard selection

Search			Standard selection (Faculty) V
Course			0
Course		= ~	
* Academi	c year	= v	2021
Contact pe	erson	= ~	
Additional in	formation		2
MODULE - BEHOORT	BUMODULE	= ~	
?	CLEAR	MAINTENANCE -	Advanced search Run

Number	Description of filters
1	Optional
	Search for a specific course by filling in a course code in the filter 'course'. Tip: Use to enter or paste multiple course codes
	The current academic year is filled by default
2	Optional
	Search for course within a specific module by
	filling 'behoortbijmodule', e.g. B-AM-MOD01
	(module 1 of the bachelor Applied
	Mathematics)

# 9.1.22 – Study Programme – Annual overview

### Goal:

This report can give you an overview of all information concerning study programme annually.

#### Selection: Standard selection

Search	Standard selection Osiris (OSIRIS) ~	N	Number	Description of filters
		1	L	Search for a specific study programme by filling in
Study programme				the study programme code in the filter 'study
Study programme	=			programme'
Limit examination programs to	= v v			programme .
Status	= v × 8			
Name	= •			Tin: Use to onter or paste multiple source
Degree programme	= v Q 8			The ose for the enter of paste multiple course
Type of study programme	= v			codes
Faculty	= v Q 8			
Report options - Degree pro	gramme	2	2	Optional
Print test details?	= v No v 🛞			Search for the study programme code in
Print courses from academic year	= ~ 2024 😵			menu 1.3 if you don't know the study
				programme name.
? CLEAR	MAINTENANCE - Advanced search Run			

## 9.2.05 – Name list

#### Goal

This report will create a list of students per degree programme (and eventually specialisation).

Selection: Standard selection

Personal details			1
Student number	=	~	E 8
* Deceased?	=	~ No	~
Degree programme	=	×	
Cohort	=	×	
Degree	=	~	Q &
Student active?	= 1	<ul> <li>Yes</li> </ul>	× 83

Number	Description of filters
1	Optional
	Filter on specific student numbers
	Tip: Use 📧 to enter or paste multiple student numbers
2	Filter on students for a specific degree
	programme and/or cohort.

# 9.2.06 - List of passport photos

### Goal

This report will create a list of photos of students from a specific group.

#### Selection: Standard selection



## 9.2.22 – Number of students per degree programme

Goal:

This report can create an overview of the number of students per programme degree, broken down into different aspects.

#### Selection:

legree programme				1
Degree programme	=	~		
Degree	-	~		9.6
Student active?	=	∨ Ye	s	× 6
eport options				6
Printing up to year?	=	× 202	21	6

Number	Description of filters
1	Optional Fill in a degree programme (e.g. B-AT) and degree Tip: Use to see a list of degrees
2	If needed, you can specify which information you want to show on your report.

# 9.2.23 – Number of students per specialisation

### Goal

This report can create an overview of the number of students per specialisation, broken down into different aspects.

Search	Number of active students per specialisation (Faculty) X		
Search	Number of active students per specialisation (Faculty) •	Number	Description of filters
Degree programme * Specialisation Registration Date specialisation	rom; untill v III II 2	1	Tip: Use to see a list of existing specialisations
Registration degree progra	imme		
* Academic year	= 2021 3		Or fill in: [degree programme code]% to get all the
* Start date	<= ✔ 06-01-2022		specialisations of the degree proramme
* End date	>= 🗸 06-01-2022		For example:
* Active code degree programme	<b>≖ ∨</b> 4 Q		PSY%
CLEAR	MAINTENANCE - Advanced search Run	2	Optional: select a specific period
		3	These filters are used to select 'active' students

#### Selection: Number of active students per specialization

# 9.2.54 - List of participants per course

#### Goal

This report will show you information about which students will participate in a certain course.

