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# PRACTICUM-/WERKGROEPINDELING

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## INFORMATIE VOOR VAKCOÖRDINATOREN

Eens per jaar (in mei) vraagt het Onderwijsbureau bij vakken met practica- en/of werkgroepen naar de wijze waarop studenten in deze groepen zullen worden ingedeeld.

Er zijn twee soorten practicum-/werkgroepindeling:

- a) studenten tekenen zelf op VU.nl in voor een practicum-/werkgroep.
- b) de vakcoördinator maakt de indeling.

**Werkwijze (a) is de standaard, bij goede reden(en) kan (b) ingericht worden.**

Het is belangrijk dat de keuze gemaakt is voordat de studenten kunnen intekenen. Als de intekentermijn eenmaal is geopend, is wijziging van soort groepsindeling niet meer mogelijk.

Wanneer alle studenten in één practicum-/werkgroep passen, dan is werkwijze (a) van toepassing.

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### **A) WERKWIJZE BIJ STUDENTEN TEKENEN IN VOOR PRACTICUM-/WERKGROEP**

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Gedurende de intekentermijn tekenen bij (A) studenten zelf op VU.nl in voor de practicum-/werkgroep die hen het beste schikt. De gekozen practicum-/werkgroep verschijnt direct in het persoonlijk rooster van de student, zodat hij/zij weet hoe laat hij/zij waar moet zijn. Vakcoördinatoren kunnen in Canvas of in de kandidatenlijst op VU.nl zien hoe de studenten zich over de werkgroepen hebben verspreid.

In extreme situaties (bijvoorbeeld als er maar 1 of 2 studenten op een werkgroep zijn ingetekend), kan de vakcoördinator met het onderwijsbureau ([onderwijsbureau.fsw@vu.nl](mailto:onderwijsbureau.fsw@vu.nl)) overleggen over oplossingsrichtingen.

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### **B) VAKCOÖRDINATOR MAAKT PRACTICUM-/WERKGROEPINDELING**

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1. Als de intekentermijn opent, tekenen studenten in voor vakken en bijbehorende vakonderdelen op VU.nl. Zij kunnen niet intekenen voor de practicum-/werkgroep (dat is uitgedruisd<sup>1</sup>).
2. De vakcoördinator plaatst op Canvas een mededeling over het moment dat de groepsindeling bekend wordt gemaakt, bijv. in de week voorafgaand aan de start van het onderwijs of in de eerste onderwijsweek.
3. Zodra de intekentermijn sluit is in principe duidelijk welke studenten deelnemen aan het vak. Vanwege het naplaatsen kunnen er nog studenten bijkomen in de week voor de start van de onderwijsperiode.

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<sup>1</sup> In de studiegids staat onder kopje 'Praktische informatie': "Voor deze onderwijsvorm kun je geen groep kiezen, je wordt hiervoor ingedeeld."

4. De vakcoördinator maakt de groepsindeling in Canvas (zie voor instructies pagina 4 en verder). Het is van groot belang daarbij de nummering uit het rooster als basis te gebruiken, omdat studenten hun persoonlijk rooster anders niet kloppend kunnen maken. Mocht het voor de indeling relevant zijn te weten uit welke opleidingen studenten afkomstig zijn, dan kan de vakcoördinator deze informatie vinden in de kandidatenlijst op VU.nl.
5. De student ziet niet automatisch in zijn/haar persoonlijk rooster in welke practicum-werkgroep hij/zij is ingedeeld, maar kan deze handmatig toevoegen. De vakcoördinator plaatst op Canvas een mededeling met de instructie die te vinden is op pagina 3.

Let op: voeg nooit zelf een student toe in Canvas!<sup>2</sup>

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<sup>2</sup> Als een docent een student zou toevoegen aan Canvas, denkt de student ingetekend te zijn en deel te mogen nemen aan het vak. Maar een cijfer kan pas toegekend worden bij correcte intekening in VU.nl. Verwijs studenten na de intekentermijn naar [VU.nl](https://vu.nl).

