

Brief guide to the digital services of the VU – 2020

Introduction

VU students have to work with several digital registration, information and communication services, the most important of which are:

- VUnet, which you will use as the home page for your digital activities at the VU;
- the study guide, which contains an overview of all study programmes, including course descriptions;
- the learning management system Canvas;
- the VU mail system;
- the catalogue system of the University Library.

In all this, **VUnet** plays a central role. It is not only the place where you can find much (official) information about the VU and your faculty, but it also functions as a portal site giving access to most of the interactive services. Via VUnet you can get access to (among other things):

- your grades;
- the courses in which you are enrolled;
- your personal timetable, providing the dates, times and locations of these courses;
- the email messages sent to your VU mail account;
- Canvas announcements for the courses you are following.

Personal matters you can arrange via VUnet are (among other things):

- registration for courses and (re-)examinations;
- selection of specializations and minors;
- requests for special facilities, e.g. related to a disability or a prior education.

In this practical you will be introduced to VUnet and a number of digital systems that are connected with it.

N.B.

1. If you do not have a VUnet-id (yet), you cannot follow this practical.
2. Make sure that you have a safe password for your VUnet-id. You can change your password via your profile icon at the top right side of VUnet.
3. Many of the digital services also have their own internet address, which you can use for direct access. In the last paragraph of this instruction sheet a number of these URL's are listed.

The practical

VUnet

- Open a web browser and go to <https://vunet.vu.nl/>
- Log in with your VUnet-id and the accompanying password.

This will lead you to the home page of VUnet. VUnet consists of a number of different components, some of which you will use during this practical. Of the items in the main menu, **Services** is especially relevant, because this is your access point for many manuals, regulations, instructions and other official information.



Messages and announcements

The components **ANNOUNCEMENTS** and **NEWS** on VUnet's home page show the most recent announcements and news messages issued by the university or your faculty. You can read a message by clicking on it. You can read archived messages via the links "To announcements" and "More news".

The component **MY MAIL** shows the subjects and senders of the most recent messages in your VU mailbox. By clicking on "To webmail" at the bottom of this component you can enter your VU-mailbox (via webmail).

- Go to the home page of VUnet. Double click on one of the subjects in the component **MY MAIL** and read the message in question. When you are done, close the message window again.
- Click on "To webmail" and check the messages you have received until now.

NOTE that all official messages provided by university, faculty, study programme and lecturers are distributed via one of these channels. It is very important, therefore, that you check this on a regular basis.

Services: manuals, rules, regulations, and much more information

VUnet contains much information that is relevant for the VU and for your Faculty. This is disclosed in two ways: by a directory and by a search machine. We will briefly deal with these two alternatives.

- In VUnet's main menu select the option **SERVICES**.
- Select "Enrollment and re-enrollment" and then "Applying for a new programme". As you can see, this classification leads you to the desired information.

Study guide

The interactive study guide provides information about the programmes and courses of VU Amsterdam. The information is presented for each academic year, and divided into programme type. N.B. The study guide is not directly available via VUnet.

- Open a new tab in your browser and go to studiegids.vu.nl/en .
- Select the year *2020-2021* and select your study programme. Read the course description of the courses given during the first period of your study program.

Course registration

You also use VUnet to register for courses. It is important that you always do this timely.

- Check **in the study guide** which courses you have to follow in period 1.
- Select the component **COURSE REGISTRATION** at VUnet's homepage. You will be redirected to the system you use to register for your courses. Click "register course" under P1 to register for courses in the first period.
- Perhaps the courses for which you want to register already appear on the screen under the component "proposed courses", and you can immediately click on them. If not, you can search courses by using the search function.
- Click on the course you want to register for. The description of the course will pop up on your screen. Choose "register" when you are sure you want to register for this course. Je are successfully enrolled in the course after you got a notification on your screen.
- In the start screen you will now see your course registered under 2020-2021 period 1. You can check in your personal calendar whether it worked. You can access this by clicking on "schedule" in the bottom right of the screen.



You cannot yet register for your courses in periods 2 and 3.

N.B.

1. Rule of thumb at the VU is that students who haven't registered for a course in time are not allowed to follow that course. It is not possible to register after the deadline.
2. The registration deadline for period 1 is 7 September. For all other periods the deadline is 4 weeks before the start of the period (periods 1 and 4 excepted). These are strict deadlines.
3. When registered for a course, you are automatically registered for the first exam opportunity.
4. If you however need to take a resit, (also for an assignment, paper etc) the Education Office will register you in case you did not pass the exam (NVD or fail). If you have other reasons to take the resit, eg. in case of a 'no show' (NS), you must register for this separately as this will not be arranged automatically. You can take care of the registration up to 14 days prior to the resit.

Timetable

In the component **PERSONAL TIMETABLE** at VUnet's home page your daily personal timetable is shown for the courses you are enrolled in. All changes in the timetable will be visible here, so you are advised to check up on your personal timetable on a regular basis.