#### Selection: List of participants per course

Search List of participants per course (Faculty) v 0	Number	Description of filters
Course * Course = v   Q Z 1 Academic year = v 2021	1	Fill in the Osiris course code Tip: Use to enter or paste multiple course codes
Starting block	2	The current academic year is filled by default
Report options Print student with exemption?	3	Optional Tip: Use to see a list of starting blocks
CLEAR MAINTENANCE      Advanced search Run		

## 9.2.56 - Enrolments minor

### Goal:

This report can create an overview of the number of students per minor.

#### Selection: Standard selection

Search	Standard selection (Faculty) V	Number	Description of filters
		1	Fill in the minor code (e.g. TNW-HM-BROB-15; the
Major / minor / master	1		number corresponds the year the minor was
Code	= 🗸 🔍 🖸		created)
Start moment	2		
* Academic year	= 2021		Q
Starting block	= v Q 8		Tip: Use to see a list of the existing minors
Report options	3	2	The current academic year is filled by default
* Print enrolments?	= V Yes V	3	If needed, you can specify which information you
* Print waiting list?	= V No V		want to show on your report.
? CLEAR	MAINTENANCE  Advanced search Run		

## 9.2.57 – Summary credits per block

### Goal

This report will show you information about the summary credits per block.

Search		Standaard selectie (Faculty) 🗸 🚺		
Degree programme				
* Degree programme	= ~		Number	Description of filters
Registration degree progra	imme		1	Fill in the degree programme
* Academic year	= ~	2024 2		
* Start date	<=	18-10-2024		0
* End date	>= ~	18-10-2024		Tip: Use to see a list of programme
* Active code degree programme	= *	4 2 5	2	The current academic year is filled by default
Course			3	The start date is filled by default
* Academic year	= *	2024 6	4	The end date is filled by default
* Starting block Report options	= v		5	The active code degree programme is filled by default
Total credits in selection is below	= ~		6	The academic year is filled by default
			7	Fill in the starting block
CLEAR	MAINTENANCE -	Advanced search Run		Tip: Use to see a list of blocks

# 9.2.80 – Number of test grades

#### Goal:

This report can create an overview of the number of sufficient vs. insufficient grades per test opportunity of a course or multiple courses.

### Selection: Standard selection

ourse				
Course	-	~	Q (	2
Academic year	=	~		6
dditional information				2
MODULE - BEHOORTBIJMODULE	=	~		0 6

Number	Description of filters
1	Fill in the course of a specific course
	Tip: Use 📴 to enter or paste multiple course codes
2	Optional
	Search for course within a specific module by filling 'behoortbijmodule', e.g. B-AM-MOD01 (module 1 of the bachelor Applied Mathematics)

# 9.2.81 - Courses at another institution

### Goal

This report shows the courses a student has done at another institution. Can be done per student and per student group.

### Selection:

Search	Standard selection (Faculty) 🗸 (i	Number	Description of filters
Personal details Student number Initials Surname without letter accent * Deceased?	■ v 21 ■ v 22 ■ v 22 ■ v 22 ■ v 22 23 23 23 23 23 23 23 23 23 23 23 23 2	1	Fill in a specific student number, or if his/her student number is not known, use other filters Tip: Use to enter or paste multiple student numbers
Student group Student group CLEAR	MAINTENANCE V Advanced search Run	2	If you want to use a specific student group, use this filter. Tip: Use to enter or paste multiple student groups

# 9.2.87 - Transcript of records (dossieroverzicht)

### Goal

Detailed information of all results and credit points a student has obtained for tests, courses and courses at another institution.

### Selection:

saich	Stan	daard selectie (Faculty)	×
ersonal details			
Student number	= v		
Initials	= v		
Surname without letter accent	= v		
* Deceased?	= ~	No	~
eport options			
* Printing partial grades?	= ~	Yes	~
<ul> <li><b>*</b> Printing partial grades?</li> <li>* Printing not obtained tests?</li> </ul>	= v = v	Yes	~ ~
Port options  Printing partial grades?  Printing not obtained tests?  Only include contributing test grades?	= v = v = v	Yes           No           No	> > >
port options  * Printing partial grades?  Printing not obtained tests?  * Only include contributing test grades?  * Print only sufficient final grades?	= v = v = v	Yés No No	* * *
Port options * Printing partial grades? * Printing not obtained tests? * Only include contributing test grades? * Print only sufficient final grades? Print category?	=         v           =         v           =         v           =         v           =         v           =         v	Yes	* * *

Number	Description of filters
1	Fill in a specific student number, or if his/her
	Tip: Use to enter or paste multiple student numbers
2	If needed, you can specify which information
1	

# 9.2.88 – Current results per course (geldende resultaten per cursus)

Goal

The report shows an overview of the results per course for a specific academic year.