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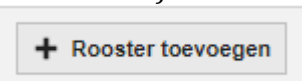
# INSTRUCTIETEKST PERSOONLIJK ROOSTER

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Beste student,

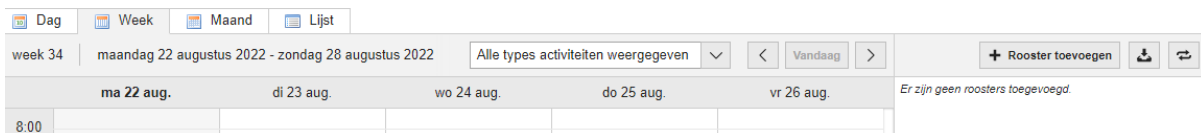
Je kunt niet zelf intekenen voor een werkgroep van dit vak, je wordt hiervoor ingedeeld door de docent. Op Canvas zie je onder het kopje 'Sections' voor welke werkgroep je ingedeeld bent. Deze werkgroep verschijnt niet automatisch in je persoonlijk rooster, maar je kunt deze zelf toevoegen aan de hand van onderstaande instructies:

- Ga naar <https://rooster.vu.nl/>.
- Log in (rechtsboven).

- Klik op  → kies hier de categorie *Groep* om je werkgroep toe te voegen.

Vervolgens kun je jouw rooster downloaden en synchroniseren met je agenda:

-  → Download hier je rooster.
-  → Synchroniseer hier met je Apple-, Google- of Outlook agenda.

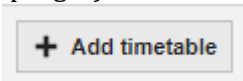


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Dear student,

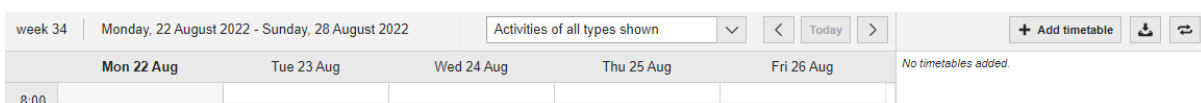
You cannot sign up for a study group for this course yourself, you will be assigned by the teacher. In Canvas you can see the study group you are assigned to under the heading 'Sections'. This study group will not automatically appear in your personal schedule, but you can add it yourself using the instructions below:

- Go to <https://rooster.vu.nl/>.
- Log in (top right).

- Click on  → choose the category *Group* to add your study group here.

Then you can download your schedule and synchronise it with your calendar:

-  → Download your schedule here.
-  → Synchronise with your Apple, Google or Outlook calendar here.



# How to make sections (seminar groups/werkgroepen)

Step 1: On your dashboard, choose your course.

The screenshot shows a Canvas LMS dashboard. At the top, there is a notification bar with the text "information." and a link to "Click here to download the exam protocol." Below this is a "Dashboard" header. The main content area is titled "Published Courses (12)" and displays a grid of course cards. A red arrow points to the "Oefencursus Estefani" course card, which has a green header and the text "oefencursus". Other visible course cards include "Core Debates in Political Science", "Practice Course 1", "Canvas tools for teachers", "Escape Room Next Level Canvas", and "Feedbackfruits". On the right side of the dashboard, there are sections for "Coming up" (with a "View calendar" link) and "Recent feedback" (with a "View Grades" button).

Step 2: On the left toolbar, choose for Settings.

The screenshot displays the oefencursus user interface. On the left, a dark vertical toolbar contains various navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, History, Help, and a back arrow. The main content area is titled 'oefencursus' and shows '60 Student view'. A sidebar on the left lists navigation options: Home, Announcements, TrainTool, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Item Banks, and Settings. A red arrow points to the 'Settings' option. The main content area shows 'Recent activity in oefencursus' with '1 assignment notification' and a 'SHOW MORE' link. On the right, there are several action buttons: Import Existing Content, Choose home page, Course setup checklist, New Announcement, View Course Analytics, and View Course Notifications. Below these are 'To do' and 'Coming up' sections with task lists.

