

Educational information systems tutorial TNW

aug 2017

In your studies you will use a number of digital systems in order to retrieve course information, register for exams, check your grades, and so on. The purpose of this tutorial is to provide an introduction into the use of these systems.

The student portal

Access to all educational systems can go through the student portal. Just surf to www.utwente.nl. Click 'EN' for the English version. Scroll down and click on 'Student Portal'. This is the general student portal of Twente University on which you'll find a collection of links to applications and services available for students.

Faculty and bachelor & master programme web pages

General information about the faculty (organization, news, different programmes and research chairs) is on the faculty web page <http://www.utwente.nl/tnw/>.

Every bachelor and master programme has its own website with information on schedules, regulations, committees, organization, etc. The Applied Physics (= aph) website can for instance be found at <http://www.utwente.nl/aph/>. (Chemical Engineering ends on 'che', Biomedical Engineering on 'bme', Nano Technology on 'nt'). Frequently used educational systems can also be reached using a link on the master program site.

Exercise:

- Find the website for the programme you attend. Find the courses you will take in the first quarter. (Check for Study programme and Curriculum).
- See for the Regulations of your programme.

Study programme, Curriculum, Schedules

Scheduling of courses is in a new web application <http://rooster.utwente.nl>

You can log in in the upper right corner. From there use the button 'add timetable' to find your schedule.

Exercise:

- Find the schedule of one of your courses in this web application.

Study information system OSIRIS

Go to <http://osiris.utwente.nl/student> (click the British flag, if necessary, to change the language to English).

The Osiris educational information database will store all your marks and other specific information like your address.

Exercise: Find your address information and check them. We don't want to send paper post to a wrong address.

Note: of course a student can only see the information about himself.

Course information

In the 'course catalogue' on Osiris, information concerning all courses taught at the UT can be found (content, lecturer, literature etc.)

Exercise: Find out which book(s) is/are used in the course Advanced Fluid Dynamics (193570010)

Try search by name, number or study program

Or, if you already know the name of a course in your master programme, pick that course.

Educational announcements (Onderwijsmededelingen)

Educational announcements can be found on the student portal (see above on how to get there).

Exercise: find current announcements from our faculty and one other.

Registering for Exams

Through <http://osiris.utwente.nl/student> or through your webapplications you can enter Osiris, which can also be used to register for exams (click: register, test, and select phase or subject). In every block registration is only open for a certain period of time. If you decide not to take an exam, don't forget to withdraw using the 'de-register' button in Osiris. A good webpage for UT information for students is <http://www.utwente.nl/so/studentervices/en/> Here you find a button to (de-) enrol for exams of the courses you attend. After the enrolment period the "Toetsrooster" (schedule of exams) displays where (classroom) the exams take place. Find this list in student portal. You have to be Signed In for this information.

Exam results

In Osiris you can see your results using the 'Results' button. The 'Progress' button will give you an overview of your progress in your study programme so far. Some lecturers (also) publish results using Blackboard. But the Osiris database keeps the official grading marks.

Blackboard

Surf to <http://blackboard.utwente.nl/> or enter Blackboard through your webapplications. BlackBoard is the UT's web based learning environment, all subjects/courses have their own site on which lecturers place information such as hand-outs, news, assignments etc.

Exercise: In Blackboard click 'Courses', you'll see all subjects for which you've enrolled, and which is now obviously still empty. An enrolment in a course in Osiris automatically creates an enrolment in the BlackBoard site of that course. This might take a couple of days, so be sure to enrol in Osiris on time.

Enrolling for practical work and projects

Within the faculty of Science and Technology students need to use a system to enroll for practical work. Lecturers use Blackboard to announce whether (and when) you need to enrol.

Printing infrastructure.

Xerox supplies printing services at the UT. In every UT building there are printers. A follow me system addresses all printers. Students print at their own cost. For installation of the software read the pages about Xerox at <http://www.utwente.nl/icts/en/>. These Xerox machines also scan to pdf and send by email.

Study Associations

There are several Study Associations at the UT.

For Applied Physics that is Arago (<https://arago.utwente.nl/>), for Chemical Engineering it is Alembic (<https://alembic.utwente.nl/>), For Biomedical Engineering it is Paradoks (<https://www.paradoks.utwente.nl/>). The Advanced Technology Bachelor students and Nanotechnology Master students join Astatine (<http://www.astatine.utwente.nl/>).

Exercise: Check the website of your Study Association for their activities. Is information available in English?

ICT/Notebook/software/RSI

The ICT-servicedesk (<http://www.utwente.nl/icts/en>) is the place to go for advice and support regarding questions and problems concerning ICT.

All Science and Technology programmes require students to have a notebook. The 'notebook service centre' provides support for notebook-users (<http://www.utwente.nl/icts/en/nsc/>). The software you need can often be downloaded from the nsc site. Lecturers will inform you about possibilities.

Exercise: Several courses require 'Matlab' to be installed on your notebook. Log in to the Notebook Service Centre, accept the conditions and check where you can download Matlab.

E-Mail

Check <https://googleapps.utwente.nl> and enter your student number and password, you will now have access to your mailbox. Fellow students' e-mail addresses are already added to your contact database.

Using the UT site: <http://www.utwente.nl/telefoongids/> you can find lecturers' e-mail addresses. For students the e-mail address is 'constructed' as follows: a.b.c.lastname@student.utwente.nl.

Exercise: Send an e-mail to one of the students present, or whom you have met the other day. Is the name already present in the database?

Note: staff will only communicate with you using the @utwente email address. Avoid using Hotmail and other accounts.

Network space

Many students use services like dropbox or google drive to store, backup or share files.

Old-fashioned paper mail

Important information is often sent by letter to the address you provided. Make sure this address (and your phone number, for that matter) is up to date. On the student portal (under student services) you can find more information about how to change your personal data (or use the following link: <http://www.utwente.nl/so/studentervices/en/>).