

Quick Guide to IT facilities at Nijmegen School of Management, Radboud University

Content

Important websites.....	2
Student Portal	3
Course registration	4
How to check your course registration?	4
Additional functions in OSIRIS	4
Would you like to switch courses?	5
How to switch courses?.....	5
OSIRIS app	5
Personal Schedule	6
How to add courses to your personal schedule?.....	6
Brightspace.....	7
Announcements – main page	7
General course information	7
Assignments.....	7
M-Space: Incoming Exchange Students NSM.....	7
Books	8
Ordering books.....	8
Ordering readers	8
E-mail	10
Printing – Kuario.....	10
WiFi.....	10

Important websites

Student Portal	https://portal.ru.nl
OSIRIS	https://Osiris.ru.nl
Brightspace	https://brightspace.ru.nl
Personal schedule	https://personalschedule.ru.nl
Student Mail	https://mail.ru.nl
Ordering Books / Readers	Ordering study books Radboud University (ru.nl)
International Mobility Office (IMO)	www.ru.nl/nsm/imo
Student Life and International Mobility (SLIM) – Central Level	Radboud International - Radboud International English (ru.nl)
NSM Student Information Point	www.ru.nl/nsm/stip

NB. You will be able to start using these systems once your enrolment at Radboud University has been finalized and you have received your Confirmation of Acceptance as an exchange student.

Student Portal

The Student Portal provides a general overview of all the systems discussed below. You have access to the website via <https://portal.ru.nl> and you can log in with your student number and password. Via the portal you have quick access to among others Brightspace, your student e-mail, OSIRIS and your personal schedule.

From 1 September 2024, this version of the Student Portal will not be available anymore. From then on, the information you can currently find in the portal will be available via ru.nl.

Please find more information, instructions and tips on the following website:

[The Student Portal will go offline | Radboud University \(ru.nl\)](#)

Course registration










You will be registered for NSM courses by staff members of the IMO. If you attend courses at another faculty, the respective faculty will register you for the course. However, you have to check in OSIRIS if your registration was successful. Please make sure that the IMO is aware of your course selection at least 10 days before the course registration deadline for each block¹.

Also, you have to check the course registrations in Osiris before the registration deadlines have passed, otherwise no changes or corrections can be made for that particular block. Please inform the IMO about any changes at least 10 days before the course registration deadline. Not sure about the registration deadline? You can find the deadlines on the [website of the STIP desk](#).

How can you check your course registration?

1. Go to <https://osiris.ru.nl>
2. Log into OSIRIS by using your student number and your password.
3. Choose “show my registrations” to see the courses and exams you are registered for.
4. After the IMO has registered you for the course, you will receive a confirmation e-mail and you can check your registrations for the lectures and exams in “show my registrations”. Please keep these as proof of your registration

Additional functions in OSIRIS

 Home	Overview of activities and forward options to Brightspace, Portal and Student website
 Calendar	Overview of the schedule of registered courses
 Grades	Overview of the obtained grades; Grades entered in OSIRIS are official grades
 Progress	Shows the number of ECTS that you obtained
 Messages	Communication channel for confirmation of course registration
 Register	Here you can get an overview of your course registrations
 Course catalog	Shows all courses. Please note that not all courses are available for exchange students. Stick to the exchange students course list .
 Tutors	Study advisor
 Notes	Inbox for other study related messages

¹ Radboud University works with 2 semesters which are subdivided into 4 blocks: [Academic Calendar NSM - International Mobility Office \(ru.nl\)](#)

Would you like to switch courses?

If you want to switch a course, you will have to ask for approval at the IMO by means of a Change Form / During Mobility Form. Erasmus+ students should submit their changes through an Online Learning Agreement form for changes. This is a form with which you can add or drop courses. Strict deadlines apply. For more information, please see the NSM Study Guide document.

How to switch courses?

1. Check in your personal schedule if there are any schedule clashes
2. Find a substitute course that does not cause a schedule clash
3. Submit the correct During Mobility Form / OLA (Erasmus) or Change Form (Non-Erasmus) to IMO
4. Wait for approval from IMO
5. Once approved, the IMO will register you for the course(s).
6. Check if the registration in Osiris is correct.

OSIRIS app

View your timetable, exam results and study progress in one app. You also receive push notifications when a new exam result or note is added.

You can check your course timetable on your smartphone. This is very useful in case you've forgotten where you need to be on campus. Push notifications will tell you if a course is cancelled or when new grades have been published. You can even check your study progress on your phone, which means you'll always know where you stand academically.

The OSIRIS app is available via the Apple App Store and Google Play.

Personal Schedule

Your OSIRIS and your [personal schedule](#) are not synchronized. Adding a course to your personal schedule does not mean that you are registered for the course nor for the exams; this can be done only through OSIRIS. You can already add courses to your personal schedule once you have access to it and once the courses on your Learning Agreement have been approved. This way, you can check for any lecture overlaps, exam clashes and working group options well in advance before the semester starts. If you spot any clashes, you will have to switch one of the courses that causes a clash (see 'How to switch courses' above).

How can you add courses to your personal schedule?

1. Go to <https://personalschedule.ru.nl> and log in with your student number and password.
2. Click on "Add timetable" in the right upper corner. A menu will appear where you should select "Course".
3. The menu in the picture on the right appears. Search for the schedule of the course by typing in the course code in the top search bar.
4. Tick the boxes of the courses that you wish to add and press on "Add timetables" to add the course to your schedule
5. Repeat this step for every course you want to add.
6. On the right side of your screen, there is a menu where you adjust the settings for each course in your personal schedule. If you tap the little arrow next to the course name you can choose the option "Filter Activities". You can use this option to select and de-select all the working groups you follow. You can also check if your Exams are present in the schedule.