#### Selection: Standard selection

Search		Results per course (Faculty) V
Course		0
Course	= ~	
Academic year	= ~	2021
Block		2
Starting block	= ~	
Student		
Deceased?	= ~	No v 😣
Report options		3
Print students with exemption?	= v	No v 😣
Print partial results?	= ~	Yes 🗸 😵
Print student names?	= ~	Yes 🗸 😒
? CLEAR	MAINTENANCE -	Advanced search Run

Number	Description of filters
1	Fill in a specific course code. The current
	academic year is select by default
	Tip: Use 📧 to enter or paste multiple course codes
2	Optional:
	If a course is given twice a year, you can specify
	the starting block.
3	If needed, you can specify which information
	you want to show on your report.

## 9.2.91 - Test resits

### Goal

This report shows an overview of all the insufficient test results.

#### Selection: Standard selection

Search		Standaard selectie (Fa	aculty) 🗸 🗸
Course			
* Course	=	~	Q III
* Academic year	=	✓ 2021	
Test			
Test	-	×	
Student - Degree progra	amme		
Degree programme	=	×	0

Number	Description of filters
1	Fill in a specific course code.
	Tip: Use 📴 to enter or paste multiple course codes
	The current academic year is select by default
2	Optional
	Fill in a specific test.
3	Optional
	Select students from a specific degree
	programme (e.g. B-PSY).

# 9.2.92 – Test results per course

### Goal

This report can create an overview of the test results per course, test and opportunity.

### Selection: Test results per course

Jouren		Test results per course (Faculty) v
Course		
Course	= ~	
Academic year	= v	2021
Additional information		
MODULE - BEHOORTBUMODULE	= v	Q
Test		
Test	= ~	Q
Opportunity	= v	
Opportunity Student	= v	
Opportunity Student Deceased?	= v	No v
Opportunity Student Deceased? Report options	= v	No ~
Opportunity Student Deceased? Report options Print course information?	= v = v	No V
Opportunity Student Deceased? Report options Print course information? Print students with exemption?	= ~ ~ = ~ ~	No         >           Yes         >           No         >
Opportunity Student Deceased? Report options Print caruse information? Print students with exemption? Print credits and lecturer?	=	No         >           Yes         >           No         >           Yes         >
Opportunity Student Deceased? Report options Print course information? Print students with exemption? Print credits and lecturer? Print new of students		No         >           Yes         >           No         >           Yes         >           Yes         >           Yes         >

Number	Description of filters
1	Fill in a specific course code.
	Tip: Use 📴 to enter or paste multiple course codes
	The current academic year is select by default
2	Optional
	Search for course within a specific module by
	filling 'behoortbijmodule', e.g. B-AM-MOD01
	(module 1 of the bachelor Applied
	Mathematics)
3	Optional
	Fill in a specific test or test opportunity
4	If needed, you can specify which information
	you want to show on your report.

# 9.3.11 – To follow education

### Goal

This report can create an overview per course of which students this course need to complete, according their study programme.