# Step 3: On the top toolbar choose for 'Sections'.

The screenshot shows the Oefencursus course settings page. The top toolbar has tabs for 'Course details', 'Sections', 'Navigation', 'Apps', 'Feature options', and 'Integrations'. The 'Sections' tab is highlighted with a red arrow. The main content area is titled 'Course details' and contains various settings for the course 'Oefencursus Estefani'. A 'Choose image' button is visible in the 'Image' field. The right sidebar shows 'Course Statistics' and 'Current users'.

Account

Dashboard

Courses

Calendar

Inbox

History

Help

oefencursus > Settings

Home

Announcements

TrainTool

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

Chat

Item Banks

Settings

Course details

Sections

Navigation

Apps

Feature options

Integrations

Course is published

Course Statistics

Course Calendar

End this Course

Import Course Content

Export Course Content

Validate Links in Content

Current users

Students:	3
Teachers:	1
Coordinator:	None
TAs:	None
TA No Grading:	None
Designers:	None
Observers:	None

Name: Oefencursus Estefani

Course code: oefencursus

Blueprint course: No

Course Template:  Enable course as a Course Template

Time zone: Amsterdam (+01:00/+02:00)

Sub account: FSW

Term: Default term

Participation: Term

Course participation is limited to term start and end dates.

Start

End

Restrict students from viewing course before term start date

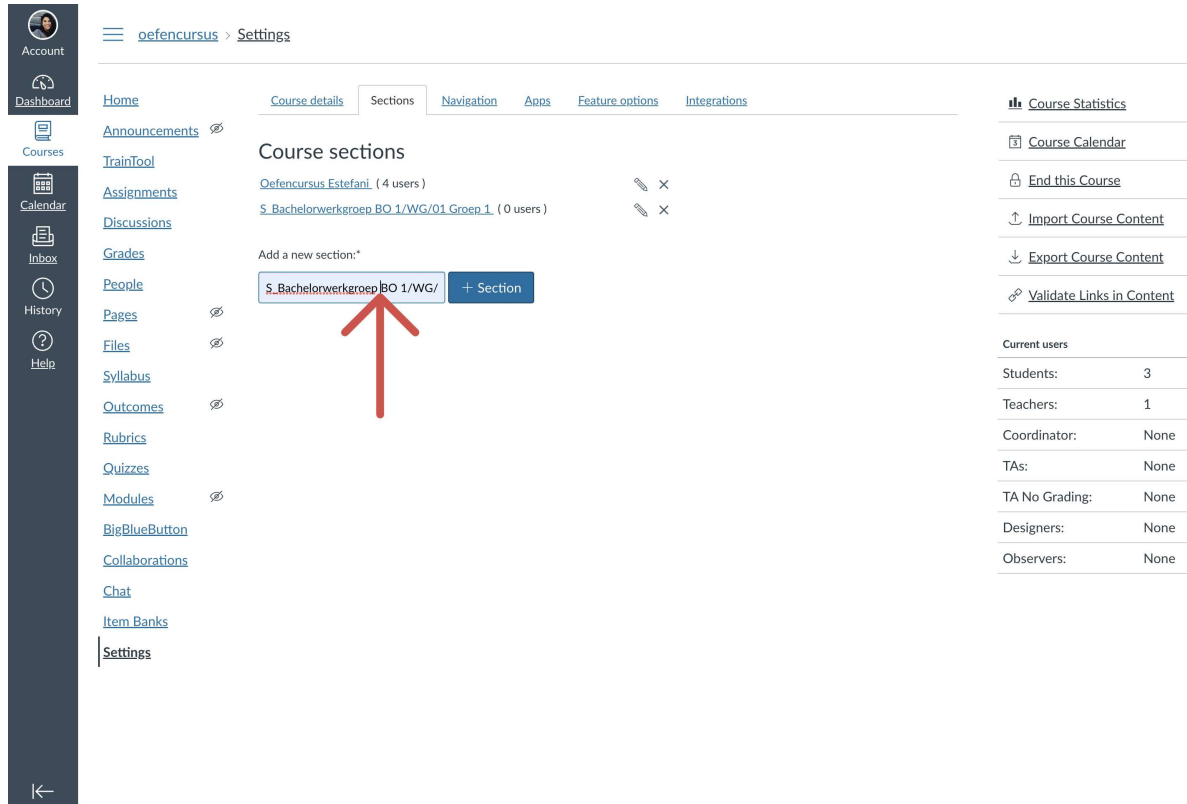
Restrict students from viewing course after term end date

