

# Manual Digital Services

Faculty of Social Sciences - Academic Year 2024-2025



# Introduction

As a student at the VU you have to deal with various digital registration, information and communication systems. The most important of these are:

- Your personal dashboard, the start page for all your digital activities at the VU;
- The study guide, which contains an overview of the programs of all study programs, including all course descriptions;
- The digital learning environment Canvas;
- The VU mail system;
- The University Library VU;

**Your personal dashboard** occupies a special place in this regard; Besides the fact that this is the website where you can find all kinds of information about and from the VU and your faculty (both in the form of fixed information and news items), it also functions as a portal in which the other systems are bundled.

Via your personal dashboard you will find, among other things:

- your grades obtained;
- your personal timetable with times and locations of courses and exams for which you have registered;
- the courses for which you have registered;
- your e-mail messages from your VU e-mail account;
- Canvas announcements of your study program.

Personal matters that you can arrange via your personal dashboard include:

- register for courses and (re) exams;
- opt for specializations and minors;
- supplement registration data (for example, applying for certain facilities in the context of a disability or prior education).

In this practical, you will become acquainted with your personal dashboard and the associated digital systems on the basis of a number of practical assignments.

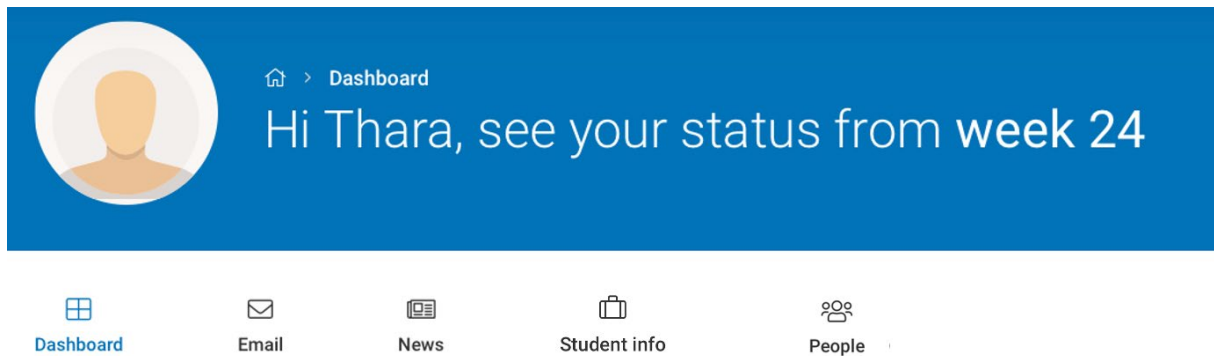
NB.

1. If you do not (yet) have a VU-ID, you cannot use this manual yet. If that is the case please check your registration status in studielink and contact our [students desk](#) or the [international office](#) in case your registration is incomplete.
2. Make sure you have a secure password for your VU-ID. You can set / change this via Your personal dashboard > Profile picture (top right) > Change password.
3. Many of the aforementioned digital services also have their own web address, with which they can be directly approached (outside of your personal dashboard). You will find an overview of this at the end of this manual

# General information

## Your personal dashboard

- Start a web browser and go to [vu.nl/en/dashboard](https://vu.nl/en/dashboard)
- Log in with your VU-ID and the corresponding password.



You will then be taken to the **personal dashboard** page. On your personal dashboard you will find a lot of information about the VU and your faculty. This is made accessible in two ways: via a search engine and Apps. Of the items in the main menu, the **search engine** is particularly relevant, as it is your gateway to many manuals, controls, instructions and other information.

You can manage your apps more easily. Go to “all Apps” and mark an app as a favorite by clicking on the heart icon. Then the app will be placed on your dashboard. Click on the title of the app to go directly to the app.

