



VRIJE
UNIVERSITEIT
AMSTERDAM

Guide Digital Services



Introduction

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

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

Your personal dashboard occupies a special place here; in addition to being the place where you can find all kinds of information about and from VU and your faculty (both in the form of fixed information and news items), it also acts as a portal, bringing together the other systems.

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

- Your passing grades;
- Your personal schedule;
- Your passing grades;
- Your personal schedule with times and locations of courses and exams for which you have registered;
- The courses you have registered for;
- Your e-mail messages from your VU-mail account;
- Canvas announcements from your program.

Personal matters you can arrange through your personal dashboard include:

- Registering for courses and (re)exams;
- Choosing specializations and minors;
- Completing application details (e.g. requesting certain facilities in the context of a disability or previous education).

In this practicum, you will be introduced to your personal dashboard and the digital systems linked to it through a number of practical assignments.

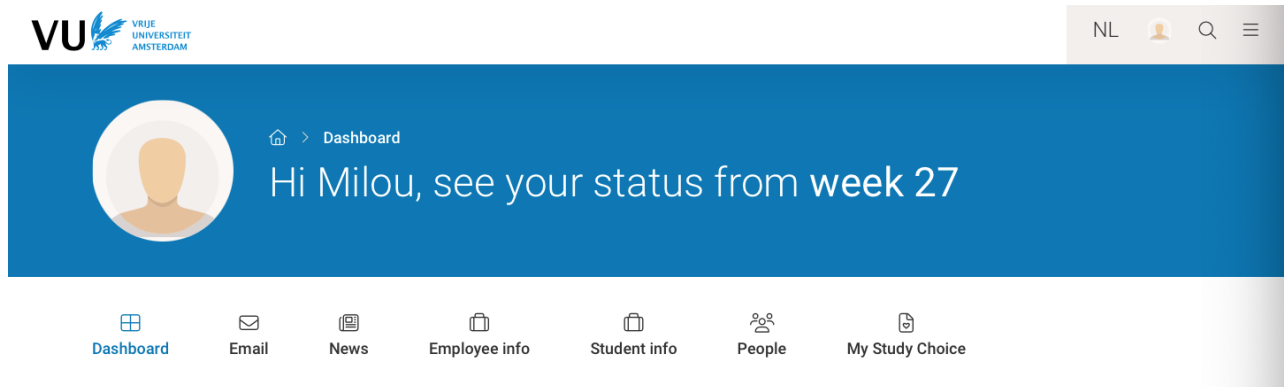
NOTES.

1. If you do not have a VUnetID (yet), you cannot go through this guide.
2. Make sure you have a secure password for your VUnetID. You can set/change this via your personal dashboard > Profile picture (top right) > Forgot/change password.
3. Many of the digital services mentioned also have their own web address, with which they can be directly accessed (outside your personal dashboard). You will find an overview of these at the end of this manual.

Getting started

Your personal dashboard

- Launch a webbrowser and go to <https://vu.nl/en/dashboard>
- Log in met je VUnetID en het bijbehorende wachtwoord.

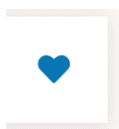


You will then be directed to the **personal dashboard**. On your personal dashboard, you will find a lot of information related to VU and your faculty. This is accessed in two ways: via a **search engine** and **Apps**. In particular, you will often use the search engine. This is your entry point to many manuals, regulations, instructions and other information.

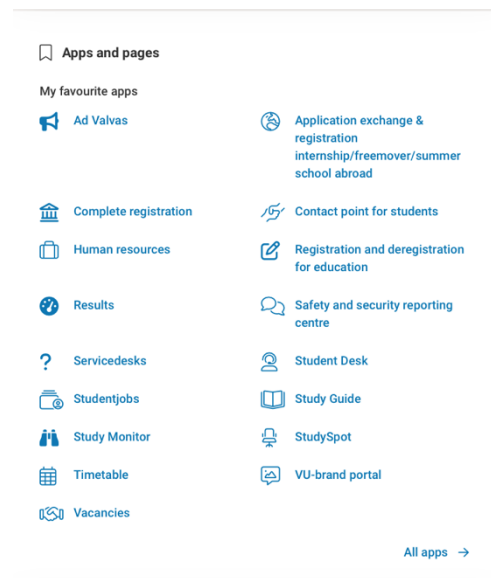
What are you looking for?



