
PRACTICAL/TUTORIAL ALLOCATION

INFORMATION FOR COURSE COORDINATORS

Once a year (in May) the Education Office asks course coordinators of courses with practicals and/or tutorials how students will be allocated to these groups.

Students can be allocated to practicals/tutorials in one of two ways:

- (a) students sign up themselves on VU.nl for a practical/tutorial.
- (b) the course coordinator makes the allocation.

Option (a) is the norm, in case of good reason(s) (b) can be arranged.

It is important that one of these options is chosen before students can register. Once the registration period is open, changes to the method of group allocation are no longer possible.

If all students fit into one group, then method (a) applies.

A) PROCEDURE FOR STUDENT-LED ALLOCATION

During the registration period (A) students register in VU.nl for the practical/tutorial group that best suits their timetable. The chosen practical/tutorial immediately appears in the student's personal schedule, so they know what time they need to be where. Course coordinators can see in Canvas or in the candidate list on VU.nl how students are distributed among the groups.

In extreme situations (e.g. when only 1 or 2 students have registered for a practical/tutorial group), the course coordinator can discuss possible solutions with the Education Office (onderwijsbureau.fsw@vu.nl).

B) PROCEDURE FOR COURSE COORDINATOR-LED ALLOCATION

1. When the registration period opens, students register for courses and accompanying course components on VU.nl. They cannot sign in for the practical/tutorial (that is greyed out¹).
2. The course coordinator posts an announcement on Canvas about when the group allocation will be announced, e.g., in the week prior to the start of education or in the first week of education.
3. Once the registration deadline closes, it is in principle clear which students will participate in the course. Due to 'late placement', additional students may be added in the week before the start of the education period.

¹ The study guide, under the heading "Practical Information," states, " You cannot select a group yourself for this teaching method, you will be placed in a group."

4. The course coordinator makes the group allocation in Canvas (for instructions see page 4 and following). It is very important to adhere to the numbering in the timetable, because otherwise students cannot make their personal schedule correct. Should it be relevant for the allocation to know which study programmes students come from, the course coordinator can find this information in the candidate list on VU.nl.
5. The student does not automatically see in their personal schedule to which practical /tutorial group they have been assigned, but can add it manually. The course coordinator posts an announcement on Canvas with the instruction found on page 3.

Please note: never add a student to Canvas yourself!²

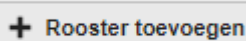
² If a lecturer were to add a student to Canvas, the student might think they are properly enrolled and allowed to participate in the course. However, a grade can only be assigned when a student is correctly registered in VU.nl. Please refer students to [VU.nl](https://vu.nl) after the registration deadline.

INSTRUCTIONAL TEKST PERSONAL SCHEDULE

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:

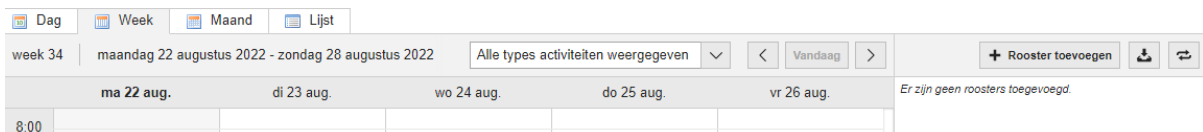
- Ga naar <https://rooster.vu.nl/>.
- Log in (rechtsboven).

 + Rooster toevoegen

- 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.

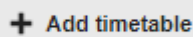


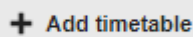
Dag	Week	Maand	Lijst		
week 34	maandag 22 augustus 2022 - zondag 28 augustus 2022				
Alle types activiteiten weergegeven					
Vandaag					
+ Rooster toevoegen					
Er zijn geen roosters toegevoegd.					
8:00	ma 22 aug.	di 23 aug.	wo 24 aug.	do 25 aug.	vr 26 aug.

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:

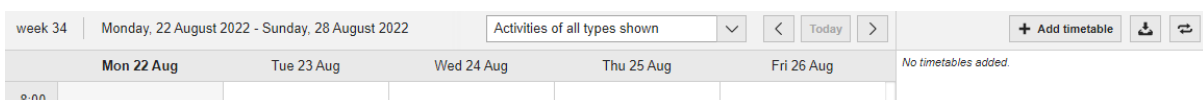
- Go to <https://rooster.vu.nl/>.
- Log in (top right).