Default due time: Account default (23:59)

## Step 4: Choose a name for your seminar group (section).

It is very important that you base the group numbering in Canvas on the group numbering in the schedule. If you do not do this, students will not be able to make their personal schedule correct. For example:

S\_Bachelorwerkgroep BO 1/WG/01 Groep 1



The screenshot shows the Canvas LMS interface for a course. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'Course sections' and shows two existing sections: 'Oefencursus Estefani (4 users)' and 'S\_Bachelorwerkgroep BO 1/WG/01 Groep 1 (0 users)'. Below these is an 'Add a new section:' form with a text input field containing 'S\_Bachelorwerkgroep BO 1/WG/' and a '+ Section' button. A red arrow points to the text in the input field. The right sidebar shows 'Course Statistics' and 'Current users' information.

Current users	
Students:	3
Teachers:	1
Coordinator:	None
TAs:	None
TA No Grading:	None
Designers:	None
Observers:	None

Step 5: Here you can see the sections and can make a new section by filling the name and clicking + Section.

Make as many sections (seminar groups/werkgroepen) as needed.

The screenshot displays the 'Course sections' interface in Canvas LMS. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, TrainTool, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Item Banks, and Settings. The main content area is titled 'Course sections' and includes tabs for Course details, Sections, Navigation, Apps, Feature options, and Integrations. Below the tabs, there are two existing sections: 'Oefencursus Estefani (4 users)' and 'S\_Bachelorwerkgroep\_BO 1/WG/01 Groep 1 (0 users)'. Below these is a form labeled 'Add a new section:\*' with an empty text input field and a '+ Section' button. A red arrow points to the '+ Section' button. On the right side, there is a 'Course Statistics' panel with a table of current users.

Current users	
Students:	3
Teachers:	1
Coordinator:	None
TAs:	None
TA No Grading:	None
Designers:	None
Observers:	None



Step 6: After making the sections, go to people.

The screenshot shows the Canvas LMS interface. On the left sidebar, the 'People' menu item is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Course sections' and shows a list of sections: 'Oefencursus Estefani (4 users)', 'S\_Bachelorwerkroep\_BO\_1/WG/01 Groep 1 (0 users)', and 'S\_Bachelorwerkroep\_BO\_1/WG/01 Groep 2'. Below the list is a form to 'Add a new section\*' with an 'Add section' button. On the right side, there is a 'Course Statistics' section with a table of user counts.

Account Dashboard Courses Calendar Inbox History Help

oefencursus > Settings

Home Course details Sections Navigation Apps Feature options Integrations

### Course sections

- Oefencursus Estefani (4 users) [edit] [x]
- S\_Bachelorwerkroep\_BO\_1/WG/01 Groep 1 (0 users) [edit] [x]
- S\_Bachelorwerkroep\_BO\_1/WG/01 Groep 2 [edit] [x]

Add a new section\*

#### Course Statistics

Course Calendar
End this Course
Import Course Content
Export Course Content
Validate Links in Content

#### Current users

Students:	3
Teachers:	1
Coordinator:	None
TAs:	None
TA No Grading:	None
Designers:	None
Observers:	None

Announcements TrainTool Assignments Discussions Grades People Pages Files Syllabus Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations Chat Item Banks Settings

Step 7: In people you can see all the students and on the right side you can click the 3 dots. Click on edit sections.

Account

Dashboard

Courses

Calendar

Inbox

History

Help

oefencursus > People

60 Student view

Home

Announcements

TrainTool

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

Chat

Item Banks

Settings

Everyone (Clone) group 1 (Clone) Liberalism

+ Group set

+ People

Search people All roles

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Dewi Spoooren EC Admin	dspoorenEC		Oefencursus Estefani	Student	3 Jun at 12:04	03:31
D.M. Derks (Diewertje)	dds680	2612111	Oefencursus Estefani	Student	2 Jun at 16:58	
Estefani Montenegro Muñoz FA	emontenegro-munozFA		Oefencursus Estefani	Student	3 Oct at 13:59	
E.Y. Montenegro Muñoz (Estefani)	emo223	emo223	Oefencursus Estefani	Teacher	10 Oct at 10:34	

- Resend invitation
- Edit sections**
- Edit role
- User details
- Deactivate user
- Remove from course
- Analytics

Step 8: On the small window click on browse.