You can easily manage your apps on your dashboard. Go to "all Apps" and mark an app as a favourite by clicking on the heart icon click. Then the app will appear on your dashboard. Click on the app's title to go directly to the app.



You can do the same with pages on vu.nl that you visit often: clicking 'save page' on the relevant page will put it in your list of favourites.



News, Notices and Events

Using the **news** button on your personal dashboard, the news items and topics of the most recent university and faculty announcements are displayed. You can read a message by clicking on it.

This works in the same way for Announcements and Events



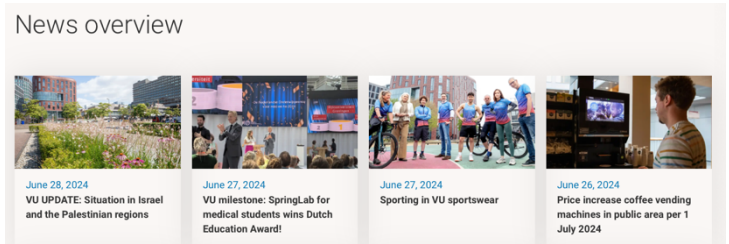
News



Announcements



Events



Student mail

The **E-mail** button shows the subjects and senders of the most recent messages in your VU mailbox. Clicking the **E-mail** button will take you to your VU mailbox.



E-mail

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

Login to your student email

On your computer:

1. The first time you log in to your student mail, two-step verification with Microsoft Authenticator is required.
2. Go to <https://login.live.com> and log in with your student mail account.

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 displayed on your computer.

5. Tip: make sure you allow push notifications, as this is necessary!
6. When you have logged into your student mail account via the Microsoft Authenticator app, the two-step verification has been successful!
7. For easy access in the future, you can install the Outlook app included in the Office 365 package for students. If this doesn't work, please stop by the IT desk at the student desk.

On your mobile:

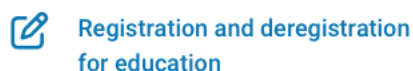
2. You can also log in to your student email on your mobile! To do this, you need to download the Outlook app, which can be found in the App Store (IOS) or the Google Play Store (Android).
 - Go to your personal dashboard. Click the E-mail button, a tab will automatically be created containing your VU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

Study guide

The study guide provides information on the structure of your studies and on the structure and content of all faculty courses. Note. The study guide is not available directly through the personal dashboard.

- Open a new tab in your browser and go to <https://studiegids.vu.nl/en#/>
- Select the academic year (example: 2024-2025) and then use the options *Bachelor > your study programme* to find information about the subjects from the first period of your study programme.
- Of course, you can also search for your programme or a specific subject directly in the search bar.

Registering for courses and exams



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 subjects you have to take in period 1.
- In the "**Apps and pages**" block, click on the block sign in and sign out for education on your personal dashboard. You will now enter the system to subscribe to your subjects. Click on "*subscribe*" under P1 to subscribe to subjects from the first period.
- Perhaps the courses you want to register for are already listed among the preselected courses under the heading "*Courses from your study programme*" and can be clicked directly. If not, you can search for the courses using the search bar.
- Click on the course you wish to register for. Log in on [the timetable](#) to see the information about study groups and practicals, as the registration module does not always show all the information. Next, register for your desired course components. Next, the description of the course appears and you select "*register*" if you are sure you want to register for this course. You have successfully registered for the course after a message appears on your screen

- In the home screen, you will now see your course enrolment under the heading "2024-2025 period 1". Check in your personal timetable whether the enrolment was successful. You can go here by clicking on "timetable" at the bottom right of the screen.

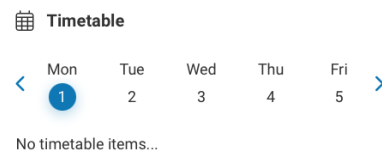
Note.