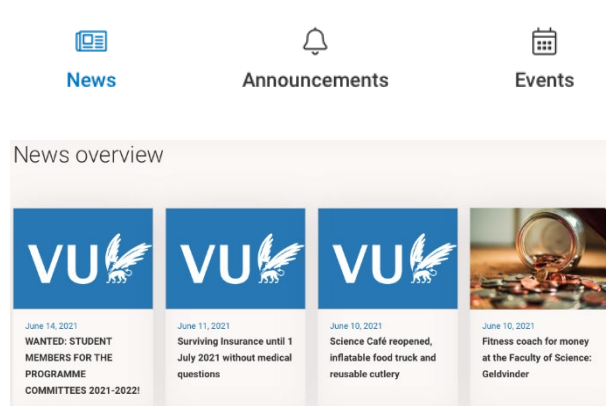
And this procedure can be used for the pages you often need to visit: by clicking ‘Save page’, it will be added to your favourites.

All apps →

## News, announcements and events

By means of the **News** button on the homepage, the news items and topics of the most recent announcements from the university and faculty are displayed. You can read a message by clicking on it.

This works in the same way for Announcements and Events.



## Student mail

Via the E-mail button you can see the subjects and senders of the most recent messages in your VU mailbox. Clicking on the E-mail button will take you to your VU mailbox (via webmail).



**NOTE: all official messages from the university, faculty and program are distributed through one of these channels. It is therefore very important that you regularly check whether there are new announcements and / or messages for you.**

### Log in to your student email

*On your computer:*

1. The first time you log in to your student email, two-step verification with Microsoft Authenticator is required.
2. Go to [outlook.office.com](https://outlook.office.com) and log in with your student mail account. This is an email that always ends in '@student.vu.nl'

### Microsoft Authenticator



Download eerst de app

Installeer de Microsoft Authenticator-app op uw telefoon. [Nu downloaden](#)

Nadat u de app Microsoft Authenticator op uw apparaat hebt geïnstalleerd, kiest u Volgende.

[Ik wil een andere verificatie-app gebruiken](#)

Volgende

3. Download the Microsoft Authenticator app from the App Store (iOS) or the Google Play Store (Android).

4. Now add your account in the Microsoft Authenticator app. Choose 'Work or school account'. You can then add your account manually or by scanning the QR code that you see on your computer.
5. Tip: make sure you allow push notifications, this is required!
6. When you are logged in to your student mail account via the Microsoft Authenticator app, the two-step verification was successful!
7. For easy access in the future, you can install the Outlook app that is included in the Office 365 package for students. In case you cannot install the app, please walk by the IT services at the Student Desk.

*On your mobile phone:*

1. You can also log in to your student email via your mobile! For this you need to download the Outlook app, which you can find in the App Store (iOS) or the Google Play Store (Android).
- Go to your personal dashboard. Click on the E-mail button, a tab will automatically be created containing your VU mailbox.
  - Read the relevant message. Then close the message window again.

## Study Guide

The study guide provides information about the structure of your study and about the structure and content of all faculty courses. NB. The study guide is not directly available via Dashboard.

- Open a new tab in your browser and go to [studiegids.vu.nl/en](https://studiegids.vu.nl/en)
- Select the Academic Year 2022-2023 and then use the options Bachelor > Your study programme; to find information about your courses in the first period.

## Course registration



### Course registration

You can also register for courses and exams via your personal dashboard. It is important that you always do this on time.

- Check in the **study guide** which courses you have to take in period 1, 2 and 3.
- Click on the **course registration** tile on your personal dashboard. You will now enter the system to register for your courses. Click on "register" under P1, 2 or 3 to register for courses from that period.
- Perhaps the courses for which you want to register are already listed under "proposed courses" and you can click on them directly. If not, you can look up the courses using the search bar.
- Click on the course you want to register for and select the lecture and if applicable work groups or practicals. Then the description of the course appears on the screen and you choose "register". You have successfully registered for the course after you have

received a notification on your screen. For some courses your professor will assign you to work groups, you do not have to sign up for these. Please note that your personal schedule is not yet complete in this situation. You can make this schedule complete by following the instructions on Canvas.