 + Add timetable

- 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.



Dag	Week	Maand	Lijst		
week 34	Monday, 22 August 2022 - Sunday, 28 August 2022				
Activities of all types shown					
Today					
+ Add timetable					
No timetables added.					
8:00	Mon 22 Aug	Tue 23 Aug	Wed 24 Aug	Thu 25 Aug	Fri 26 Aug

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 at the bottom. The 'Settings' option is highlighted with a red rectangular box, and a red arrow points upwards from below the box to the 'Settings' text. The main content area is titled 'oefencursus' and shows '60 Student view'. Below the title bar, there is a 'Home' section with a list of menu items: Announcements, TrainTool, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Item Banks, and Settings. The 'Settings' item is the last one in the list. To the right of the menu is a 'Recent activity in oefencursus' section showing '1 assignment notification' with a 'SHOW MORE' link. Further 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 buttons is a 'To do' section with three items: 'Grade Verhaal schrijven' (10 points, due Jul at 23:59), 'Grade Paper' (10 points, no due date), and 'Grade New verhaal' (10 points, no due date). At the bottom of the right sidebar is a 'Coming up' section with a 'View calendar' link and the text 'Nothing for the next week'.

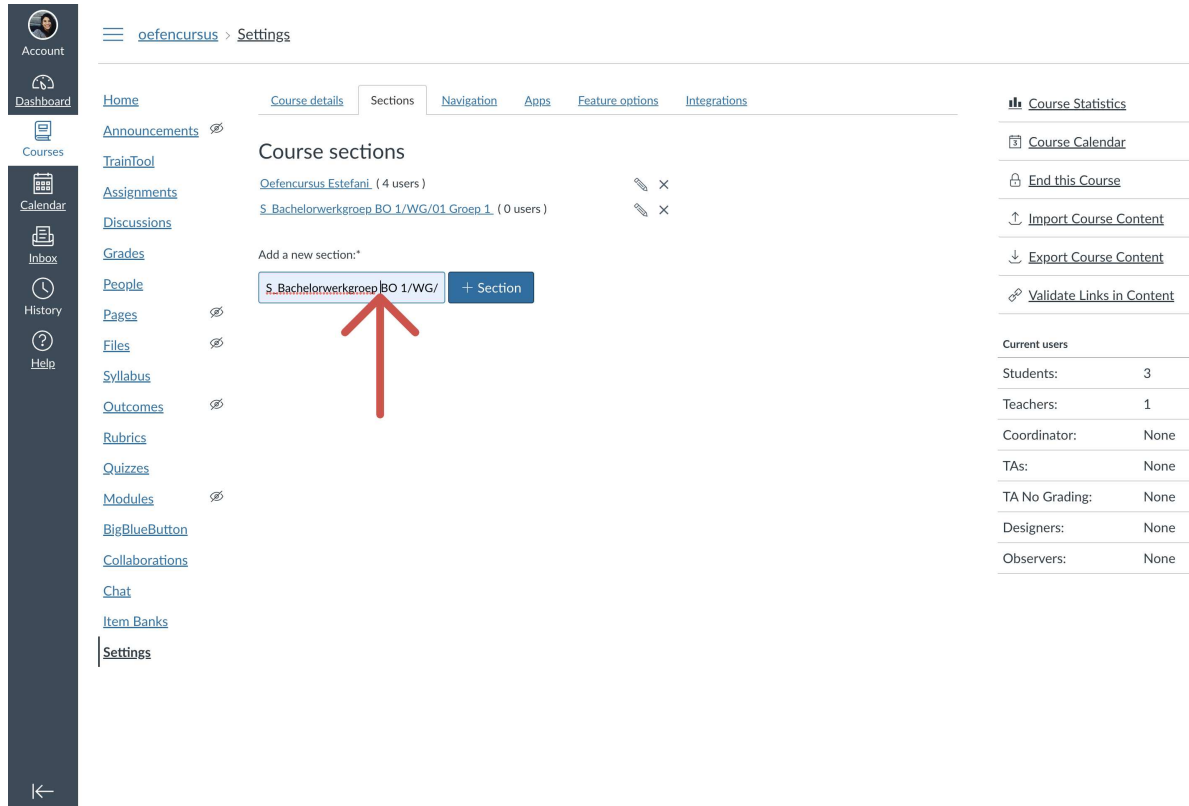
Step 3: On the top toolbar choose for 'Sections'.