Search		To follow education (Faculty) 🗸 🪺
Course		0
Course	= ~	Q = 8
Course Type	◇ ∨	DUMMY Q 8
Additional information		2
MODULE - BEHOORTBIJMODULE	= ~	
MODULE - BEHOORTBIJMINOR	= ~	
Student - Degree		3
Study programme	= ~	
Report options		4
Print students	= ~	Yes 🗸 😪
Show only own courses?	= ~	No 🗸 😵
Reference date	= ~	27-03-2025
Limit courses to academic year	= ~	
Limit courses to	= ~	✓ 8
		Advanced search Run

Number	Description of filters
1	Fill in a specific course code.
	codes
	The current academic year is select by default.
2	Optional
	Search for course within a specific module by
	filling 'behoortbijmodule', e.g. B-AM-MOD01
	(module 1 of the bachelor Applied
	Mathematics)
3	Optional
	Fill in a study programme (e.g. CSE-B-20 –
	curriculum of the B-CSE started academic year
	2020).
	The study programme contains the curriculum
	of a student.
4	If needed, you can specify which information
	you want to show on your report.

#### Selection: To follow education

# 9.3.15 - Study progress overview

### Goal

This report shows an overview of all the results a student has obtained for his/her study programme.

#### Selection:

Search	Sta	indard selection (Faculty) 🗸 🧃
Personal details		1
Student number	= ~	
Initials	= ~	
Surname without letter accent	= v	
Deceased?	= V	No 🗸 😒
Student group		2
Student group	= ~	
Registration degree program	ime	3
Academic year	= ~	2021
Start date	<= ~	06-01-2022
End date	>= v	06-01-2022
Active code degree programme	= ~	
Report options		4
Print subject?	= ~	No
Print tests?	= ~	No × 🕄
Only print contributing tests?	= ~	No v 😣
Print courses still to be achieved	= v	Yes 🗸 🕄
Print achieved courses?	= ~	Yes 🗸 😵
Print Replacement Rules?	= ~	No 🗸 🛞
Print individual arrangements?	= v	No v 🕄
Print credits per period?	= ~	No 🗸 😣
Print other grades?	= ~	Yes 🗸 😵
Print average grade?	= ~	Yes 🗸 😵
Print GPA?	= ~	No 🗸 😒
Only print final grades?	= ~	No 🗸 🕄
Print Reason approval?	= ~	No × 😒
CLEAR	MAINTENANCE -	Advanced search Run

Number	Description of filters
1	Fill in a specific student number, or if his/her student number is not known, use other filters
	Tip: Use used to enter or paste multiple student numbers
2	If you want to use a specific student group, use this filter. Tip: Use to enter or paste multiple student
3	These filters are used to select 'active' students
4	If needed, you can specify which information you want to show on your report.

# 9.3.16 - Meeting List Examination

### Goal

This report shows a list of students within an study programme, including the number of required credits and the number of obtained credits for the study programme.

### Selection:

Gearch		Standaard selectie (Faculty) v (i		
Personal details			1	
Student number	=	×	E 8	
* Deceased?	=	~	No	
Student group			2	
Student group	=	~	Q = 8	
Degree programme			3	
Degree programme	=	~	Q 8	
Cohort	=	~		
Student active?	=	×	Yes 🗸 🗸	
Progress			4	
Study programme	is not empty	~		
Number of credits achieved (programme)	<	~		
Report options			5	
* Always print date last grade?	=	~	No v	
Print date of postponed graduation?	=	×	No v 8	
* Print credits abroad?	=	~	No v	
* Print graduation request?	=	×	No v	
t Drint average grade?	=	~	No v	

Number	Description of filters
1	Fill in a specific student number, or if his/her
	student number is not known, use other filters
	Tip: Use 📧 to enter or paste multiple student numbers
2	If you want to use a specific student group, use
	this filter.
	Tip: Use 📧 to enter or paste multiple student groups
3	Fill in a degree programme (e.g. B-AT) and
	cohort (the academic year a student started the
	degree programme)
	Tip: Use to see a list of degree programmes
4	The study programme contains the curriculum
	of a student.
5	If needed, you can specify which information
	you want to show on your report.

# 9.3.19 – Yet to complete tests

#### Goal

This report can create an overview of which students still need to complete one or more tests, according their study programme.