The screenshot shows the 'People' page of a Moodle course titled 'oefencursus'. The page includes a sidebar with navigation options like Home, Announcements, Assignments, and People. A 'Section enrolments' dialog box is open in the center, displaying a table of existing sections and a form to add a new one. A red arrow points to the 'browse' button next to the 'Enter a section name' input field.

Name	Log	Role	Last Activity	Total Activity
Dewi Spaoren EC Admin	dsp	Admin	3 Jun at 12:04	03:31
D.M. Derks (Diewertje)	dds	Student	2 Jun at 16:58	
Estefani Montenegro Muñoz EA	em	Student	3 Oct at 13:59	07:19:41
E.Y. Montenegro Muñoz (Estefani)	em	Teacher	10 Oct at 10:34	09:24:06

Section enrolments

Sections are an additional way to organise users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrolments. Users must be in at least one section at all times.

Enter a section name  [browse](#)

Oefencursus Estefani - Student

Cancel

# Step 9: Choose the group you want to add the student to.

The screenshot shows a user interface for a learning management system. The main page is titled 'People' and displays a list of users. A modal window titled 'Section enrolments' is open in the foreground, showing a search bar and two group options. A red arrow points to the second group option.

**Section enrolments**

Sections are an additional way to organise users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrolments. Users must be in at least one section at all times.

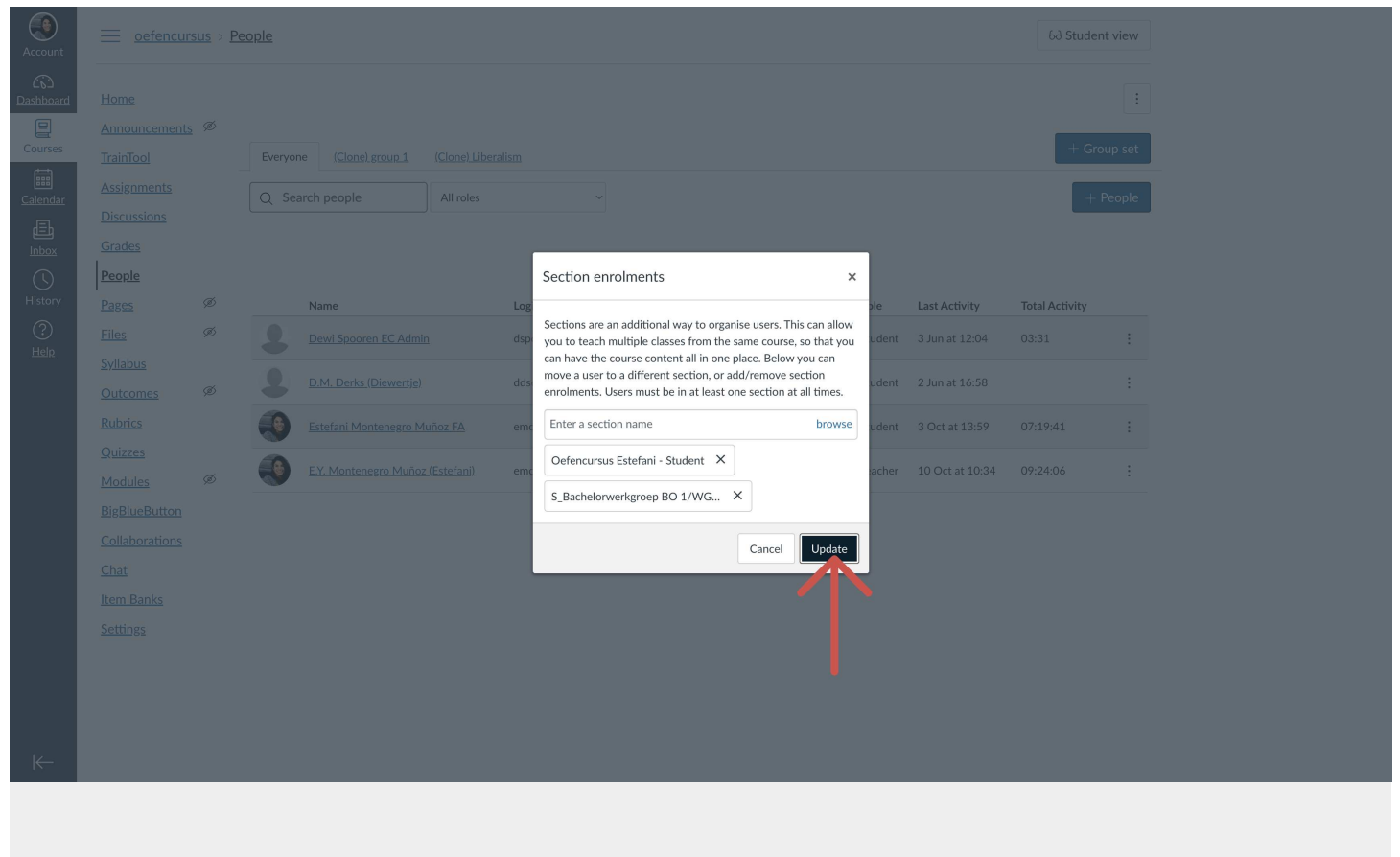
[browse](#)