The screenshot shows the Oefencursus course settings page. The top toolbar contains several tabs: 'Course details', 'Sections', 'Navigation', 'Apps', 'Feature options', and 'Integrations'. A red arrow points to the 'Sections' tab. The main content area is titled 'Course details' and contains various settings for the course 'Oefencursus Estefani'. The 'Image' field has a 'Choose image' button. The 'Name' field is 'Oefencursus Estefani', 'Course code' is 'oefencursus', and 'Blueprint course' is 'No'. The 'Time zone' is set to 'Amsterdam (+01:00/+02:00)'. The 'Sub account' is 'FSW' and the 'Term' is 'Default term'. The 'Participation' is set to 'Term'. The 'Start' and 'End' fields are empty. There are two checkboxes: 'Restrict students from viewing course before term start date' and 'Restrict students from viewing course after term end date', both of which are unchecked. The 'Default due time' is set to 'Account default (23:59)'. On the right side, there is a 'Course Statistics' section with a table showing 'Students: 3', 'Teachers: 1', 'Coordinator: None', 'TAs: None', 'TA No Grading: None', 'Designers: None', and 'Observers: None'. The left sidebar contains various navigation options like 'Home', 'Announcements', 'TrainTool', 'Assignments', 'Discussions', 'Grades', 'People', 'Pages', 'Files', 'Syllabus', 'Outcomes', 'Rubrics', 'Quizzes', 'Modules', 'BigBlueButton', 'Collaborations', 'Chat', 'Item Banks', and 'Settings'.

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 options: 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, there is a form to 'Add a new section:' 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'.

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' page in Canvas LMS. The left sidebar contains navigation links: Account, Dashboard, Courses, TrainTool, Announcements, 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 shows two existing sections: 'Oefencursus Estefani (4 users)' and 'S_Bachelorwerkgroep_BO 1/WG/01 Groep 1 (0 users)'. Below the list is a form to 'Add a new section*' with a text input field and a '+ Section' button. A red arrow points to the '+ Section' button. The right sidebar contains '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 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 displays the 'Course sections' page for the course 'Oefencursus Estefani'. The page includes a list of existing sections, an 'Add a new section*' form with an 'Add section' button, and a 'Course Statistics' sidebar on the right.

Course sections

Section Name	Users	Actions
Oefencursus Estefani	(4 users)	
S_Bachelorwerkroep_BO_1/WG/01 Groep 1	(0 users)	
S_Bachelorwerkroep_BO_1/WG/01 Groep 2		

Add a new section*

Course Statistics

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

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

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Dewi Spooren 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 Moodle 'People' page for a course named 'oefencursus'. 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 labeled 'Enter a section name' with a 'browse' button to its right. A red arrow points to this 'browse' button. Below the input field is a tag 'Oefencursus Estefani - Student' with an 'X' to remove it. At the bottom of the dialog are 'Cancel' and 'Update' buttons. The background shows a table of users with columns for Name, Log, Last Activity, and Total Activity.