The link "To schedule" will lead you to the timetable site of VU University. Here, you can see the complete timetable for a study programme or for a specific course.

- Study the timetable of a course you will follow in the first semester.

Academic advisor

This is how you can make an appointment with your academic advisor via Vunet:

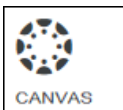
- Select **Services**, then **Advice and contact** and then **Academic advisor**.
- Click on **Appointments** and then on **Online calendar** and sign up as a new user (it is not possible to log on to the online diary with your VUnet-id).
- Check when the next opportunity is to make an appointment.
NB: Only make an actual appointment if you seriously want one!

Canvas

Canvas, the learning management system of the VU, contains a large number of course websites that lecturers have created to support their courses. Which features a Canvas course offers depends on the way the lecturer has set it up. A Canvas course may contain:

- information about the course, like announcements, the time table and a course manual;
- teaching materials, like PowerPoint-presentations, instruction sheets, a workbook, sources, articles, practice material, and links to (background) information;
- interactive components, like discussion boards, assignments, quizzes and environments for group work;
- feedback to assignments and grades.

Canvas also contains a number of *communities*, for the exchange of information and documentation. These often transcend the course level; for example, a number of study programmes maintain a Canvas community to share information with their students.



You can go to Canvas from VUnet via the quick link on the home page. Canvas can be opened directly in a web browser via the internet address <https://canvas.vu.nl>

- Go to Canvas and check if you have access to all courses for which you have registered. If the course has been made available by the lecturer it is shown in the **Dashboard** (select the relevant option in the main menu). If a course has not been made available yet, you can find it via the option **Courses** in the main menu.
N.B. After registration for a course, it usually takes one night before you have access to the accompanying Canvas course. Furthermore will not every course be online at the same moment, this depends on when your lecturer activates the page.

You can find more information about Canvas at <https://sites.google.com/vu.nl/canvasstudentguide> This document also contains information about the Canvas app for your smartphone / tablet.

University Library VU



The **LIBSEARCH VU** component offers a quick search facility for publications that are available via the University Library VU (UB VU). Try this with a

search for the publication 'Advertising citizenship: An essay on the performative power of consumer culture' by Irene Costera Meijer:

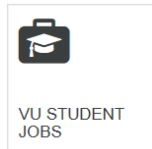
- Click the component **LIBSEARCH VU**, enter the surname of the author and one or two key words from the title (e.g. "**costera advertising citizenship**") and click on the magnifying glass.
- This will lead you to the digital catalogue system of the UB VU, where you will see a page with a number of search results. Although at first sight some of these results do not seem to be very relevant, the page also contains the publication you are looking for (it is even presented more than once).
- Choose one of the hits that have the indication "Held by: VU Library" and click on the button [Access online]. This will lead you to the website of the publisher of the journal, where you can read the article via the link "Download PDF".



N.B. You can also use LibSearch from the home page of the UB VU. If you want to use LibSearch when you are outside the VU, you will have to log in with your VUnet-id first.

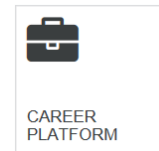
VU student jobs & Career Platform

On VUnet you can also find several functions that will help you as a student to find a job/internship.



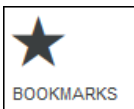
Via the "VU Student Jobs" component you can find student jobs, connected to your studies, like for example a job as a student assistant.

Via the component "Career Platform", where you use your VUnet-ID to log in, you will find a database of several job openings and events that specifically target social scientists.



Tips for easy use of the online services

1. You can create a **VUnet-bookmark** of your frequently used pages, so that you can find them quickly during later use. This is done by saving the page as VUnet-bookmark with the use of the icon ★ at the upper-right side of the screen. Enter a name that you find convenient to remember the page by.



Use the **BOOKMARKS** component on the home page to check your bookmarks.

2. During your time at the VU, you will use the digital learning management system **Canvas** a lot. As soon as you start doing more courses, your "Dashboard" can become somewhat chaotic. You can however manually control which courses you want to appear on your Dashboard. You can do this by clicking on "Courses" in the blue menu on the left side of your screen, and then clicking the option "All Courses". You will see a list of all the courses you have ever been enrolled in. By clicking on the star in front of the course name, you can select which courses you want to appear on your Dashboard.

Web addresses

VUnet	https://vunet.vu.nl
VU webmail	https://webmail.vu.nl/
Canvas	https://canvas.vu.nl/
Canvas <i>support site</i>	https://sites.google.com/vu.nl/canvasstudentguide
Study guide	https://studiegids.vu.nl/en
Timetable	https://rooster.vu.nl/
UB VU: website	http://www.ub.vu.nl/en/
UB VU: LibSearch	https://vu.on.worldcat.org/discovery