- You can now see your course registration under the heading 2022-2023 period 1, 2 or 3 on the start screen. Check your personal timetable to see if registration was successful. You can go here by clicking on “timetable” at the bottom right of the screen.

NB.

1. Within the VU, the rule applies that students **who do not register for a course in time are not allowed to take that course**. Make sure you check the registration deadlines regularly and register for the whole semester as soon as you can (period 1 to 3 in the summer and period 4 to 6 starting mid-December).
2. Check the registration periods under the heading 'when to register'. You can no longer register via the registration module once the term has expired.

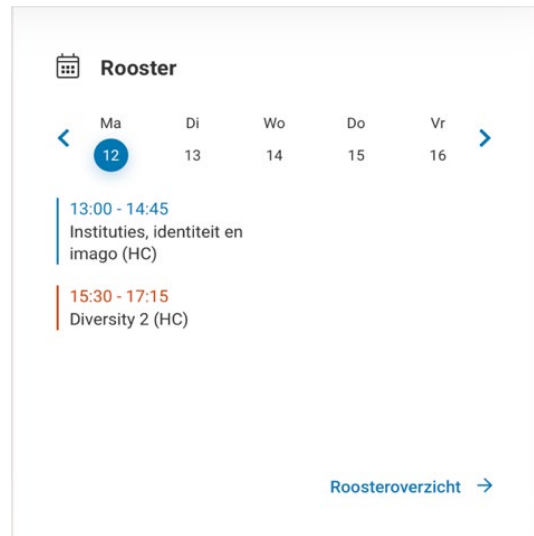
## Timetable

In the component “Timetable” on your personal dashboard, your personal timetable for this week is shown for the courses for which you are registered. All timetable changes entered in the timetable system are also immediately visible here, so it is wise to check your personal timetable regularly.

Using the link “Timetable overview” you go to the general timetable website of the VU. Here you can view the full schedule or that of a specific course of your own study program, but also the schedule of other courses, if you want to take an optional or extra course, for example.

**NB. Some Bachelor's working groups from period 1 are not yet visible in your personal schedule.**

This is because they are assigned manually, sometimes not until the first week of the Academic Year. No stress: they will appear automatically, there is no need to call or email about this.



- Have a look at your timetable via [rooster.vu.nl/schedule](https://rooster.vu.nl/schedule)

## Academic advisor

The academic advisor will be able to help if there are circumstances in which you are not able to study, for example due to illness or personal circumstances. It is vital that you report circumstances that may impede your studies to your academic advisor as soon as possible.

Together we can discuss what is important for you and your studies and tell you more about specific regulations.

If necessary the academic advisor can refer you to the right person or organization for further help. If you are having doubts about your programme or available courses, please see your academic advisor. Your academic advisor can also help you plan your studies and advise you on study skills.

You can make an appointment with the study advisor via your personal dashboard.

- Go to the search engine, type in academic advisor. Scroll down, click on “FSS” and click on Academic advisor of the faculty of Social Sciences. This will take you to the study adviser page linked to the faculty.
- Click on Appointment on campus, via zoom, or by phone and schedule an appointment via the online agenda. If your question is more urgent you can go to the contact form or click the [“ask your academic advisor”](#) button and fill in the form with your question.
- Check the first opportunity that you can make an appointment.

*NB: only make an appointment if you actually want it to take place!*

## Canvas

Canvas, the digital learning environment of the VU, contains a large number of course websites that the lecturers have created to support their subject. The exact possibilities Canvas offers per course depends on the way in which the teacher has set up the course. For example, think of:

1. Information about the course, such as current announcements, the timetable and the study manual;
2. The study material, such as the lecture sheets, syllabi, literature sources, practice questions and (links to) background information;
3. Interactive components such as discussion boards, assignments, progress tests and environments for groups;
4. Assessment and grades, such as preliminary assessments of assignments and any feedback on assignments.