The screenshot shows a web interface titled "Add course timetable (2019/2020)". At the top left is a hamburger menu icon and a plus sign. Below the title is a search bar labeled "Search for a course:" with the text "MAN-INT" and a note "enter at least 3 characters". Underneath are two filter dropdowns: "Filter on department:" (set to "do not filter") and "Filter on programme of study:" (set to "do not filter"). A section titled "Select the timetables you want to add:" contains a list with one item: "MAN-INT009 Dutch History, Politics and Culture" which has a checked checkbox. To the right of this list are links for "select all" and "select none". At the bottom, there is a checkbox for "Synchronise these timetables with my connected calendar applications." and two buttons: "Close" and "Add timetables".

For a quick instruction you can watch the [instruction video on the personal schedule](#).

Brightspace

Once you are registered for a course in OSIRIS, this course will be added to your Brightspace account by the next day. Brightspace is the main communication tool for lecturers. It is advisable to check it every day for new messages. You have access to your Brightspace via <https://brightspace.ru.nl> and log into your Brightspace with your student ID. Brightspace has many options; we have highlighted the most important features below.

Announcements – main page

On the main page of each course, the teacher has the opportunity to place announcements to inform you about anything that is important to the following of the course.

General course information

Under the subsection “Content”, you can find the general course information like a course manual and the PowerPoints that are used for the lectures.

Assignments

Under the subsection Activities, you can find the assignments page. Teachers have the possibility to upload the assignments themselves there, but also open folders where you can submit assignments. Brightspace has more functionalities than these three. For a full tour through Brightspace and its functionalities, please have a look at this [video](#). Please do note that every teacher can arrange the Brightspace page of his/her own course. Not every teacher makes full use of Brightspace, so there might be some differences between the pages of each course.

Brightspace M-Space: Incoming Exchange Students NSM

Please note that there is also a Brightspace group for NSM exchange students to which you will be added before the new semester starts. Please check it regularly for announcements and important messages.

Books and Readers

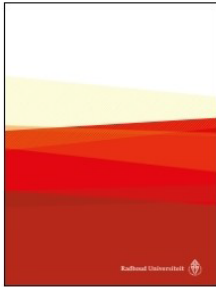
After enrolling for courses and setting up your other accounts, you can order your books and readers needed for the courses you are enrolled in.

Ordering books and readers


Please check the instructions on how to obtain the necessary books: [Ordering study books | Radboud University \(ru.nl\)](#).

There are not many courses that require a reader, yet some courses do. You can either check this manually or look at the literature list in the syllabi of the courses published on Brightspace.

- Go to <https://management.ru-bestel.nl/> and log in with your student details
- You need to know from which year and which block the course is. You can find this in the description of the course in the [course catalogue](#).

Artikelnummer:	197.40.047	
Omschrijving:	International Financial Policy	
Auteur:	Drs. Ludger Buijs (coordinator, Dr Frank Bohn)	
Opleidingstype:	Bachelor 3	
Opleiding:	Economics and Business Economics	
Studiejaar:	2019-2020	
Aantal pagina(s):	16	
Prijs per stuk:	€ 5,55	
Aantal exemplaren:	<input type="text" value="1"/> (minimaal 1)	
<input type="button" value="voeg toe"/>	<input type="button" value="ga terug"/>	<input type="button" value="annuleer"/>

- If you found the correct block and year, you can easily find the necessary readers via the menu on the left. If you need a reader, you can click on it and you will be referred to menu on the picture above.
- To order the reader, click on “voeg artikel toe” (add item). This will add the reader to your shopping cart.

Aantal	Artikel	Omschrijving	Datum In Winkelwagen	Prijs
1 <input type="text"/>	197.40.047	International Financial Policy	18-11-2019	€ 5,55 
Totaal:				€ 5,55

- If you added the reader, you can either look for more readers or click on “plaats bestelling” (place order).
- Once you have paid, you will get notified when you can pick up the reader at Post & Print, Erasmusplein 1, 6525HT Nijmegen, Erasmus Tower (on Campus).

E-mail

If you need to send an e-mail to a teacher, a study advisor or if you need to e-mail an organisation for a study assignment, you have to send the e-mail through your student account. You have access to your e-mail account via <http://mail.ru.nl>. When you login, please place ru\ before your student number (for instance: ru\s123456).

All confirmation emails from OSIRIS and some announcements from Brightspace are also sent to your student email. Please check your student email on a regular basis.

Printing – Kuario

Through the Radboud University printing system, students are able to print, scan, and copy anywhere on campus, regardless of the faculty at which they study or work. When printing, you send your print job to a print queue instead of a specific printer. The next step is to simply retrieve your print job from any printer.

In order to print you have to have an active account on [Kuario](#) and add credit to your Kuario balance.

1. [Install the app](#)
2. [Activate your account](#)
3. [Add credit to your balance](#)
4. You can pay with iDEAL, Maestro, MasterCard and VISA
5. [Log in](#) at the printer and print!

You can also connect your own laptop to the Campus printers. Here you can find both the instructions for [Mac](#) and for [Windows](#).

If you have any difficulties with setting up a print account, please send an e-mail to icthelpdesk@ru.nl or go the IT helpdesk at the central university library.

WiFi

If you are a student at Radboud University, you can use the Wifi network named *eduroam*. If you have set up eduroam once, you will have wireless access to the Wifi network at almost all other higher education institutions in the Netherlands and abroad. In order to set up eduroam, please check [the instruction page](#).