- S. Bachelorwerkgroep BO 1/WG/01 Groep 1**  
0 people
- S. Bachelorwerkgroep BO 1/WG/01 Groep 2**  
0 people

The background interface includes a sidebar with navigation options like Home, Announcements, Assignments, and People. The main content area shows a table of users with columns for Name, Log, Last Activity, and Total Activity.

# Step 10: Click on "Update".

Make sure to do this for all the students.



The screenshot shows the Moodle course interface. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'Oefencursus > People' and shows a list of users. A modal dialog box titled 'Section enrolments' is open in the center. The dialog contains the following text: 'Sections are an additional way to organise users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrolments. Users must be in at least one section at all times.' Below the text is an input field for 'Enter a section name' with a 'browse' link. There are two tags in the dialog: 'Oefencursus Estefani - Student' and '5\_Bachelorwerkgroep BO 1/WG...'. At the bottom of the dialog are 'Cancel' and 'Update' buttons. A red arrow points to the 'Update' button.

Name	Log	Role	Last Activity	Total Activity
Dewi Spaoren EC Admin	dsp	Admin	3 Jun at 12:04	03:31
D.M. Derks (Diewertje)	dds	Student	2 Jun at 16:58	
Estefani Montenegro Muñoz EA	em	Student	3 Oct at 13:59	07:19:41
E.Y. Montenegro Muñoz (Estefani)	em	Teacher	10 Oct at 10:34	09:24:06

Step 11: Here you can see the seminar groups where the student has been added.

Account Dashboard Courses Calendar Inbox History Pages Files Syllabus Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations Chat Item Banks Settings

oefencursus > People

Section enrolments successfully updated

60 Student view

Home

Announcements

TrainTool

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

Chat

Item Banks

Settings

Everyone (Clone) group 1 (Clone) Liberalism

+ Group set

Search people All roles

+ People

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Dewi Spaoren EC Admin	dspoorenEC		Oefencursus Estefani S_Bachelorwerkgroep BO 1/WG/01 Groep 1	Student Student	3 Jun at 12:04	03:31
D.M. Derks (Diewertje)	dds680	2612111	Oefencursus Estefani	Student	2 Jun at 16:58	
Estefani Montenegro Muñoz FA	emontenegro-munozFA		Oefencursus Estefani	Student	3 Oct at 13:59	07:19:41
E.Y. Montenegro Muñoz (Estefani)	emo223	emo223	Oefencursus Estefani	Teacher	10 Oct at 10:34	09:24:06