Search			Yet to complete tests (Faculty) V
Course			(
Course	=	~	Q = 0
Course Type	$\diamond$	~	DUMMY Q
Additional information			6
MODULE - BEHOORTBIJMODULE	=	~	Q
MODULE - BEHOORTBIJMINOR	=	~	Q 6
Student - Degree			
Study programme	=	~	
Report options			
Print students	=	~	Yes 🗸
Show only own courses?	=	~	No V
Reference date	=	~	27-03-2025
Limit courses to academic year	=	~	
Limit courses to	=	~	
(?) CLEAR	MAINTENA		Advanced search Run

Number	Description of filters
1	Fill in a specific course code. Tip: Use to enter or paste multiple course codes
	The current academic year is select by default.
2	Optional Search for course within a specific module by filling 'behoortbijmodule', e.g. B-AM-MOD01 (module 1 of the bachelor Applied Mathematics)
3	Optional Fill in a study programme (e.g. CSE-B-20 – curriculum of the B-CSE started academic year 2020). The study programme contains the curriculum of a student.
4	If needed, you can specify which information you want to show on your report.

# 9.3.20 - Graduated students

### Goal

This report shows information about the students who have graduated for a certain Bachelor of Master. It's possible to search for a single student, per student group or by degree programme.

Selection:	
------------	--

	Standard selection (Faculty) 🗸 🚺
= v	
= ~	
= v	6
= ~ No	v v
	2
= v	Q 77 8
	3
= v	Q 8
= ~	6
	4
= v	Q 8

Number	Description of filters
1	Fill in a specific student number, or if his/her student number is not known, use other filters Tip: Use to enter or paste multiple student numbers
2	If you want to use a specific student group, use this filter. Tip: Use to enter or paste multiple student groups
3	Fill in a degree programme (e.g. B-AT) and cohort (the academic year a student started the degree programme) Tip: Use to see a list of degree programmes
4	Tip: Use to see a list of existing degrees

# 9.3.55 - Students List (Binding Study Advice)

### Goal

This report can be used to gain insight for a specific group of students in combination with the obtained binding study advice (e.g. deferred advice).

### Selection: Standard selection

SA			
Degree programme	=	~	Q 8
Academic year	=	~	C
Advice type	=	~	9
tudent - Advice			2
Advice	=	~	9.0
Positive / negative / prolonged?	=	~	<b>~</b> €
eport options			3
Print Detail requirements study programme component?	=	~	~ 6

Number	Description of filters
1	Fill in the degree programme and academic year
	of a binding study advice. You also can specify
	the moment of recommendation (e.g. first
	recommendation, second recommendation or
	binding advice).
2	Optional
	Select a specific group of students, based on
	their binding study advice.
3	If needed, you can specify which information
	you want to show on your report.

### Selection: Drop outs (first year)

		Drop outs (first year) (Faculty) 🗸
=	~	Q (
=	~	e
=	✓ EI	ND Qr
=	v S	Q
=	▼ No	• v
	• • •	

Number	Description of filters
1	Fill in the degree programme and academic year of a binding study advice.
2	The 'S' (staker / drop out) is selected as the final BSA recommendation.
3	If needed, you can specify which information you want to show on your report.

# 9.6.08 – Test performance

### Goal

This report gives you an overview of the statistical data per course, test, opportunity.

### Selection: Test performance

ourse				
Course	=	~		Q = 0
Academic year	=	~	2021	C
dditional information				62
MODULE - BEHOORTBUMODULE	=	~		<u> </u>
est				6
Test	=	~		
teport options				
Print indicators?	=	~	Yes	~ C
Print success rate chart?	=	~	Yes	<b>v</b> 6
Print frequency chart?	-	~	Yes	× 6
Calculate statistics for results with status	=	~	Final	<b>~</b> 6

Number	Description of filters
1	Fill in a specific course code. Tip: Use to enter or paste multiple course codes.
	The current academic year is select by default
2	Optional Search for course within a specific module by filling 'behoortbijmodule', e.g. B-AM-MOD01 (module 1 of the bachelor Applied Mathematics)
3	Fill in a specific test
4	If needed, you can specify which information you want to show on your report.