Besides your courses, Canvas also contains a number of communities for the exchange of information and documentation. These can be used across disciplines, for example, some courses have a general Canvas community.



Go to Canvas and check in Canvas via the menu option “Dashboard” or the menu option “Courses” whether you have access to all courses for which you have registered. If desired, view the content of one or more of these course sites.

NB. After registering for a course, it takes one night before you are added to the relevant Canvas environment. Also, not every course is online at the same time, which depends on when your teacher makes the page active.

*More information about Canvas can be found at [vu.nl/en/student/study-skills/canvas](https://vu.nl/en/student/study-skills/canvas)  
It also contains information about the Canvas app for your smartphone / tablet.*

**Extra tip!** You will use the digital learning environment **Canvas** a lot during your study years at the VU. As you take several courses, it may be that your “Dashboard” becomes a bit unclear. However, you can choose which courses you want to appear on your Dashboard. You do this by clicking on “Courses” in the toolbar on the left side of your screen, and then on the heading “All Courses”. You will now be taken to the list of all courses for which you have ever subscribed. By clicking on the asterisk in front of the name of the course, you can select which courses you want to see on your dashboard and which you don't.

## University Library VU

Using the LibSearch VU tile you can quickly search for publications available through the University Library (UB) VU.



LibSearch VU

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

- Click on the libsearch vu component, enter the author's last name and a number of relevant title words in the search field that appears (eg “costera advertising citizenship”) and click on the magnifying glass.
- You will then end up in the digital catalog system of the VU University Library on a page with a number of search results. Although it is not clear at first sight why they are being shown for some titles, the wanted publication is listed, it is even shown several times.
- Click on the button [Access online] for one of the hits that says Held by: “VU Library”. You will then be taken to the publisher's website, where you can read the article via the link “Download PDF”.

NB. You can also use LibSearch from the homepage of the VU University Library. If you want to use LibSearch from outside the VU, you must first log in with your VU-ID.

## Career Services

On your personal dashboard you will also find a number of positions that can help you as a student find a job / internship.

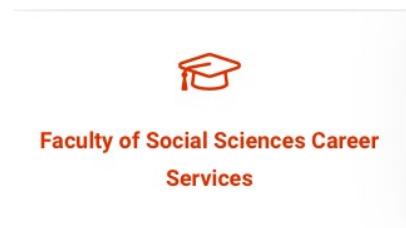


VU Student Jobs

Via the tile “VU Student Jobs” you can as a student look for study-related side jobs, such as a student assistantship.



Via “career” you will be taken to a page with all career facilities that the VU offers. Click on “**Faculty of Social Sciences Career Services**” button. You will then be taken to the link to the [FSS Career platform](#). This will bring you to a database with various vacancies, internships and events that focus on the skills that social scientists have to offer.



## Web addresses

VUweb	<a href="https://vu.nl/en/dashboard">https://vu.nl/en/dashboard</a>
VU webmail	<a href="https://outlook.office.com">https://outlook.office.com</a>
Canvas	<a href="https://canvas.vu.nl">https://canvas.vu.nl</a>
Canvas <i>support site</i>	<a href="https://vu.nl/en/student/study-skills/canvas">https://vu.nl/en/student/study-skills/canvas</a>
Study guide	<a href="https://studiegids.vu.nl/en">https://studiegids.vu.nl/en</a>
Schedule	<a href="https://rooster.vu.nl/schedule">https://rooster.vu.nl/schedule</a>
Career Platform	<a href="https://vu-fss.jobteaser.com/en/">https://vu-fss.jobteaser.com/en/</a>
UBVU: website	<a href="http://www.ub.vu.nl/en/">http://www.ub.vu.nl/en/</a>
UBVU: LibSearch	<a href="https://vu.on.worldcat.org/discovery">https://vu.on.worldcat.org/discovery</a>