1. There is a rule within the VU that students who do not register for a course on time will not be allowed to take that course.
2. You can register for courses and educational activities during the registration period for the period in which the course takes place. For period 1, this is until 13 September at the latest. Check the [subscription deadlines](#).

Timetable

The "Timetable" component on your personal dashboard shows your personal timetable for this week for the courses you are enrolled in. All timetable changes entered in the timetable system are also immediately visible here, so it is wise to check your personal timetable regularly.

The link "Timetable overview" takes you to the VU's general timetable website. Here you can view the complete timetable or that of a specific course of your own study programme, but also the timetables of other study programmes, if you want to take an elective or extra course, for example. You do this by clicking on "add timetable" in the right-hand column.



The courses you have registered for appear automatically in your timetable. So you do not need to click on "add timetable".

Note. Some bachelor working groups from period 1 are not yet immediately visible in your personal timetable. This is because these are assigned manually, sometimes in the first week of the Academic Year. No stress: they appear automatically, no need to call/mail.

Academic advisor

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

- Go to the **search engine**, type in "student advisor" and click on the appropriate page. Scroll down and click the abbreviation of your faculty. This will take you to the student advisor page linked to the faculty.
- Via your faculty's specific page, you can make an appointment in the online agenda of the student advisers.

NB: Only make an appointment if you actually want it to go ahead!

Canvas

Canvas, VU's digital learning environment, contains a large number of course websites created by lecturers to support their subject. Exactly what options Canvas offers per course depends on how the lecturer has set up the course.

For example:

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

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



From your personal dashboard, Canvas can be accessed via the corresponding tile. In some cases, you have to mark this tile as a favourite yourself by clicking on the heart icon. (See the previous explanation under "Your personal dashboard").

Canvas can be accessed directly via the internet address <https://canvas.vu.nl>

- Go to Canvas and check in Canvas via the menu option "Dashboard" or the menu option "Courses" that you have access to all the courses you have registered for. If desired, view the content of one or more of these course sites.
- **Please note** that not all course sites you are registered for are also online immediately. This depends on when the teacher puts the course on active status. For courses that follow later in the year, but for which you are already registered, this will come online at a later time.

Note. After registering for a course, it takes one night before you are added to the relevant Canvas environment.

Find more about Canvas at: <https://sites.google.com/vu.nl/canvasstudentguide>
It also contains information about the Canvas app for your smartphone/tablet.

Extra tip! You will use Canvas a lot during your studies. As you start taking more courses, your "Dashboard" may become a bit cluttered. 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-hand side of your screen, and then on the heading "All Courses". You will now get to the list of all courses you have ever subscribed to. By clicking on the asterisk in front of the course name, you can select which courses you want to see on your dashboard and which you do not.

VU University Library

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

You may also need to first add the **LIBSEARCH VU** tile to your favourite apps on your dashboard as explained earlier.



LibSearch VU

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

- Click on the **libsearch vu** tile, enter the author's surname and some relevant title words (e.g. "**costera advertising citizenship**") in the search field that then appears and click on the magnifying glass.
- You then enter the UB VU's digital catalogue system on a page with a number of search results. Although at first glance it is not clear why some titles are shown, the publication you are looking for is listed, it is even shown several times.
- For one of the hits where it says Held by: VU Library" on the [Access online] button. This will take you to the publisher's website, where you can read the article via the "PDF / ePub" link.

Note. You can also use LibSearch from the UB VU homepage. 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 features that can help you as a student find a job/internship.



Studentjobs

Through the "Studentjobs" tile, students can search for study-related side jobs, such as a student assistantship.

Webadressen

VU dashboard	https://vu.nl/en/dashboard
VU studentenmail	https://login.live.com
Canvas	https://canvas.vu.nl/
Canvas support site	https://sites.google.com/vu.nl/canvasstudentguide
Studiegidsen	https://studiegids.vu.nl/en#/
Roosters	https://rooster.vu.nl/
UBVU: website	https://vu.nl/en/about-vu/divisions/university-library
UBVU: LibSearch	https://vu.on.worldcat.org/discovery