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

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

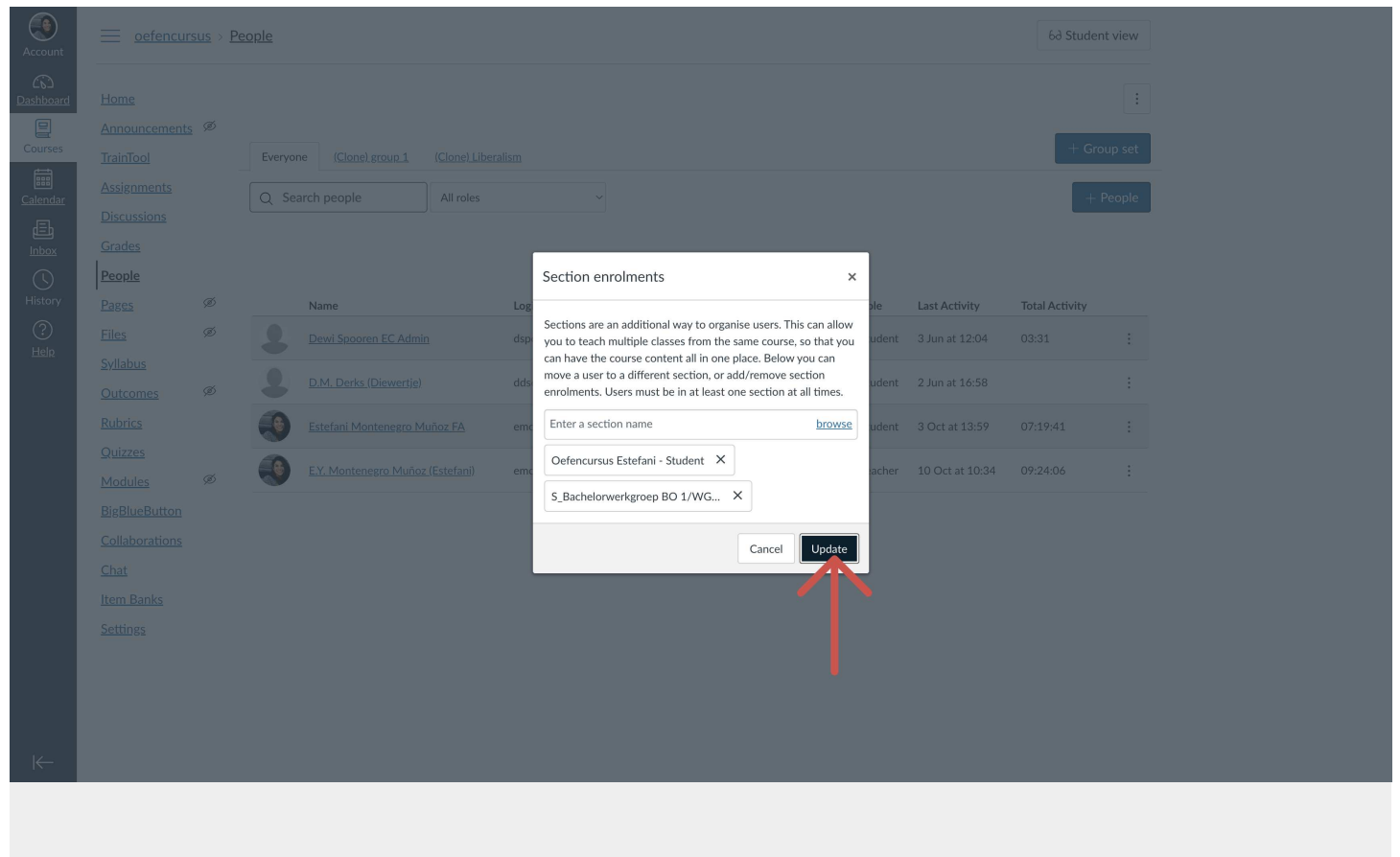
The screenshot shows a user interface for a learning management system. The main page is titled 'pefencursus > People' and has a '60 Student view' button. A sidebar on the left contains navigation options like Home, Announcements, TrainTool, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Item Banks, and Settings. The main content area shows a list of users with columns for Name, Log, Last Activity, and Total Activity. A modal window titled 'Section enrolments' is open, displaying a search bar and a list of groups. The groups are:

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

A red arrow points to the second group, 'S. Bachelorwerkgroep BO 1/WG/01 Groep 2'.

Step 10: Click on "Update".

Make sure to do this for all the students.



The screenshot shows a Moodle course interface. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Help, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Item Banks, and Settings. 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 'Enter a section name' with a 'browse' link. There are two tags below the input: '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.

The screenshot shows the Blackboard 'People' page for 'oefencursus'. A notification at the top states 'Section enrolments successfully updated'. The page displays a list of people with columns for Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. A red arrow points to the 'Section' column for the user 'Estefani Montenegro Muñoz FA'.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Dewi Spooren 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